



Welcome to your fax machine

- A** Document guides
- B** Document tray
- C** Telephone connection
- D** Top cover
- E** Power switch
- F** Top cover release button
- G** Recording paper cassette
- H** One-touch dial keypad
- I** Control panel
- J** Recording paper tray
- K** Control panel release button
- L** Exit document tray

-
- 1 LCD DISPLAY**
Displays indications about the operating modes of your fax machine. Your control monitor for all function settings.
 - 2 ONE TOUCH DIALLING KEYS**
Sends documents at the push of a button. You can also store special functions and programmes here.
 - 3 DIAL KEYPAD**
Used for entering telephone numbers or selecting characters.
"*" and "#" KEY
Used to move the cursor to the left or right.
 - 4 QUICKSCAN LED**
Indicates that the Quick scan feature is on.
 - 5 MEMORY LED**
Indicates that all documents will be read in memory.
 - 6 MEMORY TX KEY**
Switches the above described feature off/on. Use this function if "MEMORY FULL" is displayed.
 - 7 QUICKSCAN KEY**
Switches off/on the quick scan feature. Switch off this feature when using more than 20 documents.
 - 8 ABB. DIAL /ALPHABET**
Press this key in order to select a stored alphabet dial number or a name.
 - 9 REDIAL / PAUSE**
Activates the last number dialled, inserts a dialling pause.
 - 10 * KEY**
To access to an public line when this machine is connected to PABX.
 - 11 MENU KEYS**
With these keys, you call up the menus on the LCD display.
 starts the first menu display. Press again for the next menu display.
 calls up the previous menu.
 - 12 ENTER KEY**
Press this key if you wish to confirm a selected menu item.
 - 13 START KEY**
Initiates the sending and receiving options.
 - 14 RESET KEY**
Clears error messages and terminates input.
 - 15 AUTO RCV KEY**
Switches between automatic and manual reception.
 - 16 RESOLUTION KEY**
Press this key to change the resolution according to the document.
 - 17 CONTRAST**
Adjust the contrast of your document.
 - 18 COPY/JOURNAL**
Makes a copy of your original or prints a journal without an original.
 - 19 CHAIN DIAL**
Press this key to add additional memory for storing extended fax numbers.
 - 20 MONITOR / CALL KEY**
Activates the loudspeaker for listening-in to the call establishment procedure. Press this key if you wish to ask the receiver to speak to you after fax transmission.
 - 21 MULTI KEY**
To create a group consisting of one touch dialling, ABB. dialling and manual dialling numbers.
 - 22 ALARM LED**
Flashes when a machine error occurs.
 - 23 BUSY LED**
Flashes or lights up when the fax machine connects to the line or is just transmitting or receiving.

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Preparation

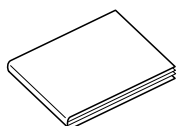
Unpacking

When unpacking your machine, please check that all parts shown here are present and in perfect condition.

1. Fax machine



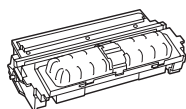
2. User manual



3. Powercable



4. Process unit with toner



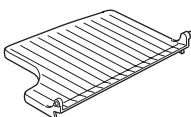
5. Fixer cleaner



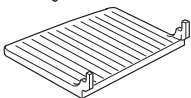
6. Document tray



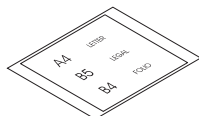
7. Exit document tray



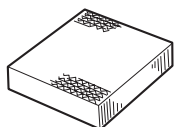
8. Exit paper tray



9. Recording paper indicator



10. Ozone filter



The correct location for your fax machine is easily found:

- near a 230 V AC socket*,
 - near a telephone connection, ideally with a single line reserved for your fax machine.
- * No other equipment with high power consumption (such as a photocopier) or equipment which generates electrical noise (such as a radio, computer, radio transmitting and receiving equipment) should be connected to this mains supply.

AC power

You will find the mains connection on the back of the machine. The ON/OFF switch is situated above the mains jack. Now switch your machine on.

Please protect your machine from:



vibration



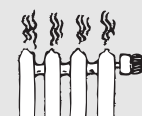
direct sunlight



dust



humidity



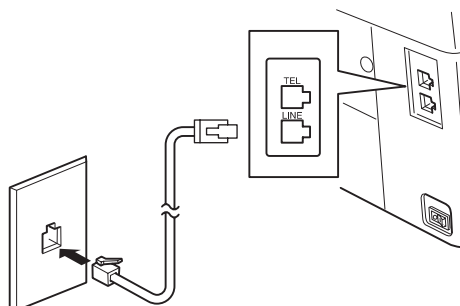
heat

Connection to the mains

Ensure contact and operating voltage.

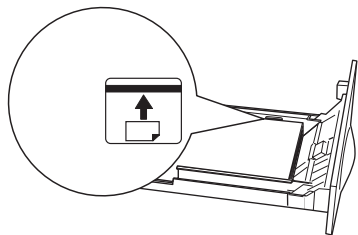
Telephone connection

Connect your fax machine (LINE jack) to the telephone socket, as shown on the right.

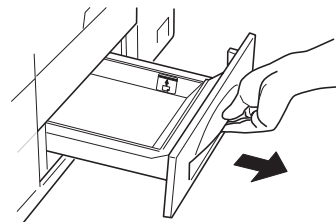


Preparation

How to insert the recording paper:



Remove the paper cassette



Insert a stack of A4 paper.

Prepare the recording paper by flexing and fanning out the stack to separate the sheets.

Place the paper so that it lies straight in the cassette with the side to be printed facedown and don't forget:

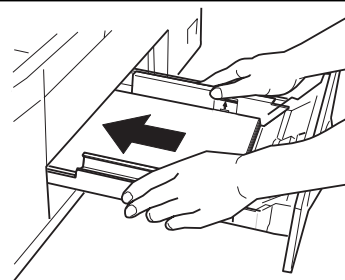


The paper cassette holds a maximum 250 sheets (80 g/sm). The paper is never stacked above the limit mark. (as shown on the left)

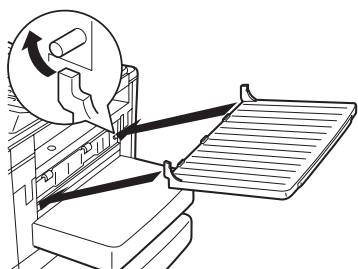
Then: Slide the cassette into the slot until you hear it lock in place.



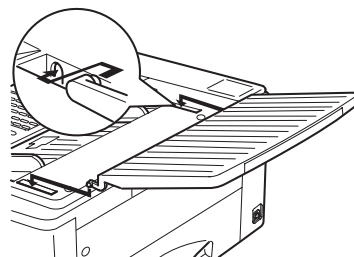
Do not use damp, wrinkled or torn paper.



How to install the trays and guides:



The document guide is inserted into the slots on the top cover.

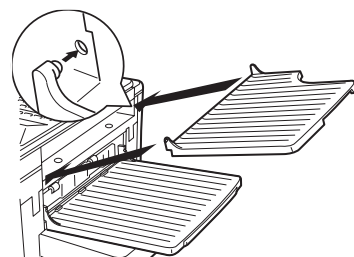


Install the exit paper tray fits in the slots on the left side of the fax.

Install the exit document tray fits in the slots on the left below the control panel.




To avoid damage, never place any heavy objects on the document guides.



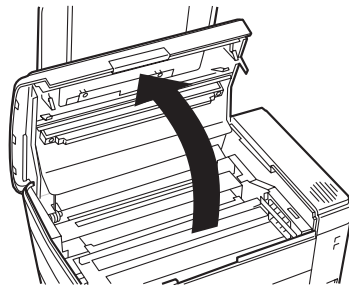
Preparation

How to install the process unit:


 In order to transport or move the machine the toner pack and the process unit has to be removed.

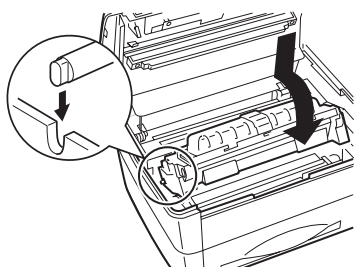
In order to prevent transport damage, the high-quality process unit of your new fax machine is delivered in special packaging to provide additional protection. Please follow the enclosed instructions. This is how to install the unit:

Open the top cover
by pressing the release button.



Install the process unit...
by inserting the pins into the lateral guides and then, by applying slight pressure, lower it into the correct position.

 A damaged drum will affect the copy quality. Therefore: Never touch the drum surface or expose the drum to sunlight for more than three minutes.



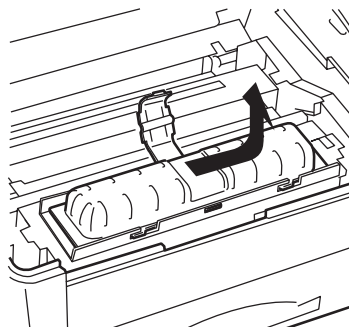
To make a good impression: The toner pack

When installing the machine for the first time or later when the message TONER LOW or TONER EMPTY is displayed, you must replace the toner pack in your fax machine. At the same time also replace the fixer cleaner.

When replacing toner:
Release the green stopper and pull the pack out of its support in the direction of the arrow, as shown.

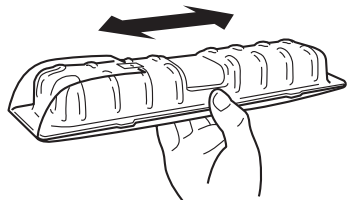
When installing for the first time:
Unpack the toner pack supplied.

Do not touch any sensitive parts of the printer system.

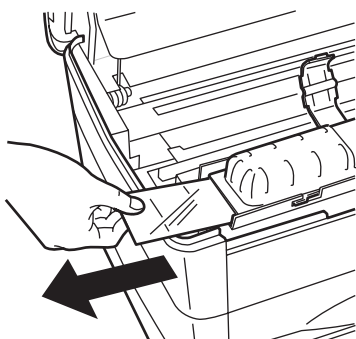
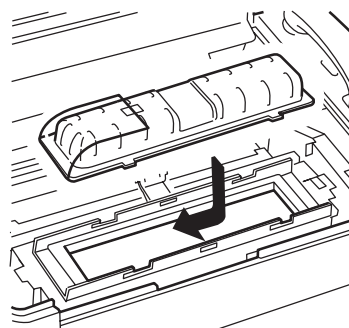


First shake the new toner pack,

insert in the direction of the arrow and slide forward.

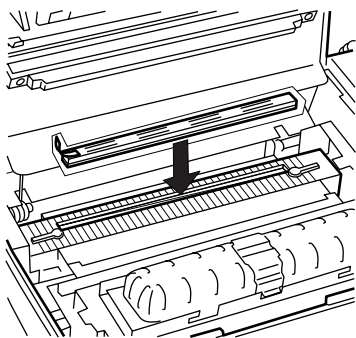
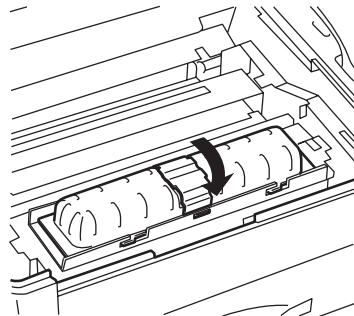


Now remove the seal.
When holding the protective foil, be sure to avoid contact with any toner residue.



Preparation

The toner pack latch locks into place with a click.



Replacing the fixer cleaner

(or installing for the first time): If necessary, pull the used cleaner ribbon upwards: when inserting the new cleaner, be sure that the white felt side is facedown.



Do not touch any parts inside the machine other than those described. The fixer cover can be very hot - even after the machine has been switched off.

Now



close the cover

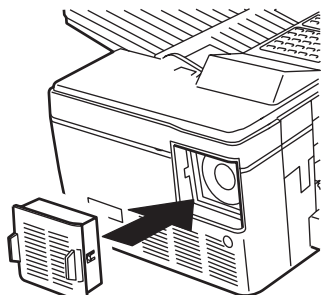
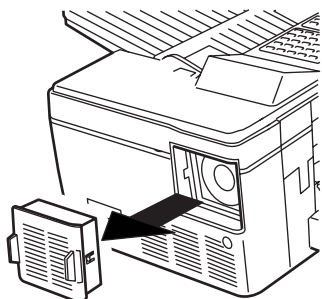
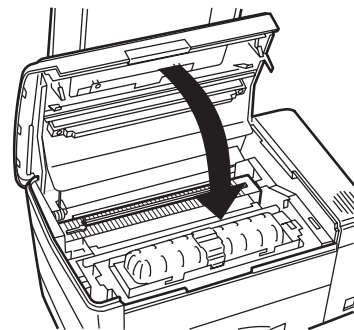
until it locks firmly into place.

Never throw the old pack into an open fire. Use packaging from exchanged parts to ensure proper disposal as inorganic waste.

CAUTION:

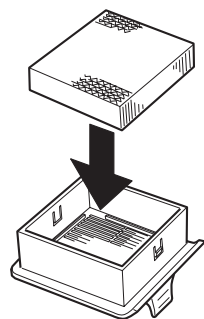
In case you come into contact with toner:

- Wash hands in cold water and clean thoroughly with soap.
- Wash eyes with plenty of water.
- If you have inhaled toner, breathe deeply in the open air.
- If toner gets in your mouth, wash it out with plenty of water.
- In an emergency, call a doctor.



...and now: the ozone filter

As you see, it is inserted in its support underneath the cover. When inserting, hold the filter only by the ribbons in order to avoid clogging the filter mesh.



