



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH FAX 3320L. You'll find the answers to all your questions on the RICOH FAX 3320L in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH FAX 3320L
User guide RICOH FAX 3320L
Operating instructions RICOH FAX 3320L
Instructions for use RICOH FAX 3320L
Instruction manual RICOH FAX 3320L



3730
F630
LF312
FAX 3320L

Operating Instructions
Basic Features



- 1 Getting Started
- 2 Faxing
- 3 Registering
- 4 Troubleshooting

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.



[You're reading an excerpt. Click here to read official RICOH FAX 3320L user guide](http://yourpdfguides.com/dref/317798)

<http://yourpdfguides.com/dref/317798>

Manual abstract:

@@Certain options might not be available in some countries. For details, please contact your local dealer. @@Laser Safety: CDRH Regulations This equipment complies with requirements of 21CFR Subchapter J for class I laser products. This equipment contains a AlGaAs laser diode of 5 milliwatt or 6.2 milliwatt, 770-795 nm wavelength. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance. Caution: Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. Two kinds of size notation are employed in this manual. With this machine refer to the inch version. For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products. Important Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine. Power Source: 115V, 60Hz Please be sure to connect the power cord to a power source as above. For details about power source, see Chapter 10, "Connecting the Power and Switching On" in the Advanced Features manual.

Declaration of Conformity Product Name: Facsimile Model Number: 3730/F630/LF312/FAX3320L Responsible party: Ricoh Corporation Address: 5 Dedrick Place, West Caldwell, NJ 07006 Telephone number: 973-882-2000 This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions: 1. This device may not cause harmful interference, and 2. this device must accept any interference received, including interference that may cause undesired operation. TABLE OF CONTENTS NOTICE .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.... 1 Safety Information .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....3 Safety During Operation

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....3 *Important Safety Instructions*

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

7 Important Safety Instructions

.....
.....
.....
.....

.....
.....
.....
.....

7 Caution

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....7 *Position of the CAUTION Label*

.....
.....
.....

.....
.....
.....
.....

.....
.....

.... 8 *ENERGY STAR Program* .

.....
.....
.....
.....

.....
.....
.....
.....

. 9 Energy Saving Modes

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

10 How to Read this Manual

.....
.....
.....
.....

.....
.....
.....
.....

...12 Manuals for This Machine .

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... 13 Basic Features (this manual) ...

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

13 Advanced Features

.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....13 I. Getting Started Guide to Components .

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....15 Front View ..

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

15 Side View

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

...16 Control Panel.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... *17 Starting the Machine...*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... *19 Turning On the Power .*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... *..19 Turning Off the Power ..*

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

..... *..19 Reading the Display...*

.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

20 Reading the Display and Using Keys.....

.....
.....
.....

.....
.....
.....
.....

.20 Standby Display

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

....21 Communication Display .

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

21 Display Prompts

.....

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....
.....
.....
.....
.....22 2. Faxing Transmission Modes .

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

23 Switching between Memory Transmission and Immediate Transmission.....

.....
.24 Setting Originals

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....25 Loading Originals in the Document Feeder.....

.....
.....
.....
.....
.....
.....
.....
.....

.....26 Original Sizes Difficult to Detect....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

26 Memory Transmission.....

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
...27 Canceling a Memory Transmission.

.....
.....

.....
.....
.....
.....

.....
.....
.....

..29 Before the Start Key is Pressed

.....
.....
.....
.....

.....
.....
.....
.....

.....
.29 While the Original is Being Scanned...

.....
.....

.....
.....
.....
.....

.....
.....
.....

...29 During Transmission

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....29 While the Original is Awaiting Transmission .

.....
.....

.....

.....30 Immediate Transmission.

.....
.....
.....
.....
.....
.....

....31 Canceling an Immediate Transmission

.....
.....
.....
.....
.....
.....

..... 33 Before the Start key is Pressed.....

.....
.....
.....
.....
.....
.....

33 After the Start key is Pressed.....

.....
.....
.....
.....
.....
.....

.....33 i Scan Settings ..

.....
.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.34 Resolution

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
...34 Original Type..
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.35 Dialing
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....36 Entering Numbers Directly
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

...36 Pause

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

....37 Tone .

.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

..37 Using Quick Dials..

.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....37 Using Speed Dials..

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....38 Using Groups ..

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....39 When Specifying a Group with a Quick Dial.....

.....
.....
.....
.....
.....
.....
.....
.....

...40 When Specifying a Group with the Group key.....

.....
.....
.....
.....
.....
.....

...40 Reception Modes ..

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....*46 Quick Dial ..*

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....*48 Registering ...*

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....*48 Editing ...*

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....50 *Deleting*

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....51 *Quick Dial Key Label (Dial label)*.

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

.....52 *Label paper*.....

.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....53 *Speed Dial*.....

.....
.....
.....

.....
.....
.....
.....

.....

.....
.....
.....
.....
.....
.....
.....
.....
....54 Registering

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
....54 Editing .

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
..56 Deleting ...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....57 Groups ...

.....
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.59 Registering

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.59 Editing

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

...62 Editing a Group Name .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....
.....
.....
62 Adding a Fax Number to a Group.....

.....
.....
.....
.....
.....
.....
.....
.....

...63 Deleting

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

65 To delete a destination from a group.....

.....
.....
.....
.....
.....
.....
.....

.....65 To delete an entire group .

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....67 Entering Characters.....

.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....

.....69 Available Characters ..

.....
.....
.....
.....
.....
.....

.....
.....
.....
.....

.....69 Keys .

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

69 How to Enter Characters.....

.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

70 ii 4. Troubleshooting Loading Paper in the Main Paper Tray....

.....
.....
.....
.....

.....
.....
... 71 Adjusting Volume ..
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.... 72 Clearing Original Jams.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

..74 Clearing a Copy, Fax, or Print Jam

.....
.....
.....

.....
.....
.....

