Panasonic

Multi-Function
Plain Paper FAX
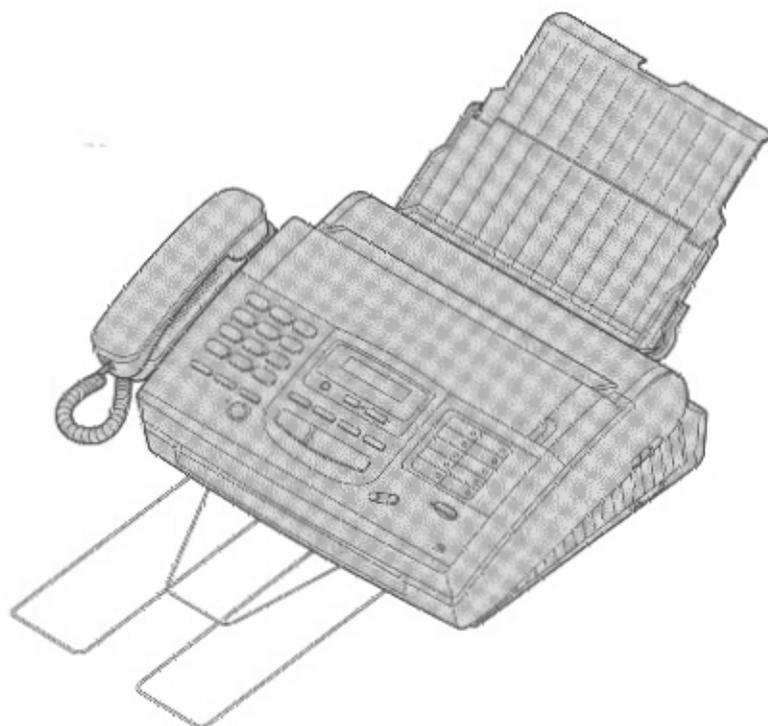
Model No.
KX-FM220

TO GET STARTED
EASILY,
PLEASE READ
THIS SECTION FIRST.

OPERATING INSTRUCTIONS

Please read these Operating Instructions
before using the unit and save for future
reference.

**FOR OPERATION ASSISTANCE.
CALL 1-800-HELP-FAX (1-800-435-7329)
OR SEND A FAX TO 1-215-741-2069.**

• This product is designed for use in the
  United States of America, and may not
  operate in other countries. (See page
  106 for more details.)
• Este producto ha sido diseñado para su uso
  en los Estados Unidos de América, y puede
  no funcionar correctamente en otros países.
  (Consulte la página 106 para tener más
  detalles.)

Thank you for purchasing the Panasonic Multi-Function Plain Paper Facsimile.

Welcome to the world of Panasonic facsimiles.

This Panasonic compact plain paper facsimile combines the telephone, telephone answering system, copier, scanner, PC Fax and printer functions to provide you with more efficient office or home use. By utilizing these convenient features, you can maximize the effectiveness of this unit.

Things you should keep records of

Attach your sales receipt here

For your future reference

Date of purchase

Serial No.

(found on the bottom of the unit)

Dealer's name and address

Dealer's telephone number

Caution:

● The telephone Protection Act of 1991 requires the following information to be clearly stated either at the top or bottom margin of the first message page when transmitting messages via telephone facsimile;
—Date and time of transmission,
—Identification of the business, entity or person(s) sending the facsimile and,
—Telephone number of the business, entity or person(s).
To program this information into your facsimile machine, complete all the instructions on pages 13 through 15.
● Note that the images of copied or received documents will remain on the used film. When disposing of the used film, use discretion.
● Do not rub or use an eraser on the printed side, as the print may smear.

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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. Unplug this unit from AC outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this unit near water, for example: near a bath tub, wash bowl, kitchen sink, etc.
5. Place this 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 product is equipped with a three prong grounded plug. If you do not have this type of outlet, please have one installed. Do not use any type of adaptor plug to defeat this safety feature.
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 wall 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 servicenter when service is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.
13. Unplug this unit from the wall outlet and refer servicing to an authorized servicenter when the following conditions occur:
    A. When the power supply cord or plug 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 servicenter.
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

INSTALLATION:

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

WARNING:

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

OTHER INFORMATION

o Keep the unit away from electrical noise-generating devices, such as fluorescent lamps and motors.
o The unit should be kept free from dust, high temperature and vibration.
o The unit should not be exposed to direct sunlight.
o Do not place heavy objects on top of this unit.
o Do not touch the plug with wet hands.

Table of Contents

For Assistance, Call 1-800-435-7329

Special Settings

Multi-Function Center

Troubleshooting and Routine Care

General Information

Side tabs: Advanced Operations | Special Settings | Multi-Function Center | Troubleshooting and Routine Care | General Information

Quick Start

Before you start

Included accessories

(To order, call toll free 1-800-332-5368 or see the fax order instructions below.)

Power cord ...... 1 pc. Part No. PQJA200Z	Telephone line cord .... 1 pc. Part No. PQJA59V	Handset.......... 1 pc. Part No. PFJXE0105Z	Handset cord .... 1 pc. Part No. PQJA212M
Diverter .... 1 pc. Part No. PFUS1074Z	Paper tray .... 1 pc. Part No. PFYEFP200M	Film cartridge .... 1 pc. (with starter film) —The film cartridge is pre-installed.	Panasonic Multi-Function Center Software (Floppy disks) .... 3 pcs. Part No. PFZXFM210M
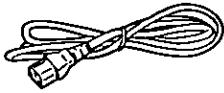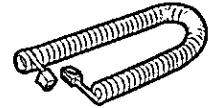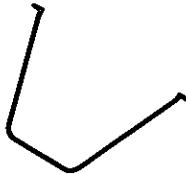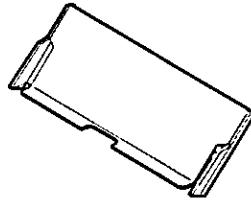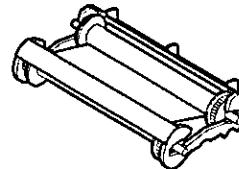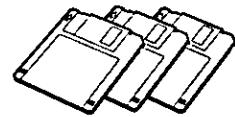
- If any items are missing or damaged, contact your dealer.
- The part numbers listed above are subject to change without notice.
- Save the original carton and packing materials for future shipping and transporting of the unit.

To use this unit with your PC
Purchase a Panasonic KX-FA180 serial cable or a RS232C cable (DB9 Female/DB25 Male).
To order a KX-FA180, call toll free 1-800-332-5368 or see the fax order instructions below, or purchase at any computer supply store.

Accessory order information

The starter film is only 20 meters (65′) long. We recommend buying regular film [100 m (328′)] for extra stock.
To order, call toll free 1-800-332-5368 or see the fax order instructions below.

Fax orders: Please send a fax to 1-800-237-9080. Include: Your name, shipping address, telephone number, credit card type, number, expiration date and your signature, part number of the accessories you want, and quantity. Also include the delivery method—overnight, 2nd day, or ground.

Model No.	Description	Specifications	Comment
KX-FA135	Film cartridge	1 cartridge and 1 film [216 mm × 100 m (8½" × 328′) roll]	The film has been already installed in the cartridge.
KX-FA136	Replacement film	2 films [216 mm × 100 m (8½" × 328′) rolls]	Film only. Use with your original cartridge.
KX-FA180	Serial cable	DB9 Female/DB25 Male Includes Adaptor	RS232C compatible cable

Note:
The film is not reusable. Do not rewind and use the film again.

For accessory order, call toll free 1-800-332-5368

Quick Start

Before you start

Paper tray

Document guide(s)

Document entrance

Speaker

Recording paper entrance

Document feeder tray

Recording paper set lever

Recording paper exit

Front cover open lever

Paper stacker

Serial interface connector
(Used to connect to your PC with a RS232C cable. For system requirements, see page 74.)

Microphone
(Used to talk the other party when using the speakerphone. Also used to record greeting messages.)

Diverter

Document exit

(sidebar: Quick Start / Installation)

Installing the diverter

Insert the diverter into the slots on the main unit until it clicks into place.

Bottom
Slots
Diverter
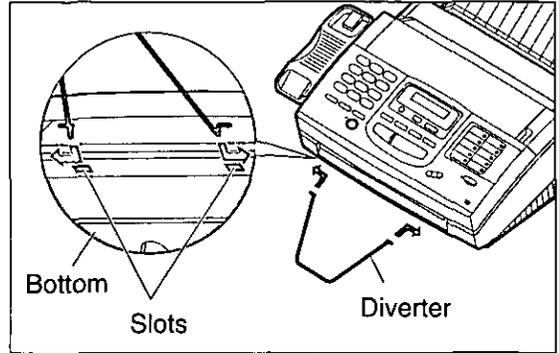
Installing the paper

The recording paper size that can be loaded is letter or legal. The paper tray can hold up to 150 sheets of 75 g/m² (20 lb.) paper. Use 60 to 90 g/m² (16 to 24 lb.) paper.

1 Open the paper tray.
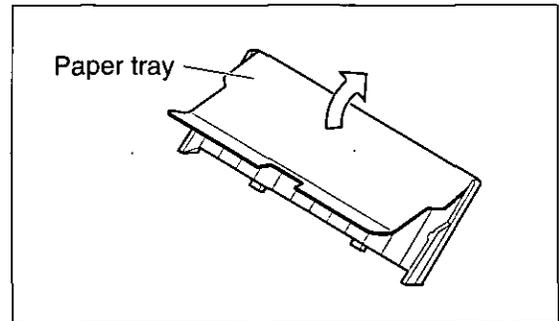
Paper tray

2 Insert the two fins on the paper tray into the slots on the back of the unit.

Fins
Paper tray
Slots

3 Pull the recording paper set lever forward.

Recording paper set lever

For Assistance, Call 1-800-435-7329
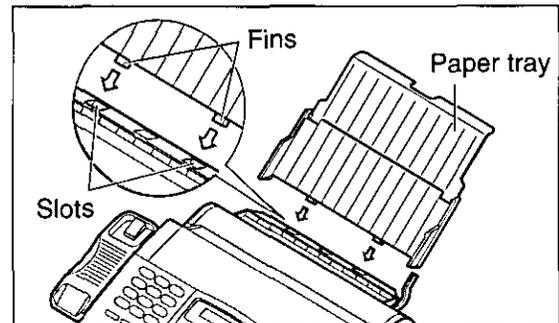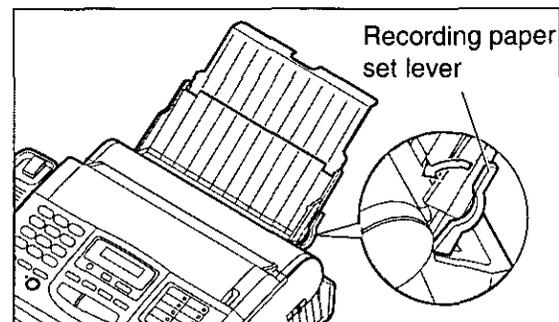
4 Fan the stack of paper to avoid a paper jam and insert the paper into the paper tray.

o The height of the stack of the paper should not exceed the upper limit on the paper tray, or it may cause a paper jam.
o The paper should not be over the tab.
o If the paper is not inserted correctly, readjust the paper or a paper jam may occur.

Upper limit
Tab

stack of paper

Paper tray

Correct   Incorrect

5 Move the recording paper set lever back.
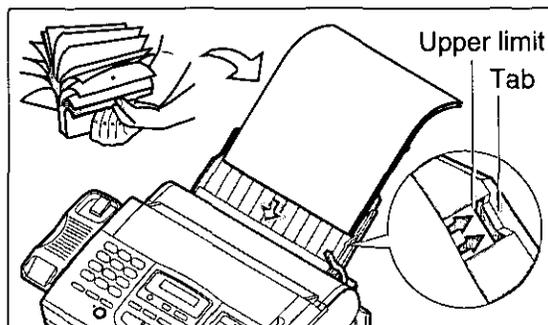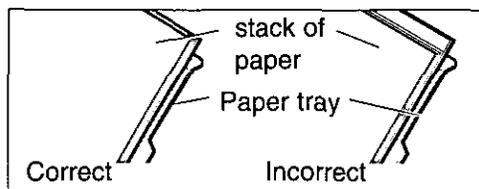
Recording paper set lever
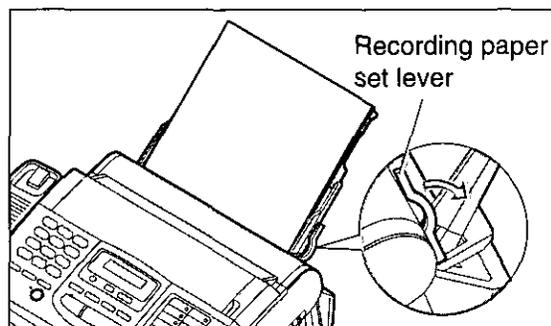
6 Pull out the paper stacker from the bottom of the unit completely.

o Do not place the unit in areas where the paper tray may be obstructed by walls, etc.

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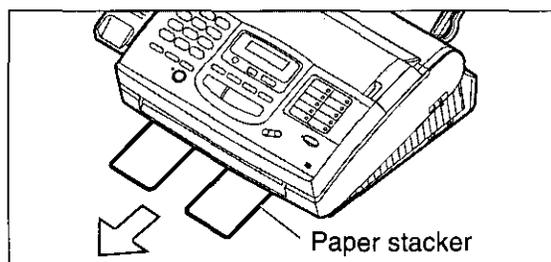
Note:
o Do not use different types or thicknesses of paper in the paper tray at the same time. This may cause a paper jam.
o Avoid extremely smooth or shiny paper that is highly textured. Also avoid paper that is coated, damaged or wrinkled, or paper with a cotton and/or fiber content that is over 20%.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

Adding paper to the paper tray

1. Pull the recording paper set lever forward.
   o The unit will beep and the following message is displayed.

   Display: CHECK LEVER

2. Remove the paper from the paper tray.
3. Add more paper to the removed paper.
4. Fan the entire stack of paper and insert it into the paper tray.
5. Move the recording paper set lever back.

Recording paper set lever

For Assistance, Call 1-800-435-7329

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Quick Start

Installation

1. **Connect the handset and handset cord.**
2. **Connect the telephone line cord.**
3. **Connect the power cord.**
   oWhen the power is turned on for the first time, the unit will print an information list about the starter film.

Power socket

Power cord

Handset

Power outlet
(120 V, 60 Hz) (Power surge protector)

Handset cord

Single telephone line
(RJ11C) (Line surge protector)   Telephone line cord
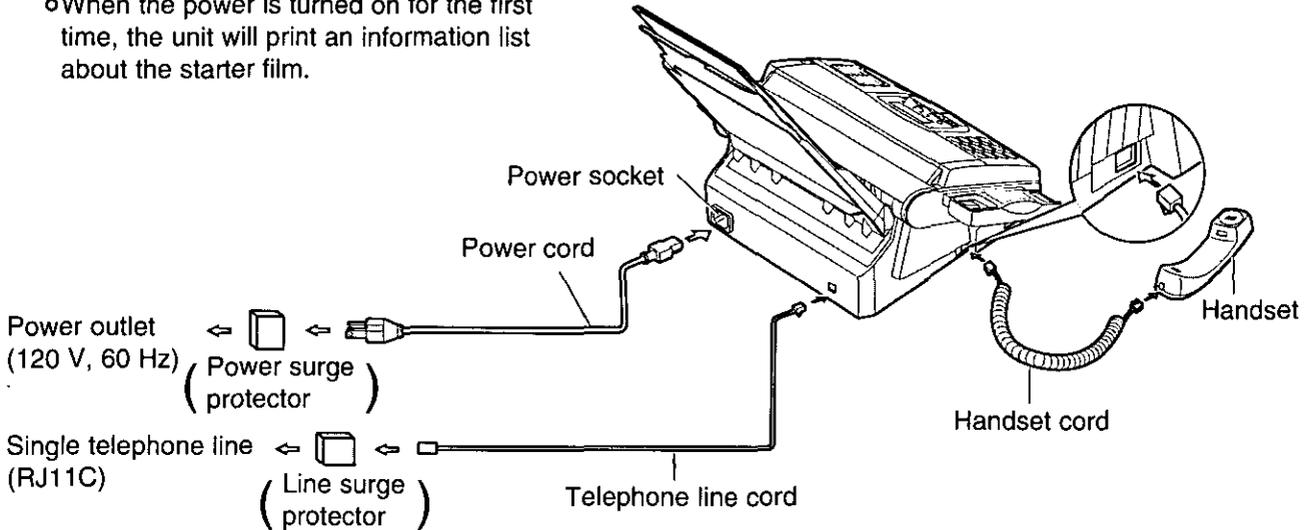
Note:
oFor additional equipment protection, we recommend the use of a surge protector. The following types are available: TELESPIKE BLOK MODEL TSB (TRIPPE MFG. CO.), SPIKE BLOK MODEL SK6-0 (TRIPPE MFG. CO.), SUPER MAX (PANAMAX) or MP1 (ITW LINX).
oWhen you operate this product, the power outlet should be near the product and easily accessible.
oIf the following message is displayed when the unit is plugged in, the recording paper set lever is released.

Display: | CHECK LEVER |

Move the lever back (see step 5 on page 9).

Automatic dialing mode setting

When the power cord is connected, the unit will start detecting the dialing mode.

Display: | CHECKING LINE |

Wait until one of the following messages is displayed:

—If your line has touch tone service, the unit will display the following message:

| LINE IS TONE |

—If your line has rotary pulse dial service, the unit will display the following message:

| LINE IS PULSE |

oIf you connect the power cord before connecting the telephone line cord, the following messages will be shown alternately:

| CONNECT TEL LINE | <⟶> | TEL LINE IS OPEN |

Connect the telephone line cord.
oIf the power cord is disconnected or a power failure occurs, the unit will detect the dialing mode again when power is restored.
oYou can change the dialing mode setting manually. See page 58.

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Location of controls

Control panel

Quick Start

Installation

Used to listen to new recorded messages (p. 26, 27).

Dial keypad

Used to erase recorded messages (p. 26, 44).

Used to print a quick reference (see "HELP function" on the next page).

Used to initiate/exit programming.

Used for speed dialing (p. 34, 35).

Display panel

Checks the amount of remaining film (p. 99).

Used to select a resolution (p. 18).

Used for one-touch dialing. Also used as character and command keys (p. 14, 33, 34).

Used to stop an operation or programming.

Used for voice muting (p. 16).

Used for the speakerphone operation (p. 16).

Redials the last number dialed. Also inserts a pause during dialing (p. 37).

Used as a hookswitch (p. 37).

Changes from pulse to tone during dialing (p. 37).

Used to select a lower station (p. 33, 34).

Used to turn on/off the auto receive mode (p. 22, 24).

Adjusts ringer/handset/speaker volumes. Also used as a cursor key or a selection key (p. 13, 16, 17).

Used to initiate fax transmission/reception and copying. Also used to store a parameter during programming.

For Assistance, Call 1-800-435-7329

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Answering control buttons

Used to select a greeting message (p. 43, 44).

Used to record a greeting message (p. 43).

Used to check greeting messages (p. 44).

Used for slow playback (p. 27).

Used for quick playback (p. 27).

GREETING
SELECT
REC
CHECK

PLAYBACK
SLOW
QUICK

◁◁ REPEAT
▷▷ SKIP

ALL ▷ MESSAGES

MEMO/ 2WAY REC

Used to play back all messages (p. 26, 27).

Used to repeat recorded messages (p. 27).

Used to skip a recorded message (p. 27).

Used to record a memo message (p. 28).
Also used to record a telephone conversation (p. 28).

Help function

For assistance, press (HELP). The unit will print a quick reference.

HELP

For Assistance, Call 1-800-435-7329
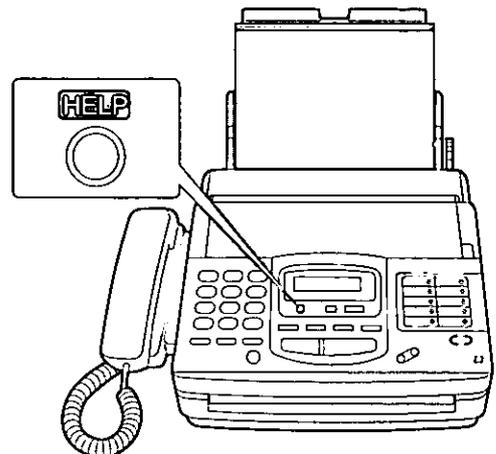
Before using your unit, program the correct date and time, your logo and your facsimile telephone number.

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

Your logo   Your facsimile telephone number   Date and time

```
FROM : Panasonic Fax system      PHONE NO : 1234567      Feb. 26 1997 04:02PM P1


                        Fax Correspondence
```
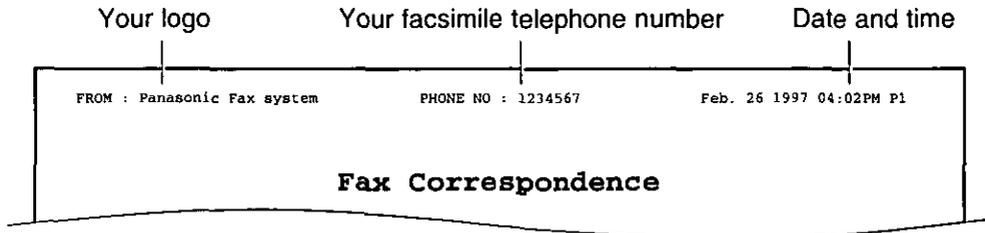
Setting the date and time

1 Press (MENU).

Display: | SYSTEM SET UP |

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

| SET DATE & TIME |

3 Press (START/COPY/SET).

4 Enter the correct month/day/year by selecting each 2 digits.

Example: Aug. 10 1997
Press [0][8] [1][0] [9][7].

| M:08/D:10/Y:97 |

o If you make a mistake, press [◁]/[▷] ((VOLUME)) to move the cursor to the incorrect number, then make corrections.

5 Press (START/COPY/SET).

6 Enter the correct hour/minute by selecting each 2 digits.
Press [✱] to select AM or PM.

Example: 3:00PM
Press [0][3] [0][0], then press [✱] until PM is displayed.

| TIME: 03:00PM |

. o If you make a mistake, press [◁]/[▷] ((VOLUME)) to move the cursor to the incorrect number, then make corrections.

7 Press (START/COPY/SET).

8 Press (MENU).

Dial keypad   (MENU)

(STOP)   [◁]/[▷]
              ((VOLUME))
(START/COPY/SET)
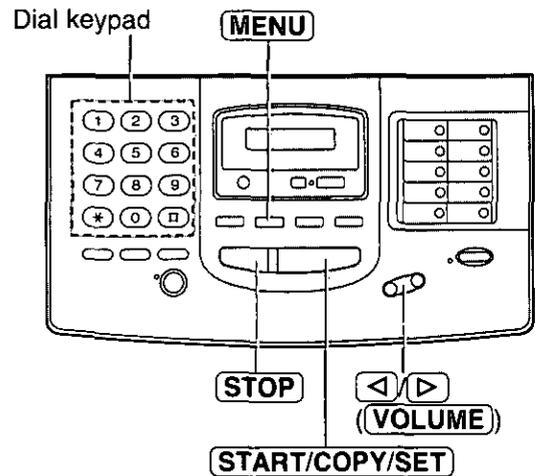
Note:
o If you press (STOP) while programming, the display will return to the previous one.
o The accuracy of the clock will be approximately ±60 seconds a month.

| For Assistance, Call 1-800-435-7329 |

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The logo can be a company, division or personal name in an abbreviated form.

1 Press (MENU).

Display: | SYSTEM SET UP |

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

| YOUR LOGO |

3 Press (START/COPY/SET).

| LOGO= |

4 Enter your logo up to 30 characters using the dial keypad and direct call station keys.

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

1. Press [2] twice.

| LOGO=B |

2. Press [4] six times.

| LOGO=Bi |

3. Press [5] six times.

| LOGO=Bil |

4. Press [▷] ((VOLUME)) to move the cursor and press [5] six times.

| LOGO=Bill |

Note:
○If you use the same number key continuously to enter the next character, press [▷] ((VOLUME)) to move the cursor.

5 Press (START/COPY/SET).

6 Press (MENU).

To correct a mistake while programming

Use [◁]/[▷] ((VOLUME)) to move the cursor to the incorrect character, then make the correction.
or
Press (STOP) to delete the character to the left of the cursor.

Dial keypad   (MENU)   Direct call station keys

(STOP)   [◁]/[▷]
((VOLUME))
(START/COPY/SET)

Character table

Keys		Characters
Dial keys	(1)	1 [ ] { } + − / = , . _ '
	(2)	A B C a b c 2
	(3)	D E F d e f 3
	(4)	G H I g h i 4
	(5)	J K L j k l 5
	(6)	M N O m n o 6
	(7)	P Q R S p q r s 7
	(8)	T U V t u v 8
	(9)	W X Y Z w x y z 9
	(0)	0 ( ) < > ! " # $ % & ¥
Direct call station keys	[1 ○]	: ; ? l * @ ^ ' →
	[2 ○]	INSERT key (Used to insert one character or one space.)
	[3 ○]	SECRET key (Used for automatic dialing on page 33.)
	[6 ○]	SPACE key (Used to replace one character with a space.)
	[7 ○]	DELETE key (Used to delete one character.)
	[8 ○]	HYPHEN key (Used to insert a hyphen.)
	(▽)/[◁]	◁ key (Used to move the cursor to the left.)
	(△)/[▷]	▷ key (Used to move the cursor to the right.)

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1 Press (MENU).

Display: | SYSTEM SET UP |

2 Press #, then 0 3.

| YOUR TEL NO. |

3 Press (START/COPY/SET).

| NO.= |

4 Enter your facsimile telephone number up to 20 digits.
o The # button inserts a space and the * button a "+".
o If you make a mistake, press ◁/▷ ((VOLUME)) to move the cursor to the incorrect number, then make corrections.
OR
Press (STOP) to delete the wrong number to the left of the cursor.

5 Press (START/COPY/SET).

6 Press (MENU).

Dial keypad (MENU)

(STOP)   ◁/▷
         ((VOLUME))
(START/COPY/SET)

Quick Start

Initial preparation
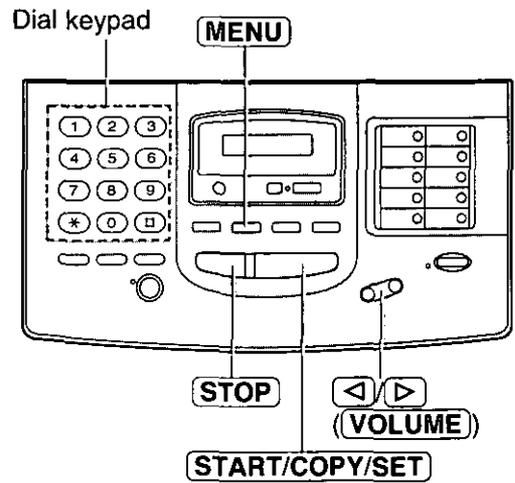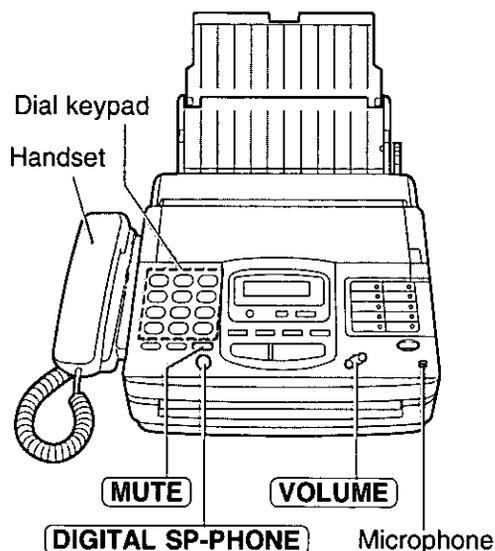
Making voice calls

Quick Start

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

2 Dial the telephone number.
     ◦If you misdial, hang up and dial again.

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

4 When finished, press (DIGITAL SP-PHONE) or hang up the handset.

Dial keypad

Handset

(MUTE)   (VOLUME)

(DIGITAL SP-PHONE)   Microphone

Basic operations

Voice muting

Using this feature, the other party cannot hear you but you can hear them.

1. Press (MUTE) during a telephone conversation.

    Display: | <MUTE> |

2. To resume the conversation, press (MUTE).

Handset volume

Press (VOLUME) (▽/△) while using the handset.
◦3 levels (high/middle/low) are available.

Speaker volume

Press (VOLUME) (▽/△) while using the speakerphone.
◦8 levels (high to low) are available.

Hints for speakerphone operation:
◦Use the speakerphone in a quiet room.
◦If you have difficulty hearing the other party, adjust the volume using (VOLUME).
◦If you and the other party speak at the same time, parts of your conversation will be cut off.
◦To switch to the handset, lift the handset. To switch back to the speakerphone, press (DIGITAL SP-PHONE).

For Assistance, Call 1-800-435-7329

Answering voice calls

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

2 When finished, press (DIGITAL SP-PHONE) or hang up the handset.

Caller ID capability

This unit is compatible with a Caller ID service offered by your local telephone company. To use this feature, you must subscribe to a Caller ID service.

