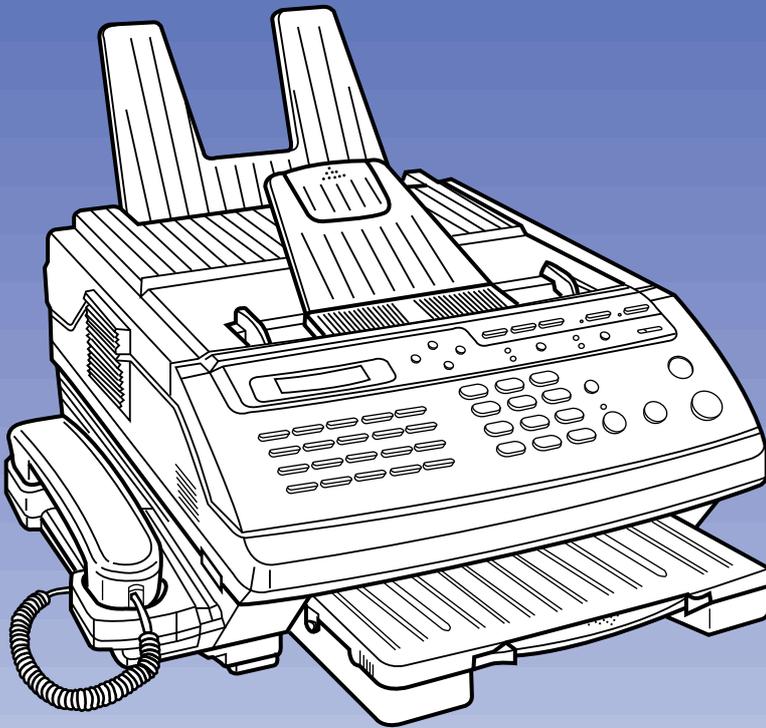




**Model : SF5500**  
**SF5500M**  
**SF5600**

# Installation and Operation



### **Label Identification**

This equipment complies with Part 68 of the FCC rules. On the bottom of this equipment is a label that contains, among other information, the FCC registration Number and Ringer Equivalence Number (REN) for this equipment. You may need to provide this information to your telephone company.

### **Type of Service**

This equipment is designed to be used on standard device telephone lines. Connection to telephone company-provided coin service (central office implemented system) is prohibited. Connection to party-line service is subject to state tariffs.

### **Telephone Company Procedures**

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for it to make changes in its equipment, operation, or procedures. If these changes affect your service or the operation of the equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

In certain circumstances, it may be necessary for the telephone company to request information from you concerning the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the Ringer Equivalence Number (REN) of the equipment which is connected your line; both of these items are listed on the equipment label and in the Service information chapter of this guide. The sum of all of the RENs on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on a given line.

---

## About interference

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful 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.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the following steps on page 2-5.

## If a Problem Arises

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, it may temporarily discontinue service. When practical, the telephone company will notify you in advance of the disconnection. If advance note is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC.

---

## Hearing Aid Compatible

The telephone handset attached to the facsimile is hearing aid compatible.

## Lightning

Your unit has built-in protection circuits, which meet or exceed FCC requirements, to reduce the risk of damage from surges in telephone line currents. However, lightning striking near or on these lines can cause an excessive surge of voltage that can damage the phone.

Lightning damage is uncommon. However, if you are concerned about it or live in an area with frequent and/or severe electrical storms, we suggest that you unplug your electronic equipment during the storms.

### Notices

The Canadian Department of Communications (DOC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network 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 that the electrical ground connections of power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

---

**Caution:**

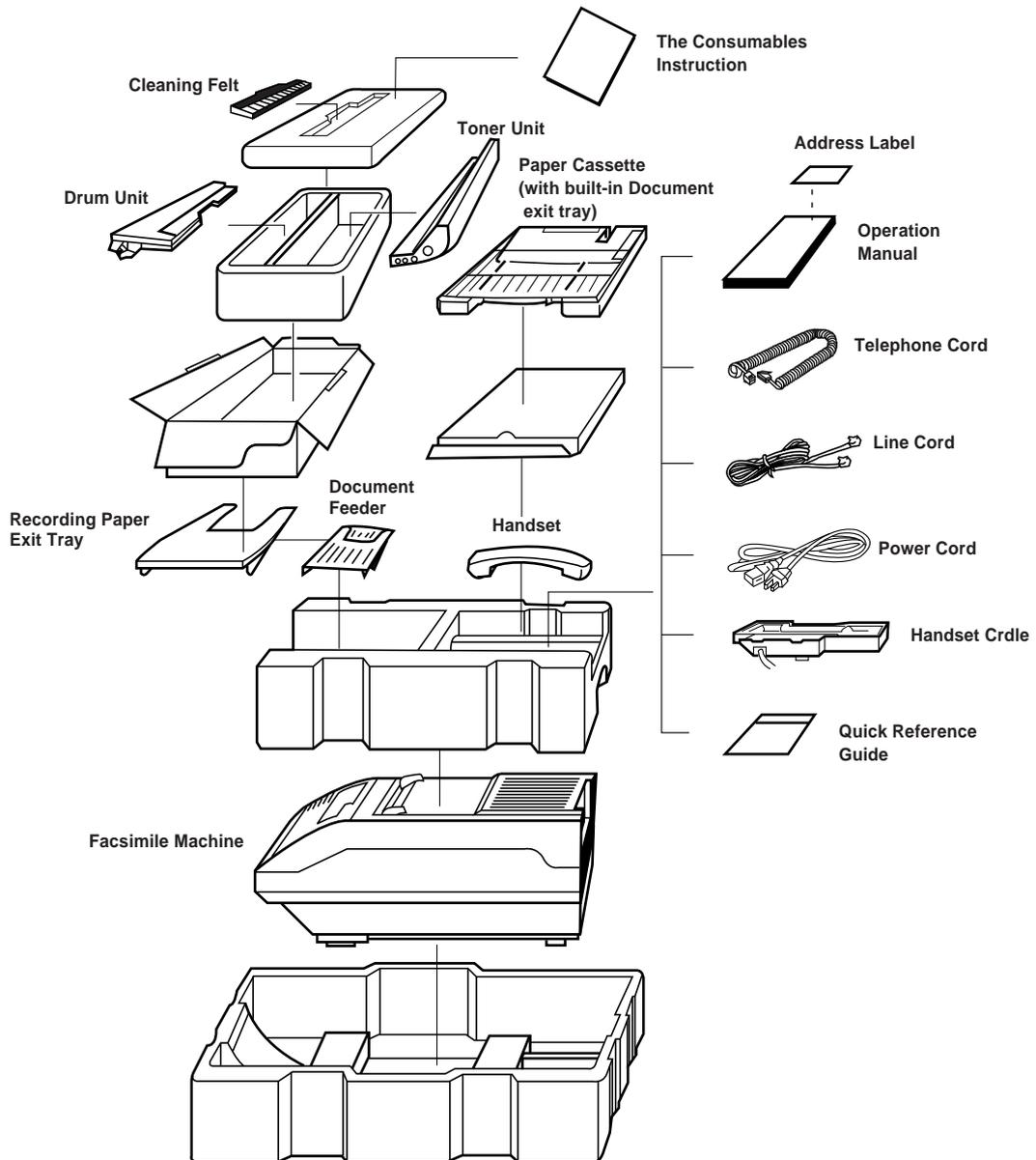
Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate. The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The 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. The Load Number of this unit is #5.

**Class A**

This Digital Apparatus does not exceed the Class A limits for Radio Frequency noise from Digital Apparatus set out in the Radio interference Regulations of the Canadian Department of Communications.

# Unpacking

Open the shipping carton and check for the following:



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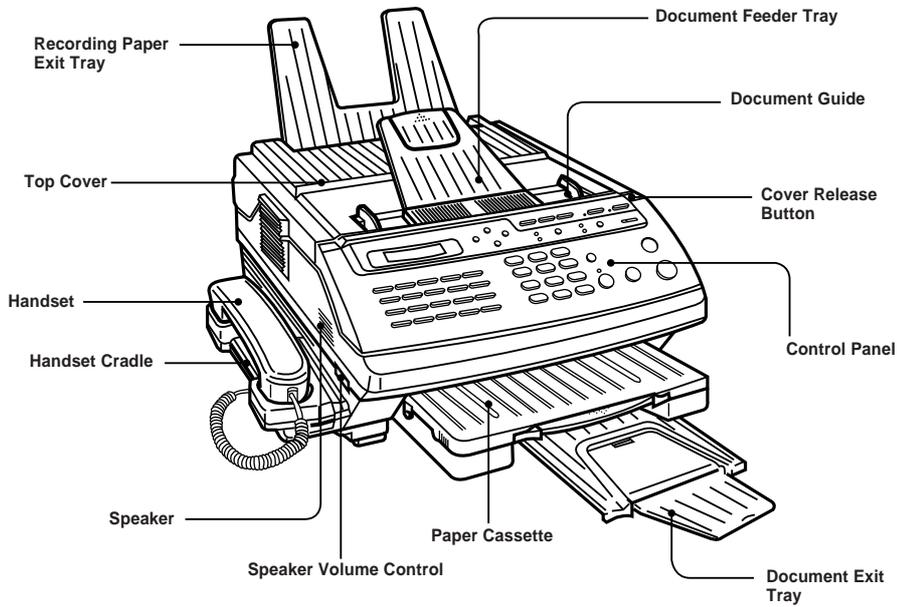
# A Quick Look At Your Machine

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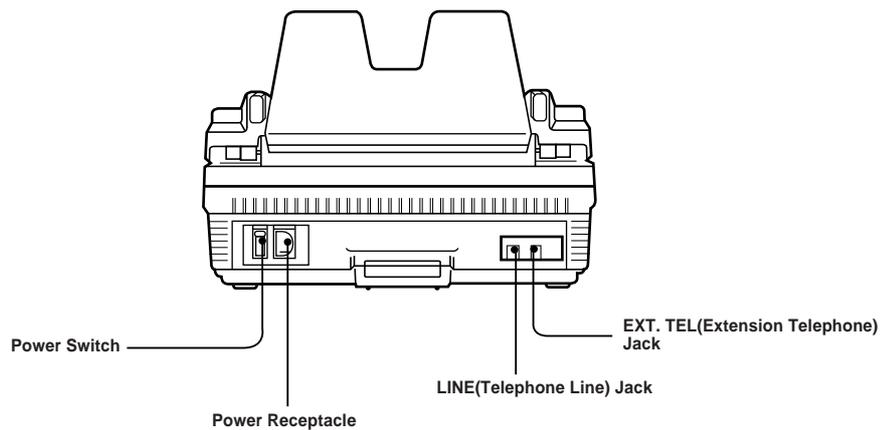
Take a few minutes and familiarize yourself with the layout of your fax machine. Don't worry about remembering where everything is at this time.

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## Front View

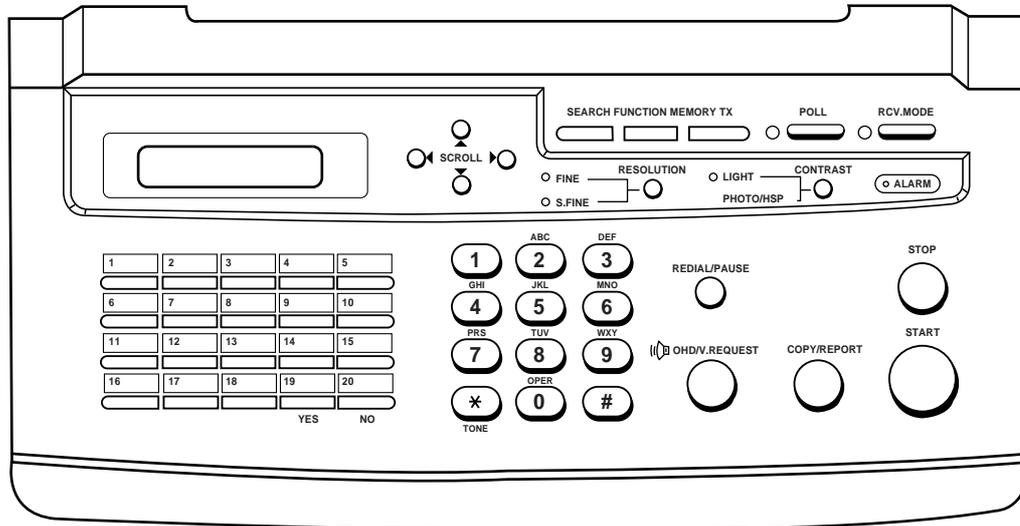


## Rear View



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## CONTROL PANEL



### FUNCTION Key

Used to set various functions.

### SEARCH Key

Used to search a number according to alphabetical order from the auto dialer memory.

### SCROLL Key (▲, ▼)

Used to display the previous or the next number stored.

### SCROLL Key (◀, ▶)

Used to scroll backward or forward through the display.

### LCD Display

Shows date and time, or the current operation.

### One-Touch Dial Key

Allows you to make calls and send documents simply by pressing single key.

### YES Key

This button confirms the selection made in the display.

### NO Key

This button is used to exit displays and to clear the information in the display

### TONE Key

Used to produce touch tone for special tone service (when you have pulse service).

---

**Dial Keypad**

Used to dial telephone numbers.

**MEMORY TX Key (For SF5500)**

Used to first store a document into memory, then send to remote party without operator assistance.

**MEMORY TX /DUAL Key (For SF5500M/SF5600)**

Used to first store a document into memory, then send to remote party without operator assistance. When using dual access feature, this key alternates between the two operations.

**POLL Key and Indicator**

Used to set polling operations.

**RCV. MODE Key and Indicator**

Used to select proper receiving mode. The indicator lights in automatic receiving mode, and turns off in manual receiving mode.

**ALARM Indicator**

Lights when an abnormal condition occurs.

**CONTRAST Key and Indicators**

Used to set the light or photo contrast. A corresponding indicator lights to indicate which setting has been selected. When you select HSP mode, the indicator flickers. When both indicators are off, you are in the standard setting.

**STOP Key**

Used to stop an operation or clear a setting.

**START Key**

Used to start an operation.

**COPY/REPORT Key**

Used to make copies, or print reports.

**REDIAL/PAUSE KEY**

Used to start redialing, or to enter a pause when storing or dialing a telephone number.

**OHD/V.REQUEST Key and Indicators**

Allows you to dial a number without picking up the handset. Also used to make a voice call after sending or receiving documents.

**RESOLUTION Key and Indicators**

Used to set the fine or super fine resolution. A corresponding indicator lights to indicate which setting has been selected. When both indicators are off, you are in the standard setting.

 **#(SPEED DIAL)Key**

Allows you to make calls and send documents simply by entering the 2-digit location number for the number which was assigned to that location.

---

# INSTALLATION

---

## CHOOSING A PROPER LOCATION

Please do not install your facsimile machine where there is a danger of:

### 1 Overheating

- Allow at least 10 inches clearance from the top and the side of your fax machine.
- Do not install your fax machine in direct sunlight.



### 2 Improper Ventilation

- Do not block the ventilation openings or the exhaust fan.



### 3 Others

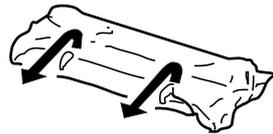
- Do not place it in air tight room
- Do not place it where water or chemical splashes may occur.
- Do not place it near an air conditioner, or in a dusty environment.
- Keep your fax machine on a level, vibration-free surface.

**Note :** Protect your fax machine from excessive heat and humidity. Use it in a normal room temperature (50°F-86°F, 30%-80% RH).

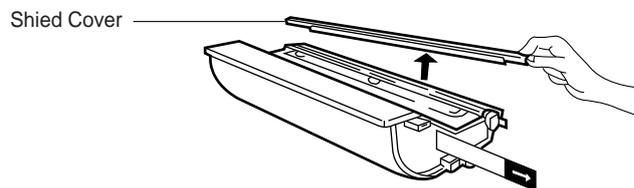
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## 1 INSTALL TONER UNIT

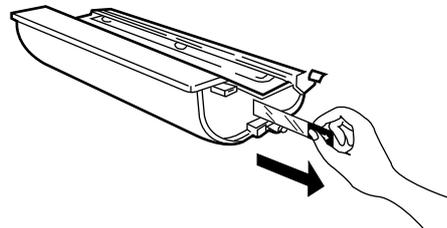
- 1 Remove the adhesive tape and take the toner unit out of its protective bag.



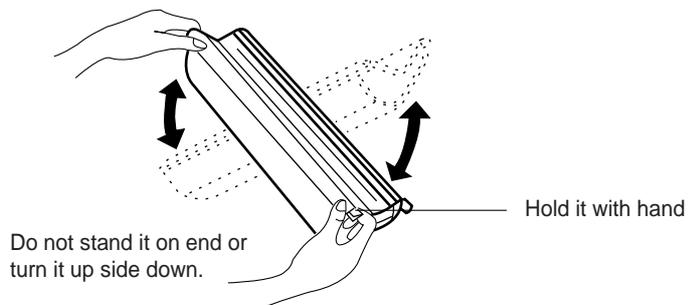
- 2 Remove the green shield cover from the toner unit.



- 3 Remove the sealing tape at the left of the toner unit as shown by pulling it straight out completely. Be careful not to tear it off.

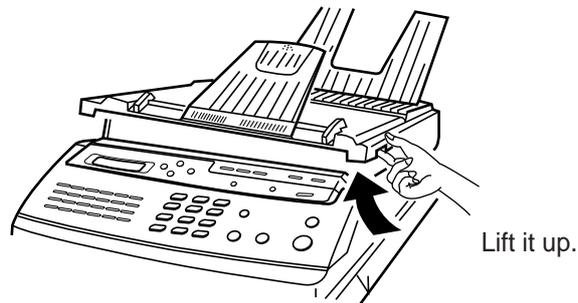


- 4 Hold the toner unit by the green tabs on the unit and gently shake it one side up, the other side down, and vice versa several times to distribute the toner evenly inside the unit.

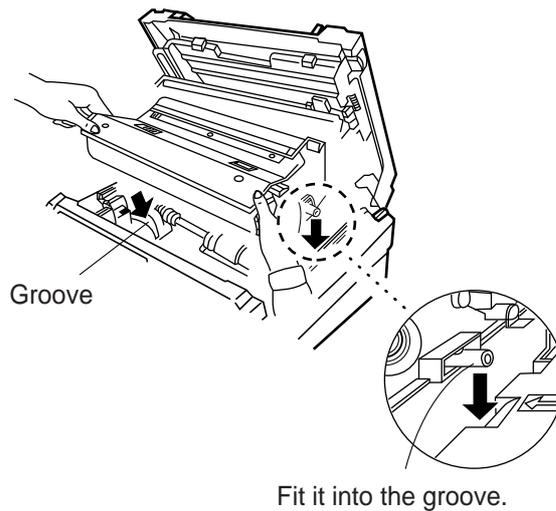


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**5** Open the top cover by lifting up the cover release lever.



**6** Holding the toner unit in both hands, fit the two tabs (marked by green arrow label) on the bottom of the unit into the grooves (marked by green arrow label) on both sides of the compartment, and slide it down into your fax machine.



**7** Proceed to install a cleaning felt as described on the next page.

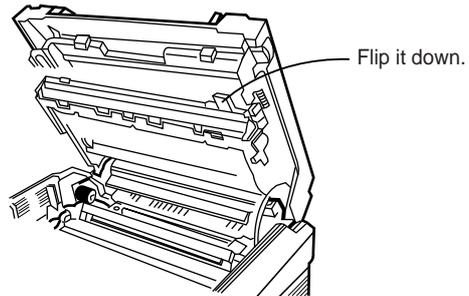
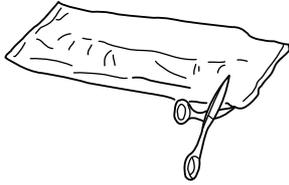
**IMPORTANT:** Whenever you install a new toner unit, you must:

- Perform toner initialization. See "Initialize New Toner Unit" on page 1-16.
- Install a new drum. See "Install Drum Unit" on page 1-8.

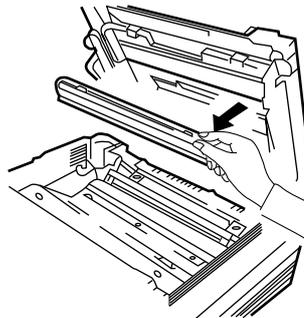
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## 2 INSTALL CLEANING FELT

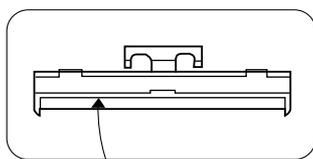
- 1 Take the cleaning felt out of its protective bag.
- 2 Grasp the tab as shown and pull it towards you.



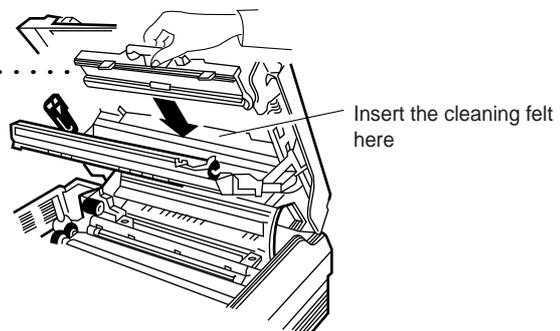
The holder flips down.



- 3 Holding the handle of the cleaning felt with the white felt faced out, insert it into the slot as shown below (next to Caution label).



White felt

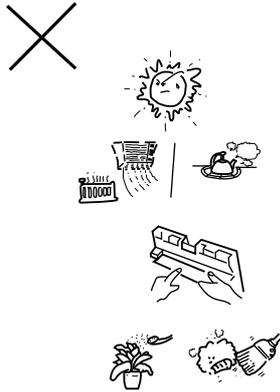


- 4 Slide it down until it snaps in place. Then proceed to install a drum unit as described on the next page.

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### 3 INSTALL DRUM UNIT

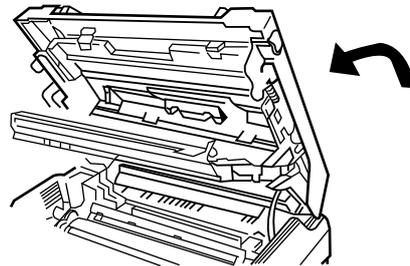
The drum unit is photosensitive. Exposing it to light may damage the drum and result in poor print quality. Do not open the drum unit's protective bag until you have read the following instructions and are ready to install the drum.



#### Warning!

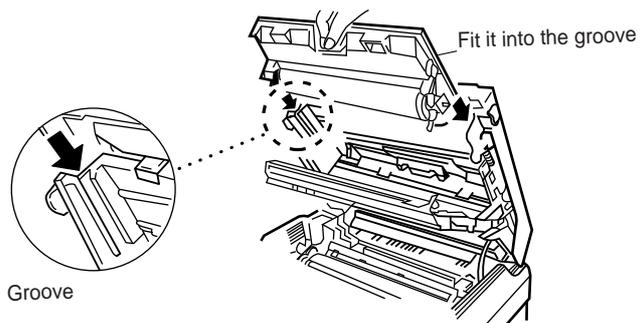
- Do not expose the drum unit to direct room light or sunlight for more than a few minutes.
- Do not place the drum unit near a window or in an area subject to high heat (above 122°F) or high humidity (above 80% RH).
- Do not touch the drum surface. Lift the drum unit by the handle only.
- Keep the drum unit away from dust and dirt.

- 1** Remove the adhesive tape and take the drum unit out of its protective bag.



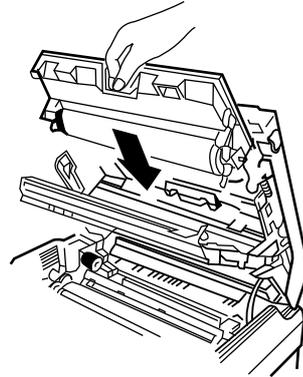
- 2** Lower the top cover half-way. It makes the drum unit easier to install.

- 3** Holding the handle of the drum unit, fit the narrow tabs (marked by green arrow label) at both ends of the unit into the grooves (marked by green arrow label) of the machine as shown.

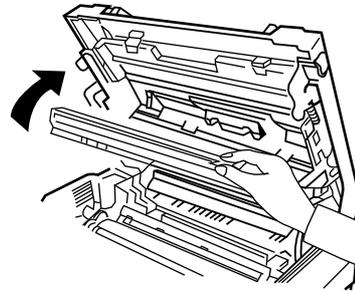


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Carefully slide it down until it locks into place.



