

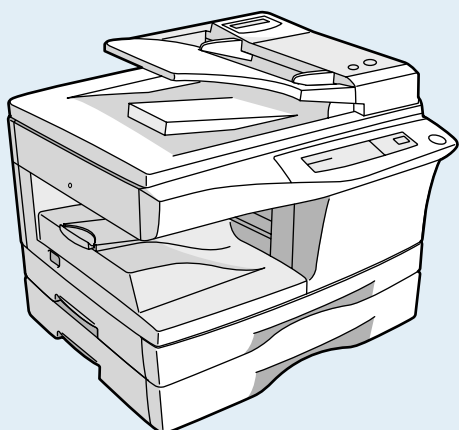
SHARP®

MODEL

AR-F151

FACSIMILE OPERATION MANUAL

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Your fax machine and the telephone system

WARNING NOTICE:

NO calls can be made to or from this fax during a mains power failure.

WARNING — Australian Communications Authority (ACA) regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with the following standards,
ACA TS001-1997, AS/NZS 3260
ACA TS002-1997 and AS/NZS 3548.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment to an outlet on a different circuit to that which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The Ringer Equivalence Number (REN) for this equipment is written on the A-Tick label.

Important safety information

Installing or modifying telephone lines should only be done by an ACA licensed serviceman.

Note: In some areas a distinctive ring pattern can be provided by the telephone companies for modems. The fax cannot use the distinctive ring pattern that is in use for the modem.

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1. INSTALLATION

QUICK REFERENCE GUIDE

This page summarizes the operations you can perform with this unit. For detailed information about each operation, refer to the appropriate section of this manual.

FAX

Load the document then follow the appropriate procedure

BROADCASTING

Set RESOLUTION/CONTRAST

Normal Broadcasting
BROADCAST → Enter Speed Dial number/
Press Rapid keys → FAX START

Using Group Key
Press GROUP key

TRANSMITTING DOCUMENTS

Set RESOLUTION CONTRAST/Memory or Direct

Direct Keypad Dialling
Dial (press NUM keys) → FAX START

Rapid Key Dialling
Press Rapid key

Speed Dialling
SPEED/SEARCH → Enter Speed Dial number → FAX START

Normal Dialling
SPEAKER → Dial (Press NUM keys) →
Wait for reception tone → FAX START

Redialling
REDIAL → Wait for reception tone → FAX START

POLLING OTHERS

Set Rapid 20 key as polling key
(FUNCTION key → 3 → 4 → 1 → STOP → STOP)

Direct Keypad Dialling
Dial (press NUM keys) → POLLING (Rapid 20)

Speed Dialling
SPEED → Enter Speed Dial number →
POLLING (Rapid 20)

Normal Dialling
SPEAKER → Dial (Press NUM keys) →
Wait for reception tone → POLLING (Rapid 20)

FUNCTION MODE

STEP 1 Press **FUNCTION** key

STEP 2 Press the menu number from the list below

STEP 3 Press the option number from the list below

0.RECEIVE DATA TRANSFER MODE	1.DATA TRANSFER	2.FAX NUMBER
1.TIMER MODE	1.OPERATION SET (SEND/POLLING)	2.OPERATION CLEAR
2.LISTING MODE	1.TRANSMISSIONS ACTIVITY REPORT	2.RECEPTIONS ACTIVITY REPORT
	3.TIMER LIST	4.TELEPHONE LIST
	5.OPTION SETTING LIST	6.GROUP LIST
	7.ANTI JUNK FAX NUMBER LIST	
3.ENTRY MODE	1.FAX NUMBER MODE (SET/CLEAR)	2.DATE & TIME SET
	3.OWN NUMBER SET	4.POLLING FUNCTION (ON/OFF)
4.OPTION SETTING	01.OUTPUT PAPER SIZE SELECT	02.PAPER SIZE SETTING
	03.FINE RESOLUTION PRIORITY	04.NUMBER OF RINGS AUTO RECEPTION
	05.NUMBER OF RINGS MANUAL RECEPTION	06.ACTIVITY REPORT AUTO LISTING
	07.TRANSACTION REPORT PRINT SELECT	08.RECALL TIMES
	09.RECALL INTERVAL	10.FAX REMOTE NUMBER
	11.REMOTE RECEPTION SELECT	12.FAX SIGNAL AUTO RECEIVE
	13.AUTO COVER SHEET	14.RECEIVE REDUCE
	15.BEEP LENGTH	16.BEEP VOLUME
	17.KEY BEEPS	18.INCOMING RING VOLUME
	19.DIAL MODE	20.DISTINCTIVE RINGING
	21.FOOTER PRINT	22.BATCH INDEXING
5.GROUP ENTRY MODE	1.GROUP SET MODE	2.GROUP CLEAR MODE
6.ANTI JUNK FAX MODE	1.ANTI JUNK SELECT (ON/OFF)	2.JUNK FAX NUMBER MODE (SET/CLEAR)
7.COVER SHEET MODE	1.COVER SHEET ON	2.COVER SHEET OFF
8.ANSWERING MACHINE MODE	1.QUIET DETECT TIME	2.SELECT AUTO RECEIVE(ON/OFF)
9.MEMORY POLL MODE	1.1-TIME	2.REPEAT

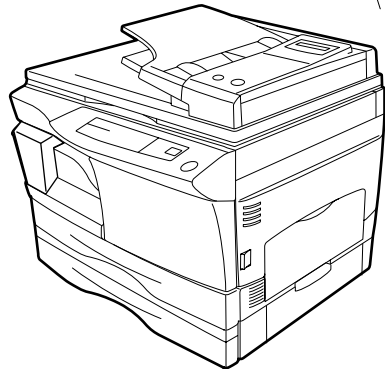
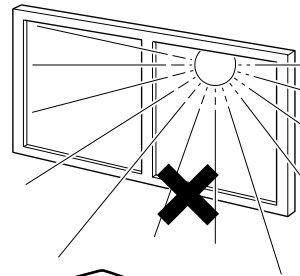
Introduction

This manual describes how to use the fax function of the unit. Part names and functions shared with the copy function (for example, the misfeed indicator and add paper indicator), are described in the copier operation manual. For more information, please read the copier operation manual.

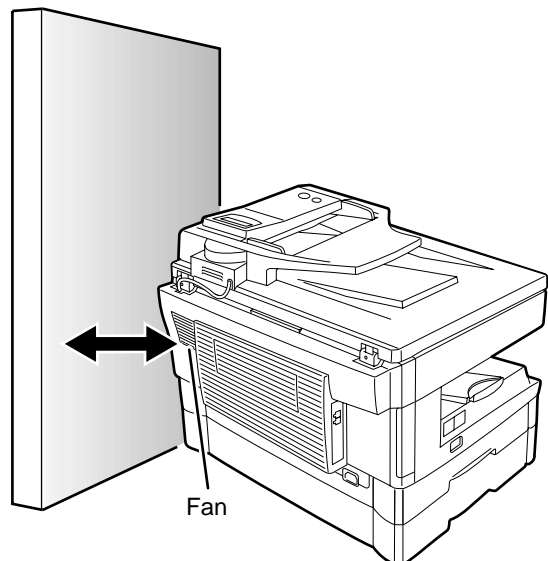
Choosing a Location

All electrical equipment is potentially dangerous if not installed and operated correctly. Make sure that you meet the following requirements when you set up or move the unit.

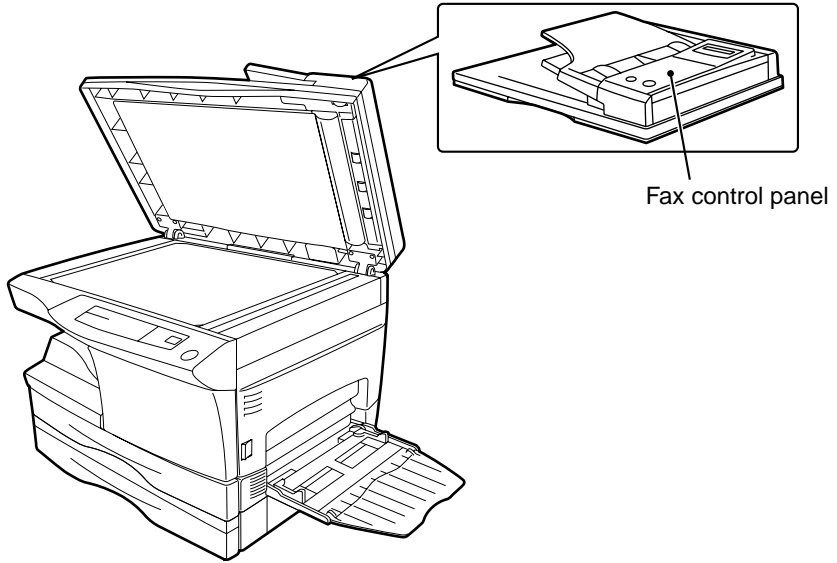
- The unit must be installed on a level surface.
- Use only the rated voltage from a properly grounded wall socket.
- Keep the unit away from areas that are:
 - Dusty or smoky
 - Damp or humid
 - Poorly ventilated
 - In front of windows or extremely bright light
 - In direct sunlight
 - Subject to other extreme conditions



- Provide ample room for easy access to the front, back, and sides of the unit.
- Leave enough space around the ventilation outlets for heat from the fan to dissipate properly. Blocking these outlets could cause the unit to overheat, which can cause serious damage to the internal parts.
- Use of extension cords is not recommended.



Parts Identification

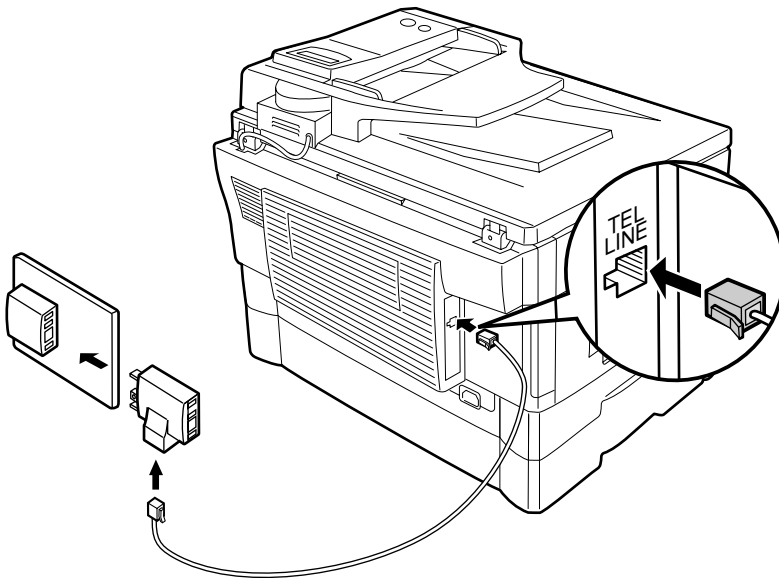


Connections

Connecting the Telephone Line Cord

Plug one end of the telephone line cord into the socket on the unit marked "TEL LINE."
Plug the other side into the adapter.
Plug the adapter into the telephone socket on the wall.