Caller ID allows you to view the name or telephone number of the caller before you answer the call. The calling party information (name has priority) will be displayed after the first ring.
By using Caller ID, you have the option of whether or not to answer the call depending on the caller.

The unit also keeps the caller's information and prints a list automatically after every 35 calls.
oTo set this feature, see page 73.
oTo print out the caller list manually, see page 70.

Handset

(DIGITAL SP-PHONE) (VOLUME)

(START/COPY/SET)
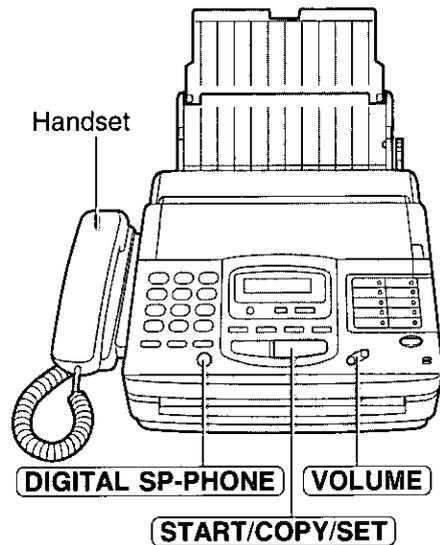
Important:
oWhen you subscribe to a Caller ID service, set the ring count settings to 2 or more rings:
—ANS/FAX mode ring count (p. 54),
—FAX (FAX ONLY) mode ring count (p. 55) and
—TEL/FAX mode ring count (p. 56).

Ringer volume

Press (VOLUME) (∇/△) while the unit is idle.
o4 levels (high/middle/low/off) are available.

To turn the ringer off:
1. Press (VOLUME) (∇) repeatedly.
   oThe following messages will be shown alternately:

Display: | RINGER OFF= OK? |

| YES: PRESS SET |
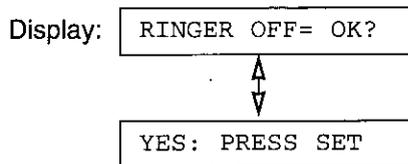
2. Press (START/COPY/SET).

While the ringer volume is set to off:
The display will show the following message and the unit will not ring when receiving a call:
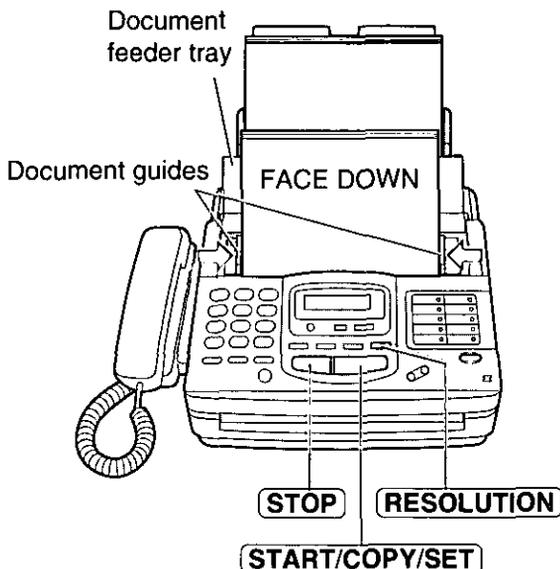
| RINGER OFF |

When receiving a call, the unit will not ring, but will show the following message:

| INCOMING CALL |

Making a copy

Any transmittable document can be copied.

1 Open the document feeder tray.

2 Insert the documents (up to 15 sheets) FACE DOWN until a beep tone is heard.

3 Adjust the document guides to the width of the document.

4 Press (RESOLUTION) repeatedly to the desired setting, if needed (see below).

5 Press (START/COPY/SET).
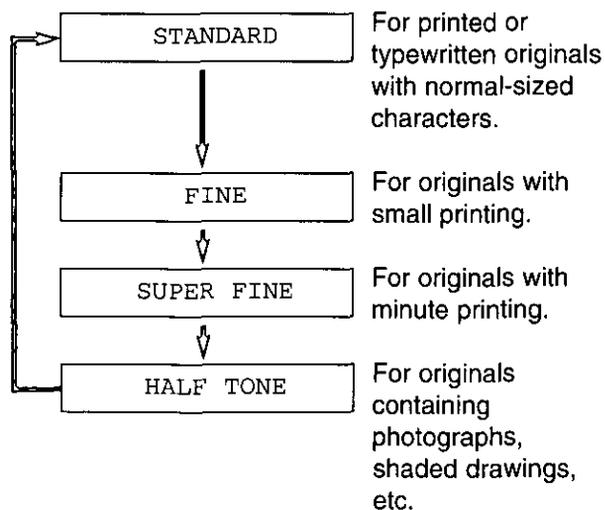
● The unit will start printing.

Note:
○When copying, the unit will automatically select FINE resolution.
○You can make or receive a voice call while making a copy.

Document feeder tray

Document guides | FACE DOWN

(STOP) (RESOLUTION)

(START/COPY/SET)

To stop copying

Press (STOP).

Selecting the resolution

You can select the desired resolution by pressing (RESOLUTION).

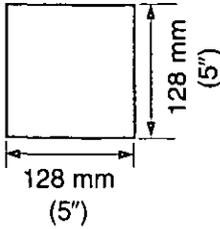|	
STANDARD	For printed or typewritten originals with normal-sized characters.
FINE	For originals with small printing.
SUPER FINE	For originals with minute printing.
HALF TONE	For originals containing photographs, shaded drawings, etc.

Note:
○Using the fine, super fine or half tone setting will increase the transmission time.
○If the resolution setting is changed during feeding, it will be effective from the next sheet.
○The super fine resolution only works with other compatible machines.
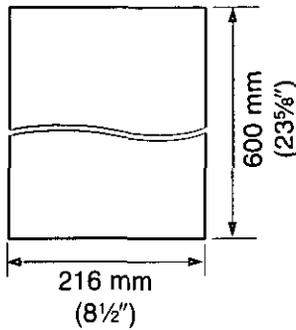
To feed 16 or more sheets at a time

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

For Assistance, Call 1-800-435-7329
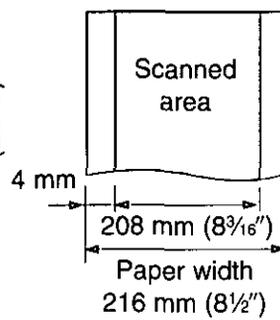
Documents the unit can feed

Minimum size

128 mm (5")

128 mm (5")

Maximum size

600 mm (23⅝")

216 mm (8½")

Effective scanning area

Scanned area

4 mm

208 mm (8¾6")

Paper width
216 mm (8½")

Document weight

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

Note:

o Remove clips, staples or other similar fastening objects.

o Check that ink, paste or correction fluid has dried.

o Do not send the following types of documents: (Use copies for fax transmission.)

— Chemically treated paper, such as carbon or carbonless duplicating paper

— Electrostatically charged paper

— Heavily curled, creased or torn paper

— Paper with a coated surface

— Paper with a faint image

— Paper with printing on the opposite side that can be seen through the front (e.g. newspaper)

Quick Start

Basic operations

1 Open the document feeder tray.

2 Insert the documents FACE DOWN (up to 15 sheets) until a beep tone is heard.

3 Adjust the document guides to the width of the document.

4 Press (RESOLUTION) repeatedly to the desired setting, if needed (see page 18).

5 Press (DIGITAL SP-PHONE) or lift the handset.

6 Dial the telephone number.
  ● If you misdial, hang up and dial again.

7 **When a fax tone is heard**, press (START/COPY/SET).

8 Hang up the handset if using it.

Document feeder tray   Document guides

Dial keypad

FACE DOWN

(DIGITAL SP-PHONE)   (RESOLUTION)
(STOP)
(START/COPY/SET)
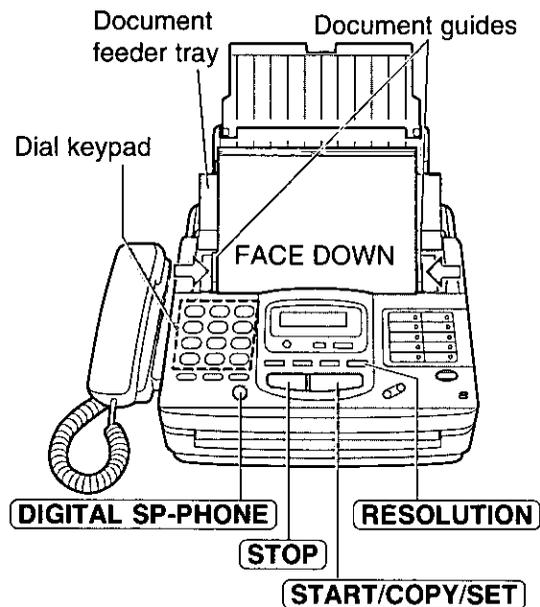
Note:
● If the other party answers your call, ask them to start receiving a fax, then press your (START/COPY/SET).

To stop transmission

Press (STOP).
● To eject the document, press (STOP) again.

Fax voice guidance about transmission

After transmission, one of the following messages will tell you the result.
—*Transmission is complete.*
—*Transmission has failed.*
—*Transmission has been interrupted.*
You can set this feature to OFF and the guidance will not be heard. Or you can set this feature to ERROR and the guidance will prompt you only when fax transmission fails (see page 65).

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Need help?—Follow the voice guide

1 Press (MENU) until the following is displayed.

Display: | XMT VOICE GUIDE |

2 Press (HELP).

Voice guide:

> To transmit, insert the document face
> down until you hear the beep.

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

Voice guide:

> Press the speaker phone button, then dial
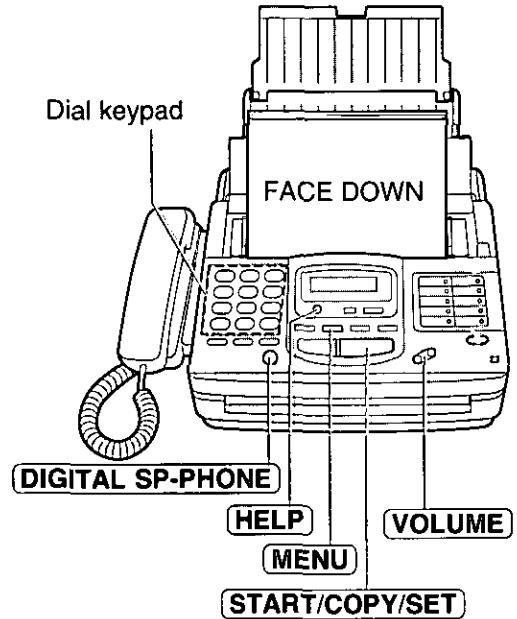> the phone number. When the fax tone is
> heard, press the start button.

4 Press (DIGITAL SP-PHONE).

5 Dial the telephone number.

6 **When a fax tone is heard,** press
(START/COPY/SET).

Voice guide:

> Start transmission.

Dial keypad

FACE DOWN

(DIGITAL SP-PHONE)

(HELP)   (VOLUME)

(MENU)

(START/COPY/SET)

Note:
oYou can lift the handset instead of pressing
(DIGITAL SP-PHONE) in step 4.

Fax voice guidance volume

Press (VOLUME) (∇/△) while listening to the
voice guidance.
o9 levels (high to off) are available.

Receiving documents (receive mode, etc.)

Setting the receive mode

The unit has two receive modes:

The **AUTO RECEIVE** mode allows your unit to receive all calls automatically without your assistance. Use this mode when you wish to use the unit solely as a facsimile machine or when you are going out.

The **MANUAL RECEIVE** mode lets you answer calls by lifting the handset. Use this mode when you are in and wish to answer voice and fax calls.

These modes can be selected by pressing the (**AUTO RECEIVE**) button.

AUTO RECEIVE and MANUAL RECEIVE have two different receive settings.

MANUAL RECEIVE MODE

AUTO RECEIVE FAX/MSG.SYS. ○ ⊂⊃ The FAX/MSG.SYS. indicator is off.	**TEL mode** **(pre-selected)**	**Allows you to answer all calls manually.**
		When the unit rings, you must answer all calls by picking up the handset. ○When a fax call is received, you can start fax reception by pressing (**START/COPY/SET**). For further details, see page 23. ○You can change to the ANS/FAX mode from a remote location. Call your unit from a touch tone telephone and wait for 15 rings. The answering system will temporarily answer the line. Then enter the remote operation ID (page 48) during the greeting message. The unit will switch to the ANS/FAX mode.
	TEL/FAX **mode**	**Automatic voice and fax recognition**
		When a fax call is detected, the unit will automatically answer the line and start reception. When a voice call is detected, the unit will start to ring. You can lift the handset to answer the call. **For further information about this mode, see pages 30 through 32.** To change the number of rings before a call is answered, see page 56.

AUTO RECEIVE MODE

| AUTO RECEIVE FAX/MSG.SYS. ○ ⊂⊃ The FAX/MSG.SYS. indicator is on.	**ANS/FAX** **mode** **(pre-selected)**	**Records voice messages and/or receives fax documents.**
		When a voice call is detected, the telephone answering machine will record the voice message. When a fax call is detected, the facsimile unit will receive fax documents (see pages 24 and 25). To change the number of rings before a call is answered, see page 54.
	FAX (FAX **ONLY)** **mode**	**Receives fax documents only.**
		The unit will answer all calls automatically and activate the fax function (see page 29). To change the number of rings before a call is answered, see page 55.

Note:
●Regardless of the mode you select, you can always place calls and send faxes.

For Assistance, Call 1-800-435-7329

Allowing you to answer all calls manually (TEL mode) ____

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

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

3   Hang up the handset, if using it.

Note:
○If you do not answer a call by 15 rings, the unit will temporarily activate the fax function to receive documents.

(STOP)

(DIGITAL SP-PHONE)

(START/COPY/SET)

AUTO RECEIVE
FAX/MSG.SYS.○

The FAX/MSG.SYS. indicator is off.
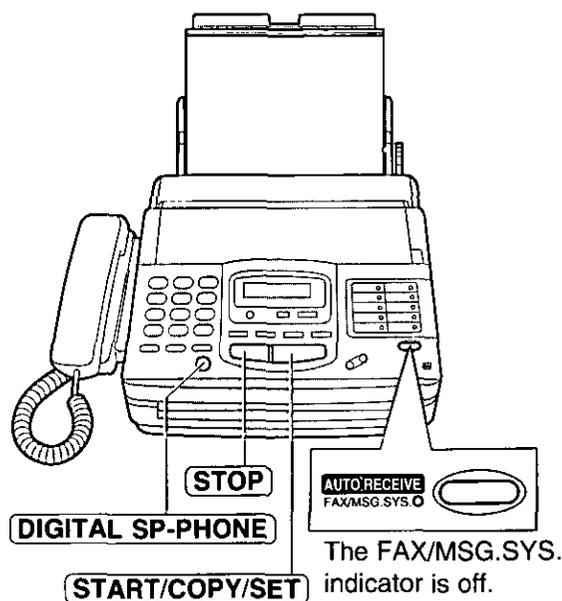
Friendly reception

When you answer the call and hear a slow beep, the unit will automatically start fax reception even if you do not press (START/COPY/SET).

○If this feature is not required, set to OFF (see page 64).

When friendly reception is activated, one of the following messages will be heard.
—*Please hang up the handset for reception.*
—*Start reception.*

○If the voice guidance feature is set to OFF, these messages will not be heard (see page 65).

Fax voice guidance about reception

After reception, one of the following messages will tell you the result.
—*Reception is complete.*
—*Reception has failed.*
—*Reception has been interrupted.*

○You can set this feature to OFF. Or you can set this feature to ERROR and the guidance will prompt you only when fax reception fails (see page 65).
○When the unit receives fax documents automatically, the voice guidance will not be played.

Memory reception

When a printing problem is detected, the unit will temporarily store the received document into memory.
While documents are in memory, the unit will:
— display an error message and the following message alternately:

Display: | FAX IN MEMORY |

— alert you with a slow beep (Receive alert).

○Follow the instructions on pages 89 and 90 to clear the problem and print the stored document.
○For memory capacity, see page 106.

To stop reception

Press (STOP).

Receiving fax documents and/or recording incoming voice messages automatically (ANS/FAX mode)

When you turn on the AUTO RECEIVE mode (pre-selected setting is ANS/FAX), the unit will work as a facsimile machine and/or answering device.
If a fax call is detected, the unit will automatically switch to receive faxes.
If a voice call is detected, the answering system will begin recording, then the caller can leave a voice message.
●You can use a pre-recorded greeting message (see the next page) or record your own greeting message (see page 43).

Setup of voice message and document reception

The total recording time (including the greeting messages) is about 18 minutes. If messages are recorded in a noisy environment, the recording time may be shortened up to 11 minutes.

To record incoming voice messages and receive fax documents, follow the steps below:

1 Make sure that the AUTO RECEIVE mode is set to ANS/FAX (see page 29).

2 To turn on the AUTO RECEIVE mode, press
(AUTO RECEIVE) until the FAX/MSG.SYS.
indicator light goes on.
●The display shows the following message:

Display: | ANS/FAX MODE |

The remaining time for recording incoming messages will be displayed.

Example: | TIME LEFT=10m13s |

The FAX/MSG.SYS. indicator is on.

Note:
●Each incoming message recording time can be set to either 1 minute or unlimited. To change the setting, see page 57.
●When the remaining time is low, erase unnecessary messages from memory (see pages 26 and 50).
●While an incoming call is being recorded, you can monitor it through the speaker. If this feature is not required, set the ICM monitor feature to OFF (see page 66).

Quick Start

Basic operations

| For Assistance, Call 1-800-435-7329 |

Pre-recorded greeting messages

The unit has pre-recorded greeting messages. According to the situation, one of the following messages will be played to the caller.

▣ When you do not record your own greeting message (page 43), the following message will be played.

> *Hello! We are unable to answer right now.*
> *To send a fax, please start transmission.*
> *To leave a voice message, please speak after the beep.*
> *Thank you.*

▣ When the unit detects a problem, one of the following pre-recorded greeting messages will be played.

MESSAGE FULL	*Hello! We are unable to answer right now.* *To send a fax, please start transmission.* *To leave a voice message, please try again later.* *Thank you.*

FAX MEMORY FULL	*Hello! We are unable to answer right now.* *To send a fax, please try again later.* *To leave a voice message, please speak after the beep.* *Thank you.*

MESSAGE FULL and FAX MEMORY FULL	*Hello! We are unable to answer right now.* *Please try again later.* *Thank you.*

Note:
○If you erase your own greeting messages, the pre-recorded greeting messages will play automatically.

Listening to recorded messages

When the unit receives voice messages;
—the NEW MESSAGES indicator will flash,
—the call counter will show the total number of recorded messages, and
—a slow beep will sound if message alert (page 63) is set to ON.
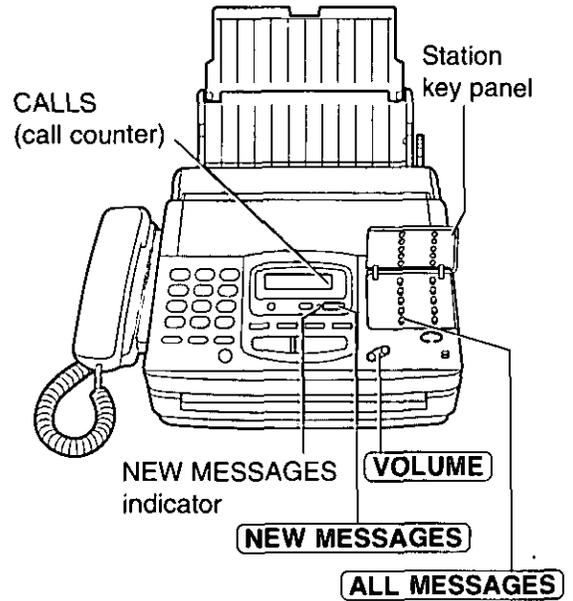
▣ To listen to new messages

Press [NEW MESSAGES].

▣ To listen to all messages

Open the station key panel, then press
[ALL MESSAGES].

Note:
○During playback, the display shows the recorded order of the messages.
○Adjust the speaker volume using [VOLUME].
○The number of calls in the call counter will not reset until you erase your message.

Voice time/day stamp:
During playback, a synthesized voice will announce the time and day when each message was recorded.

CALLS
(call counter)

Station
key panel

NEW MESSAGES
indicator

[VOLUME]

[NEW MESSAGES]

[ALL MESSAGES]

Erasing recorded messages

Erase unnecessary messages to prevent memory from becoming full.

▣ To erase specific messages

Press [ERASE] while listening to the message you want to erase.
○3 beeps will sound and the following message is displayed.

Display: | STOP=CANCEL |

To stop erasing, press [STOP] during 3 beeps.
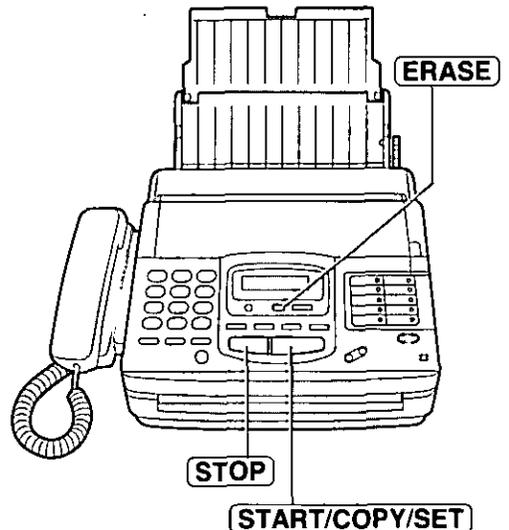
▣ To erase all messages

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

| CLEAR MESSAGES? |
↑↓
| YES:PRESS SET |

○To stop erasing, press [STOP].
2. Press [START/COPY/SET].

| ERASING |

| ERASE COMPLETED |

[ERASE]

[STOP]

[START/COPY/SET]

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Quick Start

Basic operations

Functions during playback

□ To repeat a message

Press (REPEAT) while listening to the message you want to repeat.

○If you press (REPEAT) within 5 seconds of the beginning of the message, the previous message will be played.

○To play back a specific message, press (REPEAT) repeatedly until you hear the message you want to repeat.

○When you want to repeat the new messages, press (NEW MESSAGES) first, open the station key panel and press (REPEAT).

□ To skip a message

Press (SKIP) to play the next message.

○When you want to skip the new messages, press (NEW MESSAGES) first, open the station key panel and press (SKIP).

□ To change the playback speed

Press (QUICK) to play messages at one and a half times the original speed.

Press (SLOW) to play messages at a half the original speed.

To return to the original speed:
Press (QUICK) or (SLOW) again during quick or slow playback.

□ To stop playback

Press (STOP).

○To resume the new recorded messages, press (NEW MESSAGES) within 1 minute after pressing (STOP).

○To resume all of the recorded messages, press (ALL MESSAGES).

Station key panel

(SLOW)
(REPEAT)

(STOP)
(NEW MESSAGES)
(ALL MESSAGES)
(QUICK)
(SKIP)

Quick Start

Basic operations
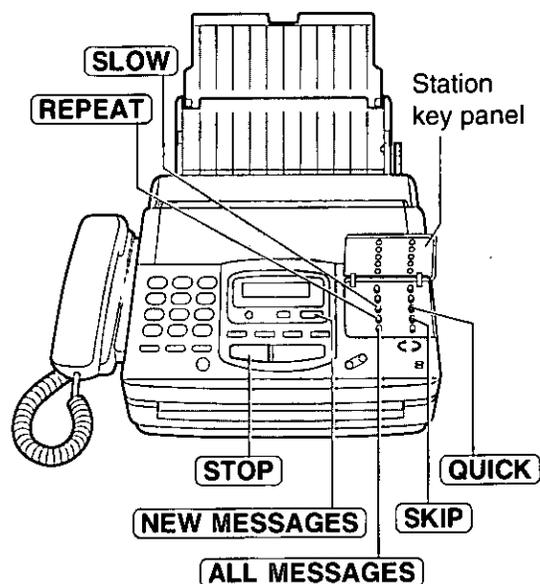
Recording a memo message

To leave a private message for someone, you can record a voice memo. This memo can be played back later, either directly or remotely.

1 Open the station key panel.

2 Press (MEMO/2WAY REC).
   ○A long beep will sound.

3 Speak clearly into the microphone.

4 When finished, press (STOP).

Station key panel

(STOP)
(VOLUME)
(MEMO/2WAY REC)
Microphone
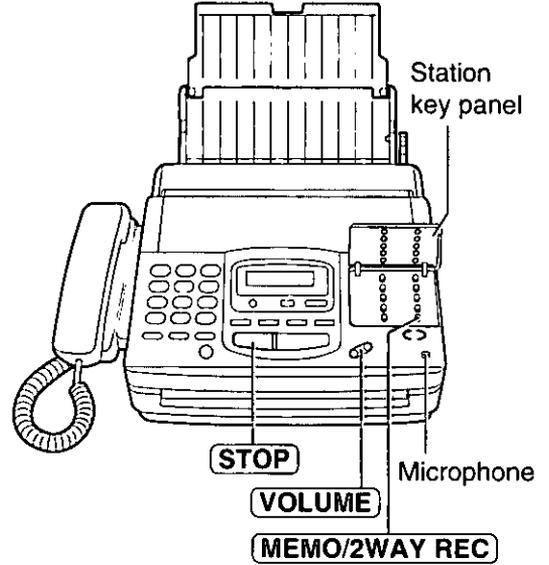
Recording a telephone conversation

1 During the telephone conversation, open the station key panel.

2 Press (MEMO/2WAY REC).

   Display: | 2WAY RECORDING |

3 To stop recording, press (STOP) or hang up.

Note:
○There may be legal restrictions in your state on recording two way telephone conversations. Inform the other party that the conversation is being recorded.

Station key panel

(STOP)
(VOLUME)
(MEMO/2WAY REC)
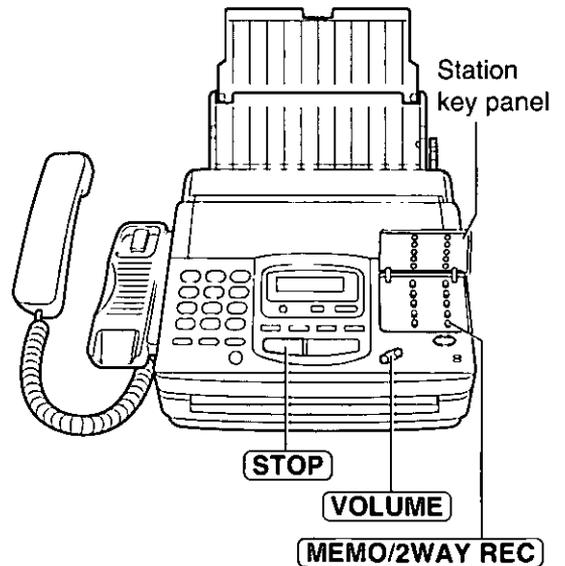
Setting the answering device volume

Press (VOLUME) (▽/△) while listening to the recorded messages.
○9 levels (high to off) are available.

For Assistance, Call 1-800-435-7329

FAX (FAX ONLY) mode
(receiving fax documents only)

When you turn on the AUTO RECEIVE mode set to FAX (FAX ONLY), the unit works as a dedicated facsimile machine. The unit will automatically answer all calls and generate fax tones to the callers.

Changing the AUTO RECEIVE mode setting

Change the AUTO RECEIVE setting from the ANS/FAX mode to the FAX (FAX ONLY) mode.

1 Press (MENU).

Display: | SYSTEM SET UP |

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

| AUTO RECEIVE |

3 Press (START/COPY/SET).

| MODE=ANS/FAX [∇ Δ] |

4 Press ⓥ or ⓐ to select FAX (FAX ONLY).

| MODE=FAX   [∇ Δ] |

○To return to the ANS/FAX mode, select ANS/FAX.

