Welcome to your fax machine

A Control panel

B Exit document extension tray

C Exit document tray

D Recording paper tray

E Recording paper cassette

F Side cover

G Top cover release button

H Telephone connection

I Document tray

J Control panel release button

K Document guides

---

1 DISPLAY
Displays indications about the operating modes of your fax machine. Your control monitor for all function settings.

2 Warning lamps
If there is a malfunction on your fax machine, the lamp under the corresponding symbol will light up.

Paper jam:
Indicates that there is a document jam or copy paper jam. (see page 116/117)

Paper out:
Indicates that the user must replenish the copy paper. (see page 9)

Toner out:
Indicates that the user will use have to replenish the toner. (see page 6)

Drum operating time:
Indicates that the printing unit will soon have to be replaced. (see page 8)

Alarm lamp:
Indicates an operating malfunction which cannot be clearly identified. Please contact service personnel in these cases.

3 MENU KEYS
Use these keys to select the menu or a specific menu item.
DTMF key (▼)
When the pulse dialling mode has been selected (see page 14), this button temporarily switches over the dialling procedure to DTMF.

4 DIAL KEYPAD
Used for entering telephone numbers or selecting characters.

5 MONITOR
When you press this key, the fax machine connects to the line and the speaker enabling the user to listen into the call establishment attempt is activated. The subsequent fax connection is handled directly, i.e. without job administration via the memory.

6 REDIAL / PAUSE
Activates the last number dialled, inserts a dialling pause.

7 SPEED DIAL
Press this key to select a stored alphabet dial number, a name or a group.

8 Line lamp
Indicates transmission on the telephone line.

9 PC COMM lamp
If this lamp flashes, it indicates that data are being transmitted form the PC to the interface (the PC interface is optional).

10 One-touch dial cover for one-touch dial keys 36-69 and function keys.

11 ONE TOUCH DIAL KEYS
Sends documents at the push of a button.

12 JOB STATUS KEY
You can use this key to query the status of individual jobs.

13 JOB CANCEL KEY
Use this key if you wish to cancel a job which has been stored or which is due to be handled.

14 MULTI KEY
To create a group consisting of one-touch dial, ABB dial and manual dial numbers. Available for group dialling as well as for group polling.

15 MODE KEY, with status lamps
Use this key to select the resolution for the current fax job. The status lamps represent the selected mode. If no status lamp lights up, the STD resolution has been set.

16 COPY KEY
The user is able to make copies of documents which have been inserted. If no document has been inserted, press this key to request the journal.

17 TX REPORT KEY
Use this key to set the output criteria for the transmission report.

18 ENTER KEY
Activates selected menu items and also used for terminating data input.

19 STOP KEY
Cancels error messages and terminates menu input.

20 START KEY
Activates transmission, reception (off-hook) and selected menu items.

21 SUPER POWER SAVER KEY
Immediately activates the Super Power Saver features (see page 97).

Contents

Preparation

Unpacking

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

1. Fax machine

2. Phone line cord

3. Document exit tray

4. Recording paper exit tray

5. Recording paper size label

6. Fuser cleaner

7. Developer assembly

8. Drum unit

9. User manual

10. Address sheet

11. Overlay

12. AC Power cord

13. Charger cleaner

14. Scrapper

15. Cotton swab

The correct location
for your fax machine is easily found:

• near a 230 V AC socket*,

• near a telefphone 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

Preparation

Remove transport fittings:

Before you start to use your fax machine, please remove all transport fittings.

Prepare and insert the printer unit

In order to prevent any transport damage, the high-quality printer unit of your new fax machine is supplied with the additional protection of special packaging. Please also follow the enclosed instructions. The printer unit consists of two separate components, namely the drum unit and the developer assembly. Remove these two parts from their packaging and follow the following instructions.
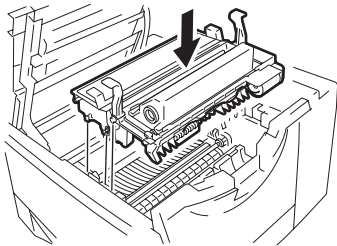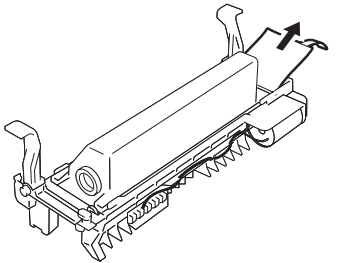
1. Pull the release button to open the fax machine.
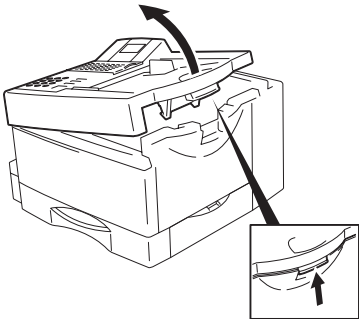
2. Hold the ends of the developer assembly, and shake the assembly several times from side to side. This will loosen the toner.
   - Avoid touching the metal roller.
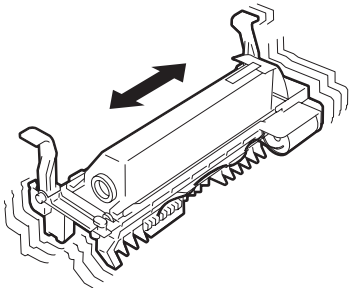
3. Hold the developer assembly securely in one hand, and use your other hand to peel the protective film off from the toner cartridge.
   - Avoid touching the protective film, as there may be toner residues on the film.

4. Take the drum unit and insert it into the developer assembly as detailed in the drawing.
   - Any damage to the printer drum will impair the image quality. You must therefore never touch the green drum surface or expose the drum to direct sunlight for more than three minutes.
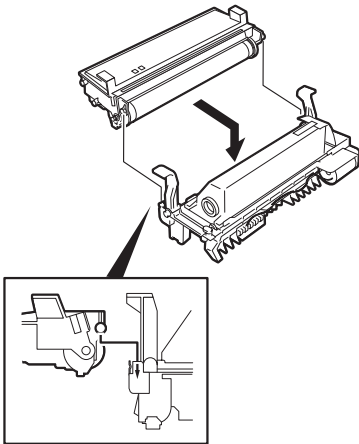
5. Use the green handles to hold the printer unit, and place the unit in the fax machine as detailed in the drawing.

6. Press lightly on the green rectangles on the drum unit so that the unit audibly clicks into position.

⚠ The printer unit must be removed before the machine is transported or moved.
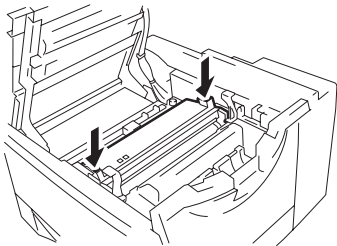
Preparation
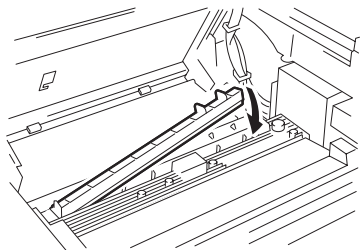
7. Take the fixing roller cleaner out of its packaging and install it as detailed in the drawings.
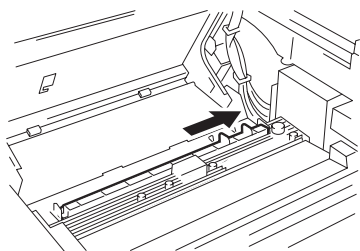
8. Insert the ozone filter.
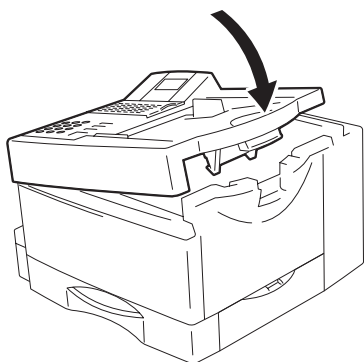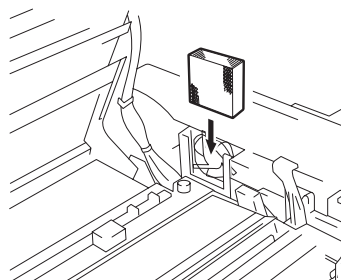
9. Close the cover of the fax machine, which must audibly click into place.

Change toner

As soon as the "toner out" warning lamp () lights up on your fax machine, you should replace the toner cartridge. The "TONER LOW" message in the display indicates that the machine can only print out approx. 100 more documents (depending on the print density). If you fail to replenish toner during this period, the "TONER EMPTY" message will appear in the display; this message indicates that no further documents will be printed out. If toner is not replenished, incoming fax documents are saved in memory.

1. Pull the release button to open the fax machine.
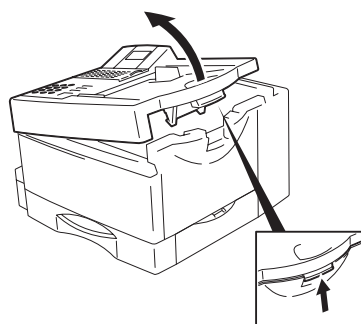
2. Hold the green handles and remove the printer unit.
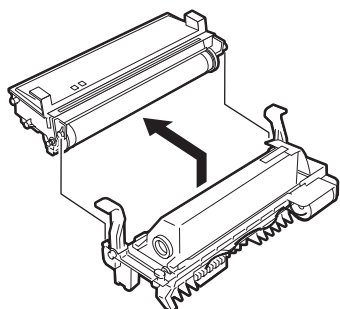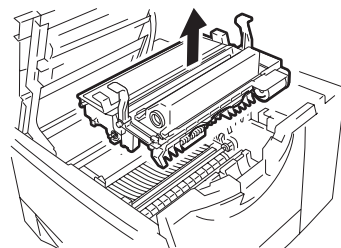
3. Remove the drum unit from the developer assembly.
- Do not touch the developer roller (the black roller with a toner coating).
- Any damage to the printer drum will impair the image quality. You must therefore never touch the green drum surface or expose the drum to direct sunlight for more than three minutes.

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Preparation

4. Press the green button on the developer assembly, and slide the toner cartridge in the direction of this button. You can then remove the unlocked toner cartridge.
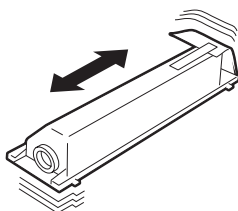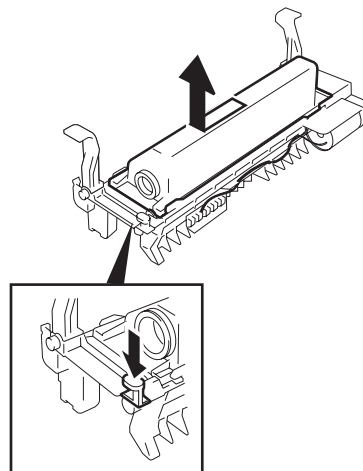
5. Take the new toner cartridge and shake it as detailed in the diagram. This loosens the toner.
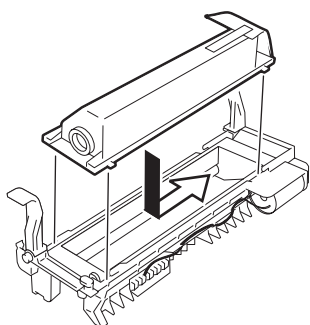
6. Place the toner cartridge on the developer assembly and slide it under the four guides.
7. Then proceed as detailed on page 5.

Caution:
In case you come into contact with toner:
- If any toner dust comes into contact with a textile fabric, remove only by tapping the fabric; if necessary, brush out or use a vacuum cleaner. **Never rub**.
- Wash hands in cold water and clean thoroughly with soap.
- Wash eyes with plenty of water.
- If you have inhaled toner, breath deeply in the open air.
- If toner gets in your mouth, wash it out with plenty of water.
- In an emergency, call a doctor.

Consumables are taken back and recycled by your TOSHIBA dealer.

Preparation

Replace drum unit

As soon as the ""drum operating time" warning lamp (see page 2) lights up on your fax machine, you should ensure that a new drum unit is near to hand. The "DRUM LIFE WARNING" message in the display indicates that the fax machine will only print out a further approx. 300 documents (depending on the print density). If you fail to change the drum in this period, the "REPLACE DRUM" message appears in the display; this indicates that the fax machine will not print out any more documents. If the drum unit is not replaced, incoming fax documents are saved in memory.

1. Pull the release button to open the fax machine.
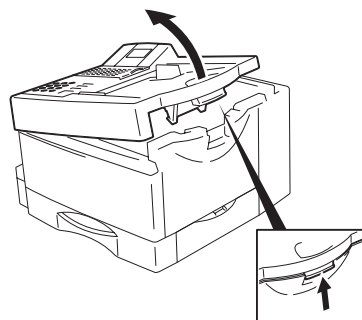
2. Hold the green handles and remove the printer unit.
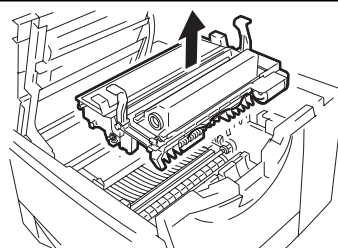
3. Remove the drum unit from the developer assembly.
   • Do not touch the developer roller (the black roller with a toner coating).
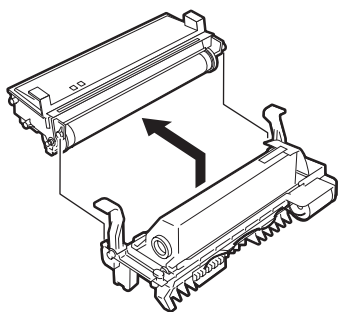
4. Take the new drum unit and insert it into the developer assembly as detailed in the drawing.
   • Any damage to the printer drum will impair the image quality. You must therefore never touch the green drum surface or expose the drum to direct sunlight for more than three minutes.
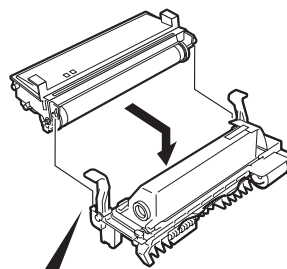
5. Now proceed as described on page 5 (the fixing roller cleaner is **not** replaced).

   ⚠ Consumables are taken back and recycled by your TOSHIBA dealer.
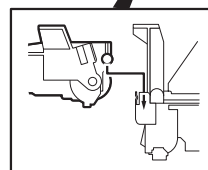
Connection to the mains

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

LINE

On/off switch

TOSHIBA   TF 631
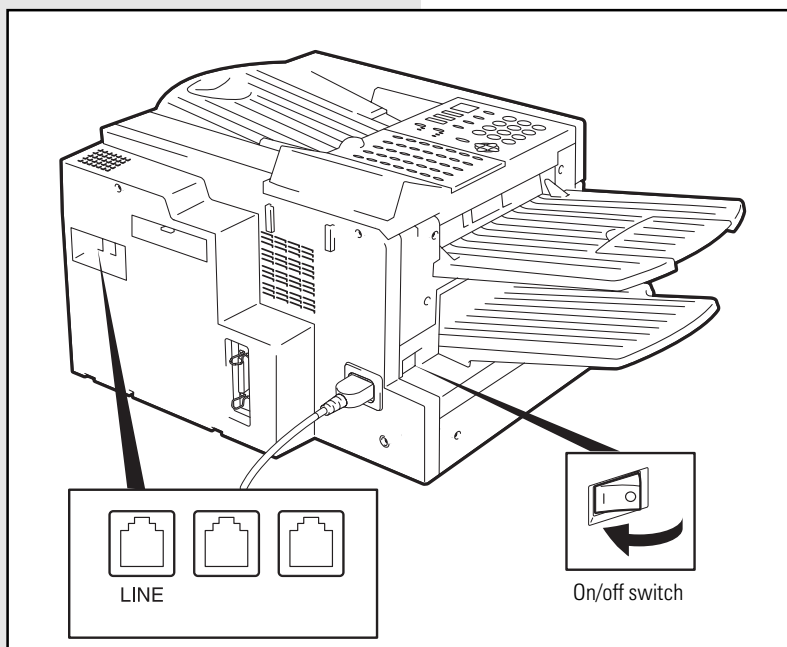
Preparation

How to insert the recording paper:
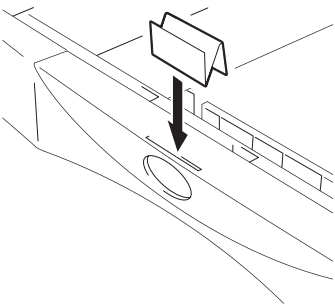
Remove the paper cassette

Insert cassette index (A4).
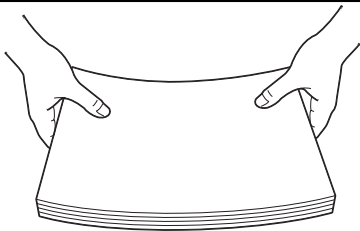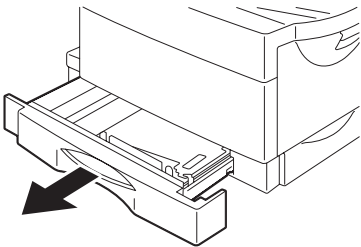
Prepare the recording paper by flexing and fanning out the stack to separate the sheets.

Press down the pressure plate until you hear it lock in place.
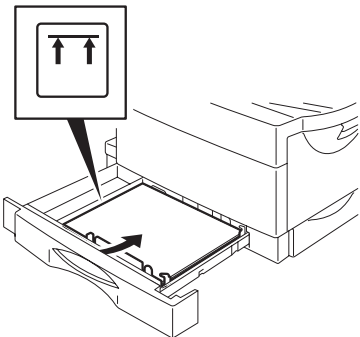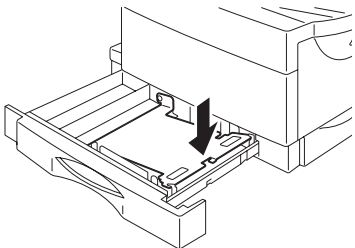
Place the paper so that it lies straight in the cassette with the side to be printed facedown and don't forget:

⚠ 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 on torn paper.
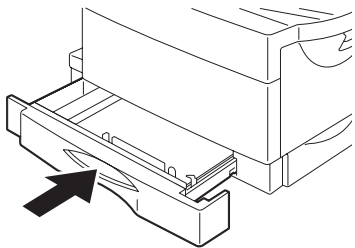
Install exit paper trays:
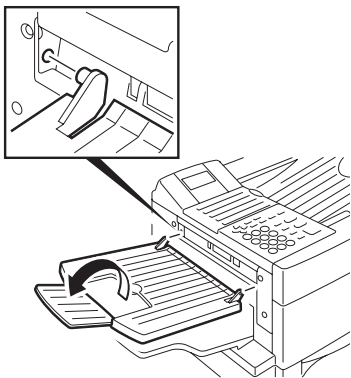
Install the exit paper tray fits in the slots on the left side of the fax.

Secure the document tray. Insert the pins of the tray into the corresponding receptacles. Unfold the extension if required.
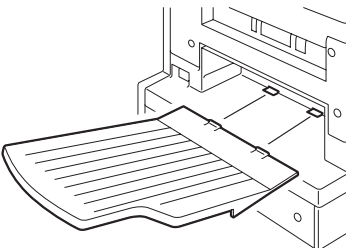
Preparation

Insert memory card

1. Switch your fax machine **OFF**.

   ⚠ Stack memory is deleted when a memory expansion is inserted. Please ensure that, before the memory expansion is inserted, the memory display is 100 % in order to prevent the transmission job being lost.
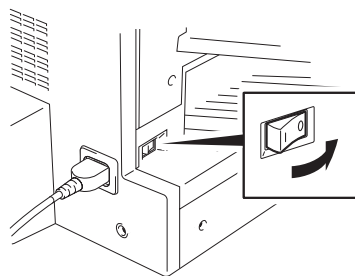
2. Remove the cover for the memory modules.
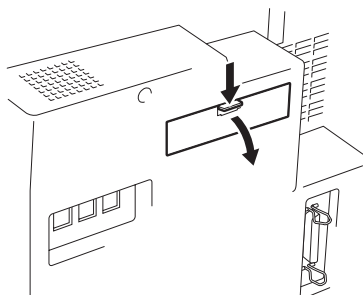
3. Insert the memory expansion card so that the soldered side is pointing upwards.

   Close the cover for the memory modules.
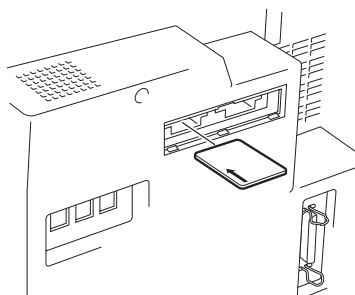
Installation

The menu system

Your fax machine is equipped with a four-line display which provides you with information concerning all operating modes. This display makes it more easy for you to work with the various functions of your fax machine, and everything is set out in a clear menu. Up to four menu items are displayed on each occasion, and a number is assigned to each of these items.

A special group of keys is used for activating the menu as well as for control activities within the various menu levels.

The ▲ key activates the menu and moves the highlight bar up.
The ▼ key moves the highlight bar down.
The ► key selects the appropriate submenu level.
The ◄ key selects the superior menu level.

Once a menu item has been selected with the highlight bar via these control keys, it is activated by pressing the ↵(ENTER) key. Alternatively, you can use the START key for this purpose. It may well happen that more than four items are displayed in one menu. In this case, press the ▲/▼ control keys several times to display these concealed menu items.
Example: Menu 3, 1 (Installation, Setup, 1. Menu item highlighted)

```
          visible part
1.  AUTO RECEIVE MODE
2.  LANGUAGE
3.  TERMINAL ID
4.  DATE & TIME          ↓

5.  DIAL TYPE
6.  VOLUME
7.  POWER SAVER
8.  DEPARTMENT CODE
9.  ACCOUNT CODE
10. COVER SHEET
```

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100
```

Standby mode

Start the menu

A

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST          ↓
```

The first 4 menu items are displayed.

3x

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```
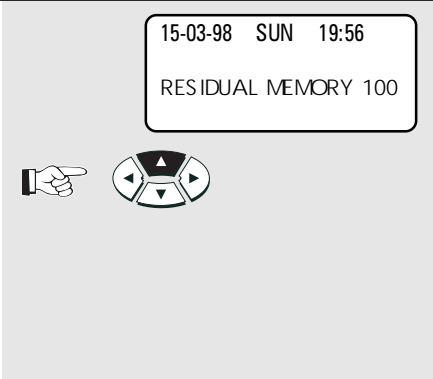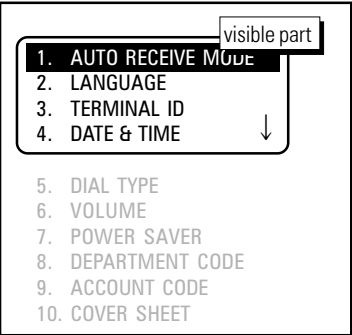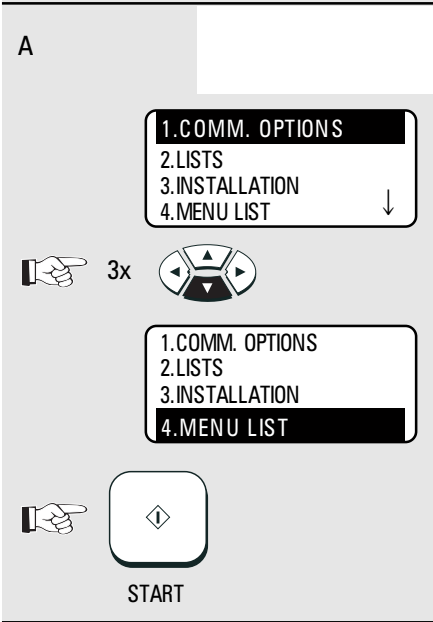
Select a menu item

Confirm with Start

START

B

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

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
PRINTING LIST
```
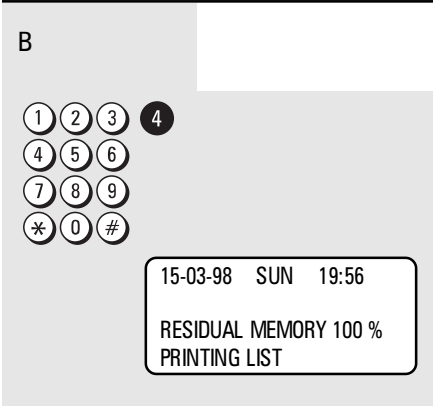
Select a menu item

⚠ To select a sub menu, there is no need to see it in the LCD. The only requirement is that this menu item has to be in the same menu level.

The report is printed.

One version of the menu selection procedure is to enter the corresponding number of the particular menu item. It is not necessary to press the INSERT button. As soon as the relevant number has been entered, the menu item is executed. This is also applicable for the concealed menu items.

⚠ If no further key is pressed during a minute, the menu is automatically exited.

Consider the following example in order to familiarise yourself with the menu system. The system prints out the **program selection list,** on which you receive the complete menu structure of your fax machine.

Installation

Enter user name

In order to ensure that a transmitted fax document can also be uniquely identified, a transmission header is printed on the top 5 mm of the document. This transmission header contains various items of information, incl. the user name and the sender ID of the fax machine which transmitted the documents.

User name:

You can enter any 40 characters (max.) for the user name.
Use the number keypad for entering the characters. Several characters are assigned to each number, and the characters can be selected by repeatedly pressing the corresponding key.
The following table sets out all characters which are allocated to the various number keys.

Key	Allocated characters
1	1
2	ABC2abcÀÁÂÃÄÅÆßàáâãäåæç
3	DEF3defÈÉÊËèéêë
4	GHI4ghiÌÍÎÏî
5	JKL5jkl
6	MNO6mnoÑñòóôöö
7	PQRS7pqrs
8	TUV8tuvÙÚÛÜùúûü
9	WXYZ9wxyz
0	(+)0 space Øø!'#S%&*-/:=@?

Display / Keys	Description
15-03-98 SUN 19:56 — RESIDUAL MEMORY 100 %	Standby mode
▲ ◄ ► ▼	Start the menu
1.COMM. OPTIONS / 2.LISTS / 3.INSTALLATION / 4.MENU LIST	The first 4 menu items are displayed.
3 / 1 / 0 3	Select a menu item
SET TERMINAL ID — ID NAME=(MAX40) ■	Make your selection

Enter the name
Example: Toshiba
1 x 8 > T	7 x 4 > i
7 x 6 > o	6 x 2 > b
9 x 7 > s	5 x 2 > a
6 x 4 > h	

SET TERMINAL ID

ID NAME=(MAX40)
TOSHIBA ■

Name is ready...

START

Confirm with START

Continue with „Enter the terminal ID"

Place character:	The character of your choice is placed wherever the flashing cursor is located. Please use the ◄ / ► keys to control the highlighted input.
Cancel characters:	Move the highlighting to the appropriate position and press the DELETE key on the one-touch dial key field. The character is then deleted and is replaced by an empty character. If you do not wish to have an empty character, press the INSERT key on the one-touch dial keyfield **before** deleting the character. In this mode, the characters to the right move one position to the left. The insert mode is indicated by a corresponding symbol in the display. Press the INSERT key again to exit this mode.
Replace character:	Move the highlighting to the appropriate position and proceed as detailed under the procedure for entering a new character. The character is then overwritten.
Insert character:	Press the INSERT key before you insert a character. To exit this mode, press the INSERT key again.
	If a character has just been inserted, you cannot delete it immediately. In this case, move the cursor to the next field and then return immediately to the previous position. The character can then be deleted.

When the name is completed, press the **START key.**

Example: TOSHIBA

Installation

Enter terminal ID

The terminal ID which is part of the transmissing 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

- Fax number
- Space (to improve legibilitly)
- Area code (without initial 0)
- Country code (here: Germany)
- Plus symbol (for the international form)
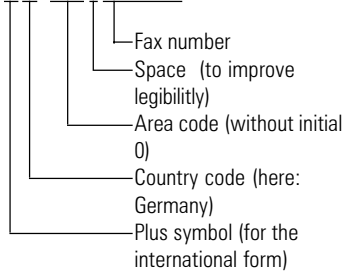
⚠ In Germany it is obligatory to enter the terminal ID!

