Contents

Written and produced by the Okidata Training & Publications Department. Please address any comments on this publication

- by mail to:

    Training & Publications Department
    Okidata
    2000 Bishops Gate Blvd.
    Mount Laurel, New Jersey 08054-4620

- or by email to:
    pubs@okidata.com

We welcome you to visit our multilingual web site: http://www.okidata.com

Control Panel
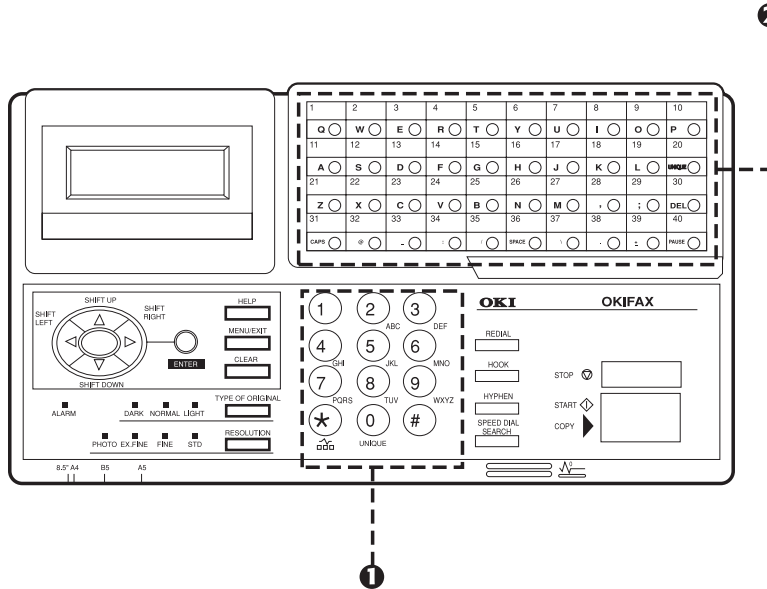
1) Numeric Keypad

2) One Touch Keypad

Faxing

Setting Up the Fax

Date and Time

1 Press **Menu/Exit**.

2 Enter speed access number 00 and wait. This displays:

00 CLOCK ADJUSTMENT
 [2/12/1999 02:00]

 ENTER WHEN DONE

3 Enter current date (mm/dd/yyyy) and time (hh:mm) using the numeric keypad. Press **Enter**.

4 Press **Menu/Exit**.

Fax I.D.

1 Press **Menu/Exit**.

2 Enter speed access number 02.

3 Enter up to 32 numbers and characters, then press **Enter**.

4 Press **Menu/Exit**.

Loading the Document

1 Adjust the document guides to the width of the documents.

2 Neatly stack the documents, and then insert them face down into the document tray. Readjust the document guides for a snug fit.
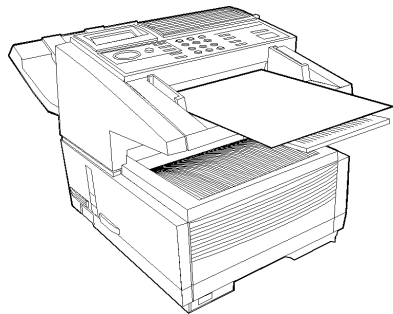
3 The OKIFAX grips the documents and pulls them in, beginning with the bottom page first.

Using Manual Feed

1 Load the documents in the document tray.

2 Fold down the manual paper feeder tray (see arrow in figure below).
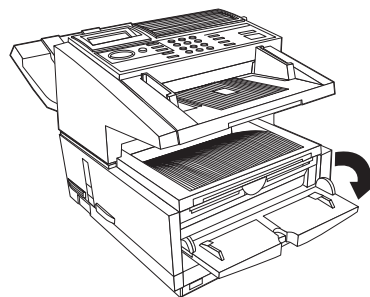
3 Insert a sheet of paper face up into the tray. Push into the slot until the OKIFAX takes hold of the paper.

Changing Resolution

Press **Resolution**. The selection (photo, extra fine, fine, or standard) displays next to the key.

Changing Contrast

Press **Type of Original**. The selection (light, normal, or dark) displays next to the key.

Speed Access

For direct access to user functions. See your OKIFAX 5700/5900 User's Handbook for more details.

