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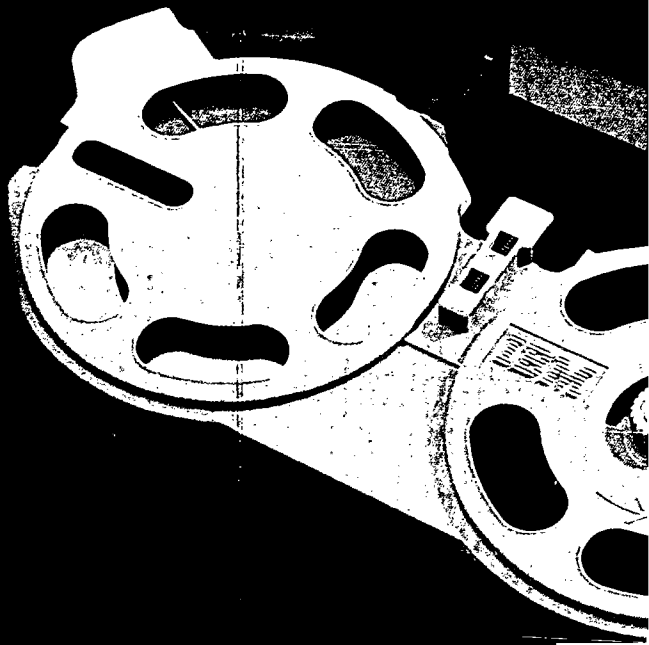


Correcting Selectric® III and Selectric® III Typewriters Operating Instructions





IBM
Typ

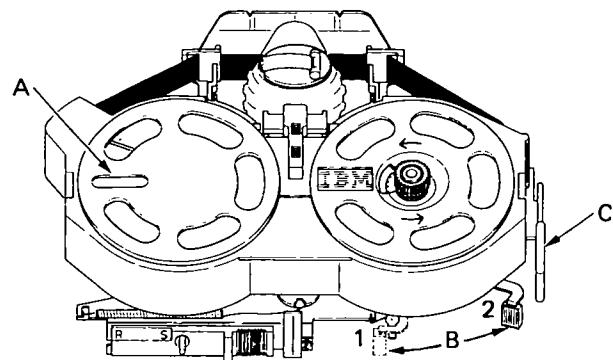


International Business Machines Corporation
Information Systems Division
For additional information, consult the nearest IBM Branch Office.
ISD Form No. G544-4006-1
Printed In USA 182

P/N 1359766

1982

Changing the Ribbon



To see how much ribbon remains in the cassette, look at the ribbon-end indicator (A).

To remove a ribbon:

1. Center the carrier and turn the typewriter off.
2. Lift the cover.
3. Keep the paper bail against the platen.
4. Move the ribbon load lever (B)* to the load position (1).
5. Using both hands, lift the cassette straight up and off.

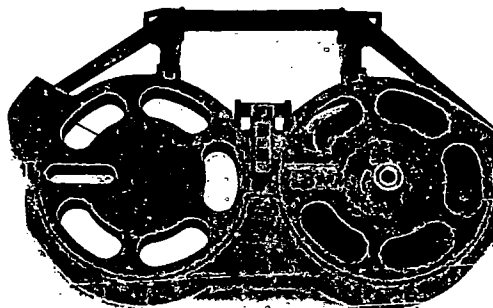
To install a ribbon:

1. Be sure the ribbon load lever (B) is in the load position (1).
2. Using both hands, place the cassette over the two posts.
3. Push down firmly on the cassette.
4. Turn the knob on the cassette in the direction of the arrow until the leader (uninked portion) disappears inside the cassette. If the ribbon is not tight, turn the knob on the cassette in the direction of the arrows.
5. Move the ribbon load lever (B) back to the operating position (2).
6. Close the cover.

Note: The name and reorder number of each ribbon appear on the *underside* of the ribbon cassette.

*The ribbon load lever on the IBM Correcting "Selectric" III Typewriter cannot be moved if the correction tape load lever (C) is in the load position.

IBM 210 Correctable Ribbon Cassette IBM Color Correctable Ribbon Cassette



Equipment: IBM Correcting "Selectric" III Typewriter

Average Annual Usage: 9-12 ribbons*

Shelf Life: Three years

Colors: Black, Dark Brown, Medium Green, Medium Blue

Average Character Yield: 208,000†

Packaging: One ribbon per box (minimum order — one dozen boxes)

Reorder Numbers:

Black: 1299508

Dark Brown: 1299510

Medium Green: 1299511

Medium Blue: 1299512

IBM Lift-off Tape works with the IBM 210 Correctable Ribbon Cassette and the IBM Color Correctable Ribbon Cassette. It lifts incorrectly typed characters off the page.

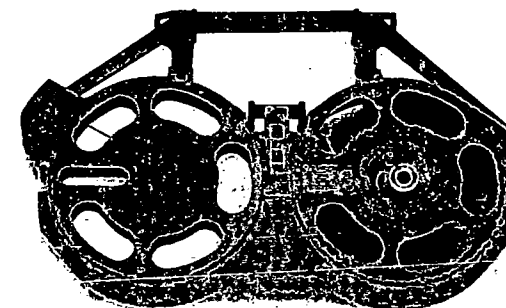
Reorder Number:

IBM Lift-off Tape: 1136433

*Colors other than black have an average annual usage of 12-15 ribbons.

†Colors other than black have an average character yield of 150,000.

IBM 800 T-III Ribbon Cassette



Equipment: IBM Correcting "Selectric" III Typewriter

Average Annual Usage: 2-4 ribbons

Shelf Life: Two years

Color: Black

Average Character Yield: 800,000

Packaging: One ribbon per box (minimum order — two boxes)

Reorder Number: 1299509

IBM Tech III Cover-up Tape works with the IBM 800 T-III Ribbon Cassette. It covers up incorrectly typed characters.

Reorder Number:

IBM Cover-up Tape: 1136435

Xerox

Telecopier 7024

User Handbook

Xerox 7024 Facsimile Terminal User Handbook

Xerox Corporation
Telecopier Technical Service
and Customer Support, R380-181
P.O. Box 660512
Dallas, TX 75266-0512

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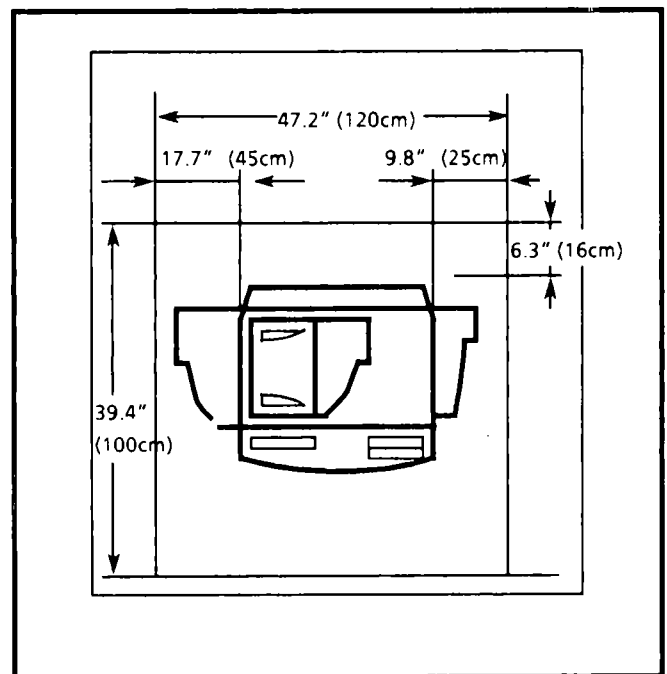
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Unpacking and installation

Space requirements

The accompanying diagram gives the minimum clearances required for normal operation, replacement of consumables, and regularly scheduled maintenance.

- The figures represent the minimum clearances for the terminal. The addition of other options may change space requirements.



Operating Environment

Do not install the terminal in a location that would expose it to any of the following environmental factors that could create safety hazards or adversely affect operation.

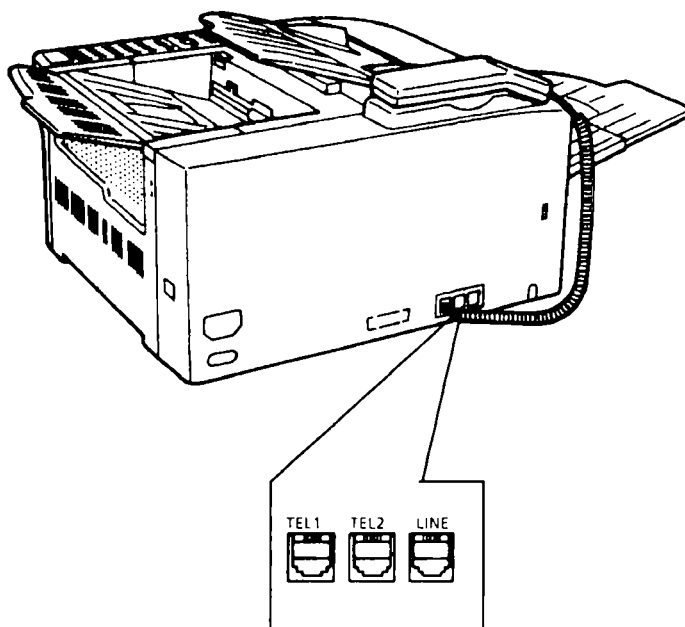
- Direct sunlight
- Direct air flow from heaters, air conditioners, ventilation ports, etc.
- Rapid temperature fluctuations--Too rapid heating of a cold room can cause water vapor to condense onto the paper, where it then interferes with image transfer and fusing.
- Extreme temperatures or humidity outside the recommended operating range.
- Ammonia from diazo duplicators, etc.

- Poor ventilation
- Excessive dust or vibration
- Volatile materials
- Curtains or other flammable materials too close to the unit
- Floors that are uneven or unsteady

Unpacking

1. Open the shipping carton and remove the following items:
 1. User handbook
 2. Operator guide
 3. Document output tray
 4. Document input tray
 5. Xerox paper
 6. Handset cord
 7. Telephone line cord
 8. Power cord
 9. Telephone handset
2. Remove the foam spacers above the terminal.
3. Remove the terminal from the carton. Remove the plastic from the terminal and place terminal in the designated location.
4. Remove the plastic bag containing the customer assistance label and telephone number label from the control panel and set aside.
5. Remove the protective covering from the control panel.
6. Press the Scanner Release Button (Document Release Knob-see Component identification) to open the scanner cover and remove the vinyl sheet.

Connecting the terminal

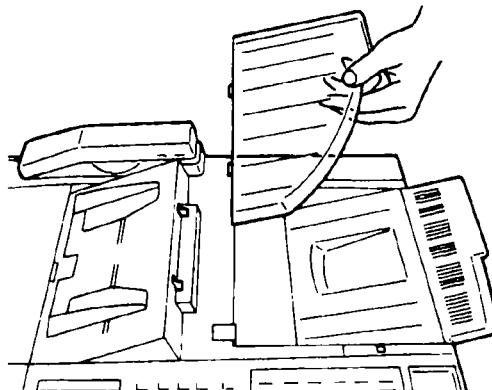


1. Insert one end of the handset cord into the handset. Insert the other end of the handset cord into the modular jack marked TEL1 on the rear of the terminal. Place the handset on the cradle.
2. Insert one end of the telephone line cord into the modular jack marked LINE on the rear of the terminal. Insert the other end of the telephone line cord into the telephone wall jack.
3. If you will be using an answering machine or second telephone with your fax machine, connect the telephone line from that device to the TEL2 jack. Remove the plastic cover from the TEL2 jack.

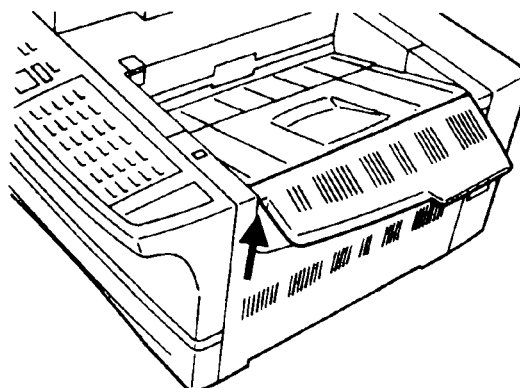
Note: If desired, you may connect the answering machine or second telephone to TEL1 and the handset to TEL2. See **SET SECOND TELEPHONE** and **SET ANSWERING MACHINE** to select the appropriate settings.

Installing the trays

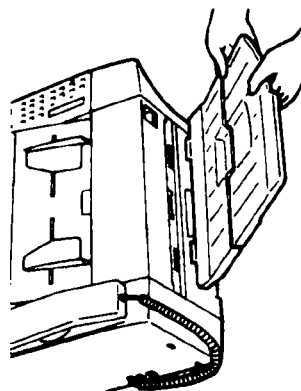
1. Document input tray - Position the tabs on the tray over the slots located on top of the terminal. Press the tray down firmly to secure.



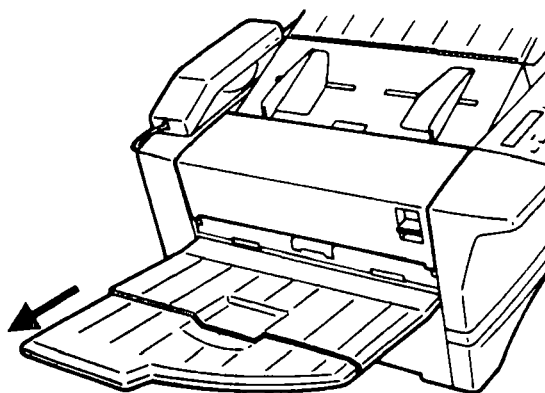
2. Output tray extension (attached to the terminal) - Lift the tray upward until the tray locks into place. To fold the tray back into the terminal, lift and lower slowly.



3. Document output tray - Position the tray vertically. Insert the tabs into the slots and lower the tray to position.

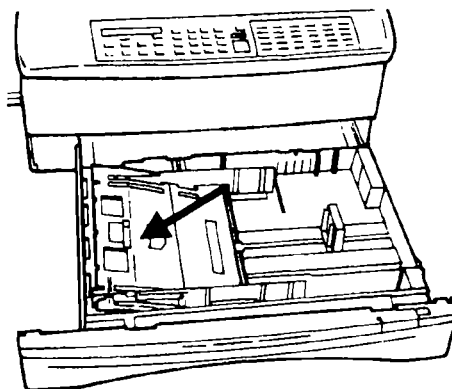


4. Extend the document support to support the paper.

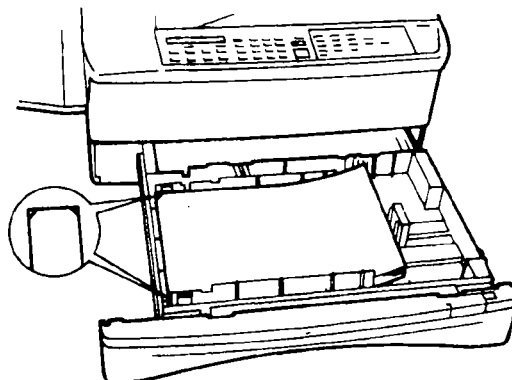


Loading the paper tray

1. Open the paper tray and press the metal plate in the tray downward until it clicks.

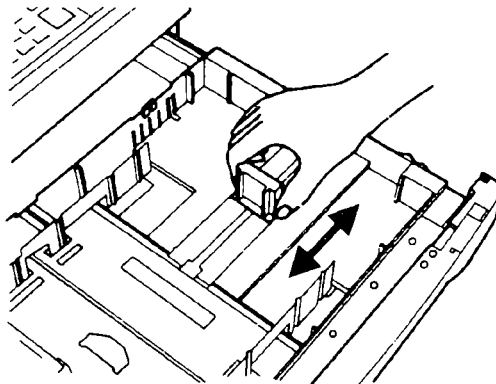


2. Place up to 250 sheets of recording paper under the snubbers (corner tabs.) Push the paper tray into the terminal.



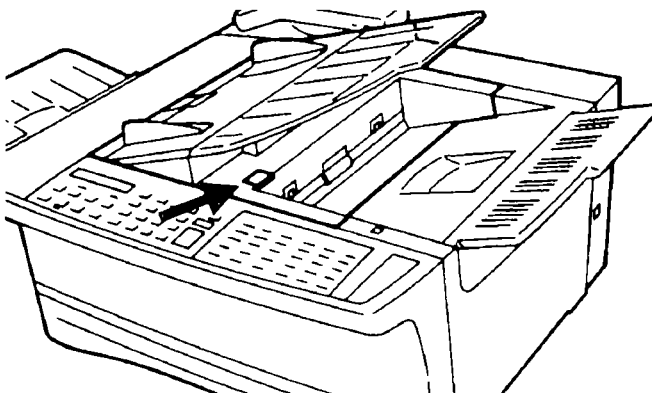
Note: The paper stop should be set for 11 inch paper when it is received. If necessary, adjust the paper stop to fit 14 inch paper by squeezing the sides of the paper stop and sliding it to the 14

inch position. Rotate the indicator (paper length) to the appropriate size.

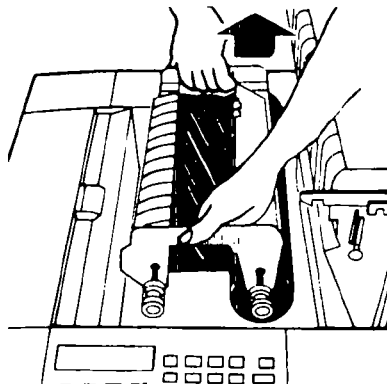


Advancing the imaging film

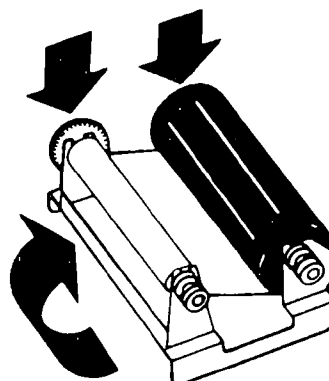
1. Press down on the printer cover release button and open the printer cover.



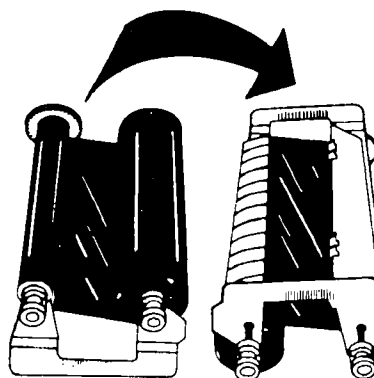
2. Locate the imaging cartridge. Note the red spindle is on the right rear side. Grasp the cartridge by its handles and lift it out of the terminal.



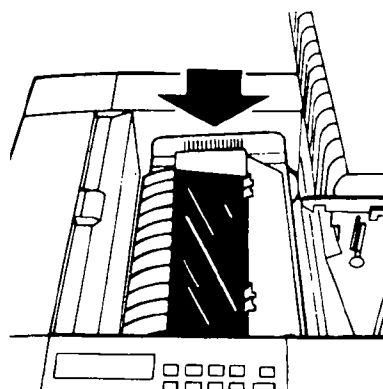
3. Set the cartridge down on a work surface and turn it over. Make sure the red spindle is on the left rear side. Advance the blue leader clockwise onto the take-up roll until the black ink is visible.



4. Turn the cartridge over. Make sure the red spindle is on the right rear smooth side and the blue spindle is on the left rear ribbed side.



5. Grasp the cartridge by its handles and place it into the terminal. Match the color of the spindles to the color of the cartridge. Make sure the red spindle is on the right rear side.



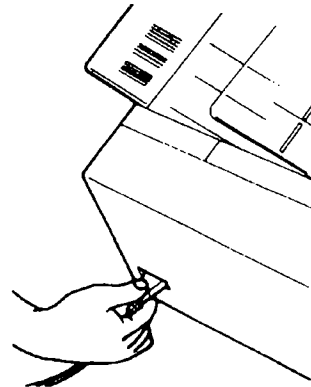
6. Close the printer cover and press firmly to close.

Installing the customer assistance label

1. Record the serial number on the customer assistance label and in Section 8, Requesting assistance. The serial number is located under the printer cover to the left of the imaging cartridge.
2. Record the customer support center telephone number on the customer assistance label. The number is in Section 8, Requesting assistance.
3. Remove the cover backing from the customer assistance label and place the label on the right rear corner of the terminal.

Installing the power cord

1. Make sure the power switch at the right side of the terminal is off.
2. Plug one end of the power cord into the connector at the rear of the terminal.



3. Plug the other end of the power cord into the wall outlet.
4. Turn the power switch on.

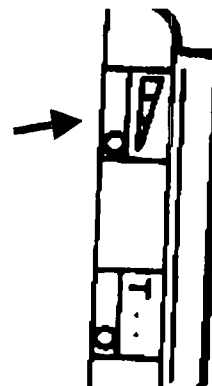
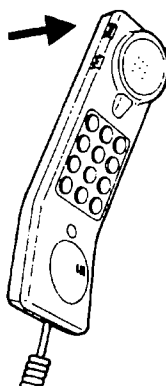
Note: Do not install the terminal on the same electrical circuit as an air conditioner, copier machine or other high consumption electrical appliance. These appliances can cause electrical "draw-downs" when they operate--temporarily reducing the power available for other equipment on the circuit--and could damage your fax.

Speaker volume control

The speaker volume control is located on the left rear of the terminal. Move the control as desired to adjust the volume of the tones on the terminal.

Handset volume control

1. Move the ringer volume to the left or right as desired to adjust the volume of the handset.



How to use this handbook

This user handbook is designed to provide you with information about operating the Xerox 7024 Facsimile Terminal. To ensure proper operation, please read the entire handbook before using the terminal.

This handbook is divided into the following sections:

- The beginning of the manual, ***Installation***, contains the instructions to install the terminal.
- Section one, ***Preparing the machine for operation***, provides a brief description of the function of each of the keys on the control panel, the general features of the terminal and a description of the features needed to setup the terminal for operation.
- Sections two - five, ***Dialling, Sending, Copying and Receiving***, include the procedures for all variations of dialling, sending, receiving and copying.
- Section six, ***Reports***, provides a detailed description of the reports available on the terminal.
- Section seven, ***Custom features and settings***, provides the procedures and descriptions for optional user settings and features available on the terminal. These descriptions are listed in alphabetical order.
- Section eight, ***Problem solving***, contains the problem solving assistance, supplies information, cleaning procedures and instructions for installing the paper.
- Section nine, ***Reference***, contains the specifications, data coupler information and Canadian certification.

A glossary is included to define some of the terms used in this manual.

An index is also included to assist you in matching names that are used in the handbook with other names that you may commonly use for the same feature or option.

The square brackets denote the name of a control panel button. If the procedure states "Press [Select]", press the Select button on the control panel.

All notes containing additional or optional information are in italics. Footnotes are included where information may be useful, but are not always required for the action or operation described.

Preparing the machine for operation

Getting to know the telecopier

The Xerox Fax Telecopier 7024 contains an internal data coupler. Its use is restricted by different regulatory commissions. To comply with the different regulations, you must carefully read and follow the instructions listed in the Reference Section of this handbook.

The terminal can send, receive and copy documents. It can receive or make a copy when the paper is installed. The only additional requirement for a facsimile transmission is a telephone line connection.

When you switch the power on, the terminal will be in the idle mode and ready to use. Whenever an action has been successfully completed or an operation is not pending, the terminal will return to the idle mode and display the following:

LOAD ORIGINALS
JUL 31 '91 10:55

The terminal may be left powered on 24 hours a day and has a battery back up system that will retain the user programmed options in memory for a minimum of 200 hours when no power is applied to the terminal. When the power switch is turned off, pending or polling documents will be deleted. The memory should be checked before turning the power off. (See Memory.)

The Automatic Document Feeder (ADF) will feed up to 30 single sheets of letter or legal size originals. If the number of originals to be sent or copied exceeds the ADF capacity, these additional pages may be placed in the ADF after starting the send or copy operation. All copied and received pages will be printed on single sheets of paper.

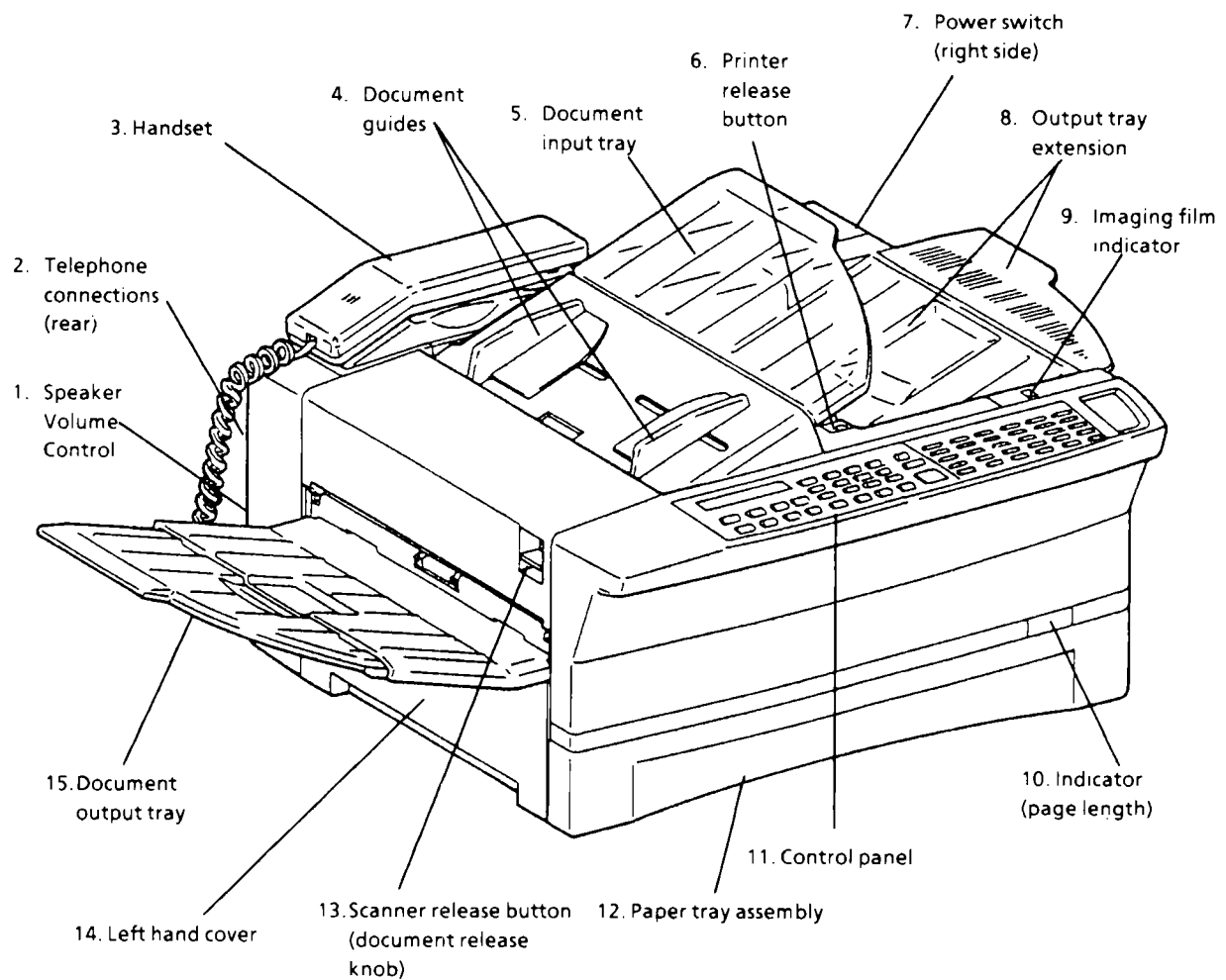
To transmit images from documents smaller than the minimum size, damaged originals or materials not within the specifications of this terminal, first create a copy on 13-36¹ pound bond paper. Use the copied image for your transmission. The following types of originals should be reproduced on 13-36 pound bond paper prior to use in this terminal: undersized, lightweight, heavy card stock, irregularly shaped, damaged, stapled, carbon-backed, paste-ups or bound. Oil wet papers must dry for 30 minutes before using.

An optional setting allows wider than 8.5 inch documents to be reduced to accommodate the receiving unit. An optional setting also allows pages longer than 35.4 inches to be transmitted.

The error light will come on and an error message will show in the display if an error or fault condition occurs. If there is no obvious problem, press [Stop] and try the operation again. If the problem continues, consult the Problem Solving Section.

1. Heavier weight paper (32-36) may require operator assistance.

Component identification



Component descriptions

This is a brief description of the function of each of the keys, controls, tones and lights on the terminal. See the appropriate section of this handbook for additional information about using this terminal.

Speaker volume control: Adjusts the volume of the speaker and tones.

Line: Standard RJ-11C modular jack for telephone line from wall jack.

TEL 1: RJ-11C modular jack for telephone handset.

TEL 2: RJ-11C modular jack for a secondary device (telephone or answering machine) used with the terminal.

Handset : Allows manual operation or conversation.

Document guides: Adjustable document guide to accept pages up to 11 inches wide.

Document input tray: Provides area to load original documents.

Printer release button: Releases top cover to provide access to printer area.

Power switch/Cord: Controls power to the unit. Located at the right rear corner of the terminal and accepts a grounded 115-volt AC outlet.

Output tray extension: Provides an extended area for long copies.

Imaging film indicator: Sight Indicator showing status of imaging film.

Indicator (page length): A manual setting provided to indicate the page length loaded in the terminal.

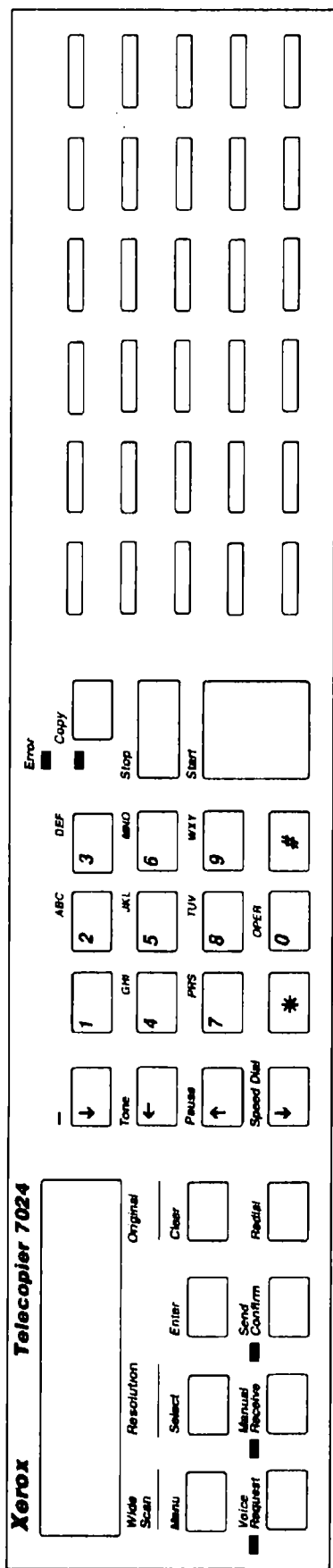
Control panel: Contains keys and lights for the user control of the terminal.

Paper tray assembly: Supplies paper to the terminal.

Scanner release button: Releases the scanner cover.

Left hand cover: Provides access to clear a paper jam in the recording area.

Document output tray: Provides area for completed copies to accumulate.



Control Panel

Control panel descriptions

Display:	Two lines of information, each 20 characters.
Wide scan	Use to automatically reduce the size of the pages sent to a remote fax.
Menu:	Use to select the appropriate menu.
Resolution/Select:	Use to select the scanning resolution and functions within a menu. Also use to display the number of pending jobs and the amount of memory in use.
Enter:	Use to save the selection of the displayed feature.
Original/Clear:	Use to select the contrast. Also use to delete a character in the display.
Voice request:	Use to signal remote operator that voice communication is desired; also use to enable on-hook dialling.
Manual receive:	Use to select the receive mode.
Send confirm:	Use to enable the print out of a Send Confirm Report after a send operation.
Redial:	Use to redial the last telephone number dialled.
→, ←, ↑, ↓ keys:	Use to move the cursor when selecting the characters for the local name and number.
- (Dash) Key:	Use to insert a dash in telephone numbers and local identification number to enhance legibility. Also used to enter a dial tone.
Tone:	Use to change dialling system from pulse to tone.
Pause:	Use to enter a pause in the dial sequence when manual dialling or storing a one touch or speed dial telephone number.
Speed Dial:	Use to activate dialling of stored speed dial numbers.
Error:	Used when the terminal experiences an error condition.
Copy:	Use to start the copy function.
Stop:	Use to stop an operation or reset the error LED.
Start:	Use to begin an operation.
Terminal keypad:	Use as a telephone dialling pad to access display menus and their functions and to create the dialling directories.

- One touch keys: Use to perform one touch dialling of individual terminals or a group of terminals.
- Program one touch: Use as standard one touch keys or as multi-step commands for delayed send, delayed group send, relay send, send secure mail, delayed polling and multi-polling.

Tones

Your terminal generates audible tones to indicate the status of operations that it is performing. The tones also indicate the acceptance of actions you perform on the control panel.

- Valid tone Will sound when a valid action occurs.
- Warning tone Will sound for about 5 seconds when a printing or copying job is not completed normally.
- Key tone Will sound when any key on the control panel is pressed.
- Invalid tone Will sound when an invalid action occurs.
- Operator call Will sound to call the operator for about 4 seconds when the memory overflows or there is no paper in the tray.
- Interrupt tone Will sound when [Speed Dial] is pressed during a transmission.
- Voice request tone Will sound when the voice request feature is enabled.

Memory

The terminal does not transmit the originals as it scans them, but stores the image, telephone number, and other data as a stored job in memory. The originals therefore do not block the document tray while the terminal is waiting to transmit the images -- an advantage that is particularly important when you request transmission after hours, when telephone rates are lower.

The terminal has a memory capacity equivalent to approximately sixteen standard size pages for transmission at normal resolution with ECM turned off. The terminal will store approximately twelve pages with ECM turned on. Actual memory requirements vary with such factors as document size, contents and resolution mode.

The following features can be stored in memory:

- Delayed send
- Delayed group send
- Relay send
- Secure send
- Delayed polling
- Multi-polling
- Store for polling

Receive to memory

The terminal automatically receives and stores documents into memory when the terminal is out of supplies or when a paper jam occurs. The following displays during the receive operation if ECM mode is set to OFF:

RECEIVE	MEMORY	STD
---------	--------	-----

The following displays during the receive operation if ECM is set to ON:

RECEIVE	ECM	STD
---------	-----	-----

The documents will print out from memory after the supplies have been replaced or the paper jam is cleared.

Memory available

When the terminal is in the idle mode, press [Select] to display the number of pending jobs and the total percentage of memory used.

1. Press [Select] to display the number of pending jobs.

PENDING JOBS	(00)

2. Press [Select] a second time to display the percentage of memory used.

MEMORY IN USE	(000%)

3. Press [Stop] to return to the original display.

Memory full

1. When memory is full, an alarm sounds and an error message appears on the display.

MEM FULL SEE MANUAL ENTER/CLEAR

2. Press [Enter] within one minute to save all scanned originals.
3. Press [Clear] or [Stop] to cancel the entire job and delete the scanned originals.

Failure to respond within one minute results in the cancellation of the job and the deletion of scanned originals. The Check Message Report will be printed out.

Switching the power off and on

When the power is switched off, any document(s) in memory will be deleted and pending delayed transmissions will be canceled.

The percentage of memory that is currently being used is displayed when [Select] is pressed from the idle mode. If the memory is more than 1% and you need to switch off the power, perform the following actions to avoid losing the document(s) in memory.

1. If a transmission is pending or a delayed operation has been setup, the power should not be switched off unless necessary.
2. If an error is displayed, correct the problem according to the message. A document may be stored in memory.
3. A Pending Job List can be printed to determine if you need to print the documents before power is switched off.
4. It is not necessary to turn the power off to change the imaging film.
5. Switch off the power if none of the previous conditions exist.

Menu table

The terminal has 11 menu levels which are shown in the Menu table on the following page. The eleven menu levels are:

- | | |
|---------------------|-------------------------|
| 1. Send Options1 | 7. Print Reports |
| 2. Send Options2 | 8. Pending Jobs |
| 3. Polling Options | 9. User Settings |
| 4. Call Response | 10. Program One-Touch |
| 5. One-Touch Setup | 11. RS-232 ¹ |
| 6. Speed Dial Setup | |

To select the desired menu, press [Menu] and use the keypad to enter the menu number (01-11). When the desired menu is displayed, press [Enter] to display the first feature in the selected menu. To select the desired feature, use the keypad to enter the feature number. See Menu table for feature numbers. (Numbers 1-9 must be preceded by 0.)

Example: To select from the menu table

- Press [Menu] to enter the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

- Enter the desired menu number (01-11.) Press [0], [9] to select menu 9.USER SETTINGS in this example.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

- Press [Enter] to select the first feature within menu 9.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

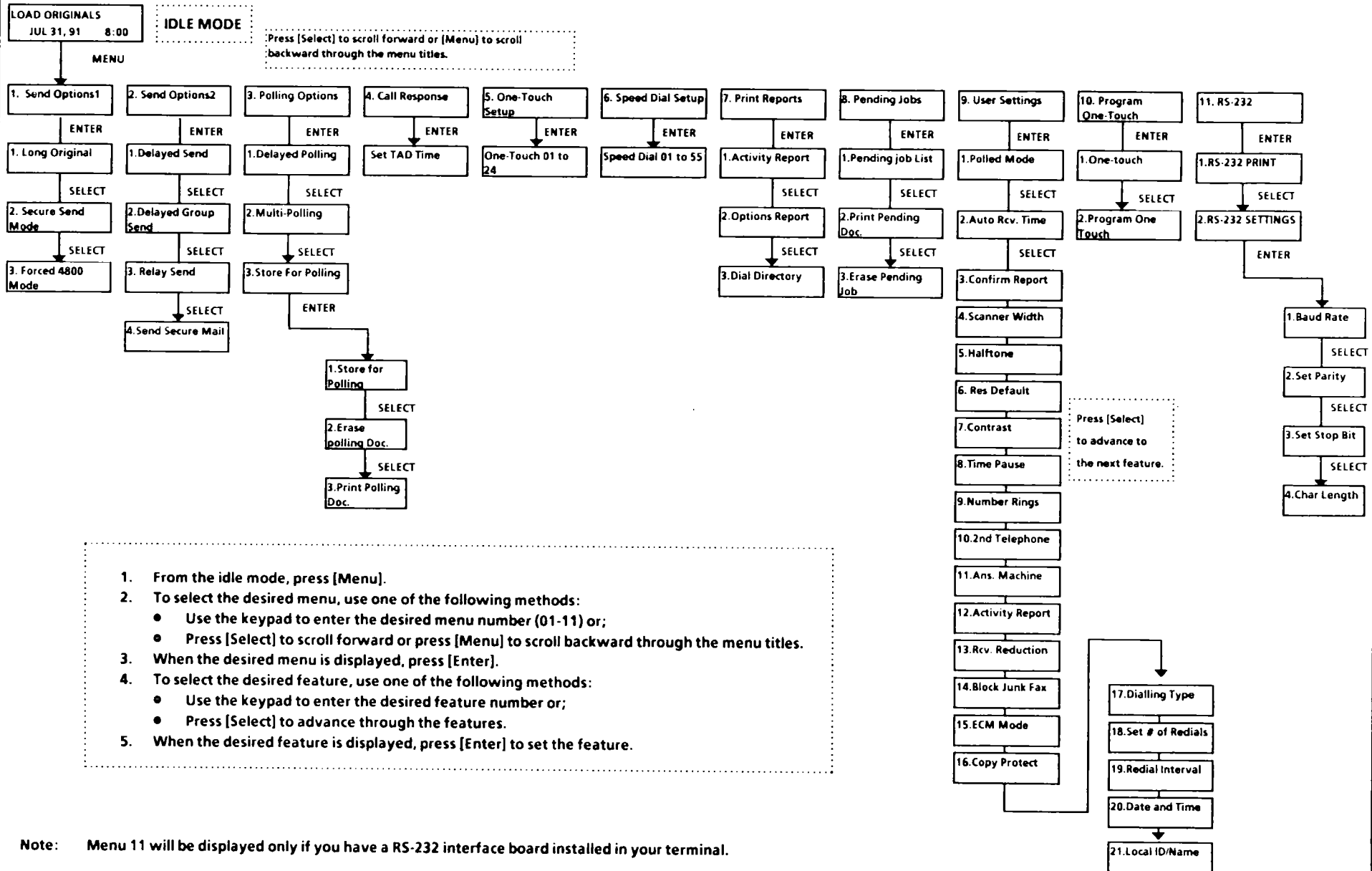
- Enter the number associated with the desired feature within menu 9. For example, press [0], [7] to select SET CONTRAST.

```
7.SET CONTRAST
01-21      SELECT/ENTER
```

Note: You can manually advance through the menus by pressing [Menu] one time and [Select] repeatedly until the desired menu is displayed. You can manually advance through the features by pressing [Select] repeatedly; or manually step backward through the menus and features by pressing [Menu] repeatedly.

1. Menu 11, RS-232, will be displayed only if you have a RS-232 interface board installed in your terminal.

MENU TABLE



Set date and time

This feature allows the date and time to be entered into the terminal. The time displays in a 24-hour format. The date and time are saved in memory and a battery provides power when the AC power is removed.

To set date and time (09-20)

1. Press [Menu].

1.SEND OPTIONS1
01-10 SELECT/ENTER

2. Press [0], [9].

9.USER SETTINGS
01-10 SELECT/ENTER

3. Press [Enter].

1.SET POLLED MODE
01-21 SELECT/ENTER

4. Press [2], [0].

20.SET DATE AND TIME
01-21 SELECT/ENTER

5. Press [Enter]. Use the terminal keypad to enter the day.

ENTER DAY

6. Press [Enter]. Enter the month.

ENTER MONTH
'91 07/30 10:30

7. Press [Enter]. Enter the last two digits of the year.

ENTER DAY
'91 07/30 10:30

8. Press [Enter]. Enter the hour in 24-hour format.

ENTER HOUR
'91 07/30 10:30

9. Press [Enter]. Enter the minute.

ENTER MINUTE
'91 07/30 10:30

10. Press [Enter].

SET DATE AND TIME
COMPLETED

Local identification number and name/send header

The local identification (ID) number and name identify your terminal to other terminals in the network.

The local ID number is the telephone number of the terminal. The number can be up to 20 characters.

The local name can be any alpha/numerical combination up to 20 characters. The characters to be used in the local name are selected from the character code table.

If the local ID number and name are entered, a send header containing the local name, local ID number, date, time, serial # and page numbers will appear at the top of each page sent to a remote terminal. If the ID number and name are not entered, the send header will contain the date, time, serial # and number of pages only. A sample send header is shown below:

SAMPLE SEND HEADER

Local name	Local ID #	Date	Time	Serial #	Number of Pages
FROM XYZ Corporation	FAX NO. 2145551000	Jul 31, 1991	13:00	No.001	P. 1

To store local ID number and name (09-21)

1. Press [Menu].

1.SEND OPTIONS1
01-10 SELECT/ENTER

2. Press [0], [9].

9.USER SETTINGS
01-10 SELECT/ENTER

3. Press [Enter].

1.SET POLLED MODE
01-21 SELECT/ENTER

4. Press [2], [1].

21.SET LOCAL ID/NAME
01-21 SELECT/ENTER

5. Press [Enter].

ID:	SELECT/ENTER
-----	--------------

Note: Press [Clear] to clear any existing numbers. Press [Select] if desired number has been entered previously.

6. Press [Enter] again. Use the numeric keypad to enter the local ID (telephone number.) Use the dash key, "-", to separate digits in your number.

ID:	-
-----	---

7. When the local ID has been entered, press [Enter].

NAME:	SELECT/ENTER
-------	--------------

8. Press [Enter] to select the character code table. Press [Clear] if the terminal has an existing local name and you want to change it. Press [Select] if the desired name has been entered previously.

_ABCDEFGHIJ.	00
--------------	----

9. Use the up and down arrow keys to select the row containing the desired character. Use the left and right arrow keys to select the first character of your local name. When the cursor is positioned under the first desired character, press [Enter] to store the character and proceed to the next character. Press [Clear] to erase a character. The 00 represents the number of characters entered in the name.

_ABCDEFGHIJ.	01
A	

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	+	,	-	.	/
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	+	,	-	.	/
0	1	2	3	4	5	6	7	8	9	-
:	;	<	=	>	?	@	[	]	{	}
!	"	#	\$	%	&	'	(	)	*	

Display always starts with first row.

↑	↓
---	---

Use UP/DOWN arrow keys to change rows.

→	←
---	---

Use LEFT/RIGHT arrow keys to change columns.

10. Continue using the arrow keys to select the characters for your local name. Press [Enter] to enter each character in the display.

_ABCDEFGHIJ.	03
ABC	

11. When your local name has been entered, press [Menu].

SET LOCAL ID/NAME COMPLETED

Set terminal and handset dialling type

The telephone lines require either touch tone or pulse dialling signals. If you are unsure of the dialling signals required by your telephone system, call your telecommunication company for assistance. The switch on the handset and the menu option on the terminal must be set to meet these requirements of the telephone system. Ensure the terminal menu and the handset switch have the same dial option selected.