```
INT. CODE ?   LINE-1
1.ADD +
2.NOT NEEDED
```

① ② ③   **1**
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

```
SET TERMINAL ID

TEL NUMBER =(MAX20)
+ ■
```

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

```
SET TERMINAL ID

TEL NUMBER =(MAX20)
+44-2131-123456 ■
```

☞ ◇
   START

☞ ▽
   STOP

Continued from "Enter user name"

Option for selecting the national or international form.

⚠ Please always select the international form.

Select a menu item

Make your selection

Now enter the code
Insert a pause with pause button

Code is complete...

Confirm with START

Press STOP, return to standby mode

Installation

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.

⚠ Depending on the sales area this function may be not available!
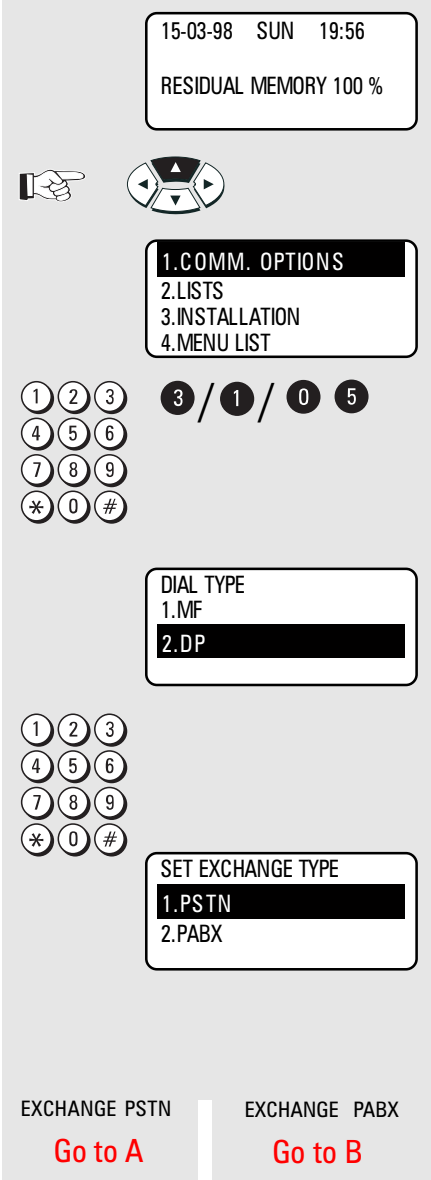
| 15-03-98   SUN   19:56 |
| RESIDUAL MEMORY 100 % |

Standby mode

☞

Start the menu

| **1.COMM. OPTIONS** |
| 2.LISTS |
| 3.INSTALLATION |
| 4.MENU LIST |

The first 4 menu items are displayed.

3 / **1** / **0** **5**

Select a menu item

| DIAL TYPE |
| 1.MF |
| **2.DP** |

The current dialling method is highlighted

Select a menu item

| SET EXCHANGE TYPE |
| **1.PSTN** |
| 2.PABX |

The current connection type is highlighted
Continue with "Connection to main line / PABX's"

| EXCHANGE PSTN | EXCHANGE PABX |
| Go to A | Go to B |

Installation

Connection to PABX, obtaining a public line/Digital PABXs

The TF 631 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 line in order to obtain the public line.

- Flash key — 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 69ff).

A PSTN

SET EXCHANGE TYPE
1.PSTN
2.PABX

👉 ①②③ **1**   Select a menu item
④⑤⑥
⑦⑧⑨
❋⓪#

👉 ⊘ STOP   Press STOP, return to standby mode

B PABX

SET EXCHANGE TYPE
1.PSTN
2.PABX

①②③ **2**   Select a menu item
④⑤⑥
⑦⑧⑨
❋⓪#

SET ACCESS TYPE
1.EARTH
2.FLASH
3.DIGIT

Make your selection

①②③ SET ACCESS TYPE   Select a menu item
④⑤⑥   Example: digit
⑦⑧⑨
❋⓪#

SET ACCESS TYPE

ACCESS DIGIT = (1-3)
                    ■

①②③ Enter the digit(s) for obtaining
④⑤⑥ public line
⑦⑧⑨ Example: 0
❋⓪#

SET ACCESS TYPE

ACCESS DIGIT = (1-3)
                    0

👉 ◇ START   Confirm with START

👉 ⊘ STOP   Press STOP, return to standby mode

TF 631   TOSHIBA   Installation   **15**   ⒼⒷ

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.
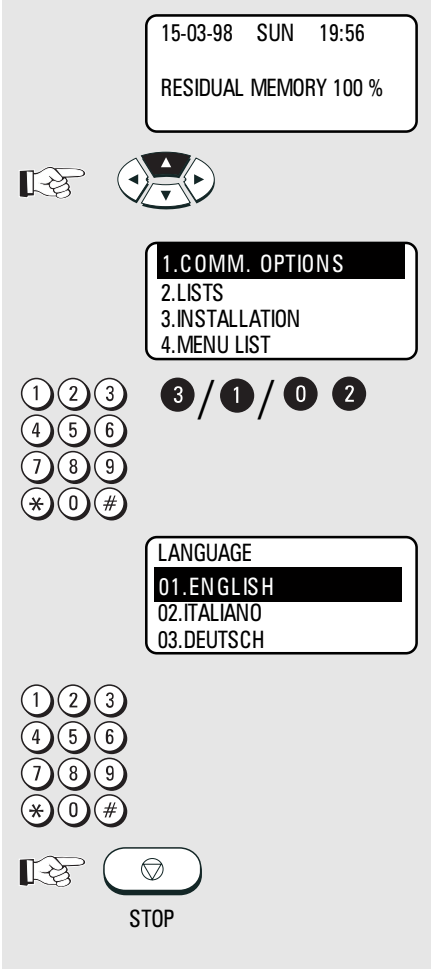
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %

Standby mode

☞ ◄ ▲ ▼ ►

Start the menu

The first 4 menu items are displayed.

1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST

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

❸ / ❶ / ❶ ❷

Select a menu item

LANGUAGE
01.ENGLISH
02.ITALIANO
03.DEUTSCH

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

Select a menu item

☞ ⊘
STOP

Press STOP, 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.

| 15-03-98   SUN   19:56 |
| RESIDUAL MEMORY 100 % |

Standby mode

Start the menu

The first 4 menu items are displayed.

| 1.COMM. OPTIONS |
| 2.LISTS |
| 3.INSTALLATION |
| 4.MENU LIST |

3 / **1** / **0** **4**

Select a menu item

| SET TIME FORMAT |
| 1.24HOURS |
| 2.12HOURS |

Make your selection
for 12- or 24-hour format

Select a menu item
Example: 24-hour format

| SET DATE & TIME |
| DD-MM-YY HH:MM   WWW |
| 15-03-98   SUN   19:56 |

Enter the date and the time

Confirm with START

START

Make your selection
for the date format

| SET DATA MODE |
| 1.MM-DD-YY |
| **2.DD-MM-YY** |
| 3.YY-MM-DD |

Select a menu item

| SET MONTH MODE |
| 1.NUMERIC |
| 2.NAME |

Make your selection
for the month (using figures or the name)

Select a menu item

STOP

Press STOP, return to standby mode

Reception of documents

Set standby mode	If your fax machine is connected to the PSTN, there are two different ways of receiving documents.	
Automatic reception	If the line is reserved exclusively for fax operation.	The fax machine switches over to reception as soon as the line rings. The number of rings before the fax machine is activated can be set (see below).
		⚠️ The fax machine is always activated, even if the call is initiated by a voice partner.
Manual reception	If the line is used primarily for telephone traffic.	The call must be accepted manually; the fax machine is not activated when the line rings. The call must be accepted manually; the fax machine is not activated when the line rings. The call must be accepted by an additional telephone. If you wish to transmit a document, you must press the START key of the fax machine.
		⚠️ Ensure that any fax calls can be accepted by means of the external telephone. Pressing the start key only has an effect if the handset is off-hook.

To set reception mode do the following:
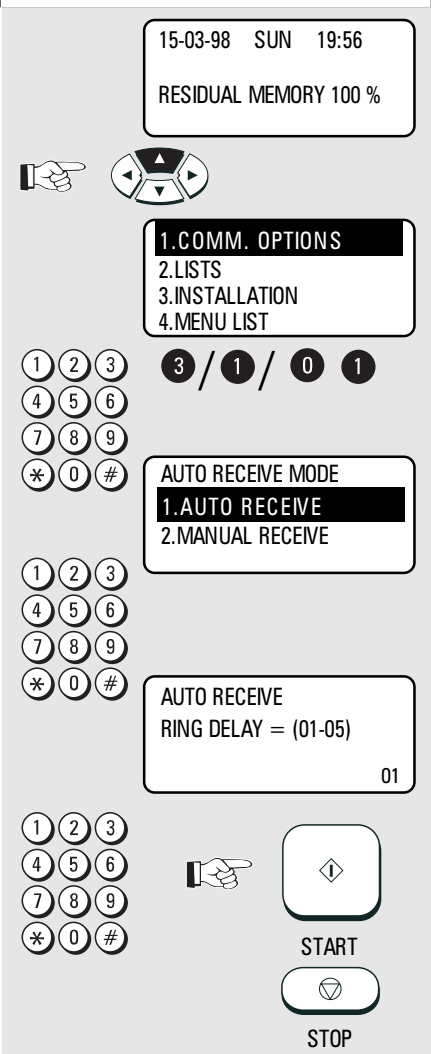
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```
Standby mode

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```
The first 4 menu items are displayed.

3 / **1** / **0** **1**

Select a menu item

```
AUTO RECEIVE MODE
1.AUTO RECEIVE
2.MANUAL RECEIVE
```
Make your selection
1. Automatic reception
2. Manual reception

Select a menu item
Example: Automatic reception

```
AUTO RECEIVE
RING DELAY = (01-05)

                    01
```
Make your selection
for the number of ringing signals before the fax machine connects to the line.

☞ START

Enter the required number
Confirm with START

⬡ STOP

Press STOP, return to standby mode

TOSHIBA   TF 631

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 (max. 90%). 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**

15-03-98   SUN   19:56
RESIDUAL MEMORY 100 %
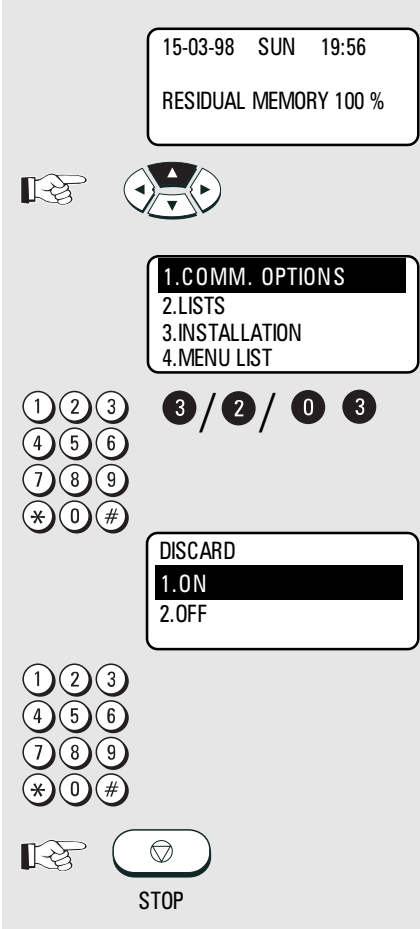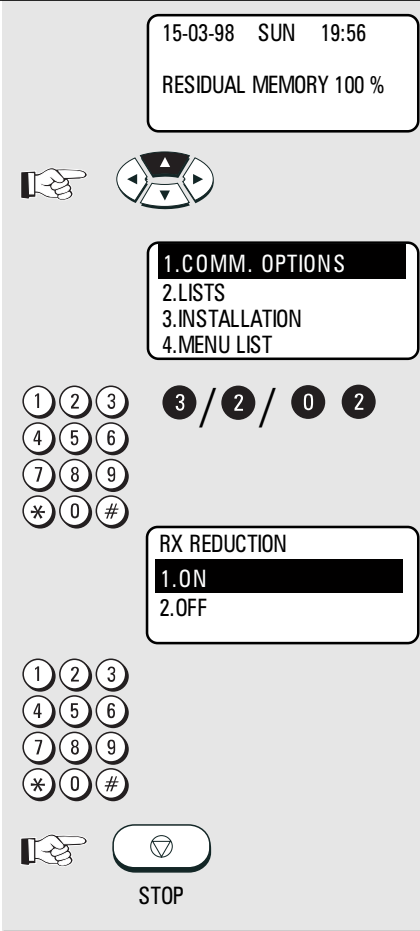
Reception reduction ON/OFF
Standby mode

Start the menu

1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST

The first 4 menu items are displayed.

3 / **2** / **0** **2**

Select a menu item

RX REDUCTION
1.ON
2.OFF

Make your selection
1. Reception reduction ON
2. Reception reduction OFF

Select a menu item

Press STOP, return to standby mode

STOP

15-03-98   SUN   19:56
RESIDUAL MEMORY 100 %

Discard ON/OFF
Standby mode

Start the menu

1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST

The first 4 menu items are displayed.

3 / **2** / **0** **3**

Select a menu item

DISCARD
1.ON
2.OFF

Make your selection
1. Discard ON
2. Discard OFF

Select a menu item

Press STOP, return to standby mode

STOP

Reception of documents

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.

⚠ In the event of a power failure, the contents of memory are retained for approx. one hour.

If the fax machine is to receive documents (in memory) in the event of paper-out or paper jam, the memory reception facility must be activated. This ensures that the fax machine is still able to receive documents outside normal business hours (e.g. at weekend or during the night).

⚠ When the memory capacity is full, no further calls will be accepted.

⚠ If the memory regularly proves to be too small, you can purchase a memory expansion from your dealer.
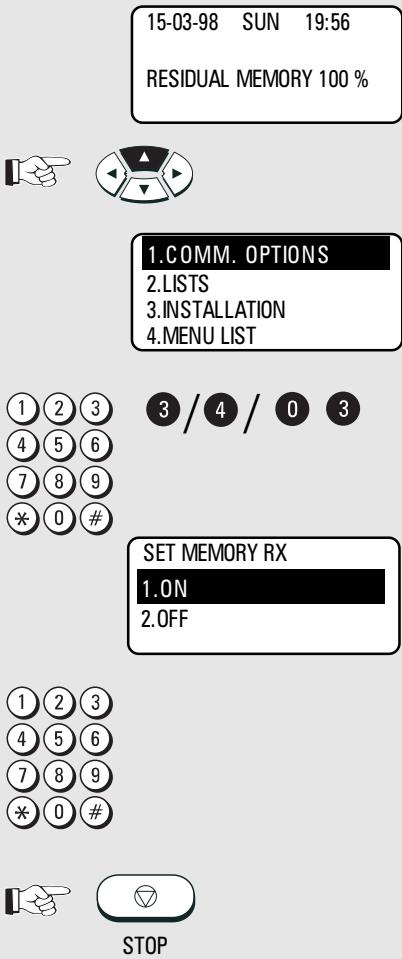
Display	Description
15-03-98　SUN　19:56 RESIDUAL MEMORY 100 %	**Memory reception ON/OFF** Standby mode
☞ ▲◀▶▼	Start the menu
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	The first 4 menu items are displayed.
❸ / ❹ / ⓿ ❸	Select a menu item
SET MEMORY RX 1.ON 2.OFF	Make your selection 1. Memory reception ON 2. Memory reception OFF
1 2 3 4 5 6 7 8 9 * 0 #	Select a menu item
☞ STOP	Press STOP, return to standby mode
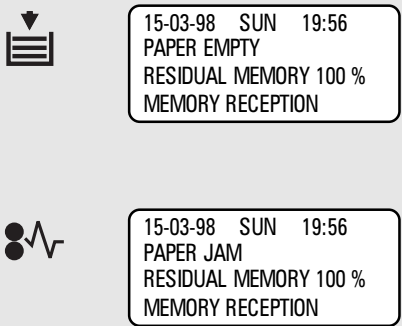
Display	Description
15-03-98　SUN　19:56 PAPER EMPTY RESIDUAL MEMORY 100 % MEMORY RECEPTION	**Display messages for memory reception** Display in case of paper low. or
15-03-98　SUN　19:56 PAPER JAM RESIDUAL MEMORY 100 % MEMORY RECEPTION	Display in case of paper jam.

Reception of documents

SECURE RX

In the **Secure RX** mode, the fax machine is ready to receive documents; however, incoming fax documents are not printed out and are retained in memory for a defined period. This for instance prevents fax documents which are received outside normal office hours from falling into the "wrong hands". The user is able to set the period during which the **Secure RX** mode is active. The user can also expand specific days in the week.
Outside this period, all stored faxes are automatically printed out and further documents are received without any restriction.

⚠ Secure RX can only be activated if **memory reception** has been activated (see page 20).

```
15-03-98   SUN    19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

3 / **5** / **0** **4**

Select a menu item

```
SECURE RX
1.SECURITY CODE
2.ACTIVITY MODE
```

Make your selection
1. Enter / edit security code (**see A**)
2. Activate **Secure RX** (only possible if security code is used - **see B**)

Select a menu item

Enter security code for first time	Security code edit	Activate / deactivate Secure RX
Go to A1	Go to A2 2	Go to B B

A1 Enter security code (for first time)

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE=
              ■■■■
```

Make your selection for security code

Enter the security code

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE=
              1234
```

☞ ◇ START

Confirm with START

```
SECURE RX
1.SECURITY CODE
2.ACTIVITY MODE
```

Make your selection
1. Enter / edit security code
2. Activate **Secure RX** (only possible of security code is used)

Reception of documents

A2 Security code edit

```
SECURITY CODE ENTRY
CURRENT CODE
SECURITY CODE=
                    ■■■■
```

Make your selection
for (old) security code

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Enter the old security code

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE=
                    ****
```

☞ ◇

START

Confirm with START

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE=
                    ■■■■
```

Make your selection
for new security code

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Enter the new security code

```
SECURITY CODE ENTRY
NEW CODE
SECURITY CODE=
                    9876
```

☞ ◇

START

Confirm with START

```
SECURE RX
1.SECURITY CODE
2.ACTIVITY MODE
```

Make your selection
1. Enter / edit security code
2. Activate **Secure RX** (only possible if
    security code is used)

Reception of documents

SECURE RX

SECURITY CODE＝
∎∎∎∎

Make your selection
for the current security code

①②③
④⑤⑥
⑦⑧⑨
⊛⓪#

Enter the current security code

SECURE RX
1.ON
2.OFF

Make your selection
for configuration of **Secure RX**
1. Configure and activate
   Secure RX
2. Deactivate **Secure RX**

①②③ **1**
④⑤⑥
⑦⑧⑨
⊛⓪#

Select a menu item

SECURE RX

TIME PERIOD ＝
16:00 - 09:00

Make your selection for the period in
which **Secure RX** is active.
(Move the cursor with the ◄/► keys)

①②③
④⑤⑥
⑦⑧⑨
⊛⓪#

Enter the period

☞ ◇

START

Confirm with START

SECURE RX
FOR EACH DAY?
1.YES
2.NO

Make your selection for **Secure RX**
1. Settings for day menu
2. Same setting for all days

①②③
④⑤⑥
⑦⑧⑨
⊛⓪#

Select a menu item
(Example: Menu item 1)

MONDAY
SET ALL DAY SECURE
1.YES
2.NO

Make your selection
Is set period applicable for Monday?
1. YES
2. NO

①②③
④⑤⑥
⑦⑧⑨
⊛⓪#

Select a menu item

All days of the week (up to Sunday) can
be set individually.

☞ ⊖

STOP

Press STOP, return to standby
mode

Reception of documents

Activate and deactivate Secure Rx

You can also activate the **Secure Rx** mode outside the set period, if for instance staff leave the office early. You can also deactivate the **Secure Rx** mode at any time (assuming that you know the security code) in order to obtain a printout of the saved documents.
The setting made in this way is retained for the rest of the day. From midnight onwards, the fax machine behaves in accordance with the setting made on .

⚠ If you wish to activate Secure RX for another period, please follow the steps on .
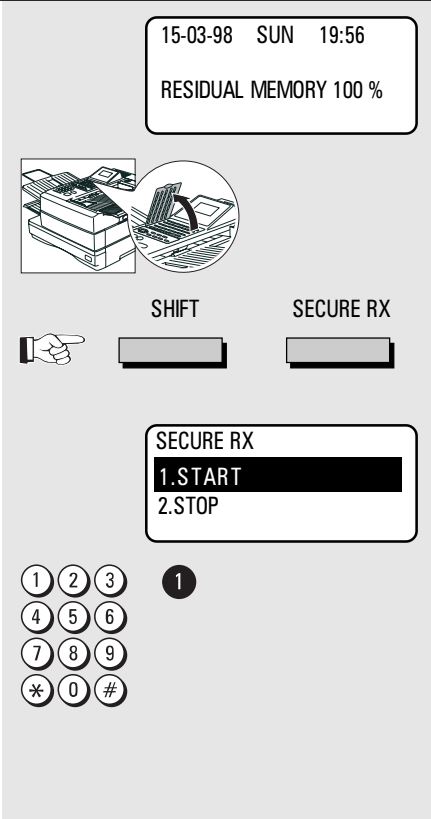
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

SHIFT   SECURE RX

```
SECURE RX
1.START
2.STOP
```

1

Activate Secure RX for the rest of the day
Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection
1. Activate **Secure RX** mode
2. Deactivate **Secure Rx** mode

Select a menu item

The Secure RX mode is activated for the rest of the day.

⚠ This mode can be set only if **Secure Rx** has been configured ().
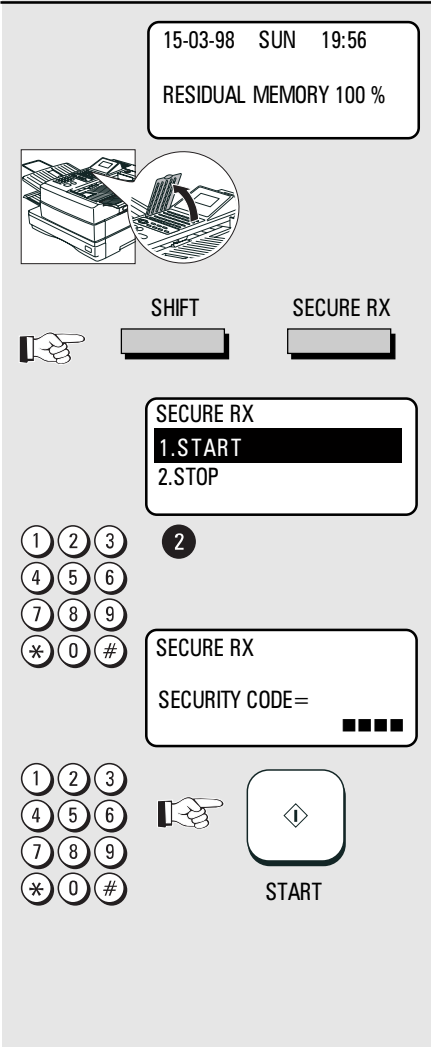
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

SHIFT   SECURE RX

```
SECURE RX
1.START
2.STOP
```

2

```
SECURE RX

SECURITY CODE=        ▪▪▪▪
```

START

Deactivate Secure RX for the rest of the day
Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection
1. Activate **Secure RX** mode
2. Deactivate **Secure Rx** mode

Select a menu item

Make your selection
for the current security code

Enter the current security code
Confirm with START
The Secure RX mode is deactivated for the rest of the day. The memory contents are printed out immediately.

⚠ This mode can be set only if **Secure Rx** has been configured ().

Reception of documents

Correct sequence print-out

If more than one document is transmitted, it is normal to start with the first page. As received copies are printed out face-up, this means that the received stack of documents is in reversed order. This would mean that the first page is the last page to be printed. You can set your fax machine to cope with this factor.
Please note that the entire reception procedure is first stored in memory before it is subsequently printed out. If the capacity of the memory is not sufficient, there will be a delay in printing out the documents in the correct sequence.

⚠ If you find that the memory is frequently too small, ask your dealer for a memory expansion!
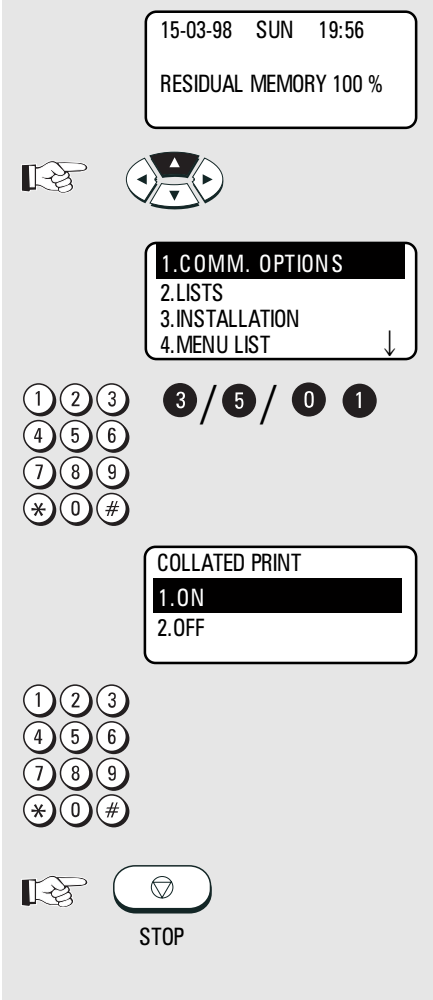
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %

Standby mode

Start the menu

1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST   ↓

The first 4 menu items are displayed.

3 / **5** / **0** **1**

Select a menu item

COLLATED PRINT
1.ON
2.OFF

Make your selection
1. Correct sequence printout ON
2. Correct sequence printout OFF

Select a menu item

STOP

Press STOP, return to standby mode

Reception of documents

Multiple printout

As your fax machine handles all reception jobs via its memory, it is possible for several copies instead of merely one copy to be printed out (up to 99). This means that the operator does not have to go to the photocopier. Please note that great strain is placed on the memory if you increase the number of copies and if several jobs are received simultaneously.

⚠ If you find that the memory is frequently too small, ask your dealer for a memory expansion!
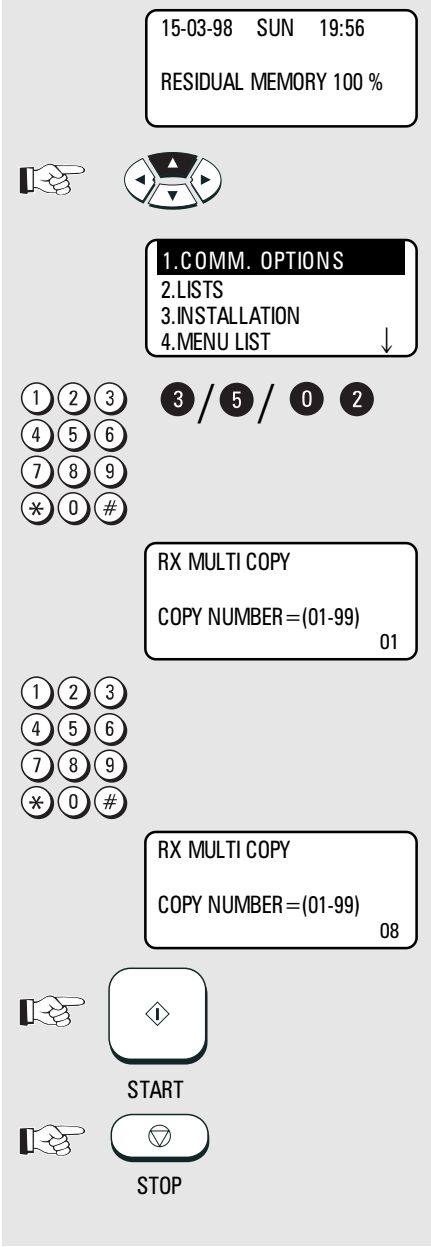
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
☞ ◄▲►▼	**Start the menu**
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST ↓	The first 4 menu items are displayed.
3 / **5** / **0** **2**	**Select a menu item**
RX MULTI COPY COPY NUMBER=(01-99) 01	Make your selection Number of incoming copies
	Select the required quantity Example: 8 copies
RX MULTI COPY COPY NUMBER=(01-99) 08	
☞ ◇ START	**Confirm with START**
☞ ▽ STOP	**Press STOP, return to standby mode**

Reception of documents

Delete reception

It is not possible to immediately recognise whether your fax machine is transmitting or receiving a document. The LINE lamp does not distinguish between these two modes. You can only identify that a document is being received after you press the JOB STATUS key.
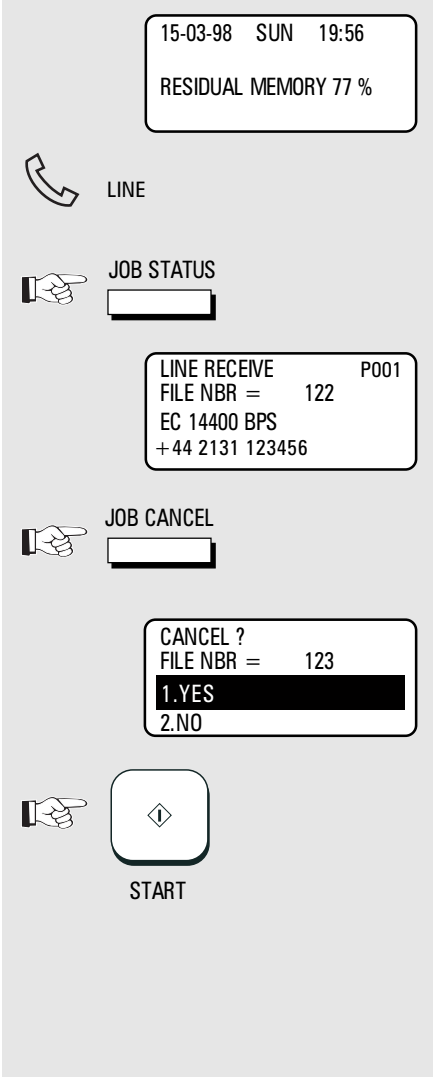
15-03-98 SUN 19:56 RESIDUAL MEMORY 77 %	Standby mode
LINE	The LINE lamp lights up and indicates activity on the line
JOB STATUS	**Press the JOB STATUS key**
LINE RECEIVE P001 FILE NBR = 122 EC 14400 BPS +44 2131 123456	The current status is displayed (RECEPTION is displayed)
JOB CANCEL	**Press the JOB CANCEL key**
CANCEL ? FILE NBR = 123 1.YES 2.NO	Confirmation prompt
START	Confirm with START
	Current reception is terminated

Reception of documents

Reception protection

The process of receiving documents is not subject to any restriction in principle. However, if reception protection is activated, it is only possible for the machine to receive fax documents from partners whose fax number is stored in the fax machine. The transmitted code of the transmitter is compared against the contents of your alphabet dial memory or one-touch dial keys. If the comparison is not successful, the transmission is rejected.

⚠ Please note that fax reception is limited when the reception protection facility has been activated.

If you have not stored any fax numbers, no further fax documents can be received!

| 15-03-98   SUN   19:56 |
| RESIDUAL MEMORY 100 % |

Standby mode

Start the menu

| 1.COMM. OPTIONS |
| 2.LISTS |
| 3.INSTALLATION |
| 4.MENU LIST |

The first 4 menu items are displayed.

3 / 4 / 0   1

Select a menu item

| SET PRIVILEGED RX |
| 1.ON |
| 2.OFF |

Make your selection
1. Reception protection ON
2. Reception protection OFF (normal)

Select a menu item

Press STOP, return to standby mode

STOP

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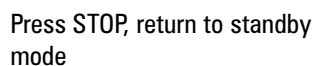
Reception of documents

Local copy

You can use your fax machine to make one or more copies (up to 99).
You can select a sorter function if several copies of various documents are to be made simultaneously. The copies are sorted and reproduced in the sequence in which the original documents were inserted into the document feed.

Sorter function ON
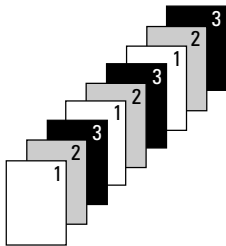
- Copies are sorted automatically.
- Requires adequate memory (if memory is full, the copying process is terminated. If you find that the memory is frequently too small, ask your dealer for a memory expansion!
- All documents are scanned into the machine, resulting in a longer copying procedure.

Sorter function OFF
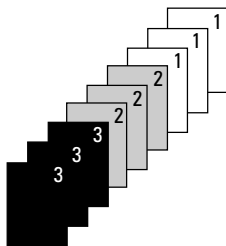
- Copies are sorted manually.
- Not much memory required.
- The copying procedure is shorter.

⚠ The copy is also reduced (see page 30).

