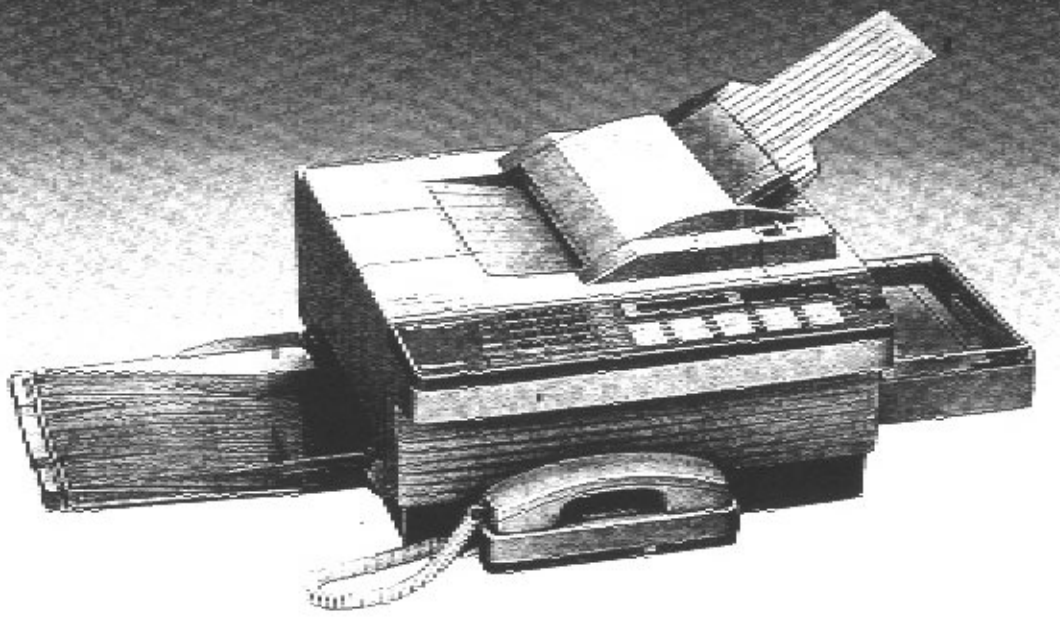
Panasonic

Telephone Answering System
with Laser Facsimile

MODEL NO. KX-F5000

Pulse-or-tone dialing capability

OPERATING INSTRUCTIONS



Please read before use.

FOR ASSISTANCE, CALL 1-800-CALL-FAX

PQQX15536ZB F1091K1022

Important Information

DANGER: INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCK DEFEATED. AVOID DIRECT EXPOSURE TO BEAM.

CAUTION: USE OF CONTROL OR ADJUSTMENTS OR PERFORMANCE OF PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.

WHEN YOU OPERATE THIS EQUIPMENT, THE SOCKET OUTLET SHOULD BE NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.

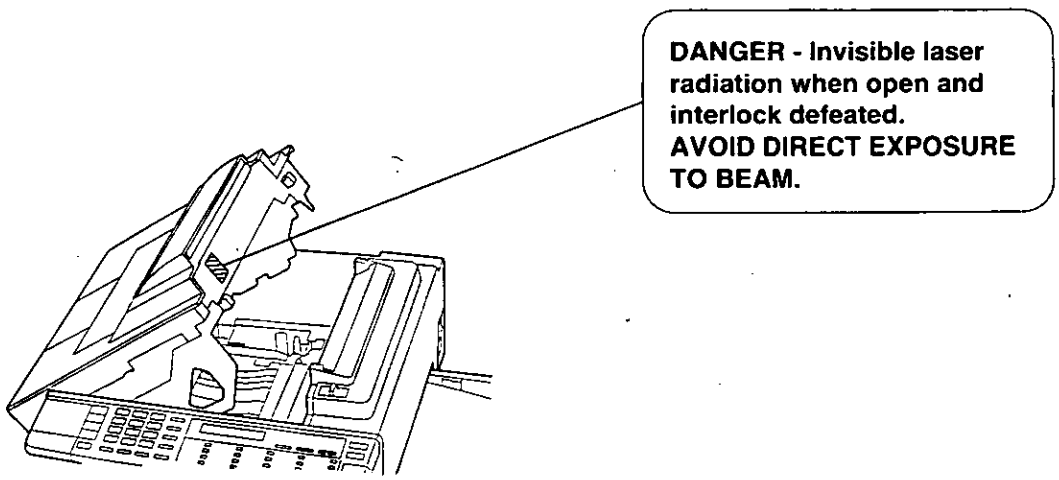
WARNING: TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

The serial number of the unit may be found on the label on the rear of the unit. For your convenience, note this number below, and retain this book, along with your proof of purchase, to serve as a permanent record of your purchase in the event of a theft, or for future reference.

MODEL NO. _____ SERIAL NO. _____

NAME OF DEALER _____ DATE OF PURCHASE _____

ADDRESS OF DEALER _____



Any details given in these instructions are subject to change without notice.

Thank you for purchasing the Panasonic Telephone Answering System with Facsimile.
Before using the unit, please read these OPERATING INSTRUCTIONS.
You can then easily install, configure and operate the unit properly.
This unit combines multiple functions of Laser Facsimile, Answering Device and Telephone, so you can send and receive both voice-messages and documents on a single line.

User Information

If required by the telephone company, inform them of the following.
- FCC Registration No.: (found on the rear side of the unit)
- Ringer Equivalence: 0.2B
- The particular telephone line to which the equipment is connected.

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

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

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

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

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

This telephone provides magnetic coupling to hearing aids.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Introduction

Multi-function system using one telephone line

General:
- Desk-top type
- Combined facsimile, answering device and integrated telephone
- Single telephone line operation
- Automatic answering device/facsimile switching
- Multi copier function

Facsimile (FAX):
- CCITT G3 compatibility
- Laser printing on plain paper
- Transmission time: Approximately 15 seconds per page*
- Automatic document feeder for up to 20 pages at a time
- One touch transmission with automatic dialer
- 16-level halftones
- Superb image quality with laser fax printer
- Polling function
- Delayed transmission/polling
- Network passcode communication
- Sends 216 mm×600 mm (8½"×23⅝") pages at CCITT G3
- Automatic reduction feature for incoming documents
- Automatic fall back (9600/7200/4800/2400 bps)

*Transmission times apply to text data using CCITT No. 1 test chart, between same machine models at maximum modem speed. Transmission times vary in actual usage.

Telephone Answering Device (TAD):
- One touch operation
  The unit automatically plays back all recorded messages at the touch of a button and stops at the end of the last message, then resets to answer and record the next call.
- Record 2-way telephone conversation
- Greeting message stored on chip
- Remote control from touch tone telephone

Telephone System (TEL):
- Call monitor for on-hook dialing
- One touch dialing and speed dialing
- Automatic redialing
- Pulse-or-tone dialing capability

Three types of receiving modes

TAD/FAX mode:
When you wish to use the unit as a telephone answering device and a facsimile, select this mode. When a call is received during your absence, the unit records a voice-message and/or receives a document automatically depending on the caller's choice. In this mode, you also are able to speak with the other party and transmit/receive a document manually when in your office.

The unit automatically distinguishes between voice and fax calls.

a) If the unit detects a fax tone while playing the greeting message, it will switch automatically to the fax mode.
b) If the calling party presses the asterisk (✳) key while playing the greeting message or incoming message recording mode, it will switch automatically to the fax mode.
c) If the caller's voice is heard within 5 seconds after the beep of the end of the greeting message, the unit will function as an answering device.

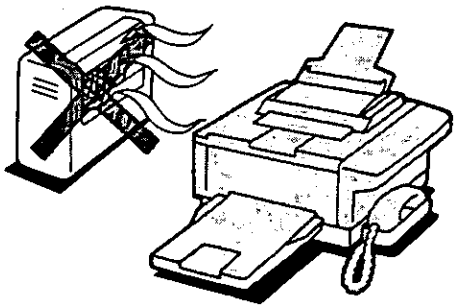
FAX mode:
When you wish to use the unit as a facsimile machine only, select this mode.

If someone calls you when your unit is in the FAX mode, a fax tone sounds and the person cannot talk to you. Please inform your callers that this is a fax only telephone number.
When in the FAX mode, you may still use the fax telephone to place outgoing voice calls.

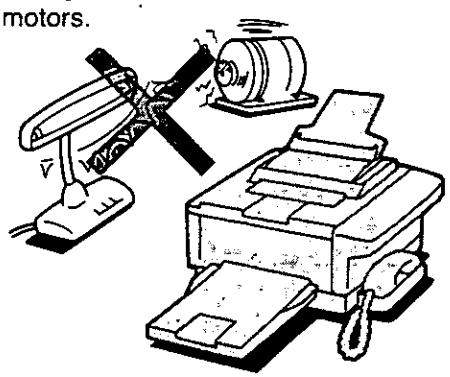
TEL (Telephone) mode:
When you wish to use the unit as a standard telephone, select this mode. If you wish to receive the incoming fax during a telephone conversation, press the START button.

Precaution

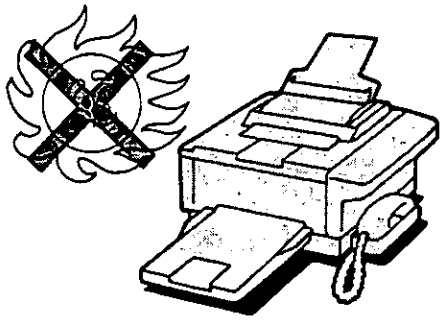
Keep the unit away from heating appliances such as radiators or air conditioning units.



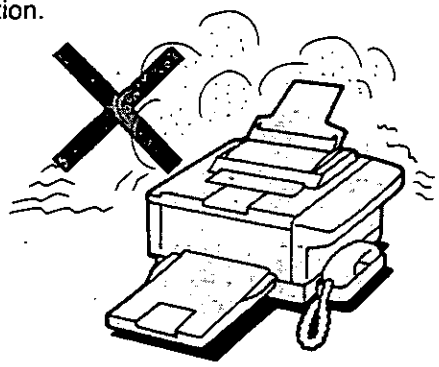
Keep the unit away from electrical noise generating devices such as fluorescent lamps and motors.



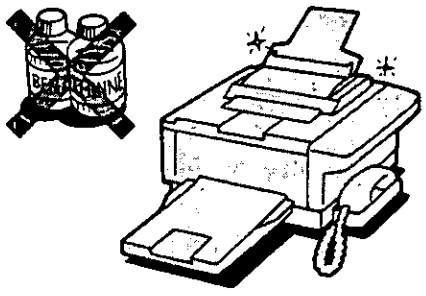
The unit and the cassette tape should not be exposed to direct sunlight.



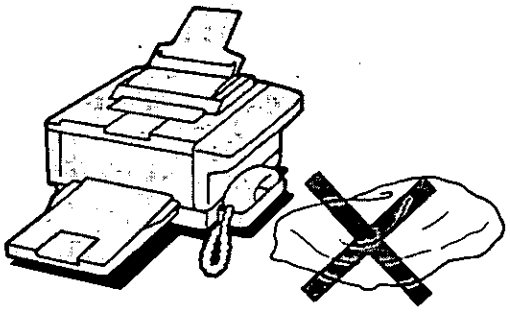
The unit and the cassette tape should be kept free from dust, moisture, high temperature and vibration.



Do not use benzine, thinner, or the like, or any abrasive powder to clean the cabinet. Wipe it with a soft cloth.



Do not place any covering over the unit while it is turned on.



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CHAPTER 1

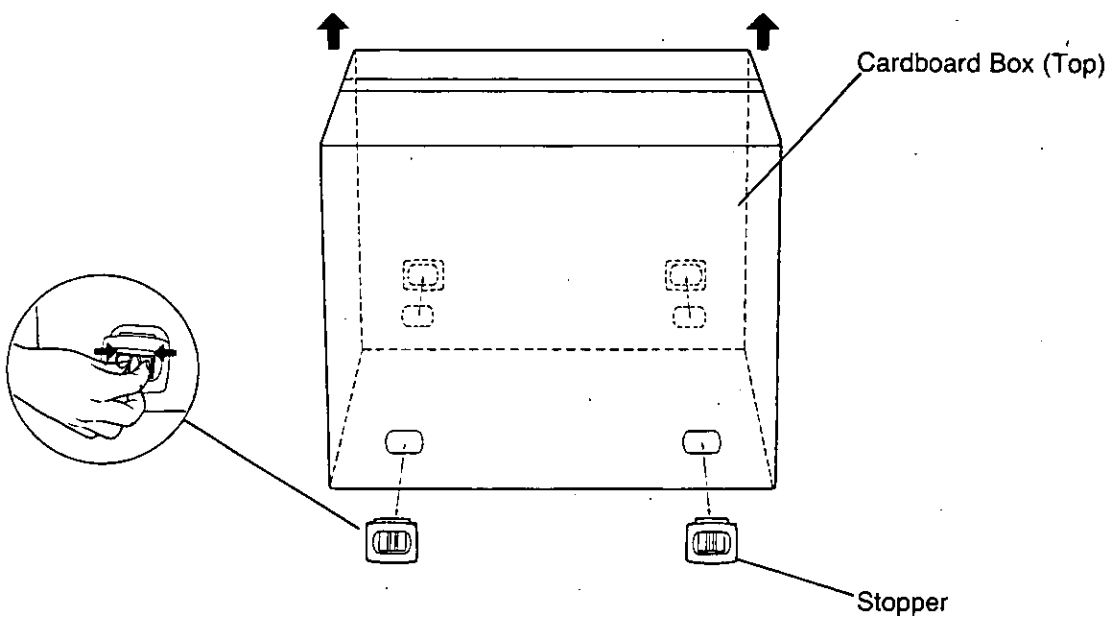
Installation and Initial Preparation

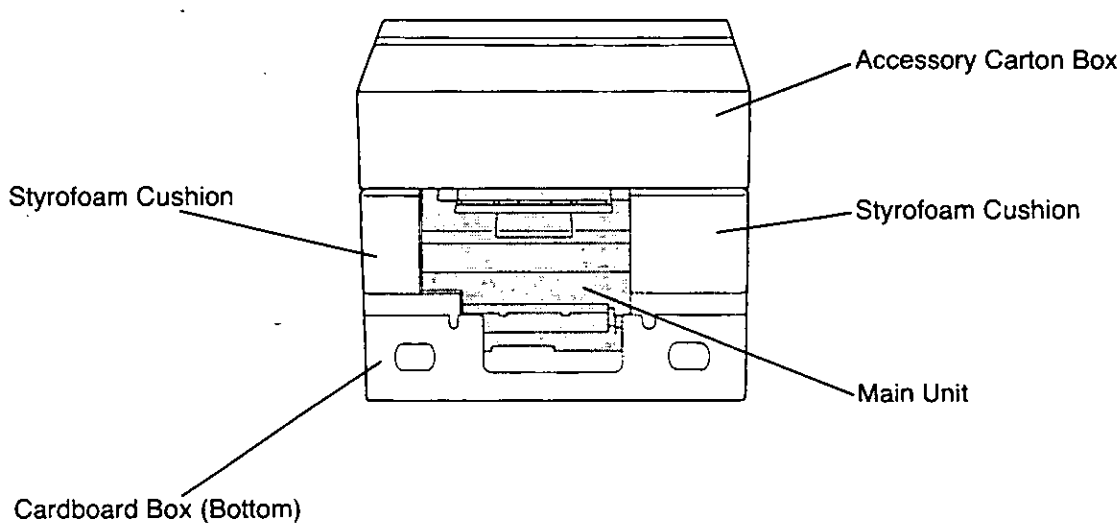
Unpacking

1. Remove four stoppers from the cardboard box (top).
2. Pull up the cardboard box.
3. Examine the unit for signs of shipping damage.
4. Check that all of the accessories are included. If you are missing any item, consult your place of purchase.

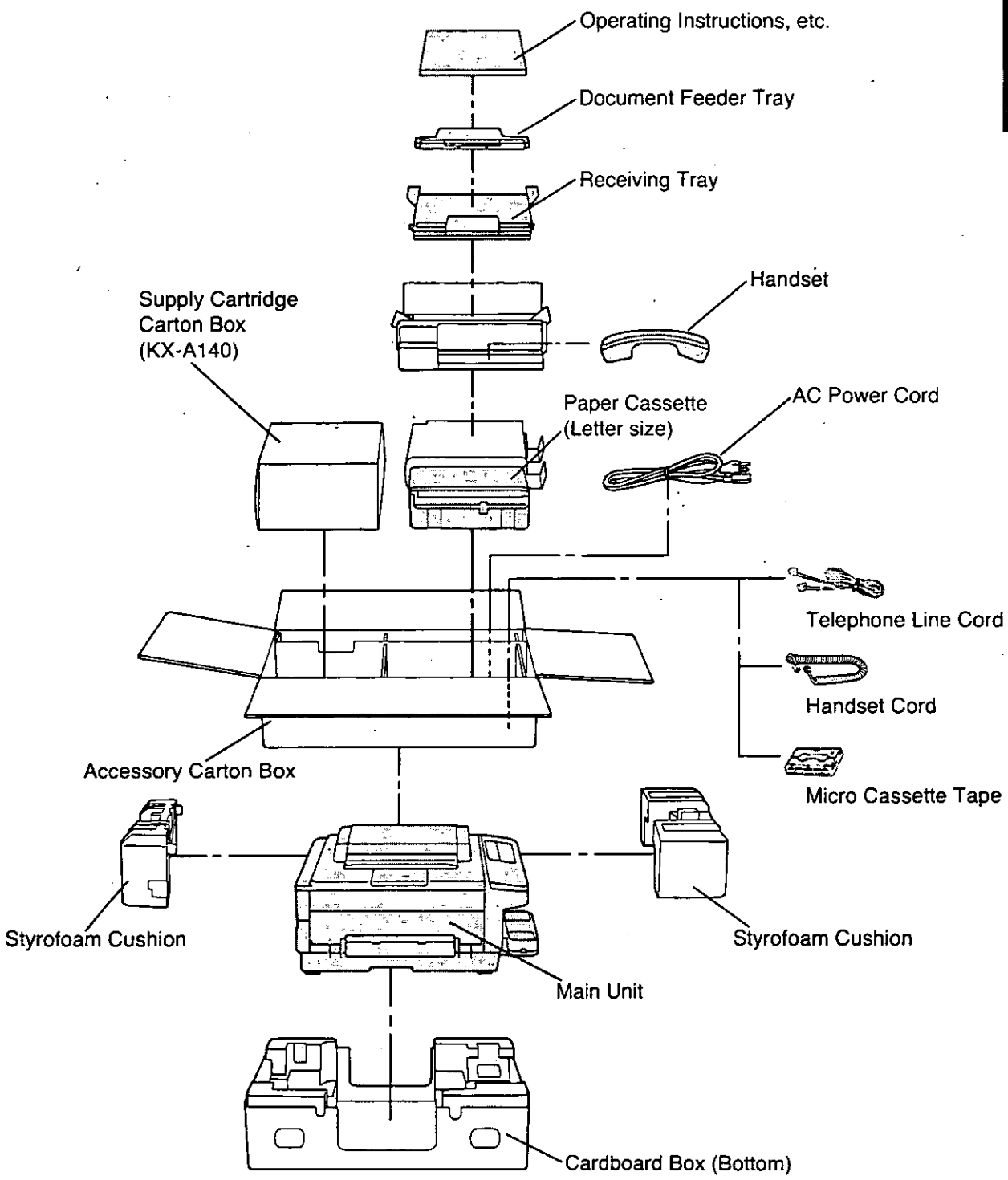
Caution:

- The main unit should be lifted by two people, since it weights 18 kg (40 lbs).
- Do not handle the handset cradle when lifting the main unit.
- Place on a sturdy and level surface.



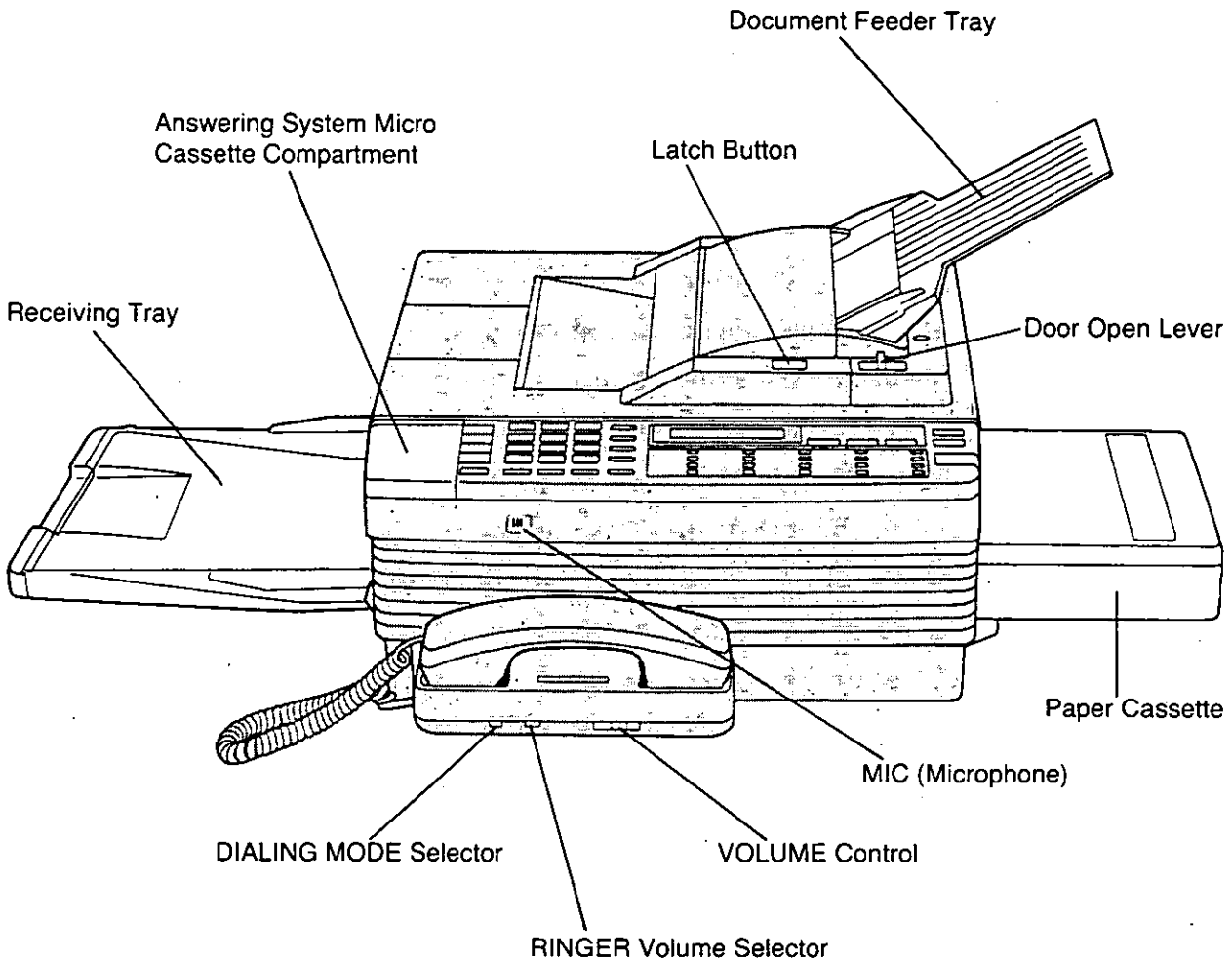


Main unit and accessories

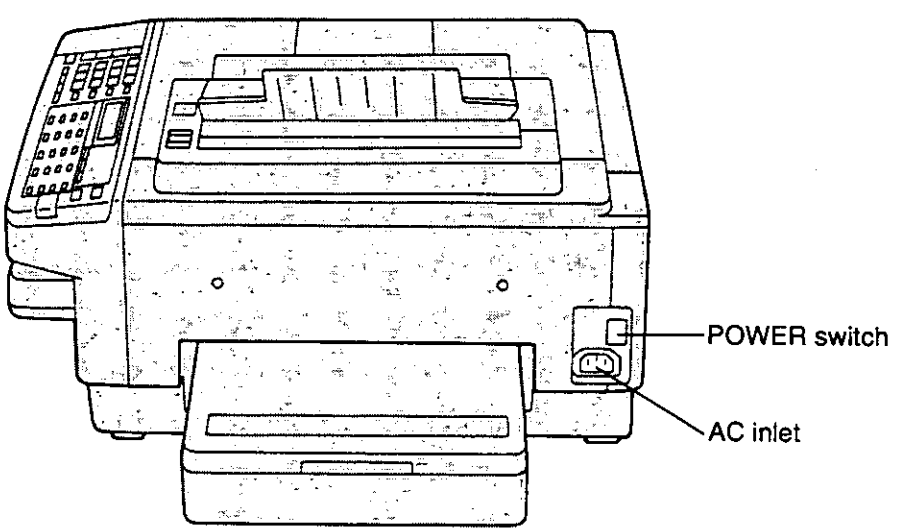


Location of controls

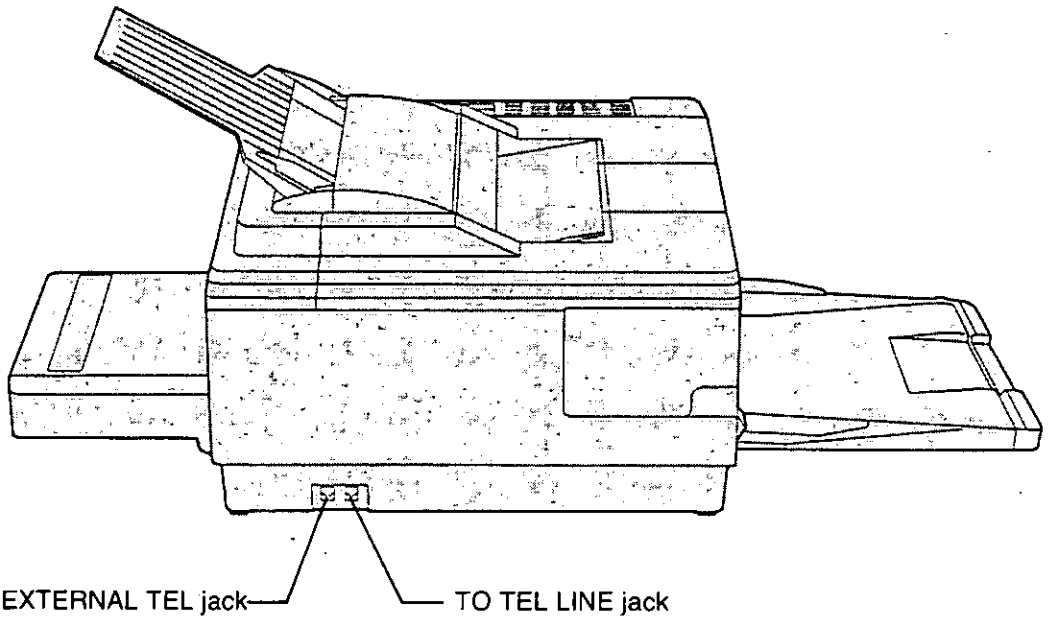
Front view



Side view

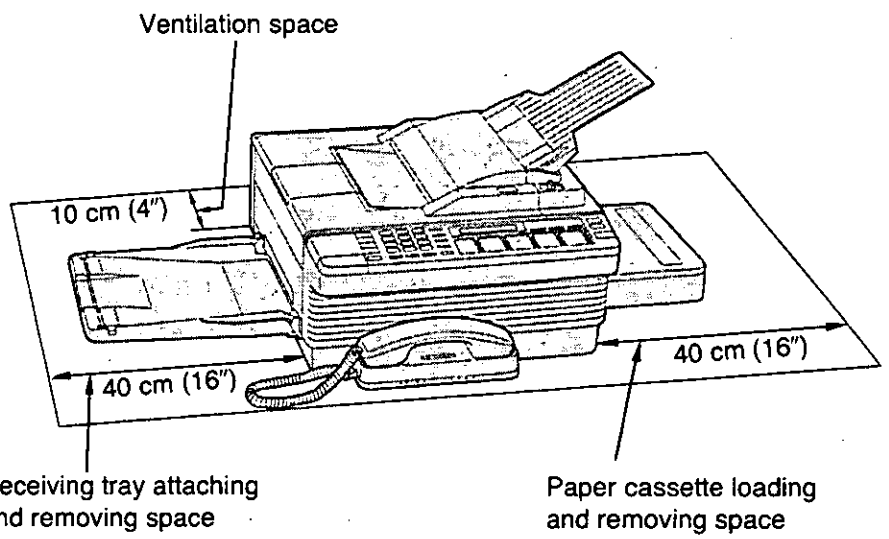


Rear view



Minimum space requirements:

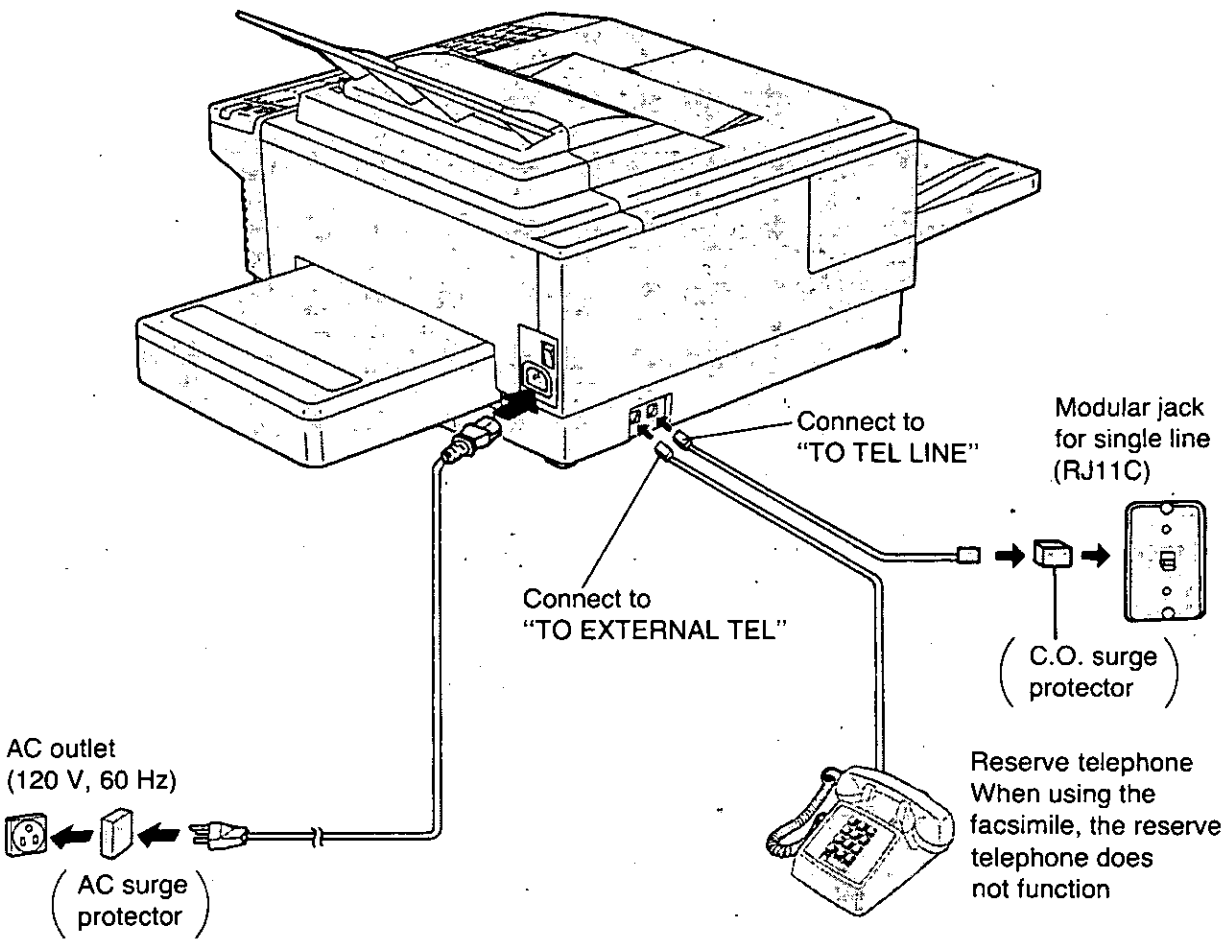
Minimum space requirements for setting up the unit are as shown below.



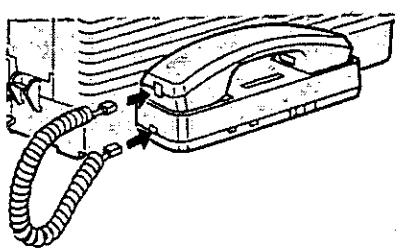
Caution:

- Place the unit on level surface since the cover may not be locked tightly. Confirm that the cover is closed tightly when using the unit.

Installation connections



Install the telephone handset as shown.



Caution:

- The facsimile unit should be placed on a sturdy and level surface.

Note:

- This unit is equipped with a 3-wire grounded plug for safety. If you are unable to insert the plug into your outlet, contact your electrician to replace your outlet.
- We recommend you to use an exclusive AC outlet to avoid interference from other equipment.
- For additional equipment protection we recommend the use of a surge protector such as TELESPIKE BLOK MODEL TSB (TRIPPE MFG. CO.), SPIKE BLOK MODEL SK6-0 (TRIPPE MFG. CO.), SUPER MAX (PANAMAX) or MP1 (ITW LINX).
- The unit will not function during a power failure or when the power is turned off. However, if you connect a reserve telephone to the port marked "TO EXTERNAL TEL" (above), you will be able to make calls.
- If your unit is connected to the same line as other extension, do not use other extension during fax transmission and reception. Image quality will be affected.

Installing the supply cartridge

The supply cartridge contains a photosensitive drum. Do not open the protective bag until you have read the following instructions and are ready to install the supply cartridge. Once you have opened the protective bag;

- Do not stand on end or turn upside down. (Fig. 1)
- Do not touch the shaded area. (Fig. 2)
- Do not open the light blocking and the drum protection shutters. (Fig. 3)
- Do not expose to direct sunlight or light over 1,500 lux.

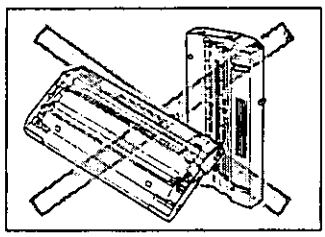


Fig. 1

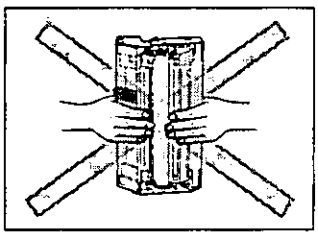


Fig. 2

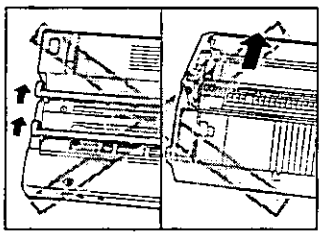
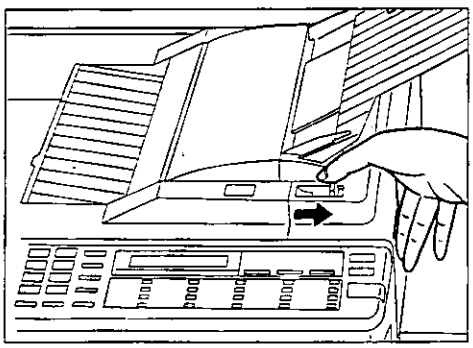


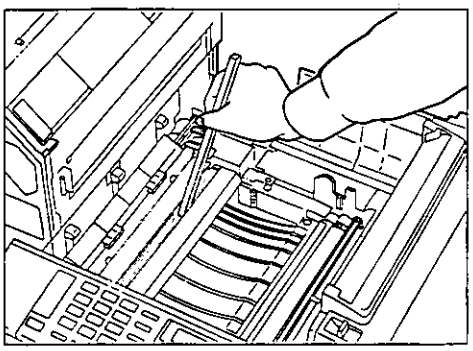
Fig. 3

1



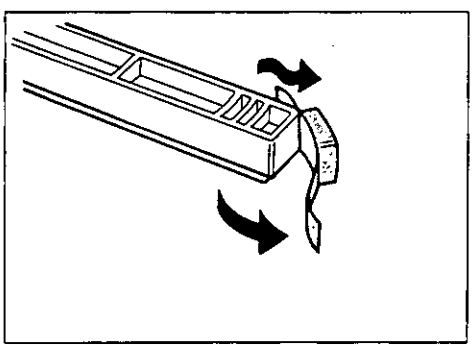
Slide the door open lever to open the cover of the unit.

2



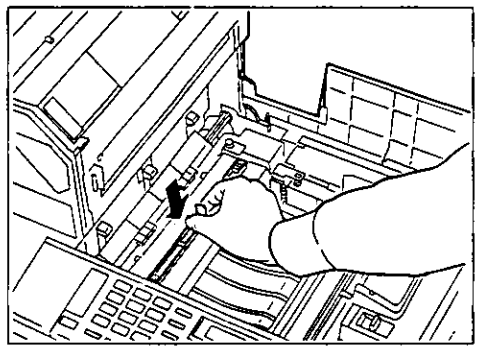
Use the enclosed cleaner to clean the fixing roller.

3



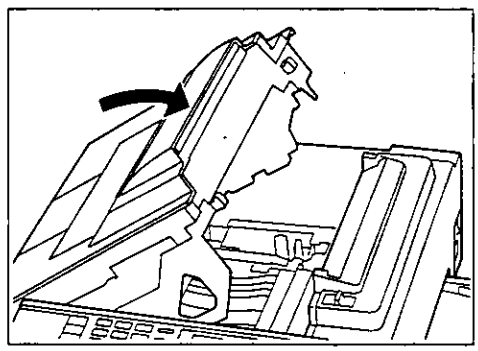
Peel off the cleaning pad.

