Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for SAGEM PHILIPS MAGIC 2. You'll find the answers to all your questions on the SAGEM PHILIPS MAGIC 2 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 MAGIC 2
User guide SAGEM PHILIPS MAGIC 2
Operating instructions SAGEM PHILIPS MAGIC 2
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Instruction manual SAGEM PHILIPS MAGIC 2

Overview

Dear customer,

The fax machine you have purchased prints on normal paper by means of an ink film. It also enables you to use additional devices, such as cordless phones. Your fax machine is also equipped with functions that facilitate the installation and use.

Sending and receiving fax messages

To send a fax message that is more than one page, you can place up to ten pages into the document feeder. In case you run out of paper, faxes are stored until you print them out.

E-mail / Internet

Your fax machine provides the possibility to send and receive e-mail messages. After e-mail registration, fax messages can be transmitted as e-mails via the Internet at a lower rate than using regular fax transmission, since for Internet you are only charged for the cost of a local phone call irrespective of the destination of your fax. Downloading and printing out Internet pages is also an option.

Scanner

Your fax machine comes with a detachable scanner. This enables you to fax or copy documents that cannot be fed into the fax machine, such as pages out of books and magazines.

In addition, this fax machine provides copier features like: multi-page copy, document enlargement and reduction as well as contrast adjustment, which are typical for regular copy machines.

Additional (cordless) telephones

Your fax machine fully supports the use of additional devices, such as telephones, cordless telephones, external answering devices or any other telecommunication devices suitable. You can transfer calls from the fax machine to a (cordless) telephone and vice versa. You can also start fax reception from an additional phone or stop the built-in answering device—if your fax machine has such a device—to start a telephone conversation.

Help key

If you press HELP/INSTALL twice, your fax machine will print out a page describing the basic functions. It also provides information about additional help pages concerning fax machine use.

Quick and easy installation

EASY INSTALL will guide you through the installation of your fax machine. Press HELP/INSTALL for more than two seconds and a sheet will be printed out. Using this sheet together with the display prompts to aid the installation of your machine. Once you have gone through these steps the machine will automatically configure itself.

Fax switch and modes ☼ ☾ ⏲

The fax switch separates fax and voice messages. For example, it can receive fax messages silently, i.e. without ringing to avoid causing a disturbance.

The operating modes ☼ and ☾ for day and night operation allow you to decide on different modes during the day and at night; how often the machine should ring prior to receipt of faxes or before the answering machine is turned on; e.g. during daytime it is assumed that calls should ring. After a set time the fax reception is turned on and messages can be left on the (internal or external) answering machine. At night it is assumed that disturbances are minimised. Faxes are then received silently and calls ring more quietly.

The timer ⏲ makes your fax machine switch automatically between ☼ and ☾ modes. The built-in clock makes your fax machine switch to ☾ at 10 pm and back to ☼ at 6 a.m. Of course you can change these times according to your individual needs or switch off the timer. The display will show the current settings.

> ! 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.

Manual abstract:

e. without ringing to avoid causing a disturbance. @@during daytime it is assumed that calls should ring. After a set time the fax reception is turned on and messages can be left on the (internal or external) answering machine. At night it is assumed that disturbances are minimised. Faxes are then received silently and calls ring more quietly. The timer U makes your fax machine switch automatically between S and M modes. The built-in clock makes your fax machine switch to M at 10 pm and back to S at 6 am. Of course you can change these times according to your individual needs or switch off the timer. The display will show the current settings.

Sending and receiving fax messages To send a fax message that is more than one page, you can place up to ten pages into the document feeder. In case you run out of paper, faxes are stored until you print them out. E-mail / Internet Your fax machine provides the possibility to send and receive e-mail messages. After e-mail registration, fax messages can be transmitted as e-mails via the Internet at a lower rate than using regular fax transmission, since for Internet you are only charged for the cost of a local phone call irrespective of the destination of your fax. Downloading and printing out Internet pages is also an option.

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You can also start fax reception from an additional phone or stop the built-in answering device--if your fax machine has such a device--to start a telephone conversation. Help key If you press HELP/INSTALL twice, your fax machine will print out a page describing the basic functions. It also provides information about additional help pages concerning fax machine use. ! 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. Quick and easy installation EASY INSTALL will guide you through the installation of your fax machine. Press HELP/INSTALL for more than two seconds and a sheet will be printed out. Using this sheet together with the display prompts to aid the installation of your machine. Once you have gone through these steps the machine will automatically configure itself.

1 Safety instructions Please read all warning notices and instructions and follow them precisely. 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. 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 install the fax machine close to radiators or air conditioners. Avoid operating the fax machine in direct sunlight. 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. 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. Make sure that air circulates freely around the fax machine.

Do not operate the fax machine in closed boxes, cupboards, cabinets etc. Leave a clear space of 10 cm around the ventilation grilles of the fax machine. 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.

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.). 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 UL 1950, EN 60950 and IEC 950 respectively, and may only be operated with telephone systems and power equipment which meet these standards. International guarantee PHILIPS products have been designed and manufactured to the highest quality standards. If, unfortunately, something should go wrong with this product, PHILIPS guarantees free of charge labour and replacement parts during a period of twelve months from date of purchase. This international PHILIPS guarantee complements the existing national guarantee obligations to you of dealers and PHILIPS in the country of purchase and does not affect your statutory rights as a customer.