Installation

The Menu-system

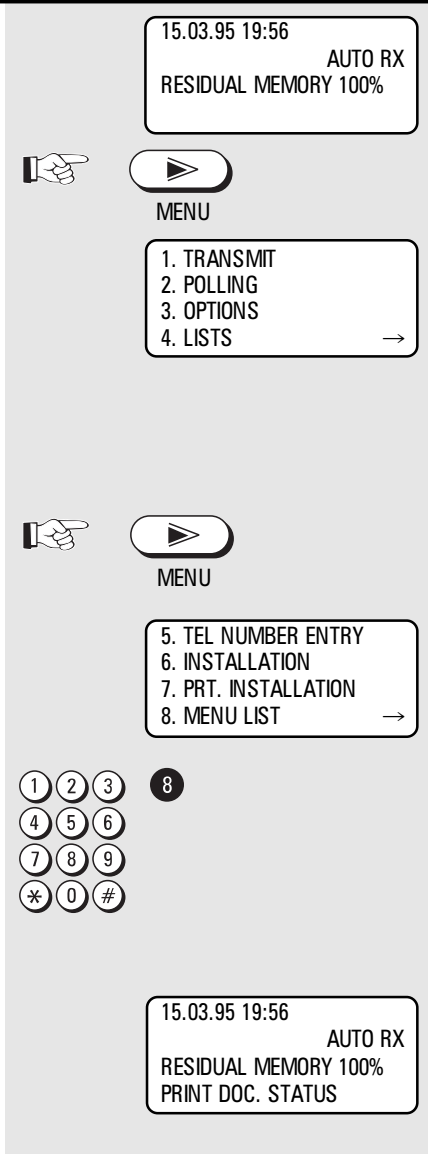
The LCD display gives suggestions, asks questions and request you to input data. The first four menu items are shown, but there might be some more behind. Selection is made with the dial pad.



As long as entries are made, it is not possible to receive.

Because of that, machine turns to idle status, if no entry is made within one minute.

Practice with the following example.



standby mode

Start the menu.

The first 4 menu items are displayed.



The small arrow in the LCD is a indicator for other menu items being available.

Press menu button to display.

Select a menu item



To select a sub menu, there is no need to see it in the LCD. Simply press a button on the dial pad.

The report is printed.

Installation

Set language

Your fax machine is set to English. Please carry out the following menu steps if you wish to use another language for the menu and the list prints.

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS

1 2 3
4 5 6
7 8 9
* 0 #

6

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI

1 2 3
4 5 6
7 8 9
* 0 #

1

1. ENGLISH
2. ITALIANO
3. DEUTSCH
4. ESPANOL

1 2 3
4 5 6
7 8 9
* 0 #

ENTER

RESET

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Additional languages can be selected with the menu button.

Select a menu item

Confirm with ENTER

Press RESET, return to standby mode

Installation

Enter user name

The following steps include entering the name, the terminal identification, the dialling procedure and the line type. These settings should be made quickly, as the maximum permitted pause between data entry is approx. one minute. Take your time therefore to read the information concerning the name, identification, dialling procedure and line type, and only start the procedure when you have finished reading.

If you have not entered all the data within the permitted time, the details will not be completely stored. In this case, repeat the entire procedure again.

The transmission header not only contains the terminal ID but also the user name.

This can contain up to 20 characters.

Each digit features several characters which can be activated by repeatedly pressing the corresponding key. If you have found a character of your choice, press the “#” key to get to the next position. Use the “*” key to get back one letter and make any corrections. Use the “0” key to select special characters.

When the name is complete, press the **ENTER** key.

Example: TOSHIBA

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →

6

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI →

9 1

SET TERMINAL ID
LEFT:[*] RIGHT:[#]
ID NAME =(MAX20)

SET TERMINAL ID
LEFT:[*] RIGHT:[#]
ID NAME =(MAX20)
TOSHIBA

ENTER

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Make your selection

Enter the name

Example: TOSHIBA

1 x 8 = T # 3 x 4 = I #
3 x 6 = O # 2 x 2 = B #
4 x 7 = S # 1 x 2 = A
2 x 4 = H #

Confirm with ENTER

(continue with "Enter terminal ID")

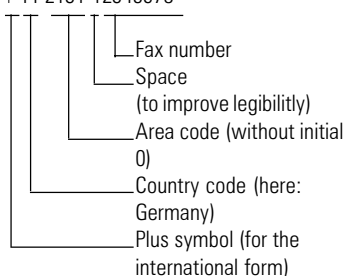
Installation

Enter terminal ID

The terminal ID which is part of the transmitting header contains the number under which your fax machine can be reached. The number should be entered in the international format:

Example:

+44-2131-12345678



Enter the actual figures via the dial keypad (as usual).

INTERNATIONAL CODE ?

1. ADD +
2. NOT NEEDED



1

SET TERMINAL ID

TOSHIBA
TEL NUMBER =(MAX20)
+



SET TERMINAL ID

TOSHIBA
TEL NUMBER =(MAX20)



ENTER

Select number 1.

Select a menu item

Make your selection

Now enter your fax number

- Insert a pause with pause button

Confirm with ENTER

(continue with "Setting dialling method")

Setting dialling method

There are two dialling methods. The pulse-dialling method is normally used in the public switched telephone network. If your fax machine is connected to a PABX, the DTMF dialling method may also be used. As the public network is modernised, this dialling method may also be used in the public network. If you are in any doubt, first try the pulse-dialling method (basic setting). If the dialling procedure fails, try DTMP dialling. How ever DTMF is the most efficient.

SET DIAL TYPE

1. MF
2. DP



ENTER

Select a dialling method
MF: Tone dialling
DP: Pulse dialling

Select a menu item

Confirm with ENTER

(continue with "Connection to PABX")

Installation

Connection to PABX, obtaining a public line

The TF 651 can be connected not only to the public switched telephone network (public line) but also to a PABX. In this case, additional parameters have to be entered.

With PABXs, the public line is obtained in various ways:

- **Number** Dial one digit (or several digits) in order to obtain the public line
- **Earth key** Earth potential is connected to the voice wire(s) in order to obtain the public line
- **Flash key** With this method of obtaining the public line, the connection circuit is interrupted briefly.

The public line is now obtained with the „*„ key. If you have any doubts concerning the way in which the public line is obtained, please contact the company who installed your PABX.



With this method of obtaining the public line, the connection circuit is interrupted briefly.

When the method of obtaining a public line has been entered, you must always press the key “*” before the actual number when you dial your fax partner. This is also applicable for saving the fax numbers (see [page 44ff](#)).

EXCHANGE TYPE

1. PSTN
2. PABX

EXCHANGE PSTN
Go to A

EXCHANGE PABX
Go to B

Working at main station or at an extension.

Select a menu item

Go to A / B

A PSTN

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI

ENTER

ENTER

1. LANGUAGE

2. DATE & TIME

3. JOURNAL

4. TTI

RESET

RESET

Select a menu item (PSTN)

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

B PABX

1. EARTH
2. FLASH
3. DIGIT

ENTER

ENTER

EXCHANGE TYPE

1. EARTH
2. FLASH
3. DIGIT

Obtaining public line
= earth key

Go to A

Obtaining public line
= flash

Go to B

Obtaining public line
= digit

Go to C

Select a menu item (PABX)

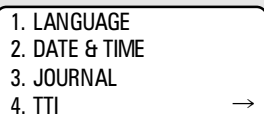
Confirm with ENTER

Access with . . .

Go to A / B / C

Installation

A Obtaining public line =earth key



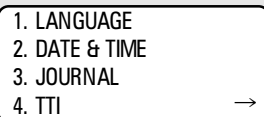
Select a menu item (earth key)

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

B Obtaining public line =flash



Select a menu item (flash)

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

Installation

C Obtaining public line
=digit

Select a menu item (digit)

Confirm with ENTER

Machine prompts user to enter the code (max. 3)

Enter the digit(s) for obtaining public line

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

Installation

Set date and time

Enter the current date and time at this point so that all details relating to date and time is correct. The internal clock of your fax machine then runs automatically - even in the event of a power failure.

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →

1 2 3
4 5 6
7 8 9
* 0 #

6

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI →

1 2 3
4 5 6
7 8 9
* 0 #

2

SET DATE & TIME
DD-MM-YY HH:MM WWW
01.01.90 23:55

1 2 3
4 5 6
7 8 9
* 0 #

SET DATE & TIME
DD-MM-YY HH:MM WWW
15.03.95 19:56

ENTER

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI →

RESET

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Entry for
DD.MM.YY = Day, Month, Year
HH:MM = Hour, Minute
WWW = Day of the week



Use „>> / <<„ buttons to move and select the day

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

Reception of documents

Set standby mode

If your fax machine is connected to the PSTN or the PABX, there are four different ways of receiving documents. Use the YES key to switch between the following types of reception: Press AUTO button to select:



AUTO RCV.

1. AUTO RECEIVE MODE
2. MANUAL RECEIVE

AUTO
Go to A

MANUAL
Go to B

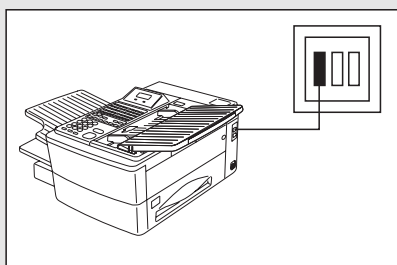
Automatic reception

A AUTO

If the line is reserved exclusively for fax operation.



AUTO RECEIVE MODE
RING DELAY = (1-5)



The fax machine switches over to reception as soon as the line rings.



The fax machine is always activated, even if the call is initiated by a voice partner.

Select a menu item

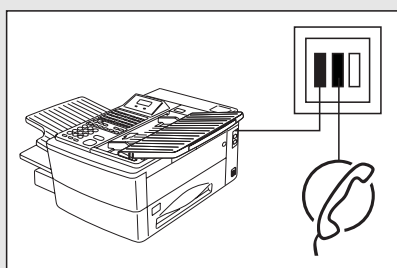
Select how often the machine rings, until takes the call.

Manuel reception

B MANUAL

If the line is used primarily for telephone traffic

Key **2**



The call must be accepted manually; the fax machine is not activated when the line rings. If you wish to transmit a document, you must press the START key of the fax machine.



Ensure that any fax calls can indeed be accepted; it is always necessary to press the START key.

You can also remotely activate the fax machine (see remote reception).

Reception of documents

Junk mail

There are normally no restrictions for receiving documents. The reception protection facility changes this situation so that you can only receive documents if the person sending the document is stored in your alphabet dial memory. The ID of the transmitter is compared with the contents of the alphabet dial memory if the ID is not present in the memory, the transmission is rejected.



Only the final five digits are compared.

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS

6

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI

9 3

PRIVILEGED RX

1. ON
2. OFF

1 / 2

ENTER

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI

RESET

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Select a menu item

1: Protected reception on
2: Protected reception off

Confirm with ENTER

You are leaving the sub-menu

Press RESET, return to standby mode

Reception of documents

Reception reduction

Your fax machine uses A4 paper. For technical reasons the entire length of this page cannot be used. So the fax machine reduces the length of the incoming document. This means that the received image may be slightly compressed.

In general, this effect is not problematical. However, if the sizes of the documents must be absolutely identical, it is necessary to deactivate the **reception reduction** facility. In this case, that part of the copy which no longer fits on the page is printed out on a second page. If you are able to do without the "rest" of the page, activate the **discard** facility to suppress printout on the second page.

Original (A4)



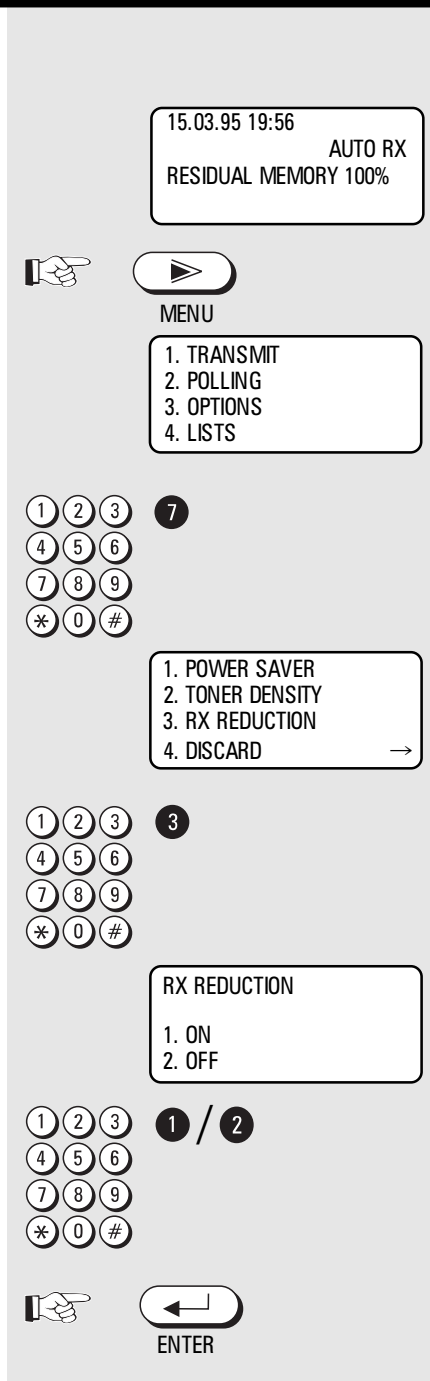
Reception reduction: **ON**



Reception reduction: **OFF**
Discard: **OFF**



Reception reduction: **OFF**
Discard: **ON**



RECEPTION REDUCTION ON

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Select a menu item

1: Rx reduction on
2: Rx reduction off

Confirm with ENTER

Reception of documents

DISCARD (see page 18)

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS

7

1. POWER SAVER
2. TONER DENSITY
3. RX REDUCTION
4. DISCARD

4

DISCARD

1. ON
2. OFF

1 / 2

ENTER

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Select a menu item


1: Discard ON
2: Discard OFF

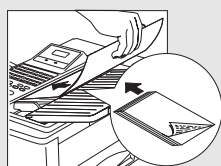
Confirm with ENTER

Reception of documents

Local copy


You can use your fax machine to make one or more copies (up to 99).

 The copy is also reduced (see page 18).



15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

STD NORMAL
AUTO RX
RESIDUAL MEMORY 100%

COPY

JOURNAL

STD NORMAL
COPY
COPY NUMBER=(1-99)
1



START

standby mode

Load original

Remember:
Printed side face down

Document ready

Press COPY key

Enter amount of copies


Confirm with START

Memory reception

Under certain circumstances, the machine cannot print out any further incoming copies:

- If there is no recording paper
- If there is a paper jam

In order to prevent problems with reception, the remaining pages are buffered in the memory of your fax machine. Once the problem has been solved, the document is printed out automatically.

 Do not switch off the power supply as otherwise the contents of the memory will be lost.

15.03.95 19:56
AUTO RX
PAPER EMPTY
SET MEMORY RX

15.03.95 19:56
AUTO RX
PAPER JAM
SET MEMORY RX

Display in case of paper low

or



Display in case of paper jam

Reception of documents

Interrupt reception

You are able to interrupt reception of a document. Your fax machine is equipped with a memory which stores transmitted documents as well as received documents. For this reason, it is not always clear whether a document is currently being received. Confirm deletion only if "RECEIVING" is displayed after the job entry.

