

Panasonic®

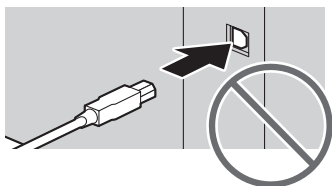
Operating Instructions

Color Laser Multi-Function Printer

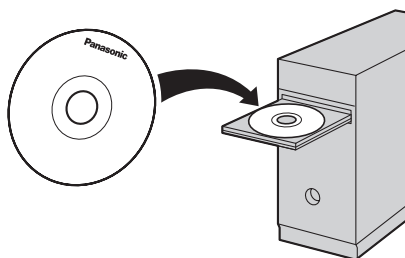
Model No. **DP-MC210**

Do NOT connect the unit to a computer with the USB cable until prompted by the Multi-Function Station (CD-ROM).

1



2



- **This unit is compatible with Caller ID. You must subscribe to the appropriate service offered by your service provider/telephone company.**

Thank you for purchasing a Panasonic Multi-Function Printer.

You can select English or Spanish for the language.

The display and reports will be in the selected language. The default setting is English. If you want to change the setting, see feature #110 on page 60.

Caution:

- Do not rub or use an eraser on the printed side of recording paper, as the print may smear.

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For your safety

Laser radiation



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

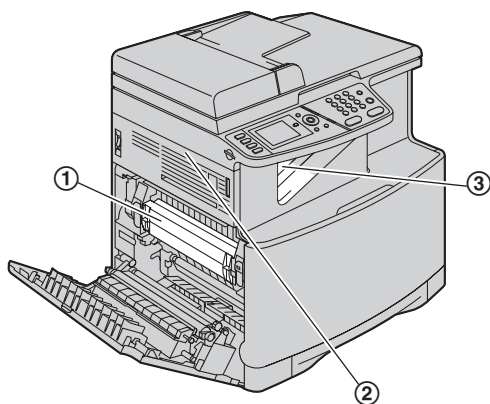
Fuser unit



During or immediately after printing, the fuser unit (①) gets hot. This is normal. Do not touch the fuser unit.

Note:

- The left side of the unit (②) and the area near the recording paper exit (③) also get warm. This is normal.



For best performance

Toner cartridge and drum cartridge

- When replacing the toner cartridge or drum cartridge, do not allow dust, water, or liquids to come in contact with the drum. This may affect print quality.
- For optimal performance, genuine Panasonic toner cartridges and drum cartridges are recommended. We cannot be responsible for problems that may be caused by a non-Panasonic toner cartridge or drum cartridge:
 - Damage to the unit
 - Poor print quality
 - Improper operation

Toner cartridge

- Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.

Drum cartridge

- Read the instructions on page 11 before you begin installation of the drum cartridge. After you have read

them, open the drum cartridge protection bag. The drum cartridge contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:

- Do not expose the drum cartridge to light for more than 45 seconds.
- Do not touch or scratch the green drum surface.
- Do not place the drum cartridge near dust or dirt, or in a high humidity area.
- Do not expose the drum cartridge to direct sunlight.
- To extend the life of the drum cartridge, the power switch should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.

Location

- To avoid malfunction, do not position the unit near appliances such as TVs or speakers which generate an intense magnetic field.

Static electricity

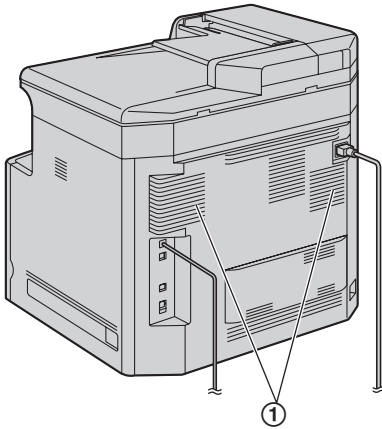
- To prevent static electricity damage to the interface connectors or other electrical components inside the unit, touch a grounded metal surface before touching the components.

Environment

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of the unit. When you leave the unit unused for a long period of time, unplug this unit from the power outlet.
- The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. Damp basements should also be avoided.
- In the printing process, heat is used to fuse toner onto the page. As a result, it is normal for the machine to produce an odor during and shortly after printing. Be sure to use this unit in an area with proper ventilation.
- Do not place any objects within 10 cm (4 inches) of the right, left and back sides of the unit.

Important Information

- Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).