4



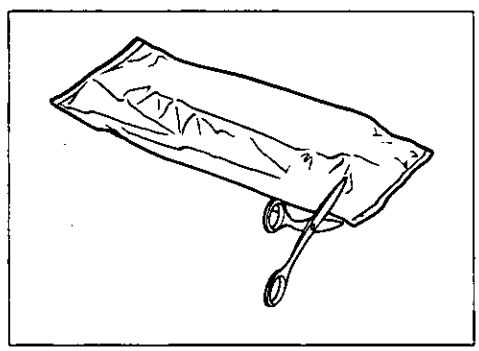
Insert the fixing roller cleaner.

5



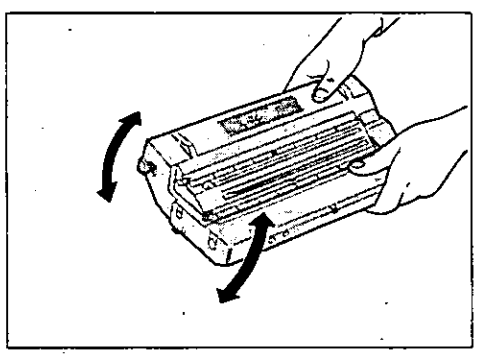
Lower the cover halfway.

6

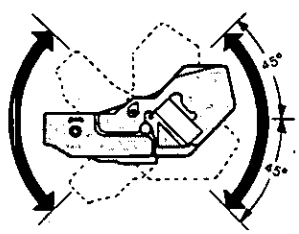


Open the protective bag and remove the supply cartridge.

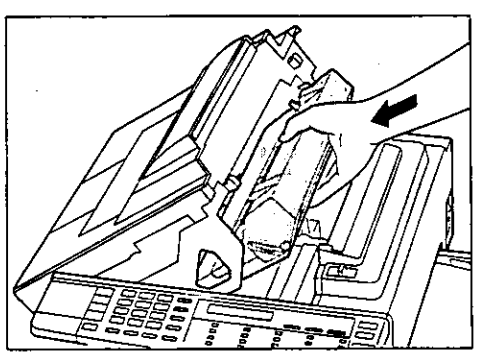
7



Gently rock the supply cartridge 5 or 6 times at a 45 angle.

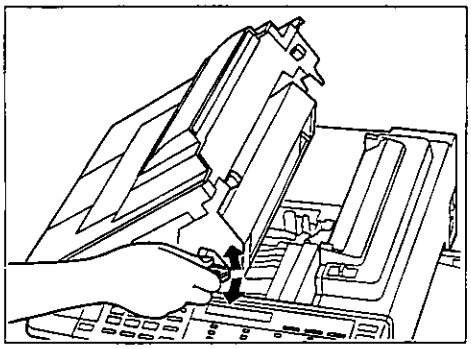


8



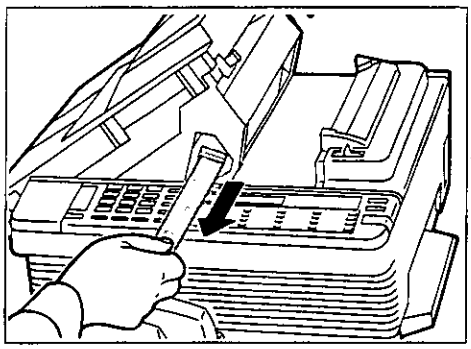
Install the cartridge securely into the unit in the direction of the arrows on its label.

9



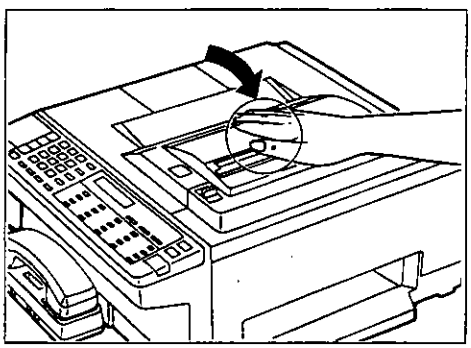
Swing the tab a few times to detach it from the supply cartridge.

10



Pull the sealing tape out completely.

11

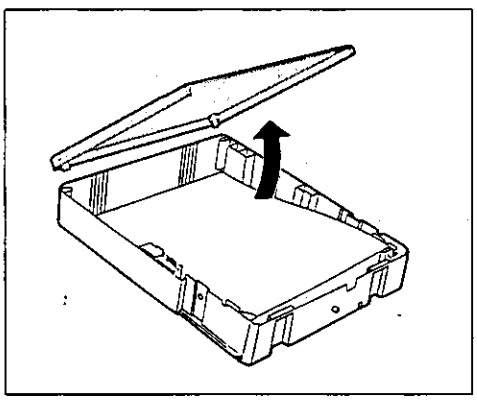


Gently but securely close the cover by pushing the encircled part.

Loading paper and installing the paper cassette

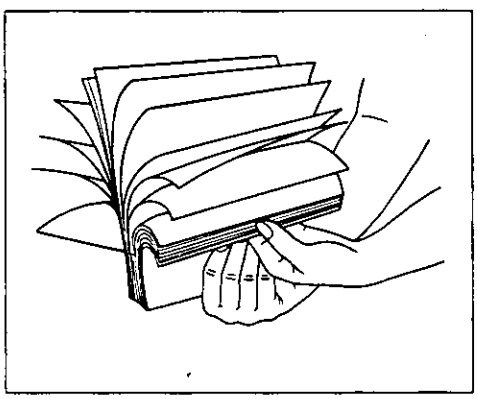
This unit is provided with a letter-size cassette as a standard. You can select a legal-size cassette as an option. (For further information on order, see page 7-18.)

1



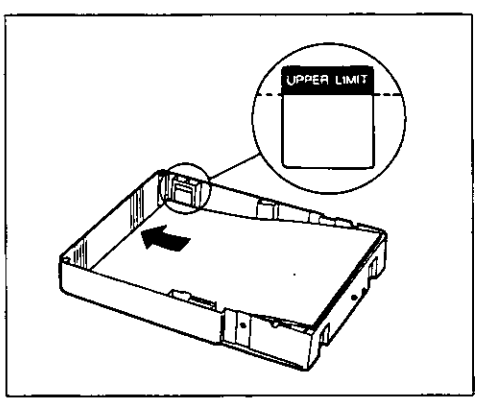
Remove the paper cassette cover.

2



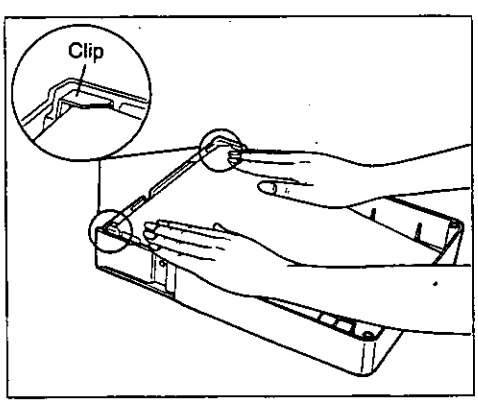
Fan the stack of paper.

3



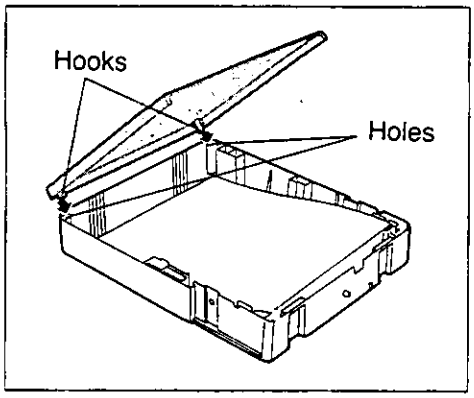
Place it in the paper cassette so that the paper does not exceed the limit mark on the cassette.

4



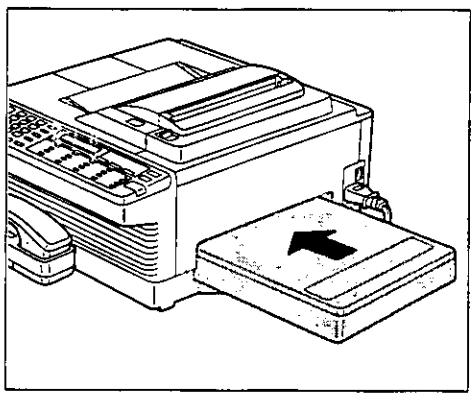
Push the paper under the clips.
Be sure the corners of the paper are inside the cassette.

5



Replace the paper cassette cover.
Be sure that the cassette cover hooks are in the holes of the cassette case.

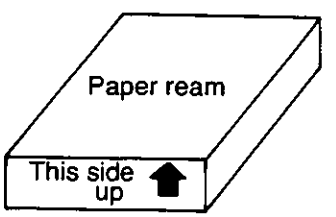
6

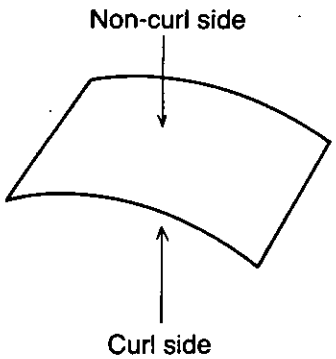


Insert the paper cassette into the unit until it is firmly in place.

Note:

- Do not load paper with different thicknesses into the cassette at the same time, since this may cause a paper jam.
- Make sure you load the paper with the side to be printed up.
- Most paper has instructions recommending the side to be printed first. Follow these instructions when you load paper into the paper cassette. However, when using 60 g/m² (16 pounds) paper, always load the paper with the "non-curl side" up rather than following the instructions on the paper package.

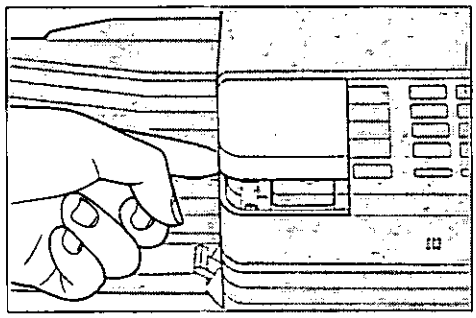




- For more detailed information on paper, see page 7-20.

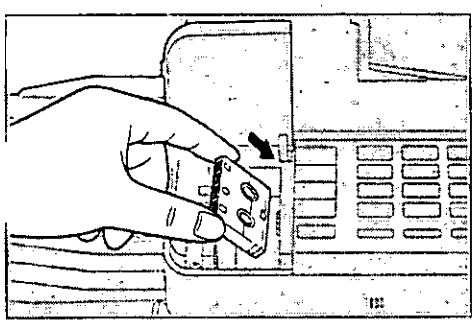
Installing the micro cassette tape

1

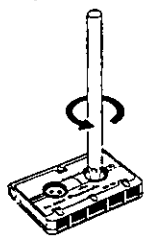


Pull up the cassette compartment cover.

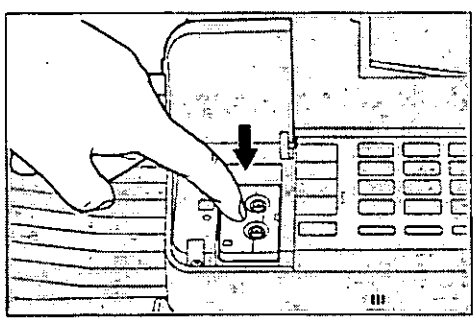
2



Insert the micro cassette tape into the compartment with the full reel toward you. Be sure there is no slack in the tape. If any, remove it using a pencil and rotating the tape reel.

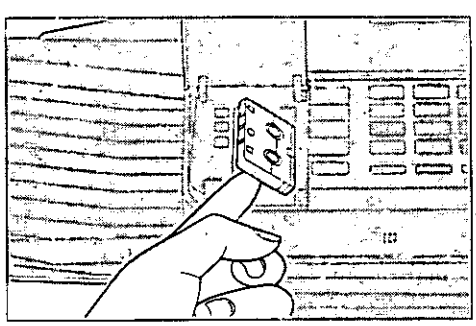


3



Push down the micro cassette tape.
Then close the cassette compartment cover.

To take off the micro cassette tape:



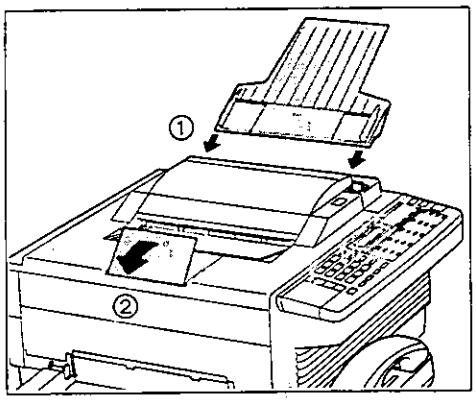
Lift the micro cassette tape as shown, then take it off.

Note:

- For optimum sound quality and performance, we recommend that you use the opposite side (side-2) after six months and replace the tape with a new one every year, assuming that the unit answers about ten calls a day.
- Never place a cassette tape near a magnetic source such as a magnet or a TV set because it may erase or interfere with any messages on the tape.
- Should the cassette tape break or become worn, replace it with a new cassette tape. We recommend using the Panasonic cassette tape RT-30MC or RT-60MC.

Installing the document feeder tray and the receiving tray

Installing the document feeder tray

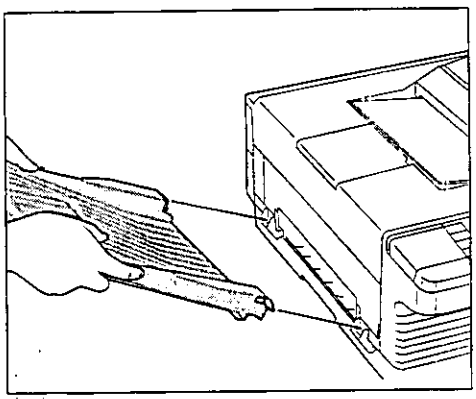


Insert the document feeder tray firmly into place. ①
Open the document tray. ②

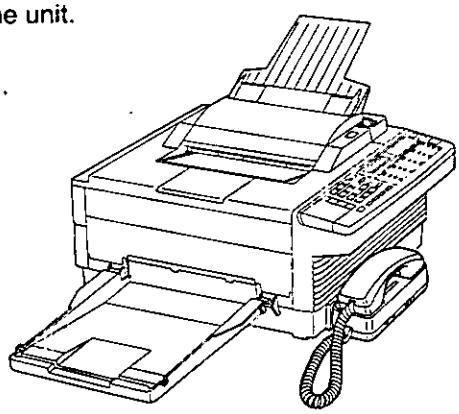
Installing the receiving tray

You may install the receiving tray one of two ways.

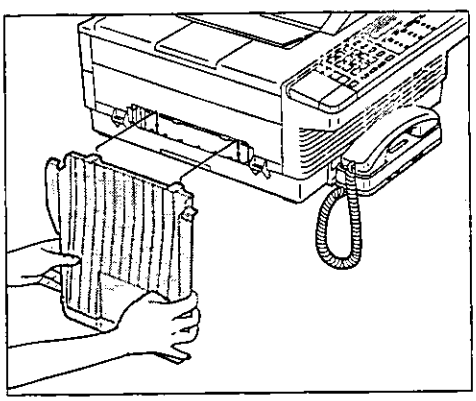
To set the receiving tray on a table:



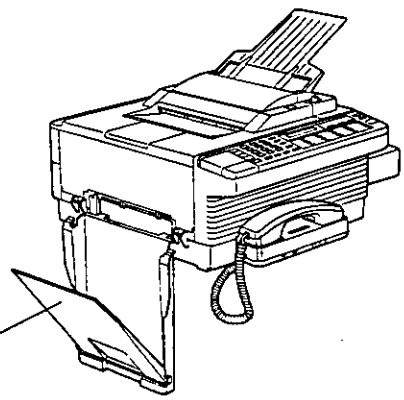
Install the receiving tray on the left side of the unit by inserting tabs of the tray into holes on the unit.



To install the rceiving tray hanging off a table or desk edge:

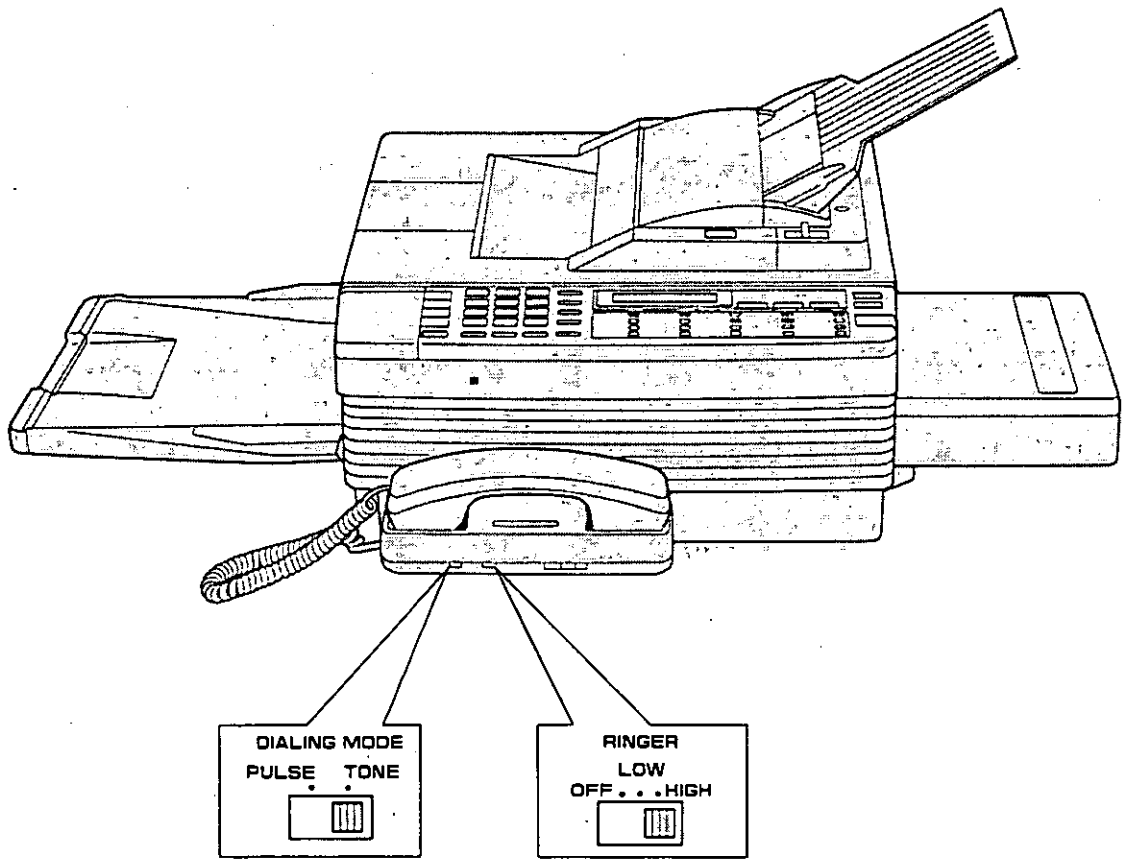


Install the receiving tray by inserting tabs of the tray into slots in the paper ejection area of the unit.



Caution:
Do not pull open the holder strongly since it is out of place.

Setting selectors



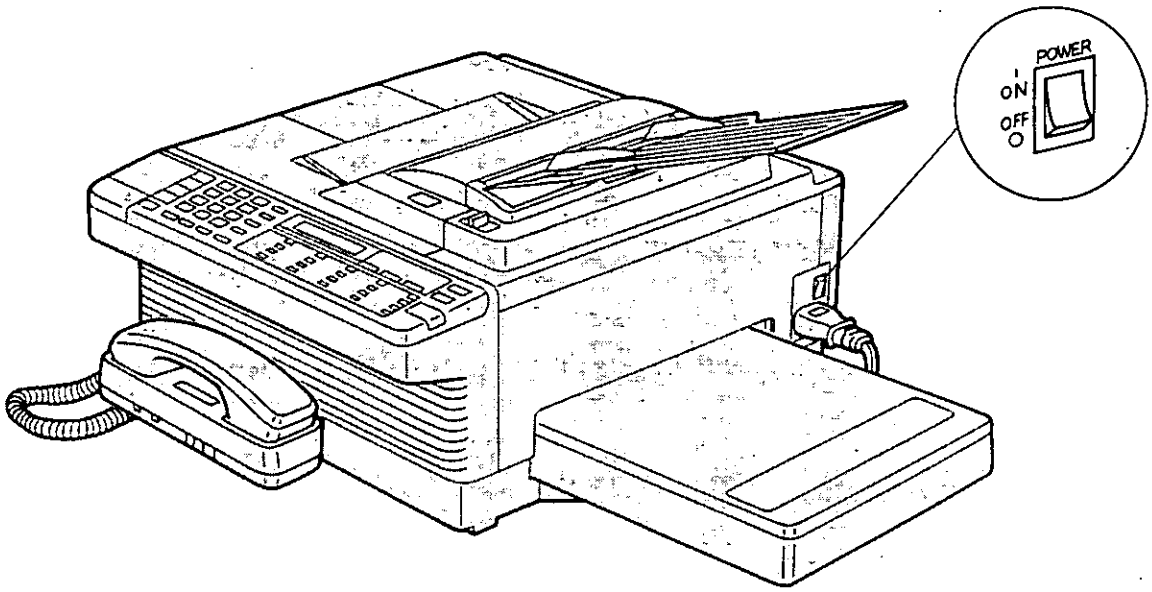
DIALING MODE Selector:
If your line has,
1. Touch tone service, set the selector to "TONE".
2. Rotary pulse dial service, set the selector to "PULSE".

RINGER Volume Selector:
HIGH: The ringing sound will be loud.
LOW: The ringing sound will be soft.
OFF: The unit will not ring.

Turning the POWER switch on

Before turning the POWER switch on, confirm the following:
1. All supplies have been installed.
2. The handset is on the cradle.

Turn the POWER switch to the "ON (I)" position.

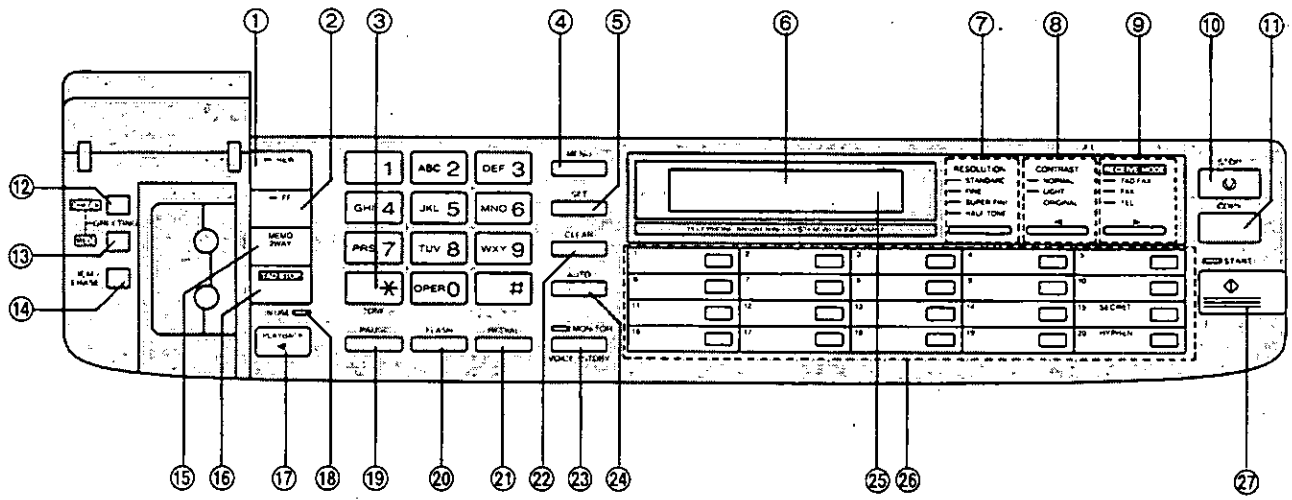


Note:

- When you turn on the unit, "WARM UP" will be shown on the display. After approx. one minute warm-up, the display will show "RECORD GREETING". This instructs you to record your own greeting message to use the unit as an answering device. Record your greeting message by following instructions on pages 2-3 and 2-4.

WED JAN 1 12:00AM -- WARM UP	➡	WED JAN 1 12:00AM -- RECORD GREETING

The buttons and indicators



① **REW (REWIND) Button (Page 3-11)**
Used to run the tape quickly backward to a desired point.

② **FF (FAST FORWARD) Button (Page 3-11)**
Used to run the tape quickly forward to a desired point.

③ **TONE Button (Page 4-30)**
Used to change the dialing mode from pulse to tone during a dialing operation.

④ **MENU Button (Pages 2-2, 4-1 and 4-3)**
Used to start delayed communication, polling, system setup, etc.

⑤ **SET Button (Pages 2-2, 4-1 and 4-3)**
Used to store parameters during programming.

⑥ **LCD (Liquid Crystal Display)**
Shows date and time, the current operation, or an error message.

⑦ **RESOLUTION Button and Indicators (Page 3-2)**
Used to adjust scanning line density. The indicators light to show which setting you are using.

⑧ **CONTRAST Button and Indicators (Page 3-2)/◄ Key (Page 2-6)**
Used to set document contrast. The indicators light to show which setting you are using.
Also used as the cursor key during programming.

⑨ **RECEIVE MODE Button and Indicators (Page 1-17)/► Key (Page 2-6)**
Used to select the desired receiving mode. The indicators light to show the mode in which the unit is set.
Also used as the cursor key during programming.

⑩ **STOP Button (Pages 3-5 and 3-19)**
Used to cancel operations. When it is pressed, the machine will return to standby mode.

⑪ **COPY Button (Page 3-19)**
Used to make document copies.

⑫ **GREETING CHECK Button (Page 2-4)**
Used to replay your greeting message.

⑬ **GREETING REC Button (Page 2-4)**
Used to record your greeting message.

⑭ **ICM (Incoming Message) ERASE Button (Page 3-11)**
Used to erase recorded incoming messages at high speed.

⑮ **MEMO/2WAY Button (Pages 3-14 and 3-15)**
Used to start and stop recording of a memo message or a telephone conversation.

⑯ **TAD STOP Button (Page 3-11)**
Used to stop TAD's operations.

⑰ **PLAYBACK Button (Page 3-12)**
Used to play back recorded messages.

⑱ **IN USE Indicator (Page 3-12)**
The indicator lights or flashes when the answering device is in use.

⑲ **PAUSE Button (Page 4-31)**
Used to insert a pause into a phone number during a dialing operation or programming.

⑳ **FLASH Button (Page 4-30)**
Used to access some features of your host PABX (Private Automatic Branch Exchange).

㉑ **REDIAL Button (Pages 3-3 and 3-18)**
Used to redial the last dialed number.

㉒ **CLEAR Button (Page 2-8)**
Used to erase the previously entered input during programming.

㉓ **MONITOR (VOICE STDBY) Button and Indicator (Pages 3-3, 3-8 and 3-16)**
Used for on-hook dialing and voice contact features. The indicator lights when these functions are on.

㉔ **AUTO Button (Pages 2-11, 3-4 and 3-17)**
Used for speed dialing.

㉕ **Call Counter (Page 3-11)**
The right edge in the display shows the number of recorded incoming voice message.

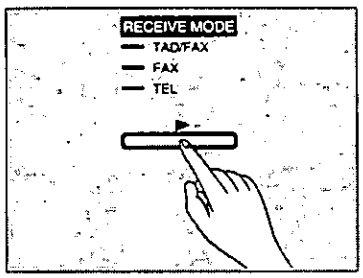
㉖ **Direct Call Stations/Character Keys (Pages 2-5, 2-9, 3-4 and 3-17)**
Used for one touch dialing.
Also used as character keys when logo and station names are programmed.

㉗ **START Button and Indicator (Pages 3-3 and 3-6)**
Used to start fax transmission and reception. The indicator lights when these functions are on.

Setting the RECEIVE MODE

The unit has three types of receiving modes:

A) TAD/FAX — When you wish to use TAD (Telephone Answering Device) and facsimile.
B) FAX — When you wish to use facsimile only.
C) TEL — When you wish to use as a standard telephone only.



Press the RECEIVE MODE button to set to TAD/FAX, FAX or TEL.

Helpful hints:

■ **TAD/FAX mode**

The unit will automatically distinguish between voice and fax calls. If a fax tone is heard, the unit will switch automatically to the fax mode. If the caller's voice is heard within 5 seconds after the beep of the end of the greeting messag (see page 2-3), the answering device will receive message.

You are also able to speak with the other party and transmit or receive documents.

When any voice messages are recorded, the TAD/FAX indicator flashes. To play back, see page 3-12.

■ **FAX mode**

When the unit is in this mode, you will only be able to receive fax calls. You are still able to make outgoing voice-calls.

■ **TEL mode**

For use as a standard telephone, you can also receive a fax during telephone conversation by pressing the START button.

CHAPTER 2

Setting Up Your Unit

Programming functions

The following functions are user selectable. The most probable choices (default) have been preselected for you, but may be changed as needed.

CODE	FUNCTION	DEFAULT	SETTING	REFERENCE PAGES
#01	SET DATE	JAN.1.1 1992		2-2
#02	YOUR LOGO	(not entered)	up to 30 digits	2-7 and 2-8
#04	YOUR TELEPHONE NUMBER	(not entered)	up to 20 digits	2-7 and 2-8
#05	LOGO POSITION	OUT	OUT/IN/OFF	6-1
#06	REMOTE TAD ID	111	3 digits	4-24
#08	PRIVACY RING ID	333	3 digits	4-13
#10	JOURNAL AUTO PRINT	AUTO	AUTO/MANUAL	5-2
#11	PRINT XMT REPORT	ERROR	ERROR/ON/OFF	5-6
#12	NETWORK PASSCODE	0000	4 digits	4-18
#13	SEND PASSCODE	OFF	OFF/ON	4-19
#14	TX PASSCODE CHECK	OFF	OFF/ON	4-20
#15	RX PASSCODE CHECK	OFF	OFF/ON	4-21
#16	POLLING PASSWORD	0000	4 digits	4-8
#30	RECORDING TIME	VOX	VOX/1MIN	6-2
#32	TAD/FAX RING COUNT	1	0/1/2/3/4	6-2
#33	FAX RING COUNT	1	1/2/3/4	6-3
#50	SET DEFAULT	NO	NO/YES	6-3
#91	COPY REDUCTION	REDUCTION1	REDUCTION1 INHIBITION1 INHIBITION2	6-4
#92	RX REDUCTION	REDUCTION2	REDUCTION2 REDUCTION1 INHIBITION	6-5
#95	OZONE COUNT (0000)	STAY	STAY/CLEAR	7-16
#9000✳	SERVICE DATA SET UP			6-6

For your convenience, please set the following functions at first.

#01 SET DATE
#02 YOUR LOGO
#04 YOUR TELEPHONE NUMBER

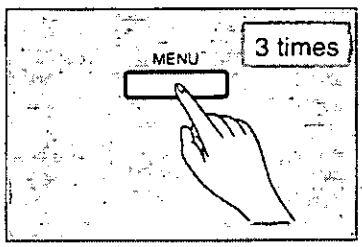
Note:

- To print out a list of the current settings of the program functions, press the MENU button 3 times, and then press "4" and "1". For further detail, see pages 5-9 and 5-10.

Setting date and time

The date and time appear on the top line of all the documents you transmit and the fax communication reports such as JOURNAL report and XMT (Transmission) report.

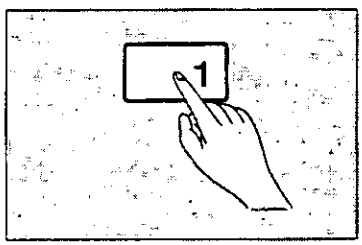
1



Press the MENU button 3 times.

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

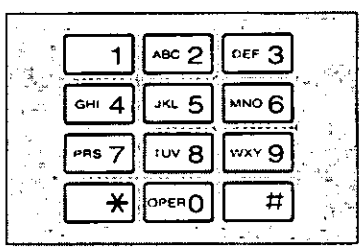
2



Press "1".

```
 SET DATE [*=AM #=PM]
01 01 92  12:00AM WED
```

3

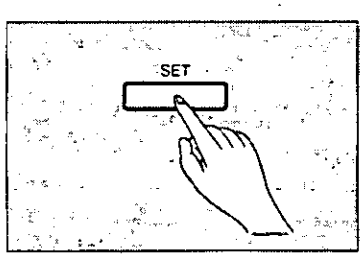


Enter the current month/day/year/hour/minute by selecting 2 digits each.

Ex: AUG. 21 1992. 3:00PM
Enter "08 21 92 03 00". Then press "#" to select PM mode.

```
 SET DATE [*=AM #=PM]
08 21 92 03:00PM FRI
```

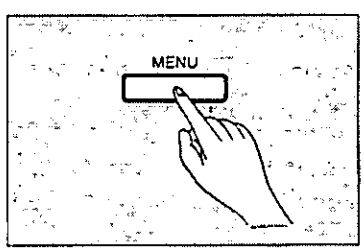
4



Press the SET button.

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

5



Press the MENU button to end the operation.

```
FRI AUG21  3:00PM - -
```

Note:

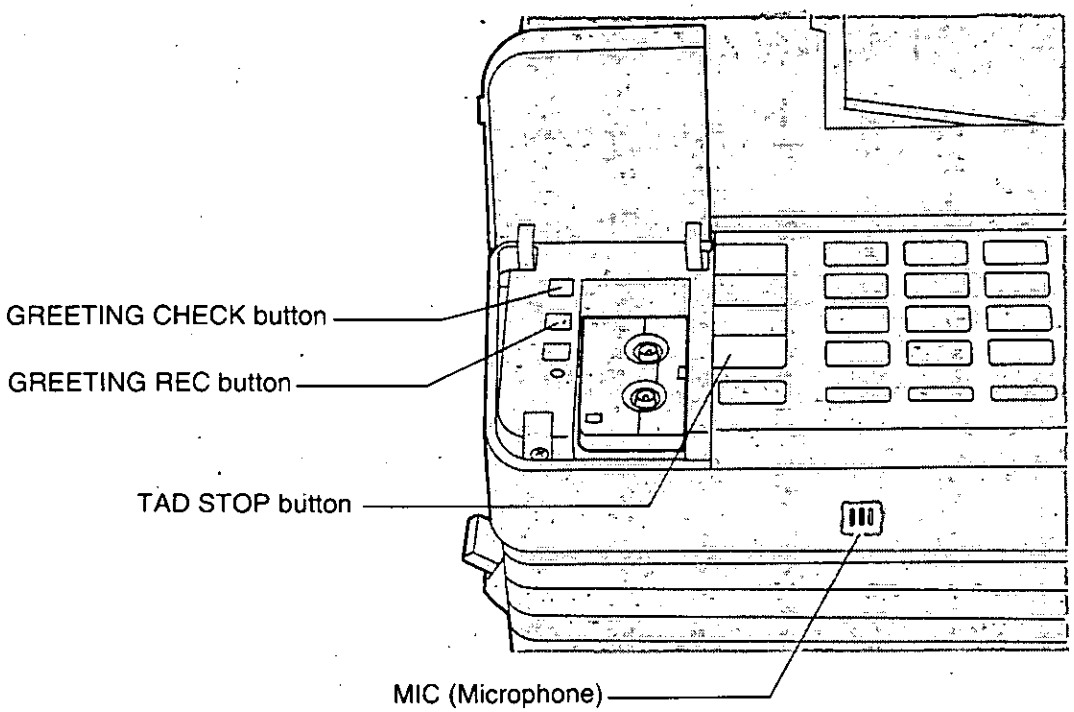
- If you make a mistake in Step 3, use the cursor key (◄ or ►) to move the cursor to the incorrect number, then correct input.
- When the current date is entered, the day of the week is automatically set.

Recording a greeting message

- The greeting message tells the caller that you are out, and asks to leave a voice-message or to send a fax message. Before using your unit as both an answering device and a facsimile, you should first record your greeting message.
- You can store a greeting message up to 16 seconds on the voice-recordable microchip. Once recorded, the greeting message will be automatically recorded on the micro cassette tape as a backup in case of power failure.
- If a power failure takes place or the POWER switch is turned off, the greeting message recorded on the microchip will be erased. However, after the power is restored, the unit will automatically re-record the message onto the microchip from the tape. You need not re-record your greeting message.

Note:

- When you replace the cassette tape with a new one or you use the opposite side (side-2), you have to re-record a greeting message again.



Suggested message

Record your greeting message referring to the examples below.

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

"This is (your name, business and/or telephone number). We are out right now. To send a fax, start transmission. To leave a message, speak for up to 1 minute after the long beep. Thank you."

You can choose from two lengths of recording times for incoming messages. When the unit is in the "VOX" position, the recording time is unlimited, and when in the "1 MIN" position, the recording time is limited to 1 minute. The two examples above correspond to these two conditions.

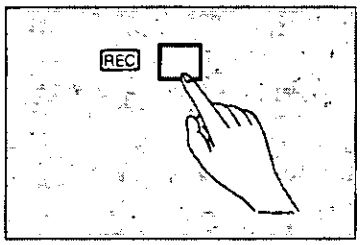
The unit is preprogrammed to the "VOX" position. To change the recording time, see page 6-2.

