

# Panasonic®

All in One Flatbed Laser Fax  
with Multi-Action Sorter

## Operating Instructions

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Model No. **KX-FLB851**



### FOR FAX ADVANTAGE ASSISTANCE:

— PHONE CALL

**1-800-HELP-FAX (1-800-435-7329)**

— E-MAIL TO

***consumer\_fax@us.panasonic.com***

**for customers in the U.S.A. or Puerto Rico**

— REFER TO

***www.panasonic.com***

**for customers in the U.S.A. or Puerto Rico**

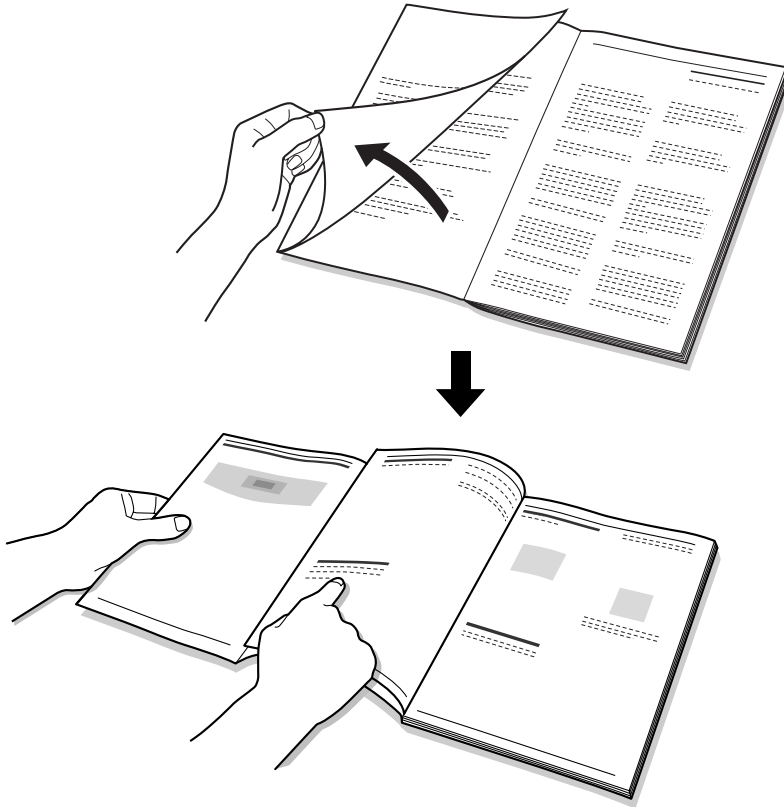
Please read these operating instructions before using the unit and save for future reference.

**This unit is compatible with Caller ID. To use this feature, you must subscribe to the appropriate service of your service provider.**

**This model is designed to be used only in the U.S.A.**

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## How to use the operating instructions

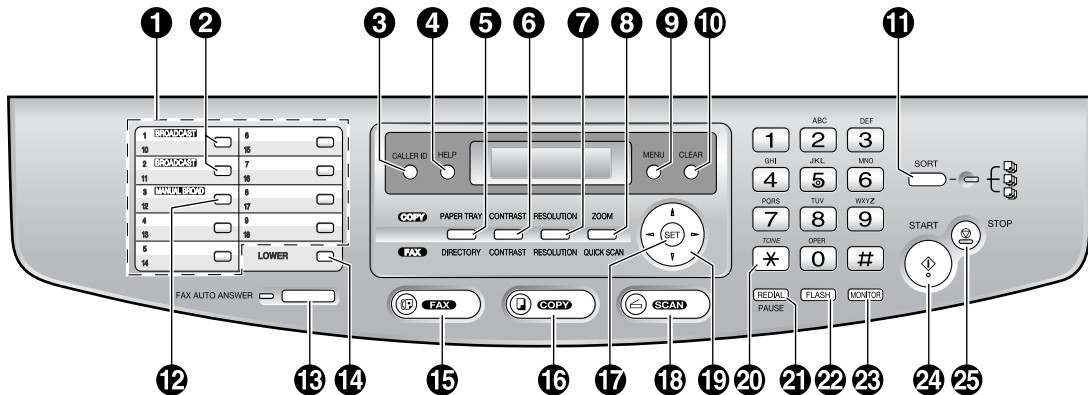


When following operating instructions, always keep the front cover page (next page) open for easy reference to the buttons.



# Location of controls

Please keep this page open when following operating instructions.  
For a description of each button, see page 9.



## Buttons (Listed in alphabetical order)

- |                           |                         |                       |
|---------------------------|-------------------------|-----------------------|
| BROADCAST <b>2</b>        | LOWER <b>14</b>         | RESOLUTION <b>7</b>   |
| CALLER ID <b>3</b>        | MANUAL BROAD <b>12</b>  | SCAN <b>18</b>        |
| CLEAR <b>10</b>           | MENU <b>9</b>           | SET <b>17</b>         |
| CONTRAST <b>6</b>         | MONITOR <b>23</b>       | START <b>24</b>       |
| COPY <b>16</b>            | Navigator key <b>19</b> | STOP <b>25</b>        |
| DIRECTORY <b>5</b>        | PAPER TRAY <b>5</b>     | STATION KEYS <b>1</b> |
| FAX <b>15</b>             | PAUSE <b>21</b>         | STOP <b>25</b>        |
| FAX AUTO ANSWER <b>13</b> | QUICK SCAN <b>8</b>     | TONE <b>20</b>        |
| FLASH <b>22</b>           | REDIAL <b>21</b>        | ZOOM <b>8</b>         |
| HELP <b>4</b>             |                         |                       |

---

Thank you for purchasing a Panasonic fax machine.

## Things you should keep a record of

┌-----┐  
│ Attach your sales receipt here. │  
└-----┘

### For your future reference

Date of purchase
Serial number (found on the rear of the unit)
Dealer's name and address
Dealer's telephone number

### Caution:

- The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)  
In order to program this information into your fax machine, you should complete the instructions on page 22 to page 25.
- Do not rub or use an eraser on the printed side of recording paper, as the print may smear.

### Energy Star:

- As an ENERGY STAR<sup>®</sup> Partner, Panasonic has determined that this product meets the ENERGY STAR guidelines for energy efficiency. ENERGY STAR is a U.S. registered mark.



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## Important safety instructions

When using this unit, basic safety precautions should always be followed to reduce the risk of fire, electric shock, or personal injury.

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this unit.
3. Turn the power switch OFF before cleaning. Do not use liquid or aerosol cleaners.
4. Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, etc.
5. Place the unit securely on a stable surface. Serious damage and/or injury may result if the unit falls.
6. Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating. Never place the unit near radiators, or in a place where proper ventilation is not provided.
7. Use only the power source marked on the unit. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.
8. For safety purposes this unit is equipped with a grounded plug. If you do not have this type of outlet, please have one installed. Do not defeat this safety feature by tampering with the plug.
9. Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.
10. Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.
11. Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.
12. To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorized service center when service is required. Opening or removing covers may expose you to dangerous voltage or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.
13. Unplug this unit from power outlets and refer servicing to an authorized service center when the following conditions occur:
  - A. If the power cord is damaged or frayed.
  - B. If liquid has been spilled into the unit.
  - C. If the unit has been exposed to rain or water.
  - D. If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorized service center.
  - E. If the unit has been dropped or physically damaged.
  - F. If the unit exhibits a distinct change in performance.
14. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
15. Do not use this unit to report a gas leak, when in the vicinity of the leak.

## SAVE THESE INSTRUCTIONS

### CAUTION:

#### Installation

- After moving the unit from cold areas to warmer areas, let the unit adjust to the warmer temperature and do not connect the unit for about 30 minutes. If the unit is connected too soon after a sudden climate change, condensation may form inside the unit causing malfunction.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Do not touch the plug with wet hands.

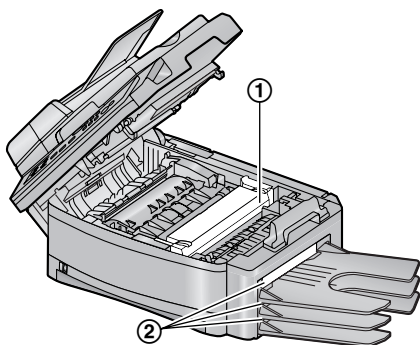
## Important Information

### Laser radiation

- The printer of this unit utilizes a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

### Fuser unit

- The fuser unit (①) gets hot. Do not touch it.
- During or immediately after printing, the area near the recording paper exit (②) also gets warm. This is normal.



### Toner cartridge

- Be careful of the following when you handle the toner cartridge:
  - Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.
  - If you ingest any toner, drink several glasses of water to dilute your stomach contents, and seek immediate medical treatment.
  - If any toner comes into contact with your eyes, flush them thoroughly with water, and seek medical treatment.
  - If any toner comes into contact with your skin, wash the area thoroughly with soap and water.
  - If you inhale any toner, move to an area with fresh air and consult local medical personnel.

### Drum unit

- Read the instructions on page 12 before you begin installation of the drum unit. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
  - Do not expose the drum unit to light for more than 5 minutes.
  - Do not touch or scratch the black drum surface.

- Do not place the drum unit near dust or dirt, or in a high humidity area.
- Do not expose the drum unit to direct sunlight.

### WARNING:

- To prevent the risk of fire or electrical shock, do not expose this product to rain or any type of moisture.
- Unplug this unit from power outlets if it emits smoke, an abnormal smell or makes unusual noise. These conditions can cause fire or electric shock. Confirm that smoke has stopped and contact an authorized service center.
- This product has a fluorescent lamp that contains a small amount of mercury. It also contains lead in some components. Disposal of these materials may be regulated in your community due to environmental considerations. For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance:  
<http://www.eiae.org>.
- Make sure that the unit is installed in a well ventilated room so as not to increase density of ozone in the air. Since ozone is heavier than air, it is recommended that air at floor level be ventilated.

### Illegal copies

- **It is unlawful to make copies of certain documents.**  
Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.
    - Currency
    - Bank notes and checks
    - Bank and government bonds and securities
    - Passports and identification cards
    - Copyright material or trademarks without the consent of the owner
    - Postage stamps and other negotiable instruments
- This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.**

### Notice:

- Install your machine near a supervised area to prevent illegal copies from being made.

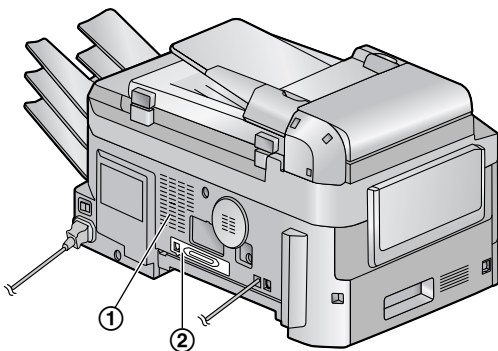
## For best performance

### Toner cartridge and drum unit

- For optimal performance, genuine Panasonic toner cartridges and drum units are recommended. We cannot be responsible for problems that may be caused by a non-Panasonic toner cartridge or drum unit:
  - Damage to the unit
  - Poor print quality
  - Improper operation
- In the printing process, heat is used to fuse toner onto the page. As a result, it is normal for the machine to produce an odor during and shortly after printing. Be sure to use this unit in an area with proper ventilation.
- To extend the life of the drum unit, the unit should never be turned the power switch OFF immediately after printing. Leave the power switch turned ON for a minimum of 30 minutes after printing.
- Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).
- When replacing the toner cartridge or drum unit, do not allow dust, water, or liquids to come in contact with the drum. This may affect print quality.

### Static electricity

- To prevent static electricity damage to the interface connectors or other electrical components inside the unit, touch a grounded metal surface, such as the metal part (②) before touching the components.



### Environment

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

- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of the unit.
- When you leave the unit unused for a long period of time, unplug this unit from the power outlet.
- The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. It should not be placed in rooms where the temperature is less than 10 °C (50 °F) or greater than 32.5 °C (90.5 °F). Damp basements should also be avoided.

### Recording paper

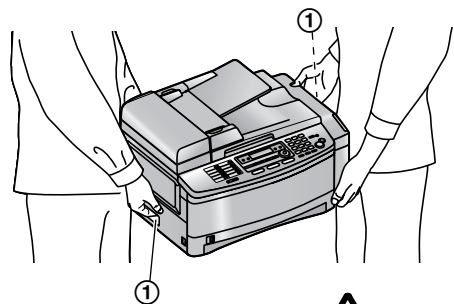
- Store unused paper in the original packaging, in a cool and dry place. Not doing so may affect print quality.

### Routine care

- Wipe the outer surface of the unit with a soft cloth. Do not use benzine, thinner, or any abrasive powder.

### Moving the unit

- The unit weights approximately 18 kg (39.7 lb.). It is highly recommended that two people handle this unit.
- When moving the unit, hold the both side grips (①).



**18 kg  
(39.7 lb.)**

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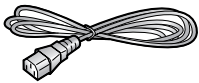
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## 1.1 Included accessories

No.	Item	Part number*1	Quantity	Notes
①	Power cord	PFJA1030Z	1	-----
②	Telephone line cord	PQJA10075Z	1	-----
③	Output tray	PFKS1126Z	3	-----
④	Document tray	PFKS1117Y1	1	-----
⑤	Drum unit	KX-FA86	1	See page 94.
⑥	Toner cartridge (starter toner cartridge)	-----	1	prints about 800 letter-sized pages with a 5% image area (page 93).
⑦	Operating instructions	PFQX2175Y	1	-----
⑧	Quick installation guide	PFQW2286Z	1	-----
⑨	CD-ROM	PFJKFLB851Z	1	-----
⑩	Tray label sheet	-----	1	Attach to the output tray (page 14).

\*1 Part numbers are subject to change without notice.

①



②



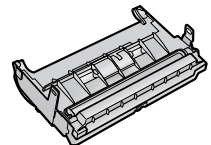
③



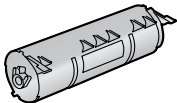
④



⑤



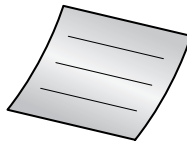
⑥



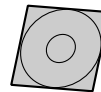
⑦



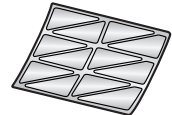
⑧



⑨



⑩



### Note:

- If any items are missing or damaged, contact the place of purchase.
- Save the original carton and packing materials for future shipping and transportation of the unit.

## 1.2 Accessory information

Accessories for this unit can be ordered online, by fax, or by telephone.

- Replacement toner cartridge\*<sup>1</sup> (KX-FA85)
- Replacement drum unit\*<sup>1</sup> (KX-FA86)
- Optional lower input tray (KX-FA101)
- Optional LAN board (KX-FA102)
- Optional handset unit (KX-FA103)

\*<sup>1</sup> To ensure that the unit operates properly, we recommend the use of Panasonic toner cartridge and drum unit.

**To place an order online (for customers in the U.S.A. ONLY)**

Visit our web site:

<http://www.panasonic.com/store>

- For questions regarding online orders:  
E-mail: [direct@us.panasonic.com](mailto:direct@us.panasonic.com)  
Telephone: 1-866-888-2929

**To place an order by fax**

**Fax: 1-800-237-9080**

Include:

- your name, shipping address and telephone number
- credit card type, number, expiration date and your signature
- part number and quantity

**To place an order by telephone**

**Telephone: 1-800-332-5368**

## 1.3 Description of buttons

- Keep the front cover page open for button locations.
- 1 [Station keys]**
  - To use the one-touch dial feature (page 29, 31).
- 2 [BROADCAST]**
  - To send a document to multiple parties (page 32, 33).
- 3 [CALLER ID]**
  - To use Caller ID service (page 38, 39).
  - To change the display of the caller information (page 38).
- 4 [HELP]**
  - To print helpful information for quick reference (page 21).
- 5 [PAPER TRAY][DIRECTORY]**
  - To select an input tray and a paper size for copying (page 44).
  - To initiate the navigator directory (page 30, 32).
- 6 [CONTRAST]**
  - To select a contrast (page 26, 43).
- 7 [RESOLUTION]**
  - To select a resolution (page 26, 43).
- 8 [ZOOM][QUICK SCAN]**
  - To enlarge or reduce a document when copying (page 45).
  - To store a scanned document into memory, and then send it (page 27).
- 9 [MENU]**
  - To initiate or exit programming.
- 10 [CLEAR]**
  - To delete a character from names and telephone numbers (page 24).
  - To return to a previous step during operation.
- 11 [SORT]**
  - To sort multiple copies (page 45).
- 12 [MANUAL BROAD]**
  - To send a document to multiple parties manually (page 32, 33).
- 13 [FAX AUTO ANSWER]**
  - To turn the auto answer setting ON/OFF (page 34).
- 14 [LOWER]**
  - To select stations 10–18 for the one-touch dial feature (page 29, 31).
- 15 [FAX]**
  - To switch to a fax mode (page 21, 26).

## 1. Introduction and Installation

### 16 [COPY]

- To switch to a copy mode (page 21, 43).

### 17 [SET]

- To store a setting during programming.

### 18 [SCAN]

- To switch to a scan mode (page 21, 52).

### 19 Navigator key

- To adjust volume (page 22).
- To search for a stored item (page 31).
- To select features or feature settings during programming (page 57).
- To navigate to the next operation.

### 20 [TONE]

- To change from pulse to tone temporarily during dialing when your line has rotary pulse service.

### 21 [REDIAL][PAUSE]

- To redial the last number dialed.
- To insert a pause during dialing.

### 22 [FLASH]

- To access special telephone services or to transfer extension calls.

### 23 [MONITOR]

- To initiate dialing.  
When you press **[MONITOR]** during receiving a call, you will be able to hear the other party, but the other party will not be able to hear you.

### 24 [START]

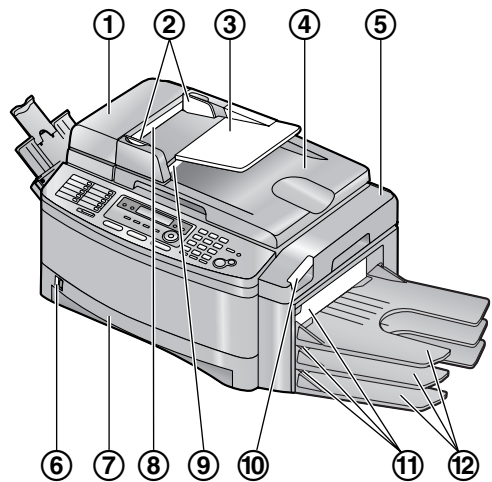
- To start sending or receiving a fax.
- To copy a document (page 43).
- To scan a document (page 52).

### 25 [STOP]

- To stop an operation or programming session.

## 1.4 Overview

### 1.4.1 Front view



① ADF (Auto Document Feeder) cover

② Document guides

③ Document tray

④ Document cover

⑤ Top cover

⑥ Paper level indicator

⑦ Paper input tray

⑧ Document entrance

⑨ Document exit

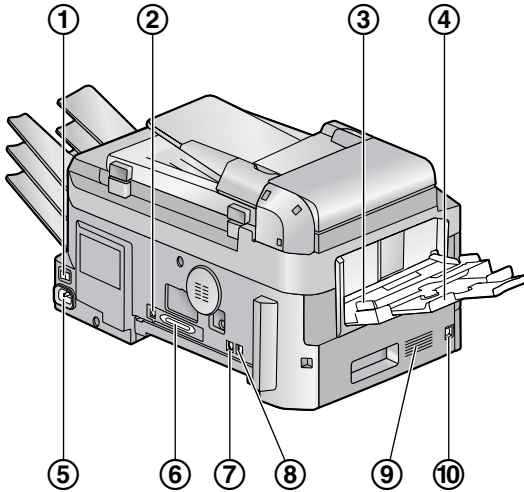
⑩ Cover release lever

⑪ Recording paper exit

⑫ Output tray



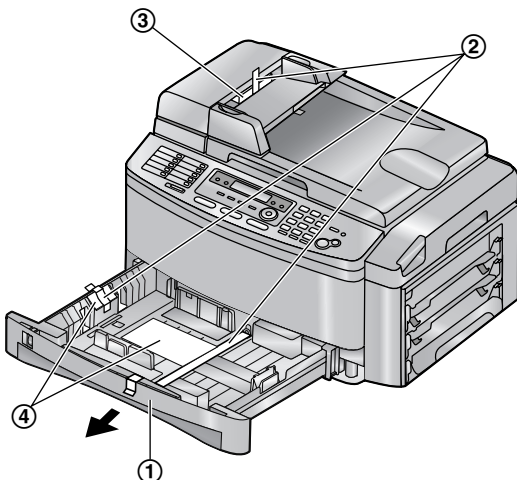
## 1.4.2 Rear view



- ① Power switch
- ② USB interface connector
- ③ Recording paper guides
- ④ Multi-purpose input tray
- ⑤ Power inlet
- ⑥ LAN board (Optional) connector / LAN connection jack (10Base-T/100Base-TX cable)
- ⑦ Telephone line jack
- ⑧ External telephone jack
- ⑨ Speaker
- ⑩ Handset unit (Optional) connection jack

### Removing the shipping tape

Pull open the paper input tray (①), then remove the shipping tape (②), pad (③) and paper (④).



## 1.5 Toner cartridge and drum unit

The included toner cartridge is a starter toner cartridge. It will print about 800 letter-sized pages with a 5 % image area (page 93).

- To replace the toner cartridge and the drum unit, see page 79.

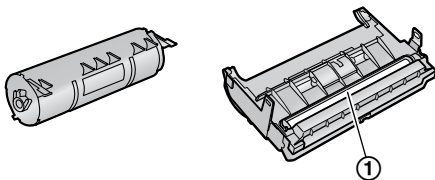
### Caution:

- **Read the following instructions before you begin installation. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:**
  - Do not expose the drum unit to light for more than 5 minutes.
  - Do not touch or scratch the black drum surface.
  - Do not place the drum unit near dust or dirt, or in a high humidity area.
  - Do not expose the drum unit to direct sunlight.
- **Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.**

- 1 Before opening the protection bag of the new toner cartridge, shake it vertically more than 5 times.

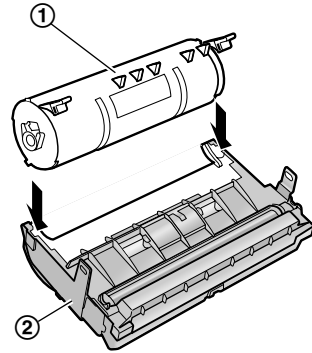


- 2 Remove the toner cartridge and drum unit from the protection bags.

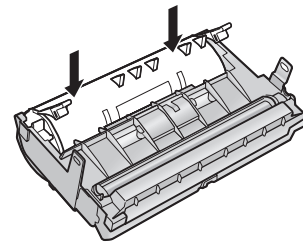


- Do not touch or scratch the black drum surface (1).

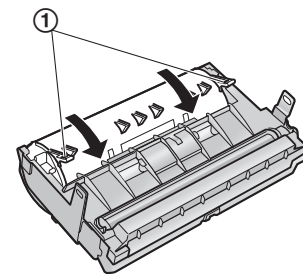
- 3 Place the toner cartridge (1) into the drum unit (2).



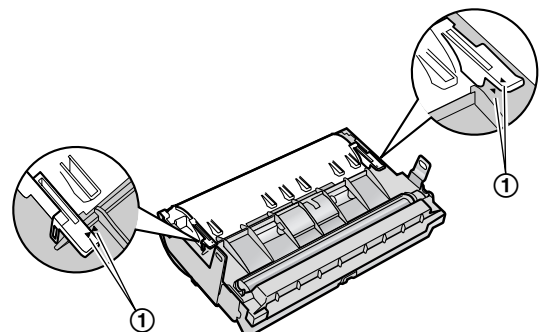
- 4 Firmly press down the toner cartridge to snap into position.



- 5 Turn the two green levers (1) on the toner cartridge firmly.



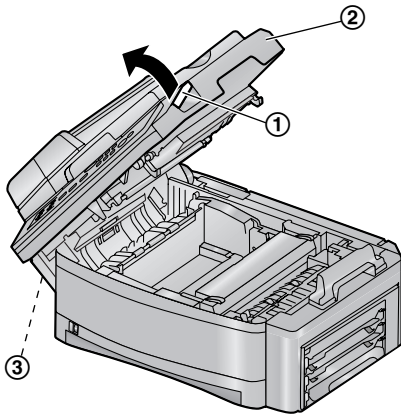
- 6 Make sure that the triangles (1) match to install the toner cartridge correctly.



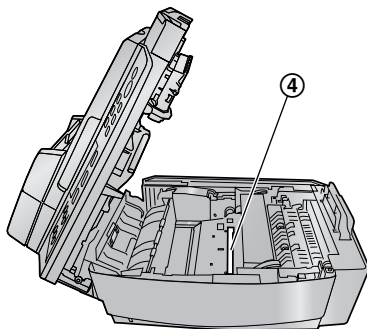
- 7 Lift the cover release lever (①) and open the top cover (②).

**Important:**

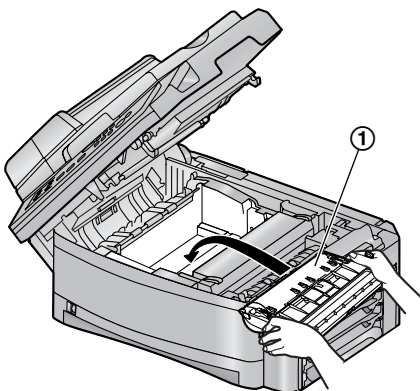
- Close the multi-purpose input tray (③) before opening the top cover.



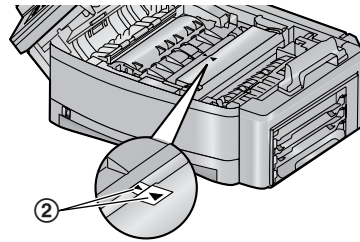
- If the lower glass (④) is dirty, clean it with a soft and dry cloth.



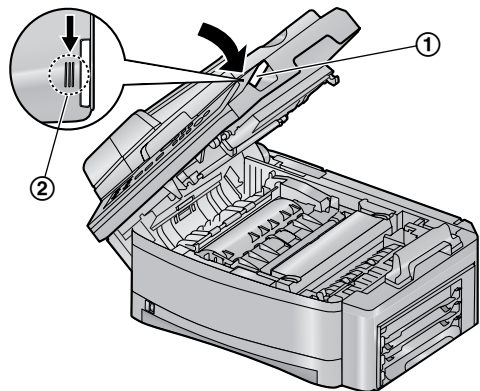
- 8 Install the drum and toner unit (①) by holding the tabs.



- Make sure that the triangles (②) match to install the drum and toner unit correctly.

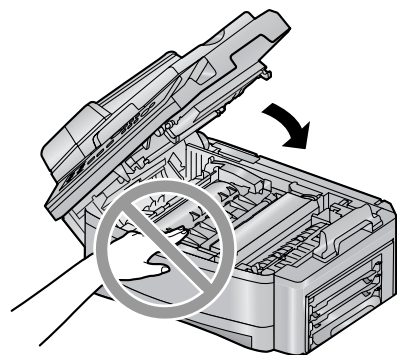


- 9 Close the top cover, holding the cover release lever (①). Then push the left side (②) of the cover release lever firmly, until locked.



**Caution:**

- To prevent injuries, be careful not to put your hands under the top cover.

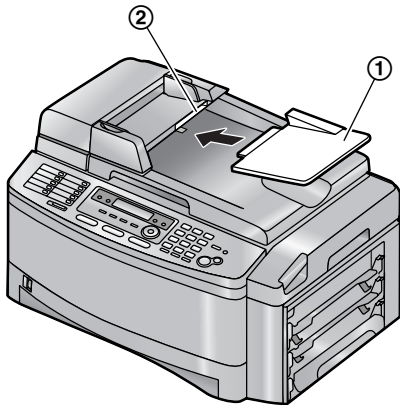


**Toner save feature**

If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 63). The toner cartridge will last approximately 40 % longer. This feature may lower the print quality.

### 1.6 Document tray

Insert the document tray (①) into the slot (②) on the unit.



### 1.7 Output tray

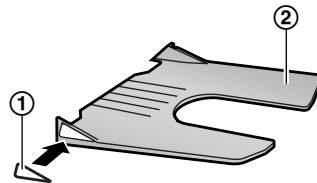
This unit has 3 pieces of output tray. As a default setting, printed paper is stacked on the output tray as follows.

- Upper output tray (“#1”): Printed document by using the computer and copied document.
- Lower output tray (“#3”): Received fax document.
- You can change the output tray setting for faxing (feature #441 on page 65) and for copying (feature #466 on page 67). You can also select the middle output tray (“#2”). To change the output tray from the computer, set the printer properties. See page 50, 55 for details.

#### 1.7.1 Attaching the tray label

Attach the tray label (①) to the output tray (②).

- Label 1 to the upper output tray (“#1”)
- Label 2 to the middle output tray (“#2”)
- Label 3 to the lower output tray (“#3”)



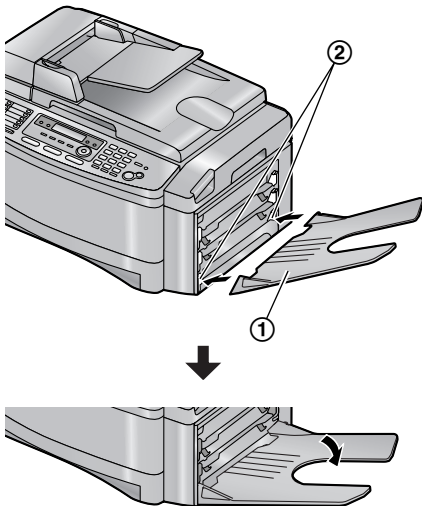
#### Note:

- Instead of the label 1, 2, 3, you can also attach other labels for print, copy or fax according to the usage. For a blank label, this is convenient if the optional LAN board is installed. You can write the user name on the blank label and attached it to the selected output tray.

