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You can read the recommendations in the user guide, the technical guide or the installation guide for SAGEM PHILIPS FAXJET 325. You'll find the answers to all your questions on the SAGEM PHILIPS FAXJET 325 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual SAGEM PHILIPS FAXJET 325**  
**User guide SAGEM PHILIPS FAXJET 325**  
**Operating instructions SAGEM PHILIPS FAXJET 325**  
**Instructions for use SAGEM PHILIPS FAXJET 325**  
**Instruction manual SAGEM PHILIPS FAXJET 325**



**325**  
**355**



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**Manual abstract:**

h appears when faxes are stored in memory. E displays the ink level of the cartridge. @@S/M/U Three symbols on the display indicate the current settings. @@Press briefly: choose between S and M; press and hold (two seconds): operating mode U on/off display lamp m press briefly: to call up a name entry; press and hold (two seconds): to store a telephone number SPEED DIAL keys AG: press briefly: to select a phone number quickly; press and hold (two seconds): to store a telephone number COPY press briefly: copy a document; press and hold (two seconds): multiple copies START press briefly: to start the fax transmission; press and hold (two seconds): polling FINE f / PHOTO F to select a higher resolution when copying or sending (for text and graphics f, for photographs F) STOP to stop procedures / to eject documents C to delete PP press briefly: to repeat the last five numbers you have dialled; press and hold (two seconds): to browse the list of callers R press briefly: for special functions, e.g. for the use with a private branch exchange and for using various functions provided by your service provider (call waiting etc.); press and hold (two seconds): to insert a dialling pause between two figures l for dialling without lifting the handset Safety instructions Please read all warning notices and instructions and follow them precisely. The fax machine must stand securely on a smooth, flat, horizontal surface (no soft surface such as carpets etc.). Make sure that your fax machine is stable and rests squarely on the supporting surface.

Any fall can cause severe damage to the fax machine and/or injury to people, especially small children. Because the document exit is at the front of the machine, this area should be kept unobstructed. Do not allow any liquid to enter the fax machine. Otherwise there is a risk of electric shock or other injury to people and severe damage to the fax machine. If any liquid does enter the fax machine, immediately remove the power plug and have the fax machine professionally inspected.

If the display breaks, a mildly corrosive liquid may leak out. Avoid contact with skin and eyes. In case of any damage caused to the housing of your fax machine in particular to power cables please remove the mains plug and call your service repair centre. The housing of your fax machine may only be opened by authorised service personnel. Your fax machine has been tested in conformity with standards EN 60950 and IEC 60950 respectively, and may only be operated with telephone systems and power equipment which meet these standards.

Never expose your fax machine to rain or any other form of moisture, in order to prevent the risk of electric shock or fire. In a thunderstorm, disconnect the fax machine from both the mains and the telephone line. If you are unable to disconnect the fax machine, do not use it and do not telephone due to the danger of lightning strike and/or damage to the device. Neither telephone nor fax will operate during power failure. Your fax machine was built for exclusive use in the country of purchase. It complies with the local network specifications. Avoid exposure to direct sunlight (the cartridge is heat-sensitive) and close proximity with heaters, radios and TV sets, air conditioning vents, dust, water and chemicals--is not advised. Make sure that air circulates freely around the fax machine. Do not operate the fax machine in closed boxes, cupboards, cabinets etc. Never cover the fax machine (tablecloths, paper, folders etc.

). Do not place the fax machine on beds, tablecloths, cushions, sofas, carpets or other soft underlays due to the danger of overheating and subsequent fire. Never touch uninsulated or telephone or power cables with damaged insulation, unless the telephone cable is disconnected from the telephone line and/or the power cable is disconnected from the power line. Never connect the telephone in damp rooms unless the wall sockets are specially designed for humid conditions. Never touch the power plug, connection to the mains or telephone socket with wet hands. Place the fax machine on a flat surface and ensure a minimum clearance of 10 cm between the fax machine and other machines and objects. If you would like to use a cordless phone, there should be a distance of at least 15 cm in between the fax machine and the base station, otherwise you may hear acoustic interference in your handset. Ensure safe cable laying (danger of stumbling, damage to the cable or the fax machine). Disconnect the fax machine from the mains and telephone line before cleaning the surface of the machine. Never use liquid or gaseous cleaning agents (sprays, scouring agents, polishes etc.

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..... 31 \*only for machines with a PC interface 5 Installation Packaging The following items are included in the packaging: Connection Please read all warning notices and instructions and follow them precisely. Telephone socket ink cartridge (black) Connect the telephone cable to the fax machine by inserting it in the socket on the bottom of the machine identified with LINE. Insert the cable in the groove provided. In the UK user manual installation guide paper tray handset spiral cable for handset fax machine mains cable with plug telephone cable with plug card for names and numbers CD-ROM for connection to the PC (only for machines with a PC interface) For all other countries 6 Handset Insert one end of the spiral cable into the socket of the handset and the other end of the spiral cable into the socket identified with a handset symbol, on the bottom of the machine, and press it into the specially provided cable groove.

2 Fold back the wire holder. 3 Open the cartridge compartment by pressing the upper right corner of the document holder (symbol) and carefully tilt back.



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Power supply 4 Take the ink cartridge out of its packaging and pull off the protective strip. v Be careful not to touch the nozzle and the contacts. 5 Insert the cartridge with the coloured end forwards and the contacts downwards in the holder. If it has been inserted correctly, you will hear a click and the rod in the centre snaps home. Insert cartridge Before you can receive or copy documents, there has to be an ink cartridge in your fax machine. For this reason a free cartridge for a number of test pages has been included with your machine. If the check: yes and press OK. Your machine will then check that the outside line can be obtained.

If the check is successful, briefly appears: TEST OK If the check is successful, briefly appears: TEST NOT OK You will be asked to repeat the entry. Change the outside line access code. If you have entered the correct code but the display nevertheless reads TEST NOT OK then delete the code by pressing C. D In case your PABX requires R to obtain an outside line but it is still not possible to get through to the line, your system might not be according to the most recent regulations. Therefore some technical settings have to be changed on your fax machine.