75 Inside the Machine

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....75 Error Messages .

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....

.... 77 When the Receive File Indicator is Lit .

.....
.....
.....
.....

.....
.....
.....

..79 Solving Problems.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....80 INDEX.

.....
.....
.....

· sult in minor or moderate injury or damage to property. 3 R WARNING: · Connect the power cord directly into a wall outlet and never use an extension cord.
· Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged. · To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual. · Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs: · You spill something into the machine. · You suspect that your machine needs service or repair. · The external housing of your machine has been damaged. · Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.

· Disposal can take place at our authorized dealer. · Dispose of the used toner cartridge in accordance with the local regulations. · Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur. · Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord. · Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.

· If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire. 4 R CAUTION: · Protect the machine from dampness or wet weather, such as rain and snow. · Unplug the power cord from the wall outlet before you move the machine.

While moving the machine, you should take care that the power cord will not be damaged under the machine. · When you disconnect the power plug from the wall outlet, always pull the plug (not the cable). · Do not allow paper clips, staples, or other small metallic objects to fall inside the machine. · Keep toner (used or unused) and toner cartridge out of reach of children. · For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points.

Disposal can take place at an authorized dealer. · The inside of the machine could be very hot. Do not touch the parts with a label indicating "hot surface". Otherwise an injury might occur. · Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer. · Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet.

[You're reading an excerpt. Click here to read official RICOH FAX](#)



[3320L user guide](#)

<http://yourpdfguides.com/dref/3177798>

Damaged power cords are a fire and electric shock hazard. To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.

For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays. The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper. Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur. Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur. Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or a machine failure. Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

Do not open toner cartridges forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion. 5 If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary. If toner or used toner gets into your eyes, flush thoroughly with eyewash or water.

Consult a doctor if necessary. If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary. Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.

If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible. During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the rollers during operation. An injury might occur. Fire and breakdown can result from heavy accumulation of dust inside this machine.

Consult your service representative for details about and charges for cleaning the machine's interior. If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.

To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord. Pour réduire le risque d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG ou de section supérieure. 6 Important Safety Instructions Important Safety Instructions Caution When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following: Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool. Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning. Do not use a telephone in the vicinity of a gas leak to report the leak. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions. Save these instructions. IMPORTANTES MESURES DE SÉCURITÉ Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelquesunes: Ne pas utiliser l'appareil près de l'eau, p.ex.

près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine. Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre. Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite. Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce

manual.

Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles. Conserver ces instructions. 7 Position of the CAUTION Label This machine has a CAUTION label at the position shown below. For safety, please follow the instructions and handle the machine as indicated. The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn. AZW002 AZW003 High temperature. Be careful of hot parts when clearing paper jams.

8 ENERGY STAR Program ENERGY STAR® Program The ENERGY STAR® Program encourages energy conservation by promoting energy efficient computers and other office equipment. The program backs the development and dissemination of products that feature energy saving functions. It is an open program in which manufacturers participate voluntarily. Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Energy Star standards and logos are internationally uniform. Low-power Mode At the factory, this fax machine was set to enter the low power mode 5 minutes after the last operation is completed. To exit the low power mode, press the {Energy Saver/Clear Modes} key. The machine can start printing in about 40 seconds from the Energy Saving Standby mode, or in about 30 seconds from the Fax Standby Mode. Specifications Low-power mode Power Consumption Default Time 1.2W 5 minutes 9 Energy Saving Modes Energy Saving mode enables you to avoid using unnecessary power and economize on electricity.

Although we recommend you use this mode from the viewpoint of environmental consciousness, you can also turn it off. When you install this machines for the first time, Energy Saving mode is turned on by default. Two types of Energy Saving mode are available: Fax Standby: Use when you receive faxes regularly. Energy Saving Standby: Use when you wish to economize on power consumption. Choose the one that best suits your circumstances. Even though the control panel display goes out in Energy Saving mode, Indicators that flash or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saving mode and take the appropriate action. Energy Saving Mode Type Status How long before you can print after exiting Energy Saving mode Power consumption Fax Standby Display turns off The machine maintains the heating roller temperature at half the full temperature; warm up takes less time.



[You're reading an excerpt. Click here to read official RICOH FAX](http://yourpdfguides.com/dref/3177798)

[3320L user guide](http://yourpdfguides.com/dref/3177798)

<http://yourpdfguides.com/dref/3177798>

(Heater half cool) Within about 30 sec- 40W onds Energy Saving Standby Display turns off The machine lets the heating roller cool to room temperature; warm-up takes longer.(Heater off) Within about 40 sec- 1.

2W onds You can turn Energy Saving mode on or off with User Parameter. When the machine is shipped, Energy Saving Standby is selected on. The machine enters Energy Saving mode when: · Nobody uses the machine for about 5 minutes (the machine automatically enters Energy Saving mode) · The user holds down the Energy Saver key for about 2 seconds. To exit Energy Saving mode: · In Energy Saving Standby mode, press the Energy Saver key. · In FAX Standby mode, press any key. · Set a document. · Pick up the optional handset or the external telephone handset. 10 Note When you load paper in Energy Saving mode, an error message will not be displayed even if the cassette is not pushed in correctly. After loading paper, press the Energy Saver key and check that "READY" is shown on the display. The Manual Receive indicator goes out in Energy Saving mode even if Manual Receive is turned on.