There are three dialling settings: TONE, 20PPS (pulse per second) and 10PPS. The tone setting will satisfy the majority of the telephone systems.

To set terminal dialling type (09-17)

1. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9].

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter].

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [7].

```
17.SET DIALLING TYPE
01-21      SELECT/ENTER
```

5. Press [Enter].

```
DIALLING MODE: TONE
                SELECT/ENTER
```

6. Press [Select] to select the dialling line type: TONE, 20PPS or 10PPS. Press [Select] to scroll through the settings.

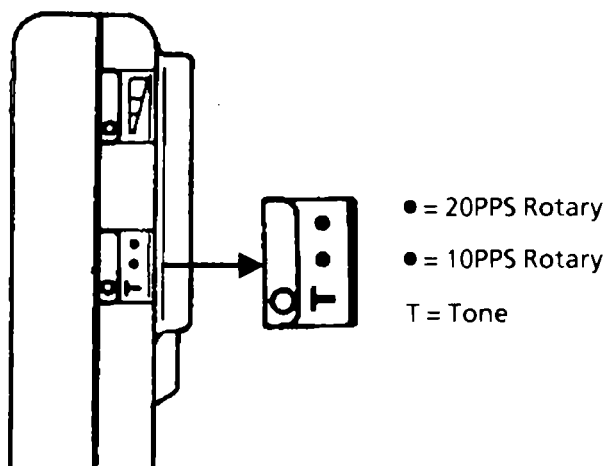
```
DIALLING MODE:TONE
                SELECT/ENTER
```

7. Press [Enter] when the desired setting is displayed.

```
SET DIALLING TYPE
COMPLETED
```

To set handset dialling type

Move the switch on the handset to the appropriate setting for the telephone system.



Answering modes

There are four answering modes on the terminal. Press [Manual Receive] to change the answering mode.

Select the appropriate setting for your terminal from the table below:

1

ANSWERING MODE	MANUAL RECEIVE SETTING	PURPOSE	FEATURE SETTINGS
Manual Receive	LOAD ORIGINALS (LED is on)	The user must manually answer all incoming calls.	
Automatic Receive	LOAD ORIGINALS (LED is off)	The terminal will automatically answer all incoming calls after the specified number of rings.	● Number of Rings
Telephone/Facsimile Receive	LOAD ORIG: (TEL)	Select this setting when you connect a second telephone to your terminal. The terminal will automatically answer all incoming calls. If the call is from another fax terminal, it will receive the incoming document automatically. If the incoming call is not from a fax terminal, a pre-recorded message is played and the telephone extension will ring for manual pick-up by the user. The user can dial the digits, 66, on the second telephone within 12 seconds to switch the call back to the fax terminal for facsimile operations.	● Second Telephone
Answering Machine/Facsimile Receive	LOAD ORIG: (ANS)	Select this setting when you connect an answering machine to your terminal. The answering machine will answer the incoming call if the ring count on the answering machine is set to a lower number than the Number of Rings in the terminal. If the call is from a facsimile machine, the terminal will automatically switch the call from the answering machine to the terminal for facsimile operations after the specified time in the TAD Time setting.	● Answering Machine ● TAD Time ● Number of Rings

Set answering machine

If you connect an answering machine (TAD) to your terminal, the following settings should be selected:

Answering Mode: LOAD ORIG: (ANS)¹

Answering Machine: TEL2 (recommended setting)

TAD Time: User specified (see next page)

Number of Rings: If you want the answering machine to answer the telephone, the number of rings setting should be set higher than the ring count in the answering machine. The machine with the lowest ring count setting will answer the telephone first.²

1

To set answering machine (09-11)

The settings of the answering machine menu feature and the TEL jack should match. The recommended connection and setting for this feature is TEL2.

TEL1 - This setting is used when you connect an answering machine to the TEL1 jack.

TEL2 - This setting is used when you connect an answering machine to the TEL2 jack.

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-10 SELECT/ENTER

2. Enter [0], [9] to select menu 9.

9.USER SETTINGS
01-10 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.SET POLLED MODE
01-21 SELECT/ENTER

4. Enter [1], [1] to select SET ANS. MACHINE.

11.SET ANS. MACHINE
01-21 SELECT/ENTER

5. Press [Enter].

ANS. MACHINE: TEL1
SELECT/ENTER

1. See Answering modes for description.

2. See Set Number of rings to change setting.

6. Press [Select] to select TEL1 OR TEL2.

ANS. MACHINE:	TEL2
	SELECT/ENTER

7. Press [Enter] when the desired setting is displayed.

SET ANS. MACHINE COMPLETED

1

To set TAD (telephone answering device) time (04)

This feature determines how many seconds the terminal should wait before switching the call from the answering machine to the fax for facsimile operations. When there is an incoming call to the answering machine and the caller is silent or does not leave a message in the specified time, the call will be switched to the terminal for facsimile operations.

You can select from 0 to 15 seconds. Entering 0 turns this feature off.

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-10 SELECT/ENTER

2. Enter [0], [4] to select menu 4.

4.CALL RESPONSE
01-10 SELECT/ENTER

3. Press [Enter]. Enter a number between 00-15 seconds. Press [Clear] to erase the previous entry.

SET TAD TIME	
TIME:	00

4. Press [Enter] when the desired setting is entered.

SET TAD TIME COMPLETED

Set second telephone

If you connect a second telephone to your terminal, the following settings should be selected:

Answering mode: LOAD ORIG: (TEL)

Second telephone: ON

In this mode, all calls will be automatically answered by the terminal. If the call is not from a fax terminal, a pre-recorded message will be played and the telephone extension will ring for manual pick-up by the user. The user can dial the digits, 66, on the second telephone within 12 seconds to switch the call back to the fax terminal for facsimile operations.

1

To set second telephone (09-10)

ON - Select this setting if you have a telephone connected to the TEL2 jack.

OFF - Select this setting if you do not have a telephone attached to the TEL2 jack.

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Enter [0], [9] to select menu 09.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Enter [1], [0] to select SET 2ND TELEPHONE.

```
10.SET 2ND TELEPHONE
01-21      SELECT/ENTER
```

5. Press [Enter].

```
REMOTE TEL:      OFF
                SELECT/ENTER
```

6. Press [Select] to select ON or OFF and press [Enter].

```
REMOTE TEL:      ON
                SELECT/ENTER
```

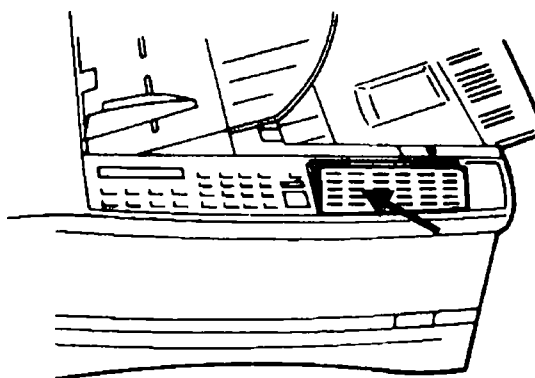
```
SET 2ND TELEPHONE
COMPLETED
```

One touch sheet

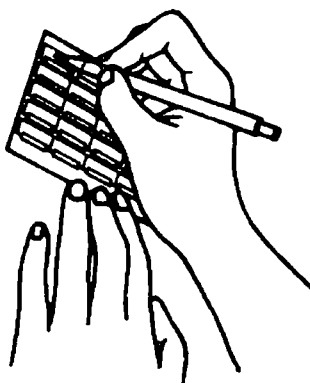
A one touch is provided with your terminal to record your stored one touch telephone numbers. When you complete the setup of your dial directory in the next section, use the procedures below to record your numbers.

Installing the one touch sheet

1. Remove the protective cover from the one touch keys.



2. Remove the one touch sheet and write the appropriate telephone numbers on the sheet.



3. Insert the one touch sheet and the protective cover over the one touch keys.

Dial directory

This feature allows 55 speed dial and 30 one touch telephone numbers to be entered into the terminal for quick telephone dialling. Each telephone number can be a maximum of 40 characters. A one touch or speed dial number is assigned by the terminal for each telephone number.

Speed dial - Fifty five telephone numbers and names can be stored in the speed dial memory and can be accessed by the two digit speed dial numbers 01-55. The one touch and speed dial numbers are printed on the Dial Directory report.

One touch - Thirty telephone numbers and names can be stored in the one touch memory and can be accessed by the one touch numbers 1-24 and P1-P6.

Program one touch - P1-P6 can also be programmed to reduce multi-step functions to one keystroke.

A pause can be entered in your telephone numbers when dialling 9 for an outside line or when using charge code numbers. A dash can be entered in your telephone numbers to separate the digits for easier reading or to insert another pause.

The terminal allows the one touch and speed dial numbers to be entered in group number lists. Five group number lists are available and each telephone number can be included in one or all five lists. Forced 4800 dialling and secure send can also be setup in the one touch and speed dial numbers.

2

To plan the dial directory

1. Identify the telephone numbers you plan to include in the one touch or speed dial memory.
2. Print out a copy of the Dial Directory report. (Reference the Reports Section.)
3. Determine which number from the Dial Directory list (01-24 or P1-P6 for one touch or 01-55 for speed dial) will be associated with each telephone number.
4. When all entries have been entered into the terminal, print out a copy of the numbers and verify that all telephone numbers and names are correct. Use this list as a reference. Print out a new copy of the list each time the list is modified.

To enter pauses in one touch or speed dial numbers

A pause may be included anywhere in the one touch or speed dial numbers by pressing the pause or dash key. A pause should be entered whenever a delay is required before the next digit can be dialled. An example would be when dialling 9 for an outside line or when using charge code numbers.

1. Press [Pause] after the appropriate number (-/ displays.)
2. Press [- Dash] twice to instruct the terminal to wait for a dial tone, when dialling out through a PBX system, for example (! displays.)

To set one touch keys 01-24 (05-1)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [5] to select menu 5.

```
5.ONE-TOUCH SETUP
01-10      SELECT/ENTER
```

3. Press [Enter].

```
ONE-TOUCH 01 TO 24
SELECT AND PRESS
```

4. Press the desired one touch key.

```
[01]=NOTHING STORED
SELECT/ENTER
```

5. Press [Enter]. Use the terminal keypad to enter the telephone number. The number can be up to 40 characters. If you want to change any numbers, press [Clear] and reenter the new information.

```
[01]=TEL. NUMBER
555
```

6. When the telephone number is entered, press [Enter].

```
[01]=SET PARAMETERS
SELECT/ENTER
```

7. If the Secure Send or Forced 4800 options are desired, press [Enter]. If the options are not desired, press [Select]. The following displays if [Enter] is pressed:

```
FORCED 4800:      OFF
SELECT/ENTER
```

8. Press [Select] to select ON or OFF setting for the Forced 4800 option.

FORCED 4800: ON
SELECT/ENTER

9. Press [Enter] to store the setting.

SECURE SEND: OFF
SELECT/ENTER

10. Press [Select] to select ON or OFF setting for the Secure Send option.

SECURE SEND: ON
SELECT/ENTER

11. Press [Enter] to store the setting.

[01]=LOCATION ID
SELECT/ENTER

12. Press [Enter]. Enter the remote Location ID. The ID can be alpha or numeric characters and are selected from the character code table.

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	+	,	-	.	/
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	+	,	-	.	/
0	1	2	3	4	5	6	7	8	9	-
:	;	<	=	>	?	@	[	]	{	}
!	"	#	\$	%	&	'	(	)	*	

Display always starts with first row.



Use UP/DOWN arrow keys to change rows.



Use LEFT/RIGHT arrow keys to change columns.

To select the characters, use the up, down, left and right arrow keys to position the cursor under the desired character. Press [Enter] when the cursor is positioned under the desired character.

_ABCDEFGHIJ. 00

ABCDEFGHIJ. 01
D

Note: The number in the display represents the number of characters entered.

13. Continue using the arrow keys to position the cursor under the desired characters and press [Enter]. When all the characters have been selected for the location ID, press [Menu].

```
[01]=GROUP NUMBER
      SELECT/ENTER
```

14. If you want to enter the one touch number in a group number list, press [Enter]. If you do not want to include the one touch number in a group number list, press [Select].

```
[01]=GROUP NUMBER
      -
```

15. Use the terminal keypad to enter the group number list. The terminal offers up to five groups, numbered 1 to 5 and each number can be included in all five group number lists, if desired. If entering more than one group number, press [Menu] to insert a comma between the numbers.

```
[01]=GROUP NUMBER
1, 3, 4
```

16. When you have entered all the group number lists for this one touch key, press [Enter].

```
ONE-TOUCH 01 TO      24
      SELECT AND PRESS
```

17. Press [Stop] to return to the idle mode.

Note: *The above information can be edited by repeating these steps. When the information to be changed is displayed, press [Clear] and reenter the new information.*

To set speed dial numbers (06-1)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [6] to select menu 6.

```
6.SPEED DIAL SETUP
01-10      SELECT/ENTER
```

3. Press [Enter].

```
SPEED DIAL 01 TO 55
      SELECT AND PRESS
```

4. Use the terminal keypad to enter the desired speed dial number between 01-55. Speed dial numbers below 10 must be preceded by 0. If you want to edit any information, press [Clear] and reenter the new information.

(01)

5. Press [Enter].

(01)=NOTHING STORED
SELECT/ENTER

6. Press [Enter]. Use the terminal keypad to enter the telephone number. The telephone number can be up to 40 characters. Press [Clear] to erase characters.

(01)=TEL. NUMBER
21_

7. When the telephone number is entered, press [Enter].

[01]=SET PARAMETERS
SELECT/ENTER

8. If you want to select Secure Send or Forced 4800 options, press [Enter]. If the options are not desired, press [Select] to skip the features. The following displays if [Enter] is pressed:

FORCED 4800: OFF
SELECT/ENTER

9. Press [Select] to select ON or OFF setting for the Forced 4800.

FORCED 4800: ON
SELECT/ENTER

10. Press [Enter] to store the setting.

SECURE SEND: OFF
SELECT/ENTER

11. Press [Select] to select ON or OFF setting for the Secure Send option.

SECURE SEND: ON
SELECT/ENTER

12. Press [Enter] to store the setting.

[01]=LOCATION ID
SELECT/ENTER

13. Press [Enter]. Enter the remote Location ID. The ID can be alpha or numeric characters and are selected from the character code table.

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	+	,	-	.	/
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	+	,	-	.	/
0	1	2	3	4	5	6	7	8	9	-
:	;	<	=	>	?	@	[	]	{	}
!	"	#	\$	%	&	'	(	)	*	

Display always starts with first row.



Use UP/DOWN arrow keys to change rows.



Use LEFT/RIGHT arrow keys to change columns.

To select the characters, use the up, down, left and right arrow keys to position the cursor under the desired character. Press [Enter] when the cursor is positioned under the desired character.

```

ABCDEFGHIJ.      01
D
  
```

Note: The number in the display represents the number of characters entered.

14. Continue using the arrow keys to position the cursor under the desired characters and pressing [Enter] to enter the Location ID. When all the characters have been selected for the location ID, press [Menu].

```

[01]=GROUP NUMBER
      SELECT/ENTER
  
```

15. If you want to enter this speed dial key in a group number list, press [Enter]. If you do not want to include this speed dial key in a group number list, press [Select]. The following displays if [Enter] is pressed:

```

[01]=GROUP NUMBER
_
  
```

16. Use the terminal keypad to enter the group number list. The terminal offers up to five groups, numbered 1 to 5. If entering more than one group number, press [Menu] to insert a comma between the numbers.

```

[01]=GROUP NUMBER
1, 3, 4
  
```

17. When you have selected all the group number lists for the speed dial number, press [Enter].

```

SPEED DIAL 01 TO 55
SELECT AND PRESS
  
```

18. Press [Stop] to return to the idle mode.

Note: The above information can be modified by repeating these steps. When the information to be changed is displayed, press [Clear] and reenter the new information.

To set one touch keys P1-P6 as standard one touch (10-1)

This feature allows six of the one touch keys, P1 through P6, to be used as standard one touch keys and as special program keys to reduce multi-step transmission operations to a single keystroke. Each key can be programmed for both functions.

Use the procedures below to set one touch keys, P1 through P6, as standard one touch keys. The procedures to program one touch keys to reduce multi-step operations are on the following pages.

2

1. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [1], [0].

```
10.PROGRAM ONE-TOUCH
01-10      SELECT/ENTER
```

3. Press [Enter].

```
1. ENTER ONE-TOUCH
1-2        SELECT/ENTER
```

4. Press [Enter].

```
PROGRAM KEY P1 TO P6
SELECT AND PRESS
```

5. Press the desired program one touch key [P1-P6].

```
[P1]=NOTHING STORED
SELECT/ENTER
```

6. Press [Enter] to select the one touch key. If you do not want to use this one touch key, press [Select] to return to step 4.

If [Enter] was pressed, use the terminal keypad to enter the telephone number. The number can be up to 40 characters. Press [Clear] to erase a character.

```
[P1]=TEL. NUMBER
```

7. When the telephone number is entered, press [Enter].

```
[P1]=SET PARAMETERS
SELECT/ENTER
```

8. If the Secure Send or Forced 4800 options are not desired, press [Select] to skip this step. If the options are desired, press [Enter]. The following displays if [Enter] is pressed:

```
FORCED 4800:      OFF
                SELECT/ENTER
```

9. Press [Select] to select ON or OFF setting for the Forced 4800 option.

```
FORCED 4800:      ON
                SELECT/ENTER
```

10. Press [Enter] to store the setting.

```
SECURE SEND:      OFF
                SELECT/ENTER
```

11. Press [Select] to select ON or OFF setting for the Secure Send option.

```
SECURE SEND:      ON
                SELECT/ENTER
```

12. Press [Enter] to store the setting.

```
[P1]=LOCATION ID
                SELECT/ENTER
```

13. Press [Enter]. Enter the remote Location ID. The ID can be alpha or numeric characters and are selected from the character code table.

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	+	,	-	.	/
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	+	,	-	.	/
0	1	2	3	4	5	6	7	8	9	-
:	;	<	=	>	?	@	[	]	{	}
!	"	#	\$	%	&	'	(	)	*	.

Display always starts with first row.



Use UP/DOWN arrow keys to change rows.



Use LEFT/RIGHT arrow keys to change columns.

To select the characters, use the up, down, left and right arrow keys to position the cursor under the desired character and press [Enter].

```
_ABCDEFGHIJ.      00
```

```
ABCDEFGHIJ.      01
D
```

Note: The number in the display represents the number of characters entered.

14. Continue using the arrow keys to position the cursor under the desired characters and press [Enter]. When all the characters have been selected for the Location ID, press [Menu].

[P1]=GROUP NUMBER
SELECT/ENTER

15. If you want to enter the one touch number in a group, press [Enter]. If you do not want to include the one touch number in a group, press [Select]. The following displays if [Enter] is pressed:

[P1]=GROUP NUMBER
-

16. Use the terminal keypad to enter the group number list(s) for the one touch key. The terminal offers up to five group number lists, numbered 1 to 5. If entering more than one group number, press [Menu] to separate the numbers with a comma.

[P1]=GROUP NUMBER
1, 3, 4

17. When you have selected all the group numbers for this one touch key, press [Enter].

PROGRAM KEY P1 TO P6
SELECT AND PRESS

18. Select the next one-touch key, or press [Stop] to return to the idle mode.

Note: The above information can be modified by repeating these steps. When the information to be changed is displayed, press [Clear] and reenter the new information.

To set program one touch keys (P1-P6) for multi-step operations (10-2)

One touch keys P1-P6 can also be programmed for multi-step operations. Use the procedures below and on the following pages to reduce multi-step transmission features to a single keystroke. A repetitive sending job can be programmed and initiated by a program one touch key. If the key is programmed for one touch and program one touch, the number stored in the one touch will be used in the Send Options and Polling Options features.

The following six features can be programmed in one touch keys P1-P6: Delayed Send, Delayed Group Send, Relay Send, Send Secure Mail, Delayed Polling and Multi-polling. For example, to transmit reports to several locations everyday, program one of the program one touch keys for delayed send to those locations. The terminal will send the report to each location at the time you specified with one keystroke.

The current settings of Forced 4800, Secure Send mode and Long Original are automatically stored with each feature. The settings of those features should be considered and changed, if desired, before programming the one touch keys.

The date cannot be set in the program one touch keys. The operation always takes place at the specified time within twenty four hours.

The first 7 steps to program the one touch keys are the same regardless of the feature you select. The remaining steps vary based on the feature you have chosen. The first 7 steps appear below. Steps 8 and beyond for each feature appear on the following pages under the appropriate name.

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1 01-10 SELECT/ENTER
--

2. Press [1], [0] to select menu 10.

10.PROGRAM ONE-TOUCH 01-10 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1. ENTER ONE-TOUCH 1-2 SELECT/ENTER

4. Press [2] to select PROGRAM ONE-TOUCH.

2.PROGRAM ONE-TOUCH 1-2 SELECT/ENTER
--

5. Press [Enter].

PROGRAM KEY P1 TO P6 SELECT AND PRESS
--

6. Press the desired program one touch key (P1-P6).

[P1]=NOTHING STORED
SELECT/ENTER

Note: Press [Clear] to erase the current setting, if desired. If you do not want to use this one touch key, press [Select] to return to Step 5.

7. Press [Enter] to select the one touch key. Press [Select] to cycle through the 6 available feature options. When the desired feature is displayed, refer to the appropriate page.

1. DELAYED SEND
1-6 SELECT/ENTER

SEE PAGE 2-12

2. DELAYED GROUP SEND
1-6 SELECT/ENTER

SEE PAGE 2-13

3. RELAY SEND
1-6 SELECT/ENTER

SEE PAGE 2-14

4. SEND SECURE MAIL
1-6 SELECT/ENTER

SEE PAGE 2-16

5. DELAYED POLLING
1-6 SELECT/ENTER

SEE PAGE 2-17

6. MULTI-POLLING
1-6 SELECT/ENTER

SEE PAGE 2-18

To program delayed send

Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of delayed send, see page 3-4.

8. Press [Enter] to select DELAYED SEND.

ENTER=USE MEMORY
SELECT/ENTER

9. If you want the transmission to be from memory, press [Enter]. Transmitting from memory leaves the feeder free for other transmissions.

If you want the transmission to be from the ADF, press [Select]. A delayed send job from the ADF ties up the ADF until the operation is completed and will be cancelled if the original is removed from the ADF.

10. Use the terminal keypad to enter the exact number of pages, including the cover page, in your document. The terminal compares this number to the number of pages transmitted.

DELAYED SEND
NUMBER OF PAGES:

11. Press [Enter]. Use the terminal keypad, one-touch key or speed dial key to enter the telephone number. Press [Clear] to erase a character.

DELAYED SEND
ENTER FAX NUMBER

12. Press [Enter]. Use the terminal keypad to enter a specific time for the delayed send. The time must be entered in 24 hour format. Press [Enter] between the hour and minutes.

DELAYED SEND
START TIME: 14:50

13. When the time has been entered, press [Enter]

DELAYED SEND
COMPLETED

To program delayed group send

Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of delayed group send, see page 3-6.

8. Press [Enter] to select DELAYED GROUP SEND.

```
DELAYED GROUP SEND
NUMBER OF PAGES:
```

9. Use the terminal keypad to enter the exact number of pages, including the cover sheet, in your document. The terminal compares this number to the number of pages transmitted.

```
DELAYED GROUP SEND
NUMBER OF PAGES:  3
```

10. Press [Enter].

```
DELAYED GROUP SEND
ENTER FAX NUMBER
```

11. Enter the numbers for the delayed group send. Up to five one-touch, speed-dial or group number lists can be entered. To enter a group number list, press the pound (#) key and the group number (1-5.) Press [Menu] to separate the numbers with a comma. In the example below, one-touch key 1, group list 3 and speed-dial number 25 are entered.

```
DELAYED GROUP SEND
[01], G3, (25)
```

12. When the telephone numbers are entered, press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter a specific time for the delayed group send. The time must be entered in 24 hour format. Press [Enter] between the hour and the minutes.

```
DELAYED SEND
START TIME:      14:50
```

13. When the time has been entered, press [Enter].

```
DELAYED GROUP SEND
COMPLETED
```

To program relay send

Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of relay send, see page 3-10.

8. Press [Enter] to select RELAY SEND.

```
ENTER=USE MEMORY
      SELECT/ENTER
```

9. If you want to transmit the relay send from memory, press [Enter]. If you want to transmit the document from the ADF, press [Select].

```
RELAY SEND
PASSWORD:  _
```

10. Use the terminal keypad to enter your two digit password obtained from the relay station and press [Enter].

```
ENTER=COPY TO RELAY
      SELECT/ENTER
```

11. Press [Enter] to request a printout at the relay station or [Select] to suppress the printout.

```
RELAY SEND
TERM.:
```

12. Enter the speed dial number(s) programmed at the relay station for the destination stations. Press [Menu] to separate the numbers with commas. Press [Enter] to terminate the list.

- Up to five numbers can be entered.
- The relay send feature allows the use of the asterisk key as a "wild card". Entering an asterisk after the first digit specifies all ten speed dial numbers starting with that digit (00-09, 10-19, etc.); entering asterisks in both places specifies all speed dial numbers will be selected as destination stations at the relaying station. For example, if "1*" is entered at the initiating station then speed dial numbers 01-09 will be selected as destination stations at the relaying station. If "***" is entered at the initiating station then all 55 speed dial numbers will be selected as destination stations at the relaying station.
- To enter a group number list, press the # key and enter the group number. For example, if "#1" is entered at the initiating station then group number list 1 will be selected as destination stations at the Relaying station.

NUMBERS	DESTINATION SPEED DIAL NUMBERS
01-55	Dials individual speed dial numbers
0*	Dials speed dial numbers 01-09
1*	Dials speed dial numbers 10-19
2*	Dials speed dial numbers 20-29
3*	Dials speed dial numbers 30-39
4*	Dials speed dial numbers 40-49
5*	Dials speed dial numbers 50-55
**	Dials all 55 speed dial numbers.
#	Dials numbers in the group number list (1-5).

13. Press [Enter]. Enter the exact number of pages, including the cover sheet, in your document. The terminal compares this number with the number of transmitted pages.

```
RELAY SEND
NUMBER OF PAGES:    2
```

14. Press [Enter]. Enter the relay station telephone number using the terminal keypad, one touch or speed dial. Press [Clear] to erase a character.

```
RELAY SEND
ENTER FAX NUMBER
```

15. Press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter a specific time for the relay send. The time must be entered in 24 hour format.

```
RELAY SEND
START TIME:         14:50
```

16. When the time has been entered, press [Enter].

```
RELAY SEND
COMPLETED
```

To program send secure mail

Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of send secure mail, see page 3-8.

8. Press [Enter] to select SEND SECURE MAIL.

ENTER=USE MEMORY
SELECT/ENTER

9. If you want to transmit the document from memory, press [Enter]. If you want to transmit the document from the ADF, press [Select].

SEND SECURE MAIL
MAILBOX NUMBER:

10. Use the terminal keypad to enter the mail box number for the remote terminal and press [Enter].

SEND SECURE MAIL
PASSWORD:

11. Use the terminal keypad to enter the four digit password of the remote terminal and press [Enter].

SEND SECURE MAIL
NUMBER OF PAGES: 3

12. Use the terminal keypad to enter the exact number of pages, including the cover sheet and press [Enter]. The terminal compares this number to the number of transmitted pages.

SEND SECURE MAIL
ENTER FAX NUMBER

13. Use the terminal keypad, one-touch key or speed dial key to enter the telephone number and press [Enter].

SEND SECURE MAIL
555-4545

14. Press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter the time transmission is to begin. The time must be entered in 24-hour format. Press [Enter] between the hour and the minutes.

SEND SECURE MAIL
START TIME: 15:00

15. Press [Enter].

SEND SECURE MAIL
COMPLETED

To program delayed polling

Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of delayed polling, see page 5-5.

8. Press [Enter] to select DELAYED POLLING.

DELAYED POLLING
ENTER FAX NUMBER

9. Enter the telephone number of the remote terminal using the terminal keypad, one touch or speed-dial keys. Press [Clear] to erase a character.

DELAYED POLLING
ENTER FAX NUMBER

10. Press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter a specific time for the delayed polling. The time must be entered in 24 hour format. Press [Enter] between the hour and the minutes.

DELAYED POLLING
START TIME: 15:00

11. Press [Enter].

DELAYED POLLING
COMPLETED

To program multi-polling

Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of multi-polling, see page 5-7.

8. Press [Enter].

```
MULTI-POLLING
ENTER FAX NUMBER
```

9. Enter the telephone numbers of the polling locations. Enter up to five one touch, speed dial or group numbers. To enter a group number, press the pound (#) key and enter the group number. Press [Menu] between numbers. In the example below, one touch key 1, group 3 and speed dial number 25 are entered.

```
MULTI-POLLING
[1], G3, (25)
```

10. Press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter a specific time for the multi-polling. The time must be entered in 24 hour format. Press [Enter] between the hour and the minutes.

```
DELAYED POLLING
START TIME:      15:00
```

11. Press [Enter].

```
MULTI-POLLING
COMPLETED
```

Dialling methods

There are several methods for dialling telephone numbers to complete a facsimile transmission or have voice contact using a telephone or handset connected to the terminal. These methods are one touch dialling, speed dialling, redialling and manual dialling using voice request or the handset.¹

- Manual dial from the terminal - Press [Voice Request] and use the terminal keypad to dial the telephone number.
- Manual dial from the handset - Use the handset keypad to dial the telephone number.
- One touch dial - Use the one touch keys on the control panel to dial any one of the telephone numbers stored in the one touch directory.
- Speed dial - Press [Speed Dial] and use the terminal keypad to dial any one of the telephone numbers stored in the speed dial directory.
- Automatic redial - If the remote terminal is busy or does not answer, the terminal will automatically redial the telephone number if the remote terminal was dialled using one touch or speed dial.
- Last number redial - Press [Redial] and [Start] on the terminal keypad to redial the last automatically dialled number.
- In addition to numbers, the following special dialling characters can be entered in the telephone number.

KEY	DISPLAY	PURPOSE
Pause	—/	Inserts a pause.
— (once)	—	Inserts a hyphen for legibility.
— (twice)	!	Instructs the terminal to wait for a dial tone, when dialling out through a PBX system, for example.
Tone	—!	Changes the dialling system from pulse to tone. This is useful for accessing voice mail or similar touch tone activated systems from a terminal connected to a pulse dial line.

1. See Delayed Group Send or Relay Send for transmissions to group numbers.

To manually dial for voice contact

1. Lift the handset or press [Voice Request], wait for a dial tone and enter the telephone number. Press [Clear] to erase an incorrect number.
2. Once voice contact has been established, a facsimile transmission can still be started. Refer to Sending or Receiving sections.

To dial using one touch numbers

To dial one touch numbers 01-24 :

To dial one touch numbers P1-P6:

Press the one touch key, 01-24, programmed for the remote facsimile.

- Press the one touch key, P1-P6, programmed for the remote facsimile when setting up sending and polling features.
- Load originals and press [Voice Request] and the desired P1-P6 one touch key programmed for the remote facsimile to send a document manually.¹

If one touch numbers P1-P6 are programmed for both one touch and programmable one touch functions, the one touch will have priority dialling in all sending and polling features in the Send Options2 and Polling Options menus.

To dial program one touch numbers P1-P6:

Load originals and press the desired program one touch key, P1-P6, programmed for the remote facsimile.²

During transmission, the display shows remote terminal name or ID (telephone number) on the first line and paper size and the specified/actual transmission mode on the second line.

Note: *The two sets of one touch keys 01-24 and P1-P6 require different procedures for assigning one touch and program one touch numbers.*

To dial using speed dial numbers

Press [Speed Dial] followed by the two digit speed dial number programmed for the remote facsimile and [Start].

During transmission, the display shows remote terminal name or ID (telephone number) on the first line and paper size and the specified/actual transmission mode on the second line. See Dial Directory for establishing the directory and assigning numbers to the speed dial keys.

¹ If [Voice Request] is not pressed and the key is also programmed for program one touch, the program one touch number will be dialled.

² The numbers entered in these keys cannot be used in the Sending and Polling features in the Send Options2 and Polling Options menus.

To automatically redial

Redialling occurs automatically if the remote terminal is busy or does not answer. The terminal will hang up, wait for the specified dialling interval and display DELAY START PENDING with no originals in the ADF. If, after the specified number of redial attempts the terminal fails to connect, the terminal will return to the idle mode.

Refer to SET NUMBER OF REDIALS to select how many times the terminal will redial a busy number and REDIAL INTERVAL to select the amount of time between each attempt.

This redial feature is not available for transmissions if the remote terminal is dialled manually using the voice request or telephone handset.

To dial using last number redial

1. Press [Voice Request] or lift the handset and wait for a dial tone.
2. Press [Redial] on the terminal keypad to manually redial the last number dialled.

To dial using the second telephone

Lift the handset on the second telephone, wait for a dial tone and dial the telephone number.

Selecting contrast and resolution

The terminal has five resolution and three contrast settings. Press [Resolution] and [Original] to cycle through the available resolution and contrast settings to select the appropriate setting for your original.

The settings will return to the default settings after the operation. The default setting for resolution is Standard. The default setting for contrast is Normal.

Refer to the Custom Features and Settings section for instructions to change the resolution and contrast default settings.

Resolution settings

Press [Resolution] to select the appropriate setting for your original.

- Standard - Select Standard when sending originals with normal detail size print.
- Fine - Select Fine when sending originals with fine detail such as small print.
- Super Fine - Select Super Fine when sending originals with small detail with complex images.
- Halftone - Select Halftone when scanning pictures or other originals with intermediate shades of gray.
- G2 - Select G2 when sending in Group 2 mode.

Contrast settings

Press [Original] to select the appropriate setting for your original.

- Normal - Select normal when scanning originals with average or normal contrast.
- Dark - Select dark original when scanning documents with high contrast or dark background.
- Light - Select light original when scanning documents with low contrast or light images.

Sending a document

The terminal will send documents when placed printed side down in the ADF. Up to 30 sheets of normal weight originals can be loaded in the ADF at one time. You should manually assist any long documents to ensure proper feeding.

To send a document

1. Load the originals in the ADF with the printed side down. Adjust the document guides to the width of the originals.
2. Press [Select] to select the resolution. Press [Original] to select the contrast setting.

DIAL/PRESS COPY	
STD	NORM

3. Use the terminal keypad, speed dial or one touch to enter the telephone number for the remote fax.¹ If you enter a number by mistake, press [Clear] and reenter the number.

DIAL/PRESS COPY	
555-9090	

4. Press [Start]. The terminal will begin dialling and send the document. Hang up the handset, if used.

TRANSMIT	
STD	NORM

Note: During the transmission, the remote terminal name or ID will display on the first line and paper size and the transmission mode will display on the second line.

¹ If you are transmitting in the Secure Send mode, the remote terminal should be dialled using the terminal keypad, one touch or speed dial.

Secure send mode

The Secure send feature has two selections: OFF or ON.

When ON is selected, originals will only be sent to a G3 terminal with an identification number that matches the last four digits of the number dialled. If this number does not match the number you dialled, transmission is cancelled.

When OFF is selected, all send operations will transmit normally.

To transmit originals in the secure send mode, the remote terminal must be dialled using the terminal keypad, one touch or speed dial.

The secure send feature deactivates after each transmission.

To set secure send mode (01-2)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [Enter]

```
1.LONG ORIGINAL MODE
1-3        SELECT/ENTER
```

3. Press [2].

```
2.SECURE SEND MODE
1-3        SELECT/ENTER
```

4. Press [Enter].

```
SECURE SEND:      OFF
                  SELECT/ENTER
```

5. Press [Select] to select ON or OFF.

```
SECURE SEND:      ON
                  SELECT/ENTER
```

6. Press [Enter].¹

```
SECURE SEND MODE
COMPLETED
```

1. The 7024 does not transmit secure originals to a G2 terminal.

Delayed send

This feature allows the terminal to be set up for a delayed send operation up to one month in advance. The terminal can store up to five delayed dialling jobs at one time. Only one delayed group send or multi-polling job can be included in the five jobs. This function may be useful for transmitting documents when lower telephone rates apply.

Delay Start Pending will display when the terminal is waiting to redial a busy number or perform a delayed send operation.

To set delayed send (02-1)¹

1. Load the original in the ADF with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast, if desired.

DIAL/PRESS COPY	
STD	NORM

2. Press [Menu] to select the menu table.

1.SEND OPTIONS1	
01-10	SELECT/ENTER

3. Press [0], [2] to select menu 2.

2.SEND OPTIONS2	
01-10	SELECT/ENTER

4. Press [Enter] to select delayed send.

1.DELAYED SEND	
1-4	SELECT/ENTER

5. Press [Enter].

ENTER=USE MEMORY	
SELECT/ENTER	

6. If you want the transmission to be from memory. press [Enter]. Transmitting from memory leaves the feeder free for other transmissions.

If you want the transmission to be from the ADF, press [Select]. A delayed send job from the ADF ties up the ADF until the operation is completed and will be cancelled if the original is removed from the ADF.

1. The original(s) must be loaded in the ADF to access this feature.

7. Use the terminal keypad to enter the exact number of pages, including the cover page, in your document. The terminal compares this number to the number of pages transmitted.

DELAYED SEND
NUMBER OF PAGES:

8. Press [Enter]. Use the terminal keypad, one-touch key or speed dial key to enter the telephone number.

DELAYED SEND
ENTER FAX NUMBER

9. Press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter the date transmission is to begin.

DELAYED SEND
ENTER DAY: 02,14:50

10. Enter two digits for the hour transmission is to begin. The time must be entered in 24 hour format.

DELAYED SEND
ENTER HOUR: 02,14:50

11. Press [Enter]. Enter two digits for the minute transmission is to begin.

DELAYED SEND
ENTER MIN.: 02,14:50

DELAYED SEND
COMPLETED

12. Press [Stop] to return to the idle mode.

Note: If you requested transmission from memory, the terminal will scan the document into memory. After the document is in memory, the terminal will display DELAY START PENDING on the top line of the display.

If you reach a memory full condition, an alarm will sound and a memory full message will be displayed. Press [Enter] within one minute to store all scanned originals. Any partial pages will be deleted. Press [Clear] to delete all stored originals. Failure to respond within one minute results in the cancellation of the job.

Delayed group send

The delayed group send feature automatically sends documents from memory of your terminal to multiple remote terminal locations. The terminal allows documents to be sent to 85 remote locations. Only one group send job can be setup at one time.

Delayed group send can be delayed up to one month to take advantage of lower telephone rates or started immediately.

The terminal can transmit originals scanned into memory to a G3 terminal only.

To set delay group send (02-2)¹

1. Load the originals with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast, if desired.

DIAL/PRESS COPY
STD NORM

2. Press [Menu].

1.SEND OPTIONS1
01-10 SELECT/ENTER

3. Press [0], [2].

2.SEND OPTIONS2
01-10 SELECT/ENTER

4. Press [Enter].

1.DELAYED SEND
1-4 SELECT/ENTER

5. Press [2].

2.DELAYED GROUP SEND
1-4 SELECT/ENTER

6. Press [Enter].

DELAYED GROUP SEND
NUMBER OF PAGES:

7. Use the terminal keypad to enter the exact number of pages, including the cover sheet, in your document. The terminal compares this number to the number of pages transmitted.

DELAYED GROUP SEND
NUMBER OF PAGES: 3

1. The original(s) must be loaded in the ADF to access this feature.

8. Press [Enter].

```
DELAYED GROUP SEND
ENTER FAX NUMBER
```

9. Enter the numbers for the delayed group send. Up to five one-touch, speed-dial or group number lists can be entered. To enter a group number list, press the pound (#) key and the group number (1-5.) Press [Menu] to separate the numbers with a comma. In the example below, one-touch key 1, group list 3 and speed-dial number 25 are entered.

```
DELAYED GROUP SEND
[01], G3, (25)
```

10. Press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter the date the delayed group send is to begin.

```
DELAYED GROUP SEND
ENTER DAY: 10,14:55
```

11. Press [Enter]. Use the terminal keypad to enter the hour delayed group send is to begin. The time must be entered in 24 hour format.

```
DELAYED GROUP SEND
ENTER HOUR: 23:30
```

12. Press [Enter]. Use the terminal keypad to enter the minute delayed group send is to begin.

```
DELAYED GROUP SEND
ENTER MIN.: 23:30
```

13. When the time has been entered, press [Enter].

```
DELAYED GROUP SEND
COMPLETED
```

If you reach a memory full condition, an alarm will sound and a memory full message will be displayed. Press [Enter] within one minute to store all scanned originals. Any partial pages will be deleted. Press [Clear] to delete all stored originals. Failure to respond within one minute results in cancellation of the entire job and the check message report will be printed out.

Send secure mail

The send secure mail feature allows you to send a confidential message to a specific person. The remote terminal stores the document in the memory of the remote terminal mailbox and prints out a message to advise the recipient that the message has arrived. Your document will not be printed out at the remote location until the recipient enters the correct mailbox number.

The 3010 Xerox Digital/Copier is the only facsimile model that supports this feature. To use this feature, you and the recipient must agree on a mailbox number and password. The password is normally the last 4 digits of the remote telephone number.

To set send secure mail (02-4)¹

1. Load originals with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast.

DIAL/PRESS COPY	
STD	NORM

2. Press [Menu].

1.SEND OPTIONS1	
01-10	SELECT/ENTER

3. Press [0], [2] to select menu 2.

2.SEND OPTIONS2	
01-10	SELECT/ENTER

4. Press [Enter].

1.DELAYED SEND	
1-4	SELECT/ENTER

5. Press [4].

4.SEND SECURE MAIL	
1-4	SELECT/ENTER

6. Press [Enter].

ENTER=USE MEMORY	
	SELECT/ENTER

7. If you want to transmit the document from memory, press [Enter]. If you want to transmit the document from the ADF, press [Select].

SEND SECURE MAIL
MAILBOX NUMBER:

¹ The original(s) must be loaded in the ADF to access this feature.

8. Use the terminal keypad to enter the mail box number for the remote terminal and press [Enter].

```
SEND SECURE MAIL
PASSWORD:
```

9. Use the terminal keypad to enter the four digit password of the remote terminal and press [Enter].

```
SEND SECURE MAIL
NUMBER OF PAGES: 3
```

10. Use the terminal keypad to enter the exact number of pages, including the cover sheet, in your document and press [Enter]. The terminal compares this number to the number of transmitted pages.

```
SEND SECURE MAIL
ENTER FAX NUMBER
```

11. Use the terminal keypad, one-touch key or speed dial key to enter the telephone number. Press [Clear] to erase a character.

```
SEND SECURE MAIL
555-4545
```

12. Press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter the date transmission is to begin.

```
SEND SECURE MAIL
ENTER DAY: 01.14:55
```

13. Use the terminal keypad to enter the hour transmission is to begin. The time must be entered in 24-hour format.

```
SEND SECURE MAIL
ENTER HOUR: 01.23:55
```

14. Press [Enter]. Use the terminal keypad to enter the minute transmission is to begin and press [Enter].

```
SEND SECURE MAIL
ENTER MIN.: 01.23:30
```

```
SEND SECURE MAIL
COMPLETED
```

Note: If you requested transmission from memory, the terminal will scan the document into memory. After the document is in memory, the terminal will display **DELAY START PENDING**.

If you reach a memory full condition, an alarm will sound and a memory full message will be displayed. Press [Enter] within one minute to store all scanned originals. Any partial pages will be deleted. Press [Clear] to delete all stored originals. Failure to respond within one minute results in the cancellation of the job.

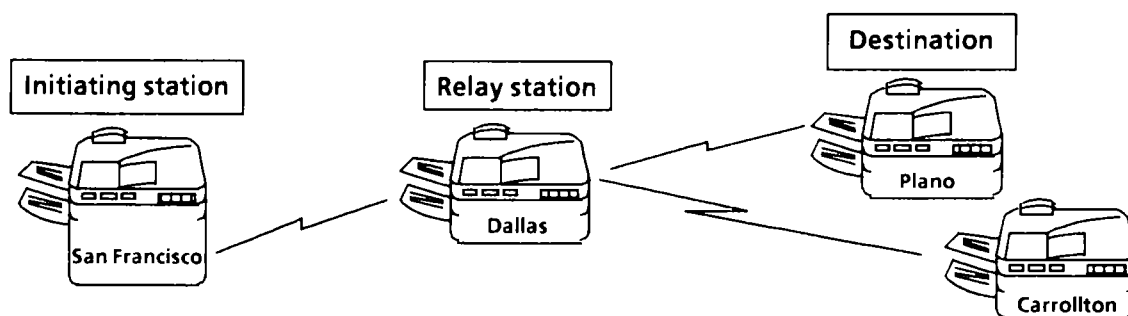
Relay send

This feature allows your terminal to function as an initiating station for a relay send transmission. Relay send allows your terminal to send a document to a Xerox compatible relay station¹ which can resend that document to one or more remote terminals. This allows faster distribution to multiple terminals at lower telephone rates. For example, the initiating terminal calls the relay station one time at the long distance rate, and the relay station then calls the destination stations at the local rates. This feature can be programmed to delay transmission up to one month from the current date. Up to five group number lists can be entered.

