fax*JET*520
fax*JET*525
fax*JET*555

User Manual

PHILIPS

Dear Customer,

In buying this device you have chosen a quality product made by PHILIPS. Their device fulfils the most varied requirements for private use or in your office and business everyday.

Your device is delivered with a starter cartridge for a few test pages.

You can assign frequently dialled numbers to speed dial keys or short dialling numbers. These functions help you to call these numbers quickly.

The built-in answering machine (IPF 555) stores up to 30 minutes of messages. You can record internal and external voice messages (= memos). Using remote message retrieval, you can call new messages from each telephone.

You can send fax messages in different resolutions to one or more recipients. You can also poll faxes.

Select the resolution for text and photo in order to copy documents with your machine. You can also create multiple copies.

You can send SMS messages from your machine if this service is activated for your telephone line (this function is not supported in all countries and networks). Received SMS messages can be managed with the extensive functions of the SMS menu.

We hope you enjoy your machine and its many functions!

About this User Manual

With the installation guide on the following pages, you can start using your machine quickly and easily. Detailed descriptions can be found in the following sections of this user manual.

Read the entire user manual carefully. Follow all safety instructions in order to ensure proper operation of your machine. The manufacturer accepts no liability if these instructions are not followed.

Multiple models of this machine series are described in this user manual. Please note that some functions are only available with specific models.

Symbols Used

⚠ Warns about dangers for people, damage to the machine or other objects as well as possible loss of data. Injuries or damage can result from improper handling.

💡 This symbol designates tips that will help you to use your machine more effectively and easily.

Installation guide

Packing contents

❶ Device

❷ Telephone handset (IPF 525, IPF 555)

❸ Spiral cable for telephone handset (IPF 525, IPF 555)

❹ Paper tray

❺ Mains cable with plug (country-specific)

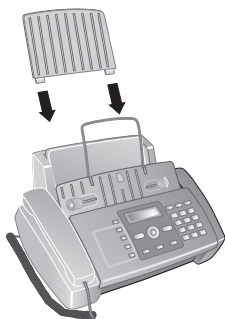❻ Telephone cable with plug (country-specific)

❼ Ink cartridge (black)

User manual with installation guide (not depicted)
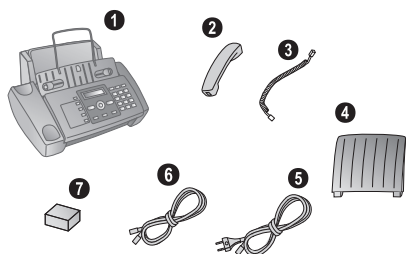
💡 If one of the parts is missing or damaged, please contact your retailer or our customer service.

Attaching paper tray

Insert the paper tray in the opening provided for it.

Inserting paper

Before you can receive documents or make copies, you must load paper into the machine. Please use only appropriate paper in standard format **A4** (210 × 297 millimetre · preferably 80 g/m^2). Follow the specifications in the technical data.

💡 Separate the paper sheets by fanning them out, then align them by tapping edge of the stack lightly against a flat surface. This will prevent several sheets of paper from being drawn in all at once.
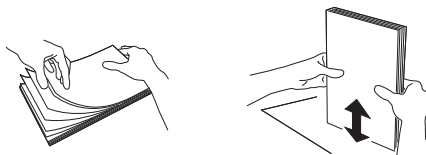
Inserting paper

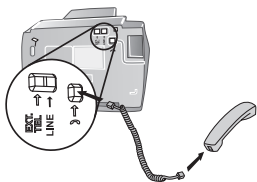**1** Fold open the paper feed flap towards front until stop.

2 Insert paper in the paper feeder. You can insert **maximum 100 sheets** (A4 · 80 g/m^2).


3 Close the paper feed flap.

Connecting handset
(IPF 525, IPF 555)

Plug one end of the spiral cable into the socket on the telephone handset. Put the other end into the socket at the device bottom marked with ☎ symbol.

Connecting the Telephone Cord

Connect the telephone cord to the device by inserting it in the socket designated with **LINE** (RJ-11-Connector). Insert the telephone plug into your telephone connection socket.
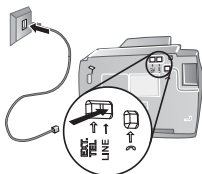

If you connect your device as extension to a telephone system, you must set it for working as an extension (also see Chapter "Telephone connections and additional devices, page 30).

Connecting the Power Cord

Check whether the mains voltage of your device (indicated on the type label) matches the mains voltage available at the setup location.

Insert the mains cable into the connection located on the rear side of the device. Connect the mains cable to the electrical socket.
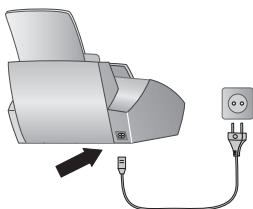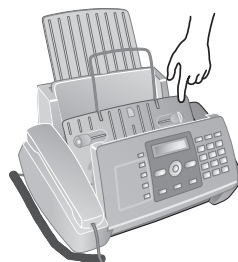

Inserting ink cartridge

1 Open the control panel, by lifting and folding it up in the centre. Click the control panel completely in place.

2 Open the cartridge compartment by pressing on the upper right corner of the document holder (arrow) and then carefully lifting it backwards. Click the document holder completely in place.


**3** Remove the cartridge from the packing and remove the protective strips.
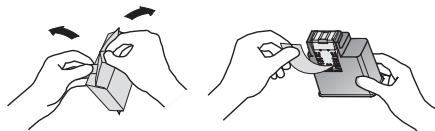
Please make certain that the protective strip has been completely removed. Be careful not to touch the nozzles or contacts.

4 Insert the cartridge into the holder with the coloured end facing front and the contacts facing down.
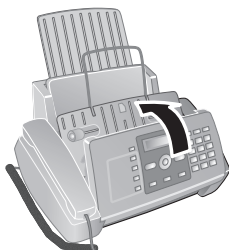
💡 Only insert the cartridge if the device is connected to the electricity power supply. Otherwise, the cartridge will not be detected.
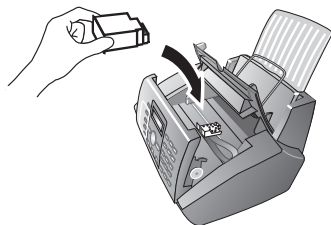
5 Press the cartridge down until it snaps into place.

6 Close the device by folding the document holder down and swivelling the metal bracket upward.
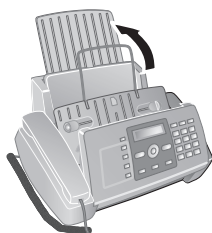
7 Then close the control panel.

Initial installation

After you connect your device to the mains voltage, the initial installation commences.

💡 You can start the initial installation at a later point of time using **MENU** and ① also

💡 You can print the menu overview using **MENU** and ②.

Selecting the language

1 Use ▲/▼ to select the desired display language.

2 Confirm with ◊.

Selecting the country

⚠ Always set the country in which you are operating the machine. Otherwise, your machine is not adapted to the telephone network. If your country is not included in the list, you must select a different setting and use the correct telephone cable for the country. Consult your retailer.

1 Use ▲/▼ to select the country in which you are operating the device.

2 Confirm with ◊.

Activating the printing head

1 Confirm NEW PRINT CART.? using ① to set the ink level memory to "full".

2 A test page is printed.

3 Check the print sample for interruptions.

4 If necessary, repeat the printing using ⓪.

5 You can finish using ① and ⊘.

Entering the date and time

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ FAX SET-UP.

3 Confirm with ◊.

4 Confirm DATE AND TIME with ◊.

5 Select using ▲/▼ SET DATE/TIME.

6 Confirm with ◊.

7 Enter the date (two digits each) e.g. ⓪⑧⓪⑥⓪⑧ for 08.06.08.

8 Enter the time, e.g. ①④⓪⓪ for 2 pm.

9 Confirm with ◊.

10 You can exit with ⊘.

💡 Select further settings in step **5** using ▲/▼

DATE FORMAT - Change the date format

HOUR FORMAT Change the time format (12/24 clock).

💡 If SET DATE/TIME appears in the display, you must adjust the date and time.
  1 Press **MENU** and confirm using ◊.
  2 Enter the date and time with the numeric keys.
  3 Confirm with ◊.

Overview

Overview of the menu functions

Press **MENU** to open the function menu. Page through ▲/▼ menu entries. Confirm the selected function with ◊. Select further functions using ▲/▼ or ◊. Press to return to the previous menu level. Press ⊘ to close the menu and return to the starting mode.

▲/▼ — RECEPT. SET-UP — ◊

  ▲/▼ — RECEPTION MODE — ◊ (IPF 520)
  — ▲/▼ — AUTOMATIC
  — ▲/▼ — MANUAL

  ▲/▼ — RECEPTION MODE — ◊ (IPF 525, IPF 555)
  — ▲/▼ — AUTOMATIC
  — ▲/▼ — TAD/FAX
  — ▲/▼ — MANUAL
  — ▲/▼ — PHONE/FAX

  ▲/▼ — SILENT RX
  ▲/▼ — RING VOLUME
  ▲/▼ — RINGS NUMBER
  ▲/▼ — BLACK LIST
  ▲/▼ — PRINT SET-UP

▲/▼ — TX FROM MEMORY

▲/▼ — PRINT REPORT — ◊

  ▲/▼ — LAST TX REPORT
  ▲/▼ — CALLER ID LIST
  ▲/▼ — LAST BROADCAST
  ▲/▼ — ACTIVITY REPORT

▲/▼ — PHONE BOOK

▲/▼ — CART. MAINTEN.

▲/▼ — FAX SET-UP — ◊

  ▲/▼ — DATE AND TIME — ◊
  — ▲/▼ — SET DATE/TIME
  — ▲/▼ — DATE FORMAT
  — ▲/▼ — HOUR FORMAT

  ▲/▼ — VARIOUS SETT. — ◊
  — ▲/▼ — ECM
  — ▲/▼ — TX REPORT
  — ▲/▼ — FAX HEADER
  — ▲/▼ — BUZZER VOLUME
  — ▲/▼ — CONTRAST

  ▲/▼ — PRINTER PARAM. — ◊
  — ▲/▼ — REDUCTION
  — ▲/▼ — SURPLUS
  ▲/▼ — PRINT SET-UP

▲/▼ — POLLING RX

▲/▼ — INSTALLATION — ◊
▲/▼ — STATION NAME
▲/▼ — STATION NUMBER
▲/▼ — DISTINCT. RING (IPF 525, IPF 555)
▲/▼ — TEL.LINE SETUP — ◊
  — ▲/▼ — LINE TYPE
  — ▲/▼ — DIAL MODE (country dependent)
  — ▲/▼ — CALLER ID
  — ▲/▼ — PBX FLASH
  — ▲/▼ — REMOTE CONTROL
  — ▲/▼ — FAX/TEL TIMER (IPF 525, IPF 555)
  — ▲/▼ — LINE MONITOR

▲/▼ — LANGUAGE
▲/▼ — COUNTRY SET-UP
▲/▼ — PRINT INSTALL.
▲/▼ — TECHN. SERVICE

▲/▼ — TAD SET-UP (IPF 555) — ◊
  ▲/▼ — ICM ON SPEAKER
  ▲/▼ — OGM #1
  ▲/▼ — OGM #2
  ▲/▼ — OGM #3
  ▲/▼ — FORWARD MSGS
  ▲/▼ — ANNOUNCE ONLY
  ▲/▼ — ICM REC.TIME
  ▲/▼ — SECURITY
  ▲/▼ — TOLL SAVER
  ▲/▼ — PRINT SET-UP

Machine Overview

❶ Handset (IPF 525, IPF 555)

❷ Paper tray

❸ Document feeder (writing facing up)

❹ Panel with display
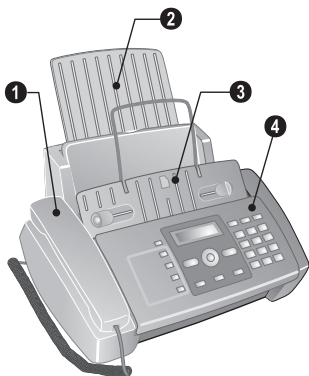
❶ **EXT**-Socket—Connection socket for additional devices

❷ **LINE**-Socket—Connection socket for telephone cable

❸ 📞 Telephone handset socket – Connection socket for the telephone handset (IPF 525, IPF 555)

Panel

📖—Calling up the telephone book entries. Select the entries with ▲/▼ or with the numeric keys

1 … 4 – Recalling speed dial entries.