Reception in Energy Saving mode In Energy Saving mode, documents that have been stored in memory are still sent and the machine can still receive messages. When a message is received in Energy Saving mode, the machine prints it and returns to Energy Saving mode. Limitation It is not possible to enter Energy Saving mode when an original is set. Recycled Paper In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper. 11 How to Read this Manual Symbols The following set of symbols is used in this manual. R WARNING: This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section. R CAUTION: This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety. Important If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this. Preparation This symbol indicates information or preparations required prior to operating. Note This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used. Reference This symbol indicates a reference. { } Keys built into the machine's control panel. 12 Manuals for This Machine Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual) The Basic Features manual explains the most frequently used fax functions and operations. Advanced Features The Advanced Features manual describes more advanced functions, and also explains settings for key operators. Chapter 1 Transmission Options Explains about sending at a specific time without having to be by the machine and also taking advantage of off-peak telephone line charges. Chapter 2 Job Information Explains about erasing a fax message stored in memory and checking the contents of any files in memory. Chapter 3 Other Transmission Features Explains about useful features for transmission. You can find out about dialing numbers easily. Chapter 4 Reception Features Explains about reception features. You can find out about screening out message from anonymous senders. Chapter 5 Copying Explains about copying operations and functions. Chapter 6 Facsimile User Tools Explains about programming frequently used functions for User Function Key and setting the Date and Time.

Chapter 7 Key Operator Settings Explains about functions the key operator handles . You can find out how to change the user parameter settings. Chapter 8 Solving Operation Problems Explains about things you should do when an Error Report is printed and power is turned off. Chapter 9 Maintaining Your Machine Explains about changing the paper size in the paper trays, cleaning the scanner and so on. 13 Chapter 10 Installation Explains about installation considerations, connecting to a telephone line, and connecting the power. Chapter 11 Appendix You can check the specifications for this machine. 14 1.

Getting Started Guide to Components Front View AZW004 1. ADF Cover Cover for the document feeder (ADF). 7.

Main Paper Tray Load paper here. 2. Release Button Push this button to open the document feeder. 8. Paper Tray Unit (Option) You can load more paper here.

3. Document Feeder (ADF) Originals will be fed automatically. 9. Lower Right Cover Open this cover to remove jammed paper fed from the optional paper tray unit. 4.

Output Tray Received fax messages and copies are stacked here. 10. Bypass Tray A fax message can be printed, and the original is copied on the paper placed here. 5. Control Panel Operate the machine using keys and watching the display on the Control Panel. 11. Right Cover Open this cover to remove jammed paper fed from the paper tray. 6. Front Cover Open this cover when changing the toner cassette and the photo conductor unit inside the machine. 12.

Original Output Tray Scanned originals are stacked here. 15 Getting Started 13. Original Tray Place originals here for sending a fax and copying. 14. Original guide Adjust the original guide to match the size of the originals. 1 Side View 1. Output tray guide Pull out and raise the end fence to support large papers. 2. Power Switch The power switch turns your machine on and off. 4.

G3 Line Connector 5. External Telephone Connector 6. Memory Card Slot Insert an optional memory card here. 7. Ventilation hole Prevents overheating. Do not obstruct the ventilation hole by placing an object near it. If the machine overheats, a fault might occur. 3. Handset (Option) This permits voice communication. 16 Control Panel Control Panel 1 1.

User Function keys Each of these can be programmed for rapid access to frequently used functions. 6. Add Toner indicator Blinks when toner is about to runout and lights continuously when toner has run out. Functions Programmed by Default Key F1 F2 F3 F4 F5 Function Print Journal FAX Header Print TX Result Report Group Dial Dial Option 7. Load Paper indicator Lights when a paper tray is empty or the paper tray is not fully inserted.



[You're reading an excerpt. Click here to read official RICOH FAX](http://yourpdfguides.com/dref/3177798)

[3320L user guide](http://yourpdfguides.com/dref/3177798)

<http://yourpdfguides.com/dref/3177798>

8. 0 1 keys Press to move the cursor or select functions. 9. Receive File indicator Lights when a message has been received into memory. 2.

{Trans. Option} key Press to change the transmission option settings. The indicator lights when option settings are changed. 10. {OK} key Press to answer " Yes " to a question displayed on the display. 3. {Job Information} key Press to search for information on a specific job. 11. {Speed Dial} key Press to select a Speed Dial. 4.

LCD display This guides you through tasks and informs you of the machine status. A message appears here. 12. {Pause/Redial} key Pause: Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial: Press to redial one of the last ten numbers. 5. {Cancel} key Press to cancel an operation or return to the previous display. 17 Getting Started 13. {On Hook Dial} key Use to dial a number from the numeric keypad without having to lift the handset.

22. Status Indicators These indicators keep you informed about the current status of the unit. · hAlarm When the alarm indicator flashes, check the display and read the message to identify the problem (such as a paper jam or open cover). · 0Communicating Lights during fax transmission or reception. 1 14. {Energy Saver/Clear Modes} key Energy Saver: Hold down 2 seconds to select or deselect energy saver mode. When the machine is not used for a fixed period, the machine goes into energy saver mode automatically. Clear Modes: Press to clear any selected settings and return the machine to its previous condition. 23. {Memory Trans.

} key Press this key to switch between Memory Transmission and Immediate Transmission modes. When the indicator is not lit, Immediate Transmission is selected, and when the indicator is lit, Memory Transmission is selected. 15. {Copy} key Press to copy the original currently loaded in the feeder. 16. Quick Dial keys Use to dial numbers with a single touch or to enter letters and symbols. Also use for the Group Dial function. 24. Number keys Use to dial fax numbers or enter the number of copies. 17.

Quick Dial Key Flip Plate Flip down to access Quick Dials {01} to {15}, and flip up to access Quick Dials {16} to {30}. 25. {Start} key Press to start all tasks. Note Make sure the plate is flat against the control panel. 26.

{Clear/Stop} key Clear: Deletes one character or digit. Stop: Interrupts the current operation (transmission, scanning, copying or printing). 18. {User Tools} key Press to enter User Tools mode. These tools allow you to customize the default settings.

19. {Help} key Press the Help key when you want to print a help list. 20. {Resolution} key Press to switch between Standard, Auto, Detail and Fine. When the indicator is not lit, Standard is selected. 21. {Halftone} key Select halftone when faxing or copying photographs or illustrations with fine gradations. Also can be used for color originals. 18 Starting the Machine Starting the Machine To start the machine, turn on the power switch. Note This machine automatically enters Energy Saver mode if you do not use the machine for a while.