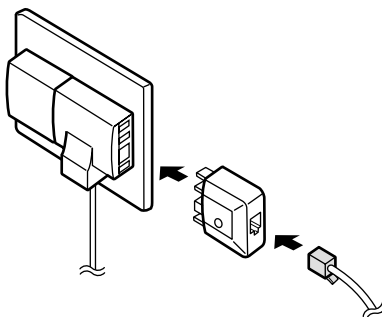
Note: *If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.*



Final Preparations

Connecting Other Devices

If desired, an answering machine or external telephone can be connected to the adapter.



- Connecting an answering machine to the unit allows you to receive both voice and fax messages when you are out. To use this feature, first change the outgoing message of your answering machine, and then set the reception mode of the unit to “A.M.” (Answering Machine mode) when you go out.

Note: *If you are using distinctive ringing with an answering machine, you do not need to follow the procedure described below. (Please note that when distinctive ringing is used, the answering machine must be distinctive ring compatible.)*

The outgoing message of your answering machine should be changed to inform callers who want to send a fax to press their **FAX START** key.

Comments:

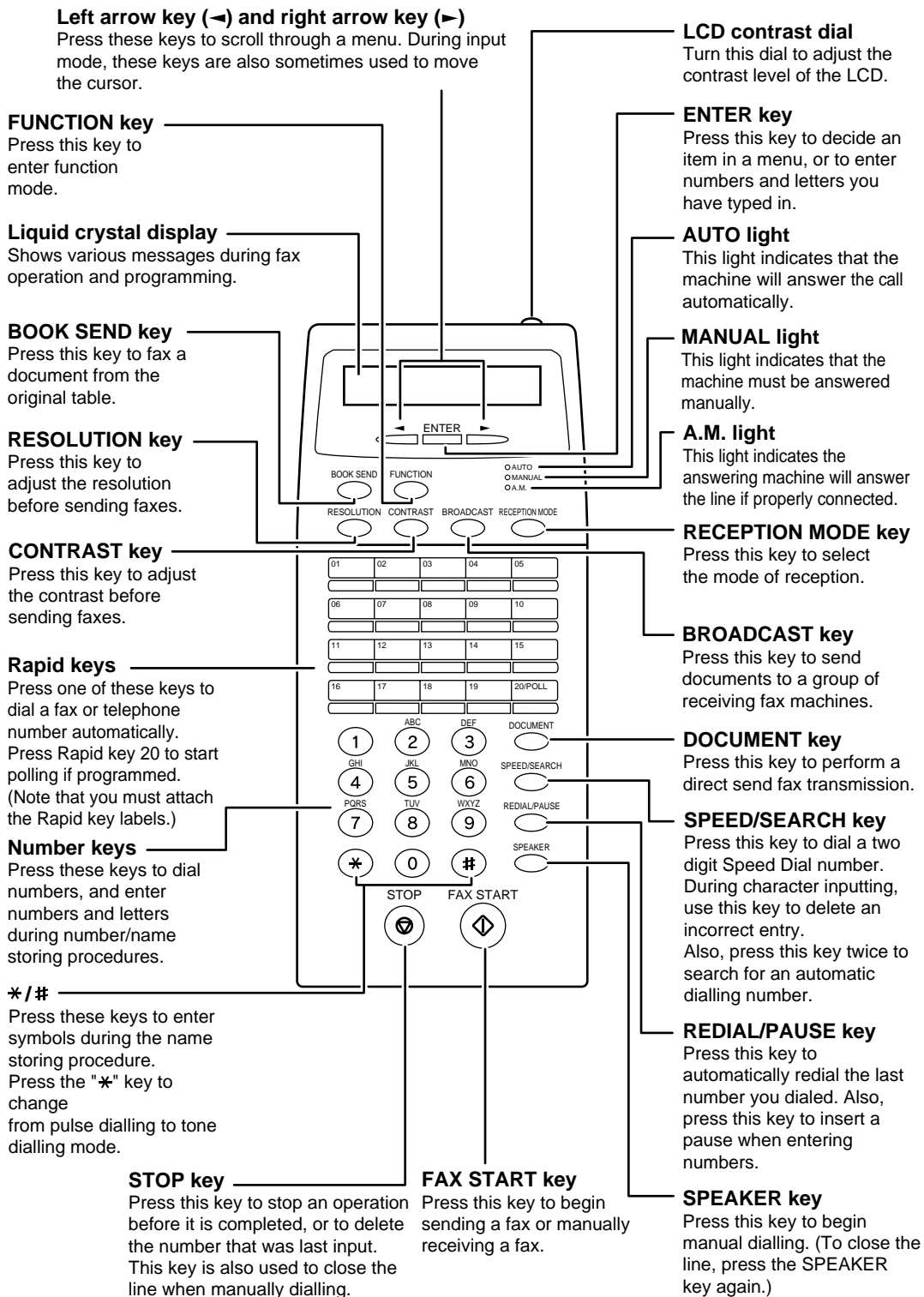
1. It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.
 2. Your callers can even leave a voice message and send a fax message on the same call. Modify your outgoing message to explain that this can be done by pressing their **FAX START** key after leaving their voice message.
- You can connect an extension phone in series with the adapter to make and receive calls. Even if you pick up the extension phone and hear a fax tone, the unit will automatically cut in and take over the line. Note, however, if you also have a PC modem on the same line with the extension phone, you must turn on the Remote Reception function, and deactivate the Fax Signal Receive function. See “Setting Up the Unit for Use with a PC Modem” and “Using the Remote Reception Function” in Chapter 2.

Note: *The Remote Reception function is initially set to “ON”.*

Notes

2. INITIAL SETTINGS

A Look at the Fax Control Panel



About the Liquid Crystal Display

The unit is equipped with a two-line liquid crystal display (LCD) on the operation panel for displaying various messages and settings during operation. This LCD can display up to 20 characters on each line. When the unit is idle, the LCD shows the date, time, and the stand-by memory available.

Example:

```
NOV 05 WED 08:20 AM
STAND-BY MEMORY: 100%
```

Located to the upper right of the operation panel, the LCD contrast dial controls the contrast of the display.

Turning the dial to the right darkens the LCD. Turning the dial to the left lightens the LCD.










Using the Arrow Keys

The **left and right arrow** (◀▶) keys on the operation panel of the unit are very useful for scrolling through the various function lists and settings. Once you have pressed the **FUNCTION** key, you can scroll through the ten functions as desired. (See the Function mode at the top of the Quick Reference Guide for the settings.) Pressing the **ENTER** key chooses the displayed function. For many of the function lists, you can then use the arrow keys again to scroll through the settings.

Adjusting the Beep Volume

Adjust the volume of both key beeps and alarm beeps (emitted at the end of transmission and reception) using the procedure below.










Factory setting: 3 (MEDIUM)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"BEEP VOLUME" will appear in the display.
3	 or 	Press the ◀ or ▶ key to lower or raise the volume to the desired level.
4		"STORED" will appear in the display.
5	 	Press the STOP key twice to exit.

Adjusting the Ringing Volume

Adjust the ringing volume of the unit using the procedure below.










Factory setting: 3 (MEDIUM)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"RINGING VOLUME" will appear in the display.
3	 or 	Press the ◀ or ▶ key to lower or raise the volume to the desired level.
4		"STORED" will appear in the display.
5	 	Press the STOP key twice to exit.

Setting the Length of Alarm Beeps

You can select the length in seconds of the alarm beeps following the procedure below.









Factory setting: 1 (3SEC)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"BEEP LENGTH" will appear in the display.
3	 or 	Press the ◀ or ▶ key to set the alarm beeps to the desired length or to turn them off.
4		"STORED" will appear in the display.
5	 	Press the STOP key twice to exit.

Turning Key Beeps Off

If you prefer, you can choose to turn the key beeps off. To do this, follow the procedure below:

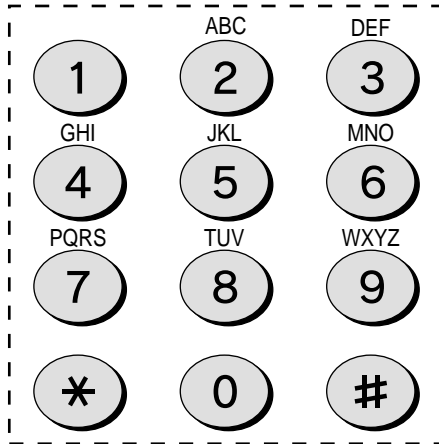
Factory setting: 1 (ON)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"KEY BEEPS" will appear in the display.
3	 or 	Press 1 to turn the key beeps on, or 2 to turn them off.
4	 	Press the STOP key twice to exit.

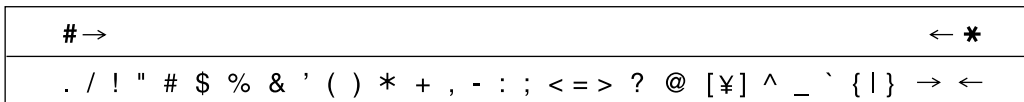
Fax Setup

How to Enter Characters

You can enter letters with the number keys. Letters are marked above each of the number keys “2” through “9”. To enter a letter, press the appropriate key repeatedly until the desired letter appears (the number of the key appears first, followed by letters in the order marked above the key). The keys used for entering characters are shown below.



- To enter two characters in succession which require using the same key, press the **right arrow** (▶) key once after entering the first character, and then enter the second character.
- To change one individual character to another, move the cursor to the character you want to change and enter the new one. The new character will replace the old one.
- Symbols can also be entered by pressing the “#” and “*” keys:



- Pressing the “1” key on the number keypad enters a space.

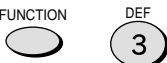

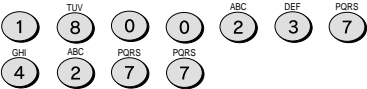

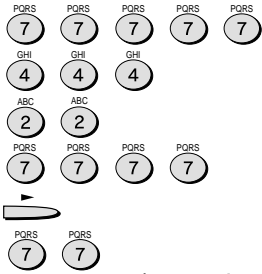


Entering Your Name and Fax Number

Note: You can view all of the items in the menu display by pressing the **FUNCTION** key, then using the **left and right arrow** (◀ ▶) keys to scroll through the function list. Pressing the **ENTER** key chooses the displayed function. Procedures for inputting various items (name, telephone number, date, etc.) are given as follows.

To have your name and fax number printed at the top of every page you transmit, program them by pressing the operation panel keys as shown below.

- If you enter an incorrect character, press the **left arrow** (◀) key to move the cursor back to the mistake, then enter the correct character. (To move the cursor forward, press the **right arrow** (▶) key.)

Use the following procedure to enter your name and fax number:




















Step	Press these keys	Comments
1		"ENTRY MODE" will appear in the display.
2		"ENTER YOUR FAX #" will appear in the display.
3	 (example: 18002374277)	Enter your own fax number (maximum 20 digits) by pressing the number keys. To insert a space between digits, press the "*" key. To insert a "+", press the "#" key.
4		"ENTER YOUR NAME" will appear in the display.
5	 (example: SHARP)	Enter your name by pressing the appropriate number keys as shown on the left. Press each key repeatedly until the desired letter appears in the display (maximum of 24 characters). To enter a space, press the 1 key twice. To switch between lower case and capital letters, press the REDIAL/PAUSE key once.
6		"STORED" will appear in the display.
7		Press the STOP key twice to exit.

Setting the Date and Time

The date and time that appear in the display are printed at the top of each page you transmit. Set the date and time by pressing the keys on the operation panel as shown below. To correct a mistake, press the **STOP** key to move the cursor back to the mistake, and then enter the correct number.