Green Lamp ✉—It flashes whenever an SMS message has arrived or when a document is waiting to be retrieved from the fax memory.
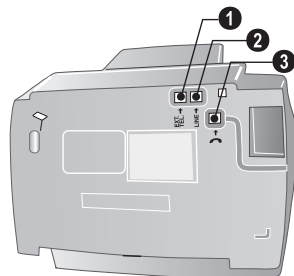
Red lamp ⚠ —If the lamp flashes, please read what is indicated on the display

🚫 – Function abort / abort copying / return to the output mode / delete error message

MENU - call-up menu functions / call-up copy menu (document in the document feeder) / switch to 12 hour clock AM, PM / adjust volume level

◄/► - move the cursor

◈ – Starting transmission of messages / starting copying

C – Return to the previous menu level / press briefly: deleting individual characters / press and hold: deleting complete input

✉ - call-up SMS menu (function is not supported in all countries and networks) / in countries where the SMS function is not supported, start the print out of fax transmission reports using this key (list of the last ten fax messages sent and received).

📢—(IPF 520): Listening while the connection is established / (IPF 525, IPF 555): Dialling with the handset replaced / (IPF 525, IPF 555): hands-free

☍ —Toggling between the list of the last 10 dialled numbers (= redial list), and the list of last 20 callers (= caller list). Confirm using ◈ / insert dialling pause

R - trigger flash function (only if the device is configured as an extension) / (IPF 525, IPF 555): Switching between calls (= call toggling)

▦F 🖼—Setting higher resolution for faxes and copying / switching microphone off for hands-free

Numeric keypad—Inputting digits, characters and special characters

Answering machine keys
(IPF 555)

►/II—Playback of the saved messages/ interrupting during playback

I◄ – Listening to previous message

►I – Listening to next message /listen to message again/in the starting mode, recording a memo.

C—Deleting current message during play-back /press twice, delete all messages
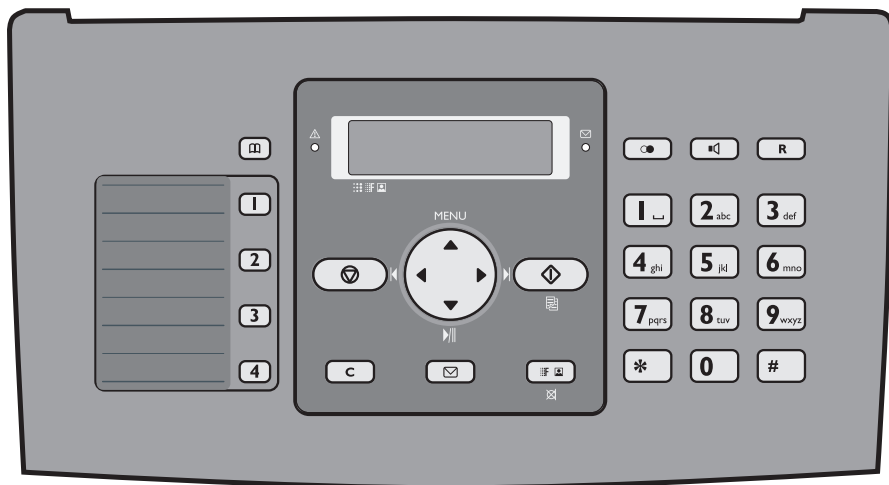
General Safety Information

Your device has been tested in conformity with standards EN 60950-1 and IEC 60950-1 and should only be operated with telephone systems and power equipment that meet these standards. The device was built exclusively for use in the indicated sales region.

Do not make any changes or settings that are not described in this user manual.

Setting Up the Machine

The device should rest securely on a stabile, flat surface. If the device should fall, it can be damaged or can cause injury to people, especially small children. Position all cables in such a way that no one will stumble on them, thus avoiding possible injuries to persons or damage to the device itself.

The distance between the device and other devices or objects must be at least 15 centimetres; this also applies to the use of additional cordless telephones. Do not place the device in the vicinity of radios or televisions.

Lock the cover of the device completely into place when opening the device. You could be injured if the cover falls while you are working on the device.

Protect the device against direct sunlight, heat, large temperature fluctuations and moisture. Do not place the device in the vicinity of heaters or air conditioners. Observe the information on temperature and humidity in the technical data.

The device must have sufficient ventilation and may not be covered. Do not put your device in closed cabinets or boxes. Do not place the machine on soft surfaces such as tablecloths or carpets and do not cover the ventilation slits. Otherwise, the device can overheat and catch on fire.

In the event that the device becomes too hot, or if you see smoke coming from the device, you must immediately pull the power cable out of the power socket. Have your device examined by trained professionals at a technical service location. To prevent the spread of fire, open flames should be kept away from the device.

Do not plug in the device in moist rooms. Never touch the mains cable, the mains connection or the telephone socket with wet hands.

Do not allow liquids to enter into the device. Disconnect the device from the power socket if liquids or foreign objects have entered the device and have your device examined by trained professionals at a technical service location.

Do not allow children to handle the device without supervision. The packing materials should be kept out of the hands of children.

The telephone handset of the device is magnetic. Caution, small metallic objects (paper clips) may be retained if placed near or on the telephone handset.

Power Supply

Check whether the mains voltage of your device (indicated on the type label) matches the mains voltage available at the setup location.

Use only the power and telephones cables supplied.

Set up your device so that the power socket is easily accessible. The device does not have an on/off button. In an emergency, disconnect your device from the power supply by pulling the power plug.

Never touch the power or telephone cable if the insulation is damaged.

Disconnect your device from the power and telephone networks during an electrical storm. If this is not possible, do not use the device during an electrical storm.

Before cleaning the surface of your device, disconnect it from the power and telephone networks. Never use liquid, gaseous or easily flammable cleansers (sprays, abrasives, polishes, alcohol).

Only clean the display with a dry, soft cloth. If the display breaks, a mildly corrosive liquid may escape. Avoid all contact with your skin and eyes.

In the event of a power failure, your device will not function; saved data is retained.

Repairs

Should disruptions occur, follow the instructions on the display and on the error report.

Do not make any repairs to the device yourself. Improper maintenance can result in injuries or damage to the device. Only have your device repaired by an authorised service centre.

Do not remove the type label from your device; this would void the warranty.

Consumable Materials

Use only original consumable materials. These are available from a specialised retailer or through our order service. Other consumable materials could damage the device or shorten its service life.

Dispose of old consumable materials according to the waste regulations of your country.

Table of Contents

1 Telephone functions

For information on how to connect additional telephones and which functions are available to you, please refer the chapter on Telephone Connections and Additional Devices,

Placing a call to the device
(IPF 525, IPF 555)

☼ No paper must be present in the paper feeder for the telephone function. Otherwise the device switches to fax operation.

Dial the desired number. There are several ways to do this: Then pick up the handset.

☼ You can also lift up the receiver first, then dial a number. The dialling process begins immediately.

Manual Dialling:

Dial the desired number using the numeric keypad.

Telephone book:

1 Press ▭.
2 Select an entry using ▲/▼.

☼ Enter the starting letters with the numeric keypad to quickly navigate through the telephone book.

Speed Dialling:

Press and hold (at least two seconds) the desired speed dial key (**1 ... 4**).

### Redial list:

Press ◖●.
Use ▼ to select OUTGOING CALLS.
Confirm with ◇.
Use ▲/▼ to select an entry from the list of the dialled numbers.
Confirm with ◇.

Caller List:

Press ◖●.
Use ▲ to select INCOMING CALLS.
Confirm with ◇.
Use the ▲/▼ to select an entry from the list of callers.
Confirm with ◇.

☼ For this function to work, the caller line identification (CLIP) must be activated for your telephone connection (country and network dependent). The number and name will not be shown if the caller suppresses his number.

Hands-Free
(IPF 525, IPF 555)

1 Press ◖ to dial without lifting up the handset. You will hear a dial tone from the loudspeaker.
2 Enter the desired number using the numeric keypad or dial a saved entry. The dialling process begins immediately. Any incorrectly entered numbers can no longer be changed now.

☼ Adjust the volume with **MENU**.

Secret mode
(IPF 525, IPF 555)

You can put the handset on mute, if you want to speak to someone without letting the caller hear the conversation.

1 During a call, press ⊠. Your caller cannot hear anymore. LINE ON HOLD appears on the display.
2 Press ⊠ again to continue with the call.

Speed dialling

You can assign the speed dial buttons to frequently dialled telephone numbers. You can load these telephone numbers quickly with the speed dial buttons.

Assigning speed dial entry

1 Press **MENU**. RECEPT. SET-UP appears on the display.
2 Select using ▲/▼ PHONE BOOK.
3 Confirm with ◇.
4 Confirm NEW NUMBER with ◇.
5 Enter 01 – 04 as a position for the speed dial buttons (**1 ... 4**) with the numeric keys. The position must always be a two digit number.

☼ If you select a position that is already assigned, a message appears on the display.

6 Confirm with ◇.
7 Enter the telephone numbers.
8 Confirm with ◇.
9 Enter the name.
10 Confirm with ◇.
11 Select a ring tone using ▲/▼.
12 Confirm with ◇.
13 Using ▲/▼ select if would like to save further entries or exit the function.
14 Confirm with ◇.

Deleting a speed dial entry

1 Press **MENU**. RECEPT. SET-UP appears on the display.
2 Select using ▲/▼ PHONE BOOK.
3 Confirm with ◇.
4 Using ▲/▼ select DELETE.
5 Confirm with ◇.
6 Using ▲/▼ select the entry which you would like to delete.

☼ Speed dial entries are only saved in positions 01 to 04.

7 Confirm with ◇.
8 Using ▲/▼ select YES.
9 Confirm with ◇.

Telephone Book of the Machine

You can store up to 100 entries in the telephone book of your device. You can assign various ring tones to the entries. Follow the specifications in the technical data.

You can move the cursor using ◄/►. Use **C** to delete individual characters. Press ◙ to close the menu and return to the starting mode.

Saving entry

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ PHONE BOOK.

3 Confirm with ◊.

4 Confirm NEW NUMBER with ◊.

5 Enter the position of the entry using the numeric keys. The position must always be a two digit number.

6 Confirm with ◊.

If you select a position that is already assigned, a message appears on the display. If necessary, print out the telephone book in order to receive an overview of the positions that are still available.

7 Enter the telephone numbers.

8 Confirm with ◊.

9 Enter the name. You can enter characters using the numeric keys (see button labels). Enter special characters using ✳ or #. Press the respective button several times until the character or special character appears on the display.

10 Confirm with ◊.

11 Select a ring tone using ▲/▼.

12 Confirm with ◊. The entry is saved.

Save e-mail address

You can also save an e-mail address to which SMS messages can be sent.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ PHONE BOOK.

3 Confirm with ◊.

4 Using ▲/▼ select NEW ADDRESS.

5 Confirm with ◊.

6 Enter the position of the entry using the numeric keys. The position must always be a two digit number.

7 Confirm with ◊.

8 Enter the e-mail address.

Please note that e-mail addresses cannot contain a space.

9 Confirm with ◊.

10 Enter the name.

11 Confirm with ◊. The entry is saved.

Edit Entry

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ PHONE BOOK.

3 Confirm with ◊.

4 Using ▲/▼ select MODIFY.

5 Confirm with ◊.

6 Using ▲/▼ select the entry which you would like to edit.

Enter the initial letters with the numeric keys to quickly navigate through the telephone book.

