

For: State Offices

Replacing the Danka/Omnifax MFP 330 FAX Machines

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

Testing for Y2K compliancy revealed that Danka/Omnifax models 330 and 330c FAX machines are non-Y2K compliant. The National Office submitted and received approval to replace these units with Y2K compliant systems.

KCMO, Telecommunications Division (KCMO/TD) sent a site list to all State Offices showing current locations of Omnifax 330c FAX machines. The State Offices verified/corrected this list and returned it to KCMO.

All Field Offices with a non-Y2K compliant Omnifax 330c FAX machine will receive a new Omnifax L621 replacement FAX unit.

The Olivetti FAX machines **are** Y2K compliant and will **not** be replaced.

B

Purpose

This notice provides:

- instructions for Field Offices after replacement FAX machines are received
- instructions for equipment excess procedures
- telephone numbers for help desk and contact personnel if assistance is needed.

C

Excess Procedures

All Omnifax MFP 330's will be excessed following the procedures in 30-AS and 31-AS. Forward FSA-951 to ASD, Property Management Branch.

D

Contact

Direct questions about this notice to Lynn Oliphant at 816-926-1395 through your established site procedure.

Disposal Date	Distribution
January 1, 2000	State Offices

Notice IRM-296

2 Upgrading FAX Machines

A

Machine To Be Procured

The FAX machines procured will be plain paper laser. The FAX machines will be shipped to Field Offices within 30 calendar days after the purchase order is issued.

B

Maintenance

After the warranty period expires, FAX machine maintenance will be provided under the FSA nationwide maintenance program. Omnifax MFP 330 units will no longer be maintained; therefore, sites are **not authorized** to repair them using State or County Office funds.

C

Exhibits

See Exhibit 1 for the Acceptance Sheet to be returned to KCMO, Exhibit 2 for Omnifax L621 setup and installation procedures, and Exhibit 3 for Omnifax L621 functions.

3 Action

A

Field Office Action

Field Offices shall take the following action within 3 calendar days of receiving the FAX machine.

Step	Action
1	Install, set up, and test FAX machine operations. Note: Contact the National Help Desk at 816-926-1552 (FTS) or 800-255-2434 (non-FTS) for assistance.
2	After the FAX machine has been successfully installed and tested, complete the Acceptance Sheet (Exhibit 1).
3	FAX: <ul style="list-style-type: none">the completed Exhibit 1 to KCMO/TD/NAB, at 816-926-6496, Attention Lynn OliphantFSA-951 to KCMO, ASD, Attention Chief, Property Management Branch, at 816-926-2835.
4	Excess Omnifax 330 FAX equipment according to 30-AS and 31-AS. This equipment will no longer be maintained.

FAX Equipment Acceptance Sheet

FAX Equipment Acceptance Sheet	
Office Information	
Site ID (state and county code)	
Site Name	
Street Address	
City/State /Zip	
Contact Person	
Telephone Number	
Fax Number	
FAX Equipment Information	
Equipment Manufacturer	
Equipment Model	
Equipment Serial Number	
Fax Type (Ink, Laser, etc.)	
Equipment Received Date	
Equipment Install Date	
<p>I certify that the FAX equipment has been delivered and is fully functional.</p> <p>Office Representative _____ <i>(Printed)</i></p> <p>Representative's Title _____</p> <p>Date _____</p> <p>Signature _____</p>	
<p>Return Acceptance Sheet to KCMO/TD/NAB, Attention Lynn Oliphant at FAX number 816-926-6496. For any questions call Lynn Oliphant at 816-926-1395.</p>	

Installation and Configuration of Omnifax L621 FAX Machine

A

Overview

This Exhibit contains instructions to assist users with the installation and configuration of the Omnifax L621 FAX machine. Refer to the L621 User’s Guide for additional information on this FAX machine or call the FSA National Help Desk at 1-800-255-2434 for assistance.

B

Installation Procedure

Follow the steps in this table for instructions on installing the Omnifax L621 FAX machine.

