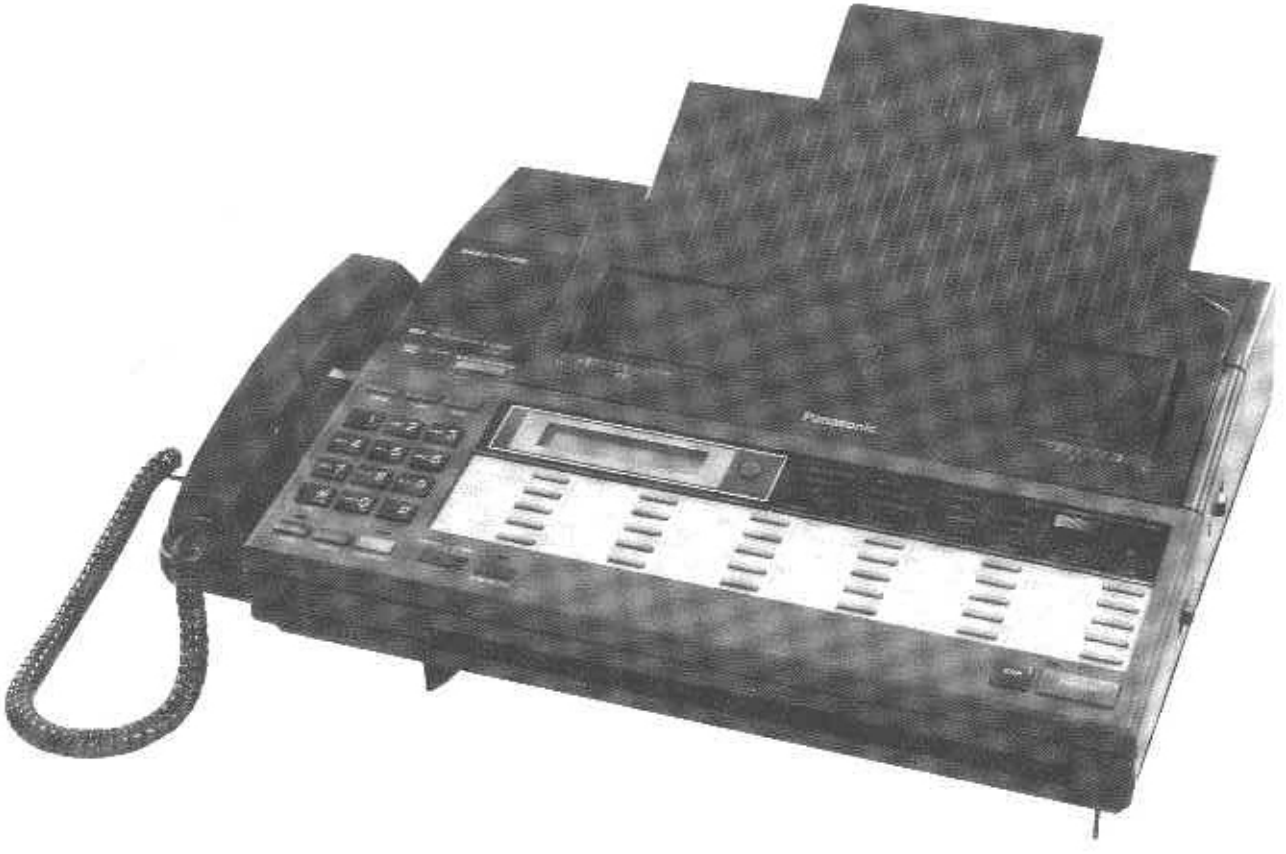
Panasonic

Telephone Answering
System with Facsimile

MODEL NO. KX-F320

Operating Instructions



Please read these instructions carefully before use.

Introduction

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

Before reading these instructions, please read the INSTALLATION MANUAL.
You can then easily install the unit and configure it properly.
In this unit you are brought multiple functions of Facsimile, Answering Machine and Telephone, so you can receive both voice-messages and documents with the one telephone line.

MULTI-FUNCTION SYSTEM USING ONE TELEPHONE LINE:

- Speak with a caller and/or receive a document.
- Receive a document during your absence automatically and/or record a caller's voice-message.

Facsimile:

- CCITT G II/G III compatibility
- Transmission time※: Approximately 12 seconds per page
- Automatic document feeder for up to 30 pages at a time
- Automatic paper cutter
- One-Touch transmission with automatic dialing
- Polling functions
- Delayed transmission
- Password communications
- Confidential communications
- 16-step HALF-TONE feature for originals containing photographs, shaded drawings, etc.
- Superb image quality
- Sends/receives both 11″ × 23 5/8″ and 8 1/2″ × 23 5/8″ pages at CCITT G II/G III
- Memory reception and transmission (up to about 15 pages※)
- Multistation transmission

Answering Machine:

- AUTO-LOGIC
  Automatic playback of all recorded messages. Stops at the last message. Provides for answering the next call at the touch of a button.
- Time/Day synthesized voice stamp
- Record 2-way telephone conversations
- Outgoing Message (OGM) stored on chip
- Remote control from touch-tone telephone

Integrated Telephone System:

- Built-in speakerphone
- One-Touch dialing and Speed dialing
- Automatic redialing

Copier Function:

- Clear copies of up to 30 pages at one time

※**Transmission time and Memory capacity**
Transmission times apply to text data using CCITT No.1 test chart on condition that memory transmission is performed and ECM (Error Correction Mode) is set to ON, between same machine models at maximum modem speed. Transmission times vary in actual usage.
Memory capacity (about 15 pages) apply to text data using CCITT No.1 test chart in STANDARD mode (Resolution).

AUTO RECEIVING MODE:

- When a call is received, the unit records a voice-message and/or receive a document automatically. In this mode, you are able to speak with the other party and transmit/receive a document manually.

MANUAL RECEIVING MODE:

- When a call is received, you can speak with a caller and/or receive a document.

FUNCTION SELECTOR:

■ **ANS/FAX position**
When you use the unit as an answering machine and facsimile in the auto receiving mode, set to the ANS/FAX position.

The unit automatically switches between an answering machine and a facsimile.

If the caller's voice is not heard within 5 seconds of the end of your Outgoing Message, the unit switches automatically to facsimile mode for document reception.
If the caller's voice is heard, the unit functions as an answering machine.

■ **FAX position**
When you wish to use the unit as a facsimile machine only, in the auto receiving mode, set to the FAX position.

When a call is received, the unit functions as a facsimile machine only.

If someone call to you when the function selector of your unit is set to FAX, a beep (answering carrier tone) sounds and the person can not talk to you. So you please mention it to your customer in advance. However when you call from your unit, you can talk to the person.

SPEAKING WITH THE OTHER PARTY, AND THEN TRANSMITTING/RECEIVING A DOCUMENT

With the automatic telephone/facsimile switching feature, you can switch between telephone and facsimile functions without having to redial.

This means that even if you are in the middle of a conversation and want to transmit/receive a document, you need only press the START/COPY button. Thereafter, facsimile transmission/reception takes place automatically.

RECORDING A VOICE-MESSAGE AND RECEIVING A DOCUMENT

The unit automatically functions as an answering machine or a facsimile depending on the caller's choice.

When a call is received during your absence, the unit plays your Outgoing Message (OGM), and then is ready to record a voice-message and/or receive a document (Auto Receiving Mode).
In this mode, you also are able to speak with the other party and transmit/receive a document manually.

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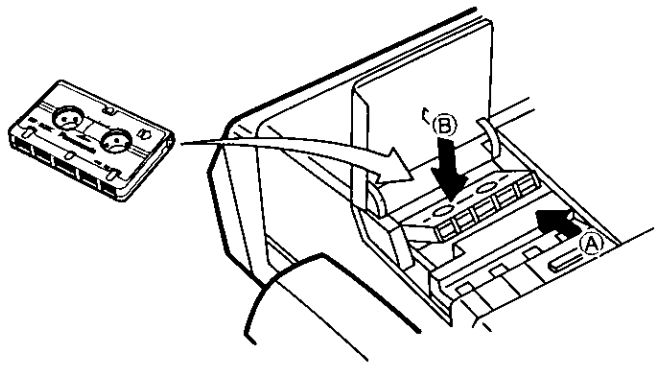
Location of Controls

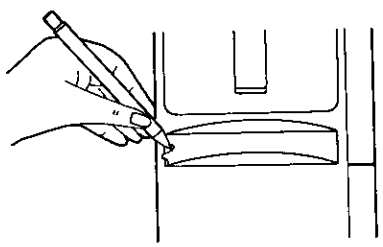
For Document Tray and Stacker installation, see pages 4-14 to 4-15.

MICRO CASSETTE TAPE INSTALLATION

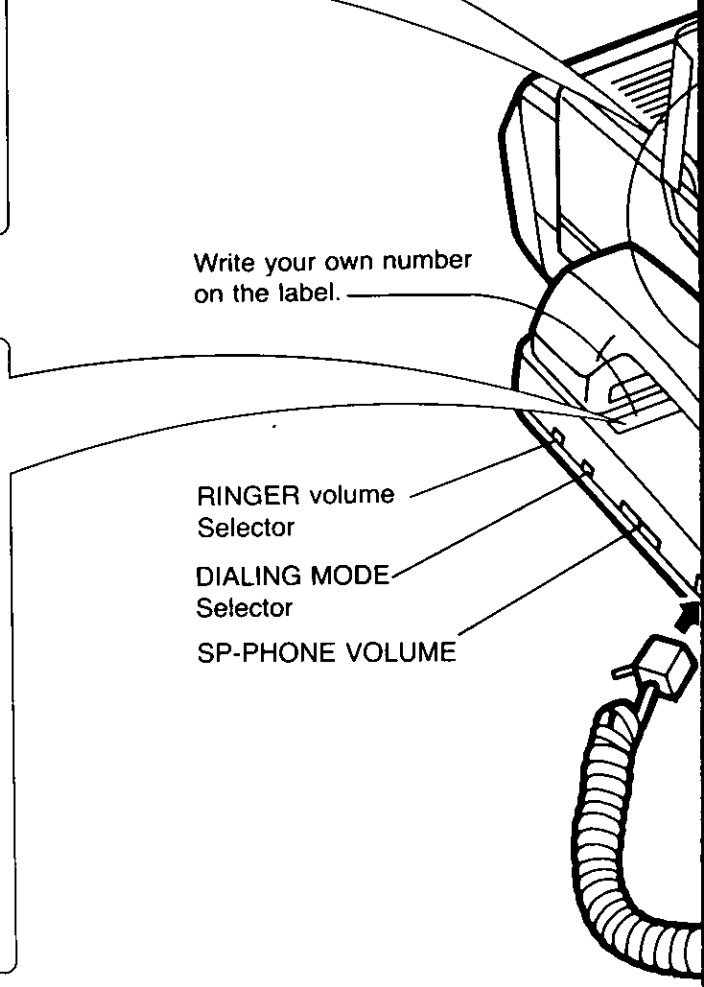


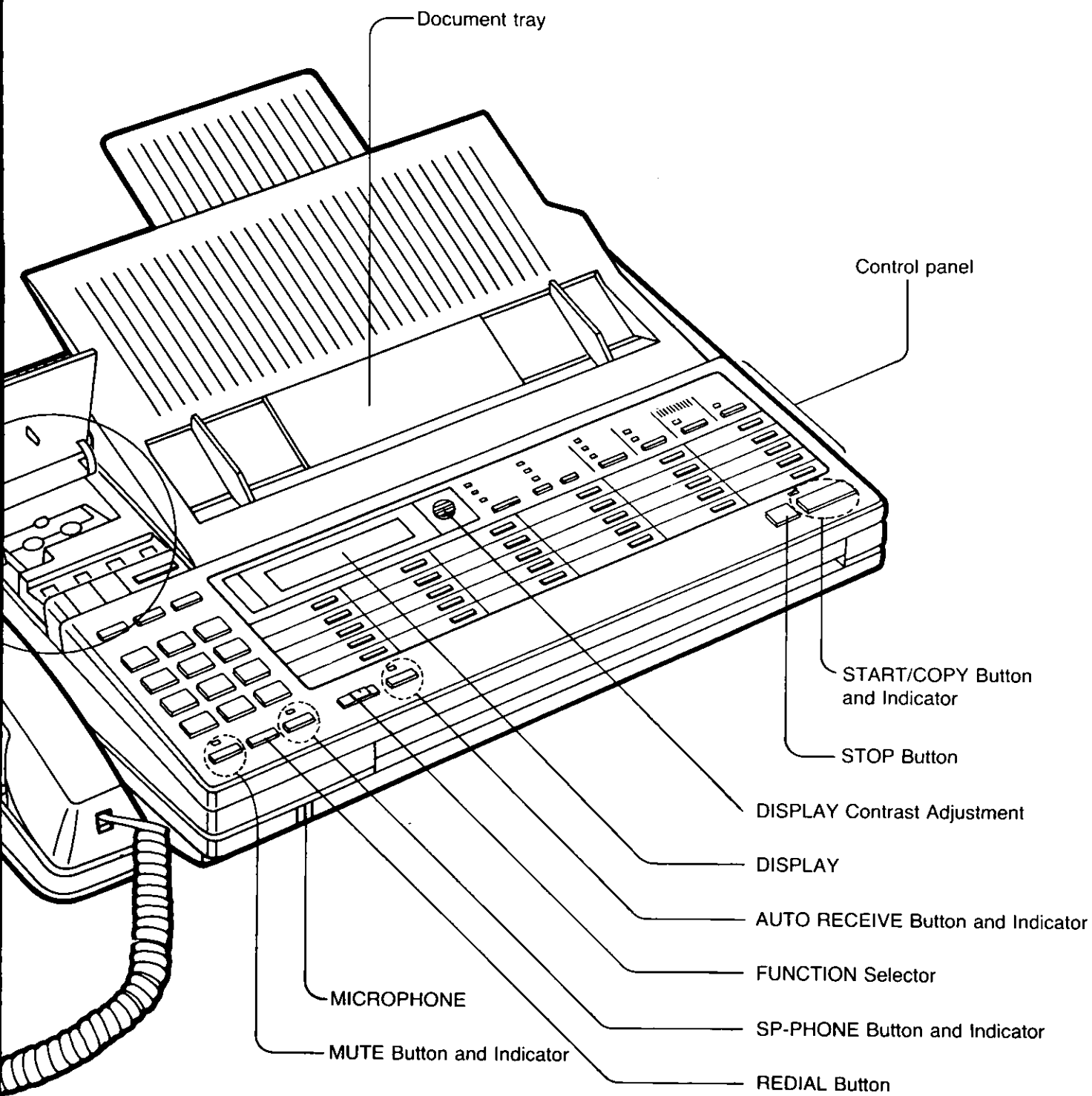
Open the panel and **insert the tape** into the cassette compartment by first pushing it in the direction of arrow Ⓐ and then in the direction of arrow Ⓑ as shown.

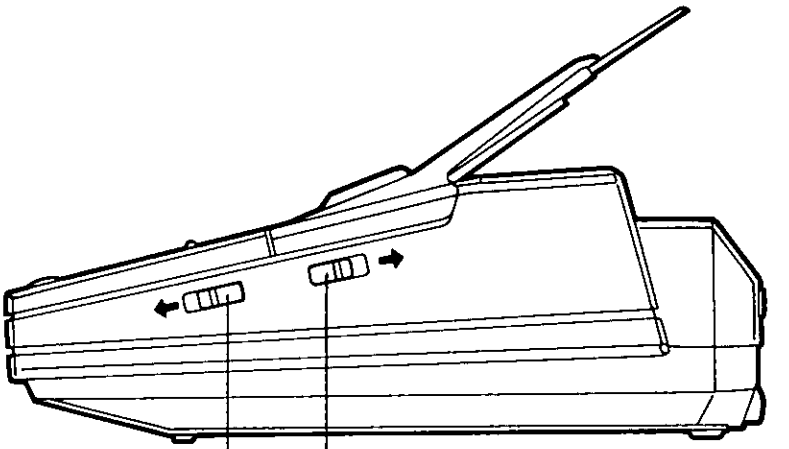
Lift the handset, then remove the cover and the label in succession with a pencil or similar object as shown. Turn over the cover, you find the label.



Write your own number on the label, then return the former state.

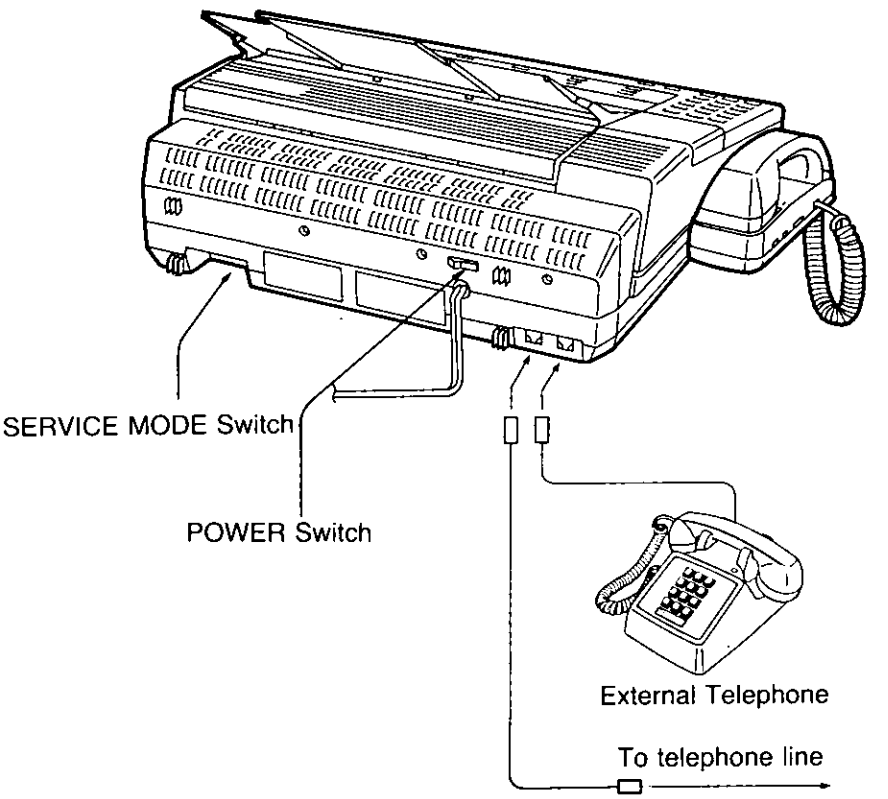


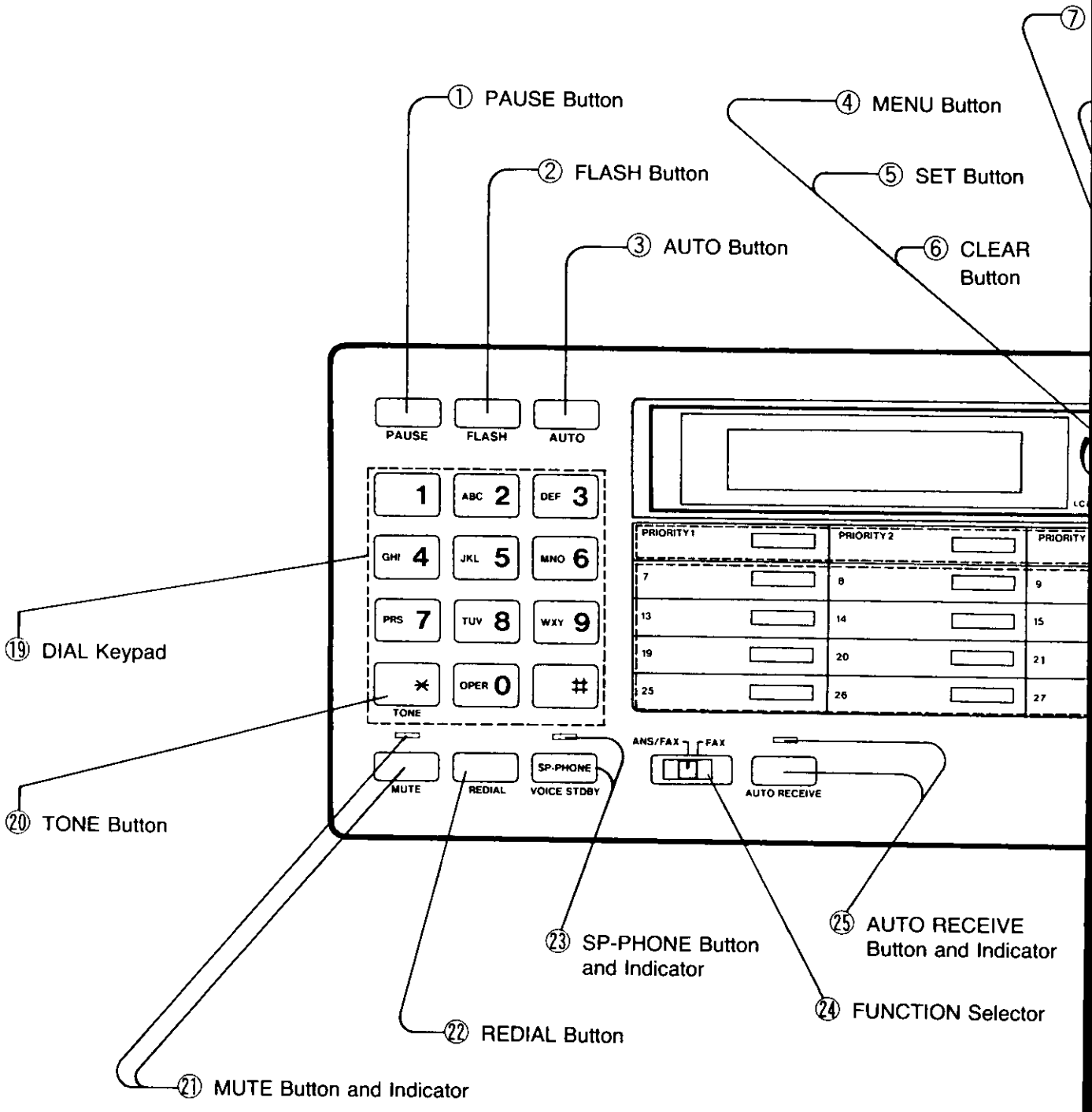

Document tray
Control panel
START/COPY Button
and Indicator
STOP Button
DISPLAY Contrast Adjustment
DISPLAY
AUTO RECEIVE Button and Indicator
FUNCTION Selector
SP-PHONE Button and Indicator
REDIAL Button
MICROPHONE
MUTE Button and Indicator



BACK LID Lever
(To open the cover for removing a recording paper)

FRONT LID Lever
(To open the cover for removing the jummed document)




① PAUSE Button
② FLASH Button
③ AUTO Button
④ MENU Button
⑤ SET Button
⑥ CLEAR Button
⑦
⑲ DIAL Keypad
⑳ TONE Button
㉑ MUTE Button and Indicator
㉒ REDIAL Button
㉓ SP-PHONE Button and Indicator
㉔ FUNCTION Selector
㉕ AUTO RECEIVE Button and Indicator
PAUSE
FLASH
AUTO
1
ABC 2
DEF 3
GHI 4
JKL 5
MNO 6
PRS 7
TUV 8
WXY 9
TONE
OPER 0
MUTE
REDIAL
SP-PHONE
VOICE STDBY
ANS/FAX
FAX
AUTO RECEIVE
PRIORITY 1
PRIORITY 2
PRIORITY
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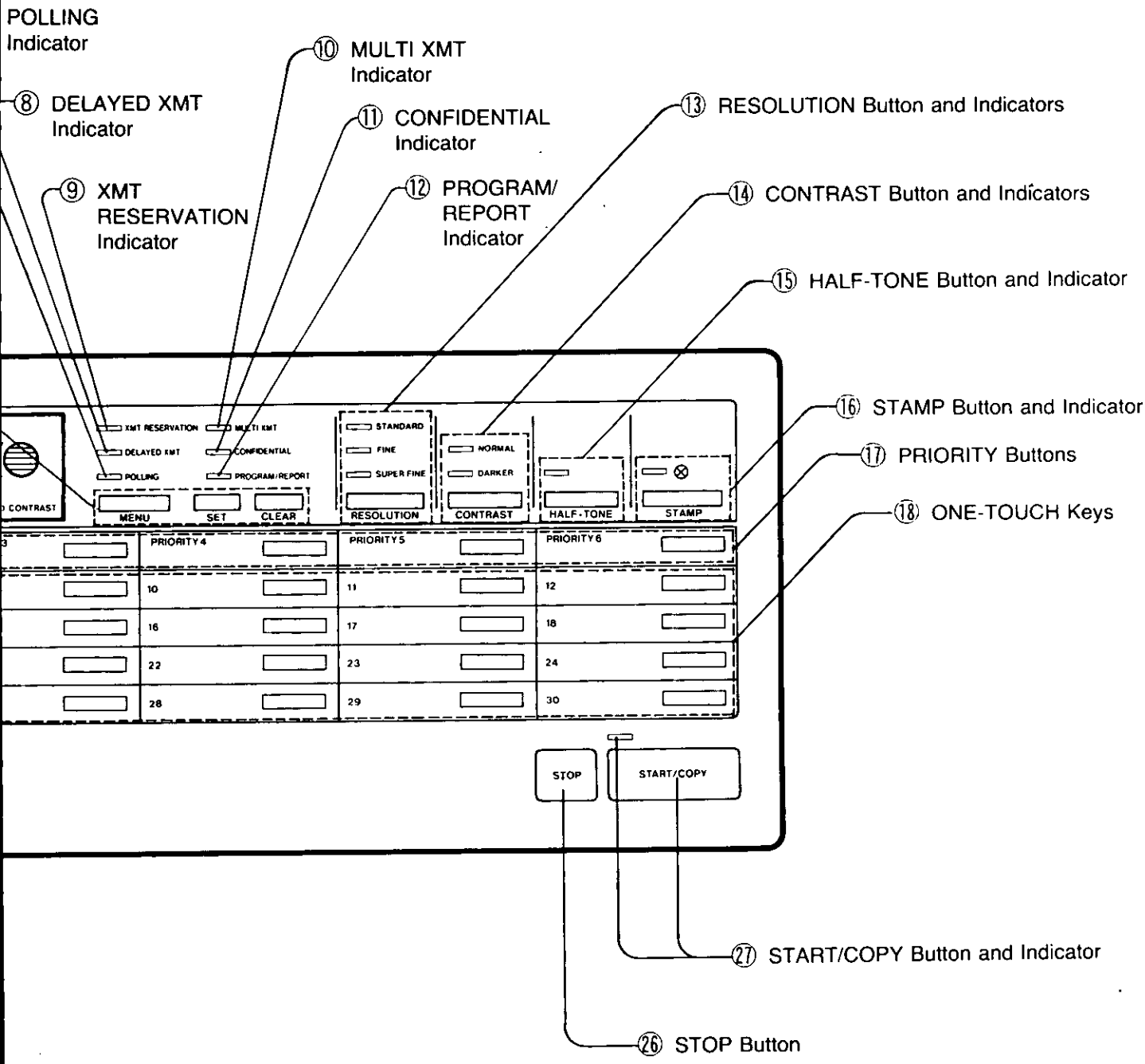

POLLING Indicator
⑧ DELAYED XMT Indicator
⑨ XMT RESERVATION Indicator
⑩ MULTI XMT Indicator
⑪ CONFIDENTIAL Indicator
⑫ PROGRAM/ REPORT Indicator
⑬ RESOLUTION Button and Indicators
⑭ CONTRAST Button and Indicators
⑮ HALF-TONE Button and Indicator
⑯ STAMP Button and Indicator
⑰ PRIORITY Buttons
⑱ ONE-TOUCH Keys
⑳ START/COPY Button and Indicator
㉖ STOP Button
XMT RESERVATION
MULTI XMT
DELAYED XMT
CONFIDENTIAL
POLLING
PROGRAM/REPORT
STANDARD
FINE
SUPER FINE
NORMAL
DARKER
MENU
SET
CLEAR
RESOLUTION
CONTRAST
HALF-TONE
STAMP
PRIORITY 4
PRIORITY 5
PRIORITY 6
10
11
12
16
17
18
22
23
24
28
29
30
STOP
START/COPY

① **PAUSE Button:**
Used during programming to enter a pause in facsimile/telephone numbers.

② **FLASH Button:**
Used to access some of the features of your host PBX.

③ **AUTO Button:**
Used for speed dialing.

④ **MENU Button:**
Used to start XMT RESERVATION, DELAYED XMT, POLLING, MULTI XMT, CONFIDENTIAL, SYSTEM SETUP, etc.

⑤ **SET Button:**
Used during programming to set parameters which can be stored, or to go to the next step.

⑥ **CLEAR Button:**
Used to clear the previously entered function or go to previous step.

⑦ **POLLING Indicator:**
The indicator lights when POLLING Function is being set.

⑧ **DELAYED XMT Indicator:**
The indicator lights when DELAYED XMT is being set.

⑨ **XMT RESERVATION Indicator:**
The indicator lights when XMT RESERVATION is being set.

⑩ **MULTI XMT Indicator:**
The indicator lights when MULTI XMT is being set.

⑪ **CONFIDENTIAL Indicator:**
The indicator lights when CONFIDENTIAL Function is being set.

⑫ **PROGRAM/REPORT Indicator:**
The indicator lights during system setup.

⑬ **RESOLUTION Button and Indicators:**
Used to set scanning line density. The indicators light to show which setting you are using.

⑭ **CONTRAST Button and Indicators:**
Used to set document contrast. The indicators light to show which setting you are using.

⑮ **HALF-TONE Button and Indicator:**
Press to send a document containing photographs, shaded drawings and the like. The indicator lights when this feature is on.

⑯ **STAMP Button and Indicator:**
Press to mark originals that have been sent. The indicator lights when this feature is on.

⑰ **PRIORITY Buttons:**
Used to program long dialing procedure (e.g. delayed communication) and another ONE-TOUCH key.

⑱ **ONE-TOUCH Keys:**
Used for ONE-TOUCH dialing.

⑲ **DIAL KEYPAD:**
Used to dial or program numbers.

⑳ **TONE Button:**
This is used to change from pulse dialing to tone dialing within the dial sequence.

㉑ **MUTE Button and Indicator:**
Use this feature when you do not want your voice to be heard by the other party. The indicator lights when this mode is on.

㉒ **REDIAL Button:**
Press to redial the last dialed number.

㉓ **SP-PHONE Button and Indicator:**
Used for on-hook dialing and voice contact feature. The indicator lights when this mode is on.

㉔ **FUNCTION Selector:**
Used to switch the unit between the telephone answering machine/facsimile function and facsimile function only.

㉕ **AUTO RECEIVE Button and Indicator:**
Used to set to the Auto Reception mode. The indicator lights when this mode is on.

㉖ **STOP Button:**
Used to cancel transmission or copy operation.

㉗ **START/COPY Button and Indicator:**
Used to start transmission and copy functions. The indicator lights when operating.

Using this Guide

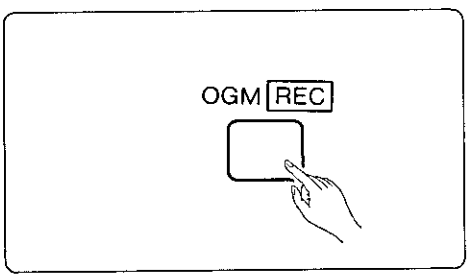
For simple and effective use of your unit, be sure to carefully read these operating instructions before use. There follows an example page to show how the instructions are laid out.

Title: The operation that you want to do.
Caption: Brief description of the operation.

RECORDING AN OUTGOING MESSAGE (OGM)

Before using your unit as both answering machine and facsimile you should first record your Outgoing Message.

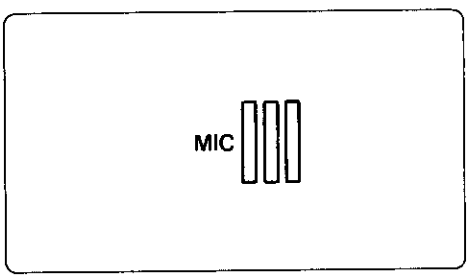
1



Press **OGM REC** until a long beep is heard, then release it.
- The IN USE indicator lights.

```
THU JUN29 3:00PM 00
 OGM REC  >>>>>>>>
```

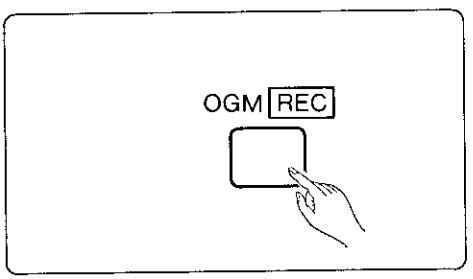
2



After the beep, speak immediately, clearly and loudly into the microphone, from a distance of approximately 8 inches (20 cm).
- The recording time is 16 seconds.
- For optimum performance record your OGM within 12 seconds.
- Do not pause for over 2 seconds while recording.

```
THU JUN29 3:00PM 00
 OGM REC  ■■■ >>>>>
```

3



When recording is finished, press **OGM REC** again.
- The unit playbacks your OGM to confirm your message. Adjust the VOLUME control to a suitable level.
- To check your OGM, press OGM PLAY and it is played from the microchip.

```
THU JUN29 3:00PM 00
 OGM PLAY >>>>>>>>
```

```
THU JUN29 3:00PM 00
    TAPE BACK UP
```

Display:
This is what you will see on the display after each step.

Operation:
Details of the action you need to take.

Illustration:
Shows what you need to do to carry out this step.

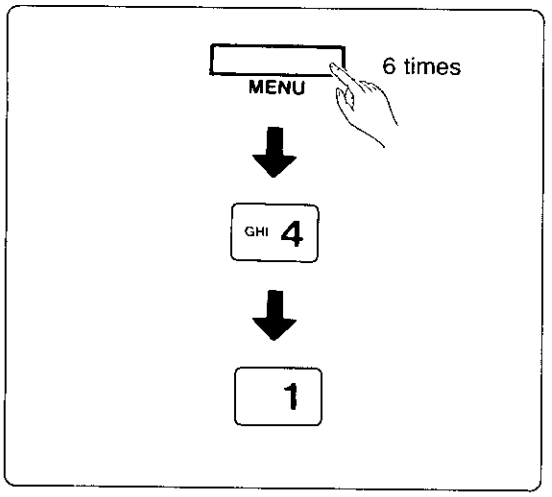
Order:
Proceed in this order.

System Set Up

Before using the unit:

- **Recording an Outgoing Message.**
  If "RECORD YOUR OGM" is shown on the display, see page 2-3 in this manual.
- **Programming Date and Time.**
  If you want to change the Date and Time on the display, see page 17 in this manual.

PRINTING "SYSTEM SETUP LIST"



Press **MENU** 6 times.

- The PROGRAM/REPORT indicator lights, and the display shows the following message.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press **"4"**, then press **"1"**.

- Printing of the "SYSTEM SETUP LIST" begins.

```
SELECT NO. [1. SYSTEM
2. TEL NO. 3. JOURNAL]
```

```
PRINTING SYSTEM LIST
```

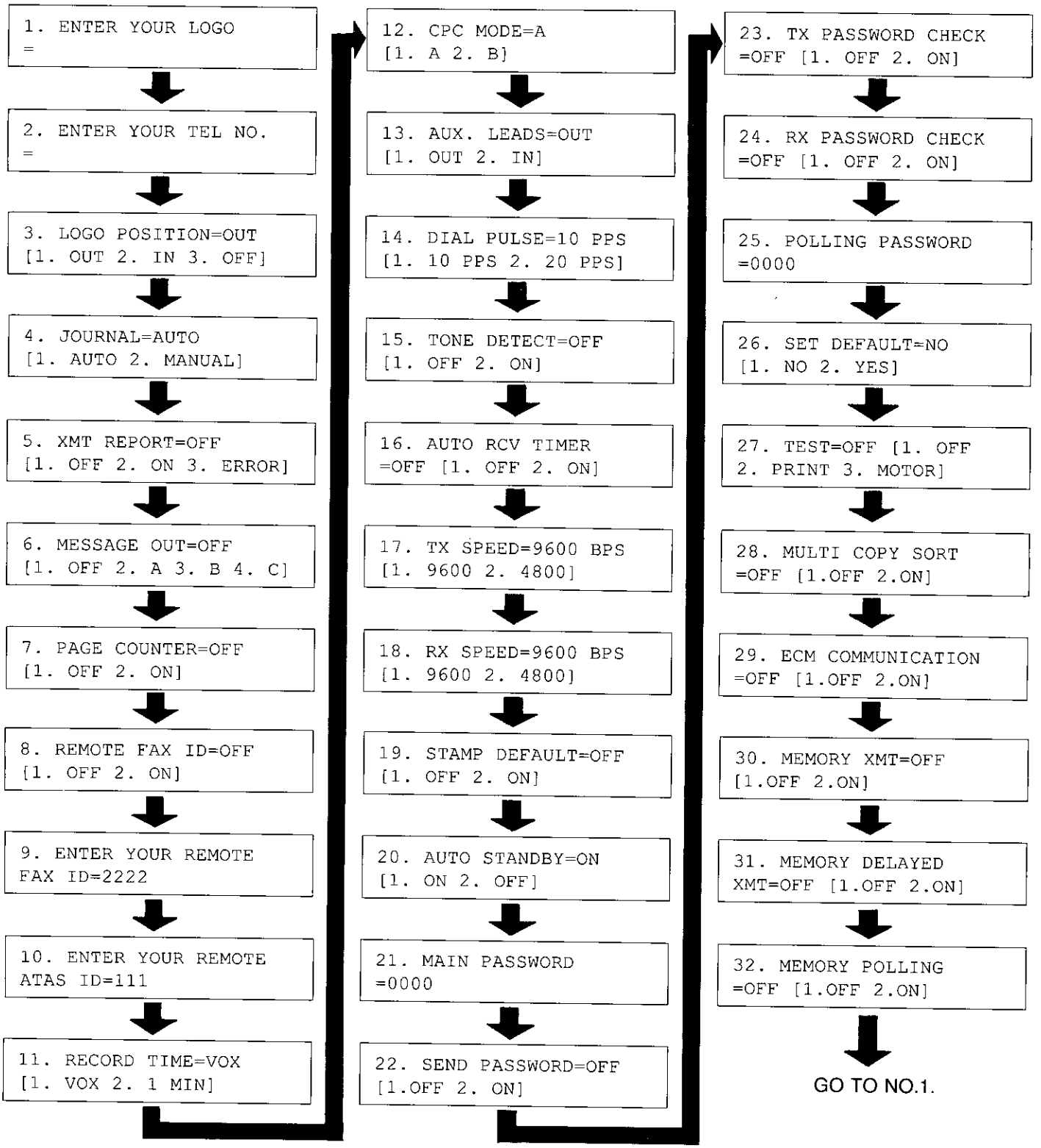
- The following functions are user selectable, and may be changed as needed. Refer to next page.

```
********************************************* SYSTEM SETUP LIST *********************************************

        #00 11/23/89 08:29AM
        #01 YOUR LOGO                   =
        #02 YOUR TELEPHONE NUMBER       =
        #03 LOGO POSITION               = OUT
        #04 PRINT JOURNAL               = AUTO
        #05 PRINT XMT REPORT            = OFF
        #06 MESSAGE OUT                 = OFF
            A = *** CONFIDENTIAL ***
            B = *** IMMEDIATE REPLY REQUESTED ***
            C =
        #07 PAGE COUNTER                = OFF
        #08 REMOTE FAX ID               = OFF
        #09 REMOTE FAX ID NUMBER        = 2222
        #10 REMOTE ATAS ID              = 111
        #11 RECORDING TIME              = VOX
        #12 CPC MODE                    = A
        #13 AUX. LEADS                  = OUT
        #14 DIAL PULSE                  = 10PPS
        #15 TONE DETECT                 = OFF
        #16 AUTO RECEIVE TIMER          = OFF
            AUTO RECEIVE ON TIME = 12:00AM    AUTO RECEIVE OFF TIME = 12:00AM
        #17 TX SPEED                    = 9600BPS
        #18 RX SPEED                    = 9600BPS
        #19 STAMP DEFAULT               = OFF
        #20 AUTO STANDBY                = ON
        #21 MAIN PASSWORD               = 0000
        #22 SEND PASSWORD               = OFF
        #23 TX PASSWORD CHECK           = OFF
        #24 RX PASSWORD CHECK           = OFF
        #25 POLLING PASSWORD            = 0000
        #26 SET DEFAULT                 = NO
        #27 TEST [PRINT OR MOTOR]
        #28 MULTI COPY SORT             = OFF
        #29 ECM COMMUNICATION           = OFF
        #30 MEMORY XMT                  = OFF
        #31 MEMORY DELAYED XMT          = OFF
        #32 MEMORY POLLING              = OFF
< DELAYED XMT >
            DELAYED MODE                = OFF
            DOCUMENT                    = ADF
            PHONE NUMBER                =
            PASSWORD                    = 0000
            START TIME                  = 12:00AM
< DELAYED POLL,XMT&POLL >
            DELAYED MODE                = OFF
            DOCUMENT                    = ADF
            PHONE NUMBER                =
            PASSWORD                    = 0000
            START TIME                  = 12:00AM
< DELAYED MULTI XMT >
            DELAYED MODE                = OFF
            PHONE NUMBER                =
            PASSWORD                    = 0000
            START TIME                  = 12:00AM

*****************************************************************************************************
```

■ System Programming Functions:

CODE	FUNCTION	REFERENCE
#00	DATE AND TIME	page 17 in these instructions
#01	YOUR LOGO	page 18 in the INSTALLATION MANUAL
#02	YOUR TELEPHONE NUMBER	page 18 in the INSTALLATION MANUAL
#03	LOGO POSITION	page 22 in the INSTALLATION MANUAL
#04	PRINT JOURNAL	page 1-73 in these instructions
#05	PRINT XMT REPORT	page 1-81 in these instructions
#06	MESSAGE OUT	page 1-25 in these instructions
#07	PAGE COUNTER	page 1-21 in these instructions
#08	REMOTE FAX ID	page 1-23 in these instructions
#09	REMOTE FAX ID NUMBER	page 1-23 in these instructions
#10	REMOTE ATAS ID	page 2-6 in these instructions
#11	RECORDING TIME	page 2-7 in these instructions
#12	CPC MODE	page 4-1 in these instructions
#13	AUX. LEADS	page 4-2 in these instructions
#14	DIAL PULSE	page 4-3 in these instructions
#15	TONE DETECT	page 4-4 in these instructions
#16	AUTO RECEIVE TIMER	page 1-27 in these instructions
#17	TX SPEED	page 4-5 in these instructions
#18	RX SPEED	page 4-6 in these instructions
#19	STAMP DEFAULT	page 4-7 in these instructions
#20	AUTO STANDBY	page 4-8 in these instructions
#21	MAIN PASSWORD	page 1-63 in these instructions
#22	SEND PASSWORD	page 1-63 in these instructions
#23	TX PASSWORD CHECK	page 1-64 in these instructions
#24	RX PASSWORD CHECK	page 1-64 in these instructions
#25	POLLING PASSWORD	page 1-29 in these instructions
#26	SET DEFAULT	page 4-9 in these instructions
#27	TEST [PRINT OR MOTOR]	page 4-9 in these instructions
#28	MULTI COPY SORT	page 1-84 in these instructions
#29	ECM COMMUNICATION	page 1-72 in these instructions
#30	MEMORY XMT	page 1-67 in these instructions
#31	MEMORY DELAYED XMT	page 1-69 in these instructions
#32	MEMORY POLLING	page 1-70 in these instructions

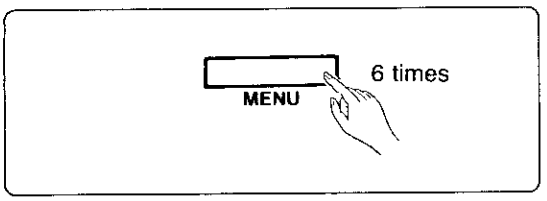
In the SYSTEM PROGRAMMING mode, the messages are displayed in the following order. The next message is displayed when you press the SET button, and the previous message is displayed when you press the CLEAR button.



PROGRAMMING DATE AND TIME

Example: JUN. 15, 1989 3:00 P.M.

1

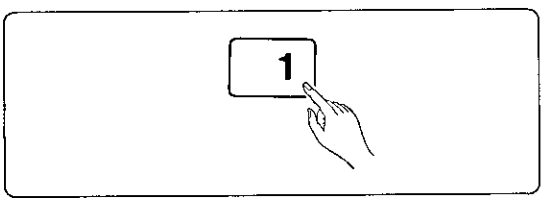


Press **MENU** 6 times.

- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

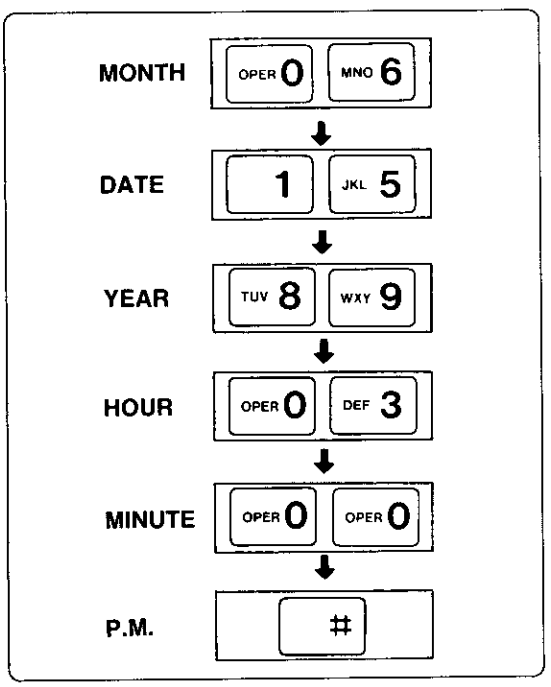
2



Press **"1"**.

```
SET DATE [*=AM #=PM]
01 01 89 12:00AM SUN
```

3

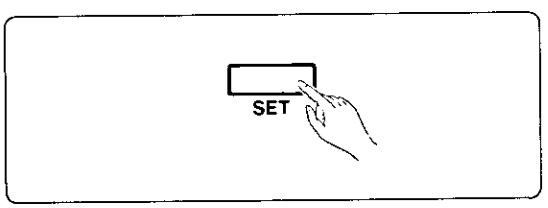


Enter the new clock setting in the format MONTH/DATE/YEAR/HOUR/MINUTE (2 digits)/AM or PM.

- Press "*" and "#" to select AM or PM mode.
- The day of the week will be set automatically.
- To correct an error while programming, press CLEAR and then enter correct input.

```
SET DATE [*=AM #=PM]
06 15 89 03:00PM THU
```

4

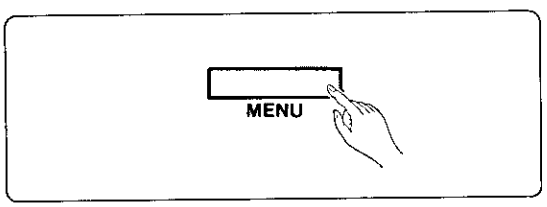


When you have set the clock, press **SET**.

- The clock will then start.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

5



Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

```
THU JUN15 3:00PM 00
```

Making Calls Manually

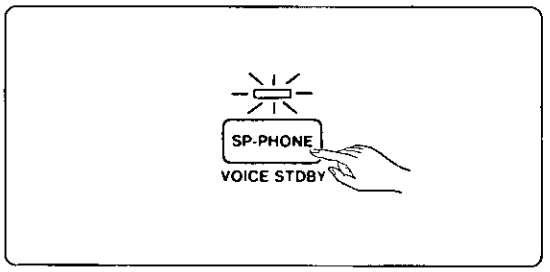
MAKING CALLS

Using the Handset

1. Lift the handset and dial the phone number.
2. Speak with the other party.
3. Hang up the handset when finished.

On-hook Dialing (Hands-Free Operation)

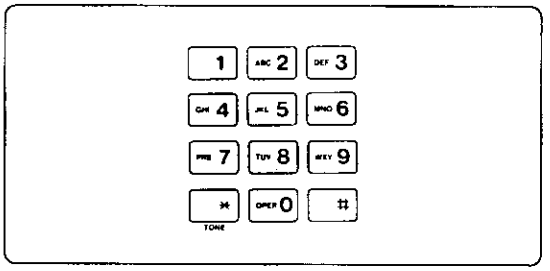
1



Press **SP-PHONE**.
- The SP-PHONE indicator lights.

```
THU JUN15 3:00PM 00
 ENTER PHONE NUMBER
```

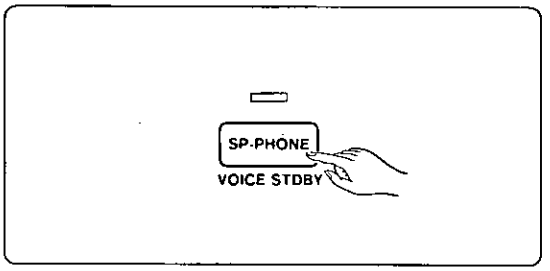
2



Dial the phone number, then speak.
- The phone number you dialed is shown on the display. (Example: 1234567 is dialed.)