Recording your greeting message

Helpful hints:

- The recording time is limited to 16 seconds. For optimum performance, we recommend that you record your greeting message within 12 seconds.
- Do not pause for over 2 seconds while recording your greeting message. If 16 seconds pass or a pause continues for more than 2 seconds, the unit will finish recording. The rest of your message will not be recorded.

1

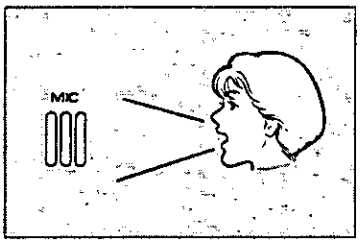


Press the GREETING REC button.

A long beep will be heard.

```
GREETING RECORDING
      > > > > > > > >
```

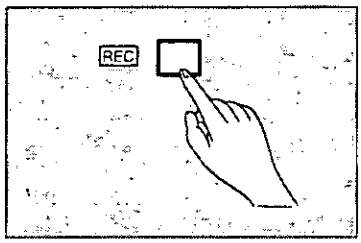
2



After the beep, speak immediately, clearly and loudly, toward the microphone from a distance of approximately 20 cm (8 inches).

```
GREETING RECORDING
      > > > > > > > >
```

3



To stop recording, press the GREETING REC button or the TAD STOP button.

```
GREETING CHECKING
      > > > > > > > >
```

4 The unit plays the stored greeting message so that you can confirm it. Adjust the VOLUME control to a suitable level.

```
GREETING CHECKING
      > > > > > > > >
```

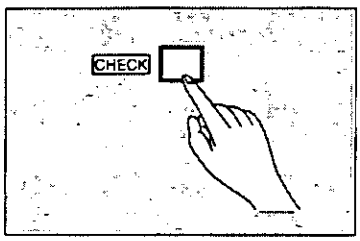
5 The unit plays the stored greeting message again to record it on the micro cassette tape as a backup.

```
TAPE BACK UP
     FOR GREETING
```

Note:

- If you make a mistake while recording, repeat from Step 1.

Checking and changing your greeting message



Press the GREETING CHECK button.

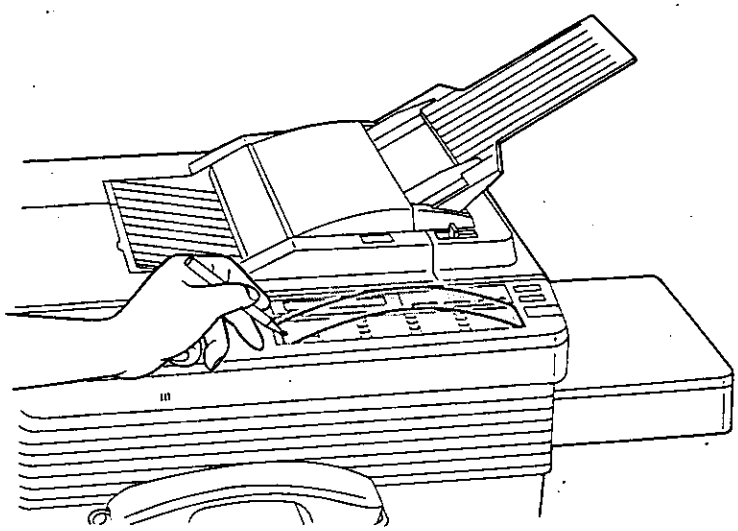
The unit replays your greeting message. If you want to change your message, perform the operation on this page again. The previous message will be automatically erased and a new message will be recorded.

How to use the character keys

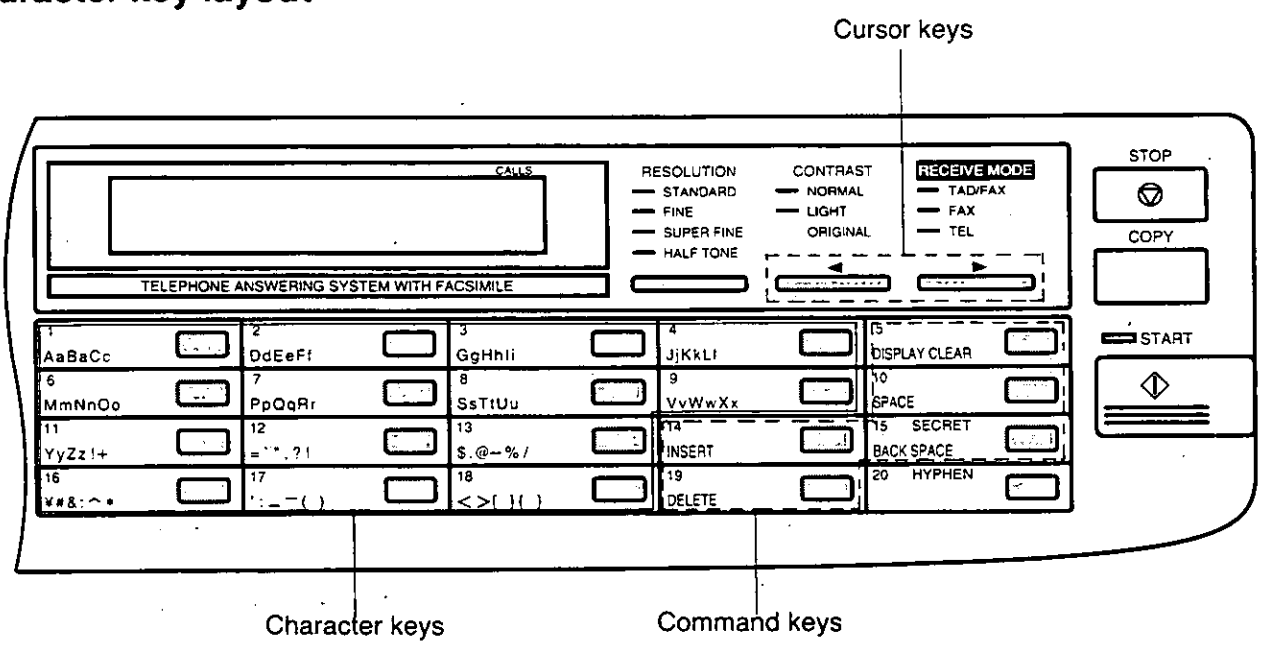
The direct call station keys on the control panel are also used as alphabet and symbol character input keys when you program your logo and other station names.

Preparation

Remove the directory card cover with a pencil or similar object as shown. Then turn over the directory card, you will find the alphabet and symbol characters for each key on the directory card.



Character key layout



■ Cursor keys

◄ key (CONTRAST button):
The cursor is moved one space to the left each time you press this key.

► key (RECEIVE MODE button):
The cursor is moved one space to the right each time you press this key.

■ Character keys

The character on the display is changed as follows each time you press one of these keys.

For example, when you press the "AaBbCc" key repeatedly, the display shows
"A"→"a"→"B"→"b"→"C"→"c"→"A"...

To enter a character and move to the next character, press ► key (RECEIVE MODE button) once.

■ Command keys

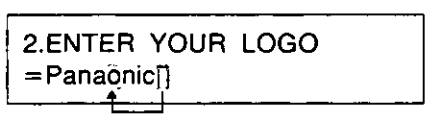
DISPLAY CLEAR key:
You can clear all the characters.

SPACE key:
This key is used to space between characters or letters.

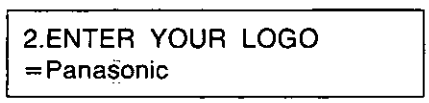
INSERT key:
This key is used to insert one character (or one space) in the programmed logo.

Example: Panaonic→Panasonic

1. Press ◄ key repeatedly until the cursor is positioned on "o".



2. Press the INSERT key, then press the "SsTtUu" key twice to enter "s".



DELETE key:
This key is used to delete one character from the programmed logo.

Example: Panassonic→Panasonic

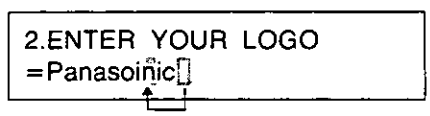
1. Press ◄ key repeatedly until the cursor is positioned on "s".

2. Press the DELETE key.

BACK SPACE key:
This key is used to delete one character to the left side of the cursor while it moves backward.

Example: Panasoinic→Panasonic

1. Press ◄ key repeatedly until the cursor is positioned on "n".



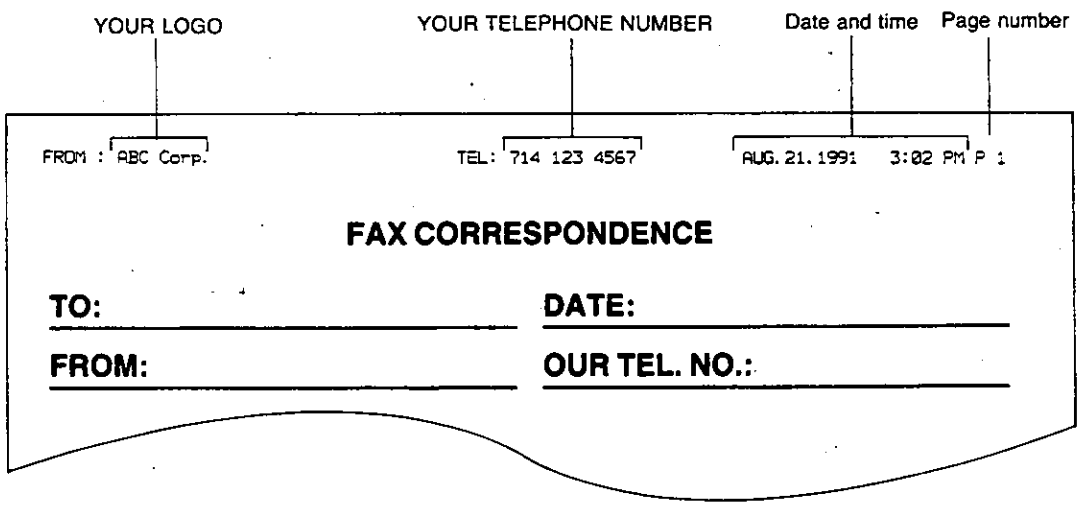
2. Press the BACK SPACE key.

Setting your logo and fax telephone number

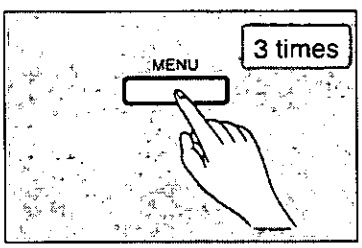
YOUR LOGO: The logo is used to identify fax documents sent by your unit. It may consist of alphanumeric letters and symbols. Usually the logo is a company, division or personal name in an abbreviated form. Your programmed logo will be printed on the top of each page transmitted from your unit. Your printed logo can be up to 30 digits long.

YOUR TELEPHONE NUMBER: Your facsimile telephone number can be programmed into your unit. When you transmit a document, your programmed number will be printed on the top of each page transmitted from your unit. The unit can hold your phone number up to 20 digits long. This gives the receiving party your fax number if he wishes to return a fax.

Sample page sent by your unit



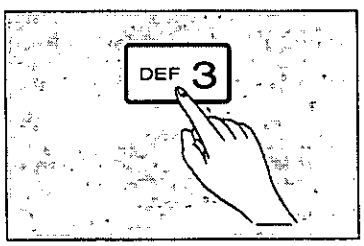
1



Press the MENU button 3 times.

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

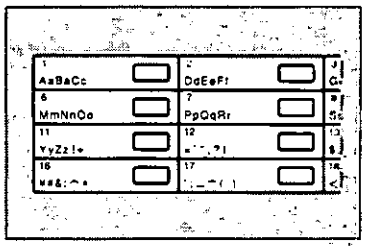
2



Press "3".

```
2.ENTER YOUR LOGO
=
```

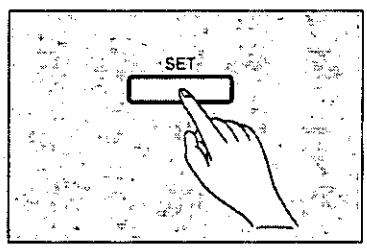
3



Enter your logo (up to 30 characters) by using the character keys, ► key and numeric keys.
Ex: The logo is ABC.
Press the "AaBbCc" key, ► key, the "AaBbCc" key 3 times, ► key and the "AaBbCc" key 5 times.

```
2.ENTER YOUR LOGO
=ABC
```

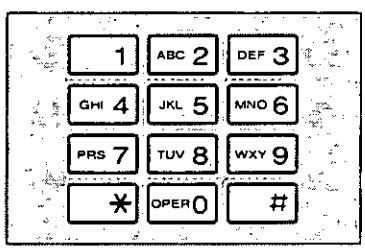
4



Press the SET button.

```
4.ENTER YOUR TEL NO.
=
```

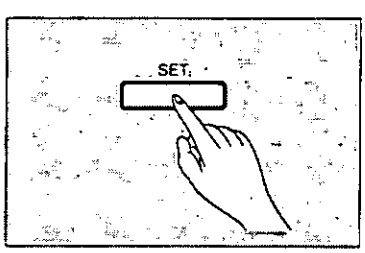
5



Enter your telephone number.
Ex: The phone number is "123 4567".
Press "123", "#" and "4567".
Pressing "#" provides a space.

```
4.ENTER YOUR TEL NO.
=123 4567
```

6

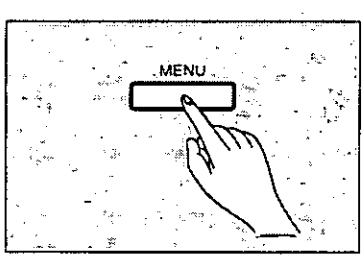


Press the SET button.

```
5.LOGO POSITION=OUT
[1.OUT 2.IN 3.OFF]
```

(See page 6-1.)

7



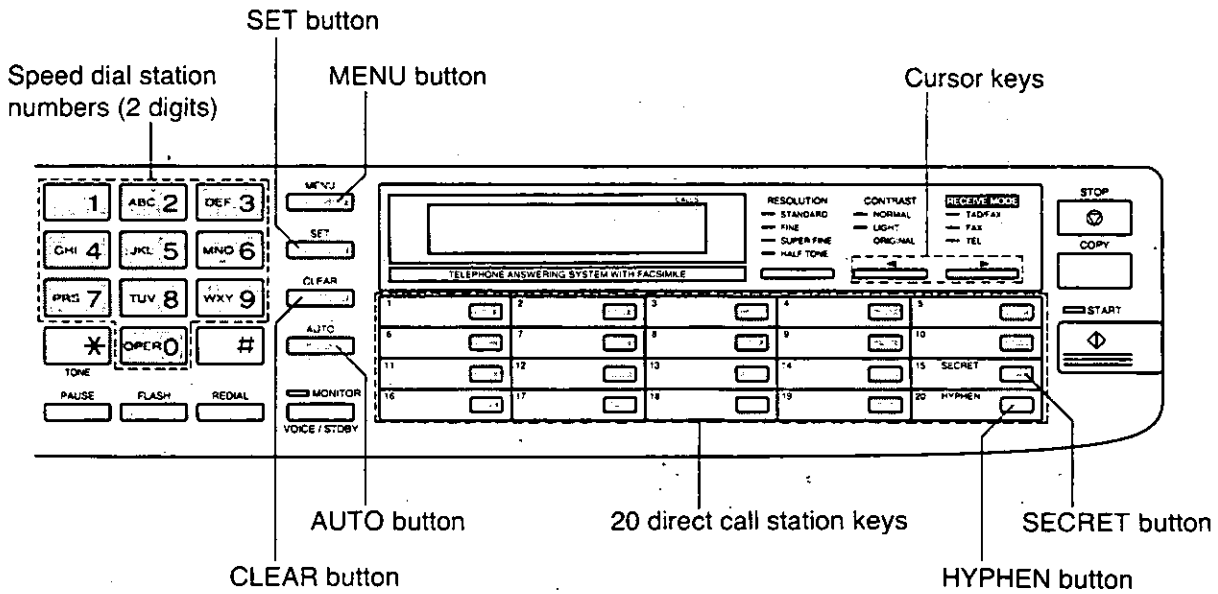
Press the MENU button to end the operation.

Note:

- To enter the station name, use the character (station) keys and the cursor keys and 0 through 9, # and *. For further details, see pages 2-5 and 2-6.
- If you make a mistake in Step 3, use the cursor key (◄ or ►) to move the cursor to the incorrect number, then correct input.
- If you make a mistake in Step 5, press the CLEAR button then correct input.

Storing phone numbers for automatic dialing

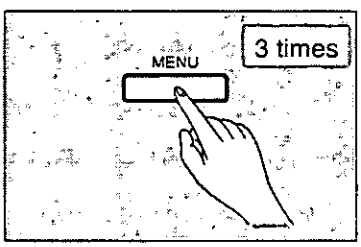
The unit's memory allows you to use both one touch dialing (up to 20 phone numbers) and speed dialing (up to 100 phone numbers) for rapid access to your most frequently dialed numbers.
Make sure first whether the DIALING MODE selector is set to TONE or PULSE (Rotary) mode, since the number will be stored in the mode that is set at the time of programming.



Storing phone numbers for one touch dialing

This unit is equipped with 20 direct call (one touch) stations including the SECRET and the HYPHEN keys, each of which can store a telephone number and a station name.
Each phone number can be programmed up to 30 digits long.
Each station name can be programmed up to 16 alphanumeric characters.

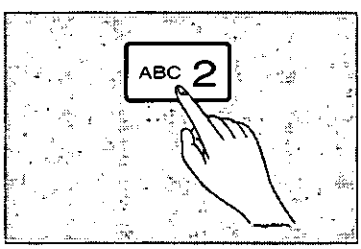
1



Press the MENU button 3 times.

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

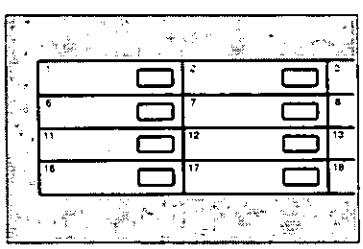
2



Press "2".

SELECT AUTO OR DIRECT CALL KEY

3

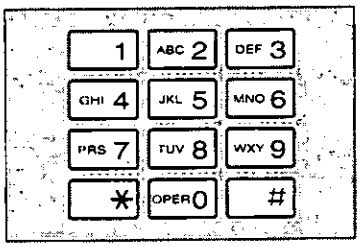


Press one of the direct call station keys where you want to store the phone number.

Ex: Direct call station number 1.

ENTER PHONE NO.<S01> =

4

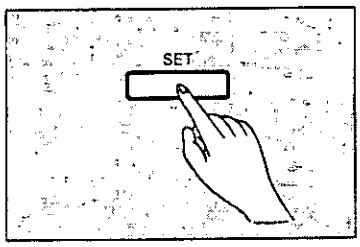


Enter the phone number (up to 30 digits).
Ex: The phone number is 765 4321.

```
ENTER PHONE NO.<S01>
=7654321
```

If you want to insert a hyphen in the number, press the HYPHEN key during programming. A hyphen is counted as 2 digits. The HYPHEN does not affect dialing sequence.

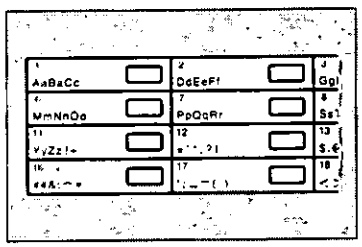
5



Press the SET button to store the programmed number into memory.

```
      ENTER NAME
=
```

6

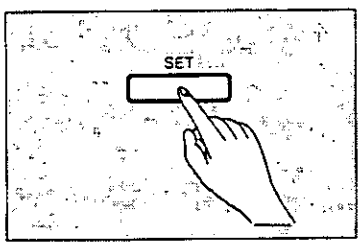


Enter the name associated with the direct call station by using the character keys, ► key and numeric keys.

Ex: Panasonic

```
      ENTER NAME
=Panasonic
```

7

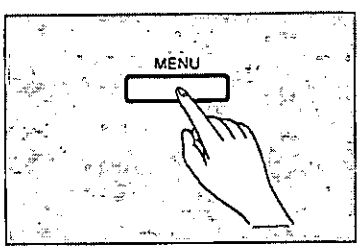


Press the SET button to store the program into memory.

```
   SELECT AUTO OR
   DIRECT CALL KEY
```

To program other phone numbers, repeat steps 3 to 7.

8



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

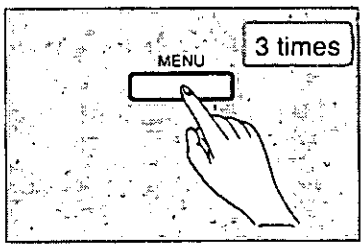
Note:

- If you make a mistake in Step 4, press the CLEAR button then correct input.
- To enter the station name, use the character (station) keys and the cursor keys and 0 through 9, # and ✳. For further details, see pages 2-5 and 2-6.
- If you make a mistake in Step 6, use the cursor key (◄ or ►) to move the cursor to the incorrect number, then correct input.
- You can obtain the stored phone number list to verify that all numbers have been programmed correctly. See pages 5-7 and 5-8.

Storing phone numbers for speed dialing

This unit is equipped with 100 additional stations (00 through 99), each of which can store a telephone number up to 30 digits long.
Having stored phone numbers into memory, you can write down their names or numbers on the speed dialer list on page 7-22.

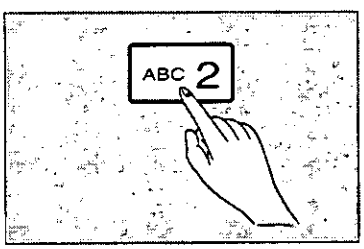
1



Press the MENU button 3 times.

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

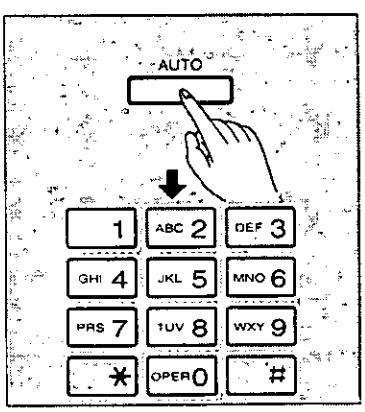
2



Press "2".

```
SELECT AUTO OR
DIRECT CALL KEY
```

3

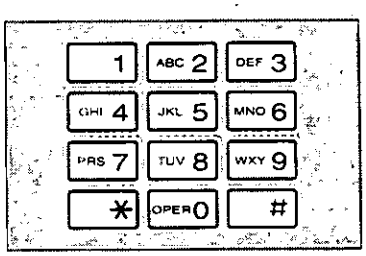


Press the AUTO button, then enter the speed dialing station number by selecting 2 digits (00 through 99).

Ex: Station number 00.

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

4



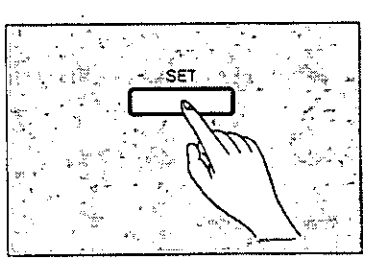
Enter the phone number (up to 30 digits).

Ex: The phone number is 765 4321.

```
ENTER PHONE NO.<A00>
=7654321
```

If you want to insert a hyphen in the number, press the HYPHEN key during programming. A hyphen is counted as 2 digits. The HYPHEN does not affect dialing sequence.

5

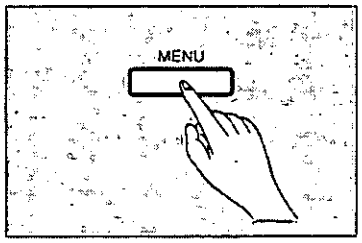


Press the SET button to store the programmed number into memory.

```
SELECT AUTO OR
DIRECT CALL KEY
```

To program other phone nubmers, repeat steps 3 to 5.

6



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

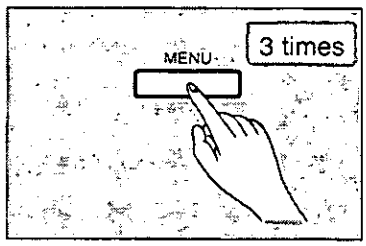
Note:

- If you make a mistake in Step 4, press the CLEAR button then correct input.
- You can obtain the stored phone number list to verify that all numbers have been programmed correctly. See pages 5-7 and 5-8.

Storing a secret phone number into memory

This function is useful for keeping the whole or portion of a phone number secret. When you print out a list of the stored numbers, this number will not be printed.
If you program a phone number for speed dialing, skip steps 5 and 6 in the instructions below.

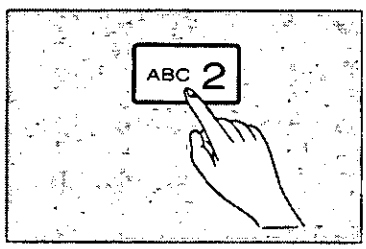
1



Press the MENU button 3 times.

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

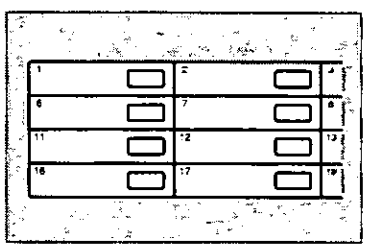
2



Press "2".

```
SELECT AUTO OR
DIRECT CALL KEY
```

3



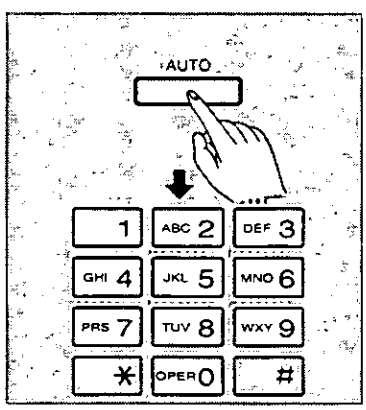
For one touch dialing:
Press one of the direct call station keys.

Ex: Direct call station #2

```
ENTER PHONE NO.<S02>
=
```

OR

OR

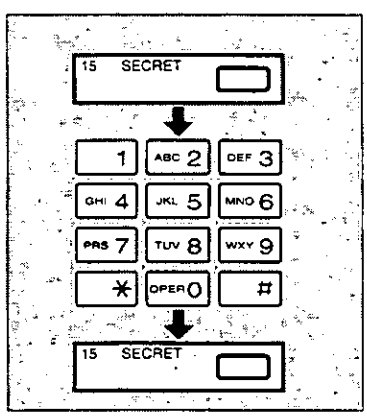


For speed dialing:
Press the AUTO button, then enter the speed dial station number by selecting 2 digits (00 through 99).

Ex: Speed dial station number 01

```
ENTER PHONE NO.<A01>
=
```

4



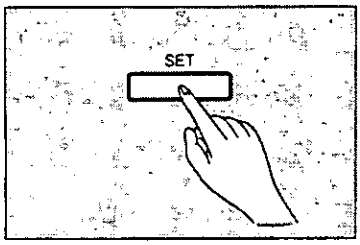
Press the SECRET key and enter the phone number then press the SECRET key again.

Ex: Station number is 01 and the phone number is 123-4567.
Press the SECRET key, "1234567", then press the SECRET key again.

```
ENTER PHONE NO.<A01>
=[1234567]
```

Pressing the SECRET key once counts as 2 digits.

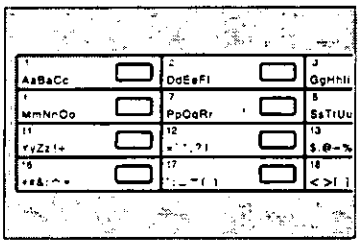
5



Press the SET button to store the programmed number into memory.

ENTER NAME
=

6

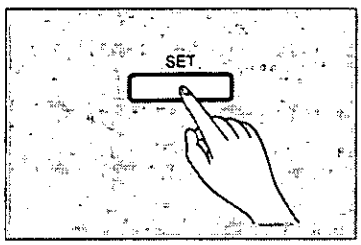


Enter the station name by using the character keys, ▶ key and numeric keys.

Ex: Panasonic

ENTER NAME
=Panasonic

7

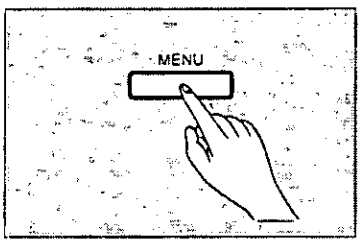


Press the SET button to store the program into memory.

SELECT AUTO OR
DIRECT CALL KEY

To program other phone numbers, repeat steps 3 to 7.

8



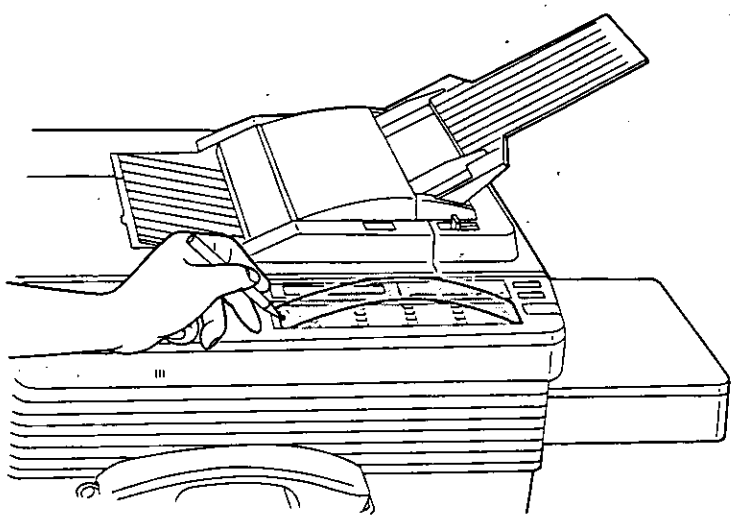
After programming all the numbers, press the MENU button to end the operation.

Note:

- If you make a mistake in Step 4, press the CLEAR button then correct input.
- To enter the station name, use the character (station) keys and the cursor keys and 0 through 9, # and ✳. For further details, see pages 2-5 and 2-6.
- If you make a mistake in Step 6, use the cursor key (◀ or ▶) to move the cursor to the incorrect number, then correct input.

Listing the directory card

1. Remove the directory card cover with a pencil or similar object as shown.
2. Remove the directory card.
3. Write the names (or telephone numbers) that you want to store into memory.
4. Reinstall the directory card and the cover.



CHAPTER 3

Basic Instructions

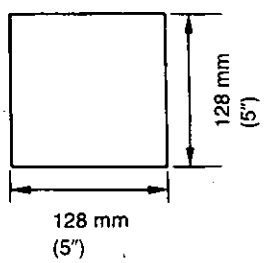
Before transmitting documents

Acceptable documents

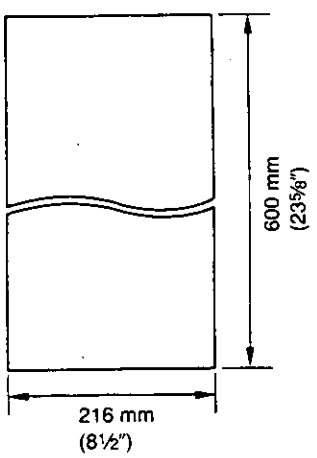
The unit can transmit a document that meets the following conditions.

— Document width should be 128 mm (5") to 216 mm (8½").
— Maximum document length should not exceed 600 mm (23⅝").
— Effective scanning width should be up to 208 mm (8³⁄₁₆").
— Number of pages that can be set in the document feeder tray should be up to 20 sheets.
— Document weight
Single sheet: 45 g/m² to 90 g/m² (12 pounds to 24 pounds).
Multiple sheets: 60 g/m² to 75 g/m² (16 pounds to 20 pounds).

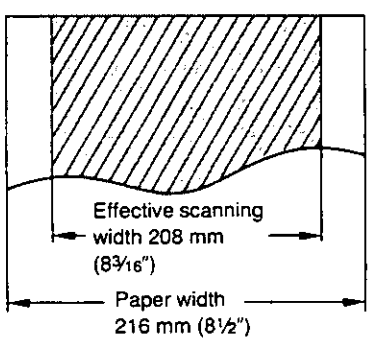
Minimum document size



Maximum document size



Effective scanning width



Note:
- A document whose length exceeds 600 mm (23⅝") cannot be transmitted. When you feed such documents, the unit stops transmitting and a long beep will be heard. If this happens, press the STOP button and remove the document.
- If a document is electrostatically charged, the automatic document feeder may not function properly.

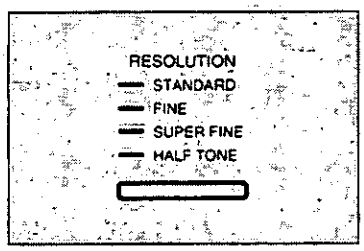
Documents you cannot send

Do not use the following types of documents or they may jam. Make a copy of such documents and feed the copy into the unit.
— Paper with a chemically treated surface 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 voucher
— Thin paper less than 45 g/m² (12 pounds)
— Thick paper over 90 g/m² (24 pounds)
— Paper with faint contrast between the print and the background
— Paper with printing on the reverse side that can be seen through from the front (e.g. newspaper)

Resolution and contrast

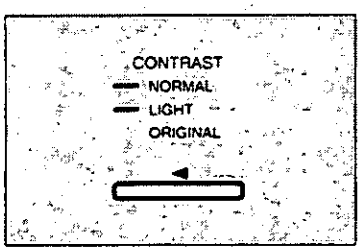
You can set the following functions depending on the quality of an original. Set the functions before transmission or copying. If you set them during transmission, they will be effective from the next sheet transmitted.

RESOLUTION:



STANDARD is suitable for printed or typewritten originals with normal-sized characters.
FINE is suitable for originals with small printing characters or detailed drawing.
SUPER FINE doubles the resolution of FINE. (SUPER FINE only works between Panasonic compatible machines such as KX-F60, KX-F90, KX-F110, KX-F5000, etc.)
HALF TONE is useful when sending originals containing photographs, shaded drawings, etc.

CONTRAST:

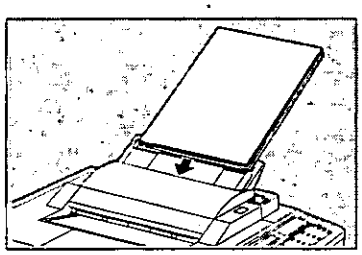


NORMAL is useful when transmitting or copying originals with normal print.
LIGHT ORIGINAL is useful when transmitting or copying originals with faint writing.

Loading documents

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.

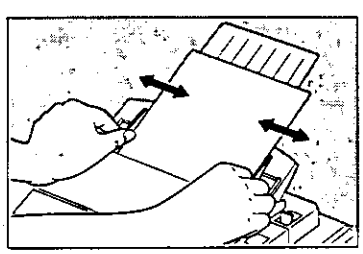
1



Insert the document FACE DOWN into the document feeder tray.

The unit can accept up to 20 sheets of paper at a time.

2



Adjust the document guides to the width of the document.

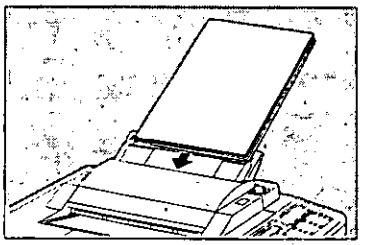
3

Set the resolution and contrast settings if you need.

Transmitting documents

Manual transmission

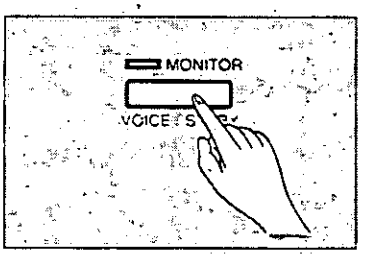
1



Insert the documents FACE DOWN.

The unit can accept up to 20 sheets of paper at a time.

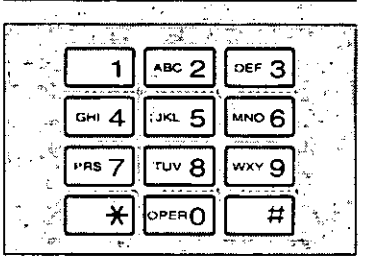
2



Press the MONITOR button or lift the handset.

```
FRI AUG21  3:00PM 00
 ENTER PHONE NUMBER
```

3

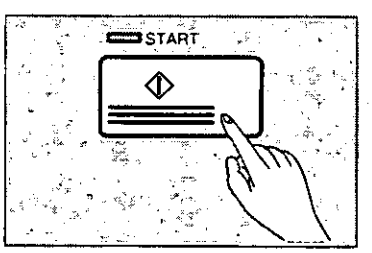


Dial the phone number.
Ex: 987-6543

```
FRI AUG21  3:00PM 00
9876543
```

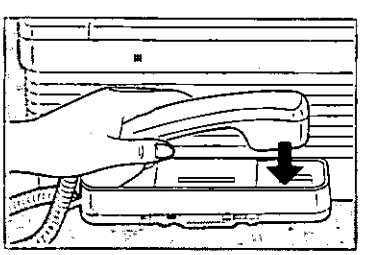
If the other party answers, lift the handset and ask them to press their start or transmit button to start the fax reception.

4



Press the START button when a fax tone is heard.

5



Place the handset on the cradle if using it.

The unit will feed and transmit the documents. The display will show the number of each page (00 through 99) during a fax transmission.

```
     SENDING     P1
TO:9876543
```

When transmission ends, the display shows the number of pages sent.

```
FRI AUG21  3:02PM 00
5PAGES SENT OK
```

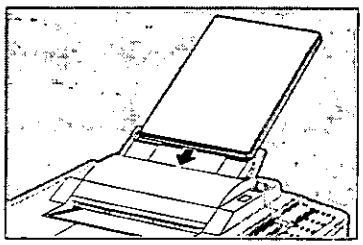
Note:

- If you do not replace the handset, the unit will automatically call the other party after the transmission. For further details, see "Voice contact" on page 3-8.
- If the line is busy, press the MONITOR button or hang up the handset if using it. Then try again later by using the REDIAL button in Step 3.