Using the relay send feature requires careful coordination between the relay station and the initiating station. The relay station must first set up the destination speed dial numbers for the initiating station.

The relay station must provide you with a directory list that contains the speed dial numbers for each of your destination stations. The list should also contain your terminal speed dial number programmed at the relay station. This number should be between 01-99 and serves as your password for relay send operations.

Basic Networking Concept



To set relay send (02-3)²

1. Load the originals with the printed side down. Press [Select] to select the transmission resolution. Press [Original] to select the contrast, if desired.

DIAL/PRESS COPY	
STD	NORM

1. The 7024 cannot be used as a relay station.
2. The original(s) must be loaded in the ADF to access this feature

2. Press [Menu] to select the menu table.

1.SEND OPTIONS1
1-10 SELECT/ENTER

3. Press [0], [2] to select menu 2.

2.SEND OPTIONS2
1-10 SELECT/ENTER

4. Press [Enter] to select the first feature within the menu.

1.DELAYED SEND
1-4 SELECT/ENTER

5. Press [3] to select relay send.

3.RELAY SEND
1-4 SELECT/ENTER

6. Press [Enter].

ENTER=USE MEMORY
SELECT/ENTER

7. If you want to transmit the relay send from memory, press [Enter]. If you want to transmit the document from the ADF, press [Select].

RELAY SEND
PASSWORD:

8. Use the terminal keypad to enter your two digit password obtained from the relay station and press [Enter].

ENTER=COPY TO RELAY
SELECT/ENTER

9. Press [Enter] to request a printout at the relay station or [Select] to suppress the printout.

RELAY SEND
TERM.:

10. Enter the speed dial number(s) for the destination stations. Press [Menu] to separate the numbers with commas. Press [Enter] to terminate the list.

- Up to five numbers can be entered.
- The relay send feature allows the use of the asterisk key as a "wild card". Entering an asterisk after the first digit specifies all ten speed dial numbers starting with that digit (00-09, 10-19, etc.); entering asterisks in both places specifies all speed dial numbers will be selected as destination stations at the relaying station. For example, if "1*" is entered at the initiating station then speed dial numbers 01-09 will be selected as destination stations at the relaying station. If "**" is entered at the initiating station then all 55 speed dial numbers will be selected as destination stations at the relaying station.
- To enter a group number list, press the # key and enter the group number. For example, if "#1" is entered at the initiating station then group number list 1 will be selected as destination stations at the Relaying station.

NUMBERS	DESTINATION SPEED DIAL NUMBERS
01-55	Dials individual speed dial numbers
0*	Dials speed dial numbers 01-09
1*	Dials speed dial numbers 10-19
2*	Dials speed dial numbers 20-29
3*	Dials speed dial numbers 30-39
4*	Dials speed dial numbers 40-49
5*	Dials speed dial numbers 50-55
**	Dials all 55 speed dial numbers.
#	Dials numbers in the group number list (1-5).

11. Press [Enter]. Enter the exact number of pages, including the cover sheet, in your document. The terminal compares this number with the number of transmitted pages.

RELAY SEND NUMBER OF PAGES: 2

12. Press [Enter]. Enter the relay station telephone number using the terminal keypad, one touch or speed dial. Press [Clear] to erase a character.

RELAY SEND ENTER FAX NUMBER

13. Press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter the date transmission is to begin.

RELAY SEND	
ENTER DAY	<u>12</u> ,10:00

14. Press [Enter]. Use the terminal keypad to enter the hour transmission is to begin. The hour must be entered in 24 hour format.

RELAY SEND	
ENTER HOUR	12, <u>10</u> :00

15. Press [Enter]. Use the terminal keypad to enter the minute transmission is to begin.

RELAY SEND	
ENTER MIN.	12,10: <u>00</u>

16. Press [Enter].

RELAY SEND	
COMPLETED	

3

Note: If you requested transmission from memory, the terminal will scan the document into memory. After the document is in memory, the terminal will display DELAY START PENDING.

If you reach a memory full condition, press [Enter] within one minute to store all scanned originals. Any partial pages will be deleted. Press [Clear] to delete all the stored originals. Failure to respond within one minute results in the cancellation of the job.

Job reserved

Job reserve allows you to program the terminal to perform a subsequent job while the terminal is currently receiving. The send job will automatically execute once the current receive job completes. The following restrictions apply when setting up the reserved job.

- You must dial the remote terminal with a one touch dial key.
- There can only be one send job at a time.
- The job must use the default settings for resolution and contrast.

To set job reserve

1. Load the originals face down.
2. Press the one touch key for the remote terminal.

JOB RESERVED	
STD	NORM

Note: To cancel a job reserve, remove the originals from the ADF or press [Stop].

Forced 4800

This feature will force any transmission to occur at 4800 Bits Per Second (BPS) and is used when the remote fax terminal or telecommunication lines require a slower transmission speed.

When OFF is selected, the terminal will attempt the transmission at 9600 and, if needed, switch the transmission to a slower rate.

To set forced 4800 (01-3)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [Enter] to select the first feature within the menu.

```
1.LONG ORIGINAL MODE
1-3        SELECT/ENTER
```

3. Press [3] to select forced 4800.

```
FORCED 4800 MODE
1-3        SELECT/ENTER
```

4. Press [Enter].

```
FORCED 4800:      OFF
                  SELECT/ENTER
```

5. Press [Select] to select OFF or ON.

```
FORCED 4800:      OFF
                  SELECT/ENTER
```

6. Press [Enter].

```
FORCED 4800 MODE
COMPLETED
```

Voice Request

The voice request feature allows you to send an intermittent signal (warble tone) to a remote operator when you want to establish voice contact after a transmission. You can also be signaled by the remote operator if that person wants to establish voice contact.

Both users must perform the appropriate actions to establish voice request. If either user fails to answer when the voice request sounds, the call will disconnect.

To signal a voice request

1. After the send operation has started, press [Voice Request].

VOICE REQUEST
STD NORM

2. When the remote operator responds, your terminal will emit a voice request tone.
3. Lift the handset and press [Voice Request] to switch the line over to the handset.
4. Talk to the remote operator and then replace the handset.

To answer a voice request

1. Your terminal will emit a voice request tone.
2. To answer the voice request, lift the handset and press [Voice Request] to switch the line over to the handset.

VOICE REQUEST
STD NORM

3. Talk to the remote operator and then replace the handset.

Long original

The long original option enables documents longer than 35.4 inches (900mm) to be scanned and transmitted. This ensures that all documents can be successfully transmitted regardless of their physical length.

There are two options available on the terminal: ON and OFF.

If ON is selected, the length of the document to be scanned can be unlimited length.

If OFF is selected, the length is limited to 35.4 inches.

The long original feature automatically deactivates after the transmission.

To set long original (01-1)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-10 SELECT/ENTER

2. Press [Enter] to select long original.

1.LONG ORIGINAL MODE
1-3 SELECT/ENTER

3. Press [Enter].

LONG ORIGINAL: OFF
 SELECT/ENTER

4. Press [Select] to select ON or OFF.

LONG ORIGINAL: OFF
 SELECT/ENTER

5. Press [Enter] when the desired setting is displayed.

LONG ORIGINAL MODE
COMPLETED

Store for polling

This feature performs a send operation when initiated by a remote terminal. Polling mode must be set to FREE or SECURE in the Set Polled Mode for a polling operation. See Set Polled Mode in Custom Features and Settings.

If SECURE is selected in Set Polled Mode, polling operations are protected with a password. The password must match the last four digits of the remote terminal identification number.

A document can be stored in internal memory or placed in the ADF to be retrieved by a remote terminal. If the document is stored in memory, it can be printed for review at any time without erasing it from memory. See Print Polling Doc. The terminal also includes a command to delete a document stored in memory for polling. See Erase Polling Doc.

3

To set store for polling (03-3-1)

1. Load the originals in the ADF with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast, if desired.

2. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

3. Press [0], [3].

```
3.POLLING OPTIONS
01-10      SELECT/ENTER
```

4. Press [Enter].

```
1.DELAYED POLLING
1-3        SELECT/ENTER
```

5. Press [3].

```
3.STORE FOR POLLING
1-3        SELECT/ENTER
```

6. Press [Enter].

```
1.STORE FOR POLLING
1-3        SELECT/ENTER
```

7. Press [Enter].

ENTER=USE MEMORY
SELECT/ENTER

8. Press [Enter] to store the document in memory. Press [Select] to leave the document in the ADF. Storing the document in memory leaves the ADF free for other uses. Polling from the ADF ties up the ADF until the document is retrieved by a remote unit.

STORE FOR POLLING
NUMBER OF PAGES:

9. Use the terminal keypad to enter the number of pages in the document, including the cover sheet and press [Enter]. The terminal compares this number to the number of transmitted pages.
10. Press [Enter].

STORE FOR POLLING
COMPLETED

3

Note: If you stored the document in memory, your terminal will scan the document. POLL will display until the polling document has been retrieved.

If you reach a memory full condition, an alarm will sound and a memory full message will be displayed. Press [Enter] within one minute to store all scanned originals. Press [Clear] to delete all stored originals. Failure to press [Enter] within one minute results in the cancellation of the job.

If you left the document in the ADF, your terminal can receive fax messages as usual and complete delayed commands already in memory, but cannot be used to scan in or copy a document until the polling document has been retrieved.

Cancel and interrupt procedures

The interrupt mode allows you to interrupt a delayed group send, multi-polling or other time-consuming operation to send another fax job. The previous send operation will resume at the point it was interrupted when the second job is completed.

To interrupt a job

1. During transmission, press [Speed Dial] to request an interrupt.
2. The terminal will complete the current call and sound a 10 second alarm.

INTERRUPT JUL 31'91 15:40

3. Load your original and setup the second job. When the terminal has completed your second job, the previous job will resume at the point it was interrupted.

Note: The interrupt feature does not allow other group send or multi-polling operations. The new job must be entered within one minute or the terminal will resume the first job automatically and ignore the interrupt request.

To cancel a job

Canceling operations differ for each send operation or status of the terminal. Follow the procedures below to cancel a job.

Status of the terminal		Keys to press to cancel a sending job
On line	1 When sending to one remote terminal	Stop
	2 When sending to multiple remote terminals • Delayed group send • Multi -polling	Speed Dial → Stop → Erase the pending jobs in memory → Menu [0] [8] Enter [3] Clear
Waiting for a delayed send or the next redial attempt	3 When the original is in the ADF	Stop
	4 When no original is in the ADF • Pending jobs are stored in memory	Erase the pending jobs in memory → To identify job number: Print Job List → Menu [0] [8] Enter [3] Clear

On line when sending to one remote

1. Press [Stop].

On line when sending to multiple remote terminals (delayed group send, multi-polling)

1. Press [Speed Dial] and [Stop].
2. Erase the pending job in memory. [Menu], [0], [8], [Enter], [3], [Clear]. See Erase Pending Job.

Note: If you press only the Stop key when sending to multiple remote terminals, the current job will be stopped but the terminal will start transmission to the next terminal.

Waiting when the original is in the ADF (waiting for a delayed send or redial) :

1. Press [Stop] or remove the original from the ADF.

Waiting when no originals are in the ADF (pending jobs are stored in memory)

1. Print out the pending job list to determine the job number. [Menu], [0], [8], [Enter], [Start]. See Print Pending Job.
2. Erase the pending job in memory. [Menu], [0], [8], [Enter], [3], [Clear]. See Erase Pending Job.

Erase Pending job (08-3)

3

This feature allows you to erase a pending job stored in memory. You create a pending job when you program a transmission to take place at a later time.¹ Print out the Pending Job List to determine the job number you want to erase.

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [8] to select menu 8.

```
8.PENDING JOBS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.PENDING JOB LIST
1-3        SELECT/START
```

4. Press [3] to select erase pending job.

```
3.ERASE PENDING JOB
1-3        SELECT/CLEAR
```

5. Press [Clear].

```
ERASE PENDING JOB
JOB NUMBER:
```

1. See Erase Polling Document to delete a job stored for polling.

6. Use the numeric keypad to enter the job number to be erased.

ERASE PENDING JOB JOB NUMBER: 1

7. Press [Enter]. The pending job will be erased.

Pending job list (08-1)

This feature prints out a list of jobs currently waiting in memory . The pending job list contains the pending job number, remote station, start day, time and notes.

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1 01-10 SELECT/ENTER
--

2. Press [0], [8] to select menu 8.

8.PENDING JOBS 01-10 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.PENDING JOB LIST 1-3 SELECT/START

4. Press [Start] to begin printing the report.

PENDING JOB LIST PRINTING

Erase polling document (03-3-2)

This feature allows you to erase a polling document stored in memory.

1. Press [Menu].

1.SEND OPTIONS1 01-10 SELECT/ENTER
--

2. Press [0], [3].

3.POLLING OPTIONS 01-10 SELECT/ENTER
--

3. Press [Enter].

1.DELAYED POLLING 1-3 SELECT/ENTER
--

4. Press [3].

3.STORE FOR POLLING 1-3 SELECT/ENTER
--

5. Press [Enter].

1.STORE FOR POLLING 1-3 SELECT/ENTER
--

6. Press [2].

2.ERASE POLLING DOC. 1-3 SELECT/CLEAR

7. Press [Clear] to erase the document in memory.

ERASE POLLING DOC. ERASED

Copying a document

The terminal can be used as a copier to make single or multiple full size or reduced copies. The originals are scanned and the information is stored in memory during the multiple copy operation.

The selections for the reduction rates are: AUTO, 100%, 97%, 91%, 81% or 75%. The default selection for a single copy is 84% or 100% depending on the paper size. The default selection for multiple copies is AUTO. IF AUTO is selected, the terminal will reduce the original to fit on one page. If the original does not fit on one page, the terminal will divide the page into pages based on the threshold of the receive reduction rate.

Press [Stop] to cancel the copy operation.

To copy a document

1. Load the originals in the ADF with the printed side down and determine if the document(s) have any special contrast or resolution requirements.

DIAL/PRESS COPY
STD NORM

2. Press [Resolution] to cycle the display through the available options and select the resolution most appropriate for the contents of the original. The default is Fine.

Menu selection	Originals
Standard	Originals with normal size print
Fine	Originals with small print or other fine detail
Super Fine	Originals with extremely fine detail
Halftone	Originals containing photographs
G2	Select G2 when sending in Group 2 mode

3. Press [Original] to cycle the display through the available options and select the original contrast most appropriate for the contrast of the original. The default is Normal.

Menu selection	Originals
Normal	Originals with normal contrast
Light	Originals with colored backgrounds
Dark	Originals with faint characters

4. Press [Copy].

ENTER # OF COPIES
ENTER/START

To make a single copy :

5. Press [Start] without entering a number to make a single copy.

COPYING
FINE NORM

6. To make a single copy with reduction mode, press [Enter].

REDUCTION RATE: AUTO
(01) SELECT/START

7. Press [Select] to cycle through the available reduction rates and select the desired rate.

REDUCTION RATE: AUTO
(01) SELECT/START

REDUCTION RATE: 100%
(01) SELECT/START

REDUCTION RATE: 97%
(01) SELECT/START

REDUCTION RATE: 91%
(01) SELECT/START

REDUCTION RATE: 81%
(01) SELECT/START

REDUCTION RATE: 75%
(01) SELECT/START

8. Press [Start] when the desired reduction rate is displayed.

To make multiple copies :

1. Perform steps 1-4 on the previous page.

ENTER # OF COPIES
ENTER/START

2. To make multiple copies, use the keypad to enter the number of copies (up to 99).

ENTER # OF COPIES
10 ENTER/START

3. To make multiple copies without reduction mode, press [Start].

COPYING		
	FINE	NORM

4. To make multiple copies with reduction mode, press [Enter].

REDUCTION RATE: AUTO	
(01)	SELECT/START

5. Press [Select] to cycle through the available reduction rates and select the desired rate.

REDUCTION RATE: AUTO	
(01)	SELECT/START

REDUCTION RATE: 100%	
(01)	SELECT/START

REDUCTION RATE: 97%	
(01)	SELECT/START

REDUCTION RATE: 91%	
(01)	SELECT/START

REDUCTION RATE: 81%	
(01)	SELECT/START

REDUCTION RATE: 75%	
(01)	SELECT/START

6. Press [Start] when the desired reduction rate is displayed.

COPYING		
	FINE	NORM

Note If the memory overflows, an alarm will sound and a message will be displayed.

- Pressing [Enter] will store the originals scanned before the memory overflowed.
- Pressing [Clear] or [Stop] will delete all the stored originals.
- Doing nothing for one minute will store the originals scanned before the memory overflowed and resume copying.

Copy protect

This feature allows you to specify whether or not the terminal is to be available as a copier.

If ON is selected, the terminal can not be used as a copier.

If OFF is selected, the terminal can be used as a copier.

To set copy protect (09-16)

1. Press [Menu].

1.SEND OPTIONS1
01-10 SELECT/ENTER

2. Press [0], [9].

9.USER SETTINGS
01-10 SELECT/ENTER

3. Press [Enter].

1.SET POLLED MODE
01-21 SELECT/ENTER

4. Press [1], [6].

16.SET COPY PROTECT
01-21 SELECT/ENTER

5. Press [Enter].

COPY PROTECT: OFF
 SELECT/ENTER

6. Press [Select] to select the ON or OFF setting.

COPY PROTECT: OFF
 SELECT/ENTER

7. Press [Enter] when the desired setting is displayed.

SET COPY PROTECT
COMPLETED

Receiving a document

The terminal should have a supply of paper before receiving documents from other facsimile terminals. Reference Answering Modes for a description of each of the answering modes.

The terminal will automatically receive the documents into memory if supplies run out or a paper jam occurs. See Memory.

Voice request can be used to notify the remote user that voice contact is desired after the transmission.

To manually receive a document

1. Press the manual receive key until the LED is on and remove any originals from the ADF.

LOAD ORIGINALS
JUL 31'91 10:55

2. When the telephone rings, lift the handset. If documents are in the ADF, remove them.

TELEPHONE

3. Press the [Start] key when you hear the fax tones indicating the remote terminal is ready to send and hang up the handset.

RECEIVE STD

4. The terminal will receive and print the incoming document.

To automatically receive a document

1. Press the manual receive key until the LED goes out and following displays:

LOAD ORIGINALS
JUL 31'91 10:55

2. The terminal will automatically answer the telephone after the specified number of rings. See Number of Rings.

INCOMING CALL

RECEIVE STD

- The terminal will receive and print the incoming document.

COMPLETED

Receive to memory

The terminal automatically receives and stores documents into memory when the terminal is out of supplies or when a paper jam occurs. The following displays during the receive operation if ECM mode is set to OFF:

RECEIVE MEMORY STD

The following displays during the receive operation if ECM is set to ON:

RECEIVE ECM STD

The documents will print out from memory after the supplies have been replaced or the paper jam is cleared.

To manually receive a document using a second telephone

The Set Second Telephone setting should be set to ON if a second telephone is connected to your terminal.

The terminal offers a switch back to fax feature if you answer the telephone with the second telephone handset. Press the digits, 66, on the second telephone handset within 12 seconds. This instructs the terminal to switch the call back to the terminal.

- Press the manual receive key until the LED is on and remove originals from the ADF.

LOAD ORIGINALS
JUL 31 '91 10:55

- When the telephone rings, lift the handset of the second telephone and listen for the fax tones from the remote terminal.

TELEPHONE

- Dial the digits, 66, on the second telephone to switch the call to the terminal. When you hear the fax tone, hang up the handset. The receive operation will begin. If the second telephone rings again, dial 66 again.

RECEIVE STD

4. Hang up the handset.

Note: If you press any key on the control panel of the terminal before pressing 66 on the second telephone, you cannot perform the remote receive operation. The second telephone may not switch to the facsimile depending on the situation of the telephone line or what kind of second telephone you have.

The digits, 66, can be changed by the service technician, if desired.

To automatically receive a document using LOAD ORIG: (TEL) answer mode

When you have selected the LOAD ORIG: (TEL) mode and allow the terminal to answer incoming calls automatically, callers to your fax unit will hear a recorded voice prompt:

Hello. If you wish to send a fax, transmit now. If not, check the number and dial again. Thank you.

While the message is being delivered, the handset on the terminal will ring softly, letting you know your fax has answered the telephone line but has not yet attempted reception. You can pick up the fax handset at any time during the 10-second message to turn off the voice message and listen to the incoming call through the handset.

1. Press the manual receive key until the following displays:

LOAD ORIG: (TEL)
JUL 31 '91 10:55

2. When your telephone rings, you can allow your terminal to answer automatically and receive the document;

INCOMING CALL

or you can answer the call manually for voice communication. If you hear fax tones, press [Start] and hang up the handset to begin the receive operation.

RECEIVE	STD
---------	-----

3. The terminal will receive and print the incoming document.

COMPLETED

To automatically receive a document when an answering machine is connected (LOAD ORIG: (ANS))

This setting instructs your terminal to allow the answering machine to answer all calls. You can also answer the calls manually using the terminal handset.

The terminal offers a setting to automatically switch the call from the answering machine to the facsimile after 0-15 seconds. (See Set TAD Time.) If the line is quiet (caller does not speak) for the specified period of time, the call will be switched to the facsimile.

1. Press the manual receive key until the following displays:

LOAD ORIG: (ANS)
JUL 31'91 8:00

2. When the telephone rings, the answering machine will answer the call and begin the voice message. After the voice message completes, the remote operator can leave a voice message or press [Start] to begin the send operation.

At this time, your terminal begins to listen for the fax tones and quiet time (0-15 seconds). If your terminal hears either, it will switch answering modes from the answering machine to your fax and receive the document.

If, for some reason, your answering machine does not answer the telephone, your fax will answer the telephone after 7 rings and automatically receive the document.

The following displays when the terminal receives a document:

INCOMING CALL

RECEIVE STD

Note: If the remote operator leaves a message longer than 5 minutes, your terminal will not switch from the answering machine to your fax.

Delayed polling

Polling is a basic receive operation and allows you to initiate the sending of a remote document to your terminal up to one month in advance.

Polling mode must be set to FREE or SECURE in the Set Polled Mode for a polling operation. See Set Polled Mode for instructions.

If SECURE is selected in Set Polled Mode, polling operations are protected with a password. The password must match the last four digits of the remote terminal identification number.

To set delayed polling (03-1)

1. Ensure the terminal is the auto receive mode. The LED should be OFF. Remove any documents in the ADF.

```
LOAD ORIGINALS
JUL 31'91      4:58
```

2. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

3. Press [0], [3].

```
3.POLLING OPTIONS
01-10      SELECT/ENTER
```

4. Press [Enter].

```
1.DELAYED POLLING
1-3        SELECT/ENTER
```

5. Press [Enter].

```
DELAYED POLLING
ENTER FAX NUMBER
```

6. Dial the number of the remote terminal using manual dial, one touch dial or speed-dial number dial for the remote terminal. Press [Clear] to erase a character.

```
DELAYED POLLING
ENTER DAY:   12,14:55
```

7. Press [Enter]. Press [Enter] again at this point to start the job immediately or use the terminal keypad to enter the date polling is to begin.

```
DELAYED POLLING
ENTER DAY:   12,14:55
```

8. Use the terminal keypad to enter the hour polling is to begin. The time must be entered in 24 hour format.

DELAYED POLLING
ENTER HOUR: 02,23:55

9. Press [Enter]. Enter the minute polling is to begin.

DELAYED POLLING
ENTER MIN.: 02,23:30

10. Press [Enter].

DELAYED POLLING
COMPLETED

Note: If you reach a memory full condition, an alarm will sound and a memory full message will be displayed.

- Press [Enter] to store all scanned originals.
- Press [Clear] or [Stop] to delete all stored originals.
- Doing nothing for one minute will store the originals scanned before the memory overflowed. See *Memory full* in the Custom Features and Settings section.

To check the number of delayed commands in memory, press [Select]. Then press [Stop] to return to the idle mode.

Multi-polling

Multi-polling is used to sequentially poll up to 85 remote terminals. A terminal in a central sales office, for example, can be used to poll daily sales figures using the multi-polling feature.

To set multi-polling (03-2)

1. Ensure the terminal is in the auto receive mode. Remove any documents in the ADF.
2. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

3. Press [0], [3].

```
3.POLLING OPTIONS
01-10      SELECT/ENTER
```

4. Press [Enter].

```
1.DELAYED POLLING
1-3        SELECT/ENTER
```

5. Press [2].

```
2.MULTI-POLLING
1-3        SELECT/ENTER
```

6. Press [Enter].

```
MULTI-POLLING
ENTER FAX NUMBER
```

7. Enter up to five one touch, speed dial or group numbers. To enter a group number, press the pound (#) key and enter the group number list. Press [Menu] to separate the numbers with commas. In the example below, one touch key 1, group number 3 and speed dial number 25 are entered. Press [Clear] to erase a character.

```
MULTI-POLLING
[1],G3,(25)
```

8. Press [Enter]. Press [Enter] again at this point without entering the time to immediately start the job or use the terminal keypad to enter the date polling is to begin.

```
MULTI-POLLING
ENTER DAY   12, 10:00
```

9. Press [Enter]. Enter the hour polling is to begin. The time must be entered in 24-hour format.

```
MULTI-POLLING
ENTER HOUR  12, 10:00
```

10. Press [Enter]. Enter the minute polling is to begin and press [Enter].

```
MULTI-POLLING
ENTER MIN.: 12, 10:00
```

11. Press [Enter].

```
MULTI-POLLING
COMPLETED
```

Note: If you reach a memory full condition, an alarm will sound and a memory full message will be displayed.

- Press [Enter] to store all scanned originals.
- Press [Clear] or [Stop] to delete all stored originals.
- Doing nothing for one minute will store the originals scanned before the memory overflowed. See *Memory in Preparing the Machine for Operation*.

To check the number of delayed commands in memory, press [Select]. Then press [Stop] to return to the idle mode. Use the interrupt command to briefly halt a multiple polling operation so you can send an important message (See *Cancel and interrupt procedures*.)

Activity report

The terminal stores in memory the most recent 25 transactions that have been transmitted and received. The listing can be printed automatically or any time you wish.

The header information on the report includes the local name, local ID and current date and time. Information on the report includes transmission mode, start day and time, duration of communication, number of pages sent, result and any error messages encountered.

A sample report and a description of the report follows the procedure for printing a report.

To print the activity report automatically (09-12)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select USER SETTINGS.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [2] to select ACTIVITY REPORT.

```
12.ACTIVITY REPORT
01-21      SELECT/ENTER
```

5. Press [Enter].

```
AUTOMATIC PRINT: ON
                  SELECT/ENTER
```

6. Press [Select] to select ON or OFF.

```
AUTOMATIC PRINT: ON
                  SELECT/ENTER
```

7. Press [Enter].

```
ACTIVITY REPORT
COMPLETED
```

To print the activity report manually (07-1)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [7] to select PRINT OPTIONS Menu.

```
7.PRINT REPORTS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu..

```
1.ACTIVITY REPORT
1-3        SELECT/START
```

4. Press [Start] to print the activity report.

```
ACTIVITY REPORT
PRINTING
```

ACTIVITY REPORT

ACTIVITY REPORT (SEND)

NO.	REMOTE STATION	MODE	START	DURATION	PAGES	RESULT	NOTE
001	254-1045	STD	12,14:07	00'05	00	T.1.4	STOP
002	ENGINEERING	FINE	05,12:05	00'24	01	T.1.1	SEND
003	254-0045	SFINE	06,01:18	02'34	02	OK	B.C.
004	423-1088	STD	06,20:23	01'20	01	OK	MANUAL
005	234-9045	STD	06,21:18	01'20	01	OK	B.C.

ACTIVITY REPORT (RECEIVE)

NO.	REMOTE STATION	MODE	START	DURATION	PAGES	RESULT	NOTE
001	293-1043	STD	07,11:18	02'34	04	OK	POLLING
002	250-2044	STD	07,15:18	02'34	04	OK	MULTI
003	242-1022	STD	07,15:21	02'34	00	R.1.2	POLLING
004	292-1044	SFINE	09,01:18	02'34	02	OK	MEMORY
005	ENGINEERING	STD	09,11:18	02'34	04	R.1.4	STOP

DESCRIPTION OF REPORT

COLUMN TITLE	COLUMN DESCRIPTION
NO.	Message counter for each day
REMOTE STATION	A name for the remote terminal, chosen from the following list (in decreasing order of precedence): • Terminal name sent by the remote terminal • Terminal name defined on the One Touch Dial, Speed Dial, or Program One Touch Dial key on the local terminal • Terminal ID sent by the remote terminal (telephone number) • Resolution (G3, G2) • Blank (manual transmissions only)
MODE	For sending, the resolution provided by the sender (local terminal) For receiving, the resolution provided by the receiver (remote terminal) Only G3 or G2 will be recorded depending on the ability of the remote terminal
START	Starting time for transmission
DURATION	Time elapsed between start and end of transmission
PAGES	Number of transmitted pages (transmitted or received).
RESULT	Status of transmission. OK: Indicates successful completion of operation. ERROR CODE: Indicates reason for failure. (See Problem Solving Section) * Indicates ECM is active.
NOTE	Comments on features used: • RELAY BC: Relay send • B.C.: Broadcast send • TX SMAIL: Mailbox send • MANUAL: Manual operation • MEMORY: Receive to memory • POLLING: Polling operation • MULTI: Multi polling operation • STOP: Stop key pressed

Options report

The options report shows how each menu function or feature is currently set. A sample report follows the procedure for printing a report.

To print the options report (07-2)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS 1
01-10 SELECT/ENTER

2. Press [0], [7] to select the PRINT OPTIONS Menu.

7.PRINT REPORTS
01-10 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.ACTIVITY REPORT
1-3 SELECT/START

4. Press [2] to select OPTIONS REPORT.

2.OPTIONS REPORT
1-3 SELECT/START

5. Press [Start] to begin printing the report.

OPTIONS REPORT
PRINTING

OPTIONS REPORT¹

LOCAL NAME		
LOCAL ID		
SET TAD TIME		00
SET POLLED MODE		FREE
SET PASSWORD		0000
SET AUTO RCV. TIME		00:00--00:00
SET CONFIRM REPORT		OFF
SET SCANNER WIDTH		ON
SET HALFTONE		PICTURE + TEXT
SET RES DEFAULT		STD
SET CONTRAST		NORM
SET TIME PAUSE		05
SET NUMBER RINGS		02
SET 2ND TELEPHONE		OFF
SET ANS. MACHINE		TEL2
ACTIVITY REPORT		ON
SET RCV. REDUCTION		AUTO
BLOCK JUNK FAX		OFF
SET ECM MODE		ON
SET COPY PROTECT		OFF
SET DIALLING TYPE		TONE
SET # OF REDIALS		02
REDIAL INTERVAL		03
SET BAUD RATE		2400BPS
SET PARITY		NONE
SET STOP BIT		1
SET CHAR LENGTH		8

1. The RS232 settings (SET BAUD RATE, SET PARITY, SET STOP BIT AND SET CHAR LENGTH), will be displayed if you have this option in your terminal.

Dial directory report

This report includes the location ID, telephone number and group number for speed dial, one touch, and programmable one touch dial numbers. The header information contains the local name, local ID, and current date and time. A sample report follows the procedure for printing a report.

To print the dial directory report (07-3)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1 01-10 SELECT/ENTER
--

2. Press [0], [7] to select PRINT REPORTS Menu.

7.PRINT REPORTS 01-10 SELECT/ENTER
--

3. Press [Enter] to select the feature item in the menu.

1.ACTIVITY REPORT 1-3 SELECT/START
--

4. Press [3] to select DIAL DIRECTORY.

3.DIAL DIRECTORY 1-3 SELECT/START

5. Press [Start] to begin printing the report.

DIAL DIRECTORY PRINTING

DESCRIPTION OF REPORT

Speed Dial and One Touch Dial (01-24 and P1-P6)

NO.:	Dial directory number
REMOTE NAME:	Remote terminal name
TELEPHONE NUMBER:	Remote telephone number
GROUP NUMBER:	Programmable group number (maximum 5 destinations)
S00:	Functions
	_____ 1:Secure send Selection = ON
	_____ 1:Forced 4800 bps Selection = ON

Program One Touch Dial (P1-P6)

NO.:	Dial directory number
REMOTE STATION:	Remote station telephone number
START:	Communication start time
NOTE:	DELAYED SEND Single send
	DELAYED GROUP SEND Broadcast transmission
	SEND SECURE MAIL Secure mail transmission
	MAILBOX NUMBER Mail box number (2 char.)
	RELAY SEND Relay B.C.
	TERM.: End station terminal (Max.5 destinations)
	COPY TO RELAY Copy to relay station
	DELAYED POLLING Single polling
	MULTI-POLLING Multi-polling
S000:	Functions (for transmission job only)
	_____ 1:Long original Selection = ON
	_____ 1:Secure send Selection = ON
	_____ 1:Forced 4800bps Selection = ON

DIAL DIRECTORY REPORT

SPEED DIAL LIST

NO.	REMOTE NAME	TELEPHONE NUMBER	GROUP NUMBER
(01)	ABC CORP.	544-9090	1,2,3,4,5 S10 S00
(02)	ABC CORP.	9-/-/544-9090	S00

ONE TOUCH DIAL LIST

NO.	REMOTE NAME	TELEPHONE NUMBER	GROUP NUMBER
[01]	TERMINAL 1	544-8787	1,2,3,4,5 S10
[02]	TERMINAL 2	544-8765	S01

PROGRAMMABLE ONE TOUCH DIAL LIST

NO.	REMOTE NAME	TELEPHONE NUMBER	GROUP NUMBER
[P1]	ABC CORP.	544-9090	1,2,3,4,5 S10
[P2]	TERMINAL 2	544-8765	S01

PROGRAM MODE LIST

NO.	REMOTE STATION	START	NOTE
[P1]	[01], [02]	10:10	DELAYED SEND S111
[P2]	[01]	01:00	DELAYED SEND S111
[P3]	[01], (02)	10:10	SEND SECURE MAIL S010

Print pending job list

This feature prints out a list of jobs currently waiting in memory . The pending job list contains the pending job number, remote station, start day, time and notes.

To print the pending job list (08-1)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1 01-10 SELECT/ENTER
--

2. Press [0], [8] to select menu 8.

8.PENDING JOBS 01-10 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.PENDING JOB LIST 1-3 SELECT/START

4. Press [Start] to begin printing the report.

PENDING JOB LIST PRINTING

DESCRIPTION OF LIST

COLUMN TITLE	COLUMN DESCRIPTION
NO.	Document number
REMOTE STATION	Number of one touch dial, speed dial, programmable one touch dial or number entered from the keypad.
START	Starting time for the delayed send operation or the redial operation
NOTE	DELAYED SEND Regular transmission DELAYED GROUP SEND Broadcast transmission SEND SECURE MAIL Secure mail RELAY SEND Relay send TERM: Destination terminal COPY TO RELAY Relay printout DELAYED POLLING Polling operation MULTI-POLLING Multi-polling operation

PENDING JOB LIST

NO.	REMOTE STATION	START	NOTE
1	[P1]	12,14:07	DELAYED SEND
2	340-9898	06,01:18	DELAYED POLLING

Transmit confirmation report

The confirmation report is a notification of the success or failure of an operation. It can be set to print automatically or only after pressing Send Confirm on the control panel.

To print the confirmation report automatically (09-03)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Enter [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Enter [0], [3] to select SET CONFIRM REPORT.

```
3.SET CONFIRM REPORT
01-21      SELECT/ENTER
```

5. Press [Enter].

```
CONFIRM REPORT:  OFF
                  SELECT/ENTER
```

6. Press [Select] to select ON or OFF.

```
CONFIRM REPORT:  OFF
                  SELECT/ENTER
```

```
CONFIRM REPORT:  ON
                  SELECT/ENTER
```

7. Press [Enter] to record the desired setting.

```
SET CONFIRM REPORT
COMPLETED
```

To print the confirmation report manually

Press the Send Confirm key during the transmission operation.
The report will print after the transmission.

DESCRIPTION OF REPORT

COLUMN TITLE	COLUMN DESCRIPTION
NO.	Message counter for the day of transmission.
RECEIVER	A name for the remote terminal, chosen from the following list (in decreasing order of precedence): • Terminal name sent by the remote terminal. • Terminal name defined on the one touch dial, speed dial, or programmable one touch dial key on the local terminal. • Terminal ID sent by the remote terminal • Resolution (G3, G2) • Blank (manual transmission only)
TRANSMITTER	Local name or Local I.D.
DATE	Date and time transmission started
DURATION	Time elapsed between start and end of transmission
MODE	Resolution
PAGES	Number of transmitted pages sent
RESULT	Status of transmission Code indicating result of transmission: OK: Indicates successful completion of operation.

TRANSMIT CONFIRMATION REPORT

NO.	010
RECEIVER	TERM 1
TRANSMITTER	TERM 2
DATE	FEB 22,91 12:10
DURATION	00'34
MODE	STD
PAGES	01
RESULT	OK

Error message report

When the terminal is unable to complete a transmission as requested, it automatically prints out this report to advise the operator as to the nature of the error and recommend a course of action.

The header contains the local name, local I.D. and current date and time.

DESCRIPTION OF REPORT

COLUMN TITLE	COLUMN DESCRIPTION
ERROR MESSAGE NO.	One of four possible error messages. See Problem Solving Section.
REMOTE STATION	Message counter for each day. A name for the remote terminal, chosen from the following list (in decreasing order of precedence): • Terminal name sent by the remote terminal • Terminal name defined on the one touch dial, speed dial or programmable one touch dial key on the local terminal. • Terminal ID sent by the remote terminal • Resolution (G3, G2) • Blank (manual transmissions only)
MODE	Resolution (STD, FINE, SFINE) or communication mode (G2, G3: manual send or receive).
START	Date and time the activity started.
DURATION	Communication duration time.
PAGES	Number of pages transmitted or received.
RESULT	Code indicating result of transmission: OK: Successful completion NUMBER: Error code indicating reason for failure (See Problem Solving Section) *: ECM active
NOTE	RELAY BC Relay send B.C. Broadcast transmission TX SMAIL Secure send MANUAL Manual operation MEMORY Memory received POLLING Polling operation MULTI Multi-polling operation STOP Stop key is pressed.

Error Message

JOB NUMBER: 1
PLEASE TRANSMIT AGAIN

NO.	REMOTE STATION	MODE	START	DURATION	PAGES	RESULT	NOTE
001	ABC CORP.	STD	12,14:07	05'06	01	T.4.1	SEND
002	430-9090	FINE	06,01:18	01'20	01	R.1.2	MULTI

Command check message report

The terminal automatically prints out this report when it encounters of the following problems:

- Power is removed from the terminal. All jobs in memory to be transmitted or printed are erased.
- Memory fills while scanning a document.
- A job is cancelled.
- The document is removed from the tray while the terminal is waiting between redial attempts.

The header of the report contains the local name, local I.D. and current date and time.

Description of Report

COLUMN TITLE	COLUMN DESCRIPTION
NO.	Communication batch number.
REMOTE STATION	Number of the one touch dial, speed dial or programmable one touch dial key used or number entered from the keypad.
START	Start time for the delayed send operation.
NOTE	DELAYED SEND Regular transmission DELAYED GROUP SEND Broadcast transmission SEND SECURE MAIL Secure mail NUMBER Mailbox number RELAY SEND Relay send TERM: Destination terminal COPY TO RELAY Relay printout DELAYED POLLING Polling operation MULTI-POLLING Multi-polling operation

6

COMMAND CHECK MESSAGE

NO.	REMOTE STATION	START	NOTE
1	[01],[05],[01]	12,14:07	DELAYED GROUP SEND S000
2	[P1]	06,01:18	SEND SECURE MAIL MAILBOX NUMBER: 02 S010
3	(01)	06,01:18	RELAY SEND TERM.:01,5*,#2,**,99 COPY TO RELAY S011

Memory initialized report

The terminal automatically prints out the Memory Initialized Report to inform the operator of a long power outage or hardware problem which resulted in the erasure of all settings. Contact the Customer Support Center for assistance.

The header contains the local name, local I.D. and current date and time. The report will have the message SYSTEM MEMORY INITIALIZED.

Print pending document

This feature prints out the specified document. If there is no document in memory with that number, the display will prompt NO PENDING JOBS.

To print the pending document (08-2)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [8] to select menu 8.

```
8.PENDING JOBS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.PENDING JOB LIST
1-3        SELECT/ENTER
```

4. Press [2] to select PRINT PENDING DOC.

```
2.PRINT PENDING DOC.
1-3        SELECT/ENTER
```

5. Press [Enter].

```
PRINT PENDING DOC.
JOB NUMBER:
```

6. Use the keypad to enter the job number.

```
PRINT PENDING DOC.
JOB NUMBER:      1
```

7. Press [Enter]. The document in memory will be printed.

```
PRINT PENDING DOC.
PRINTING
```

Print polling document

This feature allows you to print a document stored in memory for polling without erasing it.

To print document stored for polling (03-3-3)

1. Press [Menu].

1.SEND OPTIONS1 01-10 SELECT/ENTER
--

2. Press [0], [3].

3.POLLING OPTIONS 01-10 SELECT/ENTER
--

3. Press [Enter].

1.DELAYED POLLING 1-3 SELECT/ENTER
--

4. Press [3].

3.STORE FOR POLLING 1-3 SELECT/ENTER
--

5. Press [Enter].

1.STORE FOR POLLING 1-3 SELECT/ENTER
--

6. Press [3].

3.PRINT POLLING DOC. 1-3 SELECT/START

7. Press [Start] to print the document in memory.

PRINT POLLING DOC. PRINTING

Set auto receive time

The auto receive feature allows selection of specific hours for the terminal to switch to and from automatic answer mode. This feature is allowed only when the answering mode is set to LOAD ORIG: TEL and LOAD ORIG: FAX.

To set auto receive time (09-02)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Enter [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Enter [0], [2] to select AUTO RECEIVE TIME.

```
2.SET AUTO RCV. TIME
01-21      SELECT/ENTER
```

5. Press [Enter] and enter the hour automatic reception is to begin. The time must be entered in 24 hour mode (e.g. 18:30 for 6:30PM).

```
SET AUTO RCV. TIME
START TIME:    00:00
```

6. Press [Enter] and enter the minute automatic reception is to begin.

```
SET AUTO RCV. TIME
START TIME:    18:00
```

7. Press [Enter] to record the start time.

```
SET AUTO RCV. TIME
END TIME:      20:00
```

8. Enter the hour you want automatic reception to end.

```
SET AUTO RCV. TIME
END TIME:      00:00
```

9. Press [Enter]. Enter the minute you want automatic reception to end.

SET AUTO RCV. TIME
END TIME: 00:00

10. Press [Enter].

SET AUTO RCV. TIME
COMPLETED

Note: To cancel this setting, repeat the above procedures and enter 00:00 in the start and end settings and press [Manual Receive].

Set block junk fax

This feature rejects calls from remote terminals whose last four digits of the telephone number do not match any of the numbers stored in your one touch dial, speed dial or program one touch dial.

The default setting of this feature is OFF.

To set block junk fax (09-14)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Enter [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Enter [1], [4] to select BLOCK JUNK FAX.

```
14.BLOCK JUNK FAX
01-21      SELECT/ENTER
```

5. Press [Enter].

```
BLOCK JUNK FAX:  OFF
                  SELECT/ENTER
```

6. Press [Select] to select desired setting.

```
BLOCK JUNK FAX:  OFF
                  SELECT/ENTER
```

```
BLOCK JUNK FAX:  ON
                  SELECT/ENTER
```

7. Press [Enter] when the desired setting is displayed.

```
BLOCK JUNK FAX
COMPLETED
```

Set contrast default

The terminal has three selections for contrast: Normal, Dark or Light. Press [Original] to select the contrast before each transmission or copy. The default setting is Normal. Use the procedures below to change the contrast default.

NORMAL - Select normal when scanning originals with average or normal contrast.

LIGHT - Select light original when scanning documents with low contrast or light images.

DARK - Select dark original when scanning documents with high contrast or dark background.

To set contrast default (09-07)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Enter [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Enter [0], [7] to select SET CONTRAST.

```
7.SET CONTRAST
01-21      SELECT/ENTER
```

5. Press [Enter].

```
ORIGINAL:      NORM
              SELECT/ENTER
```

6. Press [Select] to select NORMAL, DARK or LIGHT contrast.

```
ORIGINAL:      NORM
              SELECT/ENTER
```

7. Press [Enter] to record the desired contrast.

```
SET CONTRAST
COMPLETED
```

Set ECM (Error checking mode)

In ECM mode, during transmission, the terminal sends your document in high speed segments. After each segment is sent, the terminal waits briefly to receive a signal from the remote unit confirming the block of image data was received properly. If telephone line noise damaged some of the image data, the terminal will retransmit the block unit until it is received properly. The remote terminal must also support this feature.

The default for this feature is ON.

To set ECM mode (09-15)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Enter [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Enter [1], [5] to select SET ECM MODE.

```
15.SET ECM MODE
01-21      SELECT/ENTER
```

5. Press [Enter].

```
ECM MODE:      ON
                SELECT/ENTER
```

6. Press [Select] to select ON or OFF.