Step	Action
1	<p>Unpack the FAX machine and check for any visible internal or external shipping damage.</p> <p>Ensure that all of the following components are in the box:</p> <p>Note: Refer to Chapter 2 in the Owner’s Manual for more detail.</p> <ul style="list-style-type: none"> • operator console - (main unit) • 2 wire extensions - (both are the same size) • dust cover • document tray • paper tray - (identical to document tray) • wire telephone cord • curled handset cord • telephone handset • L621 Owner’s Manual • drum unit assembly - (with starter toner cartridges). <p>Note: The remote control access card is for a feature that is not included on FSA’s Omnifax L621 FAX machines. The Quick Reference shown in the Owner’s Manual may or may not be included.</p>

Continued on the next page

Installation and Configuration of Omnifax L621 FAX Machine (Continued)

B Installation (Continued)

Step	Action
2	<ul style="list-style-type: none"> • Ensure that the FAX machine is placed: <ul style="list-style-type: none"> • near a telephone jack • on a solid, flat surface that is free of vibrations and shocks. • Do not expose the FAX machine to direct sunlight, excessive heat, moisture, or dust. • Do not place near air conditioners, water, chemicals, or large appliances. • Ensure that nothing blocks the cooling fan airflow on the right side of the machine. • Do not connect the FAX machine to electrical outlets that are: <ul style="list-style-type: none"> • controlled by a wall switch or automatic timer • on the same circuit as large appliances.
3	Remove all protective tape from the outside of the FAX machine. There will be 3 or 4 small strips of tape. Do not remove the protective starter sheet from the document feed.
4	<p>To install the drum unit assembly:</p> <ul style="list-style-type: none"> • grip the small extensions on the left and right side of the operator console (at document tray height) and raise the cover to its upright position <p>Note: Reference Chapter 2, page 11 in the Owner's Manual.</p> <ul style="list-style-type: none"> • open the protective bag that contains the drum unit assembly and gently remove it <p>Note: Reference Chapter 2, page 10 in the Owner's Manual.</p> <ul style="list-style-type: none"> • gently rock the drum unit assembly side to side 5 or 6 times • grip the drum unit gently by its handles and slide the imaging unit down and into the FAX machine as shown in Chapter 2, page 11 • gently close the cover.
5	Connect the curled handset to the bottom of the handset and to the slot marked by a handset icon.

Continued on the next page

Installation and Configuration of Omnifax L621 FAX Machine (Continued)

B Installation (Continued)

Step	Action
<p>*** NOTE ***</p> <p>READ and FOLLOW the safety warnings in Chapter 2, page 12</p>	
6	<p>Plug the power cord into a standard electrical outlet. When power is connected, the screen displays 01/01/1999 00:00. Date and time will be set in a later step.</p>
7	<p>Plug the telephone cable into the "LINE" slot located on the back of the operator console and then into the telephone's wall jack or quad plate.</p> <p>Note: If the FAX machine must be used on the same phone line as the System 36 modem, connect the telephone cable from the "LINE" slot on the FAX machine to the "PHONE" slot on a Racal or MultiTech modem, or the "TEL SET" slot on a Codex modem. All are located at the rear of the modems.</p>
8	<p>Attach the wire extensions to the multi-purpose sheet feeder and to the document guide base.</p>
9	<p>Attach the document and paper trays to the FAX machine as illustrated in Chapter 2, page 13 of the Owner's Manual. Pull out the tray extensions.</p>
10	<p>Load the paper according to Chapter 2, page 14 of the Owner's Manual:</p> <ul style="list-style-type: none"> • open the multi-purpose sheet feeder cover by pulling it toward you • fan the paper well, then load the paper, making sure that the print side is toward the front and the paper level is stacked below the paper mark <p>Note: The feeder will hold up to 200 sheets.</p> <ul style="list-style-type: none"> • adjust the paper guides to fit the paper, to help prevent jams.
11	<p>Attach the dust cover according to Chapter 2, page 15 of the Owner's Manual. Attach the dust cover to the now open multi-purpose sheet feeder cover, by pressing the dust cover sides around the feeder until they snap into place.</p> <p>Note: It is essential to keep the dust cover on the FAX machine to prevent dust from entering the print head and causing damage. Using the dust cover will prolong the life of the drum unit.</p>

Continued on the next page

Installation and Configuration of Omnifax L621 FAX Machine (Continued)

**C
Configuration**

A FAX machine must be “configured” or “programmed” before it can be used. “Configuration” is the process of storing necessary information such as the:

- dialing mode
 - current date and time
 - identifying name, FAX number, and telephone number for the FAX machine
 - operating settings (See Exhibit 3).
-

**D
Initial Setup**

Set Dialing Mode - The FAX machine comes set to accommodate tone dialing service. If tone dialing is available, skip steps 1-4. If only pulse (rotary) service is available, follow the instructions in this table.

