Panasonic

2.4 GHz Digital Cordless Answering System and Fax

Operating Instructions

Model No. **KX-FPG376**

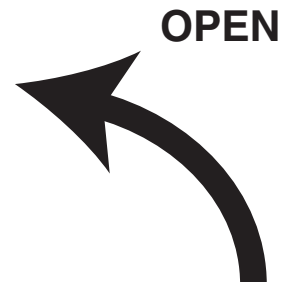Model No. **KX-FPG377**

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

This model is designed to be used only in the U.S.A.
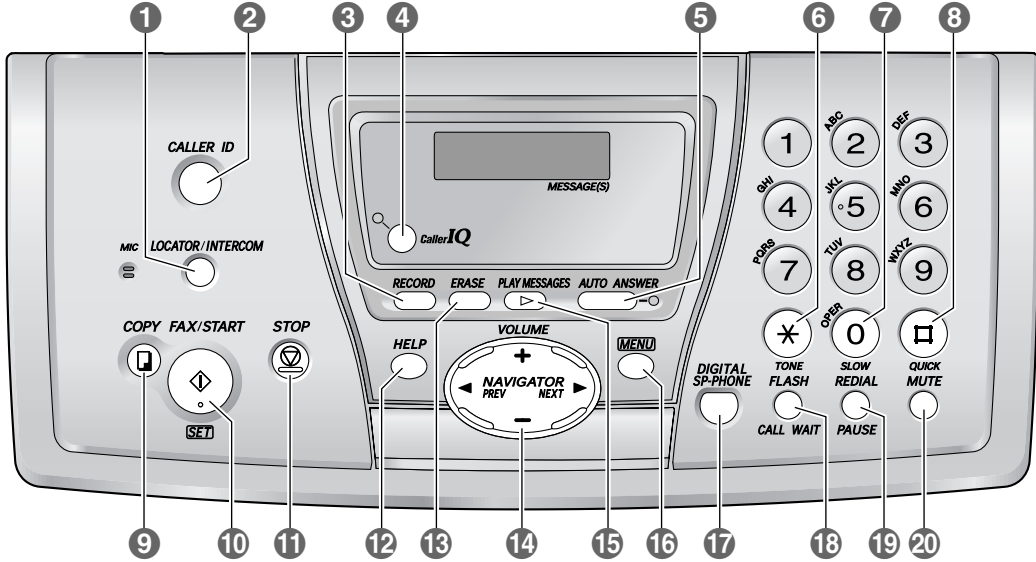
How to use the operating instructions
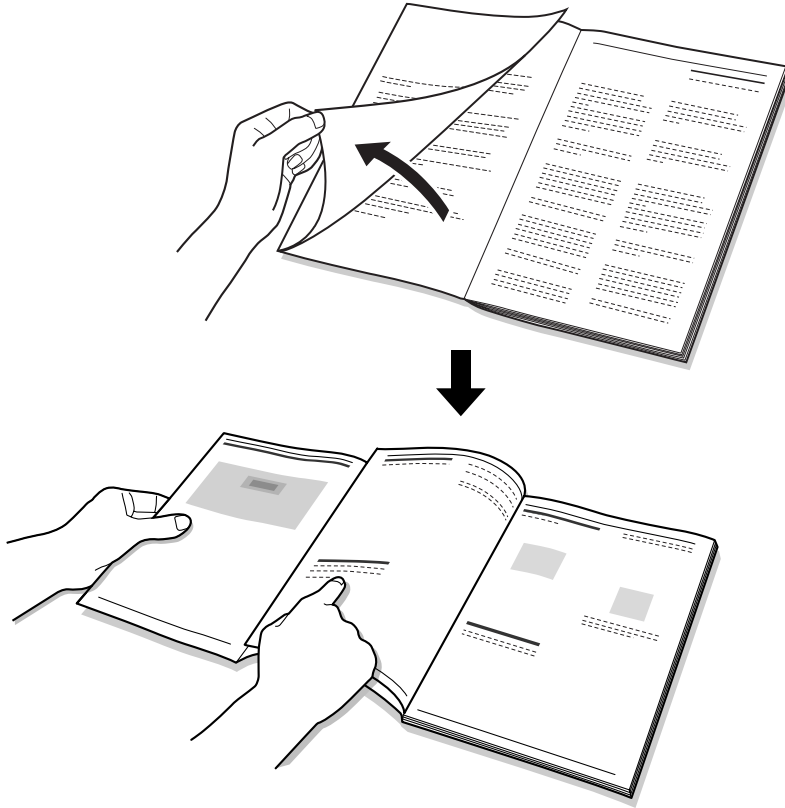
When following operating instructions, always keep the front cover page (next page) open so that you will find easy reference to the buttons.

OPEN

Location of controls

Please keep this page open when following operating instructions. For a description of each button, see page 10.

Base unit

Buttons (Listed in alphabetical order)

AUTO ANSWER ⑤	FLASH ⑱	RECORD ③
CALLER ID ②	HELP ⑫	REDIAL/PAUSE ⑲
CALLER IQ ④	LOCATOR/INTERCOM ①	SET ⑩
CALL WAIT ⑱	MENU ⑯	SLOW ⑦
COPY ⑨	MUTE ⑳	STOP ⑪
DIGITAL SP-PHONE ⑰	NAVIGATOR ⑭	TONE ⑥
ERASE ⑬	PLAY MESSAGES ⑮	VOLUME ⑭
FAX/START ⑩	QUICK ⑧	

Handset

Buttons (Listed in alphabetical order)

CALLER IQ ⑧
CALL WAIT/PLAYBACK ⑥
CH ③
CLEAR ⑩
EDIT ③
FLASH ⑥
FUNCTION ①
HOLD ⑩
INTERCOM ⑩
MUTE ⑦
Navigator, LOUD/SEARCH ③
OFF ⑨
REDIAL/PAUSE ⑪
SP-PHONE ④
TALK ②
TONE ⑤

Thank you for purchasing a Panasonic fax machine.

Things you should keep a record of

For your future reference

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

Caution:
● The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)
In order to program this information into your fax machine, you should complete the instructions on page 27 to page 29.
● Note that the images of copied or received documents will remain on the used ink film. Use discretion when disposing of the used ink film.
● Do not rub or use an eraser on the printed side of recording paper, as the print may smear.

Energy Star:
● As an ENERGY STAR® Partner, Panasonic has determined that this product meets the ENERGY STAR guidelines for energy efficiency.
ENERGY STAR is a U.S. registered mark.

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Important safety instructions

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

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

SAVE THESE INSTRUCTIONS

INSTALLATION:

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

WARNING:

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

OTHER INFORMATION:

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of this unit.
- Do not touch the plug with wet hands.
- Wipe the outer surface of the unit with a soft cloth. Do not use benzine, thinner, or any abrasive powder.

CAUTION:

Battery

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

- Use only the battery(ies) specified.
- Do not dispose of the battery(ies) in a fire. They may explode. Check with local waste management codes for special disposal instructions.
- Do not open or mutilate the battery(ies). Released electrolyte is corrosive and may cause burns or injury to the eyes or skin. The electrolyte may be toxic if swallowed.
- Do not let the battery(ies) come in contact with conductive materials such as rings, bracelets and keys or the battery(ies) and/or conductor may overheat and cause burns.
- Charge the battery(ies) provided with or identified for use with this product only in accordance with the instructions and limitations specified in this manual.

NOTICE:

- Operating near 2.4 GHz electrical appliances may cause interference. Move away from the electrical appliances and/or press the CH (Channel) button.
- Consult the manufacturer of any personal medical devices, such as pacemakers or hearing aids, to determine if they are adequately shielded from external RF (radio frequency) energy. (The unit operates in the frequency range of 2.402 GHz to 2.480 GHz, and the power output level can range 0.015 watts.) Do not use the unit in health care facilities if any regulations posted in the area instruct you not to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF (radio frequency) energy.

For best performance

Battery charge

Place the handset on the cradle of the base unit for about **9 hours** before initial use.

● For details, see page 18.

Operating distance and noise

Calls are transmitted between the base unit and the handset using wireless radio waves.
For maximum distance and noise-free operation, we recommend the following:
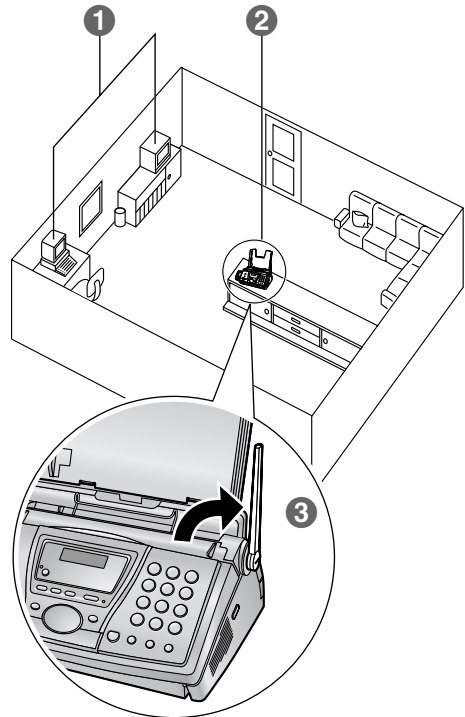
1 **Placing the unit away from electrical appliances such as a TV, personal computer or another cordless phone.**

2 **Placing the unit in a HIGH and CENTRAL location with no obstructions such as walls.**

3 **Raising the antenna vertically.**

Note:
● If you are using the handset near a microwave oven which is being used, noise may be heard from the receiver or the speaker. Move away from the microwave oven and closer to the base unit.
● If you use the handset near another cordless phone's base unit, noise may be heard. Move away from the other cordless phone's base unit and closer to your base unit.

8. Programmable Features

9. Help

10.Caller IQ Feature

11.General Information

12.Index

1.1 Included accessories

No.	Item	Part number[*1]	Quantity	Specifications
①	Power cord	PFJA1030Z	1	----------
②	Telephone line cord	PQJA10075Z	1	----------
③	Cordless handset	----------	1	----------
④	Belt clip	PQKE10341Z1	1	----------
⑤	Paper tray	PFKS1088Z1	1	----------
⑥	A4 paper guide	PFKS1089Z1	1	----------
⑦	Ink film (10 meters long)	----------	1	prints about 30 letter-sized pages.
⑧	Operating instructions	PFQX1858Y	1	----------
⑨	Quick start sheet	PFQW1981Y	1	----------

*1 Part numbers are subject to change without notice.

Note:
● If any items are missing or damaged, check with the place of purchase.
● Save the original carton and packing materials for future shipping and transportation of the unit.
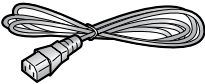
①   ②   ③   ④   ⑤
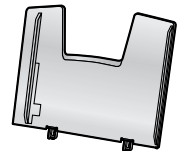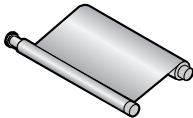
⑥   ⑦   ⑧   ⑨
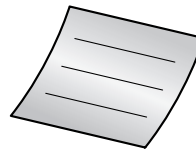
1.2 Accessory information

Accessories for this unit can be ordered online, by fax, or by telephone.
Please note that only orders for replacement film and batteries can be accepted by fax and telephone.

– **Replacement film[*1] (KX-FA92):** 2 rolls - 216 mm $\times$ 35 m ($8^1/_2$" $\times$ 114') (Each roll will print about 113 letter-sized pages.)
– **Battery (P-P511)**
– **Headset (KX-TCA60, KX-TCA86, KX-TCA88, KX-TCA91, KX-TCA92, KX-TCA98):** Allows hands-free telephone conversations.
  *1 To ensure the unit operates properly, we recommend the use of a Panasonic replacement film.

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

Visit our web site:
http://www.panasonic.com/kxfpg376
● For questions regarding online orders:
  E-mail: specialty@panasonic.com
  Telephone: 1-866-888-2929

To place an order by fax (replacement film and batteries only)

Fax: 1-800-237-9080
Include:
– your name, shipping address and telephone number
– credit card type, number, expiration date and your signature
– part number and quantity

To place an order by telephone (replacement film and batteries only)

Telephone: 1-800-332-5368

1.3 Overview

1.3.1 Base unit
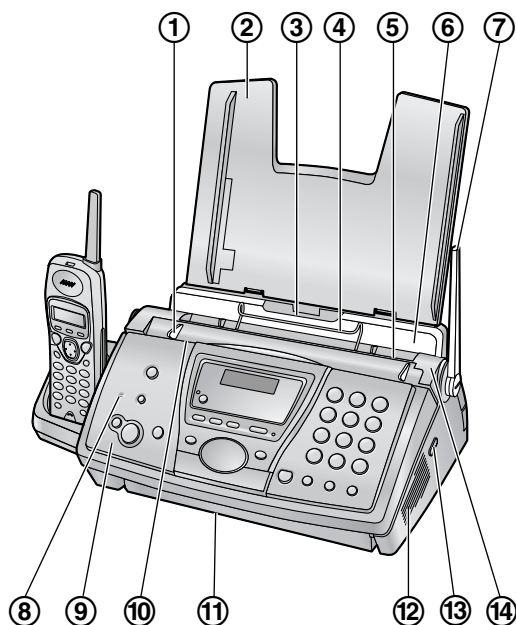
① **Document guides**
② **Paper tray**
③ **Recording paper entrance**
④ **Metal recording paper guide**
⑤ **Recording paper exit**
⑥ **Tension plate**
⑦ **Antenna**
⑧ **Microphone**
⑨ **Front cover**
⑩ **Document entrance**
⑪ **Document exit**
⑫ **Speaker**
⑬ **Green button (Back cover release button)**
⑭ **Back cover**

1.3.2 Handset
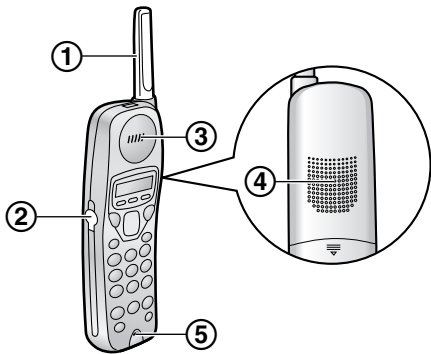
① **Antenna**
② **Headset jack**
③ **Receiver**
④ **Speaker**
⑤ **Microphone**

1.4 Description of base unit buttons

● Keep the front cover page open for button locations.

① 【LOCATOR/INTERCOM】
  ● To locate or page the handset (page 32).

② 【CALLER ID】
  ● To use the Caller ID features (page 38).

③ 【RECORD】
  ● To record a greeting message (page 51).
  ● To record a memo message (page 51).

④ 【CALLER IQ】
  ● To use the Caller IQ feature (page 79).

⑤ 【AUTO ANSWER】
  ● To turn ON/OFF the AUTO ANSWER setting (page 44, 45).

⑥ 【TONE】
  ● To change from pulse to tone temporarily during dialing when your line has rotary pulse services.

⑦ 【SLOW】
  ● For slow playback (page 52).

⑧ 【QUICK】
  ● For quick playback (page 52).

⑨ 【COPY】
  ● To initiate copying (page 49).

⑩ 【FAX/START】【SET】
  ● To initiate fax transmission or reception.
  ● To store a setting during programming.

⑪ 【STOP】
  ● To stop an operation or programming.
  ● To clear a character/number (page 29).

⑫ 【HELP】
  ● To print a quick reference (page 25).

⑬ 【ERASE】
  ● To erase recorded messages (page 52).
  ● To erase a recorded greeting message (page 51).

⑭ 【NAVIGATOR】【VOLUME】
  ● To navigate to the next operation.
  ● To search for a stored item (page 36, 42).
  ● To select features or feature settings during programming (page 60).
  ● To adjust volume (page 26).

⑮ 【PLAY MESSAGES】
  ● To play recorded messages (page 52).

⑯ 【MENU】
  ● To initiate or exit programming (page 60).

⑰ 【DIGITAL SP-PHONE】
  ● For speakerphone operation (page 31, 32).

⑱ 【FLASH】【CALL WAIT】
  ● To access special telephone services such as call waiting (page 36) or for transferring extension calls.

⑲ 【REDIAL/PAUSE】
  ● To redial the last number dialed from the base unit (page 31).
  ● To insert a pause during dialing or after pressing 【FLASH】.

⑳ 【MUTE】
  ● To mute your voice to the other party during a conversation. To release the mute, press this button again.

1.5 Description of handset buttons

- Keep the front cover page open for button locations.

① **[FUNCTION]**
- To initiate programming (page 25).

② **[TALK]**
- To make/answer calls (page 30, 31).

③ **Navigator, [LOUD/SEARCH][CH][EDIT]**
- To navigate to the next operation.
- To adjust volume (page 25).
- To search for a stored item (page 35).
- To select features or feature settings during programming (page 31).
- To select a clear channel (page 30).
- To edit the caller's phone number (page 37).

④ **[SP-PHONE]**
- For speakerphone operation (page 30, 31).

⑤ **[TONE]**
- To change from pulse to tone temporarily during dialing when your line has rotary pulse services.

⑥ **[FLASH][CALL WAIT/PLAYBACK]**
- To access special telephone services such as call waiting (page 36) or for transferring extension calls.
- To listen to recorded messages (page 53).

⑦ **[MUTE]**
- To mute your voice to the other party during a conversation. To release the mute, press **[MUTE]**, **[TALK]** or **[SP-PHONE]**.

⑧ **[CALLER IQ]**
- To use the Caller IQ feature (page 79).

⑨ **[OFF]**
- To hang up (page 30).
- To stop an operation or programming.

⑩ **[CLEAR][HOLD][INTERCOM]**
- To clear a character (page 34).
- To erase an item (page 35).
- To put a call on hold (page 30).
- To page the base unit (page 32).

⑪ **[REDIAL/PAUSE]**
- To redial the last number dialed from the handset (page 30).
- To insert a pause during dialing.

1.6 Ink film

1.6.1 Installing the ink film

1 Open the front cover (①) by pulling up the center part (②).
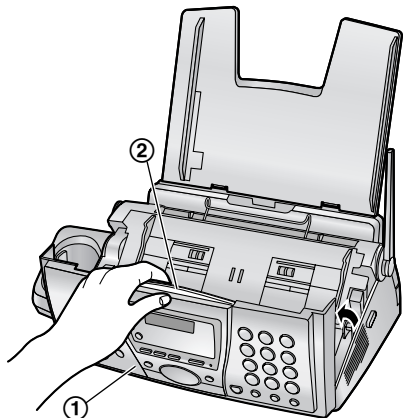
2 Release the back cover by pushing the green button (①) on the right side of the unit.
OR
Release the back cover by pushing in the green lever (②) in the unit.
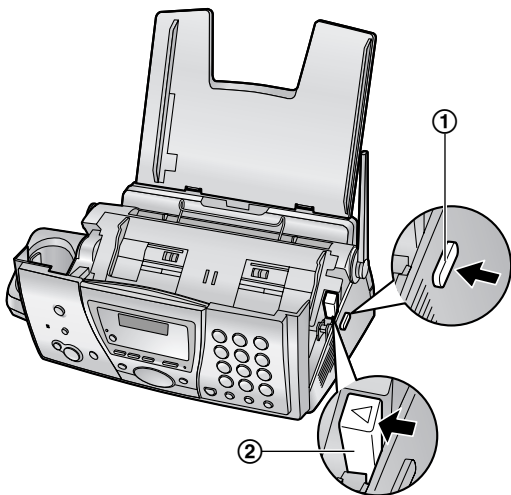
3 Open the back cover (①).
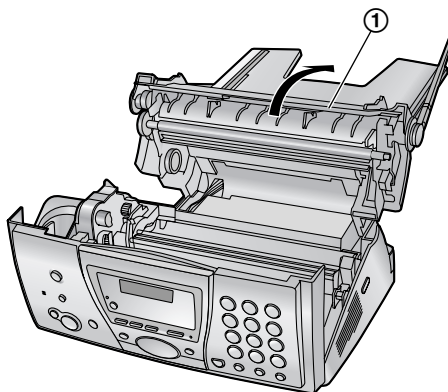
4 Insert the gear of the blue core (①) into the left slot of the unit (②). Insert the rear ink film roll (③).
  ● The ink film is safe to touch, and will not rub off on your hands like carbon paper.
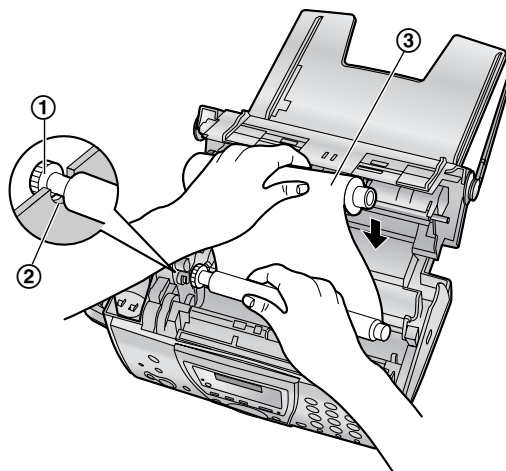
5 Turn the gear of the blue core (①) in the direction of the arrow until the white core (②) begins to turn.

● Make sure that the ink film is wrapped around the blue core (③) at least once.

Correct

1 turn

Tight

③

Incorrect

The ink film is not wrapped around the blue core.

Slack/Crease   Reverse
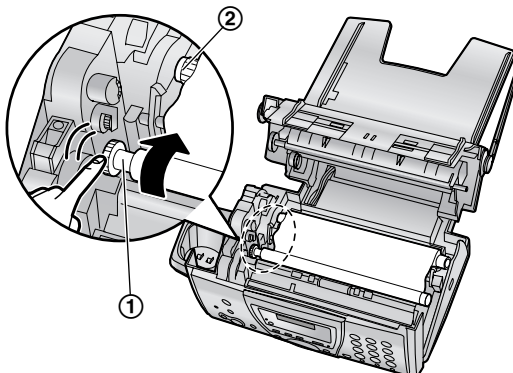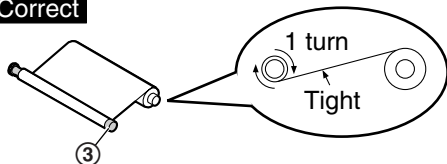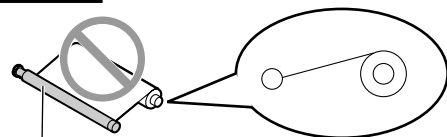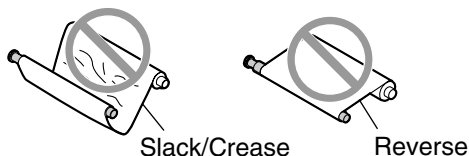
6 First close the back cover securely (①) by pushing down on the dotted area on both sides (②). Then close the front cover securely (③).
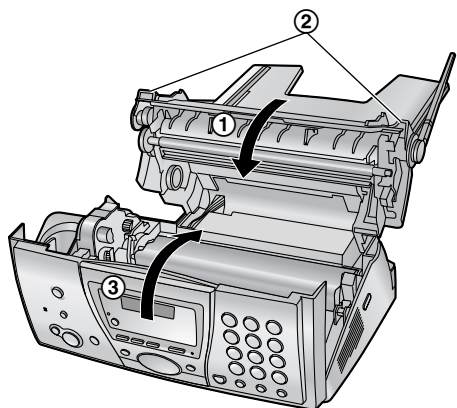
1.6.2 Replacing the ink film

The included film roll is a starter ink film. To ensure that the unit operates properly, we recommend the use of Panasonic replacement film. See page 9 for accessory information.

● We cannot be responsible for any damage to the unit or degradation of print quality which may occur from the use of non-Panasonic replacement film.