Transmitting documents using automatic dialer

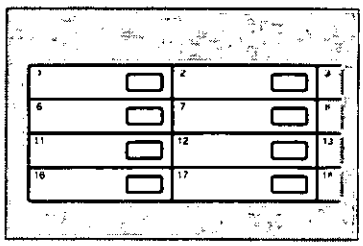
You can transmit documents by using automatic dialer. Before using this feature, make sure that the desired telephone numbers have been stored into memory. For programming of phone numbers, see pages 2-9 to 2-15.

1



Insert the documents FACE DOWN.

2



Using the direct call station:
Press the desired direct call station key.

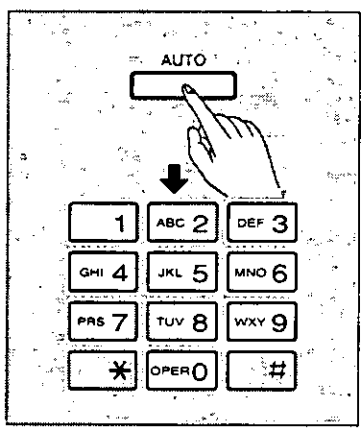
Ex: Direct call station #1 is dialed and its station name is Panasonic.

```
    DIALING <XMT>
TO:Panasonic
```

```
    SENDING          P1
TO:Panasonic
```

The unit will dial and transmit the documents automatically.

OR



Using the speed dial station:
Press the AUTO button, then dial the desired speed dial station number (00 through 99) by using the dial keypad.

Ex: Station number 00 is dialed.

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

```
    SENDING          P1
TO: <A00>
```

The unit will dial and transmit the documents automatically.

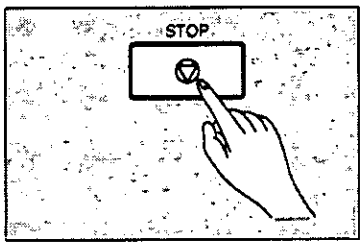
Note:

- The station name appearing on the display may change according to the receiving machine's programming.
- If there is no answer or the line is busy, the unit will automatically redial the number up to 6 times within 10 minutes. The display shows,

```
FRI AUG21  3:00PM 00
 WAITING TO REDIAL
```

- To cancel automatic redialing, press the STOP button.

Interrupting transmission



Press the STOP button.

```
FRI AUG21  3:00PM 00
  USER STOPPED
```

The transmission is interrupted.

Adding extra pages

If you want to send 21 or more sheets at a time, insert the documents up to 20 sheets of paper first, and add the extra pages up to 20 sheets before the last page feeds into the unit.

Receiving documents

Automatic reception

Set the RECEIVE MODE to either:

A) TAD/FAX mode
B) FAX mode

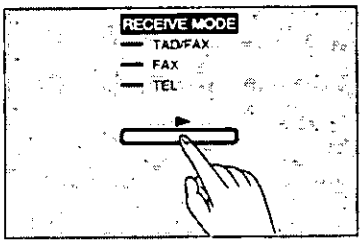
See page 1-17.

Note:

- The unit in the TAD/FAX or FAX mode will answer on the first ring by default. You can change the ring count according to the instructions found on pages 6-2 and 6-3. If you find difficulty in receiving facsimiles from machines which have an automatic transmission feature, you will need to keep the ring count at one.
- If printed documents are too dark or too light, adjust the print density. See page 7-15.

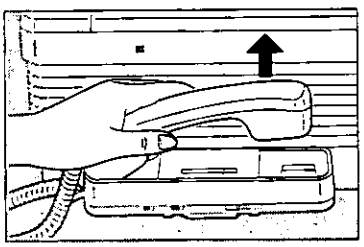
Manual reception

1



Press the RECEIVE MODE button to set to the TEL mode.

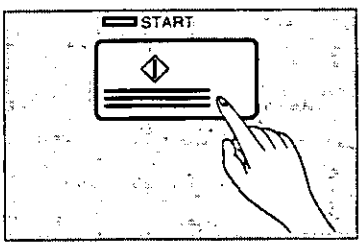
2



When the phone rings, lift the handset to answer the call.

```
FRI AUG21   3:00PM 00
```

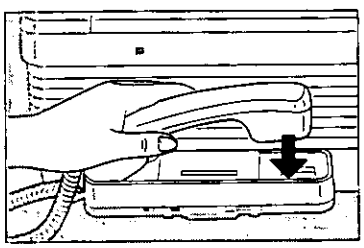
3



Press the START button to receive documents.

```
      RECEIVING      P1
FROM: <G3>
```

4



Place the handset on the cradle.

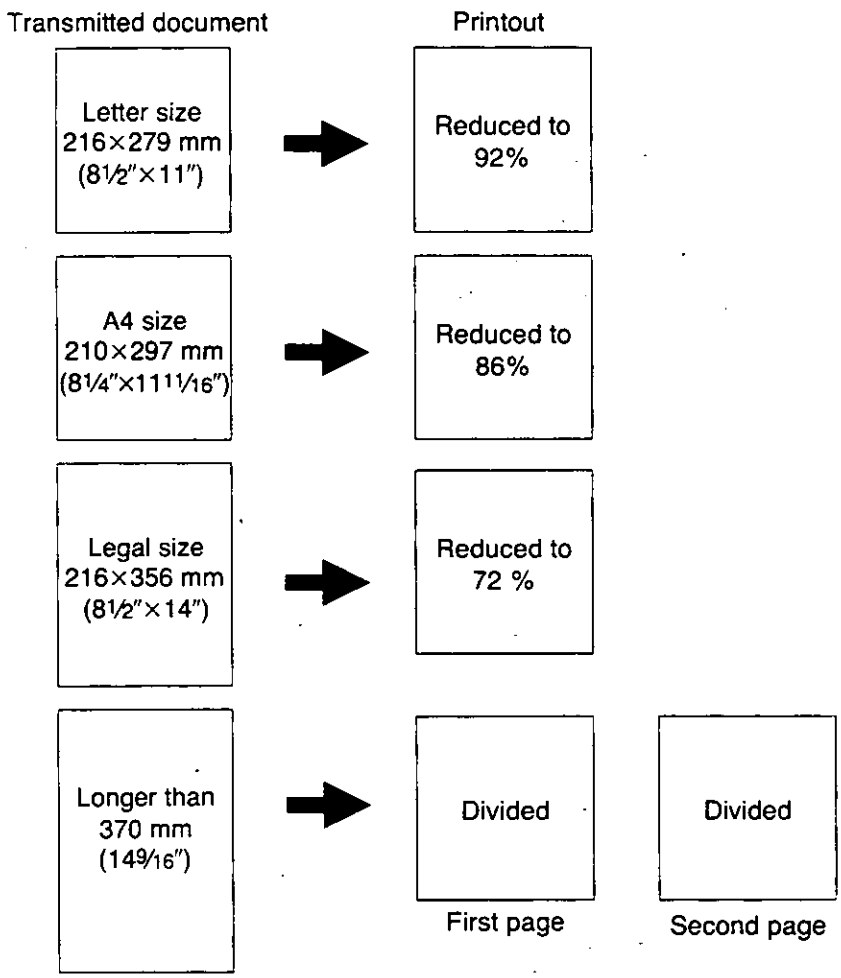
Note:

- If you do not place the handset on the cradle after pressing the START button, the unit automatically calls the other party. For further details, see "Voice contact" on page 3-8.

Receiving over-sized documents

You may be sent a document that is longer than one 216 mm×279 mm (8½"×11") standard sheet. In this case the unit will automatically reduce the document to fit on one page or divide it into two or more pages when printing out.

Printouts when using the included letter size cassette.



Note:

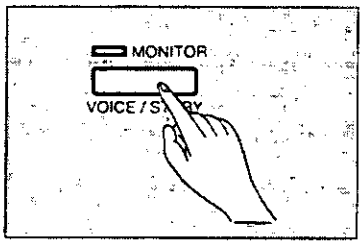
- The automatic reduction feature can be turned off. For details, see RX REDUCTION on page 6-5.

Voice contact

Initiating voice contact

If the other party's unit is equipped with a voice contact feature, you can initiate voice contact and notify the other party that you wish to speak after the transmission/reception is completed. This saves extra time and expense of making a subsequent telephone call to discuss information sent over the fax.

1



Press the MONITOR/VOICE STDBY button or lift the handset while transmitting or receiving the documents.

```
FRI AUG21  3:00PM 00
   VOICE STANDBY
```

Once the fax transmission is completed, the other party's fax will emit a distinctive ring that indicates that you request a voice communication.

2

When the other party answers, start speaking using the handset.

Note:

- If you initiate voice contact while transmitting documents, you can speak after all the documents have been transmitted.
- If you initiate voice contact while receiving documents, you can speak after receiving the current page of the documents.

Receiving a request for voice contact

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

When a distinctive ring is heard, lift the handset and start speaking.

```
FRI AUG21  3:00PM 00
PICK UP THE HANDSET
```

Note:

- If you do not answer within 10 seconds after hearing several rings indicating the request for voice contact, one of the following occurs:
  - —When the unit is in the TAD/FAX mode, it plays back your greeting message and records the caller's voice-message on the tape.
  - —When the unit is in the FAX mode, the line is disconnected.
  - —When the unit is in the TEL mode, the line is disconnected.

Transmitting documents to your unit

Leaving a message and transmitting documents on the same call

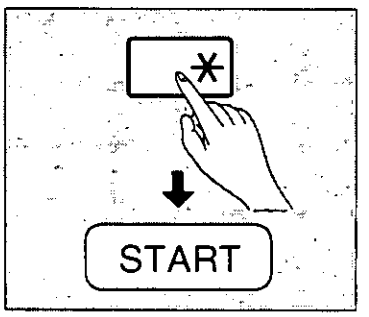
When the unit is in the TAD/FAX mode, your caller can follow the steps below to leave a message and send documents.

From a touch tone phone:

1

Your caller may call your unit, and then leave you a message after the long beep following your greeting message.

2



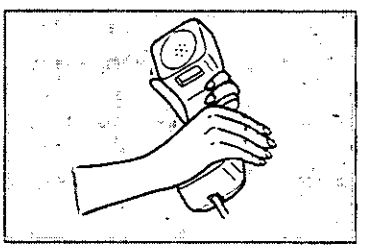
When their message is finished, they may press "✳" to change the unit to the fax mode.

They then may start transmission upon hearing the fax tone by pressing their start or transmit button.

From a rotary (pulse) phone:

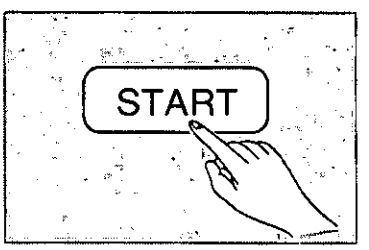
If the calling facsimile machine has a voice contact function, your caller can leave a voice-message after transmitting documents to your facsimile.

1



Your caller may call your unit, and then press the mute button or cover the mouthpiece of their handset to change the unit to the fax mode during the greeting message.

2



They then may start transmission upon hearing the fax tone by pressing their start or transmit button.

3

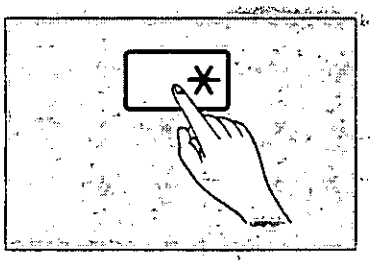
Make a call reservation (e.g. lift the handset) during transmission.

Your unit plays the greeting message again.

Your caller may leave a message after the long beep following your greeting message.

Transmitting documents with manual operation

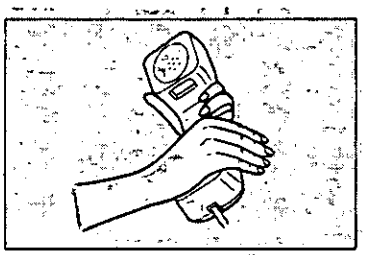
From a touch tone phone:



Your caller may call your unit, and then press "✳" to change the unit to the fax mode.

They then may start transmission upon hearing the fax tone by pressing their start or transmit button.

From a rotary (pulse) phone:

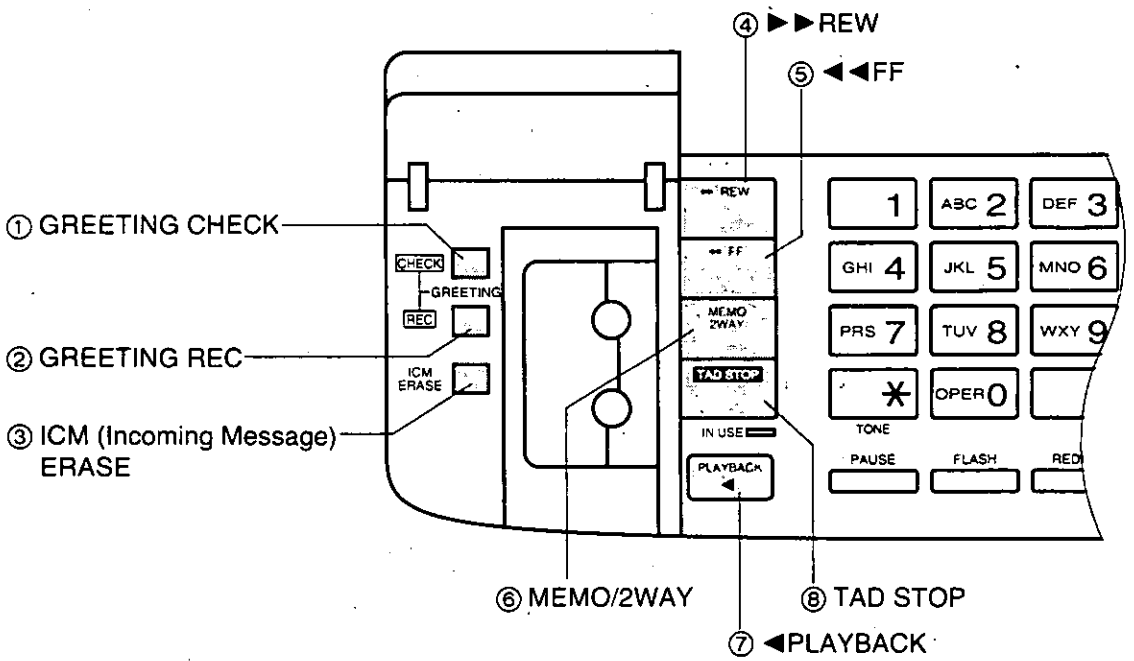


Your caller may call your unit, and then press the mute button or cover the mouthpiece of their handset to change the unit to the fax mode during the greeting message.

They then may start transmission upon hearing the fax tone by pressing their start or transmit button.

Operating as an answering device

The unit also works as an automatic telephone answering and recording system in the TAD/FAX mode.



①Verifying your greeting message:
See page 2-4.

②Recording your greeting message:
See page 2-4.

③Erasing recorded voice-messages:
After reviewing your messages, press the ICM ERASE button. The messages are erased while the tape is rewound.
The tape can be erased at high speed even if the record-prevention (knock-out) tabs have been removed.

④Rewinding (Resetting) the tape quickly:
Press the REW (Rewind) button.

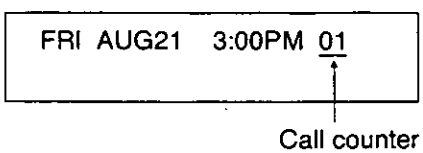
⑤Advancing the tape quickly:
Press the FF (Fast Forward) button.

⑥Recording a memo message:
See page 3-14.
Recording a telephone conversation:
See page 3-15.

⑦Playing back recorded voice-messages:
Press the PLAYBACK button. See page 3-12.

⑧Stopping TAD's operation:
Press the TAD STOP button,
—to stop recording a greeting message. See page 2-4.
—to stop recording a memo message or a telephone conversation. See pages 3-14 and 3-15.
—to interrupt playback, or REW/FF operations.

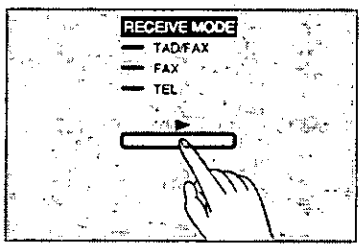
⑨Call counter:
The number of recorded incoming voice-messages is shown on the display and the TAD/FAX indicator flashes.



If the power supply has been interrupted, the counter shows "- -".

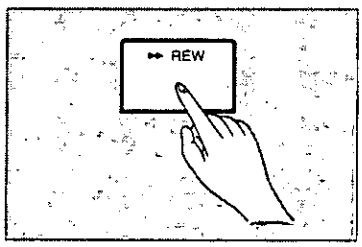
Setup of voice-message and document reception

1



Press the RECEIVE MODE button until the TAD/FAX indicator lights.

2



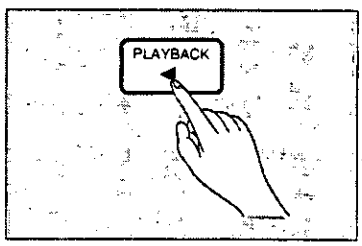
Press the REW button to record messages from the beginning of the tape.

When a call is received, the unit will automatically distinguish between voice and fax calls, and then it will function as an answering device and/or a facsimile.

Note:

- The recording time for incoming messages can be set to VOX (unlimited) or 1 MIN (1 minute). This machine is preset to VOX as a default. To change the recording time, see page 6-2.

Playing back recorded voice-messages



Press the PLAYBACK button.

The IN USE indicator lights.

```
FRI AUG21  3:00PM 02
ICM PLAYING <<<<<<
```

The unit plays all the recorded messages.
At the end of the last message the tape stops, and 3 beeps are heard.
All calls are saved automatically.

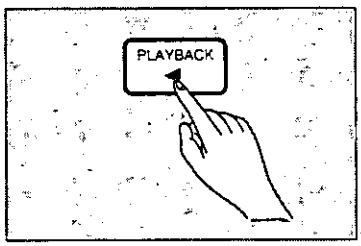
Note:

- To interrupt the playback halfway, press the TAD STOP button.
  To restart the playback, press the PLAYBACK button within one minute after pressing the TAD STOP button. Or the unit will record over any existing messages.

Recording after the messages you want to save

New incoming messages will be automatically stored after the last message. If you wish to store incoming messages after your saved messages, perform the following steps.

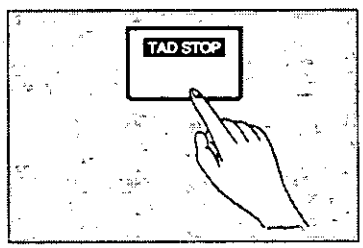
1



Play back the messages by pressing the PLAYBACK button.

```
FRI AUG21   3:00PM 02
 ICM PLAYING <<<<<<
```

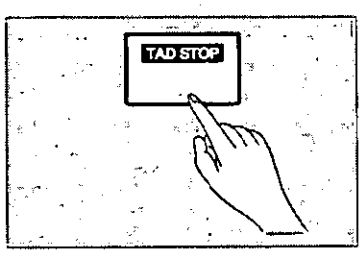
2



Press the TAD STOP button at the end of the messages you want to save.

```
FRI AUG21   3:00PM 02
```

3



Press the TAD STOP button again.

```
FRI AUG21   3:00PM 02
```

Future calls will be recorded after the messages you have saved.

Note:

- Even if you do not press the TAD STOP button in Step 3, one minute later the unit automatically resets itself. And the unit will record future messages at the place the tape was stopped.

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.

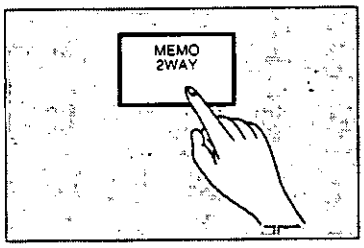
```
FRI AUG21   3:00PM 00
  TAD ANSWERING
```

You can talk to the caller directly by simply lifting the handset. The unit stops recording automatically.

Recording a memo message

If you are going out and you want to leave a private message for someone, you can record a voice memo in the unit. This can then be played back either directly or remotely, exactly like any other incoming message.

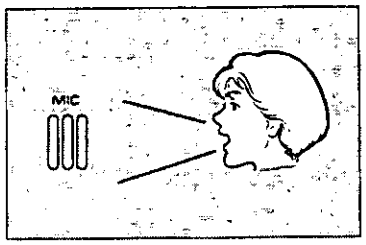
1



Press the MEMO/2WAY button until a beep is heard.

```
FRI AUG21  3:00PM 00
  MEMO RECORDING
```

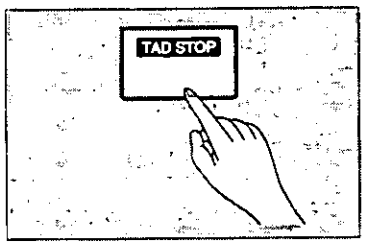
2



Speak toward the microphone from approximately 20 cm (8 inches) away.

```
FRI AUG21  3:00PM 00
  MEMO RECORDING
```

3



When the recording is finished, press the TAD STOP or MEMO/2WAY button.

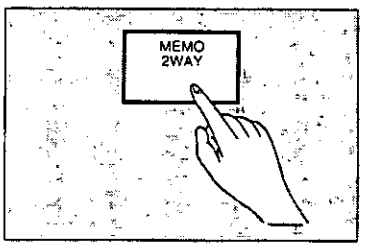
The TAD/FAX indicator flashes and the call counter on the display increases by one.

```
FRI AUG21  3:00PM 01
```

Recording a telephone 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. Consult your local telephone company for further information.

1



During your conversation, press the MEMO/2WAY button until a beep is heard.

```
FRI AUG21  3:00PM 00
  2WAY RECORDING
```

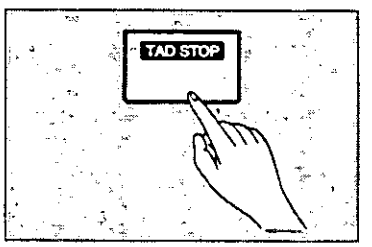
2

Continue your conversation.

```
FRI AUG21  3:00PM 00
  2WAY RECORDING
```

A beep sounds every 15 seconds to notify the caller that the conversation is being recorded.

3



To stop recording, press the TAD STOP or MEMO/2WAY button.

```
FRI AUG21  3:00PM 01
```

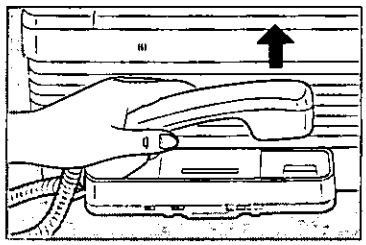
The TAD/FAX indicator flashes and the call counter on the display increases by one.

Making and answering voice calls

Making voice calls

Using off-hook dialing:

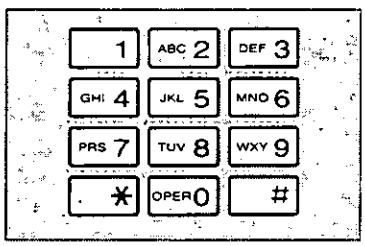
1



Lift the handset.

FRI AUG21 3:00PM 00 ENTER PHONE NUMBER

2



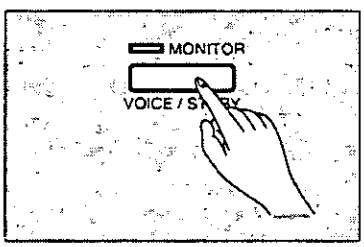
Dial the phone number.

Ex: 555-4321

FRI AUG21 3:00PM 00 5554321

Using on-hook dialing:

1

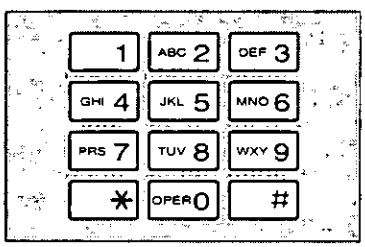


Press the MONITOR button.

The MONITOR indicator lights.

FRI AUG21 3:00PM 00 ENTER PHONE NUMBER

2

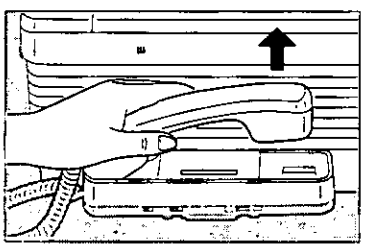


Dial the phone number.

Ex: 555-6789

FRI AUG21 3:00PM 00 5556789

3



When the other party answers your call, lift the handset and talk with it.

Answering voice calls

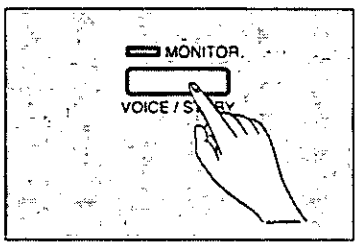
Set the RECEIVE MODE to TEL. (See page 1-17.)

When the phone rings, lift the handset to answer the call.

Making voice calls using the automatic dialer

The unit's memory allows you to use both one touch dialing (up to 20 phone numbers) and speed dialing (up to 100 phone numbers) for rapid access to your most frequently called numbers. Before using these features, make sure that the desired telephone numbers have been stored into memory. See pages 2-9 to 2-15.

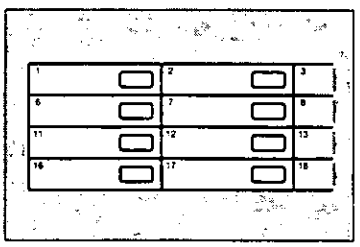
1



Press the MONITOR button or lift the handset.

```
FRI AUG21   3:00PM 00
ENTER PHONE NUMBER
```

2



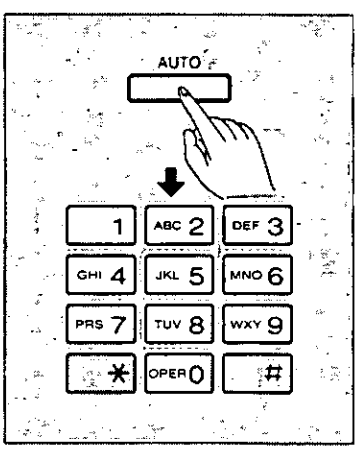
Using the direct call station key:
Press the desired direct call station key.

Ex: Direct call station #1 is dialed and its station name is Panasonic.

```
FRI AUG21   3:00PM 00
Panasonic
```

OR

– OR –



Using the speed dial station:
Press the AUTO button, then press the desired speed dial station number (00 through 99) by using the dial keypad.

Ex: The station number 00 is dialed.

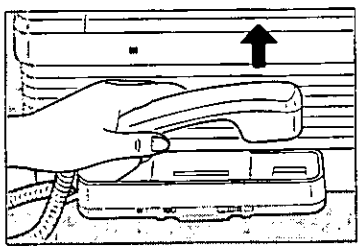
```
FRI AUG21   3:00PM 00
<A00>
```

Redialing

If the line is busy or you wish to redial the last dialed number, you can redial by simply pressing the REDIAL button.

Using off-hook dialing:

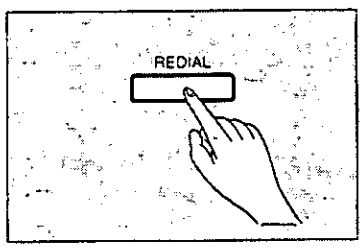
1



Lift the handset.

FRI AUG21 3:00PM 00 ENTER PHONE NUMBER

2



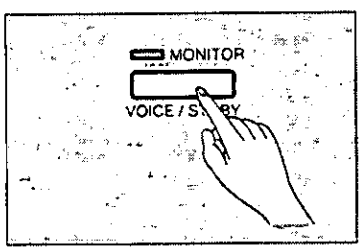
Press the REDIAL button.

Ex: The last dialed number 555-4321

FRI AUG21 3:00PM 00 5554321

Using on-hook dialing:

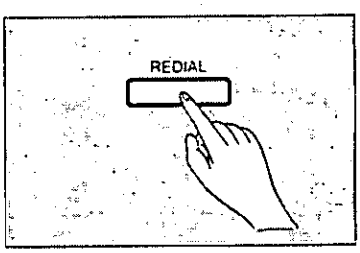
1



Press the MONITOR button.

FRI AUG21 3:00PM 00 ENTER PHONE NUMBER

2

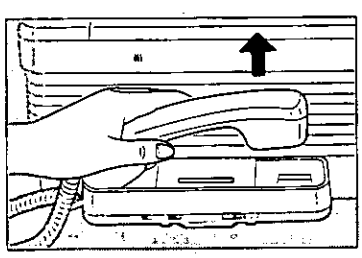


Press the REDIAL button.

Ex: The last dialed number is 555-6789.

<REDIALING> 5556789

3



When the other party answers your call, lift the handset then talk with it.

Note:

- If the line is busy when using on-hook dialing, the unit redials the last dialed number automatically up to 15 times within 10 minutes.
- During interval between each redialing, the MONITOR indicator flashes and the display shows;

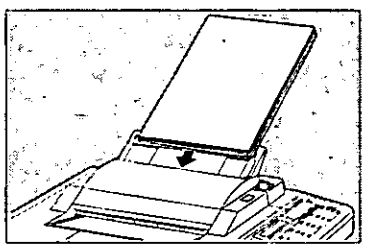
FRI AUG21 3:00PM 00 WAITING TO REDIAL

- To cancel automatic redialing, press the FLASH button.

Making copies

The unit can make single or multiple copies. Any transmissible documents can be copied.
You can also make a call while making a copy.
The unit automatically selects the FINE resolution when copying, but you may select the SUPER FINE or HALF TONE resolution.

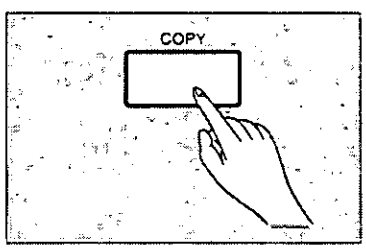
1



Insert the documents FACE DOWN.

The unit can accept up to 20 sheets of paper at a time.

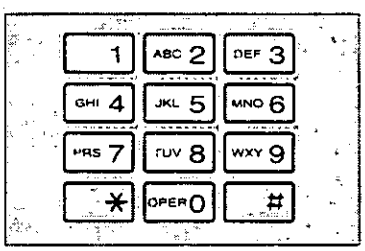
2



Press the COPY button.

```
FRI AUG21  3:00PM 00
NUMBER OF COPIES=1
```

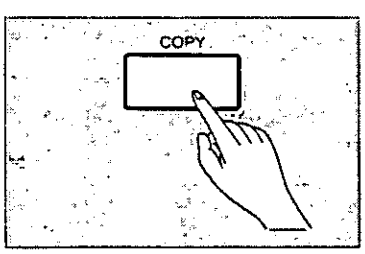
3



Enter number of copies if you need two or more copies (up to 99).

```
FRI AUG21  3:00PM 00
NUMBER OF COPIES =XX
```

4



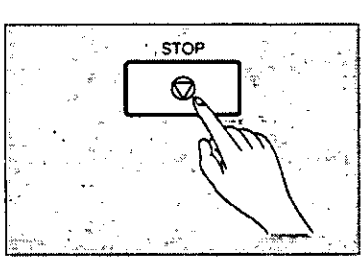
Press the COPY button.

The unit feeds the documents, then starts copying.

```
COPYING DOCUMENT
      00/01
```

Number of copies
Printed pages

Interrupting a copy:



Press the STOP button.

```
FRI AUG21  3:00PM 00
  USER STOPPED
```

Note:

- If a dirty pattern or black lines appear on the copied document, clean the inside of the document feeder unit. See page 7-10.

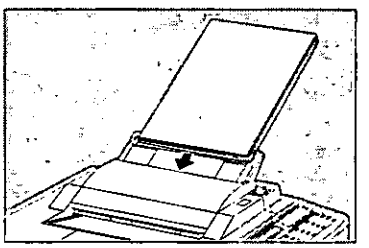
CHAPTER 4

Advanced Instructions

Delayed transmission

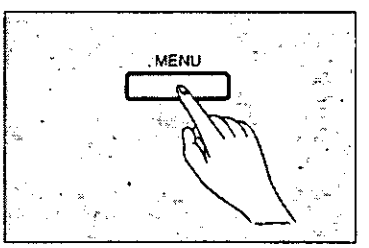
Using a built-in clock, this unit can send documents automatically at a specific time. This allows you to take advantage of low-cost calling hours given by some telephone companies.
The delayed transmission can be reserved to take place within 24 hours in advance.

1



Insert the documents FACE DOWN.

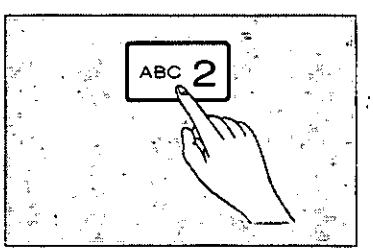
2



Press the MENU button.

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

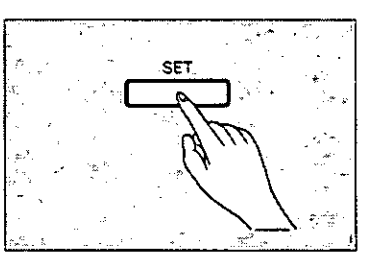
3



Press "2" for the delayed transmission setting.

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

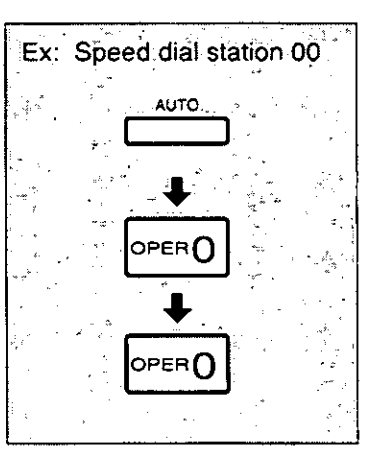
4



Press the SET button.

```
ENTER PHONE NUMBER
=
```

5



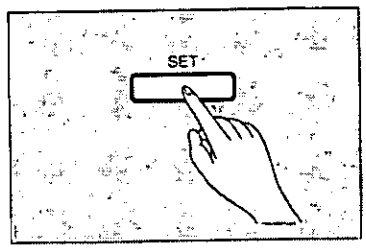
Enter the desired phone number using the direct call station key, the speed dial station or a full number.

Ex: Speed dial station 00 is dialed.

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

If you have mis-dialed, press the CLEAR button then correct input.

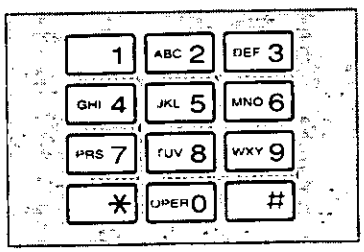
6



Press the SET button

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

7

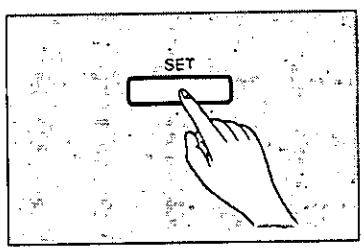


Enter the time at which the unit starts transmission.

Ex: If the starting time is 11:00PM, press "1 1 0 0", then press "#" to select PM.

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

8

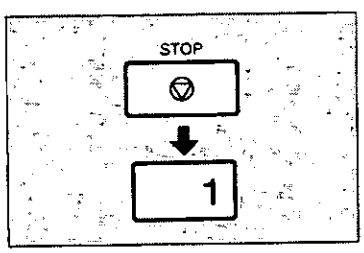


Press the SET button.

```
FRI AUG21  3:30PM 00
XMT AT 11:00PM
```

The delayed transmission has been set.

To cancel the delayed transmission:



Press the STOP button.

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

Then press "1".

Note:

- If you make a mistake in Step 7, use the cursor key (◄ or ►) to move the cursor to the incorrect number, then correct input.
- You can receive, transmit and copy documents while the delayed transmission is set. To copy or transmit 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, the unit automatically redials the number up to 6 times within 10 minutes.
- Only one delayed transmission can be set. If you set another delayed transmission, delayed polling or delayed turnaround polling, the previous one is overridden.

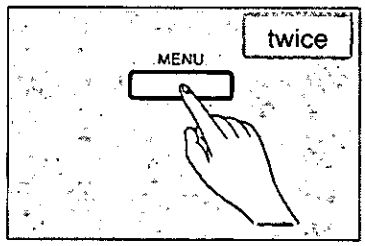
Polling

Polling means that you call another facsimile machine to retrieve a document. Polling also lets you place documents in the unit that will be "retrieved" only at the request of a calling machine. The receiving unit incurs any long distance telephone charges since the polling unit initiates the call.

Polling another unit

The following procedure lets you poll another station.
To activate the polling, the other station must be prepared for your call.

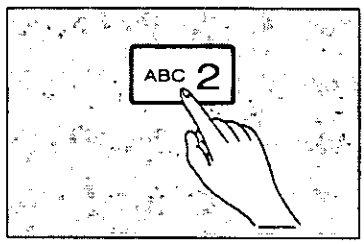
1



Press the MENU button twice.