The PHILIPS guarantee applies provided the products are handled properly for its intended use, in accordance with its operating instructions and upon presentation of the original invoice or cash receipt, indicating the date of purchase, dealer's name and model and production number of the product. The guarantee may not apply if: the documents have been altered in any way or made illegible; the model or production number on the product has been altered, deleted, removed or made illegible; repairs or product modifications and alterations have been executed by unauthorised service organisations or persons; damage is caused by accidents including but not limited to lightning, water or fire misuse or neglect; damage is caused by a power surge after a power cut. Please note that the product is not defective under this guarantee in the case where modifications become necessary in order for the product to comply with local or national technical standards which apply in countries for which the product was not originally designed and/or manufactured.

Therefore always check whether a product can be used in a specific country. In case your PHILIPS product is not working correctly or is defective, please contact your PHILIPS dealer. In the event you require service whilst in another country, a dealer address can be given to you by the PHILIPS Consumer Help Desk in that country. In order to avoid unnecessary inconvenience, we advise you to read the operating instructions carefully before contacting your dealer. If you have questions which your dealer cannot answer or any related question please send these in writing to our address or telephone your customer information service. PHILIPS cannot be held liable for faulty or incompletely received information.

..display indicate the current settings. You can choose the mode desired with the key S M. *) only for fax machine with built-in answering machine General view of functions You can print out a list of functions by pressing MENU three times.

3 Fax switch Page 1 Setup Page 11 Set Language (select the language of the display text) .....

5 Location of controls HELP/INSTALL press briefly (twice): print operating instructions for the most important functions with references to additional help pages press and hold (two seconds): to start the automatic installation of your fax machine / printout of Easy Install < to select options / to adjust the volume / to move cursor to left of display MENU/OK for calling up functions / to confirm entries > to select options / to adjust the volume / to insert a space when entering a name / to move cursor to right of display SM to select the different operation modes press briefly: to choose between S and M press and hold (two seconds): operating mode U on/off START/COPY press briefly: to start fax transmission or to copy a document press and hold (two seconds): to multiple copy an inserted document / rapid call-up of faxes F FINE f /PHOTOF to select a higher resolution when copying or sending (for text and graphics - FINE; for photographs - PHOTO) Display lamp If this lamp flashes, please read the message on the display. for fax machine with built-in answering device: ON/OFF to activate / deactivate answering machine RECORD press briefly: to record an internal memo press and hold (two seconds): to record a new outgoing message PLAY To play back messages.

The key flashes when new messages and memos have been recorded. After playback the key stays lit until messages have been deleted. STOP stops procedures CLEAR press briefly: to delete messages / entries / individual symbols press and hold (two seconds): to cancel the whole entry 6 n press briefly: to select a phone number quickly press and hold (two seconds): to store a telephone number a press briefly: to call up a name entry press and hold (two seconds): to store a name entry T temporary mute of microphone during a call / transferring a call from the fax machine to another telephone (only for serial connections, see Glossary) 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: to insert a dialling pause between two figures PP press briefly: to repeat the last five numbers you have dialled press and hold (two seconds): to browse the list of callers DIAL / l MIC for dialling without lifting the handset. For devices with builtin answering machine for hands-free operation. E-mail keypad under the flap: @ for entering e-mail-addresses CLEAR press briefly: to delete messages / entries / individual symbols press and hold (two seconds): to cancel the whole entry STOP stops procedures START press briefly: to start fax transmission or to copy a document press and hold (two seconds): multiple copying of inserted document / rapid call-up of faxes ALT for special symbols press ALT-key and desired key simultaneously (e.

g. ALT and Z for hyphen) ñ for shifting to capital letters press ñ and desired key simultaneously SPACE to insert a space 7 2 Installation ! 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. In the UK Location 1 The fax machine must stand securely on a smooth, flat, horizontal surface (no soft surface such as carpets etc.). 2 Avoid exposure to direct sunlight (the ink film is heat- sensitive) and close proximity with heaters, radios and TV sets, air conditioning vents, dust, water and chemicals - is not advised. 3 Avoid heat build-up by ensuring that the machine is not For all other countries covered. Place the fax in such a way as to ensure free circulation of air around it. 4 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. Connecting the fax machine To the telephone socket 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.

Handset to the fax machine 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. 8 To the power supply ! Please note that the handset must be replaced before you connect the machine to the power supply. Removing the old ink film 1 Lift the rear ink film roll holding both sides with your index fingers upwards, in order to remove it out of its seat and place it next to the front ink film roll. 1 Plug the power connector into the back of the fax machine. Plug the mains cable into the wall socket.

The machine will carry out an internal test. Afterwards you need to enter the current time and date. 2 Use the dial pad to enter the correct time and date. Confirm with OK. 2 Remove both ink film rolls.

They cannot be reused. Dispose of the ink film rolls with normal waste. Load a new ink film, because your fax machine cannot work correctly without it. Replacing the ink film You cannot receive or copy documents unless an ink film is loaded in the fax machine. For this reason an ink film for 50 pages has been inserted into your machine. The commercially available ink film has a capacity of approx. 260 pages. If the ink film is finished or if there is no ink film in the fax machine, the red display lamp flashes, and the following message appears: refill inkfilm Loading the new ink film 1 Carefully remove the rubber rings from the new ink film. Take care 1 Before loading a new ink film you must remove the paper from the paper feed mechanism! Also follow the instructions on your ink film packaging! 2 To obtain optimum quality, please use only ink films as not to damage the ink film. specified on your original roll.