⚠ The copy is always made with "fine" resolution (see page 44).
Depending on the equipping and basic setting (see page 44) on your fax machine, you can set resolution to superfine or ultrafine as required. The halftone mode setting is always possible A copy cannot be made when the fax machine is receiving a document.
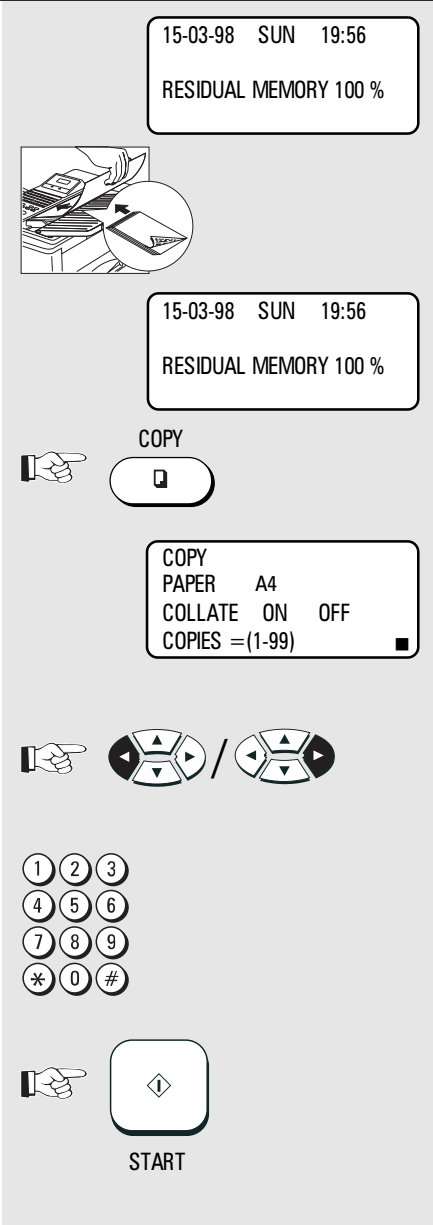
| 15-03-98 | SUN | 19:56 |
| RESIDUAL MEMORY 100 % |

Standby mode

Load original
Remember:
Printed side face down

| 15-03-98 | SUN | 19:56 |
| RESIDUAL MEMORY 100 % |

Document ready

COPY
☞ ▢

Press COPY key

COPY
PAPER   A4
COLLATE   ON   OFF
COPIES =(1-99)   ▪

Make your selection

☞ ◁▲▷▽ / ◁▲▷▽

Activate or deactivate COLLATE

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Enter amount of copies

☞ ◇

START

Confirm with START

Reception of documents

Copy reduction

If the document to be copied is 10 mm larger than A4 format, the additional length is automatically printed on a second page. If you wish to prevent a second page from being printed, you can activate the copy reduction facility. In this case, the copy is reduced to max. 90%. If the reduction scale is not sufficient, a second page is automatically printed.
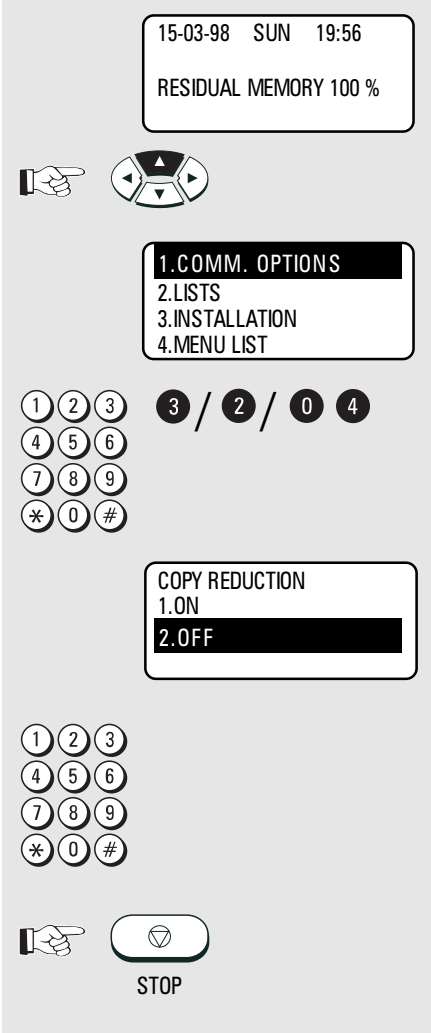
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
☞ ◁ ▲ ▷ ▼	**Start the menu**
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	The first 4 menu items are displayed.
3 / **2** / **0** **4**	**Select a menu item**
COPY REDUCTION 1.ON 2.OFF	Make your selection 1. Copy reduction ON 2. Copy reduction OFF
	Select a menu item
☞ ⊘ STOP	**Press STOP, return to standby mode**

Transmit documents

Document format

The following table gives you an idea of the 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 420 mm (L)	
Document size (min)	148 mm (W) x 100 mm (L)	
Effective scanning width	206 mm	
How many sheets can be loaded at one time?		max. 20 sheets (LEGAL) max. 50 sheets (LETTER)
Thickness of paper	0,05 ~ 0,15 mm	0,065 ~ 0,1 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 douments

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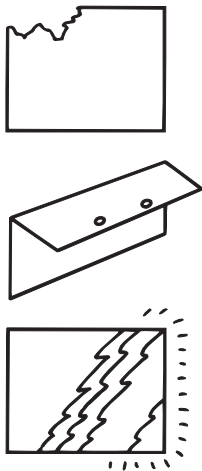
How to use carrier sheets:
Place your document face-up on the carrier sheet under the transparent cover. Carrier sheets can be used like normal documents except for one restriction: only one carrier sheet can be fed at one time.

How to load documents correctly
Remove any paper clips, staples and similar objects before transmitting the document. If you intend to load documents which are longer than A4 format, you should pull out the extension of the document support. Push the side paper guide up against the document(s). Now place your document(s) on the document tray - up to 50 at one time - as shown.

⚠ All documents must be inserted 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.
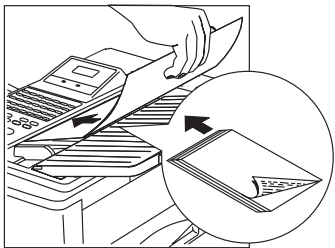
Transmit documents

Automatic fax messages

To send fax messages in the traditional manner: Insert document(s), enter the fax number and the connection is automatically established. The fax machine reads the documents into memory and then transmits them.

The advantage for the user: The document feed is only ever used for a brief period of time; irrespective of whether a fax is being transmitted or not. (please also refer to , **Transmission from memory**).

If you decide to use the listening-in version () , 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.

⚠️ The free memory display varies depending on the utilisation level of stack memory.

*) If a **transmission error** occurs, an appropriate comment appears in the display. However, this does **not have any effect on the subsequent transmission or reception mode of the fax machine.** To clear this error message from the display, press the STOP key. Please refer to for troubleshooting.

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Load original
Remember:
Printed side face down

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER,
```

Document ready
To remove the document from the document feed, press the STOP key again.

Enter the fax number

```
COMM. RESERVATION

TEL NUMBER=(MAX128)
021311234567
```

The entered fax number is displayed. Any corrections can be made using the ◀ -key, or the complete number can be cleared by pressing the STOP key.
To remove the documents from the document feed before they are processed, press the STOP key again.

Confirm with START

☞ START

```
READING INTO MEMORY
FILE NBR =      01
RESIDUAL MEMORY 99 %
```

While the document is being read into the machine:
The machine displays the job number (file number) and current memory capacity.

📞 LINE

The LINE lamp lights up as soon as the fax machine connects to the line.

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 78 %
```

The display indicates normal transmission or reception mode during this process.*)

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 99 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.

The fax machine allocates a number to each job, and this number can be viewed via the job list (reservation list) ().
The stack memory is protected via an internal battery. This means that no memory loss occurs if the machine is switched off or if there is a power failure. As soon as the fax machine is switched on again or as soon as the power supply is restored, the job is resumed at the point at which it was interrupted. The bridging period depends on the memory status, although it is at least one hour.

⚠ The transmission and reception memory is activated in the basic setting of the fax machine. You can change these basic settings to suit your individual requirements ().

Job XX (e.g. transmission)

Job 2 (e.g. broadcast)

Job 1 (e.g. delayed transmission)

Enter the jobs

Stack memory

Job XX

Job 4

Job 3

Job 2

Job 1

Print out via telephone line
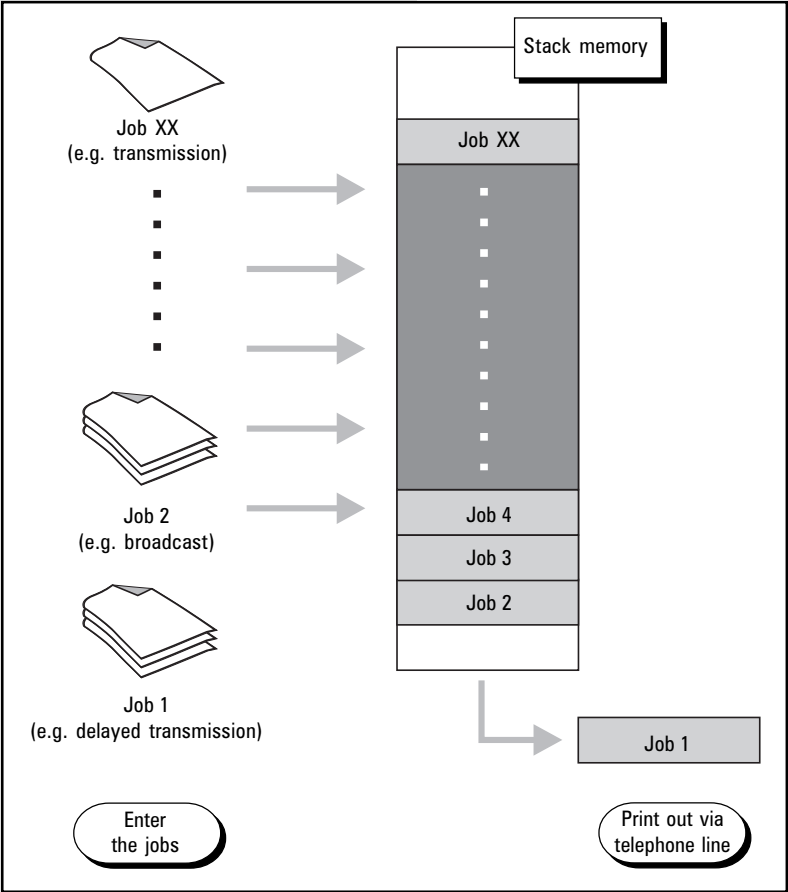
Transmit documents

Useful job management

As the stack memory in your fax machine is so large, it may happen that several jobs have to be transmitted to the same fax number. As a fax connection is used more economically if more data are transmitted, it would make sense to transmit all of these jobs in a single process. Whenever it handles a new job, your fax machine therefore checks the stack to establish whether there are additional jobs with the same fax number. If this is the case, these jobs are handled together irrespective of their position in the stack. The job number of these jobs is retained until stack management encounters the first job of the same fax number.
The process is recorded in the transmission journal (), with an identical sequential number.

⚠ In case of delayed transmission the jobs are sent together if time and fax number are equal.

JOB NO. 99	JOB NO. 99
JOB NO. 98	JOB NO. 98
JOB NO. 98	JOB NO. 98
JOB NO. 97	JOB NO. 97
JOB NO. 96	JOB NO. 96
JOB NO. 95	JOB NO. 95
JOB NO. 94	JOB NO. 94
JOB NO. 93	JOB NO. 93
JOB NO. 92	JOB NO. 92
JOB NO. 91	JOB NO. 91
JOB NO. 90	

JOB NO. 90

OUTPUT

LINE TRANSMISSION

Some jobs of the stack have the same fax number (black).

The first job with the same fax number pulls the other jobs together.
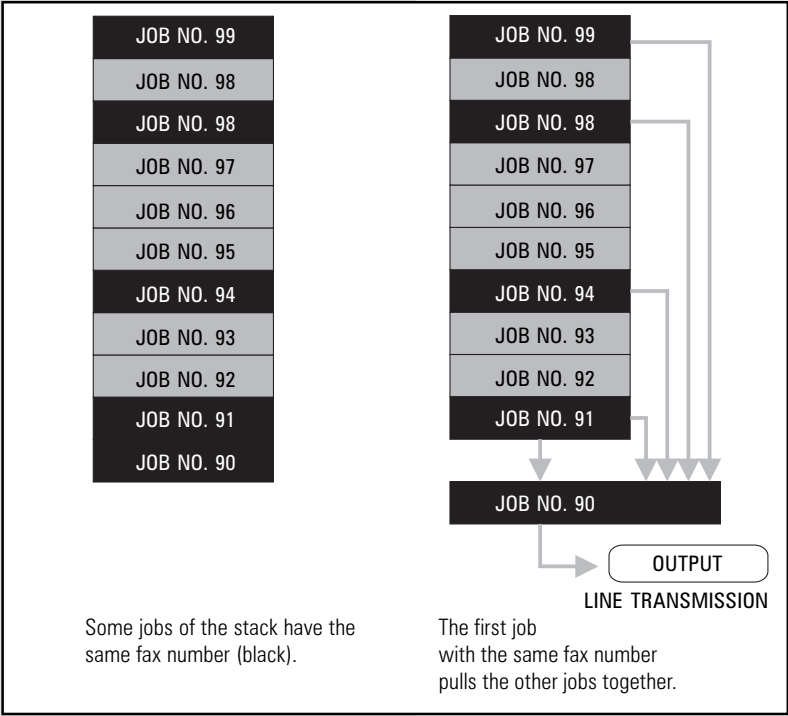
Transmit documents

Important transmission

The stack of your fax works according to FIFO (first in - first out). This situation can be compared to a queue: The most recently entered job has to wait the longest. This might be problematical for transmitting a certain document, particularly if stack memory already contains several jobs. The **"important transmission"** function is available for such situations. If this function is selected, the current job is given top priority. This job is carried out immediately after the last action, irrespective of the position in stack memory.
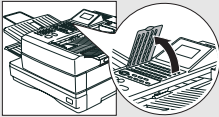
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	**Standby mode**
	Load original Remember: Printed side face down
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 % ENTER TEL NUMBER	**Document ready**
	Open the one-touch dial cover
SHIFT PRIORITY TX	**Press the Shift key and then the corresponding function key** Make your selection for Fax number
PRIORITY RESERVE ENTER TEL NUMBER SPEED DIAL KEY OR ONE TOUCH KEY	
1 2 3 4 5 6 7 8 9 * 0 #	**Enter the fax number** or select alphabet dial, one-touch dial or telephone directory (q.v.)
START	**Confirm with START**

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.

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

15-03-98   SUN   19:56
RESIDUAL MEMORY 100 %

Standby mode

Load original
Remember:
Printed side face down

Document ready

Open the one-touch dial cover

SHIFT   DIRECT TX

☞
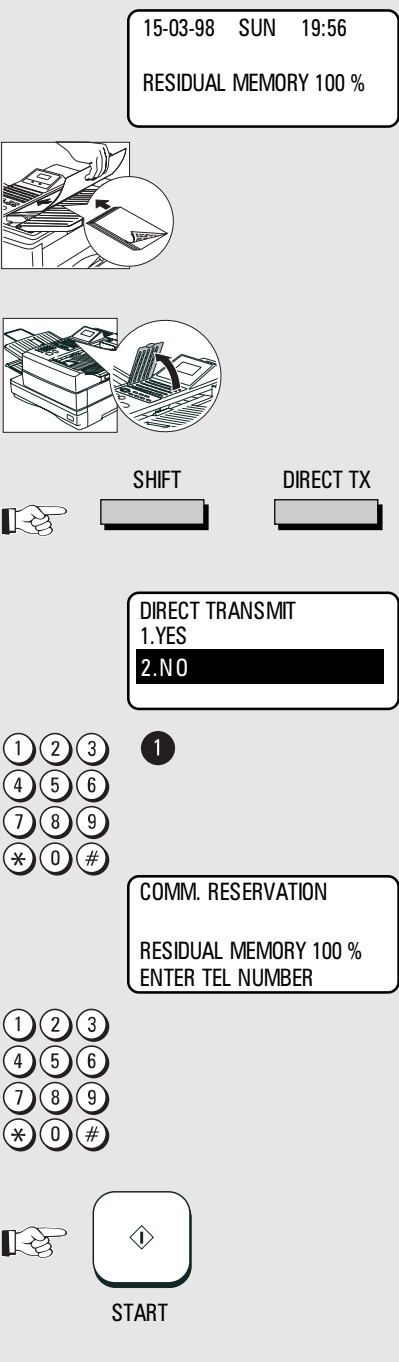
Press the Shift key and then the corresponding function key

DIRECT TRANSMIT
1.YES
2.NO

Make your selection
for direct transmission

1

Select a menu item

COMM. RESERVATION
RESIDUAL MEMORY 100 %
ENTER TEL NUMBER

Enter the fax number
or
Select alphabet dial, one-touch dial or telephone directory (q.v.)

☞   ◇

START

Confirm with START

The documents are now transmitted directly via the document feed

Transmit documents

Transmission using alpha dial

The alphabetic dialling facility enables you to enter a brief "address" instead of the (frequently long) fax number of your partner. The real fax number is then permanently stored under this "address". The alphabetic dialling facility thus enables you to save time with frequently used fax numbers.

⚠ Please refer to page 69 for details of how to save alphabet dialling numbers.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Load original
Remember:
Printed side face down

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

Document ready

☞ SPEED DIAL
ABB. DIRECTORY GROUP

Activate the dialling key

```
TELEPHONE NBRS LIST
1.ABB. NUMBERS
2. SEARCH LETTER
3.GROUP NUMBERS
```

Make your selection
for type of dialling
1. Dialling with abb. numbers
2. Dialling with telephone directory
3. Group dialling (using group numbers)

Select a menu item

```
COMM. RESERVATION

ABB. NUMBER =(1-999)
                      ■
```

Make your selection
for the **alphabet dial number**

Enter the alphabet dial number
Example: 1

```
COMM. RESERVATION

ABB. NUMBER =(1-999)
                      1
```

Confirm with START

☞ ◇
START

```
COMM. RESERVATION

ABB. NBR=           001
Toshiba Europe
```

The fax machine displays the selected alphabet dial memory and the fax partner allocated to this memory position. The document is read into memory (see page 32)

Transmit documents

Transmission one-touch dial

One-touch dialling provides you with a very easy method of dialling the number of your partner. Your can assign any fax numbers to **69** keys *). Simply press a single button to start the dialling procedure.

*) Two numbers can be stored on every one-touch dialling key on your fax machine. A further 34 number places are available as soon as you use the one-touch dialling cover.

⚠ Please refer to for details of how to store one-touch dialling numbers.

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Load original
Remember:
Printed side face down

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

Document ready

```
01 . . . 69
☐ • ☐
☐ • ☐
☐ • ☐
```
☞

Press the one-touch dial key
Example: one touch 35

```
COMM. RESERVATION

ONE TOUCH=          35
Toshiba Europe
```

The machine displays the selected one-touch dial key and the fax partner assigned to this one-touch dial key.

The document is read into memory ()

Transmit documents

Faxing with telephone directory

This type of dialling is similar to the process of searching in a telephone directory. If you enter the initial letter of your fax partner, the machine searches for the corresponding fax number in the alphabet dial memory or on a configured one-touch dial key. This procedure is particularly useful when you know the names of specific fax partners.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Load original
Remember:
Printed side face down

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

Document ready

SPEED DIAL

☞ [   ]

ABB. DIRECTORY GROUP

Activate the dialling key

```
TELEPHONE NBRS LIST
1.ABB. NUMBERS
2. SEARCH LETTER
3.GROUP NUMBERS
```

Make your selection
for the dialling mode
1. Dialling with abbreviated numbers
2. Dialling with telephone directory
3. Group dialling (via group numbers)

Select a menu item

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

```
SEARCH LETTER =          ■
```

Make your selection
for the **initial letter.**
Please refer to page 12 for entering letters.

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Enter the alphabet dial number
Example: "B" *)

```
SEARCH LETTER =B
B
BOND
BROWN
```

☞ control keys / control keys

use the control keys to select the required name

☞ ◇
START

Confirm with START

```
COMM. RESERVATION

ABB. NBR=          001
BROWN
```

The fax machine displays the selected alphabet dial memory and the fax partner allocated to this memory position.

The document is read into memory (see page 32)

*)
```
SEARCH LETTER =          X

--------------------
```

This display appears if no name is stored under the selected letter.

Transmit documents

Single multi-address transmission

If you intend to send a document to several fax partners as quickly as possible, this function can be used for defining a **single free group.** The group is cancelled after the procedure is completed. Up to 309 users can be grouped together in this way from one-touch dial memories, alphabet dial memories or user-defined numbers.

⚠ Permanently stored groups (see page 78), can also be integrated into the group in this way.
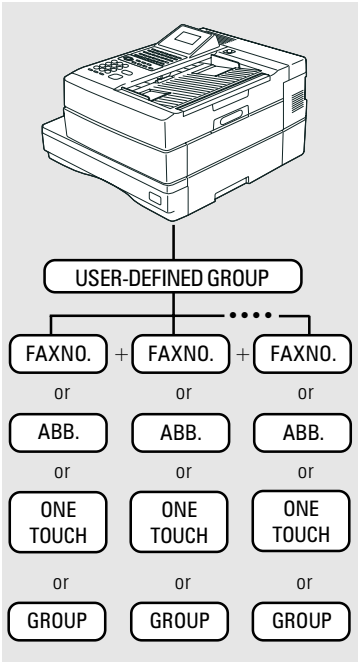
```
┌─────────────────────────────┐
│     USER-DEFINED GROUP       │
└─────────────────────────────┘
   │          │  • • • •  │
┌────────┐ ┌────────┐ ┌────────┐
│ FAXNO. │+│ FAXNO. │+│ FAXNO. │
└────────┘ └────────┘ └────────┘
   or         or         or
┌────────┐ ┌────────┐ ┌────────┐
│  ABB.  │ │  ABB.  │ │  ABB.  │
└────────┘ └────────┘ └────────┘
   or         or         or
┌────────┐ ┌────────┐ ┌────────┐
│  ONE   │ │  ONE   │ │  ONE   │
│ TOUCH  │ │ TOUCH  │ │ TOUCH  │
└────────┘ └────────┘ └────────┘
   or         or         or
┌────────┐ ┌────────┐ ┌────────┐
│ GROUP  │ │ GROUP  │ │ GROUP  │
└────────┘ └────────┘ └────────┘
```

15-03-98　SUN　19:56 RESIDUAL MEMORY 100 %	**Standby mode**
	Load original Remember: Printed side face down
15-03-98　SUN　19:56 RESIDUAL MEMORY 100 % ENTER TEL NUMBER	**Document ready**
☞ MULTI	**Press the MULTI key** Make your selection for fax number (page 32), alphabet dial (page 70) one-touch dial (page 75) telephone directory (page 39) group (page 78)
MULTI GROUP ENTER TEL NUMBER SPEED DIAL KEY OR ONE TOUCH KEY	
☞ ◇ START	**Confirm with START** (depending on selected action)
MULTI GROUP ENTER MORE OR PRESS [START]	Make your selection for further group elements - or -
☞ ◇ START	**Confirm with START** The document is read into memory (see page 32)

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 store 50 different group of your choice. Additional you can assign each group to a one-touch dial key. Multi-adress transmission is then carried out by pressing the appropriate one-touch dial key.

One-touch dial key

	ZW XX
999	
421	
338	
333	
240	
235	Group XX
•	
•	
•	
4	
3	
2	
1	
Alphabet dial memory	
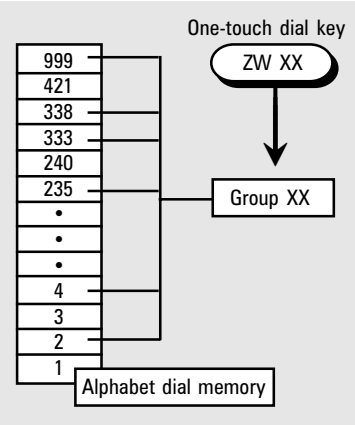
⚠ Please refer to page 77 for details of how to program permanent groups.

Broadcast via group number
Standby mode

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Load original
Remember:
Printed side face down

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

Document ready

SPEED DIAL

☞ ▭

ABB. DIRECTORY GROUP

Activate the dialling key

```
TELEPHONE NBRS LIST
1. ABB. NUMBERS
2. SEARCH LETTER
3. GROUP NUMBERS
```

Make your selection
for the dialling mode
1. Dialling with abbreviated numbers
2. Dialling with telephone directory
3. Group dialling (via group numbers)

Select a menu item

```
COMM. RESERVATION

GROUP NBR = (1-1999)          ■
```

Make your selection
for group number

Enter group number

```
COMM. RESERVATION

GROUP NBR = (1-1999)
                        0007
```

Confirm with START

START

The document is read into memory (see page 32)

Broadcast via one-touch dial key
Standby mode

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Load original
Remember:
Printed side face down

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

Document ready

01 . . . 69

☞

Press one-touch dial key under which a group is stored
The document is read into memory (see page 32)

Transmit documents

Monitoring (direkt)

If the operator listens into a fax transmission, the call establishment attempt is played back via the built-in speaker. This provides you with an additional acoustic check of the call establishment procedure. This is a valuable asset whenever a call is not established. 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.
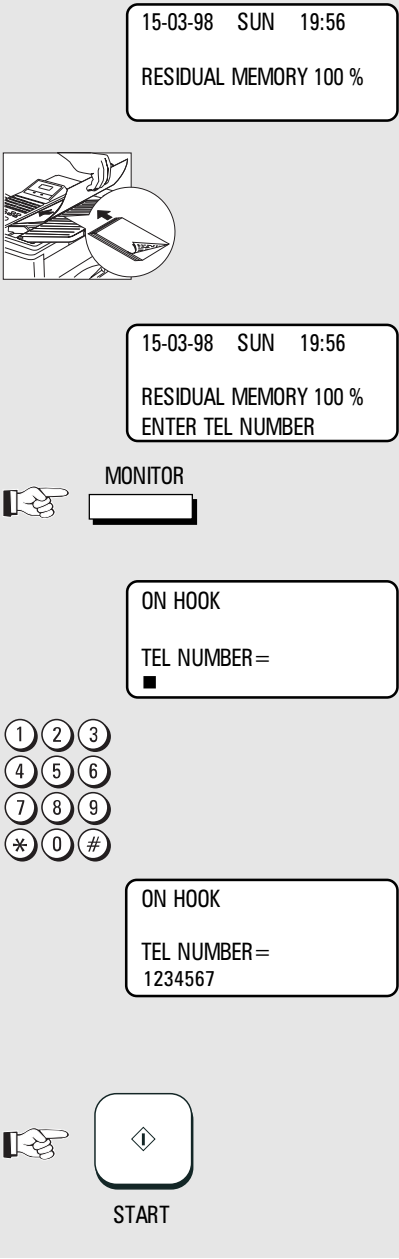
```
15-03-98   SUN    19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Load original
Remember:
Printed side face down

Document ready

```
15-03-98   SUN    19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

☞ MONITOR

Activate monitoring

```
ON HOOK

TEL NUMBER =
■
```

Make your selection
for the **fax number**

Enter the fax number

```
ON HOOK

TEL NUMBER =
1234567
```

Dialling starts

As soon as you hear the other fax machine (constant whistle)

☞ START

...confirm with START

The document is transmitted immediately (without being read into memory).

Transmit documents

Monitoring (by job)

If the operator listens into a fax transmission, the call establishment attempt is played back via the built-in speaker. This provides you with an additional acoustic check of the call establishment procedure. This is a valuable asset whenever a call is not established. The reason is frequently a wrong number or a fax machine which is not ready to receive.

⚠️ With this listening-in version, the document is read into memory. The listening-in facility is linked to the job as an additional option.

Please follow the descriptions of if **all** outgoing fax transmissions are to be played back via the loudspeaker.

15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
	Load original Remember: Printed side face down
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 % ENTER TEL NUMBER	Document ready
☞	**Start the menu** The first 4 menu items are displayed
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	
❶ / ❷	**Select a menu item**
LINE MONITOR 1.ON **2.OFF**	
	Select a menu item
COMM. RESERVATION RESIDUAL MEMORY 100 % ENTER TEL NUMBER	Make your selection for fax number, alphabet dial, one-touch dial or telephone directory
☞ START	**Confirm with START** The document is read into memory ()

Transmit documents

Set resolution

In its basic setting, your fax machine uses high resolution for transmitting or copying your documents. You can 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

U-FINE   For documents with very small and detailed diagrams

GREY   64 grey stages for photographs or colour documents

⚠   For the grey stages, you can choose between fine and super-fine (U-FINE)

⚠   If the resolution is increased or if the grey stage mode is selected, the transmission time is lengthened (this involves additional costs!), as more lines or more information are transmitted.

*)   Please refer to if you wish to change the **BASIC SETTING** for resolution.

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 100 %
```

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 100
ENTER TEL NUMBER
```

☞ MODE

☀ FINE

☀ U-FINE

☀ HALFTONE
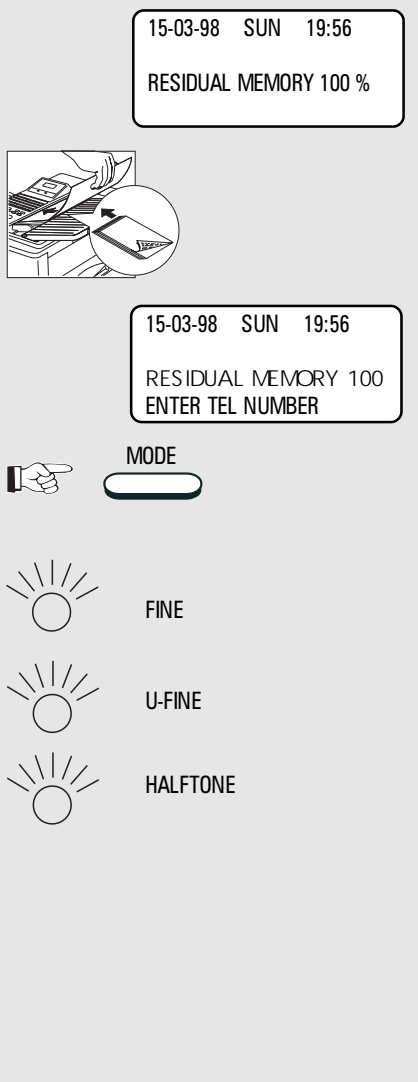
Standby mode

Load original
Remember:
Printed side face down

Document ready

Press „MODE"

Press the RESOLUTION key several times to make the required setting.