1 Open the covers (see steps 1 to 3 on page 12).

2 Pull out the blue gear (①) and remove the used ink film (②). Remove the used core (③).
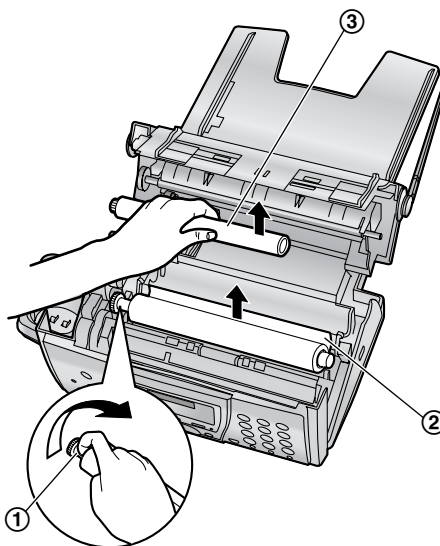
3 Remove the stoppers (①) and tags (②) from the new ink film (③).
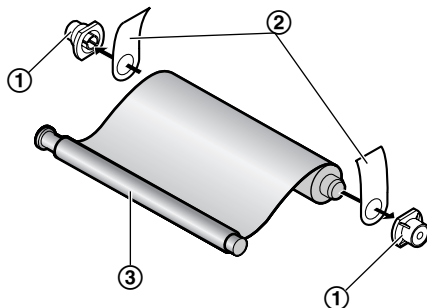
4 Insert the ink film and close the covers (see steps 4 to 6 on page 12).

1.7 Paper tray

Insert the tabs on the paper tray (①) into the slots on the back of the unit (②).
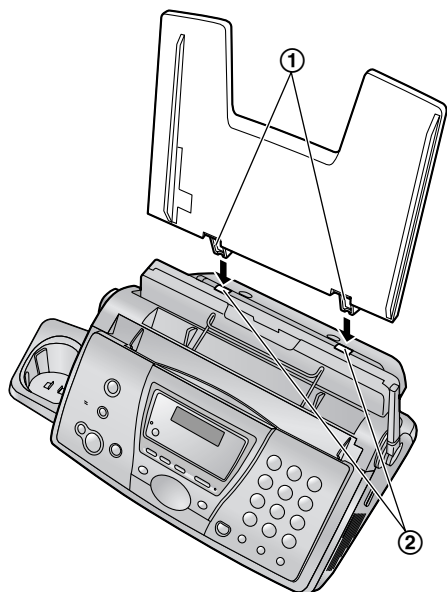
To use A4 size paper

Insert the tab on the A4 paper guide (①) into the slot on the paper tray (②) and push the guide until it clicks into place. Attach the paper tray to the back of the unit.
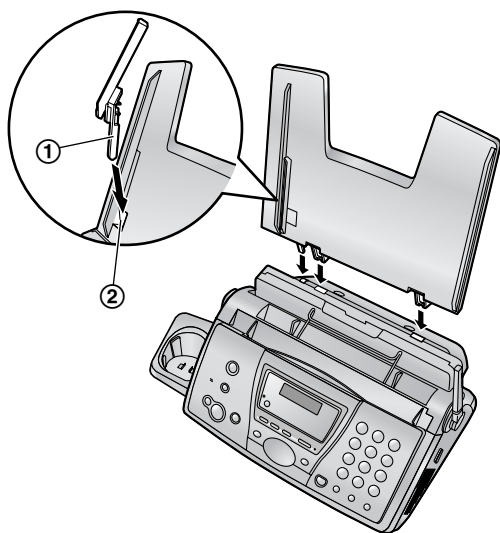
Note:
● Change the recording paper size to "A4" (feature #16 on page 61).

1.8 Recording paper

The unit can hold:
– Up to 30 sheets of 60 g/m^2 to 80 g/m^2 (16 lb. to 21 lb.) paper.
– Up to 20 sheets of 90 g/m^2 (24 lb.) paper.
– No more than 20 sheets of legal paper.

Please read the note on page 84 for important information on recording paper.
For superior results, we recommend Hammermill® Jet Print paper.

1 Before inserting a stack of paper, fan the paper to prevent paper jams.
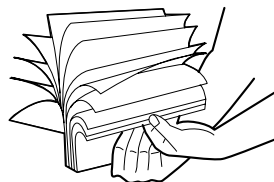
2 Pull the tension plate forward (①) and insert the paper, print-side down (②), then push the tension plate back.
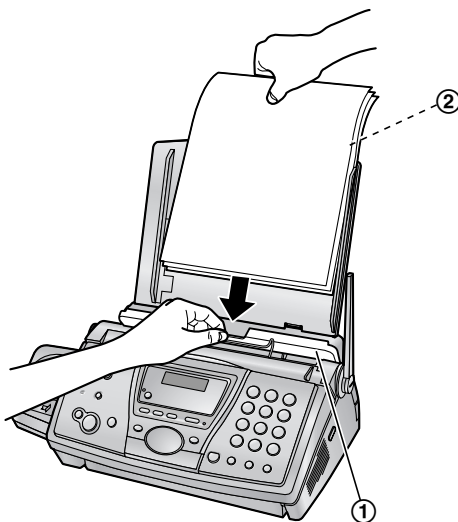
● If the paper is not inserted correctly, readjust the paper, or the paper may jam.
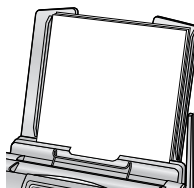
Correct | Incorrect
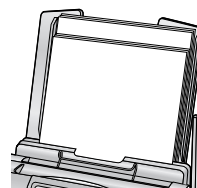
1.9 Battery replacement

If battery performance diminishes, make sure you have cleaned the charge contacts and fully charged the battery. After recharging, if "Recharge" is displayed and 〉[█]〈 continues to flash, the battery needs to be replaced.

Please only use Panasonic batteries. See page 9 for accessory information.

● **Only use rechargeable batteries. If you install non-rechargeable batteries and start charging them, the batteries may leak electrolyte.**

1 Press the arrow on the battery cover firmly and slide the cover.
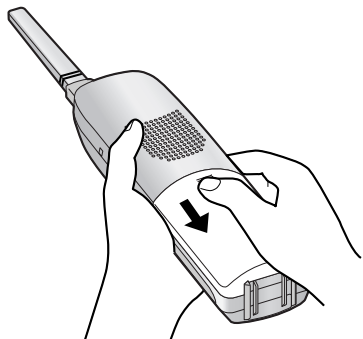
2 Remove the old battery.

3 Insert the new battery, matching the correct polarity (①), then push the battery down into the compartment (②).
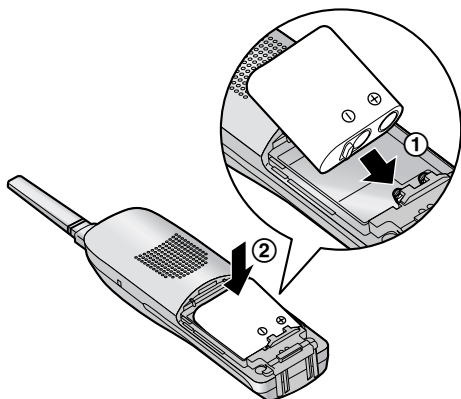
4 To close, rest the battery cover flat against the handset and slide the battery cover while pressing it down, as indicated by the arrow.

Correct	Incorrect
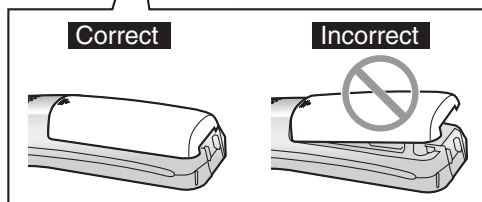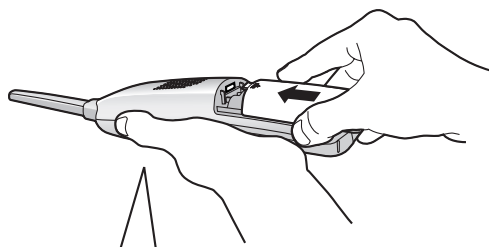
Attention:

A nickel cadmium battery that is recyclable, powers the product you have purchased.
At the end of its useful life, under various state and local laws, it is illegal to dispose of this battery into your municipal waste stream.
Please call 1-800-8-BATTERY for information on how to recycle this battery.

1.10 Belt clip

You can hang the handset on your belt or pocket using the belt clip.

To attach the belt clip
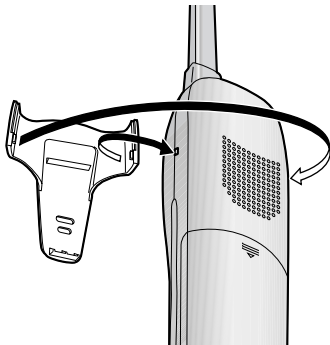
To remove the belt clip

1.11 Headset (optional)

Plugging an optional headset into the handset allows to have hands-free phone conversations. **Please use only a Panasonic headset.** See page 9 for accessory information.

To connect an optional headset to the handset

● Model shown is KX-TCA88.

2.1 Connections

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

Note:
- To avoid malfunction, do not position the fax machine near appliances such as TVs or speakers which generate an intense magnetic field.
- This unit may disturb the performance of other devices connected to the same telephone line.

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

If you use this unit with a computer or subscribe to an xDSL service
Fax transmission/reception may be disturbed, or you may hear interference noise during telephone conversation. A filter to prevent this is provided from your service company. Please

attach the filter to the telephone line cord of the fax machine.

2.2 Battery charge

Place the handset on the cradle of the base unit for about **9 hours** before initial use.
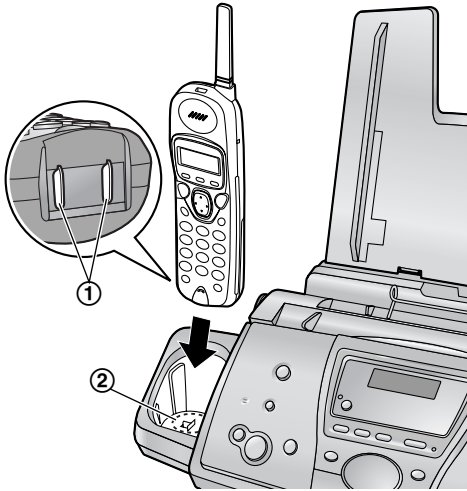
● A beep will sound and the base unit display will show "CHARGING" for an instant, then the date and time will be displayed.

Note:
● **To ensure the battery charges properly, clean the handset charge contacts (①) and the charger charge contacts (②) with a soft, dry cloth once a month. Clean more often if the unit is subject to grease, dust or high humidity.**
● The battery cannot be overcharged.

Battery strength
You can verify the battery strength on the handset display.

Handset display	Battery strength
{▮▮▮]	Fully charged
[▮▮]	Medium
[▮]	Low
[▮] (flashing)	Needs to be recharged.

Battery life
● Battery life is dependent on use and conditions, but in general if your Panasonic battery is fully charged:
– it should last up to 5 hours while in use (in conversation).

– it should last up to about 11 days while not in use (off the base unit).

Recharge
Recharge the battery when:
– the handset beeps intermittently while it is in use.
– "Recharge" is shown and [▮] flashes on the handset display.
● Recharge the handset battery for more than 15 minutes, or the display will continue showing the indication.

Automatic security code setting
The security code helps to avoid unauthorized use of your telephone line by another cordless telephone. Whenever you place the handset on the base unit, the unit will automatically select one of more than a million security codes.

2.3 Selecting the way to use your fax machine

Depending on your situation, you can select the way you prefer to use your fax machine in Quick Setup feature #00.

You can print out the Quick Setup Guide as a reference.

– **Case 1:** TAM/FAX (Telephone Answering Machine/Fax) (page 20)
– **Case 2:** Distinctive Ring (1 phone line with 2 or more phone numbers) (page 21)
– **Case 3:** TEL ONLY (page 22)
– **Case 4:** FAX ONLY (page 24)
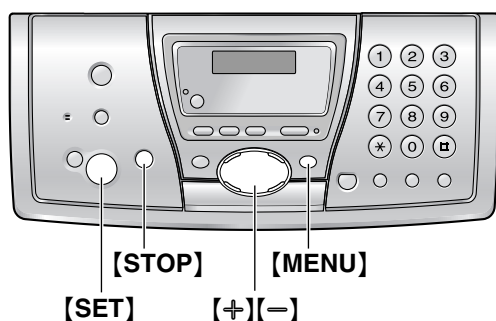
〔STOP〕   **〔MENU〕**

〔SET〕   **〔+〕〔−〕**

1 Press **〔MENU〕**.

2 Press **〔♯〕** then **〔0〕〔0〕**.

```
QUICK SETUP
        PRESS SET
```

3 Press **〔SET〕**.

```
PRINT SETUP?
YES:SET/NO:STOP
```

4 Press **〔SET〕** again to print the Quick Setup Guide.
   ● If you do not wish to print it, press **〔STOP〕**.

5 Press **〔+〕** or **〔−〕** repeatedly to display the desired setting.

6 Press **〔SET〕**.

7 Press **〔MENU〕**.

2.4 Case 1: TAM/FAX (Telephone Answering Machine/Fax)

2.4.1 Your situation

You wish to use this unit as a telephone answering machine and fax.

2.4.2 How to setup
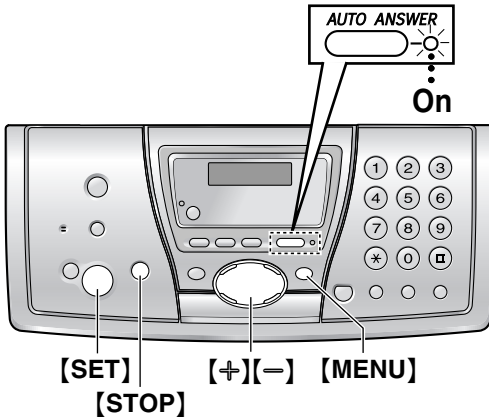
[SET] **[+][−]** **[MENU]**
[STOP]

1 Press **[MENU]**.

2 Press **[♯]** then **[0][0]**.

```
QUICK SETUP
        PRESS SET
```

3 Press **[SET]**.

```
PRINT SETUP?
YES:SET/NO:STOP
```

4 Press **[SET]** again to print the Quick Setup Guide.
   • If you do not wish to print it, press **[STOP]**.

5 Press **[+]** or **[−]** repeatedly to display the following.

```
SELECT A SETUP
=TAM/FAX     [±]
```

6 Press **[SET]**.
   • The **[AUTO ANSWER]** indicator turns ON.

7 Press **[MENU]**.

Note:
• You can change the ring setting in TAM/FAX mode (feature #06 on page 61).

2.4.3 How to receive calls

When receiving calls, the unit works as a telephone answering machine and fax.
• If the call is a phone call, the unit will record a voice message automatically.
• If a fax calling tone is detected, the unit will receive the fax automatically.

Note:
• Do not connect an answering machine to the same telephone line. If one is connected, set the automatic answer feature to OFF.
• Do not subscribe to voice mail service as it may disturb fax reception. If you do subscribe to a voice mail service, call Panasonic Fax Advantage assistance at 1-800-435-7329 for more information.

2.5 Case 2: Distinctive Ring (1 phone line with 2 or more phone numbers)

2.5.1 Your situation

You wish to use this unit to receive faxes using one phone number and to handle phone calls using another phone number. You must get an additional phone number by subscribing to your telephone company's Distinctive Ring service.

● Distinctive Ring service may be called Identa Ring service. The name of the service depends on the telephone company.

2.5.2 How to setup

[SET] **[+][−]** **[MENU]**
     [STOP]
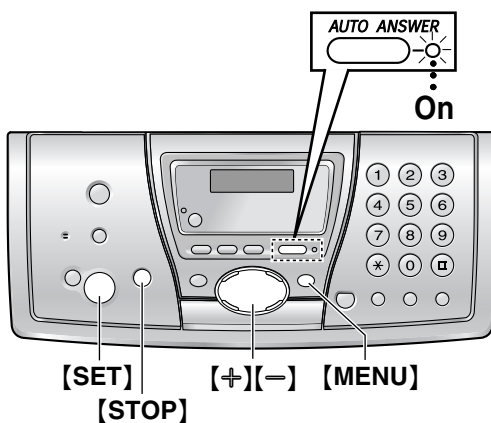
1 Subscribe to Distinctive Ring service with your local telephone company to get a new phone number.

2 Press **[MENU]**.

3 Press **[♯]** then **[0][0]**.

```
QUICK SETUP
        PRESS SET
```

4 Press **[SET]**.

```
PRINT SETUP?
YES:SET/NO:STOP
```

5 Press **[SET]** again to print the Quick Setup Guide.
● If you do not wish to print it, press **[STOP]**.

6 Press **[+]** or **[−]** repeatedly to display the following.

```
SELECT A SETUP
=DIST. RING  [±]
```

7 Press **[SET]**.
● The **[AUTO ANSWER]** indicator turns ON.

8 Press **[MENU]**.

Note:
● You can change the ring setting in TAM/FAX mode (feature #06 on page 61).

2.5.3 How to receive calls

If the number assigned for phone calls is called, the fax machine will ring and record a voice message automatically.
If the number assigned for fax is called, all the phones will ring but only the fax machine will respond and receive the incoming fax.

If you subscribe to three or more phone numbers on a single telephone line
Each phone number will be assigned a different ring pattern by the phone company.
To use one number for fax, program the ring pattern assigned for fax (feature #32 on page 48) by referring to the ring pattern table (page 47).

2.6 Case 3: TEL ONLY

2.6.1 Your situation

You wish to use the fax machine and an extension telephone in a different room. Most incoming calls are phone calls and the fax machine is seldom used for fax reception.

2.6.2 How to setup
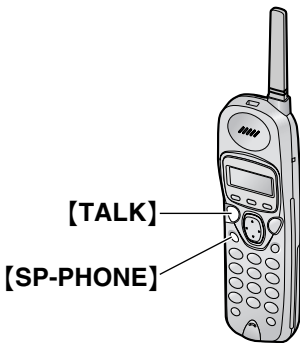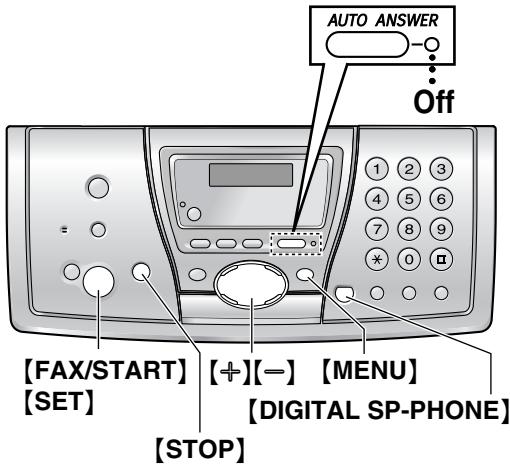
[FAX/START] **[+][–]** **[MENU]**
[SET]
[DIGITAL SP-PHONE]
[STOP]

[TALK]
[SP-PHONE]

1 Press **[MENU]**.

2 Press **[♯]** then **[0][0]**.

```
QUICK SETUP
      PRESS SET
```

3 Press **[SET]**.

```
PRINT SETUP?
YES:SET/NO:STOP
```

4 Press **[SET]** again to print the Quick Setup Guide.
   ● If you do not wish to print it, press **[STOP]**.

5 Press **[+]** or **[–]** repeatedly to display the following.

```
SELECT A SETUP
=TEL ONLY    [±]
```

6 Press **[SET]**.
   ● The **[AUTO ANSWER]** indicator turns OFF.

7 Press **[MENU]**.

2.6.3 How to receive calls

You can receive a fax with the base unit, handset or an extension telephone.

With the base unit

1. Press **[DIGITAL SP-PHONE]** to answer the call.

2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press **[FAX/START]**.
   ● The fax machine will start fax reception.

With the handset

1. Lift the handset and press **[TALK]** or **[SP-PHONE]** to answer the call.

2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press **[＊][♯][9]** (default fax activation code) **firmly**.
   ● The unit will start fax reception.
   ● You can also press **[FAX/START]** on the base unit.

Note:
● To receive fax documents using the handset, you must set the remote fax activation to ON (feature #41 on page 62) beforehand. The default setting is "ON".

With an extension telephone

1. When the extension telephone rings, lift the handset of the extension telephone.

2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

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

3. Replace the handset.
   ● The fax machine will start fax reception.

Note:
* To receive fax documents using the extension telephone, you must set the remote fax activation to ON (feature #41 on page 62) beforehand. The default setting is "ON".

2.7 Case 4: FAX ONLY

2.7.1 Your situation

You wish to use the fax machine only for fax reception/transmission.

2.7.2 How to setup
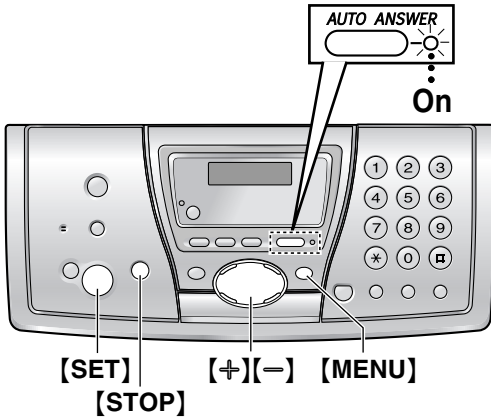
[SET] **[STOP]** **[+][−]** **[MENU]**

1 Press **[MENU]**.

2 Press **[♯]** then **[0][0]**.

```
QUICK SETUP
        PRESS SET
```

3 Press **[SET]**.

```
PRINT SETUP?
YES:SET/NO:STOP
```

4 Press **[SET]** again to print the Quick Setup Guide.
   - If you do not wish to print it, press **[STOP]**.

5 Press **[+]** or **[−]** repeatedly to display the following.

```
SELECT A SETUP
=FAX ONLY    [±]
```

6 Press **[SET]**.
   - The **[AUTO ANSWER]** indicator turns ON.

7 Press **[MENU]**.

Note:
 - You can change the ring setting in FAX ONLY mode (feature #06 on page 61).

2.7.3 How to receive faxes

Leave AUTO ANSWER ON. When the other party sends a fax, the fax machine will receive it automatically.

2.8 Base unit help function

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

Send guide:
How to send faxes. (The information is announced by a voice guide and is not printed out.)

Basic settings:
How to set the date, time, your logo and fax number.

Feature list:
How to program the features.

TAM operation:
How to use the Telephone Answering Machine.

Fax sending/receiving:
Help with problems sending/receiving faxes.

Copier:
How to use the copier function.

Q and A:
Frequently asked questions and answers.

Errors:
Explanation of error messages shown on the display.

Reports:
List of available reports.

Caller ID:
How to use the Caller ID features.

[SET]　**[◀][▶]**
[HELP]
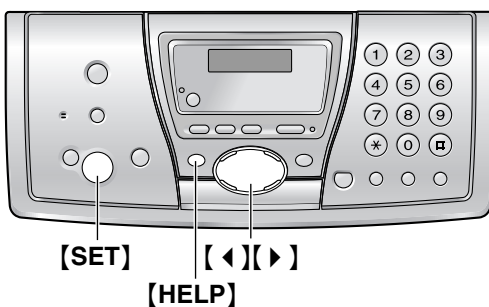
1 Press **[HELP]**.

2 Press **[◀]** or **[▶]** repeatedly to display the desired item.

3 Press **[SET]**.
● The selected item will be printed.

2.9 Adjusting handset volume
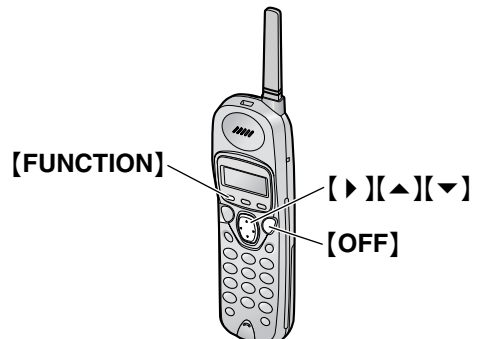
[FUNCTION]　　**[▶][▲][▼]**
[OFF]

2.9.1 Ringer volume

3 levels (high/low/off) are available.
Make sure the handset is idle.

1 Press **[FUNCTION]**.

2 Scroll to "Ringer volume" by pressing **[▼]** or **[▲]** repeatedly, and press **[▶]**.

3 Press **[▼]** or **[▲]** repeatedly to select the desired volume.

4 Press **[▶]**.

To turn the ringer OFF:
Press **[▼]** repeatedly until "Ringer off" is displayed in step 3.

While the ringer volume is set to OFF:
When a call is received, the handset will not ring.

Ringer pattern
● You can select one of 6 ringer patterns.

1. Press **[FUNCTION]**.

2. Scroll to "Ringer pattern" by pressing **[▼]** or **[▲]** repeatedly, and press **[▶]**.

3. Press **[▼]** or **[▲]** repeatedly to select the desired ringer pattern.

4. Press **[▶]**.

5. Press **[OFF]** to exit the program.

2.9.2 Handset receiver volume

3 levels (high/medium/low) are available.
While using [TALK], press **[▼]** or **[▲]**.