7 Confirm with ◊.

8 Edit the number.

9 Confirm with ◊.

10 Edit the name.

11 Confirm with ◊.

12 Select a ring tone using ▲/▼.

13 Confirm with ◊. The changed entry is saved.

Deleting an Entry

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ PHONE BOOK.

3 Confirm with ◊.

4 Using ▲/▼ select DELETE.

5 Confirm with ◊.

6 Using ▲/▼ select the entry which you would like to delete.

Enter the initial letters with the numeric keys to quickly navigate through the telephone book.

7 Confirm with ◊.

8 Using ▲/▼ select YES.

9 Confirm with ◊.

Calling Line Identification (CLIP)

The number of an incoming call appears on the display. For this function to work, the Calling Line Identification Presentation (CLIP) must be activated for your telephone connection. Enquire with your telephone company. Caller Line Identification may be associated with a fee.

If the caller line identification does not work even though the function is activated for your telephone connection, check if you have set the correct country.

The number and name will not be shown if the caller suppresses his number.

Switching Caller Line Identification on/off

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊. STATION NAME appears on the display.

4 Select using ▲/▼ TEL.LINE SETUP.

5 Confirm with ◊.

6 Select using ▲/▼ CALLER ID.

7 Confirm with ◊.

8 Using ▲/▼ select whether the telephone number of the caller is to be displayed or not .

9 Confirm with ◊.

10 You can exit with ⊗.

Missed Calls
(IPF 525, IPF 555)

1 Press ○●.

2 Using ▲ select INCOMING CALLS.

3 Press ◊.

4 Using ▲/▼, you can page through the list of missed calls.

Newly missed calls are indicated by means of a flashing indicator light.

5 Confirm with ◊.

6 To call back, pick up the handset.

2 Answering Machine

(IPF 555)

Switching on and off

The answering machine can be switched on only if an outgoing message has been recorded. The reception mode must be set to `TAD/FAX`.

1 Press **MENU**. `RECEPT. SET-UP` appears on the display.

2 Press ◊.

3 Confirm `RECEPTION MODE` with ◊.

4 Select using ▲/▼
`TAD/FAX` – Answering machine switched on.
`PHONE/FAX`—Answering machine switched off.

5 Confirm with ◊.

Editing the outgoing message

Recording the outgoing message:

You can also record an outgoing message which the caller hears for which no message can be recorded in reply (= external memo). You can read how you switch this function on, in the "using announcement without recording message" section.

1 Press **MENU**. `RECEPT. SET-UP` appears on the display.

2 Select using ▲/▼ `TAD SET-UP`.

3 Confirm with ◊. `ICM ON SPEAKER` appears on the display.

4 Using ▲/▼ select `OGM #1`.

5 Confirm with ◊.

6 Using ▲/▼ select `RECORD`.

7 Confirm with ◊. `LIFT HANDSET` appears on the display.

8 Pick up the telephone handset and press ◊ to record the outgoing message.

9 Press ⊘ to end the recording. The outgoing message is played back.

10 Hang up the handset.

11 You can exit with ⊘.

The outgoing message must be longer than ten seconds and shorter than twenty seconds.

Announcement if message memory is full

You can record an additional outgoing message, which the caller hears if no new messages can be stored.

1 Press **MENU**. `RECEPT. SET-UP` appears on the display.

2 Select using ▲/▼ `TAD SET-UP`.

3 Confirm with ◊. `ICM ON SPEAKER` appears on the display.

4 Using ▲/▼ select `OGM #2`.

5 Confirm with ◊.

6 Using ▲/▼ select `RECORD`.

7 Confirm with ◊. `LIFT HANDSET` appears on the display.

8 Pick up the telephone handset and press ◊ to record the outgoing message.

9 Press ⊘ to end the recording. The outgoing message is played back.

10 Hang up the handset.

11 You can exit with ⊘.

Playing back the outgoing message

1 Press **MENU**. `RECEPT. SET-UP` appears on the display.

2 Select using ▲/▼ `TAD SET-UP`.

3 Confirm with ◊. `ICM ON SPEAKER` appears on the display.

4 Using ▲/▼ select `OGM #1` or `OGM #2`.

5 Confirm `PLAY` with ◊. The outgoing message is played back.

Adjust the volume with **MENU**.

After playback you can modify or rerecord the announcement.

6 You can exit with ⊘.

Using announcement without recording message

You can adjust the answering machine so that the caller hears an outgoing message for which no message can be recorded in reply (= external memo). You can read how to record an outgoing message in the "recording outgoing message" section.

1 Press **MENU**. `RECEPT. SET-UP` appears on the display.

2 Select using ▲/▼ `TAD SET-UP`.

3 Confirm with ◊. `ICM ON SPEAKER` appears on the display.

4 Using ▲/▼ select `ANNOUNCE ONLY`.

5 Confirm with ◊.

6 Use ▲/▼ to select whether you would like to turn the function on or off.

7 Confirm with ◊.

If an outgoing message was already recorded (`OGM #1`), the same is played. Use ▲/▼ after playing back the message to select from the following settings:
`RECORD` - Recording a new outgoing message: The outgoing message (`OGM #1`) has now been changed.
`PLAY` – To listen to the outgoing message:

Listening to messages

If new messages have been received on the answering machine, flashes ✉ on the display. The number of the new messages is shown on the display.

1 Press ▶/II.

2 The new messages are played back. Date and time of the received message appear on the display.

🔆 Adjust the volume with **MENU**.

🔆 Lift the telephone handset off to hear confidential messages.

Deleting Messages

Deleting Individual Messages

During the playback of message, press **C** to delete the current message. Delete further messages using **C** or exit using ⊗.

Deleting All Messages

1 Press **C**. DELETE OLD MSG ? appears on the display.

2 Select using ▲/▼ YES.

3 Confirm with **C**. The messages are deleted.

Recording Internal Memos

You can record voice messages (= memos), which can be played as messages. The limit on duration of recording set for messages applies even to the recording duration of memos.

1 Press ▶I. LIFT HANDSET appears on the display.

2 Pick up the telephone handset and press ◇ to record the voice message.

🔆 The configured recording length for incoming messages also limits the length of the internal memos.

3 Press ⊗ to end the recording. The recording is played back.

4 Hang up the handset.

The voice message is displayed as a new message.

Setting up Remote Access

Entering Access Code

You must enter an access code to be able to receive transferred messages, or listen to and control your answering machine from other telephones.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TAD SET-UP.

3 Confirm with ◇. ICM ON SPEAKER appears on the display.

4 Using ▲/▼ select SECURITY.

5 Confirm with ◇.

6 Using ▲/▼ select TYPE CODE.

7 Confirm with ◇. If an access code was entered, this appears on the display.

8 Enter the new access code using the numeric keys.

🔆 You can delete the access code by pressing **C**. Note that when the access code is deleted, everyone has an access to the stored messages.

9 Confirm with ◇.

10 You can exit with ⊗.

Protecting Answering Machine against Access by Strangers

By entering an access code you can prevent other persons from hearing the personal messages, or from changing the settings of the answering machine.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TAD SET-UP.

3 Confirm with ◇. ICM ON SPEAKER appears on the display.

4 Using ▲/▼ select SECURITY.

5 Confirm with ◇.

6 Using ▲/▼ select ACCESS LOCK.

7 Confirm with ◇.

8 Using ▲/▼ select YES to prevent the message from being heard and the settings from being changed.

9 Confirm with ◇.

10 You can exit with ⊗.

🔆 You can hear the messages or change the settings only after entering the saved code.

Using remote access

You can hear and delete new messages, record a new outgoing message or switch answering machine on or off with a telephone call.

🔆 The telephone on this connection must be set to tone dialling. Press a button within 50 seconds, otherwise the connection is cut-off (country and network dependent).

1 Call your number.

2 Wait, until the answering machine switches on and plays the outgoing message.

3 Enter the access code (default 1234).

4 You hear a confirmation tone.

5 The functions listed below are available using the numeric keys.

6 Hang up to end the remote access.

Remote Control Functions

Listening to Messages

Listening to new messages: Press ①.

Hearing current message again: Press ③.

Listening to all messages: Press ②.

Listening to next message: Press ④.

Deleting Messages

After hearing all messages, press ⑥ and ⑥.

Recording a new outgoing message (OGM #1):

1 Press ⊞③.

2 Press ⊞ to end the recording.

Playing back the outgoing message (OGM #1)

Press ⑤.

Control Functions

Aborting last function: Press ⓪.

Switching off answering machine (reception mode AUTOMATIC): Press ⊞①.

Switching on answering machine (reception mode TAD/FAX): Press ⊞②.

Switching off forwarding: Press ⊞⑤.

Switching on external memo function (ANNOUNCE ONLY)**:** Press ⊞④.

Forwarding Messages

The device transmits messages to an entered telephone number at a certain time-of-day. If the connection is established a message is played.

Recording a Greeting Text

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TAD SET-UP.

3 Confirm with ◊. ICM ON SPEAKER appears on the display.

4 Using ▲/▼ select OGM #3.

5 Confirm with ◊.

6 Using ▲/▼ select RECORD.

7 Confirm with ◊. LIFT HANDSET appears on the display.

8 Pick up the telephone handset and press ◊ to record the outgoing message.

9 Press ⊘ to end the recording. The outgoing message is played back.

10 Hang up the handset.

11 You can exit with ⊘.

Switch on forwarding

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TAD SET-UP.

3 Confirm with ◊. ICM ON SPEAKER appears on the display.

4 Using ▲/▼ select FORWARD MSGS.

　💡 If you already done settings, confirm ALREADY ENTERED using ◊. Use ▲/▼ to select whether you would like to modify or delete the settings.

5 Confirm with ◊.

6 Use ▲/▼ to select from the following settings:
OFF—No forwarding
ONE TIME—No forwarding
DAILY—Daily forwarding

7 Confirm with ◊.

8 Using the numeric keys, enter the time at which the forwarding is to take place.

9 Confirm with ◊.

10 Enter the telephone number to which the received messages are to be forwarded.

11 Confirm with ◊.

12 You can exit with ⊘.

Modifying the Settings

Switching Eavesdropping on/off

You can select whether the caller is to be heard when leaving a message or not.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TAD SET-UP.

3 Confirm ICM ON SPEAKER with ◊.

4 Using ▲/▼ select whether the loudspeakers should be switched on /off when the answering machine is switched on.

5 Confirm with ◊.

6 You can exit with ⊘.

Setting the Recording Duration

You can limit the length of the incoming messages and internal memos.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TAD SET-UP.

3 Confirm with ◊. ICM ON SPEAKER appears on the display.

4 Using ▲/▼ select ICM REC.TIME.

5 Confirm with ◊.

6 Select the desired recording duration using ▲/▼.

7 Confirm with ◊.

8 You can exit with ⊘.

Economy Operating Mode

With this function you can identify whether new messages have been recorded or not from the number of rings. If the device picks up after the set number of rings, you have received new messages. If no new messages have been received, the answering machine switches on after two more rings than the setting if no new messages have been received. You can terminate the remote access without incurring any telephone costs.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TAD SET-UP.

3 Confirm with ◊. ICM ON SPEAKER appears on the display.

4 Using ▲/▼ select TOLL SAVER.

5 Confirm with ◊.

6 Switch the function on/off using ▲/▼.

7 Confirm with ◊.

8 You can exit with ⊘.

Printing the answering machine settings

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TAD SET-UP.

3 Confirm with ◊. ICM ON SPEAKER appears on the display.

4 Using ▲/▼ select PRINT SET-UP.

5 Confirm with ◊.

6 Using ▲/▼ select whether you would like to have a printout.

7 Confirm with ◊.

3 Fax

⚠ Do not insert any documents into the machine that...

... are wet, have been edited with correction fluid, are soiled or have a coated surface.

... are written on with a soft pencil, with paint, chalk or charcoal.

... originate from newspapers or magazines (printing ink).

... are held together with office or notebook staples or with tape or glue.

... are pasted with note papers.

... are creased, crumpled or torn.

Press ⊘ to eject the documents during the transmission process.

