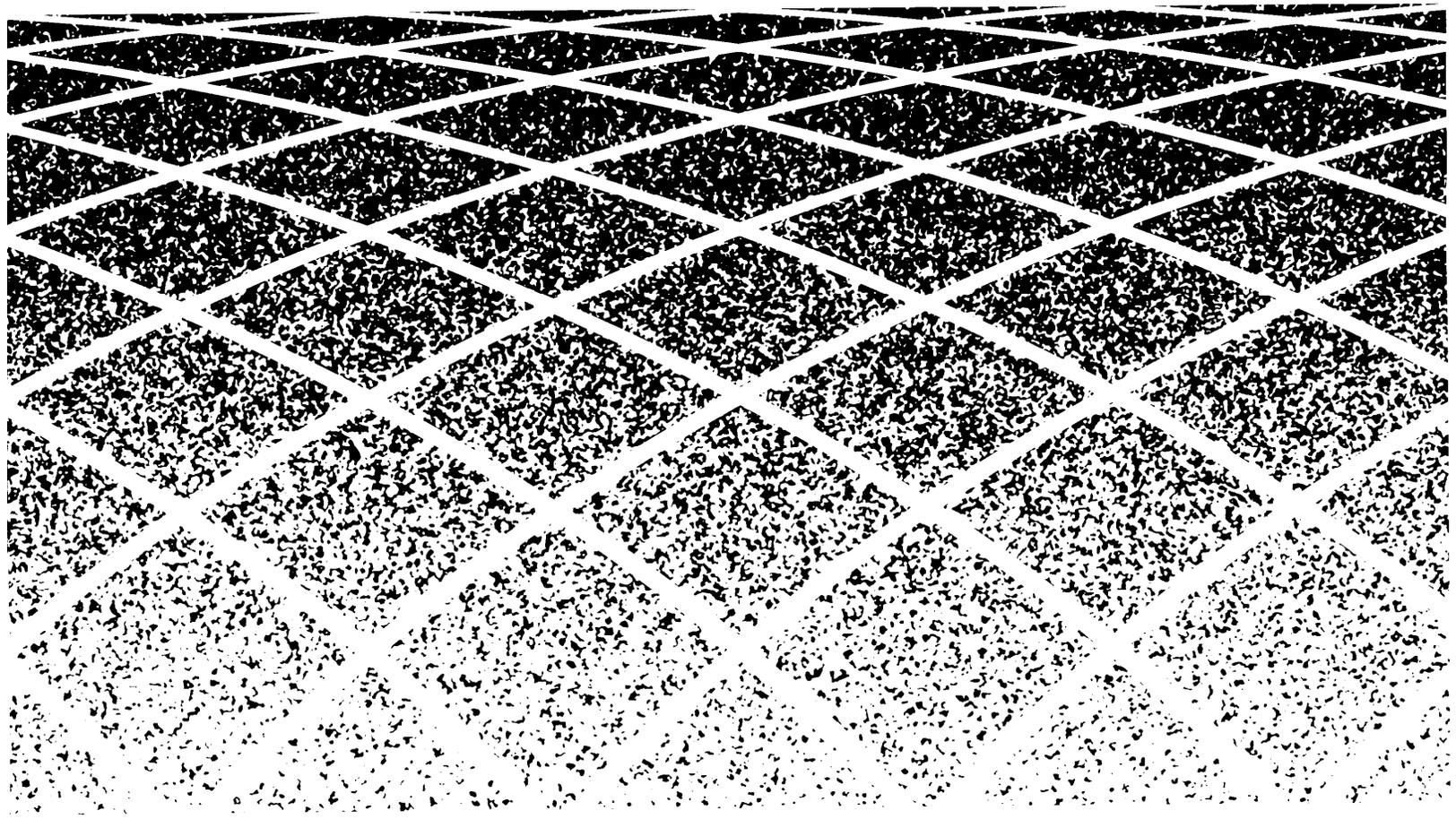




MERLIN PFC™ Telephone
Phone•Fax•Copier

User's Guide



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NOTICE

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TRADEMARK NOTICES

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MERLIN LEGEND is a trademark of AT&T.
MERLIN PFC is a trademark of AT&T.

Safety Information

Before installing this product, please read and understand the safety instructions before the installation instructions. This booklet also contains instructions related to safety labels on the product. Such instructions are identified by a triangle symbol, as follows:

The exclamation point within an equilateral triangle is intended to alert you to the presence of important operating and maintenance instructions in the literature accompanying the product. Always follow these basic safety precautions when using your telephone equipment. These precautions reduce the risk of electric shock to you and damage to the equipment.

WARNING: indicates the presence of a hazard that can cause death or severe personal injury if the hazard is not avoided.

CAUTION: indicates the presence of a hazard that will or can cause minor personal injury or property damage if the hazard is not avoided.

MERLIN PFC Telephone Quick Reference

These instructions are for use with your MERLIN™ Communications System. Refer to the *MERLIN PFC™ User's Guide*, Chapter 2, "Using the MERLIN PFC As a Telephone" for information on other features.

NOTE: If you have a System 25 Communications System, refer to the instructions provided with your system to use the MERLIN PFC telephone BIS-34D features.

Your MERLIN PFC telephone allows you to place and answer calls without lifting your handset. *If you lift your handset during a call, you de-activate the Speakerphone.*

The green light next to the **HFAI**, **Microphone**, or **Speakerphone** button tells you whether the feature is active. Pressing the button activates the feature (the green light goes on). Pressing the button again turns off the feature (green light goes off).

OUTSIDE CALLS	
Answer outside call:	<ul style="list-style-type: none"> • Touch Speakerphone.
Place outside call:	<ul style="list-style-type: none"> • Touch Speakerphone. • When you hear a dial tone, dial number.
End call:	<ul style="list-style-type: none"> • Touch Speakerphone.
INTERCOM CALLS	
Activate HFAI feature before receiving calls:	<ul style="list-style-type: none"> • Touch HFAI.
Answer announced intercom call:	<ul style="list-style-type: none"> • When you hear a beep, the caller will begin speaking. • Face your MERLIN PFC telephone and reply.
Place voice-announced intercom call:	<ul style="list-style-type: none"> • Touch Intercom-Voice (or Intercom). • Touch Speakerphone. • Dial intercom number. • When you hear a beep, begin speaking.
Place ringing intercom call:	<ul style="list-style-type: none"> • Touch Intercom-Ring. • Touch Speakerphone. • Dial intercom number.
End call:	<ul style="list-style-type: none"> • Touch Speakerphone.
Turn off HFAI feature:	<ul style="list-style-type: none"> • Touch HFAI.
FAX CALLS	
Sending a fax (when the telephone is not in use):	<ul style="list-style-type: none"> • Load the original document into the Automatic Document Feeder Tray. • Select the fax line. • Place a call to the remote fax machine. • Follow the instructions on the System Label located on the Automatic Document Feeder Tray.
Sending a fax (while talking on the telephone):	<ul style="list-style-type: none"> • Place the document into the Automatic Document Feeder Tray. • Press the Hold button. • Select the fax line. • Place a call to the remote fax machine. • Follow the instructions on the System Label located on the Automatic Document Feeder Tray. • Press the button next to the flashing light to return to your call.
Receiving a fax (while talking on the telephone):	<ul style="list-style-type: none"> • The MERLIN PFC answers the incoming fax call automatically. No action is required.
Making a Copy:	<ul style="list-style-type: none"> • Place the document text face down and centered using the Automatic Document Feeder Tray guides. <p>(This can be done while making a telephone call. When making a copy, the call does not have to be placed on hold.)</p> <ul style="list-style-type: none"> • Press the Copy button.