The setting selected in this way is only applicable for the current job. When the document has been read in, the resolution is reset to the default value.*

Dialling the fax partners

Transmit documents

Set contrast

Where the print on documents is weak or where colour character sets are used, it is possible that some characters might not be transmitted. In such cases, you should set the contrast to darker.
On the other hand, some documents contain characters in coloured fields. In such cases, you should set the contrast to ligther.
You can judge the effect of this setting - and thus also the quality of your fax transmission - by using the self-copy facility ().
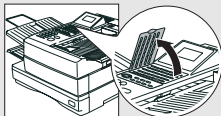
*) Please refer to if you wish to change the **basic setting** of the contrast.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Load original
Remember:
Printed side face down

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

Document ready

Open the one-touch dial cover

SHIFT   CONTRAST

☞

Press the Shift key and then the corresponding function key

```
SET CONTRAST
1.NORMAL
2.DARKER
3.LIGHTER
```

Make your selection
for the contrast setting

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Select a menu item

```
COMM. RESERVATION

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

The setting which has now been selected is applicable only for the current job. When the document has been read in, the contrast is reset to the default value.*

Dialling the fax partner

Transmit documents

Transmission options, ECM on/off

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 oversees calls. For this reason, the error correction facility can be temporarily disabled.

⚠ If the error correction mode is **disabled** in the basic setting (see page 107), ECM is temporarily **enabled** using the adjacent method.

*) Please refer to page 107 if you wish to change the **basic setting** of the error correction mode.
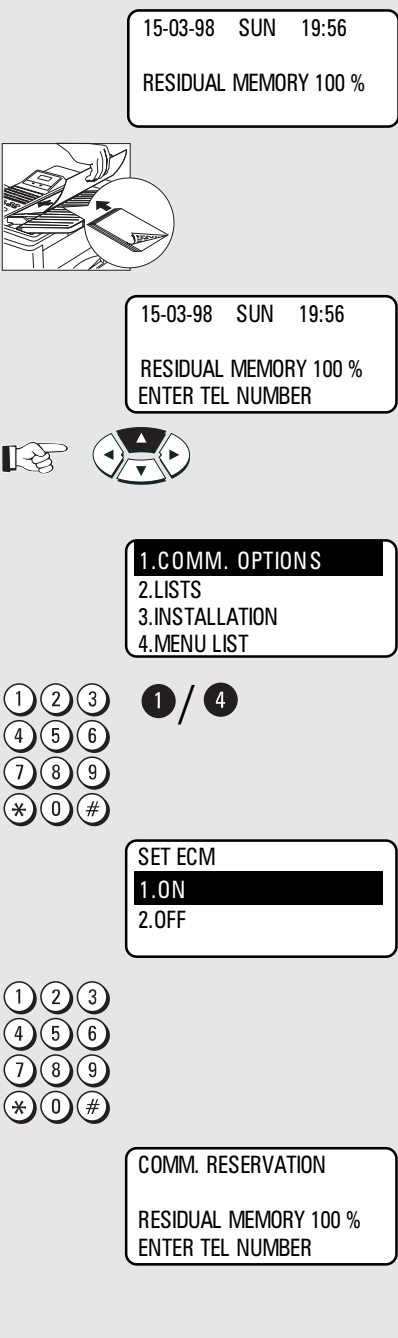
Display	Description
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
	Load original Remember: Printed side face down
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 % ENTER TEL NUMBER	Document ready
☞ ◄▲▼►	**Start the menu**
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	The first 4 menu items are displayed
❶ / ❹	**Select a menu item**
SET ECM 1.ON 2.OFF	The fax machine displays the current setting
	Select a menu item
COMM. RESERVATION RESIDUAL MEMORY 100 % ENTER TEL NUMBER	The setting which is now selected is applicable only for the current job. When the document has been read in, the setting is reset to the default value.* **Dialling the fax partner**

Transmit documents

Transmission options, number of pages

Enter the number of pages to be transmitted before the transmission procedure commences (in the mode: Direct transmission,). Before sending a document, you can use this option to enter the number of pages being sent. The until will compare the number of pages actually sent with the number you entered.

• Because the ratio of transmitted pages is automatically displayed when a document is transmitted from stack memory, the function represents a **feed check** in this mode. If the specified number of pages is not identical with the actual situation, the following message is displayed "PAGE # MISMATCH".
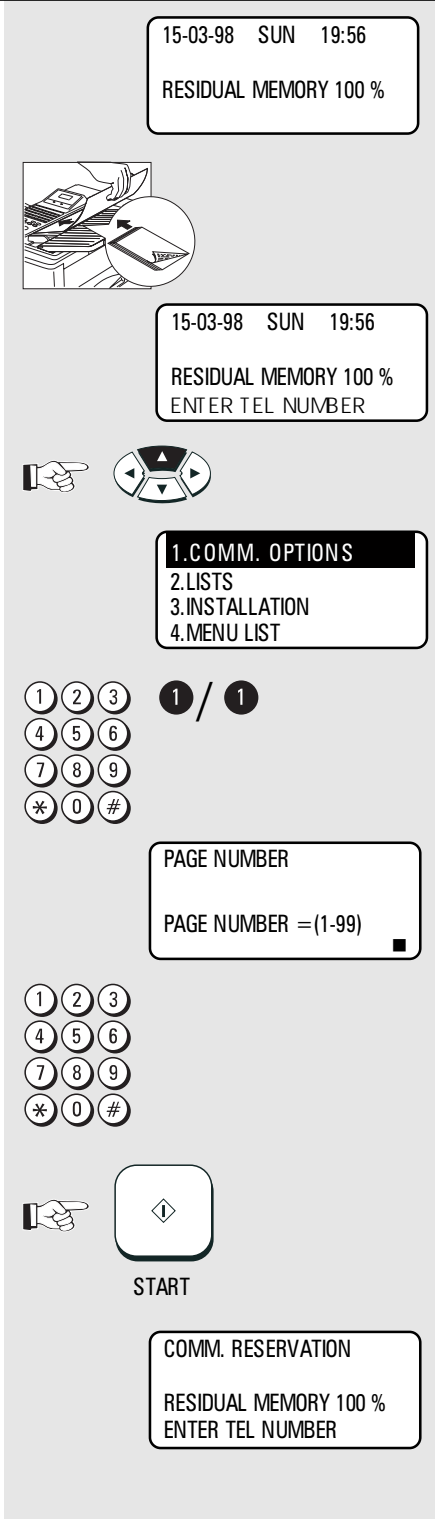
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Load original
Remember:
Printed side face down

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

Document ready

Start the menu

The first 4 menu items are displayed

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

Select a menu item

```
PAGE NUMBER

PAGE NUMBER =(1-99)       ■
```

Make your selection
for the number of pages

Enter the page number

Confirm with START

START

```
COMM. RESERVATION

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

Dialling the fax partner

Transmit documents

Transmission options, protected transmission

The transmission of documents is restricted! Documents can only be transmitted to fax machines whose ID is identical to the dialled fax number. This means that you can only fax your documents to specific fax partners.

*) Please refer to page 107 if you wish to change the **basic setting** of transmission protection.
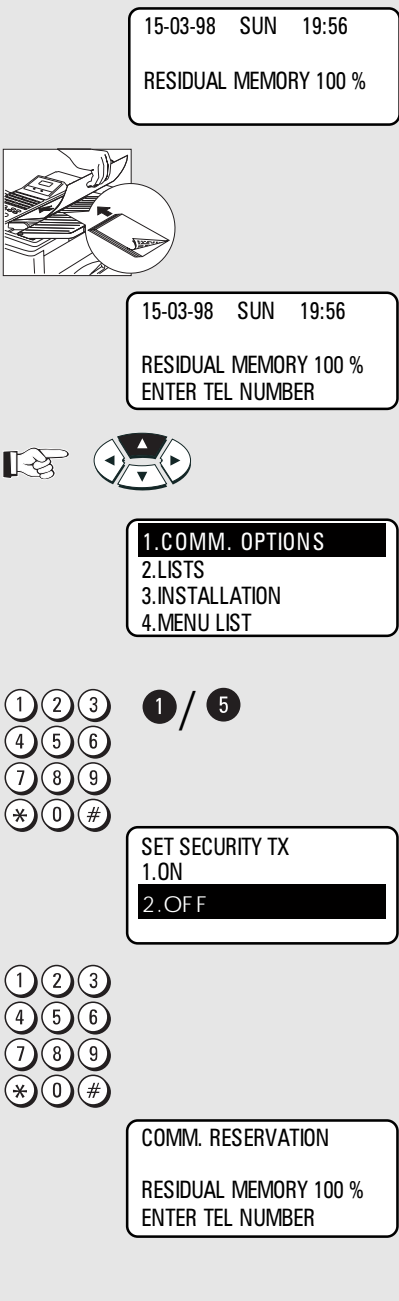
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
	Load original Remember: Printed side face down
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 % ENTER TEL NUMBER	Document ready
☞ ◄▲►▼	**Start the menu**
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	The first 4 menu items are displayed
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ✱ ⓪ # ❶ / ❺	Select a menu item
SET SECURITY TX 1.ON 2.OFF	The fax machine displays the current setting
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ✱ ⓪ #	Select a menu item
COMM. RESERVATION RESIDUAL MEMORY 100 % ENTER TEL NUMBER	The selected setting is applicable only for the current job. When the document has been read in, transmission protection is reset. *

Transmit documents

Transmission options, reduced speed

When documents have to be transmitted overseas or if the error ratio increases, you should reduce the transmission speed in order to avoid errors. As is the case in traffic, speed has to be adapted to meet the specific circumstances!
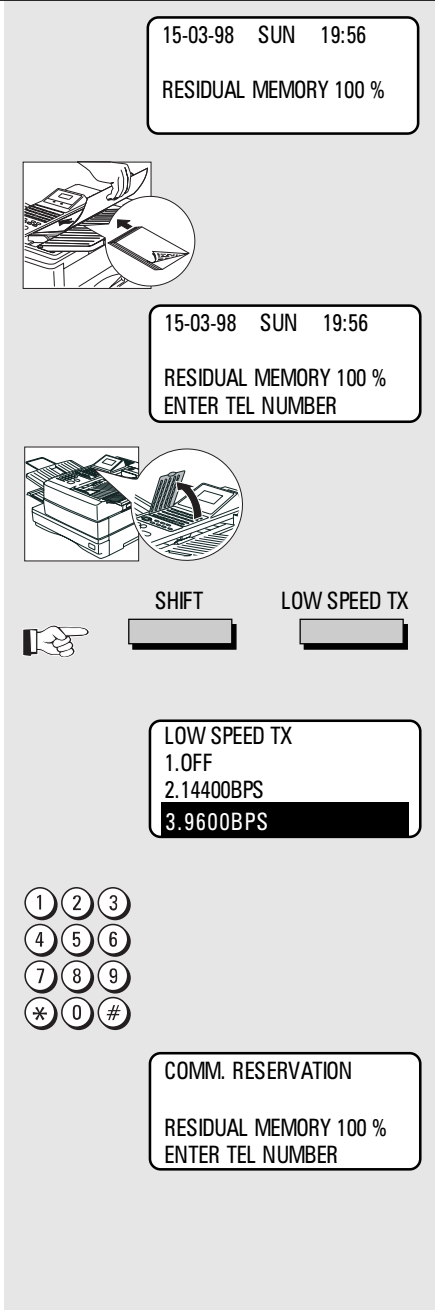
| 15-03-98   SUN   19:56 |
| RESIDUAL MEMORY 100 % |

Standby mode

Load original
Remember:
Printed side face down

| 15-03-98   SUN   19:56 |
| RESIDUAL MEMORY 100 % |
| ENTER TEL NUMBER |

Document ready

Open the one-touch dial cover

SHIFT   LOW SPEED TX

Press the Shift key and then the corresponding function key

| LOW SPEED TX |
| 1.OFF |
| 2.14400BPS |
| 3.9600BPS |

Make your selection
for transmission speed

1: Maximum speed

Select a menu item

| COMM. RESERVATION |
| RESIDUAL MEMORY 100 % |
| ENTER TEL NUMBER |

The selected setting is applicable only for the current job.

Dialling the fax partner

Transmit documents

Transmission options, send cover sheet
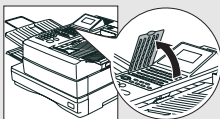
The cover sheet is a form which is placed in front of your fax transmission. It is used as a tool to enable an incoming fax to be classified more easily.
The information on the cover sheet is entered via the numeric keypad (see page 12).

⚠ If you wish to use this option, you must first enable the cover sheet function (see page 102).

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```
Standby mode

Load original
Remember:
Printed side face down

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```
Document ready

Open the one-touch dial cover

SHIFT   COVER SHEET

Press the Shift key and then the corresponding function key

```
COVER SHEET
1.ON
2.OFF
```
Make your selection
for sending cover sheet

① ② ③   **1**
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Select a menu item

```
ENTER REMOTE NAME
```
Enter the addressee
(refer to page 12 for the procedure)

START

Confirm with START

```
ENTER YOUR NAME
```
Enter the sender
(refer to page 12 for the procedure)

START

Confirm with START

```
COMM. RESERVATION

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```
Dialling the fax partner

Transmit documents

Chain dialing
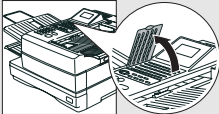
When dialling unabbreviated numbers, the number can be made up of various parts. You are able to combine all forms with each other:

- One-touch dialling (see page 75)
- Dialling with telephone directory function (see page 39)
- Dialling with alphabet number (see page 69)
- Dialling via the numeric keypad
- Dialling pause (using the PAUSE key)

```
15-03-98   SUN    19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Load original
Remember:
Printed side face down

```
15-03-98   SUN    19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

Document ready

Open the one-touch dial cover

SHIFT   CHAIN DIAL COMM

Press the Shift key and then the corresponding function key

Make your selection
the fax number can be made up of various items of input

```
CHAIN DIAL COMM.
ENTER TEL NUMBER
ENTER ABB. NBR OR
ONE TOUCH KEY
```

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

Enter the number(s)
when you are ready.

or

01 . . . 69

or

SPEED DIAL

ABB. DIRECTORY GROUP

Confirm with START

START

Dialling the fax partner

Transmit documents

Redial

If it was not possible for your fax message to be sent, this may be due to various reasons (please read page 114). 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 2 minutes.

⚠ You are able to individually set the period between the call redial attempts and also the number of redial attempts (see page 95).

Manual call redial:

If the memory contains a job which you wish to redial immediately, you can select this job and manually select the redial procedure (see adjacent diagram).

- Manual call redial does not have any influence on the preset number of call redial attempts (see page 95).

```
15-03-98   SUN    19:56

RESIDUAL MEMORY 75 %
```

☞ REDIAL ▭ PAUSE

```
REDIAL
[ENTER]:START
[▲]:PREVIOUS SCREEN
[▼]:NEXT SCREEN
```

after 5 seconds

```
SINGLE TRANSMIT
Toshiba Europa
21-03-98        19:33
FILE NBR =      008
```

☞ ◁▲▼▷ / ◁▲▼▷

☞ ◇ START

```
REDIAL

NUMBER NOT LISTED
```
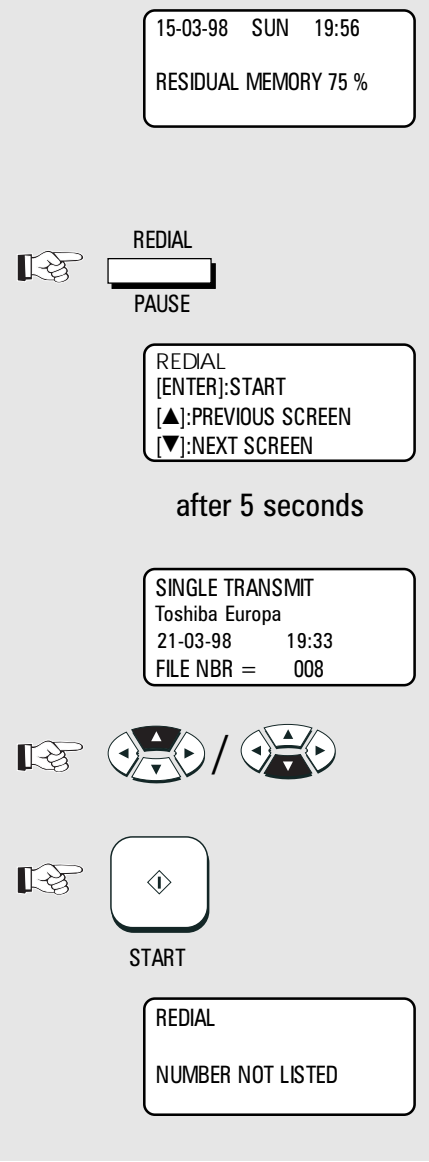
Manual call redial (from memory)
Standby mode

Requirement:
There must be at least one job which has already been dialled and not transmitted.

Press the REDIAL/PAUSE key

Make your selection
for selecting the required job

The first available job is displayed.
Please refer to page 55 for details of the job format.

Select the job which you want to redial.

Confirm with START

The job is carried out again.
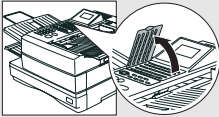
If there is no job available for the redial facility, the machine displays the following message:

Transmit documents

Resend (retained job)

If your fax machine is set to retain a job (see page 103) you can resend this job by the following procedure. The criteria applicable for a "fresh" job are applicable for the newly activated job.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 77 %
```

Standby mode

Open the one-touch dial cover

SHIFT   RECOVERY TX

Press the Shift key and then the corresponding function key *

```
RECOVERY TRANSMIT
[ENTER]:START
[CANCEL]:DELETE
[▲▼]:SEARCH
```

Make your selection
for selecting the required job

after 5 seconds

```
SINGLE TRANSMIT
Toshiba Europa
21-03-98        19:33
FILE NBR =      008
```

The first available retained job is displayed.

Please refer to page 55 for details of the job format.

Select the job which you wish to activate.

```
SINGLE TRANSMIT
BOND
21-03-98        19:45
FILE NBR =      007
```

Confirm with START

START

```
SINGLE TRANSMIT
1.START
2.MODIFY
```

Make your selection
1: Job is reactivated unchanged
2: Fax number can be changed

Select a menu item
Example: Change the fax number

Current fax number is displayed

```
TEL NUMBER = (MAX128)
1234567890
```

Enter new fax number
Confirm with START

The selected job is used again.

START

*) If no job is retained, the following error message is display:

```
NO ENTRY
```

*) If the "retained job" function is not activated, the following error message is display:

```
NOT ALLOWED NOW
```
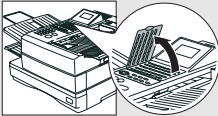
Transmit documents

Cancel a retained job (with retain job)

If your fax machine is set to **retain job** (see page 103), you can use the following steps to cancel the retained job.

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 77 %
```

Standby mode

Open the one-touch dial cover

SHIFT   RECOVERY TX

Press the Shift key and then the corresponding function key

Make your selection
for selecting the required job

```
RECOVERY TRANSMIT
[ENTER]:START
[CANCEL]:DELETE
[▲▼]:SEARCH
```

after 5 seconds

```
SINGLE TRANSMIT
Toshiba Europa
21-03-98        19:33
FILE NBR =       008
```

The first available retained job is displayed.

Please refer to page 55 for details of the job format.

Select the job which you want to cancel.

```
SINGLE TRANSMIT
BOND
21-03-98        19:45
FILE NBR =       007
```

JOB CANCEL

Press the JOB CANCEL key

Confirmation prompt

```
DELETE?
FILE NBR =       007
1.YES
2.NO
```

Confirm with START

Selected job is cancelled

START

Transmit documents

Cancel transmission

If you enter the wrong fax number or if you have dialled the wrong fax partner, the relevant job has to be cancelled. It is important to distinguish between a job which is read into memory (stack mode, page 33) or transmitted directly (direct transmission, page 36).
If the job is read into memory, the current action of the fax machine is not related to the momentary operation of the machine. In order to cancel a specific job, it is necessary to select it specifically from other jobs which are waiting to be handled. This is achieved by "paging" through the job stack.

```
JOB DELETE

        JOB NO. 45

        JOB NO. 44
        JOB NO. 43
                    JOB NO. 42
        JOB NO. 41
        JOB NO. 40
        JOB NO. 39
        JOB NO. 38
        JOB NO. 37
        JOB NO. 36

JOB CANCELED
```
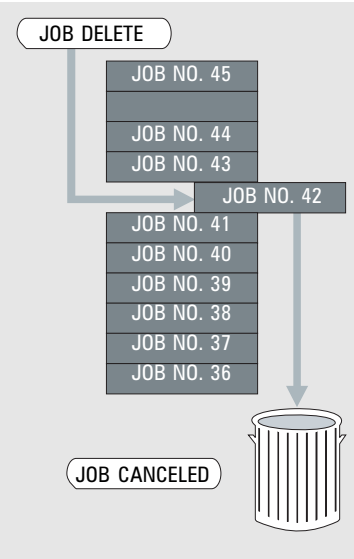
The job is displayed as follows:

```
SINGLE TRANSMIT
BOND
21-03-98        19:45
FILE NBR =      007
```

Job number (1 - 999)
Date and time
when the job was entered
Name of the fax partner
(if the number is dialled via the numeric keypad or if no name has been entered, the machine displays the fax number).
Type of job

In addition to cancelling a specific job from the stack, you can also cancel the current transmission. For this purpose, please refer to page 104 "query job status".

```
DIAL TYPE
FILE NBR =      008

                123456789
```

☞ ⬡ STOP

```
CANCEL ?
1.123456789
2.NO
```

Cancel job during "direct transmission"
Fax machine is dialled in direct mode (transmission)

Press STOP

Confirmation prompt

Select a menu item

Job is cancelled

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 77 %
```

JOB CANCEL
☞ ▭

```
JOB CANCEL
1.RECEIVE
2.TRANSMIT
3.DOCUMENT
```

① ② ③   ②
④ ⑤ ⑥
⑦ ⑧ ⑨
⁎ ⓪ #

```
JOB CANCEL
[ENTER]:START
[▲]:PREVIOUS SCREEN
[▼]:NEXT SCREEN
```

after 5 seconds

```
SINGLE TRANSMIT
Toshiba Europa
21-03-98        19:33
FILE NBR =      008
```

☞ ◀▲▶▼ / ◀▲▶▼

```
SINGLE TRANSMIT
BOND
21-03-98        19:45
FILE NBR =      007
```

JOB CANCEL
☞ ▭

```
DELETE?
FILE NBR =      007
1.YES
2.NO
```

☞ ◇ START

Cancel from stack
Standby mode

Press the JOB CANCEL key

Cancel menu is displayed

Select a menu item

Make your selection
for selecting the required job

The first available job is displayed.

Select the job which you wish to cancel.

Press the JOB CANCEL-key

Confirmation prompt

Confirm with START

The selected job is cancelled

Polling

Reserve polling

General:
The polling procedure is used for receiving a document. The difference between polling and "normal" reception is that the call is established by the person wishing to receive the document, and that the call charges are incurred by the person receiving the document.

More and more companies are using the polling facility as "FAX on DEMAND", for instance for providing information such as weather reports, current price lists, stock exchange news, traffic jam predictions, etc.

For the polling facility to be used, it must be **reserved** beforehand.

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 that into the memory of the machine so that 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 permanetly available for polling.

⚠ Only one document can be reserved for polling.
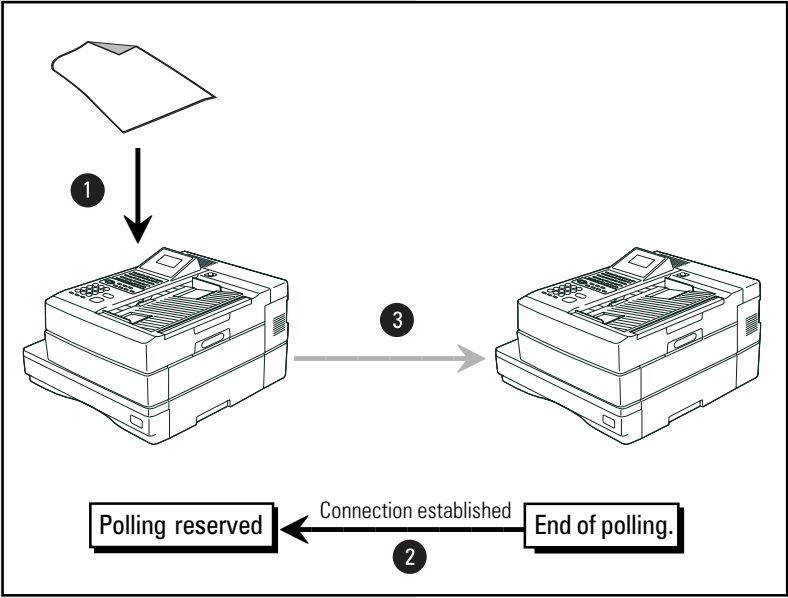
Polling

Polling protection

Polling reserved in this manner is not protected. I.e. every fax machine which has a polling facility is able to poll documents from your machine. The **polling protection** facility is activated in order to prevent unauthorised polling (only possible with single reservation).

Two options are available for polling protection:
1. **NUMBER:** With this option, you specify the number of the fax machine which is permitted to poll documents from your machine. However, it is essential that the code of the polling fax machine is identical to the number which you enter as polling protection. It is sufficient if you enter the telephone number without the prefix, as the machine only checks as many numbers as you have entered.
2. **CODE:** If you wish to reserve the polling facility exclusively for TOSHIBA fax machines, you can use the four-digit TOSHIBA code as polling protection. Documents can then only be polled if this code is identical in both fax machines.
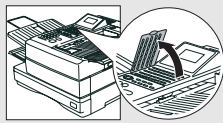
⚠ Only one form of polling reservation is possible at any time.

⚠ Please refer to for details of how to cancel polling reservation.

*) In case of memory overflow, your dealer is able to offer a memory upgrade.
The choice of resolution () also has an effect on memory behaviour. The higher the resolution, the higher is the strain placed on memory volume.

Display	Action
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	**Reserve single polling** Standby mode
	Load original Remember: Printed side face down
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 % ENTER TEL NUMBER	Document ready
	Open the one-touch dial cover
SHIFT POLLING	Press the Shift key and then the corresponding function key Make your selection for polling modes
POLLING 1.POLLING 2.POLLING RESERVE 3.PROG. CONT. POLL.	
2 / 1	Select a menu item
SECURITY CODE/TEL? 1.NO 2.SECURITY CODE 3.TEL NO.	Polling protection? 1. No polling protection 2. TOSHIBA code 3. Telephone number 4. TOSHIBA code + telephone number (concealed) Select a menu item (Example: 4 = Both)
POLLING RESERVE SECURITY CODE=▪▪▪▪	Make your selection for TOSHIBA code
START	Enter the TOSHIBA code Confirm with START
POLLING RESERVE SECURITY TEL=(MAX20) ▪	Make your selection For the number (code) of the polling fax machine
START	Enter the number Confirm with START The document will be stored in memory*) and is ready for polling.

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Polling 57 GB

Polling

Reserve polling, permanent (general infobox)

With permanent polling, the document is retained in the memory of the fax machine so that it can be constantly polled. "FAX on DEMAND" can be configured in this way. Items of information such as weather report, current price lists, stock market news, traffic jam forecasts, etc. can thus be constantly maintained for polling.

⚠ Only one form of polling reservation is possible at any one time.

⚠ Please refer to page 60 for details of how to cancel polling reservation.

*) In case of memory overflow, your dealer is able to offer a memory upgrade.
The choice of resolution (see page 44) also has an effect on the memory behaviour. The higher the resolution, the greater the strain on the memory volume.

15-03-98 SUN 19:56	
RESIDUAL MEMORY 100 %	

15-03-98 SUN 19:56	
RESIDUAL MEMORY 100 % ENTER TEL NUMBER	

SHIFT   POLLING

POLLING
1.POLLING
2.POLLING RESERVE
3.PROG. CONT. POLL.

② / ②
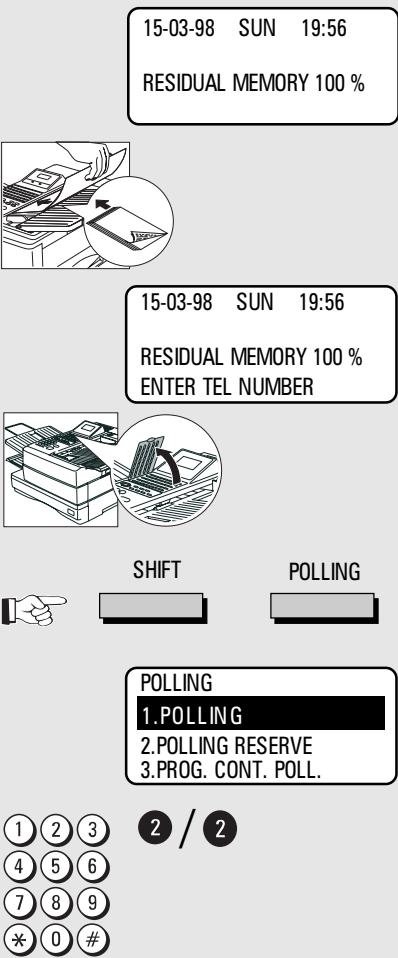
Reserve permanent polling (Infobox)
Standby mode

Load original
Remember:
Printed side face down

Document ready

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

Make your selection
for polling modes

Select a menu item

The document is read into the memory and is kept available for various polling attempts until it is cancelled *)

Polling
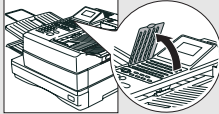
Reserve polling, append documents

When a document has already been reserved for polling, you can append additional documents or replace these documents. This means that the operator is able to make additions without previously having to cancel the entire job.

15-03-98 SUN 19:56
RESIDUAL MEMORY 100 %

Add documents
Standby mode

Load original
Remember:
Printed side face down

Document ready

15-03-98 SUN 19:56
RESIDUAL MEMORY 100 %
ENTER TEL NUMBER

Open the one-touch dial cover

SHIFT   POLLING

Press the Shift key and then the corresponding function key

POLLING
1.POLLING
2.POLLING RESERVE
3.PROG. CONT. POLL.