Note: The unit supports millennial dates (those from the year 2000 on). To program such a date, enter the last two digits; for example, the year 2000 is programmed by entering "00".

Use the following procedure to set the date and time:

Step	Press these keys	Comments
1	 	"ENTRY MODE" will appear in the display.
2		"ENTER YEAR" will appear in the display.
3	  (example: 1999)	Enter the last two digits of the year. "ENTER MONTH" will appear in the display.
4	  (example: July)	Enter the month (2 digits: "01" for January, "02" for February, "12" for December, etc.). "ENTER DATE" will appear in the display.
5	  (example: the fifth)	Enter the day of the month ("01" to "31"). "PRESS ENTER KEY" will appear in the display.
6		"ENTER TIME" will appear in the display.
7	 	Enter the hour (2 digits: "01" to "12").
8	 	Enter the minute (2 digits: "00" to "59").
9	 or 	Press "*" to select A.M., or "#" to select P.M. "PRESS ENTER KEY" will appear in the display.
10		The clock starts when you press this button. "STORED" will appear in the display.
11	 	Press the STOP key twice to exit.

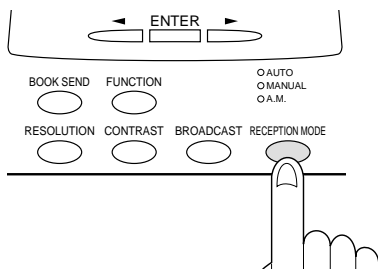
Selecting the Reception Mode

Your unit has three modes for receiving incoming calls and faxes:

- **AUTO mode:**
Select this mode when you only want to receive faxes on your telephone line. The unit will automatically answer all calls and receive incoming faxes.
- **MANUAL mode:**
This is the most convenient mode for receiving phone calls if you have an extension phone. To have true manual mode, the unit must be set to not answer while in MANUAL mode (see “Setting the Number of Rings for Manual Reception” on the next page). You can also receive faxes; however, all calls must first be answered by picking up the receiver on the extension phone.
- **A.M. mode:**
Select this mode when an answering machine is connected to the unit and you want the answering machine to answer all calls. This allows you to receive both voice messages and faxes while you are out.

Note: *If you are using distinctive ringing as described in “Distinctive Ringing” in this chapter, you must set the reception mode to AUTO. This is true, as well, if you are using an answering machine with distinctive ringing (in this case, the answering machine must be connected to a separate wall socket, not to your unit).*

To set the reception mode, press the **RECEPTION MODE** key until the light next to the desired mode comes on.












For more information on reception modes, refer to Chapter 4.

Setting the Number of Rings for Auto Reception

You can set the number of rings before the unit answers in AUTO mode using the procedure below.

Factory setting: 2










Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"# OF RINGS(AUTO)" will appear in the display.
3	 to 	Select the number of rings you would like to use (0 to 9).
4		"STORED" will appear in the display.
5	 	Press the STOP key twice to exit.

Note: If an external telephone is connected, the external telephone will ring one time when auto reception is set to 0 rings.

Setting the Number of Rings for Manual Reception

The number of rings before the unit answers in MANUAL mode can also be set. If you do not want the unit to answer at all in MANUAL Mode, select "0" in Step 3 below.











Factory setting: 0 (OFF)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"# OF RINGS(MAN.)" will appear in the display.
3	 to 	Select the number of rings you would like to use (0 to 9).
4		"STORED" will appear in the display.
5	 	Press the STOP key twice to exit.

Selecting the Reception Paper Size

On the control panel, you can select the paper size that you want received faxes to be printed on (AUTO, A4, Letter, Legal). If you select the AUTO setting the unit automatically prints the fax out on the most appropriate size paper. Follow the procedure below:

Factory setting: 4 (AUTO)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"PRINT PAPER SIZE" will appear in the display.
3	 or  or  or 	Press 1 for letter, 2 for legal, 3 for A4, or 4 for AUTO. "STORED" will appear in the display.
4	 	Press the STOP key twice to exit.

Note: If the size setting on the control panel differs from the size actually in the paper trays, the error message "PAPER OUT (XX)" appears on the display (for example, if you have set A4 on the control panel and the paper trays contains letter-size and legal-size paper). When this happens, the received fax is saved in memory and printed when you do either of the following.















- Correct the setting on the control panel
- Put paper of the selected size in the paper tray and set the size with function (See the section "Setting the Tray Paper Size")

Setting the Tray Paper Size

You must program the size of paper you have loaded in the unit so that Receive Reduce functions can properly adjust the size of documents printed out. Follow the steps below.

Note: If you are using A4-size paper, you do not need to make any changes, as this is the factory setting.

Factory setting: 3 (A4)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	Press 02 and "MAIN CASSETTE" will appear in the display.
3	 or  or  or 	Press 1 for letter, 2 for legal, 3 for A4 size paper or 4 for other sizes. "STORED" and then "SECOND CASSETTE" will appear in the display.
4	 or  or  or 	Press 1 for letter, 2 for legal, 3 for A4 size paper or 4 for other sizes. "STORED" will appear in the display.
5	 	Press the STOP key twice to exit.

Notes:









When the unit runs out of paper while receiving a fax:

- If paper of the same size is available in another paper tray, the unit automatically switches to the other tray and prints the fax.
- Select "4: OTHER" for the tray that you do not want to use for fax printing.
- If same size paper is not available in the other tray, the error message "PAPER OUT (XX)" appears on the display. The received fax is saved in memory and printed when you add paper of the proper size.

Setting the Dial Mode

The unit can be used with both touch-tone and pulse telephone lines. Touch-tone uses tones of different pitches for each number key, while pulse lines use a series of pulses. Your unit must be set to match the kind of telephone line you are using: touch-tone or pulse.










Factory setting: 1 (TOUCH-TONE)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"DIAL MODE" will appear in the display.
3	 or 	Press 1 for touch-tone, or 2 for pulse. "STORED" will appear in the display.
4	 	Press the STOP key twice to exit.

Setting the Number of Recall Times

You can select the number of times the unit will try to recall a busy number. If you enter 0, the unit will not try to recall. Follow this procedure:












Factory setting: 2

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"RECALL TIMES" will appear in the display.
3	 to 	Enter the number of recall times (" 0 " to " 9 ").
4		"STORED" will appear in the display.
5	 	Press the STOP key twice to exit.

Setting the Recall Interval

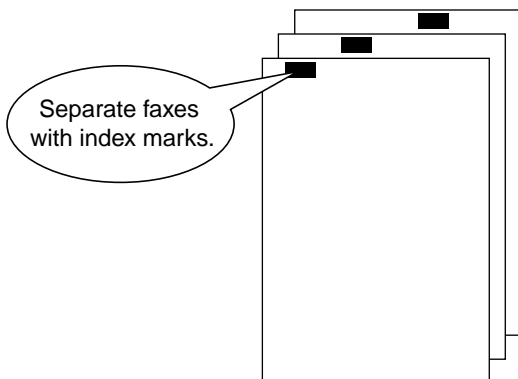
The recall interval, the time the unit waits in between attempts to re-send a fax to a busy number, can be set from 1 to 15 minutes. Follow this procedure:

Factory setting: 05 (5 minutes)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"RECALL INTERVAL" will appear in the display.
3	  to  	Enter the recall interval ("01" to "15").
4		"STORED" will appear in the display.
5	 	Press the STOP key twice to exit.









Setting the Index Function

You can print an index mark along the edge of the pages in each job. This makes it easy to separate different jobs on the output tray.



Use the following procedure to set the index function.









Factory setting: 1 (ON)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"BATCH INDEXING" will appear in the display.
3	 or 	Press 1 to turn on the index function, or 2 to turn it off.
4	 	Press the STOP key twice to exit.

Setting Fine Resolution Priority

For most faxing jobs, you will most likely want to specify the resolution. However, you can also set a default resolution when no setting is made using the **RESOLUTION** key. When Fine Resolution Priority is turned on, all faxes will be sent in Fine Mode unless otherwise specified. To turn on this function, follow the procedure below:

Factory setting: 2 (OFF)









Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"FINE PRIORITY" will appear in the display.
3	 or 	Press 1 to turn Fine Resolution Priority on, or 2 to turn it off.
4	 	Press the STOP key twice to exit.

Setting Up the Unit for Use with a PC Modem

The unit is set to automatically begin reception if you pick up from an extension telephone and the unit detects a fax tone. However, if you are using a modem on the same line, you must deactivate this function: otherwise the unit will mistakenly attempt to receive the transmission from your computer. To turn off the Fax Signal Receive function, follow the procedure below.

Note: If you turn off the Fax Signal Receive function, be sure to activate the Remote Reception function. See "Using the Remote Reception Function" on the next page for details on how to do this.

Factory setting: 1 (ON)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"FAX SIGNAL RCV." will appear in the display.
3	 or 	Press 1 to turn Fax Signal Receive on, or 2 to turn it off.
4	 	Press the STOP key twice to exit.

Using the Remote Reception Function









The unit's Remote Reception feature is designed to allow you to activate fax reception from a telephone directly connected to the unit. The Remote Reception function operates even when the FAX Signal Receive function is turned off. See "Setting Up the Unit for Use with a PC Modem" on the previous page. When you hear the fax tone, simply press the one-digit Fax Remote Number (Factory setting: 5) and * *. Follow the two procedures below to use this feature.

Notes:

- *If the extension phone is connected in parallel, you cannot use the Remote Reception function.*
- *If documents are set in the SPF, the unit does not answer when you press the Fax Remote Number and * *. However, if the originals are set in the SPF as part of a copy job in progress, the unit answers when you press the Fax Remote Number and * *.*
- *If you are not using a PC modem on the same line as your unit, and have not turned off the Fax Signal Receive function, you do not need to make any changes to the Remote Reception function. Simply use the factory settings. The unit will automatically take over the line should you answer from the telephone directory connected to the unit and a fax tone is detected.*
- *If you want to receive a fax while you are on an telephone directory connected to the unit, when you hear a fax tone, press the one-digit Fax Remote Number and * *. To ensure proper fax reception, hang up the extension phone only after you have confirmed that fax reception has begun.*










Turning on Remote Reception:

Factory setting: 1 (ON)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"REMOTE RECEPTION" will appear in the display.
3	 or 	Press 1 to turn Remote Reception on, or 2 to turn it off.
4	 	Press the STOP key twice to exit.

Setting a Fax Remote Number:

Factory setting: 5

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"FAX REMOTE NUMBER" will appear in the display.
3	 to 	Enter the number you would like to use as the Fax Remote Number.
4		"STORED" will appear in the display.
5	 	Press the STOP key twice to exit.

Distinctive Ringing

Distinctive Ringing is a service provided by many telephone companies that allow the user to use up to two different telephone numbers, each with a distinctive ringing pattern, on a single telephone line. In Australia this feature is typically referred to as "Fax Duet".

If you subscribe to a distinctive ring service from your telephone company, you will need to turn on the distinctive ring function. When this is done, your fax machine will signal voice calls by the normal ring pattern, and fax transmissions by a special ring pattern. In the case of a fax transmission, your fax machine will automatically answer the call and receive the fax.

Distinctive ring is for the reception of FAX Messages. In this case, your fax will answer and begin receiving a fax transmission after the number of rings set with Option Setting 4 (Setting the Number of Rings for Auto Reception).