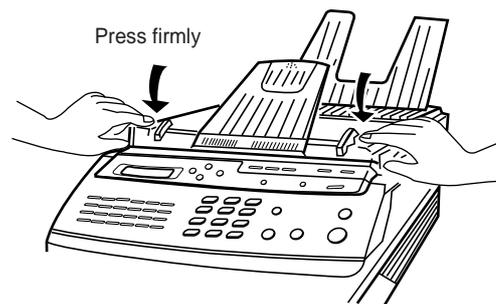
**4** Close the holder.



**Note:** When you move the fax machine, do not move it with the drum and toner unit installed in the machine. First remove the drum and toner unit, then transport them separately.

Be careful not to expose the drum to direct sunlight, and place it on a vibration-free surface.

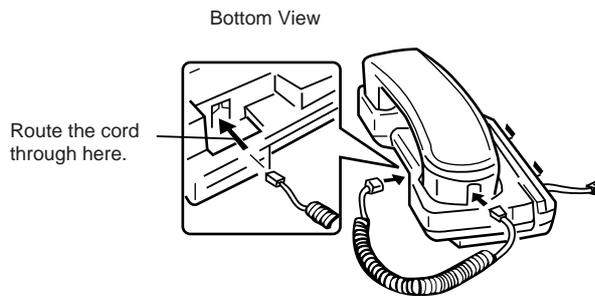
**5** Close the top cover. Press firmly to be sure both sides of the cover are securely latched.



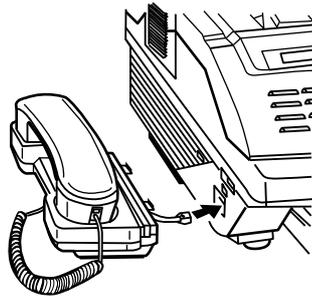
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## 4 INSTALL HANDSET AND HANDSET CRADLE

- 1 Plug one end of the coiled cord into the handset. Then, plug the other end into the modular jack on the bottom of the handset cradle.

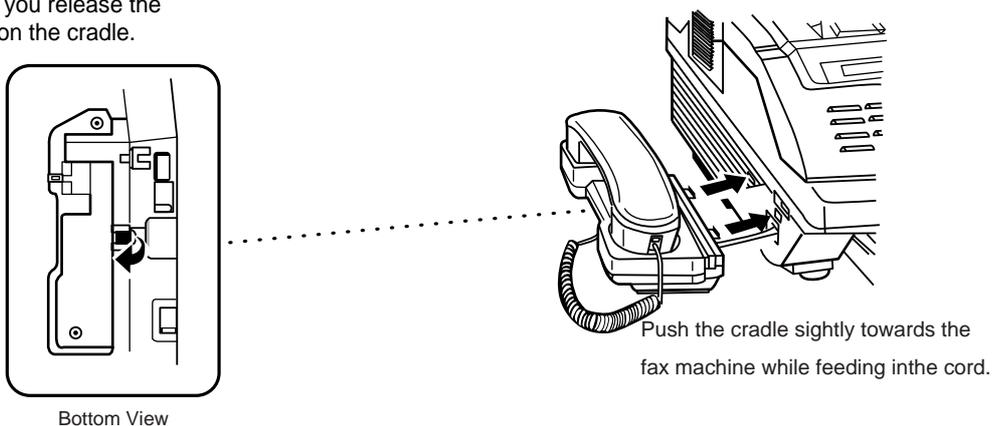


- 2 Plug the cradle's modular cord into the modular jack on the left side of your fax machine.



If you want to remove the cradle, lift the front of the fax machine and release the hooked tab on the bottom of the crate from the fax machine before you release the upper two tabs on the cradle.

- 3 With the cradle held at a slightly downward angle, insert the two tabs on it into the slots on the left side of your fax machine and lower the cradle.

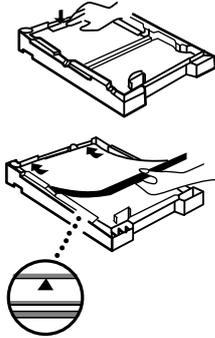


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## 5 INSTALL PAPER CASSETTE

The letter size paper cassette holds up to 250 (SF5500/SF5500M) or 500 (SF5600) sheets of paper with a weight of 20 lbs.

Press it down

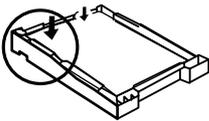


**1** To load the paper into the cassette, remove the cassette cover. Then, press down and latch the metal plate in the cassette.

**2** Fan the paper and load it in the cassette with the side to be printed facing up.



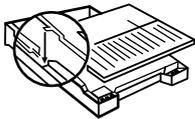
Do not load above this line.



Make sure that the stack of paper does not exceed the limit mark on the side of the cassette.

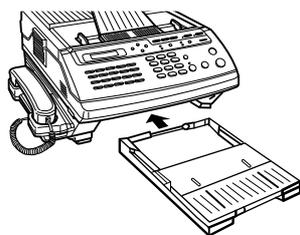
**3** Gently press the upper corners of the paper down under the cassette tabs.

Make sure that the paper stack stays beneath the tabs as shown at left.



**4** Replace the cassette cover by inserting hinge pins on the cover into the slots on the cassette, then lowering the cover.

**5** Insert the cassette into the port on the front of the machine until it stops.

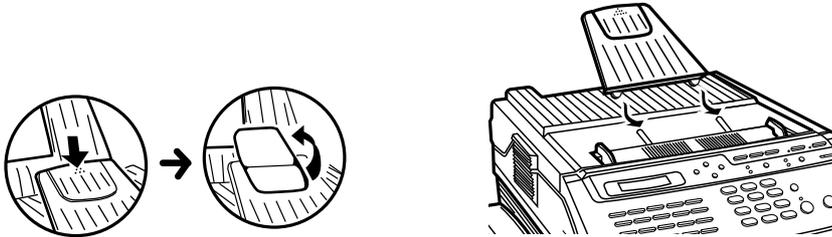


**Note :** Make sure that no obstacles are in the port when you insert the cassette

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## 6 INSTALL DOCUMENT FEEDER TRAY

Insert two tabs on the document tray into the slots at the top of your fax machine.

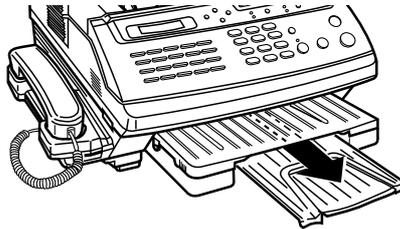


For long documents, fold out this extension tray.

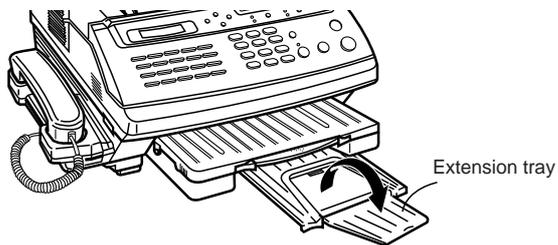
## 7 INSTALL DOCUMENT EXIT TRAY

The document exit tray is built in the cover of the paper cassette.

- 1 Pull out the document exit tray from the cassette cover.



- 2 Fold out an extension tray as shown.



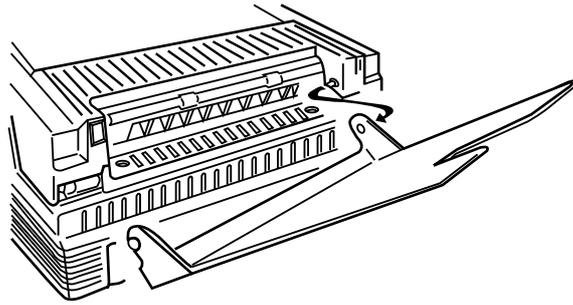
Press down the marked point (••••) to fold out the extension tray.

**Note:** When you do not copy or send documents, you can fold it back and slide into the cassette cover anytime you desire.

---

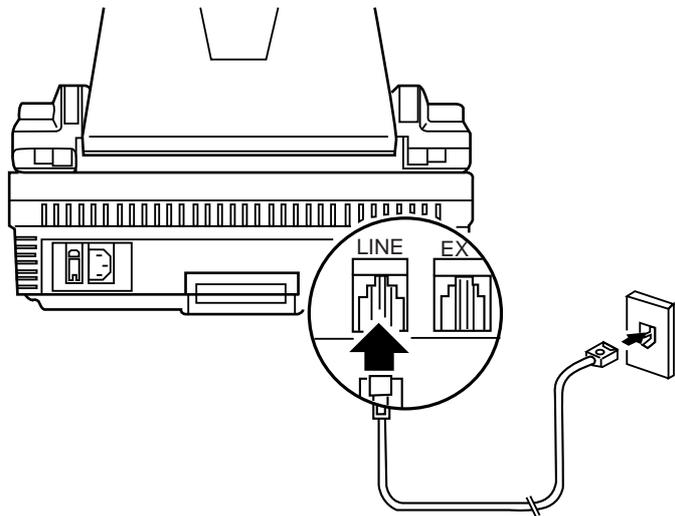
## 8 INSTALL RECORDING PAPER TRAY

Place the holes in the two tabs on the paper tray onto the projections at the upper back of your fax machine, so that the raised bumps on the tabs engage into place.



## 9 CONNECT PHONE LINE

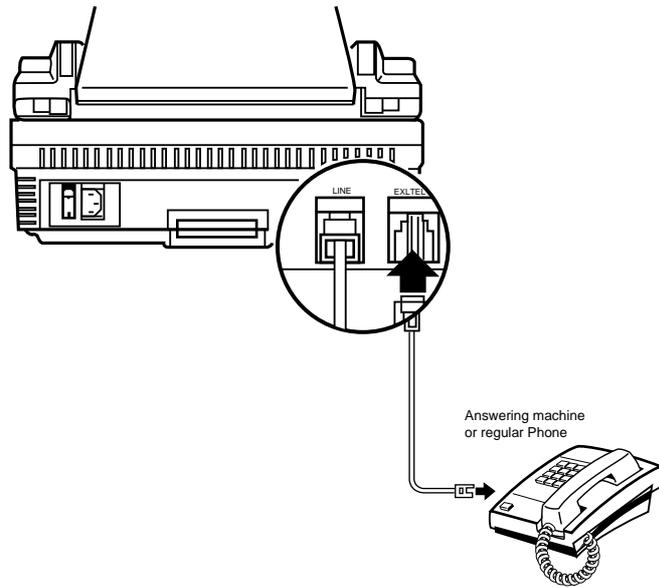
Plug one end of the line cord into the LINE jack on the machine and the other end into a standard telephone wall jack.



---

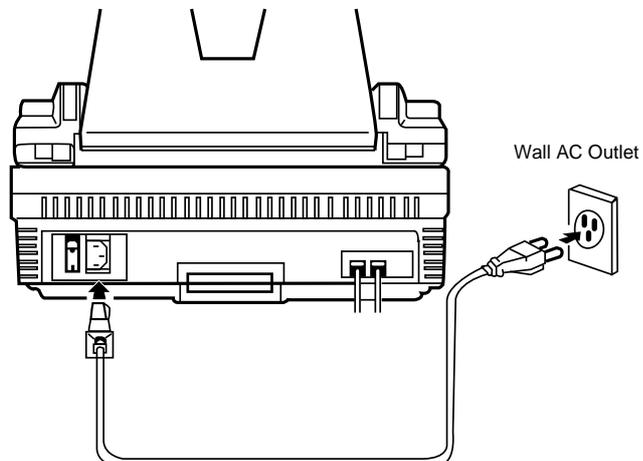
## 10 CONNECT EXTENSION TELEPHONE or ANSWERING MACHINE (if necessary)

Plug one end of the modular cord into the EXT.TEL jack on the rear of your machine. Plug the other end of the cord into a modular jack on a telephone answering device or a regular telephone you wish to use as an extension.



## 11 CONNECT POWER CORD

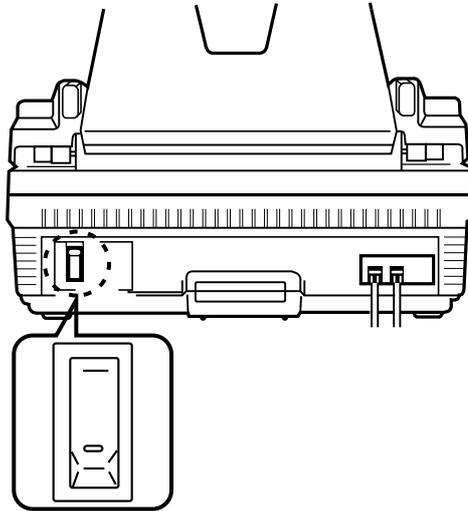
Plug the female end of the power cord into the receptacle on the rear of the fax machine. Plug the other end into a standard AC outlet.



---

## 12 TURN ON POWER

Press the power switch to the up (-) position to turn the power on.



When the fax machine is first powered on, all indicators light and your fax machine prompts you to wait until the fax machine warms up, through the LCD window.

If there is a document loaded in the feeder, the machine automatically pulls it out.

When time and date appear on the window, you can set up the fax machine. This mode is called “stand by mode.”

Pick up the handset and hear a dial tone to be sure the fax machine is properly connected to the telephone network.

### **Notes:**

- You can change the date and time. See “Setting Date and Time” on page 2-3.
- If there are documents lost from memory after a power failure the fax machine automatically prints out a report after you turn the power back ON. For details on the list, see page 4-44.
- To change the receiving mode, press RCV.MODE. For more information on the receiving mode, see “Receiving Documents” on page 3-13.

---

## 13 INITIALIZE NEW TONER UNIT

Whenever you install a new toner unit, you must perform the following procedure before operating your fax machine.

**DO NOT** perform this procedure unless a new toner unit has been installed. Poor image quality may result.

- 1 Press **FUNCTION**, then 7.
- 2 Press **YES**, then **NO**.
- 3 Press **YES**.
- 4 Press **YES** when you are sure that you are ready to initialize the toner.

Your fax machine will initialize the new toner unit for a few minutes. The fax machine is ready for use when the date and time is displayed.

**Note :** An image quality may be poor when the new drum prints the first 15 sheets; after that, the image quality will stabilize.

## 14 ADJUST RINGER VOLUME

You can adjust the volume of the ringer to the desired loudness, if necessary.

- 1 Press **FUNCTION** , then 7.
- 2 Press **YES**.
- 3 Press **YES**.
- 4 The machine displays the current volume scale.

Use **SCROLL** ► to increase the volume, or **SCROLL** ◀ to decrease the volume.

Each time you press **SCROLL** ► or **SCROLL** ◀ to decrease the volume.

- 5 Press **YES** when a proper volume has been selected. The fax machine returns to the standby mode. If you want to cancel the volume setting, press **STOP**.

RINGER, TONER or  
SYSTEM SETUP ? Y/N

NEW TONER UNIT ?  
Y/N

ARE YOU SURE ?  
Y/N

NEW TONER UNIT ?  
INITIALIZING...

RINGER, TONER or  
SYSTEM SETUP ? Y/N

ADJUST RINGER  
VOLUME ? Y/N

RINGER VOLUME  
>>>>>>>>>>

RINGER VOLUME  
>>>>>

---

## USING HELP LIST AND FUNCTION MENU

---

Once you become familiar with the basic operation of your fax machine, use the Help Lists supplied by your fax machine. The Help Lists will serve as an easy reminder of how to operate your fax machine. The function menu acts as an extremely concise manual.

Your fax machine offers you four kinds of help lists; Function, Basic, Data Set-up, and Advanced.

- **Function** : contains information on how to enter various function modes.
- **Basic** : contains information on basic sending and receiving.
- **Data Set-up** : contains information on how to set up your machine with various administrative data.
- **Advanced** : contains information on advanced ways of sending and receiving.

### HOW TO PRINT OUT HELP LIST

**1** Press FUNCTION, and \*.

**2** Press YES.

**3** Press YES to print out a Help list for various function settings. The fax machine will print out a list of 2 pages with letter-size paper. After printing, the fax machine returns to the standby mode.

If you press NO, the next menu displays.

**4** Press YES to print out a Help list for basic sending and receiving operation. The fax machine will print out a list of 3 pages with letter-size paper. After printing, the fax machine returns to the standby mode.

If you press NO, the next menu displays.

PRINT  
HELP LIST ? Y/N

HELP LIST  
FUNCTION ? Y/N

HELP LIST  
BASIC ? Y/N

---

HELP LIST  
DATA SET-UP ? Y/N

- 5** Press **YES** to print out a Help list for various data set-up information. The fax machine will print out a list of 3 pages with letter-size paper. After printing, the fax machine returns to the standby mode.

If you press **NO**, the next menu displays.

HELP LIST  
ADVANCED ? Y/N

- 6** Press **YES** to print out a Help list for advanced sending and receiving operations. The fax machine will print out a list of 5 page with letter-size paper. After printing, the fax machine returns to the standby mode.

If you press **NO**, the next menu displays.

HELP LIST  
ALL ? Y/N

- 7** Press **YES** to print out all the Help lists at one time. The fax machine will print out a list of 13 pages with letter-size paper. After printing, the fax machine returns to the standby mode.

If you press **NO**, the fax machine displays the first prompt, **HELP LIST BASIC ?** again

## USING FUNCTION MENU

The fax machine's function menu acts as an extremely concise manual. Just press **FUNCTION**. The fax machine briefly displays each function and how to use it.

If a valid key is pressed while the fax machine displays the function menu, the fax machine goes to the indicated function setup mode - for example, press **0** to set up the current time.

If a valid key is pressed while the fax machine displays each function sequentially twice and returns to the standby mode.

This feature is useful when you are already familiar with the fax machine but have forgotten how to start a particular feature.

---

## INITIAL SETUP

---

Here are a few points to remember about using the setup procedures in this manual with your facsimile.

- Procedures are arranged with the displayed message on the left of the page and your action or an explanation on the right.
- Your fax machine has been designed to take you smoothly through all procedures step by step, by responding with messages to your setting or asking you questions to prompt you to the next step.
- The NO key has two basic functions:
  - Giving a negative response to a prompt from your fax machine and either skipping on to the next prompt or returning to the previous one.

Making corrections to mis-entries if the entry is still displayed in the LCD window and if you have not pressed YES to actually register the entry. If the entry has been registered in the fax machine by pressing YES, press STOP then start over again.

## SETTING DATE AND TIME

The current date and time are shown in the display when the machine is ready for operation (standby mode). The date and time is also printed on documents you send. To set the correct date and time, perform the following steps:

**1** Press FUNCTION, then 0

**2** Press YES.

**3** Press YES.

SET TIME, ID, or  
SYSTEM DATA ? Y/N

SET DATE & TIME ?  
Y/N

---

MMDDYYHHMM  
0000000000

- 4** Current date and time is displayed in the lower line of the display-Enter correct date and time using the dial keypad. Use 24-hour format to select time (Military Time).

For example, if you want to set the date and time at April 15, 1994, 3:30 p.m., you need to enter number 04 for the month, 15 for the day, 94 for the year, 15 for 3 p.m., 30 for 30 minutes.

If you want to correct a digit, use **SCROLL** keys to move the cursor under the digit, then enter a correct number.

If you should enter an invalid number, a 2-second alarm tone will sound.

MMDDYYHHMM  
0415941530

- 5** When the date and time are correctly displayed, press **YES**.

The LCD display briefly shows the date and time currently registered in your fax machine, then switches to the SET TERM ID prompt.

APR - 15 15:30 FRI

If you want to set a terminal identification, press **YES** and proceed to "Setting Terminal ID" on the next page. If not, press **STOP** to return the fax machine to the standby mode.

---

## SETTING TERMINAL ID (number and name)

---

Your fax machine can print your name and facsimile telephone number on all documents you send. This enables remote parties to identify your documents easily.

SET TERM. ID ?  
Y/N

To set the terminal ID immediately after setting the date and time, press **YES** when the LCD display reads SET TERM ID ?. Then follow the steps below.

To set the terminal ID starting from the standby mode, press **FUNCTION, 0, YES, NO**, then **YES** in sequence.

TEL)\_

**1** Enter your fax number using the dial keypad, then press **YES**

Up to 20 digits can be entered.

TEL) 800-123-5678

Use **REDIAL/PAUSE** key to insert hyphen between numbers to improve the readability as shown at left.

ID)\_  
PRESS KEY THEN >

**2** Enter your name (or business name or any other message) using the dial keypad. Both numbers and letters can be entered, up to 20 characters for the name.

Press a number key labeled with the character you want. Each time you press a key, the characters labeled on the key appears in the display. When the character you want appears, press **SCROLL ►** to move the blinking cursor to the next position at right. Select the next character you want in the same way. See page 2-7 for example to enter name.

ID) SMITH\_

**3** When the name appears correctly in the display, press **YES**.

Now, the fax machine displays SET SYSTEM DATA ? If you want to set system data, press **YES** and proceed to "Setting System Data" on page 2-8. If not, press **STOP**. The fax machine returns to the standby mode.

---

**Notes:**

Special marks are assigned to the 0 key. Each time you press 0,0, space, comma(.), dot (.), dash (/), plus (+), asterisk(\*), and (&)marks are displayed. When desired mark appears, press SCROLL ►.

- Q and Z can be entered by pressing 7 and 9 respectively.
- If you make a mistake while you enter a number or name, press NO to backspace and cancel the last entry then re-enter the correct number. To correct a digit in the middle, use SCROLL ◀ or ▶ to move the cursor under the digit, then enter a correct number.
- If there is a number or name already assigned, the fax machine displays the number or name in the upper line and ED:1 DEL:2 NEXT:3 in the bottom line.
- Press 1 to edit the number and/or name. The first digit flickers in the display.
- Press 2 to delete the number and/or name. The machine deletes the number and/or name then proceeds to the next Step.
- Press 3 to maintain the number and/or name and skip over the current procedure.

KeyPad	1	2	3	4	5	6	7	8	9	0
1st Press	1	2	3	4	5	6	7	8	9	0
2nd Press		A	D	G	J	M	P	T	W	Space
3rd Press		B	E	H	K	N	Q	U	X	,
4th Press		C	F	I	L	O	R	V	Y	.
5th Press							S		Z	/
6th Press										+
7th Press										*
8th Press										&

---

## EXAMPLE

Let's take "MY CO.", for example, to enter a name.

ID)\_  
PRESS KEY THEN >

**1** Press **6** two times.

ID)M

**2** When M appears in the display, press **SCROLL** ►.

ID)M\_

**3** Press **9** four times.

ID)MY

**4** When Y appears on the display, press **SCROLL** ►.

ID)MY\_

**5** Press **0** two times to insert a space between "MY" and "CO.",

ID)MY\_

**6** When the cursor move at right, press **SCROLL** ►.

ID)MY \_

**7** Press **2** four times.

ID)MY C

**8** When C appears in the display, press **SCROLL** ►.

ID)MY C\_

**9** Press **6** four times.

ID)MY CO

**10** When O appears in the display, press **SCROLL** ►.

ID)MY CO\_

**11** Press **0** four times.

ID)MY CO\_ .

**12** When • appears in the display, press **SCROLL** ►.

---

## SETTING SYSTEM DATA

Your fax machine has various user-selectable functions. These functions are usually selected during the initial setup of the machine, and there should be little need to change them thereafter.

Note: Before you begin, print out the system data list to see the current settings. See "Reports" on page 4-39.

**1** Press FUNCTION, 0, YES then NO twice, in sequence.

SET SYSTEM DATA ?  
Y/N

**2** Press YES.

TO SKIP TO NEXT  
PRESS SCROLL ▼

The fax machine will show you the user-selectable functions. Press YES or NO, or enter the desired number to select proper setting. If you do not wish to change the option shown in the display, press SCROLL ▼ to skip to the next menu.

### Print Confirmation Report

You can set the fax machine to automatically print out a Message Confirmation report every time you send a document. The report shows whether the transmission was successful or not, how many pages were sent, etc.

Press YES if you want the report printed out after every document you send.

Press NO if you do not want the Message Confirmation report.

PRINT MESSAGE  
CONFIRMATION ? (N)

The currently selected settings are shown with in the parenthesis in the display.

### Print Journal Report

Your fax machine keeps records of communications. You can get a transmission or reception journal printout manually or automatically.

Press YES if you want the communication (send and receive) journal printed out automatically after every 50 transmissions and receptions.

Press NO if you do not want the journal printed out automatically. To print out the journal manually, see "Reports" on page 4-39.

AUTO PRINT  
JOURNAL ? (Y)

---

REMOTE RCV CODE?  
[ 0-9 ] > (\*2\*)

### Remote Receive Code (Used with Extension Telephone)

If you use an extension telephone which is connected to the fax machine (see page 1-14), you can control the fax machine to begin receiving a fax by entering a remote receive code on the extension telephone.

The code is made up of \* 2 \*. The first and the last \* are fixed, but you can change the middle digit from 0 to 9. Enter the desired number, then press **YES**.

