OPERATING INSTRUCTIONS

Panasonic

Plain Paper Fax with 2-Line
Digital Answering System

Model No. **KX-F1200**
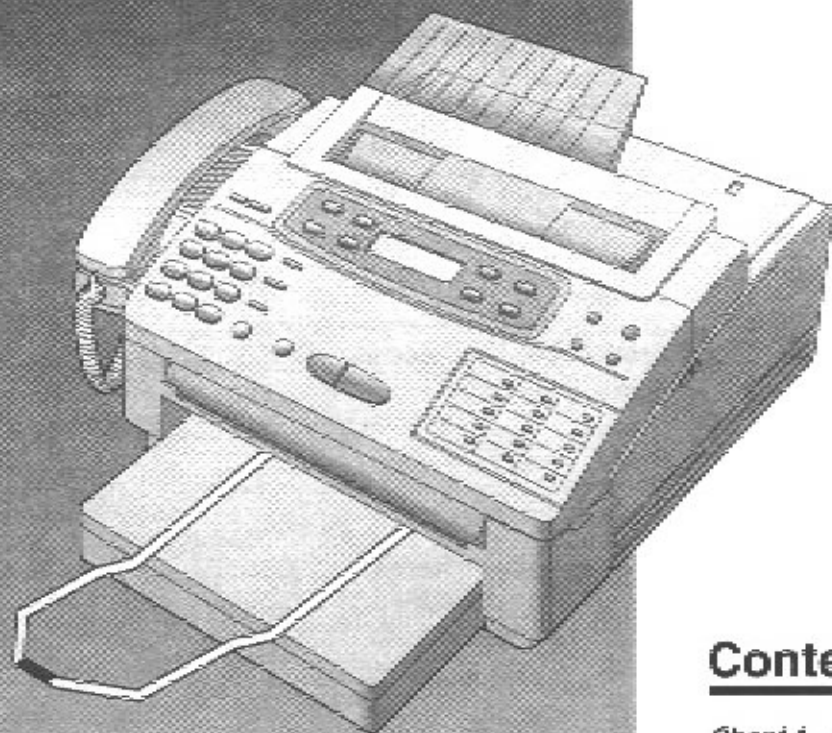
Please read these Operating Instructions before
using the unit and save for future reference.

**FOR OPERATION ASSISTANCE,
CALL 1-800-HELP-FAX**

Contents

Thank you for purchasing the Panasonic Telephone Answering System with Facsimile.

Things you should keep records of

┌───┐
│   Attach your sales receipt here   │
└───┘

For your future reference

Date of purchase

Serial No.

(found on the rear of the unit)

Dealer's name and address

Dealer's telephone number

Caution:
- The telephone Consumer Protection Act of 1991 requires to clearly state the following information in the margin on the top or bottom of at least the first page of the transmission when sending any message via a telephone facsimile machine.
  —Date and time of transmission;
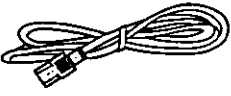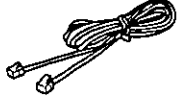 —Identification of the business or other entity, or other individual sending the message;
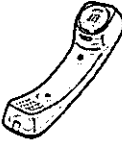 —Telephone number of the sending machine, business, other entity or individual.
  To program this information into your unit, you must complete the steps on pages 15 and 17.
- Note that the images of copied or received documents will remain on the used film. When disposing of the used film, use discretion.
- Do not rub the printed side or use an eraser on the printed side, as it may smear.
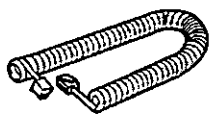
Included accessories (To order, call toll free 1-800-332-5368.)

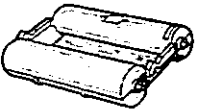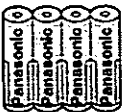| Power cord ...... 1 pc.	4-wired telephone line cord with green plugs .... 1 pc.	2-wired telephone line cord with transparent plugs .... 1 pc.	Handset........... 1 pc.	Handset cord ... 1 pc.
PQJA200Z (p. 11)	PQJA48W (pp. 11, 12)	PQJA59V (p. 12)	PQJXD0105Z (p. 11)	PQJA212M (p. 11)
Document feeder tray .... 1 pc.	Document stacker .... 1 pc.	Film cartridge .. 1 pc. (pp. 6, 85) —The included film is 30 meters.	AA (R6, UM-3) size battery .... 4 pcs. (p. 7)	Paper cassette .... 1 pc. (p. 8) PQZE2F1000M (Cover) PQZE1F1000M (Tray)
PQKS10011Z (p. 10)	PQZSF1000M (p. 10)			

- If any items are missing, check with place of purchase.
- The part numbers listed above are subject to change without notice.
- Save the original carton and packaging.

© 1995 Kyushu Matsushita Electric Co., Ltd. All Rights Reserved.

Table of Contents

Features of this 2-line system

The KX-F1200 can use two telephone lines allowing you to hold a voice conversation on one line, and send/receive a fax message or receive a voice message on the other line. In addition, both lines can be used to hold a conference call with two parties. Below are illustrations showing how the system can be used.

In the illustrations, the label "Telephone" means voice conversation, the label "Facsimile" means sending or receiving a fax document, and the label "Answering device" means receiving and recording a voice message.

KX-F1200		Other party
Telephone	LINE 1	Telephone
Facsimile	LINE 2	Facsimile

KX-F1200		Other party
Answering device	LINE 1	Telephone
Telephone	LINE 2	Telephone

KX-F1200		Other party
Facsimile	LINE 1	Facsimile
Telephone	LINE 2	Telephone

Conference call

KX-F1200		Other party
Telephone	LINE 1 & 2	Telephone
		Telephone

▬▬▬▬ : Line in use

▬ ▬ ▬ ▬ : Possible communication
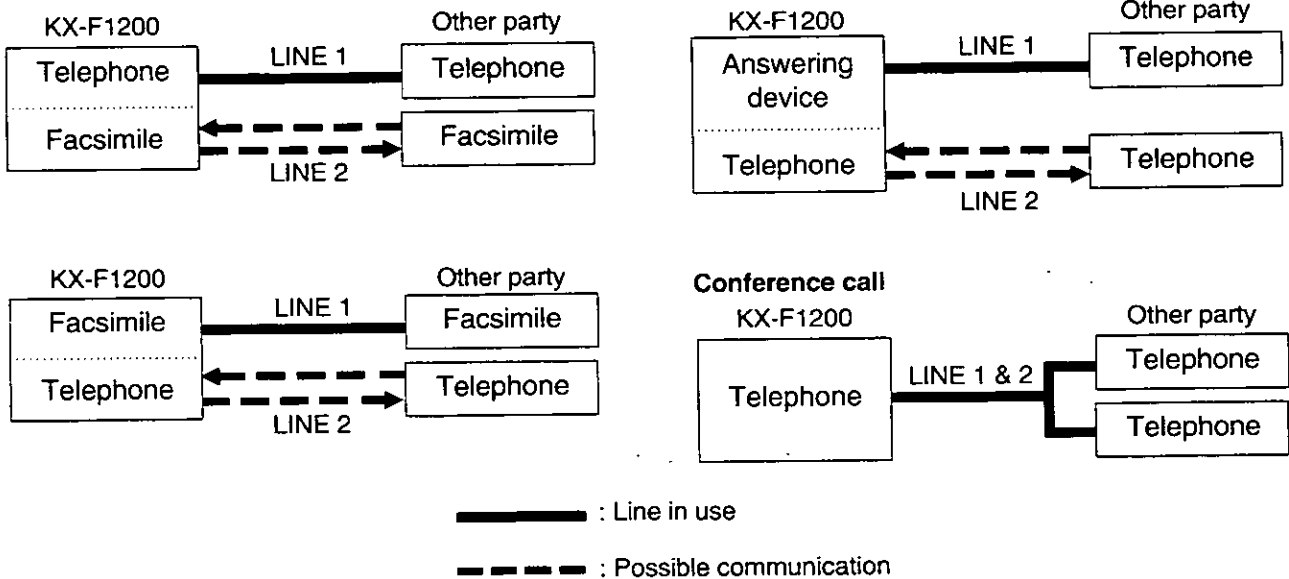
Important:
If one line is busy recording a voice message or sending/receiving a fax, the other line can only be used for voice communication. If the line not in use has been set to automatically answer incoming calls (set to ANS/FAX or FAX mode), it will play a "busy message" if an incoming call is received. After playing the message, the line will be disconnected.

KX-F1200		Other party
Facsimile	LINE 1	Facsimile
Busy message	LINE 2	Telephone or Facsimile

(ANS/FAX or FAX mode)

KX-F1200		Other party
Answering device	LINE 1	Telephone
Busy message	LINE 2	Telephone or Facsimile

(ANS/FAX or FAX mode)

▬▬▬▬ : Line in use

───── : Impossible communication
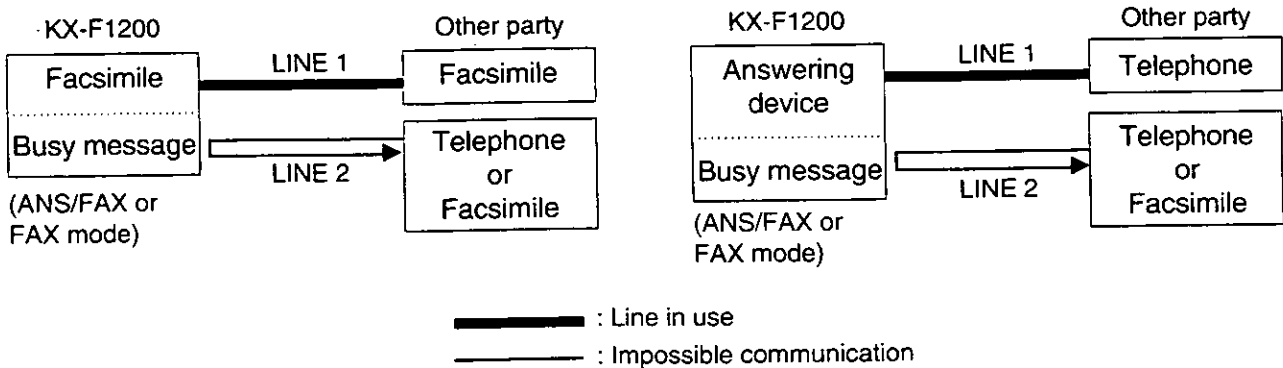
What is the busy message?
The busy message is a pre-recorded message requesting the calling party to call back later. The message is as follows: "Hello, no one is available to take your call now, and our machine is busy on another call. Please call back in a few minutes. Thank you." If you wish to turn this message off, you can program the unit to not answer the second call when one line is busy sending/receiving a fax or recording a voice message (see page 62).

Note:
Line 1 and line 2 in the drawings on this page are examples. Therefore, the lines can be reversed. (E.g. line 1 can be line 2, vice versa.)

Auto line selection

The unit will automatically select a free line when you lift the handset or press (SP-PHONE). Line 1 is given priority over line 2 when both lines are free. When a line is ringing, that line will automatically be selected when you lift the handset or press (SP-PHONE). The line selection mode can be programmed separately for telephone and fax calls (see page 63). Regardless of the line selected, you can directly select either line 1 or 2 by pressing (LINE 1) or (LINE 2) before making or answering a call.

Explanation of line indicators

(LINE 1), (LINE 2) and indicators

Line indicator	Line condition
Off	The line is free.
Flashing quickly (Red)	Receiving an incoming call.
On (Green)	The line is selected.
On (Red)	When a telephone on the same line is in use, or when the answering device or facsimile is in use.
Flashing (Green)	The call is on hold.
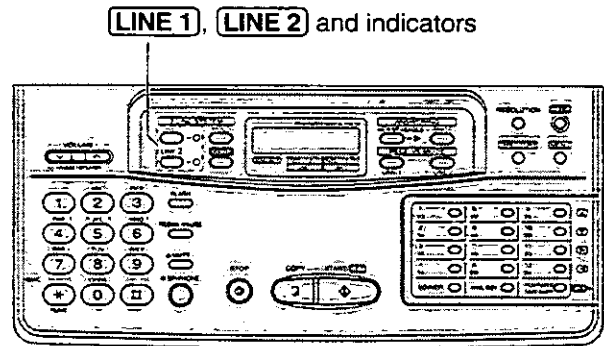
Distinguishable ringer

There is a difference between the ringer sound of line 1 and line 2.
You can control each ringer volume separately (see page 18).

Independent receive mode

This unit has three types of receive modes; ANS/FAX, FAX and TEL mode. Each receive mode can be set independently on line 1 and line 2. For further information about receive modes, and how to select the desired mode, see page 20.

Installing the film cartridge
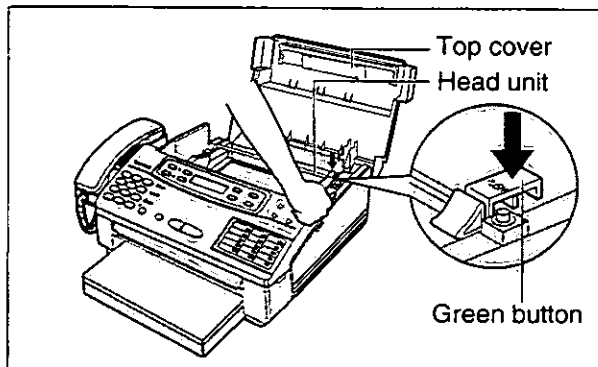
1 Open the top cover.

2 Press the green button on the right marked "PUSH" and lift up the head unit.
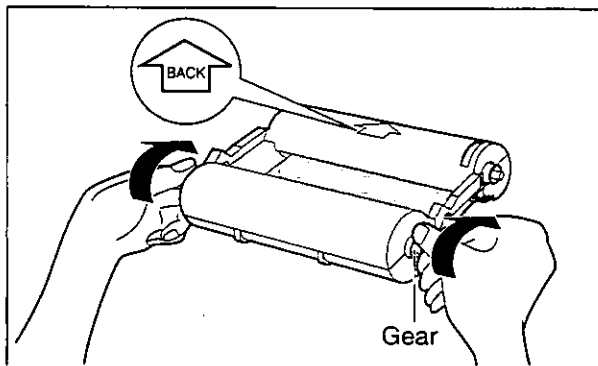
3 Place the cartridge with the "BACK" indicator facing up and tighten the film by winding the gears if there is slack.

Incorrect	Correct
◎ ◎	◎ ◎
Slack	
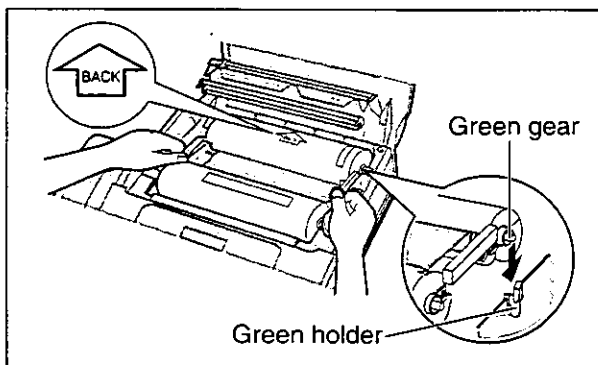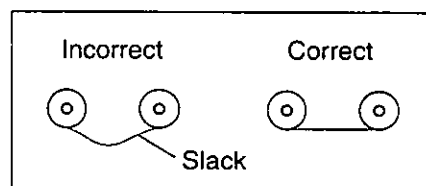
4 Place the "BACK" side of the cartridge into the unit, by inserting the pins on the sides of the green gears into the green holders. Then lower the front of the cartridge into place.
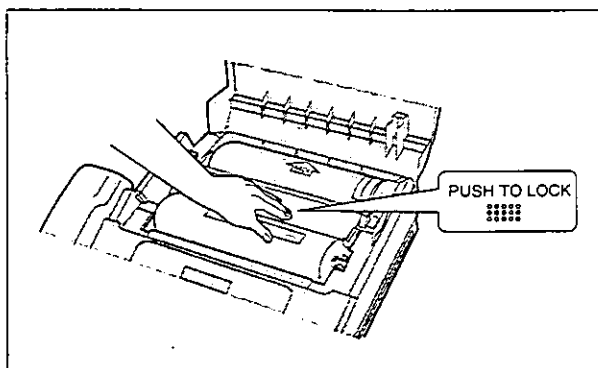
5 Press the head unit down firmly to lock in place.

6 Close the top cover securely by pushing down on both sides.

Note:
Because the length of the included film is 30 meters, it is recommended to purchase 200 meter length film for replacement soon. See page 85.

Installing the batteries

Batteries are required to retain greeting and incoming voice messages in memory when the power cord is disconnected or during a power failure. Install four AA batteries (supplied) before setting up the unit.
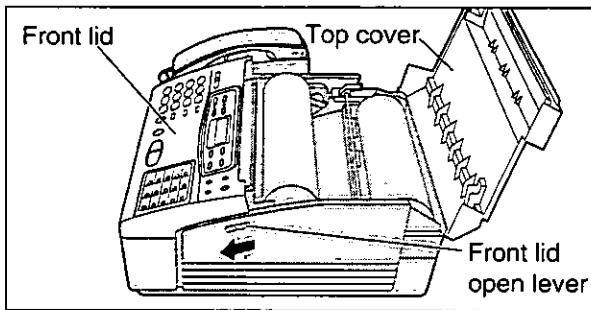
1 Open the top cover, then open the front lid by sliding the front lid open lever towards you.
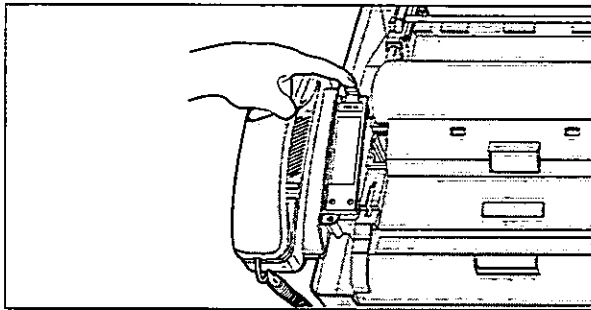
2 Remove the battery compartment cover by pulling the release hook towards you and lifting the cover up.
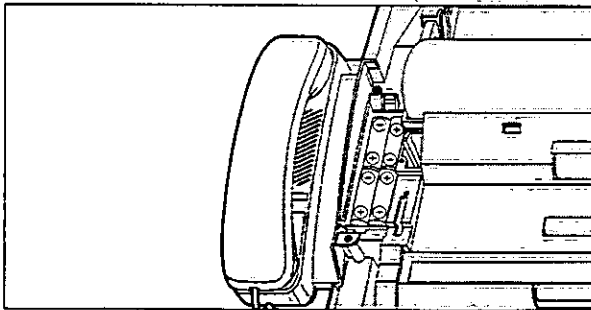
3 Install four batteries into the compartment maintaining correct polarity (+, –).
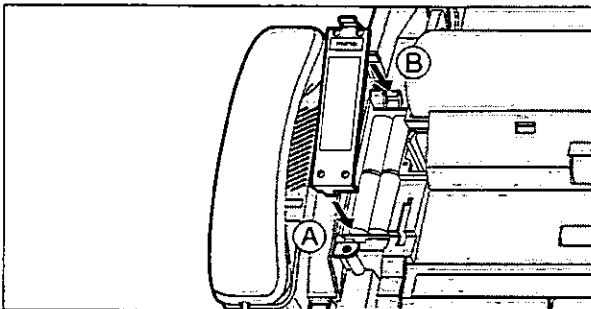
4 Replace the battery compartment cover by;
Ⓐ Insert the tab of the cover into the hole.
Ⓑ Press down the area marked "PRESS" until the cover clicks into place.

5 Close the front lid securely by pushing down on both sides, then close the top cover.

Note:
•Message retention time during a power failure is approximately 1 day with new batteries.
•Install new batteries when the display shows "BATTERY LOW".
•To avoid losing the greeting and all voice messages saved in memory, the power cord must remain connected when replacing batteries.
•Disconnect the telephone line cord before opening the battery compartment cover.
•Replace all of the batteries once a year, or mis-operation may occur.
•For further information about batteries, see page 81.

Installing the paper cassette

You can use letter size or legal size paper. The paper cassette can hold up to 250 sheets of 75 g/m² (20 lb.) paper. Use 60 to 90 g/m² (16 to 24 lb.) paper.

Paper cassette cover

Partition

Limit mark

↓UPPER LIMIT↓

Clip

PULL UP
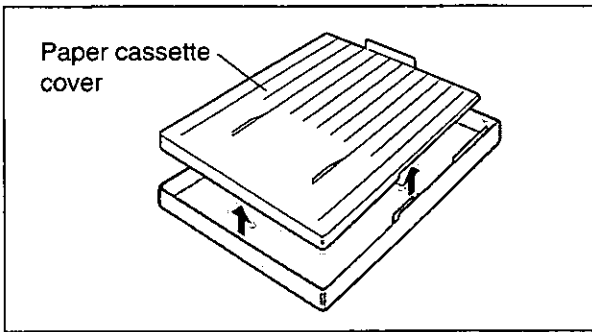
1 Open the paper cassette cover.

●When removing the paper cassette from the unit, lift it up slightly (Ⓐ) and pull it towards you (Ⓑ).
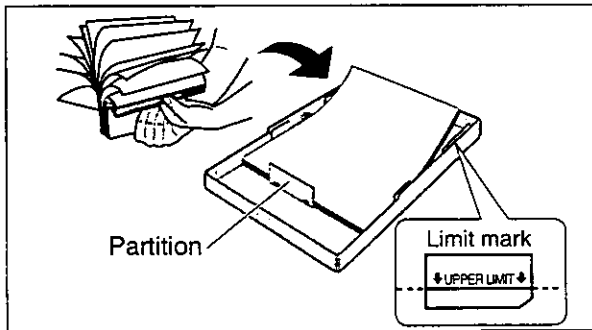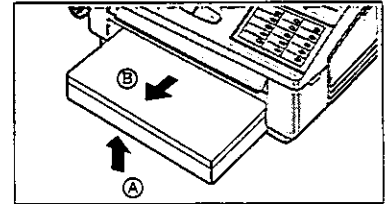
2 Fan the stack of paper to avoid a paper jam.

3 Insert the paper by aligning the paper edges with the partition.

●Most paper has instructions recommending which side to print on. Insert the paper with the print side down.
●The height of the paper should not exceed the limit mark on the paper cassette or it may cause a paper jam.
●When using legal size paper, see page 9.
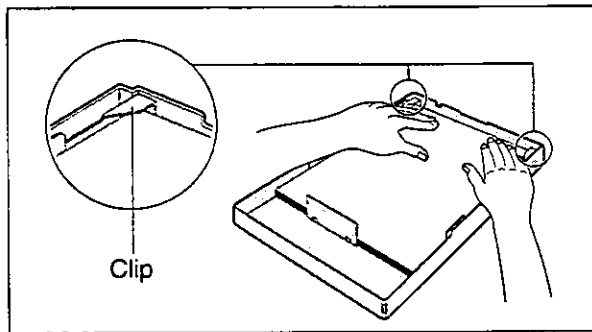
4 Push down the opposite edges so they are secured under the clips.

Correct   Incorrect
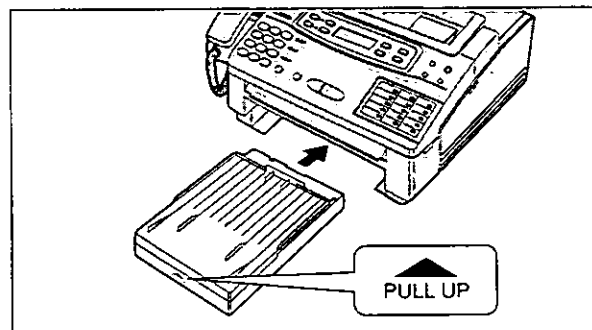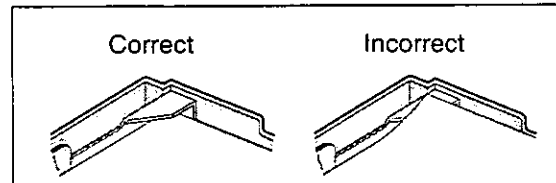
5 Close the paper cassette cover and insert the paper cassette into the unit until it clicks into place.

Using legal size paper
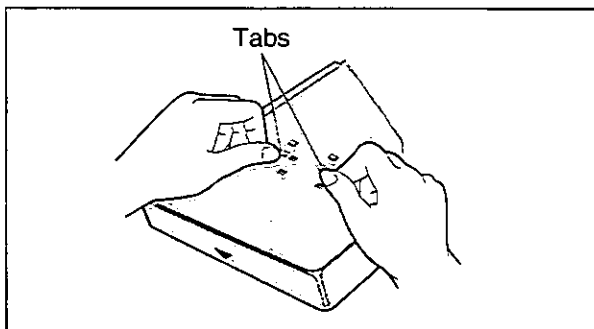
Tabs

1 Turn over the cassette and remove the partition by pushing the lower two tabs of the partition.

Partition
Tab
Slot
LGL
(A)
(B)
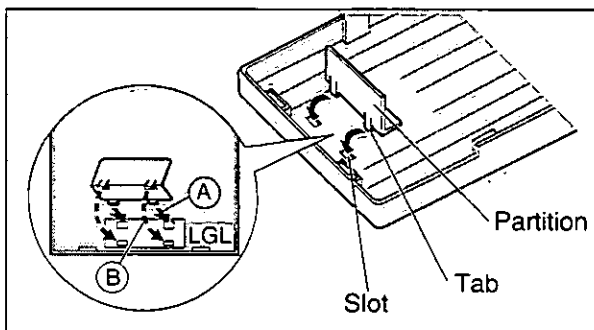
2 Turn over the cassette and install the removed partition by inserting the two tabs into the upper slots (marked as LGL) ((A)), and then the other two tabs into the lower slots ((B)).

3 Insert the paper.

Note:
•Do not insert paper of different thickness into the cassette at the same time. This may cause a paper jam.
•Avoid extremely smooth or shiny paper that is highly textured. Also avoid paper that is coated, damaged, wrinkled, or paper with a cotton and/or fiber content that is over 20 %.
•Avoid used paper for double-sided printing.
•Do not use paper printed with this unit for double-sided printing with other copiers or printers, or a paper jam may occur.

Installing the document stacker
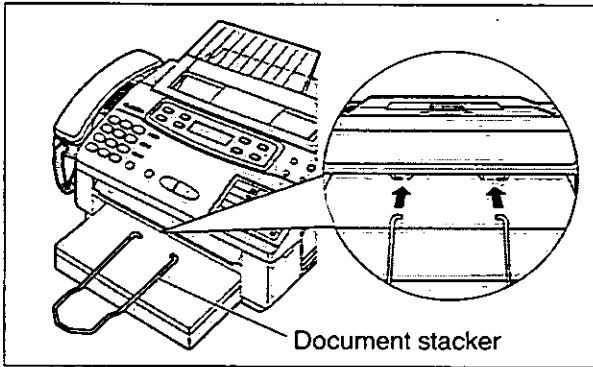
Insert the document stacker with the bent side facing up until it clicks into place.

Helpful hint:
To extend the document stacker, pull it towards you until it clicks into place.
To save space, slide the document stacker into the unit until it clicks into place.

Document stacker

Installing the document feeder tray

Tray fin
Slot
Document feeder tray
Holder
(A)
(B)
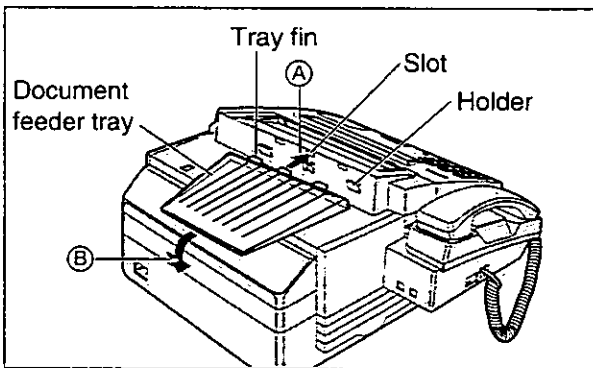
1 Insert the three tray fins into the slots of the unit (ⓐ).

2 Press down the tray to place it on the two holders (ⓑ).

Connections

Connecting the power cord and handset, and setting the dialing mode

Power socket

Handset

Handset cord

Power cord

Power outlet
(120 V, 60 Hz)

Dialing mode switch:
Set to TONE.
—If you cannot dial, set
to PULSE.