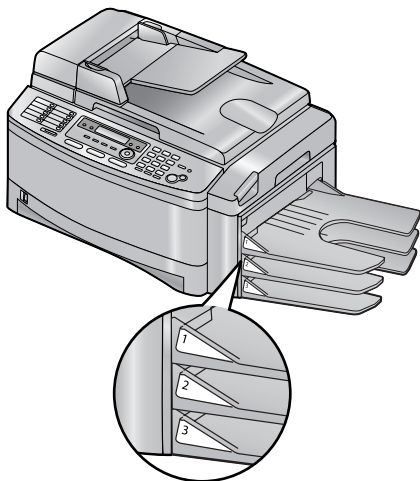
### 1.7.2 Installing the output tray

Insert the output tray (①) into the slots (②), then push the tray down until it latches into place.

- Repeat this step to install other output trays.



- Make sure that the number on the label and the tray position match.



**Note:**

- Do not place the unit in an area where the output tray may be easily bumped into.
- The upper output tray can hold up to approximately 100 sheets of printed paper. The other output trays can hold up to approximately 50 sheets of printed paper. Remove the printed paper before the output tray becomes full.

## 1.8 Recording paper

### 1.8.1 Using the paper input tray

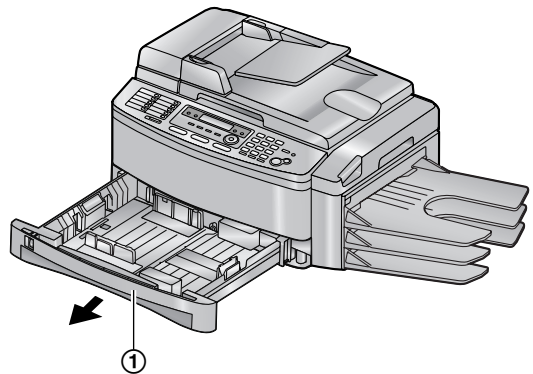
A4 or letter size recording paper can be used.

The paper input tray unit can hold:

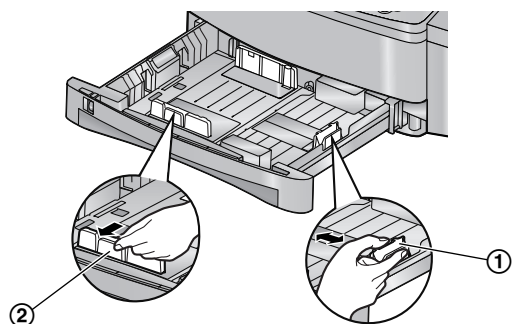
- Up to 250 sheets of 60 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (16 lb. to 20 lb.) paper.
- Up to 230 sheets of 80 g/m<sup>2</sup> (21 lb.) paper.
- Up to 200 sheets of 90 g/m<sup>2</sup> (24 lb.) paper.

- Please refer to page 93 for information on recording paper.
- **The unit is set for letter size paper by default. If you want to use A4 size paper, change the setting:**
  - by using [PAPER TRAY] in the copy mode (page 44).
  - in feature #380 (page 62).

- 1 Pull open the paper input tray (①).

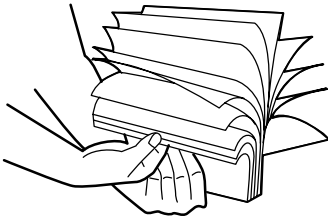


- 2 Pinch the right side of the recording paper guide (①), then slide it to match the paper size mark. Pinch the front side of the recording paper guide (②), then slide it open to its full width.



## 1. Introduction and Installation

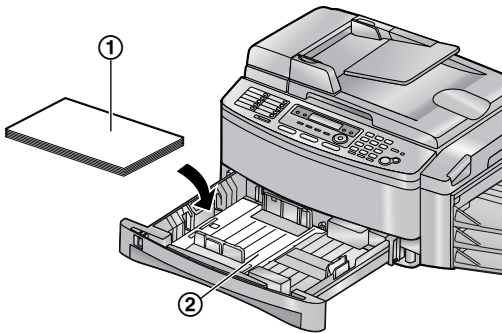
- 3 Before loading a stack of paper, fan the paper to prevent paper jams.



- 4 Load the paper, print-side up (1).

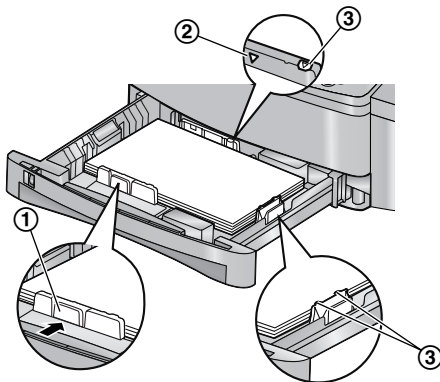
**Important:**

- Push and lock the plate (2) in the paper input tray, if it is lifted.

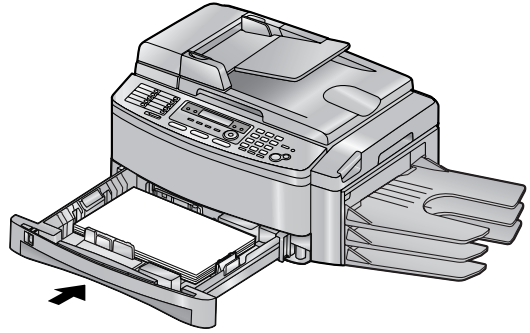


- 5 Adjust the width to the size of the recording paper by sliding the front side of the guide (1).

- Make sure that the recording paper is under the paper limit mark (2), and the paper should not be over the snubbers (3).



- 6 Close the paper input tray.

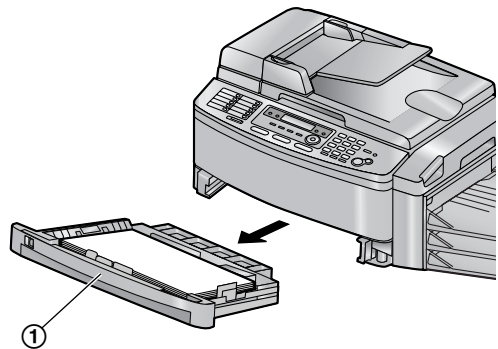


**Note:**

- If the paper is not loaded correctly, re-adjust the paper guides, or the paper may jam.
- If the paper input tray does not close, the plate in the paper input tray may be lifted. Push the paper and check that the paper is flat in the paper input tray.

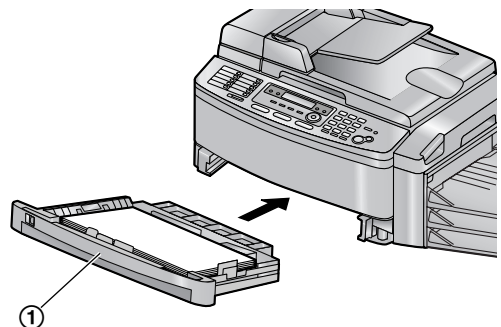
**To pull the paper input tray completely out**

Pull the paper input tray (1) until it clicks into place, then pull it completely out, lifting the front part of the tray.



**To insert the paper input tray**

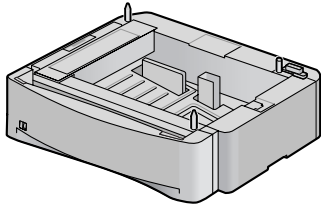
Insert the paper input tray (1) to the unit, lifting the front part of the tray. Then push it completely into the unit.





### Using the optional input tray

You can add the optional input tray (Model No. KX-FA101). See page 9 for accessory information.



A4, letter or legal size recording paper can be used.

The optional input tray can hold:

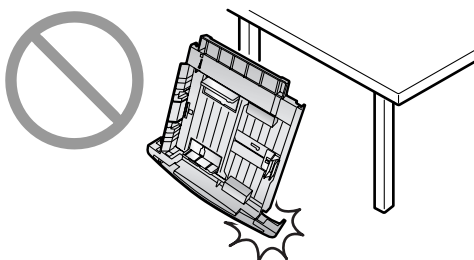
- Up to 500 sheets of 60 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (16 lb. to 20 lb.) paper.
- Up to 460 sheets of 80 g/m<sup>2</sup> (21 lb.) paper.
- Up to 400 sheets of 90 g/m<sup>2</sup> (24 lb.) paper.
- **The unit is set for letter size paper by default. If you want to use legal or A4 size paper, change the setting:**
  - by using [PAPER TRAY] in the copy mode (page 44).
  - in feature #382 (page 62).

#### Important:

- Before starting installation of the optional input tray, be sure to turn the power switch OFF. For more details about the installation, please refer to the installation guide for the optional input tray.
- After installation, you can select the optional input tray for faxing or copying.
  - input tray setting for faxing (feature #440 on page 65)
  - input tray setting for copying (feature #460 on page 66)
- To use the optional input tray with your computer, you need to change the printer properties. See page 55 for details.

### Caution for the paper input tray / the optional input tray

- Do not drop the input tray.



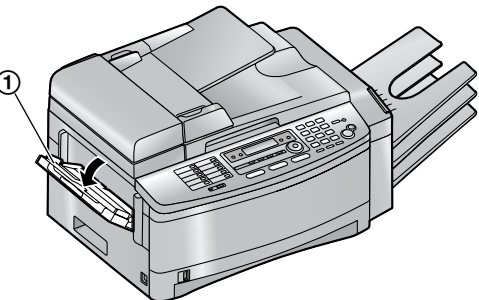
### 1.8.2 Using the multi-purpose input tray

A4, letter or legal size recording paper can be used.

The multi-purpose input tray can hold:

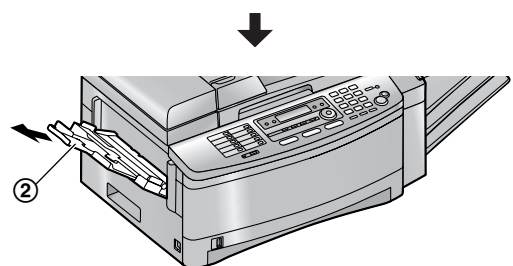
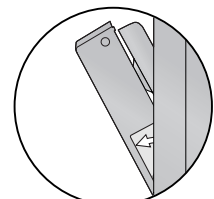
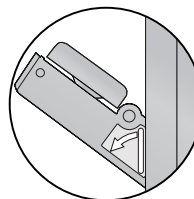
- Up to 30 sheets of 60 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (16 lb. to 20 lb.) paper.
- Up to 30 sheets of 80 g/m<sup>2</sup> (21 lb.) paper.
- Up to 25 sheets of 90 g/m<sup>2</sup> (24 lb.) paper.
- Please refer to page 93 for information on recording paper.
- **The unit is set for letter size paper by default. If you want to use legal or A4 size paper, change the setting:**
  - by using [PAPER TRAY] in the copy mode (page 44).
  - in feature #381 (page 62).
- You can also print on transparencies, labels and envelopes (page 49).

- 1 Pull open the multi-purpose input tray (①) to the left, then pull the extender (②) gently until it clicks into place.



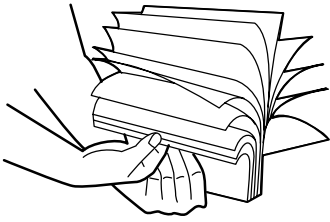
Correct

Incorrect

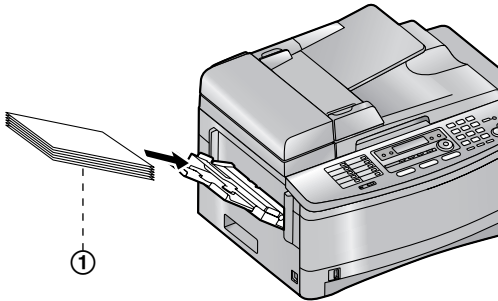


## 1. Introduction and Installation

- 2 Before inserting a stack of paper, fan the paper to prevent paper jams.



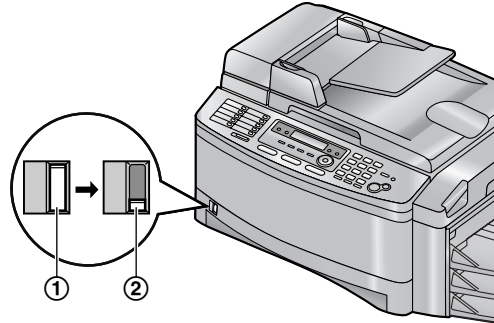
- 3 Insert the paper, print-side down (①).



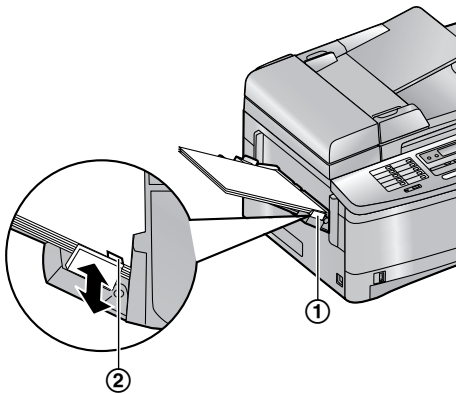
### 1.8.3 Checking the amount of remaining recording paper

The paper level indicator (green) will allow you to check the amount of remaining paper.

- The paper is full (①).
- The paper is empty (②).



- 4 Adjust the width of the guides (①) to the size of the recording paper.



- The paper should not be over the tabs (②).
- If the paper is not inserted correctly, re-adjust the paper, or the paper may jam.

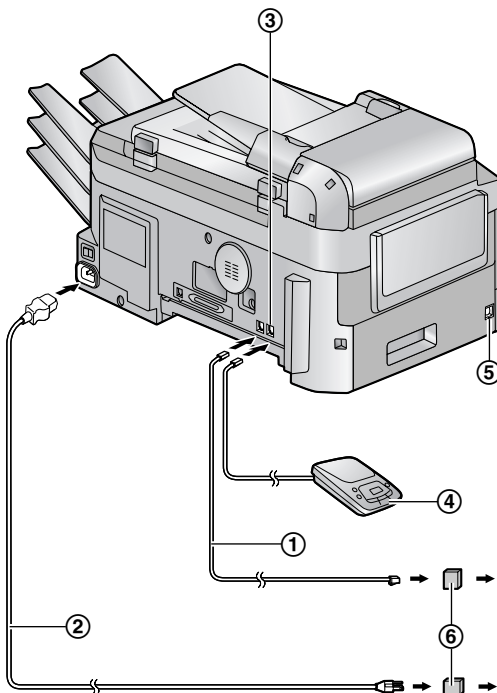


## 2.1 Connections

### Caution:

- When you operate this product, the power outlet should be near the product and easily accessible.

- ① Telephone line cord
  - Connect to a single telephone line jack (RJ11).
- ② Power cord
  - Connect to the power outlet (120 V, 60 Hz).
- ③ [EXT] jack
  - You can connect an answering machine or an extension telephone. Remove the stopper if attached.
- ④ Answering machine (not included)
- ⑤ Handset unit (Optional) connection jack
  - You can connect the optional handset unit. Remove the seal if attached.

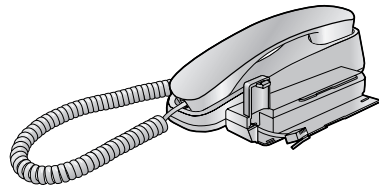


### Note:

- To avoid malfunction, do not position the unit near appliances such as TVs or speakers which generate an intense magnetic field.
- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.

### Using the optional handset unit

You can add the optional handset unit (**Model No. KX-FA103**). See page 9 for accessory information.



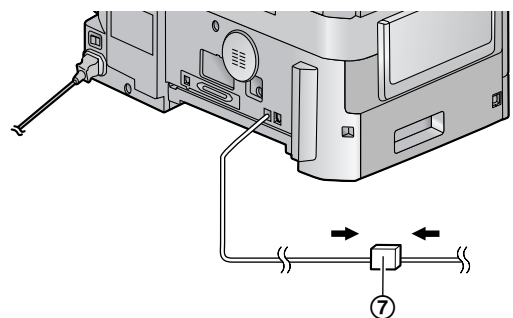
- Connect to the handset unit connection jack (⑤) before use. For more details, please refer to the installation guide for the optional handset unit.

### Using surge protectors

- The warranty does not cover damage due to power line surges or lightning. For additional protection, we recommend the use of a surge protector (⑥).

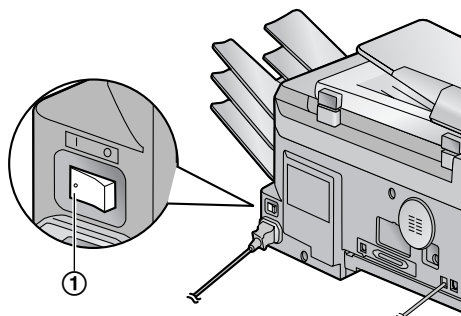
### If you use this unit with a computer or subscribe to a DSL service

Fax transmission/reception may be disturbed, noise interference may be heard during telephone conversation, or Caller ID (page 38) may not function properly. A filter to prevent this is provided from your service company. Please attach the filter (⑦) to the telephone line cord of the unit.



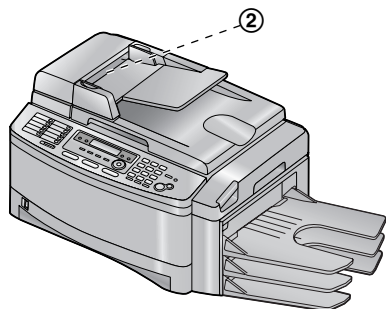
### 2.2 Turning the power switch ON

Turn the power switch to the ON position (①).



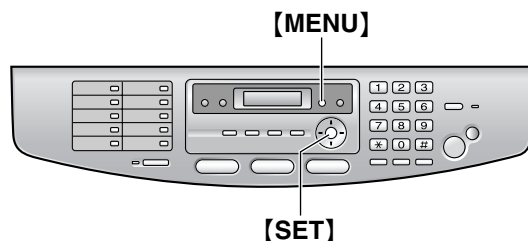
#### Note:

- When you operate the unit right after turning the power switch ON or after leaving the unit unused for a long period of time, the scanner lamp (②) will flash for a short while. The scanner will also move instantaneously. This is normal for the unit. After that, the scanner lamp will remain ON (the default is for approx. 15 minutes, feature #403 on page 62).



### 2.3 Dialing mode

If you cannot dial (page 26), change this setting depending on your telephone line service.



- 1 Press **[MENU]**.

```
SYSTEM SETUP  
PRESS [◀ ▶]
```

- 2 Press **[#]**, then **[1][2][0]**.

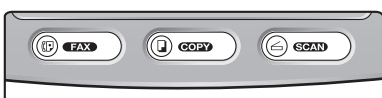
```
DIALING MODE  
=TONE [▼▲]
```

- 3 Press **[1]** or **[2]** to select the desired setting.  
**[1]** "PULSE": For rotary pulse dial service.  
**[2]** "TONE" (default): For tone dial service.
- 4 Press **[SET]**.
- 5 Press **[MENU]** to exit.

## 2.4 Selecting the operation mode (Fax/Copy/Scan)

This unit has three operation modes. You can select the desired mode by pressing the one of the following buttons.

- **[COPY]**: Select this mode when using the unit as a copy machine (page 43).
- **[FAX]**: Select this mode when using the unit as a fax machine (page 26).
- **[SCAN]**: Select this mode when using the unit as a scanner for the computer (page 52).



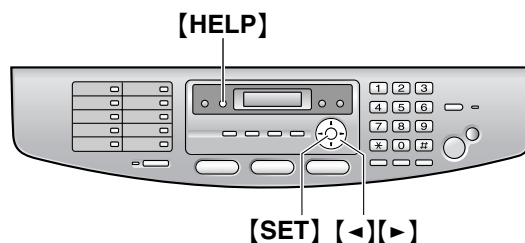
### Note:

- The default operation mode is the copy mode. You can change the default operation mode (feature #463 on page 62) and the timer before returning to the default operation mode (feature #464 on page 62).

## 2.5 Help function

The unit contains helpful information which can be printed for quick reference.

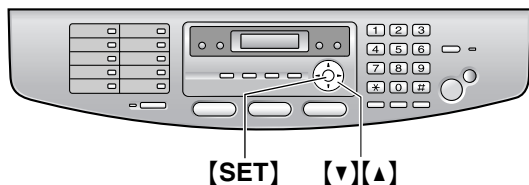
- **“BASIC SETTINGS”**:  
How to set the date, time, your logo and fax number and note for the quick setup (feature #100 on page 61).
- **“FEATURE LIST”**:  
How to program the features.
- **“DIRECTORY”**:  
How to store names and numbers in the directory and how to dial them.
- **“FAX SND/RCV”**:  
Help with problems sending/receiving faxes.
- **“COPIER”**:  
How to use the copier function.
- **“Q and A”**:  
Frequently asked questions and answers.
- **“ERRORS”**:  
Explanation of error messages shown on the display.
- **“REPORTS”**:  
List of available reports.
- **“CALLER ID”**:  
How to use the Caller ID features.



- 1 Press **[HELP]**.
- 2 Press **[<]** or **[>]** repeatedly to display the desired item.
- 3 Press **[SET]**.
  - The selected item will be printed.

### 2.6 Adjusting volume

Before adjusting volume, set the operation mode to the fax mode (page 26) or the copy mode (page 43).



#### Ringer volume

While the unit is idle, press [v] or [^].

- If any documents are in the document entrance, you cannot adjust the volume. Confirm that there are no documents in the entrance.

#### To turn the ringer OFF

1. Press [v] repeatedly to display "RINGER OFF= OK?".
2. Press [SET].
  - When a call is received, the unit will not ring and will display "INCOMING CALL".
  - To turn the ringer back ON, press [^].

#### Ringer pattern

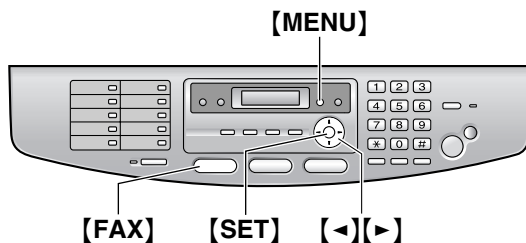
- You can select one of three ringer patterns (feature #161 on page 61).

#### Monitor volume

While using the monitor, press [v] or [^].

### 2.7 Date and time

You must set the date and time.



- 1 Press [MENU].

SYSTEM SETUP
PRESS [left right]

- 2 Press [≠], then [1][0][1].

SET DATE & TIME
PRESS SET

- 3 Press [SET].

- The cursor (■) will appear on the display.

M: 01/D: 01/Y: 05
TIME: 12: 00AM

- 4 Enter the current month/date/year by selecting 2 digits for each.

**Example: August 10, 2005**

Press [0][8] [1][0] [0][5].

M: 08/D: 10/Y: 05
TIME: 12: 00AM

- 5 Enter the current hour/minute by selecting 2 digits for each. Press [✳] to select "AM" or "PM".

**Example: 10:15PM (12 hour clock entry)**

1. Press [1][0] [1][5].

M: 08/D: 10/Y: 05
TIME: 10: 15AM

2. Press [✳] repeatedly to display "PM".

M: 08/D: 10/Y: 05
TIME: 10: 15PM

- 6 Press [SET].

SETUP ITEM [ ]
----------------

- 7 Press [MENU] to exit.

#### Note:

- The other party's fax machine will print the date and time on the top of each page you send according to your unit's date and time setting.

- The accuracy of the clock is approximately  $\pm 60$  seconds a month.
- After setting the date and time, if the unit is in the copy mode, change to the fax mode by pressing **[FAX]**. You can check your unit's date and time setting on the display.

### To correct a mistake

Press **[◀]** or **[▶]** to move the cursor to the incorrect number, and make the correction.

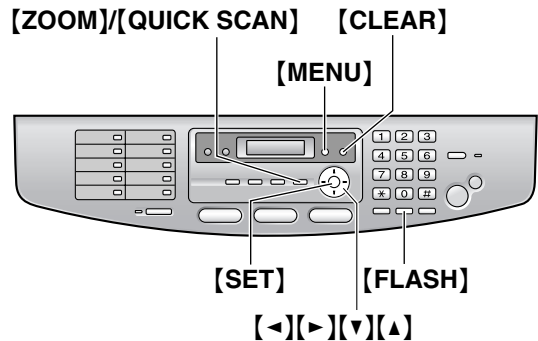
### If you have subscribed to a Caller ID service

The date and time will be automatically set according to the received caller information.

- If the time has not previously been set, Caller ID will not adjust the clock.

## 2.8 Your logo

The logo can be your name or the name of your company.



- 1 Press **[MENU]**.

```
SYSTEM SETUP
PRESS [◀ ▶]
```

- 2 Press **[#]**, then **[1][0][2]**.

```
YOUR LOGO
PRESS SET
```

- 3 Press **[SET]**.

- The cursor (■) will appear on the display.

```
LOGO=■
```

- 4 Enter your logo, up to 30 characters. See the following character table for details.

- 5 Press **[SET]**.

```
SETUP ITEM [ ]
```

- 6 Press **[MENU]** to exit.

#### Note:

- Your logo will be printed on the top of each page sent from your unit.

### To select characters with the dial keypad

Keypad	Characters
<b>[1]</b>	1 [ ] { } + - / = , . _ ` : ; ?
<b>[2]</b>	A B C a b c 2
<b>[3]</b>	D E F d e f 3
<b>[4]</b>	G H I g h i 4
<b>[5]</b>	J K L j k l 5

## 2. Preparation

Keypad	Characters
[6]	M N O m n o 6
[7]	P Q R S p q r s 7
[8]	T U V t u v 8
[9]	W X Y Z w x y z 9
[0]	0 ( ) < > ! " # \$ % & ¥ * @ ^ ' →
[⇄]	To change uppercase or lowercase letter.
[FLASH]	Hyphen
[ZOOM]/ [QUICK SCAN]	To insert a space.
[CLEAR]	To delete a digit.

### Note:

- To enter another character that is located on the same dial key, press [▶] to move the cursor to the next space.

### To enter your logo

Example: "BILL"

- Press [2] 2 times.

LOGO=B

- Press [4] 3 times.

LOGO=BI

- Press [5] 3 times.

LOGO=BIL

- Press [▶] to move the cursor to the next space and press [5] 3 times.

LOGO=BILL

### To change uppercase or lowercase letters

Pressing the [⇄] key will change to uppercase or lowercase alternately.

- Press [2] 2 times.

LOGO=B

- Press [4] 3 times.

LOGO=BI

- Press [⇄].

LOGO=Bi

- Press [5] 3 times.

LOGO=BiL

### To correct a mistake

Press [◀] or [▶] to move the cursor to the incorrect character, and make the correction.

### To delete a character

Press [◀] or [▶] to move the cursor to the character you want to delete and press [CLEAR].

- To erase all characters, press and hold [CLEAR].

### To insert a character

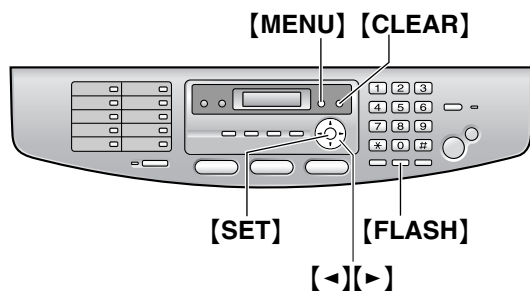
- Press [◀] or [▶] to move the cursor to the position to the right of where you want to insert the character.
- Press [ZOOM] to insert a space and enter the character.

### To select characters using [▼] or [▲]

Instead of pressing the dial keys, you can select characters using [▼] or [▲].

- Press [▼] repeatedly to display the desired character. Characters will be displayed in the following order:
  - Uppercase letters
  - Number
  - Symbol
  - Lowercase letters
  - If you press [▲], the order will be reversed.
- Press [▶] to insert the character.
- Return to step 1 to enter the next character.

## 2.9 Your fax number



- 1 Press **[MENU]**.

SYSTEM SETUP  
PRESS [◀ ▶]

- 2 Press **[\*]**, then **[1][0][3]**.

YOUR FAX NO.  
PRESS SET

- 3 Press **[SET]**.
- The cursor (█) will appear on the display.

NO. = █

- 4 Enter your fax number, up to 20 digits.

Example: NO. = 1234567 █

- To enter a "+", press **[\*]**.
- To enter a space, press **[\*]**.
- To enter a hyphen, press **[FLASH]**.

- 5 Press **[SET]**.

SETUP ITEM [ ]

- 6 Press **[MENU]** to exit.

### Note:

- Your fax number will be printed on the top of each page sent from your unit.

### To correct a mistake

Press **[◀]** or **[▶]** to move the cursor to the incorrect number, and make the correction.

### To delete a number

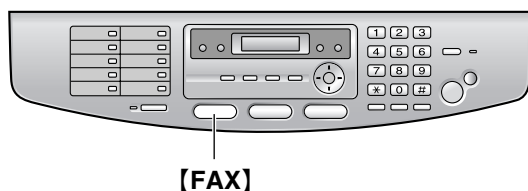
Press **[◀]** or **[▶]** to move the cursor to the number you want to delete and press **[CLEAR]**.

- To erase all numbers, press and hold **[CLEAR]**.

## 3.1 Using the unit as a fax machine

### 3.1.1 Entering the fax mode

Before sending a fax, set the operation mode to the fax mode.



Press **[FAX]** to turn the **[FAX]** light ON.

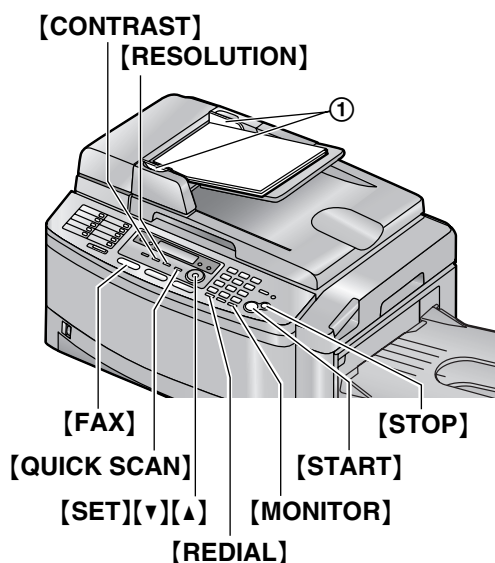
**Note:**

- You can change the default operation mode (feature #463 on page 62) and the timer before returning to the default operation mode (feature #464 on page 62).
- Received documents will be stacked on the lower output tray. You can change the output tray for faxing (Feature #441 on page 65).

## 3.2 Sending a fax manually

### 3.2.1 Using the auto document feeder

- Confirm that there are no documents on the scanner glass.