For more information on "Receiving Using an Extension Telephone", see page 4-28

SILENCE DETECT.  
TIME ? (UNLIMIT : N)

### Silence Detection Time (Used in ANS/FAX mode only)

In ANS/FAX mode, after a call is picked up by the answering machine, your fax machine monitors the line.

When your fax machine detects a certain time period of silence or that the line has been released by the answering machine, the call will be treated as a fax message and your machine can begin to receive a fax.

You can limit the silence detection time to 12 seconds or select unlimited time.

Press **YES** if you want to limit the time to 12 seconds.

Press **No** if you want to select unlimited silence detection time.

### Automatic Turnaround Polling

AUTO TURNAROUND  
POLLING ? (N)

You can set your fax machine to turnaround poll another machine.

Press **YES** to poll a remote machine everytime you send documents to the remote machine. For more information on "Turnaround Polling", see page 4-15.

Press **NO** if you do not want turnaround polling

TURNAROUND  
POLL CODE=0000

If you have selected turnaround polling, the fax machine prompts you to enter a 4-digit turnaround poll code. This code is required to access a remote fax machine secured with a poll code.

---

## Power Save Mode

POWER SAVE MODE ?  
(N)

If you want to set your machine to power save mode, press YES.

This setting allows your fax machine to shut off the machine's printer heater automatically after a document is printed, and to conserve electricity and reduce your utility bills. The fax machine automatically turns on the printer again when it receives a document or is instructed to make a copy. In the power save mode, it takes the machine a little longer to print out fax messages or copies, because it must first re-heat the printer.

If you press NO, the machine's printer heater remains on all the time so the machine can start printing copies sooner.

SET TIME ? Y/N  
( 17:00 → 09:00 )

If you want to set the time duration that the machine activates the power save mode, press YES. The machine goes to the power save mode from a specified start time to a specified end time every day.

If not, press NO. The machine activates the power save mode all the time.

SAVE START TIME  
17 : 00

The machine displays the currently selected start time at which the fax machine goes to the power save mode.

Enter the desired start time using the dial keypad. Use 24-hour format to select time (Military time).

When the time appears correctly in the display, press YES.

SAVE END TIME  
09 : 00

The machine displays the currently selected end time at which the fax machine exits from the power save mode.

Enter the desired end time using the dial keypad. Use 24-hour format to select time (Military time).

When the time appears correctly in the display, press YES.

DIAL MODE? (TONE)  
TONE : Y PULSE : N

## Dial Mode

Select the type of dial mode your fax machine is connected to.

Press YES if the fax machine is connected to a tone dial telephone line.

Press NO if the fax machine is connected to a pulse dial telephone line.

---

### Security Communication (For SF550M/SF5600)

SECURITY COMM. ?  
(N)

The feature allows your fax machine to send and receive documents only to and from predetermined locations where fax machines have the security code that matches your security code. For more information, see "Security Communication" on page 4-21.

Press **YES** if you want your fax machine to send or receive documents in the security communication mode.

Press **NO** if you want normal communication mode.

SECURITY  
COMM.=0000

If you have selected Security Communication, the fax machine prompts you to enter a 4-digit security code.

The code is used to identify participating stations as members of the closed network. This ensures only authorized parties can communicate with your machine.

When the code appears correctly in the display, press **YES**.

### Error Correction Mode

ECM ENABLE ?  
(Y)

Error Correction Mode (ECM) compensates for poor line quality and ensures accurate, error-free transmission with any other ECM-equipped facsimile machine.

If the line quality is poor, transmission time may be increased when ECM is enabled.

Press **YES** to enable ECM.

Press **NO** to disable ECM.

### Automatic Reduction

AUTO REDUCTION ?  
(Y)

When receiving or copying a document as long as or longer than the paper installed into your fax machine, the fax machine can reduce the data of the document to fit on a standard letter (8.5"x11") size paper. The rate of the reduction is as follows:

Transmitted or copied document		Printout
Letter size (8 1/2" X 11")	→	Reduced to 95%
A4 size (8 1/4" X 11 11/16")	→	Reduced to 85%

---

If the fax machine can not reduce the data to fit on one page with the feature enabled, the data is divided and printed out in actual size on two sheets or more if needed.

Press **YES** if you want to reduce the incoming page that may need to be divided into two pages with only a few centimeters on the second page.

Press **NO** if you do not want to reduce the receiving document. The overflowed data will be printed out on a second page.

### Automatic Discard

When receiving or copying a document as long as or longer than a standard letter size paper installed into your fax machine, you set the fax machine to discard any excess image at the bottom of the page to fit on a standard letter size page.

If the received page is outside the margin you set, it will be printed on two sheets of paper at the actual size.

If the data is within the margin, and Auto Reduction is turned on, it will be reduced to fit on the appropriate size paper (Discard does not take place). If Auto Reduction is turned OFF or fails, the data within the margin will be discarded.

If the margin is set to 00, a second blank sheet may be printed.

Enter the desired discard size, using the dial keypad, then press **YES**.

### Automatic Redial Interval

Your fax machine can automatically redial a remote fax machine if it does not answer the first call or if it was busy.

Enter the number of minutes (from 0 to 7 minutes), using the dial keypad, to wait before redialing the number that was busy on the last try. Then press **YES**.

**Note :** If you enter 0, the fax machine will not wait. redial the number immediately following the preceding try.

### Automatic Redial Number

**1** Enter the number of attempts (from 0 to 7 times) to redial the number before giving up. Then press **YES**.

*Note :* If you enter 0, the fax machine will not redial at all

SET DISCARD SIZE  
[ 00-33 ]> ( 15 )

SET RDIAL INTERVAL  
[ 0-7 ]> ( 3 )

SET RDIAL  
ATTEMPT[0-7]> ( 3 )

---

ANSWER ON NO. OF  
SINGS [ 1-7 ]> ( 1 )

### Ring Before Answer

Enter the number of rings (from 1 to 7) your fax machine should wait before it answers an incoming call. Then press **YES**.

If you enter 3, the fax machine will answer calls on the third ring.

To give you time to manually answer your calls when you are present, set this option for at least four rings.

To return to the standby mode, press **STOP**.

To verify your setting, print the System Data list. See "Reports" on page 4-41.

---

## USING THE AUTODIALER

You can store frequently called fax numbers as One-Touch or Speed Dial stations, then dial the number by pressing only one or two keys. The autodial numbers are also accessible through the Fax Directory.

---

### REGISTERING ONE-TOUCH DIAL NUMBERS

You can register a maximum of 20 fax numbers as One-Touch dialing numbers. After a fax number is registered as a One-touch Dial number, it can be dialed by pressing its corresponding One-touch key (1-20). The name of the receiving party can also be registered for each One-touch Dial station.

**1** Press **FUNCTION**, then **4**.

SET AUTO DIALER  
or PROGRAM ? Y/N

**2** Press **YES**.

SET ONE-TOUCH  
DIAL ? Y/N

**3** Press **YES**.

PRESS ONE-TOUCH  
KEY [ 1-20 ]

**4** Press One-touch key to which a fax number will be assigned.

If a fax number is already assigned to the station, the fax machine displays the number. See “Changing or Cancelling One-touch Dial Numbers” on page 2-16.

TEL)\_

**5** Enter the fax number of the remote fax machine you want to register, using the dial keypad.

A pause can be entered in the dialing sequence (e.g., when dialing an outside number through a PBX system) by pressing **REDIAL/PAUSE**. The pause will appear as a hyphen (-) in the display.

If you make a mistake, press **NO** to backspace and cancel the last entry, then re-enter the correct number. To correct a digit in the middle, use **SCROLL** keys to move the cursor under the digit, then enter a correct number.

TEL)800-123-5678

When the correct number appears in the display, press **YES**.

ID) \_  
PRESS KEY THEN >

**6** Enter an ID name for the receiving party.

Press a number key labeled with the character you want. Each time you press a key, the character labelled on the key appears in the display. When the character you want appears, press **SCROLL** ► to move the blinking cursor to the next position at right. Select the next character you want in the same way.

ID) SMITH\_

Press **YES** when the name appears correctly in the display.

The name will be displayed when you search Autodialer memory and dial the number, and will be printed on various reports your fax machine generates.

SET ONE-TOUCH  
DIAL ? Y/N

**7** To register other One-touch Dial numbers, press **YES** and repeat Steps 4 through 7.

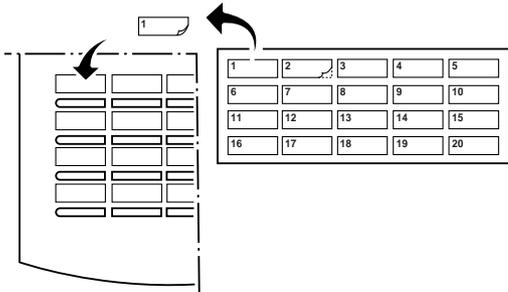
Press **NO** when you have no more fax numbers to register. The fax machine prompts **SET SPEED DIAL ?** If you want to register Speed Dial numbers, press **YES** and proceed to “Registering Speed Dial Numbers.”

If you want to end registration, press **STOP** to return the machine to the standby mode.

**USING ADDRESS LABEL**

There is an address label sheet together with your fax machine. As you store numbers in One-touch Dialing station, make a note of the number on the address label to remind you of what fax number is stored in each position.

Write information on the label, peel it off, then attach it to the paper position over the corresponding One-touch key as shown below.



---

## CHANGING OR CANCELLING ONE-TOUCH DIAL NUMBERS

The numbers registered to the One-touch Dial station can be changed by following the same procedure as registering a new number.

**1** Press **FUNCTION**, then **4**.

SET AUTO DIALER  
or PROGRAM ? Y/N

**2** Press **YES**.

SET ONE-TOUCH  
DIAL? Y/N

**3** Press **YES**.

SET ONE-TOUCH  
KEY [ 1-20 ]

**4** Press the One-touch key of the station you wish to change.

TEL) 760084  
ED : 1 DEL:2 NEXT

**5** The fax number of the entered station will be displayed in the upper line and the machine prompts you to select desired mode.

Press **1** to edit the number and/or name. The first digit is highlighted in the display. Go to Step 6.

Press **2** to delete the number and name. The machine prompts you to enter a new one.

Press **3** to maintain the number and name and skip over the current procedure.

TEL) \_ 4 0 0 8 4

**6** Changes can be made to the number by using **SCROLL** keys to position the cursor under the digit to be changed and entering the correct digit.

For example, if you wish to change **8** to **5**, move the cursor under **8**, then enter **5** as shown in the display at left.

TEL) 7 4 0 0 5 4

**7** When the number is correct, press **YES**.

---

ID)\_AST SALES

- 8** The first digit in the current ID is highlighted. Use **SCROLL** keys to position the cursor under the digit to be changed and enter a correct character.

Press a number key labeled with the character you want. Each time you press a key, the characters labeled on the key appear in the display. When the character you want appears, move the cursor under the other digit you want to change.

ID)WESTI SALES

- 9** When the name is displayed correctly, press **YES**.

SET ONE-TOUCH  
DIAL? Y/N

- 10** The fax machine displays the next prompt. To return the machine to the standby mode, press **STOP**.

## REGISTERING SPEED DIAL NUMBERS

You can register a maximum of 50 (SF5500/SF5500M), 80(SF5600) fax numbers as Speed Dialing numbers. (Group numbers are also included in Speed Dialing numbers). After registering, the fax number will be dialed by pressing **SEARCH** and scrolling through the Auto dialer memory or by pressing **SPEED DIAL** (# key on Key Pad) and using Key Pad to enter two-digit location number. The name of the receiving party can also be registered for each Speed Dial station.

SET AUTO DIALER  
or PROGRAM ? Y/N

- 1** Press **FUNCTION**, then **4**.

- 2** Press **YES**.

SET ONE-TOUCH  
DIAL? Y/N

- 3** Press **NO**.

SET SPEED DIAL?  
Y/N

- 4** Press **YES**.

SET LOCATION  
NO. [00-49]

(SF5500/SF5500M)

- 5** Enter a 2-digit location number to which a fax number will be assigned using the dial keypad, then press **YES**.

SET LOCATION  
NO. [00-79]

(SF5600)

---

TEL)\_

- 6** Enter the fax number you want to register using the dial keypad.

A pause can be entered in the dialing sequence (e.g., when dialing an outside number through a PBX system) by pressing REDIAL/PAUSE. The pause will appear as a hyphen (-) in the display.

If you make a mistake, press **NO** to backspace and cancel the last entry then re-enter the correct number. To correct a digit in the middle, use **SCROLL** keys to move the cursor under the digit, then enter a correct number.

TEL) 800-123-5678  
\_

When the correct number appears in the display, press **YES**.

ID)\_  
PRESS KEY THEN >

- 7** Enter an ID name for the receiving party.

Press a number key labeled with the character you want. Each time you press a key, the character labeled on the key appears in the display. When the character you want appears, press **SCROLL** ► to move the blinking cursor to the next position at right. Select the next character you want in the same way.

ID)JANE\_

The Fax Directory lists all registered Auto dialer stations according to the names in alphabetical order. The name will also be printed on various reports your machine generates.

If you make a mistake, press **NO** to backspace and cancel the last entry then re-enter the correct character. To correct a digit in the middle, use **SCROLL** keys to move the cursor under the digit, then enter a correct character.

SET SPEED DIAL ?  
Y/N

- 8** To register other Speed Dial numbers, press **YES** and repeat Steps 4 through 8.

Press **NO** when you have no more fax numbers to register. The fax machine displays the next available menu. To return the machine to the standby mode, press **STOP**.

---

## CHANGING OR CANCELLING SPEED DIAL NUMBERS

The numbers registered to Speed Dial station can be changed by following the same procedure as registering a new number.

**1** Press **FUNCTION**, then **4**.

SET AUTO DIALER  
or PROGRAM ? Y/N

**2** Press **YES**.

SET ONE-TOUCH  
DIAL ? Y/N

**3** Press **NO**.

SET SPEED DIAL ?  
Y/N

**4** Press **YES**.

ENTER LOCATION  
NO . [00-49]

**5** Enter a 2-digit location number of the Speed Dial station you wish to change using the dial keypad.

(For SF5500/SF5500M)

ENTER LOCATION  
NO . [00-79]

(For SF5600)

TEL) 7450084  
ED : 1 DEL : 2 NEXT : 3

**6** The fax number of the entered station will be displayed in the upper line and the machine prompts you to select the desired mode.

Press **1** to edit the number and/or name. The first digit is highlighted in the display. Go to Step 7.

Press **2** to delete the number and name. The machine prompts you to enter new one.

Press **3** to maintain the number and name and skip over the current procedure.

TEL)\_450084

**7** Changes can be made to the number by using **SCROLL** ► and ◀ keys to position the cursor under the digit to be changed and entering the correct digit.

---

For example, if you wish to change 8 to 5, move the cursor under 8, then enter 5 as shown in the display at left.

TEL)7450054

**8** When the number is correct, press **YES**.

ID)\_AST SALES

**9** The first digit in the current ID is highlighted. Use **SCROLL** keys to position the cursor under the digit to be changed and enter a correct character.

Press a number key labeled with the character you want. Each time you press a key, the characters labeled on the key appear in the display. When the character you want appears, move the cursor under the other digit you want to change.

ID) WESTI SALES

**10** When the name is displayed correctly, press **YES**.

SET SPEED DIAL ?  
Y/N

**11** The fax machine displays the next prompt. To return the machine to the standby mode, press **STOP**.

---

## SEARCHING AUTODIALER MEMORY (Fax Directory)

This feature enables you to alphabetically search for the fax numbers stored in your fax machine's Auto dialer memory.

### Scanning the Fax Directory

To begin scanning the entire Fax Directory, follow the steps below:

SEARCH  
PRESS  $\vee$ ,  $\wedge$ , 0-9

**1** Press **SEARCH**.

The fax machine prompts you to press one of ten keys or **SCROLL**  $\blacktriangledown$  or  $\blacktriangle$  key.

S: DETROIT SALES  
800-313-555-1212

**2** Press **SCROLL**  $\blacktriangledown$  or  $\blacktriangle$  repeatedly until you find the desired number.

Each time you press **SCROLL**  $\blacktriangledown$ , the fax machine scroll the entire memory downward in alphabetical order (from A to Z); while, pressing **SCROLL**  $\blacktriangle$  allows the fax machine to scroll the memory upward (from Z to A).

G : MARKETING  
800-555-1234

Continuous depression of either **SCROLL**  $\blacktriangledown$  or  $\blacktriangle$  key will scan through the entire memory with each number displayed for approximately 0.2 seconds. Once you have reached the desired number in the memory, release the **SCROLL**  $\blacktriangledown$  or  $\blacktriangle$  key.

**Note:** Empty memory location will be skipped during the search procedure.

O : NEW YOUR/KK  
123-456-7890

**3** If the name and/or number in the display is longer than 16 digits, use **SCROLL**  $\blacktriangleright$  or  $\blacktriangleleft$  keys to see the hidden characters or numbers in the display.

Each time you press **SCROLL**  $\blacktriangleleft$ , the first digit in the display will disappear off the left side of the display, and the hidden digit will appear in the right side of the display.

Each time you press **SCROLL**  $\blacktriangleright$ , the last digit in the display will disappear off the right side of the display, and the hidden digit will appear in the left side of the display.

**4** When you find the name and the number you want, press **START** to dial the number.

With a document loaded, your fax machine begins transmission. Otherwise, your fax machine makes a phone call.

**Note:** O, S, or G before the names in the display stands for One-touch Dial number, Speed Dial number, or Group Dial number.

---

## Searching With A Character

You can scan the Autodialer memory for a desired number with a name which was stored beginning with a desired number or letter. You can search with the first character of the name. This search can retrieve all entries beginning with the same initial character.

SEARCH  
PRESS v , ^ , 0-9

S : EMERSON  
1234567890

0 :EMI  
1112222333

- 1 Press **SEARCH**.
- 2 Enter a name by which you need to search for a phone number. Press a number key labeled with the character you want. Each time you enter a character of the station, the first station with a name starting with the entered character will be displayed.
- 3 If the name shown in the display is not the name you want, press **SCROLL ▼** repeatedly until you find the desired name. It scrolls name downward in alphabetical order. To scan upward, use **SCROLL ▲**.
- 4 When you find the name and number you want, press **START** to dial the number.

With a document loaded, your fax machine begins transmission. Otherwise, your fax machine makes a phone call.

### Note:

- If no name is stored with the assigned character, a warning tone sounds.
- Press **SCROLL ►** or **◀** if you want to see the hidden characters or numbers in the display.

---

## SENDING DOCUMENTS

---

This section shows you how to prepare and send documents. Other more sophisticated ways to send documents are described in "Advanced Operation."

This section shows you how to send faxes and control the functions that affect the way you send faxes.

When you send a document, follow the steps below:

- 1** Prepare an original document. The document should be acceptable for feeding into the fax machine (see page 3-2).
- 2** Load the document properly (see page 3-3).
- 3** Adjust the resolution and contrast, if necessary (see page 3-4).
- 4** Dial the remote fax machine's number (see page 3-5). You can use On-hook Dialing, One-touch Dialing, or Fax Directory Dialing.

If you wish to send it at a later time or send to more than one location, see "Advanced Transmission" on page 4-2.

---

## PREPARING DOCUMENTS

Certain requirements and precautions must be observed before sending your documents. This is ensure that all your documents are sent with the highest quality and fed through the feeder properly.

### Acceptable Documents

		SINGLE SHEET	2 OR MORE SHEETS
Document Size	Max	8.5 in (W) x 14.0 (L)	8.5 in (W) x 11.7 in (L)
	Min	5.83 in (W) x 5.04 in (W)	
Effective Scanning width		8.3 in (210mm)	
Number of sheets which can be set at a time			up to 30 (Letter size)
Thickness of document		0.0028 to 0.0059 in	0.0028~0.0047 in
Quality of document paper		Uncoated on both sides	

**Note :** For multiple sheets, the document must be the same size and paper type.

### Documents You Cannot Send

Do not try to send documents that are:

- went
- covered with wet ink or paste
- wrinkled, curled, or folded
- too thin (less than 0.0028 in thick - onionskin, airmail paper, etc)
- too thick (over than 0.0059 in thick)
- chemically processed (pressure-sensitive paper, carbon-coated paper, etc.)
- coated (glossy paper, etc.)
- too small or short (such as a label, voucher, etc.)
- made of cloth or metal

To send these documents, use an office copier to make a photocopy first, and then send the copy

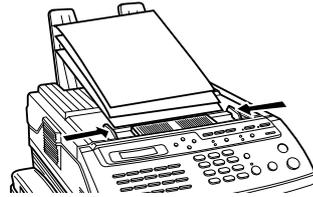
---

## LOADING DOCUMENTS

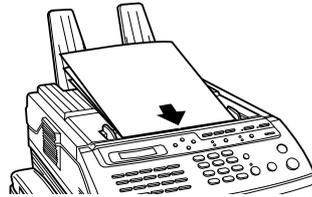
You can stack up to 30 sheets on the document feeder at one time.

Place the document face down in the document feeder.

Adjust the sliding document guides to ensure that the document is centered on the document feeder.



Gently insert the leading edge of the paper into the fax machine.

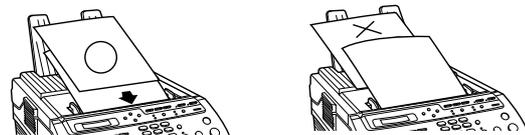


APR-15 15:30 FRI  
DOCUMENT READY

If you are sending two or more pages, be sure that the bottom sheet enters first.



If you want to send more pages, place them on top of the last page on the document feeder after a sheet finishes transmission. Do not place more than 30 sheets on the document feeder at a time.



### **Note:**

- Be sure that your document is free of staples, paper clips, and other foreign objects.
- Since your fax machine use a pre-scanning method, it is not recommended to feed one sheet after another when you have two or more pages to send or copy. Place a batch of sheets (up to 30 pages) in the feeder.

---

## SETTING RESOLUTION AND CONTRAST OF DOCUMENTS

You can adjust the resolution and/or contrast to send a high-quality transmission of documents with unusual contrast characteristics, including photographs. The higher the resolution, the longer it takes to send, but the results will look better at the receiving end.

When you send normal, ordinary documents, you need not adjust the resolution and the contrast.

You can choose from the following resolution settings:

- **FINE** : Documents containing small characters or lines, or print from a dot-matrix printer.
- **SUPER FINE** : Documents containing very detailed print, or documents with intricate drawing.

The contrast control on your fax machine lets you add half-tone shading for sending photographs or documents printed in color.

The following contrast settings are available:

- **LIGHT** : Documents with light or faint print or with pencil
- **PHOTO** : Photographs or other documents containing many levels of gray or colored areas.
- **HSP (High-Speed Photo)** : If you want to send a photograph or other documents containing a photograph at a higher speed (than in a PHOTO mode), you can use this mode to reduce cost.

To select the desired resolution, press **RESOLUTION** so that the corresponding mode indicator will be lit.

To select the desired contrast, press **CONTRAST** so that the corresponding mode indicator will be lit.

To select the HSP mode, press **CONTRAST** so that the **PHOTO** indicator will flicker.

To find out which resolution and contrast settings are best for your document, use your fax machine to make a copy with whatever setting you like. The copy will show how your document would appear at the receiving end.

---

## DIALING A NUMBER

### One-Touch Dialing

If you have stored frequently used numbers for One-touch Dialing, and if the remote party you are calling is set to receive documents automatically, you can send a document with a single keystroke.

For more information on storing numbers for One-touch Dialing, see "Registering One-Touch key for the number you want to call."

Press the One-touch key for the number you want to call.

The name and number of the remote party appears in the display, and the fax machine automatically dials the number, confirms the connection, and sends the document. The messages in the display tell you what step is being performed.

O : SAMS  
81-92-1234567

DIALING      8192123  
4567

### Two Digit Speed Dialing

If you have stored telephone numbers into the fax machine's Auto dialer memory (and if the remote party you are calling is set to receive documents automatically), you can send a document using this method

**1** Press SPEED DIAL (#).

ENTER    LOCATION  
NO . [00-49]>\_  
(SF5500/SF5500M)

ENTER LOCATION  
NO. [00-79]  
(SF5600)

DIALING ABC    CO.

DIALING    1234567

**2** Enter the 2-digit location number for the telephone number you want to call.

**3** The fax machine automatically dials the number, confirms the connection, and sends the document.

### Fax Directory Dialing

If you have stored telephone numbers into the fax machine's Auto dialer memory, and if the remote party you are calling is set to receive documents automatically, you can send a document using this method.