DIALING MODE

TONE ⏻ PULSE
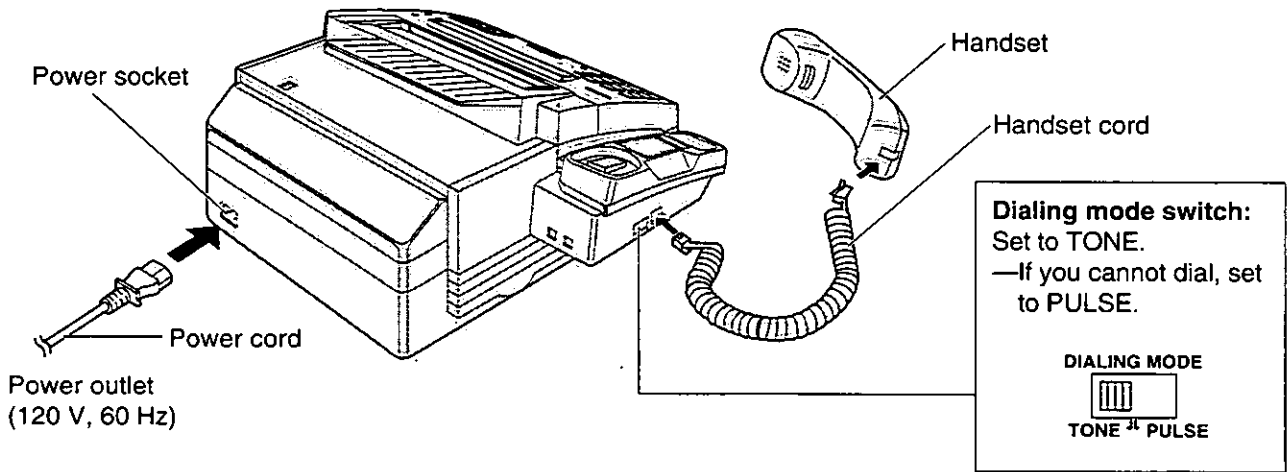
Note:
•We recommend the use of an exclusive power outlet to avoid interference from other equipment.
•When you operate this product, the power outlet should be near the product and easily accessible.
•The unit will not function during a power failure.
•For additional equipment protection, we recommend the use of a surge protector. The following types are
available: TELESPIKE BLOK MODEL TSB (TRIPPE MFG. CO.), SPIKE BLOK MODEL SK6-0 (TRIPPE MFG.
CO.), SUPER MAX (PANAMAX) or MP1 (ITW LINX).
•If the unit is connected to the same line as other extensions, do not use other extensions during fax transmission
and reception. Image quality will be affected.

Helpful hint:
If assistance is needed, press (HELP). The unit
will print a quick reference.

HELP
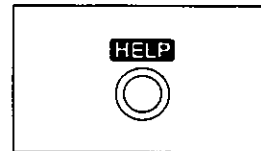
Connecting telephone line cord(s)

To connect to a two-line telephone jack (RJ14C)

4-wired telephone line cord
with GREEN plugs

Line jack

LINE1/LINE2 LINE2

GREEN
plug

Two-line telephone jack
(RJ14C)
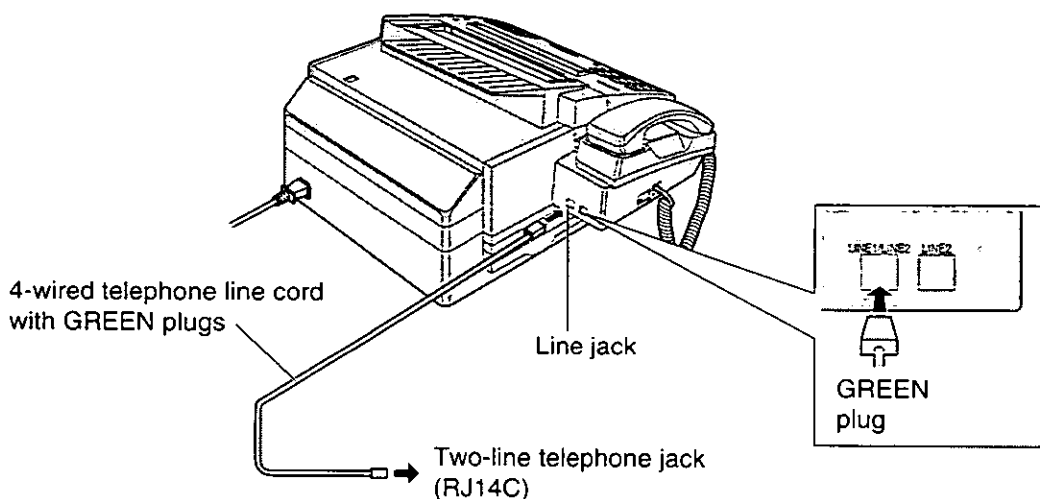
Connecting telephone line cord(s) (cont.) _____

To connect to two single-line telephone jacks (RJ11C)

2-wired telephone line cord
with TRANSPARENT plugs

Line jack

4-wired telephone line
cord with GREEN plugs

TRANS-
PARENT
plug

GREEN
plug

→ **LINE 2**

Single-line telephone jack (RJ11C)

→ **LINE 1**
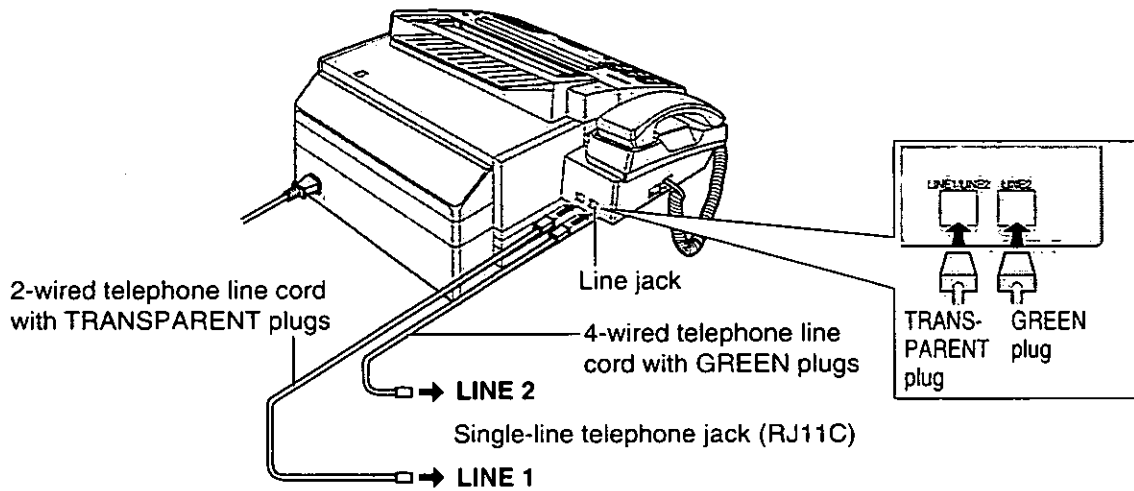
Using the unit as only a single-line telephone/facsimile

If you use the unit as a single-line telephone/facsimile, set the line usage selection (see page 64).

2-wired telephone line cord with
TRANSPARENT plugs

Line jack

TRANS-
PARENT
plug

→ Single-line telephone jack
(RJ11C)

Location of controls

Front view

Document entrance

Document feeder tray (p. 10)

Document guide(s) (p. 24)

Speaker (p. 18)

Microphone (pp. 19, 21)

Recording paper exit

Paper cassette (p. 8)

Document stacker (p. 10)

Front lid open lever (p. 7)

Document exit

Visual film indicator: shows the approximate amount of remaining film.

FULL   FILM ◄ INDICATOR

FILM ◄ INDICATOR   EMPTY

When the film indicator points to the position in the illustration above, the remaining film produces approx. 70 letter size documents. Prepare a new film or film cartridge for replacement.

Note:
The visual film indicator will show "FULL" when a new 200 meter film is installed. When the included film cartridge (30 meter roll film) is installed, the indicator will not show "FULL".

Control panel

RECEIVE MODE-LINE 1 button (p. 20)

RECEIVE MODE-LINE 2 button (p. 20)

MENU button (p. 15)

VOLUME buttons (p. 18)

HOLD button (p. 22)

ERASE button (p. 31)

RESOLUTION button (p. 24)

LINE 2 button (p. 5)

CONF button (p. 23)

NEW MESSAGES button (p. 30)

DIRECTORY button (pp. 35, 36)

LINE 1 button (p. 5)

Display panel

HELP button (p. 11)

Dial keypad

STOP button

START/SET button (pp. 15, 24)

MAIL BOX button (pp. 31, 47)

TONE button (p. 66)

FLASH button (p. 66)
REDIAL/PAUSE button (pp. 21, 66)
MUTE button (p. 21)
SP-PHONE button (pp. 21, 37)

COPY button (p. 33)

Direct call stations (p. 34)

LOWER button (p. 34)

FILM/PAPER SAVE button (p. 56)

SELECT button (p. 19)

RINGER-LINE 1 button (p. 18)

REC button (p. 19)

RINGER-LINE 2 button (p. 18)

CHECK button (p. 19)

SKIP button (p. 30)

REPEAT button (p. 30)

ALL MESSAGES button (p. 30)

MEMO/2WAY REC button (pp. 31, 32)

2. Initial Preparation

Before using your unit, program the following:
- Current date and time
- Your logo
- Your facsimile telephone number

This information will be printed on the top of each page transmitted from your unit.

Setting the date and time

1 Press (MENU).

> SYSTEM SET UP

2 Press (#), then (0)(1).

> SET DATE & TIME

3 Press (START/SET).

4 Enter the correct month/day/year/hour/minute by selecting each 2 digits.
Then press (*) for AM or press (#) for PM.

Example: Aug. 10 1995, 3:00PM
Press (0)(8) (1)(0) (9)(5) (0)(3) (0)(0), then press (#) for PM.

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)
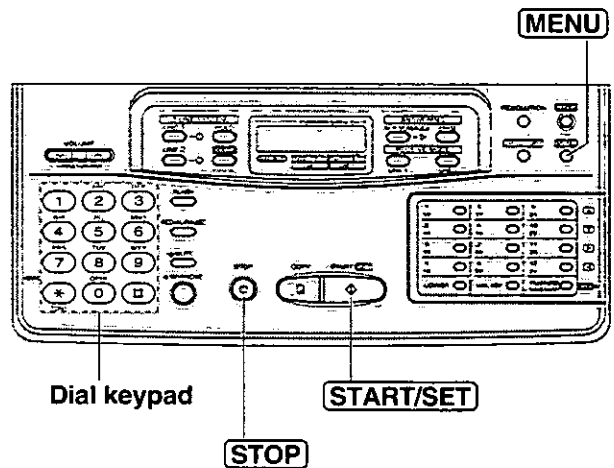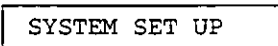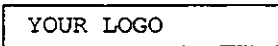
(STOP)

Note:
- When you make a mistake while programming, press (STOP) then make corrections.
- The accuracy of the clock will be approximately ±60 seconds a month.

Setting your logo

Usually the logo is a company, division or personal name in an abbreviated form.

1 Press (MENU).

> SYSTEM SET UP

2 Press (#), then (0)(2).

> YOUR LOGO

3 Press (START/SET).

> LOGO=

4 Enter your logo up to 30 characters.
(The preset logo will be cleared.)

- Refer to the instructions on page 16.

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)
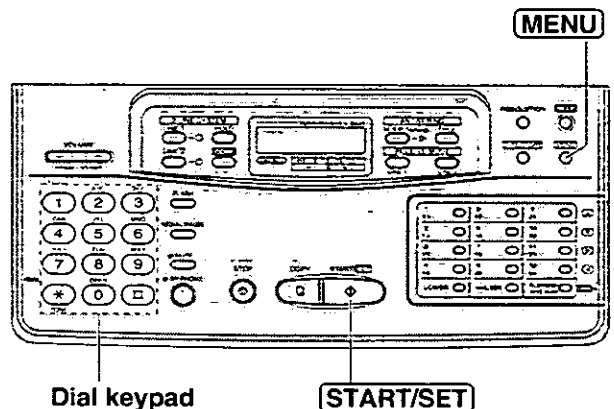
How to enter characters and symbols

The dial keypad and the direct call stations can be used as character input keys and command keys.
Pressing **0–9** and **direct call station 1** will alternately select a character as shown below.

Keys	Number of times												
	1	2	3	4	5	6	7	8	9	10	11	12	13
(1)	1	[	]	{	}	+	−	/	=	,	.	_	'
(2)	A	B	C	a	b	c	2						
(3)	D	E	F	d	e	f	3						
(4)	G	H	I	g	h	i	4						
(5)	J	K	L	j	k	l	5						
(6)	M	N	O	m	n	o	6						
(7)	P	Q	R	S	p	q	r	s	7				
(8)	T	U	V	t	u	v	8						
(9)	W	X	Y	Z	w	x	y	z	9				
(0)	0	(	)	<	>	!	"	#	$	%	&	¥	
1/13 ○	:	;	?	|	*	@	^	'	→				
2/14 ○	INSERT key (Used to insert one character or one space.)												
5/17 ○	SPACE key (Used to replace one character with a space.)												
6/18 ○	DELETE key (Used to delete one character.)												
11/23 ○	▶ key (Used to move the cursor to the right.)												
12/24 ○	◀ key (Used to move the cursor to the left.)												

For example, when entering "Mike" as your logo:

1 Press 6, then press direct call station 11.

```
LOGO=M▮
```

2 Press 4 six times, then press direct call station 11.

```
LOGO=Mi▮
```

3 Press 5 five times, then press direct call station 11.

```
LOGO=Mik▮
```

4 Press 3 five times.

```
LOGO=Mike
```

Note:
• If you make a mistake while programming, use direct call stations 11 and 12 to move the cursor to the incorrect character, then make the correction.
• The layout of the direct call station keys is printed on the reverse side of the directory card. Remove the directory card cover with a pencil or similar object and turn the directory card over.

Setting your facsimile telephone number

1 Press (MENU).

> SYSTEM SET UP

2 Press #, then 0 3.

> YOUR TEL NO.

3 Press (START/SET).

> LINE1=

4 Enter your facsimile telephone number connected to line 1 (up to 20 digits).

• # button inserts a space and ✱ button a "+".

5 Press (START/SET).

> LINE2=

6 Enter your facsimile telephone number connected to line 2 (up to 20 digits).

• # button inserts a space and ✱ button a "+".

7 Press (START/SET).

8 Press (MENU).

Dial keypad　　　(START/SET)
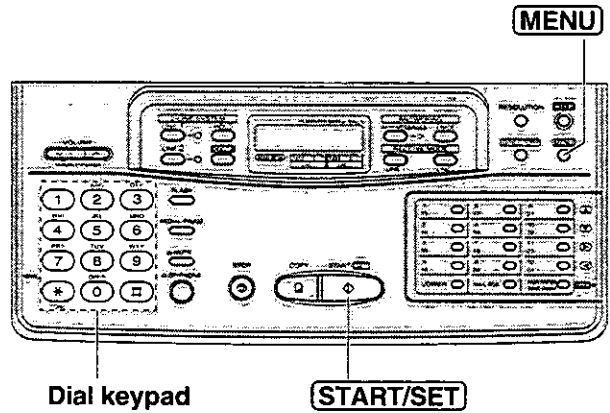
Note:
Logo, telephone number, date, time and page number will be printed outside of the document you send.
To change the print position, see page 53.

Adjusting volumes

■ **Ringer volume for line 1 and 2:**
3 levels (high/low/off) are available separately.

To adjust the ringer volume for line 1,
open the station key panel and press [RINGER-LINE 1] while the unit is in idle status.
To adjust the ringer volume for line 2,
open the station key panel and press [RINGER-LINE 2] while the unit is in idle status.

To turn the ringer off:
1. Press [RINGER-LINE 1] for line 1 or [RINGER-LINE 2] for line 2 repeatedly.

   ●The following messages will be shown alternately.

   | L1:RINGER:OFF? | ←→ | YES: PRESS SET |

   or

   | L2:RINGER:OFF? | ←→ | YES: PRESS SET |

2. Press [START/SET].

While the ringer volume is set to off:
The display will show the following message and the unit will not ring when receiving a call on the line set to ringer off.

When the ringer volume for line 1 is set to off:

   | L1:RINGER OFF |

When the ringer volume for line 2 is set to off:

   | L2:RINGER OFF |

When the ringer volume for both lines 1 and 2 are set to off:

   | RINGER OFF |

■ **Handset volume:** 3 levels (high/middle/low) are available.
Press [VOLUME] (∨/∧) while using the handset.

■ **Speaker volume:** 8 levels (high to low) are available.
Press [VOLUME] (∨/∧) while using the speakerphone.

■ **Answering device volume:** 9 levels (high to off) are available.
Press [VOLUME] (∨/∧) while listening to the recorded messages.
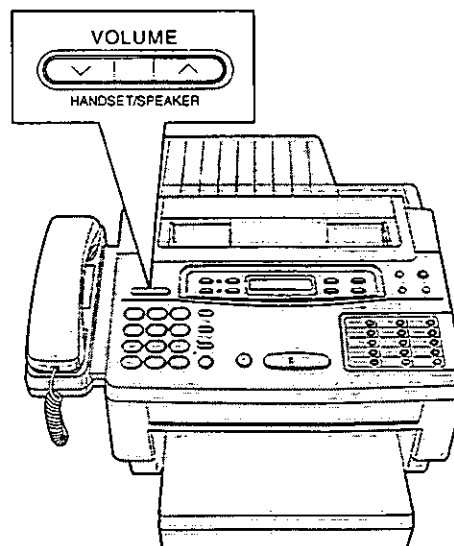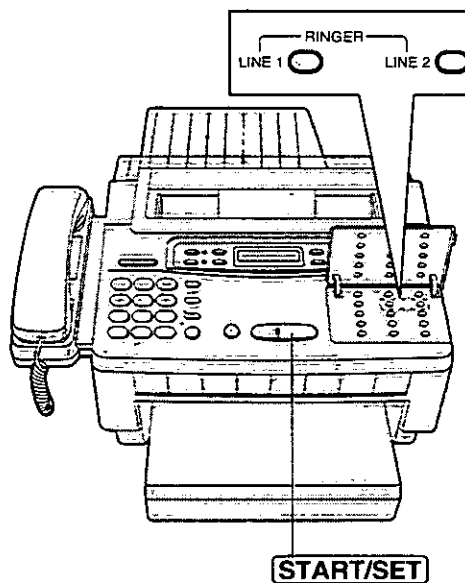
Recording greeting messages

Record greeting messages for each line (line 1 and 2) before using the unit as a 2-line answering device and facsimile.
The greeting message informs the caller that you are unable to answer, and allows the caller to leave a voice message or send a fax message.
The recording time is limited to 16 seconds each. We recommend the greeting message **to be around 12 seconds** in length.

1 Open the station key panel.

2 To record the greeting message for line 1, press (SELECT).

| L1-GREETING |

To record the greeting message for line 2, press (SELECT) repeatedly until the following is displayed.

| L2-GREETING |

3 Press (REC).

• A long beep will sound.

4 After the long beep, speak clearly from 20 cm (8 inches) away into the microphone.

• The display will show the elapsed recording time.

Example: *While recording the greeting message for line 1*

| ANS1 REC. 02s |

5 When finished, press (STOP).

• The unit will repeat your message for confirmation. Adjust the volume by pressing (VOLUME).

(VOLUME)　　　**Station key panel**

Microphone　(STOP)　(CHECK) (REC) (SELECT)
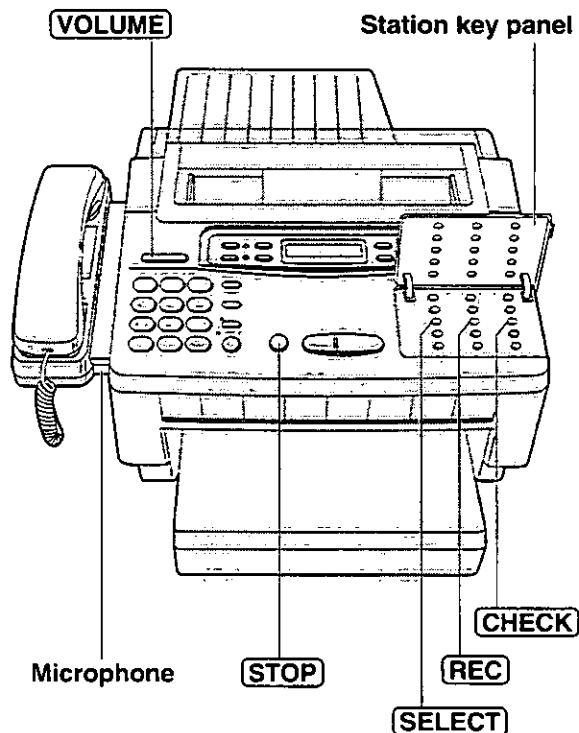
Note:
If you make a mistake while recording, repeat from step 2.

Suggested message

"This is (your name, business and/or telephone number). We are unable to answer your call. To send a fax, start transmission. To leave a message, speak after the long beep. Thank you."

To check your greeting message

1. To check the greeting message for line 1, press (SELECT).

| L1-GREETING |

To check the greeting message for line 2, press (SELECT) repeatedly until the following is displayed.

| L2-GREETING |

2. Press (CHECK).

To erase the recorded greeting message

1. To erase the recorded greeting message for line 1, press (SELECT).

| L1-GREETING |

To erase the recorded greeting message for line 2, press (SELECT) repeatedly until the following is displayed.

| L2-GREETING |

2. Press (REC).

3. Press (STOP) immediately after the long beep.

Selecting the receive mode

This unit combines the function of telephone, facsimile and answering system. To perform these functions, this unit has three types of independent receive modes for line 1 and 2; ANS/FAX, FAX, and TEL.
Regardless of the mode that you select, you can always place calls and send faxes. The descriptions below will help you understand how the unit can work for you.

ANS/FAX mode:
This mode can be used when you wish the unit to record voice messages and/or receive fax messages. When a call is received, the unit will play the greeting message for either line on which the call is arriving. If a voice call is detected, the answering system will begin recording, then the caller can leave a voice message. If a fax call is detected, the unit will switch to the fax mode and receive fax documents.

FAX mode:
We recommend that you select this mode when you will be using either line connected to the unit solely as a fax communication. The unit will automatically answer all calls and generate fax tones to the callers on the line set to this receive mode. Callers will hear fax tones and will only be able to transmit faxes.

TEL mode:
This mode can be used when you wish to answer both telephone and fax calls on the line set to this receive mode manually. The unit will not automatically answer fax and voice calls. If you wish to answer a fax call, you can start reception by pressing (START/SET). If no one answers an incoming call by 15 rings, the receive mode will switch to the ANS/FAX mode automatically.

To select the desired mode for line 1, press (RECEIVE MODE-LINE 1) repeatedly.
To select the desired mode for line 2, press (RECEIVE MODE-LINE 2) repeatedly.
Each arrow mark on the display indicates your selection.
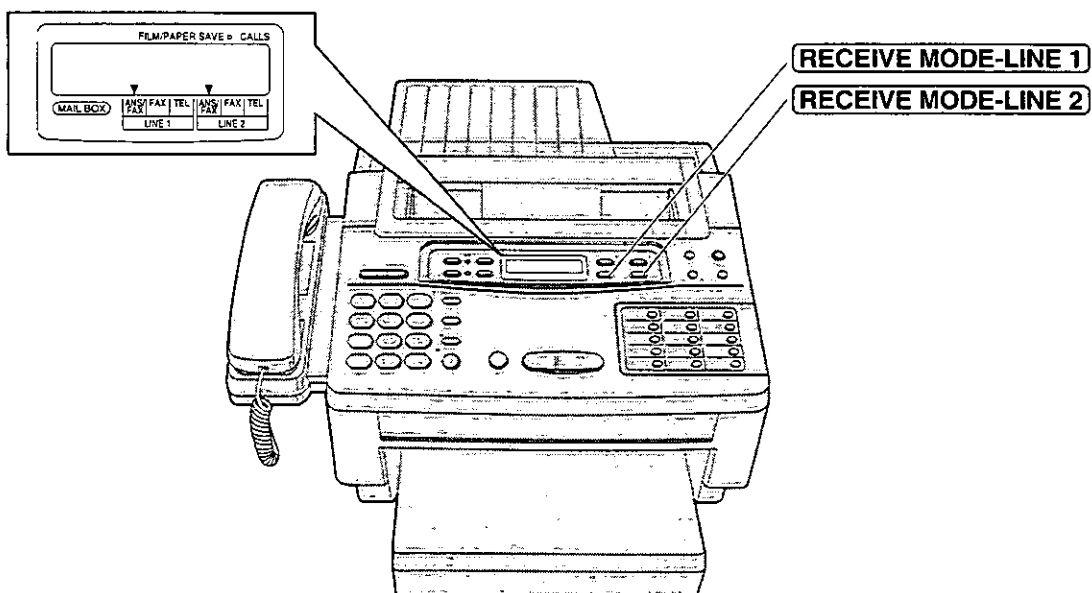
Making voice calls

When you lift the handset or press (SP-PHONE), a free line will be selected automatically. To change the line selection mode, see page 63.

1 Press (SP-PHONE) or lift the handset.

• A free line is selected automatically and the line indicator lights green.

2 Dial a phone number.

• If you misdial, hang up and dial again.

3 When the other party answers, speak into the microphone or handset.

4 When finished, press (SP-PHONE) again or replace the handset.

Note:
Line 1 will be selected if it is free, but if it is engaged, line 2 will be selected. If both lines are engaged using extension phones, then line 1 will be selected. That will make it possible to make a conference call with the extension phone user and the caller, or resume the conversation by using the unit instead of the extension phone. You may select line by directly pressing (LINE 1) or (LINE 2) before lifting the handset or pressing (SP-PHONE).
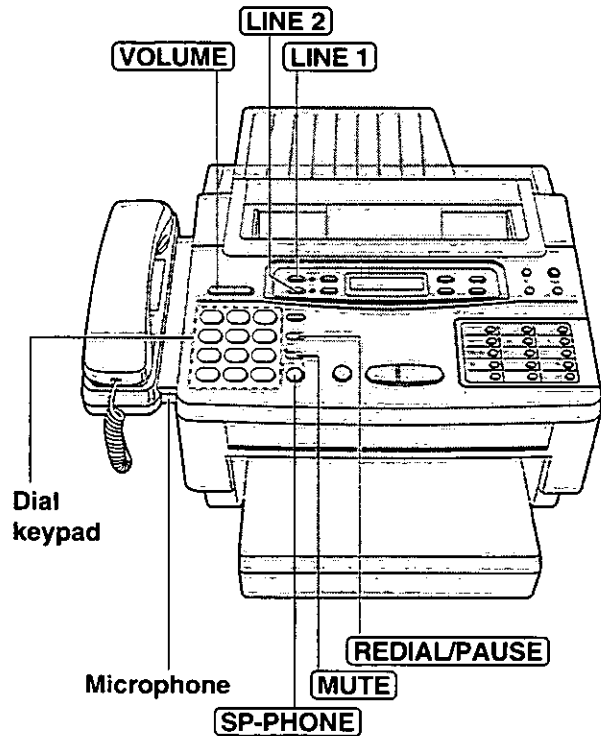
To redial the last number dialed

1. Press (SP-PHONE) or lift the handset.
2. Press (REDIAL/PAUSE).
   • If the line is busy when using the speakerphone, the unit will automatically redial the number up to 14 times.

Voice muting

Using this feature, you can hear the voice of the other party, but the other party cannot hear your voice.
1. Press (MUTE) during a telephone conversation.
   • The MUTE indicator light goes on.
2. To resume the conversation, press (MUTE) again.

Hints for speakerphone operation

• Use the speakerphone in a quiet room for best performance.
• If the other party has difficulty hearing you, adjust the volume using (VOLUME).
• If you and the other party speak at the same time, parts of your conversation will be lost.
• If you wish to switch to the handset from the speakerphone, lift the handset. To switch to the speakerphone, press (SP-PHONE).

Answering voice calls

When an incoming call is received, the line indicator for either line 1 or 2 will flash red to indicate which line is ringing.

1 When the unit rings, lift the handset or press (SP-PHONE).

•The calling line is selected automatically and the line indicator changes to a steady green light.

2 To hang up, replace the handset or press (SP-PHONE).

Note:
If you have set the unit to always select a particular line (refer to page 63) and the other line is ringing, you will need to press the line button of the ringing line to answer the call.

To transfer a call to an extension phone connected to the same line:
1. Press (HOLD) during a conversation and then replace the handset.
   •The line indicator changes from steady to flashing green light.
2. Lift the handset of the extension phone to continue the conversation.
   •The line indicator changes from flashing to a steady red light.

Making and answering voice calls
during a conversation

While having a conversation on one line, you can place that call on hold and answer or place a call on the other line.

1 *Example: If you are using LINE 1*
Press (HOLD) to put the first call (line 1) on hold.

ON HOLD

•The line indicator changes from steady to a flashing green light.

2 Press the other line button ((LINE 2)) to make or answer the second call.

•The line indicator lights green.

3 To return to the first call (line 1), press the line button of the first call ((LINE 1)).

•The line indicator changes from flashing to a steady green light, then the second call is terminated.

Note:
•If you want to keep the second call in step 3, press (HOLD), then press the line button of the first call.
•If you press the line button of the second call before pressing (HOLD), the first call will be disconnected.
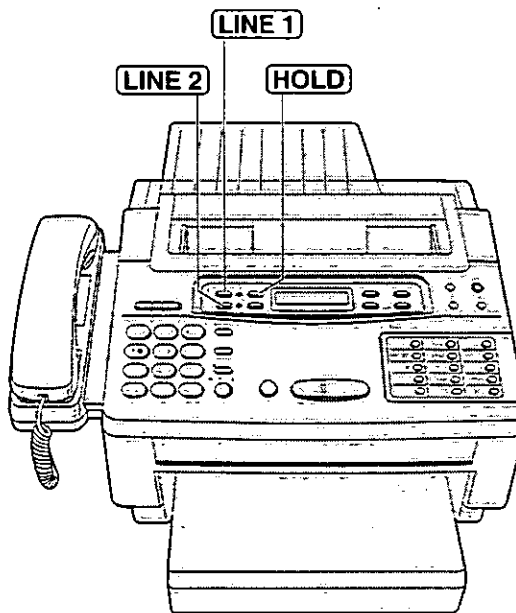
Making and answering voice calls during fax communication

While sending or receiving fax messages on one line, you can place or answer a voice call on the other line.

Example: If you are using LINE 1 for fax communication
Press the other line button ([LINE 2]) to make or answer the second call.

•The line indicator lights green.