- 1 If the **[FAX]** light is OFF, turn it ON by pressing **[FAX]**.
- 2 Adjust the width of the document guides (①) to fit the actual size of the document.
- 3 Insert the document (up to 50 pages) FACE UP into the feeder until a single beep is heard.
  - If the document guides are not adjusted to fit the document, re-adjust them.
- 4 If necessary, change the following settings according to the type of document.
  - To select the resolution, see page 26.
  - To select the contrast, see page 26.
- 5 Press **[MONITOR]**.
- 6 Dial the fax number.
- 7 Press **[START]**.

**Note:**

- Any document which can be sent as a fax can also be copied and scanned (page 28).
- Do not open the document cover when sending a fax with the auto document feeder.

---

#### To stop sending

Press **[STOP]**.

---

#### To select the resolution

1. Press **[RESOLUTION]**.
  2. Press **[▼]** or **[▲]** repeatedly to select the desired resolution.
    - “**STANDARD**”: For printed or typewritten documents with normal-sized characters.
    - “**FINE**”: For documents with small print.
    - “**SUPER FINE**”: For documents with very small print. This setting is effective only when the other party has a compatible fax machines.
    - “**PHOTO**”: For documents containing photographs, shaded drawings, etc.
- Using the “**FINE**”, “**SUPER FINE**” and “**PHOTO**” settings will increase transmission time.
  - If the resolution setting is changed during feeding, it will be effective from the next page.

---

#### To select the contrast

You can adjust this setting depending on the lightness or darkness of the document. 5 levels (light to dark) are available.

1. Press **[CONTRAST]**.
2. Press **[▼]** or **[▲]** repeatedly to select the desired contrast.



- To make lighter, press [▼].
- To make darker, press [▲].

### To redial the last number

1. Press [REDIAL].
2. Press [START].
  - If the line is busy, the unit will automatically redial the number 1 time.
  - To cancel redialing, press [STOP], then press [SET].

### To predial a fax number

You can dial the fax number first before inserting the document. This is convenient if you need to refer to the document for the other party's fax number.

1. Enter the fax number.
2. Insert the document.
3. Press [START].

### Sending from memory (Quick scan feature)

You can scan the document into memory before sending.

1. Insert the document.
2. Enter the fax number.
3. Press [QUICK SCAN].

### Reserving the fax transmission (Dual Access)

You can reserve the fax transmission even when the unit is just receiving a fax or sending a fax from memory.

- Up to 3 reservations when sending
  - Up to 4 reservations when receiving
1. Insert the document during fax reception or fax memory transmission.
  2. Enter the fax number using the dial keypad, one-touch dial or navigator directory.
  3. Press [START].
    - The document will be fed into the unit and scanned into memory. The unit will then send the data. If the document exceeds the memory capacity, transmission will be canceled. You must send the entire document manually.

### Printing a confirmation report

A confirmation report provides you with a printed record of transmission results. To print confirmation reports, make sure feature #401 is activated (page 63). For an explanation of error messages, see page 69.

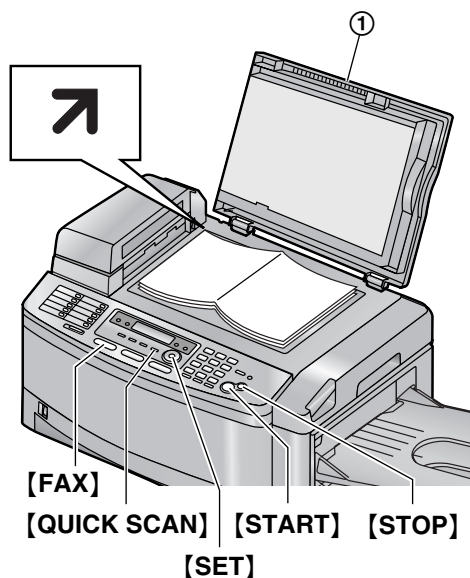
### Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print manually, see page 91. To print automatically after every 30 new fax transmissions and receptions, make sure feature #402 is activated (page 63). For an explanation of error messages, see page 69.

### 3.2.2 Using the scanner glass

By using the scanner glass, you can send a page from booklets or small sized paper that cannot be sent with the auto document feeder.

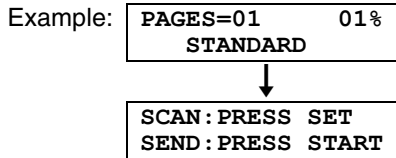
- Confirm that there are no documents in the auto document feeder.



- 1 If the [FAX] light is OFF, turn it ON by pressing [FAX].
- 2 Open the document cover (①).
- 3 Place the document FACE DOWN on the scanner glass, matching the top edge of the document to the ↗ mark on the unit.
- 4 Close the document cover.
  - If the original is a thick book, do not close the document cover.
- 5 If necessary, change the following settings according to the type of document.
  - To select the resolution, see page 26.
  - To select the contrast, see page 26.
- 6 Dial the fax number.
  - To send a single page, skip to step 10.
  - To send multiple pages, go to the next step.

### 3. Fax

- 7 Press **[QUICK SCAN]** to scan the document into memory.



- 8 Place the next page on the scanner glass.
- 9 Press **[SET]**.
- To send more pages, repeat steps 8 and 9.
- 10 Press **[START]**.

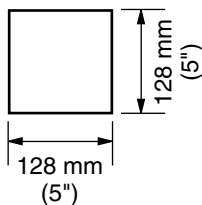
#### To stop sending

Press **[STOP]**.

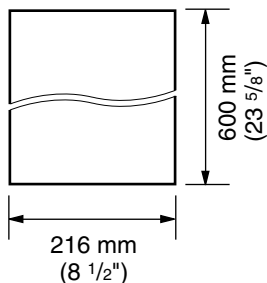
## 3.3 Document requirements

### 3.3.1 Using the auto document feeder

#### Minimum document size

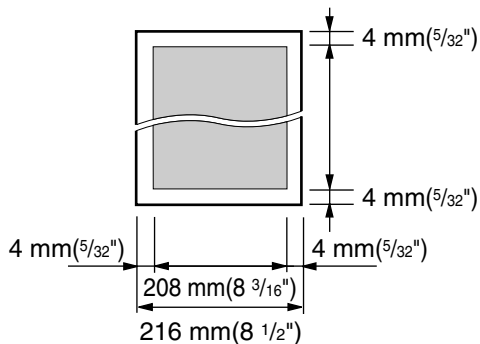


#### Maximum document size



#### Effective scanning area

- Shaded area will be scanned.



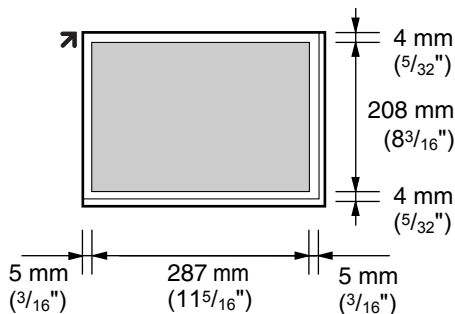
#### Document weight

- Single sheet:  
45 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (12 lb. to 24 lb.)
- Multiple sheets:  
60 g/m<sup>2</sup> to 80 g/m<sup>2</sup> (16 lb. to 21 lb.)

### 3.3.2 Using the scanner glass

#### Effective scanning area

- Shaded area will be scanned.



### 3.3.3 Note for the auto document feeder and the scanner glass

- Check that ink, paste or correction fluid has dried completely.
- To set a document with a width of less than 210 mm (8 1/4 inches), we recommend using the scanner glass to copy the original document onto A4 or letter-sized paper, then setting the copied document.
- Do not set documents that do not satisfy the requirements of size and weight when using the auto document feeder. Make a copy of the document using the scanner glass and set the copy.
- Remove clips, staples or other fasteners when using the auto document feeder.
- Do not set the following types of documents when using the auto document feeder: (Make

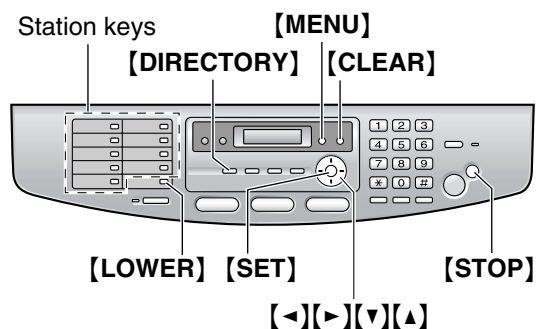
a copy of the document using the scanner glass and set the copy instead.)

- Chemically treated paper such as carbon or carbonless duplicating paper
- Electrostatically charged paper
- Badly curled, creased or torn paper
- Paper with a coated surface
- Paper with printing on the opposite side that can be seen through the other side, such as newsprint

## 3.4 Storing names and telephone numbers for the one-touch dial feature and navigator directory

For rapid access to frequently dialed numbers, the unit provides the one-touch dial feature (18 items) and navigator directory (300 items).

- Station 1 to 3 can be used alternatively as broadcast keys (page 32).
- Make sure that the **[FAX]** light is ON.



### 3.4.1 Storing one-touch dial item

- 1 Press **[MENU]** repeatedly to display "DIRECTORY SET".
- 2 Select the desired station key.

#### For stations 1–3:

1. Press one of the station keys.

Example: 

STATION 1 DIAL MODE    [▼▲]
--------------------------------

2. Press **[SET]**.

#### For stations 4–9:

Press one of the station keys.

#### For stations 10–18:

Press **[LOWER]**, then press one of the station keys.

- 3 Enter the name, up to 16 characters (see page 23 for instructions).
- 4 Press **[SET]**.
- 5 Enter the telephone number, up to 32 digits.
- 6 Press **[SET]**.
  - To program other items, repeat steps 2 to 6.
- 7 Press **[STOP]** to exit.

### 3. Fax

---

#### Helpful hints:

- You can confirm the stored items by printing the telephone number list (page 91).

#### Note:

- A hyphen or a space entered in a telephone number counts as 2 digits.

---

#### To correct a mistake

Press [◀] or [▶] to move the cursor to the incorrect character/number, and then make the correction.

---

#### To delete a character/number

Press [◀] or [▶] to move the cursor to the character/number you want to delete, and press [CLEAR].

- To erase all characters/numbers, press and hold [CLEAR].

### 3.4.2 Storing navigator directory items

- 1 Press [MENU] repeatedly to display "DIRECTORY SET".
- 2 Press [▶].
  - The display shows the number of items in the navigator directory briefly.
- 3 Enter the name, up to 16 characters (see page 23 for instructions).
- 4 Press [SET].
- 5 Enter the telephone number, up to 32 digits.
- 6 Press [SET].
  - To program other items, repeat steps 3 to 6.
- 7 Press [MENU] to exit.

#### Helpful hints:

- For your convenience, HELP-FAX (1-800-435-7329) has been stored in the directory. If you cannot solve a problem, call the number. If not needed, you can erase it (page 30).
- You can confirm the stored items by printing the telephone number list (page 91).

#### Note:

- A hyphen or a space entered in a telephone number counts as 2 digits.

---

#### To correct a mistake

Press [◀] or [▶] to move the cursor to the incorrect character/number, and then make the correction.

---

#### To delete a character/number

Press [◀] or [▶] to move the cursor to the character/number you want to delete, and press [CLEAR].

- To erase all characters/numbers, press and hold [CLEAR].

### 3.4.3 Editing a stored item

- 1 Press [DIRECTORY].
- 2 Press [▼] or [▲] repeatedly to display the desired item.
- 3 Press [MENU].
- 4 Press [✖].
  - If you do not need to edit the name, skip to step 6.
- 5 Edit the name. For further details, see the storing procedure on page 29.
- 6 Press [SET].
  - If you do not need to edit the telephone number, skip to step 8.
- 7 Edit the telephone number. For further details, see the storing procedure on page 29.
- 8 Press [SET].

### 3.4.4 Erasing a stored item

- 1 Press [DIRECTORY].
- 2 Press [▼] or [▲] repeatedly to display the desired item.
- 3 Press [MENU].
- 4 Press [✖].
  - To cancel erasing, press [STOP].
- 5 Press [SET].

## 3.5 Sending a fax using one-touch dial feature and navigator directory

Before using this feature, store the desired names and telephone numbers into one-touch dial feature and navigator directory (page 29).

- Keep the front cover page open for button locations.
  - Make sure that the **[FAX]** light is ON.
- 1 Adjust the width of the document guides to fit the actual size of the document.
  - 2 Insert the document (up to 50 pages) FACE UP into the feeder until a single beep is heard.
    - **Confirm that there are no documents on the scanner glass.**
    - If the document guides are not adjusted to fit the document, re-adjust them.
  - 3 If necessary, change to the desired resolution (page 26) and the desired contrast (page 26).
  - 4 Enter the fax number.
 

**Using stations 1–9:**  
Press the desired station key.

**Using stations 10–18:**  
Press **[LOWER]**, then press the desired station key.

**Using navigator directory:**  
Press **[DIRECTORY]**, then press **[▼]** or **[▲]** repeatedly to display the desired item.
  - 5 Press **[START]**.

### Note:

- Do not open the document cover when sending a fax with the auto document feeder.

### To send a fax using the scanner glass

- **Confirm that there are no documents in the auto document feeder.**
1. Open the document cover.
  2. Place the document FACE DOWN, then close the document cover.
  3. Enter the fax number using one-touch dial or navigator directory.
    - To send a single page, skip to step 7.
    - To send multiple pages, go to the next step.

4. Press **[QUICK SCAN]** to scan the document into memory.
5. Place the next page.
6. Press **[SET]**.
  - To send more pages, repeat steps 5 and 6.
7. Press **[START]**.

### To search for a name by initial

**Example: "LISA"**

1. Press **[DIRECTORY]**.
2. Press **[▼]** or **[▲]** to initiate the navigator directory.
3. Press **[5]** repeatedly to display any name with the initial "L" (see the character table, page 23).
  - To search for symbols, press **[\*]**.
4. Press **[▼]** or **[▲]** repeatedly to display "LISA".
  - To stop the search, press **[STOP]**.
  - To send a fax using the auto document feeder, see page 26.

### Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number 1 time.

- To cancel redialing, press **[STOP]**, then press **[SET]**.

### If your unit does not send a fax

- Confirm that you have entered the number correctly, and that the number is a fax number.
- Confirm that the other party's fax machine is answering by turning ON the connecting tone feature (feature #416 on page 64).

## 3.6 Broadcast transmission

By storing one-touch dial and navigator directory items (page 29) into the broadcast memory, you can send the same document to multiple parties (up to 20). Your programmed items will remain in the broadcast memory, allowing frequent re-use.

- The broadcast function utilizes stations 1–3. The one-touch dial function will be canceled.
- Keep the front cover page open for button locations.
- Make sure that the **[FAX]** light is ON.

### 3.6.1 Programming items into the broadcast memory

1 Press **[MENU]** repeatedly to display “**DIRECTORY SET**”.

2 Select the desired broadcast key.

#### For **BROADCAST 1-2**:

1. Press the desired **[BROADCAST]** key.
2. Press **[▼]** or **[▲]** repeatedly to select “**BROADCAST**”.

#### For **MANUAL BROADCAST**:

1. Press **[MANUAL BROAD]**.
2. Press **[▼]** or **[▲]** repeatedly to select “**MANUAL BROAD**”.

3 Press **[SET]**.

4 Program items.

#### Using stations 1–9:

Press the desired station key.

#### Using stations 10–18:

Press **[LOWER]**, then press the desired station key.

#### Using navigator directory:

Press **[▼]** or **[▲]** repeatedly to display the desired item, and press **[SET]**.

#### Using the dial keypad (only for **MANUAL BROAD**):

Enter the fax number and press **[SET]**.

- To program other items, repeat this step (up to 20 items).
- If you program the wrong item, press **[CLEAR]** to erase the item.

5 Press **[SET]** after programming all of the desired items.

- To program another broadcast key, repeat steps 2 to 5.

6 Press **[STOP]** to exit.

#### Note:

- Confirm the stored items by printing a broadcast programming list (page 91).

### 3.6.2 Adding a new item into the broadcast memory

After initial programming, you can add new items (up to a combined total of 20).

1 Press **[DIRECTORY]**.

2 Press **[▼]** or **[▲]** repeatedly to display the desired broadcast memory (“**<BROADCAST1>**”, “**<BROADCAST2>**” or “**<MANUAL BROAD>**”).

3 Press **[MENU]**.

4 Press **[\*]**.

5 Press **[▼]** or **[▲]** repeatedly to display the desired item you want to add.

6 Press **[SET]**.

- To add other items, repeat steps 5 and 6 (up to 20 items).

7 Press **[STOP]** to exit.

#### Note:

- When adding new items to the **MANUAL BROADCAST** memory, you can only select stored items.

### 3.6.3 Erasing a stored item from the broadcast memory

1 Press **[DIRECTORY]**.

2 Press **[▼]** or **[▲]** repeatedly to display the desired broadcast memory (“**<BROADCAST1>**”, “**<BROADCAST2>**” or “**<MANUAL BROAD>**”).

3 Press **[MENU]**.

4 Press **[⇄]**.

5 Press **[▼]** or **[▲]** repeatedly to display the desired item you want to erase.

- To cancel erasing, press **[STOP]**.

6 Press **[SET]**.

7 Press **[SET]**.

- To erase other items, repeat steps 5 to 7.

8 Press **[STOP]** to exit.

### 3.6.4 Sending the same document to pre-programmed parties

- Make sure that the **[FAX]** light is ON.
- 1 Insert the document FACE UP into the feeder.
    - **Confirm that there are no documents on the scanner glass.**
  - 2 If necessary, change to the desired resolution (page 26) and the desired contrast (page 26).
  - 3 Press the desired **[BROADCAST]** (1-2) or **[MANUAL BROAD]**.
    - The document will be fed into the unit and scanned into memory. The unit will then send the data to each party, calling each number sequentially.
    - After transmission, the stored document will be erased from memory automatically, and the unit will automatically print a report (**broadcast sending report**).

**Note:**

- Do not open the document cover when sending a fax with the auto document feeder.
- If you select **"FINE"**, **"SUPER FINE"** or **"PHOTO"** resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, sending will be canceled.
- If a party is busy or does not answer, it will be skipped and redialed later 1 time.

---

#### To send the same document using the scanner glass

- **Confirm that there are no documents in the auto document feeder.**
1. Open the document cover.
  2. Place the document FACE DOWN, then close the document cover.
  3. Press the desired **[BROADCAST]** (1-2) or **[MANUAL BROAD]**.
    - To send a single page, skip to step 6.
    - To send multiple pages, go to the next step.
  4. Place the next page.
  5. Press **[SET]**.
    - To send more pages, repeat steps 4 and 5.
  6. Press **[START]**.

---

#### To cancel broadcast transmission

1. Press **[STOP]** while **"BROADCASTING"** is displayed.
  - The display will show **"SEND CANCELED?"**.
2. Press **[SET]**.

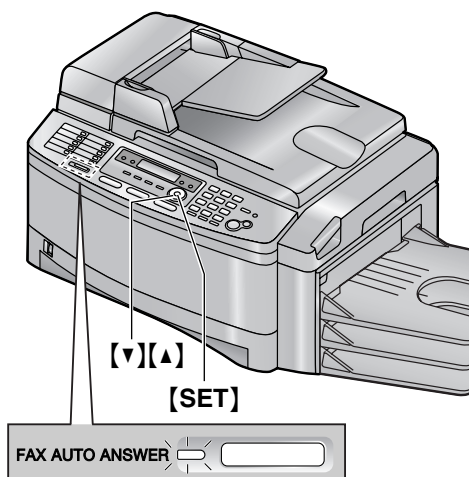
## 3.7 Receiving a fax automatically – Auto answer ON

### 3.7.1 Activating FAX ONLY mode

- 1 Press **[FAX AUTO ANSWER]** repeatedly to display the following.

FAX ONLY MODE  
3 RINGS [▼▲]

- The display will show the ring setting in FAX ONLY mode.
  - The **[FAX AUTO ANSWER]** indicator is ON.
- 2 If you wish to change the ring setting, press **[▼]** or **[▲]** repeatedly to display the desired setting, and press **[SET]**.



#### How faxes are received

When receiving calls, the unit will automatically answer all calls and only receive fax documents.

#### If you have subscribed to a Distinctive Ring service

See page 41.

## 3.8 Receiving a fax manually – Auto answer OFF

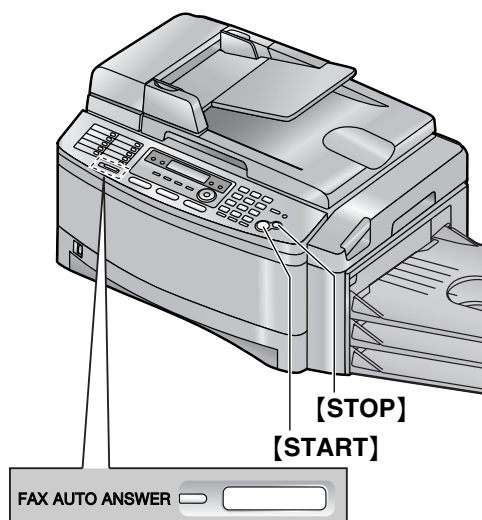
Use this mode with an extension telephone or the optional handset unit.

### 3.8.1 Activating TEL mode

Set the unit to TEL mode by pressing **[FAX AUTO ANSWER]** repeatedly to display the following.

TEL MODE

- The **[FAX AUTO ANSWER]** indicator is OFF.



#### Note:

- If you do not answer the call within 10 rings, the unit will temporarily switch to fax reception. The other party can then send a fax.

#### How to receive faxes with an extension telephone

If you have another telephone connected to the **[EXT]** jack or the same line (extension telephone), you can use the extension telephone to receive faxes.

1. When the extension telephone rings, lift the handset of the extension telephone.
2. When:
  - document reception is required,
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,



press **[\*] [†] [9]** (default fax activation code) **firmly**.

- The unit will start reception.

### 3. Replace the handset.

#### Note:

- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434 on page 64) beforehand. The default setting is ON.

### How to receive faxes with the optional handset unit

1. Lift the handset to answer the call.
2. When:
  - document reception is required,
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,
 press **[START]**.
  - The unit will start fax reception.

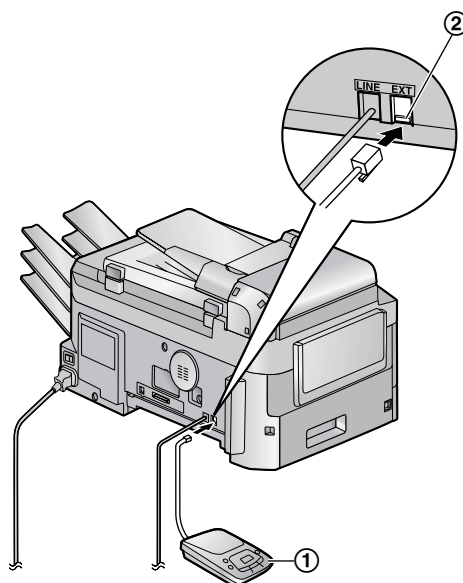
### To stop receiving

Press **[STOP]**.

## 3.9 Using the unit with an answering machine

### 3.9.1 Setting up the unit and an answering machine

- 1 Connect the answering machine (①).
  - Answering machine is not included.
  - Remove the stopper (②).



- 2 Set the number of rings on the answering machine to less than 4.
  - This will allow the answering machine to answer the call first.
- 3 Record a greeting message on the answering machine.
  - We recommend you record a message up to 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, both machines will not function correctly.
- 4 Activate the answering machine.
- 5 Set the unit to the desired receiving mode (page 34).
  - If you set to FAX ONLY mode, **change the ring setting in FAX ONLY mode to "5 EXT. TAM"** (feature #210 on page 61).
- 6 Check all or part of the following are not the same:
  - the remote access code of the answering machine

### 3. Fax

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- the fax activation code (feature #434 on page 64)

#### Receiving a voice message and fax document in one call

The caller can leave a voice message and send a fax document during the same call. Inform the caller of the following procedure beforehand.

1. The caller calls your unit.
  - The answering device will answer the call.
2. The caller can leave a message after the greeting message.
3. The caller presses **[\*][#][9]** (pre-selected fax activation code).
  - The unit will activate the fax function.
4. The caller presses the start button to send a document.

#### Note:

- The fax activation code can be changed in feature #434 (page 64).

## 3.10 Junk fax prohibitor (preventing fax reception from undesired callers)

If you subscribe to Caller ID service, this feature prevents fax reception from calls that do not show caller information.

Additionally, the unit will not accept faxes originating from numbers that match a programmable junk fax prohibitor list.

- Keep the front cover page open for button locations.

#### Important:

- **This feature does not work when manual reception is performed.**

### 3.10.1 Activating the junk fax prohibitor

- 1 Press **[MENU]** repeatedly to display “**JUNK FAX PROH.**”.
- 2 Press **[▶]**.
- 3 Press **[▼]** or **[▲]** repeatedly to select “**ON**”.
- 4 Press **[SET]**.
- 5 Press **[MENU]** to exit.
  - While the junk fax prohibitor is activated, “**JUNK FAX ON**” is displayed.

### 3.10.2 Storing undesired callers

You can register up to 10 undesired numbers from the Caller ID list (page 38) if you do not wish to receive faxes from them.

- 1 Press **[MENU]** repeatedly to display “**JUNK FAX PROH.**”.
- 2 Press **[▶]** repeatedly to display “**JUNK LIST SET**”.
- 3 Press **[SET]**.
- 4 Press **[▼]** or **[▲]** repeatedly to display the party you wish to prevent fax reception from.
- 5 Press **[SET]**.
  - To program other parties, repeat steps 4 to 5.
- 6 Press **[STOP]** to exit.

#### Note:

- If there is no space to store new items, “**LIST FULL**” is displayed in step 3 or step 5. Erase unnecessary items.

---

**To display the junk fax prohibitor list**

1. Press **[MENU]** repeatedly to display “**JUNK FAX PROH.**”.
2. Press **[▶]** repeatedly to display “**JUNK LIST DISP.**”.
3. Press **[SET]**.
4. Press **[▼]** or **[▲]** to display the items on the list.
5. Press **[MENU]** to exit the program.

---

**To print the junk fax prohibitor list**

1. Press **[MENU]** repeatedly to display “**JUNK FAX PROH.**”.
2. Press **[▶]** repeatedly to display “**JUNK LIST PRINT**”.
3. Press **[SET]**.
4. Press **[MENU]** to exit the list.

---

**To erase an item from the junk fax prohibitor list**

1. Press **[MENU]** repeatedly to display “**JUNK FAX PROH.**”.
2. Press **[▶]** repeatedly to display “**JUNK LIST DISP.**”.
3. Press **[SET]**.
4. Press **[▼]** or **[▲]** repeatedly to display the desired item.
5. Press **[◀]**.
  - To cancel erasing, press **[STOP]**, then press **[MENU]**.
6. Press **[SET]**.
  - The item is erased.
  - To erase other items, repeat steps 4 to 6.
7. Press **[MENU]** to exit the list.

### 4.1 Caller ID service

This unit is compatible with the Caller ID service offered by your local telephone company. To use this unit's Caller ID features, you must subscribe to Caller ID service.

**Make sure the following ring setting is set to 2 or more rings beforehand.**

- FAX ring setting (feature #210 on page 61)

#### 4.1.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed after the 1st ring. You then have the option of whether or not to answer the call. The unit will automatically store caller information (name, telephone number and the time of the call) of the 30 most recent calls. Caller information is stored by the most recent to the oldest call. When the 31st call is received, the oldest call is deleted.

Caller information can be viewed on the display one item at a time (page 38) or confirmed by printing the Caller ID list (page 91).

- When caller information is received and it matches a telephone number stored in the unit's one-touch dial or navigator directory, the stored name will be displayed.
- If the unit is connected to a PBX (Private Branch Exchange) system, caller information may not be received properly. Consult your PBX supplier.
- If the unit cannot receive caller information, the following will be displayed:
  - "OUT OF AREA": The caller dialed from an area which does not provide Caller ID service.
  - "PRIVATE CALLER": The caller requested not to send caller information.
  - "LONG DISTANCE": The caller made a long distance call.

#### To confirm caller information by printing the Caller ID list

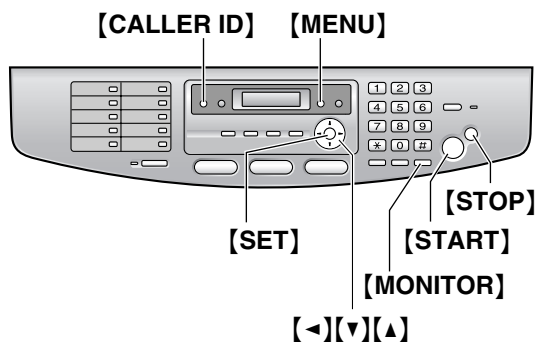
- To print manually, see page 91.
- To print automatically after every 30 new calls, activate feature #216 (page 61).

### 4.2 Viewing and calling back using caller information

You can easily view caller information and call back. When calling back, we recommend you use the optional handset unit.

#### Important:

- **Calling back will not be possible in the following cases:**
  - The telephone number includes data other than numbers (i.e., \* or #).
  - The caller information does not include a telephone number.



- 1 Press **[CALLER ID]**.
- 2 Press **[v]** to search from the recently received caller information.
  - If you press **[^]**, the display order will be reversed.
- 3 Press **[MONITOR]** to return the call.
  - The unit will start dialing automatically.
  - To send a fax using the auto document feeder, see page 26.

#### To change the way caller information is displayed

Press **[CALLER ID]** repeatedly after step 2.

Example:

SAM LEE 11:20AM Jul. 20✓
↑↓
1-134-567-8901 11:20AM Jul. 20✓

- Check mark (✓) on the display means the call has already been viewed or answered.

---

### Display while viewing

- When the unit could not receive a name, the display will show “NO NAME RCVD”.
- When no calls have been received, the display will show “NO CALLER DATA”.

---

### To edit a telephone number before calling back

Press [**✳**] repeatedly after step 2. Each time you press [**✳**], the telephone number will be changed as follows:

- ① 1 - Area code - Local telephone number (“1” added)
- ② Local telephone number only (area code omitted)
- ③ Area code - Local telephone number
- ④ 1 - Local telephone number (“1” added and area code omitted)

---

### To stop viewing

Press [**STOP**] after step 2.