For safety reasons, do not use any other brands because they can damage your fax machine. 3 Open the machine by carefully lifting the operation panel at the recess in the middle. 2 Lay the large roll in the grooves provided in the rear ink film compartment. 9 3 Now take the small roll and lay it in the front ink film compartment. Please make sure that the smaller roller is inserted into the side identations. 6 Insert the yellow sheet with the printed side upwards and press START/COPY. 4 Turn small roll forward to tension the ink film. Make sure that the ink film is not creased. A silver strip is fixed to the start of the ink film, so the quality of the first few pages may be impaired. Loading paper Before you can copy documents, paper must be loaded in your fax machine.

Please use only the following paper format: standard A4, 210 x 297 mm. The fax machine works with normal paper used for writing and copying and has been optimised for smooth 80g/m2 papier. The smoother the paper surface the better the print quality. If there is no paper in the fax machine the red display lamp flashes and on the display appears: OUT OF PAPER 5 Close the machine by swinging the operation panel forward, until it snaps in. 1 Insert the paper tray in the slots provided behind the paper feed mechanism.

10 2 Stick the paper support insertion in the openings provided on the paper feed flap. Removing paper 1 Pull the paper feed flap forward. 2 Pull the paper out. 3 To prevent several sheets being drawn into the machine at once, first fan out the paper to separate the sheets and then straighten the stack on a flat surface before inserting it into the paper feed. 3 Close the paper feed flap.

4 Pull the paper feed flap fully forward until it stops. Insert several sheets of A4 paper (80 g) up to the end-stop in the paper feed mechanism (max. 50 sheets). Paper jam 5 Close the paper feed flap. Open the operation panel. Pull the paper carefully outwards from the inside. Before closing the panel the ink film roll must be tensioned by turning the front ink film roll forwards. ! Never load paper while the fax machine is printing! Do not use paper that has already been printed on one side! This could lead to a paper jam. ! Do not pull the paper out from the top of the machine because doing so can tear the paper and disrupt the functionality of the fax machine. 11 Easy Install Using EASY INSTALL your fax machine will be configured according to your local conditions.

1 Press HELP/INSTALL for at least two seconds. Your fax machine will print one page with the header EASY INSTALL. Pull out the page firmly. 2 Your fax machine will then guide you on the display through the first settings such as your telephone number and your name. To separate sockets (not in all countries) You can connect additional devices to separate sockets on the same line even if they are in different rooms. Make sure that the fax machine is the first device connected. Please note: If you connect additional devices to separate sockets (e.g. in separate rooms) your active fax switch cannot control them (which means that your fax machine behaves like any ordinary fax machine). For this reason e.

g. call transfer is not possible. Therefore we recommend you to connect your additional devices to the same socket. Connecting additional devices In addition to your fax machine, you can also connect other devices, such as additional telephones, call-fee indicators, answering machines or modems to a single telephone line [for UK: As long as the Ringer Equivalent Number (REN value) on the line doesn't exceed 4. The REN value of this fax is 1].

To the same socket (not in all countries) You can connect additional devices to the same telephone plug. Make sure that the fax machine is the first device connected to the line. a) Connecting to the telephone socket b) Connecting the handset to the fax machine c) Connecting additional devices to the telephone plug Connecting additional devices to the same socket ensures you the optimal functionality of your active fax switch (e.

g. call transfer).
Your fax machine can control the additional devices. If you intend using special auxiliary devices with your fax machine, please contact your dealer. If you wish to receive faxes via modem, you must set your fax machine to fax: manual . Connecting to ISDN Your fax machine is not an ISDN fax (group 4), but an analogue fax machine (group 3). Therefore it cannot be used directly on an ISDN connection. You will need an (analogue) adapter or an ISDN connection for analogue devices. For further information please refer to your ISDN instructions. Connecting to a private branch exchange (PABX) Private branch exchange systems are very common in large companies. ISDN connections are private branch exchanges and are used very often in private households. To get a connection from a private branch exchange to the public network you have to dial a key to obtain the outside line.

An additional telephone which is connected to a normal telephone line together with your fax machine must not be mixed up with a private branch exchange. If you wish to use your fax machine on a PABX you have to change some settings in function 15. 12 Private branch exchange Line type In the UK you can select with function 15 the connection to a private branch exchange. In all other countries it is also possible to select the telephoneline type with this function. Press MENU 15, then OK , select with </> and confirm with OK. Continue with point 2. 1 Select function 15 by pressing MENU and then entering the digits 15. Press OK. 2 You can switch on the PABX operation using </>. Press OK.
PABX: NO PABX: yes 3 Now enter the key that has to be pressed to obtain an outside line (this outside line access code must be obtained from the manufacturer). This is either 0, R (in some systems also described as FLASH) or a number key. Press OK. 4 Press OK. Your machine will then check that the outside line can be obtained.
5 ... if the check is successful, briefly appears: CHECK OK 6 ..
. if the check is unsuccessful, briefly appears: CHECK NOT OK 7 You will be asked to repeat the entry. Check the key for obtaining an outside line. However, if you have chosen the correct key and on the display still appears the message CHECK NOT OK delete the key for obtaining the outside line by pressing CLEAR. 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 regulations. Therefore some technical settings have to be changed on your fax machine. Please refer to your "Fax Call Centre". 13 3 Basic functions ! If you press a wrong key by mistake, press the STOP key as often as necessary to return to the original position. Entering your number Use # or * to enter the "+", that is often used in international fax numbers in front of the country code, and > to enter a space. The maximum number of digits you can use for your number is 20.