Please refer to your Fax Call Centre (you will find the telephone number on the back cover). Easy Install Using EASY INSTALL your fax machine will be configured according to your local conditions. 1 Press w for at least two seconds. Your fax machine will print one page. Pull out the page firmly and follow the instructions.

2 Your fax machine will then guide you on the display through the first settings such as your fax number and your name. 3 Afterwards you need to enter the current time and date. Use the dial pad to enter the correct time and date. Confirm with OK. 9 Computer connection (only for fax machines with a PC interface) In order to be able to use your fax machine as a printer and scanner in conjunction with your computer, you must connect it to the computer and install the software provided with the fax machine. This includes comprehensive on-line documentation. 3 Insert the printer cable provided with the fax machine to the corresponding sockets of the computer and of the fax machine. Requirements For Windows® 98: Pentium® 133 MHz or higher, at least 32 MB RAM For Windows® ME: Pentium® 166 MHz or higher, at least 32 MB RAM For Windows® NT, 2000 or XP: Pentium® II or higher, at least 64 MB RAM VGA screen parallel port: IEEE 1284 ECP D Please use only printer cables which are complying to the norm IEEE 1284 and must not be longer than 2 m. D For installation, you will need about 20 MB free memory on the hard disk. 4 Reconnect the fax machine to the mains and switch on the computer.

Software installation 1 Close down all programs on the computer. 2 Insert the installation CD provided with the fax machine. 3 Start the program "setup.exe" on the installation CD. Follow the instructions on the screen. 4 Once this is complete, re-start the computer. Connection 1 Make sure that the fax machine and the computer are both unplugged from the power supply. 2 Remove the socket cover for the printer cable. 10 Basic settings If you want to keep a note of the factory settings on your machine for later, we recommend printing out a function list before you change any of the settings (press MENU three times). If you press a wrong key by mistake, press the STOP key as often as necessary to return to the original position.

If you have entered a wrong digit or character, you can correct it with u and C. If you want to delete your individual settings, you can do so in function 45 Service code (see Hints and Tips / Service code). Key 0 1 2 3 4 5 6 7 8 9 character space . 0 + ? / : \* % ! ( ) [ ] , , 1 ABC 2 abc Ä Å Æ Ç ä å æ ç DEF 3 def GHI 4 ghi JKL 5 jkl MNO 6 mno Ñ Ö ñ PORS 7 pqrs TUV 8 tuv Ü ü WXYZ 9 wxyz Help function Press w twice. You will receive a printout explaining how to use the most important functions.

It also specifies how to obtain further HELP pages concerning other features of your fax machine. 3 Press OK. D "Your name" and "your telephone number" are transmitted at the top of each page together with the date, time and page number, if you store this data with function 13 and 14. Time and date 1 Select function 12 by pressing MENU, 12 and OK. 2 Enter the correct time using the number keys (e.g. 09 15 for 9:15 a.m.). Your fax machine will now ask you for the correct date (e.g. 15 05 03 for May 15th, 2003). 3 Press OK. Correction If you have entered a wrong letter or number in function 13 or 14 you can correct the mistake during the entering as well as later. If you want to make your corrections later you have to select the functions for entering numbers or names once again.

Position the cursor on the right side of the character you want to change with u. Press C to delete the character. A long press on C (two seconds) will delete the whole line. Press OK. Your number 1 Select function 13 by pressing MENU, 13 and OK. 2 Enter your telephone or fax number. (e.g. #49>6151.. for +49 6151... use # or \* to enter the "+", that is often used in international fax numbers in front of the country code, and > to enter a space. You can enter a maximum of 20 characters). 3 Press OK. Your number is now stored. Display language 1 Select function 11 by pressing MENU, 11 and OK. 2

Select the desired language with u.

3 Press OK. Your name 1 Select function 14 by pressing MENU, 14 and OK. 2 Enter your name by using the dial pad (a maximum of 32 characters). Press a number key as often as necessary to enter the desired letter, e.g. for C press 2 three times. After pressing > the cursor moves one place to the right. The following letters and special characters are available: Ring signal type You can choose from ten different types of signals. 1 Select function 44 by pressing MENU, 44 and OK. 2 Select the desired ring signal with 0 to 9.

3 Press OK. 11 Volume Ringer You can adjust the volume of the ring signal if the fax machine is in stand-by mode or if it is just ringing. Please note that different volumes can be set for the modus S and M (see Fax switch). 1 By pressing u the display shows the current setting for about three seconds. Timer U You can switch between day S and night M (the factory setting is set to S). Press U for at least two seconds. U will appear in the display. To turn off the timer, press U again for another two seconds. U will disappear from the display. You can change the times when the fax machine should switch between day S and night M: 1 Select function 33 by pressing MENU, 33 and OK.

2 Enter the time at which you want your fax machine to switch automatically to S (e.g. 08 00 for 8:00 a.m.) and confirm with OK.

3 Enter the time at which you want your fax machine to switch automatically to M (e.g. 22 30 for 10:30 p.m.) and confirm with OK.



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2 Change the volume by pressing u until the desired volume is achieved. Speaker 1 Press l. 2 Change the volume by pressing u until the desired volume is achieved. 3 Finish your entry by pressing STOP. Set SM mode Display TOTAL RINGS: FAX RINGS: RINGER VOL.: 1 possible settings 0, 1, 2, 3, 4, 5, 6, 7 0, 1, 2, 3, 4, 5, MANUAL RECEPTION LOW, MEDIUM, HIGH Contrast With function 47 you can adjust the contrast quality (brightness) for documents you want to copy or send as a fax message, e.g. dark photos or forms with coloured background. 1 Press MENU, 47 and OK. 2 With u you can choose between three different options: CONTRAST: LOW CONTRAST: MIDDLE CONTRAST: HIGH 3 Confirm your choice with OK.