Making a conference call

While having a conversation on one line, you can make or answer a second call on the other line, then combine both lines together to establish a conference call.

1 **Example: If you are using LINE 1**
Press [HOLD] to put the first call (line 1) on hold.

ON HOLD

•The line indicator changes from steady to a flashing green light.

2 Press the other line button ([LINE 2]) to make or answer the second call.

•The line indicator lights green.

3 When the second call is connected, press [CONF] to establish a conference call.

CONFERENCE CALL

•Both line indicators light green.
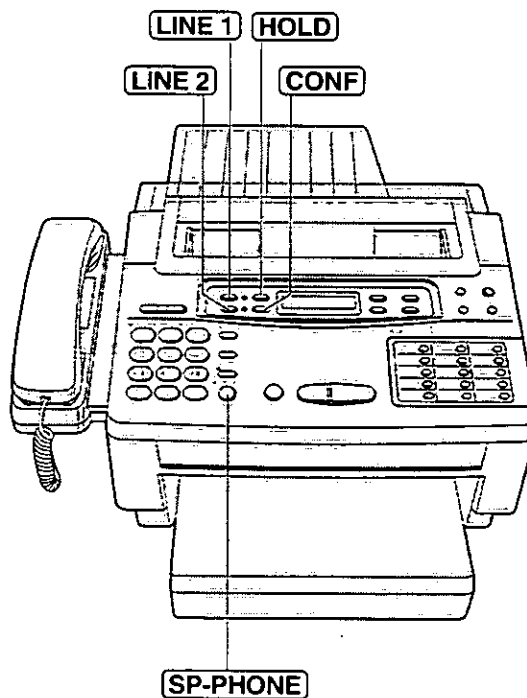
To hang up both lines:
Replace the handset or press [SP-PHONE].

To hang up one line only:
Press the line button of the call you want to continue a conversation with.

[LINE 1] [HOLD]
[LINE 2]　　[CONF]

[SP-PHONE]

Transmitting documents

Loading documents

1 Insert the documents FACE DOWN until a beep tone is heard.

•The unit can accept up to 15 sheets of paper at a time.

2 Adjust the document guides to the width of the document(s).

3 Press (RESOLUTION) repeatedly to the desired setting.

•The selected resolution will be shown on the display.

(RESOLUTION)

FACE DOWN

Document guides
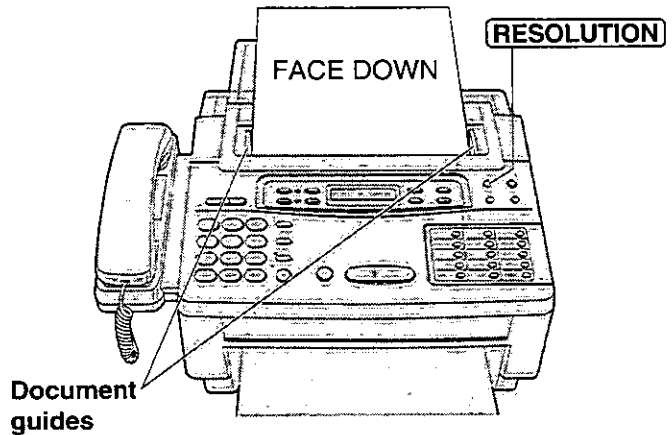
Selecting the resolution

STANDARD: Suitable for printed or typewritten originals with normal-sized characters.
FINE: Suitable for originals with small printing.
HALF TONE: Useful for originals containing photographs, shaded drawings, etc.

•Note that using the FINE or HALF TONE setting will increase transmission time.
•If the setting is changed during page feeding, it will be effective from the next sheet.

Transmitting documents manually

When you lift the handset or press (SP-PHONE), a free line will be selected automatically. To change the line selection mode, see page 63.

1 Insert the documents FACE DOWN.

2 Press (SP-PHONE) or lift the handset.

•A free line is selected automatically and the line indicator lights green.

3 Dial a phone number.

•If you misdial, hang up and dial again.

4 When a fax tone is heard, press (START/SET).

•The line indicator changes from green to red.

5 Replace the handset if using it.

(LINE 1)
(LINE 2)
FACE DOWN

Dial keypad
(SP-PHONE)   (START/SET)
(STOP)

To stop transmission halfway
Press (STOP).

Note:
•Line 1 will be selected if it is free, but if it is engaged, then line 2 will be selected. If both lines are engaged using extension phones, then line 1 will be selected. That will make it possible to make a conference call with the extension phone user and the caller, or resume the conversation by using the unit instead of the extension phone. You may select the line by directly pressing (LINE 1) or (LINE 2) before lifting the handset or pressing (SP-PHONE).
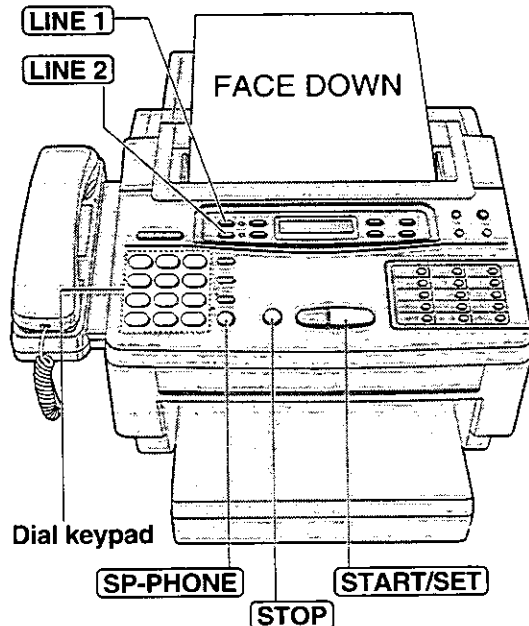
Transmitting documents with fewer procedures

1 Insert the documents FACE DOWN.

2 Dial a phone number.
- If you misdial, press (STOP) and dial again.

3 Press (START/SET).
- A free line is selected automatically and the line indicator lights red.
- The unit will start to dial and transmit the documents.

Note:
If there is no answer or the line is busy, the unit will automatically redial the number up to 5 times. To cancel redialing, press (STOP).

FACE DOWN

Dial keypad

(STOP)　(START/SET)
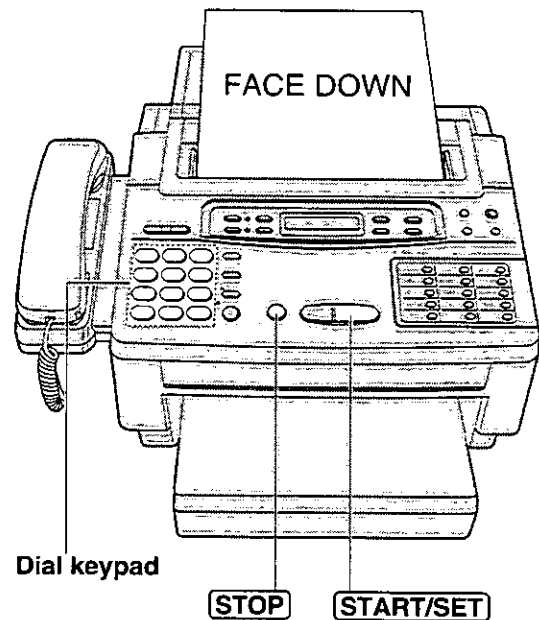
To send 16 or more sheets at a time

Insert the first 15 sheets of the document. Add the extra sheets up to 15 before the last sheet is fed into the unit.

Documents you can send

Minimum size

128mm (5")

128mm (5")

Maximum size

600mm (23⁵/₈")

216mm (8¹/₂")

Effective scanning area

Scanned area

4mm

208mm (8³/₁₆")

Paper width
216mm (8¹/₂")
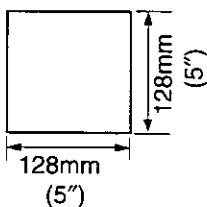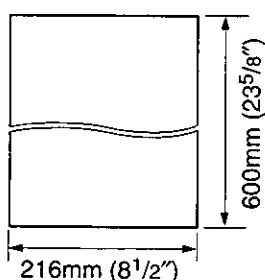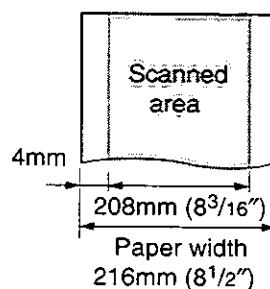
Document weight

Single sheet:
45 to 90 g/m² (12 to 24 lb.)
Multiple sheets :
60 to 75 g/m² (16 to 20 lb.)

Note:
- Remove clips, staples or other similar fastening objects from the document.
- Check that ink, paste or correction fluid on the documents have completely dried.
- Do not feed the following types of documents into the unit. Make copies of these documents using a copy machine and use the copies for fax transmission.
  —Paper with a chemically treated surface such as carbon paper or carbonless duplicating paper
  —Electrostatically charged paper
  —Heavily curled, creased or torn paper
  —Paper with a coated surface
  —Paper with faint contrast between the printing and the background
  —Paper with printing on the reverse side that can be seen through the front (e.g. newspaper)

Manual reception

When an incoming call arrives on either line 1 or 2, the line indicator that the call is arriving will flash red.

1 When the unit rings, press (SP-PHONE) or lift the handset to answer the call.

   •The calling line is selected automatically and the line indicator changes to a steady green light.

2 When:
   —document reception is required,
   —a slow beep is heard, or
   —no sound is heard,
   press (START/SET).

   •The line indicator changes to a steady red light.

3 Replace the handset if using it.
   •The unit will start reception.
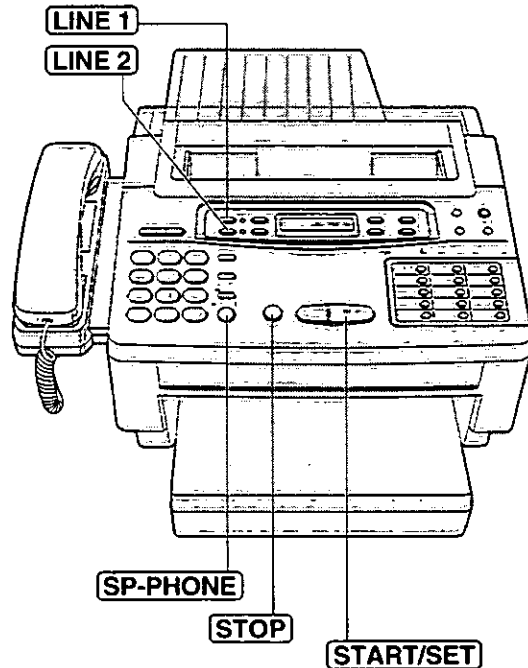
To stop reception halfway

Press (STOP).

Note:
•If the unit is programmed not to select a line, you need to press (LINE 1) or (LINE 2) whose indicator is flashing red. See page 63.
•When receiving an over-sized document, the unit will divide it into two or more pages when printing out.
•If an appropriate reduction rate (page 55) is set, the unit can print an over-sized document on one page.

Automatic reception

Set the RECEIVE MODE to the ANS/FAX or FAX mode.

For further details, see page 20.

Helpful hints:
•The unit will answer the call after one ring. The number of rings to answer the call can be changed. See page 27.
   —If you wish to be able to answer a call before the unit does, increase the number of rings.
   —If you find difficulty in receiving faxes from machines that have an automatic transmission feature, decrease the number of rings.
   —If you subscribe to a caller ID/call display service, set the number of rings to 3 or more.
•Transmit the leaflet on page 87 to several of your associates. This way, you can inform them of the procedures for transmitting documents and/or recording voice-messages.

Caution:
Do not let more than 100 sheets of paper accumulate at one time on the paper cassette. This may cause a paper jam.

Setting the ANS/FAX mode ring count

You can choose from 1 to 4 rings, toll saver and ringer off.

1 Press (MENU).

> SYSTEM SET UP

(MENU)

2 Press (#), then press (0)(8).

> ANS/FAX RING

3 Press (START/SET).

> COUNT=1 [▲▼]

4 Press (▲) or (▼) to select the desired number of rings.

5 Press (START/SET).

6 Press (MENU).

Dial keypad (START/SET) (▲)/(▼)
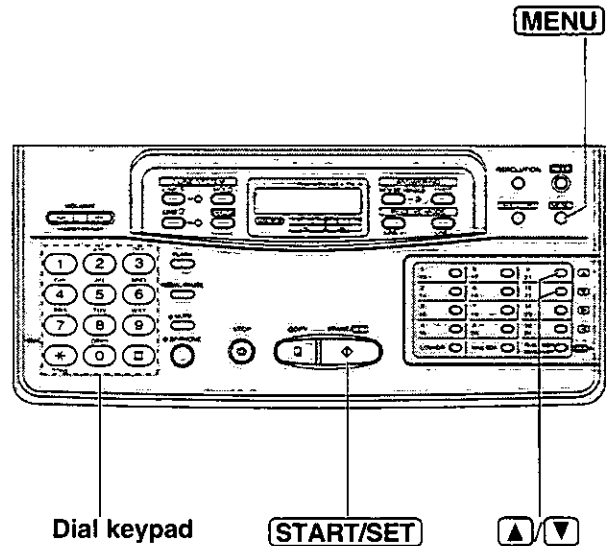
Toll saver:
When you call the unit from a remote location, the number of rings will tell you if there are any new voice messages.
If the unit answers after the first ring, there is at least one newly recorded message.
If the unit answers after the third ring, there are **no** new messages.
Hang up immediately when you hear the second ring. This will save you the toll charge for the call.

Setting the FAX mode ring count

You can choose from 1 to 4 rings.

1 Press (MENU).

> SYSTEM SET UP

(MENU)

2 Press (#), then press (0)(7).

> FAX RING

3 Press (START/SET).

> COUNT=1 [▲▼]

4 Press (▲) or (▼) to select the desired number of rings.

5 Press (START/SET).

6 Press (MENU).

Dial keypad (START/SET) (▲)/(▼)
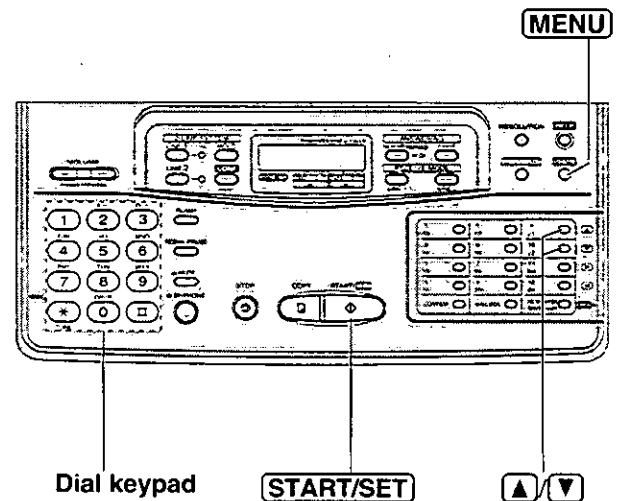
Transmitting and receiving documents during a conversation

While having a conversation on one line, you can transmit or receive a fax on the other line. To transmit documents, follow the procedure below. The procedure to receive documents depends on the receive mode of the other line. If the receive mode is set to TEL, follow the procedure below. If the receive mode is set to ANS/FAX or FAX, the unit will receive the documents automatically without disturbing your conversation.

1 *Example: If you are using LINE 1*
Press (HOLD) to put the first call (line 1) on hold.

ON HOLD

•The line indicator changes from steady to a flashing green light.

2 **To transmit documents,** insert the documents FACE DOWN, and then press the other line button ((LINE 2)) to make the second fax call.
To receive documents, press the other line button ((LINE 2)) to answer the second call.

•The line indicator lights green.

3 Press (START/SET).

4 To return to the first call (line 1), press the line button of the first call ((LINE 1)).

•The line indicator changes from flashing to a steady green light.
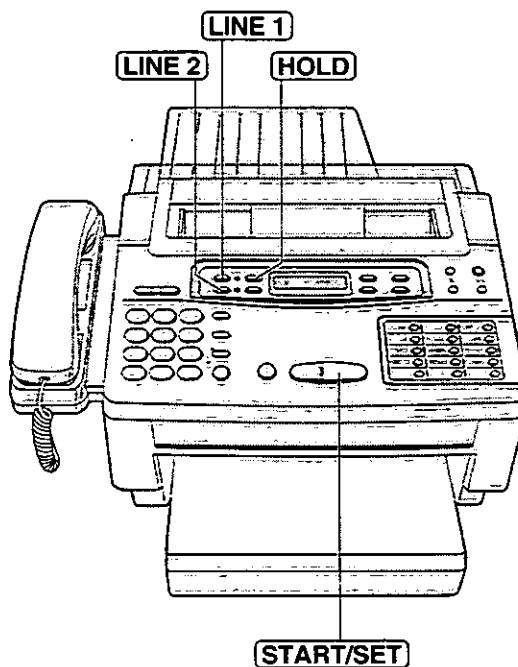
Setup of voice messages and document reception

To record voice messages and receive fax documents

Set the unit to the ANS/FAX mode on line 1 or 2 by pressing [RECEIVE MODE-LINE 1] or [RECEIVE MODE-LINE 2].

Monitoring incoming calls

While an incoming call is being recorded, you can monitor the call through the speaker. Adjust the volume with [VOLUME].
To answer the call during monitoring, press the line button whose indicator is lighting red and then lift the handset. The unit will stop recording.

Note:
While having a conversation on one line, you can not monitor the second call on the other line.
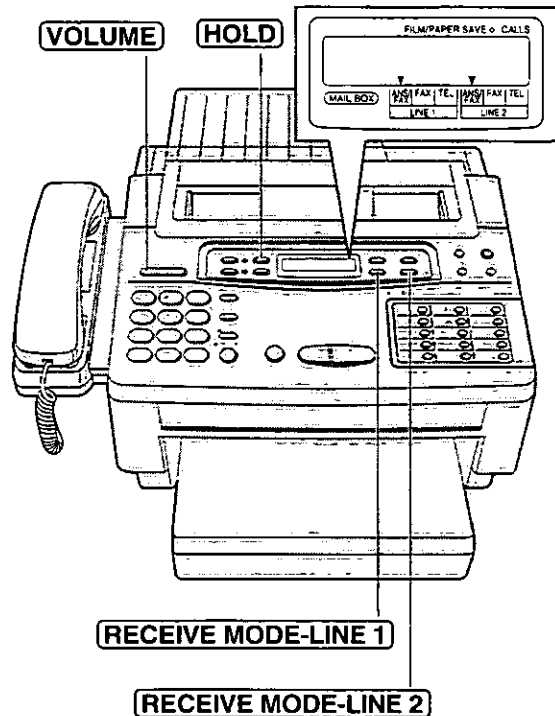
Total recording time
The unit can save a total of about 15 minutes of voice recordings in common memory and three mailbox memories.
•If the incoming messages are noisy, the recording time may be less than 15 minutes.

Recording time for each incoming message
The recording time for each incoming message can be set to either "unlimited" (preset setting) or "1 minute". To change the recording time, see page 59.

To confirm the time remaining for incoming message
Select the ANS/FAX mode by pressing [RECEIVE MODE-LINE 1] or [RECEIVE MODE-LINE 2] or open the station key panel.
The display will show the remaining recording time for about 2 seconds.

TIME LEFT=12MIN

•When the remaining time is low, erase unnecessary messages from memory (see page 31).
•When the remaining time becomes less than 60 seconds, the unit will alert the user with a slow beep if the recording time alert feature is set to on (page 60).

Listening to messages in common memory

When the unit receives voice messages,
—the NEW MESSAGES indicator will flash.
—a slow beep will sound if message alert (page 59) is set to ON.

To listen to new messages

Press [NEW MESSAGES].

•The unit will play back the new recorded messages.
•At the end of the last message, 3 beeps will sound.

CALLS:
shows the total number
of recorded messages in
common memory.

To listen to all of the recorded messages

1 Open the station key panel.

2 Press [ALL MESSAGES].

•The unit will play back all of the recorded messages.
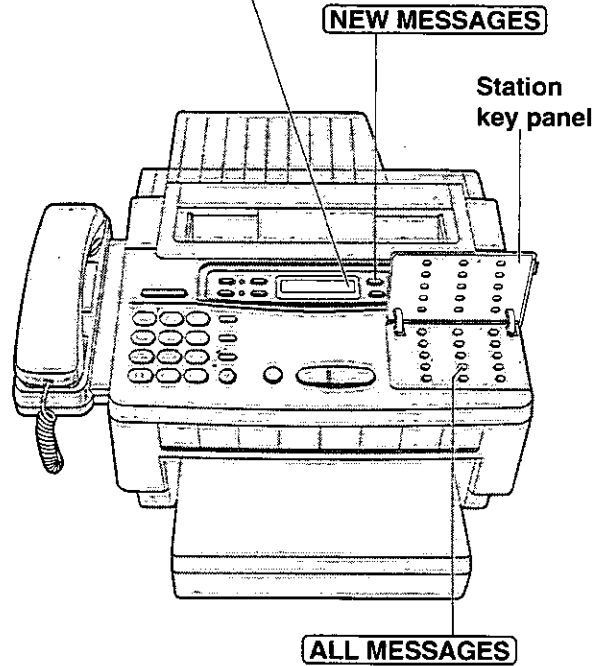
Day and time display
During playback, the display will show the recorded day and time, along with the recorded order of the message.

```
SUN 12:00A L1 01
```

Saving message
The unit will save the incoming messages automatically, if the user does not erase them.

Functions during playback

To repeat a message

Open the station key panel, then press [REPEAT] during playback.
•If you press [REPEAT] within 5 seconds of the playback, the previous message is played.

To skip a message

Open the station key panel, then press [SKIP] to play back the next message.

To stop the operation

Press [STOP] to stop playback or other operation.

•If you wish to resume playback, press [NEW MESSAGES] or [ALL MESSAGES] button within 1 minute after pressing [STOP].
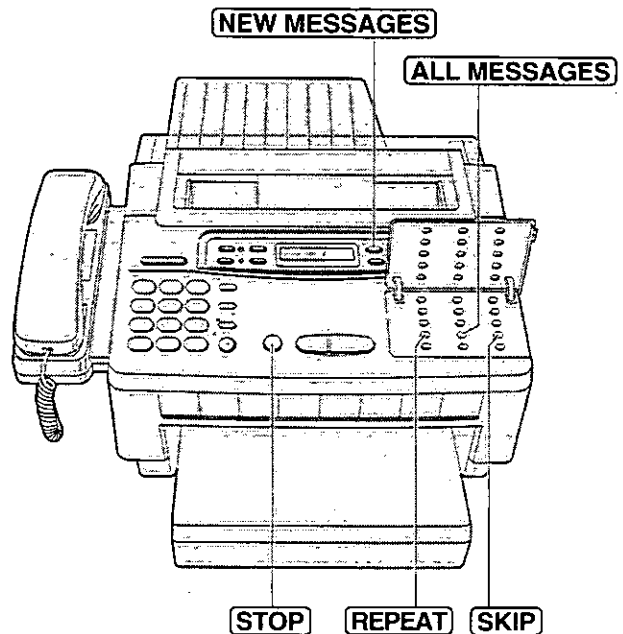
Erasing recorded messages

To erase specific messages from memory

Press [ERASE] while the message you want to erase is playing.

[ERASE]

To erase all messages in common memory

1 Press [ERASE] after listening to all of the messages.

| ICM ERASE OK? |

2 Press [START/SET].

| ERASE COMPLETED |

•If this feature is not required, press [ERASE] or [STOP] instead of [START/SET].

[STOP] [START/SET]

5
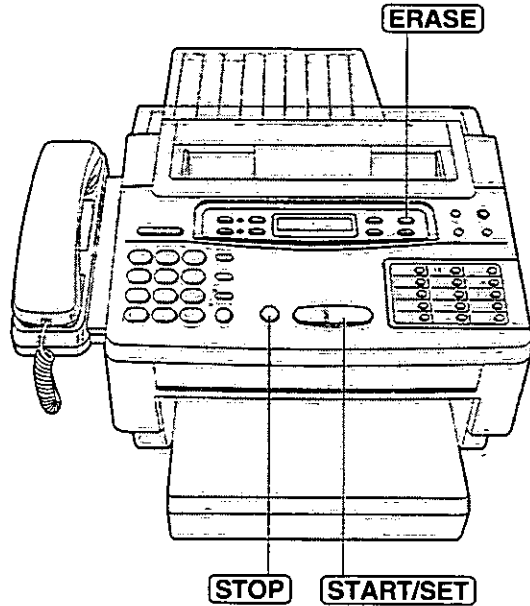
Recording a memo message

If the user wants to leave a private message for someone, they can record a voice memo. This message can be played back later either directly or remotely, like other messages.

1 Open the station key panel.

2 Press [MEMO/2WAY REC].

Station key panel

3 Immediately after the beep, speak clearly into the microphone.

4 When finished, press [MEMO/2WAY REC] or [STOP].

Note:
•When memory becomes full while recording, the unit will stop recording automatically and 6 beeps will be heard. Erase some or all messages.
•You can also leave a private message by using the mailbox feature. To record in a specific mailbox, you must first select the mailbox by pressing [MAIL BOX].

Microphone [STOP] [MAIL BOX]
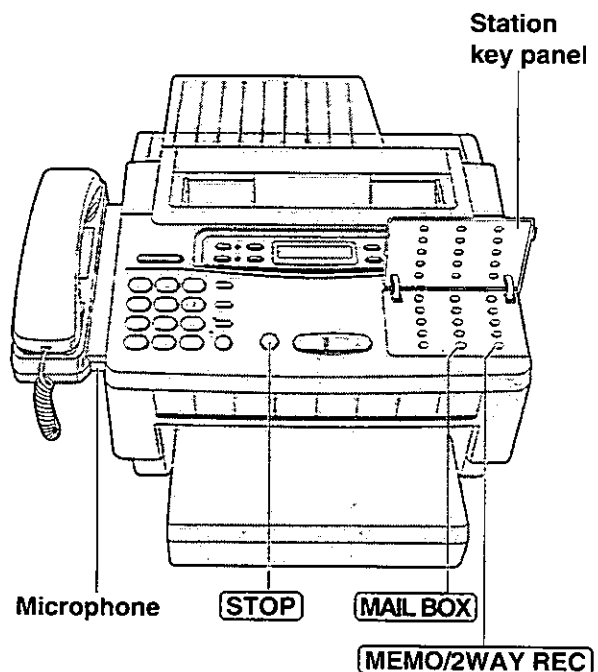
[MEMO/2WAY REC]

Recording a telephone conversation

The user may record a telephone conversation.

1 During the conversation, open the station key panel and press (MEMO/2WAY REC).

2 To stop recording,
Press (MEMO/2WAY REC) or (STOP).
or
Hang up after the conversation.

Note:
• This feature can also be used with the mailbox feature. To record in a specific mailbox, you must first select the mailbox, by pressing (MAIL BOX).
• While recording a conversation on one line, even if an incoming call arrives on the other line set to ANS/FAX or FAX mode, the unit will not answer automatically. If you answer the second call after placing the first call on hold, the unit will stop recording.
• While sending or receiving fax messages on one line, you cannot record a conversation on the other line.
• There may be regulations in your area (state) concerning the manner in which 2-way telephone conversations may be recorded. So you should inform the other party that the conversation is being recorded. Consult your local telephone company for further information.

Station key panel

(STOP) (MAIL BOX)

(MEMO/2WAY REC)
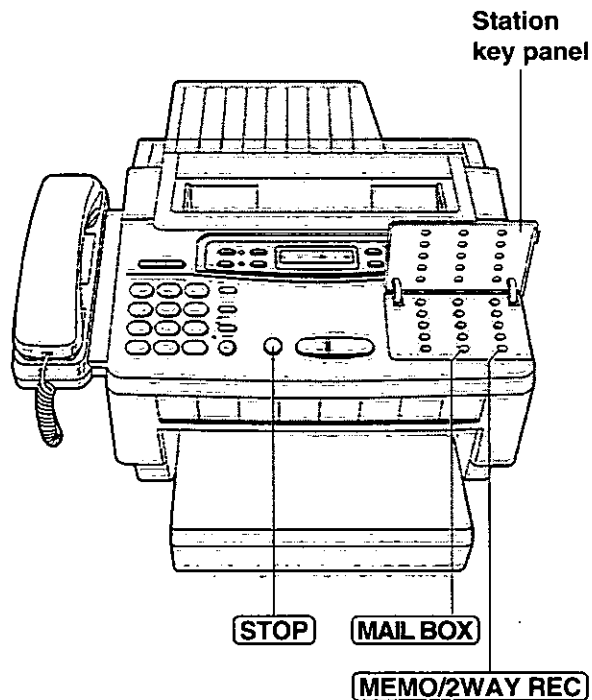
Making a copy

1 Insert the documents FACE DOWN.

• The unit can make a copy of up to 15 sheets of paper at a time.

FACE DOWN

2 Press (COPY).

• The unit will start copying.

To stop copying halfway

Press (STOP).
• The unit will stop copying and eject the documents.

(STOP)
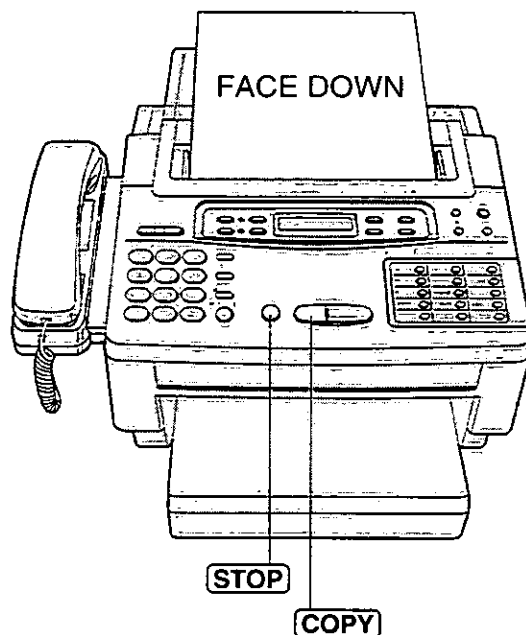
(COPY)

Note:
• Any transmittable document can be copied (see page 25).
• When copying, the unit will automatically select FINE resolution.
• You can make or receive a voice call while making a copy.