#### 4.2.1 Erasing all caller information

- 1 Press [**MENU**] repeatedly to display “CALLER SETUP”.
- 2 Press [**SET**].
  - “CALL LIST ERASE” will be displayed.
- 3 Press [**SET**].
  - To cancel erasing, press [**STOP**], then [**MENU**].
- 4 Press [**SET**].
- 5 Press [**STOP**] to exit.

#### 4.2.2 Erasing specific caller information

- 1 Press [**CALLER ID**].
- 2 Press [**▼**] or [**▲**] repeatedly to display the desired item.
- 3 Press [**◀**].
  - To cancel erasing, press [**STOP**].
- 4 Press [**SET**].
  - To erase other items, repeat steps 2 to 4.
- 5 Press [**STOP**] to exit.

### 4.3 Storing caller information into the one-touch dial feature and navigator directory

- Keep the front cover page open for button locations.

#### Important:

- **This feature is not available in the following cases.**
  - The telephone number includes data other than numbers (i.e., ✳ or #).
  - The caller information does not include a telephone number.

- 1 Press [**CALLER ID**].
- 2 Press [**▼**] or [**▲**] repeatedly to display the desired item.
- 3 Press [**MENU**].
- 4 Select the station key or navigator directory.

#### For stations 1–3:

1. Press the desired station key.
2. Press [**SET**].
3. Press [**SET**].

#### For stations 4–9:

1. Press the desired station key.
2. Press [**SET**].

#### For stations 10–18:

1. Press [**LOWER**], then press the desired station key.
2. Press [**SET**].

#### For navigator directory:

1. Press [**◀**] or [**▶**].
2. Press [**SET**].

- 5 Press [**SET**].

#### Note:

- You can confirm the stored items by printing the telephone number list (page 91).
- The unit can only store a name of up to 16 characters long.
- To edit a name or number, see page 30.
- If caller information does not include the caller’s name, enter the name manually. See the instructions on page 29.

## **4. Caller ID**

---

- If you assign an item to a station key which already contains an item, the previous item will be replaced.
- If you use stations 1–3 as broadcast keys, you cannot store caller information for stations 1–3 (page 32).

## 5.1 Distinctive Ring service from your phone company

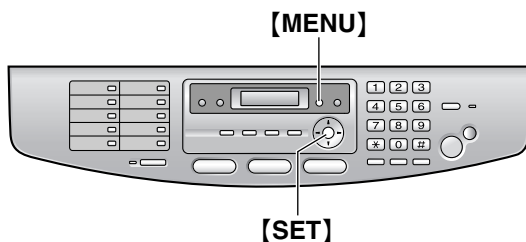
This service is convenient if you wish to have a different number for your fax machine and telephone, even when you use them on a single telephone line.

Distinctive Ring is a service offered by your local telephone company which allows you to use several telephone numbers on one telephone line. When a call is made to one of your phone numbers, the telephone company sends a ring pattern to your telephone line to indicate which number the call is intended for. By setting up this unit for Distinctive Ring, you can make the unit automatically start fax reception when a call comes to the fax number.

**To use this service, you must subscribe to the Distinctive Ring service offered by your local telephone company.**

## 5.2 Using two or more phone numbers on a single telephone line

### 5.2.1 Activating the Distinctive Ring feature



- 1 Press **[MENU]**.
- 2 Press **[\*]**, then **[4][3][0]**.
- 3 Press **[1]** to select "ON".
- 4 Press **[SET]**.
  - The **[FAX AUTO ANSWER]** indicator is ON.
- 5 Press **[MENU]** to exit.

#### How phone calls and faxes are received

If the incoming call is for the fax number, the unit will ring with the assigned ring pattern and automatically start fax reception.

If the incoming call is for the phone number, the unit will keep on ringing.





## 5.3 Using three or more phone numbers on a single telephone line

You may wish to use three or more phone numbers for a single telephone line. In order to distinguish which number the call was addressed to, a different ring pattern must be assigned for each number.

**Example: Using three phone numbers**

Telephone number	Ring pattern	Use
012 1234	Standard ring	Personal
012 5678	Double ring	Business
012 9876	Triple ring	Fax

To use one phone number for the fax, program the ring pattern assigned for the fax in feature #431 (page 42). In the example, the ring pattern assigned for fax is a triple ring, so you should program "c" (triple ring).

Ring pattern	Settings in feature #431
Standard ring (one long ring)  1st ring      2nd ring	"A"
Double ring (two short rings)  1st ring      2nd ring	"B"
Triple ring (short-long-short rings)  1st ring      2nd ring	"C"
Other triple ring (short-short-long rings)  1st ring      2nd ring	"D"

### 5.4 Programming the ring pattern assigned for fax

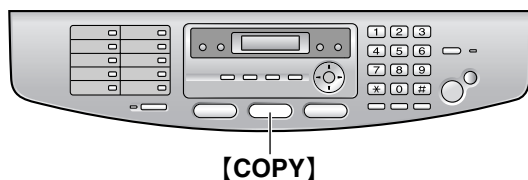
- Keep the front cover page open for button locations.
- 1 Set feature #430 to “ON” (page 41).
  - 2 Press **[MENU]**.
  - 3 Press **[#]**, then **[4][3][1]**.
  - 4 Press **[1]** to **[5]** to select the ring pattern assigned for fax.
    - [1]“A”**: Standard ring (one long ring)
    - [2]“B”**: Double ring (two short rings)
    - [3]“C”**: Triple ring (short-long-short-rings)
    - [4]“D”**: Other triple ring (short-short-long rings)
    - [5]“B-D”** (default): The fax will respond to calls with any of ring tone patterns “B”, “C” and “D”
  - 5 Press **[SET]**.
  - 6 Press **[MENU]** to exit.



## 6.1 Using the unit as a copy machine

### 6.1.1 Entering the copy mode

Before copying, set the operation mode to the copy mode.



Press **[COPY]** to turn the **[COPY]** light ON.

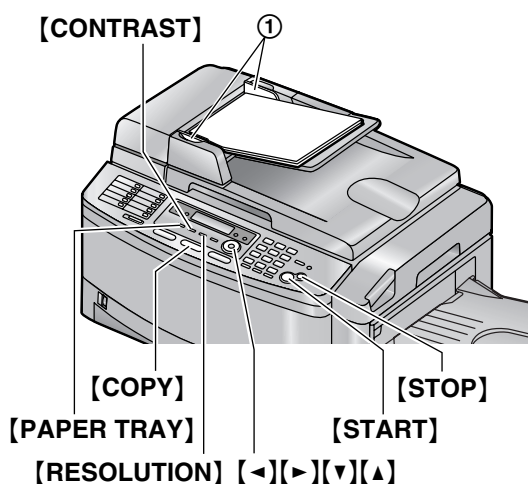
#### Note:

- You can change the default operation mode (feature #463 on page 62) and the timer before returning to the default operation mode (feature #464 on page 62).
- Copied documents will be stacked on the upper output tray. You can change the output tray for copying (feature #466 on page 67).
- If the **[FAX AUTO ANSWER]** indicator is ON, the unit can receive faxes automatically even in the copy mode.

## 6.2 Making a copy

### 6.2.1 Using the auto document feeder

- Confirm that there are no documents on the scanner glass.



- 1 If the **[COPY]** light is OFF, turn it ON by pressing **[COPY]**.
- 2 Set the original.
  1. Adjust the width of the document guides (①) to fit the actual size of the document.
  2. Insert the document (up to 50 pages) **FACE UP** into the feeder until a single beep is heard.
- 3 If necessary, change the following settings according to the type of document.
  - To select the resolution, see page 43.
  - To select the contrast, see page 43.
  - To select the input tray and paper size, see page 44.
- 4 If necessary, enter the number of copies (up to 99).
- 5 Press **[START]**.
  - The unit will start copying.
- 6 After you finish copying, press **[STOP]** to reset the settings you set in step 3.

#### Note:

- Any document which can be sent as a fax can also be copied and scanned (page 28). The effective scanning area is changed depending on the setting of the paper size.
- Do not open the document cover when making a copy with the auto document feeder.

#### To stop copying

Press **[STOP]**.

#### To select the resolution

1. Press **[RESOLUTION]**.
2. Press **[▼]** or **[▲]** repeatedly to select the desired resolution.
  - **“TEXT/PHOTO”**: For documents containing both text and photographs.
  - **“TEXT”**: For documents containing only text.
  - **“PHOTO”**: For documents containing photographs, shaded drawings, etc.

#### Note:

- You can change the default resolution in feature #461 (page 66).

#### To select the contrast

You can adjust this setting depending on the lightness or darkness of the document. 5 levels (light to dark) are available.

1. Press **[CONTRAST]**.

## 6. Copy

- Press [**▼**] or [**▲**] repeatedly to select the desired contrast.
  - To make lighter, press [**▼**].
  - To make darker, press [**▲**].

### Note:

- You can save the previous contrast setting in feature #462 (page 66).

### To select the input tray and paper size

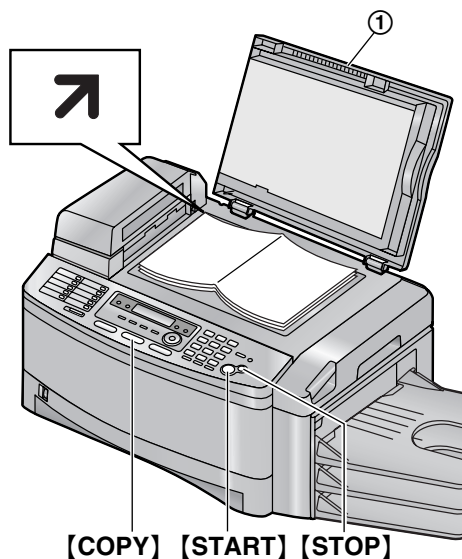
- Press [**PAPER TRAY**].
- Press [**▼**] or [**▲**] repeatedly to select the desired input tray.
  - “**IN TRAY #1**”: Paper input tray
  - “**IN TRAY #2**”: Multi-purpose input tray
    - When the optional input tray is installed, the following will be added to the settings.
  - “**IN TRAY #3**”: Optional input tray
  - “**IN TRAY #1#3**”: Paper input tray and optional input tray
- Press [**◀**] or [**▶**] repeatedly to select the desired paper size.
  - “**LETTER**”: Letter size paper
  - “**A4**”: A4 size paper
  - “**LEGAL**”: Legal size paper
    - When the input tray is set to “**IN TRAY #1**” or “**IN TRAY #1#3**”, you cannot select “**LEGAL**”.

### Note:

- You can also set the input tray setting in feature #460 (page 66).
- You can also set the paper size in feature #380 (page 62), #381 (page 62) or #382 (page 62). If the selected paper size of #380 and #382 are not same, “**IN TRAY #1#3**” will not be displayed in this setting.

## 6.2.2 Using the scanner glass

- Confirm that there are no documents in the auto document feeder.



- If the [**COPY**] light is OFF, turn it ON by pressing [**COPY**].
- Set the original.
  - Open the document cover (①).
  - Place the document FACE DOWN on the scanner glass, matching the top edge of the document to the ↗ mark on the unit.
  - Close the document cover.
    - If the original is a thick book, do not close the document cover.
- If necessary, change the following settings according to the type of document.
  - To select the resolution, see page 43.
  - To select the contrast, see page 43.
  - To select the input tray and paper size, see page 44.
- If necessary, enter the number of copies (up to 99).
- Press [**START**].
  - The unit will start copying.
- After you finish copying, press [**STOP**] to reset the settings you set in step 3.

### To stop copying

Press [**STOP**].

## 6.3 More copying features

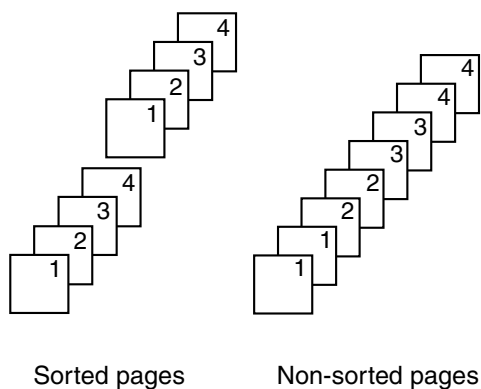
- Keep the front cover page open for button locations.
- Make sure that the **[COPY]** light is ON.

### 6.3.1 To sort multiple copies (Auto document feeder only)

The unit can sort multiple copies in the same order as the original document pages.

- 1 Set the original.
- 2 Press **[SORT]** repeatedly to turn the **[SORT]** indicator ON.
- 3 Enter the number of copies (up to 99).
- 4 Press **[START]**.
- 5 After you finish copying, press **[STOP]** to reset this feature.

#### Example: Making 2 copies of a 4-page original document



#### Note:

- The unit will store the documents into memory while sorting the copies. The number of documents that can be stored depends upon the contents of pages, resolution and contrast. If the unit has no documents in memory, approximately 50 pages of the ITU-T No.1 Test Chart can be stored at a time in **"TEXT/PHOTO"** mode. See page 92 of the specifications for details.
- If memory becomes full while storing, the unit will only print out the stored pages.
- When you make more than 4 sets of multiple copies, the copied documents will be stacked on the output trays sequentially. If you set the sort copy hold setting to ON (feature #465 on

page 66), after every 3 sets of copies the unit will display the following and stop copying.

TO CONTINUE COPY  
PRESS START

Remove the stacked paper, then press **[START]** to restart copying.

### 6.3.2 To enlarge a document

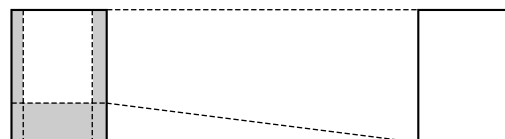
- 1 Set the original.
- 2 Press **[ZOOM]**.
- 3 Press **[▲]** repeatedly to select from "105%" to "200%" by changing the enlargement rate 5% at a time.
- 4 Press **[START]**.
- 5 After you finish copying, press **[STOP]** to reset this feature.

- **When using the auto document feeder**, the unit will only enlarge the center of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy.
- **When using the scanner glass**, the unit will only enlarge the right top corner of the document starting from the ↗ mark on the unit.

#### Example: 150% enlarged copy

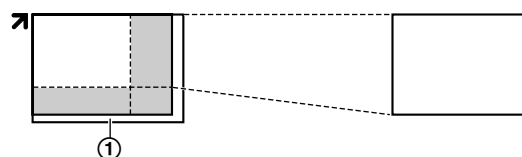
##### Using the auto document feeder:

Original document                      Enlarged copy



##### Using the scanner glass (①):

Original document                      Enlarged copy



## 6. Copy

---

### 6.3.3 To reduce a document

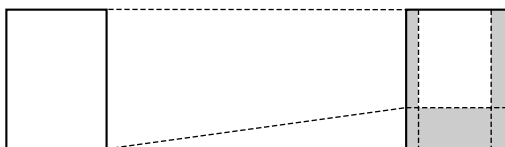
- 1 Set the original.
- 2 Press **[ZOOM]**.
- 3 Press **[▼]** repeatedly to select from “95%” to “50%” by changing the reduction rate 5% at a time.
- 4 Press **[START]**.
- 5 After you finish copying, press **[STOP]** to reset this feature.

#### Example: 70% reduced copy

#### Using the auto document feeder:

Original document

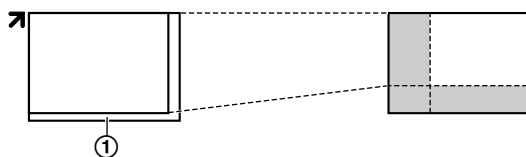
Reduced copy



#### Using the scanner glass (①):

Original document

Reduced copy



### 7.1 Connecting to a computer

Panasonic Multi-Function Station software enables the unit to carry out the following functions:

- Printing on plain paper, transparencies, labels and envelopes
- Scanning documents and converting an image into text with Readiris OCR software
- Scanning from other applications for Microsoft® Windows® that support TWAIN scanning
- Storing, editing or erasing items in directories using your computer
- Programming the features using your computer
- Sending, receiving fax documents using your computer

To use Multi-Function Station on your computer, the following are required:

**Operating System:**

Works with Windows 98/Me/2000/XP\*1

**CPU:**

Windows 98: Pentium® 90 MHz or faster  
 Windows Me: Pentium 150 MHz or faster  
 Windows 2000: Pentium 166 MHz or faster  
 Windows XP\*1: Pentium 300 MHz or faster

**RAM:**

Windows 98: 24 MB (32 MB or more recommended)  
 Windows Me: 32 MB (64 MB or more recommended)  
 Windows 2000: 64 MB or more  
 Windows XP\*1: 128 MB or more

**Other Hardware:**

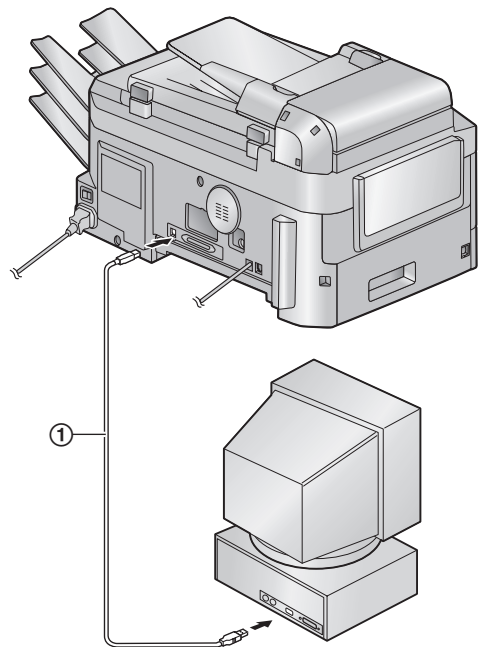
CD-ROM drive  
 Hard disk drive with at least 100 MB of available space  
 USB interface  
 LAN interface for optional LAN board (10BASE-T/100BASE-TX)

\*1 Multi-Function Station software does not work with Windows XP Professional x64 Edition (64bit), a new version of Windows XP Professional that was released in and after April, 2005.

**Important notice for the connection**

- Do not connect the USB cable before installing Multi-Function Station. Be sure to connect the USB cable in step 6 on page 48.

① USB cable



**Note:**

- Be sure to use a Hi-Speed USB 2.0 certified cable if your computer is equipped with the Hi-Speed USB 2.0 interface.

**Warning:**

- To assure continued emission limit compliance, use only shielded USB cable (2 m or less in length).

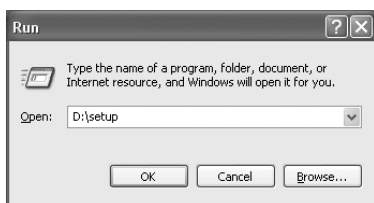
### 7.2 Installing Multi-Function Station

- The screenshots shown in these instructions are for Windows XP and are included for reference only.
- The screenshots shown in these instructions may differ slightly from those of the actual product.
- Software features and appearance are subject to change without notice.
- These instructions are for the USB connection. For the LAN connection using the optional LAN board, see the network installation guide by clicking on the link in the Multi-Function help file.

- 1 Start Windows and exit all other applications.
  - For Windows XP and Windows 2000 users, you must be logged in as an administrator in order to install Multi-Function Station.

## 7. Multi-Function Station software

- **Install Multi-Function Station before connecting the unit to a computer. If the unit is connected to a computer before installing Multi-Function Station, the [Found New Hardware Wizard] dialog box will appear. Click [Cancel] to close it.**
- 2 Insert the included CD-ROM into your CD-ROM drive.
- The **[Choose Setup Language]** dialog box will appear. Select the desired language that you want to use with this software from the drop-down list. Click **[OK]**. The installation will automatically start.
  - If the **[Choose Setup Language]** dialog box does not appear:  
The installation will automatically start.
  - If the installation does not start automatically:  
Click **[Start]**. Choose **[Run...]**. Type **"D:\setup"** (where **"D:"** is the drive letter of your CD-ROM drive). Click **[OK]**. (If you are not sure what the drive letter is for your CD-ROM drive, use Windows Explorer and look for the CD-ROM drive.)



The installation will start.

- 3 When the setup program starts, follow the on-screen instructions.
- 4 When the **[Setup Type]** dialog box appears, select **[Standard]**, then click **[Next]**.
- Readiris OCR software (page 52) and Device Monitor (page 55) will also be installed.
- 5 When the **[Connect Type]** dialog box appears, select **[Connect directly with a USB cable.]**, then click **[Next]**.
- The **[Connect Device]** dialog box will appear.
- 6 Connect the unit with the USB cable (page 47), then click **[Next]**.
- If the unit is connected to your computer, the model name will be automatically detected.
  - You can change the names for the printer, PC fax, and scanner if necessary.

- 7 Click **[Install]**, then follow the on-screen instructions.
- The files will be copied to your computer.

### Important notice for Windows XP users

- If you use Windows XP, the following message may appear after step 6:  
"The software you are installing for this hardware has not passed Windows Logo testing to verify its compatibility with Windows XP"  
This is normal and the software will not cause any difficulties with your operating system. You can continue the installation with no problem.

### Note:

- If the screen prompts to insert the CD-ROM for operating system when installing Multi-Function Station, insert it into your CD-ROM drive.

### To use the other unit with the computer

You need to add the printer driver for each unit, as follows.

Click **[Start]**, then select **[All Programs]** or **[Programs]** → **[Panasonic]** → **[KX-FLB800\_FLM650 Series]** → **[Add Printer Driver]**. Then follow the on-screen instructions from step 5.

### Note:

- You cannot connect more than one unit to the same computer at the same time.

### To modify the software

You can select the components to install anytime after the installation.

For Windows XP and Windows 2000 users, you must be logged in as an administrator in order to modify Multi-Function Station.

1. Click **[Start]**, then select **[All Programs]** or **[Programs]** → **[Panasonic]** → **[KX-FLB800\_FLM650 Series]** → **[Uninstall or Modify]**.
2. Select **[Modify]** and click **[Next]**, then follow the on-screen instructions.

### To uninstall the software

For Windows XP and Windows 2000 users, you must be logged in as an administrator in order to uninstall Multi-Function Station.

1. Click **[Start]**, then select **[All Programs]** or **[Programs]** → **[Panasonic]** → **[KX-FLB800\_FLM650 Series]** → **[Uninstall or Modify]**.

2. Select [**Uninstall**] and click [**Next**], then follow the on-screen instructions.

**Note:**

- If you want to uninstall each component, select [**Modify**] and click [**Next**] in step 2, then follow the on-screen instructions.

### 7.3 Starting Multi-Function Station

Click [**Start**], then select [**All Programs**] or [**Programs**] → [**Panasonic**] → [**KX-FLB800\_FLM650 Series**] → [**Multi-Function Station**].

- Multi-Function Station will appear.



**Viewer(Scan) (page 52)**

- To display the images which support TIFF, JPEG, PCX, DCX and BMP formats.
- To create an image file by scanning the document set in the unit (TIFF, JPEG, PCX, DCX, BMP and PDF formats).

**Remote Control (page 53)**

- To store, edit or erase items in directories.
- To program the features.
- To view items in the journal report or Caller ID list.
- To store caller information into directories.

**PC FAX (page 54)**

- To send a document created on the computer.
- To display a document received on the computer.

**Device Monitor (page 55)**

- To display the current status of the unit.

**Readiris(OCR) (page 52)**

- To convert an image into editable text data.

**Setup**

- To change the setting for OCR.

**Help**

- For detailed instructions on Multi-Function Station.

**Usage Tips**

- To display usage tips.

**Note:**

- You can confirm if the unit is connected to your computer on Device Monitor.
- Computer features (printing, scanning, PC Fax, etc.) may not function properly in the following situations:
  - When the unit is connected to a computer that was custom-built by the user.
  - When the unit is connected to the computer via a PCI card or other expansion card.
  - When the unit is connected to another piece of hardware (such as a USB hub or interface adapter) and not connected directly to the computer.

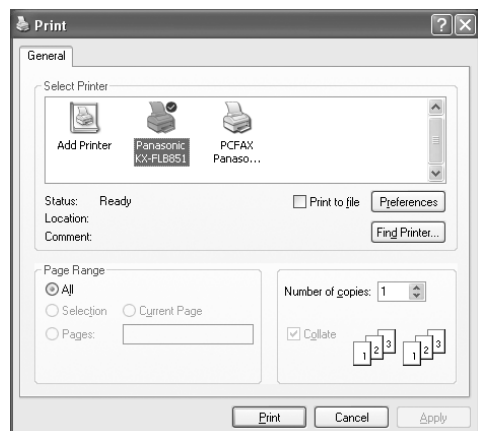
### 7.4 Using the unit as a printer

You can print not only on plain paper but also on special media (transparencies / labels / envelopes).

#### 7.4.1 Printing from Windows applications

You can print a file created in a Windows application. For example, to print from WordPad, proceed as follows.

- 1 Open the document you want to print.
- 2 Select [**Print...**] from the [**File**] menu.
  - The [**Print**] dialog box will appear. For details about the [**Print**] dialog box, click [**?**], then click the desired item.



## 7. Multi-Function Station software

### Note:

- For Microsoft PowerPoint®, select [Color] or remove the check next to [Grayscale] in the print dialog so that colored text will be printed in grayscale.

### 3 Select [Panasonic KX-FLB851] as the active printer.

- If you have changed the name of the unit when installing, select that name from the list.

- To change the printer settings, proceed as follows.

#### For Windows 98/Windows Me:

Click [Properties], then click the desired tab. Change the printer settings, then click [OK].

#### For Windows 2000:

Click the desired tab and change the printer settings.

#### For Windows XP:

Click [Preferences], then click the desired tab. Change the printer settings, then click [OK].

### 4 Click [Print].

- The unit will start printing.

### Note:

- To load paper, see page 15.
- For details about the paper specifications, see page 50, 93.

### Setting the printer properties

You can change the printer setting in step 3. We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.

You can change the settings on following tabs.

**Paper:** Paper size, paper type, paper source, etc.

**Output:** Pages per sheet, output tray, etc.

**Quality:** Graphics mode, resolution, toner save feature, etc.

### Note:

- To select [Envelope] for paper type on the [Paper] tab, you need to select [Envelope #10] or [Envelope DL] for paper size.
- You can select the output tray for each printing on the [Output] tab. To change the default output tray, see page 55.
- When printing from a computer, the toner save feature on the [Quality] tab overrides the unit's toner save setting (feature #482 on page 63).

## 7.4.2 Transparencies

Use transparencies designed for laser printing.

We recommend the following:

### 3M® CG3300/CG5000

- Use the multi-purpose input tray to print transparencies.
- Load transparency sheets one page at a time for printing, print-side down.
- Printed transparency will be stacked on the upper output tray.
- Remove each transparency after printing and place it on a flat surface to cool and to prevent it from curling.
- Do not re-use transparencies that have already been fed through the unit. This includes transparencies that have been fed through and ejected without being printed on.
- Some types of transparencies have instructions recommending which side to print on. If the print quality is poor, try printing on the other side.

## 7.4.3 Labels

Use labels designed for laser printing. We recommend the following:

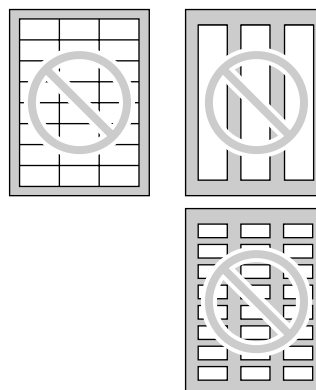
### Avery®

5160/5161/5162/5163/5164/5165/5167/5168

### XEROX®

LWH100/LWH110/LWH120/LWH130/LWH140

- Use the multi-purpose input tray to print labels.
- Load label sheets one page at a time for printing, print-side down.
- Printed label will be stacked on the upper output tray.
- Remove each label after printing.
- Do not use the following types of labels:
  - Labels that are wrinkled, damaged or separated from the backing sheet.
  - Any sheet of labels that has spaces in it where some of the labels have been removed.
  - Labels that do not completely cover the backing sheet as follows.

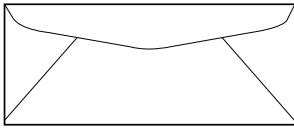




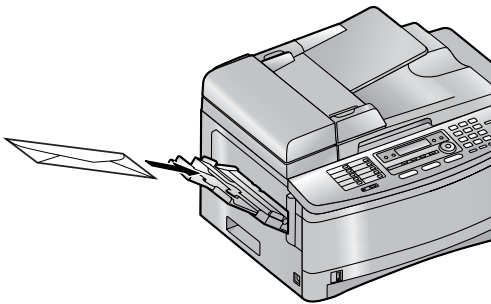
### 7.4.4 Envelopes

Use envelopes designed for laser printing. We recommend the following:

- High quality envelopes of 90 g/m<sup>2</sup> (24 lb.) paper,
- Envelopes that have thin, sharply creased leading edges,
- Envelopes that have diagonal seams, and
- Envelopes with a moisture content of 4% to 6% by weight.



- Use the multi-purpose input tray to print envelopes.
- You can load up to 5 envelopes of 90 g/m<sup>2</sup> (24 lb.) paper at a time for printing, print-side down.



- Printed envelope will be stacked on the upper output tray.
- Remove each envelope after printing.

**Note:**

- Wrinkles and waving may occur in some cases, even if high quality envelopes are used.
- Avoid printing in high humidity. High humidity may cause the envelope to curl or seal the envelope.
- Store envelopes away from moisture and humidity, where they can lay flat and their edges will not be bent or damaged.

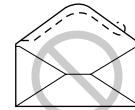
**Do not use envelopes with any of the following characteristics (using these may result in paper jams):**

- Irregularly shaped envelopes
- Envelopes with curls, wrinkles, nicks, twists, dog-ears or other damage
- Envelopes with side seam construction

- Highly textured envelopes, or envelopes with extremely shiny surfaces
- Envelopes that seal by removing a peel-off strip
- Envelopes with more than one flap to be sealed
- Self-adhesive envelopes
- Envelopes that are baggy or not sharply creased
- Embossed envelopes
- Envelopes that have previously been printed on
- Envelopes that include cotton and/or fiber material



Side seam construction



Peel-off strip



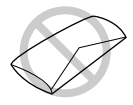
Multiple flaps



Twisted



Curled



Bent-edged



Waved



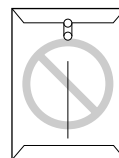
Dog-eared



Self adhesive

**Do not attempt to print on any of the following types of envelopes (these may cause damage to the unit):**

- Envelopes with clasps, snaps or tie strings
- Envelopes with transparent windows
- Envelopes that use encapsulated types of adhesive that do not require moistening but rely on pressure to seal them



Clasp



Transparent window

### 7.5 Using the unit as a scanner

- Keep the front cover page open for button locations.