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1. Introduction

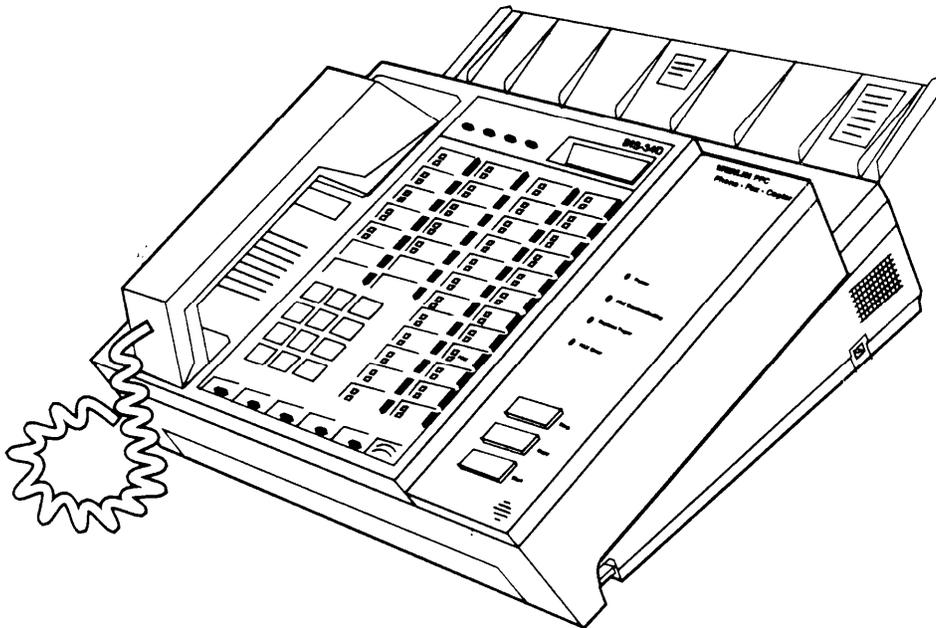
Overview

The MERLIN PFC™ Telephone (Phone•Fax•Copier) (Figure 1-1) is a telephone with a built-in fax and copier that provides the convenience of a fax machine and personal copier in one compact unit for use at your desk.

The MERLIN PFC operates with the following AT&T Communications Systems: MERLIN Models 206, 410, 820, 1030 or 3070, MERLIN Plus, MERLIN® II, MERLIN LEGEND, and System 25. Using the MERLIN PFC you can:

- Take advantage of the special capabilities and features of your communications system.
- Use the BIS-34D telephone features, including making and receiving intercom and outside calls with the built-in speakerphone.
- Transmit and receive faxes (even while using the MERLIN PFC telephone).
- Make quick copies right at your desk while using the telephone.

This guide contains the instructions for operating the MERLIN PFC as a telephone, a fax unit, and a personal copier, as well as information needed for trouble-free performance.



**Figure 1-1 MERLIN PFC Telephone
(Phone•Fax•Copier)**

MERLIN PFC Ordering Information

This section contains the information for ordering the available MERLIN PFC parts. Use this information whenever you need to order additional parts for the MERLIN PFC unit, including MERLIN PFC Paper, button labels, and additional guides.

Ordering MERLIN PFC Paper

To order additional MERLIN PFC Paper, call the AT&T Sourcebook's toll-free number, **1-800-451-2100**, and ask for MERLIN PFC Paper, item code 31690. The paper is packaged six rolls to a carton.

To avoid paper jams, paper curling, and build up of fibers, chaff, or dust, it is necessary to use MERLIN PFC Paper. This paper provides the best results and longest system life for the MERLIN PFC.

NOTE: Do not use any facsimile recording paper that has a core smaller than one inch or has more than 66 feet of paper, since this can cause operational problems or damage to the MERLIN PFC.

Ordering MERLIN PFC Parts and Instruction Books

To order any of the following parts, call the AT&T National Sales Parts Center's toll-free number, **1-800-222-PART (7278)**, and give the order number listed after the part:

Handset	105-519-086
Handset cord	102-402-518
Modular telephone cords	103-786-802
Button Label Sheets	406-676-577 (Package of 2)
Button Label Faceplates	105-203-194

To order additional MERLIN PFC instruction books, call the AT&T Customer Information Center (CIC) at **1-800-432-6600** and request the documents as follows:

- *MERLIN PFC Telephone Installation and Maintenance (999-500-304)*
- *MERLIN PFC Telephone User's Guide (999-500-303)*

Point of Contact

If you should need assistance with this product after reading and using this guide, call the AT&T Helpline at **1-800-628-2888**.

2. Using the MERLIN PFC as a Telephone

References

The MERLIN PFC Telephone operates just like any other 34-button display telephone (BIS-34D) in your communications system. The call-handling feature operation varies depending on the system to which the MERLIN PFC Telephone is connected. Refer to the appropriate User's Guide for your system as listed in the chart below.

Communications System	User's Guide	Document #
MERLIN LEGEND	<i>Analog Multiline Telephone User's Guide</i>	555-610-120
MERLIN II	<i>MERLIN II, Feature Module 1, User's Guide: 5, 10 and 34 Button Voice Terminals</i>	999-501-145
	<i>MERLIN II, Feature Module 2, User's Guide: 5, 10, 22, and 34 Button Voice Terminals</i>	999-503-138
	<i>MERLIN II, Release 3, User's Guide: 5, 10, 22 and 34-Button Telephone</i>	999-503-143
MERLIN Plus	<i>MERLIN Plus, Release 1, User's Guide</i>	999-502-144
	<i>MERLIN Plus, Release 2, User's Guide</i>	999-500-148
MERLIN Models	<i>MERLIN Communications System User's Guide: Models 206 and 410 with Feature Package 1</i>	999-500-135
	<i>MERLIN Communications System User's Guide: Models 206, 410, and 820 with Feature Package 2</i>	999-500-136
	<i>MERLIN Communications System Models 1030 and 3070 with Feature Module 1 User's Guide</i>	999-500-137
	<i>MERLIN Communications System Models 1030 and 3070 with Feature Module 2 User's Guide</i>	999-506-137
	<i>MERLIN Communications System Models 1030 and 3070 with Feature Module 3 User's Guide</i>	999-506-138
	<i>MERLIN Communications System Models 1030 and 3070 with Feature Module 4 User's Guide</i>	999-500-140
	<i>MERLIN Communications System Models 1030 and 3070 with Feature Module 5 User's Guide</i>	999-500-143
System 25	<i>System 25, Multiline Terminal User's Guide (R1V1 and R1V2)</i>	555-520-703
	<i>System 25, Multiline Terminal User's Guide, R2</i>	555-530-703
	<i>System 25, Multiline Terminal User's Guide, R3</i>	555-540-703

Call the AT&T Customer Information Center at **800-432-6600** to order any of the guides listed in the chart.

Speakerphone Performance Tips

For optimal use of the speakerphone, use the following guidelines:

- Avoid placing your MERLIN PFC Telephone in areas with high background noise caused by loud voices and devices, such as radios, typewriters, and other office equipment.
- Avoid placing books and papers on your MERLIN PFC Telephone because they may block the microphone. The microphone is located in the right corner on top of the telephone near the green **Start** button.
- Avoid talking until the other person is finished speaking. The speakerphone does not transmit sound from both ends of a connection simultaneously; when you both speak at the same time, transmission may be broken.
- Always face your MERLIN PFC Telephone and stay within two feet of it when talking.
- You may have to use the handset when sending or receiving a fax to minimize the background noise.
- If you are having difficulty hearing the other person, increase the speaker's volume level (Figure 2-1). If the difficulty persists, lift your handset to continue the conversation.

Volume Control

Whether using the MERLIN PFC as a telephone or fax machine, you can adjust the ringer and speakerphone volumes. Refer to Figure 2-1 for an illustration of these controls.