Distinctive ring pattern: Three rings









Important:

- *The distinctive ring function can only be used if you subscribe to a distinctive ring service from your telephone company. Do not turn on distinctive ring if you are on a normal line, as the fax machine will not operate properly.*

Note: *In some areas a distinctive ring pattern can be provided by the telephone companies for modems. The fax cannot use the distinctive ring pattern that is in use for the modem.*

Use the procedure below to turn the Distinctive Ringing function on or off:

Factory setting: 2 (OFF)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"DISTINCTIVE RING" will appear in the display.
3	 or 	Press 1 to turn Distinctive Ringing on, or 2 to turn it off.
4	 	Press the STOP key twice to exit.

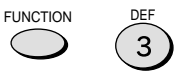




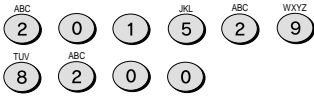



Storing Numbers for Automatic Dialling

Automatic Dialling is a quick and convenient way to dial by using only a Rapid key (Rapid Key Dialling), or pressing the **SPEED/SEARCH** key and select the SPEED and entering a two digit number (Speed Dialling).

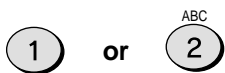
To use Automatic Dialling, you must first store the full number. The way you store it depends on whether you want to use it for Rapid Key Dialling or Speed Dialling:

Storing numbers

Use the following procedure to store numbers for Rapid Key Dialling or Speed Dialling:

Step	Press these keys	Comments
1		"ENTRY MODE" will appear in the display.
2		"FAX NUMBER MODE" will appear in the display.
3		"FAX NUMBER SET" will appear in the display.
4	 (example)	To store a Rapid key number, press a Rapid key. To store a Speed Dial number, press two number keys ("00" to "99"). "PRESS ENTER KEY" will appear in the display.
5		"ENTER FAX NUMBER" will appear in the display.
6	 (example: 2015298200)	Enter the fax number (maximum of 20 digits including pauses) using the number keys.
7		"ENTER NAME" will appear in the display.
8	 (example)	Enter the name of the location or party by pressing number keys as described in "How to Enter Characters" in this chapter (max. of 20 characters). If you do not want to enter a name, skip this step.
9		"CHAIN DIAL" will appear in the display.

10



Press “1” if you want to specify the number as a Chain Dialling number (see “Chain Dialling for Long Numbers” in this section).

Otherwise, press “2”.









11



Return to Step 4 to store another number, or press the **STOP** key a number of times until you exit. If the number is a Rapid key number, you can write the name on the label above the appropriate Rapid key.

Note: You may need to add a pause between certain digits in the number to allow time for connection. For example, if you are on a PBX telephone system that requires an access number, such as “9”, to be dialed to access an outside line, you will need to enter a pause between the access number and the fax number of the other party. Pauses are entered by pressing the **REDIAL/PAUSE** key (2 seconds per pause). If necessary, several pauses can be entered in a row.

Use the following procedure to clear numbers:

Step	Press these keys	Comments
1	 	“ENTRY MODE” will appear in the display.
2		“FAX NUMBER MODE” will appear in the display.
3		Select CLEAR. “FAX NUMBER CLEAR” will appear in the display.
4	 (example)	To clear a Rapid key number, press the appropriate Rapid key. To clear a Speed Dial number, enter the 2-digit number with the number keys. “PRESS ENTER KEY” will appear in the display. If there is no number stored under that Rapid key or Speed Dial number, “NO NUMBER STORED” will appear in the display.
5		“CLEARED” will appear in the display.
6	Step 4 or   ...	Return to Step 4 to clear another number, or press the STOP key a number of times until you exit.

Chain Dialling for Long Numbers

The maximum number of digits which may be entered when storing a fax number is 20. If you need to store a number which is longer than 20 digits, use Chain Dialling.

Chain Dialling allows you to combine two or more Automatic Dialling numbers, or use an Automatic Dialling number followed by additional digits entered manually with the number keys, to dial a single number. In addition to being convenient for storing long numbers, it allows you to store an area code or access code as an Automatic Dialling number.

For example, to store a 36 digit number for Automatic Dialling, you must break it into two parts:

1. Store the first 20 digits into one Speed Dial number ("01", for example) using the storing procedure described in the preceding section, and press "1" in Step 10 of that procedure to specify it as a Chain Dialling number (this tells the machine to wait for the remainder of the telephone number when dialling).
2. Store the remaining 16 digits into a separate Speed Dial number ("02", for example), and this time press "2" in Step 10 of the storing procedure to specify that it is not a Chain Dial number (this tells the machine that the final part of the number has been dialed).

In this way, you specify all parts of the number except the last as a Chain Dial number.

Note: *The maximum number of digits that can be dialed at one time by Chain Dialling is 50.*


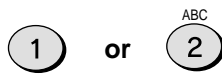

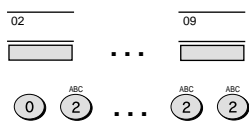

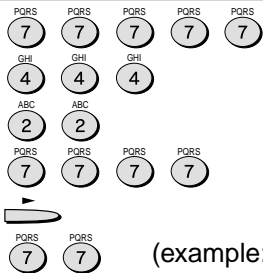
Storing Numbers Under Group Keys

Group keys allow you to dial a group of fax numbers by simply pressing the appropriate Group key once. They are convenient for the Broadcasting function, which is used to transmit a document to a group of fax machines.

All Rapid keys can be programmed as Group keys. To program or clear a group key, follow the steps below. Note that one key cannot be programmed as both a Rapid key and a Group key at the same time.

- Up to 50 fax numbers can be stored in one Group key.
- Only Rapid keys and Speed Dial numbers can be stored in a Group key. No full numbers can be stored.

Use the following procedure to store numbers under Group keys:

Step	Press these keys	Comments
1		"GROUP ENTRY MODE" will appear in the display.
2		Press "1" (SET) to program a Group key, or "2" (CLEAR) to clear a Group key.
3		<p>Setting: Press the Rapid key you wish to use as a Group key. "GROUP #=XX" will appear in the display, followed by "DIAL #="</p> <p>Clearing: Press the Group key you wish to clear, and then go to Step 7.</p>
	(example)	
4		<p>Enter fax numbers using one or both of the following methods:</p> <ul style="list-style-type: none"> • Press one or more Rapid keys. • Enter one or more Speed Dial numbers with the number keys.
	(example)	
5		"ENTER GROUP NAME" will appear in the display.
6		Enter the name of the group by pressing number keys as described in "How to Enter Characters" in this chapter (max. of 20 characters). If you do not want to enter a name, skip this step.
	(example: SHARP)	

7A rectangular button with the word "ENTER" written inside.

Setting:
"GROUP SET" will appear in the display.

Clearing:
"GROUP #=XX CLEARED" will appear in the display.

8

Step 3 or



...

Return to Step 3 to program/clear another Group key, or press the **STOP** key a number of times until you exit.











Note: If you have to change a number used in a Group key, you must delete that Group key first.

Using the Unit with an Answering Machine

Quiet Detect Time

Quiet Detect Time is the function that enables the unit to be used along with an answering machine for both phone messages and faxes. After the answering machine has answered, any duration of silence longer than a certain threshold time will prompt the unit to take over the line and prepare to receive a fax. The Quiet Detect Time can be set from 00 to 10 seconds, following the procedure below.

Factory setting: 05

Step	Press these keys	Comments
1	 	"A.M. MODE" will appear in the display.
2		"QUIET DETECT TIME" will appear in the display.
3	  to  	Enter the Quiet Detect Time in seconds, from 00 to 10 . (Setting "00" turns off Quiet Detect Time)
4		"STORED" will appear in the display.
5	 	Press the STOP key twice to exit.

Notes:

- The unit has been set at the factory for a Quiet Detect Time of 5 seconds, which gives the best performance for most answering machines. However, you may have to adjust the Quiet Detect Time depending on your answering machine's disconnect time, the time before the machine disconnects the line after a period of silence. If your machine has a short disconnect time, you may have to shorten the Quiet Detect Time. However, if the unit is interrupting callers in the middle of messages, you should set a longer Quiet Detect Time.
- If there is a pause at the end of your answering machine message, make sure that the Quiet Detect Time is longer than this pause.
- Setting Quiet Detect Time to 00 turns the function off. However, the unit will not be able to receive faxes sent using manual dialling (picking up the receiver, dialling the number, and pressing the **FAX START** key when the fax tone is heard).

If Quiet Detect Time is not working properly...








With some answering machines, there is simply no Quiet Detect Time that will allow both reception of faxes and uninterrupted voice messages. Even in this case, however, you can set up the unit to receive both phone and fax messages from callers on touch-tone lines. Follow this procedure:

1. Set the Quiet Detect Time to 00.
2. Alter your phone message to tell callers that they can send a fax by pressing the Remote Reception Number (factory set to 5), followed by the “*” key twice, and then the **FAX START** key of their fax machine.

Answering Machine Backup

There may be times when the tape on your answering machine becomes full, or when the answering machine itself malfunctions. It is still possible to receive faxes even under these conditions, by turning on the Auto Receive function. The unit will automatically answer all calls after six rings. To use this function, follow the procedure below.

Factory setting: 2 (OFF)

Step	Press these keys	Comments
1	 	“A.M. MODE” will appear in the display.
2		“SELECT AUTO RECEIVE” will appear in the display.
3	 or 	Press 1 to turn Auto Receive on, or 2 to turn it off.
4	 	Press the STOP key twice to exit.

Note: If you are using Auto Receive, make sure that your answering machine is set to answer on five rings or less. Otherwise, the unit will take over all calls, preventing callers from leaving voice messages.

Notes

3. CHOOSING SUITABLE MEDIA

Originals Suitable for Faxing

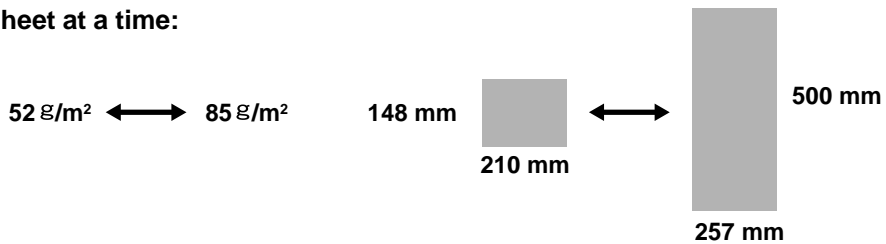
Make sure that the documents you want to fax meet specifications and guidelines listed in this section.

Size and Weight

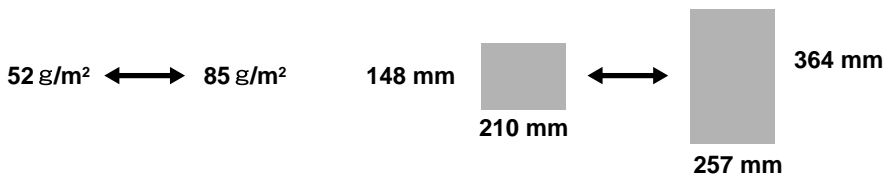
The size and weight of documents that you can load in the SPF depend on whether you load one sheet at a time or several sheets at once.