#### 7.5.1 Using Multi-Function Viewer

- 1 Set the original.

##### Using the auto document feeder

Insert the document (up to 50 pages) FACE UP into the feeder until a single beep is heard.

- Confirm that there are no documents on the scanner glass.

##### Using the scanner glass

Place the document FACE DOWN on the scanner glass, matching the top edge of the document to the **↗** mark on the unit.

- Confirm that there are no documents in the auto document feeder.

- 2 Start Multi-Function Station.

- 3 Select [**Viewer(Scan)**].

- [**Multi-Function Viewer**] will appear.

- 4 Click the [**Scan**] icon in the [**Multi-Function Viewer**] window.

- The [**Panasonic KX-FLB851**] (default name) dialog box will appear.

- 5 If necessary, change the scanning settings on your computer.

- To preview the scanned image, click [**Preview**]. Only first page will be displayed. You can drag the frame to specify the scanned area. If you change the scan mode, brightness, or contrast setting, click [**Preview**] to refresh the scanned image. If you use the auto document feeder, set the document again before refreshing the scanned image.
- If you select [**B/W Graphic**] for scan mode, the resolution range will be from 150 to 600 dpi.

- 6 Click [**Scan**].

- If you preview the scanned image using the auto document feeder in step 5, set the document again and click [**Scan**].
- The scanned image will be displayed in the [**Multi-Function Viewer**] window after scanning.

- To save the scanned image, select [**Save As...**] from the [**File**] menu.
- To cancel scanning while the document is being scanned, click [**Cancel**].

##### Note:

- You can display the images which support TIFF, JPEG, PCX, DCX and BMP formats.
- You can save the images in TIFF, JPEG, PCX, DCX, BMP or PDF formats.
- You can move, copy and delete a file or page.
- You cannot change the scanning settings on the unit.
- Any document which can be sent as a fax can also be scanned (page 28).
- Do not open the document cover when scanning documents with the auto document feeder.
- When scanning a document, we recommend using the scanner glass rather than the auto document feeder for better results.

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##### To scan documents quickly

1. Set the original.
2. Press [**SCAN**] on the unit.
  - The previous settings will be displayed on your computer. You can change them if necessary.
3. Press [**START**] on the unit.
  - The scanned image will be displayed in the [**Multi-Function Viewer**] window after scanning.
  - To cancel scanning while the document is being scanned, click [**Cancel**].

##### Note:

- For details, see the help file by selecting [**Usage Tips**] from Multi-Function Station.

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##### Readiris OCR software

With OCR software, you can convert an image into text data that can be edited with word processor software. Readiris OCR software can be installed when installing Multi-Function Station.

To use this software, click the [**OCR**] icon in the [**Multi-Function Viewer**] window or select [**Readiris (OCR)**] from Multi-Function Station. For detailed instructions about OCR, select [**Help**].

##### 7.5.2 Using other applications

Multi-Function Station includes a TWAIN compliant scanner driver. You can also scan using other applications that support TWAIN scanning. For example, proceed as follows.

- 1 Set the original.

### Using the auto document feeder

Insert the document (up to 50 pages) FACE UP into the feeder until a single beep is heard.

- Confirm that there are no documents on the scanner glass.

### Using the scanner glass

Place the document FACE DOWN on the scanner glass, matching the top edge of the document to the **7** mark on the unit.

- Confirm that there are no documents in the auto document feeder.

- 2 Start an application that supports TWAIN scanning.
- 3 Select [**Select Device...**] from the [**File**] menu, then select the [**Panasonic KX-FLB851**] (default name) in the dialog box.
- 4 Select [**Acquire Image...**] from the [**File**] menu.
  - The [**Panasonic KX-FLB851**] (default name) dialog box will appear.
- 5 If necessary, change the scanning settings on your computer.
  - If you select [**B/W Graphic**] for scan type, the resolution range will be from 150 to 600 dpi.
- 6 Click [**Scan**].
  - The scanned image will be displayed in the application window after scanning.
  - To cancel scanning while the document is being scanned, click [**Cancel**].

#### Note:

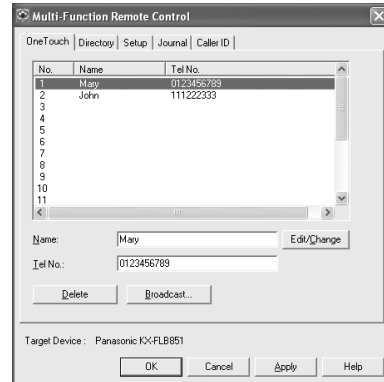
- Depending on the application used, the appearance may differ slightly.

## 7.6 Operating the unit from your computer

You can easily operate the following functions from your computer.

- Storing, editing or erasing items in directories (page 29, 32)
- Programming the features (page 61 to page 68)
- Viewing items in the journal report (page 27)
- Storing the journal report as the computer file
- Viewing items in the Caller ID list (page 38)
- Storing caller information into directories (page 39)
- Storing the Caller ID list as the computer file

- 1 Start Multi-Function Station.
- 2 Select [**Remote Control**].
  - The [**Multi-Function Remote Control**] window will appear.



- 3 Select the desired tab.
  - The latest data in the unit will be displayed.
- 4 Perform the desired operation.
  - For details about each function, click [**Help**].
  - To stop the operation, click [**Cancel**].
- 5 Click [**OK**].
  - The new data will be transferred to the unit and the window will close.
  - You can also click [**Apply**] to continue the next operation without closing the window.

#### Note:

- Some of the features cannot be programmed from your computer.
- For details, see the help file by selecting [**Usage Tips**] from Multi-Function Station.

### 7.7 Fax sending/receiving using Multi-Function Station

- Keep the front cover page open for button locations.

#### 7.7.1 Sending a computer document as a fax message from your computer

You can access the fax function from a Windows application using Multi-Function Station. For example, to send a document created from WordPad, proceed as follows.

- 1 Open the document you want to send.
- 2 Select **[Print...]** from the **[File]** menu.
  - The **[Print]** dialog box will appear.
- 3 Select **[PCFAX Panasonic KX-FLB851]** (default name) as the active printer.
- 4 Click **[Print]**.
  - The **[Send a Fax]** dialog box will appear.



- 5 Enter the fax number using the keypad display or the directory.
  - To stop the operation, click **[Cancel]**.
- 6 Click **[Send]**.
  - The document will be sent through the unit from your computer.

#### Note:

- To stop sending, press **[STOP]** on the unit while sending the document.
- If the document exceeds the memory capacity of the unit, sending will be canceled.
- Check the journal from Remote Control after sending or receiving faxes.

- For details, see the help file by selecting **[Usage Tips]** from Multi-Function Station.

#### 7.7.2 Receiving a fax into your computer

You can receive a fax document on your computer. The received fax document is saved as an image file (TIFF-G4 format).

To receive a fax document using your computer, make sure the following features are set beforehand.

- PC fax reception (feature #442 on page 65)

- 1 Press **[FAX AUTO ANSWER]** repeatedly to turn the auto answer setting ON (page 34).
- 2 Start Multi-Function Station.
- 3 Select **[PC FAX]**.



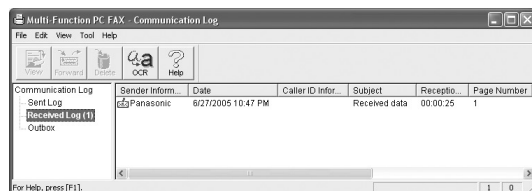
- 4 When a fax call is received, your computer will receive a document through the unit.

#### Note:

- You can view, print or transfer the received document using your computer.

#### Viewing a received document

1. Select **[PC FAX]** from Multi-Function Station.
2. Select **[Received Log]** in **[Communication Log]**.



3. Click the item you want to view.
4. Click **[File]** in the menu bar, then select **[View]**, or click **[View]** icon in the toolbar.
  - The received fax will be displayed.

#### If the unit's memory stores a received fax document

You can load the document into your computer.

1. Select **[PC FAX]** from Multi-Function Station.

2. Select [**Received Log**] in [**Communication Log**].
3. Click [**File**] in the menu bar, then click [**Receive a Fax**].
  - If feature #442 is activated, the received fax document will be automatically transferred to the computer.

## 7.8 Confirming the status of the unit

You can confirm the setting information and current status of the unit from your computer.

- 1 Start Multi-Function Station.
- 2 Select [**Device Monitor**].
  - If the [**Device Select**] dialog box appears, select the unit from the list, then click [**OK**].
  - The [**Device Monitor**] window will appear.
- 3 Select the desired tab.

You can confirm the status of the unit on the following tabs.

**Status:** Current status of the unit  
**Device:** Information of the unit

  - To display the [**Device**] tab, click [**Advanced Information**].

### Note:

- The status of the unit will be updated automatically.
- If the printing error occurs, Device Monitor will be started automatically and display the error information.
- For details, see the help file by selecting [**Usage Tips**] from Multi-Function Station.

## 7.9 Other information

### 7.9.1 Setting the optional input tray

To use the optional input tray with your computer, proceed as follows.

- 1 Click [**Start**].
- 2 Open the printer window.

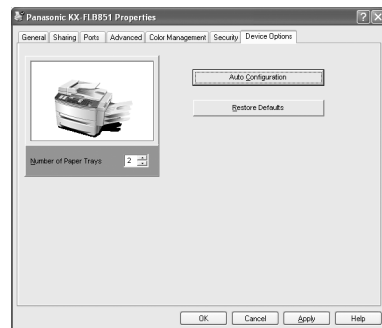
**For Windows 98/Windows Me/Windows 2000:**  
Select [**Settings**], then click [**Printers**].

**For Windows XP Professional:**  
Click [**Printers and Faxes**].

### For Windows XP Home:

Click [**Control Panel**], [**Printers and Other Hardware**], then click [**Printers and Faxes**].

- 3 Select [**Panasonic KX-FLB851**] (default name).
- 4 Select [**Properties**] from the [**File**] menu.
  - The printer properties window will appear.
- 5 Click [**Auto Configuration**] on the [**Device Options**] tab.
  - The optional input tray will be automatically detected and incorporated in the settings.



- 6 Click [**OK**].

### Note:

- If the optional input tray is not detected automatically in step 5, specify the number of the paper tray, then click [**OK**].

### 7.9.2 Changing the default output tray

To change the default output tray when printing, proceed as follows.

- 1 Click [**Start**].
- 2 Open the printer window.

**For Windows 98/Windows Me/Windows 2000:**  
Select [**Settings**], then click [**Printers**].

**For Windows XP Professional:**  
Click [**Printers and Faxes**].

**For Windows XP Home:**  
Click [**Control Panel**], [**Printers and Other Hardware**], then click [**Printers and Faxes**].
- 3 Select [**Panasonic KX-FLB851**] (default name).
- 4 Select [**Properties**] from the [**File**] menu.

## 7. Multi-Function Station software

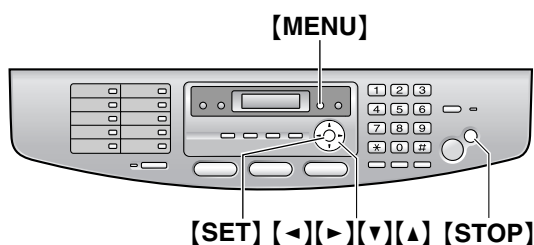
---

- For Windows XP and Windows 2000 users, click [**Printing Preferences...**] on the [**General**] tab.
- The printer properties window will appear.

**5** Select the desired output tray on the [**Output**] tab.

- The selected output tray will be set as default.
- For details, see the help file by selecting [**Usage Tips**] from Multi-Function Station.

## 8.1 Programming



- 1 Press **[MENU]**.
- 2 Press **[#]** and the 3-digit code (page 61 to page 68).
- 3 Press the desired selection to display the desired setting.
  - This step may be slightly different depending on the feature.
- 4 Press **[SET]**.
- 5 Press **[MENU]** to exit.

### To cancel programming

Press **[STOP]**.

### To select features by using the navigator key

You can select a feature by using the navigator key instead of directly entering the program code (# and a 3-digit number).

1. Press **[MENU]**.
2. Select the feature's category you wish to program.  
Press **[◀]** or **[▶]** repeatedly to display the desired feature's category.
  - **"BASIC FEATURE"**
  - **"FAX FEATURE"**
  - **"COPY FEATURE"**
  - **"SCAN FEATURE"**
  - **"LAN FEATURE"**
  - **"SCAN FEATURE"** and **"LAN FEATURE"** will be displayed only when the optional LAN board is installed.
3. Press **[SET]**.
4. Select the feature you wish to program.  
Press **[◀]** or **[▶]** repeatedly to display the desired feature.
  - The current setting of the feature will be displayed.
5. Press **[▼]** or **[▲]** repeatedly to display the desired setting.

- This step may be slightly different depending on the feature.
6. Press **[SET]**.
    - The setting you selected is set, and the next feature will be displayed.
  7. Press **[MENU]** to exit.

### 8.2 Direct command chart

For more details on the features, see page 61 to page 68.

**Note:**

- The following feature will be displayed only when the optional input tray is installed.  
Feature code: **[#][3][8][2]**
- The following features will be displayed only when the optional LAN board is installed.  
Feature code: **[#][4][4][3] / [#][4][9][0] / [#][4][9][1] / [#][4][9][2] / [#][5][0][0] / [#][5][0][1] / [#][5][0][2] / [#][5][0][3] / [#][5][0][7]**

Feature	Feature code	Selection	Page
Quick setup	<b>[#][1][0][0]</b>	<b>[1]: "FAX ONLY" (default)</b> <b>[2]: "DIST. RING"</b> <b>[3]: "EXT. TAM"</b> <b>[4]: "TEL ONLY"</b>	page 61
Date and time	<b>[#][1][0][1]</b>	-----	page 22
Your logo	<b>[#][1][0][2]</b>	-----	page 23
Your fax number	<b>[#][1][0][3]</b>	-----	page 25
Dialing mode	<b>[#][1][2][0]</b>	<b>[1]: "PULSE"</b> <b>[2]: "TONE" (default)</b>	page 20
Flash time	<b>[#][1][2][1]</b>	<b>[1]: "700ms" (default) [2]: "600ms"</b> <b>[3]: "400ms" [4]: "300ms"</b> <b>[5]: "250ms" [6]: "110ms"</b> <b>[7]: "100ms" [8]: "90ms"</b>	page 61
LCD display contrast	<b>[#][1][4][5]</b>	<b>[1]: "NORMAL" (default)</b> <b>[2]: "DARKER"</b>	page 61
Ringer pattern	<b>[#][1][6][1]</b>	<b>[1]: "A" (default) [2]: "B" [3]: "C"</b>	page 61
Fax ring count	<b>[#][2][1][0]</b>	<b>[1]: "1" [2]: "2" [3]: "3" (default)</b> <b>[4]: "4" [5]: "5 EXT. TAM"</b>	page 61
Automatic Caller ID list	<b>[#][2][1][6]</b>	<b>[0]: "OFF" (default) [1]: "ON"</b>	page 61
Remote TAM activation	<b>[#][3][2][2]</b>	<b>[0]: "OFF" (default) [1]: "ON"</b>	page 62
Paper size in the paper input tray	<b>[#][3][8][0]</b>	<b>[1]: "LETTER" (default) [2]: "A4"</b>	page 62
Paper size in the multi-purpose input tray	<b>[#][3][8][1]</b>	<b>[1]: "LETTER" (default) [2]: "A4"</b> <b>[3]: "LEGAL"</b>	page 62
Paper size in the optional input tray	<b>[#][3][8][2]</b>	<b>[1]: "LETTER" (default) [2]: "A4"</b> <b>[3]: "LEGAL"</b>	page 62
Confirmation report	<b>[#][4][0][1]</b>	<b>[0]: "OFF" [1]: "ON"</b> <b>[2]: "ERROR" (default)</b>	page 63
Automatic journal report	<b>[#][4][0][2]</b>	<b>[0]: "OFF" [1]: "ON" (default)</b>	page 63
Power save	<b>[#][4][0][3]</b>	<b>[1]: "5min"</b> <b>[2]: "15min" (default)</b> <b>[3]: "30min" [4]: "1h"</b>	page 62



Feature	Feature code	Selection	Page
Overseas mode	【#】[4][1][1]	[0]: "OFF" [1]: "NEXT FAX" [2]: "ERROR" (default)	page 63
Delayed send	【#】[4][1][2]	[0]: "OFF" (default) [1]: "ON"	page 63
ECM selection	【#】[4][1][3]	[0]: "OFF" [1]: "ON" (default)	page 64
Connecting tone	【#】[4][1][6]	[0]: "OFF" [1]: "ON" (default)	page 64
Distinctive Ring	【#】[4][3][0]	[0]: "OFF" (default) [1]: "ON"	page 41
Fax ring pattern	【#】[4][3][1]	[1]: "A" [2]: "B" [3]: "C" [4]: "D" [5]: "B-D" (default)	page 42
Auto reduction	【#】[4][3][2]	[0]: "OFF" [1]: "ON" (default)	page 64
Fax activation code	【#】[4][3][4]	[0]: "OFF" [1]: "ON" (default)	page 64
Memory reception alert	【#】[4][3][7]	[0]: "OFF" [1]: "ON" (default)	page 65
Friendly reception	【#】[4][3][8]	[0]: "OFF" [1]: "ON" (default)	page 65
Input tray setting for faxing	【#】[4][4][0]	[1]: "#1" (default) [2]: "#2"  <ul style="list-style-type: none"> <li>When the optional input tray is installed, the following will be displayed.</li> </ul> [1]: "#1" [2]: "#2" [3]: "#3" [4]: "#1+#3" (default)	page 65
Output tray setting for faxing	【#】[4][4][1]	[1]: "#1" [2]: "#2" [3]: "#3" (default)	page 65
PC fax reception setting	【#】[4][4][2]	[0]: "OFF" (default) [1]: "ALWAYS" [2]: "CONNECTED"	page 65
Computer setting for PC fax reception and remote control	【#】[4][4][3]	-----	page 67
Set fax features to default	【#】[4][5][9]	[0]: "NO" (default) [1]: "YES"	page 65
Input tray setting for copying	【#】[4][6][0]	[1]: "#1" (default) [2]: "#2"  <ul style="list-style-type: none"> <li>When the optional input tray is installed, the following will be displayed.</li> </ul> [1]: "#1" [2]: "#2" [3]: "#3" [4]: "#1+#3" (default)	page 66
Default copy resolution	【#】[4][6][1]	[1]: "TEXT/PHOTO" (default) [2]: "TEXT" [3]: "PHOTO"	page 66
Contrast save	【#】[4][6][2]	[0]: "OFF" (default) [1]: "ON"	page 66
Default operation mode	【#】[4][6][3]	[1]: "COPY" (default) [2]: "FAX"	page 62
Mode timer	【#】[4][6][4]	[0]: "OFF" [1]: "30s" [2]: "1min" (default) [3]: "2min" [4]: "5min"	page 62
Sort copy hold	【#】[4][6][5]	[0]: "OFF" (default) [1]: "ON"	page 66

## 8. Programmable Features

Feature	Feature code	Selection	Page
Output tray setting for copying	<b>[#][4][6][6]</b>	<b>[1]: “#1” (default)</b> <b>[2]: “#2” [3]: “#3”</b>	page 67
Toner save	<b>[#][4][8][2]</b>	<b>[0]: “OFF” (default) [1]: “ON”</b>	page 63
Default scan type	<b>[#][4][9][0]</b>	<b>[1]: “B/W TEXT” (default)</b> <b>[2]: “B/W GRAPHIC”</b> <b>[3]: “B/W PHOTO”</b> <b>[4]: “COLOR”</b>	page 67
Default scan resolution	<b>[#][4][9][1]</b>	<b>[1]: “200dpi”</b> <b>[2]: “300dpi” (default)</b> <b>[3]: “600dpi”</b>	page 67
Default scan size	<b>[#][4][9][2]</b>	<b>[1]: “LETTER” (default) [2]: “A4”</b> <b>[3]: “LEGAL”</b>	page 67
DHCP mode setting	<b>[#][5][0][0]</b>	<b>[0]: “DISABLED”</b> <b>[1]: “ENABLED” (default)</b>	page 68
IP address setting	<b>[#][5][0][1]</b>	-----	page 68
Subnet mask setting	<b>[#][5][0][2]</b>	-----	page 68
Default gateway setting	<b>[#][5][0][3]</b>	-----	page 68
Machine name setting	<b>[#][5][0][7]</b>	-----	page 68

## 8.3 Basic features

### [\*][1][0][0] Setting the quick setup

QUICK SETUP  
PRESS SET

You can print out the quick fax setup guide and select the desired receiving mode depending on your situation.

- [1] "FAX ONLY" (default): Use only as a fax (page 34).
  - [2] "DIST. RING": With the Distinctive Ring service (page 41).
  - [3] "EXT. TAM": With an external telephone answering machine (page 35).
  - [4] "TEL ONLY": Mostly phone calls (page 34).
1. Press [MENU].
  2. Press [\*], then [1][0][0].
  3. Press [SET].
  4. Press [SET] again to print the quick fax setup guide.
    - If you do not wish to print it, press [STOP].
  5. Press [1] to [4] to display the desired setting.
  6. Press [SET].
  7. Press [MENU].

### [\*][1][0][1] Setting the date and time

SET DATE & TIME  
PRESS SET

Enter the date and time using the dial keypad. See page 22 for details.

### [\*][1][0][2] Setting your logo

YOUR LOGO  
PRESS SET

Enter your logo using the dial keypad. See page 23 for details.

### [\*][1][0][3] Setting your fax number

YOUR FAX NO.  
PRESS SET

Enter your fax number using the dial keypad. See page 25 for details.

### [\*][1][2][0] Setting the dialing mode

DIALING MODE  
=TONE [▼▲]

- [1] "PULSE"
- [2] "TONE" (default)

See page 20 for details.

### [\*][1][2][1] Setting flash time

SET FLASH TIME  
=700ms [▼▲]

The flash time depends on your telephone exchange or host PBX.

- [1] "700ms" (default)
- [2] "600ms"
- [3] "400ms"
- [4] "300ms"
- [5] "250ms"
- [6] "110ms"
- [7] "100ms"
- [8] "90ms"

#### Note:

- If the unit is connected via a PBX, PBX functions (transferring a call, etc.) might not work correctly. Consult your PBX supplier for the correct setting.

### [\*][1][4][5] Changing the LCD display contrast

LCD CONTRAST  
=NORMAL [▼▲]

- [1] "NORMAL" (default): For normal contrast.
- [2] "DARKER": Used when the display contrast is too light.

### [\*][1][6][1] Setting the ringer pattern

RINGER PATTERN  
=A [▼▲]

- [1] "A" (default)
- [2] "B"
- [3] "C"

### [\*][2][1][0] Changing the ring setting in FAX ONLY mode

FAX RING COUNT  
RINGS=3 [▼▲]

To change the number of rings before the unit answers a call in FAX ONLY mode.

- [1] "1"
- [2] "2"
- [3] "3" (default)
- [4] "4"
- [5] "5 EXT. TAM" (External Telephone Answering Machine)

### [\*][2][1][6] Setting the Caller ID list to print automatically

AUTO CALL. LIST  
MODE=OFF [▼▲]

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---

[0] "OFF" (default): The unit will not print the Caller ID list, but will keep records of the information for the last 30 callers.

[1] "ON": The unit will print the Caller ID list automatically after every 30 new calls (page 38).

---

### [ $\square$ ][3][2][2] Enabling remote operation for a telephone answering machine

REMOTE TAM ACT. MODE=OFF [▼▲]
----------------------------------

If you are using the unit with an answering machine, activate this feature, and program the remote activation ID to retrieve recorded voice messages.

#### Important:

- The remote activation ID must be the same as the code that you programmed on the answering machine for remote operation. Also, it must be different from the fax activation code (feature #434 on page 64).

[0] "OFF" (default)

[1] "ON"

1. Press [MENU].
2. Press [ $\square$ ], then [3][2][2].
3. Press [1] to select "ON".
4. Press [SET].
5. Enter your ID from 1 to 5 digits, using 0–9, [\*] and [ $\square$ ].
  - The default ID is "11".
6. Press [SET].
7. Press [MENU].

---

### [ $\square$ ][3][8][0] Setting the recording paper size in the paper input tray

PAPER SIZE #1 =LETTER [▼▲]
-------------------------------

[1] "LETTER" (default): Letter size paper

[2] "A4": A4 size paper

#### Note:

- If you change the paper size by using [PAPER TRAY] in the copy mode (page 44), the paper size set by this feature will be changed.

---

### [ $\square$ ][3][8][1] Setting the recording paper size in the multi-purpose input tray

PAPER SIZE #2 =LETTER [▼▲]
-------------------------------

[1] "LETTER" (default): Letter size paper

[2] "A4": A4 size paper

[3] "LEGAL": Legal size paper

#### Note:

- If you change the paper size by using [PAPER TRAY] in the copy mode (page 44), the paper size set by this feature will be changed.

---

### [ $\square$ ][3][8][2] Setting the recording paper size in the optional input tray

- This feature will be displayed only when the optional input tray is installed.

PAPER SIZE #3 =LETTER [▼▲]
-------------------------------

[1] "LETTER" (default): Letter size paper

[2] "A4": A4 size paper

[3] "LEGAL": Legal size paper

#### Note:

- If you change the paper size by using [PAPER TRAY] in the copy mode (page 44), the paper size set by this feature will be changed.

---

### [ $\square$ ][4][0][3] Setting power save feature

POWER SAVE =15min [▼▲]
---------------------------

To set the length of time before the unit enters the power save mode.

[1] "5min": 5 minutes

[2] "15min" (default): 15 minutes

[3] "30min": 30 minutes

[4] "1h": 1 hour

#### Note:

- During the power save mode, the scanner lamp remains OFF.

---

### [ $\square$ ][4][6][3] Setting the default operation mode

DEFAULT MODE =COPY [▼▲]
----------------------------

To select the default operation mode when the selected time of the mode timer (feature #464) passes.

[1] "COPY" (default): Copy mode is selected as default.

[2] "FAX": Fax mode is selected as default.

#### Note:

- You cannot select the scan mode using this feature.

---

### [ $\square$ ][4][6][4] Setting the default operation mode timer

MODE TIMER =1min [▼▲]
--------------------------

To set the timer before returning to the default operation mode (feature #463).

[0] "OFF": Deactivates this feature.

[1] "30s": 30 seconds

[2] "1min" (default): 1 minute

[3] "2min": 2 minutes

[4] "5min": 5 minutes

#### [\*][4][8][2] Setting toner save feature

<b>TONER SAVE</b> MODE=OFF [▼▲]
------------------------------------

[0] "OFF" (default): Deactivates this feature.

[1] "ON": The toner cartridge will last longer.

**Note:**

- This feature may lower the print quality by reducing toner consumption.

## 8.4 Fax features

### [\*][4][0][1] Printing a confirmation report

<b>CONFIRM REPORT</b> =ERROR [▼▲]
--------------------------------------

To print a confirmation report for fax transmission results (page 27).

[0] "OFF": Confirmation reports will not be printed.

[1] "ON": A confirmation report will be printed after every transmission.

[2] "ERROR" (default): A confirmation report will be printed only when fax transmission fails.

### [\*][4][0][2] Setting the journal report to print automatically

<b>AUTO JOURNAL</b> MODE=ON [▼▲]
-------------------------------------

[0] "OFF": The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions.

[1] "ON" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 27).

### [\*][4][1][1] Sending documents overseas

<b>OVERSEAS MODE</b> =ERROR [▼▲]
-------------------------------------

If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax. This feature improves the reliability by reducing the transmission speed.

[0] "OFF": Deactivates this feature.

[1] "NEXT FAX": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting.

[2] "ERROR" (default): When the previous fax transmission fails and you wish to re-send the document.

**Note:**

- This feature is not available for broadcast transmission.
- Calling charges may be higher than usual.

### [\*][4][1][2] Sending a fax at a specific time

<b>DELAYED SEND</b> MODE=OFF [▼▲]
--------------------------------------

This feature allows you to take advantage of low-cost calling hours offered by your telephone

## 8. Programmable Features

company. This feature can be set up to 24 hours in advance of the desired time.

[0] "OFF" (default)

[1] "ON"

**To send a document:**

1. Insert the document into the auto document feeder.
2. If necessary, change to the desired resolution (page 26) and the desired contrast (page 26).
3. Press **[MENU]**.
4. Press **[⇄]**, then **[4][1][2]**.
5. Press **[1]** to select "ON".
6. Press **[SET]**.
7. Enter the fax number.
  - To enter an item using one-touch dial feature and navigator directory, see step 4 on page 31. (When using navigator directory, you do not have to press **[DIRECTORY]** before pressing **[▼]** or **[▲]**.)
8. Press **[SET]**.
9. Enter the transmission start time.
  - Press **[\*]** repeatedly to select "AM" or "PM".
10. Press **[SET]**.
  - The document will be fed into the unit and scanned into memory. The unit will then send the data at the specified time.

**Note:**

- To cancel after programming, press **[STOP]** then **[SET]**.
- You can also send a document using the scanner glass. Press **[SET]** in step 10, then press **[START]**.

---

### **[⇄][4][1][3] Setting the Error Correction Mode (ECM)**

ECM SELECTION MODE=ON [▼▲]
-------------------------------

This feature is available when the sending / receiving fax machines are ECM compatible.

[0] "OFF": Deactivates this feature.

[1] "ON" (default): If there is an error during fax transmission / reception, the unit will support the communication.

---

### **[⇄][4][1][6] Setting the connecting tone**

CONNECTING TONE MODE=ON [▼▲]
---------------------------------

If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can

use these tones to confirm the status of the other party's machine.

[0] "OFF": Deactivates this feature.

[1] "ON" (default): You will hear connecting tones.

**Note:**

- If the ring back tone continues, the other party's machine may not be a fax machine or may have run out of paper. Check with the other party.
- The connecting tone volume cannot be adjusted.