Select function 31 (day) by pressing MENU, 31 and OK. 2 Select number of rings with u before your answering device will be activated. TOTAL RINGS: 5 3 Confirm with OK. 4 Now enter the number of ringing signals after which the fax-switch should accept the call and separate faxes from voice messages. Although the caller will continue to hear slightly different ringing tones after this time, charges will already accrue. FAX RINGS: 5 5 Confirm with OK. 6 Using u, determine the ringer volume when receiving a call. RINGER VOL.: HIGH 7 Confirm with OK. 8 To activate mode M select MENU 32 (Night) OK and repeat steps 2 to 7.

D If you cannot receive any faxes, you may have set both ringing signal numbers too high (see points 2 and 4). Set both ringing signal numbers to values lower than five. D If you are using other devices apart from the fax machine (telephones, answering machines), which are not connected by serial links (see Glossary), the ringing pattern may change as follows: Other devices ring as often as set under FAX RINGS. Your fax will ring as often as set under TOTAL RINGS. Fax switch The intelligent fax switch enables you to phone and fax from the same telephone connection and use additional devices.

The fax comes with a built-in timer (U) which enables the fax switch to distinguish between day (S) and night (M). Following the default values, the fax machine will ring for faxes as well as telephone calls during the day. At night (10:00 p.m. - 6:00 a.m.), faxes will be received without ringing and telephone calls will be announced with a quieter ring. You can also change these settings as desired. 12 Special settings Silent fax reception To receive faxes without any ring signals, set the amount of ring signals in FAX RINGS to 0 (zero). Completely silent behaviour If, for example, you do not wish to be disturbed by calls or faxes arriving at night, you may set the number of both ringing signals (TOTAL RINGS and FAX RINGS) to 0. Your device then immediately switches over to fax reception and will not ring when calls are received (the caller hears a whistling tone). v For this reason calls cannot be recorded by any external answering machine which may be connected. Manual fax reception If you select MANUAL RECEPTION then faxes are only printed out by your fax machine, if you activate the fax reception by pressing START. This may be sensible for example, if you wish to receive your faxes by modem at your computer. If your answering machine provides an "economy function" (e.

g. a function which changes the number of ringing signals as soon as a message was recorded), you should preferably switch this function off. It is possible that the answering machine not only counts the messages received, but also the number of fax calls. Please ensure that the code for starting the fax reception from other telephones (factory setting \* and 5) is not the same as for remote access to recorded messages. Where necessary the code for function 34 may be changed (see Hints and Tips / Easylink). If your answering machine accepts the call but your fax machine does not stop ringing, try and install your answering machine by serial connection, for example by connecting it to the same telephone socket or to the EXT.TEL. socket of your fax machine (see chapter Installation / Additional devices). If your answering machine cannot accept calls, your fax machine will automatically start to receive faxes after the number of ringing signals set in TOTAL RINGS has been received. If your external answering machine records fax signals, but your fax machine cannot receive any faxes, check the connection of your external answering machine.

Connect the external answering machine to the same telephone socket or to the EXT.TEL. socket of your fax machine (see chapter Installation / Additional devices). Answering machine Connect your answering machine as described in Installation / Additional devices. To provide for the optimum performance of an external answering machine, set this device to ring once or twice.

To avoid the automatic acceptance of calls by the fax-switch, you must set FAX RINGS and TOTAL RINGS to a value at least two ringing signals higher than the setting of the external answering machine. If you switch off the external answering machine, calls are accepted by the fax-switch (see chapter Set SM mode). Settings example: Answering machine rings FAX RINGS TOTAL RINGS Tips: The answering message of your answering machine should be shorter than ten seconds. Please avoid music in your outgoing message. If your fax machine is unable to recognise older fax machine models, which do not transmit those signals that are commonly used in today's technology, you should advise your callers in your answering message to press \* and 5 followed by START to commence the fax reception.

If the automatic fax reception is impossible, press START to manually begin receiving the fax. 2 4 4 13 Telephone Making a call 1 Dial the desired number. 2 Lift the handset. D If you want to dial with the handset replaced press l. D If you enter a wrong digit, delete it by using C. D The R key allows you to use various services offered by the telephone service provider (call waiting, toggling calls, etc.). Contact your telephone service provider for more information. D Note the saved speed dial numbers on the included card, and place the card and plastic cover in the appropriate location next to the speed dial keys. Redial With PP you can redial the last five numbers you have dialled previously.

1 Press PP. 2 Press u, until the desired number appears on the display. If you want to edit the number press OK and make the desired changes. 3 Lift the handset. D With PP, u and C you can delete the numbers you do not need any more from the redial memory. Confirm with OK. Correcting entries Call up the desired entry and then press the associated speed dial key for two seconds. Select a character with u and press C to delete it. Confirm with OK. Deleting entries Call up the desired entry and then press C.

Confirm with OK. List of numbers To print a list of your stored speed dial and telephone book numbers, press MENU, 42 and OK. Telephone book m Your fax machine memory has space for approx. 50 numbers and names for machines without a PC interface, and approx. 200 numbers and names for machines with a PC interface.



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The exact figure depends on the length of the entries. Speed dial AG There are seven speed dial keys available, which you can use to store numbers you dial frequently. Storing numbers 1 Press m for two seconds. 2 Use the dial pad to enter a name. After pressing > the cursor moves one place to the right. Press OK. 3 Enter the telephone number and confirm with OK. D You can also store numbers during a telephone conversation. Storing numbers 1 Press one of the speed dial keys for two seconds. 2 Use the dial pad to enter a name. After pressing > the cursor moves one place to the right. Press OK. 3 Enter the telephone number and confirm with OK. D You can also store numbers during a telephone conversation. Using the telephone book 1 Press m.