2.9.3 Speaker volume

6 levels (high to low) are available.
While using [SP-PHONE], press **[▼]** or **[▲]**.

2.10 Adjusting base unit volume

[SET]   **[＋][－]**
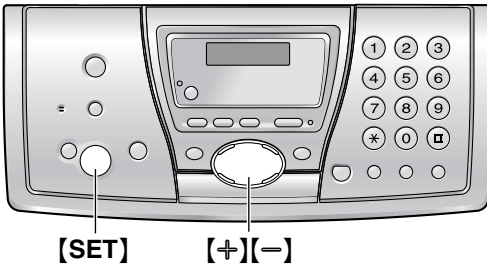
2.10.1 Ringer volume

4 levels (high/medium/low/off) are available.
While the unit is idle, press **[＋]** or **[－]**.
● If any documents are in the document entrance, you cannot adjust the ringer volume. Confirm that there are no documents in the entrance.

To turn the ringer OFF:

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

        RINGER OFF= OK?
        YES:SET/NO:STOP

2. Press **[SET]**.

            RINGER OFF

   ● To turn the ringer back ON, press **[＋]**.

While the ringer volume is set to OFF:
When a call is received, the unit will not ring.

Ringer pattern
● You can select one of 3 ringer patterns (feature #17 on page 61).

2.10.2 Speaker volume

8 levels (high to low) are available.
While using the speakerphone, press **[＋]** or **[－]**.

2.10.3 Fax voice guidance volume

9 levels (high to off) are available.
While listening to fax voice guidance, press **[＋]** or **[－]**.

2.10.4 Answering machine volume

9 levels (high to off) are available.

While listening to recorded messages, press **[＋]** or **[－]**.

2.11 Date and time

[SET] **[◀][▶]** **[MENU]**

1 Press **[MENU]**.

```
SYSTEM SETUP
PRESS NAVI.[◀  ▶]
```

2 Press **[◀]** or **[▶]** repeatedly to display the
following.

```
SET DATE & TIME
        PRESS SET
```

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

```
M:01/D:01/Y:03
TIME: 12:00AM
```

4 Enter the current month/day/year by
selecting 2 digits for each.
Example: August 10, 2003
Press **[0][8] [1][0] [0][3]**.

```
M:08/D:10/Y:03
TIME: 12:00AM
```

5 Enter the current hour/minute by selecting 2
digits for each. Press **[✱]** to select "AM" or
"PM".
Example: 10:15 PM (12 hour clock entry)
  1. Press **[1][0] [1][5]**.

```
M:08/D:10/Y:03
TIME: 10:15AM
```

  2. Press **[✱]** repeatedly to display "PM".

```
M:08/D:10/Y:03
TIME: 10:15PM
```

6 Press **[SET]**.
  ● The next feature will be displayed.

7 Press **[MENU]** to exit the program.

Note:
● The date and time will be printed on each
  page transmitted from your unit.
● The accuracy of the clock is approximately
  ±60 seconds a month.

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

**If you have subscribed to a Caller ID
service**
The date and time will be automatically set
according to the received caller information.

**If you have registered with openLCR
service**
The date and time will be automatically set.

2.12 Your logo

The logo can be your company, division or name.

[STOP] **[MENU]** **[MUTE]**
[SET] **[◀][▶][╪][═]** **[FLASH]**

1 Press **[MENU]**.

```
SYSTEM SETUP
PRESS NAVI.[◀ ▶]
```
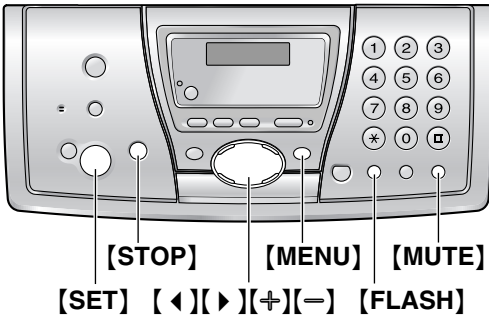
2 Press **[◀]** or **[▶]** repeatedly to display the following.

```
YOUR LOGO
        PRESS SET
```

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

```
LOGO=
```

4 Enter up to 30 characters for your logo. See the character table on page 28 for details.

5 Press **[SET]**.
 • The next feature will be displayed.

6 Press **[MENU]** to exit the program.

Note:
 • Your logo will be printed on each page transmitted from your unit.

To select characters with the dial keypad

Buttons	Characters
[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

Buttons	Characters
[7]	P Q R S p q r s 7
[8]	T U V t u v 8
[9]	W X Y Z w x y z 9
[0]	0 ( ) < > ! " # $
	% & ¥ ∗ @ ^ ' →
[♯]	To change capital or lower-case letter.
[FLASH]	**Hyphen** button (To insert a hyphen.)
[MUTE]	**Insert** button (To insert one character or one space.)
[STOP]	**Delete** button (To delete a character.)

Note:
 • To enter another character located on the same dialing button, press **[▶]** to move the cursor to the next space.

To enter your logo
Example: "BILL"

1. Press **[2]** 2 times.

```
LOGO=B
```

2. Press **[4]** 3 times.

```
LOGO=BI
```

3. Press **[5]** 3 times.

```
LOGO=BIL
```

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

```
LOGO=BILL
```

To change capital or lower-case letters
Pressing the **[♯]** button will change to capital or lower-case alternately.

1. Press **[2]** 2 times.

```
LOGO=B
```

2. Press **[4]** 3 times.

```
LOGO=BI
```

3. Press **【♯】**.

```
LOGO=Bi
```

4. Press **【5】** 3 times.

```
LOGO=Bil
```

To correct a mistake

Press **【◄】** or **【►】** to move the cursor to the incorrect character, and make the correction.

To delete a character

Press **【◄】** or **【►】** to move the cursor to the character you want to delete and press **【STOP】**.

● To erase all of the digits, press and hold **【STOP】**.

To insert a character

1. Press **【◄】** or **【►】** to move the cursor to the position to the right of where you want to insert the character.

2. Press **【MUTE】** to insert a space and enter the character.

To select characters using **【+】** or **【−】**

Instead of using the dial keypad, you can select characters using **【+】** or **【−】**.

1. Press **【+】** or **【−】** repeatedly to display the desired character.

2. Press **【►】** to move the cursor to the next space.

● The character displayed is selected.

3. Return to step 1 to enter the next character.

Display order of characters

→ : Pressing **【+】**

--→ : Pressing **【−】**
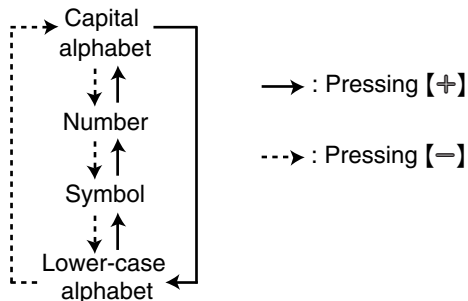
2.13 Your fax number

【STOP】   **【MENU】**

【SET】   **【◄】【►】**   **【FLASH】**

1 Press **【MENU】**.

```
SYSTEM SETUP
PRESS NAVI.[◄ ►]
```
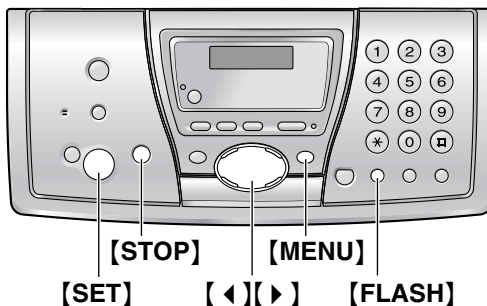
2 Press **【◄】** or **【►】** repeatedly to display the following.

```
YOUR FAX NO.
        PRESS SET
```

3 Press **【SET】**.

● The cursor (▌) will appear on the display.

```
NO.=▌
```

4 Enter up to 20 digits for your fax number.

Example:
```
NO.=1234567▌
```

5 Press **【SET】**.

● The next feature will be displayed.

6 Press **【MENU】** to exit the program.

Note:

● Your fax number will be printed on each page transmitted from your unit.

● The **【✱】** button enters a "+" and the **【♯】** button enters a space.
Example: +234 5678
Press **【✱】【2】【3】【4】【♯】【5】【6】【7】【8】**.

● To enter a hyphen in a telephone number, press **【FLASH】**.

To correct a mistake

Press **【◄】** or **【►】** to move the cursor to the incorrect number, and make the correction.

To delete a number

Press **【◄】** or **【►】** to move the cursor to the number you want to delete and press **【STOP】**.

● To erase all of the digits, press and hold **【STOP】**.

3.1 Making phone calls

3.1.1 Using the handset

【FUNCTION】
【TALK】
【SP-PHONE】
Microphone

【 ◀ 】【 ▶ 】【 ▲ 】【 ▼ 】
【OFF】
【HOLD】【CLEAR】
【REDIAL/PAUSE】

1 Lift the handset and press **【TALK】**.

2 Dial the telephone number.
- If noise interferes with the conversation, press **【 ◀ 】** to select a clear channel or move closer to the base unit.

3 When finished talking, press **【OFF】** or place the handset on the base unit.

Note:
- If short beeps sound when you press **【TALK】**;
  – move closer to the base unit, or
  – place the handset on the base unit.
  Then try again.
- During a conversation using the handset, the call can be switched to the base unit speakerphone by pressing **【DIGITAL SP-PHONE】** on the base unit.

Making hands-free phone calls

1. Lift the handset and press **【SP-PHONE】**.

2. Dial the telephone number.

3. When the other party answers, talk into the microphone.

4. When finished talking, press **【OFF】** or place the handset on the base unit.

Speakerphone operation
- Use the speaker in a quiet room.
- Adjust the handset speakerphone volume using **【 ▼ 】** or **【 ▲ 】**.
- While talking using **【TALK】**, you can switch to a hands-free phone conversation by pressing **【SP-PHONE】**. To switch back, press **【TALK】**.

To put a call on hold

Press **【HOLD】**.
- To release the hold, press **【TALK】** or **【SP-PHONE】** on the handset or **【DIGITAL SP-PHONE】** on the base unit.
- If you do not press a button for more than 6 minutes, a beep will sound every 30 seconds. After 4 additional minutes on hold, the call will be disconnected.

To redial the last number dialed from the handset

Press **【TALK】** or **【SP-PHONE】**, then press **【REDIAL/PAUSE】**.

To redial using the redial list (Memory redial)
The last 5 phone numbers dialed from the handset are stored in the redial list.

1. Press **【REDIAL/PAUSE】**.
- The last number dialed will be displayed.

2. Scroll to the desired number by pressing **【 ▼ 】** or **【 ▲ 】** repeatedly.
- You can also scroll through the list by pressing **【REDIAL/PAUSE】**.
- To delete the displayed number, press **【CLEAR】**.
- To exit the list, press **【OFF】**.

3. Press **【TALK】** or **【SP-PHONE】**.

Adjusting LCD contrast
5 levels (high to low) are available.

Make sure the handset is idle.

1. Press **【FUNCTION】**.

2. Scroll to "Program" by pressing **【 ▼ 】** or **【 ▲ 】** repeatedly, and press **【 ▶ 】**.

3. Scroll to "LCD contrast" by pressing **【 ▼ 】** or **【 ▲ 】** repeatedly, and press **【 ▶ 】**.

4. Press **【 ▼ 】** or **【 ▲ 】** repeatedly to select the desired contrast.

5. Press **【 ▶ 】**.
- The current contrast will be displayed.

6. Press **【OFF】**.

3.1.2 Using the base unit

Microphone

【＋】【－】 **【REDIAL/PAUSE】**
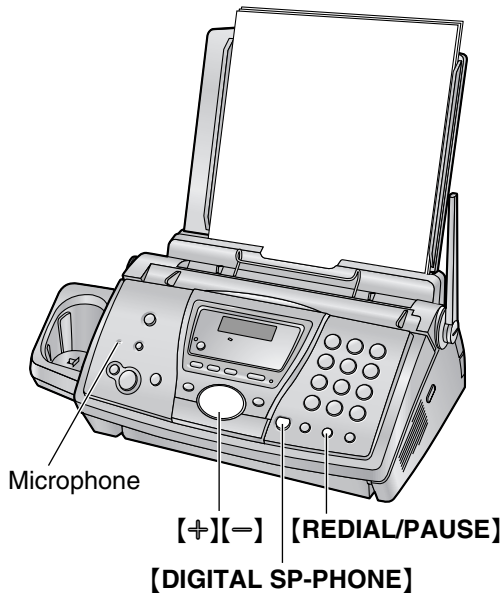
【DIGITAL SP-PHONE】

1 Press **【DIGITAL SP-PHONE】**.

2 Dial the telephone number.
   ● When the other party answers, talk into the microphone.

3 When finished talking, press **【DIGITAL SP-PHONE】**.

Speakerphone operation
● Use the speaker in a quiet room.
● Adjust the base unit speaker volume using **【＋】** or **【－】**.

Note:
● To switch to the handset while using the base unit speakerphone:
   – If the handset is off the base unit, press **【TALK】** or **【SP-PHONE】**.
   – If on the base unit, just lift up.

To redial the last number dialed from the base unit

Press **【DIGITAL SP-PHONE】**, then press **【REDIAL/PAUSE】**.

3.2 Answering phone calls

3.2.1 Using the handset

【FUNCTION】
【TALK】
【SP-PHONE】
Microphone
【▶】【▲】【▼】
【OFF】
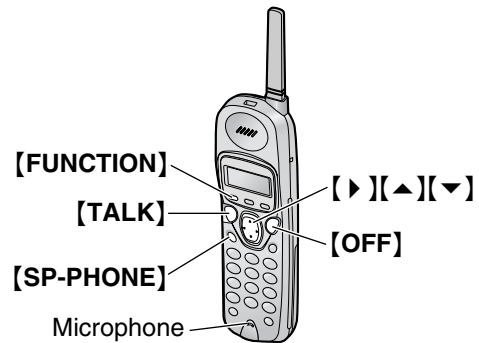
1 Lift the handset and press **【TALK】**.
   ● You can also answer a call by pressing any dialing button **【0】** to **【9】**, **【＊】**, or **【♯】** **(Any key talk feature)**.

2 When finished talking, press **【OFF】** or place the handset on the base unit.

Answering phone calls hands-free

1. Lift the handset and press **【SP-PHONE】**, and talk into the microphone.

2. When finished talking, press **【OFF】** or place the handset on the base unit.

Auto talk feature (Handset)
This feature allows you to answer a call by simply lifting the handset off the base unit, without pressing **【TALK】** or **【SP-PHONE】**. The default setting is OFF. To activate this feature, proceed as follows.
Make sure the handset is idle.

1. Press **【FUNCTION】**.

2. Scroll to "Program" by pressing **【▼】** or **【▲】** repeatedly, and press **【▶】**.

3. Press **【▶】** at "Talk switching".

4. Press **【▼】** or **【▲】** repeatedly to select "On" and press **【▶】**.

5. Press **【OFF】**.

Note:
● If you subscribe to Caller ID service, and want to view the caller's information on the handset display before answering a call, turn OFF this feature.

3.2.2 Using the base unit

Microphone
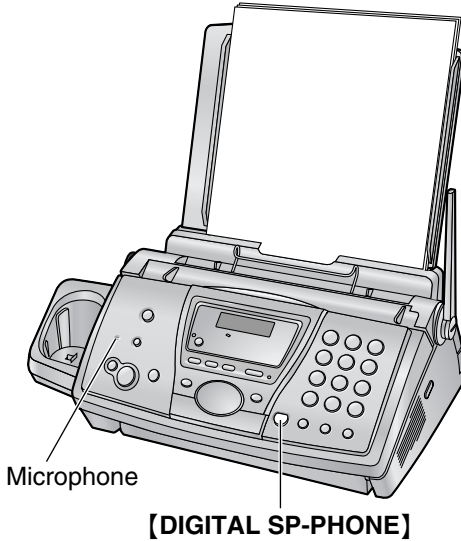
【DIGITAL SP-PHONE】

1 Press **【DIGITAL SP-PHONE】** and talk into the microphone.

2 When finished talking, press **【DIGITAL SP-PHONE】**.

3.3 Intercom

● Keep the front cover page open for button locations.

3.3.1 Paging the base unit from the handset

1 **Handset:**
   Press **【INTERCOM】**.
   ● The base unit will beep. You can then talk with the base unit user.

2 **Base unit:**
   Answer through the microphone.

3 **Handset:**
   When finished talking, press **【OFF】** or place the handset on the base unit.
   Base unit:
   When finished talking, press **【LOCATOR/INTERCOM】**.

Note:
● If the handset user has difficulty hearing the base unit user, ask the base unit user to decrease the speaker volume by pressing **【—】**.

3.3.2 Paging the handset from the base unit

1 **Base unit:**
   Press **【LOCATOR/INTERCOM】**.
   ● The base unit will page the handset for about 1 minute.
   ● To stop paging, press **【LOCATOR/INTERCOM】** again.

2 **Handset:**
   Press **【INTERCOM】** to answer.

3 **Base unit:**
   Speak into the microphone.

4 **Base unit:**
   When finished talking, press **【LOCATOR/INTERCOM】**.
   Handset:
   When finished talking, press **【OFF】** or place the handset on the base unit.

Handset locator
Using this feature, you can locate the handset if it has been misplaced.

3.4 Transferring a call

The intercom can be used during a conversation. This feature enables you to transfer an outside call between the handset and the base unit.

● Keep the front cover page open for button locations.

3.4.1 From the handset to the base unit

1 Handset:
During an outside call, press **[INTERCOM]** 2 times to page the base unit.
● The handset user can talk with the base unit user.
● The outside call will be put on hold.
● If there is no answer on the base unit, press **[TALK]** or **[SP-PHONE]** to return to the outside call.

2 Base unit:
Talk with the handset user through the microphone.

3 Base unit:
To answer the outside call, press **[DIGITAL SP-PHONE]**.

3.4.2 From the base unit to the handset

1 Base unit:
During an outside call, press **[LOCATOR/INTERCOM]** to page the handset.
● The base unit will start paging the handset for 1 minute.
● The outside call will be put on hold.
● If there is no answer on the handset, press **[DIGITAL SP-PHONE]** to return to the outside call.

2 Handset:
Press **[INTERCOM]** to answer the page.

3 Handset:
To answer the outside call, press **[TALK]** or **[SP-PHONE]**.

3.5 Storing names and telephone numbers into the navigator directory

A directory can store up to 50 names and phone numbers in total using both the handset and base unit. You can make a call or send a fax to a person stored in the directory by selecting an item shown on the display. To use a directory, first store the items, then see page 35 to make a phone call.

3.5.1 Using the handset
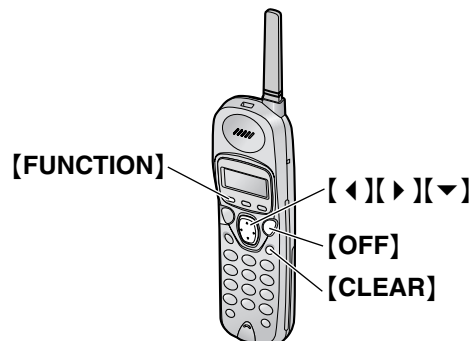
1 Press **[FUNCTION]**.

2 Press **[▶]** at "Save directory".

3 Enter up to 10 characters for a name. See the character table on page 34 for details.

4 Press **[▼]**.

5 Enter up to 30 digits for the telephone number.

6 Press **[▼]**.

7 Press **[▶]**.
● To program other items, repeat steps 2 to 7.

8 Press **[OFF]**.

Helpful hints:
● For your convenience, HELP-FAX (1-800-435-7329) has been stored in the directory. If you cannot solve a problem, call the number (page 36). If not needed, you can erase it (page 35).

To select characters with the dial keypad

Buttons	Characters
【1】	1 (Space) [ ] { } +
	– / = , . _ ` : ;
	? |
【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 ( ) < > ! " # $
	% & ¥ * @ ^ ' →
【♯】	To change capital or lower-case letter.
【CLEAR】	**Delete** button

Note:
● To enter another character located on the same dialing button, press 【▶】 to move the cursor to the next space.

To correct a mistake
1. Press 【◀】 or 【▶】 to move the cursor to the incorrect character/number.
2. Press 【CLEAR】.
   ● To erase all of the digits, press and hold **【CLEAR】**.
3. Enter the correct character/number.

3.5.2 Using the base unit

● You can also send faxes using the navigator directory (page 42).
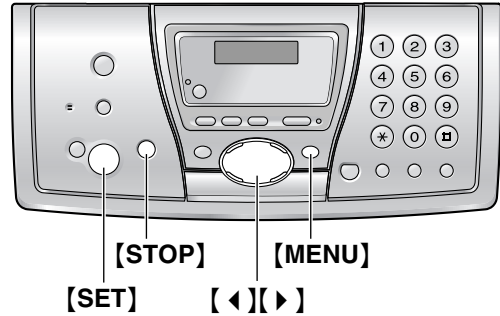
[STOP]　　**[MENU]**

[SET]　　**[◀][▶]**

1 Press **【MENU】** repeatedly to display "DIRECTORY SET".

2 Press **【٭】**.

3 Enter up to 10 characters for a name (see page 28 for instructions).

4 Press **【SET】**.

5 Enter up to 30 digits for the telephone number.

6 Press **【SET】**.
   ● To program other items, repeat steps 3 to 6.

7 Press **【MENU】**.

Helpful hints:
● You can confirm the stored items by printing the telephone number list (page 82).

Note:
● If "SPACE= 5 DIRS." is displayed, only 5 more items can be stored.
● A hyphen or a space entered in a telephone number counts as 2 digits.

To correct a mistake
Press 【◀】 or 【▶】 to move the cursor to the incorrect character/number, then enter the correct character/number.

To delete a character/number
Press【◀】 or 【▶】 to move the cursor to the character/number you want to delete, and press **【STOP】**.

● To erase all of the digits, press and hold **【STOP】**.

3.6 Editing a stored item

Items stored in the handset and the base unit are for common use and can be edited from both the handset and the base unit.
● Keep the front cover page open for button locations.

3.6.1 Using the handset

1   Press 【◀】 or 【▶】.

2   Press 【▼】 or 【▲】 repeatedly to display the desired item.

3   Press 【▶】.
    ● If you do not need to edit the name, skip to step 5.

4   Edit the name. For further details, see the storing procedure on page 33.

5   Press 【▼】.
    ● If you do not need to edit the telephone number, skip to step 7.

6   Edit the telephone number. For further details, see the storing procedure on page 33.

7   Press 【▼】.

8   Press 【▶】.

9   Press 【OFF】.

3.6.2 Using the base unit

1   Press 【▶】.

2   Press 【+】 or 【−】 repeatedly to display the desired item.

3   Press 【MENU】.

4   Press 【＊】.
    ● If you do not need to edit the name, skip to step 6.

5   Edit the name. For further details, see the storing procedure on page 34.

6   Press 【SET】.
    ● If you do not need to edit the telephone number, skip to step 8.

7   Edit the telephone number. For further details, see the storing procedure on page 34.

8   Press 【SET】.

3.7 Erasing a stored item

Once erased, an item cannot be accessed from either the handset or the base unit.
● Keep the front cover page open for button locations.

3.7.1 Using the handset

1   Press 【◀】 or 【▶】.

2   Press 【▼】 or 【▲】 repeatedly to display the desired item.

3   Press 【CLEAR】.
    ● To cancel erasing, press 【◀】, then 【OFF】.

4   Press 【▶】 or 【CLEAR】.

5   Press 【OFF】.

3.7.2 Using the base unit

1   Press 【▶】.

2   Press 【+】 or 【−】 repeatedly to display the desired item.

3   Press 【MENU】.

4   Press 【♯】.
    ● To cancel erasing, press 【STOP】.

5   Press 【SET】.

Another method to erase a stored item

1.   Press 【▶】.

2.   Press 【+】 or 【−】 repeatedly to display the desired item.

3.   Press 【ERASE】.

4.   Press 【SET】.

3.8 Making a phone call using the navigator directory

Before using this feature, program the desired names and telephone numbers into the navigator directory (page 33, 34).
● Keep the front cover page open for button locations.