---

### **[⇄][4][3][0] Activating the Distinctive Ring feature**

DISTINCTIVE RING MODE=OFF [▼▲]
-----------------------------------

[0] "OFF" (default)

[1] "ON"

See page 41 for details.

---

### **[⇄][4][3][1] Setting the ring pattern for fax (Distinctive Ring feature)**

FAX RING PATTERN RING=B-D [▼▲]
-----------------------------------

[1] "A"

[2] "B"

[3] "C"

[4] "D"

[5] "B-D" (default)

See page 42 for details.

---

### **[⇄][4][3][2] Receiving other size documents**

AUTO REDUCTION MODE=ON [▼▲]
--------------------------------

To receive a fax document that is longer than your recording paper.

[0] "OFF": The unit will print the original size.

[1] "ON" (default): The unit will fit received documents onto your recording paper.

---

### **[⇄][4][3][4] Changing the fax activation code**

FAX ACTIVATION MODE=ON [▼▲]
--------------------------------

If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code.

[0] "OFF"

[1] "ON" (default)

1. Press **[MENU]**.
2. Press **[⇄]**, then **[4][3][4]**.

3. Press **[1]** to select "ON".
4. Press **[SET]**.
5. Enter your code from 2 to 4 digits, using 0–9, **[\*]** and **[#]**.
  - The default code is "\*#9".
  - Do not enter "0000".
6. Press **[SET]**.
7. Press **[MENU]**.

#### **[#][4][3][7] Setting the memory reception alert**

RECEIVE ALERT MODE=ON [▼▲]
-------------------------------

To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem.

The slow beeps will continue until you clear the printing problem and make sure the unit is supplied with enough paper to print the stored document.

**[0]** "OFF": Deactivates this feature.

**[1]** "ON" (default): You will be alerted to a reception problem by a beeping sound.

#### **[#][4][3][8] Setting friendly reception**

FRIENDLY RCV MODE=ON [▼▲]
------------------------------

To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep).

**[0]** "OFF": You have to press **[START]** for fax reception.

**[1]** "ON" (default): You do not have to press **[START]** for fax reception.

#### **[#][4][4][0] Setting the input tray to use for faxing**

FAX INPUT TRAY =#1 [▼▲]
----------------------------

You can select the input tray that will be used for printing received faxes.

**[1]** "#1" (default): Paper input tray

**[2]** "#2": Multi-purpose input tray

- When the optional input tray is installed, the following will be displayed.

**[1]**: "#1"

**[2]**: "#2"

**[3]**: "#3"

**[4]**: "#1+#3" (default)

#### **Note:**

- Lists or reports printed by pressing **[HELP]** (page 21) or **[MENU]** (page 91) will be fed from the paper input tray.

- When the input tray setting is set to "#1+#3", the paper size in the paper input tray (feature #380 on page 62) and the optional input tray (feature #382 on page 62) should be the same. If either of the paper size is changed, the input tray setting will be changed to "#1" automatically.

#### **[#][4][4][1] Setting the output tray to use for faxing**

FAX OUTPUT TRAY =#3 [▼▲]
-----------------------------

You can select the output tray that will be used for printing received faxes.

**[1]** "#1": Upper output tray (Up to approx. 100 sheets).

**[2]** "#2": Middle output tray (Up to approx. 50 sheets).

**[3]** "#3" (default): Lower output tray (Up to approx. 50 sheets).

#### **Note:**

- Lists or reports printed by pressing **[HELP]** (page 21) or **[MENU]** (page 91) will be stacked on the upper output tray.

#### **[#][4][4][2] Receiving a fax into the computer assigned as the ADMIN PC**

PCFAX SETTING =OFF [▼▲]
----------------------------

If you wish to receive a fax into the computer assigned as the ADMIN PC, activate this feature and select **[PC FAX]** from Multi-Function Station.

**[0]** "OFF" (default): Deactivates this feature.

**[1]** "ALWAYS": If the unit recognizes the connection to the computer assigned as the ADMIN PC, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will store a received document in the memory once, then transfer the data after recognition of the connection.

**[2]** "CONNECTED": If the unit recognizes the connection to the computer assigned as the ADMIN PC, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will print out the data.

#### **[#][4][5][9] Resetting fax features to their default settings**

SET FAX DEFAULT RESET=NO [▼▲]
----------------------------------

**[0]** "NO" (default)

**[1]** "YES"

**To reset the fax features:**

1. Press **[MENU]**.
2. Press **[⇧]**, then **[4][5][9]**.
3. Press **[1]** to select “**YES**”.
4. Press **[SET]**.
5. Press **[SET]** again.
6. Press **[MENU]**.

### 8.5 Copy features

---

#### **[⇧][4][6][0]** Setting the input tray to use for copying

COPY INPUT TRAY	
=#1	[▼▲]

You can select the input tray that will be used for copying.

- [1]** “#1” (default): Paper input tray
- [2]** “#2”: Multi-purpose input tray

- When the optional input tray is installed, the following will be displayed.

- [1]**: “#1”
- [2]**: “#2”
- [3]**: “#3”
- [4]**: “#1+#3” (default)

#### **Note:**

- When the input tray setting is set to “#1+#3”, the paper size in the paper input tray (feature #380 on page 62) and the optional input tray (feature #382 on page 62) should be the same. If either of the paper size is changed, the input tray setting will be changed to “#1” automatically.

---

#### **[⇧][4][6][1]** Changing the default copy resolution

COPY RESOLUTION	
=TEXT/PHOTO	[▼▲]

To change the default resolution setting for copying.

- [1]** “**TEXT/PHOTO**” (default): For documents containing both text and photographs.
- [2]** “**TEXT**”: For documents containing only text.
- [3]** “**PHOTO**”: For documents containing photographs, shaded drawings, etc.

---

#### **[⇧][4][6][2]** Saving the previous contrast setting

CONTRAST SAVE	
MODE=OFF	[▼▲]

- [0]** “**OFF**” (default): Deactivates this feature.
- [1]** “**ON**”: The unit will save the previous contrast setting.

---

#### **[⇧][4][6][5]** Setting the sort copy hold

SORT COPY HOLD	
MODE=OFF	[▼▲]

- [0]** “**OFF**” (default): Deactivates this feature.



[1] “ON”: When making more than 4 sets of multiple copies, the unit will add a pause every 3 sets of copies.

**Note:**

- If you select “ON”, the unit will display the following and stop copying after every 3 sets of copies.

<p>TO CONTINUE COPY PRESS START</p>
---

Remove the stacked paper, then press [START] to restart copying.

### [#][4][6][6] Setting the output tray to use for copying

<p>COPY OUTPUT TRAY =#1 [▼▲]</p>
--------------------------------------

You can select the output tray that will be used for copying.

- [1] “#1” (default): Upper output tray (Up to approx. 100 sheets).
- [2] “#2”: Middle output tray (Up to approx. 50 sheets).
- [3] “#3”: Lower output tray (Up to approx. 50 sheets).

**Note:**

- Documents printed from the computer will be stacked on the upper output tray (“#1”). If you use the computer frequently, we recommend changing the output tray for copying to the middle output tray (“#2”).

## 8.6 Scan features

The following features will be displayed only when the optional LAN board is installed. For more details, see the network installation guide by clicking on the link in the Multi-Function help file.

### [#][4][9][0] Setting the default scan type for LAN push scan

<p>SCAN TYPE =B/W TEXT [▼▲]</p>
-------------------------------------

- [1] “B/W TEXT” (default): For containing Black and White text document
- [2] “B/W GRAPHIC”: For containing Black and White graphic image
- [3] “B/W PHOTO”: For containing Black and White photo image
- [4] “COLOR”: For containing color image

### [#][4][9][1] Changing the default scan resolution for LAN push scan

<p>SCAN RESOLUTION =300dpi [▼▲]</p>
---

- [1] “200dpi”
- [2] “300dpi” (default)
- [3] “600dpi”

### [#][4][9][2] Setting the default scan size for LAN push scan

<p>SCAN SIZE =LETTER [▼▲]</p>
-----------------------------------

- [1] “LETTER” (default): Letter size paper
- [2] “A4”: A4 size paper
- [3] “LEGAL”: Legal size paper

## 8.7 LAN features

The following features will be displayed only when the optional LAN board is installed. For more details, see the network installation guide by clicking on the link in the Multi-Function help file.

### [#][4][4][3] Setting the computer for PC fax reception and remote control

<p>ADMIN PC PRESS SET</p>
-------------------------------

To select the computer that will be used for receiving a fax or remote control settings for the administrator.

You can select the name of computer on the LAN or “USB HOST” (default).

## 8. Programmable Features

---

### Note:

- If the optional LAN board is not installed, the computer connected to the unit by USB is assigned as the ADMIN PC.

---

### [#][5][0][0] LAN setting with a DHCP server

DHCP  
=ENABLED [▼▲]

[0] "DISABLED": Deactivates this feature.

[1] "ENABLED"(default): The following will be allocated automatically using a DHCP (Dynamic Host Configuration Protocol) server.

- IP address
- Subnet mask
- Default gateway

---

### [#][5][0][1] Setting the IP address for the LAN connection

IP ADDRESS  
PRESS SET

This feature is available when feature #500 is deactivated. Enter the IP address of the unit on the LAN using the dial keypad.

---

### [#][5][0][2] Setting the Subnet mask for the LAN connection

SUBNET MASK  
PRESS SET

This feature is available when feature #500 is deactivated. Enter the subnet mask of the network on the LAN using the dial keypad.

---

### [#][5][0][3] Setting the Default gateway for the LAN connection

DEFAULT GATEWAY  
PRESS SET

This feature is available when feature #500 is deactivated. Enter the default gateway of the network on the LAN using the dial keypad.

---

### [#][5][0][7] Setting the machine name

MACHINE NAME  
PRESS SET

Enter the name of the unit to recognize on the LAN. If you change the name, assign the unique name to avoid overlapping.

- In order to recognize the unit on the LAN, the default name of the unit is assigned automatically based on the ID of the optional LAN board.

## 9.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the confirmation and journal reports (page 27).

Message	Code	Cause & Solution
<b>COMMUNICATION ERROR</b>	40-42 46-72 FF	<ul style="list-style-type: none"> <li>● A transmission or reception error occurred. Try again or check with the other party.</li> </ul>
	43 44	<ul style="list-style-type: none"> <li>● A line problem occurred. Connect the telephone line cord to a different jack and try again.</li> <li>● An overseas transmission error occurred. Try using the overseas mode (feature #411 on page 63).</li> </ul>
<b>DOCUMENT JAMMED</b>	----	<ul style="list-style-type: none"> <li>● The document is jammed. Remove the jammed document (page 85).</li> </ul>
<b>ERROR-NOT YOUR UNIT</b>	54 59 70	<ul style="list-style-type: none"> <li>● A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.</li> </ul>
<b>JUNK FAX PROH. REJECT</b>	----	<ul style="list-style-type: none"> <li>● The junk fax prohibitor feature of this unit rejected fax reception.</li> </ul>
<b>MEMORY FULL</b>	----	<ul style="list-style-type: none"> <li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 82).</li> <li>● If you select the computer that will be used for receiving a fax in feature #443 (page 67), and feature #442 is set to "ALWAYS" (page 65), check the connection between the computer and the unit.</li> </ul>
<b>NO DOCUMENT / FAILED PICKUP</b>	----	<ul style="list-style-type: none"> <li>● The document was not fed into the unit properly. Re-insert it and try again.</li> </ul>
<b>OTHER FAX NOT RESPONDING</b>	----	<ul style="list-style-type: none"> <li>● The other party's fax machine is busy or has run out of recording paper. Try again.</li> <li>● The other party's fax machine rings too many times. Send the fax manually (page 26).</li> <li>● The other party's machine is not a fax machine. Check with the other party.</li> <li>● The number you dialed is not in service.</li> </ul>
<b>PRESSED THE STOP KEY</b>	----	<ul style="list-style-type: none"> <li>● <b>[STOP]</b> was pressed and fax communication was canceled.</li> </ul>
<b>THE COVER WAS OPENED</b>	----	<ul style="list-style-type: none"> <li>● The top cover was opened. Close it and try again.</li> </ul>
<b>OK</b>	----	<ul style="list-style-type: none"> <li>● Fax transmission or reception was successful.</li> </ul>

## 9.2 Error messages – Display

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

Display	Cause & Solution
“CALL SERVICE”	<ul style="list-style-type: none"> <li>There is something wrong with the unit. Contact our service personnel.</li> </ul>
“CARRIAGE ERROR”	<ul style="list-style-type: none"> <li>There is something wrong with the carriage sensor. Contact our service personnel.</li> </ul>
“CHANGE DRUM” “CHANGE SUPPLIES”	<ul style="list-style-type: none"> <li>There is something wrong with the drum unit. Replace the drum unit and the toner cartridge (page 79).</li> </ul>
“CHECK DOCUMENT”	<ul style="list-style-type: none"> <li>The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 90) and try again.</li> </ul>
“CHECK DRUM”	<ul style="list-style-type: none"> <li>The drum unit is not inserted properly. Re-insert it correctly (page 12).</li> </ul>
“CHECK INSTALL INPUT TRAY #1”	<ul style="list-style-type: none"> <li>The input tray is not inserted correctly. Pull the input tray out, then re-insert it.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>“#1”: Paper input tray</li> <li>“#3”: Optional input tray</li> </ul>
“CHECK MEMORY”	<ul style="list-style-type: none"> <li>The memory (telephone numbers, parameters, etc.) has been erased. Re-program.</li> </ul>
“CHECK PICK UP INPUT TRAY #1”	<ul style="list-style-type: none"> <li>Recording paper was not fed into the unit properly. Re-insert the recording paper (page 84, 85).</li> <li>The cover at the left side of the optional input tray is open. Close it.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>“#1”: Paper input tray</li> <li>“#2”: Multi-purpose input tray</li> <li>“#3”: Optional input tray</li> </ul>
“CLOSE ADF COVER”	<ul style="list-style-type: none"> <li>The ADF cover is open. Close it.</li> </ul>
“DIRECTORY FULL”	<ul style="list-style-type: none"> <li>There is no space to store new items in navigator directory. Erase unnecessary items (page 30).</li> </ul>
“DRUM LIFE LOW REPLACE SOON”	<ul style="list-style-type: none"> <li>The drum life is near to an end. Replace the drum unit as soon as possible (page 79).</li> </ul>
“FAX IN MEMORY”	<ul style="list-style-type: none"> <li>The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 92.</li> <li>If you select the computer that will be used for receiving a fax in feature #443 (page 67), and feature #442 is set to “ALWAYS” (page 65), check the connection between the computer and the unit.</li> </ul>
“KEEP COPYING”	<ul style="list-style-type: none"> <li>Copying has stopped due to a lack of recording paper or paper being fully stacked on the output tray. See the other displayed message instructions to continue copying.</li> </ul>

Display	Cause & Solution
"LOW TEMP."	<ul style="list-style-type: none"> <li>The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area. While the unit cannot be operated, the received documents are temporarily stored into the memory, and will be printed out automatically when the unit warms up.</li> </ul>
"MAINTENANCE REQUIRED" "PRINT INFO PRESS START"	<ul style="list-style-type: none"> <li>Your unit requires a scheduled maintenance. Maintenance is highly recommended for optimal performance of your unit. Please contact us by our Customer Services directory (page 99).</li> </ul>
"MEMORY FULL"	<ul style="list-style-type: none"> <li>When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually.</li> <li>When making a copy, the document being stored exceeded the memory capacity of the unit. Press <b>[STOP]</b> to clear the message. Divide the document into sections.</li> </ul>
"MODEM ERROR"	<ul style="list-style-type: none"> <li>There is something wrong with the unit's modem. Contact our service personnel.</li> </ul>
"NO FAX REPLY"	<ul style="list-style-type: none"> <li>The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
"OUT OF PAPER INPUT TRAY #1"	<ul style="list-style-type: none"> <li>Recording paper is not installed or the input tray has run out of paper. Install paper (page 15).</li> <li>Recording paper is not fed into the unit properly. Reinstall paper (page 15).</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>"#1": Paper input tray</li> <li>"#2": Multi-purpose input tray</li> <li>"#3": Optional input tray</li> <li>"#1+#3": Paper input tray and optional input tray</li> </ul>
"OUT TRAY #1 FULL"	<ul style="list-style-type: none"> <li>Paper has been fully stacked on the output tray. Remove the stacked paper.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>"#1": Upper output tray</li> <li>"#2": Middle output tray</li> <li>"#3": Lower output tray</li> </ul>
"PAPER JAMMED" "OPEN LOWER LEFT SIDE TRAY COVER"	<ul style="list-style-type: none"> <li>A recording paper jam occurred inside of the optional input tray. Clear the jammed paper (page 84).</li> </ul>
"PAPER JAMMED" "OPEN TOP COVER"	<ul style="list-style-type: none"> <li>A recording paper jam occurred inside of the unit. Clear the jammed paper (page 82).</li> </ul>
"PC FAIL OR BUSY"	<ul style="list-style-type: none"> <li>The cable or the computer power cord is not connected correctly. Check the connections (page 47).</li> <li>The software is not running on the computer. Restart the software and try again.</li> </ul>
"PLEASE WAIT"	<ul style="list-style-type: none"> <li>The unit is warming up. Wait for a while.</li> </ul>
"REDIAL TIME OUT"	<ul style="list-style-type: none"> <li>The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>

## 9. Help

Display	Cause & Solution
"REMOVE DOCUMENT"	<ul style="list-style-type: none"><li>● The document is jammed. Remove the jammed document (page 85).</li><li>● Attempted to send a document longer than 600 mm (23<sup>5</sup>/<sub>8</sub>"). Press <b>[STOP]</b> to remove the document. Divide the document into two or more sheets and try again.</li></ul>
"REPLACE DRUM" "CHANGE SUPPLIES"	<ul style="list-style-type: none"><li>● The drum life is complete. Replace the drum unit immediately (page 79).</li></ul>
"RX MEMORY FULL"	<ul style="list-style-type: none"><li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 82).</li><li>● If you select the computer that will be used for receiving a fax in feature #443 (page 67), and feature #442 is set to "<b>ALWAYS</b>" (page 65), check the connection between the computer and the unit.</li></ul>
"TONER EMPTY" "CHANGE SUPPLIES"	<ul style="list-style-type: none"><li>● The toner life is complete. Replace the toner cartridge immediately (page 79).</li></ul>
"TONER LOW" "CHANGE SUPPLIES"	<ul style="list-style-type: none"><li>● The toner life is near to an end. Replace the toner cartridge as soon as possible (page 79).</li></ul>
"TOP COVER OPEN"	<ul style="list-style-type: none"><li>● The top cover is open. Close it.</li></ul>
"TRANSMIT ERROR"	<ul style="list-style-type: none"><li>● A transmission error occurred. Try again.</li></ul>
"WARMING UP"	<ul style="list-style-type: none"><li>● The inside of the unit is cold. Let the unit warm up. Wait for a while.</li><li>● The unit is warming up before operation starts. Wait for a while.</li></ul>
"WRONG PAPER"	<ul style="list-style-type: none"><li>● The fax message was printed on paper which is shorter than letter size paper. Use the appropriate size paper (page 93).</li></ul>

## 9.3 When a function does not work, check here

### 9.3.1 Initial settings

Problem	Cause & Solution
I cannot hear a dial tone.	<ul style="list-style-type: none"> <li>• If you use a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler.</li> <li>• Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company.</li> <li>• The power cord or telephone line cord is not connected. Check the connections.</li> <li>• If you connected the unit through a computer modem, connect the unit directly to a telephone line jack.</li> </ul>
I cannot make calls.	<ul style="list-style-type: none"> <li>• The dialing mode setting may be wrong. Change the setting (feature #120 on page 20).</li> </ul>
The unit does not ring.	<ul style="list-style-type: none"> <li>• The ringer volume is turned OFF. Adjust it (page 22).</li> </ul>

### 9.3.2 General

Problem	Cause & Solution
The other party complains they only hear a fax tone and cannot talk.	<ul style="list-style-type: none"> <li>• FAX ONLY mode is set. Tell the other party the number is only used for faxes.</li> <li>• If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 41).</li> </ul>
The [PAUSE] button does not function properly.	<ul style="list-style-type: none"> <li>• If this button is pressed during dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.</li> </ul>
The receiving mode does not function properly.	<ul style="list-style-type: none"> <li>• Distinctive Ring is set (feature #430 on page 41).</li> </ul>
During programming, I cannot enter the code or ID number.	<ul style="list-style-type: none"> <li>• All or part of the number is the same. Change the number: feature #322 (page 62) and #434 (page 64).</li> </ul>
The unit beeps.	<ul style="list-style-type: none"> <li>• The memory reception alert of feature #437 is ON (page 65), and the unit has a document in memory. Press <b>[STOP]</b> to stop the beeps, then see the displayed message instructions to solve the problem.</li> </ul>
Whenever I try to retrieve my voice mail messages, I am interrupted by the fax tone.	<ul style="list-style-type: none"> <li>• You are probably entering <b>[*] [#] [9]</b>. This is the default setting for the fax activation code. If you use a voice mail service, turn the fax activation feature OFF or reprogram the activation code (feature #434 on page 64).</li> </ul>
The output tray becomes full quickly or the recording paper does not stack properly on the output tray.	<ul style="list-style-type: none"> <li>• High humidity may cause the recording paper to curl. Try turning the paper over and re-inserting it. If the curl on the paper is heavy, please remove it from the output tray. If you still have this problem, contact our service personnel.</li> </ul>

## 9. Help

Problem	Cause & Solution
I cannot operate the help function, adjust volumes or program the features.	<ul style="list-style-type: none"><li>• The unit is set to the scan mode. Press <b>[COPY]</b> or <b>[FAX]</b> to switch to the copy mode or fax mode. If you still have this problem, contact our service personnel.</li></ul>

### 9.3.3 Fax – sending

Problem	Cause & Solution
I cannot send documents.	<ul style="list-style-type: none"><li>• The telephone line cord is connected to the <b>[EXT]</b> jack on the unit. Connect to the <b>[LINE]</b> jack (page 19).</li><li>• The other party's fax machine is busy or has run out of recording paper. Try again.</li><li>• The other party's machine is not a fax machine. Check with the other party.</li><li>• The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 26).</li></ul>
I cannot send a fax overseas.	<ul style="list-style-type: none"><li>• Use the overseas transmission mode (feature #411 on page 63).</li><li>• Add two pauses at the end of the telephone number or dial manually.</li></ul>
The other party complains that letters on their received document are distorted.	<ul style="list-style-type: none"><li>• If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services.</li><li>• Another telephone on the same line is off the hook. Hang up the extension telephone and try again.</li></ul>
The other party complains that letters on their received document are not clear.	<ul style="list-style-type: none"><li>• Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine.</li><li>• The original document is too dark or too light. Change the contrast setting by pressing <b>[CONTRAST]</b>, then <b>[▼]</b> or <b>[▲]</b>, and try again.</li></ul>
The other party complains that black lines, white lines or smudges appear on their received document.	<ul style="list-style-type: none"><li>• The glass or rollers are dirty with correction fluid, etc. Clean them (page 86, 90). Please do not insert a document before correction fluid has dried completely.</li></ul>

### 9.3.4 Fax – receiving







Problem	Cause & Solution
I cannot receive documents.	<ul style="list-style-type: none"><li>• You may have subscribed to a voice mail service due to service packs offered by your telephone company. Fax reception may not be possible when voice mail is activated so we recommend you to:<ul style="list-style-type: none"><li>– contact your telephone company and request to deactivate voice mail service, or</li><li>– subscribe to a Distinctive Ring service (page 41).</li></ul></li><li>• The telephone line cord is connected to the <b>[EXT]</b> jack on the unit. Connect to the <b>[LINE]</b> jack (page 19).</li></ul>



Problem	Cause & Solution
<b>I cannot receive documents automatically.</b>	<ul style="list-style-type: none"> <li>● The receiving mode is set to TEL mode. Set to FAX ONLY mode by pressing <b>[FAX AUTO ANSWER]</b>.</li> <li>● The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #210 on page 61).</li> <li>● Make sure that the Distinctive Ring of feature #430 is set properly (page 41). If you do not subscribe to the Distinctive Ring service offered by your local telephone company, this feature should be OFF.</li> </ul>
<b>The display shows “CONNECTING . . .”, but faxes are not received.</b>	<ul style="list-style-type: none"> <li>● The incoming call is not a fax. Change the receiving mode to TEL mode by pressing <b>[FAX AUTO ANSWER]</b>.</li> </ul>
<b>A blank sheet is ejected.</b>	<ul style="list-style-type: none"> <li>● The other party placed the document in their fax machine the wrong way. Check with the other party.</li> </ul>
<b>The printing quality is poor.</b>	<ul style="list-style-type: none"> <li>● If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine.</li> <li>● Some paper has instructions recommending which side to print on. Try turning the paper over.</li> <li>● You may have used paper with a cotton and/or fiber content that is over 20%, such as letterhead or resume paper.</li> <li>● The remaining toner is low. Replace the toner cartridge (page 79).</li> <li>● To check the drum life and quality, please print the printer test list (page 91). If printing quality is still poor, replace the toner cartridge and drum unit.</li> <li>● The toner save mode is ON (feature #482 on page 63).</li> <li>● The glass or rollers are dirty with correction fluid, etc. Clean them (page 86, 90). Please do not insert a document before correction fluid has dried completely.</li> </ul>
<b>The other party complains that they cannot send a document.</b>	<ul style="list-style-type: none"> <li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 82).</li> <li>● If you select the computer that will be used for receiving a fax in feature #443 (page 67), and feature #442 is set to “ALWAYS” (page 65), check the connection between the computer and the unit.</li> <li>● The unit is not in FAX ONLY mode. Press <b>[FAX AUTO ANSWER]</b> repeatedly to turn ON the <b>[FAX AUTO ANSWER]</b> indicator.</li> </ul>
<b>I cannot select the desired receiving mode.</b>	<ul style="list-style-type: none"> <li>● If you want to set FAX ONLY mode: <ul style="list-style-type: none"> <li>– press <b>[FAX AUTO ANSWER]</b> repeatedly to turn ON the <b>[FAX AUTO ANSWER]</b> indicator.</li> </ul> </li> <li>● If you want to set TEL mode: <ul style="list-style-type: none"> <li>– press <b>[FAX AUTO ANSWER]</b> repeatedly to turn OFF the <b>[FAX AUTO ANSWER]</b> indicator.</li> </ul> </li> <li>● The Distinctive Ring of feature #430 is activated (page 41).</li> </ul>
<b>I cannot receive documents even though paper is installed.</b>	<ul style="list-style-type: none"> <li>● Feature #442 is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 54).</li> </ul>

Problem	Cause & Solution
When an extension telephone is connected, I cannot receive documents by pressing [*][#][9].	<ul style="list-style-type: none"> <li>You must set remote fax activation to ON (feature #434 on page 64) beforehand.</li> <li>Press [*][#][9] firmly.</li> <li>You may have changed the remote fax activation code from [*][#][9] (default setting). Verify the remote fax activation code (feature #434 on page 64).</li> <li>The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 82).</li> <li>If you select the computer that will be used for receiving a fax in feature #443 (page 67), and feature #442 is set to "ALWAYS" (page 65), check the connection between the computer and the unit.</li> </ul>

### 9.3.5 Copying

Problem	Cause & Solution				
The unit will not make a copy.	<ul style="list-style-type: none"> <li>You cannot make a copy during programming. Make the copy after programming.</li> <li>The document was not fed into the unit properly. Re-insert the document.</li> <li>Recording paper is not installed or the unit has run out of paper. Install paper (page 15).</li> </ul>				
A black line, a white line or smudge appears on the copied document.	<ul style="list-style-type: none"> <li>The glass or rollers are dirty with correction fluid, etc. Clean them (page 86, 90). Please do not insert a document before correction fluid has dried completely.</li> </ul>				
The printing quality is poor.	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">Original</td> <td style="text-align: center; border: none;">Copy</td> </tr> <tr> <td style="text-align: center; border: none;">  </td> <td style="text-align: center; border: none;">  </td> </tr> </table> <ul style="list-style-type: none"> <li>Some paper has instructions recommending which side to print on. Try turning the paper over.</li> <li>You may have used paper with a cotton and/or fiber content that is over 20%, such as letterhead or resume paper.</li> <li>The remaining toner is low. Replace the toner cartridge (page 79).</li> <li>To check the drum life and quality, please print the printer test list (page 91). If printing quality is still poor, replace the toner cartridge and drum unit.</li> <li>The toner save mode of feature #482 is ON (page 63).</li> </ul>	Original	Copy		
Original	Copy				
					

### 9.3.6 Using an answering machine

Problem	Cause & Solution
I cannot receive documents automatically.	<ul style="list-style-type: none"> <li>Your greeting message on the answering machine is too long. Shorten the message. Record a message up to 10 seconds long.</li> <li>The answering machine rings too many times. Set to 1 or 2 rings.</li> </ul>
I cannot receive voice messages.	<ul style="list-style-type: none"> <li>Check if the answering machine is turned ON and connected to the unit properly (page 35).</li> <li>Set the number of rings on the answering machine to 1 or 2.</li> </ul>

Problem	Cause & Solution
I cannot retrieve recorded voice messages on the answering machine from a remote location.	<ul style="list-style-type: none"> <li>You did not program your remote access code into your unit correctly. Program the same code that is programmed on the answering machine on the unit with feature #322 (page 62).</li> </ul>
I pressed the remote access code to access the answering machine remotely, but the line was disconnected.	<ul style="list-style-type: none"> <li>The code may include “#” which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include “#”. Also change the code of the unit with feature #322 (page 62).</li> </ul>
Callers complain that they cannot send a document.	<ul style="list-style-type: none"> <li>There is no room left in memory of your answering machine to record voice messages. See the operating instructions of the answering machine and erase unnecessary messages.</li> <li>You set the answering machine to only give a greeting message.</li> </ul>

### 9.3.7 Multi-Function Station

Problem	Cause & Solution
I cannot recognize the last part of an item in the list of the [One Touch], [Directory], [Journal] or [Caller ID] when using Remote Control.	<ul style="list-style-type: none"> <li>Put the cursor on the line between the buttons. The cursor changes shape and you can expand the area by dragging or double-clicking.</li> </ul>
I cannot scan.	<ul style="list-style-type: none"> <li>When scanning at a high resolution, a large amount of available memory is required. If your computer warns of insufficient memory, close other applications and try again.</li> <li>The unit is in use. Try again later.</li> <li>There is not enough space on the hard disk. Delete unnecessary files and try again.</li> <li>Restart the computer, and try again.</li> <li>Check the connection between the computer and the unit (page 47).</li> <li>You attempted to scan a document longer than the paper size which you set. Change the setting or divide the document into the appropriate paper size, and try again.</li> <li>If you use the Fast User Switching feature in Windows XP, make sure no other users are logged in to your computer.</li> </ul>
The document is not fed into the unit.	<ul style="list-style-type: none"> <li>Remove the document in the auto document feeder and re-insert it.</li> </ul>
Even after clicking [Cancel], scanning continues.	<ul style="list-style-type: none"> <li>Please wait. It may take a while for the cancel request to be accepted.</li> </ul>
I cannot find the unit as the target device from the list when using PC FAX and Remote Control.	<ul style="list-style-type: none"> <li>The unit will be displayed after the printer driver has been installed.</li> </ul>
A printing error occurred while using PC FAX and Remote Control.	<ul style="list-style-type: none"> <li>The printer driver is used for PC FAX and Remote Control. The transmission error will be displayed as the printing error.</li> </ul>

Problem	Cause & Solution
<p><b>Multi-Function Station does not work properly.</b></p>	<ul style="list-style-type: none"> <li>● If you connect the USB cable to USB hub, connect it to the USB port of your computer directly.</li> <li>● Make sure you have installed the latest Service Pack available for the version of Windows installed on your computer. See the Microsoft web site for details.</li> <li>● Confirm the BIOS setting of your computer, and select USB port mode. Please refer to your computer's operating instructions or consult the manufacturer.</li> <li>● If you have any other multifunction softwares installed on your computer, uninstall them.</li> <li>● If you use the Fast User Switching feature in Windows XP, make sure no other users are logged in to your computer.</li> <li>● Check that your computer has enough memory and hard disk space. If your computer warns of insufficient memory, close other applications. If there is not enough space on the hard disk, delete unnecessary files.</li> </ul>
<p><b>The fax sending from the computer has been completed, but the other party cannot receive the document.</b></p>	<ul style="list-style-type: none"> <li>● The transmission error may be occurred in the unit. Check the confirmation report in the journal from Remote Control.</li> </ul>
<p><b>Colored text is printed in black instead of grayscale when printing from Microsoft PowerPoint or other applications.</b></p>	<ul style="list-style-type: none"> <li>● Select [<b>Color</b>] or remove the check next to [<b>Grayscale</b>] in the print dialog so that colored text will be printed in grayscale.</li> </ul>
<p><b>I cannot install or uninstall Multi-Function Station.</b></p>	<ul style="list-style-type: none"> <li>● Some of the files needed to install or uninstall Multi-Function Station may be corrupted. Use the MfsCleaner utility (found on the included CD-ROM) to solve the problem.             <ol style="list-style-type: none"> <li>1. Insert the included CD-ROM into your CD-ROM drive.                 <ul style="list-style-type: none"> <li>● The setup program will start automatically.</li> </ul> </li> <li>2. Click [<b>Cancel</b>], then click [<b>Yes</b>] to quit the setup.</li> <li>3. Open the folder "D:\Tools\Uninstall" (Where "D:" is the drive letter of your CD-ROM drive).</li> <li>4. Double-click the [<b>MfsCleaner</b>] icon.                 <ul style="list-style-type: none"> <li>● The [<b>MfsCleaner for KX-FLB800/FLM650 Series</b>] window will appear.</li> </ul> </li> <li>5. Click [<b>Clean</b>], then click [<b>Yes</b>] to restart the computer.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● To install Multi-Function Station again, see page 47.</li> </ul> </li> </ul>

### 9.3.8 If a power failure occurs

- The unit will not function.
- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- Any sending documents stored in the memory or any documents during reception will be lost. When power is restored, a power down report will be printed out stating which contents in the memory have been erased.