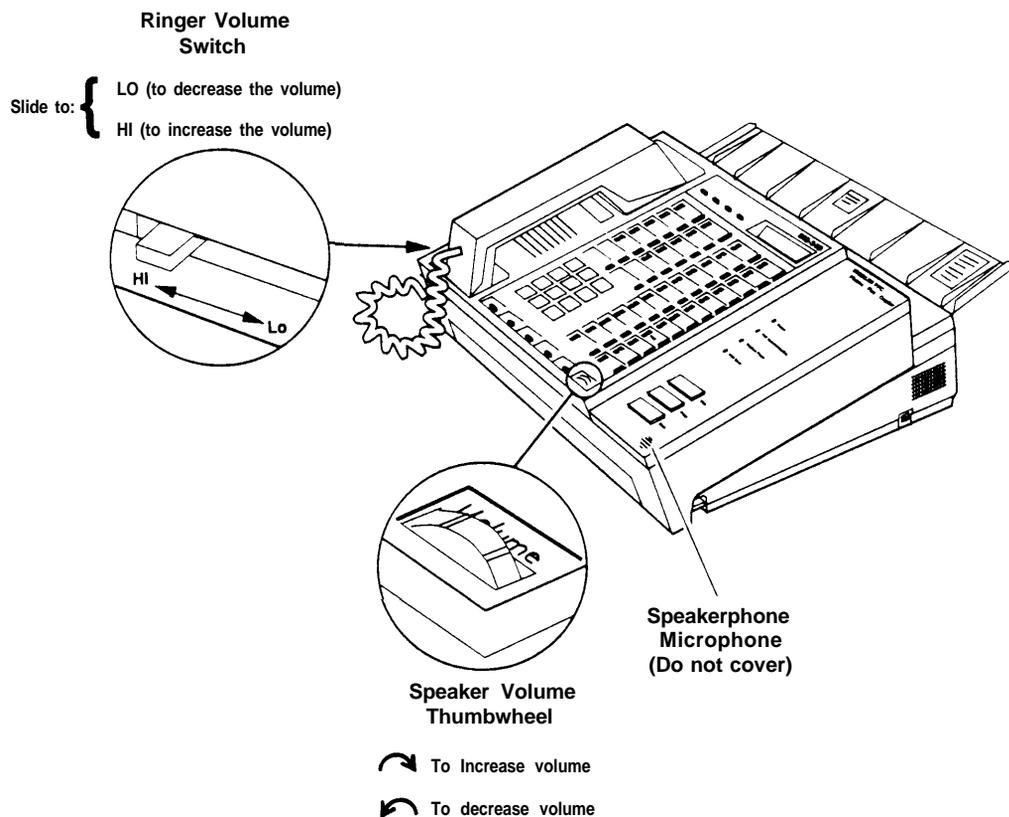


Figure 2-1 Ringer Volume Control and Speakerphone Volume Control Thumbwheel

Labeling the Button Sheet

1. Remove the handset and set it aside.
2. Insert your fingernail or a straightened paper clip into the groove adjacent to the plastic cover (Figure 2-2).
3. Lift up the plastic faceplate from the upper and lower tabs (Figure 2-2).
4. Grasp the upper and lower corners of the faceplate and gently bow the faceplate to curve it upwards to release the right upper and lower tabs (Figure 2-2).

5. Grasp left side of the faceplate and lift it out of the side slot (Figure 2-2).
6. Remove the button label sheet from the telephone (Figure 2-2).

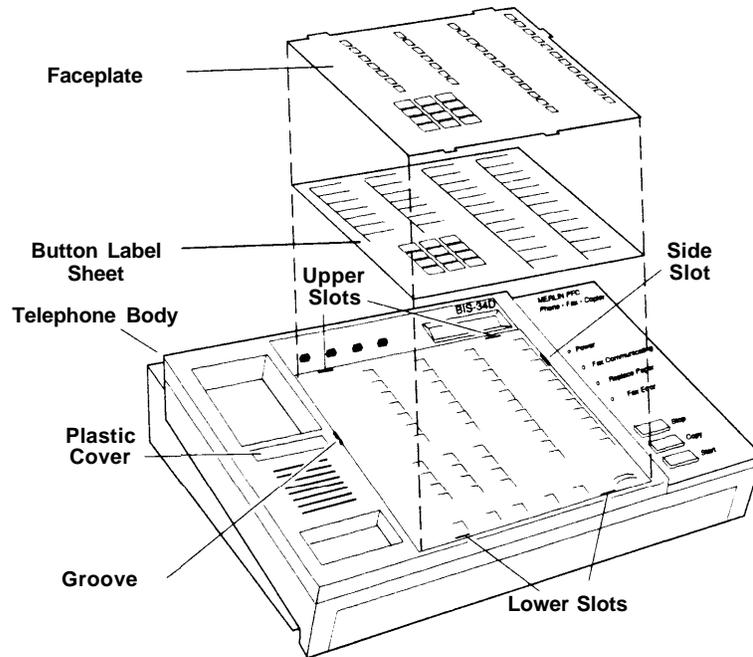


Figure 2-2 Removing the Faceplate and the Button Label Sheet

7. Label the buttons by writing on the button label sheet.

NOTE: Use the button label sheets for the MERLIN PFC as follows:

- The fourth button from the bottom in the last column on the right is marked with the label **FAX. DO NOT ERASE OR DEFACE THIS LABEL.** This label is for use with the MERLIN PFC fax transmission.
- Do not use a permanent marker on this sheet. The button label sheets are reusable and a pencil should be used for labeling.
- For information on ordering additional button label sheets, refer to Chapter 1, "Ordering MERLIN PFC Parts".

Replacing the Button Label Sheet and Faceplate

1. Place the button label sheet on the MERLIN PFC to allow the button holes on the label sheet to fit over the buttons.
2. Gently press it into place with your fingertips so that it lays flat.
3. Replace the plastic faceplate by inserting the lower tabs into the lower slots on the MERLIN PFC (Figure 2-3).

2-4 Using the MERLIN PFC as a Telephone

4. Gently push down on the upper portion of the faceplate causing the center to curve upwards (Figure 2-3).
5. Guide the side tab into the side slot and the upper tabs into the upper slots on the telephone.

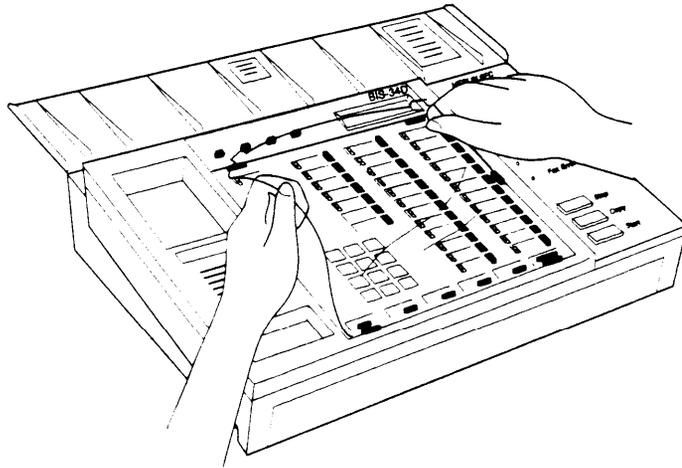


Figure 2-3 Replacing the Button Label Sheet and Faceplate

Using Your Telephone Display Features

Depending on your communications system, some display features may not be available for your use and some messages you see on your display may be slightly different from the ones presented in this section. To determine which features or displays are available for your use, check with your system administrator.

NOTE: The following information applies for the MERLIN LEGEND and System 25 Communications Systems:

- Refer to the *MERLIN LEGEND™ Communications System Analog Multiline Telephones User's Guide* for general use of the BIS-34D telephone features.

For a BIS-34D telephone used as a display operator console, refer to the *MERLIN LEGEND™ Communications System Analog Direct-Line Consoles Operator's Guide*.

- For the System 25 Communications System, refer to the *AT&T System 25 Multiline Terminal User Guide*.

TIME-KEEPING FEATURES

You can use the display as an alarm, to time calls that you place or receive, and/or display the time, day, and date (Figure 2-4).

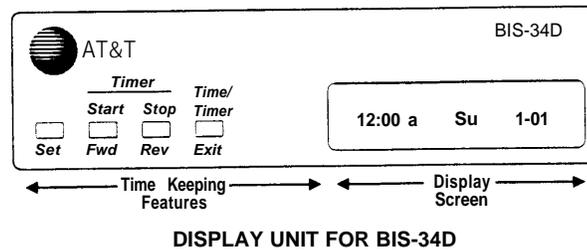
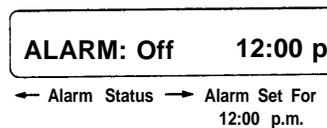


Figure 2-4 Display for the BIS-34D

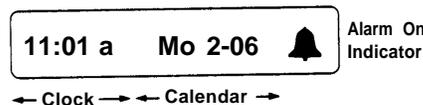
Setting the Alarm

1. Press the **Set** button until the item you want to change flashes.
2. Press the **Fwd** button or the **Rev** button to advance or reverse the item until the one you want is displayed.
3. Repeat steps 1 and 2 to set other items.
4. Press the **Exit** button.



Setting the Clock and Calendar

1. Press the **Set** button until the item you want to change flashes.
2. Press the **Fwd** button or the **Rev** button to advance or reverse the item until the one you want is displayed.
3. Repeat steps 1 and 2 to set other items.
4. Press the **Exit** button.



Operating the Timer

1. Press the **Time/Timer** button to display the timer.
2. Press the **Timer Start** button to start timer from 00:00.

2-6 Using the MERLIN PFC as a Telephone

3. Press the **Timer Stop** button to stop timer.
4. Press **Time/Timer** button to return to the clock calendar display.



ACCOUNT CODE ENTRY

1. Lift handset or press the **Speakerphone** button.
2. Press a preprogrammed Account Code button.
3. Enter the account code.
4. Press the **Account Code** button.

As you dial an account code or touch a button that contains an account code, such as an Outside Auto Dial button, the digits are displayed.



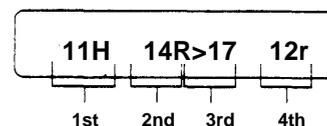
EXTENSION ID

When you receive an intercom call, the caller's intercom number or an extension label, such as the person's name, is displayed. The following example indicates a call from intercom 11.