5 Press (START/COPY/SET).

6 Press (MENU).

Dial keypad   (MENU)

(START/COPY/SET) ⓥ
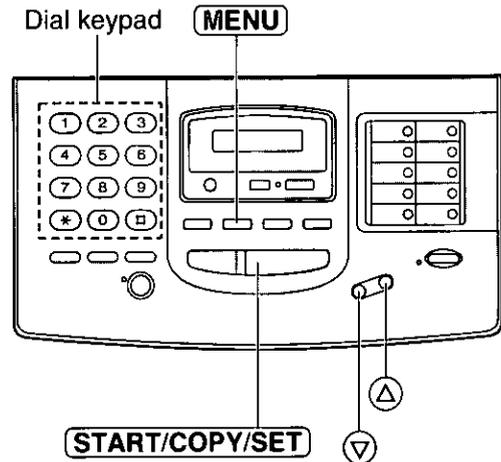
Setting the FAX (FAX ONLY) mode

Press (AUTO RECEIVE) until the FAX/MSG.SYS. indicator light goes on.
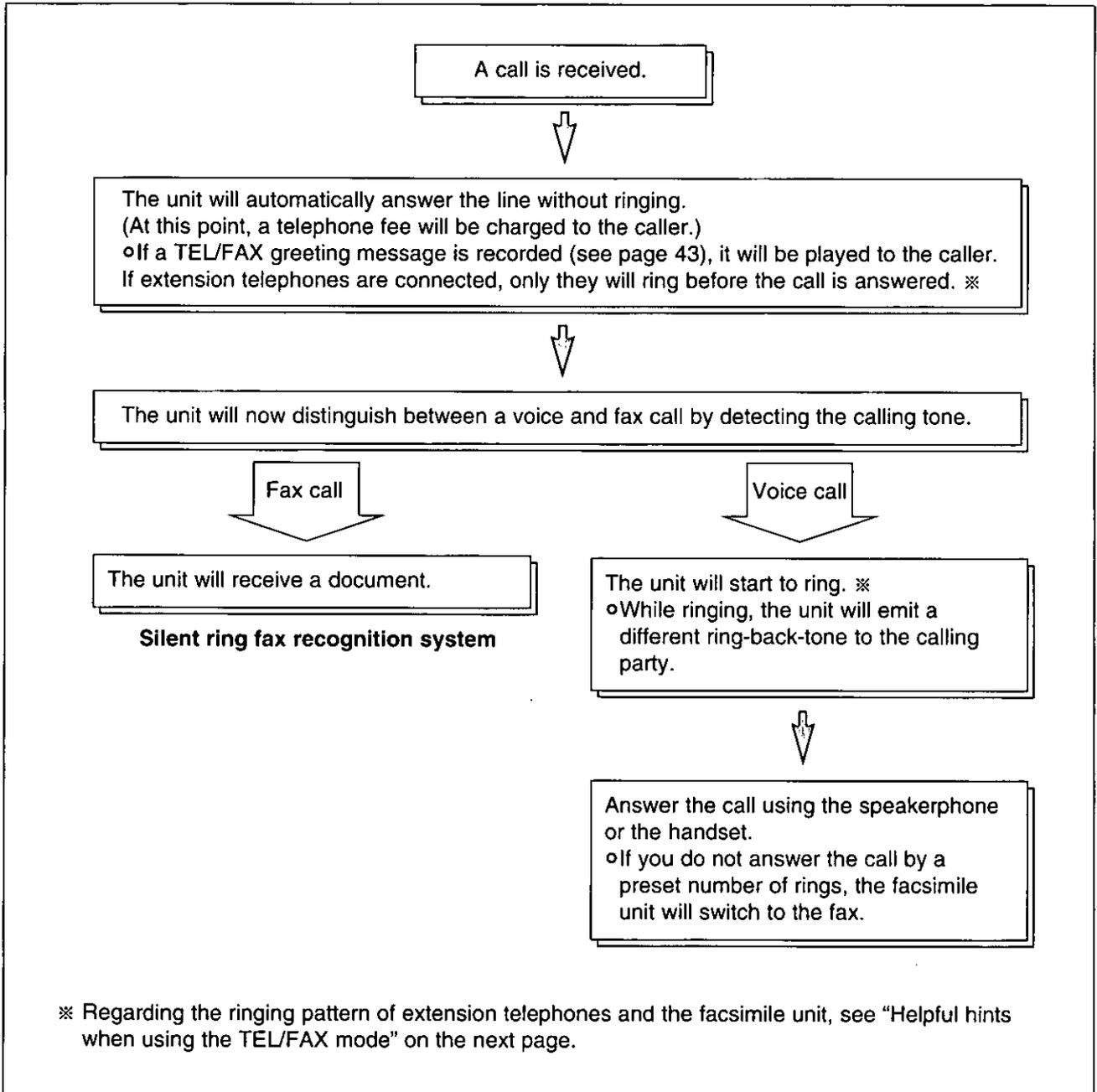○The display shows the following message:

Display: | FAX MODE |

The FAX/MSG.SYS. indicator is on.

Advanced Operations

TEL/FAX mode
(automatic voice and fax recognition)

Use this mode when you wish to receive voice calls with rings, but do not want to hear the unit ring when faxes are received.
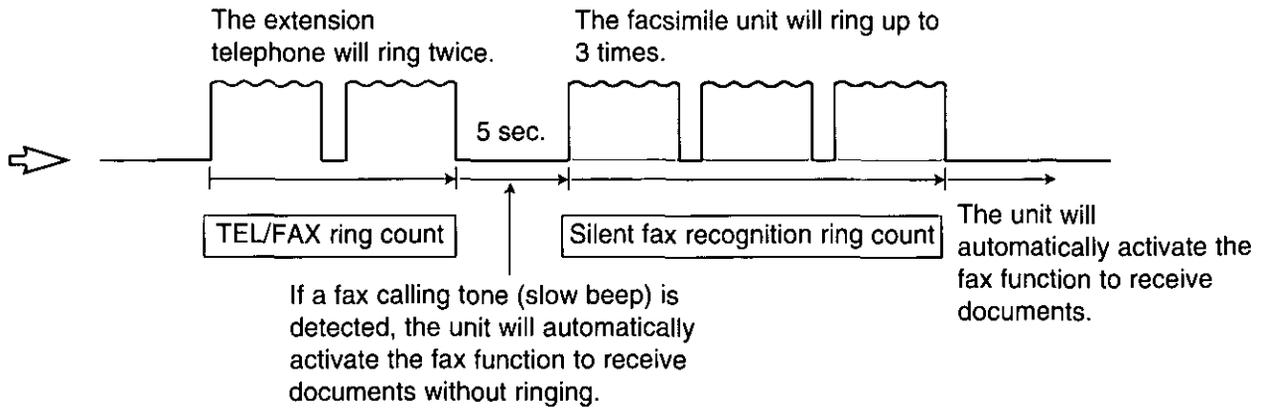When a call is received, the unit will work as follows:

A call is received.

⇩

The unit will automatically answer the line without ringing.
(At this point, a telephone fee will be charged to the caller.)
o If a TEL/FAX greeting message is recorded (see page 43), it will be played to the caller.
If extension telephones are connected, only they will ring before the call is answered. ※

⇩

The unit will now distinguish between a voice and fax call by detecting the calling tone.

| Fax call | | Voice call |

The unit will receive a document.

Silent ring fax recognition system

The unit will start to ring. ※
o While ringing, the unit will emit a different ring-back-tone to the calling party.

⇩

Answer the call using the speakerphone or the handset.
o If you do not answer the call by a preset number of rings, the facsimile unit will switch to the fax.

※ Regarding the ringing pattern of extension telephones and the facsimile unit, see "Helpful hints when using the TEL/FAX mode" on the next page.

Note:
o Some fax messages that are transmitted manually may not send a calling tone. These calls must be received manually.

Helpful hints when using the TEL/FAX mode

☐ **If an extension telephone is connected, the facsimile unit and the extension telephone will ring as follows.**

The extension telephone will ring twice.

The facsimile unit will ring up to 3 times.

5 sec.

| TEL/FAX ring count |

| Silent fax recognition ring count |

The unit will automatically activate the fax function to receive documents.

If a fax calling tone (slow beep) is detected, the unit will automatically activate the fax function to receive documents without ringing.

Note:
o You can change the number of rings for the TEL/FAX ring count and silent fax recognition ring count (see pages 56 and 57).

Setting the TEL/FAX mode

Change the MANUAL RECEIVE setting from the TEL mode to TEL/FAX mode.

1 Press (MENU).

Display: | SYSTEM SET UP |

2 Press [#], then [0] [8].

| MANUAL RECEIVE |

3 Press (START/COPY/SET).

| MODE=TEL [▽△] |

4 Press (▽) or (△) to select TEL/FAX.

| MODE=TEL/FAX [▽△] |

o To return to the TEL mode, select TEL.

5 Press (START/COPY/SET).

6 Press (MENU).

Dial keypad (MENU)

(START/COPY/SET)

(△)

(▽)
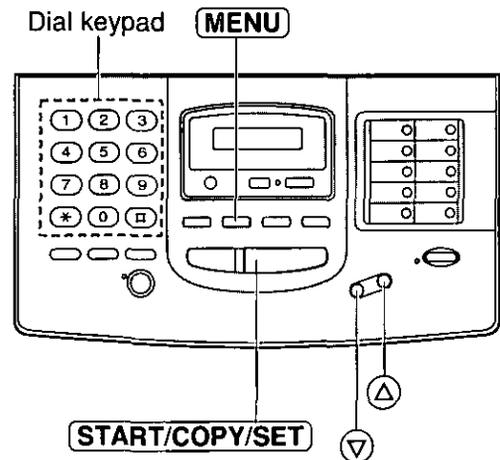
TEL/FAX mode (cont.)

Using the TEL/FAX mode

1 Record the TEL/FAX mode greeting message (see page 43).
 o The TEL/FAX mode greeting message will be played to the caller when the unit automatically answers an incoming call.

2 Set the MANUAL RECEIVE mode to TEL/FAX (see page 31).

3 Make sure that the AUTO RECEIVE mode is turned off.
 • If the FAX/MSG.SYS. indicator light is on, press (**AUTO RECEIVE**) to turn off the AUTO RECEIVE mode.
 • The display shows the following message:

Display: | TEL/FAX MODE |

The FAX/MSG.SYS. indicator is off.

Automatic dialing

Storing telephone numbers for automatic dialing

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

One-touch dialing: 18 stations (Each of the 9 direct station keys is divided into an upper station and a lower station).

Speed dialing: This unit is equipped with 100 additional dialing stations. These stations are assigned to 2-digit numbers (00–99).

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

Display: | STORE TEL NO. |

2a One-touch dialing:

For upper stations (1–9)
Press one of the direct call station keys.

For lower stations (10–18)
Press (LOWER), then press one of the direct call station keys.

2b Speed dialing:

Press [#], then press the desired 2-digit number (00–99).

3 Enter the telephone number up to 30 digits in length.
o To enter a hyphen in a telephone number, press (HYPHEN) (direct call station 8).

4 Press (START/COPY/SET).

| NAME= |

5 Enter the station name, up to 10 characters, by following the instructions on page 14.

6 Press (START/COPY/SET).
o To program other stations, repeat steps 2a (or 2b) to 6.

7 Press (STOP).

Direct call stations (DELETE)
Speed dial stations (MENU) (SECRET)

(STOP)
(START/COPY/SET) (LOWER)
(HYPHEN)
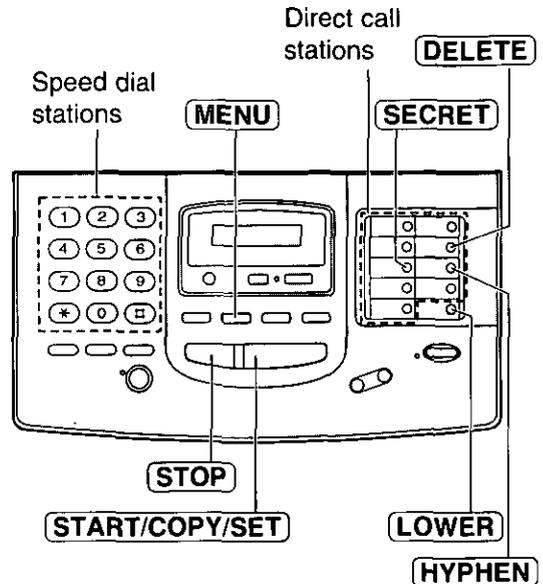
Helpful hint:
o To confirm stored telephone numbers and station names, print a telephone number list (see page 70).

To keep the telephone number confidential

Press (SECRET) (direct call station 3) after entering the telephone number.
o The telephone number will not appear on the display or the telephone number list.
o (SECRET) is not counted as a digit.

To erase a stored number and station name

Press (STOP) in step 3 to erase the telephone number. Press (DELETE) (direct call station 7) repeatedly in step 5 until all of the characters are erased.
Then press (START/COPY/SET).

Making voice calls using automatic dialing

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

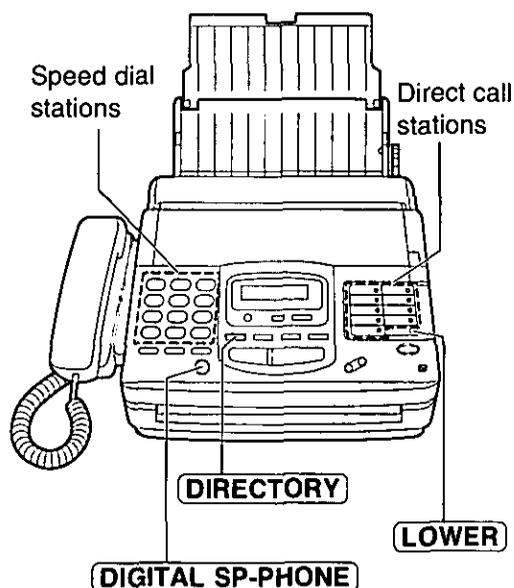**2a** **Using one-touch dialing:**

For upper stations (1–9)
Press the desired direct call station key.
For lower stations (10–18)
Press (**LOWER**), then press the desired direct call station key.

2b **Using speed dialing:**

Press (**DIRECTORY**), then press [#] and the desired 2-digit number (00–99).

Speed dial stations
Direct call stations
(**DIRECTORY**)
(**LOWER**)
(**DIGITAL SP-PHONE**)

Transmitting documents using automatic dialing

1 Insert the documents FACE DOWN.

2a **Using one-touch dialing:**

For upper stations (1–9)
Press the desired direct call station key.
For lower stations (10–18)
Press (**LOWER**), then press the desired direct call station key.

2b **Using speed dialing:**

Press (**DIRECTORY**), then press [#] and the desired 2-digit number (00–99).

Speed dial stations
Direct call stations
FACE DOWN
(**STOP**)
(**LOWER**)
(**DIRECTORY**)
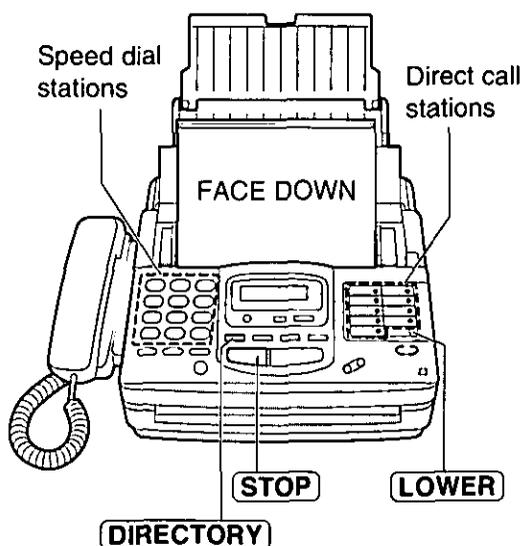
Fax auto redial
If there is no answer or the line is busy, the unit will automatically redial the number up to 5 times.
This feature is available for;
—receive polling (p. 38)
—delayed transmission (p. 39)
During auto redial, the display shows:

Display: | WAITING REDIAL |

To cancel redialing, press (**STOP**).

Electronic telephone directory
(selecting a station name in the directory)

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

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

1 Press (DIRECTORY).

Display: | SELECT INDEX |

2 Press the dial key that corresponds to the first initial of the desired station name (see the index table below).

Example: To search a name starting with "N": Press [6] until the first station name starting with "N" is displayed. Press (▽) until the desired name is displayed.

OR

Press (▽) or (△) repeatedly until the desired name is displayed.

3 Press (START/COPY/SET).

○The unit will start dialing.
○If a document is fed into the unit, the unit will start transmission.

Dial keypad

FACE DOWN

(DIRECTORY)

(START/COPY/SET)

(△)
(▽)
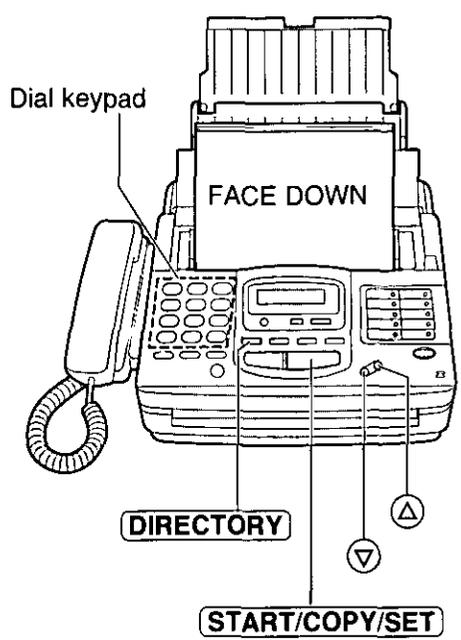
Dial key	Index	Dial key	Index
①	1	⑦	P, Q, R, S, 7
②	A, B, C, 2	⑧	T, U, V, 8
③	D, E, F, 3	⑨	W, X, Y, Z, 9
④	G, H, I, 4	⓪	0
⑤	J, K, L, 5	✱	Other symbols
⑥	M, N, O, 6	⊡	(Used for speed dialing.)

Voice contact
(talking to the caller during or after fax reception or transmission)

You can have a conversation with the same call after the fax message is completed. This will save the extra expense and time of making another call.
This feature works only when the other party's unit is equipped with a voice contact feature.

Initiating voice contact

1 Press (DIGITAL SP-PHONE) while transmitting or receiving documents.

Display: | VOICE STANDBY |

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

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

○If you initiate voice contact during transmission, you can talk after all of the documents have been transmitted.
○If you initiate voice contact during reception, you can talk after the current page of the document is received.

FACE DOWN
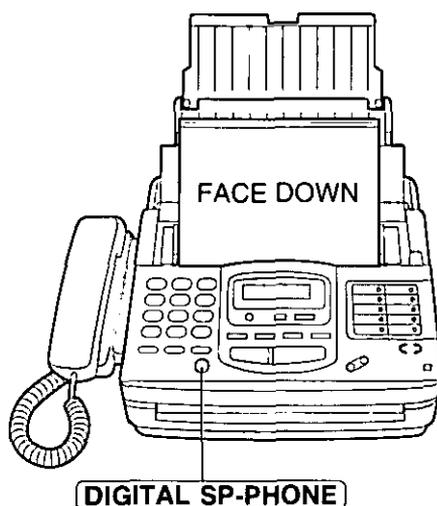
(DIGITAL SP-PHONE)

Receiving a request for voice contact

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

When the distinctive ring is heard, press (DIGITAL SP-PHONE) or lift the handset, then start talking.

Note:
○If you do not answer within 10 seconds of the distinctive ring;
—if in the ANS/FAX mode, your unit will play back a greeting message and record an incoming voice message.
—if in the TEL/FAX, FAX (FAX ONLY) or TEL mode, the line will be disconnected.

TONE, FLASH and REDIAL/PAUSE buttons

TONE button

The TONE (✱) button is used for rotary pulse dial services and allows you to temporarily change from pulse to tone mode during a dialing operation. When you hang up, the unit will automatically return to the pulse mode.
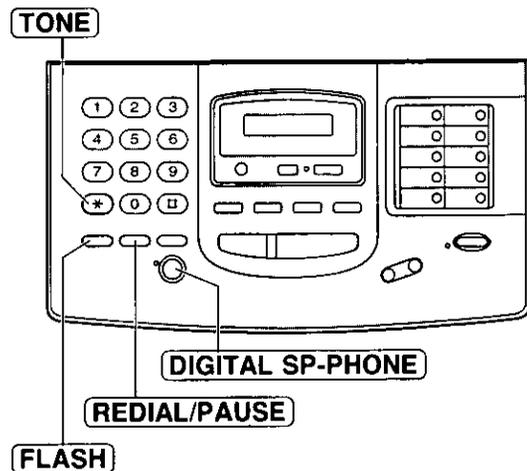
FLASH button

The FLASH button functions as the hookswitch on a regular telephone. If you misdial or dial another telephone number, press the FLASH button firmly.

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

(TONE)

(DIGITAL SP-PHONE)
(REDIAL/PAUSE)
(FLASH)

Note:
○TONE, FLASH and PAUSE can be stored into a telephone number for automatic dialing.

Redialing the last number dialed

If the REDIAL/PAUSE button is pressed immediately after a dial tone is obtained, the last number dialed will be redialed.

1. Lift the handset or press (DIGITAL SP-PHONE).

2. Press (REDIAL/PAUSE).
   ○If the line is busy when using the DIGITAL SP-PHONE button, the unit will automatically redial the number up to 14 times.

Entering pauses

If the REDIAL/PAUSE button is pressed during dialing, a pause will be inserted.

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

9	—	PAUSE	—	Telephone number

└── Line access code
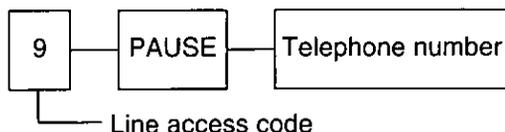
Example-2: If transmission errors occur when making an overseas transmission, add two pauses at the end of the telephone number.

International access code	—	Country code	—	Telephone number	—	PAUSE	—	PAUSE

37
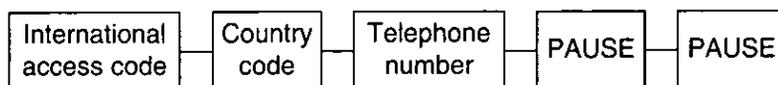
Polling

(retrieving fax documents)

The polling feature allows you to receive a document from another compatible machine where you pay for the call. This saves the sending party the call charges.

Receive polling

To place a call and recover a document from another machine follow the steps below. Make sure that no documents have been fed into your unit and that the other party's machine is ready for your call.
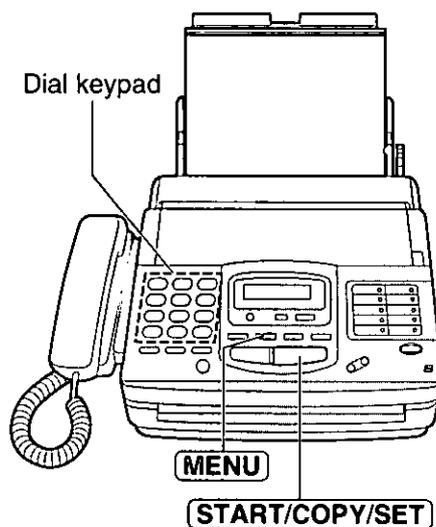
1   Press (MENU) until the following is displayed:

Display:
```
POLLING
```

2   Press (START/COPY/SET).
```
NO.=
```

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

4   Press (START/COPY/SET).

Dial keypad

(MENU)

(START/COPY/SET)

Transmit polling

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

1   Insert the documents FACE DOWN.

2   Press (MENU) until the following is displayed:

Display:
```
POLLED
```
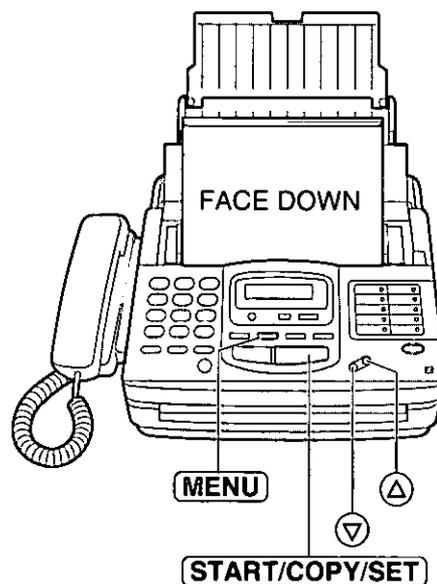
3   Press (START/COPY/SET).
```
MODE=OFF    [∇Δ]
```

4   Press ∇ or Δ to select "ON".
```
MODE=ON     [∇Δ]
```

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

5   Press (START/COPY/SET).
```
POLLED ON
```

FACE DOWN

(MENU)    Δ

∇

(START/COPY/SET)

**Note:**
o This feature will not work when the unit is set to the TEL mode.
o The caller pays for the document transmission.
o When delayed transmission (see the next page) is set to ON, transmit polling is not available.

# Delayed transmission
## (sending a fax at a later time)

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

**1** Insert the documents FACE DOWN.

**2** Press (MENU).

Display: | SYSTEM SET UP |

**3** Press [#], then [2] [5].

| DELAYED XMT |

**4** Press (START/COPY/SET).

| MODE=OFF     [∇Δ] |

**5** Press ∇ or Δ to select "ON".

| MODE=ON      [∇Δ] |

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

**6** Press (START/COPY/SET).

| NO. = |

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

**8** Press (START/COPY/SET).

| TIME=12:00AM |

**9** Enter the transmission start time.
**Example:** 11:00PM
Press [1] [1] [0] [0], then press [*] to select PM.
∘You can select AM or PM by pressing [*].

**10** Press (START/COPY/SET).

**11** Press (MENU).

| SEND AT 11:00PM |

∘When the programmed time has arrived, the unit will automatically start transmission.

Dial keypad

FACE DOWN

(MENU)   Δ

∇

(START/COPY/SET)
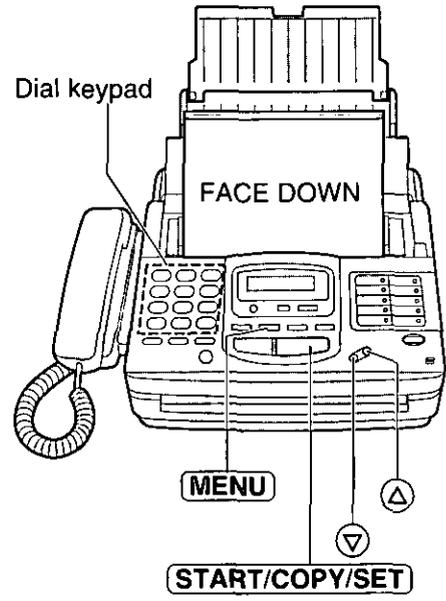
**Note:**
∘You can receive, transmit and copy documents while delayed transmission is set.
∘If the programmed time is during a power failure, delayed transmission will be attempted soon after power is restored.
∘When transmit polling (see page 38) is ON, delayed transmission is not available.

# Reserving transmission during fax reception

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

1 Insert the documents FACE DOWN during fax reception.

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

3 Press (START/COPY/SET).

Display: | XMT RSV. ON |

## To cancel the reservation

Remove the documents from the document tray.

Dial keypad

FACE DOWN

(START/COPY/SET)
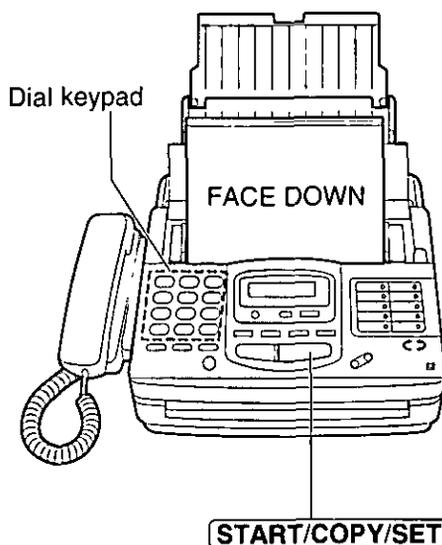
# Special receiving features

## Remote fax receiving
## (using an extension telephone to receive a fax message)

If you have an extension telephone on the same line, it is possible to receive a fax message. Use the extension telephone to dial the remote fax activation code.
This saves you from going to the facsimile unit and pressing [START/COPY/SET].

**Important:**
o To activate this feature, use a touch tone telephone as the extension telephone and enter the remote fax activation code **FIRMLY**.
o The remote fax activation code is set to "✱9" as a pre-selected setting.

## Receiving using an extension telephone

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

2 When:
—document reception is required,
—a slow beep is heard, or
—no sound is heard,
enter the remote fax activation code **FIRMLY**.

3 Hang up the handset.
o The facsimile unit is activated for reception.

**To the same line**

**Extension telephone**
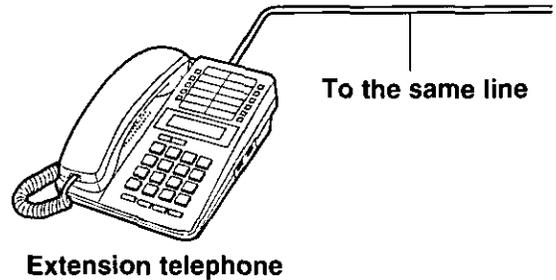
## Changing the remote fax activation code

This code can be from 2 to 4 digits in length using numbers 0 through 9, and the character ✱.

1 Press [MENU].

Display: | SYSTEM SET UP |

2 Press [#], then [4] [1].

| REMOTE FAX ACT. |

3 Press [START/COPY/SET].

| MODE=ON    [∇Δ] |

4 Press ⊽ or △ to select the desired setting.
o If this feature is not required, select "OFF".

5 Press [START/COPY/SET].

| CODE=✱9 |

6 Enter the new code number.

7 Press [START/COPY/SET].

8 Press [MENU].

Dial keypad     [MENU]

[START/COPY/SET]
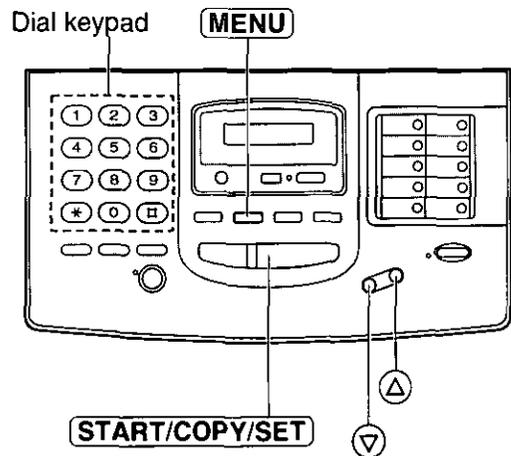
**Note:**
o Some special telephone company services will require you to press a service access code. If you subscribe to such services, all or part of the remote fax activation code must be different from the service access code.
o If the remote fax activation code is set to "0000", this feature will not work properly.