6

7. Automatic Dialing

The unit's memory allows you to use both one-touch dialing and speed dialing for rapid access to your most frequently dialed numbers.

One-touch dialing: The unit is equipped with 24 direct call stations. The station nos. 1–12 are assigned to the upper stations. The station nos. 13–24 are assigned to the lower stations.

Speed dialing: The unit is equipped with 60 additional dialing stations. These stations are assigned to 2-digit numbers (00–59).

Storing Tel/Fax numbers

1 Press (MENU) until the following message is displayed.

```
STORE TEL NO.
```

2 **For one-touch dialing:**
To store the station nos. 1–12, press one of the direct call station keys. To store the station nos. 13–24, press (LOWER), then press one of the direct call station keys.

For speed dialing:
Press (#), then press the desired 2-digit number (00–59).

3 Enter the phone number up to 30 digits in length.

•To enter a hyphen in a phone number, press (HYPHEN) (direct call station 7).

4 Press (START/SET) to store the number.

```
NAME=
```

5 Enter the station name, up to 10 characters, by following the instructions on page 16.

6 Press (START/SET) to store the station name.

•To program other stations, repeat from step 2.

7 Press (STOP) to end the program.

Speed dial stations   (STOP)   (LOWER)
(START/SET)   (HYPHEN)

Direct call stations
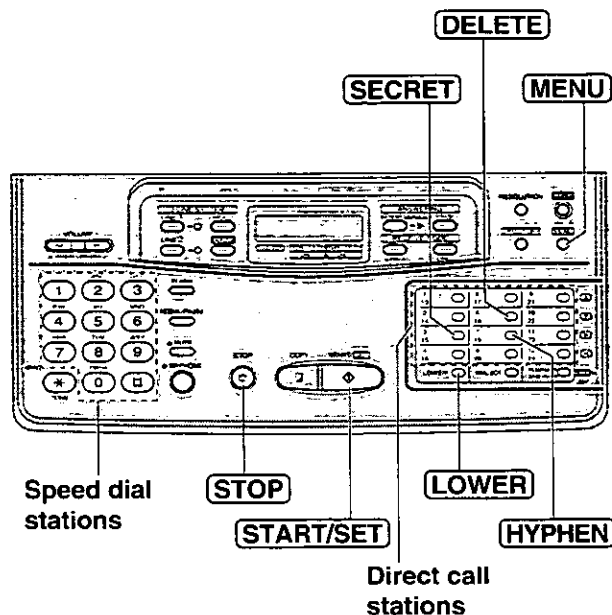
Helpful hint:
To confirm stored phone numbers and station names, print a telephone number list (see page 67).

To keep all or portion of the phone number secret

Press (SECRET) (direct call station 3) before and after the number you wish to keep secret.
•The phone number will not appear on the display and on the telephone number list.
•Pressing the SECRET key once counts as two digits.

To erase a stored number and station name

Press (STOP) in step 3 to clear the phone number.
Press (DELETE) (direct call station 6) repeatedly in step 5 until all of the characters are erased.

Making voice calls using automatic dialing

1 Press (SP-PHONE) or lift the handset.

•A free line is selected automatically.

2 **Using one-touch dialing:**
To dial a station nos. 1–12,
press the desired direct call station key.
To dial a station nos. 13–24,
press (LOWER), then press the desired
direct call station key.

Using speed dialing:
Press (DIRECTORY), then press [#] and
the desired 2-digit number (00–59).

Note:
You may select the line by pressing (LINE 1) or
(LINE 2) before lifting the handset or pressing
(SP-PHONE).

(LINE 1)
(LINE 2)
(DIRECTORY)

(SP-PHONE)   (LOWER)

Speed dial stations   Direct call stations
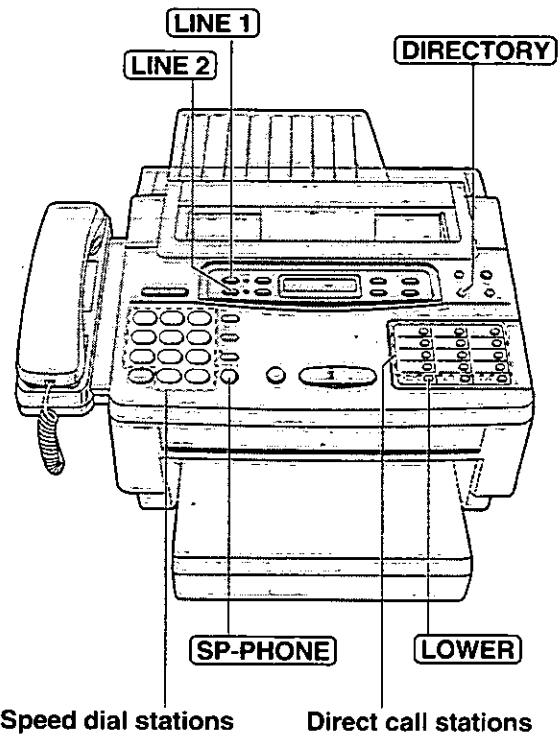
Transmitting documents using automatic dialing

1 Insert the documents FACE DOWN.

2 **Using one-touch dialing:**
To dial a station nos. 1–12,
press the desired direct call station key.
To dial a station nos. 13–24,
press (LOWER), then press the desired
direct call station key.

Using speed dialing:
Press (DIRECTORY), then press [#] and
the desired 2-digit number (00–59).
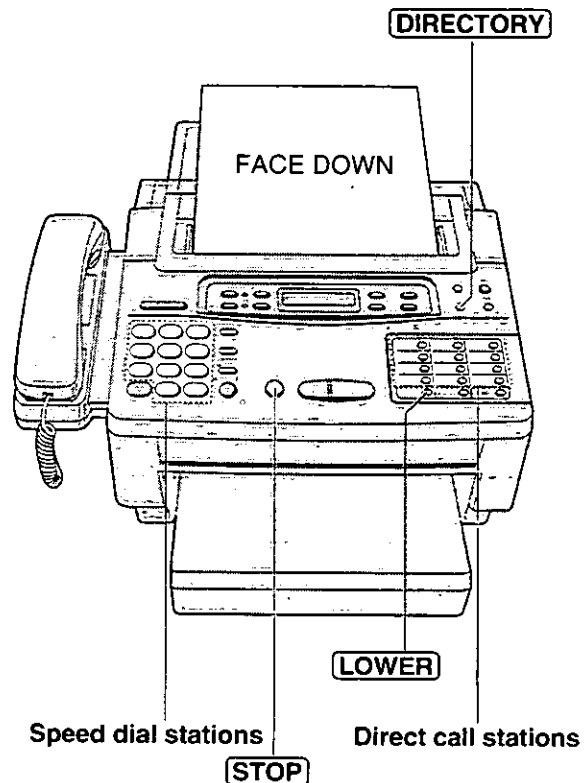
Automatic redialing

If there is no answer or the line is busy, the unit
will automatically redial the number up to 5
times. To cancel redialing, press (STOP).

(DIRECTORY)

FACE DOWN

(LOWER)

Speed dial stations   Direct call stations
(STOP)

Electronic telephone directory

The station names stored in memory will be automatically registered into the electronic telephone directory in alphabetical order. You can make a fax or voice call by selecting the desired station name on the display.

If you wish to send a fax, insert the documents into the document feeder first.

1 Press (DIRECTORY).

SELECT INDEX

2 Press the dial key in which the first initial of a station name is assigned (see index table below).

Example: *To search a name with initial "N":*
Press (6) repeatedly until the first station name with initial "N" is displayed. Press (▼) until the desired name is displayed.

or

Press (▲) or (▼) repeatedly until the desired name is displayed.

3 Press (START/SET).

•The unit will select a free line and start dialing.
•If a document is fed into the unit, the unit will start transmission.

(DIRECTORY)

FACE DOWN

Dial keypad   (START/SET)   (▲)/(▼)
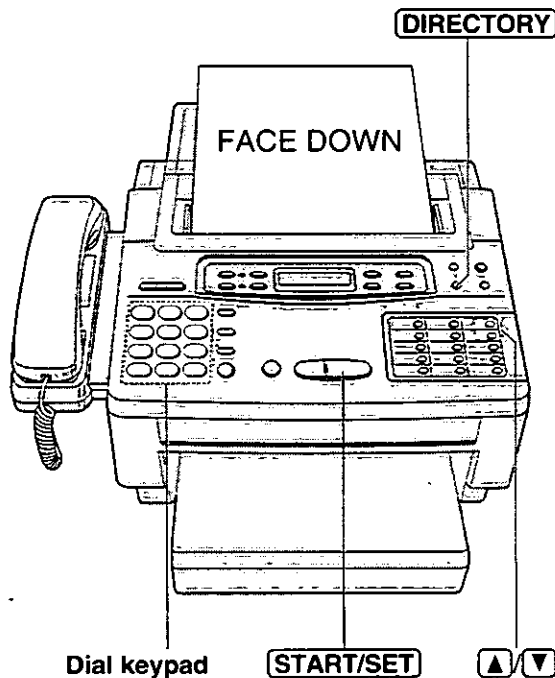
Dial key	Index	Dial key	Index
1	1	7	P, Q, R, S, 7
2	A, B, C, 2	8	T, U, V, 8
3	D, E, F, 3	9	W, X, Y, Z, 9
4	G, H, I, 4	0	0
5	J, K, L, 5	*	Other symbols
6	M, N, O, 6	#	(Used for speed dialing)

Voice contact

Initiating voice contact

You can have a voice conversation with the same call after a fax message is completed. This will save the extra expense and time of making another call.

Important:
This feature works only when the other party's unit is equipped with the voice contact feature.

1 Press the line button of the line used for fax communication while transmitting or receiving documents.

VOICE STANDBY

•Your unit will call the other party with a distinctive ring.

2 When the other party answers, the unit will emit a distinctive ring.
Press (**SP-PHONE**) or lift the handset to start speaking.

•If you initiate voice contact during transmission, you can speak after all of the documents have been transmitted.

•If you initiate voice contact during reception, you can speak after the current page of the document is received.
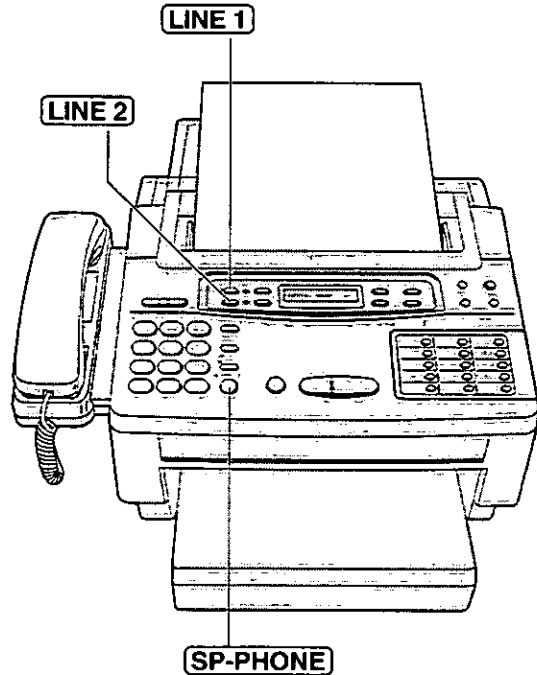
Receiving a request for voice contact

If the other party initiates voice contact, your unit will emit a distinctive ring after transmission or reception is completed.

When the distinctive ring is heard and the line indicator is flashing red, press the line button, then start speaking.

Note:
If you do not answer within 10 seconds of hearing the distinctive ring, one of the following occurs:
—when the line in use is set to the ANS/FAX mode, it will play back your greeting message and record the incoming voice message.
—when the line in use is set to the FAX or TEL mode, the line will be disconnected.

Polling

The polling feature allows you to receive a document from another compatible machine where you pay for the call as opposed to the document being sent to you, thereby saving the other party call charges. This unit can perform both receive and transmit polling.

Receive polling

To place a call and recover a document from another machine, follow the steps below. Make sure that no documents have been fed into your unit and that the other party's machine is ready for your call.

1 Press (MENU) until the following is displayed.

> POLLING

2 Press (START/SET).

> NO.=

3 Enter the phone number by using one-touch dialing, speed dialing, full number dialing or the electronic telephone directory.

4 Press (START/SET).
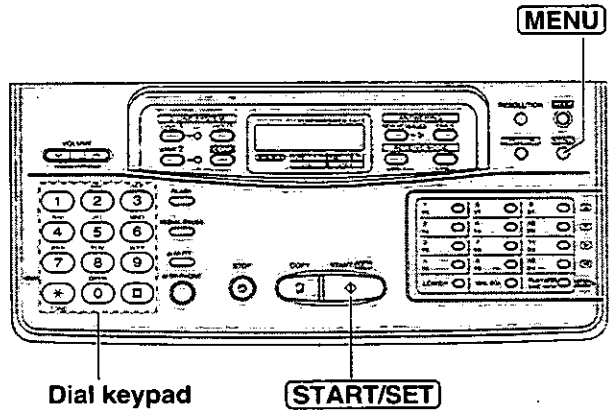
Dial keypad   (START/SET)

Note:
- If there is no answer or the line is busy, the unit will automatically redial the number up to 5 times.
- The receiving unit incurs any telephone charges.

Transmit polling

A document stored in your unit can be recovered by another party's machine.
To let other machines retrieve documents loaded on your unit, proceed as follows.

1 Press (RECEIVE MODE-LINE 1) or (RECEIVE MODE-LINE 2) to select either FAX or ANS/FAX mode.

2 Insert the documents FACE DOWN.

3 Press (MENU) until the following is displayed.

> POLLED

4 Press (START/SET).

> MODE=OFF   [▲▼]

5 Press (▲) or (▼) to select "ON".

> MODE=ON   [▲▼]

- If this feature is not required, select "OFF".

6 Press (START/SET).

> POLLED ON
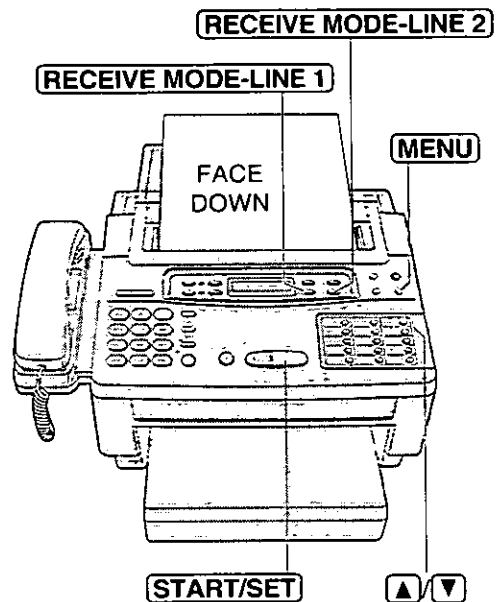
Note:
When delayed transmission (page 39) is set to ON, this feature is not available.

Delayed transmission

The unit can send fax documents automatically at a specific time. This allows you to take advantage of low-cost calling hours offered by your telephone company.
Delayed transmission can be programmed up to 24 hours in advance.

1 Insert the documents FACE DOWN.

2 Press (MENU).

    SYSTEM SET UP

3 Press (#), then press (2)(5).

    DELAYED XMT

4 Press (START/SET).

    MODE=OFF   [▲▼]

5 Press (▲) or (▼) to select "ON".

    MODE=ON   [▲▼]

•If this feature is not required, select "OFF".

6 Press (START/SET).

    NO.=

7 Enter the phone number by using one-touch dialing, speed dialing, full number dialing or electronic telephone directory.

8 Press (START/SET).

    TIME=12:00AM

9 Enter the transmission start time.

Example: *11:00PM*
        Press (1)(1)(0)(0), then
        press (#) to select PM.
        To select AM, press (*).

10 Press (START/SET).

11 Press (MENU).

•When the programmed time has come, the unit will automatically start transmission.
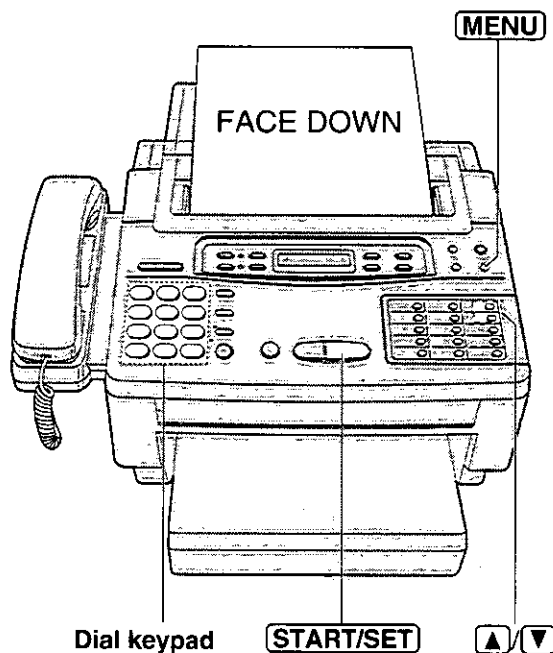
(MENU)

FACE DOWN

Dial keypad   (START/SET)   (▲)/(▼)

Note:
•If there is no answer or the line is busy, the unit will automatically redial the number up to 5 times.
•You can receive, transmit and copy documents while delayed transmission is set.
•If the programmed start time has passed during a power failure, delayed transmission will be attempted soon after power is restored.
•When transmit polling (see page 38) is set to ON, delayed transmission is not available.

Reserving transmission during a fax reception

While the unit is receiving documents, you can reserve your fax transmission to another station.
The unit will automatically transmit documents after fax reception is complete.

1 Insert the documents FACE DOWN during a fax reception.

2 Enter the phone number by using one-touch dialing, speed dialing, full number dialing or electronic telephone directory.

●When using a full number, press
(START/SET).

> XMT RSV. ON

To cancel the reservation

Remove the documents from the document feeder tray.

Dial keypad   (START/SET)
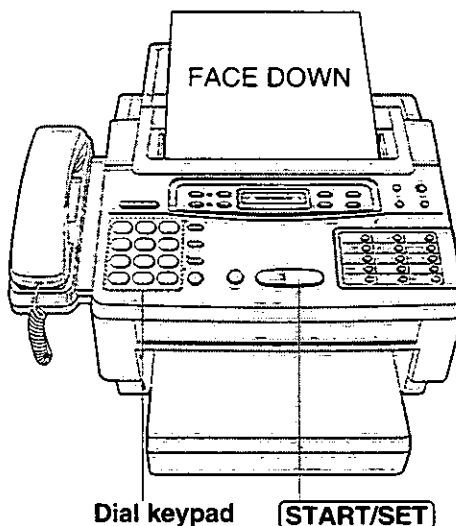
Printing a cover page

The unit can print a cover page to attach to the documents you send.

Sample of a cover page

```
[FAX COVER PAGE]
                                                              DATE :

    TO  :      NAME :
               FAX NO. :

    FROM :     NAME :
               FAX NO. :

    Number of pages : _____  (including cover page)

    Subject / Notes :
```

To print a cover page, proceed as follows:

1 Press (MENU) until the following is displayed.

> PRINT LIST

2 Press (#), then (7).

> FAX COVER PAGE

3 Press (START/SET) to start printing.

> PRINTING

4 Press (MENU).

Dial keypad   (START/SET)

(MENU)
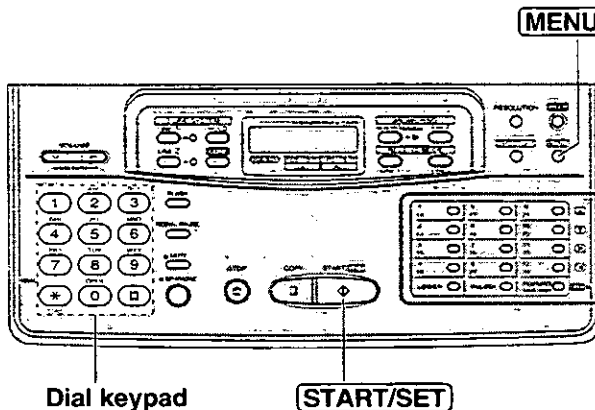
Remote fax receiving using an extension

If you have an extension phone on the same line, it is possible to receive a fax message to your facsimile unit.
Using the extension phone, dial the remote fax activation code.
This saves you from going to the facsimile unit and pressing (START/SET).

Important:
• To activate this feature, use a touch tone telephone as the extension phone.
• The remote fax activation code is pre-set to "✳ ✳".

Using an extension

1 When a call is received, lift the handset of the extension phone.

2 When:
— document reception is required,
— a slow beep is heard, or
— no sound is heard,
press ✳✳ (remote fax activation code).

3 Replace the handset.

• The facsimile unit will activate the fax function to receive documents.

To the same line

Extension phone
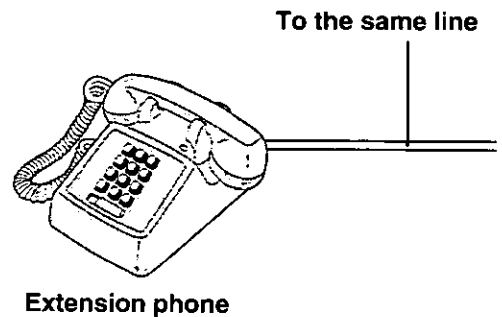
Note:
While the unit is activating the fax or answering device on one line, the remote fax receiving feature is not available.

Changing the remote fax activation code

This code can be from 1 to 4 digits in length using the numbers 0 through 9 and the character ✳ .
This code should not be set to "0000".

1 Press (MENU).

> SYSTEM SET UP

2 Press (#), then (4)(1).

> REMOTE FAX ACT.

3 Press (START/SET).

> CODE= ✳ ✳

4 Enter the new code number.

5 Press (START/SET).

6 Press (MENU).

(MENU)

Dial keypad   (START/SET)
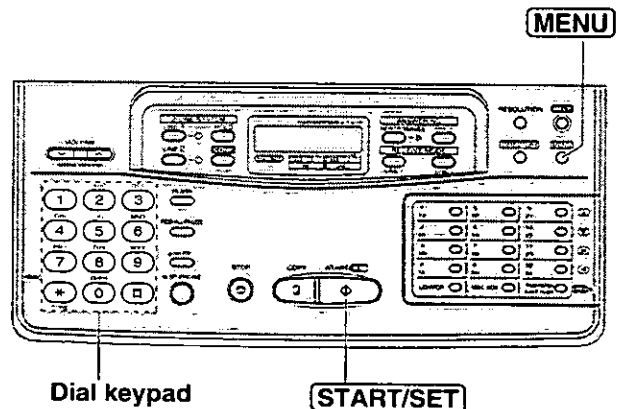
Note:
Some special telephone company services will require you to press a service access code. If you subscribe to such services, all or part of the remote fax activation code must be different from the service access code.

Junk mail prohibitor

This feature prevents reception from facsimile machines whose phone numbers are not stored in automatic dialing.

Important:
•This feature is available when the unit is in the ANS/FAX or FAX mode.
•This feature does not work under the following conditions:
  — when manual reception is performed, or
  — the other party does not program their facsimile ID number correctly.
•If you wish to receive documents from unauthorized machines, inform your junk mail prohibitor ID to callers, and ask them to transmit documents manually.
•The junk mail prohibitor ID must be different from the first 2 digits of the remote ANS ID (page 49) and the mailbox password (page 46). E.g. if the remote ANS ID is "321", do not use "32" as a junk mail prohibitor ID.

Setting the junk mail prohibitor

1 Press [MENU].

> SYSTEM SET UP

2 Press [#], then [2][4].

> JUNK MAIL PROH.

3 Press [START/SET].

> MODE=OFF   [▲▼]

4 Press [▲] or [▼] to select "ON".

> MODE=ON   [▲▼]

•If this feature is not required, select "OFF".

5 Press [START/SET].

> ID=22

6 To change the junk mail prohibitor ID, enter the desired 2-digit number.

•0, # and ✳ cannot be used.

7 . Press [START/SET].

8 Press [MENU].

Dial keypad   [START/SET]   [▲]/[▼]
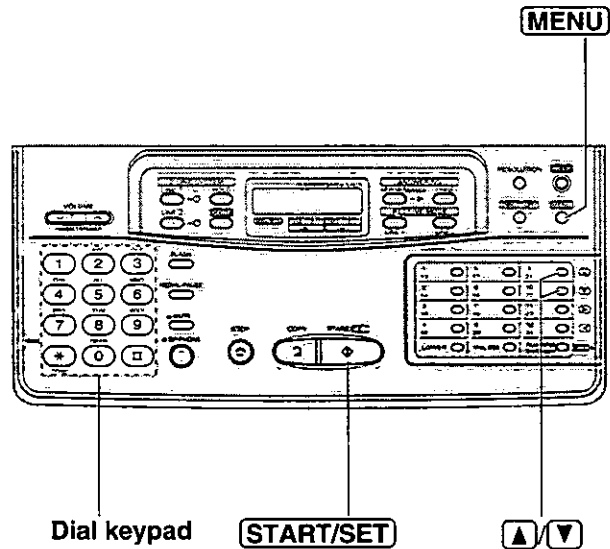
Transmitting documents to your unit with the prohibitor ID

Even if the junk mail prohibitor feature is activated, a designated caller will be able to transmit documents.
Give your junk mail prohibitor ID to all of your designated callers, and advise them of the following steps.
This operation is available only when your unit is in the ANS/FAX mode.

1. Call your unit from a touch tone telephone.
2. Dial the prohibitor ID while the greeting message is playing.
3. Listen for the fax tone, and start transmission.

Receiving with distinctive ring service

This feature enables you to use the distinctive ring service provided by your telephone company effectively.

The distinctive ring service gives you up to 3 phone numbers on a single telephone line, each having a different ringing pattern.
When you wish to use one of the phone numbers as a facsimile telephone number, program the ringing pattern assigned for fax into your unit. The ringing pattern can be programmed separately on line 1 and 2. When the unit detects a call matching the selected distinctive ringing pattern, the unit will automatically activate the fax function to receive documents.

To use this feature effectively, set the unit to the ANS/FAX mode.

How the unit will answer in the ANS/FAX mode:
When a distinctive ringing pattern that matches your selection is detected, the unit will automatically answer the line and activate the fax function to receive documents. If other ringing patterns are received, the unit will activate the fax function and/or answering device depending on the call.

Note:
●The unit automatically answers a distinctive ring call after the second ring. To change the number of rings, change the FAX mode ring count (page 27) after setting the ring detection feature.
●When in the TEL mode, you have to answer all calls manually.
●When in the FAX mode, the unit will automatically answer all calls and activate the fax function.
●For more information on the distinctive ring service, please contact your telephone company.

Programming the distinctive ringing pattern

Ringing patterns that can be programmed:
OFF: Turns off the ring pattern detection feature (pre-selected setting)
A: Standard ring (One long ring)
B: Double ring (Two short rings)
C: Triple ring (Short-long-short rings)
D: Other triple ring (Short-short-long rings)

1 Press (MENU).

SYSTEM SET UP

2 Press #, then ③①.

RING DETECTION

3 Press (START/SET).

LINE1=OFF   [▲▼]

4 Press ▲ or ▼ to select the desired mode of line 1.

5 Press (START/SET).

LINE2=OFF   [▲▼]

6 Press ▲ or ▼ to select the desired mode of line 2.

7 Press (START/SET).

8 Press (MENU).

(MENU)

Dial keypad   (START/SET)   ▲/▼
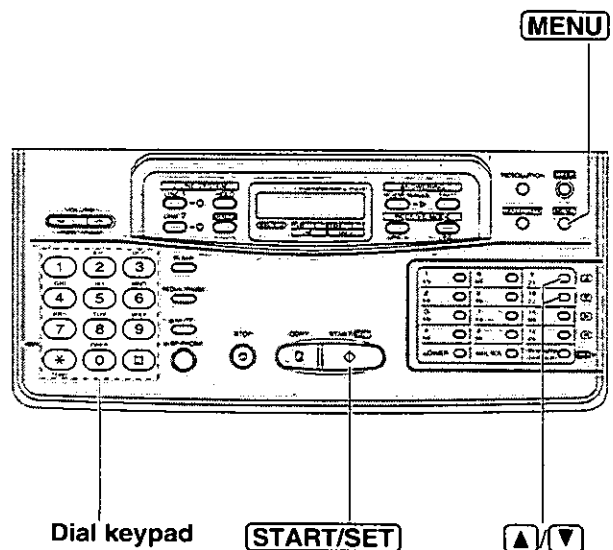
Voice mailbox

The unit has four memory locations — one common memory and three mailboxes. Greeting messages and incoming calls can be recorded into any one of these memory locations.

Your caller can leave a message in a specific mailbox. Only the person who knows the password can retrieve the message from the mailbox.
If your caller does not specify a mailbox, their message will be recorded in common memory and anyone can retrieve the message.