3.8.1 Using the handset

1   Press 【◀】 or 【▶】.

2 Press **[**▼**]** or **[**▲**]** repeatedly to display the desired item.

3 Press **[TALK]** or **[SP-PHONE]**.
 ● The unit will start dialing automatically.

To search for a name by initial
Example: "LISA"

1. Press **[**◄**]** or **[**►**]**.

2. Press **[**▼**]** or **[**▲**]** to initiate the directory.

3. Press **[5]** repeatedly to display any name with the initial "L" (see the character table, page 34).
 ● To search for symbols (not letters or numbers), press **[**✳**]**.

4. Press **[**▼**]** repeatedly to display "LISA".
 ● To stop the search, press **[OFF]**.
 ● To dial the displayed number, press **[TALK]** or **[SP-PHONE]**.

3.8.2 Using the base unit

1 Press **[**►**]**.

2 Press **[**╬**]** or **[**━**]** repeatedly to display the desired item.

3 Press **[DIGITAL SP-PHONE]** on the base unit, or lift the handset and press **[TALK]** or **[SP-PHONE]** on the handset.
 ● The unit will start dialing automatically.

To search for a name by initial
Example: "LISA"

1. Press **[**►**]**.

2. Press **[**╬**]** or **[**━**]** to initiate the directory.

3. Press **[5]** repeatedly to display any name with the initial "L" (see the character table, page 28).
 ● To search for symbols (not letters or numbers), press **[**✳**]**.

4. Press **[**━**]** repeatedly to display "LISA".
 ● To stop the search, press **[STOP]**.
 ● To dial the displayed number, press **[DIGITAL SP-PHONE]**.

3.9 Caller ID service

This unit is compatible with the Caller ID service offered by your local telephone company. To use this unit's Caller ID features, you must subscribe to a Caller ID service.
Change the following ring setting to 2 or more rings beforehand.

– TAM ring setting (feature #06 on page 61) and FAX ring setting (feature #06 on page 61)

● Keep the front cover page open for button locations.

3.9.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed after the first ring. You then have the option of whether or not to answer the call.
The unit will automatically store caller information (name, telephone number and the time of the call) of the 30 most recent calls. Caller information is sorted by the most recent to the oldest call. When the 31st call is received, the first call is deleted. Caller information can be viewed on the display one item at a time (page 37). You can print the Caller ID list (page 82).

● If the unit is connected to a PBX (Private Branch Exchange) system, you may not receive the caller information. Consult your PBX supplier.
● If the unit cannot receive caller information, the following will be displayed:
 "OUT OF AREA": The caller dialed from an area which does not provide Caller ID service.
 "PRIVATE CALLER": The caller requested not to send caller information.
 "LONG DISTANCE": The caller made a long distance call.

Printing the Caller ID list (Base unit only)
The Caller ID list can be printed manually (page 82) or automatically after every 30 new calls (feature #26 on page 62).

Call Waiting Caller ID feature
If you hear a call-waiting tone during a conversation, the display will show the second caller's information.
Press **[CALL WAIT]** to answer the second call.
● The first call is put on hold and you can answer the second call.

● To return to the first caller, press 【**CALL WAIT**】 again.

Note:
● The second caller's information will not be displayed when:
    – the first call is placed on hold.
    – the answering machine is recording an incoming message,
    – an extension telephone on the same line is in use, or
    – you are sending or receiving a fax document.
● Please contact your telephone company for details and availability of this service in your area.

3.10 Viewing and calling back using caller information

Using caller information, you can easily see who has called you and return their calls.

Important:
● **Returning calls via caller information will not be possible in the following cases:**
    – **The telephone number includes data other than numbers (i.e., ✳ or #).**
    – **The caller information does not include a telephone number.**

3.10.1 Using the handset
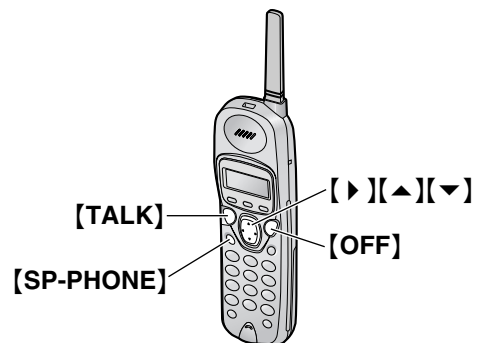
1 Press 【▼】 or 【▲】.

Example:

```
  2 new calls
▼▲  ▶=Directory
```

2 Press 【▲】 to search from the most recent call.
Press 【▼】 to search from the oldest call.
● Check mark (✓) on the display means this call has already been viewed or answered.

Example:

```
KEVIN PARKER
333-4444
11:50A JUN10 ✓
```

3 Press 【**TALK**】 or 【**SP-PHONE**】 to return the call.
● The unit will start dialing automatically.

To edit a telephone number
Press 【▶】 repeatedly after step 2 on page 37.
Each time you press 【▶】, the telephone number will be changed as follows:

①1 - Area code - Local telephone number ("1" added)
②Local telephone number only (area code omitted)
③Area code - Local telephone number
④1 - Local telephone number ("1" added and area code omitted)

To stop viewing
Press **[OFF]** after step 2 on page 37.

3.10.2 Using the base unit

[CALLER ID]

[STOP] **[+][−]**
[FAX/START]　**[DIGITAL SP-PHONE]**
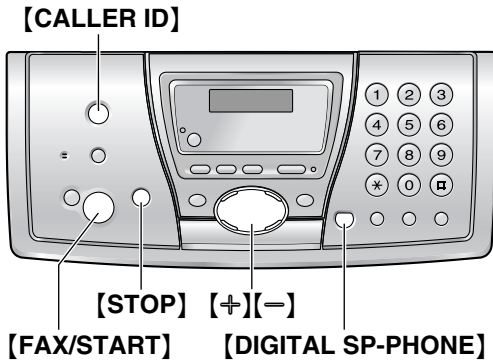
1 Press **[CALLER ID]**.

Example:
```
2 NEW CALLS
PRESS NAVI.[+ -]
```

2 Press **[+]** to search from the most recent calls.
Press **[−]** to search from the oldest calls.
● Check mark (✓) on the display means the call has already been viewed or answered.

Example:
```
SAM LEE
11:20AM Jul 20 ✓
```

3 Press **[DIGITAL SP-PHONE]**, or lift the handset and press **[TALK]** or **[SP-PHONE]** to return the call.
● The unit will start dialing automatically.
● To send a fax, insert the document FACE DOWN and press **[FAX/START]**.

Note:
● If the unit did not receive name information, the base unit display will show "NO NAME RCVD".

To change the display of the caller information
Press **[CALLER ID]** repeatedly after step 2 on page 38.

Example:
```
SAM LEE
11:20AM Jul 20 ✓
```
⇅
```
134-5678
11:20AM Jul 20 ✓
```

To edit a telephone number
Press **[✳]** repeatedly after step 2 on page 38. Each time you press **[✳]**, the telephone number will be changed as follows:

①1 - Area code - Local telephone number ("1" added)
②Local telephone number only (area code omitted)
③Area code - Local telephone number
④1 - Local telephone number ("1" added and area code omitted)

To stop viewing
Press **[STOP]** after step 2 on page 38.

3.11 Erasing caller information

You can erase all or specific caller information. Once erased, it cannot be accessed from either the handset or the base unit.
● Keep the front cover page open for button locations.

## 3.11.1 Erasing all caller information

Using the handset
1   Press **[▼]** or **[▲]**.

2   Press **[CLEAR]**.

3   Scroll to "All clear" by pressing **[▼]** or **[▲]** repeatedly.
● To cancel erasing, press **[OFF]**.

4   Press **[▶]** or **[CLEAR]**.

Using the base unit
1   Press **[MENU]** repeatedly to display "CALLER SETUP".

2   Press **[SET]**.

3   Press **[SET]** again.
● To cancel erasing, press **[STOP]**, then **[MENU]**.

4   Press **[SET]**.

5   Press **[STOP]**.

3.11.2 Erasing specific caller information

Using the handset
1   Press **[▼]** or **[▲]** repeatedly to display the desired item.

2   Press **[CLEAR]**.
● To erase other items, repeat from step 1.

3   Press **[OFF]**.

Using the base unit
1   Press **[CALLER ID]**.

2   Press **[+]** or **[−]** repeatedly to display the desired item.

3   Press **[ERASE]**.
● To erase other items, repeat steps 2 and 3.

4   Press **[STOP]**.

3.12 Storing caller information into the navigator directory

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

3.12.1 Into the handset
● Keep the front cover page open for button locations.

Make sure the handset is idle.
1   Press **[▼]** or **[▲]** repeatedly to display the desired item.

2   Press **[▶]**.

3   Scroll to "Save directory" by pressing **[▼]** or **[▲]** repeatedly, and press **[▶]**.

4   Press **[OFF]**.

3.12.2 Into the base unit
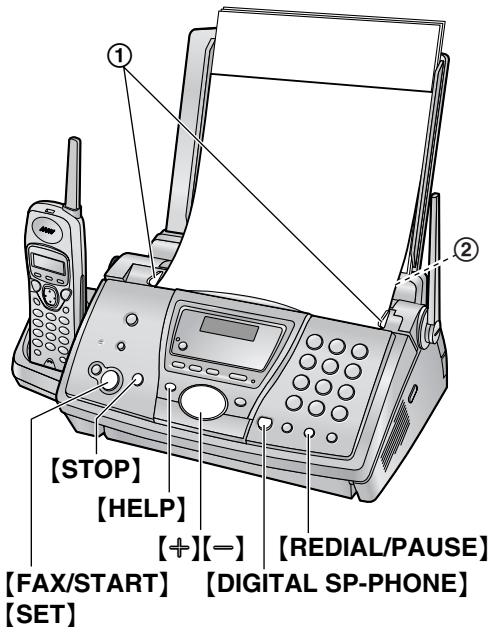● Keep the front cover page open for button locations.

1   Press **[CALLER ID]**.

2   Press **[+]** or **[−]** repeatedly to display the desired item.

3   Press **[MENU]**.

4   Press **[SET]**.

5   Press **[SET]** again.

Note:
● You can confirm the stored items in the telephone number list (page 82).
● The unit can only store a name of up to 10 characters long.
● To edit a name and number, see page 35.

4.1 Sending a fax manually

【STOP】

【HELP】

【+】【-】   **【REDIAL/PAUSE】**

【FAX/START】   **【DIGITAL SP-PHONE】**
【SET】

1 Adjust the width of the document guides (①) to fit the actual size of the document.

2 Insert the document (up to 10 pages) FACE DOWN (②) until a single beep is heard and the unit grasps the document.
- If the document guides are not adjusted to fit the document, re-adjust them.

3 If necessary, press **【+】** or **【-】** repeatedly to select the desired resolution.

4 Press **【DIGITAL SP-PHONE】**.

5 Dial the fax number.

6 **When a fax tone is heard:**
Press **【FAX/START】**.

When the other party answers your call:

Ask them to press their start button. When the fax tone is heard, press **【FAX/START】**.

To select the resolution
Select the desired resolution according to the type of document.
- "STANDARD": For printed or typewritten originals with normal-sized characters.
- "FINE": For originals with small printing.
- "SUPER FINE": For originals with very small printing. This setting only works with other compatible fax machines.

- "PHOTO": For originals containing photographs, shaded drawings, etc.
- Using the "FINE", "SUPER FINE" and "PHOTO" settings will increase transmission time.
- If the resolution setting is changed during feeding, it will be effective from the next page.

To redial the last number

1. Press **【REDIAL/PAUSE】**.

2. Press **【SET】**.

- If the line is busy, the unit will automatically redial the number up to 2 times.
- To cancel redialing, press **【STOP】**.

To send more than 10 pages at a time
Insert the first 10 pages of the document. Add the other pages (up to 10 at a time) before the last page feeds into the unit.

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

1. Enter the fax number.

2. Insert the document.

3. Press **【FAX/START】**.

Sending from memory (Quick scan feature)
You can scan the document into memory before sending it. To use this feature, activate feature #34 (page 62).

1. Insert the document.

2. Enter the fax number.

3. Press **【FAX/START】**.

- The document will be fed into the unit and scanned into memory. The unit will then transmit the data. If the document exceeds the memory capacity, transmission will be canceled and this feature will be turned OFF automatically. You must transmit the entire document manually.
- This feature cannot be used if **【DIGITAL SP-PHONE】**, **【TALK】** or **【SP-PHONE】** is pressed.

To stop transmission
Press **【STOP】**.

Sending a fax with the voice guide

You can send documents by following the voice guide.

1. Press **[HELP]** 2 times.

2. Press **[SET]**.

3. Follow the voice guide.

- After transmission, the voice guide will turn OFF automatically.

Sending report for confirmation

A sending report provides you with a printed record of transmission results. To use this feature, activate feature #04 (page 60). For an explanation of error messages, see page 67.

Journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 82. To print it automatically after every 30 new fax communications, activate feature #22 (page 61). For an explanation of error messages, see page 67.

4.2 Documents you can send

Minimum document size

128 mm (5")
128 mm (5")
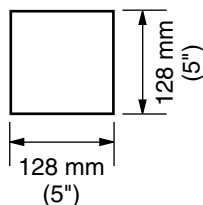
Maximum document size

600 mm (23 5/8")
216 mm (8 1/2")
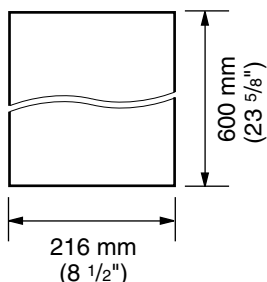
Effective scanning area

- Shaded area (①) will be scanned.

2 mm(1/16")
①
2 mm
4 mm
4 mm(5/32")
208 mm(8 3/16")
216 mm(8 1/2")
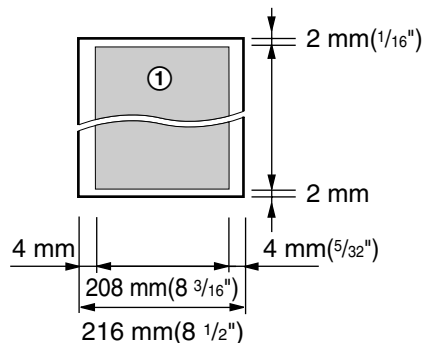
Document weight

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

Note:

- Remove clips, staples or other fasteners.
- 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
  - Badly 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 other side, such as newsprint
- Check that ink, paste or correction fluid has dried completely.
- To transmit a document with a width of less than 210 mm (8$^1/_4$"), we recommend using a copy machine to copy the original document onto A4 or letter-sized paper, then transmitting the copied document.

4.3 Sending a fax using the navigator directory

Before using this feature, program the desired names and telephone numbers into directory (page 34).

● Keep the front cover page open for button locations.

1 Adjust the width of the document guides to fit the actual size of the document.

2 Insert the document (up to 10 pages) FACE DOWN until a single beep is heard and the unit grasps the document.
  ● If the document guides are not adjusted to fit the document, re-adjust them.

3 If necessary, press 【+】 or 【−】 repeatedly to select the desired resolution (page 40).

4 Press 【 ▶ 】.

5 Press 【+】 or 【−】 repeatedly to display the desired item and press **【FAX/START】**.

Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number up to 2 times.

● To cancel redialing, press **【STOP】**.

If your unit does not send a fax

● Confirm that you have entered the number correctly, and that the number is a fax number.
● Confirm that the other party's fax machine is answering by turning ON the connecting tone feature (feature #76 on page 64).

4.4 Broadcast transmission

By programming items from the directory (page 34) into the broadcast memory, you can send the same document to multiple parties (up to 20). Your programmed items will remain in the broadcast memory, allowing frequent re-use. See page 43 for broadcast transmission instructions.

● Keep the front cover page open for button locations.

4.4.1 Programming items into the broadcast memory

1 Press **【MENU】** repeatedly to display "DIRECTORY SET".

2 Press 【♯】.
  ● The number in brackets indicates the number of registered items.

3 Press 【+】 or 【−】 repeatedly to display the desired item.

4 Press **【SET】**.
  ● To program other items, repeat steps 3 and 4 (up to 20 items).

5 Press **【SET】**.

Note:
● If you program the wrong item, press **【STOP】** after step 4 to erase the item.
● Confirm the stored items by printing a broadcast programming list (page 82).

4.4.2 Adding a new item into the broadcast memory

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

1 Press 【 ▶ 】.

2 Press 【+】 or 【−】 repeatedly to display "<BROADCAST>".

3 Press **【MENU】**.

4 Press 【＊】.

5 Press 【+】 or 【−】 repeatedly to display the desired item.

6 Press **【SET】**.
  ● To add other items, repeat steps 5 and 6 (up to 20 items).

7 Press **【STOP】**.

4.4.3 Erasing a stored item from the broadcast memory

1 Press **【 ▶ 】**.

2 Press **【+】** or **【—】** repeatedly to display "<BROADCAST>".

3 Press **【MENU】**.

4 Press **【♯】**.

5 Press **【+】** or **【—】** repeatedly to display the desired item you want to erase.
   ● To cancel erasing, press **【STOP】**.

6 Press **【SET】**.

7 Press **【SET】** again.
   ● To erase other items, repeat steps 5 to 7.

8 Press **【STOP】**.

4.4.4 Sending the same document to pre-programmed parties

1 Insert the document FACE DOWN.

2 If necessary, press **【+】** or **【—】** repeatedly to select the desired resolution (page 40).

3 Press **【 ▶ 】**.

4 Press **【+】** or **【—】** repeatedly to display "<BROADCAST>".

5 Press **【SET】**.
   ● The document will be fed into the unit and scanned into memory. The unit will then transmit the data to each party, calling each number sequentially.
   ● After transmission, the stored document will be erased automatically, and the unit will automatically print a broadcast sending report.

Note:
● If you select "FINE", "SUPER FINE" or "PHOTO" resolution, the number of pages that the unit can transmit will decrease.
● If the document exceeds the memory capacity, transmission will be canceled.
● If a party is busy or does not answer, it will be skipped and redialed later up to 2 times.

To send the same document to a one-time group of items
You can also select a one-time group of parties to send the same document to. After transmission, this group will be deleted.

1. Insert the document.

2. Press **【 ▶ 】**.

3. Press **【+】** or **【—】** repeatedly to display "<ONE TIME BROAD>".

4. Press **【SET】** to start programming the items you want to transmit to.

5. Press **【+】** or **【—】** repeatedly to display the desired item.

6. Press **【SET】**.
   ● To program other items, repeat steps 5 and 6 (up to 20 items).

7. Press **【SET】** to start transmission to the programmed items.

To cancel broadcast transmission

1. Press **【STOP】** while the unit displays "BROADCASTING".
   ● The display will show "SEND CANCELED?".

2. Press **【SET】**.

4.5 Receiving a fax manually–【AUTO ANSWER】OFF

4.5.1 Activating TEL mode

【STOP】
【FAX/START】
【DIGITAL SP-PHONE】

AUTO ANSWER

Off

【TALK】
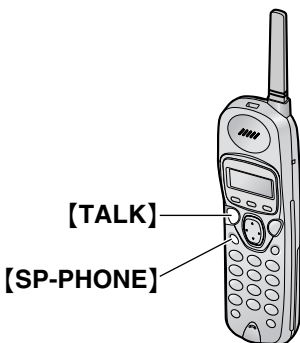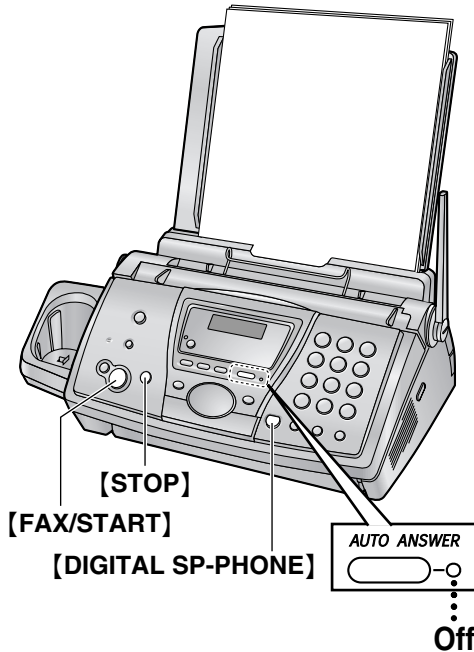
【SP-PHONE】

Set the fax machine to TEL mode by pressing 【AUTO ANSWER】 repeatedly to display the following.

    TEL MODE

● The 【AUTO ANSWER】 indicator turns OFF.

How to receive calls/faxes with the base unit

1. Press 【DIGITAL SP-PHONE】 to answer the call.

2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press 【FAX/START】.

    CONNECTING.....

● The unit will start fax reception.
● If you do not answer the call within 10 rings, the unit will temporarily activate the answering machine. The greeting message will then be played and the other party can then send a fax.

How to receive calls/faxes with the handset

1. Lift the handset and press 【TALK】 or 【SP-PHONE】 to answer the call.

2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press 【✱】【♯】【9】 (default fax activation code) **firmly**.
   ● A single beep will be heard.
   ● The unit will start fax reception.
   ● You can also press 【FAX/START】 on the base unit.

Note:
● To receive fax documents using the handset, you must set the remote fax activation to ON (feature #41, page 62) beforehand. The default setting is "ON".

To stop receiving

Press 【STOP】.

How to receive faxes with an extension telephone

You can receive fax documents using an extension telephone.

1. When the extension telephone rings, lift the handset of the extension telephone.

2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press 【✱】【#】【9】 (default fax activation code) **firmly**.

3. Replace the handset.
   ● The fax machine will start reception.

Note:
● To receive fax documents using the extension telephone, you must set remote fax activation to ON (feature #41 on page 62) beforehand. The default setting is "ON".

4.6 Receiving a fax automatically–【AUTO ANSWER】 ON

【SET】

【+】【−】

AUTO ANSWER

On
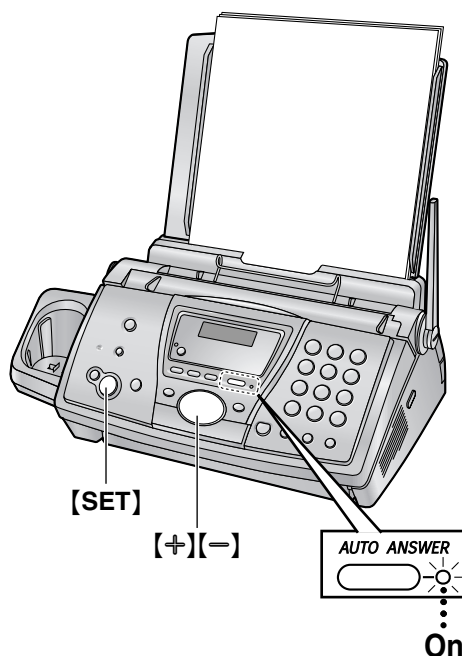
4.6.1 Activating TAM/FAX mode (Telephone Answering Machine/Fax mode)

1 Set feature #77 to "TAM/FAX" (page 64) beforehand.

2 Press **【AUTO ANSWER】** repeatedly to display the following.

```
TAM/FAX MODE
2 RINGS
```

● The unit will play the pre-recorded greeting message.
● The display will show the ring setting in TAM/FAX mode. If you wish to change it, press 【+】 or 【−】 repeatedly to display the desired setting, and press **【SET】**.
● You can adjust the speaker volume after changing the ring setting. Press 【+】 or 【−】 while listening to the greeting message.
● The **【AUTO ANSWER】** indicator turns ON.
● The remaining time for recording messages will be displayed.

45

Note:
- The maximum recording time allowed for each message can be changed (feature #10 on page 61).
- While an incoming call is being recorded, you can monitor it through the speaker. If this feature is not required, set feature #67 to OFF (page 64).

How to receive calls
When receiving calls, the unit works as a telephone answering machine and fax.
- If the call is a phone call, the unit will record a voice message automatically.
- If a fax calling tone is detected, the unit will receive a fax automatically.

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

1. The caller calls your unit.
   - The answering machine will answer the call.
2. The caller can leave a message after the greeting message.
3. The caller presses **[*][9]**.
   - The unit will activate the fax function.
4. The caller presses the start button to send a document.

Changing the ring setting in TAM/FAX mode
You can select from "1", "2" (default), "3", "4", "TOLL SAVER" or "RINGER OFF". This setting can be changed by feature #06 on page 61.