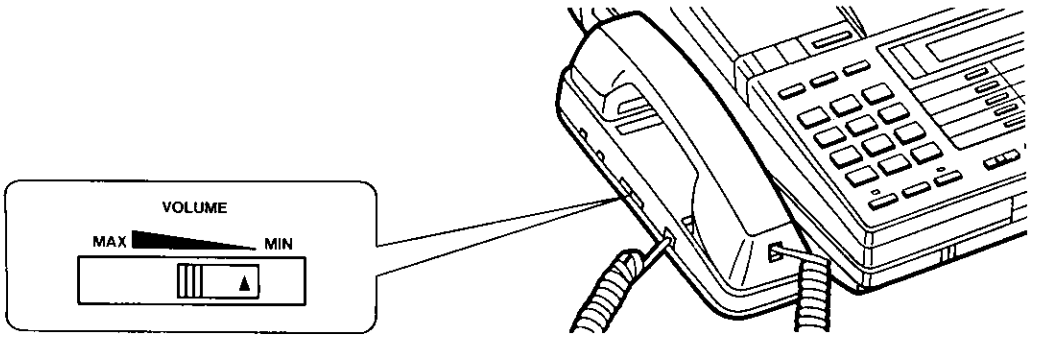
```
THU JUN15 3:00PM 00
1234567
```
dialed number

3

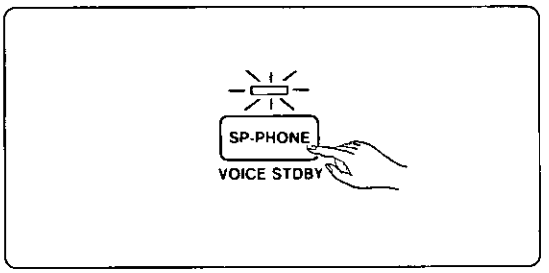


When finished, press **SP-PHONE** again.
- The SP-PHONE indicator light goes out.

HELPFUL HINTS FOR HANDS-FREE OPERATION:
- **When it is difficult to hear the other party's voice:** raise the sound level using the SPEAKER VOLUME control.
- **When the other party has difficulty hearing you:** lower the sound level.
- **Absorb echoes:** use this unit in a room that has curtains or carpeting.
- **Avoid lost or broken conversations:** if you and the other party speak at the same time, parts of your conversation will be lost. To avoid this, speak alternately.



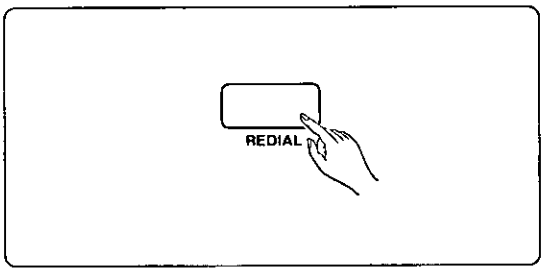
RECEIVING CALLS



When the phone rings, press SP-PHONE or lift the handset to answer the call.

REDIALING WITH MANUAL DIALING

You can redial the last dialed number by simply pressing the REDIAL button.



Press **REDIAL** if the busy tone is heard.
(Example: Last dialed number is 1234567.)

```
      <REDIALING>
1234567
```

last dialed number

■ **When using the handset:**
Pressing the REDIAL button redials the last number once.

■ **When using Hands-Free Operation (SP-PHONE):**
The unit redials automatically up to 15 times within a 10-minute period.

During the pause between each redialing, the display shows this message, and the SP-PHONE indicator flashes slowly.

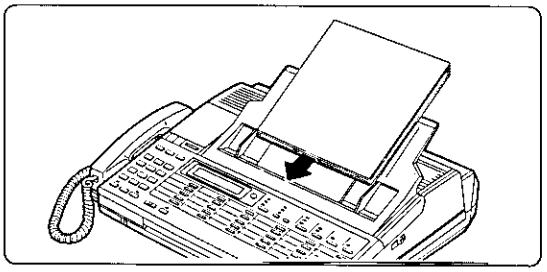
```
THU JUN15 3:00PM 00
 WAITING TO REDIAL
```

To cancel automatic redialing, press the FLASH button.

Transmitting and Receiving Manually

TRANSMITTING MANUALLY

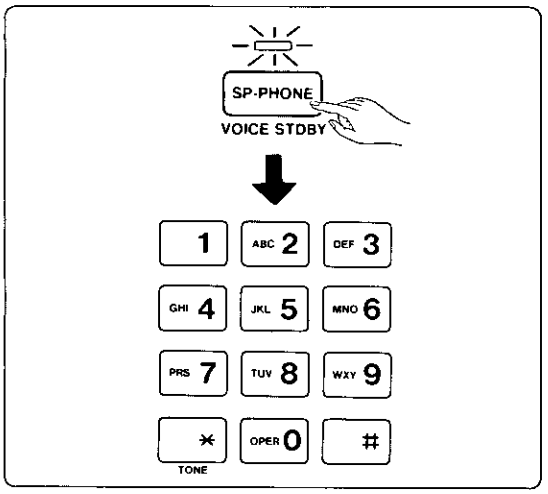
1



Insert the documents FACE DOWN.

- A beep sounds.
- The unit accepts up to 30 sheets of paper at a time.

2



Press **SP-PHONE** or lift the handset and then dial the phone number.

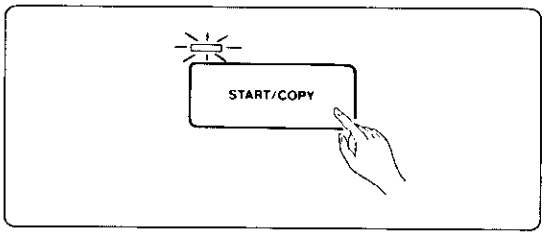
(Example: 1234567 is dialed.)

```
THU JUN15 3:00PM 00
   ENTER PHONE NUMBER
```

```
THU JUN15 3:00PM 00
1234567
```

dialed number

3



When the beep (answering carrier tone) is heard, press **START/COPY**.

- It might be occured that the beep is not heard according to the receiving unit.

```
  SENDING          P1
TO: 1234567
```

dialed number or station name

4

After pressing **START/COPY**, replace the handset if you are using it.

- During a fax transmission, the number of each page (99 maximum) is displayed.

```
  SENDING          P1
TO: 1234567
```

↓

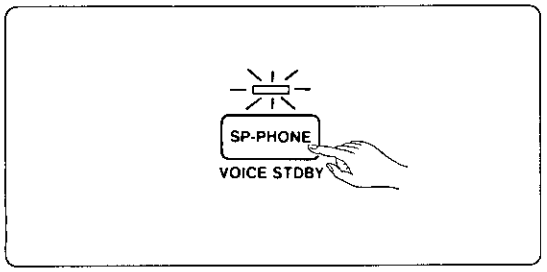
```
THU JUN15 3:03PM 00
     1 PAGE SENT OK
```

■ To stop transmission
Press **STOP**.

NOTE:
Begin by transmitting the FAX CORRESPONDENCE sheet (provided) to several of your business associates. In this way you can confirm that your unit is functioning correctly and inform them of the procedure for transmitting documents and/or recording voice-messages on your unit.

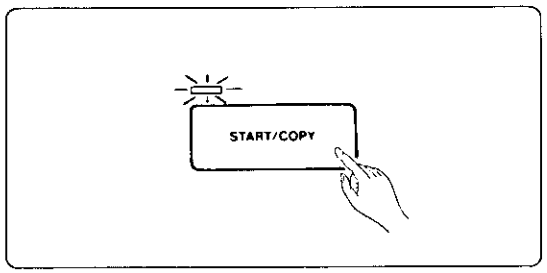
RECEIVING MANUALLY

1



When the phone rings, press **SP-PHONE** or lift the handset to answer the call.

2



Press **START/COPY** to receive a document.

```
    RECEIVING        P1
FROM:PANASONIC
```

station name or telephone number or CCITT group number (<G2> or <G3>)

3

After pressing **START/COPY**, replace the handset if you are using it.

- During fax reception the number of each page (99 maximum) is displayed.

```
    RECEIVING        P1
FROM:PANASONIC
```

■ **START/COPY indicator:**
This changes from a flashing to steady light, and the unit begins to receive the documents.

NOTE:

- **If you are using the speakerphone;**
  The unit automatically disconnects the line after the transaction has completed.
- **If you do not hang up the handset after pressing the START/COPY button;**
  The unit automatically calls the other party.
  For further details, see "Voice Contact" on page 1-20.

Operating the KX-F320 as a Facsimile Machine

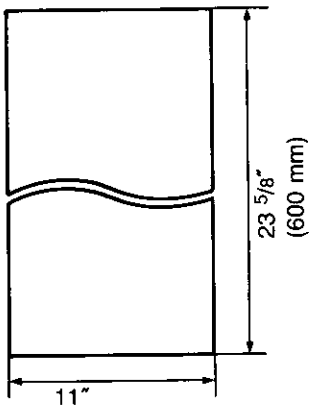
Before Transmitting and Receiving Documents

ACCEPTABLE DOCUMENT

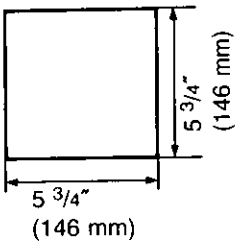
The unit can transmit documents that are within the following limits:

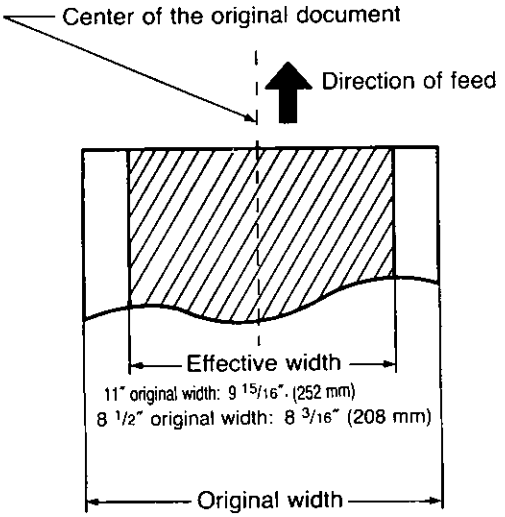
- **Original width is 5 3/4" (146 mm) to 11" (280 mm).**
- **Effective width is up to 9 15/16" (252 mm).**
- **Weight of document paper is 12 to 24 pounds.**

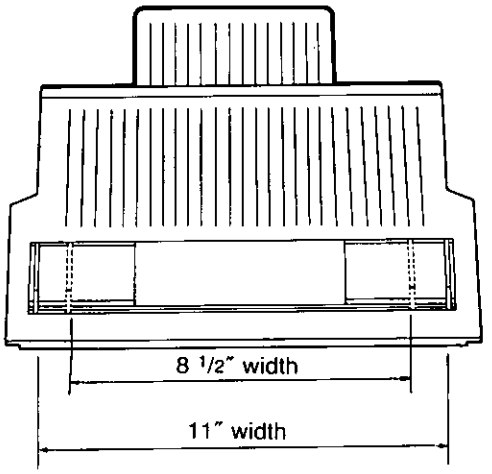
Maximum document size



Minimum document size







■ The Automatic Document Feeder:
- Up to 30 sheets of paper can be set in the feeder.
- Use bond paper (16 to 20 pounds).
- The paper must not be coated.

NOTE:
- A document that is over 23 5/8" (600 mm) long cannot be transmitted. The unit stops transmitting a document and the display shows "REMOVE DOCUMENT". If this happens, press the STOP button and remove the document.
- If the originals are electrostatically charged, the automatic document feeder may not function properly.

Do not feed the following types of document into the unit or it may jam. Make copies of such documents and feed the copies into the unit, or use the optional carrier sheet.

■ **We recommend that you use the optional carrier sheet, or use a photocopy of the following types of originals:**

- Paper with chemically treated surfaces such as carbon paper or carbonless duplicating paper
- Heavily curled, creased or torn paper
- Paper with a coated surface
- Small sized paper, such as a slip or a voucher
- Thin paper (less than 12 pounds)

■ **Use a photocopy of the following originals:**

- Thick paper (over 24 pounds), since the optional carrier sheet cannot be used.
- When there is little contrast between the print and the background.
- When the print on the reverse side can be seen through from the front (newspaper, for example).

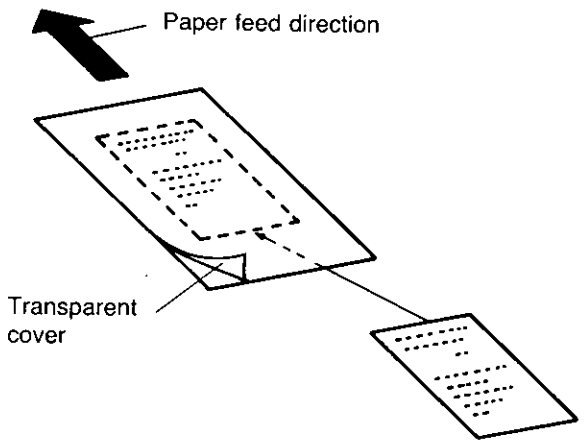
■ **Remove clips, staples or other similar objects from a document before feeding it into the unit.**

■ **Make sure that any ink or paste on the document is completely dry before feeding it into the unit.**

USING THE OPTIONAL CARRIER SHEET (KX-A111)

Accessory is available through your local authorized parts distributor.

1. Place the original into the carrier sheet with the print facing the transparent cover.
2. Place the transparent cover over the original.
3. Insert the carrier sheet.



REDUCTION OF DOCUMENT

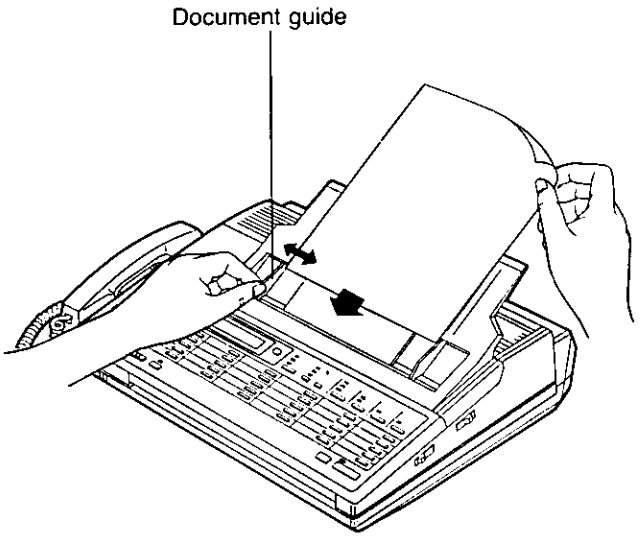
The document is automatically transmitted according to the width of recording paper of the unit. Refer to the following table.

Transmitting

Original	Recording paper in other unit	Printable width
8 1/2" width (216 mm)	8 1/2"	8 1/2"
	10 1/8"	8 1/2"
11" width (280 mm)	8 1/2"	reduced to 8 1/2"
	10 1/8"	10 1/8"

Receiving

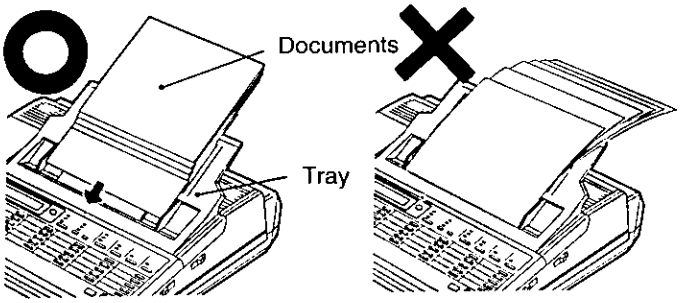
Original	Recording paper in your unit	Printable width
8 1/2" width (216 mm)	8 1/2"	8 1/2"
	10 1/8"	8 1/2"
11" width (280 mm)	8 1/2"	reduced to 8 1/2"
	10 1/8"	10 1/8"



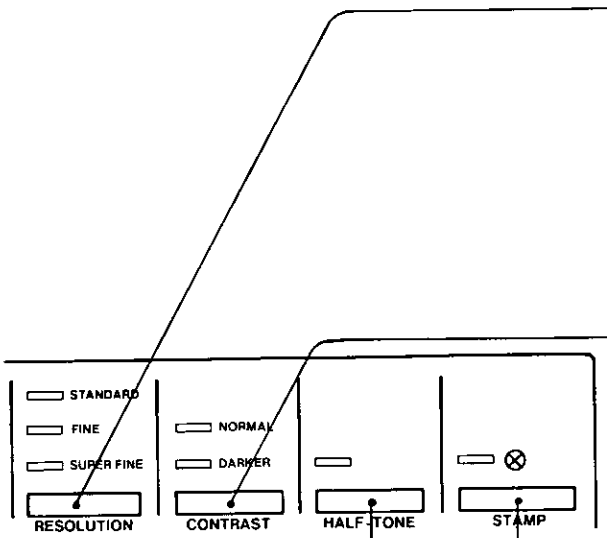
This unit accepts up to 30 sheets of paper at a time.

Place the documents on the tray FACE DOWN, and align them.

After aligning the documents, adjust the document guide according to their width.
Make sure that the documents are set correctly, so that the bottom document is fed into the unit first as shown below.



■ The following functions must be set before starting transmission. If set during transmission they are effective from the next sheet.



Resolution (Scanning Line Density):

STANDARD is suitable for printed or typewritten originals with normal size characters.
FINE is suitable for originals written with small characters.
SUPER FINE doubles the resolution of FINE. (**SUPER FINE** only works between Panasonic compatible machines. (KX-F320, KX-F220 etc.))

Document Contrast:

NORMAL is suitable for transmitting or copying printed or typewritten documents.
DARKER is suitable for transmitting or copying originals with faint writing.

Verification Stamp:

The verification stamp helps you to confirm successful transmission by stamping the bottom of each original with a small ⊗ mark.

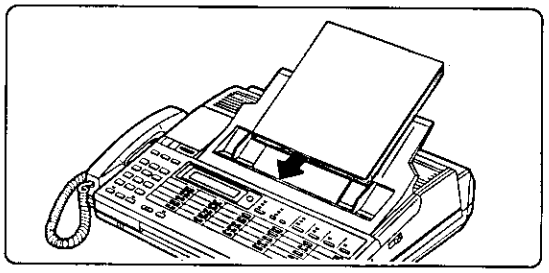
Half-Tone:

This function is useful when sending originals containing photographs, shaded drawings, etc.
- When you press this button, RESOLUTION (FINE) is selected automatically.

Transmitting Documents

TRANSMITTING MANUALLY

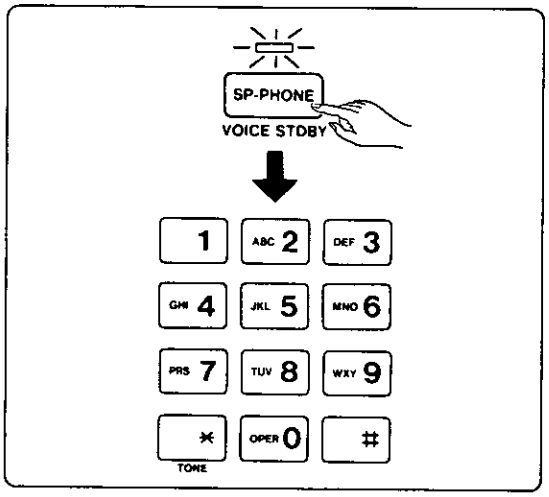
1



Insert the documents FACE DOWN.
- A beep sounds.
- The unit accepts up to 30 sheets of paper at a time.

```
THU JUN15 3:00PM 00
```

2



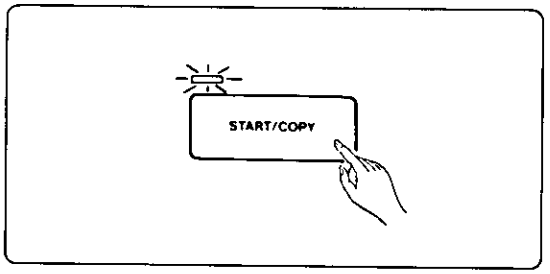
Press **SP-PHONE** or lift the handset and then dial the phone number. (Example: 1234567 is dialed.)

```
THU JUN15 3:00PM 00
ENTER PHONE NUMBER
```

```
THU JUN15 3:00PM
1234567
```

dialed number

3



When the beep (answering carrier tone) is heard, press **START/COPY**.
- It might be occured that the beep is not heard according to the receiving unit.

```
   SENDING        P1
TO:1234567
```

dialed number or station name

4

After pressing **START/COPY**, replace the handset if using it.
- The number (maximum 99) of each page is displayed during a fax transmission.

```
   SENDING        P1
TO:1234567
```

⬇

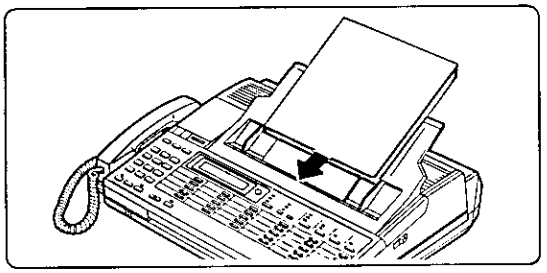
```
THU JUN15 3:03PM 00
   1 PAGE SENT OK
```

■ To stop transmission
Press **STOP**.

USING ONE-TOUCH DIALING

For convenience, you can program up to 24 facsimile or voice telephone numbers into the 24 One-Touch keys. In addition, the 6 PRIORITY buttons can be used as One-Touch keys (refer to page 1-45).
The following enables the unit to dial and transmit documents automatically. For programming One-Touch Dialing, refer to "Programming Automatic Dialing" on page 1-39.

1



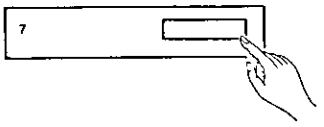
Insert the documents FACE DOWN.

- A beep sounds.

```
THU JUN15 5:00PM 00
```

2

Example: One-Touch station 7



Press **One-Touch key** to select the station to which you wish to transmit.
(Example: One-Touch station 7.)

- The START/COPY indicator changes from a flashing to a steady light, and then a document begins to transmit.

If station name is not programmed, it shows.

```
  DIALING <XMT>
TO: <S07>
```

station number

If station name is programmed, it shows.

```
    DIALING <XMT>
TO:PANASONIC
```

station name

```
    SENDING          P1
TO:PANASONIC
```

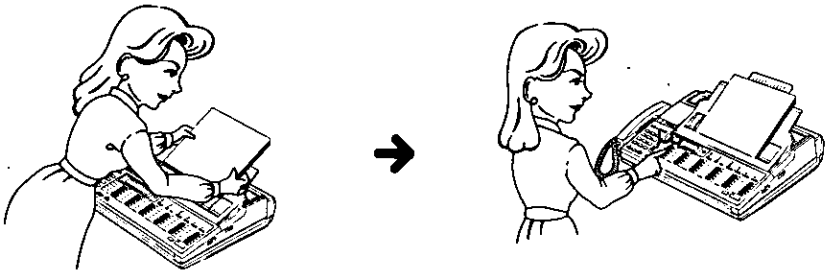
station name or station number

```
THU JUN15 5:01PM 00
     1 PAGE SENT OK
```

If there is no answer or the line is busy, the unit automatically redials (refer to page 1-10).

■ To stop transmission
Press **STOP**.

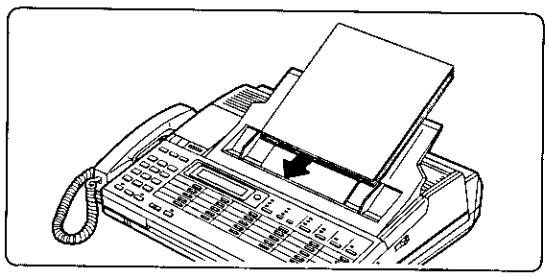
NOTE:
Station name may change according to the receiving machine.



USING SPEED DIALING

For greater convenience, you can program facsimile telephone numbers for up to 100 stations.
For programming Speed Dialing, refer to "Programming Automatic Dialing" on page 1-41.

1

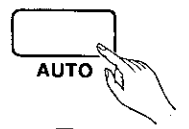


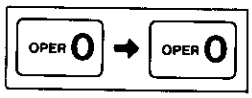
Insert the documents FACE DOWN.
- A beep sounds.

```
THU JUN15 5:30PM 00
```

2

Example: The station number 00





Station No.

Press **AUTO**, then enter the speed dial number (00 to 99, 2 digits).
(Example: The station number 00.)

```
THU JUN15 5:30PM 00
<A00>
```

If station name is not programmed, it shows.

```
 DIALING <XMT>
TO: <A00>
```

station number

If station name is programmed, it shows.

```
    DIALING <XMT>
TO:PANASONIC
```

station name

```
 SENDING              P1
TO: PANASONIC
```

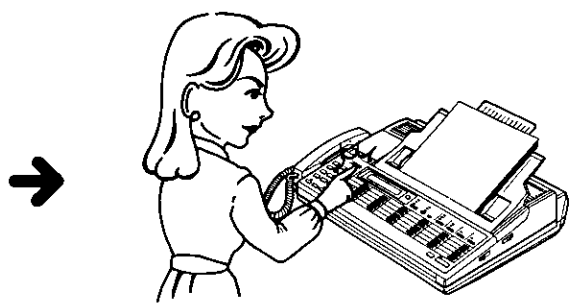
station name or station number

```
THU JUN15 5:31PM 00
     1 PAGE SENT OK
```

If there is no answer or the line is busy, the unit automatically redials (refer to page 1-10).

■ To stop transmission
Press **STOP**.

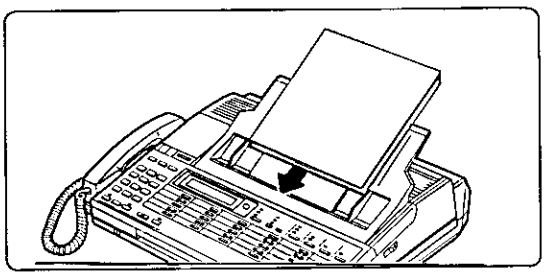
NOTE:
Station name may change according to the receiving machine.



MULTISTATION TRANSMISSION

Using the built-in memory you can transmit a document to more than one station at one time (max. 40 stations). Multistation Transmission is unable to do by dialing full number. Memory transmission is automatically performed in this feature. This saves you the trouble of sending the same document to each station one after another.
MULTI TRANSMISSION REPORT is printed out after the transmission and let you know the result of transmission (refer to page 1-76).

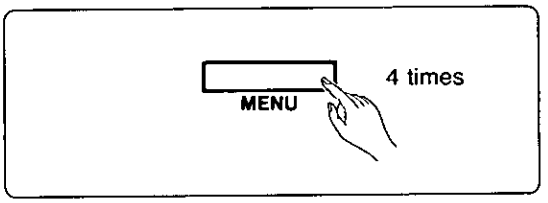
1



Insert the documents FACE DOWN.

- The unit store about up to 15 sheets into memory. Memory capacity (up to about 15 pages) apply to text data using CCITT No.1 test chart in STANDARD mode (Resolution).
- Please select STANDARD resolution when memory transmission is performed. If you select FINE or SUPER FINE resolution, the number of documents is decreased.

2

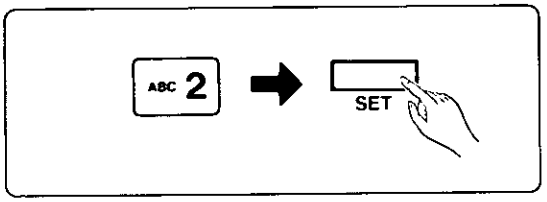


Press **MENU** 4 times.

- The MULTI XMT indicator lights.
- This display appears.

```
MULTI XMT = OFF
[1.OFF 2.ON]
```

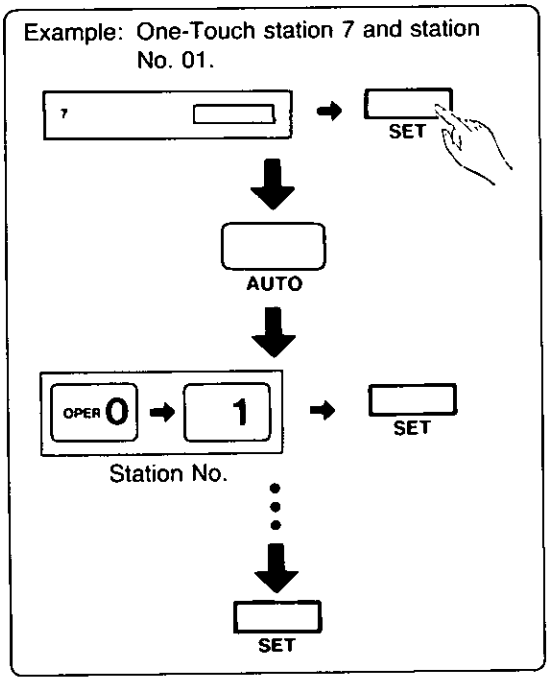
3



Press "**2**", then press **SET**.

```
 ENTER PHONE NUMBER
=                [01]
```

4



Enter the phone number using the One-Touch key or speed dialing key.
(Example: One-Touch station 7 and station No.01.)

```
 ENTER PHONE NUMBER
=<S07>           [01]
```

Press **SET**, then press **AUTO** and enter the station number "**01**".

```
ENTER PHONE NUMBER
=<A01>           [02]
```

Press **SET**.

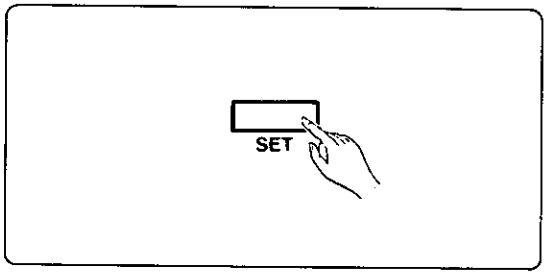
- To enter successive numbers, repeat this procedure (up to 40 stations).

Press **SET**.

- Reter to page 1-13 as to Delayed multistation transmission.

```
DELAYED MULTI XMT
=OFF   [1.OFF 2.ON]
```

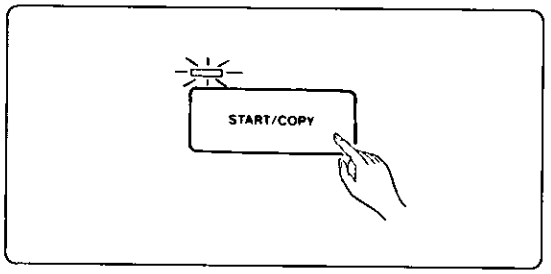
5



Press **SET**.

```
PRESS
  [START/COPY] KEY
```

6



Press **START/COPY**.

- The documents will feed for storing the image of them into the memory.

```
THU JUN29 3:00PM 00
  PAGES=01      XX%
```

Memory capacity※

※Memory capacity is shown as the percentage and it is shown at the lower right corner of the display after each page is stored. When the percentage is over 99%, "MEMORY FULL" is displayed and this operation is canceled. So please reduce the documents and then set the document again.

- The documents will be transmitted to each station.

```
  DIALING<MULTI XMT>
TO: PANASONIC
```

```
  SENDING            P1
TO: PANASONIC
```

■ While waiting for redialing, this display appears.

```
THU JUN29 3:00PM 00
 MULTI XMT ON
```

■ To stop transmission
Press **STOP**.

If you press STOP button during dialing or transmitting, only displayed transaction is canceled.

RESERVING TRANSMISSION

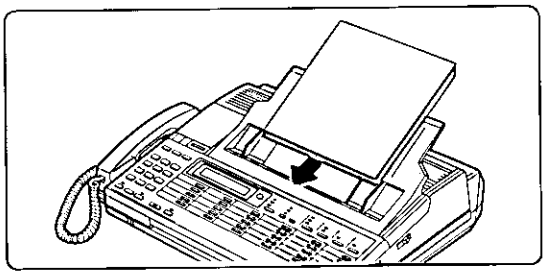
While the unit is receiving a document from one station, you can reserve transmission to another. The unit transmits automatically after the reception operation has finished.

Receiving mode display.

```
    RECEIVING   P1
FROM: PANASONIC
```

telephone number, station name, or CCITT group number (<G2> or <G3>)

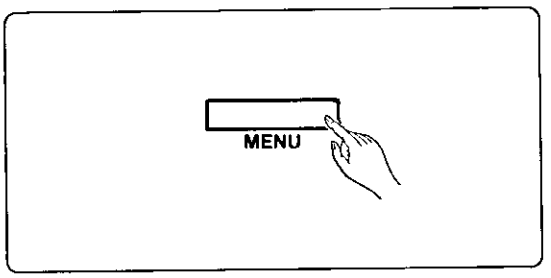
1



Insert the documents FACE DOWN.

```
THU JUN29 3:00PM 00
```

2

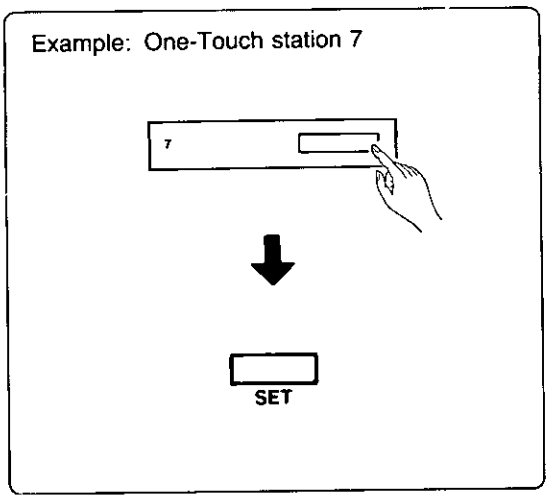


Press **MENU**.

- The XMT RESERVATION indicator lights.
- This display appears.

```
XMT RESERVATION
ENTER PHONE NUMBER
```

3



Enter the phone number using One-Touch key or speed dialing key or a full number.
(Example: One-Touch station 7.)

- To correct an error while programming, press CLEAR and then enter correct input.

```
ENTER PHONE NUMBER
=<S07>
```

Press **SET**.

- The unit transmits documents automatically after reception has finished.
- The XMT RESERVATION indicator light goes out.

```
  RECEIVING          P1
DURING RESERVATION
```

```
 THU JUN29 3:00PM 00
XMT RESERVATION SET
```

NOTE:
This function cannot be used when this unit is transmitting, polling or being programmed for delayed transmission or polling.

REDIALING WITH ONE-TOUCH AND SPEED DIALING

If there is no answer or the line is busy when transmitting, the unit automatically redials the number up to six (6) times within a 10-minute period and the display shows:

```
THU JUN15 5:30PM 00
 WAITING TO REDIAL
```

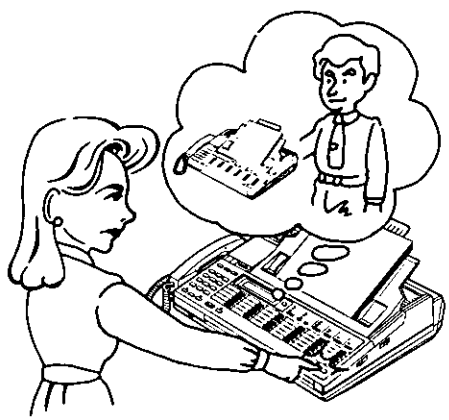
■ If there is still no answer after six attempts, this display appears.

```
THU JUN15 5:30PM 00
  REDIAL TIME OUT
```

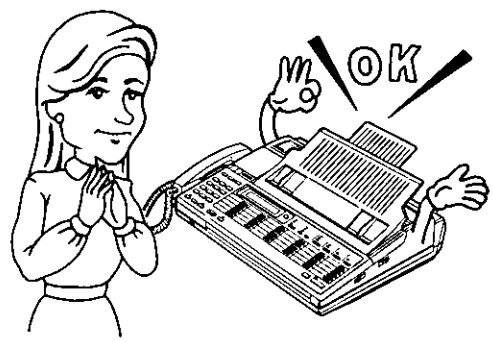
■ To stop automatic redialing, press the STOP button. The original display appears.

```
THU JUN15 5:30PM 00
```

Line busy

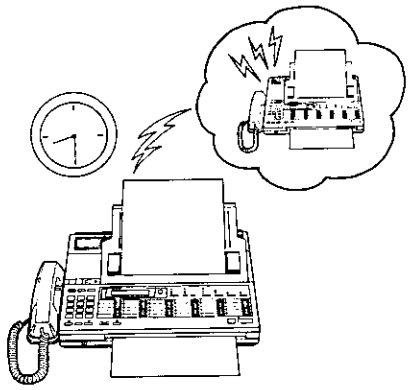


Redialing automatically

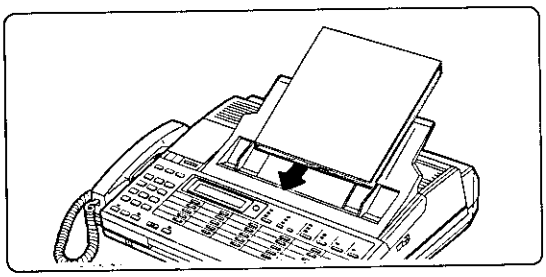


SETTING DELAYED TRANSMISSION

The unit is equipped with a built-in clock. By programming the unit with a starting time and a facsimile station number you can automatically transmit the documents anywhere in the world at any time of the day. This operation can be reserved to take place up to 24 hours in advance. If you need to transmit the documents to multi stations, see page 1-13.

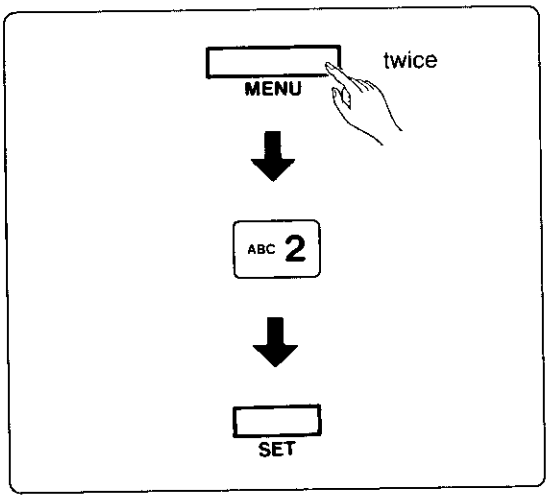


1



Insert the documents FACE DOWN.

2



Press **MENU** twice.

- The DELAYED XMT indicator lights.
- This display appears.

```
DELAYED XMT=OFF
[1. OFF 2. ON]
```

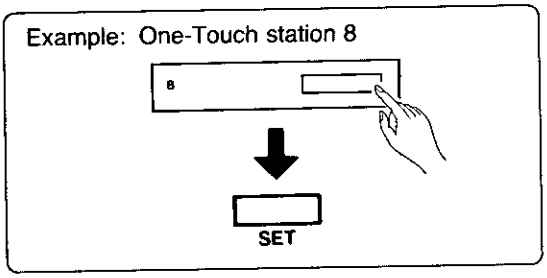
Press **"2"**.

```
DELAYED XMT=ON
[1. OFF 2. ON]
```

Press **SET**.

```
ENTER PHONE NUMBER
=
```

3



Enter the phone number using One-Touch key or Speed dialing key or a full number.
(Example: One-Touch station 8.)

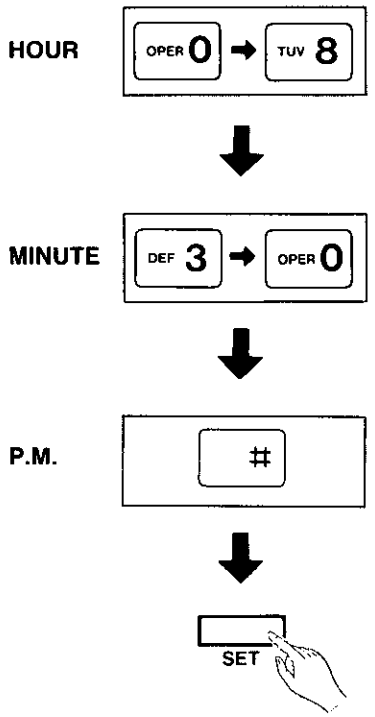
- To correct an error while programming, press CLEAR and then enter correct input.

```
ENTER PHONE NUMBER
=<S08>
```

Press **SET**.

```
   SET START TIME
12:00 AM [*=AM #=PM]
```

4 Example: Starting time is 8:30 P.M.



Enter the time at which the documents are to be transmitted.
(Example: 8:30 PM.)

- Press "*" or "#" to select AM/PM mode.
- To correct an error while programming, press CLEAR and then enter correct input.

```
   SET START TIME
08:30PM [*=AM #=PM]
```

Press **SET**.

- Document transmission starts at the specified time.

```
THU JUN29 5:00PM 00
    XMT AT 8:30PM
```

■ To stop transmission
Press **STOP**.

```
CANCEL DELAYED
XMT? [1.YES 2.NO]
```

Press **"1"**.

```
THU JUN29 5:00PM 00
```

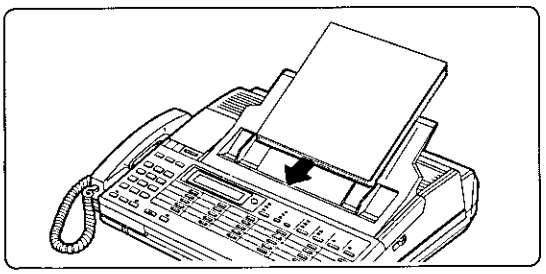
NOTE:

- You can execute automatic and manual reception, transmission and copying even after delayed transmission has been set. To copy documents after setting Delayed Transmission, remove documents from the tray and replace them when you have finished.
- If there is no answer or the line is busy during the delayed transmission, the unit automatically redials the number, up to 6 times within a 10-minute period.
- Only one delayed transmission can be set. If you set another delayed transmission, the previous one is overridden.

SETTING DELAYED MULTISTATION TRANSMISSION

The unit is equipped with a built-in clock.
You can transmit the documents to more than one station at any preset time within 24 hours (up to 40 stations).
You can transmit using only One-Touch dialing or Speed Dialing.
MULTI TRANSMISSION REPORT is printed out after the transmission (refer to page 1-76).

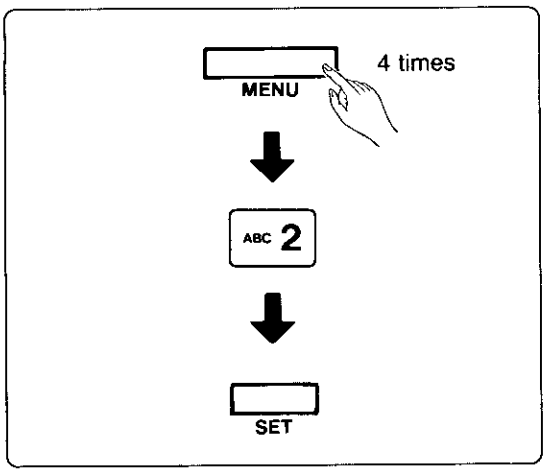
1



Insert the documents FACE DOWN.

- The unit store about up to 15 sheets into memory. Memory capacity (up to about 15 pages) apply to text data using CCITT No.1 test chart in STANDARD mode (Resolution).
- Please select STANDARD resolution when memory transmission is performed. If you select FINE or SUPER FINE resolution, the number of documents is decreased.

2



Press **MENU** 4 times.

- The MULTI XMT indicator lights.
- This display appears.

```
MULTI XMT=OFF
[1.OFF 2.ON]
```

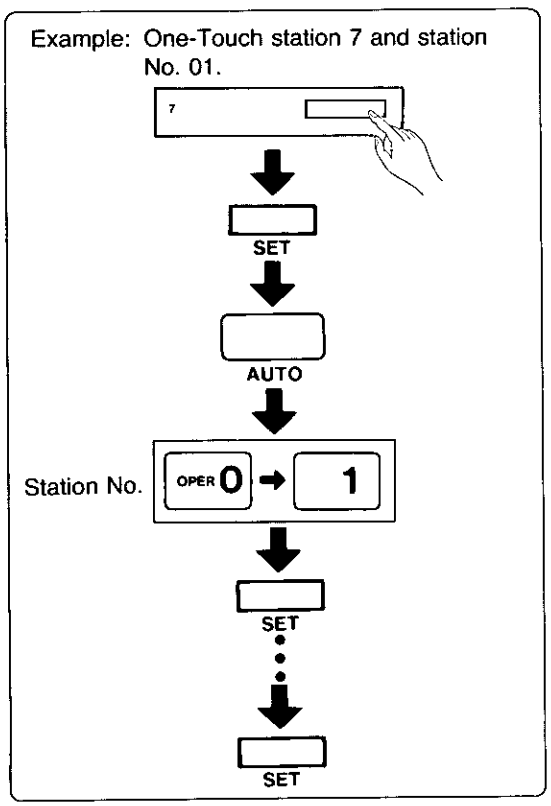
Press "**2**".

```
MULTI XMT=ON
[1.OFF 2.ON]
```

Press **SET**.

```
 ENTER PHONE NUMBER
=                 [01]
```

3



Enter the phone number using One-Touch key or Speed dialing key (up to 40 stations).
(Example: One-Touch station 7 and station No. 01.)

- One full number can be stored.
- To correct an error while programming, press CLEAR and then enter correct input.

```
 ENTER PHONE NUMBER
=<S07>            [01]
```

Press **SET**, then press **AUTO** and enter the station number "**01**".

```
 ENTER PHONE NUMBER
=<A01>            [02]
```

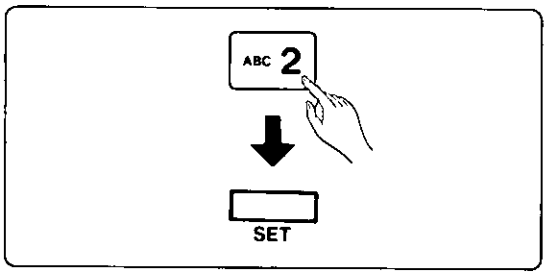
Press **SET**.

- To enter successive numbers, repeat this procedure (up to 40 stations).

Press **SET**.

```
DELAYED MULTI XMT
=OFF [1.OFF 2.ON]
```

4

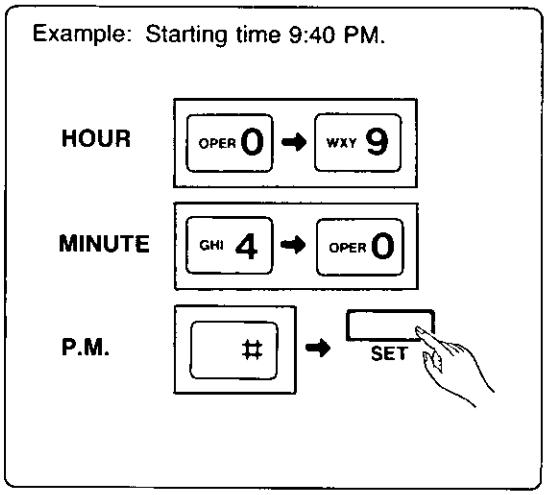


Press "**2**", then press **SET**.

```
DELAYED MULTI XMT
=ON     [1.OFF 2.ON]
```

```
   SET START TIME
12:00AM [*=AM #=PM]
```

5



Enter the start time at which the documents are to be transmitted.
(Example: Starting time 9:40PM.)

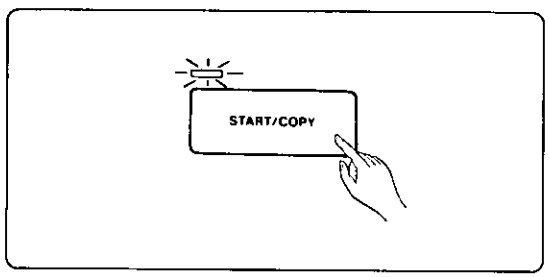
- Press "*" or "#" to select AM/PM mode.
- To correct an error while programming, Press the CLEAR then enter correct input.

```
     SET START TIME
  09:40PM [*=AM #=PM]
```

Press **SET**.

```
PRESS
   [START/COPY] KEY
```

6



Press **START/COPY**.

- The documents are transmitted at preset time after stored in memory.

```
THU JUN29 3:00PM 00
 PAGES=01        XX%
```

```
THU JUN29 3:00PM 00
MULTI XMT AT 9:40PM
```

■ To stop transmission:
Press **STOP**.

```
CANCEL DELAYED MULTI
XMT? [1.YES 2.NO]
```

Press **"1"**.

```
THU JUN29 3:00PM 00
```

NOTE:

- Only one delayed multistation transmission can be set. If you set another delayed multistation transmission, the previous one is overridden.
- If a power failure occurs, the stored documents are lost.

Receiving a Document and/or Voice-Message

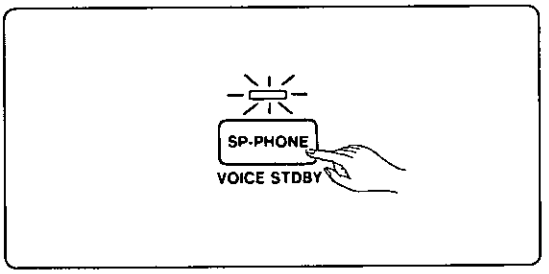
RECEIVING MANUALLY

If you don't want to receive the documents and/or Voice message automatically, use this feature to receive them manually.