1 Select function 13 by pressing MENU and numbers 1 and 3. 2 Press OK. 3 Enter your telephone or fax number (Country codes: UK +44, Ireland +353, Hong Kong +852, Singapore +65). 4 Press OK. Your number is now stored. 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 want to delete your individual settings, you can do so in function 45 Service code (see chapter Hints and Tips / Service code). "Your name" and "your telephone number" are transmitted at the top of each page (the first 4 mm) together with the date, time and page number. Entering your name 1 Select function 14 by pressing MENU and numbers 1 and 4. 2 Press OK.
3 Open the flap on top of the fax machine and enter your name by using the keyboard (see below). 4 Confirm with OK. Your name is now stored. HELP function 1 Press HELP/INSTALL 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. Time and date 1 Select function 12 by pressing MENU and numbers 1 and 2. 2 Press OK. 3 Enter the correct time using the number keys (e. g.
0915 for 9:15). Your fax machine will now ask you for the correct date (e. g. 150500 for May 15, 2000). 4 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. 1 Position the cursor on the right side of the character you want to change with </>. Press CLEAR to delete the character. A long press on CLEAR will delete the whole line.

2 Now enter the correct characters by using the keyboard. Confirm with OK. 14 Grundeinstellung Language of display 1 For selecting the language of the display and the reports, press MENU and numbers 1 and 1 and press OK. 2 Select the desired language with </> and confirm with OK. Type of ring signal You can choose between ten different ring signals. 1 Enter function 44. Press MENU and numbers 4 and 4 and then OK. 2 Select the desired ring signal with 0 to 9. 3 Confirm your setting with OK. Volume of the ring signal You can adjust the volume of the ring signal if the fax machine is in standby mode or if it is just ringing.
Please note that different volumes can be set in S and M mode (see Fax switch). 1 By pressing </> the display shows the current setting for about three seconds. 2 Change the volume by pressing </> until the desired volume is achieved. Volume of the loudspeaker 1 You can adjust the volume of the loudspeaker at any time by pressing DIAL (without built-in answering machine) or l (with built-in answering machine). 2 By pressing </> the display shows the current setting.
If you wish to adjust the displayed value, press </> until the desired volume is achieved. 3 Finish your entry by pressing STOP. 15 4 Fax switch The intelligent fax switch enables you to phone and fax from the same telephone connection and use additional devices. The fax switch separates fax and voice messages. For example, it can receive fax messages silently, i.
e. without ringing to avoid causing a disturbance. The operating modes S and M for day and night operation allow you to decide on different modes during the day and at night; how often the machine should ring prior to receipt of faxes or before the answering machine is turned on. Example: During daytime it is assumed that calls should ring. After a set time the fax reception is turned on and messages can be left on the (internal or external) answering machine. At night it is assumed that disturbances are minimised. Faxes are then received silently and calls ring more quietly. You may change-over the operating mode between S and M of your fax machine automatically using the timer function U.

The integral clock ensures that your machine is changed over at 10 pm to M and at 6 am to S. Of course you may adjust these times to suit your own requirements.

The display allows you to check the current operating status. You change-over between S and M by briefly pressing S/M until the display shows the required symbol. 4 Now enter the number of ringing signals, after which the automatic 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 your entry with OK. 6 Using </>, determine the ringer volume when receiving a call. Press OK. RINGER VOL.:HIGH 7 Select with </> if the caller should be heard while leaving a message. LISTEN-IN: ON 8 Confirm with OK.

To activate mode M select MENU 32 (Night) and repeat steps 2 to 7. without built-in answering machine Display TOTAL RINGS: Possible settings 0, 1, 2, 3, 4, 5, 6, 7 Setting the Mode SM with built-in answering machine Display TAM RINGS: FAX RINGS: 0, 1, 2, 3, 4, 5, MANUAL RECEPTION RINGER VOL.: Possible settings 0, 1, 2, 3, 4, 5, 6, 7, 5/2 0, 1, 2, 3, 4, 5, Low, Medium High 1 Select function 31 (Day) by pressing MENU and numbers 3 and 1. Confirm with OK. 2 Using </>, set the total number of rings before the fax reception commences.

TOTAL RINGS: 5 FAX RINGS: MANUAL RECEPTION RINGER VOL.: Low, Medium High ON, OFF 3 Confirm your entry 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 LISTEN-IN: 1 Select function 31 (Day) by pressing MENU and numbers 3 and 1.

Confirm with OK. 2 Select number of rings with </> before your answering device will be activated. TAM RINGS: 5/2 5 Confirm your entry with OK. 6 Using </>, determine the ringer volume when receiving a call. Press OK. RINGER VOL.:HIGH 3 Confirm your entry with OK. 7 Confirm with OK. To activate mode M select MENU32 (Night) and repeat steps 2 to 6. 16 Die Faxweiche 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 . 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 TAM RINGS or . TOTAL RINGS Mode U The default operating mode set in the factory is S. You may also select operating mode U. In mode U your machine switches automatically between S and M. The factory setting provides that your machine switches at 10 pm to M and at 6 am back to S. U activating/deactivating Special settings Silent fax reception FAX RINGS: 0 1 If you want to switch on function U, press SM for two seconds, until you hear a confirmation tone and U appears on the display. 2 If you want to switch off function U, press SM for two seconds, until you hear a confirmation tone and U disappears. On the display appears S or M.