```
ECM MODE:      ON
                SELECT/ENTER
```

```
ECM MODE:      OFF
                SELECT/ENTER
```

7. Press [Enter] to record desired setting.

```
SET ECM MODE
COMPLETED
```

Set halftone

This feature offers two halftone modes based on the relative proportions of photographs and text of originals.

PICTURE + TEXT - Select for documents that includes pictures and text, like advertising layouts and magazine pages.

PICTURE - Select for transmission or copy of a document containing shades of gray, such as a photograph. Provides the best graphics representation.

To set halftone (09-05)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Enter [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Enter [0], [5] to select SET HALFTONE.

```
5.SET HALFTONE
01-21      SELECT/ENTER
```

5. Press [Enter].

```
PICTURE+TEXT
SELECT/ENTER
```

6. Press [Select] to choose the halftone setting.

```
PICTURE
SELECT/ENTER
```

```
PICTURE+TEXT
SELECT/ENTER
```

7. Press [Enter] to record the desired setting.

```
SET HALFTONE
COMPLETED
```

Set number of redials

The terminal will automatically redial if it encounters a busy signal or if the remote terminal does not answer while attempting to send a fax. Use this setting to determine how many times your terminal should redial the busy number before sounding its alarm to alert you of the unsuccessful transmission. Settings of 2, 3, 4 and 5 are available.

Automatic redial is not available if the remote terminal was dialled using the telephone handset or speaker.

To set number of redials (09-18)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-10 SELECT/ENTER

2. Press [0], [9] to select menu 9.

9.USER SETTINGS
01-10 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.SET POLLED MODE
01-21 SELECT/ENTER

4. Press [1], [8] to select SET NUMBER OF REDIALS.

18.SET # OF REDIALS
01-21 SELECT/ENTER

5. Press [Enter].

SET # OF REDIALS	
ATTEMPTS:	2

6. Use the keypad to enter 2, 3, 4 or 5 redial attempts. Press [Clear] to erase the previous entry.

SET # OF REDIALS	
ATTEMPTS:	3

7. Press [Enter] when the desired setting is displayed.

SET # OF REDIALS	
COMPLETED	

Set number of rings

This setting determines the number of rings that will occur before the terminal automatically answers the telephone. This feature has five selections: 2, 3, 4, 5, or 6. The terminal is set initially to answer after two rings.

If the manual receive mode is selected, this feature is ignored.

To set number of rings (09-09)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-10 SELECT/ENTER

2. Enter [0], [9] to select menu 9.

9.USER SETTINGS
01-10 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.SET POLLED MODE
01-21 SELECT/ENTER

4. Enter [0], [9] to select SET NUMBER OF RINGS.

9.SET NUMBER RINGS
01-21 SELECT/ENTER

5. Press [Enter]. Use the numeric keypad to enter the number of desired rings.

SET NUMBER RINGS
NUMBER OF RINGS: 2

6. Press [Enter] to record the desired setting.

SET NUMBER RINGS
COMPLETED

Set polled mode

This feature must be set for a polling operation and allows you to determine which, if any, remote terminal can poll your terminal. The polled mode feature has the following three selections.

- FREE - Any terminal can poll your terminal. A password is not required for polling.
- SECURE - The password must match the last four digits of the remote terminal identification number.
- OFF - No remote terminal can poll your terminal.

To set polled mode (09-01)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Enter [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select SET POLLED MODE.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [Enter].

```
POLLED MODE:  FREE
              SELECT/ENTER
```

5. Press [Select] to select FREE, SECURE or OFF.

```
POLLED MODE:  SECURE
              SELECT/ENTER
```

6. Press [Enter]. If you choose the polled setting SECURE, use the terminal keypad to enter the password.

```
SET PASSWORD
PASSWORD:      0000
```

7. Press [Enter].

```
SET POLLED MODE
COMPLETED
```

Set receive reduction

This feature provides several reduction options for printing received documents. Five reduction options are available: AUTO, 100%, 97%, 91% or 75%. The document is received into memory prior to printing and the terminal reduces the image to the reduction number selected. When AUTO is selected, this feature compares the size of the received document to the size of the recording paper and automatically selects the appropriate reduction setting. You can also force the terminal to print received documents at the selected option. The default setting is AUTO.

This feature does not work if documents are received from a G2 terminal.

To set receive reduction (09-13)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [3] to select the SET RCV. REDUCTION.

```
13.SET RCV.REDUCTION
01-21      SELECT/ENTER
```

5. Press [Enter].

```
REDUCTION RATE: AUTO
SELECT/ENTER
```

6. Press [Select] to select AUTO, 100%, 97%, 91% or 75%.

```
REDUCTION RATE AUTO
SELECT/ENTER
```

7. Press [Enter] when the desired setting is displayed.

```
SET RCV. REDUCTION
COMPLETED
```

Set redial interval

This feature is used to select a three, four or five minute time interval between redial attempts. The default setting for this feature is 3.

To set redial interval (09-19)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-10 SELECT/ENTER

2. Enter [0], [9] to select menu 9.

9.USER SETTINGS
01-10 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.SET POLLED MODE
01-21 SELECT/ENTER

4. Enter [1], [9] to select REDIAL INTERVAL.

19.REDIAL INTERVAL
01-21 SELECT/ENTER

5. Press [Enter]. Use the keypad to enter 3, 4 or 5 minute interval setting. Press [Clear] to erase an entry.

REDIAL INTERVAL	
INTERVAL:	3

6. Press [Enter] when the desired setting is displayed.

REDIAL INTERVAL
COMPLETED

Set resolution default

The terminal has four resolution settings. Press [Select] to set the resolution before each transmission or copy. Use the procedures below to change the default setting.

- STANDARD- Use for normal documents.
- FINE- Use for small print.
- SUPER FINE- Use for small details with complex images.
- HALFTONE- Use for originals with multiple shades of print (for example, a picture.)

To set resolution default (09-06)

- Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-10 SELECT/ENTER

- Press [0], [9] to select menu 9.

9.USER SETTINGS
01-10 SELECT/ENTER

- Press [Enter] to select the first feature within the menu.

1.SET POLLED MODE
01-21 SELECT/ENTER

- Press [0], [6] to select SET RES DEFAULT.

6.SET RES DEFAULT
01-21 SELECT/ENTER

- Press [Enter].

RESOLUTION: STD
 SELECT/ENTER

- Press [Select] to select STD, FINE, SFINE or HTONE resolution.

RESOLUTION: STD
 SELECT/ENTER

- Press [Enter] when the desired setting is displayed.

SET RES DEFAULT
COMPLETED

Set RS-232 settings

The RS-232 interface option allows your terminal to be used as a printer for asynchronous ASCII computers, like your personal computer. The terminal cannot receive or transmit documents when it is being used as a printer.¹

Use the procedures in this section to change the baud rate, parity, length of stop bit and character bit.

The following is the pin assignment for the terminal.

Pin No.	Signal name
1	Frame Ground (FG)
2	Transmit data (TXD)
3	Receive data (RXD)
4	Request to send (RTS)
5	Clear to send (CTS)
6	Data set ready (DSR)
7	Signal Ground (S.G.)
8	Data carrier detect (DCD)
20	Data terminal ready (DTR)

To print RS-232 settings (11-1)

1. Press [Menu] to select the menu table.

```
1. SEND OPTIONS1
01-11      SELECT/ENTER
```

2. Enter [1], [1] to select menu 11.

```
11. RS-232
01-11      SELECT/ENTER
```

3. Press [Enter] to select RS-232 PRINT.

```
1. RS-232 PRINT
1-2        SELECT/START
```

4. Press [Start].

```
RS-232 PRINT
PRINTING
```

1. This feature is available only if you have a RS-232 board installed in your terminal.

To set baud rate (11-2-1)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-11 SELECT/ENTER

2. Enter [1], [1] to select menu 11.

11.RS-232
01-11 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.RS-232 PRINT
1-2 SELECT/START

4. Press [2] to select RS-232 SETTINGS.

2.RS-232 SETTINGS
1-2 SELECT/ENTER

5. Press [Enter].

1.SET BAUD RATE
1-4 SELECT/ENTER

6. Press [Enter] to select SET BAUD RATE.

BAUD RATE: 300BPS
SELECT/ENTER

7. Press [Select] to select 300BPS, 600BPS, 1200BPS or 2400 BPS.

BAUD RATE: 300BPS
SELECT/ENTER

8. Press [Enter] when the desired setting is displayed.

SET BAUD RATE
COMPLETED

To set parity (11-2-2)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-11 SELECT/ENTER

2. Enter [1], [1] to select menu 11.

11.RS-232
01-11 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.RS-232 PRINT
1-2 SELECT/START

4. Press [2] to select RS-232 SETTINGS.

2.RS-232 SETTINGS
1-2 SELECT/ENTER

5. Press [Enter] to select the first feature within the menu.

1.SET BAUD RATE
1-4 SELECT/ENTER

6. Press [2] to select SET PARITY.

2.SET PARITY
1-4 SELECT/ENTER

7. Press [Enter].

PARITY:	NONE
	SELECT/ENTER

8. Press [Select] to select NONE, ODD OR EVEN.

PARITY:	NONE
	SELECT/ENTER

9. Press [Enter] when the desired setting is displayed.

SET PARITY
COMPLETED

To set stop bit (11-2-3)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-11 SELECT/ENTER

2. Enter [1], [1] to select menu 11.

11.RS-232
01-11 SELECT/ENTER

3. Press [Enter] to select the first feature within the menu.

1.RS-232 PRINT
1-2 SELECT/START

4. Press [2] to select RS-232 SETTINGS.

2.RS-232 SETTINGS
1-2 SELECT/ENTER

5. Press [Enter] to select the first feature within the menu.

1.SET BAUD RATE
1-4 SELECT/ENTER

6. Press [3] to select SET STOP BIT.

3.SET STOP BIT
1-4 SELECT/ENTER

7. Press [Enter].

STOP BIT: 1
SELECT/ENTER

8. Press [Select] to select 1 or 2.

STOP BIT: 1
SELECT/ENTER

9. Press [Enter] when the desired setting is displayed.

SET STOP BIT
COMPLETED

To set character length (11-2-4)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-11      SELECT/ENTER
```

2. Enter [1], [1] to select menu 11.

```
11.RS-232
01-11      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.RS-232 PRINT
1-2        SELECT/START
```

4. Press [2] to select RS-232 SETTINGS.

```
2.RS-232 SETTINGS
1-2        SELECT/ENTER
```

5. Press [Enter] to select the first feature within the menu.

```
1.SET BAUD RATE
1-4        SELECT/ENTER
```

6. Press [4] to select SET CHAR LENGTH.

```
4.SET CHAR LENGTH
1-4        SELECT/ENTER
```

7. Press [Enter].

```
CHARACTER LENGTH: 8
                  SELECT/ENTER
```

8. Press [Select] to select 7 or 8.

```
CHARACTER LENGTH: 7
                  SELECT/ENTER
```

9. Press [Enter] when the desired setting is displayed.

```
SET CHAR LENGTH
COMPLETED
```

Set scanner width

The terminal offers a choice of two scanning widths: NO for A4 paper and ON for B4 paper.

This feature should be set to ON when transmitting documents wider than 9.9 inches.

To set scanner width (09-04)

1. Press [Menu] to select the menu mode.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [0], [4] to select SET SCANNER WIDTH.

```
4.SET SCANNER WIDTH
01-21      SELECT/ENTER
```

5. Press [Enter].

```
WIDE SCAN:      ON
                SELECT/ENTER
```

6. Press [Select] to select ON or NO.

```
WIDE SCAN:      ON
                SELECT/ENTER
```

```
WIDE SCAN:      NO
                SELECT/ENTER
```

7. Press [Enter].

```
SET SCANNER WIDTH
COMPLETED
```

Set time pause

This feature allows you to set the number of seconds (from 05 to 99) the terminal should wait before dialling the next digit when it encounters a dialling pause. The pause key allows you insert dialling pauses into the numbers stored in your speed dial or one touch dial telephone numbers. An example would be when dialling 9 for an outside line or when using charge code numbers.

To set number of seconds (09-08)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Enter [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Enter [0], [8] to select SET TIME PAUSE.

```
8.SET TIME PAUSE
01-21      SELECT/ENTER
```

5. Press [Enter]. Use the terminal keypad to enter the number of seconds delay desired. You can select a pause from 05 to 99 seconds.

```
SET TIME PAUSE
PAUSE DURATION: 10
```

6. Press [Enter] to record setting.

```
SET TIME PAUSE
COMPLETED
```

Problem solving process

This section describes the procedures to follow if the terminal experiences a problem.

1. If the terminal encounters some trouble in transmission or reception, it will alert you with a error light and beeping alarm tone. You can further identify the problem using the Error Message Table and Error Codes. Press [Stop] to cancel the LED and tone.
2. If the problem persists call your authorized service representative or local Xerox office.

To request assistance

1. Before calling for assistance, record any message codes which were displayed and the serial number. The serial number is located under the printer cover to the left of the imaging cartridge.

Serial number _____

2. Use an alternate telephone to call the Xerox Fax Customer Support Center.

U.S.A.	1-800-527-0214
CANADA	
Toronto	477-9912
Other 416 area codes	1-800-387-0448
Quebec	1-800-387-4300
Other than above	1-800-387-4311

Supplies

The following supplies are recommended for use with your terminal.

Supply Item	Part Number
Xerox 4024 Dual Purpose Copy Paper	003R0721 (8½ x 11)
Xerox 4024 Dual Purpose Copy Paper	003R0727 (8½ x 14)
Imaging Cartridge Refill (2 per box)	8R3816
Imaging Cartridge	8R3817
Clean-ups	043P00067

The supplies should be stored away from heat, direct sunlight, high temperatures, high humidity or dust.

To order, please call your authorized Xerox reseller or Xerox Supply Net: U.S.: 1-822-2200; Canada (English) 1-800-668-0199 or Canada (French) 1-800-688-0133.

Error Messages Table

ERROR MESSAGES	SOLUTION
SET DOCUMENT AGAIN	The document is not set in the feeder correctly. Insert the document in the document feeder again.
RELOAD ORIGINALS	Transmission was attempted without inserting a document. Insert document and try again.
POLLING IN USE	Only one polling document can be stored at one time. Try again after the polling operation has been completed.
ADD PAPER TO TRAY	Replace recording paper.
CLEAR PAPER JAM	Recording paper will not feed correctly. Reset recording paper.
PLEASE CLOSE COVERS	Press firmly on the top and front covers to close securely.
HANG UP TELEPHONE	Return the telephone handset to its cradle. Press stop to cancel alarm.
SCAN LAMP FAILURE	The lamp is not sufficiently bright or is defective. Turn the power off and back on. Replace lamp if lamp is not glowing.
NOT AVAILABLE	The copy key is pressed after a scanner transmission has been memorized or the pending jobs are full. Press Stop to discharge the document or repeat operation after the current operation is completed.
MEM FULL SEE MANUAL	The memory capacity has been exceeded. Press Enter within one minute to store the scanned originals. Otherwise, clear some of the memory or transmit document from the document feeder.
CANNOT IMPLEMENT NOW	All the delayed commands have been used. Press Stop to discharge document or repeat the operation again after the current operation is completed. Check and replace the imaging film or paper, if needed.
NOTHING STORED	The one touch, speed dial or group number selected has not been programmed in the telephone directory. Try programming the number again.
MEMORY NOT AVAILABLE	The internal memory in your unit was full before you began your operation. Clear some of the memory by deleting a delayed command or transmit from the document feeder.
NO PENDING JOBS	A command is not programmed when printing or cancellation of a delayed command is requested.
CANNOT TRANSMIT	Transmission is attempted by inputting the telephone number via the numeric keys while the scanner is being used. (Including manual transmission.) Press Stop to discharge the document or repeat the operation again after the current operation is completed.
PLEASE WAIT	The machine is performing desired operation.
REPLACE IMAGING FILM	Replace the imaging film.
LOW PAPER-ADD PAPER	The terminal is low on paper. Add paper.

Error Messages Tables and Error Codes

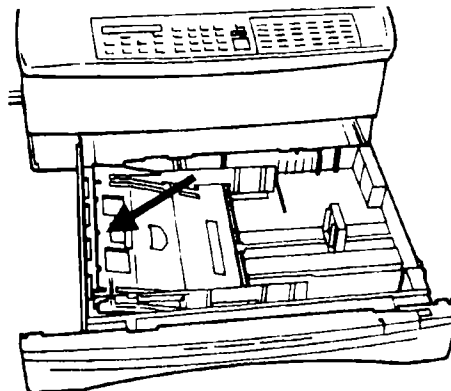
ERROR MESSAGES	SOLUTION	ERROR CODES
NO RESPONSE FROM REMOTE MACHINE	Communication with the remote machine was not possible. This message can be caused by calling an older Group 1 machine that is not compatible with your fax, reaching a fax machine that is broken or out of paper, or dialling a wrong number. Use the fax telephone handset to call the number manually. Ask the remote operator to check the remote fax.	T.1.1 T.1.4 T.2.1 T.2.2 T.2.3 T.7.1 T.7.3 R.1.1 R.1.2 R.1.4 R.2.3 R.3.1 R.3.2 R.3.3 R.3.4 R.4.2 R.5.1 R.7.1 R.7.2 R.7.4
RESEND BAD PAGES SEE ERROR MESSAGES	Poor telephone line conditions have occurred. Call the remote location and request that the document be transmitted again. If sending or copying an original longer than 36 inches, set Long Original feature ON.	T.4.2 T.5.1
PLEASE TRANSMIT AGAIN	Your transmission may not have been completed. Poor telephone line conditions, a document feeder jam or problems at the remote machine may have been the cause. The number of pages transmitted may be less than the number of pages set for transmission. Try the transmission again.	T.1.2 T.3.1 T.4.1 T.5.2 T.5.3
DELAY START PENDING	- The terminal is waiting to redial a busy telephone number. - The terminal is waiting to perform a delayed send operation.	D.0.0
	Polling was attempted by an unauthorized remote terminal.	R.2.2
	The terminal is out of recording paper, imaging film or the document has jammed.	R.4.1
	Memory capacity exceeded.	R.4.4

Problem Solving Table

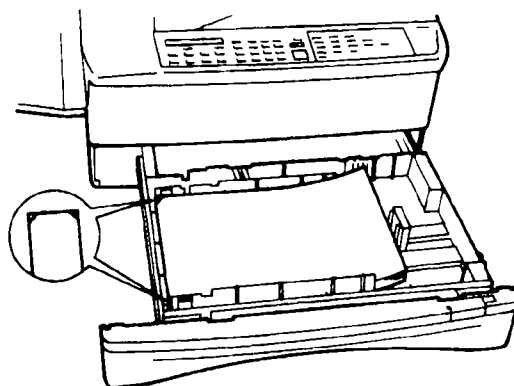
PROBLEM	PROCEDURE
DELAY START PENDING is displayed.	• The terminal is waiting to redial a busy telephone number or perform a delayed send operation.
If the display is blank or the terminal fails to respond to commands.	• Make sure the power switch is on. • Unplug the power cord and reinsert firmly. • Make sure all the covers are closed. • Check paper tray and refill, if needed. • Check imaging film and replace, if needed.
Black spots or streaks appear on copies and transmitted documents.	• Clean the scanner and printing areas.
White streaks appear on copies and documents received.	• Clean the printing area.
Copies and documents received show no image	• Make sure the imaging film is installed correctly.
Copies and documents sent show no image.	• Make sure the original was positioned in the tray face down.
The power is on, but the terminal does not send messages.	• Check all settings and try the operation again. • Make sure the correct dial setting is being used. • Verify the remote terminal ID is correct. Check the dial directory report. • Check the imaging film and replace, if needed.
The power is on, but the terminal does not receive messages.	• Press manual receive to cancel the manual receive mode and select one of the auto answer modes. • Check the paper tray and refill, if needed. • Clear any paper jams. • Check the imaging film and replace, if needed.
The terminal will not make copies.	• Contact the key operator. Follow the procedures in the Copy Section.
All pages sent to your terminal were not printed.	• Check the imaging film and replace, if needed. • Check the paper tray and refill, if needed. • Clear any paper jams.
The display and reports are not displaying and printing in English.	• Press [Menu] + # to select English language.

Loading the paper tray

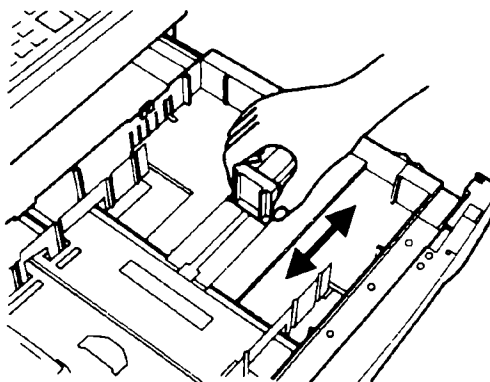
1. Pull the paper tray out and press the metal plate in the tray downward until it clicks.



2. Place up to 250 sheets of recording paper under the snubbers (corner tabs.) Push the paper tray into the terminal.

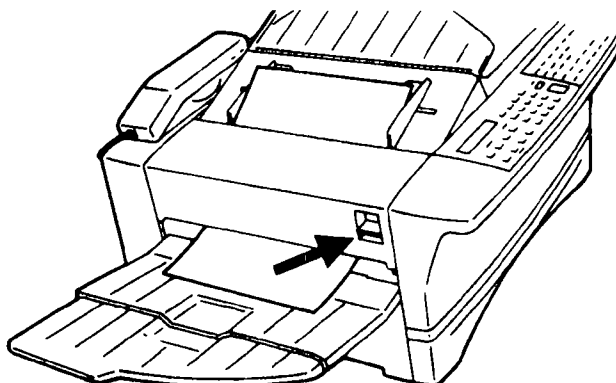


Note: The paper stop should be set for 11 inch paper when it is received. If necessary, adjust the paper stop to fit 14 inch paper by squeezing the sides of the paper stop and sliding it to the 14 inch position.

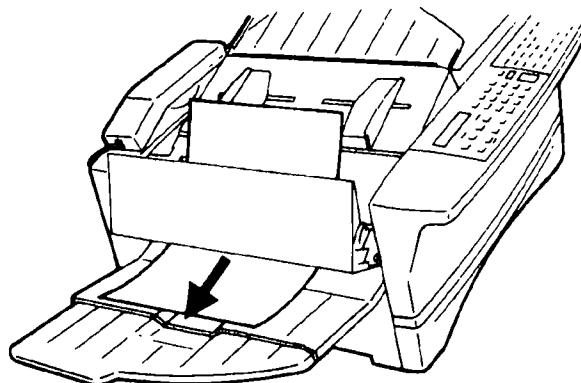


Removing a document jam

1. Press the scanner release button and open the scanner cover.



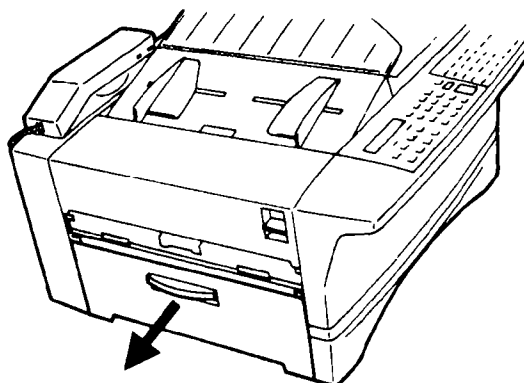
2. Gently pull the original out of the scanner in the same direction the terminal would normally feed the original.



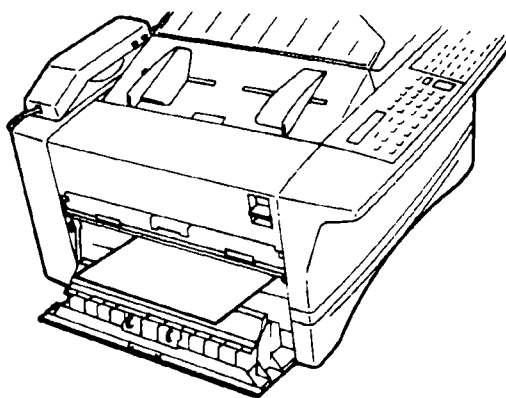
3. Close the scanner cover.

Removing a paper jam

1. Pull and open the left hand cover.



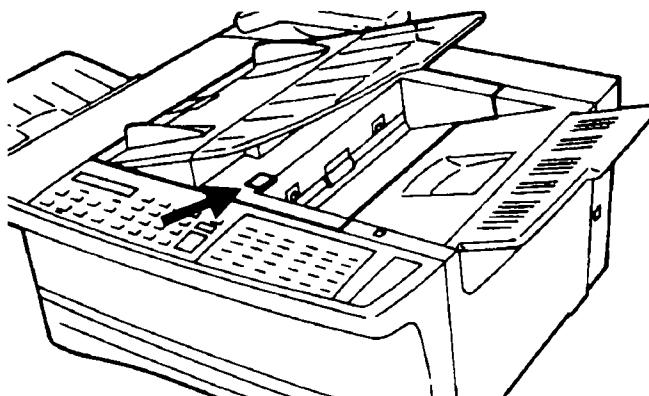
2. Pull out the jammed paper slowly.



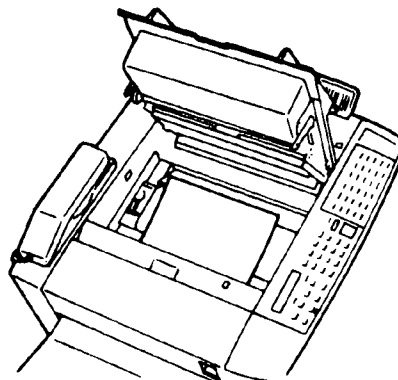
3. Close the left hand cover.

Removing a recording paper jam

1. Press down on the printer cover release button and open the printer cover.



2. Remove the jammed paper.

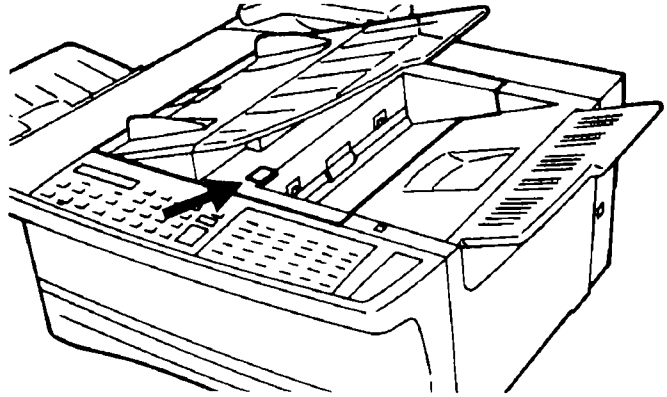


3. Close the printer cover and press downward until it clicks firmly.

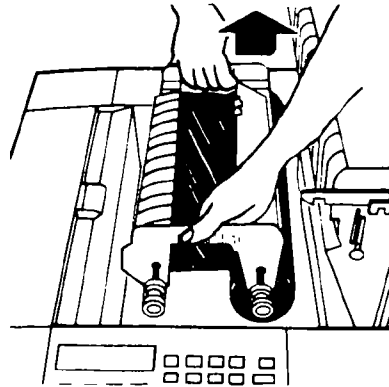
Replacing the imaging film

Low ribbon on the imaging cartridge is indicated by a green gauge (imaging film indicator) on the terminal or by a message on the display.

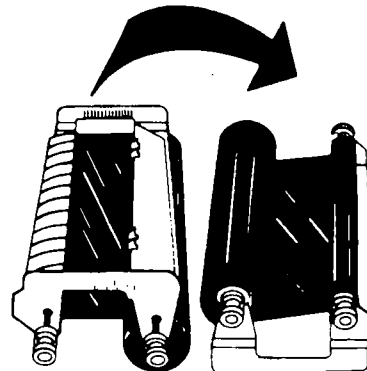
1. Press down on the printer cover release button and open the printer cover.



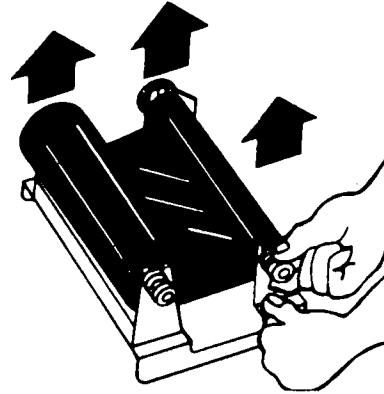
2. Locate the imaging cartridge. Note the red spindle is on the right rear smooth side. The blue spindle is on the left rear ribbed side. Grasp the cartridge by its handles and lift it out of the terminal.



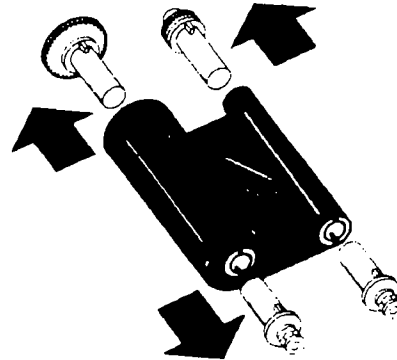
3. Set the cartridge down on a work surface and turn it over. Make sure the red spindle is on the left rear side.



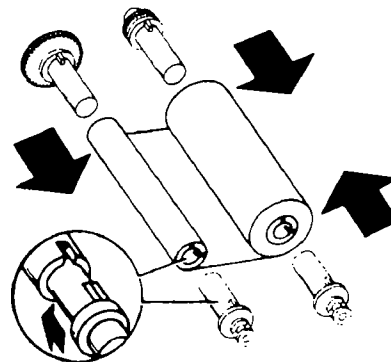
4. While pressing down on the cartridge handle, snap each spindle out of its slot.



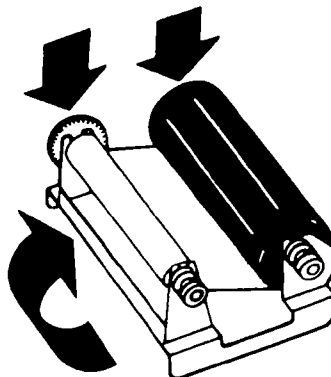
5. Remove the rolls of film from the cartridge and slide the spindles out of the rolls.



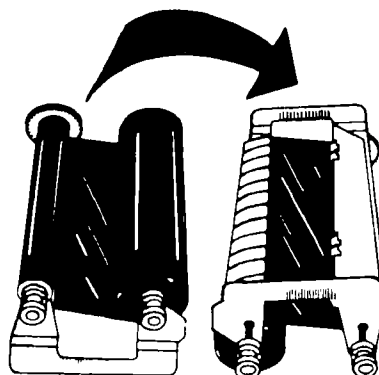
6. Insert the red spindle in the take-up roll and the blue spindle in the supply (large) roll. Insert the gray spindles into the opposite end of the rolls. Make sure that the keys on the spindles slide all the way into the slots in the ends of the rolls of film.



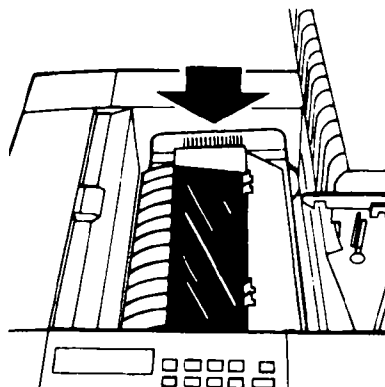
7. Place the rolls of imaging film in the cartridge. Make sure the red spindle is on the left rear side and the blue spindle is on the right rear side. Press down firmly on each spindle to snap it into place. Advance the blue leader clockwise onto the take-up roll until the black ink is visible.



8. Turn the cartridge over. Make sure the red spindle is on the right rear smooth side and the blue spindle is on the left rear ribbed side.



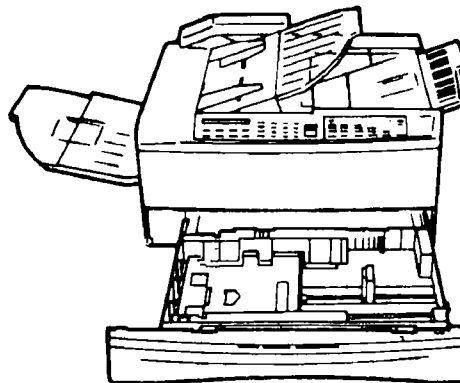
9. Grasp the cartridge by its handles and place it into the terminal. Match the color of the spindles to the color of the cartridge. Make sure the red spindle is on the right rear smooth side.



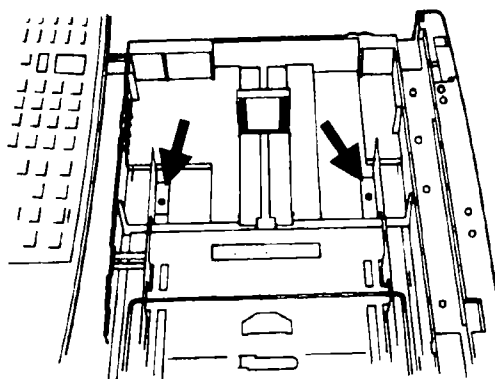
10. Close the printer cover.

Changing the recording paper size

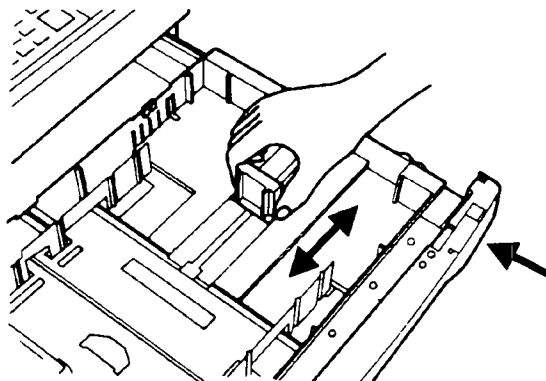
1. Pull the paper tray all the way out and lift to remove.



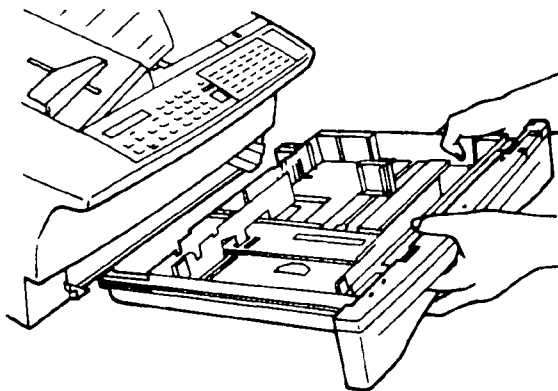
2. To change the width, use a phillips screwdriver and loosen the screws holding the guides. Press both sides of the guides and adjust to the desired size, then tighten the screws.



3. To change the length, press both sides of the paper guide and adjust the guide in the tray to accept the desired size. Rotate the indicator (paper length) to the new paper size.

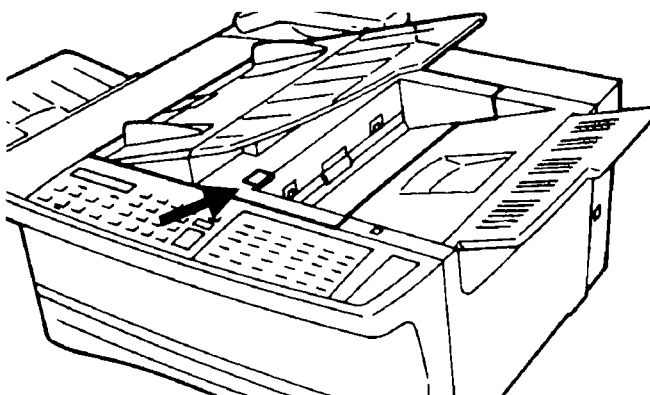


4. Incline the paper tray with the outer edge slightly elevated, then insert it under the pin of the main body, and push the tray into the terminal.

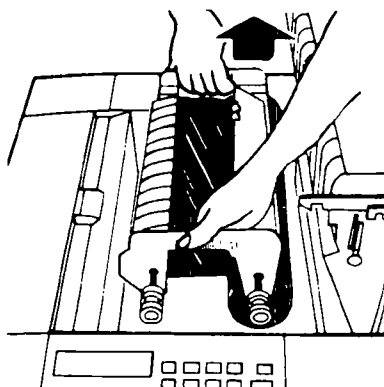


Cleaning the thermal head

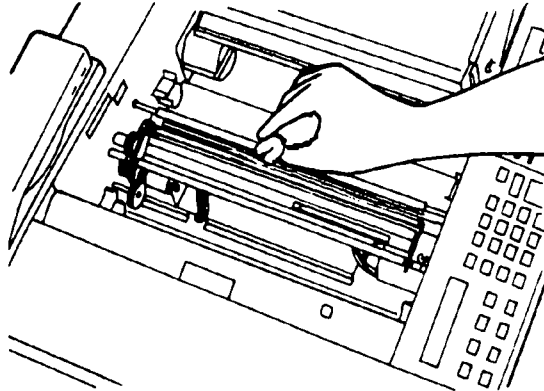
1. Press the printer cover release button and open the printer cover.



2. Remove the imaging cartridge.

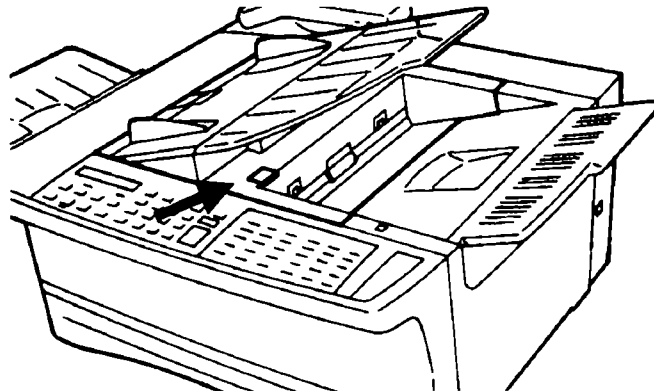


3. Clean the thermal head (within the green frame) with Xerox clean-ups. Clean the thermal head lightly to ensure that all dust has been removed.

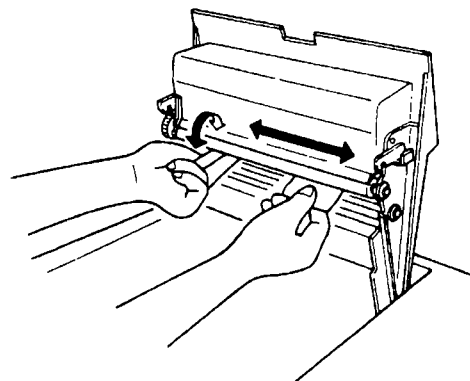


Cleaning the pressure roller

1. Press the printer cover release button and open the printer cover.

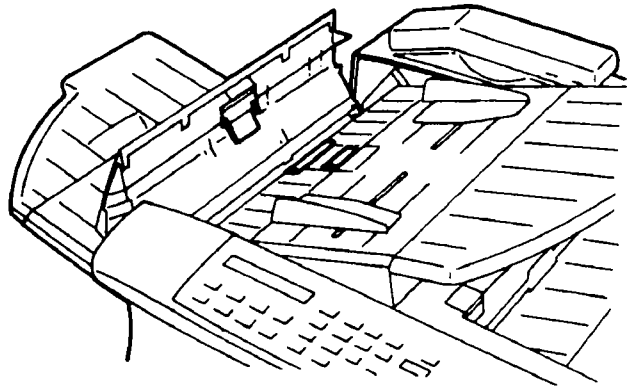


2. Clean the exposed area of the pressure roller with Xerox Clean-ups. Rotate the rollers to clean the remaining surface.

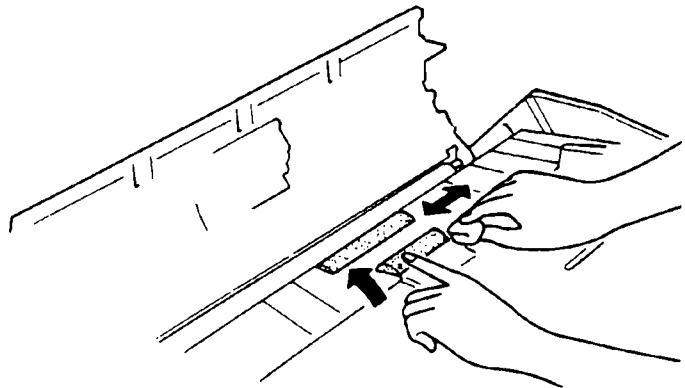


Cleaning the rollers and retard pad

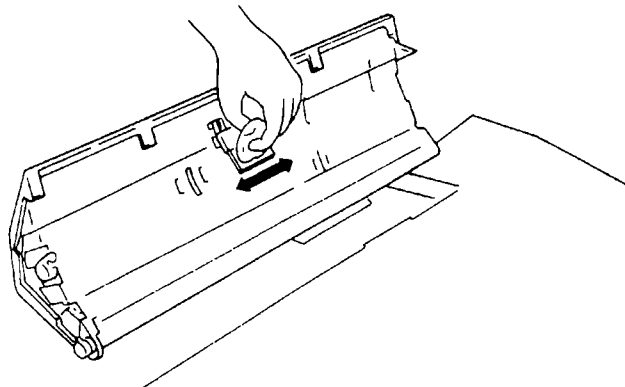
1. Press the scanner cover release button and open the scanner cover.



2. Clean the exposed area of the rollers with Xerox Clean-ups. Rotate the rollers to clean the remaining surface.

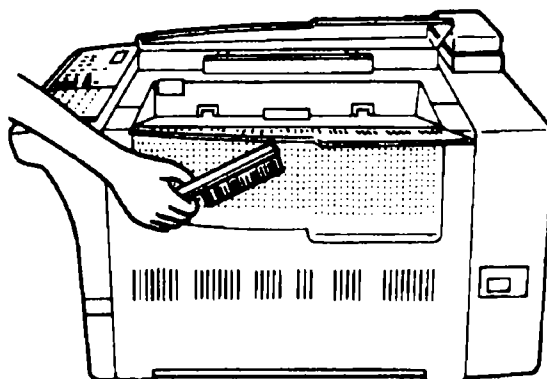


3. Clean the retard pad carefully with Xerox Clean-ups. Do not bend the metal tabs on the side of the retard pad.



Cleaning the exterior

1. Clean the exterior with a neutral detergent and a clean, tightly wrung damp cloth. Use a brush or vacuum cleaner to clean the cooling vents.



Specifications

Type:	Desk top facsimile terminal
Telephone line required:	Public switched telephone network or the equivalent. Leased or dedicated telephone line not required.
Compatibility:	CCITT Group 2 and Group 3
Modem/communication speed:	9600 BPS with automatic fallback to 7200, 4800, 2400 bps per CCITT V.29 and V.27 ter.
Copy speed:	Approximately 30 seconds per page
Resolution:	
Group 3:	Fine, Standard, Super Fine and Halftone
Group 2:	Standard only
Halftone:	7 levels
Document size:	
Maximum width:	11 inches (280 mm)
Minimum width:	4.7 inches (120 mm)
Maximum length:	Long Original OFF - 35.4 inches (900mm) Long Original ON - Unlimited
Minimum length:	5.8 inches (148 mm)
Thickness:	(0.003 to 0.007 inches (0.07 to 0.19 mm)
Weight:	13 to 36 pound bond
Recording paper size:	8½ x 11 inches (216 x 279mm) 8½ x 14 inches (216 x 356 mm)
Automatic document feeder:	1-30 sheets, letter or legal non-silicon fused- 13 lb to 36 lb 1-10 silicon fused sheets, letter or legal size 13 lb to 36 lb 1-10 letter or legal sheets size 24 lb to 36 lb
Output tray capacity:	50 sheets
Cassette tray capacity:	250 sheets of 20 lb bond 4024 Dual Purpose
Scanning line density:	
Horizontal:	2048 pels/256 mm ± 1% 1728 pels/216 mm ± 1%
Vertical:	
G3 (Fine):	195.6 lines/inch ± 1% (7.70 lines/mm)
G2/G3 (Standard):	97.8 lines/inch ± 1% (3.85 lines/mm)
G3 (Super Fine):	392 lines/inch ± 1% (15.4 lines/mm)
Power supply:	100VAC ± 10%, 50/60 Hz 127VAC ± 10%, 50/60 Hz
Dimensions (includes all trays and other protruding parts):	
Width:	34.6 inches (879 mm)
Depth:	19.3 inches (490 mm)
Height:	12.7 inches (322 mm)
Weight:	22 Kg (48.4 pounds)
Memory capacity:	256K
Display:	2 line x 20 character each Liquid Crystal (LCD)
Operating environment:	
Temperature:	10° C to 32° C (50 to 90 ° F)
Relative Humidity:	15% to 85% RH without condensation

US: Xerox data coupler information

This Xerox Telecopier 7024 facsimile terminal contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). To comply with the FCC rules, you must carefully read and follow the instructions listed below:

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

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

Warning: Ask your local telephone company for the modular jack type installed on your line. Connecting this terminal to an unauthorized jack can severely damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this terminal to an unauthorized jack.

You may safely connect the terminal to the following standard modular jack: USOC RJ-11C. Use the standard line cord (with modular plugs) provided with the installation kit to connect it.

Do not connect this terminal to a party or coin operated phone line.