Step	Action
1	Press the following keys in order: <ul style="list-style-type: none"> • Function • 1 • 1. The screen will prompt you to select “TONE” or “PULSE”.
2	Press the left or right arrow keys to select dialing mode.
3	PRESS “Set” when the screen displays the dialing mode you need.
4	PRESS “Stop” to exit.

Continued on the next page

Installation and Configuration of Omnifax L621 FAX Machine (Continued)

**D
Initial Setup
(Continued)**

Set Date and Time - The FAX machine displays the date and time and prints it on every FAX that is sent.

In the event of a power failure, date and time may have to be reset. All other functions remain unaffected. Follow the instructions in the table to set date and time.

Step	Action
1	Press the following keys in order: <ul style="list-style-type: none"> • Function • 1 • 2. The screen prompts you to enter the year.
2	Enter the last 2 digits of the year. The screen will display your entry.
3	PRESS “Set”. The screen prompts you to enter the month.
4	Enter 2 digits for the month. For example, ENTER “09” for September, or “10” for October. The screen displays your entry.
5	PRESS “Set”. The screen prompts you for the day.
6	Enter 2 digits for the day (i.e., 06). The screen displays your entry.
7	PRESS “Set”. The screen prompts you to set the time.
8	Enter the time in 24-hour format. Example: ENTER “15:25” for 3:25 p.m.
9	PRESS “Set”.
10	PRESS “Stop”. The screen now displays the date and time set, and displays it whenever the FAX machine is “standing by”.

Continued on the next page

Installation and Configuration of Omnifax L621 FAX Machine (Continued)

**D
Initial Setup
(Continued)**

Setting Station ID

The name, FAX number, and telephone number to be printed on all FAX pages you send may be stored. Follow the steps in the table to set the station ID.

Step	Action
1	Press the following keys in order: <ul style="list-style-type: none"> • Function • 1 • 3. The screen will prompt you to enter your FAX number.
2	Enter your FAX number (up to 20 digits). The screen displays your entry.
3	PRESS “Set”. The screen will prompt you to enter your telephone number.
4	Enter your telephone number (up to 20 digits). The screen displays your entry.
5	PRESS “Set”. The screen will prompt you to enter your name or company/office name.
6	Use the dial pad to enter an identifying name for your office (up to 20 characters). <p>Notes: Use the following chart on “Entering Text” as a guide to enter letters.</p> <p>This is an optional step.</p>
7	PRESS “Set” to confirm.
8	PRESS “Stop”. The screen returns to the date and time.

Continued on the next page

Installation and Configuration of Omnifax L621 FAX Machine (Continued)

**D
Initial Setup
(Continued)**

Entering Text

When setting certain functions, such as the Station ID, text may need to be entered into the FAX machine. Most keys on the dial pad have 3 or 4 letters printed above them. The keys for “0”, “#”, and “*” do not have printed letters because they are used for special characters.

Access any character by pressing the appropriate number (key) on the dial pad the correct number of times, according to this table.

Key	Press 1 time	Press 2 times	Press 3 times	Press 4 times	Press 5 times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	S	7
8	T	U	V	8	T
9	W	X	Y	Z	9

Continued on the next page

Installation and Configuration of Omnifax L621 FAX Machine (Continued)

**D
Initial Setup
(Continued)****Inserting Spaces**

To enter a blank space, press the right arrow key twice.

Making Corrections

To change a character which was entered incorrectly, either of the following methods may be used.

- Press the left arrow key to move the cursor after the last correct letter, then PRESS "Clear". All letters above and to the right of the cursor are deleted. Re-enter the correct character or digit.
- Back up and type over incorrect text.

Repeating Characters

To enter a character assigned to the same key as the previous character, press the right arrow to move the cursor to the right.

The Omnifax L 621 FAX machine is now set up and ready to transmit and receive. There are additional options, including speed dialing, that can be activated. Refer to Chapter 3 of the Owner's Manual and Exhibit 3 to set any desired options.

Functions of Omnifax L621 FAX Machine

This table lists the available Omnifax L621 functions and their description, the factory settings (defaults), FSA recommended settings, and the Owner's Manual page where additional information can be found. For other program settings, refer to the Owner's Manual.

