

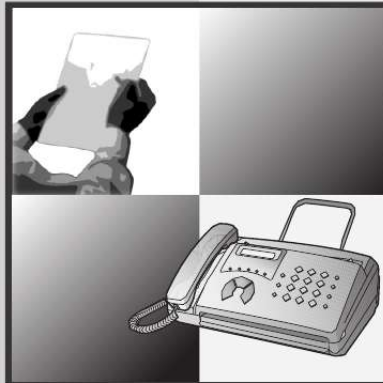


Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for SHARP FO-71. You'll find the answers to all your questions on the SHARP FO-71 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual SHARP FO-71
User guide SHARP FO-71
Operating instructions SHARP FO-71
Instructions for use SHARP FO-71
Instruction manual SHARP FO-71

SHARP.
MODEL
UX-21/UX-41/UX-61
FO-11/FO-51/FO-71/GQ-56



FACSIMILE
OPERATION MANUAL

1. Installation
2. Sending Faxes
3. Receiving Faxes
4. Making Copies
5. Making Telephone Calls
6. Answering Machine Connection
7. Special Functions
8. Printing Lists
9. Maintenance
10. Troubleshooting



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Manual abstract:

3. 4. 5. 6. 7. 8. 9. 10. @@@@Approx. 15 seconds Horizontal: 8 pels/mm Vertical: Standard: 3.

85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm 5 pages max. (A4, 80 g/m2 paper) Thermal recording 64 levels MR, MH, H2 Automatic document feeder Recording system Halftone (grayscale) Compression scheme *Based on Sharp Standard No.1 Chart at standard resolution is Sharp special mode, excluding time for protocol signals (i.

e., ITU-T phase C time only). 1 Display 16-digit LCD display Applicable telephone line Public switched telephone network Compatibility Input document size ITU-T (CCITT) G3 mode Automatic feeding: Width: 148 to 210 mm Length: 140 to 297 mm Manual feeding: Width: 148 to 210 mm Length: 140 to 600 mm 210 mm max. 210 mm max. Automatic/Dark selectable TEL/FAX, TEL, FAX, A.

M. (Note: A.M. mode is for connecting an answering machine) Yes Yes (cannot be used if power fails) 220 - 240 V AC, 50/60 Hz 5 - 35°C 30 - 85% RH Standby: 4.0 W Maximum: 115 W Width: 304 mm Depth: 236mm Height: 122 mm Approx. 2.6 kg Effective scanning width Effective printing width Contrast control Reception modes Copy function Telephone function Power requirements Operating temperature Humidity Power consumption Dimensions Weight As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. @@@@Refer all servicing to qualified service personnel. Do not install or use the machine near water, or when you are wet. @@Take care not to spill any liquids on the machine.

@@- The machine produces odors, smoke, or unusual noises. - The power cord is frayed or damaged. - The machine has been dropped or the housing damaged. Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord. This machine must only be connected to a 220 - 240 V, 50/60 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty. Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative. Do not place this machine on an unstable cart, stand or table.

The machine could be seriously damaged if it falls. Never install telephone wiring during a lightning storm. Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface. Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning. Do not use a telephone to report a gas leak in the vicinity of the leak. The power outlet must be installed near the equipment and must be easily accessible. 3 Table of Contents A Look at the Operation Panel 1.

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VOLUME key Press this key to adjust the volume of the speaker when pressed, or the volume of the ringer at all other times. SPEAKER has been 5 Number keys Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers. SPEED DIAL key Press this key to dial a fax or voice number using an abbreviated 2-digit Speed Dial number. REDIAL key Press this key to automatically redial the last number dialed. 6 7 8 START key Press this key to begin transmission when using Speed Dialling, Direct Keypad Dialling, or Normal Dialling. STOP key Press this key to cancel an operation before it is completed. COPY/HELP key When a document is in the feeder, press this key to make a copy. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine. RESOLUTION / RECEPTION MODE key When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).



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SPEAKER key Press this key to listen to the line and fax tones through the speaker when faxing a document. Note: This is not a speakerphone. You must pick up the handset to talk with the other party. **HOLD/SEARCH key** Press this key to search for an auto-dial number, or, during a phone conversation, press this key to put the other party on hold. Panel release Grasp this finger hold and pull toward you to open the operation panel.

9 10 11 12 13 14 7 1. Installation Unpacking Checklist Before setting up, make sure you have all of the following items. If any are missing, contact your dealer or retailer. Handset Original document support Handset cord Operation manual Fax paper (Sample roll) Paper shaft Paper roll shims Telephone line cord Points to keep in mind when setting up Do not place the machine in direct sunlight. Do not place the machine near heaters or air conditioners.

Keep dust away from the machine. Keep the area around the machine clear. About condensation If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine. 8 Connections Connecting the handset Connect the handset as shown and place it on the handset rest. The ends of the handset cord are identical, so they will go into either socket. Make sure the handset cord goes into the socket marked with a handset symbol on the side of the machine! Use the handset to make ordinary phone calls, or to transmit and receive faxes manually. Removing the packing paper 1 Grasp the finger hold and open the operation panel. 2 Flip up the front paper guide. Note: Do not peel off or bend this strip of film.