Repairs to the terminal should only be made by Xerox or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

If you find the telephone line is damaged or the telephone company notifies you that your terminal is causing damage, disconnect the terminal from the telephone line and call for service. Do not reconnect the terminal until necessary repairs are made.

The telephone company will, where practical, notify you when they need to temporarily disconnect service. However, if action is reasonable and necessary, but prior notice is not practical, they may still temporarily disconnect your service. In such cases they must:

- Immediately notify you of their temporary action.
- Reconnect service when the source of damage is removed.
- Inform you of your rights to bring a complaint to the FCC under FCC rules.

The telephone company may make changes to its communications facilities, equipment, operations, or procedures. Such action must be reasonable, required in the operation of their business, and consistent with FCC rules. They must give you prior written notification if the changes can:

- Make your terminal incompatible with their equipment,
- Require modification or alteration of the terminal,
- Otherwise physically affect performance of the terminal.

WARNING: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: When programming emergency numbers and/or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform such activities in the off-peak hour, such as early morning hours or late evenings.

Canadian certification

The Canadian Department of Communications Label identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord.)

The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

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

The load number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The load number is 13. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices does not exceed 100.

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numérique est conforme aux limites d'émission de bruits radioélectriques pour les appareils de classe A stipulées dans le Règlement sur le brouillage radioélectrique du ministère des Communications du Canada.

Load Number for terminal 23

Certificate Number CS03 - 7602

Certification Number 482 4107 A

4800 BPS	An operator selection that forces the terminal to communicate at a maximum of 4800 bits per second.
Activity report	A report listing up to the last 25 send or receive fax operations.
ADF	Automatic Document Feeder. This subassembly automatically separates and feeds up to 30 originals from the input tray to the scanner.
Alarm	A tone that is produced to alert the operator.
Auto receive time	A feature that enables the user to set the terminal to switch in and out of automatic receive mode.
Automatic reduction	Many Xerox fax machines will automatically reduce documents being transmitted to accommodate the effective printing width of the receiving unit. For example, a fax machine with a 10-inch scanning width can send an image 10 inches wide to a unit with an 8.5-inch print width. The complete image will be transmitted and reduced in size when printed at the receiving unit.
Block junk fax	Transmissions from remote terminals whose identification numbers are listed in the dial directory can be received.
Buffered transmission	A two step method of transmission that involves first scanning the document and storing the image in memory and then transmitting it. This method may be combined with such features as delayed send, delayed group send, relay send, send secure mail and delayed polling.
CCITT	Consultative Committee for International Telephony and Telegraphy. This is an international standards committee.
Closed network	A network of fax machines that limit access to the network to other units having the same password. Some Xerox fax machines offer password protection and can participate in a closed network.
Compatibility	The ability to communicate from one model facsimile equipment to another.
Confirm report	A notification of the success or failure of an operation.
Contrast	The difference between light and dark on an original. If contrast is set too low, the printout will appear dark. If contrast is set too high, the printout will appear washed out.
Copy protect	This feature enables the user to inhibit the copy function.
Cursor	An underline character on the control panel display that indicates the character to be inserted or deleted.
Dark original	An original with either dark print or background (for example: colored paper.)
Delayed group Send	The operation of storing a set of documents in memory, then sending them to multiple locations.

Delayed start	This feature allows a job to be programmed to be sent up to one month in advance.
Destination station	In a relay send operation, the receiving terminal.
Dial directory	A list of the speed dial, one touch and program one touch and the corresponding telephone numbers that have been programmed into the terminal by the operator.
ECM	Error correction mode. When selected, portion of a document can be resent if the information was not received by the remote terminal due to noise on the telephone line.
Error code	A code that appears in the display, on a message printout or in the activity report to indicate a problem has occurred.
Group 1	A CCITT defined group of terminals that operate at six minutes per page.
Group 2	A CCITT defined group of terminals that operate at three minutes per page.
Group 3	A CCITT defined group of terminals that operate at speeds of less than one minute per page.
Group number list	A group of dial directory telephone numbers that have been assembled to simplify dialling when handling a job operation to multiple locations. Up to 5 group number lists can be programmed in the 7024.
Halftone	Used for documents with multiple shades of gray (for example, a picture.) When an operator selects halftone, the recorded image will contain intermediate shades of gray.
Handset	A telephone transmitter and receiver.
Idle mode	The condition of the terminal when it is not performing any operations.
Imaging cartridge	The replaceable assembly that contains the ribbon that is used for printing.
Initiating station	In a relay send operation, the terminal that sends documents and distribution instructions.
Internal memory	Used to store documents for transmission or to store incoming messages in Secure Mail boxes.
Job reserve	A subsequent job that can be programmed by the operator while the terminal is currently receiving a job.
LED	Light emitting diode. Used for display and lamps.
Load number	A number assigned to telecommunications equipment used in Canada and designed to prevent overloading on a telephone circuit. Read the Canadian Department of Communications information in your operating instructions or call your local telecommunications company for more information.
Local ID number	The local ID is normally the telephone number of the facsimile terminal programmed into the terminal by the operator.

Local name	A company name, department, individual name or code (up to 20 characters) programmed into the terminal by the operator.
Long originals	An original longer than 18 inches (460mm).
Manual receive	An operator selection that prevents the terminal from automatically answering the telephone.
Memory	The logical part of the terminal where scanned documents are stored.
Misfeed	When an original in the ADF or paper in the paper cassette does not feed.
Multi-polling	Polling two or more terminals during one transaction.
Network	A system of terminals that communicate with each other.
One touch dial	The use of one key to represent one of 30 phone numbers that has been programmed into the dial directory.
Options report	A report that provides the status of all options.
Password	A four digit password limits access to information set to be polled to units with the same password. The code also allows several Xerox systems to create a closed network, limiting access to the network to systems with the same code.
Polling	Polling allows you to set a document in your fax machine for automatic transmission to a remote unit when that unit calls, or to call a remote unit and receive a document set to be polled.
Receive to memory	A two step method of reception that involves first storing the incoming document in memory and then printing it out. The Xerox 7024 automatically switches to this mode of operation when it is unable to print the document. out because the paper or imaging film has run out, the paper has jammed or similar reason and automatically prints out the documents thus stored once the problem has been corrected.
Relay station	A Xerox compatible facsimile system capable of receiving documents and distribution instructions from a terminal (the initiating station), then automatically distributing the documents to other CCITT group 3 or 2 terminals (destinations stations) per the instructions.
Resolution	The amount of space between each scanned line. When the fine resolution is selected, the recorded image will show more detail.
Scanner	The subassembly that produces the electronic image of the original.
Secure mail	This feature allows you to send a document into a memory "mailbox" in a Xerox unit with internal storage. The transmission is protected at the receiving end by an access code created by the mail box holder.
Secure send no.	The I.D. number of a selected remote machine that is authorized to receive from the terminal.

Send header	A one line message printed at the top of the received document containing the local name, number, date, time, comm. # and page numbers.
Speed dial	The use of 55 keys (the Speed Dial key and a two digit speed dial code) to dial a remote telephone.
Terminal	A facsimile transceiver.
Transaction	A single page or batch sent or received by the facsimile equipment.
Voice request	This feature allows the facsimile terminal to signal a remote operator for voice contact following a transmission.

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*Xerox Corporation
Telecopier Technical Service
and Customer Support, R380-159
P. O. Box 660512
Dallas, TX 75266-0512*

XEROX

Xerox Total Satisfaction Guarantee

At Xerox we are committed to the highest quality in the design, manufacture and service of all we sell. We measure our success by one standard: Total Customer Satisfaction. Our winning of the Malcolm Baldrige National Quality Award testifies to this principle.

Taking this commitment one step further, we now offer this exclusive Xerox Total Satisfaction Guarantee:

If you are not satisfied with your Xerox equipment, at your request Xerox will replace it without charge to you with an identical model or a machine with comparable features and capabilities.

The term of the Xerox Total Satisfaction Guarantee is three years from equipment delivery. If the newly delivered equipment is financed by Xerox for more than 3 years, the Guarantee will apply during the entire term of your Xerox financing.

This Xerox Total Satisfaction Guarantee applies to Xerox equipment acquired by you from Xerox (including Sales Agents and participating Dealers and Retailers) and continuously maintained by Xerox or its authorized representatives under our manufacturers warranty or a Service Contract. This guarantee applies to all equipment acquired on or after September 5, 1990, and is not applicable to equipment damaged or destroyed due to an Act of God.

We make this offer to clearly demonstrate that at Xerox our measure of quality is our customers' satisfaction.



Dear Xerox Telecopier 7024 Customer:

Complimentary supplies have been shipped with your new Xerox Telecopier 7024 so that you can begin to use it right away!

We recommend that you use a smooth paper, like the Image Series sample provided, to obtain the best possible copy quality although most cut sheet papers will produce good quality.

NOTE: The complimentary imaging cartridge refill is designed to last for only about 200 prints (8.5" x 11", copies or receives) while our standard cartridge refill will last for approximately 675 prints.

To make sure you do not run out, please take this opportunity to order supplies from your place of machine purchase. If supplies are not available, call Xerox Supply Net at 1-800-822-2200 in the U.S.A.

Supplies recommended for the Telecopier 7024 are:

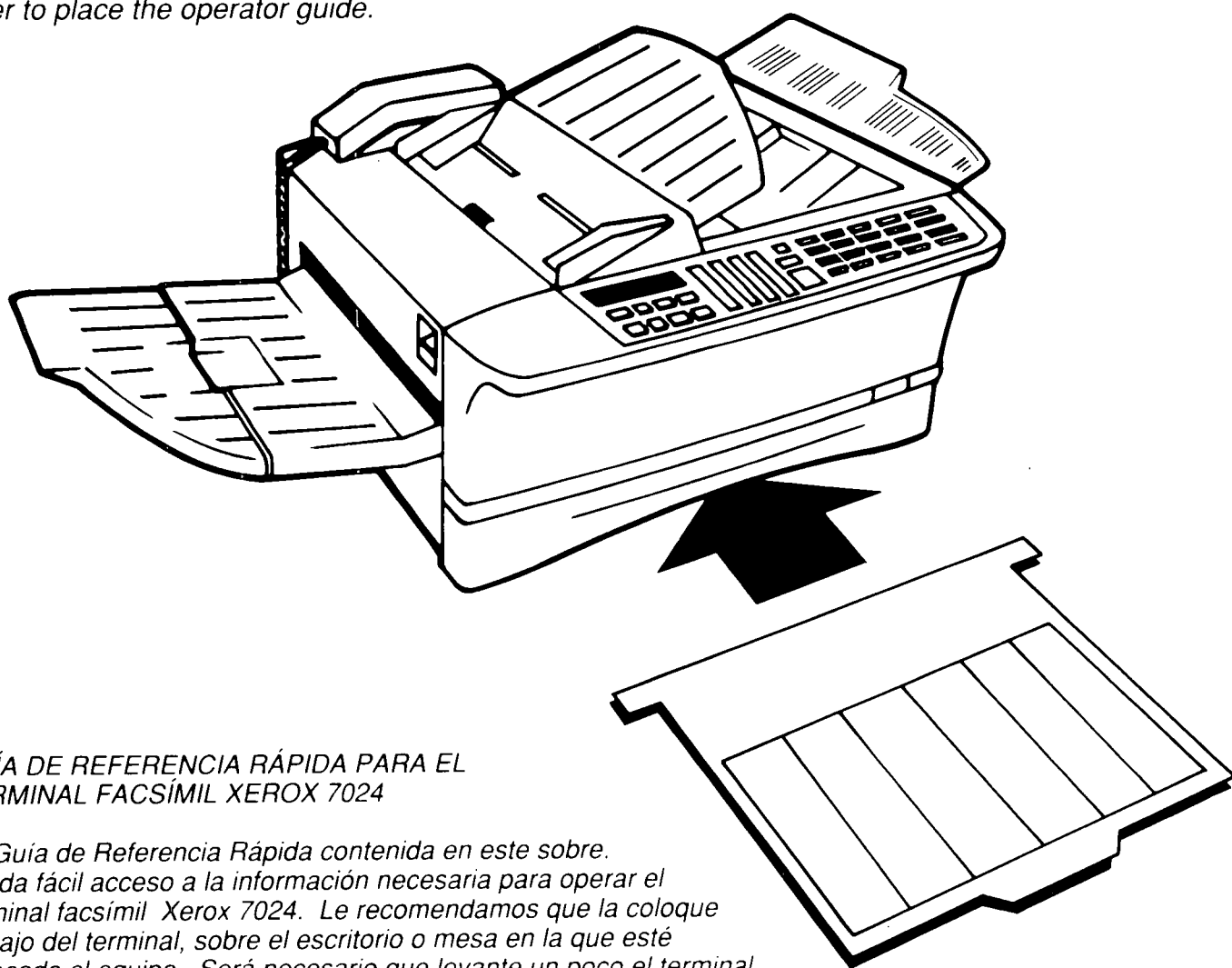
<u>Order No.</u>	<u>Description</u>
3R54	Image Series Smooth Paper (8.5" x 11", 10 reams per carton)
3R83	Image Series Smooth Paper (8.5" x 14", 10 reams per carton)
8R3816	Imaging Cartridge Refills- 2 per carton

For additional information regarding supplies, please consult your user handbook.

XEROX

Xerox Telecopier 7024 Operator Guide

The Operator Guide card enclosed in this envelope is your quick reference source for using the Xerox Telecopier 7024 Fax machine. We recommend that this card be placed on your desk or table underneath the Telecopier 7024 for easy access. It will be necessary to lift the front end of the Telecopier 7024 in order to place the operator guide.



GUÍA DE REFERENCIA RÁPIDA PARA EL TERMINAL FACSIMIL XEROX 7024

La Guía de Referencia Rápida contenida en este sobre, brinda fácil acceso a la información necesaria para operar el terminal facsímil Xerox 7024. Le recomendamos que la coloque debajo del terminal, sobre el escritorio o mesa en la que esté colocado el equipo. Será necesario que levante un poco el terminal por el frente, para poder instalarla.

FICHE-GUIDE DE L'UTILISATEUR DU TÉLÉCOPIEUR XEROX 7024

La fiche-guide de l'utilisateur incluse dans la présente enveloppe constitue votre aide-mémoire pour l'utilisation de votre télécopieur Xerox 7024. Nous vous recommandons de placer cette fiche sous votre Xerox 7024 pour en faciliter l'accès. Pour ce faire, vous devez soulever l'avant du télécopieur et glisser la fiche sous le 7024.

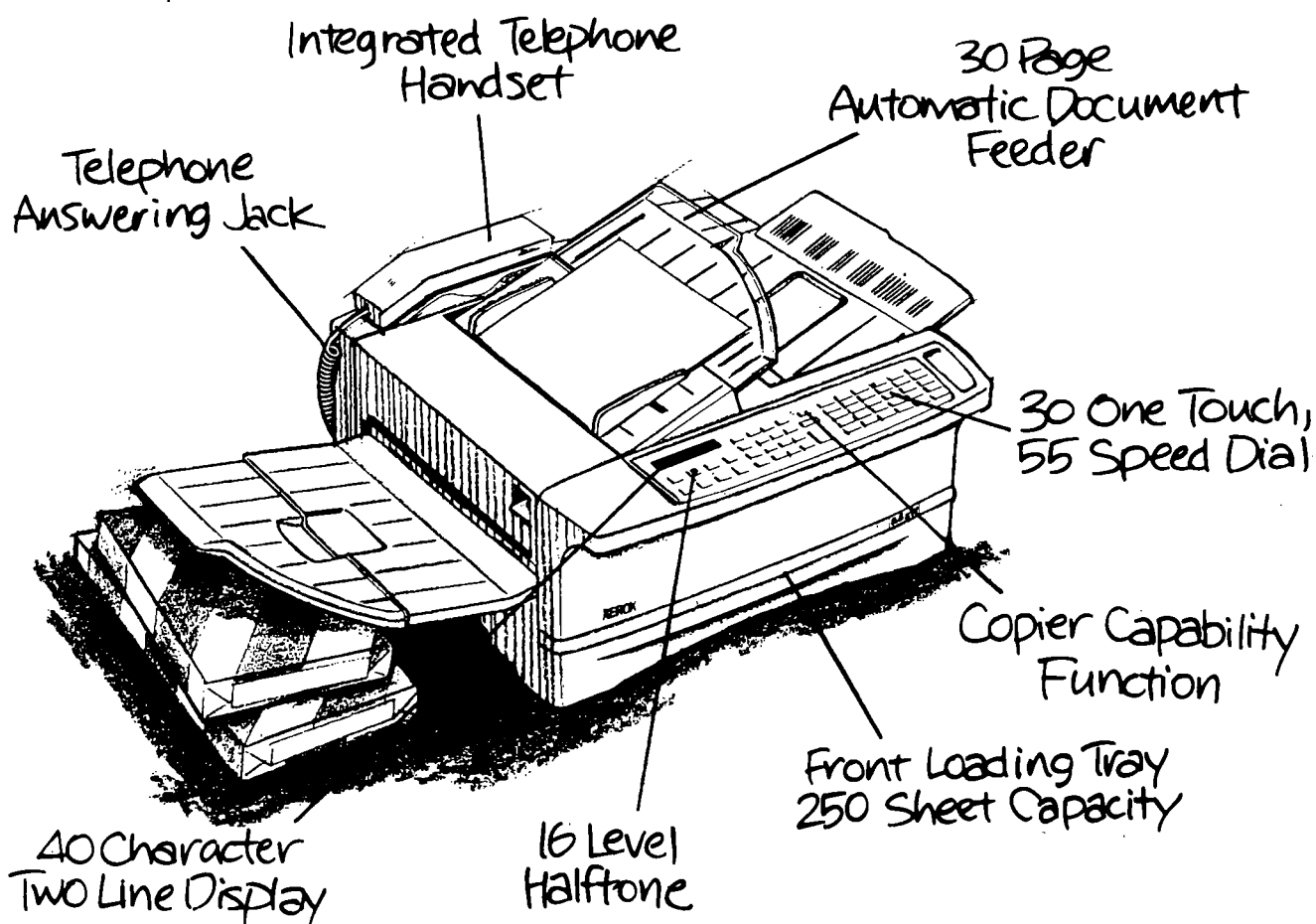
Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

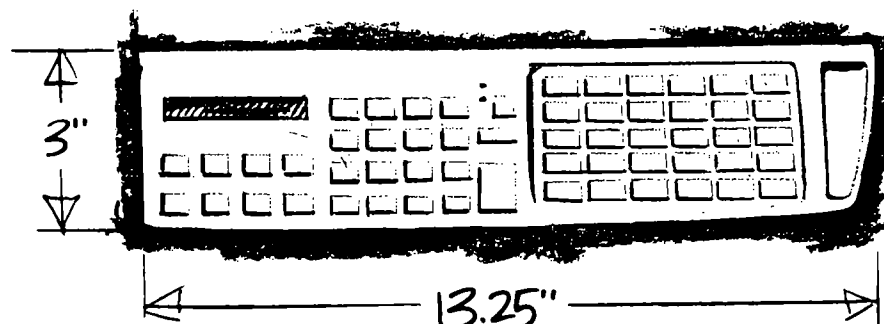
This marker identifies the place of a publication.

Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.

Getting the most out of your Xerox Telecopier[®] 7024 Facsimile Terminal



Width: 35"
Depth: 19"
Height: 13"
Weight: 48.5 lbs.



Control Panel with Operator Display

XEROX

Xerox Telecopier 7020 Facsimile Terminal

Operator Handbook

Xerox data coupler user instructions

This Xerox facsimile terminal contains an internal data coupler. The FCC (Federal Communications Commission) places some restrictions on its use. To comply with the FCC rules, the following instructions must be carefully read and completely followed:

1. If your telephone company inquires, you must provide them with the following information:
 - The telephone number to which the terminal is connected.
 - The FCC registration number for the terminal: (AQX63C-71646-DP-R).
 - The ringer equivalence of the terminal: (0.2 B).

Note: The registration number is granted by the FCC, under part 68 Rules and Regulations for direct connection to the telephone line. The number is found on the rear panel of this Xerox facsimile terminal.

If the Xerox Telecopier 7020 telephone option is installed, you must also provide them with the following information that is printed on the telephone option packing box:

- The FCC registration number for the telephone _____.
 - The ringer equivalence of the telephone _____.
2. The terminal may be connected to any one of the following standard modular jacks provided by the telephone company: USOC RJ11W, RJ11C, RJ12W, RJ12C, RJ13W, RJ13C, RJ16X, or RJ41S. A standard line cord with modular plugs is provided with this terminal.

No connection may be made to party or coin lines.
 3. Repairs to the terminal may be made only by Xerox or an authorized Xerox service agency. This applies at any time during or after service warranty. If such unauthorized repair is performed, the remainder of warranty period will become null and void.
 4. If, through abnormal circumstances, the telephone line is harmed, the terminal should be disconnected from the telephone line until the source of harm is determined. If the terminal is the source, it should not be connected until necessary repairs have been made.

5. Should the telephone company notify you that your terminal is causing harm, the terminal should be disconnected. The telephone company will, where practical, notify you that temporary discontinuance of service may be required. However, if such action is reasonably necessary and prior notice is not practical, the telephone company may temporarily discontinue service. In such cases the telephone company must:
 - Promptly notify you of such temporary discontinuance.
 - Afford you the opportunity to correct the condition.
 - Inform you of your rights to bring a complaint to the FCC under their rules.
6. The telephone company may make changes in its communications facilities, equipment, operations or procedures, where such action is reasonably required in the operation of its business and is not inconsistent with FCC rules. If such changes can be reasonably expected to render any customers' devices incompatible with telephone company facilities, or require modification or alteration, or otherwise materially affect its performance, written notification must be given to the user to allow uninterrupted service.

Warning: This equipment generates and uses radio frequency energy. If not installed or used properly, (in strict accordance with data coupler user instructions provided), this equipment may cause interference to radio communications. It has been tested and found to comply with the limits of a Class A computing device pursuant to Sub-part J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference.

Operation of this equipment in a residential area may cause interference in which case the user, at his own expense, will be required to take whatever measures necessary to correct the interference. An FCC booklet, "HOW TO IDENTIFY AND RESOLVE RADIO-TV INTERFERENCE PROBLEMS" (stock number 004-000-00345-4) is available from the U.S. Government Printing Office, Washington, D.C., 20402.

Xerox data coupler user instructions

**XEROX TELECOPIER 7020
FACSIMILE TERMINAL**

XEROX

OPERATOR HANDBOOK

**600P89473
December 1986**

Introduction

This handbook is provided to assist you in the operation of your terminal. Please refer to it for the correct use of the many features available and for information on replacing consumables and other operator maintenance.

Please refer to the "Installation Handbook" for installation procedures.

Key features and benefits

Ordinary, cut sheet plain paper output	You can use letter or legal size, colored paper, letterhead, forms, and even transparencies.	Job reserve	This feature lets you enter a new send or poll operation while the 7020 is busy sending, receiving, or copying. Using this feature, the terminal can also be set up so that repetitive jobs and their associated telephone numbers are stored in memory for automatic recall with a job card. You can send up to 15 documents to different locations or poll up to 99 locations.
Multiple copies	Up to 99 copies of originals can be made at a rate of 5 per minute in the copy mode. You can select reduction and enhance copies of light, dark, or halftone originals as well. Use the 7020 as a convenience copier.	Delayed start	This feature lets you set up a 7020 to send or poll at a later time, like 11:00 p.m. when telephone rates are at their lowest.
40 character display	The control panel display guides you step-by-step through all operations with messages and prompts.	Confirm	This report confirms the success or failure of an operation immediately after it has been completed. This receipt allows you to quickly verify completed transactions.
Automatic document feeder (ADF)	The feeder holds up to 50 originals for automatic, unattended transmission. It is designed to accommodate a wide range of input originals.	Send/receive headers	The time, date, telephone number, page number, and your company or department name can be automatically recorded on the top of each received document. This eliminates guesswork about when documents were sent or from where they came.
Original	This feature lets you compensate for differences in original contrast. For example, documents with light pencil will transmit with clarity if you use the light setting. Documents with dark background as newspaper ads or colored forms require the dark setting. You can even send photographs using the halftone setting.	Menus	In addition to the features that are accessed from the control panel, the 7020 has 5 menus with 26 other special features, reports, and options.
Auto dialer	The dialer stores 99 telephone numbers in memory for access via one touch or speed dialing. It automatically redials busy telephone numbers up to three times. A complete listing of stored telephone numbers is even provided in a dial directory report.	Operator guide	The Operator Guide at the lower front of the 7020 will provide casual users with a quick reference to most 7020 operations and features.
18 second transmission	This transmission speed allows documents to be sent faster and for less cost than express mail and other overnight delivery services. The 7020 also automatically adjusts to the slower speeds of other Group 3 and Group 2 facsimile units.	Reliability	This terminal is designed for high reliability and easy maintenance. It uses the latest diagnostic techniques.
		Secure send/poll	This feature is used to limit access to private documents. This ensures that the documents get to the correct remote terminal.

Key features and benefits

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Glossary GLOSSARY-1

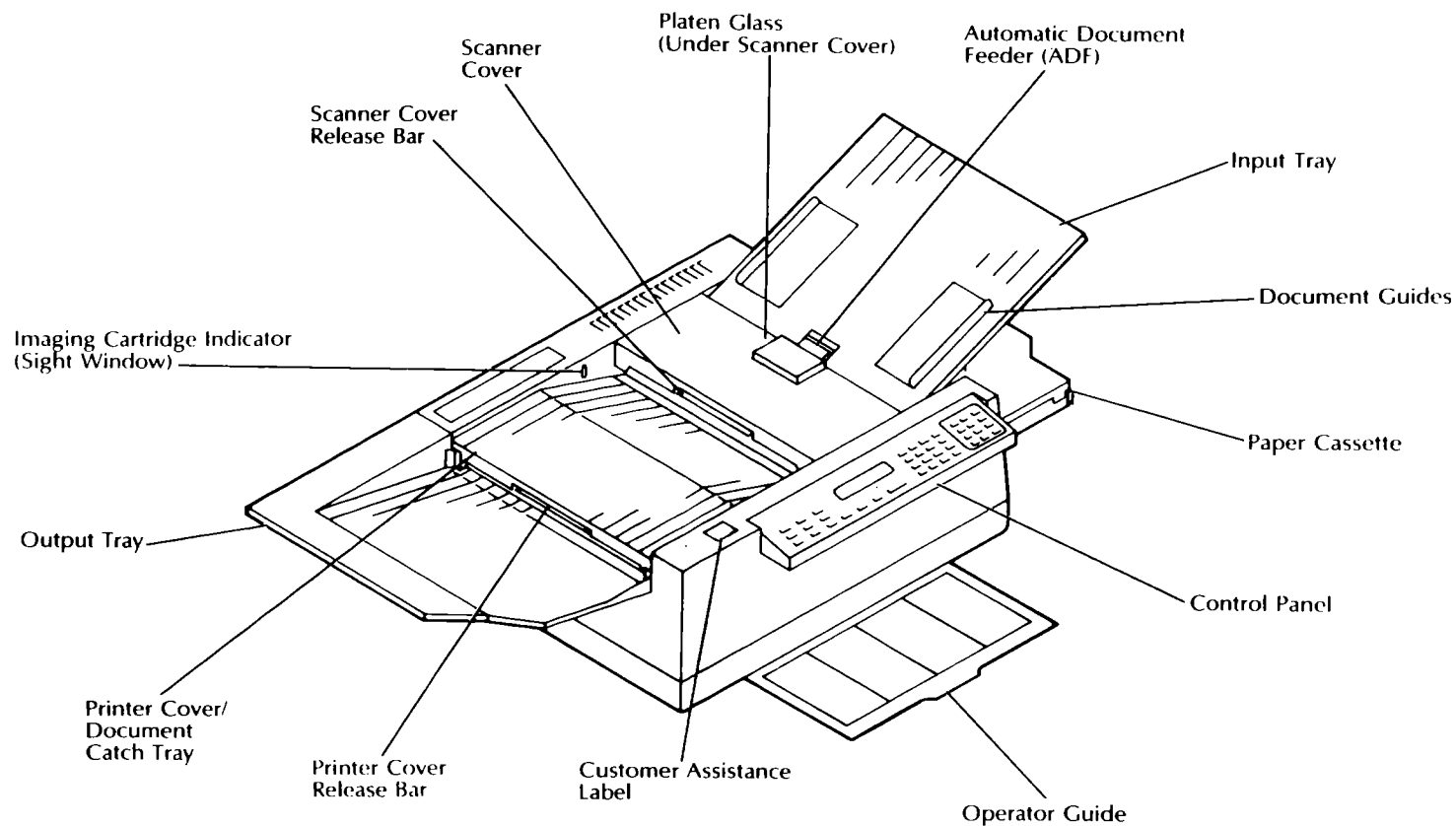
Xerox Telecopier 7020 site requirements Inside the rear cover

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1. Getting to know the Telecopier 7020

Component location



Getting to know the Telecopier 7020

Control panel

The control panel is used to input instructions to the terminal and receive messages from the terminal.

The control panel contains the following components:

1. Special Features keys (and indicators)

Voice Request key - Signals a remote operator that you wish to talk.

Job Reserve key - Used to program terminal for up to 15 jobs (send and/or poll).

Manual Rcv (receive) key - Manually starts a receive operation or controls automatic answering of the telephone.

Reduction key - Reduces the size of the image during copy operation.

Confirm key - Generates a report to confirm a transmission.

Copy key - Used to make copies of your originals.

2. Original key (and indicators)

Allows you to define the quality of your originals in send and copy operations. Once this is defined, the terminal enhances the image accordingly.

- Normal - Used for most originals. The terminal does not enhance the copy.
- Light - The terminal darkens a light original.
- Dark - The terminal lightens a dark original.
- Halftone - The terminal prints grays from halftone originals.

3. Comm (communications) Mode key (and indicators)

Selects the maximum communication speed:

- Automatic - Terminal selects the optimum communication speed.
- 4800 BPS - Terminal is forced to communicate at slower speeds (no faster than 4800 bps).

4. Resolution key (and indicators)

Selects desired resolution:

- Standard - Used for sending most originals.
- Fine - Used when sending fine detail such as small print.

5. Stop key

Stops an operation.

6. Start key

Starts an operation.

7. Control Panel Display

Displays operator prompts, time, date, program menus, remote machine identification numbers (I.D.), and various operational messages.

8. Menu and Enter key (and indicator)

Used to access menus or enter (store) keyed information.

9. Scroll and Speed Dial key

Used to scroll through menus or to access two digit speed dialing.

10. Clear key

Deletes incorrect entries.

11. Pause key

Enters a pause between sets of telephone numbers that are being programmed.

12. Keypad keys

Used to enter telephone numbers, speed dial codes, and menu selections.

13. One touch dial keys

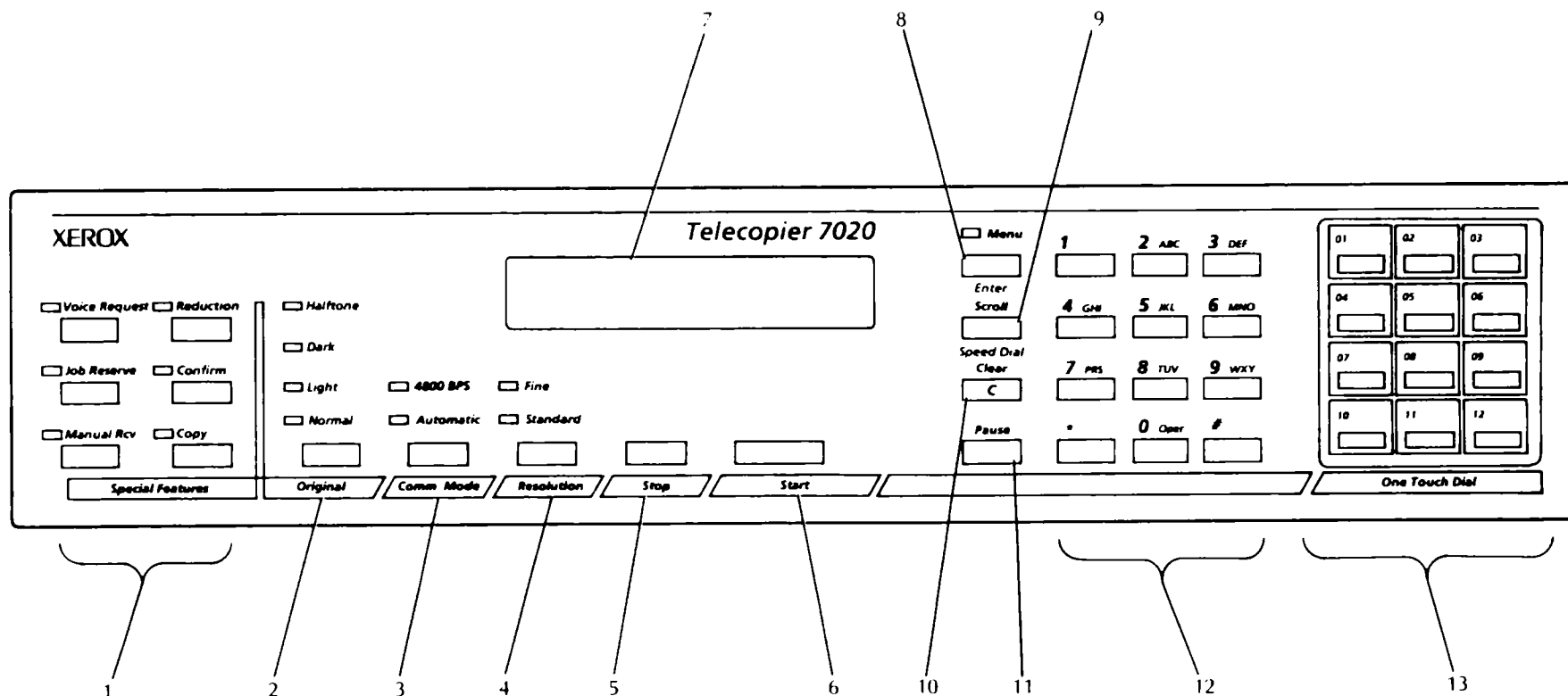
Used to dial one of twelve pre-programmed telephone numbers.

If you press a key on the control panel and you get a double pulse beep, the beep indicates that an inactive key was pressed. Check the Operator Handbook procedures carefully to determine what keys are active for the operation you are attempting.

The indicators are used in several operations to provide additional information or to indicate the next key to press. Watch the indicators as you operate the terminal.

Getting to know the Telecopier 7020

Control panel (continued)



Getting to know the Telecopier 7020

Menu directory

This terminal has 5 menus with 26 functions (features, reports, data entry, and options).

There are two ways to access the functions:

- Keypad selection - You enter the menu or function number using the keypad.
- Manual selection - You manually advance through the menus and functions.

The keypad selection method of accessing the functions will be used throughout this handbook.

Press the **Stop** key at any time during an operation to exit the menu.

Press the **Clear** key to erase incorrectly entered information.

Keypad selection

1. Press the Menu key once
2. Use the keypad to enter the number of the desired menu or function

For example, to go to the "32 Date & time" function under menu 3, press the **Menu** key once. Press the **3** key on the keypad to access menu 3. The display will indicate:

**3 ENTER DATA
PRESS 1-6 OR SCROLL**

Then press the **2** key to access the "32 Date & time" function. The display will indicate:

**32 DATE & TIME
→12HOUR # AND ENTER**

The function number, 32, corresponds to the two keypad selections (3 then 2).

Manual selection

1. Press the Menu key repeatedly until the desired menu is displayed
2. Press the Scroll key repeatedly until the desired function is displayed

For example, to go to the "32 Date & time" function under menu 3, press the **Menu** key until the display indicates:

**3 ENTER DATA
PRESS 1-6 OR SCROLL**

Then press the **Scroll** key until the display indicates:

**32 DATE & TIME
→12HOUR # AND ENTER**

Getting to know the Telecopier 7020

Menu directory (continued)

Keypad selection

Locate the desired menu or function number

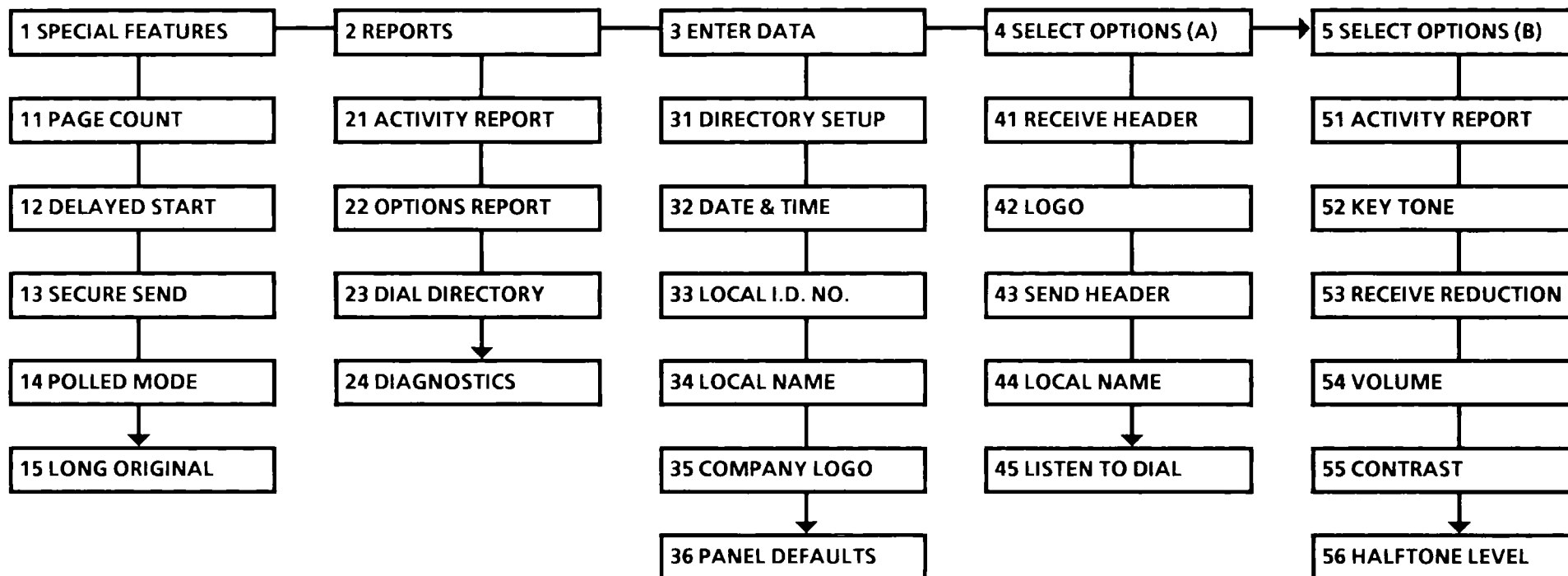
Then, use the keypad to enter the number

Manual selection

Press the Menu key to advance to the right

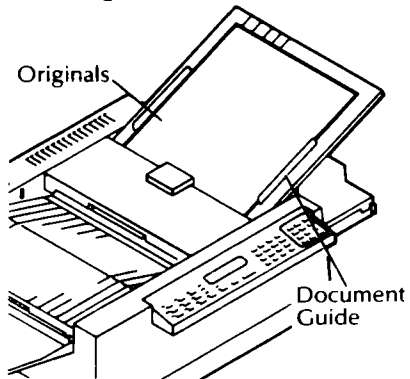


Then, press the Scroll key to advance downward



Original documents

Originals are loaded into the ADF face down and lead edge to the left. They are aligned by adjusting the document guides to the width of the originals.



Originals loaded in the ADF may be mixed in weight and length, but should not be mixed in width.

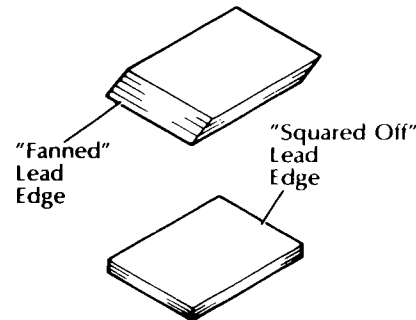
Weight 13 to 36 pound
(45 to 128 grams/square meter)

Width 6 to 11 inches
(148 to 285 mm)

Length 4.5 to 18 inches
(110 to 460 mm)

Note: Originals longer than 18 inches (460 mm) can be used if you select the long original feature and manually assist the ADF feeding.

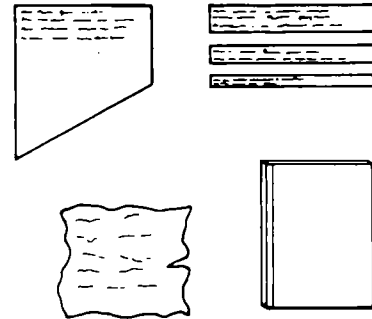
ADF capacity depends on whether the lead edge of the originals are "fanned" or "squared off" and whether the size is letter or legal. Normal loading is with the originals "squared off."



- 13 lb. to 28 lb. originals - 50 sheets letter or 30 sheets legal.
- 32 lb. originals - 30 sheets letter or legal. 50 sheets letter if they are "fanned."
- 36 lb. originals - 20 sheets letter or legal. 50 sheets letter if they are "fanned."
- mixed weights - 50 sheets letter if no more than 4 originals are 32 lb. and 36 lb. weights or 30 sheets legal.

The following types of originals should be reproduced prior to use in this terminal.

- lightweight
- heavy cardstock
- undersized
- irregular in shape
- damaged
- stapled
- glued
- bound



The document catch tray will stack the originals in sequence. The catch tray capacity is:

- 13 lb. to 28 lb. originals - 50 sheets.
- 32 lb. or 36 lb. originals - 35 sheets.

The following control panel functions effect the way your originals are reproduced:

- Reduction
- Original
- Resolution

The following menu functions effect the way your originals are reproduced:

- 15 Long original
- 36 Panel defaults
- 55 Contrast
- 56 Halftone level

Getting to know the Telecopier 7020

Send and receive headers

The send and receive headers are brief messages that can be printed on the top line of each page.

The **send header** contains:

- Xerox logo or the company logo of the sending terminal.
- Date and time at the **sending terminal**.
- The local I.D. number, local name, telephone number, "CCITT G2," or "CCITT G3," of the sending terminal.
- The local I.D. number, local name, telephone number, "CCITT G2," or "CCITT G3," of the receiving terminal.
- Page number or page count.

The **receive header** contains:

- Xerox logo or your own company logo.
- Date and time at the **receiving terminal**.
- The local I.D. number, local name, telephone number, "CCITT G2," or "CCITT G3," of the sending terminal.

- The local I.D. number, local name, telephone number, "CCITT G2," or "CCITT G3," of the receiving terminal.
- Page number.

Using the menu functions, you can program information into memory and select which information is printed.

The following menu functions effect which header, if any, prints:

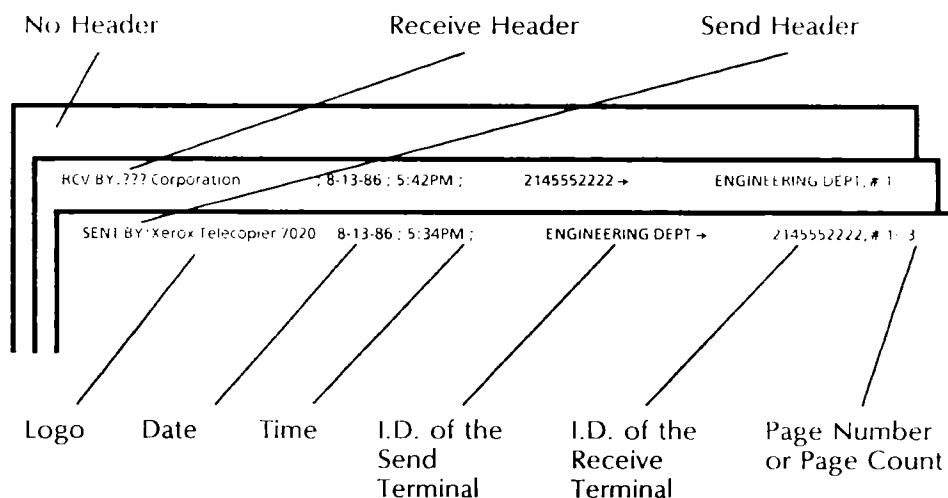
- 41 Receive header
- 43 Send header

The following menu functions enter data that is used in the headers:

- 11 Page count
- 32 Date & time
- 33 Local I.D. no. (number)
- 34 Local name
- 35 Company logo

The following menu functions allow you to select which data is used in the headers:

- 42 Logo
- 44 Local name



Getting to know the Telecopier 7020

2. Basic operations

Send or send/poll

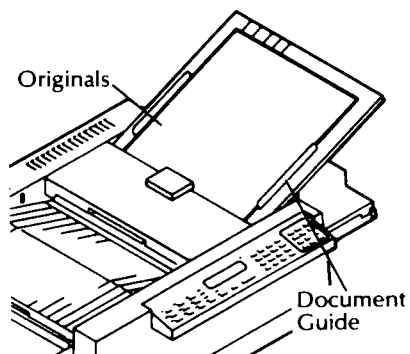
You can send documents to a remote terminal. This terminal is capable of:

- Sending to a terminal that always answers automatically.
- Sending to a terminal that is answered by a remote operator.
- Using job reserve to sequentially send up to 15 sets of originals to different terminals. (Refer to "Job reserve" for programming instructions.)