The stored name or telephone number appears on the display. Press u, until the desired number appears. If you want to edit the number press OK and make the desired changes. Using speed dial 1 Press the desired speed dial key. The stored name or telephone number appears on the display. In order to edit the number press OK and make the desired changes. 2 Lift the handset. In case you want to send a fax message, press START. 2 Lift the handset. In case you want to send a fax message, press START.

14 Correcting entries Press m and select the entry you want to correct with u then press m for two seconds. Select a character with u and press C to delete it. Confirm with OK. Deleting entries Press m and select the entry you want to delete with u and press C. Choose with u whether you really want to delete the entry.

Confirm with OK. List of numbers To print a list of your stored speed dial and telephone book numbers, press MENU, 42 and OK. Deleting entries or entire groups 1 Call up Function 26 and select the desired group from 1 to 5 using u. Press OK. 2 Using u select DELETE MEMBER? and confirm with OK. 3 Using u select an entry that you want to delete and press C. Select whether or not you actually want to delete the entry or the entire group using u. Confirm with OK. Group You can organise several entries in your telephone book into groups, e.g., to send one fax to several persons. Creating groups 1 Select Function 26 by pressing MENU, 26 and OK. 2 Select a group from 1 to 5 using u and then press OK. 3 Use u to select ADD MEMBER? and confirm with OK. 4 All numbers assigned to speed dial keys and all numbers saved in the telephone book will be displayed.

Select the entry you want to save using u and confirm with OK. 5 The saved entry will appear on the screen. Continue as described above until all desired numbers are saved to the group. When finished press STOP again. Calling line identification (not available in all countries) Your fax machine is capable of showing the caller's telephone number before you lift the handset. To have this feature at your disposal you must subscribe to it via your telephone service provider. The use of this feature is subject to network selection. If a call had been received during your absence or while you made a phone call, the symbol I will appear on the display. The telephone numbers of the last ten received calls are stored. 1 Press PP for two seconds.

2 Using u you can now step through the entries. The new entries are marked with an "\*". 3 To call back the displayed number just lift the handset. D To delete an entry press C. Choose with u and confirm deletion by pressing OK.

D If you set FAX RINGS with MENU 31 or 32 to 0, then the telephone number cannot be displayed on your external telephones. Searching groups 1 To browse all entries in a group, call up Function 26 and select the desired group from 1 to 5 using u. Press OK. 2 Select VIEW MEMBERS? using u and confirm with OK. 3 You can use u to look through all entries.

You can exit the group by pressing STOP. 15 Fax Write clearly and legibly. @@@@v Don't send ... .. @@@@pages from newspapers (printer's ink) ..

. stapled pages or pages held together with paperclips. Remove all staples and clips before sending. ... creased or torn pages ... @@@@1 Sending faxes Dial the number you require.

2 If you want to select a higher resolution, press FINE/ PHOTO. 3 Press START. Transmission now begins. @@@@The fax machine will receive the fax. @@@@20 pages, for fax machines with PC interface ca.

100 pages). @@@@If the memory is full, further pages can not be stored. @@@@1 Insert the document face to the front into the document feed slot. @@@@Press OK. @@@@4 When you have entered the desired numbers, press OK.

The numbers are then entered in the receiver list. Repeat the procedure until you have entered data for max. 25 recipients. 5 To send the document press START. @@@@This will save time and charges the automatic adjustment would require. 1 Press MENU, 21 and OK. 2 Select a lower speed with u. 3 Confirm with OK. Broadcasting to a group Along with Function 25 (see chapter Telephone / Group), you can also use Function 26 to send faxes to a group. However, the receiver list in Function 26 can no longer be changed! 1 Hold the document with the print side face up and insert it into the document feeder (max.

20 pages). Size compression To make sure that received faxes that are slightly longer than A4 size are printed on one page, these pages are slightly reduced vertically. If you do not wish to use this facility, you can switch off reduction using function 46: 1 Press MENU, 46 and OK. 2 Select with u and confirm with OK. 2 Press MENU, 26, OK and select the desired group from 1 to 5 using u. Press OK. 3 Use u to select SEND FAX? and press START. The document will be sent to all persons in the group. D If the fax can't be sent to one of the recipients, the fax machine will continue with the list and retry sending the fax again. After sending a transmission report will be printed automatically.

Fax journal The fax journal is a list of the last ten received and transmitted faxes. 1 Press MENU, 41 and OK. 2 Select with u if, and when the fax journal will be printed out (immediately or after ten transmissions). 3 Confirm your choice with OK. Image quality If you want to improve the image quality you can choose between the options FINE f (for small print or fine drawings) and PHOTO F (for photographs and pictures).

Press FINE/PHOTO as often as needed until the pointer for the desired resolution lights up. Document transmission will take longer in the FINE/PHOTO operating mode. After transmitting or, if there is no document in the feed slot, after 40 seconds the fax machine will automatically return to standard resolution. Polled reception By means of this function documents which have been prepared for collection from another fax machine can be retrieved.

Transmission and error reports Your fax machine can print a transmission report every time you have sent a document.

This way you are given confirmation that your document has been received. If an error occurs during transmission you will be informed on the error report.

The printing of a transmission report can be switched on and off while the error report is always printed.



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1 Press MENU, 43 and OK. 2 Select with u and confirm with OK. Quick polling 1 Dial the desired number with the handset replaced. 2 Press and hold START. In case you want to enter a sub address or a code as well (check polling with code) enter the telephone number first and close with R. Attach desired sub address or code, press and hold START (e.g.

12345 R 17 R code or 12345 RR code). 17 Polling with code If your correspondent has entered a code to protect the document to be retrieved please follow this procedure: 1 Press MENU, 22 and OK. 2 Enter the code and confirm with OK. 3 Enter the telephone number and press START. In case it does not work try to poll manually: Lift the handset or press l, dial the required number and then press START. Send later If you wish to make use of cheaper telephone rates, or if your fax correspondent is only available at particular times, you can program automatic transmission of a fax at a later time (within 24 hours). 1 Press MENU, 24 and OK. Enter the time when you wish the document to be sent. 2 Press OK and insert the document. Polling send You can allow a document to be polled from your fax machine.