Make your selection
for polling modes

Select a menu item

POLLING
1.POLLING
2.PUBLIC FAX M-BOX

Make your selection
for reservation type

Select a menu item

⚠ Documents can be added only if an existing reserved document is selected

Make your selection
1. Replace the existing contents with the new contents
2. Add the new contents to the existing contents
3. Exit the menu without making any changes

ALREADY ASSIGNED
1.CANCEL
2.ADD
3.RETAIN

Select a menu item

Polling

Cancel polling reservation

If you have reserved a document for polling, you can cancel the reservation as follows:

15-03-98 SUN 19:56 RESIDUAL MEMORY 77 %		Standby mode
☞ JOB CANCEL		**Press the JOB CANCEL key**
JOB CANCEL 1.RECEIVE 2.TRANSMIT 3.DOCUMENT		Make your selection for cancel operation
1 2 3 **5** 4 5 6 7 8 9 ✳ 0 #		**Select a menu item**
JOB CANCEL [ENTER]:START [▲]:PREVIOUS SCREEN [▼]:NEXT SCREEN		Make your selection for selecting the required job

after 5 seconds

POLLING RESERVE FILE NBR = xxx		The first available job is displayed. Please refer to page 55 for details of the job format
☞ ▲▼ / ▲▼		**Select the job which you wish to cancel.**
☞ ◇ START		**Confirm with START**
DELETE? FILE NBR = xxx **1.YES** 2.NO		Confirmation prompt
1 2 3 4 5 6 7 8 9 ✳ 0 #		**Select a menu item**
JOB CANCELLED		The job is cancelled

Polling

Single polling

If your fax partner has reserved a document for polling, you can poll the document using the procedure described in the following.

If you would like to use the **delayed polling facility,** you must first carry out the steps described on page 92 before proceeding as follows.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

①②③
④⑤⑥
⑦⑧⑨
＊⓪＃

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

☞ ◇ START

Confirm with START

```
LOAD DOCUMENT

IF POLLING
PRESS [START]
```

☞ ◇ START

Confirm with START

```
POLLING
SECURITY CODE ?
1.YES
2.NO
```

Make your selection
for polling protection
1. with TOSHIBA code
2. without polling protection

①②③
④⑤⑥
⑦⑧⑨
＊⓪＃

Select a menu item

without protection (A) with TOSHIBA code (B)

WITHOUT PROTECTION	WITH TOSHIBA CODE
Go to A	Go to B

A WITHOUT PROTECTION

The polling procedure is stored as a job and carried out.

B WITH TOSHIBA CODE

```
POLLING

SECURITY CODE=
             ▪▪▪▪
```

①②③
④⑤⑥
⑦⑧⑨
＊⓪＃

Enter the TOSHIBA code

☞ ◇ START

Confirm with START
The polling procedure is stored as a job and carried out.

Polling

Multiple polling

It is not only possible to poll documents from a *single* fax machine; you are also able to use your fax machine to poll documents from *several* fax machines. You are able to define up to 309 fax partners using any combination of the following:

• User-defined fax numbers
• Alphabet dialling memories
• One-touch dial keys
• Defined groups

If you wish to use the **delayed multiple polling facility** you must first carry out the steps described on before proceeding as described in the following.
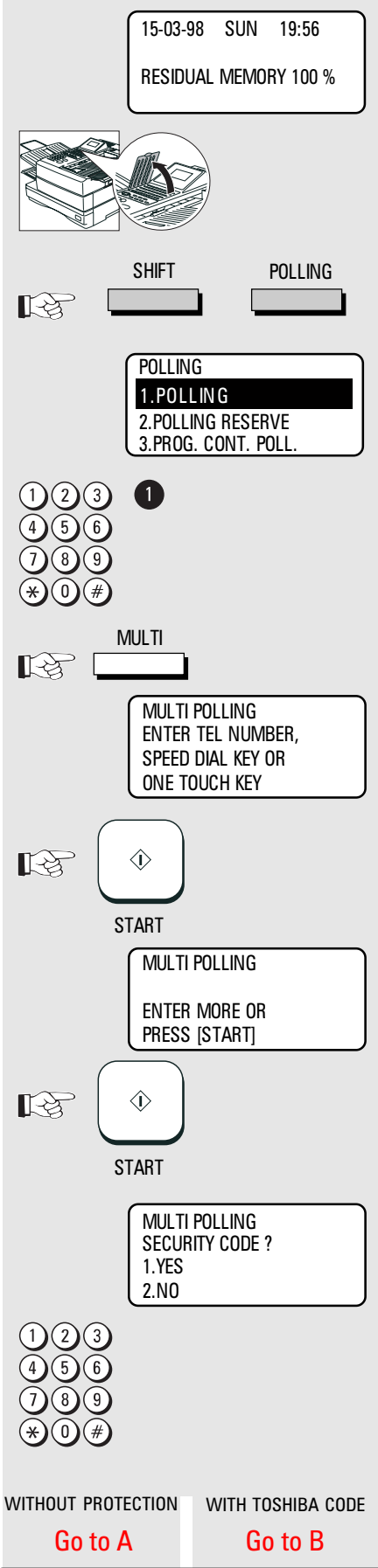
| 15-03-98   SUN   19:56 |
| RESIDUAL MEMORY 100 % |

Standby mode

Open the one-touch dial cover

SHIFT   POLLING

Press the Shift key and then the corresponding function key

Make your selection for polling modes

POLLING
1.POLLING
2.POLLING RESERVE
3.PROG. CONT. POLL.

Select a menu item

1

Press the MULTI key

MULTI

Make your selection for fax number (page 32), Alphabet dialling (page 70), One-touch dialling (page 75), Telephone directory (page 39), Group (page 78)

MULTI POLLING
ENTER TEL NUMBER,
SPEED DIAL KEY OR
ONE TOUCH KEY

Confirm with START
(depending on selected action)

START

Make your selection for further group elements

MULTI POLLING

ENTER MORE OR
PRESS [START]

- or -

Confirm with START

START

MULTI POLLING
SECURITY CODE ?
1.YES
2.NO

Make your selection for polling protection
1.   with TOSHIBA code
2.   without polling protection

Select a menu item

without protection (A) with TOSHIBA code (B)

| WITHOUT PROTECTION | WITH TOSHIBA CODE |
| Go to A | Go to B |

Polling

A WITHOUT PROTECTION

Multiple polling is stored and carried out as a job.

B WITH TOSHIBA CODE

```
MULTI POLLING

SECURITY CODE=
                    ■■■■
```

Enter the TOSHIBA code

Confirm with START

Multiple polling is stored and carried out as a job.

Polling

Cancel polling

The process of polling a document is also a job. Proceed as follows if you wish to cancel this polling job:
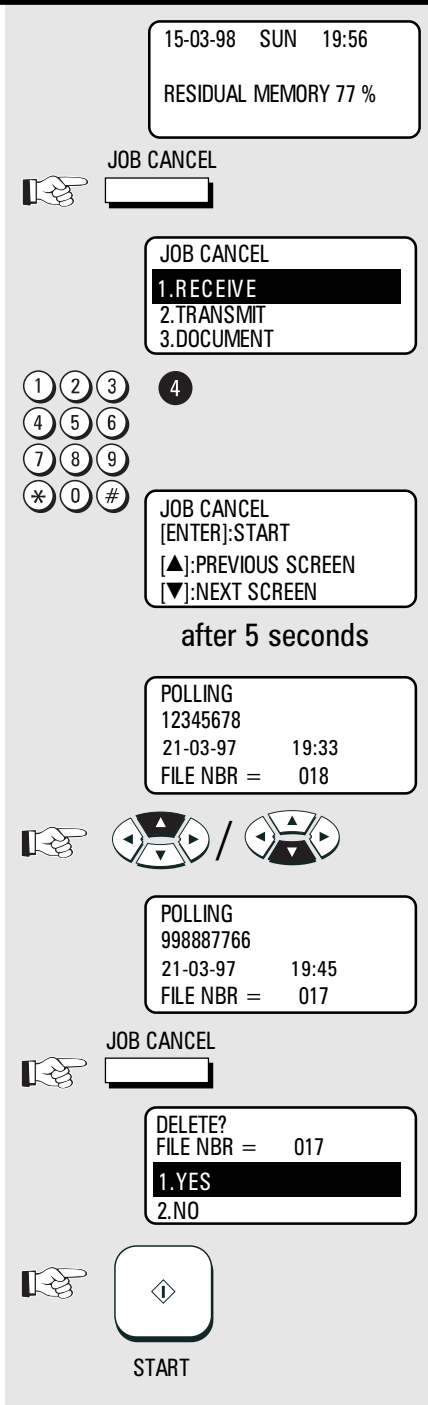
15-03-98 SUN 19:56 RESIDUAL MEMORY 77 %	Standby mode
👉 JOB CANCEL ▭	Press the JOB CANCEL key
JOB CANCEL **1.RECEIVE** 2.TRANSMIT 3.DOCUMENT	Cancel menu is displayed
①②③ ❹ ④⑤⑥ ⑦⑧⑨ ✱⓪#	Select a menu item
JOB CANCEL [ENTER]:START [▲]:PREVIOUS SCREEN [▼]:NEXT SCREEN	Make your selection for selecting the required polling job
after 5 seconds	
POLLING 12345678 21-03-97 19:33 FILE NBR = 018	The first available polling job is displayed.
👉 /	Select the job which you wish to cancel.
POLLING 998887766 21-03-97 19:45 FILE NBR = 017	
👉 JOB CANCEL ▭	Press the JOB CANCEL key
DELETE? FILE NBR = 017 **1.YES** 2.NO	Confirmation prompt
👉 ◇ START	Confirm with START Selected polling job is cancelled
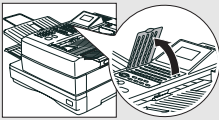
Polling

Program Continous Polling

The polling procedure is automated with the program continuous polling. During a defined period, your fax machine calls one or more stations in order to poll a document from the station. It is also possible for several procedures to be carried out during the day.

15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
	Open the one-touch dial cover
SHIFT POLLING	Press the Shift key and then the corresponding function key
POLLING 1.POLLING 2.POLLING RESERVE 3.PROG. CONT. POLL.	Make your selection for polling modes
3	Select a menu item
PROG. CONT. POLL. INTERVAL=(10-70)MIN 00	Make your selection for the period after which the polling attempt is to be repeated (enter data in steps of 10 minutes)
START	Enter the periods Confirm with START
PROG. CONT. POLL. TIME PERIOD = 08:00 - 17:00	Make your selection for the period during which program continuous polling is active. (Move the cursor using the ◄/► keys)
START	Enter the period Confirm with START
PROG. CONT. POLL. [▲▼] FOR SETTING SCHEDULE = MON-FRI	Make your selection for the period of the week in which program continuous polling is active (from-to). Use the ◄/► keys to move the from-to cursor. Use the ▲/▼ keys to set the day.
to /	Enter the period of the week
START	Confirm with START Continued on next page.

Polling

PROG. CONT. POLL.
ENTER TEL NUMBER
SPEED DIAL KEY OR
ONE TOUCH KEY

Make your selection
for the numbers of fax partners to be
served with program continuous polling.

Enter...
- User-defined numbers (see page 32)
- Alphabet dialling numbers (see page 70)
- Telephone directory function (see page 39)
- One-touch dial keys (see page 75)

☞ ◇ START

Confirm with START

MULTI POLLING
SECURITY CODE ?
1.YES
2.NO

Make your selection
for polling protection
1. with TOSHIBA code
2. without polling protection

Select a menu item

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

without protection (A) with TOSHIBA code
(B)

WITHOUT PROTECTION | WITH TOSHIBA CODE
Go to A | Go to B

A WITHOUT
   PROTECTION

Program continous polling is stored and
carried out as a job.

B WITH
   TOSHIBA CODE

MULTI POLLING

SECURITY CODE= ▪▪▪▪

Enter the TOSHIBA code

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

☞ ◇ START

Confirm with START

Program continous polling is stored and
carried out as a job.

Polling

Reverse direction

With the reverse direction facility, the machine automatically polls another document after having transmitted a document. For this to be effective, a document must have also been reserved for polling on the receiver side.

| | 15-03-98   SUN   19:56

RESIDUAL MEMORY 100 % | Standby mode |
| | | |

Load original
Remember:
Printed side face down

| 15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER | Document ready |

☞ Enter the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST            ↓
```
The first 4 menu items are displayed

Select a menu item

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

❶ / ❸ / ❶

```
TURNAROUND POLL
SECURITY CODE ?
1.YES
2.NO
```
Make your selection
for polling protection
1. with TOSHIBA code
2. without polling protection

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Select a menu item
without protection (A) with TOSHIBA code (B)

| WITHOUT PROTECTION | WITH TOSHIBA CODE |
| Go to A | Go to B |

A WITHOUT PROTECTION

| COMM. RESERVATION

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER | Make your selection
for fax number, alphabet dialling, one-touch dial or telephone directory |

☞ ◇ START

Confirm with START

The document is read into memory (see page 32)
When contact is made with the fax partner, the document is transmitted and the document is subsequently polled.

Polling

B WITH
TOSHIBA CODE

TURNAROUND POLL

SECURITY CODE= ■■■■

Enter the TOSHIBA codes

☞ ◇
START

Confirm with START

COMM. RESERVATION

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER

Make your selection
for fax number, alphabet dialling, one-touch dial or telephone directory.

☞ ◇
START

Confirm with START

The document is read into memory (see page 32)
When contact is made with the fax partner, the document is transmitted and the other document is then polled.

Store numbers

Alphabet dial memory

The alphabet dial facility enables you to enter a single "address" instead of the fax number of your partner (which is frequently a long number). This "address" can be any number between 1 and 999. The real fax number is stored under this "address". With frequently used fax numbers, the alphabet dial facility enables you to save time.

A further component of the alphabet dial memory is the alternative fax number (second number). It is dialled if no fax connection is established under the normal fax number. It is not essential for the second fax number to be entered.

240 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. (see page 12 enter the user name). It is also not absolutely necessary for this data to be entered. In addition to numbers and names, it is also possible for additional options to be assigned to an alphabet dial memory position (see next page, Alphabet dial options).

⚠ Please note that, in order to obtain an outside line (when equipment is connected to a PABX), the "✳" key must be saved before the actual fax number.

⚠ An error message is displayed if the user attempts to store an identical fax number in the alphabetic dialling memory. This facility prevents identical fax numbers from being stored (not applicable for alternative numbers).
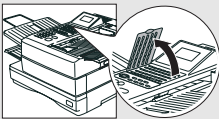
Example: Alphabet dial 421:

```
999
998        Fax number (128)
 •            1234567890
 •
 •         2. Fax number (128)
422           0987654321
421
420        Name (20)
 •            BLUME
 •
           Options
 5
 4            2. Delayed Comm
 3            3. TX REPORT
 2            4. LINE MONITOR
 1            5. LOW SPEED TX
              6. SUB ADRESS
           Alphabet
           dial memory
```

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```
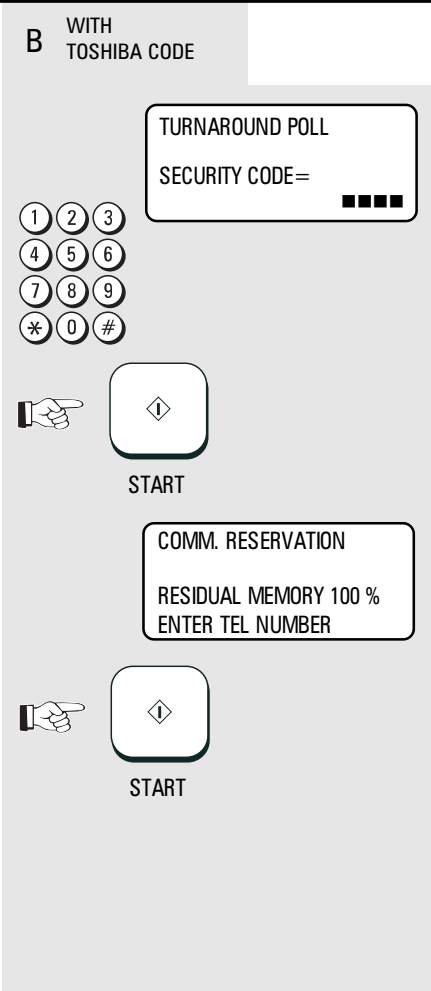
SHIFT   TEL LIST ENTRY

```
DIAL ENTRY
1.ABB. NUMBERS
2.GROUP NUMBERS
3.ONE TOUCH KEYS
```

[1]

```
ENTER ABB. NUMBER
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE
```

START

```
ABB. NBR =      007

TEL NUMBER = (MAX128)
1234567890
```

START

```
ABB. NBR =      007

2nd TEL NBR = (MAX128)
■
```

/   START

Enter alphabet dial number
Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

The menu items are displayed.

Select a menu item

Make your selection
Enter alphabet dial number(1-999)

Enter the alphabet dial number
Example: 7
Use the ◀ key to correct data input

Confirm with START

Make your selection
for first fax number

Enter the fax number

⚠ **For obtaining the outside line** (when equipment is connected to PABXs), please enter the "✳" key before the actual number.
Use the ◀ key to correct the entry.

Confirm with START

Make your selection
for alternative fax number

Enter the alternative fax number
-and / or-
skip with START

TF 631   TOSHIBA   Store numbers   **69**   GB

Store numbers

ABB. NBR =   007

ID NAME =(MAX20)
■
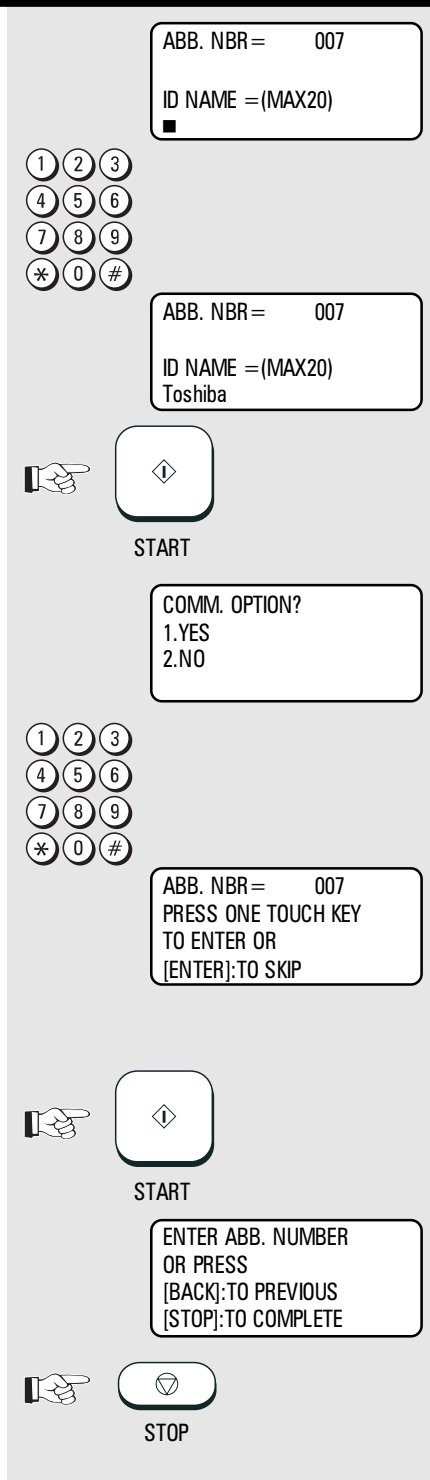
Make your selection
for name

Enter the name
(see scheme page 12)
-and / or-
skip with START

ABB. NBR =   007

ID NAME =(MAX20)
Toshiba

☞ START

Confirm with START

COMM. OPTION?
1.YES
2.NO

Make your selection
for options
YES: See alphabet dial options page 71
NO: See below

Select a menu item

Assign the alphabet dial number to the
one-touch dial key (see page 75)

ABB. NBR =   007
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP

For further procedure, see under "one-
touch dial keys"
-or-

☞ START

Confirm with START

ENTER ABB. NUMBER
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE

Make your selection
further alphabet dial numbers

-or-

☞ STOP

Press STOP, return to standby
mode

Store numbers

Alphabet dial options

Apart from numbers and names, it is also possible for additional options to be assigned to an alphabet dial memory position:

Delayed Comm (2)

The fax partner is linked to a specific transmission time with this option, e.g. for fax partners in other time zones; this ensures that the documents always arrive during business hours.

Journal (3)

Irrespective of the basic setting for printing out the transmission report (see page 81), the facility for printing out the transmission report can be activated or deactivated in relation to a specific fax partner.

Listening-in (4)

If the listening-in option is activated for a fax transmission, the call establishment attempt is played back via the built-in speaker. This provides the operator with an additional acoustic check of the call establishment procedure. This is useful whenever a connection is not established. The cause is frequently an incorrect number or a fax machine which is not ready to receive.

Low Speed TX (5)

When sending documents overseas or if an increased error ratio is encountered, you should lower the transmission speed in order to reduce the number of errors. Similar to a situation in traffic where speed is adjusted to the given conditions!

⚠️ Please note that, when lower transmission speeds are used, the actual transmission time is longer.

Sub Address (6)

This operating mode is used for sending fax documents in PC networks. The fax number (the number of the fax server in the network) and also the subaddress of the workstation in the network must be entered to enable the fax document to be forwarded in the network (for further information, see page 109).

```
COMM. OPTION?
1.YES
2.NO
```

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

```
FAX OPTIONS
1.COMPLETE
2.DELAYED COMM.
3.TX REPORT
```
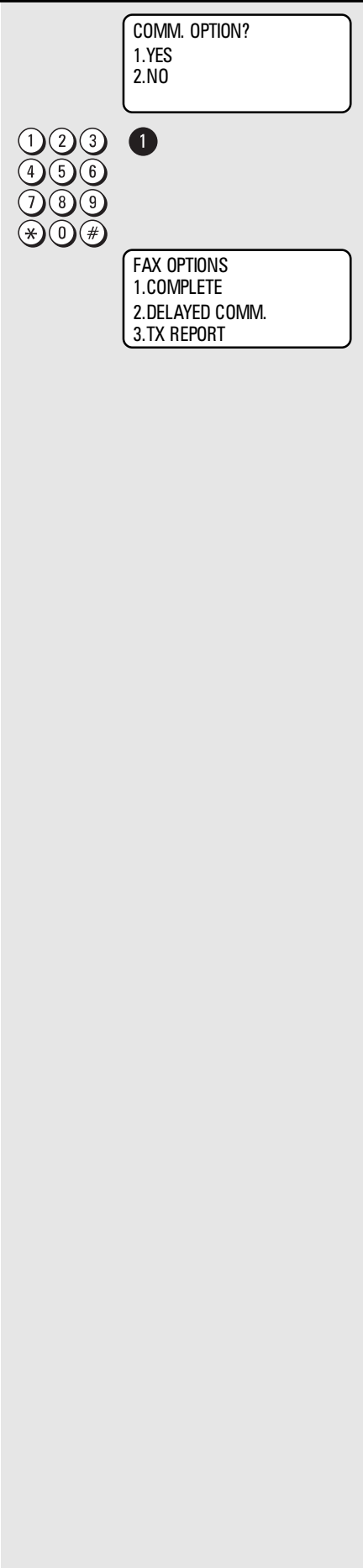
Procedure up to this menu item:
See page 69
Make your selection
for options

Select a menu item

Display the first options.

⚠️ Further options are to be found under the display and can be selected using the ▼ key. The menu items can of course also be selected directly by entering the specific number.

Store numbers

Modify ABB numbers

If you wish **to modify the contents of an alphabet dial number,** all you have to do is simply enter the corresponding alphabet dial number (see under "Alphabet dial number"). If this number has already been used, a further selection option is displayed.

All stored data can be overwritten or skipped with the START key.

(Example: ABB, NBR. 7, name TOSHIBA):

⚠ Error message appears if you try to store the same fax number again in the alphabet dial memory. This is to avoid storing equal numers.

ABB. NUMBER ENTRY
ALREADY ASSIGNED
ABB. NBR = 007
Toshiba

after 2 seconds

ABB. NUMBER ENTRY
1.CANCEL
2.MODIFY
3.RETAIN

① ② ③
④ ⑤ ⑥   **2**
⑦ ⑧ ⑨
✳ ⓿ #

ABB. NBR = 007

TEL NUMBER = (MAX128)
1234567890

☞ ◇

START

ABB. NBR = 007

2nd TEL NBR = (MAX128)
987654321

☞ ◇

START

ABB. NBR = 007

ID NAME = (MAX20)
Toshiba

☞ ◇

START

COMM. OPTION?
1.YES
2.NO

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓿ #

ABB. NBR = 007
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP

☞ ◇

START

ENTER ABB. NUMBER
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE

☞ ⊘

STOP

Procedure as described under "Enter alphabet dial number": See page 69

Display message for existing alphabet dial number

Menu displayed when alphabet dial number already exists

Select a menu item

Option for editing the first fax number

-and/or-

Confirm with START

Option for editing the second fax number

-and/or-

Confirm with START

Option for editing the name

-and/or-

Confirm with START

Option for editing
Options
YES: See alphabet dial options
NO: See below

Select a menu item

Assign the alphabet dial number to the one-touch dial key (see page 75)

Confirm with START

Make your selection
for further alphabet dial numbers

-or-

Press STOP, 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. 7, name TOSHIBA):

```
ABB. NUMBER ENTRY
ALREADY ASSIGNED
ABB. NBR =     007
Toshiba
```

after 2 seconds

```
ABB. NUMBER ENTRY
1.CANCEL
2.MODIFY
3.RETAIN
```

① ② ③   ●1
④ ⑤ ⑥
⑦ ⑧ ⑨
* 0 #

```
ABB. NUMBER ENTRY
ABB. NBR =     007
CANCELLED
```

after 2 seconds

```
ENTER ABB. NUMBER
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE
```

☞ ⊘
STOP

Please refer to page 69 for the procedures as described under "Enter alphabet dial number"
Display message for existing alphabet dial number

Menu displayed with existing alphabet dial number

Select a menu item

Make your selection
for further alphabet dial numbers

-or-

Press STOP, return to standby mode

Store numbers

One-touch dial keys

The one-touch dialling facility is a very user-friendly method for dialling the number of your fax partner. You can configure 69 keys *) with fax numbers of your choice. Simply push a button to reach your fax partner.

*) Two numbers can be stored on every one-touch dial key on your fax machine. A further 34 number places are available when you operate the one-touch dialling cover.

Two options are available.

1. Direct configuration of one-touch dial keys

⚠ Apart from numbers and names, it is also possible for additional options to be assigned to a one-touch dial key (see page 71 Alphabet dial options).

⚠ If the operator attempts to save an identical fax number under a one-touch dial key, the system displays an error message. This prevents identical fax numbers from being saved.

Criteria which can be assigned to a one-touch dial key:

```
ONE
TOUCH xx ─┬─ Fax number (128)
          │   1234567890
          ├─ 2. Fax number (128)
          │   0987654321
          ├─ Name (20)
          │   BLUME
          └─ Options
              2. DELAYED COMM
              3. TX REPORT
              4. LINE MONITOR
              5. LOW SPEED TX
              6. SUB ADRESS
```
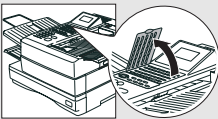
```
15-03-98   SUN    19:56

RESIDUAL MEMORY 100 %
```

☞ SHIFT   TEL LIST ENTRY

```
DIAL ENTRY
1.ABB. NUMBERS
2.GROUP NUMBERS
3.ONE TOUCH KEYS
```

① ② ③   ❸
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

```
ENTER ONE TOUCH KEY
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE
```

01 . . . 69
☞

```
ONE TOUCH=      40

TEL NUMBER=(MAX128)
■
```

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

```
ONE TOUCH=      40

TEL NUMBER=(MAX128)
1234567890
```

☞ ◇ START

```
ONE TOUCH=      40

2nd TEL NBR=(MAX128)
■
```

① ② ③
④ ⑤ ⑥   /   ◇ START
⑦ ⑧ ⑨
✳ ⓪ #

Save fax number directly on one-touch dial key
Standby mode

Open the one-touch dial cover

Press the Shift key and then the corresponding function key

The menu items are displayed.

Select a menu item

Make your selection
press required one-touch dial key:
closed one-touch dial cover
One-touch dial key 1 - 35
open one-touch dial cover:
One-touch dial key 36 - 69

Press the one-touch dial key
Example: 40

Make your selection
for first fax number

Fax number input

⚠ **For obtaining the outside line**
(for equipment connected to PABXs), please enter the "✳" key before the actual number.
Use the ◄ key to correct the entry.

Confirm with START

Make your selection
for alternative fax number

Enter the alternative fax number
-and / or-
skip with START

Store numbers

ONE TOUCH= 40 ID NAME =(MAX20) ■	Make your selection for name
(1)(2)(3) (4)(5)(6) (7)(8)(9) (*)(0)(#)	Enter the name (refer to page 12 for diagram) -and / or- skip with START
ONE TOUCH= 40 ID NAME =(MAX20) BROWN	
☞ ◇ START	Confirm with START
COMM. OPTION? 1.YES 2.NO	Make your selection for options YES: see alphabet dial options page 71 NO: see below
(1)(2)(3) (4)(5)(6) (7)(8)(9) (*)(0)(#)	Select a menu item
ENTER ABB. NUMBER OR PRESS [BACK]:TO PREVIOUS [STOP]:TO COMPLETE	Make your selection for further one-touch dial keys -or-
☞ ▽ STOP	Press STOP, return to standby mode

2. Assign alphabet dial number to a one-touch dial key

When the fax number has been stored in an alphabet dial memory, it can be **additionally** assigned to a one-touch dial key. This assignation is not subject to any restrictions, i.e. any one-touch dial key can be used (see page 69).

User-defined assignation of alphabet dial memories to one-touch dial keys:

999	→	ONE TOUCH 1
998		ONE TOUCH 8
421		ONE TOUCH 3
338		
240		ONE TOUCH 24
⋮		
5		
4		
3		
2	→	ONE TOUCH 40
1		

Alphabet dial memory

Store numbers

Cancel one-touch dial keys

If you wish you cancel the contents of a one-touch dial key, simply enter the corresponding one-touch dial key in the menu (see under one-touch dial keys). If this one-touch dial key is already being used, a further selection option is displayed (example: one-touch dial key 1, name TOSHIBA):

```
ONE TOUCH=      01
ALREADY ASSIGNED
ONE TOUCH=      01
Toshiba
```

after 2 seconds

```
ONE TOUCH KEY ENTRY
1.CANCEL
2.RETAIN
```

① ② ③   **1**
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

```
ONE TOUCH KEY ENTRY
ONE TOUCH=      01
CANCELLED
```

after 2 seconds

```
ENTER ONE TOUCH KEY
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE
```

☞   ⊘
     STOP

Refer to page 75 for procedure as described under "One-touch dial keys"
Display message for existing one-touch dial key

Menu displayed if one-touch dial key already exists

Select a menu item

Programming of one-touch dial key is cancelled

Make your selection
for further one-touch dial keys

-or-

Press STOP, return to standby mode

Store numbers
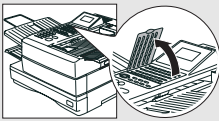
Define groups

If you have a fixed number of partner to whom you frequently send broadcast transmissions, the stored broadcast facility is just what you need.
You are permitted to define 50 different groups, whereby each group can be assigned a group number from 1 - 1999 and a name consisting of max. 20 characters.
Each group can contain max. 309 fax partners, and these must be stored either in the alphabet dial memory or under the one-touch dial keys.