CALL COVERAGE

If you have a Call Coverage button programmed for another person's telephone, calls ring at your telephone when that person is away from his or her desk. Call status information can be displayed for up to four cover buttons at one time as shown in the following display.



In the example, the first call status on display indicates that a call for intercom 11 is on hold. The second call status on display indicates that intercom 14 is ringing. The third call status on display indicates that the telephone is connected to a call for intercom 17 which is idle. The fourth call status on display indicates that a call for intercom 12 is ringing and is idle.

Each cover button's status is defined by four characters:

1. The **first character** is either a blank or ">." A blank space before the intercom number indicates that you are not connected to the call for this telephone. The > symbol indicates that you are connected to the call for this telephone or that you will be connected to the call when you answer your telephone.
2. The **second character** indicates the first digit of the intercom number of the covered telephone.
3. The **third character** indicates the second digit of the intercom number of the covered telephone.
4. The **fourth character** indicates the status of the calls you are covering.

Code	Description
H	You have placed the covered call on hold and the telephone you are covering is busy or has the Do Not Disturb feature active.
h	You have placed the covered call on hold and the telephone you are covering is idle.
R	The telephone you are covering is ringing.
r	The telephone you are covering is ringing and is idle.
B	You have answered the call for the telephone you are covering and the telephone is busy or has the Do Not Disturb feature active.
blank	You have answered the call for the telephone you are covering which is idle.

DIALED NUMBER

When you dial outside, intercom, or account numbers, or touch a button that contains numbers, such as an Outside Auto Dial, Auto Intercom, Last Number Redial, or Saved Number Redial button, the digits associated with that number are displayed on the screen. The display shows that 5551234 was the number dialed.

PROGRAM MODE

1. Slide the **T/P** switch to the **P** position. *The display shows you are in program mode and identifies your extension number (12 in the example shown).*

Program Mode 12

2. Press the button you want to program. If you touch a button that has already been programmed, the display identifies the name of the feature on that button. The example below shows that the Last Number Dial feature has been programmed on the button you have touched.

Last Number

3. Dial the programming code and any other numbers required to assign custom features to buttons.
4. Press the feature button again to verify the button's contents.
5. Return the **T/P** switch to then center position. *The display returns to the time-keeping display.*

TRANSFER RETURN IDENTIFICATION

When you transfer a call to another telephone and the call is unanswered, the call returns to your telephone. The extension number or label of the telephone from which the call is returning is displayed. In the example shown, a call transferred to extension 10 is returning.

Trans Return - 10

LEAVE WORD CALLING

If you have programmed a Deliver Message button on your display console, you can send a message to someone else with a display telephone saying that you called while he or she was away. You can use the other Leave Word Calling features to check the identity of the callers and to have your telephone automatically return the calls.

To use this feature with a MERLIN Communications System Model 1030 or 3070 with Feature Module 5, you must program certain custom feature buttons. Refer to the user's guide provided with your system for programming instructions and the following table for the codes to program the following custom feature buttons.

Custom Features	Programming Code
Deliver Message	*83
Scroll	*81
Return Call	*79
Delete Message	*78
Next Message	*80

NOTE: For the MERLIN LEGEND Communications System, refer to your system manager for the appropriate codes for these custom features.

Delivering a Message

1. Place an inside call.
2. Press a programmed Deliver Message button.
 - If the message has been sent, you see this display on your screen (indicating a message sent to extension 10).

Message Sent To 10

- If you try to send a message to someone who does not have a display telephone, you see this message on your display screen.

Cannot Send

- If you try to send a message to someone whose message box is already full, the screen displays the following message (indicating the message box for extension 10 is full).

10 Message Box Full

3. Hang up.

Retrieving a Message

1. If your Message light is on, touch **Message**. *The display shows the first line of the message:*

***Call 13[A] >**

A
B C
D

- A. New message indicator
 - B. Sender's intercom number
 - C. Message left by attendant (operator)
 - D. Indicates a second line to the message
2. Press the programmed Scroll button to read each line of the message.

The second line of the message below shows the date the message was left:

<
2/06
>

Returning A Call

You can return the call to the person whose message is currently being displayed.

1. Press the programmed Return Call button.

Reading the Next Message

Press the programmed Next Message button to view the next message.

*** Call 12**
>

When you have displayed the last message, press the **Next Message** button to display the first message previously shown.

Call 13 Cancel?

Deleting a Message

Press the programmed Delete Message button to delete the current message from your message box and display the next message.

When there are no messages waiting for you, you see the following message:

No Messages

When you have deleted or replied to all messages on your display, the green light next to Message goes off and the time-keeping display returns within 15 seconds.

Returning to the Time-keeping Display

Press the **Message** button.

11:01 a Mo 2-06

3. Using the MERLIN PFC Telephone For Fax Communications

Fax Control Panel

Figure 3-1 shows the positions of the fax status lights and the fax buttons.

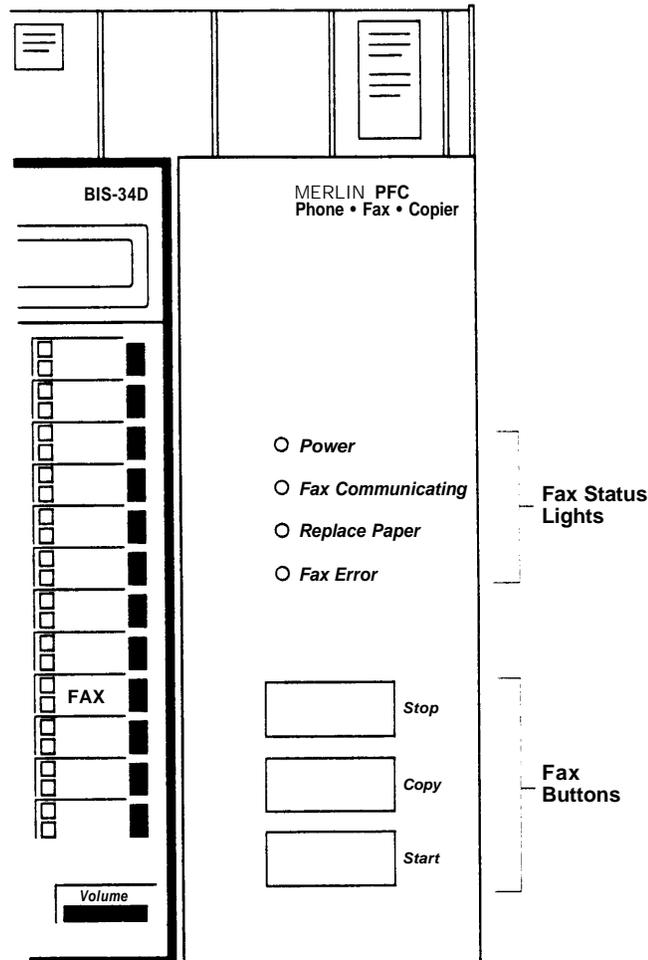


Figure 3-1 Fax Control Panel

The buttons on the fax control panel are:

Start Begins transmission when you send a fax and allows manual reception of incoming faxes. Refer to "Answering Fax Calls Manually" later in this chapter.

NOTE: The button labeled **FAX** on the telephone performs the same function as the **Start** button. However, using the **Start** is easier.

Stop Interrupts and stops communication of an incoming or outgoing fax. During a copy operation, this button stops the copying of any remaining pages in the document feeder. If a fax error occurs, pressing this button turns off the **Fax Error** light and tone.

Copy Allows you to copy documents of up to five pages.

The four fax status lights on the panel are:

Power Lights when the unit is on.

Fax Communicating Lights when the fax unit is transmitting or receiving a document.

Replace Paper Lights when the fax unit is out of paper. The fax unit cannot receive transmissions when it is out of paper, but can transmit an outgoing fax. Refer to "Replacing the MERLIN PFC Paper" in Chapter 5, "MERLIN PFC Maintenance and Error Codes," for the procedure to replace the paper roll.

Fax Error Lights when something interferes with transmission or reception. (Refer to "Error Codes" in Chapter 5, "MERLIN PFC Maintenance and Error Codes," for information on the error conditions and codes.) Pressing **Stop** turns off the light and error tone.

NOTE: When all four of the fax status lights are on, the cover of the unit is not properly closed.

Fax System Label Information

Before placing a fax into the Automatic Document Feeder Tray, be sure the tray is opened out showing the two labels attached to the tray. The label Located in the farthest right hand slot on the tray contains the instructions to send a fax for your communications system. Follow the instructions on the label to send a fax transmission.