# Receiving with a distinctive ring service

This feature can only be used by those who subscribe to a distinctive ring pattern service from their telephone company. For more information on the availability of this service, please contact your telephone company before setting this feature to ON.

The distinctive ring service gives you up to 3 telephone numbers on a single line, each having a different ringing pattern.
When you use one of the telephone numbers as a facsimile number, program the ringing pattern assigned for fax into your unit. When the unit detects a call matching the selected distinctive ringing pattern, the unit will activate depending on the receive mode setting.
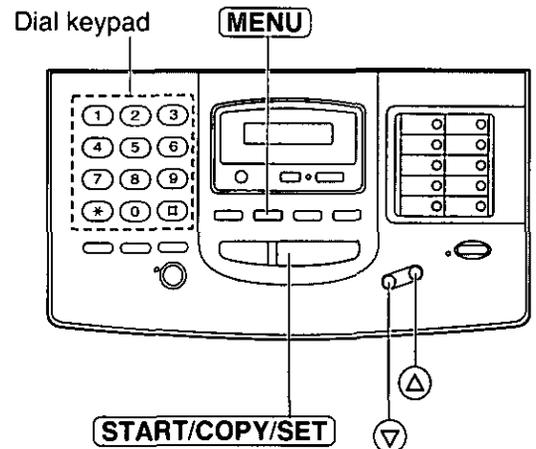
## Setting the distinctive ringing pattern

Program the ring pattern assigned for fax. Ringing patterns that can be programmed are:
**A:** Standard ring (one long ring)
**B:** Double ring (two short rings)
**C:** Triple ring (short-long-short rings)
**D:** Other triple ring (short-short-long rings)
**OFF:** Turns off the ring pattern detection feature (pre-selected setting)

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [3] [1].

| RING DETECTION |

**3** Press (START/COPY/SET).

| MODE=OFF     [∇∆] |

**4** Press ∇ or ∆ to select the ring pattern assigned for the facsimile number.

**5** Press (START/COPY/SET).

| PRINTING |

○The unit will print an information list.

**6** Press (MENU).

Dial keypad    (MENU)

(START/COPY/SET)   ∇   ∆

## How the unit will answer in each receive mode

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

☐ **TEL/FAX mode:** When a distinctive ringing pattern that matches your selection is detected, the unit will automatically answer the line and activate the fax function to receive documents. If other ringing patterns are received, the unit will ring until you answer the call.

☐ **TEL mode:** In this mode, you have to answer all calls manually.

☐ **FAX (FAX ONLY) mode:** In this mode, the unit will answer all calls and activate the fax function.

**Note:**
○The unit automatically answers a distinctive ring call after the second ring. To change the number of rings, change the FAX (FAX ONLY) mode ring count (see page 55) after setting the ringing pattern.

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# Answering device

## Recording your own greeting messages

The recording time is limited to 16 seconds for each message. Record your message within 12 seconds for optimum performance.

o As for the ANS/FAX greeting message, you can choose either 16 seconds or 60 seconds of recording time (see page 66).

### Suggested messages

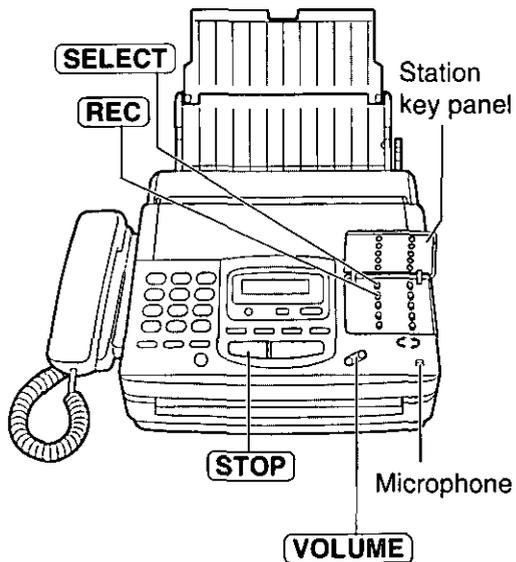| ANS/FAX greeting message | "This is (your name, business and/or telephone number). We are unable to answer right now. To send a fax, start transmission. To leave a message, speak after the beep. Thank you." |
|---|---|
| TEL/FAX greeting message | "This is (your name, business and/or telephone number). Please wait for someone to answer your call. To send a fax, start transmission." |
| Message transfer greeting message | "This is a transferred message from (your name, business and/or telephone number). Please enter your remote ID for remote operation." |

**Note:**
o If you do not record any messages, pre-recorded messages will be played (see pages 25 and 45).

## Recording a greeting message

1 Open the station key panel.

2 Press (SELECT) until the following is displayed.

□ For the ANS/FAX greeting:

Display: | ANS-GREETING |

□ For the TEL/FAX greeting:

| TEL-GREETING |

□ For the message transfer greeting:

| TRNS-GREETING |

3 Press (REC).
o A long beep will sound.

4 Speak clearly 20 cm (8 inches) away from the microphone.
o The display will show the elapsed recording time.
**Example:** ANS/FAX greeting

| ANS REC.     02s |

5 When finished, press (STOP).
o The unit will repeat your message. Adjust the volume using (VOLUME).



SELECT
REC
Station key panel
STOP
Microphone
VOLUME

**Note:**
o If you make a mistake while recording, repeat from step 2.

Advanced Operations

*43*

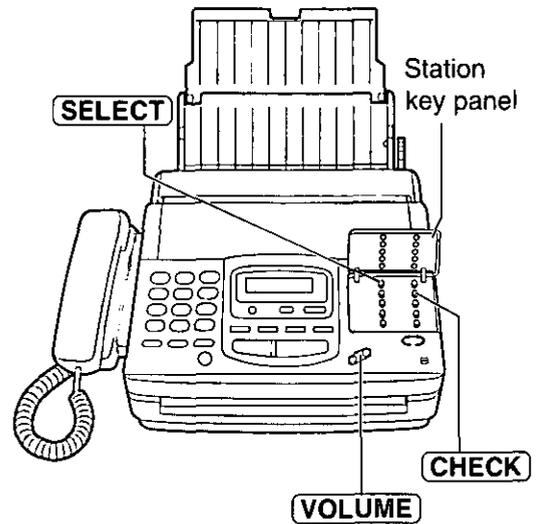# Recording your own greeting messages (cont.)

## Checking the greeting messages

1. Open the station key panel.

2. Press (SELECT) until the desired greeting is displayed.

   **Example:** ANS/FAX greeting

   Display: | ANS-GREETING |

3. Press (CHECK).
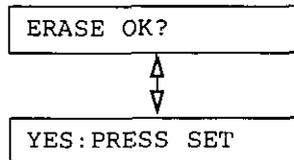   o After the beep, the unit will play back the message. Adjust the volume using (VOLUME).

Station key panel

(SELECT)

(CHECK)

(VOLUME)

## Erasing your own recorded greeting messages

1. Open the station key panel.

2. Press (SELECT) until the desired greeting is displayed.

   **Example:** Message transfer greeting
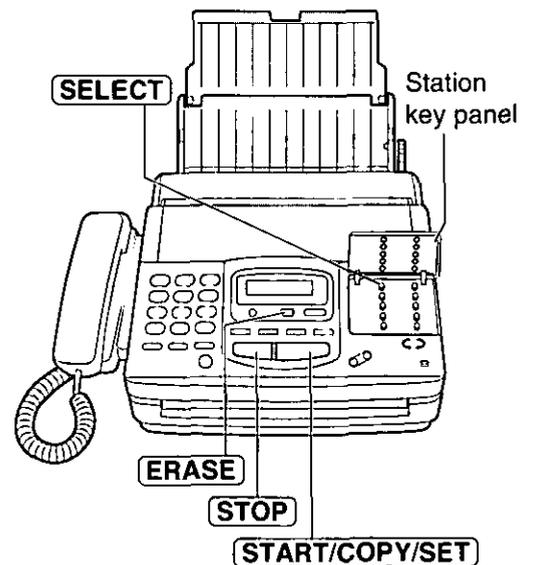
   Display: | TRNS-GREETING |

3. Press (ERASE).

   | ERASE OK? |
   ↕
   | YES:PRESS SET |

4. Press (START/COPY/SET).

   | GREETING ERASED |

5. Press (STOP).

(SELECT)

Station key panel

(ERASE)

(STOP)

(START/COPY/SET)

**Note:**
o If you erase your own recorded greeting messages, the pre-recorded greeting messages will be played.
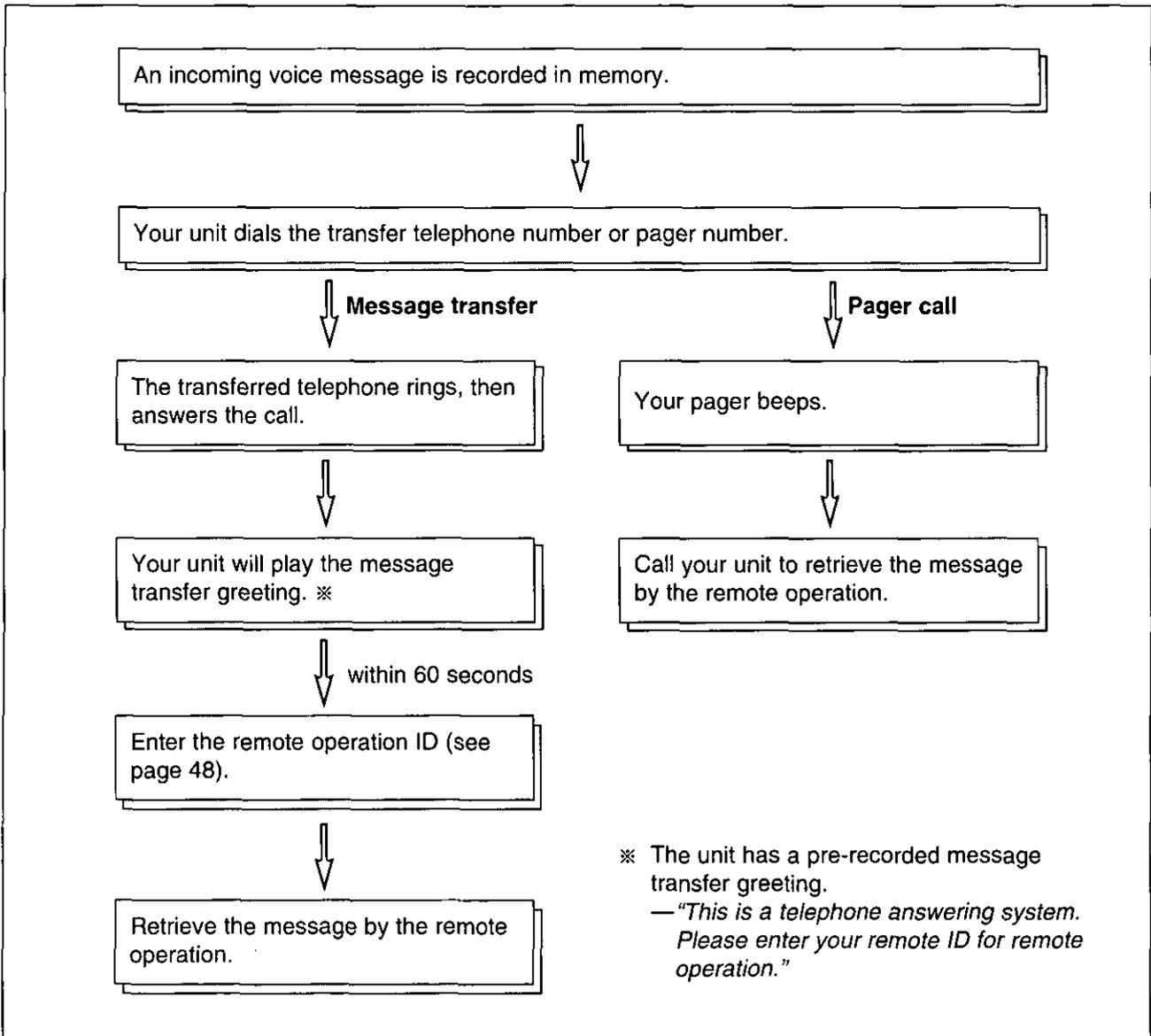
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# Transferring incoming call messages

This feature allows your unit to call a designated telephone or pager number each time an incoming voice message is recorded.
You can choose **Message transfer** or **Pager call**.

**Message transfer:** Program the transfer telephone number first. When an incoming message is recorded in your unit, the message will be transferred. You can retrieve the message during the same call by the remote operation.
**Pager call:** Program the pager number first. When an incoming call is recorded, your pager will be called. Call your unit and retrieve the message by the remote operation.

—This feature operates in the ANS/FAX mode.
—For details on the remote operation, see page 47.
—Use a touch tone telephone to access your unit.

---

An incoming voice message is recorded in memory.

⬇

Your unit dials the transfer telephone number or pager number.

⬇ **Message transfer**          ⬇ **Pager call**

| The transferred telephone rings, then answers the call. | Your pager beeps. |

⬇                              ⬇

| Your unit will play the message transfer greeting. ※ | Call your unit to retrieve the message by the remote operation. |

⬇ within 60 seconds

Enter the remote operation ID (see page 48).

⬇

Retrieve the message by the remote operation.

※ The unit has a pre-recorded message transfer greeting.
  —*"This is a telephone answering system. Please enter your remote ID for remote operation."*

---

## Setting the message transfer/pager call

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [6] [0].

| MESSAGE TRANSFER |

**3** Press (START/COPY/SET).

| MODE=OFF        [∇∆] |

**4** Press ⊽ or △ to select the desired setting.
**MESSAGE:** transfers incoming messages.
**PAGER:** calls your pager.
**OFF:** turns off this feature.

**5** Press (START/COPY/SET).

| NO.= |

**6** a: **If you selected "MESSAGE" in step 4:**
Enter the transfer telephone number.

b: **If you selected "PAGER" in step 4:**
Enter your pager number.
○If this feature does not work properly, press
(REDIAL/PAUSE) more than once at the end
of your pager number to extend the paging
time.

If you wish to display a message on your
pager, enter the message after your pager
number and (REDIAL/PAUSE).
Programming methods may vary depending
on the pager company. Call your pager
company for details.

○You may enter a total of 46 digits and/or
pauses.

**7** Press (START/COPY/SET).

**8** Press (MENU).

Dial keypad



(REDIAL/PAUSE)

(START/COPY/SET)
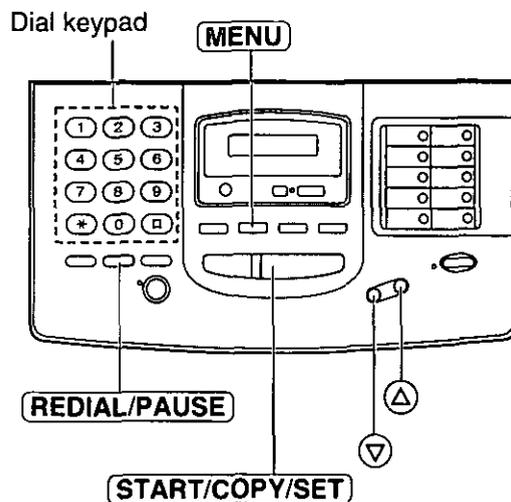
**Note:**
○This feature can be turned on/off remotely from a
touch tone telephone (see page 51).

# Operating the answering device from a remote telephone

The following operations can be performed from a remote location using a touch tone telephone.
**Set the unit to ANS/FAX in the AUTO RECEIVE mode before going out (see page 24).**

| Dial key | Remote command | Page | Dial key | Remote command | Page |
|---|---|---|---|---|---|
| [0] | Skips the greeting message | 51 | [9] | Stops re-recording of a greeting message | 51 |
| [1] | Repeats a message | 49 | [*][4] | Erases a specific message | 50 |
| [2] | Skips a message | 49 | [*][5] | Erases all messages | 50 |
| [4] | New message playback | 49 | [8][0] | Changes to the TEL mode | 51 |
| [5] | All message playback | 49 | [8][1] | Turns on message transfer/ pager call for incoming messages | 51 |
| [6] | Room monitor | 50 | | | |
| [7] | Re-records a greeting message | 51 | [8][2] | Turns off message transfer/ pager call for incoming messages | 51 |

## Remote operation card

Please cut out and carry this card for assistance when using the remote operation.

| Answering Device Remote Operation | Notice of Remote Operation |
|---|---|
| 1. Call your unit.<br><br>2. Enter the remote operation ID ☐☐☐ during the greeting message.<br><br>3. Press the remote command key(s) (see the reverse side) within 4 seconds.<br>or<br>Wait for 4 seconds. All the recorded messages will be played back. | o The remote operation is available only from a touch tone telephone when the unit is in the ANS/FAX mode.<br>o When the unit is in the TEL mode, call your unit and wait for 15 rings. The answering system will temporarily answer the line. Enter the remote operation ID during the greeting message. The unit will switch to the ANS/FAX mode.<br>o When you press any key, press firmly.<br>o To send a document, press [*][9]. When a fax tone is heard, start transmission. |

*Fold here*

# Operating the answering device from a remote telephone (cont.)

## Programming the remote operation ID

The remote operation ID is used to access the answering device.
Choose any 3-digit number except a number using digits 0 or 7.

**1** Press (MENU).

Display: | SYSTEM SET UP |

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

| REMOTE ANS ID |

**3** Press (START/COPY/SET).

| ID=111 |

**4** Enter the desired number.

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad    (MENU)

(START/COPY/SET)
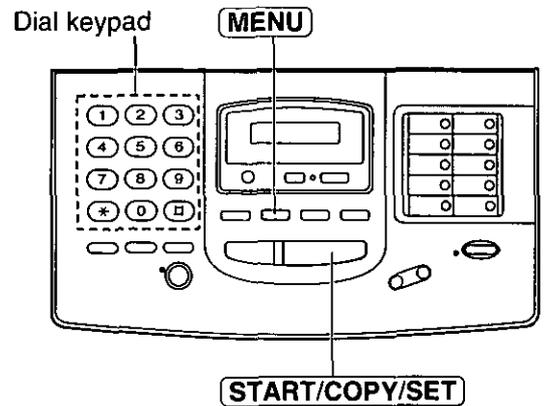
| Key | Remote Command | Key | Remote Command |
|---|---|---|---|
| [0] | Skips the greeting message | [9] | Stops re-recording of a greeting message |
| [1] | Repeats a message | [*][4] | Erases a specific message |
| [2] | Skips a message | [*][5] | Erases all messages |
| [4] | New message playback | [8][0] | Changes to the TEL mode |
| [5] | All message playback | [8][1] | Message transfer/ Pager call ON |
| [6] | Room monitor | [8][2] | Message transfer/ Pager call OFF |
| [7] | Re-records a greeting message | | |

# Listening to messages

1 Call your unit.

2 Enter the remote operation ID during the ANS/FAX greeting playback.
  —The voice guide will tell you the number of new recorded messages.

**Voice guide example:**

> 3 new messages.

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

# During playback

## ⊞ To repeat a message

Press [1] to play the current message.
—If you press [1] within 5 seconds of the beginning of a message, the previous message will be played.

## ⊞ To skip a message

Press [2].

**Note:**
●If the voice guide prompts you that memory is full after playing the message, erase some or all of the messages.

**Voice guide example:**

> Sorry, no more memory. Please erase unnecessary messages.

# Operating the answering device from a remote telephone (cont.)

## Erasing incoming messages from memory

### ☐ To erase a specific message

Press ✱ 4 while listening to the message you want to erase.

—A long beep and the voice guide will be heard. Then the unit will continue with the next message.

**Voice guide example:**

> The message has been erased.

### ☐ To erase all messages

Press ✱ 5 to erase all messages.

—A long beep and the voice guide will be heard.

**Voice guide example:**

> All messages have been erased.

## Other remote operations

### ☐ To monitor the room sound

You can monitor the sound in the room where the unit is installed.

Press 6.
—You can monitor the room sound for about 30 seconds.

**Note:**
o After 30 seconds, a beep sounds. To continue monitoring, press 6 again within 10 seconds.

### ☐ To record a marker message

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

**Voice guide example:**

1. Wait for the voice guide to tell you that the remote operation has ended.

> All messages have been played.

2. Wait about 10 seconds until the voice guide is played.

> Please leave your name and message after the beep.

3. Leave a message after the beep.

## ▣ To re-record a greeting message

You can change the contents of the greeting messages for the ANS/FAX mode.

1. Press [7] to start recording.
   ○A long beep will sound.

2. Speak clearly up to 16 seconds.
   ○If you pause for over 2 seconds, 6 beeps will sound and the recording will stop. Repeat from step 1 within 10 seconds.

3. When finished, press [9].
   ○The new greeting message will be played.

## ▣ To change to the TEL mode

You can change the setting of the receive mode from ANS/FAX to TEL from a remote location.

1. Call your unit.

2. Enter your remote operation ID.

3. Press [8] [0].

## ▣ To turn the message transfer/pager call on or off

You can remotely turn this feature on or off. You must pre-program a transfer telephone number or a pager number (see page 46).

**Voice guide example:**

Press [8] [1] to turn ON the message transfer/pager call.
○The unit will activate the previous setting.
  For example:
  When turning this feature ON from a remote telephone, message transfer will be activated if message transfer is set to ON beforehand, or pager call will be activated if pager call is set to ON beforehand.

> *Message transfer is set.*
> *Transfer phone number is 123456789.*
> 　　　　　　*or*
> *Pager call is set.*
> *Pager number is 098765432.*

Press [8] [2] to turn OFF the message transfer/pager call.

> *Message transfer is off.*
> 　　　　　　*or*
> *Pager call is off.*

—If a transfer telephone number or a pager number is not programmed, you cannot turn this feature ON. The voice guide will prompt you.

> *Transfer phone number is not set.*
> 　　　　　　*or*
> *Pager number is not set.*

## ▣ To skip the greeting message

Press [0] during the greeting message playback.
—The unit will skip the rest of the greeting message.

# Making a reduction copy

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

☐ **Recommended reduction rate:**

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

Letter = 216 × 279 mm (8½″ × 11″)
Legal = 216 × 356 mm (8½″ × 14″)
A4    = 210 × 297 mm (May not be available in the United States.)

**To program a reduction rate, proceed as follows:**

1 Press (MENU).

Display:  | SYSTEM SET UP |

2 Press [#], then [3] [5].

| COPY REDUCTION |

3 Press (START/COPY/SET).

| MODE=OFF    [∇∆] |

4 Press ⊽ or ⊿ to select the desired setting.

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

5 Press (START/COPY/SET).

6 Press (MENU).

Dial keypad   (MENU)

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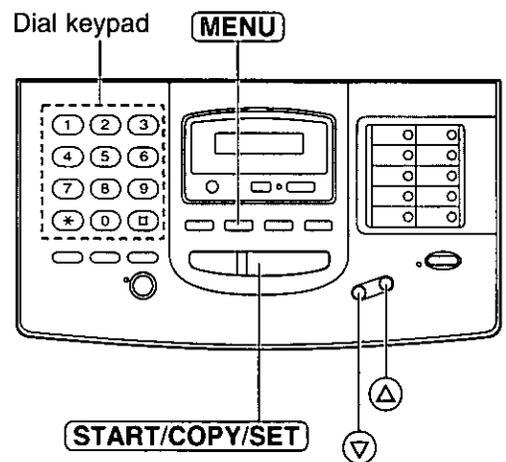
**Note:**
○If the appropriate reduction rate is not programmed, the document may be divided and the top of the second sheet will be deleted.

# Summary of user programmable features

## Basic features

| Code | Feature | Preselected setting | Available settings | Page |
|------|---------|---------------------|--------------------|------|
| #01 | SET DATE & TIME | | | 13 |
| #02 | YOUR LOGO | | | 14 |
| #03 | YOUR TELEPHONE NUMBER | | | 15 |
| #04 | PRINT TRANSMISSION REPORT | OFF | ERROR, ON, OFF | 71 |
| #05 | AUTO RECEIVE MODE | ANS/FAX | ANS/FAX, FAX | 29 |
| #06 | ANS/FAX RING COUNT | 2 ring | 1–4 rings, TOLL SAVER, RINGER OFF | 54 |
| #07 | FAX RING COUNT | 2 ring | 1–4 rings | 55 |
| #08 | MANUAL RECEIVE MODE | TEL | TEL, TEL/FAX | 31 |
| #09 | TEL/FAX DELAYED RING | 2 ring | 1–4 rings | 56 |
| #10 | RECORDING TIME | VOX | VOX (unlimited), 1 MIN | 57 |
| #11 | REMOTE ANS ID | ID=111 | | 48 |
| #13 | DIALING MODE | AUTO | AUTO, TONE, PULSE | 58 |
| #14 | PC LINK | ON | ON, OFF | 86 |

## Advanced features

| Code | Feature | Preselected setting | Available settings | Page |
|------|---------|---------------------|--------------------|------|
| #21 | LOGO POSITION | OUT | OUT, IN | 59 |
| #22 | JOURNAL AUTO PRINT | ON | ON, OFF | 71 |
| #23 | OVERSEAS MODE | OFF | ON, OFF | 60 |
| #25 | DELAYED TRANSMISSION | OFF | ON, OFF | 39 |
| #26 | AUTO CALLER LIST | ON | ON, OFF | 73 |
| #30 | SILENT FAX RECOGNITION RING | 3 rings | 3–6 rings | 57 |
| #31 | RING DETECTION | OFF | OFF, A, B, C, D | 42 |
| #35 | COPY REDUCTION | OFF | 92%, 72%, OFF | 52 |
| #36 | RECEIVE REDUCTION | 92% | 92%, 86%, 72%, OFF | 61 |
| #39 | LCD CONTRAST | NORMAL | NORMAL, DARKER | 62 |
| #41 | REMOTE FAX ACTIVATION CODE | ON/CODE=✱9 | ON, OFF | 41 |
| #42 | MESSAGE ALERT | OFF | ON, OFF | 63 |
| #43 | RECORDING TIME ALERT | OFF | ON, OFF | 63 |
| #44 | RECEIVE ALERT | ON | ON, OFF | 64 |
| #46 | FRIENDLY RECEPTION | ON | ON, OFF | 64 |
| #47 | FAX VOICE GUIDANCE | ON | ERROR, ON, OFF | 65 |
| #54 | GREETING MESSAGE RECORDING TIME | 16s | 16s, 60s | 66 |
| #60 | MESSAGE TRANSFER | OFF | OFF, MESSAGE, PAGER | 46 |
| #67 | ICM MONITOR | ON | ON, OFF | 66 |
| #70 | FAX PAGER | OFF | ON, OFF | 67 |
| #79 | FILM DETECTION | ON | ON, OFF | 68 |
| #80 | SET DEFAULT | NO | YES, NO | 69 |

# Setting the ANS/FAX mode ring count

This feature determines the number of rings after which the unit answers a call in the ANS/FAX mode.
You can choose from 1, 2, 3, 4, TOLL SAVER and RINGER OFF.

**TOLL SAVER:** When you call the unit from a remote location, the number of rings will tell you if there are any new voice messages. If the unit answers on the second ring, there is at least one new recorded message. If the unit answers on the fourth ring, there are no new recorded messages. To save the toll charges for the call, hang up immediately when you hear the third ring. The third ring indicates that there are no new messages.

**RINGER OFF:** The unit will answer without ringing.

**Helpful hints:**
o To answer a call before the unit does, increase the number of rings.
o If you find difficulty in receiving faxes from machines that have an automatic transmission feature, decrease the number of rings.

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [0] [6].

| ANS/FAX RING |

**3** Press (START/COPY/SET).

| RING=2          [∇ ∆] |

**4** Press (∇) or (∆) to select the desired number.

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad  (MENU)

(START/COPY/SET)   (∇) (∆)
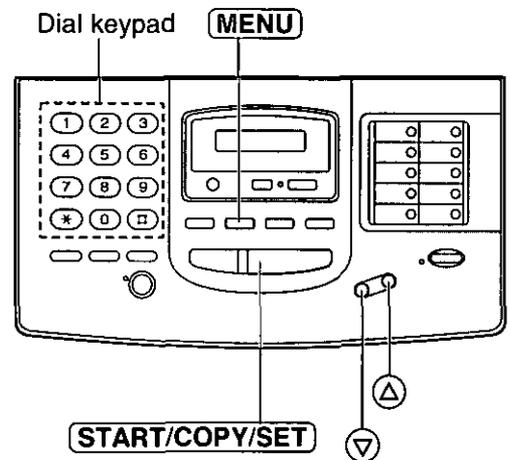
# Setting the FAX (FAX ONLY) mode ring count

This feature determines the number of rings after which the unit answers a call in the FAX (FAX ONLY) mode. You can choose from 1 to 4 rings.

**Helpful hints:**

o To answer a call before the unit does, increase the number of rings.

o If you have difficulty in receiving faxes from machines that have an automatic transmission feature, decrease the number of rings.