Turning Off the Power Important Make sure that 100% is shown on the Fax standby display before you turn off the power switch or you unplug the power cord. Fax files programed in memory will be deleted 12 hours or more after you turn off the power switch or you unplug the power cord. The storage time might be shorter if the surrounding temperature is low or the machine has been on for less than a week. Fax files programmed in memory will not be deleted while the optional memory card is installed. When you install the memory card to the machine, make sure that 100% is shown on the display and turn off the power switch. 1 Turning On the Power A Confirm that the power cord is plugged into the outlet firmly. B Turn on the power switch. A Turn off the power switch. 19 Getting Started Reading the Display The machine status and instructions are shown on the display. 1 Important Do not apply a strong shock or force of about 30N *1 (about 6.

8 lbf *2) or more to the panel display. Otherwise, the display might be damaged. *1 *2 N = Newton lbf = weight pound Note This machine automatically returns to the standby display if you do not use the machine for a certain period of time. You can select the period in Fax Reset Timer. See p.

62 "Setting the Fax Reset Timer", Advanced Features. Reading the Display and Using Keys A B C Display for the machine status or currently selected function. Display for the messages. Items which can be selected or specified. Display for items which can be selected.

Note Press 0 or 1 to display another function on the LCD display or move the brackets to select another values. Press the {OK} key to set a selected function or entered value, and return to the previous display. Press the {Cancel} key to cancel the selected function or entered value, and return to the previous display. 20 Reading the Display Standby Display While the machine is in standby display (immediately after it is turned on or after the {Cancel} key is pressed), the following display is shown. Communication Display While the machine is communicating, the status is displayed. Display during Memory Transmission or Reception: The destination's name or fax number appears on the top of the LCD display. 1 Note To return the machine to standby display, do one of the following: · If you have set the original and have not pressed the {Start} key, remove the original. · If you have not set an original, press the {Cancel} key. · If you are in User Tools mode, press the {User Tools} key or the {Cancel} key. Note Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory.

Immediate Transmission: 21 Getting Started Display Prompts 1 Depending on the situation, the machine will show various prompts on the display.

Instructions and Requests Questions Selections Status 22 2. Faxing Transmission Modes There are two types of transmission. Memory Transmission When a fax document is stored in memory, then transmission starts automatically. This makes it convenient when you would like to take documents back in a hurry. You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting. Receiver Transmitter (This machine) Immediate Transmission The machine dials immediately, and transmits the fax while scanning. It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine. A fax document is not stored in memory.

Transmitter (This machine) Receiver Receiver Receiver GDRH240E GDRH230E Important If there is a power failure, the power switch is turned off, or the plug is pulled out for a certain period of time, all documents stored in memory are deleted.



[You're reading an excerpt. Click here to read official RICOH FAX](http://yourpdfguides.com/dref/3177798)

[3320L user guide](http://yourpdfguides.com/dref/3177798)

<http://yourpdfguides.com/dref/3177798>

As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See p.99 "Power Failure Report", Advanced Features. 23 Faxing Switching between Memory Transmission and Immediate Transmission 2 Press the {Memory Trans.

} key to switch between Memory Transmission and Immediate Transmission. When the indicator of the {Memory Trans.} key is not lit, Immediate Transmission is selected. When the indicator of the {Memory Trans.} key is lit, Memory Transmission is selected.

Note You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters (Switch 00 Bit 6). See p.82 "User Parameters", Advanced Features . You can set whether the Transmission mode returns to the default mode after each transmission with the User Parameters (Switch 01 Bit 7). See p.82 "User Parameters", Advanced Features . 24 Setting Originals Setting Originals You can set your originals in the Document Feeder. Note When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image size may be reduced on output, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.

Make sure that all ink, correcting fluid, etc., has completely dried before setting your original. If it is still wet, the scanner will be marked and those marks will appear on the received image. You can set the original any time up until you press the {Start} key. How to set A4, B5 JIS (Japanese Industrial Standard), A5, 5 1/2"×8 1/2", 8 1/2"×11, 8 1/2"×14" and 8"×13" size originals 2 How to set A5 and 8 1/2"× 5 1/2" size originals 25 Faxing Loading Originals in the Document Feeder Use the Document Feeder to scan in a stack of originals in one operation. The Document Feeder can handle single-sided originals. Note The maximum document length is 600mm (23.7") with manual assistance. Place all the originals to be sent in a single stack. Do not open the Document Feeder while it is scanning the originals or your document could be jammed.

If an original jams, press the {Clear/Stop} key, and then remove the original carefully. If your original is bent or folded, flatten it before you set it. Reference For information about the sizes and number of originals that can be placed in the Document Feeder, see p.123 "Originals", Advanced Features. Note Set the originals gently.

Reference For details about unsuitable originals, see p.123 "Originals unsuitable for the Document Feeder (ADF)", Advanced Features". 2 Original Sizes Difficult to Detect The machine finds it difficult to detect the size of the following kinds of originals. · Originals with index tabs, tags, or projecting parts · Transparent originals, such as OHP transparencies or translucent paper · Dark originals with many characters or drawings · Originals which partially contain solid printing · Originals which have solid printing at their edges A Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder face up.

Adjust the document guide to match the size of the originals again. 26 Memory Transmission Memory Transmission is convenient because: · Fax documents can be scanned much more quickly. Your scanned document is stored in the memory, and then sent automatically, meaning you do not have to wait for your document to send. · While your fax document is being sent, another user can operate the machine (people do not have to wait long to use the fax machine). · You can send the same document to more than one place with the same operation. (Broadcasting) · There are two kinds of Memory Transmission: Parallel and Normal. See p.29 "Parallel Memory Transmission", Advanced Features. Important If there is a power failure (power switch is off) or the plug is pulled out for a certain period of time, all the files stored in memory are deleted. As soon as the power switch is turned on, the Power Failure Report is printed to help you identify deleted files.

