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[GB]




Fax 500 – Quick Reference Guide

Setting the display language.


-   Press the **Menü (Menu) key**. Select [**OPTIONEN (OPTION SETTING)**] using the **up/down arrow** keys.
-  Press the **right arrow** key to confirm.
-  Press the **down arrow** key 7x, [**SPRACHE (LANGUAGE)**] is displayed in the language set.
-  Press the **right arrow** key to confirm.
To set the language press one of the following numbers :
1 = English, **2** = German, **3** = Turkish

Once the respective number has been entered, the language is changed.
-  If you do not wish to make any further settings, press the **Stop key**.

Sending a fax with preparatory dialling.

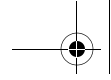
-  Insert the document or pile of documents into the document feed.
The display says [**READY TO SEND**].
-  Enter the telephone number using the **dialling keypad**.
If you enter a wrong digit, press the **left arrow** key.
-  When you have entered the telephone number, press the **Start key**.
A connection is established and the fax is sent.

Aborting automatic redialling.


-  Press the **Stop key**.



II












Setting the receiving mode.

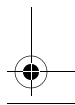
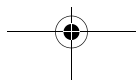
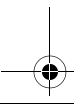
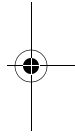
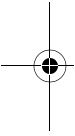
-  Press the **Empfangsmodus (Receiving mode)** key until the required mode is displayed on the right-hand side in the display :

AUTO = Automatic receiving







MANU = Manual receiving

Restricting receiving.

-  Press the **Menü (Menu)** key.
-  Press the **up/down arrow** key until **[ENTRY MODE]** is displayed.
-  Press the **right arrow** key.
-  Press the **up/down arrow** key until **[ANTI JUNK #]** is displayed.
-  Press the **right arrow** key.
-  Press the **up/down arrow** key until **[INVAL. FAX-ID]** is displayed.
-  Press the **right arrow** key.
-  Enter one of the following options using the dialling keypad :
1 = BLOCK RECEP., faxes with faulty call identification line are received.
2 = CAN RECEIVE, faxes with faulty call identification line are rejected.
The function is applied.
-  If you do not wish to make any further settings, press the **Stop** key.




Delayed sending.

-  Insert the document or pile of documents into the document feed.
The display says **[READY TO SEND]**.
-  Press the **Zeitv. Senden (Delayed sending)** key.
 Press the **right arrow** key. The display shows the job number and then **[ENTER TIME]**.
-  Using the **dialling keypad** enter the time in the 24-hour format, e.g. 8 p.m. as 20:00.
-  Press the **Start key**. The display says **[ENTER STATION #]**.
Enter the receiver.
-  Once you have entered the fax number, press the **Start key**. Your document is read into the memory under the job number.
The fax will automatically be sent at the appointed time.

Fax polling.

Your Fax 500 can only pick up fax messages from machines that support this function. Make sure, by telephoning the operator of this fax machine for example, that the remote station has activated the polling function on this machine.




- Select the telephone number of the fax machine from which you wish to pick up a document. You can use the following dialling options for this : direct dialling of telephone number, repeat dialling or dialling via the address book.
-  Press the **Abruf (Polling)** key. A connection is established.
The remote station transmits the fax.








IV



Copying.

-  Insert the document or pile of documents into the document feed.
The display says **[READY TO SEND]**.
-  Using the alphanumeric keypad enter the number of copies (1-99). If you only want one copy, you do not need to enter anything.
-  Press the **Kopie (Copy)** key. The template is copied.

Printing lists.

-  Press the **Menü (Menu)** key.
-  Press the **up/down arrow** key until **[LISTING MODE]** is displayed.
-  Press the **right arrow** key.
-  Go through the menu with the **up/down arrow** key until the required list is displayed.
- ACTIVITY LIST**
DESTINATION LIST
GROUP LIST
SETUP LIST
TIMER LIST
-  Press the **Start** key. The selected list is printed.

Note : The quick reference guide is not a substitute for the operating instructions which contain all the information you need regarding proper use, safety, statutory framework for use, warranty and approval. The detailed operating instructions are supplied with the fax machine.

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