**1** Press SEARCH.

---

SEARCH  
PRESS √, ^ 0-9

- 2 Press **SCROLL** or repeatedly to search the Autodialer's memory for the number you want to call.

You can search with the first character of the name. Press a number key labeled with the character you want. This search can retrieve all entries beginning with the same initial character. If the name shown in the display is not the one you want, press **SCROLL** repeatedly until you find the desired name.

For more information on searching the Fax Directory, see page 2-21.

S : ABC CO  
123 - 4567

- 3 When the number you want to call is shown in the display, press **START**.

The fax machine automatically dials the number, confirms the connection and sends the document.

DIALING ABC CO

### Manual Dialing Using the Keypad

When the party you are sending a document to has the fax machine set to receive documents automatically, you can enter the remote party's telephone number using the dial keypad.

TEL)05511234567

- 1 Enter the remote party's number using the dial keypad.

As you enter the number, it appears in the display. If the number does not appear correctly in the display, use the **NO** key to correct the number.

- 2 Press **START** to send the document.

The fax machine dials the number, confirms the connection, and sends the document.

### Manual Dialing Using the Handset

You should dial the remote party's number using the handset if you are not sure whether they have a fax machine ready to receive documents.

If a person answers the telephone instead of a fax machine, you can talk to that person through your handset.

- 1 Pick up the handset and listen for the dial tone.
- 2 Dial the remote party's number, using the dial keypad.

**Note:** One-touch Dialing is also available using the One-touch key.

05511234567

- 3 Listen on the handset as the telephone rings. If the remote fax answer the call, you will hear its answering tone.

If a person answers the telephone, ask them to press the **START** key on their fax machine so you can send a document.

Listen for the high-pitched answering tone from the remote party

- 4 When you hear the answering tone, press **START** to send the document.
- 5 Replace the handset.

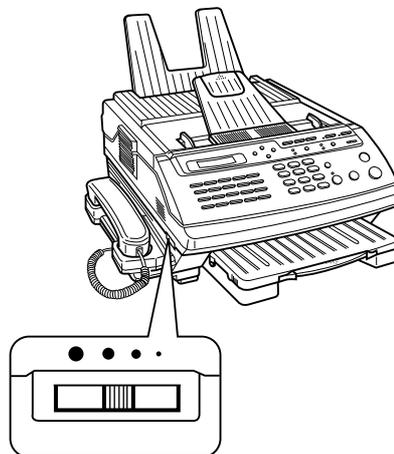
### On-Hook Dialing

You can send your documents with On-hook dialing, using the monitor speaker to confirm the answering tone from the remote fax machine.

- 1 Press **OHD/V.REQUEST** Dial tone will be heard.
- 2 Dial the remote party's number using the dial keypad. If a wrong number is entered in the process, press **OHD/V.REQUEST** and retry the procedure
- 3 When the answering tone is heard, press **START**.

If the remote party answers the phone, pick up the handset. Inform the remote party that you are going to send a document and ask them to get ready to receive. Then press **START** and replace the handset.

When you monitor a dialing process through the speaker, you can adjust the loudness of speaker volume, if necessary. Slide the switch on the left side of the fax machine.



---

## CONFIRMING THE TRANSMISSION

An ending tone sounds when the transmission is completed and the date and time reappears in the LCD display.

If your document is not sent successfully, **CDMM ERROR** appears in the display. Press **STOP** to clear the error message, and try to send the document again.

**Note :** If a document has jammed, see "Clearing a Document Jam" on page 5-1.

### Confirmation Report

You can confirm the transmission result with a Confirmation report. This tells you whether the transmission was successful or not, how many pages were sent, etc.

If you have set up your fax machine not to print the report (see "Setting System Data" on page 2-8) and you want to print the report manually, use the **COPY** key. Follow the procedure below:

#### 1 Press **COPY** when you finish sending.

**Note :** Make sure no document is loaded in the document feeder. If there is a document in the fax machine, the fax machine goes to "copy" mode when you press **COPY**.

#### 2 Press **YES**.

The fax machine prints your last transmission result. If you press **NO**, the fax machine prompts you to print other reports.

Select a desired report by pressing **YES** or **NO**.

**Note :** In case there is no record of the last transmission (due to a power failure, for example), the **MESSAGE CONFIRMATION REPORT ?** message does not appear when you press **COPY**. The fax machine directly switches to the other reports printout mode. See "Reports" on page 4-39.

MESSAGE CONFIRM. REPORT ?            Y/N
---

---

## CANCELLING A TRANSMISSION

If you do not want to finish sending a document, you can cancel at any time.

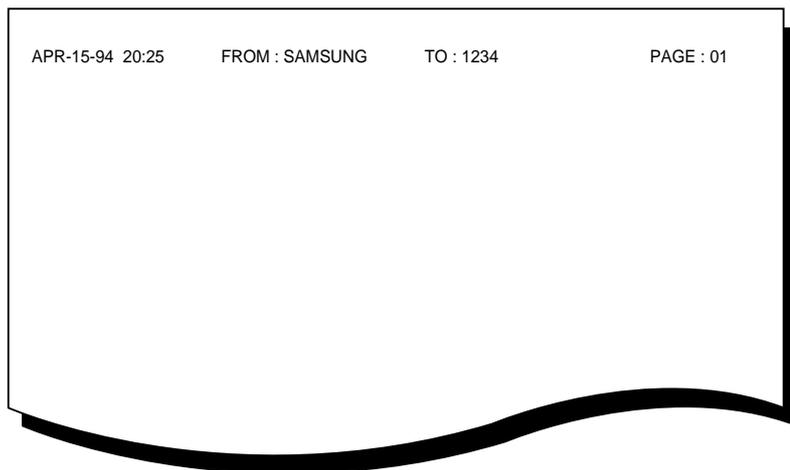
IN USE !      PRESS  
"STOP" TO CANCEL

Stop sending the document by pressing *STOP* twice.

Your machine disconnects the line and ejects the remaining pages of your document before returning to the standby mode.

## PRINTING TTI

Your fax machine can automatically print your ID name and facsimile number (TTI) on the top of each page you send. When the remote party receives a fax from you, the TTI appears as shown in the example below.



---

## CONVENIENT SENDING FEATURES

---

### REDIAL

#### Automatic Redial

When a dialed One-touch or Speed Dial station is busy or does not answer, the number will be automatically redialed approximately every three minutes up to 3 times. The number of redial attempts and the redial interval are set through System Data Setup. Setting System Data” on page 2-8.

#### Immediate Redial

The number can also be redialed at any time during the automatic redial cycle by pressing YES while the display is shown at left.

BUSY!            REDIAL ? TEL MODE
---------------------------------------

#### Last Number Redial

Manually dialed numbers can be redialed by pressing REDIAL/PAUSE.  
The last number will be dialed.

---

## MEMORY TRANSMISSION

A document can first be scanned into memory, then transmitted to a remote station without operator assistance. After the transmission is completed, the document is automatically erased from memory.

APR-15 15:30 FRI  
DOCUMENT READY

TEL)\_

TEL) 05511234567

ANOTHER FAX  
NUMBER ? Y/N

TO MEMORY P. 01  
MEMORY USED= 16%

- 1 Load a document face down into the feeder.
- 2 Press **MEMORY TX (MEMORY TX/DUAL in SF5500M/SF5600)**.
- 3 Enter the fax number of the remote machine, using the dial keypad, One-touch key, or 2-digit Speed Dial number or Group number.

When the number appears correctly in the display, press **YES**.

For more information on Group numbers, see page 4-22.

- 4 Press **NO** if you do not want to send the document to multiple locations. Go to Step 5.

Press **YES** if you want to send the documents to multiple locations. The machine prompts you to enter another fax number of remote party to which you want to send the same document. Enter the next number, then press **YES**.

Repeat as necessary. When you have entered all the numbers, press **NO**.

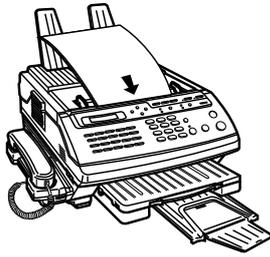
**Note:** A single broadcasting is available for your machine. If any multi- address transmission is currently set up in your machine, the **ANOTHER FAX NUMBER ?** prompt does not appear until the currently set broadcasting is completed.

- 5 The machine automatically scans the document into memory prior to transmission, then dials the number, confirms the connection, and sends the document. The messages in the display tell you what step is being performed.

---

## MAKING A COPY

---



You can also use your fax machine as a personal copier. Up to 30 pages can be copied at a time, and 99 copies (SF5500M/SF5600), 50 copies (SF5500) of the document can be made. The resolution is automatically set to FINE while the copy feature is in use, however, the contrast and resolution can be changed to produce the best quality.

**1** Load a document face down into the document feeder.

For more information, see “Loading Documents” on page 3-3 and “Setting Resolution and Contrast of Documents” on page 3-4.

**2** Press COPY.

**3** Enter the number of copies if you need two or more copies, Using the dial keypad, then go to Step 4.

If you want only one copy, you need not enter the number of copies.

If no key is entered within 3 seconds after you press COPY, the fax machine starts copying.

**4** Press COPY again or press YES.

Data from the first page is scanned into memory. After the first page is scanned into memory, copying automatically starts. When copies of the first page are completed, the next page is fed into the feeder, scanned into memory, and printed, just as the first.

The display will show the number of copies in the upper line and the document page number in the bottom line.

These numbers will increase as each page is copied the required number of times.

**Note :** In the event the recording paper has run out or jammed, the printer stops. When you correct the fault, the fax machine will continue to print the rest of copies.

APR-15 15:30 FRI  
DOCUMENT READY

ENTER NUMBER OF  
COPIES [1-99] >1

(For SF5500M/SF5600)

ENTER NUMBER OF  
COPIES [1-50] >1

(For SF5500)

COPY P . 3

COPY 12/20  
P . 3

### SELECTING RECEIVING MODE

You can select any receiving mode desired. Press **RCV.MODE** repeatedly until the desired receiving mode appears in the display. Your fax machine has four receiving modes; **FAX**, **TEL**, **TEL/FAX**, **ANS/FAX**

### AUTOMATIC RECEIVING MODE

Select **FAX** mode if you have not recorded an outgoing message (OGM).

In this mode, do not answer the phone when it rings. Your fax machine will answer automatically.

Otherwise, record your outgoing message and select **TEL/FAX** mode. This mode is available only if you have recorded an OGM.

For more information on recording an OGM, see “Recording an Outgoing Message (OGM)” on page 3-16.

APR-15 15:30 FRI  
FAX MODE

In **TEL/FAX** mode, your fax machine operates as it does in **FAX** mode, except that your fax machine plays the OGM to callers before attempting to receive a fax. When a call is received from an automatic fax machine, your fax machine does not play the OGM, and automatically detects the sending fax machine and receives the fax.

APR-15 15:30 FRI  
TEL/FAX MODE

### MANUAL RECEIVING MODE

Select **TEL** mode.

In this mode, you must answer the phone manually before you can receive a fax. When the telephone rings, pick up the handset and answer it. If the remote party asks you to receive a document or if you hear a fax tone, press **START** and replace the handset in its cradle.

Use this mode if you typically use fax machine to receive both calls and faxes.

APR-15 15:30 FRI  
TEL MODE

---

APR-15 15:30 FRI  
ANS/FAX MODE

## ANS/FAX MODE

Select ANS/FAX mode.

In this mode, the fax machine can share the same telephone line with an answering machine. The ANS/FAX mode is available only when connecting an answering machine to the EXT.TEL jack on your fax machine.

When a call is received, the answering machine answers and plays the outgoing message recorded on the answering machine.

If a fax tone or a certain time period of silence is detected on the line by your fax machine-the call automatically switches over to the fax machine and reception begins, overriding the answering machine's announcement.

If someone wants to speak with you - your fax machine ignores the call. The caller can leave a voice message on the answering machine.

### Notes:

- *If you have trouble receiving faxes in the ANS/FAX mode, change the silence detection time mode as described in "Setting System Data" in chapter 2. This feature in the user options will ensure fax reception when a fax tone is not detected on the line by your fax machine.*
- *If the answering machine does not answer within several rings for such reasons as the recording message is full on the tape or the answering machine is switched off, your fax machine automatically receives the document. If the answering machine has a user-selectable ring counter, set the machine to answer an incoming call within 4 rings.*
- *When you are using the manual receiving mode and an answering machine is installed, be sure to switch off the answering machine, otherwise the OGM from the answering machine might disrupt your telephone conversation.*
- *Set your answering machine to VOX mode (if applicable). VOX stands for "Voice Operated" which allows disconnection when a period of silence is detected by the answering machine.*

---

## VOICE REQUEST

When you are sending or receiving documents, if you want to talk to the remote party over the phone, follow the steps below.

- 1** Press **OHD/V.REQUEST** while you are sending or receiving a document. The indicator will light to confirm your request. After the last page is sent or received, the call signal is sent to the remote fax machine.
- 2** When the person at the remote fax machine answers, you will hear a ringing tone.
- 3** Pick up the handset and speak.

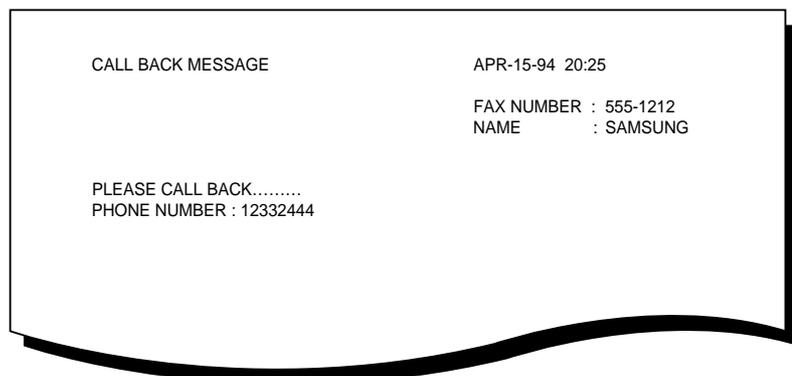
### Notes:

- You can cancel the voice request by pressing the **OHD/ V.REQUEST** key again while you are sending or receiving a document.
- If the remote operator does not answer your request, your fax machine automatically hangs up and returns to the standby mode.

If the remote party tries to contact you after sending or receiving documents, your fax machine will emit a ringing tone. Then pick up the handset. You will hear fax tones. When the remote party answers, you can speak.

If you do not answer the call, your fax machine prints out a Call Back message list which shows the time and date the voice request was made and the telephone number of the remote fax machine.

**Note :** *Voice Request is an available feature on your fax machine. Verify that the remote machine is also equipped with voice request capability if problems occur.*



---

## RECORDING AN OUTGOING MESSAGE (OGM)

You can record an outgoing message (OGM) to answer callers during your absence. In the TEL/FAX mode, when your machine answers a call from a voice caller or the operator of a manual fax machine, the OGM instructs the caller to press the **START** key on his/her machine. To record an OGM;

- 1 Pick up the handset.
- 2 Press **FUNCTION**, then 8.
- 3 Press **YES**.
- 4 Press **YES** if you want to hear the current voice message. If an outgoing message has been already recorded, it will be played back.

PLAY OGM RECORD  
OGM? Y/N

PLAY OUTGOING  
MESSAGE ? Y/N

If no message has been recorded, the machine displays **NO MESSAGE**, then displays the next prompt.

If you press **NO**, the next prompt also displays.

- 5 Press **YES** and begin speaking into the handset.

RECORD OUTGOING  
MESSAGE ? Y/N

If you try to record with the handset down, the fax machine displays **PICK UP THE HANDSET**. When you pick up the handset, the fax machine starts to record your message.

RECORDING...  
>>>>>>>

The remaining time is visible through the display.

When the time expires, the OGM is played back automatically. If you are not happy with the OGM, simply repeat the above procedure.

PLAYING...

**Note:** If you unplug your fax machine, or if there is a power failure, your OGM will be erased. Restore power to your fax machine and record a new OGM.

### Suggested message

“Hello. This is (your company, or business name). I am away for a few minutes. To fax to me, press the **START** key on your fax machine. If you want to speak with me, please call me at another time.”

---

## PRINTING OUT DOCUMENTS RECEIVED IN MEMORY

NO PAPER  
MEMORY RECEIVED

If the fax machine is set to receive documents automatically and then recording paper has run out, a paper jam has occurred, or the top cover has been opened, any incoming documents are stored in the fax machine's memory. After receiving documents, the fax machine displays MEMORY RECEIVED and the cause, NO PAPER for example.

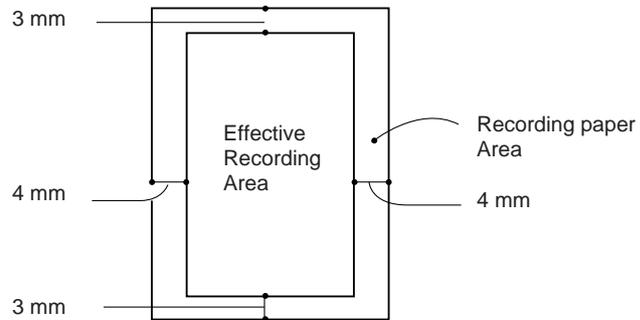
You must clear the problem by loading new paper, closing the cover, or clearing the jam. Then your fax machine will print out the contents of the memory reception automatically.

If you clear the problem while the fax machine receives documents into memory, the fax machine will print out the stored document immediately.

---

## RECORDING AREA

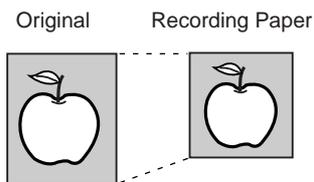
The machine can use letter size paper. The effective recording area is inside the shaded area as follows.



When the document to be received or to be copied is shorter than or the same length as the effective recording area, it will be recorded in its actual size.

When the document to be received or to be copied is longer than the effective area:

**1** Usually it will be recorded in the reduced size as shown on the left (vertical reduction). When the document can not be recorded on one sheet even if reduced, it will be divided into two sheets (not reduced).



**2** If you wish paintings without reduction or excessive paper usage, set a proper DISCARD SIZE through system data setup procedure (see "Setting System Data" in Chapter 2). The lower part of the document may be lost in some cases. If you have set the AUTO REDUCTION function to OFF through the system data setup procedure, the document will be recorded on two or more sheets.

---

## DUAL ACCESS (FOR SF5500M/SF5600)

---

This feature is available for SF5500M/SF5600 only.

The Dual Access feature of your fax machine can save both time and money, and enhance fax productivity.

Operations can be reserved when the fax machine is receiving a document into memory or transmitting a document from memory. The reserved operation will begin when the current operation concludes.

To reserve a transmit operation while the fax machine is receiving a document or transmitting a document from memory, place the new document you want to send in the feeder. Press **MEMORY TX/DUAL** (or **FUNCTION** then **1**) and then enter the remote station's number using the Autodialer, ten keypad, or via the programmed One-touch key. The document will be scanned into memory when **MEMORY TX/DUAL** key or a One-touch key, that was assigned a group, is selected. Otherwise the document will remain in the feeder until the reserve operation is started.

The Dual Access feature also allows the registration of user selectable functions such as setting the Autodialer, copying, or report printing. The user-selectable functions can be registered by pressing **FUNCTION** and the number key corresponding to the required operation. Copies or reports can be printed by pressing the **COPY/REPORT** key.

The Dual function of the **MEMORY TX/DUAL** key is to toggle the display between the operation you are entering and the operation that is currently taking place. Each time you press **MEMORY TX/DUAL**, the fax machine's display alternates between the two operations.

The chart below shows the newly accessible operations while one operation is currently being performed.

CURRENT OPERATION \ NEXT OPERATION	Memory Transmit	Memory Input	Memory Receive	List Output	User's Operation	Copy Function
Memory Transmit		YES		YES	YES	YES
Memory Input	YES		YES			
Memory Receive		YES			YES	
List Output	YES		YES			
User's Operation	YES		YES			
Copy Function	YES		YES			

*Note : While OGM recording is being performed, other operations are not possible.*

---

## ADVANCED TRANSMISSION

This section explains the many different network and timer related features that can help you increase the efficiency of your facsimile communication. You will learn how to save to maintain the privacy of sensitive documents, and how to save time when sending the same documents to many different locations.

---

**General Note:** A maximum of 15 different timer related operations can be reserved in your fax machine within a 24-hour period. One of these operations can be set to call up to 10 remote locations (broadcasting) in a single operation.

### DELAY TRANSMISSION

(SENDING AT A PRESET TIME TO ONE OR MORE LOCATIONS)

The delay transmission feature allows you to program the fax machine to automatically send a document at a later time. This feature permits unattended transmission of documents in the evening hours when telephone rates are lowest.

- 1 Load a document face down into the document feeder.

For more information, see “Loading Documents” and “Setting Resolution and Contrast of Documents” in chapter 3.

- 2 Press FUNCTION, then 1.

- 3 Press YES.

- 4 Enter the telephone number of the remote fax machine, using the dial keypad, One-touch key, or 2-digit Speed Dial number or Group number.

When the number appears correctly in the display, press YES.

For more information on Group numbers, see “Advanced Transmission” in this Chapter.

APR-15 15 : 30 FRI  
DOCUMENT READY

DELAY TX ?  
Y/N

TEL)

TEL) 8001234567\_

ID)\_  
PRESS KEY THEN >

- 5** If you want to identify this operation, enter a proper name using the dial keypad.

Press a number key labelled with the character you want. Each time you press a key, the characters labelled on the key appear in the display. When the character you want appears, press **SCROLL ▶** to move the blinking cursor to the next position at right. Select the next character you want in the same way.

ID)PIPPY\_

When the name appears correctly in the display, press **YES**.

ANOTHER FAX  
NUMBER ? Y/N

- 6** If you want to send the documents to more than one location, press **YES**. The fax machine prompts you to enter the next telephone number to which you want to send the document, press **YES**, and repeat. Press **NO** when you have entered all the telephone numbers.

If you do not want to send the documents to multiple sites, press **NO**. The fax machine proceeds to Step 7.

**Note:** A single broadcast is available for your fax machine, so the "ANOTHER FAX NUMBER ?" prompt does not appear if any broadcast currently set up in your fax machine is not completed.

ENTER TIME  
HH : MM

- 7** Enter the time you want your fax machine to send the document, using the dial keypad.

ENTER TIME  
23 : 50

Enter the time in 24-hour format. For example, enter 2350 for 11:50 p.m.

When the time appears correctly in the display, press **YES**.

**Note:** If you set a time earlier than the current time, the document will be sent at that time on the following day.

TO MEMORY? Y/N  
MEMORY USED = 10%

- 8** Press **YES**. The fax machine scans all documents into memory, then displays the total pages of the document.

If you do not want to store the documents into memory, press **NO**. The fax machine proceeds to Step 9.

**Note:** When the document is to be broadcasted in Step 6, the fax machine automatically scans all documents into memory. (**TO MEMORY? Y/N** does not display.)

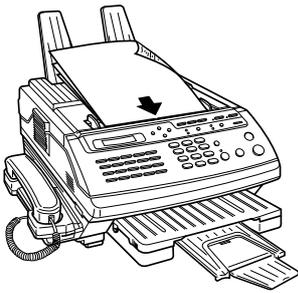
APR-15 15 : 30 FRI  
DELAY TX 23 : 50

- 9** Your fax machine returns to the standby mode and will dial the number at the specified time.

**Notes:**

- If you want to cancel the delay transmission, see “Cancelling an Operation” in Chapter 4.
- If the amount of pages is too great, the fax machine’s memory may be filled. Your fax machine will display MEMORY FULL, and then display CANCEL Y/N? If you press YES, then memory will be erased. You should then divide your pages into two separate transmissions, or transmit them from the feeder. If you press NO, the pages which were stored will be sent. You should send the remaining pages later when memory is available.

