

Setting up the FAX-T74/76.

At any time during the setting up process, you can press the ◀ ▶ keys to go backwards and forwards and correct mistakes. Or you can press **Stop**, to cancel the whole process, and start again.

When entering names, you can use the number keys to enter the letters printed above the keys.
For example press **2** once for A, twice for B, three times for C, four times for 2, five times for A and so-on.

To use the same key twice, for example B A , enter the first letter, press the ▶ key, then enter the second letter.

To insert a space in a name or number, press the ▶ key twice.

To delete letters, use the ◀ ▶ keys to move to the first wrong letter, then press **Stop**. Everything from that letter to the end will be deleted.

ABC

2

6 Set up the Date and Time.

Press the **Menu/Set** key.

Press **1**, then **2**.

appears on the display.

Enter the last two digits of the year, for example **02** for 2002.

Press **Menu/Set**.

appears on the display.

Enter two digits for the month, for example **06** for June.

Press **Menu/Set**.

appears on the display.

Enter two digits for the day, for example **09** for the 9th.

Press **Menu/Set**.

appears on the display.

Enter the time in 24 hour format, for example **1630** for 4:30pm.

Press **Menu/Set**.

Press **Stop**.

7 Set up your Station ID.

Press the **Menu/Set** key.

Press **1** then **3**.

appears on the display.

Enter your fax number (up to 20 digits).

Press **Menu/Set**.

appears on the display.

Enter your telephone number (up to 20 digits).

Press **Menu/Set**.

appears on the display.

Enter your name (up to 20 letters).

Press **Menu/Set**.

Press **Stop**.

8 Using the Telephone.

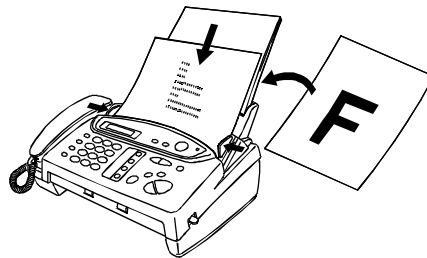
Pick up the handset or press **Speakerphone**. (FAX-T76 only)

When you hear the dial tone, dial the number.

To hang up, replace the handset or press **Speakerphone** again.

9 Sending a Fax.

Insert the document into the document feeder, top edge first and face down. Adjust the document guides so that they just touch the edges of the paper.



Dial the number you want to send the fax to, then press **Start**.

10 Receiving a Fax.

When a call is received, the FAX-T74/76 will answer, and listen for a few seconds.

If fax tones are detected, then it will receive the fax and print it.

If no fax tones are detected, and either the Digital TAD (FAX-T76 only) or your external answering machine are switched on, the call will be recorded. If neither are switched on, then the FAX-T76 (but not any extension telephones) will ring. If you don't pick up the handset within 30 seconds, then the FAX-T74/76 will drop the line.

If you have answered the call yourself and you hear fax tones, wait until the display reads , then replace the handset. If after several seconds, the FAX-T74/76 hasn't recognised the fax tones, then press **Start**. The FAX-T74/76 should start to receive the fax message.

11 Making a Single Copy.

Insert the document into the document feeder, top edge first and face down.

Press **Resolution** a number of times until

or appears on the display.

Press **Copy/Help** twice.

12 Set up the Digital TAD (FAX-T76 only).

Before you can use the Digital TAD, you will need to record the Outgoing Message (OGM) that your callers will hear.

Press the **Menu/Set** key.

Press **8**, then **3**.

appears on the display for a few seconds.

Press the ◀ ▶ buttons until

appears on the display.

Press **Menu/Set**.


Press the ◀ ▶ buttons until

appears on the display.

Press **Menu/Set**, then pick up the handset and record a message lasting no more than 20 seconds.

Replace the handset. Your OGM is replayed to you. If you are not satisfied, then try again.

Press **Stop**.

Press the  button. It lights up and the Digital TAD is ready to receive messages.

*If the Digital TAD receives one or more messages whilst you are out, the **Play** light will flash, and the display will tell you how many messages there are.*

To play your messages, press **Play/Record**.

To erase your messages, press **Erase**.

then

appears on the display.

Press **1**.