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

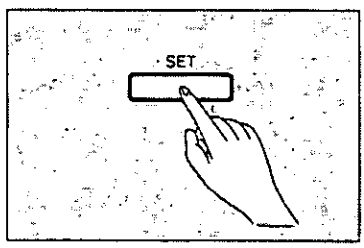
2



Press "2".

```
 POLLING ON
PRESS SET KEY
```

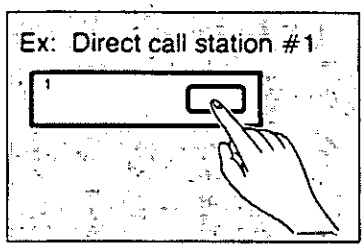
3



Press the SET button.

```
 ENTER PHONE NUMBER
=
```

4

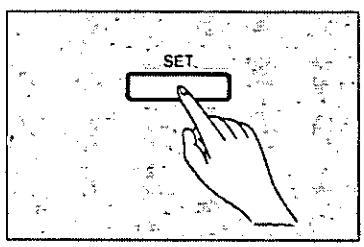


Enter the phone number you wish to poll using one touch dialing, speed dialing or a full number.
Ex: Direct call station #1 is dialed.

```
 ENTER PHONE NUMBER
=<S01>
```

If you have mis-dialed, press the CLEAR button then correct input.

5

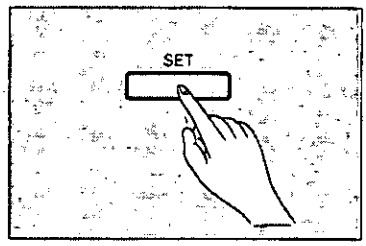


Press the SET button.

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

If you want to use the delayed polling, see page 4-9.

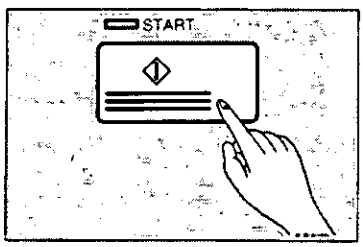
6



Press the SET button.

PRESS [START] KEY

7



Press the START button.

Polling is then carried out.

DIALING <POLL> TO:<S01>

POLLING P1 FROM:XXXXXX

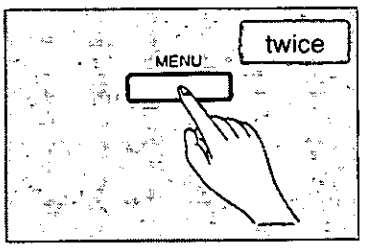
Note:

- If the polled station is busy or there is no answer, the unit automatically redials the number up to 6 times within 10 minutes. If you receive or make another call during the automatic redial period, the redial is canceled.
- The station name appearing on the display may change according to the polled machine's programming.

Turnaround polling

Turnaround polling allows you to send a document and poll a document during the same telephone call. First, the unit transmits the documents to the selected station, and then it retrieves documents set up to be polled from that station.
To activate the turnaround polling, the other station must be prepared for your call.

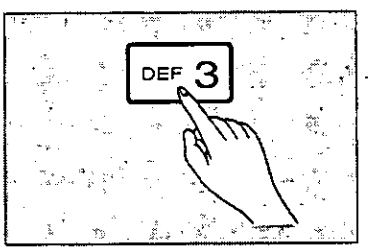
1



Press the MENU button twice.

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

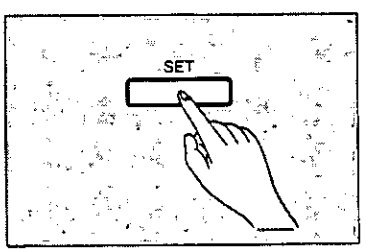
2



Press "3".

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

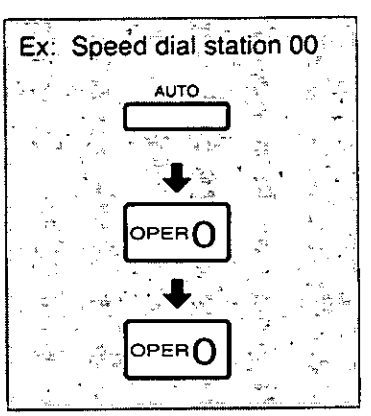
3



Press the SET button.

```
ENTER PHONE NUMBER
=
```

4



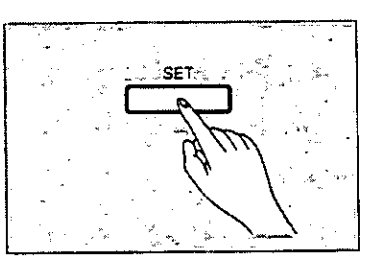
Enter the phone number using the direct call station key, the speed dial station or a full number.

Ex: Speed dial station 00 is dialed.

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

If you have mis-dialed, press the CLEAR button then correct input.

5

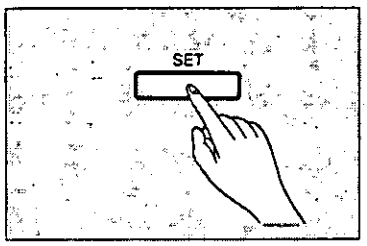


Press the SET button.

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

If you want to use the delayed turnaround polling, see page 4-11.

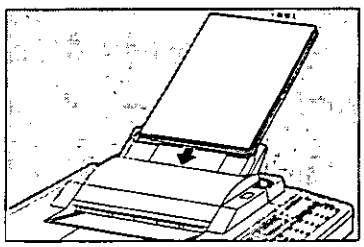
6



Press the SET button.

INSERT DOCUMENT FACE DOWN

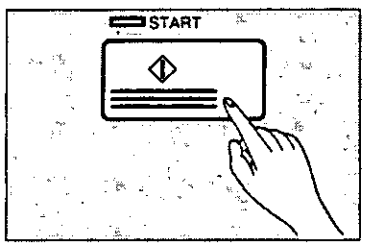
7



Insert the documents FACE DOWN.

PRESS [START] KEY

8



Press the START button.

The unit will start transmission.

SENDING	P1
TO: <A00>	

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

POLLING FROM: XXXXXX

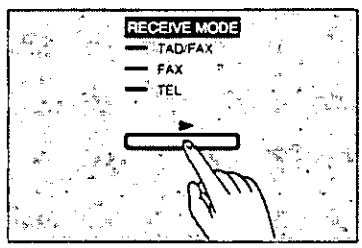
Note:

- If the line is busy or there is no answer, the unit automatically redials the number up to 6 times within 10 minutes. If you receive or make another call during the automatic redial period, the redial is canceled.

Being polled

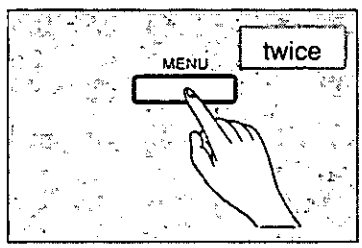
In order to let other units poll your unit, you must set the documents in the document feeder tray of your unit.

1



Set the unit to the TAD/FAX or FAX mode.

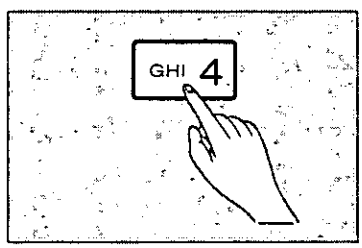
2



Press the MENU button twice.

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

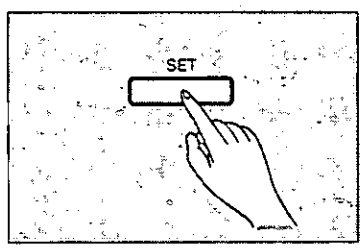
3



Press "4".

READY TO BE POLLED PRESS SET KEY

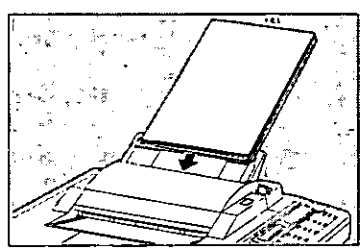
4



Press the SET button.

INSERT DOCUMENT FACE DOWN

5



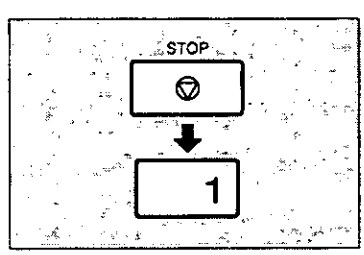
Insert the documents FACE DOWN.

The unit can accept up to 20 sheets at a time.

FRI AUG21 3:00PM 00 POLLED ON

The unit is now ready to be polled.

To cancel polled mode:



Press the STOP button.

CANCEL POLLED MODE? [1.YES 2.NO]

Press "1".

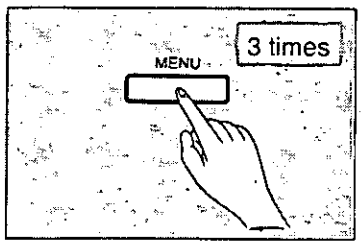
Note:

- Automatic reception or making calls is still possible while the unit is in a polled mode.

Setting the polling password

In order to prevent an unauthorized machine from retrieving a confidential document during polling, you can program a unique code (password) into your unit.

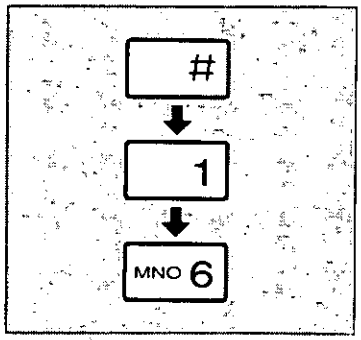
1



Press the MENU button 3 times.

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

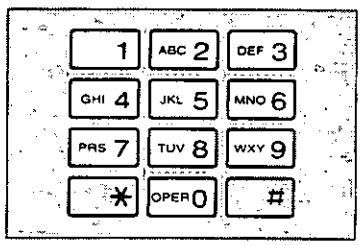
2



Press "#", then press "16".

16.POLLING PASSWORD =0000

3

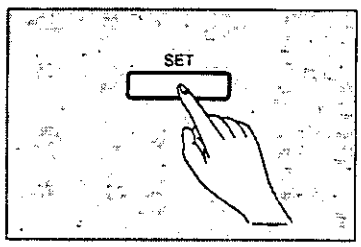


Enter 4-digit password.

Ex: The password is 9876.

16.POLLING PASSWORD =9876

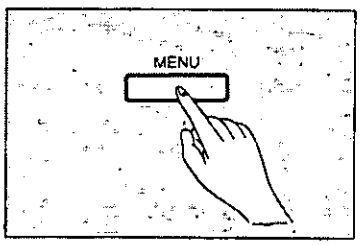
4



Press the SET button to store the selected password into memory.

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

5



Press the MENU button to end the operation.

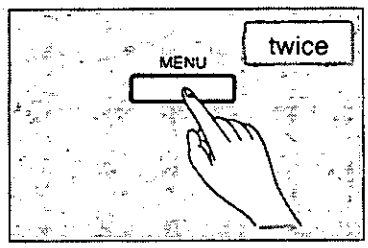
Note:

- The polling password is only effective between Panasonic compatible facsimile machines (e.g. KX-F50, KX-F60, KX-F90, KX-F110, KX-F5000, etc.).
- If the polling password is set to "0000", the unit does not check the password sent by other facsimile machines. (This is the default setting.)
- If you make a mistake in Step 3, use the cursor key (◄ or ►) to move the cursor to the incorrect number, then correct input.

Delayed polling

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

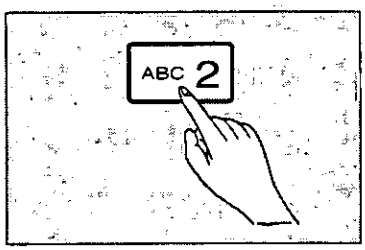
1



Press the MENU button twice.

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

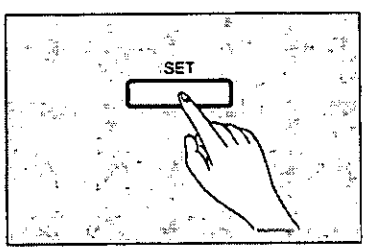
2



Press "2".

```
 POLLING ON
PRESS SET KEY
```

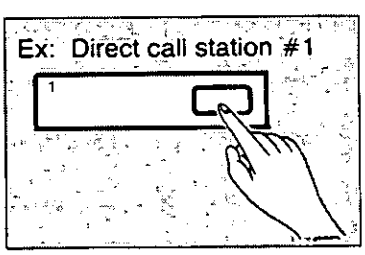
3



Press the SET button.

```
 ENTER PHONE NUMBER
=
```

4

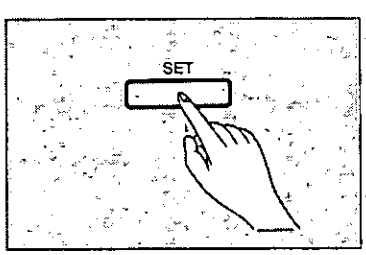


Enter the phone number you wish to poll using one touch dialing, speed dialing or a full number.
Ex: Direct call station #1 is dialed.

```
 ENTER PHONE NUMBER
=<S01>
```

If you have mis-dialed, press the CLEAR button then correct input.

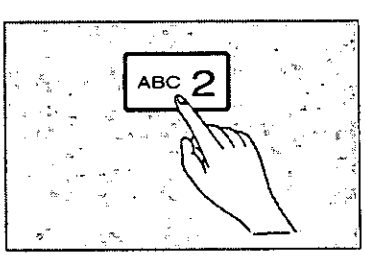
5



Press the SET button.

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

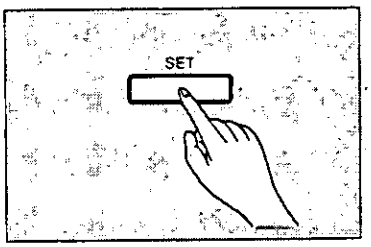
6



Press "2" to perform the delayed polling.

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

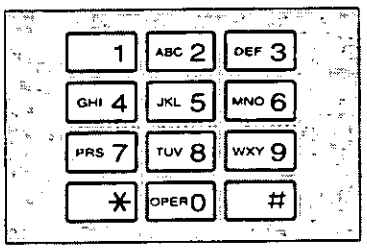
7



Press the SET button

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

8

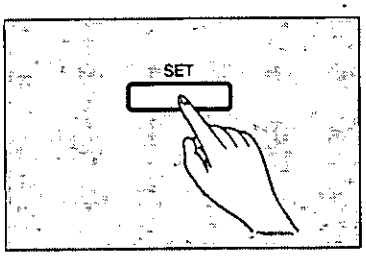


Enter the time at which the unit starts transmission.

Ex: If the starting time is 11:00PM, press "1 1 0 0", then press "#" to select PM.

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

9

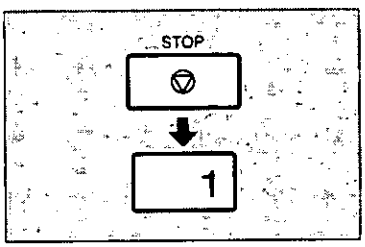


Press the SET button.

```
FRI AUG 21  3:30PM 00
POLLING AT 11:00PM
```

The delayed polling has been set.

To cancel the delayed transmission:



Press the STOP button.

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

Then press "1".

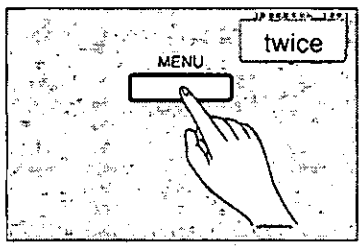
Note:

- If you make a mistake in Step 7, use the cursor key (◄ or ►) to move the cursor to the incorrect number, then correct input.
- You can receive, transmit and copy documents while the delayed polling feature is set.
- If there is no answer or the line is busy, the unit automatically redials the number up to 6 times within 10 minutes.
- Only one delayed polling can be set. If you set another delayed polling, delayed turnaround polling or delayed transmission, the previous one is overridden.

Delayed turnaround polling

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

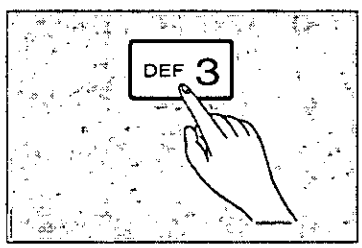
1



Press the MENU button twice.

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

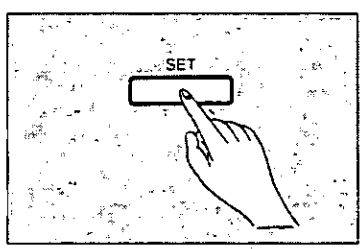
2



Press "3".

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

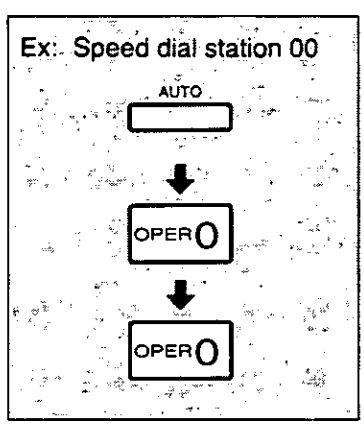
3



Press the SET button.

```
 ENTER PHONE NUMBER
=
```

4



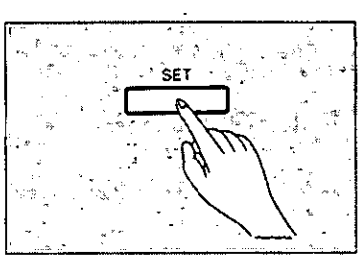
Enter the phone number using the direct call station key, the speed dial station or a full number.

Ex: Speed dial station 00 is dialed.

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

If you have mis-dialed, press the CLEAR button then correct input.

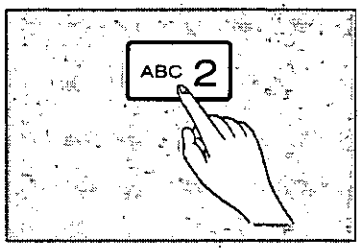
5



Press the SET button.

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

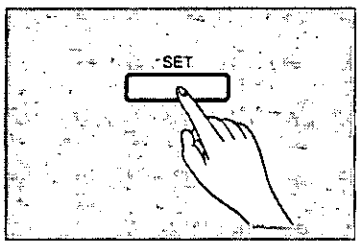
6



Press "2" to turn on the delayed turnaround polling.

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

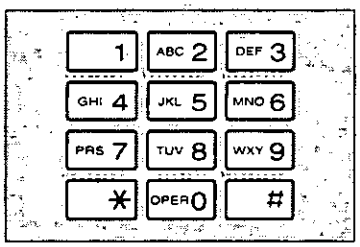
7



Press the SET button.

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

8

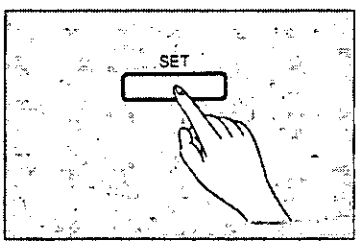


Enter the time when you wish to start the turnaround polling.

Ex: If the starting time is 11:00PM, press "1 1 0 0", then press "#" to select PM.

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

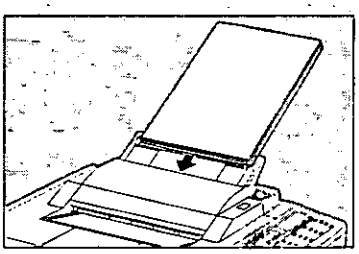
9



Press the SET button.

```
   INSERT DOCUMENT
   FACE DOWN
```

10



Insert the documents FACE DOWN

```
FRI AUG21  3:00PM 00
XMT&POLL AT 11:00PM
```

The delayed turnaround polling has been set.

Note:

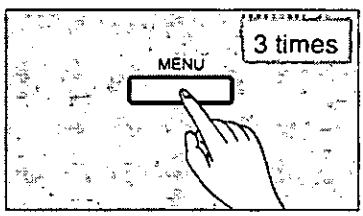
- If you make a mistake in Step 6, use the cursor key (◄ or ►) to move the cursor to the incorrect number, then correct input.
- You can receive, transmit and copy a document while the delayed turnaround polling is set. To copy or transmit documents after setting delayed turnaround polling, remove documents from the tray and replace them when you have finished.
- If there is no answer or the line is busy, the unit automatically redials the number up to 6 times within 10 minutes.
- Only one delayed turnaround polling can be set. If you set another delayed turnaround polling, delayed polling or delayed transmission, the previous one is overridden.

Calling with privacy ring

- This feature eliminates interruptions caused by unwanted calls. Only callers with a passcode can activate a distinctive tone during the playing of your greeting message to notify you of a priority call.
- This feature only works when your unit is in the TAD/FAX mode.
- Entering a unique 3-digit code is required to activate this feature. Issue your code to those callers with priority status. All other calls will be routed to the answering system, unless you pick up the handset.
- The unit provides PRIVACY RING ID "333" as default setting. If you want to change the number, you can choose any number of 3 digits except numbers including "0". You should also use a number that is different from the REMOTE TAD ID (page 4-24).

Programming the PRIVACY RING ID

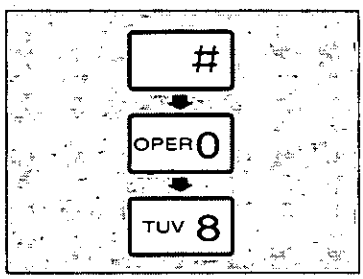
1



Press the MENU button 3 times.

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

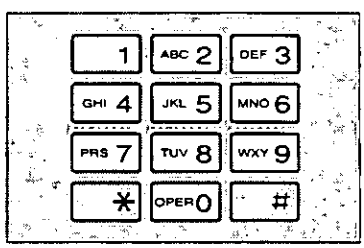
2



Press "#", then press "08".

```
8.PRIVACY  RING  ID
=333
```

3

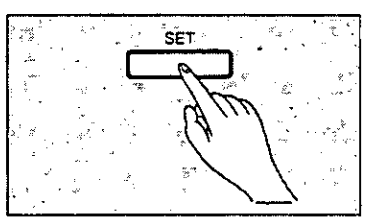


Enter the 3-digit number as the new PRIVACY RING ID.

Ex: The PRIVACY RING ID is 234.

```
8.PRIVACY  RING  ID
=234
```

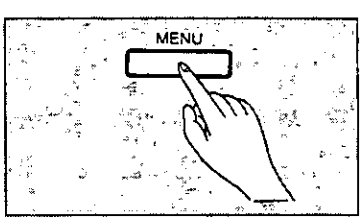
4



Press the SET button to store the program into memory.

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

5



Press the MENU button to end the operation.

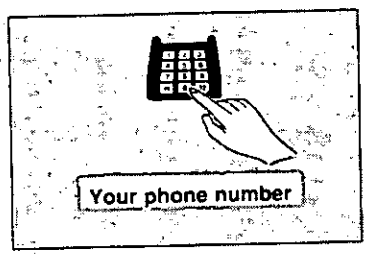
Note:

- We recommend that you do not use seven (7) as a code number, since this number is used as the greeting message rerecording command for remote operations.
- If you make a mistake in Step 3, use the cursor key (◄ or ►) to move the cursor to the incorrect number, then correct input.

Calling with the privacy ring

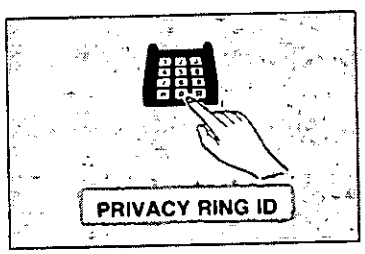
Instructions for caller:

1



Call the unit with a touch tone telephone.

2



Enter the PRIVACY RING ID during the greeting message or the ICM recording mode.

Note:

- If nobody answers, press "0" to return to the ICM recording mode.
- The unit rings with a distinctive tone for 30 seconds and goes into the ICM recording mode if nobody answers. To repeat this process, press the ID number again during the ICM recording mode.

Network communication

The network communication function with network passcode can eliminate fax transmission to unauthorized parties, and help to prevent reception from an unauthorized station.

This feature is effective to prevent "Junk mail" faxes since only those units with the same passcode can transmit to your unit.

When the network communication function is used, the identical network passcode of 4 digits must be programmed on both sides of the line. The unit checks the passcode before transmitting or receiving a document.

The unit provides two types of passcode check modes. They are TX (transmission) passcode check mode and RX (receiving) passcode check mode.

TX Passcode Check:
This function can be used when you wish to transmit a document only to authorized stations. If the passcode sent from the other Panasonic compatible machines does not match with the one programmed in your unit, transmission does not take place. (See page 4-20 for TX PASSCODE CHECK setting.)

RX Passcode Check:
This function can be used when you wish to receive a document only from an authorized station. If the passcode sent from the other Panasonic compatible machines does not match with the one programmed in your unit, reception does not take place. (See page 4-21 for RX PASSCODE CHECK setting.)

This feature is effective only between Panasonic compatible machines that have the same passcode (e.g. KX-F50, KX-F60, KX-F90, KX-F110, KX-F5000, etc.).

Note:
- The password for the polling function is not related to this network communication. They are independent functions.

Using a passcode

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

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

Set "TX PASSCODE CHECK" to ON.

Function	Your unit	Other Panasonic compatible machines
SEND PASSCODE	ON	ON
TX PASSCODE CHECK	ON	ON/OFF
RX PASSCODE CHECK	OFF	ON/OFF

```
FRI AUG21  3:00PM 00
TX PASSCODE CHECK ON
```

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

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

Set "RX PASSCODE CHECK" to ON.

Function	Your unit	Other Panasonic compatible machines
SEND PASSCODE	ON	ON
TX PASSCODE CHECK	OFF	ON/OFF
RX PASSCODE CHECK	ON	ON/OFF

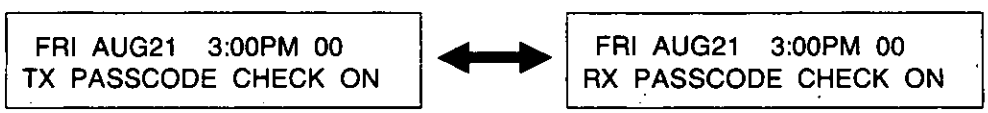
```
FRI AUG21  3:00PM 00
RX PASSCODE CHECK ON
```

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

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

Set both "TX PASSCODE CHECK" and "RX PASSCODE CHECK" to ON.

Function	Your unit	Other Panasonic compatible machines
SEND PASSCODE	ON	ON
TX PASSCODE CHECK	ON	ON/OFF
RX PASSCODE CHECK	ON	ON/OFF

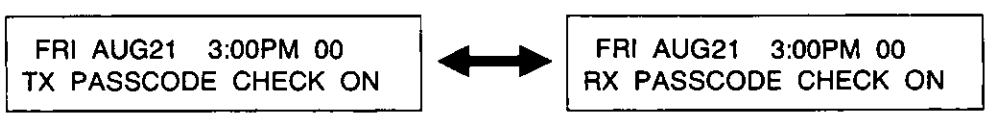


Your unit transmits and receives a document only when the correct passcode has been received.

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

All the people in the group must set both "TX PASSCODE CHECK" and "RX PASSCODE CHECK" to ON.

Function	Your unit	Other Panasonic compatible machines
SEND PASSCODE	ON	ON
TX PASSCODE CHECK	ON	ON
RX PASSCODE CHECK	ON	ON

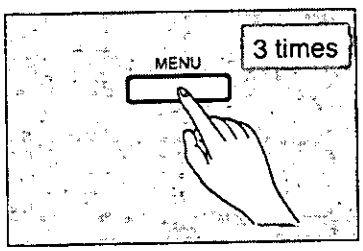


Only people who share the identical passcode can transmit and receive documents with each other.

Programming the NETWORK PASSCODE

You can choose among numbers "0001" through "9999" as the network passcode.

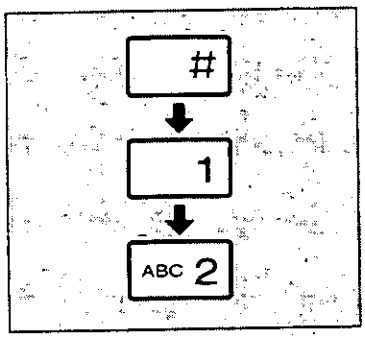
1



Press the MENU button 3 times.

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

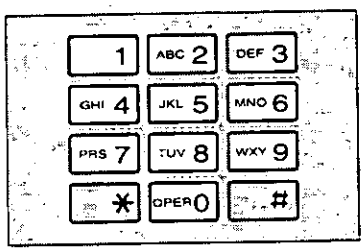
2



Press "#", then press "12".

```
12.NETWORK PASSCODE
=0000
```

3

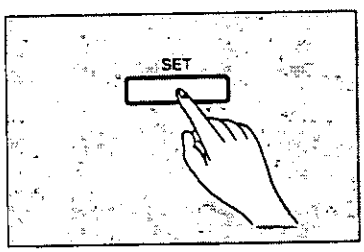


Enter the desired passcode of 4 digits.

Ex: The passcode is 1234

```
12.NETWORK PASSCODE
=1234
```

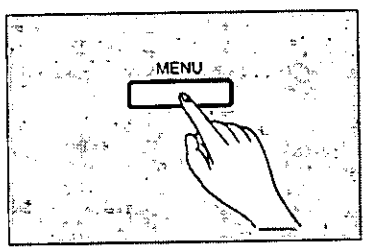
4



Press the SET button to store the program into memory.

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

5



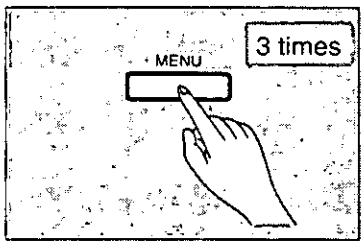
Press the MENU button to end the operation.

Note:

- If you make a mistake in Step 3, use the cursor (◄ or ►) to move the cursor to the incorrect number, then correct input.

Setting the SEND PASSCODE to on

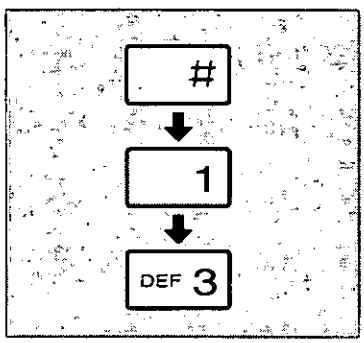
1



Press the MENU button 3 times.

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

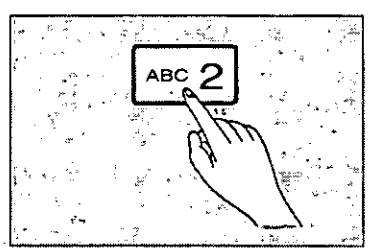
2



Press "#", then press "13".

```
13.SEND PASSCODE=OFF
[1.OFF  2.ON]
```

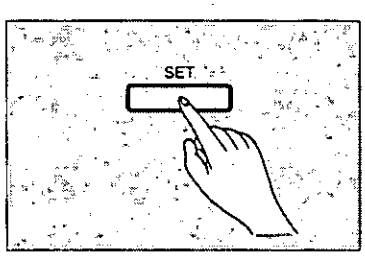
3



Press "2" to set the SEND PASSCODE to on.

```
13.SEND PASSCODE=ON
[1.OFF  2.ON]
```

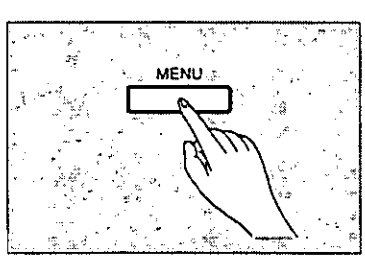
4



Press the SET button to store your selection into memory.

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

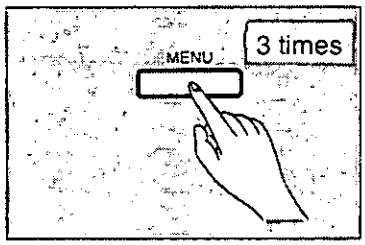
5



Press the MENU button to end the operation.

Turning the TX PASSCODE CHECK on

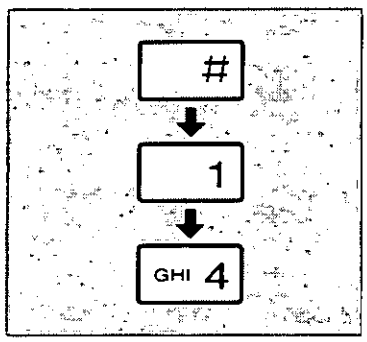
1



Press the MENU button 3 times.

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

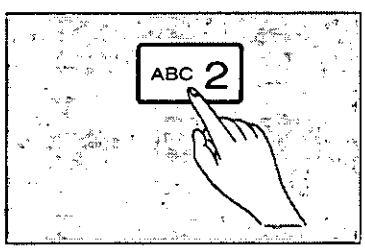
2



Press "#", then press "14".

```
14.TX PASSCODE CHECK
=OFF [1.OFF 2.ON]
```

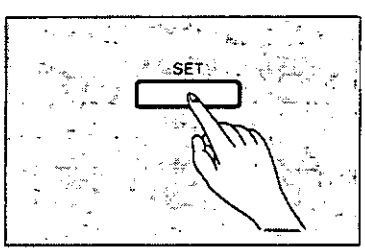
3



Press "2" to activate this function.

```
14.TX PASSCODE CHECK
=ON  [1.OFF 2.ON]
```

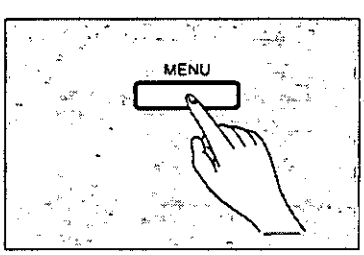
4



Press the SET button to store your selection into memory.

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

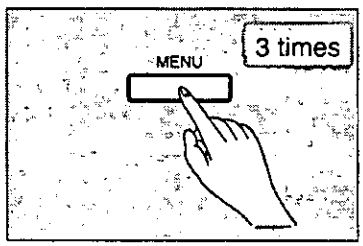
5



Press the MENU button to end the operation.

Turning the RX PASSCODE CHECK on

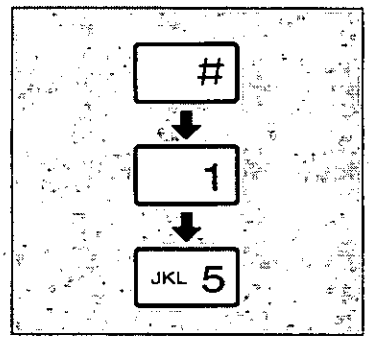
1



Press the MENU button 3 times.

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

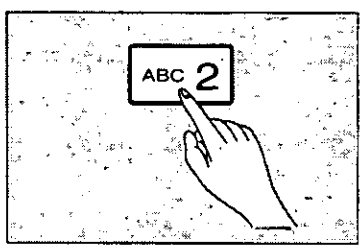
2



Press "#", then press "15".

```
15.RX PASSCODE CHECK
=OFF [1.OFF 2.ON]
```

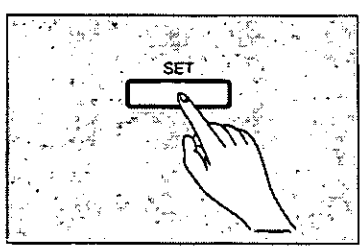
3



Press "2" to activate this function.

```
15.RX PASSCODE CHECK
=ON  [1.OFF 2.ON]
```

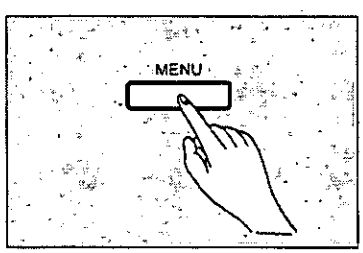
4



Press the SET button to store your selection into memory.

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

5



Press the MENU button to end the operation.

Using a different passcode temporarily

Network communication is usually activated with the programmed network passcode (main passcode). However, you can change or cancel the passcode temporarily if you use the delayed transmission feature.
This is useful when you wish to send a document to a station with a different passcode or no passcode programmed at late time or in your absence.
Before using this feature, make sure that the "SEND PASSCODE" or "TX PASSCODE CHECK" is set to ON.

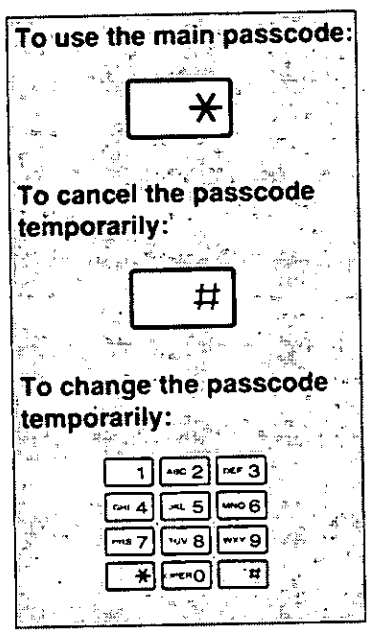
To change or cancel the passcode temporarily:

1

Perform steps 1 to 6 on pages 4-1 and 4-2.

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

2



Select the desired mode.
Press "*" to send the main passcode (programmed passcode).

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

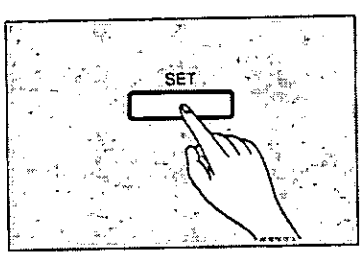
Press "#" to cancel the passcode.

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

If you need to send a different passcode, enter the 4-digit number. (Ex: 5678)

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

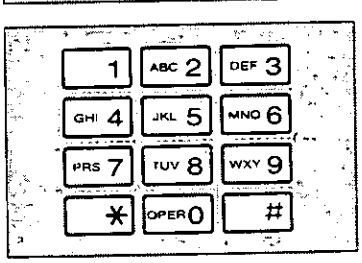
3



Press the SET button.

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

4

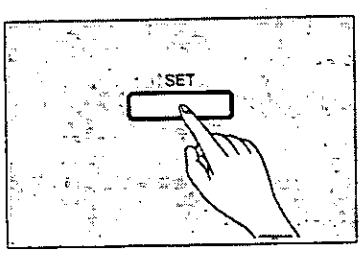


Enter the time at which the unit starts transmission.

