

For: State Offices

Replacing FAX Machines

Approved by: Deputy Administrator, Management



1 Overview

A

Background

KC-ITSTO, Telecommunications Division (TD) sent a site list to all State Offices:

- showing current locations requesting service calls (on-line or backup)
- requesting weekly volume of FAXes.

Note: State Offices verified/corrected this list and returned it to KC-ITSTO.

All Field Offices with on-line Olivetti FAX machines that have had a service call in FY 2001, or have documented FAX volume exceeding 100 FAXes per week, will receive a Xerox Omnifax L621 laser FAX unit.

The following Olivetti FAX machines will not be replaced:

- machines that are listed as backup
- machines that have no documented volume
- machines that are listed with less than 100 FAXes per week.

B

Purpose

This notice provides:

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

Continued on the next page

Disposal Date October 1, 2001	Distribution State Offices
---	--

Notice IRM-321

1 Overview (Continued)

C

Contact

Direct questions or comments about this notice to Lynn Oliphant, KC-ITSTO, TD, at 816-926-1395.

D

Exhibits

This notice contains the following exhibits:

- Exhibit 1, FAX Equipment Acceptance Sheet, **to be completed and returned to KC-ITSTO**
 - Exhibit 2, Installing and Configuring Xerox Omnifax L621 FAX Machine
 - Exhibit 3, Functions of Xerox Omnifax L621 FAX Machine.
-

2 Action

A

When FAX Machines Are Received

Field Offices shall follow the instructions in this table within 3 calendar days of receiving the new FAX machine.

Step	Action
1	Install, set up, and test FAX machine operations. See Exhibit 2. Note: Contact the FSA National Help Desk (NHD) at 816-926-1552 (FTS) or 800-255-2434 (non-FTS) for assistance.
2	After the new FAX machine has been successfully installed and tested, complete the FAX Equipment Acceptance Sheet (Exhibit 1).
3	FAX: <ul style="list-style-type: none">• the completed FAX Equipment Acceptance Sheet to KC-ITSTO, TD, NAB, Attention Lynn Oliphant, at 816-823-1982• FSA-951 to KCAO, ASD, Attention Chief, Property Management Branch, at 816-926-2835.

Continued on the next page

Notice IRM-321

2 Action (Continued)

B

Maintenance

After the warranty period expires, FAX machine maintenance will be provided under the FSA nationwide maintenance program. See Notice IRM-315 for maintenance procedures.

C

What To Do With the Replaced Olivetti FAX Machines

All replaced Olivetti FAX machines can be kept for backup purposes or excessed following the procedures in 30-AS and 31-AS.

Forward the Olivetti equipment status (backup or excess), serial number, and unit model by FAX to Lynn Oliphant at 816-823-1982.

FAX Equipment Acceptance Sheet

Office Information	
Site ID (State and county codes)	
Site Name	
Street Address	
City/State/ZIP Code	
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>Signature _____</p> <p>Date _____</p> <p>FAX to KC-ITSTO, TD, NAB, Attention Lynn Oliphant at 816-823-1982.</p>	

Installing and Configuring Xerox Omnifax L621 FAX Machine

A

Overview

This exhibit contains instructions to assist users with installing and configuring the Xerox Omnifax L621 FAX machine. Refer to the L621 User’s Guide for additional information on this FAX machine or call FSA NHD for assistance.

B

Installation Procedure

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

Step	Action
1	Unpack the FAX machine and check for any visible internal or external shipping damage. If damaged, document the bill of lading and call FSA NHD for further instructions.
2	<p>Ensure that all of the following components are in the box:</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>Notes: Refer to the Owner’s Manual, Chapter 2 for more detail.</p> <p>The remote control access card is for a feature that is not included on FSA’s Xerox 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

Installing and Configuring Xerox Omnifax L621 FAX Machine (Continued)

B Installation (Continued)

Step	Action
3	<p>Ensure that the FAX machine is placed:</p> <ul style="list-style-type: none"> • near a telephone jack • on a solid, flat surface that is free of vibrations and shocks. <p>Do not:</p> <ul style="list-style-type: none"> • expose the FAX machine to direct sunlight, excessive heat, moisture, or dust • place the FAX machine near air conditioners, water, chemicals, or large appliances • 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 a large appliance. <p>Ensure that nothing blocks the airflow from the cooling air fan on the right side of the machine.</p>
4	<p>Remove all protective tape from the outside of the FAX machine. There will be 3 or 4 small strips of tape.</p> <p>Do not remove the protective starter sheet from the document feed.</p>
5	<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: Refer to the Owner's Manual, Chapter 2, page 11.</p> <ul style="list-style-type: none"> • open the protective bag that contains the drum unit assembly and gently remove it <p>Note: Refer to the Owner's Manual, Chapter 2, page 10.</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 the Owner's Manual, Chapter 2, page 11 • gently close the cover.