Sending fax

1 Insert the documents face up into the document feeder. The top most document will be fed in first.

2 Set the desired resolution using ⊯ ▣. An arrow on the display shows the selected setting.
   ⠿ – Standard (for documents without special features)
   ⊯ – Fine (for texts with small print or drawings)
   ▣ – Photo (for photos).

3 Dial the desired number. There are several ways to do this:

   ☞ (IPF 520): You can only call up the redial list, caller list and telephone book if a document is located in the document feeder.

4 Press ◇.

Manual Dialling:

Dial the desired number using the numeric keypad.

Redial list:

Press ◖●.
Using ▼ select OUTGOING CALLS.
Confirm with ◇.

Use ▲/▼ to select an entry from the list of the dialled numbers.

Caller List:

Press ◖●.
Use ▲ to select INCOMING CALLS.
Confirm with ◇.
Use the ▲/▼ to select an entry from the list of callers.

   ☞ For this function to work, the caller line identification (CLIP) must be activated for your telephone connection (country and network dependent). The number and name will not be shown if the caller suppresses his number.

Telephone book:

1 Press ▭.

2 Select an entry using ▲/▼.

   ☞ Enter the starting letters with the numeric keypad to quickly navigate through the telephone book.

Sending fax manually

1 Insert the document.

2 Press ◖ or lift the telephone handset.

3 Enter the desired number using the numeric keypad or select a saved entry.

4 Press ◇. The document will be scanned and transmitted.

5 After successful transmission, a transmission confirmation appears on the display.

Direct inward dialling or selecting sub-address

You can send a fax to a direct-inward dialling number or a sub addressor or call from a direct-inward dialling number or sub address - for example to use a certain service of a fax database provider. For this purpose, attach the direct-inward dialling number or sub address with a short dialling pause to the fax number.

1 Enter the desired number using the numeric keypad or select a saved entry.

2 Press ◖●.

3 Enter the direct-inward dialling number or sub address.

4 Press ◇. The direct-inward dialling number or sub address is dialled only after a short pause.

Sending to multiple recipients (= broadcasting)

You can send one fax to multiple recipients in succession.

Entering Recipients Individually

1 Insert the document.

2 Press **MENU**. RECEPT. SET-UP appears on the display.

3 Select using ▲/▼ TX FROM MEMORY.

4 Confirm with ◊.

5 Using ▲/▼ select NEW SETTING.

6 Confirm with ◊. The document is now read.

7 Accept the displayed time using ◊ or enter the time at which the document is to be transmitted.

8 Enter the desired number using the numeric keypad or select a saved entry.

9 Confirm with ◊.

10 Enter the next telephone numbers. You can enter up to 10 recipients.

11 Confirm with ◊.

12 Using ▲/▼ select whether the current settings should be printed or not.

13 Confirm with ◊.

14 Confirm YES if the settings are correct using ◊.

15 The device transmits the fax message successively to all recipients.

☞ If your machine cannot reach a recipient, the fax message is sent to the other recipients. After the machine has called all recipients, it once again dials the numbers that previously could not be reached.

Modifying or printing settings

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TX FROM MEMORY.

3 Confirm with ◊.

4 Using ▲/▼ select from the following settings and confirm using ◊:
PRINT SETTINGS – Printout of the settings
CHANGE – Changes to the time and telephone number
DELETE – Resetting the settings

Sending Fax Later

If you would like to make use of the lower telephone tariffs or if the recipient can be reached at some specific time only, you can send the fax at a later time—within 24 hours.

1 Insert the document.

2 Press **MENU**. RECEPT. SET-UP appears on the display.

3 Select using ▲/▼ TX FROM MEMORY.

4 Confirm with ◊.

5 Using ▲/▼ select NEW SETTING.

6 Confirm with ◊. The document is now read.

7 Enter the time, at which the document should be transmitted, e.g. ①④ ⑩⑩ for 2 pm. Confirm with ◊.

8 Enter the desired number using the numeric keypad or select a saved entry.

9 Press ◊ twice.

10 Using ▲/▼ select whether the current settings should be printed or not.

11 Confirm with ◊.

12 Confirm YES if the settings are correct using ◊.

13 The device goes into standby mode and transmits the fax at the entered time. TX FROM MEMORY appears on the display.

Modifying the Settings

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TX FROM MEMORY.

3 Confirm with ◊.

4 Using ▲/▼ select CHANGE.

5 Confirm with ◊.

6 Enter the time and confirm using ◊.

7 Change the number and confirm using ◊.

8 Using ▲/▼ select whether the current settings should be printed or not.

9 Confirm with ◊.

10 Confirm YES if the settings are correct using ◊.

Deleting Settings

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ TX FROM MEMORY.

3 Confirm with ◊.

4 Select using ▲/▼ DELETE.

5 Confirm with ◊.

6 Using ▲/▼ select YES.

7 Confirm with ◊.

8 Using ▲/▼ select whether the current settings should be printed or not.

9 Confirm with ◊.

10 Confirm YES if the settings are correct using ◊.

Fax Reception

Received faxes are printed out immediately. If no paper or no ink cartridge is inserted, the device saves incoming fax messages. The ✉-display flashes. If you insert paper or a new ink cartridge, the saved messages are printed.

If the message memory is full, no additional messages can be received. Follow the specifications in the technical data.

Polling faxes

With the fax polling function, you can retrieve faxes that lie ready in the dialled device.

Polling faxes directly

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ POLLING RX.

3 Confirm with ◊.

4 Confirm NEW SETTING with ◊.

5 Accept the displayed time using ◊ or enter the time at which the document is to be polled.

6 Enter the desired number using the numeric keypad or select a saved entry.

7 Confirm with ◊.

POLL RX appears in the display with the time at which the document is polled.

Modifying the settings

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ POLLING RX.

3 Confirm with ◊.

4 Using ▲/▼ select from the following settings and confirm using ◊:
CHANGE – Changes to the time and telephone number
DELETE – Resetting the settings

Selective spam filter

You can store ten telephone numbers, which are ignored when a fax is received from them. The device rings but the device does not receive a fax.

☀ For this function to work, the caller line identification (CLIP) must be activated for your telephone connection (country and network dependent).

Assign an entry

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Confirm with ◊. RECEPTION MODE appears on the display.

3 Select using ▲/▼ BLACK LIST.

4 Confirm with ◊.

5 Select using ▲/▼ NEW NUMBER.

6 Confirm with ◊.

7 Enter the telephone number from which you do not wish to receive a fax.

8 Confirm with ◊.

9 Using ▲/▼ select if you would like save further entries.

10 You can exit with ⊘.

Modifying an Entry

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Confirm with ◊. RECEPTION MODE appears on the display.

3 Select using ▲/▼ BLACK LIST.

4 Confirm with ◊.

5 Select using ▲/▼ MODIFY NUMBER.

6 Confirm with ◊.

7 Using ▲/▼ select the telephone number that you would like to modify.

8 Confirm with ◊.

9 Modify the saved number.

10 Confirm with ◊.

Deleting an Entry

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Confirm with ◊. RECEPTION MODE appears on the display.

3 Select using ▲/▼ BLACK LIST.

4 Confirm with ◊.

5 Select using ▲/▼ DELETE NUMBER.

6 Confirm with ◊.

7 Using ▲/▼ select the number you would like to delete.

8 Confirm with ◊.

9 Using ▲/▼ select YES and confirm with ◊.

Print list

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Confirm with ◊. RECEPTION MODE appears on the display.

3 Select using ▲/▼ BLACK LIST.

4 Confirm with ◊.

5 Select using ▲/▼ PRINT LIST.

6 Confirm with ◊. The list is printed.

4 Copier

Use documents with sizes **A5** or **A4** with 60 to 100 g/m^2 weight. You can insert **up to 20 documents** at a time.

Inserting the document

1 Insert the documents face up into the document feeder. The top most document will be fed in first.

2 Press ✆.

3 Set the desired resolution using ⊞F 🖻.
TEXT—For documents without special features.
PHOTO — For photos

Copying a Document

Making a Copy

Press ✆.

Creating Multiple Copies

1 Using the numeric keys, enter how many copies of the document (max. nine copies) you would like to make.

2 Press ✆. The copy is created.

Making Copies with Custom Settings

1 Press **MENU**.

2 Using ▲/▼ select the quality for the copy.

3 Confirm with ✆.

4 Using ▲/▼ select whether to reduce or enlarge the document in size when copying. You can enlarge to 200 per cent or reduce to 50 per cent.

5 Confirm with ✆.

6 Using ▲/▼ select from the displayed contrast settings.

7 Confirm with ✆.

8 Using the numeric keys, enter how many copies of the document (max. nine copies) you would like to make.

9 Press ✆. The copy is created.

5 SMS

(Function is not supported in all countries and networks)

SMS Requirements

Your device is preset for using the SMS (Short Messaging Service) services. Caller Line Identification (CLIP) must be activated for the SMS to work. It is possible that you will not be able to send and receive SMS messages from a private branch exchange (depending on the country and network).

☞ Should you face problems in sending SMS, the reason for the same could be that you are using a secret number or that the device is connected to an old ISDN System.

☞ Ask your telephone service provider...

... whether you must register for the SMS Service.

... to which mobile telephone service providers you can send SMS

... which costs are applicable.

... which functions are available.

Sending SMS

☞ Make sure that no originals are present in the document feeder.

1 Press ✉.

2 Confirm SEND SMS with ◊.

3 In some countries, you can send SMS messages to an e-mail address (EMAIL TYPE) or a fax number (FAX TYPE).
To send an SMS message to a telephone number select ▲/▼ SMS TYPE and confirm using ◊.

4 SMS TEXT appears on the display with the maximum number of characters for the SMS message.

5 You can enter characters using the numeric keys (see button labels).

☞ You can enter special characters using ⓪.
Enter special characters using ✳ or #.
Using ⅎ 🔲 switch the input area between small and capital letters.
You can move the cursor using ◄/►.
Use C to delete individual characters.
Press and hold C (at least two seconds) to delete the entire text.

6 Confirm with ◊.

7 Enter the desired number using the numeric keypad or select a saved entry.

8 Confirm with ◊.

9 In some countries you can set whether you would like to be informed about successfully sent SMS messages. Select from the options displayed using ▲/▼ and confirm using ◊.

10 In some countries you can also send SMS messages to an extension number or sub address.

Select the SMS message to be sent to the main line using ▲/▼ TERMINAL NO. NO and confirm using ◊.

11 Using ▲/▼ select YES to send the message. Select NO to re-edit the message.

☞ After sending, you can save the SMS. Using ▲/▼ select YES and confirm with ◊. The SMS is saved in the SMS SENT folder.

SMS Messages to E-Mail
(Function is not supported in all countries and networks)

You can send SMS messages to an e-mail address.

1 Press ✉.

2 Use ▲/▼ to select EMAIL TYPE.

3 Confirm with ◊.

4 Enter the e-mail address or press ▭ and select a saved entry using ▲/▼.

☞ In this step, entries must be saved in the telephone book in order for you to be able to select.

☞ Enter the @ sign using ①.
E-Mail addresses must not contain a space.

5 Confirm with ◊.

6 Enter the text as described under Sending SMS.

7 Confirm with ◊.

8 Using ▲/▼ select YES to send the message. Select NO to re-edit the message.

9 Press ◊. The message is sent.

SMS Messages to Fax
(Function is not supported in all countries and networks)

You can send SMS messages to a fax number.

1 Press ✉.

2 Use ▲/▼ to select FAX TYPE.

3 Confirm with ◊.

4 Enter the text as described under Sending SMS.

5 Confirm with ◊.

6 Enter the desired number using the numeric keypad or select a saved entry.

7 Confirm with ◊.

8 In some countries you can also send SMS messages to an extension number or sub address.
Select the SMS message to be sent to the main line using ▲/▼ TERMINAL NO. NO and confirm using ◊..

9 Using ▲/▼ select YES to send the message. Select NO to re-edit the message.

10 Press ◊. The message is sent.

Direct Inward Dialling or Selecting Sub-address
(Function is not supported in all countries and networks)

With a sub-address, you send an SMS message to a certain fax machine that is connected to a telephone line along with several other devices.