15.03.95 19:56
RESIDUAL MEMORY 100%
ON LINE

 
RESET

CANCEL?
1. MEMORY INPUT
2. RECEIVE
3. DOCUMENT FEEDER

1 2 3 2
4 5 6
7 8 9
* 0 #

ARE YOU SURE ?
1.YES 2.NO

1
1 2 3
4 5 6
7 8 9
* 0 #

CANCELLED

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

Receiving

Press RESET to interrupt



Relevant selections are flashing.

Select a menu item

double check

Confirm

standby mode

Transmit documents

Document format

The following table gives you an idea of which documents your fax machine can handle.

Please note:

- Documents longer than 420 mm can only be loaded manually.
- If you load several sheets at one time, they should all be of the same size and paper quality.

	Single sheet	2 or more sheets
Document size (max)	216 mm (W) x 700 mm (L)	297 mm (W) x 297 mm (L)
Document size (min)	148 mm (W) x 100 mm (L)	
Effective scanning width	252 mm	
How many sheets can be loaded at one time?		QUICK SCAN on 20 sheet A4 QUICK SCAN off 30 sheet A4
Thickness of paper	0,05 ~ 0,15 mm	0,06 ~ 0,12 mm
Quality of paper	Uncoated on both sides	

Problem documents ...

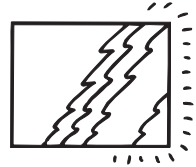
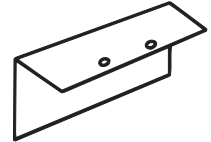
May not feed. This applies to

- torn, wrinkled or damp pages
- folded pages or pages with holes
- transparent pages or pages with a smooth, shiny finish
- textile or metallic documents

There are two ways of avoiding this problem:

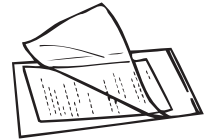
... **by photocopying or using a carrier sheet.**

Your TOSHIBA dealer can supply you with the necessary carrier sheets.



How to use carrier sheets:

Place your document face-up on the carrier sheet under the transparent cover. Carrier sheets can be used like normal documents except for one restriction: only one carrier sheet can be fed at one time.



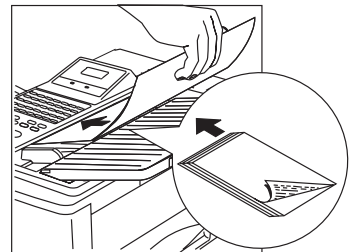
How to load documents correctly

Remove any paper-clips, staples and similar objects before transmitting the document. Now place your documents on the document tray - up to 30 at one time - as shown.

Manual assistance may be required for pages longer than A4. Position face down. Adjust the document guides to the edges of the sheets.

After 2 seconds, your document will be automatically pulled in by about 2 cm.

If more than 20 pages are loaded, deactivate Quick Scan.



Transmit documents

Stack mode

A frequently encountered problem with fax machines is that the document tray is blocked while a document is being transmitted; no other documents can be transmitted while the fax machine is transmitting or receiving documents. This is different with your fax machine: All documents are read into the memory and are then transmitted from this memory. Incoming documents are also read into the memory before they are printed out. The advantage of this method is that the document tray is virtually always free and that documents can be transmitted almost irrespective of the transmission or receiving status of the fax machine. Each procedure is known as a job. A job may consist of one or more documents which you can transmit to your partners. A job can also be a multi-address transmission or a delayed transmission. Your fax machine is able to manage 50 such jobs. Each of these jobs is placed on a stack, from where they are processed in sequence. Your fax machine accepts jobs even while it is transmitting or receiving documents; this means that the document tray is always ready. With every procedure, the fax machine assigns a reference number (job number 001-999) to the job; this number is available via the job list (see Page 44). This number can also be used for deleting a specific job.

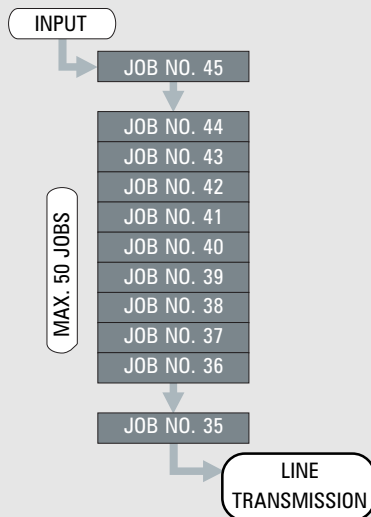
If you want to transmit from the tray directly, simply press MEMORY TX.



Some benefits of memory transmission.

1. Defective pages are retransmitted automatically.
2. If line is disconnected, missing pages are transmitted by redialing.

If document ID is switched on (refer [page 56](#)) unsuccessful transmissions can be recognized, if cover page is printed out.



Quick scan

Document is scanned in less than 4 seconds into the memory, if standard resolution is selected. This function can be switched off by pressing QUICK SCAN button.




If more than 20 pages are loaded, Quick scan has to be deactivated.

Transmit documents

Direct transmission

In the normal transmission mode your fax machine reads all documents into the memory before they are transmitted. If the documents are too large for the memory or if you have too many documents, you can also send directly from the document tray without reading the documents into the memory.

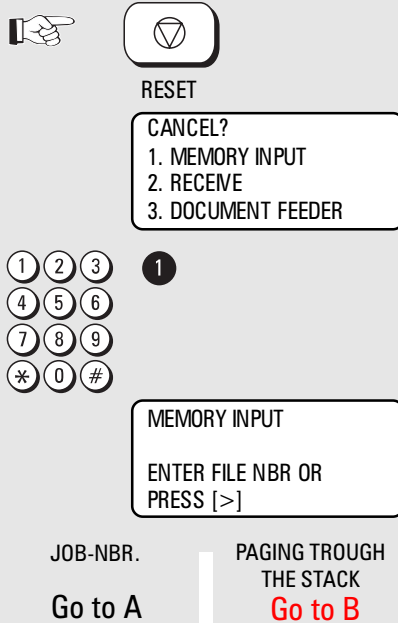
Simply press the RESET key if you wish to interrupt this transmission process.

 If you find that the memory is frequently too small, ask your dealer for a memory expansion!




Delete transmission from stack

You may inadvertently dial the wrong partner or you may enter a wrong number. You then have to interrupt this procedure. It is possible for this procedure to be situated between other jobs. As a result of stack mode, it is possible for the current transmission not to be directly related to the actions of the operator. These procedures are deleted by "paging" through the job stack; search for the appropriate job and delete the specific job.

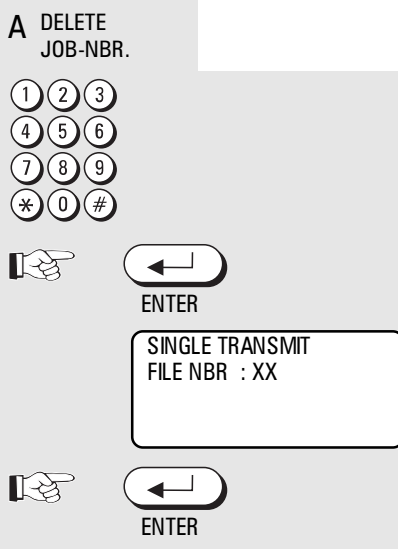
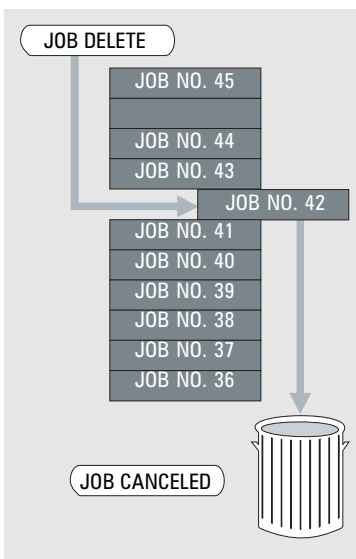


Press RESET to interrupt

 Relevant selections are flashing

Select a menu item

Make your selection
Job-Nbr.
-or-
paging



Enter Job-Nbr.

Confirm with ENTER

Selected job is displayed

Confirm with ENTER

Transmit documents

SINGLE TRANSMIT
FILE NBR : XX
ARE YOU SURE ?
1.YES 2.NO

Confirm



1

Select a menu item

CANCELLED

The cancel list is printed

Paging trough the stack

B PAGING TROUGH THE STACK



MENU

Press MENU button

SINGLE TRANSMIT
FILE NBR : XX

Current job is displayed



MENU

Press MENU button again

POLLING RESERVE
FILE NBR : XX

Next job is displayed



MENU

Page forward or backwards

-or-



ENTER

Confirm with ENTER

SINGLE TRANSMIT
FILE NBR : XX
ARE YOU SURE ?
1.YES 2.NO

Confirmation



1

Select a menu item

The cancel list is printed

Transmit documents

Automatic fax messages

To send fax messages in the traditional manner: Insert document(s), enter the fax number and the connection is automatically established.

Your benefit: Your documents will leave the fax immediately. (Refer to [page 23](#)) If you decide to use the listening-in version (see [page 29](#)), you can also acoustically monitor the call establishment process. This is useful whenever you have problems with establishing a connection. The reason is frequently a wrong number, or a fax machine which is not ready to receive.



With the listening-in alternative, the document is **not** read into the memory; it is retained on the tray until the receiving fax machine has been contacted.



Residual memory depends on the size of the stack!



Please note that you must press the „*“ button before the actual fax number if your fax machine is connected to a PABX.



15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

STD NORMAL
AUTO RX
RESIDUAL MEMORY 100%

STD NORMAL
AUTO RX
RESIDUAL MEMORY 100%



START

STD NORMAL
FILE NBR =01
RESIDUAL MEMORY 85%

STD NORMAL
FILE NBR =01
RESIDUAL MEMORY 85%
ON LINE



COMM LED ON

STD NORMAL
FILE NBR =01
RESIDUAL MEMORY 85%
ON LINE +49-211-12345678

STD NORMAL
AUTO RX
RESIDUAL MEMORY 100%

standby mode

Load original

Remember:
Printed side face down

Document ready

Select a number

Corrections with >> / <<. To cancel with RESET

Confirm with START

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

Dialling starts

COMM LED on

Communications starts

After transmission:
Return to idle status job is deleted and memory returns to 100%

Transmit documents

Monitoring

In case of transmission problems, that function is very helpfull. Check dialling by this method allows you to detect wrong numbers and busy parties also.



With the listening-in alternative, the document is **not** read into the memory; it is retained on the tray until the receiving fax machine has been contacted.



STD NORMAL
 AUTO RX
RESIDUAL MEMORY 100%

MONITOR



CALL

ON HOOK
TEL NUMBER =
◆



ON HOOK
TEL NUMBER =
12345678

Load original

Remember:
Printed side face down

Document ready

Activates monitoring

Make your selection

Your entry

Dialling starts

While documents are being read in:
Job number, current memory capacity
and corresponding page number are
displayed.

Transmit documents

Set resolution

In its basic setting, your fax machine uses high resolution for transmitting or copying your documents. You can however also adjust the resolution to suit the particular documents. Use the following as a rough guide:

- STD** (basic setting)
For hand-written or typewritten documents
- FINE** For documents with small type such as newspapers and diagrams
- SF** For documents with very small and detailed diagrams
- GREY** 64 grey stages for photographs or colour documents



3 different greyscales are available.

Check with wrong copy function (refer [page 20](#))



Higher resolution has a impact on transmission time!



Home position can be selected (refer [page 66](#)).



If you want to assign different resolutions, you can do so during scanning.



STD NORMAL
 AUTO RX
RESIDUAL MEMORY 100%



MODE

1.STD 4.STD-GR
2.FINE 5.FINE-GR
3.SF 6.SF-GR



ENTER

SF-GR NORMAL
 AUTO RX
RESIDUAL MEMORY 100%

Load original

Remember:
Printed side face down

Document ready

Press "MODE" ...

Make your selection

Select a menu item (Example:
Superfine-GREY)

Confirm with ENTER

After transmission:
Resolution returns to idle status.

Transmit documents

Set contrast

Some characters cannot be transmitted if the print on documents is weak or if colour print is used. In this case, you should set contrast to DARK.

On the other hand, there are documents which contain text in coloured fields. In this case, you should set contrast to LIGHT.

You can assess the effect of this setting - and thus also the result of your fax transmission - via the local copy (see [page 20](#)).



STD NORMAL AUTO RX
RESIDUAL MEMORY 100%



CONTRAST

1. NORMAL DOCUMENT
2. DARK DOCUMENT
3. LIGHT DOCUMENT



ENTER

STD DARK AUTO RX
RESIDUAL MEMORY 100%

Load original

Remember:
Printed side face down

Document ready

Press „CONTRAST“ ...

Make your selection

Select a menu item (Example:
Dark document)

Confirm with ENTER

After transmission:
Contrast returns to idle status.

Redial

If it was not possible for your fax message to be sent, this may be due to various reasons (please read [page 70ff](#)). One reason may be that the other fax machine is busy. In this case, it would make sense to call your partner again at a later time. This is done automatically by your fax; it attempts to send the fax message again approx. every three minutes.



If you have established a call via the TONE key, you can activate the redial function by pressing the redial key.



PAUSE

WAITING TO REDIAL
JOBNUMBER
PRESS [>]



MENU

SINGLE TRANSMISSION
FILE NBR =08
RAINER



ENTER

Redial is selected

Search by pressing MENU button

Press until...

...the right job is displayed

Confirm with ENTER

Redial starts

Transmit documents

Delayed transmission

You are able to define a certain time at which the documents will be transmitted; this enables you to overcome the problems involved with different time zones or will enable you to transmit documents at off-peak rates

The benefit of reading into the memory is, that your ADF can be used for next transmission.



If you use delayed transmission very often, assign a one touch key with this function (refer [page 50](#)).



STD NORMAL
AUTO RX
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS



1

1. SINGLE
2. MULTI
3. MAIL BOX
4. RELAY



1

SINGLE TRANSMIT
TEL NUMBER =
◆



ABB. DIAL

01 . . . 35



ALPHABET



ENTER

SINGLE TRANSMIT
DELAYED TRANSMIT?
1.NO 2.YES



2

SINGLE TRANSMIT
START TIME = HH:MM
◆◆◆◆



ENTER

Load original

Remember:
Printed side face down

Document ready

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Make your selection
Select between ten key dialling.