1

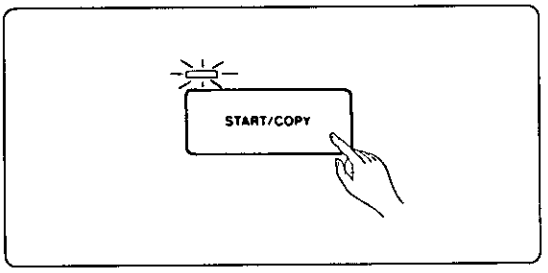
Before use this feature, please confirm that the AUTO RECEIVE indicator light goes out. To turn it off, press AUTO RECEIVE button.

2



When the phone rings, press **SP-PHONE** or lift the handset to answer the call.

3



Press **START/COPY** to receive documents.

```
   RECEIVING          P1
FROM: PANASONIC
```

station name
or telephone number
or CCITT group number
(<G2> or <G3>)

4

After pressing **START/COPY**, replace the handset if you are using it.

- During fax reception the number of each page (99 maximum) is displayed.

```
   RECEIVING       P1
FROM: PANASONIC
```

■ **START/COPY indicator:**
This changes from a flashing to steady light, and the unit begins to receive the documents.

■ Begin by transmitting the FAX CORRESPONDENCE leaflet (provided) to several of your business associates to confirm that your unit is functioning correctly, and to inform them of the procedure for transmitting documents and/or recording voice-messages on your unit.

NOTE:

- **If you are using the speakerphone;**
  The unit automatically disconnects the line after the transaction has completed.
- **If you do not hang up the handset after pressing the START/COPY button;**
  The unit automatically calls the other party. For further details, see "Voice Contact" on page 1-20.

EXPLANATION OF AUTO RECEIVING MODE

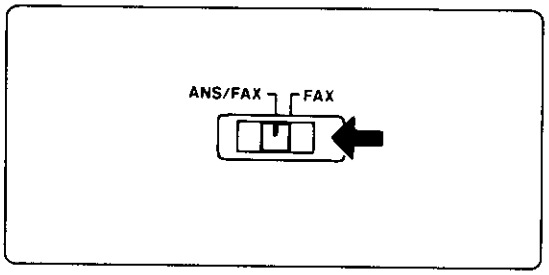
The KX-F320 can receive documents either automatically or manually. When in Auto Receiving mode, you can receive documents and/or voice-messages without the need for manual operation.

The unit has two Auto Receiving Modes:
A) When you use the unit as an answering/facsimile machine.
B) When you use the unit as only a facsimile machine.

RECEIVING AUTOMATICALLY (using as an answering and a facsimile machine)

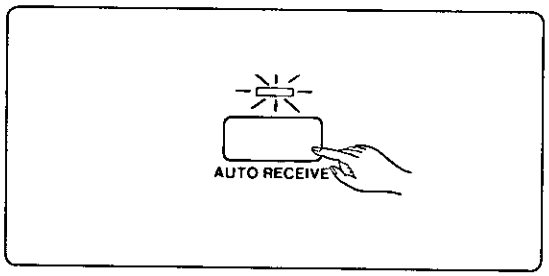
You should first record an Outgoing Message (OGM).
Refer to "RECORDING AN OUTGOING MESSAGE" on page 2-3.

1



Set FUNCTION selector to the **ANS/FAX** position.
- **ANS/FAX position:**
  The unit switches between answering and facsimile functions automatically.

2



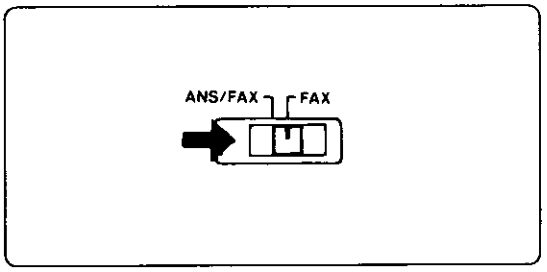
Press **AUTO RECEIVE**.
- The AUTO RECEIVE indicator lights.
- Auto Receive Mode is set.

- When a call is received, the unit begins playing your OGM. Then the unit automatically functions as an answering machine or a facsimile depending on the caller.
- If the caller's voice is not detected, the unit automatically enters facsimile mode.

RECEIVING AUTOMATICALLY (using as a facsimile machine)

When a call is received, the unit produces the answering carrier tone for document reception. Then the unit receives a document automatically. Your Outgoing Messages are not played.

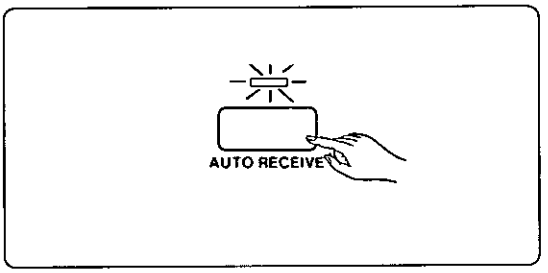
1



Set FUNCTION selector to the **FAX** position.

- **FAX position:**
  The unit functions only as a facsimile machine.

2

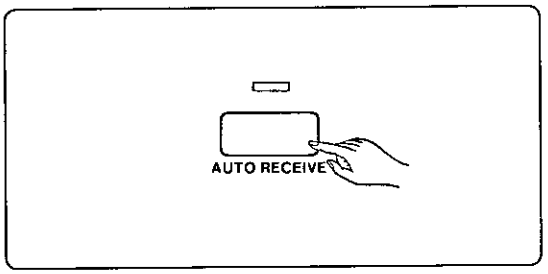


Press **AUTO RECEIVE**.

- The AUTO RECEIVE indicator lights.
- The Auto Receiving Mode is set.

NOTE:
If someone call to you when the FUNCTION selector of your unit is set to FAX, a beep (Answering carrier tone) sounds and the person can not talk to you.

CANCELING AUTO RECEIVING



Press **AUTO RECEIVE** again.

- The AUTO RECEIVE indicator light goes out.

REMOTE SETTING OF AUTO RECEIVING

Call your unit, and let the telephone ring 15 times. The unit goes into the Auto Receiving Mode.
You can then hang up.

NOTE:

- This unit answers on the first ring by default. You can change the ring count and if you encounter difficulty in receiving from machines that have an automatic transmission feature, you need to keep the "RING COUNT" number at one (see pages 26 and 27 in the INSTALLATION MANUAL).

Transmitting to your KX-F320 from a Remote Location

Your unit has to set AUTO RECEIVE to ON mode and set Function selector to the ANS/FAX position.

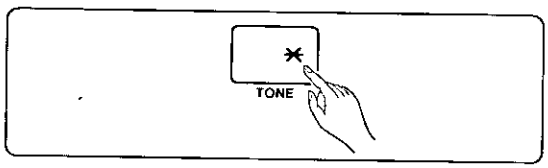
RECORDING YOUR MESSAGE AND TRANSMITTING DOCUMENTS

■ **From touch-tone phone:**

1

Call your unit, then leave your message after the long beep following your OGM.

2



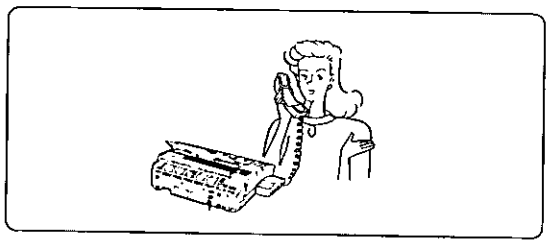
When recording is finished, press "✱" to change your unit to facsimile mode.

- Start transmission after hearing the answering carrier tone.
- If you have set the REMOTE FAX ID to ON, enter your REMOTE FAX ID after "✱".

■ **From rotary (pulse) phone:**

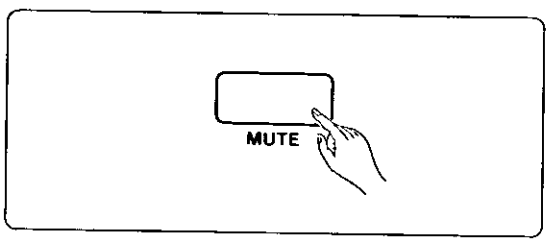
When the calling facsimile machine has a voice-contact feature, you can leave a message with your facsimile. If REMOTE FAX ID (page 1-23) is set to ON for your KX-F320, it cannot be accessed by pulse dial phone.

1



Call your unit.

2



While the OGM is playing, press your mute button or cover the mouthpiece of your handset.

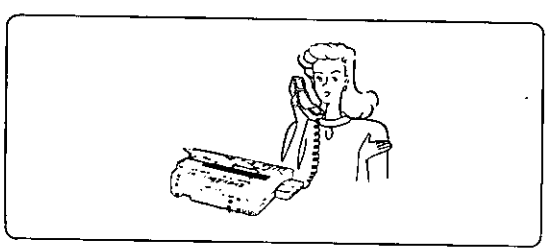
3

Start transmission after hearing the answering carrier tone.

4

Make a call reservation (e.g. by lifting the handset) during transmission.

5



Record your message after the long beep following your OGM.

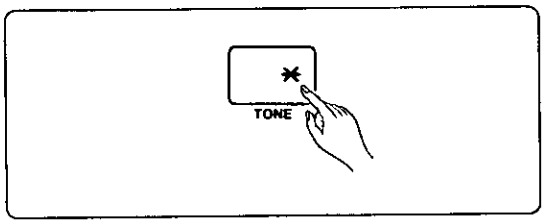
TRANSMITTING DOCUMENTS ONLY

■ **From touch-tone phone:**

1

Call your unit.

2

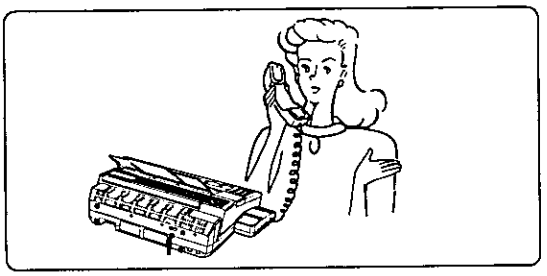


When your OGM starts, press "✱" to change your unit to facsimile mode.

- Start transmission after hearing the answering carrier tone.

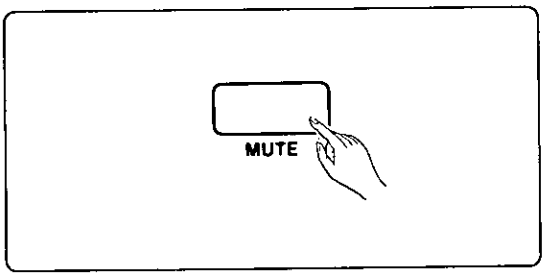
■ **From rotary (pulse) phone:**
If REMOTE Fax ID (page 1-23) is set to ON your KX-F320, it cannot be accessed by pulse dial phone.

1



Call your unit.

2



While the OGM is playing, press your mute button or cover the mouthpiece of your handset.

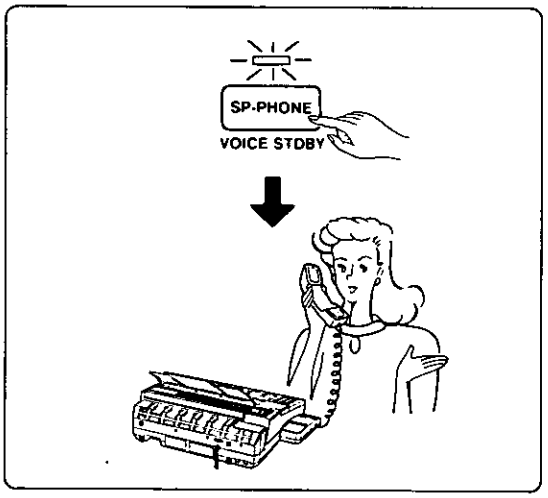
3

Start transmission after hearing the answering carrier tone.

Voice Contact

INITIATING VOICE CONTACT DURING TRANSMISSION/RECEPTION

While you are transmitting or receiving a document, you may wish to speak the other party. If the other party's unit is equipped with a voice contact feature, you can initiate voice contact.



Press **SP-PHONE** or lift the handset while transmitting or receiving the documents.

```
RECEIVING      P 1
  VOICE STANDBY
```

or

```
SENDING        P 1
  VOICE STANDBY
```

When the other party answers, start speaking.

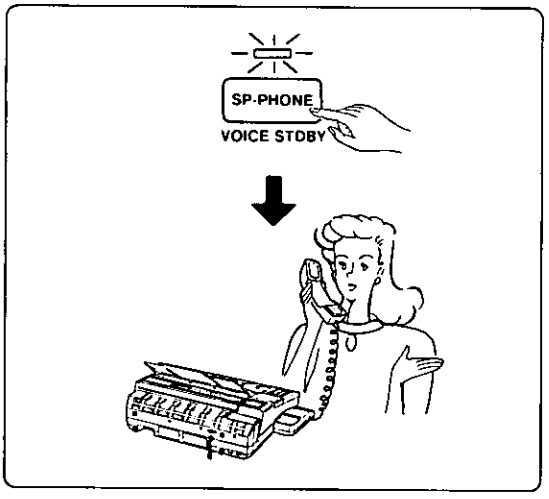
■ **If you initiate voice contact during transmitting a document:**
you can speak after all the documents have been transmitted. The other party's unit rings or beeps depending on the type of unit.

■ **If you initiate voice contact during receipt of a document:**
you can speak after receiving the current page of the document. The other party's unit rings or beeps depending on the type of unit they have, after the current page has been transmitted. The stored documents are cleared when you lift the hadset or press SP-PHONE during memory transmission.

■ The availability of the voice contact feature depends upon the configuration of the other party's unit.

RECEIVING A REQUEST FOR VOICE CONTACT

If the other party tries to contact you during transmission or reception your unit beeps.



Press **SP-PHONE** or lift the handset after hearing several beeps.

```
RECEIVING      P 1
  PLEASE PICK UP
```

or

```
SENDING        P 1
  PLEASE PICK UP
```

Start speaking.

■ **If you receive a request for VOICE CONTACT during memory transmission:**
The stored documents are cleared when you lift the handset or press SP-PHONE.

NOTE:
If you do not answer within 10 seconds after hearing several beeps indicating the request for voice contact, one of two conditions occurs:

- When the FUNCTION selector is set to the FAX position, the unit disconnects.
- When the FUNCTION selector is set to the ANS/FAX position and the unit is in the Auto Receiving mode, the unit plays back your OGM and records their voice-message. If the unit is in manual Receiving mode, the unit disconnects.

Setting "Page Counter"

When the PAGE COUNTER function is set to ON, the total page number is printed at the top of each page transmitted.

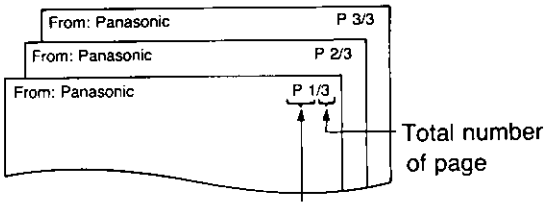
The unit requests you to enter the total number of pages you are going to transmit.

Now, enter the number then press the SET button.

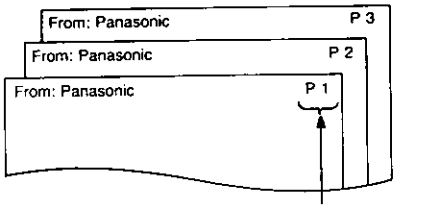
- Correcting an error while entering:
  Press the CLEAR button and enter correct input.

```
SET NUMBER OF PAGES
TOTAL=0
```

ON

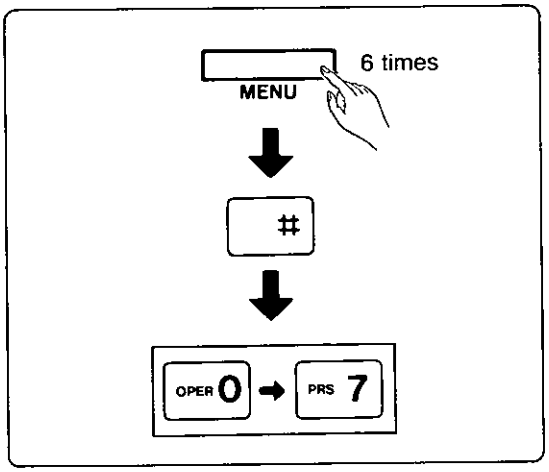


OFF (Default)



Setting

1



Press **MENU** 6 times.

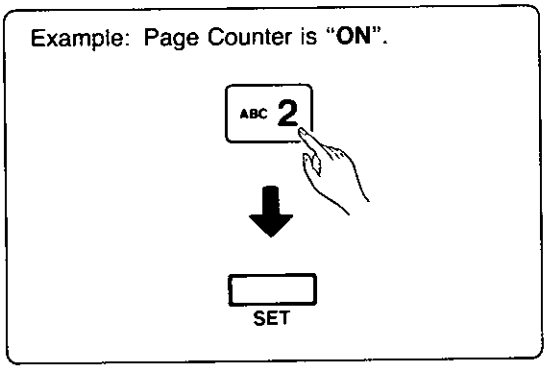
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**07**".

```
7. PAGE COUNTER=OFF
[1. OFF 2. ON]
```

2

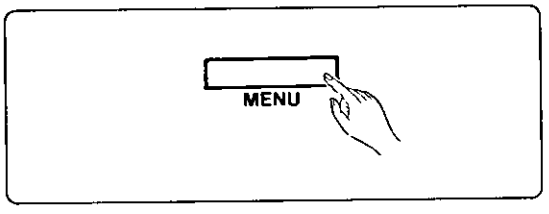


Press "**2**", then press "**SET**".
(Example: Page Counter is "ON".)

```
7. PAGE COUNTER=ON
[1. OFF 2. ON]
```

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

3



Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

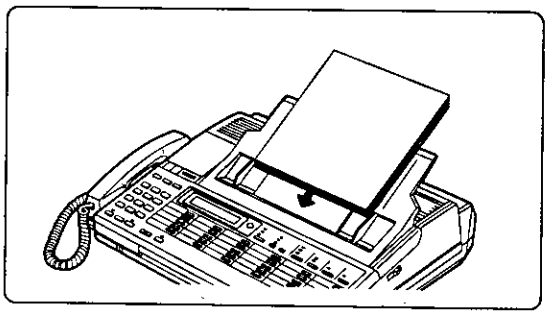
```
THU JUN15 5:00PM 00
```

■ Whenever memory transmission is performed, the page number is automatically printed at the top of each page transmitted regardless of setting page counter on and off.

Operation

Example: Transmitting to one station

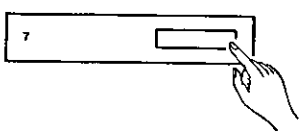
1



Insert the documents FACE DOWN.

2

Example: One-Touch station 7



Press **One-Touch key**.
(Example: One-Touch station 7.)

- This display appears.

```
SET NUMBER OF PAGES
TOTAL=0
```

3

Example: 10 pages

Enter the number of pages.
(Example: 10 pages)

```
SET NUMBER OF PAGES
TOTAL=10
```

```
   DIALING <XMT>
TO:PANASONIC
```

```
   SENDING          P1
TO:PANASONIC
```

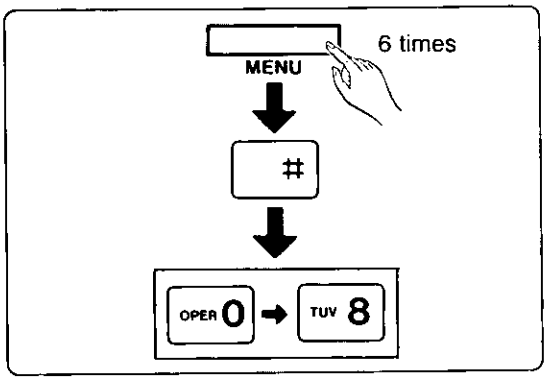
```
THU JUN29 5:50PM 00
  10 PAGES SENT OK
```

Remote Fax ID

The Remote Fax ID feature is to prevent unauthorized persons accessing your unit from a remote location. We recommend that you use a number that is different from your ATAS ID (page 2-6), to prevent accessing the answering machine. This feature is available only when transmitting using facsimile with touch-tone phone.
The Fax ID can be any number within the following ranges:
1 digit: 1 to 9 **2 digits:** 10 to 99
3 digits: 100 to 999 **4 digits:** 1000 to 9999

SETTING REMOTE FAX ID

1



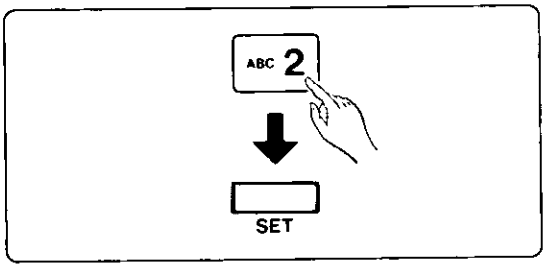
Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**08**".

```
8. REMOTE FAX ID=OFF
[1. OFF 2. ON]
```

2

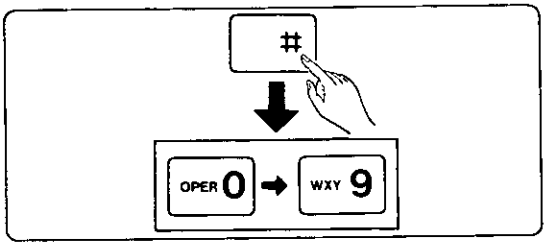


Press "**2**", then press **SET** to set to ON.

```
8. REMOTE FAX ID=ON
[1. OFF 2. ON]
```

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

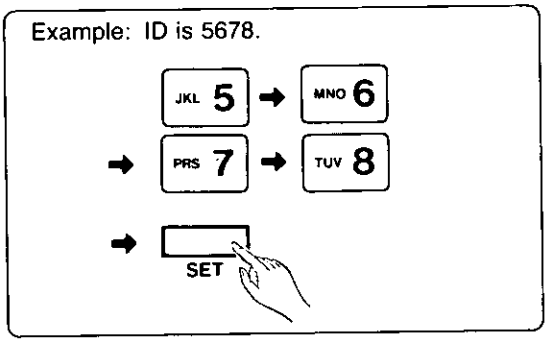
3



Press "**#**", then press "**09**".

```
9. ENTER YOUR REMOTE
FAX ID=2222
```

4

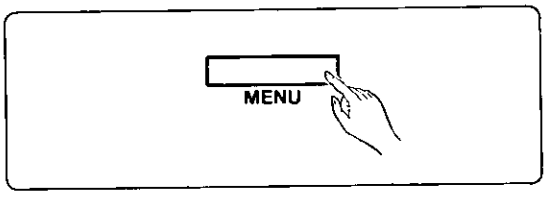


Enter the desired REMOTE FAX ID, then press **SET**.
(Example: ID is 5678.)

```
9. ENTER YOUR REMOTE
FAX ID=5678
```

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

5

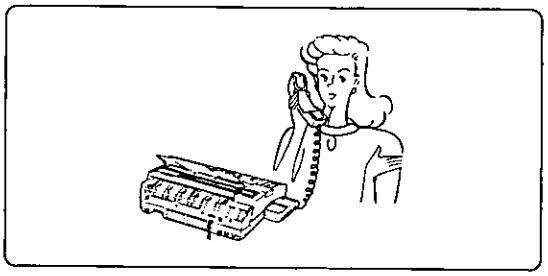


Press **MENU** to end the operation.
- The PROGRAM indicator light goes out.

TRANSMITTING A DOCUMENT WITH REMOTE FAX ID TO YOUR KX-F320 FROM A REMOTE LOCATION

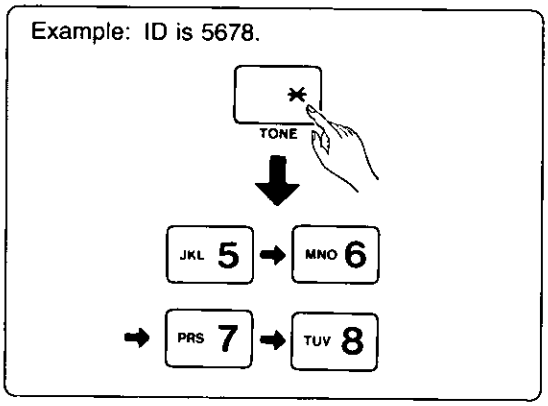
■ When your unit set FUNCTION selector to the **ANS/FAX** position and set AUTO RECEIVE to **ON**.

1



Call your unit.

2



When the OGM is heard, press "✱", then enter the REMOTE FAX ID.
(Example: ID is 5678.)

- The OGM stops and the answering carrier tone is heard.

3

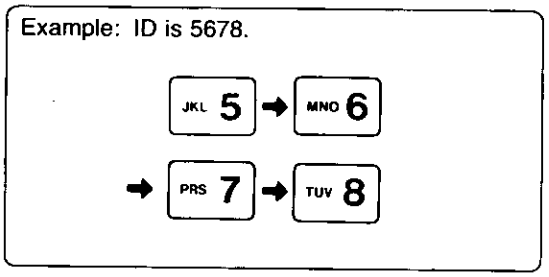
Start transmission after hearing the answering carrier tone.

■ When your unit set FUNCTION selector to **FAX** position and set AUTO RECEIVE to **ON**.

1

Call your unit.

2



Enter the REMOTE FAX ID after the answering carrier tone is heard.
(Example: ID is 5678.)

3

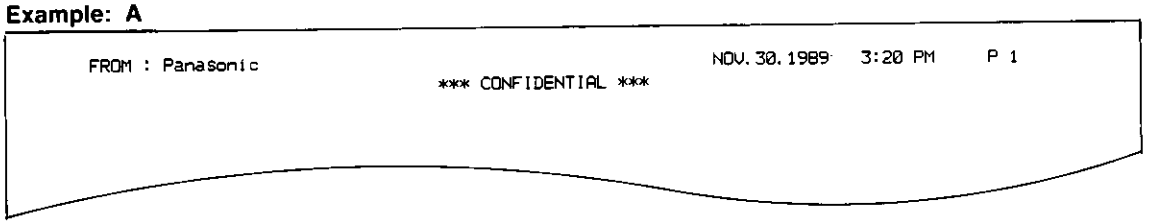
Start transmission after hearing the answering carrier tone.

Setting the "Message Out"

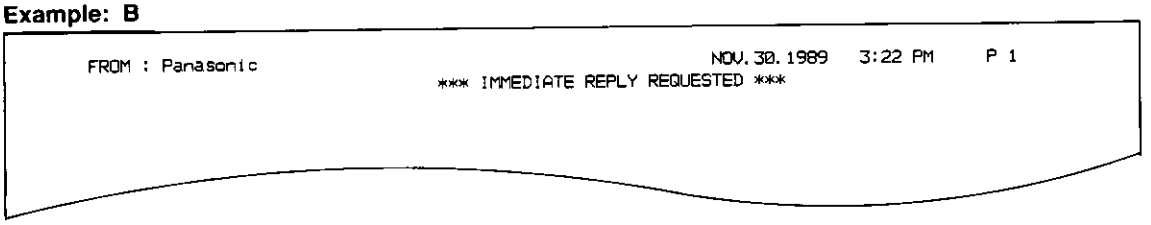
This function enables you to put a message at the top of transmitted documents. You may choose from the following selection.

A: ＊＊＊**CONFIDENTIAL**＊＊＊
B: ＊＊＊**IMMEDIATE REPLY REQUESTED**＊＊＊
C: To enter your own message.
OFF: No message. (Default)

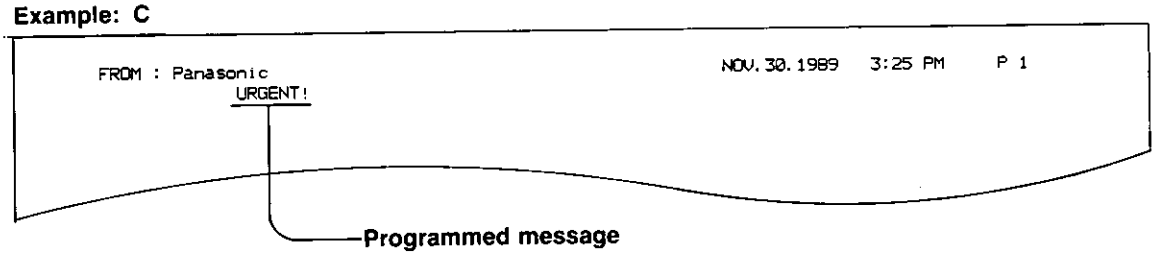
Example: A



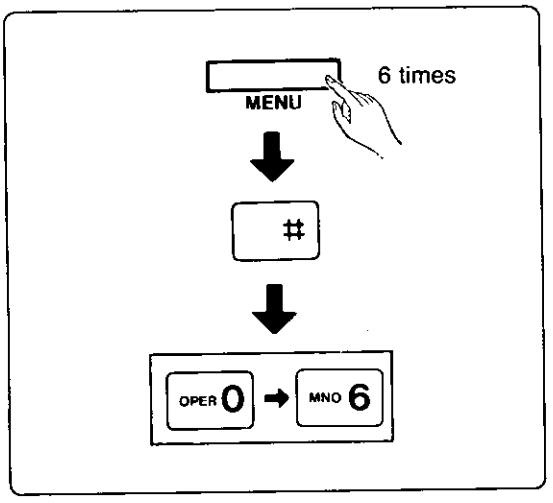
Example: B



Example: C



1



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

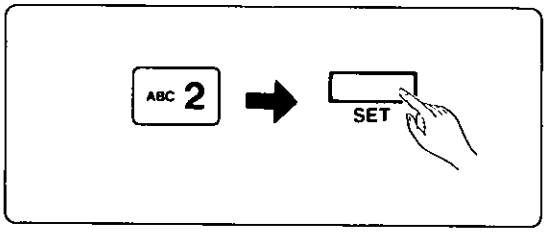
```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**06**".

```
6. MESSAGE OUT=OFF
[1. OFF 2. A 3. B 4. C]
```

2 Press the buttons as follows.

■ **Selecting A mode (＊＊＊ CONFIDENTIAL ＊＊＊)**

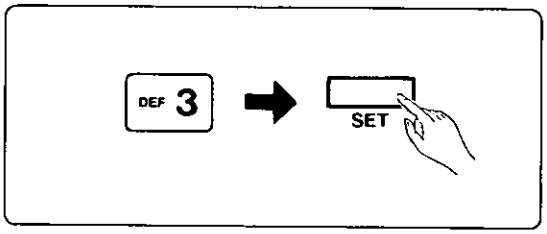


Press "**2**", then press **SET**.

```
6. MESSAGE OUT=A
[1. OFF 2. A 3. B 4. C]
```

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

■ **Selecting B mode (＊＊＊ IMMEDIATE REPLY REQUESTED ＊＊＊)**

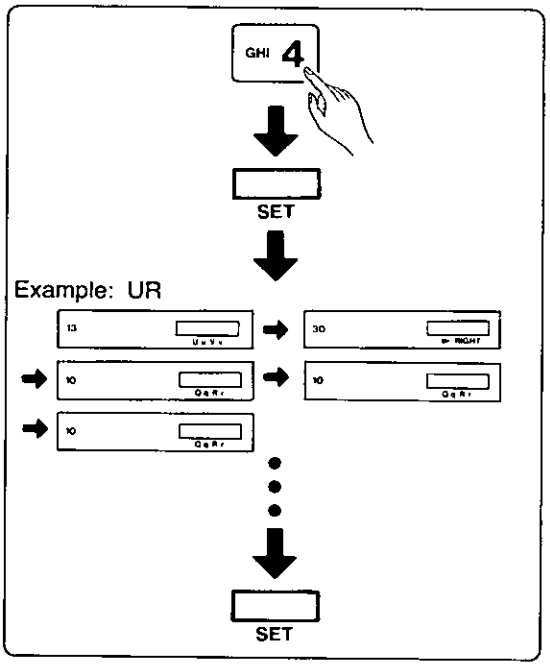


Press "**3**", then press **SET**.

```
6. MESSAGE OUT=B
[1. OFF 2. A 3. B 4. C]
```

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

■ **Selecting C mode (your own message)**



Press **4**, press **SET**, then enter the sentence you wish to have printed using the One-Touch keys for up to 64 characters.
(Example: If the message is "URGENT!".)

- For the usage of the One-Touch keys, see page 4-11.

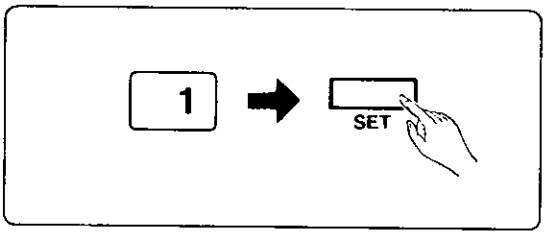
```
6. MESSAGE OUT=C
[1. OFF 2. A 3. B 4. C]
```

```
PLEASE ENTER MESSAGE
=UR
```

Press **SET** to store it into memory.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

■ **Selecting OFF**



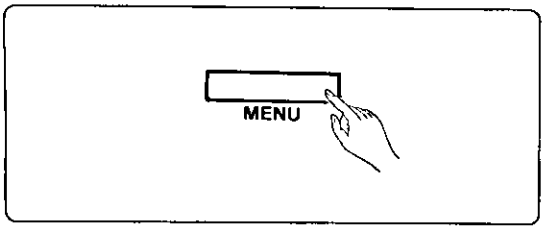
Press "**1**", then press **SET**.

- No message is printed.

```
6. MESSAGE OUT=OFF
[1. OFF 2. A 3. B 4. C]
```

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

3



Press **MENU** to end the operation.

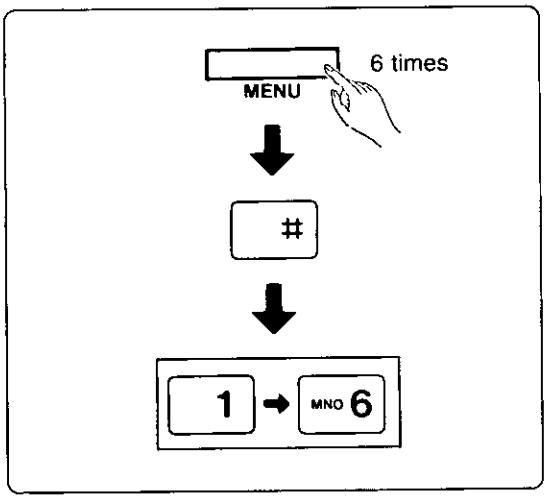
- The PROGRAM indicator light goes out.

Turning ON or OFF Auto Receiving Mode

This function allows you to set the Auto Receiving Mode to ON or OFF for the desired time.
Use "AUTO RCV TIMER" for programming. The Auto Receiving Mode is automatically turned ON or OFF at the programmed time.

Example:
You want the unit to be set in Auto Receiving Mode from 5:00 PM to 9:00 AM.

1



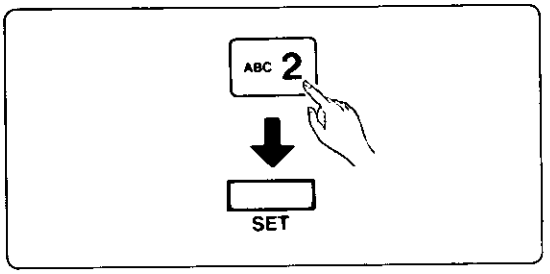
Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**16**".

```
16. AUTO RCV TIMER
=OFF [1. OFF 2. ON]
```

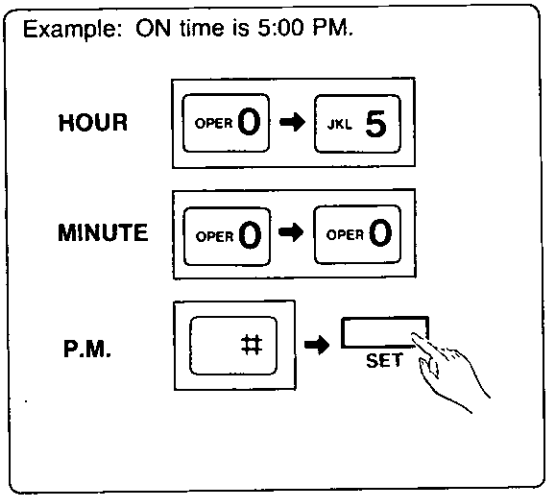
2



Press "**2**", then press **SET**.

```
  AUTO RCV ON TIME
12:00AM [*=AM #=PM]
```

3

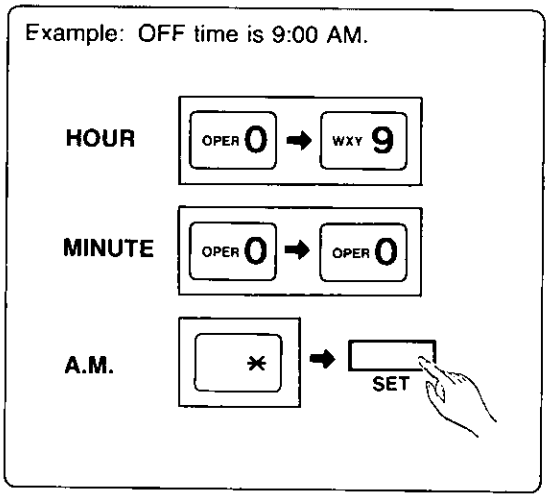


Enter the ON time, then press **SET**.
(Example: ON time is 5:00 PM.)
- To correct an error while programming, press CLEAR and then enter correct input.

```
  AUTO RCV ON TIME
05:00PM [*=AM #=PM]
```

```
  AUTO RCV OFF TIME
12:00AM [*=AM #=PM]
```

4



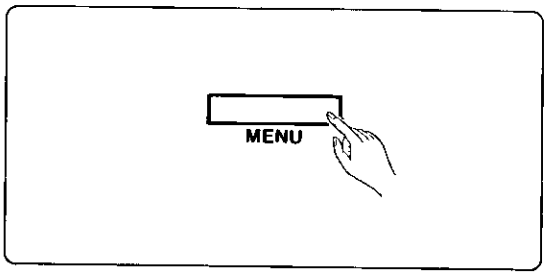
Enter the OFF time, then press **SET**.
(Example: OFF time is 9:00 AM.)

- To correct an error while programming, press CLEAR and then enter correct input.

```
  AUTO RCV OFF TIME
09:00AM [*=AM #=PM]
```

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

5



Press **MENU** to end programming.

- The PROGRAM indicator light goes out.

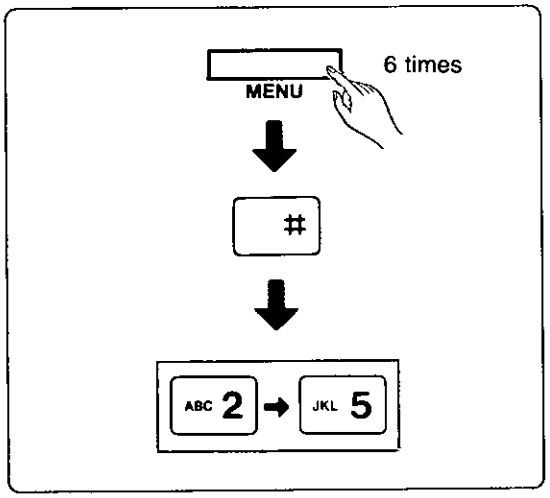
Polling

Polling means that you call another facsimile machine (the polled machine) to retrieve a document.
The other station must be prepared for your call. Both machines must have the same password and the document must be available (loaded) on the polled machine. The polling function can be performed between FAX's that have the same protocol.

PROGRAMMING THE POLLING PASSWORD

The first step in using the polling feature is to program your polling password. The password is a 4-digit number, which is checked during the polling operation. If the passwords of the polling unit and polled unit do not match, there can be no polling.

1



Press **MENU** 6 times.

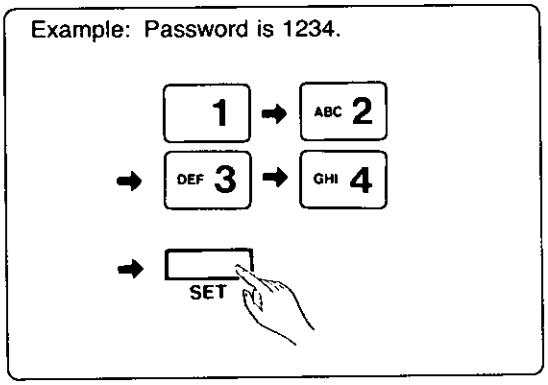
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**25**".

```
25. POLLING PASSWORD
=0000
```

2



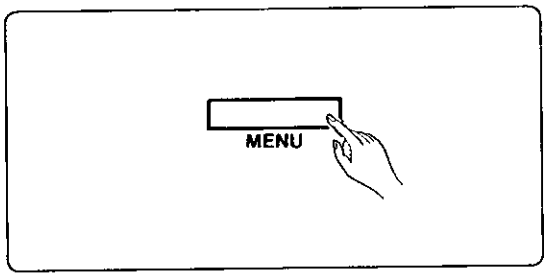
Enter your polling password, then press **SET** to store it in memory.
(Example: Password is 1234.)

```
25. POLLING PASSWORD
=1234
```

- To correct an error while programming, press CLEAR and then enter correct input.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

3



Press **MENU** to end the operation.

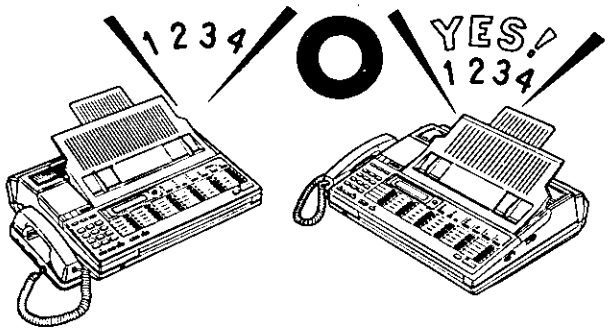
- The PROGRAM indicator light goes out.

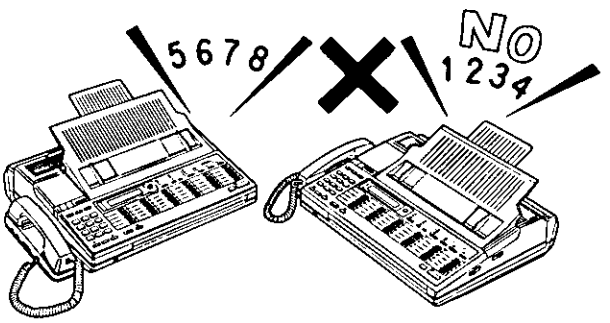
```
THU JUN29 3:00PM 00
```

NOTE:
If the polling password is set to "0000", the unit does not check the password. Polling is only available between Panasonic compatible machines with the same polling password.

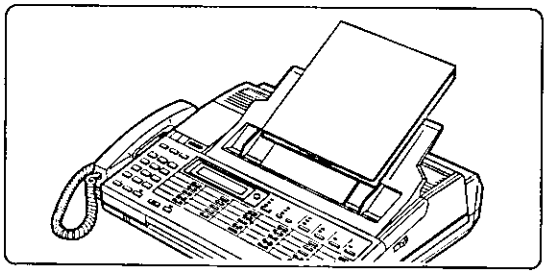
PREPARATION FOR BEING POLLED

In order to let other stations poll your unit, you must set a document on the tray of your unit.



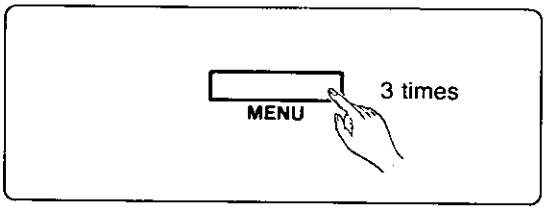


1



Insert the documents FACE DOWN.

2

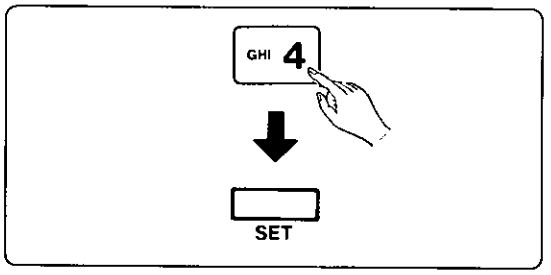


Press **MENU** 3 times.

- The POLLING indicator lights.
- This display appears.

```
POLLING [1. OFF 2. ON
3. XMT & POLL 4. POLLED
```

3



Press "**4**".

```
READY TO BE POLLED
  PRESS SET KEY
```

Press **SET**.

- When memory polling is set to **ON**, press **START/COPY**, then the documents are stored into memory. Refer to page 1-70.
- The POLLING indicator light goes out.

```
THU JUN29 3:00PM 00
      POLLED ON
```

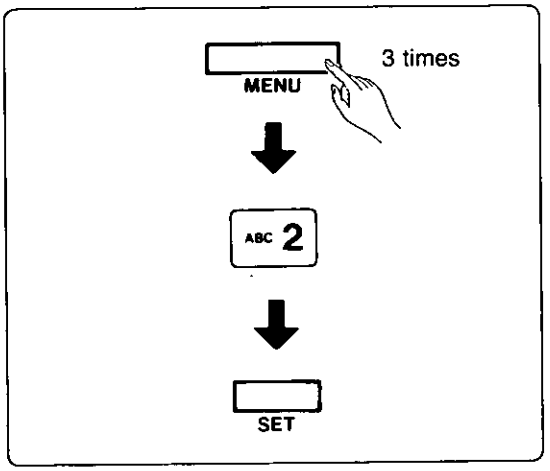
- When another station polls your unit, transmission is carried out automatically.

NOTE:
Polled station should have REMOTE FAX ID set to OFF. See page 1-23.
Only one being polled can be set. If you set another Delayed Polling, the previous one is overridden.

SINGLE STATION POLLING

The following procedure lets you poll one station.

1



Press **MENU** 3 times.

- The POLLING indicator lights.
- This display appears.

```
POLLING [1. OFF 2. ON
3. XMT & POLL 4. POLLED]
```

Press "**2**".

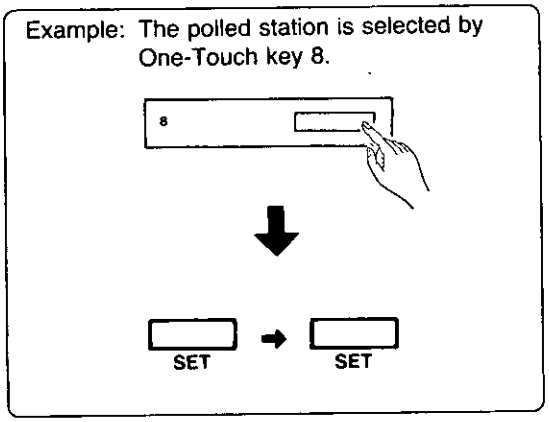
```
    POLLING ON
  PRESS SET KEY
```

Press **SET**.

```
ENTER PHONE NUMBER
=                    [01]
```

2

Example: The polled station is selected by One-Touch key 8.



Enter the phone number by using One-Touch key, Speed dialing key or a full number.
(Example: The polled station is selected by One-Touch key 8.)

- To correct an error while programming, press CLEAR and then enter correct input.

```
ENTER PHONE NUMBER
=<S08>               [01]
```

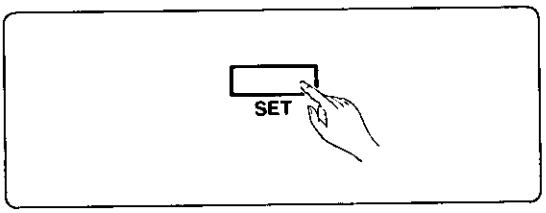
dialed number or station number

Press **SET** twice.

- When you use a full number, press the SET button once.

```
DELAYED POLL=OFF
[1. OFF 2. ON]
```

3

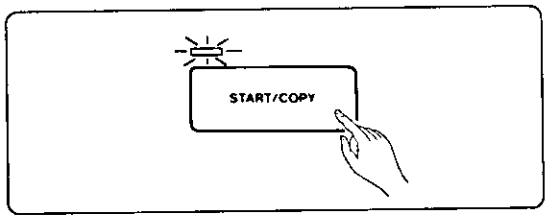


Press **SET**.

- If you want to use delayed polling, see page 1-35.

```
 PRESS
   [START/COPY] KEY
```

4



Press **START/COPY**.

- Polling is then carried out.
- The POLLING indicator light goes out.

```
  DIALING <POLL>
TO: PANASONIC
```

```
  POLLING              P1
FROM: PANASONIC
```

dialed number or station name

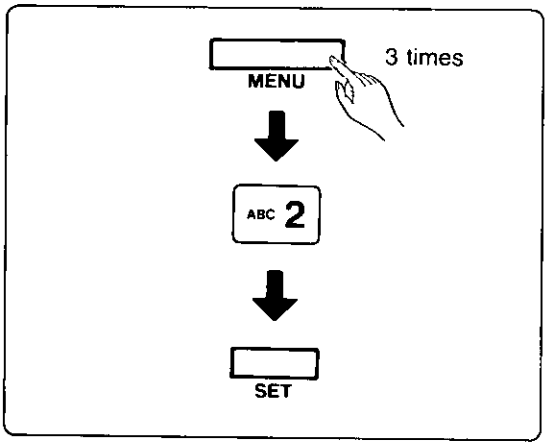
NOTE:

- For successful polling, the polled station also must have made preparations. Refer to page 1-30.
- If the polled station is busy or there is no answer, the unit automatically redials the number up to six times within a 10-minute period. If you receive or make another call during the automatic redial period, the redial is canceled.

MULTI STATION POLLING

You are able to poll up to 40 stations in one operation. However, you must use stations selected with ONE-TOUCH and/or SPEED DIAL keys. MULTI POLLING REPORT is printed out automatically when polling another unit.

1



Press **MENU** 3 times.
- The POLLING indicator lights.
- This display appears.