```
ONE TOUCH KEY
   OT XX

999
421
338
333
240
235
 •
 •
 •
 4
 3
 2        GROUP XX
 1
      Alphabet dial
         memory
```

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Define groups
Standby mode

Open the one-touch dial cover

SHIFT   TEL LIST ENTRY

Press the Shift key and then the corresponding function key

The menu items are displayed.

```
DIAL ENTRY
1.ABB. NUMBERS
2.GROUP NUMBERS
3.ONE TOUCH KEYS
```

②

Select a menu item

```
ENTER GROUP NUMBER
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE
```

Make your selection
Group number (1 - 1999)

Enter group number
Example: 444

Confirm with START

START

```
GROUP NBR =    0444

GROUP NAME  =(MAX20)
■
```

Make your selection
for group name

Enter group name
(see page 12 for diagram)

```
GROUP NBR =    0444

GROUP NAME  =(MAX20)
SUPERGROUP
```

Confirm with START

START

```
GROUP NBR =    0444

ENTER ABB. NBR OR
[ENTER] TO COMPLETE
```

Make your selection
for group partner
Alphabet dial number -or-
one-touch dial key

Store numbers

☞ [START]

START

Confirm with START

GROUP NBR=   0444

ENTER ABB. NBR OR
[ENTER] TO COMPLETE

Make your selection
for further group partner

-or-

☞ [START]

START

Confirm with START

GROUP NBR=   0444
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP

Make your selection
for one-touch dial key to which the group
is assigned.
-or-

☞ [START]

START

Confirm with START

ENTER GROUP NUMBER
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE

Make your selection
for further groups

-or-

☞ [STOP]

STOP

Press STOP, return to standby
mode

Store numbers

Edit groups

If you wish to **edit the contents of a group,** simply enter the corresponding group number (see under "Define groups"). If this group number already exists, a further selection option is displayed. All stored data can be overwritten or skipped using the START key. (Example: group number: 444, name: Supergroup)

```
GROUP NBR ENTRY
ALREADY ASSIGNED
GROUP NBR =      0444
SUPERGROUP
```

after 2 seconds

```
GROUP NBR ENTRY
1.CANCEL
2.MODIFY
3.RETAIN
```

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

```
GROUP NBR =      0444

GROUP NAME =(MAX20)
SUPERGROUP
```

☞ ◇ START

```
GROUP NBR =      0444

ENTER ABB. NBR OR
[ENTER] TO COMPLETE
```

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

```
ABB. NBR =        007
CANCEL ?
1.CANCEL
2.RETAIN
```

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

```
GROUP NBR =      0444

ENTER ABB. NBR OR
[ENTER] TO COMPLETE
```

☞ ◇ START

```
GROUP NBR =      0444
PRESS ONE TOUCH KEY
TO ENTER OR
[ENTER]:TO SKIP
```

☞ ◇ START

```
ENTER GROUP NUMBER
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE
```

☞ ⊘ STOP

Refer to page 77 for procedure as described under "Define groups"
Display message for existing group number

Menu displayed if group number already exists

Select a menu item

Make your selection
for new group name

-or-

Confirm with START

Make your selection
for group partner
If the operator enters existing group partners, they can be cancelled (see following example)

Enter an alphabet dial number

Make your selection
Cancel the selected group partner
1: YES
2: NO

Select a menu item

Make your selection
for further group partners

-and/or-

Confirm with START

Make your selection
for one-touch dial key to which the group is assigned.
-or-

Confirm with START

Make your selection
for further groups

-or-

Press STOP, return to standby mode

Store numbers

Cancel groups

If you wish to **cancel a group**, simply enter the corresponding group number (see under "Define groups"). If this group number already exists, a further selection option is displayed.
(Example: group number: 444, name: Supergroup)

```
GROUP NBR ENTRY
ALREADY ASSIGNED
GROUP NBR =     0444
SUPERGROUP
```

after 2 seconds

```
GROUP NBR ENTRY
1.CANCEL
2.MODIFY
3.RETAIN
```

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

```
GROUP NBR =     0444

CANCELLED
```

after 2 seconds

```
ENTER GROUP NUMBER
OR PRESS
[BACK]:TO PREVIOUS
[STOP]:TO COMPLETE
```

☞   (▽)
        STOP

Refer to page 77 for procedure as described under "Define groups"
Display message for existing group number

Menu displayed if group number already exists

Select a menu item

Group is cancelled

Make your selection
for further groups

-or-

Press STOP, return to standby mode

Report prints

Program selection list

The program selection list provides you with a complete overview of the menu system for your fax machine. It is the only list which can be selected via the main menu item.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

☞ ◄�(▲ ▼)►

Start the menu

The first 4 menu items are displayed.

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

①②③ ❹
④⑤⑥
⑦⑧⑨
✳⓪#
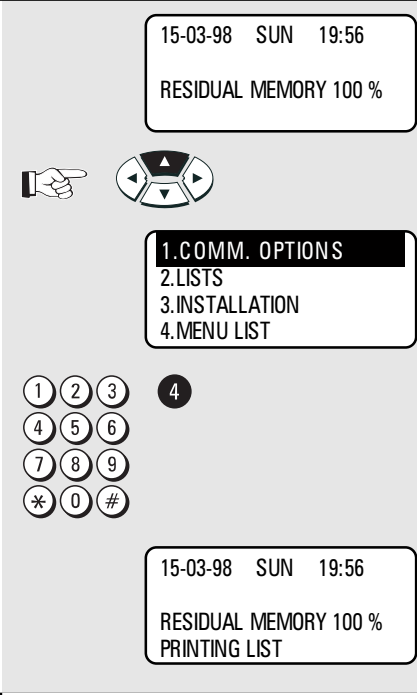
Select a menu item

The report is printed.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
PRINTING LIST
```

Transmission reports

The transmission reports provide you with extensive and individual information concerning the various transmission jobs of your fax machine. You can use a special menu to adjust the appearance of these reports to meet your specific requirements.

ALWAYS	The transmission report is always printed after every transmission.
ON ERROR	The transmission report is printed out only if a transmission error occurs.
OFF	The transmission report is never printed out.
PRINT DOCUMENT?	The first page of the document can be printed in reduced form on the transmission report. This means that the transmission report can easily be allocated to the document.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

☞ ◄(▲ ▼)►

Start the menu

The first 4 menu items are displayed.

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

①②③ ◄(▲ ▼)►
④⑤⑥
⑦⑧⑨ ❸ / ❻ / ⓿ ❷
✳⓪#
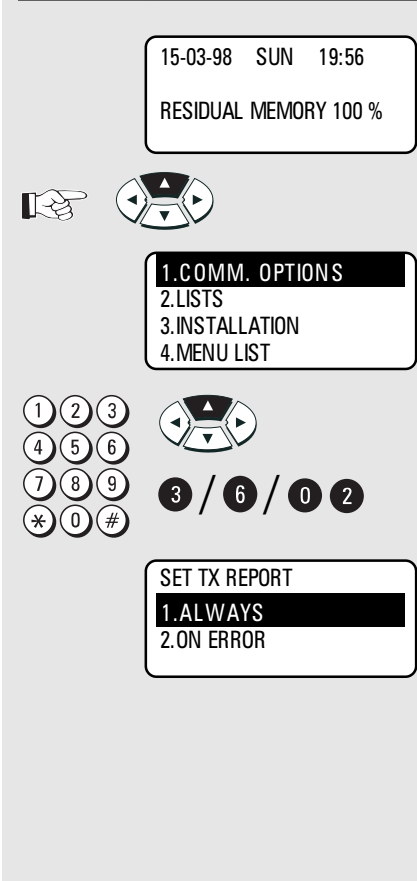
Select a menu item

The options of the first transmission report can be selected.

```
SET TX REPORT
1.ALWAYS
2.ON ERROR
```

Select a menu item

Further transmission reports follow automatically for setting.

Report prints

The various transmission reports and related options:

TX REPORT	Transmission report printed out after every transmission in the "direct transmission mode". Setting: • Always printed out • Printed out only if transmission is errored
SET MEMORY-TX REPORT	Printed out after every memory transmission. Setting: • Always printed out • Printed only if transmission is errored • Printed with/without image of document
SET MULTI-ADD REPORT	Printed out after entire broadcast has been completed. Setting: • Always printed out • Printed only if transmission is errored • Printed with/without image of document
SET MULTI POLL REPORT	Printed out after entire multiple polling has been completed. Setting: • Always printed out • Printed only if transmission is errored • Never printed out
RELAY TX ORIGINATOR TERMINAL REPORT	This list is generated by the **originator** as soon as the document has been transmitted to the relay machine. This list contains the settings of the originator. *) • Always printed out • Printed out only if transmission is errored
RELAY TX RELAY STATION REPORT	This list is generated by the **relay machine** as soon as the document has been transmitted to the end machines. This list is equivalent to a group transmission report. *) • Always printed out • Printed out only if transmission is errored
RELAY TX END TERMINAL REPORT	This list is a copy of the "Relay transmission list of the distributor machine". If there is a correct correlation between the ID of the originator and the entry in the alphabet dial memory of the relay machine, this list is faxed to the originator after the relay transmission has been completed. *) • Always printed out • Printed out only if transmission is errored • Never printed out

*) Further information on this subject is set out in a special TOSHIBA issue "Relays and mailboxes", available from your dealer.

Report prints

Transmission report:

```
MEMORY TRANSMISSION REPORT

                    TIME              : 03.03.97   14:23
                    TEL NUMBER 1      : +44-1234567890
                    NAME              : TOSHIBA MARKETING TF631

FILE NUMBER     :     042
DATE            :     03-03  14:23
TO-             :     541
DOCUMENT PAGES  :     01
START TIME      :     03-03  14:23
END TIME        :     03-03  14:30
SENT PAGES      :     01
STATUS          :     OK
FILE NUMBER     :     042          *** SUCCESSFUL TX NOTICE ***
```

Memory TX report:
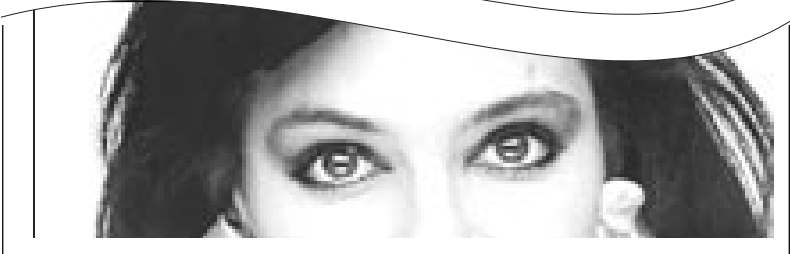
The entries and their meanings:
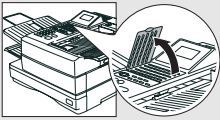
FILE NUMBER:	Corresponds to the job number. This job number is displayed in the transmission journal (q.v.) and also under the entry "F-xxx" in the transmission header on the inbound copy.
DATE	The date (and the time) when the job was placed in the fax machine.
TO / FROM	Fax number entered on the transmitted fax.
DOCUMENT PAGES	Number of document pages scanned into the machine.
START TIME	Start of connection time.
END TIME	End of connection time.
SEND PAGES	Number of pages actually transmitted.
STATUS	see: error codes page 112.

Report prints

⚠ You can also subsequently request the transmission report for the previous 40 transmissions (first document not illustrated):

```
15-03-98   SUN    19:56

RESIDUAL MEMORY 77 %
```

Standby mode

Open the one-touch dial cover

☞   SHIFT   PREV. TX REP.

Press the Shift key and then the corresponding function key

```
PREVIEW TX REPORT
[COPY]:PRINT REPORT
[▲]:PREVIOUS SCREEN
[▼]:NEXT SCREEN
```

Make your selection
for selecting the required entry

after 5 seconds

```
FILE NBR =        091
+44-2131-123456
21-03          19:33
OK  01
```

The most recent available entry is displayed.

☞

Select the entry which you wish to print.

```
FILE NBR =        088
+44-2131-123456
21-03          04:25
OK  01
```

☞   COPY
      ▢

Press the COPY key
The required transmission report is printed out

Report prints

Multi transmission report

After the successful multi-adress transmission your fax will print a list of all fax partys.

```
MULTI TRANSMISSION REPORT


                    TIME                : 03.03.98   14:23
                    TEL NUMBER          : +44-1234567890
                    NAME                : TOSHIBA MARKETING TF631


FILE NUMBER :           003
DATE:          03-03 13:12
DOCUMENT PAGES:         01
START TIME:             03-03 13:32
END TIME:               03-03 13:59

SUCCESFUL
ONE TOUCH NUMBER
01    GROUP  0001        ALLE   ABB.                001 002 003 004

UNSUCCESFUL                                              PAGES SENT
ONE TOUCH NUMBER
01    GROUP  0001        ALLE   ABB.                005 15 00
```

Multi polling report

When the multi-polling procedure has been completed, the machine lists the fax partners for whom the polling procedure was successful and the fax partners for whom the polling procedure was not successful. This list is always printed out when the multi-polling procedure has been completed.

```
MULTI POLLING REPORT


                    TIME                : 03.03.98   14:23
                    TEL NUMBER          : +44-1234567890
                    NAME                : TOSHIBA MARKETING TF631

FILE NUMBER:            003
DATE:          03-03 13:12
START TIME:             03-03 13:32
END TIME:               03-03 13:59

SUCCESSFUL
ONE TOUCH NUMBER
01    GROUP  0001     SUPERGROUP    ABB.              013

UNSUCCESSFUL
ONE TOUCH NUMBER
01    GROUP  0001     SUPERGROUP    ABB.              005 15 00
```

Report prints

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 can also manually request the journal at any time. 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.

Use the following steps to influence the way in which the journal is printed out in accordance with your requirements:

15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
☞ ◄▲►▼	**Start the menu** The first 4 menu items are displayed.
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	
◄▲►▼ ❸ / ❻ / ⓿ ❶	**Select a menu item**

JOURNAL
1.MANUAL
2.AUTO
	The journal options are displayed
	1: Printed out only if the JOURNAL key*
	   is pressed
	2: Printed out automatically every 40
	   jobs

(keypad)	**Select a menu item**
MANUAL OUTPUT 1.TX & RX JOURNAL 2.TX JOURNAL 3.RX JOURNAL (keypad)	***) For "manual" output** Output options are displayed 1: Output of transmission and reception journal 2: Output of transmission journal 3: Output of reception journal **Select a menu item**
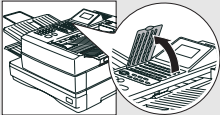
Manual output of journal:

15-03-98 SUN 19:56 RESIDUAL MEMORY 77 %	Standby mode
(illustration)	**Open the one-touch dial cover**
SHIFT JOURNAL ☞ ▭ ▭	**Press the Shift key and then the corresponding function key** Output of journal

Report prints

Additional details relating to the operating data of the fax machine:

Scan count:
Number of scanned documents

Print count:
Total number of printed pages

Drum count:
Number of printed pages (x10), in relation to the current drum unit

```
TRANSMISSION JOURNAL

                    TIME            : 03.03.98  14:23
                    TEL NUMBER      : +44-1234567890
                    NAME            : TOSHIBA MARKETING TF631
                    SCAN COUNT      :      150   (00000096)
                    PRINT COUNT     :      191   (000000BF)
                    DRUM COUNT      :     1480   (000005C8)
                    TONER COUNT     :        1   (00000001)


NBR FILE NBR DATE  TIME DURATION  PGS  TO   DEPT NBR ACCOUNT MODE STATUS

02  252       09.12 14:21 01/48    01   MAX MEIER          EC 310 NG D1
```

```
RECEPTION JOURNAL

                    TIME            : 03.03.98  14:23
                    TEL NUMBER      : +44-1234567890
                    NAME            : TOSHIBA MARKETING TF631
                    SCAN COUNT      :      150   (00000096)
                    PRINT COUNT     :      191   (000000BF)
                    DRUM COUNT      :     1480   (000005C8)
                    TONER COUNT     :        1   (00000001)


NBR FILE NBR DATE  TIME DURATION  PGS  FROM   DEPT NBR ACCOUNT MODE STATUS

02  252       09.12 14:21 01/48 01   MAX MEIER          EC 310 NG D1
```

Meaning of the items in the journal:

NBR.	Every job in the transmission and reception journal is given a sequential number (001-999). The number in the transmission journal is displayed under the entry: "T- xxx" in the transmission header on the inbound copy. Where transmission jobs are grouped together (see page 34), these positions are displayed under an identical number.
FILE NBR	Corresponds to the job number. This job number is displayed under the entry: " F- xxx" in the transmission header of the inbound copy.
DATE	Date of the job
TIME	Time of the job
DURATION	Active duration of the job (minutes/seconds)
PGS	Number of transmitted or received pages
TO/FROM	Fax number of the fax partner. A diamond (♦) is displayed in front of the number if an alternative number (see page 69) has been selected
DEPT. NBR	Department code (see page 99), only displayed if journal is printed out under the master code.
ACCOUNT	Cost centre code (see page 98)
MODE	Transmission mode
STATUS	Error codes (see page 112)

Codes used for transmission modes:

HS	TOSHIBA High Speed mode	EX	ECM with abbreviated protocol
G3	Group-3 transmission	P	Polling
EC	ECM error correction	🖥	Transmission from PC
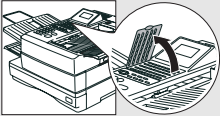
Report prints

Reservation list

This list illustrates the status of stack memory (see page 33). It contains all jobs which have not yet been completed.

15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %

Standby mode

Open the one-touch dial cover

SHIFT   RESERVATION LIST

Press the Shift key and then the corresponding function key

The reserve list is printed out

```
RESERVATION LIST

                    TIME            : 03.03.98  14:23
                    TEL NUMBER      : +44-1234567890
                    NAME            : TOSHIBA MARKETING TF631


TX/RX               FILE NBR FUNCTION      PGS MAIL  DATE  TIME   TO

                     003   MULTI TX        01        03-03 13:32 OT NBR01


POLL/FAX MAILBOX    FILE NBR FUNCTION      PGS       DATE  TIME   TO


RECOVERY TX         FILE NBR FUNCTION      PGS MAIL  DATE  TIME   TO
```

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.

15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %

Standby mode

Start the menu

1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST

The first 4 menu items are displayed.

2 / 1

Select a menu item

The function list is printed out

Report prints

```
FUNCTION LIST

                TIME              : 03.03.98  14:23
                TEL NUMBER        : +44-1234567890
                NAME              : TOSHIBA MARKETING TF631

1   AUTO RECEIVE MODE   : AUTO        MEMORY FUNCTION
2     RING DELAY        : 1         27  REVERSE ORDER PRINT  : OFF
                                    28  RX MULTI COPY        : 1
3   DIAL TYPE           : DP        29  RECOVERY TX          : OFF
4   EXCHANGE TYPE       : PSTN      30  SECURE RX            : OFF
5   RINGER VOLUME       : 4
6   SUPER PWER SAVER    : MANUAL    31  MEMORY OPTION        : 4MB
7   PRINTER POWER SAVER : ON
8     START TIME        : 00:00       JOURNAL
      END TIME          : 00:00     32  MANUAL               : TX&RX
9   ACCOUNT CODE        : AUS       33  AUTO                 : ON
10  COVER SHEET         : AUS       34  ERROR CODE           : ON


    SCANNER & PRINTER               COMMUNICATION REPORT
11  DOCUMENT LENGHT     : 1 m       35  DOCUMENT FEEDER TX   : ALWAYS
12  RX REDUCTION        : ON        36  MEMORY TX            : ALWAYS
13  DISCARD OFF         : ON                                   (IMAGE)
14  COPY REDUCTION      : OFF       37  MULTI ADDRESS TX     : ALWAYS
15  PRINTER RESOLUTION  : FINE                                 (IMAGE)
                                    38  MULTI ADDRESS POLL   : ALWAYS
    HOME POSITION                   39  RELAY STATION        : ALWAYS
16  RESOLUTION          : STD                                  (IMAGE)
17  CONTRAST            : NORMAL    40  RELAY-END-STATION    : ALWAYS
18  MEMORY TX           : ON                                   (IMAGE)
19  SECURITY TX         : OFF
                                        RECEPTION LIST
    COMMUNICATION                   41  RELAY STATION        : OFF
20  PRIVILEGED RX       : OFF       42  LOCAL MAILBOX        : OFF
21  ECM                 : ON        43  REMOTE MAILBOX       : OFF
22  MEMORX RX           : ON
23  TTI                 : INSIDE    44  REMOTE ACCESS        : ALWAYS OFF
24  RTI                 : OFF
25  REDIAL MODE INTERVAL : 3MIN        TOTAL PAGE
26  REDIAL MODE COUNTER  : 3        45  SCAN                 : 151
                                    46  PRINT                : 200
```

Report prints

The dial number lists

The dial number lists are made up of the following lists:
- Alphabet dial numbers
- Group numbers
- One-touch dial numbers
- Relay numbers

Select a specific list or all lists in order to obtain an overview of the stored numbers.
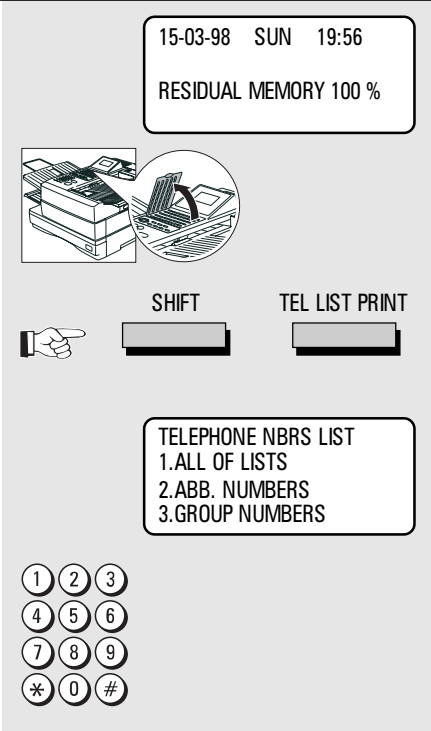
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Open the one-touch dial cover

SHIFT   TEL LIST PRINT

Press the Shift key and then the corresponding function key

```
TELEPHONE NBRS LIST
1.ALL OF LISTS
2.ABB. NUMBERS
3.GROUP NUMBERS
```

Selection menu for various numbers
1. All lists
2. Alphabet dial numbers
3. Group numbers
4. One-touch dial numbers

Select a menu item
The required list(s) are printed out

```
ONE TOUCH NUMBER INFORMATION

              TIME                : 03.03.98  14:23
              TEL NUMBER          : +44-1234567890
              NAME                : TOSHIBA MARKETING TF631


OT NBR. NAME/FUNCTION  ABB./GROUP/TEL NUMBER  TIME  MON. BPS REPORT LINE STAMP

01      GROUP.NBR.     0001
29      ABB. NBR       002



GROUP NUMBER INFORMATION

              TIME                : 03.03.98  14:23
              TEL NUMBER          : +44-1234567890
              NAME                : TOSHIBA MARKETING TF631


GROUP NUMBER NAME      OT/ABB. NUMBER

001        ALL      ABB.  001  002  003  004



ABBREVIATED TEL NUMBER LIST

              TIME                : 03.03.98  14:23
              TEL NUMBER          : +44-1234567890
              NAME                : TOSHIBA MARKETING TF631


ABB.NBR.      NAME      TEL NUMBER        TIME  MON. BPS REPORT   LINE  STAMP

001      FIRST        11
002      601          12
```

Report prints

Department list

This list is useful for controlling costs per department. If a mastercode is stored and entered, a five-digit departement code will appear additionally.

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 100 %
```

Standby mode

☞ ◄ ▲ ▼ ►

Start the menu

The first 4 menu items are displayed.

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

❷ / ❷

Select a menu item

The function list is printed out

⚠ An error message is displayed if no departments are defined.

```
DEPARTMENT CODE LIST

             TIME                 : 03.03.98  14:23
             TEL NUMBER           : +44-1234567890
             NAME                 : TOSHIBA MARKETING TF861



DEPT NBR     NAME    DEPT CODE   TX PGS        RX PGS      COPY PGS

D01          MASTER 12345        0             0           0
D02
```

Mains failure report

This list is printed out if memory is lost due to a lengthy power failure. Memory may be lost approx. one hour after a power failure depending on the charge status of the internal back-up battery and the size of image memory.

```
POWER FAILURE LIST

             TIME                 : 03.03.98  14:23
             TEL NUMBER           : +44-1234567890
             NAME                 : TOSHIBA MARKETING TF861




TX/RX                        FILE NBR   FUNCTION
                             007        SINGLE TX

POLLING/FAX M-BOX/MAILBOX    FILE NBR   FUNKTION   MAIL   FROM- DATE/TIME

MEMORY RECEPTION             FILE NBR                     FROM- DATE/TIME

RECOVERY TX                  FILE NBR   FUNCTION
```
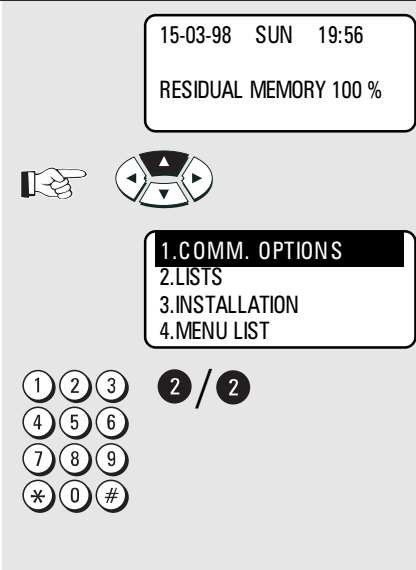
Advanced settings

Delayed fax job

You can define a specific start time for your fax jobs in order to compensate for any differences in time zones or in order to take advantage of low-rate charges. Again, it is particularly advantageous that your document or documents are not read into memory, as the document feed is not blocked.

The delay applicable for sending the fax job is not only limited to 24 hours: You can program the fax job up to 30 days in advance.
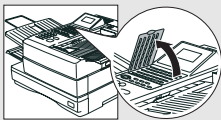
⚠ The setting of the start time relates to the following fax jobs:
- Single transmission
- Broadcast transmission
- Single polling
- Multiple polling

```
15-03-98   SUN    19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Load original
Remember:
Printed side face down

Document ready

Open the one-touch dial cover

SHIFT   DELAYED COMM

☞

Press the Shift key and then the corresponding function key

```
DELAYED COMM.
   TIME =HH:MM   DD
     ■■:■■■■
```

Make your selection
for start time (HH:MM) and day (DD)

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Enter the start time
Example: 22:33 hours on the 18th

⚠ If the delayed fax job is to be carried out on the same day, do not enter any information under "DD".

```
DELAYED COMM.
   TIME =HH:MM   DD
     23 : 33  18
```

```
COMM. RESERVATION

RESIDUAL MEMORY 100 %
ENTER TEL NUMBER
```

The following fax job is linked to the start time which has just been set.
Any fax job...
- Single transmission
- Broadcast transmission
- Single polling
- Multiple polling

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.
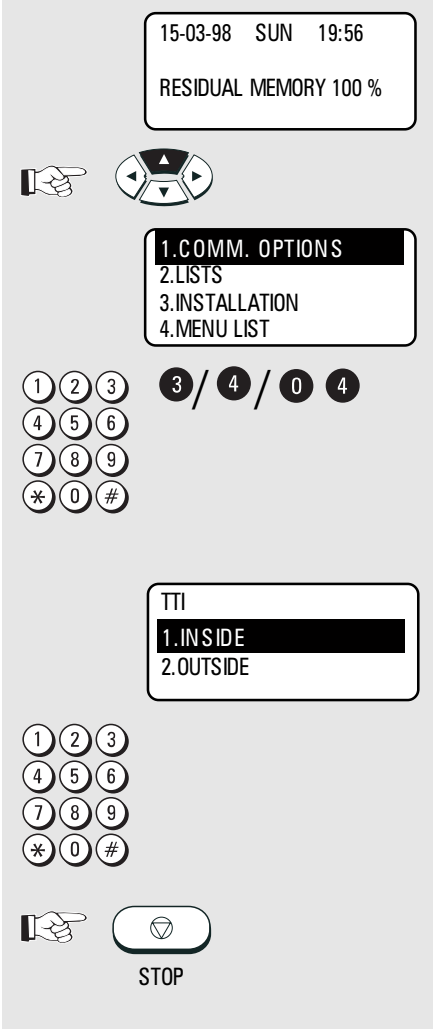
| 15-03-98 SUN 19:56 |
| RESIDUAL MEMORY 100 % |

Standby mode

Start the menu

The first 4 menu items are displayed.

| 1.COMM. OPTIONS |
| 2.LISTS |
| 3.INSTALLATION |
| 4.MENU LIST |

3 / **4** / **0** **4**

Select a menu item

| TTI |
| 1.INSIDE |
| 2.OUTSIDE |

Make your selection
for transmission header position

Select a menu item

STOP

Press STOP, return to standby mode

Advanced settings

Reception trailer (RTI)

You can activate the reception trailer facility to ensure that reception of a document is precisely documented. The RTI is printed at the bottom of the incoming copy, and contains the current reception data such as time and date of reception as well as the IDs of the transmitter and receiver.