Function	Description	Factory Setting	Recommended Setting	More Information (Owner's Manual)
1. INITIAL SETUP				
1. Tone/Pulse	Selects the dialing mode.	Tone	Must match your Telco dialing mode	p. 27
2. Date/Time	Enters date and time for LCD display and heading on transmissions.	01/01 1999 00:00	Actual date and time	pp. 27-28
3. Station ID	Program name, FAX number, and telephone number to appear on each transmitted page.		Office name, FAX number, and telephone number	pp. 28-30
4. Beeper	Adjusts volume level of beeper.	Low	Low	p. 31
5. Sleep Mode	Number of minutes the FAX is idle before it drops into sleep mode. Conserves power.	00	00	p. 32
6. Delayed Timer	Sets the time of day that delayed FAXes will be sent.	00:00	00:00	p. 32
2. SETUP RECEIVE				
1. Ring delay	Number of rings before the FAX answers in FAX/TEL or FAX mode.	Ring Delay: 04	Ring delay: 01	p. 34
2. F/T Ring Time	Set the time for "double ring" in FAX/TEL mode.	20	NA	pp. 34-35
3. Easy Receive	Receive FAX messages without pressing the Start key.	ON	ON	p. 35
4. Remote Code	Enter code to activate or deactivate machine from a remote location.	ON (*51, #51)	NA	p. 39
5. Reduction	Reduces size of image.	AUTO	AUTO	p. 39
6. Paper	Selects size of paper for FAX receiving.	LETTER	LETTER	p. 37
7. Print Density	Make prints darker or lighter.		As needed	p. 37
8. Polling RX	Turns polling receive ON or OFF.	OFF	OFF	pp. 40-41

Continued on the next page

Functions of Omnifax L621 FAX Machine (Continued)

Function	Description	Factory Setting	Recommended Setting	More Information (Owner's Manual)
2. SETUP RECEIVE (Continued)				
9. Toner Save	Increases Life of Toner Cartridge.	OFF	ON	p. 38
0. MF Link (available only if FAX has Multi-function Link Pro option)	Turn ON if PC is connected to FAX machine, for PC receiving of voice and FAX messages.	ON	NA	p. 42
3. SETUP SEND				
1. Cover page Setup	Automatically sends a cover page you program.	OFF	OFF	pp. 50-53
2. Cover page Msg.	Program customized message for FAX cover page.			p. 53
3. Contrast	Change lightness or darkness of a FAX you are sending.	AUTO	AUTO	p. 54
4. Resolution	Allows you to change resolutions page by page.	STANDARD	STANDARD	p. 59
5. Overseas Mode	Adjusts for sometimes difficult overseas transmissions.	OFF	OFF	p. 55
6. Call Reserve	You can send a FAX, then speak.	OFF	OFF	pp. 55-56
7. Delayed FAX	Sends documents later.			p. 57
8. Polled TX	Turns Polling Transmission ON or OFF.	OFF	OFF	p. 60
9. Real time TX	Next FAX Only / ON / OFF.	OFF	OFF	pp. 49-50
4. REMAINING JOBS				
	Cancel a delayed FAX or polling job.			pp. 41-42, 61
5. INTERRUPT				
	Send a FAX now, even if you have the machine set to a send a FAX later, or if you have it set for polling.			p. 61

Continued on the next page

Functions of Omnifax L621 FAX Machine (Continued)

Function	Description	Factory Setting	Recommended Setting	More Information (Owner's Manual)	
6. SET AUTO DIAL					
1. One-touch Dial	Dial numbers stored in memory.		A County / Service Center Decision	pp. 63-64	
2. Speed Dial	Dials numbers stored in memory by pressing only three keys.			pp. 64-65	
3. Set Up Groups	Set up a group number for broadcasting.			pp. 65-66	
7. PRINT REPORTS					
1. Mit Report	Print lists and reports of activity. (Details in Chapter 9 - Owner's Manual)	OFF	A County / Service Center Decision	pp. 79-80	
2. ACT Report		INTERVAL: OFF		Print as you see fit.	pp. 79-80
3. All Dial					pp. 79-80
4. Tel. Index			pp. 79-80		
5. User Settings			pp. 79-80		
6. Memory Status			pp. 79-80		
8. REMOTE FAX OPTION					
1. FAX Fwd/Paging	Set FAX machine to forward FAX message - OR - to call your pager.	OFF	OFF	pp.71-72	
2. FAX storage	Store incoming FAX memory for remote retrieval.	OFF	OFF	p. 73	
3. Remote Access	Set codes for retrieving FAXes.	159*	NA	p. 73	
4. Print FAX	Print incoming FAXes stored in memory.		NA	p.39	
0. TEL SERVICE					
1. Distinctive	Use with phone company distinctive ringing service.	OFF	OFF	p. 43	
2. Caller ID	View or print a list of the last 30 Caller ID's stored in memory.		NA	pp. 44-45	