UX-21 UX-41 FO-11 FO-51 UX-61 FO-71 GQ-56 9 1. Installation Connections 3 Remove the packing paper. UX-21 UX-41 FO-11 FO-51 UX-61 FO-71 GQ-56 4 Flip down the front paper guide and then close the operation panel. UX-21 UX-41 FO-11 FO-51 UX-61 FO-71 GQ-56 Connecting the power cord Plug the power cord into a 220 - 240 V, 50/60 Hz, earthed AC (3-prong) outlet. When disconnecting the fax, unplug the telephone line cord before unplugging the power cord. Caution: Do not plug the power cord into any other kind of outlet. This will damage the machine and is not covered under the warranty. The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord. 10 Connecting the telephone line cord Insert one end of the line cord into the socket on the back of the machine marked TEL. LINE.

Insert the other end into a wall telephone socket. Dial mode: The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the keys on the operation panel as follows: TE SEL. T TE L LIN. E 1 2 3 Press FUNCTION once and 4 once. Display: OPTION SETTING Press 4 times. DIAL MODE Select the dial mode: TONE: 1 STOP PULSE: 2 4 Press to exit. Comments: The fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors durme and Fax Number Entering Your Name and Fax Number Before you can begin sending faxes, you must enter your name and fax (telephone) number.

You also need to set the date and time. Once you enter this information, it will automatically appear at the top of each fax page you send. TEL FAX TEL/FAX A.M. ABC DEF 1 A B C STOP D E/ POLL VOLUME GHI JKL 2 MNO 3 6 WXYZ SPEED DIAL 4 FUNCTION RESOLUTION/ RECEPTION MODE PQRS TUV 5 8 0 REDIAL HOLD/ SEARCH 3 STOP START COPY/ HELP 7 9 SPEAKER START FUNCTION 1 2 3 4 Press FUNCTION Display: once and 3 once. ENTRY MODE Press twice. OWN NUMBER SET Press START once. ENTER FAX # Enter your fax number by pressing the number keys (max. 20 digits). To insert a space between digits, press . To clear a mistake, M.

ABC DEF TEL/FAX A.M. 1 A B C STOP FUNCTION RESOLUTION/ RECEPTION MODE D E/ POLL VOLUME GHI JKL 2 MNO 3 6 WXYZ SPEED DIAL 4 PQRS TUV 5 8 0 REDIAL HOLD/ SEARCH TEL FAX 7 START COPY/ HELP 9 SPEAKER RESOLUTION/ RECEPTION MODE 05 NOV 10:30 TEL/FAX A.M. TEL FAX 05 NOV 10:30 TEL/FAX A.M. RESOLUTION/ RECEPTION MODE 05 NOV 10:30 TEL FAX TEL/FAX A.M. For more information on receiving faxes in FAX, TEL, and TEL/FAX modes, see Chapter 3, Receiving Faxes (page 38). For more information on using A.

M. mode, see Chapter 6. 20 Volume Adjustment You can adjust the volume of the speaker and ringer using VOLUME. VOLUME TEL FAX TEL/FAX A.M. ABC DEF 1 A B C D E/ POLL VOLUME GHI JKL 2 MNO 3 6 WXYZ SPEED DIAL STOP FUNCTION RESOLUTION/ RECEPTION MODE 4 PQRS TUV 5 8 0 REDIAL HOLD/ SEARCH 7 START COPY/ HELP 9 SPEAKER Speaker 1 2 Press SPEAKER Press VOLUME one or more times to Display: select the desired level. SPEAKER: MIDDLE Press SPEAKER again to turn off the SPEAKER: HIGH speaker. SPEAKER: LOW 2 1. Installation Volume Adjustment Volume Adjustment Ringer 1 Press VOLUME Display: to select the desired SPEAKER volume. (Make sure has not been pressed and the handset is not lifted.)

) RINGER: LOW RINGER: MIDDLE The ringer will ring once at the selected level, then the date and time will reappear in the display. RINGER: HIGH RINGER: OFF OK ? 2 If you selected RINGER: OFF OK ?, press START. 22 2. Sending Faxes Transmittable Documents Size and weight The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once. Loading one page at a time: Minimum size 148 mm 140 mm Loading up to 5 pages at once: Minimum size 148 mm 140 mm Maximum size 210 mm Maximum size 210 mm 297 mm 600 mm Minimum weight Maximum weight Minimum weight Maximum weight 52 g/m² 157 g/m² 52 g/m² 80 g/m² Note: Letters or graphics on the edges of a document will not be scanned. 5 mm Letters in the shaded area will not be scanned. 5 mm 23 2. Sending Faxes Loading the Document Other restrictions The scanner cannot recognise yellow, greenish yellow, or light blue ink. Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder. All clips, staples, and pins must be removed from documents before loading in the feeder.



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If these are not removed, they may damage the machine. Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder. Loading the Document Up to 5 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page. If you need to send or copy more than 5 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming. If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding. 1 Adjust the document guides to the width of your document. 2 Insert the document face down in the document feeder.