NOTE: During installation and administration of your MERLIN PFC unit, the MERLIN PFC was configured specifically for your communications system and feature modules. If the MERLIN PFC is moved to another communications system, you may need to readminister the MERLIN PFC and attach a different System Label.

Label A

Use this label to send a fax with the following communications systems:

- MERLIN Plus
- MERLIN 1030/3070 with Feature Module 2, 4, or 5
- MERLIN II (Pooled or Square)
- MERLIN LEGEND (PBX or Key)

To send a fax using Label A:

1. Insert document face down.
2. Lift handset and dial.
3. Listen for tone.
4. Press **Start**.
5. Hang up handset.

Label B

Use this label to send a fax with the following communications systems:

- MERLIN 206/410/820
- System 25
- MERLIN II (Pooled or Square and One Touch Transfer Disabled)
- MERLIN LEGEND (PBX or Key and One Touch Transfer Disabled)

To send a fax using Label B:

1. Insert document face down.
2. Lift handset and dial.
3. Listen for tone.
4. Press **Transfer**.
5. Press **Start**.
6. Hang up handset.

Label C

Use this label to send a fax with the following communications systems:

- MERLIN II (Behind Switch Mode)
- MERLIN LEGEND (Behind Switch Mode)

To send a fax using Label C:

1. Insert document face down.
2. Lift handset and dial.
3. Listen for tone.
4. Press programmed transfer.
5. Press **Start**.

6. Hang up handset.

Label E

Use this label to send a fax with the following communications system:

- MERLIN 1030/3070 with Feature Module 3.

To send a fax using Label E:

1. Insert document face down.
2. Lift handset and dial.
3. Listen for tone.
4. Press programmed conference.
5. Press intercom ring.
6. Press **Start**, then **Hold**.
7. Hang up handset.
8. When transmission is complete, hang up the fax call by selecting the fax line, then lifting and hanging up the handset.

Sending a Fax Using the MERLIN PFC Telephone

To transmit a fax using the MERLIN PFC Telephone:

1. Be sure the Automatic Document Feeder Tray is open and the label "To Send A Fax" is visible.
2. Align the pages in the proper order before inserting them into the Automatic Document Feeder Tray.

NOTE: Do not put more than five pages in the document feeder at a time. If a document with more than five pages needs to be transmitted, add the additional pages, five at a time.

3. Place your document text face down and centered using the Automatic Document Feeder Tray guides (Figure 3-2).

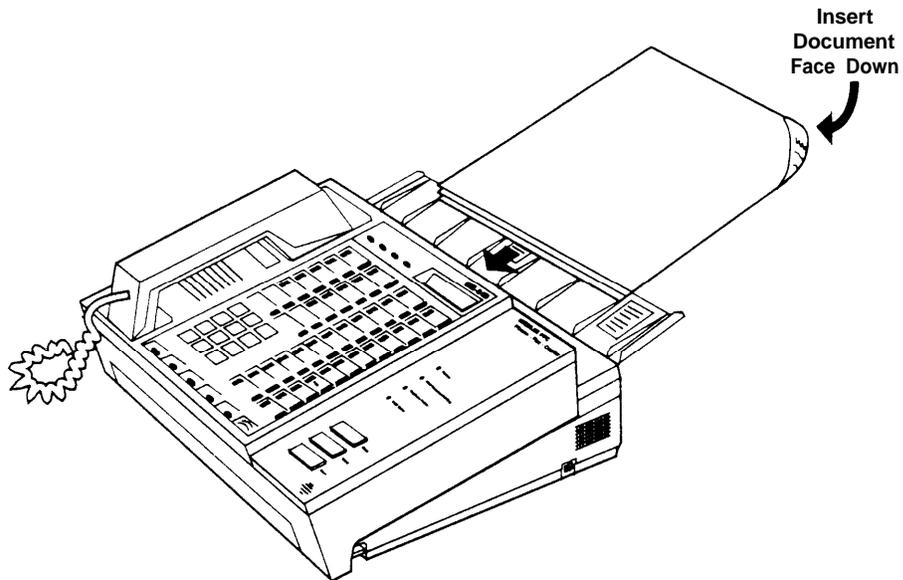


Figure 3-2 Inserting a Document for Transmission

4. Lift the handset or press the **Speakerphone** button and make a telephone call to the receiving fax machine. You can dial the number in any of the following ways:
 - Use the telephone keypad
 - Use a speed dial number
 - Use a programmed auto-dial number
 - Use an intercom or extension number to call another fax machine in your office connected to your communications system. (With a MERLIN Model 206, 410, 820, 1030, or 3070 or MERLIN Plus Communications Systems, you may not make a fax call to an intercom number.)

5. When you hear the distinctive fax reception tone through your handset or Speakerphone, press the proper sequence of buttons (refer to your communications system label on the Automatic Document Feeder Tray) and the **Start** button (Figure 3-3) on the fax panel. Then hang up.

NOTE: If a person answers the fax machine you dial, tell the person you are sending a fax and press the appropriate buttons.

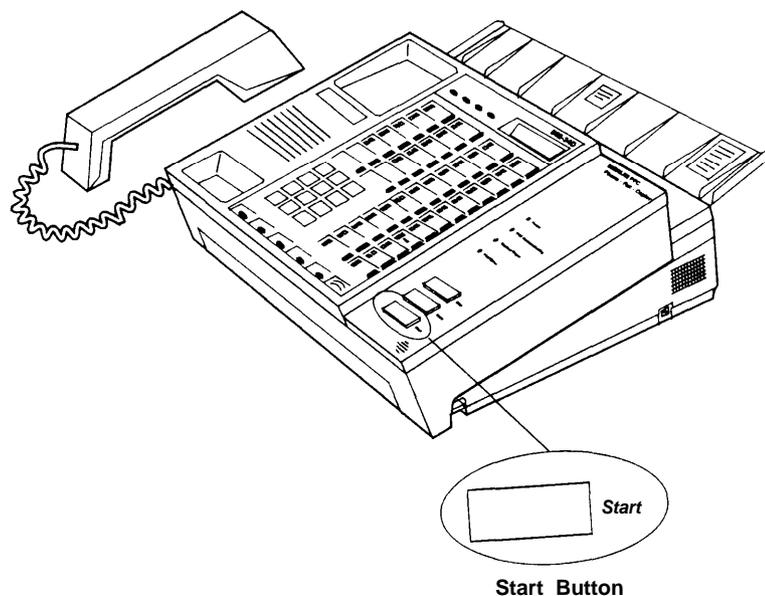


Figure 3-3 Location of the Start Button for Fax Transmissions

MERLIN PFC Fax Transmission Options

In most cases, the factory default settings for the **Resolution**, **Original Doc**, and **TCR** switches do not need to be changed. If necessary, you can adjust the switches for the appropriate setting for the document to be transmitted, or enable the Transmission Check Record switch (Figures 3-4 and 3-5).

3-6 Using the MERLIN PFC Telephone For Fax Communications

Adjusting the MERLIN PFC Resolution Switch

The **Resolution** switch allows you to control the setting of transmissions **only**.

Normal Used for typed documents and allows the document to transmit faster than fine resolution.

Fine Provides greater detail for handwritten messages and detailed images.

NOTE: The resolution of incoming documents is controlled by the transmitting fax machine.

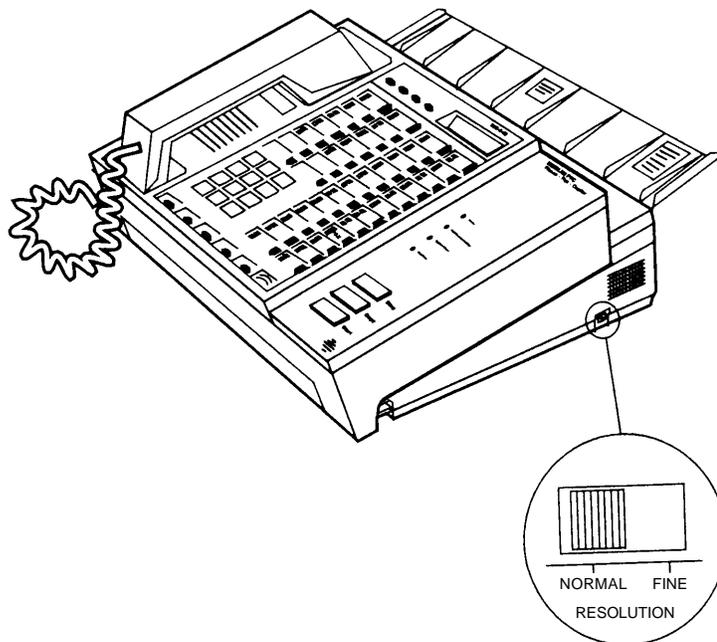


Figure 3-4 Resolution Switch Location

Adjusting the MERLIN PFC Contrast Switch

The **Original Doc** switch allows you to control the contrast of a fax.