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [0] [7].

| FAX RING |

**3** Press (START/COPY/SET).

| RING=2        [▽△] |

**4** Press ⊽ or △ to select the desired number.

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad    (MENU)



(START/COPY/SET)   ⊽   △

Special Settings

*55*
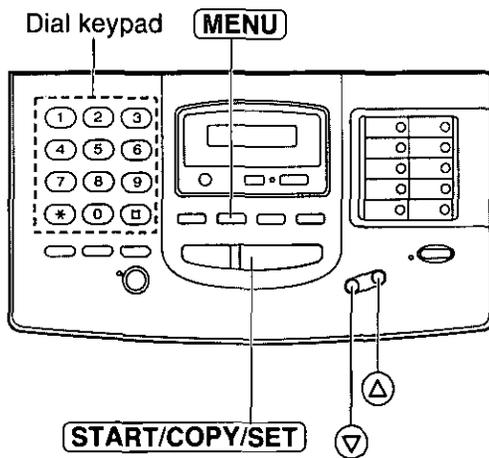
# Setting the TEL/FAX mode ring count

This feature determines the number of rings after which the unit automatically answers a call in the TEL/FAX mode.
You can choose from 1 to 4 rings.

**1** Press (MENU).

Display: | SYSTEM SET UP |

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

| TEL/FAX RING |

**3** Press (START/COPY/SET).

| RING=2      [▼▲] |

**4** Press ▽ or △ to select the desired number.

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad (MENU)

(START/COPY/SET) ▽
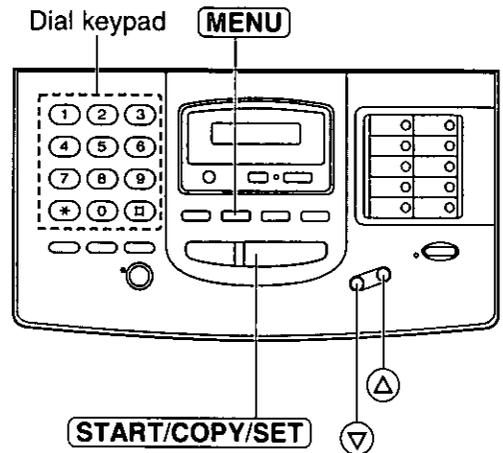
**Note:**
• If you increase the number of rings, you may not be able to receive documents from some older types of facsimile machines.

# Setting the silent fax recognition ring count

When a fax call is received in the TEL/FAX mode, the unit will automatically activate the fax function without ringing. If the unit detects a voice call, it will ring. If a voice call is not answered within the selected number of rings (3 to 6 rings), the unit will switch back to the fax mode. This is for machines that do not send a calling tone.

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [3] [0].

| SILENT FAX RING |

**3** Press (START/COPY/SET).

| RING=3      [▽△] |

**4** Press ⊽ or △ to select the desired number.
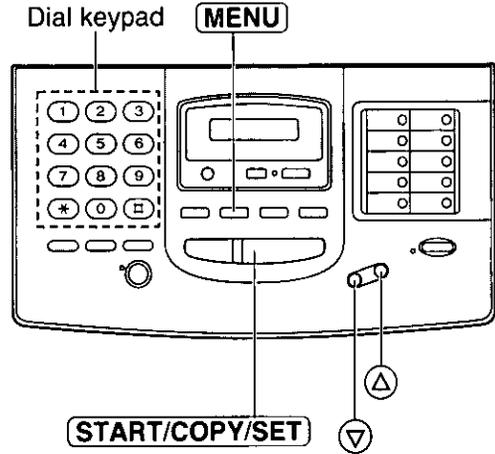
**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad   (MENU)

(START/COPY/SET)  ⊽ △

**Note:**
o If you increase the number of rings, you may not be able to receive documents from some older types of facsimile machines.

# Changing the caller's recording time

You can choose from two lengths of recording times for an incoming message.

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

**1** Press (MENU).

Display: | SYSTEM SET UP |

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

| RECORDING TIME |

**3** Press (START/COPY/SET).

| MODE=VOX    [△▽] |

**4** Press ⊽ or △ to select the desired setting.

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad   (MENU)

(START/COPY/SET)  ⊽ △
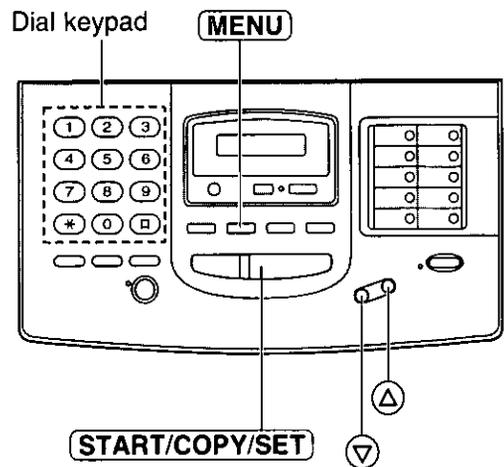
# Setting the dialing mode

If this feature is set to AUTO, the unit will automatically set the dialing mode to TONE or PULSE when the unit is turned on.
If you cannot dial, change the dialing mode setting to TONE or PULSE by following the instructions below:

**1** Press (MENU).

Display:
```
SYSTEM SET UP
```

**2** Press [#], then [1] [3].
```
DIALING MODE
```

**3** Press (START/COPY/SET).
```
MODE=AUTO   [▼▲]
```

**4** Press ⊽ or △ to select the desired setting.

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad    (MENU)



(START/COPY/SET)  ⊽  △
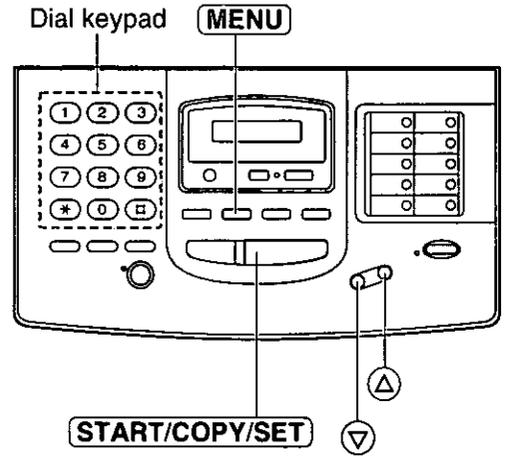
## Note:
o If you change the dialing mode setting to TONE or PULSE, set the dialing mode again when you change the line service.

# Changing the logo print position

The logo, telephone number, date, time and page number will be printed on the transmitted document from your unit in the following manner:

**OUT:** Outside of the transmitted document's paper size (pre-selected setting).
**IN:** Inside of the transmitted document's paper size.

**1** Press (MENU).

Display: | SYSTEM SET UP |

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

| LOGO POSITION |

**3** Press (START/COPY/SET).

| MODE=OUT    [∇∆] |

**4** Press (∇) or (∆) to select the desired setting.

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad    (MENU)

(START/COPY/SET)    (∇)

Special Settings
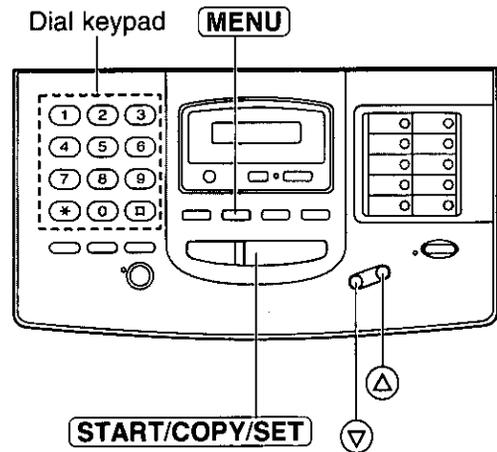
# Sending documents overseas

You may experience difficulty in transmitting documents overseas. This feature makes sending documents easier as the transmission speed is slowed down. Before starting transmission, follow the steps below:

**1** Press (MENU).

Display: | SYSTEM SET UP |

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

| OVERSEAS MODE |

**3** Press (START/COPY/SET).

| MODE=OFF        [▼▲] |

**4** Press (▽) or (△) to select "ON".

| MODE=ON         [▼▲] |

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

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad    (MENU)

(START/COPY/SET)   (△)   (▽)
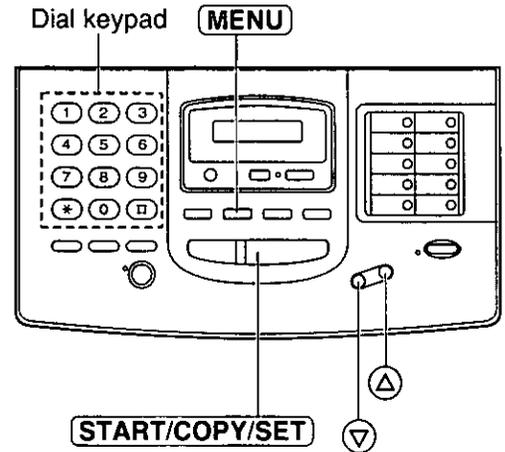
**Note:**
○After transmission, this feature will turn off automatically.

# Receiving oversized documents

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

□ **Recommended reduction rate:**

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

Letter = 216 × 279 mm (8½" × 11")
Legal = 216 × 356 mm (8½" × 14")
A4 = 210 × 297 mm (May not be available in the United States.)

**To program a reduction rate, proceed as follows:**

1 Press (MENU).

Display:  | SYSTEM SET UP |

2 Press [#], then [3] [6].

| RX REDUCTION |

3 Press (START/COPY/SET).

| MODE=92%      [∇△] |

4 Press (∇) or (△) to select the desired setting.

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

5 Press (START/COPY/SET).

6 Press (MENU).

Dial keypad   (MENU)



(START/COPY/SET)
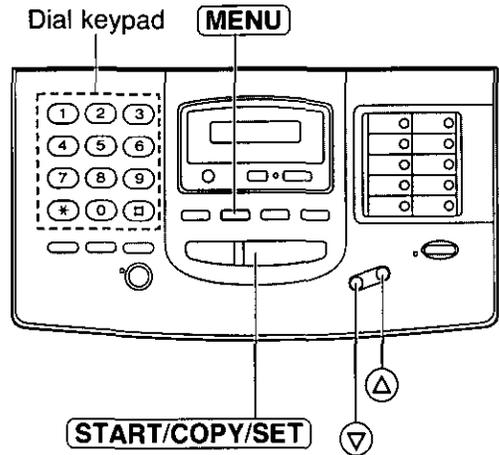
**Note:**
o Documents received by facsimile frequently have a heading on the top of each page which contains the sender's name/telephone number. This increases the length of each page. Therefore, it is recommended to use the reduction mode.
o If the appropriate reduction rate is not programmed, the document will be divided.

# Changing the display contrast

Use this feature to adjust the brightness of the display.

**NORMAL:** (Pre-selected setting)
**DARKER:** Used when the display contrast is too light.

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [3] [9].

| LCD CONTRAST |

**3** Press (START/COPY/SET).

| MODE=NORMAL [▼▲] |

**4** Press (▽) or (△) to select the desired setting.

**5** Press (START/COPY/SET).
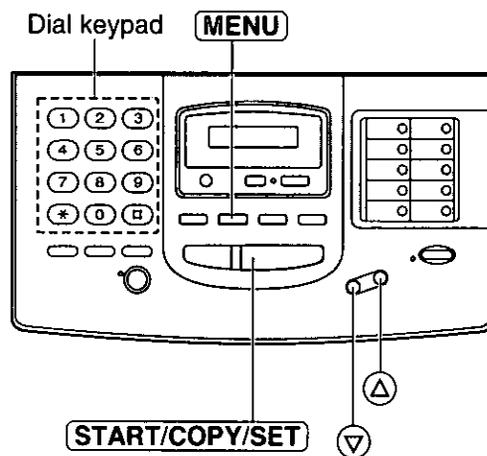
**6** Press (MENU).

# Setting the message alert

When this feature is on, the unit will let you know with a slow beep that a caller's message has been recorded.

**1** Press (MENU).

Display: | SYSTEM SET UP |

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

| MESSAGE ALERT |

**3** Press (START/COPY/SET).

| MODE=OFF    [▽△] |

**4** Press ▽ or △ to select "ON".

| MODE=ON    [▽△] |

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

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad  (MENU)

(START/COPY/SET)
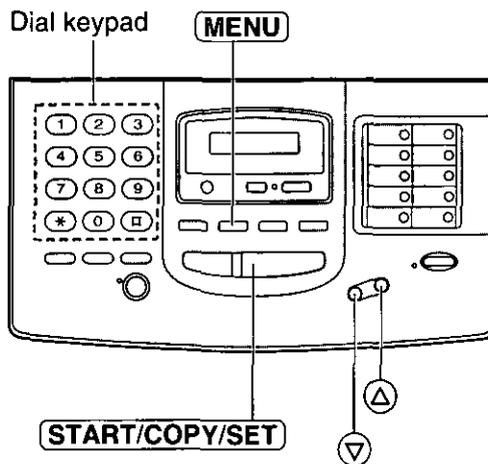
# Setting the recording time alert

With this feature, when the remaining time to record incoming messages becomes less than 60 seconds, the unit will alert the user with a slow beep.

**1** Press (MENU).

Display: | SYSTEM SET UP |

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

| REC. TIME ALERT |

**3** Press (START/COPY/SET).

| MODE=OFF    [▽△] |

**4** Press ▽ or △ to select "ON".

| MODE=ON    [▽△] |

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

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad  (MENU)

(START/COPY/SET)

Special Settings
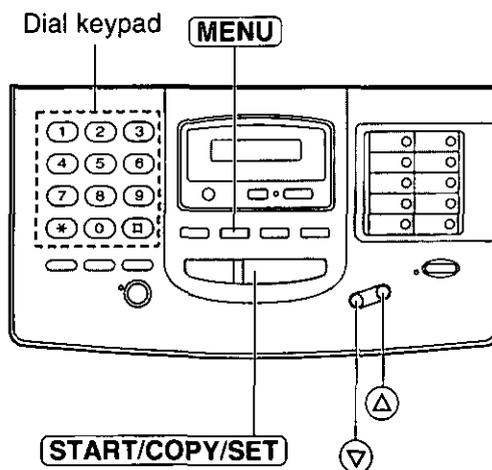
# Setting the memory reception alert

When received documents are stored into memory, the unit will alert you with beep tones. If you hear slow beeps, clear the printing problem or supply paper to print the stored documents. The beep tones will stop.

1 Press **(MENU)**.

Display: | SYSTEM SET UP |

2 Press **#**, then **4** **4**.

| RECEIVE ALERT |

3 Press **(START/COPY/SET)**.

| MODE=ON    [∇∆] |

4 Press **(∇)** or **(∆)** to select the desired setting.

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

5 Press **(START/COPY/SET)**.

6 Press **(MENU)**.

Dial keypad  **(MENU)**
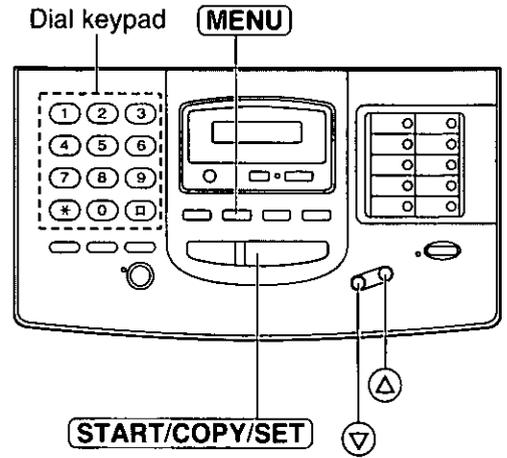
**(START/COPY/SET)** **(∇)**


# Setting the friendly reception

The friendly reception feature allows you to receive fax documents automatically without pressing **(START/COPY/SET)**. See page 23 for further details.
If you set this feature to OFF, you have to press **(START/COPY/SET)** to receive fax documents each time you answer a call.

1 Press **(MENU)**.

Display: | SYSTEM SET UP |

2 Press **#**, then **4** **6**.

| FRIENDLY RCV |

3 Press **(START/COPY/SET)**.

| MODE=ON    [∇∆] |

4 Press **(∇)** or **(∆)** to select the desired setting.

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

5 Press **(START/COPY/SET)**.

6 Press **(MENU)**.

Dial keypad  **(MENU)**

**(START/COPY/SET)** **(∇)**
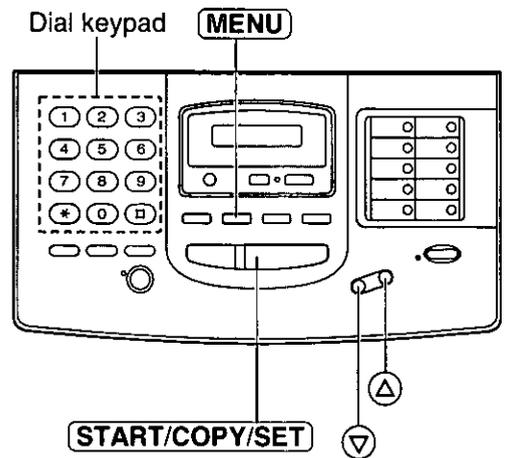
**Note:**
o If you set the fax voice guidance feature to OFF (see the next page), you cannot hear the friendly reception message.

# Setting the fax voice guidance

One of the following choices is available (see pages 20 and 23).

**ON:** The voice guidance message regarding fax transmission/reception and friendly reception will be heard after every transaction (pre-selected setting).

**OFF:** The fax voice guidance will not be heard.

**ERROR:** The fax voice guidance will be heard only when fax transmission/reception and friendly reception fail.

**1** Press (MENU).

Display: | SYSTEM SET UP |

Dial keypad  (MENU)

**2** Press [#], then [4] [7].

| FAX GUIDANCE |

**3** Press (START/COPY/SET).

| MODE=ON    [∇∆] |

**4** Press ⊽ or ⧌ to select the desired setting.

**5** Press (START/COPY/SET).

(START/COPY/SET)
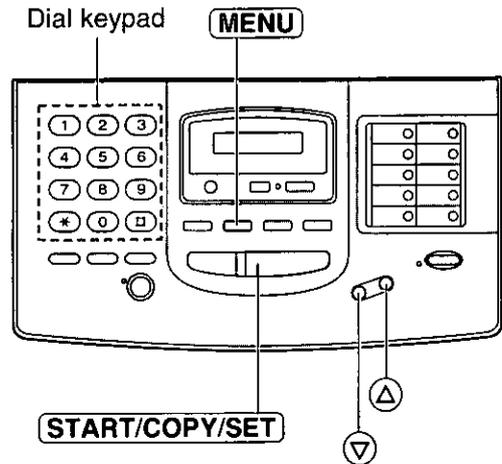
**6** Press (MENU).

# Changing the recording time for the ANS/FAX greeting message

You can choose either 16 seconds or 60 seconds of recording time.

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [5] [4].

| GREETING TIME |

**3** Press (START/COPY/SET).

| MODE=16s    [▼▲] |

**4** Press ⑦ or ⑥ to select the desired setting.

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad    (MENU)

(START/COPY/SET)    ⑦
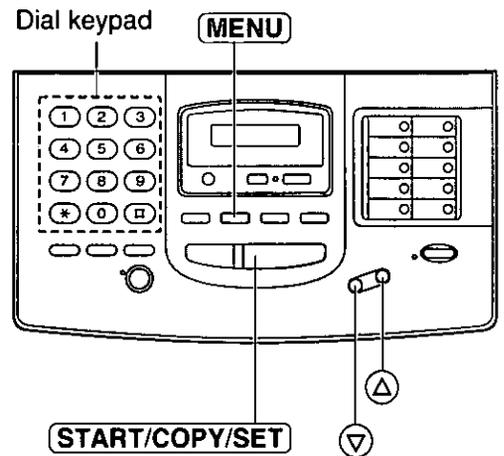
**Note:**
- If you change the greeting message time to 60 seconds, we recommend that you inform the caller in the ANS/FAX greeting message to press ✳9 before starting fax transmission.
- If you change the greeting message time to 16 seconds from 60 seconds, your recorded ANS/FAX greeting message will be deleted. Re-record a greeting message (see page 43).

# Setting the ICM monitor

When a call is received with the answering device, the incoming message will be heard from the speaker during the call. If you do not wish the message to be heard by other persons who share your unit, set this feature to OFF.

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [6] [7].

| ICM MONITOR |

**3** Press (START/COPY/SET).

| MODE=ON    [▼▲] |

**4** Press ⑦ or ⑥ to select "OFF".

| MODE=OFF    [▼▲] |

∘ If this feature is required, select "ON".

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad    (MENU)
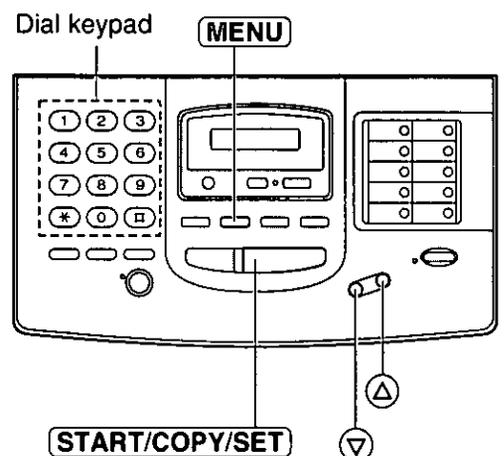
(START/COPY/SET)    ⑦

# Signaling your pager that you have received a fax document

This feature allows your unit to call your pager when your unit receives a fax message.

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [7] [0].

| FAX PAGER |

**3** Press (START/COPY/SET).

| MODE=OFF    [∇∆] |

**4** Press ∇ or ∆ to select "ON".

| MODE=ON     [∇∆] |

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

**5** Press (START/COPY/SET).

| NO.= |

**6** Enter your pager number.

○If this feature does not work properly, press (REDIAL/PAUSE) more than once at the end of your pager number to extend the paging time.

If you wish to display a message on your pager, enter the message after your pager number and (REDIAL/PAUSE).
Programming methods may vary depending on the pager company. Contact your pager company for details.

○You can enter a total of 46 digits and/or pauses.

**7** Press (START/COPY/SET).

**8** Press (MENU).
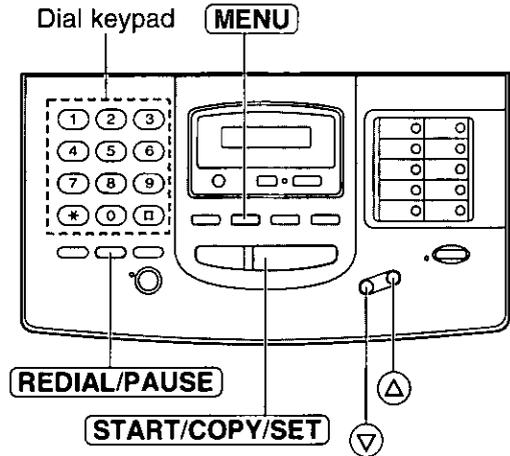
**Note:**
○This feature is not available when the receive mode is set to the TEL mode.

Dial keypad   (MENU)

(REDIAL/PAUSE)
(START/COPY/SET)

*Special Settings*

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# Setting the film detection

If this feature is activated, the display will show the following message when the remaining film prints approx. 15 letter size documents:

Display: | FILM NEAR EMPTY |

○If you are using regular film (100 m roll), the unit will also print a report.

**1** Press (MENU).

Display: | SYSTEM SET UP |

**2** Press [#], then [7] [9].

| FILM DETECTION |

**3** Press (START/COPY/SET).

| MODE=ON      [∇Δ] |

**4** Press ⊙ or ⊘ to select the desired setting.

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

**5** Press (START/COPY/SET).

**6** Press (MENU).

Dial keypad  (MENU)
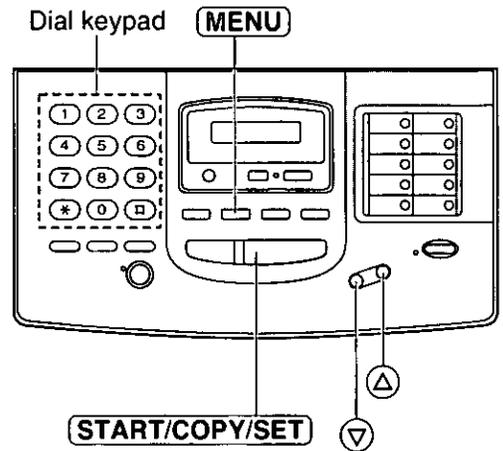
(START/COPY/SET)

# Resetting the advanced features

Use this feature to return the advanced features (see page 53) to their initial settings.

**1** Press (**MENU**).

Display: | SYSTEM SET UP |

**2** Press [#], then [8] [0].

| SET DEFAULT |

**3** Press (**START/COPY/SET**).

| RESET=NO      [∇∆] |

**4** Press ⊽ or △ to select "YES".

| RESET=YES     [∇∆] |

**5** Press (**START/COPY/SET**).

| RESET OK? |

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

**6** Press (**START/COPY/SET**) again for confirmation.

| RESET COMPLETED |

**7** Press (**MENU**).

Dial keypad    (**MENU**)

(**STOP**)            △

(**START/COPY/SET**)    ⊽

Special Settings

*69*
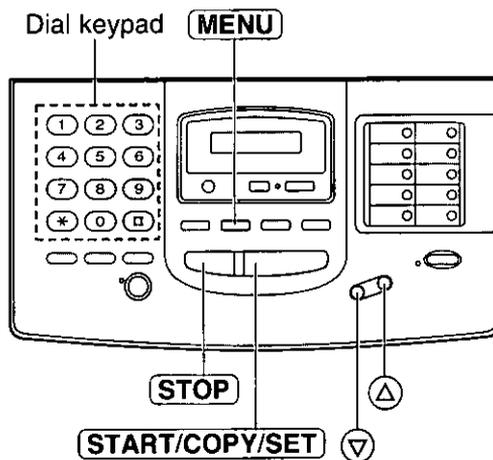
# Printing reports and lists

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

**Feature list**—provides you with the current settings of the basic and advanced programming features (see page 53).

**Telephone number list**—provides you with telephone numbers and their station names which are stored in automatic dialing. Telephone number codes are as shown below:
  P: A pause has been entered.
  F: A flash has been entered.
  [ ]: A secret telephone number has been entered. (The telephone number is not printed.)

**Journal report**—keeps records of fax transmissions and receptions (see page 72 for a sample of the report). This report will be printed automatically after every 35 fax communications, but also can be printed manually. You can change the setting of the journal auto print feature (see page 71).

**Printer test list**—allows you to check the print quality of your unit. If the test print has a dirty pattern or blurred points or lines, clean the thermal head (see page 101).

**Transmission report**—provides you with a printed record of the fax transmission result (see pages 71 and 72).

**Caller list**—is useful for keeping a record of the last 35 callers after subscribing to Caller ID service (see page 73).

## How to print reports and lists

1 Press (MENU) until the following is displayed.

Display: | PRINT LIST |

2 **For the feature list**, press [#], then [1].

| SETUP LIST |

**For the telephone number list**, press [#], then [3].

| TEL NO. LIST |

**For the journal report**, press [#], then [4].

| JOURNAL REPORT |

**For the printer test list**, press [#], then [5].

| PRINTER TEST |

**For the caller list**, press [#], then [8].

| CALLER LIST |

3 Press (START/COPY/SET) to start printing.

| PRINTING |

○To interrupt printing, press (STOP).

4 After printing, press (MENU).

Dial keypad   (MENU)



(STOP)

(START/COPY/SET)
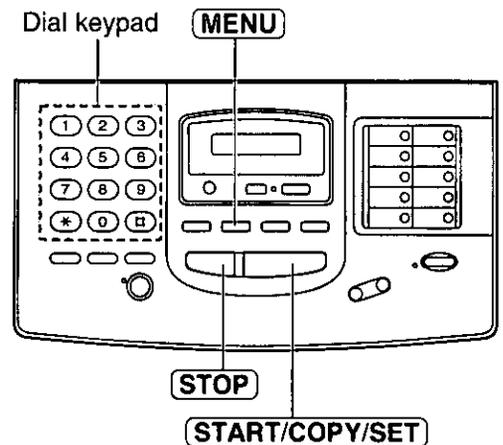
# Setting the transmission report printing

One of the following choices is available:

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

1 Press (MENU).

Display: | SYSTEM SET UP |

2 Press #, then 0 4.

| TX-REPORT MODE |

3 Press (START/COPY/SET).

| MODE=OFF    [∇Δ] |

4 Press ⊽ or ⊿ to select the desired setting.

5 Press (START/COPY/SET).

6 Press (MENU).

Dial keypad  (MENU)

(START/COPY/SET)  ⊿  ⊽
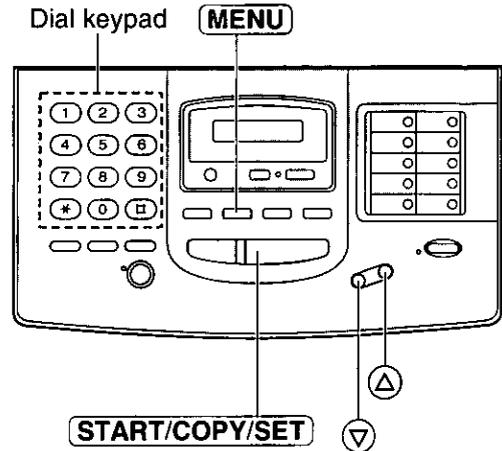
# Setting the journal report to automatically print

This unit will automatically print a journal report after every 35 fax communications. After printing, the journal report will still remain in memory and the oldest communication will be erased when a new communication occurs.
When this feature is deactivated, the unit will store the records of the last 35 fax communications, but the unit will not print the journal report automatically.