The top edge of the document should enter the feeder first. · READY TO SEND will appear in the display. 24 Loading the Document 3 Adjust the resolution and/or contrast settings as explained in Resolution and Contrast below, then dial the receiving machine as explained on page 28. Removing a document from the feeder If you need to remove a document from the feeder, open the operation panel. Important! Do not try to remove a document without first releasing it as explained below.

This may damage the feeder mechanism. 1 Grasp the finger hold and pull up to open the operation panel. 2 Remove the document. · If you can not remove the document, see Clearing a jammed document on page 74. 3 Close the operation panel.

· Press down on both front corners of the panel to make sure it clicks into place. 25 2. Sending Faxes Adjusting the Resolution and Contrast Adjusting the Resolution and Contrast If desired, you can adjust the resolution and contrast before sending a document. The default resolution setting is STANDARD and the default contrast setting is AUTO. You must adjust the settings each time you don't want to use the default settings. Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document. Resolution settings STANDARD Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission. Use FINE for documents containing small letters or fine drawings.

Use SUPER FINE for documents containing very small letters or very fine drawings. Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray. FINE SUPER FINE HALF TONE Contrast settings AUTO DARK Use AUTO for normal documents. Use DARK for faint documents. 26 Adjusting the Resolution and Contrast 1 Load the document(s). the resolution and contrast can be adjusted. 2 Press RESOLUTION/ RECEPTION MODE Display: one or more times until STANDARD FINE :AUTO :AUTO the desired resolution and contrast settings appear in the display. · The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

SUPER FINE :AUTO HALF TONE STANDARD :AUTO :DARK HALF TONE :DARK Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting. 27 2. Sending Faxes · The document must be loaded before Sending a Fax by Normal Dialling Sending a Fax by Normal Dialling With Normal Dialling, you pick up the handset (or press pressing the number keys. SPEAKER) and dial by If a person answers, you can talk with them through the handset before sending the fax. (If you pressed talk.) SPEAKER , you must pick up the handset to Normal Dialling allows you to listen to the line and make sure the other fax machine is responding. 1 Load the document(s). · If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast. READY TO SEND 2 Pick up the handset or press Listen for the dial tone.

SPEAKER . or SPEAKER ABC DEF 3 Dial the number of the receiving machine by pressing the number keys. 1 GHI JKL 2 MNO 3 6 WXYZ 4 PQRS TUV 5 8 0 7 9 4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer. · If the other party answers, ask them to press their Start key (if you pressed SPEAKER , pick up the handset to speak with them). This causes the receiving machine to issue a fax tone. 28 Sending a Fax by Automatic Dialling 5 When you hear the fax tone, press used it. START . Replace the handset if you · When transmission is completed, the fax will beep once. Sending a Fax by Automatic Dialling You can dial a fax or telephone number by simply pressing a Rapid Key, or by pressing the SPEED DIAL and entering a two-digit number.

To use Automatic Dialling, you must first store the full fax or telephone number in your fax machine When you store a fax or telephone number, you select a two-digit Speed Dial number for it. 40 Speed Dial numbers are available. Speed Dial numbers 01 through 05 are for Rapid Key (one-touch) Dialling. A Speed Dial numbers 06 through 40 are for dialling with the SPEED DIAL key. SPEED DIAL START 0 6 Rapid Keys SPEED DIAL TEL FAX TEL/FAX A.M. ABC DEF 1 A B C STOP FUNCTION RESOLUTION/ RECEPTION MODE D E/POLL VOLUME GHI JKL 2 MNO 3 6 WXYZ SPEED DIAL 4 PQRS TUV 5 8 0 REDIAL HOLD/ SEARCH 7 START COPY/ HELP 9 SPEAKER 29 2. Sending Faxes Sending a Fax by Automatic Dialling Storing fax and phone numbers for automatic dialling 1 2 3 4 Press FUNCTION once and 3 once. Display: ENTRY MODE Press once. FAX/TEL # MODE Press 1 to select SET.

Enter a two-digit Speed Dial number by pressing the number keys (01 to 05 for Rapid Key Dialling, 06 to 40 for Speed Dialling). 0 1 (Example) 5 Enter the fax or voice number by pressing the number keys. Up to 32 digits can be entered. (Note: A space cannot be entered.) · To clear a mistake, press SPEED DIAL

· If a pause is required between any of the digits to access a special service or an outside line, press REDIAL . The pause appears as a hyphen (two seconds per pause (South Africa: 4 seconds per pause)). Several pauses can be entered in a row. 6 Press START 30 Sending a Fax by Automatic Dialling 7 Enter a name by pressing number keys for each letter as shown in the chart below.



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Up to 10 characters can be entered.