To receive faxes without any ring signals, set the amount of ring signals in FAX RINGS to 0. Completely silent operation You should use this option only with devices with integral answering machines. If, for example, you do not wish to be disturbed by calls or faxes arriving at night, you may set the number of ringing signals to 0. Faxes are then received silently and calls are immediately answered by the answering machine, provided you have switched the answering machine on. For devices without integral answering machine the fax-switch is turned off, i.

e. your device immediately switches over to fax reception and will not ring, when calls are received (the caller hears a whistling tone). ATTENTION: For this reason calls cannot be recorded by any external answering machine which may be connected. U configuring/checking 1 Select function 33 by pressing MENU and numbers 3 and 3. Press OK.

2 Enter the time at which you want your fax machine to switch automatically to S and confirm with OK. 3 Enter the time at which you want your fax machine to switch automatically to M. To confirm your settings press OK. EASYLINK Setting additional devices The three codes below will help you, when you receive a call on an additional telephone and wish to transfer a call or fax to your fax machine. 1 Code for starting your fax machine from another telephone: *5 2 Serial connection (see Glossary): Code for transferring a call from another telephone connected serial to your fax machine: *0 Please note that when using this code you have to replace the handset of your additional device after you have entered the code. See chapter Telephone / Call transfer. 3 Parallel connection (see Glossary): Code for turning off the answering message, if the answering machine is switched on: ** For fax machines without built-in answering machine this code is used to switch off the fax machine. Manual fax reception fax: manual If you select fax: , manua then faxes are only automatically 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. Economy operating mode - answering machine *) TAM RINGS: 5/2 If you select option 5/2 at TAM RINGS: , then your answering machine will start after two ringing signals instead of after five, when you receive messages.

Via the remote access function you have the opportunity to check, whether your answering machine holds any messages without incurring telephone costs (if your answering machine turns itself on after only two ringing signals you will know, that new messages have been left). After listening to your new messages your answering machine will, at the next call, switch itself on again after five ringing signals. *) only with built-in answering machine 17 To be able to use this function you must set your additional or cordless telephone to tone dialling. If your telephone service is not compatible with this dialling method and requires pulse dialling, you must temporarily set your additional device to transmit tone dial signals. Please refer to the operating instructions of your additional device to find out how to make this temporary adjustment. ! Only change the specified EASYLINK codes if absolutely necessary! If you need to change the pre-set codes, select MENU 34 and press OK. Enter a two digit code. The first digit should be the sign * or #. Confirm with OK. Execute this procedure for each of the three codes.

Please note that the three EASYLINK codes must be different. Otherwise on the display appears: CODE NOT OK 4 If the automatic fax reception is impossible, press START to manually begin receiving the fax.

5 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.

*6 It is possible that the answering machine not only counts the messages received, but also the number of fax calls. 7 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 sub-heading EASYLINK). 8 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. port of your fax machine (see chapter Installation / Connection of additional devices).*

9 If your answering m/c cannot accept calls, your fax machine will automatically start to receive faxes after the no. of ringing signals set in TOTAL RINGS: has been received. 10If 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. port of your fax machine (see chapter Installation / Connection of additional devices). External answering machine Connect the answering machine as described in chapter Installation / Connecting 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 sub-heading Setting the operating mode SM /without built-in answering machine) Setting example: ANSWERING MACHINE RINGS 2 4 4 FAX RINGS: TOTAL RINGS: Tips: 1 The answering message of your answering machine should be shorter than 10 secs. 2 Please avoid music in your answering message.

*3 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. 18 5 Telephone Das Telefon If you enter a wrong digit, delete it by using CLEAR. Then lift the handset. 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. Please note that you cannot dial a "+" for the international prefix. If you have not connected your fax machine to the mains, it will not function at all--even for making telephone calls. Short dial n There are short dialling keys available, which you can use to store numbers or e-mail addresses you dial frequently. Storing numbers 1 Press n for two seconds.*

2 Choose a number between 0 and 9. 3 Open the flap on the operation panel and enter a name using the e-mail keyboard. Press OK. 4 Enter the telephone number or e-mail address you wish to store and confirm with OK. Making a call 1 Dial the desired number.

2 Lift the handset. If you want to dial with the handset replaced press DIAL/l. As soon as the other party answers, lift the handset and speak. You can also first lift the handset and then dial the number. Using short dial 1 Press n and choose a number between 0 and 9.

@@In order to edit the number or the e-mail address press OK and make the desired changes. 2 Lift the handset. In case you want to send a fax message, press START. Correcting entries 1 Press n and select an entry by using the number keys. 2 Press n for two seconds. Select wrong character with </>. 3 Press CLEAR to delete wrong character. 4 Enter desired character and confirm with OK. Redial With PP you can redial the last five numbers or e-mail addresses you have dialled previously. 1 Press PP.

2 Press </> until desired number or e-mail address appears on the display. If you want to edit the number or e-mail address press OK and make the desired changes. @@The stored name or telephone number appears on the display. 2 Press CLEAR. Select with </> whether to actually delete entry. @@1 Briefly press CLEAR. @@@@@@Then press OK. @@2 Select with </>. @@3 Pick up the handset. @@If the connection is established successfully, you will hear a tone.

Replace the handset of the additional telephone within three seconds. 2 Your fax machine will ring for about 30 seconds. @@@@2 Press a for two seconds. Select wrong character with </>. 3 Press CLEAR to delete wrong character.

@@Therefore press l after having dialled or during the call. Replace the handset. @@2 Press CLEAR. Select with </> whether to actually delete entry. @@1 Press T.

