Panasonic®

2.4 GHz Cordless Phone System with FAX and Copier

Operating Instructions

Model No. **KX-FPG378**

Model No. **KX-FPG379**

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

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

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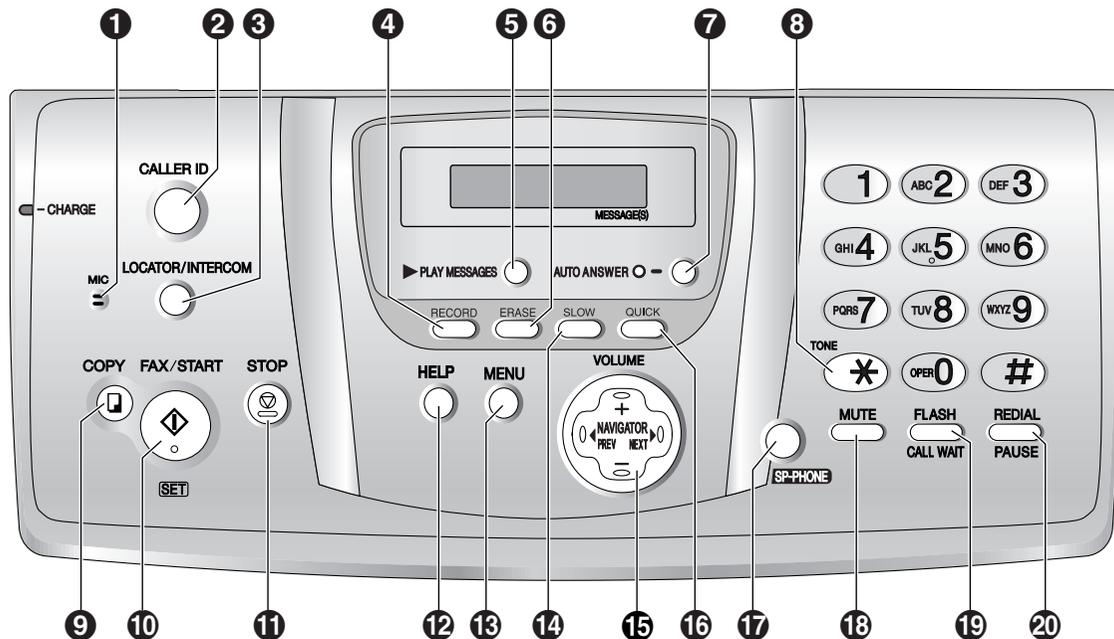
How to use the operating instructions
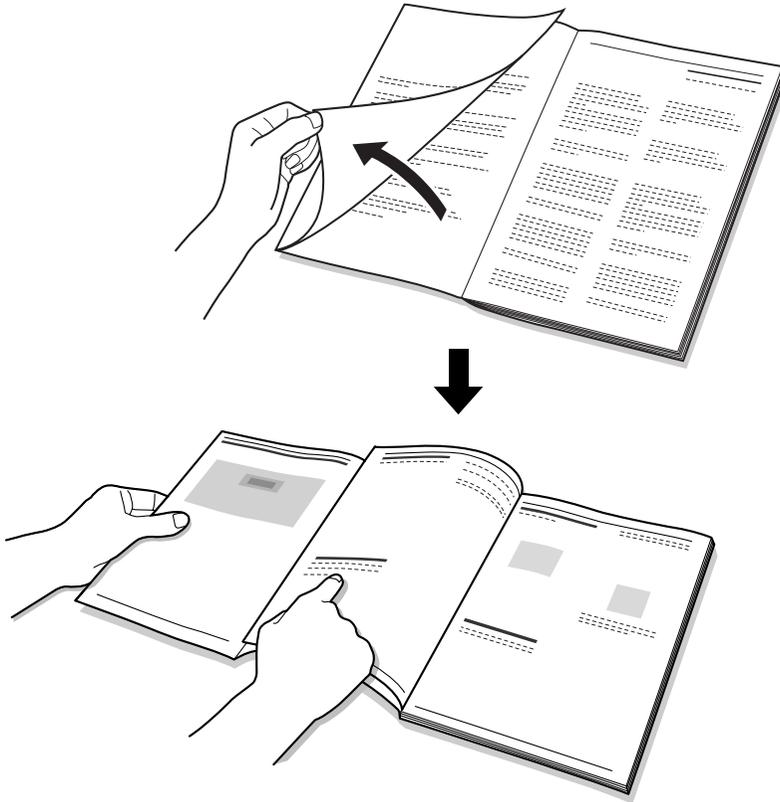
When following operating instructions, always keep the front cover page (next page) open for easy reference to the buttons.
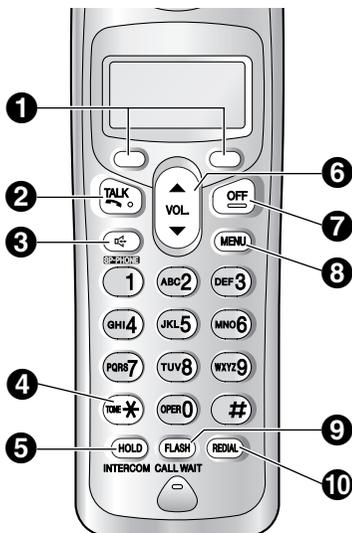
OPEN

Location of controls

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

Buttons (Listed in alphabetical order)

AUTO ANSWER ❼
CALLER ID ❷
COPY ❾
ERASE ❻
FAX/START ❿
FLASH/CALL WAIT ⓳
HELP ⓬
LOCATOR/INTERCOM ❸

MENU ⓭
MIC ❶
MUTE ⓲
NAVIGATOR ⓯
PLAY MESSAGES ❺
QUICK ⓰
RECORD ❹
REDIAL/PAUSE ⓴

SET ❿
SLOW ⓮
SP-PHONE ⓱
START ❿
STOP ⓫
TONE ❽
VOLUME ⓯

Buttons

FLASH/CALL WAIT ❾
HOLD/INTERCOM ❺
MENU ❽
Navigator ❻
OFF ❼
REDIAL ❿
Soft keys ❶
SP-PHONE ❸
TALK ❷
TONE ❹
VOL. ❻

Thank you for purchasing a Panasonic fax machine.

Things you should keep a record of

┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐

Attach your sales receipt here.

└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘

For your future reference

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

Caution:
- The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)
  In order to program this information into your fax machine, you should complete the instructions on page 29 to page 31.
- 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 voltages 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

CAUTION:

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.
- Do not touch the plug with wet hands.
- 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 2400 MHz to 2481 MHz, and the power output level can range from 0.04 to 0.1 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.

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.
- Exercise care when handling the battery(ies). Do not allow conductive materials such as rings, bracelets or keys to touch the battery(ies), otherwise a short circuit may cause the battery(ies) and/or the conductive material to 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.

WARNING:

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

For best performance

Battery charge
● Place the handset on the cradle of the base unit for about **6 hours** before initial use.

● For details, see page 20.

Operating distance and noise
● The base unit and handset use radio waves to communicate with each other.
  For maximum distance and noise-free operation, we recommend the following:
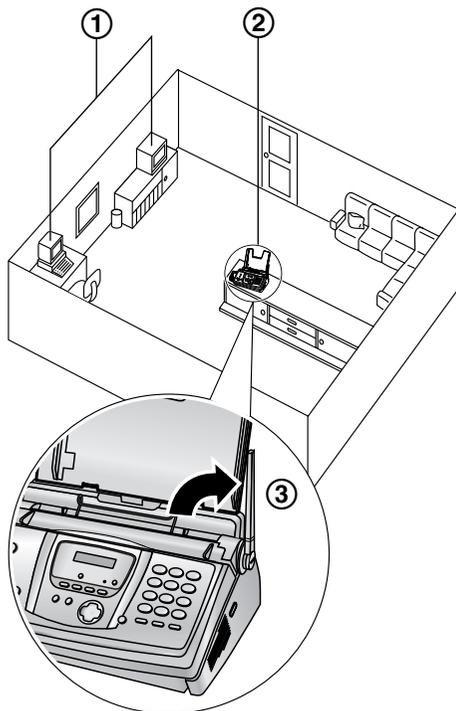
① Placing the unit away from electrical appliances such as a TV, personal computer or another cordless phone.

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

③ Raising the antenna vertically.

Note:
● If you use 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.

Environment
● Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
● The unit should be kept free from dust, high temperature and vibration.
● The unit should not be exposed to direct sunlight.
● Do not place heavy objects on top of the unit.
● When you leave the unit unused for a long period of time, unplug this unit from power outlet.
● The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. It should not be placed in rooms where the temperature is less than 5 °C (41 °F) or greater than 35 °C (95 °F) (base unit)/40 °C (104 °F) (handset). Damp basements should also be avoided.
● Operating near 2.4 GHz electrical appliances may cause interference. Move away from the electrical appliances.

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

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

1.1 Included accessories

No.	Item	Part number[*1]	Quantity	Notes
①	Telephone line cord	PQJA10075Z	1	----------
②	Cordless handset	----------	1	----------
③	Battery cover	PQKK10141Z1	1	----------
④	Battery	HHR-P104	1	To order a new battery, the part number is HHR-P104A. See page 9 for details.
⑤	Belt clip	PQKE10375Z3	1	----------
⑥	Paper tray	PFKS1088Y1	1	----------
⑦	Ink film (10 meters long)	----------	1	prints about 30 letter-sized pages.[*2]
⑧	Operating instructions	PFQX2138Z	1	----------
⑨	Quick installation guide	PFQW2234Z	1	----------
⑩	A4 paper guide	PFKS1089Z1	1	No need to install when using letter or legal paper.

*1 Part numbers are subject to change without notice.
*2 For replacement film, see page 9.
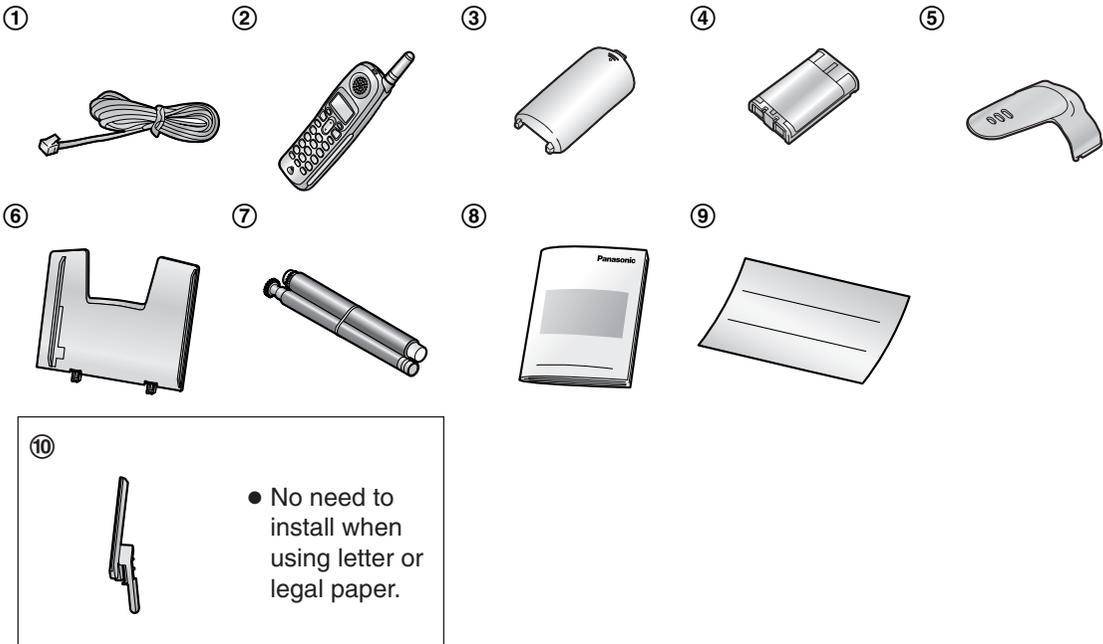
Note:
● If any items are missing or damaged, contact the place of purchase.
● Save the original carton and packing materials for future shipping and transportation of the unit.

1.2 Accessory information

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

Please note that only orders for replacement film and battery can be accepted by fax and telephone.

- **Replacement film[*1] (KX-FA92):** 35 m (114') × 2 rolls (Each roll will print about 113 letter-sized pages.)
- **Battery (HHR-P104A)**
- **Headset (KX-TCA60, KX-TCA86, KX-TCA88, KX-TCA88HA, 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. **The ink film is not reusable. Do not rewind and use the ink film again.**

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

Visit our web site:

http://www.panasonic.com/kx-fa92

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

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

Telephone: 1-800-332-5368

1.3 Description of base unit buttons

- Keep the front cover page open for button locations.

❶ **[MIC]**
- The built-in microphone.

❷ **[CALLER ID]**
- To use Caller ID features (page 41).

❸ **[LOCATOR/INTERCOM]**
- To page or locate the handset (page 45).
- To transfer a call (page 45).

❹ **[RECORD]**
- To record a greeting message (page 59).
- To record a memo message (page 62).

❺ **[PLAY MESSAGES]**
- To play recorded messages (page 60).

❻ **[ERASE]**
- To erase recorded messages (page 61).
- To erase a recorded greeting message (page 59).

❼ **[AUTO ANSWER]**
- To turn the AUTO ANSWER setting ON/OFF (page 51, 52).

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

❾ **[COPY]**
- To copy a document (page 57).

❿ **[FAX/START][SET]**
- To start sending or receiving a fax.
- To store a setting during programming.

⓫ **[STOP]**
- To stop an operation or programming.

⓬ **[HELP]**
- To print helpful information for quick reference (page 27).

⓭ **[MENU]**
- To initiate or exit programming (page 67).

⓮ **[SLOW]**
- To slow down message playback (page 60).

⓯ **[VOLUME][NAVIGATOR]**
- To adjust volume (page 28).
- To search for a stored item (page 37, 49).

⓰ **[QUICK]**
- To speed up message playback (page 60).

⓱ 〔SP-PHONE〕
- For speakerphone operation (page 33, 34).

⓲ 〔MUTE〕
- To mute your voice to the other party during a conversation. Press this button again to resume the conversation.

⓳ 〔FLASH/CALL WAIT〕
- To access special telephone services such as call waiting (page 40) or for transferring extension calls.
- The flash time can be changed (feature #72 on page 73, or page 76).

⓴ 〔REDIAL/PAUSE〕
- To redial the last number dialed from the base unit (page 33).
- To insert a pause during dialing.

1.4 Description of handset buttons

- Keep the front cover page open for button locations.

❶ Soft keys
- Two soft keys are used to select functions displayed directly above each key. Functions displayed above the keys will change depending on the state of usage.

Example:
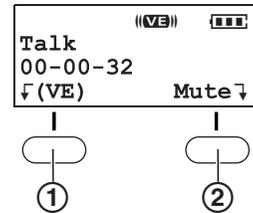
" `(VE)` " is displayed above the left soft key (①) and "`Mute`" is displayed above the right soft key (②).
To select " `(VE)` " function, press the left soft key (①).
To select "`Mute`" function, press the right soft key (②).

- When a function does not appear above a soft key, the soft key has no function.

❷ 〔TALK〕
- To make/answer calls (page 32, 34).

❸ 〔SP-PHONE〕
- For speakerphone operation (page 32).

❹ 〔TONE〕
- To change from pulse to tone temporarily during dialing when your line has rotary pulse services.

❺ 〔HOLD/INTERCOM〕
- To put a call on hold (page 32).
- To page the base unit (page 45).
- To transfer a call (page 45).

❻ 〔VOL.〕, Navigator
- To adjust volume (page 27).
- To search for a stored item (page 36).

❼ 〔OFF〕
- To hang up (page 32, 34).
- To stop an operation or programming.

❽ 〔MENU〕
- To initiate programming (page 74).

❾ 〔FLASH/CALL WAIT〕
- To access special telephone services such as call waiting (page 40) or for transferring extension calls.

- The flash time can be changed (feature #72 on page 73, or page 76).

⑩ [REDIAL]
- To redial one of the last 5 numbers dialed from the handset (page 32).

Handset displayed items

Displayed item	Meaning
((**VE**))	Voice enhancer is ON.
▉▉▉	Battery strength

1.5 Overview

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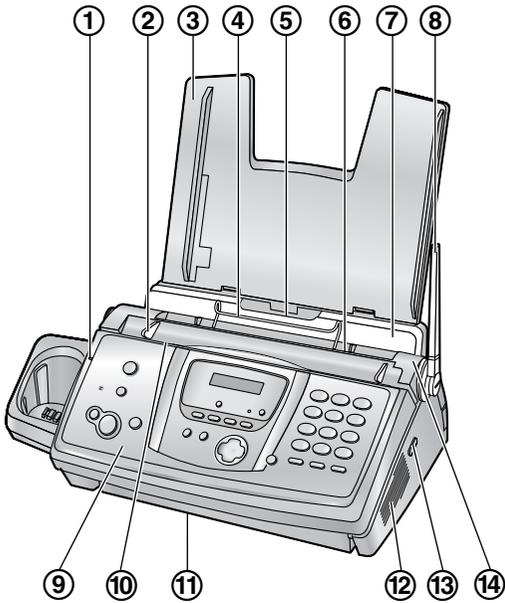
① **CHARGE indicator**
② **Document guides**
③ **Paper tray**
④ **Metal recording paper guide**
⑤ **Recording paper entrance**
⑥ **Recording paper exit**
⑦ **Tension plate**
⑧ **Antenna**
⑨ **Front cover**
⑩ **Document entrance**
⑪ **Document exit**
⑫ **Speaker**
⑬ **Green button (Back cover release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

1.5.2 Handset
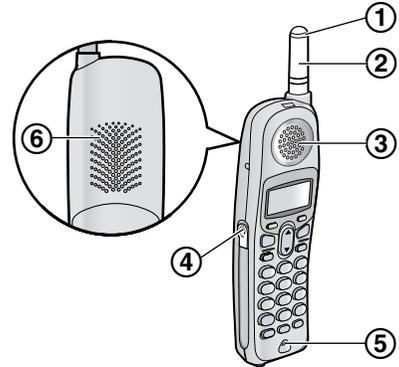
① **Ringer/Message alert indicator**
② **Antenna**
③ **Receiver**
④ **Headset jack**
⑤ **Microphone**
⑥ **Speaker**

1.6 Ink film

The included film roll is a starter ink film.

1.6.1 Installing the ink film

Important:
- **Remove all the blue shipping tape from the unit before installation.**

1 Open the front cover by pulling up the center part.
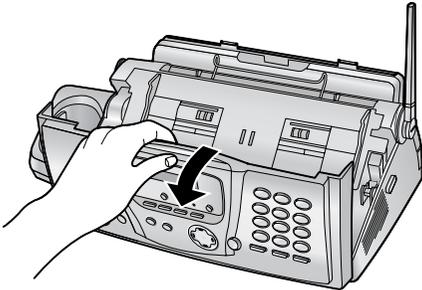
2 Release the back cover by pushing the green button (①).
  - You can also release the back cover by pushing in the green lever (②).
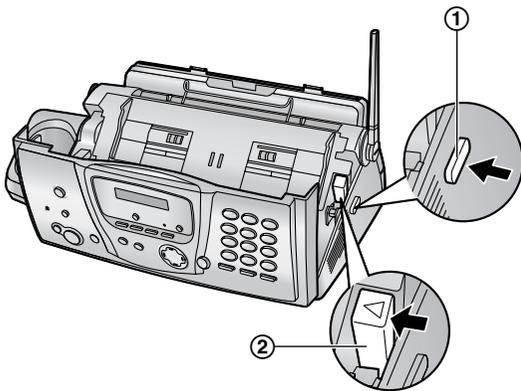
3 Open the back cover.
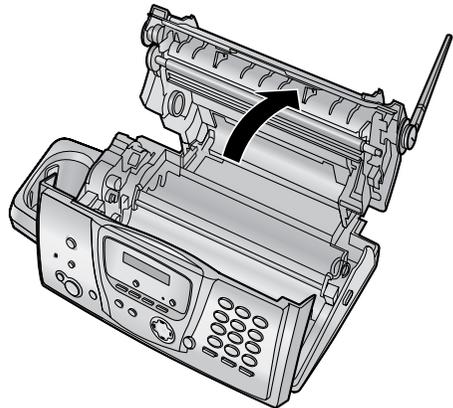
4 Insert the front ink film roll by inserting its blue gear into the left slot of the unit (①). Insert the rear ink film roll by inserting its white gear into the left slot of the unit (②).
  - The ink film is safe to touch and will not rub off on your hands like carbon paper.
  - Make sure the blue gear (①) and white gear (②) are installed as shown.
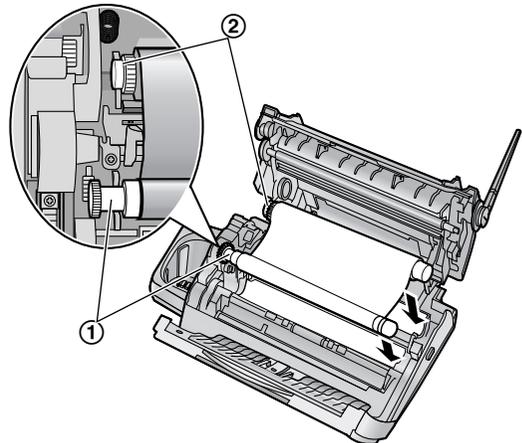
5 Turn the gear of the blue core (①) in the direction of the arrow until the ink film is tight (②).