```
POLLING [1. OFF 2. ON
3. XMT & POLL 4. POLLED]
```

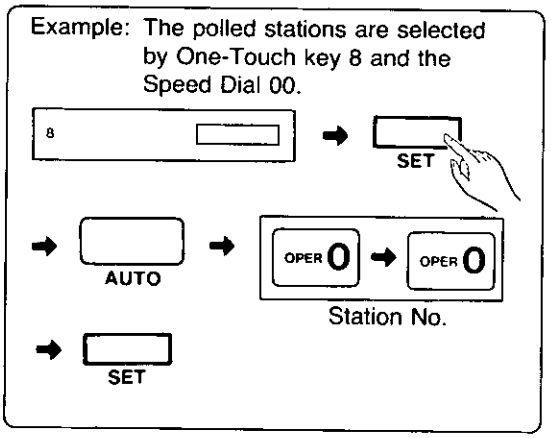
Press "**2**".

```
    POLLING ON
  PRESS SET KEY
```

Press **SET**.

```
ENTER PHONE NUMBER
=                        [01]
```

2

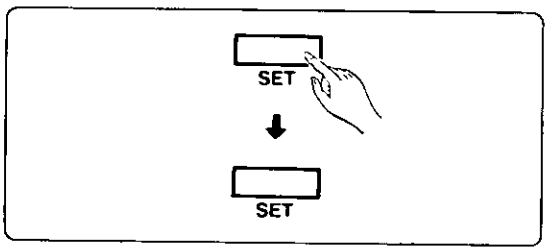


Enter the phone number by using One-Touch and/or Speed dialing key, then press **SET**.
(Example: The polled stations are selected by One-Touch key 8 and the Speed Dial 00.)
- To correct an error while programming, press CLEAR and then enter correct input.

```
ENTER PHONE NUMBER
=<S08>                   [01]
```

```
ENTER PHONE NUMBER
=<A00>                   [02]
```

3



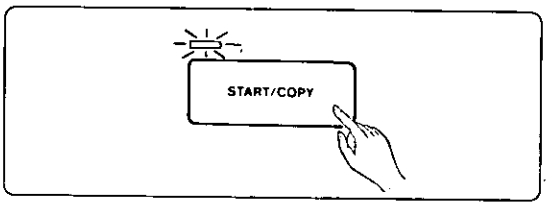
Press **SET**.
- If you want to use delayed polling, see page 1-35.

```
DELAYED POLL=OFF
[1. OFF 2. ON]
```

Press **SET**.

```
PRESS
   [START/COPY] KEY
```

4



Press **START/COPY**.
- Polling is then carried out.
- The POLLING indicator light goes out.

```
  DIALING <POLL>
TO: PANASONIC
```

↓

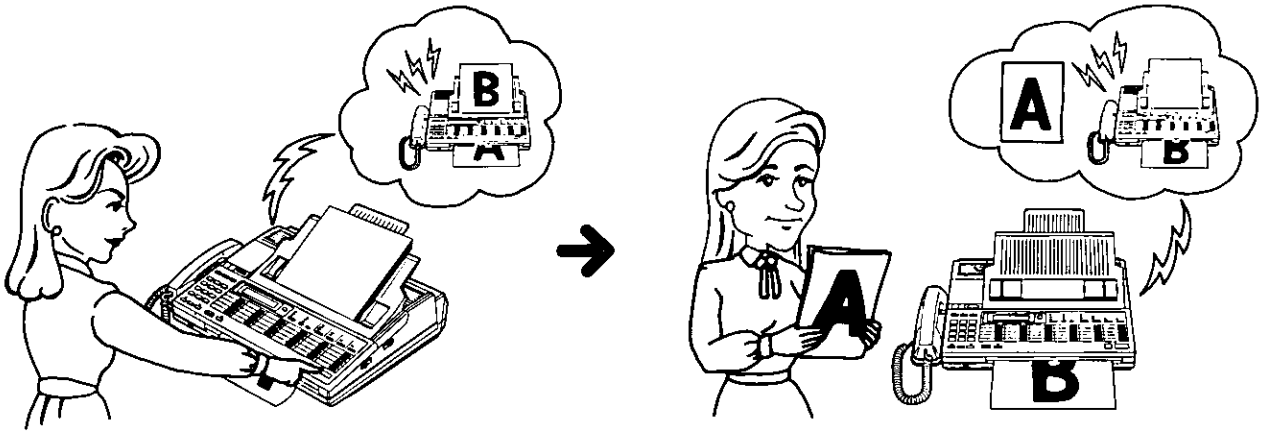
```
  POLLING              P1
FROM: PANASONIC
```

station name or station number

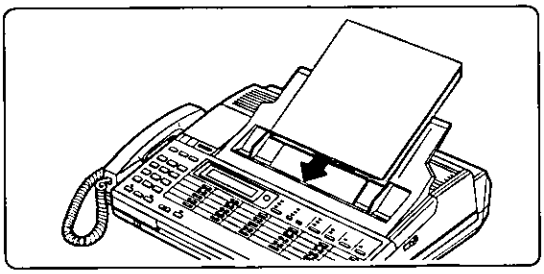
NOTE:
- For successful polling, the polled stations also must have made preparations. Refer to page 1-30.
- If one of the polled stations is busy or there is no answer, the station is skipped. Then the unit automatically dials the next selected station. The skipped station(s) is redialed 6 times after all other selected stations have been called.

TURNAROUND POLLING

Turnaround polling is a combination function, and you can do two operations automatically with one call. First, the unit transmits the documents to the selected station, and then it polls the same station.

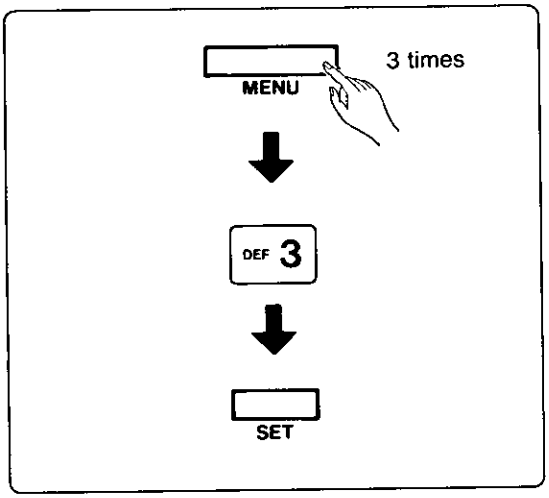


1



Insert the documents FACE DOWN.

2



Press **MENU** 3 times.

- The POLLING indicator lights.
- This display appears.

```
POLLING [1. OFF 2. ON
3. XMT & POLL 4. POLLED]
```

Press "**3**".

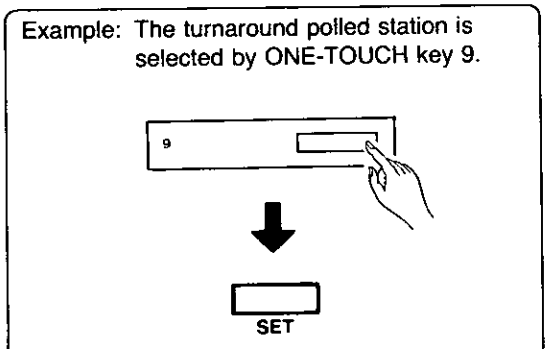
```
   XMT & POLL ON
PRESS SET KEY
```

Press **SET**.

```
ENTER PHONE NUMBER
=
```

3

Example: The turnaround polled station is selected by ONE-TOUCH key 9.



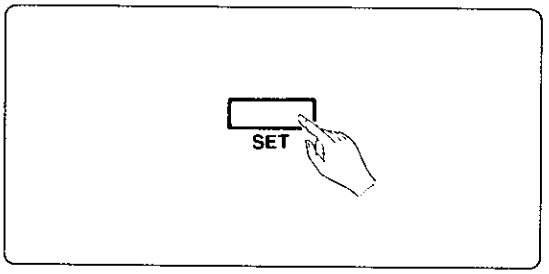
Enter the phone number by One-Touch key, Speed dialing key or a full number. (Example: One-Touch key 9.)

```
ENTER PHONE NUMBER
=<S09>
```

Press **SET**.

```
DELAYED XMT & POLL=OFF
[1. OFF 2. ON]
```

4

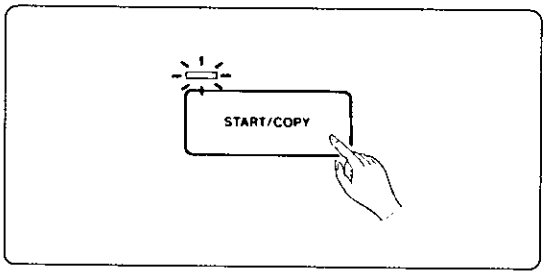


Press **SET**.

```
PRESS
    [START/COPY]KEY
```

- If you want to carry out delayed turnaround polling, see page 1-37.

5



Press **START/COPY**.

- The documents is transmitted.
- The POLLING indicator light goes out.

```
DIALING <XMT & POLL>
TO: PANASONIC
```

```
 SENDING              P1
TO: PANASONIC
```

After transmission, the unit automatically switches to polling mode and polls the remote station.

```
  POLLING
FROM: PANASONIC
```

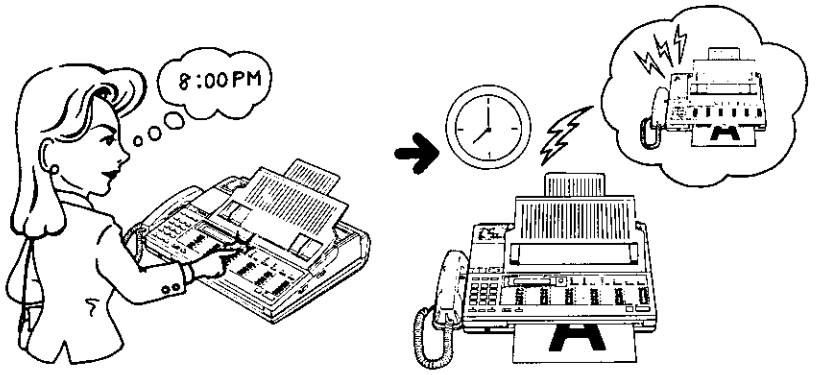
■ To stop transmission and polling
Press **STOP**.

NOTE:

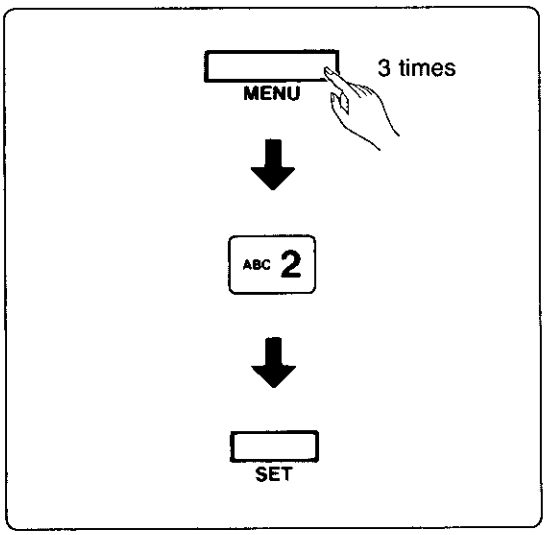
- For successful polling, the polled station must be prepared in advance. Refer to page 1-30.

DELAYED POLLING

By programming the unit with a starting time and a facsimile telephone number, you can set automatic polling for the time you desire. This operation can be reserved for up to 24 hours in advance (up to 40 stations).
If you enter the phone number manually, you can poll only one station.



1



Press **MENU** 3 times.
- The POLLING indicator lights.
- This display appears.

```
POLLING [1. OFF 2. ON
3. XMT & POLL 4. POLLED]
```

Press "**2**".

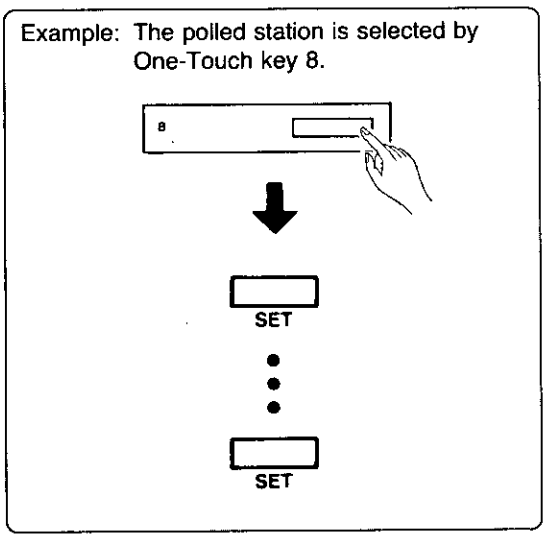
```
    POLLING ON
  PRESS SET KEY
```

Press **SET**.

```
ENTER PHONE NUMBER
=                    [01]
```

2

Example: The polled station is selected by One-Touch key 8.



Enter the phone number by using One-Touch key, Speed dialing key or a full number.
(Example: The polled station is selected by One-Touch key 8.)
- To correct an error while programming, press CLEAR and then enter correct input.

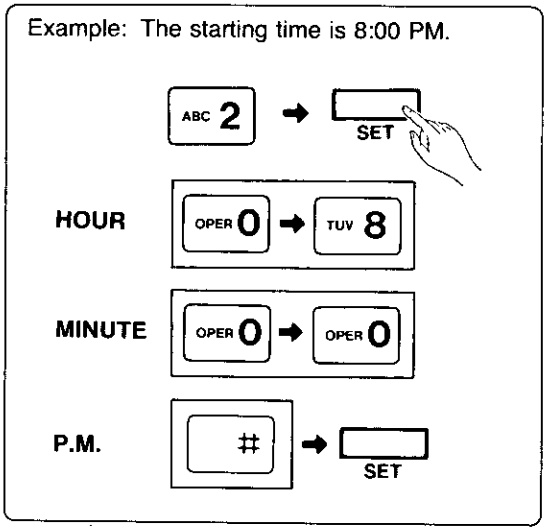
```
ENTER PHONE NUMBER
=<S08>               [01]
```

Press **SET**.
- If you want to add more stations (up to 40 stations), repeat this procedure.

Press **SET**.

```
DELAYED POLL=OFF
[1. OFF 2. ON]
```

3 Example: The starting time is 8:00 PM.



Press "**2**", then press **SET**.

```
  SET POLLING TIME
12:00 AM [*=AM #=PM]
```

Enter the time at which the unit starts polling.

- Press "*" or "#" to select AM/PM mode.
  (Example: The starting time is 8:00 PM.)

```
  SET POLLING TIME
08:00 PM [*=AM #=PM]
```

Press **SET**.

```
THU JUN29 3:00PM 00
POLLING AT 8:00PM
```

■ To stop delayed polling
Press **STOP**.

```
CANCEL DELAYED
POLL? [1.YES 2.NO]
```

Press "**2**".

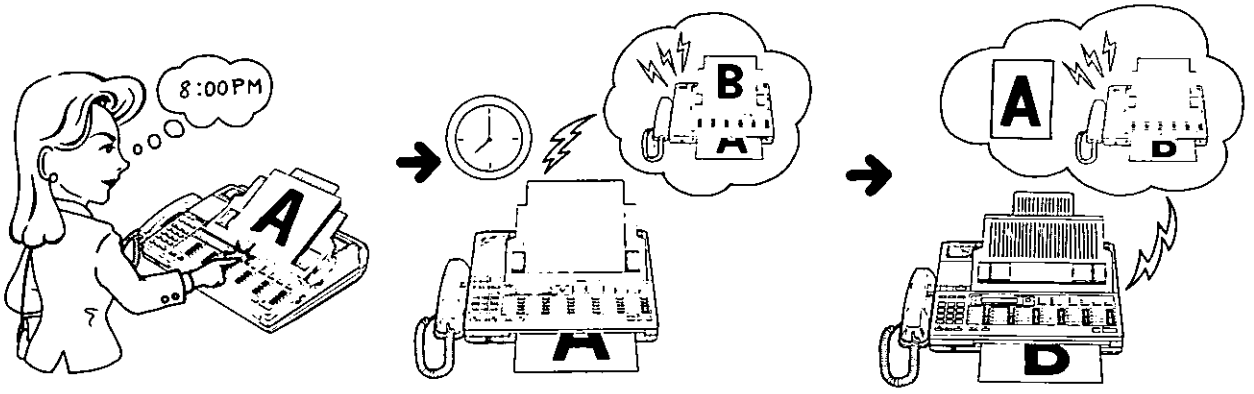
```
THU JUN29 3:00PM 00
```

NOTE:

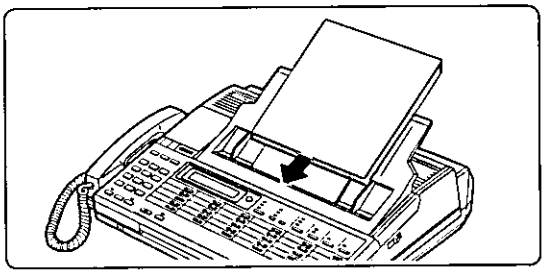
- Automatic and manual reception, transmission and copying can be performed when delayed polling is set.
- If there is no answer or the line is busy when polled, the unit automatically redials the number up to six times within a 10-minute period. If you receive or make another call during automatic redial period, the redial is canceled.
- Only one Delayed Polling can be set. If you set another Delayed Polling, Delayed Turnaround Polling or Polled, the previous one is overridden.

DELAYED TURNAROUND POLLING

By programming the unit with a starting time and a facsimile telephone number, you can set automatic turnaround polling for the time you desire. This operation can be reserved to take place up to 24 hours in advance.

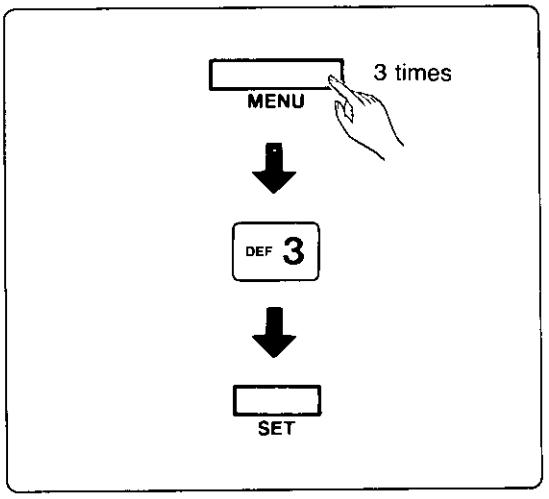


1



Insert the documents FACE DOWN.

2



Press **MENU** 3 times.

- The POLLING indicator lights.
- This display appears.

```
POLLING [1. OFF 2. ON
3. XMT & POLL 4. POLLED]
```

Press "**3**".

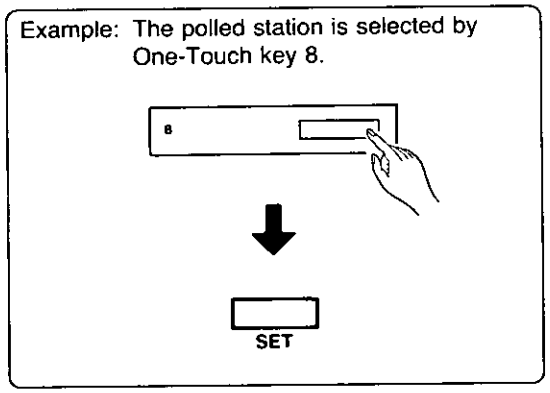
```
   XMT & POLL ON
PRESS SET KEY
```

Press **SET**.

```
ENTER PHONE NUMBER
=
```

3

Example: The polled station is selected by One-Touch key 8.



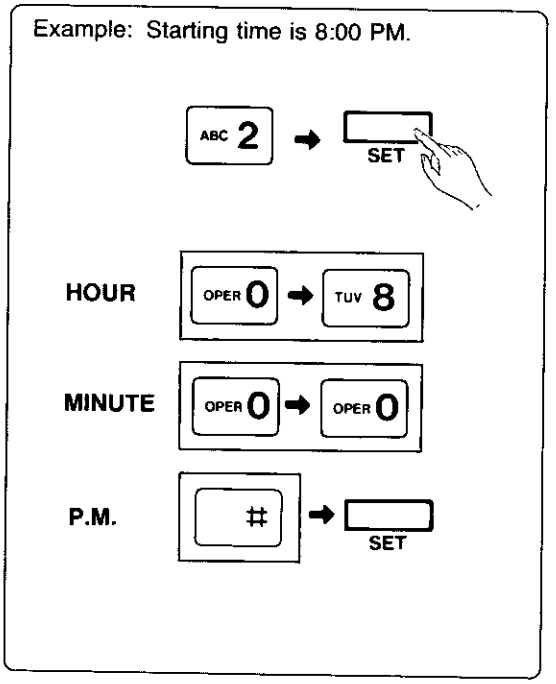
Enter the phone number by using One-Touch key, Speed dialing key or a full number.
(Example: The polled station is selected by One-Touch key 8.)

```
ENTER PHONE NUMBER
=<S08>
```

Press **SET**.

```
DELAYED XMT & POLL=OFF
[1. OFF 2. ON]
```

4 Example: Starting time is 8:00 PM.



Press "**2**", then press **SET**.

```
SET START TIME
12:00 AM [*=AM #=PM]
```

Enter the time at which the unit starts turnaround polling.

- Press "*" or "#" to select AM/PM mode. (Example: Starting time is 8:00 PM.)
- To correct an error while programming, press CLEAR and then enter correct input.

```
SET START TIME
08:00 PM [*=AM #=PM]
```

Press **SET**.

- The POLLING indicator light goes out.

```
THU JUN29 5:00PM 00
XMT&POLL AT 8:00PM
```

■ To stop delayed transmission and polling
Press **STOP**.

```
CANCEL DELAYED XMT&
POLL? [1.YES 2.NO]
```

Press "**1**".

```
THU JUN29 5:00PM 00
```

NOTE:

- Automatic and manual reception, transmission and copying can be performed when delayed turnaround polling is set.
- If there is no answer or the line is busy when delayed turnaround polling operates, the unit automatically redials the number up to six times within a 10-minute period.
- Only one Delayed Turnaround Polling can be set. If you set another Delayed Turnaround Polling, Delayed Polling or Polled, the previous one is overridden.

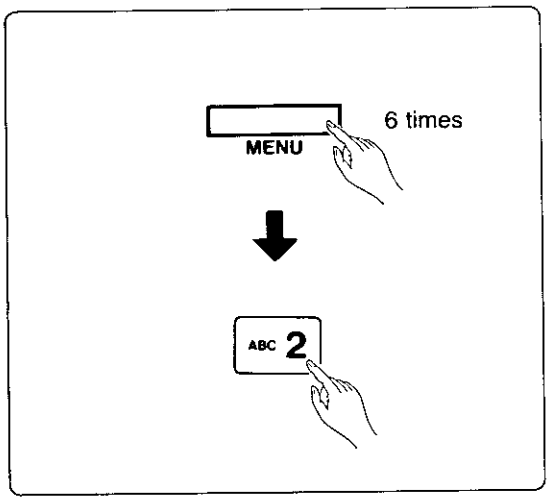
Programming Automatic Dialing

PROGRAMMING ONE-TOUCH DIALING

You can program up to 24 facsimile telephone numbers and station names. Telephone numbers can be programmed up to 30 digits long. Station names can be programmed up to 16 alphanumeric characters (including symbols).

Example:
Program the phone number 123-4567 and station name "ACE" into One-Touch key 7.

1



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

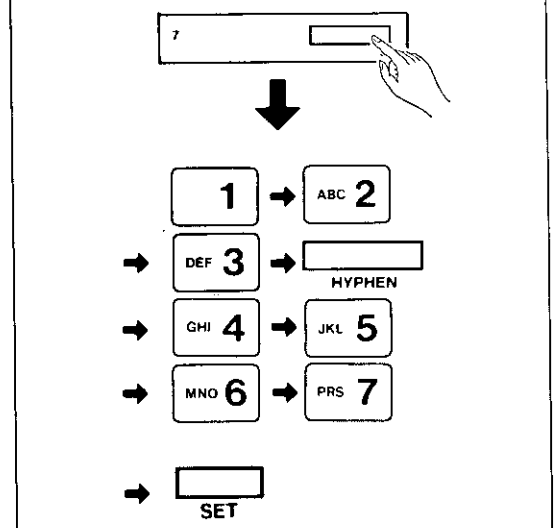
```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press **"2"**.

```
SELECT AUTO OR
ONE TOUCH KEY
```

2

Example: Program the phone number 123-4567 into the key 7.



Press **One-Touch key** then enter the phone number. (Example: Program the phone number 123-4567 into the key 7.)

```
ENTER PHONE NO. <S07>
=
```

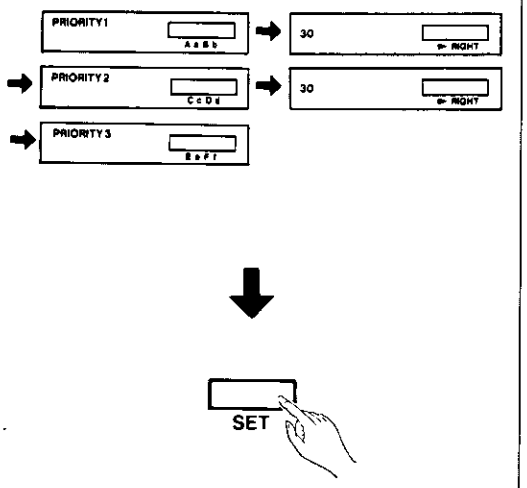
- To correct an error while programming, press CLEAR and then enter correct input.
- Pressing HYPHEN button once counts as 2 digits.

```
ENTER PHONE NO. <S07>
=123-4567
```

Press **SET** to store in memory.

```
        ENTER NAME
=
```

3 Example: Program the station name "ACE" into One-Touch key 7.



Enter the station name using the One-Touch keys (as character keys).
(Example: Program the station name "ACE" into One-Touch key 7.)

- Refer to "HOW TO USE THE CHARACTER KEYS" on page 4-11.

```
ENTER NAME
=
```

Press "**AaBb**" and then press **RIGHT**.
Press "**CcDd**" and then press **RIGHT**.
Press "**EeFf**".

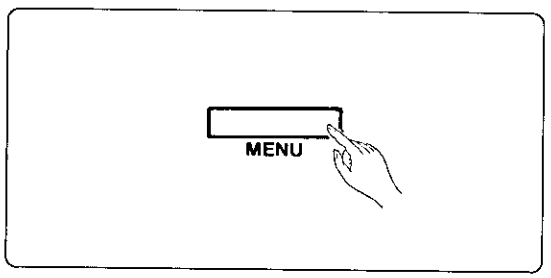
- To correct an error while programming, press LEFT or RIGHT button and then enter correct input.

Press **SET** to store in memory.

```
SELECT AUTO OR
ONE TOUCH KEY
```

- To enter successive phone numbers and station names repeat steps 2 and 3.

4

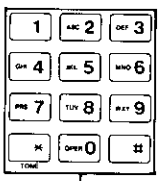


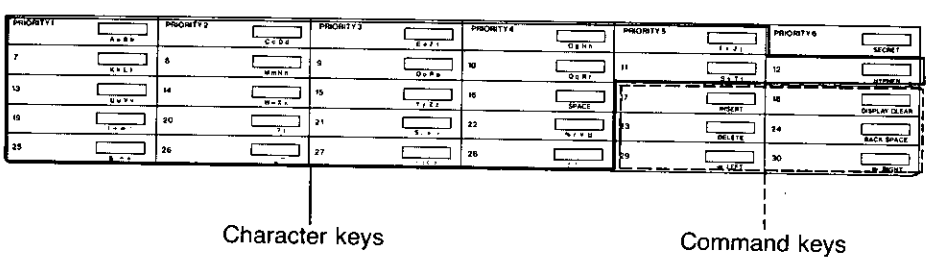
After programming all the numbers, press the **MENU** to end the operation.

- The PROGRAM indicator light goes out.

```
THU JUN15 5:30PM 00
```

■ To enter the station name, use the character (station) keys on the Memory card and 0 through 9, "✱" and "#" on the dial keypad. But you cannot use the SECRET key.



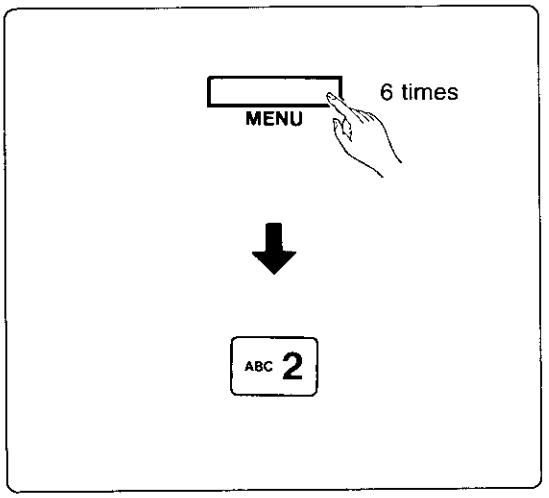


PROGRAMMING SPEED DIALING

The unit allows keys "0" to "9" on the dial pad to be used for an additional 100 stations to be kept in memory. These stations can be accessed by dialing two digits ("00" through "99"). Telephone numbers can be programmed up to 30 digits long. Station names can be programmed up to 16 alphanumeric characters (including symbols).

Example:
Program the phone number 987-6543 and station name "ACE" into key 00.

1



Press **MENU** 6 times.

- The PROGRAM indicator lights.
- This display appears.

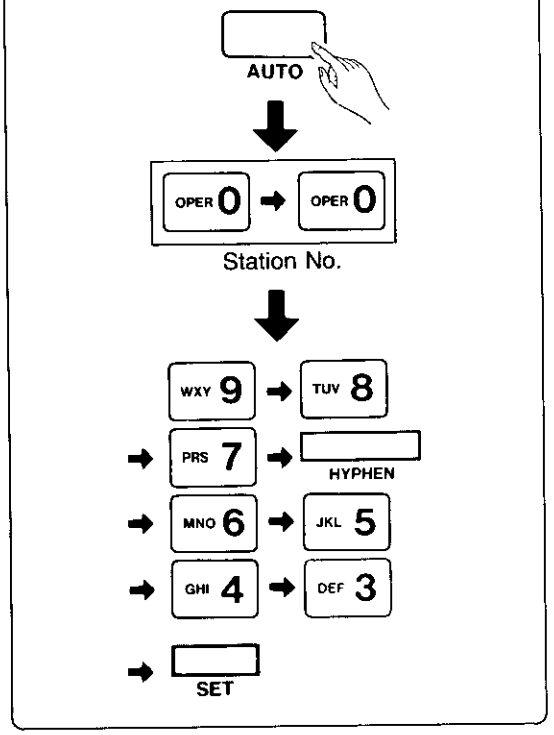
```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press **"2"**.

```
SELECT AUTO OR
ONE TOUCH KEY
```

2

Example: Program the phone number 987-6543 into key 00.



Press **AUTO**, then enter the station number (00 to 99). (Example: Program the phone number 987-6543 to key 00.)

```
ENTER PHONE NO. <A00>
=
```

Enter the phone number.

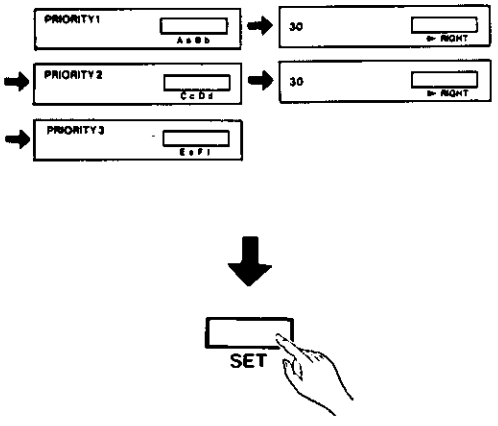
- To correct an error while programming, press CLEAR and then enter correct input.
- Pressing the HYPHEN button once counts as 2 digits.

```
ENTER PHONE NO. <A00>
=987-6543
```

Press **SET** to store into memory.

```
        ENTER NAME
=
```

3 Example: Program the station name "ACE" into station 00.



Enter the station name using the One-Touch keys (as character keys).
(Example: Program the station name "ACE" into station 00.)

- Refer to "HOW TO USE THE CHARACTER KEYS" on page 4-11.

```
ENTER NAME
=
```

Press "**AaBb**" and then press **RIGHT**.
Press "**CcDd**" and then press **RIGHT**.
Press "**EeFf**".

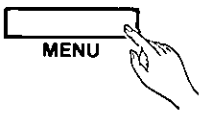
- To correct an error while programming, press LEFT or RIGHT button and then enter correct input.

Press **SET** to store in memory.

```
SELECT AUTO OR
ONE TOUCH KEY
```

- To enter successive phone numbers and station names repeat steps 2 and 3.

4

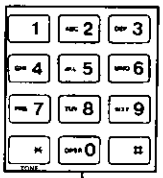


After programming all the numbers, press **MENU** to end the operation.

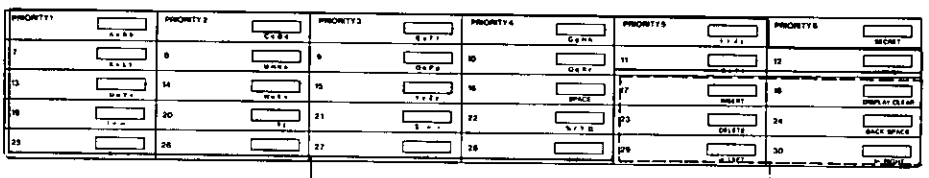
- The PROGRAM indicator light goes out.

```
THU JUN15 5:50PM 00
```

■ To enter the station name, use the character (station) keys on the Memory card and 0 through 9, "*" and "#" on the dial keypad. But you cannot use the SECRET key.



Dial Keypad



Character keys

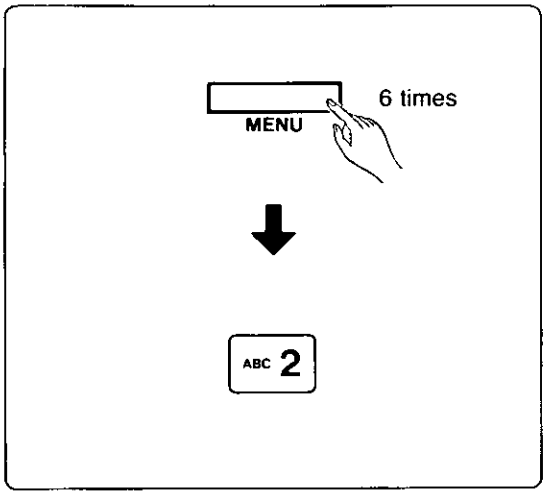
Command keys

PROGRAMMING SECRET NUMBERS

This function is useful for keeping a facsimile telephone number (or a portion of it) secret, when you printout the list of facsimile telephone numbers.

Example:
Program the phone number 654-3210 and station name "ACE" into One-Touch key 8 as a secret number.

1



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

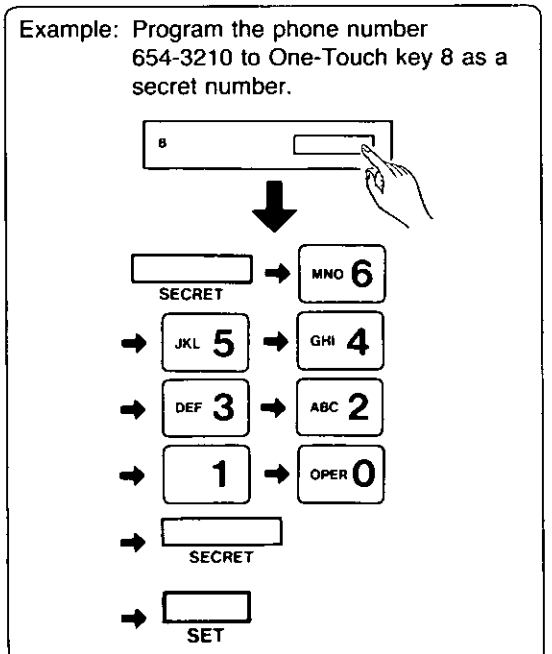
```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press **"2"**.

```
SELECT AUTO OR
ONE TOUCH KEY
```

2

Example: Program the phone number 654-3210 to One-Touch key 8 as a secret number.



Press **One-Touch key.**
(Example: Program the phone number 654-3210 into One-Touch key 8.)

```
ENTER PHONE NO. <S08>
=
```

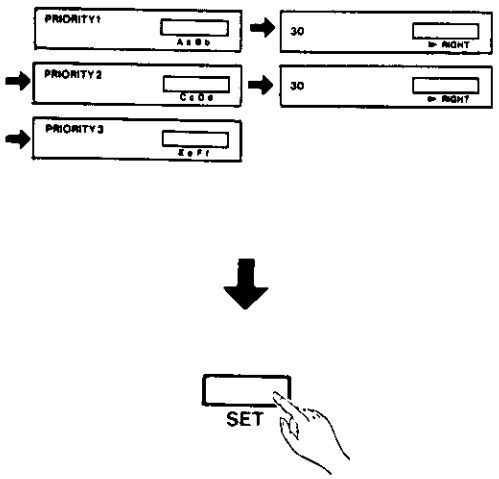
Press **SECRET** (PRIORITY 6) and the phone number, then press **SECRET**.
- To correct an error while programming, press CLEAR and then enter correct input.
- Pressing the SECRET button once counts as 2 digits.

```
ENTER PHONE NO. <S08>
=[6543210]
```

Press **SET** to store in memory.

```
      ENTER NAME
=
```

3 Example: Program the station "ACE" name into One-Touch key 8.



Enter the station name using the One-Touch keys (as character keys).
(Example: Program the station name "ACE" into One-Touch key 8.)

- Refer to "HOW TO USE THE CHARACTER KEYS" on page 4-11.

```
        ENTER NAME
=
```

Press "**AaBb**" and then press **RIGHT**.
Press "**CcDd**" and then press **RIGHT**.
Press "**EeFf**".

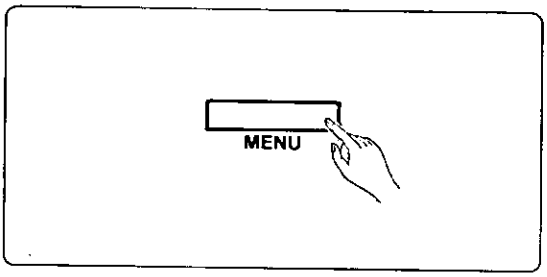
- To correct an error while programming, press LEFT or RIGHT button and then enter correct input.

Press **SET** to store into memory.

```
SELECT AUTO OR
ONE TOUCH KEY
```

- To enter successive phone numbers and station names repeat steps 2 and 3.

4

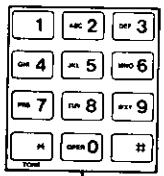


After programming all the numbers, press **MENU** to end the operation.

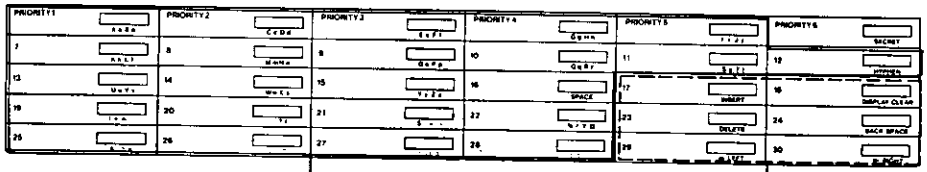
- The PROGRAM indicator light goes out.

```
THU JUN15 5:50PM 00
```

■ To enter the station name, use the character (station) keys on the Memory card and 0 through 9, "✱" and "#" on the dial keypad. But you cannot use the SECRET key.



Dial Keypad



Character keys

Command keys

Using the Priority Buttons

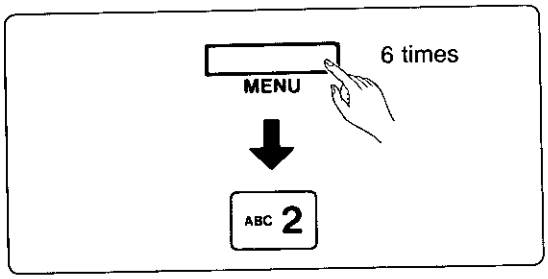
The unit has 6 PRIORITY buttons. These buttons can store communications parameters (XMT, POLL, XMT & POLL, MULTI XMT) and starting time (delayed communication) as well as a phone number in one key. This is very useful when you have to transmit or poll documents frequently with specific phone numbers.
You may program a desired function described below to a PRIORITY button. Programming and Calling are explained after this page.

- USING ONE-TOUCH DIALING (page 1-5)
- MULTI STATION POLLING (page 1-32)
- SETTING DELAYED TRANSMISSION (page 1-11)
- TURNAROUND POLLING (page 1-33)
- SINGLE STATION POLLING (page 1-31)

When you use this button as a One-Touch station, after pressing PRIORITY key, press "1" instead of "2", then enter the Phone Number and station name (refer to page 1-39).

PROGRAMMING MULTISTATION TRANSMISSION AND DELAYED MULTISTATION TRANSMISSION

1



Press **MENU** 6 times, then press **"2"**.

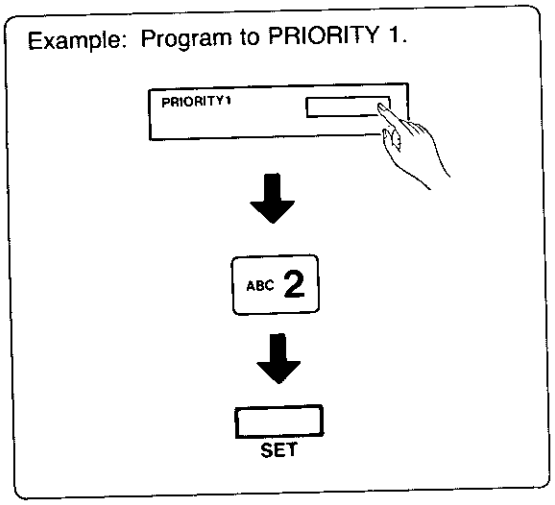
- The PROGRAM indicator lights.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

```
SELECT AUTO OR
ONE TOUCH KEY
```

2

Example: Program to PRIORITY 1.



Press **PRIORITY key (#1 through #6).**
(Example: Program to PRIORITY 1.)

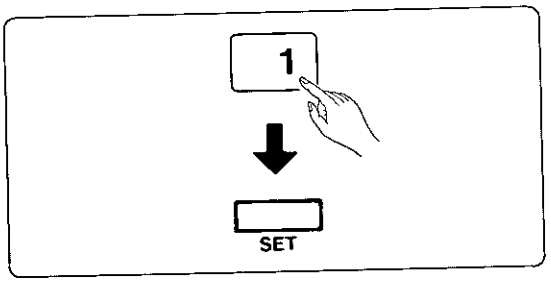
```
PRIO. 1 MODE=DIAL
[1. DIAL 2. PROG.]
```

Press **"2"**, then press **SET**.

```
PRIO. 1 MODE=PROG.
[1.DIAL 2.PROG.]
```

```
MODE=XMT     [1.XMT
2.POLL 3.XMT&POLL]
```

3



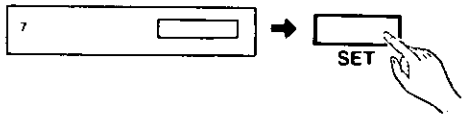
Press **"1"**, then press **SET**.

```
MODE=XMT     [1.XMT
2.POLL 3.XMT & POLL]
```

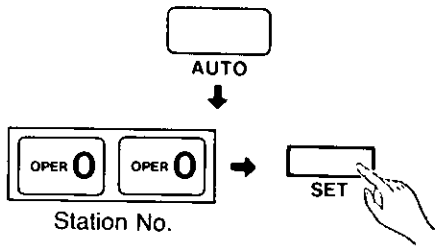
```
 ENTER PHONE NUMBER
=                [01]
```

4

■ **One-Touch dialing:**



■ **Speed dialing:**



Enter the phone number in one of the following ways.

- To correct an error while programming, press CLEAR and then enter correct input.

■ Press **One-Touch key**, then press **SET**.
(Example: The station is number 7.)

```
 ENTER PHONE NUMBER
=<S07>          [01]
```

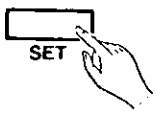
■ Press **AUTO** and the station number (2 digits), then press **SET**.
(Example: The station is number 00.)

```
 ENTER PHONE NUMBER
=<A00>          [01]
```

•
•
•

To enter successive numbers, repeat this procedure (up to 40 stations).

5



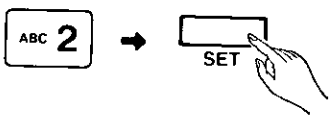
Press **SET**.

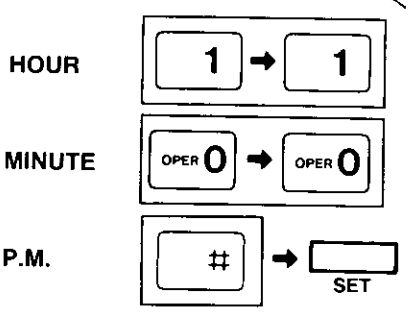
```
DELAYED XMT=OFF
[1. OFF 2. ON]
```

6

■ **If you do not want to perform delayed XMT:**

■ **If you want to perform delayed XMT:**





Select desired mode.

■ Press **"1"**, then press **SET**.

```
SELECT AUTO OR
ONE TOUCH KEY
```

■ Press **"2"**, then press **SET**. Enter the desired time, then press **SET**.
(Example: The starting time is 11:00 PM.)

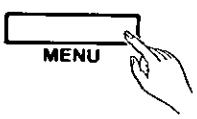
- To correct an error while programming, press CLEAR and then enter correct input.

```
DELAYED XMT=ON
[1. OFF 2. ON]
```

```
    SET START TIME
11:00PM [*=AM #=PM]
```

```
SELECT AUTO OR
ONE TOUCH KEY
```

7



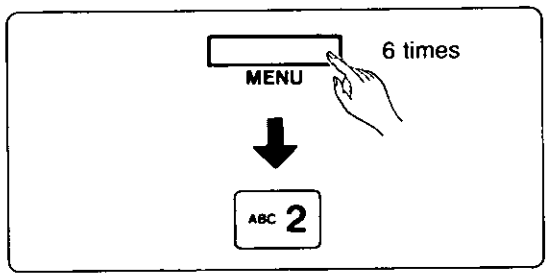
Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

PROGRAMMING DELAYED TRANSMISSION

1



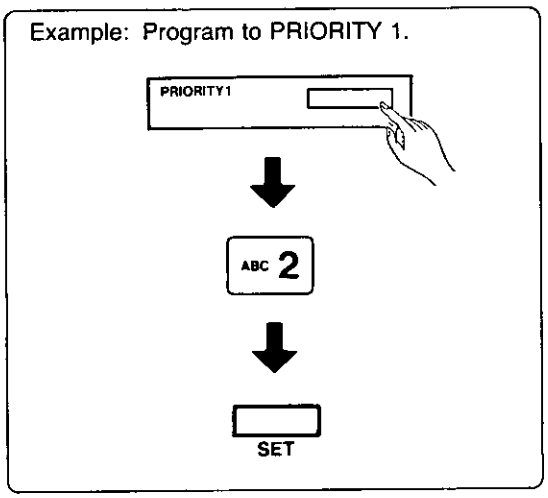
Press **MENU** 6 times, then press **"2"**.

- The PROGRAM indicator lights.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

```
  SELECT AUTO OR
  ONE TOUCH KEY
```

2



Press **PRIORITY key (#1 through #6)**.
(Example: Program to PRIORITY 1.)