(If you do not wish to enter a name, go directly to Step 8.) Example: SHARP = 77777 444 22 7777 SPACE = A= B= C= D= E= F= G= H= I= J= K= L= M= N= O= P= Q= R= S= T= U= V= W= X= Y= Z= SPEAKER 77 To enter two letters in succession that require the same key, press after entering the first letter. SPEAKER To change case, press or)(REDIAL. To enter one of the following symbols, press repeatedly: . / ! " # \$ % & ' () + , - : ; < = > ? @ [¥] ^ _ ' { | } 8 9 Press START STOP Return to Step 4 to store another number, or press the date and time display. to return to Making changes To make changes in a number previously stored, repeat the programming procedure. Select the Rapid Key or Speed Dial number for which you want to make changes in Step 4, and then change the number and/or name when they appear in the display in Steps 5 and 7. Note: The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed information in memory when the power is turned off. Battery power is consumed primarily when the power is off.

With the power kept continuously off, the life of the battery is about 5 years.

If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself. 31 2. Sending Faxes Sending a Fax by Automatic Dialling Clearing auto-dial numbers If you need to clear a number, follow these steps: 1 2 3 4 5 6 Press FUNCTION Display: once and 3 once. ENTRY MODE Press once.

Press 2 to select CLEAR. Enter the Speed Dial number that you want to clear by pressing the number keys. START Press STOP Return to Step 4 to clear another number, or press date and time display. to return to the Chain Dialling for area and access codes You can also store an area code or access code in a Rapid Key or Speed Dial number. To use this number to dial, see Chain Dialling in Chapter 5, Making Telephone Calls.

Note: An area code or access code stored in a Rapid Key or Speed Dial number can only be used if the handset is lifted or the before dialling. SPEAKER key is pressed 32 Sending a Fax by Automatic Dialling Sending a fax by Rapid Key Dialling If the number you want to dial has been stored for Automatic Dialling as a Speed Dial number from 01 to 05, you can dial it by pressing the corresponding Rapid Key. 1 If you are sending a fax, load the document(s). · If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast. READY TO SEND 2 Press the Rapid Key for the desired Speed Dial number as follows: Speed Dial 01: Rapid Key A Speed Dial 02: Rapid Key B Speed Dial 03: Rapid Key C Speed Dial 04: Rapid Key D Speed Dial 05: Rapid Key E A

Example: To dial Speed Dial number 01, press Rapid Key A.

· The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, STOP press .) · The document will be automatically transmitted once the connection is established. 33 2.

Sending Faxes Sending a Fax by Automatic Dialling Sending a fax by Speed Dialling Speed Dialling can be used to dial any number that has been stored for Automatic Dialling. 1 Load the document(s). · If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast. READY TO SEND SPEED DIAL 2 Press and then enter the Speed Dial number by pressing the SPEED DIAL numeric keys. · To enter numbers 1 through 9, first enter 0 and then the number. 0 8 (Example) 3 Check the display. If the name or number shown is correct, press STOP START . (If not, press and then repeat Step 2.) 34 Sending a Fax by Automatic Dialling Sending a fax by Direct Keypad Dialling START to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 Load the document(s). · If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast. READY TO SEND 2 Enter the number of the receiving machine by pressing the number keys. · If a pause is required between any of the digits to access a special service or an outside line, press REDIAL. The pause will appear as a hyphen (two seconds per pause (South Africa: 4 seconds per pause)). Several pauses can be entered in a row. 3 Check the display. If the number of the receiving machine shown is correct, press START . STOP · If the number is not correct, press to backspace and clear one digit at a time, and then re-enter the correct digit(s). 35 2.

Sending Faxes You can also enter a full number with the number keys and then press Searching for an auto-dial number If you don't remember the Rapid Key or Speed Dial number in which you have programmed a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial and transmit the loaded document by simply pressing START . 1 Load the document(s). · If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast. READY TO SEND 2 3 Press HOLD/ SEARCH and then 1.

Enter the first letter of the stored name by pressing the appropriate number key (the key below the marked letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press 1. · If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning). · If a name wasn't stored for the number, press 0. This will cause numbers, not names, to appear when you scroll.

4 Press or to scroll through the names (numbers if you pressed 0). Stop when the desired name appears in the display. 5 Press START . The document will be automatically transmitted once the connection is established. 36 Sending a Fax by Automatic Dialling Using the REDIAL key You can press press START REDIAL to redial the last number dialed. To send a document, when you hear the fax tone after the connection is made. Note REDIAL that the speaker is automatically activated when you press . Automatic redialling If you use automatic dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make 2 redial attempts at an interval of 5 minutes. To stop automatic redialling, press STOP .

37 2. Sending Faxes 3. Receiving Faxes Using TEL/FAX Mode To select TEL/FAX mode, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to TEL/FAX. RESOLUTION/ RECEPTION MODE TEL FAX TEL/FAX A.



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M. When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent. If your fax machine detects a fax tone (this means that the call is an automatically dialed fax), it will automatically begin reception of the incoming document. If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialed fax), it will make a ringing sound (called pseudo ringing) for 30 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialed faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established. 38 Using A.M. Mode Using A.

M. Mode To select A.M. mode, press A.M.

RESOLUTION/ RECEPTION MODE TEL FAX RESOLUTION/ RECEPTION MODE until the arrow in the display points to In A.M.