**RELAY TRANSMISSION REQUEST**  
(SENDING THROUGH A RELAY STATION)

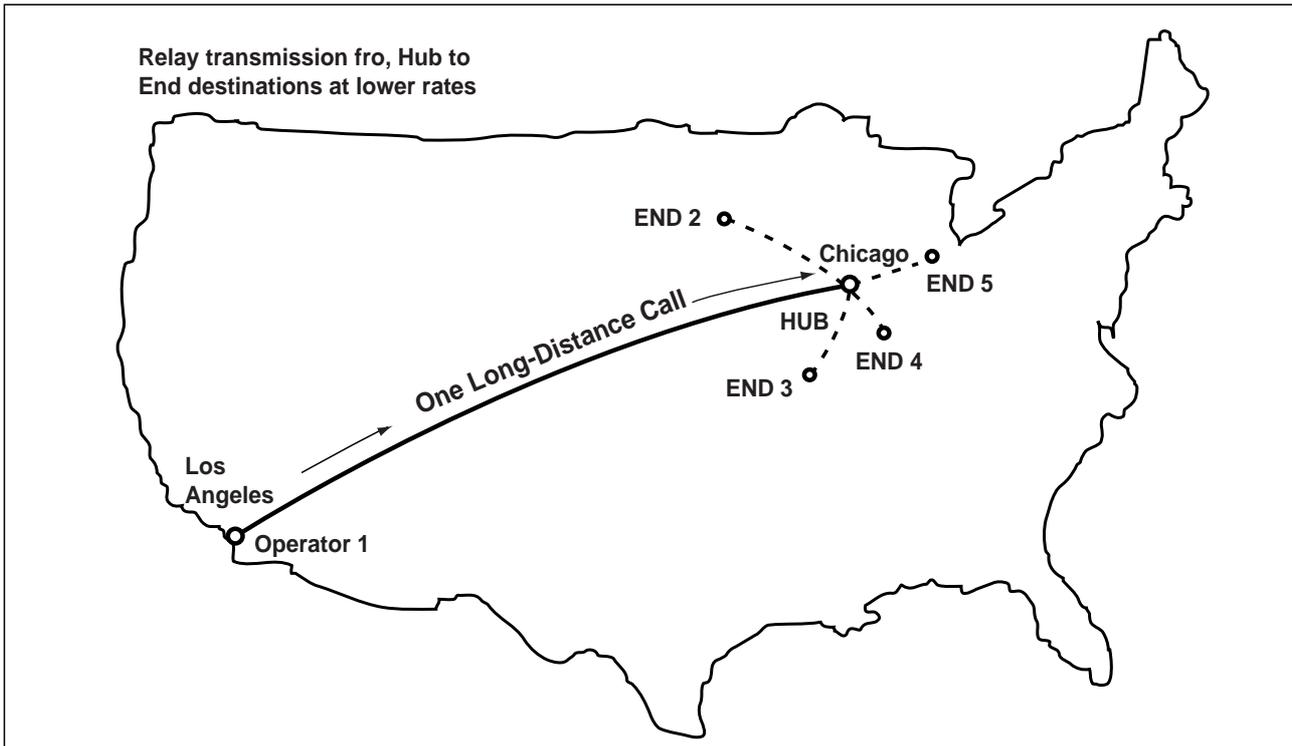


Relay transmission is a powerful function that takes advantage of the remote “hub” fax machine’s memory to reduce your total equipment and communication costs.

The relay transmission concept is shown below. Suppose Operator 1 in Los Angeles wishes to send a batch of documents to facsimiles 2 through 5 in Chicago. Of course, Operator 1 could send the documents to each of the other destinations individually, as indicated by the dashed lines in the figure. The transmission cost would then be the cost of the Los Angeles-to-Chicago transmission times four.

Now suppose that one of the facsimiles in Chicago is a fax machine which can serve as the “hub” in a relay system. Using relay transmission request, a machine the fax machine at Los Angeles can call the remote “hub” in Chicago and instruct it to relay the documents to the other facsimiles in the Chicago area.

The transmission cost now would be the cost of one Los Angeles-to-Chicago transmission plus the local charges in Chicago, a significantly lower cost. Furthermore, this is done automatically, without any intervention by an operator of “hub” machine in Chicago. When the transaction is complete, Operator 1 will receive a report from the “hub” indicating which relay stations were contacted and which were not.



If your fax machine is SF5500/SF5500M, it cannot be a relay “hub”, but you can send documents to a remote fax machine that is able to operate as a relay “hub”. If your machine is SF5600, it is capable of acting as a relay “hub” as well as sending your document through a relay “hub”, such as another SF5600.

Before sending through a relay unit, the Group number that contains the end “destinations” (i.e. the fax machines that will receive the relayed documents) and your fax number must be stored into the remote relay station’s Autodialer location number.

To request relay transmission, perform the following procedure:

- 1** Load a document face down into the document feeder.

For more information, see “Loading Documents” on page 3-3 and “Setting Resolution and Contrast of Documents” on page 3-4.

APR-15 15 : 30 FRI  
DOCUMENT READY

- 2** Press **FUNCTION**, then 3.

CONF. TX or  
RELAY TX ? Y/N

- 3** Press **YES**.

---

CONFIDENTIAL  
TRANSMISSION? Y/N

**4** Press **NO**.

RELAY TX ?  
Y/N

**5** Then, press **YES**.

ENTER  
END GROUP NO.

**6** Your fax machine prompts you to enter a two-digit Group number for the end destinations that will ultimately receive your document.

*Note:* This number must be the location number that has been stored into the remote relay station's Autodialer.

Enter the two-digit group number, then press **YES**.

ENTER RETURN  
LOCATION NO.

**7** Your fax machine prompts you to enter a two-digit location number for the return location that the remote fax machine will report the result of the transmission to (it may be your fax number).

*Note:* This number must be the location number that has been stored into the remote relay station's Autodialer.

Enter the two-digit number, then press **YES**.

TEL)

**8** Enter the telephone number of the remote fax machine, using the dial keypad, One-touch key, or 2-digit Speed Dial number.

When the number appears correctly in the display, press **YES**.

TEL)8001234567\_

ID)\_  
PRESS KEY THEN >

**9** If you want to identify this operation, enter a proper name using the dial keypad.

Press a number key labelled with the character you want. Each time you press a key, the characters labelled on the key appear in the display. When the character you want appears, press **SCROLL ►** to move the blinking cursor to the next position at right. Select in next character you want in the same way.

ID)JAMES\_

When the name appears correctly in the display, press **YES**.

If you do not want to enter a name, press **NO**.

---

ENTER TIME  
HH : MM

**10** If you want to send it at a later time, enter the time you want your fax machine to send the document to the relay station, using the dial keypad.

Enter the time in 24-hour format(Military Time). For example, enter 2350 for 11:50 p.m.

When the time appears correctly in the display, press **YES**.

ENTER TIME  
23 : 50

If not, press **NO**. The fax machine dials and sends the document immediately after being scanned into memory

TO MEMORY ? Y/N  
MEMORY USED = 10%

**11** Press **YES**. The fax machine scans the document into memory.

If you do not want to store the document into memory, press **NO**.

TO MEMORY ? P.01  
MEMORY USED = 16%

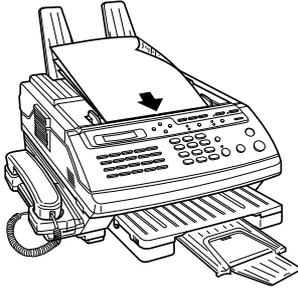
The document feeder is not available until the relay transmission is completed.

APR-15 15 : 30 FRI  
RELAY TX 23 : 50

**12** Your fax machine returns to the standby mode and will dial the number at the specified time.

**Notes:**

- If you want to cancel the relay transmission, see "Cancelling an Operation" on page 4-19.
- If the amount of pages is too great, the fax machine's memory may be filled. Your fax machine will display **MEMORY FULL**, and then display **CANCEL Y/N?**. If you press **YES**, then memory will be erased. You should then divide your pages into two separate transmissions, or transmit them from the feeder. If you press **NO** the pages which were stored will be sent. You should send the remaining pages later when memory is available.



APR-15 15 : 30 FRI  
DOCUMENT READY

CONF. TX or  
RELAY TX ? Y/N

CONFIDENTIAL  
TRANSMISSION? Y/N

ENTER 2-digit  
BOX NO. [01-10]

TEL)

TEL)8001234567\_

ID)\_  
PRESS KEY THEN >

## CONFIDENTIAL TRANSMISSION

A document can be transmitted confidentially by using a “mailbox” that is established in a remote “hub” machine.

The transmitted mail will not be printed immediately, but will be stored in memory of the remote fax machine until being accessed by someone who has the proper security code for that mailbox.

- 1 Load a document face down into the document feeder.

For more information, see “Loading Documents” on page 3-3 and “Setting Resolution and Contrast of Documents” on page 3-4.

- 2 Press **FUNCTION**, then 3.

- 3 Press **YES**.

- 4 Press **YES**.

- 5 The fax machine prompts you to enter a two-digit mailbox number. When the number appears correctly in the display, press **YES**.

*Note:* A mailbox must be pre-assigned at a remote SF5600.

- 6 Enter the fax number of the remote machine, using the dial keypad, One-touch key, or 2-digit Speed Dial number.

When the number appears correctly in the display, press **YES**.

- 7 If you want to identify this operation, enter a proper name using the dial keypad.

Press a number key labelled with the character you want. Each time you press a key, the characters labelled on the key appear in the display. When the character you want appears, press **SCROLL** ► to move the blinking cursor to the next position at right. Select the next character you want in the same way.

---

ID)ABC CO.\_

The operation name will be printed on various reports.

When the name appears correctly in the display, press **YES**.

If you do not want to enter a name, press **NO**.

ENTER TIME  
HH : MM

- 8** If you want to send it at a later time, enter the time you want your fax machine to send the document, using the dial keypad.

Enter the time in 24-hour format. For example, enter 2350 for 11:50 p.m.

When the time appears correctly in the display, press **YES**.

If not, press **NO**. The fax machine dials and sends the document immediately after being scanned into memory.

TO MEMORY ? Y/N  
MEMORY USED = 10%

- 9** Press **YES**. The fax machine scans the document into memory.

If you do not want to store the document into memory, press **NO**.

The document feeder is not available if the confidential transmission is not completed.

TO MEMORY P.01  
MEMORY USED = 16%

- 10** Your fax machine returns to the standby mode and will dial the number at the specified time.

**Notes:**

- Confidential transmission feature is a non-standard feature, dependent on the remote machine's capability.
- Your fax machine does not have mailbox capabilities, but you can send document to the mailbox of a remote "hub" machine.
- If you want to cancel the confidential transmission, see "Cancelling an Operation" on page 4-19.
- If the amount of pages is too great, the fax machine's memory may be filled. Your fax machine will display **MEMORY FULL**, and then display **CANCEL? Y/N**. If you press **YES**, then memory will be erased. You should then divide your pages into two separate transmissions, or transmit them from the feeder. If you press **NO**, the pages which were stored will be sent. You should send the remaining pages later when memory is available.

---

## POLLING

---

Polling is when one fax machine requests another fax machine to send a document.

This feature is useful when the party with the original document is not in the office but the document must be sent out. Instead, another party who wants to receive the document dials the fax machine holding the document and requests that it be sent. In other words, it “polls” the remote fax machine with the document.

The party with the original document must make sure that it is properly fed into their fax machine so that the other party can poll.

**Note:** You can use a poll code to prevent unauthorized polling of your fax machine. When you secure your fax machine in this manner, only those who know the poll code can poll your fax machine. Note, however, that only another SF5500/SF5500M/SF5600 can recognize the poll code. If you want to allow your fax machine to be polled by any other fax machine, regardless of its brand or manufacturer, do not secure your fax machine with a poll code.

### POLLING TRANSMISSION (ALLOWING OTHERS TO POLL YOUR MACHINE)

This mode lets you program your fax machine to send a document to a remote fax machine when it requests (polls for) the document.

**1** Load a document face down into the document feeder.

For more information, see “Loading Documents” on page 3-3 and “Setting Resolution and Contrast of Documents” on page 3-4.

**2** Press **POLL**.

**3** If you do not want to secure the transmission with a poll code, press **NO**. The fax machine proceeds to Step 5.

If you do want to use a poll code, press **YES**.

APR-15 15 : 30 FRI  
DOCUMENT READY

POLL CODE ?  
Y/N

POLL CODE = 0000

POLL CODE = 1234

BULLETIN ?  
Y/N

(For SF5500M/SF5600)

TO MEMORY P.01  
MEMORY USED = 18%

APR-15 15 : 30 FRI  
DOCUMENT READY

POLL CODE ?  
Y/N

POLL CODE = 1234

ADD DOCUMENT ?  
Y/N

CANCEL ?  
Y/N

**4** The display shows the last used poll code. To change the code, enter a new four-digit number (0001-9999) using the dial keypad.

When the code appears correctly in the display, press **YES**.

**5** If you want to hold the document in the fax machine's bulletin board memory, press **YES**. It allows more than one remote station to poll a document from your fax machine.

If you do not want to hold the document in the bulletin board memory, press **NO**. The file will be automatically erased after being polled by a remote machine.

**6** The document is scanned into memory prior to sending.

**7** The document stored in memory will be sent automatically when a remote party with a matching poll code requests it.

#### Adding Documents To Or Cancelling the Original To be Polled

**1** If you want to add documents to the original documents stored in memory to be polled, load a document face down into the document feeder.

**2** Press **POLL**.

**3** Press **YES**.

**4** The display shows the poll code you have entered to secure the transmission.

Press **YES** to confirm it.

**5** If you want to add documents, press **YES**. The document is scanned into memory and added to the original.

If you want to erase the original currently stored in memory, press **NO**. **CANCEL ?** appears in the display.

Press **YES**.

**6** After scanning the additional documents or cancelling the original documents, the machine returns to the standby mode.

---

## POLLING RECEPTION (REQUESTING DOCUMENTS FROM OTHER FAX MACHINE)

This mode lets you request documents from an unattended remote fax machine. If the document is secured with a poll code, you must enter a poll code that matches the poll code stored in the remote fax machine to poll the documents.

- 1 Lift handset or press **OHD/V.REQUEST** and place a call to the remote fax machine.
- 2 Press **POLL** when the remote fax machine answers. You will hear a fax tone.
- 3 If the remote fax machine is secured with a poll code, you must enter the same code.

Press **YES** and enter the 4-digit code, then press **YES**.

If not, press **NO**.

- 4 Your fax machine receives a document from the remote fax machine.

### Delay Polling

This mode allows you to program your fax machine to automatically poll one or more unattended fax machines now or at a later time. This feature permits unattended polling in the evening hours when telephone rates are lowest.

- 1 Press **FUNCTION**, then 2
- 2 Press **YES**.
- 3 Press **YES**.
- 4 Enter the fax number of the remote fax machine, using the dial keypad, One-touch key, or 2-digit Speed Dial number or Group number.

When the number appears correctly in the display, press **YES**.

For more information on Group numbers, see page 4-22.

POLL CODE ?  
Y/N

RX

DELAY or DAILY  
POLLING ? Y/N

(SF5500M/SF5500M)

DELAY or CONTINU  
OUS POLLING ? Y/N

(SF5600)

DELAY POLLING ?  
Y/N

TEL)

TEL)8001234567\_

ID)  
PRESS KEY THEN >

ID)ABD CO\_

ANOTHER FAX  
NUMBER ? Y/N

TEL)

ENTER 4-digit  
POLL CODE

ENTER TIME  
HH : MM

ENTER TIME  
23 : 30

- 5** If you want to identify this operation, enter a proper name using the dial keypad. Press a number key labelled with the character you want. Each time you press a key, the characters labelled on the key appear in the display. When the character you want appears, press **SCROLL ▶** to move the blinking cursor to the next position at right.

When the name appears correctly in the display, press **YES**.

If you do not want to enter a name, press **NO**.

- 6** If you want to poll more than one fax machine in this operation, press **YES**. The fax machine prompts you to enter the next fax number of the remote party you want to poll. Enter the fax number, press **YES**, and repeat. When you have entered all the fax numbers, press **NO**.

If you do not want to poll documents from multiple sites, press **NO**. The fax machine proceeds to Step 7.

*Note:* A single broadcasting is available for your fax machine, so the *ANOTHER FAX NUMBER ?* prompt does not appear if any broadcasting currently set up in your fax machine is not completed.

- 7** If the remote fax machine is secured with a poll code, you must enter the same code. Press **YES** and enter the 4-digit code, then press **YES**.

If not, press **NO**.

- 8** If you want to poll the remote fax machine(s) at a later time, enter the time you want to retrieve the document from the fax machine(s).

Enter the time in 24-hour format. For example, enter 2350 for 11:50 p.m.

If you press **NO**, your fax machine dials, and retrieves the document from the remote fax machine(s) immediately.

- 9** Press **YES**. The fax machine will dial and retrieve documents at the specified time.

*Note:* To cancel the delay polling, see "Cancelling an Operation" on page 4-19.

---

## Daily Polling (For SF5500/SF550M)

This mode allows you to program your fax machine to automatically poll one or more unattended fax machines on a daily basis at the same time every day.

**1** Press **FUNCTION**, then **2**.

DELAY or DAILY  
POLLING ? Y/N

**2** Press **YES**.

DELAY POLLING ?  
Y/N

**3** Press **NO**.

DELAY POLLING ?  
Y/N

**4** Press **YES**.

TEL)

**5** Enter the fax number of the remote fax machine, using the dial keypad, One-touch key, or 2-digit Speed Dial number or Group number.

When the number appears correctly in the display, press **YES**.

For more information on Group numbers, see page 4-22.

ID)  
PRESS KEY THEN >

**6** If you want to identify this operation, enter a proper name using the dial keypad. Press a number key labelled with the character you want. Each time you press a key, the characters labelled on the key appear in the display. When the character you want appear, press **SCROLL ▶** to move the blinking cursor to the next position at right. Select the next character you want in the same way.

When the name appears correctly in the display, press **YES**.

If you do not want to enter a name, press **NO**.

ID)ABC CO\_

ANOTHER FAX  
NUMBER ? Y/N

**7** If you want to poll more than one fax machine in this operation, press **YES**. The fax machine prompts you to enter the next fax number of the remote party you want to poll. Enter the fax number, press **YES**, and repeat. When you have entered all the fax number, press **NO**.

If you do not want to poll documents from multiple sites, press **NO**. The fax machine proceeds to Step 8.

TEL)

---

**Note:** A single broadcasting is available for your fax machine, so the ANOTHER FAX NUMBER ? prompt does not appear if any broadcasting currently set up in your fax machine is not completed.

ENTER 4-DIGHT  
POLL CODE

- 8** If the remote fax machine is secured with a poll code, you must enter the same code. Press **YES** and enter the 4-digit code, then press **YES**.

If not, press **NO**.

ENTER TIME  
HH : MM

- 9** Enter the time at which you want to poll everyday, in 24-hour format. For example, enter 2350 for 11:50 p.m.

When the time appears correctly in the display, press **YES**.

The fax machine will return to the standby mode and start daily polling at the specified time.

**Note:** To cancel the daily polling, see “Cancelling an Operation” on page 4-19.

### Turnaround Polling

With the turnaround polling feature, you can send documents to a remote fax machine, and then without making a separate call, poll that fax machine and receive documents from it.

#### To Use Turnaround Polling:

- The remote fax machine must be loaded with a document and set in its polling transmission mode at the time you send your document to the remote fax machine.
- You must select the turnaround polling option and enter a 4-digit turnaround poll code when you set system data. See “Setting System Data” on page 2-8.

---

## Continuous Polling (For SF5600)

This mode allows you to program your fax machine to automatically poll one or more unattended fax machines as many times a day as you like at regular intervals every day.

**1** Press **FUNCTION**, then **2**.

DELAY or CONTINU  
OUS POLLING? Y/N

**2** Press **YES**.

DELAY POLLING ?  
Y/N

**3** Press **NO**.

CONTINUOUS  
POLLING ? Y/N

**4** Press **YES**.

TEL)

**5** Enter the fax number of the remote fax machine, using the dial keypad, One-touch key, or 2-digit Speed Dial number or Group number.

TEL)8001234567\_

When the number appears correctly in the display, press **YES**.

For more information on Group number, see page 4-22.

ID)\_  
PRESS KEY THEN >

**6** If you want to identify this operation, enter a proper name using the dial keypad. Press a number key labelled with the character you want.

Each time you press a key, the characters labelled on the key appear in the display. When the character you want appears, press **SCROLL** ► to move the blinking cursor to the next position at right. Select the next character you want in the same way.

ID)IBM\_

When the name appears correctly in the display, press **YES**.

If you do not want to enter a name, press **NO**.

---

ANOTHER FAX  
NUMBER ? Y/N

- 7** If you want to poll more than one fax machine in this operation, press **YES**. The fax machine prompts you to enter the next fax number of the remote party you want to poll. Enter the fax number, press **YES**, and repeat. When you have entered all the fax number, press **NO**.

If you do not want to poll documents from multiple sites, press **NO**. The fax machine proceeds to Step 8.

**Note:** A single broadcasting is available for your fax machine, so the ANOTHER FAX NUMBER ? prompt does not appear if any broadcasting currently set up in your fax machine is not completed.

ENTER 4-digit  
POLL CODE

- 8** If the remote fax machine is secured with a poll code, you must enter the same code. Press **YES** and enter the 4-digit code, then press **YES**.

If not, press **NO**.

ENTER START TIME  
HH : MM

- 9** Enter the time at which you want to start polling everyday, in 24-hour format.

For example, enter 09:00 for 9:00 a.m.

ENTER START TIME  
09 : 00

When the time appears correctly in the display, press **YES**.

ENTER END TIME  
HH : MM

- 10** Enter the time at which you want to end polling everyday, in 24-hour format.

For example, enter 18:00 for 6:00 p.m.

ENTER END TIME  
18 : 00

When the time appears correctly in the display, press **YES**.

ENTER INTERVAL  
TIME HH : MM

- 11** Enter the desired time to wait before attempting the next polling.

For example, if you want to set your fax machine to poll the remote machine at 30-minute intervals, enter 0030.

ENTER INTERVAL  
TIME 00 : 30

When the time appears correctly in the display, press **YES**.

- 12** The fax machine returns to the standby mode and perform polling from the specified start time to end time at a specified time intervals everyday.

**Note:** To cancel the continuous polling, see "Cancelling an Operation" on page 4-19.

---

## ADVANCED FEATURES

---

### ADDING DOCUMENTS TO A PROGRAMMED OPERATION

Additional documents can be added to any operation (delay transmission, relay transmission, etc.) previously programmed in the fax machine's memory. Prior to performing this procedure, make a printout of Delay Dial list (see "Reports" on page 4-39) and confirm the operation(s) to which your document will be added. See the next page for example to verify the operation number.

- 1** Load a document face down into the document feeder.

For more information, see "Loading Documents" on page 3-3 and "Setting Resolution and Contrast Documents" on page 3-4.

APR-15 15 : 30 FRI  
DOCUMENT READY

- 2** Press **FUNCTION**, then 5.

CANCEL OPERATION  
or ADD DOC. ? Y/N

- 3** Press **YES**, then **NO**.

ADD DOCUMENT ?  
Y/N

- 4** Press **YES**.

ENTER 2-digit  
OPERATION NO.

- 5** Using the dial keypad, enter the operation number to which your document will be added. Then press **YES**.

ADD TO 02 ?  
Y/N

- 6** If you are certain you want to add the documents to the operation appearing in the display, press **YES**. The fax machine scans the document into memory and returns to the standby mode.

---

Assume that you have programmed the fax machine to request relay sending of a single page of your document to CHICAGO SVC at 7:00 p.m. and now you have one more document that you wish to be relayed by the CHICAGO SVC.

You must print out the Delayed Dial list.

Verify the operation is programmed with a number "02." Then follow the above procedure to add the document.

## CANCELLING AN OPERATION

This feature lets you cancel a previously programmed delay transmission or delay polling. Prior to performing this procedure, make a printout of the Delayed Dial list (see "Reports" on page 4-39) and confirm the operation(s) that you want to cancel.

**1** Press **FUNCTION**, then 5.

CANCEL OPERATION  
or ADD DOC. ? Y/N

**2** Press **YES**.

CANCEL  
OPERATION ? Y/N

**3** Press **YES**.

ENTER 2-digit  
OPERATION NO.

**4** Using the dial keypad, enter the operation number you want to cancel, then press **YES**.

The operation number is listed in the Delayed Dial list. The sample list is shown on page 4-40.

CANCEL 01 ?  
Y/N

**5** If you are certain you want to cancel the operation appearing in the display, press **YES**. The fax machine will cancel the operation and return to Step 1.

If you should decide not to cancel the operation, press **NO**. The fax machine will return to Step 4. You may enter a different operation number.

**6** To end this procedure, press **STOP**. The fax machine returns to the standby mode.

---

## ONE-TOUCH PROGRAMS

Complicated or frequently used operations can be stored as One-touch programs, which can be initiated by pressing the corresponding One-touch key.

Programmable operations are:

- Delay Transmission
- Delay Polling Reception
- Confidential Transmission
- Relay Transmission Request

**Note:** Only 5(SF5500/SF5500M), 10(SF5600) One-touch keys may be programmed.

To program a particular operation into a One-touch key, follow the procedure below.

- 1** Press **FUNCTION**, then **4**.
- 2** Press **YES**.
- 3** Press **NO** repeatedly until **PROGRAM OPERATION ?** appears in the display.
- 4** Press **YES**.
- 5** Press One-touch key to which you wish to program the desired function.
- 6** The fax machine displays the number of the selected One-touch key. Press **YES** to confirm it.