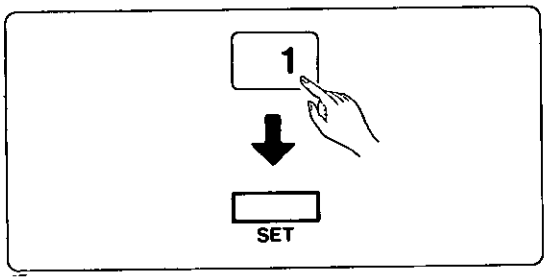
```
PRIO. 1 MODE=DIAL
[1. DIAL 2. PROG.]
```

Press **"2"**, then press **SET**.

```
PRIO. 1 MODE=PROG.
[1. DIAL 2. PROG.]
```

```
MODE=XMT     [1.XMT
2.POLL  3.XMT&POLL]
```

3

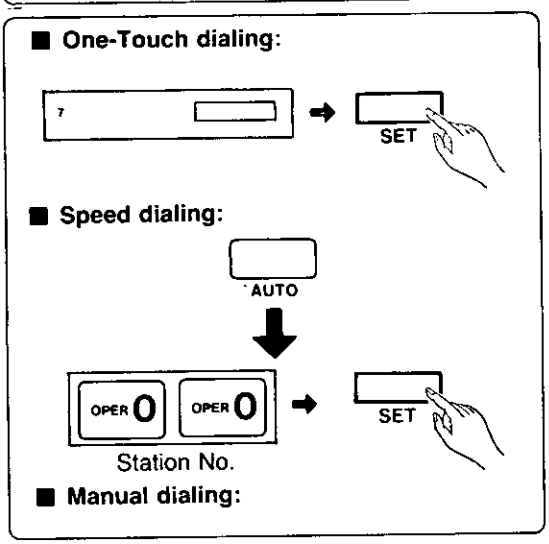


Press **"1"**, then press **SET**.

```
MODE=XMT     [1.XMT
2.POLL  3.XMT&POLL]
```

```
 ENTER PHONE NUMBER
=                [01]
```

4



Enter the phone number in one of the following ways.

- To correct an error while programming, press CLEAR and then enter correct input.

■ Press **One-Touch key**, then press **SET**.
(Example: The station is number 7.)

```
ENTER PHONE NUMBER
=<S07>           [01]
```

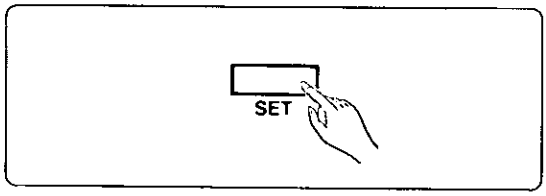
■ Press **AUTO** and the station number (2 digits), then press **SET**.
(Example: The station is number 00.)

```
 ENTER PHONE NUMBER
=<A00>           [01]
```

■ Dial the number with dial keypad.
(Example: The phone number is 1234567.)

```
 ENTER PHONE NUMBER
=1234567
```

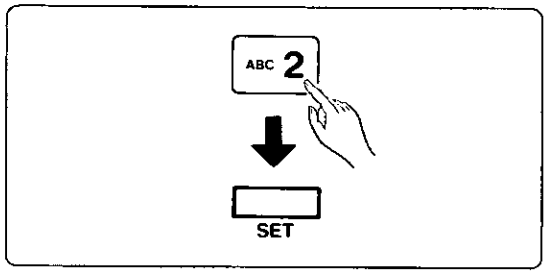
5



Press **SET**.

```
DELAYED XMT=OFF
[1.OFF 2.ON]
```

6

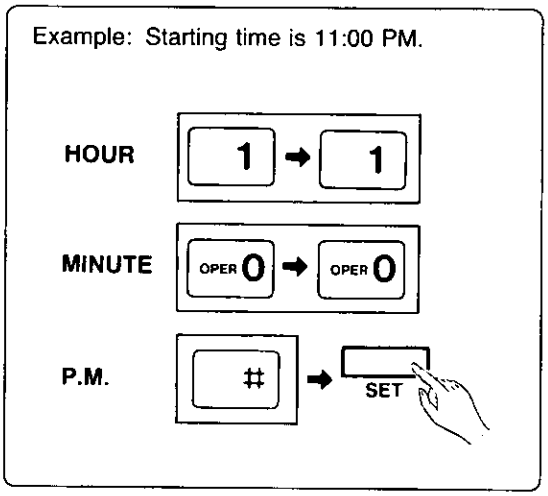


Press **"2"**, then press **SET**.

```
DELAYED XMT=ON
[1.OFF 2.ON]
```

```
    SET START TIME
12:00AM [*=AM #=PM]
```

7



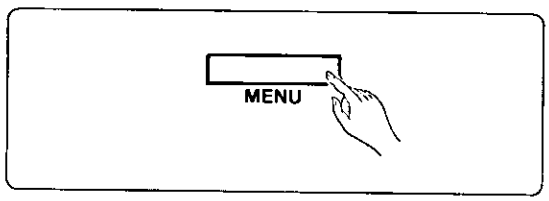
Enter the starting time, then press **SET**.
(Example: The starting time is 11:00 PM.)

- To correct an error while programming, press CLEAR and then enter correct input.

```
    SET START TIME
11:00PM [*=AM #=PM]
```

```
    SELECT AUTO OR
    ONE TOUCH KEY
```

8



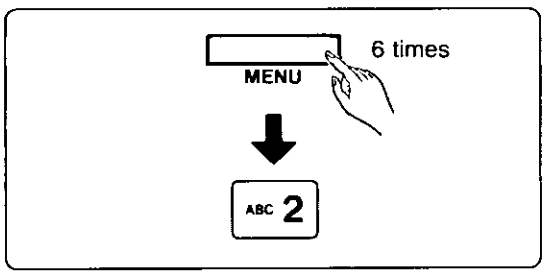
Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

PROGRAMMING POLL (SINGLE STATION POLLING AND DELAYED POLLING)

1



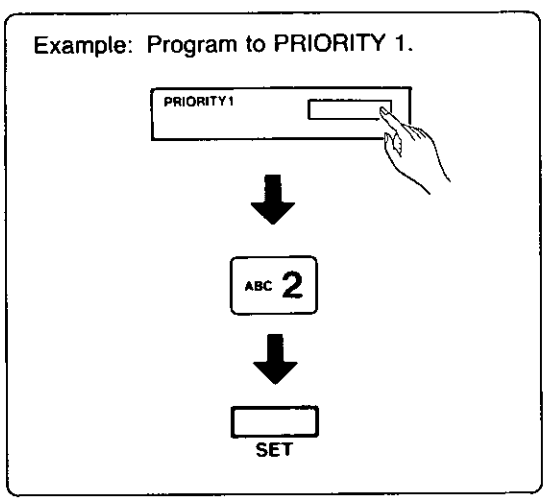
Press **MENU** 6 times, then press **"2"**.

- The PROGRAM indicator lights.

```
PROGRAM[1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

```
SELECT AUTO OR
ONE TOUCH KEY
```

2



Press **PRIORITY key (#1 through #6).**
(Example: Program to PRIORITY 1.)

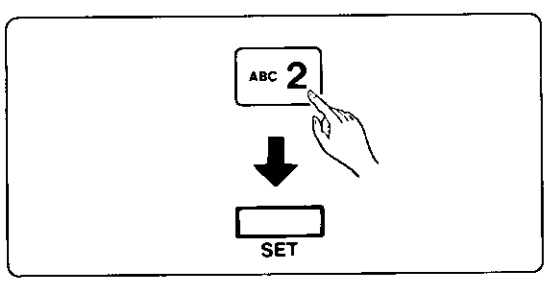
```
PRIO.1 MODE=DIAL
[1.DIAL 2.PROG.]
```

Press **"2"**, then press **SET**.

```
PRIO. 1 MODE=PROG.
[1.DIAL 2.PROG.]
```

```
MODE=XMT [1.XMT
2.POLL 3.XMT&POLL]
```

3



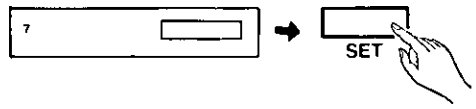
Press **"2"**, then press **SET**.

```
MODE=POLL [1.XMT
2.POLL 3.XMT & POLL]
```

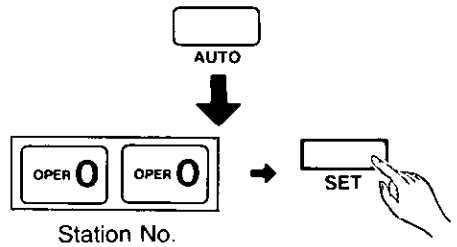
```
 ENTER PHONE NUMBER
=                [01]
```

4

■ **One-Touch dialing:**



■ **Speed dialing:**



■ **Manual dialing:**

Enter the phone number in one of the following ways.

- To correct an error while programming, press CLEAR and then enter correct input.

■ Press **One-Touch key**, then press **SET**.
(Example: The station is number 7.)

```
 ENTER PHONE NUMBER
=<S07>                [01]
```

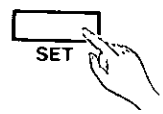
■ Press **AUTO** and the station number (2 digits), then press **SET**.
(Example: The station is number 00.)

```
 ENTER PHONE NUMBER
=<A00>                [01]
```

■ Dial the number with dial keypad.
(Example: The phone number is 123-4567.)

```
 ENTER PHONE NUMBER
=1234567
```

5

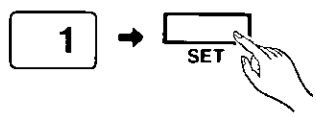


Press **SET**.

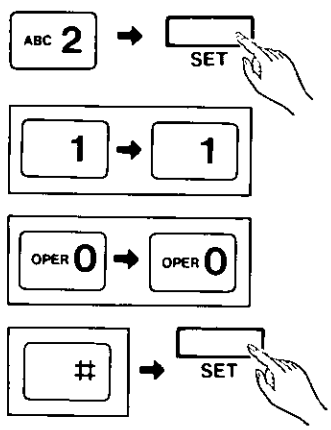
```
DELAYED POLL=OFF
[1. OFF 2. ON]
```

6

■ **If you do not want to perform delayed polling:**



■ **If you want to perform delayed polling:**



Select desired mode.

■ Press **"1"**, then press **SET**.

```
SELECT AUTO OR
ONE TOUCH KEY
```

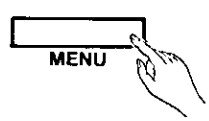
■ Press **"2"**, then press **SET**. Enter the desired time, then press **SET**.
(Example: The starting time is 11:00 PM.)

- To correct an error while programming, press CLEAR and then enter correct input.

```
DELAYED POLL=ON
[1. OFF 2. ON]
```

```
SET POLLING TIME
11:00PM [*=AM #=PM]
```

7



Press **MENU** to end the operation.

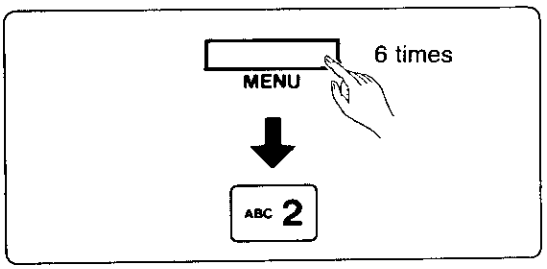
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

PROGRAMMING POLL (MULTI STATION POLLING AND DELAYED POLLING)

Before programming multi polling, the desired phone numbers must be stored to ONE-TOUCH keys and/or SPEED DIALING keys.

1



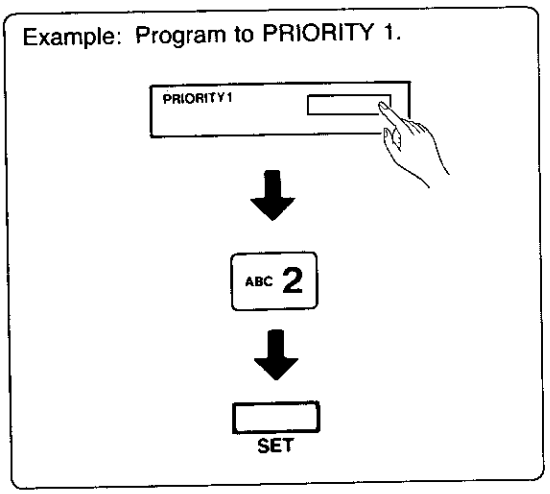
Press **MENU** 6 times, then press **"2"**.

- The PROGRAM indicator lights.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

```
SELECT AUTO OR
ONE TOUCH KEY
```

2



Press **PRIORITY key (#1 through #6).**
(Example: Program to PRIORITY 1.)

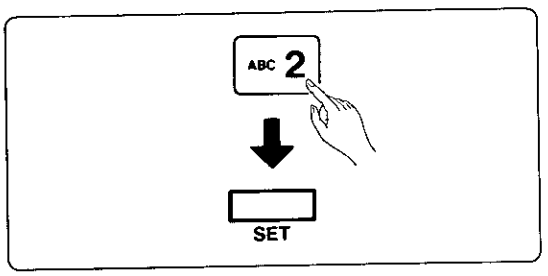
```
PRIO.1 MODE=DIAL
[1. DIAL 2. PROG.]
```

Press **"2"**, then press **SET**.

```
PRIO.1 MODE=PROG.
[1. DIAL 2. PROG.]
```

```
MODE=XMT [1.XMT
2.POLL 3.XMT&POLL]
```

3

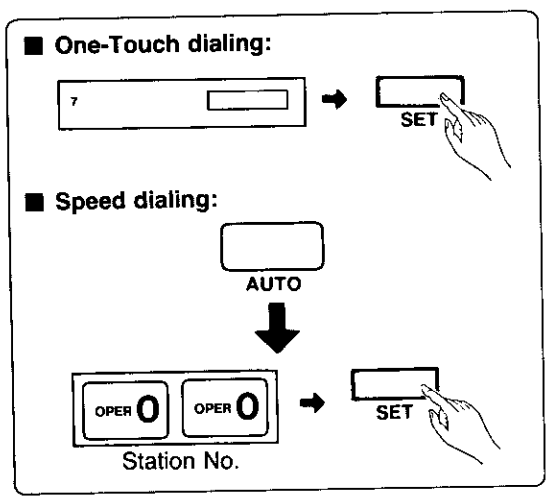


Press **"2"**, then press **SET**.

```
MODE=POLL [1.XMT
2.POLL 3.XMT&POLL]
```

```
 ENTER PHONE NUMBER
=                  [01]
```

4



Enter the phone numbers in one of the following ways.

- To correct an error while programming, press CLEAR and then enter correct input.

■ Press **One-Touch key**, then press **SET**.
(Example: The station is number 7.)

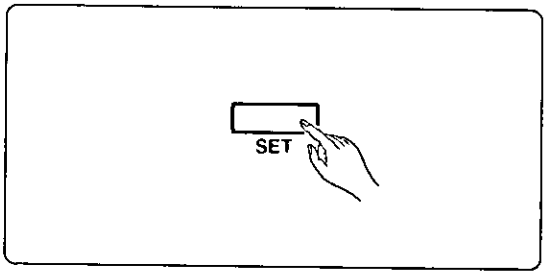
```
ENTER PHONE NUMBER
=<S07>             [01]
```

■ Press **AUTO** and the station number (2 digits), then press **SET**.
(Example: The station is number 00.)

```
ENTER PHONE NUMBER
=<A00>             [01]
```

To enter successive numbers, repeat this procedure (up to 40 stations).

5



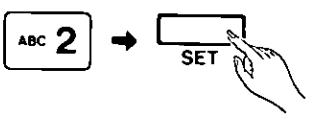
Press **SET**.

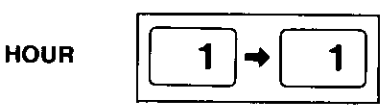
```
DELAYED POLL=OFF
[1. OFF 2. ON]
```

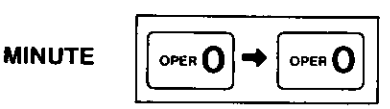
6

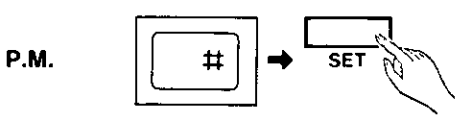
■ **If you do not want to perform delayed multi polling;**

■ **If you want to perform delayed multi polling;**









Select the desired mode.

■ Press **"1"**, then press **SET**.

```
SELECT AUTO OR
ONE TOUCH KEY
```

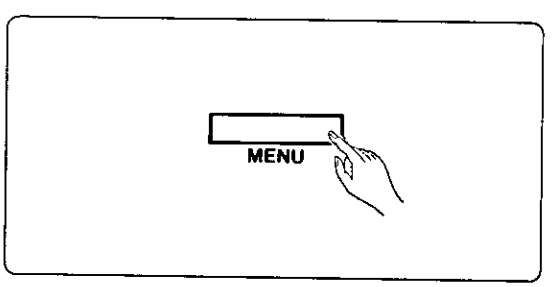
■ Press **"2"**, then press **SET**. Enter the desired time, then press **SET**.
(Example: The starting time is 11:00 PM.)

```
DELAYED POLL=ON
[1. OFF 2. ON]
```

```
SET POLLING TIME
11:00PM [1. *=AM 2.#=PM]
```

- To correct an error while programming, press CLEAR and then enter correct input.

7

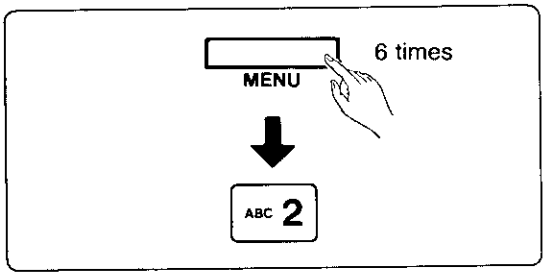


Press **MENU** to end the operation.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

PROGRAMMING XMT & POLL (TURNAROUND POLLING AND DELAYED XMT & POLL)

1



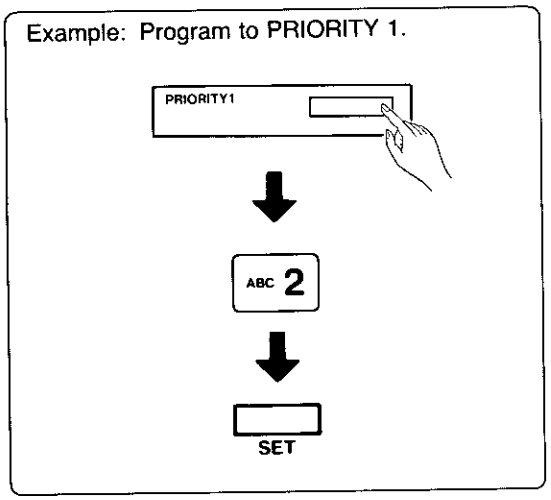
Press **MENU** 6 times, then press **"2"**.

- The PROGRAM indicator lights.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

```
SELECT AUTO OR
ONE TOUCH KEY
```

2



Press **PRIORITY key (#1 through #6).**
(Example: Program to PRIORITY 1)

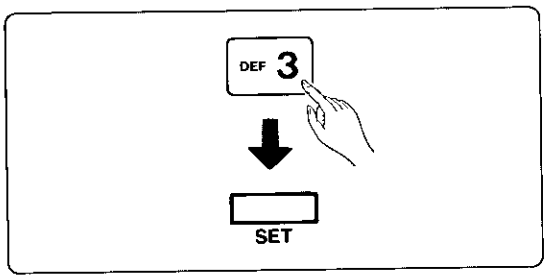
```
PRIO.1 MODE=DIAL
[1.DIAL 2.PROG.]
```

Press **"2"**, then press **SET**.

```
PRIO.1 MODE=PROG.
[1.DIAL 2.PROG.]
```

```
MODE=XMT     [1.XMT
2.POLL 3.XMT&POLL]
```

3



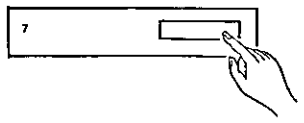
Press **"3"**, then press **SET**.

```
MODE=XMT&POLL [1.XMT
2.POLL 3.XMT&POLL]
```

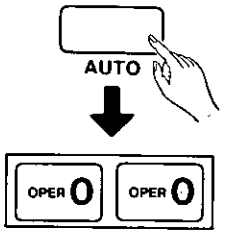
```
 ENTER PHONE NUMBER
=
```

4

■ **One-Touch dialing:**



■ **Speed dialing:**



Station No.

■ **Manual dialing:**

Enter the phone number in one of the following ways.

- To correct an error while programming, press CLEAR and then enter correct input.

■ Press **One-Touch key**.
(Example: The station is number 7.)

```
ENTER PHONE NUMBER
=<S07>
```

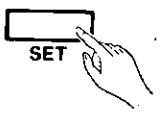
■ Press **AUTO** and the station number (2 digits).
(Example: The station is number 00.)

```
ENTER PHONE NUMBER
=<A00>
```

■ Dial the number with dial keypad.
(Example: The phone number is 123-4567.)

```
ENTER PHONE NUMBER
=1234567
```

5

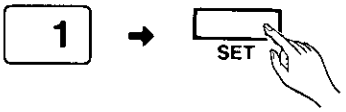


Press **SET**.

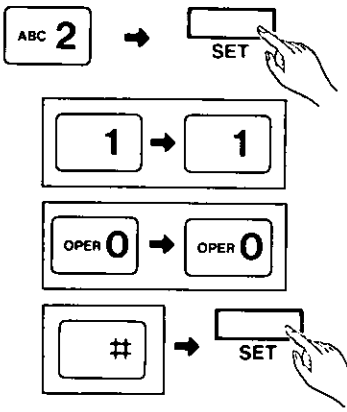
```
DELAYED XMT&POLL=OFF
[1. OFF 2. ON]
```

6

■ **If you do not want to perform delayed polling:**



■ **If you want to perform delayed polling:**



Select desired mode.

■ Press **"1"**, then press **SET**.

```
SELECT AUTO OR
ONE TOUCH KEY
```

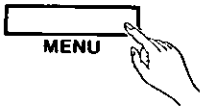
■ Press **"2"**, then press **SET**. Enter the desired time, then press **SET**.
(Example: Starting time is 11:00 PM.)

```
DELAYED XMT&POLL=ON
[1. OFF 2. ON]
```

```
SET START TIME
11:00PM [*=AM #=PM]
```

- To correct an error while programming, press CLEAR and then enter correct input.

7



Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

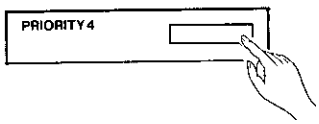
CALLING WITH PRIORITY BUTTONS

When you use the PRIORITY button as a One-Touch key button, refer to page 1-45.

MULTI XMT

1

2 Example: Using PRIORITY key 4 which stores "MULT XMT".



Insert documents FACE DOWN.

Press the desired **PRIORITY key**.

The unit starts transmitting, after storing the documents into memory.

```
DIALING <MULTI XMT>
TO:PANASONIC
```
station name

■ To cancel press **STOP**.

```
THU JUN29 3:00PM 00
     USER STOPPED
```

Delayed transmitting:
When the programmed time comes, the unit starts transmitting automatically.

```
THU JUN29 3:00PM 00
   MULTI XMT AT 11:00PM
```

■ To cancel press **STOP**, then press **"1"**.

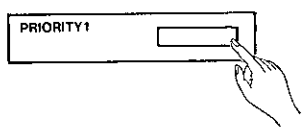
```
CANCEL DELAYED MULTI
XMT?   [1.YES 2.NO]
```

- If the line is busy the unit automatically redials the number up to six times within a 10-minute period.

Delayed XMT

1

2 Example: Using PRIORITY key 1 which stores "XMT at 11:00 PM".



Insert documents FACE DOWN.

Press the desired **PRIORITY key**.

When the preprogrammed time comes, the unit starts transmission automatically.

```
THU JUN29 3:00PM 00
   XMT AT 11:00PM
```

■ To cancel press **STOP**, then press **"1"**.

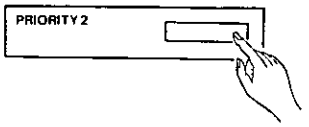
```
     CANCEL DELAYED
XMT? [1. YES 2. NO]
```

NOTE:

- Automatic and manual reception, transmission and copying functions can be used when delayed transmission is set. To copy another document, remove the documents from the tray and replace them when you have finished.

POLLING

Example: Using PRIORITY key 2 which stores "POLLING".



Press the desired **PRIORITY key**.

The unit starts polling.

```
    DIALING <POLL>
TO: PANASONIC
```

station name or dialing number

■ To cancel press **STOP**.

```
THU JUN29 3:00PM 00
     USER STOPPED
```

Delayed polling:
When the programmed time comes, the unit starts polling automatically.

```
THU JUN29 3:00PM 00
 POLLING AT 11:00PM
```

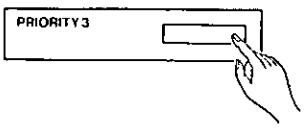
■ To cancel press **STOP**, then press **"1"**.

```
CANCEL DELAYED
POLLING? [1. YES 2. NO]
```

XMT & POLL

1

2 Example: Using PRIORITY key 3 which stores "XMT & POLL".



Insert documents FACE DOWN.

Press the desired **PRIORITY key**.

The unit starts turnaround polling.

```
  DIALING <XMT & POLL>
TO:PANASONIC
```

station name

■ To cancel press **STOP**.

```
THU JUN29 3:00PM 00
     USER STOPPED
```

Delayed polling:
When the programmed time comes, the unit starts polling automatically.

```
THU JUN29 3:00PM 00
   XMT&POLL AT 11:00PM
```

■ To cancel press **STOP**, then press **"1"**.

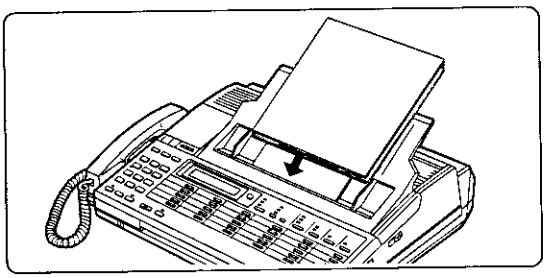
```
CANCEL DELAYED XMT&
POLL? [1. YES 2. NO]
```

Confidential Communications

This feature is a simple way to ensure that confidential information reaches the right person without anyone else seeing it. When you send a normal fax, it is printed out immediately by the receiving machine and almost anyone who uses the machine might see the fax. When you use the Confidential Communication feature, however, the fax is stored in the memory, of a designated machine where only a person with the right Confidential Code number can retrieve it.

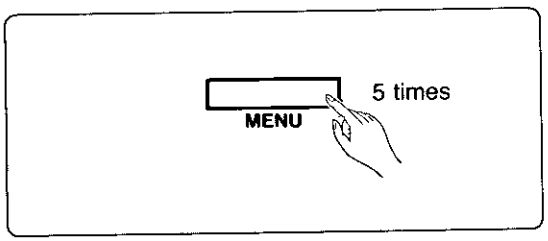
TRANSMISSION

1



Insert the documents FACE DOWN.

2

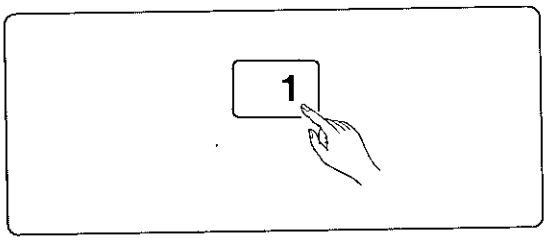


Press **MENU** 5 times.

- The **CONFIDENTIAL** indicator lights.
- This display appears.

```
  CONFIDENTIAL
[1.XMT 2.PRINT]
```

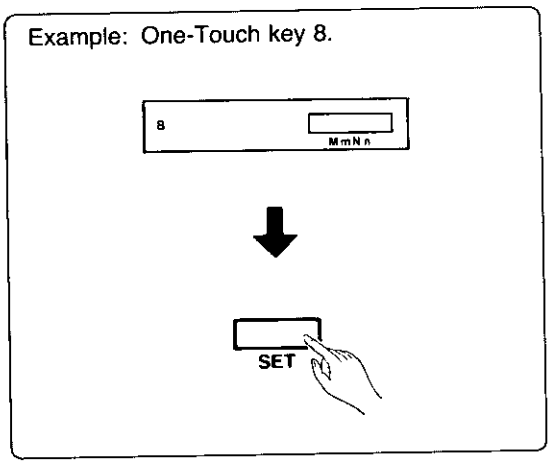
3



Press **"1"**.

```
 ENTER PHONE NUMBER
=
```

4



Enter the phone number by using One-touch key or Speed dialing key or a full number.
(Example: One-Touch station 8.)

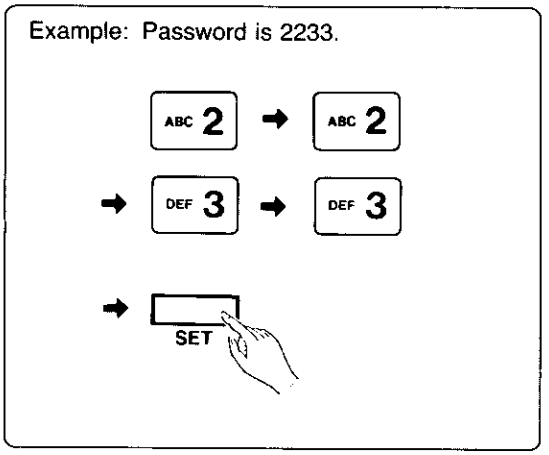
- To correct an error while programming, press CLEAR and then enter correct input.

```
 ENTER PHONE NUMBER
=<S08>
```

Press **SET**.

```
 CONFIDENTIAL XMT
  PASSWORD=0000
```

5



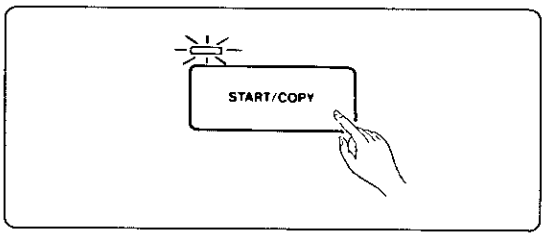
Enter the confidential password with 4 digits (0000~9999).
(Example: The password is 2233.)

```
  CONFIDENTIAL XMT
    PASSWORD=2233
```

Press **SET**.

```
PRESS
  [START/COPY]KEY
```

6



Press **START/COPY**.

- The CONFIDENTIAL indicator light goes out.

```
   DIALING <XMT>
TO:PANASONIC
```

```
  CONFIDENTIAL XMT   P1
TO:PANASONIC
```

```
THU JUN15 5:00PM 00
1 PAGE SENT OK
```

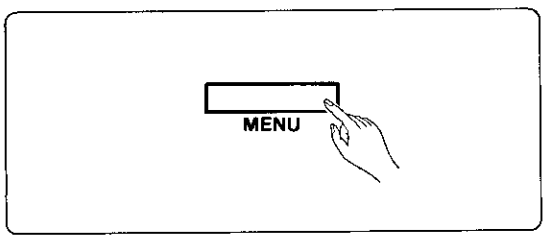
■ To stop transmission
Press **STOP**.

RECEPTION

The received documents with CONFIDENTIAL communication are stored in memory.
When the same password as the other party is entered, the documents are printed out.
CONFIDENTIAL REPORT is printed out firstly as follows.
The documents are stored into memory until the Memory capacity is full and they are printed out.
But the documents that are not stored into memory are not printed out.

```
********************************************* CONFIDENTIAL REPORT *********************************************
*                                                                                                             *
*                                                          NOV. 23. 1989   9:16 AM                            *
*                                                                                                             *
*     No.   OTHER FACSIMILE          START TIME        USAGE TIME    RX PAGES                                 *
*     01      Panasonic A          NOV. 23  9:15AM       00'28         01                                     *
*                                                                                                             *
*                                                                                                             *
*                                                                                                             *
*                                                                                                             *
*                                                                                                             *
*                                                                                                             *
***************************************************************************************************************
```

1

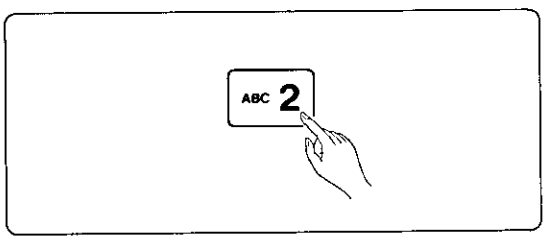


Press **MENU** 5 times.

- The CONFIDENTIAL indicator lights.
- This display appears.

```
 CONFIDENTIAL
[1.XMT 2.PRINT]
```

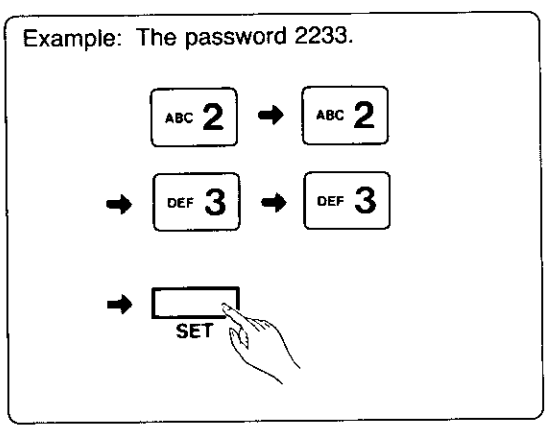
2



Press **"2"**.

```
CONFIDENTIAL PRINT
    PASSWORD=0000
```

3



Enter the password which is the same as the other party use with 4 digits (0000~9999).
(Example: The password is 2233.)

```
CONFIDENTIAL PRINT
    PASSWORD=2233
```

Press **SET**.

- The documents in memory are printed out.
- The CONFIDENTIAL indicator light goes out.

NOTE:

- If you forget your password and want to clear the memory, turn the switch off once and then turn it on. Stored documents are lost and POWER DOWN REPORT is printed out (refer to page 1-80).
- The result of this operation is also printed on JOURNAL REPORT (refer to page 1-73).

Password Communications

This feature is effective only between Panasonic compatible machines.

The password communication function helps to ensure that your document is sent to the correct station, and helps to prevent reception from an unauthorized station. When the password communication function is used, the identical main password (a 4-digit number) must be programmed on both sides of the line. The unit checks the password before transmitting or receiving a document.
The Panasonic compatible machines have two password functions. They are TX (transmission) password check mode and RX (receiving) password check mode.

TX Password Check:
This function checks the password before transmitting a document. If the password sent from the other Panasonic compatible machines does not match with the one programmed in your Panasonic compatible machines, transmission does not take place.

```
23. TX PASSWORD CHECK
=OFF [1. OFF 2. ON]
```

RX Password Check:
This function checks the password before receiving a document.
If the password sent from the other Panasonic compatible machines does not match with the one programmed in your Panasonic compatible machines, reception does not take place.

```
24. RX PASSWORD CHECK
=OFF [1. OFF 2. ON]
```

NOTE:
The Polling Function always performs independently, and is not related to this confidential communication feature.

USING A PASSWORD

Before communication commences, check that your password and the other station's password are identical and you set "SEND PASSWORD" to ON.

■ **When you want to transmit a document to a designated station only (TX password check mode):**

Set "TX PASSWORD CHECK" to ON. (See Table 1 below.)

Function	Your KX-F320	Other Panasonic compatible machines
SEND PASSWORD	ON	ON
TX PASSWORD CHECK	ON	ON/OFF
RX PASSWORD CHECK	OFF	ON/OFF

<Table 1>

```
THU JUN29 3:00PM 00
TX PASSWORD CHECK ON
```

- Your unit transmits a document only when the correct password has been received.

■ **When you want to receive a document from a designated station only (RX password check mode):**

Set "RX PASSWORD CHECK" to ON. (See Table 2 below.)

Function	Your KX-F320	Other Panasonic compatible machines
SEND PASSWORD	ON	ON
TX PASSWORD CHECK	OFF	ON/OFF
RX PASSWORD CHECK	ON	ON/OFF

<Table 2>

```
THU JUN29 3:00PM 00
RX PASSWORD CHECK ON
```

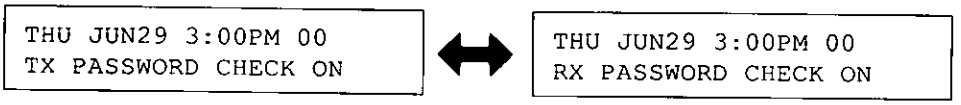
- Your unit receives a document only when the correct password has been received.

■ **When you want to send a document to and receive a document from a designated station. (TX password check and RX password check mode):**

Set both "TX PASSWORD CHECK" and "RX PASSWORD CHECK" to ON. (See Table 3 below.)

Function	Your KX-F320	Other Panasonic compatible machines
SEND PASSWORD	ON	ON
TX PASSWORD CHECK	ON	ON/OFF
RX PASSWORD CHECK	ON	ON/OFF

<Table 3>



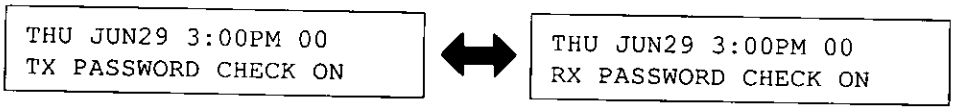
- Your unit transmits and receives a document only when the correct password has been received.

■ **When you want to have facsimile communications within a designated group of people.**

All the people in the group must set both "TX PASSWORD CHECK" and "RX PASSWORD CHECK" to ON. (See Table 4 below.)

Function	Your KX-F320	Other Panasonic compatible machines
SEND PASSWORD	ON	ON
TX PASSWORD CHECK	ON	ON
RX PASSWORD CHECK	ON	ON

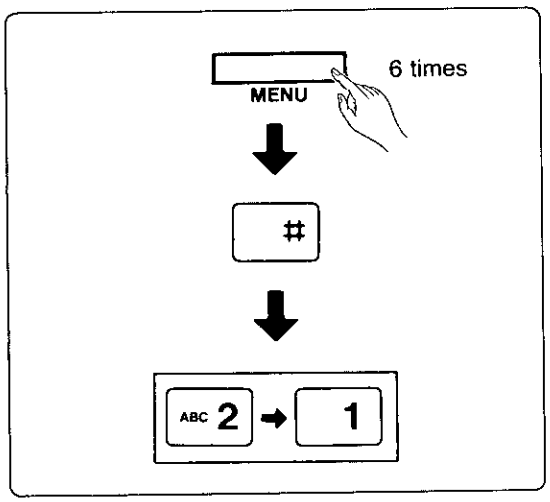
<Table 4>



- Only people who share the identical password can transmit and receive documents with each other.

PROGRAMMING FOR PASSWORD COMMUNICATION

1



Press **MENU** 6 times.

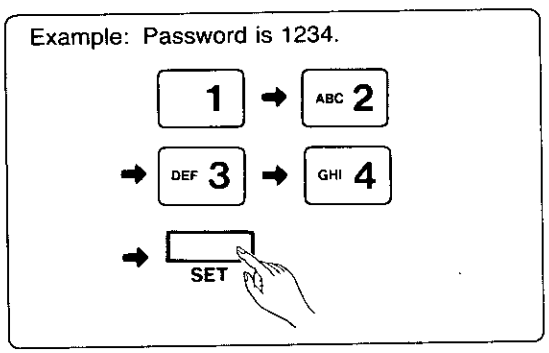
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**21**".

```
21. MAIN PASSWORD
=0000
```

2



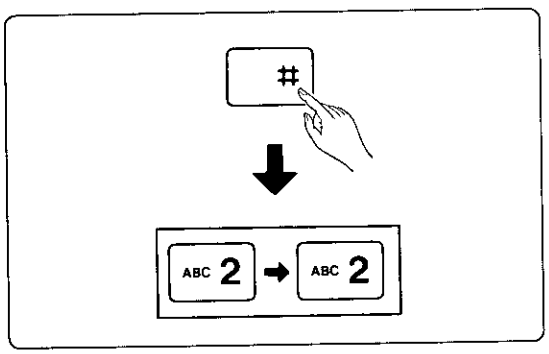
Enter your password (4 digits), then press **SET**.
(Example: Password is 1234.)

```
21. MAIN PASSWORD
=1234
```

- "0000" is not effective as a password.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

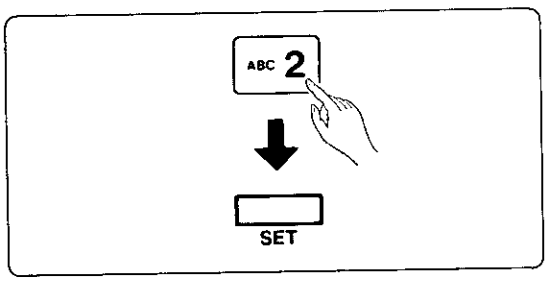
3



Press "**#**", then press "**22**".

```
22. SEND PASSWORD=OFF
[1. OFF 2. ON]
```

4

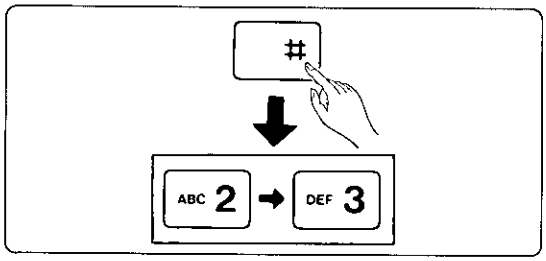


Press "**2**", then press **SET**.

```
22. SEND PASSWORD=ON
[1. OFF 2. ON]
```

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

5

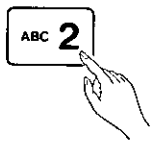


Press "**#**", then press "**23**".

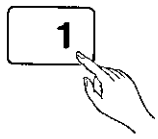
```
23. TX PASSWORD CHECK
=OFF [1. OFF 2. ON]
```

6

■ **To set "TX PASSWORD CHECK" on;**



■ **To set "TX PASSWORD CHECK" off;**



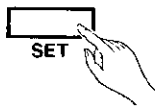
■ Press "**2**".

```
23. TX PASSWORD CHECK
=ON [1. OFF 2. ON]
```

■ Press "**1**".

```
23. TX PASSWORD CHECK
=OFF [1. OFF 2. ON]
```

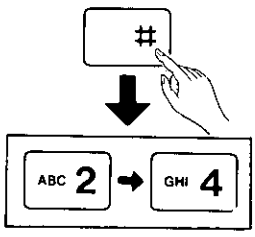
7



Press **SET**.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

8



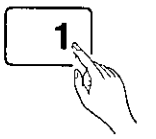
Press "**#**", then press "**24**".

```
24. RX PASSWORD CHECK
=OFF [1. OFF 2. ON]
```

9

■ **To set "RX PASSWORD CHECK" on;**

■ **To set "RX PASSWORD CHECK" off;**



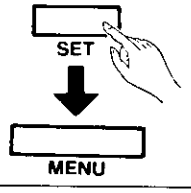
■ Press "**2**".

```
24. RX PASSWORD CHECK
=ON [1. OFF 2. ON]
```

■ Press "**1**".

```
24. RX PASSWORD CHECK
=OFF [1. OFF 2. ON]
```

10



Press **SET**.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

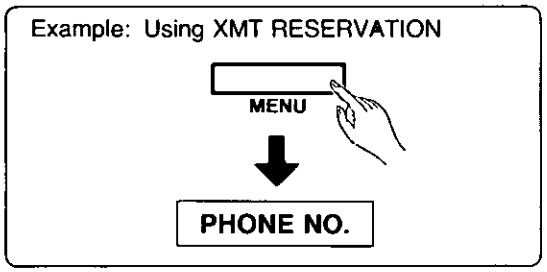
```
THU JUN29 3:00PM 00
```

USING PASSWORD COMMUNICATION

Password communication is activated with the MAIN PASSWORD (refer to page 1-63). You can change the password temporarily or cancel the password temporarily by using the MENU button (XMT RESERVATION, DELAYED XMT, XMT & POLL and MULTI XMT) when "SEND PASSWORD" or "TX PASSWORD CHECK" is set to ON. This is useful when you need to transmit a document to a station that has a different password or no password programmed.

Operation is the same except that enter the password when "PASSWORD=MAIN···" appears on display.

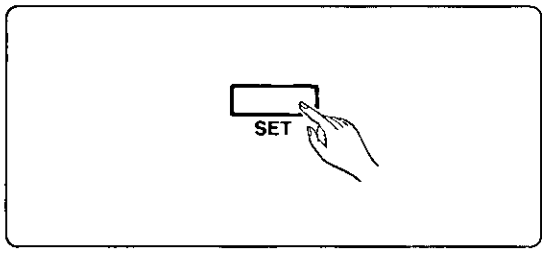
1



Insert document FACE DOWN.
Press **MENU**, then enter the phone number.
(Example: Using XMT RESERVATION)

```
  XMT RESERVATION
ENTER PHONE NUMBER
```

2

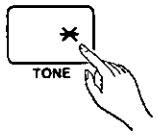


Press **SET**.

```
PASSWORD=MAIN [*=MAIN
#=NONE OR 4 DIGITS]
```

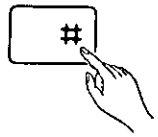
3

■ **To use the main password**



■ Press "*", to send the main password (programmed password).

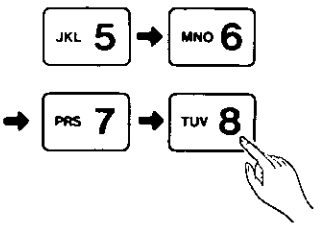
■ **To cancel the password temporarily**



■ Press "#" to cancel the password.

```
PASSWORD=NONE [*=MAIN
#=NONE OR 4 DIGITS]
```

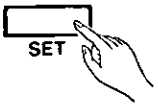
■ **To change the password temporarily**



■ If you need to send a different password, enter the numbers using the dial keypad.
(Example: The password is 5678.)

```
PASSWORD=5678 [*=MAIN
#=NONE OR 4 DIGITS]
```

4



Press **SET**.

- The unit starts transmission.
  (Example: The dialed number is 1234567.)

```
  DIALING <XMT>
TO:1234567
```

dialed number, or station name

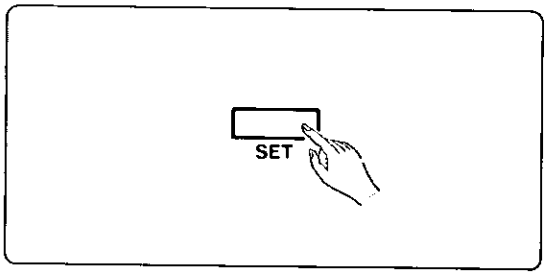
PROGRAMMING DIFFERENT PASSWORDS INTO PRIORITY BUTTONS

You can program different passwords into the priority keys when "SEND PASSWORD" or "TX PASSWORD CHECK" mode are set to ON. This feature is useful when you often transmit a document to people who have different passwords or no password.

1

Program the transmitting modes and the phone number you need.

2



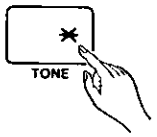
Press **SET**.

- When the following messages appear, add the following procedures to set the password.

```
PASSWORD=MAIN [*=MAIN
#=NONE OR 4 DIGITS]
```

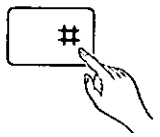
3

■ **To use the main password**



Press "*" to send the main password (programmed password).

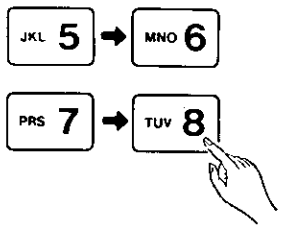
■ **To program no password**



Press "#" to cancel the password.

```
PASSWORD=NONE [*=MAIN
#=NONE OR 4 DIGITS]
```

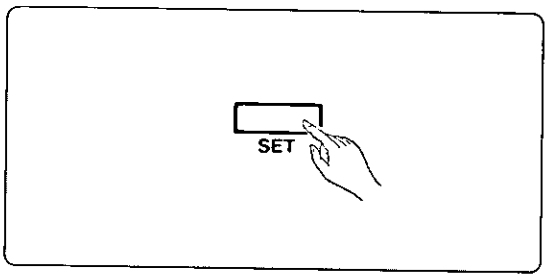
■ **To program a different password**



When you need to send a different password, enter the numbers using the dial keypad.
(Example: The password is 5678.)

```
PASSWORD=5678 [*=MAIN
#=NONE OR 4 DIGITS]
```

4



Press **SET** and go on to the next step.

```
DELAYED XMT=OFF
[1. OFF 2. ON]
```

NOTE:
When a password is not programmed into a priority button, the main password is automatically sent if "SEND PASSWORD" is set to ON.

Memory Transmission and Reception

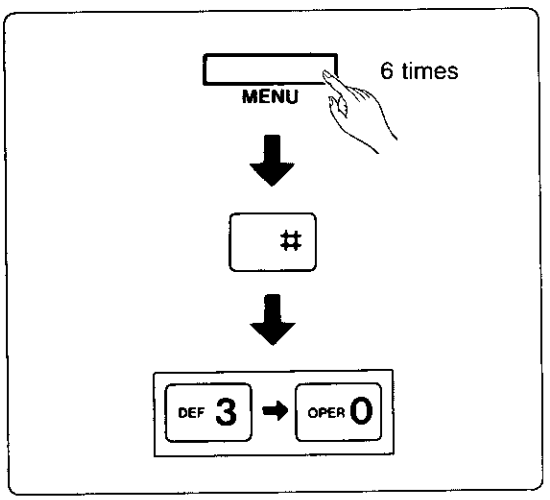
The KX-F320 can store the documents (about up to 15 pages ※) into memory and then the unit transmits the stored documents.
The stored documents are erased automatically after finish transmitting.
Please select STANDARD resolution when memory transmission is performed. If you select FINE or SUPER FINE resolution, the number of documents is decreased.
※Memory capacity (about up to 15 pages) apply to text data using CCITT No.1 test chart in STANDARD mode (Resolution).

MEMORY TRANSMISSION

You can leave there with the documents just after storing them by using memory mode.

Setting

1



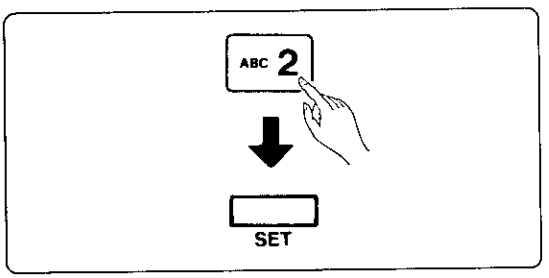
Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

Press "**#**", then press "**30**".