See p.99 "Power Failure Report", Advanced Features. Limitation If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead. Note Maximum number of Memory Transmission files: 140 The theoretical maximum number of destinations you can enter with the number keys is 69, but this will depend on the amount of memory currently available. The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 640 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Text). You can set whether the machine returns to the default transmission mode after every transmission with the User Parameters. See p.82 "User Parameters", Advanced Features(Switch 01, Bit 7) .

2 A Make sure that the Memory Transmission indicator is lit. If it is not lit, press the {Memory Trans.} key. B Set the original. Note Do not open the Document Feeder while it is scanning in originals.

Reference p.25 "Setting Originals" Maximum number of destinations per Memory Transmission: 140 Combined total number of destinations that can be stored: 300 27 Faxing C Select any scan settings you require. See p.34 "Scan Settings". message to more than one destination, press the {OK} key, and then dial another destination.

Repeat this step for all destinations. D Dial. If you wish to send the same Reference p.43 "Own Name/Fax Header/Own Fax Number" 2 After transmission, the machine will return to standby display. If you make a mistake, press the {Clear/Stop} key, and then enter the correct number again. Note When specifying a destination using a Quick Dial, the destination is added even if you did not press the {OK} key. Reference p.36 "Dialing" E Press the {Start} key. The machine starts scanning the original. The machine calls the destination.

The name or fax number which is programmed as the Own Name or Own Fax Number at the other end is shown on the top of the display. 28 Canceling a Memory Transmission Canceling a Memory Transmission Before the Start Key is Pressed During Transmission Use this procedure to cancel a transmission after the original has been scanned. Note If transmission finishes while you are carrying out this procedure, it will not be canceled. If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure.



[You're reading an excerpt. Click here to read official RICOH FAX](http://yourpdfguides.com/dref/3177798)

[3320L user guide](http://yourpdfguides.com/dref/3177798)

<http://yourpdfguides.com/dref/3177798>

However, some pages of your message may have already been sent and will be received at the other end. A Press the {Energy Saver / Clear Modes} key. 2 Note When you have already set the original, you can also cancel the transmission by removing the original from the machine. A Press the {Job Information} key, and confirm that "1. Cancel TX / RX" is displayed. While the Original is Being Scanned A Press the {Clear/Stop} key.

The Information menu is shown. B Press the {OK} key. The machine will stop storing the original and the data will not be sent. 29 Faxing C Display the file you want to de-lete. Enter the file number with the number keys, or search using 0 or 1.

A Press the {Job Information} key, and confirm that "1. Cancel TX / RX" is displayed. 2 D Press the {OK} key. E Press 0 or 1 to select "Yes" F Press the {OK} key. B Press the {OK} key.

C Display the file you want to de- The file is erased, and the machine will return to standby display lete. Enter the file number with the number keys, or search using 0 or 1. While the Original is Awaiting Transmission Note Pages already being sent to the destination cannot be canceled, even if you cancel the transmission. The transmission may be sent before you can cancel it, even if you start canceling the transmission before it is fully sent. If you are unable to find the file, it has already been sent. D Press the {OK} key. E Press 0 or 1 to select "Yes". F Press the {OK} key. The file is erased, and the machine will return to standby display 30 Immediate Transmission Immediate Transmission Immediate Transmission is convenient when: · You wish to send a document immediately as it is scanning. · You wish to quickly check whether you have successfully connected with the other party's fax machine.

· Your machine's memory is getting full. The machine dials immediately after you press the {Start} key. The message is scanned and transmitted page by page without being stored in memory. Note You can only specify one destination for Immediate Transmission. You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on with the User Parameters. The machine does not redial with immediate transmission. B Set your original. Reference p.25 "Setting Originals" C Select D Dial. any scan settings you require.

See p.34 "Scan Settings". 2 If you make a mistake, press the {Clear/Stop} key, and then enter the correct number again. Reference p.36 "Dialing" See p. 19 "Chain Dial", Advanced Features. E Press the {Start} key. A Check that the Memory Transmission indicator is not lit. If it is lit, press the {Memory Trans.} key.

The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original. 31 Faxing Reference p.43 "Own Name/Fax Header/Own Fax Number" 2 After transmission the machine will return to standby display. 32 Canceling an Immediate Transmission Canceling an Immediate Transmission Before the Start key is Pressed A Press the {Energy Saver / Clear Modes} key. 2 Note When you have already set the original, you can also cancel the transmission by removing the original from the machine. After the Start key is Pressed A Press the {Clear/Stop} key, and then remove the original. Note If the transmission finishes while you are carrying out this procedure, it will not be canceled. 33 Faxing Scan Settings You may wish to send many different types of fax messages.

Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality. 2 Fine (8×15.4 lines/mm, 200×400dpi) Select for originals with very fine details or when you require the best possible image clarity. This resolution is four times as fine as Standard. Auto (8×3.85 lines/mm, 200×100dpi) and (8×7.7 lines/mm, 200×200dpi) Select for originals containing normal size characters and small size characters. The machine will choose either Standard or Detail for originals automatically. Limitation If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.

Sending with Fine resolution requires that the other party's machine has the capability to receive fax messages at Fine resolution. Note The resolution returns to the default setting after every transmission. You can change this with the User Parameters (Switch01, Bit7). See p.82 "User Parameters", Advanced Features.

Auto resolution can be selected when the machine is in memory transmission mode and it can not be selected when the machine is in immediate transmission mode. Standard Memory Transmission is used instead of Parallel Memory Transmission when Auto resolution is selected. Auto resolution can not be selected when copying. Resolution: Standard, Detail, Fine, Auto Original Type: Halftone Resolution Images and text are scanned into the machine by converting them to a sequence of dots. The frequency of dots determines the quality of the image and how long it takes to transmit.