- Use the normal contrast setting to transmit normal or dark documents.
- Use the light setting to make light or washed-out documents look darker when printed at the receiving unit.

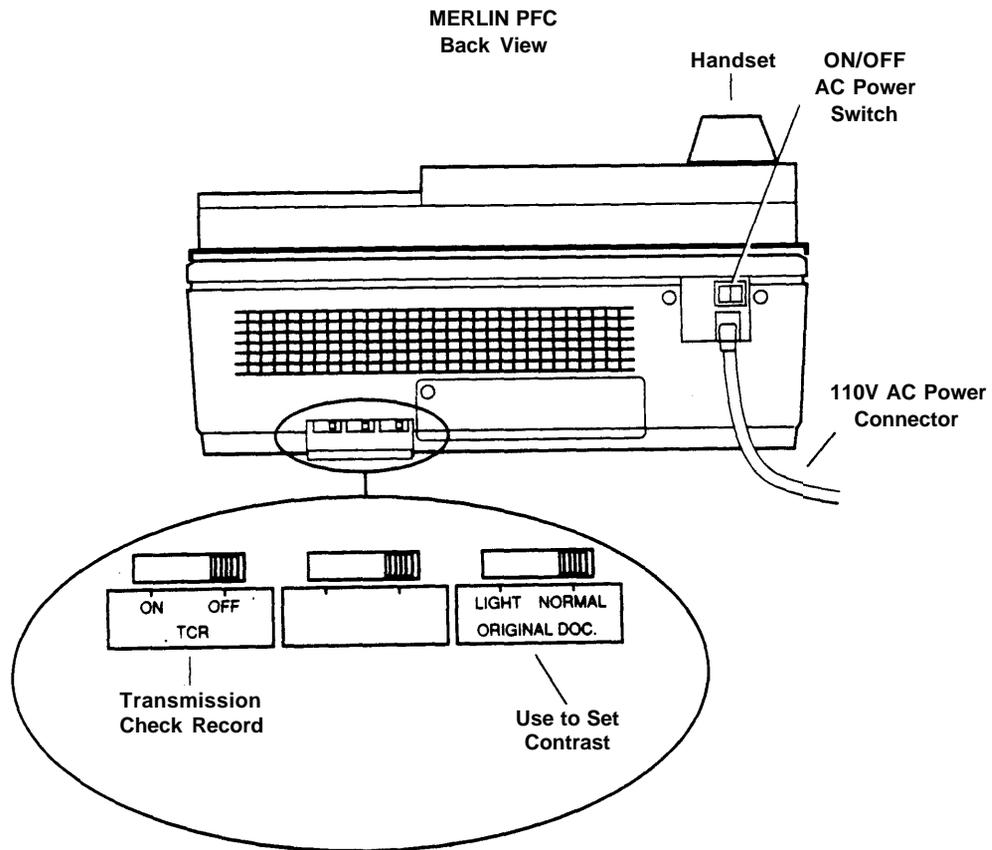


Figure 3-5 Original Doc Contrast and TCR Switch Locations

Printing a Transmission Check Record

If you want to print a Transmission Check Record at the end of sending a fax successfully, you must slide the **TCR** switch (Figure 3-5) on the back of the MERLIN PFC to the ON position. The factory default setting is OFF.

With the TCR switch in the ON position, the MERLIN PFC automatically prints the two line "checkerboard" TCR on a piece of fax paper (Figure 3-6) indicating that the fax was successfully transmitted.

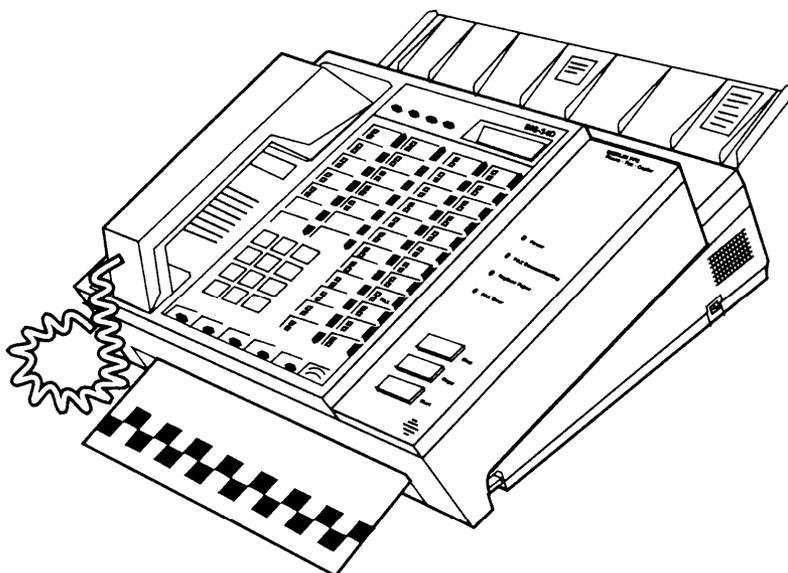


Figure 3-6 Sample Transmission Check Record

Receiving a Fax

NOTE: In order to be able to receive a fax, be sure the Automatic Document Feeder Tray is empty.

The MERLIN PFC Telephone can receive incoming faxes automatically or manually depending on how your communications system is administered. (See the person in charge of your communications system, your System Administrator or your System Manager, for more information about your communications system administration.)

If your communications system is set up for automatic reception, when calls come to your fax number, the MERLIN PFC Telephone automatically answers and begins fax reception.

NOTE: The MERLIN PFC telephone does not ring when a call is coming in to the fax number or extension.

Answering Fax Calls Manually

To answer incoming fax calls manually:

1. Lift the handset or press the **Speakerphone** button to listen to the incoming call.
2. Do one of the following:
 - If the call is from a fax machine, you will hear distinctive fax tones. To receive the fax transmission, follow Step 4 to the end as listed on the "To Send A Fax" label located on the Automatic Document Feeder Tray. (Refer to the section "Fax System Label Information" presented earlier in this chapter.)
 - If the call is from a person at a fax machine, you can begin a conversation and then receive a fax using Step 2 above. You can also receive a fax by instructing people to ask for your fax extension.
 - However, if your MERLIN PFC is connected to a MERLIN Communications System Model 206, 410, 820, 1030, or 3070 or a MERLIN Plus Communications System, you cannot manually answer intercom fax calls from any other fax machine in your office.

Fax Tips for the MERLIN PFC Telephone

The following section contains information that affects the proper and efficient operation of the fax feature of the MERLIN PFC Telephone.

- Do not use fax paper for fax transmissions since this can jam the Automatic Document Feeder.
- Do not transmit pages from a newspaper since newspaper can jam in the document feeder.
- Transmit a document after using correction fluid on it **only after** the fluid is completely dry.
- It is strongly recommended that you use only MERLIN PFC Paper in the unit because the paper is designed specifically for the MERLIN PFC Telephone. It is flake-resistant, bright white, and engineered to provide the best possible image. The paper used in the unit is on a special one-inch core to assure proper and reliable operation as well as reduce paper curl. **Do not use paper** with a core smaller than one inch.
- Do not use a dust cover on the MERLIN PFC Telephone, since a dust cover blocks air circulation and could cause the unit to overheat.
- Leave the MERLIN PFC Telephone power on all the time to receive faxes. The MERLIN PFC Telephone consumes less electricity than a table lamp.
- Temporary loss of power (for example, a power surge, unplugging, or turning the unit off) does not affect stored numbers. The numbers are stored within your communications system, not within the MERLIN PFC Telephone.

4. Using the MERLIN PFC Telephone as a Personal Copier

To use the MERLIN PFC Telephone as a personal copier:

1. Align the pages in the proper order before inserting them into the Automatic Document Feeder Tray.

NOTE: **DO not put more than five pages in the document feeder at one time.** If you have a document with more than five pages that needs to be copied, add the additional pages, five at a time.