```
30. MEMORY XMT=OFF
[1.OFF 2.ON]
```

2

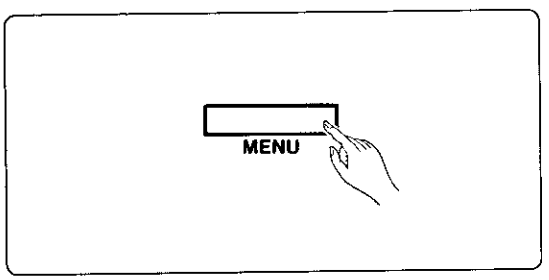


Press "**2**", then press "**SET**".

```
30. MEMORY XMT=ON
[1.OFF 2.ON]
```

```
PROGRAM [1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

3

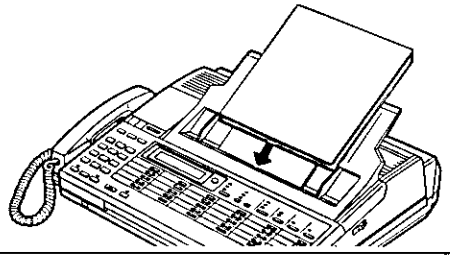


Press **MENU** to end the operation.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

Operation

1 Example: Memory Transmitting to one station

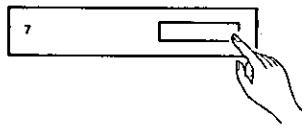


Insert the documents FACE DOWN.

- A beep sounds.

```
THU JUN15 5:50PM 00
```

2 Example: One-Touch station 7



Press **One-Touch key**.
(Example: One-Touch station 7)

- The documents are stored into memory.
- This display appears.

```
THU JUN15 5:50PM 00
 PAGES=01       XX%
```

*Memory capacity

```
  DIALING <XMT>
TO:PANASONIC
```

These displays appears whenever memory transmitting is done.

```
  SENDING              P1
TO:PANASONIC
```

```
THU JUN15 5:01PM 00
 7PAGES SENT OK
```

*Memory capacity is shown as the percentage and it is shown at the lower right corner of the display after each page is stored. When the percentage is over 99%, "MEMORY FULL" is displayed and this operation is canceled. So, please reduce the document and then set the document again.

■ To cancel

Press **STOP**.

```
THU JUN15 5:51PM 00
  USER STOPPED
```

NOTE:

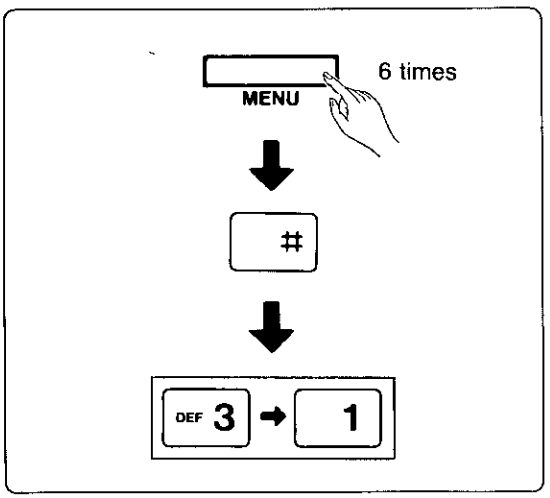
- If a power failure occurs, the stored documents are lost.

MEMORY DELAYED TRANSMISSION

You can store documents for later transmission or retention using Memory Transmission. This is useful when Delayed XMT, XMT & POLL, Delayed MULTI XMT is performed.

Setting

1



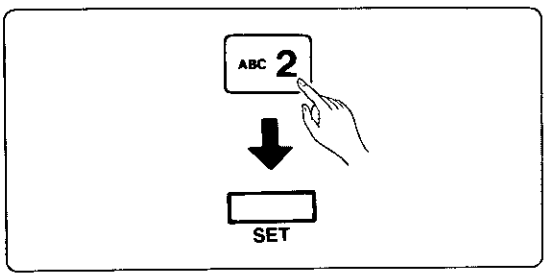
Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

Press "**#**", then press "**31**".

```
31. MEMORY DELAYED
XMT=OFF [1.OFF 2.ON]
```

2

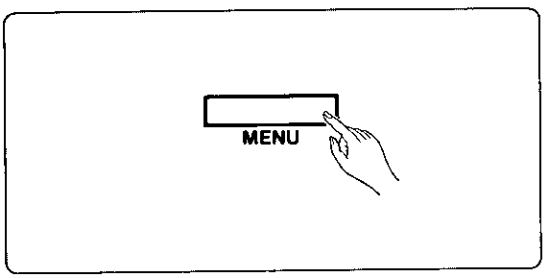


Press "**2**", then press "**SET**".

```
31. MEMORY DELAYED
XMT=ON [1.OFF 2.ON]
```

```
PROGRAM [1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

3



Press **MENU** to end the operation.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

Operation

Do the same operation on page 1-11 (DELAYED TRANSMISSION).
- When memory delayed transmission is set to ON, press START/COPY, then the documents are stored into memory.

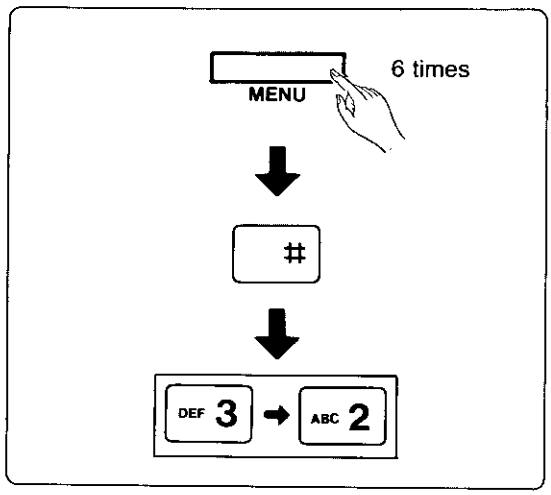
NOTE:
- If a power failure occurs, the stored documents are lost.

MEMORY POLLING

Being polled can be performed after your documents are stored into memory.

Setting

1



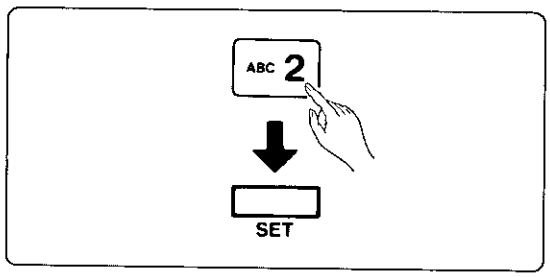
Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

Press "**#**", then press "**32**".

```
32. MEMORY POLLING
=OFF [1.OFF 2.ON]
```

2

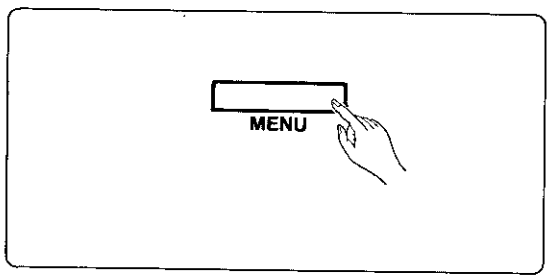


Press "**2**", then press "**SET**".

```
32. MEMORY POLLING
=ON [1.OFF 2.ON]
```

```
PROGRAM [1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

3



Press **MENU** to end the operation.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

Operation

Do the same operation on page 1-30 (BEING POLLED).
- When memory polling is set to ON, press START/COPY, then the documents are stored into memory.

NOTE:
- If a power failure occurs, the stored documents are lost.

MEMORY RECEPTION

If the recording paper runs out in the middle of a page during reception, the unit stops recording on paper and automatically starts receiving into memory (up to about 15 pages※). Stored documents are automatically printed out from the top page that resulted incomplete recording when a new roll of recording paper is loaded.

When the unit receives the documents and there is no recording paper.

```
THU JUN29 3:00PM 00
*** OUT OF PAPER ***
```

The unit automatically changes to the memory reception mode.

```
 MEMORY RECEIVING P1
FROM: PANASONIC
```

station name, <G2> or <G3>

After loading new recording paper, the unit automatically starts printing out the stored documents in the memory, which is erased when printing is completed.

```
THU JUN29 3:00PM 00
   PRINTING
```

NOTE:

- If the recording paper runs out during memory reception, exchange the same size of recording paper as before.
- When you exchange the recording paper, don't turn the power switch off.
- If a power failure occurs, the stored documents are lost.

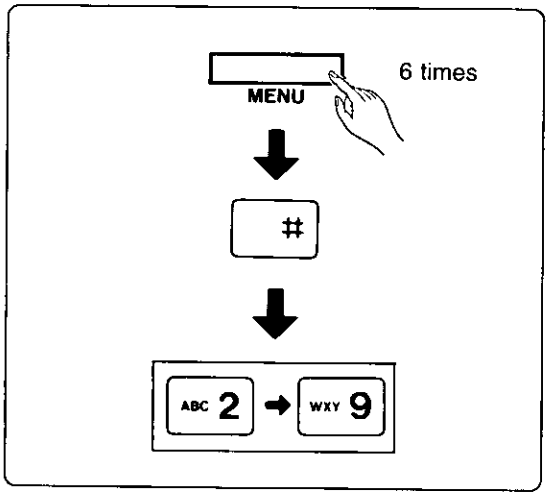
※Memory capacity (up to about 15 pages) apply to text data using CCITT No.1 test chart in STANDARD mode (Resolution).

Error Correction Mode (ECM)

In this mode, you can send documents even if there is statical interference on the telephone line, provided both the transmitting and receiving stations are ECM compatible. If you use this function, it is necessary to set this function to on with transmitting facsimile machine.

Setting

1



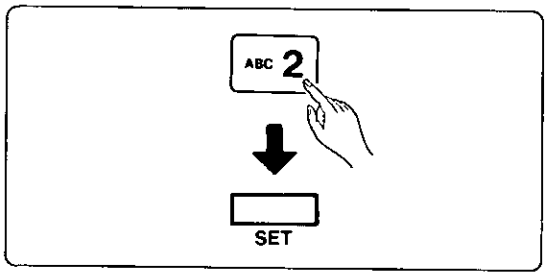
Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

Press "**#**", then press "**29**".

```
29. ECM COMMUNICATION
=OFF [1.OFF 2.ON]
```

2

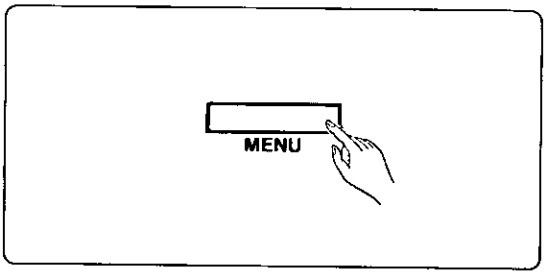


Press "**2**", then press "**SET**".

```
29. ECM COMMUNICATION
=ON [1.OFF 2.ON]
```

```
PROGRAM[1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

3



Press **MENU** to end the operation.
- The PROGRAM indicator light goes out.

NOTE:
- If the line is poor, transmission time is greatly increased.

Printing Reports and Lists

ACTIVITY REPORT (JOURNAL REPORT)

The JOURNAL is a record of the last 30 transactions (transmission and receptions). When you set the JOURNAL to AUTO, it is printed automatically after every 30 transactions. It also can be printed on request.
This function has been preset to AUTO as the default.
Selection is as follows:

- AUTO ..... Prints a report every 30 transactions automatically.
- MANUAL ..... Prints a report of the last 30 transactions.

JOURNAL

(1) NOV. 23. 1989 (2) 9:28 AM

(3) No.	(4) OTHER FACSIMILE	(5) START TIME	(6) USAGE TIME	(7) TX PAGES	(8) RX PAGES	(9) RESULT
01	5263067	NOV. 23 9:06AM	00'29	01	00	OK
02	Panasonic A	NOV. 23 9:07AM	00'38	00	00	NG(04)
03	<S25>	NOV. 23 9:10AM	00'42	00	00	NG(04)
04	Panasonic B	NOV. 23 9:11AM	00'28	01	00	OK
05	Panasonic C	NOV. 23 9:12AM	00'28	01	00	OK
06	<S25>	NOV. 23 9:13AM	00'42	00	00	NG(04)
07	Panasonic A	NOV. 23 9:14AM	00'29	01	00	OK
08	Panasonic A	NOV. 23 9:15AM	00'28	00	01	OK
09	Panasonic A	NOV. 23 9:21AM	00'33	00	01	OK
10	Panasonic B	NOV. 23 9:22AM	00'34	00	01	OK
11	Panasonic C	NOV. 23 9:23AM	00'30	00	01	OK
12	Panasonic A	NOV. 23 9:26AM	00'32	00	01	OK
13	Panasonic B	NOV. 23 9:27AM	00'35	00	01	OK
14	Panasonic C	NOV. 23 9:27AM	00'31	00	01	OK

(10)

NO.	OTHER FACSIMILE	START TIME	RX PAGES	FUNCTION
01	Panasonic A	NOV. 23 09:15AM	01	CONFIDENTIAL

Explanation of JOURNAL

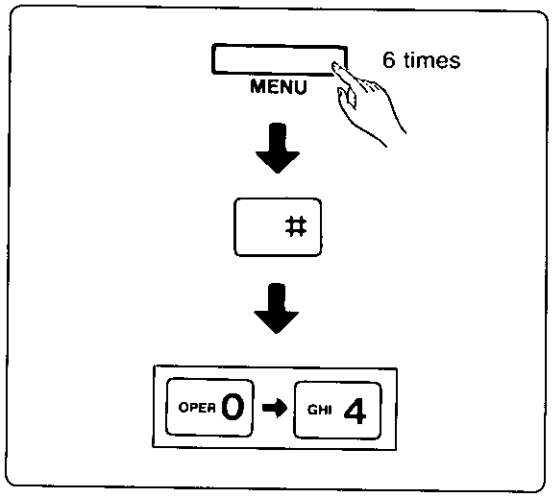
(1) Print date: Month/Date/Year
(2) Print time: Hour:Minute AM/PM
(3) Communication number (up to 30)
(4) Dial number (Example)
5263067: This is the number of the other party that was dialed manually.
Panasonic A: Station name
(5) Communication start time
(6) Length of communication: Minutes' Seconds
(7) Number of pages transmitted successfully
(8) Number of pages received successfully
(9) Communication result
OK: Successful communication
Numeral following NG: Error code (See ERROR CODE below.)
(10) Function
Confidential: The received documents with CONFIDENTIAL communication are stored into memory.

CODE	DESCRIPTION	CODE	DESCRIPTION
01	The unit is overheating. Allow the unit to cool.	06	The unit is out of paper. Check paper.
02	Pushing the STOP button interrupted transmission.	07	The cover is open. Check Cover Latch.
03	Document jammed or not fed into the unit properly. Check paper path.	08	Paper jam. Re-install recording paper.
04	Transmission/reception error.	09	Password Communications failed. Confirm that your password corresponds to that of the other unit.
05	Printing head overheating. Allow the unit to cool.		

SETTING JOURNAL REPORT

When you set this mode to AUTO, the JOURNAL report is printed automatically when memory becomes full (after 30 transactions). The JOURNAL memory is then cleared. When you set this mode to MANUAL, the JOURNAL report data is stored until the memory becomes full. Once the memory is full, the oldest entry in the memory is deleted when a new transmission takes place.

1



Press **MENU** 6 times.

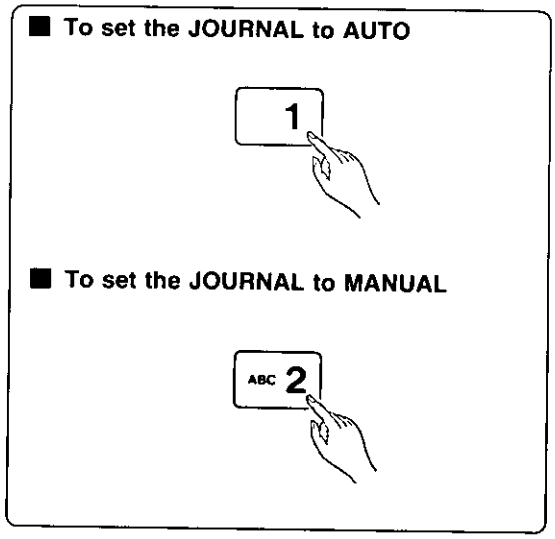
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**04**".

```
4. JOURNAL=AUTO
[1. AUTO 2. MANUAL]
```

2



Use the buttons as follows.

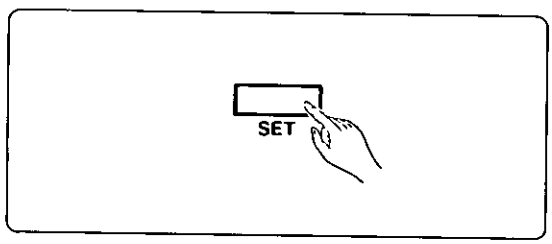
■ Press "**1**".

```
4. JOURNAL=AUTO
[1. AUTO 2. MANUAL]
```

■ Press "**2**".

```
4. JOURNAL=MANUAL
[1. AUTO 2. MANUAL]
```

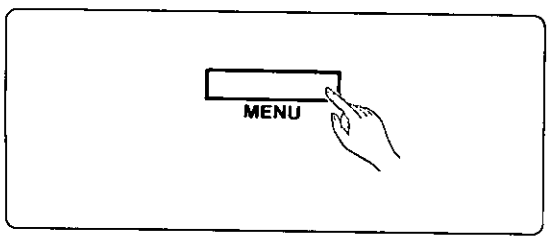
3



Press **SET** to store your selection.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

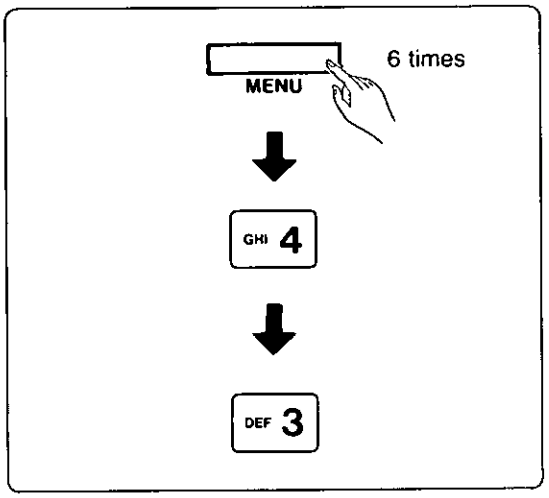
4



Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

PRINTING A JOURNAL



Press **MENU** 6 times.

- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**4**".

```
SELECT NO. [1. SYSTEM
2. TEL NO. 3. JOURNAL]
```

Press "**3**".

- The unit starts printing.
- If there have been no transactions, no JOURNAL is printed.

```
PRINTING JOURNAL
```

LIST OF MULTI POLLING OPERATIONS

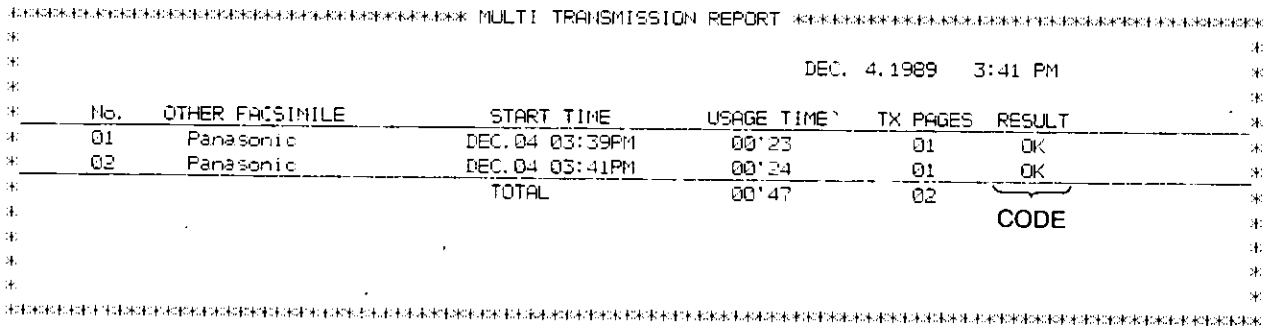
When polling another unit, the unit automatically prints a "MULTI POLLING REPORT".

```
*************************** MULTI POLLING REPORT ***************************
*                                                                          *
*                                                  NOV. 23. 1989   9:28 AM *
*                                                                          *
*   NO.    KEY NO.          PHONE NO.              NAME        RX PAGES  RESULT *
*   01     <S25>     33                        Panasonic A      01       OK     *
*   02     <S26>     24                        Panasonic B      00       NG (10) *
*   03     <S27>     22                        Panasonic C      00       NG (11) *
*                                                                        CODE *
*                                                                          *
*                                                                          *
*                                                                          *
*************************************************************************
```

CODE	DESCRIPTION	CODE	DESCRIPTION
04	Transmission/reception error.	11	Multi-polling is canceled by the STOP button being pressed.
10	Multi-polling communication failed.		

LIST OF MULTI TRANSMISSION OPERATIONS

After each transmission, the unit automatically prints a "MULTI TRANSMISSION REPORT".



MULTI TRANSMISSION REPORT

DEC. 4.1989 3:41 PM

No.	OTHER FACSIMILE	START TIME	USAGE TIME	TX PAGES	RESULT
01	Panasonic	DEC.04 03:39PM	00'23	01	OK
02	Panasonic	DEC.04 03:41PM	00'24	01	OK
		TOTAL	00'47	02	

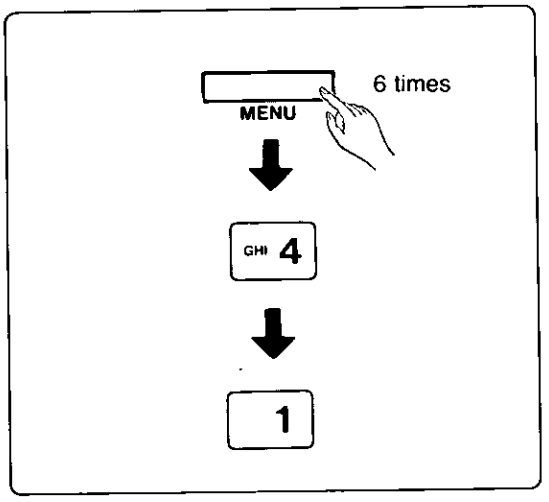
CODE

CODE	DESCRIPTION	CODE	DESCRIPTION
04	Transmission/reception error.	11	Multi-transmission is canceled by the STOP button being pressed.

SYSTEM SETUP LIST

```
********** SYSTEM SETUP LIST **********

#00 11/23/89 08:29AM
#01 YOUR LOGO                =
#02 YOUR TELEPHONE NUMBER    =
#03 LOGO POSITION            = OUT
#04 PRINT JOURNAL            = AUTO
#05 PRINT XMT REPORT         = OFF
#06 MESSAGE OUT              = OFF
    A = *** CONFIDENTIAL ***
    B = *** IMMEDIATE REPLY REQUESTED ***
    C =
#07 PAGE COUNTER             = OFF
#08 REMOTE FAX ID            = OFF
#09 REMOTE FAX ID NUMBER     = 2222
#10 REMOTE ATAS ID           = 111
#11 RECORDING TIME           = VOX
#12 CPC MODE                 = A
#13 AUX. LEADS               = OUT
#14 DIAL PULSE               = 10PPS
#15 TONE DETECT              = OFF
#16 AUTO RECEIVE TIMER       = OFF
    AUTO RECEIVE ON TIME = 12:00AM   AUTO RECEIVE OFF TIME = 12:00AM
#17 TX SPEED                 = 9600BPS
#18 RX SPEED                 = 9600BPS
#19 STAMP DEFAULT            = OFF
#20 AUTO STANDBY             = ON
#21 MAIN PASSWORD            = 0000
#22 SEND PASSWORD            = OFF
#23 TX PASSWORD CHECK        = OFF
#24 RX PASSWORD CHECK        = OFF
#25 POLLING PASSWORD         = 0000
#26 SET DEFAULT              = NO
#27 TEST (PRINT OR MOTOR)
#28 MULTI COPY SORT          = OFF
#29 ECM COMMUNICATION        = OFF
#30 MEMORY XMT               = OFF
#31 MEMORY DELAYED XMT       = OFF
#32 MEMORY POLLING           = OFF
< DELAYED XMT >
    DELAYED MODE             = OFF
    DOCUMENT                 = ADF
    PHONE NUMBER             =
    PASSWORD                 = 0000
    START TIME               = 12:00AM
< DELAYED POLL.XMT&POLL >
    DELAYED MODE             = OFF
    DOCUMENT                 = ADF
    PHONE NUMBER             =
    PASSWORD                 = 0000
    START TIME               = 12:00AM
< DELAYED MULTI XMT >
    DELAYED MODE             = OFF
    PHONE NUMBER             =
    PASSWORD                 = 0000
    START TIME               = 12:00AM

**********
```

PRINTING THE SYSTEM SETUP LIST



Press **MENU** 6 times.

- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**4**".

```
SELECT NO. [1. SYSTEM
2. TEL NO. 3. JOURNAL]
```

Press "**1**".

- The unit starts printing.

```
PRINTING SYSTEM LIST
```

LIST OF STORED PHONE NUMBERS (TEL LIST)

```
********************************** TELEPHONE NUMBER LIST **********************************

          < PRIORITY KEY LIST >

          * PRIORITY 1 *
                01 KEY MODE                 = PROGRAM
                02 MODE                     = XMT
                03 PHONE NUMBER             = T789
                04 PASSWORD PROTECT         = NONE
                05 PASSWORD                 = 0000
                06 DELAYED MODE             = ON
                07 START TIME               = 12:00AM


          * PRIORITY 2 *
                01 KEY MODE                 = PROGRAM
                02 MODE                     = POLL
                03 PHONE NUMBER             = S07,S13,S19
                04 PASSWORD PROTECT         = NONE
                05 PASSWORD                 = 0000
                06 DELAYED MODE             = ON
                07 START TIME               = 11:00AM
```

```
********************************** TELEPHONE NUMBER LIST **********************************
          < STATION KEY LIST >
               PHONE NUMBER          NAME                    PHONE NUMBER          NAME
07 T123-4567                    Panasonic       19 T531-6900                    Panasonic B
08 T789-2694                    Jane            20
09                                              21
10                                              22
11                                              23
12                                              24
13 T592-1387                    Matsushita      25
14                                              26
15                                              27
16                                              28
17                                              29
18                                              30

          < AUTO KEY LIST >
               PHONE NUMBER          NAME                    PHONE NUMBER          NAME
00 T312-6473                    Panasonic A     50 T430-0305                    National
01                                              51
02                                              52
03                                              53
04                                              54
```

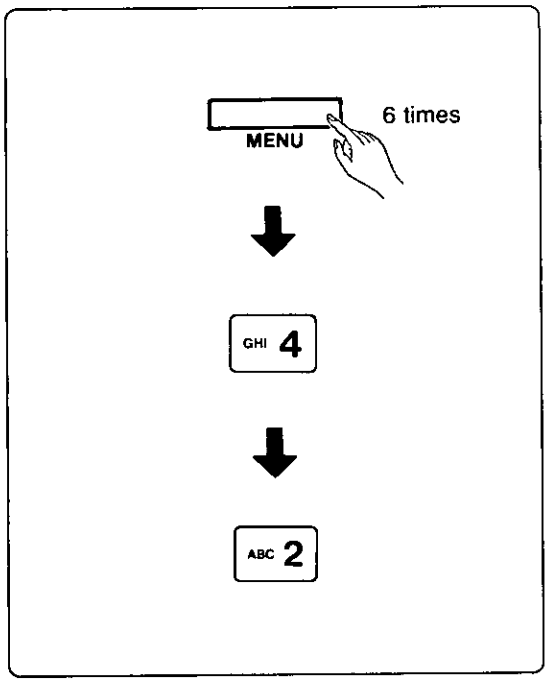
```
          < AUTO KEY LIST >
               PHONE NUMBER
00 T222-2222
01 T123-4567
02 T800-447-4700
03 T[        ]  <-------- Secret Phone No.
04 T333-3333
05
06
```

Explanation of TEL LIST

- T... When you enter the telephone number with the DIALING MODE selector set to the TONE position.
- R... When you enter the telephone number with the DIALING MODE selector set to the PULSE position.

11 R1234567

PRINTING THE LIST OF STORED PHONE NUMBERS (TEL LIST)



Press **MENU** 6 times.

- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**4**".

```
SELECT NO. [1. SYSTEM
2. TEL NO. 3. JOURNAL]
```

Press "**2**".

- The unit starts printing.
- The PROGRAM indicator light goes out.

```
PRINTING PHONE LIST
```

POWER DOWN REPORT

If a power failure takes place or the switch is turned off, the document information stored in the memory is lost and the power failure report is printed out automatically after the power is turned on or the switch is on again. The report is not printed out when there are no documents stored in the memory.

**********POWER DOWN REPORT**********

POWER DOWN AT: NOV. 23. 1989 9:30 AM

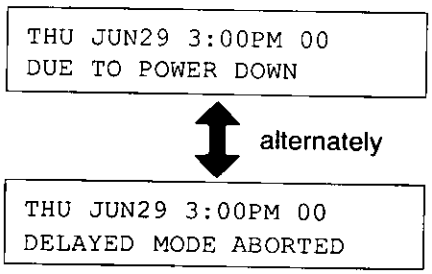
RESTARTED AT: NOV. 23. 1989 9:31 AM

NO.	OTHER FACSIMILE	START TIME	TX PAGES	FUNCTION.
01	< DELAYED XMT >	12:00AM	01	DELAYED TRANSMISSION
02	< XMT & POLL >	12:00AM	01	DELAYED XMT & POLL
03	< MULTI XMT >	12:00AM	01	DELAYED MULTI XMT

NO.	OTHER FACSIMILE	START TIME	RX PAGES	FUNCTION
01	Panasonic A	NOV. 23 09:15AM	01	CONFIDENTIAL

== ABOVE CONTENTS HAVE BEEN CLEARED DUE TO POWER DOWN ==

After the power is turned on, the following displays appears alternately and the above report is printed out.



INDIVIDUAL TRANSMISSION REPORT (XMT REPORT)

Each time a document is transmitted, this function gives you a printed record of the transmission. Once this function is set to ON, it remains ON until it is switched OFF.
This function has been preset to OFF as the default.
The following choices are available:

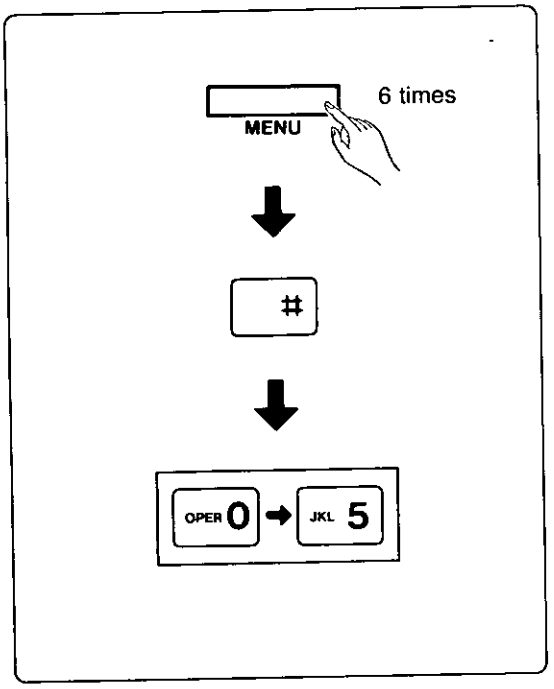
- OFF ..... The report is not printed.
- ON ..... The report is printed, even if there is a transmission failure.
- ERROR ..... The report is printed when transmission fails.

XMT REPORT

No.	OTHER FACSIMILE	START TIME	USAGE TIME	TX PAGES	RX PAGES	RESULT
01	Panasonic B	NOV. 23 9:06AM	00'29	01	00	OK

SETTING XMT REPORT

1



Press **MENU** 6 times.

- The PROGRAM indicator lights.
- This display appears.

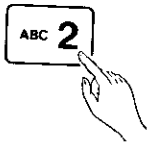
```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**05**".

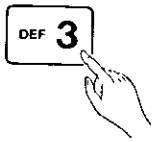
```
5. XMT REPORT=OFF
[1. OFF 2. ON 3. ERROR]
```

2

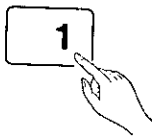
■ **To turn on XMT report**



■ **To turn on XMT (ERROR) report**



■ **To turn off XMT report**



Select the button.

■ Press "**2**".

- The report is always printed to let you know if the transmission is successful or not.

```
5. XMT REPORT=ON
[1. OFF 2. ON 3. ERROR]
```

■ Press "**3**".

- The report is printed only when there is a transmission failure.

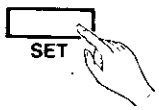
```
5. XMT REPORT=ERROR
[1. OFF 2. ON 3. ERROR]
```

■ Press "**1**".

- The report is not printed.

```
5. XMT REPORT=OFF
[1. OFF 2. ON 3. ERROR]
```

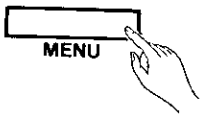
3



Press **SET** to store your selection.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

4



Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

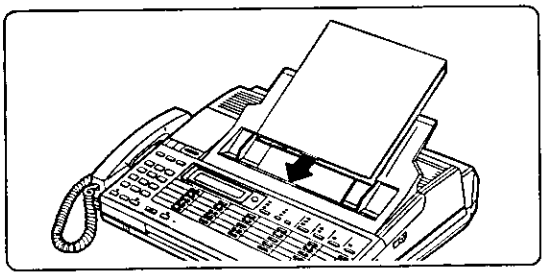
```
THU JUN29 3:00PM 00
```

Making Copies

MAKING COPIES

This unit also can be used to make copies. Any document that can be transmitted can be copied. The unit will automatically select FINE resolution, but you may also select SUPER FINE resolution.

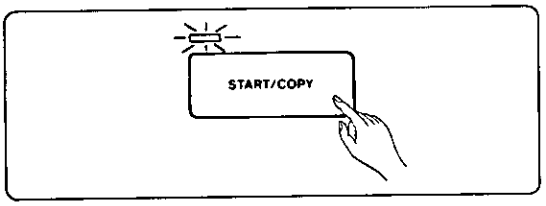
1



Insert the documents FACE DOWN.

```
THU JUN29 3:00PM 00
```

2



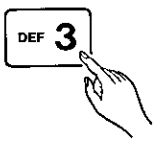
Press **START/COPY**.

```
ENTER NUMBER OF
COPY =1
```

3

■ **If you want to make only one copy, skip to next step.**

■ **If you want to make two or more copies:**
Example: Number of copies 3.



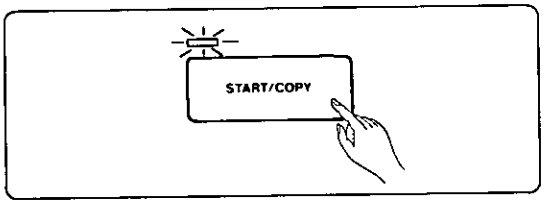
Enter the number of copies.

■ Skip to next step.

■ Press "**3**".
(Example: Number of copies 3.)

```
ENTER NUMBER OF
COPY =3
```

4



Press **START/COPY**.

- The documents are stored into memory.

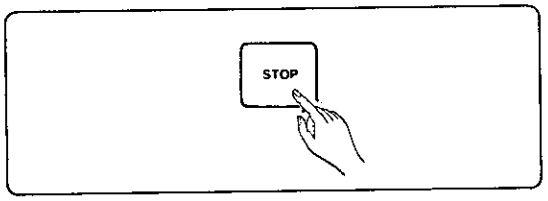
```
THU JUN29 3:00PM 00
PAGES=01        XX%
```

- The unit starts copying.

```
THU JUN29 3:00PM 00
    COPYING DOCUMENT
```

```
THU JUN29 3:00PM 00
```

INTERRUPTING A COPY



Press **STOP**.

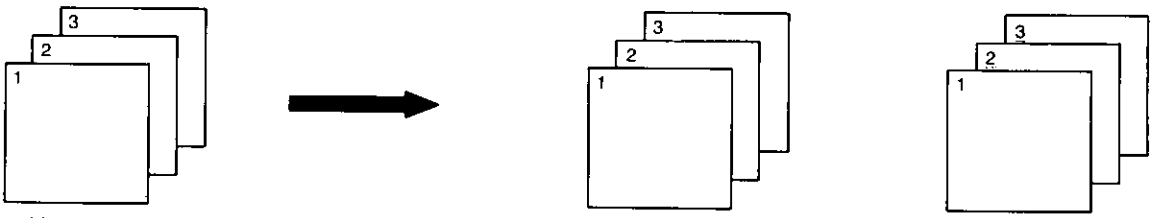
- The documents are ejected.

```
THU JUN29 3:00PM 00
     USER STOPPED
```

MULTICOPIES (USING SORT)

If you want to make two or more copies of the same documents, sorted in the order that they are scanned, use the following procedure.

Example: Make two sorted copies of your three piece document.

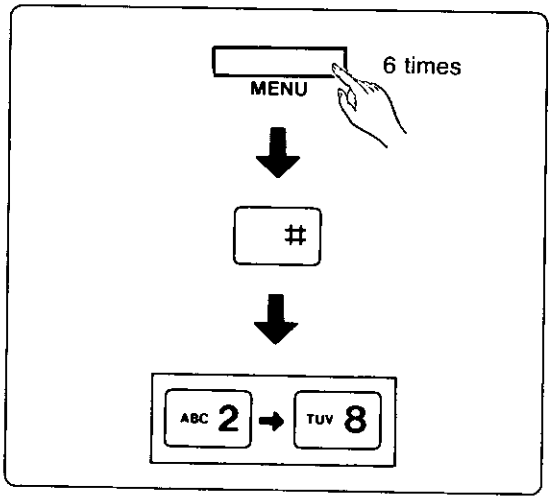


Your document

Copied in order

Setting

1



Press **MENU** 6 times.

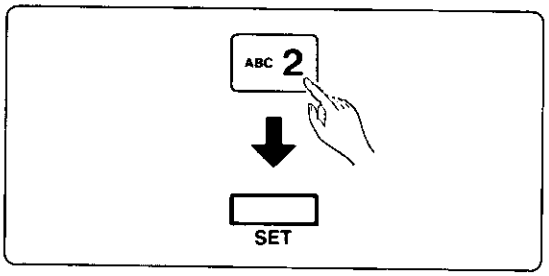
- The **PROGRAM** indicator lights.
- This display appears.

```
PROGRAM [1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

Press "**#**", then press "**28**".

```
28. MULTI COPY SORT
=OFF [1.OFF 2.ON]
```

2

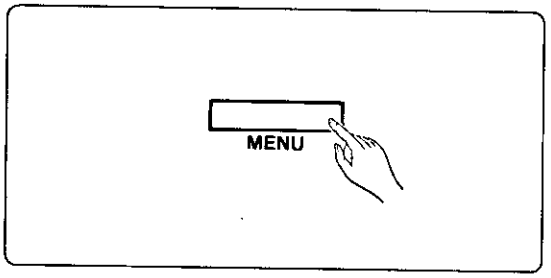


Press "**2**", then press "**SET**".

```
28. MULTI COPY SORT
=ON [1.OFF 2.ON]
```

```
PROGRAM [1.DATE 2.TEL
3.SYSTEM 4.REPORT]
```

3



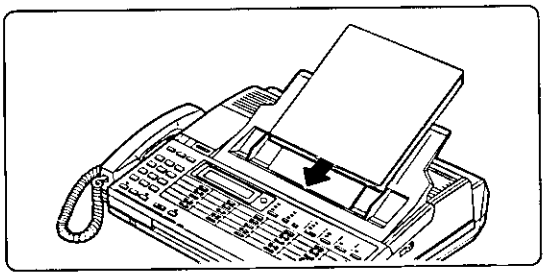
Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

Making copies

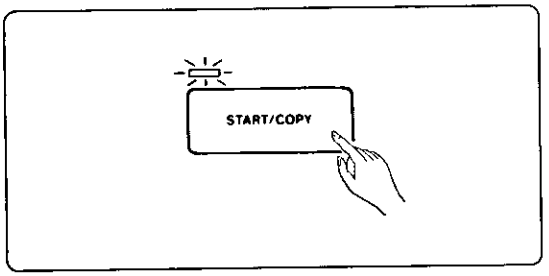
1



Insert the documents FACE DOWN.

```
THU JUN29 3:00PM 00
```

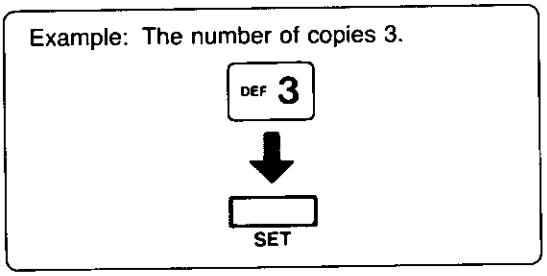
2



Press **START/COPY**.

```
ENTER NUMBER OF
COPY =1
```

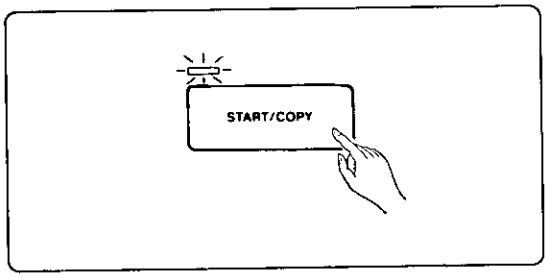
3



Enter the number of copies, then press **SET**.
(Example: The number of copies 3.)

```
ENTER NUMBER OF
COPY =3
```

4



Press **START/COPY**.

- The documents are stored into memory.

```
THU JUN29 3:00PM 00
  PAGES=01      XX%
```

Memory capacity※

- The unit starts copying.

```
THU JUN29 3:00PM 00
  COPYING DOCUMENT
```

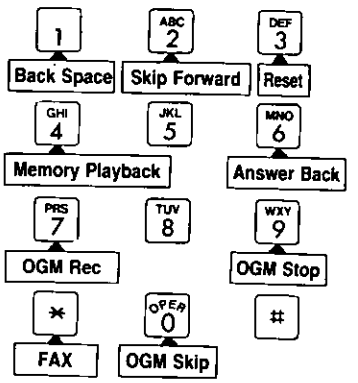
```
THU JUN29 3:00PM 00
```

※Memory capacity is shown as the percentage and it is shown at the lower right corner of the display after each page is stored. When the percentage is over 99%, "MEMORY FULL" is displayed and this operation is canceled. So, please reduce the document and then set the document again.

Operating the KX-F320 as an Answering Machine

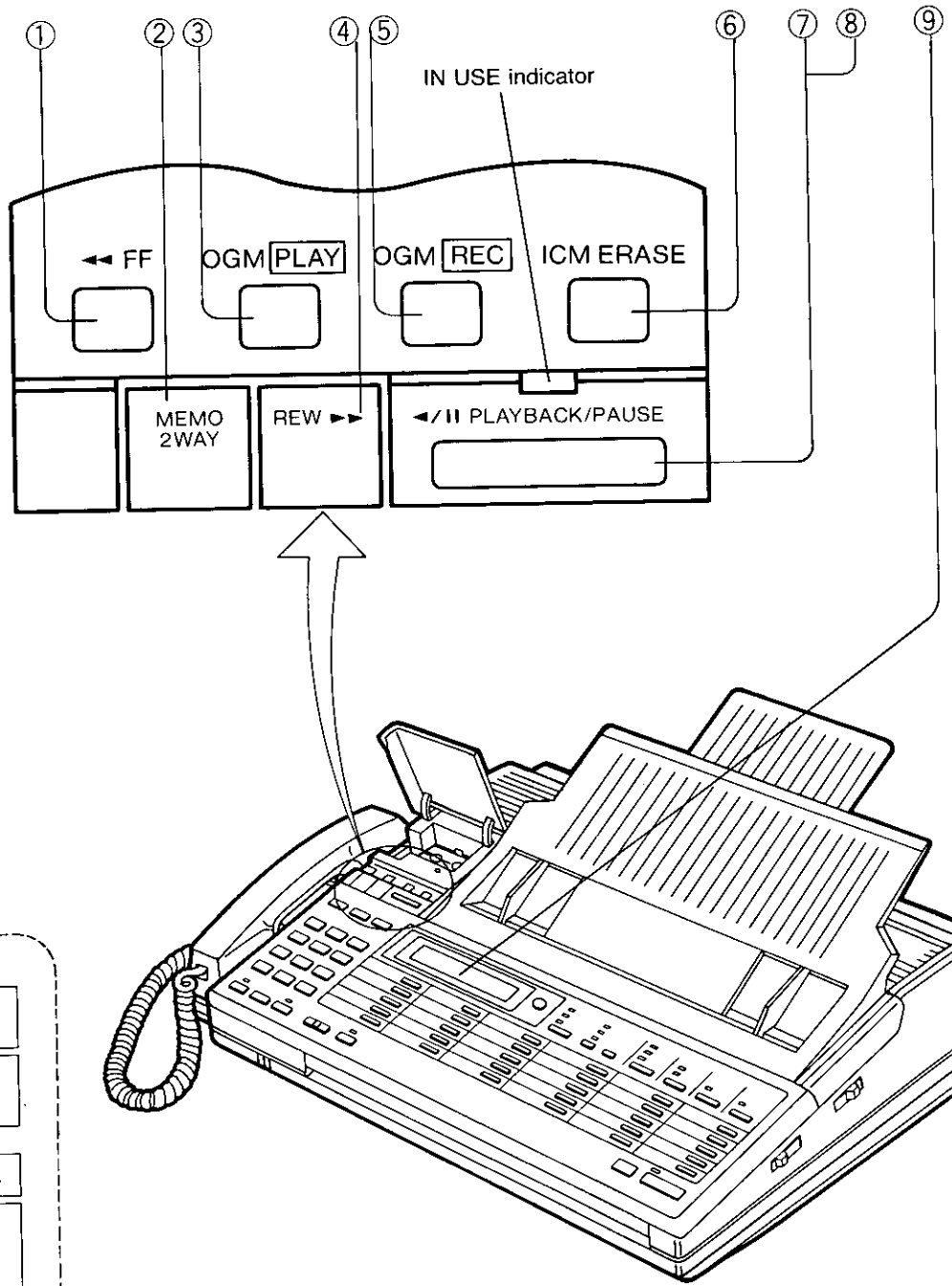
QUICK REFERENCE CARD

TONE PHONE REMOTE CONTROL



- **To set Auto Reception mode.** Call your unit and wait for 15 rings. The unit will answer, then hang up.
- **To send the document.** Press [*] and FAX ID (if REMOTE FAX ID is set to ON). Then start transmission.

Location



Call your unit.

→ **For OGM Skip,** press [0].

Press Code No.

→ **For Memory Playback,** press [4].

For Answer Back, press [6].

To re-record the OGM.
1 Press [7].
2 Speak after the long beep. (Do not pause for over 2 sec.)
3 When finished, press [9].

During ICM playback:
- **For Back Space,** press [1].
- **For Skip Forward,** press [2].
- **For ICM Tape Reset,** press [3].
- **For save the ICM,** hang up after playback.
- **To record a marker message,** speak after hearing 2 beeps.

● When you press a button, press firmly.

① FAST FORWARDING

Press **FF**.

- The display shows.

```
THU JUN29 3:00PM 03
ICM FORWARD     <<<<<<
```

② RECORDING A MESSAGE MEMO (PAGE 2-8)

and

RECORDING A 2-WAY CONVERSATION (PAGE 2-9)

③ VERIFYING YOUR OGM (PAGE 2-4)

④ RESETTING (REWINDING)

Press **REW**.

- The display shows.

```
THU JUN29 3:00PM 03
ICM REWIND      <<<<<<
```

- The unit rewinds the tape, and future messages records over the old messages.

⑤ OGM REC (PAGE 2-3)

⑥ ERASING RECORDED MESSAGES

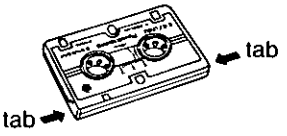
After reviewing your messages, you can erase them.

Press **ICM ERASE**.

- The display shows.

```
THU JUN29 3:00PM 00
ICM ERASE       >>>>>>
```

- The messages are erased while the tape is rewinding.
- The tape can be erased at high speed even if the record-prevention (knock-out) tabs have been removed.



⑦ RECORDED VOICE-MESSAGE PLAYBACK

Press **PLAYBACK/PAUSE**.

- The display shows.

```
THU JUN29 3:00PM 03
ICM PLAYBACK    <<<<<<
```

■ **AUTO-LOGIC (One Touch Operation):**
The unit plays all recorded messages when the PLAYBACK/PAUSE button is pressed. At the end of the last message the tape stops, and 3 beeps are heard. After 7 seconds, the unit resets itself to the Auto Reception mode.
All calls are saved automatically.

■ When the messages are received, a voice synthesized of the time and day is recorded on the tape after the message.

⑧ STOPPING THE TAPE (PAUSE MODE)

Press **PLAYBACK/PAUSE**.

- The display shows.