1 Press ✉.
2 Confirm SEND SMS with ♦.
3 Enter the text as described under Sending SMS.
4 Press ♦.
5 Enter the desired number using the numeric keypad or select a saved entry.
6 Confirm with ♦.
7 Using ▲/▼, select YES to activate the extension or sub address (TERMINAL NO.).
8 Confirm with ♦.
9 Enter the direct-inward dialling number or sub address.
10 Confirm with ♦.
11 Using ▲/▼ select YES to send the message. Select NO to re-edit the message.
12 Press ♦. The message is sent.

Sending saved SMS

1 Press ✉.
2 Using ▲/▼ select SMS RECEIVED, SMS SENT or SMS WRITTEN.
3 Confirm with ♦.
4 Using ▲/▼ select DISPLAY LIST.
5 Confirm with ♦.
6 Using ▲/▼ select the SMS that you would like to send.
7 Confirm with ♦.
8 Using ▲/▼ select SEND.
9 Confirm with ♦. The selected SMS is sent.

Receiving SMS

SMSs received are saved and can be printed subsequently. Your device can store up to 30 SMSs.

Reading SMS

When a new SMS is received, the ✉ symbol lights up.

1 Press ✉.
2 Select using ▲/▼ SMS RECEIVED.
3 Confirm with ♦.
4 Select using ▲/▼ DISPLAY LIST.
5 Confirm with ♦.
6 Using ▲/▼ select the SMS that you would like to read.
7 Press ►. The SMS is displayed.
8 Press ◄/► to stop the automatic display.
9 Select another SMS using ▲/▼.

Editing SMS

You can add text to an SMS and save.

1 When reading the SMS, press ♦.
2 Select using ▲/▼ EDIT.
3 Confirm with ♦.
4 Add or delete characters.
5 Confirm with ♦.

The SMS is saved.

Forwarding SMS

You can forward the read SMS to other persons.

1 For the relevant SMS, press ♦.
2 Select using ▲/▼ SEND.
3 Confirm with ♦.
4 Enter the desired number using the numeric keypad or select a saved entry.
5 Confirm with ♦.

The SMS is forwarded.

Calling the sender of the SMS

You can call the sender of the SMS.

1 For the relevant SMS, press ♦.
2 Using ▲/▼ select TELEPHONE CALL.
3 Confirm with ♦. The connection is established.
4 Pick up the handset, when LIFT HANDSET appears on the display.
5 Hang up to end the call.

Replying an SMS

You can add text to a received SMS and reply to the sender.

1 For the relevant SMS, press ♦.
2 Select using ▲/▼ ANSWER.
3 Confirm with ♦.
4 You can modify the message, or add text to it.
5 Confirm with ♦.
6 Using ▲/▼ select YES to transmit the SMS or NO to edit the SMS.
7 Confirm with ♦. The SMS is sent back to the sender.

Composing SMS

You can enter and save SMSs without sending them. These SMSs are saved as SMS WRITTEN. You can save up to five SMS WRITTEN.

1 Press ✉.
2 Using ▲/▼ select WRITE SMS.
3 Confirm with ♦.
4 You can enter characters using the numeric keys (see button labels).

You can enter special characters using ⓪.
Enter special characters using ✱ or #.
Using ▓F 🔲 switch the input area between small and capital letters.
You can move the cursor using ◄/►.
Use **C** to delete individual characters.
Press and hold **C** (at least two seconds) to delete the entire text.

5 Confirm with ◊. The SMS is saved.

Printing SMSs

1 Press ✉.

2 Using ▲/▼ select SMS RECEIVED, SMS SENT or SMS WRITTEN.

3 Confirm with ◊.

4 Select using ▲/▼ DISPLAY LIST.

5 Confirm with ◊.

6 Using ▲/▼ select the SMS that you would like to print.

7 Confirm with ◊.

8 Select using ▲/▼ PRINT.

9 Confirm with ◊. The selected SMS is printed.

You can print a list of all SMS messages in the selected folder, if you select PRINT LIST instead of DISPLAY LIST using ▲/▼.

Deleting SMS

If the message memory is full, the device cannot receive any more messages. Delete SMS messages to free up memory.

Your device can save 30 received SMSs, 5 composed and sent SMSs and 5 templates, which are not yet sent.

1 Press ✉.

2 Using ▲/▼ select SMS RECEIVED, SMS SENT or SMS WRITTEN.

3 Confirm with ◊.

4 Using ▲/▼ select DISPLAY LIST.

5 Confirm with ◊.

6 Using ▲/▼ select the SMS that you would like to delete.

7 Confirm with ◊.

8 Using ▲/▼ select DELETE.

**9** Confirm with ◊. The selected SMS is deleted.

Modifying the Settings

Changing Transmitting and Receiving Numbers

All numbers that you need to send and receive SMSs are stored in your device. In case you moved to another telephone service provider, you must change these numbers.

1 Press ✉.

2 Using ▲/▼ select CONFIGURATION.

3 Confirm with ◊.

4 Select using ▲/▼ SERV.CENTRE NO..

5 Confirm with ◊.

6 Select using ▲/▼ TX SERV. CENTRE.

7 Enter the number for sending SMS messages.

8 Confirm with ◊.

9 Select using ▲/▼ RX SERV. CENTRE.

10 Enter the number for receiving SMS messages.

11 Confirm with ◊.

12 You can exit with ⊘.

Switching off Audio Signal for SMS Reception

The reception of an SMS is indicated by a notification tone. You can switch this notification tone off.

1 Press ✉.

2 Using ▲/▼ select CONFIGURATION.

3 Confirm with ◊.

4 Using ▲/▼ select SMS RX ADVICE.

5 Confirm with ◊.

6 Using ▲/▼ select whether notification tone for the reception of SMS is to be on or not.

7 Confirm with ◊.

8 You can exit with ⊘.

Set the sub address (Terminal ID) of the device
(Function is not supported in all countries and networks)

If you have several devices with an SMS function connected to one telephone line, you can assign sub-addresses to these devices. You can then send SMS messages to a specific device. You can assign your device it's own sub address.

1 Press ✉.

2 Using ▲/▼ select CONFIGURATION.

3 Confirm with ◊.

4 Select using ▲/▼ TERMINAL NO..

5 Confirm with ◊.

6 Enter the sub address.
The sender can send an SMS message directly to this device by appending the sub-address to the telephone number.

7 Confirm with ◊.

Printing SMS Settings

1 Press ✉.

2 Using ▲/▼ select CONFIGURATION.

3 Confirm with ◊.

4 Select using ▲/▼ PRINT CONFIG..

5 Confirm with ◊.

The settings are printed.

6 Settings

Press **MENU** to open the function menu. Page through ▲/▼ menu entries. Confirm the selected function with ◊. Select further functions using ▲/▼ or ◊. Press to return to the previous menu level. Press ◙ to close the menu and return to the starting mode.

⊙ You can print the menu overview using **MENU** and ②.

Entering the Date and Time

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ FAX SET-UP.

3 Confirm with ◊.

4 Confirm DATE AND TIME with ◊.

5 Select using ▲/▼ SET DATE/TIME.

6 Confirm with ◊.

7 Enter the date (two digits each) e.g. ⓪⑧⓪⑥⓪⑧ for 08.06.08.

8 Enter the time, e.g. ①④⓪⓪ for 2 pm.

9 Confirm with ◊.

10 You can exit with ◙.

⊙ Select further settings in step **5** using ▲/▼

DATE FORMAT - Change the date format

HOUR FORMAT Change the time format (12/24 clock).

⊙ If SET DATE/TIME appears in the display, you must adjust the date and time.
   1 Press **MENU** and confirm using ◊.
   2 Enter the date and time with the numeric keys.
   3 Confirm with ◊.

Selecting the language

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊.

4 Using ▲/▼ select LANGUAGE.

5 Confirm with ◊.

6 Use ▲/▼ to select the desired display language.

7 Confirm with ◊.

8 You can exit with ◙.

Selecting the Country

⚠ Always set the country in which you are operating the machine. Otherwise, your machine is not adapted to the telephone network. If your country is not included in the list, you must select a different setting and use the correct telephone cable for the country. Consult your retailer.

⚠ When you select a new country, all settings are reset to the factory defaults for that country. Saved data is retained. Check the number entered for the header.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊.

4 Using ▲/▼ select COUNTRY SET-UP.

5 Confirm with ◊.

6 Use ▲/▼ to select the country in which you are operating the device.

7 Confirm with ◊.

Entering name and fax number

Your name and your number are transmitted together with the date, time and page number. The position of the information can be changed.

Entering name

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊.

4 Confirm STATION NAME with ◊.

5 Enter your name. You can enter characters using the numeric keys (see button labels).   Enter special characters using ⓗ or ⓧ. For this purpose, press the relevant button several times until the desired character or special character appears on the display.

6 Confirm with ◊.

7 You can exit with ◙.

Entering number

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊.

4 Select using ▲/▼ STATION NUMBER.

5 Confirm with ◊.

6 Enter your number. Using ⓧ you can enter a plus sign for international telephone numbers.

7 Confirm with ◊.

8 You can exit with ◙.

Entering print position

You can set whether your name, your number, date and time should be transmitted to appear outside the transmitted page (page contents) or within the transmitted page.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ FAX SET-UP.

3 Confirm with ◇. DATE AND TIME appears on the display.

4 Select using ▲/▼ VARIOUS SETT..

5 Confirm with ◇.

6 Select using ▲/▼ FAX HEADER.

7 Confirm with ◇.

8 Use ▲/▼ to select from the following settings:
OUTSIDE—Print position outside the transmitted page
INSIDE—Print position within the transmitted page

9 Confirm with ◇.

10 You can exit with ◙.

Setting the contrast

For sending fax messages, you can select different contrast levels.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ FAX SET-UP.

3 Confirm with ◇. DATE AND TIME appears on the display.

4 Select using ▲/▼ VARIOUS SETT..

5 Confirm with ◇.

6 Select using ▲/▼ CONTRAST.

7 Confirm with ◇.

8 Use ▲/▼ to select from the following settings:
NORMAL—For all types of originals (even white text on black background)
DARK—For darker printouts
LIGHT—For brighter printout

9 Confirm with ◇.

10 You can exit with ◙.

Setting page adjustment

Incoming faxes will be printed out somewhat reduced in size so that no information is lost.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ FAX SET-UP.

3 Confirm with ◇. DATE AND TIME appears on the display.

4 Select using ▲/▼ PRINTER PARAM..

5 Confirm with ◇.

6 Using ▲/▼ select REDUCTION.

7 Confirm with ◇.

8 Using ▲/▼ select the value of the page adjustment or switch the page adjustment off using NO..

9 Confirm with ◇.

Adjusting Volume Level

Setting the Volume of the Ring Tone

You can set the volume of the ring tone or switch the ring tone off.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Confirm with ◇. RECEPTION MODE appears on the display.

3 Select using ▲/▼ RING VOLUME.

4 Confirm with ◇.

5 Select the desired volume using ▲/▼ or switch the ringing off using DISABLED.

6 Confirm with ◇.

7 You can exit with ◙.

Setting the Volume of the built-in Buzzer

The built in buzzer warns you of a faulty operation, when e.g. a wrong key is pressed. You can set the volume of the built-in buzzer, or switch the buzzer off.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ FAX SET-UP.

3 Confirm with ◇. DATE AND TIME appears on the display.

4 Select using ▲/▼ VARIOUS SETT..

5 Confirm with ◇.

6 Using ▲/▼ select BUZZER VOLUME.

7 Confirm with ◇.

8 Select the desired volume using ▲/▼ or switch the buzzer off using DISABLED.

9 Confirm with ◇.

10 You can exit with ◙.

Setting the fax switch
(IPF 520)

The built-in fax switch of your device distinguishes between fax messages and telephone calls. Faxes are received automatically. You can set whether faxes will be received automatically or manually.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Press ◇.