Incorrect

The ink film is not wrapped around the blue core.

Slack/Crease

Reverse

6 Close the back cover securely by pushing down on the notched area at both ends (①).

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

Correct

1 turn

Tight
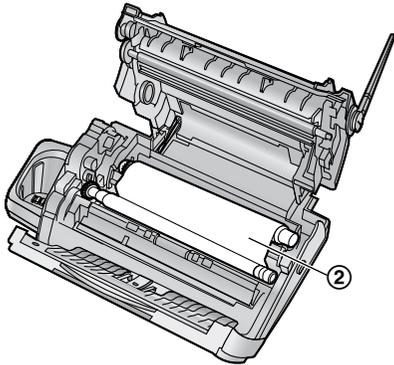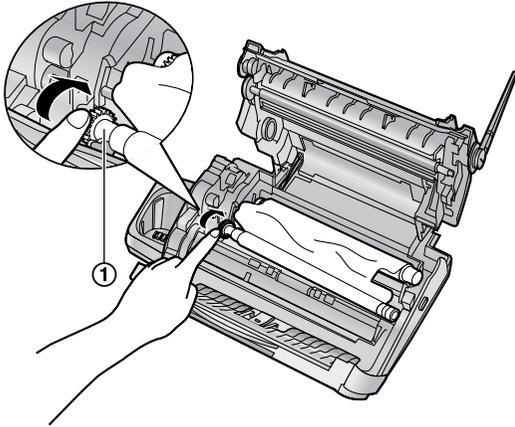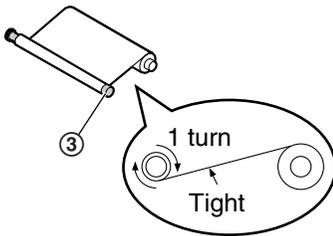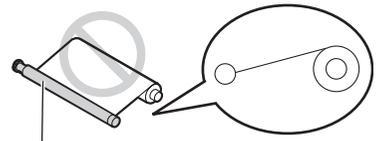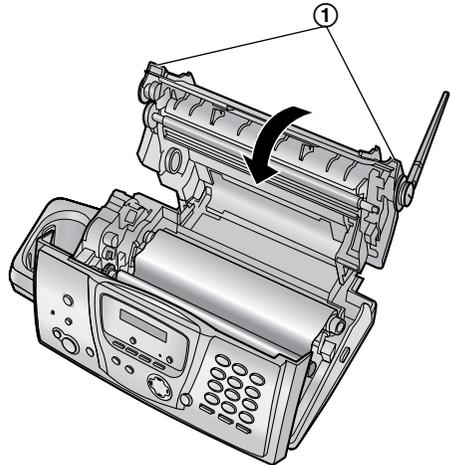
7 Close the front cover securely.
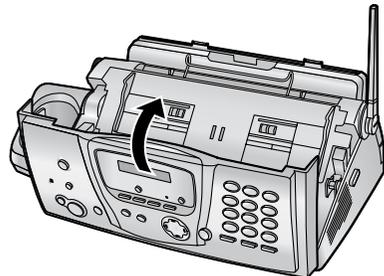
1.6.2 Replacing the ink film

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 13).

2 Remove the used core (①) and used ink film (②).
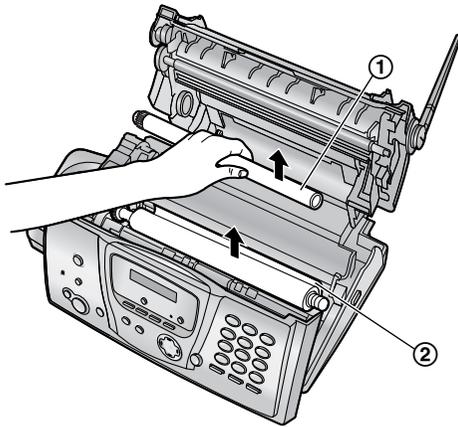
3 Remove the stoppers (①) and tags (②) from the new ink film (③).
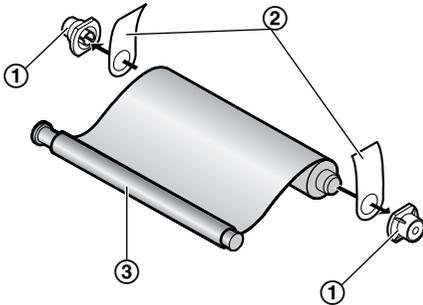
4 Insert the ink film and close the covers (see steps 4 to 7 on page 13).

1.7 Paper tray

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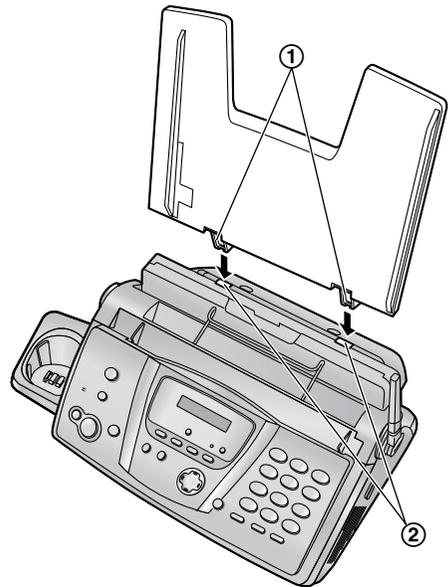
To use A4 size paper

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.
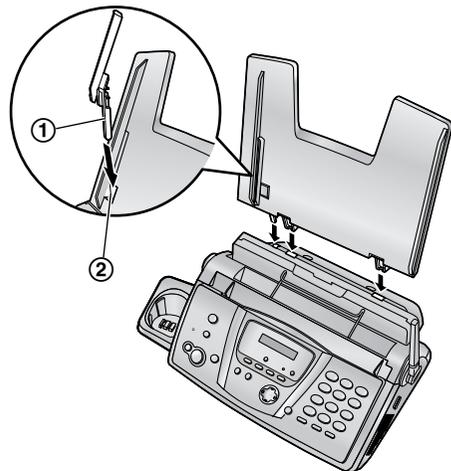
Note:
● When you use letter or legal paper, you do not need to install the A4 paper guide.
● Change the recording paper size to **"A4"** (feature #16 on page 70).

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 refer to page 97 for information on recording paper.

For superior results, we recommend Hammermill® Jet Print paper.

1 Pull the tension plate forward (①).
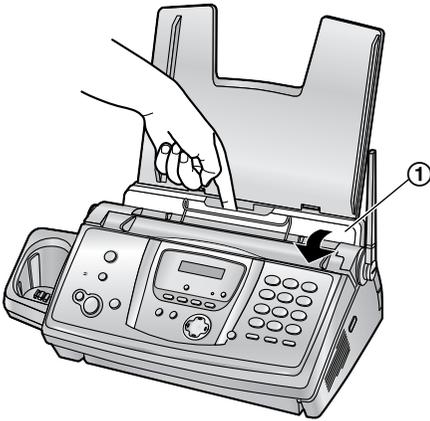
2 Fan the paper to prevent paper jams.
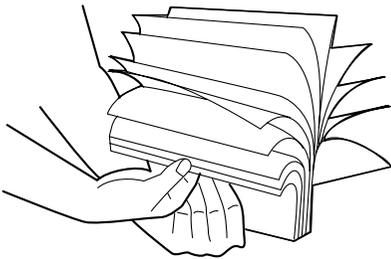
3 Insert the paper, print-side down (①).
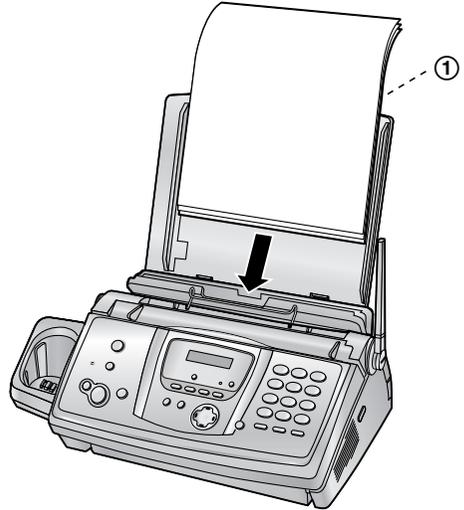
4 Push the tension plate back (①).

- If the paper is not inserted correctly, readjust the paper, or the paper may jam.

Correct   **Incorrect**
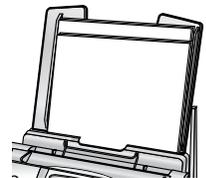
1.9 Battery installation

1 Insert the battery (①), and press it down until it snaps into the compartment.
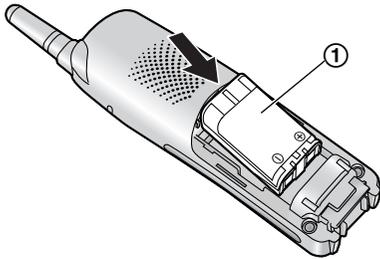
2 Close the battery cover.
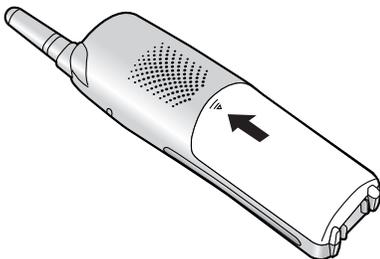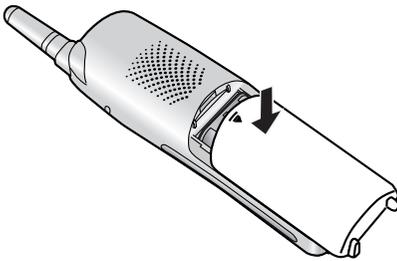
1.10 Battery replacement

If battery performance diminishes, make sure you have cleaned the charge contacts and fully charged the battery. After recharging if **"Recharge battery"** is displayed and/or ▭ continues to flash, or **"Charge for 6h"** and ▭ are displayed, the battery needs to be replaced.

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

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

1 Press the notch on the battery cover firmly, and slide the cover.
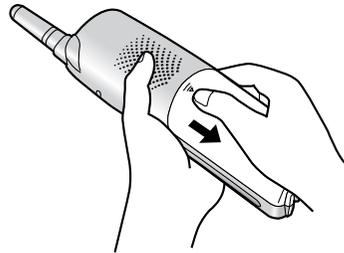
2 Replace the old battery with a new one, and close the cover (see the battery installation procedure on page 17).

Attention:

A nickel metal hydride battery that is recyclable powers the product you have purchased.
Please call 1-800-8-BATTERY for information on how to recycle this battery.

1.11 Belt clip

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

To attach the belt clip
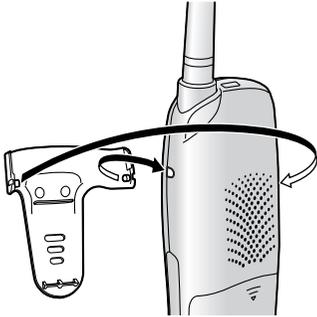
To remove the belt clip
Pull the left edge in the direction of the arrow.

1.12 Headset (optional)

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

To connect an optional headset to the handset
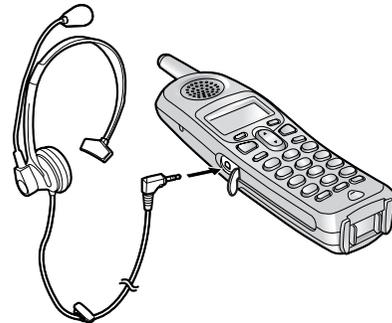
● Model shown is KX-TCA88.

To switch to the speakerphone while using the headset:
Press **[SP-PHONE]**. To return to the headset, press **[TALK]**.

2.1 Connections

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

2.1.1 Base unit

① Telephone line cord
   ● Connect to a single telephone line jack (RJ11).
② Power cord
   ● Connect to the power outlet (120 V, 60 Hz).
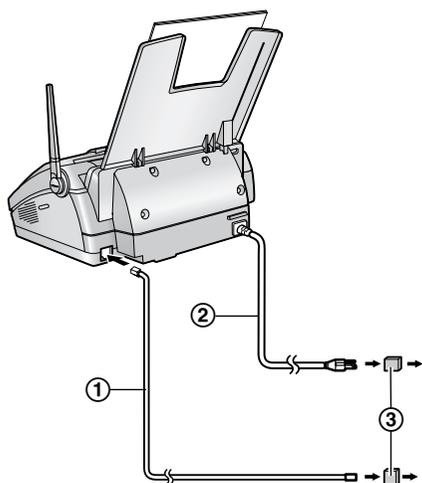
Note:
● To avoid malfunction, do not position the fax machine near appliances such as TVs or speakers which generate an intense magnetic field.
● If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.

Using 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 (③).

If you use this unit with a computer or subscribe to an xDSL service
Fax transmission/reception may be disturbed, noise interference may be heard during telephone conversation, or Caller ID (page 39) may not function properly. A filter to prevent this is provided from your service company. Please attach the filter (①) to the telephone line cord of the fax machine.
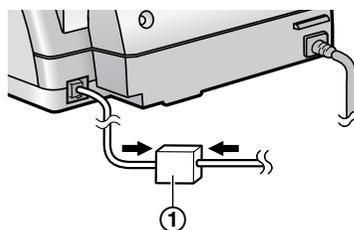
2.2 Battery charge

Place the handset on the cradle of the base unit for about **6 hours** before initial use.

- The unit will beep once, the **[CHARGE]** indicator (①) will light, and **"Charging"** will be displayed.
- When the battery is fully charged, **"Charge completed"** will be displayed.
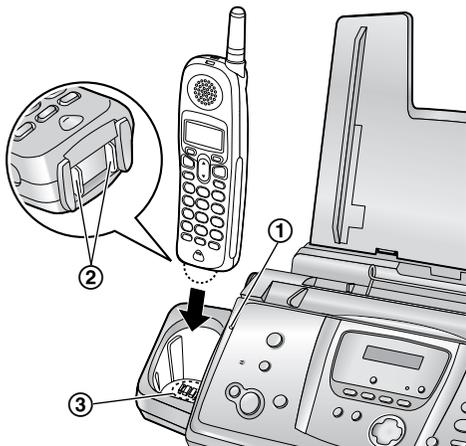
Note:
- **To ensure the battery charges properly, clean the handset charge contacts (②) and the charger charge contacts (③) with a soft, dry cloth once a month. Clean more often if the unit is subject to grease, dust or high humidity.**
- The battery cannot be overcharged.

Battery strength

You can confirm the battery strength on the handset display.

Battery icons	Battery strength
▮▮▮	Fully charged
▮▮	Medium
▮	Low ● When flashing: Needs to be charged
(empty)	Discharged

Battery life
- After your Panasonic battery is fully charged, you can expect the following performance:
  – 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).

Note:
- Battery power is consumed whenever the handset is off the base unit, even when the handset is not in use. The longer you leave the handset off the base unit, the time you can actually talk on the handset will be shortened. Actual battery performance depends on a combination of how often the handset is in use (in conversation) and how often it is not in use (off the base unit).
- Once the battery is fully charged, you do not have to place the handset on the cradle of the base unit until **"Recharge battery"** is displayed and/or ▮ flashes. This will maximize the battery life.

Recharge

Recharge the battery when:
- **"Recharge battery"** is shown and/or ▮ flashes on the handset display.
- the handset beeps intermittently while it is in use.

- Recharge the handset battery for more than 15 minutes, or the display will continue showing the indication.
- If the battery has been discharged, the handset will display **"Charge for 6h"** and ▮ when you place the handset on the cradle of the base unit. The handset will not work unless the battery is charged. Continue charging.

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 22)
– **Case 2:** Distinctive Ring (1 phone line with 2 or more phone numbers) (page 23)
– **Case 3:** TEL ONLY (page 24)
– **Case 4:** FAX ONLY (page 26)
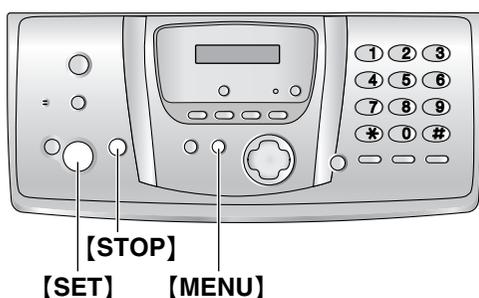
[STOP]

[SET]   **[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 **[1]** to **[4]** 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 answer phone calls using the telephone answering machine and receive faxes automatically.

2.4.2 How to setup

[STOP]
[SET]   **[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 **[1]**.

```
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 69, or page 77).
- Do not connect an answering machine to the same telephone line. If one is connected, set the automatic answer feature on this unit 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.

2.4.3 How phone calls and faxes are received

When receiving calls, the unit works as a fax and answering machine.
- If the call is a phone call, the fax machine will record the caller's message automatically. If a fax calling tone is detected, the fax machine will receive the fax automatically.

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
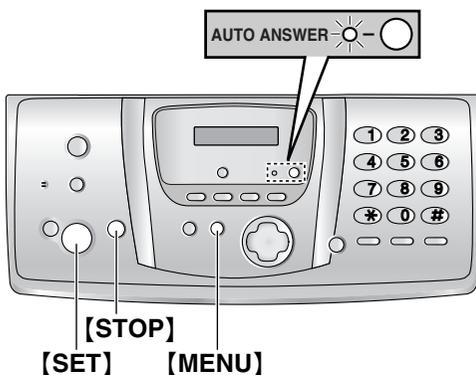
[STOP]
[SET]   **[MENU]**

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 **[2]**.

```
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 69, or page 77).

2.5.3 How phone calls and faxes are received

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, the fax machine will ring and start fax reception automatically.

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 56) by referring to the ring pattern table (page 55).

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
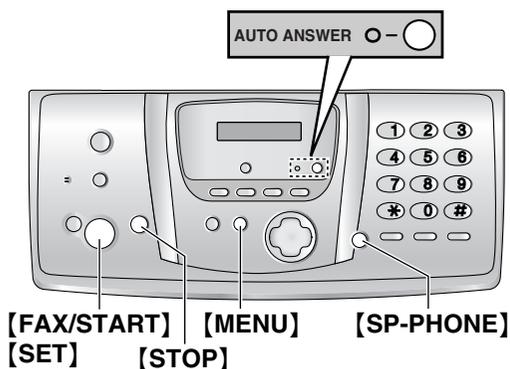
[FAX/START] [MENU]   [SP-PHONE]
[SET]   [STOP]

[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 **[3]**.

> SELECT A SETUP
> =TEL ONLY   [±]

6 Press **[SET]**.

 - The **[AUTO ANSWER]** indicator turns OFF.

7 Press **[MENU]**.

2.6.3 How to receive phone calls and faxes

You have to answer all calls manually.
You can receive a fax with the base unit, handset or an extension telephone.