One touch or abb. nbr.

Confirm with ENTER

Select a menu item

Make your selection
Enter transmission time.

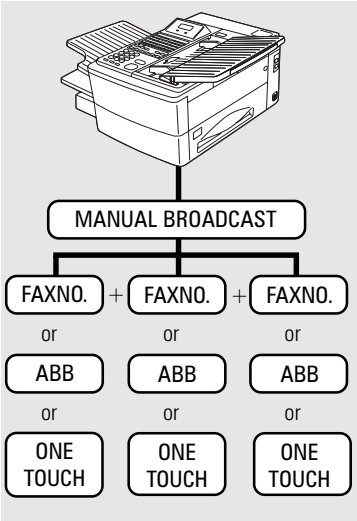
Confirm with ENTER

While documents are being read in:
Job number, current memory capacity
and corresponding page number are
displayed.

Transmit documents

Single multi-address transmission

If you wish to send one document to several partners without spending a lot of time, this function can be used to create a group on one single occasion. The group is deleted after the procedure has been completed. Up to 158 users can be grouped together from one-touch dialling numbers, alphabet dialling numbers or standard numbers.



STD NORMAL
 AUTO RX
 RESIDUAL MEMORY 100%



MULTI

MULTI TRANSMIT
 ENTER TEL NUMBER,
 ENTER ABB. NUMBER
 ONE TOUCH KEY



ABB. DIAL

01 ... 35



ALPHABET



ENTER

MULTI TRANSMIT
 ENTER MORE OR
 PRESS [START]



START

Load original

Remember:
 Printed side face down

Document ready

Press MULTI button

Your choice

Enter number

Confirm with ENTER

Additional number entry with ENTER

-or-

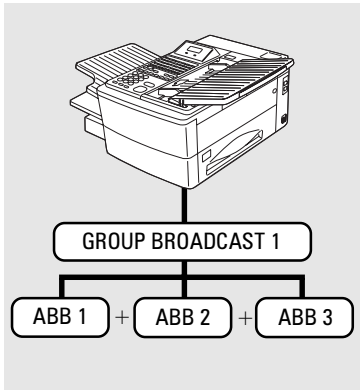
Confirm with START

Dialling starts

Transmit documents

Stored broadcast

If you have a fixed group of fax partners to whom you frequently have to send broadcast fax messages, the stored broadcast facility is just what you need. You can use four methods of setting up groups of your choice. It is also possible to store four of these groups on four special keys so that a broadcast transmission can be activated at the push of a button.



Please refer to [page 49](#) for details of how to program permanent groups.



STD NORMAL
 AUTO RX
 RESIDUAL MEMORY 100%



MENU

1. TRANSMIT
 2. POLLING
 3. OPTIONS
 4. LISTS



1

1. SINGLE
 2. MULTI
 3. MAIL BOX
 4. RELAY



2

MULTI TRANSMIT
 GROUP NUMBER=(1-15)
 ◆



ENTER

MULTI TRANSMIT
 GROUP NUMBER=XX
 ENTER MORE OR PRESS
 [↵]:TO COMPLETE



ENTER

MULTI TRANSMIT
 DELAYED TRANSMIT?
 1.NO 2.YES



Broadcast with stored groups

Load original

Remember:
 Printed side face down

Document ready

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Make your selection

Enter group number

Confirm with ENTER

For additional groups press ENTER

-or-

Confirm with ENTER

Select delayed transmission if needed
 (refer [page 32](#)).

Select a menu item

While documents are being read in:
 Job number, current memory capacity
 and corresponding page number are
 displayed.

Transmit documents

Broadcast with one touch



STD NORMAL
 AUTO RX
 RESIDUAL MEMORY 100%



Load original

Remember:
 Printed side face down

Document ready

Press one touch key

While documents are being read in:
 Job number, current memory capacity
 and corresponding page number are
 displayed.

Chain dialling operation

Allows you to dial locations that may require more than 38 digits. For example: Long distance carriers and specialized access lines. After you have stored the number, you can transmit as follows. Before you can this feature, you must assign the number to be used for chain dialling to a one-touch key.

The total sum of digits dialed (access + number + ID) can not exceed 128 digits.



STD NORMAL
 AUTO RX
 RESIDUAL MEMORY 100%



CHAIN DIAL

CHAIN DIAL
 TEL NUMBER =(MAX128)



START

Load original

Remember:
 Printed side face down

Document ready

Press CHAIN DIAL

Press the dialling numbers using a one-touch key, abbreviated dialing number (alphabet dial) and/or a dial keypad on the operator control panel.

Make your choice

Confirm with START

While documents are being read in:
 Job number, current memory capacity
 and corresponding page number are
 displayed.

Transmit documents

Delayed polling

A type of self-service facility enables you to fetch documents from another partner if your partner has prepared this function. "Fax on demand", i.e. obtaining information from mailboxes such as weather reports, traffic reports or stock market reports, is also possible with this function.

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

1 2 3
4 5 6
7 8 9
* 0 #

START

SINGLE POLLING
SECURITY CODE ?
1.NO 2.YES

WITHOUT SECURITY CODE Go to A WITH SECURITY CODE Go to B

Polling, simple polling

standby mode

Enter the fax number of the fax machine from which you wish to poll

Confirm with START

A WITHOUT SECURITY CODE

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

B WITH SECURITY CODE

SINGLE POLLING
SECURITY CODE =

1 2 3
4 5 6
7 8 9
* 0 #

ENTER

Make your selection

Enter 4 digit code

Confirm with ENTER

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

Transmit documents

Polling, variation

standby mode

STD NORMAL
AUTO RX
RESIDUAL MEMORY 100%

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Enter the fax number of the fax machine from which you wish to poll

Confirm with ENTER

Make your selection


Select a menu item

WITHOUT SECURITY CODE
Go to A

WITH SECURITY CODE
Go to B

Transmit documents

A WITHOUT SECURITY CODE

 **1**

SINGLE POLLING
DELAYED POLL ?
1.NO 2.YES


Make your selection

Select a menu item (Example: NO)

While documents are being read in:
Job number, current memory capacity
and corresponding page number are
displayed.

1 2 3
4 5 6
7 8 9
* 0 #

B WITH SECURITY CODE



 **2**

SINGLE POLLING
SECURITY CODE =
◆◆◆◆

Make your selection

Enter 4 digit code

1 2 3
4 5 6
7 8 9
* 0 #

 
ENTER

Confirm with ENTER

SINGLE POLLING
DELAYED POLL ?
1.NO 2.YES

Make your selection



Select a menu item (Example: YES)

1 2 3
4 5 6
7 8 9
* 0 #

SINGLE POLLING
START TIME = HH:MM
◆◆:◆◆

Make your selection
Enter time

Confirm with ENTER

 
ENTER

Transmit documents

Delayed multi polling

Polling is also possible by using groups. They have to be stored in advanced (see [page 49](#)).

Delayed group polling is possible also.

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS

1 2 3
4 5 6
7 8 9
* 0 #

1. POLLING RESERVE
2. SINGLE
3. MULTI
4. POLL FROM M-BOX

1 2 3
4 5 6
7 8 9
* 0 #

MULTI POLLING
GROUP NUMBER=(1-15)

1 2 3
4 5 6
7 8 9
* 0 #

START

MULTI POLLING
GROUP NBR=01
ENTER MORE OR PRESS
[←]:TO COMPLETE

1 2 3
4 5 6
7 8 9
* 0 #

MULTI POLLING
SECURITY CODE ?
1.NO 2.YES

1 / 2

WITHOUT SECURITY CODE
Go to A

WITH SECURITY CODE
Go to B

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Select a group number

Confirm with ENTER

Group number is displayed

Choose additional
-or-
confirm with ENTER

Make your selection for security code(see [page 36](#)).

Select a menu item

Transmit documents

A WITHOUT SECURITY CODE



1

MULTI POLLING

DELAYED POLL ?
1.NO 2.YES



Make your selection

Select a menu item (Example: NO)

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

B WITH SECURITY CODE



2

SINGLE POLLING

SECURITY CODE =



Make your selection

Enter your code



ENTER

Confirm with ENTER

MULTI POLLING

DELAYED POLL ?
1.NO 2.YES



Make your selection

Select a menu item (Example: YES)

SINGLE POLLING

START TIME = HH:MM



ENTER

Make your selection
Now enter the time

Confirm with ENTER

Transmit documents

Reserve polling

Other fax partners can poll information from your fax machine if you set up this facility with this function.

Your document which you reserve for polling is read into the memory of the machine so set the document tray is not blocked.

There are two types of reservation available:

- **single reservation:**
Your stored document is deleted as soon as the document has been polled.
- **permanent reservation:**
Your stored document is permanently available for polling.



Only one document can be reserved for polling

Polling can be made between all facsimiles. To secure, that no unauthorized people poll, you can use two ways.

1. **Tel No.:** Tel number of the other party is checked. Only last 5 digits are checked.
2. **CODE:** Only between Toshiba fax possible. Both partys have to use the scan code.



STD NORMAL
 AUTO RX
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS



2

1. POLLING RESERVE
2. SINGLE
3. MULTI
4. POLL FROM M-BOX



1

POLLING RESERVE
1. POLLING
2. PUBLIC FAX M-BOX



1

POLLING RESERVE
SECURITY CODE/TEL ?
1.NO 3.CODE
2.BOTH 4.TEL



2

POLLING RESERVE
SECURITY CODE = ◆◆◆◆



ENTER

Load original

Remember:
Printed side face down

Document ready

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

POLLING = once only
INFOBOX = permanent

Select a menu item (Example: 1)

- 1: No check
- 2: TOSHIBA-Code plus TEL Nbr.
- 3: TOSHIBA-Code
- 4: Number only

Select a menu item (Example: 2 = both)

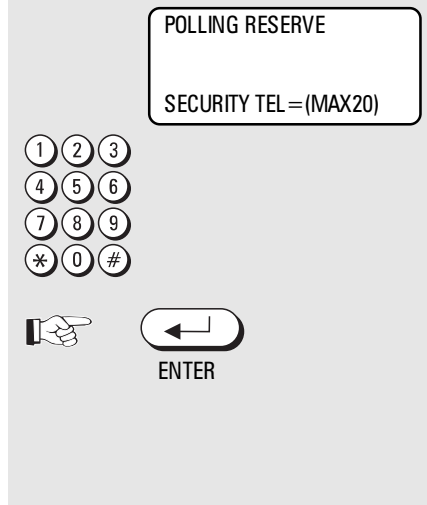
Make your selection

Enter the TOSHIBA code

Confirm with ENTER

Transmit documents

*)If case of memory overflow, your dealer is able to offer a memory upgrade. Maybe you can solve the problem by reducing the resolution.



Make your selection

Enter dial number

Confirm with ENTER

While documents are being read in:
Job number, current memory capacity
and corresponding page number are
displayed.

Transmit documents

Options

These settings are used for one transmission only:

1. Setting the number of pages

Before sending a document, you can use this option to enter the number of pages being sent. The unit will compare the number of pages actually sent with the number you entered. If the page counts are not the same, the PAGE # MISMATCH message appears on the LCD display but the transmission is continued.

2. 4800 BPS (Overseas transmission)

Poor quality telephone lines or bad connections can cause problems. Sending and receiving problems are most common when sending documents to long distance or overseas. You can set your unit's transmission speed to 4800BPS for safer data transfer. This setting is automatically canceled after the sending session.

3. Line monitor

When the line monitor option is on, you can monitor the condition of the remote party's line through the speaker on your unit without using the telephone handset. You can also set using program key. And also, set using Home position menu.

4. Protected transmission

The transmission of documents is restricted! You are now able to transmit only to fax machines whose code has been stored as a fax number in your alphabet dial memory. You can thus transmit your documents only to certain partners.

5. ECM

(Switch off error correction)

Your fax machine is equipped with an error correction facility (ECM). If your fax partner also has an error correction facility, this permits error-free fax transmission. One effect linked with ECM is that the transmission time increases if there are any problems on the line. This may involve very high costs with overseas calls. For this reason, the error correction facility can be temporarily disabled.

6. TX stamp (option)

It is possible to mark every document with a red sign. It works in two ways:

- 1) Every document fed into the memory is marked.
- 2) In case of direct transmission, the document is marked if the other party sends OK.



Loading a document is mandatory.



STD NORMAL
 AUTO RX
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS



3

1. PAGE NUMBER
2. 4800BPS
3. LINE MONITOR
4. SET SECURITY TX →



Load original

Remember:
Printed side face down

Document ready

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select option

Enter the fax number...

Store numbers

Alphabet dial memory

The alphabet dial facility enables you to enter a two-digit "address" instead of the (frequently long) fax number of your partner. The real fax number is stored under this "address". With frequently used fax numbers, the alphabet dial facility enables you to save time.


150 alphabet dial memories are available and the name as well as the number of your partner can be stored in this memory. You can use up to 20 characters of your choice in this memory. In addition to this a second number can be stored, if the first number is busy.