Accessing a User Function

1 Press **Menu/Exit**.
2 Using the numeric keypad, enter the speed access number. *The user function display appears.*

Clock Adjustment	
00 Clock Adjustment	
ID/Password Programming	
01 TSI/CSI	03 Personal Box
02 Sender ID	04 Memory Password
Machine Settings	
10 Auto Answer Mode	18 Instant Dial
11 Monitor Volume	19 Restrict Access
12 Buzzer Volume	20 ECM Function
13 User Language	21 Closed Network
14 Remote Diagnosis	22 Toner Save
15 TX Mode Default	23 Sender ID Switch
16 No Toner Memory Receive	24 1st Paper Size
17 Memory Full Save	25 2nd Paper Size **

*   Set only by a service center.

** Active only when 2nd paper tray is installed.

Dial Options

40 Redial Tries	47 Pulse Make Ratio *
41 Redial Interval	48 Pulse Dial Type *
42 Auto Start	49 MF Tone Duration *
43 Dial Tone Detect	50 PBX Line
44 Busy Tone Detect	51 Flash/Earth/Normal *
45 MF/DP	52 Dial Prefix
46 Pulse Dial Rate *	

Incoming Options

60 Incoming Ring	64 PC/FAX Switch
61 Remote Receive	65 CNG Count
62 T/F Timer Program	66 Ring Response
63 Continuous Tone	67 Distinctive Ring

Report Options

70 MCF (Single Loc.)	72 Message in MCF
71 MCF (Multiple Loc.)	73 Error Report (MCF)

LAN Options

80 Auto Tray Switch	83 IP Address
81 Paper Size Check	84 Subnet Mask
82 LAN Print Timeout	85 Default Gateway

* Set only by a service center.

** Active only when 2nd paper tray is installed.

Send to Single Location / Keypad Dialing

Regular Dialing
1 Load the document.
2 Using the numeric keypad, dial as if using a telephone.
3 Press **Start**.

Speed Dial: One-Touch

How to Program
1 Press **Menu/Exit**.
2 Press ▼ to select Location Program, press **Enter** or ▶.
3 Press **Enter** to select Speed Dial.
4 Enter One Touch Speed Dial number to be programmed. Press **Enter**.
5 Enter telephone number using the numeric keypad. Press **Enter**.
6 Enter name, then press **Enter**.
7 Enter alternate telephone number using numeric keypad. Press **Enter**.
8 Repeat steps 3 through 7 until finished programming. When finished, press **Menu/Exit**.

How to Use
1 Load the document.
2 Press the desired One Touch key.
3 Press **Start**.

Speed Dial: 2- or 3-digit Dial

How to Program
1 Press **Menu/Exit**.
2 Press ▼ to select Location Program, press **Enter** or ▶.
3 Press **Enter** to select Speed Dial.
4 Enter 2-digit or 3-digit Speed Dial number to be programmed. Press **Enter**.
5 Enter telephone number using the numeric keypad. Press **Enter**.
6 Enter name, then press **Enter**.
7 Enter alternate telephone number. Press **Enter**.
8 Repeat steps 3 through 7 until finished programming. When finished, press **Menu/Exit**.

How to Use
1 Load the document.
2 Press **Speed Dial**, then enter the Speed Dial number using the numeric keypad.
3 Press **Start**.

Group Dial

How to Program
1 Press **Menu/Exit**.
2 Press ▼ to select Location Program. Press **Enter** or ▶.
3 Press ▼ to select Group. Press **Enter** or ▶.
4 Enter group dial number, then press **Enter**.
5 At "Select Location(s)," press **Speed Dial**.
6 Enter the Speed Dial number of the telephone number you want to add to the group.
7 Press **Enter**.
8 Repeat steps 5 through 7 until all telephone numbers for the group have been registered.
9 Enter name, then press **Enter**.
10 Press **Menu/Exit** to return to standby mode.

How to Use
1 Load the document.
2 Press **Speed Dial**, then enter the group dial number using the numeric keypad.
3 Press **Start**.

Broadcasting

1 Load the document.

2 Select a location: press the One Touch key, or press **Speed Dial**, then enter the 2- or 3-digit number, or dial as if using a telephone.

3 Press **Enter**.

4 Repeat steps 2 and 3 until all locations for the broadcast are entered.

5 Press **Start**.

Redialing

You can redial a number at any time by pressing **Redial**.