With the base unit

1. Press **[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 fax machine will start fax reception.
 - You can also press **[FAX/START]** on the base unit.

Note:
 - To receive fax documents using the handset, make sure remote fax activation is turned ON (feature #41 on page 72) beforehand. The default setting is ON.

With an extension telephone

If you have another telephone connected to the same line (extension telephone), you can use the extension telephone to receive faxes.

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

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

 press **[✱][♯][9]** (default fax activation code) **firmly**.
 - The fax machine will start fax reception.

3. Replace the handset.

Note:
- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #41 on page 72) 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
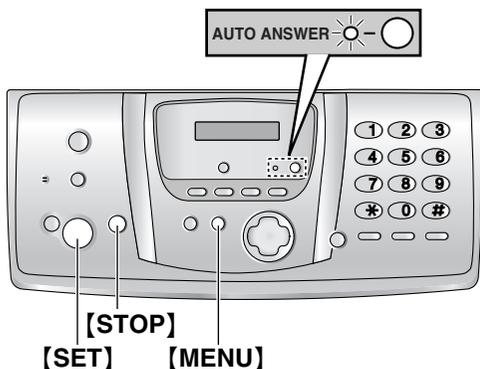
[STOP]
[SET]   **[MENU]**

1 Press **[MENU]**.

2 Press **[♯]**, then **[0][0]**.

```
QUICK SETUP
        PRESS SET
```

3 Press **[SET]**

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

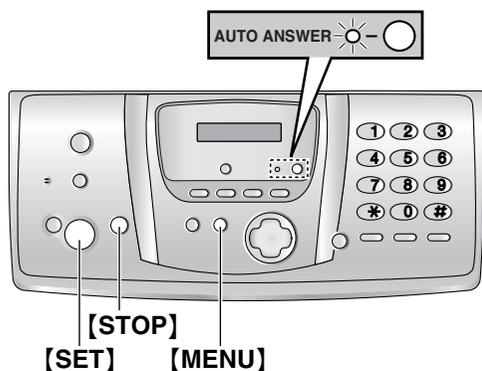**4** Press **[SET]** again to print the Quick Setup Guide.
  ● If you do not wish to print it, press **[STOP]**.

5 Press **[4]**.

```
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 feature #06 (page 69).

2.7.3 How faxes are received

Leave **[AUTO ANSWER]** turned 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 SND/RCV":
Help with problems sending/receiving faxes.

"COPIER":
How to use the copier function.

"Q and A":
Frequently asked questions and answers.

"ERRORS":
Explanation of error messages shown on the display.

"REPORTS":
List of available reports.

"CALLER ID":
How to use the Caller ID features.

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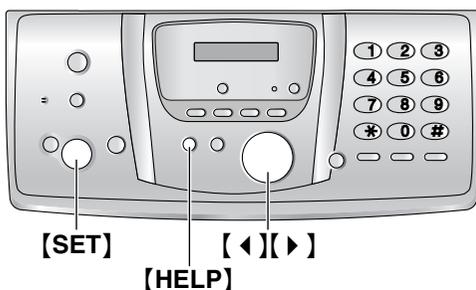
1 Press **[HELP]**.

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

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

2.9 Adjusting handset volume

[TALK]   ①
[▲][▼]   **[OFF]**
[SP-PHONE]   **[MENU]**
**[HOLD/
INTERCOM]**

Ringer volume
4 levels (high/medium/low/off) are available.

1. Press **[MENU]**.

2. Press **[1][1]**.
● **"Ringer volume"** will be displayed.

3. Press **[0]** to **[3]** to select the desired volume.

4. Press **[Save]** (soft key ①).

To turn the ringer OFF
Press **[0]** to display **"Off"** in step 3.
● The handset will display **"Ringer off"** while not in use.
● The handset will not ring for outside calls. The handset will ring at the low level for intercom calls.
● If the handset is off the base unit, when there are missed calls or new messages (page 61), **"Ringer off"** is not displayed.
● To turn the ringer back ON, press **[1]**, **[2]** or **[3]** in step 3.

To turn the ringer OFF temporary
While the handset is ringing for an outside call, you can turn the ringer OFF temporarily by pressing **[OFF]**. The handset will ring the next time a call is received.

Ringer tone
● You can select the handset ringer tone from one of 7 patterns for outside calls (page 76).

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

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

2.10 Adjusting base unit volume

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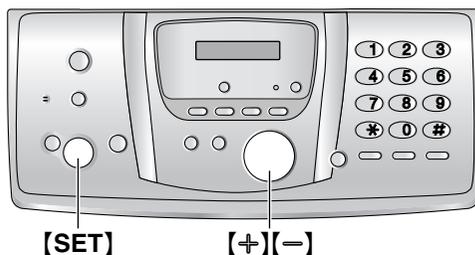
Ringer volume
4 levels (high/medium/low/off) are available.
While the unit is idle, press **[+]** or **[−]**.
● If any documents are in the document entrance, you cannot adjust the volume. Confirm that there are no documents in the entrance.

To turn the ringer OFF

1. Press **[−]** repeatedly to display "**RINGER OFF= OK?**".

2. Press **[SET]**.

● The base unit will not ring for outside calls. The base unit will ring at the low level for intercom calls.
● To turn the ringer back ON, press **[+]**.

Ringer tone
● You can select one of three ringer patterns for outside calls (feature #17 on page 70).

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

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

Answering machine volume
9 levels (high to off) are available.
While listening to recorded messages, press **[+]** or **[−]**.

2.11 Date and time

[SET] **[◀][▶]**
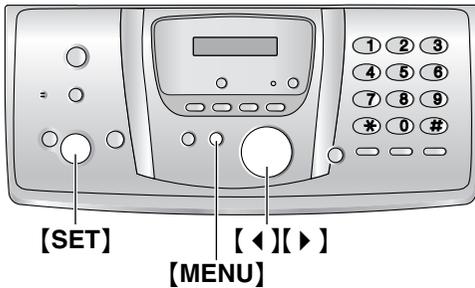
[MENU]

1 Press **[MENU]**.

```
SYSTEM SETUP
PRESS NAVI.[◀ ▶]
```

2 Press **[♯]**, then **[0][1]**.

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

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

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

4 Enter the current month/date/year by selecting 2 digits for each.
Example: August 10, 2005
Press **[0][8] [1][0] [0][5]**.

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

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

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

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

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

6 Press **[SET]**.
● If 3 beeps sound, the setting is not correct. Start again from step 4.

```
SETUP ITEM [  ]
```

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

Note:
● The other party's fax machine will print the date and time on the top of each page you send according to your unit's date and time setting.
● The accuracy of the clock is approximately ±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 the time has not previously been set, Caller ID will not adjust the clock.

2.12 Your logo

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

[STOP] **[MENU]**
[SET] **[◀][▶][＋][－]**
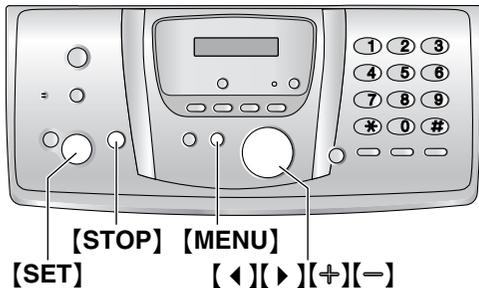
1 Press **[MENU]**.

```
SYSTEM SETUP
PRESS NAVI.[◀ ▶]
```

2 Press **[♯]**, then **[0][2]**.

```
YOUR LOGO
        PRESS SET
```

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

```
LOGO=▪
```

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

5 Press **[SET]**.

```
SETUP ITEM [  ]
```

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

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

To select characters with the dial keypad

Keypad	Characters
[1]	# & ' ( ) ＊ , — .
	/ 1
[2]	a b c A B C 2
[3]	d e f D E F 3
[4]	g h i G H I 4
[5]	j k l J K L 5
[6]	m n o M N O 6
[7]	p q r s P Q R S 7
[8]	t u v T U V 8
[9]	w x y z W X Y Z 9
[0]	0 (Space)
[STOP]	To delete a digit

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

To enter your logo
Example: "**BILL**"

1. Press **[2]** 5 times.

```
LOGO=B
```

2. Press **[4]** 6 times.

```
LOGO=BI
```

3. Press **[5]** 6 times.

```
LOGO=BIL
```

4. Press **[▶]** to move the cursor to the next space and press **[5]** 6 times.

```
LOGO=BILL
```

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 characters, press and hold **[STOP]**.

To select characters using **[＋]** or **[－]**
Instead of pressing the dial keys, you can select characters using **[＋]** or **[－]**.

1. Press **[－]** repeatedly to display the desired character. Characters will be displayed in the following order:
① Lowercase letters
② Number
③ Symbol
④ Uppercase letters
● If you press **[＋]**, the order will be reversed.

2. Press **[▶]** to insert the character.

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

2.13 Your fax number

[STOP]   **[◀][▶]**
[SET]   **[MENU] [FLASH/CALL WAIT]**
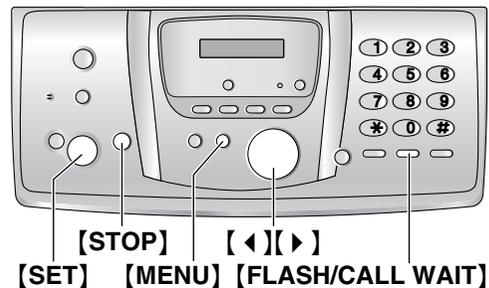
1 Press **[MENU]**.

```
SYSTEM SETUP
PRESS NAVI.[◀ ▶]
```

2 Press **[♯]**, then **[0][3]**.

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

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

```
NO.=▉
```

4 Enter your fax number, up to 20 digits.

Example:
```
NO.=1234567▉
```

5 Press **[SET]**.

```
SETUP ITEM [   ]
```

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

Note:
- Your fax number will be printed on the top of each page sent from your unit.
- 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/CALL WAIT]**.

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 numbers, press and hold **[STOP]**.

3.1 Making phone calls

3.1.1 With the handset

[TALK]
[▲][▼]
[SP-PHONE]
**[HOLD/
INTERCOM]**
[OFF]
[MENU]
[REDIAL]
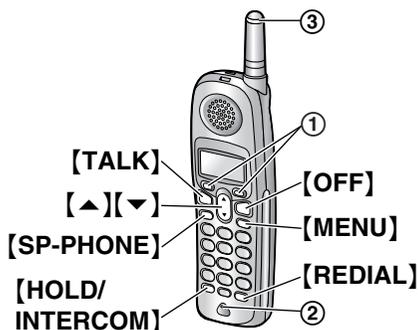
1 Lift the handset and press **[TALK]**.

2 Dial the telephone number.

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

To mute your conversation
During a call, you can mute your unit so the other party cannot listen to you. When the call is muted, you will be able to hear the other party.
Press **[Mute]** (soft key ①).
● "**Mute**" will flash.
● To release the mute, press **[Mute]** (soft key ①).
● When you switch between the receiver and speaker, the mute will be released.

Voice enhancer feature
This feature clarifies the voice of the person you are talking to, reproducing a more natural-sounding voice that is easier to hear and understand.
Press the soft key **[(VE)]** (soft key ①) during a conversation to turn this feature ON.
● "((VE))" will be displayed.
● To turn this feature OFF, press **[(VE)]** (soft key ①).
● The selected setting will be valid for the next call.

You can also turn this feature ON when the handset is not in use.

1. Press **[MENU]**.

2. Press **[5]**.
● "**Voice enhancer**" will be displayed.

3. Press **[1]** to select "**On**".

4. Press **[Save]** (soft key ①).

5. Press **[OFF]**.

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 (②).

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

Speakerphone operation
● Adjust the handset speakerphone volume using **[▼]** or **[▲]**.
● Talk alternately with the caller in a quiet room.
● If the other party has difficulty hearing you, press **[▼]** to decrease the speaker volume.
● 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/INTERCOM]**.
● "**Hold**" will be displayed.
● You can search a caller information or the phone book while a call is on hold. To exit the list, press **[OFF]**. The call will remain on hold.
● To release the hold, press **[TALK]** or **[SP-PHONE]** on the handset or **[SP-PHONE]** on the base unit.
● If you do not press a button for more than 6 minutes, Ringer/Message alert indicator (③) will flash and beeps 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]**.

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]**.
● The last number dialed will be displayed.

2. Press **[▼]** or **[▲]** repeatedly to select the desired number.
● You can also scroll through the list by pressing **[REDIAL]** repeatedly.

● To delete the displayed number, press **[Erase]** (soft key ①).
● To exit the list, press **[OFF]**.

3. Press **[TALK]** or **[SP-PHONE]**.

3.1.2 With the base unit

[+][−]

[MIC] **[SP-PHONE]**

[MUTE]

[REDIAL/PAUSE]
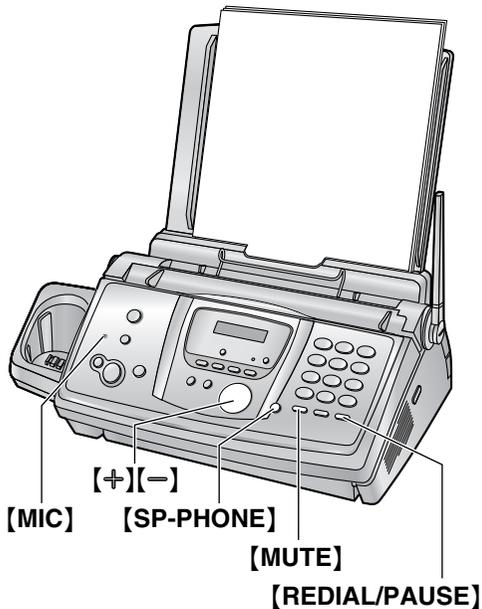
1 Press **[SP-PHONE]**.

2 Dial the telephone number.
  ● When the other party answers, talk into **[MIC]**.

3 When finished talking, press **[SP-PHONE]**.

Speakerphone operation
● Adjust the base unit speaker volume using **[+]** or **[−]**.
● Talk alternately with the caller in a quiet room.

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 **[SP-PHONE]**, then press **[REDIAL/PAUSE]**.

To mute your conversation
During a call, you can mute your unit so the other party cannot listen to you. When the call is muted, you will be able to hear the other party.
Press **[MUTE]**.
● **"SP-PHONE MUTE"** will be displayed.
● To release the mute, press **[MUTE]**.

3.2 Answering phone calls

3.2.1 With the handset

【TALK】　　　　**【▲】【▼】**

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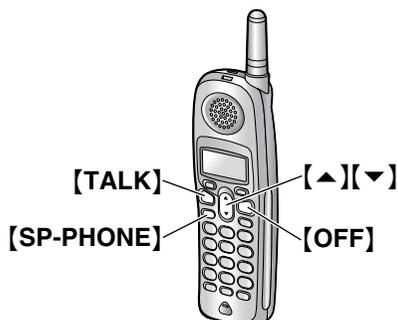
1 Lift the handset and press **【TALK】** or **【SP-PHONE】**.
   ● You can also answer a call by pressing any button except **【▼】**, **【▲】** or **【OFF】** **(Any key talk feature)**.

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, see page 76.

3.2.2 With the base unit

【MIC】
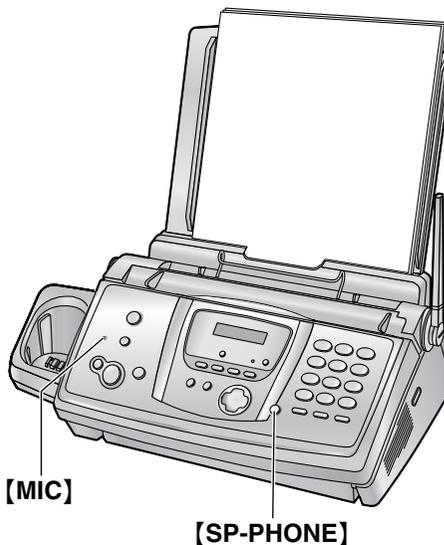
【SP-PHONE】

1 Press **【SP-PHONE】** and talk into **【MIC】**.

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

3.3 Storing names and telephone numbers into the phone book

For rapid access to frequently dialed numbers, the base unit and handset provide the phone book (50 items each).

● Items stored in the phone book can be copied from the base unit to the handset (page 38).

3.3.1 With the handset
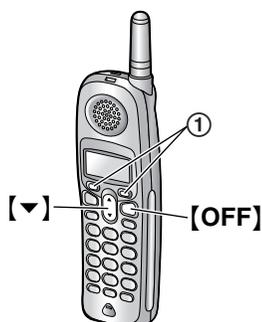
Make sure the handset and base unit are not being used.

1 Press **[Phone book]** (soft key ①).
  ● The display shows the number of items in the phone book.

2 Press **[Add]** (soft key ①).

3 Enter the name, up to 16 characters. See the following character table for details.

4 Press **[▼]**.

5 Enter the telephone number, up to 32 digits.
  ● To enter a pause, press **[P]** (soft key ①).

6 Press **[▼]**.

7 Press **[Save]** (soft key ①).
  ● To program other items, repeat steps 2 to 7.

8 Press **[OFF]**.

To select characters with the dial keypad

Keypad	Characters
[1]	# & ' ( ) ∗ , − . / 1
[2]	a b c A B C 2
[3]	d e f D E F 3

Keypad	Characters
[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 (Space)
[◀] (soft key ①)	To delete a digit.

Note:
● To enter another character that is located on the same dial key, press **[▶]** (soft key ①) to move the cursor to the next space.

To delete a character/number

Press **[◀]** (soft key ①).
● To erase all of the characters/numbers, press and hold **[◀]** (soft key ①).

3.3.2 With the base unit

● You can also send faxes using the phone book (page 49).

[SET]   **[STOP]**   **[◀][▶]**   **[MENU]**
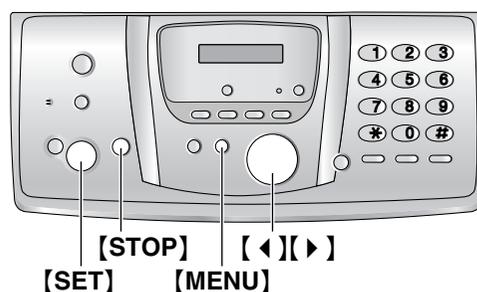
1 Press **[MENU]** repeatedly to display "**PHONE BOOK SET**".

2 Press **[✱]**.
  ● The display shows the number of items in the phone book for a few seconds.

3 Enter the name, up to 16 characters. (see page 30 for instructions).

4 Press **[SET]**.

5 Enter the telephone number, up to 32 digits.

6 Press **[SET]**.
  ● To program other items, repeat steps 3 to 6.

7 Press **[MENU]**.

Helpful hints:
- For your convenience, HELP-FAX (1-800-435-7329) has been stored in the base unit phone book. If you cannot solve a problem, call this number from the base unit (page 37). If not needed, you can erase it (page 38).
- You can confirm the stored items by printing the telephone number list (page 95).

To correct a mistake

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

To delete a character/number

Press **[◀]** or **[▶]** to move the cursor to the character/number you want to delete, and press **[STOP]**.
- To erase all of the characters/numbers, press and hold **[STOP]**.

3.4 Making a phone call using the phone book

Before using this feature, store the desired names and telephone numbers in the phone book (page 35).
- Keep the front cover page open for button locations.

3.4.1 With the handset
Make sure the handset is not being used.

1 Press **[Phone book]** (soft key).

2 Press **[Search]** (soft key).

3 Press **[▼]** or **[▲]** repeatedly to display the desired item.
- To exit the phone book, press **[OFF]**.

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

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

1. Press **[Phone book]** (soft key).

2. Press **[Search]** (soft key).

3. Press **[5]** repeatedly to display any name with the initial "**L**" (see the character table, page 35).
- To search for symbols, press **[1]**.

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

Chain dial feature
You can dial a combination of phone book items during the same call. This feature is useful if for example, you want to dial a number, then enter a PIN. All items must be stored in the phone book beforehand (page 35).

1. During a phone call, press **[MENU]**.

2. Press **[▼]** or **[▲]** repeatedly to display the desired item.
- To search for a name by initial, see page 36.

3. Press **[Call]** (soft key).
- The unit will start dialing automatically.
- If required, repeat steps 1 to 3 for any remaining numbers.

Note:
- If you have rotary or pulse service, you need to press **[✳]** before pressing **[MENU]** in

step 1 to change the dialing mode temporarily to tone.
● To prevent misdialing, we recommend you add pauses where needed when storing numbers. For example, add pauses after a telephone number when storing in the phone book (page 35) if a PIN number is to be dialed after it.

3.4.2 With the base unit

1 Press **[▶]**.

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

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

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

1. Press **[▶]**.

2. Press **[+]** or **[−]** to initiate the phone book.

3. Press **[5]** repeatedly to display any name with the initial **"L"** (see the character table, page 30).
● To search for symbols, press **[1]**.

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

3.5 Editing a stored item
● Keep the front cover page open for button locations.

3.5.1 With the handset
Make sure the handset is not being used.

1 Press **[Phone book]** (soft key).

2 Press **[Search]** (soft key).

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

4 Press **[Edit]** (soft key).
● 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 35.

6 Press **[▼]**.
● 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 35.

8 Press **[▼]**.

9 Press **[Save]** (soft key).

10 Press **[OFF]**.

3.5.2 With 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 35.

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 35.

8 Press **[SET]**.

9 Press **[STOP]**.

3.6 Erasing a stored item

● Keep the front cover page open for button locations.

3.6.1 With the handset
Make sure the handset is not being used.

1 Press **[Phone book]** (soft key).

2 Press **[Search]** (soft key).

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

4 Press **[Erase]** (soft key).

5 Press **[Yes]** (soft key).
   ● To cancel erasing, press **[No]** (soft key).
   ● To erase other items, repeat steps 3 to 5.

6 Press **[OFF]**.

3.6.2 With 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]**.

6 Press **[STOP]**.

Another method to erase a stored item

1. Press **[▶]**.

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

3. Press **[ERASE]**.

4. Press **[SET]**.

3.7 Copying phone book items from the base unit to the handset

You can copy one or all of the phone book items from the base unit to the handset. The handset will save the items in its phone book.

● Keep the front cover page open for button locations.

Important:
● **Make sure the base unit and the handset are not being used when copying phone book items.**
● **If an outside call is received during the phone book copy, copying will be stopped. You will need to copy the item(s) later.**

3.7.1 Copying one phone book item

1 Press **[MENU]**.

2 Press **[♯]**, then **[5][9]**.

3 Press **[1]** to display "**1 ITEM**".

4 Press **[SET]**.

5 Press **[+]** or **[−]** repeatedly to display the desired item.
   ● To search for the item by initial, see page 37.

6 Press **[SET]**.
   ● When the item has been copied, "**COMPLETE**" will be displayed and a beep will sound.
   ● The handset display will show "**Phone book Receiving**", then "**Phone book Received**".
   ● To copy another item, repeat steps 5 and 6.

7 Press **[MENU]**.

3.7.2 Copying all the phone book items

1 Press **[MENU]**.

2 Press **[♯]**, then **[5][9]**.

3 Press **[2]** to display "**ALL ITEMS**".

4 Press **[SET]**.

● When all items have been copied, "**COMPLETE**" will be displayed and a beep will sound.
● The handset display will show "**Phone book Receiving**", then "**Phone book Received**".

3.8 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.
Make sure the following ring settings are set to 2 or more rings beforehand.

– TAM ring setting (feature #06 on page 69) and FAX ring setting (feature #06 on page 69)
● Keep the front cover page open for button locations.

3.8.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed after the 1st ring. You have the option of whether or not to answer the call.
The unit will automatically store caller information (name, telephone number, date and time of the call, the number of times called) from the 30 (base unit)/50 (handset) most recent callers. Caller information is stored by the most recent to the oldest call. When the 31st (base unit)/51st (handset) call is received, the oldest call is deleted.
Caller information can be viewed on the display one item at a time (page 40) or confirmed by printing the Caller ID list (page 95).

● If the unit is connected to a PBX (Private Branch Exchange) system, caller information may not be received properly. Consult your PBX supplier.
● If the unit cannot receive caller information, the following will be displayed:
"**OUT OF AREA**": The caller dialed from an area which does not provide Caller ID service.
"**PRIVATE CALLER**": The caller requested not to send caller information.
"**LONG DISTANCE**": The caller made a long distance call.
● The name display service may not be available in some areas. For further information, please contact your telephone company.
● If the handset has lost communication with the base unit when a call is received, caller information will not be recorded in the handset.

To confirm caller information using the Caller ID list (Base unit only)
– To print manually, see page 95.

– To print automatically after every 30 new calls, activate feature #26 (page 71).

Call Waiting Caller ID feature
If you subscribe to both Caller ID and Call Waiting services, when a second call is received during a conversation, you will hear a call-waiting tone and the display will show the second caller's information.
Press **【FLASH/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 **【FLASH/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.

3.9 Viewing and calling back using caller information

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

Important:
● **Calling back will not be possible if the caller information does not include a telephone number.**

3.9.1 With the handset
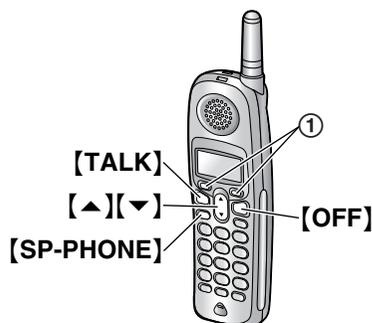
The unit will tell you how many calls you missed while you were out or unavailable to answer the phone.

Example:

```
2 missed calls
```

Make sure the handset is not being used.

1 Press **【Rcvd calls】** (soft key ①), **【▼】** or **【▲】** to display a caller information.

2 Press **【▼】** to search from the most recently received caller information.
● If you press **【▲】**, the display order will be reversed.

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

What "✓" means

"✓" on the display means the call has already been viewed or answered.

Example:
```
SMITH,JACK
3:10P JUN.29  ✓
```

● If the same caller calls again, the call entry with "✓" will be replaced with the new call entry.

If the same person calls more than once

The number of times the same caller called ("×**2**" to "×**9**") will be displayed. Only the date and time of the most recent call will be stored.
Example: The same person called 3 times.

```
TURNER,CINDY
11:20A JUN.12  ×3
```

● After viewing, "×**2**" to "×**9**" will be replaced with a "✓".

To stop viewing

Press 【**OFF**】 after step 2 on page 40.

To edit a telephone number before calling back/storing

Press 【**Select**】 (soft key ①), then press 【**Edit**】 (soft key ①) after step 2 on page 40. Each time you press 【**Edit**】 (soft key ①), the telephone number will be changed as follows:
① Local telephone number only (area code omitted)
② Area code – Local telephone number
③ 1 – Area code – Local telephone number ("1" added)
● To return a call, press 【**TALK**】 or 【**SP-PHONE**】.
● To store a number in the phone book, follow from step 3 of the handset storing procedure on page 44.

Note:
● The unit provides an auto edit feature for Caller ID numbers. For details, see page 42.

3.9.2 With the base unit

【**CALLER ID**】

【**STOP**】 【＋】【－】
【**FAX/START**】 【**SP-PHONE**】
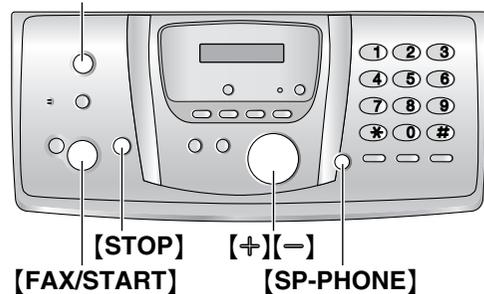
1 Press 【**CALLER ID**】.

2 Press 【－】 to search from the most recently received caller information.
   ● If you press 【＋】, the display order will be reversed.

3 Press 【**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:
● When the unit could not receive a name, the display will show "**NO NAME RCVD**".

To change the way caller information is displayed

Press 【**CALLER ID**】 repeatedly after step 2.

Example:
```
SAM LEE
11:20A Jul 20  ✓
```
↕
```
1345678
11:20A Jul 20  ✓
```

What "✓" means

"✓" on the display means the call has already been viewed or answered.

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

● If the same caller calls again, the call entry with "✓" will be replaced with the new call entry.

If the same person calls more than once

The number of times the same caller called ("×**2**" to "×**9**") will be displayed. Only the date and time of the most recent call will be stored.
Example: The same person called 3 times.

```
SAM LEE
10:30P Jul 20  ×3
```

● After viewing "×**2**" to "×**9**" will be replaced with a "√".

To stop viewing

Press **[STOP]** after step 2 on page 41.

To edit a telephone number before calling back/storing

Press **[✳]** repeatedly after step 2 on page 41. Each time you press **[✳]**, the telephone number will be changed as follows:

① Local telephone number only (area code omitted)

② Area code – Local telephone number

③ 1 – Area code – Local telephone number ("1" added)

● To return a call, press **[SP-PHONE]**.
● To store the number in the phone book, follow from step 3 of the base unit storing procedure on page 44.

Note:
● The unit provides an auto edit feature for Caller ID numbers. For details, see page 42.

3.10 Caller ID number auto edit feature

Once you call back an edited number, this unit can automatically edit incoming phone numbers from the same area code each time you receive a call. For example, it can ignore the area code of calls originating from your area code, so that you can call these numbers using caller information without dialing the area code.

To activate this feature, you must edit a caller information by selecting pattern ①, ② or ③ (page 41, 42), then make a call to that number. After that, calls from numbers in that area code will be edited automatically. The handset and base unit can remember up to 4 area codes each to be edited according to patterns ① and ②. When more than 5 area codes are edited, older area codes are reset to pattern ③. Phone numbers from the 4 most recently edited area codes will be automatically edited.

This feature can be turned ON using either the handset or the base unit. The default setting is ON.

3.10.1 Turning ON the Caller ID number auto edit feature

● Keep the front cover page open for button locations.

With the handset
Make sure the handset is not being used.

1 Press **[MENU]**.

2 Press **[0][4]**.
   ● "**Auto edit**" will be displayed.

3 Press **[1]** to select "**On**".

4 Press the **[Save]** (soft key).

5 Press **[OFF]**.

With the base unit

1 Press **[MENU]**.

2 Press **[♯]**, then **[7][5]**.

3 Press **[1]** to select "**ON**".

4 Press **[SET]**.

5 Press **[MENU]**.

Note:
● If you fail to reach your destination when making a call, the phone number you dialed might have an incorrect pattern. Edit the

phone number with another pattern (page 41, 42).
● When this feature is set to OFF the unit will still be able to display Caller ID, but incoming Caller ID numbers will not be automatically edited.
● If you move to another area, you may need to turn this feature OFF to erase the previously edited area codes. To use this feature again, turn it ON and reprogram the area codes you want to be edited once again.

3.11 Erasing caller information

● Keep the front cover page open for button locations.

3.11.1 Erasing all caller information

With the handset
Make sure the handset is not being used.

1 Press **【Rcvd calls】** (soft key), **【▼】** or **【▲】** to display a caller information.

2 Press **【All erase】** (soft key).
● To cancel erasing, press **【No】** (soft key).

3 Press **【Yes】** (soft key).

With the base unit

1 Press **【MENU】** repeatedly to display "**CALLER SETUP**".

2 Press **【SET】**.
● "**CALL LIST ERASE**" will be displayed.

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

4 Press **【SET】**.

5 Press **【STOP】**.

3.11.2 Erasing specific caller information

With the handset
Make sure the handset is not being used.

1 Press **【Rcvd calls】** (soft key), **【▼】** or **【▲】** to display a caller information.

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

3 Press **【Erase】** (soft key).
● To erase other items, repeat from step 2.

4 Press **【OFF】**.

With the base unit

1 Press **【CALLER ID】**.

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

3 Press **【ERASE】**.
● To erase other items, repeat from step 2.

4 Press **【STOP】**.

3.12 Storing caller information into the phone book

- Keep the front cover page open for button locations.

Important:
- **This feature is not available in the following cases.**
    - **The caller information does not include a telephone number.**

3.12.1 Into the handset

Make sure the handset is not being used.

1   Press **[Rcvd calls]** (soft key), **[▼]** or **[▲]** to display a caller information.

2   Press **[▼]** or **[▲]** repeatedly to display the desired item, then press **[Select]** (soft key).
    - If the number requires editing, see page 41.

3   Press **[Save]** (soft key).
    - If there is no name information for the caller, **"Enter name"** will be displayed. You can enter a name by performing the following steps:
        1. Enter the name (see page 35 for instructions.),
        2. Press **[▼]**, and
        3. Press **[Save]** (soft key).

        If a name is not required, press **[▼]**, then press **[Save]** (soft key).
    - To continue storing other items, repeat from step 2.

4   Press **[OFF]** to exit.

3.12.2 Into the base unit

1   Press **[CALLER ID]**.

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

3   Press **[MENU]**.

4   Press **[SET]**.

5   Press **[SET]**.

Note:
- You can confirm the items stored in the base unit by printing the telephone number list (page 95).

- The unit can only store names of up to 16 characters long.
- To edit a name and number, see page 37.

3.13 Intercom

Intercom calls can be made between the handset and the base unit.

- Keep the front cover page open for button locations.

3.13.1 Making intercom calls

With the handset

1 Press **[HOLD/INTERCOM]**.
   - The base unit will beep for 1 minute.
   - To stop paging, press **[OFF]**.

2 When the paged party answers, talk into the handset.
   - You can switch to the speaker by pressing **[SP-PHONE]**. To switch back to the receiver, press **[TALK]**.

3 To end the intercom, press **[OFF]**.

With the base unit

You can also locate a misplaced handset by paging it **(Handset locator)**.

1 Press **[LOCATOR/INTERCOM]**.
   - The handset will beep for 1 minute.
   - To stop paging, press **[SP-PHONE]** or **[LOCATOR/INTERCOM]**.

2 When the paged party answers, talk into **[MIC]**.

3 To end the intercom, press **[SP-PHONE]** or **[LOCATOR/INTERCOM]**.

3.13.2 Answering intercom calls

With the handset

When the handset is being paged, it will ring and the Ringer/Message alert indicator will flash rapidly.

1 Press **[TALK]**, **[SP-PHONE]** or **[HOLD/INTERCOM]** to answer the page.
   - You can also answer the page by pressing any button except **[▼]**, **[▲]** or **[OFF]**.

2 To end the intercom, press **[OFF]**.

With the base unit

When the base unit is being paged, it will beep.

1 Press **[SP-PHONE]** or **[LOCATOR/INTERCOM]** to answer the page.

2 To end the intercom, press **[SP-PHONE]** or **[LOCATOR/INTERCOM]**.

Note:

- When the ringer volume is OFF (page 27, 28), the handset and the base unit will ring at the low level when paged.
- If you have difficulty hearing the other party, decrease the speaker volume.

3.14 Transferring a call

A telephone call can be transferred between the base unit and the handset using the intercom feature.

- Keep the front cover page open for button locations.

3.14.1 To transfer a call from the handset

1 **Handset:**

   During a phone call, press **[HOLD/INTERCOM]** 2 times to page the base unit.
   - The call will be put on hold.
   - If the paged party does not answer, press **[TALK]** or **[SP-PHONE]** to return to the phone call.
   - If you do not wish to announce the transfer, press **[OFF]** to complete the transfer.

2 **Base unit:**

   Press **[SP-PHONE]** or **[LOCATOR/INTERCOM]** to answer the page.
   - **If the paging party hangs up before you answer the page**, "INCOMING CALL" will be displayed. Press **[SP-PHONE]** to take the transferred call.

3 **Handset:**

   After the paged party answers, "Intercom hold" is displayed.
   To complete the transfer, press **[OFF]**.

3.14.2 To transfer a call from the base unit

1 **Base unit:**

   During a phone call, press **[LOCATOR/INTERCOM]** to page the handset.
   - The call will be put on hold.
   - If the paged party does not answer, press **[LOCATOR/INTERCOM]**, then **[SP-PHONE]** to return to the outside call.

● If you do not wish to announce the transfer, press **[SP-PHONE]** to complete the transfer.

2 Handset:

Press **[TALK]**, **[SP-PHONE]** or **[HOLD/INTERCOM]** to answer the page.

● **If the paging party hangs up before you answer the page**, "`Incoming call`" will be displayed. Press **[TALK]** or **[SP-PHONE]** to take the transferred call.

3 Base unit:

To complete the transfer, press **[SP-PHONE]**.

During a transfer

● If you do not announce the transfer and the paged party does not answer within 60 seconds after you hang up, your extension will ring and the call will be returned to your phone. You can speak to the caller again by pressing **[TALK]**, **[SP-PHONE]** on the handset or **[SP-PHONE]** on the base unit.
If you still do not answer the call within 4 minutes, the call will be disconnected.

4.1 Sending a fax manually

[HELP]

[STOP]   **[+][−]**

[FAX/START]   **[SP-PHONE]**
[SET]   **[REDIAL/PAUSE]**

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 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 **[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 documents with normal-sized characters.
–   **"FINE"**: For documents with small print.
–   **"SUPER FINE"**: For documents with very small print. This setting is effective only when

the other party has a compatible fax machine.
–   **"PHOTO"**: For documents containing photographs, shaded drawings, etc.
●   Using the **"FINE"**, **"SUPER FINE"** and **"PHOTO"** settings will increase transmission time.
●   If the resolution setting is changed during feeding, it will be effective from the next page.

To redial the last number

1.   Press **[REDIAL/PAUSE]**.

2.   Press **[FAX/START]**.

●   If the line is busy, the unit will automatically redial the number.
●   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) on top of the previously inserted pages 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. To use this feature, activate feature #34 (page 71) beforehand.

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 send the data. If the document exceeds the memory capacity, transmission will be canceled and this feature will be turned OFF automatically. You must send the entire document manually.
●   This feature cannot be used if **[SP-PHONE]** on the base unit, **[TALK]** or **[SP-PHONE]** on the handset 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.

Printing a confirmation report
A confirmation report provides you with a printed record of transmission results. To print confirmation reports, make sure feature #04 is activated (page 69). For an explanation of error messages, see page 79.

Printing a journal report
A journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 95. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #22 is activated (page 70). For an explanation of error messages, see page 79.

4.2 Documents you can send

Minimum document size

128 mm
(5")

128 mm
(5")
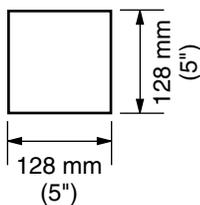
Maximum document size

600 mm
(23 $^5/_8$")

216 mm
(8 $^1/_2$")
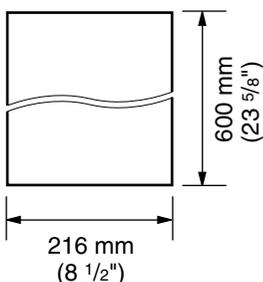
Effective scanning area
- Shaded area will be scanned.

2 mm($^1/_{16}$")

2 mm

4 mm

4 mm($^5/_{32}$")

208 mm(8 $^3/_{16}$")

216 mm(8 $^1/_2$")
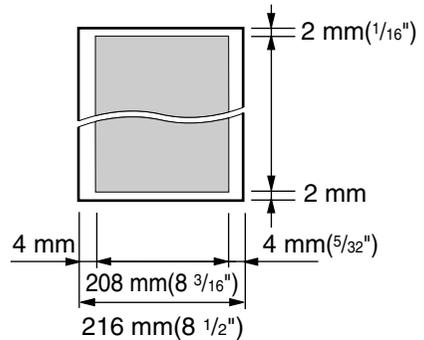
Document weight
- Single sheet:
  45 g/m^2 to 90 g/m^2 (12 lb. to 24 lb.)
- Multiple sheets:
  60 g/m^2 to 80 g/m^2 (16 lb. to 21 lb.)

Note:
- Remove clips, staples or other fasteners.
- Do not send the following types of documents: (Make a copy of the document and send the copy.)
  – 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 send 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 sending the copied document.

4.3 Sending a fax using the phone book

Before using this feature, store the desired names and telephone numbers into the base unit's phone book (page 35).
● 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 47).

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.
● 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 73).

4.4 Broadcast transmission

By storing the base unit's phone book items (page 35) 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.
● Keep the front cover page open for button locations.

4.4.1 Programming items into the broadcast memory

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

2 Press 【♯】.

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

4 Press **【SET】**.
 ● The number in brackets indicates the number of registered items.
 ● 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 95).

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】**.
   ● 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 47).

3 Press **【 ▶ 】**.

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

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

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

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 parties you want to send the document to.

5. Press **【＋】** or **【－】** repeatedly to display the desired party.

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

7. Press **【START】** to start transmission to the programmed parties.

To cancel broadcast transmission

1. Press **【STOP】** while **"BROADCASTING"** is displayed.
   ● The display will show **"SEND CANCELED?"**.

2. Press **【SET】**.

4.5 Receiving a fax manually – Auto answer OFF

4.5.1 Activating TEL mode

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