- "TOLL SAVER": When you call the unit from a remote location to listen to new messages (page 54), the number of times the unit rings will tell you if there are any new voice messages. The unit will answer on the 2nd ring when there is at least one new recorded message. The unit will answer on the 4th ring when there are no new recorded messages. If you do not want to listen to old messages, hang up when you hear the 3rd ring, because it indicates there are no new messages. You will not pay for the call.
- "RINGER OFF": The unit will answer without ringing.

- If you subscribe to a Caller ID service, set to 2 or more rings.

4.6.2 Activating FAX ONLY mode

1 Set feature #77 to "FAX ONLY" (page 64) beforehand.

2 Press **[AUTO ANSWER]** repeatedly to display the following.

```
FAX ONLY MODE
3 RINGS
```

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

Note:
- If you subscribe to a Caller ID service, set to 2 or more rings.

How to receive faxes
Leave AUTO ANSWER ON. When the other party sends a fax, the fax machine will receive it automatically.

# 5.1 Distinctive Ring service from your phone company

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

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

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

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

5.2.1 Activating the Distinctive Ring feature

【SET】   【+】【−】   【MENU】
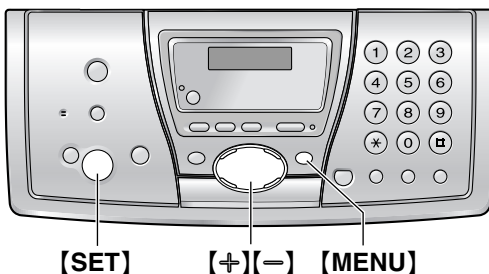
1 Press **【MENU】**.

2 Press **【♯】**, then **【3】【1】**.

3 Press **【+】** or **【−】** repeatedly to select "ON".

4 Press **【SET】**.

5 Press **【MENU】**.

How to receive calls

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

If the incoming call is for the phone number:
– the fax machine will keep on ringing in TEL mode.
– the fax machine will record a voice message in TAM/FAX mode.
– fax communication will be attempted in FAX ONLY mode.
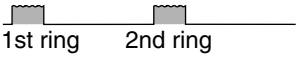
5.3 Using three or more phone numbers on a single telephone line

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

Example: Using three phone numbers

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

To use one phone number for the fax, program the ring pattern assigned for the fax in feature #32 (page 48). In the example, the ring pattern assigned for fax is a triple ring, so you should program "C" (triple ring).

Ring pattern	Settings in feature #32
Standard ring (one long ring) 1st ring 2nd ring	**A**
Double ring (two short rings) 1st ring 2nd ring	**B**
Triple ring (short-long-short rings) 1st ring 2nd ring	**C**
Other triple ring (short-short-long rings) 1st ring 2nd ring	**D**

5.4 Programming the ring pattern assigned for fax

● Keep the front cover page open for button locations.

1 Set feature #31 to "ON" (page 47).

2 Press **[MENU]**.

3 Press **[♯]**, then **[3][2]**.

4 Press **[+]** or **[−]** repeatedly to select the ring pattern assigned for fax.
   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)
   B–D (default setting): For the ring pattern of B, C and D

5 Press **[SET]**.

6 Press **[MENU]**.

6.1 Making a copy
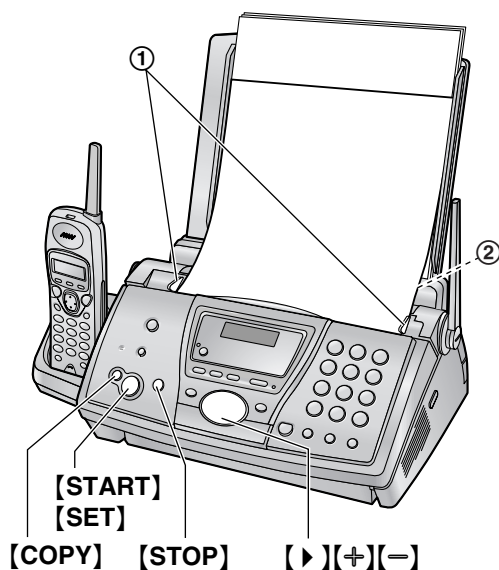
【START】
【SET】
【COPY】 **【STOP】** **【▶】【＋】【－】**

1 Adjust the width of the document guides (①) to fit the actual size of the document.

2 Insert the document (up to 10 pages) FACE DOWN (②) until a single beep is heard and the unit grasps the document.
- If the document guides are not adjusted to fit the document, re-adjust them.

3 If necessary, press **【＋】** or **【－】** repeatedly to select the desired resolution.

4 Press **【COPY】**.
- If necessary, enter the number of copies (up to 30).

5 Press **【START】**.
- The unit will start copying.
- If you do not press **【START】** for about 15 seconds, the unit will start copying automatically.

Note:
- Any transmittable document can be copied (page 41).

To select the resolution
Select the desired resolution according to the type of document.
– "FINE": For printed or typewritten originals with small printing.
– "SUPER FINE": For originals with very small printing.
– "PHOTO": For originals containing photographs, shaded drawings, etc.

- If you select "STANDARD", copying will be done using "FINE" mode.

Quick scan feature
This feature is helpful when you want to copy a document, but do not want to wait for the unit to print the copy because you need the document for other uses. The unit can scan a document into memory, release the original document, then print the copy. To use this feature, activate feature #34 (page 62).
- The document will be fed into the unit and scanned into memory. The unit will then print the data.
  If the document exceeds the memory capacity, copying of the exceeded document will be canceled and this feature will be turned OFF automatically.

To stop copying
Press **【STOP】**.

6.1.1 More copying features

To enlarge a document
1. Press **【▶】** after step 4 on page 49.
2. Press **【＋】** repeatedly to select "150%" or "200%".
3. Press **【START】**.
- The unit will enlarge the center of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy.

Example: 150% enlarged copy

Original document   Enlarged copy
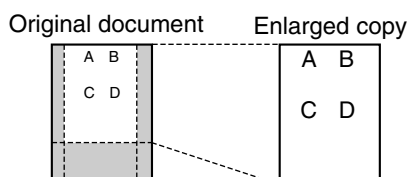
To reduce a document
1. Press **【▶】** after step 4 on page 49.
2. Press **【－】** repeatedly to select "92%", "86%" or "72%".
3. Press **【START】**.

Setting	Recording paper size	Original document size
100% (default)	Letter	Letter
	Legal	Letter, A4, Legal
	A4	A4, Letter
92%	Letter	A4
86%	Letter	A4
72%	Letter	Legal
	A4	Legal

Letter = 216 mm × 279 mm (8$^1/_2$" × 11")
Legal = 216 mm × 356 mm (8$^1/_2$" × 14")
A4 = 210 mm × 297 mm (8$^1/_4$" × 11$^{11}/_{16}$")

Note:
- If the appropriate reduction rate is not selected, the document may be divided and the top of the second page will be deleted.
- If the image at the bottom of the document is not copied when you copy a document that is the same length as the recording paper, try 92% or 86%.

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

1. After step 4 on page 49, enter the number of copies (up to 30).
2. Press 【 ▶ 】 2 times.
   - "COLLATE OFF" will be displayed.
3. Press 【＋】 or 【－】 repeatedly to display "COLLATE ON".
4. Press 【START】.

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

Collated pages

Uncollated pages
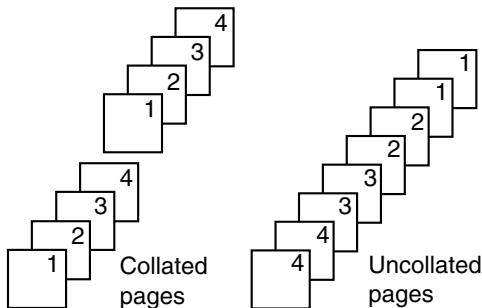
Note:
- The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages.
- After copying, the collating feature will turn OFF automatically.
- If the unit has run out of recording paper, the unit will scan the document but will not print, and also the data will not be stored in the memory. Re-install paper, press 【START】 then try copying again.

7.1 Recording your greeting message

You can record your own greeting message for TAM/FAX mode, for a maximum of 16 (default) or 60 seconds in length. We recommend you record a message of less than 12 seconds to make it easier to receive faxes.

Microphone

【ERASE】
【RECORD】
【STOP】
【SET】　　　**【AUTO ANSWER】**

1 Set feature #77 to "TAM/FAX" (page 64) beforehand.

2 Press **【RECORD】** repeatedly to display "TAM GREETING".

3 Press **【SET】**.
● A long beep will sound.

4 Speak clearly about 20 cm (8 inches) away from the microphone.
● The display will show the remaining recording time.

5 When finished recording, press **【STOP】**.
● The unit will repeat your message.

Note:
● You can choose 60 seconds for your TAM/FAX greeting message (feature #54, page 63).
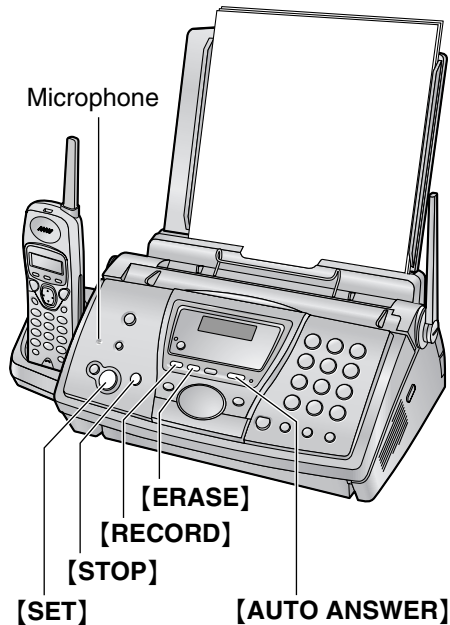 – If you change the maximum greeting message time to 60 seconds, we recommend that you tell the caller in your TAM/FAX greeting message to press **【＊】【9】** before starting fax transmission.

– If you change the maximum greeting message time from 60 seconds to 16 seconds, your greeting message will be deleted. When a call is received, the pre-recorded greeting message will be played.

Checking the greeting message

1. Set feature #77 to "TAM/FAX" (page 64) beforehand.

2. Press **【AUTO ANSWER】** repeatedly to display the following.

```
TAM/FAX MODE
2 RINGS
```

● The unit will play the greeting message.

7.1.1 Erasing your recorded greeting message

1 Set feature #77 to "TAM/FAX" (page 64) beforehand.

2 Press **【ERASE】** repeatedly to display "TAM GREETING".

3 Press **【SET】**.
● To cancel erasing, press **【STOP】**.

4 Press **【SET】**.

Note:
● If you erase your TAM/FAX greeting message, the pre-recorded greeting message will be played when a call is received.

7.2 Leaving a message for others or yourself

You can record a voice memo to leave a private message for yourself or someone else.
● Keep the front cover page open for button locations.

1 Press **【RECORD】**.

2 Press **【SET】**.
● A long beep will sound.

3 Speak clearly about 20 cm (8 inches) away from the microphone.

4 When finished recording, press **【STOP】**.

7.3 Listening to recorded messages

The base unit display will show the total number of recorded messages.

Example:

> 02
> **MESSAGE(S)**
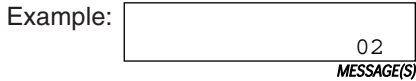
When the unit has recorded new voice messages:

– The **[AUTO ANSWER]** indicator will flash when AUTO ANSWER is turned ON.
– The total number of recorded messages will flash on the base unit display.

Example:

> 02
> **MESSAGE(S)**

– The unit will beep slowly if the message alert feature is activated (feature #42, page 63).

AUTO ANSWER ··**Flash/Light**

[ERASE]
[STOP]   **[SLOW]**
[SET]   **[QUICK]**
              [PLAY MESSAGES]

[◀][▶][+][−]
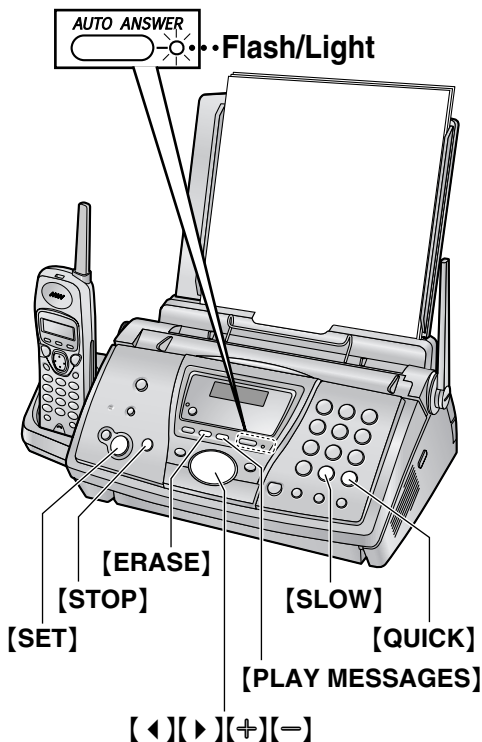
Press **[PLAY MESSAGES]**.

● Only new messages will be played.
● Adjust the speaker volume using **[+]** or **[−]**.
● After playing back all of the new messages, the **[AUTO ANSWER]** indicator will stop flashing but will remain lit up when AUTO

ANSWER is turned ON. If you press **[PLAY MESSAGES]** at this time, all the recorded messages will be played.

Note:
● The total recording time of all messages (greeting, incoming and memo) is **about 18 minutes**. If messages are recorded in noisy rooms, the time may be shortened.

To repeat a message
Press **[◀]** while listening to the message.
● If you press **[◀]** within 5 seconds of the beginning of the message, the previous message will be played.
● To play back a specific message, press **[◀]** or **[▶]** and search for the message you want to listen to.

To skip a message
Press **[▶]** to play the next message.

To stop playback temporarily
Press **[STOP]**.
● If you press **[PLAY MESSAGES]** within 1 minute, the unit will resume playing the rest of the messages.

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

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 half the original speed.
● To return to the original speed, press either **[QUICK]** or **[SLOW]** again during quick or slow playback.

7.3.1 Erasing recorded messages

To erase a specific message
Press **[ERASE]** while listening to the message you want to erase.

To erase all the messages

1. Press **[ERASE]**.
2. Press **[SET]**.
3. Press **[SET]** again.
● Messages recorded in the voice mailbox will not be erased.

7.4 Remote operation with the handset

7.4.1 Listening to recorded messages

[OFF]

[PLAYBACK]

1 Press **[PLAYBACK]**.
 ● The voice guide will tell you the number of new messages and they will be played automatically.

 To repeat only the new messages:
 Press **[4]**.

 To listen to all the messages:
 Press **[5]**.

2 Press **[OFF]** to end the operation.

When there are no new messages
Voice guide:
"No new messages."
Wait for 4 seconds or press **[5]** to listen to all the messages.

When voice memory is full
Voice guide:
"Sorry, no more memory. Please erase unnecessary messages."
The voice guide will be heard after playing back the messages.
Erase unnecessary messages.

To repeat a message
Press **[1]** while listening to the message.
 ● If pressed this button within 5 seconds of the beginning of a message, the previous message will be played.

To skip a message
Press **[2]** to play the next message.

To erase a specific message
Press **[✱][4]** while listening to the message you want to erase.
Voice guide:
"The message has been erased."
 ● A long beep will sound. The unit will then play back the next message.

To erase all the messages
Press **[✱][5]** to erase all the messages.
Voice guide:
"All messages have been erased."
 ● A long beep will sound.

To turn AUTO ANSWER ON or OFF
To turn AUTO ANSWER ON, press **[7]**. The receiving mode will be set to FAX ONLY or TAM/FAX mode, depending on the setting of feature #77 (page 64).
To turn AUTO ANSWER OFF, press **[9]**. The receiving mode will be set to TEL mode.

7.5 Operating from a remote location

You can call your unit from a remote location and access the answering machine.

Important:
- **Program the remote operation ID beforehand (feature #11, page 61).**
- **Set the unit to TAM/FAX mode before going out (page 45).**
- **Use a touch tone telephone for remote operations.**

Helpful hints:
- When you press a button, press firmly.
- **Please make a copy of the following table, and carry it with you when you go out.**

Answering machine remote operation			
1. Call your unit.		【5】	All message playback
2. Enter the remote operation ID during the greeting message.		【6】	Room monitor
		【7】	Re-records the greeting message
3. Enter the remote command button within 10 seconds.		【9】	Stops re-recording of the greeting message
• To record a message in a mailbox, call your unit, press 【✱】 and the mailbox number (1 or 2), then leave a message.		【✱】【4】	Erases a specific message
• To retrieve messages from a mailbox, call your unit, press 【✱】 and the mailbox number (1 or 2), enter the mailbox password, then the remote command button.		【✱】【5】	Erases all messages
Buttons	**Remote commands**	【8】【0】	Changes to TEL mode
【0】	Skips the greeting message	【8】【1】	Turns ON message transfer
【1】	Repeats a message	【8】【2】	Turns OFF message transfer
【2】	Skips a message	【8】【3】	Turns ON pager call
【4】	New message playback	【8】【4】	Turns OFF pager call

7.5.1 Summary of remote operation

1 Call your unit.

2 Enter the remote operation ID during the TAM/FAX greeting message.

3 Start remote operations.

When there are new recorded messages
The voice guide will tell you the number of new messages and they will be played automatically.

When there are no new messages
Voice guide:
"No new messages."

Wait for 4 seconds or press 【5】 to listen to all the messages.

When voice memory is full
Voice guide:
"Sorry, no more memory. Please erase unnecessary messages."
Erase unnecessary messages.

7.5.2 Remote operations using the remote commands

【1】: repeats a message. If you press this button within 5 seconds of the beginning of a message, the previous message will be played.

【2】: skips a message.

【4】: plays back only the new messages.

【5】: plays back all the messages.

7.5.3 Other remote operations

Erasing a specific message
Press **[✳][4]** while listening to the message you want to erase.
Voice guide:
"The message has been erased."
● A long beep will sound. The unit will then play back the next message.

Erasing all the messages
Press **[✳][5]** to erase all the messages.
Voice guide:
"All messages have been erased."
● A long beep will sound.

Monitoring the room
Press **[6]** to monitor the sound for about 30 seconds in the room where the unit is installed.
● After 30 seconds, a beep will sound. To continue monitoring, press **[6]** again within 10 seconds.

Recording a marker message
After playing back the messages, you can leave an additional message.

1. Wait for the voice guide.
   Voice guide:
   "All messages have been played."

2. Wait about 10 seconds.
   Voice guide:
   "Please leave your name and message after the beep."

3. Leave a message after the beep.

Re-recording your greeting message
You can change the TAM/FAX greeting message.

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

2. Speak clearly for 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 recording, press **[9]**.
   ● The new greeting message will be played.

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

Turning message transfer ON or OFF
You must program a transfer telephone number beforehand (feature #60, page 63).
Press **[8][1]** to turn ON message transfer.
Voice guide example:
"Message transfer is set. Transfer phone number is 123..."
Press **[8][2]** to turn OFF message transfer.
Voice guide:
"Message transfer is off."

Turning pager call ON or OFF
You must program a pager number beforehand (feature #70, page 64).
Press **[8][3]** to turn ON pager call.
Voice guide example:
"Pager call is set. Pager number is 098765432."
Press **[8][4]** to turn OFF pager call.
Voice guide:
"Pager call is off."

Changing the receiving mode
Press **[8][0]** to change the receiving mode from TAM/FAX to TEL.
● You cannot return to TAM/FAX mode in the same call. To return to TAM/FAX mode, see the following.

Setting to TAM/FAX mode from TEL mode
1. Call your unit and wait for 10 rings.
   ● The answering machine will temporarily answer the call.

2. Enter the remote operation ID during the greeting message.
   ● A long beep will sound, and your unit will switch to TAM/FAX mode.

3. Hang up the handset.

7.6 Allowing callers to leave private messages (mailbox)

This unit provides 2 mailboxes (mailboxes 1 and 2) for recording voice messages. Callers using a touch tone phone can leave a message in a specific mailbox by entering a mailbox number. Callers who use rotary phones or do not specify a mailbox can leave messages in the common memory. Also, passwords can be assigned to mailboxes 1 and 2. This is useful if you share the unit with other people, because only the person who knows the mailbox password can listen to messages in a mailbox.

7.6.1 To use a mailbox

1 Record your TAM/FAX greeting message (page 51).

   Sample message: *"This is (your name). We are unable to answer right now. To send a fax, start transmission. To leave a message, speak after the beep. To leave a private message, press 【✻】 and the desired mailbox number 【1】 or 【2】. Thank you."*
   - If you cannot complete your TAM/FAX greeting message within 16 seconds, you can choose 60 seconds for your TAM/FAX greeting message (feature #54, page 63).

2 Record your mailbox greeting message if necessary (page 56).

3 Change the password for mailboxes 1 and 2, if necessary.
   – For mailbox 1 password, see feature #51 (page 63).
   – For mailbox 2 password, see feature #52 (page 63).

4 Set the unit to TAM/FAX mode (page 45).

7.6.2 When a caller calls

1 The caller calls your unit from a remote touch tone telephone.
   - The TAM/FAX greeting message will be played.

2 The caller presses 【✻】 and the desired mailbox number (【1】 or 【2】).
   - A mailbox greeting message will be played.

3 After the beep, the caller leaves a message.

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

7.7 Recording your mailbox greeting messages

The recording time of each greeting is limited to 16 seconds for each mailbox.

Sample message: *"This is (personal name). Please leave your name and message after the beep."*

- Keep the front cover page open for button locations.

1 Press 【MENU】.

2 **For mailbox 1:**
   Press 【♯】, then 【5】【5】.

   For mailbox 2:
   Press 【♯】, then 【5】【6】.

3 Press 【✚】 or 【━】 repeatedly to select "RECORD".

4 Press 【SET】.

5 Speak clearly about 20 cm (8 inches) away from the microphone.
   - The display will show the remaining recording time.

6 When finished recording, press 【STOP】.
   - The unit will repeat your message.

7 Press 【MENU】.

To check the mailbox greeting message
1. **For mailbox 1:**
   Press 【MENU】, then 【♯】【5】【5】.
   For mailbox 2:
   Press 【MENU】, then 【♯】【5】【6】.
2. Press 【✚】 or 【━】 repeatedly to select "CHECK".
3. Press 【SET】.
   - The unit will play the message.
4. Press 【MENU】.

To erase your mailbox greeting message
1. **For mailbox 1:**
   Press 【MENU】, then 【♯】【5】【5】.
   For mailbox 2:
   Press 【MENU】, then 【♯】【5】【6】.

2. Press 【+】 or 【−】 repeatedly to select "ERASE".

3. Press 【SET】.
● Your mailbox greeting message will be erased.

4. Press 【MENU】.

7.8 Listening to recorded mailbox messages using the base unit

● Keep the front cover page open for button locations.

1 Press 【▶】 2 times.

2 Press 【+】 or 【−】 repeatedly to display the desired mailbox number.

3 Press 【PLAY MESSAGES】.
If you have programmed your mailbox password, enter it.
● Only the new recorded messages will be played.
● If there are no new messages, the unit will play back all the recorded messages.

4 Press 【STOP】 to end the operation.

Note:
● See the following topics on page 52 for details on features that can be used during playback.
   – To repeat a message
   – To skip a message
   – To stop playback temporarily
   – To change the playback speed
   – To erase a specific message

To record a memo message into a mailbox

1. Press 【▶】 2 times.

2. Press 【+】 or 【−】 repeatedly to display the desired mailbox number.

3. Press 【RECORD】.
● A long beep will sound.

4. Speak clearly about 20 cm (8 inches) away from the microphone.

5. When finished recording, press 【STOP】.

To erase all messages in a mailbox

1. Press 【▶】 2 times.

2. Press 【+】 or 【−】 repeatedly to display the desired mailbox number.

3. Press 【ERASE】.

4. Press 【SET】.

7.9 Listening to recorded mailbox messages using the handset

● Keep the front cover page open for button locations.

1 Press 【PLAYBACK】.

2 **For mailbox 1:**
Press 【✳】【1】.

   For mailbox 2:
Press 【✳】【2】.

3 If you have programmed your mailbox password, enter it.
● The voice guide will tell you the number of new messages and they will be played automatically.

   To repeat only the new messages:
Press 【4】.

   To listen to all the messages:
Press 【5】.