@@@@Press MENU 4 2 . 2 Press OK. @@@@The use of this feature is subject to network selection. 1 The telephone numbers of the last ten received calls are stored. 2 To call up the caller's list keep PP pressed for two seconds. 3 Using </> you can now step through the entries. The new entries are marked with an ,,". 4 To call back the displayed number just lift the handset. Your fax machine starts dialling. 5 To delete an entry press CLEAR.*

Choose with </> and confirm deletion by pressing OK. @@@@2 Your other telephone will ring for about 30 seconds. @@@@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.
... wet pages or pages with corrections made with correction fluid; dirty pages or pages with a glossy or laminated surface. .
.. pages joined with sticky tape or glue, with adhesive stickers such as "post-it®" notes, or pages which are too thin or too thick. ... pages written in faint pencil, crayon, chalk or artist's charcoal. Sending faxes 1 Dial the number you require. 2 Insert your documents face up into the document feed slot (max. ten pages).

3 If you want to select a higher resolution, press FINE/PHOTO. 4 Press START. Transmission now begins. In case the connection is not successful your fax machine will redial later. 5 If you want to interrupt transmission, press STOP. Documents smaller than A5 risk getting stuck in the machine. Write clearly and legibly. Only use pens with dark ink (black/ dark-blue, not yellow/orange/light green). Documents printed on your fax machine are visible on the used up ink film. In case of confidential texts the ink film should be destroyed after usage.
Broadcast This feature is very useful, in case you want to send the same document to more than one party (Circular send). 1 Insert the document face up into the document feed slot. If you want to select a higher resolution, press FINE/PHOTO.

2 Select MENU 25. Press OK.

The inserted document will be stored into the memory. Feeding documents in 1 To avoid more than one page being fed at the same time, first fan out the stack and then straighten it on a smooth surface. 2 Insert your documents (max. 10 sheets) loosely with the printed side up into the document feed slot. In case a document jam occurs, remove the scanner from the device and remove the document.

3 Enter the first telephone number or e-mail address and press OK. This will be your first entry in the recipient list. Repeat the procedure until you have entered data for max. five recipients. 4 To send the document press START. The document will be sent successively to every party entered. If transmission to one of the recipients is not possible your fax machine will continue transmission according to the list and retry transmission to the party missed. After transmission a transmission report will be printed out automatically. 21 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. Fax journal The fax journal is a list of the last ten received and transmitted faxes. 1 Call up function 41 by pressing MENU, 41 and OK. 2 Select with </> if, and when the fax journal will be printed out (immediately or after ten transmissions). 3 Confirm your choice with OK. Transmission report error report 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.

1 Call up function 43. Press MENU 4 3 and OK. 2 Select with </> and confirm with OK. Polled reception By means of this function documents which have been prepared for collection from another fax machine can be retrieved. Quick polling 1 Dial the desired number with the handset replaced and press START for a longer time.

2 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 and press START for a longer time. (e. g. 12345R17).

Overseas functionTransmission Your fax machine automatically adjusts its transmission speed to the quality of the telephone line. Especially in case of overseas transmissions this process can take more time. If the poor line quality is already known it is useful to set the machine at a slower speed from the very beginning using </> in function 21. This will save time and charges the automatic adjustment would require. 1 Press MENU, 2 1 and OK. 2 Select a slower speed with </> and confirm with OK. Polling with code If your correspondent has entered a code to protect the document to be retrieved please follow this procedure: 1 Select MENU 2 2. Press 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, dial the required number and then press START. 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. 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. 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, 4 6 and OK. 2 Select with </> and confirm with OK. 22 Das Fax Polling send You can allow a document to be polled from your fax machine. 1 Insert the document in the document feed slot.

2 If you wish to protect the document from unauthorised access, enter a code with function 23. Press MENU, 2 3 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.

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 Select function 24 by pressing MENU 2 4 and OK. Enter the time when you wish the document to be sent. 2 Press OK and insert the document. 3 Dial the desired telephone number and then press START or OK. 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. Paperless fax reception If there is no paper in the paper feed mechanism or if the ink film is finished, any incoming fax will be received into memory (storage capacity for devices without answering machines is approximately 25 pages, for devices with answering machines approximately 50 pages according to ITU-TS Test document). The symbol h appears on the display to indicate that the memory contains documents.

As soon as paper and/or ink film are loaded, the fax machine automatically prints out all documents in memory. When a fax message has been fully printed, it is deleted automatically from memory. If the printing process is interrupted, all fax messages not printed completely remain in memory. If the memory is full, no more pages can be stored. The red display lamp flashes and on the display appears: MEMORY FULL 23 7 Scanner Scanning The detachable scanner allows you to copy or fax documents which cannot be fed into the fax machine due to their size or thickness (e.g. books, magazines). The scanned area can be printed out or sent as a fax message. ! Please do not touch the glass on the bottom of the scanner with your fingers to avoid fingerprints which might affect the scanning quality (see chapter Hints and Tips / Care and maintenance instructions). 1 Detach the scanner from the fax machine by pulling it forward and then lifting it upwards on both sides.

5 After the scanning process is completed the document will be printed if you press START or automatically after approximately four seconds.