Ex: The starting time is 11:00PM.

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

5



Press the SET button.

```
FRI AUG21  3:30PM 00
XMT AT 11:00PM
```

Operating as an answering device from a remote phone

You can retrieve the incoming messages and re-record your outgoing message from a remote location with a touch tone telephone.
The following features are available on this unit.

- Playing back all messages
- Playing back newly recorded messages (Memory Playback)
- Back space and skip forward
- Recording a marker message
- Resetting the tape for future messages
- Room monitor
- Re-recording the greeting message
- Skipping the greeting message for ICM (incoming message) recording

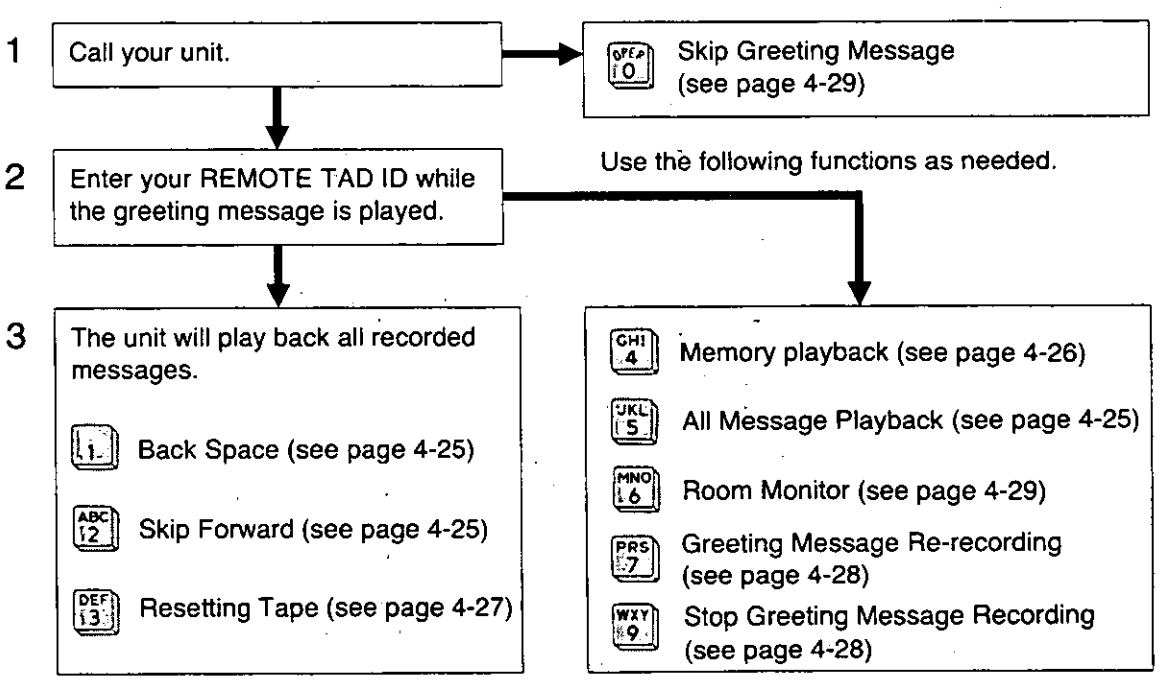
These operations are available only in the TAD/FAX mode. If your unit is in the TEL mode, call your unit from a remote phone and let your number ring 15 times. The unit will automatically switch to the TAD/FAX mode. (Remote turn on feature)

Toll saver

When you call the unit from a remote location, the number of rings tells you if there are any new voice-messages.
If the unit answers on the 1st ring, there is at least one new message recorded.
If the unit answers on the 3rd ring, there are no new messages recorded.
Hang up immediately when you hear the 2nd ring. The 2nd ring indicates that there are no new messages. This will save you the toll charge for the call.

The toll saver function works only when TAD/FAX RING COUNT is set to the Toll Saver position. See page 6-2.

Summary of remote control functions

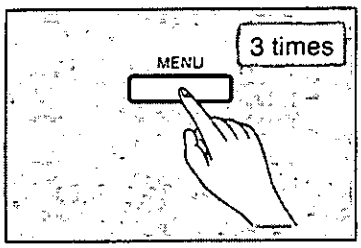


For your convenience, the quick reference card for remote operation is attached in these operating instructions. See pages 7-24 and 7-25.

Programming a REMOTE TAD ID number for remote operation

The REMOTE TAD ID number prevents unauthorized persons from accessing your unit and listening to your messages. The REMOTE TAD ID is preset to 111. If you wish to change the number, you can choose any number of 3 digits except numbers including "0".
You should also use a number that is different from the PRIVACY RING ID. (page 4-13)

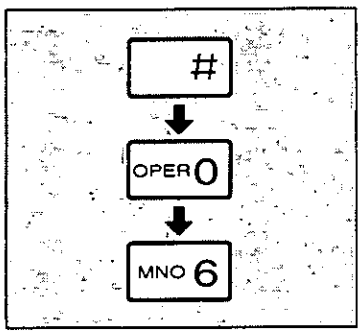
1



Press the MENU button 3 times.

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

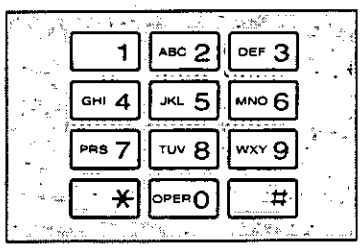
2



Press "#", then press "06".

```
6.ENTER YOUR REMOTE
TAD ID=111
```

3

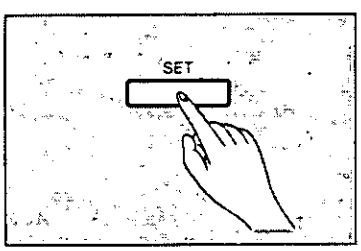


Enter the desired number for the REMOTE TAD ID by selecting 3 digits.

Ex: The REMOTE TAD ID is 456.

```
6.ENTER YOUR REMOTE
TAD ID=456
```

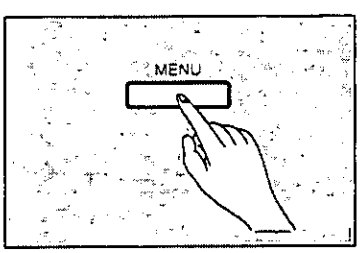
4



Press the SET button to store the program into memory.

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

5



Press the MENU button to end the operation.

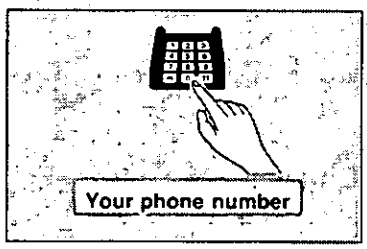
Note:

- We recommend that you do not use seven (7) as a code number, since this number is used as the greeting message rerecording command for remote operations.
- If you make a mistake in Step 3, use the cursor key (◄ or ►) to move the cursor to the incorrect number, then correct input.

Playing back all messages

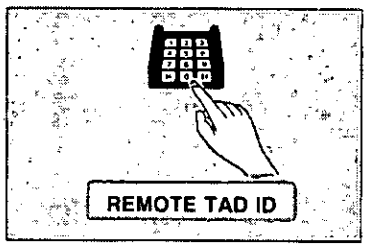
You can listen to the recorded messages from a remote location.

1



Call your unit.

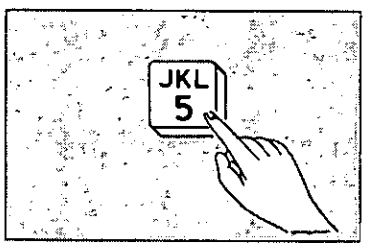
2



Dial your REMOTE TAD ID while the greeting message is playing.

A long beep and a short beep(s) will sound. Short beep(s) indicate(s) the number of recorded message(s).

3



Press "5" within 4 seconds after the short beeps.

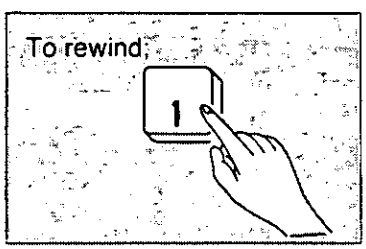
The unit will rewind the tape and start to play back all messages.
At the end of the last message, 3 beeps will sound.
After hanging up, all the recorded messages are saved and the unit is ready to record further messages.

Note:

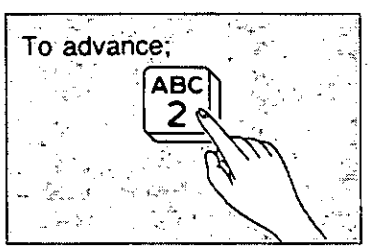
- Even if you do not press "5" in Step 3, playback of all messages are started automatically.

Back space and skip forward

While listening to the recorded messages, you can rewind or advance the tape.



To rewind, press "1".



To advance, press "2".

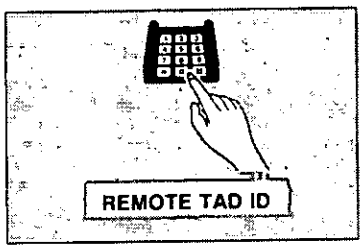
Note:

- The maximum length of a message to be rewound or advanced by one press is approximately 15 seconds. So you may have to press "1" or "2" several times to rewind or advance the tape to the desired position.

Playing back newly recorded messages (Memory playback)

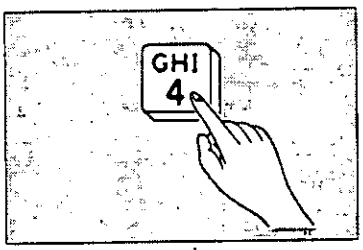
It is possible to skip over the recorded messages you have already heard and to play back only new messages.

1



Call your unit, then dial your REMOTE TAD ID while the greeting message is playing.

2



Press "4" immediately after hearing the beeps that indicate the number of recorded messages.

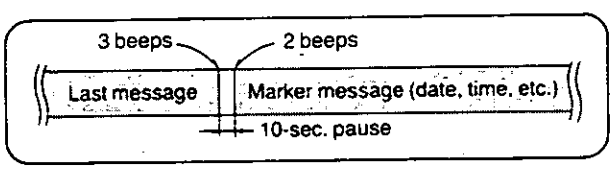
The unit plays back the new messages.

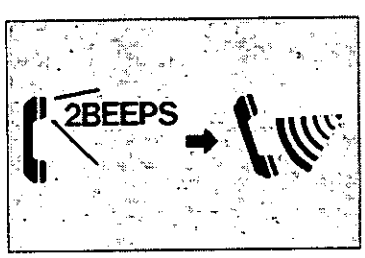
Note:

- Even during the playback of previously heard messages, you can skip them by pressing "4".

Recording a marker message

After playing back the recorded messages, you can leave an additional message on the same call.
When replay is finished, wait for 3 beeps indicating the end of the last message. Then wait about 10 seconds for another 2 beeps indicating that the tape is ready for recording.





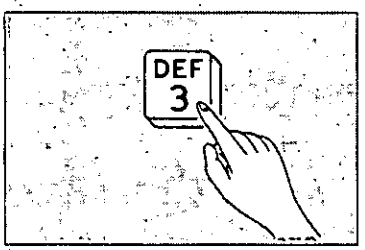
Leave your message after the last 2 beeps.

Hang up when finished. The marker message is recorded after the last message on the tape.

Resetting the tape for future messages

After listening to the recorded 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 being played;

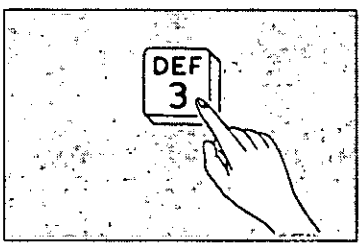


Press "3", then hang up.

The unit rewinds the tape to the beginning. Future messages will be recorded and the previously recorded messages are lost.

If you have used Memory Playback;

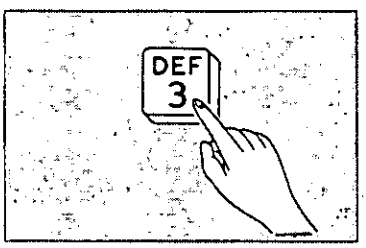
1



Press "3".

The unit rewinds the tape to the beginning of the newly recorded messages, then beeps.

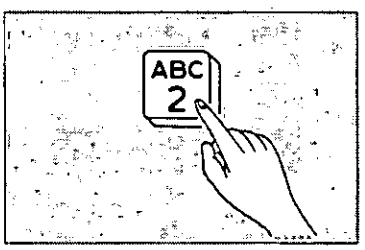
2



Press "3" again after hearing the beep.

The unit rewinds the tape to the beginning of the previously recorded messages.

If you have reset the tape by mistake;



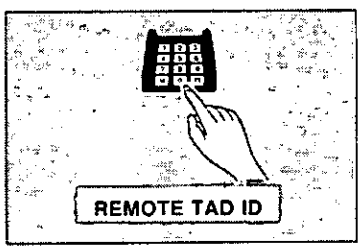
Press "2" after the tape has been reset. One beep sounds.

The unit advances the tape to the end of the recorded messages.

Re-recording a greeting message

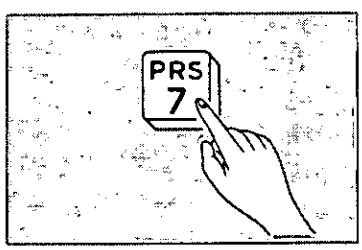
You can change the content of your greeting message from a remote telephone.

1



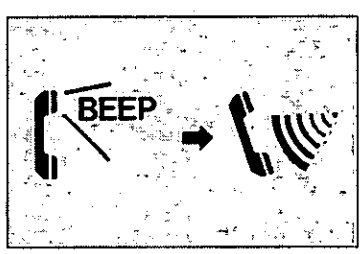
Call your unit, then dial your REMOTE TAD ID while the greeting message is playing.

2



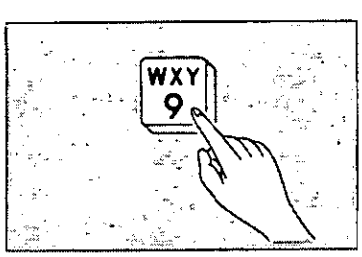
Press "7" to start re-recording after hearing the beeps that indicate the number of recorded messages.

3



After hearing a long beep, speak clearly and loudly for up to 16 seconds.

4



When you finish, press "9".

The new greeting message is played to confirm the change.

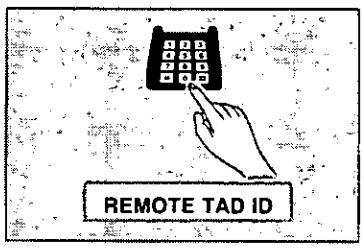
Note:

- If you pause for over 2 seconds while recording, the unit beeps and stops the greeting message recording. In this case, repeat from step 2 within 10 seconds.

Room monitor

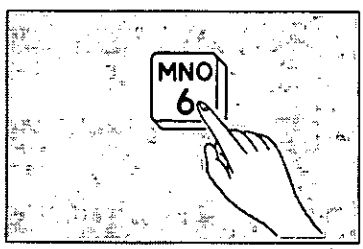
You can monitor the sound in the room where the unit is installed for about 30 seconds.

1



Call your unit, then dial your REMOTE TAD ID while the greeting message is playing.

2



Press "6" to monitor the room sounds after hearing the beeps that indicate the number of recorded messages.

You can hear the room sounds for 30 seconds after one beep.

Note:

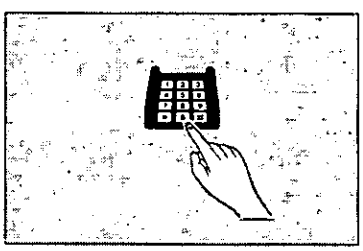
- If you wish to continue monitoring, press "6" again within 10 seconds after hearing one beep.

Skipping the greeting message for ICM recording

Callers can leave a message on your unit without listening to your greeting message.

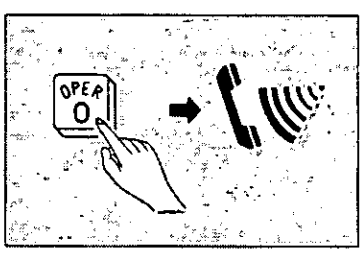
Instructions for caller:

1



Call your unit.

2



Press "0" while the greeting message is playing.

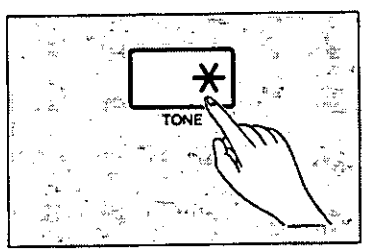
After hearing a long beep, speak clearly and loudly to leave a message.

TONE, FLASH and PAUSE button usage

TONE button (Temporary tone dialing)

This function is useful only when your line has a rotary pulse dial service. Pressing the TONE (✳) button will allow you to change from pulse to tone mode during a dialing operation, and enter special tones and codes to operate the answering device, electronic banking services, call processing services and other special services.

Using the TONE button:



Press the TONE (✳) button.

When you hang up, the unit automatically returns to pulse mode.

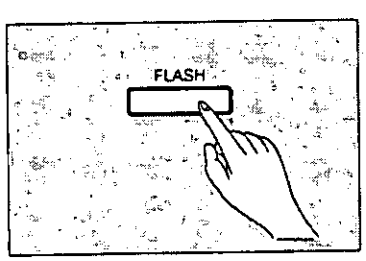
Note:
- "TONE" can be stored into memory the same way as explained on pages 2-9 to 2-15.
- Pressing the TONE button counts as 1 digit while programming.

FLASH button

The FLASH button is used to access some of the features of your host PABX (Private Automatic Branch Exchange).

For further details, please contact your local telephone company for information about the availability of these services in your area.

Using the FLASH button:



Press the FLASH button briefly when required.

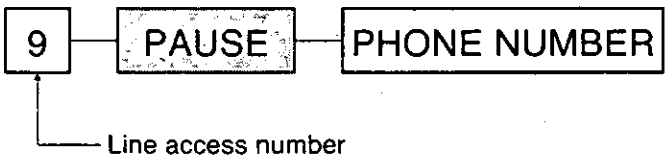
Note:
- "FLASH" can be stored into memory the same way as explained on pages 2-9 to 2-15.
- Pressing the FLASH button counts as 1 digit while programming.

PAUSE button

The PAUSE button is used in a dial sequence to access an outside line. Pressing the PAUSE button makes a dialing delay.

Using the PAUSE button:

Example: Line access number 9



Note:

- "PAUSE" can be stored into memory the same way as explained on pages 2-9 to 2-15.
- Pressing the PAUSE button counts as 1 digit while programming.

Combination dialing

The following combination of dialing methods can be used.

- Manual dialing and automatic dialing
- Pulse and Tone dialing
- Plural memory stations

CHAPTER 5

Printing Reports and Lists

Activity report (JOURNAL report)

You can obtain a record of the last 30 transactions (transmissions and receptions) automatically or manually.

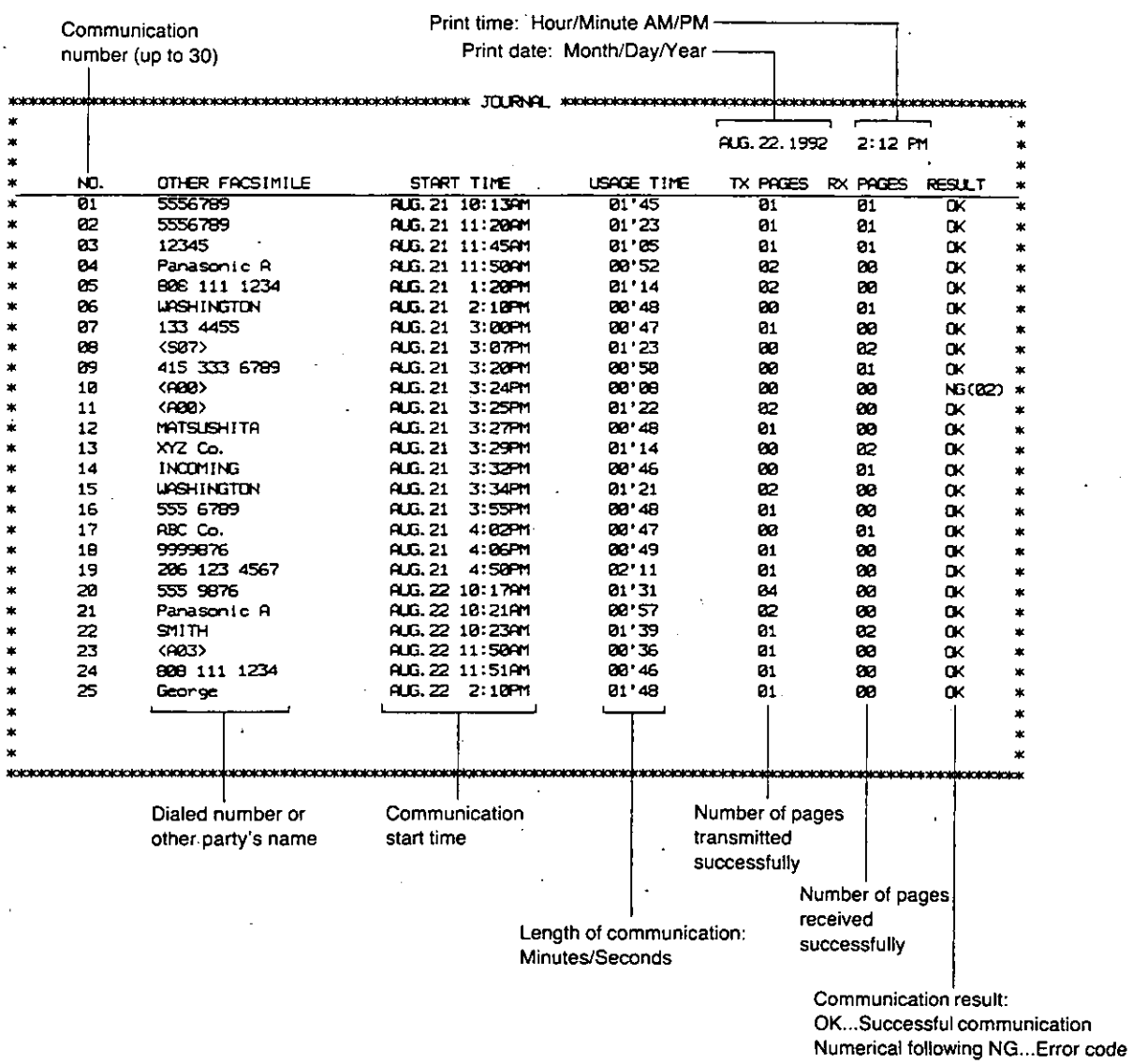
When the JOURNAL AUTO PRINT of the programming functions is set to **AUTO**, the report will be printed automatically after every 30 transactions. After each 30 transactions, the report is cleared and the list begins again. It may also be printed on request.

When you set this function 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 transaction takes place.

This function has been preset to AUTO as the default.

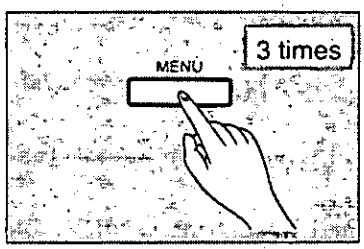
These reports are useful for keeping records of telephone usage or verifying telephone long distance charges.

Sample report



Setting JOURNAL AUTO PRINT

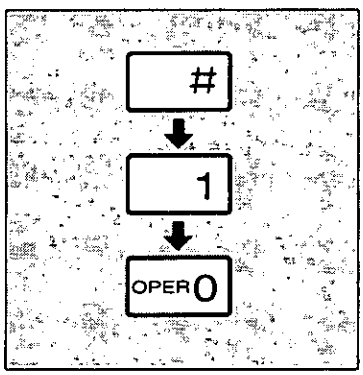
1



Press the MENU button 3 times.

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

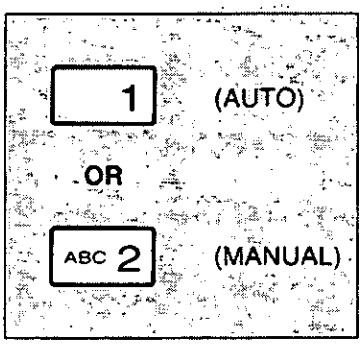
2



Press "#", then press "10".

```
10.JOURNAL=AUTO
[1.AUTO  2.MANUAL]
```

3

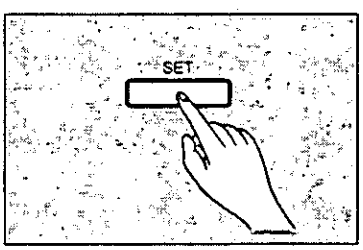


Press "1" or "2" to select the desired mode.

Ex: MANUAL

```
10.JOURNAL=MANUAL
[1.AUTO  2.MANUAL]
```

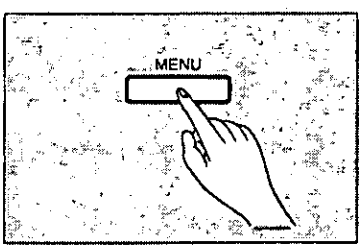
4



Press the SET button to store your selection into memory.

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

5

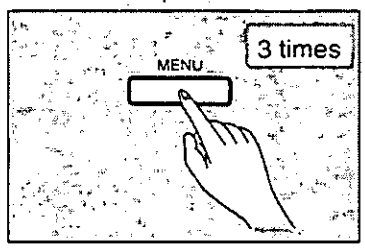


Press the MENU button to end the operation.

Printing JOURNAL report manually

You can print a report of the current JOURNAL upon request. This will not clear the report which will continue until 30 transactions are completed.

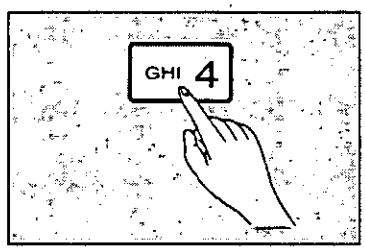
1



Press the MENU button 3 times.

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

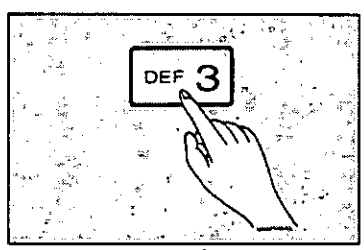
2



Press "4".

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

3

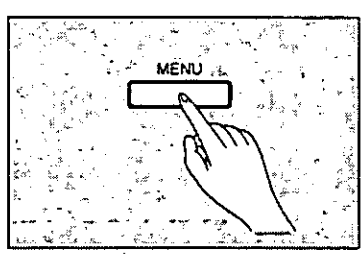


Press "3".

The unit will start printing.

```
PRINTING JOURNAL
```

4



Press the MENU button to end the operation.

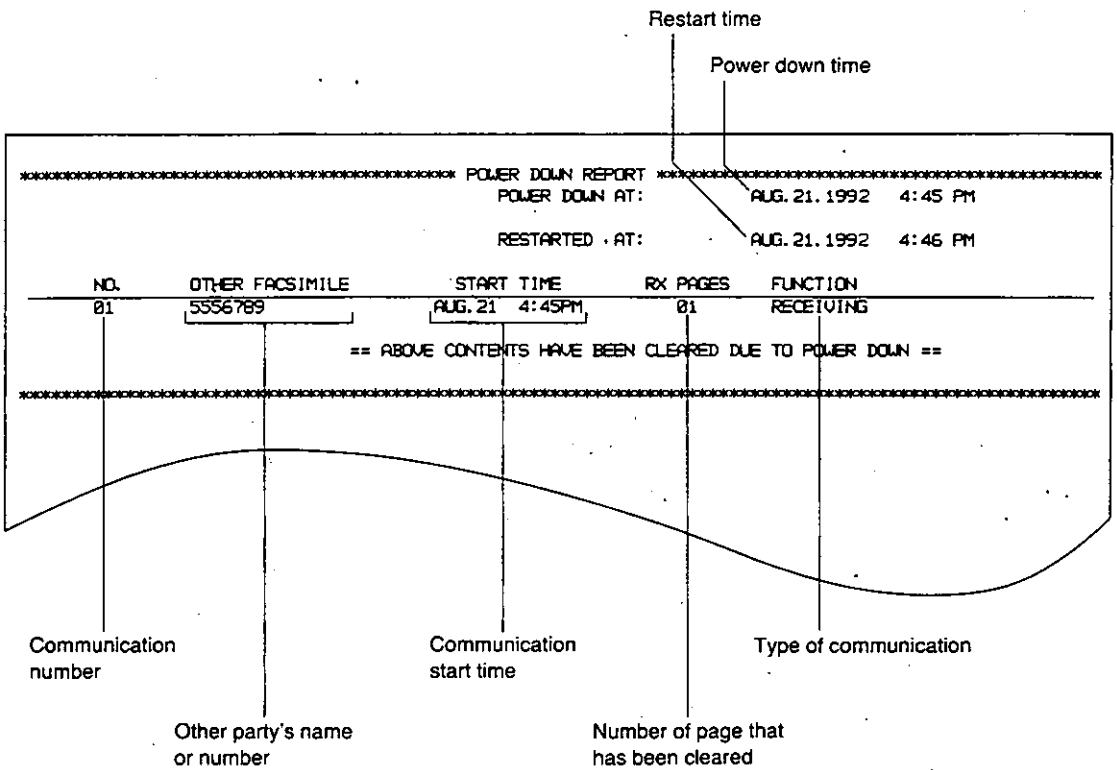
Note:

- If there have been no transactions, no JOURNAL will be printed.

POWER DOWN REPORT

If a power failure takes place or the switch is accidentally turned off while the unit is receiving documents, the documents received into memory will be erased and the POWER DOWN REPORT is printed out automatically after the power is turned on or the switch is turned on again. The report is not printed out if there are no documents stored into memory.

Sample report

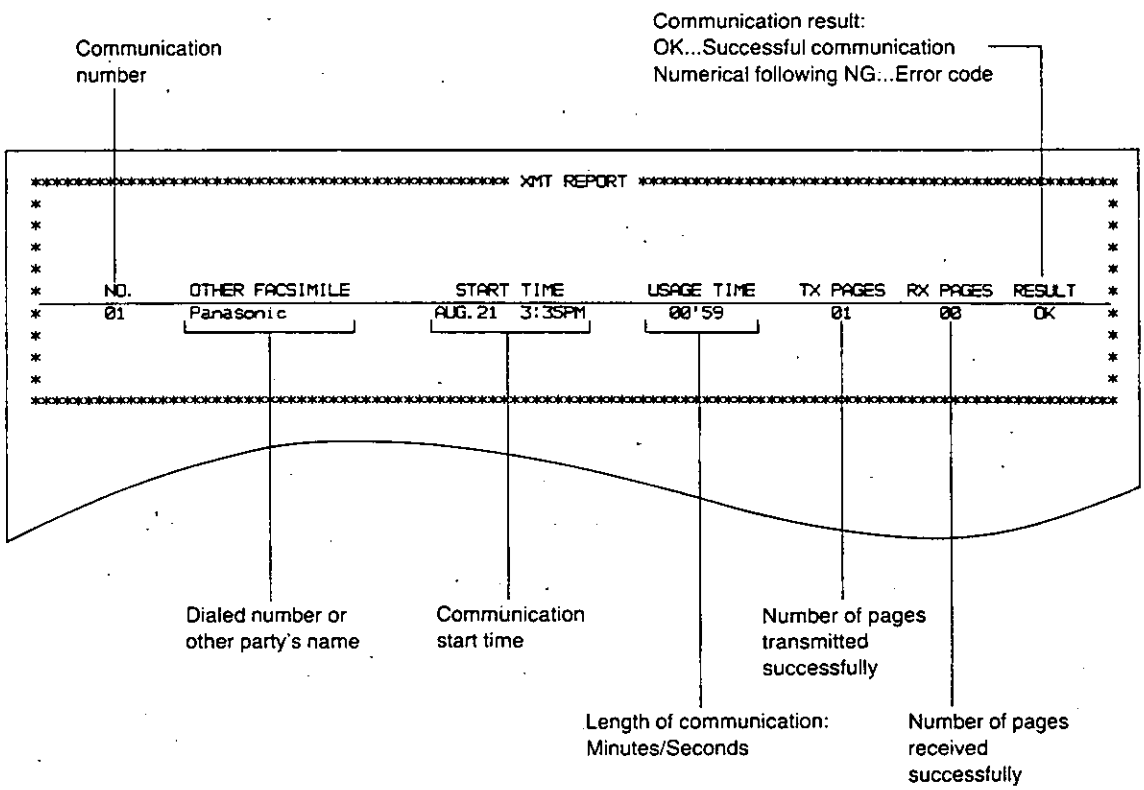


Individual transmission report (XMT REPORT)

Each time a document is transmitted, this function gives you a printed record of the transmission. The following choices are available;

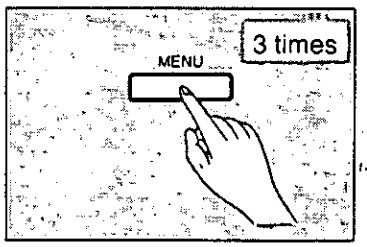
ERROR: The report is printed only when transmission fails. (Default)
ON: The report is printed, indicating whether the transmission is successful or not.
OFF: The report is not printed.

Sample report



Setting PRINT XMT REPORT

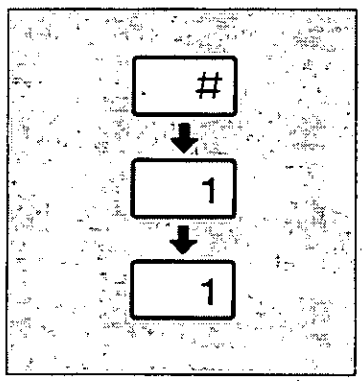
1



Press the MENU button 3 times.

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

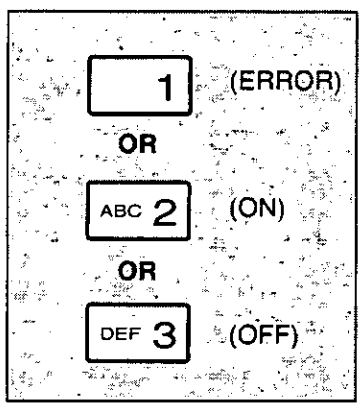
2



Press "#", then press "11".

```
11.XMT REPORT=ERROR
[1.ERROR 2.ON 3.OFF]
```

3

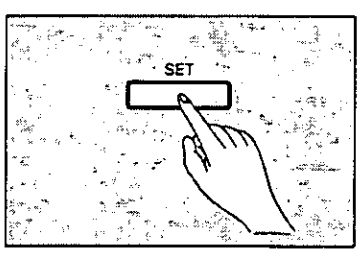


Press "1", "2" or "3" to select the desired mode.

Ex: OFF mode

```
11.XMT REPORT=OFF
[1.ERROR 2.ON 3.OFF]
```

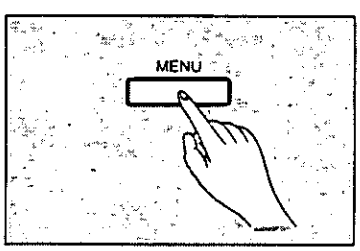
4



Press the SET button to store your selection into memory.

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

5

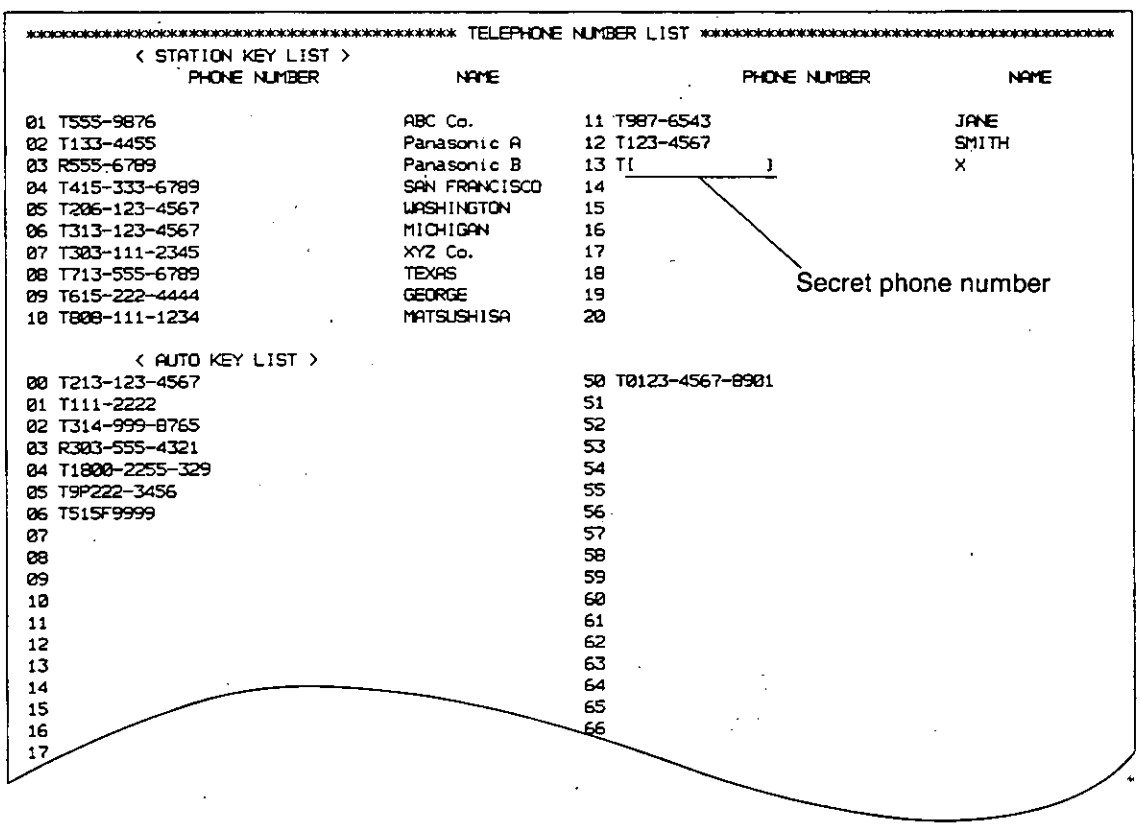


Press the MENU button to end the operation.