4 Press 【OFF】 to end the operation.

Note:
● See the following topics on page 53 for details on features that can be used during playback.
   – To repeat a message
   – To skip a message
   – To erase a specific message
   – To erase all the messages
   – When there are no new recorded messages.
   – When voice memory is full.

7.10 Listening to recorded mailbox messages from a remote location

1 Call your unit from a remote touch tone telephone.

2 Press **[✱]** and the desired mailbox number (**[1]** or **[2]**) during TAM/FAX greeting playback.
- If you have recorded your mailbox greeting message, it will be played.

3 Enter the mailbox password (default setting is "555").

Note:
- For details on remote operation, see page 54 and page 55. Remote commands **[8][1]**, **[8][2]**, **[8][3]**, and **[8][4]** cannot be used.

To listen to messages in another memory after playback

Press **[✱]** and **[0]** (for the common memory), then enter the remote operation ID.

OR

Press **[✱]** and the desired mailbox number (**[1]** or **[2]**), then enter the mailbox password.

7.11 Transferring recorded messages to another telephone

This feature allows your unit to call a designated telephone number each time an incoming voice message is recorded. You can retrieve the transferred message via remote operation.

Important:
- **To use this feature, program the transfer telephone number first (feature #60, page 63) and set the unit to TAM/FAX mode.**

7.11.1 How this feature works

1 An incoming voice message is recorded in your unit.

2 Your unit calls the transfer telephone number.

3 You answer the call with the transfer telephone.

4 Your unit will play the pre-recorded transfer greeting message.
- You can record a transfer greeting message.

5 You enter the remote operation ID, and retrieve the message using remote operation (page 54, 55).

7.11.2 Recording your transfer greeting message

The recording time is limited to 16 seconds.

Sample message: *"This is a transferred message from (your name, business and/or telephone number). Please enter your remote ID for remote operation."*
- Keep the front cover page open for button locations.

1 Press **[MENU]**.

2 Press **[♯]**, then **[6][1]**.

3 Press **[+]** or **[−]** repeatedly to select "RECORD".

4 Press **[SET]**.

5 Speak clearly about 20 cm (8 inches) away from the microphone.
- The display will show the remaining recording time.

6 When finished recording, press **[STOP]**.

● The unit will repeat your message.

7 Press **【MENU】**.

To check the transfer greeting message

1. Press **【MENU】**, **【♯】【6】【1】**.
2. Press **【＋】** or **【－】** repeatedly to select "CHECK".
3. Press **【SET】**.
   ● The unit will play the message.
4. Press **【MENU】**.

To erase your transfer greeting message

1. Press **【MENU】**, **【♯】【6】【1】**.
2. Press **【＋】** or **【－】** repeatedly to select "ERASE".
3. Press **【SET】**.
4. Press **【MENU】**.

Note:
● When transferring a call, the pre-recorded transfer greeting message will be played.

Pager call

This feature allows your unit to call your pager when your unit receives an incoming voice message.

1. Press **【MENU】**.
2. Press **【♯】**, then **【7】【0】**.
3. Press **【＋】** or **【－】** repeatedly to select "ON".
4. Press **【SET】**.
5. Enter your pager number up to 30 digits.
6. Press **【SET】**.
7. Enter your pager access code up to 10 digits if required.
8. Press **【SET】**.

```
MSG.=07734
```

   ● The default code 07734 will show "Hello!" on your pager.
   ● If you want to change this message, enter your message up to 30 digits.
9. Press **【SET】**.
   ● The unit will dial the stored number.
10. Check that your pager received the pager test call.
11. Press **【DIGITAL SP-PHONE】**.

Note:
● If you have subscribed to a Caller ID service, instead of the message you entered in step 8,

your pager will display the caller's telephone number.

8.1 Programming

[SET]　　　　**[MENU]**

[◀][▶][＋][─]
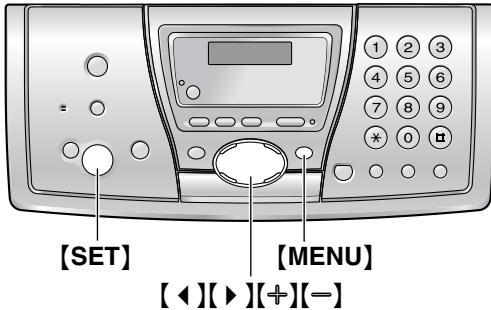
8.1.1 Programming basic features

1 Press **[MENU]**.

2 Select the feature you wish to program. Press **[◀]** or **[▶]** repeatedly to display the desired feature.
   ● The current setting of the feature will be displayed.

3 Press **[＋]** or **[─]** repeatedly to display the desired setting.
   ● This step may be slightly different depending on the feature.

4 Press **[SET]**.
   ● The setting you selected is set, and the next feature will be displayed.

5 To exit programming, press **[MENU]**.

8.1.2 Programming advanced features

1 Press **[MENU]**.

2 Press **[◀]** or **[▶]** repeatedly to display "ADVANCE SETTINGS".

3 Press **[SET]**.

4 Select the feature you wish to program. Press **[◀]** or **[▶]** repeatedly to display the desired feature.
   ● The current setting of the feature will be displayed.

5 Press **[＋]** or **[─]** repeatedly to display the desired setting.
   ● This step may be slightly different depending on the feature.

6 Press **[SET]**.

● The setting you selected is set, and the next feature will be displayed.

7 To exit programming, press **[MENU]**.

To cancel programming

Press **[MENU]** to exit the program.

Programming by entering the program code number directly

You can select a feature by directly entering the program code (# and a 2-digit number) instead of using **[◀]** or **[▶]**.

1. Press **[MENU]**.

2. Press **[♯]** and the 2-digit code number (page 60 to page 64).

3. Press **[＋]** or **[─]** repeatedly to display the desired setting.
   ● This step may be slightly different depending on the feature.

4. Press **[SET]**.

5. To exit programming, press **[MENU]**.

8.2 Basic features

Code #00: Setting the Quick Setup

```
QUICK SETUP
       PRESS SET
```

See page 19 for details.

Code #01: Setting the date and time

```
SET DATE & TIME
       PRESS SET
```

See page 27 for details.

Code #02: Setting your logo

```
YOUR LOGO
       PRESS SET
```

See page 28 for details.

Code #03: Setting your fax number

```
YOUR FAX NO.
       PRESS SET
```

See page 29 for details.

Code #04: Printing a sending report

```
SENDING REPORT
MODE=ERROR   [±]
```

To print a sending report for fax transmission results (page 41).

"ERROR" (default): A sending report will be printed only when fax transmission fails.
"ON": A sending report will be printed out after every transmission.
"OFF": Sending reports will not be printed out.

Code #06: Changing the ring setting in FAX ONLY mode

```
FAX RING COUNT
RINGS=3       [±]
```

To change the number of rings before the unit answers a call in FAX ONLY mode.
You can select "1", "2", "3" (default) or "4".

Code #06: Changing the ring setting in TAM/FAX mode (Telephone Answering Machine/Fax mode)

```
TAM RING COUNT
RINGS=2       [±]
```

To change the number of rings before the unit answers a call in TAM/FAX mode. You can select "1", "2" (default), "3", "4", "TOLL SAVER" or "RINGER OFF". See page 46 for details.

Code #10: Changing the maximum recording time for incoming messages

```
RECORDING TIME
MODE=VOX      [±]
```

"VOX" (default): Unlimited.
"1 MIN": Up to 1 minute.

Code #11: Setting the remote operation ID

```
REMOTE TAM ID
ID=111
```

1. Press **[MENU]**.

2. Press **[♯]**, then **[1][1]**.

3. Enter any 3-digit number except a number using 0 or 7.
    ● The default ID is "111".

4. Press **[SET]**.

5. Press **[MENU]**.

Code #13: Setting the dialing mode

```
DIALING MODE
MODE=TONE     [±]
```

If you cannot make calls, change this setting depending on your telephone line service.
"TONE" (default): For tone dial service.
"PULSE": For rotary pulse dial service.

Code #16: Setting the recording paper size

```
PAPER SIZE
=LETTER        [±]
```

"LETTER" (default): Letter or legal size paper.
"A4": A4 size paper.

Code #17: Setting the ringer pattern

```
RINGER PATTERN
MODE=A        [±]
```

You can select from "A" (default), "B" or "C".

8.3 Advanced features

Code #22: Setting the journal report to print automatically

```
AUTO JOURNAL
MODE=ON       [±]
```

"ON" (default): The unit will print a journal report automatically after every 30 new fax communications (page 41).
"OFF": The unit will not print a journal report, but will keep a record of the last 30 fax communications.

Code #23: Sending documents overseas

```
OVERSEAS MODE
MODE=ERROR    [±]
```

If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before starting transmission.
"NEXT FAX": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting.
"ERROR" (default): When the previous fax transmission fails and you wish to re-send the document automatically.
"OFF": Deactivates this feature.

Note:
● This feature is not available for broadcast transmission.
● The calling charge may be higher as the transmission speed is slowed down.

Code #25: Sending a fax at a specific time

```
DELAYED SEND
MODE=OFF      [±]
```

This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time.
To send a document:

1. Insert the document.

2. If necessary, press **【+】** or **【–】** repeatedly to select the desired resolution (page 40).

3. Press **【MENU】**.

4. Press **【♯】** then **【2】【5】**.

5. Press **【+】** or **【–】** repeatedly to select "ON".

6. Press **【SET】**.

7. Enter the fax number.

8. Press **【SET】**.

9. Enter the transmission start time.
   - Press **【⁎】** repeatedly to select "AM" or "PM".

10. Press **【SET】**.

11. Press **【MENU】**.

Note:
- To cancel after programming, press **【STOP】** then **【SET】**.

Code #26: Setting the Caller ID list to print automatically

```
AUTO CALL. LIST
MODE=OFF     [±]
```

"ON": The Caller ID list will be printed automatically each time the unit logs 30 calls (page 36).
"OFF" (default): The Caller ID list will not be printed, but the unit will keep a record of the information for the last 30 calls.

Code #31: Activating the Distinctive Ring feature

```
DISTINCTIVE RING
MODE=OFF     [±]
```

See page 47 for details.

Code #32: Setting the ring pattern for fax (Distinctive Ring feature)

```
FAX RING PATTERN
RING=B-D     [±]
```

See page 48 for details.

Code #34: Setting the quick scan

```
QUICK SCAN
MODE=OFF     [±]
```

This feature is helpful when you want to remove the document for other uses, because the unit will release the document before sending or copying.
"ON": The unit will scan the document and store it into memory first, then the unit will start sending or copying.

"OFF" (default): Deactivates this feature.
Note:
- If the document exceeds the memory capacity, sending of the whole document or copying of the exceeded document will be canceled and this feature will be turned OFF automatically.

Code #36: Receiving oversized documents

```
RCV REDUCTION
MODE=92%     [±]
```

If the size of the document sent by the other party is as large as or larger than the recording paper, the unit can reduce the document and print it. Select the desired reduction rate.

Setting	Recording paper size	Original document size
100%	Legal	Letter, A4
	A4	Letter
92% (default)	Letter	Letter
	Legal	Legal
	A4	A4
86%	Letter	A4
72%	Letter	Legal
	A4	Legal

Code #39: Changing the display contrast

```
LCD CONTRAST
MODE=NORMAL  [±]
```

"NORMAL" (default): For normal contrast.
"DARKER": Used when the display contrast is too light.

Code #41: Changing the fax activation code

```
FAX ACTIVATION
MODE=ON      [±]
```

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

1. Press **【MENU】**.

2. Press **【♯】**, then **【4】【1】**.

3. Press **【+】** or **【–】** repeatedly to select "ON".

4. Press **【SET】**.

5. Enter your code from 2 to 4 digits, using 0–9, **【⁎】** and **【♯】**.
   - The default code is "⁎♯9".
   - Do not enter "0000".

6. Press **【SET】**.

7. Press **【MENU】**.

Code #42: Setting the message alert

```
MESSAGE ALERT
MODE=OFF      [±]
```

To alert you with beeps when a new voice message is recorded. If you hear slow beeps, listen to recorded messages. The beeps will stop.

"ON": You will hear a beeping sound.

"OFF" (default): Deactivates this feature.

Code #43: Setting the recording time alert

```
REC. TIME ALERT
MODE=OFF      [±]
```

To alert you with beeps when there is less than 60 seconds of remaining recording time. If you hear slow beeps, erase the recorded messages (page 52, 53). The beeps will stop.

"ON": You will hear a beeping sound.

"OFF" (default): Deactivates this feature.

Code #44: Setting the memory reception alert

```
RECEIVE ALERT
MODE=ON       [±]
```

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

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

"ON" (default): You will hear a beeping sound.

"OFF": Deactivates this feature.

Code #46: Setting friendly reception

```
FRIENDLY RCV
MODE=ON       [±]
```

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

"ON" (default): You do not have to press **【FAX/START】** for fax reception.

"OFF": You have to press **【FAX/START】** for fax reception.

Code #47: Setting the fax voice guidance

```
FAX GUIDANCE
MODE=ON       [±]
```

If you wish to hear voice guidance for fax transmission/reception, activate this feature.

"ON" (default): You will hear voice guidance.

"OFF": Deactivates this feature.

"ERROR": To hear voice guidance only when fax transmission/reception fails.

Code #51: Setting the mailbox 1 password

```
BOX1 PASSWORD
ID=
```

To prevent other users from retrieving your messages, program a password for mailbox 1.

1. Press **【MENU】**.

2. Press **【♯】**, then **【5】【1】**.

3. Enter a 3-digit number except a number using digits 0 or 7.
   ● The default ID is "555".

4. Press **【SET】**.

5. Press **【MENU】**.

Code #52: Setting the mailbox 2 password

```
BOX2 PASSWORD
ID=
```

To prevent other users from retrieving your messages, program a password for mailbox 2.

1. Press **【MENU】**.

2. Press **【♯】**, then **【5】【2】**.

3. Enter a 3-digit number except a number using digits 0 or 7.
   ● The default ID is "555".

4. Press **【SET】**.

5. Press **【MENU】**.

Code #54: Changing the recording time for your TAM/FAX greeting message

```
GREETING TIME
MODE=16s      [±]
```

"16s" (default): Maximum recording time is 16 seconds.

"60s": Maximum recording time is 60 seconds.

See page 51 for details.

Code #55: Greeting message for mailbox 1

```
BOX1 GREETING
CHECK         [±]
```

See page 56 for details.

Code #56: Greeting message for mailbox 2

```
BOX2 GREETING
CHECK         [±]
```

See page 56 for details.

Code #60: Setting the message transfer

```
MESSAGE TRANSFER
MODE=OFF      [±]
```

To transfer a recorded incoming message to another telephone (page 58), activate this feature and program the transfer telephone number.

1. Press **[MENU]**.
2. Press **[♯]**, then **[6][0]**.
3. Press **[+]** or **[−]** repeatedly to select "ON".
4. Press **[SET]**.
5. Enter the transfer telephone number.
6. Press **[SET]**.
7. Press **[MENU]**.

Code #61: Checking, recording or erasing the transfer greeting message

```
TRNS-GREETING
CHECK          [±]
```

See page 58 for details.

Code #67: Setting the incoming message monitor

```
ICM MONITOR
MODE=ON         [±]
```

To hear an incoming message (ICM) from the speaker when the answering machine is recording the message.
"ON" (default): You can monitor the incoming message.
"OFF": Deactivates this feature.

Code #70: Calling your pager

```
PAGER CALL
MODE=OFF        [±]
```

See page 59 for details.

Code #76: Setting the connecting tone

```
CONNECTING TONE
MODE=ON         [±]
```

If you often have trouble when sending faxes, this feature allows you to hear connecting tones; fax tone, ring back tone and busy tone. You can use those tones to confirm the status of the other party's machine.
● If the ring back tone continues, the other party's machine may not be a facsimile or may have run out of paper. Check with the other party.
● The connecting tone volume cannot be adjusted.

"ON" (default): You will hear connecting tones.
"OFF": Deactivates this feature.

Code #77: Changing the receiving mode in the AUTO ANSWER setting

```
AUTO ANSWER
MODE=TAM/FAX  [±]
```

"TAM/FAX" (default): Telephone Answering Machine/Fax mode (page 45)
"FAX ONLY": Fax only mode (page 46)

Code #80: Resetting advanced features to their default settings

```
SET DEFAULT
RESET=NO       [±]
```

To reset the advanced features:

1. Press **[MENU]**.
2. Press **[♯]**, then **[8][0]**.
3. Press **[+]** or **[−]** repeatedly to select "YES".
4. Press **[SET]**.
5. Press **[SET]** again.
6. Press **[MENU]**.

8.4 Direct commands for programming features

You can also select the desired setting by directly entering the program code (# and a 2-digit number) and direct command.
For more details on the features, see page 60 to page 64.

1 Press **[MENU]**.
2 Press **[♯]** and the 2-digit code number.
3 Press the desired direct command, using the dial keypad, to display the desired setting.
   ● This step may be slightly different depending on the feature.
4 Press **[SET]**.
5 To exit programming, press **[MENU]**.

8.4.1 Program code and direct command button

[♯][0][0] Quick Setup
– **[1]**: "TAM/FAX" (default)
– **[2]**: "DIST. RING"
– **[3]**: "TEL ONLY"
– **[4]**: "FAX ONLY"

● Press **[SET]** 2 times before pressing the direct command button.

[#][0][1] Date and time
- Enter the date and time using the dial keypad (see page 27 for details).

[#][0][2] Your logo
- Enter your logo using the dial keypad (see page 28 for details).

[#][0][3] Your fax number
- Enter your fax number using the dial keypad (see page 29 for details).

[#][0][4] Sending report
- **[1]**: "ON"
- **[2]**: "OFF"
- **[3]**: "ERROR" (default)

[#][0][6] FAX ring count
- **[1]**: "1"
- **[2]**: "2"
- **[3]**: "3" (default)
- **[4]**: "4"

[#][0][6] TAM ring count
- **[1]**: "1"
- **[2]**: "2" (default)
- **[3]**: "3"
- **[4]**: "4"
- **[5]**: "TOLL SAVER"
- **[6]**: "RINGER OFF"

[#][1][0] Recording time for an incoming message
- **[1]**: "VOX" (default)
- **[2]**: "1 MIN"

[#][1][1] Remote operation ID
- Enter a 3-digit number except a number using 0 or 7.

[#][1][3] Dialing mode
- **[1]**: "PULSE"
- **[2]**: "TONE" (default)

[#][1][6] Paper size
- **[1]**: "LETTER" (default)
- **[2]**: "A4"

[#][1][7] Ringer pattern
- **[1]**: "A" (default)
- **[2]**: "B"
- **[3]**: "C"

[#][2][2] Journal report
- **[1]**: "ON" (default)
- **[2]**: "OFF"

[#][2][3] Overseas mode
- **[1]**: "NEXT FAX"
- **[2]**: "OFF"
- **[3]**: "ERROR" (default)

[#][2][5] Delayed transmission
- **[1]**: "ON"
- **[2]**: "OFF" (default)
- If you select "ON", then enter the fax number and transmission time using the dial keypad (see feature #25 on page 61 for details).

[#][2][6] Caller ID list
- **[1]**: "ON"
- **[2]**: "OFF" (default)

[#][3][1] Distinctive Ring
- **[1]**: "ON"
- **[2]**: "OFF" (default)

[#][3][2] Ring pattern for Distinctive Ring
- **[1]**: "A"
- **[2]**: "B"
- **[3]**: "C"
- **[4]**: "D"
- **[5]**: "B-D" (default)

[#][3][4] Quick scan
- **[1]**: "ON"
- **[2]**: "OFF" (default)

[#][3][6] Receiving reduction
- **[1]**: "72%"
- **[2]**: "86%"
- **[3]**: "92%" (default)
- **[4]**: "100%"

[#][3][9] Display contrast
- **[1]**: "NORMAL" (default)
- **[2]**: "DARKER"

[#][4][1] Fax activation code
- **[1]**: "ON" (default)
- **[2]**: "OFF"
- If you select "ON", then enter your code from 2 to 4 digits using 0–9, **[✱]** and **[#]**.

[#][4][2] Message alert
- **[1]**: "ON"
- **[2]**: "OFF" (default)

[#][4][3] Recording time alert
- **[1]**: "ON"
- **[2]**: "OFF" (default)

[#][4][4] Memory reception alert
- **[1]**: "ON" (default)

– **[2]**: "OFF"

[♯][4][6] Friendly reception
– **[1]**: "ON" (default)
– **[2]**: "OFF"

[♯][4][7] Fax voice guidance
– **[1]**: "ON" (default)
– **[2]**: "OFF"
– **[3]**: "ERROR"

[♯][5][1] Mailbox 1 password
● Enter a 3-digit number except a number using 0 or 7.

[♯][5][2] Mailbox 2 password
● Enter a 3-digit number except a number using 0 or 7.

[♯][5][4] Greeting time
– **[1]**: "16s" (default)
– **[2]**: "60s"

[♯][5][5] Greeting message for mailbox 1
– **[1]**: "CHECK" (default)
– **[2]**: "RECORD"
– **[3]**: "ERASE"

[♯][5][6] Greeting message for mailbox 2
– **[1]**: "CHECK" (default)
– **[2]**: "RECORD"
– **[3]**: "ERASE"

[♯][6][0] Message transfer
– **[1]**: "ON"
– **[2]**: "OFF" (default)

● If you select "ON", enter the transfer telephone number and press **[SET]**, then press **[MENU]** to exit programming.

[♯][6][1] Message transfer greeting message
– **[1]**: "CHECK" (default)
– **[2]**: "RECORD"
– **[3]**: "ERASE"

[♯][6][7] Incoming message monitor
– **[1]**: "ON" (default)
– **[2]**: "OFF"

[♯][7][0] Pager call
– **[1]**: "ON"
– **[2]**: "OFF" (default)

● If you select "ON", enter the pager number using the dial keypad (see page 59 for details).

[♯][7][6] Connecting tone
– **[1]**: "ON" (default)
– **[2]**: "OFF"

[♯][7][7] AUTO ANSWER
– **[1]**: "TAM/FAX" (default)
– **[2]**: "FAX ONLY"

[♯][8][0] Reset advanced features
– **[1]**: "YES"
– **[2]**: "NO" (default)

● If you select "YES", press **[SET]** 2 times, then press **[MENU]** to exit programming.

9.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following communication messages will be printed on the sending and journal reports (page 41).

**COMMUNICATION ERROR
(Code: 40-42, 46-72, FF)**
- A transmission or reception error occurred. Try again or check with the other party.

**COMMUNICATION ERROR
(Code: 43, 44)**
- A line problem occurred. Connect the telephone line cord to a different jack and try again.
- An overseas transmission error occurred. Try using the overseas mode (feature #23 on page 61).

DOCUMENT JAMMED
- The document is jammed. Remove the jammed document (page 76).

**ERROR-NOT YOUR UNIT
(Code: 54, 59, 70)**
- A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.

MEMORY FULL
- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 14) or clear the jammed paper (page 74).

NO DOCUMENT
- The document was not fed into the unit properly. Re-insert it and try again.

OTHER FAX NOT RESPONDING
- The other party's fax machine is busy or has run out of recording paper. Try again.
- The document was not fed properly. Re-insert the document and try again.
- The other party's fax machine rang too many times. Send the fax manually (page 40).
- The other party's machine is not a fax machine. Check with the other party.
- The number you dialed is not in service.

PRESSED THE STOP KEY
- **[STOP]** was pressed and fax communication was canceled.

OK
- Fax communication was successful.

9.2 Error messages – Display

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

9.2.1 Base unit

```
CALL SERVICE
```

- There is something wrong with the unit. Contact our service personnel.

```
CHECK DOCUMENT
```

- The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 77) and try again.
- Attempted to send a document longer than 600 mm ($23^5/_8$"). Press **[STOP]** to remove the document. Divide the document into two or more sheets, and try again.

```
CHECK MEMORY
```

- The base unit memory (telephone numbers, parameters, etc.) has been erased. Re-program.

```
CHECK PAPER
```

- The unit has run out of recording paper. Install paper and press **[START]** to clear the message.
- The recording paper was not fed into the unit properly (page 75). Reinstall paper (page 14) and press **[START]** to clear the message.
- The recording paper has jammed near the recording paper entrance. Clear the jammed paper (page 75) and press **[START]** to clear the message.

```
COVER OPEN
```
↕
```
CHECK FILM
```

- The covers are open. Close them.