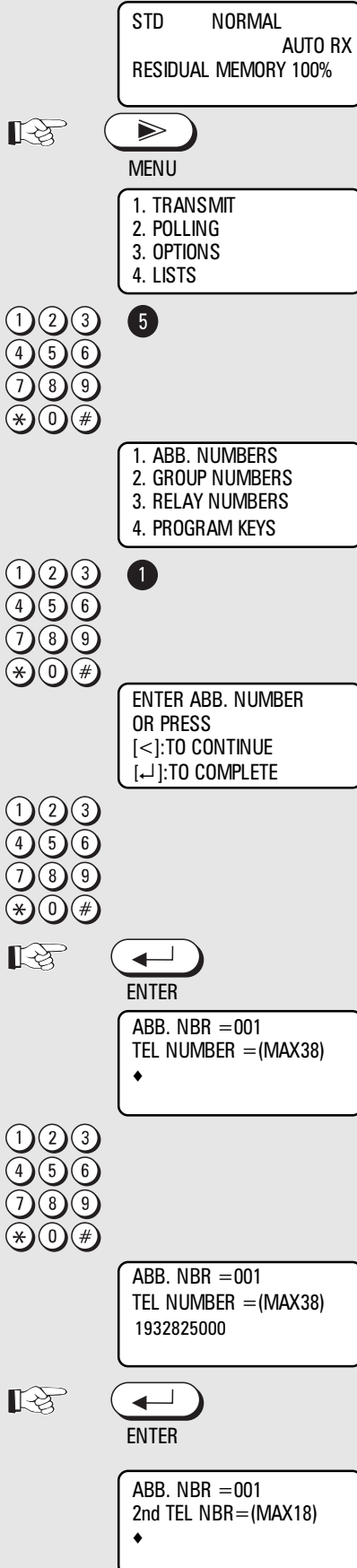
ABB. NBR 150	09154/87823 BOND
ABB. NBR 149	024/8768 EVENS
.	.
ABB. NBR 003	054/938734 IRVING
ABB. NBR 002	04544/6723 MARKS
ABB. NBR 001	054/376014 MILES

Use the numeric keys for entering the alpha-numeric characters. Each digit features several characters which can be activated by repeatedly pressing the corresponding key. If you have found a character of your choice, press the "*" key to go to the next position. Use the "*" key to go back one letter and make any corrections.

1	2	3
4	5	6
7	8	9
*	0	#

ABC DEF
GHI JKL MNO
PQRS TUV WXYZ

 Please note that you must press the "*" button before the actual fax number if your fax machine is connected to a PABX.



The diagram illustrates the process of storing a number in the alphabet dial memory. It shows the following steps:

- Standby mode:** The display shows "STD NORMAL", "AUTO RX", and "RESIDUAL MEMORY 100%". A hand icon points to the right arrow key.
- Start the menu:** Pressing the right arrow key displays the "MENU" screen with options: "1. TRANSMIT", "2. POLLING", "3. OPTIONS", and "4. LISTS". A hand icon points to the "5" key.
- Select a menu item:** Pressing the "5" key displays a sub-menu: "1. ABB. NUMBERS", "2. GROUP NUMBERS", "3. RELAY NUMBERS", and "4. PROGRAM KEYS". A hand icon points to the "1" key.
- Select a menu item:** Pressing the "1" key displays the prompt: "ENTER ABB. NUMBER OR PRESS [<]:TO CONTINUE [↵]:TO COMPLETE". A hand icon points to the "1" key.
- Enter ABB number (Example: 1):** Pressing the "1" key displays: "ABB. NBR =001" and "TEL NUMBER =(MAX38)". A hand icon points to the "ENTER" key.
- Confirm with ENTER:** Pressing the "ENTER" key displays: "ABB. NBR =001" and "TEL NUMBER =(MAX38) 1932825000". A hand icon points to the "ENTER" key.
- Make your selection:** Pressing the "*" key displays: "ABB. NBR =001" and "2nd TEL NBR=(MAX18)". A hand icon points to the "*" key.

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Make your selection

Enter ABB number (Example: 1)

Confirm with ENTER

Make your selection

Confirm with ENTER

Make your selection

Store numbers

After entering the fax number you are requested to set the line transmission speed.

Select one of the two settings:

- 14.400 BPS: This is the highest transmission speed and the default setting. Confirm with ENTER key.
- 4.800 BPS: If you have repeated difficulty sending a transmission try this setting. For example: in case of oversea transmissions.



ABB. NBR =001
2nd TEL NBR=(MAX18)
1932825000

If you want to store second number -or-



This entry has to be different



ABB. NBR =001
LEFT:[*] RIGHT:[#]
ID NAME =(MAX20)
◆

Confirm with ENTER

Make your selection



ABB. NBR =001
LEFT:[*] RIGHT:[#]
ID NAME =(MAX20)
TOSHIBA

If not needed press ENTER -or-

Enter the name

Example: TOSHIBA

1 x 8 = T # 3 x 4 = I #

3 x 6 = O # 2 x 2 = B #

4 x 7 = S # 1 x 2 = A

2 x 4 = H #



ABB. NBR =001
LINE SPEED?
1. 14400BPS
2. 4800BPS

Confirm with ENTER

Select transmission speed



ABB. NBR =001
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]:TO SKIP

Select a menu item

Confirm with ENTER

Assign a one touch key if needed

-or-



ENTER ABB. NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE

Confirm with ENTER

Additional ABB numbers

-or-



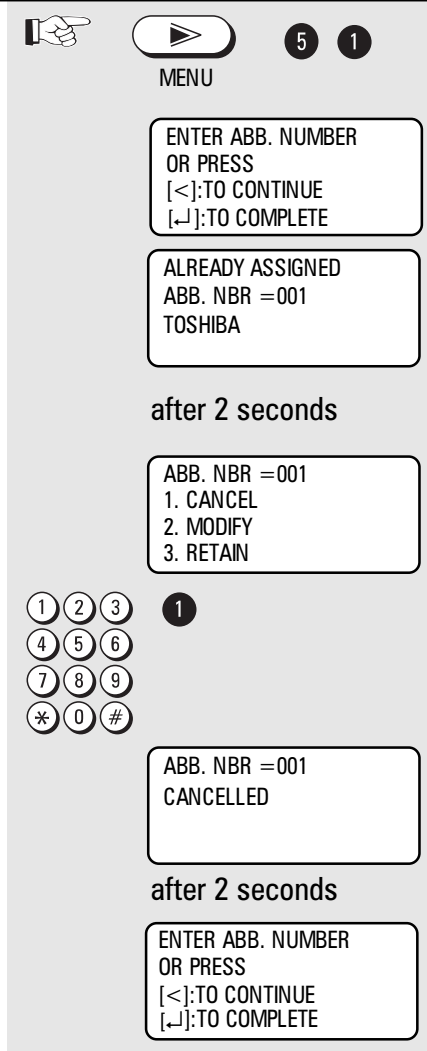
Press RESET, return to standby mode

Store numbers

Delete ABB numbers

If you want to **delete ABB numbers** just enter them.

If it is already assigned, you can select how to proceed (Example: ABB, NBR. 1, Name TOSHIBA):



Press...

Make your selection

If already assigned

Select a menu item

Enter additional ABB numbers

Store numbers

Modify ABB numbers

If you want to **modify ABB numbers** just enter them.

If it is already assigned, you can select how to proceed (Example: ABB, NBR. 1, Name TOSHIBA):

		5 1	Press...
	MENU ENTER ABB. NUMBER OR PRESS [<]:TO CONTINUE [↵]:TO COMPLETE		Make your selection
	ALREADY ASSIGNED ABB. NBR =001 TOSHIBA		
	after 2 seconds		
	ABB. NBR =001 1. CANCEL 2. MODIFY 3. RETAIN		Menu appears
			Select a menu item
	ABB. NBR =001 TEL NUMBER =(MAX38) ◆		Change and / -or-
			Confirm with ENTER
	ENTER ABB. NBR =001 2nd TEL NBR=(MAX18) ◆		Change and / -or-
			Confirm with ENTER
	ENTER ABB. NBR =001 LEFT:[*] RIGHT:[#] ID NAME =(MAX20) ◆OSHIBA		Change and / -or-
			Confirm with ENTER
	ENTER ABB. NBR =001 LINE SPEED? 1. 14400BPS 2. 4800BPS		Change and / -or-
			Confirm with ENTER
	ENTER ABB. NBR =001 PRESS ONE TOUCH KEY TO ENTER OR [↵]:TO SKIP		Change and / -or-
			Confirm with ENTER
	ENTER ENTER ABB. NUMBER OR PRESS [<]:TO CONTINUE [↵]:TO COMPLETE		Additional ABB numbers

Store numbers

One-touch dial keys

The one-touch dialling facility is a very easy method of dialling your partner. You can store fax numbers on 35 keys. You need only press one key in order to dial your partner.



You can only assign a ABB number to a one touch key.

AB NBR. 150	ONE TOUCH NBR. 35
AB NBR. 149	ONE TOUCH NBR. 34
•	
•	
•	
AB NBR. 003	ONE TOUCH NBR. 2
AB NBR. 002	
AB NBR. 001	ONE TOUCH NBR. 1

To cancel assignment:

ABB. NBR =001
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]:TO SKIP

01 ... 35

•

•

ABB. NBR =001
TOSHIBA
ONE TOUCH= 01

ENTER ABB. NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE

Proceed like storing ABB numbers

...until this display appears
Select one touch key

Assignment is displayed
after 2 seconds

additional ABB numbers can be stored

ABB. NBR =001
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]:TO SKIP

01 ... 35

•

•

ONE TOUCH= 01
ALREADY ASSIGNED
ABB. NBR =001
TOSHIBA

ONE TOUCH= 01

1. CANCEL
2. RETAIN

1	2	3
4	5	6
7	8	9
*	0	#

1

ONE TOUCH= 01

CANCELLED

ABB. NBR =001
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]:TO SKIP

Proceed like storing ABB numbers

...until this display appears
Select one touch key

Enter one touch key to delete
(Example: one touch 1)

Actual assignment is displayed

after 2 seconds

Select a menu item

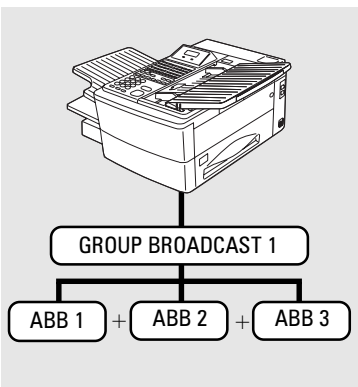
Assignment deleted

Select new one touch key

Store numbers

Define groups

If you have a fixed number of partner to whom you frequently send broadcast transmissions, the stored broadcast facility is just what you need. There are 15 methods of creating groups of your choice. You can also assign four of these groups to four special keys so that a broadcast transmission can be initiated at the push of a button. If permanent group is to be defined, all users of a group must be already be in alphabet dial directory.



15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%



MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →



5

1. ABB. NUMBERS
2. GROUP NUMBERS
3. RELAY NUMBERS
4. PROGRAM KEYS



2

ENTER GROUP NUMBER
OR PRESS
[<]: TO CONTINUE
[↵]: TO COMPLETE



1



ENTER

GROUP NBR = 01
LEFT: [*] RIGHT: [#]
ID NAME = (MAX20)
◆



ENTER

GROUP NBR = 01

ENTER ABB. NUMBER OR
[↵]: TO COMPLETE



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Select a menu item

Make your selection

Enter group number

Confirm with ENTER

Make your selection

Enter group name
Example: TOSHIBA

1 x 8 = T # 3 x 4 = I #
3 x 6 = O # 2 x 2 = B #
4 x 7 = S # 1 x 2 = A
2 x 4 = H #

Confirm with ENTER

Make your selection

Your choice

Store numbers



ENTER

GROUP NBR=01

ENTER ABB. NUMBER OR
[↵]:TO COMPLETE

Confirm with ENTER

Make your selection

Additional ABB numbers
-or-



ENTER

GROUP NBR=01
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]:TO SKIP

Confirm with ENTER

Make your selection

Press one-touch key



If one touch key is already
assigned refer to [page 27](#)

additional groups
-or-



01 ... 35



ENTER

ENTER GROUP NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE

Press RESET, return to standby
mode



RESET

Programming one-touch keys

You can transmit simply and conveniently using a program key. A one-touch key in which certain operations have been programmed is called a program key.



A one touch key can be used
once only!



MENU

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

standby mode

Start the menu.

The first 4 menu items are displayed.

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →

Select a menu item



5

1. ABB. NUMBERS
2. GROUP NUMBERS
3. RELAY NUMBERS
4. PROGRAM KEYS

Select a menu item



4

Store numbers

1. Monitoring. To monitor dialling use this function. Wrong telephone numbers can be detected this. Specially, if other party is always busy, use this function.

2. Programming. Transmission or polling action, which are made very often can be stored. Just programm them once, after that pressing one touch button is enough.

3. Protected transmission. The transmission of documents is restricted. You are now able to transmit documents only to fax machines whose code has been stored as a fax number in your alphabet dial memory. You can thus transmit your documents only to certain partners.

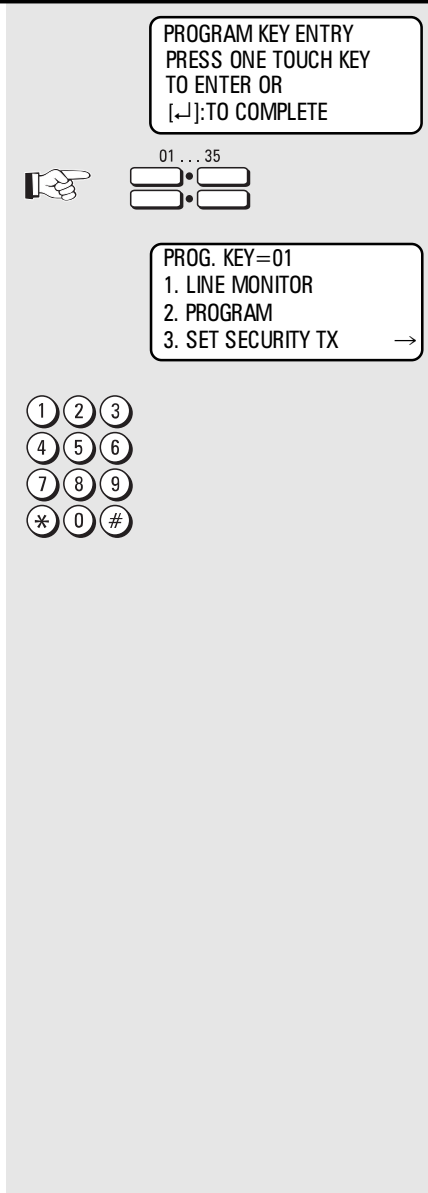
4. Delayed transmission. If you want to use delayed transmission to save telephone costs, this function can do so. The stored time is automatically assigned to next transmission by pressing one touch key.

5. Language: Multinational offices may require this function. A special language can be activated by pressing a one touch key.

6. 4899 BPS. When sending documents overseas or in the event of an increased error ratio, you should reduce the transmission speed in order to avoid errors. The rules for fax transmission are the same as the rules for driving a car. Adapt your speed to the conditions!

7. Personalbox. This machine is able to handle 7 personal boxes. People using Toshiba fax, are able to send to this box.

8. TX stamp. Every document, which is read into the memory can be marked. In case of direct transmission, the document is marked after the other party sent OK.