Note: Refer to "Communicating on a facsimile network" for special instructions on sending to other compatible terminals.

1. Load the originals

- a. Place the original(s) face down in the ADF.



- b. Adjust the document guides to the width of the originals.

Note: The copy will automatically be reduced to 80% anytime the document guides are open wider than 8.5 inches.

The display will indicate:

DIAL OR PRESS COPY
8:30 AM 8-13-86

or:

DIAL OR PRESS COPY
WIDE ORIGINAL

2. Select the desired features

- a. Select any of the following control panel features: voice request, confirm, comm (communications) mode, original, or resolution. Refer to "Control panel functions" for instructions.
- b. Select any of the following features via menu functions: page count, delayed start, secure send, polled mode, or long original. Refer to "Menu functions" for instructions.

3. Start the send operation

- a. If you need to make telephone contact, refer to "Calling the remote terminal" or use one of the following four abbreviated procedures.

- Press the appropriate one touch dial key. The terminal will dial momentarily.
- Press the **Speed Dial** key, then use the keypad to enter the two digit speed dial code. The terminal will dial momentarily.
- Use the keypad to enter the telephone number, then press the **Start** key.
- Lift the telephone handset, enter the telephone number using the telephone, press the **Start** key when the remote ready tones are heard, then replace the handset.

*Note: If you send to a terminal that is answered by a remote operator, check that "45 Listen to dial" is set to on. When you hear the remote operator answer the telephone, lift the telephone handset, then press the **Stop** key to talk.*

- b. If you have been talking on the telephone and you are ready to send, listen for the remote ready tones. Press the **Start** key after you hear them, then replace the handset.

After the transaction begins, the display will indicate:

SENDING G3-96 # 5
1234567890

where G3-96 represents the CCITT group and speed:

- G2 (3 minute)
- G3-24 (2400 bps)
- G3-48 (4800 bps)
- G3-72 (7200 bps)
- G3-96 (9600 bps)

1234567890 represents the remote I.D. number, the remote name, the remote telephone number, "CCITT G2," or "CCITT G3,"

and 5 represents the page number of the successfully sent originals.

4. If send/poll is desired, press the **Manual Rcv** key after the transmission has started

Basic operations

Receive

Note: Use this procedure for receive operations only. Refer to "Poll" for poll operations.

This terminal is able to receive documents sent from a remote terminal.

Receive operations, as defined in this handbook, are "requested" by the remote operator. Use the poll procedures to request a document from the remote operator.

Note: Refer to "Communicating on a facsimile network" for special instructions on receiving from other compatible terminals.

Prior to receiving a call

1. Select desired features

- Set manual receive to either on or off as desired. Refer to "Manual Rcv (receive)" or "36 Panel defaults" for instructions on setting it.
- If desired, select receive reduction via menu.
- If you want to talk prior to a batch, select voice request via the control panel.

2. Check supplies

- Check that there is enough paper in the paper tray to receive a large batch. If not, add paper.
- Check that there is enough imaging cartridge ribbon to receive a large batch. If not, replace the imaging cartridge. Refer to "Replacing the imaging cartridge."

When manual receive is off

Local operation is automatic. The telephone rings, the terminal answers the telephone, then the receive operation begins.

When manual receive is on

1. Answer the telephone

- When the telephone rings, lift the telephone handset.
- Listen for the remote ready tones.

2. Start the receive operation

- If the remote ready tones are heard, press the **Manual Rcv** key immediately.
- If the remote ready tones are not heard, press the **Manual Rcv** key when the remote operator is ready to send.
- If you want to talk after the batch completes, select voice request via the control panel.
- Hang up the telephone handset.

Receive operation

After the transaction begins, the display will indicate:

RECEIVING G3-96	#5
1234567890	

where G3-96 represents the CCITT group and speed:

- G2 (3 minute)
- G3-24 (2400 bps)
- G3-48 (4800 bps)
- G3-72 (7200 bps)
- G3-96 (9600 bps)

1234567890 represents the remote I.D. number, the remote name, the remote telephone number, "CCITT G2," or "CCITT G3."

and 5 represents the number of pages successfully received.

If you want to talk during a batch, you can select the Voice Request key and the Stop key anytime after the transaction begins.

Basic operations

Poll

Note: Use this procedure for poll operations only. Refer to "Receive" for receive operations.

You can poll documents that are loaded in the ADF of a remote terminal. Polling, as defined in this handbook, is a receive operation that you "request." This terminal is capable of:

- Polling from a terminal that is manual if the telephone is answered by a remote operator and the operator starts the remote terminal.
- Polling from a terminal that is normally answered by the remote operator.
- Sequentially polling up to 20 terminals that answer automatically. The remote operators must place documents into their terminals prior to polling.
- Using job reserve to sequentially poll up to 99 terminals that answer automatically. (Refer to "Job reserve" for programming instructions).

Note: Refer to "Communicating on a facsimile network" for special instructions on polling from other compatible terminals.

1. Select the desired features

- a. If you want to talk prior to a batch, select voice request via the control panel.
- b. If desired, select receive reduction or delayed start via menu.

2. Check the supplies

- a. Check that there is enough paper in the paper tray to receive a large batch. If not, add paper.
- b. Check that there is enough imaging cartridge ribbon to receive a large batch. If not, replace the imaging cartridge. Refer to "Replacing the imaging cartridge."

3. Start the poll operation

- a. If you need to make telephone contact, refer to "Calling the remote terminal" or use one of the following four abbreviated procedures.
 - Press up to 20 one touch dial keys, then press the **Manual Rcv** key to start the poll operation.

- Press the **Speed Dial** key, then use the keypad to enter a two digit speed dial code. Continue this for up to 20 codes, then press the **Manual Rcv** key to start the poll operation.

- Use the keypad to enter the telephone number, then press the **Manual Rcv** key.
- Lift the telephone handset, enter the telephone number using the telephone, press the **Manual Rcv** key when ready to receive, then replace the handset.

*Note: If you poll a terminal that is answered by a remote operator, check that "45 Listen to dial" is set to on. When you hear the remote operator answer the telephone, lift the telephone handset, then press the **Stop** key to talk.*

- b. If you have been talking on the telephone and you are ready to poll, press the **Manual Rcv** key, then replace the handset.

After the transaction begins, the display will indicate:

RECEIVING G3-96	#5
1234567890	

where G3-96 represents the CCITT group and speed:

- G2 (3 minute)
- G3-24 (2400 bps)
- G3-48 (4800 bps)
- G3-72 (7200 bps)
- G3-96 (9600 bps)

1234567890 represents the remote I.D. number, the remote name, the remote telephone number, "CCITT G2," or "CCITT G3,"

and 5 represents the number of pages successfully polled.

Note: When polling multiple terminals, there is a 5 minute dial interval after every fourth call to open up the telephone line.

4. If you want to talk during a batch, you can select the **Voice Request** key and the **Stop** key anytime after the transaction begins

Basic operations

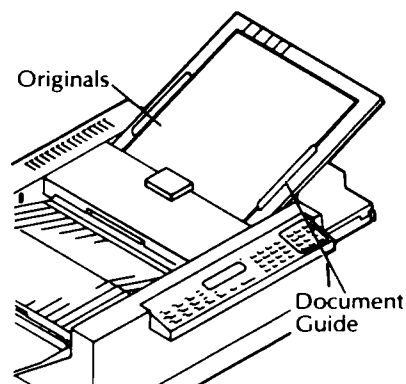
Copy

The terminal can be used as a convenience copier to make either full size or reduced copies.

Originals are scanned only once and the data is stored in memory during multiple copy operations.

1. Load originals

- Place the originals face down in the ADF.



- Adjust the document guides to the width of the originals.

Note: The copy will automatically be reduced to 80% anytime the document guides are open wider than 8.5 inches.

The display will indicate:

DIAL OR PRESS COPY
10:30 AM 8-13-86

or:

DIAL OR PRESS COPY
WIDE ORIGINAL

- If the original is longer than 18 inches (460 mm), select long original via menu (refer to "15 Long original" for details)

3. Press the Copy key

The display will indicate:

ENTER NO. OF COPIES
<100%> PRESS START

where 100% represents the normal reduction size for your original. For wide originals this will be 80%.

4. Enter the number of copies (up to 99) using the keypad

The display will indicate:

NO. OF COPIES ▶ **5**
<100%> PRESS START

where 5 represents the number of copies selected.

5. Select desired control panel features

- For oversized originals, select one of the three reduction sizes 80%, 75%, or 65% (refer to "Reduction" for help in selecting the correct reduction size).
- For normal, light, dark, or halftone originals, select the contrast via the **Original** key [refer to "Original (contrast)" for help in determining the best selection].

6. Press the Start key

The display will indicate:

COPYING # 1/ 5
10:30 AM 8-13-86

where 1 represents the number of copies completed.

When the copying is complete, the display will momentarily indicate:

COPY COMPLETE # 5/ 5
10:31 AM 8-13-86

Basic operations

Job reserve

You can program up to 15 jobs in the terminal for current or future operations. This can be accomplished even when the terminal is actively sending or receiving. The following job types can be selected:

- SEND - To send a job.
- POLL - To poll up to 20 terminals per job.
- SEND/RCV (send/receive) - To send and poll on the same call.
- VIEW - To view a job.
- CANCEL - To cancel a job.

A job card is placed between each job in the ADF to separate batches and reference the appropriate operating instructions. Each job card has a job card number. This number corresponds to the job number in memory.

When a job card is scanned, the terminal will automatically dial the programmed telephone numbers and perform the reserved jobs.

If the called telephone number is busy, the terminal will redial the number in five minutes. It will try to redial 3 times.

Reserving a new job

1. Select job reserve

Press the Job Reserve key. The terminal can either be idle or currently performing an operation.

The display will indicate:

SELECT JOB TYPE
SEND # AND ENTER

Note: If "Job memory full" is displayed, refer to "Resolving 'Job memory full.'"

2. Select job type

- Select send, poll, or send/rcv by repeatedly pressing the # (pound) key until the desired job type is displayed.
- Press the **Enter** key.

The display will indicate:

SEND SELECTED
ENTER CARD NO. ▶ _

where SEND represents the job type you selected.

3. Enter data

- Note the two digit number on an unreserved job card.
- Enter the two digit job card number using the keypad.
- Press the **Enter** key to store the entry.

The display will indicate:

ENTER TELEPHONE NO.
▶ _

Note: If poll is selected, up to 20 one touch or speed dial numbers can be entered. When polling multiple terminals, there is a 5 minute dial interval after every fourth call to open up the telephone line.

- Enter the telephone number(s) using one touch dial, speed dial, or keypad keys.
- Press the **Enter** key to store the entry.

If SEND or SEND/RCV is selected, the display will indicate:

SELECT FEATURES
PRESS ENTER

- Select as many control panel features as desired. Select from confirm, original, comm (communications) mode, and resolution. Page count and secure send are **not** selectable features.
- Press the **Enter** key to store the entries.

Continued

Basic operations

Job reserve (continued)

Reserving a new job (continued)

The display will indicate:

RETAIN JOB IN MEMORY
→NO # AND ENTER

- h. If this will be a repetitive job, press the **#** key to select yes.
- i. Press the **Enter** key.
- j. If the job is retained, record (in pencil) the destination, telephone number, and special features on the job card.

The display will indicate:

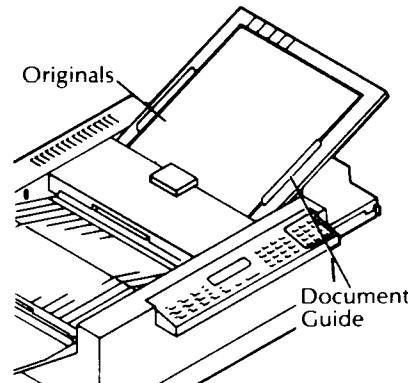
LOAD JOB
PRESS START

- k. If job is for future use only, press the **Stop** key.
- l. If job is to be used at this time, refer to "Using a reserved job" to load the job.

Using a reserved job

1. Load the job

- a. Place the appropriate job card into the ADF. The job card can be loaded either face up or face down and either top or bottom edge to the left.
- b. Place your originals face down and lead edge to the left, on top of the card.



- c. Adjust the document guides to the width of the job card and originals.

2. If ADF is not active, start the operation

- a. If desired, select delayed start via menu.

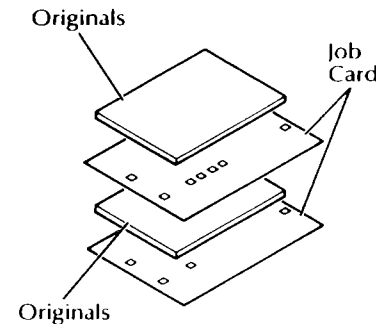
- b. Press the **START** key.

When the job card is scanned, the display will indicate:

READING JOB CARD

3. Load additional jobs

- a. Load additional job cards and originals on top of the stack in the ADF.



- b. You can alternately load job cards and originals up to the maximum input tray capacity.

Resolving "Job memory full"

Job reserve memory is limited to 15 jobs. If it is full and you attempt to reserve a new job, the display will indicate:

JOB MEMORY FULL

If the terminal is processing a reserved job that is not to be retained in memory, you can wait until that job is clear.

If unused jobs have been retained, you can cancel them. However, be careful and selective in choosing the jobs to be canceled. Do not cancel a job that is frequently used by another operator.

Select from the following if "JOB MEMORY FULL" is displayed:

- Refer to "Viewing a reserved job" to determine which job or jobs can be canceled.
- Refer to "Canceling a reserved job" to cancel a job.
- Press the **Stop** key to exit job reserve.

Basic operations

Job reserve (continued)

Viewing a reserved job

1. Select job reserve

Press the **Job Reserve** key.

The display will indicate:

```
SELECT JOB TYPE
SEND      # AND ENTER
```

2. Select job type "View"

- a. Press the **#** (pound) key repeatedly until the display indicates:

```
SELECT JOB TYPE
VIEW      # AND ENTER
```

- b. Press the **Enter** key.

The display will indicate:

```
JOB SEND      NO. 12
▶1234567
```

where SEND represents the job type, 12 represents the card number, and 1234567 represents the telephone number.

3. View stored jobs

- a. Press the **Scroll** key repeatedly to view additional stored jobs. The jobs will display in job number sequence.

- b. Press the **Stop** key to exit.

Canceling a reserved job

1. Select job reserve

Press the Job Reserve key to select job reserve.

The display will indicate:

```
SELECT JOB TYPE
SEND      # AND ENTER
```

2. Select job type "Cancel"

- a. Press the **#** (pound) key repeatedly until the display indicates:

```
SELECT JOB TYPE
CANCEL    # AND ENTER
```

- b. Press the **Enter** key.

The display will indicate:

```
CANCEL SELECTED
ENTER CARD NO.  ▶
```

3. Cancel selection

- a. Enter the two digit number of the job card you want to cancel. It must be a job card number that is already reserved.

- b. Press the **Enter** key.

The display will indicate:

```
JOB SEND      NO. 12
▶1234567
```

where SEND represents the job type, 12 represents the card number, and 1234567 represents the telephone number.

- c. If this is not the job you expected to cancel, press the **Scroll** key repeatedly to view the additional stored jobs.
- d. When the job that you want to cancel is displayed, press the **Clear** key.

The display will indicate:

```
CLEAR CARD    NO. 12
PRESS ENTER
```

- e. Press the **Enter** key to cancel the job.

Basic operations

Communicating on a facsimile network

This terminal can communicate with other CCITT group 2 and group 3 terminals. Sometimes special procedures are necessary for sending, receiving, or polling with the other compatible terminals. Use the following steps to determine if any special procedures are necessary when communicating with the other types of terminals in your facsimile network.

1. Determine the correct procedure number to follow

- a. Locate the type of activity that you need in the "Facsimile network table" (for example: Sending to an attended terminal).
- b. Locate the type of terminal under that activity that is at the remote location.
- c. Read across the table to locate the recommended procedure number.

2. Locate and perform the recommended procedure

Refer to "Facsimile network procedures" to locate and perform the recommended procedure number.

Facsimile network table

Sending to an attended terminal

TERMINAL:	PROCEDURE:
Xerox 7020	1
Xerox 7010	1
Xerox 295	1
Xerox 455	1
Xerox 495	1
Xerox 495-1	1
Xerox 485	4
Xerox 200	5
Xerox 400	5
Xerox 400-1	5
Xerox 410	5
non-Xerox	6

Sending to an unattended terminal

TERMINAL:	PROCEDURE:
Xerox 7020	1
Xerox 7010	1
Xerox 295	1
Xerox 455	3
Xerox 495	1
Xerox 495-1	1
Xerox 485	4
Xerox 200	5
Xerox 400	5
Xerox 400-1	5
Xerox 410	5
non-Xerox	6

Receiving from or polling an attended terminal

TERMINAL:	PROCEDURE:
Xerox 7020	2
Xerox 7010	2
Xerox 295	2
Xerox 455	2
Xerox 495	2
Xerox 495-1	2
Xerox 485	2
Xerox 200	5
Xerox 400	5
Xerox 400-1	5
Xerox 410	5
non-Xerox	6

Receiving from or polling an unattended terminal

TERMINAL:	PROCEDURE:
Xerox 7020	2
Xerox 7010	2
Xerox 295	2
Xerox 455	3
Xerox 495	2
Xerox 495-1	2
Xerox 485	3
Xerox 200	5
Xerox 400	5
Xerox 400-1	5
Xerox 410	5
non-Xerox	6

Facsimile network procedures

Procedure 1 - No special procedures are required. Refer to "Send or send/poll" in this handbook.

Procedure 2 - No special procedures are required. Refer to "Receive" or "Poll" in this handbook.

Procedure 3 - This procedure cannot be successfully performed. The remote terminal must be attended.

Procedure 4 - No special procedures are required. The remote terminal will indicate a fault after each successful transmission but will not have a problem. Refer to "Send or send/poll" in this handbook.

Procedure 5 - The remote terminal is Group 1 and is not compatible with this terminal.

Procedure 6 - Try using the send, receive, or poll procedures in this manual. If unsuccessful, contact Xerox Information Systems Customer Support Center (refer to "Requesting assistance") or your sales representative to determine any special procedures.

Basic operations

Calling the remote terminal

The terminal has four ways to dial during send or poll operations:

- One touch dial - Use the one touch dial keys on the control panel to dial telephone numbers stored in 01 through 12 in the Dial Directory.

For example, press the one touch dial key labeled **09** to dial the telephone number entered in Dial Directory number 09.

One touch dial numbers 01 through 12 are the same as speed dial numbers 01 through 12.

- Speed dial - Use 3 keys on the control panel (**Speed Dial** key and a 2 digit speed dial code) to dial telephone numbers stored in 01 through 99 in the Dial Directory.

For example, press the **Speed Dial** key followed by the **1** key then the **9** key to dial the telephone number entered in Dial Directory number 19.

- Keypad - Use the keypad on the control panel to dial the telephone number. There is no limit to the number of digits that can be entered using this method.

A 6 second pause may be included as a digit in the telephone number by pressing the **Pause** key. Add multiple pauses as necessary to increase the length of the pause. Use the **Pause** key for such applications as waiting for a dial tone on a PBX system or entering charge code tones.

- Manual dial - Use the telephone to dial the telephone number.

If the remote operator answers the telephone when the terminal is on-line, you can lift the telephone handset, then press the **Stop** key to talk. This will return the telephone to your control. When you are ready to continue, press the **Start** or **Manual RCV** (receive) key, then replace the handset.

Refer to "31 Directory setup" for instructions on entering up to 99 telephone numbers in memory for use in one touch dial and speed dial.

Refer to "23 Dial directory" to print the directory.

One touch dial

1. **Enter the telephone number by pressing the one touch key assigned to the telephone number you want to dial**
2. **Start the operation**
 - a. If sending, wait momentarily and the operation will start automatically.
 - b. If polling, press the **Manual Rcv** key to initiate both dialing and the transaction.

Speed dial

1. **Enter the telephone number**
 - a. Press the **Speed Dial** key.
 - b. Use the keypad to enter the speed dial code assigned to the telephone number you want to dial (For example: 01, 02, ...99).
2. **Start the operation**
 - a. If sending, wait momentarily and the operation will start automatically.
 - b. If polling, press the **Manual Rcv** key to initiate both dialing and the transaction.

Keypad dial

1. **Use the keypad to enter the digits for the telephone number**
2. **Press either the Start key or the Manual Rcv key to initiate both dialing and the transaction**

Manual dial

1. **Enter the telephone number**
 - a. Lift the telephone handset.
 - b. Use the keypad on the telephone to dial the telephone number of the remote facsimile terminal.
2. **Start the operation**
 - a. Press either the **Start** key or the **Manual Rcv** key to initiate transaction once the ready tones are heard from the remote unit.
 - b. Once the transaction is started, replace the handset.

Basic operations

Automatic redial

If necessary, this terminal can automatically redial a telephone number every five minutes. It will try to redial 3 times.

Redial automatically occurs when **all** of the following conditions are met:

- You attempt a send and/or poll operation and the remote terminal is busy.
- Another redial is **not** pending.
- Delayed start is **not** pending.
- Voice request prior to a batch is **not** selected.

During a pending redial the display will indicate:

WAITING FOR REDIAL

The redial sequence can be:

- Interrupted automatically to accept an incoming call.
- Interrupted by you to complete another job.
- Terminated.

Incoming calls during a pending redial

If the telephone rings while the terminal is waiting to redial, the terminal will automatically answer the telephone and proceed with the new job.

When the new job is complete, the terminal will return to:

WAITING FOR REDIAL

Terminating a pending redial

1. Press the Stop key to terminate the automatic redial

- a. Press the **Stop** key while the display indicates:

WAITING FOR REDIAL

- b. Redial is now terminated.

2. Remove any originals from the ADF

Interrupting a pending redial

- 1. Remove any originals for the pending redial from the ADF**
- 2. If you want to send, load your originals**
- 3. Dial the remote terminal using one of the following procedures:**

- Use the keypad to enter the telephone number, then press the **Start** key to send or the **Manual Rcv** key to poll.
- Lift the telephone handset, enter the telephone number using the telephone, press either the **Start** key to send or the **Manual Rcv** key to poll when the remote ready tones are heard, then replace the handset.

4. Monitor the terminal during your entire operation

- a. If the remote terminal is busy, the display will indicate:

REMOTE IS BUSY TRY OPERATION AGAIN OP67

Remove your originals from the ADF and try again at a later time.

- b. After your operation is complete, the terminal will automatically return to the previous redial operation.

5. Reset the terminal

- a. Reload the originals that were in the ADF in step 1.

Basic operations

3. Control panel functions

Voice request

The voice request procedures are used to signal the remote operator of another compatible **Group 3 terminal** that you wish to talk. Voice request signals can be sent:

- Prior to a batch
- During a batch
- After a batch is completed (or after current operating mode in a send/receive operation)

The voice request signal is a warble tone.

If either operator fails to answer the voice request, the call will disconnect. Since the remote terminal may signal first, the call can disconnect without signaling your terminal.

If the Stop key is pressed twice during any voice request procedure, the call will disconnect.

Note: Voice request will occur if no remote terminal is detected on an incoming call.

Use one of the following four procedures to signal the remote operator at the appropriate time.

To signal prior to a batch

*Note: Originals must **not** be loaded in the ADF during this procedure.*

1. Press the **Voice Request** key
2. Call the remote terminal
3. Press the **Start** key
4. If manual dial was used, replace the handset

After the ready tones are exchanged, both terminals will emit a warble tone to alert each operator and the display will indicate:

**LIFT HANDSET THEN
PRESS VOICE REQUEST**

5. Enable the conversation
 - a. Lift the telephone handset.
 - b. Press the **Voice Request** key (again) to talk to the remote operator.

After talking with the remote operator, refer to either "Send or send/poll," "Receive," or "Poll" to start your operation.

To signal during a batch (immediately)

*Note: This procedure can only be performed during a send operation. It may **not** be performed if voice request was already selected:*

1. Press the **Stop** key
2. Press the **Voice Request** key immediately after the **Stop** key

The terminal will stop the document immediately. Both terminals will emit a warble tone to alert each operator and the display will indicate:

**LIFT HANDSET THEN
PRESS VOICE REQUEST**

3. Enable the conversation
 - a. Lift the telephone handset.
 - b. Press the **Voice Request** key (again) to talk to the remote operator.

4. Remove original from scanner

The original may jam. Refer to "Removing a scanner misfeed" to remove the original.

After talking with the remote operator, refer to either "Send or send/poll," "Receive," or "Poll" to restart your operation.

Control panel functions

Voice request (continued)

To signal during a batch (after end of current page)

Note: This procedure can be performed during a send or receive operation.

1. Press the **Voice Request** key anytime during the operation

2. Press the **Stop** key

After the current page is processed, both terminals will emit a warble tone to alert each operator and the display will indicate:

**LIFT HANDSET THEN
PRESS VOICE REQUEST**

3. Enable the conversation

- a. Lift the telephone handset.
- b. Press the **Voice Request** key (again) to talk to the remote operator.

After talking with the remote operator, refer to either "Send or send/poll," "Receive," or "Poll" to restart your operation.

To signal after a batch is completed

Note: This procedure can be performed during a send or receive operation.

1. Press the **Voice Request** key anytime during the operation

After the batch is processed, both terminals will emit a warble tone to alert each operator and the display will indicate:

**LIFT HANDSET THEN
PRESS VOICE REQUEST**

2. Enable the conversation

- a. Lift the telephone handset.
- b. Press the **Voice Request** key (again) to talk to the remote operator.

Control panel functions

Manual Rcv (receive)

This function has a double purpose.

First, it determines how the terminal responds to an incoming call. It can respond in one of two ways depending on how the **Manual Rcv** indicator is set when the telephone is off-line.

- **Manual Rcv** indicator off - The terminal automatically accepts incoming calls. The telephone rings and then the terminal goes on-line. The telephone is temporarily disabled during the facsimile transaction.
- **Manual Rcv** indicator on - The terminal does not answer the incoming call. The telephone will ring until someone answers it. If you wish to complete a facsimile transaction, you must use the control panel to manually switch the telephone line to the terminal. Refer to "Send or send/poll " or "Receive" for the appropriate procedures.

Second, if the **Manual Rcv** key is pressed when the telephone is on-line, your terminal will receive from or poll the remote terminal. The telephone is temporarily disabled during the facsimile transaction.

To select automatic or manual telephone answering

1. Check the telephone

Check that the telephone is off-line and the handset is hung up.

2. Select Manual Receive

- a. If manual or automatic telephone answering is desired for one transaction only, change the **Manual Rcv** indicator to on or off by pressing the **Manual Rcv** key.

Note: Manual receive will return to the default setting after the job is complete.

- b. If manual or automatic telephone answering is desired for multiple transactions, refer to "36 Panel defaults" and set the manual receive default to on or off.

To initiate a receive or poll operation

Refer to "Receive" or "Poll" for the appropriate procedures.

Control panel functions

Reduction

The terminal has three reduction operations:

- Send - Reduction as needed is automatically determined by the terminal.
- Receive - Automatic reduction can occur under certain conditions.
- Copy - The copy mode has three operator selectable reduction sizes: 80%, 75%, and 65%.

Send operation

Anytime the document guides are open wider than 8.5 inches, the document will automatically be reduced to 80% and the display will indicate:

**DIAL OR PRESS COPY
WIDE ORIGINAL**

Check that the document guides are positioned against the originals.

Receive operation

Reduction during the receive operation depends on your selection for "53 Receive reduction."

Reduction occurs automatically when "53 Receive reduction" is set to on. The amount of reduction will depend on the size of the received image. Extended pages may print if the image is too long.

If receive reduction is off, the terminal will print extended pages as needed without any local reduction.

Refer to "53 Receive reduction" if you want to change the setting to either on or off.

Copy operation

1. Determine reduction percentage

- a. Determine the size of the paper in the paper tray and the size of the originals.
- b. Refer to the Reduction Table and locate the line that matches both the paper size and the original size.

Reduction Table

Paper Size	Original Size	Reduction %
8.5" x 11"	8.5" x 11"	100%
	8.5" x 14"	75%
	11" x 17"	65%
8.5" x 14"	8.5" x 11"	100%
	8.5" x 14"	100%
	11" x 17"	80%

- c. Move across the table to locate the reduction percentage.

For example, if your paper size is 8.5" x 11" and your original is 11" x 17", you should select 65% reduction.

Anytime the document guides are open wider than 8.5 inches, the document will automatically be reduced to 80% and the display will indicate:

**DIAL OR PRESS COPY
WIDE ORIGINAL**

2. Check document guides

- a. Ensure document guides are positioned against originals.

3. Press the Reduction key

- a. Press the **Reduction** key repeatedly until the desired reduction percentage appears on the display.
- b. If reduction percentage shown on the display flashes, check printed copies to ensure that the reduction percentage was correct.

Control panel functions

Confirm

The terminal indicates the success of a transmission in two ways:

- **Confirm** indicator on - The terminal will print a compressed image of the first page of a batch then print a transmission report after the batch is sent (refer to the figure on the right).
- **Confirm** indicator off - No transmission report is printed. The status of the transmission is indicated on the activity report. Refer to "21 Activity report" if you wish to print an activity report to confirm a transmission.

Press the Confirm key to change the Confirm indicator to on or off.

Note: Confirm will return to the default setting after the job is complete. (Refer to "36 Panel defaults" if you wish to change the default setting.)

Confirm legend

The confirm message is self-explanatory with the exception of the remote station I.D. and the comment column.

The remote station I.D. will list either the local I.D. number or the local name of the remote terminal.

The comment column will appear blank if no error is detected. If an error is detected, the following will appear in the column:

- error mark (4)
- page number
- error code

The terminal does a self diagnostics after a error code is detected during a communication. The result of the diagnostics (another error code or ok) will print out immediately after the first error code.

THE XEROX COMPANY LIMITED
SAYERS LANE BOOLE STREET WIMBORNE DORSET

Our Ref: 350/PJC/EAC 18th January, 1979.

Dr. P. M. Lumball,
 Mining Services Ltd.,
 National House,
 Basingstoke.

Dear Sirs,

It is my pleasure to introduce you to the facilities of Facsimile Transmission.

In Facsimile a document is scanned to produce a video beam over the subject copy. The variations of light are detected by a sensor, then the process is repeated on a second copy, and so on, until the original document is reproduced.

At the remote terminal, reproduction reproduces the video signal, which is used to reproduce the quality of print produced by a printing device. This device is known as a laser beam printer. As a result, a facsimile copy of the original document is produced.

Probably you have used for this facility in your organization.

Yours sincerely,
Phil
 P. J. C. EAC
 Sales Manager - Facsimile Research.

TRANSMISSION REPORT

**THIS DOCUMENT (REDUCED SAMPLE ABOVE)
 WAS SENT**

**** COUNT ****
1

*** SEND ***

NO	REMOTE STATION I.D.	START TIME	DURATION	#PAGES	COMMENT
1	2144202222	10- 7-88 5:54PM	0 51	1	
TOTAL		0:50 51"	1		

XEROX TELECOPIER 7020

Control panel functions

Original (contrast)

The darkness or color (contrast) of the print and the background on an original effects the copy. You can enhance the image by selecting the **Original** key as follows:

- **Normal** - Select normal when scanning originals with average or normal contrast.
- **Light** - Select light original when scanning documents with low contrast or light image.
- **Dark** - Select dark original when scanning documents with high contrast or dark background.
- **Halftone** - Select halftone when scanning photographs or other originals that have intermediate shades of gray.

Prior to sending originals that have colored backgrounds, try copying the originals at different contrast selections to determine which selection reproduces the best quality.

If normal, light, or dark levels do not provide the desired quality copies, adjust them by referring to "55 Contrast". If the halftone level does not provide the desired quality copies, adjust it by referring to "56 Halftone level".

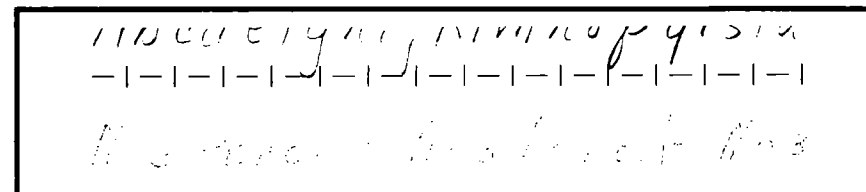
Press the Original key repeatedly until the desired indicator lights.

Note: Original will return to the default setting after the job is complete. (Refer to "36 Panel defaults" if you wish to change the default setting.)

Sample of Normal Original

the subject copy. The variations of print density on t cause the photocell to generate an analogous electrical This signal is used to modulate a carrier, which is tra remote destination over a radio or cable communications

Sample of Light Original



Sample of Dark Original

NYSE COMPOSITE STOCK Q1																		
Sales						Sales						Sales						
PE hds High Low Close Chg.						PE hds High Low Close Chg.						PE hds High Low Close						
Ferro	1.20	71	36 1/4	34 1/4	36 1/4 + 1 1/2	GMW	1.90	16	13 1/2	62 1/4	61 1/2	62 1/2 - 3/4						
Fidcls	19	202	31 1/4	30	30 - 1 1/4	GMW	5.75	2	74 1/2	74 1/2	74 1/2 + 3/4							
FinCoA	2.25	11	8 1/4	7 1/2	8 + 1/2	GMW	1.55	14 1/2	13 1/4	13 1/4 - 1/4								
FinCoB	60	2	6 1/4	6 1/4	6 1/4	GMW	1.30	10	20 1/4	20 1/4	20 1/4							
												JP Inds 16 112 16 1/4 15 1/4 16 1/4						
												JMT 112 13 58 30 1/4 30 1/2 30 1/2						

Sample of Halftone Original



Control panel functions

Comm (communications) mode

Two communications modes are available during a send operation. They are:

- **Automatic** - The terminal selects the optimum communication speed based on the telephone connection and the capabilities of the remote terminal. You should use automatic for most communications.
- **4800 BPS** (bits per second) - Forces the terminal to communicate at a maximum of 4800 bps. It should be selected for more reliable transmission to certain locations with poor quality communications lines.

Press the Comm Mode key to change the Comm Mode indicator to automatic or 4800 bps.

Note: Communication mode will return to the default setting after the job is complete. (Refer to "36 Panel defaults" if you want to change the default setting.)

Resolution

Send/speed resolution

The selection of the resolution should be determined by the quality of the original and the desired quality of the output copy.

- **Fine** - Select when sending fine detail such as small print.
- **Standard** - Select when sending average detail or normal size print.

Press the Resolution key to change the Resolution indicator to fine or standard

Note: Resolution will return to the default setting after the job is complete. (Refer to "36 Panel defaults" if you want to change the default setting.)

Sample of Fine Print

Select fine resolution when sending fine detail such as this small print. Select fine resolution when sending fine detail such as this small print. Select fine resolution when sending fine detail such as this small print. Select fine resolution when sending fine detail such as this small print. Select fine resolution when sending fine detail such as this small print. Select fine resolution when sending fine detail such as this small print. Select fine resolution when sending fine detail such as this small print. Select fine resolution when sending fine detail such as this small print. Select fine resolution when sending fine detail such as this small print.

Sample of Standard Print

Select standard resolution when sending average detail or normal size print. Select standard resolution when sending average detail or normal size print. Select standard resolution when sending average detail or normal size print. Select standard resolution when sending average detail or normal size print. Select standard resolution when sending average detail or normal size print. Select standard resolution when sending average detail or normal size print. Select standard resolution when sending average detail or normal size print. Select standard resolution when sending average detail or normal size print.

Control panel functions

4. Menu functions

11 Page count

You can select how the page numbers print in the **send header**. The options are:

- **ON** - Send header includes both the current page number and the total number of pages in your batch.

For example, in a batch with 3 pages, the messages # 1/3, # 2/3, and # 3/3 will print in the send header.

- **OFF** - Send header includes only the current page number in your batch.

For example, in a batch with 3 pages, the messages # 1, # 2, and # 3 will print in the send header.

1. Select "11 Page count"

- a. Press the **Menu** key.
- b. Press the **1** key twice.

The display will indicate:

11 PAGE COUNT
→OFF # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select on or off.
- b. Press the **Enter** key to store your selection.

If on is selected, the display will indicate:

ENTER NO. OF PAGES

3. Enter data

- a. Use the keypad to enter the total number of pages in the transmission.

The display will indicate:

NO. OF PAGES ▶ **3**
PRESS ENTER

where 3 represents the number of pages.

- b. Press the **Enter** key to store the entry.

4. Refer to "43 Send header" to enable the send header

Note: Page count will reset to off at the end of each batch.

Page Count = Off and No. of Pages = 3

The diagram shows three overlapping message headers. Each header contains the following text: "SENT BY: ??? Corporation ; 8-13-86 ; 5:35PM ; ENGINEERING DEPT → 2145552222 ; # 3", "# 2", and "# 1" respectively from top to bottom. Arrows from the text "Page Count = Off and No. of Pages = 3" point to the "# 3", "# 2", and "# 1" in the headers.

SENT BY: ??? Corporation	; 8-13-86 ; 5:35PM ;	ENGINEERING DEPT →	2145552222 ; # 3
SENT BY: ??? Corporation	; 8-13-86 ; 5:35PM ;	ENGINEERING DEPT →	2145552222 ; # 2
SENT BY: ??? Corporation	; 8-13-86 ; 5:34PM ;	ENGINEERING DEPT →	2145552222 ; # 1

Page Count = On and No. of Pages = 3

The diagram shows three overlapping message headers. Each header contains the following text: "SENT BY: ??? Corporation ; 8-13-86 ; 5:35PM ; ENGINEERING DEPT → 2145552222 ; # 3/ 3", "# 2/ 3", and "# 1/ 3" respectively from top to bottom. Arrows from the text "Page Count = On and No. of Pages = 3" point to the "# 3/ 3", "# 2/ 3", and "# 1/ 3" in the headers.

SENT BY: ??? Corporation	; 8-13-86 ; 5:35PM ;	ENGINEERING DEPT →	2145552222 ; # 3/ 3
SENT BY: ??? Corporation	; 8-13-86 ; 5:35PM ;	ENGINEERING DEPT →	2145552222 ; # 2/ 3
SENT BY: ??? Corporation	; 8-13-86 ; 5:34PM ;	ENGINEERING DEPT →	2145552222 ; # 1/ 3

12 Delayed start

This feature lets you set the terminal to start a send, poll, or job reserve operation at a later time (up to 24 hours later). The options are:

- **ON** - Once delayed start time is set, the terminal will send or poll at the delayed start time.
- **OFF** - All send, receive, and poll operations will be performed when entered.

Delayed start cannot be set if automatic redial is pending. The automatic redial must be terminated by pressing the **Stop** key.

Once delayed start is set, you can still perform the following operations:

- Copy
- Receive
- Send using either keypad or manual dial
- Poll using either keypad or manual dial

1. Select "12 Delayed start"

- a. Press the **Menu** key.
- b. Press the **1** key, then the **2** key.

The display will indicate:

12 DELAYED START
→OFF # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select on or off.
- b. Press the **Enter** key to store your selection.

If on is selected, the display will indicate:

START TIME ▶_ :
10:30 AM 8-13-86

where 10:30 AM represents the **current** time.

3. Enter the desired start time

*Note: Press the **Clear** key to erase incorrectly entered information.*

- a. Enter two digits for the hour.
- b. Press the **Enter** key to store the entry.
- c. Enter two digits for the minutes. For example, enter 45 if desired time is 10:45.
- d. Press the **Enter** key to store the entry.

If 12 hour clock is entered in "32 Date & time," the display will indicate:

START TIME ▶10:45 AM
→AM # AND ENTER

- e. Press the **#** key to select AM or PM.
- f. Press the **Enter** key to store the entry.

The display will indicate:

LOAD ORIGINALS
10:30 AM 8-13-86

4. Start the operation

Refer to "Send or send/poll," "Poll," or "Job reserve" and follow the procedures to start the operation.

Once the delayed start operation is entered, the display will indicate:

START AT 10:45 PM
10:30 AM 8-13-86

where 10:45 PM represents the delayed start time.

Note: Delayed start will reset to off after all delayed start operations are complete.

Menu functions

13 Secure send

You can secure all of your send operations. The secure send options are:

- **SECURE** - This selection prohibits documents from being sent to an unauthorized terminal. Originals will only be sent to a remote terminal with a local I.D. number that matches the secure send number you enter in step 3.
- **FREE** - All send operations transmit.

Note: It is not possible to secure send to a CCITT Group 2 terminal.

1. Select "13 Secure send"

- a. Press the **Menu** key.
- b. Press the **1** key, then the **3** key.

The display will indicate:

13 SECURE SEND
→FREE # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select secure or free.
- b. Press the **Enter** key to store the entry.

If secure is selected, the display will indicate:

SECURE SEND NO.
►_

Note: If a number appears instead of the "►" in the display, it is the secure send number currently entered in memory. It will automatically be erased when you complete step 3.

3. Enter data

- a. Enter the secure send number (the local I.D. number of the remote terminal) using the keypad.

The display will indicate:

SECURE SEND NO.
►1234567

where 1234567 represents the desired secure send number.

- b. Press the **Enter** key to store the entry.

When the original is loaded in the ADF, the display will indicate:

SECURE SEND OR COPY
10:30 AM 8-13-86

Note: Your secure send option will remain set until you change it.

Menu functions

14 Polled mode

Polling allows a remote operator to receive originals left in the input tray of your terminal. You can select how your terminal responds to a polling request. The polled mode options are:

- **SECURE** - Only the remote terminal whose local I.D. number is set into your terminal's memory (in step 3) will be allowed to poll your terminal.
- **OFF** - No remote terminal can poll you.
- **FREE** - Any remote terminal that has the capability to poll will be allowed to poll your terminal.

Note: It is not possible to secure polling from a CCITT Group 2 terminal.

1. Select "14 Polled mode"

- a. Press the **Menu** key.
- b. Press the **1** key, then the **4** key.

The display will indicate:

14 POLLED MODE
→FREE # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select free, secure, or off.
- b. Press the **Enter** key to store the entry.

If the polled mode is secure, the display will indicate:

SECURE POLL NO.
▶_

Note: If a number appears instead of the "▶" in the display, it is the secure poll number currently entered in memory. It will automatically be erased when you complete step 3.

3. If polled mode is secure, enter data

- a. Enter the secure poll number (the local I.D. number of the remote terminal) using the keypad.

The display will indicate:

SECURE POLL NO.
▶1234567

where 1234567 represents the desired secure poll number.

- b. Press the **Enter** key to store the entry.

Note: Your polled mode option will remain set until you change it.

Menu functions

15 Long original

You can set the terminal to copy or send long originals. The options are:

- ON - Terminal accepts originals longer than 18 inches (460 mm).
- OFF - Terminal accepts originals 18 inches (460 mm) or less. Warnings (alarm and a display message) will occur if send originals are longer than 18 inches (460 mm).

You should manually assist any documents longer than 18 inches (460 mm) to ensure that the originals feed straight.

During a send operation, you may be required to press the Start key to continue operation.

If the reproduction size for the long original is longer than the paper, you will receive a second page with an "extended page" header.

Note: Receive terminals will receive a long original indefinitely without faulting.

Prior to sending or copying

1. Select "15 Long original"

- a. Press the **Menu** key.
- b. Press the **1** key, then the **5** key.

The display will indicate:

15 LONG ORIGINAL
→OFF # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select on or off.
- b. Press the **Enter** key to store the entry.

3. Monitor operation

- a. If sending, refer to "Monitoring send operations" and monitor the operation.
- a. If copying, refer to "Monitoring copy operations" and monitor the operation.

Note: Long original feature will reset to off at the end of each batch.

Monitoring send operations

An alarm will sound after 18 inches (460 mm) if long original is not on. The display will indicate:

15 LONG ORIGINAL
PRESS START

1. When the alarm sounds, check the original for scanner misfeeds and skewing
2. Press the Start key to continue

Note: If you do not press the Start key within 15 seconds after the alarm starts, the terminal will fault with an OP25 error code.

3. If OP25 displays, remove the original from the scanner

- a. Refer to "Removing a scanner misfeed" and remove the original.
- b. Select long original and carefully monitor the new operation.

Monitoring copy operations

The terminal will fault and jam during copy operations on originals over 47 inches (1200 mm) in length.

1. Check the original for scanner misfeeds and skewing during operation
2. If OP25 displays, remove the original from the scanner
 - a. Refer to "Removing a scanner misfeed."
 - b. Remove the original.

Menu functions

21 Activity report

You will receive an activity report when you select this feature. It will contain the last accumulated send and/or receive operations (up to a maximum of 50).

1. Select "21 Activity report"

- Press the **Menu** key.
- Press the **2** key, then the **1** key.

The display will indicate:

21 ACTIVITY REPORT
PRESS START

2. Press the Start key to print the report

The display will indicate:

21 ACTIVITY REPORT
PRINTING

while the report is printing.

3. Refer to "51 Activity report" to select a printing schedule for the activity reports

Activity report legend

The activity report is self-explanatory with the exception of the remote station I.D. and the comment column.