⚠ Please note that, when the reception trailer is activated, the inbound fax is always reduced before being printed out.
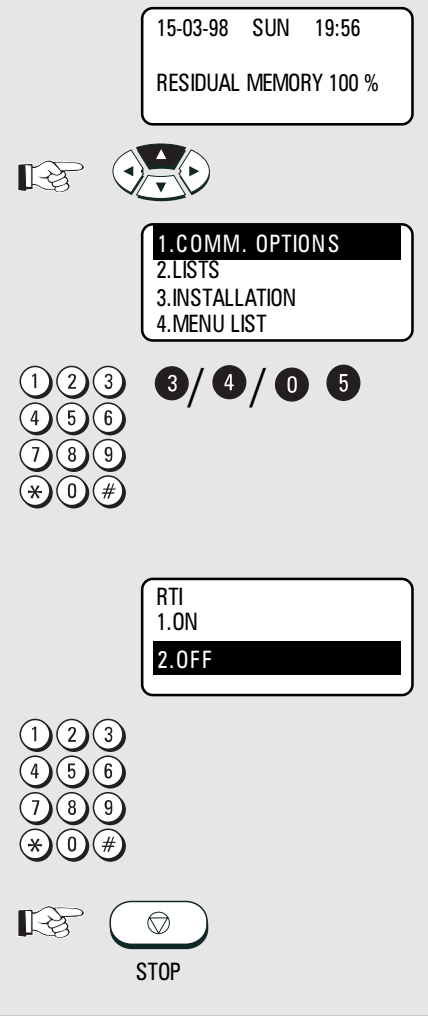
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

3 / 4 / 0 5

Select a menu item

```
RTI
1.ON
2.OFF
```

Make your selection
for reception trailer

Select a menu item

Press STOP, return to standby mode

STOP

Permanent monitoring

When a fax transmission is monitored, the call establishment attempt is played back via the built-in speaker. This means that you have an additional acoustic check for monitoring the call establishment procedure. This facility is useful whenever a connection is not established. This is frequently due to a wrong number or a fax machine that is not ready to receive.

⚠ In this setting, **all** transmission procedures are played back via the speaker.
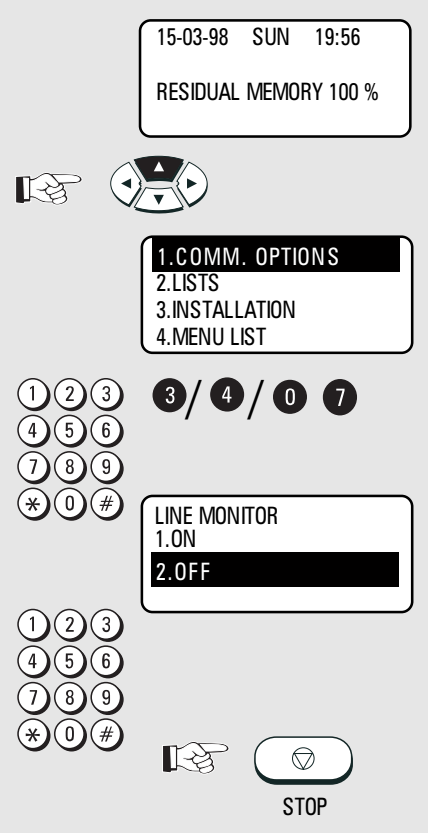
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

3 / 4 / 0 7

Select a menu item

```
LINE MONITOR
1.ON
2.OFF
```

Make your selection
for permanent monitoring
1: ON
2: OFF

Select a menu item

Press STOP, return to standby mode

STOP

Advanced settings

Call redial

If the machine is not able to transmit a fax job, the job is retained in memory and the machine attempts to send the fax job again at a later date.

You can set two criteria for this call redial facility:
- Period between the call redial attempts
- Number of redial attempts
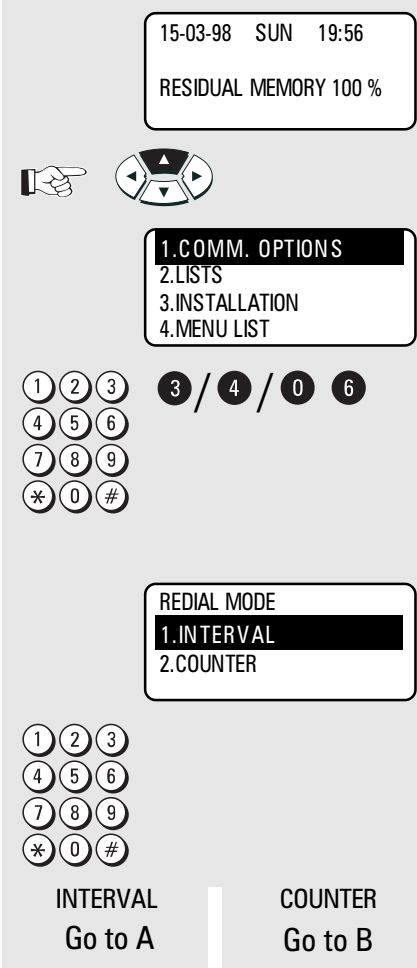
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

3 / **4** / **0** **6**

Select a menu item

```
REDIAL MODE
1.INTERVAL
2.COUNTER
```

Make your selection

Select a menu item
1: see part A
2: see part B

INTERVAL	COUNTER
Go to A	**Go to B**
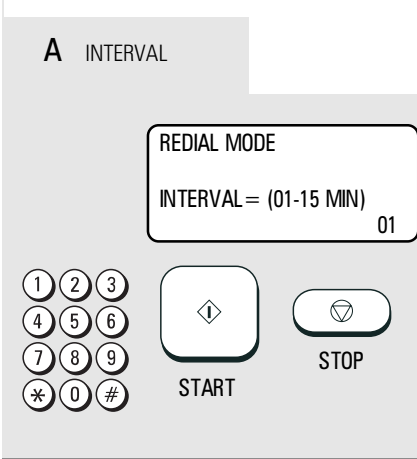
A   INTERVAL

Period between call redial attempts

```
REDIAL MODE

INTERVAL= (01-15 MIN)
                     01
```

Make your selection
call redial interval
(default setting: 1 minute)

Enter the required figure

Confirm with START

Press STOP, return to standby mode

START   STOP

B   COUNTER

Number of call redial attempts

```
REDIAL MODE

COUNTER   =(00-14)
                  03
```
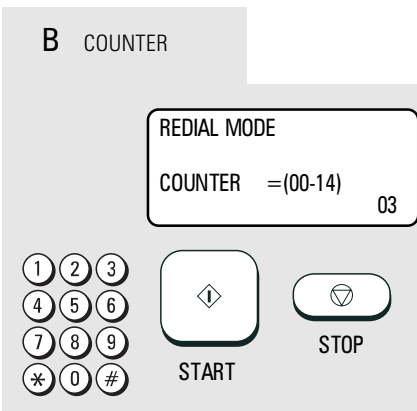
Make your selection
Number of call redial attempts
(default setting: 3 times)

Enter the required figure
confirm with START

Press STOP, return to standby mode

START   STOP

Advanced settings

Set ringer volume

An incoming call sets off the ringer via the speaker. You can adjust the volume of this signal.
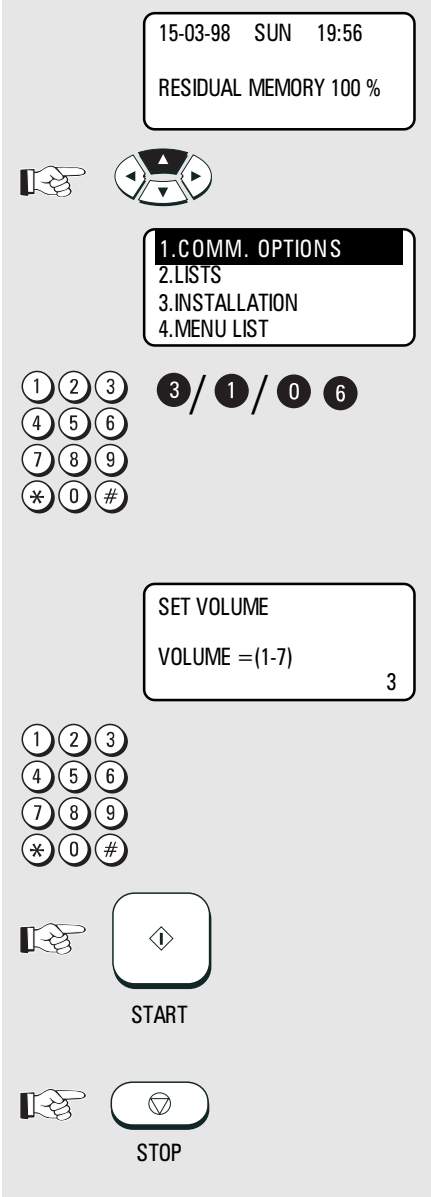
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

☞ ◄▲►▼

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

3 / **1** / **0** **6**

Select a menu item

```
SET VOLUME

VOLUME = (1-7)
                    3
```

Make your selection
for ringer volume

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Enter the required figure

☞ ◇
START

confirm with START

☞ ▢
STOP

Press STOP, return to standby mode

Advanced settings

Power saver (stand by)

The printer unit of your fax machine requires a heat source of approx. 170° C in order to be able to print out documents immediately. This heat source is heated at specific intervals in order to maintain the temperature at the required level. This consumes electricity, and the fan also has to run constantly. If you wish to save electric current or prevent the fan noise, you are able to deactivate the permanent heating facility. The heater in such cases would only be activated if a fax document is received or printed out. There is a delay of around 1 minute before documents can be printed out.

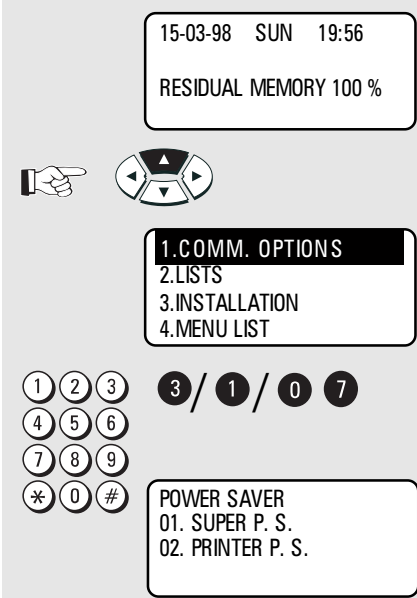Two alternatives are available:

Super Power Saver:

In this alternative, all components which are not required are switched off (almost the entire electronics) and the display is therefore also switched off. These measures reduce the entire power consumption of the fax machine to below 2 VA (Watt). The fax machine resumes its functions as soon as a call is made or as soon as a document is inserted.
The Super Power Saver mode is set either with a delay (which can be adjusted between 1 and 60 minutes) after the last action, or it can be activated by the SUPER POWER SAVER key.
• The Super Power Saver mode cannot be activated when the memory is full (memory display < 100%) and when a fault lamp is lit.

Printer Power Saver:

The printer Power Save mode only switches off the heating facility for the fixing roller and the fan. All other functions are retained. The power consumption in this mode is approx. 15 VA (Watt).
You can use a menu for specifying the period during which the printer Power Saver mode is activated.
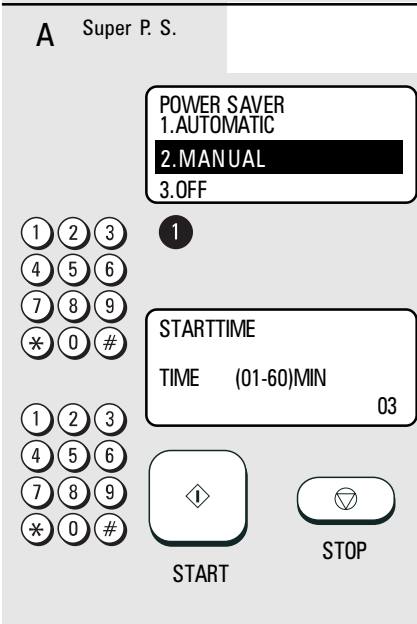

Display / Keys	Description
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
▲▼◄►	Start the menu
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	The first 4 menu items are displayed.
3 / 1 / 0 7	Select a menu item
POWER SAVER 01. SUPER P. S. 02. PRINTER P. S.	Make your selection for Power Saver mode 01: see part A 02: see part B

A Super P. S.

Display / Keys	Description
	Make your selection for mode 1. Active after preset delay 2. Active after the SUPER POWER SAVER key is pressed 3. Cannot be activated
POWER SAVER 1.AUTOMATIC 2.MANUAL 3.OFF	
1	Select a menu item Example: Automatic
STARTTIME TIME (01-60)MIN 03	Make your selection for the delay time Enter the delay time
START STOP	Confirm with START Press STOP, return to standby mode

B Printer P. S.
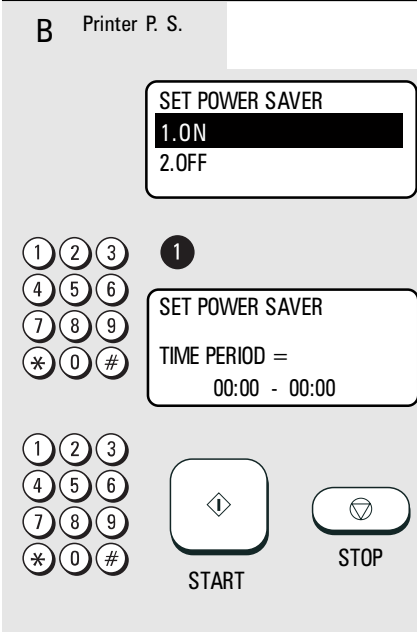
Display / Keys	Description
SET POWER SAVER 1.ON 2.OFF	Make your selection for power saver 1: Power saver on 2: Power saver off
1	Select a menu item
SET POWER SAVER TIME PERIOD = 00:00 - 00:00	Make your selection period for power saver time Enter 00:00-00:00 to permanently activate the power saver facility (24 hours)
START STOP	Enter the period

Advanced settings

Cost centre management

Transmission jobs can be assigned to any 4-digit number. The number can be used to find the specified job within the transmission report (see page 86). In this way, special transmission jobs can be linked to specific cost centres.
If this function has been activated, your are able to enter the cost centre number before every transmission.

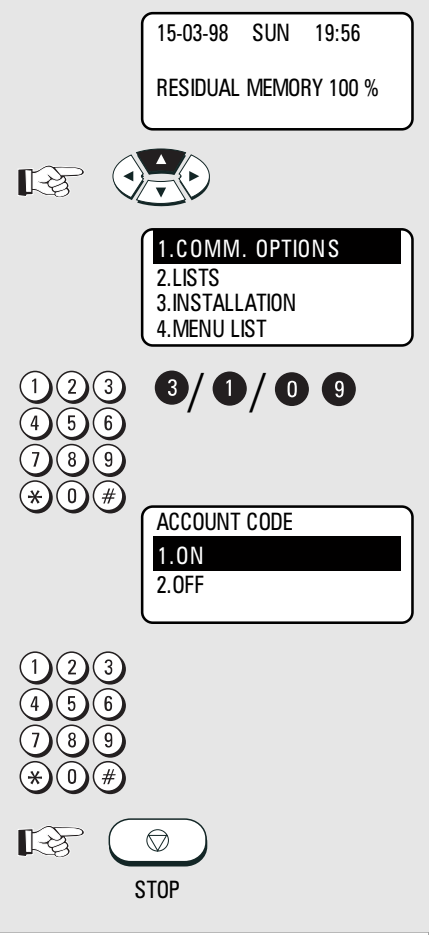Press the START key to skip entry of the cost centre number.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

3 / 1 / 0 9

Select a menu item

```
ACCOUNT CODE
1.ON
2.OFF
```

Make your selection
for ACCOUNT CODE
1: Activate cost centre management
2: Deactivate mode

Select a menu item

Press STOP, return to standby mode

STOP

Divider sheet

A divider sheet is automatically added after every transmission in order to enable the individual fax documents received to be distinguished more easily.
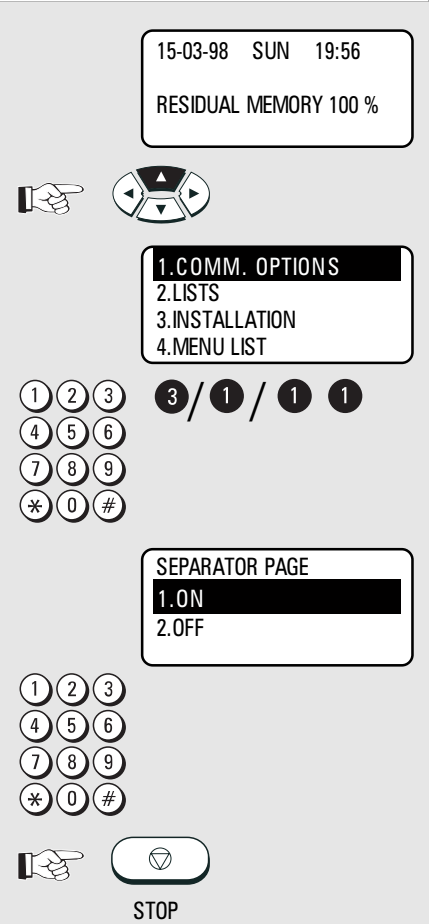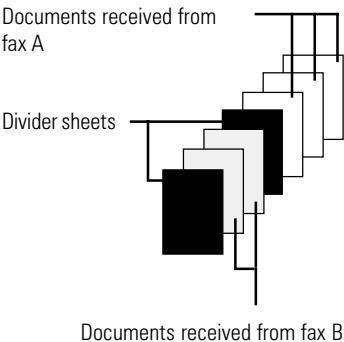
Documents received from fax A

Divider sheets

Documents received from fax B

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

3 / 1 / 1 1

Select a menu item

```
SEPARATOR PAGE
1.ON
2.OFF
```

Make your selection
for divider sheet

Select a menu item

Press STOP, return to standby mode

STOP

TOSHIBA   TF 631

Advanced settings

Department code

In order to prevent your fax machine from being used by unauthorised persons, you can lock it using a 5-digit code. 50 such codes are possible, and a separate journal is assigned to each of these codes. It is conceivable that this code can be used for setting up a cost centre management system. The fax machine can now only be enabled by entering the relevant department code. The five-digit code is entered and confirmed with the START key.

⚠ If a fax is transmitted after being released by the department code, the name of the corresponding department is displayed in the transmission header of the fax partner.

⚠ The code for department number 01 is the master code. This code must be entered for creating further department codes or cancelling existing department codes.

⚠ If the fax machine has been enabled by a department code and if no further action takes place, the code must be entered again after a further approx. 1.5 minutes.

15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
☞ ◄▲►▼	**Start the menu** The first 4 menu items are displayed.
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	
3 / **1** / **0** **8**	**Select a menu item**
DEPT CODE ENTRY 1.YES **2.NO**	Make your selection for the department code 1: Enter department code 2: Clear and cancel department codes
1	**Select a menu item**
MASTER CODE ENTRY DEPT NBR= 01 DEPT NAME=(MAX20)	Make your selection for the department name (this name appears in the transmission header of the fax partner) (see page 12 for diagram)
	Enter the department name
MASTER CODE ENTRY DEPT NBR= 01 DEPT NAME=(MAX20) Ghostbusters	
☞ ◇ START	**confirm with START**
MASTER CODE ENTRY DEPT NBR= 01 MASTER CODE= ▀▀▀▀	Make your selection for department code (use master code when first entered)
☞ ◇ START	**confirm with START**
DEPT CODE ENTRY DEPT NUMBER=(1-40) ▪	Make your selection for further departments (2 - 50) -or- **Press STOP, return to standby mode**
☞ ◎ STOP	

Advanced settings

Modify or delete a department

⚠️ Can only be accessed via master code.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
DEPT CODE ENTRY
```
Standby mode

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Enter (!) master code

👉 | START | ◇

START

confirm with START

👉 ◀ ▲ ▼ ▶

Start the menu

The first 4 menu items are displayed.

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

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

Select a menu item

```
DEPT CODE ENTRY
1.YES
2.NO
```

Make your selection
for the department code
(this menu is available only if the master code is entered)

① ② ③   **1**
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Select a menu item

```
DEPT CODE ENTRY

DEPT NUMBER=(1-40)
                      ■
```

Make your selection
for required department

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Enter the department number

👉 | START | ◇

START

confirm with START

```
DEPT CODE ENTRY
ALREADY ASSIGNED
DEPT NBR =     xx
Fanny Bones
```

Make your selection

⚠️ Department 1 cannot be cancelled as it is permanently linked to the master code.

after 2 seconds

```
DEPT CODE ENTRY
1.CANCEL
2.MODIFY
3.RETAIN
```

① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #

Select a menu item

Proceed as indicated in the menu

👉 | STOP | ⊘

STOP

Press STOP, return to standby mode

Advanced settings

Disable department code

If the department code is disabled, the previously entered departments **cannot** be accessed by entering the master code again.
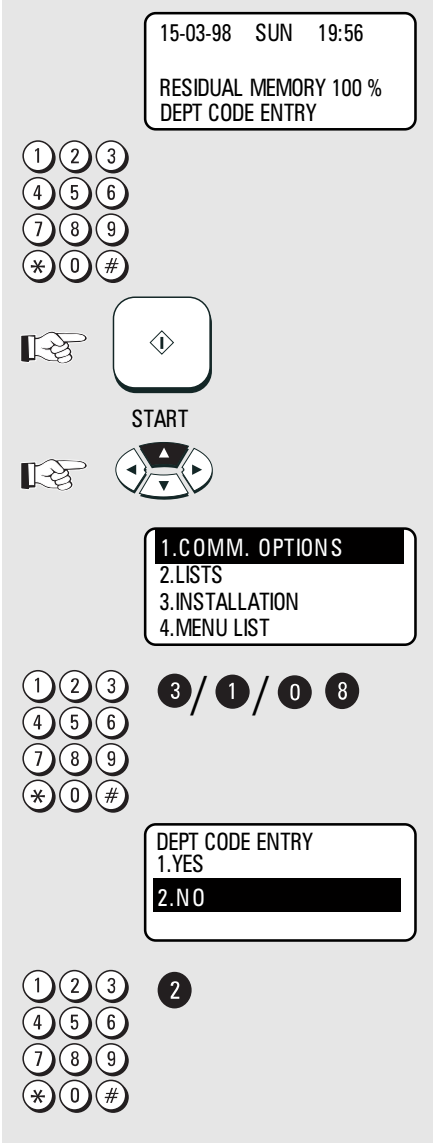
15-03-98 SUN 19:56		Standby mode
RESIDUAL MEMORY 100 % DEPT CODE ENTRY		
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ✱ ⓪ #		Enter (!) master code
👉	◇ START	confirm with START
👉	◁ ▲▼ ▷	Start the menu The first 4 menu items are displayed.
	1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ✱ ⓪ #	❸/❶/⓿ ❽	Select a menu item
	DEPT CODE ENTRY 1.YES 2.NO	Make your selection ⚠ for the department code (this menu can only be accessed by entering the master code)
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ✱ ⓪ #	❷	Select a menu item The fax machine is permanently enabled

Advanced settings

Cover sheet

The cover sheet is a form which is placed at the head of your fax transmission. It is a tool to enable the operator to classify an incoming fax more easily.

You are able to choose between a "normal" cover sheet which sets out the information in text form and a "personal" cover sheet.
With the personal cover sheet, you can add a diagram to the "normal" information. This diagram is scanned into the machine in the same way as a document and is retained in memory as the cover sheet diagram.
The following diagram illustrates the relevant area of the document which is subsequently displaced on the cover sheet. All white areas are omitted.

Cover sheet:

```
             top
                              110 mm

   Effective area
   Space for logos,
   graphs, diagrams,        150 mm
   etc.
```

⚠ Please refer to page 50 for details of how to send the cover sheet.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

☞ ▲◄►▼

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

1 2 3 3 / 1 / 1 0
4 5 6
7 8 9
∗ 0 #

Select a menu item

```
COVER SHEET
1.ON
2.OFF
```

Make your selection
for cover sheet function
1. Cover sheet is activated
2. Cover sheet is cancelled

1 2 3 1
4 5 6
7 8 9
∗ 0 #

Select a menu item

```
WITH DOCUMENT ?
1.ON
2.OFF
```

Make your selection
for cover sheet character
1. Cover sheet with diagram and text
2. Cover sheet only with text
(Example: cover sheet with diagram)

1 2 3 1
4 5 6
7 8 9
∗ 0 #

Select a menu item

```
COVER SHEET

LOAD DOCUMENT
```

Insert required cover sheet document

☞ ◇

START

confirm with START

The document is saved as the cover sheet diagram
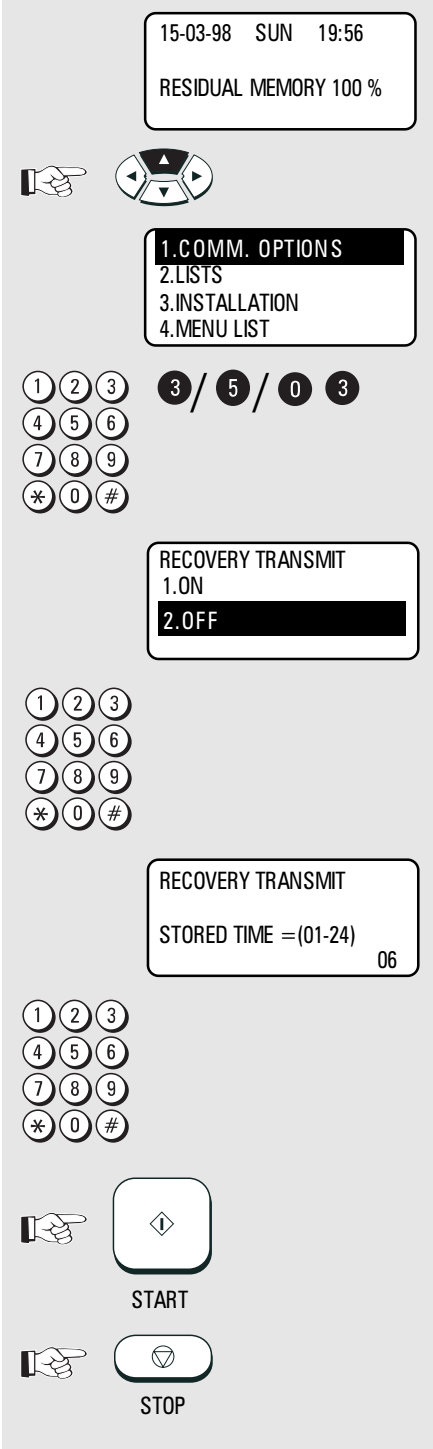
Advanced settings

Retain jobs

If a job cannot be transmitted because for instance the partner fax is busy, your fax machine attempts to redial the number at regular intervals of approx. 2 minutes*. After the XXth* redialling, the job will be automatically deleted from the stack and a transmission report (see page 83) will be printed out. To prevent the deletion of such a job use this procedure. Each job will then be available for a certain time (1-24hours). If this job can not be successfully sent during this period it will be deleted automatically from the memory. Every time you retain a job in memory your fax prints out a transmission report (see page 83) to inform you how long this job will be retained in memory. To send retained jobs see page 53.

*) Depending on setting (see page 95)

⚠ If too many documents are retained in memory, the fax memory will become full since every retained job requires memory.

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

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```
Standby mode

☞ ▲ ◄ ► ▼
Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```
The first 4 menu items are displayed.

3 / **5** / **0** **3**
Select a menu item

```
RECOVERY TRANSMIT
1.ON
2.OFF
```
Make your selection for retain job

Select a menu item

```
RECOVERY TRANSMIT

STORED TIME = (01-24)
                      06
```
Make your selection for retaining time (preset retaining time is displayed)

Input retaining time -and/or-

☞ ◇ START
confirm with START

☞ ▽ STOP
Press STOP, return to standby mode

Advanced settings

Query job status

The LINE status lamp enables you to recognise whether your fax machine is currently active.

If you require more precise information concerning this activity, you can query the current status of the machine. This status query also enables you to cancel the current job.

The status display is made up as follows:

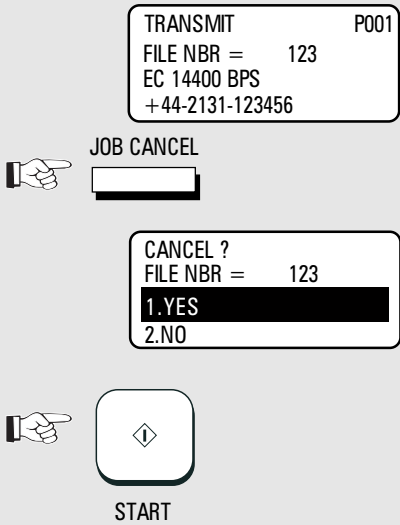| Line 1	TRANSMIT P 001	Indication of activity (transmission, reception, polling, etc.) Indication of current number of pages (P xxx)
Line 2	FILE NBR= 123	Indication of job number
Line 3	EC 14400 BPS	Indication of transmission type (ECM, G3, High Speed) Indication of transmission speed (14400 BPS etc)
Line 4	+44 2131 123456	Indication of the ID of your partner fax
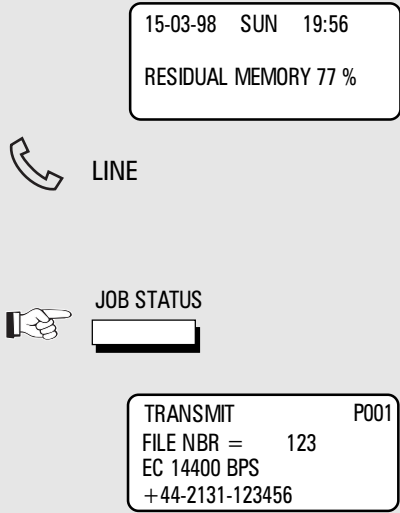
```
15-03-98   SUN   19:56

RESIDUAL MEMORY 77 %
```
Standby mode

LINE

The LINE lamp lights up and indicates activity on the line

JOB STATUS

Press the JOB STATUS key

The current status is displayed

```
TRANSMIT          P001
FILE NBR =     123
EC 14400 BPS
+44-2131-123456
```

Do you wish to cancel the current status?