List of stored phone numbers (TELEPHONE NUMBER LIST)

You can print a list of the numbers programmed for one touch dialing and speed dialing. Use this function to confirm that you have correctly stored phone numbers.

Sample list



```
********** TELEPHONE NUMBER LIST **********
        < STATION KEY LIST >
          PHONE NUMBER          NAME
01 T555-9876                    ABC Co.
02 T133-4455                    Panasonic A
03 R555-6789                    Panasonic B
04 T415-333-6789                SAN FRANCISCO
05 T206-123-4567                WASHINGTON
06 T313-123-4567                MICHIGAN
07 T303-111-2345                XYZ Co.
08 T713-555-6789                TEXAS
09 T615-222-4444                GEORGE
10 T808-111-1234                MATSUSHISA

        < AUTO KEY LIST >
00 T213-123-4567
01 T111-2222
02 T314-999-8765
03 R303-555-4321
04 T1800-2255-329
05 T9P222-3456
06 T515F9999
07
08
09
10
11
12
13
14
15
16
17

          PHONE NUMBER          NAME
11 T987-6543                    JANE
12 T123-4567                    SMITH
13 T[          ]                X
14
15
16
18
19
20

50 T0123-4567-8901
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
```

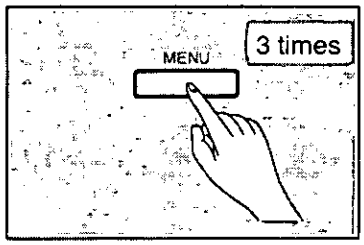
Secret phone number

Codes in each phone number

T: Shows that you have entered the telephone number in the TONE dialing mode.
R: Shows that you have entered the telephone number in the PULSE (rotary) dialing mode.
P: Shows that you have entered PAUSE.
F: Shows that you have entered FLASH.

Printing the TELEPHONE NUMBER LIST

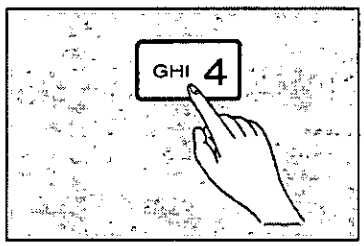
1



Press the MENU button 3 times.

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

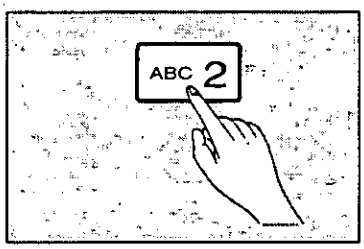
2



Press "4".

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

3

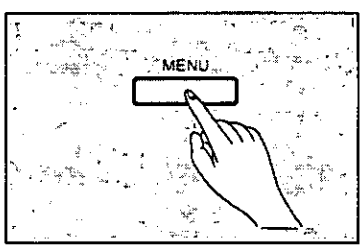


Press "2".

The unit will start printing.

PRINTING PHONE LIST

4



Press the MENU button to end the operation.

SYSTEM SETUP LIST

The system setup list is useful to confirm the current settings of the programming functions.

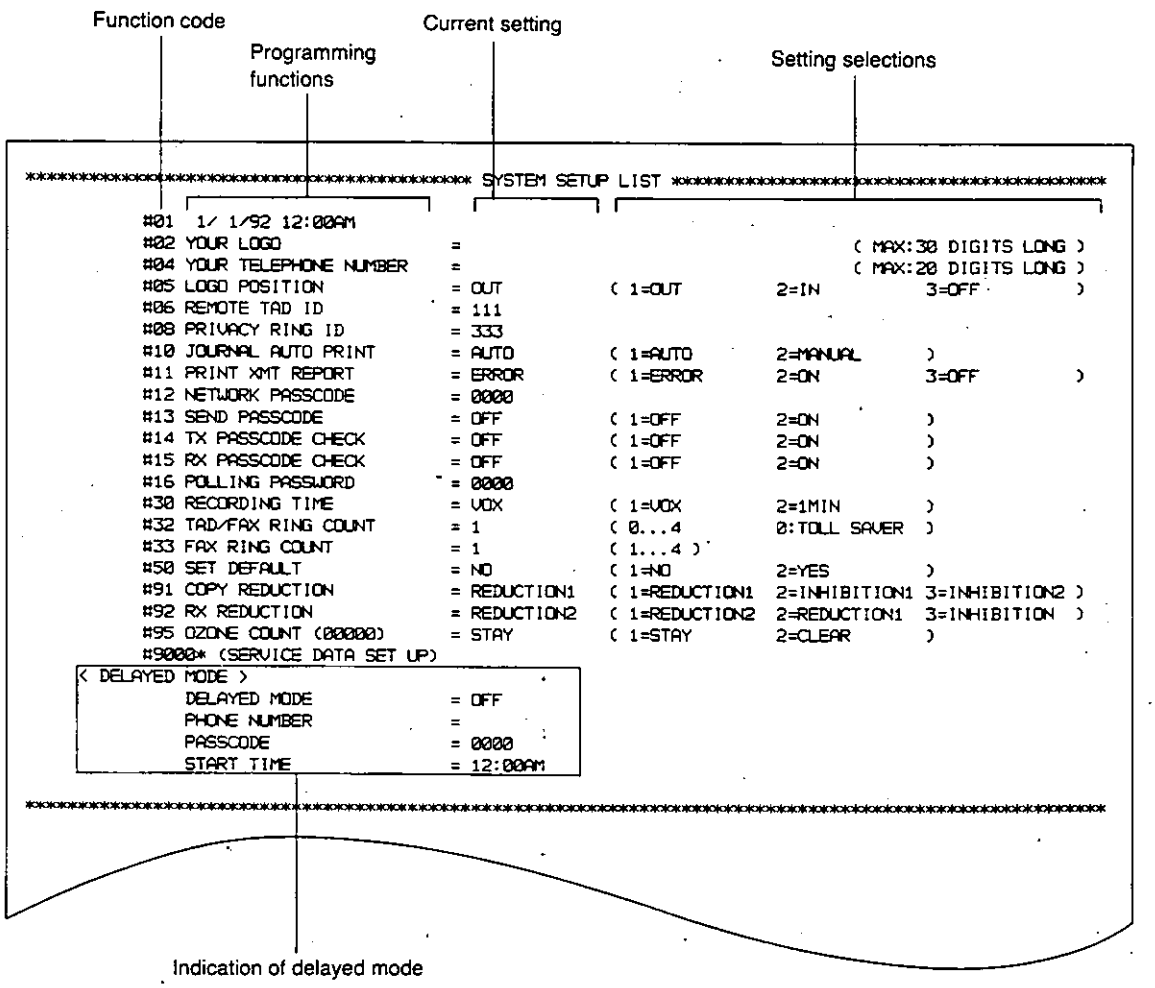
Sample list

Function code

Programming functions

Current setting

Setting selections

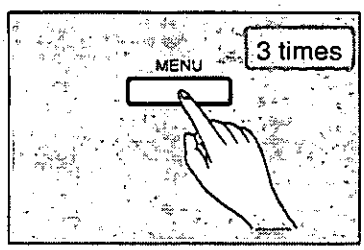


```
*************************************** SYSTEM SETUP LIST ***************************************
        #01  1/ 1/92 12:00AM
        #02 YOUR LOGO                  =                                    ( MAX:30 DIGITS LONG )
        #04 YOUR TELEPHONE NUMBER      =                                    ( MAX:20 DIGITS LONG )
        #05 LOGO POSITION              = OUT          ( 1=OUT        2=IN          3=OFF         )
        #06 REMOTE TAD ID              = 111
        #08 PRIVACY RING ID            = 333
        #10 JOURNAL AUTO PRINT         = AUTO         ( 1=AUTO       2=MANUAL      )
        #11 PRINT XMT REPORT           = ERROR        ( 1=ERROR      2=ON          3=OFF         )
        #12 NETWORK PASSCODE           = 0000
        #13 SEND PASSCODE              = OFF          ( 1=OFF        2=ON          )
        #14 TX PASSCODE CHECK          = OFF          ( 1=OFF        2=ON          )
        #15 RX PASSCODE CHECK          = OFF          ( 1=OFF        2=ON          )
        #16 POLLING PASSWORD           = 0000
        #30 RECORDING TIME             = VOX          ( 1=VOX        2=1MIN        )
        #32 TAD/FAX RING COUNT         = 1            ( 0...4        0:TOLL SAVER  )
        #33 FAX RING COUNT             = 1            ( 1...4 )
        #50 SET DEFAULT                = NO           ( 1=NO         2=YES         )
        #91 COPY REDUCTION             = REDUCTION1   ( 1=REDUCTION1 2=INHIBITION1 3=INHIBITION2 )
        #92 RX REDUCTION               = REDUCTION2   ( 1=REDUCTION2 2=REDUCTION1  3=INHIBITION  )
        #95 OZONE COUNT (00000)        = STAY         ( 1=STAY       2=CLEAR       )
        #9000* (SERVICE DATA SET UP)
    < DELAYED MODE >
            DELAYED MODE               = OFF
            PHONE NUMBER               =
            PASSCODE                   = 0000
            START TIME                 = 12:00AM
*************************************************************************************************
```

Indication of delayed mode

Printing the SYSTEM SETUP LIST

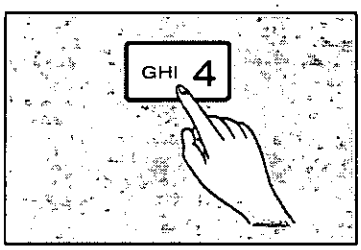
1



Press the MENU button 3 times.

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

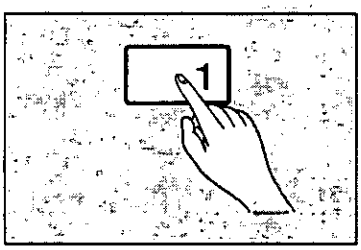
2



Press "4".

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

3

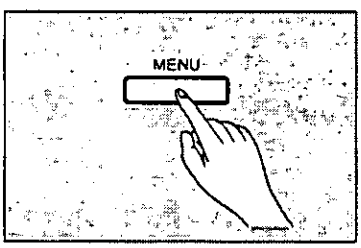


Press "1".

The unit will start printing.

PRINTING SYSTEM LIST

4



Press the MENU button to end the operation.

CHAPTER 6

System Programming Functions

User programmable functions

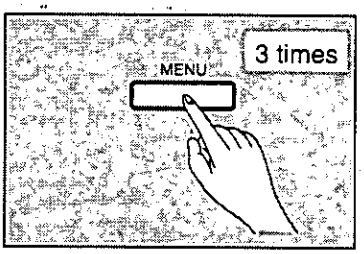
LOGO POSITION

Your logo, telephone number, date, time and page number will be printed on the transmitted document from your unit in the following condition.

OUT: Outside of the transmitted document's paper size (Default)
IN: Inside of the transmitted document's paper size
OFF: Not printed

Operation:

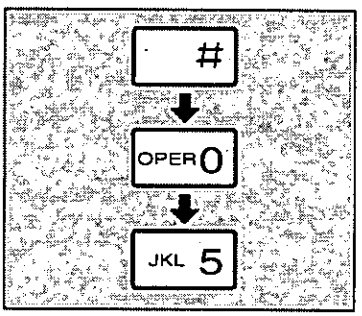
1



Press the MENU button 3 times.

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

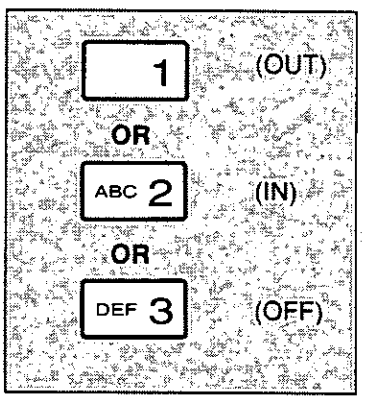
2



Press "#", then press "05".

```
5.LOGO POSITION=OUT
[1.OUT 2.IN 3.OFF]
```

3

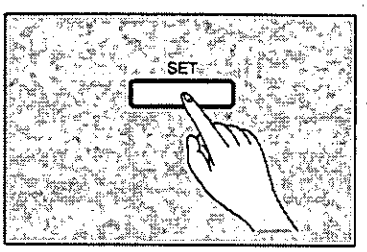


Press "1", "2" or "3" to select the desired mode.

Ex: IN

```
5.LOGO POSITION=IN
[1.OUT 2.IN 3.OFF]
```

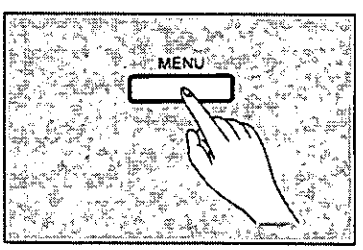
4



Press the SET button to store your selection.

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

5



Press the MENU button to end the operation.

RECORDING TIME

The recording time for incoming messages (ICM) can be set to VOX (unlimited) or 1 MIN (1 minute).

VOX: The unit records an ICM as long as a caller speaks. (Default)
1 MIN: The unit records an ICM up to 1 minute per message.

Operation:

1 Press the MENU button 3 times.

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

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

```
30.RECORD TIME=VOX
[1.VOX 2.1MIN]
```

3 Press "1" or "2" to select the desired mode.

4 Press the SET button.

5 Press the MENU button to end the operation.

TAD/FAX RING COUNT

This function is available only in the TAD/FAX mode when receiving a call.

If you find there is difficulty in fax receiving from machines that have an automatic transmission feature, set TAD/FAX RING COUNT number to "1" (once).

0: Toll Saver (See page 4-23.)
1: The unit answers on the 1st ring. (Default)
2: The unit answers on the 2nd ring.
3: The unit answers on the 3rd ring.
4: The unit answers on the 4th ring.

Operation:

1 Press the MENU button 3 times.

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

2 Press "#", then press "32".

```
32.TAD/FAX RING
COUNT=1          [0–4]
```

3 Press "0", "1", "2", "3" or "4" to select the desired mode.

4 Press the SET button.

5 Press the MENU button to end the operation.

FAX RING COUNT

This function is available only in the FAX mode when receiving a document.
If you find there is difficulty in fax receiving from machines that have an automatic transmission feature, set FAX RING COUNT number to "1" (once).

1: The unit answers on the 1st ring. (Default)
2: The unit answers on the 2nd ring.
3: The unit answers on the 3rd ring.
4: The unit answers on the 4th ring.

Operation:

1 Press the MENU button 3 times.

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

2 Press "#", then press "33".

```
33.FAX RING COUNT=1
                    [1–4]
```

3 Press "1", "2", "3" or "4" to select the desired mode.

4 Press the SET button.

5 Press the MENU button to end the operation.

SET DEFAULT

This operation enables you to return the user programmable functions of #05 through #95 to their initial default settings. The function number #01 through #04 will not be erased.

Operation:

1 Press the MENU button 3 times.

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

2 Press "#", then press "50".

```
50.SET DEFAULT=NO
[1.NO  2.YES]
```

3 Press "2", then press the SET button.

```
PARAMETER RESET OK?
=NO   [1.NO  2.YES]
```

4 Press "2", then press the SET button.

```
  DEFAULT SETTING
    COMPLETED!
```

5 Press the MENU button to end the operation.

COPY REDUCTION

When copying a document longer than the paper that is installed into your unit, the unit will automatically reduce the data of the document to fit on one page or divide it into two or more pages when printing out. If you wish to make a copy in actual size, select INHIBITION 1 or 2.

REDUCTION 1: The unit reduces the data of the document to 92% or 72% to fit on one page. If the unit cannot hold the data within one page, the data is divided and printed out in actual size. (Default)

INHIBITION 1: Any copied documents are not reduced. However, when an over-sized document is copied, the document is divided into two or more pages when printed out.

INHIBITION 2: Any copied documents are not reduced nor divided. An overflowed data will not be printed out.

Operation:

1 Press the MENU button 3 times.

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

2 Press "#", then press "91".

```
91.COPY REDUC.=REDUC1
[1.RED1 2.INH1 3.INH2]
```

3 Press "1", "2" or "3" to select the desired mode.
Ex: INHIBITION1, press "2".

```
91.COPY REDUC.=INH1
[1.RED1 2.INH1 3.INH2]
```

4 Press the SET button.

5 Press the MENU button to end the operation.

■ The table below shows how the unit copies an over-sized document.

			Size of copied document		
			Letter	A4	Legal
Cassette in your unit	Letter	REDUCTION1	100%	92%	72%
		INHIBITION1	100%	Divided	Divided
	A4	REDUCTION1	100%	100%	72%
		INHIBITION1	100%	100%	Divided
	Legal	REDUCTION1	100%	100%	100%
		INHIBITION1	100%	100%	100%

Note:

- Letter size paper: 216×279 mm (8½"×11")
  A4 size paper: 210×297 mm (8¼"×11 11/16")
  Legal size paper: 216×356 mm (8½"×14")
- A4 size cassette is not available in the United States.
- When divided, any copied documents are not reduced, and overflowed data from the first page will be printed out on the second page.

RX REDUCTION

When receiving a faxed document as long as or longer than the paper that is installed into your unit, the unit will automatically reduce the data of the document to fit on one page or divide it into two or more pages when when printing out. If you wish to receive a document in actual size, select INHIBITION.

REDUCTION 2: The unit reduceds the data of the document to 92%, 86% or 72% to fit on one page. If the unit cannot hold the data within one page, the data is divided and printed out in actual size. If a reduced document is hard to read, we recommend that you select the REDUCTION 1 mode.

REDUCTION 1: The unit reduces the data of the document to 92% or 86%, or divides it.

INHIBITION: Any transmitted documents are not reduced. However, when an over-sized document is received, the data is divided into two or more pages.

Operation:

1 Press the MENU button 3 times.

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

2 Press "#", then press "92".

```
92.RX REDUC.=REDUC1
[1.RED2 2.RED1 3.INH]
```

3 Press "1", "2" or "3" to select the desired mode.
Ex: INHIBITION

```
92.RX REDUC.=INH
[1.RED2 2.RED1 3.INH]
```

4 Press the SET button.

5 Press the MENU button to end the operation.

■ The table below shows how the unit receives an over-sized document.

Size of document sent by the other party

Cassette in your unit		Letter	A4	Legal
Letter	REDUCTION1	92%	86%	Divided
	REDUCTION2	92%	86%	72%
A4	REDUCTION1	100%	92%	Divided
	REDUCTION2	100%	92%	72%
Legal	REDUCTION1	100%	100%	92%
	REDUCTION2	100%	100%	92%

Note:

- Letter size paper: 216×279 mm (8½"×11")
  A4 size paper: 210×297 mm (8¼"×11 11/16")
  Legal size paper: 216×356 mm (8½"×14")
- A4 size cassette is not available in the United States.
- When divided, any transmitted documents are not reduced, and overflowed data from the first page will be printed out on the second page.

Service Functions

The following service functions can be changed as the need arises. For further details, consult with your service center. See page 7-30.

Sample list

```
********************************************* SERVICE DATA LIST *********************************************
          501 PAUSE TIME              = 05000ms    ( 000...600 *100ms )
          502 FLASH TIME              = 700ms      (  01... 99 *10ms  )
          503 DIAL SPEED              = 10pps      ( 1=10pps     2=20pps     )
          510 VOX TIME                = 6sec       ( 1=6sec      2=4sec      )
          520 CED FREQ.               = 2100Hz     ( 1=2100Hz    2=1100Hz    )
          521 INTL MODE               = INTL       ( 1=INTL      2=NORM      )
          522 AUTO STANDBY            = ON         ( 1=ON        2=OFF       )
          523 RX EQL.                 = 1.8km      ( 1=1.8km     2=3.6km     3=7.2km     4=0.0km     )
          524 TX EQL.                 = 1.8km      ( 1=1.8km     2=3.6km     3=7.2km     4=0.0km     )
          563 CCD POSITION            = 4          (  0... 8 )
          585 LCD CONTRAST            = NORMAL     ( 1=LIGHT     2=NORMAL    3=DARKER    )
          588 SHORT PROTOCOL          = ON         ( 1=ON        2=OFF       )
          717 TX SPEED                = 9600BPS    ( 1=9600BPS   2=4800BPS   )
          718 RX SPEED                = 9600BPS    ( 1=9600BPS   2=4800BPS   )
          720 TONE DETECT             = OFF        ( 1=OFF       2=ON        )
          731 CPC MODE                = A          ( 1=A         2=B         )
          853 TOP MARGIN              = 21         ( 00...43 )
          854 LEFT MARGIN             = 14         ( 00...62 )
          859 FUSER COUNT    (00000)  = STAY       ( 1=STAY      2=CLEAR     )
          860 TRANSFER COUNT(00000)   = STAY       ( 1=STAY      2=CLEAR     )
          865 MAX RECORDING LENGTH    = UNLIMITED  ( 1=UNLIMITED 2=A4        )
    SPECIAL SERVICE DATA SETTINGS
          553    559    570    571    572    573    580    582    583    584    586    587
          OFF    ON     61%     15    030     15   DETECT  ON     ON     ON     OFF    ON
          590    591    592    593    594    595    596    597    850
           06    045    AUTO    75    OFF     96    -10    OFF    NO
                                                    TOTAL PRINT COUNT= 000000
                                                    VER. =F     SUM=B599

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

Printing the SERVICE DATA LIST

You can obtain a list of service functions (SERVICE DATA LIST).

1 Press the MENU button 3 times.

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

2 Press "#", "9", "0", "0", "0" and "*".