Press one touch key...

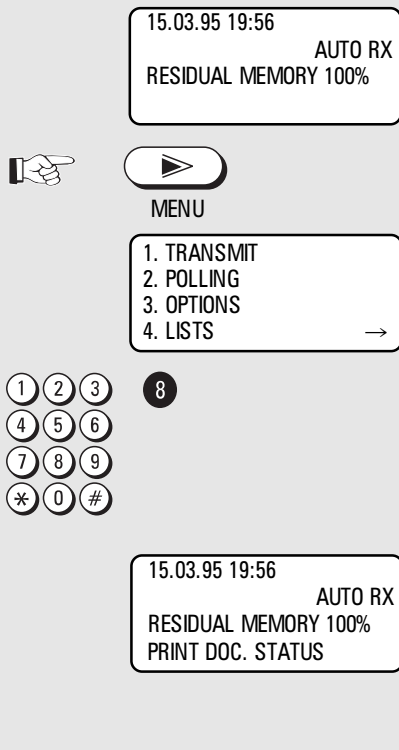
The first menu items are displayed.

Select function (No. see description)

Report prints

Menu List

The printed menu list shows the control functions available in the menu system.



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The report is printed.

Activate printing report

Not all reports are printed out automatically; they have to be requested specially. These lists can provide information concerning the current state of the fax machine. The following reports can be printed:

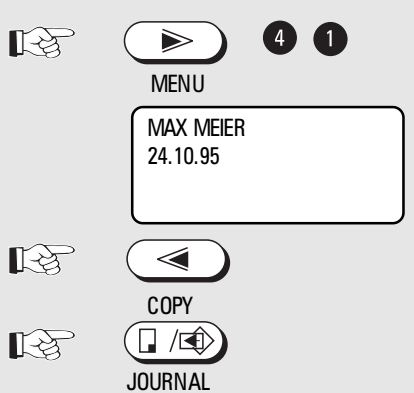
- TX report
- Multi address report
- Journal
- Last transmission
- Telephone number list
- Reservation list
- Department list
- Function list

Transmission report

This report can be printed after every transmission or in the event of a defective transmission. It provides information about the most important transmission data. Please refer to [page 56](#) for switching ON/OFF.

TRANSMISSION REPORT									
		TIME	:	24.10.95	08:41				
		TEL NUMBER:	:	+44-2131-158-01					
		NAME	:	TOSHIBA MARKETING					
NBR.	DATE	TIME	DURATION	PGS	TO	MODE	STATUS		
045	23.10	11:11	01/00	1	MAX MEIER	EC	18M	OK	

The last 40 transmission can be recalled.



Search until you find the right entry

The report is printed.

Report prints

Multi-address transmission Report

The multi-address transmission report shows the results of multi-address transmissions.

<u>MULTI TRANSMISSION REPORT</u>	
TIME	: 24.10.95 08:41
TEL NUMBER	: +44-2131-158-01
NAME	: TOSHIBA MARKETING
FILE NUMBER	: 15
GROUP NUMBER	:
ABB. NUMBER	: 001 010
TEL NUMBER	: 02131158900
START TIME	: 28. 10. 95 14:16
END TIME	: 28. 10. 95 14:28
PAGES	: 01
<u>SUCCESSFUL TEL NUMBER</u>	
001 RAINER 685970	
	02131158900
<u>UNSUCCESSFUL TEL NUMBER</u>	
010 SCOTTY 282740	
	<u>PAGES</u>
	00

Transmission and reception journal

Your fax machine will record messages which you transmit or receive in the form of transmission and reception journals. These lists are printed out automatically after every 40 transmissions. You should file this list as a record of the document jobs; if your fax machine has to be serviced, this list can provide valuable assistance for to cure the problem.

To activate printout press JOURNAL button.

<u>TRANSMISSION JOURNAL</u>							
TIME	: 24.10.95 08:41						
TEL NUMBER	: +44-2131-158-01						
NAME	: TOSHIBA MARKETING						
<u>NBR.</u>	<u>DATE</u>	<u>TIME</u>	<u>DURATION</u>	<u>PGS</u>	<u>TO</u>	<u>MODE</u>	<u>STATUS</u>
001	12.02	17:22	00/24	01	+4921319876543	EC 10	M OK
002	12.02	17:23	00/25	01	+4921311234567	EC 18	OK
<u>RECEPTION JOURNAL</u>							
TIME	: 12.02.94 17:44						
TEL NUMBER	: +44-2131-15801						
NAME	: TOSHIBA						
<u>NBR.</u>	<u>DATE</u>	<u>TIME</u>	<u>DURATION</u>	<u>PGS</u>	<u>TO</u>	<u>MODE</u>	<u>STATUS</u>
001	12.02	17:37	00/24	01	+492131001234	EC 44	M OK
002	12.02	17:40	00/25	01	+492131765432	EC 34	M OK

Explanation:

NBR:

Lists the communications in the order they occurred.

DATE:

Date

TIME:

Time of transmission

DURATION:

Gives the length of each communication in minutes and seconds.

PGS:

Gives the number of pages per transmission or reception.

TO or FROM:

Gives ID or telephone number of the receiver or sender.

MODE:

Indicates the type of communication:

HS High Speed Transmission, only possible between TOSHIBA machines.

G3 Communication in standard groups operational mode.

EC Error correction mode.

EX Error correction with TOSHIBA fax

P Documents were sent/received by polling.

M: Indicates a memory communication.

◆ alternate number was dialed

STATUS: (of communication)

OK means successful

NG stands for communication error see: error codes [page 70](#).

Report prints

The dial number lists

This list contain the numbers stored in the memory

- one touch key list
- ABB numbers list
- group numbers lis

Jobs in progress

This list indicates which jobs are still stored by the fax machine or which jobs still have to be progressed. This information may be useful if you have stored any urgent jobs or if you wish to delete a particular job.

JOBS IN PROGRESS

TIME : 28.10.95 14:18
TEL NUMBER: +44-2131-158-01
NAME : TOSHIBA

FILE	FUNCTION	PGS	MAIL	TIME	TO
15	STORED BROADCAST	01			
16	DELAYED POLLING				021311234567
17	STORED BROADCAST	01		18:00	

Report prints

The function list

This list provides information concerning all settings of the fax machine. They correspond with the settings which you have made. Keep this list for any service work which may be necessary.

FUNCTION LIST		P. 01	
TIME	: 24.10.95	08:45	
TEL NUMBER	: +44-2131-158905		
NAME	: TOSHIBA	MARKETING	
. JOURNAL		. POWER SAVER	: ON
			21:00-:07:00
MANUAL	: TX/RX	. TONER DENSITY	: 3
AUTO	: ON	. RX REDUCTION	: ON
ERROR CODE	: OFF	. DISCARD	: ON
. TTI	: INSIDE		
. COLLATED PRINT	: OFF	. TOTAL PAGE	
. VOLUME	: 1	SCAN	: 107
. HOME POSITION		PRINT	: 662
RESOLUTION	: STD	DRUM	: 662
CONTRAST	: NORMAL	. AUTO RECEIVE MODE	: AUTO RX
MEMORY TX	: OFF	CALL TIME	: 1
	(QUICK SCAN)		
LINE MONITOR	: OFF		
SECURITY TX	: OFF	. SYSTEM-PASSWORD	: 0000
STAMP	: OFF		
. ECM	: ON		
. PRIVILEGED RX	: OFF		
. COMM. REPORT			
TX REPORT	: ON ERROR		
MEMORY TX REPORT	: ON ERROR		
MULTI-ADD REPORT	: ON ERROR		
SINGLE TX (MULTI-ADD)	: OFF		
MULTI-POLLING REPORT	: ON ERROR		
CANCEL LIST	: ON		

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

standby mode

Start the menu.

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →

The first 4 menu items are displayed.

Select a menu item

1. DISPLAY LAST TX
2. RESERVATION
3. TELEPHONE NBRS
4. FUNCTION →

overview of lists

Select a menu item


The report is printed.

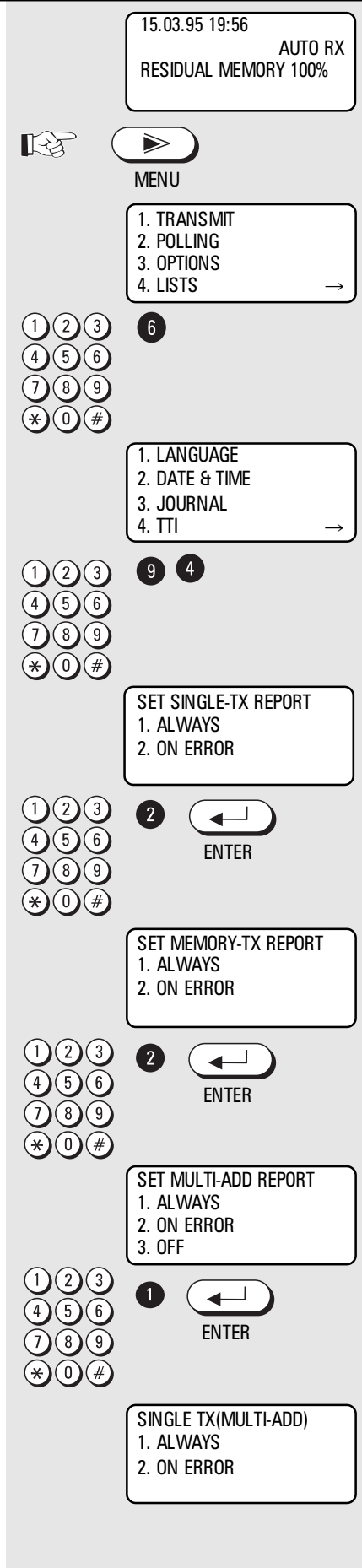
15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%
PRINT DOC. STATUS

Report prints

Individual report setting

Your machine is able to make different printouts. May be all of them are not required. Take your time and see if all of them are needed.

 This setting we offer is a recommendation.



The diagram illustrates the steps to access and configure report settings on a handheld radio. It shows the display screen, a numeric keypad, and function buttons like 'MENU' and 'ENTER'. The process starts with the 'MENU' screen, where '6' is selected. This leads to the 'LANGUAGE' screen, where '9' and '4' are selected. This leads to the 'SET SINGLE-TX REPORT' screen, where '2' is selected. This leads to the 'SET MEMORY-TX REPORT' screen, where '2' is selected. This leads to the 'SET MULTI-ADD REPORT' screen, where '1' is selected. Finally, the 'SINGLE TX(MULTI-ADD)' screen is shown with '1' selected.

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →

1 2 3
4 5 6
7 8 9
* 0 #

6

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI →

1 2 3
4 5 6
7 8 9
* 0 #

9 4

SET SINGLE-TX REPORT
1. ALWAYS
2. ON ERROR

1 2 3
4 5 6
7 8 9
* 0 #

2 ENTER

SET MEMORY-TX REPORT
1. ALWAYS
2. ON ERROR

1 2 3
4 5 6
7 8 9
* 0 #

2 ENTER

SET MULTI-ADD REPORT
1. ALWAYS
2. ON ERROR
3. OFF

1 2 3
4 5 6
7 8 9
* 0 #

1 ENTER

SINGLE TX(MULTI-ADD)
1. ALWAYS
2. ON ERROR

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

TX report for direct transmission

Select a menu item

TX report after memory transmission

Select a menu item

TX report after group transmission

Select a menu item

Single TX report during group transmission

Report prints



2



ENTER

Select a menu item

SET MULTIPOLL REPORT

1. ALWAYS
2. ON ERROR
3. OFF

Set Multipoll report.



2



ENTER

Select a menu item

PRINT DOCUMENT

1. ON
2. OFF

The cover sheet of transmission is printed on the report.



1



ENTER

Select a menu item

CANCEL LIST

1. ON
2. OFF

A cancel list is printed after deleting a job.



2

Select a menu item



ENTER

Confirm with ENTER Mit Eingabe bestätigen



RESET

Press RESET, return to standby mode

Report prints

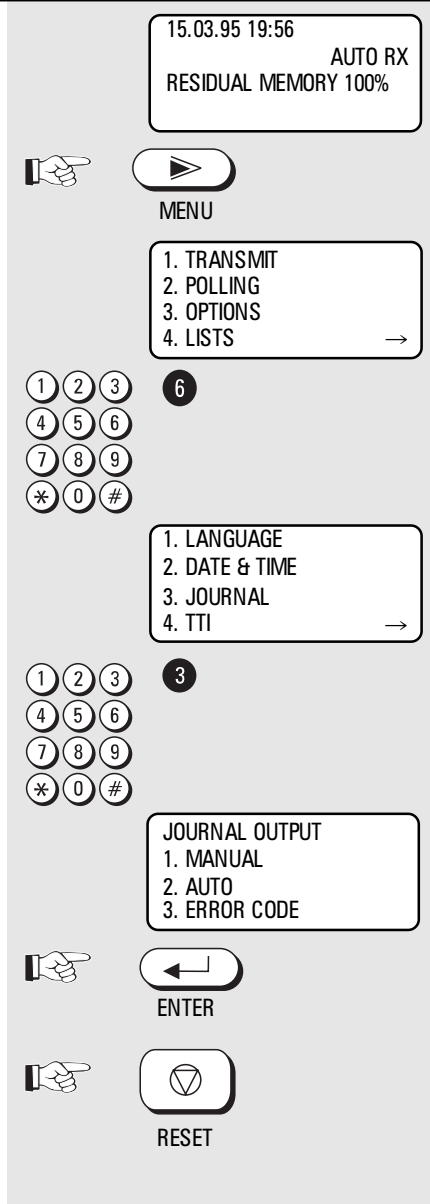
Journal Settings

Your fax machine documents all fax messages which you send or receive in the form of sending and receiving journals. This list is automatically printed out whenever 40 documents have been sent or received.

You are able to disable this automatic printout facility, so that it can only be activated at your request.

Following selections can be made:

1. Printout after pressing journal button
 - TX journal only
 - RX journal only
 - TX/RX journal
2. Automatic printout after 40 transmissions
 - ON
 - OFF
3. Error code is printed
 - ON
 - OFF



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Confirm with ENTER

Press RESET, return to standby mode

Advanced settings

Set transmission header position

The transmission header contains the code, the name, time of transmission and the current page number. Normally it appears in the top 5 mm of the incoming copy. If this area contains important information, this information is overwritten by the transmission header. In order to prevent this from happening, you are able to displace the transmission header. Accordingly, the transmission header is first printed before the copy is printed. The effect is that the length of the incoming copy is extended by approx. 5 mm.