Therefore, images scanned at high resolution (Fine) have high quality but transmission takes longer. Conversely, low resolution (Standard) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity. Standard (8×3.85 lines/mm, 200×100dpi) Select for originals containing normal sized characters. Detail (8×7.7 lines/mm, 200×200dpi) Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard. 34 Scan Settings Usually, transmission takes shorter when Auto resolution is selecte d t h a n D e t a i l r e s o l u t i o n i s selected. However, transmission for some originals containing normal size characters and small size characters takes longer because resolution modes are changed.

Original Type If your original contains photographs or colored illustrations, select Halftone to optimize image clarity. A Press the {Resolution} key to switch between resolutions. The indicators above the key show the current selection. When none of the indicators are lit, Standard is selected. Halftone Select Halftone to send an original containing a halftone image such as a photograph or a color original. Note If you select Halftone, resolution is automatically set to Detail. Even if you do not select Halftone again, the resolution will not return to Standard.



[You're reading an excerpt. Click here to read official RICOH FAX](http://yourpdfguides.com/dref/3177798)

[3320L user guide](http://yourpdfguides.com/dref/3177798)

<http://yourpdfguides.com/dref/3177798>

If you select Halftone, the transmission will take longer than when it is not selected. You can set whether the machine returns to the Original Type default setting after every transmission with the User Parameters (Switch 01 Bit 7). See p.

82 "User Parameters", Advanced Features. 2 A Press the {Halftone} key. 35 Faxing Dialing There are four main ways to dial a number: C Enter 2 Entering Numbers Directly See p.36 "Entering Numbers Directly" Using Quick Dials: See p.37 "Using Quick Dials" Using Speed Dials: See p.

38 "Using Speed Dials" Using Groups See p.39 "Using Groups" the fax number with the number keys. The digits appear on the display as you enter them. Entering Numbers Directly Enter numbers directly using the number keys on the right side of the operation panel. Note Maximum length of a fax number: 254 digits.

You can insert pauses and tones in a fax number. See p.37 "Pause", p.37 "Tone" A pause is shown as a "-" on the display. Note If you make a mistake, press the {Clear/Stop} key and enter again. If you wish to send this message to more than one destination, press the {OK} key, and then enter the next destination. D Press the {Start} key. -Limitations when dialing with the number keys Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program 69 or more numbers for the following: · Destinations specified in a Memory Transmission (including Polling Reception) · Destinations specified in a Group For example, when 60 destinations are registered in a Group with the number keys, only 9 destinations can be dialed for Memory Transmission from the number keys. A Make sure that the machine is in standby display.

B Set your original and select any scan settings you require. 36 Dialing Note If a memory file is awaiting transmission and the "Exceeded the Max.Cannot Add" message is displayed when dialing with the number keys, you cannot dial any more numbers. That is because the fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed. The display shows the percentage of free memory space for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers with the number keys does not change the percentage on the display. Tone This function allows a machine connected to a pulse dialing line to send tone signals (for example if you want to use a special service on a tone dialing line). When you press the {p} key, the machine dials the number using tone signals. Note You cannot place a tone before the first digit of a fax number.

Some services may not be available when using the {p} key. @@@@ See p.54 "Printing Reports/Lists", Advanced Features. @@ A pause is shown as a "-" on the display. @@@@ See p.

54 "Printing Reports/Lists", Advanced Features. You can use codes 00-99 for Speed Dials. @@ See p.20 "Telephone Directory", Advanced Features. @@@@ When programmed in a Quick Dial: Press the Quick Dial key.

@@ Group Dial is assigned to {F4} as a default setting. @@@@ You can only use Memory Transmission. @@@@ If you make a mistake, press the {Clear/Stop} key, and try again. E Press the {Start} key. 39 Faxing When Specifying a Group with a Quick Dial Make sure that the Memory Transmission indicator is lit, if not, press the {Memory Trans.} key to light it. When Specifying a Group with the Group key Make sure that the Memory Transmission indicator is lit, if not, press the {Memory Trans.} key to light it. Note Group Dial is assigned to {F4} as a default setting. If this setting is changed, you must program the Group function in a User Function key beforehand.

See p.51 "User Function Keys", Advanced Features. 2 Note You must register Groups to Quick Dials beforehand. See p.59 "Groups" A Make sure that the machine is in standby display. B Set your original and select any scan settings you require. A Make sure that the machine is in standby display. B Set your original and select any scan settings you require. C Press the Quick Dial key in which the Group is programmed. C Press the User Function key proNote If you make a mistake, press the {Clear/Stop} key and try again.

If you wish to dial another destination, press the {OK} key, and then dial another fax number. grammed with the Group function. D Enter the Group number (1 to 5) with the number keys. D Press the {Start} key. Note If you want to specify another Group, press the {OK} key, and then repeat step C above. If you make a mistake, press the {Clear/Stop} key, and the display will return to that in step B. E Press the {Start} key. 40 Reception Modes Reception Modes The machine can treat incoming fax messages and telephone calls in three ways. Set a smaller number of rings for the telephone answering machine than for the fax machine. It could not be work correctly depends on a telephone answering machine.

Manual Receive Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax documents or telephone calls. You must manually press the {Start} key to receive a fax. The machine will ring continuously until you answer the call, so you have to be near the machine at all times. Auto Receive Use this mode if you have a dedicated fax line. The machine assumes all calls are fax documents. It will ring once to alert you of an incoming call, and then starts receiving. Auto Select In this mode, the machine rings a number of times. You can answer the call while the machine is ringing. If you do not answer the call, the machine automatically changes to receive fax messages. Note You can change the number of rings.