When using the SPF

One sheet at a time:

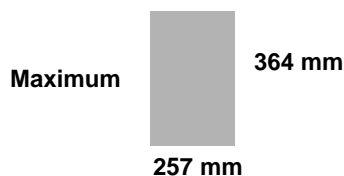


Several sheets at once:

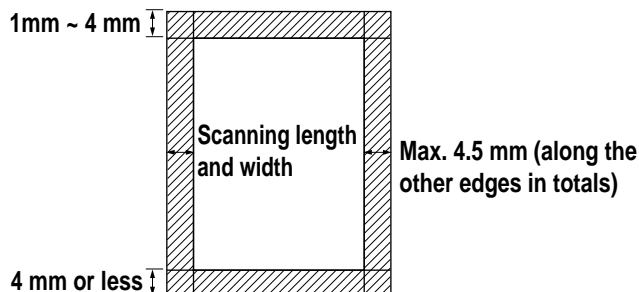


Note: When feeding in a long document, grasp the document at the edges to guide it into the unit.

When using the original table



Note: When you are using the faxing functions of the unit, your documents (originals) are, in effect, being scanned through the unit. The area of a document that is scanned by the unit while faxing is slightly smaller than the actual document (original) size. Any text or graphics outside this area will not be scanned.



Unsuitable Originals

General guidelines:

- All clips, staples, and pins should be removed from originals before they are used. If these are not removed, they may damage the unit.
- Ink, glue, and correction fluid on originals must be completely dry before using the documents with the unit.
- Originals that are in some way dangerous to the internal mechanisms of the unit should not be used.
- When faxing, any writing on the originals that is yellow, yellowish-green, or light blue cannot be transmitted.

The following kinds of originals should not be used:

- Originals with a glossy coating
- Originals with static electricity
- Originals with tears, folds, or curls
- Originals that have become stuck together and cannot be easily separated
- Originals with holes, windows, or perforations
- Transparency films, tracing paper, or other transparencies
- Originals with plastic or metallic coatings

Notes:

- *SHARP does not accept any responsibility for the loss or damage of originals.*
- *It is a good idea to copy valuable originals on a flat-bed copier before using them with the unit.*

4. HOW TO USE THE FAX FUNCTION

The stand alone fax component of your unit offers a range of sophisticated features that allow you to control image quality, reception mode, broadcasting, polling, and transmission priorities. Functions such as sending documents from memory and substituting reception into memory are possible, due to the large memory capacity.

Sending Documents

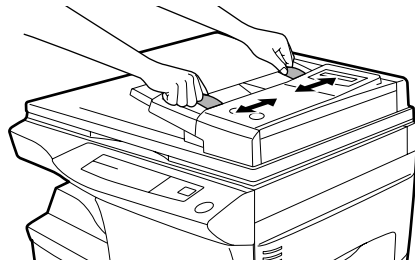
Setting the Document

This section describes setting documents in the SPF or on the original table.

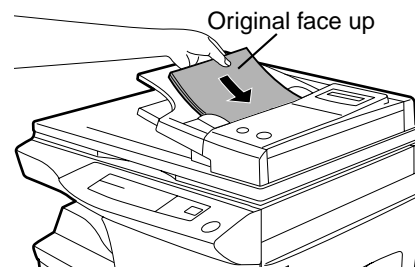
When Using the SPF:

1 Confirm that there are no documents on the original table and that copying is not in progress, then gently close the original cover.

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



3 Place the document face up and push it gently into the document feeder tray. The top edge of the document should enter the fax first.



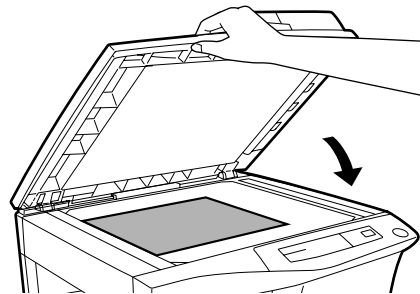
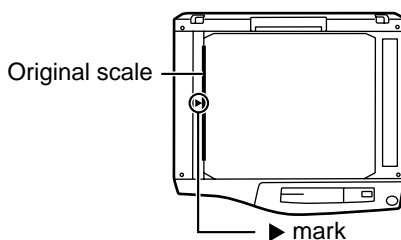
4 There are two ways to send the fax:

- To scan the document into memory, then dial and transmit, continue with the "Dialling and Transmitting" section.
- To dial and transmit the document directly without first scanning it into memory, press the **DOCUMENT** key. "DIRECT SEND" will appear in the display. Continue with the "Dialling and Transmitting" section.

When placing the Original on the Table:

1 Confirm that there are no documents in the SPF, and open the original cover.

2 Place the document face down on the original table. Align the document according to the original scale in the illustration below. (Line up the centre of the edge of the document with the (▶) mark.)



3 Gently close the original cover.

Note: When using the original table, do not set documents in the SPF.

4 Press the BOOK SEND key.

5 Select the document size A4 or B4 from those displayed.

- You can now make resolution or contrast settings as described in the next section and dial and transmit the fax. (See "Dialling and Transmitting" in this chapter)

DOCUMENT SIZE? 1:A4 2:B4

6 Press the BOOK SEND key to scan the page into memory. If you have more than one document to read into memory, place the next page, and press the BOOK SEND key to read each page.

Optional Transmission Settings

There are several transmission settings that you can make before dialling and transmitting a document.

Resolution

Your fax has four resolution settings:

- **HALF TONE**

Use HALF TONE for photographs and illustrations. The original will be reproduced in 256 shades of gray.

- **STANDARD**

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

- **FINE**

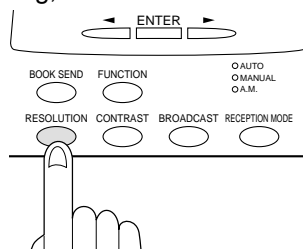
Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.

- **S. FINE**

Use SUPER FINE when you need the highest quality of reproduction.

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

If you do not change the setting, the document will automatically be sent in STANDARD mode.



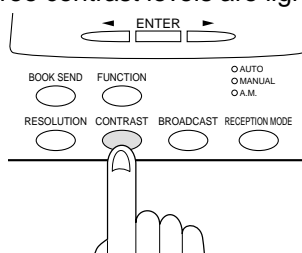
Note: If the document is B4 size, you cannot use the HALF TONE setting in the following situations:

- With the Memory function*
- For a Broadcast operation
- For a Timer operation
- For sending from the original table
- With the Memory Polling function

*When the document is B4 size and the resolution is set to HALF TONE in memory mode, the fax automatically switches to direct mode and transmits the document.

Contrast

The fax automatically controls the contrast, but you can also control it manually. To do this, press the **CONTRAST** key one or more times until the desired contrast settings appear in the display. The three contrast levels are light, medium, and dark.








Cover Sheet

You can have your fax generate a cover sheet and send it as the last page of the transmission. The cover sheet includes the date and time, the sender's name and number, and the receiver's name and number if an automatic dialling number is used. The total number of pages sent is indicated on the bottom.

To include a cover sheet with a transmission, follow these steps:

Factory setting: 2 (OFF)

Step	Press these keys	Comments
1	 	"COVER SHEET MODE" will appear in the display.
2	 or 	Press "1" to turn the cover sheet function on, or "2" to turn it off.
3	 (example: URGENT)	If you pressed "1" in the previous step, select a message by entering a number from 2 to 6 as shown below, or enter 1 if you do not want to include a message. 1: NO MESSAGE 2: URGENT 3: IMPORTANT 4: CONFIDENTIAL 5: PLS. DISTRIBUTE 6: PLS. CALL BACK









Note: The receiver's name must be programmed in either the Rapid Key or Speed Dial function for it to appear on the Cover Sheet.

Auto Cover Sheet

If you want to send a cover sheet with your fax transmissions regularly, this function is very useful. This function differs from the Cover Sheet function in two ways. First, the Cover Sheet function must be programmed before every fax you want to use it with; the Auto Cover Sheet function will send a cover sheet with every fax transmission unless you turn it off. No message is included on the cover sheets generated by the Auto Cover Sheet function. Please note that the Cover Sheet function is the dominant of the two, so an ideal way to use the two together is to always leave Auto Cover Sheet on, then use the Cover Sheet function to attach messages or not attach a cover sheet to certain transmissions.

Use the procedure below to turn the Auto Cover Sheet function on or off:

Factory setting: 2 (OFF)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"AUTO COVER SHEET" will appear in the display.
3	 or 	Press 1 to turn the function on, or 2 to turn it off.
4	 	Press the STOP key twice to exit.

Note: The receiver's name must be programmed in either the Rapid Key or Speed Dial function for it to appear on the Auto Cover Sheet.

Dialling and Transmitting

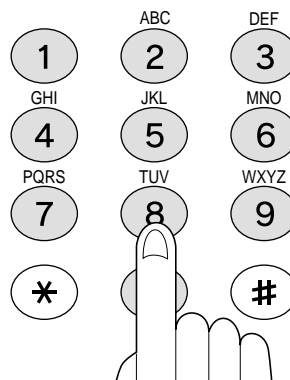
Once you have set the document (either in the SPF or on the original table), and have selected the desired transmission settings, you are ready to dial the number of the receiving fax machine and transmit the document. You can choose from one of the several ways of dialling that best suit your needs.

Direct Keypad Dialling

If the number of the fax you want to reach is not a Rapid key or Speed Dial number, use Direct Keypad Dialling to manually enter it using the following procedure:

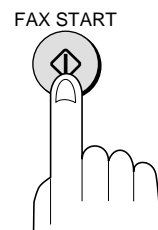
1 Confirm that you have correctly set the document in the SPF or on the original table. (See “Setting the Document” in this chapter)

2 Enter the number of the fax machine you want to send to by pressing the number keys.



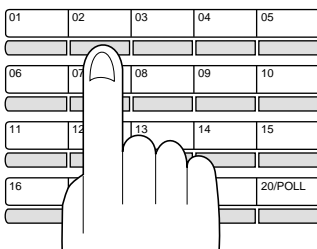
3 Check the display. If the number of the receiving machine is shown correctly, press the FAX START key.

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



Rapid Key Dialling

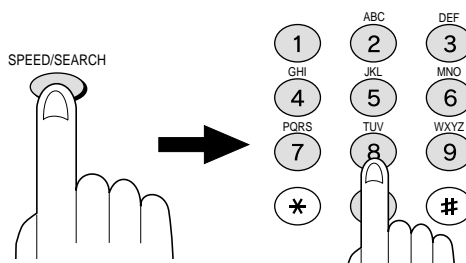
If the number you want to dial has been stored as a Rapid key number (see “Storing Numbers for Automatic Dialling” in Chapter 2), you can dial it by pressing the appropriate Rapid key as shown:



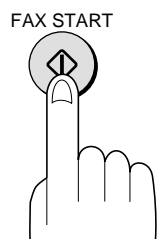
Speed Dialling

If the number you want to dial has been stored as a Speed Dial number, you can dial it using the following procedure:

- 1 Press the SPEED/SEARCH key and then enter the 2-digit number by pressing the number keys (see “Storing Numbers for Automatic Dialling” in Chapter 2).**



- 2 Check the display. If the name or number shown is correct, press the FAX START key. (If it is not correct, press the STOP key and then repeat Step 1.)**



Chain Dialling

The Chain Dialling function allows you to combine an Automatic Dialling number set for Chain Dialling (see “Storing Numbers for Automatic Dialling” in Chapter 2) with another Automatic Dialling number or digits entered manually with the number keys to dial one phone number up to 50 digits long. The following are some examples of how this can be done:

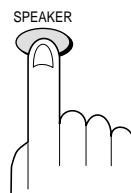
- Enter Speed Dial numbers that you have programmed for Chain Dialling. For example, if you have stored the first part of a fax number in Speed Dial number 22 and the second half in Speed Dial number 27, press the **SPEED/SEARCH** key and “22”, then the **SPEED/SEARCH** key and “27”. Then press the **FAX START** key to begin transmission.
- Press a Rapid key that is set for Chain Dialling and then manually enter a number by pressing the appropriate number keys. Press the **FAX START** key after the final number key to begin transmission. (You can use this method, for example, when you have stored a long distance access code into a Rapid key, and want to dial this in combination with a number that is not stored as an automatic dialling number.)