- The ink film is empty. Replace the ink film with a new one (page 13).
- The ink film is not installed. Install it (page 12).
- The ink film is slack or creased. Tighten it (see step 5 on page 12).

DIRECTORY FULL

- There is no space to store new items in navigator directory. Erase unnecessary items (page 35).

FAX IN MEMORY

- The unit has a document in memory. See the other displayed message instructions to print out the document.

FAX MEMORY FULL

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 14) or clear the jammed paper (page 74).
- When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Transmit the entire document manually.

FILM EMPTY

↕

COVER OPEN

- The ink film is empty. Replace the ink film with a new one (page 13).
- The ink film is slack or creased. Tighten it (see step 5 on page 12) and install again.
- The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.

FILM NEAR EMPTY

- The remaining film is low. Prepare a new film (page 9).

MEMORY FULL

- When making a copy, the document being stored exceeded the memory capacity of the

unit. Press **[STOP]** to clear the message. Divide the document into sections.

MESSAGE FULL

- There is no room left in memory to record a voice message. Erase unnecessary messages (page 52, 53, 57).

MODEM ERROR

- There is something wrong with the unit. Contact our service personnel.

NO FAX REPLY

- The other party's fax machine is busy or has run out of recording paper. Try again.

OPEN CABINET
CHECK FILM SLACK

↕

OPEN CABINET
CHECK FILM TYPE

- The ink film is slack or creased. Tighten it (see step 5 on page 12) and install again.
- The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.

PAPER JAMMED

- A recording paper jam occurred. Clear the jammed paper (page 74).

PLEASE WAIT

- The unit is checking that there is no slack or crease on the ink film. Wait for a moment while the check is completed.

REDIAL TIME OUT

- The other party's fax machine is busy or has run out of recording paper. Try again.

REMOVE DOCUMENT

- The document is jammed. Remove the jammed document (page 76).

```
TRANSMIT ERROR
```

- A transmission error occurred. Try again.
- If you send a fax overseas, try the following:
  – Use the overseas transmission mode (feature #23 on page 61).
  – Add 2 pauses at the end of the telephone number or dial manually.

```
UNIT OVERHEATED
```

- The unit is too hot. Let the unit cool down.

9.2.2 Handset

```
Directory full
```

- There is no space to store new items in navigator directory. Erase unnecessary items (page 35).

```
No link to base
Place on cradle
and try again.
```

- The handset has lost communication with the base unit. Walk closer to the base unit, and try again.
- Place the handset on the base unit and try again.
- The power cord is disconnected. Plug in the power cord.
- Raise the base unit antenna.

```
Not available
```

- **[▲]**, **[▼]**, **[FLASH]**, **[CALL WAIT/PLAYBACK]**, **[CLEAR]**, **[HOLD]** or **[INTERCOM]** was pressed while the base unit was in use.

```
Please lift up
and try again.
```

- A button was pressed while the handset was on the base unit. Lift the handset and press the button again.

```
Save error
```

- While programming, the handset has lost communication with the base unit. Move closer to the base unit.

9.3 When a function does not work, check here

9.3.1 Initial settings

I cannot hear a dial tone.
- If you used a splitter to connect the unit, remove the splitter and connect the unit to the wall jack directly. If the unit operates properly, check the splitter.
- Disconnect the unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company.
- The power cord or telephone line cord is not connected. Check the connections.
- If you connected the fax machine through a computer modem, connect the fax machine directly to a telephone line jack.

I cannot make calls.
- The dialing mode setting is wrong. Change the setting (feature #13 on page 61).

The unit does not ring.
- The ringer volume is turned OFF. Adjust it (page 25, 26).
- The ring setting in TAM/FAX mode (feature #06) is set to "RINGER OFF". Change to another ring setting (page 61).

9.3.2 General

The unit displays "CHECK PAPER" though the paper is inserted.
- The paper is inserted halfway. Insert it correctly (page 14) and press **[START]** to clear the message.

The other party complains they only hear a fax tone and cannot talk.
- FAX ONLY mode is set. Tell the other party the number is only used for faxes.
- Change to TEL mode (page 44) or TAM/FAX mode (page 45).
- If you use a Distinctive Ring service, turn AUTO ANSWER OFF so that the fax machine is in TEL mode.
- If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 47).

The 【REDIAL/PAUSE】 button does not function properly.
- If this button is pressed while dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.

The receiving mode does not function properly.
- The Distinctive Ring is set (feature #31 on page 62).

During programming, I cannot enter the code or ID number.
- All or part of the numbers are the same as another code or ID. Change the number:
  - remote operation ID: feature #11 on page 61.
  - fax activation code: feature #41 on page 62.
  - password for mailbox 1: feature #51 on page 63.
  - password for mailbox 2: feature #52 on page 63.

The ink film runs out quickly.
- Replacement films can print about 113 letter-sized pages each. Every page that comes out of the machine is considered as a full page. Also, if the sending report (feature #04 on page 60) is set to "ON", change the setting to "OFF" or "ERROR" to save film.

The unit beeps.
- Recording paper or ink film has run out. Press 【STOP】 to stop the beeps and install paper/ink film.

Whenever I try to retrieve my voice mail messages, I am interrupted by the fax tone.
- You are probably entering 【✳】【#】【9】. This is the default setting for the fax activation code.

If you use a voice mail service, turn the fax activation feature OFF or reprogram the activation code (feature #41 on page 62).

The speakerphone is not working.
- Use the speakerphone in a quiet room.
- If you have difficulty hearing the other party, adjust the volume.

The 【LOCATOR/INTERCOM】 button does not function.
- The handset is too far from the base unit.
- The handset is talking on an external call.

While having an intercom call, the intercom call stops and the unit starts to ring.
- Someone is calling you from outside. Press 【TALK】, 【SP-PHONE】 or 【DIGITAL SP-PHONE】 to answer the outside call.

9.3.3 Cordless handset

The handset does not work.
- Make sure that the battery is installed correctly (page 15).
- Charge the battery fully (page 18).
- Clean the charge contacts and charge again (page 18).

The handset does not ring.
- The ringer volume is set to OFF. Adjust it (page 25).

The display shows "No link to base Place on cradle and try again." and an alarm tone sounds.
- The handset has lost communication with the base unit. Walk closer to the base unit, and try again.
- Place the handset on the base unit and try again.
- The power cord is disconnected. Plug in the power cord.
- Raise the base unit antenna.

Static, sound cuts in/out, fades. Interference from other electrical units.
- Use the handset and the base unit away from other electrical appliances.
- Move closer to the base unit.
- Press 【◀】 on the handset to select a clearer channel.
- Raise the base unit antenna.

The handset stops working while being used.
● Place the handset on the base unit, and disconnect the power cord to reset the unit. Connect the power cord, and try again.

I cannot store an item in the navigator directory.
● You cannot store an item in the directory:
  – while the handset is in the talk, or intercom mode.
  – while the base unit is in use.
● Do not pause for over 1 minute while storing.

While storing an item in the navigator directory, the handset starts to ring.
● To answer a call, press **[TALK]** or **[SP-PHONE]**. Storing will be canceled. Store the name and number again.

I cannot redial by pressing [REDIAL/PAUSE].
● If the last number dialed was more than 32 digits long, the number will not be redialed correctly.

The handset beeps intermittently and/or "Recharge" is displayed and ⸂[▮]⸃ flashes.
● Charge the battery fully (page 18).

I charged the battery fully, but "Recharge" is still displayed and ⸂[▮]⸃ continues to flash.
● Clean the charge contacts and charge again (page 18).
● It is time to replace the battery (page 15).

I cannot receive documents by pressing [✱][♯][9] on the handset.
● You must set the remote fax activation to ON (feature #41 on page 62) beforehand.
● Press **[✱][♯][9]** firmly. A single beep will be heard.
● The memory is filled with received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the jammed paper.

The handset display is blank.
● Charge the battery fully (page 18).

The handset display exits the Caller ID list while viewing caller information.
● Do not pause for over 1 minute on the handset while searching.

9.3.4 Fax – sending

I cannot send documents.
● The other party's fax machine is busy or has run out of recording paper. Try again.
● The other party's machine is not a fax machine. Check with the other party.
● The other party's fax machine rings too many times. Send the fax manually (page 40).

I cannot send a fax overseas.
● Use the overseas transmission mode (feature #23 on page 61).
● Add two pauses at the end of the telephone number or dial manually.

The other party complains that letters on their received document are distorted or not clear.
● If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services.
● An extension telephone on the same line is off the hook. Hang up the extension telephone and try again.
● Try copying the document with this unit. If the copied image is clear, there may be something wrong with the other party's machine.

The other party complains that smudges or black lines appear on their received document.
● The glass or rollers are dirty with correction fluid, etc. Clean them (page 77). Please do not insert the document before correction fluid has dried completely.
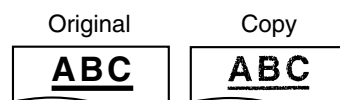
9.3.5 Fax – receiving

I cannot receive documents.
● When you have a single telephone line and subscribe to a voice mail service, you must also subscribe to a Distinctive Ring service (page 47).
● The ink film is empty. Replace the ink film with a new one (page 13).

I cannot receive documents automatically.
● The receiving mode is set to TEL mode. Set to TAM/FAX mode (page 45) or FAX ONLY mode (page 46).

● The time taken to answer the call is too long. Decrease the number of rings in feature #06 (page 61).

● The greeting message is too long. Record a shorter message (page 51).

The display shows "CONNECTING.....", but faxes are not received.

● The incoming call is not a fax. Change the receiving mode to TAM/FAX mode (page 45) or TEL mode (page 44).

A blank sheet is ejected.

● If a blank sheet is ejected after the received document is printed out, the receiving reduction rate is not programmed correctly. Program the proper rate in feature #36 (page 62).

● The other party placed the document in their fax machine facing the wrong way. Check with the other party.

A white line or a smudge appears on your recording paper.

● The glass or rollers are dirty with correction fluid, etc. Clean them (page 77). Please do not insert the document before correction fluid has dried completely.

The printing quality is poor.

Please do not reuse the ink film!
Please use genuine Panasonic replacement film. Refer to page 9 for further details.

● The other party sent a faint document. Ask them to send a clearer copy of the document.

● The thermal head is dirty. Clean it (page 78).

● Some paper has instructions recommending which side to print on. Try turning the recording paper over.

● You may have used paper with a cotton and/or fiber content that is over 20%, such as letterhead or resume paper. We recommend smooth paper such as "Hammermill Jet Print" for clearer printing.

I cannot receive documents by pressing [∗][♯][9] on the handset.

● You must set the remote fax activation to ON (feature #41 on page 62) beforehand.

● Press [∗][♯][9] firmly. A single beep will be heard.

● The memory is filled with received documents due to a lack of recording paper or a recording paper jam. Install paper (page 14) or clear the jammed paper (page 74).

The other party complains that they cannot send a document.

● The memory is filled with received documents due to a lack of recording paper or a recording paper jam. Install paper (page 14) or clear the jammed paper (page 74).

● The unit is not in TAM/FAX or FAX ONLY mode. Select the desired mode using feature #77 (page 64) and press **[AUTO ANSWER]** repeatedly until TAM/FAX or FAX ONLY mode is displayed.

I cannot select the desired receiving mode.

● If you want to set TAM/FAX or FAX ONLY mode:
  – select the desired mode using feature #77 (page 64), and
  – press **[AUTO ANSWER]** repeatedly until the desired mode is displayed.

● If you want to set TEL mode:
  – press **[AUTO ANSWER]** repeatedly until TEL mode is displayed.

9.3.6 Copying

The unit will not make a copy.

● The ink film is empty. Replace the ink film with a new one (page 13).

● You cannot make a copy during programming.

● You cannot make a copy during telephone conversation.

A black line, white line or smudge appears on the copied document.

● The glass or rollers are dirty with correction fluid, etc. Clean them (page 77). Please do not insert the document before correction fluid has dried completely.

The copied image is distorted.

● The thermal head is dirty. Clean it (page 78).

The printing quality is poor.

Please do not reuse the ink film!
Please use genuine Panasonic replacement film. Refer to page 9 for further details.

Original   Copy

● Some paper has instructions recommending which side to print on. Try turning the recording paper over.

● You may have used paper with a cotton and/or fiber content that is over 20%, such as letterhead or resume paper. We recommend smooth paper such as "Hammermill Jet Print" for clearer printing.

9.3.7 Answering machine

I cannot listen to messages from a remote location.
● Press the remote operation ID correctly and firmly (feature #11 on page 61).
● The unit is not in TAM/FAX mode. Change to TAM/FAX mode (page 45).

Messages in the mailbox do not play back.
● The mailbox password is wrong. Enter the correct password.
  – For mailbox 1, see feature #51 on page 63.
  – For mailbox 2, see feature #52 on page 63.

The other party complains that they cannot leave a voice message.
● The memory is full. Erase unnecessary messages (page 52, 53, 55).

While operating the answering machine from the handset, the remote operation stops and the unit starts to ring.
● Someone is calling you from outside. Press **[TALK]** or **[SP-PHONE]** to answer the outside call.

I cannot operate the answering machine with the handset.
● Someone is operating the answering machine.
● You are too far from the base unit. Move closer to the base unit.

9.3.8 If a power failure occurs
● The unit will not function.
● The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
● Fax transmission and reception will be interrupted.
● If the delayed transmission (feature #25, page 61) is programmed and the start time occurs during a power failure, transmission will be attempted soon after power is restored.

● If any fax documents are stored in the memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in the memory have been erased.

9.4 Recording paper jams

9.4.1 When the recording paper has jammed in the unit

The display will show the following.

```
PAPER JAMMED
```

1 Open the front cover (①) by pulling up the center part (②).

2 Release the back cover by pushing the green button (①) on the right side of the unit.
OR
Release the back cover by pushing in the green lever (②) in the unit.
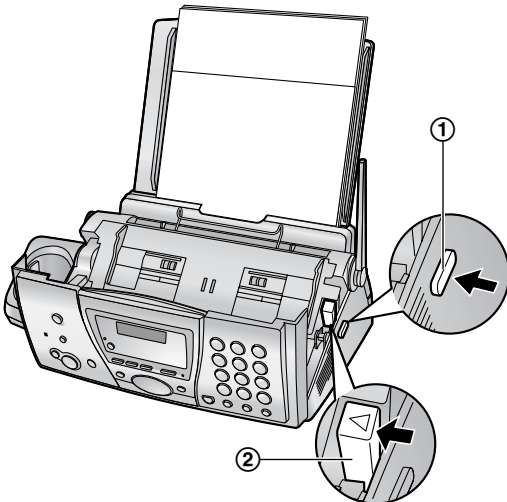
3 Open the back cover (①).
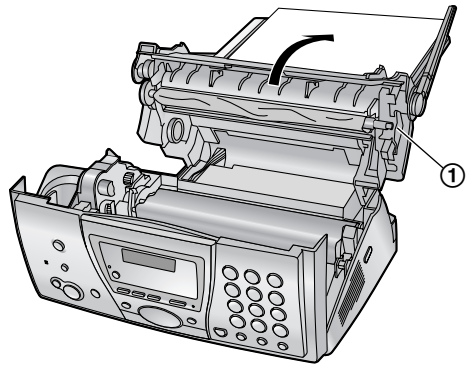
4 Remove the jammed recording paper (①).
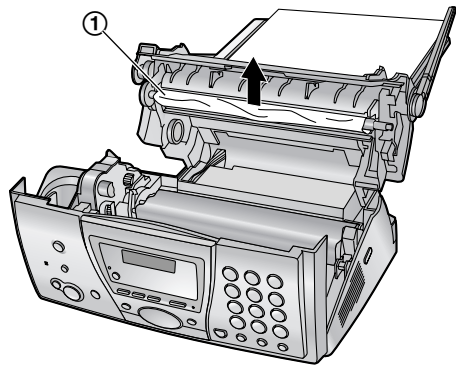
5 Turn the gear of the blue core (①) in the direction of the arrow until the white core (②) begins to turn.

● Make sure that the ink film is wrapped around the blue core (③) at least once.

Correct

1 turn
Tight

③

Incorrect

The ink film is not wrapped around the blue core.

Slack/Crease　　Reverse
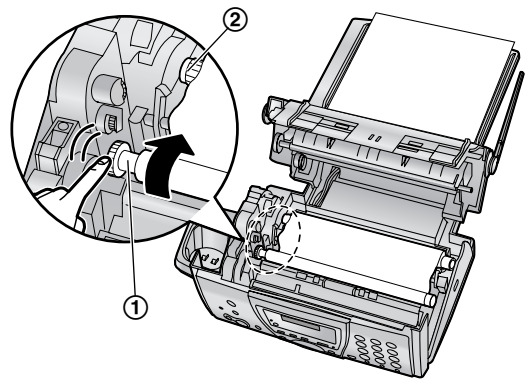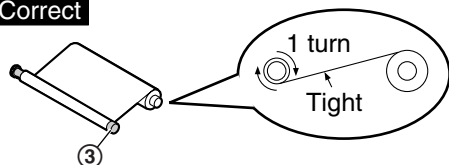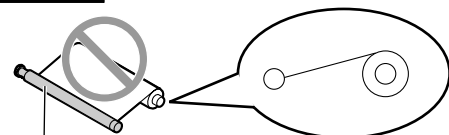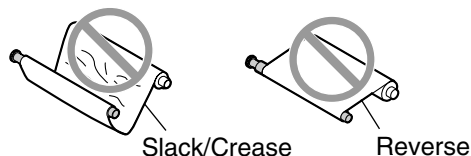
6 First close the back cover securely (①) by pushing down on the dotted area on both sides (②). Then close the front cover securely (③).
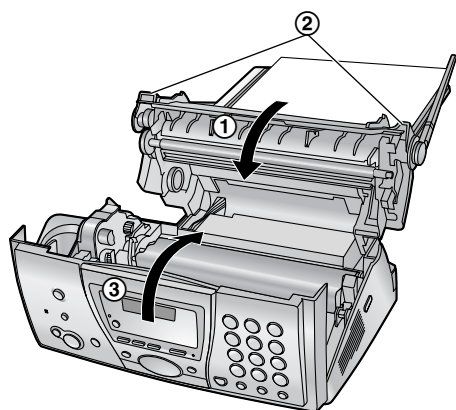
7 Remove the recording paper and straighten. Pull the tension plate forward (①) and insert the paper. Then push the tension plate back.

①

9.4.2 When the recording paper was not fed into the unit properly
The display will show the following.
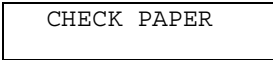
CHECK PAPER

Remove the recording paper and straighten. Pull the tension plate forward (①) and insert the paper. Push the tension plate back, then press **{START}** to clear the message.

{START}　①

9.5 Document jams – sending

1 Open the front cover (①) by pulling up the center part (②). Remove the jammed document carefully (③).
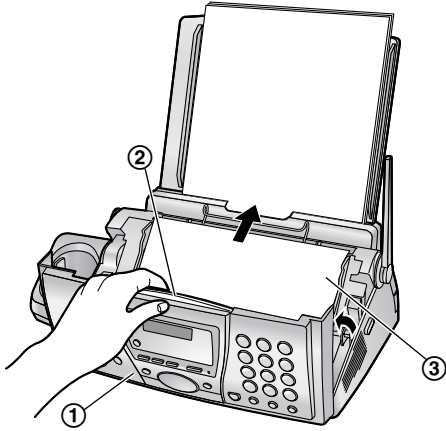
2 Close the front cover securely (①).
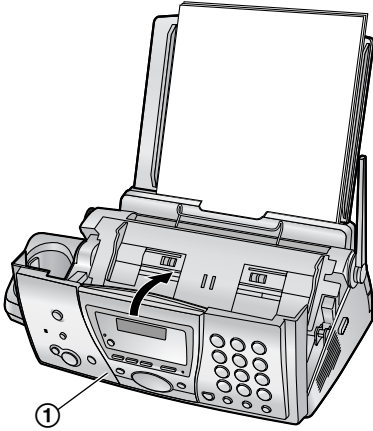
Note:
● Do not pull out the jammed paper forcibly before opening the front cover.
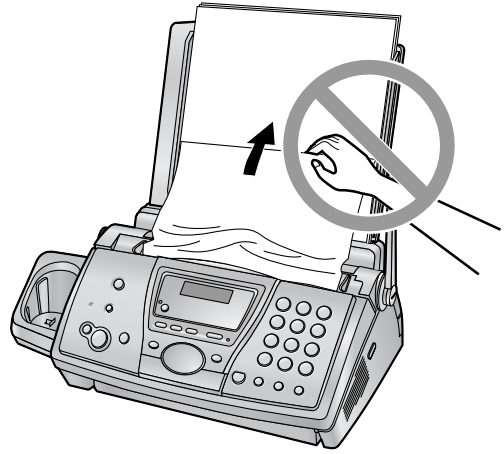
9.6 Document feeder cleaning

Clean the document feeder in the following cases:

– If misfeeding of the document occurs frequently.
– If smudges or black/white lines appear on the original document when transmitting or copying.

1 Disconnect the power cord and the telephone line cord.

2 Open the front cover (①) by pulling up the center part (②).

3 Clean the document feeder rollers (①) and rubber flap (②) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly. Clean the glass (③) with a soft, dry cloth.

Caution:
● **Do not use paper products, such as paper towels or tissues.**
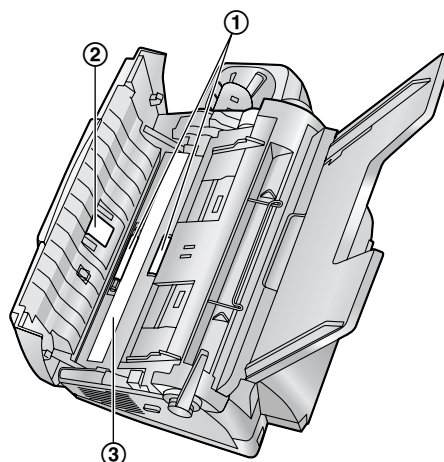
4 Close the front cover securely (①).
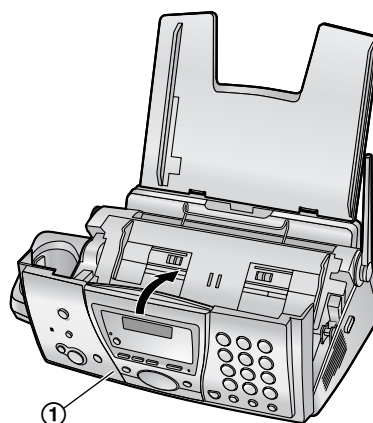
5 Connect the power cord and the telephone line cord.

9.7 Thermal head cleaning

If smudges or black/white lines appear on a copied/received document, check for dust on the thermal head. Clean the thermal head to remove the dust.

1 Disconnect the power cord and the telephone line cord.

2 Open the front cover (①) by pulling up the center part (②).
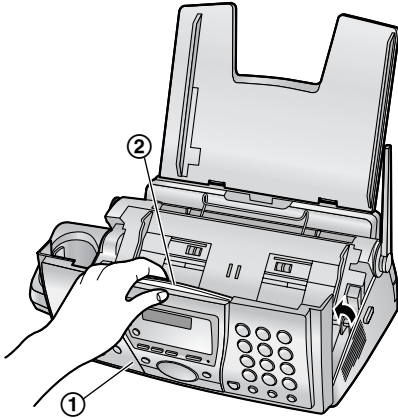
3 Release the back cover by pushing the green button (①) on the right side of the unit.
OR
Release the back cover by pushing in the green lever (②) in the unit.
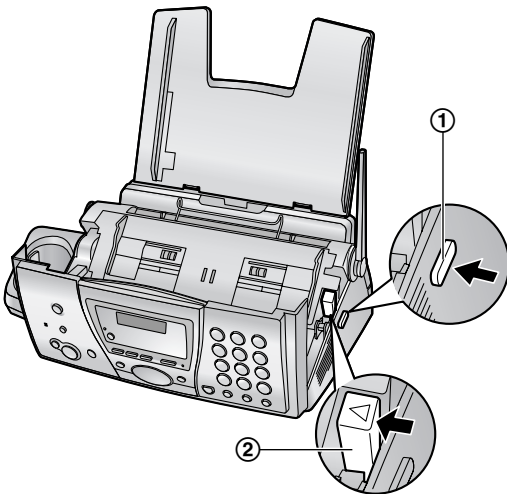
4 Open the back cover (①). Remove the ink film (②).
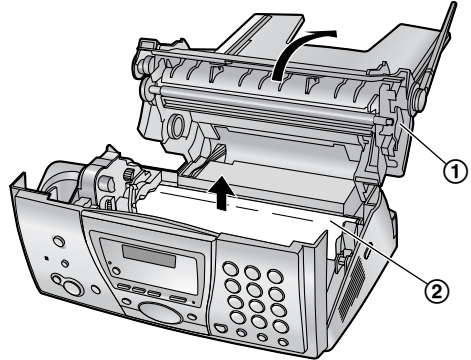
5 Clean the thermal head (①) with a cloth moistened with isopropyl rubbing alcohol, and let it dry thoroughly.