3 Confirm RECEPTION MODE with ◇.

4 Use ▲/▼ to select from the following settings:
AUTOMATIC—Faxes are received automatically.
MANUAL—Faxes are received only on additional telephones. Please read the chapter Connecting Additional Devices on Page . 31

5 Confirm with ◇.

Setting the timer

For the reception mode AUTOMATIC you can set whether the device is to ring before it picks up. This makes it pos-

sible for you to receive faxes silently at night without getting disturbed.

1 Press **MENU**. `RECEPT. SET-UP` appears on the display.

2 Confirm with ◊. `RECEPTION MODE` appears on the display.

3 Select using ▲/▼ `SILENT RX`.

4 Confirm with ◊.

5 Using ▲/▼ select `DAILY`.

6 Confirm with ◊.

7 Enter the time at which the ring tones are to be switched off (night mode) e,g, ②② ⓪⓪ for 10 pm.

8 Confirm with ◊.

9 Enter the time at which the ring tones are to be switched on (day mode) e,g, ⓪⑥ ⓪⓪ for 6 am.

10 Confirm with ◊.

11 You can exit with ⊘.

Special settings

Silent Fax Reception

For the reception mode `AUTOMATIC` you can set whether the device is to ring before it picks up. This makes it possible for you to receive faxes silently without getting disturbed.

1 Press **MENU**. `RECEPT. SET-UP` appears on the display.

2 Confirm with ◊. `RECEPTION MODE` appears on the display.

3 Select using ▲/▼ `SILENT RX`.

4 Confirm with ◊.

5 Use ▲/▼ to select from the following settings:
`NO`—Faxes are received with prior ringing.
`YES`—Faxes are received without prior ringing.

6 Confirm with ◊.

7 You can exit with ⊘.

Receiving faxes manually

Select manual reception under reception mode of the fax switch (`MANUAL`). The device will not receive faxes on its own. You can start fax reception manually, by pressing ◊. This setting is useful, when you want to receive faxes via a modem connected to a computer.

Setting the fax switch
(IPF 525, IPF 555)

The built-in fax switch of your device distinguishes between fax messages and telephone calls. Faxes are automatically received, telephone calls can be received—even on additionally connected devices. While the device is checking the call, it continues to ring.

In addition, you can set whether after a certain number of rings you will receive the call or whether the answering machine should switch on.

Setting the Fax Reception Mode

You have the following options available (model dependent). The selected fax reception mode appears on the display.

1 Press **MENU**. `RECEPT. SET-UP` appears on the display.

2 Press ◊.

3 Confirm `RECEPTION MODE` with ◊.

4 Using ▲/▼, select the desired reception mode.

5 Confirm with ◊.

Reception mode `AUTOMATIC`

In this mode, the device will ring for as many times as you have set using the `RINGS NUMBER` function (also see chapter Setting the Number of Rings, page). Then the fax reception switches on. You should select this mode if you primarily receive faxes at your device.

Reception mode `MANUAL`

In this mode, fax transmissions are not automatically received by the device. You can start the fax reception manually by pressing ◊ when the fax signal sounds or after the interlocutor has called. This setting is useful, when you want to receive faxes via a modem connected to a computer.

Reception mode `PHONE/FAX`

In this mode, the device checks whether the incoming call is a fax or telephone call after a set number of rings (setting `RINGS NUMBER`) . The device will automatically receive fax transmissions. While the device is checking the call, it continues to ring. After the set number of rings (`FAX/ TEL TIMER`), the device will take over the call and automatically receive a possible silent fax transmission.

Reception mode `TAD/FAX`

This mode is only available only if an outgoing message has already been recorded.

You should set the device to this mode if you have additional devices connected to the **EXT** socket of your device. If an additionally connected answering machine receives a call, your device will check to determine whether or not the incoming call is a fax transmission. If the device receives a fax signal, it switches the answering machine off and receives the fax transmission.

If you do not have an answering machine connected or if a connected answering machine does not accept the call, the device will take over the call after a set number of rings (setting `RINGS NUMBER`) and automatically receive any possible fax transmission being sent.

If you pick up at an additional device and hear that you are receiving a fax (whistling tone or silence), you can start the fax reception by pressing ✳⑤ on the additional telephone or pressing ◊ on the device. To use this function, additional telephones must be set to the tone dialling mode (DTMF/MFV tones) (for this purpose see the operating manual of your additional telephone).

Setting the Timer

For the reception mode PHONE/FAX or TAD/FAX you can set when the device is to ring before it picks up. This makes it possible for you to receive faxes silently at night without getting disturbed.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Confirm with ◊. RECEPTION MODE appears on the display.

3 Select using ▲/▼ SILENT RX.

4 Confirm with ◊.

5 Using ▲/▼ select DAILY.

6 Confirm with ◊.

7 Enter the time at which the ring tones are to be switched off (night mode) e,g, ②② ⓪⓪ for 10 pm.

8 Confirm with ◊.

9 Enter the time at which the ring tones are to be switched on (day mode) e,g, ⓪⑥ ⓪⓪ for 6 am.

10 Confirm with ◊.

11 You can exit with ✆.

Changing the Number of Rings

For the reception mode AUTOMATIC, PHONE/FAX or TAD/FAX you can set how many times the device is to ring before it picks up. After these many number of rings the fax (AUTOMATIC, PHONE/FAX mode) or the answering machine (TAD/FAX mode) switches on.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Confirm with ◊. RECEPTION MODE appears on the display.

3 Select using ▲/▼ RINGS NUMBER.

4 Confirm with ◊.

5 Select the desired number of rings using ▲/▼.

6 Confirm with ◊.

7 You can exit with ✆.

Setting the Ring Duration
(Function is not supported in all countries and networks)

For the receiving mode PHONE/FAX you can set how long the device should ring before the device detects that it is a telephone call (no fax).

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊. STATION NAME appears on the display.

4 Select using ▲/▼ TEL.LINE SETUP.

5 Confirm with ◊. LINE TYPE appears on the display.

6 Using ▲/▼ select FAX/TEL TIMER.

7 Confirm with ◊.

8 Select the desired ring duration in seconds using ▲/▼.

9 Confirm with ◊.

10 You can exit with ✆.

Silence recognition by the answering machine

If nothing is said when the answering machine is switched on, you can adjust after what length of time the answering machine automatically switches off.

☞ Please note when plugged into an external answering machine that the pause duration on the device is shorter than the time on the external answering machine.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊. STATION NAME appears on the display.

4 Select using ▲/▼ TEL.LINE SETUP.

5 Confirm with ◊. LINE TYPE appears on the display.

6 Using ▲/▼ select SILENCE LAPSE.

7 Confirm with ◊.

8 Using ◊ select from the displayed values.

9 Confirm with ◊.

10 You can exit with ✆.

Special Settings

Silent Fax Reception

For the reception mode PHONE/FAX or TAD/FAX you can set whether the device is to ring before it picks up. This makes it possible for you to receive faxes silently without getting disturbed.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Confirm with ◊. RECEPTION MODE appears on the display.

3 Select using ▲/▼ SILENT RX.

4 Confirm with ◊.

5 Use ▲/▼ to select from the following settings:
NO—Faxes are received with prior ringing.
YES—Faxes are received without prior ringing.

6 Confirm with ◊.

7 You can exit with ✆.

Receiving faxes manually

Select manual reception under reception mode of the fax switch (MANUAL). The device will not receive faxes on its own. You can start fax reception manually, by pressing ◊ after lifting the handset. This setting is useful, when you want to receive faxes via a modem connected to a computer.

Printing Lists

Printing Call Log

The call log contains the last 50 dialled numbers.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ PRINT REPORT.

3 Confirm with ◊.

4 Using ▲/▼ select CALLER ID LIST.

5 Confirm with ◇. The caller list will be printed.

Printing Transmission Report

After every transmission, the machine prints out a transmission report. If a transmission error occurs, an error report is printed out. You can switch off printing of the transmission report.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ FAX SET-UP.

3 Confirm with ◇. DATE AND TIME appears on the display.

4 Select using ▲/▼ VARIOUS SETT..

5 Confirm with ◇.

6 Using ▲/▼ select TX REPORT.

7 Confirm with ◇.

8 Using ▲/▼ select:
YES – Transmission report is always printed after each transmission.
FOR FAILED TX – Transmission report is printed only after a transmission error.
NO – Printing of the transmission report switched off.

9 Confirm with ◇.

10 You can exit with ◐.

Printing Fax Journal

The fax journal is a list of the last ten faxes sent and received.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ PRINT REPORT.

3 Confirm with ◇.

4 Using ▲/▼ select ACTIVITY REPORT.

5 Confirm with ◇. The fax journal is now printed.

Printing Broadcasting Report

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ PRINT REPORT.

3 Confirm with ◇.

4 Using ▲/▼ select LAST BROADCAST.

5 Confirm with ◇. The broadcast transmission report is printed out.

Printing Reports Immediately

You can print reports immediately irrespective of the settings selected for the printing of reports.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ PRINT REPORT.

3 Confirm with ◇.

4 Using ▲/▼ select if and which report is to be printed.

5 Confirm with ◇. The printing commences.

Printing Settings

You can print an overview of all device settings.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ FAX SET-UP.

3 Confirm with ◇. DATE AND TIME appears on the display.

4 Using ▲/▼ select PRINT SET-UP.

5 Confirm with ◇. The current settings are printed.

Starting Initial Installation

1 Press **MENU** and ①

2 The initial installation commences.

Eavesdropping while connection is established

You can eavesdrop while the connection is establish.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◇. STATION NAME appears on the display.

4 Select using ▲/▼ TEL.LINE SETUP.

5 Confirm with ◇. LINE TYPE appears on the display.

6 Using ▲/▼ select LINE MONITOR.

7 Confirm with ◇.

8 Using ▲/▼ select whether the speaker should be switched on while establishing the connection or not .

9 Confirm with ◇.

Set up receipt of longer documents

With this function, you can apply settings whereby documents which are longer than the current paper size are automatically printed on a new page upon receipt.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ FAX SET-UP.

3 Confirm with ◇. DATE AND TIME appears on the display.

4 Using ▲/▼ select PRINTER PARAM..

5 Confirm with ◇.

6 Using ▲/▼ select SURPLUS.

7 Confirm with ◇.

8 Use ▲/▼ to select from the following settings:
AUTOMATIC - the text which exceeds the page length is printed onto a new page, provided it is longer than 8mm.
NO - the text which exceeds the page length is not printed.
YES - the text which exceeds the page length is always printed onto a new page.

9 Confirm with ◇.

7 Telephone Lines and Additional Devices

Configuring Telephone Lines and Services

DSL Connection

In the event that you use a DSL modem: Connect the machine after the modem. For additional information, please consult the operating manual of your DSL system.

ISDN Connection

Your device is an analogue fax device (Group 3). It is not an ISDN device (Group 4), and therefore it cannot be operated directly on an ISDN connection. In order to do this, you need either an analogue adapter or a connection for analogue terminals. Details for ISDN connections can be found in the instructions provided with the terminal adapter or the dial-up router.

Selecting the dialling process

In some countries you can set the dialling process to pulse dialling (IWV) or tone dialling (MFV, DTMF tones).

Use pulse dialling (IWV), only if the tone dialling process (MFV) is disabled for your link.

1 Press **MENU**. RECEPT. SET-UP appears on the display.
2 Select using ▲/▼ INSTALLATION.
3 Confirm with ◊. STATION NAME appears on the display.
4 Select using ▲/▼ TEL.LINE SETUP.
5 Confirm with ◊. LINE TYPE appears on the display.
6 Select using ▲/▼ DIAL MODE.
7 Confirm with ◊.
8 Use ▲/▼ to select the desired dialling process.
9 Confirm with ◊.

Voice-Mailbox
(IPF 520)

You cannot simultaneously use the answering machine facility of your telephone service provider (= voice-mail box) and receive faxes on your devices. Get the mailbox function for your telephone connection deactivated. When the fax switch accepts the call, the mail-box of the service provider does not step in. Enquire with your telephone service provider.