The fax machine prompts you briefly to enter a designated function number.

- 7** Then the fax machine prompts you to select the desired function.

Enter the number of the desired function.

For example, press 1 to program a Delay transmission.

SET AUTODIALER  
or PROGRAM ? Y/N

SET ONE-TOUCH  
DIAL ? Y/N

PROGRAM  
OPERATION ? Y/N

PRESS ONE-TOUCH  
KEY TO PROGRAM

PROGRAM TO ONE-  
TOUCH KEY12? Y/N

1 : TX      2 : POLL  
3 : CONF. 4 : RELAY

---

DELAY TX ?

Y/N

- 8** The fax machine goes to the selected function mode. Follow the procedures for performing the operation by entering data and selecting functions and settings. Each keystroke is programmed as it is entered.
- 9** When the operation has been completed, the machine displays SET ONE-TOUCH DIAL.

To program other operations, repeat Steps 3 through 8.

To end programming, press **STOP**. The fax machine returns to the standby mode.

You can confirm this setting with the Telephone Numbers list. See "Reports" on page 4-39 to print out the list.

***Note:** If you want to cancel the program, follow the same procedure as programming. When you come to the step that prompts you to cancel, press YES.*

## **SECURITY COMMUNICATION**

### **-Closed Network (For SF5500M/SF5600)**

You can set up your fax machine to use security communication so that your fax machine is only able to send to, or receive from, other fax machines with a security communication mode activated. Use this feature for closed networks or if "junk fax" receptions are problem.

To activate a security communication, you have to set Security Communication option to YES and enter a 4-digit security code through "Setting System Data" on page 2-8.

## MULTI-ADDRESS TRANSMISSION USING GROUP DIAL

Numerous One-touch and Speed Dial numbers can be registered together as a Group. By using the group number, you can send a document to multiple remote parties in a single operation. This means you only have to feed the document once. The fax machine then automatically sends it to the remote stations of the group.

Before you can use this feature, you must coordinate and store the group number desired.

### Registering Group Numbers

- 1 Press **FUNCTION**, they 4.
- 2 Press **YES**.
- 3 Press **NO** twice.
- 4 Press **YES**.
- 5 Enter a 2-digit location number that will be the Group, using the dial keypad, then press **YES**.

SET AUTODIALER  
or PROGRAM ? Y/N

SET ONE-TOUCH  
DIAL ? Y/N

SET GROUP DIAL ?  
Y/N

ENTER GROUP NO.  
[00-49]

(SF5500/SF5500M)

ENTER GROUP NO.  
[00-79]

(SF5600)

If the machine displays **GROUP nn USED** in the upper line and **CANCEL ?** in the bottom, a number is already assigned to the location you entered. If you want to select another location, press **NO** then re-enter another location number.a

---

ENTER ONE-TOUCH  
or SPEED DIAL NO

- 6** Enter a 2-digit Speed Dial number or press One-touch key of the remote party you wish to include in the Group, then press **YES**.

The display will briefly show the name registered to the location you entered.

**Notes:**

- You cannot include one Group in another Group.
- If there is no telephone number registered under the location you entered, the machine displays **NO.NOT ASSIGNED** and returns to Step 6.

ENTER ONE-TOUCH  
or SPEED DIAL NO

- 7** Repeat Step 6 to enter more destination numbers into the selected Group.

When you have entered all the desired One-touch Dial and Speed Dial stations for that Group, press **NO** twice.

ID)\_  
PRESS KEY THEN >

- 8** Enter a name to identify the Group.

Press a number key labelled with the character you want. Each time you press a key, the characters labelled on the key appear in the display. When the character you want appears, press **SCROLL ▶** to move the blinking cursor to the next position at right. Select the next character you want in the same way.

When the name appears correctly in the display, press **YES**.

The Group name will be displayed when you search Autodialer memory or dial the number, and will be printed on various reports your fax machine generates.

If you make a mistake, press **NO** to backspace and cancel the last entry, then re-enter the correct character. To correct a digit in the middle, use **SCROLL** keys to move the cursor under the digit, then enter a correct character.

ID)ABC CO.

- 9** If you like, you can register additional Groups by pressing **YES**, then repeating the procedure from Steps 5 through 9.

After all Groups have been registered, press **STOP** to return the fax machine to the standby mode.

SET GROUP DIAL ?  
Y/N

- 10** You can confirm the Group setting with the Telephone Numbers list. See "Reports" on page 4-39 to print out the list.

---

## Cancelling Group Numbers

Before you cancel a Group, print out the Telephone Numbers list to check the contents of the group. See "Reports" on page 4-39 to print out the list.

**1** Press **FUNCTION**, then **4**.

SET AUTODIALER  
or PROGRAM ? Y/N

**2** Press **YES**.

SET ONE-TOUCH ?  
DIAL ? Y/N

**3** Press **NO** twice.

SET GROUP DIAL ?  
Y/N

**4** Press **YES**.

ENTER GROUP NO.  
[00-49]

**5** Enter the Group number you wish to cancel, then press **YES**. The machine displays the group number and **CANCEL** prompt.

(SF5500/SF5500M)

ENTER GROUP NO.  
[00-79]

(SF5600)

GROUP nn USED  
CANCEL ? Y/N

**6** Press **YES**.

SET GROUP DIAL ?  
Y/N

**7** The machine prompts to set another Group number. If you want to set another Group Dial number, press **YES**.

To return the fax machine to the standby mode, press **STOP**.

**Note:** You cannot add or delete individual stations from a Group once it has been registered.

---

## Storing a Group into One-Touch Key

If you would like to register a Group number as a One-touch Dialing number, and to access the Group by pressing only the One-touch key, do the following.

**Note:** Before you can use this feature, you must first register Group numbers.

**1** Press **FUNCTION**, they 4.

SET AUTODIALER  
or PROGRAM ? Y/N

**2** Press **YES**.

SET ONE-TOUCH  
DIAL ? Y/N

**3** Press **YES**.

PRESS ONE-TOUCH  
KEY [1-20]

**4** Press the One-touch key under which you want to register the Group.

TEL)\_

**5** Enter 2-digit Group number, then press **YES**.

The display will briefly show the ID name registered to the Group.

SET ONE-TOUCH  
DIAL ? Y/N

**6** If you wish to register move Groups as One-touch Dialing stations, press **YES** and repeat the procedure from Steps 4 through 6.

If you want to end the registration, press **STOP** to return the machine to the standby mode.

---

## Group Number Dialing

You can use Group Dialing for the following operations:

- Memory transmission
- Delay transmission
- Polling remote machines

### Notes:

- Before you can use this feature, you must first register Group numbers.
- The parties you are calling must have the fax machine ready to receive documents automatically.

- 1** Follow the procedure of the desired operation.
- 2** When you come to a step that asks to enter the remote fax number, press the One-touch key under which you stored the Group or press the 2-digit Group number (if not assigned to a One-touch key).
- 3** Continue the remaining procedure to complete setting the desired operation.
- 4** Your machine automatically reads the document into memory. Then the machine will dial the remote numbers in stored sequence.

If a facsimile number is busy, your machine will dial the next location.

After dialing all locations, it will automatically redial any number previously busy.

**Note:** If you use this function, sending operations are not available until Group Dialing transmission is completed.

TEL)\_

---

## CHAIN DIALING

When using special services, such as alternate long-distance or bank-by-phone, you must dial the telephone number of the service and wait for the computer to answer before continuing.

Dial the phone number of the special service first. Then, when the computer answers, dial the rest of the information, such as a long-distance number. We call this procedure Chain dialing.

You can combine regular dialing using dial keypad and/or One-touch Dialing for chain dialing.

**Note:** You can not use 2-digit Speed Dialing, Group Dialing, and/or redialing number for chain dialing.

The length of time before the computer answers varies, so we suggest you do not use a preprogrammed pause after a service number.

If you have pulse-dialing service, be sure to include a pulse to-tone mode change in front of the numbers that you want to dial after the computer service answers. (Use TONE key on the control panel)

**1** If you want to send a document using chain dialing, load a document face down into the document feeder.

If not, go to Step 2.

**2** Pick up the handset or press **OHD/V.REQUEST**.

**3** Enter a telephone number, for example, your long-distance carrier's number, using either dial keypad or One-touch key. Your fax machine dials the number.

**4** When the service answers (if you must wait for a second dialing tone before continuing. If not, you can simply dial the numbers one after the other), enter the additional numbers using dial keypad or Onetouch key.

**5** Press **START** to send the document.

### RECEIVING USING AN EXTENSION TELEPHONE

If an extension telephone is connected to the EXT.TEL jack on your machine, you can control your fax machine from the extension telephone, so that the fax machine can receive a fax.

- 1** Make a call or receive a call on the extension telephone.

Speak with the person on the other end of the line.

If a fax tone is heard when you pick up the handset, go to Step 3.

- 2** To receive a fax on the same call after the conversation, ask the remote operator to press the START key on his/her machine.

Your fax machine displays PRESS \*, 2, \* ON EXT. PHONE TO RX when using the extension phone.

- 3** When a fax tone is heard, press \*, 2 \* keys on the extension telephone slowly in sequence. If you still hear the fax tone from the remote machine, press \*, 2, \* once again.

\*, 2, \* is a remote receive start code which is preset at the factory. The first and the last asterisks are fixed, but you can change the middle digit 2 through the system data setup. See "Setting System Data" on page 2-8.

- 4** The call is transferred to your fax machine and reception begins. Hang up the handset.

#### Notes:

- When answering a call on the extension phone and you want to control the fax reception on your fax machine, pick up the handset of the fax machine and press START, then replace the extension phone's handset.
- If your fax machine occasionally fails to detect the remote receive start code, change the code to another number.

PRESS \*, 2, \* ON  
EXT. PHONE TO RX

---

## CONFIDENTIAL RECEPTION

(For SF5600)

Your fax machine has a confidential mailbox capability that stores a confidential document sent from remote fax machine. The document can only be printed out after the correct secret password is supplied.

### Registering Information for Confidential Receiving

Before receiving confidential documents, you have to register the following:

- You can register up to 10 confidential mailboxes.
- The passwords for each mailbox.
- The names for each mailbox.

The following procedure shows you how to register this information.

**1** Press **FUNCTION**, then **4**.

**2** Press **YES**.

**3** Press **NO** repeatedly until **SET MAILBOX ?** appears in the display.

**4** Press **YES**.

**5** Enter a 2-digit number (01 to 10) of the confidential mailbox, and press **YES**.

If you enter a box number which has already been registered, the fax machine displays **CANCEL ?**. Press **YES** to erase the current number assignment, then the fax machine goes to the standby mode.

Press **NO** if you do not want to cancel the number, and retry with a different number.

**6** Enter the mailbox name, and press **YES**.

You can use the name to help you identify the mailbox when you receive a confidential mail. To enter a name, press a number key labelled with the character you want.

SET AUTODIALER  
or PROGRAM ? Y/N

SET ONE-TOUCH  
DIAL ? Y/N

SET MAILBOX ?  
Y/N

ENTER 2-digit  
BOX NUMBER

ID) -  
PRESS KEY THEN >

---

Each time you press a key, the characters labelled on the key appear in the display. When the character you want appears, press **SCROLL ▶** to move the blinking cursor to the next position at right. Select the next character you want in the same way.

ENTER 4-digit  
PASSWORD

- 7** Enter a 4-digit security password (0000 to 9999), then press **YES**.

Each mailbox must have a different password. After you register the password, it cannot be verified. Write it down and keep it in a secure location for your reference.

This password must be used when you print out the confidential documents.

SET ONE-TOUCH  
DIAL ? Y/N

- 8** If you want to set more mailboxes in the memory, repeat from Step 3.

After all mailboxes are registered, press **STOP** to return the fax machine to the standby mode.

### Printing Out Confidential Documents You Receive

When you receive a confidential document, the fax machine displays **MAIL**, total mail number received, and a mailbox name in the lower line of the display. Do the following procedure to print out confidential documents.

APR-15 15 : 30 FRI  
MAIL (3) JANE

- 1** If you want to check that your mails are there, press **SCROLL ▼**.

The mailbox names will be displayed in the order of the mailbox number each time you press the key.

Use **SCROLL ▲** to search in reverse order.

APR-15 15 : 30 FRI  
MAIL (3) KING

- 2** When your mail is displayed, press **SCROLL ▶**.

The mailbox name and number briefly appear in the display.

ID)KING  
BOX : 05

- 3** Enter the 4-digit password for the mailbox, and press **YES**.

The fax machine starts printing the document. The document are erased after it is printed out.

ENTER 4-digit  
PASSWORD

PRINTING . . .

If you enter wrong password, a warning tone sounds and the fax machine prompts you to enter a password again. Press **STOP** to return to the standby mode.

---

## DEPARTMENT CONTROL MODE

(For SF5600 only)

---

For usage management, your fax machine is equipped with Department Control Mode. This is a security function, and can restrict use with Department Codes. If codes do not match, this mode prevents operation. You can also find out how long and by which department your fax machine was used.

### REGISTERING DEPARTMENT CODE

Before using the department control mode, you have to register the master code, and the department code and ID name for each department who will share the fax machine.

**Master code:** 4 to 8-digit security code for the master who manages to control all departments registered.

**Department number:** 2-digit number to manage that department.

**Department code:** 4-digit number for the department. Unless correct department code is entered, fax machine's operation except automatic receiving cannot be accessed.

**1** Press **FUNCTION**, and **START**.

ENTER MASTERCODE

\_

**2** Enter the desired Master code using the number keypad, then press **YES**.

When you purchase the unit, the Master code is not fixed.

Enter any 4 to 8-digit number you want to use as the Master code.

RE-ENTER MASTER  
CODE \_

**3** Re-enter the Master code to confirm the code is correct, then press **YES**.

MASTERCODE  
REGISTERED !

MASTERCODE REGISTERED ! appears briefly in the display.

If you have not entered the same code as the code entered in Step 2, CODE MISMATCH ! TRY AGAIN appears in the display. Try again with the correct code.

Once you have registered the Master code, the message shown in Step 3 does not appear. You can skip over Step 3 and proceed to Step 4.

1 : SET    2 : PRINT  
3 : MANAGEMENT

**4** Press **1**.

ENTER 2-digit  
DEPT. NO [00-49]

**5** Enter 2-digit Department number (between 00 to 49) using the number keypad, then press **YES**.

---

ID)\_  
PRESS KEY THEN >

- 6** Enter proper name for the department, then press **YES**.

For information on entering name, see page 2-7.

ENTER 4-digit  
DEPT. CODE)\_

- 7** Enter 4-digit Department code using the number keypad, then press **YES**.

The Department code will be used to access the machine's operation when executing the department control mode.

ENTER ANOTHER  
DEPT. CODE ? Y/N

- 8** If you want to continue entering another Department code, repeat Steps 5 to 7.

If not, press **NO**. The machine displays the menu message shown left in Step 4.

1 : SET    2 : PRINT  
3 : MANAGEMENT

To return to Standby mode, press **STOP**.

DEPT. CODE)1234  
ED : 1 DEL : 2 NXT : 3

### To Delete or Change Department Code

If you enter a Department number already assigned in Step 5, the fax machine displays the Department code assigned to the department number in the upper line and asks you to edit or delete the code.

Press **1** to change the 4-digit Department code and/or Department name. The first digit is blinking in the display. Move the cursor under the digit you want to change by using **SCROLL** keys, then enter the correct number.

Press **2** to delete the currently assigned Department code and name.

The information on the Department code and name for the Department Code List and Journal will also be cleared.

Press **3** to maintain the number and name. The machine prompts you to enter new one.

---

## PRINTING DEPARTMENT JOURNAL

You can confirm the contents of department registration with the Department Code list, and the contents of department management with the Department Journal. To print the lists, do the following:

**1** Press **FUNCTION**, and **START**.

ENTER MASTERCODE

—

**2** Enter the Master code using the number keypad, then press **YES**.

If you enter wrong code, **CODE MISMATCH! TRY AGAIN** appears in the display. Try again with the correct code.

1 : SET    2 : PRINT  
3 : MANAGEMENT

**3** Press **2**.

PRINT DEPT.  
CODE LIST ?    Y/N

**4** If you want to print Department Code list, press **YES**.  
If not, press **NO**, and go to Step 5.

The Department Code list shows all the Department codes and names. See page 4-34 for the list sample. After printing, the machine returns to Standby mode.

PRINT DEPT.  
JOURNAL ?    Y/N

**5** If you want to print Department Journal list, press **YES**.

If you want to print Department Journal list shows the total elapsed transmission time, total page numbers sent or copied, and distribution ratio for each department. See page 4-41 for the list sample. After printing, the machine returns to Standby mode.

1 : SET    2 : PRINT  
3 : MANAGEMENT

If you press **NO**, the machine displays the menu message shown left in Step 3.

To return to Standby mode, press **STOP**.

---

## Department Code List

DEPARTMENT CODE LIST		FEB-12 09:12 WED
<u>NO</u>	<u>ID</u>	<u>CODE</u>
00	BUSINESS DEPT.	1234
01	GENERAL DEPT.	3456
02	PURCHASING DEPT.	5678
03	DEV. DEPT.	3300

## Department Journal

DEPARTMENT CODE LIST		FEB-12 09:12 WED	
<u>NO</u>	<u>ID</u>	<u>TX (HH:TX) / TX PAGE %</u>	<u>COPY COPY PAGE%</u>
00	BUSINESS DEPT.	02:30 / 12345678 25%	00000005 5%
01	GENERAL DEPT.	03:00 / 00345678 30%	00000045 45%
02	PURCHASING DEPT.	04:30 / 00005678 45%	00000050 50%
03	DEV. DEPT.	00:01 / 00000001 00%	00000001 0%

---

## SETTING DEPARTMENT CONTROL MODE

You can select to enable or disable the department control mode. When the department control mode is executed, only one who enters correct Department code can use the machine.

**1** Press **FUNCTION**, and **START**.

ENTER MASTERCODE

—

**2** Enter the Master code using the number keypad, then press **YES**.

If you enter wrong code, **CODE MISMATCH ! TRY AGAIN** appears in the display. Try again with the correct code.

**Note:** If you have not registered the Master code before, enter a desired 4 to 8-digit number, press **YES**, then re-enter the code to confirm it, then press **YES**.

1 : SET    2 : PRINT  
3 : MANAGEMENT

**3** Press **3**.

SET DEPT. CONTROL  
MODE ?            Y/N

**4** Press **YES**.

DEPT. MODE  
Y : ENABL N : DISABL

**5** To enable the department control mode, press **YES**.

To disable the department control mode, press **NO**.

MASTER CODE  
CHANGE ?            Y/N

The machine displays the next available mode. Now you can change the Master code and/or clear all registered Department codes and all records of department journal.

To return to Standby mode, press **STOP**.

---

## CHANGING MASTER CODE

If you want to change your Master code, do the following:

**1** Press **FUNCTION**, and **START**.

ENTER MASTERCODE

-

**2** Enter the current Master code using the number keypad, then press **YES**.

If you enter wrong code, **CODE MISMATCH ! TRY AGAIN** appears in the display. Try again with the correct code.

1 : SET    2 : PRINT  
3 : MANAGEMENT

**3** Press **3**.

SET DEPT. CONTROL  
MODE ?        Y/N

**4** Press **NO**.

MASTER CODE  
CHANGE ?      Y/N

**5** Press **YES**.

ENTER  
NEWCODE=\_

**6** Enter new Master code you want, then press **YES**.  
The Master code can be any 4 to 8-digit number.

RE-ENTER  
NEWCODE=\_

**7** Re-enter the new code to confirm it, then press **YES**.

When the same code as the one in Step 6 is entered, the machine displays briefly as shown left.

MASTER CODE  
CHANGED !

CLEAR DEPT. CODE  
& JOURNAL    Y/N

**8** The machine displays the next available mode. Now you can clear all registered Department codes and all records of department journal.

To return to Standby mode, press **STOP**.

---

## CLEARING DEPARTMENT MODE INFORMATION

You can clear all records of department journal and all Department codes currently registered in your machine.

**1** Press **FUNCTION**, and **START**.

ENTER MASTERCODE

—

**2** Enter the current Master code using the number keypad, then press **YES**.

If you enter wrong code, **CODE MISMATCH !TRY AGAIN** appears in the display. Try again with the correct code.

1 : SET    2 : PRINT  
3 : MANAGEMENT

**3** Press **3**.

SET DEPT. CONTROL  
MODE ?        Y/N

**4** Press **NO**.

MASTER CODE  
CHANGE ?     Y/N

**5** Press **NO**.

CLEAR DEPT. CODE  
& JOURNAL    Y/N

**6** Press **YES**.

ARE YOU SURE ?  
                  Y/N

**7** Press **YES** again.

The machine clears all information on the Department codes and journal.

If the machine is in the Department control mode, the mode will be automatically disabled.

After clearing information or if you press **NO**, the machine displays the menu message shown left in Step 3.

1 : SET    2 : PRINT  
3 : MANAGEMENT

To return to Standby mode, press **STOP**.

---

## OPERATION WHEN EXECUTING DEPARTMENT CONTROL

ENTER DEPT. CODE  
4-digit=>\_

When department control mode has been enabled, the display as shown left appears in the LCD display, while in Standby mode.

Unless you enter the correct Department code, you cannot use any feature except receiving.

- 1** To operate the fax machine, enter the 4-digit Department code using the number keypad, then press **YES**.

ENTER DEPT. CODE  
4-digit=>1234

For information on Department code, see page 4-31.

MAY-15 15 : 30 SAT  
FAX MODE

- 2** Perform the desired operation (such as transmission, copying, storing numbers, printing out reports).

ENTER DEPT. CODE  
4-digit=>\_

When the operation concludes, the machine returns to Standby mode and displays ENTER DEPT.CODE as shown left. All reports show the data and time at which the printout is made, at the upper right in the report.

---

# REPORTS

---

Your fax machine can produce numerous lists and reports detailing activity, registered information, and machine status. This section describes the various reports and shows how you can produce them.

## HOW TO PRINT REPORTS

Perform the following procedure to have the machine print out the report(s) you desire:

- 1** Press **FUNCTION**, then **6**.

You can use the **COPY** key to print out various reports. Make sure no document is loaded in your fax machine, or the fax machine switches to the "copy" mode. If you press **COPY**, you can print out the last transmission result by selecting **YES** during the **MESSAGE CONFIRMATION REPORT ?** prompt. If you press **NO** to the prompt, the fax machine displays the next menu. Go to Step 3.

- 2** Press **YES**.

- 3** Press **YES** if you want to print a Delayed Dial List.

If not, press **NO** and proceed to Step 4.

- 4** Press **YES** if you want to print a Telephone Numbers List.

If not, press **NO** and proceed to Step 5.

- 5** Press **YES** if you want to print a System Data List.

If not, press **NO** and proceed to Step 6.

- 6** Press **YES** if you want to print a Transmission Journal.

If not, press **NO** and proceed to Step 7.

- 7** Press **YES** if you want to print a Reception Journal.

If not, press **NO**. The first menu will again be displayed.

PRINT SELECTED  
LIST ? Y/N

DELAYED DIAL  
LIST ? Y/N

TELEPHONE NUMBER  
LIST ? Y/N

SYSTEM DATA  
LIST ? Y/N

TRANSMISSION  
JOURNAL ? Y/N

RECEPTION  
JOURNAL ? Y/N

## Delayed Dial List

This list shows the currently stored documents for delay time communication. The list shows the operation number, the starting time, the type of operation, etc.

NO : Operation number (use this number if you wish to add documents to an operation or cancel an operation you have programmed)

TIME : Starting time for delay operation

S/R : Type of operation (S=Send, R=Receive, D-P=Daily Polling, TXP=Polling Transmission, etc.)

MODE : Operation mode (STD=Standard, FINE=Fine, RELAY=Relay transmission, BC=Broadcasting, CONF=Confidential transmission, etc.)

RELAY : Relay transmission (End Group No./Return location no.)

MAIL : Mailbox number on the remote fax machine

MEMORY STATUS : Shows the used memory size

DELAYED DIAL LIST									
APR-15-94 16:28 FAX NUMBER : 555-1212 NAME : SAMSUNG									
1. DELAYED DIAL LIST									
NO	TIME	POLLCODE	FAX NUMBER	NAME	S/R	PAGE	MODE	RELAY	MAIL
01	18:00		8001234567	ABC CO.	S	01	CONF.		05
02	19:30	1212	5551212222	EASTERN SALES	R		POLL		
03	20:00		7008009054	ARS	S	01	DELAY		
04	21:00		2001234567	ABC SERVICE	S	01	DELAY		
05	21:30		700-212-32333	CENTER FAX	S	01	RELAY	02/03	
06	07:30		716-414-1234	BANNER PRINT	S	01	DELAY		
07	18:30	0000	2113332222	DIALY REPO	R		D-P		
08		4444			S	01	TXP		
*NO : OPERATION NUMBER. USE THIS NUMBER TO CANCEL THE OPERATION OR A DOCUMENT TO THE OPERATION.									
2. MEMORY STATUS MEMORY USED 31%									

## Telephone Numbers List

This list shows all of the numbers currently stored in the fax machine's memory as One-touch Dial numbers, Speed Dial numbers, and Group Dial numbers. This list also shows the One-touch keys in which certain operations have been programmed.