```
TEL MODE
```

- The **【AUTO ANSWER】** indicator turns OFF.
- When the unit has new messages, the **【AUTO ANSWER】** indicator will flash. By pressing **【AUTO ANSWER】** when the indicator is flashing, the unit will play back all of the new messages. After playing back all of the new messages, the **【AUTO ANSWER】** indicator will stop flashing.
  To set to TEL mode, press **【AUTO ANSWER】** repeatedly.

Note:
- By default, the unit reduces the size of the received document to 92% when printing (See feature #36 on page 71 for details).

【STOP】
【FAX/START】
【SP-PHONE】　AUTO ANSWER ○ – ○

【TALK】
【SP-PHONE】
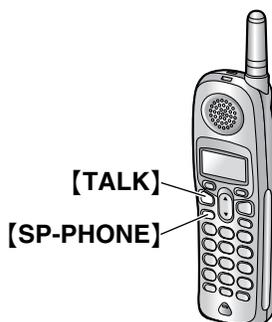
How to receive phone calls and faxes with the base unit

1. Press **【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 and 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 72) beforehand. The default setting is ON.

To stop receiving
Press **【STOP】**.

How to receive faxes with an extension telephone

If you have another telephone connected to the same line (extension telephone), you can use the extension telephone to receive faxes.

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

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

press **【✳】【♯】【9】** (default fax activation code) **firmly**.
- ● The fax machine will start reception.

3. Replace the handset.

Note:
- ● To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #41 on page 72) beforehand. The default setting is ON.

4.6 Receiving a fax automatically – Auto answer ON

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

1 Make sure feature #77 is set to **"TAM/FAX"** (page 73) beforehand.

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

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

- ● 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.

[SET]   **【✛】【━】**

AUTO ANSWER ─◯─ ◯
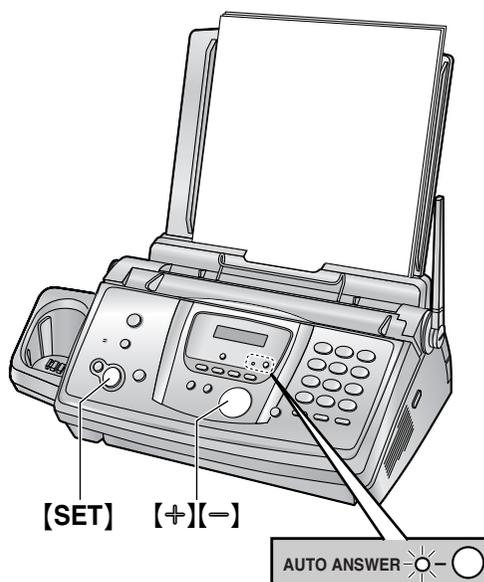
Note:
- ● The maximum incoming message recording time can be changed (feature #10 on page 69, or page 77).

- While an incoming call is being recorded, you can monitor it through the speaker. If this feature is not required, turn OFF feature #67 (page 73).

How phone calls and faxes are received
When receiving calls, the unit works as an answering machine and/or fax.
- If the call is a phone call, the unit will record the caller's message automatically.
- If a fax calling tone is detected, the unit will receive the fax automatically.

Note:
- By default, the unit reduces the size of the received document to 92% when printing (See feature #36 on page 71 for details).

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 fax.

Changing the ring setting in TAM/FAX mode
You can select from **"2"** (default), **"3"**, **"4"**, **"5"**, **"6"**, **"7"** or **"TOLL SAVER"**. This setting can be changed by feature #06 on page 69, or page 77.
– **"TOLL SAVER"**: The unit answers after 2 rings when new messages have been recorded, and after 4 rings when there are no new messages. If you call your unit from a remote location to listen to new messages (page 63), you will know that there are no messages when the unit rings for the 3rd time. You can then hang up without being charged for the call.

Note:
- If you set to **"4"**, **"5"**, **"6"** or **"7"**, receiving faxes may not be possible.

4.6.2 Activating FAX ONLY mode

1. Make sure feature #77 is set to **"FAX ONLY"** (page 73) 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.
- When the unit has new messages, the **[AUTO ANSWER]** indicator will flash. By pressing **[AUTO ANSWER]** when the indicator is flashing, the unit will play back all of the new messages. After playing back all of the new messages, the **[AUTO ANSWER]** indicator will stop flashing. To set to FAX ONLY mode, press **[AUTO ANSWER]** repeatedly.

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

Note:
- By default, the unit reduces the size of the received document to 92% when printing (See feature #36 on page 71 for details).

4.7 Junk fax prohibitor (preventing fax reception from undesired callers)

If you subscribe to Caller ID service, this feature prevents fax reception from calls that do not show caller information.
Additionally, the fax machine will not accept faxes originating from numbers that match a programmable junk fax prohibitor list.

● Keep the front cover page open for button locations.

Important:
● **This feature does not work when manual reception is performed.**

4.7.1 Activating the junk fax prohibitor

1 Press **[MENU]** repeatedly to display "JUNK FAX PROH.".

2 Press **[▶]**.

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

4 Press **[SET]**.

5 Press **[MENU]** to exit the program.
  ● While the junk fax prohibitor is activated, "JUNK FAX ON" is displayed.

4.7.2 Storing undesired callers

You can register up to 10 undesired numbers from the Caller ID list (page 39) if you do not wish to receive faxes from them.

1 Press **[MENU]** repeatedly to display "JUNK FAX PROH.".

2 Press **[▶]** repeatedly to display "JUNK LIST SET".

3 Press **[SET]**.

4 Press **[+]** or **[−]** repeatedly to display the item you wish to prevent the fax reception from.

5 Press **[SET]**.
  ● To program other items, repeat steps 4 to 5.

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

Note:
● If there is no space to store new items, "LIST FULL" is displayed in step 3 or step 5. Erase unnecessary items.

To display the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "JUNK FAX PROH.".

2. Press **[▶]** repeatedly to display "JUNK LIST DISP.".

3. Press **[SET]**.

4. Press **[+]** or **[−]** to display the item.

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

To print the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "JUNK FAX PROH.".

2. Press **[▶]** repeatedly to display "JUNK LIST PRINT".

3. Press **[SET]**.

4. Press **[MENU]** to exit the list.

To erase an item from the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "JUNK FAX PROH.".

2. Press **[▶]** repeatedly to display "JUNK LIST DISP.".

3. Press **[SET]**.

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

5. Press **[◀]**.
  ● To cancel erasing, press **[STOP]**, then press **[MENU]**.

6. Press **[SET]**.
  ● The item is erased.
  ● To erase other items, repeat steps 4 to 6.

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

# 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】
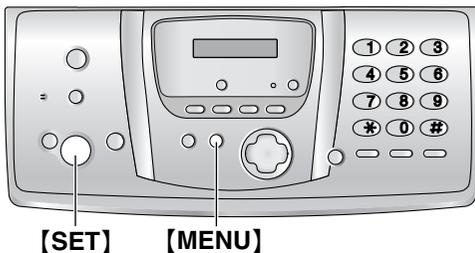
1 Press **【MENU】**.

2 Press **【♯】**, then **【3】【1】**.

3 Press **【1】** to select **"ON"**.

4 Press **【SET】**.

5 Press **【MENU】**.

How phone calls and faxes are received
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.

Note:
● Be sure to select a tone (Tone 1 to 3) for the handset ringer tone (page 76). If you select a melody, you will not be able to distinguish lines by their ringers.

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

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

Example: Using three phone numbers

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

To use one phone number for the fax, program the ring pattern assigned for the fax in feature #32 (page 56). 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"**

Ring pattern	Settings in feature #32
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 55).

2 Press **[MENU]**.

3 Press **[♯]**, then **[3][2]**.

4 Press **[1]** to **[5]** to select the ring pattern assigned for fax.
[1] **"A"**: Standard ring (one long ring)
[2] **"B"**: Double ring (two short rings)
[3] **"C"**: Triple ring (short-long-short-rings)
[4] **"D"**: Other triple ring (short-short-long rings)
[5] **"B–D"** (default): The fax will respond to calls with any of ring tone patterns **"B"**, **"C"** and **"D"**

5 Press **[SET]**.

6 Press **[MENU]**.

6.1 Making a copy
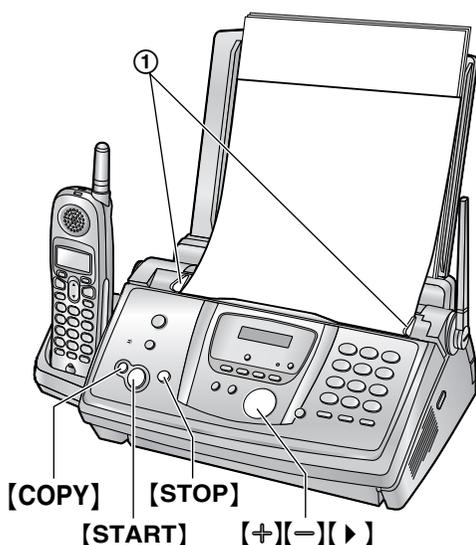
[COPY] **[STOP]**

[START] **[＋][―][▶]**

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 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]**, or wait for 15 seconds.
● The unit will start copying.

Note:
● Any document which can be sent as a fax can also be copied (page 48).

To select the resolution
Select the desired resolution according to the type of document.
– **"FINE"**: For printed or typewritten documents with small print.
– **"SUPER FINE"**: For documents with very small print.
– **"PHOTO"**: For documents 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 the document, then remove it for other uses. To use this feature, activate feature #34 (page 71) beforehand. The default setting is OFF.
● 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. Insert the document, then press **[COPY]**.

2. Press **[▶]**.

3. Press **[＋]** repeatedly to select **"150%"** or **"200%"**, then 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
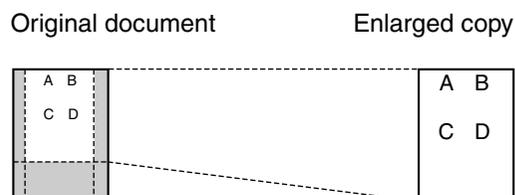
To reduce a document

1. Insert the document, then press **[COPY]**.

2. Press **[▶]**.

3. Press **[―]** repeatedly to select **"92%"**, **"86%"** or **"72%"**, then press **[START]**.

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

Setting	Recording paper size	Original document size
"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. Insert the document, then press **[COPY]**.

2. Enter the number of copies (up to 30).

3. Press **[▶]** 2 times to display "**COLLATE OFF**".

4. Press **[＋]** or **[－]** repeatedly to display "**COLLATE ON**".

5. Press **[START]**.

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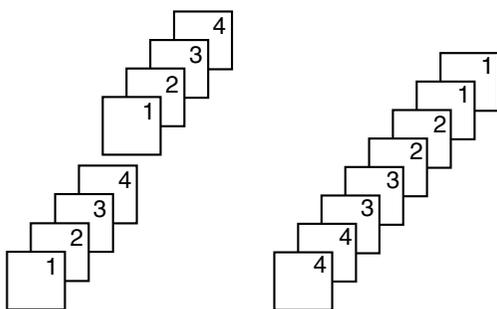
Collated pages   Uncollated pages

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 the data will not be stored in the memory. Insert more 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 seconds (default) or 60 seconds in length. We recommend you record a message of less than 12 seconds to make it easier to receive faxes.

[MIC]
[SET]
[STOP] **[ERASE]**
[RECORD] **[AUTO ANSWER]**
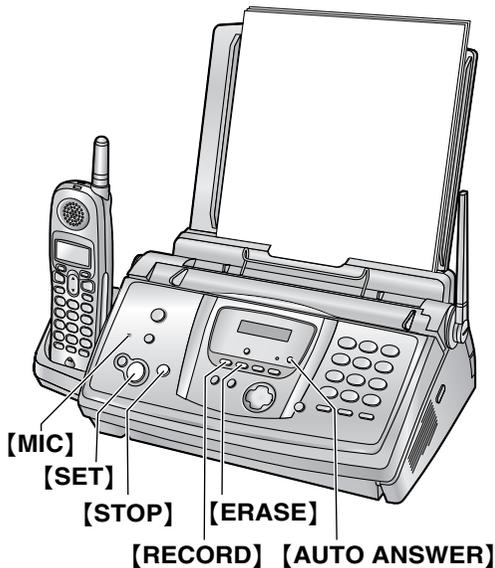
1 Set feature #77 to **"TAM/FAX"** (page 73) beforehand.

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 **[MIC]**.
● The display will show the remaining recording time.

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

Note:
● You can change the maximum TAM/FAX greeting message recording time to 60 seconds (feature #54 on page 72).
– If you change the setting 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 setting from 60 seconds to 16 seconds, your current greeting message will be deleted. The pre-

recorded greeting message will be played when a call is received.
● If you change the maximum recording time to **"GREETING ONLY"** (feature #10 on page 69), the unit will answer a call with your current greeting message, and then hang up.

To check the greeting message

1. Set feature #77 to **"TAM/FAX"** (page 73) 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 73) 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 Listening to recorded messages using the base unit

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 72).

7.2.1 To play back messages

【SLOW】
【PLAY MESSAGES】
AUTO ANSWER

[STOP]
[SET] **[MENU]** **[QUICK]**
[ERASE] **[SP-PHONE]**
【+】【-】【 ◀ 】【 ▶ 】
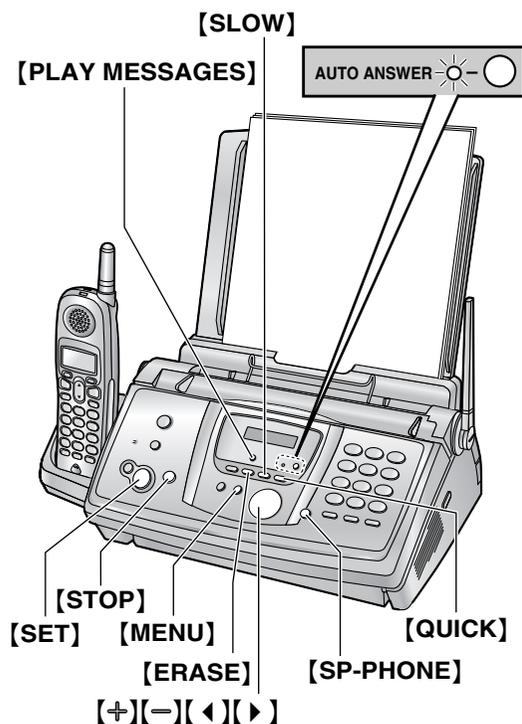
Press **【PLAY MESSAGES】**.
● Only new messages will be played.
● Adjust the speaker volume using **【+】** or **【-】**.
● After playing back all of the new messages, the **【AUTO ANSWER】** indicator will stop flashing but will remain lit up when AUTO ANSWER is turned ON. If you press **【PLAY MESSAGES】** 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, the unit will announce the day of the week and time that each message was recorded.

If you subscribe to Caller ID service
During playback, the display shows the name and/or number of the caller whose message is being played.
You can call back the displayed number using the base unit.

1. Press **【MENU】** during playback.
   ● The base unit stops playback.
   ● If you do not need to edit the telephone number, skip to step 3.
2. Edit the telephone number (page 42).
3. Press **【SP-PHONE】**.
   ● The base unit automatically dials the telephone number.

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.

7.2.2 Erasing recorded messages
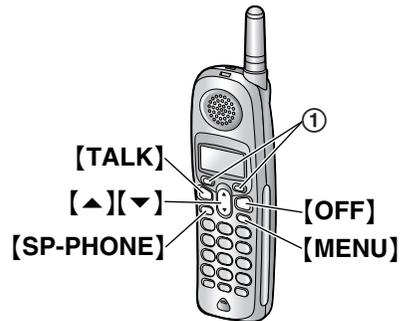
To erase a specific message

Press 【ERASE】 while listening to the message you want to erase.

To erase all messages

1. Press 【ERASE】.
2. Press 【SET】.
3. Press 【SET】 again.

7.3 Listening to recorded messages using the handset (Remote operation)

When the unit has recorded new voice messages, **"New message"** is displayed.

7.3.1 To play back messages

1 Press 【MENU】.
- **"Message play"** is displayed.

2 Press 【Select】 (soft key ①).
- The unit will announce the number of new messages, and will play back the new messages.
- To switch to the receiver and listen to the messages with privacy, press 【TALK】. You can switch back to the speaker by pressing 【SP-PHONE】.
- Adjust the speaker or receiver volume using 【▼】 or 【▲】.

3 Press 【OFF】 to end the operation.

To repeat a message

Press 【Repeat】 (soft key ①) or 【1】 while listening to the message.
- If pressed within 5 seconds of the beginning of the message, the previous message will be played.

To skip a message

Press 【Skip】 (soft key ①) or 【2】 to play the next message.

To playback new messages

Press 【4】.
- Only new messages are played back.

To playback all messages

Press **[5]**.

● All messages are played back.

To stop playback temporarily

Press **[9]**.

● To resume operation, enter a remote command within 10 seconds.

To turn OFF the AUTO ANSWER mode

Press **[0]**.

● The receiving mode will be set to TEL mode.

To turn ON the AUTO ANSWER mode

Press **[8]**.

● When AUTO ANSWER is turned ON, the receiving mode will be set to FAX ONLY or TAM/FAX mode, depending on the setting of feature #77 (page 73).

If you have subscribed to a Caller ID service

During playback, the display shows the name and/or number of the caller whose message is being played.

You can call back the displayed number using the handset.

1. Press **[MENU]**.
   ● The unit stops playback.
   ● If you need to edit the phone number to call back, see page 41.
2. Press **[Call]** (soft key ①), **[TALK]**, or **[SP-PHONE]**.
   ● The unit automatically dials the telephone number.

7.3.2 Erasing recorded messages

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 and the next message will be played.

To erase all messages

Press **[✱][5]** while listening to a message.

● A long beep will sound and the unit will announce *"All messages have been erased."*.

7.4 Leaving a message for others or yourself

You can record a voice memo to leave a private message for yourself or someone else. Recorded messages are treated as new messages.

● 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 **[MIC]**.

4 To stop recording, press **[STOP]**.

Note:

● If 6 beeps sound and the unit announces *"Sorry, no more memory."*, the unit will exit recording mode. Erase unnecessary messages (page 61, 62) and try again.

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 on page 69, or page 77).**
● **Set the unit to TAM/FAX mode before going out (page 52).**
● **Use a touch tone telephone for remote operations.**

Helpful hints:
● When you press a key, 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.		【7】	Records greeting message
2. Enter the remote operation ID during the TAM/FAX greeting message.		【9】	Stops recording of the greeting message
3. Enter a remote command within 10 seconds.		【✳】【4】	Erases a specific message
		【✳】【5】	Erases all messages
Key	**Remote command**	【8】【0】	Turns OFF the answering machine
【1】	Repeats a message	【8】【1】	Turns ON message transfer
【2】	Skips a message	【8】【2】	Turns OFF message transfer
【4】	New message playback	【8】【3】	Turns ON pager call
【5】	All message playback	【8】【4】	Turns OFF pager call
【6】	Room monitor	【♯】	Skips the greeting message

7.5.1 Summary of remote operation

1 Call your unit.

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

3 **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."

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

4 To end remote operation, hang up.

7.5.2 Remote operation using remote commands

【1】Repeat (During playback)
- The current message is repeated.
- If pressed within 5 seconds of playback, the previous message will be played.

【2】Skip (During playback)
- The current message is skipped. The next message is played.

【4】New message playback
- Only new messages are played back.

【5】All message playback
- All messages are played back.

【6】Room monitor
- The unit will monitor the sound for about 30 seconds in the room.
- After 30 seconds, a beep will sound. To continue monitoring, press 【6】 again within 10 seconds.

【7】Record greeting message
- After the long beep, talk for up to 16 seconds. Press 【9】 to end. The new greeting message will be played back.

【*】【4】To erase a specific message (During playback)
- The current message is erased.
- A long beep will sound and the next message will be played.

【*】【5】To erase all messages
- A long beep will sound and all messages will be erased.

【8】【0】To turn OFF the answering machine
- The unit hangs up and will not answer calls until turned ON again (page 52, 64).

【♯】To skip the greeting message
- The greeting message is skipped.

Turning message transfer ON or OFF
You must program a transfer telephone number beforehand (feature #60 on page 72).
- Press 【8】【1】 to turn ON the message transfer.
- Press 【8】【2】 to turn OFF the message transfer.

Turning pager call ON or OFF
You must program a pager number beforehand (feature #70 on page 73).
- Press 【8】【3】 to turn ON the pager call.
- Press 【8】【4】 to turn OFF the pager call.

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.

To turn ON the AUTO ANSWER mode

1. Call your unit and let it ring 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 the receiving mode will be set to TAM/FAX.

3. Hang up the handset.

7.6 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 72) and set the unit to TAM/FAX mode.**

7.6.1 How this feature works

1 An incoming voice message is recorded in your unit.

2 Your unit calls the transfer telephone number.
  ● If the line is busy, your unit will automatically redial the 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 63).

7.6.2 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 【2】 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**】.

2. Press 【♯】, then 【6】【1】.

3. Press 【1】 to select **"CHECK"**.

4. Press 【**SET**】.
  ● The unit will play the message.

5. Press 【**MENU**】.

To erase your transfer greeting message

1. Press 【**MENU**】.

2. Press 【♯】, then 【6】【1】.

3. Press 【3】 to select **"ERASE"**.

4. Press 【**SET**】.

5. 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 【1】 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.

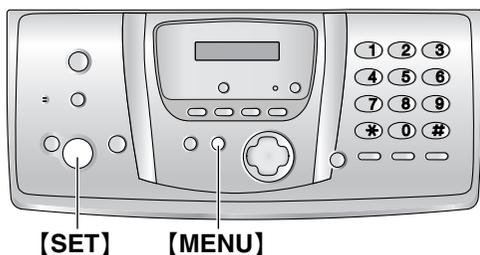**10.** Check that your pager received the pager test call.

11. Press 【**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 Base unit programming

[SET]   **[MENU]**

1 Press **[MENU]**.

2 Press **[♯]** and the 2-digit code.

3 Press the desired direct command 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 Direct command chart for base unit

For more details on the features, see page 69 to page 73.

Feature	Feature code	Direct command	Page
Quick Setup	**[0][0]**	**[1]**: "TAM/FAX" (default) **[2]**: "DIST. RING" **[3]**: "TEL ONLY" **[4]**: "FAX ONLY"	page 21
Date and time	**[0][1]**	----------	page 29
Your logo	**[0][2]**	----------	page 30
Your fax number	**[0][3]**	----------	page 31
Confirmation report	**[0][4]**	**[1]**: "ON" **[2]**: "OFF" **[3]**: "ERROR" (default)	page 69
Fax ring count	**[0][6]**	**[1]**: "1" **[2]**: "2" **[3]**: "3" (default) **[4]**: "4"	page 69
TAM ring count	**[0][6]**	**[2]**: "2" (default) **[3]**: "3" **[4]**: "4" **[5]**: "5" **[6]**: "6" **[7]**: "7" **[0]**: "TOLL SAVER"	page 53
Caller's recording time	**[1][0]**	**[1]**: "1 MIN" **[2]**: "2 MIN" **[3]**: "3 MIN" (default) **[0]**: "GREETING ONLY"	page 69
Remote operation ID	**[1][1]**	----------	page 69
Dialing mode	**[1][3]**	**[1]**: "PULSE" **[2]**: "TONE" (default)	page 70
Paper size	**[1][6]**	**[1]**: "LETTER" (default) **[2]**: "A4"	page 70
Ringer tone	**[1][7]**	**[1]**: "A" (default) **[2]**: "B" **[3]**: "C"	page 70
Automatic journal report	**[2][2]**	**[1]**: "ON" (default) **[2]**: "OFF"	page 70
Overseas mode	**[2][3]**	**[1]**: "NEXT FAX" **[2]**: "OFF" **[3]**: "ERROR" (default)	page 70
Delayed send	**[2][5]**	**[1]**: "ON" **[2]**: "OFF" (default)	page 70
Automatic Caller ID list	**[2][6]**	**[1]**: "ON" **[2]**: "OFF" (default)	page 71

Feature	Feature code	Direct command	Page
Distinctive Ring	**[3][1]**	**[1]**: "ON" **[2]**: "OFF" (default)	page 55
Fax ring pattern	**[3][2]**	**[1]**: "A" **[2]**: "B" **[3]**: "C" **[4]**: "D" **[5]**: "B-D" (default)	page 56
Quick scan	**[3][4]**	**[1]**: "ON" **[2]**: "OFF" (default)	page 71
Receiving reduction	**[3][6]**	**[1]**: "72%" **[2]**: "86%" **[3]**: "92%" (default) **[4]**: "100%"	page 71
Display contrast	**[3][9]**	**[1]**: "NORMAL" (default) **[2]**: "DARKER"	page 71
Fax activation code	**[4][1]**	**[1]**: "ON" (default) **[2]**: "OFF"	page 72
Message alert	**[4][2]**	**[1]**: "ON" **[2]**: "OFF" (default)	page 72
Recording time alert	**[4][3]**	**[1]**: "ON" **[2]**: "OFF" (default)	page 72
Memory reception alert	**[4][4]**	**[1]**: "ON" (default) **[2]**: "OFF"	page 72
Friendly reception	**[4][6]**	**[1]**: "ON" (default) **[2]**: "OFF"	page 72
Fax voice guidance	**[4][7]**	**[1]**: "ON" (default) **[2]**: "OFF" **[3]**: "ERROR"	page 72
Greeting time	**[5][4]**	**[1]**: "16s" (default) **[2]**: "60s"	page 59
Copy phone book	**[5][9]**	**[1]**: "1 ITEM" (default) **[2]**: "ALL ITEMS"	page 38
Message transfer	**[6][0]**	**[1]**: "ON" **[2]**: "OFF" (default)	page 72
Message transfer greeting message	**[6][1]**	**[1]**: "CHECK" (default) **[2]**: "RECORD" **[3]**: "ERASE"	page 65
Incoming message monitor	**[6][7]**	**[1]**: "ON" (default) **[2]**: "OFF"	page 73
Pager call	**[7][0]**	**[1]**: "ON" **[2]**: "OFF" (default)	page 65
Flash time	**[7][2]**	**[1]**: "90ms" **[2]**: "100ms" **[3]**: "110ms" **[4]**: "250ms" **[5]**: "300ms" **[6]**: "400ms" **[7]**: "600ms" **[8]**: "700ms" (default)	page 73
Caller ID number auto edit	**[7][5]**	**[1]**: "ON" (default) **[2]**: "OFF"	page 42
Connecting tone	**[7][6]**	**[1]**: "ON" (default) **[2]**: "OFF"	page 73
AUTO ANSWER	**[7][7]**	**[1]**: "TAM/FAX" (default) **[2]**: "FAX ONLY"	page 73
Set default	**[8][0]**	**[1]**: "YES" **[2]**: "NO" (default)	page 73

8.3 Basic features

[♯][0][0] Setting the Quick Setup