```
  <SERVICE MODE>
[1.SETUP  2.TEST]
```

3 Press the START button to start printing.
The unit will start printing.

4 Press the MENU button to end the operation.

CHAPTER 7

Troubleshooting and Maintenance

Troubleshooting

Display messages

DISPLAY MESSAGE	CAUSE & REMEDY
TRANSMIT ERROR	●Transmission error. Try again. This message also appears when your network passcode does not correspond with the other party's passcode.
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 only operate between Panasonic compatible machines with the same protocol and password.
DELAYED MODE ABORTED DUE TO POWER FAILURE	●A programmed delayed communication has been canceled since the power switch was turned off or the power failure occurred. Reprogram it again.
REDIAL TIME OUT	●The automatic redialing was not successful due to a busy line or no answer from the other party. Reload the document then try again.
CHECK DOCUMENT	●The document has not fed properly. Reinsert the document.
CHECK DOOR	●The cover of the unit is open. Close it.
OUT OF PAPER	●Recording paper has run out. Reload new paper. ●The paper cassette is not set. Install it properly.
PAPER JAMMED	●Recording paper jammed. Remove paper that causes problem. See page 7-6.
REMOVE DOCUMENT	●Document jammed. Open the document feeder unit and remove the jammed document. ●Attempted to transmit a document longer than 600 mm (23⅝"). Remove it.
CHECK CARTRIDGE	●The supply cartridge is not set. Install it properly.
CARTRIDGE EMPTY	●Toner supply is completely consumed. Replace the supply cartridge with a new one.
CARTRIDGE LOW	●Toner supply is low. Replace the supply cartridge with a new one. After this message is displayed, the unit can print out up to 200 additional pages.
RECORD GREETING	●Greeting message is not recorded. Record your greeting message.

DISPLAY MESSAGE	CAUSE & REMEDY
CHECK CASSETTE TAPE	• End of tape is reached. Rewind the tape to the beginning or reverse the micro cassette tape. • The tape is broken or not installed properly. Install a new one or fix position. When changing or reversing the tape, remember to rerecord your greeting message.
CHECK MEMORY	• Memory (phone numbers, parameters, etc.) has been erased. Reprogram them.
CALL SERVICE E1–7	• Printing system is abnormal. Call your service center. See page 7-30.
CHANGE OZONE FILTER	• The ozone filter is ineffective and should be replaced with a new one. See page 7-16.
CHANGE TRANSFER	• The transfer corona wire is worn out and should be replaced with a new one. Call your service center. See page 7-30.
CHANGE FUSER	• The fuser unit is worn out and should be replaced with a new one. Call your service center. See page 7-30.

Error codes

When any trouble occurs, the following error codes may be printed following "NG" in the RESULT of JOURNAL or XMT REPORT.

ERROR CODE	CAUSE & REMEDY
01	Power supply overheating. Allow the unit to cool.
02	Interrupted transmission. Retry or check parameters.
03	Document jammed or not fed into the unit properly. Check document path. If a document is jammed, open the document feeder unit, then remove the document.
04	Transmission or reception error. Retry the operation.
06	The unit is out of recording paper. Check recording paper.
07	The cover is open. Check the cover latch.
08	Recording paper jammed. Re-install recording paper.
09	Network communication failed. Confirm that your passcode corresponds to that of the other unit.
10	Printing system is abnormal. Call your service center. See page 7-30.
15	A programmed delayed communication has been canceled since the power failure occurred. Reprogram it if you need.
51	Printing failed. Request the other party to send faxes again.
52	Printing failed since toner supply is completely consumed. Replace the supply cartridge with a new one, then request the other pary to send faxes again.

General corrective measures

Facsimile & General

PROBLEM	CAUSE & REMEDY
I cannot receive documents automatically.	•Make sure that recording paper is installed properly. •Make sure the RECEIVE MODE of the unit is set to TAD/FAX or FAX mode and not to TEL mode. •Shorten your greeting message, or ask the other party to press "✳" (ASTERISK) then start to transmit a document.
Recording image is faint and I cannot read it well.	•The sender transmitted a faint document. Request him to transmit a clearer copied document again. •Toner supply is low. Remove the supply cartridge from the unit and rock it 5 or 6 times at 45 angle, then reinstall it.
The other party complains that the letters on the document are distorted.	•If your line has special telephone service such as call waiting, it may have been activated during the fax reception. Connect the unit to a line that does not have such service. •Be sure that another telephone connected on the same line to your unit is hung up.
The START indicator flashes for about 40 seconds after the unit receives a call automatically, but nothing is recorded.	•The caller hangs up during or immediately after your greeting message plays. This may occur if the disconnected signal is not transmitted from the telephone company's central office.
The unit does not operate properly.	•Turn the POWER switch off, then turn it on again.
Problems when receiving international facsimiles.	•Shorten your greeting message to 10 seconds or less. •The RX SPEED may need to be set to 4800 bps. Call your service center. See page 7-30.
I cannot retrieve a document using the polling function.	•Confirm that your password corresponds to that of the other unit. •The other unit does not provide being polled.
The other party complains that a dirty pattern and black lines appear on the received documents.	•Clean the glass and rollers inside the document feeder unit. See page 7-10.
I cannot close the cover tightly.	•The unit may be placed on uneven surface. Place the unit on level surface.
Printed documents are too dark or too light.	•Adjust the print density. See page 7-15.

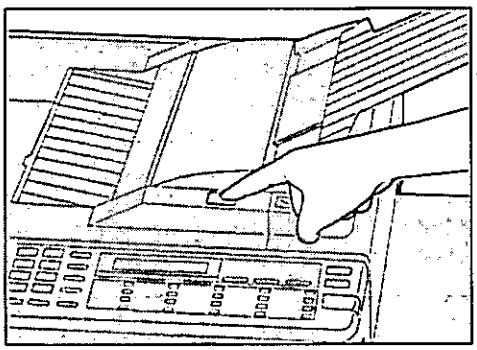
Answering Device & Telephone

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. Rewind the tape.
The unit does not work when any button is pressed.	•Turn the POWER switch off, then turn it on again.
The unit has been set to the TAD/FAX mode, but no voice-messages have been recorded.	•The tape is not installed properly or is broken (cut, worn out or twisted). Install the tape or replace it with a new one.
When the tape is played, the sound level is low or nothing can be heard.	•Raise the sound level using the VOLUME control. •Clean the head of the cassette deck compartment. See page 7-9.
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 REMOTE TAD ID number correctly. •When you press your REMOTE TAD ID number, press the buttons firmly.
Some voice-messages have not been fully recorded.	•Set the calling party control (CPC) to "B" (page 6-6). Call your service center. See page 7-30.
When a caller hangs up after leaving a message, the tape does not stop.	•VOX TIME should be set to 4 seconds (page 6-6). Call your service center. See page 7-30.
The unit does not ring.	•Set the RINGER volume selector to the HIGH or LOW position.

Clearing document jams

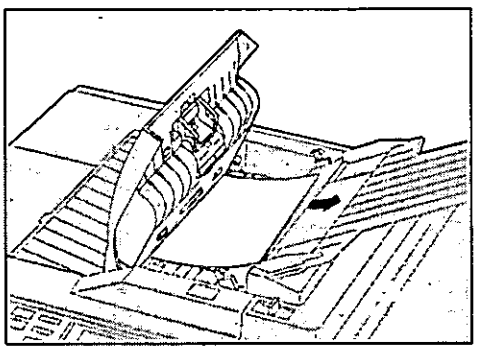
If a document becomes jammed in the document feeder unit, the display will show "REMOVE DOCUMENT".
Clear the jam by following the steps below.

1



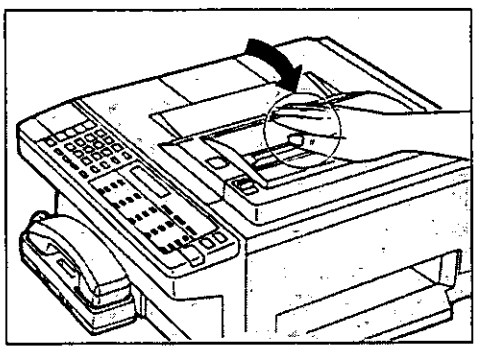
Press the latch button to open the document feeder unit.

2



Remove the jammed document carefully.

3



Close the document feeder unit carefully by pushing down until the cover locks into position.

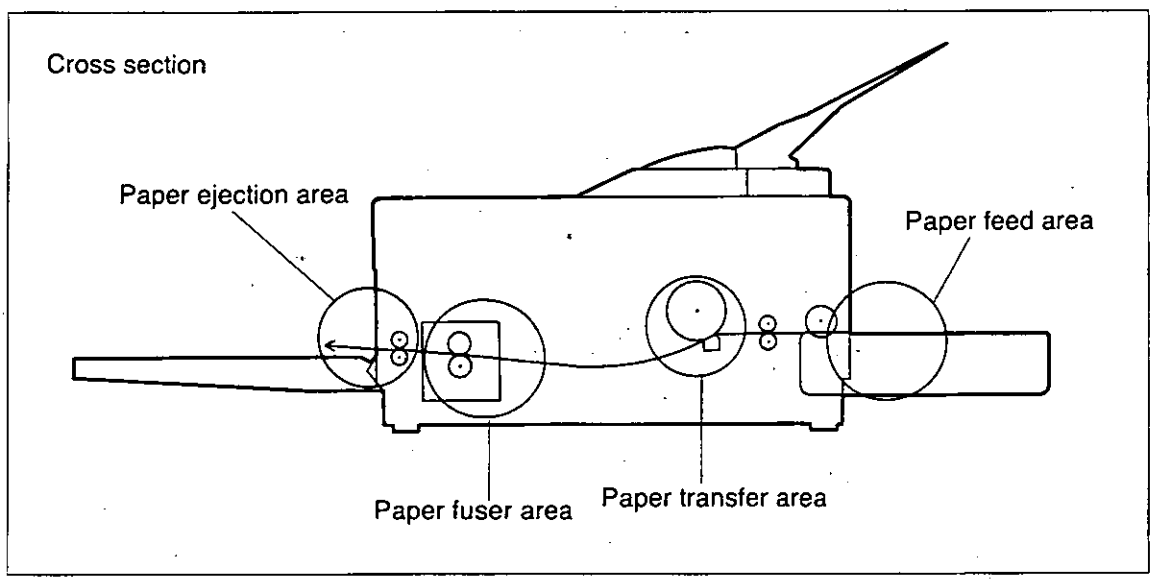
Clearing a recording paper jam

When a recording paper jam occurs somewhere inside the unit, the display will show "PAPER JAMMED". If this happens, check the following locations below in the order shown and remove any jammed paper.

- Paper feed area
- Paper transfer/fuser area
- Paper ejection area

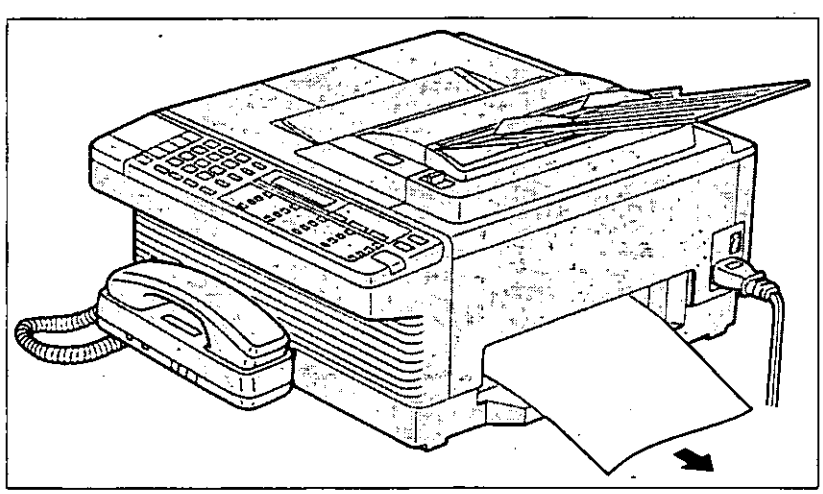
Caution:

- **The fuser unit gets hot. Do not touch it.**



■ Paper feed area

1. Remove the paper cassette, then remove the jammed paper.
2. Reinstall the paper cassette.



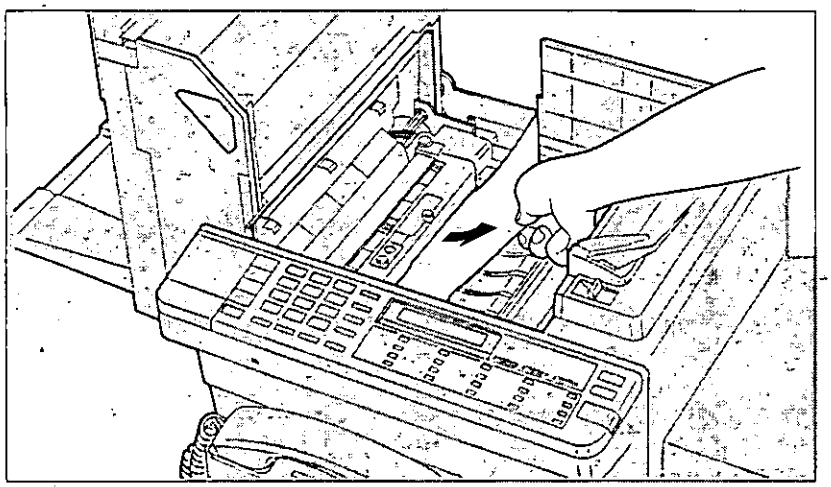
Note:

- Do not turn off the power of the unit to clear a paper jam. Keep the unit turned on.
- After removing the jammed paper, open and close the cover once to clear PAPER JAMMED message.

■ Paper transfer/fuser area

1. Open the cover by sliding the door open lever.
2. Check for paper inside the unit. If jammed paper is in the transfer area, remove it. If jammed paper is in the fuser area, put it out gently.
3. Close the cover.

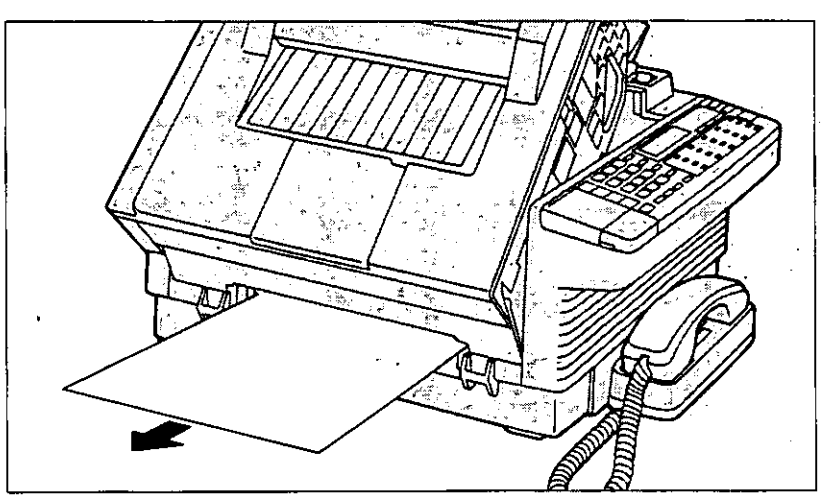
Caution:
- **The fuser unit gets hot. Do not touch it.**
- **Avoid getting toner on your hands.**



■ Paper ejection area

1. Open the cover by sliding the door open lever.
2. Remove the receiving tray.
3. Remove the jammed paper by pulling it lightly in the direction of the arrow. **Be careful as the paper ejection area may be hot.**
4. Reinstall the receiving tray.
5. Close the cover.

Caution:
- **The fuser unit gets hot. Do not touch it.**
- **Avoid getting toner on your hands.**

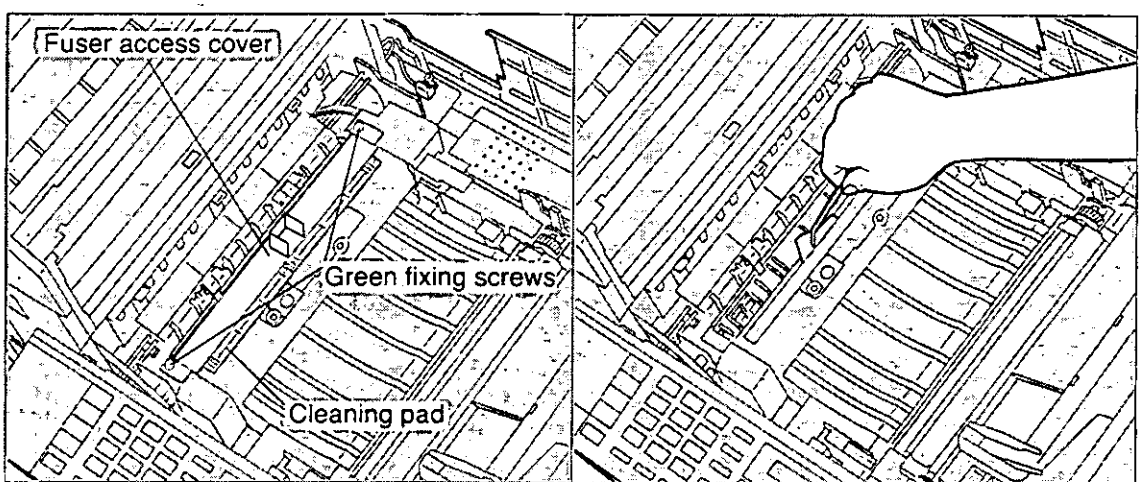


■ If paper jam still occurs in the fuser unit...

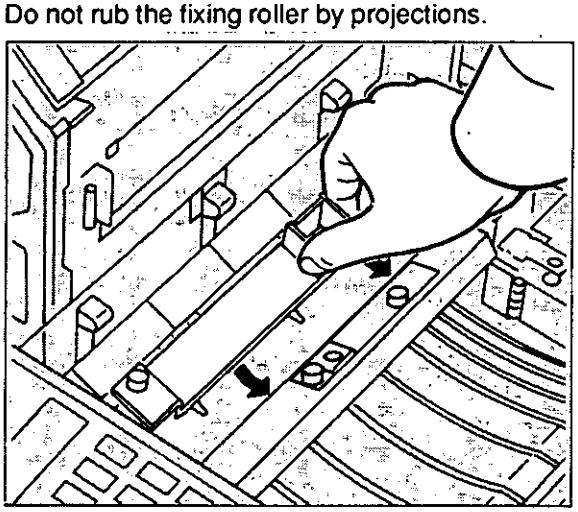
If paper jam still occurs in the fuser unit after performing the instruction on the previous page, torn paper may remain in the fuser unit. Check the inside of the fuser unit according to the following procedure.

Caution:
- **The fuser unit gets hot. Do not touch it.**
- **Avoid getting toner on your hands.**

1. Open the cover by sliding the door open lever.
2. Remove the cleaning pad.
3. Remove the fuser access cover by loosing the two green fixing screws.
4. Remove the jammed paper with a pair of tweezers.



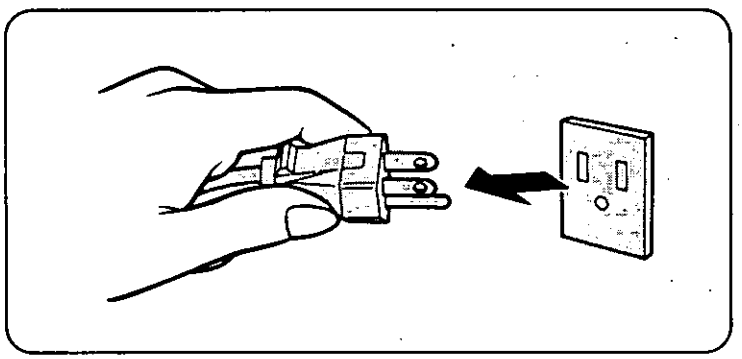
5. Reinstall the fuser access cover inclining it as shown below, and put it horizontally. Do not rub the fixing roller by projections.



6. Tighten the two green fixing screws and reinstall the cleaning pad.
7. Close the cover.

Maintenance

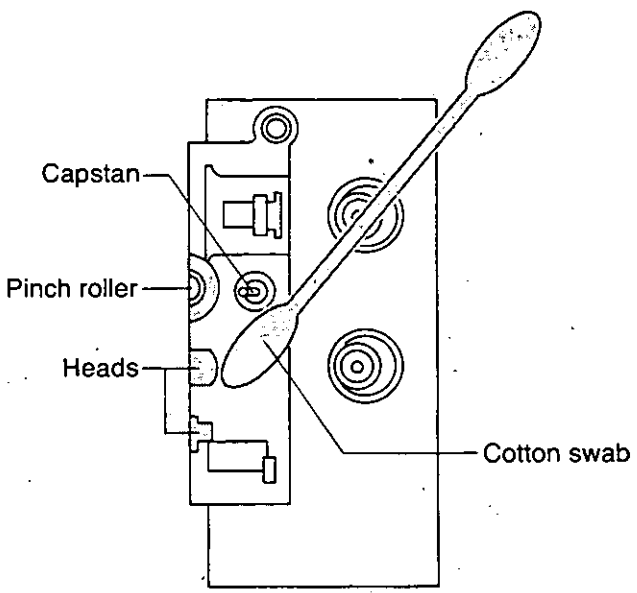
Be sure that the AC plug is disconnected from the outlet before performing any maintenance.



Cleaning the cassette deck

Since the head and capstan assemblies are in contact with the tape, dirt and residue from the tape may easily adhere to these parts, causing distortion. Clean these parts periodically in the manner described below for the best sound quality.

1. Open the cassette compartment cover and remove the micro cassette.
2. Clean the head surfaces, pinch roller and capstan with a cotton swab.
   If these surfaces are extremely dirty, wipe them with a cotton swab dampened with alcohol, then wipe them with a dry soft cloth.
3. Reinstall the micro cassette and close the compartment cover.



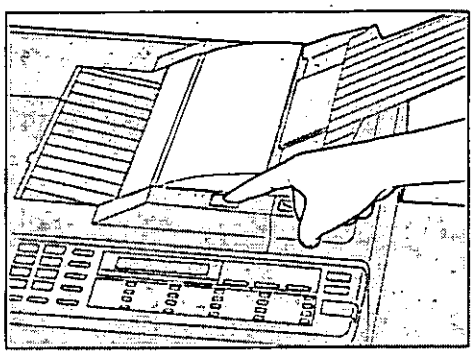
Caution:

- Do not bring magnetic or metal objects, such as screwdrivers, near the head assembly, as such objects could magnetize the heads.
- Do not oil any part of the unit.

Cleaning the inside of the document feeder unit

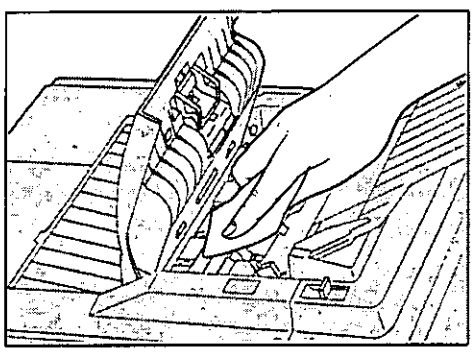
If a dirty pattern or black bands appear on a copied or transmitted document;

1



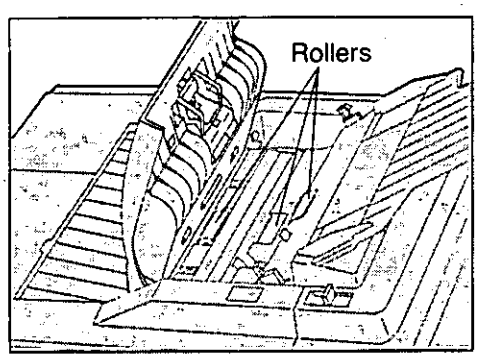
Open the document feeder unit by pressing the latch button.

2



Wipe the glass with a dry soft cloth.

3

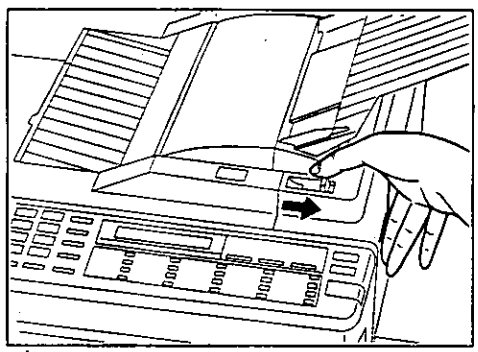


Clean the document rollers with a damp cloth then dry thoroughly to prevent the paper from jamming.

Replacing the supply cartridge

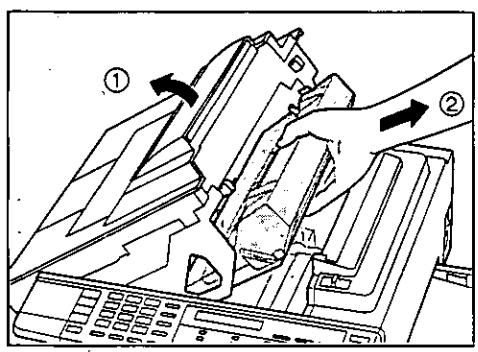
If the display shows "CARTRIDGE LOW" or "CARTRIDGE EMPTY", replace the supply cartridge by following the instructions below.

1



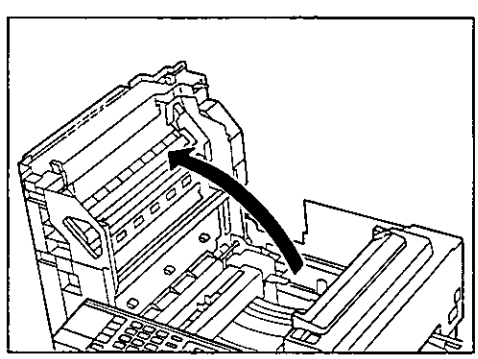
Slide the door open lever to open the cover.

2



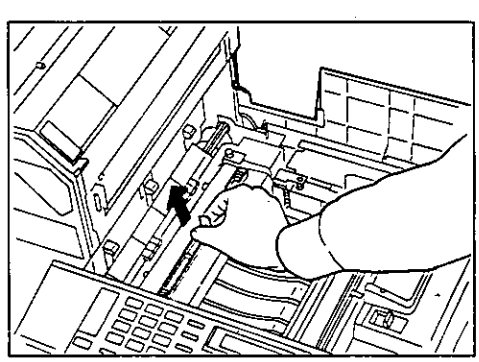
Open the cover halfway. ①
Remove the used cartridge. ②

3



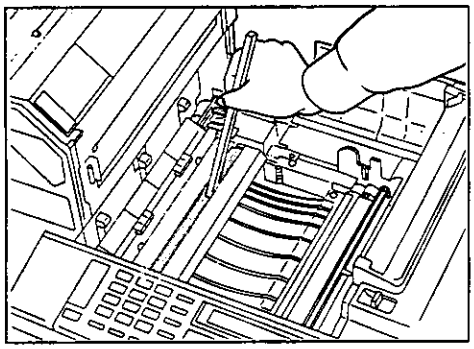
Open the cover completely.

4



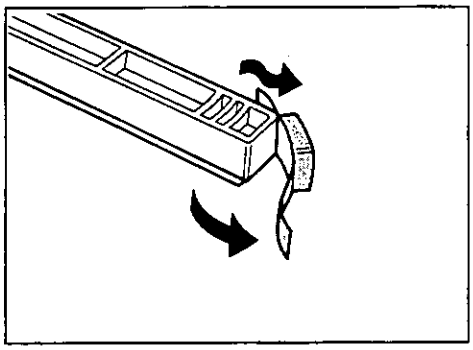
Remove the used fixing roller cleaner.
BE CAREFUL! The fuser unit and fixing roller cleaner get hot.

5



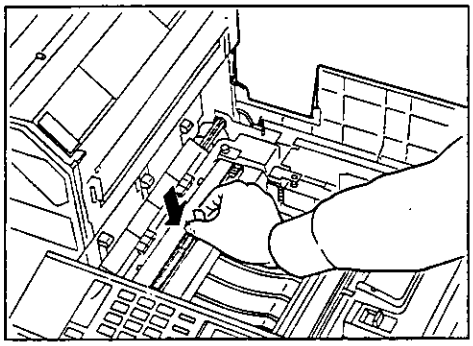
Use the new fixing roller cleaner to clean the fixing roller.

6



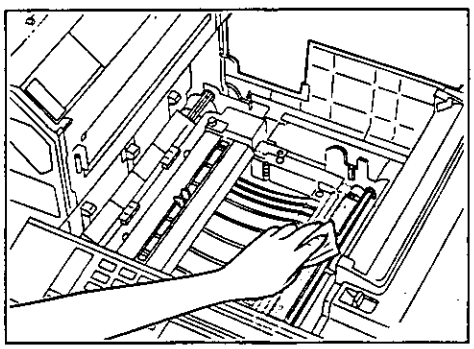
Peel off the cleaning pad.

7



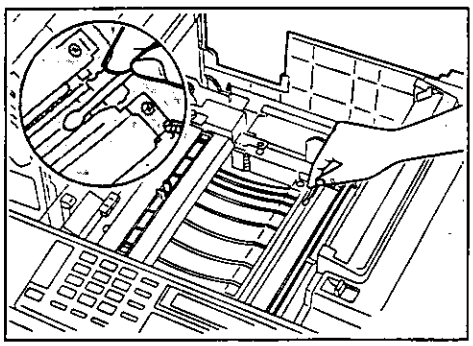
Insert the new fixing roller cleaner.

8



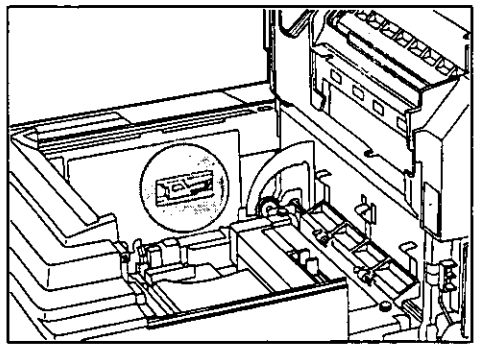
Clean the transfer guide with a soft, clean cloth slightly dampened with water.

9



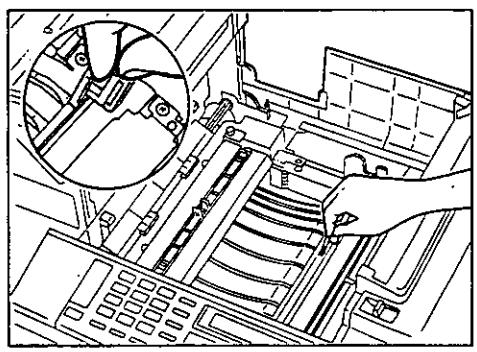
Use the enclosed cotton swab to clean the transfer corona wire. Be careful not to break the wire.

10



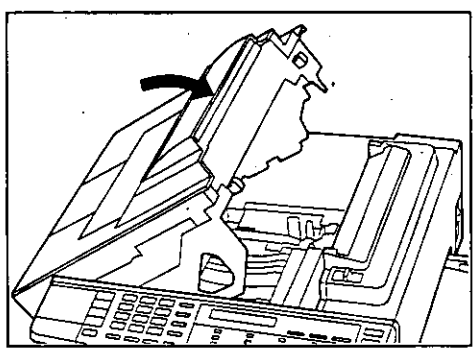
Use the wire cleaner inside the unit to clean the discharging pins.

11



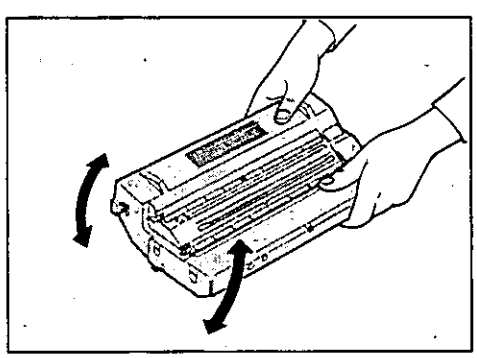
After carefully cleaning the wire, replace the wire cleaner. Be careful not to break the wire.

12

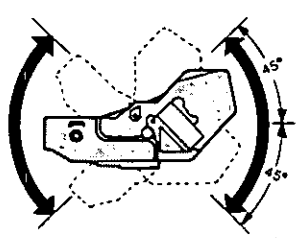


Lower the cover halfway.

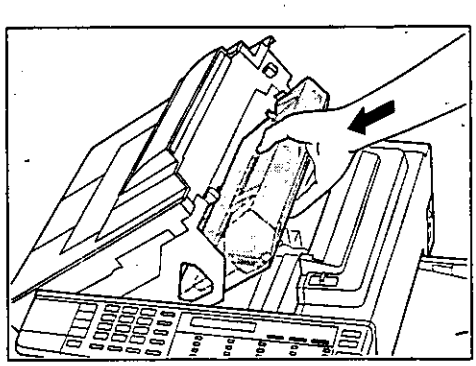
13



Rock the new cartridge 5 or 6 times at a 45 angle.

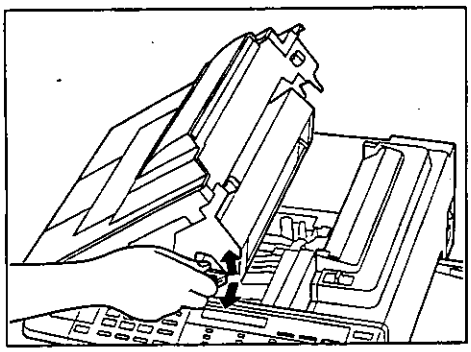


14



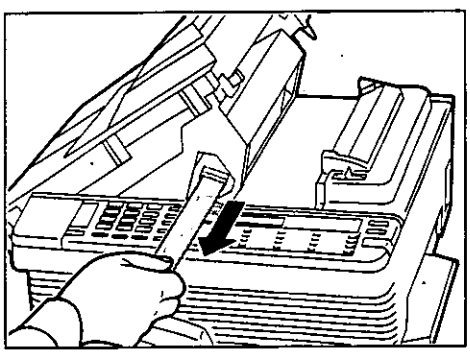
Install the cartridge securely in the direction of the arrows on its label.

15



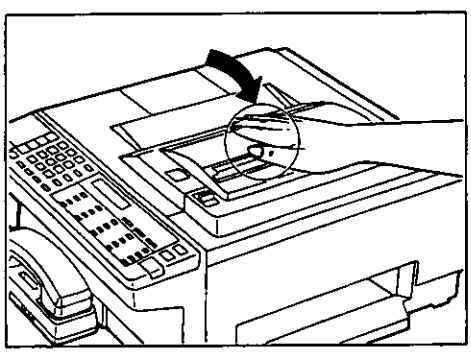
Swing the tab a few times to detach it from the cartridge.

16



Pull the sealing tape out completely.

17

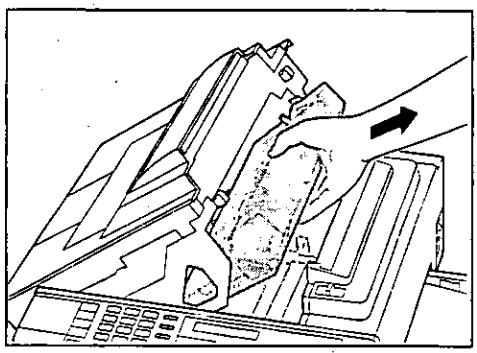


Gently but securely close the cover by pushing the encircled part, then turn on the unit.

Cleaning the primary corona wire

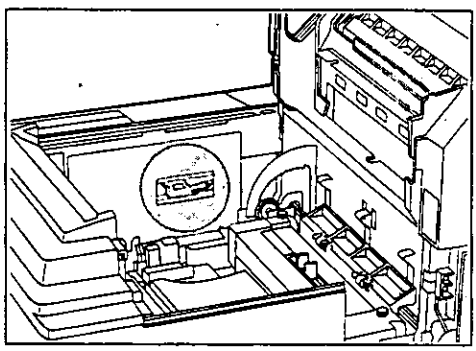
If dark stripes or toner stains appear on printed pages, clean the primary corona wire with the wire cleaner.

1



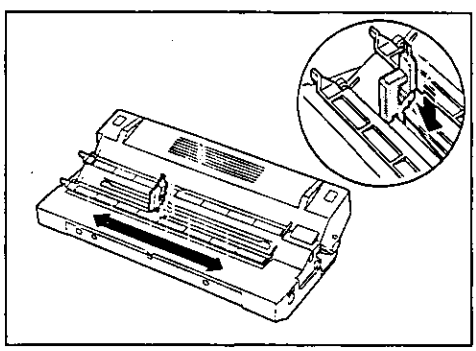
Open the cover and remove the supply cartridge.

2



Take out the wire cleaner stored inside the unit.

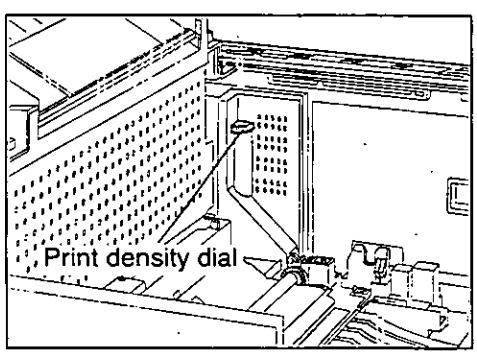
3



Attach it securely to the cartridge's guide rail and clean the primary corona wire. Be sure to return the cleaner to its storage location after use.

Adjusting the print density

If the printed page is too light or too dark, adjust the print density by rotating the print density dial inside the unit.



If print image is too dark, rotate the dial in direction of 4, 3, 2 and 1.
If print image is too light, rotate it in direction of 6, 7, 8 and 9.
This dial is normally adjusted on "5" position.

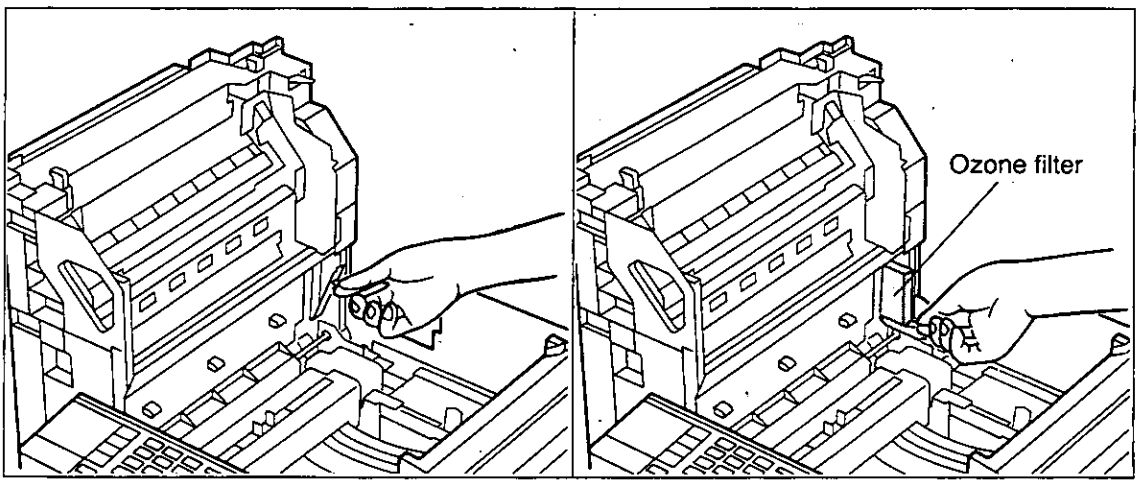
Replacing the ozone filter

When "CHANGE OZONE FILTER" is displayed, the ozone filter is ineffective and must be replaced with a new one.

WARNING:
- It is essential that the ozone filter is replaced when "CHANGE OZONE FILTER" is displayed. Failure to do so will contravene health and safety requirements. Panasonic will accept no liability for damages resulting from failure to replace the filter as displayed.

■ To replace the ozone filter:

1. Open the cover by sliding the door open lever.
2. Pull the ozone filter lid open, then remove the used ozone filter.



3. Open the protective bag and remove the new ozone filter.
4. Insert the new ozone filter into the slot.
5. Close the ozone filter lid then close the cover of the unit.

Note:
- The CHANGE OZONE FILTER message on the display will not be cleared even if the ozone filter is replaced. To clear this message, follow these instructions below.

■ To reset the ozone counter:

After replacing the ozone filter, you must reset the ozone counter by following the steps below.

1. Press the MENU button 3 times.
2. Press "#", then press "95".

```
95.OZONE COUNT (0000)
=STAY [1.STAY 2.CLEAR]
```

3. Press "2", then press the SET button.

```
COUNTER CLEAR OK?
=NO [1.NO 2.YES]
```

4. Press "2", then press the SET button.

```
OZONE LIFE COUNTER
CLEAR COMPLETED!
```

5. Press the MENU button to end the operation.

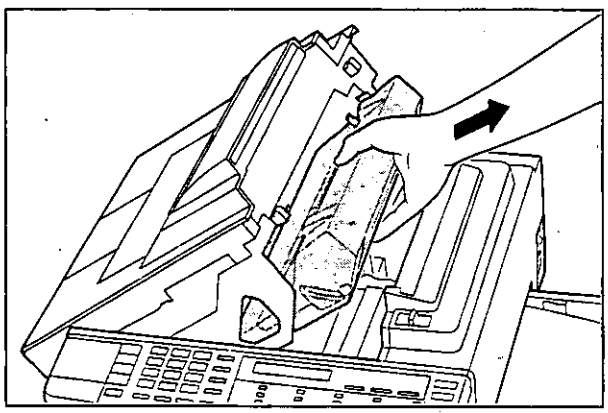
Repacking

Should you need to move your unit, either to relocate it, or for servicing, please follow these instructions.

Caution:

- Damage caused by improper repacking may result in a service charge to repair the unit, or to clean the supply cartridge that is spilled in the unit.

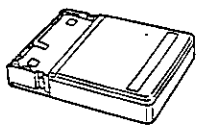
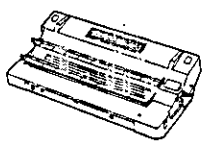
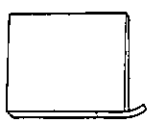
1. Turn the POWER switch off.
2. Remove the paper cassette, the receiving tray and the document feeder tray.
3. Disconnect the AC power cord and the telephone line cord.
4. Open the cover by sliding the door open lever, then remove the supply cartridge from the unit.



5. Close the cover.
6. Repack the unit and accessories into the box referring to the illustration under Unpacking on pages 1-1 and 1-2.

Accessory order information

Replacement parts and accessories are available through your local authorized parts distributor. For the authorized distributor in your area, call toll free: 1-800-545-2672.

PART NO.	PICTURE	DESCRIPTION	COMMENT
RT-30MC RT-60MC		Micro Cassette Tape	For replacement
KX-A141 KX-A143		Letter-size Cassette Legal-size Cassette	For replacement
KX-A140		Supply Cartridge	For supplement Approx 4,000 page life
PQZFF5000M		Ozone Filter	For replacement Approx 18,000 page life

Toner
Developer
Drum

fixing roller
Cleaner

Specifications

Main unit specifications

Type:	Desktop
Applicable Lines:	Public Switched Telephone Network
Compatibility:	CCITT G3
Document Size:	Max. 216 mm (8½") in width, Max. 600 mm (23⅝") in length
Document Weight:	Single sheet: 45 g/m² to 90 g/m² (12 pounds to 24 pounds) Multiple sheets: 60 g/m² to 75 g/m² (16 pounds to 20 pounds)
Effective Scanning Width:	Max. 208 mm (8³⁄₁₆")
Automatic Document Feeder:	Max. 20 sheets
Recording Paper Size:	Letter: 216 mm×279 mm (8½"×11") A4: 210 mm×297 mm (8¼"×11¹¹⁄₁₆") — option Legal: 216 mm×356 mm (8½"×14") — option
Recording Paper Capacity:	250 sheets/cassette
Effective Printing Width:	206 mm (8⅛")
Auto reduction:	100% (No reduction), 92%, 86%, 72%
Transmission Time*:	Approx. 30 sec/page (G3 Normal mode, MH) Approx. 17 sec/page (G3 Original mode, MH) Approx. 15 sec/page (G3 Original mode, MR)
Scanning Density:	Horizontal 8 pels/mm (203 pels/inch) Vertical 3.85 lines/mm (98 lines/inch) — STANDARD 7.7 lines/mm (196 lines/inch) — FINE/HALFTONE 15.4 lines/mm (392 lines/inch) — SUPERFINE
Scanner Type:	CCD image sensor
Printer Type:	Laser beam printer
Data Compression System:	Modified Huffman (MH), Modified Read (MR)
Modem Speed:	9600/7200/4800/2400 bps; Automatic Fallback
Temperature Range:	10°C to 32.5°C (50°F to 90.5°F)
Humidity Range:	20% to 80%
Dimensions (H×W×D):	262 mm×464 mm×527 mm (10⁵⁄₁₆"×18¼"×20¾")
Weight:	Approx. 18 kg (40 lbs)
Power Consumption:	Approx. 960 W
Power Supply:	AC 120 V, 60 Hz

*Transmission Time:
Transmission times apply to text data using CCITT No. 1 test chart, between same machine models at maximum modem speed.
Transmission times vary in actual usage.

Paper specifications

Basic weight:	Regular paper 60 g/m² to 90 g/m² (16 pounds to 24 pounds)
Thickness:	3.7 mils to 5.5 mils (1 mil=1/1000″)
Moisture Content:	4% to 6%
Smoothness:	100 to 300 Sheffield
Acid Content:	5.5 PH minimum
Fusing Compatibility:	Must not scorch, melt, offset material, or release hazardous emissions when heated to 200°C for 0.1 second
Cutting Dimensions:	±0.0313 inch of nominal, corners 90°±4°
Grain:	Long grain
Cut Edge Conditions:	Cut with sharp blades, no paper dust
Ash Content:	Not to exceed 10%
Curl:	No allowable curl toward side to be imaged (printed)
Packing:	Polylaminated moisture proof ream wrap
Type of paper to avoid:	Paper with a cotton and/or fiber content over 20%

Duplex printing (Double sided printing)

Duplex printing is possible. However, we strongly recommend that you follow the guidelines below.

- Use 75 to 90 g/m² (20 to 24 pounds) paper. [Do not use 60 g/m² (16 pounds) paper.]
- You should not expect the same print quality and reliability that you get with single sided printing.
- Do not load more than 100 sheets in the cassette.
- Before loading paper in the cassette, square it so that the edges are even.

SPEED DIALER LIST

CODE	NAME	CODE	NAME	CODE	NAME	CODE	NAME
00		25		50		75	
01		26		51		76	
02		27		52		77	
03		28		53		78	
04		29		54		79	
05		30		55		80	
06		31		56		81	
07		32		57		82	
08		33		58		83	
09		34		59		84	
10		35		60		85	
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
17		42		67		92	
18		43		68		93	
19		44		69		94	
20		45		70		95	
21		46		71		96	
22		47		72		97	
23		48		73		98	
24		49		74		99	

Transmitting a Document Using Speed Dialing

1. Insert a document FACE DOWN.
2. Press [AUTO], and then press [CODE (2 digits)].

SPEED DIALER LIST

CODE	NAME
00	
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

CODE	NAME
25	
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27	
28	
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30	
31	
32	
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43	
44	
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47	
48	
49	

CODE	NAME
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CODE	NAME
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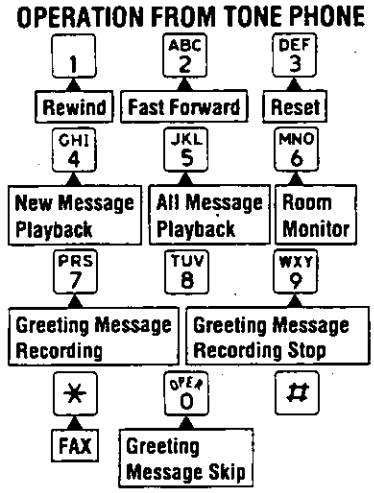
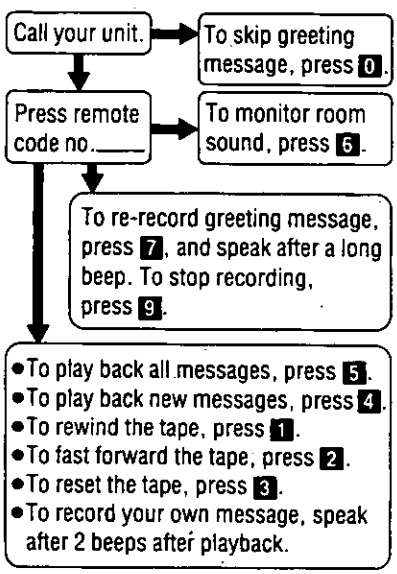
Transmitting a Document Using Speed Dialing

1. Insert a document FACE DOWN.
2. Press [AUTO], and then press [CODE (2 digits)].

OPERATION FROM TONE PHONE



- **To set the TAD/FAX mode**, call your unit and wait for 15 rings. The unit will answer, then hang up.
- **To send the document**, press ■. The "beep" (fax tone) is heard. Then start transmission.



When you press a button, press firmly.

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SERVICENTER DIRECTORY

DIAL TOLL FREE: 1-800-CALL-FAX

Your product is designed and manufactured to ensure a minimum of maintenance. However, should your unit ever require service, a nationwide system of FACTORY SERVICENTERS is maintained to support your product's warranty.

Service in the U.S.A.... Factory Servicenters

MATSUSHITA SERVICES COMPANY
Division of Matsushita Electric Corporation of America
50 Meadowland Parkway, Secaucus, New Jersey 07094

ALABAMA
2523-5th Avenue, South
Birmingham, AL 35233
205-252-4195

CALIFORNIA
6550 Katella Avenue
Cypress, CA 90630
714-373-7426

930 South Mt. Vernon Ave.
Suite 200
Colton, CA 92324
714-825-3110

800 Dubuque Avenue
So. San Francisco, CA 94080
415-871-6373

20201 Sherman Way
Suite 102
Canoga Park, CA 91306
818-709-1775

3878 Ruffin Road
Suite A
San Diego, CA 92123
619-560-9200

COLORADO
1640 South Abilene
Suite D
Aurora, CO 80012
303-752-2024

FLORIDA
4115 W. Kennedy Boulevard
Tampa, FL 33609
813-289-9726

GEORGIA
4245 International Blvd.
Suite C
Norcross, GA 30093
404-717-6880

HAWAII
99-859 Iwaiwa Street
Aiea, HI 96701
808-488-1996

ILLINOIS
425 E. Algonquin Road
Arlington Heights, IL 60005
708-981-4840

MARYLAND
Sulphur Spring Business Park,
1638 Sulphur Spring Road,
Baltimore, MD 21227
301-242-2607

MASSACHUSETTS
383 University Avenue
Westwood, MA 02090
617-329-4260

MICHIGAN
8760 Hall Road
Rosati Heights Plaza
Sterling Heights, MI 48314
313-739-1330

MINNESOTA
7850-12th Avenue, South
Airport Business Center,
Bloomington, MN 55425
612-854-8624

MISSOURI
11982 Dorsett Road Maryland
Heights, MO 63043
314-739-5301

OHIO
1196 W. Kemper RD
Cincinnati, OH 45240
513-851-4180

PENNSYLVANIA
2250 Cabot Blvd., West
Langhorne, PA 19047
215-741-0661

Campbell's Run
Business Center
500 Business Center Drive
Pittsburgh, PA 15205
412-788-2174

TENNESSEE
919-8th Avenue, South
Nashville, TN 37203
615-244-4434

TEXAS
7420 Harwin Drive
Houston, TX 77036
713-781-1528

4500 Amon Carter Blvd.
Fort Worth, TX 76155
817-685-1060

WASHINGTON
20425-84th Ave., South
Kent, WA 98032
206-872-7922

Service in Puerto Rico

MATSUSHITA ELECTRIC OF PUERTO RICO, INC.
Panasonic Sales Company/Factory Servicenter
San Gabriel Industrial Park
65th Infantry Avenue KM 9.5
Carolina, Puerto Rico 00630
(809) 750-5135

PANASONIC ANSWERING SYSTEM WITH FACSIMILE
Limited Warranty

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

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

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

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

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

LIMITS AND EXCLUSIONS

There are no express warranties except as listed above.

PANASONIC SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF GOODWILL, PROFITS OR REVENUE, LOSS OF USE OF THIS PRODUCT OR ANY ASSOCIATED EQUIPMENT, COST OF SUBSTITUTE EQUIPMENT, DOWNTIME COSTS, OR CLAIMS OF ANY PARTY DEALING WITH BUYER FOR SUCH DAMAGES, RESULTING FROM THE USE OF THIS PRODUCT OR ARISING FROM BREACH OF WARRANTY OR CONTRACT, NEGLIGENCE, OR ANY OTHER LEGAL THEORY.

ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.

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

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

If a problem with this ANSWERING SYSTEM WITH FACSIMILE develops during the warranty period, you may contact your dealer or the MSC Factory Servicenter or authorized Panasonic Service Dealer. If the problem is not handled to your satisfaction, write to the Panasonic Company Consumer Affairs Division at the address indicated on the Servicenter Directory.

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

Panasonic Company (West) of America,
Division of Matsushita Electric Corporation of America
6550 Katella Avenue, Cypress, California 90630

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