TELEPHONE NUMBER LIST									
APR-15-94 16:05 FAX NUMBER : 555-1212 NAME : SAMSUNG									
1. ONE-TOUCH DIAL LIST									
ONE-TOUCH	PHONE NUMBER	NAME							
01	0331-271-7124	SEOUL							
02	717-212-6635-2145	LONDON							
03	1-216-672-875211	NEWYORK							
04	7653-6952-5236	KUALA LUMPUR							
05	GROUP NO 45	MARKETING							
2. SPEED DIAL LIST									
LOC. NO	PHONE NUMBER	NAME							
10	12345-67890-6321	AMSTERDAM							
20	0074-6636-5585	L.A.							
30	1-313-507-058632	VIENNA							
35	66-352-652741	MOSCOW							
3. GROUP DIAL LIST									
GROUP. NO	NAME	PHONE NUMBER							
41	GROVAL	LOC. NO : 10 20 30 35 ONE-TOUCH : 01 02 03 04							
45	MARKETING	LOC. NO : 20 30 ONE-TOUCH : 01 02 03 04							
4. PROGRAMMING OPERATION									
ONE-TOUCH	PHONE NUMBER	NAME	S/R	TIME	RELAY	MAIL	POLLCODE		
15	0725-256-8854-8522	BOSTON MRK.	S	12:00					
16	LOC. NO 10	AMSTERDAM							
	GROUP NO 41	GROBAL							

## System Data List

This list shows the features that your machine is currently set up to use.

The page number printed after replacing toner.

Prints in SF5500M SF5600

SYSTEM DATA LIST		APR-15-94 16:03
FAX NUMBER :	555-1212	
NAME :	SAMSUNG	
CURRENT PRINTED PAGE :	166 PAGE	
TOTAL PRINTED PAGE :	166 PAGE	
REPLACED TONER UNIT COUNTER :	1	
REPLACED DRUM UNIT COUNTER :	1	
OPTIONS	ITEM	STATUS
MESSAGE CONFIRMATION REPORT	(YES/NO)	NO
AUTO PRINT JOURNAL	(YES/NO)	YES
REMOTE RCV START COCE	(0-9)	*2*
SILENCE DETECTION TIME	(12sec/UNLIMITED)	UNLIMITED
AUTO TURNAROUND POLLING	(YES/NO)	YES
-POLLCODE	(****)	1234
POWER SAVE MODE	(YES/NO)	YES
OSAVING TIME	(START END TIME)	16:00 07:00
DIAL MODE	(TONE/PULSE)	TONE
SECURITY COMMUNICATION		
ERROR CORRECTION MODE	(YES/NO)	YES
AUTO REDUCTION	(YES/NO)	YES
DISCARD SIZE	(00-30)	15mm
REDIAL INTERVAL	(0-7)	3min
REDIAL ATTEMPT	(0-7)	3
ANSWER ON NO. OF RINGS	(1-7)	1

## Message Confirmation

When you set the system data features, you may choose to have a message confirmation report printed after every document you send.

To manually print out this report, press **COPY** after sending document.

MESSAGE CONFIRMATION		APR-15-94 16:29
FAX NUMBER :	476424	FAX NUMBER : 555-1212
PAGE :	01	NAME : SAMSUNG
ELAPSED TIME :	00'38"	
MODE :	G3 STD	
RESULTS :	O.K	

## Transmission Journal

This report gives specific information concerning transmission activity. This report can be printed on command, or if the machine is set to do so, it will automatically print the report after every 50 transmissions.

TRANSMISSION JOURNAL				JUN-25-94 18:50		
TEL NUMBER : 555-1212						
NAME : SAMSUNG						
NO	PHONE NUMBER	START TIME	TIME	MODE	PAGE	RESULTS
000	9 1 337 624 8536	06-25 17:31	00'22''	ECM	02	OK
001	9 1 337 324 8536	06-25 17:33	00'18''	G3	01	OK
002	054646023365	06-25 17:38	00'50''	G3	04	OK
003	1-748-849-63258	06-25 17:41	00'18''	G3	01	OK
004		06-25 17:48	00'36''	BC		
005		06-25 18:03	00'28''	G3 TX POLL	02/02	OK
006	9-1-208-359-04536	06-25 18:14	00'02''	G3 REPLAY REQ	00/02	COMPATIBLE ERROR
007	9-1-432-662-63254	06-25 18:18	00'01''	G3 RELAY REQ	00/02	COMPATIBLE ERROR
008(700)	9-1-683-5369-4525	06-25 18:49	00'37''	G3 RELAY REQ	02/02	OK
009	9-1-223-632-7542	06-25 18:55	00'37''	G3 CONF.	02	OK
010	171647145872	06-25 18:58	00'02''	G3	00	COMM. ERROR
				TOTAL TIME : 00:04:11		

Operation number in the remote fax machine

MODE : indicates how the document was sent or received:

- Code shown in the first column:  
G3:Group 3(standard) transmission was used.  
ECM:Error Correction Mode

- Code shown in the second column:  
TX POLL:Polling transmission  
CONF:Confidential transmission  
BC:Multi-address transmission or polling  
RX POLL:Polling reception  
RELAY REQ:Relay transmission request

PAGE:The number of pages sent or received. For memory transmission, both numbers of the pages and manuscripts are given. For example, 04/05 means 4 pages are sent successfully out of 5 sheets.

RESULTS:see "Error Messages"

## Reception Journal

This report gives specific information concerning reception activity. This report can be printed on command, or if the machine is set to do so, it will automatically print the report after every 50 receptions.

RECEPTION JOURNAL				AUG-08-94 02:23		
TEL NUMBER : 555-1212						
NAME : SAMSUNG						
NO	FAX NUMBER	RCVD TIME	TIME	MODE	PAGE	RESULTS
000	032 657 0796	08-05 02:26	02'31''	G3	05	OK
001	032 657 0796	08-05 02:51	00'34''	G3	02	OK
002	7516070	08-05 03:26	01'49''	G3	02	OK
003	823312106565	08-05 03:38	00'57''	G3	02	OK
004	0875 82 4326	08-05 18:57	01'27''	G3	02	OK
005		08-05 19:19	01'27''	G3	02	OK
006		08-05 19:21	01'27''	G3	02	OK
007	8163457750	08-05 20:43	01'41''	G3	04	OK
008	81753149499	08-05 20:45	00'23''	G3	01	OK
009	02 704 3789	08-05 21:35	00'36''	G3	01	COMM. ERROR
010	0875 82 4326	08-05 21:38	01'12''	G3	03	OK
011	0875 82 4326	08-05 00:09	00'17''	G3	01	LINE ERROR
				TOTAL TIME : 01:41:16		

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## Multi-Communication Report

This report is printed out automatically after a multiple location sending or polling operation.

The locations that transmission was made successfully.

The locations that failed in transmission:  
You should retry to send to the locations.

MULTI COMMUNICATION REPORT		JAN-01-94 03:10				
		REF. NAME : EASTERN DISTRIBUTION				
		PAGES : 02				
1. SUCCESSFUL TEL NO.						
PHONE NUMBER		NAME				
325-846-6395						
2. UNSUCCESSFUL TEL NO.						
PHONE NUMBER		NAME				
442-391-6325						
3. MULTI COMMUNICATION JOURNAL						
NO	PHONE NUMBER	START TIME	TIME	MODE	PAGE	RESULTS
005	325-846-6395	01-01 03:09	00'32''	G3 BC	02/02	OK
005	442-391-6325	01-01 03:09	00'00''	G3 BC	00/02	PRESSE

## Call Back Message

This report is printed out automatically when you do not respond to the remote operator's request for voice communication.

CALL BACK MESSAGE		APR-15-94 20:25	
		FAX NUMBER : 555-1212	
		NAME : SAMSUNG	
PLEASE CALL BACK.....			
PHONE NUMBER : 123 456 7890			

## Power Fail Report

If there is a power failure, or you accidentally turn the power OFF, all the documents in memory will be erased. When this happens, the fax machine automatically prints out a report after you turn the power back ON.

POWER FAIL REPORT				APR-15-94 16:31				
1. POWER FAIL TIME : APR-15 16:30 FRI				FAX NUMBER : 555-1212 NAME : SAMSUNG				
2. DELETED DELAY DIAL OPERATION								
TIME	POLLCODE	FAX NUMBER	NAME	S/R	PAGE	MODE	RELAR	MAIL
12:00		1-263-625-5412	CANADA OFFICE	S	01	DELAY		
12:00		1-357-256-9876	ITALIA OFFICE	S	01	RELAY	35/15	
14:00		LOC. NO 10	TOKYO	S	TXP			
	1234							
#TRANSMISSION MEMORY POLLING DATA WAS DELETED !								
3. ERASED RECEIVED MEMORY DATA								
	FAX NUMBER	RCVD TIME	TIME	MODE	PAGE	RESULTS		
	12345678901234567890	01-01 01:18	00'30''	G3	02	OK		
4. FAILED SENDING OR RECEIVING OPERATION								
	S/R	FAX NUMBER	START TIME	PAGE	RESULTS			
	S	1-963-456-8521	01-01 01:19	00	POWER FAILURE			

## Return Report

This report shows the results of relay transmission that was performed by the remote hub center. You can check if the fax was able to successfully complete the transmission or not. It is printed out automatically after the remote hub fax machine completes the transmission requested from your machine.

JAN-01 94 00:45 FROM:ABC CO.		337-654-3396	TO	PAGE : 01		
RETURN REPORT		JAN-01-94 00:45				
		REF. NAME : REPLAY				
		PAGE : 01				
		ORIGINATOR'S OPERATION NO. : 003				
1. SUCCESSFUL						
	FAX NUMBER	-----		NAME		
	987654321	-----		KAL		
2. UNSUCCESSFUL						
	FAX NUMBER	-----		NAME		
	-----	-----		-----		
3. MULTI COMMUNICATION JOURNAL						
NO	FAX NUMBER	START TIME	TIME	MODE	PAGE	RESULTS
004(005)	987654321	01-01 00:45	00'16"	ECM RELAY(BC)	01/01	OK

---

# CLEARING MEMORY

---

You can clear all information registered in the fax machine's memory.

RINGER, TONER OR  
SYSTEM SETUP? Y/N

NEW TONER UNIT ?  
Y/N

MEMORY CLEAR ?  
Y/N

TX & RX JOURNAL  
CLEAR ? Y/N

TERMINAL I . D.  
CLEAR ? Y/N

SYSTEM DATA  
CLEAR ? Y/N

AUTODIALER & DELAY  
SET CLEAR ? Y/N

**1** Press **FUNCTION**, then **7**.

**2** Press **YES**.

**3** Press **NO** twice.

**4** Press **YES** to clear memory.

If you press **NO**, the fax machine displays **NEW TONER UNIT ?** again.

**5** Press **YES** to clear all records of transmission and receptions. After clearing the selected memory, the machine returns to the standby mode.

Each time you press **YES** to clear a message, the machine displays **ARE YOU SURE ?** to confirm it. Press **YES** to clear the memory shown in the display.

If you press **NO**, the fax machine displays the next menu.

**6** Press **YES** twice to clear your terminal identification information. Your terminal ID number, name, and turnaround poll code (if you have set) are all erased from the fax machine's memory. After clearing memory selected, the machine returns to the standby mode.

If you press **NO**, the fax machine displays the next menu.

**7** Press **YES** twice to clear the system data you have selected. See "Setting System Data" on page 2-8. The system data will be restored to the default value.

If you press **NO**, the fax machine displays the next menu.

**8** Press **YES** twice to clear the Autodialer memory and the delayed dial operations.

All the numbers currently registered to One-touch Dial, Speed Dial, and Group Dial numbers will be erased from the fax machine's memory. In addition, all the delayed time operations you have reserved are also cancelled. After clearing the selected memory, the machine returns to the standby mode.

---

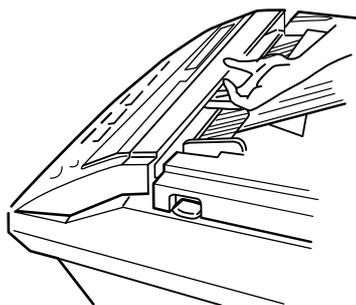
# TROUBLESHOOTING

---

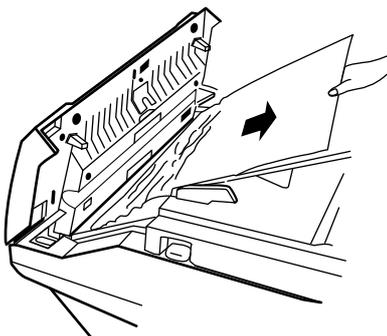
## CLEARING A DOCUMENT JAM

When a document becomes jammed inside the unit, follow the procedure below:

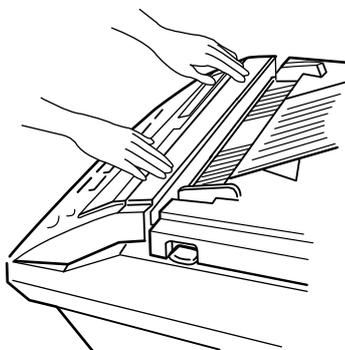
- 1** Open the control panel.



- 2** Remove the jammed document carefully.



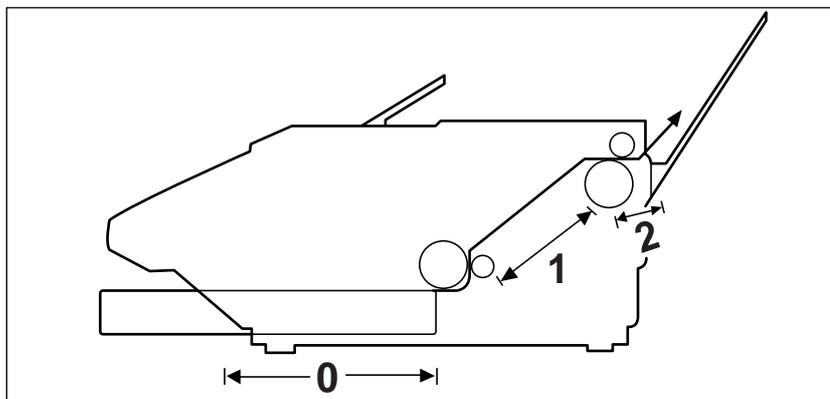
- 3** Close the control panel by pressing down on both sides of the panel until it locks into place.



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## CLEARING A PAPER JAM

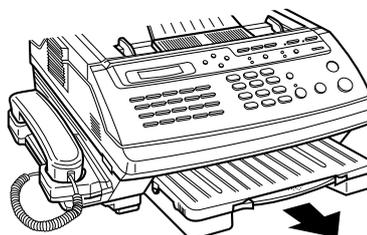
When a recording paper jam occurs somewhere inside the unit, the LCD displays PAPER JAM 0 (1 or 2). There are three areas where a jam may occur and they are shown in the illustration below.



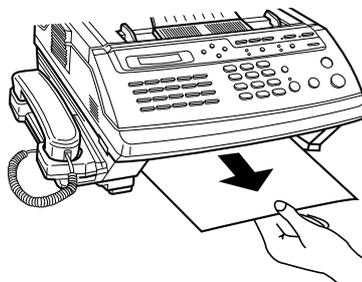
**Note:** Do not turn the power off to remove a paper jam, or documents that are received or stored in the unit's memory will be lost.

### To Clear Jam 0

- 1** Remove the recording paper cassette.



- 2** Pull out the jammed paper carefully.

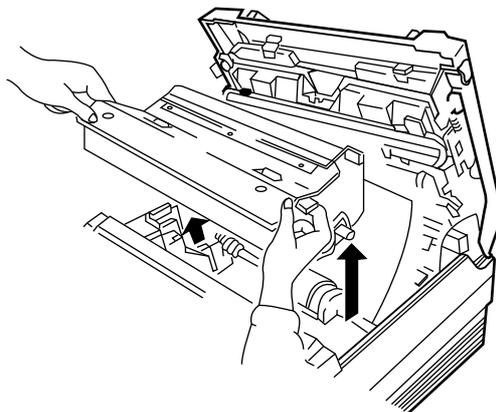
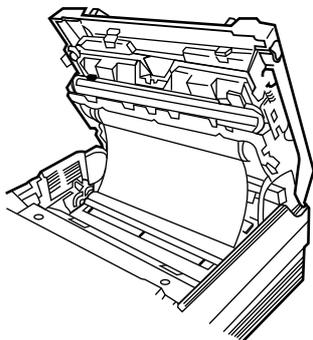


- 3** Replace the recording paper cassette.

---

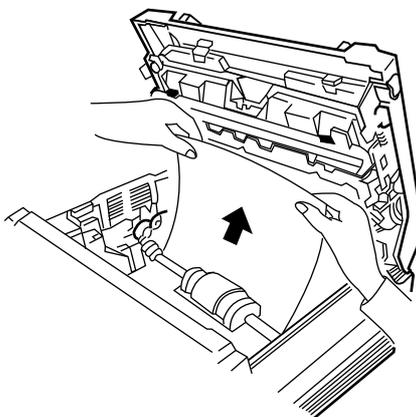
## To Clear Jam 1

- 1 Open the top cover by lifting up the cover release lever.
- 2 Remove the toner unit first. Hold the unit by the end tabs and lift it up.



**Note:** Be careful that unfused toner does not spill inside the unit.

- 3 Carefully remove the jammed paper by pulling it gently in the direction of the arrow.



- 4 Replace the toner unit as described on page 1-5. Then close the top cover by pressing down on both sides until the cover locks into place.

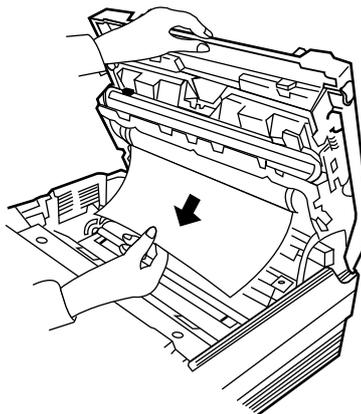
**Note:** If a paper jam still occurs inside the unit after performing the instruction above, torn paper may remain inside unit. Open the top cover and remove the toner unit. Carefully remove any torn paper, and reinstall the toner unit. Close the top cover.

---

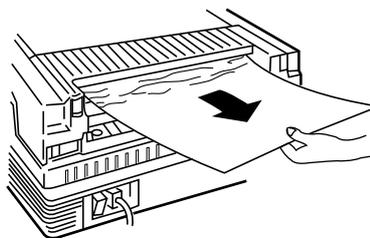
## To Clear Jam 2

- 1 Open the top cover by lifting up the cover release lever.
- 2 Carefully remove any jammed paper by pulling it gently in the direction of the arrow. If necessary, remove the drum unit as described on page 5-20.

**Note:** Be careful that unfused toner does not spill inside the unit.



- 3 If the paper does not come out easily, check if the paper is jammed in the paper exit tray area. If so, remove it by pulling it gently in the direction of the arrow.



- 4 Close the top cover by pressing down on both sides until the cover locks into place.

**Note:** If a paper jam still occurs inside the unit after performing the instruction above, torn paper may remain inside unit. Open the top cover and remove the drum unit. Carefully remove any torn paper, and reinstall the drum unit. Close the top cover.

---

## TROUBLESHOOTING GUIDE

Many common problems have simple solutions. Check through the following list before calling for service.

### Transmission Problems

Problem	Cause	Solution
There is no response when a document is loaded in the document feeder.	You have a machine error. Check the display for an error message.	Clear the error. Press <b>STOP</b> to clear the display.
	The control panel is not firmly latched.	Close the control panel, pressing it at both sides. Make sure the cover is firmly latched.
	There is no power to the unit.	Make sure the power plug is plugged into the AC outlet and that the main power switch is ON.
When you press <b>START</b> , your unit does not send the document.	You replaced the handset before pressing <b>START</b> .	Send the document again, being sure to press <b>START</b> before replacing the handset.
	There are other documents waiting to be sent from memory.	Make sure there are no other documents waiting to be sent from memory.
The document appears distorted when transmitted.	The document guide is not aligned to the width of the document.	Align the document guide properly. (Not too tightly)
	The control panel is not firmly latched.	Close the control panel again, holding it at both sides. Make sure the cover is firmly latched.
The sending procedure was done correctly, but nothing happened.	The remote party's unit is not compatible with yours.	Verify the remote party's unit is CCITT Group 3 compatible. If the unit is compatible, try again.
	The remote party's unit is not operational (out of paper, jammed, etc.)	Check to make sure the remote party's unit is operational. If so, try again.

---

<b>Problem</b>	<b>Cause</b>	<b>Solution</b>
The sending procedure was done correctly, but the remote party gets a blank document.	You loaded the document face up.	Load the document face down, and sending.
When the remote party gets your document, it is difficult to read.	The document was of poor quality.	Improve the document quality in any way possible (copying with darker print, enlarging or reducing, etc.)
	Poor document scanner.	Clean the scanner (see page 5-13).
	Poor telephone line conditions.	Retry sending the document.
One-touch or fax directory dialing does not work.	Fax directory or one-touch dialing numbers are not correctly registered in your unit.	Check the number registration, and correct it if necessary. Be sure to include all required access codes and pauses.
You dialed correctly, but your call is not completed.	The unit is not set to the correct line type (tone or pulse).	Set your unit for the correct line type.
When you attempt to direct dial using the handset, you do not hear a dial tone.	The telephone cord is disconnected.	Reconnect the cord.
	There is no power to the unit.	Make sure the power plug is plugged into AC outlet and that the main power switch is ON.
	The handset curl cord is disconnected.	Reconnect the cord.
Automatic Document Feeder does not work properly, so 2 or more sheets feed simultaneously	ADF rubber is dirty.	Clean the rubber (see page 5-13).
	Are 30 pages or less loaded in the ADF?	If more than 30 sheets are to be transmitted, divide them into 2 batches for transmission
	The document is not acceptable for facsimile transmission.	Photocopy the document and send the copy.

---

## Reception Problems

Problem	Cause	Solution
When you are to receive a document and you press <b>START</b> , no document is received.	You have a machine error.	Check the LCD display for an error message. Press <b>STOP</b> to clear the display. See "Error Messages" on page 5-10.
	In the manual receiving mode, you replaced the handset before pressing <b>START</b> .	Press <b>START</b> and then replace the handset.
	The remote party's unit is not compatible with yours.	Verify the remote party's unit is CCITT Group 3 compatible. If nit is compatible, try again.
You cannot receive documents automatically	The unit is not automatic receiving mode.	Make sure the unit is set to FAX mode. Make sure the handset is in the cradle.
The recording paper does not feed.	The recording paper cassette is empty.	Load the recording paper.
	The recording paper is not installed correctly.	Check your paper installation, and make sure it is correct.
	You have a machine error.	Check the LCD display for an error message. Press <b>STOP</b> to clear the display.
	The recording paper is jammed.	Remove the paper jam.
The recording paper has been replaced, but a NO PAPER error message remains on the LCD display.	The recording paper is not installed correctly.	Check the paper installation, and make sure it is correct.

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<b>Problem</b>	<b>Cause</b>	<b>Solution</b>
The document received is difficult to read.	The original document was of poor quality.	Request the remote party improve the document quality in any way possible (copying with darker print, enlarging or reducing, etc.)
		Have the remote party make a copy of the document and check its quality. If the quality is poor, the problem is in the remote party's unit.
	Poor telephone line conditions.	Request the remote party send the document again.
You receive a document that is completely blank, even though you and the remote party followed the correct procedure.	The remote party loaded the document face up.	Check with the remote party to make sure the document was loaded face down.
The received document appears distorted when received.	The remote party has a problem with document feeding.	Request the remote party make sure the document was loaded correctly.

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## Other

Problem	Cause	Solution
The data and time message does not appear in the display when you turn the unit ON.	There is power to the unit	Check that the power plug is plugged into the AC outlet and the power switch is ON.
		Make sure the wall outlet is “live” and not switched off by a wall switch or a blown fuse.
You cannot make copies.	You loaded the document face up.	Load the document face down, and retry copying.
	The handset is off the hook.	Replace the handset properly.
	You have a machine error.	Check the display for an error message.