```
THU JUN29 3:00PM 03
      PAUSE
```

- The tape pauses until you restart it by pressing the PAUSE button again.
- The unit does not answer calls automatically while in the pause mode.

⑨ CALL COUNTER

The number of recorded voice-messages are shown on the display and the AUTO RECEIVE indicator flashes.

```
THU JUN29 3:00PM 03
```

the number of voice-messages

- If the power supply has been interrupted the Call Counter shows "- -".

Preparing the Answering Machine

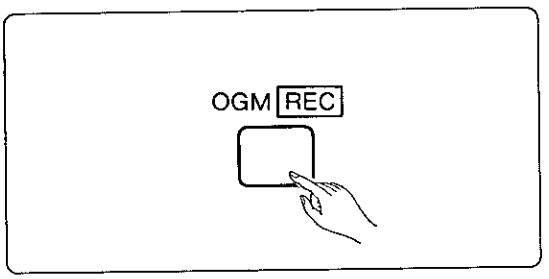
In this section, we describe the steps necessary to prepare your unit for operation as an answering machine.

- **Recording an Outgoing Message (OGM)**
- **Setup of Voice-Message and Document Reception (using as both answering machine and facsimile)**
- **Programming an ATAS ID Number for Remote Operation**
- **Programming the Recording Time for Caller Messages**

RECORDING AN OUTGOING MESSAGE (OGM)

Before using your unit as both answering machine and facsimile you should first record your Outgoing Message.

1

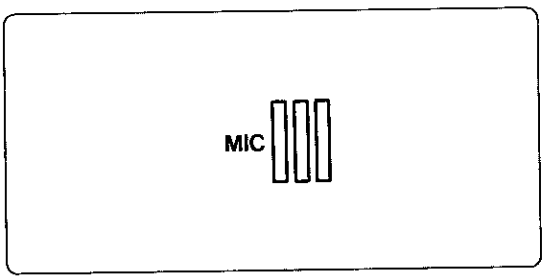


Press **OGM REC** until a long beep is heard, then release it.

- The IN USE indicator lights.

```
THU JUN29 3:00PM 00
 OGM REC       >>>>>>>>
```

2

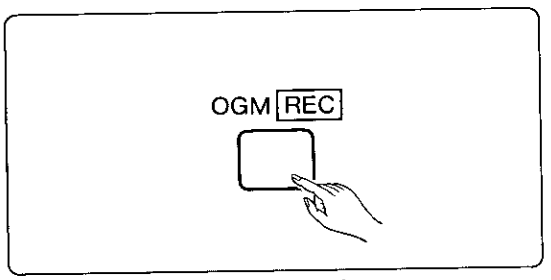


After the beep, speak immediately, clearly and loudly into the microphone, from a distance of approximately 8 inches (20 cm).

- The recording time is 16 seconds.
- For optimum performance record your OGM within 12 seconds.
- Do not pause for over 2 seconds while recording.

```
THU JUN29 3:00PM 00
 OGM REC  ■■■   >>>>>>
```

3

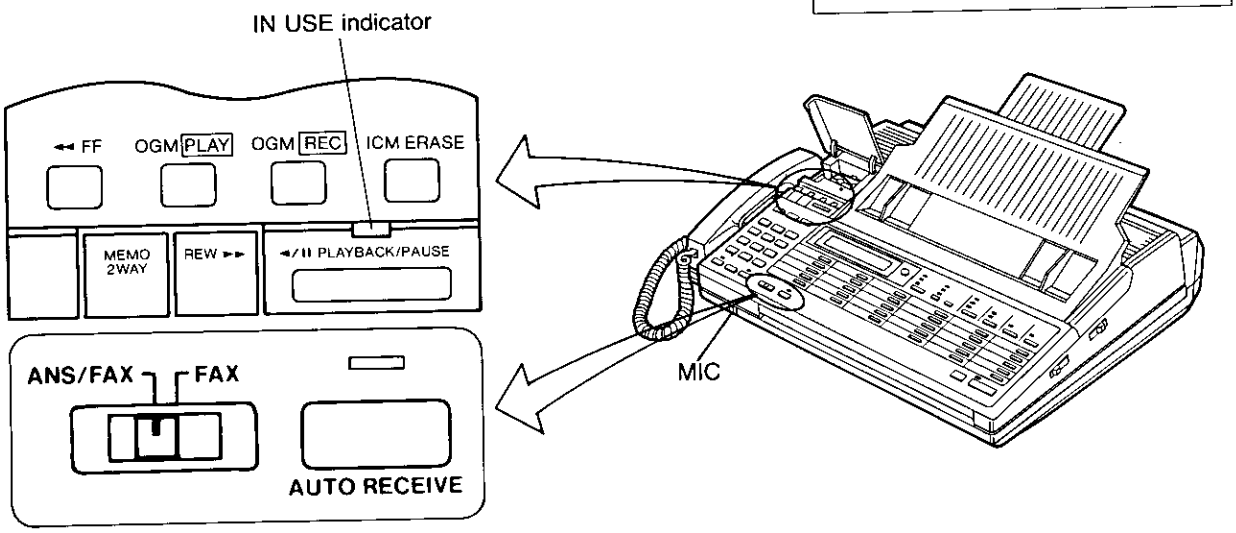


When recording is finished, press **OGM REC** again.

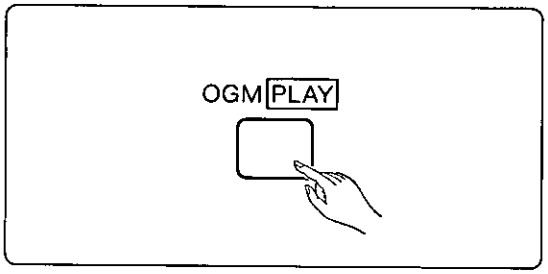
- The unit playbacks your OGM to confirm your message. Adjust the VOLUME control to a suitable level.
- To check your OGM, press OGM PLAY and it is played from the microchip.

```
THU JUN29 3:00PM 00
 OGM PLAY      >>>>>>>>
```

```
THU JUN29 3:00PM 00
    TAPE BACK UP
```



VERIFYING YOUR OGM



Press **OGM PLAY**.
- The OGM is played back.

```
THU JUN29 3:00PM 00
 OGM PLAY        >>>>>
```

SOME EXAMPLES OF OGM

"This is Panasonic Company. To send a fax, press the asterisk (*) button. To leave a message, speak after the long beep."

"This is Panasonic Company. To send a fax, press the asterisk (*) button. To leave a message, speak for up to **1 minute** after the long beep."

NOTE:
- Please record your OGM using the examples shown above. Remember that during OGM playback the caller has to press the asterisk button (the caller's telephone line is "TONE".) or cover the mouthpiece of the handset until the answering carrier tone is heard (the caller's telephone line is "PULSE".), before starting transmission.
- The unit may be set to record an unlimited incoming message in the "VOX" position or an incoming message limited to 1 minute in the "1 minute" position of the recording time. The 2 sample OGMs above correspond to these 2 conditions.
- If someone is unable to transmit a document to you after several tries, we recommend the following:
  (i) Shorten your OGM (e.g. "To send a fax, press the asterisk button."), and ask them try again.
  (ii) Set the FUNCTION selector to the FAX position if transmission cannot be done by using the step shown in (i) above.

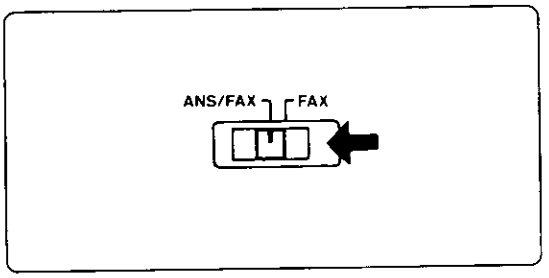
OGM BACKUP

Your OGM is stored on microchip, and as a backup it is then copied onto the tape.
If there is a power failure or the power is turned off, then the OGM recorded on the microchip is erased. Seven seconds after power is restored, the unit automatically restores the OGM on the microchip using the backup on the tape. While OGM BACKUP, the following display appears.

```
THU JUN29 3:00PM 00
    PLEASE WAIT
```

SETUP OF VOICE-MESSAGE AND DOCUMENT RECEPTION (USING AS BOTH ANSWERING MACHINE AND FACSIMILE)

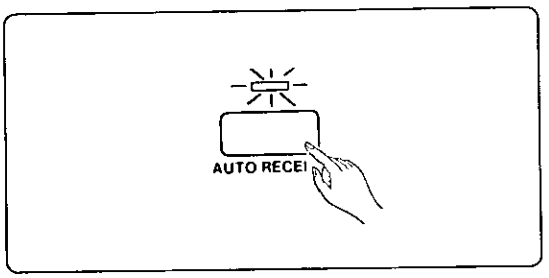
1



Set the FUNCTION selector to **the ANS/FAX position**.

- **ANS/FAX position:**
  The unit automatically switches between voice-message and document reception.

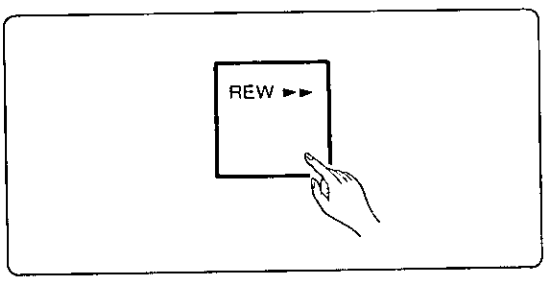
2



Press **AUTO RECEIVE**.

- The AUTO RECEIVE indicator lights.

3



Press **REW** to record messages from the beginning of the tape.

- When a call is received, the unit begins by playing your OGM. The unit then automatically functions as an answering machine or facsimile depending on the selection of the caller.
- If the caller's voice is not heard, or the caller presses the ✳ button, the unit automatically enters facsimile mode.

VOICE TIME/DAY STAMP

When messages are received, a synthesized announcement of the time and day is recorded on the tape after the message.

Example: The announcements at 6:15 p.m. on Wednesday.
"Wednesday six fifteen PM".

PROGRAMMING AN ATAS ID NUMBER FOR REMOTE OPERATION

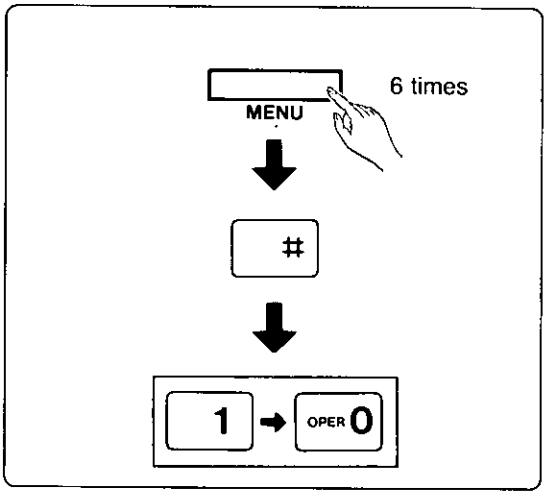
The ATAS identity code helps to protect you from unauthorized persons accessing your unit and listening to your messages. The ATAS ID is preset to 111 at the factory, but you can choose your own number from within the following ranges:

Single digit 1 to 9
Double digit 11 to 99
Triple digit 111 to 999
} Refer to NOTE below.

- For proper operation make sure that your ATAS ID number is different from your FAX ID number.

The SP-PHONE indicator must be off while programming.

1



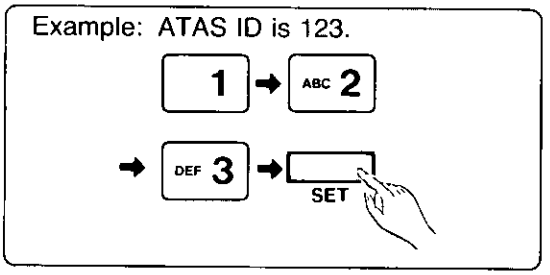
Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**10**".

```
10. ENTER YOUR REMOTE
ATAS ID=111
```

2

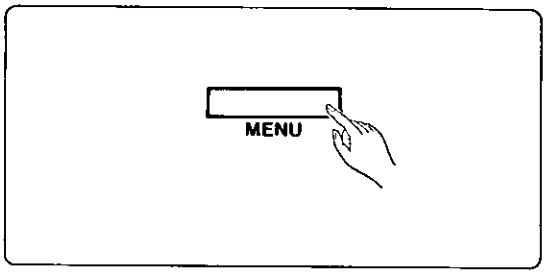


Enter the desired ATAS ID, then press SET to store your selection.
(Example: ATAS ID is 123.)

```
10. ENTER YOUR REMOTE
ATAS ID=123
```

```
PROGRAM [1. DATE 2.TEL
3. SYSTEM 4. REPORT]
```

3



Press **MENU** to end the operation.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

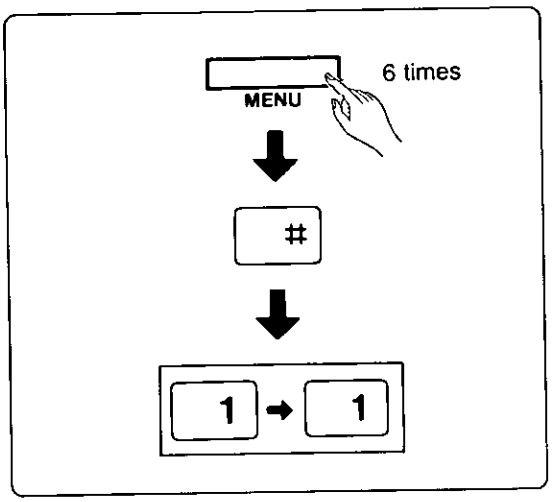
NOTE:
You cannot use codes which contain zero (0) as this causes the unit to skip the OGM. We recommend that you do not use seven (7) as a code number, since this number is used as the OGM rerecording command for remote operations.

PROGRAMMING THE RECORDING TIME FOR CALLER'S MESSAGES

The recording time for incoming messages can be set to VOX (unlimited) or 1 MIN.
It is preset to VOX.

Be sure the SP-PHONE indicator is off while programming.

1



Press **MENU** 6 times.

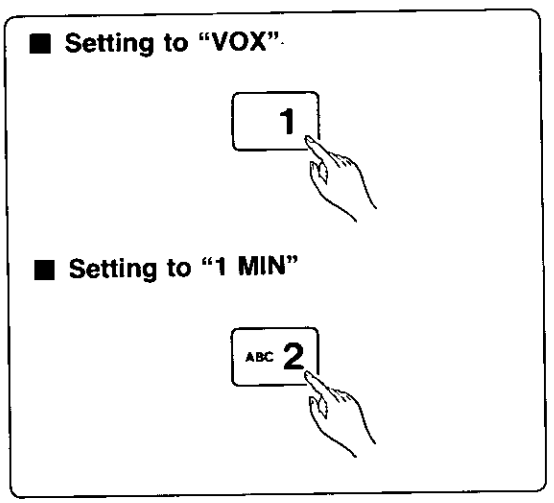
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**#**", then press "**11**".

```
11. RECORD TIME=VOX
[1. VOX 2. 1 MIN]
```

2



Enter your selection as follows.

■ Press "**1**".

- The unit records for as long as caller speaks.

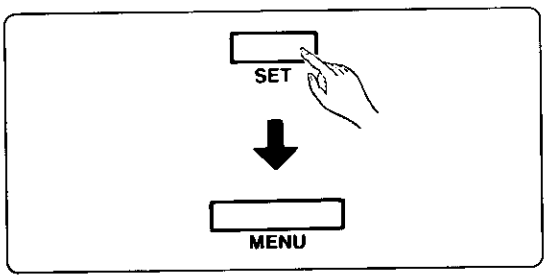
```
11. RECORD TIME=VOX
[1. VOX 2. 1 MIN]
```

■ Press "**2**".

- The unit records up to 1 minute.

```
11. RECORD TIME=1 MIN
[1. VOX 2. 1 MIN]
```

3



Press **SET** to store your selection.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press **MENU** to end the operation.

- The PROGRAM indicator light goes out.

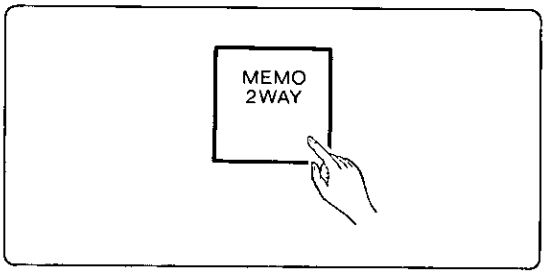
```
THU JUN29 3:00PM 00
```

Operating the Answering Machine

RECORDING A MESSAGE MEMO

You may record a message memo on the tape. It is recorded as if it were an incoming call. It is played back when the PLAYBACK/PAUSE button is pressed and upon remote request in the same way as messages.

1

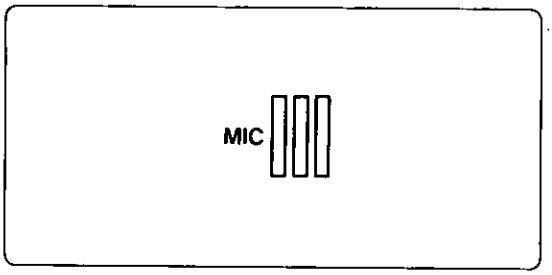


Press **MEMO/2WAY** until a beep is heard.

- The IN USE indicator lights.

```
THU JUN29 3:00PM 00
MEMO              <<<<<<
```

2

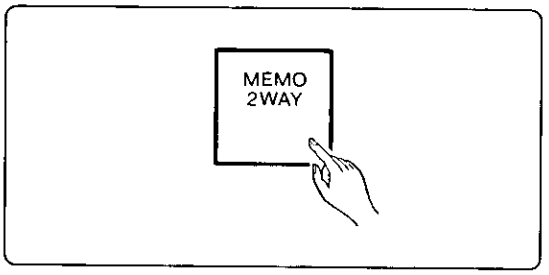


Speak into the microphone from approximately 8 inches (20 cm) away.

- Be sure that the volume control is set properly.

```
THU JUN29 3:00PM 00
MEMO              <<<<<<
```

3



When the recording is finished, press **MEMO/2WAY** again.

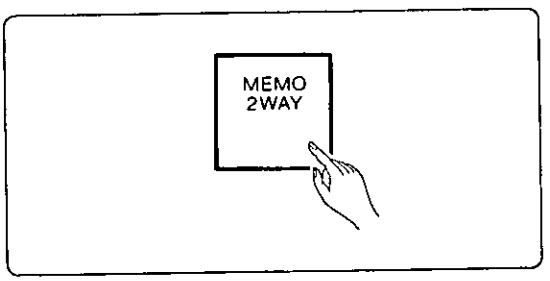
- The IN USE indicator goes out.

```
THU JUN29 3:00PM 01
```

RECORDING A 2-WAY CONVERSATION

While speaking with someone on the telephone, you can record your conversation.
Many states have imposed regulations on the manner in which 2-way telephone conversations may be recorded. Contact your local telephone company for further information.

1

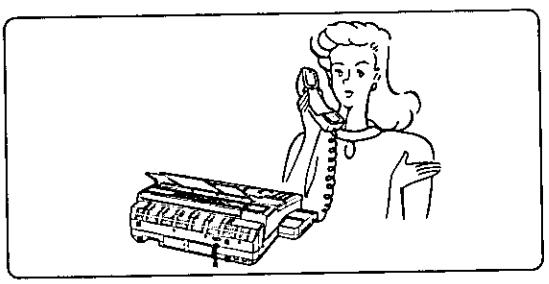


During your conversation, press **MEMO/2WAY** until a beep is heard.

- The IN USE indicator lights.

```
THU JUN29 3:00PM 00
   2WAY RECORDING
```

2

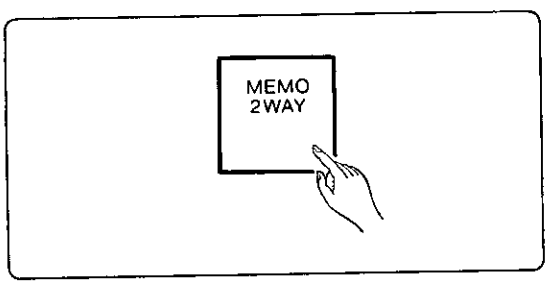


Continue your conversation.

- The unit generates a beep every 15 seconds to notify the caller that the conversation is being recorded.

```
THU JUN29 3:00PM 00
   2WAY RECORDING
```

3



To stop recording press **MEMO/2WAY** again.

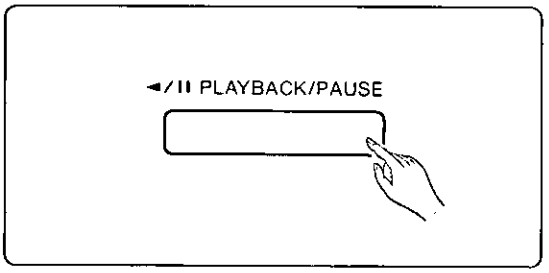
- The IN USE indicator goes out.

```
THU JUN29 3:00PM 01
```

SAVING RECORDED MESSAGES

You can save the desired messages.

1

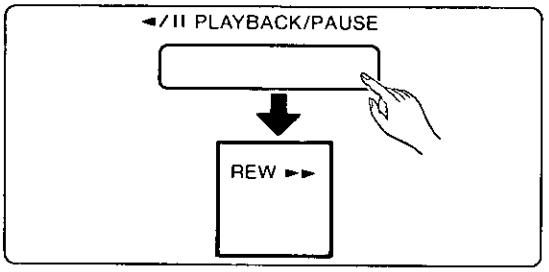


Playback the tape to the end of the message you want to save and press **PLAYBACK/PAUSE** to pause.

- The IN USE indicator flashes.

```
THU JUN29 3:00PM 00
      PAUSE
```

2



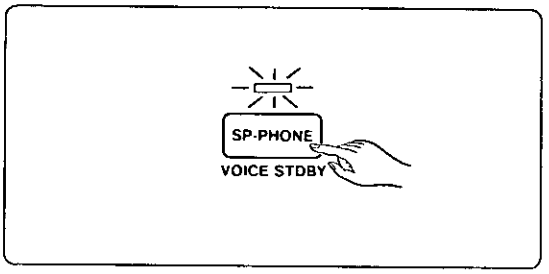
Press **PLAYBACK/PAUSE** and **REW** simultaneously.

- The IN USE indicator goes out.
- Future messages are recorded after the message you have saved.

```
THU JUN29 3:00PM 00
```

MONITORING INCOMING CALLS

While an incoming message is being recorded, you can monitor it through the built-in speaker. Adjust the sound level using the VOLUME control. You can lift the handset and talk to the caller directly.



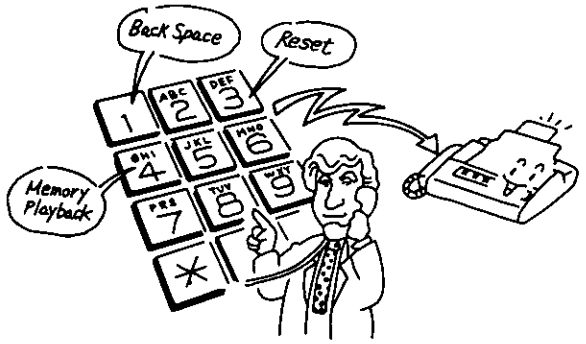
If you want to talk to the caller, press **SP-PHONE** or lift the handset and talk.

- The unit stops recording automatically.

```
THU JUN29 3:00PM 00
  ATAS ANSWERING
```

Operating the Answering Machine from a Remote Phone

On the following pages, we will explain the following features:



- **Message Playback**
- **Newly Recorded Message Playback (Memory Playback)**
- **Back Space and Skip Forward**
- **Resetting the Tape for Future Messages**
- **Recording a Marker Message**
- **Turning On the Speakerphone (Answer Back)**
- **Rerecording the OGM**
- **Skipping the OGM for ICM Recording**
- **Turning On Auto Reception Mode**

You can retrieve the recorded incoming messages from a remote location with a touch tone telephone.

SUMMARY OF REMOTE CONTROL FUNCTIONS

1 Call your unit.

OPER 0 OGM SKIPPING (page 2-15)

2 Enter **your remote ATAS ID** during the OGM.

Use the following functions as needed.

3 The unit playbacks all recorded messages.

1 BACK SPACE (page 2-12)

ABC 2 SKIP FORWARD (page 2-12)

DEF 3 RESETTING TAPE (page 2-13)

GHI 4 MEMORY PLAYBACK (page 2-12)

MNO 6 ANSWER BACK (page 2-14)

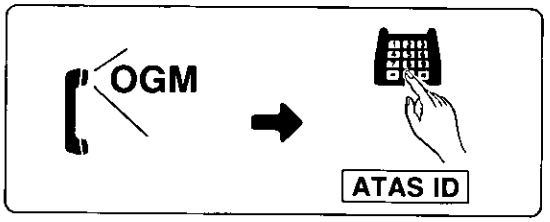
PRS 7 OGM RECORDING (page 2-15)

WXY 9 STOPPING OGM RECORDING (page 2-15)

MESSAGE PLAYBACK

You can listen to the recorded messages by simply pressing your remote ATAS ID. (Refer to page 2-6.)

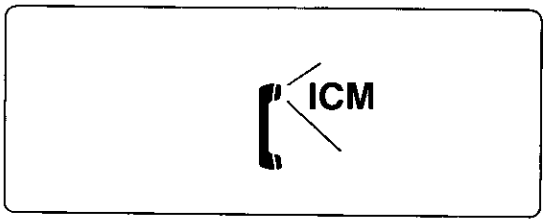
1



Call your unit, then press **your remote ATAS ID** during the OGM.

- There is a beep followed by more beeps (up to 8) that indicate the number of recorded messages.
- You hear all the messages.

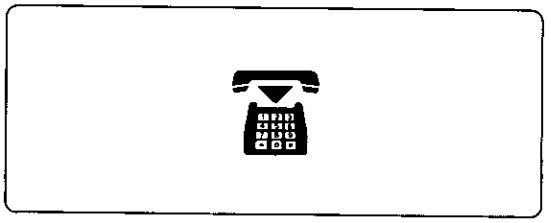
2



Listen.

- You hear 3 beeps after the last message.

3

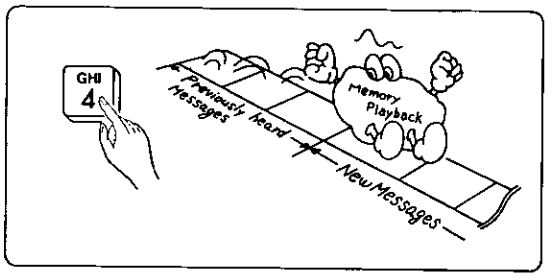


Hang up.

- All calls are saved automatically.

NEWLY RECORDED MESSAGE PLAYBACK (MEMORY PLAYBACK)

After you have listened to your messages, you can skip them and listen to newly recorded messages.

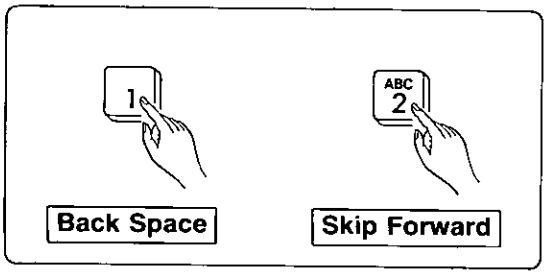


After entering your remote ATAS ID during the OGM, press "**4**" immediately after hearing the beeps that indicate the number of recorded messages.

- The unit playbacks the new messages.

Even during the playback of all messages you can skip the ones you have previously heard by pressing "4".

BACK SPACE AND SKIP FORWARD



Press "**1**" to rewind the tape.

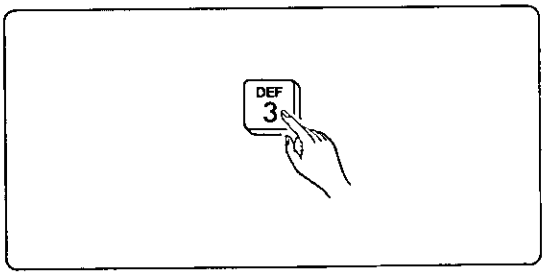
Press "**2**" to fast forward the tape.

- The tape is rewound or fast forward approximately 15 seconds of tape playback.

RESETTING THE TAPE FOR FUTURE MESSAGES

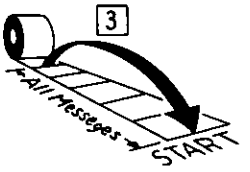
After listening to your messages, you can reset the tape and record future messages from the beginning of the tape.

After all the messages have been played back or even while they are playing



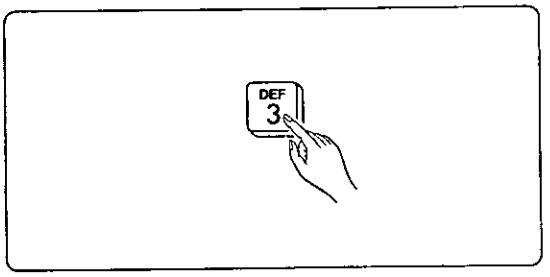
Press "**3**", then hang up.

- The unit rewinds the tape and reset itself.



If you have used Memory Playback

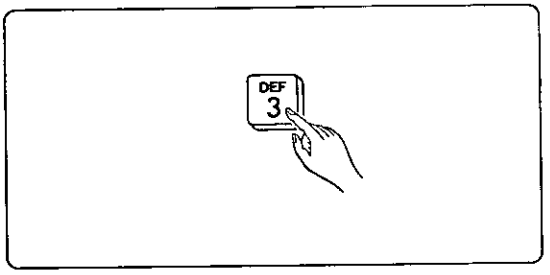
1



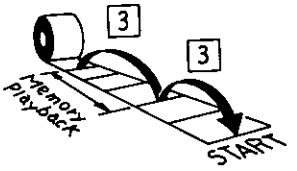
Press "**3**".

- The unit rewinds the tape to the beginning of the newly-recorded messages and then beep.

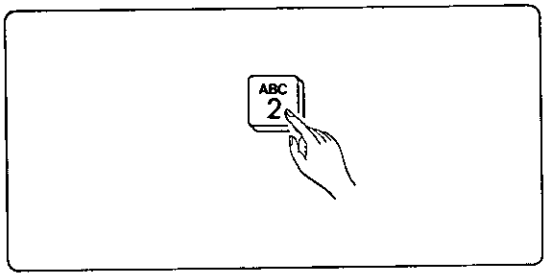
2



Press "**3**" again after hearing the beep.



If you have reset the tape by mistake



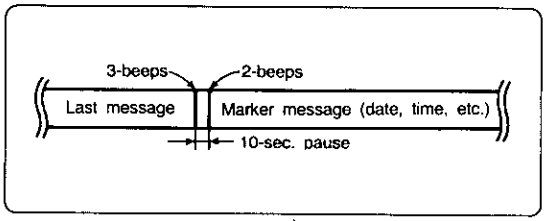
Press "**2**" after the tape has been reset (one beep).

- The unit advances the tape to the end of the recorded messages.

RECORDING A MARKER MESSAGE

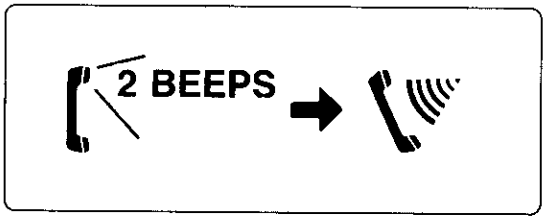
After listening to all your messages from a remote phone, you can leave a message to anyone who knows your ATAS ID without redialing.

1



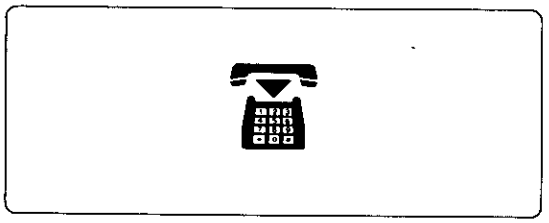
3 beeps are heard after the last message, followed by a 10-second pause, and then 2 beeps.

2



Speak immediately after the last 2 beeps.

3

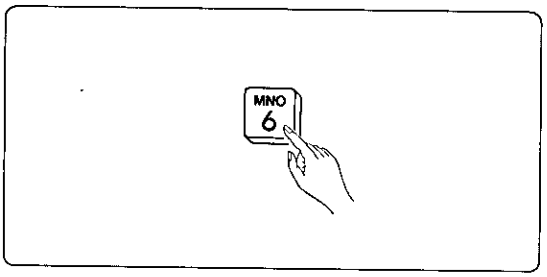


Hang up when you have finished your message.

- The marker message is recorded after the last message on the tape.

TURNING ON THE SPEAKERPHONE (ANSWER BACK)

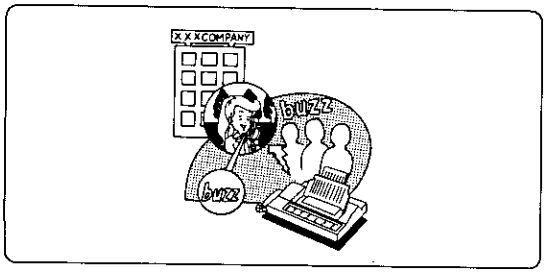
You may monitor sounds in the room where the unit is installed by remotely turning on the speakerphone. You can also speak with anyone in the room, even if they are unable to reach the unit.



Press "**6**"

- The speakerphone of your unit is turned on and you can monitor the any sounds in the room for 30 seconds.
- To continue monitoring press "6" again within 10 seconds of hearing one beep.

If you want to talk to the other party in the room:



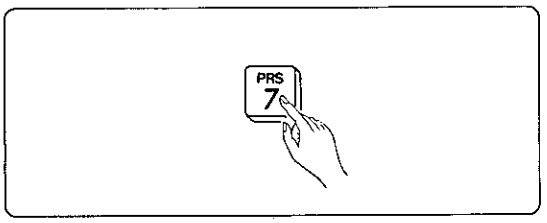
Ask the other party to press the SP-PHONE button, and then you can start your conversation.

- If no one answers for 30 seconds then the system hangs up.
- The SPEAKER VOLUME control should be positioned for normal use, otherwise it may be difficult for anyone to hear you from the speaker.

RERECORDING THE OUTGOING MESSAGE

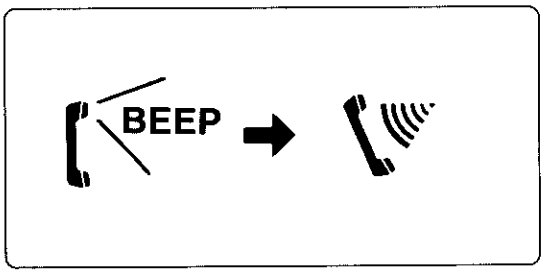
You can record a new Outgoing Message from a remote phohe.

1



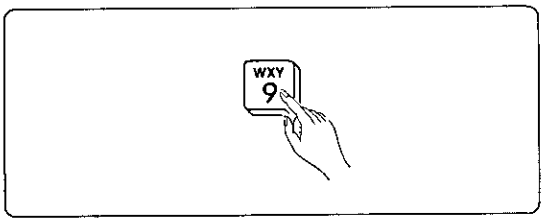
Press "**7**" to start recording.

2



After hearing a long beep, speak clearly and loudly for up to 16 seconds.

3



When you have finished, press "**9**".

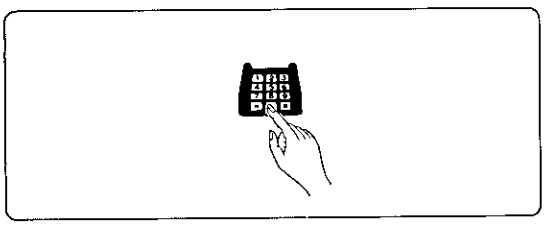
- The new Outgoing Message is played back. So you can check it.

NOTE:
If you pause for over 2 seconds while recording, you hear a series of tones (6 beeps). If this happens, repeat from step 1.

SKIPPING THE OGM FOR ICM RECORDING

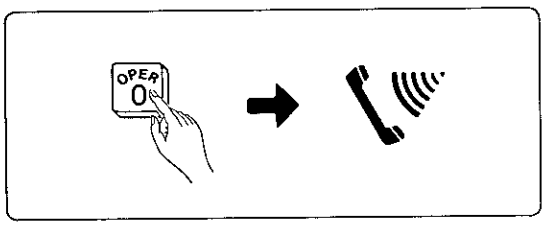
If you would like to leave a message on your unit, but do not want to listen to your OGM, you can switch directly to the Incoming Message (recording) mode.

1



Call your unit.

2



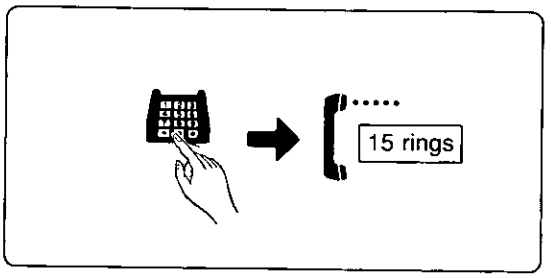
Press "**0**" during the OGM (instead of your ATAS ID).

- One beep is heard and the unit goes directly to the recording mode.
- After hearing a long beep, speak clearly and loudly to leave your message.

TURNING ON AUTO RECEIVING MODE

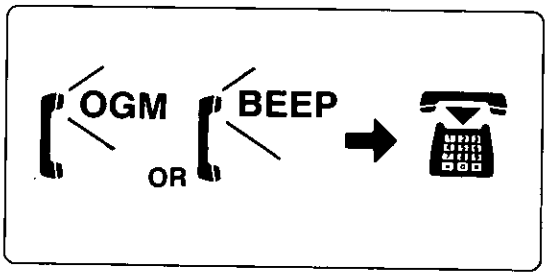
You may turn the unit on from a remote phone using any telephone.

1



Call your unit, and wait for 15 rings.
- The unit answers.

2



After hearing the OGM or the beep tones, hang up.
- If the FUNCTION selector is set to the ANS/FAX position, the OGM is heard.
- If the FUNCTION selector is set to the FAX position, you hear several beeps (answering carrier tone).

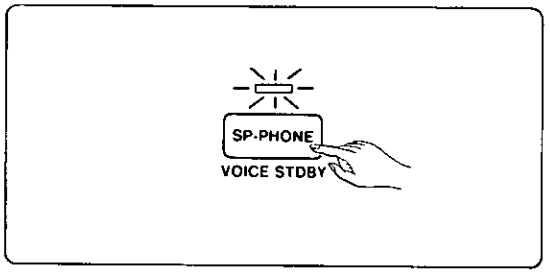
NOTE:
If you hear 6 beep tones after your OGM, the tape is full. Reset the tape. Refer to the procedure Resetting the tape for Future Messages on page 2-13.

Operating the KX-F320 as a Telephone

Making and Receiving Calls

MAKING CALLS

1

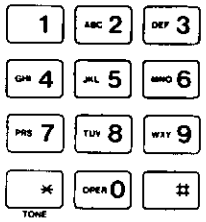


Press **SP-PHONE** or lift the handset.

```
THU JUN29 3:00PM 00
 ENTER PHONE NUMBER
```

2

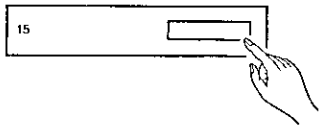
■ **Manual Dialing**



■ Dial the phone number.
(Example: The phone number 1234567)
- The display shows the dialed number.

```
THU JUN29 3:00PM 00
1234567
```
dialed number

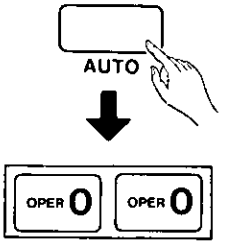
■ **ONE-TOUCH dialing**



■ Press **One-Touch key**.
(Example: One-Touch station 15)
- For programming the phone numbers, see page 1-39.

```
THU JUN29 3:00PM 00
<S15>
```
station number

■ **SPEED dialing**

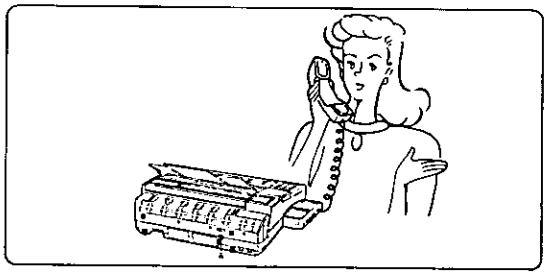


Station No.

■ Press **AUTO**, then press **SPEED DIALING** key (2 digits).
(Example: The station number 00)
- For programming the phone numbers, see page 1-41.

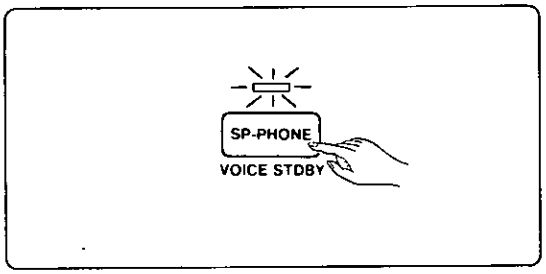
```
THU JUN29 3:00PM 00
<A00>
```
station number

3



Speak with the other party.
- To terminate the call, press the SP-PHONE button again or hang up the handset.

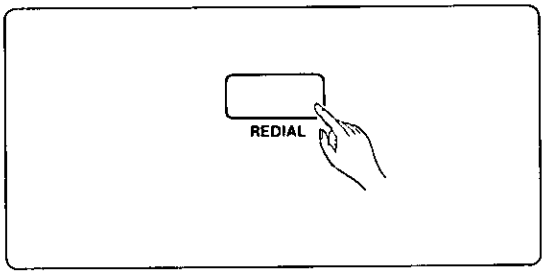
RECEIVING CALLS



When the phone rings, press SP-PHONE or lift the handset to answer the call.

REDIALING WITH MANUAL DIALING

You can redial the last dialed number using the REDIAL button.



Press **REDIAL** if the busy tone is heard.
(Example: Last dialed number is 1234567.)

```
     <REDIALING>
1234567
```

last dialed number

■ **When using the handset:**
Pressing the REDIAL button redials the last number once.

■ **When using Hands-Free Operation (SP-PHONE):**
The unit redials automatically up to 15 times within a 10-minute period.

During the pause between each redialing, the display shows the following message, and the SP-PHONE indicator flashes slowly.

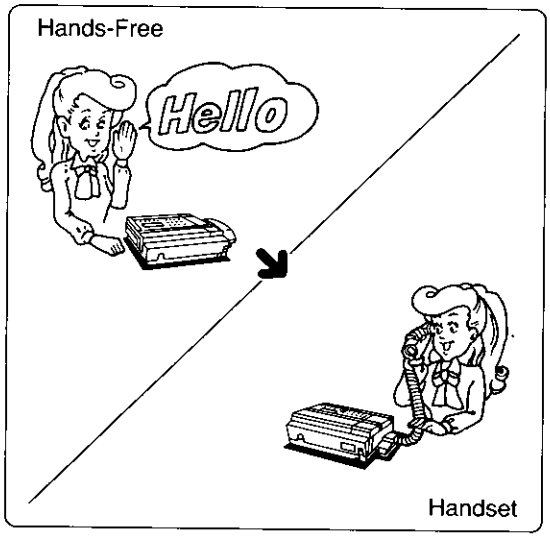
```
THU JUN29 3:00PM 00
 WAITING TO REDIAL
```

To cancel automatic redialing, press the FLASH button.

Switching to Hands-Free or Handset Operation

You may switch between using the handset and the speakerphone during a conversation.

HANDS-FREE TO HANDSET

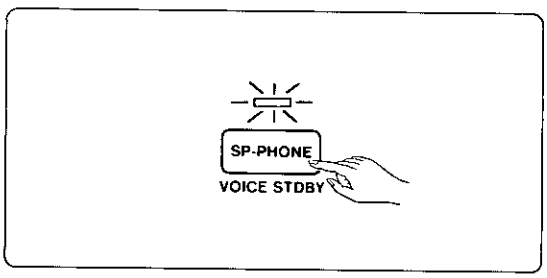


Lift the handset while speaking in a hands-free operation.

- The SP-PHONE indicator goes out.

HANDSET TO HANDS-FREE

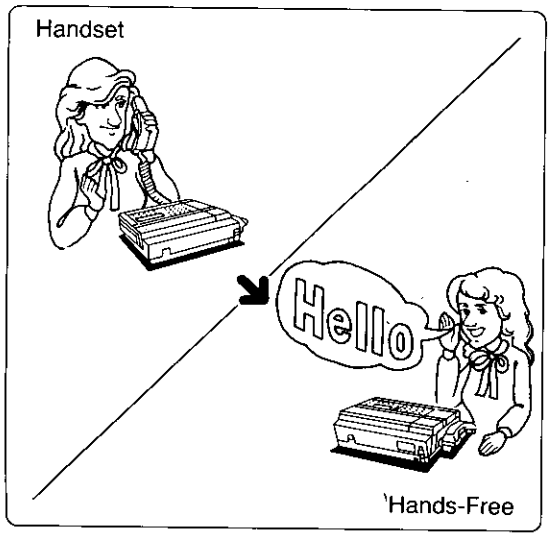
1



Press **SP-PHONE** and continue speaking.

- The SP-PHONE indicator lights.

2



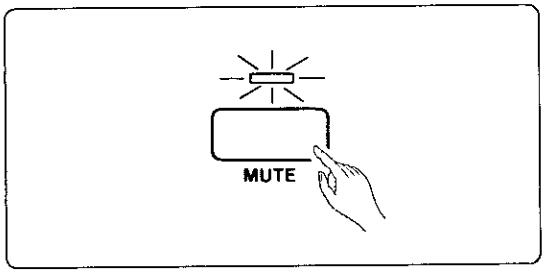
Replace the handset on its cradle.

- If you replace the handset on its cradle before pressing the SP-PHONE button, the conversation is cut off.

Other Features

USING MUTE OPERATION

Use this feature when you do not want your voice to be heard by the other party.

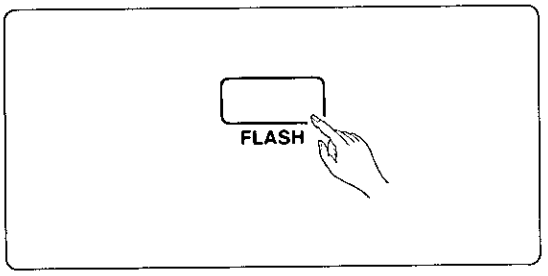


Press **MUTE**.

- The MUTE indicator lights.
- To resume the conversation press the MUTE button again. The MUTE indicator light goes out.

USING PBX ACCESS FEATURE

You can access some of the features of you host PBX by using the FLASH button.

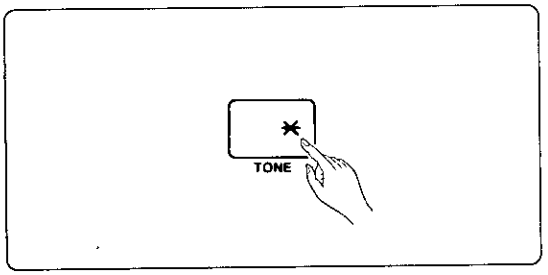


Press **FLASH** briefly when required.

- "FLASH" can also be stored in memory in the same way as in "Programming Automatic Dialing" on page 1-39 to 1-44.

USING THE TONE BUTTON

If your telephone line is pulse (rotary phone), you can to change from PULSE to TONE during a dial sequence.



Press "*" **(Asterisk)**.

- When you hang up, the unit automatically returns to pulse mode.
- Pressing the TONE button counts as 1 digit while programming.

USING COMBINATION DIALING

Any of the following dialing combinations are possible using the speakerphone or the handset.

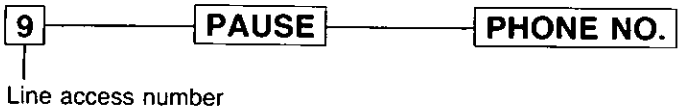
- **Automatic and manual dialing**
- **Pulse and tone dialing**
- **Multiple memory stations**

USING THE PAUSE BUTTON

Using the PAUSE function during a dial operation is helpful when accessing an outside line or services such as MCI, SPRINT and METRO.

One pause is required when waiting for an outside dial tone (using PBX).

Example:

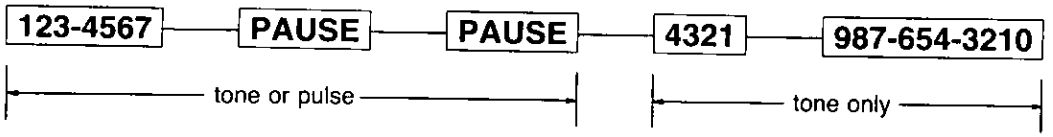


- Some PBXs require this pause during automatic redialing.

Two pauses are required when waiting for a tone from long distance service companies such as MCI, SPRINT, METRO and others.

Example:

Local access telephone number for a long distance service company:
123-4567
Authorization number:
4321
Long distance number:
987-654-3210



- The above numbers are used as examples only.
- Pressing the PAUSE button once counts as 1 digit.
- A maximum of 30 digits may be used.

General Information

System Programming Functions

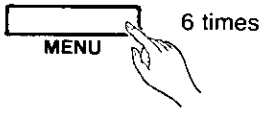
CPC MODE

Selection of the CPC (Calling Party Control) mode.

A: Usual selection (default)
B: Select "B" in the following cases:
When you use a call waiting service.
When some incoming messages on the answering machine are interrupted.

NOTE:
The call waiting service does not function when the CPC mode is set to "A".

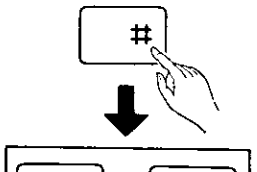
1 ■ **Changing parameter**



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

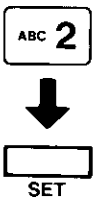
2



Press "**#**", then press **"12"**.