This feature is useful when you use the unit with other people and when your caller would like to record a message directly to you.

```
                    ┌─────────────────────────┐
                    │ Incoming voice messages │
                    └─────────────────────────┘
                                 │
       ┌─────────────┬───────────┴───────────┬─────────────┐
       ▼             ▼                         ▼             ▼
┌──────────────┐┌──────────────┐┌──────────────┐┌──────────────┐
│If ✳1 is      ││If ✳2 is      ││If ✳3 is      ││If ✳4 is      │
│specified     ││specified     ││specified     ││specified     │
└──────────────┘└──────────────┘└──────────────┘└──────────────┘
       │             │                 │              │
       ▼             ▼                 ▼              ▼
┌──────────────┐┌──────────────┐┌──────────────┐┌──────────────┐
│ Recorded in  ││ Recorded in  ││ Recorded in  ││ Recorded in  │
│ Mailbox 1    ││ Mailbox 2    ││ Mailbox 3    ││common memory │
└──────────────┘└──────────────┘└──────────────┘└──────────────┘
```
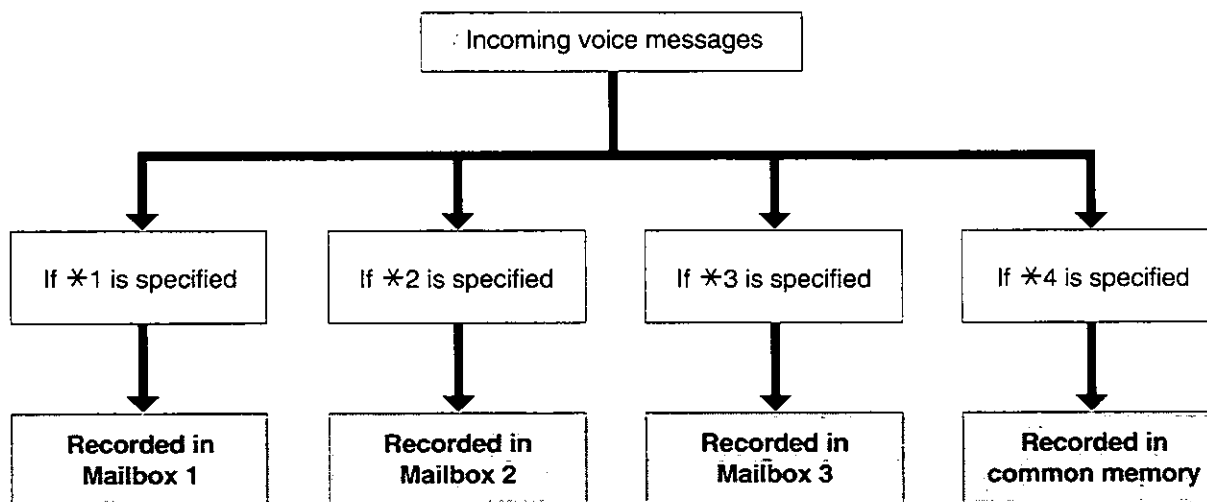
To use a mailbox

1. Record common greeting messages into common memory (page 19).
2. Record personal greeting message(s) into the mailbox(es).
3. Program each mailbox password.
4. In order to leave a message in a mailbox, each owner of the mailbox must inform callers of their mailbox number (1–3) in advance.

Recording a mailbox greeting message

Record a personal greeting message for each mailbox. These messages will be played back to the caller who has selected the specific mailbox.

Helpful hints:
• Each recorded greeting message can be up to 8 seconds. We recommend you record a brief greeting message to leave more time for incoming messages.
• If you do not record a mailbox greeting message, incoming messages will be recorded after the long beep.

1 Open the station key panel.

2 Press [SELECT] until the desired mailbox number is displayed.

Example: Mailbox 2

```
BOX2-GREETING
```

3 Press [REC].

• A long beep will sound.

4 Immediately after the long beep, speak clearly into the microphone.

• The display shows the elapsed recorded time.

```
BOX2 REC.    02s
```

5 When finished, press [STOP].

Station key panel

Microphone   [STOP]   [SELECT]

[CHECK]

[REC]
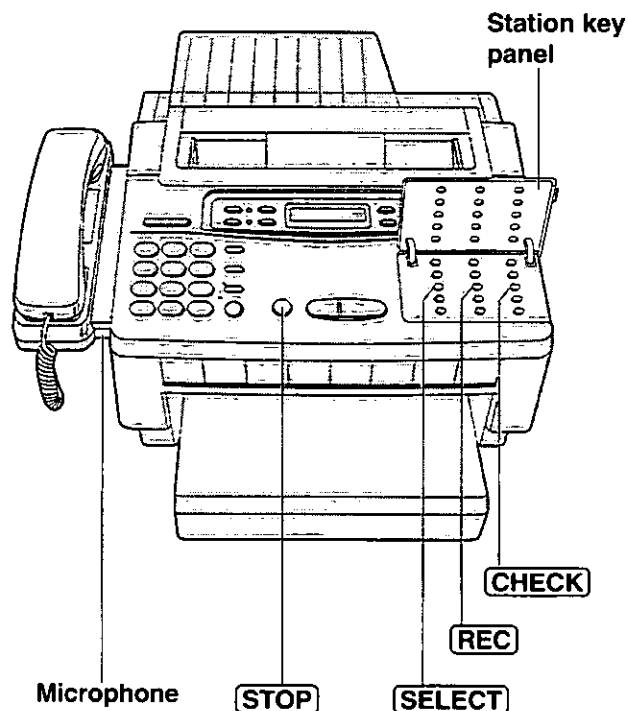
Suggested message

"Hello, this is John. Sorry, I cannot take your call. Please leave your message after the beep. Thank you."

To check your mailbox greeting message

1. Press [SELECT] until the desired mailbox number is displayed.

2. Press [CHECK].

To erase a mailbox greeting message
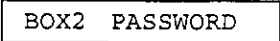
1. Press [SELECT] until the desired mailbox number is displayed.

2. Press [REC].

3. Press [STOP] immediately after the long beep.

8
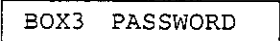
Programming the mailbox password

Program your own password for your mailbox to prevent other users from retrieving your messages.
Choose any 3-digit number except a number using digits 0 or 7.

1 Press (MENU).

> SYSTEM SET UP

2 For mailbox 1, press #, then 5 1.

> BOX1 PASSWORD

For mailbox 2, press #, then 5 2.

> BOX2 PASSWORD

For mailbox 3, press #, then 5 3.

> BOX3 PASSWORD

3 Press (START/SET).

> NO.=

4 Enter the new password (111–999).

Dial keypad   (START/SET)

5 Press (START/SET).

•To program other passwords, repeat from
step 2.

6 Press (MENU).

(MENU)
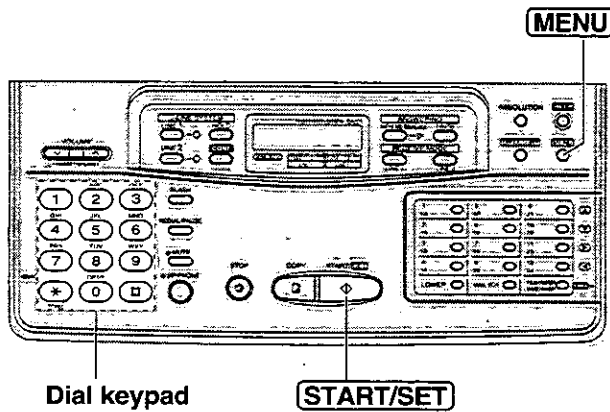
How incoming messages are recorded in a mailbox

In order to leave a message in a mailbox, each owner of a mailbox must inform their callers of the mailbox
procedure and mailbox number in advance. Set the unit to the ANS/FAX mode.

1 A caller calls your unit (using a touch tone telephone only).

•The common greeting message will play.

2 The caller presses ✳, then the desired mailbox number (1–3).

•A personal greeting message will play, followed by a long beep.

3 The caller leaves a message in the mailbox.

Note:
If a caller does not specify a mailbox in step 2, the message will be recorded into common memory.

Listening to messages in a mailbox

When there is a new message in a mailbox,
— the mailbox number will flash in the display.
— a slow beep will sound if the mailbox alert feature (page 60) is set to ON.

1 Press (MAIL BOX) repeatedly until the
desired mailbox number is displayed.

BOX2	02

2 Enter the mailbox password.
Example: *The password 555 (factory setting)*

PASSWORD=555

•The unit will play back the new recorded messages.
•If no new messages are recorded, the unit will play back all of the previously recorded messages.

3 To exit the mailbox, press (MAIL BOX).

Note:
•The REPEAT, SKIP and STOP buttons can be used.
•If you leave the mailbox password as "555" (factory setting), you need not enter a password. Press (NEW MESSAGES) or (ALL MESSAGES) instead of a password.

(NEW MESSAGES)

(ALL MESSAGES)

Dial keypad

(SKIP)

(STOP) (MAIL BOX)
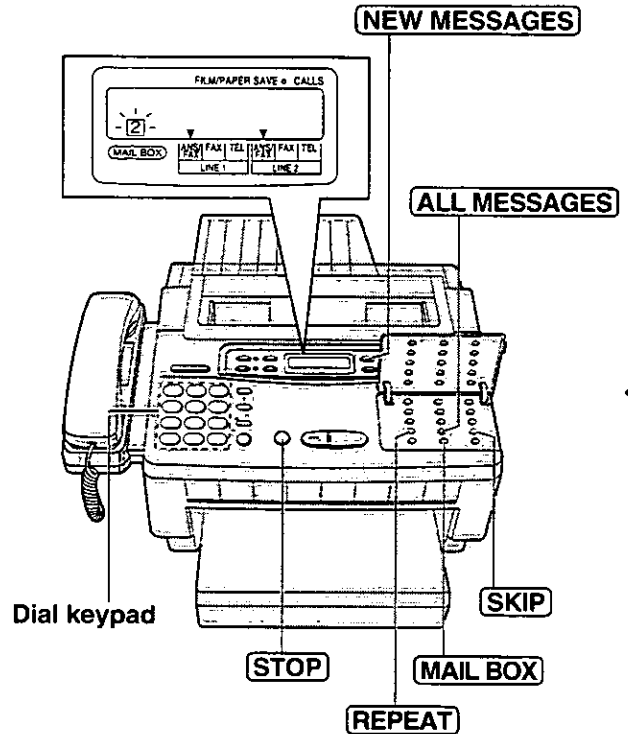
(REPEAT)

Erasing recorded messages in a mailbox

Erasing a specific message in a mailbox

Press (ERASE) while the message you want to erase is playing.

Erasing all messages in a mailbox

1 Press (MAIL BOX) repeatedly until the
desired mailbox number is displayed.
Example: *Mailbox 1 is selected.*

2 Press (ERASE).

BOX1 ERASE OK?

3 Press (START/SET).

ERASE COMPLETED

(ERASE)

(START/SET) (MAIL BOX)
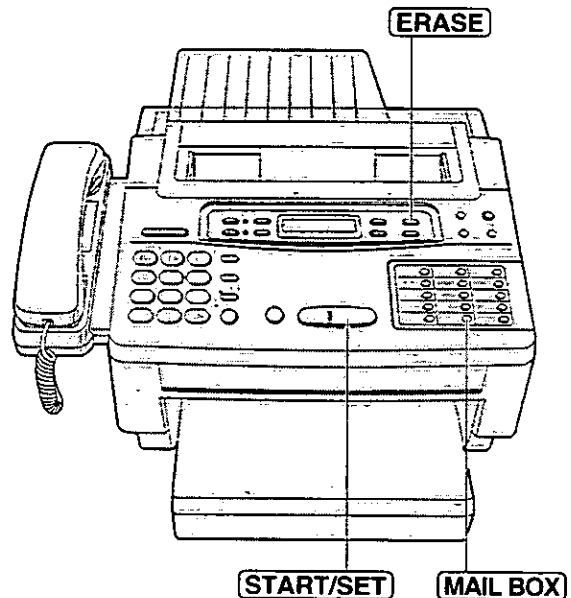
Remote operation from a touch tone phone

You can access your unit and retrieve incoming messages from a remote location with a touch tone telephone.

Summary of remote operations

```
            ┌─────────────────────────────────────────┐
            │  Call your unit from a touch tone phone. │
            └─────────────────────────────────────────┘
```

[0] Skips the greeting message (page 52)

Common memory Press your remote ANS ID.	Mailbox 1 Press [✱] [1].	Mailbox 2 Press [✱] [2].	Mailbox 3 Press [✱] [3].
	Press mailbox 1 password.	Press mailbox 2 password.	Press mailbox 3 password.
Messages in common memory can be retrieved.	Messages in mailbox 1 can be retrieved.	Messages in mailbox 2 can be retrieved.	Messages in mailbox 3 can be retrieved.

The following remote operations are available.

[1] Repeats message (page 50)

[2] Skips message (page 50)

[4] New message playback (pages 49 and 50)

[5] All message playback (pages 49 and 50)

[6] Room monitor (page 51)

[7][1] Re-records greeting message for line 1 and mailboxes (page 52)

[7][2] Re-records greeting message for line 2 and mailboxes (page 52)

[9] Stops re-recording of a greeting message (page 52)

[✱][4] Erases a specific message (page 51)

[✱][5] Erases all messages (page 51)

[8][1] Turns on pager alert for incoming messages (page 52)

[8][2] Turns off pager alert for incoming messages (page 52)

Programming the remote ANS ID

The remote ANS ID is used to access your answering device and listen to your messages in common memory.
Choose any number from 111 to 999 except a number using digits 0 or 7.
Make sure that the first 2-digits of the remote ANS ID are different from the junk mail prohibitor ID.

1 Press (MENU).

> SYSTEM SET UP

2 Press (#), then (1)(0).

> REMOTE ANS ID

3 Press (START/SET).

> ID=111

4 Enter the desired three digit ID number.

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)
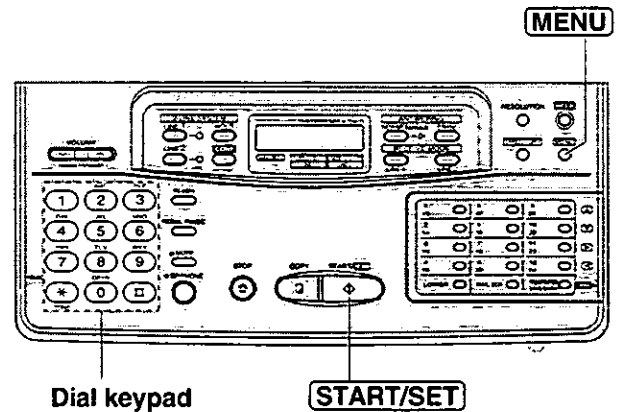
Listening to messages in common memory

1 Call your unit (using a touch tone telephone only).

2 Enter the remote ANS ID during common greeting playback.

•A long beep and short beep(s) will sound. The number of short beeps indicate the number of new recorded messages. Short beeps will sound up to 8 times even if 9 or more calls are recorded.

3 Press (4) to listen to the new recorded messages.
OR
Press (5) or wait for 4 seconds to listen to all of the recorded messages.

Note:
If you hear 6 beep tones after playing back the messages, memory is full. You must erase some or all of the messages.

To listen to messages in a mailbox after playback

1. Press (*) and the desired mailbox number (1), (2) or (3).

2. Press the mailbox password (3 digits).

3. Press the direct remote command (4) or (5) to play back messages.

Listening to messages in a mailbox

1 Call your unit.

2 Press [*] and the desired mailbox number
([1], [2], [3]) during the greeting playback.

3 Enter the mailbox password during the
personal greeting message.

•A long beep and short beep(s) will sound.
The number of short beeps indicates the
number of newly recorded messages.
Short beeps will sound up to 8 times even
if 9 or more calls are recorded.

4 Press [4] to listen to the new recorded
messages.
OR
Press [5] or wait for 4 seconds to listen to
all the recorded messages.

Note:
If you hear 6 beep tones after playing back the
messages, memory is full. You must erase some or all
of the messages.

**To listen to messages in another
memory after playback:**

1. Press [*], and [0] (for memory),
   or
   press [*] and mailbox number [1], [2] or [3].

2. If you selected common memory, press the
   remote ANS ID.
   or
   If you selected a mailbox, press the mailbox
   password.

3. Press the direct remote command [4] or [5] to
   play back messages.

During playback

Repeating a message

Press [1] to play the current message.

•If you press [1] within 5 seconds of the playback,
the previous message is played.

Skipping a message

Press [2] to play the next message.

Erasing messages from memory

Erasing specific messages from memory

Press ⊛ ④ when you want to erase the message being played.

• The unit will erase the message being played back.
• A long beep followed by three short beeps will sound. When erasing is completed, the unit will continue with the next message.

Erasing all messages from memory

You can erase all of the recorded messages in memory. To erase all of the messages in a mailbox, you must first select a mailbox.

Press ⊛ ⑤.

• A long beep followed by three short beeps will sound.
• The unit will erase all of the messages recorded in the selected memory.

Note:
The greeting messages will not be erased during this operation.

Other remote operations

Monitoring the room sound

You can monitor the sound in the room where the unit is installed for about 30 seconds.

1 Call your unit.

2 Enter your remote ANS ID.
  OR
  Press ⊛, then enter your mailbox number.

3 Press ⑥ after hearing a beep.

  • After 30 seconds are up, a beep sounds.

  • To continue monitoring, press ⑥ again within 10 seconds.

Recording a marker message

After playing back the recorded messages, you can leave an additional message.

1 Wait for 3 beeps indicating the end of the remote operation.

2 Wait about 10 seconds for 2 more beeps to indicate that the unit is ready to record.

3 Record your message.

Re-recording a common greeting message

You can change the content of the common greeting message from a remote location.

1 Call your unit.

2 Enter your remote ANS ID.

3 **For the common greeting message for line 1:**
Press [7][1] to start recording.

For the common greeting message for line 2:
Press [7][2] to start recording.

•A long beep will sound.

4 Speak immediately after the long beep (up to 16 seconds).

•If you pause for over 2 seconds while recording, the unit will beep and stop the greeting message recording. Repeat from step 2 within 10 seconds.

5 When finished, press [9].

•The new greeting message will be played.

Re-recording a mailbox greeting message

You can change the content of the mailbox greeting message from a remote location.

1 Call your unit.

2 Press [*] and [1], [2] or [3] (desired mailbox no.). Then enter the mailbox password.

3 Press [7][1] or [7][2] to start recording.

•A long beep will sound.

4 Speak immediately after the long beep (up to 16 seconds).

•If you pause for over 2 seconds while recording, the unit will beep and stop the greeting message recording. Repeat from step 2 within 10 seconds.

5 When finished, press [9].

•The new greeting message will be played.

Turning on/off pager alert

You can remotely turn on/off the pager alert for incoming messages if it has been programmed with a pager number in advance (see page 61).

1 Call your unit.

2 **For the common pager alert;**
Enter the remote ANS ID.

For a mailbox pager alert;
Press [*] and the mailbox number ([1], [2] or [3]), then enter the mailbox password.

3 To turn on the pager alert, press [8][1].
To turn off the pager alert, press [8][2].

To skip the greeting message

Callers can record their messages without listening to the greeting message.

After calling your unit, press [0] during the greeting message playback.

•The unit will skip the rest of the greeting message and start recording.

Logo print position

Logo, telephone number, date, time and page number will be printed on the transmitted document from your unit in the following manner.
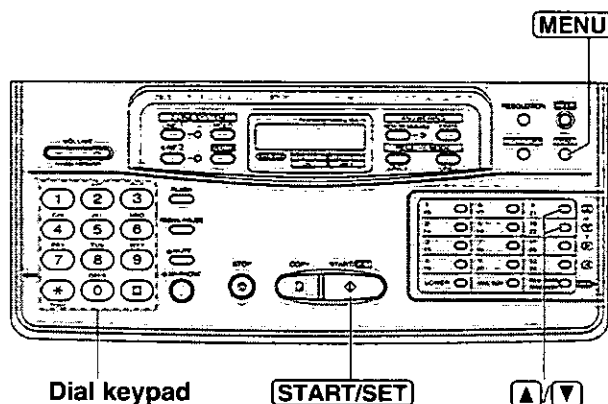
OUT: Outside of the transmitted document's paper size. (pre-selected setting)
IN: Inside of the transmitted document's paper size.
OFF: Not printed.

To change the setting, proceed as follows.

1 Press (MENU).

    | SYSTEM SET UP |

2 Press (#), then (2)(1).

    | LOGO POSITION |

3 Press (START/SET).

    | MODE=OUT   [▲▼] |

4 Press (▲) or (▼) to select the desired setting.

5 Press (START/SET).

6 Press (MENU).

(MENU)

Dial keypad   (START/SET)   (▲)/(▼)

Overseas transmission mode

You may experience difficulty in transmitting documents overseas.
This feature will make sending documents easier as the transmission speed is slowed down.

1 Press (MENU).

    | SYSTEM SET UP |

2 Press (#), then (2)(3).

    | OVERSEAS MODE |

3 Press (START/SET).

    | MODE=OFF   [▲▼] |

4 Press (▲) or (▼) to select "ON".

    | MODE=ON   [▲▼] |

•If this feature is not required, select "OFF".

5 Press (START/SET).

6 Press (MENU).

•Then start the transmission procedure (see pages 24 and 25).

(MENU)

Dial keypad   (START/SET)   (▲)/(▼)
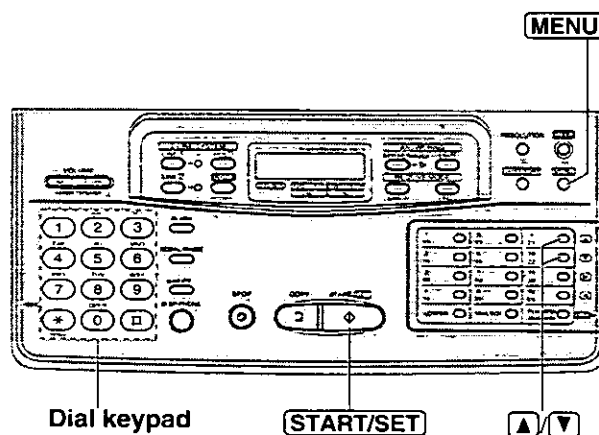
Note:
•After transmission is completed, this feature will be turned off automatically.
•When using this feature, transmission time will increase.

Copy reduction mode

When you copy documents that are longer than the recording paper, the unit can reduce the original document and print it out on one page by programming a suitable reduction rate below. The reduction rate is determined by a combination of the size of the recording paper and original document.

■ Recommended reduction rate:

Mode	Size of recording paper	Size of original document
OFF (pre-selected)	Letter	Letter
	Legal	Letter, A4, Legal
92%	Letter	A4
72%	Letter	Legal

Letter=216 × 279 mm (8$^1/_2$"× 11")
Legal=216 × 356 mm (8$^1/_2$" × 14")
A4 =210 × 297 mm (may not be available in the United States.)

To program a reduction rate, proceed as follows.

1 Press (MENU).

    SYSTEM SET UP

2 Press #, then 3 5.

    COPY REDUCTION

3 Press (START/SET).

    MODE=OFF   [▲▼]

4 Press ▲ or ▼ to select the desired mode.

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)   ▲/▼
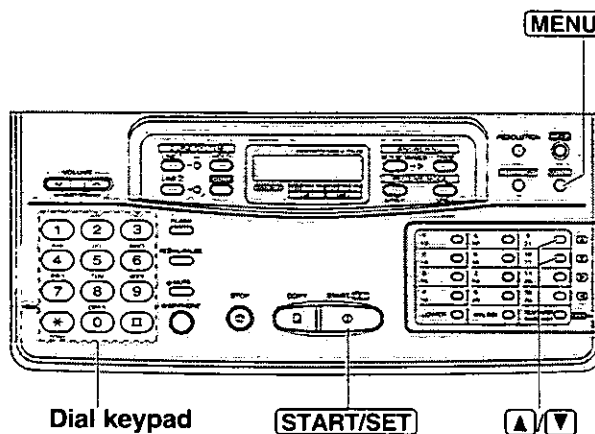
Note:
If the appropriate reduction rate is not programmed, the document may be divided and the top of the second sheet will be deleted.

Receiving reduction mode

When the size of the documents sent by the other party is as large as, or larger than the recording paper, the unit can reduce each page of the document and print it out on the recording paper at a suitable reduction rate below. The reduction rate is determined by a combination of the size of the recording paper and received document.
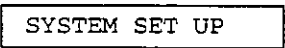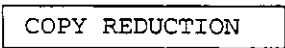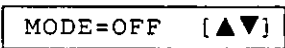
■ **Recommended reduction rate:**

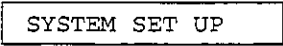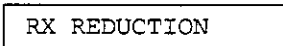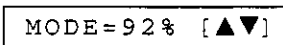| Mode	Size of recording paper	Size of received document
OFF	Legal	Letter, A4
92% (pre-selected)	Letter	Letter
	Legal	Legal
86%	Letter	A4
72%	Letter	Legal

Letter=216 × 279 mm (8$^1/_2$" × 11")
Legal=216 × 356 mm (8$^1/_2$" × 14")
A4 =210 × 297 mm (may not be available in the United States.)

To program a reduction rate, proceed as follows.

1 Press (MENU).

    SYSTEM SET UP

2 Press (#), then (3)(6).

    RX REDUCTION

3 Press (START/SET).

    MODE=92% [▲▼]

4 Press (▲) or (▼) to select the desired mode.

5 Press (START/SET).

6 Press (MENU).

Dial keypad (START/SET) (▲)/(▼)
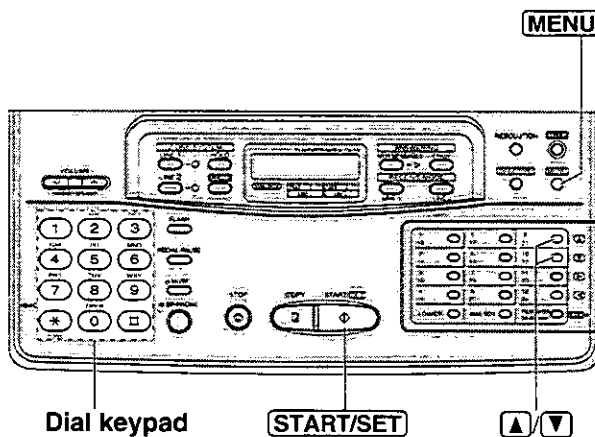
Note:
● This feature is not available when the film/paper save reception feature is set to ON (page 56).
● Documents received by facsimile frequently have a heading on the top of each page which contains the sender's name/phone number. This increases the length of each page. Therefore, it is recommended to use the reduction mode.
● If the appropriate reduction rate is not programmed, the over-sized document will be divided.

Film/Paper save reception

Use this feature if you wish to save film and recording paper when receiving two or more faxed pages. When this feature is set, the unit will reduce documents to half their length and print out two pages of documents on one page. A boundary will be printed out between the documents.

Important:
This feature will not work when the other party sends a document in fine resolution or other nonstandard resolutions.

Sample of paper save print:

Original document (1st page / 2nd page) → Printed document with Boundary
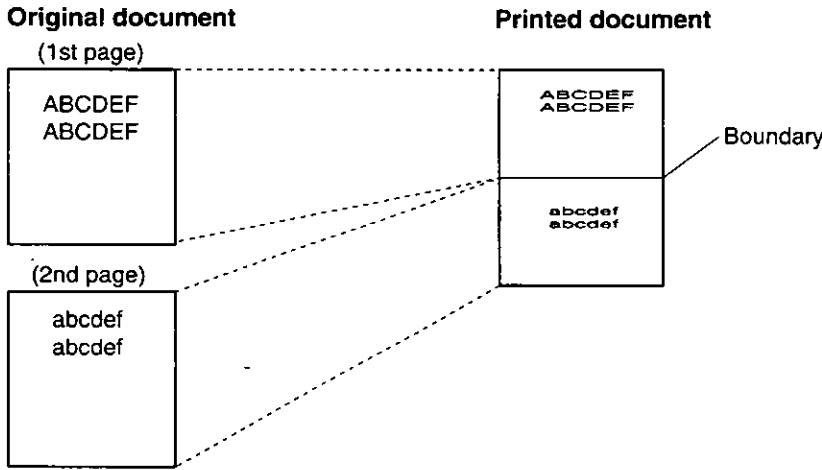
To activate this feature

1 Press (FILM/PAPER SAVE).

•The following messages will be alternately displayed.

```
PAPER  SAVE=ON?
```

```
YES:  PRESS SET
```

2 Press (START/SET).

```
FILM/PAPER  SAVE
```

•The arrow mark will be displayed.
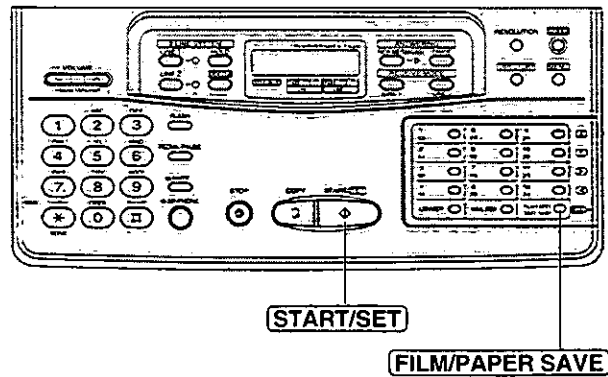
To deactivate this feature

1 Press (FILM/PAPER SAVE).

•The following messages will be alternately displayed.

```
PAPER  SAVE=OFF?
```

```
YES:  PRESS SET
```

2 Press (START/SET).

(START/SET)

(FILM/PAPER SAVE)

Note:
•When a reduced document is longer than the recording paper, it will be printed on two pages. The continuation will be printed on the next page and there may be wasted space. In this case, paper and film will not be saved.
•When documents are longer than legal size, the unit will not print the next page of the document on the same page.
•Paper and film will not be saved for one page documents and the last page of odd numbered documents.