Documents larger than A4 will be split up into more than one page automatically.During the printing process printed information will be simultaneously erased from the memory. Press STOP or CLEAR to terminate printout. 6 Place the scanning device face front into the fax machine after use.
Press both sides of the scanner down until you hear a definite click. The best copy quality will be achieved if you are copying with the scanner inserted (see chapter Copying). 2 If you want to improve the image quality, you can achieve this by pressing FINE/PHOTO. However, this will scan the document at a slower speed (see chapter Fax /Image quality). 3 Press START.
Whenever the machine is ready for scanning you will hear a confirmation tone. 4 Press the scanner slightly against the document. Slowly move the scanner over the document from top to bottom. The available memory capacity is being indicated on the display while scanning. The correct speed for moving the scanning device is indicated with short confirmation tones. If they appear too fast, you will hear a warning signal indicating that the scanning process of the document was not successful. Start the scanning again. In case you scanner was not put in correctly the indicator lamp flashes and on the display appears CHECK SCANNER Copying You can use your fax machine to make copies of an original. You may also choose PHOTO F and FINE f resolution (see chapter Fax / Image quality). 1 Place your documents face up in the document feeder.

The documents must rest against the document guide. To prevent several sheets being drawn into the machine at once, please straighten the documents to the same height before inserting them in the document feed (see chapter Fax / Feeding documents in). You can load up to ten pages at once. 24 Weitere Funktionen 2 Select the desired resolution with FINE/PHOTO. To make only one copy of the original, briefly press START. The copying process starts immediately. In order to make more than one copy press START/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. 50).
Press START or OK. 3 Choose whether to reduce or enlarge the document in size when copying. Your machine provides the following options: ZOOM ENLARGE:200 ZOOM REDUCE: 75 ZOOM ENLARGE:150 ZOOM REDUCE: 50 Contrast The factory default for this feature has been set to medium. 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 </> you can choose between three different options: CONTRAST: LOW CONTRAST: MEDIUM CONTRAST: HIGH ZOOM NORMAL: 1:1 Select the desired option with </> and confirm with OK. The machine stores the first page of the document into memory and starts copying. If desired number of copies has been achieved, the next page will be stored etc.
Automatic sorting is therefore not an option! 4 The document that has been pulled through will come out on the top side of the fax machine. 3 Confirm your choice with OK. 5 To stop copying press STOP. The document and the copy will be ejected. You can only enlarge or reduce documents with the scanner inserted. In case a paper jam occurs or the ink film or the memory capacity is used up the copying process automatically stops. If documents have jammed, first remove the scanner from the machine and then the document. Refit the scanner according to instructions. 25 8 E-mail or or About sending faxes via e-mail In order to use your fax machine for e-mail transmission via the Internet, you need a server. This service will be provided for setup procedure check Internet account at bottom of page.

The server connects your fax machine to the Internet. It receives your fax messages and converts them into an Internet compatible format and sends them to the Internet. Vice versa, messages sent to you via the Internet will be converted so that you can print them out as a fax message. In general, it is favorable to send a fax as an e-mail, just as it is to send a fax through the Internet. To be able to use all your e-mail functions, your Internet account must have been set-up. If you select an Internet function without having set-up your Internet account, you will be requested to perform set-up. Select function 17 and go through set-up procedure. After Internet account set-up procedure has been completed your fax machine automatically switches to fax reception, until your Internet provider has confirmed. During this time it is not possible to have regular telephone or fax function. To check the settings on your Internet account, select function 17 again (confirm the settings with OK).
Then you receive a printout showing the transmission time you have used for e-mail traffic. Internet and e-mail addresses can be stored in the short dial and telephone book. E-mail options · Send faxes via e-mail · Send an SMS (Short Message Service) via e-mail · Receive an e-mail as fax · Local cost faxing via Internet · Download Internet pages Prepaid card set-up You can pay for Internet access by means of a prepaid card in case the email function will be used occasionally. 1 Select MENU 18. Press OK.
2 Enter the code given on your prepaid card. Press OK. 3 Your fax machine switches to fax reception until your Internet provider confirms. If you do not enter a prepaid card number in function 18 you will receive a fax message stating your actual credit amount. Internet account set-up You can set up the Internet access after you have faxed the required application form to your Internet fax provider, and he has transmitted a fax to you giving the necessary code.
1 Select MENU 17 and confirm with OK. 2 Enter your provider number and confirm with OK. 3 Enter you authorisation number and confirm with OK. Now your fax machine contacts your server. If your data has been transmitted correctly, your Internet provider will send a confirmation stating that you now have Internet access. After an introductory phase you will be charged for Internet access by your provider. 26 Das Telefon Fax transmission via e-mail Your fax machine allows you to send fax messages as e-mails. 1 Insert document face up in the document feed-slot (max. ten pages). DIAL NUMBER Download Internet pages In order to download Internet pages, enter the Internet address.

The desired Internet page will be sent to your fax machine and printed out. Links to other web pages are only possible by entering the correct site address (e. g. www.philips.com). 1 Select MENU 27. Press OK. Enter address 2 Select MENU 26. Press OK.
Enter address 3 Enter the recipients e-mail address using the e-mail keyboard, e. g. frank.burger@fax.com.
Use the dial pad in case you want to enter numbers as well. 4 Confirm with OK. The fax will be sent automatically as an attachment to an e-mail. * Email * 2 Open the flap.

Enter the desired Internet site address using the e-mail keyboard.