1 Insert the document in the document feed slot. 3 Dial the desired telephone number and then press START. 4 The fax machine is now ready to send the inserted document. You can still make telephone calls while this function is activated. 5 If you remove the inserted document the stand-by mode is cancelled. 2 If you wish to protect the document from unauthorised access, enter a code with function 23. Press MENU, 23 and OK. Enter a code and confirm with OK. The document can now be polled by a person in possession of this code. You can still make telephone calls while this function is activated. 3 The operation is interrupted as soon as you remove the document. D Polling codes work in accordance with the ITU international standard. However, there are manufacturers who use other processes and whose machines are therefore not compatible. D If you want to send faxes to fax databases or if you want to poll from these, some databases have a sub-address which you can add to the telephone number. This will save you money in telephone charges. First enter the telephone number of the database and then press R. Then enter the required sub-address. If you are not sure whether your fax polling service supports sub-addresses, please contact your polling service operator. 18 Copy--scan--print Write clearly and legibly. @@The following points are the most common causes of errors when copying! v Don't copy .

... @@ pages from newspapers (printer's ink) ... stapled pages or pages held together with paperclips. Remove all staples and clips before sending. ... creased or torn pages ..

. @@Your machine provides the following options: ZOOM ENLARGE:150 ZOOM NORMAL:1:1 ZOOM REDUCE: 75 ZOOM REDUCE: 50 4 Select the desired option with u and confirm with OK. D The machine stores the first page of the document into memory and starts copying. Automatic sorting is therefore not an option! D To interrupt the copying process press STOP. D In case of a paper jam, if the cartridge is empty or the memory is full, the copying process will be interrupted automatically.

D In case of a document jam, open the panel and carefully remove the paper. Scan (only for fax machines with a PC interface) 1 Place your documents in the document feeder. Copy You can use your fax machine to make copies of an original. Resolution f is set by default. In addition, you can also select resolution F (see chapter Fax / Image quality). 1 Place your documents face to the front in the document feeder. You can load up to twenty pages at once. 2 There are two ways you can call up the scan function: a Click on the LinkFax-Pro symbol on the right lower edge of your screen. Select in the menu the command "scan". 2 Select the desired resolution with FINE/PHOTO.

a To make only one copy of the original, briefly press COPY. The copying process starts immediately. b In order to make more than one copy press COPY (for at least two seconds). The display will show the actual number of copies. If you want to change this figure enter the desired number with the number keys (max. 99). Press COPY. 3 Choose whether to reduce or enlarge the document in size when copying. b Open the graphics program into which you wish to scan. Select as source the LinkFax-Pro scanner driver.

3 The LinkFax-Pro scan window will open. 4 You can create a preview by using "page view". On this preview, a section of the document can be selected which is to be scanned. With preview, you can also try out the effects of various adjustments (e.g. filter, etc.). 19 5 Select the desired scan settings. 6 If the document consists of several pages, click on "automatic document feed" an. 7 Press the "Scan" command.

8 Once the scanning procedure is completed, the image of the document can be stored. D If you click on the "Help" command, on-line help will open. Printing out from the PC If the software installation has been performed successfully, your fax machine is now set up as a standard printer. You can now print out on the fax machine from any program you like. 1 You can modify the printer settings for each respective application. If you give a print command or select printer installation, a dialogue box opens. Select the command which will take you to printer setting and make the desired modifications. Colour printing (only for fax machines with a PC interface) 2 In "Control Panel", you can modify the printer settings for all applications. Highlight the LinkFax Pro printer and under "File / Properties" make the desired modifications. 3 Under "File / set as default" you can determine whether you wish to use the fax machine as a standard printer or not.

D If the mouse cursor remains on an option in the printer dialogue window for longer than 3 seconds, a short description will appear. D If you click with the right mouse button on a modification box in the printer dialogue window, the on-line help for this topic will appear. D You may also click on the "Help" command. The overview of on-line help will open. D It is not possible to print footnotes in colour. Insert a colour cartridge You can also print documents which you have stored in your computer in colour. To do this, you need to exchange the black cartridge for a colour cartridge. 1 Follow points 16 as described in Changing the cartridge. 2 The fax machine automatically distinguishes between a colour and a black cartridge. When you insert a colour cartridge for the first time, the display shows CARTR.

NEW: YES. Confirm with OK. 3 If you have already used the cartridge, your fax machine automatically recognises the fill level of the cartridge again. D If a colour cartridge has been inserted, faxes will not be printed out but will be read into memory. D The display shows: BLACK CARTRIDGE Change the cartridge or press START if you wish to print out the fax regardless.



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20 Hints and Tips Delivery service You can order cartridges and cleaning accessories at your local dealer or directly from PHILIPS (free delivery) on Freephone 0800 358 08 07 (United Kingdom). 2 Open the document tray by pressing on its upper right corner (symbol) and carefully flap it backwards. Paper jam Open the paper feed flap and carefully pull out the paper. Close the flap and press START. 3 Press the rod in the centre of the holder forwards. Document jam Open the operation panel. Pull out the paper carefully. Close the panel. 4 Remove the cartridge by pulling forwards at an angle and lifting it up and out. It cannot be reused. Dispose of the ink cartridge with normal waste. Changing the cartridge If your ink cartridge is empty, the red display lamp will flash and the display will show CARTRIDGE EMPTY. 1 Open the operation panel by lifting it in the middle. The panel will snap home with a click. 5 Insert the new cartridge.

6 Close first the document tray and then the operation panel. 7 The display will show CARTR.NEW: YES. Confirm with OK. 21 D If your fax machine does not ask you automatically, after the new cartridge has been inserted, you can reset the copy counter in function 49 (see New cartridge). D The cartridge cannot be refilled. The following codes are at your disposal: Code No. 7117 This code erases all your modifications to the factory settings. The fax machine will therefore react in exactly the same way as on first installation. Code No.