See p.59 "Setting the Auto Ring Time", Advanced Features. When the other party send a fax message, the machine changes to receive the fax message automatically. You can connect a telephone answering machine with Auto Select. 2 Selecting the Reception Mode Select the Reception Mode using the following procedure. A Press the {User Tools} key. B Press 0 or 1 until " 2. Fax Features " is displayed. C Press the {OK} key. 41 Faxing D Press 0 or 1 until " 3. Setup " is displayed. 2 E Press the {OK} key. F Press 0 or 1 until " 5. Reception Mode " is displayed. G Press the {OK} key. H Press 0 or 1 to select the reception mode. I Press the {OK} key. J Press the {User Tools} key to return to the standby display. 42 3. Registering Own Name/Fax Header/Own Fax Number Make sure that all necessary settings are made before connecting your machine to the telephone line.



You're reading an excerpt. Click here to read official RICOH FAX 3320L user guide
<http://yourpdfguides.com/dref/3177798>

Note In the USA, law requires that your fax number be included in the fax Header. Register the fax number and switch on Fax Header Print with User Parameters. See p.82 "User Parameters", Advanced Features. Own Name This should be your name or company name, in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's fax machine, and the name registered on that machine will appear on yours. Limitation The registered name will not be used unless the other party has the same machine of the same make that supports the Own Name function. Own Fax Number (Required by international law) This is your fax machine's phone number that must include country and area codes using 20 characters or less. During any communication, your Own Fax Number appears on their display.

(Conversely their Own Fax Number appears on your display.) Note In some areas, the Own Fax Number is preprogrammed by your service representative, and cannot be re-programmed by the user. Important When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed. Note You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See p.87 "Printing the User Parameter List", Advanced Features. Fax Header This is ordinarily your name or company name. Your fax header can be up to 32 characters long, and is printed on the header of every page you send. Important In the USA, the Fax Header must contain the telephone number of the line your machine is connected to.

It will be printed on the header of every page you send. Required in the USA. 43 Registering Registering The following procedure describes how to make initial settings. F Press 0 or 1 until "6. Fax Information" is displayed.

A Press the {User Tools} key. G Press the {OK} key. Confirm that " 1. Own Name " is displayed. 3 H Press the {OK} key.

I Enter your Own Name. B Press 0 or 1 until "2. Fax Features" is displayed. Note If you want to erase a character in the name, press the {Clear/Stop} key. Reference See p.69 "Entering Characters" for how to enter characters. C Press the {OK} key. D Press 0 or 1 until " 3. Setup " is displayed. J Press the {OK} key.

Your Own Name is programmed. E Press the {OK} key. K Press 0 or 1 until " 2. Fax Header " is displayed. 44 Own Name/Fax Header/Own Fax Number L Press the {OK} key. The programmed Own Name is displayed. Q Enter your Own Fax Number. M Press 0 or 1 to move the cursor, and then enter your fax number after the programmed Own Name. Note You need to add your fax number to the programmed Own Name in this step so that your Fax Header contains both your Own Name and your fax number. Note The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code (do not insert a pause after your Area Code), followed by your telephone number.

Check the International Dialing Prefix and the Country Code with your local telecommunications operator. Characters you can enter include numerals 0-9, plus symbols (+), and spaces. 3 R Press the {OK} key. Your Own Fax Number is programmed. N Press the {OK} key.

Your Fax Header is programmed. S Press the {User Tools} key to reO Press 0 or 1 until " 3. Own Fax Number " is displayed. turn to standby display. P Press the {OK} key.

45 Registering Editing The following procedure describes how to edit initial settings. F Press 0 or 1 until "6. Fax Information" is displayed. A Press the {User Tools} key. G Press the {OK} key. 3 H Press 0 or 1 to select the item that you want to edit. I Press the {OK} key. J Press the {Clear/Stop} B Press 0 or 1 until " 2. Fax Features " is displayed. key, and then reenter the Number or Name.

K Press the {OK} key. L Press the {User Tools} key to return to standby display. Deleting C Press the {OK} key. The following procedure describes how to delete initial settings. A Press the {User Tools} key. D Press 0 or 1 until " 3. Setup " is displayed. E Press the {OK} key. 46 Own Name/Fax Header/Own Fax Number B Press 0 or 1 until " 2. Fax Features " is displayed.

C Press the {OK} key. D Press 0 or 1 until " 3. Setup " is displayed. 3 E Press the {OK} key. F Press 0 or 1 until "6.

Fax Information" is displayed. G Press the {OK} key. H Press 0 or 1 to select the item that you want to delete. I Press the {OK} key. J Press the {Clear/Stop} key.

K Press the {OK} key. L Press the {User Tools} key to return to standby display. 47 Registering Quick Dial To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial. A Press the {User Tools} key. 3 Registering The following procedure describes how to register fax numbers in Quick Dial keys. There are 30 Quick Dials available. You can register the following items in each key: · Destination fax number (up to 254 digits) · Destination name (up to 20 characters) · Label Insertion (whether to print the destination name on faxes sent to this number) Important We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See p.54 "Printing Reports/Lists", Advanced Features.

Limitation When a registered Quick Dial key is being used for a standby Memory Transmission, the message " This Dial is in Use. Cannot Change. " is shown and you cannot change the destination for this key. Note You can confirm fax numbers stored in Quick Dials on the Quick Dial List. See p.54 "Printing Reports/Lists", Advanced Features. B Press 0 or 1 until " 2. Fax Features " is displayed. C Press the {OK} key. Confirm that " 1.

Program / Delete " is displayed. D Press the {OK} key. Confirm that " 1. Prog. Quick Dial " is displayed.

E Press the {OK} key. 48 Quick Dial F Display the number of the Quick Dial key you want to register. Press a Quick Dial key, or search using 0 or 1. H Press the {OK} key. The fax number is programmed.

I Enter the destination name. Note If a Quick Dial has already been registered, the contents are displayed. Press 0 or 1 to select a Quick Dial that is not programmed, and then press the {OK} key. 3 Note Under rare circumstances, garbled characters may appear during name registration if you use the {Pause/Redial} key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using 0 or 1 and the {Clear/Stop} keys, then go on to enter the name.