@@@ This signals the fax to begin reception. @@@ Follow the steps below to change the setting. 1 2 Press FUNCTION Display: once and 4 once. OPTION SETTING Press 3 times. @@@@ Caution! When documents are stored in memory, do not turn the power off. This will erase all of the contents. 44 4. @@@@ Making Copies 5.

@@@@@ When you are ready to speak with them again, pick up the handset. @ Making Phone Calls 6. @ SET socket.

@@@@@ SET socket. TE SEL. T TE LI L. @ For example, your message might go as follows: "Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax.

Thank you for calling." It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling. If your outgoing message must be longer than 10 seconds, leave a pause of about four seconds at the beginning of the message. This will give your fax a chance to detect fax tones sent when automatic dialling is used.

Using the Answering Machine Connection 1 Set the reception mode to A.M. RESOLUTION/ RECEPTION MODE TEL FAX TEL/FAX A.M. 2 Set your answering machine to auto answer.

Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling. If your answering machine has a toll saver function, make sure that it will answer by the fourth ring. Note: If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see Chapter 3, Receiving Faxes). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated. 49 6. Answering Machine Using the Answering Machine Connection How answering machine mode operates While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.

If the connection is not good or there is noise on the line, the answering machine and/or fax machine may not respond properly. The call counter on your answering machine may indicate that voice messages were received, when only fax messages were received. To prevent the fax from taking over the line and beginning reception if you call in from an external phone or answer on an extension phone, press any three keys (other than the code to activate fax reception, "5", "*", and "*") on the dial pad of the phone. This can only be performed from a phone capable of tone dialling. When you return and turn off your answering machine, be sure to change the reception mode back to TEL/FAX, FAX, or TEL! 50 Optional A.M. Mode Settings Optional A.M. Mode Settings If necessary, you can use the following settings to improve the response of the answering machine connection to incoming calls. Quiet Detect Time This function causes the fax machine to take over the line and begin reception if a certain duration of silence is detected after the answering machine answers.

Time selections for the period of silence are 1 to 10 seconds. Quiet Detect Time has been set to 4 seconds at the factory. This gives the best performance with most answering machines; however, you may need to adjust this setting depending on the disconnect time of your answering machine. Some answering machines may have unusually fast disconnect times (equal to or very slightly less than 4 seconds), which means that the answering machine may disconnect the line before fax reception can begin. In this case, try a Quiet Detect Time setting of about 3 seconds.

If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence. Note: Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine will not be able to receive faxes sent manually by Normal Dialling. To change the setting, follow the steps below.

1 2 Press FUNCTION once and 4 once. Display: OPTION SETTING Press 5 times. QUIET DETECT TM. 51 6. Answering Machine Optional A.M. Mode Settings 3 Enter a number from 01 to 10, or enter 00 to turn off the function. Example: 3 seconds 0 3 4 STOP Press to return to the date and time display.

Quiet Detect Start Time This setting can be used to delay the start of the Quiet Detect Time function. For example, if you want to insert a pause at the beginning of your answering machine's outgoing message to ensure clear detection of fax signals, you can use this setting to delay the start of silence detection so that the pause will not cause the fax to take over the line.

Quiet Detect Start Timing has been set to five seconds at the factory. You can change this setting by entering a 2-digit number equal to the desired number of seconds of the delay, or turn the function off by entering 00. As general guide, the delay time should be slightly longer than the pause before the outgoing message. 1 2 3 Press FUNCTION once and 4 once. Display: OPTION SETTING Press 6 times. QUIET START TIME Enter a 2-digit number (from 01 to 15) for the number of seconds of the delay, or enter 00 to turn off the function.



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@Mode Settings On A.M. @@@@This function has been turned off at the factory. @@@@3 times.

) FAX RX A.M. @Answering Machine 7. @@@@Make sure that the telephone company has activated your service. CALLER-ID ERROR
Noise on the telephone line prevented reception of caller information.

PRIVATE CALL Caller information was not provided by the telephone company at the caller's request. 55 7. **Special Functions OUT OF AREA** The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company. **Caller ID (Requires Subscription to Service)** Viewing the Caller ID list If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 20 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

After you have received 20 calls, each new call will delete the oldest call. Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears. 1 2 3 Press HOLD/SEARCH once and 2 once. **REVIEWING CALLS** Press or to scroll through the list. If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display. · Fax: If you want to send a fax, load the document and then press START. Fax: START Dialling and transmission begin. · Voice call: If you want to make a voice call, pick up the handset or press SPEAKER. Dialling begins automatically.

SPEAKER Voice call: (If you pressed, pick up the handset when the other party answers.) 4 STOP Press when you have finished viewing the list. 56 **Caller ID (Requires Subscription to Service)** To delete calls from the Caller ID list If you want to delete a single call from the caller list, press 0 while the call appears in the display. If you want to delete all calls from the list, hold 0 down for at least 3 seconds while you are viewing any number in the list. **Priority Call With Caller ID turned on**, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display. To use this function, enter the desired phone number by following the steps below (only one phone number can be entered). Display: 1 2 3 Press FUNCTION once and 3 once. **ENTRY MODE** Press once. **PRIORITY CALL #** Press 1 to store a number. 2 4 5 6 Enter the number by pressing the number keys (max. 20 digits). Press START to store (or clear) the number. STOP Press to return to the date and time display. 57 7.