Voice-Mailbox
(IPF 525, IPF 555)

You cannot simultaneously use the answering machine facility of your telephone service provider (= voice-mail box) and receive faxes on your devices. Get the mail-box function for your telephone connection disabled or set the number of rings for the fax switch to less than 5. When the fax switch accepts the call, the mail-box of the service provider does not step in. Contact your telephone service provider (also see Chapters "Settings/Setting the Fax Switch").

PABX systems

Private branch exchanges (PABX) are typical in many offices and some households. You must dial an outside line access code in order to get a connection to the public telephone network (PSTN) from a PABX.

An additional telephone connected to the machine on a telephone socket is not considered an extension.

1 Press **MENU**. RECEPT. SET-UP appears on the display.
2 Select using ▲/▼ INSTALLATION.
3 Confirm with ◊. STATION NAME appears on the display.
4 Select using ▲/▼ TEL.LINE SETUP.
5 Confirm with ◊. LINE TYPE appears on the display.
6 Confirm with ◊. The display shows e.g.: PUB-LIC(PSTN).
7 Select using ▲/▼ PRIVATE(PBX).
8 Confirm with ◊.
9 Confirm with ◊.
10 You can exit with ⊘.

The device is now setup for the PABX operation. You must enter the outside line access code for the connection to the public telephone network. This is mostly 0.

For older telephone systems, the outside line access code can be R (= FLASH). Read how to switch this function on in the next section. If the connexion to the public telephone network is not possible, contact your telephone system supplier.

Switch on the flash function for the extension

For older telephone systems, the outside line access code can be R (= FLASH). Only in this setting can a connection to the public telephone network be made. With the flash function switched on, a flash signal is triggered with the **R** button.

Store telephone numbers in the telephone book at the beginning using **R** to automatically establish a connection to the public telephone network. By pressing the **R** button, E appears on the display.

1 Press **MENU**. RECEPT. SET-UP appears on the display.
2 Select using ▲/▼ INSTALLATION.
3 Confirm with ◊. STATION NAME appears on the display.
4 Select using ▲/▼ TEL.LINE SETUP.
5 Confirm with ◊. LINE TYPE appears on the display.
6 Select using ▲/▼ PBX FLASH.
7 Confirm with ◊.
8 Using ▲/▼ select whether by pressing the **R** button, a flash signal should be triggered or not.
9 Confirm with ◊.

Connecting Additional Devices

You can operate additional devices on a telephone line, such as cordless telephones, answering machines, modems or charge counters.

Connection to the device

You can connect additional devices directly to your device.

1 Insert the telephone cable of the additional device into the **EXT**- socket (RJ-11-connection) at the bottom of the device.
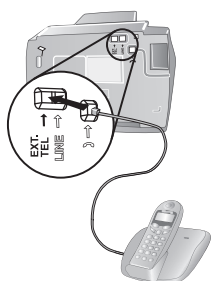
Connection to the Telephone Line

In order for the fax switch to function, the machine must be first in the series if multiple devices are connected to the same telephone socket. Follow the correct order.

☞ If you have multiple telephone sockets for the same telephone line, the machine must be connected to the first telephone socket.

Using additional telephones (Easylink)

With the Easylink function you can control your device with additional telephones. To use this function, additional telephones must be set to the tone dialling mode (DTMF/MFV tones) (for this purpose see the operating manual of your additional telephone).

Starting Fax Reception

If you pick up at an additional device and hear that you are receiving a fax (whistling tone or silence), you can start the fax reception by pressing ✱✱ on the additional telephone.

Changing code

⚠ Change the code only if it is absolutely necessary. The code must begin with ✱ or #.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊. STATION NAME appears on the display.

4 Select using ▲/▼ TEL.LINE SETUP.

5 Confirm with ◊. LINE TYPE appears on the display.

6 Using ▲/▼ select REMOTE CONTROL.

7 Confirm with ◊.

8 Using ▲/▼ select YES.

9 Confirm with ◊.

10 Enter the new code for starting fax reception.

11 Confirm with ◊.

12 You can exit with ▽.

☞ You can switch this function off, if in step 8 you select NO, confirm using ◊ and exit using ▽.

Using an External Answering Machine

For the best operation, the answering machine must be connected to the **EXT** socket of the device.

☞ Make sure that a lower ring tone is set on the external answering machine than on the device (setting RINGS NUMBER). Otherwise the answering machine automatically picks up each call including faxes.

You can also change the number of rings on the fax device.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Confirm with ◊. RECEPTION MODE appears on the display.

3 Select using ▲/▼ RINGS NUMBER.

4 Confirm with ◊.

5 Using ▲/▼ select from the displayed values.

6 Confirm with ◊.

7 You can exit with ▽.

☞ The outgoing message must be shorter than ten seconds. Avoid music in your announcement. If the external answering machine has a "conserving function" (i.e. a function that changes the number of rings as soon as new messages have been recorded), switch it off.

☞ If the external answering machine records fax signals, but your device cannot receive faxes, inspect the connection of the external answering machine

Detecting call signal clock pulse automatically
(IPF 525, IPF 555)
(Function is not supported in all countries and networks)

If several call numbers with different call signal clock pulses are assigned to a telephone line by your network operator, the device can detect these automatically. This functions only in the PHONE/FAX or TAD/FAX operating modes.

Start automatic recognition

If you are using an external answering machine, switch this off or disconnect it from the power supply. If the external answering machine is switched on, the recognition of the call signal clock pulse can be disrupted.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊. STATION NAME appears on the display.

4 Select using ▲/▼ DISTINCT. RING.

5 Confirm with ◊. SET OPTION appears on the display.

6 Select using ▲/▼ SET PATTERN.

7 Confirm with ◊. AUTODETECT RING appears on the display.

8 Call the device with the desired telephone number (the desired call signal clock pulse), until RING DETECT-ED appears on the display of the device.

9 End the call on the caller's device.

10 Press ◙ on the device.

The call signal clock pulse was stored.

If the call signal clock pulse is not detected by the device, RING NOT DETECT. appears on the display. Press ◙ and repeat the process.

Switch on the call signal clock pulse

After automatic recognition of the call signal clock pulse, you must switch on this call signal clock pulse on your device.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Select using ▲/▼ INSTALLATION.

3 Confirm with ◊. STATION NAME appears on the display.

4 Select using ▲/▼ DISTINCT. RING.

5 Confirm with ◊. SET OPTION appears on the display.

6 Confirm with ◊.

7 Select using ▲/▼ YES.

8 Confirm with ◊.

9 You can exit with ◙.

8 Service

Changing the Ink Cartridge

⚠ Use only original consumable materials. These are available from a specialised retailer or through our order service. Other consumable materials can cause damage to the machine.

For receiving or copying documents, an ink cartridge must be inserted in your device.

If no cartridge is present or the cartridge is incorrect, `CHECK CARTRIDGE` appears on the display.

If the ink in the cartridge is over, `CHANGE CARTRIDGE` appears on the display. The ink cartridge cannot be re-filled!

1 Open the control panel, by lifting and folding it up in the centre. Click the control panel completely in place.
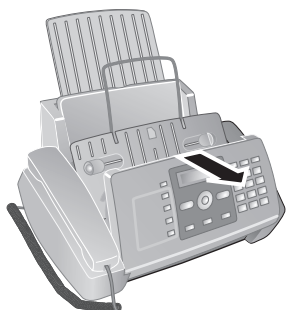
2 Open the cartridge compartment by pressing on the upper right corner of the document holder (arrow) and then carefully lifting it backwards. Click the document holder completely in place.
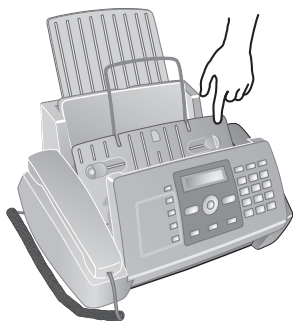
3 Press the lock in the centre of the holder towards the front and lift the cartridge.
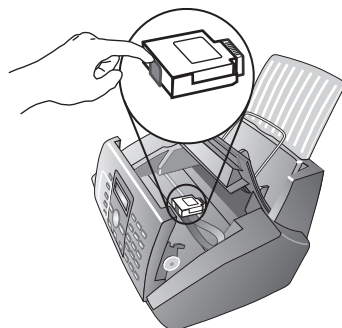
4 Remove the cartridge by pulling it up diagonally forward and taking it out.

⚠ Dispose of the empty cartridge according to the regulations of your country. Handle ink cartridges carefully to prevent getting ink on clothing or other objects.

5 Remove the cartridge from the packing and remove the protective strips.
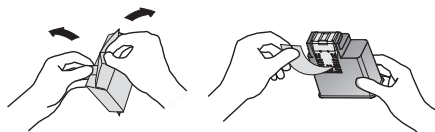
6 Insert the cartridge into the holder with the coloured end facing front and the contacts facing down.
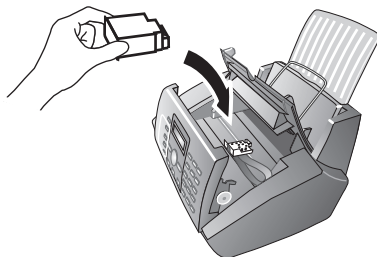
7 Press the cartridge down until it snaps into place.

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8 Close the device by folding the document holder down and swivelling the metal bracket upward.
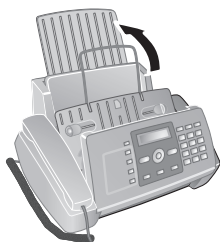
9 Then close the control panel.

10 NEW PRINT CART. ? appears on the display.

11 Press the ① button if a new cartridge was inserted. A test page is printed.

12 If there are no breaks in the numbered scale, press ① when CHECK PRINT OUT appears on the display. If there are breaks, repeat the process by pressing the ⓪ button.

Fixing a Paper Jam

1 Fold open the paper feed flap towards front until stop.

2 Carefully pull out the paper.

3 Close the paper feed flap.

Fixing a Document Jam

1 Open the control panel, by lifting and folding it up in the centre. Click the control panel completely in place.

2 Carefully pull out the paper.
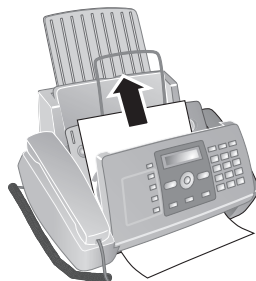
3 Close the panel.
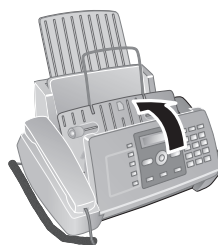
Cleaning

⚠ Unplug the machine from the power socket before cleaning it. Use a soft, lint-free cloth. Never use liquid or easily flammable cleansers (sprays, abrasives, polishes, alcohol, etc.). Do not allow any moisture to reach the interior of the fax machine.

💡 Special fax cleaning sheets are available as accessories from our call centre. Insert a sheet into the document feeder. Press ◓; the page is ejected. Repeat this process at a few times.

Cleaning the Scanner

1 Open the control panel, by lifting it in the centre and folding it to the front.
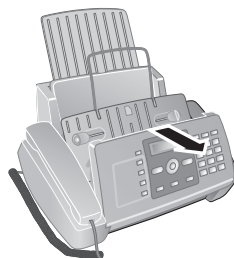
2 Gently wipe the scanner glass behind the panel with a cloth (**A**).
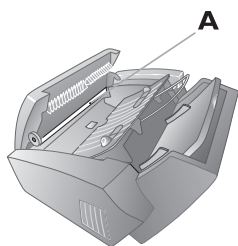
3 Close the panel back.
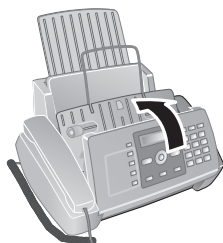
Cleaning the Cartridge

If the quality of the printed documents diminishes, the cartridge must be cleaned.

1 Press **MENU**. RECEPT. SET-UP appears on the display.

2 Using ▲/▼ select CART. MAINTEN..

3 Confirm with ◇.

4 Using ▲/▼ select CLEAN CARTRIDGE.

5 Confirm with ◇.

6 Select using ▲/▼ YES.

7 The device prints a test page.

If the printing quality is still unsatisfactory, you must manually clean the cartridge.