7140 When you enter this code, all your entered settings and data will be erased, except for: . . . . 1 received fax messages stored short dial numbers stored telephone book numbers your name your telephone number Select MENU, 45 and press OK. Enter the service code (7117 or 7140). Press OK. Easylink Easylink is used in conjunction with additional devices connected to the same telephone line (e.g.

cordless phones). However, the additional phone must be set to dual-tone multi-frequency method. If your telephone connection requires the pulse dialling method, then you would need to briefly reset your additional device to use it. For more information about this, please see the user manual for your device.

Starting fax reception @@The fax will be received.

When you answer using an additional phone and it turns out to be a fax, you can start the fax reception by pressing \*5 and then hang up. The fax machine will receive the fax. Interrupt ringing When you answer an additional phone and the fax machine continues to ring, this means that the extension phone is connected in parallel. You can interrupt the ringing of the fax machine by pressing \*\*. Changing codes Select Function 34 by pressing MENU, 34, and then OK. Enter two different codes and confirm each code with OK. Each code should begin with \* or #. D Please note that the three Easylink codes must be different. Otherwise on the display appears CODE NOT OK. v Only change the specified codes \*5 and \*\* if absolutely necessary! Example for using a service code: 2 With u you can select whether you really want to delete your settings.

Confirm with OK. Your fax machine will be reset to its original configuration. Care and maintenance Before opening the fax machine, make sure that you are electrically discharged by e.g. touching the metal housing of a grounded appliance, a water pipe or radiator. Cleaning the machine Use a soft, fluff-free cloth lightly moistened with a little alcohol (96%). You can also use a special cloth for cleaning fax machines, which is available on the market. Do not allow any moisture to penetrate inside the device. Service code Function 45 (Service code) is used to delete some or all of your changes to the factory settings. This function enables you to partially or fully reconfigure your device.

It is especially helpful if you have modified settings but find that your fax machine does not respond as expected. v Only use this function when absolutely necessary. If you are satisfied with your changes to the factory settings you should not use this function. After deleting some or all of your custom settings please rerun Easy Install. Clean the scanner glass 1 Open the operation panel by lifting in the middle.

When you hear a soft click, the panel is engaged. 22 2 Use a cloth to lightly wipe the scanner glass behind the panel (A). D Avoid shaking the cartridge because this could damage your cartridge. 2 Clean the contacts of the holder before reinserting the cartridge. 3 Close the panel.

Clean and align the cartridge If the quality of printed documents deteriorates, the cartridge should be cleaned and correctly aligned. 1 Select function 48 by pressing MENU, 48 and OK. 2 Use u to select CLEAN NOW: YES. 3 Confirm with OK. 4 To align the cartridge, select ALIGN: YES. 5 Press OK. 6 The fax machine prints out a test page with different values. Select with u the value where the lines are parallel. NEW VALUE: 8 7 Press OK. If even now the printing quality is still not satisfactory, you need to clean the cartridge manually: 1 Release the cartridge from its holder and clean the contacts (A) with a dry, fluff-free cloth.

Clean the nozzles (B) with a damp cloth. New cartridge If your ink cartridge is empty and you are inserting a new one, you should reset the copy counter. v Please only use this function when you are actually inserting a new cartridge! 1 Select function 49, by pressing MENU, 49 and OK. 2 Use u to select CARTR. NEW: YES. 3 Press OK. 4 Use u to choose if you really want to reset the counter and reconfirm with OK. v Never touch the nozzles and contacts with your fingers! 23 Troubleshooting Problems when faxing or printing You or your fax correspondent receive blank pages. The sender faxed the back of the page. Test the fax machine by making a copy.

If your copy is faultless the correspondent's fax machine might be defective. Call service if necessary. Change the resolution setting to F or f. Check the document or set a higher contrast with function 47 (see chapter Basic Settings / Contrast). Test the fax machine by making a copy.

If your copy is faultless the correspondent's fax machine might be defective. Call service if necessary. Open the paper feed flap and remove any remaining paper from the paper feed mechanism. Close the flap. Clean the scanner with a cloth (see Care and maintenance).

Test the fax machine by making a copy. If your copy is faultless the correspondent's fax machine might be defective. Call service if necessary. Clean the cartridge by selecting CLEAN: YES in function 48. Load the document with the printed side up. Call service if necessary. Open the paper feed flap and remove the paper from the paper feed mechanism. Close the flap. The printer is overheated. Press STOP to discontinue printing job.

In F or f mode you can only receive, copy or print a maximum of 20 pages at one time. Faxes are of poor quality. Your fax or your recipient's fax machine produces black lines when printing.



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Your fax machine produces white lines when receiving or copying. Copy is blank. Received documents do not appear as normal at the front of the fax machine. Your fax machine prints black pages. Problems with the connection When you receive a phone call, after the first ring your correspondent does not hear the usual ringback tone. Your correspondent is being informed that the fax machine has taken the call already and that he has to pay charges. Your machine checks whether it is a phone or a fax correspondence.

To avoid this, in function 31 or 32 you can put the toll-free rings to a higher level under FAX RINGS (see chapter Basic settings / Fax switch). 24 Your fax machine rings once, then there is a moment of silence and another ring signal after that. You have just noticed how the automatic fax-switch operates. After the first ring signal the fax machine takes over the call. When the fax machine has recognised that the incoming call is a telephone correspondence, the fax machine will continue to ring.

You have connected your machine to a private branch exchange, but have not made the proper setting: Select PABX: YES in function 15. Try again or send the fax at reduced speed (function 21). Call your fax partner or try to transmit at a later stage. Try later or draw your fax partner's attention to a possible installation fault. Check the installation of your fax machine.