```
12.CPC MODE=A
[1.A 2.B]
```

3 Example: Changing to "B".

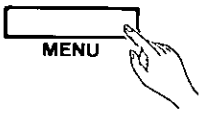


Press **"2"**, the press **SET**.
(Example: Changing to "B".)

```
12.CPC MODE=B
[1.A 2.B]
```

```
PROGRAM [1.DATA 2.TEL
3.SYSTEM 4.REPORT
```

4



Press **MENU** to end programming.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

AUX. LEADS

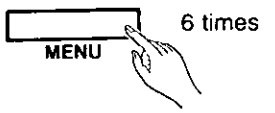
The AUX. LEADS setting.

OUT: Usual selection (Default)

IN: Some KSUs (Key Service Units) may require you to set AUX. LEADS to "IN". Follow the instruction manual of your host PBX.
You can use as many function of your host PBX as you like.

NOTE:
If you do not need to use AUX. LEADS, set to OUT.

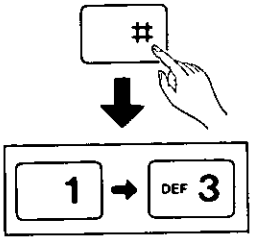
1 ■ **Changing parameters**



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

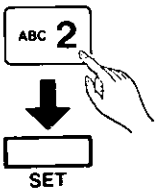
2



Press "**#**", then press **"13"**.

```
13.AUX.LEADS=OUT
[1.OUT 2.IN]
```

3 Example: Changing to "IN".

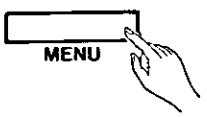


Press **"2"**, then press **SET**.
(Example: Changing to "IN".)

```
13.AUX.LEADS=IN
[1.OUT 2.IN]
```

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

4



Press **MENU** to end programming.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

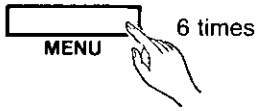
DIAL PULSE

The DIAL PULSE SPEED setting.
This option is for pulse dialing.

10 PPS: Pulse speed is 10 pulses per second (default)
20 PPS: Pulse speed is 20 pulses per second. If your telephone line is "20 PPS", select "20 PPS" for fast dialing.

NOTE:
When your telephone line handles tone dialing, this funcition is irrelevant.

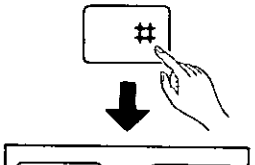
1 ■ **Changing parameters**



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

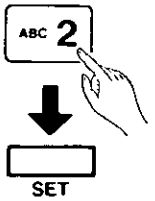
2



Press "**#**", then press **"14"**.

```
14.DIAL PULSE=10PPS
[1.10PPS 2.20PPS]
```

3 Example: Changing to "20 PPS"

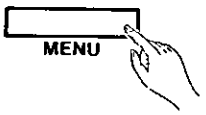


Press **"2"**, then press **SET**.
(Example: Changing to "20 PPS".)

```
14.DIAL PULSE=20PPS
[1.10PPS 2.20PPS]
```

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

4



Press **MENU** to end programming.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

TONE DETECT

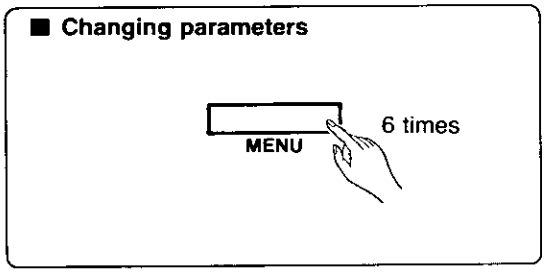
The TONE DETECT setting.

The unit automatically disconnects when it detects a busy tone after dialing in SP-PHONE mode.

OFF: The unit does not detect a busy tone (default).

ON: The unit detects a busy tone.

1

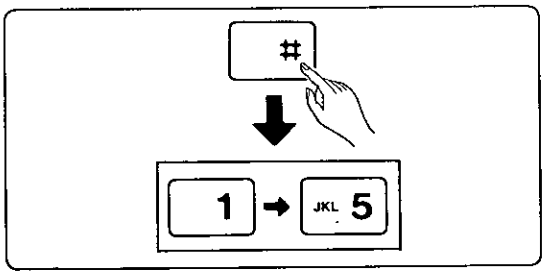


Press **MENU** 6 times.

- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

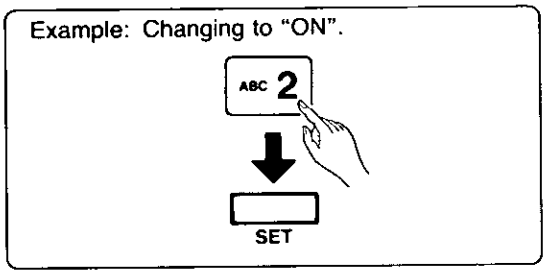
2



Press "**#**", then press **"15"**.

```
15.TONE DETECT=OFF
[1.OFF 2.ON]
```

3

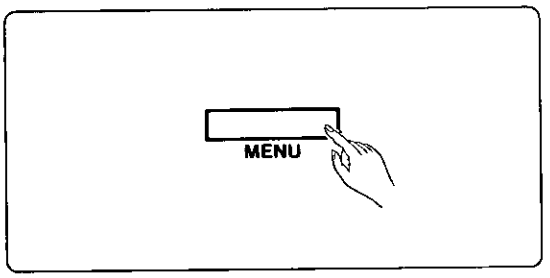


Press **"2"**, then press **SET**.
(Example: Changing to "ON".)

```
15.TONE DETECT=ON
[1.OFF 2.ON]
```

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

4



Press **MENU** to end programming.

- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

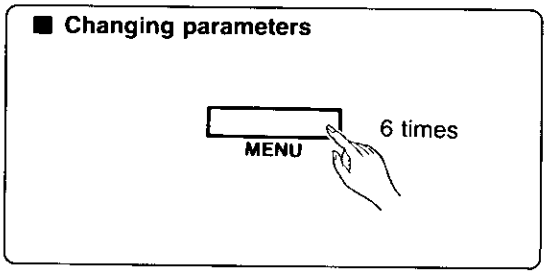
TX SPEED

The TX (Transmission) SPEED setting.
The unit can automatically establish the optimum transmitting speed depending on line conditions and the other station's facsimile unit.

9600 BPS: Maximum speed of 9600 bits per second (default).
4800 BPS: Maximum speed of 4800 bits per second. If you experience problems frequently (e.g. transmission errors) caused by poor line conditions, set to "4800 BPS".

NOTE:
If the START indicator flashes for more than 20 seconds after pressing the START/COPY button, the unit changes to 4800 BPS automatically.

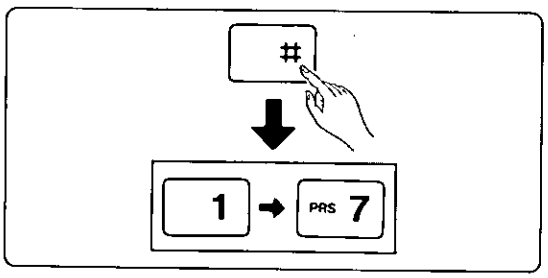
1



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

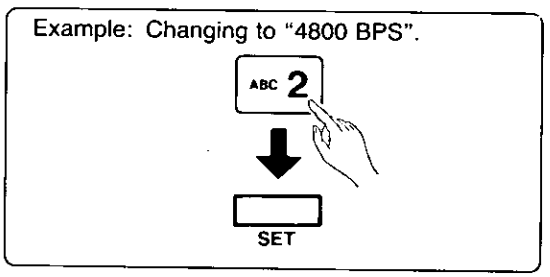
2



Press "**#**", the press **"17"**.

```
17.TX SPEED=9600BPS
[1.9600 2.4800]
```

3

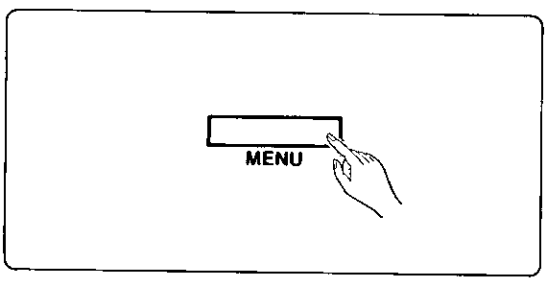


Press **"2"**, then press **SET**.
(Example: Changing to "4800 BPS".)

```
17.TX SPEED=4800BPS
[1.9600 2.4800]
```

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

4



Press **MENU** to end programming.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

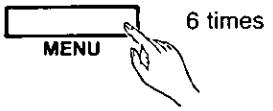
RX SPEED

The RX (Reception) SPEED setting.
The unit can automatically establish the optimum reception speed depending on line conditions and the other station's facsimile unit.

9600 BPS: Maximum speed of 9600 bits per second (default).
4800 BPS: Maximum speed of 4800 bits per second. Use this setting if you experience problems frequently (e.g. received document quality is poor or terminated connection during reception) caused by poor line conditions.

NOTE:
If 4800 BPS is set when you do not have problems, reception speed is unnecessarily slower than when 9600 BPS is set.

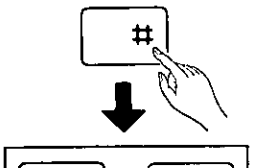
1 ■ **Changing parameters**



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

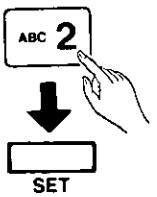
2



Press "#", then press **"18"**.

```
18.RX SPEED=9600BPS
[1.9600 2.4800]
```

3 Example: Changing to "4800 BPS".

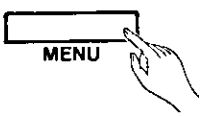


Press **"2"**, then press **SET**.
(Example: Changing to "4800 BPS".)

```
18.RX SPEED=4800BPS
[1.9600 2.4800]
```

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

4



Press **MENU** to end programming.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

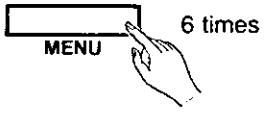
STAMP DEFAULT

The STAMP DEFAULT setting.
The unit can print a ⊗ mark on your successfully transmitted original by pressing the STAMP button when transmitting.

ON: The STAMP indicator is lit and the mark is printed unless you press the STAMP button to cancel it for the transmission. It returns to ON after the transmission.

OFF: The STAMP indicator is not lit and the mark is not printed unless you press the STAMP button to set it for the transmission. After transmission it returns to OFF.

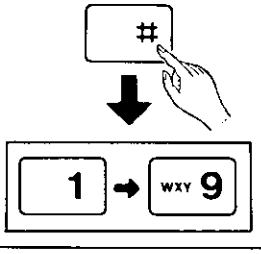
1 ■ **Changing parameters**



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

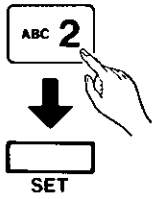
2



Press "**#**", then press **"19"**.

```
19.STAMP DEFAULT=OFF
[1.OFF 2.ON]
```

3 Example: Changing to "ON".

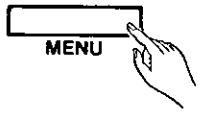


Press **"2"**, then press **SET**.
(Example: Changing to "ON".)

```
19.STAMP DEFAULT=ON
[1.OFF 2.ON]
```

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

4



Press **MENU** to end programming.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

NOTE:
This feature does not function when memory transmission is performed.

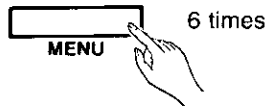
AUTO STANDBY

The AUTO STANDBY setting.
RESOLUTION, DOCUMENT CONTRAST and HALF-TONE setting return to the following defaults after each transmission.

RESOLUTION: FINE or SUPER FINE ⟶ STANDARD
CONTRAST: DARKER ⟶ NORMAL
HALF-TONE: ON (Indicator is lit.) ⟶ OFF (Indicator is off.)

ON: These functions are enabled (default).
OFF: These functions are disable.

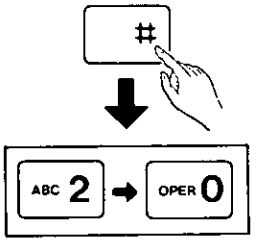
1 ■ **Changing parameters**



Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

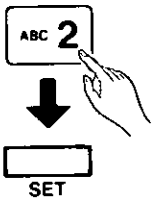
2



Press "**#**", then press **"20"**.

```
20.AUTO STANDBY=OFF
[1.OFF 2.ON]
```

3 Example: Changing to "ON".

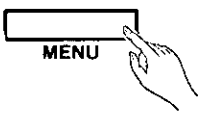


Press **"2"**, then press **SET**.
(Example: Changing to "ON".)

```
20.AUTO STANDBY=ON
[1.OFF 2.ON]
```

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

4



Press **MENU** to end programming.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

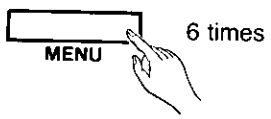
SET DEFAULT

The SET DEFAULT setting.
Enables you to return all parameters to their factory setting (default) excluding LOGO (#01) and YOUR LOGO (#02).

NO: Parameters do not return to initial setting (default).
YES: Parameters return to initial setting.

NOTE:
Once you set "YES", the parameters you have programmed are erased.

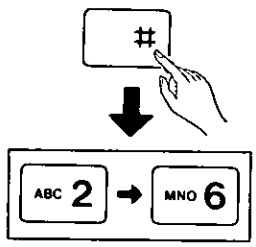
1 ■ **Changing parameters**



Press **MENU** 6 times.
- The PROGRAM indicator will light.
- This display will appear.

```
PROGRAM[1.DATA 2.TEL
3.SYSTEM 4.REPORT]
```

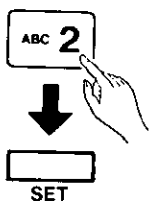
2



Press "**#**", then press **"26"**.

```
26:SET DEFAULT=NO
[1.NO 2.YES]
```

3 Example: Returning to initial setting.



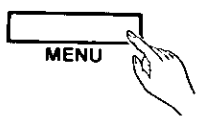
Press **"2"**, then press **SET**.
(Example: Returning to initial setting.)

```
26.SET DEFAULT=YES
[1.NO 2.YES]
```

Press **"2"**, then press **SET**.

```
PARAMETER RESET OK?
=YES [1.NO 2.YES]
```

4



Press **MENU** to end programming.
- The PROGRAM indicator light goes out.

```
THU JUN29 3:00PM 00
```

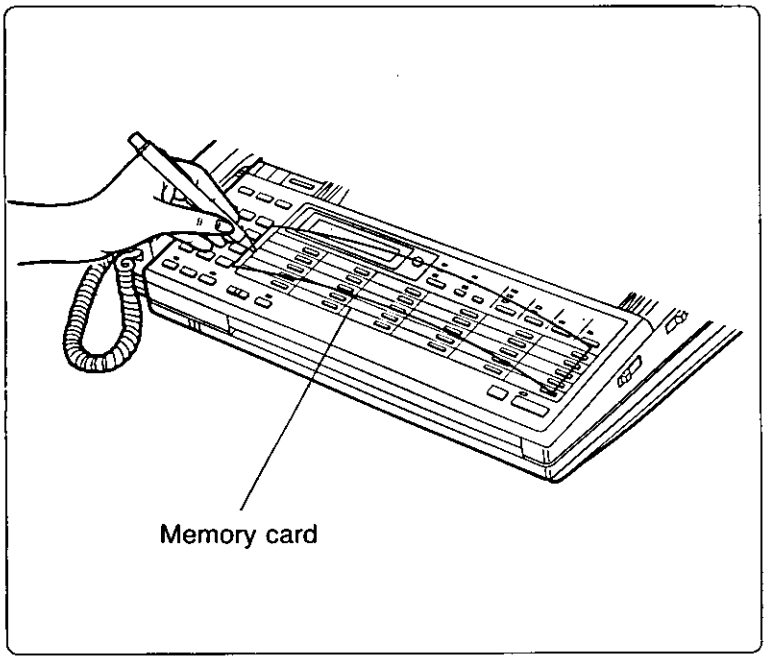
TEST [PRINT OR MOTOR]

The TEST switch.
This function is useful for PRINTER testing and MOTOR testing.

OFF: Does not function (default).
PRINT: Prints the test pattern. (Refer to "PRINTER TESTING" on page 29 in the INSTALLATION MANUAL.)
MOTOR: Rotates the document feeder and printer motors. (Refer to "MOTOR TESTING" on page 28 and "Maintenance" on page 30 in the INSTALLATION MANUAL.)

PROGRAMMING YOUR LOGO AND YOUR TELEPHONE NUMBER

PREPARATION



Remove the cover with a pencil or similar object as shown.

Turn over the memory card, you find the characters for each key on the memory card.

Your LOGO is a means of identifying your unit.
Your LOGO is a programmable alpha-numeric identification that appear on the head of all documents received from your unit.

Your LOGO

Number of page

FROM: PANASONIC COMPANY 123-4567 P 1

FAX CORRESPONDENCE

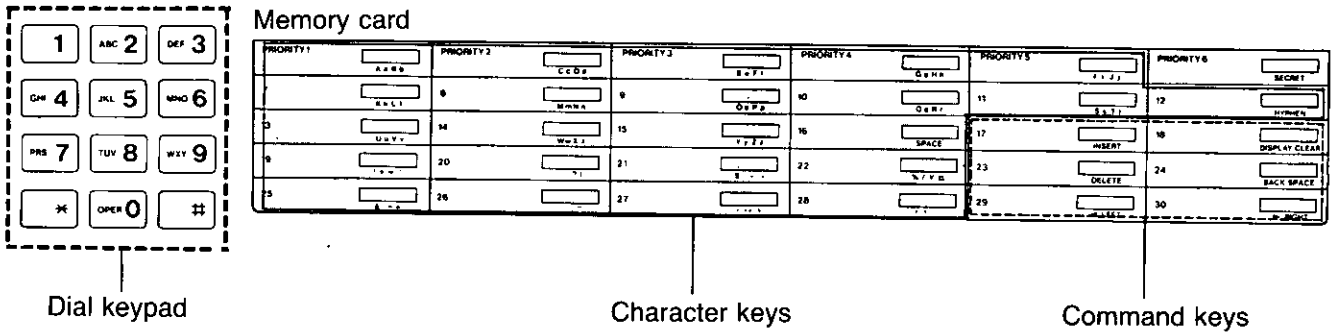
TO: Mr. MATSUSHITA **DATE:** 5/15/1989

FROM: **OUR TEL. NO.:** 123-4567

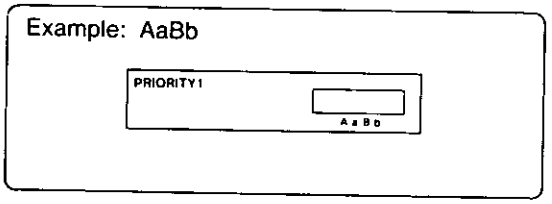
- **Usually the LOGO is a company name in an abbreviated form.**
- **The unit can hold a LOGO up to 50 characters long.**

HOW TO USE THE CHARACTER KEYS

When you program your LOGO, station name and message, you can use the character (station) keys on the Memory card and "0" through "9", "✱" and "#" on dial keypad. But you can not use the SECRET key. Please see the other side of the memory card which Key name is written on.



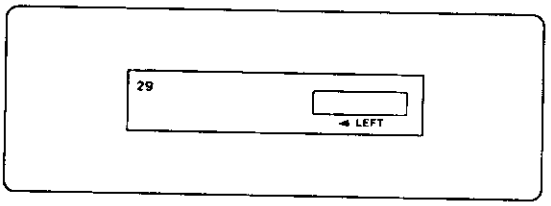
● Character keys



The character on the LC Display is changed as follows each time you press this key.
"A" → "a" → "B" → "b" → "A" ...

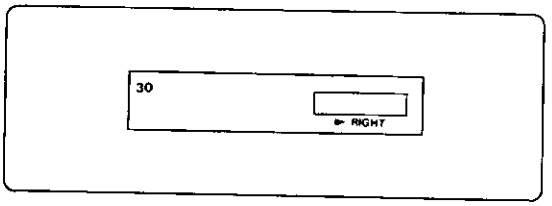
- Enter the next character after the cursor is moved one space to the right by pressing the **RIGHT** key once.
- The character is entered only in the space where the cursor is positioned.

● Cursor key (LEFT)



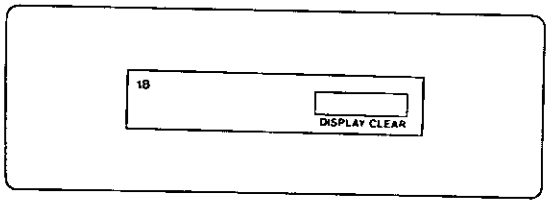
The cursor is moved one space to the left on the LC Display each time you press this key.

● Cursor key (RIGHT)



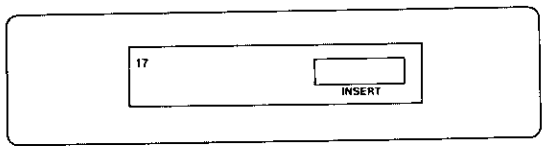
The cursor is moved one space to the right on the LC Display each time you press this key.

● DISPLAY CLEAR key



You can clear all the characters on the LC Display.

● INSERT key



Example:
Panaonic ——► Panasonic.

This key is used to insert one character in the programmed LOGO.

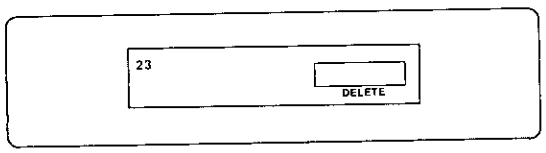
1 Press **LEFT** repeatedly until the cursor is positioned on "o".

```
1. ENTER YOUR LOGO
=Panaonic
```
cursor

2 Press "**INSERT**, then press "**SsTt**" key twice to enter "s".

```
1. ENTER YOUR LOGO
=Panasonic
```

● DELETE key



Example:
Panassonic ——► Panasonic.

This key is used to delete one character from the programmed LOGO.

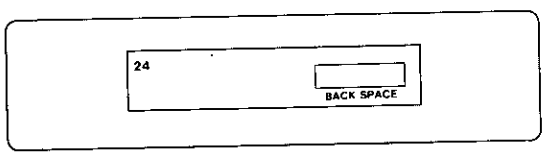
1 Press **LEFT** repeatedly until the cursor is positioned on "s".

```
1. ENTER YOUR LOGO
=Panassonic
```
cursor

2 Press **DELETE**.

```
1. ENTER YOUR LOGO
=Panasonic
```

● BACK SPACE key



Example:
Panasoinic ——► Panasonic.

This key is used to delete one character to the left side of the cursor while it moves backward.

1 Press **LEFT** repeatedly until the cursor is positioned on "n".

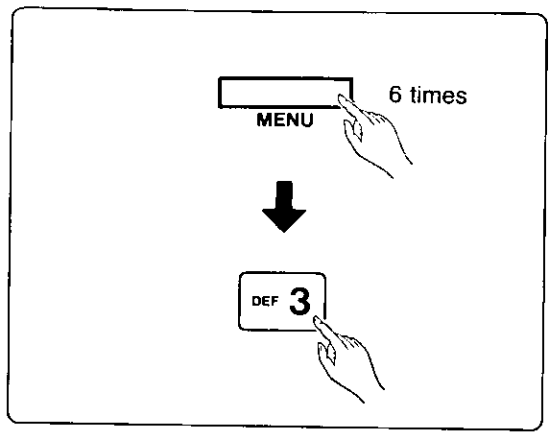
```
1. ENTER YOUR LOGO
=Panasoinic
```

2 Press **BACK SPACE** key.

```
1. ENTER YOUR LOGO
=Panasoic
```

PROGRAMMING

1



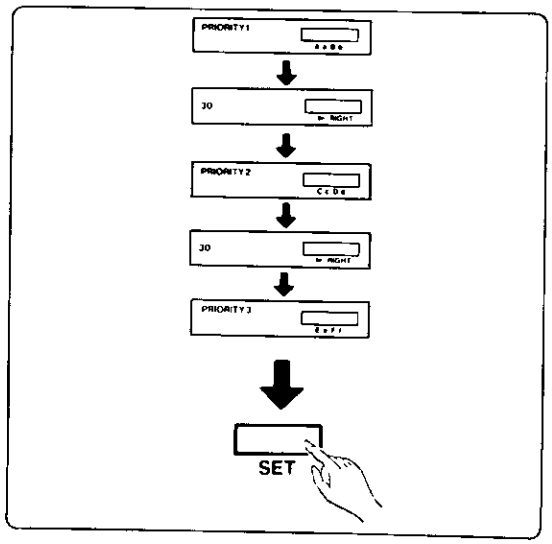
Press **MENU** 6 times.
- The PROGRAM indicator lights.
- This display appears.

```
PROGRAM [1. DATE 2. TEL
3. SYSTEM 4. REPORT]
```

Press "**3**".

```
1.ENTER YOUR LOGO
=
```

2



Enter the LOGO by using character and numeric keys.
- Refer to "HOW TO USE THE CHARACTER KEYS" on pages 4-11 and 4-12.

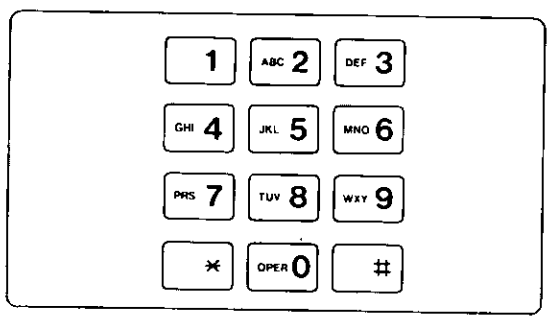
(Example: The LOGO is ACE.)

```
1.ENTER YOUR LOGO
=ACE
```

Press **SET** after programming.
- You can enter "YOUR TEL NO." continuously.

```
2.ENTER YOUR TEL NO.
=
```

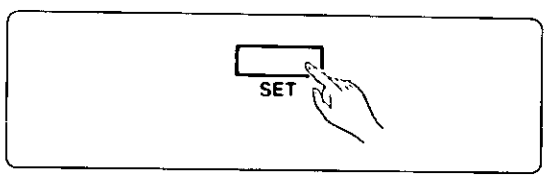
3



Enter your phone number using dial keypad.
(Example: The number is 123-4567.)
- To correct an error while programming, press CLEAR, the cursor shifts to left, and then enter correct input.
- Pressing "#", inserts one space.

```
2.ENTER YOUR TEL NO.
=123 4567
```

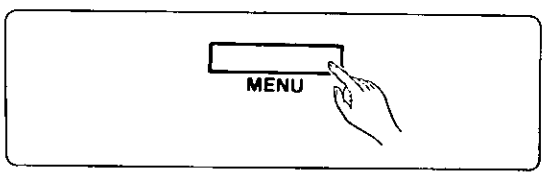
4



Press **SET**.

```
3. LOGO POSITION=OUT
[1. OUT 2. IN 3. OFF]
```

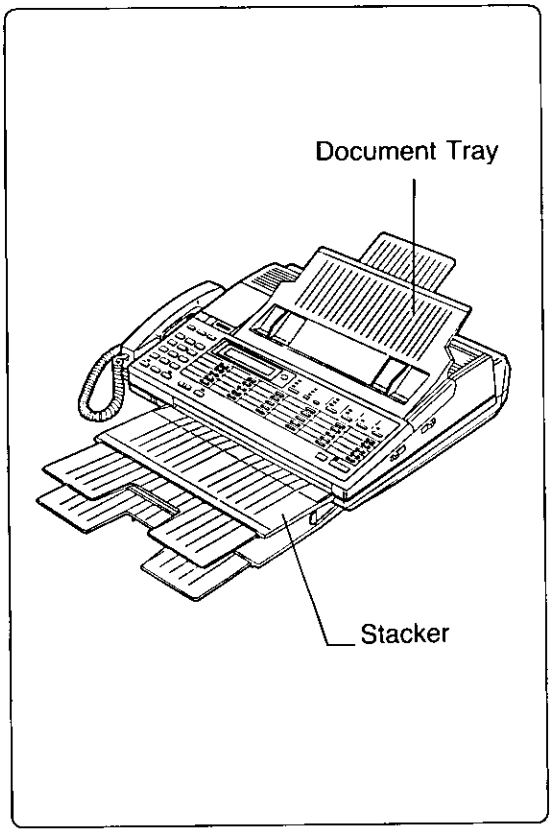
5



Press **MENU** to end the operation.
- The PROGRAM indicator light goes out.

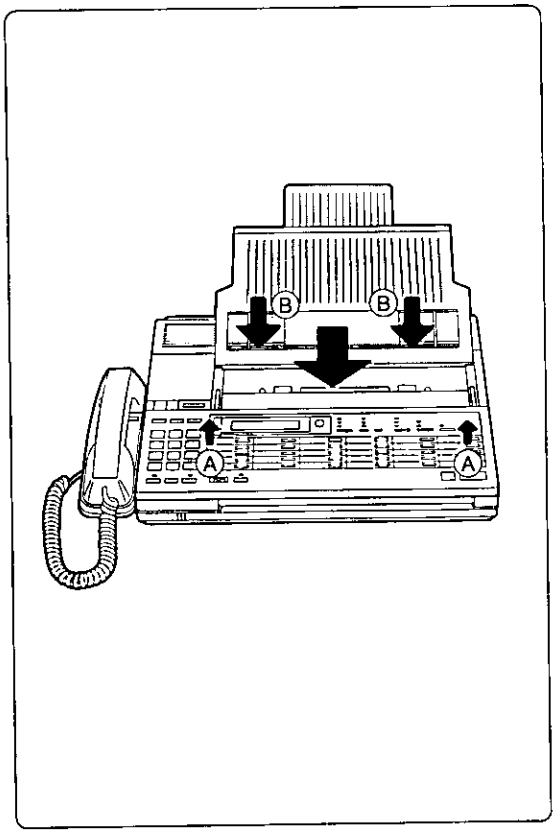
```
THU JUN15 5:00PM 00
```

Document Tray and Stacker Installation

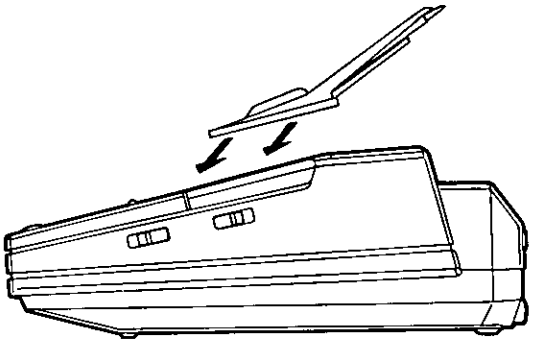


The Document Tray and the stacker are installed as follows.

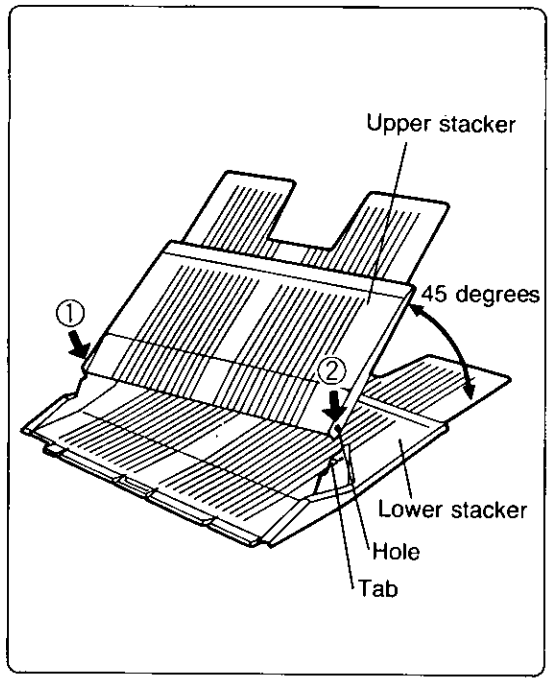
1



Position the Document Tray to fit into the grooves Ⓐ of the unit, and then press down at Ⓑ with both hands.



2

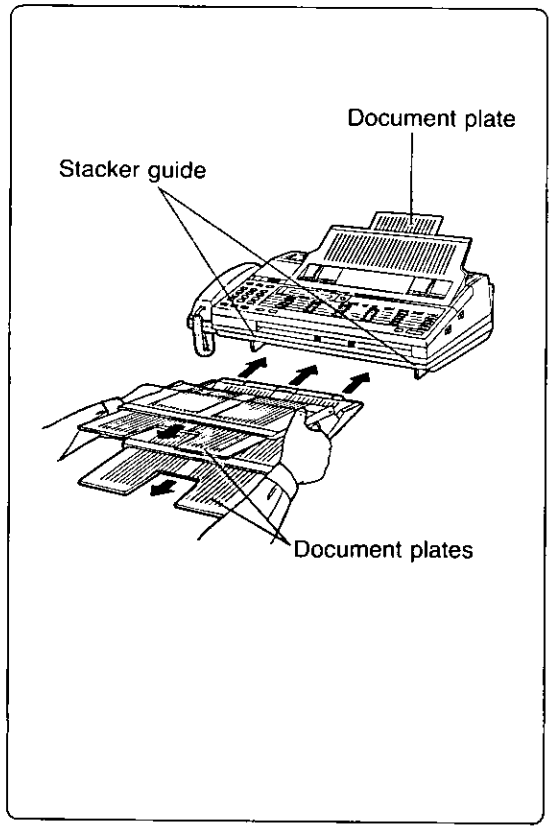


Connect the tabs of the Lower stacker to the holes of the Upper stacker.

① Connect a tab to a hole, to the Upper stacker to have an angle of about 45 degrees against the lower stacker.

② Do the same to connect the other tab to the other hole.

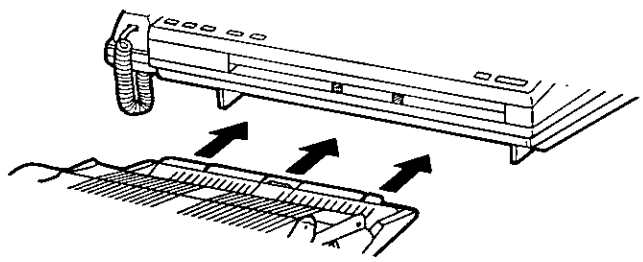
3



How to install the Stacker.

Insert the Stacker along the stacker guide of the unit until the Upper stacker reaches to the front side of the unit.

Pull the Document plates for receiving..



Recording Paper Installation

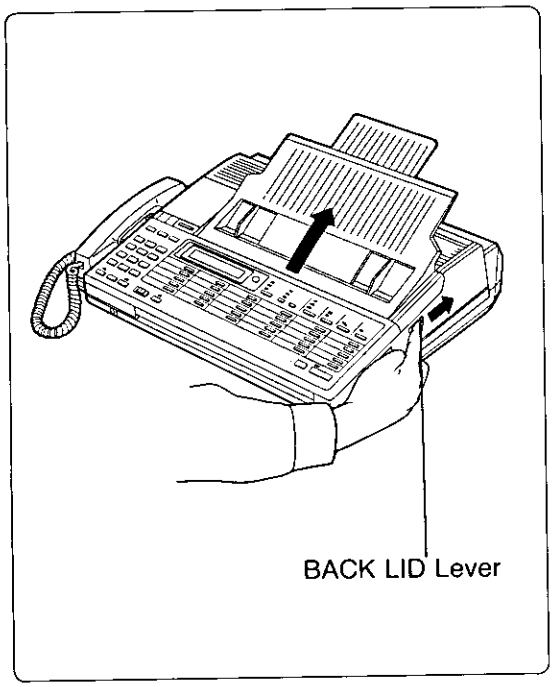
Follow the steps below to install the recording paper.

- Replace the recording paper when the red marks can be seen on the sides of the paper.
- When the roll is empty, the display shows:

```
MON DEC25 7:30PM 00
***   OUT OF PAPER ***
```

CAUTION: You should use Panasonic recording paper (KX-A102 or KX-A103) otherwise there may be lower quality print and excessive thermal head wear.

1



Slide the back lid lever in the direction of the arrow to open the cover.

2

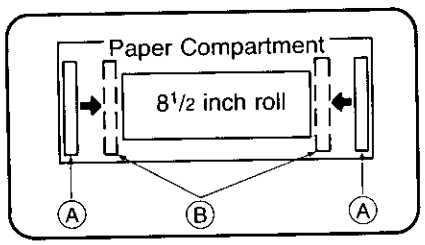


Figure 1.

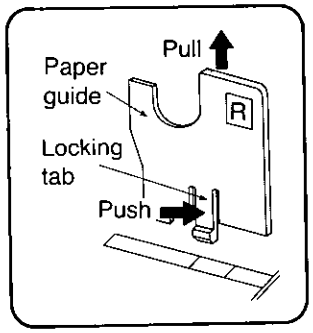
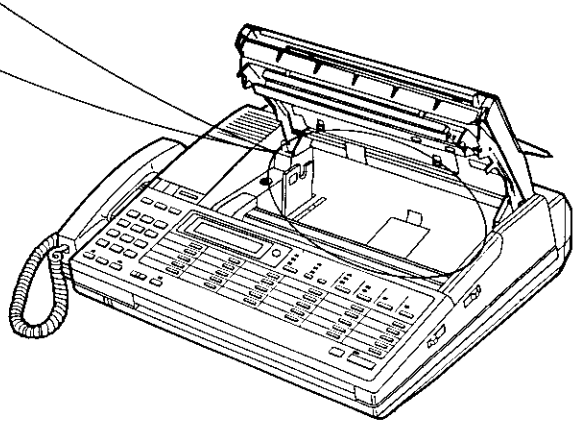


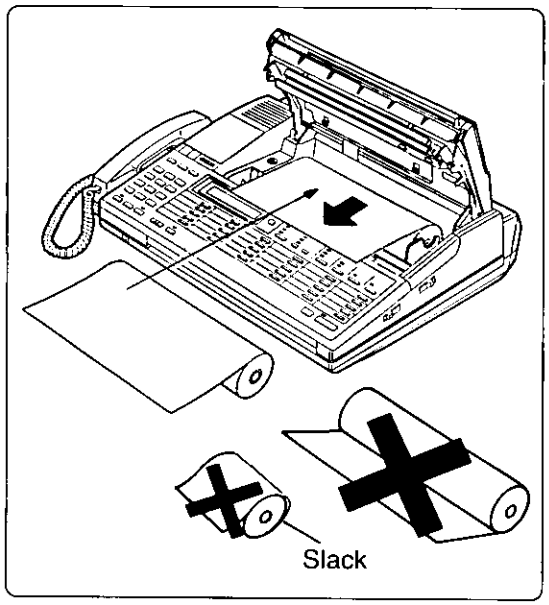
Figure 2.

The KX-F320 can use either 10 1/8 inch wide (KX-A103) or 8 1/2 inch wide (KX-A102) recording paper. If the smaller 8 1/2 inch roll is used, the paper guides should be moved from the Ⓐ markings (as shown in figure 1) to the Ⓑ markings.

- When removing the paper guides, push the LOCKING TAB outward (as shown in figure 2) while pulling the paper guide up. To install the paper guide in a new position, insert in the cutout holes with the [L] left and [R] right markings facing inside.



3

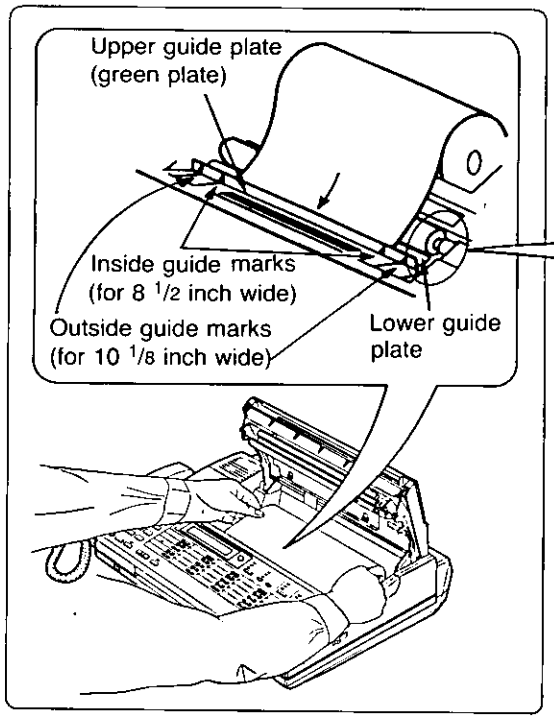


Place the recording paper roll into the paper compartment.

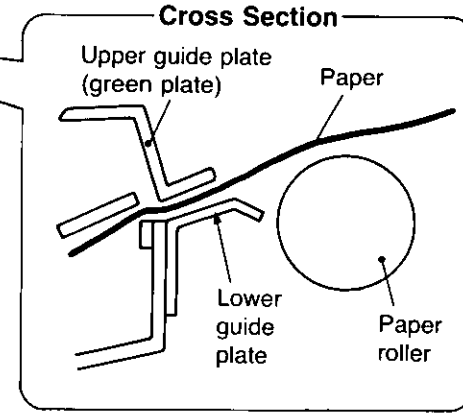
Caution:

- Make sure that the coated side of the paper is facing up and that there is no slack in the paper roll.

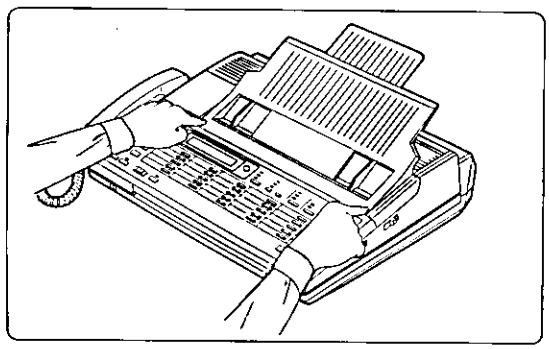
4



Slide the recording paper one or two inches between the upper and lower guide plates, aligning the paper to the correct guide marks for the paper with you are using.



5



Close the cover carefully by pressing both ends gently.

- The recording paper will be projected slightly and be cut automatically.

Caution:

- If the LC Display shows the message below when you close the cover, close it again carefully.

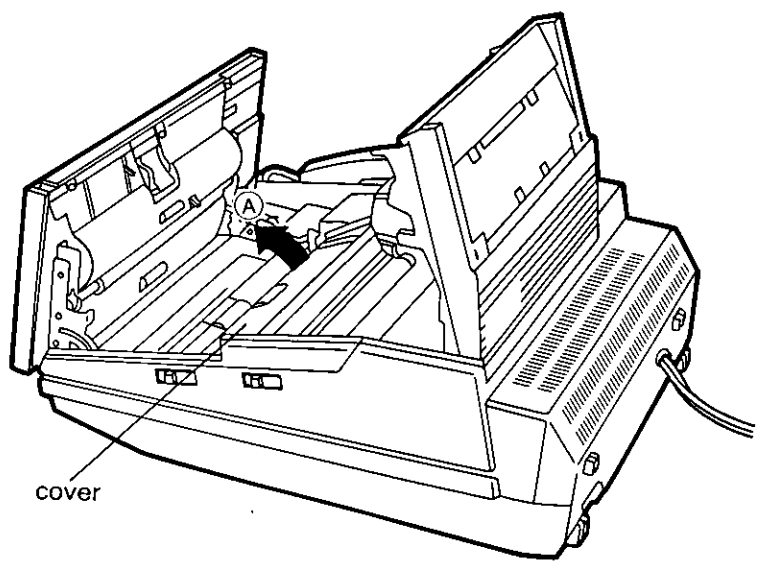
```
MON DEC25 7:30PM 00
*** CHECK COVER ****
```

Troubleshooting Guide

LC DISPLAY	CAUSE & REMEDY
THU JUN15 3:00PM 00 *** CHECK COVER ****	The paper cover opens, close it
THU JUN15 3:00PM 00 ** CHECK DOCUMENT **	The document has not fed properly. Reinsert the document.
THU JUN15 3:00PM 00 CHECK ICM TAPE	● The tape is broken or not installed. Install a new one. ● Tape is full. Reset it or use other side. When changing the tape remember to record your OGM.
THU JUN15 3:00PM 00 *** CHECK MEMORY ***	Memory (phone numbers, parameters, etc.) has been erased. Reprogram.
THU JUN15 3:00PM 00 **** RECORD OGM ****	OGM is not recorded. Record your OGM.
THU JUN15 3:00PM 00 *** OUT OF PAPER ***	No recording paper. Replace it.
THU JUN15 3:00PM 00 *** PAPER JAMMED ***	● Recording paper jammed. Reinstall it. ● Make sure that there is no slack in the recording paper.
THU JUN15 3:00PM 00 *** POLLING ERROR ***	● Polling password does not match. Set the same password as the other unit. ● The polled station does not have the polled setting programmed. ● The polling function can operate between Panasonic compatible machines with the same protocol and password.
* UNIT OVERHEATED, * PLEASE WAIT	The unit is too hot. Leave it as it is and allow it to cool down.

LC DISPLAY	CAUSE & REMEDY
THU JUN15 3:00PM 00 * REMOVE DOCUMENT **	● Document jammed. Open the paper cover and remove it. ● Attempted to transmit a document longer than 600 mm. Press the STOP button and remove it.
THU JUN15 3:00PM 00 ***** TX ERROR *****	Transmission error. Try again. ● This display appears when your confidential or main password does not correspond to the other party.
THU JUN15 3:00PM 00 **** MEMORY FULL ****	Document memory is full.

■ If the recording paper is jammed, open the cover (arrow Ⓐ) and remove it.



FACSIMILE

PROBLEM	CAUSE & REMEDY
■ **Cannot receive documents automatically.**	● Make sure recording paper is installed. ● Make sure the unit is set to Auto Reception Mode. ● Shorten your OGM and ask the other party to press "✱" (ASTERISK) to transmit a document.
■ **Recording image is scratchy and cannot be read completely.**	The sender transmitted a faint document. Have the other sender darken the document (e.g. by copying) and transmit it again.
■ **The other party complains that documents are being received with distorted letters.**	● If you have call waiting service, it may have been activated by another telephone call. Connect the unit to a line that does not have a call waiting service. ● Someone may have used a telephone connected in parallel with the unit. Avoid having the same line for the unit and other telephones.
■ **The START/COPY indicator flashes for about 40 seconds after the unit receives a call automatically, but nothing is recorded.**	The caller hung up during or immediately after playback of your OGM. This may occur if the disconnect signal is not transmitted from the Central Office, and your unit is in normal condition.
■ **When I receive or copy a document that has a dark background or contains photographs, the unit produces a high pitched noise.**	This is quite normal.
■ **Unable to transmit to own KX-F320 even after pressing "✱".**	The remote Fax ID may be turned on. Enter your remote Fax ID after pressing "✱".
■ **The unit does not operate properly.**	Turn the POWER switch off, then turn it on again.
■ **Problems when receiving international facsimiles.**	● Refer to page 4-6. ● Shorten OGM to 10 seconds or less. ● G Ⅲ reception speed may need to be set to 4800 bps. ● CED frequency may need to be set to 1100 Hz.

ANSWERING MACHINE & TELEPHONE

PROBLEM	CAUSE & REMEDY
■ **The Call-Counter shows "--".**	● There has been a power failure. Confirm whether voice-messages are recorded on the tape or not. ● The ICM tape was not rewound when the unit was turned on.
■ **The unit does not work when buttons are pressed.**	Turn the POWER switch off, then turn it on again.
■ **The unit has been set to the Auto Reception Mode, but no voice-messages have been recorded.**	● The tape is broken (cut, worn out or twisted) or not installed. Replace the tape with a new one. ● Change the FUNCTION selector to the ANS/FAX position.
■ **When the tape is played, the sound level is low or nothing can be heard.**	● Raise the sound level using the SPEAKER VOLUME control. ● Clean the head. See "Maintenance" on page 30 in INSTALLATION MANUAL.
■ **I have played back all the recorded messages and I want to record the next call after the last message.**	Leave the unit as it is after hearing the messages.
■ **I cannot retrieve recorded messages from a remote phone.**	● Make sure that you use your own ATAS ID number. ● When you press your ATAS ID number, press the buttons firmly.
■ **Some voice-messages have not been fully recorded.**	Set Calling Party Control (CPC) to "B".
■ **When a caller hangs up after leaving a message, the tape does not stop.**	Voice detect time should be set to 4 seconds.
■ **The unit does not ring.**	Set the RINGER VOLUME selector to the HIGH or LOW position.
■ **The caller suddenly cannot hear my voice during a conversation.**	Look at the MUTE indicator. If it is lit, press the MUTE button to resume your conversation.

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