1 Press (MENU).

Display: | SYSTEM SET UP |

2 Press #, then 2 2.

| AUTO JOURNAL |

3 Press (START/COPY/SET).

| MODE=ON    [∇Δ] |

4 Press ⊽ or ⊿ to select the desired setting.

5 Press (START/COPY/SET).

6 Press (MENU).

Dial keypad  (MENU)

(START/COPY/SET)  ⊿  ⊽

Special Settings
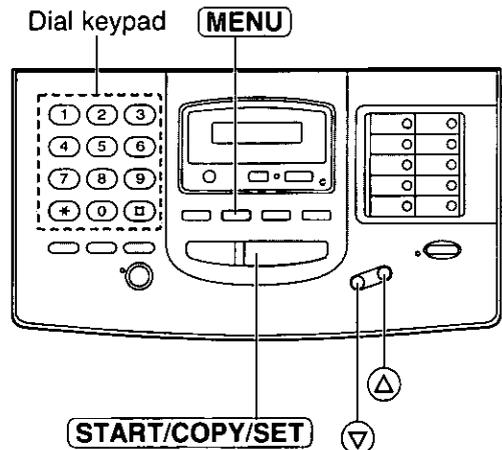
# Printing reports and lists (cont.)

## Journal report sample

```
 JOURNAL

                                             Jan. 25 1997 05:22PM
   NO. OTHER FACSIMILE    START TIME       USAGE TIME MODE  PAGES RESULT              *CODE
   01  1234567            Jan. 21 02:14PM  00'25      TX     01   OK
   02  9998765            Jan. 21 02:17PM  00'38      TX     02   OK
   03  2121444            Jan. 21 02:18PM  00'28      RX     01   OK
   04  555556677          Jan. 22 10:35AM  00'58      TX     03   COMMUNICATION ERROR  (43)
   05                                      01'50      TX     05   OK
                                                      RX     03   OK
```

Communication messages (See below.)

Error code (for service personnel use only)

Transmission report sample

```
 XMT REPORT

                                             Jan. 20 1997 01:19PM
   NO. OTHER FACSIMILE    START TIME       USAGE TIME MODE  PAGES RESULT              *CODE
   01  1234567            Jan. 20 01:18PM  00'51      TX     00   COMMUNICATION ERROR  (43)
```

Communication messages on the report

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

PRINTED MESSAGE	CODE	MEANING
COMMUNICATION ERROR	41–72 FF	o A transmission or reception error occurred. Try again or check with the other party.
DOCUMENT JAMMED	—	o A document is jammed. Remove the jammed document (p. 98).
ERROR-NOT YOUR UNIT	—	o A transmission or reception error occurred because of the trouble of the other party's machine. Check with the other party.
MEMORY FULL	—	o The document was not received due to memory being full.
NO DOCUMENT	—	o The document was not fed into the unit properly. Try again.
OTHER FAX NOT RESPOND	—	o The receiving unit was busy or ran out of recording paper. Try again. o The START/COPY/SET button was pressed when the document was not set properly. Set the document properly and press the START/COPY/SET button after confirming the fax tone. o The other party's machine is not a facsimile. Check with the other party.
PRESSED THE STOP KEY	—	o The STOP button was pressed and fax communication was canceled.
THE COVER WAS OPENED	—	o The front cover was opened during fax transmission.
OK	—	o Fax communication was successful.

Setting the caller list to print automatically _____

This unit will automatically print a caller list after every 35 calls. After printing, the caller list will still remain in memory and the oldest communication will be erased when a new communication is received.

1 Press (MENU).

Display: | SYSTEM SET UP |

2 Press [#], then [2] [6].

| AUTO CALL. LIST |

3 Press (START/COPY/SET).

| MODE=ON   [∇∆] |

4 Press (∇) or (∆) to select the desired setting.

5 Press (START/COPY/SET).

6 Press (MENU).

Dial keypad   (MENU)

(START/COPY/SET) (∇) (∆)
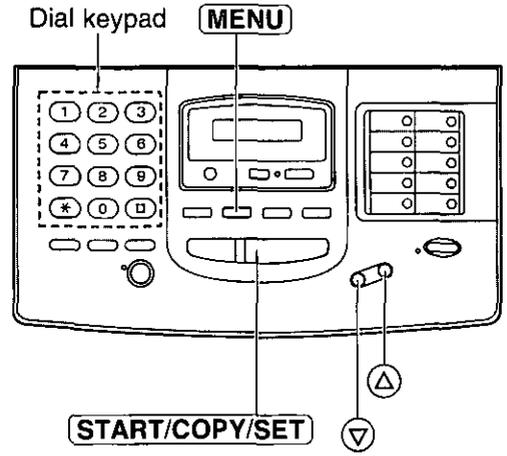
Caller list sample

CALLER LIST				
			Jan. 04 1997 04:37PM	
NO.	NAME	TEL NO.	TIME OF CALL	ANSWER
01	ROGER DAVIS	345-3809	Jan. 01 02:35PM	FAX
02	SHARON SMITH	103-2238	Jan. 02 08:35AM	TAM
03	JOHN	345-3809	Jan. 02 02:35PM	TEL
04	MIKE SHARON	103-5555	Jan. 04 08:45AM	PC

○The NAME/TEL NO./TIME OF CALL are received through a Caller ID Service (see page 17).
○ANSWER: How the call was received by the unit.
  —FAX: facsimile
  —TAM: telephone answering machine
  —TEL: telephone
  —PC: Received on your PC.
When nothing is shown, there was no response.

Features

The Multi-Function Center is an application that allows you to use your facsimile unit as a printer, scanner and copier with Windows.

Printer functions
oPrinting documents from a Windows application (See page 76.)
oPrinting received documents (See page 82.)

Fax functions
oFaxing from a Windows application (See page 78.)
oFaxing a document on the facsimile unit (See page 83.)
oViewing received faxes on the PC screen (See page 81.)

Scanner functions
oScanning and saving documents (See page 85.)

Preparation

Connecting to a computer

To run the Multi-Function Center software, you need the following software and hardware.
oIBM PC 386, or higher, or compatible meeting all AT bus specifications (DX 33Mhz minimum recommended).
oMicrosoft Windows 3.1, 3.11 or Windows 95.
oHard Disk drive with at least fourteen (14) MB of available storage.
oRS232C Serial Port.

25 Pin Male

To COM port

KX-FA180 or a RS232C cable
(not included)

OR

9 Pin Female

25 Pin Adaptor
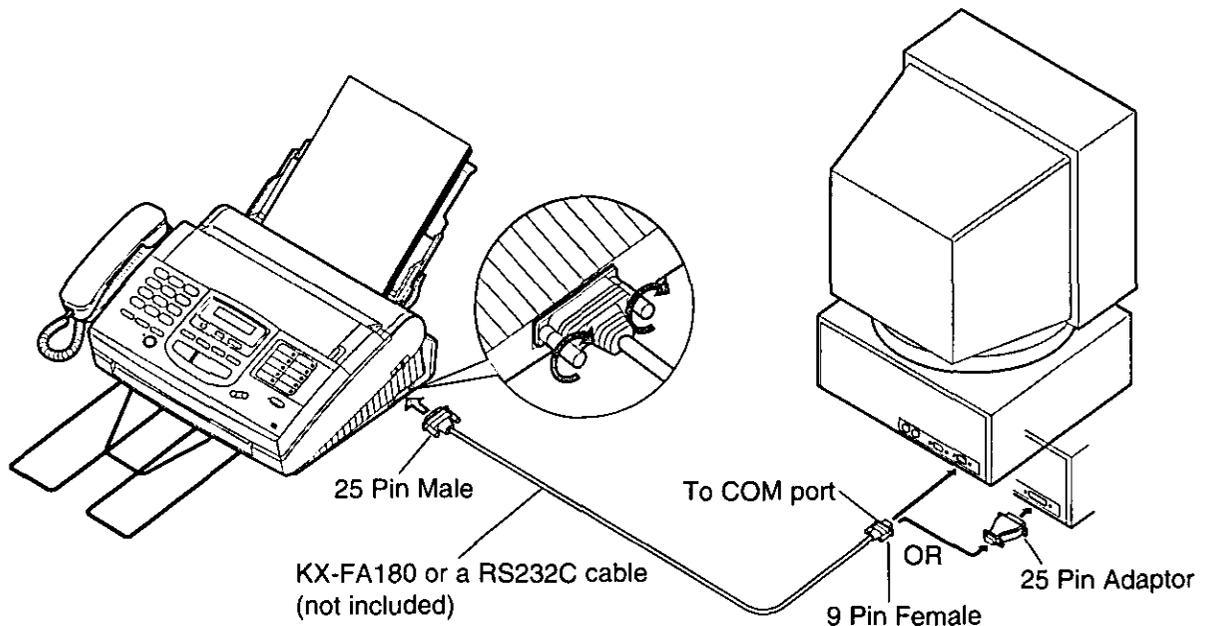
*To order a KX-FA180, call toll free 1-800-332-5368.
The RS232C (DB9 Female/DB25 Male) serial cable can also be purchased at a
computer supply store. If you need help finding the correct cable, call 1-800-435-7329.

Installing the Multi-Function Center software _____

1 Start Windows 3.1/3.11/95 and close all applications.

2 Insert **disk #1** into disk drive A (or B).

3 **For Windows 95 users:**
Click **Start** and select **Run...** .

For Windows 3.1 or 3.11 users:
From the Program Manager, click **File** and select **Run...** .

4 At the command line, type "a(or b):\setup" and click **OK**.

5 Follow the instructions on the screen until all diskettes (**disk #2, disk #3**) have been installed.

6 Remove the disk from the disk drive and click **Finish** to reboot your PC.

For Windows 95

```
Run                                            [?][X]

      Type the name of a program, folder, or document, and
      Windows will open it for you.

  Open:  a:\setup                                    ▼

              OK        Cancel        Browse...
```

For Windows 3.1

```
                          Run

  Command Line:                              OK

  a:\setup                                  Cancel

  ☐ Run Minimized                          Browse...

                                            Help
```
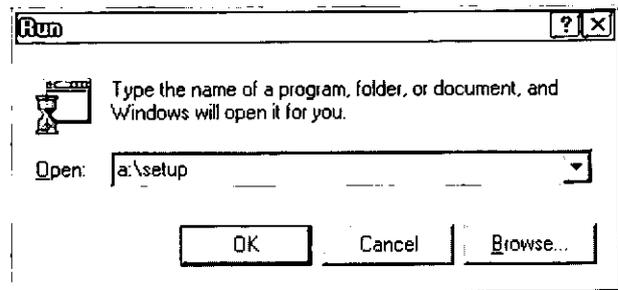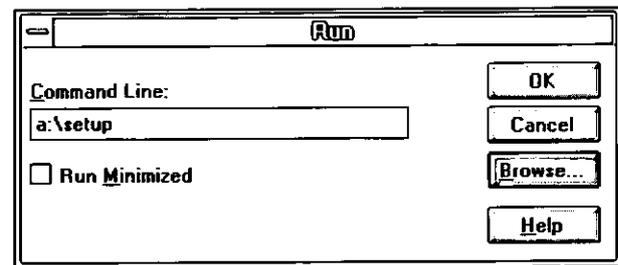
Note:
○If other communication software which uses the serial port has been installed, the communication setting may be changed and the communication software may not function properly when the Multi-Function Center software is installed.

Included applications _____

The Multi-Function Center contains the following applications and files.

☐ **Viewer**   Enables you to scan a new image or open an existing image, and then print, fax or edit that image.

☐ **Copier**   Enables you to copy after scanning a document on the facsimile unit, setting the reduction, etc., from your PC.

☐ **Launch Pad**   Enables you to launch any Windows application with a single mouse click.

☐ **Send From Fax**   Enables you to fax a document placed on the facsimile.

☐ **Address Book**   Enables you to list your personal information database for fax and telephone numbers.

☐ **Finder**   Enables you to access your faxes and scanned documents by the File Name and Key phrases.

☐ **Message Center**   Enables you to manage all incoming and outgoing fax messages and print jobs. The Message Center application contains five windows that may remain open or be minimized to one icon within the Message Center main window.

☐ **Register**   Used to register your unit with Panasonic by fax, mail, telephone or E-mail.

☐ **ReadMe**   Please read this file before using the Multi-Function Center software.

☐ **Upgrade Now!**   Information for a Multi-Function Center upgrade.

Printing/faxing from a Windows application

Printing documents from a Windows application

You can print documents created from a Windows application.
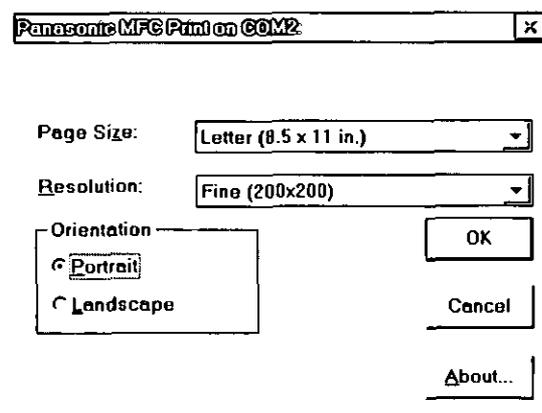Select **Panasonic MFC Print** as your printer.

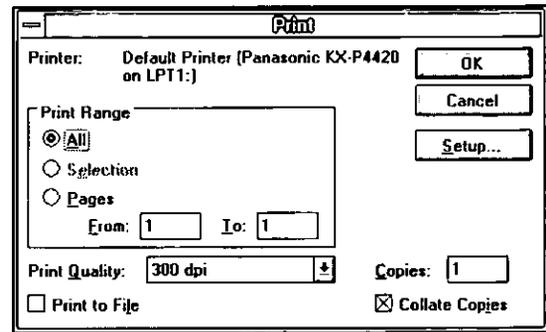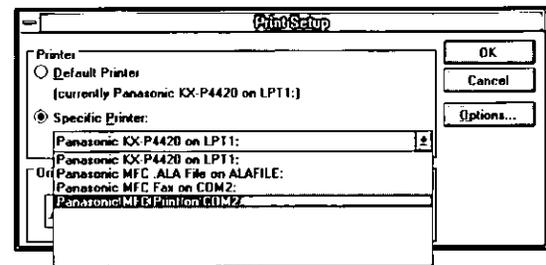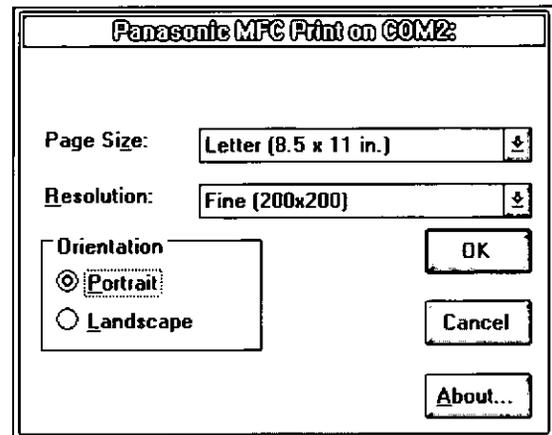For example, to print from Microsoft Word, proceed as follows.

For Windows 95 Users:

1 Open the document you wish to print.

2 Select **Print** from the **File** menu.
oThe Print dialog box will appear.

3 Select **Panasonic MFC Print** from the Name field in the Printer group. <Fig. 1>

4 Set the Page range and enter the number of collated copies.

5 Select the **Properties** button.
oThe Panasonic MFC Print dialog box will appear. <Fig. 2>

6 Set the **Page Size**, **Resolution** and **Orientation**. Then click the **OK** button.

7 Click the **OK** button on the Print dialog box.

<Fig. 1>

<Fig. 2>

For Windows 3.1/3.11 Users:

1 Open the document you wish to print.

2 Select **Print** from the **File** menu.
○ The Print dialog box will appear. <Fig. 1>

3 Select the **Setup** button.
○ The Print Setup dialog box will appear.

4 Select **Panasonic MFC Print** from the **Specific Printer** field. <Fig. 2>

5 Select the **Options** button.
○ The Panasonic MFC Print dialog box will appear. <Fig. 3>

6 Set the **Page Size**, **Resolution** and **Orientation**. Then click the **OK** button.

7 Click the **OK** button on the Print Setup dialog box.

8 Click the **OK** button on the Print dialog box.

<Fig. 1>

<Fig. 2>

<Fig. 3>

Faxing from a Windows application

You can access the fax function from a Windows application by using the **Print** command in the **File** menu. Select **Panasonic MFC Fax** as your printer.

To send a document created from Microsoft Word, proceed as follows:

For Windows 95 Users:

1. Open the document you wish to send.

2. Select **Print** from the **File** menu.
   o The Print dialog box will appear.

3. Select **Panasonic MFC Fax** from the Name field in the Printer group and select **Properties**. <Fig. 1>
   o The Panasonic MFC Fax dialog box will appear. <Fig. 2>

4. Set the **Page Size**, **Resolution** and **Orientation**. Then click the **OK** button.

5. Click the **OK** button on the Print dialog box.
   o The Fax Send dialog box will appear. <Fig. 3>

6. Enter the name and fax number using the keyboard or select the desired entry in the address book currently displayed in the Address Book name box.

7. Select the **Start** button in the Fax Send dialog box.

Note:
o If the line is busy or there is no answer, the Message Center Outbox application will automatically redial the number up to 5 times.
o **To cancel transmission after dialing:**
  Press (**STOP**) on the facsimile unit.
  OR
  Select the **Outbox** window in the **Message Center** window. Then select the **CANCEL** button on the toolbar.
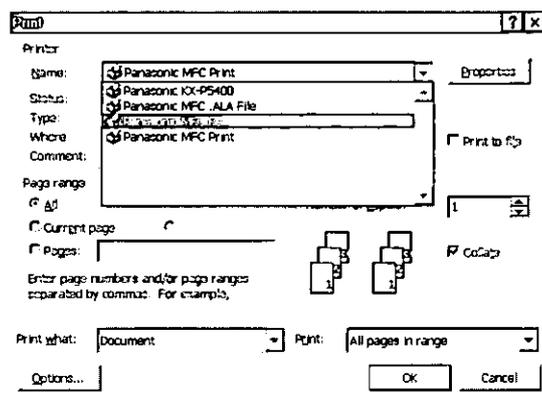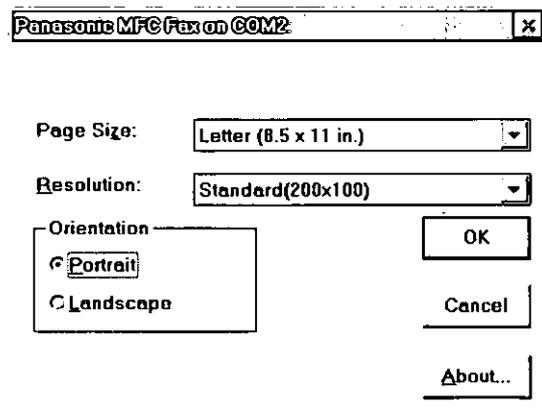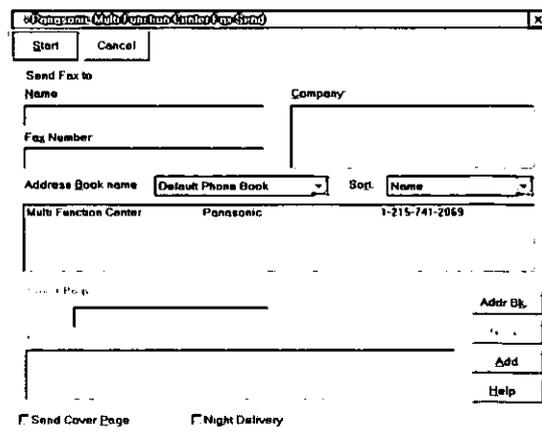
<Fig. 1>

<Fig. 2>

<Fig. 3>

For Windows 3.1/3.11 Users

1 Open the document you wish to send.

2 Select **Print** from the **File** menu.

3 Select the **Setup** button.
o The Setup dialog box will appear.

4 Select **Panasonic MFC Fax** from the **Specific Printer** field and then select **Options**. <Fig. 1>
o The Panasonic MFC Fax dialog box will appear.
<Fig. 2>

5 Set the **Page Size**, **Resolution** and **Orientation**. Then click the **OK** button.

6 Click the **OK** button on the Print Setup dialog box.

7 Click the **OK** button on the Print dialog box.
o The Fax Send dialog box will appear. <Fig. 3>

8 Enter the name and fax number using the keyboard or select the desired entry in the address book currently displayed in the Address Book name box.

9 Select the **Start** button in the Fax Send dialog box.
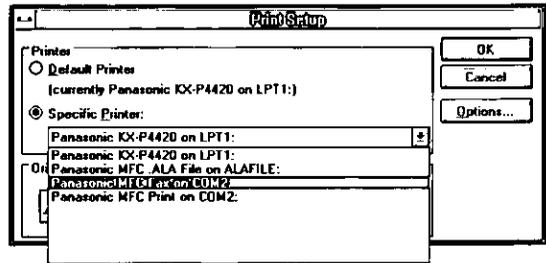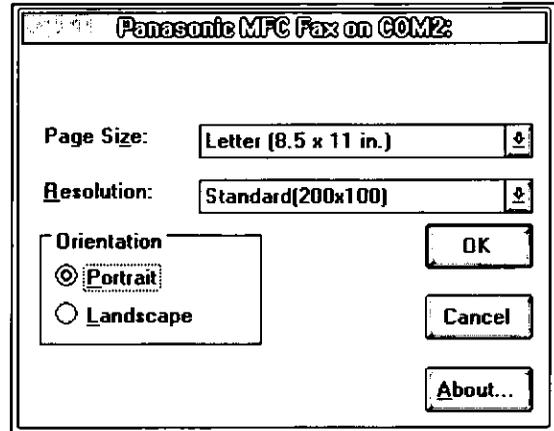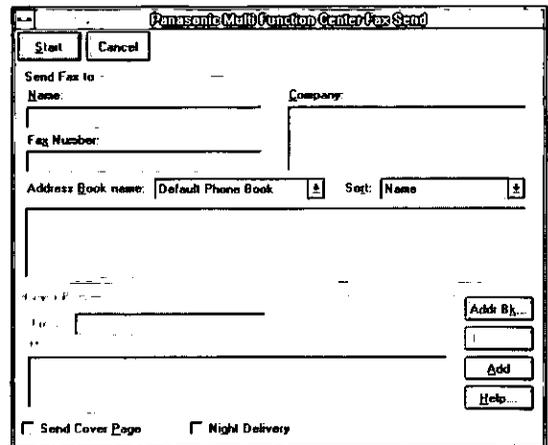
Note:
o If the line is busy or there is no answer, the Message Center Outbox application will automatically redial the number up to 5 times.
o **To cancel transmission after dialing:**
Press (STOP) on the facsimile unit.
OR
Select the **Outbox** window in the **Message Center** window, and then select the **CANCEL** button on the toolbar.

<Fig. 1>

<Fig. 2>

<Fig. 3>

Receiving faxes on your PC

Setup for receiving faxes on your PC

1. If you wish to receive faxes on your PC automatically, turn on AUTO RECEIVE mode on the facsimile unit by pressing (**AUTO RECEIVE**) or use the MANUAL RECEIVE mode to set to TEL/FAX.

2. Start Windows.

3. Open or minimize the **Message Center** application.
   To open the Message Center, follow these steps.

   For Windows 95 users:
   Select the **Start** button. Point to **Programs**, then **Multi-Function Center**, and then click **Message Center**.

   For Windows 3.1/3.11 users:
   Double click the **Message Center** icon in the Multi-Function Center program group.

Windows 95
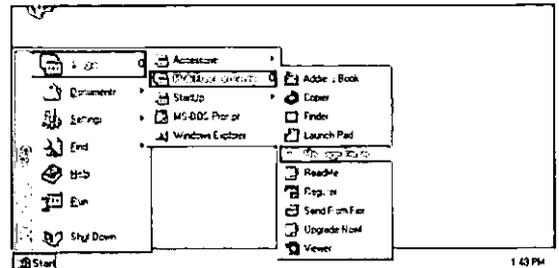
Windows 3.1

Viewing the list of faxes received

All faxes received by your PC are listed in the **Inbox window** in the **Message Center** application.
Inbox allows you to view, print or save faxes and append your faxes to other saved fax documents.

1. **For Windows 95 users:**
   Select the **Start** button. Point to **Programs**, then **Multi-Function Center**, and then click **Message Center**.

   For Windows 3.1/3.11 users:
   Double click the **Message Center** icon in the Windows screen.

2. Select the **Inbox window** from the Message Center window.
   o The Inbox window displays the current status of all facsimiles distributed to you in the Inbox queue.
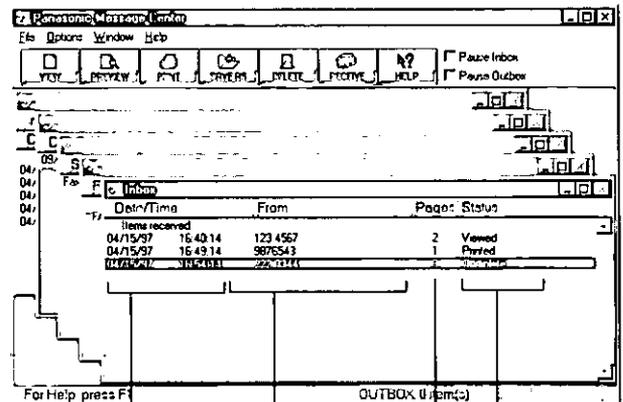
Fax ID (if transmitted)

Status messages

Date and Time

Number of pages received

Status messages

Complete—The facsimile was received successfully but has not been printed, saved or viewed yet.
Incomplete—An incomplete facsimile was received and has not been printed, saved or viewed yet.
Recovered—The system failed before the facsimile was completely received and was entered in the Inbox. Information in the Log may be incomplete. The facsimile may be incomplete.
Viewed—The facsimile has been viewed but not printed or saved.
Printed—The facsimile was printed but not saved.
Saved—The facsimile has been saved.

# Viewing received faxes on the PC screen

To view a fax in your Inbox

1 Select the fax you wish to view in the **Inbox window.** <Fig. 1>

2 Select **View** from the **File** menu of the Message Center Inbox window or click the **VIEW** button on the toolbar.
o The Viewer application window will display the selected fax.

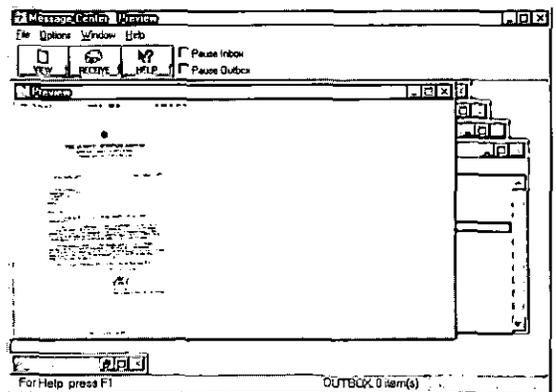## To preview the first page of the received fax

1 Select the fax you wish to view in the **Inbox window.** <Fig. 1>

2 Select **Preview** from the File menu of the Message Center Inbox window or click the **PREVIEW** button on the toolbar.
o The Preview window will display the first page of the selected fax. <Fig. 3>

VIEW button
PREVIEW button

<Fig. 1>

<Fig. 2>

<Fig. 3>
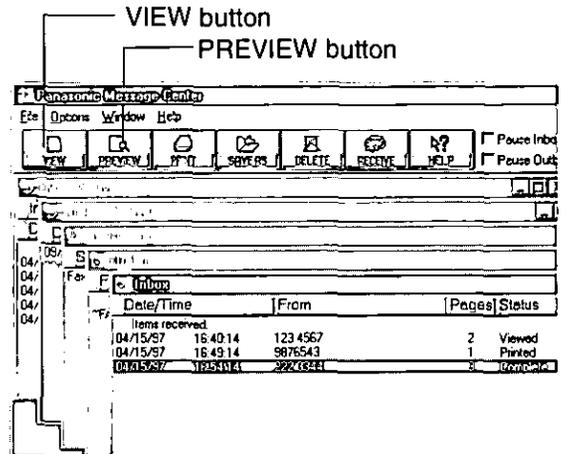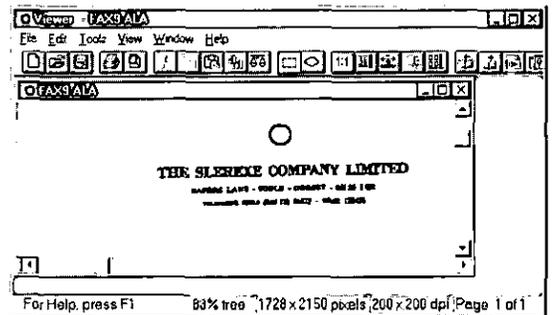
※If you are using Windows 3.1/3.11, the dialog box images shown above will slightly differ from the actual ones.