```
QUICK SETUP
        PRESS SET
```

● Press **[SET]** 2 times before pressing the direct command button. See page 21 for details.

[1] "**TAM/FAX**" (default)
[2] "**DIST. RING**"
[3] "**TEL ONLY**"
[4] "**FAX ONLY**"

[♯][0][1] Setting the date and time

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

● Enter the date and time using the dial keypad. See page 29 for details.

[♯][0][2] Setting your logo

```
YOUR LOGO
        PRESS SET
```

● Enter your logo using the dial keypad. See page 30 for details.

[♯][0][3] Setting your fax number

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

● Enter your fax number using the dial keypad. See page 31 for details.

[♯][0][4] Printing a confirmation report

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

To print a confirmation report for fax transmission results (page 48).
[1] "**ON**": A confirmation report will be printed after every transmission.
[2] "**OFF**": Confirmation reports will not be printed.
[3] "**ERROR**" (default): A confirmation report will be printed only when fax transmission fails.

[♯][0][6] Changing the ring setting in FAX ONLY mode

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

To change the number of rings before the unit answers a call in FAX ONLY mode.
[1] "**1**"
[2] "**2**"

[3] "**3**" (default)
[4] "**4**"

[♯][0][6] Changing the ring setting in TAM/FAX mode

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

To change the number of rings before the unit answers a call in TAM/FAX mode. See page 53 for details.
[2] "**2**" (default)
[3] "**3**"
[4] "**4**"
[5] "**5**"
[6] "**6**"
[7] "**7**"
[0] "**TOLL SAVER**"

Note:
● You can also program this feature with the handset (page 77).

[♯][1][0] Changing the maximum recording time for incoming messages

```
RECORDING TIME
MODE=3 MIN    [±]
```

[1] "**1 MIN**": 1 minute
[2] "**2 MIN**": 2 minutes
[3] "**3 MIN**" (default): 3 minutes
[0] "**GREETING ONLY**": Only plays the greeting message.

Note:
● If you select "**GREETING ONLY**", the unit will answer a call with the greeting message, and then hang up. The unit will not record any incoming messages.
● You can also program this feature with the handset (page 77).

[♯][1][1] Setting the remote operation ID

```
REMOTE TAM ID
ID=11
```

1. Press **[MENU]**.
2. Press **[♯]**, then **[1][1]**.
3. Enter a 2-digit number (00–99).
   ● The default ID is "**11**".
4. Press **[SET]**.
5. Press **[MENU]**.

Note:
● You can also program this feature with the handset (page 77).

[♯][1][3] Setting the dialing mode

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

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

Note:
● You can also program this feature with the handset (page 76).

[♯][1][6] Setting the recording paper size

```
PAPER SIZE
=LETTER        [±]
```

[1] "**LETTER**" (default): Letter or legal size paper.
[2] "**A4**": A4 size paper.

[♯][1][7] Setting the ringer tone for outside calls

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

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

Note:
● To set the handset ringer tone, see page 76.

8.4 Advanced features

[♯][2][2] Setting the journal report to print automatically

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

[1] "**ON**" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 48).
[2] "**OFF**": The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions.

[♯][2][3] 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 sending the fax.
This feature improves the reliability by reducing the transmission speed.
[1] "**NEXT FAX**": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting.
[2] "**OFF**": Deactivates this feature.
[3] "**ERROR**" (default): When the previous fax transmission fails and you wish to re-send the document.

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

[♯][2][5] 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] "**ON**"
[2] "**OFF**" (default)

1. Insert the document.
2. If necessary, press **[+]** or **[−]** repeatedly to select the desired resolution (page 47).
3. Press **[MENU]**.
4. Press **[♯]** then **[2][5]**.
5. Press **[1]** 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]**.

[♯][2][6] Setting the Caller ID list to print automatically

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

[1] "**ON**": The Caller ID list will be printed automatically each time the base unit logs 30 different callers (page 39).
[2] "**OFF**" (default): The Caller ID list will not be printed, but the base unit will keep a record of the information for the last 30 different callers.

[♯][3][1] Activating the Distinctive Ring feature

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

[1] "**ON**"
[2] "**OFF**" (default)
See page 55 for details.

[♯][3][2] Setting the ring pattern for fax (Distinctive Ring feature)

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

[1] "**A**"
[2] "**B**"
[3] "**C**"
[4] "**D**"
[5] "**B-D**" (default)
See page 56 for details.

[♯][3][4] 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.
[1] "**ON**": The unit will scan the document and store it into memory first, then the unit will start sending or copying.
[2] "**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.

[♯][3][6] 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.
[1] "**72%**"
[2] "**86%**"
[3] "**92%**" (default)
[4] "**100%**"

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

Note:
- The information of the sending party is printed on the top of each page. Therefore, even if the original document is the same size as the recording paper, the document will be divided into 2 sheets when printed at "**100%**". Select "**92%**" to print on 1 sheet.

[♯][3][9] Changing the base unit display contrast

```
LCD CONTRAST
MODE=NORMAL   [±]
```

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

Note:
- To change the handset display contrast, see page 76.

[♯][4][1] Changing the fax activation code

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

If you wish to use a handset (page 51) or an extension telephone (page 52) to receive faxes, activate this feature and program the activation code.
[1] "**ON**" (default)
[2] "**OFF**"

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

[♯][4][2] 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.
[1] "**ON**": You will hear a beeping sound.
[2] "**OFF**" (default): Deactivates this feature.

[♯][4][3] 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 61, 64). The beeps will stop.
[1] "**ON**": You will hear a beeping sound.
[2] "**OFF**" (default): Deactivates this feature.

[♯][4][4] 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.

[1] "**ON**" (default): You will hear a beeping sound.
[2] "**OFF**": Deactivates this feature.

[♯][4][6] 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).
[1] "**ON**" (default): You do not have to press **[FAX/START]** for fax reception.
[2] "**OFF**": You have to press **[FAX/START]** for fax reception.

[♯][4][7] Setting the fax voice guidance

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

If you wish to hear voice guidance for fax transmission/reception, activate this feature.
[1] "**ON**" (default): You will hear voice guidance.
[2] "**OFF**": Deactivates this feature.
[3] "**ERROR**": To hear voice guidance only when fax transmission/reception fails.

[♯][5][4] Changing the recording time for your TAM/FAX greeting message

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

[1] "**16s**" (default): Maximum recording time is 16 seconds.
[2] "**60s**": Maximum recording time is 60 seconds.
See page 59 for details.

[♯][5][9] Copying phone book data from the base unit to the handset

```
COPY PHONE BOOK
=1 ITEM        [±]
```

[1] "**1 ITEM**" (default)
[2] "**ALL ITEMS**"
See page 38 for details.

[♯][6][0] Setting the message transfer

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

To transfer a recorded incoming message to another telephone (page 65), activate this feature and program the transfer telephone number.
[1] "**ON**"
[2] "**OFF**" (default)

1. Press **[MENU]**.
2. Press **[♯]**, then **[6][0]**.

3. Press **[1]** to select "**ON**".

4. Press **[SET]**.

5. Enter the transfer telephone number, up to 30 digits.

6. Press **[SET]**.

7. Press **[MENU]**.

[♯][6][1] Checking, recording or erasing the transfer greeting message

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

[1] "**CHECK**" (default)
[2] "**RECORD**"
[3] "**ERASE**"
See page 65 for details.

[♯][6][7] 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.
[1] "**ON**" (default): You can monitor the incoming message.
[2] "**OFF**": Deactivates this feature.

[♯][7][0] Calling your pager

```
PAGER CALL
MODE=OFF       [±]
```

[1] "**ON**"
[2] "**OFF**" (default)
See page 65 for details.

[♯][7][2] Setting flash time

```
SET FLASH TIME
MODE=700ms     [±]
```

The flash time depends on your telephone exchange or host PBX.
[1] "**90ms**"
[2] "**100ms**"
[3] "**110ms**"
[4] "**250ms**"
[5] "**300ms**"
[6] "**400ms**"
[7] "**600ms**"
[8] "**700ms**" (default)

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

● You can also program this feature with the handset (page 76).

[♯][7][5] Setting the Caller ID number auto edit feature

```
CALLER ID EDIT
MODE=ON        [±]
```

[1] "**ON**" (default)
[2] "**OFF**"
See page 42 for details.

[♯][7][6] Setting the connecting tone

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

If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use those tones to confirm the status of the other party's machine.
[1] "**ON**" (default): You will hear connecting tones.
[2] "**OFF**": Deactivates this feature.

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

[♯][7][7] Changing the receiving mode in the AUTO ANSWER setting