Normal Dialling Using the SPEAKER Key

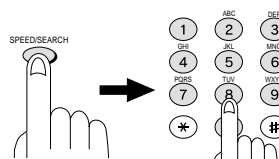
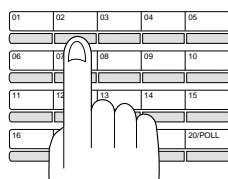
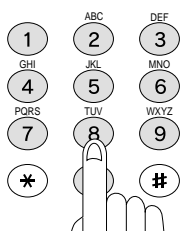
When dialling normally with the **SPEAKER** key, press the **SPEAKER** key and dial using the numeric keys. You can hear the line and fax tones from the other machine through the speaker, allowing you to confirm the response of the other machine.

- 1 Set the document in the SPF and press the SPEAKER key. (Refer to “Setting the Document” earlier in this chapter for details.)**

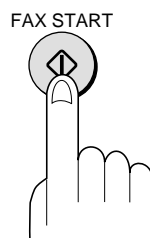
- To adjust the volume, press the left and right arrow keys (◀▶).



- 2 Dial the number by pressing the number keys, pressing a Rapid Dial key, or entering a Speed Dial number.**



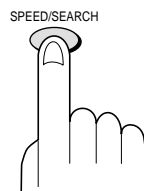
- 3 When you hear the fax reception tone of the other machine, press the FAX START key.**



Using the SEARCH Key

If you do not remember the Rapid key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below:

- 1 Press the **SPEED/SEARCH** key twice.



- 2 Enter the first letter of the stored name by pressing the appropriate number key (the key below the marked letter) until the letter appears in the display. If the name begins with a special character or number, press "1".



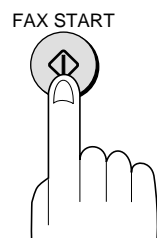
- If you do not remember the first letter, go to Step 3 and scroll through the list from the beginning.

(example: "B")

- 3 Press the left and right arrow (◀▶) keys to scroll through the names (numbers if you pressed "0"). Stop when the desired name appears in the display.

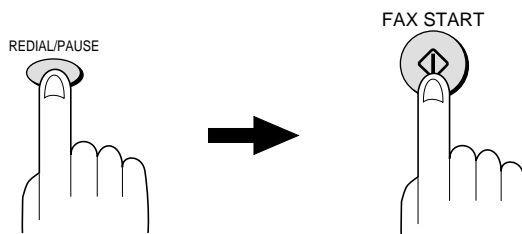


- 4 Press the **FAX START** key. The document will be automatically transmitted once the connection is made.



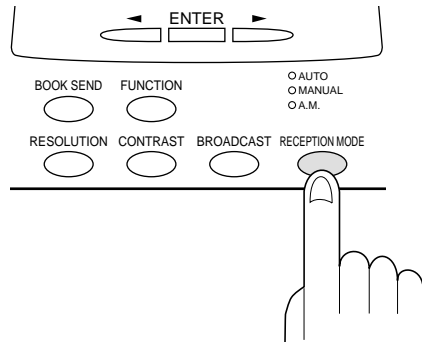
Redialling

You can send a fax to the number you last dialed by pressing the **REDIAL/PAUSE** key, followed by the **FAX START** key or Rapid key **20/POLL**.



Receiving Faxes

You can set the unit to one of three modes of reception, **AUTO**, **MANUAL**, or **A.M.** (Answering Machine). To select the reception mode, press the **RECEPTION MODE** key until the light next to the desired mode comes on.



Using AUTO Mode

Select **AUTO** mode when you only want to receive faxes on your telephone line. The unit will automatically answer all calls and receive incoming faxes.

Using MANUAL Mode

MANUAL is the most convenient mode for receiving phone calls if you have an extension phone. To have true manual mode, the unit must be set to not answer while in MANUAL mode (see "Setting the Number of Rings for Manual Reception" in Chapter 2). You can also receive faxes; however, all calls must first be answered by picking up the receiver on the extension phone.

Using A.M. Mode

Select this mode when an answering machine is connected to the unit and you want the answering machine to answer all calls. This allows you to receive both voice messages and faxes when you are out.









Optional Reception Settings

The unit has various optional settings for the reception of faxes.

Receive Reduce

You may on occasion receive faxes that are larger than the paper loaded in the unit. To ensure that you do not lose any part of the original, you should use the Receive Reduce function, which scales the fax to the printing paper size. To use this feature, follow this procedure:

Factory setting: 1 (auto reduction)









Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"RECEIVE REDUCE" will appear in the display.
3	 or 	Select one of the reduction settings listed below by pushing the corresponding number key: 1 (AUTO REDUCTION): Automatic reduction depending on size of original and printing paper. 2 (NO REDUCTION): No reduction
		"STORED" will appear in the display.
4	 	Press the STOP key twice to exit.

Note: If you select 2 (NO REDUCTION) large faxes will be printed on two sheets of paper.

Footer Printing

You can choose whether or not to have a footer with the sending machine's ID information (name, number, etc.) printed out.

Factory setting: 2 (OFF)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"FOOTER PRINT" will appear in the display.
3	 or 	Press 1 to print footers, or 2 to not print them.
4	 	Press the STOP key twice to exit.

When using manual sending and receiving

You need to use the **SPEAKER** key or an extension telephone to perform manual sending and receiving. For information about connecting an extension telephone see "Connecting Other Devices" in Chapter 1 for details.

1 When the extension telephone rings, pick up the handset and converse.

- If the **SPEAKER** key is used to answer a call you cannot converse.

Note: You cannot use the **SPEAKER** key for fax transmission/reception while copying is in progress.

2 When the handset is off hook or the **SPEAKER** key is used, press the **FAX START** key.

- When there are originals in the SPF, the machine senses the presence of the originals and displays the message.
Press "1" to send. Press "2" to receive.

MANUAL MODE
1:SEND 2:RECEIVE

Special Functions

Memory

Your unit has a memory area that can be used to store both incoming faxes and outgoing documents.

- Approximately 120 pages of average content can be held in memory for transmission. Less can be held if any of the pages were scanned using fine or superfine resolution.

Memory Backup

- The unit uses a lithium-ion battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off (when the unit is unplugged). Battery power is consumed primarily when the power is turned off. With the power kept continuously off, the life of the battery is about 5 years. If the battery life expires, have your dealer or retailer replace it. Do not try to replace it yourself.
- When documents are stored in memory, do not turn the power off. If power to the unit is cut off due to a power shortage or other causes, the fax memory data will be kept for approximately one hour. However, if power to the unit is cut off within 10 minutes of it being turned on, fax memory data may not be saved.

Substitute Reception into Memory

This is a back-up function that is automatically activated if your fax runs out of paper, the TD cartridge needs replacement (See the copier operation manual.), or the paper jams.

The message "FAX RCVD IN MEMORY" will only appear in the display at the time the document is initially received into memory. After reception is complete, one of the following messages "PAPER OUT (XXX)", "CAN NOT PRINT", or "PAPER JAM" will appear in the display. When you add paper (and set the paper size), replace the TD cartridge, or clear the jam, the stored documents will automatically be printed out.

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

Caution!




















- *If documents received in memory are lost due to a power failure or other interruption in the power supply, a POWER FAIL REPORT will be printed out when the power is restored. This gives available information about the faxes lost, including the fax numbers of the transmitting machines.*

Note: *Take care that the remaining memory does not become 1% or you cannot receive any more faxes.*

Data Transfer

If there is a problem with the unit, you can use the Data Transfer function to have received faxes read into memory and then sent to a different fax machine for printing. This function is used when you cannot print received faxes, for example when the unit runs out of toner, a misfeed occurs.

Factory setting: 2

Step	Press these keys	Comments
1	 	"RX DATA TRANSFER" will appear in the display.
2		"FAX NUMBER" will appear in the display.
3	           (example: 18002374278)	Enter the transferring fax number (maximum 20 digits) by pressing the number keys.
4		"RX DATA TRANSFER" will appear in the display.
5		"TRANSFER?" will appear in the display.
6	 or  	If 1 is selected, the data held in memory is sent to the fax selected in step 3 above, if you press 2 and STOP key, the data is not sent.

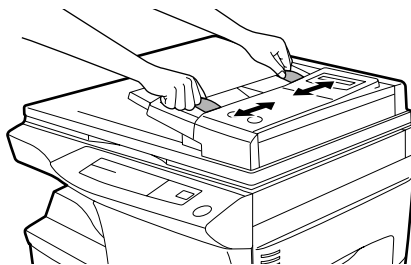
Transmission Reservation

When your fax is busy receiving a document or transmitting a document from memory, you can “reserve” a transmission by setting the document (either in the SPF or on the original table), reading it into memory, and entering the fax number. Once the current operation is completed, your fax will automatically dial the number and transmit the document saving you from having to wait.

When Using the SPF:

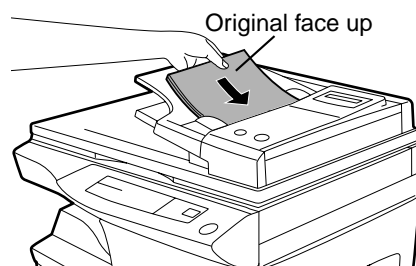
1 Confirm that there are no documents on the original table and that copying is not in progress, then gently close the original cover.

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



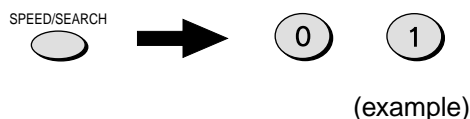
3 Place the document face up and push it gently into the SPF. The top edge of the document should enter the fax first.

- Adjust the resolution and/or contrast settings if desired. Note however that you cannot use the HALF TONE resolution setting with B4 size documents.



4 Enter the number of the receiving machine using one of the following methods:

- Press a Rapid key.
- Press the **SPEED/SEARCH** key and enter a Speed Dial number.
- Enter a full number with the number keys.



5 Press the FAX START key if you entered a Speed Dial number or a full number

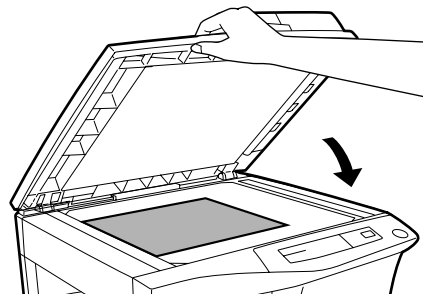
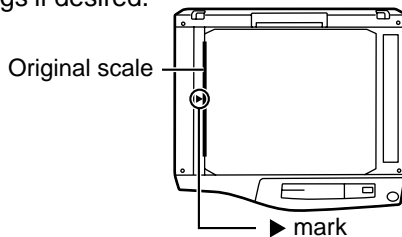
- The number will be dialed once the current operation is completed, and transmission will begin once the connection is made.