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

MENU
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI

SET TTI
1. INSIDE
2. OUTSIDE

ENTER

RESET

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item


Confirm with ENTER

Press RESET, return to standby mode


Advanced settings

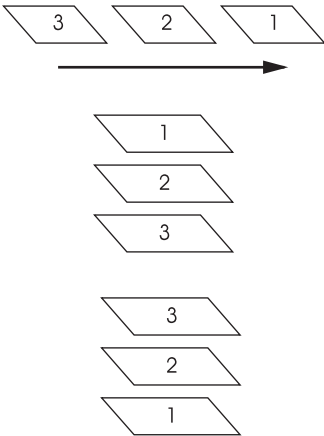
Collated Print

Function which stores all contents of one communication on memory during reception and prints sequentially from the last page. (Function which sorts sequence of output (printing) of the received documents)

 In case of large volume reception it is recommended to set this function off.

Conditions:
The function may be interrupted depending on memory status remained. In such case, a normal printing will be made from first page. When division print is set up, the printing sequence may vary. In multiple receptions, the printing sequence may vary.

 If you find that the memory is frequently too small, ask your dealer for a memory expansion!



The screenshot shows the following sequence of screens and actions:

- Standby mode:** 15.03.95 19:56, AUTO RX, RESIDUAL MEMORY 100%
- Start the menu:** Press the MENU button (right arrow icon).
- Select a menu item:** The first 4 menu items are displayed: 1. TRANSMIT, 2. POLLING, 3. OPTIONS, 4. LISTS. Press the number 6.
- Select a menu item:** The first 4 menu items are displayed: 1. LANGUAGE, 2. DATE & TIME, 3. JOURNAL, 4. TTI. Press the number 5.
- Make your selection:** The screen shows COLLATED PRINT with options 1. ON and 2. OFF.
- Select a menu item:** Press the number 1 / 2.
- Confirm with ENTER:** Press the ENTER button (left arrow icon).
- Press RESET, return to standby mode:** Press the RESET button (diamond icon).

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item

Confirm with ENTER

Press RESET, return to standby mode

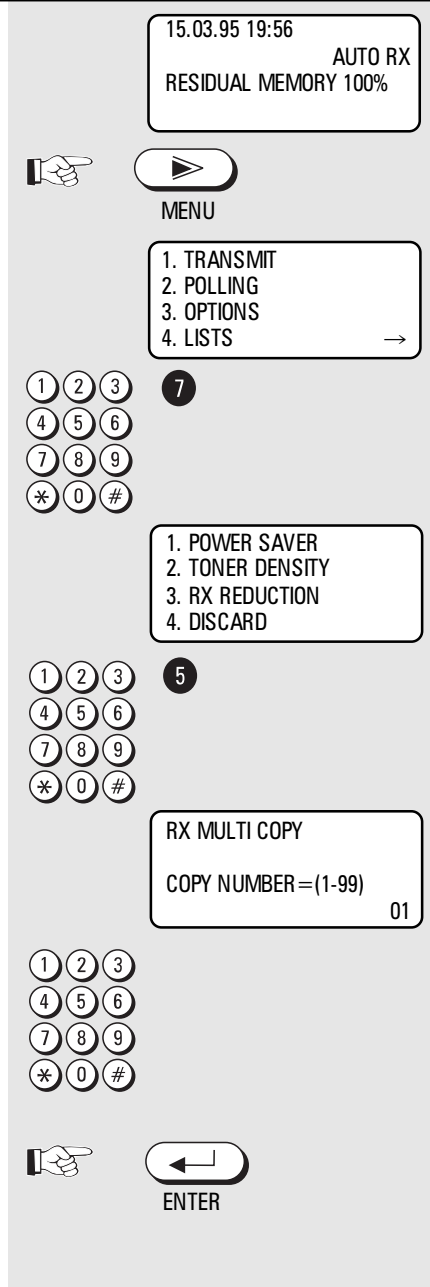
Advanced settings

Multi Copy

If you need additional copies of received documents, the machine can do so. A sorted printout will be made directly from the memory.



If you find that the memory is frequently too small, ask your dealer for a memory expansion!



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection


Enter the number of printouts


Confirm with ENTER

Advanced settings

Department code

This is a security and accounting function that restricts use. A 5 digit code permits usage. You can also monitor usage by department (up to 20). Department code usage generates different journal also.

 Code No. 01 is the master code. This is the key to assign different departments. Only authorized people should know. Every department will have their own unlock code.

 After 2 minutes without entry machine is locked again.



MENU

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →



1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI



DEPT CODE ENTRY

1.YES 2.NO



ENTER

MASTER CODE ENTRY
LEFT:[*] RIGHT:[#]
MASTER NAME=(MAX10)



ENTER

Activate Department

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item

Confirm with ENTER

Enter the name

Example: TOSHIBA

1 x 8 = T # 3 x 4 = I #

3 x 6 = O # 2 x 2 = B #

4 x 7 = S # 1 x 2 = A

2 x 4 = H #

Confirm with ENTER

Advanced settings

MASTER CODE ENTRY
 MASTER NBR=01
 MASTER CODE =



Enter Master code



Confirm with ENTER

DEPT CODE ENTRY

1.YES 2.NO

Additional department
 -or-



RESET

Press RESET, return to standby mode



Turn off the power

Modify or delete a department

ENTER DEPT CODE
 AUTO RX
 RESIDUAL MEMORY 100%



Enter Master code



Confirm with ENTER



MENU

Start the menu.

1. TRANSMIT
 2. POLLING
 3. OPTIONS
 4. LISTS →

The first 4 menu items are displayed.



6

Select a menu item

1. LANGUAGE
 2. DATE & TIME
 3. JOURNAL
 4. TTI

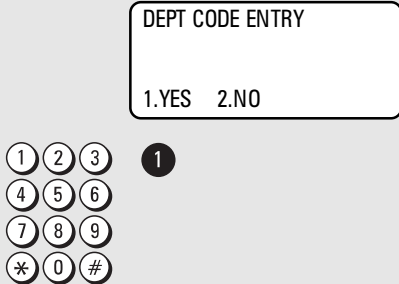

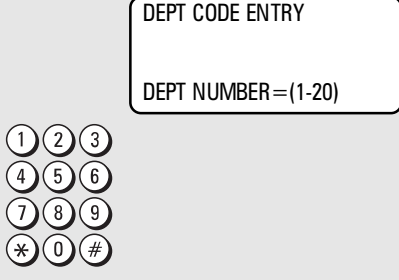

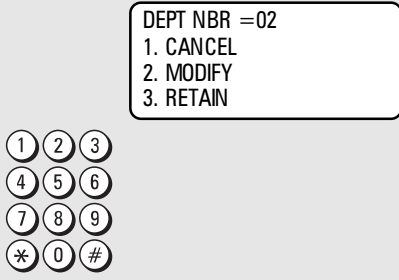
The first 4 menu items are displayed.



7

Select a menu item

Advanced settings

 <p>DEPT CODE ENTRY 1.YES 2.NO</p> <p>1</p>	<p>Make your selection</p> <p> This display only appears with the master code.</p> <p>Select a menu item</p>
 <p>DEPT CODE ENTRY DEPT NUMBER=(1-20)</p>	<p>Make your selection</p> <p>Select department code to cancel or modify</p>
 <p>ENTER</p>	<p>Confirm with ENTER</p>
 <p>DEPT NBR =02 1. CANCEL 2. MODIFY 3. RETAIN</p>	<p>Make your selection</p> <p>Select a menu item</p> <p>Continue</p>

Advanced settings

Deactivate Mastercode

ENTER DEPT CODE
AUTO RX
RESIDUAL MEMORY 100%

1 2 3
4 5 6
7 8 9
* 0 #

ENTER

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →

1 2 3
4 5 6
7 8 9
* 0 #

6

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI

1 2 3
4 5 6
7 8 9
* 0 #

7

DEPT CODE ENTRY
1.YES 2.NO

1 2 3
4 5 6
7 8 9
* 0 #

2

Mastercode

Confirm with ENTER

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection



This display only appears with the Master code

Select a menu item



All settings are still stored. You can activate them again by using new Master code.

Advanced settings

Home position

You can adjust the home position of several functions to your personal belongings. Such are:

1. Resolution and contrast
2. Memory TX and Direct transmission
3. Monitoring
4. Security TX

ENTER DEPT CODE
AUTO RX
RESIDUAL MEMORY 100%

MENU
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS

6

1. LANGUAGE
2. DATE & TIME
3. JOURNAL
4. TTI

8

1. DOCUMENT MODE
2. MEMORY TX
3. LINE MONITOR
4. SET SECURITY TX

1

SET RESOLUTION
1. STD
2. FINE
3. SF

SET CONTRAST
1. NORMAL DOCUMENT
2. DARK DOCUMENT
3. LIGHT DOCUMENT

ENTER

RESET

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Make your selection

Select a menu item

Confirm with ENTER

Make your selection

Select a menu item

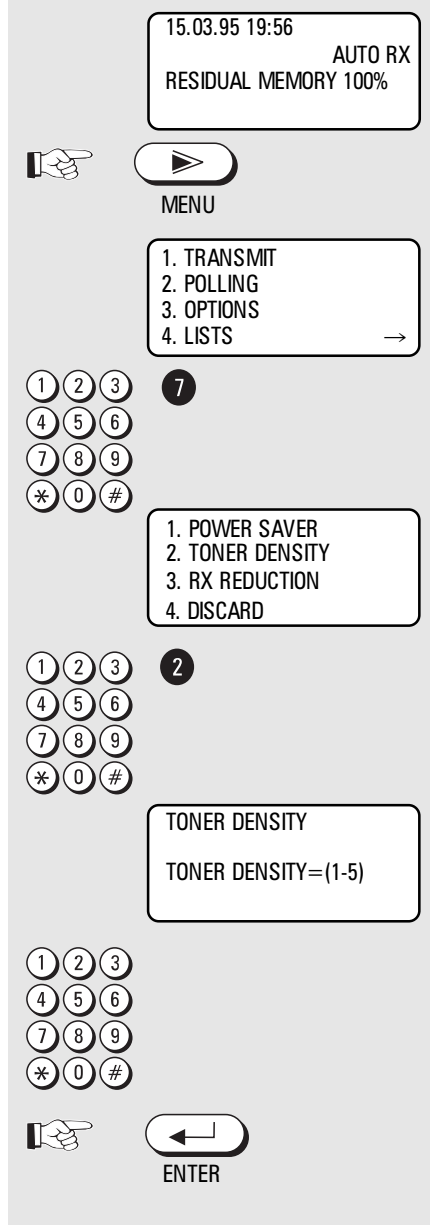
Confirm with ENTER

Press RESET, return to standby mode

Advanced settings

Toner density

It is possible to reduce toner consumption with this function. Adjust the amount of toner printed on the page. Be careful, because the blackness of print out might be too low.



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection
1 = less toner
5 = black printout

Your choice

Confirm with ENTER

Advanced settings

Power Saver

If you want to save money, your fax machine can do so. Just activate this special function with a timer.

Receiving is possible of course, only heating time gets a little longer

15.03.95 19:56
AUTO RX
RESIDUAL MEMORY 100%

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS

1 2 3
4 5 6
7 8 9
* 0 #

1. POWER SAVER
2. TONER DENSITY
3. RX REDUCTION
4. DISCARD

1 2 3
4 5 6
7 8 9
* 0 #

POWER SAVER
1. ON
2. OFF

1 2 3
4 5 6
7 8 9
* 0 #

ENTER

HEATER OFF TIME
HH:MM-HH:MM
00:00-00:00

Heater switch off time Heater switch on time

ENTER

standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.


Select a menu item

Make your selection

Select a menu item

Confirm with ENTER

Make your selection

 The entry of 00:00 - 00:00 is allowed, to have 24 hour power saver.

Confirm with ENTER

Possible problems

Error messages in the Display

Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can

help yourself. This checklist will help you recognise and eliminate errors.



Press STOP to clear error messages.

Display	Cause	How to correct
DOCUMENT JAM	Documents have jammed in the document feeder.	Remove the paper and press RESET.
PAPER EMPTY	The recording paper cassette is empty	Load new recording paper in the cassette (see page 5). Do not switch the machine off!. Or data in the memory will lost
PAPER JAM	The recording paper has jammed.	Remove the jammed paper (see page 73).
COVER OPEN	The cover is open.	Close the cover. Have you inserted the process unit correctly?
CONFORM PROCESS UNIT	The process unit is not installed.	Install the process unit correctly. Pull the lock forward.
DRUM LIFE WARNING	The process unit is running out.	Order a new process unit from your TOSHIBA dealer.
REPLACE DRUM	The process unit is empty	Replace the process unit
TONER LOW	The toner is running out	Order a new toner cartridge. Install a new toner cartridge. About 100 sheets can be printed after this is displayed (see page 6).
TONER EMPTY	There is not enough toner for printing	Install a new cartridge (see page 6).
MEMORY OVERFLOW	The memory is full	Contact your dealer, as a memory expansion is available. Use the document tray to transmit documents.
PUT IN DOCUMENT	No document present	The action requires a document.
MEMORY FAILURE	The fax machine has malfunctioned	Contact the TOSHIBA dealer
COMMUNICATION ERROR	Transmission error.	Try to solve the problem according to the next pages.
NOT POSSIBLE	A function was selected, which is not possible at the moment.	Refer to manual
LINE BUSY	Other party was busy	Check number. Did you use * in PABX?
MEMORY REC. LOST	After memory reception machine was switched off	Ask other party to send again
PAGE# MISMATCH	Page counter and actual documents are different	Press RESET and check qty.
MEMORY RECEPTION	Documents had been received into the memory	Add Paper. Documents will be printed automatically
POLLING ERROR	The security code was wrong	Check code

Possible problems

Anzeige	Cause	How to correct
FEATURE UNAVAILABLE	Remote party did not have this feature	Reconfirm the feature
POWER FAILURE	A power failure has occurred	Press RESET. Stored documents were erased.
MEMORY ERASED	Stored numbers had been broken	Press RESET. Ask your Toshiba dealer.
PRINTER DISORDER	Printer section is out of order	Call your TOSHIBA dealer and tell him the code shown in the display

Error codes in journal

The display message transmission error is explained by the indicated error code.