```
AUTO ANSWER
MODE=TAM/FAX [±]
```

[1] "**TAM/FAX**" (default): Telephone Answering Machine/Fax mode (page 52)
[2] "**FAX ONLY**": Fax only mode (page 53)

[♯][8][0] Resetting advanced features to their default settings

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

[1] "**YES**"
[2] "**NO**" (default)
To reset the advanced features:

1. Press **[MENU]**.

2. Press **[♯]**, then **[8][0]**.

3. Press **[1]** to select "**YES**".

4. Press **[SET]**.

5. Press **[SET]** again.

6. Press **[MENU]**.

8.5 Handset programming

[OFF]
[MENU]
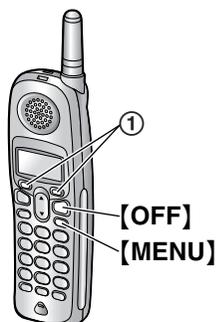
Important information
● **Make sure the handset and base unit are not being used.**

1 Press **[MENU]**.

2 Press the code number (**[0]** to **[9]** and **[♯]**).

3 Press the desired direct command to display the desired setting.
  ● This step may be slightly different depending on the feature.

4 Press **[Save]** (soft key ①).

5 Press **[OFF]**.

Note:
● To exit programming, press **[OFF]** at any time.

8.6 Direct command chart for handset

For more details on the features, see page 76 to page 77.

Feature	Feature code	Direct command	Page
Ringer volume	**[1][1]**	**[1]**: Low **[2]**: Medium **[3]**: High (default) **[0]**: Off	page 27
Ringer tone	**[1][2]**	**[1]**: "**Tone 1**" (default) **[2]**: "**Tone 2**" **[3]**: "**Tone 3**" **[4]**: "**Melody 1**" **[5]**: "**Melody 2**" **[6]**: "**Melody 3**" **[7]**: "**Melody 4**"	page 76
Message play	**[2]**	----------	page 61
Voice enhancer	**[5]**	**[1]**: "**On**" **[0]**: "**Off**" (default)	page 32
LCD contrast	**[0][1]**	**[1]**-**[6]**: Level 1-6	page 76
Key tone	**[0][2]**	**[1]**: "**On**" (default) **[0]**: "**Off**"	page 76
Auto talk	**[0][3]**	**[1]**: "**On**" **[0]**: "**Off**" (default)	page 76
Caller ID number auto edit	**[0][4]**	**[1]**: "**On**" (default) **[0]**: "**Off**"	page 42
Set dial mode	**[0][5][1]**	**[1]**: "**Pulse**" **[2]**: "**Tone**" (default)	page 76
Set flash time	**[0][5][2]**	**[1]**: "**700ms**" (default) **[2]**: "**600ms**" **[3]**: "**400ms**" **[4]**: "**300ms**" **[5]**: "**250ms**" **[6]**: "**110ms**" **[7]**: "**100ms**" **[8]**: "**90ms**"	page 76
Set line mode	**[0][5][3]**	**[1]**: "**A**" **[2]**: "**B**" (default)	page 76

Feature	Feature code	Direct command	Page
Number of rings	**[0][6][1]**	**[2]**: "**2**" (default) **[3]**: "**3**" **[4]**: "**4**" **[5]**: "**5**" **[6]**: "**6**" **[7]**: "**7**" **[0]**: "**Toll saver**"	page 53
Recording time	**[0][6][2]**	**[1]**: "**1min**" **[2]**: "**2min**" **[3]**: "**3min**" (default) **[0]**: "**Greeting only**"	page 77
Remote code	**[0][6][3]**	----------	page 77
Display language	**[0][8]**	**[1]**: "**English**" (default) **[2]**: "**Español**"	page 77
Message alert	**[0][♯]**	**[1]**: "**On**" **[0]**: "**Off**" (default)	page 77

8.7 Programming features

[1][1] Changing the ringer volume
[1] Low
[2] Medium
[3] High (default)
[0] Off
See page 27 for details.

[1][2] Setting ringer tone for outside calls
To set the handset ringer tone from one of 7 patterns for outside calls. You can select "**Tone 1**" (default), "**Tone 2**", "**Tone 3**", "**Melody 1**", "**Melody 2**", "**Melody 3**" or "**Melody 4**".
[1] "**Tone 1**" (default)
[2] "**Tone 2**"
[3] "**Tone 3**"
[4] "**Melody 1**"
[5] "**Melody 2**"
[6] "**Melody 3**"
[7] "**Melody 4**"

[2] Playing back messages
See page 61.

[5] Setting voice enhancer feature
[1] "**On**"
[0] "**Off**" (default)
See page 32 for details.

[0][1] Changing the handset display contrast
You can adjust the handset display contrast.
[1] Level 1
[2] Level 2
[3] Level 3 (default)
[4] Level 4
[5] Level 5
[6] Level 6

Note:
● To change the base unit display contrast, see feature #39 on page 71.

[0][2] Setting the key tone
You can select whether or not key tones are heard when keys are pressed. Includes confirmation tones and error tones.
[1] "**On**" (default): You will hear key tones.
[0] "**Off**": Deactivates this features.

[0][3] Setting auto talk feature
This feature allows you to answer a call by lifting the handset off the base unit without pressing **【TALK】** or **【SP-PHONE】**.
[1] "**On**"
[0] "**Off**" (default)

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

[0][4] Setting the Caller ID number auto edit feature
[1] "**On**" (default)
[0] "**Off**"
See page 42 for details.

[0][5][1] Setting dialing mode
If you cannot make calls, change this setting depending on your telephone line service.
[1] "**Pulse**": For rotary pulse dial service.
[2] "**Tone**" (default): For tone dial service.

Note:
● You can also program this feature with the base unit (feature #13 on page 70).

[0][5][2] Setting the flash time
The flash time depends on your telephone exchange or host PBX.
[1] "**700ms**" (default)
[2] "**600ms**"
[3] "**400ms**"
[4] "**300ms**"
[5] "**250ms**"
[6] "**110ms**"
[7] "**100ms**"
[8] "**90ms**"

Note:
● If the unit is connected via a PBX, PBX functions (transferring a call etc.) might not work correctly. Consult your PBX supplier for the correct setting.
● You can also program this feature with the base unit (feature #72 on page 73).

[0][5][3] Setting line mode
The line mode is preset to "**B**" and generally should not be adjusted. If "**Line in use**" is not displayed on the handset properly, the line mode selection is incorrect. Set line mode to "**A**".
[1] "**A**"
[2] "**B**" (default)

[0][6][1] Changing the ring setting in TAM/FAX mode
To change the number of rings before the unit answers a call in TAM/FAX mode. See page 53 for details.
[2] "**2**" (default)
[3] "**3**"
[4] "**4**"
[5] "**5**"
[6] "**6**"
[7] "**7**"
[0] "**Toll saver**"

Note:
● You can also program this feature with the base unit (feature #06 on page 69).

[0][6][2] Changing the maximum recording time for incoming messages
[1] "**1min**": 1 minute
[2] "**2min**": 2 minutes
[3] "**3min**" (default): 3 minutes
[0] "**Greeting only**": Only plays the greeting message.

Note:
● If you select "**Greeting only**", the unit will answer a call with the greeting message, and then hang up. The unit will not record any incoming messages.
● You can also program this feature with the base unit (feature #10 on page 69).

[0][6][3] Setting remote operation code
1. Press **[MENU]**.
2. Press **[0][6][3]**.
   ● "**Remote code**" will be displayed.
3. Enter a remote code using a 2-digit number (00–99).
   ● The default setting is "**11**".
4. Press **[Save]** (soft key ①).
5. Press **[OFF]**.

Note:
● You can also program this feature with the base unit (feature #11 on page 69).

[0][8] Changing the display language
You can select either "**English**" (default) or "**Español**" for the display language.
[1] "**English**" (default)
[2] "**Español**"

[0][♯] Setting the message alert
You can select whether or not the Ringer/Message alert indicator on the handset

will flash when new messages have been recorded (page 60).
[1] "**On**": The Ringer/Message alert indicator will flash.
[0] "**Off**" (default): Deactivates this feature.

Note:
● The Ringer/Message alert indicator will not flash for new messages while the handset is in use.
● The Ringer/Message alert indicator acts as a ringer indicator and as a message alert indicator. This indicator will flash rapidly when a call is received whether this feature is ON or OFF.
● Battery life may be shortened when using this feature (page 20).

9.1 Re-registering the handset

If "**No link to base. Move closer to base, try again.**" is displayed even when the handset is near the base unit, you may need to re-register the handset to the base unit.
Make sure the base unit and the handset are near each other and not being used. Registration must be completed within 1 minute.
● Keep the front cover page open for button locations.

1 Base unit:

Press and hold **[LOCATOR/INTERCOM]** until a beep sounds.
● "**HS REGISTRATION**" is displayed.

2 Handset:

Press and hold **[FLASH/CALL WAIT]** until "**Handset Registering**" is displayed.
● When registration is complete, a beep sounds from the handset.
● Wait for 20 seconds after registration is completed while the handset establishes communication with the base unit.

Note:
● To stop registration, press **[OFF]** on the handset and press **[LOCATOR/INTERCOM]** on the base unit.
● If the handset beeps 3 times and "**Error!!**" is displayed, an error occurred. Try again.

10.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the sending and journal reports (page 48).

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 70).

DOCUMENT JAMMED
- The document is jammed. Remove the jammed document (page 91).

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.

JUNK FAX PROH. REJECT
- The junk fax prohibitor feature of this unit rejected fax reception.

MEMORY FULL
- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or clear the jammed paper (page 89).

NO DOCUMENT
- The document was not fed into the unit properly. Re-insert the document 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 other party's fax machine rang too many times. Send the fax manually (page 47).
- 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 transmission or reception was canceled.

OK
- Fax transmission or reception was successful.

10.2 Error messages – Display

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

10.2.1 Base unit

> **BUSY**

- The handset you tried to copy phone book items to is in use.

> **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 92) 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 recording paper is not installed or the unit has run out of paper. Install paper and press **[START]** to clear the message.
- The recording paper was not fed into the unit properly (page 91). Reinstall paper (page 16) and press **[START]** to clear the message.
- The recording paper has jammed near the recording paper entrance. Clear the jammed paper (page 89) 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 15).
- The ink film is not installed. Install it (page 13).
- The ink film is slack or creased. Tighten it (see step 5 on page 14).

```
      ERROR!!
```

- The handset tried to copy phone book items (page 38) but the copy has been stopped.

```
   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 16) or clear the jammed paper (page 89).
- When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually.

```
FILM EMPTY
```

↕

```
     COVER OPEN
```

- The ink film is empty. Replace the ink film with a new one (page 15).
- The ink film is slack. Tighten it (see step 5 on page 14) 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 ink film is low. Prepare a new ink film (page 9).

```
     INCOMPLETE
```

- The phone book copy stopped because the destination handset was out of range.

```
   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 voice messages. Erase unnecessary messages (page 61, 62).

```
   MODEM ERROR
```

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

```
   NO FAX REPLY
```

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

```
NO ITEMS STORED
```

- You tried to copy your phone book items to the handset, but your phone book was empty.

```
OPEN CABINET
CHECK FILM SLACK
```

↕

```
OPEN CABINET
CHECK FILM TYPE
```

- Please use genuine Panasonic replacement film (page 9).
- The ink film is slack. Tighten it (see step 5 on page 14).
- 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 89).

PHONE BOOK FULL

- There is no space to store new items in the phone book. Erase unnecessary items (page 38).
- The phone book memory of the handset is already full, or became full when copying phone book items. Copying was stopped. Press **[STOP]** to exit the mode (page 38). Erase other stored items in the handset phone book (page 38), then try again.

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 91).
- Press **[STOP]** to eject the jammed paper.

SERIAL ERROR

- There is something wrong with the unit. Contact our service personnel. The handset will not work. So, if you make a call, use the base unit.

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 70).
  – Add 2 pauses at the end of the telephone number or dial manually.

UNIT OVERHEATED

- The unit is too hot. Stop using the unit for a while and let the unit cool down.

10.2.2 Handset

Busy

- The called base unit is in use.

Charge for 6h

- The battery has been discharged. The handset will not work. Fully charge the battery (page 20).

Error!!

- When you tried to re-register the handset, the handset and the base unit could not link for some reason, such as interference from electrical appliances. Move the handset and the base unit away from the electrical appliances and try again.

Line in use

- The base unit is conducting an outside call or a parallel connected telephone is in use.

Line on hold

- The base unit is on hold for an outside call.

No link to base.
Move closer to
base, try again.

- The handset has lost communication with the base unit. Move closer to the base unit, and try again.
- Raise the base unit antenna.
- The handset's registration may have been canceled. Re-register the handset (page 78).

```
Phone book full
```

- There is no space to store new items in phone book. Erase unnecessary items (page 38).

```
Please lift up
and try again.
```

- A handset button was pressed while the handset was on the base unit. Lift the handset and press the button again.

```
Recharge battery
```

- The battery needs to be charged. Recharge the battery (page 20).

```
System is busy.
Please try again
later.
```

- The handset has lost communication with the base unit. Move closer to the base unit and try again.
- The base unit user is listening to messages. Try again later.

10.3 When a function does not work, check here

10.3.1 Initial settings

Problem	Cause & Solution
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 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 may be wrong. Change the setting (feature #13 on page 70, or page 76).
The unit does not work.	● Check the battery is installed correctly (page 17). ● Check the connections (page 19). ● Fully charge the battery (page 20).
The unit does not ring.	● The ringer volume is turned OFF. Adjust it (page 27, 28).

10.3.2 General

Problem	Cause & Solution
The unit displays "CHECK PAPER" even though paper is inserted.	● The paper is inserted halfway. Insert it correctly (page 91) 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 the receiving mode to TEL mode (page 51) or TAM/FAX mode (page 52). ● If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 55).
The [REDIAL/PAUSE] button does not function properly.	● If this button is pressed during dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.
The receiving mode does not function properly.	● The Distinctive Ring is set (feature #31 on page 71).
During programming, I cannot enter the code or ID number.	● All or part of the number is the same as another code or ID. Change the number: – remote operation ID (code): feature #11 on page 69, or page 77, – fax activation code: feature #41 on page 72,

Problem	Cause & Solution

The ink film runs out quickly.	● Even if there are only a few sentences, every page that comes out of the machine is considered a full page.
	● Turn OFF the following features:
	  – confirmation report: feature #04 on page 69.
	  – journal report: feature #22 on page 70.
	  – Caller ID list: feature #26 on page 71.

The unit beeps.	● Recording paper/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 72).
The speakerphone is not working.	● Use the speakerphone in a quiet room. ● If you have difficulty hearing the other party, adjust the volume.
I cannot page the handset or base unit.	● The handset is too far from the base unit.
The unit does not display the caller's name and/or telephone number.	● You need to subscribe to a Caller ID service. ● Other telephone equipment may be interfering with your phone. Disconnect it and try again. ● Other electrical appliances connected to the same outlet may be interfering with the Caller ID information. ● Telephone line noise may be affecting the Caller ID information. ● The caller requested not to send his/her information (page 39). ● If a call is being transferred to you, the caller information will not be displayed.
The Caller ID list/incoming phone numbers are not edited automatically.	● The Caller ID number auto edit feature is turned OFF. Turn it ON and try again (page 42).
The display exits the Caller ID List while viewing caller information.	● Do not pause for over 1 minute on the handset or 3 minutes on the base unit while searching.

10.3.3 Cordless handset

Problem	Cause & Solution
The handset does not work.	● Make sure that the battery is installed correctly (page 17). ● Fully charge the battery (page 20). ● Clean the charge contacts and charge again (page 20). ● Unplug the base unit's power cord to reset. Plug in, and try again. ● Re-install the battery (page 17) and fully charge it.
The handset does not ring.	● The ringer volume is set to OFF. Adjust it (page 27).
The display shows "No link to base. Move closer to base, try again." and an alarm tone sounds.	● The handset is too far from the base unit. Move closer and try again. ● Plug in the base unit's power cord. ● Raise the base unit antenna. ● The handset may have lost communication with the base unit. Register the handset again (page 78).

Problem	Cause & Solution
Static, sound cuts in/out, fades. Interference from other electrical units.	● Move the handset and the base unit away from other electrical appliances. ● Move closer to the base unit. ● Raise the base unit antenna.
While programming, the handset starts to ring.	● To answer a call, press **[TALK]** or **[SP-PHONE]**. Start again from the beginning after hanging up.
I cannot redial by pressing [REDIAL].	● If the last number dialed was more than 48 digits long, the number will not be redialed correctly.
"Recharge battery" is displayed, ⊑▯ flashes or the handset beeps intermittently.	● Fully charge the battery (page 20).
"Charge for 6h" and ⊏▭ are displayed and the handset does not work.	● The battery has been discharged. Fully charge the battery (page 20).
I charged the battery fully, but "Recharge battery" is still displayed and/or ⊑▯ continues to flash, or "Charge for 6h" and ⊏▭ are displayed.	● Clean the charge contacts and charge again (page 20). ● The battery may need to be replaced (page 17). If you install a new battery, fully charge it (page 20).
The [CHARGE] indicator does not go out after the battery has been charged.	● This is normal.
I cannot receive documents by pressing [⚹][♯][9] on the handset.	● You must set remote fax activation to ON (feature #41 on page 72) beforehand. ● Press **[⚹][♯][9]** firmly. ● The memory is full of 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.	● Fully charge the battery (page 20).
I cannot have a conversation using the headset.	● Make sure that an optional headset is connected properly (page 18). ● If **"SP-phone"** is displayed on the handset, press **[TALK]** to switch to the headset.
I cannot program items.	● Programming is not possible while the handset and/or base unit is being used. ● Do not pause for over 1 minute while programming. ● Move closer to the base unit. ● While another user is listening to messages or the telephone answering machine is answering a call, you cannot program. Try again later.

10.3.4 Fax – sending

Problem	Cause & Solution
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 failed to answer the fax automatically. Send the fax manually (page 47).
I cannot send a fax overseas.	• Use the overseas transmission mode (feature #23, on page 70). • 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 black lines, white lines or smudges appear on their received document.	• The scanner glass or rollers are dirty with correction fluid, etc. Clean them (page 92). Please do not insert a document before correction fluid has dried completely.

10.3.5 Fax – receiving

Problem	Cause & Solution
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 55). • The ink film is empty. Replace the ink film with a new one (page 15).
I cannot receive documents automatically.	• The receiving mode is set to TEL mode. Change the receiving mode: – TAM/FAX mode (page 52) or FAX ONLY mode (page 53). • The time taken to answer the call is too long. Decrease the number of rings in feature #06 (page 69). • The greeting message is too long. Record a shorter message (page 59).
The display shows "CONNECTING.....", but faxes are not received.	• The receiving mode is set to FAX ONLY mode and the incoming call is not a fax. Change the receiving mode: – TAM/FAX mode (page 52) or TEL mode (page 51).
A blank sheet is ejected.	• If a blank sheet is ejected after the received document is printed out, the size of the document sent by the other party is as large as, or larger than, the recording paper, or the receiving reduction rate is not programmed correctly. Program the proper rate in feature #36 (page 71). • The other party placed the document in their fax machine facing the wrong way. Check with the other party.

Problem	Cause & Solution
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 thermal head is dirty. Clean it (page 93). ● If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. ● 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 remote fax activation to ON (feature #41 on page 72) beforehand. ● Press **[⋇][♯][9]** firmly. ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or clear the jammed paper (page 89).
The other party complains that they cannot send a document.	● The receiving mode is set to TEL mode. Receive the document manually (page 51) or change the receiving mode to TAM/FAX mode (page 52) or FAX ONLY mode (page 53). ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or clear the jammed paper (page 89).
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 73), 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.

10.3.6 Copying

Problem	Cause & Solution
The unit will not make a copy.	● The ink film is empty. Replace the ink film with a new one (page 15). ● You cannot make a copy during programming. ● You cannot make a copy during a telephone conversation.
A black line, white line or smudge appears on the copied document.	● The scanner glass or rollers are dirty with correction fluid, etc. Clean them (page 92). Please do not insert a document before correction fluid has dried completely.
The copied image is distorted.	● Adjust the width of the document guides to fit the actual size of the document.

Problem	Cause & Solution
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.
	<table><tr><td align="center">Original</td><td align="center">Copy</td></tr><tr><td align="center">A̲B̲C̲</td><td align="center">A̲B̲C̲</td></tr></table>
	● The thermal head is dirty. Clean it (page 93). ● 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.

10.3.7 Answering machine

Problem	Cause & Solution
I cannot listen to messages from a remote location.	● Press the remote operation ID (code) correctly and firmly (feature #11 on page 69, or page 77). ● The unit is not in TAM/FAX mode. Change to TAM/FAX mode (page 64).
The other party complains that they cannot leave a voice message.	● The recording time is set to **"GREETING ONLY"**. Select **"1 MIN"**, **"2 MIN"** or **"3 MIN"** (feature #10 on page 69, or page 77). ● The memory is full. Erase unnecessary messages (page 61, 62).
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.
During message playback, the unit rings.	● A call is being received. To answer the call, if you are using the base unit, press **【SP-PHONE】** on the base unit. If you are using the handset, press **【TALK】** or **【SP-PHONE】** on the handset. For playback, start again from the beginning after hanging up.
The Ringer/Message alert indicator flashes slowly when the handset is not ringing and in use.	● The message alert is turned ON and new messages have been recorded. Turn the message alert OFF (page 77) or listen to the new messages (page 60, 61).
Caller ID information does not display during message playback.	● The caller information will not be displayed if a message is recorded by using **【RECORD】** (page 62).

10.3.8 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 delayed transmission (feature #25, page 70) is programmed and a power failure prevents the document from being sent at the set time, the document will be sent 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 stating which documents in memory have been erased.

10.4 Recording paper jams

10.4.1 When the recording paper has jammed in the unit

The display will show the following.