When using the original table:

1 Confirm that there are no documents in the SPF, and that copying is not in progress, then open the original cover.

2 Place the document face down on the original table. Align the document according to the original scale in the illustration below. (Line up the centre of the edge of the document with the (▶) mark.

- Adjust the resolution and/or contrast settings if desired.



3 Gently close the original cover.

Note: When using the original table, do not set documents in the SPF.

4 Press the BOOK SEND key.

5 Select the document size A4 or B4 from those displayed.

DOCUMENT SIZE? 1:A4 2:B4

- Adjust the resolution and/or contrast settings if desired. Note however that you cannot use the HALF TONE resolution setting with B4 size documents.
-

6 Press the BOOK SEND key to scan the page into memory. If you have more than one sheet to read into memory, place the next page, and press the BOOK SEND key to read each page.

7 Continue with steps 4 and 5 in the previous section, "Using the SPF".

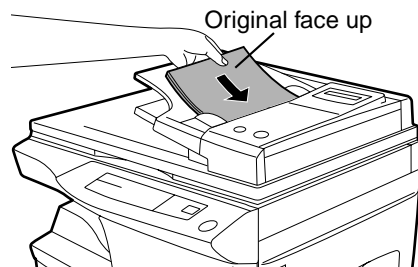
Note: If the document is removed from the document feeder tray after a transmission reservation is set, the reservation will be canceled.

Broadcasting

This function allows you to send the same document to as many as 50 different locations with just one operation. Once the document is loaded, it is scanned and stored in memory. The fax numbers you have entered are then automatically dialed in succession, and the document is transmitted to each location.

- To enter the fax numbers of the receiving machines, you must use Rapid keys, Speed Dial numbers, or Group keys; no fax numbers can be entered manually.

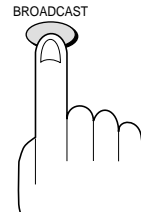
- 1 Place the document face up and push it gently into the document feeder tray.**



- 2 Press the BROADCAST key.**

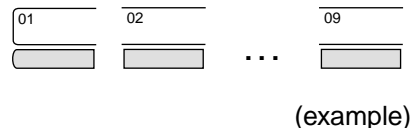
- Adjust the resolution and/or contrast settings if desired.

Note: Adjust the resolution and contrast settings after the BROADCAST key has been pressed.

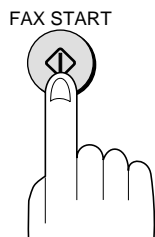


- 3 Dial the numbers of the receiving units using one or more of the following methods:**

- Press one or more Rapid keys.
- Enter Speed Dial numbers with the number keys, for example Speed Dial numbers **01**, **02**, through to **09**.
- Press one or more Group keys.



- 4 Press the FAX START key.**
Transmission will begin.

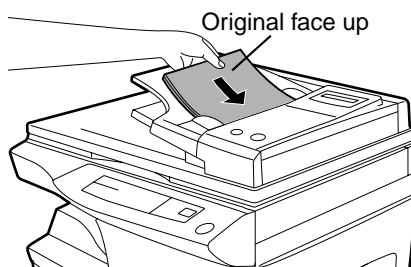


Broadcasting using a Group key

If the fax machines to which you want to broadcast have all been programmed into one Group key, you can perform the broadcasting operation using the following simplified procedure. Refer to "Storing Numbers Under Group Keys" in Chapter 2.

- 1 Place the document face up and push it gently into the document feeder tray.**

- Adjust the resolution and/or contrast settings if desired.



- 2 Press the appropriate Group key.**
Transmission will begin.

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



(example)

- Press the **FAX START** key to transmit the pages that have been stored up to that point in memory.
- Press the **STOP** key to cancel the entire transmission.








Polling

Polling allows you to request another fax machine to send a document to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, activates the transmission. You can use your fax to both poll and be polled by others.

Setting the Polling Key

To use the polling function, you must first set Rapid key 20/POLL for use as a polling key. This is done by following the procedure shown below.

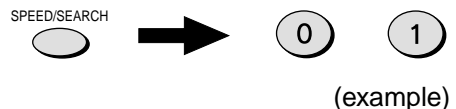
- The polling key cannot be used for both Rapid Key Dialling and Polling. If it has already been programmed for Rapid Key Dialling, you must clear it first as described in “Storing Numbers for Automatic Dialling” in Chapter 2.

Step	Press these keys	Comments
1	 	“ENTRY MODE” will appear in the display.
2		“POLLING FUNCTION” will appear in the display.
3	 or 	Press “1” to turn the polling function on, or “2” to turn it off.
4	 	Press the STOP key twice to exit.

Polling Others

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

- Press the **SPEAKER** key, and then press a Rapid key. Wait for the fax answer-back tone.
- Press the **SPEAKER** key and dial the full number. Wait for the fax answer-back tone.
- Press the **SPEED/SEARCH** key and enter a 2-digit Speed Dial number.
- Enter the full number using the number keys.



2 Press Rapid key 20/POLL.



Being Polled (Memory Polling)









To allow multiple fax machines to poll your fax, or in cases where you want to free up the Document Feeder Tray for other operations, use Memory Polling.

Programming a Memory Polling Operation

You can choose whether to allow polling only once, or an unlimited number of times. In the later case, your fax can be used as an electronic “bulletin board”.

- Only one document can be stored at a time for memory polling, however, you can store multiple page documents.
- If you allow polling only once, the document will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it using the procedure described in “Clearing Documents” which follows.
- If you have a document stored in memory for polling, and you want to add to it, following the procedure described in “Adding to Documents”.





To program a Memory Polling operation, either load the document in the SPF or use the original table as described below. Then, set the reception mode to AUTO (Press the **RECEPTION MODE** key until the AUTO light comes on).

Step	Press these keys	Comments
1	 	“MEMORY POLL MODE” will appear in the display. “1: 1 TIME 2: REPEAT” will appear at the bottom of the display.
2		“SET RESOLUTION & CONTRAST THEN ENTER” will appear in the display.
3	 	Adjust the resolution and/or contrast settings if desired.
4		When using the SPF, press ENTER key. When using the original table, follow steps 1-6 in the section “Setting the Document” in this chapter. “STAND-BY” will appear in the display, and the document will be scanned into the unit’s memory.
5	 	Press the STOP key twice to exit.





Adding to Documents

If you have a document stored in memory for polling, and you want to add pages to it, use the following procedure.

If you allow polling only once, the document will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it using the procedure below:

Step	Press these keys	Comments
1	 	"MEMORY POLL MODE" will appear in the display. "1: ADD 2: CLEAR" will appear at the bottom of the display.
2	 	Continue with step 2 in the "Programming a Memory Polling Operation" section.

Clearing Documents

Step	Press these keys	Comments
1	 	"MEMORY POLL MODE" will appear in the display. "1: ADD 2: CLEAR" will appear at the bottom of the display.
2	 	The date and time will return to the display.

Timer Operations
























The timer function allows you to set a transmission or polling operation to be performed automatically at a time you specify. Up to three transmission operations or polling operations can be set at any one time, and the times they will be performed can be specified up to a week in advance.

You can use this function, for example, to take advantage of lower night time telephone rates without having to be there when the operation is performed.

- For a timer transmission, scan the document into memory when you set the transmission. Scanning the document into memory is convenient because you do not have to worry about document mix-ups or forgetting to load the document.
- If the memory becomes full while the document is being scanned, "MEMORY FULL" will appear in the display.
 - Press the **FAX START** key to transmit the pages that have been stored up to that point in memory.
 - Press the **STOP** key to cancel the entire transmission.
- Code numbers are used to specify each day of the week. Refer to the table below when making time settings which include a specified day.

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








To set a timer operation:

Step	Press these keys	Comments
1	 	"TIMER MODE" will appear in the display.
2		Select SET. "TIMER COMM. #=1", "TIMER COMM. #=2" or "TIMER COMM. #=3" will appear in the display.
3	 or  	Select "SEND MODE" or "POLLING MODE".
4	    (example)	Enter the time of the operation (2 digits for the hour and 2 digits for the minute).
5	 or 	Press "*" to select A.M., or "#" to select P.M.
6	 or  (example)	Enter the code for the day of the operation. If the operation will be performed within 24 hours, just press the ENTER key.
7		"ENTER NUMBER" will appear in the display.
8	  (example)	Enter the fax number of the other machine using one of the following methods: <ul style="list-style-type: none"> • Press a Rapid key. • Enter a Speed Dial number with the number keys. For a polling operation, go to Step 12.
9	 (example)	"SET RESOLUTION & CONTRAST THEN ENTER" will appear in the display.
10	  (optional)	If this is a transmission operation, adjust the resolution and/or contrast if desired. (Otherwise, skip this step.)
11		"LOAD DOCUMENT(S)" will appear in the display. If the document is already loaded, no message will appear in the display. After loading the document, it is scanned into memory. Then the document can be sent at the time you selected, or polling can be performed.
12	  ...	Press the STOP key a number of times until you exit.

To cancel a timer operation:

If you need to cancel a timer operation after it has been set, follow the steps below:

If the timer operation is a transmission operation, you will need to know the number assigned to it. If you do not remember the number (it appears in the display when you set the operation), print out the Timer List. See "Printing Out Reports" in this chapter for details on how to print out the Timer List.









Step	Press these keys	Comments
1	 	"TIMER MODE" will appear in the display.
2		Select "CLEAR". "ENTER # (1-3)" will appear in the display.
3	 (example)	Enter the 1-digit number assigned to the operation.
4		"CLEARED" will appear in the display.
5	 	Press the STOP key twice to exit.

Anti Junk Fax
















You can avoid wasting paper by using the Anti Junk Fax function. This function prevents the reception of faxes from up to ten specified parties.

To turn the Anti Junk Fax feature on and off, use the following procedure:










Factory setting: 2 (OFF)

Step	Press these keys	Comments
1	 	"ANTI JUNK FAX" will appear in the display.
2	 	"ANTI JUNK SELECT" will appear in the display.
3	 or 	Turn Anti Junk Fax on or off.
4	 	Press the STOP key twice to exit.

To store junk fax numbers, use the following procedure:

Step	Press these keys	Comments
1	 	“ANTI JUNK FAX” will appear in the display.
2	 	“JUNK FAX # MODE” will appear in the display.
3	 	“ENTER JUNK FAX #” will appear in the display.
4	    0   (example)	Enter the fax number (maximum of 20 digits).
5		“STORED” will appear in the display.
6	Step 3 or   ...	Return to Step 3 to enter another number, or press the STOP key a number of times until you exit.

To clear junk fax numbers, use the following procedure:

Step	Press these keys	Comments
1	 	“ANTI JUNK FAX” will appear in the display.
2	 	“JUNK FAX # MODE” will appear in the display.
3		“JUNK FAX # CLEAR” will appear in the display.
4	0   (example)	Enter the number of the fax number to clear. “CLEARED” will appear in the display.
5	Step 4 or   ...	Return to Step 4 to clear another number, or press the STOP key a number of times until you exit.