The remote station I.D. will list the remote I.D. number, the remote name, the remote telephone number, "CCITT G2," or "CCITT G3."

The comment column will appear blank if no error is detected. If an error is detected, the following can appear in the column:

- error mark (**⏏**)
- page number
- error code

The terminal does a self diagnostics after a error code is detected during a transaction. The result of the diagnostics (another error code or ok) will print out immediately after the first error code.

Remote Station I.D.

Comment Column

ACTIVITY REPORT					
				DATE-TIME LOCAL I.D. LOCAL NAME LOGO	8-12-86 5:15PM 2145553765 ENGINEERING DEPT *** Corporation
*** SEND ***					
NO	REMOTE STATION I.D.	START TIME	DURATION	#PAGES	COMMENT
1	2145552222	8-12-86 8:15PM	0'46"	1	
2	Accounting Dept	8:45PM	0'47"	1	
3	2521	10:31PM	0'39"	0	OP66/ OK
4	2521	10:32PM	0'05"	0	OP65/ OK
5	2521	10:35PM	0'43"	1	
6	9-5553970	8-13-86 9:24AM	1'25"	1	
7	0114443556720	9:35AM	0'39"	1	
8	Accounting Dept	10:45AM	0'42"	1	
9	ABC Company	11:27AM	0'15"	0	OP22/ OK
10	ABC Company	11:35AM	2'32"	2	
11	2145552222	1:15PM	0'46"	1	
12	CCITT G3	1:43PM	2'22"	2	
13	Accounting Dept	2:45PM	1'05"	1	
14	Accounting Dept	4:37PM	0'42"	1	
15	CCITT G2	4:45PM	3'14"	4	
TOTAL 0:16'42"				17	
*** RECEIVE ***					
NO	REMOTE STATION I.D.	START TIME	DURATION	#PAGES	COMMENT
1	2145552222	8-12-86 8:35PM	0'46"	1	
2	Accounting Dept	8:41PM	0'44"	1	
3	Accounting Dept	9:47PM	2'49"	2	⏏ : 2 E212/ OK
4	Accounting Dept	9:53PM	0'40"	1	
5	Accounting Dept	10:41PM	0'44"	1	
6	ABC Company	8-13-86 9:27AM	1'53"	1	
7	Accounting Dept	2:41PM	0'41"	1	
TOTAL 0:08'17"				8	

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Menu functions

22 Options report

The options report shows how each menu function is currently set. For example, it shows the level set for the volume adjustment.

1. Select "22 Options report"

- Press the **Menu** key.
- Press the **2** key twice.

The display will indicate:

**22 OPTIONS REPORT
PRESS START**

2. Print the report

- Press the **Start** key.

The display will indicate:

**22 OPTIONS REPORT
PRINTING**

while the report is printing.

Options report legend

The option report is self-explanatory with the exception of the "*" (asterisk) in the STATUS column and the program version.

The "*" represents the current operator selection for each function.

The program version is technical. The information is not meant to be meaningful to you. However, you should be prepared to read the information if it is requested. It may be helpful when you call for assistance or when you talk to your service representative. It identifies specific internal programming features on your terminal.

* (Asterisk)

OPTIONS REPORT					
			DATE/TIME 8-13-86 5:15PM LOCAL NO. 2145558765 LOCAL NAME ENGINEERING DEPT LOGO *** Corporation		
MENU NO	FUNCTION		STATUS		
3-6	PANEL DEFAULTS	RESOLUTION COMM MODE ORIGINAL CONFIRM MANUAL RCV	STANDARD *AUTO *NORMAL ON ON	*FINE 4800 BPS DARK *OFF *OFF	HF TONE
1-3	SECURE SEND	NUMBER STATUS	SECURE	123456789	*FREE
1-4	POLLED MODE	NUMBER STATUS	*FREE	123456789 SECURE	OFF
4-1	RECEIVE HEADER		*AUTO	FORCED	OFF
4-2	LOGO		*COMPANY	*XEROX	OFF
4-3	SEND HEADER		*ON		OFF
4-4	LOCAL NAME		*ON		*OFF
4-5	LISTEN TO DIAL		*YES		NO
5-1	ACTIVITY REPORT		*ON		OFF
5-2	KEY TONE		*ON		OFF
5-3	RECEIVE REDUCTION		*ON		OFF
5-4	VOLUME		1 (MIN)	*2	3 4 (MAX)
5-5	CONTRAST		N-L-D-	35	40 20
5-6	HALFTONE LEVEL		*LIGHT		DARK
PROGRAM VERSION					
CPU	ROM NAME	VERSION	CPU	ROM NAME	VERSION
Z80	BT1	114-00	Z8	Z8	9-00
	BT2	114-00			
	BT3	114-00	FONT	-----	111-00
68000	CD1	50-05	COUPLER	-----	XR7-15
	CD2	50-05			
* = SELECTION XEROX TELECOPIER 7020					

Menu functions

23 Dial directory

The dial directory shows a list of the telephone numbers and communications mode (auto or 4800 bps) that is programmed for each speed dial and one touch dial code.

1. Enter any changes to the dial directory

- Refer to "31 Directory setup" to add or change entries.

2. Select "23 Dial directory"

- Press the **Menu** key.
- Press the **2** key, then the **3** key.

The display will indicate:

23 DIAL DIRECTORY
PRESS START

3. Print the report

- Press the **Start** key.

The display will indicate:

23 DIAL DIRECTORY
PRINTING

while the report is printing.

4. Enter handwritten notes

- If desired, enter handwritten notes in the **NOTE** columns (for example: abbreviated company name or remote operator name).

Dial directory legend

The dial directory is self-explanatory except for the **NOTE** columns and the "-" (dash) in the **TELEPHONE NUMBER** columns.

The **NOTE** columns are reserved for handwritten notes.

Each "-" in the telephone number represents a six second pause in the dialing sequence.

Pause "-"

NOTE

DIAL DIRECTORY				NOTE			
				DATE/TIME 8-13-86 5:15PM LOCAL ID 2145553765 LOCAL NAME ENGINEERING DEPT LOGO *** Corporation			
NO	TELEPHONE NUMBER	MODE	NOTE	NO	TELEPHONE NUMBER	MODE	NOTE
01	2521	AUTO		50	FREE	AUTO	
02	9-2195554443	AUTO		51	FREE	AUTO	
03	9-5552222	AUTO		52	FREE	AUTO	
04	9-0114435556720	G3-4800		53	FREE	AUTO	
05	9-9155555860	AUTO		54	FREE	AUTO	
06	5878	AUTO		55	FREE	AUTO	
07	3541	AUTO		56	FREE	AUTO	
08	9-5553633	AUTO		57	FREE	AUTO	
09	8-5553975-1234	AUTO		58	FREE	AUTO	
10	FREE	AUTO		59	FREE	AUTO	
11	FREE	AUTO		60	FREE	AUTO	
12	FREE	AUTO		61	FREE	AUTO	
13	FREE	AUTO		62	FREE	AUTO	
14	FREE	AUTO		63	FREE	AUTO	
15	FREE	AUTO		64	FREE	AUTO	
16	FREE	AUTO		65	FREE	AUTO	
17	FREE	AUTO		66	FREE	AUTO	
18	FREE	AUTO		67	FREE	AUTO	
19	FREE	AUTO		68	FREE	AUTO	
20	FREE	AUTO		69	FREE	AUTO	
21	FREE	AUTO		70	FREE	AUTO	
22	FREE	AUTO		71	FREE	AUTO	
23	FREE	AUTO		72	FREE	AUTO	
24	FREE	AUTO		73	FREE	AUTO	
25	FREE	AUTO		74	FREE	AUTO	
26	FREE	AUTO		75	FREE	AUTO	
27	FREE	AUTO		76	FREE	AUTO	
28	FREE	AUTO		77	FREE	AUTO	
29	FREE	AUTO		78	FREE	AUTO	
30	FREE	AUTO		79	FREE	AUTO	
31	FREE	AUTO		80	FREE	AUTO	
32	FREE	AUTO		81	FREE	AUTO	
33	FREE	AUTO		82	FREE	AUTO	
34	FREE	AUTO		83	FREE	AUTO	
35	FREE	AUTO		84	FREE	AUTO	
36	FREE	AUTO		85	FREE	AUTO	
37	FREE	AUTO		86	FREE	AUTO	
38	FREE	AUTO		87	FREE	AUTO	
39	FREE	AUTO		88	FREE	AUTO	
40	FREE	AUTO		89	FREE	AUTO	
41	FREE	AUTO		90	FREE	AUTO	
42	FREE	AUTO		91	FREE	AUTO	
43	FREE	AUTO		92	FREE	AUTO	
44	FREE	AUTO		93	FREE	AUTO	
45	FREE	AUTO		94	FREE	AUTO	
46	FREE	AUTO		95	FREE	AUTO	
47	FREE	AUTO		96	FREE	AUTO	
48	FREE	AUTO		97	FREE	AUTO	
49	FREE	AUTO		98	FREE	AUTO	
				99	FREE	AUTO	

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Menu functions

24 Diagnostics

Whenever a problem is suspected in the local terminal, initiate an internal diagnostic self check of the terminal:

1. Select "24 Diagnostics"

- Press the **Menu** key.
- Press the **2** key, then the **4** key.

The display will indicate:

24 DIAGNOSTICS
PRESS START

2. Press the Start key

The display window will show various testing functions and illuminate each of the control panel indicators.

3. If an error code is displayed, restart diagnostics

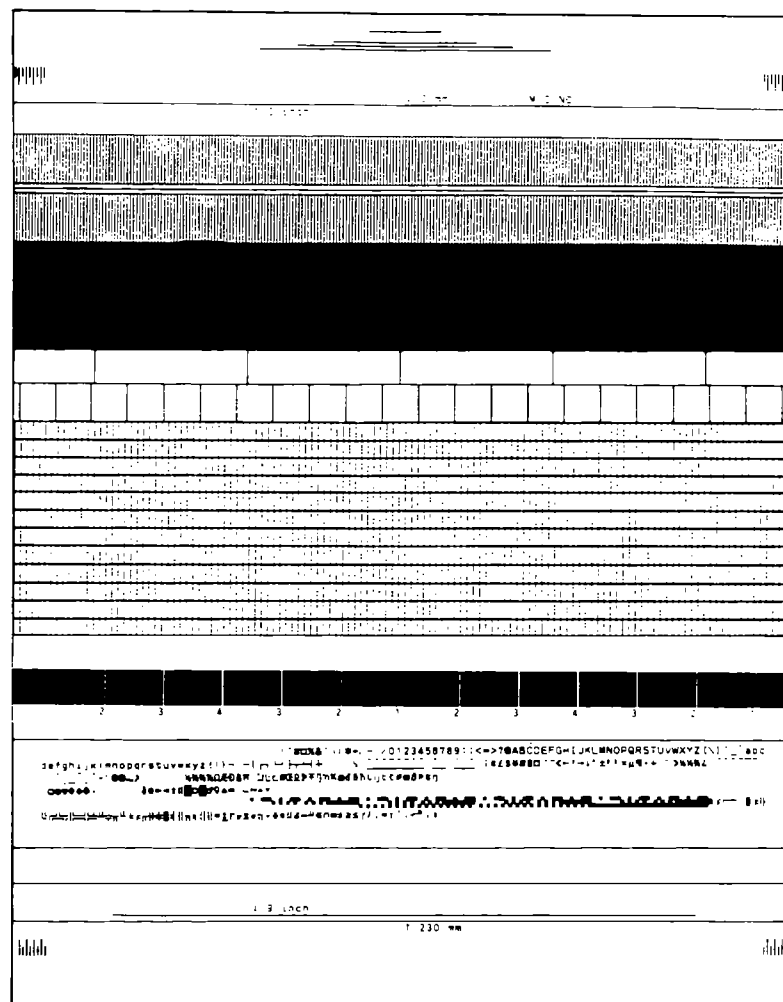
- Record the error code.
- Press the **Start** key again to continue the diagnostics.

The terminal will print a test pattern towards the end of diagnostics. When diagnostics is complete, the display will momentarily indicate:

TEST COMPLETE
10:30 08-13-86

4. Evaluate the diagnostics

- If an error code was displayed during diagnostics, refer to the "Problem solving" section for instructions.
- Except for the size, compare the printout with the sample.
- If the test pattern compares, the printer electronics are functioning correctly.
- If the comparison does not agree, refer to the "Problem solving" section for instructions.



Menu functions

31 Directory setup

This feature allows you to enter up to 99 telephone numbers into the terminal for quick telephone dialing

For each telephone number you must assign a one touch dial or speed dial code.

Codes (dial directory numbers) 01 through 12 are reserved for the one touch dial keys. Since one touch dial is the fastest way to dial, you should reserve 01 through 12 for the twelve most frequently used telephone numbers.

You must also enter the normal communication mode (automatic or 4800 bps) for each telephone number.

Note: A 6 second pause may be included as a digit in the telephone number by pressing the PAUSE key. Add multiple pauses as necessary to increase the length of the pause. Use the pause for such applications as waiting for a dial tone on a PBX system or entering charge code tones.

1. **Select "31 Directory setup"**
 - a. Press the **Menu** key.
 - b. Press the **3** key, then the **1** key.

The display will indicate:

31 DIRECTORY SETUP
PRESS ENTER

- c. Press the **Enter** key.

The display will indicate:

31 DIRECTORY SETUP
ENTER DIR. NO. 

2. **Enter or clear the telephone number**
 - a. Enter the desired two digit dial directory number (01-99) using the keypad.
 - b. Press the **Enter** key to store the entry.

Continued

One Touch Dial or Speed
Dial Codes (No. 01 - 12)

Speed Dial Codes Only
(No. 13 - 99)

DIAL DIRECTORY

DATE/TIME
LOCAL I.D.
LOCAL NAME
LOGO

8-13-86 5:15PM
2145553765
ENGINEERING DEPT
*** Corporation

NO	TELEPHONE NUMBER	MODE	NOTE
01	7521	AUTO	
02	9--2195554443	AUTO	
03	9-5552222	AUTO	
04	9--01144435556720	G3-4800	
05	9-9155555860	AUTO	
06	5878	AUTO	
07	3541	AUTO	
08	9-5553633	AUTO	
09	8--5553975--1234	AUTO	
10	FREE	AUTO	
11	FREE	AUTO	
12	FREE	AUTO	
13	FREE	AUTO	
14	FREE	AUTO	
15	FREE	AUTO	
16	FREE	AUTO	
17	FREE	AUTO	
18	FREE	AUTO	
19	FREE	AUTO	
20	FREE	AUTO	
21	FREE	AUTO	
22	FREE	AUTO	
23	FREE	AUTO	
24	FREE	AUTO	
25	FREE	AUTO	
26	FREE	AUTO	
27	FREE	AUTO	
28	FREE	AUTO	
29	FREE	AUTO	
30	FREE	AUTO	
31	FREE	AUTO	
32	FREE	AUTO	
33	FREE	AUTO	
34	FREE	AUTO	
35	FREE	AUTO	
36	FREE	AUTO	
37	FREE	AUTO	
38	FREE	AUTO	
39	FREE	AUTO	
40	FREE	AUTO	
41	FREE	AUTO	
42	FREE	AUTO	
43	FREE	AUTO	
44	FREE	AUTO	
45	FREE	AUTO	
46	FREE	AUTO	
47	FREE	AUTO	
48	FREE	AUTO	
49	FREE	AUTO	

NO	TELEPHONE NUMBER	MODE	NOTE
50	FREE	AUTO	
51	FREE	AUTO	
52	FREE	AUTO	
53	FREE	AUTO	
54	FREE	AUTO	
55	FREE	AUTO	
56	FREE	AUTO	
57	FREE	AUTO	
58	FREE	AUTO	
59	FREE	AUTO	
60	FREE	AUTO	
61	FREE	AUTO	
62	FREE	AUTO	
63	FREE	AUTO	
64	FREE	AUTO	
65	FREE	AUTO	
66	FREE	AUTO	
67	FREE	AUTO	
68	FREE	AUTO	
69	FREE	AUTO	
70	FREE	AUTO	
71	FREE	AUTO	
72	FREE	AUTO	
73	FREE	AUTO	
74	FREE	AUTO	
75	FREE	AUTO	
76	FREE	AUTO	
77	FREE	AUTO	
78	FREE	AUTO	
79	FREE	AUTO	
80	FREE	AUTO	
81	FREE	AUTO	
82	FREE	AUTO	
83	FREE	AUTO	
84	FREE	AUTO	
85	FREE	AUTO	
86	FREE	AUTO	
87	FREE	AUTO	
88	FREE	AUTO	
89	FREE	AUTO	
90	FREE	AUTO	
91	FREE	AUTO	
92	FREE	AUTO	
93	FREE	AUTO	
94	FREE	AUTO	
95	FREE	AUTO	
96	FREE	AUTO	
97	FREE	AUTO	
98	FREE	AUTO	
99	FREE	AUTO	

XEROX TELECOPIER 7020

Menu functions

31 Directory setup (continued)

The display will indicate:

ENTER TEL NO. DIR.12



where 12 represents the dial directory number entered in Step 2a.

Note: If a number appears next to the "►" in the display, it is the telephone number currently entered in memory for that code. It will automatically be erased when you complete step 2.

c. Select one of the following:

- Enter the entire telephone number (up to 27 digits) using the keypad.
- Press the **Clear** key to erase an entry from the directory.

d. Press the **Enter** key to store your selection.

3. If a telephone number was entered in step 2, select communications mode option

The display will indicate:

COMM MODE DIR.12
→AUTO # AND ENTER

The communications mode options are:

- **AUTO** (automatic) - The terminal selects the optimum communications speed for the telephone connection and remote terminal. Use auto for most communications.
- **4800** (4800 bps)- Forces the terminal to communicate at a maximum of 4800 bps (bits per second). It should be selected for more reliable transmission to certain locations with poor quality communication lines.

a. Press the **#** (pound) key to select either auto or 4800.

b. Press the **Enter** key to store the entry.

4. Complete directory setup

The display will indicate:

31 DIRECTORY SETUP
ENTER DIR. NO. ►

a. Repeat the procedures from step 2 to enter additional telephone numbers.

b. Press the **Stop** key when all desired telephone numbers and their communications modes have been entered.

Note: Replacement control panel overlays can be ordered.

c. Use a pencil to label the one touch dial keys on the control panel overlay to identify any telephone numbers entered in dial directory numbers 01 through 12.

Label Here

01	07	03
04	05	06
07	08	09
10	11	12

One Touch Dial

5. Print revised dial directory

a. Refer to "23 Dial directory" to print a revised copy of the directory.

Menu functions

32 Date & time

You can select a clock option, then enter the date and time into the terminal. The clock options are:

- 12 HOUR - Time displays on a 12 hour clock with either AM or PM indicated. If this option is selected, the AM or PM must be selected after entering time.
- 24 HOUR - Time displays on a 24 hour clock (military time).

If time, date, and local I.D. number are not entered correctly into memory, the time digits on the control panel will flash. If they flash, follow the procedures in this handbook for both "32 Date & time" and "33 Local I.D. no. (number)".

If they still blink, the internal, backup battery may need charging.

To charge the battery, ensure that all covers on the terminal are closed and power is applied. The battery will automatically charge within 24 hours.

After 24 hours, try entering the information again.

Once it is fully charged, the battery should remain charged and retain memory for approximately 200 hours.

1. Select "32 Date & time"

- a. Press the **Menu** key.
- b. Press the **3** key, then the **2** key.

The display will indicate:

```
32 DATE & TIME
→12HOUR # AND ENTER
```

2. Select the clock option

- a. Press the **#** (pound) key to select either 12 hour or 24 hour.
- b. Press the **Enter** key to store the entry.

The display will indicate:

```
32 DATE & TIME
▶00-00-00 00:00 AM
```

3. Enter the date and time

*Note: Observe the cursor beneath the first digit of the data field. It will always indicate the character block to be entered. If you make an error while entering digits, press the **Clear** key and enter the correct digits.*

- a. Enter two digits for the month, for example, enter 08 for August.

The display will indicate:

```
32 DATE & TIME      12H
▶08-00-00      00:00 AM
```

where the 12H represents the clock.

- b. Press the **Enter** key to store the entry.
- c. Enter two digits for the day.
- d. Press the **Enter** key to store the entry.
- e. Enter two digits for the year.
- f. Press the **Enter** key to store the entry.

- g. Enter two digits for the hour.
- h. Press the **Enter** key to store the entry.
- i. Enter two digits for the minutes. For example, enter 45 if it is 10:45.
- j. Press the **Enter** key to store the entry.

If the 24 hour option is selected, the display will return to "LOAD ORIGINAL."

If the 12 hour option is selected, the display will indicate:

```
32 DATE & TIME      12H
→AM      # AND ENTER
```

4. If 12 hour clock is entered, select AM or PM

- a. Press the **#** (pound) key to select either AM or PM.
- b. Press the **Enter** key to store the entry.

Menu functions

33 Local I.D. no. (number)

The local I.D. number (normally the telephone number including area code) is used to identify your terminal to other terminals in your network. This feature is used to enter your local I.D. number into memory.

Your local I. D. number can appear in the send header, the receive header, and the activity report.

1. Select "33 Local I.D. No."

- Press the **Menu** key.
- Press the **3** key twice.

The display will indicate:

**33 LOCAL I.D. NO.
PRESS ENTER**

2. Enter the I.D. number

- Press the **Enter** key.

The display will indicate:

**33 LOCAL I.D. NO.
▶**

Note: If a number appears instead of the "▶", it is the I.D. number currently entered in memory. It will automatically be erased when you complete step 2.

- Enter the entire local I.D. number (up to 20 digits) using the keypad.
- Press the **Enter** key to store the entry.

3. If desired, enable I.D. number

- Refer to "44 Local name", to disable local name so that the local I.D. number will print.

Local I.D. No. of the Remote Terminal Local I.D. No. of the Send Terminal Local I.D. No. of Your Terminal Local I.D. No. of the Receive Terminal

SENT BY: *** Corporation 8-13-86, 5:34PM ENGINEERING DEPT 2145552222, # 1

RCV BY: *** Corporation 8-13-86, 5:42PM 2145552222 ENGINEERING DEPT, # 1

ACTIVITY REPORT

DATE/TIME: 8-13-86, 5:15PM
LOCAL I.D.: 2145553765
LOCAL NAME: ENGINEERING DEPT
LOGO: *** Corporation

*** SEND ***

NO	REMOTE STATION I.D.	START TIME	DURATION	#PAGES	COMMENT
1	2145552222	8-13-86 8:15PM	0'46"	1	
2	Accounting Dept	8:45PM	0'47"	1	

TOTAL 0:01'33" 2

RECEIVE

34 Local name

You can enter a local name (up to 20 characters) into the terminal.

Local name can appear in the send header, the receive header, and the activity report instead of the local I.D. number.

1. Select "34 Local name"

- Press the **Menu** key.
- Press the **3** key, then the **4** key.

The display will indicate:

34 LOCAL NAME
PRESS ENTER

2. Enter local name

- Press the **Enter** key.

The display will indicate:

34 LOCAL NAME 

- Enter the local name using the "Local name table" and the keypad.

- Press the **Enter** key to store the entry.

3. If desired, refer to "44 Local name" to enable local name

Local name table:

Use this table to enter letters for the local name. For example, to enter the character "M", press the **2** key then the **3** key for 23. To erase an incorrect entry, press the **Clear** key then enter the correct information.

A = 11	a = 41	0 = 00	:	= 82	Space	= 37
B = 12	b = 42	1 = 01	;	= 83		
C = 13	c = 43	2 = 02	<	= 84		
D = 14	d = 44	3 = 03	=	= 85		
E = 15	e = 45	4 = 04	>	= 86		
F = 16	f = 46	5 = 05	?	= 87		
G = 17	g = 47	6 = 06		= 88		
H = 18	h = 48	7 = 07		= 90		
I = 19	i = 49	8 = 08	^	= 91		
J = 20	j = 50	9 = 09	_	= 92		
K = 21	k = 51	@ = 10	{	= 93		
L = 22	l = 52	` = 40		= 94		
M = 23	m = 53	! = 67	}	= 95		
N = 24	n = 54	" = 68				
O = 25	o = 55	# = 69				
P = 26	p = 56	% = 71				
Q = 27	q = 57	& = 72				
R = 28	r = 58	' = 73				
S = 29	s = 59	(= 74				
T = 30	t = 60	) = 75				
U = 31	u = 61	* = 76				
V = 32	v = 62	+ = 77				
W = 33	w = 63	. = 78				
X = 34	x = 64	- = 79				
Y = 35	y = 65	. = 80				
Z = 36	z = 66	/ = 81				

Local Name of the Remote Terminal

Local Names of the Send and Receive Terminals

Local Name of Your Terminal

SENT BY: *** Corporation, 8-13-86, 5:34PM, ENGINEERING DEPT, 2145552222, # 1

RCV BY: *** Corporation, 8-13-86, 5:42PM, 2145552222, ENGINEERING DEPT, # 1

ACTIVITY REPORT

DATE/TIME: 8-13-86, 5:15PM
LOCAL I.D.: 2145553765
LOCAL NAME: ENGINEERING DEPT
LOGO: *** Corporation

NO	REMOTE STATION I.D.	START TIME	DURATION	#PAGES	COMMENT
1	2145552222	8-13-86, 8:15PM	0:46"	1	
2	Accounting Dept	8:45PM	0:47"	1	
TOTAL		0:01'33"		2	

SEND

RECEIVE

Menu functions

35 Company logo

You can enter a company logo into the terminal.

The company logo, instead of the Xerox logo, can appear in both the receive header and the send header.

1. Select "35 Company logo"

- Press the **Menu** key.
- Press the 3 key, then the 5 key.

The display will indicate:

35 COMPANY LOGO
PRESS ENTER

2. Enter company logo

- Press the **Enter** key.

The display will indicate:

35 COMPANY LOGO ▶ _

- Enter the company logo (up to 22 characters) using the "Company logo table" and the keypad.

- Press the **Enter** key to store the entry.

3. Enable company logo

- Refer to "42 Logo" to enable the company logo.

Company logo table

Use this table to enter letters for the company logo. For example, to enter the character "M", press the 2 key then the 3 key for 23. To enter a subscript or a superscript character, enter the subscript or superscript code, then enter the character. For example, to enter the character "s," press the # and 0 keys, then the 5 and 9 keys. To erase an incorrect entry, press the **Clear** key then enter the correct information. The control panel will not display any subscript or superscript characters, but they will print correctly.

A = 11	a = 41	0 = 00	:	= 82	Space	= 37
B = 12	b = 42	1 = 01	;	= 83	Subscript _	= # 0
C = 13	c = 43	2 = 02	<	= 84	Subscript .	= # 1
D = 14	d = 44	3 = 03	=	= 85	Subscript ,	= # 2
E = 15	e = 45	4 = 04	>	= 86	Superscript ^	= * 0
F = 16	f = 46	5 = 05	?	= 87	Superscript `	= * 1
G = 17	g = 47	6 = 06	[	= 88	Superscript ^	= * 2
H = 18	h = 48	7 = 07	]	= 90	Superscript -	= * 3
I = 19	i = 49	8 = 08	^	= 91	Superscript -	= * 4
J = 20	j = 50	9 = 09	_	= 92	Superscript ~	= * 5
K = 21	k = 51	@ = 10	{	= 93	Superscript .	= * 6
L = 22	l = 52	` = 40		= 94	Superscript "	= * 7
M = 23	m = 53	! = 67	}	= 95	Superscript °	= * 8
N = 24	n = 54	" = 68			Superscript ^	= * 9
O = 25	o = 55	# = 69			Superscript ~	= * *
P = 26	p = 56	% = 71				
Q = 27	q = 57	& = 72				
R = 28	r = 58	' = 73				
S = 29	s = 59	(= 74				
T = 30	t = 60	) = 75				
U = 31	u = 61	* = 76				
V = 32	v = 62	+ = 77				
W = 33	w = 63	, = 78				
X = 34	x = 64	- = 79				
Y = 35	y = 65	. = 80				
Z = 36	z = 66	/ = 81				

Company Logo

Xerox Logo

RCV BY: *** Corporation ; 8-13-86 ; 5:42PM ; 2145552222 → ENGINEERING DEPT: # 1

SENT BY: *** Corporation ; 8-13-86 ; 5:34PM ; ENGINEERING DEPT → 2145552222; # 1

SENT BY: Xerox Telecopier 7020: 8-13-86 ; 5:34PM ; ENGINEERING DEPT → 2145552222; # 1

Menu functions

36 Panel defaults

You can set the default condition for five control panel functions. They are:

- Manual Rcv (receive)
- Confirm
- Original
- Comm (communications) Mode
- Resolution

When a job is complete, the control panel will return to your selected default settings.

For example, the default setting for the **Confirm** indicator is on. You decide to send a job, but do not want the confirm report this time. Therefore you set the indicator (not the default) to off. When the job completes, you will not get the confirm report as you requested. However, the next job that is sent will get the confirm report, because the **Confirm** indicator will default or change back to on automatically.

1. Select "36 Panel defaults"

- a. Press the **Menu** key.
- b. Press the **3** key, then the **6** key.

The display will indicate:

**36 PANEL DEFAULTS
SELECT & PRESS ENTER**

2. Enter defaults

- a. Set the desired default condition for manual receive by pressing the **Manual Rcv** key. [Refer to "Manual Rcv (receive)" for an explanation of this feature.]
- b. Set the desired default condition for confirm by pressing the **Confirm** key. (Refer to "Confirm" for an explanation of this feature.)
- c. Set the desired default condition for original by pressing the **Original** key. [Refer to "Original (contrast)" for an explanation of this feature.]

- d. Set the desired default condition for the communications mode by pressing the **Comm mode** key. [Refer to "Comm (communications) mode " for an explanation of this feature.]

- e. Set the desired default condition for resolution by pressing the **Resolution** key. [Refer to "Resolution" for an explanation of this feature.]

- f. Press the **Enter** key to store all of your selections.

The selections that you just made will be the new control panel default settings.

Menu functions

41 Receive header

You can select which header message prints on each page received at your terminal. The options are:

- **AUTO** - Receive header will be printed only if a send header is not received from the remote terminal.
- **FORCED** - Receive header is always printed.
- **OFF** - Receive header is never printed.

1. Select "41 Receive header"

- a. Press the **Menu** key.
- b. Press the **4** key, then the **1** key.

The display will indicate:

41 RECEIVE HEADER
→AUTO # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select auto, forced, or off.
- b. Press the **Enter** key to store the entry.

Receive Header =
Auto or Forced

Receive Header =
Auto

Receive Header =
Off

RCV BY: *** Corporation	; 8-13-86 ; 5:42PM ;	2145552222 →	ENGINEERING DEPT: # 1
SENT BY: Xerox Telecopier 7020:	8-13-86 ; 5:34PM ;	ENGINEERING DEPT →	2145552222 ; # 1

42 Logo

You can select which logo prints in the receive and send headers. The options are:

- **XEROX** - The standard Xerox logo (for example: Xerox Telecopier 7020) is printed.
- **OFF** - The logo field is blank.
- **COMPANY** - The company logo (that you enter via "35 Company logo") is printed.

1. Select "42 Logo"

- a. Press the **Menu** key.
- b. Press the **4** key, then the **2** key.

The display will indicate:

42 LOGO
→XEROX # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select either company, Xerox, or off.
- b. Press the **Enter** key to store the entry.

Logo = Xerox

Logo = Off

Logo = Company

SENT BY: Xerox Telecopier 7020:	8-13-86 ; 5:34PM ;	ENGINEERING DEPT →	2145552222 ; # 1
SENT BY:	; 8-13-86 ; 5:34PM ;	ENGINEERING DEPT →	2145552222 ; # 1
SENT BY: *** Corporation	; 8-13-86 ; 5:34PM ;	ENGINEERING DEPT →	2145552222 ; # 1

Menu functions

43 Send header

You can select whether a header message will be sent prior to each transmission. The options are:

- ON - A send message is included at the top of each page that is sent to a remote terminal. The receive terminal controls the actual printing of it.

1. Select "43 Send header"

- Press the **Menu** key.
- Press the **4** key, then the **3** key.

The display will indicate:

43 SEND HEADER
→ON # AND ENTER

2. Select option

- Press the **#** (pound) key to select either on or off.
- Press the **Enter** key to store the entry.

Send Header = On

Send Header = Off

SENT BY:*** Corporation ; 8-13-86 ; 5:34PM ; ENGINEERING DEPT → 2145552222;# 1

44 Local name

You can select either the local name or local I.D. number for printing in the send header, the receive header, and the activity report. The options are:

- OFF - If available, the local I.D. number will be printed. Refer to "33 Local I.D. no. (number)" to enter the local I.D. number.
- ON - If available, the local name will be printed. Refer to "34 Local name" to enter the local name.

1. Select "44 Local name"

- Press the **Menu** key.

- Press the **4** key twice.

The display will indicate:

44 LOCAL NAME
→OFF # AND ENTER

2. Select option

- Press the **#** (pound) key to select either on or off.
- Press the **Enter** key to store the entry.

Name or I.D. Number of Local and Remote Terminals

SENT BY:*** Corporation ; 8-13-86 ; 5:34PM ; ENGINEERING DEPT → 2145552222;# 1

RCV BY:*** Corporation ; 8-13-86 ; 5:42PM ; 2145552222 → ENGINEERING DEPT;# 1

ACTIVITY REPORT

DATE/TIME 8-13-86 5:15PM
LOCAL I.D. 2145553765
LOCAL NAME ENGINEERING DEPT
LOGO *** Corporation

*** SEND ***

NO	REMOTE STATION I.D.	START TIME	DURATION	#PAGES	COMMENT
1	2145552222	8-13-86 8:15PM	0'46"	1	
2	Accounting Dept	8-13-86 8:45PM	0'47"	1	
TOTAL 0:01'33"				2	

RECEIVE

Menu functions

45 Listen to dial

You can use the speaker in the terminal to listen to the dialing tones during send, receive, and poll operations. The options are:

- YES - You can hear the communications on the telephone line (through the speaker on the terminal) up to the time that the initial ready tones are exchanged.
- NO - No telephone communications are heard except for the operator alerts.

1. Select "45 Listen to dial"

- a. Press the **Menu** key.
- b. Press the **4** key, then the **5** key.

The display will indicate:

45 LISTEN TO DIAL
→YES # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select either yes or no.
- b. Press the **Enter** key to store the entry.

51 Activity report

You can select a printing schedule for the activity report. The options are:

- **AUTO** - The terminal automatically prints an activity report when it accumulates 50 send or receive operations. Activity is cleared from memory after an automatic report prints.

You can request this report at anytime to verify a transaction. If you request a report, memory will not be cleared.

- **OFF** - You must request all reports as needed. The last 50 send or receive operations will print on each report.

Activity is not cleared from memory after the report prints.

Refer to "21 Activity report" to request a report.

1. Select "51 Activity report"

- Press the **Menu** key.
- Press the **5** key, then the **1** key.

The display will indicate:

51 ACTIVITY REPORT
→AUTO # AND ENTER

2. Select option

- Press the **#** (pound) key to select either auto or off.
- Press the **Enter** key to store the entry.

ACTIVITY REPORT

DATE: TIME 8-13-86 5:15PM
LOCAL I.D. 214553765
LOCAL NAME ENGINEERING DEPT
LOGO *** Corporation

*** SEND ***

NO	REMOTE STATION I.D.	START TIME	DURATION	#PAGES	COMMENT
1	2145552222	8-12-86 8:15PM	0'46"	1	
2	Accounting Dept	8:45PM	0'47"	1	
3	2521	10:31PM	0'39"	0	OP66: OK
4	2521	10:32PM	0'05"	0	OP65: OK
5	2521	10:35PM	0'43"	1	
6	9:55:3970	8-13-86 9:24AM	1'25"	1	
7	01144435556720	9:35AM	0'39"	1	
8	Accounting Dept	10:45AM	0'42"	1	
9	ABC Company	11:27AM	0'15"	0	OP122: OK
10	ABC Company	11:35AM	2'32"	2	
11	2145552222	1:15PM	0'46"	1	
12	Accounting Dept	1:43PM	2'22"	2	
13	Accounting Dept	2:45PM	1'05"	1	
14	Accounting Dept	4:37PM	0'42"	1	
15	Accounting Dept	4:45PM	3'14"	4	

TOTAL 0'16'42"

17

*** RECEIVE ***

NO	REMOTE STATION I.D.	START TIME	DURATION	#PAGES	COMMENT
1	2145552222	8-12-86 8:35PM	0'46"	1	
2	Accounting Dept	8:41PM	0'44"	1	
3	Accounting Dept	9:47PM	2'49"	2	2 E212: OK
4	Accounting Dept	9:53PM	0'40"	1	
5	Accounting Dept	10:41PM	0'44"	1	
6	ABC Company	8-13-86 9:27AM	1'53"	1	
7	Accounting Dept	2:41PM	0'41"	1	

TOTAL 0'08'17"

8

XEROX TELECOPIER 7020

Menu functions

52 Key tone

You can select how the terminal responds when a control panel key is pressed. The options are:

- ON - The speaker emits a single pulse beep whenever you press a key. It emits a double pulse beep when an inactive key is pressed.
- OFF - The speaker does not beep when you press a key.

1. Select "52 Key tone"

- a. Press the **Menu** key.
- b. Press the **5** key, then the **2** key.

The display will indicate:

52 KEY TONE
→ON # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select either on or off.
- b. Press the **Enter** key to store the entry.

53 Receive reduction

You can select how the terminal receives documents that are larger than the paper in the paper tray. The options are:

- ON - The document is received into memory prior to printing. The terminal reduces the image automatically to between 65% and 95%. If more than 65% reduction is needed, the information will print on extended pages.
- OFF - All received transmissions print at 100%. Information from long originals will print on extended pages.

1. Select "53 Receive reduction"

- a. Press the **Menu** key.
- b. Press the **5** key, then the **3** key.

The display will indicate:

53 RECEIVE REDUCTION
→OFF # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select either on or off.
- b. Press the **Enter** key to store the entry.

54 Volume

You can select the volume for the speaker in the terminal. The options are:

- 1 - low
- 2 - medium low
- 3 - medium high
- 4 - high

1. Select "54 Volume"

- a. Press the **Menu** key.
- b. Press the **5** key, then the **4** key.

The display will indicate:

54 VOLUME
→ 2 # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select either 1, 2, 3, or 4.
- b. Press the **Enter** key to store the entry.

55 Contrast

You can vary the level of contrast used for normal, light, and dark originals.

The contrast levels are represented by a numeric value between 10 and 50. Higher numbers will produce a darker printout. Lower numbers will produce a lighter printout.

The suggested values are:

- Normal - 35
- Light - 40
- Dark - 20

For example, dark at a setting of 20 is good for copying newsprint. Light at 40 is good for copying penciled originals.

Vary from the suggested values as needed to enhance the quality of your printed copies.

For example: Your contrast level for dark is set to the recommended value of 20. Your printouts, when the dark original key is selected, still have too much background. You can set the contrast for "Dark" to 15. This will lighten the printout and therefore decrease the background.

1. Select "55 Contrast"

- Press the **Menu** key.
- Press the **5** key twice.

The display will indicate:

55 CONTRAST
▶35-40-20 ENTER DATA

2. Enter the data

*Note: Observe the cursor beneath the first digit. It indicates the character to be changed. If you make an error while entering digits, press the **Clear** key and enter the correct digits.*

- Enter the two digit setting for normal contrast.
- Press the **Enter** key to store the entry.
- Enter the two digit setting for light contrast.
- Press the **Enter** key to store the entry.
- Enter the two digit setting for dark contrast.
- Press the **Enter** key to store the entry.

Sample of Normal Contrast

the subject copy. The variations of print density cause the photocell to generate an analogous electric signal. This signal is used to modulate a carrier, which is transmitted to the remote destination over a radio or cable communication system.

Sample of Light Contrast

Рекс. I - №3 Рекс. I. №3

Sample of Dark Contrast

NYSE COMPOSITE STOCK Q!																																									
Sales														Sales														Sales													
PE hds High Low Close Chg.														PE hds High Low Close Chg.														PE hds High Low Close													
Ferro	1.20	19	71	36 1/4	34%	36 1/4 +	1%	GHWstl	.90	16	1393	62 3/4	61 1/2	62 1/2 -	3%	JPLnds	16	112	16 1/4	15%	16 1/4																				
Fidclsis		19	202	31 1/4	30	30 -	1%	GWRW pf	5.75	...	2	74 1/2	74 1/2	74 1/2 +	3%	JWT	1.12	13	58	30 3/4	30 3/4																				
FinCpa		2	2541	8 1/4	7 1/2	8 +	1/2	GURRs	...	155	14 1/4	13 3/4	13 3/4 -	1/2																											
FinConf	.60	...	2	6 1/4	6 1/4	6 1/4 -	...	GULR of	1.30	...	10	20 3/4	20 3/4	20 3/4 -	...																										

Menu functions

56 Halftone level

With this feature, you select the contrast level for halftone originals (photographs or originals that have intermediate shades of gray). The level you select is the level that will be produced when the original key on the control panel is set to halftone. The options are:

- **LIGHT** - For halftone originals with low contrast or light image.
- **DARK** - For halftone originals with high contrast or dark image.

1. Select "56 Halftone level"

- a. Press the **Menu** key.
- b. Press the **5** key, then the **6** key.

The display will indicate:

56 HALFTONE LEVEL
→LIGHT # AND ENTER

2. Select option

- a. Press the **#** (pound) key to select either light or dark.
- b. Press the **Enter** key to store the entry.

Sample of Light Halftone Level

13	33	10	22
16	41	22	27
20	51	28	34
24	61	33	41
28	71	39	48
33	81	45	55

Sample of Dark Halftone Level



5. Operator maintenance

Introduction

Regular operator maintenance and proper use of supplies will ensure good copy quality and maximum performance.

The terminal will indicate when it is time to add paper or replace the imaging cartridge. However, if you expect to receive a job with a large number of copies or if the terminal will be unattended for an extended time, it is recommended that you visually check the amount of paper and imaging cartridge ribbon left in the terminal.

The cleaning tasks should be accomplished at least once a month. The printer area should also be cleaned whenever the imaging cartridge is replaced. Cleaning tasks should be performed more frequently if the terminal is in heavy use or in a dusty environment.

Read the introduction to each cleaning task to determine the type of problems that cleaning can minimize.

Ordering supplies

Introduction

Reference numbers

Xerox recommends the use of the following supplies for optimum performance. You should order the supplies ahead of time so that they are available when needed.

Telephone number for supplies: _____
(Obtain from sales representative or local Xerox office.)

Telephone number for parts: _____
(Obtain from sales representative or local Xerox office.)

Customer number: _____
(Obtain from sales representative, local Xerox office, or your Invoice.)

Supplies

Description:	Order number:	Quantity:
Xerox Telecopier 7020 imaging cartridge	8R2254	2 cartridges
Xerox 10 series smooth paper ¹ (8.5 x 11)	3R54	5000 sheets
Xerox 10 series smooth paper ¹ (8.5 x 14)	3R83	5000 sheets
Xerox 4024 smooth paper ¹ (8.5 x 11)	3R2675	5000 sheets
Xerox 4024 smooth paper ¹ (8.5 x 14)	3R2677	5000 sheets
Xerox 10 series dual purpose paper ¹ (8.5 x 11)	3R2950	5000 sheets
Xerox 10 series dual purpose paper ¹ (8.5 x 14)	3R2954	5000 sheets
Xerox 4024 dual purpose paper ¹ (8.5 x 11)	3R721	5000 sheets
Xerox 4024 dual purpose paper ¹ (8.5 x 14)	3R727	5000 sheets

¹ Smooth paper produces the best quality. Dual purpose paper provides good quality.

Parts

Lens and mirror cleaner	43H12	1 bottle
Xerox CLEAN-UPS	43P67	Bag of 50
Xerox Telecopier 7020 job card/overlay kit	499K95252	3 sets of job cards and 5 overlays
Paper tray with paper tray cover	50K95530	1 each
Xerox Telecopier 7020 telephone option ² (with touch tone dial only)	110K95530	1 each
Xerox Telecopier 7020 security option ² (imaging cartridge lock with key)	499K95050	1 each

² These parts should be installed by your service representative.