## 9.4 Replacing the toner cartridge and the drum unit

When the display shows the following, replace the toner cartridge.

TONER LOW

TONER EMPTY

To check the drum life and quality, please print the printer test list (page 91) and refer to page 94 for information on the drum life. If printing quality is still poor, replace the toner cartridge and drum unit. To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge (Model No. KX-FA85) and drum unit (Model No. KX-FA86)**. See page 9 for accessory information.

To maintain print quality and machine life, we recommend you to clean slots and openings (page 5) and the inside of the unit (page 86, 90) when replacing the toner cartridge and/or drum unit.

### Caution:

- We cannot be responsible for any damage to the unit or degradation of print quality which may occur from the use of a non-Panasonic toner cartridge and drum unit.
- The drum unit contains a photosensitive drum. Exposing it to light may damage the drum.

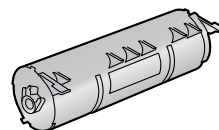
Once you have opened the protection bag:

- Do not expose the drum unit to light for more than 5 minutes.
- Do not touch or scratch the black drum surface.
- Do not place the drum unit near dust or dirt, or in a high humidity area.
- Do not expose the drum unit to direct sunlight.
- Do not turn the power switch OFF. Loss of fax documents in memory may occur.
- Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.
- Do not add toner to the toner cartridge.

- 1 Before opening the protection bag of the new toner cartridge, shake it vertically more than 5 times.



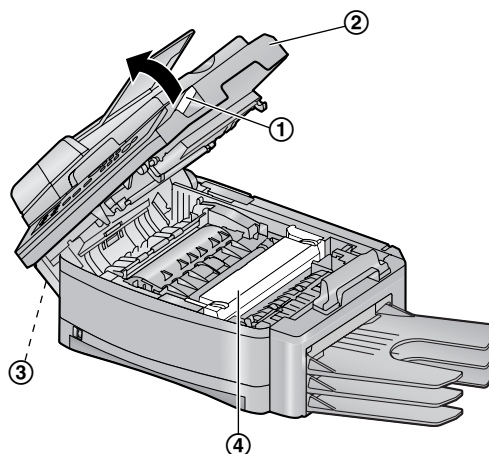
- 2 Remove the new toner cartridge from the protection bag.



- 3 Lift the cover release lever (①) and open the top cover (②).

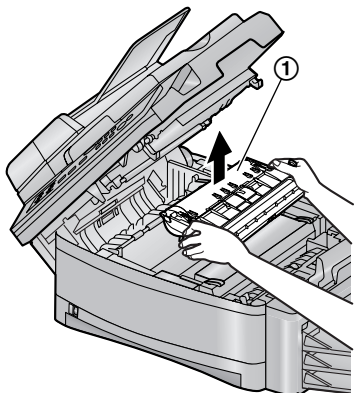
### Important:

- Close the multi-purpose input tray (③) before opening the top cover.



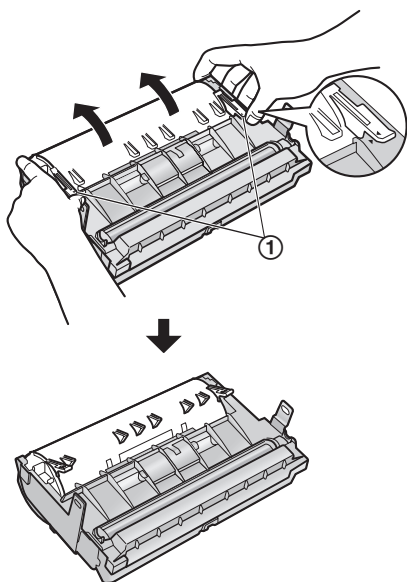
**Caution:**  
The fuser unit (④) gets hot. Do not touch it.

- 4** Tap on the used toner cartridge several times to allow the remaining toner to fall into the drum unit. Remove the drum and toner unit (①) by holding the tabs.

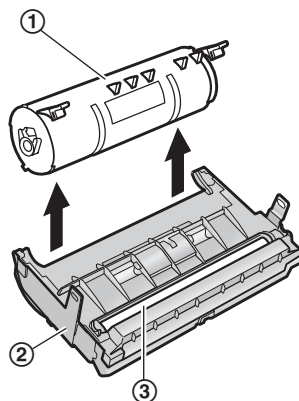


- If you replace the toner cartridge and the drum unit at the same time, skip to step 7.

- 5** Turn the two green levers (①) on the used toner cartridge firmly.



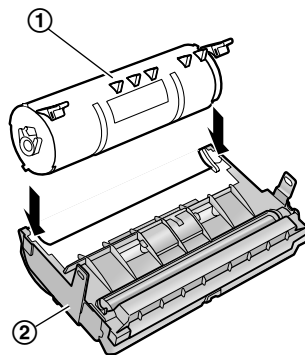
- 6** Remove the used cartridge (①) from the drum unit (②).



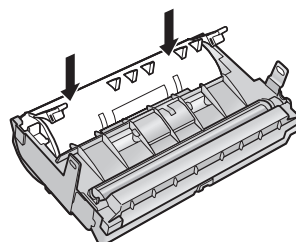
- The toner may stick to the cartridge and the drum unit. Be careful when handling. See page 4 for details.
- Do not drop the toner on the black drum surface (③).
- Put the used toner cartridge into the protection bag.

- 7** If you replace the drum unit at the same time, remove the new drum unit from the protection bag.

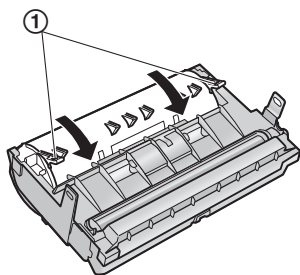
Place the new toner cartridge (①) into the drum unit (②).



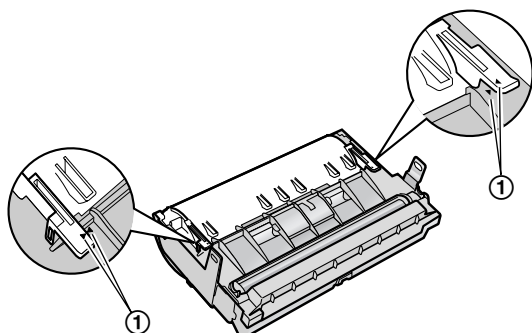
- 8** Firmly press down the toner cartridge to snap into position.



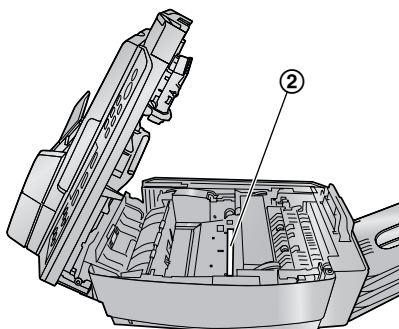
- 9** Turn the two green levers (①) on the toner cartridge firmly.



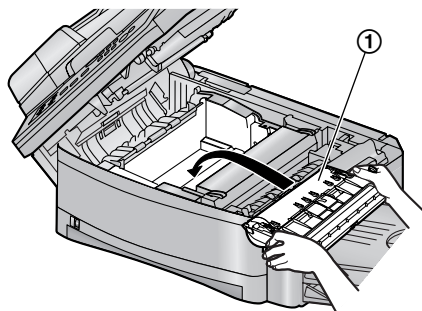
- 10** Make sure that the triangles (①) match to install the toner cartridge correctly.



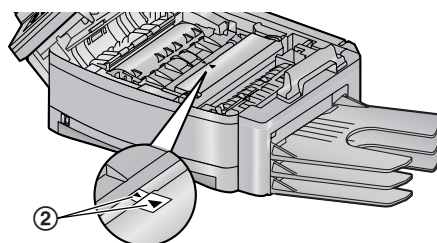
- If the lower glass (②) is dirty, clean it with a soft and dry cloth.



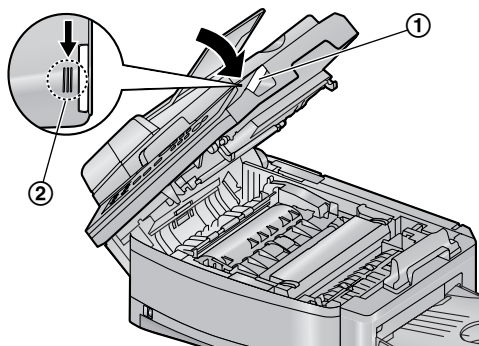
- 11** Install the drum and toner unit (①) by holding the tabs.



- Make sure that the triangles (②) match to install the drum and toner unit correctly.



- 12** Close the top cover, holding the cover release lever (①). Then push the left side (②) of the cover release lever firmly, until locked.



**Caution:**

- To prevent injuries, be careful not to put your hands under the top cover.

**Note:**

- While the unit displays “PLEASE WAIT”, do not open the top cover, or turn the power switch OFF.

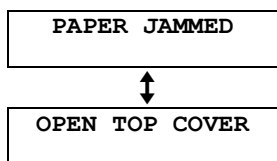
**Waste disposal method**

Waste material should be disposed of under conditions which meet all national and local environmental regulations.

## 9.5 Recording paper jam

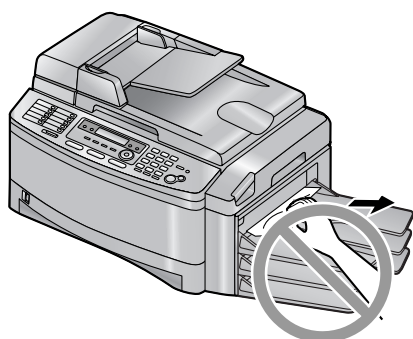
### 9.5.1 When the recording paper has jammed inside of the unit

The display will show the following.

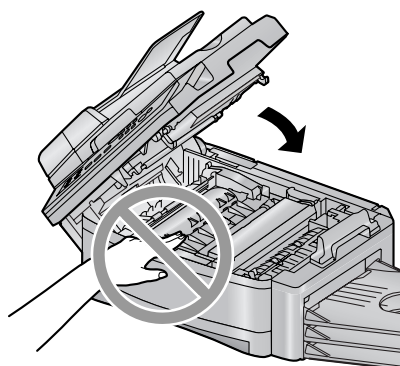


**Caution:**

- Do not pull out the jammed paper forcibly before opening the top cover.



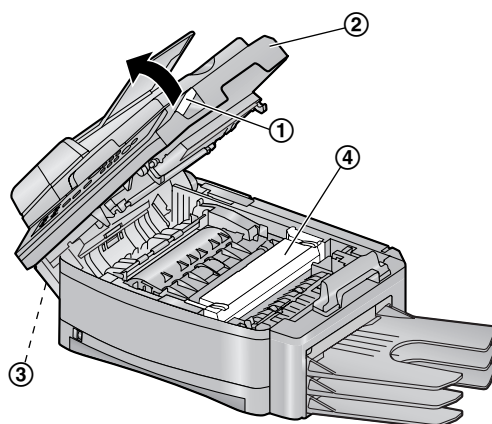
- To prevent injuries, be careful not to put your hands under the top cover.



- 1 Lift the cover release lever (①) and open the top cover (②).

**Important:**

- Close the multi-purpose input tray (③) before opening the top cover.



**Caution:**

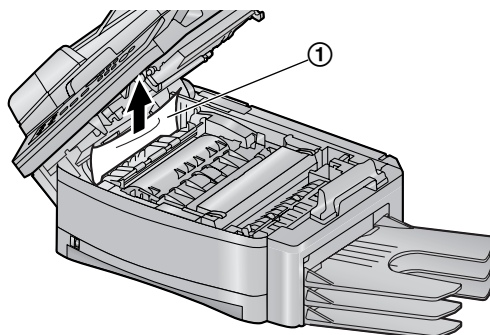
The fuser unit (④) gets hot. Do not touch it.

- 2 Remove the jammed paper.

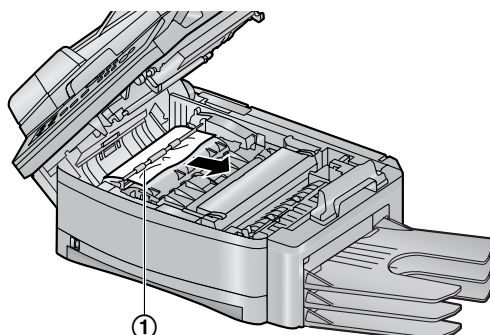
**Case 1:**

**When the recording paper has jammed near the drum and toner unit:**

Remove the jammed paper (①) carefully by pulling it upwards.



Remove the jammed paper (①) carefully by pulling it to the right.

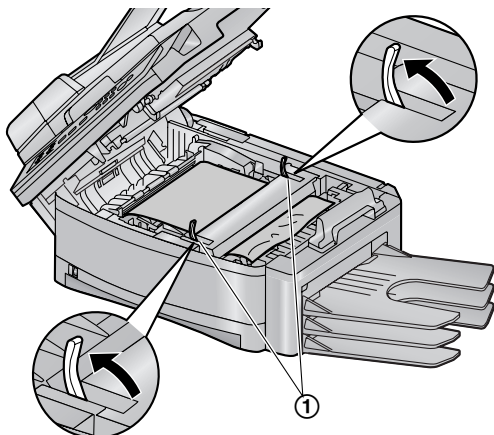




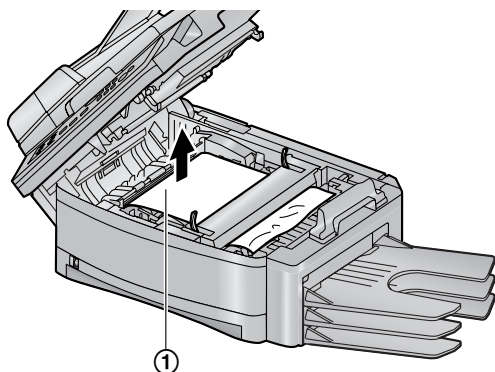
**Case 2:**

When the recording paper has jammed near the fuser unit:

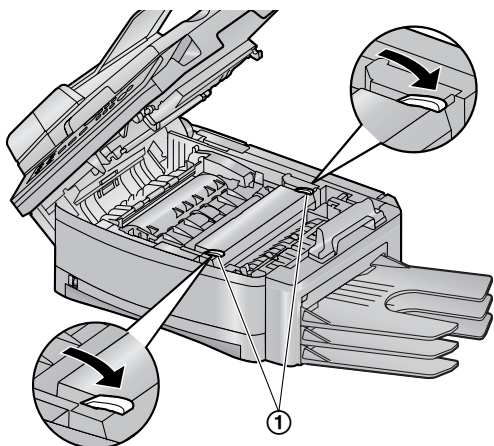
1. Lift both green levers (①) until they stop.



2. Remove the jammed paper (①) carefully by pulling it upwards.

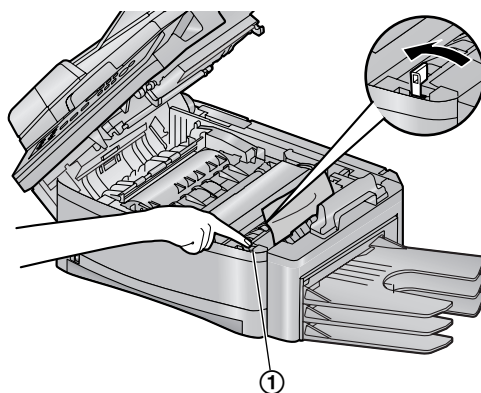


3. Push back the green levers (①) to the original position.

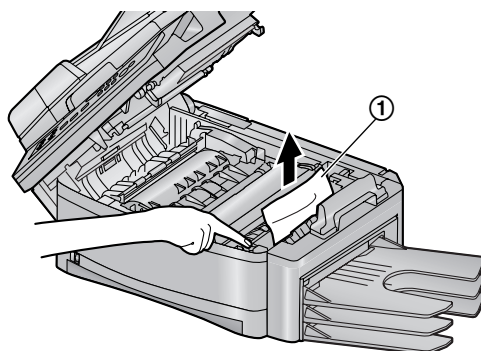
**Case 3:**

When the recording paper has jammed near the output tray:

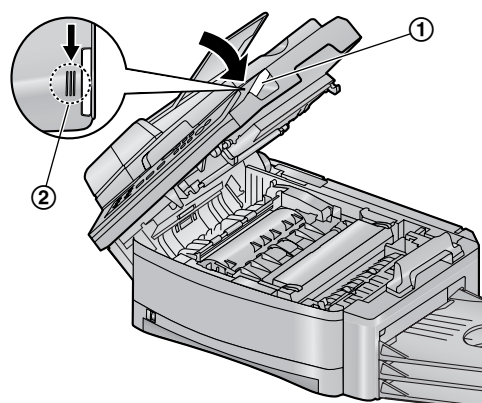
1. Pull and hold the green lever (①) to release the jammed paper.



2. Remove the jammed paper (①) carefully by pulling it upwards.



3. Close the top cover, holding the cover release lever (①). Then push the left side (②) of the cover release lever firmly, until locked.



### 9.5.2 When paper jam occurs near the optional input tray

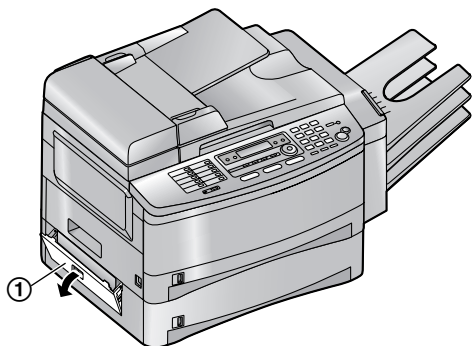
The display will show the following.

PAPER JAMMED

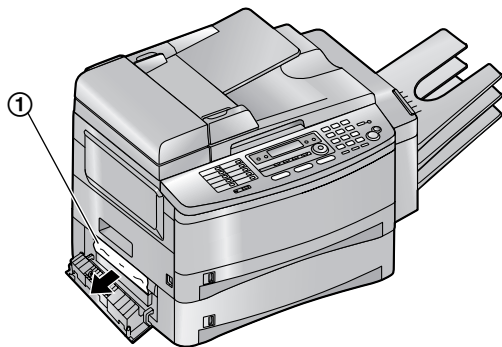


OPEN LOWER LEFT  
SIDE TRAY COVER

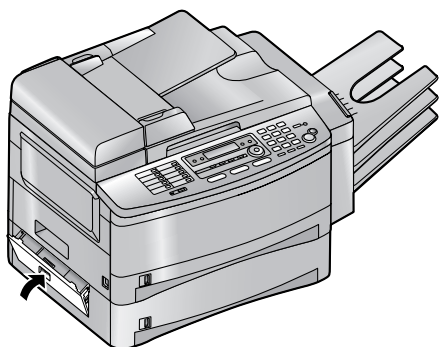
- 1 Open the cover (①) at the left side of the optional input tray.



- 2 Remove the jammed paper (①).



- 3 Close the cover at the left side of the optional input tray.



### 9.5.3 When the recording paper in the paper input tray / the optional input tray is not fed into the unit properly

The display will show the following.

CHECK PICK UP  
INPUT TRAY #1

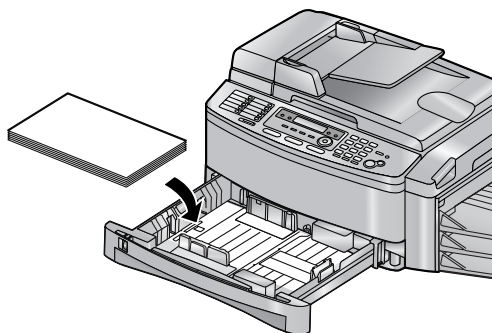
CHECK PICK UP  
INPUT TRAY #3

- "#1": Paper input tray
- "#3": Optional input tray

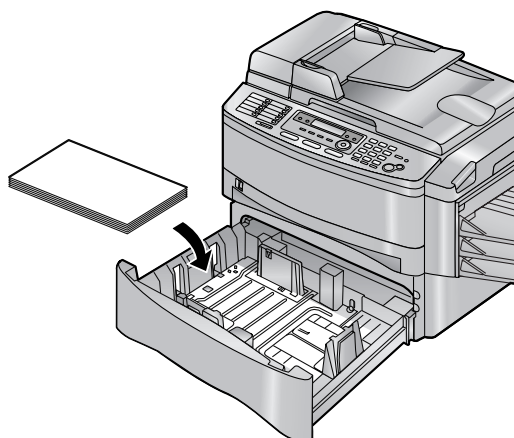
- 1 Pull open the input tray, then remove the recording paper and straighten.

- 2 Re-load the recording paper.

**Paper input tray:**



**Optional input tray:**



- 3 Close the input tray.

**Note:**

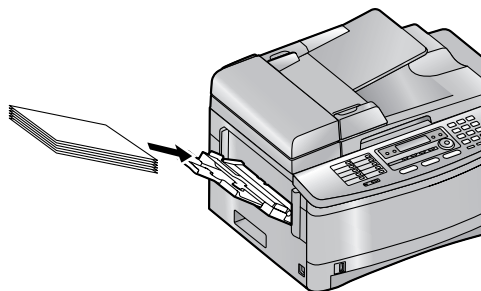
- If the error message is still displayed, check the recording paper specifications and re-install recording paper. See page 15 and page 17 for details.

### 9.5.4 When the recording paper in the multi-purpose input tray is not fed into the unit properly

The display will show the following.

CHECK PICK UP  
INPUT TRAY #2

- 1 Remove the recording paper and straighten.
- 2 Re-insert the recording paper.



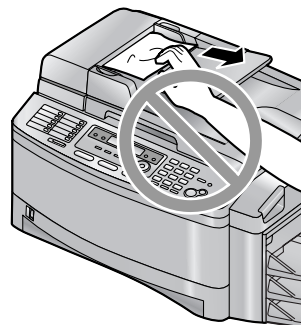
#### Note:

- If the error message is still displayed, check the recording paper specifications and re-install recording paper. See page 17 for details.

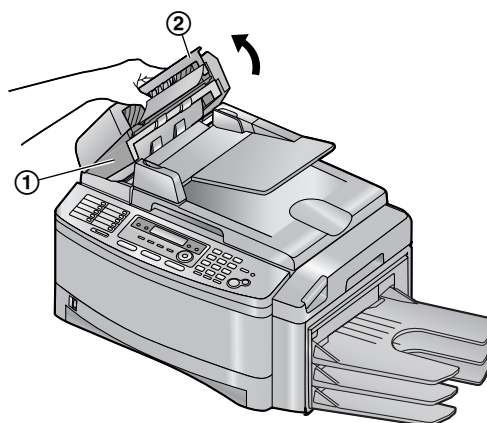
### 9.6 Document jams (Auto document feeder)

#### Caution:

- Do not pull out the jammed document forcibly before lifting the ADF cover.

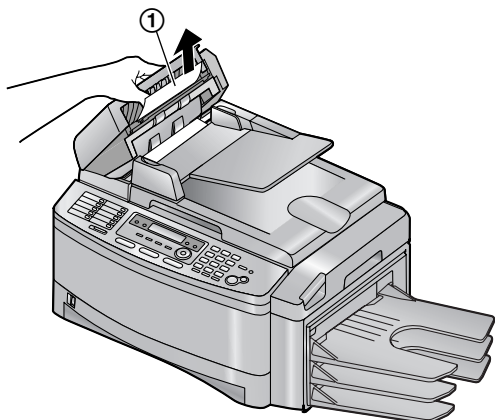


- 1 Hold the ADF cover (①) firmly and lift it to open the upper part (②) of the ADF cover, then open the whole of the ADF cover.

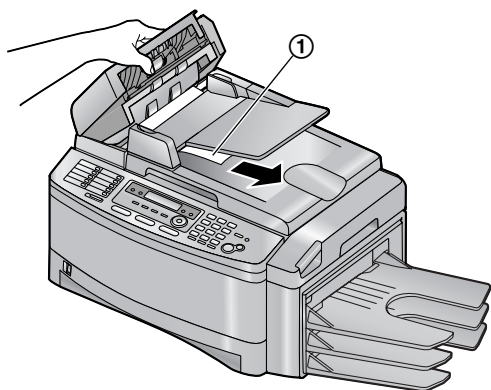


- 2 Remove the jammed document (①) carefully.

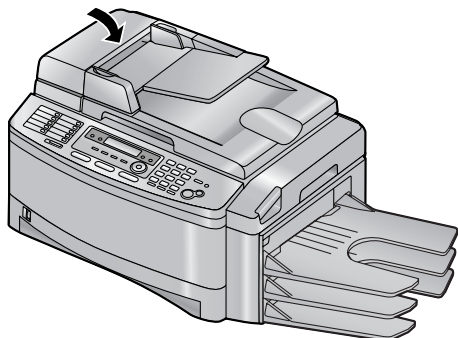
When the document has jammed near the document entrance:



When the document has jammed near the document exit:



- 3 Close the ADF cover.



## 9.7 Cleaning the white plate and glasses

Clean the white plate and glasses when a black line, a white line or a dirty pattern appears on:

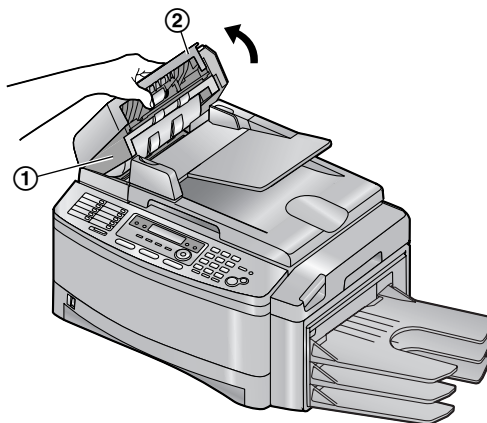
- your recording paper,
- the original document,
- the data scanned by the computer, or
- the fax document received by the other party.

**Caution:**

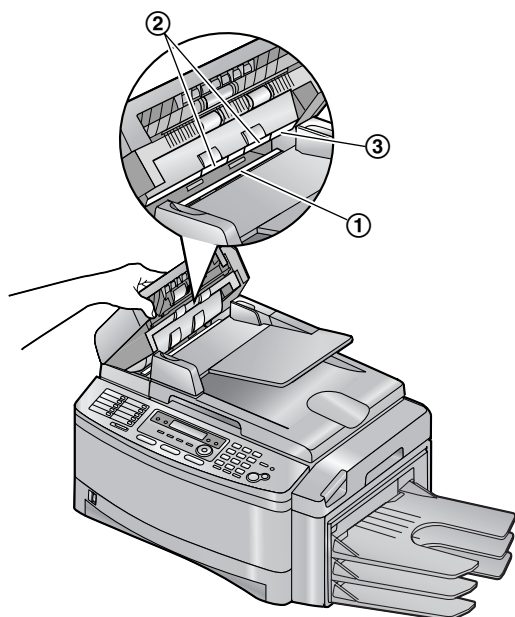
- Be careful when handling the drum and toner unit. See the caution for the drum unit on page 79 for details.
- Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.