Extension copy

Use this feature to enlarge a document to twice the length of the paper that is currently being used in the paper cassette. This feature is used to reverse the film/paper save function (see page 56).

Sample of extension copy:

When you wish to enlarge the top half of the document:

Original document
Top edge

Enlarged copy

Top half [ABC

Bottom half [DEF

ABC
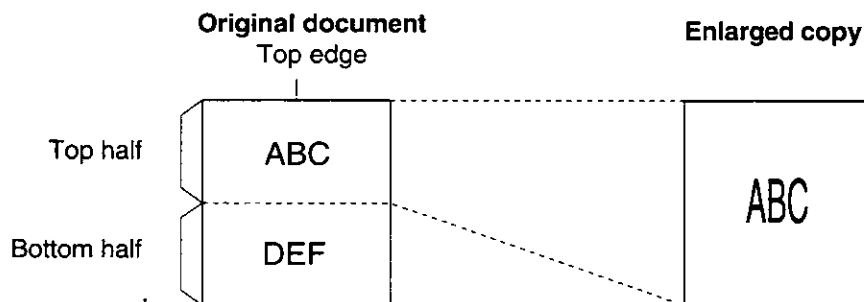
Insert a document into the
unit from the top edge side
FACE DOWN.

To activate this feature, proceed as follows:

1 Insert the documents FACE DOWN.

2 Press (MENU).

SYSTEM SET UP

3 Press (#), then (3)(4).

EXTENSION COPY

4 Press (COPY).

COPYING

•The unit will start printing.

5 After printing, press (MENU).

Note:
•You cannot select FINE or HALF TONE resolution for this feature.
•To make an enlarged copy of the whole page whose length is as long as, or shorter than your installed paper:
First insert the top half of the original document into the feeder tray and copy. Then turn the original around and insert the bottom half of the document into the feeder tray and copy.
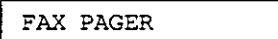
(MENU)

FACE DOWN

Dial keypad   (COPY)

8
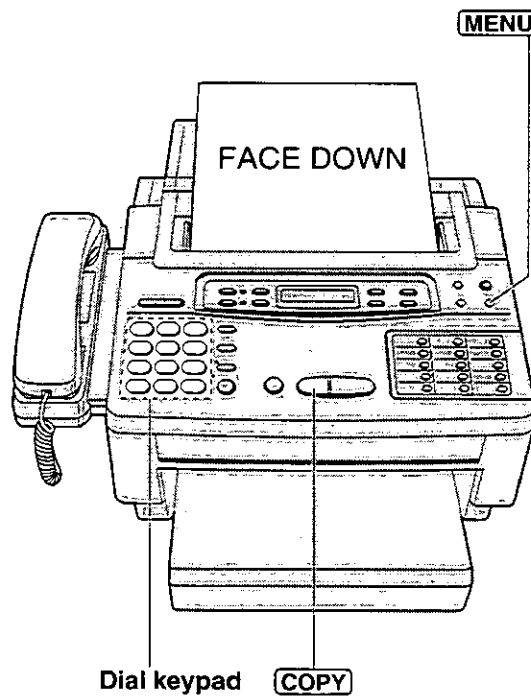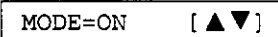
Pager alert for fax reception

This feature allows your unit to call your pager automatically each time your unit receives a fax message.

1 Press (MENU).

> | SYSTEM SET UP |

2 Press #, then 7 0.

> | FAX PAGER |

3 Press (START/SET).

> | MODE=OFF   [▲▼] |

4 Press ▲ or ▼ to select "ON".

> | MODE=ON   [▲▼] |

•If this feature is not required, select "OFF".

5 Press (START/SET).

> | NO.= |

6 Enter your pager phone number.
If necessary, press (PAUSE) twice.
Contact your pager company regarding the proper pause time.

7 If your pager has the ability to display phone numbers, enter the number that you wish to appear in the display.
Press # if required by your pager company.

8 Press (START/SET).

9 Press (MENU).

(MENU)

Dial keypad (PAUSE) (START/SET) ▲/▼
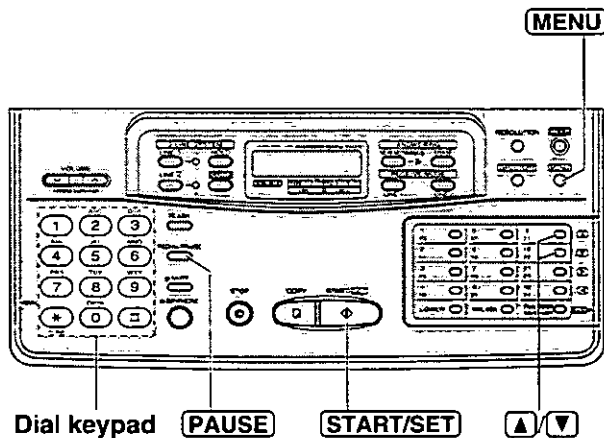
Note:
You may enter a total of 30 digits and/or pauses in steps 6 and 7.

Setting the caller's recording time

You can choose between two lengths of recording times for incoming messages.

VOX (unlimited): The unit will record an incoming message as long as the caller speaks (pre-selected setting).
1 MIN (1 minute): The unit will record an incoming message up to 1 minute per message.

1 Press (MENU).

> SYSTEM SET UP

2 Press #, then [0][9].

> RECORDING TIME

3 Press (START/SET).

> MODE=VOX   [▲▼]

4 Press (▲) or (▼) to select the desired mode.

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)   (▲)/(▼)
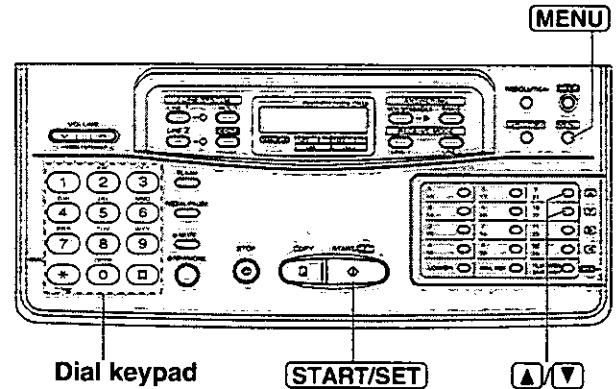
Message alert

This feature allows your unit to alert you with a slow beep if a caller's message has been recorded in common memory.

1 Press (MENU).

> SYSTEM SET UP

2 Press #, then [4][2].

> MESSAGE ALERT

3 Press (START/SET).

> MODE=OFF   [▲▼]

4 Press (▲) or (▼) to select "ON".

> MODE=ON   [▲▼]

•If this feature is not required, select "OFF".

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)   (▲)/(▼)
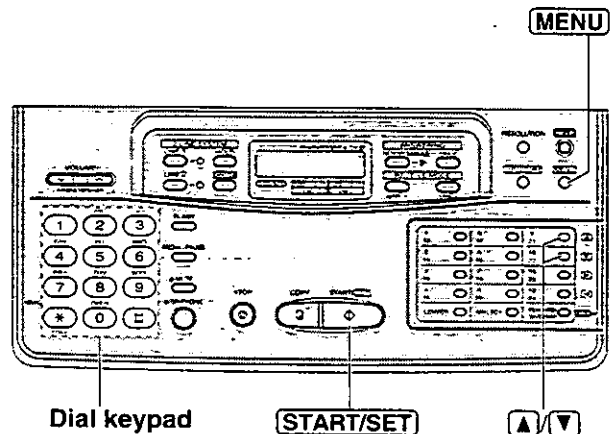
Note:
This feature does not work for the mailbox feature.
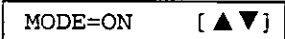
Recording time alert

When the remaining recording time for incoming messages is less than 60 seconds, the unit will alert the user with a slow beep.

1 Press [MENU].

```
SYSTEM SET UP
```

2 Press [#], then [4][3].

```
REC. TIME ALERT
```

3 Press [START/SET].

```
MODE=OFF    [▲▼]
```

4 Press [▲] or [▼] to select "ON".

```
MODE=ON     [▲▼]
```

•If this feature is not required, select "OFF".

5 Press [START/SET].

6 Press [MENU].

Dial keypad   [START/SET]   [▲]/[▼]
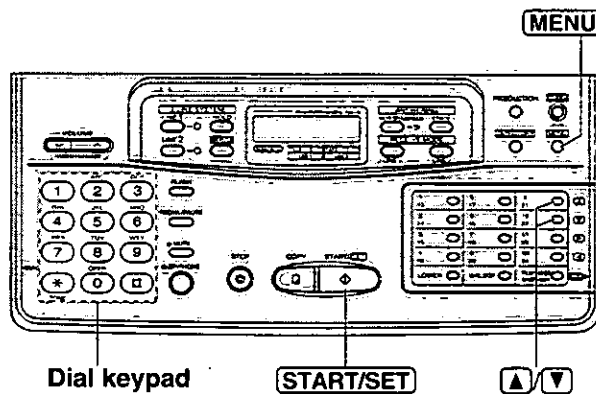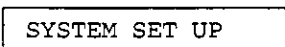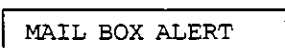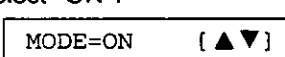
Mailbox alert

This feature allows your unit to alert you with a slow beep if a caller's message has been recorded in a mailbox.

1 Press [MENU].

```
SYSTEM SET UP
```

2 Press [#], then [5][0].

```
MAIL BOX ALERT
```

3 Press [START/SET].

```
MODE=OFF    [▲▼]
```

4 Press [▲] or [▼] to select "ON".

```
MODE=ON     [▲▼]
```

•If this feature is not required, select "OFF".
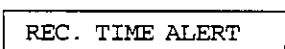
5 Press [START/SET].

6 Press [MENU].

Dial keypad   [START/SET]   [▲]/[▼]
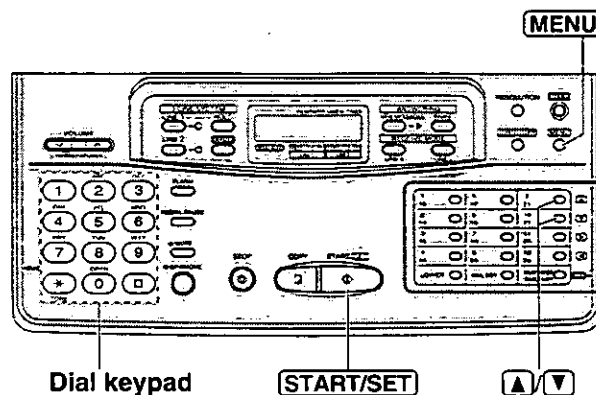
Pager alert for incoming messages

This feature allows your unit to call your pager automatically, each time an incoming message is recorded.
You can set the pager number for any memory (common, mailbox 1, 2 and 3) location.

1 Press (MENU).

> SYSTEM SET UP

2 **For common pager alert,** press (#), then
(6)(0).

> COMMON PAGER

For mailbox 1 pager alert, press (#), then
(6)(1).

> MAIL BOX1 PAGER

For mailbox 2 pager alert, press (#), then
(6)(2).

> MAIL BOX2 PAGER

For mailbox 3 pager alert, press (#), then
(6)(3).

> MAIL BOX3 PAGER

3 Press (START/SET).

> MODE=OFF   [▲▼]

4 Press (▲) or (▼) to select "ON".

> MODE=ON   [▲▼]

•If this feature is not required, select
"OFF".

5 Press (START/SET).

> NO. =

6 Enter your pager phone number.
If necessary, press (PAUSE) twice.
Contact your pager company regarding the
proper pause time.

7 If your pager has the ability to display
phone numbers, enter the number that you
wish to appear on the display.
Press (#) if required by your pager
company.

8 Press (START/SET).

9 Press (MENU).
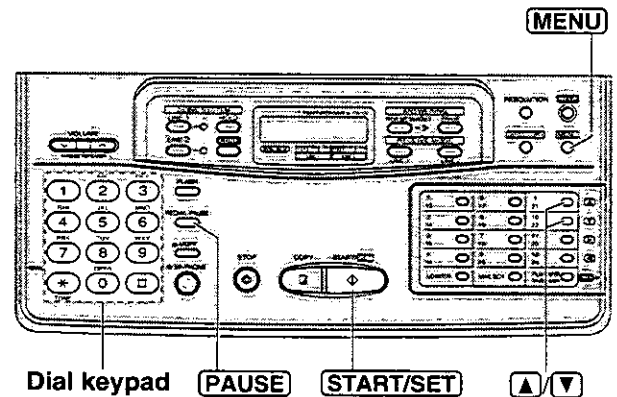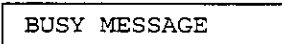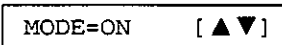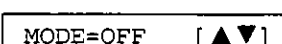
•When the pager beeps, call your unit from a
touch tone telephone to retrieve the message.

Dial keypad (PAUSE) (START/SET) (▲)(▼)

Note:
•You may enter a total of 30 digits and/or pauses
in steps 6 and 7.
•This feature can be turned on/off remotely from
a touch tone phone (see page 52).

Busy message selection
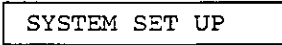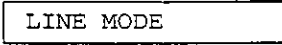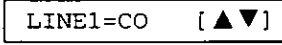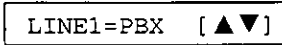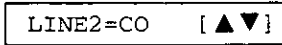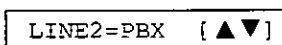
If one line is busy recording a voice message or sending/receiving a fax, the other line can only be used for voice communication. If the line not in use has been set to automatically answer incoming calls (set to ANS/FAX or FAX mode), it will play a "busy message" (see page 4) if an incoming call is received. After playing the message, the line will be disconnected. If you do not want the unit to answer and play the busy message, set this selection to off.

1 Press (MENU).

```
SYSTEM SET UP
```

2 Press #, then 4 5.

```
BUSY MESSAGE
```

3 Press (START/SET).

```
MODE=ON      [▲▼]
```

4 Press ▲ or ▼ to select "OFF".

```
MODE=OFF     [▲▼]
```

•To activate the busy message, select "ON".

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)   ▲/▼   (MENU)
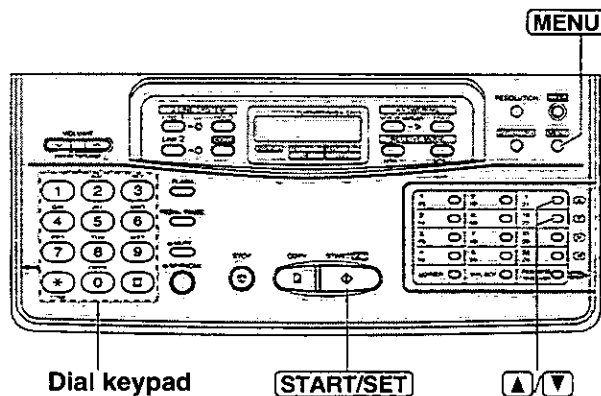
Setting the line mode when connected to a host exchange=

If either line 1 or 2, or both lines are connected to a host exchange (PBX–Private Branch Exchange), you need to change the line mode setting from "CO-Central Office" to "PBX". If not connected to a host exchange, the following programming is not necessary.

1 Press (MENU).

```
SYSTEM SET UP
```

2 Press #, then 2 8.

```
LINE MODE
```

3 Press (START/SET)

```
LINE1=CO    [▲▼]
```

4 When line 1 is connected to a host exchange, press ▲ or ▼ to select "PBX".

```
LINE1=PBX   [▲▼]
```

5 Press (START/SET).

```
LINE2=CO    [▲▼]
```

6 When line 2 is connected to a host exchange, press ▲ or ▼ to select "PBX".

```
LINE2=PBX   [▲▼]
```

7 Press (START/SET).

8 Press (MENU).

Dial keypad   (START/SET)   ▲/▼   (MENU)
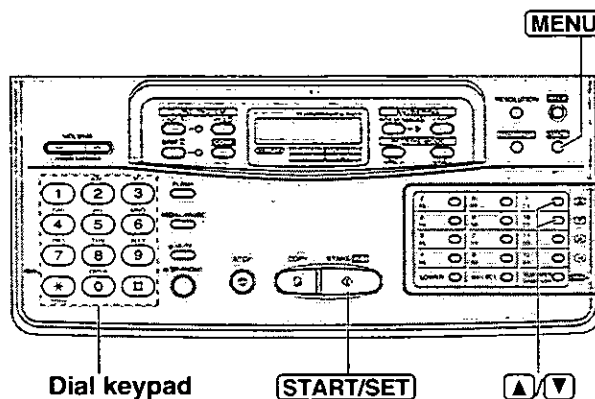
Auto line selection for a telephone call

If you wish to select a specific line every time you lift the handset or press (SP-PHONE), proceed as follows.
AUTO: The unit will select a free line (pre-selected setting).
LINE 1: The unit will always select line 1.
LINE 2: The unit will always select line 2.

1 Press (MENU).

> SYSTEM SET UP

2 Press #, then ②⑥.

> LINE SELECTION

3 Press (START/SET).

> MODE=AUTO [▲▼]

4 Press (▲) or (▼) to select the desired mode.

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)   (▲)/(▼)

(SP-PHONE)
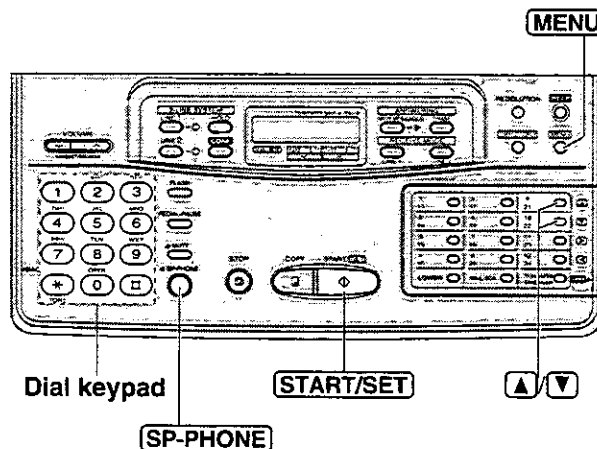
Note:
If you specify a line using this selection, you can still place/receive a call on the other line by pressing the line button of the other line.

Auto line selection for a fax call

If you wish to select a specific line every time you transmit documents, proceed as follows. When transmitting documents, do not press (SP-PHONE) or lift the handset to dial the number. Use "Transmitting documents with fewer procedures" (page 25) or "Transmitting documents" using one-touch dialing or speed dialing (page 35).
AUTO: The unit will select a free line (pre-selected setting).
LINE 1: The unit will always select line 1.
LINE 2: The unit will always select line 2.

1 Press (MENU).

> SYSTEM SET UP

2 Press #, then ②⑦.

> FAX SELECTION

3 Press (START/SET).

> MODE=AUTO [▲▼]

4 Press (▲) or (▼) to select the desired mode.

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)   (▲)/(▼)

(SP-PHONE)
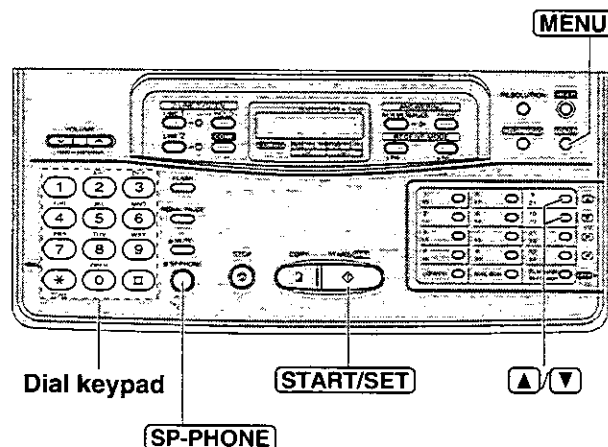
Note:
If you specify a line using this selection, you can still transmit a fax on the other line by pressing the line button of the other line prior to dialing the number.

Line usage selection

The unit can be connected to two telephone lines. If only one line is connected, the following programming is necessary.

1 Press (MENU).

> SYSTEM SET UP

2 Press #, then 2 9.

> C.O.L SELECTION

3 Press (START/SET).

> LINE1=ON   [▲▼]

4 **If line 1 is not connected,**
Press ▲ or ▼ to select "OFF".
If line 1 is connected,
Press ▲ or ▼ to select "ON".

5 Press (START/SET).

> LINE2=ON   [▲▼]

6 **If line 2 is not connected,**
Press ▲ or ▼ to select "OFF".
If line 2 is connected,
Press ▲ or ▼ to select "ON".

7 Press (START/SET).

8 Press (MENU).
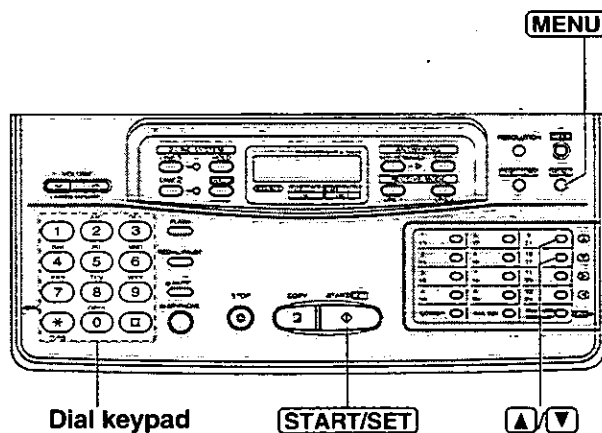
Note:
You cannot make or answer a call on a line set to "OFF".

Dial keypad   (START/SET)   ▲/▼

Ringer mode

The unit can be programmed not to ring for the second call received during a telephone conversation. If this feature is set to off, the unit will let you know an incoming call only by a red flashing of the line indicator. To set this feature off, proceed as follows.

1 Press (MENU).

> SYSTEM SET UP

2 Press #, then 4 6.

> RINGER MODE

3 Press (START/SET).

> MODE=ON   [▲▼]

4 Press ▲ or ▼ to select "OFF".

> MODE=OFF   [▲▼]

•To activate the ringer mode, select "ON".

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)   ▲/▼
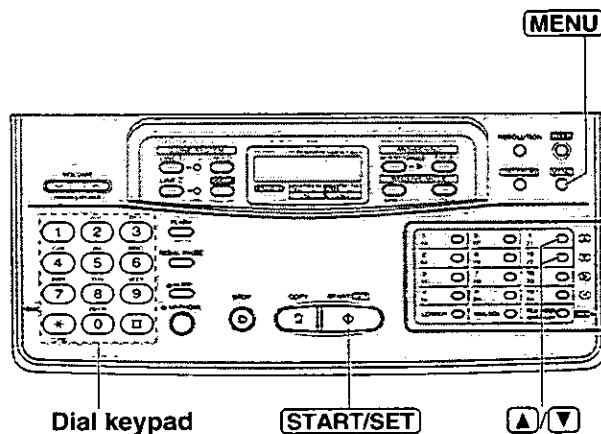
Display contrast

Use this feature to adjust the brightness of the display.
The following choices are available.
NORMAL: (Pre-selected setting)
LIGHT: Used when the display contrast is dark.
DARKER: Used when the display contrast is light.

1 Press (MENU).

> SYSTEM SET UP

2 Press (#), then (3)(9).

> LCD CONTRAST

3 Press (START/SET).

> MODE=NORMAL [▲ ▼]

4 Press (▲) or (▼) to select the desired mode.

5 Press (START/SET).

6 Press (MENU).

Dial keypad   (START/SET)   (▲)/(▼)
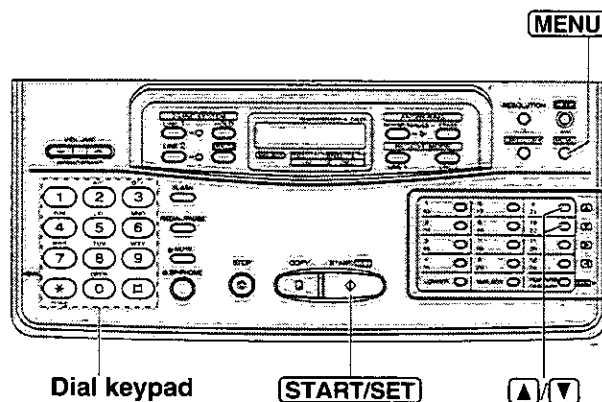
Resetting the advanced features

Use this feature to return the advanced features (see page 70) to their initial settings.

1 Press (MENU).

> SYSTEM SET UP

2 Press (#), then (8)(0).

> SET DEFAULT

3 Press (START/SET).

> RESET=NO   [▲▼]

4 Press (▲) or (▼) to select "YES".

> RESET=YES   [▲ ▼]

5 Press (START/SET).

> RESET OK?

•If this feature is not required, press (STOP).

6 Press (START/SET) again for confirmation.

> RESET COMPLETED

7 Press (MENU).

Dial keypad   (STOP)   (START/SET)   (▲)/(▼)
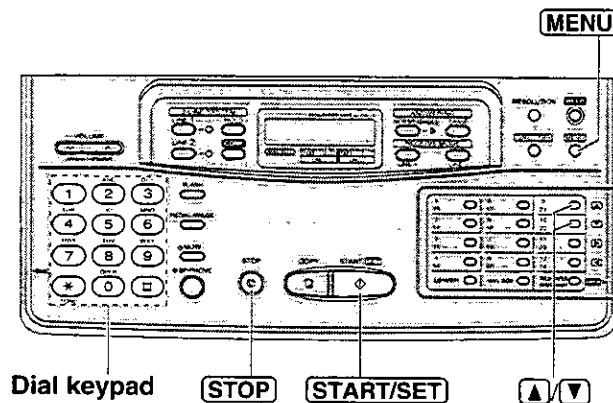
TONE, FLASH and PAUSE buttons
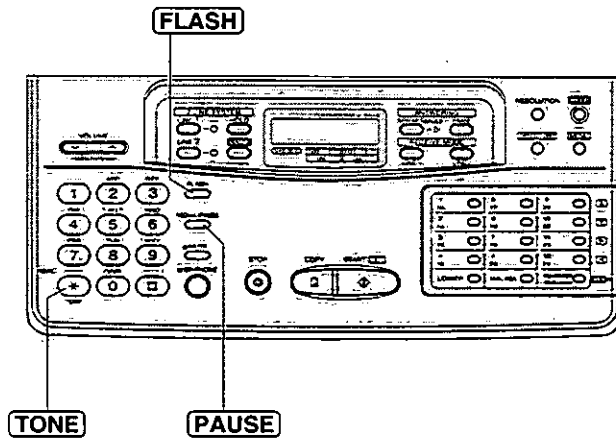
TONE button

The TONE (✳) button is used when your line has rotary pulse dial service. Pressing the button allows you to change temporarily from pulse to tone mode during a dialing operation.
When you hang up, the unit will automatically return to pulse mode.

FLASH button

The FLASH button functions as the hookswitch on a regular phone. If you misdial or dial another phone number, press the FLASH button firmly. The call will be terminated and you will hear a dial tone. You can then dial the next phone number.

The FLASH button also allows you to use special features of the host exchange (if connected) or local telephone company services such as call waiting. For further details, contact your supplier or local telephone company.

PAUSE button

Pressing the REDIAL/PAUSE button causes a dialing delay in the dialing sequence.

Example-1: When your unit is connected to a host exchange, insert a pause as follows to get an outside line.

| 9 | PAUSE | Phone number |

Line access code
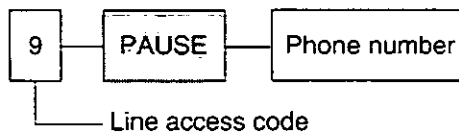
Example-2: If a transmission error occurs frequently when making an overseas transmission, add two pauses at the end of the phone number.

| International access code | County code | Phone number | PAUSE | PAUSE |
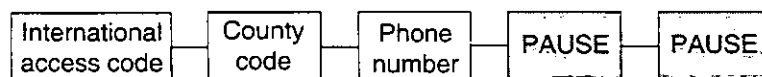
Note:
TONE, FLASH and PAUSE can be stored into a phone number for automatic dialing.

66

Printing reports and lists

You can print out the following reports/lists from your unit.

Feature List — provides you with the current settings of the basic and advanced programming features (see page 70).

Telephone number list — provides you with phone numbers and their station names which are stored in automatic dialing.

(Code in each phone number)
P: A pause has been entered.

F: A flash has been entered.

[ ]: A secret phone number has been entered.
(The telephone number is not printed.)

Journal report — is useful for keeping records of fax transmissions and receptions. This report will be printed automatically after every 35 fax communications, but can be printed manually as shown below. You can change the setting of the journal auto print feature (see page 68).

Printer test list — allows you to check the print quality of your unit. If the test print has a dirty pattern, or blurred points or lines, clean the thermal head (see page 77).

Transmission report — provides you with a printed record of the fax transmission result. For further details, see page 68.

How to print each report/list

1 Press (MENU) until the following is displayed.

> PRINT LIST

2 **For the feature list**, press (#), then (1).

> SETUP LIST

For the telephone number list, press (#), then (3).

> TEL NO. LIST

For the journal report, press (#), then (4).

> JOURNAL REPORT

For the printer test list, press (#), then (5).

> PRINTER TEST

3 Press (START/SET) to start printing.

> PRINTING

•To interrupt printing, press (STOP).