Installing and Configuring Xerox Omnifax L621 FAX Machine (Continued)

B Installation (Continued)

Step	Action
6	Connect the curled handset cord to the bottom of the handset and to the slot marked by the handset icon.
7	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.
8	<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 telephone 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>
9	Attach the wire extensions to the multi-purpose sheet feeder and to the document guide base.
10	Attach the document and paper trays to the FAX machine as illustrated in the Owner's Manual, Chapter 2, page 13. Pull out the tray extensions.
11	<p>Load the paper according to the Owner's Manual, Chapter 2, page 14:</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.
12	<p>Attach the dust cover according to the Owner's Manual, Chapter 2, page 15. 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

Installing and Configuring Xerox 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 following:

- 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 through 4.** If only pulse (rotary) service is available, follow the instructions in steps 1 through 4.

Step	Action
1	Press the following keys in order: <ul style="list-style-type: none"> • Function • 1 • 1. The screen will prompt the user 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 needed.
4	PRESS “Stop” to exit.

Continued on the next page

Installing and Configuring Xerox 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 this 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 will prompt the user to enter the year.
2	Enter the last 2 digits of the year. The screen will display the entry.
3	PRESS “Set”. The screen will prompt the user to enter the month.
4	Enter 2 digits for the month. For example, ENTER “09” for September or “10” for October. The screen will display the entry.
5	PRESS “Set”. The screen will prompt the user for the day.
6	Enter 2 digits for the day, such as “06”. The screen will display the entry.
7	PRESS “Set”. The screen will prompt the user 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

Installing and Configuring Xerox 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 sent may be stored. Follow the steps in this 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 the user to enter their FAX number.
2	Enter the FAX number (up to 20 digits). The screen will display the entry.
3	PRESS “Set”. The screen will prompt the user to enter their telephone number.
4	Enter the telephone number (up to 20 digits). The screen will display the entry.
5	PRESS “Set”. The screen will prompt the user to enter their name or company/office name.
6	<p>Optional Step. Use the dial pad to enter an identifying name for the user’s office (up to 20 characters).</p> <p>Note: Use the following table on “Entering Text” as a guide to enter letters.</p>
7	PRESS “Set” to confirm.
8	PRESS “Stop”. The screen returns to the date and time.

Continued on the next page

Installing and Configuring Xerox 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

Installing and Configuring Xerox Omnifax L621 FAX Machine (Continued)

D Initial Setup (Continued)

Follow the instructions in this table to perform the functions listed.

Function	Instruction
Inserting Spaces	To enter a blank space, press the right arrow key twice.
Making Corrections	<p>To change a character/digit that was entered incorrectly, either of the following methods may be used.</p> <ul style="list-style-type: none"> • 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. • Backup and type over the incorrect text.
Repeating Characters	To enter a character assigned to the same key as the previous character, press the right arrow key to move the cursor to the right.

The Xerox Omnifax L621 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 Exhibit 3 and the Owner’s Manual, Chapter 3 to set any desired options.

Functions of Xerox Omnifax L621 FAX Machine

This table lists the available Xerox 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 the Telco dialing mode	page 27
2. Date/Time	Enters date and time for LCD display and heading on transmissions.	01/01 1999 00:00	Actual date and time	pages 27 and 28
3. Station ID	Program name, FAX number, and telephone number to appear on each transmitted page.		Office name, FAX number, and telephone number	pages 28-30
4. Beeper	Adjusts volume level of beeper.	Low	Low	page 31
5. Sleep Mode	Number of minutes the FAX is idle before it drops into sleep mode. Conserves power.	00	00	page 32
6. Delayed Timer	Sets the time of day that delayed FAXes will be sent.	00:00	00:00	page 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	page 34
2. F/T Ring Time	Set the time for “double ring” in FAX/TEL mode.	20	NA	pages 34 and 35
3. Easy Receive	Receive FAX messages without pressing the “Start” key.	ON	ON	page 35
4. Remote Code	Enter code to activate or deactivate machine from a remote location.	ON (*51, #51)	NA	page 39
5. Reduction	Reduces size of image.	AUTO	AUTO	page 39
6. Paper	Selects size of paper for FAX receiving.	LETTER	LETTER	page 37
7. Print Density	Make prints darker or lighter.		As needed	page 37
8. Polling RX	Turns polling receive ON or OFF.	OFF	OFF	pages 40 and 41

Continued on the next page

Functions of Xerox 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	page 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	page 42
3. SETUP SEND				
1. Cover Page Setup	Automatically sends a cover page the user programs.	OFF	OFF	pages 50-53
2. Cover Page Msg.	Program customized message for FAX cover page.			page 53
3. Contrast	Change lightness or darkness of a FAX the user was sending.	AUTO	AUTO	page 54
4. Resolution	Allows the user to change resolutions page by page.	STANDARD	STANDARD	page 59
5. Overseas Mode	Adjusts for sometimes difficult overseas transmissions.	OFF	OFF	page 55
6. Call Reserve	The user can send a FAX, then speak.	OFF	OFF	pages 55 and 56
7. Delayed FAX	Sends documents later.			page 57
8. Polled TX	Turns Polling Transmission ON or OFF.	OFF	OFF	page 60
9. Real time TX	Next FAX Only / ON / OFF.	OFF	OFF	pages 49 and 50
4. REMAINING JOBS				
	Cancel a delayed FAX or polling job.			pages 41, 42, and 61
5. INTERRUPT				
	Send a FAX now, even if the user has the machine set to send a FAX later, or if the user has it set for polling.			page 61

Continued on the next page

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