2. Place the document text face down and centered using the Automatic Document Feeder Tray guides (Figure 4-1).

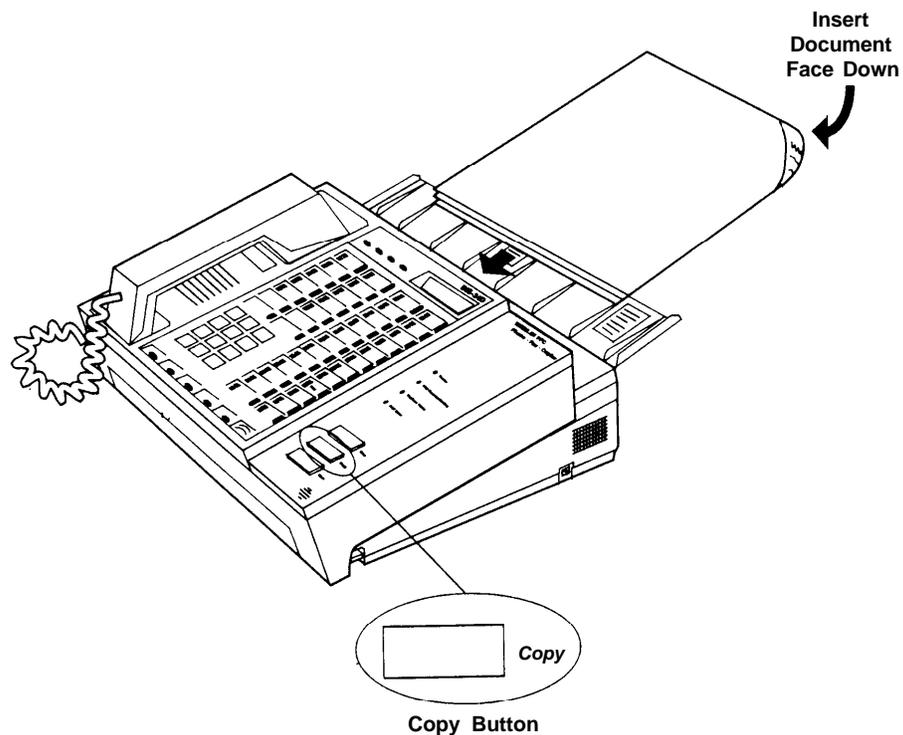


Figure 4-1 Inserting a Document for Copying

3. Press the **Copy** button. The paper to be copied begins to move several seconds after you press the button.

NOTE: Copied documents print in **Fine** resolution.

4. Compare the copied page (or pages) to the original for clarity, resolution, and print density.
5. Adjust the **Original Doc** setting to change the contrast setting, if necessary.

NOTE: If the copy does not print clearly or lines are printed on the copy:

1. Open the MERLIN PFC top cover and wipe the copier glass with a lint-free, soft cloth to clear any residue on the glass.
2. Close the cover **securely** by pressing down **firmly** on both sides of the the top of the MERLIN PFC unit.
3. Recopy the page(s).

5. MERLIN PFC Maintenance and Error Codes

Overview

With proper installation and maintenance, the MERLIN PFC Telephone provides dependable voice and fax service. It is important to remember that the unit contains sensitive electronic parts and that the following precautions apply in maintaining the unit:

- Do not place the unit where it can overheat, gather dust, or get splashed by water or other liquids.
- It is strongly recommended that you use only MERLIN PFC Paper. **Do not use paper with a core smaller than one inch.**

Clearing a Paper Jam

To clear a paper jam:

1. Lift the handset from the cradle and place on a flat surface.
2. To remove a document that has partially entered the Automatic Document Feeder Tray, pull up on the cover release (Figure 5-1) located at the right front side of the unit, or press **Stop** for the paper to recycle through the machine.

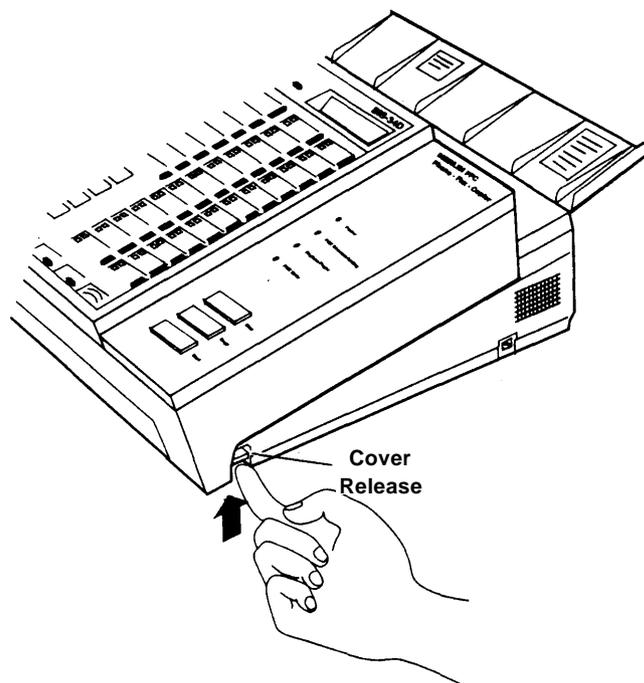


Figure 5-1 Cover Release Location

NOTE: To prevent jams, do not transmit thin or overly wrinkled paper, fax original pages, heavy cardboard or paper, or documents either smaller than 4.7 x 6.5 inches or larger than 8.5 x 15.8 inches.

3. As the cover is opened, a wire support drops down on the left inside of the unit. Be sure to secure this support into the hole located on the left inside base of the unit (Figure 5-2).
4. Use the paper cutter release to remove any MERLIN PFC paper stuck in the cutter.