---

If none of these suggestions correct the problem, turn the power OFF. Wait for a few seconds and turn it ON again. Then try the procedure again.

Sometimes the problem may be caused by the other party's fax. If you are sure your unit is working properly, have the other party check their unit.

If you still cannot solve the problem, contact your local dealer or service representative.

---

## ERROR MESSAGE

If something goes wrong your fax machine, your unit will detect the problem and alert you with the lighted ALARM indicator and a beeping alarm tone.

You can further identify the problem with the LCD display messages, and message confirmation report. Press STOP to cancel the ALARM indicator and tone.

The error messages available in your unit and solutions are provided below.

Error Message	Description	Solution
BUSY! REDIAL?	The machine is waiting for the programmed interval to automatically redial a previously busy station.	You can press YES to immediately, or NO to cancel the redial operation.
COMM.ERROR	A problem with the facsimile communications has occurred.	Try again.
COMPATIBLE ERROR	Remote party did not have the requested feature, such as a confidential transmission or relay transmission.  It also occurs if the remote machine has insufficient memory space to complete the operation you are attempting.	Reconfirm your remote party's feature.
DOCUMENT JAM	The loaded documents has jammed in the feeder.	Clear the document jam.
DOOR OPEN or NO DRUM UNIT	The top cover is not securely latched.  Drum unit is not installed.	Press down on the cover until you feel it latch securely.  Install the durm unit properly.
GROUP NOT AVAILABLE	You have tried to select a group location where only a single location unumber can be used, such as whed adding locations for a multi-dial operation.	

<b>Error Message</b>	<b>Description</b>	<b>Solution</b>
LINE ERROR	Your unit cannot connect with the remote machine, or has lost contact because of a problem on the phone line.	Try again. If failure persists, wait an hour or so for the line to clear, then try again.
LOAD DOCUMENT	You have attempted to set up a sending operation with no document loaded.	Load a document and try again.
MEMORY FULL	The memory has become full.	Either delete unnecessary documents, or retransmit after more memory becomes available, or split the transmission into more than one operation.
NO ANSWER	The remote machine has not answered after all the redial attempts.	Try again.  Make sure the remote machine is operational.
NO CASSETTE	The cassette is installed improperly.	Install the cassette properly.
NO TONER UNIT	No toner unit in the printer system. The printer system stops.	Install the toner unit in place properly (see page 1-5).
NO. NOT ASSIGNED	The one-touch or speed dial location you tried to use has no number assigned to it.	Dial the number manually with the keypad, or assign the number (see "Using Autodialer" on page 2-14).
NO PAPER	The recording paper has run out. The printer system stops.	Load the recording paper in the paper cassette (see page 1-11).
OVERHEAT	Your unit has overheated, possibly as a result of receiving several nearly all-black faxes.	Please call service.

<b>Error Message</b>	<b>Description</b>	<b>Solution</b>
PAPER JAM 0	Recording paper has jammed in paper feeding area.	Press STOP and clear the jam
PAPER JAM 1	Recording paper has jammed inside the unit.	Clear the jam.
PAPER JAM 2	The jammed paper still remains inside the unit.	Clear the jam.
POLLING ERROR	The remote fax machine you want to poll is not ready to respond to your poll.	The remote operator should know in advance that you are polling and have their fax unit loaded with the original document.
	When setting up to poll another fax machine, you have used an incorrect poll code.	Enter the correct poll code.
POWER FAILURE	A power failure has occurred.	If there have been documents stored in memory, [Power Failure Report] will be printed automatically when the power is restored.
TONER EMPTY, REPLACE TONER&DRUM	The toner is empty. The printer system stops.	Replace with a new toner unit, drum unit, and cleaning felt simultaneously, then initialize new toner unit (see page 1-16).
TONER LOW	The toner is almost empty.	After recording about 200 sheets of letter size recording paper, TONER EMPTY, REPLACE TONER & DRUM appears in the display, and the printer system stops. Replace consumables.
WARM UP	The printer is warming up and is off-line.	Wait until printer is on-line.

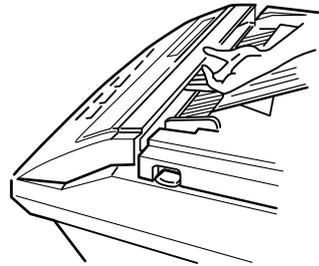
## CLEANING THE DOCUMENT SCANNER

If the document scanner is getting dirty, documents sent to a remote party will not be clear.

You can tell whether the document scanner is dirty or not by making a copy and then comparing the copy with the original.

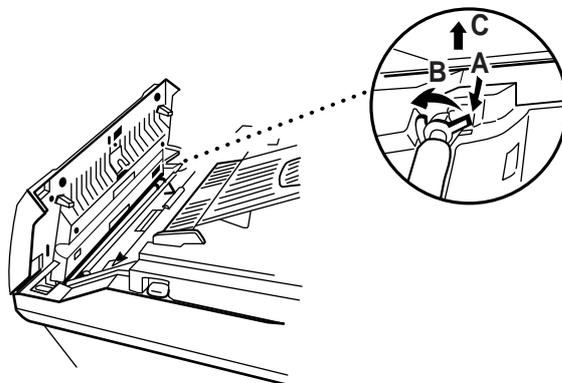
**Note:** Do not turn the power off to clean the scanner, or documents received or stored in memory will be lost.

- 1 Open the control panel.

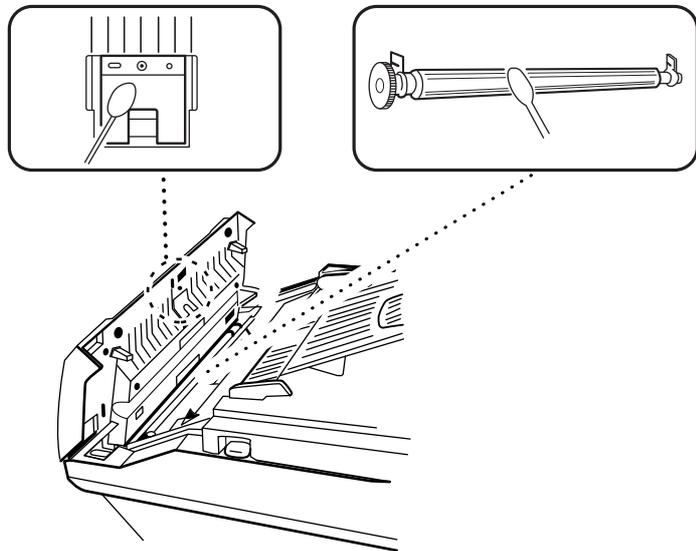


- 2 Disassemble the white roller as follows:

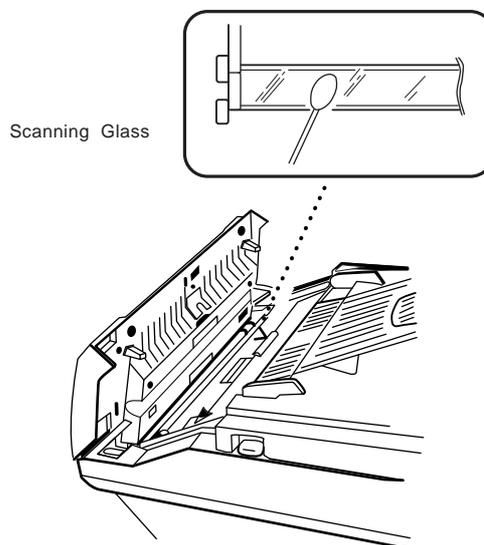
Both ends of the roller are terminated with bushings which are snapped shut with small tabs. Push the tabs slightly inwards in the direction of **A**, then rotate it in the direction of **B** until it reaches the slot as shown in the figure below. Then pull the roller upwards in the direction of **C**.



- 
- 3** Wipe the roller surface clean with a soft cloth dampened with water. Then dry thoroughly. Clean the ADF rubber also.



- 4** Carefully wipe the scanning glass surface as shown with a soft, dry cloth. If the glass is very dirty, first wipe it with a slightly dampened cloth, and then with a dry cloth. Be careful not to scratch the glass surface.



- 5** Assemble the roller in reverse order of disassembling. Then close the control panel by pressing down on both sides of the panel until it locks into place.

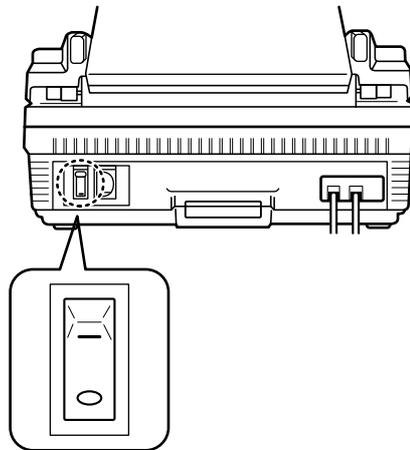
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## CLEANING THE CORONA WIRE AND LED ARRAY

If the print copy quality is poor, lines are blurred, or characters are not printed clearly, the corona wire and LED array may need to be cleaned.

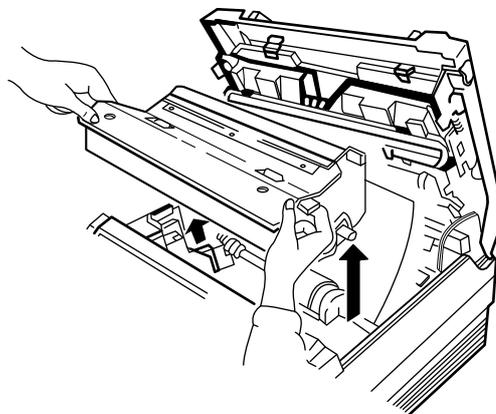
A transfer cleaner comes with the machine at factory for the corona wire and LED array cleaning.

- 1 Turn off the power.

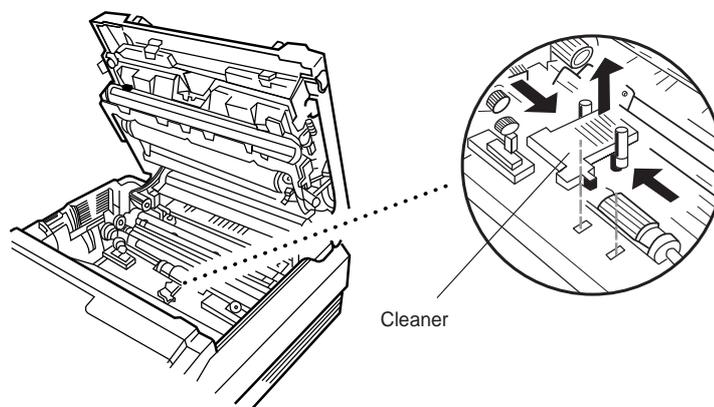


**Note:** If power is turned off while documents are being received or stored in memory, the document information will be erased.

- 2 Open the top cover by lifting up the cover release lever.
- 3 Remove the toner unit holding it by the end tabs.

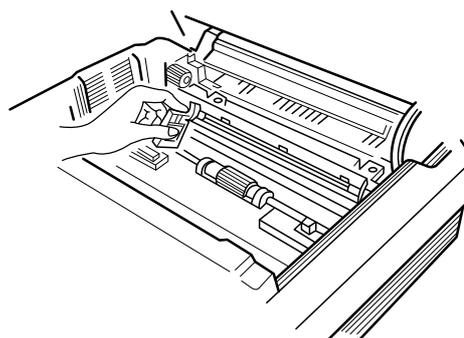


- 
- 4** Take out the supplied cleaner by releasing two tabs and lifting it as shown in the circle.



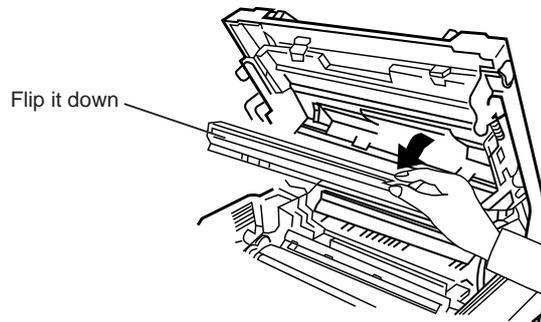
- 5** Clean the corona wire stretched inside the groove as shown.

Carefully remove any paper dust and toner particles from both surfaces of the wire.

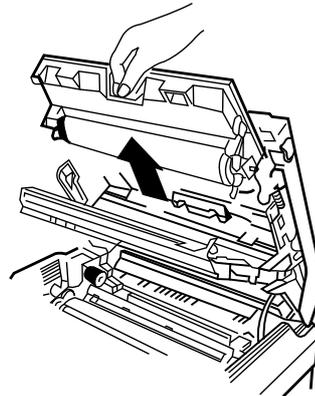


**Note:** Do not apply excessive force to the corona wire.

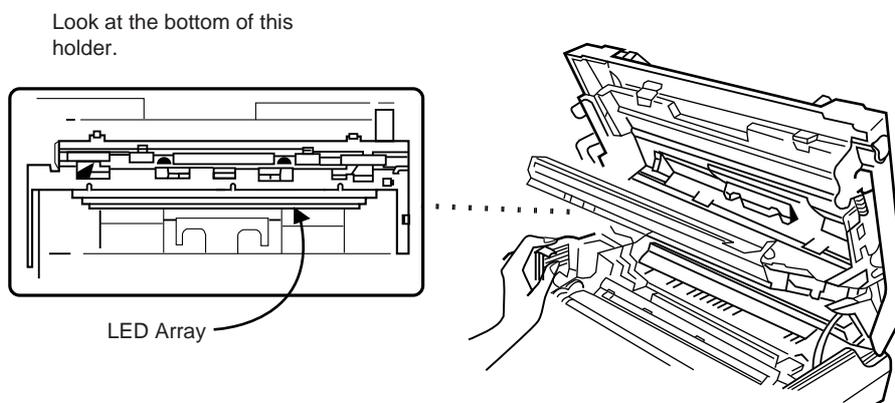
- 
- 6** Grasp the tab on the holder as shown and pull it towards you. The holder flips down.



- 7** Take out the drum unit to avoid accidental scratching of the surface of the drum.

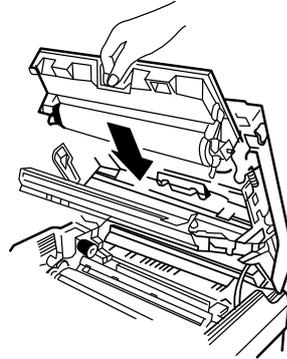


- 8** Clean the LED array as shown. The LED array is located in the bottom of the holder.

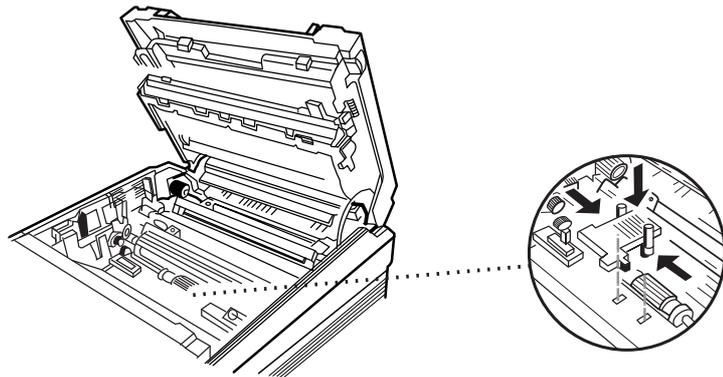


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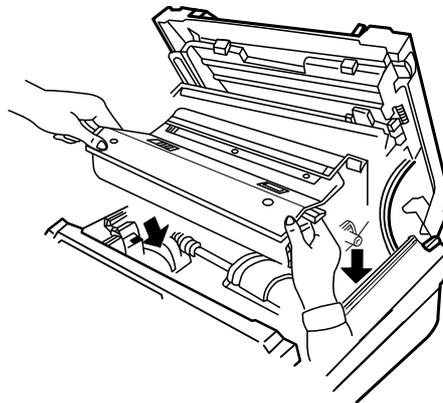
**9** Reinstall the drum unit as described in “Install Drum Unit” on page 1-8, and close the holder.



**10** Re-install the cleaner.



**11** Re-install the toner unit as described in “Install Toner Unit” on page 1-5, then close the top cover until it is secure.



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## REPLACING THE RECORDING PAPER

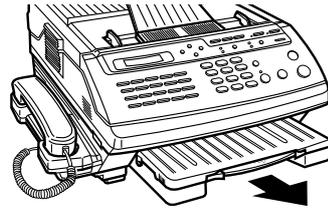
Hint on Handling the Recording Paper

- Do not use creased, folded, wrinkled, or damp sheets of paper

The recording paper must be replaced when it is visibly low in the cassette, or when the unit prompts NO PAPER through the LCD display.

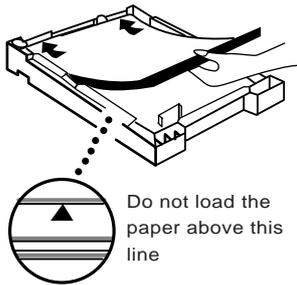
To replace the recording paper:

- 1** Remove the paper cassette by pulling it out of the cassette port.



- 2** Remove the paper cassette cover, then press down and latch the metal plate in the cassette.

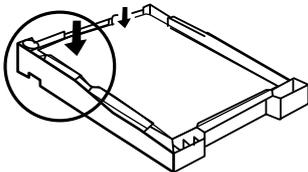
- 3** Fan the paper and load it in the cassette with the side to be printed facing up.



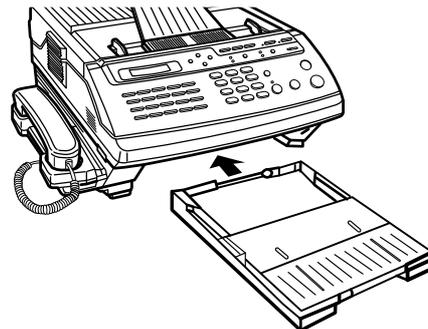
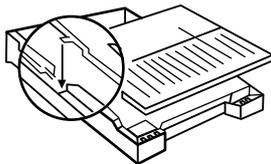
Make sure that the stack of paper does not exceed the limit mark on the side of the cassette.

- 4** Gently press the upper corners of the paper down under the cassette tabs.

Make sure that the paper stack stays beneath the tabs as shown at left.



- 5** Replace the cassette cover and slide the paper cassette into the port until it stops.



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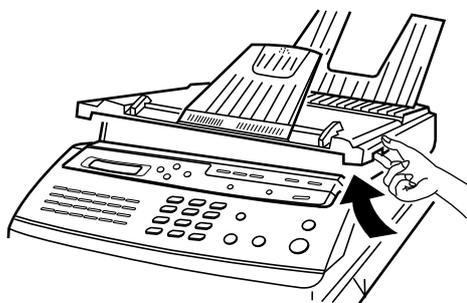
## REPLACING THE CONSUMABLE COMPONENTS (Toner, Drum, Cleaning Felt)

When the toner supply is low, a TONER LOW message will be displayed. Approximately 200 pages can still be printed before the toner supply runs out completely and the toner unit must be replaced.

When you replace the toner unit, you must also replace the drum unit and the cleaning felt as well.

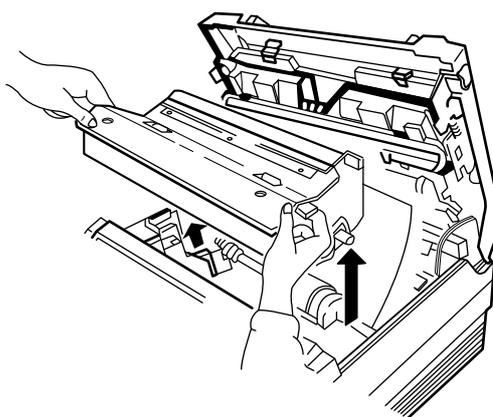
Supplies are available by contacting your local dealer.

- 1 Open the top cover by lifting up the cover release lever.



- 2 Hold the toner unit by the end tabs and remove the used unit.

When you move the fax machine, do not move it with the drum and the toner unit installed inside the machine. First remove the drum and the toner unit, then transport them separately.

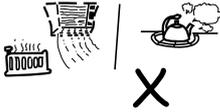


- 3 Remove the toner unit from the foil bag and install the new toner unit as described in "Install Toner Unit" on page 1-5.

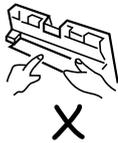
- 
- 4** Flip down the tab on the top of the holder and lower the top cover halfway.



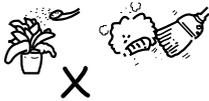
Do not expose the drum unit to direct room light or sunlight for more than a few minutes.



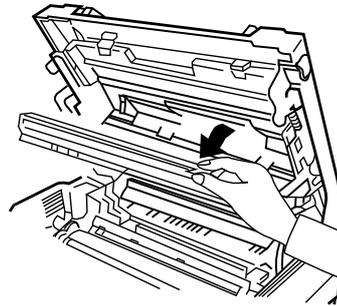
Do not place the drum unit near a window or in an area subject to high heat (above 122°F) or high humidity (above 80%).



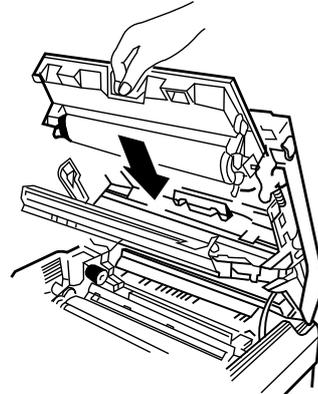
Do not touch the drum surface. Lift the drum unit by the handle only.



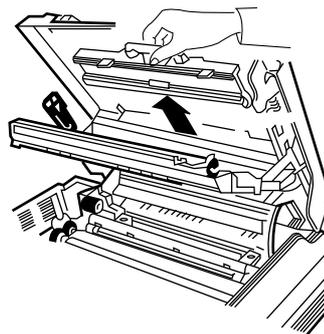
Keep the drum unit away from dust and dirt.



- 5** Hold the handle of the used drum unit and remove by pulling it out of the machine.



- 6** Locate the green handle of the cleaning felt and remove the cleaning felt by pulling it out of the machine.



- 7** Install a new drum unit and a cleaning felt as described in “Install Drum Unit” (see page 1-8) and “Install Cleaning Felt” (see page 1-7).

**Note:** Whenever you replace the toner unit, you must perform toner initialization. See “Initialize New Toner Unit” on page 1-16.

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## SPECIFICATIONS

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<b>Dimensions:</b> (without trays/paper cassette)	7.3(H) X 13.6(W) X 16.4(D) inches (190 X 350 X 420 mm) : SF5500/SF5500M 8.4(H) X 13.6(W) X 16.4(D) inches (214 X 350 X 420 mm) : SF5600
<b>Unit weight:</b> (excluding recording paper)	28.6 Ibs (SF5500/SF5500M) 37.5 Ibs (SF5600)
<b>Power Requirements:</b>	120 VAC, 60 Hz
<b>Power Consumption:</b>	(Standby) 16 W (Maximum) 490 W
<b>Recording Paper Size:</b>	Letter (8.5 X 11 inches)
<b>Document Size:</b>	
Width:	5.8 to 8.5 inches (148 to 216 mm)
Length: single page	5 to 14 inches (128 to 356 mm)
Multi pages	5 to 11.7 inches (128 to 297 mm)
<b>Recording Paper Cassette Capacity:</b>	250 sheets (SF5500/SF5500M) 500 sheets (SF5600)
<b>Document Feeder Capacity:</b>	30 pages
<b>Effective Printing Width:</b>	8.2 inches (208 mm)
<b>Effective Scanning Width:</b>	8.3 inches (210 mm)
<b>Scanning Density:</b>	203 dots/inch(8 dots/mm)
Horizontal:	Standard: 98 lines/inch (3.85 lines/mm)
Vertical:	Fine: 196 lines/inch (7.7 lines/mm) Super Fine: 391 lines/inch (15.4 lines/mm)
<b>Scanning Method:</b>	Solid state electronic scanning by contact image sensor
<b>Applicable Circuits:</b>	PSTN(Public Switched Telephone Network)
<b>Compatibility:</b>	CCITT ECM, G3
<b>Transmission Rate:</b>	9600/7200/4800/2400 bps (SF5500/SF5500M) 14400/9600/7200/4800/2400 bps (SF5600)
<b>Encoding Systems:</b>	MH/MR/MMR
<b>Printing Method:</b>	LED printer
<b>Environmental Conditions:</b>	Temperature 50°F to 86°F (10°C to 30°C) Humidity 30% to 80% RH