*Use the dial pad in case you want to enter numbers as well. Confirm with OK. * Web Page * Easy e-mail fax transmission You can send e-mails without using function 26: 1 Insert the document in the document feed slot, enter the e-mail address and press START. By entering "Index" and pressing OK, an overall view of those Internet pages already prepared for your fax machine will be displayed. It is not necessary to be aware of capitalisation when entering Internet or e-mail addresses. E-mail reception Incoming e-mails will be printed out like regular fax messages. This also includes documents attached to e-mail messages (attachments). If you do not want your e-mail messages printed out, you can switch off e-mail reception. Your e-mail messages will be stored with your fax server until you retrieve them. 1 Select MENU 28.*

Press OK. Receive Mail:Yes Short texts via e-mail In order to send a text message instead of transmitting a document, enter the text using the e-mail keyboard (approx. 160 characters). This function is especially useful for mailing list (un)subscription. 1 Select MENU 26 and press OK. Enter address 2 Open the flap. Enter the recipients e-mail address using the e-mail keyboard. Use the dial pad in case you want to enter numbers as well. Press OK. Enter Text 2 Select desired option with </>.

Press OK. Receive Mail:NO Possible mail formats: jpg, bmp, tif, txt, html, gif, pcx, pdf, doc, xls and ppt. Turning off e-mail reception does not affect fax message print out. Automatic reception of e-mails or Internet pages is barred, if you have set fax: manuawith function 31 and 32. If you lift the receiver of your fax machine and hear a whistling tone or silence, press START.

*3 Enter the desired text. Press OK. Your message will be sent. * Email * Easy e-mail transmission You can send e-mails without using function 26: 1 Enter the e-mail address and press START. 2 Enter text using the e-mail keyboard and press START.*

*27 Local cost faxing via Internet This is useful for fax transmission to foreign countries. To do so you need to dial 00, and the international telephone number of the recipient. Your fax machine contacts your fax server, which will automatically send your fax message at the lowest rate. 1 Insert the document face up into the document feed slot. DIAL NUMBER 2 Dial the desired number using 00 followed by the international country code (e. g. 0044 for UK, 00353 for Ireland, 00852 for Hong Kong and 0088 for Taiwan). 3 Press START. * Internet * If your fax machine cannot establish contact with your server right away, it will repeat the connecting procedure three times. If this is unsuccessful it will use regular fax transmission.*

Press STOP to interrupt procedure. Automatic fax transmission via Internet The factory settings do not provide for the automatic sending via the Internet. You can switch on this facility if you do not want your faxes sent automatically via the Internet by selecting Activate: Ye with function 29. 1 Select MENU 29. Confirm with OK. Activate: No 2 Select desired setting with </>. Confirm your entry with OK. Your fax server is not for use with a regular computer. 28 9 Answering machine Der Anrufbeantworter (only with built-in answering machine) Your fax machine is equipped with a digital telephone answering machine. All recorded messages are stored in a solid-state electronic memory which has a recording capacity of up to 30 minutes.

There is neither a magnetic tape nor a cassette. Your answering machine is factory-programmed with a recorded outgoing message. If you want to record your own outgoing message, proceed as described under "Recording a message". Write down your messages before you record them. Make sure that your fax machine stands on a hard, flat surface, because otherwise the microphone may be covered.

Listening to messages 1 If PLAY flashes, messages have been recorded for you. Press PLAY to listen to the first message. The date and time the message was received will be shown on the display. 2 The next message will be replayed if you press PLAY while listening to any message. (If you want to switch to the first message, while listening to the other messages, press 1.

3 After listening to your messages PLAY will stay on until all messages have been erased. Play back volume Switching on and off Activate or deactivate your fax machine with ON/OFF. Activate mode is indicated with the symbol b on the display. 1 Press </> while playing back messages. The current volume setting will be displayed. 2 Press </> to obtain the desired volume. Recording a message 1 Hold down RECORD for two seconds. Press RECORD again, until you hear a confirmation tone. Lift the handset and start to record your message. 2 A black bar indicates you how much memory is available for the outgoing message (max.

20 seconds). 3 Stop recording by pressing RECORD or STOP. 4 The new answering message is automatically replayed. By pressing </> you can change the volume of the message. 5 To hear the message again, press RECORD for a while (two seconds) and then PLAY. Deleting messages Single messages 1 If you want to delete the message which is currently being played, press CLEAR. 2 You will be asked on the display if you really want to delete this message. Press CLEAR again. All messages 1 Press CLEAR after having listened to all messages. 2 If you actually want to delete all messages, press CLEAR again. To interrupt the deleting process press STOP. Duration of recording 1 Select MENU 51 and press OK. 2 Press </> to choose between 30, 60, 120 seconds or the AUTO mode (unlimited recording time). Please note that AUTO mode is not available in all countries. 3 Confirm with OK.

Forwarding messages Your fax machine can automatically forward all incoming messages to another telephone number. Enter the telephone number to which you wish recorded calls to be forwarded. You can select the number of messages to be forwarded each time. Your fax machine will wait until the selected number of messages has been received and then calls the desired number automatically. A text announcing the call forwarding is transmitted when the connection is made.

Then the party to which the calls are being forwarded needs to enter the access code (see function 52). If the correct access code is not entered within 40 seconds, your fax machine will disconnect the call. 1 In case your answering device is deactivated turn it on with ON/OFF. The symbol b appears on the display. 2 Select MENU 55 and press OK. 29 3 Choose with </> and confirm with OK. 4 Enter the telephone number your messages should be forwarded to and press OK. 5 Choose with </> the number of messages you want to be forwarded each time. 6 To record a new forwarding message, press OK. 7 Press RECORD.*

Wait for the confirmation tone and start speaking. An example of an announcement might be: "Hello, there are messages for Mrs.