Cleaning the cartridge manually

1 Open the device and remove the cartridge from the holder.

2 Disconnect the device from the power supply.

3 Clean the contacts (**A**) with a slightly moistened cloth.
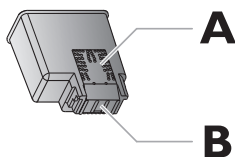
⚠ Do not touch the print jets (**B**)!

4 Clean the contacts on the holder before reinserting the cartridge.
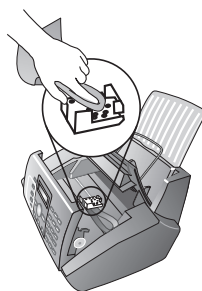
5 Insert the cartridge and close the device.
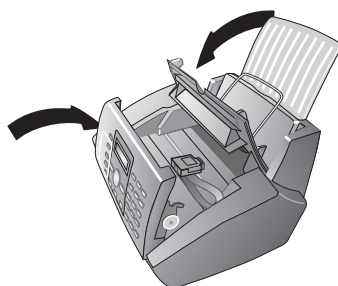
6 Reconnect the device to the power supply.

7 Enter the date and time.

Power Cycling

If a problem occurs that cannot be corrected with the instructions in this user manual (see also the help below), follow the steps given here.

1 Pull out the power plug.

2 Wait at least ten seconds, then plug the power plug back into the socket.

3 If the problems repeats, please contact our technical customer service or your retailer. Follow the instructions on the display and in the error report.

Troubleshooting

General Information	
SET DATE/TIME appears on the display.	You have to re-set the time and date after a short power failure. **1** Press **MENU** and ◊. **2** Enter the date and time with the numeric keys. **3** Confirm with ◊.

Problems when faxing or printing	
Faxes sent are of poor quality.	▪ Change the resolution and/or the contrast. ▪ Clean the scanner. ▪ Test the device by making a copy of the document. If the copy is in order, the fax machine of the recipient might possibly be defective.
The device produces black lines when sending or printing.	Clean the scanner.
Copy is blank.	Insert the documents face up into the document feeder.
Printing is interrupted.	▪ Paper or document Jams ▪ Paper or print cartridge empty Follow the instructions on the display.
No printing	Check whether the paper is correctly placed.
Documents are not properly fed.	Clean the scanner.

Problems with the connection	
No dial tone	Check the installation of the device. Connect the telephone cable to the socket marked **LINE**. Insert the telephone plug into your PTT line socket.
Fax transmissions are constantly interrupted.	Try to send the fax manually: Press ◁, and dial the number. If the recipient is using an answering machine, wait until you hear a whistling tone. Press ◊. It is possible that the recipient's machine is not ready to receive.
You hear a whistling tone or silence in the handset.	The call is a fax: Press ◊ on the device. Press ✱✱ on the additional telephone. Hang up.
No fax reception	It is possible that the telephone service provider has activated the answering machine function (= voice mail-box) for your telephone connection. Disabling the Mailbox. Enquire with your telephone service provider.

9 Appendix

Technical Data

Dimensions (L × H × W) .... 372 × 293 × 198 mm
Weight .... 3,5 kg
Power Supply .... 220 – 240 V ~ / 50 – 60 Hz
Power Consumption
  Stand-by mode .... < 5 W
  Transmission .... < 25 W
Recommended Ambient Temperature .... 5 – 35 ºC
Relative humidity .... 20 – 80 % (non-condensing)
Type of connection.................................. PSTN · PABX
Dialling mode. Tone / pulse dialling (country dependent)

Standards

Safety.. EN 60950-1
Emissions .... EN 55022 Class B
Immunity to electrical noise .... EN 55024

Scanner

Scan width... 206 mm
Vertical resolution .... Standard: 3,85 lines/mm
.... Fine: 7,7 lines/mm

Memory

Telephone book.................................... up to 100 entries
Voice messages...................... up to 30 minutes (IPF 555)
Fax messages .... up to 100 pages (standard test letter)
SMS messages............................. up to 30 SMS messages

Paper

Capacity .... 100 sheets
Size .... A4 · 210 × 297 mm
Thickness .... 0,07 – 0,11 mm
Weight .... 60 – 90 g/m²

Document Feeder

Capacity .... 20 sheets
Breadth.. 148 – 216 mm
Length .... 100 – 600 mm
Thickness .... 0,06 – 0,15 mm

Fax

Type .... Group 3
Compatibility .... ITU-T T.30
Data compression .... MH · MR · MMR
Modulation .... V.17 · V.27 · V.27ter · V.29
Transmission speed... 14.400 bps

Technical specifications subject to change without notice.

Guarantee

(UK Terms and Conditions)

At the beginning of April 2002, SAGEM SA bought the PHILIPS fax business unit. SAGEM SA is now the European Number 1 in fax and offers a complete range of fax terminals with Internet access and SMS function, multifunctional terminals and servers covering the needs of all its customers—from home-users to multinational organisations.

In order to apply the guarantee, you should contact your dealer. Proof of purchase will be required. Should malfunctioning arise, the dealer will advise you what to do.

If you bought your equipment from SAGEM directly, the following shall apply:

A SAGEM undertakes to remedy by repair, free of charge for labour and replacement parts, any defects in the equipment during a period of twelve (12) months from the date of original delivery of the Equipment, where those defects are a result of faulty workmanship. During this twelve month guarantee period, the defective equipment will be repaired free of charge; the customer must however first contact the SAGEM After Sales Department, the phone number of which can be found on the delivery slip or in the user manual. Unless the customer has concluded with SAGEM a maintenance contract in respect of the equipment which specifically provides for repairs to be carried out at the customer's premises, the repairs will not be carried out on the equipment at the customer's premises. The following sentence applies to purchases of equipment for the customer's trade, business or profession. Except as otherwise expressly provided in this Document and to the extent permitted by law, SAGEM makes no representations or warranties, express or implied, statutory or otherwise, and to such extent, all terms and conditions implied by law are hereby excluded. This guarantee does not affect the Customer's statutory rights.

B Exclusions From Guarantee

SAGEM shall have no liability under the guarantee in respect of:

• damage, defects breakdown or malfunction due to:

- failure to properly follow the installation process and instructions for use; or

- an external cause to the equipment (including but not limited to, lightening, fire, shock or water damage of any nature); or

- modifications made without the written approval of SAGEM SA; or

- a failure or neglect to maintain the equipment or inappropriate maintenance; or

- unsuitable operating conditions, particularly of temperature and humidity; or

- repair or maintenance of the equipment by persons not authorised by SAGEM; or

• wear and tear from normal daily use of the equipment and its accessories

• damage due to insufficient or bad packaging of equipment when returned to SAGEM

• supply of new versions of software

• work on any equipment or software modified or added without the prior written consent of SAGEM

• malfunctions not resulting from the Equipment or from software installed in user workstations for the purpose of use of the equipment

• communication problems related to an unsuitable environment, including:

- problems related to access and/or connection to the Internet such as interruptions by access networks or malfunction of the line used by the subscriber or his correspondent

- transmission faults (for example poor geographical coverage by radio transmitters, interference or poor line quality)

- the local network fault (wiring, servers, workstations) or the failure of the transmission network

• the normal servicing (as defined in the user guide supplied with the equipment) as well as malfunctioning due to servicing not being carried out, servicing costs are in any event always borne by the customer.

C In the cases set forth in § B as well as after expiry of the twelve month guarantee period, the customer must ask SAGEM for an estimate, and he/she must accept the estimate and agree to pay the charges mentioned in it before returning the equipment to SAGEM. The repair and delivery costs will be invoiced to the customer.

The foregoing shall apply unless otherwise agreed in writing with the customer and only for the UK. If any provision of this guarantee shall be held to be in whole or in part invalid or illegal due to an obligatory rule applicable to consumers pursuant to their national legislation, such invalidity or illegality shall not impair or affect the remaining provisions or parts of this guarantee.

The CE symbol confirms conformity with the EU directives that apply to the device.

Declaration of Conformity (DoC)

Hereby, **Sagem Communication Austria GmbH** declares that this **IPF 520, IPF 525, IPF 555** is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

You can find the complete Declaration of Conformity on our website www.sagem-ca.at/doc

As a participant in the ENERGY STAR programme, Sagem Communication Austria GmbH has made sure that this machine complies with the ENERGY STAR requirements.

Environment: Respect of environment is a key objective of Sagem. Sagem uses environmentally friendly processes to run its operations and has chosen to integrate strong environmental constraints in the full lifecycle of its products including manufacturing, product use and end of life.

Packaging: To facilitate packaging recycling, please conform to your local selective recycling rules.

Batteries: Old batteries have to be deposited in designated collection areas.

Product: The crossed out dustbin logo on your product signifies it is classified as Electrical and Electronic Equipment covered by special disposal regulations.

To enforce recycling, recovery of The Waste Electrical and Electronic Equipment (WEEE) and to protect the environment and human health, European regulations requires that you selectively collect waste equipment using one of the following options:

• Your retailer will take your equipment back if you are buying a replacement product.

• Waste equipment can also be deposited in designated collection areas.

This user manual was printed on recycled paper bleached without chlorine. This satisfies the highest standards for low environmental impact. The cardboard packaging used and the packaging inserts of paper and cardboard can be disposed of as waste paper. The plastic foil may be submitted for recycling or disposed of with waste not intended for recycling, depending on the requirements in your country.

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The reproduction of certain documents (e.g. by scanning, printing, copying) is prohibited in many countries. The list of such documents below is not intended to be complete, it only offers a general overview. In case of doubt, consult your legal advisor.
· Passports (personal identification)
· Entrance and exit visa papers (immigration papers)
· Military service documents
· Bank notes, travel checks, payment orders
· Postage stamps, tax stamps (stamped or unstamped)
· Loan papers, certificates of deposit, bonds
· Documents protected by copyright

Follow the statutory regulations of your country with regard to the legal validity of fax transmissions – particularly in connection with the validity of signatures, meeting delivery deadlines or disadvantages resulting from the loss of quality in the transmission, etc.

Take care to maintain the statutory regulations of your country regarding telecommunications secrecy and data privacy.

This product is intended for use on an analogue public telecommunications network (PSTN) and in the country specified on the packaging. Use in other countries can result in faulty functioning.

For more information, please contact the technical service centre for your country. Should problems arise during use of your machine, please contact your retailer first.

Neither Sagem nor its affiliates shall be liable to the purchaser of this product or third parties for damages, losses, costs, or expenses incurred by the purchaser or third parties as a result of accident, misuse, or abuse of this product or unauthorized modifications, repairs, or alterations to this product, or failure to strictly comply with Sagem operating and maintenance instructions.

Sagem shall not be liable for any damages or problems arising from the use of any options or any consumable materials other than those designated as original Sagem products or Sagem approved products.

Sagem shall not be held liable for any damage resulting from electromagnetic interference that occurs from the use of any interface cables other than those designated as Sagem products.

Customer Information

As part of our continuing quest for total customer satisfaction, all of our products are made with ease-of-use and reliability in mind.

In your user manual you will find all the information required to use your machine. If, after consulting your user manual, you still require assistance, you should contact our Call Centre. Our personnel are highly trained specialists who can ensure that you receive the maximum benefit from your product.

We can assist your more quickly if you do not call us from the machine, rather an external telephone. Keep a printout of the settings as well as the serial number of the machine handy. The serial number can be found on the type label.

United Kingdom

Telephone: 08 71 - 075 07 11 (0,10 £/minute)

Fax: 08 70 - 124 02 02

Use only PHILIPS accessories. The warranty does not cover damages to the machine resulting from the use of other consumable materials.

In United Kingdom, you can order PHILIPS accessories by telephone via our toll-free telephone number.

United Kingdom
Telephone: 08 00 - 358 08 07

E-Mail: dti.faxinfoline@sagem.com

Internet: www.sagem-communications.com

We hope that you will enjoy using your new product!

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