4 After printing, press (MENU).

Dial keypad (START/SET)

(MENU)

(STOP)
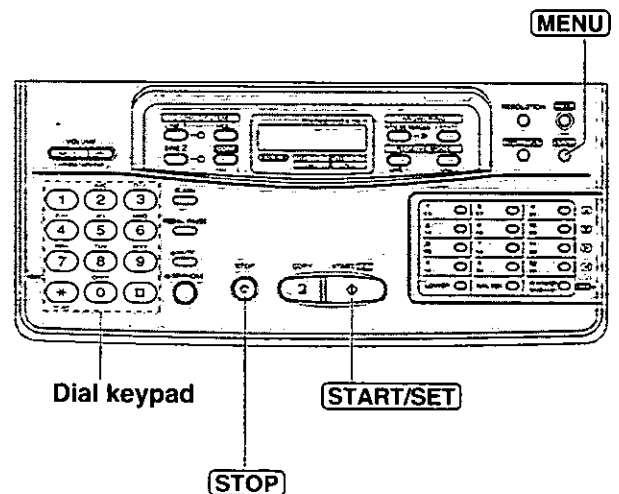
Setting the transmission report printing

One of the following choices is available.

ERROR: The transmission report will print out only when fax transmission fails.
ON: The report will always print out, indicating whether fax transmission was successful or not.
OFF: The report will not print (pre-selected setting).

1 Press [MENU].

> SYSTEM SET UP

2 Press [#], then [0][4].

> TX-REPORT MODE

3 Press [START/SET].

> MODE=OFF [▲▼]

4 Press [▲] or [▼] to select the desired mode.

5 Press [START/SET].

6 Press [MENU].

Dial keypad   [START/SET]   [▲]/[▼]
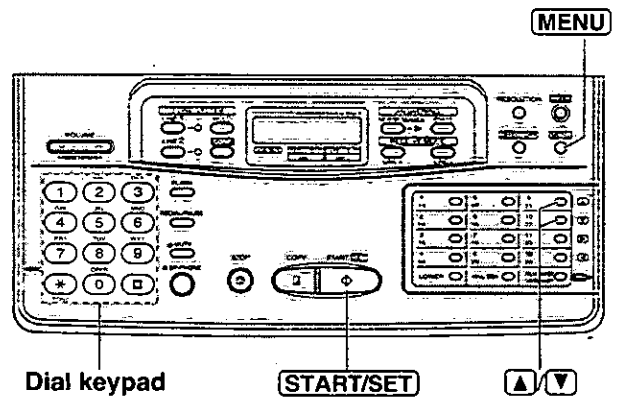
Setting journal auto print

The unit will automatically print a journal report after every 35 fax communications. After printing, the journal memory will be erased and only subsequent activity will be recorded.

When this feature is deactivated, the unit will store the records of the last 35 fax communications, but the unit will not print the journal report automatically.

1 Press [MENU].

> SYSTEM SET UP

2 Press [#], then [2][2].

> AUTO JOURNAL

3 Press [START/SET].

> MODE=ON [▲▼]

4 Press [▲] or [▼] to select the desired mode.

5 Press [START/SET].

6 Press [MENU].

Dial keypad   [START/SET]   [▲]/[▼]
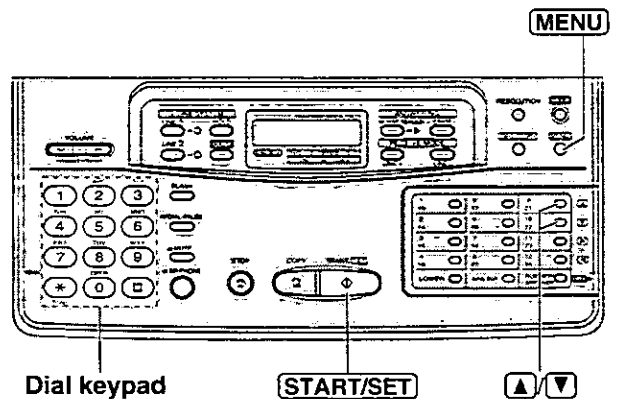
Sample of journal report

```
JOURNAL
                                                   Jan. 25 1995 05:22PM
   NO. OTHER FACSIMILE   START TIME      USAGE TIME MODE  PAGES RESULT              *CODE
   01  1234567           Jan. 21 02:14PM  00'25     TX    01    OK
   02  9998765           Jan. 21 02:17PM  00'38     TX    02    OK
   03  2121444           Jan. 21 02:18PM  00'28     RX    01    OK
   04  555556677         Jan. 22 10:35AM  00'58     TX    03    COMMUNICATION ERROR  (43)
   05  +987 1            01'50     RX    05    OK
   06                                             01    OK
```

Communication result (see below.)

Error code (for service personnel use only)

Sample of transmission report

```
XMT REPORT
                                                   Jan. 20 1995 01:19PM
   NO. OTHER FACSIMILE   START TIME      USAGE TIME MODE  PAGES RESULT              *CODE
   01  COMPANY ABC       Jan. 20 01:18PM  00'51     TX    00    COMMUNICATION ERROR  (43)
```

Communication result on the report

When a problem has occurred, one of the following messages will be printed on the transmission report and the journal report.

PRINTED MESSAGE	MEANING
COMMUNICATION ERROR	A transmission or reception error occurred. Try again or check the other party.
DOCUMENT JAMMED	A document was jammed. Remove the jammed document (see page 76).
FILM EMPTY	Film is empty. Replace the film or film cartridge with a new one (see page 78).
JUNKMAIL PROH. REJECT	The junk mail prohibitor of your unit rejected fax reception (see page 42).
NO DOCUMENT	The document was not fed into the unit properly. Try again.
NO RESPONSE	The receiving unit was busy or ran out of recording paper. Try again.
PAPER JAMMED	The recording paper was jammed. Clear the jammed paper (see page 74).
PAPER OUT	Your unit ran out of recording paper. Install paper (see page 8).
PRESSED THE STOP KEY	The STOP button was pressed and fax communication was cancelled.
PRINTER OVERHEATED	Printer overheated. Leave the unit to cool down.
THE COVER WAS OPENED	The top cover was open. Close it and try again.

Summary of user programmable features

Basic features

Code	Feature	Selection	Initial setting	Page
#01	SET DATE & TIME	mm/dd/yy hh:mm	(Jan./01/95 12:00 AM)	15
#02	YOUR LOGO		(Panasonic FAX SYSTEM)	15
#03	YOUR TELEPHONE NUMBER: LINE 1/LINE 2			17
#04	PRINT TRANSMISSION REPORT	ERROR/ON/OFF	OFF	68
#07	FAX RING COUNT	1/2/3/4 rings	1 ring	27
#08	ANS/FAX RING COUNT	1/2/3/4 rings/TOLL SAVER/ RINGER OFF	1 ring	27
#09	RECORDING TIME	VOX/1 MIN	VOX	59
#10	REMOTE ANS ID		ID=111	49

Advanced features

Code	Feature	Selection	Initial setting	Page
#21	LOGO POSITION	OUT/IN/OFF	OUT	53
#22	JOURNAL AUTO PRINT	ON/OFF	ON	68
#23	OVERSEAS MODE	ON/OFF	OFF	53
#24	JUNK MAIL PROHIBITOR	ON/OFF	OFF/ID=22	42
#25	DELAYED TRANSMISSION	ON/OFF	OFF	39
#26	LINE SELECTION	AUTO/LINE1/LINE2	AUTO	63
#27	FAX SELECTION	AUTO/LINE1/LINE2	AUTO	63
#28	LINE MODE	CO/PBX	LINE1=CO, LINE2=CO	62
#29	C. O. L SELECTION	ON/OFF	LINE1=ON, LINE2=ON	64
#31	RING DETECTION	OFF/A/B/C/D	LINE1=OFF, LINE2=OFF	43
#34	EXTENSION COPY			57
#35	COPY REDUCTION	92%/72%/OFF	OFF	54
#36	RX REDUCTION	92%/86%/72%/OFF	92%	55
#39	LCD CONTRAST	NORMAL/LIGHT/DARKER	NORMAL	65
#41	REMOTE FAX ACTIVATION CODE		**★ ★**	41
#42	MESSAGE ALERT	ON/OFF	OFF	59
#43	RECORDING TIME ALERT	ON/OFF	OFF	60
#45	BUSY MESSAGE	ON/OFF	ON	62
#46	RINGER MODE	ON/OFF	ON	64
#50	MAIL BOX ALERT	ON/OFF	OFF	60
#51	BOX1 PASSWORD		555	46
#52	BOX2 PASSWORD		555	46
#53	BOX3 PASSWORD		555	46
#60	COMMON PAGER	ON/OFF	OFF	61
#61	MAIL BOX1 PAGER	ON/OFF	OFF	61
#62	MAIL BOX2 PAGER	ON/OFF	OFF	61
#63	MAIL BOX3 PAGER	ON/OFF	OFF	61
#70	FAX PAGER	ON/OFF	OFF	58
#80	SET DEFAULT	YES/NO	NO	65

Error messages on the display

If the unit detects a problem, one of the following messages will appear on the display.

ERROR MESSAGE	CAUSE & REMEDY
BATTERY LOW	•Battery power is low. Replace the batteries with new ones (see page 7).
CHECK CASSETTE	•The recording paper is jammed near the paper cassette. Clear the jammed paper (see page 75).
CHECK COVER	•The top cover is open. Close it.
CHECK DOCUMENT	•The document is not fed into the unit properly. Reinsert the document and try again. If misfeeding occurs frequently, clean the feeder rollers (see page 77). If the problem remains, adjust the feeder pressure (see page 76).
CHECK FILM	•The film is not inserted in the cartridge correctly. Reinsert it correctly by referring to step 8 on page 79.
CHECK MEMORY	•Memory (phone numbers, parameters, etc.) has been erased. Re-program.
FILM EMPTY	•Film is empty. Replace the film or film cartridge with a new one (see page 78).
L1:NO GREETING	•The greeting message for line 1 has not been recorded. Record the message (see page 19).
L2:NO GREETING	•The greeting message for line 2 has not been recorded. Record the message (see page 19).
LOADING FILM	•The blue leader of the film was not wound completely or the unit was out of film. Wait for a while.
MEMORY FULL	•There is no room left in memory to record a message. Erase some or all of the messages (see page 31).
NO GREETING	•The greeting messages for line 1 and line 2 have not been recorded. Record each message (see page 19).
NO RESPONSE	•The receiving unit was busy or ran out of recording paper. Try again.
OUT OF PAPER	•The unit is out of recording paper. Install paper (see page 8).
PAPER JAMMED	•The recording paper is jammed near the head unit. Clear the jammed paper (see page 74).
POLLING ERROR	•The other fax machine does not provide the polling function. Check with the other party.
REMOVE DOCUMENT	•The document is jammed. Remove the jammed document (see page 76). •Attempted to transmit a document longer than 600 mm (23$^5/_8$"). Press the STOP button and remove the document (see page 76). Divide it into two or more sheets and try again.
TRANSMIT ERROR	•Transmission error occurred. Try again.
UNIT OVERHEATED	•The unit overheated. Leave it to cool down.

Before requesting help

General

PROBLEM	CAUSE & REMEDY
I cannot make and receive calls.	•The power cord or telephone line cord is not connected. Confirm the connection (see pages 11 and 12). •The line usage selection is incorrect. Change the selection (see page 64).
I cannot make calls.	•The dialing mode setting is wrong. Check the selector (see page 11). •The line mode setting is wrong. Change the mode (see page 62).
The unit does not work.	•Disconnect the unit from the telephone line and connect to a known working phone. If the known working phone operates properly, call your service personnel to have the unit repaired. If the known working phone does not operate properly, consult your telephone company.
The unit does not ring.	•The ringer volume is set to OFF. Raise it to a suitable level (see page 18).
The REDIAL/PAUSE button does not function properly.	•If this button is pressed during dialing, a pause will be inserted. If this button is pressed immediately after a dial tone is obtained, the last number dialed will be redialed.
The line indicators do not work properly.	•The connection of the telephone line or the setting of the line usage selection is made improperly (see page 64). •The setting of the line mode selection is wrong (see page 62).
While programming, I cannot enter the activation code or the prohibitor ID.	•All or part of the number is the same as another code or ID. Change the number (see pages 41, 42 and 49).

Fax Transmission & Reception

PROBLEM	CAUSE & REMEDY
The other party complains that letters on their received document are distorted.	•If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have such services. •Another telephone connected to the same line is off hook. Hang up and try again.
The other party complains that a dirty pattern or a black line appears on their received documents.	•The glass or rollers are dirty. Clean them (see page 77).
I cannot make an international fax call.	•Use the overseas transmission mode (see page 53). •Add two pauses at the end of the phone number (see page 66).
I cannot receive documents automatically.	•The receive mode is set to TEL. Set the receive mode to ANS/FAX or FAX. •The time to answer the call may be too long. Decrease the number of rings (see page 27). •The greeting message may be too long. Shorten the message or ask the other party to press ✳✳ and then start transmission.

PROBLEM	CAUSE & REMEDY
Recording image is faint.	•The sender transmitted a faint document. Ask them to transmit a clearer copy of the document. •The thermal head is dirty. Clean it (see page 77).
A blank sheet is ejected after the received documents are printed out.	•The receiving reduction rate is not programmed correctly. Program the proper reduction rate (see page 55).

Answering Device

PROBLEM	CAUSE & REMEDY
No voice messages have been recorded in the ANS/FAX mode.	•Memory is full. Erase some or all of the messages (see page 31).
I cannot retrieve recorded messages from a remote phone.	•Make sure that you use the remote ANS ID correctly (see page 49). When you dial the number, press the button firmly.
Messages in the mailbox do not play back.	•You have programmed the mailbox password. Press the password and then try again (see page 46).

Copying

PROBLEM	CAUSE & REMEDY
A dirty pattern or black line appears on the copied documents.	•The glass or rollers are dirty. Clean them (see page 77).
Copied image is distorted.	•The thermal head is dirty. Clean it (see page 77).
The document is not copied properly.	•The film is not inserted correctly. Insert it correctly (see page 78).
A paper jam occurs during copying.	•The film is not inserted correctly. Insert it correctly (see page 78).

Clearing a recording paper jam

If a recording paper jams, the display will show one of the two messages below. Remove the jammed recording paper following either message.

PAPER JAMMED

A recording paper jammed near the head unit.

CHECK CASSETTE

A recording paper jammed near the paper cassette.

Removing a jammed recording paper near the head unit
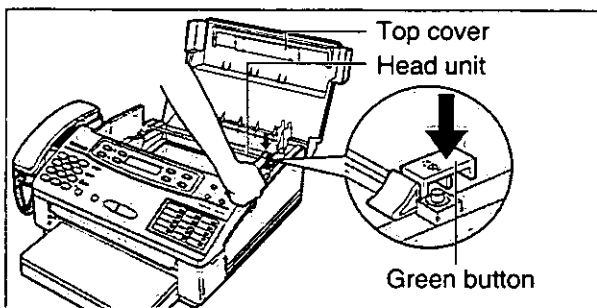
Top cover
Head unit
Green button

1 Open the top cover.

2 Press the green button on the right marked "PUSH" and lift up the head unit.
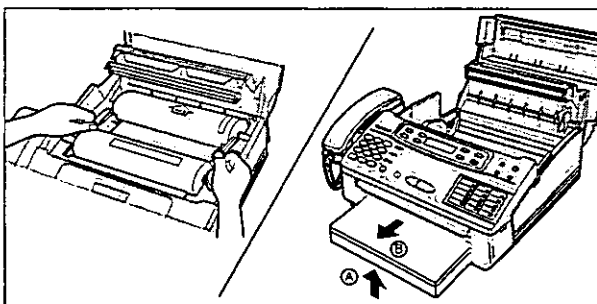
3 Remove the film cartridge.

4 Lift up the paper cassette slightly (Ⓐ) and pull it towards you to remove it (Ⓑ).
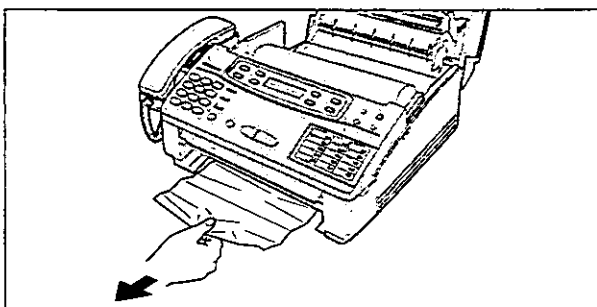
5 Remove the jammed recording paper.

•If the jammed paper cannot be removed by the way of the illustration to the left, then remove it as below:

Green gear
Green holder
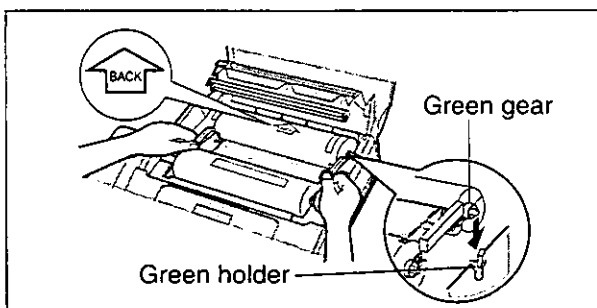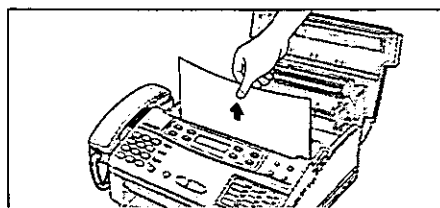
6 Place the "BACK" side of the cartridge into the unit, by inserting the pins on the sides of the green gears into the green holders. Then lower the front of the cartridge into place.

•If the film is slack, tighten it by winding the gears.
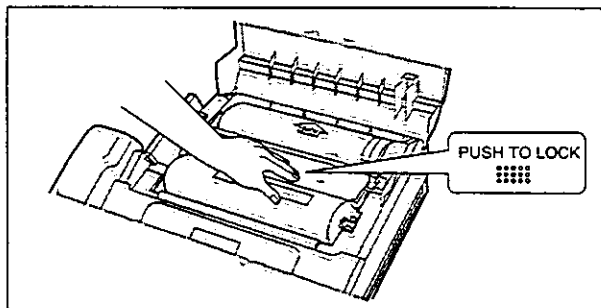
7 Press the head unit down firmly until it clicks into place.

8 Close the top cover securely by pushing down on both sides.

PUSH TO LOCK
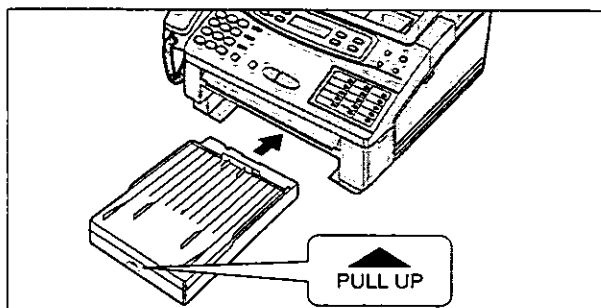
9 Insert the paper cassette into the unit until it clicks into place.

PULL UP

Removing a jammed recording paper near the paper cassette
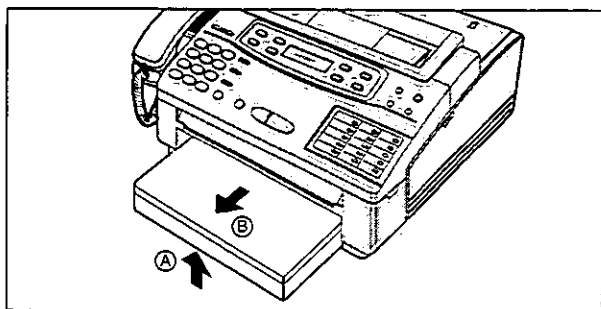
1 Lift up the paper cassette slightly (Ⓐ) and pull it towards you to remove it (Ⓑ).
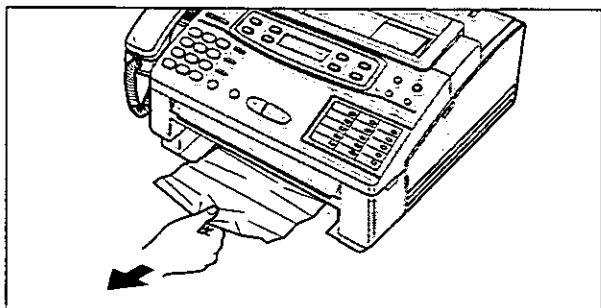
2 Reach into the paper cassette opening and remove the jammed recording paper.

•When the jammed paper cannot be removed easily, open the top cover and head unit, and remove the jammed paper. Do not pull the jammed paper forcibly, or torn pieces of paper may remain in the unit.
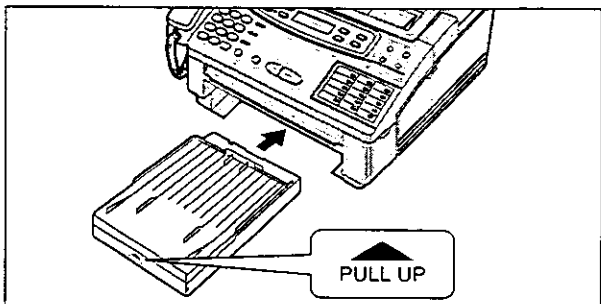
3 Insert the paper cassette into the unit until it clicks into place.

PULL UP

Clearing a document jam

If the unit does not release an original document during feeding, remove it as shown below.

Front lid

Front lid open lever
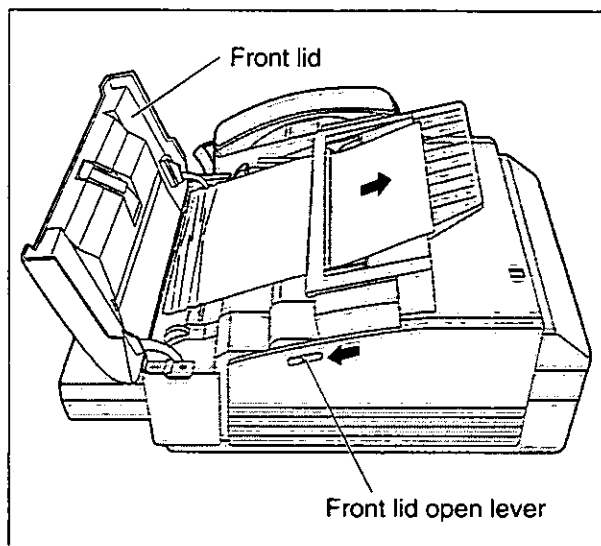
1 Slide the front lid open lever towards you to open the front lid.

2 Remove the jammed document carefully.

3 Close the lid securely by pushing down on both sides.

Adjusting the feeder pressure

If misfeeding of documents occurs frequently, adjust the feeder pressure.

Lever

Front lid open lever
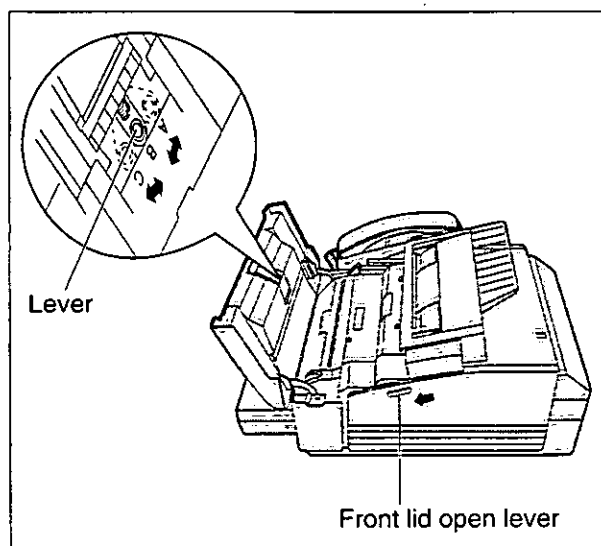
1 Slide the front lid open lever towards you to open the front lid.

2 Shift the position of the lever to the desired position by using an instrument with a pointed end, like a clip or ball-point pen .

Position A: No feeding
Position B: Standard position
Position C: Multiple feeding

3 Close the lid securely by pushing down on both sides.

Cleaning the unit

Cleaning the document feeder unit

If misfeeding occurs frequently or dirty patterns or black bands appear on a copied or transmitted document, clean the feeder rollers, sub roller, rubber flap, white plate and glass.

Rubber flap
Sub roller   Feeder rollers

White plate   Glass   Front lid open lever
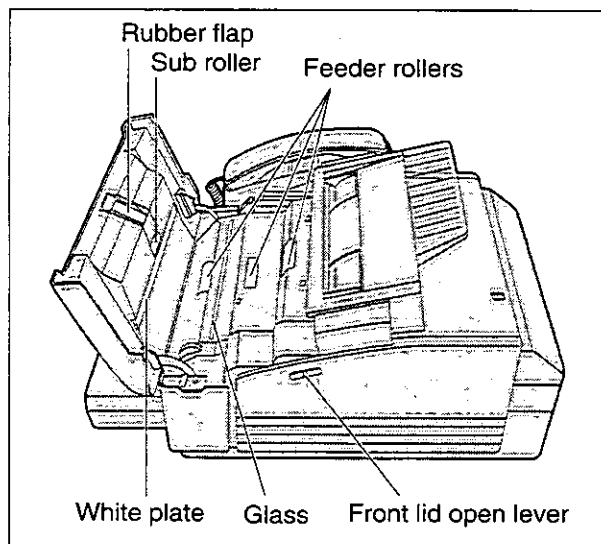
1 Disconnect the power cord and telephone line cord.

2 Slide the front lid open lever towards you to open the front lid.

3 Clean the feeder rollers, sub roller and rubber flap with a cloth moistened with isopropyl rubbing alcohol, and let dry thoroughly.

4 Clean the white plate and the glass with a dry soft cloth.

5 Close the lid securely by pushing down on both sides.

6 Connect the power cord and telephone line cord.

Cleaning the thermal head

If dirty patterns or black bands appear on a copied or received document, clean the thermal head.

Thermal head

Do not push the black cover.
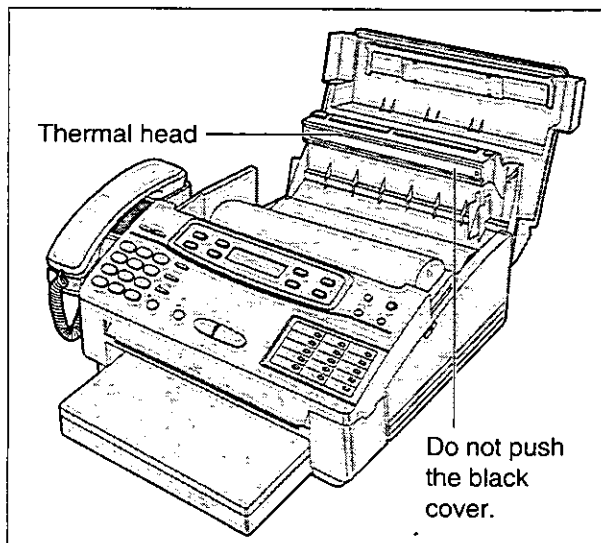
1 Disconnect the power cord and telephone line cord.

2 Open the top cover.

3 Press the green button on the right marked "PUSH" and lift up the head unit.

4 Clean the thermal head with a cloth moistened with isopropyl rubbing alcohol, and let dry thoroughly.

5 Press the head unit down firmly until it clicks into place.

**6** Close the top cover securely by pushing down on both sides.

7 Connect the power cord and telephone line cord.

Caution:
To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly with your finger.

Replacing the film or film cartridge

When the unit detects the end of the film, the following message will be displayed.

FILM EMPTY

Replace the film or film cartridge with a new one. To order replacement parts, see page 85.
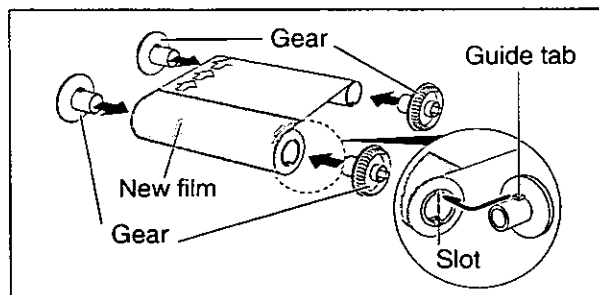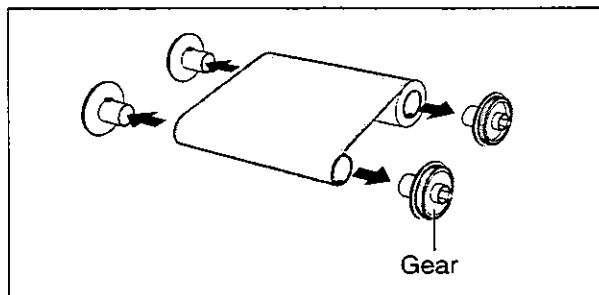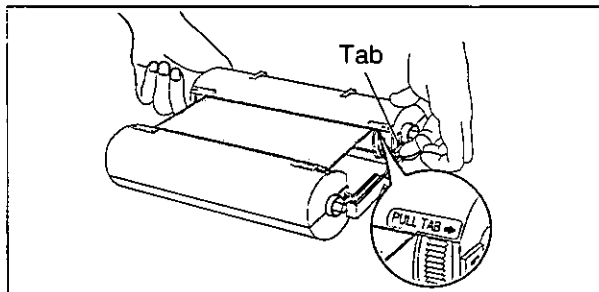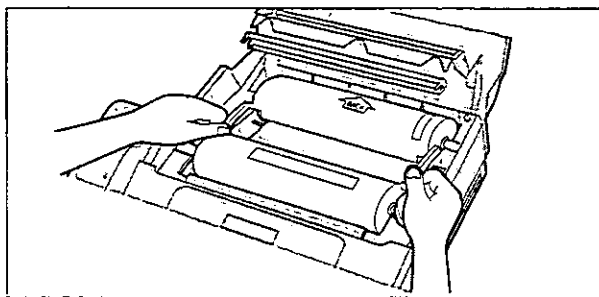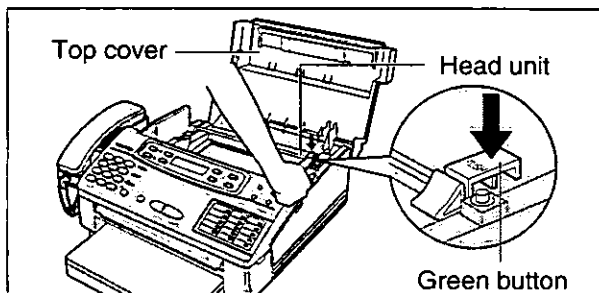
Top cover — Head unit

Green button

1 Open the top cover.

2 Press the green button on the right marked "PUSH" and lift up the head unit.

3 Take out the film cartridge.

•If you purchased a film cartridge (Model no. KX-FA132) for replacement, skip to step 11.
•To replace only the film, go to step 4.