The same code is shown also in the in the journal and transmission report.

Code Number	Cause	How to correct
10	Paper empty	Remove the document, see also page 5 .
11	Paper jam	Remove the jammed paper see also page 74 .
12	Document jam	Remove the document, see also page 73 .
13	Cover open	Close all parts.
20	Power failure	A power failure has occurred.
30	RESET button was pressed	Send again without pressing RESET.
31	No answer for call request	Answer the call request.
32	Memory reception	Documents had been received into the memory see also page 43 .
33	Polling error	The security code is wrong.
42	Memory overflow	There is no free Memory available. Contact your dealer as memory expansion unit is available.
50	Line busy	Other party was busy, see page 75 .
53	Feature unavailable	Remote party did not have this feature see page 75ff .
80 -86	Communication error	Attempt to clarify the problem using the next pages.
87	Not possible	A function was selected, which is not possible at the moment.

Possible problems

Transmission problems	Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.	
Problem	possible causes and solutions
Your document is not automatically pulled into the feeder.	<p>Your machine displays an error.</p> <p>The display is blank.</p> <p>Document size or thickness of paper are not acceptable.</p> <p>The operator control panel is not firmly locked.</p>	<p>If the display gives an error message, clear the fault and delete the display with RESET.</p> <p>Check there is power on the machine. The machine must be switched on (see page 4).</p> <p>Use acceptable documents only (see page 22).</p> <p>Close the cover. It should be firmly locked in place on both sides.</p>
The text "transmission" is not displayed when you press the START key.	You replaced the receiver before pressing START.	Try again. Replace the receiver only when you have pressed START.
The document is damaged during sending or copying.	<p>Document format or paper thickness not as specified.</p> <p>The document guides are not properly adjusted to the paper size.</p>	<p>Use acceptable documents only (see page 22).</p> <p>Adjust the document guides accordingly.</p>
Your fax machine performed transmission correctly but the message was not received by the receiver.	The other machine is out of paper.	Ask the receiver to put paper in his machine.
The receiver received a blank sheet instead of the document sent.	You loaded your document in the machine with the image face-up.	Send your document again: the image must be face-down on your document feeder.
The receiver reports: The document transmitted is difficult to read.	<p>Your machine's document reader is dirty or damaged.</p> <p>RESOLUTION and CONTRAST are not set correctly.</p> <p>The telephone connection is poor.</p>	<p>Make a copy of your document on your fax machine (see page 20). If your copy is also difficult to read, clean the document reader.</p> <p>Make a copy on your fax machine (see page 20) and adjust the settings to your document. You can also improve document quality: By making the print on the photocopy darker, enlarging or reducing. (see page 30/31). Then send again.</p> <p>Redial. You may get a better connection.</p>
Abbreviated or one-touch dialling do not work.	Abbreviated or one-touch dialling number is not correctly stored.	Check and correct stored numbers (see page 44).
No dial tone is heard when handset is off-hook.	<p>The telephone is not correctly connected.</p> <p>The fax machine is not correctly connected.</p>	<p>Check that your telephone is connected correctly to the socket (see page 4).</p> <p>Plug the connecting cable of your fax machine into the socket (see page 4).</p>
Your call does not arrive although you have dialled the correct number.	<p>Your fax machine has been set to the wrong dialling mode.</p> <p>If you are connected to a PABX: You have set the wrong line type.</p> <p>Your fax machine is not connected to the PSTN.</p>	<p>Switch to the correct dialling procedure: DTMF or pulse-dialling (see page 11).</p> <p>Set the line types to EXTENSION (see page 12).</p> <p>Plug the connecting cable of your fax machine into the socket (see page 4).</p>

Possible problems

Receiving problems

Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service

technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.

Problem

possible causes ...

... and solutions

You press START to receive an document. But you receive nothing.

Your have an error displayed.

The fax machine is not correctly connected.

The display is blank.

There is still a document in the feeder.

Your fax machine is set in manual receiving mode and you replaced the handset before pressing START.

The operator control panel is not closed.

If the display shows an error message, eliminate the fault and delete the display with RESET.

Check the wiring. See [page 4](#).

Check there is power to the machine. The machine must be switched on (see [page 4](#)).

Press RESET and remove the document.

When receiving the next fax, be sure to replace the handset only after you have pressed START.

Close the cover. Both sides of the cover must be firmly locked in place.

Your recording paper is not fed out.

The recording paper in your machine is jammed.

Remove the jammed paper (see [page 74](#)).

The document received is difficult to read.

Document quality is poor.

The telephone connection is poor.

Ask the sender to reset the resolution and contrast or improve the quality of the document e.g. by making the print on the photocopy darker, enlarging or reducing. Then have it send again.

Ask the sender to transmitt the document again (see [page 6](#)).

You receive a completely blank document.

The sender made a mistake when loading the document.

Check whether the sender loaded in the correct manner.

The document received is partially printed.

The operator control panel of your fax machine is not closed properly on both sides.

Close the cover. Both sides of the cover must be firmly locked in place.

You can send fax messages without any problem, although you cannot receive any.

Receiving protection is activated.

Switch off receiving protection (see [page 17](#)).

Possible problems

Cleaning document scanner

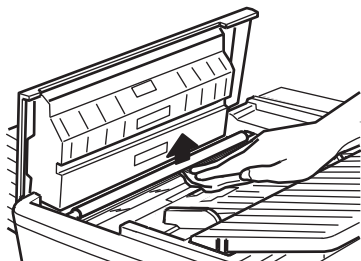
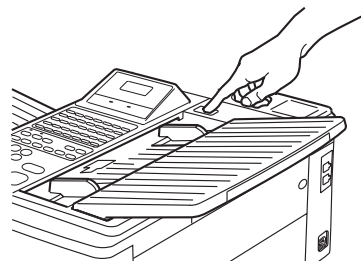
Never use abrasive materials to clean your fax machine - they could cause damage. If documents transmitted are difficult to read, the document scanner must be cleaned. You can easily tell when: Make a test copy of the document on your fax machine and compare the copy with the original.

Before you open

the operator control panel as shown ...
... print out any data which may be stored.



Then switch off your fax machine.



Using a soft cloth,

wipe the movable white roller and the glass panel underneath.

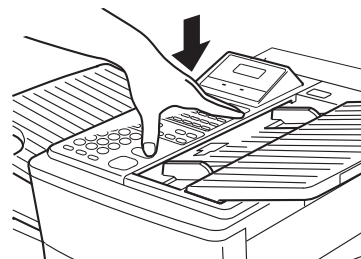


If these parts are very dirty, you can also use a slightly moist cloth and then wipe off with a dry cloth.

Before closing

the operator control panel, return the white roller to its former position.

Switch your fax machine on again.



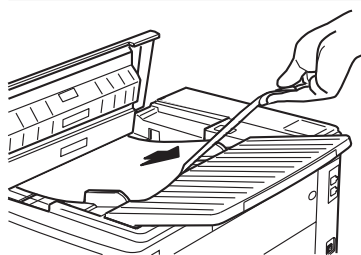
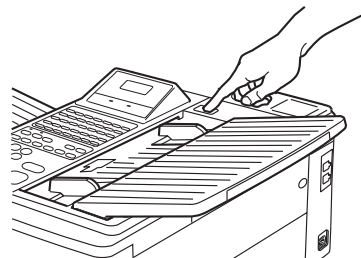
Document jam

How to clear a document jam

Press the release button to open the control panel cover.



Keep the power ON.



The jammed document

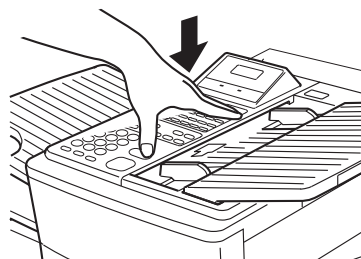
can be carefully removed.



Do not try to send the jammed document again. Use a carrier sheet or make a photocopy and transmit this instead.

Close the control panel

Take care that the cover locks firmly into place. Now by pressing RESET delete the error message.

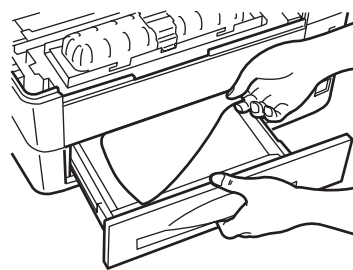


Possible problems

How to clear a recording paper jam

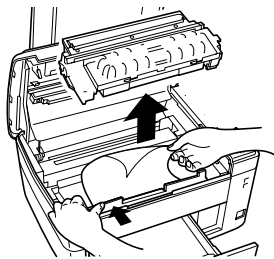
After opening

the upper cover and side cover of the housing, you will see the possible locations where the paper may be jammed: Remove the paper from here without applying force...

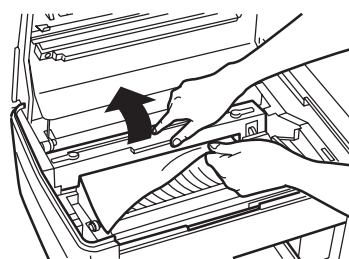


... or from underneath the process unit.

Do not touch any parts inside the machine other than those described here. The heater cover may be very hot - even when the machine is switched off.

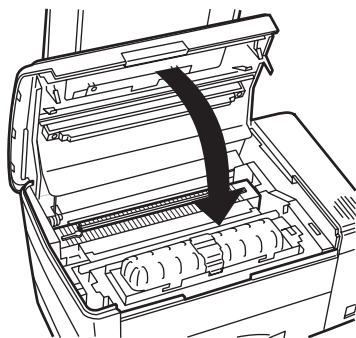


When paper is jammed, never open the recording paper cassette.



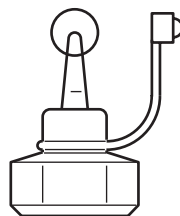
If necessary, pull up the fixer unit and carefully pull out the jammed paper.

After you have replaced the process unit, close the covers by pressing down lightly until they lock into place. Now delete the error message by pressing RESET.

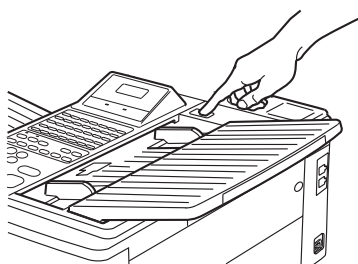


Filling the stamp ink

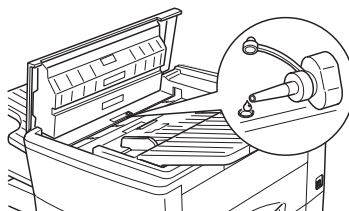
When the density of the stamp mark lowers, fill the ink.



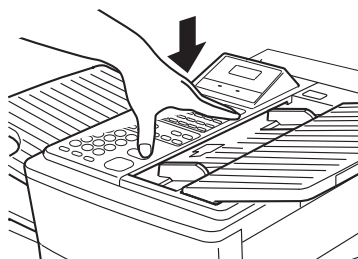
Open panel by pressing release button.



Apply one or two drops of the stamp ink.



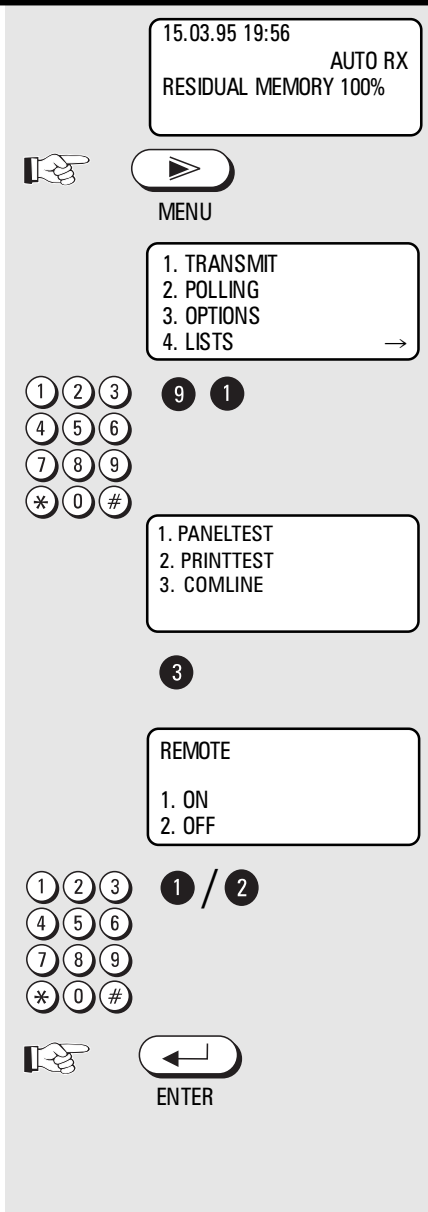
Close the operator panel.



Possible problems

Remote maintenance (COMLINE)

Your fax machine permits remote diagnosis. This means that the internal settings can be read and changed via a telephone line. In order to ensure that data protection is assured, COMLINE is possible only after you enable your machine for this facility.



standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item

Confirm with ENTER

Connection to PABX

If the TF 651 is connected to a PABX, the functions have to be modified. The standard setting for this case is described starting on [page 12](#). If any problems or malfunctions occur, please consider the following items; you may have to discuss these items with the operator of the PABX:

- Does the PABX have public line capability?
- Does the PABX have DDI capability?
- Have you entered the "*" key before the actual fax number?
- How is the public line obtained (earth key, flash, number)?
- What dialling method is used (pulse-dialling, DTMF dialling)?

UK Connection information

This toshiba Facsimile Transceiver is intended for connection to public telecommunications services as follows:

By using the cable described as TEL LINE CABLE in the packaging list of the instruction manual. This cable plugs into the socket on the left hand side of the TF 651 which is marked LINE and the other end into the standard PSTN analogue socket found in the UK.

This terminal equipment complies with the following requirements:

Group 3 Fax modem
Automatic call initiation
Storage of telephone numbers for retrieval by a predetermined code
Automatic dialling
Automatic repeat attempts
Call progress monitor
Series connection facility
LD or MF dialling
Operation with or without dial tone being present.

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

We declare, that Toshiba is using CE mark in compliance with EN 50 082-1, EN 55 022/B and EN 60 950

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