5. OPTIONAL SETTING LIST:

Currently activated optional settings.

```
*****
*                               OPTIONAL SETTING LIST                P. 01 *
*                                                                 *
*                                                                 *
*                                                                 *
*                               JUL-21-1999 WED 05:23 PM          *
*                                                                 *
*-----SW #          ITEM                      SETTING-----*
* 01  PRINT PAPER SIZE                AUTO                    *
* 02  PAPER SIZE (MAIN CASSETTE)      A4                    *
*      (SECOND CASSETTE)              A4                    *
* 03  FINE PRIORITY                    OFF                    *
* 04  # OF RINGS AUTO RX              2 RINGS                *
* 05  # OF RINGS MANUAL RX            OFF                    *
* 06  AUTO LISTING                    OFF                    *
* 07  PRINT SELECTION                 ERROR ONLY             *
* 08  RECALL TIMES                    2 TIMES                *
* 09  RECALL INTERVAL                 5 MINUTES              *
* 10  FAX REMOTE NUMBER                5                      *
* 11  REMOTE RECEPTION                ON                     *
* 12  FAX SIGNAL RECEIVE               ON                     *
* 13  AUTO COVER SHEET                OFF                    *
* 14  RECEIVE REDUCE                  AUTO                   *
* 15  BEEP LENGTH                     3 SECONDS              *
* 16  BEEP VOLUME                     MEDIUM                 *
* 17  KEY BEEPS                       ON                     *
* 18  INCOMING RING VOLUME            MEDIUM                 *
* 19  DIAL MODE                       TONE                   *
* 20  DISTINCTIVE RING                OFF                    *
* 21  FOOTER PRINT                    OFF                    *
* 22  BATCH INDEXING                  OFF                    *
*-----*
* NAME                                *
* NUMBER                              *
*****
```

6. GROUP LIST:

Fax numbers stored under Group keys.





```
*****
*                               GROUP LIST                          P. 01 *
*                                                                 *
*                                                                 *
*                               JUL-21-1999 WED 07:07 PM          *
*                                                                 *
*-----#          NAME                      REMOTE STATION ID #-----*
* G01  GROUP11                R01, R02, R03          *
*-----*
*****
```

7. ANTI JUNK FAX NUMBER LIST:

Fax numbers designated as Anti Junk Fax numbers.

```
*****
*                               ANTI JUNK FAX NUMBER LIST          P. 01 *
*                                                                 *
*                                                                 *
*                               JUL-28-1999 WED 08:53 PM          *
*                                                                 *
*-----#          ANTI JUNK FAX NUMBER-----*
* 01  5552062                    *
*-----*
*****
```









Use the following procedure to print out reports:

Step	Press these keys	Comments
1	 	“LISTING MODE” will appear in the display.
2	 to 	The unit will then automatically print out the selected report.

Activity Report Auto Listing

You can have the unit automatically print out Transmission and Reception Activity Reports at designated times (for example, daily, every two days, weekly, etc.). Information about only the 50 most recent transmissions and receptions can be printed out. Information about transmissions and receptions older than these are deleted from the unit's memory.









Factory setting: 5 (OFF)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"AUTO LISTING" will appear in the display.
3	 to 	Press 1 for /DAY, 2 for /2DAY, 3 for /4DAY, 4 for /WEEK, or 5 for OFF.
4	 	Press the STOP key twice to exit.

Printing Transaction Reports

You can choose to have various Transaction Reports printed out after certain activities on the unit: transmission, reception, or error. To use this feature, follow this procedure:

Factory setting: 2 (ERROR/TIMER)

Step	Press these keys	Comments
1	 	"OPTION SETTING" will appear in the display.
2	 	"TRANSACTION LIST" will appear in the display.
3	 to 	Select the report setting: 1 (ALWAYS PRINT): After each transmission, reception, or error. 2 (ERROR/TIMER): After an error or timer operation only. 3 (SEND ONLY): After a transmission only. 4 (NEVER PRINT): Never prints. 5 (ERROR ONLY): After an error only. "STORED" will appear in the display.
4	 	Press the STOP key twice to exit.

5. TROUBLESHOOTING

Troubleshooting

Problem	Check and Remedy
Dialling cannot be done.	Make sure that the telephone line is properly connected to both the unit and the wall socket.
No transmission takes place.	Make sure that the receiving machine has not run out of printing paper. Make sure that the receiving machine is G3 compatible. (This information should be included in the machine's documentation.) Check the display for possible error messages.
Nothing is printed at the receiving end.	Make sure that the document you are sending is fed into the unit in the correct way. Make sure that the receiving machine is in working order.
A distorted image is received at the other end.	Noise on the telephone line may cause distortion. Try sending the document again. Make a copy of the document on the unit. If the copy is also distorted, the unit may have a problem.
The received document is faint.	Ask the other party to send higher contrast documents. If the contrast is still too low, make a copy with the unit to check it.
Received images are distorted.	Noise on the telephone line may cause distortion. Have the sending party send the document again. The drum cartridge may need replacement.
COPY SERVICE ERROR	The copier will not function. Turn the power switch off, remove the power cord from the outlet, and contact your SHARP dealer.
FAX SERVICE ERROR (#)	The fax will not function. Contact your SHARP dealer.

Note: If your problem cannot be solved by carrying out the instructions in the Check and Remedy column above, please contact your SHARP dealer.

Messages and Signals

Display Messages

Message	Meaning
COVER OPEN	The front cover or SPF is open. Close it.
DOCUMENT JAM	The original document is jammed.
FAX RCVD IN MEMORY	A fax has been received in memory because the TD cartridge needs replacement (See the copier operation manual.), the fax machine has run out of printing paper, or the paper is jammed. The fax will be printed out automatically once the problem is fixed.
LINE ERROR	Fax transmission or reception was not successful. Press the STOP key to clear the message, and then try again.
MEMORY FULL	The memory is full. See "Memory" under "Special Functions" in Chapter 4.
PAPER JAM	The printing paper is jammed.
PAPER SIZE ERROR SET XXX SIZE PAPER	The setting for the printing paper size is incorrect. Set it correctly. In the area labeled "XXX," "LTR," "LGL," or "A4" will appear.
CAN NOT PRINT	TD cartridge empty. TD cartridge not inserted. TD cartridge or drum cartridge life expired. (See the copier operation manual.)
CHECK COPIER COVER	Front/side cover open.
PAPER OUT (XXX)	The paper has run out and the data is read into memory. Set it correctly. In the area labeled "XXX," "LTR," "LGL," or "A4" will appear.
LOAD DOCUMENT(S)	Set the document(s) in the unit.
NO RESPONSE	Line error No answer from the receiver.
RETURN ORG. ## SHEET(S)	Paper jam in the SPF. When memory is full and there is a line error, the display alternates between the RETURN ORG. and MEMORY FULL messages.

Audible Signals

Sound Type	Duration	Meaning
Continuous tone	3 seconds	Indicates the end of transmission, reception, or line error.
Continuous tone	1 second	Warning tone

Notes

6. SPECIFICATIONS

Compatibility:	ITU-T G3
Telephone line:	PSTN
Dial mode:	Pulse (10 pps), tone
Modem rate:	14,400 bps with automatic fallback to 12,000, 9,600, 7,200, 4,800, or 2,400 bps
Compression method:	MH, MR, MMR
Transmission time:	Approximately 6 seconds using SHARP standard document. Transmission times can become longer depending on the telephone line conditions and the performance of the receiving fax machine. Time excludes fax protocol signals.
Memory:	2 megabytes of RAM. Holds 120 pages (using SHARP standard document at standard resolution).
Sending document size:	
When using the SPF	One sheet at a time Maximum 257 mm x 500 mm Minimum 216 mm x 140 mm Several sheets at once Maximum 257 mm x 364 mm Minimum 216 mm x 140 mm
When using the original table	Maximum 257 mm x 364 mm
Recording paper size:	A4, Letter, or Legal
SPF:	30 sheets (52 g/m ² to 85 g/m ²)
Resolution in Text mode:	Standard: 8 lines/mm x 3.85 lines/mm Fine: 8 lines/mm x 7.7 lines/mm Super Fine: 8 lines/mm x 15.4 lines/mm
Resolution in Half tone mode:	8 lines/mm x 7.7 lines/mm
Grayscale method in Half tone mode:	Error diffusion
Grayscale level in Half tone mode:	256 levels
Contrast:	Light, Medium, Dark
Quick scan:	13 pages per minute (Maximum) (Using SHARP-standard A4 size document)
Broadcasting:	Destination: maximum of 50 different locations Destinations: Selected from Rapid key, Speed Dial numbers, or Group keys
Polling:	Modes: Polling Others, Polling from memory
Delayed faxing:	3 types selectable: Standard, Memory Transmission, or Polling Others
Anti Junk Fax:	Up to 10 numbers
Auto Cover Sheet:	6 message types selectable: "Urgent," "Important," "Confidential," "Pls. Distribute," "Pls. Call Back," and no message
Report:	Transaction, activity (send/receive) power fail (receive)
Printable setting lists:	Anti Junk Fax numbers, timer, group, phone number, optional setting

- As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.
- Some models and options may not be available in some countries.

Notes

GLOSSARY

A.M. mode:

When set to A.M. (Answering Machine) mode, the unit directs all incoming calls to an answering machine connected to the same line.

Anti Junk Fax:

A faxing feature that enables the user to program up to ten fax numbers from which he/she does not want to receive faxes.

Automatic Dialling:

A faxing feature by which the unit will automatically dial a user-programmed number with the press of one or more keys. See Rapid Key Dialling and Speed Dialling.

AUTO mode:

When set to AUTO mode, the unit receives faxes automatically.

Broadcasting:

A form of transmitting that allows a fax to be sent to multiple fax machine locations.

Chain Dialling:

A form of dialling that allows the user to dial a long number (up to 50 digits in length) with a combination of Rapid keys, Speed Dial numbers, or Rapid keys and manually entered numbers.

Contrast:

The degree of difference between dark and light areas of a printed, faxed, or scanned document.

Dial Mode:

The mode the unit uses to dial numbers, depending on the type of telephone line in use. The mode can be set to either touch-tone or pulse.

Distinctive Ringing:

A service provided by many telephone companies that allows the user to use up to two different telephone numbers, each with a distinctive ringing pattern, on a single telephone line. In Australia this feature is typically referred to as "Fax Duet".

dpi (dots per inch):

A standardized unit of measurement used for the resolution of a scanned or printed image.

Group Keys:

The term for multiple Rapid keys that have been programmed as a group of fax numbers.

MANUAL mode:

When the unit is set to MANUAL mode, all calls must be answered manually by pressing the SPEAKER key, or by lifting the handset of an external phone on the same telephone line.

Polling:

A faxing function that allows the user to request a transmission from another fax machine. In effect, the receiving fax machine dials the transmitting fax machine and activates the transmission.

Rapid Key Dialling:

A form of Automatic Dialling by which only a single Fax number programmed key (a Rapid key) has to be pressed in order to dial a number.

Receive Reduce:

A faxing function that automatically scales received faxes to the size of the paper loaded in the unit.

Reception mode:

The setting that controls how the unit responds to incoming calls. See A.M. mode, AUTO mode, and MANUAL mode.

Remote Reception:

A faxing function by which fax reception can be activated from an extension telephone by entering a one-digit Fax Remote Number followed by * *.

Resolution:

The amount of space between lines of a printed, faxed, or scanned document. Generally, the higher the resolution, the higher the quality of the document or image.

Speed Dialling:

A form of Automatic Dialling done by pressing the SPEED/SEARCH key, and then entering a programmed 2-digit Speed Dial number.

Transmission Reservation:

A faxing function that enables the user to load a fax and enter the receiving fax number while the unit is in use. The fax is sent as soon as the unit has finished the previous job.

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