```
PAPER JAMMED
```

**1** Open the front cover by pulling up the center part.
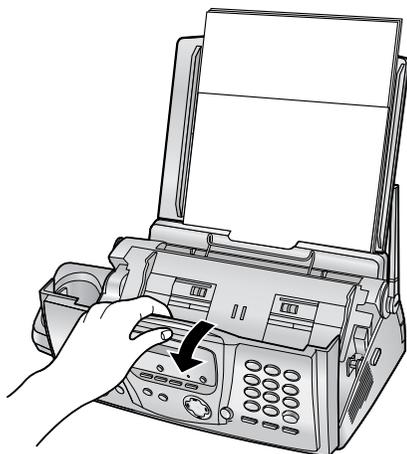
2 Release the back cover by pushing the green button (①).
   ● You can also release the back cover by pushing in the green lever (②).
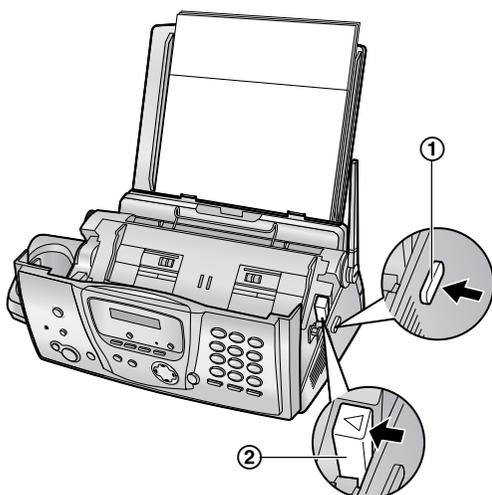

3 Open the back cover.
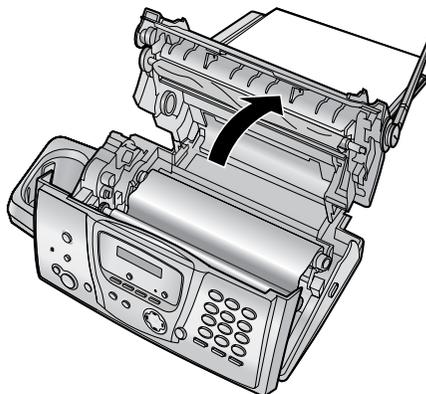
4 Remove the jammed recording paper (①).
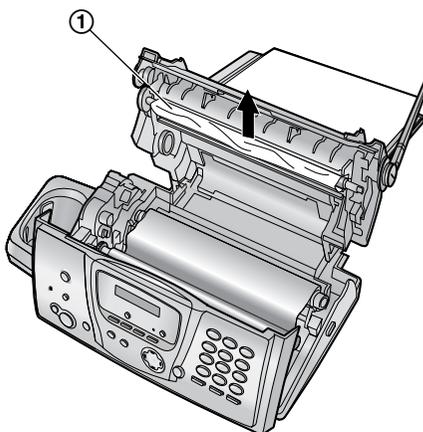
5 Turn the gear of the blue core (①) in the direction of the arrow until the ink film is tight (②).

Incorrect

The ink film is not wrapped around the blue core.

Slack/Crease

Reverse

6 Close the back cover securely by pushing down on the notched area at both ends (①).

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

Correct

1 turn

Tight

7 Close the front cover securely.

For Fax Advantage assistance, call 1-800-435-7329.
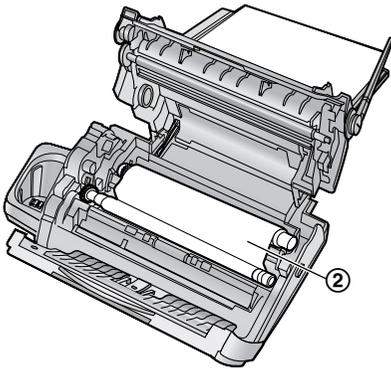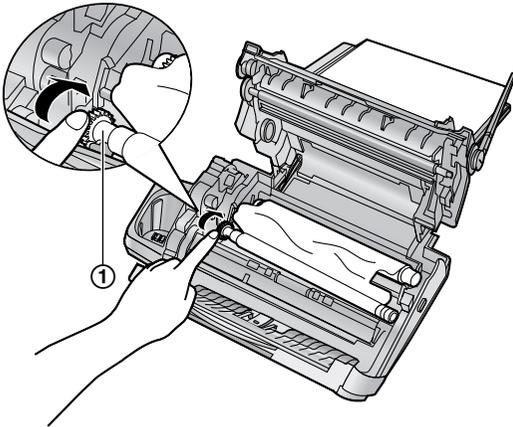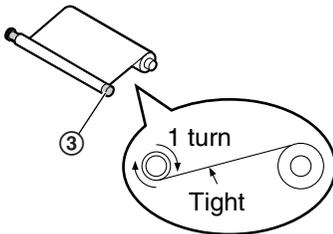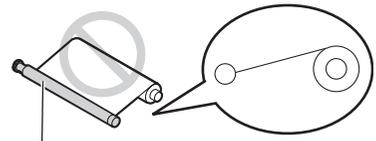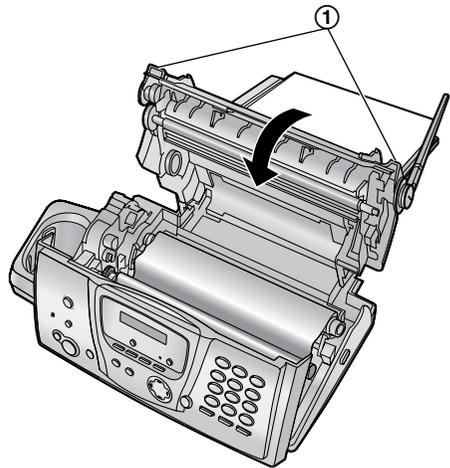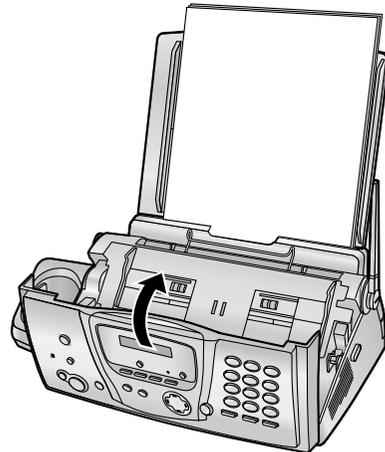
8 Remove the recording paper and straighten. Pull the tension plate forward (①) and insert the paper. Then push the tension plate back.

10.4.2 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]
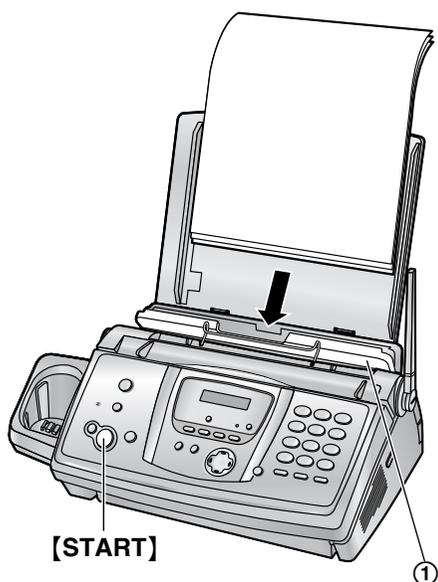
10.5 Document jams – sending

1 Open the front cover by pulling up the center part. Remove the jammed document carefully (①).
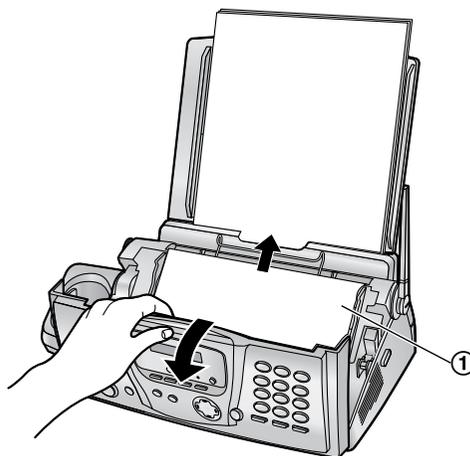
2 Close the front cover securely.

Note:
● Do not pull out the jammed paper forcibly before opening the front cover.

10.6 Document feeder/scanner glass cleaning

Clean the document feeder/scanner glass when:
– Documents frequently misfeed.
– Smudges or black/white lines appear on the original document when sending or copying.

1 Disconnect the power cord and the telephone line cord.

2 Open the front cover by pulling up the center part.
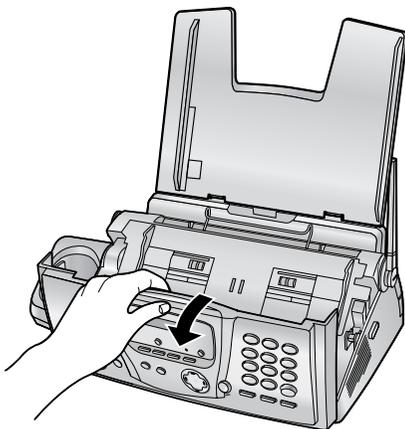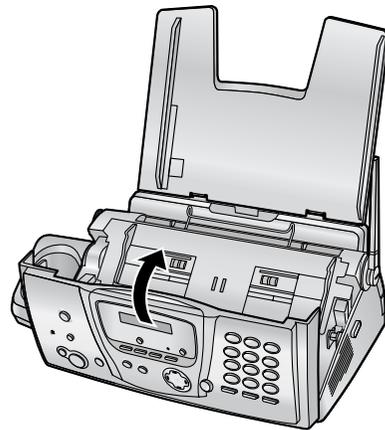
3 Clean the document feeder rollers (①) and rubber flap (②) with a cloth moistened with isopropyl rubbing alcohol, and let all parts

dry thoroughly. Clean the scanner 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.

5 Connect the power cord and the telephone line cord.

10.7 Thermal head cleaning

If smudges or black/white lines appear on a copied/received document, check whether there is 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 by pulling up the center part.
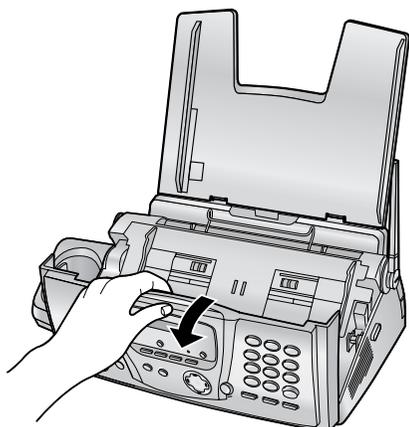
3 Release the back cover by pushing the green button (①).
- You can also release the back cover by pushing in the green lever (②).
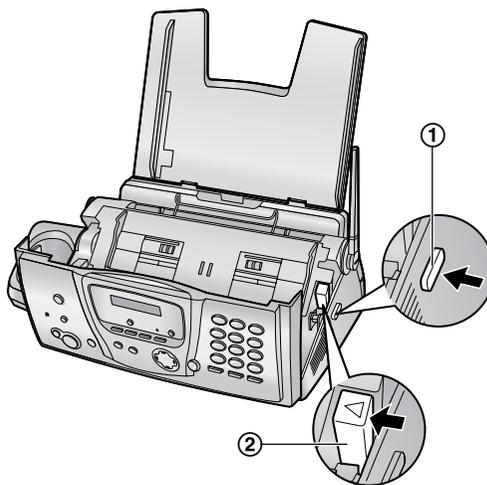
4 Open the back cover.
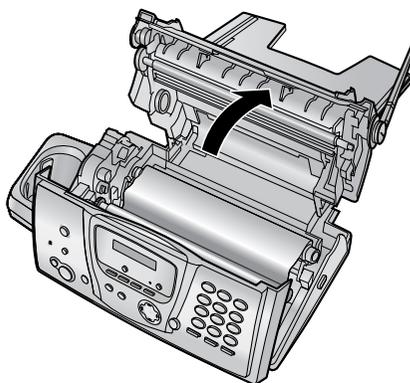
5 Remove the ink film (①).
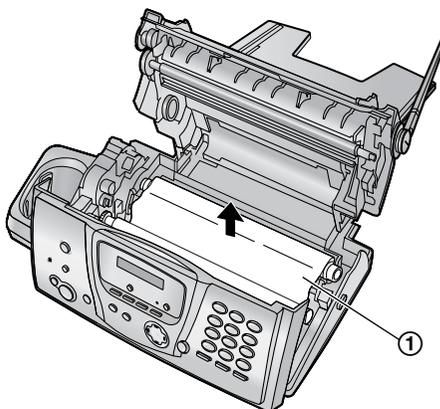
6 Clean the thermal head (①) with a cloth moistened with isopropyl rubbing alcohol, and let it dry thoroughly.

   Caution:
   - **To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly.**
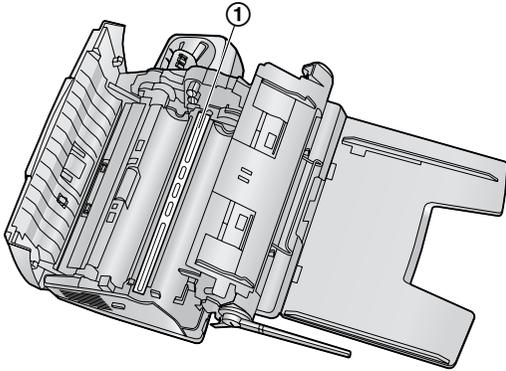
7 Reinstall the ink film and close the covers (see steps 4 to 7 on page 13).

8 Connect the power cord and the telephone line cord.

For Fax Advantage assistance, call 1-800-435-7329.

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 69 to page 73).

"TEL NO. LIST":
Provides you with names and numbers which are stored in the phone book of the base unit.

"JOURNAL REPORT":
Keeps a record of fax transmission and reception. This report can be printed automatically after every 30 fax communications (feature #22 on page 70).

"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 93).

"BROADCAST LIST":
Provides you with names and numbers which are stored in the broadcast memory (page 49).

"CALLER ID LIST":
Keeps a record of the last 30 different callers of the base unit after subscribing to a Caller ID service. To print automatically after every 30 new calls, activate feature #26 (page 71).
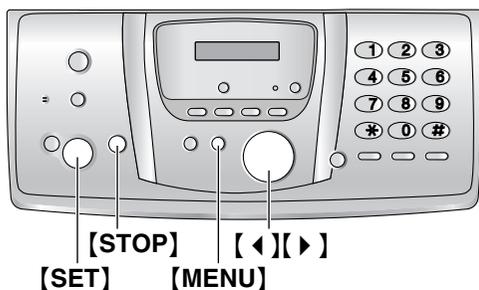
[STOP]   [◀][▶]
[SET]   [MENU]

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[*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. 7.0 W
Transmission: Approx. 13 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 If an error occurs during fax reception, such as a paper jam or if the recording paper runs out, the fax and subsequent faxes will be retained in memory.
*4 Including greeting messages. Total recording time may be reduced by the calling party's background noise.

ITU-T No. 1 Test Chart
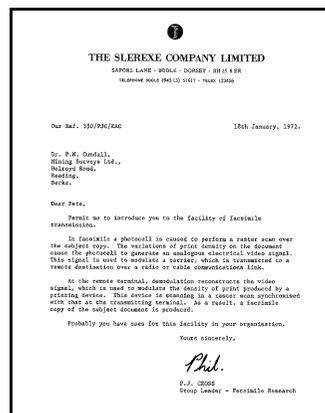
Recording paper specifications

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)

Frequency:
2.40 GHz – 2.48 GHz

Dimensions:
Approx. height 208 mm × width 52 mm × depth 39 mm (8^3/$_{16}$" × 2^1/$_{16}$" × 1^{17}/$_{32}$")

Mass (Weight):
Approx. 190 g (0.42 lb.)

Power supply:
Ni-MH battery (3.6 V, 830 mAh)

Security codes:
1,000,000

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.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

This equipment is hearing aid compatible as defined by the FCC in 47 CFR Section 68.316.

When 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 by digital devices.

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.
Some cordless telephones operate at frequencies that may cause interference to nearby TVs and VCRs. To minimize or prevent such interference, the base of the cordless telephone should not be placed near or on top of a TV or VCR. If interference is experienced, move the cordless telephone further away from the TV or VCR. This will often reduce, or eliminate, interference.

FCC RF Exposure Warning:
This product complies with FCC radiation exposure limits set forth for an uncontrolled environment. To comply with FCC RF exposure requirements the base unit must be installed and operated with its antenna located 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 PANASONIC CORPORATION OF
NORTH AMERICA
One Panasonic Way, Secaucus, New Jersey 07094

PANASONIC PUERTO RICO, INC.
San Gabriel Industrial Park,
Ave. 65 de Infantería, Km. 9.5,
Carolina, Puerto Rico 00985

Panasonic Facsimile Product
Limited Warranty

Limited Warranty Coverage
If your product does not work properly because of a defect in materials or workmanship, Panasonic Consumer Electronics Company or Panasonic Puerto Rico, Inc. (collectively referred to as "the warrantor") will, for the length of the period indicated on the chart below, which starts with the date of original purchase ("Limited Warranty period"), at its option either (a) repair your product with new or refurbished parts, or (b) replace it with a new or a refurbished product. The decision to repair or replace will be made by the warrantor.

FAX categories	Parts	Labor
Thermal Transfer Facsimile	6 Months	6 Months
Laser Facsimile	1 (one) Year	1 (one) Year

Batteries, antennas, 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 Puerto Rico, Inc. (787)-750-4300 or fax (787)-768-2910.

Limited Warranty Limits And Exclusions
This Limited Warranty ONLY COVERS failures due to defects in materials or workmanship, and DOES NOT COVER normal wear and tear or cosmetic damage. The Limited Warranty ALSO DOES NOT COVER damages which occurred in shipment, or failures which are caused by products not supplied by the warrantor such as non Panasonic ink film, toner cartridge or drum unit, or failures which result from accidents, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, set-up adjustments, signal reception problems, misadjustment of consumer controls, improper maintenance, power line surge, improper voltage supply, lightning damage, modification, or commercial use (such as in a hotel, office, restaurant, or other business), rental use of the product, service by anyone other than a Factory Servicenter or other Authorized Servicer, or damage that is attributable to acts of God.

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. <u>Panasonic Continued Services 900 fee based support: 1-900-FAX-HELP (1-900-329-4357)</u>
   This exceptional service is charged directly to your telephone bill at only $2.49 per minute.
2. <u>Panasonic Premier Service Club (PPSC): 1-800-435-7329</u>
   PPSC provides toll free troubleshooting support at only $7.99 for a one time sampler or $23.95 for a one year or 5 call membership. These services are billed directly to your major credit card.

Both of these comprehensive programs provide real time, live agent support for customers who are not eligible for coverage under the limited warranty.
Terms and prices are subject to change without notice.

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

Customer Services Directory

Obtain Product Information and Operating Assistance; locate your nearest Dealer or Servicenter; purchase Parts and Accessories; or make Customer Service and Literature requests by visiting our Web Site at:

http://www.panasonic.com/consumersupport

or E-mail us via:
consumer_fax@us.panasonic.com

Contact:

For in Limited Warranty programming and Troubleshooting Support:

Fax Advantage assistance and Service Location finder: 1-800-HELP-FAX (435-7329)

For out of Limited Warranty technical and troubleshooting support:

Panasonic offers two value based, cost effective, solutions:

1. Panasonic Continued Services 900 fee based support: 1 900 FAX HELP (1 900 329 4357)
   This exceptional service is charged directly to your telephone bill at only $2.49 per minute.
2. Panasonic Premier Service Club (PPSC): 1 800 435 7329
   PPSC provides toll free troubleshooting support at only $7.99 for a one time sampler or $23.95 for a one year or 5 call membership. These services are billed directly to your major credit card.

Both of these comprehensive programs provide real time, live agent support for customers who are not eligible for coverage under the limited warranty. Terms and prices are subject to change without notice.

For hearing or speech impaired TTY users, TTY: 1-866-741-6422

Accessory Purchases

Purchase Parts, Accessories and Instruction Books online for all Panasonic Products by visiting our Web Site at:

http://www.pasc.panasonic.com

or, send your request by E-mail to:
npcparts@us.panasonic.com

You may also contact us directly at:
1-800-332-5368 (Phone) 1-800-237-9080 (Fax Only) (Monday - Friday 9 am to 8 pm, EST.)
Panasonic Services Company
20421 84th Avenue South, Kent, WA 98032
(We Accept Visa, MasterCard, Discover Card, American Express, and Personal Checks)

For hearing or speech impaired TTY users, TTY: 1-866-605-1277

Service in Puerto Rico

Panasonic Puerto Rico, Inc.
San Gabriel Industrial Park, Ave. 65 de Infantería, Km. 9.5, Carolina, Puerto Rico 00985
Phone (787) 750-4300   Fax (787) 768-2910

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 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. Contact the shipper who will pick up the unit at no charge to you, should it be determined that you are entitled to warranty service. A proof-of-purchase must be included with the returned product. Any unit that is replaced by Panasonic and not shipped with proper proof-of-purchase by you will be subject to a minimum $100.00 charge. The original unit must be properly packaged in the same manner as the replacement unit, utilizing the packing materials provided. Damage due to improper or inadequate packing will be charged to you as an out-of-warranty cost.

If our 1-800-HELP-FAX technicians determine that your unit may be an "out-of-box failure"[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 delivery of the replacement product to you, shipment of the problem unit to Panasonic, shipment of the replacement unit back to Panasonic and the return of your original unit back to you. Credit status will be verified prior to sending the replacement product.
1. See dealer for limited warranty details.
2. After the fax advantage program, contact our Continued Services Technical Support Line at 1-900-FAX-HELP (1-900-329-4357), for fee based technical support.
3. Replacement unit is refurbished.
4. Replacement program is only available in the 50 United States, 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.

Panasonic Consumer Electronics Company, Division of Panasonic Corporation of North America

One Panasonic Way, Secaucus, New Jersey 07094

Panasonic Puerto Rico, Inc.

San Gabriel Industrial Park,
Ave. 65 de Infantería, Km. 9.5,
Carolina, Puerto Rico 00985

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