### 9.7.1 White plate and scanner glasses

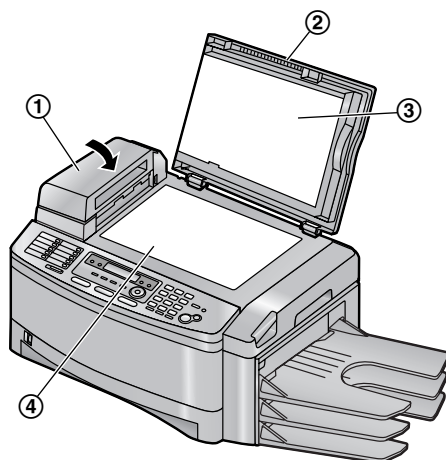
- 1 Turn the power switch OFF.
- 2 Hold the ADF cover (①) firmly and lift it to open the upper part (②) of the ADF cover, then open the whole of the ADF cover.



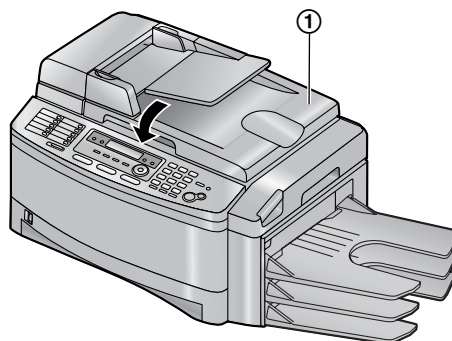
- 3 Clean the scanner glass (①) and the white cover sheet (②) and its circumference (③) with a soft and dry cloth.



- 4 Close the ADF cover (①), then hold the document cover (②) while cleaning the white plate (③) and the scanner glass (④).



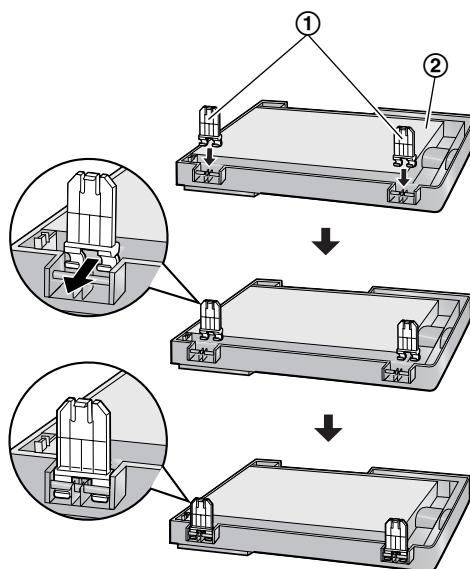
- 5 Close the document cover (①).



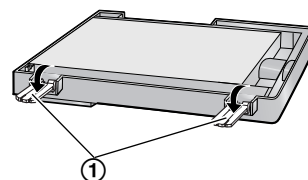
- 6 Turn the power switch ON.

**If the document cover comes off from the unit**

1. Attach the hinges (①) to the document cover (②).
  - Make sure that the inserted direction is correct. Otherwise, the hinges cannot be inserted into the slots in step 3.

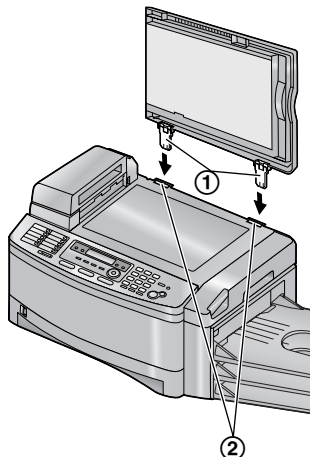


2. Lay down the hinges (①).





3. Insert the hinges (①) into the slots (②) on the unit.



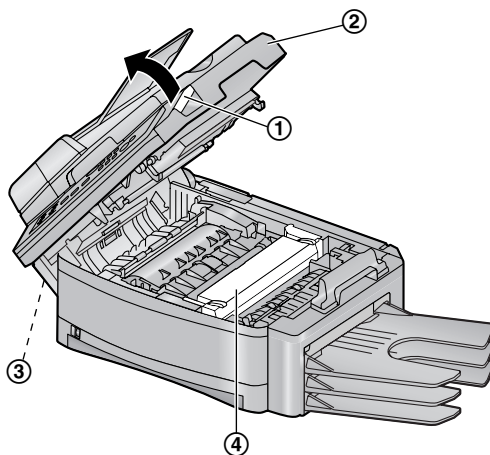
4. Close the document cover.

### 9.7.2 Lower glass

- 1 Turn the power switch OFF.
- 2 Lift the cover release lever (①) and open the top cover (②).

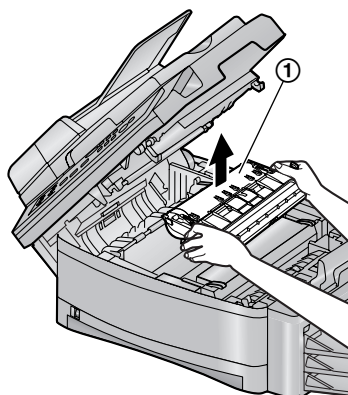
#### Important:

- Close the multi-purpose input tray (③) before opening the top cover.

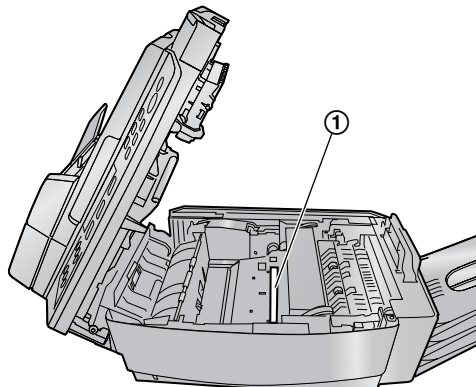


**Caution:**  
The fuser unit (④) gets hot. Do not touch it.

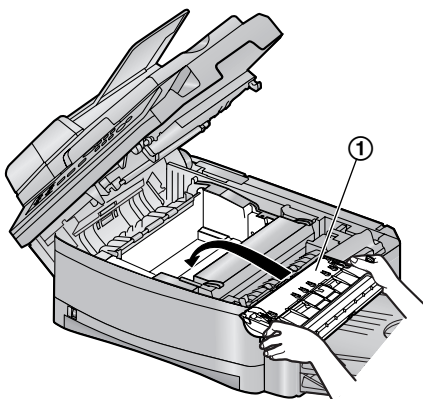
- 3 Remove the drum and toner unit (①) by holding the tabs.



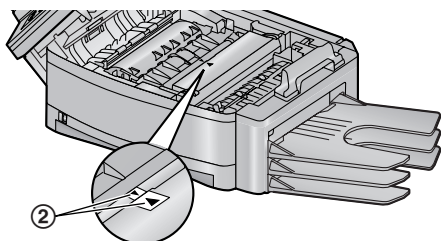
- 4 Clean the lower glass (①) with a soft and dry cloth.



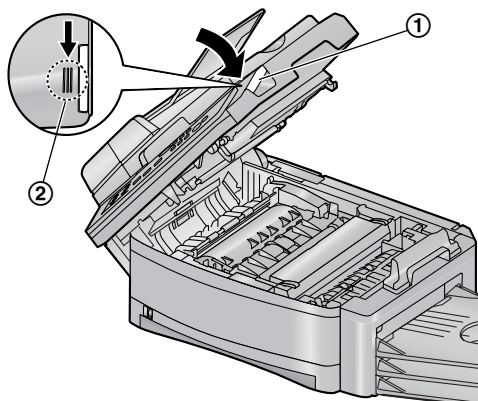
- 5 Reinstall the drum and toner unit (①) by holding the tabs.



- Make sure that the triangles (②) match to install the drum and toner unit correctly.



- 6 Close the top cover, holding the cover release lever (①). Then push the left side (②) of the cover release lever firmly, until locked.



**Caution:**

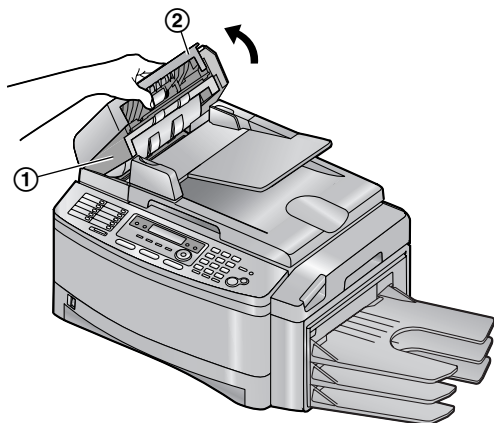
- To prevent injuries, be careful not to put your hands under the top cover.

- 7 Turn the power switch ON.

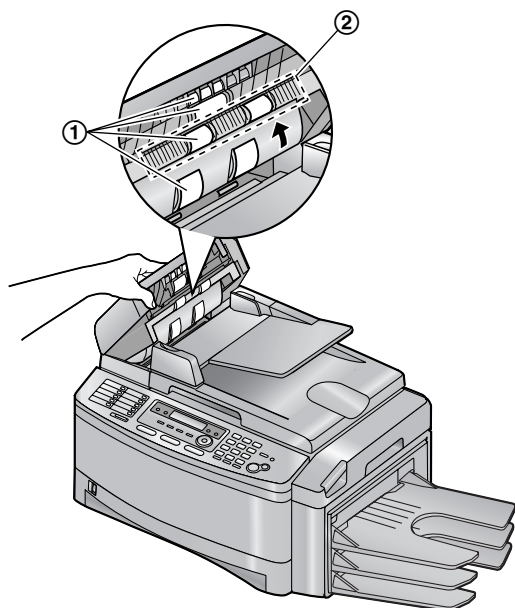
## 9.8 Cleaning the document feeder rollers

Clean the rollers when the document or recording paper frequently misfeeds.

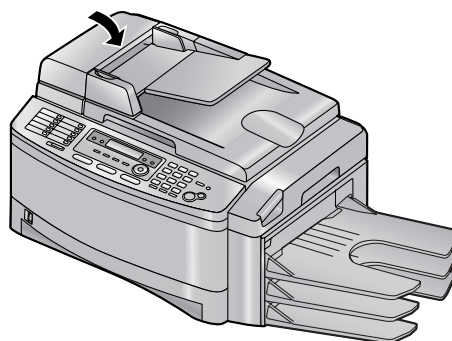
- 1 Turn the power switch OFF.
- 2 Hold the ADF cover (①) firmly and lift it to open the upper part (②) of the ADF cover, then open the whole of the ADF cover.



- 3 Clean the document feeder rollers (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.
  - Clean the rollers in the direction of the arrow to avoid the discharge brush (②) from being pulled.



- 4 Close the ADF cover.



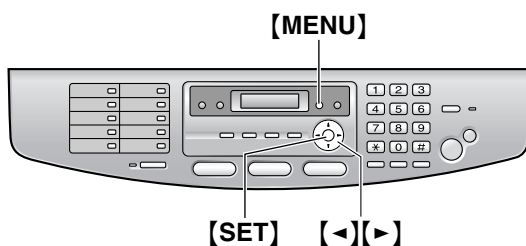
- 5 Turn the power switch ON.



## 10.1 Reference lists and reports

You can print out the following lists and reports for your reference.

- **“SETUP LIST”**:  
Provides you with the current settings of the programming features (page 61 to page 68).
- **“TEL NO. LIST”**:  
Provides you with names and numbers which are stored in the one-touch dial feature and navigator directory.
- **“JOURNAL REPORT”**:  
Keeps records of fax transmission and reception. This report can be printed automatically after every 30 fax communications (feature #402 on page 63).
- **“BROADCAST LIST”**:  
Provides you with names and numbers which are stored in the broadcast memory (page 32).
- **“PRINTER TEST”**:  
Allows you to check the print quality of your unit. If the test print has a dirty pattern, or blurred points or lines, clean the inside of the unit (page 86, 90). If printing quality is still poor, replace the toner cartridge and drum unit.
- **“CALLER ID LIST”**:  
Keeps a record of the last 30 different callers after subscribing to a Caller ID service. To print automatically after every 30 new calls, activate feature #216 (page 61).



- 1 Press **[MENU]** repeatedly to display “**PRINT REPORT**”.
- 2 Press **[<]** or **[>]** repeatedly to display the desired item.
- 3 Press **[SET]** to start printing.
- 4 Press **[MENU]**.

### 10.2 Specifications

#### ■ Applicable lines:

Public Switched Telephone Network

#### ■ Document size:

Max. 216 mm (8<sup>1</sup>/<sub>2</sub>" ) in width, Max. 600 mm (23<sup>5</sup>/<sub>8</sub>" ) in length

#### ■ Effective scanning width:

208 mm (8<sup>3</sup>/<sub>16</sub>" )

#### ■ Effective printing width:

208 mm (8<sup>3</sup>/<sub>16</sub>" )

#### ■ Transmission time \*1:

Approx. 4 s/page (ECM-MMR Memory transmission)<sup>\*2</sup>

#### ■ Scanning density:

##### FAX resolution:

Horizontal: 8 pels/mm (203 pels/inch)

Vertical: 3.85 lines/mm (98 lines/inch)-in standard resolution,

7.7 lines/mm (196 lines/inch)-in fine/photo resolution,

15.4 lines/mm (392 lines/inch)-in super fine resolution

##### Copy resolution:

Up to 600 × 600 dpi

##### Scanning resolution:

Up to 600 × 1,200 dpi (Optical)

Up to 9,600 × 9,600 dpi (Interpolated)

##### ■ Photo resolution:

64-level

##### ■ Scanner type:

Charge Coupled Device (CCD)

##### ■ Printer type:

Laser Printer

##### ■ Data compression system:

Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)

##### ■ Modem speed:

33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback

##### ■ Operating environment:

10 °C – 32.5 °C (50 °F – 90.5 °F), 20 % – 80 % RH (Relative Humidity)

##### ■ Dimensions:

Approx. height 312 mm × width 773 mm × depth 444 mm (12<sup>5</sup>/<sub>16</sub>" × 30<sup>7</sup>/<sub>16</sub>" × 17<sup>1</sup>/<sub>2</sub>" )

##### ■ Mass (Weight):

Approx. 18 kg (39.7 lb.)

##### ■ Power consumption:

Standby: Approx. 9.5 W

Transmission: Approx. 28 W

Reception: Approx. 400 W

Copy: Approx. 430 W

Maximum: Approx. 900 W (When the fuser lamp turns on)

##### ■ Power supply:

120 V AC, 60 Hz

##### ■ Fax memory capacity:

10 MB in total

Approx. 630 pages of memory reception with back-up

(Max. 255 pages per one reception)

Approx. 150 pages of memory transmission

(Based on the ITU-T No. 1 Test Chart in standard resolution.)

##### ■ Laser diode properties:

Laser output: Max. 5 mW

Wave length: 760 nm – 800 nm

Emission duration: Continuous

##### ■ Print speed:

Approx. 18 ppm (pages per minute)

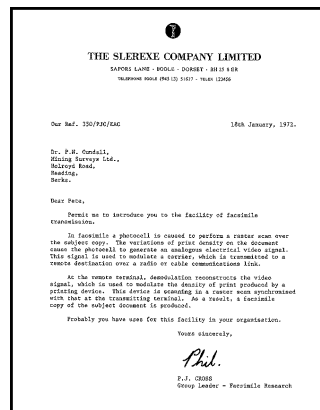
##### ■ Printing resolution:

600 × 600 dpi

\*1 Transmission speed depends upon the contents of the pages, resolution, telephone line conditions and capability of the other party's machine.

\*2 Transmission speed is based upon the ITU-T No. 1 Test Chart. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.

#### ITU-T No.1 Test Chart



#### Note:

- Design and specifications are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.

Recording paper specifications

Recording paper / Transparency / Label size:

Letter: 216 mm x 279 mm (8 1/2" x 11")
Legal: 216mm x 356 mm (8 1/2" x 14")
A4: 210 mm x 297 mm (8 1/4" x 11 11/16")

Envelope size:

#10: 105 mm x 241 mm (4 1/8" x 9 1/2")
DL: 110 mm x 220 mm (4 5/16" x 8 5/8")

Recording paper weight:

60 g/m² to 90 g/m² (16 lb. to 24 lb.)

Note for recording paper:

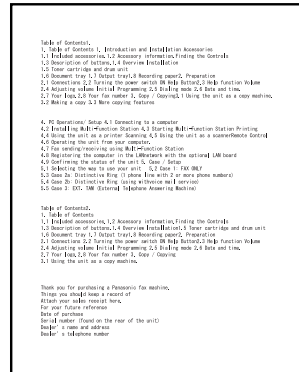
- We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.
Do not use the following types of paper:
- Paper with a cotton and/or fiber content that is over 20 %, such as letterhead paper or paper used for resumes
- Extremely smooth or shiny paper, or paper that is highly textured
- Coated, damaged or wrinkled paper
- Paper with foreign objects attached, such as tabs or staples
- Paper which has dust, lint or oil stains
- Paper that will melt, vaporize, discolor, scorch or emit dangerous fumes near 200 °C (392 °F), such as vellum paper.
These materials may transfer onto the fusing roller and cause damage.
- Moist paper
- Inkjet paper
Some paper only accepts print on one side. Try using the other side of the paper if you are not happy with the print quality or if misfeeding occurs.
For proper paper feeding and best print quality, we recommend using long-grained paper.
Do not use paper of different types or thickness at the same time. This may cause a paper jam.
Avoid double-sided printing.
Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause a paper jam.
To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.

Toner life

Toner life depends on the amount of content in a received, copied or printed document. The following is the approximate relationship between image area and toner life for replacement toner cartridge (Model No. KX-FA85). Toner life varies in actual usage.

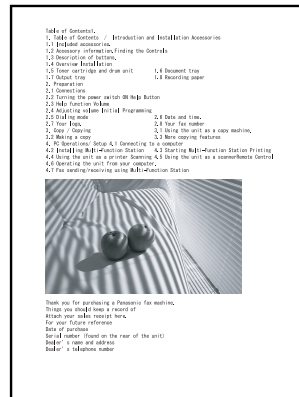
5 % image area

Approx. 5,000 sheets of letter size paper can be printed.



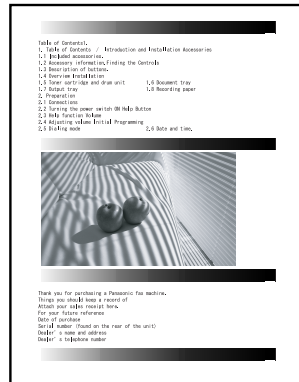
10 % image area

Approx. 2,500 sheets of letter size paper can be printed.



15 % image area

Approx. 1,600 sheets of letter size paper can be printed.



## 10. General Information

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### Note:

- The image area changes with the depth, thickness and size of the characters.
- If you turn on the toner save feature, the toner cartridge will last approx. 40% longer.

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### Drum life

The drum unit is a consumable item and needs to be replaced regularly. There are various factors that determine the actual drum life, such as temperature, humidity, type of paper and how much toner you use for the number of sheets per print job. The estimated drum life is approx. 10,000 sheets. The actual number of sheets your drum will print may be significantly less than these estimates. Because many of the factors that determine the actual drum life cannot be controlled, we cannot guarantee a minimum number of sheets that will be printed by your drum.

## 10.3 FCC and Other Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:ACJ-----.

If requested, this number must be provided to the telephone company.

- Registration No .....(found on the rear of the unit)
- Ringer Equivalence No. (REN)  
.....(found on the rear of the unit)

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact a Factory Servicenter or other Authorized Servicer. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

This equipment is hearing aid compatible as defined by the FCC in 47 CFR Section 68.316.

### 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.
- 2) Perform such activities in the off-peak hours, such as early morning or late evenings.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

### CAUTION:

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

### NOTE:

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

## 10. General Information

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the following measures:

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

**Responsible Party:**

Panasonic Corporation of North America  
One Panasonic Way, Secaucus, NJ 07094

**Technical Support:**

Panasonic Consumer Electronics Company  
Division of Panasonic Corporation of North America  
One Panasonic Way, Secaucus, NJ 07094  
Telephone: 1-800-HELP-FAX (1-800-435-7329)

## 10.4 Limited Warranty

PANASONIC CONSUMER ELECTRONICS COMPANY,  
DIVISION OF PANASONIC CORPORATION OF  
NORTH AMERICA  
One Panasonic Way, Secaucus, New Jersey 07094

PANASONIC PUERTO RICO, INC.  
San Gabriel Industrial Park,  
Ave. 65 de Infantería, Km. 9.5,  
Carolina, Puerto Rico 00985

### Panasonic Facsimile Product Limited Warranty

#### Limited Warranty Coverage

If your product does not work properly because of a defect in materials or workmanship, Panasonic Consumer Electronics Company or Panasonic Puerto Rico, Inc. (collectively referred to as "the warrantor") will, for the length of the period indicated on the chart below, which starts with the date of original purchase ("Limited Warranty period"), at its option either (a) repair your product with new or refurbished parts, or (b) replace it with a new or a refurbished product. The decision to repair or replace will be made by the warrantor.

FAX categories	Parts	Labor
Thermal Transfer Facsimile	6 Months	6 Months
Laser Facsimile	1 (one) Year	1 (one) Year

Batteries, antennas, ink film, toner cartridge, drum unit, and ink cartridge (as may be applicable), and cosmetic parts (cabinet) are not warranted under this Limited Warranty.

During the "Labor" Limited Warranty period there will be no charge for labor. During the "Parts" Limited Warranty period, there will be no charge for parts. You must carry-in or mail-in your product during the Limited Warranty period. This Limited Warranty only applies to products purchased and serviced in the United States or Puerto Rico. This Limited Warranty is extended only to the original purchaser and only covers products purchased as new. A purchase receipt or other proof of the original purchase date is required for Limited Warranty service.

#### Carry-In or Mail-In Service

For Carry-In or Mail-In Service in the United States call 1-800-HELP-FAX (1-800-435-7329)

For assistance in Puerto Rico call Panasonic Puerto Rico, Inc. (787)-750-4300 or fax (787)-768-2910.

#### Limited Warranty Limits And Exclusions

This Limited Warranty ONLY COVERS failures due to defects in materials or workmanship, and DOES NOT COVER normal wear and tear or cosmetic damage. The Limited Warranty ALSO DOES NOT COVER damages which occurred in shipment, or failures which are caused by products not supplied by the warrantor such as non Panasonic ink film, toner cartridge or drum unit, or failures which result from accidents, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, set-up adjustments, signal reception problems, misadjustment of consumer controls, improper maintenance, power line surge, improper voltage supply, lightning damage, modification, or commercial use (such as in a hotel, office, restaurant, or other business), rental use of the product, service by anyone other than a Factory Servicenter or other Authorized Servicer, or damage that is attributable to acts of God.

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### **PARTS AND SERVICE WHICH ARE NOT COVERED BY THIS LIMITED WARRANTY ARE YOUR RESPONSIBILITY.**

#### **For In Limited Warranty product service**

- Call toll-free 1-800-HELP-FAX (1-800-435-7329) for the location of an authorized servicenter.

#### **For out of Limited Warranty technical and troubleshooting support: Panasonic offers two value based, cost effective, solutions:**

##### **1. Panasonic Continued Services 900 fee based support: 1-900-FAX-HELP (1-900-329-4357)**

This exceptional service is charged directly to your telephone bill at only \$2.49 per minute.

##### **2. Panasonic Premier Service Club (PPSC): 1-800-435-7329**

PPSC provides toll free troubleshooting support at only \$7.99 for a one time sampler or \$23.95 for a one year or 5 call membership. These services are billed directly to your major credit card.

#### **When you ship the product**

- Carefully pack your unit, preferably in the original carton.
- Attach a letter, detailing the symptom or problem, to the outside of the carton.
- Send the unit to an authorized servicenter, prepaid and adequately insured.
- Do not send your unit to the Panasonic Consumer Electronics Company or to any executive or regional sales office. These locations do not repair consumer products.

Both of these comprehensive programs provide real time, live agent support for customers who are not eligible for coverage under the limited warranty.

Terms and prices are subject to change without notice.



## 10.5 Customer Services directory

### **Customer Services Directory**

Obtain Product Information and Operating Assistance; locate your nearest Dealer or Servicenter; purchase Parts and Accessories; or make Customer Service and Literature requests by visiting our Web Site at:

**<http://www.panasonic.com/consumersupport>**

or E-mail us via:

**[consumer\\_fax@us.panasonic.com](mailto:consumer_fax@us.panasonic.com)**

#### **Contact:**

For in Limited Warranty programming and Troubleshooting Support:

Fax Advantage assistance and Service Location finder: 1-800-HELP-FAX (435-7329)

For out of Limited Warranty technical and troubleshooting support:

Panasonic offers two value based, cost effective, solutions:

1. Panasonic Continued Services 900 fee based support: 1 900 FAX HELP (1 900 329 4357)

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PPSC provides toll free troubleshooting support at only \$7.99 for a one time sampler or \$23.95 for a one year or 5 call membership. These services are billed directly to your major credit card.

Both of these comprehensive programs provide real time, live agent support for customers who are not eligible for coverage under the limited warranty. Terms and prices are subject to change without notice.

**For hearing or speech impaired TTY users, TTY: 1-877-833-8855**

### **Accessory Purchases**

Purchase Parts, Accessories and Instruction Books online for all Panasonic Products by visiting our Web Site at:

**<http://www.pasc.panasonic.com>**

or, send your request by E-mail to:

**[npcparts@us.panasonic.com](mailto:npcparts@us.panasonic.com)**

You may also contact us directly at:

1-800-332-5368 (Phone) 1-800-237-9080 (Fax Only) (Monday - Friday 9 am to 8 pm, EST.)

**Panasonic Services Company**

**20421 84th Avenue South, Kent, WA 98032**

(We Accept Visa, MasterCard, Discover Card, American Express, and Personal Checks)

**For hearing or speech impaired TTY users, TTY: 1-866-605-1277**

### **Service in Puerto Rico**

**Panasonic Puerto Rico, Inc.**

**San Gabriel Industrial Park, Ave. 65 de Infantería, Km. 9.5, Carolina, Puerto Rico 00985**

**Phone (787) 750-4300 Fax (787) 768-2910**

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Panasonic  
KX-FLB851  
Proof of Purchase

## Panasonic FAX ADVANTAGE PROGRAM

*Free peace of mind,  
direct from Panasonic*

**NO EXTRA COST**



- **1-year limited warranty<sup>1</sup>: parts, labor, and toll-free help line<sup>2</sup>**
- **Free overnight replacement<sup>3</sup> and repair program**

**The Panasonic Fax Advantage Consumer Service Program.** Panasonic knows that if your fax machine is not up and running, neither is your business. That's why we created the Panasonic Fax Advantage Program. Included at no extra cost with the purchase of a new and unused Panasonic Fax Machine, the Fax Advantage Program can provide a free replacement unit<sup>3</sup> overnight if your original unit is in need of repair.

**Here's how it works:**

1. If you have a problem with your fax that you purchased new and unused while it is covered by the period of limited warranty<sup>1</sup>, call our toll-free help-line at 1-800-HELP-FAX<sup>2</sup>.
2. Talk to one of our technical experts to diagnose your problem over the phone.
3. If repairs are necessary and you are entitled to service under the terms and conditions of the limited warranty<sup>4</sup>, we will send a refurbished replacement unit to you by overnight service delivery.

A second option available under our limited warranty is to mail-in or carry-in your fax to one of our Regional Service centers, where the unit will be repaired and returned to you.

**Instructions:**

If you choose to receive a replacement unit under the Fax Advantage Program, Panasonic will provide a replacement unit which will be completely refurbished, quality-tested by Panasonic technicians and individually hand-inspected before it is shipped to you. You will keep the replacement unit and send the original unit to us in the replacement unit's box. Contact the shipper who will pick up the unit at no charge to you, should it be determined that you are entitled to warranty service. A proof-of-purchase must be included with the returned product. Any unit that is replaced by Panasonic and not shipped with proper proof-of-purchase by you will be subject to a minimum \$100.00 charge. The original unit must be properly packaged in the same manner as the replacement unit, utilizing the packing materials provided. Damage due to improper or inadequate packing will be charged to you as an out-of-warranty cost.

If our 1-800-HELP-FAX technicians determine that your unit may be an "out-of-box failure"<sup>5</sup>, we will attempt to provide you with a factory-new replacement unit<sup>6</sup>. You must ship a copy of your receipt with your original unit to verify that you purchased the unit within 10 days prior to your 1-800-HELP-FAX call.

**Requirements:**

You must give our technicians a valid credit card number (Discover, VISA, Master Card, or American Express/Optima). Product that is not returned to Panasonic by 10 business days after shipment of the replacement product will be charged to your credit card account at Panasonic's Suggested Retail Price (see dealer for details). If your original unit is not eligible for warranty service, your card will be charged for the non-warranty repair of the unit at Panasonic's current rate for parts and labor and for any shipping charges associated with this program. If you do not wish to pay out-of-warranty repair costs, you will be responsible for returning the replacement unit to Panasonic and for paying all shipping charges associated with this program including the overnight delivery of the replacement product to you, shipment of the problem unit to Panasonic, shipment of the replacement unit back to Panasonic and the return of your original unit back to you. Credit status will be verified prior to sending the replacement product.

1. See dealer for limited warranty details.
2. After the fax advantage program, contact our Continued Services Technical Support Line at 1-900-FAX-HELP (1-900-329-4357), for fee based technical support.
3. Replacement unit is refurbished.
4. Replacement program is only available in the 50 United States and is subject to termination at any time without advance notice.
5. "Out-of-box failure" is an inoperable unit that was purchased no more than 10 days prior to your 1-800-HELP-FAX call, and would otherwise qualify for warranty service under the terms and conditions of the limited warranty.
6. Panasonic reserves the right to send a refurbished unit.

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