Check the settings in function 15. Connect your telephone cable to the socket on the bottom of your fax machine identified with LINE. Try to send the fax manually: press 1 and dial the fax number. You will hear the call being established. If the recipient is using an automatic answering device, wait until you hear a tone after the pre-recorded message. Press START. You cannot phone or send faxes. TRANSM. ERROR, Error report NO CONNECTION or REDIAL FAILED NO LOOP CURRENT When you lift the receiver of your fax machine you do not hear the dial tone. The display shows: NO DIALTONE BUSY or fax transmissions are constantly interrupted.

You cannot receive any faxes. Set the number of ringing signals for the answering machine or the total number of ringing signals with function 31 or 32 to lower than five. You are receiving a fax. At the fax machine: press START. At an additional telephone: press \* and 5. Replace the handset. The connection of your cordless phone might be incorrect. Check whether the cordless phone was installed correctly and is logged to the base station. For further instructions refer to the manual of the cordless phone. Press \* twice to switch off the tones or the outgoing message.

You can now make a call without interferences (see chapter Easylink). On lifting the handset you hear a tone or silence. You do not hear the dial tone when using your cordless telephone. On lifting the handset of an additional telephone you hear in the background some brief tones. 25 Your external answering machine records fax signals but your fax machine does not receive these fax messages.

Connect your answering machine as described in the chapter Installation / Additional devices. You are now using an additional telephone. EXTERNAL PHONE Maintenance CARTRIDGE LOW Get a new ink cartridge. You can order cartridges from PHILIPS directly (see Delivery service). Open the paper feed flap and carefully pull out the paper.

Close the flap and press START. If there is no more paper, add new paper and press START. Open the operation panel. Pull out the paper carefully. Close the panel. Please use only the original PHILIPS ink cartridges. CHECK PAPER DOCUMENT JAM WRONG CARTRIDGE If you can not rectify a fault using the instructions provided, please do as follows: 1 Disconnect the mains. 2 Wait at least ten seconds and reconnect. 3 If the fault re-occurs, please contact your customer information centre. D Please read all warning notices and instructions and follow them precisely.

26 Appendix Functions To print a list of functions, press MENU three times. 1 Setup Page 11 Set language (select the language of the display text) .....

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..... 11 12 Set time/date (setting time and date) ....

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11 13 Your telephone number (enter your telephone number) .....

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11 14 Your name (enter your name) .....

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.. 11 15 Line type (setting the private branch exchange) .....

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... 9 2 Fax 21 Transmission speed/overseas function (setting for half-speed transmission) .....

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... 17 22 Polled reception (you can call up fax messages) .....

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..... 17, 18 23 Polling send (your fax message can be fetched) ..

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.. 18 24 Send later (faxes will be sent later) ...

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.... 18 25 Broadcast (same fax will be sent to more than one party) .....

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. 16, 17 26 Group (Saving different phone numbers as a group) ....

..... 15, 17 3 Fax switch 31 Day (setting the DAY operating mode S) .....

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.. 12 32 Night (setting the NIGHT operating mode M) .....

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12 33 Timer (setting the TIMER operating mode U) .....

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..... 12 34 Easylink (codes for use with additional telephones) ..

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.....22 4 Others 41 Fax journal (log of the last ten fax documents received and sent) ... 17 42 Dialling list (print out of stored names and numbers) ..

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14 43 Transmission report (automatic print out of transmission protocols) .....

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.. 17 44 Ringer types (selection between ten ringer types)...

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.... 11 45 Service code (deleting personal settings) .

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..... 22 46 Size compression (size compression of received fax messages) ....

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.. 17 47 Set contrast (setting of contrast for copy / fax transmission) .....

.....12 48 Clean cartridge (Cleaning the cartridge) ..

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23 49 New cartridge (Resetting copy counter) .....

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. 23 Technical data Compatibility: Connection type: Flash times: Document size: ITU Group 3 outside line (PSTN)/ extension (PABX) outside line (PSTN): extension (PABX): 100 ms 100 ms width: single sheet: 148217 mm several sheets: 148217 mm length: single sheet: 148600 mm several sheets: 148297 mm thickness: single sheet: 0.060.12 mm several sheets: 0.080.12 mm Printing paper: special paper for ink jet printers A4 210×297 mm, 80 g/m<sup>2</sup> max. 100 sheets (80 g/m<sup>2</sup>) max. 20 sheets (80 g/m<sup>2</sup>) horizontal: 8 points/mm (200 dpi) vertikal: standard 3.85 lines/mm FINE 7.7 lines/mm Paper feeder: Document feeder: Resolution: Largest scanning width: 210±1 mm Photo mode Contrast control: Copying: Data compression: Modulation: Transmission speed: Speed dial: Telephone book: 64 grey tones automatic and manual FINE and PHOTO resolution MH, MR V29bis, V27ter, V21, V17 14k4/12000/9600/7200/4800/ 2400 bps 7 numbers ca.

50 (for fax machines without PC interface) or 200 numbers (for fax machines with PC interface) stand by: < 30 dBA copy mode: < 53 dBA bubble ink-jet black and white or three colours (only for fax machines with PC interface) 372×293×198 mm without paper tray ca. 3.8 kg Sound power level: Printing method: Dimensions: Weight: 27 Power consumption: stand by: <2 W telephoning: ca. 5 W sending a standard letter: ca. 20 W receiving a standard letter: ca. 30 W 220240 V / 5060 Hz temperature: 540 °C relative humidity: 1585 % RH not condensing Glossary additional device, additional telephone: You can operate your fax machine together with additional devices such as (cordless) telephones, an answering machine etc.



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on a single telephone line. You have to enter some specific settings. bubble inkjet: Printer technology in which ink from a cartridge is heated and transferred onto paper; also referred to as bubble inkjet technology. calling line identification: When you receive a telephone call, the number of the calling party will be shown on the display (not supported by all network providers).