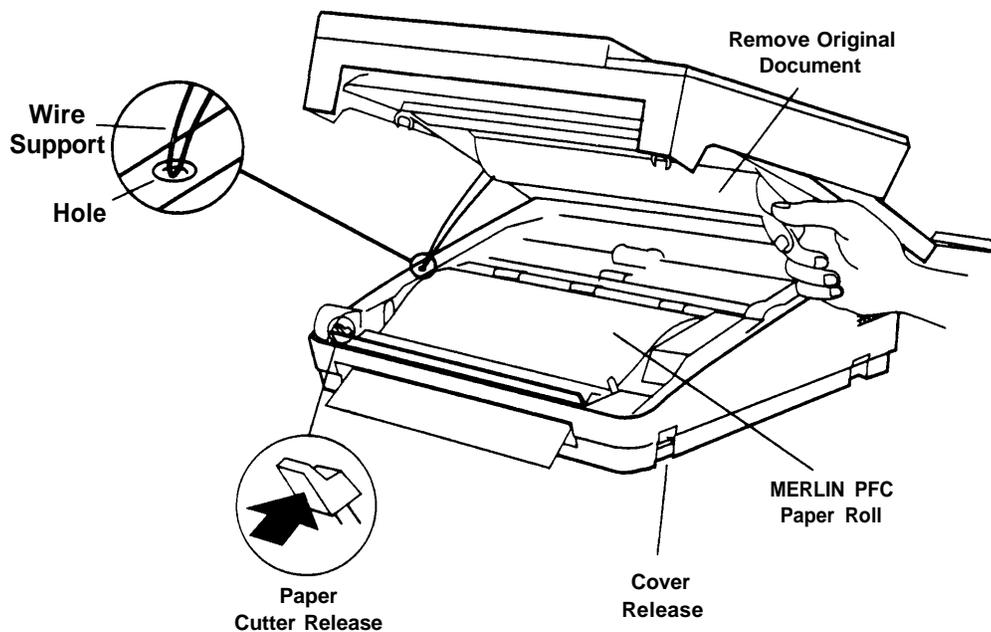


Figure 5-2 Clearing a Paper Jam

5. Reinsert the MERLIN PFC Paper (Figure 5-3).

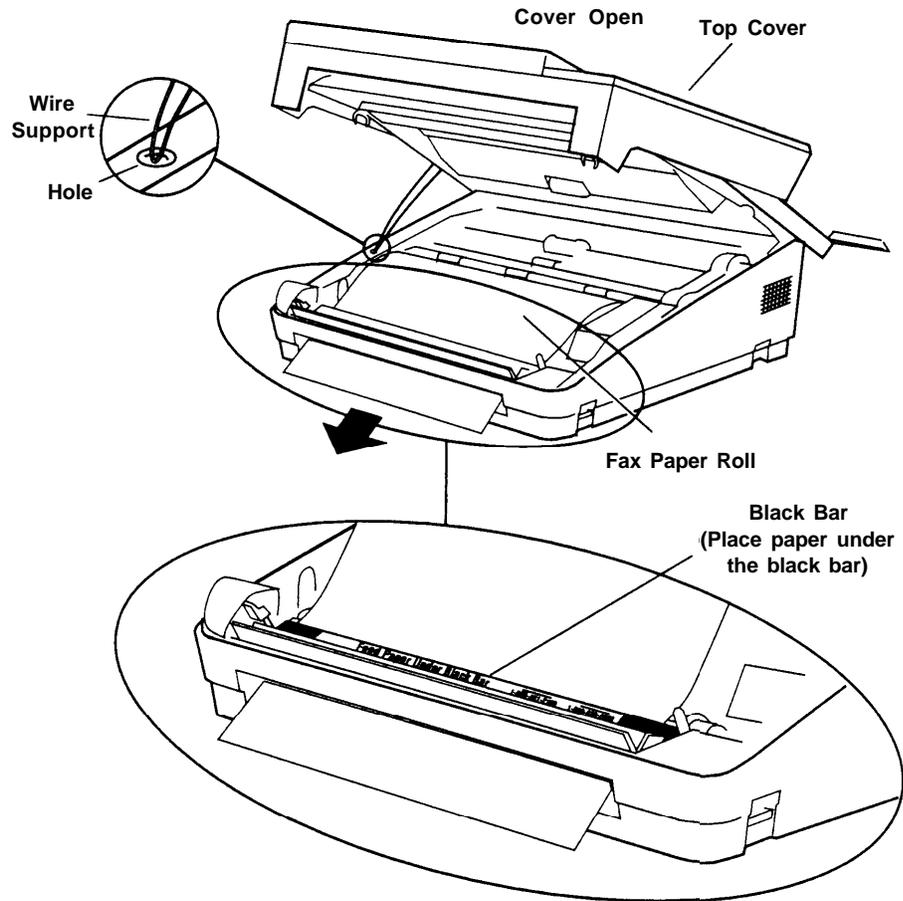


Figure 5-3 Reinserting the MERLIN PFC Paper Roll

6. As you close the cover, fold the wire support in place and close the top of the unit **securely** by pressing down **firmly** on both sides of the cover. The machine automatically feeds and cuts a small amount of paper.

NOTE: If the MERLIN PFC cover is not shut securely, your copied or received fax documents may not print properly.

7. Replace the handset.

Replacing the MERLIN PFC Paper

Replace the MERLIN PFC Paper when:

- The Replace Paper light is on (replace immediately).
- A red line is displayed on the side of your recording paper. This occurs when fewer than five feet of paper remain (enough for about five pages).
- A black end-of-paper line is displayed at the end of the roll.

To replace the MERLIN PFC Paper roll:

1. Lift the handset from the cradle and place on a flat surface.
2. Pull up on the cover release at the right side front of the unit (Figure 5-1).
3. As the cover is opened, a wire support drops down on the left inside of the unit. Be sure to secure this support into the hole located on the left inside base of the unit (Figure 5-3).
4. Place the MERLIN PFC Paper in its paper well so it unrolls from the top of the roll.
5. Feed the paper roll under the black bar (Figure 5-3).

NOTE: It is recommended that you use **only MERLIN PFC Paper**. MERLIN PFC Paper has been specifically designed for the product and provides quality fax prints. Other fax paper may not fit and can leave fibers, chaff, and dust that accumulate and damage the printhead. **Do not use paper with a core smaller than one inch or with more than 66 feet of paper.**

6. As you close the cover, fold the wire support in place and close the top of the unit **securely** by pressing down **firmly** on both sides of the cover. The machine automatically feeds and cuts a small amount of paper.

NOTE: If the MERLIN PFC cover is not shut securely, your copied or received fax documents may not print properly.

7. Replace the handset.

Error Codes

The MERLIN PFC Telephone is Group 3 compatible and communicates reliably with millions of other Group 3 fax machines in use domestically and internationally. From time to time, however, the unit can encounter a problem during transmission or reception. When it does, the unit prints an error code to explain why communication was unsuccessful.

The MERLIN PFC Telephone's error codes print in bar symbols rather than in numbers. The printed error code consists of two lines with one to four black bars per line. To interpret the error codes, hold the paper facing you and count the number of bars on the top line and then the number of bars on the bottom line. As you hold the fax paper, note that reception error codes are printed flush with the left side of the paper and transmission errors are printed at the middle of the paper.

For example, if an error code has three black bars followed by one black bar, this error code is 3.1 (a Transmission Error Code).

Figure 5-4 illustrates a sample error code sheet with a 3.1 (a Transmission Error Code) and 3.2 (a Reception Error Code).

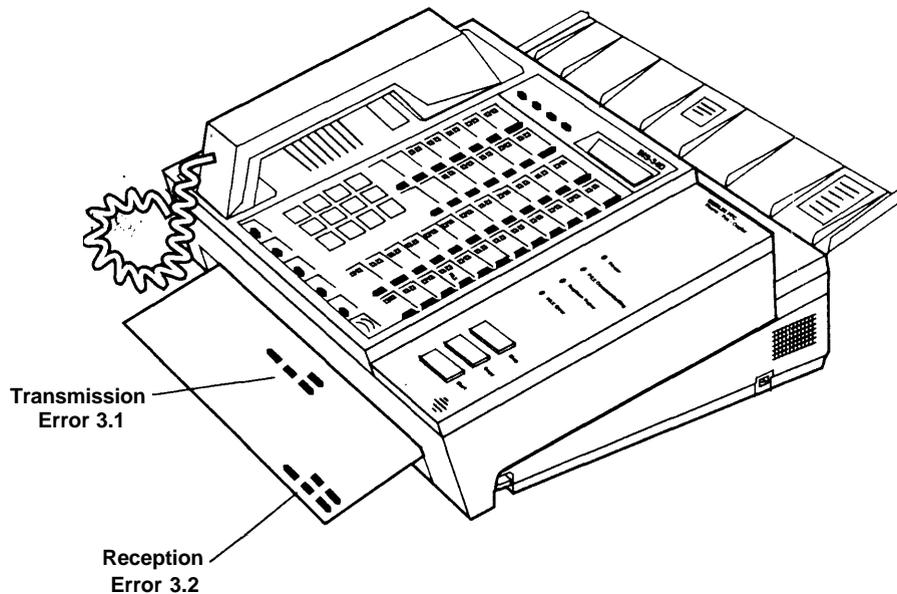


Figure 5-4 Sample Error Codes

Reception Error Codes

- 1.1 The MERLIN PFC Telephone could not begin fax communication. Common causes include: the caller may have hung up or a wrong number may have reached the MERLIN PFC Telephone; the fax machine calling your unit is not compatible with modem Group 3 communication, or it is compatible but limits its communication to units presenting a special password.
- 1.2 The fax machine that called your unit is not compatible with Group 3 communication.
- 2.3 Telephone line conditions, or trouble at the transmitting unit prevented proper communication.
- 3.2,3.3 The fax machine that called your unit is not compatible with Group 3 communication or has a problem with its document feeder and cannot transmit some or all of its pages to your unit.
- 3.4,4.1 Telephone line conditions may have prevented some or all of the transmission from being printed by your unit.
- 4.2 The telephone line disconnected before the MERLIN PFC Telephone and the remote fax machine could end communication. You may have received none or only a part of the intended transmission. Telephone line conditions or a problem with the remote fax machine could be the cause.

Transmission Error Codes

- 1.1 The remote fax machine did not respond properly to the unit and may not be working. Call the operator of the remote unit or try the call again.
- 2.1 Telephone line conditions prevented fax communication. The remote fax machine may have received none or only a part of the intended transmission. Try the call again.
- 2.3 The MERLIN PFC Telephone could not establish communication with the remote unit possibly due to poor telephone line conditions. Try the call again.
- 3.1 The MERLIN PFC Telephone detected a document feeder error during transmission. The remote fax machine may have received none or only a part of the intended transmission. Carefully reinsert the document into the feeder and try again.
- 4.1 Line conditions caused the telephone connection between the MERLIN PFC Telephone and the remote fax machine to be broken, or the receiving unit ran out of recording paper and cannot receive incoming messages. Try the call again. If the message is repeated, call the operator of the remote fax machine.
- 4.2 Adverse telephone line conditions developed after the start of transmission. The remote fax machine may have received none or only part of the intended transmission. Try the call again.

Appendix A. Limited Warranty and Limitation of Liability

AT&T warrants you the customer, that your MERLIN PFC product will be in good working order on the date AT&T delivers the set ("Warranty Date"). If you notify AT&T within one year of the Warranty Date that your set is not in good working order, AT&T will without charge to you, repair or replace the set. Repair or replacement parts may be new or refurbished and will be provided on an exchange basis. If AT&T determines that your set cannot be repaired or replaced, AT&T will remove the set and, at your option, refund the purchase price of your set, or apply the purchase price towards the purchase of another AT&T telephone set or facsimile machine. If you have any questions about the service AT&T will provide for your set, please call AT&T at **1 800 628 2888**.

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- (2) unauthorized set modification, movement or alteration;
- (3) abuse, misuse, or negligent acts or omissions of the customer and persons under the customer's control; or
- (4) acts of third parties and acts of God.

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