```
TRANSMIT          P001
FILE NBR =     123
EC 14400 BPS
+44-2131-123456
```

Cancel current status
The current status is displayed

JOB CANCEL

Press the JOB CANCEL key

Confirmation prompt

```
CANCEL ?
FILE NBR =     123
1.YES
2.NO
```
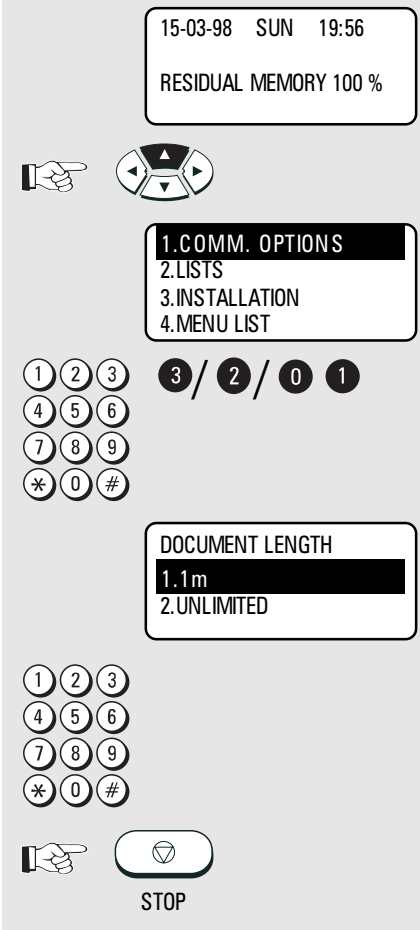
confirm with START

The current job is interrupted and the job is cancelled

START

Advanced settings

Basic setting, document length

In the basic setting of your fax machine, the document length is limited to one meter. If the document is longer than one meter, the machine displays the error message "document jam" after one meter is exceeded, and the transmitted is interrupted. You are able to disable this restriction to prevent this from happening.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

☞ ◀▲▼▶

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

❸ / ❷ / ⓿ ❶

Select a menu item

```
DOCUMENT LENGTH
1.1m
2.UNLIMITED
```
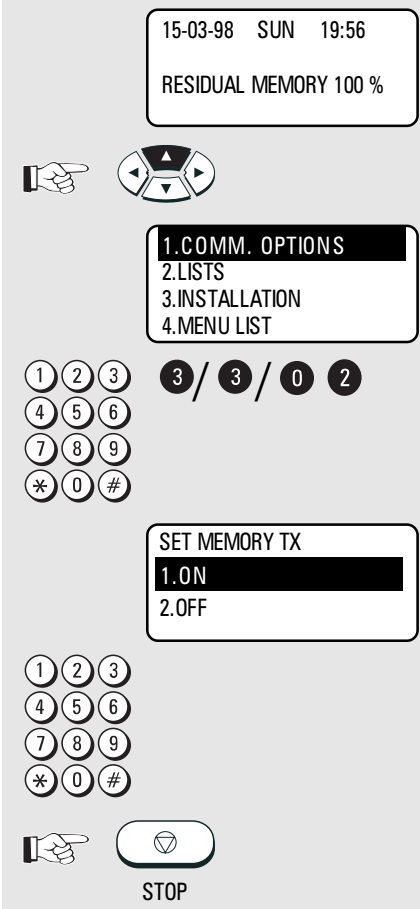
Display the basic setting

Select a menu item

STOP

Press STOP, return to standby mode

Basic setting, transmission memory

The transmission memory is activated in the basic setting of your fax machine. This enables transmission jobs to be stacked as jobs in this memory (). If you disable the transmission memory, the document is retained in the document feed until the transmission procedure is completed.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

☞ ◀▲▼▶

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

❸ / ❸ / ⓿ ❷

Select a menu item

```
SET MEMORY TX
1.ON
2.OFF
```
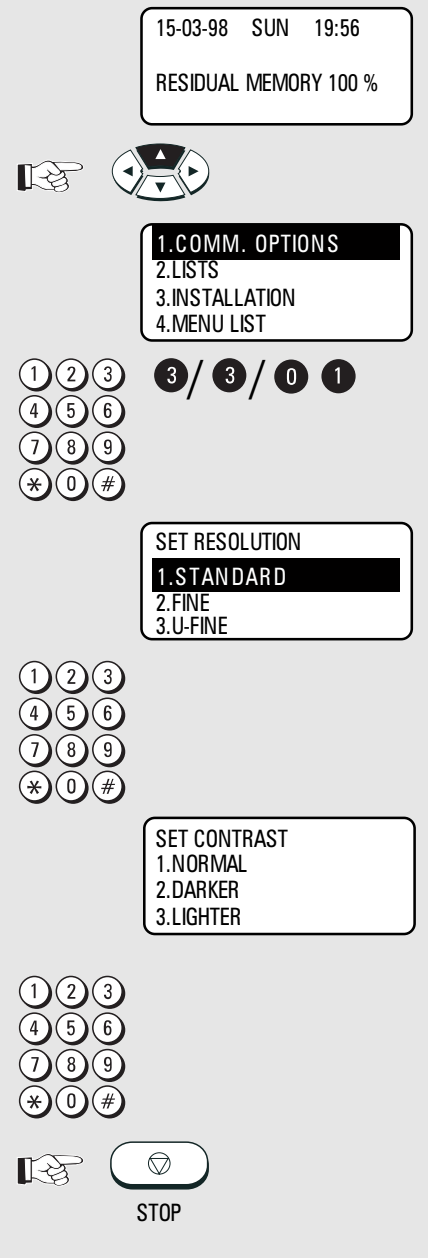
Display the basic setting

Select a menu item

Press STOP, return to standby mode

STOP

Advanced settings

Basic setting, resolution and contrast

The basic setting of contrast and resolution can be changed. Please read pages 44 et seq. for information concerning contrast and resolution.

```
15-03-98   SUN   19:56

RESIDUAL MEMORY 100 %
```

Standby mode

👉

Start the menu

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

The first 4 menu items are displayed.

3 / 3 / 0   1

Select a menu item

```
SET RESOLUTION
1.STANDARD
2.FINE
3.U-FINE
```

Display the basic setting for resolution

Select a menu item

```
SET CONTRAST
1.NORMAL
2.DARKER
3.LIGHTER
```

Display the basic setting for contrast
1: for normal documents
2: for mainly light documents
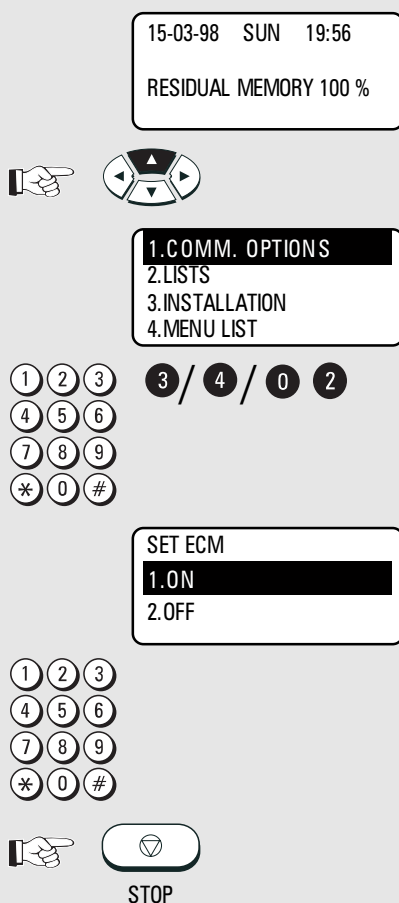3: for mainly dark documents

Select a menu item

👉 ⊘ STOP

Press STOP, return to standby mode

Advanced settings

Basic setting, ECM (error correction mode)

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 oversees calls. For this reason, you can completely deactivate the ECM facility.

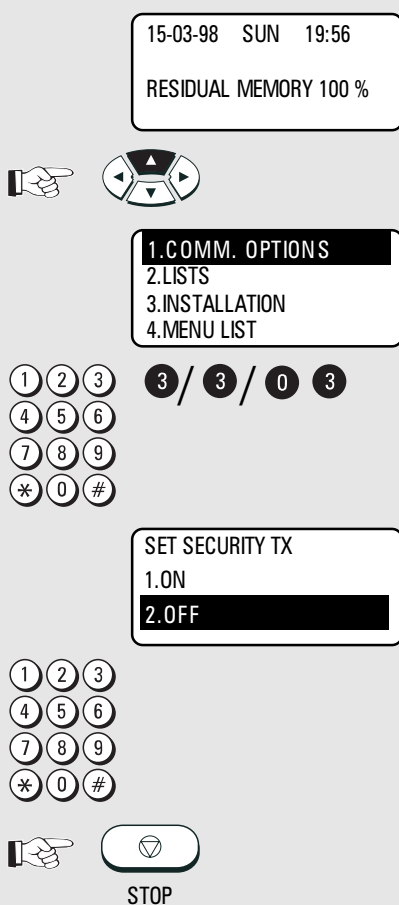|	
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
☞ ◄▲►▼	**Start the menu** The first 4 menu items are displayed.
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	
3 / 4 / 0 2	**Select a menu item**
SET ECM **1.ON** 2.OFF	Display the basic setting
(keypad)	**Select a menu item**
☞ ⊘ STOP	**Press STOP, return to standby mode**

Basic setting, protected transmission

The transmission of documents is restricted.
You can now only send documents to fax machines whose ID is identical to the dialled fax number. You can thus only fax your documents to specific fax partners.

⚠ Any changes to this basic setting have far-reaching consequences!

15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
☞ ◄▲►▼	**Start the menu** The first 4 menu items are displayed.
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	
3 / 3 / 0 3	**Select a menu item**
SET SECURITY TX 1.ON **2.OFF**	Display the basic setting
(keypad)	**Select a menu item**
☞ ⊘ STOP	**Press STOP, return to standby mode**

Advanced settings

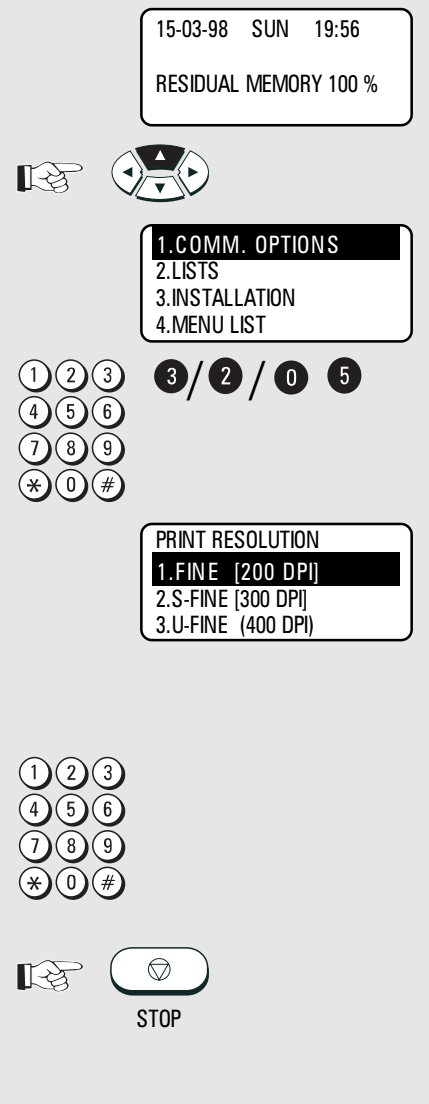## Basic setting, superfine reception (only with memory expansion)

If a memory expansion is not used, the maximum possible reception resolution is "Fine".

If a memory expansion has been installed (see page 10), you can decide whether your fax machine can also receive documents with superfine or ultrafine resolution. The higher resolutions place a certain amount of strain on the reception memory. Under unfavourable conditions, reception of documents may be incomplete if these resolutions are used and if the memory capacity is exhausted. **If you also use your fax machine as a printer, the settings correspond to the maximum possible printer resolution.**

⚠ The maximum printer resolution also determines the maximum copy resolution which can be chosen.

```
15-03-98    SUN    19:56

RESIDUAL MEMORY 100 %
```

☞

```
1.COMM. OPTIONS
2.LISTS
3.INSTALLATION
4.MENU LIST
```

3 / **2** / **0**   **5**

```
PRINT RESOLUTION
1.FINE  [200 DPI]
2.S-FINE [300 DPI]
3.U-FINE  (400 DPI)
```

☞ STOP

Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Display the basic setting
1: Reception with max. fine
   (= 200 dpi resolution)
2: Reception with max. superfine
   (= 300 dpi resolution)
3: Reception with max. ultrafine
   (= 400 dpi resolution)

Select a menu item

Press STOP, return to standby mode

Advanced settings

Additional features (SUB, SEP, PWD)

Because of the high level of innovation pressure in the telecommunications industry, fax technology is also being continuously improved. The ITU-T (formerly CCITT) operates as an international body and is responsible for ensuring standardisation of new telecommunication options. This ensures that non-proprietary compatibility is guaranteed.

All additional features described at this point are related to **fax networks**, and are added as additional information (digits) to the telefax numbers.

Please note that the partner fax machine must also support these features. These functions would otherwise not be carried out.

SUB:

(Sub-Addressing) This mode is used for faxing documents in PC networks. The fax number (the number of the fax server in the network) and also the sub-address of the workstation in the network must be entered to enable the fax to be forwarded in the network.

The sub-address is entered in the form of a number with max. 20 digits.

SEP:

(Separation Polling) This mode is used for polling from a PC network. The fax number (the number of the fax server in the network) as well as the polling address of the workstation in the network from which a fax document is to be polled must be entered.
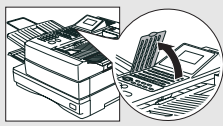
The polling address is entered in the form of a number with max. 20 digits.

PWD:

(Password) The password is used as additional security for actions in the PC network. This enables transmission and polling procedures in PC networks to be protected. Facilities such as "electronic signature" as well as PIN number mode are also possible.

The password is entered in the form of a number with max. 20 digits.

15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	**Standby mode**
	Load original Remember: Printed side face down Document ready
	Open the one-touch dial cover
SHIFT SUB ADRESS COMM	**Press the Shift key and then the corresponding function key**
SUB ADDRESS COMM. **1.COMPLETE** 2.SUB 3.SEP	**Make your selection** for additional parameters 1: complete 2: SUB 3: SEP 4: PWD
①②③ **2** ④⑤⑥ ⑦⑧⑨ ✻⓪#	**Selection of required menu item** Example: Sub-address (SUB)
SUB ADDRESS COMM. SUB =(MAX20) ■	**Entry prompt** for the sub-address
◇ START	**confirm with START**
SUB ADDRESS COMM. **1.COMPLETE** 2.SUB 3.SEP	**when all data have been entered:** end with "1"
①②③ **1** ④⑤⑥ ⑦⑧⑨ ✻⓪#	
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 % ENTER TEL NUMBER	**Entry prompt for** the fax number

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Additional paper cassettes (optional)

If the 250 sheet paper cassette is not adequate, you are able to install up to two additional paper cassettes (each holding 250 sheets). Please contact your TOSHIBA dealer for details.

Possible problems

Error messages in the display

Your fax machine indicates operating errors or does not carry out a function in accordance with your requirements. Before you contact customer service, consider a moment and identify the error message in the following list. You will probably then be able to remedy the fault yourself.

General procedure to be followed for error messages in the display

1. Analyse error message.
2. Rectify cause of error.
3. Press STOP key to cancel error message in display.
4. If necessary, switch off fax machine for 10 seconds and press STOP key again.

⚠️ **All error messages are retained in the display until they are acknowledged with the STOP key. If this error message does not disappear, the cause of the error has still not been rectified.**

Display	Cause	How to correct
BROKEN REGISTRATION PRESS [STOP] CONFIRM DIAL LIST	Alphabet memory and internal settings have been lost due to a lengthy power failure	Press the STOP key. If the error message does not disappear, activate the installation procedure (see page 11) and confirm all settings.
POWER FAILURE	Contents of the image memory have been lost following a power failure.	The mains error report (see page 91) is printed out in order to provide you with a list of lost criteria.
TX COVER OPEN	The cover on which the keypad is located has not snapped into position.	Allow this cover to snap carefully into position.
RX COVER OPEN	The upper part of your fax machine housing has not snapped into position.	Close the housing cover carefully.
MEMORY FULL	The transmission / reception memory is full.	Send your document(s) with a lower resolution, or send them using the direct mode (see page 36). If this error persists, please contact your dealer for a memory expansion.
DOCUMENT JAM	Documents have jammed in the document feeder.	Follow the instructions on page 116 to rectify the document jam.
UPPER PAPER EMPTY	(Only in conjunction with additional paper cassettes) No more paper in the upper cassette.	Load new recording paper (see page 9).
MIDDLE PAPER EMPTY	(Only in conjunction with additional paper cassettes) No more paper in the middle cassette.	Load new recording paper (see page 9).
LOWER PAPER EMPTY	(Only in conjunction with additional paper cassettes) No more paper in the bottom cassette.	Load new recording paper (see page 9).
PAPER EMPTY	The recording paper is empty	Load new recording paper (see page 9).
TONER LOW	The toner is almost out. Only enough toner for approx. 100 more copies.	Install a new cartridge (see page 6).
TONER EMPTY	There is not enough toner for printing.	Install a new cartridge (see page 6).
DRUM LIFE WARNING	The printer unit is almost spent. About 100 sheets can be printed after this is displayed.	Please contact your TOSHIBA dealer for ordering a new printer unit.

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Possible problems

Display	Cause	How to correct
REPLACE DRUM	The printer unit is spent.	Replace the process unit (see page 5).
CONFIRM PROCESS-UNIT	The printer unit is missing or has not been installed correctly.	Install the process unit correctly. Activate the lock facility.
PRINTER DISORDER	Indicates a fault in the printer unit.	Contact your TOSHIBA dealer and notify him of the code in the display message.
LOAD DOCUMENT	No document	The action requires a document.
COMMUNICATION ERROR	A transmission error occurs while a document is being transmitted.	Consult the transmission report (see page 81) and try to establish the cause of the error with the following pages.
SORRY NOT POSSIBLE	Selected function not possible at present.	Read the operating instructions for any restrictions concerning your selected action.
LINE BUSY	Other party was busy.	Test the connection using the listening-in option (see page 42). Have you pressed "*" on the extension for obtaining an outside line (see page 15)?
PAGE# MISMATCH	Page counter and actual documents are different (see page 47).	Ask the other party to identify which page has not been transmitted.
POLLING ERROR	A polling attempt has been made, and resulted in an error.	Polling was not reserved, or the password was incorrect, or polling protection did not meet the specified criteria (see page 58).
NOT ALLOWED NOW	You have tried to start a function which is blocked.	Wait until the current action of the fax machine has been terminated.

Possible problems

Error codes in journal

If "TRANSMISSION ERROR" appears in the display of your fax machine, the error code describes the specific error. The same code is shown also in the journal and transmission report.

Code	Cause	How to correct
10	No recording paper	Put more paper in the paper cassette.
11	Paper jam	Remove the jammed paper (see page 116).
12	Documents have jammed in the document feed.	Remove the document jam as described on page 116.
13	Open the upper covers	Allow these covers to snap carefully into position.
14	Toner empty	Replace the toner. (see page 6)
20	Power failure	A power failure has occurred.
21/E0/E6	Printer fault/Pix-Mem error	Try to remedy the printer fault yourself, otherwise contact the customer service of your TOSHIBA dealer.
22	Memory error	If this error occurs frequently, please notify the customer service of your TOSHIBA dealer.
23	Internal fault	If this error occurs frequently, please notify the customer service of your TOSHIBA dealer.
30	Transmission interrupted by the transmitter/receiver.	Start the transmission process again or request your fax partner to repeat the transmission process.
32	Page error	A specific number of pages has been set, but a different number of pages has been sent (see page 47).
33	Polling error	Polling was not reserved, or the password was incorrect, or polling protection did not meet the specified criteria (see page 58).
42	Memory overflow	Use a lower resolution for your documents or send these documents in the direct mode (see page 36). If this error occurs frequently, please contact your dealer for a memory extension.
50	Line busy	Test the connection using the listening-in option (see page 42). Have you pressed "*" on the extension for obtaining an outside line (see page 15)?

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Possible problems

Code	Cause	How to correct
53	Wrong codeword	A document has been retrieved with the wrong codeword (see page 57).
60	Line busy	Send the document again.
80/B0-B5/C0-C4/ D0-D2/F0, F1	Communication error	Bad line. The document has probably not been transmitted. You should transmit your document again to be safe.
81/B1/B9	Compatibility error	A function which is not a TOSHIBA feature or an ITU-T standard feature is used during a transmission procedure.
82	Training error	Bad line. Before the documents are transmitted, the fax machines check the line quality with test signals. If this error occurs, the document is not transmitted.
83/84/85	Image error	No images were transmitted after handshaking between the fax machines. If this error occurs, the document is not transmitted.
86	Line error	Various lines have not been detected during the transmission procedure. Call the other party to establish whether the document is legible.
87	Image cannot be saved	Memory overflow on the other machine. Transmit your document again later.

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.	Your machine displays an error.	If the display gives an error message, clear the fault and delete the display with STOP.
	The display is blank.	Check there is power on the machine. The machine must be switched on (see page 8).
	Document size or thickness of paper are not acceptable.	Use acceptable documents only (see page 31).
	The operator control panel is not firmly locked.	Close the cover. It should be firmly locked in place on both sides.
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.	Document format or paper thickness not as specified.	Use acceptable documents only (see page 31).
	The document guides are not properly adjusted to the paper size.	Adjust the document guides accordingly.
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.	Your machine's document reader is dirty or damaged.	Make a copy of your document on your fax machine (see page 29). If your copy is also difficult to read, clean the document reader.
	RESOLUTION and CONTRAST are not set correctly.	Make a copy on your fax machine (see page 29) 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 44/45). Then send again.
	The telephone connection is poor.	Redial. You may get a better conncection.
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 70/75).
No dial tone is heard when handset is off-hook.	The telephone is not correctly connected.	Check that your telephone is connected correctly to the socket (see page 8).
	The fax machine is not correctly connected.	Plug the connecting cable of your fax machine into the socket (see page 8).
Your call does not arrive although you have dialled the correct number.	Your fax machine has been set to the wrong dialling mode.	Switch to the correct dialling procedure: DTMF or pulse-dialling (see page 14).
	If you are connected to a PABX: You have set the wrong line type.	Set the line types to EXTENSION (see page 15).
	Your fax machine is not connected to the PSTN.	Plug the connecting cable of your fax machine into the socket (see page 8).

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.	If the display shows an error message, eliminate the fault and delete the display with STOP.
	The fax machine is not correctly connected.	Check the wiring. See page 8.
	The display is blank.	Check there is power to the machine. The machine must be switched on (see page 8).
	There is still a document in the feeder.	Press STOP and remove the document.
	Your fax machine is set in manual receiving mode and you replaced the handset before pressing START.	When receiving the next fax, be sure to replace the handset only after you have pressed START.
	The operator control panel is not closed.	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 117).
The dcoument received is difficult to read.	Document quality 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.
	The telephone connection is poor.	Ask the sender to transmit the document again (see page 31).
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 28).

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.
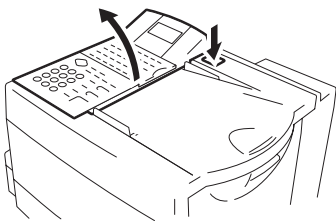
Using a soft cloth,
wipe the movable white roller and the glass pane underneath.

⚠ 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.
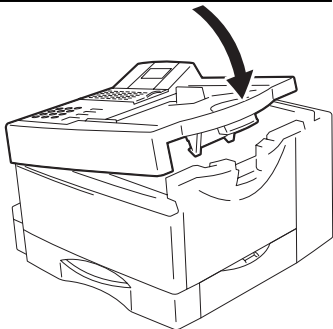
Document jam

How to clear a document jam
Press the release button
to open the control panel cover.

⚠ Keep the power ON.
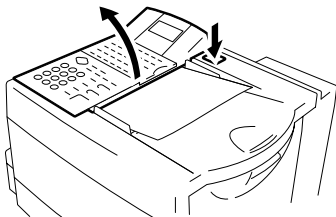
The jammed document
can be carefully removed.

⚠ 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 STOP delete the error message.

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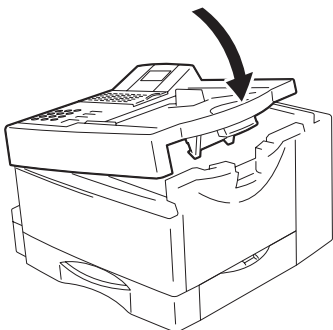
Possible problems

How to clear a recording paper jam
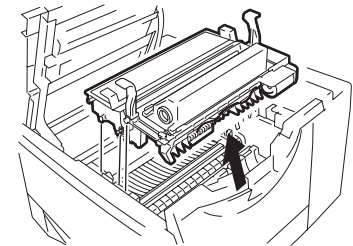
After opening
the upper cover and side cover of the housing, you will see the possible locations where the paper may be jammed: Remove the paper from here without applying force...
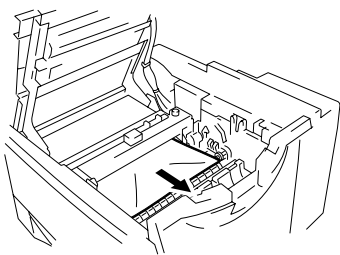
... or from underneath the process unit.

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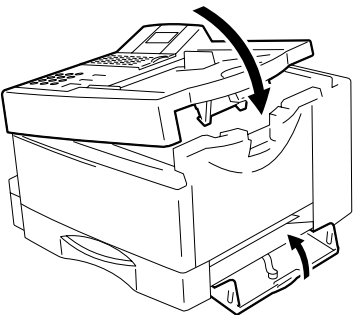
After you have replaced the process unit, close the covers by pressing down lightly until they lock into place. Now delete the error message by pressing STOP.
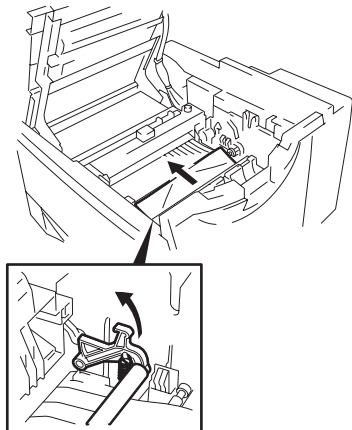
Cleaning the corona

If toner inadvertently enters the interior of the fax machine, it may be necessary for the charge corona to be cleaned. The charge corona consists of a very thin wire which stretches along the entire length of the image drum in a metal cage.

The supplied special tool enables you to clean the charge corona without any danger.
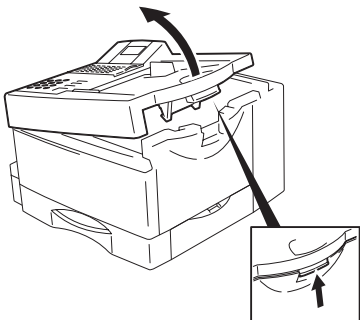
- Switch of the fax machine
- Pull the release button to open the fax machine ()
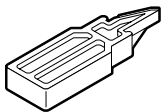
- Place the cleaning tool carefully on the metal cage (as illustrated in the drawing) and then slide it backwards and forwards several times along the entire length of the corona wire.

The other parts of the cleaning kit are reserved for a service call-out. Please store these objects in a safe place.
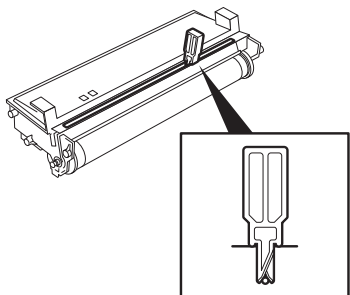
Possible problems

Remote maintenance (COMLINE)

Your fax machine enables remote diagnosis to be carried out. This means that internal settings can be read and changed via the telephone line. In order to ensure that all requirements of data protection are observed, COMLINE is possible only if you temporarily enable your fax machine for this facility.
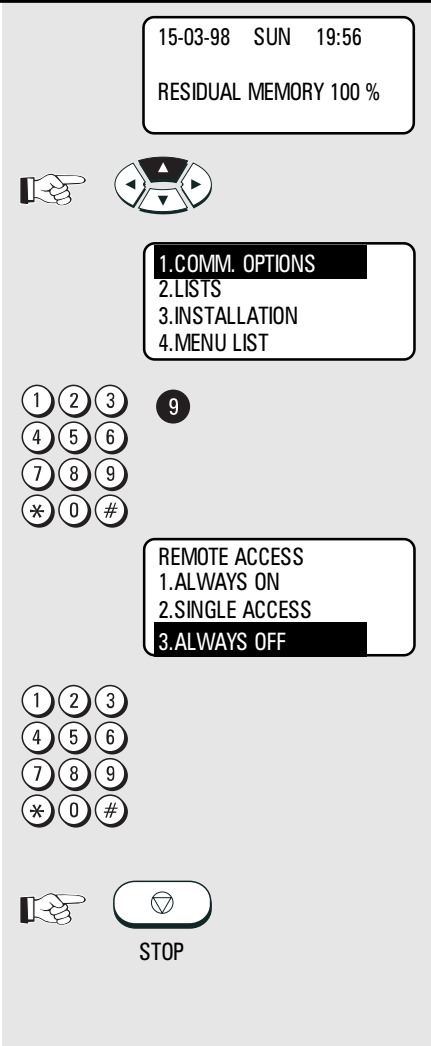
15-03-98 SUN 19:56 RESIDUAL MEMORY 100 %	Standby mode
👉 ◀▲▼▶	**Start the menu**
1.COMM. OPTIONS 2.LISTS 3.INSTALLATION 4.MENU LIST	The first 4 menu items are displayed.
①②③ ❾ ④⑤⑥ ⑦⑧⑨ ⊛⓪#	**Select a menu item**
REMOTE ACCESS 1.ALWAYS ON 2.SINGLE ACCESS 3.ALWAYS OFF	Male your selection 1: REMOTE ACCESS always possible 2: Temporarily enable REMOTE ACCESS 3: REMOTE ACCESS not possible
①②③ ④⑤⑥ ⑦⑧⑨ ⊛⓪#	**Select a menu item**
👉 ⊘ STOP	**Press STOP, return to standby mode**

Connection to PABX

If your fax machine is connected to a PABX, additional sources of errors are possible. In the event of any problems, you should work through the following items and compare them against the current installation of your fax machine. Where necessary consult the person who installed your 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 telecommunication 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 851 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 C€ mark in compliance with EN 50 082-1, EN 55 022/B and EN 60 950

EPA ENERGY STAR

Addendum to the TF631 Operator's Manual

The United States Environmental Protection Agency (EPA) has introduced a voluntary program, the ENERGY STAR Program, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance, prevent pollution, and reduce your energy costs. As an ENERGY STAR Partner, to Toshiba Europa (I.G.) GmbH has determinded that this facsimile model meets the ENERGY STAR guidelines for energy efficiency. ENERGY STAR guidelines require that all ENERGY STAR facsimiles maintain very low power consumption during idle state or have a „Power Saver" feature that will automatically stand-down to an idle state after a period of inactivity.

For more information on the ENERGY STAR Program, please contact:

ENERGY STAR Printers/Fax Machines
US EPA (62021)
Washington, DC 20460

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