[You're reading an excerpt. Click here to read official RICOH FAX](http://yourpdfguides.com/dref/3177798)

[3320L user guide](http://yourpdfguides.com/dref/3177798)

<http://yourpdfguides.com/dref/3177798>

G Enter a fax number with the number keys. Note If you make a mistake, press the {Clear/Stop} key and try again. If you press the {Pause/Redial} key, the last 10 fax numbers dialed are displayed. Press 0 or 1 to select the fax number you want to specify, and then press the {OK} key. Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number, and then press the User Function key that contains the Dial Option.

You can specify SUB or SEP, SID and PWD. See p.23 "SEP Code", Advanced Features or p.24 "SUB Code", Advanced Features. J Press the {OK} key. The name is programmed. K Press 0 or 1 to select "On" or "Off". Note Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See p.8 "Label Insertion", Advanced Features.

49 Registering L Press the {OK} key. D Press the {OK} key. If you want to store another Quick Dial, go to step E. Confirm that " 1. Prog. Quick Dial " is displayed. M Press the {User Tools} key to return to standby display. E Press the {OK} key. 3 Editing The following procedure describes how to edit fax numbers registered in Quick Dial keys. F Display the number of the Quick Dial key you want to edit.

Press a Quick Dial key, or search using 0 or 1. A Press the {User Tools} key. G Press the {OK} key. H Press the {Clear/Stop} key, and then reenter the fax number with the number keys. Note If you make a mistake, press the {Clear/Stop} key and try again. If you press the {Pause/Redial} key, the last 10 fax numbers dialed are displayed. Press 0 or 1 to select the fax number you want to specify, and then press the {OK} key. Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number and press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID and PWD. See p.

23 "SEP Code", Advanced Features or p.24 "SUB Code", Advanced Features. B Press 0 or 1 until " 2. Fax Features " is displayed. C Press the {OK} key. Confirm that " 1. Program / Delete " is displayed. I Press the {OK} key. 50 Quick Dial J Press the {Clear/Stop} key, and then reenter the destination name. Note Under rare circumstances, garbled characters may appear during name registration if you use the {Pause/Redial} key to display the fax number of parties located in other countries.

If this happens, simply delete the garbled characters using 0 or 1 and the {Clear/Stop} keys, and then go on to enter the name. Deleting The following procedure describes how to delete fax numbers registered in Quick Dial keys. Limitation When a Quick Dial key is being used for a standby Memory Transmission, the message " This Dial is in Use. Cannot Delete. " is shown and you cannot delete the destination for this key.

3 K Press the {OK} key. The name is programmed. A Press the {User Tools} key. L Press 0 "Off". or 1 to select "On" or Note Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See p.8 "Label Insertion", Advanced Features. B Press 0 or 1 until " 2. Fax Features " is displayed. M Press the {OK} key. C Press the {OK} key. If you want to store another Quick Dial, go to step E. Confirm that " 1. Program / Delete " is displayed. N Press the {User Tools} key to return to standby display.

D Press the {OK} key. 51 Registering E Press 0 or 1 until " 2. Del. Quick Dial " is displayed. Quick Dial Key Label (Dial label) You can print a template that can be used to make labels for Quick Dial keys. The template will have destination or Group names programmed in Quick Dial keys. Limitation Set the label paper to landscape in the Bypass Tray. Portrait position will print the wrong size. Note To print the label template, see p.54 "Printing Reports/Lists", Advanced Features.

F Press the {OK} key. 3 G Display the Quick Dial key that you want to delete. Press a Quick Dial key or search by pressing 0 or 1. The number of the Quick Dial key and the fax number or name are displayed. H Press the {OK} key. The stored data (fax number and name) is deleted. If you want to delete another Quick Dial key, go to step F. I Press the {User Tools} key to return to standby display. 52 Quick Dial Label paper AUG. 21.

2002 11:22AM 3 53 Registering Speed Dial Registering If you register numbers in Speed Dials, you can specify the fax number simply by pressing the {Speed Dial} key, and entering a two-digit Speed Dial number. The following procedure describes how to register fax numbers in Speed Dials. You can register the following items in a Speed Dial: · Destination fax number (up to 100 numbers, up to 254 digits for each number) · Destination name (up to 20 characters) · A Telephone Directory search letter (A to Z) · Label Insertion (whether to print the destination name on faxes sent to this number) Important We recommend that you print the Speed Dial list and keep it when you register or change a destination. Limitation When a registered Speed Dial is being used for a standby Memory Transmission, the message " This Dial is in Use. Cannot Change. " is shown and you cannot change the destination for this Quick Dial. . Note You can specify codes 00 to 99. A Press the {User Tools} key. 3 B Press 0 or 1 until " 2.

Fax Features " is displayed. C Press the {OK} key. Confirm that " 1. Program / Delete " is displayed. D Press the {OK} key. E Press 0 or 1 until " 3. Prog. Speed Dial " is displayed. F Press the {OK} key. You can confirm the contents of Speed Dial numbers in the Speed Dial List. See p.54 "Printing Reports/Lists", Advanced Features. 54 Speed Dial G Display the number of the Speed Dial you want to register (00 to 99). Enter the Speed Dial number with the number keys, or search using 0 or 1. J Enter the Destination name.

Note If you make a mistake, press the {Clear/Stop} key and try again. If a Speed Dial number has already been stored, the contents are displayed. Press 0 or 1 to select an unprogrammed number, then press the {OK} key. Note If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the {Clear/Stop} key, and then enter another name.

3 K Press the {OK} key. The search letter is registered. H Enter a fax number with the number keys. L Press 0 or 1 to select "On" or "Off". Note If you make a mistake, press the {Clear/Stop} key and try again. If you press the {Pause/Redial} key, the last 10 fax numbers dialed are displayed.



[You're reading an excerpt. Click here to read official RICOH FAX](http://yourpdfguides.com/dref/3177798)

[3320L user guide](http://yourpdfguides.com/dref/3177798)

<http://yourpdfguides.com/dref/3177798>