Tab

4 Turn over the cartridge so that the "PULL TAB" mark is facing up.

5 Unlock the four tabs of the cartridge, open the cover of the cartridge and take out the used film.

Gear

6 Pull out the four gears from the used film cores.

Gear — Guide tab

New film

Gear

Slot

7 Insert the four gears into the new film cores so that the guide tab of each gear fits into the slot of the film core.

Unused spool

FILM SUPPLY

Gears

Blue leader

Tabs

Green gear

Green holder
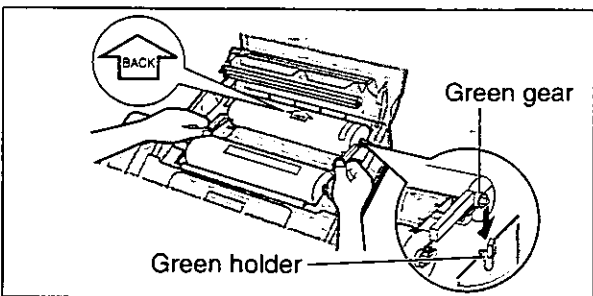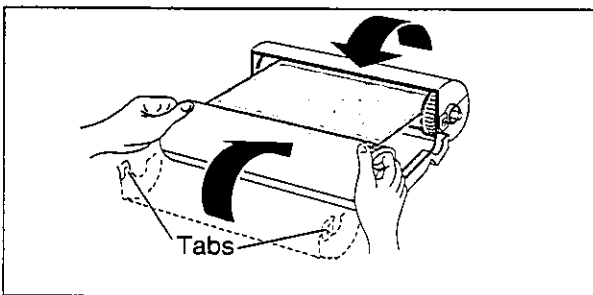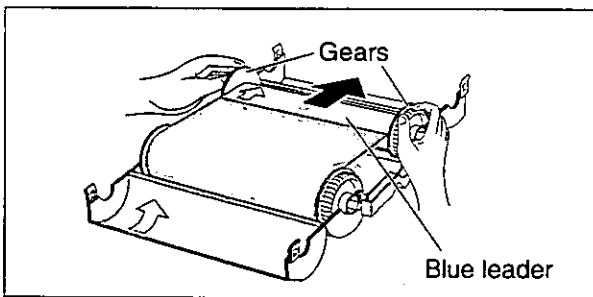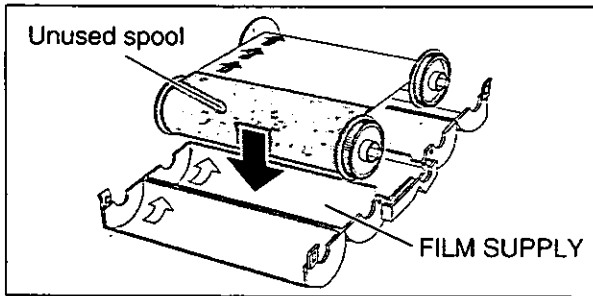
8 Insert the film into the cartridge so that the arrow on the open cartridge points in the same direction as the arrows on the film.

●If you insert a film which was used halfway, insert the unused spool of the film on the "FILM SUPPLY" mark of the cartridge.

●Insert the film cores correctly referring to the illustration on the right.

Incorrect

Correct
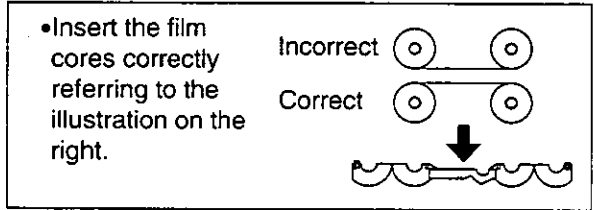
9 Roll the blue leader of the film by winding the gears of the core until the leader is no longer visible.

10 Close the covers of the cartridge by locking the four tabs.

11 Turn over the cartridge and place the "BACK" side of the cartridge into the unit, by inserting the pins on the sides of the green gears into the green holders. Then lower the front of the cartridge into place.

12 Press the head unit down firmly until it clicks into place.

13 Close the top cover securely by pushing down on both sides.

●If the blue leader of the film is not wound completely, the unit will automatically advance it and the following message will be displayed.

LOADING FILM

●If the following message is displayed, the film is not inserted in the cartridge correctly.

CHECK FILM

Reinsert it correctly by referring to step 8 on this page.

Important safety instructions

When using this product, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this product.
3. Unplug this product from wall outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
5. Do not place this product on an unstable cart, stand or table. The product may fall, causing serious damage to the product.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
7. This product should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home, consult your dealer or local power company.
8. This product is equipped with a three wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the safety purpose of the grounding type plug.
9. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by people walking on it.
10. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
11. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
12. To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified serviceman when some service or repair work is required. Opening or removing covers may expose you to dangerous voltage or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
13. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
    A. When the power supply cord or plug is damaged or frayed.
    B. If liquid has been spilled into the product.
    C. If the product has been exposed to rain or water.
    D. If the product does not work normally by following the operating instructions. Adjust only those controls, that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
    E. If the product has been dropped or the cabinet has been damaged.
    F. If the product exhibits a distinct change in performance.
14. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
15. Do not use the telephone to report a gas leak in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

CAUTION:

To reduce the risk of fire or injury to persons, read and follow these instructions.

1. Use only the battery(ies) instructed.
2. Do not dispose of the battery(ies) in a fire. The cell may explode. Check with local codes for possible special disposal instructions.
3. Do not open or mutilate the battery(ies). Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
4. Exercise care in handling batteries in order not to short the battery with conducting materials such as rings, bracelets, and keys. The battery or conductor may overheat and cause burns.
5. Do not attempt to recharge the battery(ies) provided with or identified for use with this product. The batteries may leak corrosive electrolyte or explode.
6. Do not attempt to rejuvenate the battery(ies) provided with or identified for use with this product by heating them. Sudden release of the battery electrolyte may occur causing burns or irritation to eyes or skin.
7. When replacing batteries, all batteries should be replaced at the same time. Mixing fresh and discharged batteries could increase internal cell pressure and rupture the discharged battery(ies). (Applies to products employing more than one separately replaceable primary battery.)
8. When inserting batteries into this product, the proper polarity or direction must be observed. Reverse insertion of batteries can cause charging, and that may result in leakage or explosion. (Applies to product employing more than one separately replaceable primary battery.)
9. Remove the batteries from this product if the product will not be used for a long period of time (several months or more) since during this time the battery could leak in the product.
10. Discard "dead" batteries as soon as possible since "dead" batteries are more likely to leak in a product.
11. Do not store this product, or the batteries provided with or identified for use with this product, in high-temperature areas. Batteries that are stored in a freezer or refrigerator for the purpose of extending shelf life should be protected from condensation during storage and defrosting. Batteries should be stabilized at room temperature prior to use after cold storage.

INSTALLATION:

1. Never install telephone wiring during a lightning storm.
2. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
3. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
4. Use caution when installing or modifying telephone lines.

WARNING:

To prevent the risk of fire or electrical shock, do not expose this product to rain or any type of moisture.

OTHER INFORMATION

- Keep the unit away from electrical noise-generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, moisture, high temperature, and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of this unit.
- Do not damage the power cord.
- Do not touch the plug with wet hands.
- Do not use benzine, thinner, or any abrasive powder, to clean the cabinet. Wipe it with a soft cloth.
- Do not mix different types of batteries.
- Do not use Nickel-Cadmium batteries.

FCC information

If requested by the telephone company, inform them of the following.
- FCC Registration No.: (found on the rear side of the unit)
- Ringer Equivalence No.: (found on the rear side of the unit)
- The particular telephone line to which the equipment is connected.

This unit must not be connected to a coin operated line. If you are on a party line, check with your local telephone company.

Ringer Equivalence Number (REN):
This REN is useful in determining the quantity of devices you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most but not all areas, the sum of the REN's of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer, if possible, that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service providing that they:
a) Promptly notify the customer.
b) Give the customer an opportunity to correct the problem with their equipment.
c) Inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.

The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

CAUTION:
Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this device.

When programming emergency numbers and/or making test calls to emergency numbers:
1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours; such as early morning or late evenings.

This telephone provides magnetic coupling to hearing aids.

NOTE:
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

—Reorient or relocate the receiving antenna.
—Increase the separation between the equipment and receiver.
—Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
—Consult the dealer or an experienced radio/TV technician for help.

Limited warranty

Matsushita Consumer Electronics Company or Panasonic Sales Company (collectively referred to as "The warrantor"), will repair this product with new or refurbished parts, free of charge, in the U.S.A. or Puerto Rico for one (1) year from the date of original purchase in the event of a defect in materials or workmanship.

Batteries (when applicable) — New rechargeable batteries in exchange for defective rechargeable batteries for ten (10) days from the date of original purchase. Non-rechargeable batteries are not warranted.

Carry-in or mail-in service in the U.S.A. can be obtained during the warranty period from a Matsushita Services Company (MSC) Factory Servicenter listed in the Servicenter Directory. Carry-in or mail-in service in Puerto Rico can be obtained during the warranty period by calling the telephone numbers listed in the Servicenter Directory.

This warranty is extended only to the original purchaser. A purchase receipt or other proof of date of original purchase will be required before warranty performance is rendered.

This warranty only covers failures due to defects in materials or workmanship which occur during normal use, and does not cover the film and the film cartridge. It does not cover damage which occurs in shipment or failures which are caused by products not supplied by the warrantor or failures which result from accident, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, modification, or service by anyone other than an MSC Factory Servicenter or an authorized MSC Servicenter or damage that is attributable to Acts of God, including, but not limited to, line surges.

LIMITS AND EXCLUSIONS
There are no express warranties except as listed above.

THE WARRANTOR SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF GOODWILL, PROFITS OR REVENUE, LOSS OF USE OF THIS PRODUCT OR ANY ASSOCIATED EQUIPMENT, COST OF SUBSTITUTE EQUIPMENT, DOWNTIME COSTS, OR CLAIMS OF ANY PARTY DEALING WITH BUYER FOR SUCH DAMAGES, RESULTING FROM THE USE OF THIS PRODUCT OR ARISING FROM BREACH OF WARRANTY OR CONTRACT, NEGLIGENCE, OR ANY OTHER LEGAL THEORY. ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.

Some states do not allow the exclusion or limitation of consequential damages, or limitations on how long an implied warranty lasts, so the above exclusions or limitations may not apply to you.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

If a problem with this product develops during the warranty period, you may contact your dealer or the MSC Factory Servicenter or authorized MSC servicenter. If the problem is not handled to your satisfaction, write to the Customer Satisfaction Center at the address indicated on the Servicenter Directory.

Service center directory

OPERATION ASSISTANCE • FAX ADVANTAGE PROGRAM

DIAL TOLL FREE: 1-800-HELP-FAX (9:00am - 8:00pm Monday - Friday, EST)

PRODUCT INFORMATION • LITERATURE REQUESTS • DEALER LOCATIONS

Customer Satisfaction Center 2F-3, One Panasonic Way, Secaucus, NJ 07094 (Headquarters)
201-348-9090 (9:00am–8:00pm Monday - Friday, EST)

ACCESSORY PURCHASES

1–800–332–5368 (Consumer orders only)
Matsushita Services Company Accessory Order Office, 20421-84th Avenue South Kent, WA 98032
(6:00am–6:00pm Monday - Friday, 6:00am–10:30am Saturday, PST)
(Visa, Mastercard, Discover card, Check or Money Order)

AUTHORIZED SERVICENTERS

CALIFORNIA
6550 Katella Avenue
Cypress, CA 90630
Phone (714) 373-7425
Fax (714) 894-8534

800 Dubuque Avenue
S. San Francisco,
CA 94080
Phone (415) 871-6373
Fax (415) 871-6840

20201 Sherman Way
Suite 102
Canoga Park, CA 91306
Phone (818) 709-1775
Fax (818) 709-2165

3878 Ruffin Road
Suite A
San Diego, CA 92123
Phone (619) 560-9200
Fax (619) 560-1831

COLORADO
1640 South Abilene Suite D
Aurora, CO 80012
Phone (303) 752-2024
Fax (303) 752-0610

FLORIDA
3700 North 29th Avenue
Suite 102
Hollywood, FL 33020
Phone (305) 925-2880
Fax (305) 925-5224

4710 Eisenhower
Boulevard Suite A1
Tampa, FL 33634
Phone (813) 884-4746
Fax (813) 886-4564

GEORGIA
8655 Roswell Road
Suite 100
Atlanta, GA 30350
Phone (404) 518-6301
Fax (404) 518-6306

HAWAII
99-859 Iwaiwa Street
Aiea, Hawaii 96701
Phone (808) 488-1996
Fax (808) 486-4369

ILLINOIS
*1703 North Randall Road
Elgin, IL 60123
"12:30 to 4:30, Mon-Fri"
Phone (708) 468-5466
Fax (708) 468-5465

9060 Golf Road
Niles, IL 60714
Phone (708) 299-1700
Fax (708) 299-1710

MARYLAND
Sulphur Springs
Business Park
1638 Sulphur Springs Road
Baltimore, MD 21227
Phone (410) 242-2607
Fax (410) 247-3047

MASSACHUSETTS
60 Glacier Drive, Suite G
Westwood, MA 02090
Phone (617) 329-4280
Fax (617) 329-0586

*pick-up/drop-off only

MICHIGAN
37048 Van Dyke Avenue
Sterling Heights, MI 48312
Phone (810) 939-2060
Fax (810) 939-2638

MINNESOTA
7850-12th Avenue South
Airport Business Center
Bloomington, MN 55425
Phone (612) 854-8624
Fax (612) 854-2089

MISSOURI
11982 Dorsett Road
Maryland Heights, MO 63043
Phone (314) 739-5301
Fax (314) 739-3631

OHIO
2236 Waycross Road
Cincinnati, OH 45240
Phone (513) 851-4180
Fax (513) 851-8443

PENNSYLVANIA
2221 Cabot Boulevard West
Suite B
Langhorne, PA 19047
Phone (215) 741-0661
Fax (215) 741-0521

Chartiers Valley
Shopping Center
1025 Washington Pike
Bridgeville, PA 15017
Phone (412) 257-4522
Fax (412) 257-4650

TENNESSEE
919-8th Avenue South
Nashville, TN 37203
Phone (615) 244-4434
Fax (615) 244-6713

TEXAS
7482 Harwin Drive
Houston, TX 77036
Phone (713) 781-1528
Fax (713) 781-0643

13615 Welch Road Suite 101
Farmers Branch, TX 75244
Phone (214) 385-1975
Fax (214) 960-7626

WASHINGTON
20425-84th Avenue South
Kent, WA 98032
Phone (206) 872-7922
Fax (206) 872-0918

Service in Puerto Rico

**Matsushita Electric
of Puerto Rico, Inc.
Panasonic Sales Company/
Factory Servicenter**

Ave. 65 de Infantería, Km. 9.5
San Gabriel Industrial Park
Carolina, Puerto Rico 00985
Phone (809) 750-4300
Fax (809) 768-2910

REPAIR INQUIRIES   Regional Customer Care Department

EAST (PCE)
2221 Cabot Boulevard West
Suite A
Langhorne, PA 19047
Phone (215) 741-0676
Fax (215) 750-6492

Covers:
CT, DE, ME, MD, MA,
NH, NJ, NY, PA, RI, VT,
VA, DC, WV

EAST (PCE)
1225 Northbrook Parkway
Suite 2-390
Suwanee, GA 30174
Phone (404) 338-6860
Fax (404) 338-6548

Covers:
AL, FL, GA, MS, NC, SC, TN

CENTRAL (PCC)
1703 North Randall Road
Elgin, IL 60123
Phone (708) 468-5530
Fax (708) 468-5528

Covers:
AR, IL, IN, IA, KS, KY, LA,
MI, MN, MO, NE, ND, OK,
SD, TX, WI, OH

WEST (PCW)
6550 Katella Avenue
Cypress, CA 90630
Phone (714) 373-7440
Fax (714) 373-7447

Covers:
AK, AZ, CA, CO, ID, MT, NV,
NM, OR, UT, WA, WY, HI

PARTS DISTRIBUTION LOCATIONS

To locate parts distributors in your area (within the USA)
DIAL TOLL FREE 1–800–545–2672 (24 hours a day, 7 days a week)

(950615)

Accessory order information

Use the following for replacement. For accessory order, call toll free 1-800-332-5368.
Problems will occur if other brands of film are used.

Model No.	Description	Comment
KX-FA132	Film cartridge	1 cartridge & 1 film: 216 mm × 200 m (8¹/₂" × 656') roll
KX-FA133	Replacement film (1 set)	216 mm × 200 m (8¹/₂" × 656') roll
KX-FA134	Replacement film (2 sets)	216 mm × 200 m (8¹/₂" × 656') roll

Specifications

1. **Applicable Lines:**   Public Switched Telephone Network
2. **Document Size:**   Max. 216 mm (8¹/₂") in width
   Max. 600 mm (23⁵/₈") in length
3. **Effective Scanning Width:**   208 mm (8³/₁₆")
4. **Recording Paper Size:**   Letter: 216 × 279 mm (8¹/₂" × 11")
   Legal: 216 × 356 mm (8¹/₂" × 14")
5. **Effective Printing Width:**   208 mm (8³/₁₆")
6. **Transmission Time*:**   Approx. 15 sec./page (Original mode)
   Approx. 30 sec./page (G3 Normal mode)
7. **Fax Auto Redial:**   Up to 5 times
8. **Telephone Auto Redial:**   Up to 14 times
9. **Scanning Density:**   Horizontal: 8 pels/mm (203 pels/inch)
   Vertical: 3.85 lines/mm (98 lines/inch) — Standard
   7.7 lines/mm (196 lines/inch) — Fine/Halftone
10. **Halftone Level:**   64-level
11. **Scanner Type:**   CCD Image Sensor
12. **Printer Type:**   Thermal Transfer
13. **Data Compression System:**   Modified Huffman (MH), Modified READ (MR)
14. **Modem Speed:**   9600/7200/4800/2400 bps; Automatic Fallback
15. **Operating Environment:**   5 – 35 °C (41 – 95 °F), 20 – 80 % RH
16. **Dimensions (H×W×D):**   237 × 420 × 389 mm (9⁵/₁₆" × 16⁹/₁₆" × 15⁵/₁₆")
17. **Mass (Weight):**   Approx. 9.0 kg (19.8 lb.)
18. **Power Consumption:**   Transmission: Approx. 17 W / Reception: Approx. 40 W
   Copy: Approx. 50 W / Standby: Approx. 5 W
   Maximum: Approx. 140 W
19. **Power Supply:**   120 V AC, 60 Hz

*Transmission Time: Transmission times apply to text data using the ITU-T (CCITT) test chart, between the same machine models at maximum modem speed. The transmission time does not include call setup, ringing, handshaking and sign off. Transmission times may vary.

Note:
•Any details given in these instructions are subject to change without notice.
•The picture and illustrations in these instructions may vary slightly from the actual product.

Information for users

For product service
•Service centers are listed on page 84.
•Call toll free 1-800-545-2672 for the location of an authorized service center.

When you ship the product
•Carefully pack your unit, preferably in the original carton.
•Attach a letter, detailing the symptom, to the outside of the carton.

Symptom

_____

_____

•Send the unit to an authorized service center, prepaid and adequately insured.
•Do not send your unit to the Matsushita Consumer Electronics Company on back cover page or to any executive or regional sales offices. These locations do not repair consumer products.

Fax Correspondence

To: _____ Date: _____

From: _____ Our Tel no.: _____

We would like to take this opportunity to introduce you to our Panasonic telephone answering device with facsimile. Our unit will work as a facsimile, an answering device and a standard telephone. You can send both documents and voice messages during the same call.

Leaving a voice message and transmitting a document

1. Dial our phone number.
   - Our unit will play a greeting message.
2. Leave your message after the long beep.
3. Press your "✳" (asterisk) button **twice** to activate the fax mode.
   - A fax tone will sound.
4. Start your fax transmission.

Transmitting a document only

1. Dial our phone number.
   - Our unit will play a greeting message.
2. Press your "✳" button **twice** while the greeting message is being played.
   - A fax tone will sound.
3. Start your fax transmission.

Leaving a voice message and transmitting a document from a rotary (pulse) phone

1. Dial our phone number.
   - Our unit will play a greeting message.
2. Start your fax transmission.
3. Make voice contact (e.g. ...lift the handset) during transmission of your document.
4. Leave your message after the long beep following the greeting message.

Transmitting a document from a rotary (pulse) phone

1. Dial our phone number.
   - Our unit will play a greeting message.
2. Start your fax transmission while the greeting message is being played.

.... Detach here and transmit this sheet FACE DOWN. ....

Note for the customer of this unit:
To receive voice messages and documents automatically, set the unit to the ANS/FAX mode.

Speed dialer list

Station No.	Name/Phone No.	Station No.	Name/Phone No.
00		30	
01		31	
02		32	
03		33	
04		34	
05		35	
06		36	
07		37	
08		38	
09		39	
10		40	
11		41	
12		42	
13		43	
14		44	
15		45	
16		46	
17		47	
18		48	
19		49	
20		50	
21		51	
22		52	
23		53	
24		54	
25		55	
26		56	
27		57	
28		58	
29		59	

Remote control card

Mailbox Remote Operation

■ **Recording a message into a mailbox:**
1. Call your unit.
2. Press ✴ and the mailbox no.
   (**1**, **2**, **3**).
3. Leave a message.

■ **Retrieving messages from a mailbox:**
1. Call your unit.
2. Press ✴ and the mailbox no.
   (**1**, **2**, **3**).
3. Press the mailbox password
   ☐☐☐.
4. Press the remote command key
   (refer to the reverse side).

Mailbox Remote Operation

■ **Recording a message into a mailbox:**
1. Call your unit.
2. Press ✴ and the mailbox no.
   (**1**, **2**, **3**).
3. Leave a message.

■ **Retrieving messages from a mailbox:**
1. Call your unit.
2. Press ✴ and the mailbox no. .
   (**1**, **2**, **3**).
3. Press the mailbox password
   ☐☐☐.
4. Press the remote command key
   (refer to the reverse side).

Mailbox Remote Operation

■ **Recording a message into a mailbox:**
1. Call your unit.
2. Press ✴ and the mailbox no.
   (**1**, **2**, **3**).
3. Leave a message.

■ **Retrieving messages from a mailbox:**
1. Call your unit.
2. Press ✴ and the mailbox no.
   (**1**, **2**, **3**).
3. Press the mailbox password
   ☐☐☐.
4. Press the remote command key
   (refer to the reverse side).

Fold here

Notice of Remote Operation

•The remote operation is available only from a touch tone phone when the unit is in the *ANS/FAX* mode.

•When the unit is in the *TEL* mode, call your unit and wait for 15 rings. The unit will switch to *ANS/FAX* mode.

•When you press any key, press firmly.

•To send a document, press ✴ ✴ . When a fax tone is heard, start transmission.

Key	Remote Command
1	Repeating a message
2	Skipping a message
4	New message playback
5	All message playback
6	Room monitoring
7 1	Re-recording a greeting message for line 1 and mailboxes
7 2	Re-recording a greeting message for line 2 and mailboxes
9	Stopping re-recording of a greeting message
* 4	Erasing a specific message
* 5	Erasing all messages
8 1	Pager alert for ANS—ON
8 2	Pager alert for ANS—OFF

Key	Remote Command
1	Repeating a message
2	Skipping a message
4	New message playback
5	All message playback
6	Room monitoring
7 1	Re-recording a greeting message for line 1 and mailboxes
7 2	Re-recording a greeting message for line 2 and mailboxes
9	Stopping re-recording of a greeting message
* 4	Erasing a specific message
* 5	Erasing all messages
8 1	Pager alert for ANS—ON
8 2	Pager alert for ANS—OFF

Answering Device Remote Operation

1. Call your unit.
2. Press the remote ANS ID ☐☐☐ during the greeting message.
3. Press remote command key (refer to right) within 4 seconds.
   or
   Wait for 4 seconds. All the recorded messages will be played back.

- To skip the greeting message, press **0**.
- To erase a specific message, press *** 4** when a message to be erased is being played back.
- To erase all of the recorded messages, press *** 5**.

Key	Remote Command
1	Repeating a message
2	Skipping a message
4	New message playback
5	All message playback
6	Room monitoring
7 1	Re-recording a greeting message for line 1 and mailboxes
7 2	Re-recording a greeting message for line 2 and mailboxes
9	Stopping re-recording of a greeting message
* 4	Erasing a specific message
* 5	Erasing all messages
8 1	Pager alert for ANS—ON
8 2	Pager alert for ANS—OFF

90

Index

Panasonic FAX ADVANTAGE PROGRAM

We are proud to present the Panasonic Fax Advantage Program. It's an incredible service program that's full of exciting advantages!

Customer Satisfaction

In support of our one-year limited warranty* (parts and labor) on our current fax product line, Panasonic is proud to offer you the following service options during the limited warranty period:

1 If you mail-in or carry-in your fax unit to one of our Regional Servicenters, the product will be repaired and returned to you, or...

2 If you call our 1-800-HELPFAX toll-free number, you will receive a refurbished replacement product overnight or on the second business day (delivery depending on the time of your call.)

Support After The Sale

If you have a problem with your fax, just call our 1-800-HELPFAX toll-free number for friendly support and assistance. We have a highly-qualified team of experts who can diagnose, and most likely solve, your problem over the phone. Approximately 90% of our customers' problems are resolved with just a simple phone call.

The Fax Advantage Program covers the first year of purchase and works like this:

1 If you have a problem with your fax, call toll-free 1-800-H ELPFAX.

2 Talk to one of our experienced technical experts to diagnose (and most likely solve) your problem over the phone.

3 Providing that you may be entitled to Panasonic's service under the terms and conditions of the limited warranty**, we will arrange for a reconditioned replacement unit to be shipped to you overnight or second business day delivery, depending on the time of your call. The replacement unit will be completely refurbished, quality-tested by Panasonic technicians, and individually hand-inspected before it is shipped to you. You will keep the replacement unit and send your original unit to us, along with a copy of your receipt.

4 This receipt *must be shipped back* with your original unit to Panasonic Company (as per instructions enclosed in your replacement unit's box).

Any unit that is replaced by Panasonic and *not* backed up by a proof of purchase by you will be subject to a minimum $100.00 charge. Any unit that is replaced, but does not meet the terms and conditions of the limited warranty will be subject to additional charges, as per the program guidelines.

5 Once you receive your replacement unit, pack up your problem unit in the replacement unit's box. UPS will make 3 attempts within 10 days to pick-up your defective unit at no charge to you (should you be entitled to warranty service. If warranty conditions do not apply, you will be charged for all applicable shipping charges). *The product must be properly packaged in the same manner as the replacement unit, utilizing the packing materials provided.* You must make your unit available for UPS pick-up. If your unit is not available for UPS, you will be responsible for shipping unit back at your expense. Damage due to improper or inadequate packing will be charged back to your charge card as an out-of-warranty cost, as per the warranty stipulations.

Requirements:

6 You must give our technicians a valid credit card number. They will charge your card account to cover any charges that are incurred by failure to send the problem product to Panasonic Company. If your problem unit is not eligible for warranty, you will be charged for the repair of the unit and for any shipping charges associated with this program. If you do not wish to pay out-of-warranty repair costs, you will be responsible for returning the replacement unit to Panasonic and for paying all shipping charges associated with this program including the overnight delivery of replacement product to you, shipment of problem unit to Panasonic, the replacement unit back to Panasonic and the return of your original unit back to you.

Acceptable credit cards:
Discover   VISA
Master Card   American Express (Optima)

Product that is not returned to Panasonic by 10 business days after shipment of the replacement product, will be charged to your account at Panasonic's Suggested Retail Price (see dealer for details).

Credit status will be verified prior to sending the replacement product.

Proof of Purchase must be included with the returned unit to verify warranty status.

Any parts and labor that are not covered by the limited warranty* will be charged as a non-warranty repair and billed at Panasonic's current rate for parts and labor.

*See the warranty stipulations in these instructions.
**Replacement program excludes Puerto Rico and is subject to termination at any time without advance notice.

Matsushita Consumer Electronics Company, Division of Matsushita Electric Corporation of America
One Panasonic Way, Secaucus, New Jersey 07094

Panasonic Sales Company, Division of Matsushita Electric of Puerto Rico, Inc. ("PSC")
Ave. 65 de Infantería, Km. 9.5
San Gabriel Industrial Park, Carolina, Puerto Rico 00985