Switching Between Instant Dialing (Memory) & Feeder Transmit Modes

1 Press **Menu/Exit**.

2 Enter speed access number 18.

3 Use the ▶ key to switch instant dialing on or off, then press **Enter**.

4 Press **Menu/Exit**.

Search Key Dialing

1 Press **Search**. The display shows Enter 1st Char.

2 Enter the first letter of the name of the desired location.

3 Repeatedly press the letter key to scroll through the list of location IDs beginning with that letter.

4 When the correct location is found, press **Start** to begin faxing.

Delay Transmission

1 Load the document.

2 Press **Menu/Exit**.

3 Press **Enter** or ▶ to enter Delayed TX.

4 Press ▼ or ▲ to move between date and time settings, and ▶ or ◀ to move between columns.

5 Enter the desired date and time (up to three days). Press **Enter**.

6 Delayed TX display shows Select Location(s).

7 Enter desired location using either Speed Dial numbers or numeric keypad.

8 Press **Start**. The OKIFAX scans the document into memory and waits until the time programmed to begin transmission.

Confirmation Report

1 After transmission, press **Enter** (with no documents loaded) to see the confirmation report on the display.

2 Press **Enter** again to print the report.

Copying

Making Copies

1 Load the document in the document tray.

2 Press **Copy**.

3 *If only one copy is required,* wait and the machine will begin copying momentarily.

To make multiple copies, enter the number of copies required using the numeric keypad.

4 Press **Copy** again to start copying.

Using Manual Paper Feeder

1 Load the document in the document tray.

2 Fold down the manual paper feeder tray (see arrow in figure below).
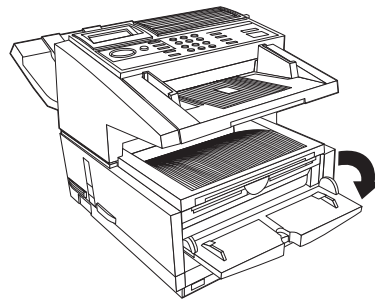
3 Insert a sheet of paper face up into the tray. Push into the slot until the OKIFAX grabs the paper.
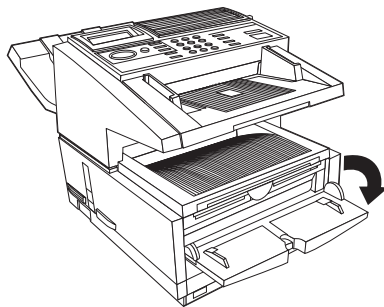
4 Press **Copy** (see instructions above).

Printing (optional)

❗ *Requires optional PC Interface Kit. See your Software User's Guide for more details.*

1 Select **File**, **Print**.

2 Select **OKIFAX 5700** or **OKIFAX 5900**.

3 Click **OK**.

Using Manual Feed

1 Load the documents in the document tray.

2 Fold down the manual paper feeder tray (see arrow in figure below).

3 Insert a sheet of paper face up into the tray. Push into the slot until the OKIFAX takes hold of the paper.

Scanning (optional)

! *Requires optional PC Interface Kit. See your JetSuite Pro Software User's Guide for more details.*

Scanning the Document Using JetSuite Pro

1 Insert the pages to be scanned into the document feeder print side down, with the top edge into the OKIFAX.

2 A dialog box appears, saying, "A Document has been placed into the input tray. Would you like to scan it?"

3 Click **Yes**.

4 A dialog box lets you control resolution, regular or inverted image, dimensions of scanned document, level of contrast, and dithering ("16 shades" for pictures with grays, "none" for black and white images or text).

5 Click **Scan**. When scanning is complete, the document appears on the desktop.

Using JetSuite Pro (optional)

JetSuite Pro is included in the optional PC Interface Kit. See your JetSuite Software User's Guide for more details.
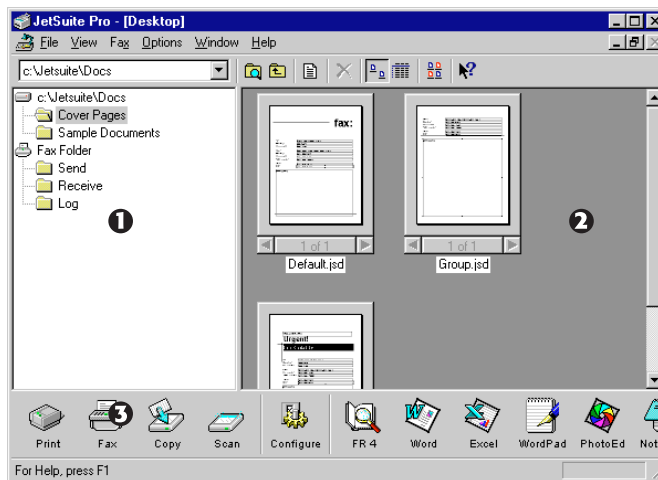
1)   Select folder.

2)   Select file.

3)   Select operation.