Special Functions (To clear a previously stored number, press and go to Step 5.) Caller ID (Requires Subscription to Service) Blocking voice calls With Caller ID turned on, you can use the Anti Junk Fax function described in Blocking Reception of Unwanted Faxes in this chapter to block voice calls as well as faxes from your specified Anti Junk Number. In this case, when a voice call or a fax transmission comes in from a number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring). To use this function, enter the number that you wish to block as explained in Blocking Reception of Unwanted Faxes (see page 59). 58 **Blocking Reception of Unwanted Faxes** The Anti Junk Fax function allows you to block reception of faxes from parties that you specify.

This saves paper by not printing out unwanted "junk" faxes. To use this function, enter the fax numbers from which you do not want to receive faxes as shown below. Up to five numbers can be entered in the Anti Junk Number List. To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained in Chapter 8. 1 2 Press FUNCTION Display: once and 3 once. **ENTRY MODE** Press twice. once.) **STORE JUNK #** (South Africa: Press 3 Press 1 to store an Anti Junk number, or 2 to clear a previously stored number. 4 Entering: Enter a 1-digit number from "1" to "5" with the numeric keys.

This number identifies the fax number that you will enter in the next step. (Example) 1 **Clearing:** Enter the 1-digit number that identifies the fax number you want to clear, and go to step 6. 5 6 7 Enter the fax number by pressing the number keys (max. 20 digits). START Press. STOP Return to Step 4 to enter (or clear) another fax number, or press to return to the date and time display. 59 7. **Special Functions Polling (Requesting a Fax Transmission)** Polling (Requesting a Fax Transmission) Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission. To use the polling function, you must first set Rapid Key E/POLL for use as a polling key.

When Rapid Key E/POLL is set as a polling key, it cannot be used for Rapid Key dialling. Display: 1 2 Press FUNCTION once and 4 once. **OPTION SETTING** Press twice. once.) **POLLING** (South Africa: Press 3 Press 1 function.

(YES) to turn on the (To turn off the function, press 2) 4 STOP Press to return to the date and time display. 60 **Polling (Requesting a Fax Transmission)** Requesting transmission 1 Dial the fax machine you want to poll using one of the following methods: ABC DEF · Pick up the handset (or press 1 SPEAKER) GHI 2 JKL 3 MNO 4 PQRS 5 TUV 6 WXYZ 7 Press a Rapid Key. Wait for the fax answerback tone. 7 8 9 · Press SPEED DIAL and enter a 2-digit Speed Dial number. · Enter the full number using the numeric keys.

2 Press E/POLL. E/POLL · If you used the handset, replace it when POLLING appears in the display. Reception will begin. 61 7. **Special Functions 8. Printing Lists** You can print lists showing settings and information entered in the fax machine. The lists are described below. To print a list, follow these steps. Display: 1 2 Press FUNCTION once and 2 once. **LISTING MODE** Press to select the Anti Junk Number List, or to select the Telephone Number List.

3 Press START to print the list. **Telephone Number List** This list shows the fax and phone numbers that have been stored for automatic dialling. **Anti Junk Number List** This list shows the numbers from which reception is not allowed.



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62 **Printing Lists Transaction Report** This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs. The Transaction report cannot be printed on demand. Headings in Transaction Report SENDER/ RECEIVER START TX/RX TIME PAGES NOTE The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3"). The time at which transmission/reception started. Total time taken for transmission/reception.

Number of pages transmitted/received. (One of the following notes will appear under NOTE in the report to indicate whether the transaction was successful, and if not, the reason for the failure.) OK - Transmission/reception was successful. P.FAIL - A power failure prevented the transaction. JAM - The printing paper or document jammed, preventing the transaction. BUSY - The fax was not sent because the line was busy. COM.E-0 to COM.E-7 - A telephone line error prevented the transaction.

See Line error on page 67. CANCEL - The transaction was cancelled because the STOP key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you. 63 8. **Printing Lists Printing Lists Transaction Report print condition** You can change the condition under which a Transaction Report is printed out. Follow the steps below. Display: 1 2 3 Press FUNCTION once and 4 once. OPTION SETTING Press 3 times. TRANSACTION LIST Press a number from 1 to 4 to select the condition for printing.

1 2 3 4 ALWAYS PRINT ERROR PRINT SEND ONLY NEVER PRINT A report will be printed after each transmission, reception, or error. A report will be printed only when an error occurs. A report will be printed after each transmission. A report will never be printed. STOP 4 Press to return to the date and time display. 64 9. **Maintenance Cleaning the scanning glass and rollers** Clean the scanning glass and rollers frequently to ensure the quality of your transmitted images and copies. 1 Grasp the finger hold and pull up to open the operation panel. 2 Flip up the green levers on each side of the white roller. 3 Wipe the scanning glass and rollers with a cotton pad.

· Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt will cause vertical lines on transmitted images and copies. (If necessary, wipe with denatured alcohol.) · Adhesive cellophane tape is useful for removal of debris from the rollers. Scanning glass 65 9. **Maintenance Maintenance 4** Flip down the green levers on each side of the white roller.