Adding paper

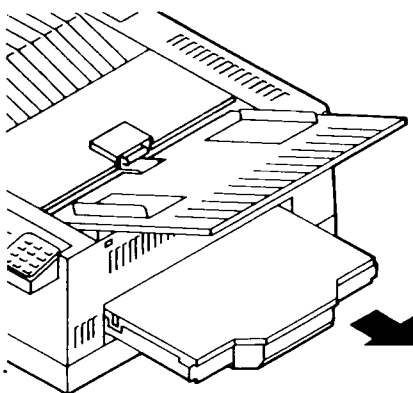
Low paper is detected when 50 or less sheets of paper are left in the paper tray. At this time the display will indicate:

**LOW PAPER-ADD PAPER
TO PAPER TRAY OP31**

All printer operations (for example: copy, receive, activity report, etc.) can be performed until paper is depleted and the display indicates:

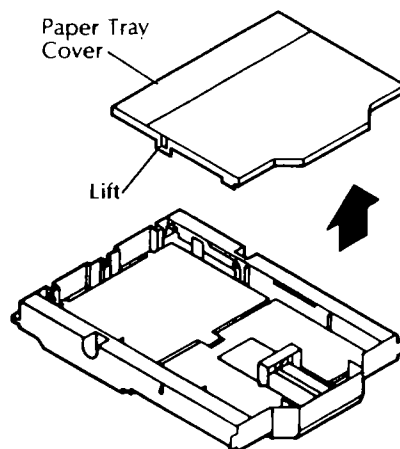
**ADD PAPER TO PAPER
TRAY OP32**

1. Remove the paper tray

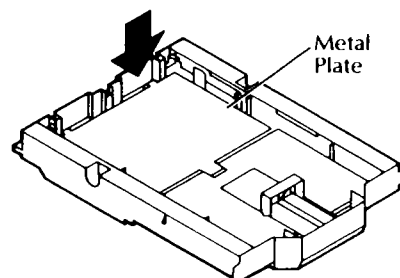


2. Prepare paper tray

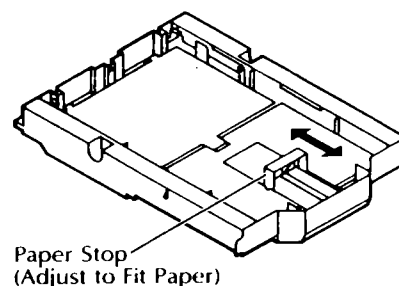
- a. Remove the paper tray cover.



- b. Remove remaining paper.
c. Press the metal plate down.



- d. If necessary, adjust paper stop to fit new paper size by squeezing the sides of the paper stop and sliding it to either the 11 inch or 14 inch position.



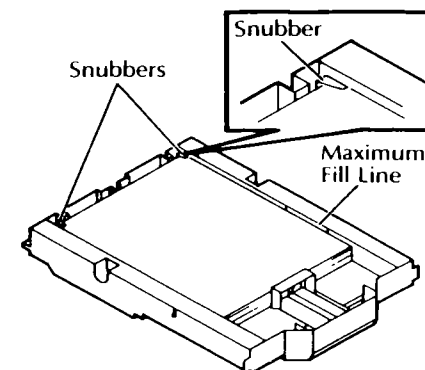
3. Install paper

Note: If special paper (for example: stationery or forms) is loaded, install it with the printed side down.

Note: Approximately 210 sheets of 20 pound bond will fit in the paper tray.

- a. Discard any bent, creased, or torn sheets.

- b. Install paper under snubbers (corner tabs) to maximum fill line.



4. Reinstall the paper tray cover

Note: The add paper message will display if the paper tray is not completely inserted.

5. Insert the paper tray into the terminal until you hear a click and the tray snaps in place

Operator maintenance

Replacing the imaging cartridge

Low ribbon on the imaging cartridge is indicated by two methods:

- Mechanical - A red gauge, the imaging cartridge indicator, shows the amount of ribbon left on the cartridge.
- Electronic logic - The low ribbon is detected when the last 3 feet of ribbon are left in the cartridge. At this time the display will indicate:

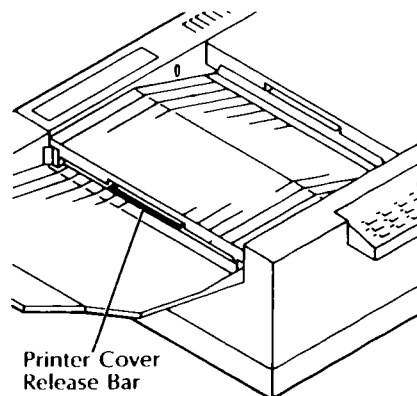
**REPLACE THE IMAGING
CARTRIDGE OP30**

When this message is displayed, printer operation is inhibited until the imaging cartridge is replaced.

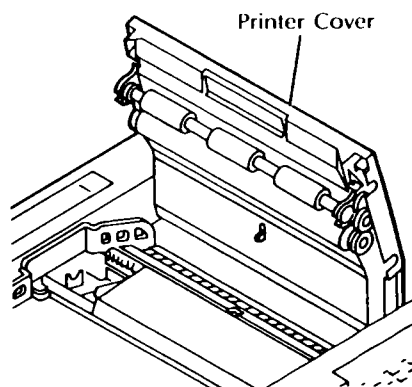
Prior to starting a long print job, check the amount of ribbon left on the imaging cartridge by observing the position of the imaging cartridge indicator in the sight window.

1. Open the printer cover

- a. Lift the printer cover release bar.

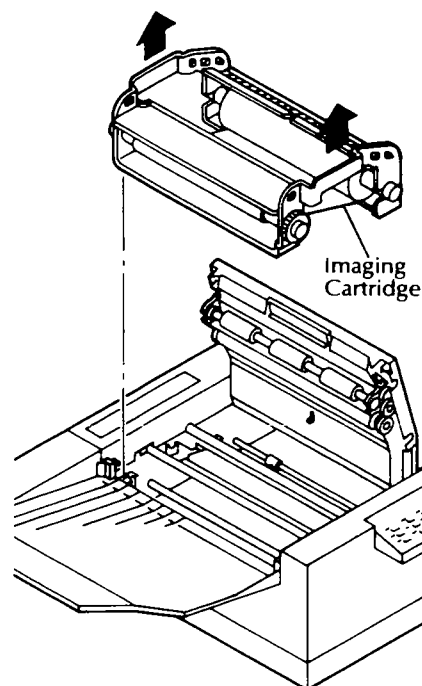


- b. Raise the printer cover until it is completely open.



2. Remove the imaging cartridge

- a. Grasp both front and rear handles and lift the depleted cartridge from the printer.



- b. Set the cartridge aside.

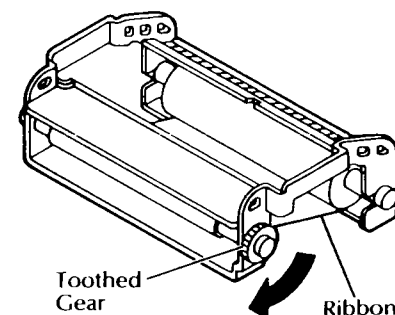
3. Clean the printer

- a. Refer to "Cleaning the printer rollers" and clean the rollers.

- b. Refer to "Cleaning the thermal head" and clean the thermal head.

4. Replace the imaging cartridge

- a. Remove the new imaging cartridge from the carton.
- b. Remove cardboard spacer.
- c. Remove any slack in the ribbon and advance past the blue leader by turning the gear clockwise.



- d. Grasp both front and rear handles and position in place.

5. Close the printer cover and press firmly to latch

Cleaning the printer rollers

The printer rollers drive the paper through the printer.

Dirty rollers can cause jams or poor image quality. Possible image quality problems are compressed image, spots, or vertical streaks.

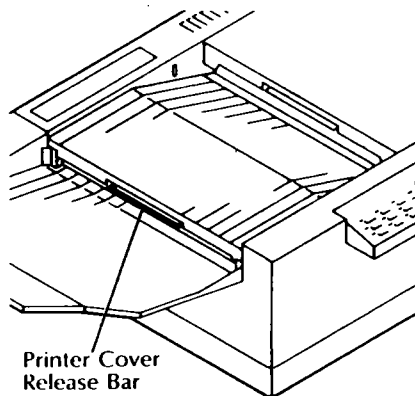
To ensure optimum performance, the following should be cleaned at least once a month or whenever the imaging cartridge is replaced:

- Pressure roller
- Printer feedout rollers

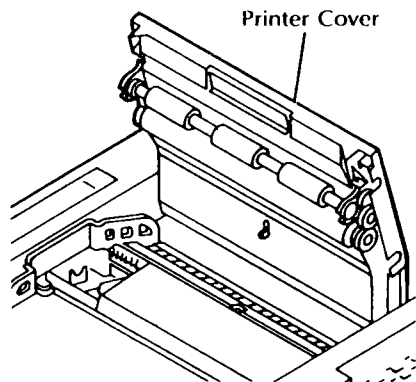
Use a Xerox CLEAN-UPS or a soft cloth dampened with alcohol to clean the printer rollers.

1. Open the printer cover

- a. Lift the printer cover release bar.

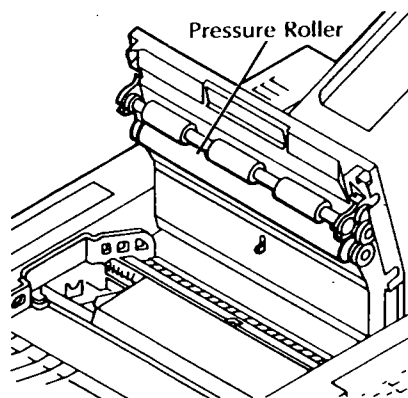


- b. Raise the printer cover until it is completely open.



2. Clean the pressure roller

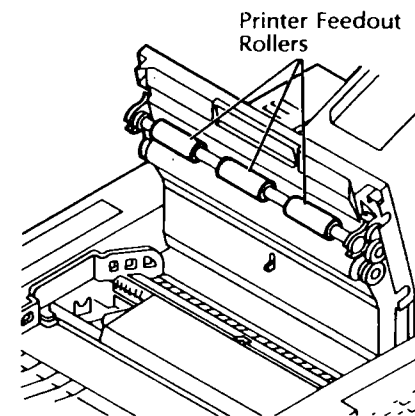
- a. Clean the exposed area of the pressure roller.



- b. Rotate the roller clockwise and clean the complete roller surface.

3. Clean the printer feedout rollers

- a. Clean the exposed area of the printer feedout rollers.



- b. Rotate the pressure roller clockwise and clean the remaining surfaces of the feedout rollers.

4. Close the printer cover and press firmly to latch

Operator maintenance

Cleaning the thermal head

The thermal head is mounted directly beneath the imaging cartridge. The thermal head has a thin line or space at the center, that produces the image on the paper.

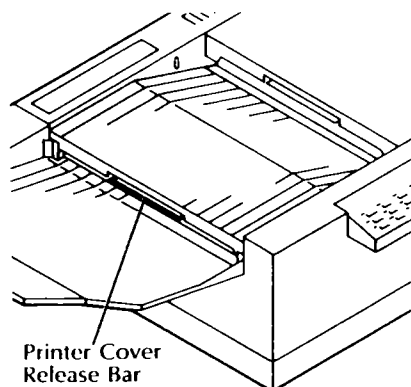
If the thin space on the thermal head becomes dirty, it can cause deletions (white streaks) in the image.

To ensure optimum performance, the thermal head should be cleaned at least once a month or whenever the imaging cartridge is replaced.

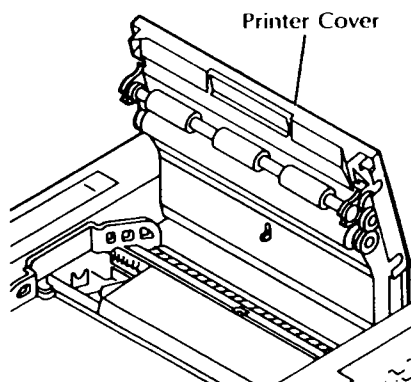
Use a Xerox CLEAN-UPS or a soft cloth dampened with alcohol to clean the thermal head.

1. Open the printer cover

- Lift the printer cover release bar.

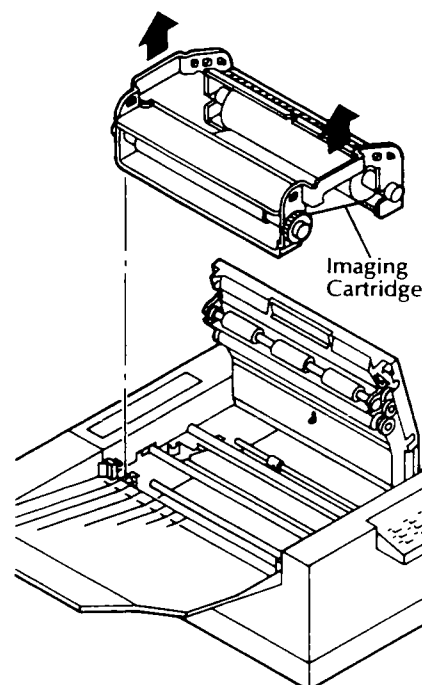


- Raise the printer cover until it is completely open.



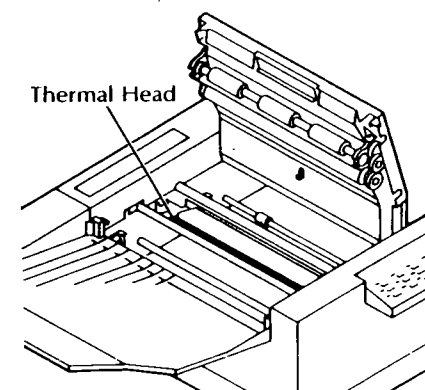
2. Remove the imaging cartridge

- Grasp both front and rear handles and lift the cartridge from the printer.



- Set the cartridge aside.

3. Clean the thermal head by lightly wiping the thin space in the thermal head several times to ensure that all dirt has been removed



- Reinstall the imaging cartridge by grasping both front and rear handles and positioning it in place
- Close the printer cover and press firmly to latch

Cleaning the ADF belt and retard roller

The ADF belt drives the original to the scanner. The retard roller separates the originals to allow individual sheets to enter the scanner.

If either the belt or the roller is dirty, misfeeds or multifeeds in the ADF, or poor image quality may occur. Possible image quality problems are elongated image and spots or vertical streaks.

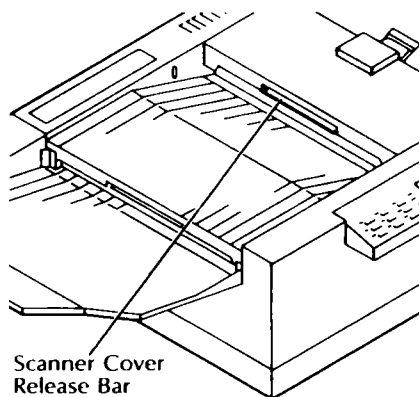
To ensure optimum performance, the following should be cleaned at least once a month:

- ADF belt
- Retard roller

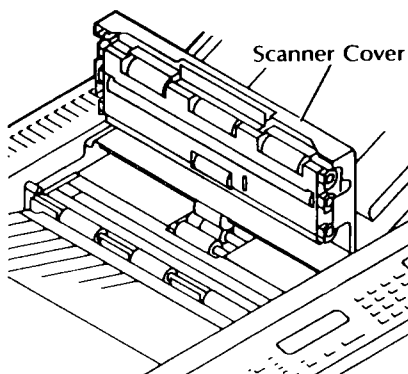
Use a Xerox CLEAN-UPS or a soft cloth dampened with alcohol to clean.

1. Open the scanner cover

- a. Lift the scanner cover release bar.

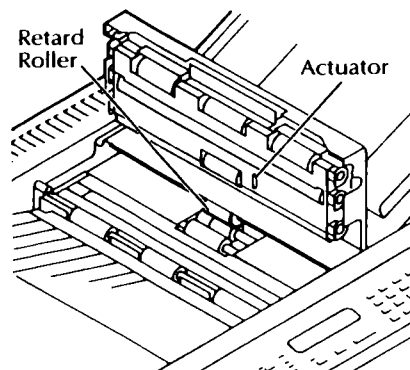


- b. Raise the scanner cover until it is completely open.



2. Clean the retard roller

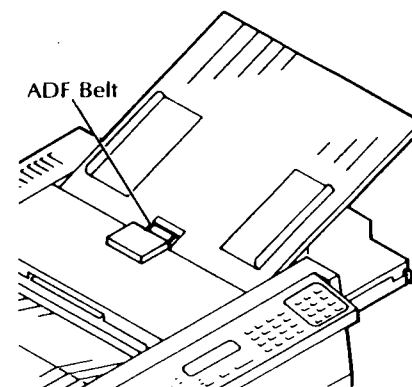
- a. Gently lift the actuator on the scan position sensor until it disappears into the cutout.



- b. Press the **Clear** key twice to start the Eject cycle.
- c. Clean the retard roller while the terminal is "Ejecting."
- d. Repeat steps b and c until the roller is clean.

3. Clean the ADF belt

- a. Press the **Clear** key twice to start the Eject cycle.
- b. Clean the ADF belt while the terminal is "Ejecting."



- c. Repeat steps a and b until the belt is clean.
- d. Close the scanner cover and press firmly to latch.
- e. Run a copy to verify proper operation of the ADF.

Operator maintenance

Cleaning the scanner rollers

The scanner rollers drive the originals through the scanner.

Dirty rollers can cause extra blank pages, scanner jams, elongated image, spots, and vertical streaks.

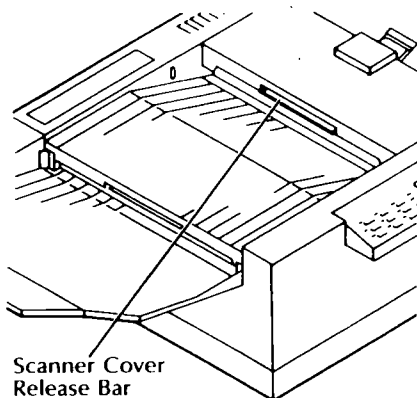
To ensure optimum performance, the following should be cleaned at least once a month:

- Platen roller
- Scanner idler rollers
- Scanner drive rollers

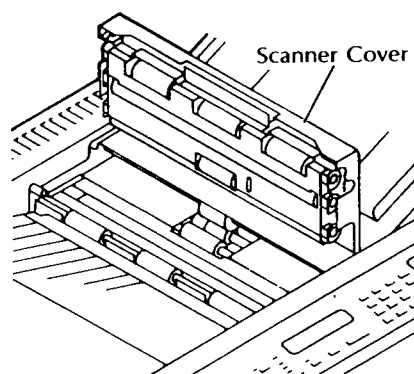
Use a Xerox CLEAN-UPS or a soft cloth dampened with alcohol to clean the scanner rollers.

1. Open the scanner cover

- a. Lift the scanner cover release bar.

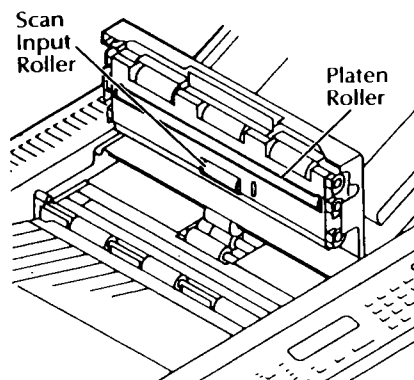


- b. Raise the scanner cover until it is completely open.



2. Clean the scan input roller and platen roller

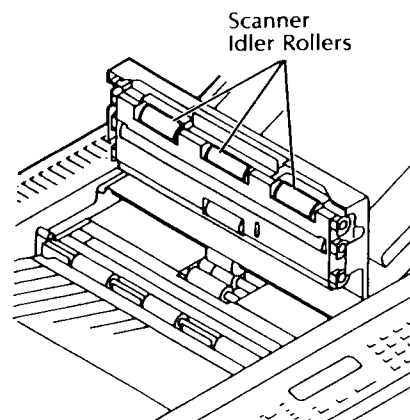
- a. Clean the exposed area of the scan input roller and platen roller.



- b. Rotate the scan input roller to clean the remaining surfaces of the scan input roller and platen roller.

3. Clean the scanner idler rollers

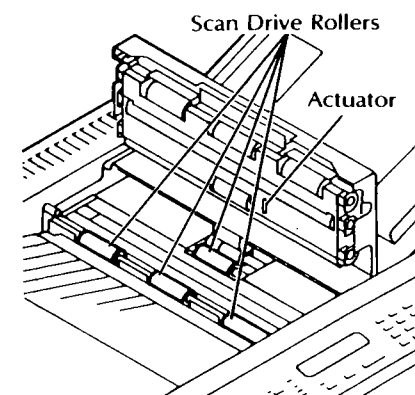
- a. Clean exposed area of the scanner idler rollers.



- b. Rotate them to clean the remaining surface.

4. Clean the scanner drive rollers

- a. Gently lift the actuator on the scan position sensor until it disappears into the cutout.



- b. Press the **Clear** key twice to start the Eject cycle.
- c. Clean the scanner drive rollers while the terminal is "Ejecting."
- d. Repeat steps b and c until the rollers are clean.
- e. Close the scanner cover and press firmly to latch.
- f. Run a copy to verify proper operation of the scanner.

Operator maintenance

Cleaning the platen glass

The platen glass is used to view the originals in the scanner.

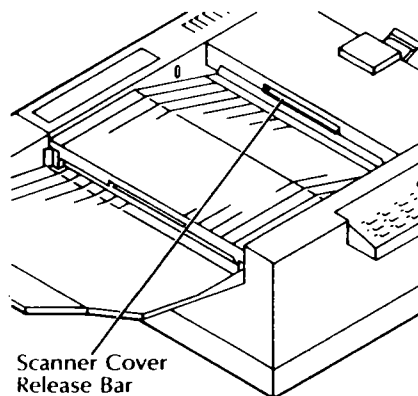
A dirty platen glass can cause spots, vertical streaks, or deletions in the image.

To ensure optimum performance, the platen glass should be cleaned at least once a month.

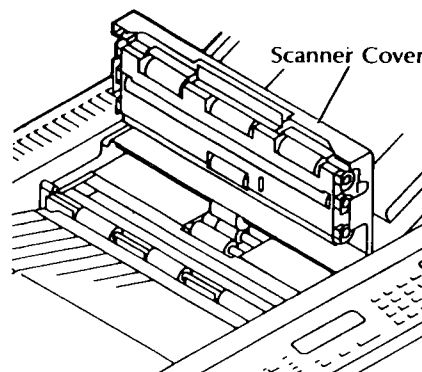
Use a soft, lint free cloth with water or Xerox Lens and Mirror Cleaner to clean the platen glass.

1. Open the scanner cover

- a. Lift the scanner cover release bar.

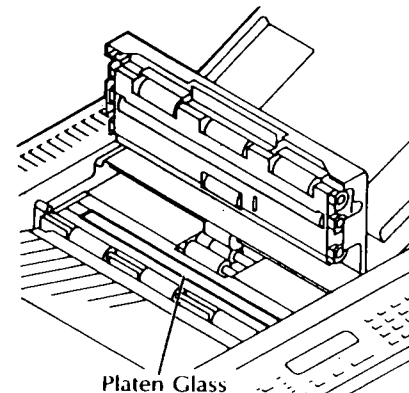


- b. Raise the scanner cover until it is completely open.



Caution: DO NOT pour or spray any liquid directly on the platen glass.

2. Gently wipe the platen glass clean



3. Close the scanner cover and press firmly to latch

Operator maintenance

6. Problem solving

Solving the problem

This section describes the various procedures and actions to perform if you experience a problem.

1. Locate the problem

- a. Locate the problem you observed in the "Problem solving table."
- b. If the problem you experienced is not listed, call for assistance (refer to "Requesting assistance" on page 6-8).

2. Complete the action

- a. Perform the recommended action located on the page indicated in the table.
- b. Check to see if the problem is corrected.

3. If the problem persists, after completing the recommended actions, call for assistance (refer to "Requesting assistance" on page 6-8)

Problem solving table

Problem observed	Recommended action	Page
Control panel:		
• Error code displayed on the lower, right corner of the display • Flashing cursor displayed on the lower, right corner of the display • Time on control panel display is blinking • Upper line of the display is blinking	• Refer to "Error codes" • Refer to "Error codes" • Refer to "32 Date & time" • Remove and reinstall power cord	6-2 6-2 4-12 --
ADF:		
• Multifeed or misfeed in the ADF	• Refer to "Cleaning the ADF belt and retard roller"	5-6
Scanner:		
• Original jammed in scanner	• Refer to "Removing a scanner misfeed"	6-7
Printer		
• Paper jammed in printer • Multifeed in the paper tray	• Refer to "Removing a printer misfeed" • Refer to "Adding paper" to remove paper, fan the edges, then reinstall it	6-7 5-2
Printout		
• Error code message printed on the confirm report or activity log • Image quality is unacceptable	• Refer to "Error codes" • Refer to "Image quality problems"	6-2 6-6
Speaker		
• Warble tone during send, receive, or poll operation	• Refer to "Voice request"	3-1

Problem solving

Error codes

This terminal has many internal tests that check for normal operation. If a problem is detected, the terminal will record a four character, alphanumeric error code. Multiple codes may occur for a single problem. Multiple codes can be helpful in isolating a cause.

1. Record error codes observed on the lower right corner of the control panel display

2. Check last transaction

- If error occurred during a send, receive, or poll operation, run an activity report (refer to "21 Activity report") or locate the confirm report.
- Record any error codes listed with the last transaction.

3. Check diagnostics

- If possible, perform diagnostics (refer to "24 Diagnostics").
- If the control panel display indicates an error code, record the code. Then, press the **Start** key to continue with the diagnostics to completion.

4. Reference error code table

Note: "C", "FC", "FP", and "OP" codes are easier and more specific to diagnose. "E" codes are usually more complex. Therefore if multiple codes occur, check any "E" codes last.

- Locate in the "Error code table" the code(s) that you recorded in steps 1 through 3.
- Locate the procedure number(s) indicated for the code(s).
- Refer to "Error code procedures" to locate and perform the indicated procedure number(s).
- Check to see if the problem is corrected.

5. If the problem persists, after all recommended procedures are performed, call for assistance (refer to "Requesting assistance")

Error code table

Code	Procedure	Code	Procedure	Code	Procedure
C Codes	1	OP74	18	E204	17
FC Codes	1	OP75	6	E205	17
FP Codes	1	OP81	9	E206	18
				E210	17
OP05	7	E000	1	E211	17
OP07	6, 8, 9	E001	1	E212	17
OP10	12	E002	1	E223	17
OP12	12	E003	1	E231	17
OP13	12	E004	1	E240	17
OP14	12	E006	1	E241	17
OP15	12	E007	16	E242	17
OP16	12	E008	1	E243	17
OP22	10	E009	1	E244	17
OP23	11	E010	16	E245	17
OP24	4	E011	1	E246	17
OP25	4	E020	1	E248	17
OP30	8	E021	1	E250	17
OP31	5	E022	1	E251	17
OP32	5	E031	15	E252	17
OP33	6	E032	1	E253	17
OP34	6	E033	1	E254	17
OP35	6	E034	1	E255	17
OP36	6	E035	16	E256	17
OP37	6	E036	16	E257	17
OP38	6	E037	1, 15	E600	3, 11
OP65	2	E038	1	E601	3, 11
OP66	2	E040	1	E602	3, 11
OP67	2	E041	1	E800	17
OP70	14	E042	17	E801	17
OP71	13	E200	17	E802	17
OP72	13	E201	17	E803	1
OP73	16	E203	17		

Problem solving

Error codes (continued)

Error code procedures

Procedure 1	• Try the operation again. • If the problem persists, record the code(s) and call for assistance (refer to "Requesting assistance").	Procedure 5	• Check the amount of paper in the paper tray. Add paper if less than 25 sheets are installed. • Ensure paper tray is completely inserted in terminal. Push the paper tray into the terminal until you hear a click and tray snaps in place. • If the paper is not low, or seating the paper tray does not correct the problem, record the code(s) and call for assistance (refer to "Requesting assistance").
Procedure 2	• Remote terminal does not answer or is busy. Verify that remote telephone number was correct as dialed. • Operator did not respond to a voice request. • Try the operation again. • If unsuccessful, call the remote operator.	Procedure 6	• Inspect paper in paper tray. Discard any bent, creased, or torn sheets. • Refer to the procedure "Removing a printer misfeed" to remove the jammed paper. • If clearing the jam does not correct the problem, call for assistance (refer to "Requesting assistance").
Procedure 3	• Inspect all originals for damage. If the originals are undamaged, clean the platen glass (refer to "Cleaning the platen glass") and ADF feed belt (refer to "Cleaning the ADF belt and retard roller"). • Try the operation again. If misfeeds occur again, record the code(s) and call for assistance (refer to "Requesting assistance").	Procedure 7	• Your terminal entered a memory or logic error. If sending, input the originals in smaller batches. If receiving, check terminal for sufficient supply of paper and imaging cartridge ribbon. Examine activity report for last receive transaction. Then, check with remote operator to see that all sheets in last transaction were correctly received. • If the problem persists, record the code(s) and call for assistance (refer to "Requesting assistance").
Procedure 4	• If sending or copying originals longer than 18 inches (460 mm), refer to "15 Long original." • Inspect all originals for damage. If the originals are undamaged, clean the platen glass (refer to "Cleaning the platen glass") and scanner rollers (refer to "Cleaning the scanner rollers"). • Try the operation again. If misfeeds occur again, record the code(s) and call for assistance (refer to "Requesting assistance").		

Continued

Problem solving

Error codes (continued)

Procedure 8

- Check the imaging cartridge.
- If the imaging cartridge is not depleted, or replacing the imaging cartridge does not correct the problem, record the code(s) and call for assistance (refer to "Requesting assistance").

Procedure 9

- Open the printer cover.
- Check for paper jammed in the printer area.
- Close the printer cover.
- Try the operation again.
- If any other code is displayed, locate the new error code in the "Error code table."
- If the same error code is displayed, call for assistance (refer to "Requesting assistance").

Procedure 10

- No original sensed in the ADF when attempting to send.
- Ensure that the original is positioned fully forward in the ADF.

Procedure 11

- An original was sensed in the scanner. Remove original from scanner (refer to "Removing a scanner misfeed").
- Try the operation again. If jam or error code persists, call for assistance (refer to "Requesting assistance").

Procedure 12

- A send or receive operation is entered in job reserve and your terminal did not correctly detect the job reserve card.
- Check the card number.
- Check job reserve to see that instructions are entered correctly for that number. (Refer to "Job reserve" to check or enter job card information.)
- Inspect the job card for wear.
- If card is good, clean the platen glass (refer to "Cleaning the platen glass") and ADF feed belt (refer to "Cleaning the ADF belt and retard roller").
- Job cards can read in any lengthwise orientation. Reload the job card in the ADF with the card either upside down or backwards from the previous orientation. Check that card is positioned fully forward in the ADF. Load the appropriate originals and try the operation again.
- If the problem persists or card is worn, try another card and/or order new job cards.

Procedure 13

- Check setting of secure send (refer to "13 Secure send") and secure poll (refer to "14 Secure poll").
- Remote terminal is unable to be polled, or does not respond to polling request. Try the operation again. Call the remote operator.

Continued

Problem solving

Error codes (continued)

Procedure 14

- A polling request was made from an unauthorized remote terminal.
- Check setting of secure send (refer to "13 Secure send") and secure poll (refer to "14 Secure poll").
- Call remote operator and check telephone number and security I.D. numbers.

Procedure 15

- Lift telephone receiver and listen for a dial tone.
- Reseat telephone receiver. Try the operation again.
- Verify telephone cord is installed from the telephone to the jack labeled "TEL" at the rear of the terminal.
- Verify line cord is installed from the telephone wall jack to the jack labeled "LINE" at the rear of the terminal.
- If the same error code is displayed, call for assistance (refer to "Requesting assistance").

Procedure 16

- Receiving terminal is unable to receive.
- Try the operation again. If unsuccessful, call the remote operator.

Procedure 17

- A network failure has occurred which prevented a successful operation.
- Call the remote operator and record the following:
 - The number of originals that were successfully transmitted from either terminal.
 - The CCITT group classification, make and model of the remote terminal. (This terminal is not Group 1 compatible.)
 - Error condition of the remote terminal (for example, no paper, power failure, etc.)
- Refer to "Communicating on a facsimile network" to determine if any special procedures are required for communicating with the remote terminal.
- Try the operation again, but this time select Forced 48 [refer to "Comm (communications) mode"].
- If the problem persists, record the code(s) and call for assistance (refer to "Requesting assistance").

Procedure 18

- Operator did not respond to a voice request.
- Receiving terminal is unable to receive.
- Try the operation again. If unsuccessful, call the remote operator.

Problem solving

Image quality problems

1. Locate the problem in the "Image quality table"
2. Complete the action
 - a. Perform the recommended actions for your image quality problem.

The most frequent cause of problems and easiest to correct are listed first.
 - b. Check to see if the problem is corrected.
3. If the problem persists, after all recommended actions are performed, call for assistance (refer to "Requesting assistance")

Image quality table

Problem observed

Deletions

Blank image

Compressed or reduced image

Elongated image
(This may also cause an extra sheet of blank paper in the printer)

Spots or vertical streaks

Horizontal streaks

Light image

Recommended action

- Check contrast (refer to "55 Contrast") and halftone level (refer to "56 Halftone level").
- Check the paper for damage or excess moisture.
- Clean the platen glass (refer to "Cleaning the platen glass").
- Clean the thermal head (refer to "Cleaning the thermal head").
- Check the imaging cartridge for broken parts or defects in the ribbon. Replace if necessary (refer to "Replacing the imaging cartridge").
- Check that the original was loaded properly in the send terminal (the type of terminal determines whether print should be up or down).
- Check for long original. This can cause an extra blank sheet in the printer.
- Clean the scanner rollers (refer to "Cleaning the scanner rollers").
- If sending, verify with remote operator that their paper is loaded correctly.
- Check position of document guides. If document guides are open wider than 8.5 inches, the terminal will automatically reduce the printed copy.
- Clean the printer rollers (refer to "Cleaning the printer rollers").
- Clean the ADF belt and retard roller (refer to "Cleaning the ADF belt and retard roller").
- Clean the scanner rollers (refer to "Cleaning the scanner rollers").
- If the telephone line sounds noisy, hang up and try the operation again.
- Check the original for spots or streaks.
- If the original does **not** have spots or streaks, perform all cleaning tasks listed under the "Operator maintenance" section.
- Check the imaging cartridge for broken parts or defects in the ribbon. Replace if necessary (refer to "Replacing the imaging cartridge").
- If sending horizontal streaks, check original for streaks.
- Check contrast level (refer to "55 Contrast") and halftone level (refer to "56 Halftone level").
- Check for recommended types of paper and imaging cartridge (refer to "Ordering supplies").

Problem solving

Requesting assistance

Before calling for assistance

1. Prior to calling for assistance, try to resolve the problem by referring to "Solving the problem."
2. Have the following information available before calling for assistance:
 - Serial number _____
(The serial number should be recorded on the customer assistance label. If not, the serial number plate is located under the imaging cartridge. Refer to "Replacing the imaging cartridge" in this handbook to access the serial number plate.)
 - Any error codes displayed during failure.

Xerox customers

For assistance:

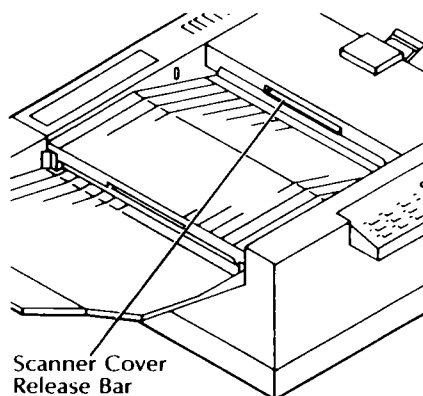
- Use the telephone attached to the terminal.
- Call the Xerox Information Systems Customer Support Center at
1 + (800) 527-0214.

Note: This telephone number should also be listed on the customer assistance label on your terminal.

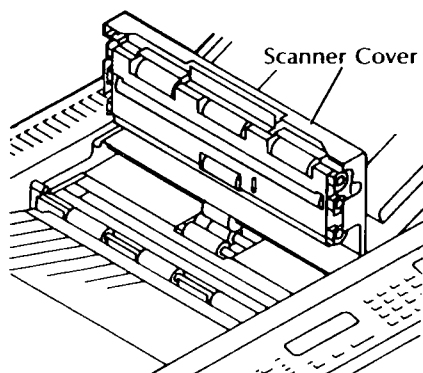
Problem solving

Removing a scanner misfeed

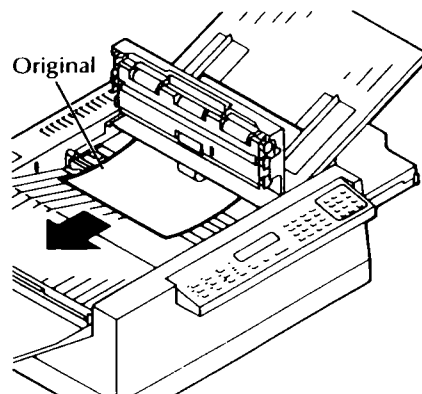
1. Open the scanner cover
 - a. Lift the scanner cover release bar.



- b. Raise the scanner cover until it is completely open.



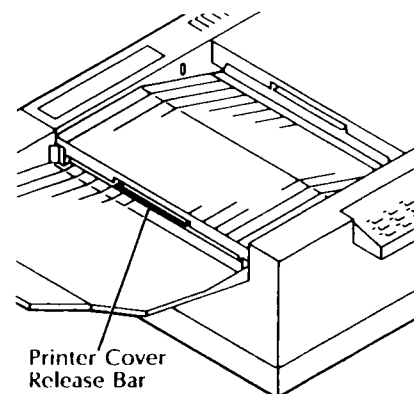
2. Remove the original by pulling the sheet to the left



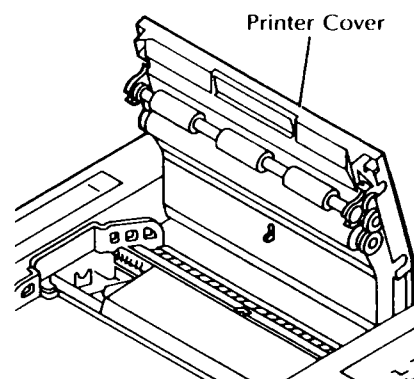
3. Close the scanner cover and press firmly to latch
4. If misfeeds persist, refer to "Cleaning the scanner rollers" and clean the scanner rollers

Removing a printer misfeed

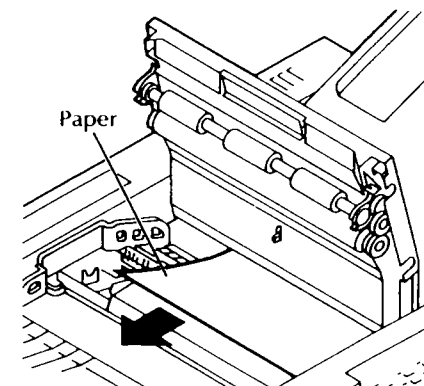
1. Open the printer cover
 - a. Lift the printer cover release bar.



- b. Raise the printer cover until it is completely open.



2. Remove the jammed paper from the printer area by pulling the paper to the left



3. Close the printer cover and press firmly to latch
4. Inspect the paper in the paper tray for any bent, creased, or torn sheets and discard them
5. If misfeeds persist, refer to "Cleaning the printer rollers" and clean the printer rollers

Problem solving

Glossary

4800 BPS	An operator selection that forces the terminal to communicate at a maximum of 4800 bits per second.	Dark original	An original with either dark print or background (for example: colored paper). When the operator selects the Dark Original key, the recorded image will lighten.
Activity report	A report listing up to the last 50 send and/or receive operations.	Default	To change from the current setting to the programmed default setting.
ADF	Automatic Document Feeder.	Delayed start	An operator selection that allows a job to be transacted at a later time. The transaction time is programmed into the terminal by the operator.
Alarm	A tone that is produced to alert the operator.	Diagnostics	An internal, functional check of the terminal.
Auto answer	The automatic answering of the telephone by the terminal after one ring.	Dial directory	A list of the speed dial and one touch codes and the corresponding telephone numbers that have been programmed into the terminal by the operator.
BPS	Bits per second.	Document	An original.
CCITT	Consultative Committee for International Telephony and Telegraphy. This is an international standards committee.	Error code	A four character code that appears in the lower right corner of the control panel display, on a message printout, or in the activity report to indicate that a problem has occurred.
Comm mode (Communications mode)	The speed at which a transaction occurs. This will be 9600 bits per second, 7200 bits per second, 4800 bits per second, 2400 bits per second, or 3 minutes per page.	Group 1	A CCITT defined group of terminals that operate at six minutes per page. This terminal is not compatible with Group 1 terminals.
Compatible	The ability to communicate from one model facsimile equipment to another.	Group 2	A CCITT defined group of terminals that operate at 3 minutes per page. This terminal is compatible with Group 2 terminals.
Confirm report	A report that gives the status of the last send transmission.	Group 3	A CCITT defined group of terminals that operate at speeds of less than one minute per page. This terminal is compatible with Group 3 terminals.
Contrast	The difference between light and dark on an original. If contrast is set too low, the printout will appear dark. If contrast is set too high, the printout will appear washed out.	Halftone original	An original with varying shades of print (for example: a photograph). When the operator selects the Halftone Original key, the recorded image will contain intermediate shades of gray.
Cursor	An underline character on the control panel display that indicates the character to be inserted or deleted. A flashing cursor in the lower right corner indicates that an error code occurred during the previous transaction. (Refer to "Error codes" for additional information.)		

Xerox Telecopier 7020 site requirements

The site (desktop) for your Telecopier 7020 terminal must meet the following requirements. You may install or move the terminal to any site that meets all of these.

Space

The minimum space around the terminal, as shown, is required for both normal operator functions and routine service maintenance functions.

Electricity

A standard two pole, three wire grounded receptacle is required within 5 feet (1.5 metres) of the terminal.

The power line should be single phase (2 wires plus ground) with a 60 Hz cycle and a voltage between 104 to 127 VAC (nominal 115 VAC). Standby power consumption is 30 watts. The line should support a nominal power consumption of at least 175 watts during operation.

Environment

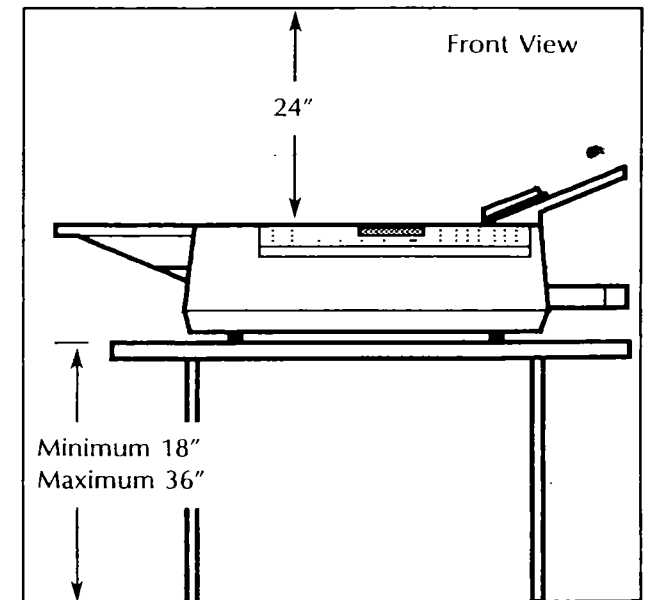
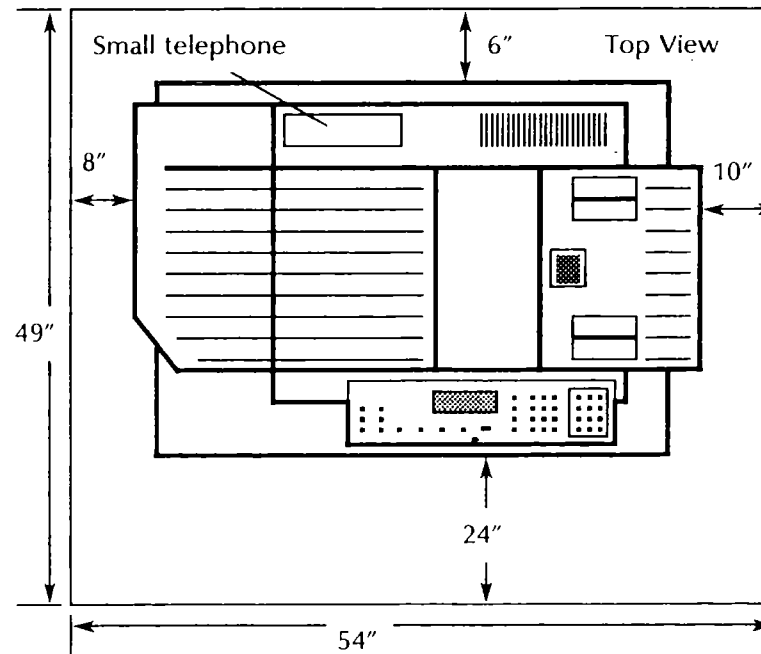
The recommended temperature is between 60°F and 90°F (15°C and 32°C) with humidity between 15% and 85% (without condensation). The recommended elevation is less than 9,900 feet (3,000 metres) above sea level.

Telephone

Although the terminal can operate without a telephone, one **must** be available for service maintenance. A telephone is also necessary for voice contact. A telephone with a 6 position, 4 pin, modular plug phone cord is required. A wall mounted telephone is **not** recommended.

A small telephone can be positioned on the rear, left corner of the terminal (see the figure below). A standard size telephone may **not** be placed on top of the terminal. Additional desk space must be provided for a standard size telephone.

The telephone wall jack should be within 5 feet (1.5 metres) of the terminal. It should be a 6 position, 4 pin, modular jack (USOC RJ11C). A single line (no keyset or multiple locations on the same extension number) is recommended. The wall jack can be part of a PBX system.



Telecopier 7020 Space Requirements

XEROX

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Telecopier Technical Service
and Customer Support
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