Receiving faxes on your PC (cont.)

Printing received documents

1 Select the document you wish to print in the **Inbox window**.

2 Select **Print** from the File menu or the **PRINT** button from the toolbar. <Fig. 1>
○ The Print dialog box will appear. <Fig. 2>

3 If you want to change your selected printer or print setup, select **Setup**.
○ The Print Setup dialog box will appear. <Fig. 3>

4 If you want to use the facsimile unit as a printer, select **Panasonic MFC print** from the Printer list.

5 Choose the printer you wish to use, by selecting the **OK** button.

6 Enter the number of copies you want to print in the **Copies** field, and then select the **OK** button.
○ The Inbox Print dialog box will appear. <Fig. 4>

7 Select the range of faxes you want to print from the **Inbox Print** group.

   A. Select **Print Selected** to print the facsimiles you selected.
   B. Select **Print Unprinted** to print all the unprinted facsimiles.
   C. Select **Print All** to print all the facsimiles.

8 If you want to delete the selected faxes automatically after they have been printed, select the **Delete After Printing** check box.

9 If you want the selected fax scaled to fit within the size of paper you selected in the Print Setup dialog box, select **Scale To Fit**.
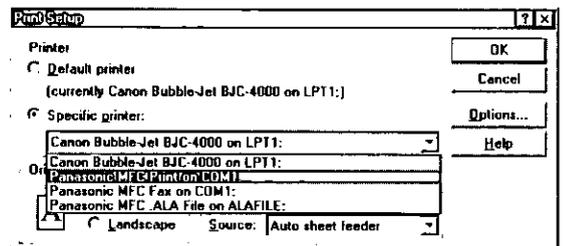
10 Select the **Print** button.

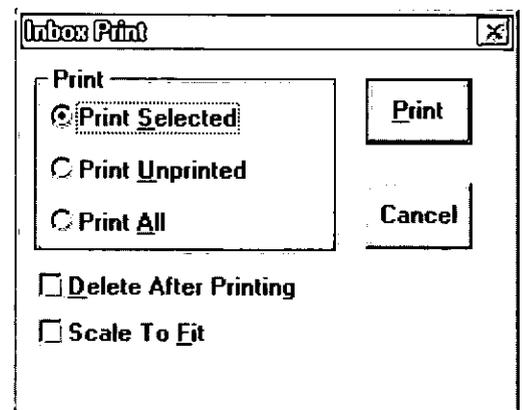※If you are using Windows 3.1/3.11, the dialog box images shown will slightly differ from the actual ones.

PRINT button

<Fig. 1>

<Fig. 2>

<Fig. 3>

<Fig. 4>
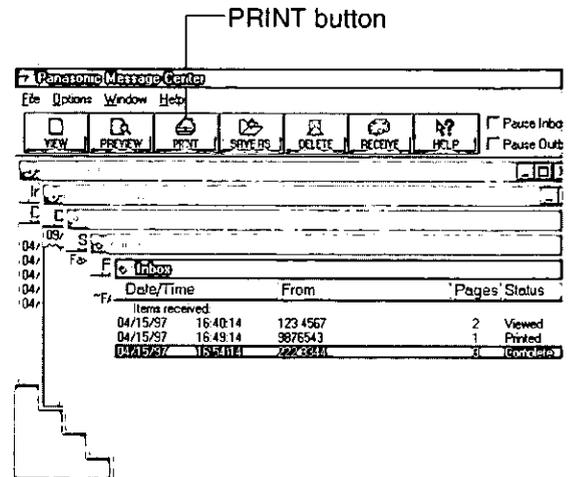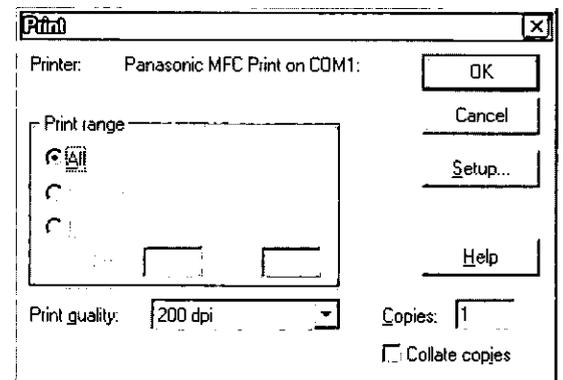
Faxing a document on the facsimile unit

1 Place the document(s) on your fax machine.
<Fig. 1>

2 **For Windows 95 Users:**
Select the **Start** button. Point to **Programs**, point to **Multi-Function Center**, then click **Send From Fax**.

For Windows 3.1/3.11 Users:
Double click **Send From Fax** in the Multi-Function Center program group.

oThe Send From Fax application window will appear. <Fig. 2>

3 Enter the name and fax number using the keyboard or select the desired entry in the address book currently displayed in the Address Book name box.
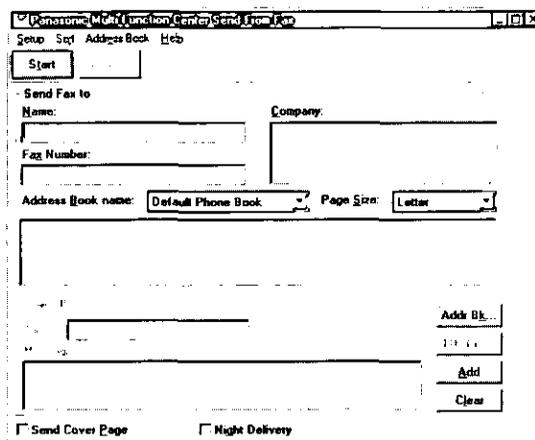
4 You can access the Address Book application by selecting **Addr Bk...** or the Address Book menu.
oThe Address Book application window will appear.

5 If you accessed the Address Book application, select **Exit** from the File menu.

6 Select the **Start** button in the Send From Fax application window.

FACE DOWN

<Fig. 1>

<Fig. 2>

※If you are using Windows 3.1/3.11, the dialog box image shown above will slightly differ from the actual one.

Making an Address Book

The Address Book is your personal information database for fax and telephone numbers.

To make the Address Book:

1 **For Windows 95 Users:**
Select the **Start** button. Point to **Programs**, point to **Multi-Function Center**, then click **Address Book**.

For Windows 3.1/3.11 Users:
Double click **Address Book** in the Multi-Function Center program group.

oAn Address Book will be displayed. <Fig. 1>

2 Click the **File** menu and select **New**.
oA New dialog box will be displayed. <Fig. 2>

3 Enter the File Name. Enter the Address Book name. Click the **OK** button.
oThe Address Book is made.

To make an entry in the Address Book:

1 Click the **Open** button.
oThe open dialog box will be displayed. <Fig. 3>

**2** Select the desired Address Book and click the **OK** button.

3 Enter or edit the Name, Company, Fax No., Telephone No. and Notes.

4 Click the **Add** button. <Fig. 4>
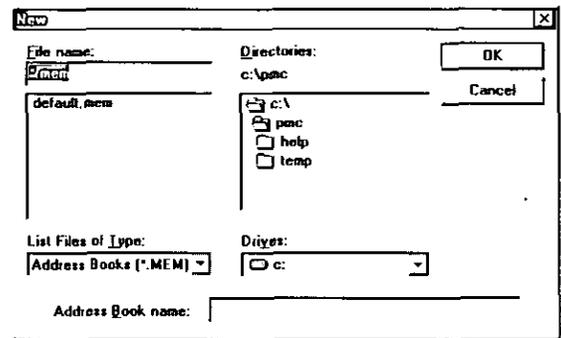oThe entry will be added to the Address Book.

Broadcast

When sending the same document to more than one location, you can use the list function in the Address Book. You may select as many locations as you want from the Address Book.
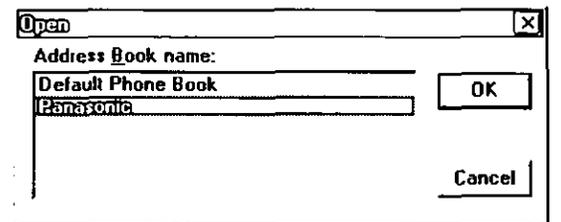
※If you are using Windows 3.1/3.11, the dialog box images shown will slightly differ from the actual ones.

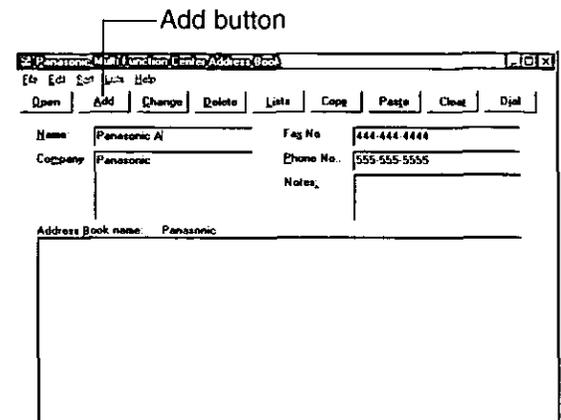<Fig. 1>

<Fig. 2>

<Fig. 3>

Add button

<Fig. 4>
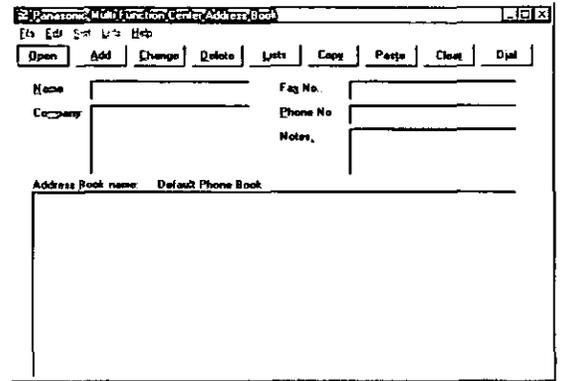
Scanning and saving documents

Your facsimile unit can be used as a scanner to enable you to incorporate image files into other Windows applications. The scanned file can be saved as an .ALA (image) file, a .TIF, .PCX, .DCX, or .BMP file.

1 Place the document(s) on your fax machine. <Fig. 1>

2 **For Windows 95 Users:**
Select the **Start** button. Point to **Programs**, point to **Multi-Function Center**, and then click **Viewer**.
○The Viewer application window will appear.

For Windows 3.1/3.11 Users:
Double click **Viewer** in the **Multi-Function Center**.
○The Viewer application window will appear.

3 Select **Scan** from the **File** menu. <Fig. 2>
○The TWAIN Scanner dialog box will appear. <Fig 3>

4 Set the intensity and optimize for the type of document you are scanning.

5 Select **Scan**.
○The scanned document is displayed in the Viewer application window.
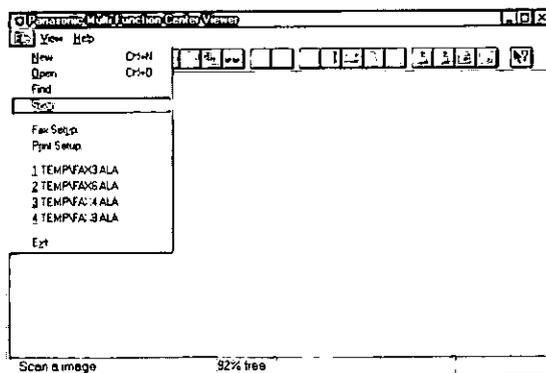
6 Select **Save As...** from the **File** menu.
○The Save As dialog box will appear. <Fig. 4>

7 Enter the file name in the **File name** text box, and then select the drive and directory where you want to store the document.
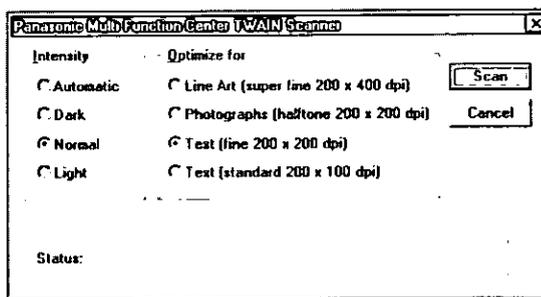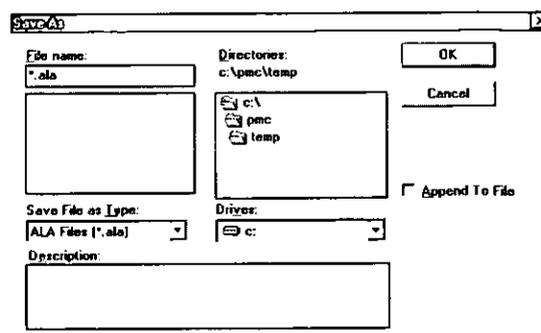
8 Select the **OK** button.
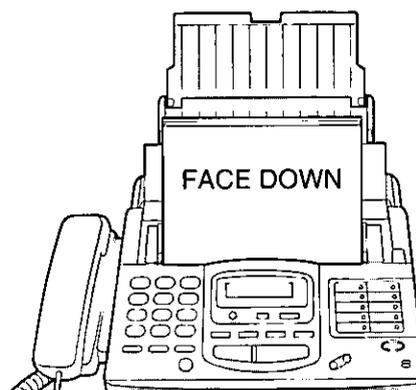
Note:
○Text editing cannot be performed with this unit without OCR upgrade software. See Upgrade Now!

※If you are using Windows 3.1/3.11, the dialog box images shown will slightly differ from the actual ones.

FACE DOWN

<Fig. 1>

<Fig. 2>

<Fig. 3>

<Fig. 4>

Receiving faxes directly to your fax machine

If you do not want to be disturbed by incoming faxes when using the PC, but want to receive faxes directly to your facsimile machine, set one of the following.
—Pause your Inbox on the PC
—Turn off the PC LINK on the facsimile unit

To pause your Inbox

From the Inbox window select **Pause Inbox** from the **File** menu or select the **Pause Inbox** check box on the Toolbar.

To turn off the PC LINK on the facsimile unit

oWhen this feature is off, any operation from your PC like fax transmission/reception, scanning, printing or copying cannot be performed.

1 Press (MENU).

Display: | SYSTEM SET UP |

2 Press [#], then [1] [4].

| PC LINK |

3 Press (START/COPY/SET).

| MODE=ON   [▼▲] |

4 Press (▽) or (△) to select "OFF".

oTo turn on the PC LINK on the facsimile unit, select "ON".

5 Press (START/COPY/SET).

6 Press (MENU).

Dial keypad   (MENU)

(START/COPY/SET)   (▽)   (△)
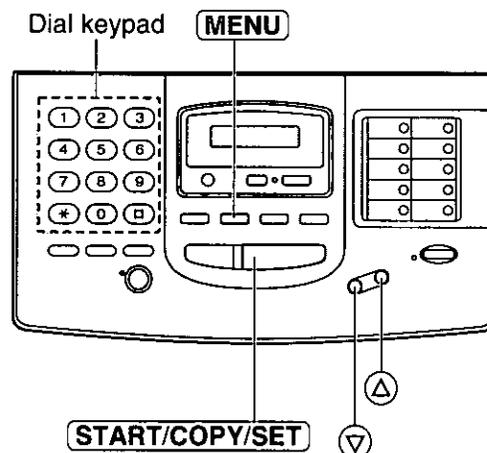
Getting help for further information

To obtain information about the Multi-Function Center applications, use the help function.
For help, follow these steps.

For Windows 95 Users:

1. Click the **Start** button.
2. Click **Programs**.
3. Click **Multi-Function Center**.
4. Click the application you need help with.
5. Click **Help** menu.
6. Click **Index** or **Contents** and choose the subject you need help with.

For Windows 3.1/3.11 Users:

1. In Program manager, double click **Multi-Function Center**.
2. Double click the application you need help with.
3. Click **Help** menu.
4. Click **Index** or **Contents** and choose the subject you need help with.

Functions of the Multi-Function Center applications

Applications	Functions
Viewer	*Editing images* ○Clearing portions of an image ○Copying to the Windows Clipboard ○Cropping images ○Cutting images ○Cutting or copying an entire image ○Inverting the color of an image ○Pasting from the Windows Clipboard ○Stretching and shrinking images ○Symmetrically changing the size of an image *Viewing Images* ○Adding an application button to the Action Bar ○Arranging how windows and icons are displayed ○Displaying thumbnails ○Hiding or displaying the Toolbar, Status Bar or Action Bar ○Magnification, reductions or orientations ○Next or previous page ○Rotating the image ○Viewing different pages of a multiple page file ○Zooming—Sizing the image to the size of the window ○Zooming in a specified area of the image
Copier	○Making a Copy ○Making multiple copies ○Reducing/enlarging your copy ○Setting up your Copier ○Choosing a printer
Address Book	○Changing address books ○Copying Information into the clipboard ○Dialing a voice number ○Pasting information into your address book ○Printing an address book entry or the entire book ○Saving the address book as a file ○Sending a cover page fax ○Using editing key combinations to Cut, Paste, Copy and Undo editing

Getting help for further information (cont.)

Applications	Functions
Message Center	oCover page—Creating and Setting up oSetting Up Your Personal Information—PC Fax Logo, Telephone Number, and Night Delivery Time oTime/Date stamp on received faxes oResending a fax oAutomatically printing incoming faxes oLoading the Message Center automatically *Received Faxes* oInbox Activity Log oAutomatically deleting your faxes after printing oDeleting faxes oStop receiving faxes on the PC oManually receiving faxes oMonitoring the fax line status oPausing and Resuming the Inbox so that you can run other communications programs oPreviewing a received fax listed in the Inbox window oPrinting faxes oSaving faxes oViewing the list of received faxes oStamping received facsimiles with the time/date received oViewing faxes *Sending Faxes* oViewing the list of outgoing faxes oResending undelivered facsimiles oChanging the destination fax number or delivery schedule oUnsuccessful dialing attempts *Canceling Faxes* oPause and Resume sending facsimiles oDeleting facsimiles oMonitoring the Fax line status oViewing the Outbox queue oOutbox Activity Log
Send From Fax	oAdding the current addressee to an Address Book oChanging Address Books oChoosing the Resolution oPhone Number (addressing your fax) oSending a fax to multiple recipients (Specify To: Cc: Faxes) oSending a fax while you are doing other work on your PC oSending a fax with a cover page oSending a fax without a cover page oSetting up your scanner oSorting the Address Book oSpecifying a distribution list as your fax destination
Finder	oDeleting files oPrinting, viewing and faxing files oSearching for files
Launch Pad	oAdding an application to your Launch Pad icon bar oAutomatically activating the Launch Pad oMaking your Launch Pad icon bar always visible on your desktop oRemoving an application from the Launch Pad

Error messages on the display

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

DISPLAY MESSAGE	CAUSE & REMEDY
CALL SERVICE	○There is something wrong with the unit. Contact our service personnel (p. 104).
CHECK COVER	○The front cover is open. Close it.
CHECK DOCUMENT	○The document is not fed into the unit properly. Reinsert the document. If misfeeding occurs frequently, clean the document feeder rollers inside the unit (p. 101). If the problem remains, adjust the feeder pressure (p. 98).
CHECK FILM	○The film cartridge is not inserted properly. Reinsert it correctly (p. 99, 100).
CHECK LEVER	○The recording paper set lever is released. Push it back to set the lever (p. 9).
CHECK MEMORY	○Memory (telephone numbers, parameters, etc.) has been erased. Re-program.
CHECK PAPER	○The recording paper is not installed or the unit ran out of paper. Install paper (p. 8). ○The recording paper is not fed into the unit properly or has jammed near the recording paper entrance. Clear the jammed paper (see "When paper has jammed near the recording paper entrance" on page 97). Do not install folded or heavily curled paper in the paper tray.
FAX IN MEMORY	○The unit has (a) document(s) in memory. See the other message instructions to print out the document(s).
FAX MEMORY FULL	○The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the paper jam.
FILM EMPTY	○The film is empty. Replace the film or film cartridge with a new one (p. 99, 100). ○The film is slack. Tighten it (see step 8 on page 100) and install again.
FILM NEAR EMPTY	○The remaining film can print approx. 15 pages of letter size documents. Prepare a new film or film cartridge (p. 6).
MESSAGE FULL	○There is no room left in memory to record a voice message. Erase some or all of the messages (p. 26, 50).
NO RESPONSE	○The receiving unit is busy or ran out of recording paper. Try again.
PAPER JAMMED	○A recording paper jam occurred under the film cartridge. Clear the jammed paper (p. 96).

(continued)

Error messages on the display (cont.)

DISPLAY MESSAGE	CAUSE & REMEDY
PC FAIL OR BUSY	●The fax function cannot be operated on the PC. The RS232C cable is not connected correctly, or the software is not running on the PC.
PLEASE WAIT	●The unit is checking if the film is set correctly. Wait for a while.
POLLING ERROR	●The other fax machine does not have a polling feature. Check with the other party.
REDIAL TIME OUT	●The receiving unit is busy or ran out of recording paper. Try again.
REMOVE DOCUMENT	●The document is jammed. Remove the jammed document (p. 98). ●Attempted to transmit a document longer than 600 mm (23⅝"). Press the STOP button and remove the document (p. 98). Divide the document into two or more sheets and try again.
REMOVE PRINTOUT	●There is too much paper on the paper stacker. Remove the printed paper. If the display message still remains after removing the paper, a paper jam may have occurred. Remove the jammed paper (see "When paper has jammed near the recording paper exit" on page 97).
STARTER FILM END	●The starter film is empty. Replace the film or film cartridge with a new one (p. 99, 100).
TRANSMIT ERROR	●A transmission error occurred. Try again.
UNIT OVERHEATED	●The unit is too hot. Let it cool down.

Before requesting help

General

PROBLEM	CAUSE & REMEDY
I cannot make and receive calls.	○The power cord or telephone line cord is not connected. Check the connections (see page 10).
I cannot make calls.	○The dialing mode setting is wrong. Check the setting and change it to TONE or PULSE (see page 58).
The unit does not work.	○Disconnect the unit from the telephone line and connect to a known working telephone. If the known working telephone operates properly, call your service center to have the unit repaired. If the known working telephone does not operate properly, consult with your telephone company.
The unit does not ring.	○The ringer volume is set to OFF. Adjust to a suitable level (see page 17).
The REDIAL/PAUSE button does not function properly.	○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.
The receive mode does not function as explained on page 22.	○A distinctive ringing pattern is set. Check it (see page 42).
During programming, I cannot enter the remote fax activation code or the remote operation ID.	○All or part of the number is the same as another code or ID. Change the number (see pages 41 and 48).

Fax transmission

PROBLEM	CAUSE & REMEDY
The other party complains that letters on their received document are distorted.	○If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have such services. ○An extension telephone on the same line is off the hook. Hang up and try again.
The other party complains that dirty patterns or black lines appear on their received documents.	○The glass or rollers are dirty. Clean them (see page 101).
I cannot make an international fax call.	○Use the overseas transmission mode (see page 60). ○Add two pauses at the end of the telephone number (see page 37).

Troubleshooting and Routine Care

Fax reception

PROBLEM	CAUSE & REMEDY
I cannot receive documents automatically.	○The receive mode is set to the TEL mode. Set to the ANS/FAX, TEL/FAX or FAX (FAX ONLY) mode. ○The time to answer the call may be too long. Decrease the number of rings (see pages 54, 55 and 56). ○The greeting message is too long. Shorten the message (see page 43).
The recording image is faint.	○The sender transmitted a faint document. Ask them to transmit a clearer copy of the document. ○The thermal head is dirty. Clean it (see page 101).
The printing quality is poor.	○Some paper has instructions recommending the side to print on. Try turning over paper. We recommend smooth paper such as Hammermill® jet PRINT for clearer printing.
A blank sheet is ejected after the received documents are printed out.	○The receiving reduction rate is not programmed correctly. Program the proper reduction rate (see page 61).

Answering device

PROBLEM	CAUSE & REMEDY
No voice messages have been recorded in the ANS/FAX mode.	○The memory is full. Erase some or all of the messages (see pages 26 and 50).
I cannot retrieve recorded messages from a remote telephone.	○Make sure that you use the remote operation ID correctly (see page 48).

Copying

PROBLEM	CAUSE & REMEDY
A dirty pattern or a black line appears on the copied documents.	○The glass or rollers are dirty. Clean them (see page 101).
The copied image is distorted.	○The thermal head is dirty. Clean it (see page 101).
The document is not copied properly.	○The film is not inserted correctly. Insert it correctly (see pages 99 and 100).
The copied document is blank.	○The film is not inserted correctly. Insert it correctly (see pages 99 and 100).
The printing quality is poor.	○Some paper has instructions recommending the side to print on. Try turning over paper. We recommend smooth paper such as Hammermill® jet PRINT for clearer printing.
A paper jam occurs during copying.	○The film is not inserted correctly. Insert it correctly (see pages 99 and 100).

For Assistance, Call 1-800-435-7329

If a power failure occurs...

When a power failure occurs, note the following:
o The unit will not function during a power failure.
o Transmission and reception will be interrupted. Check the transaction by printing a journal report.
o If fax documents are stored in memory, they will be lost. When power is restored, a power down report will
  be printed out stating which contents in memory have been erased.
o If delayed transmission is set and the programmed start time has passed during a power failure,
  transmission will be attempted soon after power is restored.

Power down report

The power down report will be automatically printed out after power is restored.
The report will not be printed out when there are no documents stored in memory.

Power down report sample

```
    POWER DOWN REPORT

                                                    POWER DOWN AT:Jan. 05 1997 04:30AM

                                                    RESTARTED   AT:Jan. 05 1997 04:31AM


    << WARNING >>
    CONTENTS HAVE BEEN CLEARED DUE TO POWER DOWN.
    FOR ADDITIONAL INFORMATION, PLEASE SEE THE JOURNAL REPORT.


NO.   OTHER FACSIMILE            MODE     PAGES     FUNCTION
01    0987654321                 RX       01        MEMORY RECEIVE
```

Error codes on your PC when using Multi-Function Center software

When using the Multi-Function Center software and the printer or scanner function is initiated and an error occurs, an 8 digit error code will be displayed on the status log window.
See the printer 8 digit error code below and the scanner 8 digit code on page 95.
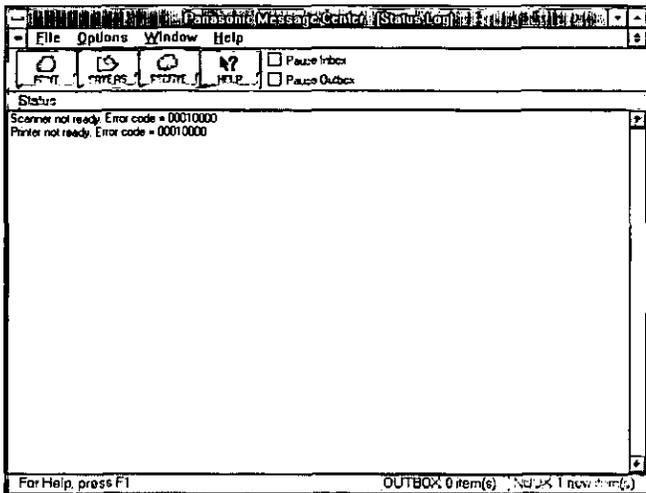
■ Error code for "Printer not ready." status:

Recording paper set lever:
When this digit is "1", the recording paper set lever is released. Push it back to set the lever (p. 9).

Paper jam near the recording paper entrance:
When this digit is "1", the recording paper is not fed into the unit properly or has jammed near the recording paper entrance. To clear, see page 97.

Paper jam under the film cartridge or too much paper on the paper stacker:
When this digit is "1", the recording paper jammed under the film cartridge or there is too much paper on the paper stacker. Clear the jammed paper (p. 96) or remove the printed paper.

Cover open:
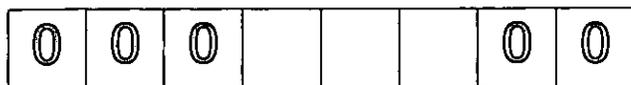When this digit is "1", the top cover is open. Close it.

Film:
When this digit is "1", film is empty or the film is not inserted in the cartridge correctly. Replace the film or film cartridge with a new one (p. 99) or reinsert the film correctly by referring to step 8 on page 100.

Unit overheat:
When this digit is "1", the unit is overheated. Leave it to cool down.

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☑ Error code for "Scanner not ready." status:

0	0	0				0	0

Document feed:
When this digit is "1", the document is not fed into the unit properly. Reinsert the document.

Document jam:
When this digit is "1", the document is jammed. Remove the jammed document (p. 98).

Cover open:
When this digit is "1", the top cover is open. Close it.

For example:

If "1" appears in the 8 digit code, see the corresponding instructions and solve the problem.

e.g. When "Scanner not ready. Error code=00010000" is displayed on the Status Log window:
Cause & remedy—The top cover is open. Close it.