DTMF (Dual Tone Multiple Frequency): With this signal you can start fax reception from an additional telephone which has tone dialling. fax switch, automatic and manual receive: The fax switch analyses incoming calls and detects whether it is a normal call or a fax call. If you have set both numbers of rings to 0, a fax will be received automatically and silently. If you have chosen manual receive, the fax switch is not operating and faxes can only be received by pressing START. hook-flash function: The R key enables you to use additional services that are provided by your telephone company.

ITU: International Telecommunication Union, which also sets standards. memory: Fax messages that had not been printed will be stored in this memory. paper: Standard A4 paper 210×297 mm, 80 g/m<sup>2</sup> parallel: Your connection is parallel, if you make a call with another telephone and your fax machine does not respond as described under "serial" (see serial ). polling: You can collect documents which have been prepared for collection at a remote fax machine. pulse dialling: The old dialling mode is pulse dialling.

Every number key has a specific number of pulses assigned to it. private branch exchange (PABX): Private branch exchange systems are common in most large companies. They provide a kind of internal telephone network. @@@@ @@@@ 20 pages / 0.31 MB (for fax machines without PC interface) or 100 pages / 1.56 MB (for fax machines with PC interface) according to SLEREXE letter SLEREXE letter: 28 Guarantee (UK Terms and Conditions) At the beginning of April 2002, SAGEM SA bought the PHILIPS fax business unit. SAGEM SA is now the European Number 1 in fax and offers a complete range of fax terminals with Internet access and SMS function, multifunctional terminals and servers covering the needs of all its customers from home-users to multinational organisations. In order to apply the guarantee, you should contact your dealer. Proof of purchase will be required. Should malfunctioning arise, the dealer will advise you what to do.

If you bought your equipment from SAGEM Communication Austria GmbH directly, the following shall apply: A SAGEM Communication Austria GmbH undertakes to remedy by repair, free of charge for labour and replacement parts, any defects in the equipment during a period of twelve (12) months from the date of original delivery of the Equipment, where those defects are a result of faulty workmanship. During this twelve month guarantee period, the defective equipment will be repaired free of charge; the customer must however return the defective equipment at his/her own expense, to the address given by SAGEM Communication Austria GmbH After Sales Department, the phone number of which can be found on the delivery slip. Unless the customer has concluded with SAGEM Communication Austria GmbH a maintenance contract in respect of the equipment which specifically provides for repairs to be carried out at the customer's premises, the repairs will not be carried out on the equipment at the customer's premises. The following sentence applies to purchases of equipment for the customer's trade, business or profession. Except as otherwise expressly provided in this Document and to the extent permitted by law, SAGEM Communication Austria GmbH makes no representations or warranties, express or implied, statutory or otherwise, and to such extent, all terms and conditions implied by law are hereby excluded. This guarantee does not affect the Customer's statutory rights. B Exclusions From Guarantee SAGEM Communication Austria GmbH shall have no liability under the guarantee in respect of: · damage, defects breakdown or malfunction due to: - failure to properly follow the installation process and instructions for use; or - an external cause to the equipment (including but not limited to, lightning, fire, shock or water damage of any nature); or - modifications made without the written approval of SAGEM Communication Austria GmbH; or - a failure or neglect to maintain the equipment or inappropriate maintenance; or - unsuitable operating conditions, particularly of temperature and humidity; or - repair or maintenance of the equipment by persons not authorised by SAGEM Communication Austria GmbH; or · wear and tear from normal daily use of the equipment and its accessories · damage due to insufficient or bad packaging of equipment when returned to SAGEM Communication Austria GmbH · supply of new versions of software · work on any equipment or software modified or added without the prior written consent of SAGEM Communication Austria GmbH · malfunctions not resulting from the Equipment or from software installed in user workstations for the purpose of use of the equipment · communication problems related to an unsuitable environment, including: - problems related to access and/or connection to the Internet such as interruptions by access networks or malfunction of the line used by the subscriber or his correspondent - transmission faults (for example poor geographical coverage by radio transmitters, interference or poor line quality) - the local network fault (wiring, servers, workstations) or the failure of the transmission network · the normal servicing (as defined in the user guide supplied with the equipment) as well as malfunctioning due to servicing not being carried out, servicing costs are in any event always borne by the customer. C In the cases set forth in § B as well as after expiry of the twelve month guarantee period, the customer must ask SAGEM Communication Austria GmbH for an estimate, and he/she must accept the estimate and agree to pay the charges mentioned in it before returning the equipment to SAGEM Communication Austria GmbH. The repair and delivery costs will be invoiced to the customer. The foregoing shall apply unless otherwise agreed in writing with the customer and only for the UK.

If any provision of this guarantee shall be held to be in whole or in part invalid or illegal due to an obligatory rule applicable to consumers pursuant to their national legislation, such invalidity or illegality shall not impair or affect the remaining provisions or parts of this guarantee. Please note that only Philips ink cartridges should be used. Your Philips guarantee does not cover damage to your fax machine that may be caused by the use of any other ink cartridges. 29

Declaration of conformity We, SAGEM Communication Austria GmbH Gutheil-Schoder-Gasse 17 A-1230 Wien, Österreich declare under our sole responsibility that the product Plain paper Fax PHILIPS IPF 325 to which this declaration relates is in conformity with the following standard(s) or other normative document(s): Safety: EN 60950:2000 Electromagnetic Compatibility: EN 55022:1998 class B, EN 55024:1998 following the provisions of the Directive 1999/5/EC on radio equipment and telecommunication terminal equipment and the mutual recognition of their conformity.



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Wien, 2002-05-03 Nicolas DENIS Managing Director We, SAGEM Communication Austria GmbH Gutheil-Schoder-Gasse 17 A-1230 Wien, Österreich declare under our sole responsibility that the product Plain paper Fax PHILIPS IPF 355 to which this declaration relates is in conformity with the following standard(s) or other normative document(s): Safety: EN 60950:2000 Electromagnetic Compatibility: EN 55022:1998 class B, EN 55024:1998 following the provisions of the Directive 1999/5/EC on radio equipment and telecommunication terminal equipment and the mutual recognition of their conformity.

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