5 Flip up the front paper guide and wipe the roller under it. 6 Flip down the front paper guide. 7 Close the operation pane. · Press down on both front corners of the panel to make sure it clicks into place. **Cleaning the housing** Wipe the external parts and surface of the machine with a dry cloth.

Caution! · Do not use benzene or thinner. These solvents may damage or discolor the machine. 66 10. **Troubleshooting Problems and Solutions Line error Problem LINE ERROR** appears in the display. Solution Try the transaction again. If the error persists, check the following: · Check the connection. The cord from the TEL. LINE socket to the wall socket should be no longer than two meters. · Make sure there are no modem devices sharing the same telephone line. · Check with the other party to make sure their fax machine is functioning properly.

· Have your telephone line checked for line noise. · Try connecting the fax machine to a different telephone line. · If the problem still occurs, your fax machine may need service. 67 10. **Troubleshooting Problems and Solutions Dialling and transmission problems Problem No dial tone** when you pick up the handset or press the SPEAKER key. Dialling is not possible. Solution · Make sure the handset cord is connected to the correct socket. See Connecting the handset on page 9. · Make sure the power cord is properly plugged into a power outlet. · Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket. · Make sure that the fax machine is set to the correct dialling mode for your telephone line. See Dial mode on page 11. The power is on, but no transmission takes place. · Make sure that the receiving machine has paper.

· Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket. · If the receiving machine is in manual mode with no attendant, reception will not be possible. · Check the display for error messages.

· Pick up the handset and check for a dial tone. Nothing is printed at the receiving end. A distorted image is received at the other end. · Make sure that the document for transmission is placed face down in the feeder. · Noise on the telephone line may cause distortion. Try sending the document again. · Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service. 68 **Problems and Solutions Reception and copying problems 10. Troubleshooting Problem The power is on, but no reception takes place.**

Solution · Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket. · Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine. · Make sure that the thermal paper is properly loaded in your fax machine. (If the roll has been loaded backwards, nothing will be printed.) The received document is faint. · Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service.

Make a copy or print a report to check your machine's printing ability. · Make sure you are using the recommended thermal paper. See Loading the Thermal Paper in Chapter 1. Received images are distorted. · Noise on the telephone line may cause distortion.

Have the other party try sending the document again. · Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service. A received document or copy prints out in strips. The quality of copies is poor and/or dark vertical lines appear.

· Make sure the operation panel is completely closed (press down on both sides of the panel). · Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes.



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Clean the scanning glass as explained on page 65. · If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down. The printing paper comes out blank when you try to receive a document. Reception/copying is interrupted. 69 Problems and Solutions Answering machine connection Problem The answering machine connection does not operate properly. Solution · Make sure your fax machine's reception mode is set to A.M.

· Make sure your fax machine's TEL, LINE socket is connected to the wall socket. Make sure your fax machine's TEL, SET socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket). · Make sure your answering machine's outgoing message is under 10 seconds. · Make sure that the Quiet Detect Time setting is set to three or four seconds (see page 51). General problems Problem Voice calls taken on an extension phone are interrupted by the fax. Solution · The fax may interrupt during a voice call if the reception mode is set to A.M..

To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.) · Make sure you have not run out of paper. · Make sure the transmitting machine is in automatic reception mode. · If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.

No reception occurs when polling is attempted. 70 Problems and Solutions Nothing appears in the display. · Make sure the power cord is properly plugged into a power outlet. · Connect another electrical appliance to the outlet to see if it has power. The machine does not respond when you press any of its keys. Automatic document feeding does not work for transmission or copying. · If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later. @@@@ Remove and reload the paper. @@ Close it. The original document is jammed. See the following section, Clearing Paper Jams. The FUNCTION key has been pressed. The HOLD/SEARCH key has been pressed to put the other party on hold during a phone conversation. Press the HOLD/SEARCH key again to take the other party off hold. This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine doesn't answer.

Press the STOP key to clear the message. Transmission or reception was not successful. Press the STOP key to clear the message and then try again. If the error persists, see Line Error on page 67. The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible, resolve the problem so that printing can continue, see Substitute Reception to Memory on page 44. @@@@ Replace the handset or press the STOP key to clear the message. @@ You have run out of thermal paper. @@ The print head has overheated.

Operation can be continued after it cools. The printing paper is jammed. See the following section, Clearing Paper Jams. The print head has failed and requires service. ON HOOK DIAL OUT OF PAPER OVER HEAT PAPER JAMMED PRINT HEAD FAIL/ YOU NEED SERVICE (alternating messages) READY TO SEND A document has been loaded and the fax machine is waiting for you to begin faxing or copying.

This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See Automatic redialling on page 37.) RECALLING Audible signals Continuous tone 3 seconds Indicates the end of transmission, reception, or copying. Indicates incomplete transmission, reception, or copying.