Clearing a recording paper jam

If the unit does not eject any recording paper during reception or copying, the recording paper has jammed. Remove the jammed paper by following the display message on this page and page 97.
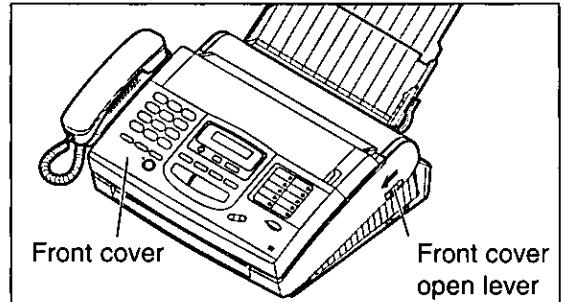
When paper has jammed under the film cartridge
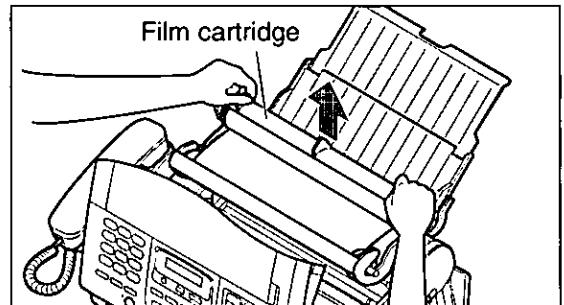
The display will show the following message:

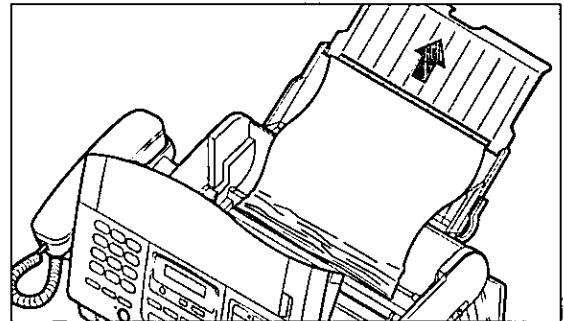| PAPER JAMMED |
|---|

Remove the jammed paper as follows:

1 Slide the front cover open lever forward to unlock the front cover and lift open.
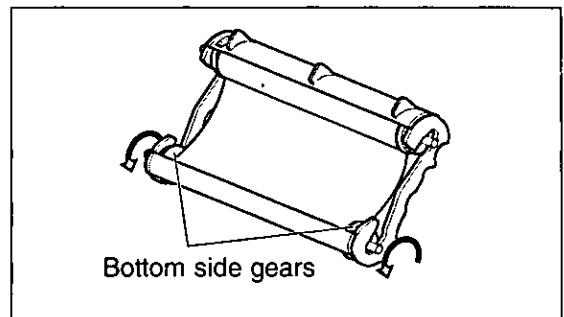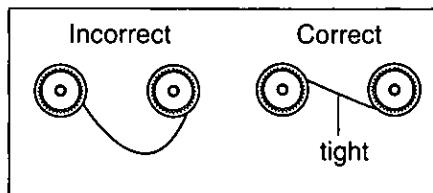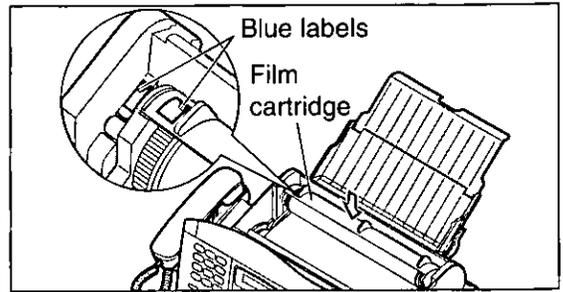
2 Remove the film cartridge.

3 Remove the jammed recording paper.

4 If the film is slack, tighten it by winding the bottom side gears.

5 Replace the film cartridge by matching the blue label side of the cartridge with that on the unit.

6 Close the front cover securely by pushing down on both ends.

Blue labels
Film cartridge

When paper has jammed near the recording paper entrance

The display will show the following message:

| CHECK PAPER |

Remove the jammed paper as follows:

Pull the recording paper set lever forwards, then pull out the jammed recording paper from the recording paper entrance.

Recording paper set lever
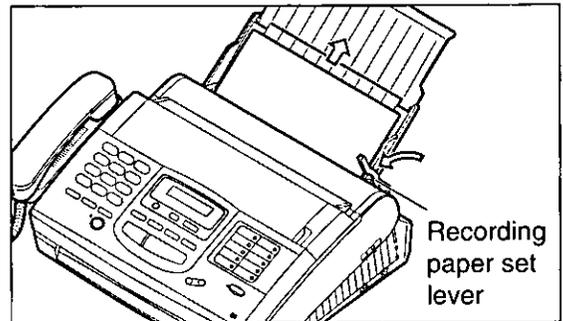
When paper has jammed near the recording paper exit

The display will show the following message:

| REMOVE PRINTOUT |

Remove the jammed paper as follows:

1 Lift the unit slightly and push out the jammed recording paper from the triangular window on the bottom of the unit.

Triangular window
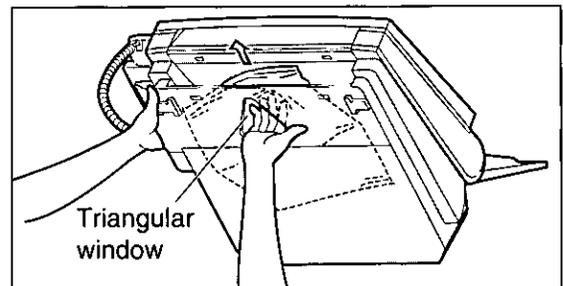
2 Remove the jammed recording paper from the recording paper exit.

o If you cannot remove the jammed paper, remove it by following steps 1–4 on page 96.

Troubleshooting and Routine Care

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Clearing a document jam

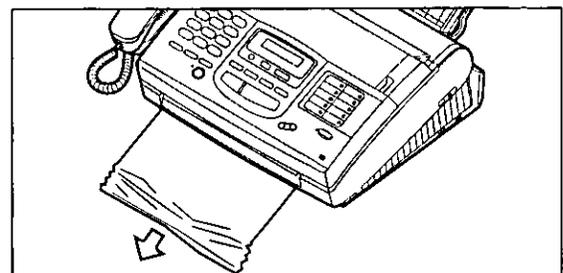If the unit does not release the original document during feeding, remove the document as follows:

1 Slide the front cover open lever forward to unlock the front cover and lift open.

2 Remove the jammed document carefully.

3 Close the front cover securely by pushing down on both ends.

Front cover

Front cover open lever
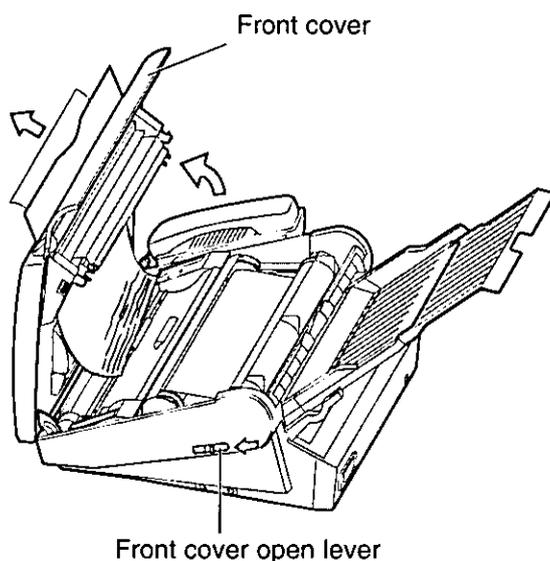
Adjusting the feeder pressure

When no feeding or multiple feeding occurs frequently, adjust the feeder pressure.

1 Slide the front cover open lever forward to unlock the front cover and lift open.

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

Position A: When documents do not feed
Position B: Standard position (pre-selected)
Position C: When documents multiple feed

3 Close the front cover securely by pushing down on both ends.

Lever

Front cover

Front cover open lever
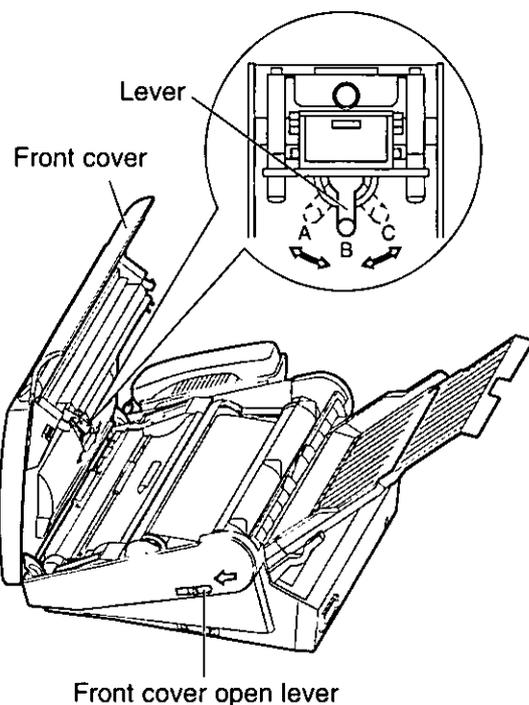
Checking the remaining film

Press (**FILM REMAINING**) while the unit is idle. The display indicates the approximate amount of remaining film.

```
FILM E _ ▫ ▯ ▯ ▯ F
```

↓

```
FILM E _          F
```

When the film indicator points to this position, the remaining film will print up to 25 pages of letter size documents. Prepare a new film or film cartridge for replacement.

Replacing the film or film cartridge

When the unit detects the end of the film, one of the following messages will be displayed:

```
FILM NEAR EMPTY
```

The remaining film prints approx. 15 letter size documents. Prepare a new film or film cartridge.

```
FILM EMPTY
```

The film is empty. Replace the film or film cartridge with a new one.
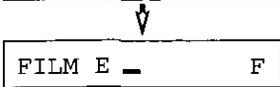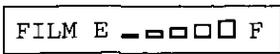
To order replacement parts, see page 6.

1 Slide the front cover open lever forward to unlock the front cover and lift open.

2 Remove the film cartridge.

○If you have purchased a film cartridge (Model no. KX-FA135) for replacement, skip to step 9.
○To replace only the film, go to step 3.

Film cartridge

Front cover open lever
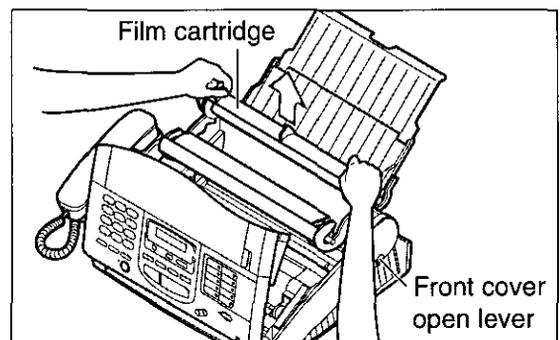
3 Unlock the four gears by (Ⓐ) pulling the top side gears (blue and green) forward and (Ⓑ) pushing back the bottom side gears (green). Remove the used film.

Blue gear   Top side gears

Green gear

Green gear

Bottom side gears   Green gear
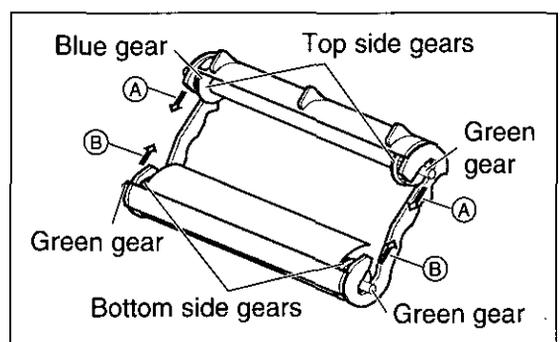
4 Remove the four gears from the used film cores.

Caution:
○The film is not reusable. You can order a new film for replacement through your nearest authorized Panasonic dealer.

Gears

Film cores

Gears

5 Insert the blue gear into the blue core of the new film.

Blue core

Blue gear

Guide tabs

Slots
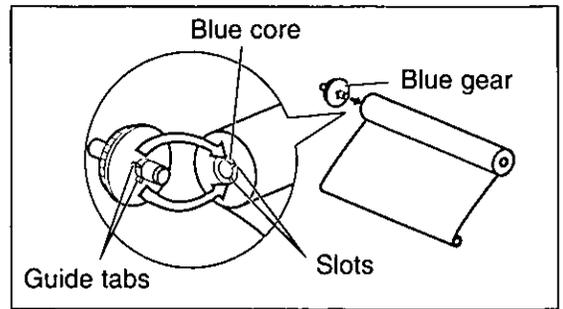
6 Insert the three green gears into the remaining cores of the new film.

Guide tabs

Green gears

Slots
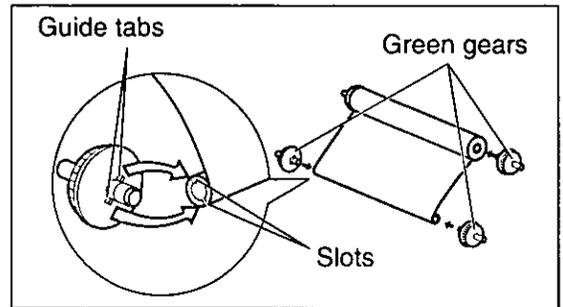
7 Insert the film into the cartridge so that the blue gear matches the blue label on the cartridge.

Blue label

Blue gear
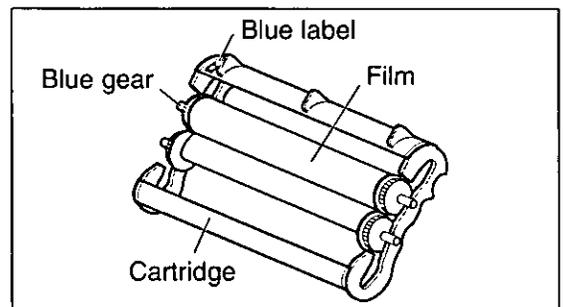
Film

Cartridge

8 Lock the four gears of the film by (Ⓐ) pushing back the top side gears and (Ⓑ) pulling the bottom side gears forward until they lock into place.
  o If the film is slack, tighten it by winding the bottom side gears.

Incorrect	Correct
	tight

Top side gears

Bottom side gear

Top side gear

Bottom side gears

Ⓑ Ⓐ
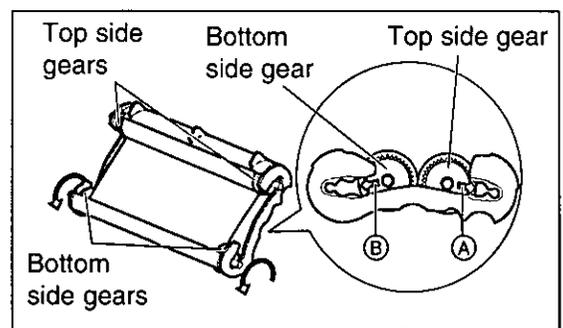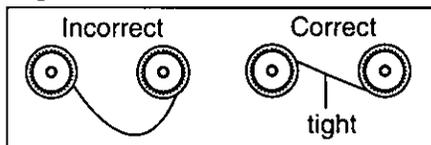
9 Insert the film cartridge by matching the blue label on the cartridge with that on the unit.

Blue labels

Film cartridge

10 Close the front cover securely by pushing down on both ends.
  o The unit will check that the film is set correctly and the following message will be displayed:

Display:
```
PLEASE WAIT
```

  o If the following message is displayed, the film is not inserted correctly:

```
CHECK FILM
```

Reinsert it correctly.

100
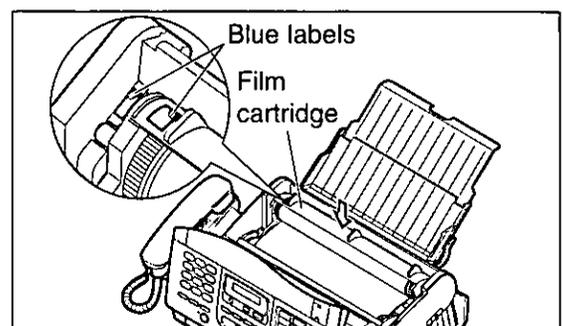
Cleaning the inside of the unit

Cleaning the document feeder unit

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

1 Disconnect the power cord and the telephone line cord.

2 Slide the front cover open lever forward to unlock the front cover and lift open.

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

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

5 Close the front cover by gently pressing down on both ends.

6 Connect the power cord and the telephone line cord.
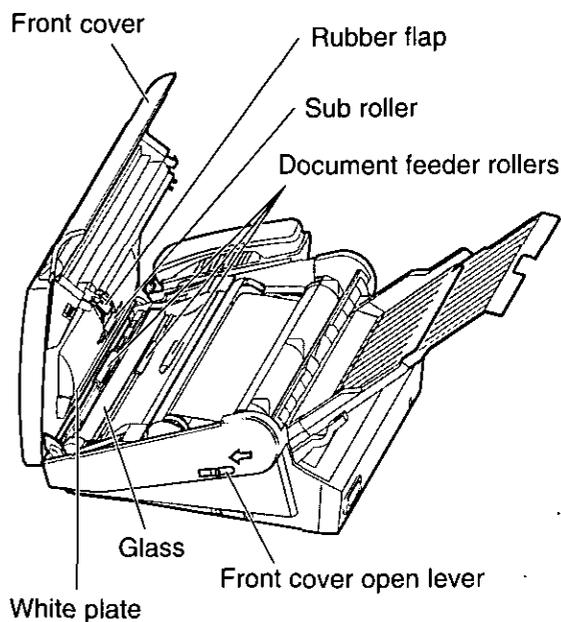
Caution:
○Do not use paper products (such as paper towels or tissues) to clean the inside of the unit.

Front cover — Rubber flap — Sub roller — Document feeder rollers — Glass — Front cover open lever — White plate

Cleaning the thermal head

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

1 Disconnect the power cord and the telephone line cord.

2 Slide the front cover open lever forward to unlock the front cover and lift open.

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

4 Close the front cover by gently pressing down on both ends.

5 Connect the power cord and the telephone line cord.
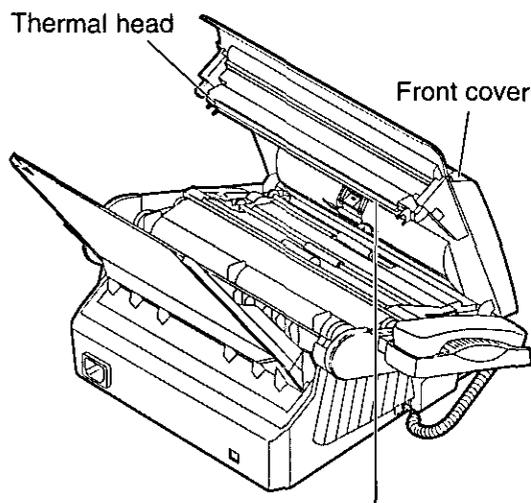
Caution:
○To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly with your finger.

Thermal head — Front cover

Caution
Do not push on the black cover.

General Information

FCC information

If required by the telephone company, inform them of the following.

o FCC Registration No.:
(found on the bottom of the unit)
o Ringer Equivalence No.:
(found on the bottom of the unit)
o The particular telephone line to which the equipment is connected.

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

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

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

The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or

alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

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

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

This telephone provides magnetic coupling to hearing aids.

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

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

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

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

PANASONIC
Facsimile Products
Limited Warranty

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

This Limited Warranty Excludes both Labor and Parts for: batteries, antennas, and cosmetic parts (cabinet).

Carry-in or mail-in service in the USA or Puerto Rico can be obtained during the warranty period by contacting a Panasonic Services Company (PASC) Factory Servicenter listed in the Servicenter Directory. Or call, toll free, 1-800-HELP FAX (1-800-435-7329) to locate a PASC Factory Servicenter. Carry-in or mail-in service in Puerto Rico can be obtained during the warranty period by calling the Panasonic Sales Company telephone number listed in the Servicenter Directory.

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

This warranty only covers failures due to defects in material and workmanship which occur during normal use and (when applicable) does not cover the print and ink cartridge, the toner cartridge and drum unit or the film cartridge. The warranty does not cover damages which occur in shipment, or failures which are caused by products not supplied by the warrantor, or failures which result from accident, misuse, abuse, neglect, mishandling, faulty installation, misapplication, set-up adjustments, improper operation or maintenance, alteration, modification, power line surge, improper voltage supply, lightning damage, signal reception problems, commercial use such as hotel, office, restaurant, or other business or rental use of the product, or service by anyone other than a PASC Factory Servicenter or a PASC authorized Servicenter, or damage that is attributable to acts of God.

LIMITS AND EXCLUSIONS
There are no express warranties except as listed above.
THE WARRANTOR SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS WARRANTY. ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY, ARE LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.

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

This warranty gives you specific legal rights and you may also have other rights which vary from state to state. If a problem with this product develops during or after the warranty period, you may contact your dealer or Servicenter. If the problem is not handled to your satisfaction, then write to the Customer Satisfaction Center at the company address indicated above.

General Information

Service center directory

DIAL TOLL FREE: 1-800-HELP-FAX (1-800-435-7329) (9:00am–8:00pm Monday–Friday, EST)

PRODUCT INFORMATION-LITERATURE REQUESTS-DEALER LOCATIONS

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

ACCESSORY PURCHASES

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

AUTHORIZED SERVICENTERS

CALIFORNIA
6550 Katella Avenue
Cypress, CA 90630
Phone (714) 373-7426
Fax (714) 894-8534

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

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

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

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

FLORIDA
3700 North 29th Avenue
Suite 102
Hollywood, FL 33020
Phone (954) 925-2880
Fax (954) 925-5224

GEORGIA
8655 Roswell Road
Suite 100
Atlanta, GA 30350
Phone (770) 518-6301
Fax (770) 518-6306

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

ILLINOIS
*1703 North Randall Road
Elgin, IL 60123
"12:30 to 4:30, Mon-Fri"
Phone (847) 468-5464
Fax (847) 468-5465

9060 Golf Road
Niles, IL 60714
Phone (847) 608-1010
Fax (847) 299-1710

MARYLAND
62 Mountain Road
Glen Burnie, MD 21061
Phone (800) 973-4071
Fax (410) 760-3779

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

*pick-up/drop-off only

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

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

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

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

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

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

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

13615 Welch Road Suite 101
Farmers Branch, TX 75244
Phone (972) 385-1975
Fax (972) 960-7626

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

Service in Puerto Rico

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

Ave. 65 de Infantería, Km. 9.5
San Gabriel Industrial Park
Carolina, Puerto Rico 00985
Phone (787) 750-4300
Fax (787) 768-2910

REPAIR INQUIRIES — *Regional Customer Care Department*

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

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

EAST (PCE)
1225 Northbrook Parkway
Suite 2-390
Suwannee, GA 30174
Phone (770) 338-6860
Fax (770) 338-6548

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

CENTRAL (PCC)
1707 North Randall Road
Elgin, IL 60123
Phone (847) 468-5530
Fax (847) 468-5528

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

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

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

PARTS DISTRIBUTION LOCATIONS

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

As of Apr. '97

User information

For product service
○Service centers are listed on page 104.
○Call toll free 1-800-545-2672 for the location of an authorized service center.

When you ship the product
○Carefully pack your unit, preferably in the original carton.
○Attach a letter, detailing the symptom or problem, to the outside of the carton.
○Send the unit to an authorized service center, prepaid and adequately insured.
○Do not send your unit to the Panasonic Consumer Electronics Company or to any executive or regional sales offices. These locations do not repair consumer products.

Specifications

1.	**Applicable Lines:**	Public Switched Telephone Network
2.	**Document Size:**	Max. 216 mm (8½") in width
		Max. 600 mm (23⅝") in length
3.	**Effective Scanning Width:**	208 mm (8³⁄₁₆")
4.	**Recording Paper Size:**	Letter: 216 × 279 mm (8½" × 11")
		Legal: 216 × 356 mm (8½" × 14")
5.	**Effective Printing Width:**	208 mm (8³⁄₁₆")
6.	**Transmission Time*:**	Approx. 15 s/page (Original mode)
		Approx. 30 s/page (G3 Normal mode)
7.	**Scanning Density:**	Horizontal: 8 pels/mm (203 pels/inch)
		Vertical: 3.85 lines/mm (98 lines/inch)—Standard mode
		7.7 lines/mm (196 lines/inch)—Fine/Halftone mode
		15.4 lines/mm (392 lines/inch)—Superfine mode
8.	**Halftone Level:**	64-level
9.	**Scanner Type:**	CCD image sensor
10.	**Printer Type:**	Thermal printing
11.	**Data Compression System:**	Modified Huffman (MH), Modified READ (MR)
12.	**Modem Speed:**	9600/7200/4800/2400 bps; Automatic Fallback
13.	**Operating Environment:**	5–35 °C (41–95 °F), 20–80 % RH (Relative Humidity)
14.	**Dimensions (H×W×D):**	149 × 367 × 355 mm (5⅞" × 14⁷⁄₁₆" × 13³¹⁄₃₂")
15.	**Mass (Weight):**	Approx. 5.2 kg (11.4 lb.)
16.	**Power Consumption:**	Standby: Approx. 7.0 W / Transmission: Approx. 16 W
		Reception: Approx. 38 W / Copy: Approx. 52 W
		Maximum: Approx. 160 W
17.	**Power Supply:**	120 V AC, 60 Hz (This unit will not function at 50 Hz.)
18.	**Memory Capacity:**	Voice memory: Approx. 18 minutes of recording time including the greeting message.**
		Fax memory: Approx. 28 pages of document memory based on the CCITT No. 1 Test Chart in standard resolution.

*Transmission speed depends on the contents of the pages, resolution, telephone line conditions and capability of the receiving unit. The 15 second speed is based upon the CCITT No.1 Test Chart.

**Recording time may be reduced by the calling party's background noise.

CCITT No. 1 Test Chart

Note:

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

⊕ The pictures and illustrations in these instructions may vary slightly from the actual product.

One-touch dialing list

Direct call Station No.	Name/Telephone No.	Direct call Station No.	Name/Telephone No.
1		10 ([LOWER] 1)	
2		11 ([LOWER] 2)	
3		12 ([LOWER] 3)	
4		13 ([LOWER] 4)	
5		14 ([LOWER] 5)	
6		15 ([LOWER] 6)	
7		16 ([LOWER] 7)	
8		17 ([LOWER] 8)	
9		18 ([LOWER] 9)	

One-touch dialing list

Direct call Station No.	Name/Telephone No.	Direct call Station No.	Name/Telephone No.
1		10 ((LOWER) 1)	
2		11 ((LOWER) 2)	
3		12 ((LOWER) 3)	
4		13 ((LOWER) 4)	
5		14 ((LOWER) 5)	
6		15 ((LOWER) 6)	
7		16 ((LOWER) 7)	
8		17 ((LOWER) 8)	
9		18 ((LOWER) 9)	

Speed dialing list

Station No.	Name/Telephone No.	Station No.	Name/Telephone No.	Station No.	Name/Telephone No.
00		34		68	
01		35		69	
02		36		70	
03		37		71	
04		38		72	
05		39		73	
06		40		74	
07		41		75	
08		42		76	
09		43		77	
10		44		78	
11		45		79	
12		46		80	
13		47		81	
14		48		82	
15		49		83	
16		50		84	
17		51		85	
18		52		86	
19		53		87	
20		54		88	
21		55		89	
22		56		90	
23		57		91	
24		58		92	
25		59		93	
26		60		94	
27		61		95	
28		62		96	
29		63		97	
30		64		98	
31		65		99	
32		66			
33		67			

Speed dialing list

Station No.	Name/Telephone No.	Station No.	Name/Telephone No.	Station No.	Name/Telephone No.
00		34		68	
01		35		69	
02		36		70	
03		37		71	
04		38		72	
05		39		73	
06		40		74	
07		41		75	
08		42		76	
09		43		77	
10		44		78	
11		45		79	
12		46		80	
13		47		81	
14		48		82	
15		49		83	
16		50		84	
17		51		85	
18		52		86	
19		53		87	
20		54		88	
21		55		89	
22		56		90	
23		57		91	
24		58		92	
25		59		93	
26		60		94	
27		61		95	
28		62		96	
29		63		97	
30		64		98	
31		65		99	
32		66			
33		67			

Index

Panasonic FAX ADVANTAGE PROGRAM

Free peace of mind, direct from Panasonic

NO EXTRA COST

Panasonic

FAX ADVANTAGE PROGRAM

■ *1-year limited warranty[1] parts & labor*

■ *Toll-free help line*

■ *Free overnight replacement[2] 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 Panasonic Fax Machine, the Fax Advantage Program can provide a free replacement unit[2] overnight if your original unit is in need of repair.

Here's how it works:

1. If you have a problem with your fax while it is covered by the one-year limited warranty[1], call our toll-free help-line at 1-800-HELPFAX.
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[3], we will send a refurbished replacement unit to you overnight or second business day delivery, depending on the time of your call.

A second option available under our one-year 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. UPS 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-HELPFAX technicians determine that your unit may be an "out-of-box failure"[4], we will attempt to provide you with a factory-new replacement unit[5]. 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-HELPFAX 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. Replacement unit is refurbished.
3. Replacement program excludes Puerto Rico and is subject to termination at any time without advance notice.
4. "Out-of-box failure" is an inoperable unit that was purchased no more than 10 days prior to your 1-800-HELPFAX call, and would otherwise qualify for warranty service under the terms and conditions of the limited warranty.
5. Panasonic reserves the right to send a refurbished unit.

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

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