Caution:
- **To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly.**
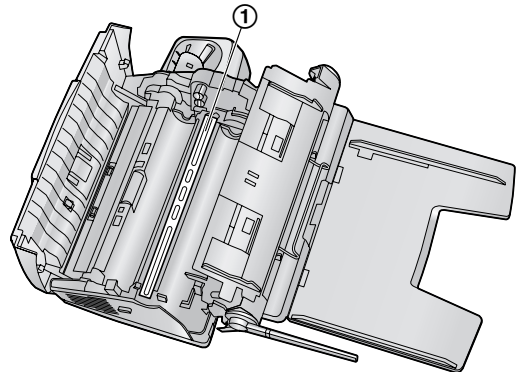
6 Reinstall the ink film and close the covers (see steps 4 to 6 on page 12).

7 Connect the power cord and the telephone line cord.

10.1 openLCR service for the Caller IQ feature

This unit is compatible with service provided by openLCR.

- **If you have any questions regarding the openLCR service, call openLCR's customer service department at 1-866-openLCR (1-866-673-6527).**
- **NEITHER PANASONIC COMMUNICATIONS CO., LTD. (PCC) NOR MATSUSHITA ELECTRIC CORPORATION OF AMERICA (MECA) IS IN ANY WAY AFFILIATED WITH, OR RESPONSIBLE FOR THE ACTS OR OMISSIONS OF, OPENLCR.COM, INC. (OPENLCR). NEITHER PCC NOR MECA NOR ANY OF THEIR EMPLOYEES OR AFFILIATES OR CUSTOMERS MAKE ANY WARRANTIES OR REPRESENTATIONS, EITHER EXPRESS OR IMPLIED, TO ANY CUSTOMER OR ANY OTHER THIRD PARTY WITH RESPECT TO ANY OF THE SERVICES PROVIDED BY OPENLCR, NOR ASSUME NOR CREATE ANY OTHER OBLIGATION OF ANY KIND ON BEHALF OF OPENLCR.**
- If you subscribe to openLCR service, the unit will start the first download of the rate table to your fax machine and the Caller IQ feature will be automatically turned ON. The **(CALLER IQ)** indicator will stay on. No special dialing or button pressing is necessary to place a long distance call with the Caller IQ feature.
  If you do not wish to use the Caller IQ feature, you can turn it OFF temporarily.

Note:
- Before subscribing to openLCR service, you cannot change the following settings.

10.2 To turn the Caller IQ ON / OFF

10.2.1 Using the handset

(CALLER IQ)
(OFF)

1 Press **(CALLER IQ)**.

2 Press **(0)**.

3 **To turn ON:**
Press **(1)**.
To turn OFF:
Press **(3)**.

4 **To turn ON:**
Press **(✱)**.
To turn OFF:
Press **(♯)**.
- A beep will sound.
- If 3 beeps sound, Caller IQ is not set properly. Start again from step 1.
- If you do not press any buttons for 1 minute or you press **(OFF)**, the handset will exit the programming mode.

10.2.2 Using the base unit

Flash/Light/Off

Caller*IQ*

(SET)
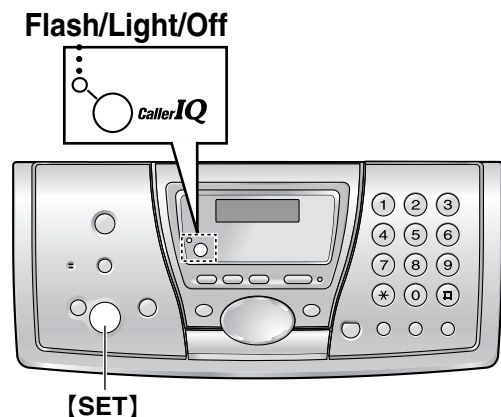
1 Press **(CALLER IQ)**.

2 Press **[0]**.

3 **To turn ON:**
Press **[1]**.
To turn OFF:
Press **[3]**.

4 Press **[SET]**.
● When the Caller IQ feature is turned ON, the **[CALLER IQ]** indicator will turn ON.
● When the Caller IQ feature is turned OFF, the **[CALLER IQ]** indicator will turn OFF.

10.3 Updating the rate table (downloading the rate table)

If you register through the openLCR web site or move to another area, you have to download the rate table manually.
● Keep the front cover page open for button locations.

10.3.1 Using the handset

1 Press **[TALK]** or **[SP-PHONE]**, and then, press **[CALLER IQ]**.
● If the display shows "Set Caller IQ to on.", the Caller IQ feature is set to OFF.
Set the Caller IQ feature to ON by referring to page 79.

2 Press **[♯]**.
● The unit will dial to openLCR automatically.
● Follow the voice prompt to start downloading.

3 When downloading is complete, a beep sounds.
● After downloading starts, the handset must be off-hook. DO NOT PLACE the handset on the base unit (placing the handset on the base unit will terminate the download process). DO NOT PRESS **[OFF]** (pressing **[OFF]** will terminate the download process).
● If the display shows "Download incomplete. Try again.", the unit was unable to download from openLCR.
Try downloading manually again.
● If the display shows "Download incomplete. Directory full.", the unit was unable to download an item in the directory, because the directory memory is full.

Erase unnecessary items (page 35).

10.3.2 Using the base unit

1 Press **[CALLER IQ]**.

2 Press **[♯]**.

3 Press **[SET]**.

4 Follow the voice prompt to start downloading.

During download
● The **[CALLER IQ]** indicator will flash and the display will show "DOWNLOADING".
● While downloading, you cannot do other operations such as making/answering calls or sending/receiving documents.
● Depending on where you live, the call for downloading may be a long distance call and will take about 1–2 minutes. You will be charged for the cost of the call.
● When the download is completed, the **[CALLER IQ]** indicator will stop flashing but will remain lit up and the display will show "DOWNLOAD OK!"
● If "DOWNLOAD ERROR. TRY AGAIN." is displayed, the unit was unable to download from openLCR.
Try downloading manually again.

Automatic download
The fax machine will automatically download the latest rate table when:
– the rate table in the fax machine reaches the expiry date; usually between 60–90 days after last update,
– the fax machine is being polled by openLCR service center.

To stop downloading
1. Press **[STOP]**.
2. Press **[SET]**.

10.4 Downloading information

This enables you to view information such as weather, lottery results and stock quotes on the LCD display. Each time you download the data from openLCR, the information will be updated. To view up-to-date information, you will need to download the information to your unit.
If you access the openLCR web site at **www.openLCR.com** and program the system

setup and phone book, you will need to download this data to the fax machine.
- Keep the front cover page open for button locations.

10.4.1 Using the handset

1 Press **[TALK]** or **[SP-PHONE]**, and then press **[CALLER IQ]**.

2 Press **[♯]**.
- The unit will dial to openLCR automatically.

3 Follow the voice prompt to start downloading.
- After downloading starts, the handset must be off-hook. DO NOT PLACE the handset on the base unit (placing the handset on the base unit will terminate the download process). DO NOT PRESS **[OFF]** (pressing **[OFF]** will terminate the download process).

4 When downloading is complete, a beep sounds.
- If 3 beeps sound and "Download incomplete. Directory full." is displayed, some items cannot be stored in the directory.
  Erase items which do not exist on the web from the directory of the unit (page 35). Then, start again from step 1.
- You cannot access the openLCR server if a telephone or fax machine on the same phone line is in use.
- While the unit is downloading the data from openLCR, the Call Waiting Service cannot be used.

10.4.2 Using the base unit

1 Press **[CALLER IQ]**.

2 Press **[♯]**.

3 Press **[SET]**.

4 Follow the voice prompt to start downloading.

10.5 Viewing information (Handset)

- Keep the front cover page open for button locations.

1 Press **[CALLER IQ]**.

2 Press **[1]**.

- The items of information which you selected on the web are displayed.

3 Select the desired information.

4 Find more information by pressing **[▼]** or **[▲]** repeatedly.

5 Press **[OFF]** or place the handset on the base unit to stop viewing.

10.6 Printing information (Base unit)

- Keep the front cover page open for button locations.

1 Press **[CALLER IQ]**.

2 Press **[1]**.

3 Press **[SET]** to start printing.

11.1 Reference lists and reports (Base unit only)

You can print out the following lists and reports for your reference.

Setup list:
Provides you with the current settings of the base unit programming features (page 60 to page 64).

Telephone number list:
Provides you with names and numbers which are stored in the directory.

Journal report:
Keeps a record of fax transmission and reception. This report will be printed automatically after every 30 fax communications (feature #22 on page 61).

Printer test:
Allows you to check the print quality of your unit. If the test print has a smudge, or blurred points or lines, clean the thermal head (page 78).

Broadcast programming list:
Provides you with names and numbers which are stored in the broadcast memory (page 42).

Caller ID list:
Keeps a record of the last 30 callers after subscribing to a Caller ID service. To print automatically after every 30 callers, activate feature #26 (page 62).

[STOP]   **[MENU]**

[SET]   **[◀][▶]**
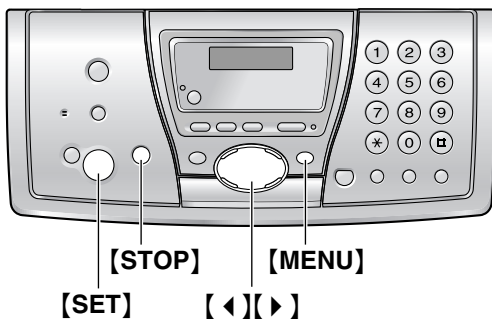
1 Press **[MENU]** repeatedly to display "PRINT REPORT".

2 Press **[◀]** or **[▶]** repeatedly to display the desired item.

3 Press **[SET]** to start printing.
   ● To stop printing, press **[STOP]**.

4 Press **[MENU]**.

11.2 Technical data about this product

11.2.1 Base unit

Applicable lines:	Public Switched Telephone Network
Document size:	Max. 216 mm ($8^1/_2$") in width, Max. 600 mm ($23^5/_8$") in length
Effective scanning width:	208 mm ($8^3/_{16}$")
Effective printing width:	Letter/Legal: 208 mm ($8^3/_{16}$")
	A4: 202 mm ($7^{15}/_{16}$")
Transmission speed[*1]**:**	Approx. 9 s/page (Original mode)[*2]
Scanning density:	Horizontal: 8 pels/mm (203 pels/inch)
	Vertical: 3.85 lines/mm (98 lines/inch) (standard resolution)
	7.7 lines/mm (196 lines/inch) (fine/photo resolution)
	15.4 lines/mm (392 lines/inch) (super fine resolution)
Photo resolution:	64 levels
Scanner type:	Contact Image Sensor
Printer type:	Thermal Transfer on plain paper
Data compression system:	Modified Huffman (MH), Modified READ (MR)
Modem speed:	14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
Operating environment:	5°C – 35°C (41°F – 95°F), 20% – 80% RH (Relative Humidity)
Dimensions:	Approx. height 128 mm × width 389 mm × depth 242 mm ($5^1/_{32}$" × $15^5/_{16}$" × $9^{17}/_{32}$")
Mass (Weight):	Approx. 3.1 kg (6.8 lb.)
Power consumption:	Standby: Approx. 7.5 W
	Transmission: Approx. 12 W
	Reception: Approx. 50 W (When receiving a 20% black document)
	Copy: Approx. 50 W (When copying a 20% black document)
	Maximum: Approx. 135 W (When copying a 100% black document)
Power supply:	120 V AC, 60 Hz
Fax memory capacity[*3]**:**	Transmission: Approx. 25 pages
	Reception: Approx. 28 pages
Voice memory capacity[*4]**:**	Approx. 18 minutes

*1 Transmission speed varies depending on page content, resolution, telephone line conditions, and the other party's machine.

*2 Transmission speed is based upon the ITU-T No. 1 Test Chart and original mode. If the capabilities of the other party's machine are inferior to your unit, the transmission speed may be lower.

*3 Based on the ITU-T No. 1 Test Chart in standard resolution.

*4 Including greeting messages. Total recording time may be reduced by the calling party's background noise.

ITU-T No. 1 Test Chart
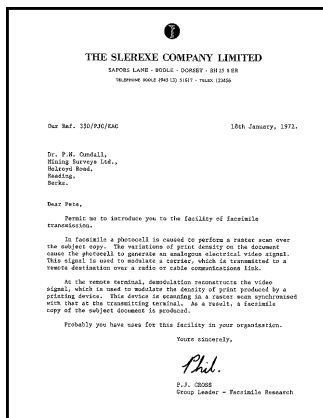
Paper specifications

Recording paper size:	Letter: 216 mm × 279 mm ($8^1/_2$" × 11")
	Legal: 216 mm × 356 mm ($8^1/_2$" × 14")
	A4: 210 mm × 297 mm ($8^1/_4$" × $11^{11}/_{16}$")
Recording paper weight:	60 g/m^2 to 90 g/m^2 (16 lb. to 24 lb.)

Note for recording paper:
- Do not use the following types of paper:
  - Paper with a cotton and/or fiber content that is over 20%, such as letterhead paper or paper used for resumes
  - Extremely smooth or shiny paper, or paper that is highly textured
  - Coated, damaged or wrinkled paper
  - Paper with foreign objects attached, such as tabs or staples
  - Paper which has dust, lint or oil stains
  - Paper that will melt, vaporize, discolor, scorch or emit dangerous fumes near 200°C (392°F), such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
  - Moist paper
- Some paper only accepts print on one side. Try using the other side of the paper if you are not happy with the print quality or if misfeeding occurs.
- For proper paper feeding and best print quality, we recommend using long-grained paper.
- Do not use paper of different types or thickness at the same time. This may cause a paper jam.
- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause a paper jam.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.

11.2.2 Handset

Operating environment:	5°C – 40°C (41°F – 104°F), 20% – 80% RH (Relative Humidity)
Frequency:	2.402 GHz – 2.480 GHz
Dimensions:	Approx. height 246 mm × width 54 mm × depth 42 mm ($9^{11}/_{16}$" × $2^1/_8$" × $1^{21}/_{32}$")
Mass (Weight):	Approx. 228 g (0.5 lb.)
Power supply:	Ni-Cd battery (3.6 V, 850 mAh)

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.

11.3 FCC and Other Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:ACJ----------.
If requested, this number must be provided to the telephone company.
• Registration No .....(found on the rear of the unit)
• Ringer Equivalence No. (REN)
  ....(found on the rear of the unit)

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g.,03 is a REN of 0.3).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact a Factory Servicenter or other Authorized Servicer. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

This equipment is hearing aid compatible as defined by the FCC in 47 CFR Section 68.316.

When you hold the phone to your ear, noise might be heard in your Hearing Aid. Some Hearing Aids are not adequately shielded from external RF (radio frequency) energy. If noise occurs, use an optional headset accessory or the speakerphone option (if applicable) when using this phone. Consult with your audiologist or Hearing Aid manufacturer about the availability of Hearing Aids which provide adequate shielding to RF energy commonly emitted digital devices.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

WHEN PROGRAMMING EMERGENCY NUMBERS AND(OR) MAKING TEST CALLS TO EMERGENCY NUMBERS:
1) Remain on the line and briefly explain to the dispatcher the reason for the call.
2) Perform such activities in the off-peak hours, such as early morning or late evenings.

The software contained in this equipment to allow user access to the network must be upgraded to recognize newly established network area codes and exchange codes as they are placed into service. Failure to upgrade the premises systems or peripheral equipment to recognize the new codes as they are established will restrict the customer and the customer's employees from gaining access to the network and to these codes.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
Privacy of communications may not be ensured when using this phone.

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

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

FCC RF Exposure Warning:
To comply with FCC RF exposure requirements the base unit must be installed and operated with its antenna located at 20 cm or more between antenna and all person's body (excluding extremities of hands, wrist and feet). The handset unit may be carried and operated with only the specific provided belt-clip. Other non-tested belt-clips or similar body-worn accessories may not comply and must be avoided. The base and handset units must not be co-located or operated in conjunction with any other antenna or transmitter.

11.4 Limited Warranty

**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 Product
Limited Warranty

Limited Warranty Coverage

If your product does not work properly because of a defect in materials or workmanship, Panasonic Consumer Electronics Company or Panasonic Sales Company (collectively referred to as "the warrantor") will, for the length of the period indicated on the chart below, which starts with the date of original purchase ("Limited Warranty period"), at its option either (a) repair your product with new or refurbished parts, or (b) replace it with a new or a refurbished product. The decision to repair or replace will be made by the warrantor.

FAX categories	Parts	Labor
Thermal Transfer Facsimile	6 Months	6 Months
Laser Facsimile	1 (one) Year	1 (one) Year

Batteries, antennas, optional accessories (such as additional handsets), ink film, toner cartridge, drum unit, and ink cartridge (as may be applicable), and cosmetic parts (cabinet) are not warranted under this Limited Warranty.

During the "Labor" Limited Warranty period there will be no charge for labor. During the "Parts" Limited Warranty period, there will be no charge for parts. You must carry-in or mail-in your product during the Limited Warranty period. This Limited Warranty only applies to products purchased and serviced in the United States or Puerto Rico. This Limited Warranty is extended only to the original purchaser and only covers products purchased as new. A purchase receipt or other proof of the original purchase date is required for Limited Warranty service.

Carry-In or Mail-In Service

For Carry-In or Mail-In Service in the United States call 1-800-HELP-FAX (1-800-435-7329)
For assistance in Puerto Rico call Panasonic Sales Company (787)-750-4300 or fax (787)-768-2910.

Limited Warranty Limits And Exclusions

This Limited Warranty ONLY COVERS failures due to defects in materials or workmanship, and DOES NOT COVER normal wear and tear or cosmetic damage. The Limited Warranty ALSO DOES NOT COVER damages which occurred in shipment, or failures which are caused by products not supplied by the warrantor such as non Panasonic ink film, toner cartridge or drum unit, or failures which result from accidents, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, set-up adjustments, signal reception problems, misadjustment of consumer controls, improper maintenance, power line surge, improper voltage supply, lightning damage, modification, or commercial use (such as in a hotel, office, restaurant, or other business), rental use of the product, service by anyone other than a Factory Servicenter or other Authorized Servicer, or damage that is attributable to acts of God.

THERE ARE NO EXPRESS WARRANTIES EXCEPT AS LISTED UNDER "LIMITED WARRANTY COVERAGE". THE WARRANTOR IS NOT LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS LIMITED WARRANTY. (As examples, this excludes damages for lost time, cost of having someone remove or re-install an installed unit if applicable, or travel to and from the servicer. The items listed are not exclusive, but are for illustration only.) **ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTY OF MERCHANTABILITY, ARE LIMITED TO THE PERIOD OF THE LIMITED WARRANTY.**

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

This Limited 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 Limited Warranty period, you may contact your dealer or Servicenter. If the problem is not handled to your satisfaction, then write to the warrantor's Consumer Affairs Department at the addresses listed for the warrantor.

PARTS AND SERVICE WHICH ARE NOT COVERED BY THIS LIMITED WARRANTY ARE YOUR RESPONSIBILITY.

For In Limited Warranty product service
• Call toll-free 1-800-HELP-FAX (1-800-435-7329) for the location of an authorized servicenter.

For Out of Limited Warranty technical and troubleshooting support, Panasonic offers two value based, cost effective, solutions:
1. **Panasonic Continued Services 900 fee based support: 1-900-555-7262**
   This exceptional service is charged directly to your telephone bill at only $1.99 per minute.
2. **Panasonic Premier Service Club: 1-800-435-7329**
   PPSC provides toll free one time support at only $7.99 or a 1 year 5 call membership for only $23.95. This service is billed directly to a major credit card.

These services provide real time, live agent support for customers who are beyond their warranty.
Terms and prices are subject to change without notice.

When you ship the product
• Carefully pack your unit, preferably in the original carton.
• Attach a letter, detailing the symptom or problem, to the outside of the carton.
• Send the unit to an authorized servicenter, prepaid and adequately insured.
• Do not send your unit to the Panasonic Consumer Electronics Company or to any executive or regional sales office. These locations do not repair consumer products.

11.5 Customer Services directory

To obtain service or technical assistance during the warranty period, please contact:1-800-HELP-FAX (1-800-435-7329), Monday-Friday 9am-8pm EST.
To obtain support or service after the warranty has expired, please contact:
1-900-555-PANA (1-900-555-7262) for support on a fee basis.
For hearing or speech impaired TTY users, TTY: 1-866-741-6422

Web Site: www.panasonic.com
(for customers in the USA or Puerto Rico ONLY)
You can purchase parts, accessories or locate your nearest servicenter by visiting our Web Site.

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

12.1 Index

Panasonic FAX ADVANTAGE PROGRAM

Free peace of mind, direct from Panasonic

NO EXTRA COST

Panasonic
FAX ADVANTAGE PROGRAM

- ■ *6-month limited warranty[1]: parts, labor, and toll-free help line[2]*
- ■ *Free replacement[3] and repair program*

The Panasonic Fax Advantage Consumer Service Program. Panasonic knows that if your fax machine is not up and running, neither is your business. That's why we created the Panasonic Fax Advantage Program. Included at no extra cost with the purchase of a new and unused Panasonic Fax Machine (along with included handset), the Fax Advantage Program can provide a free replacement unit[3] if your original unit is in need of repair.

Here's how it works:
1. If you have a problem with your fax that you purchased new and unused while it is covered by the period of limited warranty[1], call our toll-free help-line at 1-800-HELP-FAX[2].
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[4], we will send a refurbished replacement unit to you by UPS Ground service delivery. The shipping method is upgradable for an extra charge.

A second option available under our limited warranty is to mail-in or carry-in your fax to one of our Regional Service centers, where the unit will be repaired and returned to you.

Instructions:
If you choose to receive a replacement unit under the Fax Advantage Program, Panasonic will provide a replacement unit which will be completely refurbished, quality-tested by Panasonic technicians and individually hand-inspected before it is shipped to you. You will keep the replacement unit and send the original unit to us in the replacement unit's box. 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-HELP-FAX technicians determine that your unit may be an "out-of-box failure"[5], we will attempt to provide you with a factory-new replacement unit[6]. You must ship a copy of your receipt with your original unit to verify that you purchased the unit within 10 days prior to your 1-800-HELP-FAX call.

Requirements:
You must give our technicians a valid credit card number (Discover, VISA, Master Card, or American Express/Optima). Product that is not returned to Panasonic by 10 business days after shipment of the replacement product will be charged to your credit card account at Panasonic's Suggested Retail Price (see dealer for details). If your original unit is not eligible for warranty service, your card will be charged for the non-warranty repair of the unit at Panasonic's current rate for parts and labor and for any shipping charges associated with this program. If you do not wish to pay out-of-warranty repair costs, you will be responsible for returning the replacement unit to Panasonic and for paying all shipping charges associated with this program including the UPS delivery of the replacement product to you, shipment of the problem unit to Panasonic, shipment of the replacement unit back to Panasonic and the return of your original unit back to you. Credit status will be verified prior to sending the replacement product.

1. See dealer for limited warranty details.
2. After the fax advantage program, contact our Continued Services Technical Support Line at 1-900-555-PANA (1-900-555-7262), for fee based technical support.
3. Replacement unit is refurbished.
4. Replacement program is only available in the 50 United States, is subject to termination at any time without advance notice, and does not cover optional accessories.
5. "Out-of-box failure" is an inoperable unit that was purchased no more than 10 days prior to your 1-800-HELP-FAX call, and would otherwise qualify for warranty service under the terms and conditions of the limited warranty.
6. Panasonic reserves the right to send a refurbished unit.

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