Intermittent tone (3 beeps) 5 seconds (1 second on, 1 second off) Continuous (0.7 seconds on, 0.3 seconds off) Rapid intermittent tone Indicates that the handset is off hook. 73 10. Troubleshooting Clearing Paper Jams Clearing Paper Jams Clearing a jammed document If the original document doesn't feed properly during transmission or copying, START or DOCUMENT JAMMED appears in the display, first try pressing If the document doesn't feed out, remove it as explained below. Important: Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism. . 1 Grasp the finger hold and pull up to open the operation panel. 2 Flip up the green levers on each side of the white roller.

3 Remove the document. 74 Clearing Paper Jams 4 Flip down the green levers on each side of the white roller. 5 Close the operation panel, making sure it clicks into place. · Press down on both front corners of the panel to make sure it clicks into place. Clearing jammed printing paper 1 Grasp the finger hold and pull up to open the operation panel. 2 Flip up the front paper guide UX-21 UX-41 FO-11 FO-51 UX-61 FO-71 GQ-56 Press the knob to make sure the front side of the metal guide is down. 75 10. Troubleshooting Clearing Paper Jams 3 Remove the paper roll. · For UX-61/FO-71/GQ-56 only: Remove any cut pieces of paper from the paper compartment. 4 Cut off the wrinkled part of the paper.

5 Reload the paper. · Jammed paper is often caused by improper loading. Be sure to carefully follow the instructions for paper loading given in Loading the Thermal Paper in Chapter 1. 76 Quick Reference Guide Sending Faxes Place your document (up to 5 pages) face down in the document feeder. Normal Dialling 1.

Lift the handset or press 2. Dial the fax number. 3. Wait for the reception tone (if a person answers, ask them to press their Start key). START Receiving Faxes Press the RESOLUTION/ RECEPTION MODE until the arrow in the display points to the desired reception mode (make sure the document feeder is empty). TEL FAX RESOLUTION/ RECEPTION MODE 05 NOV 10:30 TEL/FAX A.M. SPEAKER . TEL FAX 05 NOV 10:30 TEL/FAX A.M. TEL FAX 05 NOV 10:30 TEL/FAX A.M. TEL FAX 05 NOV 10:30 TEL/FAX A.M. 4.

Press . TEL mode: Answer all calls (even faxes) by picking up the handset. To begin fax reception, press START . Rapid Key Dialling Press the appropriate Rapid Key. Transmission will begin automatically. FAX mode: The fax machine automatically answers and receives faxes. TEL/FAX mode: The fax machine automatically answers and receives faxes. Voice calls (including manually dialled fax transmissions) are signalled by a special ringing sound. A.M. mode: Select this mode when an answering machine is connected to the fax and the answering machine is turned on. Speed Dialling 1. Press SPEED DIAL .



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2. Enter 2-digit Speed Dial number.

START 2. Press . Direct Keypad Dialling 1. Dial the fax number. START 2.

Press . 77 Quick Reference Guide Index A A.M. reception mode, 20, 39, 49 Answering machine connection Activating, 49 Connecting, 48 On A.M. Failure, 53 Quiet Detect Start Time, 52 Quiet Detect Time, 51 Troubleshooting, 70 Anti Junk Number List, 62 Audible signals, 73 Auto-dial numbers storing, 30 F FAX reception mode, 20, 39 Fax Signal Receive, 43 H Halftone setting, 26 Handset, 9 Hold, 47 Housing, cleaning, 66 J Jams, clearing, 74-76 C Caller ID, 54-58 Chain Dialling, 32, 47 Contrast, 26 Copies, 45 L Letters, entering, 17, 31 Line error, 67 Loading paper, 13-15 Loading the document, 24 D Date, setting, 18 Dial mode, 11 Dialling Chain, 32, 47 Direct Keypad, 35 Normal, 28, 46 Rapid Key, 33, 46 Speed, 34, 46 Direct Keypad Dialling, 35 Display messages, 72 Document feeder, 24 Document guides, 24 Document restrictions, 24 Document sizes, 23 Document, maximum scanning size, 23 M Memory, substitute reception to, 44 N Normal Dialling, 28, 46 Number of rings in FAX reception mode, 40 P Paper jams, clearing, 74-76 Paper, thermal, 13-15 Power cord, 10 Priority Call, 57 R Rapid Key Dialling, 33, 46 Reception mode A.M. mode, 20, 39, 49 FAX mode, 20, 39 E Extension telephone Connecting, 12 Using, 42 78 Index TEL mode, 20, 41 TEL/FAX mode, 20, 38 Redialling, 47 Removing original document, 25 Resolution, 26 Ringer volume, 22 S Scanning glass, cleaning, 65 Search Dial, 36, 47 Sender's name and number, entering, 16-17 Speaker volume, 21 Speed Dialling, 34, 46 T TEL reception mode, 20, 41 TEL. LINE socket, 11 TEL. SET socket, 12, 48 TEL/FAX reception mode, 20, 38 Tel/Fax Remote Number, 44 Telephone line cord, 11 Telephone Number List, 62 Thermal paper, 13-15 Time, setting, 18 Transaction Report, 63-64 79 SHARP CORPORATION PRINTED IN THAILAND (TINSE4374XHTA) .



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