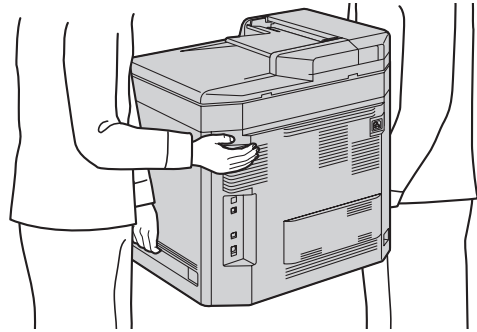
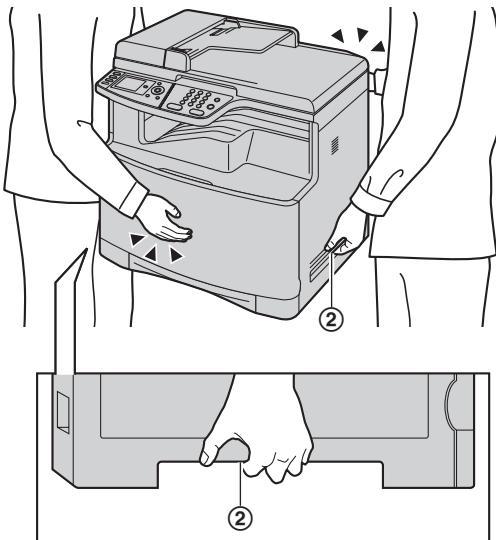


Routine care

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

Moving the unit

The unit weighs approximately 30 kg (67 lb). It is highly recommended that two people handle this unit. When moving the unit, hold both of the side grips (②).



Approx. 30 kg (67 lb)

Illegal copies

- It is unlawful to make copies of certain documents.**

Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.

- Currency
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Notice:

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

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Distinctive Ring

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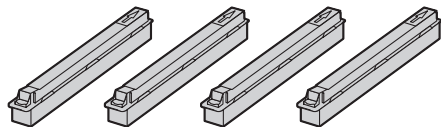
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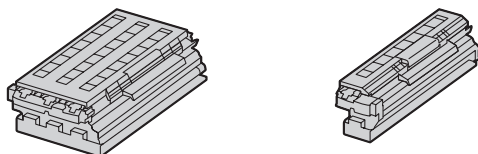
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1.1 Supplied accessories

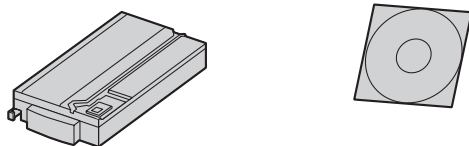
- ① Toner cartridge (starter)
(Cyan/Magenta/Yellow/Black)*1



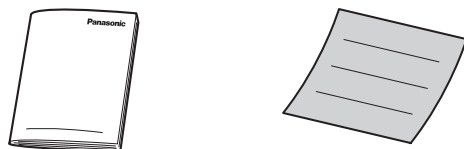
- ② Color drum cartridge ③ Monochrome drum cartridge



- ④ Waste toner cartridge
(pre-installed inside the unit) ⑤ CD-ROM



- ⑥ Quick reference guide ⑦ Quick installation guide



- ⑧ Power cord ⑨ Telephone line cord



*1 Prints about 4,000 letter-size pages with a 5 % coverage (page 112).

Note:

- Save the original carton and packing materials for future shipping and transportation of the unit.
- After unpacking the product, take care of the power plug cap and/or packing materials appropriately.

1.2 Accessory information

To ensure that the unit operates properly, we recommend the use of Panasonic toner cartridge and drum cartridge.

■ Replacement accessories

– Toner cartridge

Color	Model No. (Part No.)
Cyan	DQ-TUA04C
Magenta	DQ-TUA04M
Yellow	DQ-TUA04Y
Black	DQ-TUA04K

- Prints about 4,000 sheets of letter-size pages with a 5 % coverage.

– Color drum cartridge

- Model No. (Part No.): DQ-UHA10C

– Monochrome drum cartridge

- Model No. (Part No.): DQ-UHA10K

– Waste toner cartridge

- Model No. (Part No.): DQ-BFA32

■ Optional accessories

– Optional lower input tray

- Model No. (Part No.): KX-FAP317

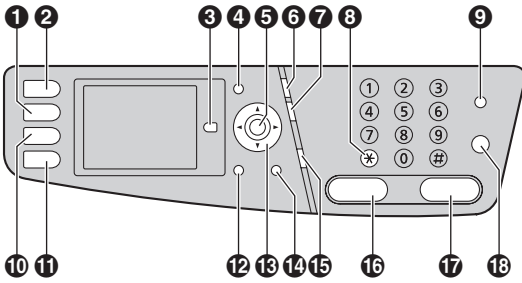
– Automatic duplex unit

- Model No. (Part No.): KX-FAB318

– Handset unit

- Model No. (Part No.): KX-FA103

1.3 Button descriptions



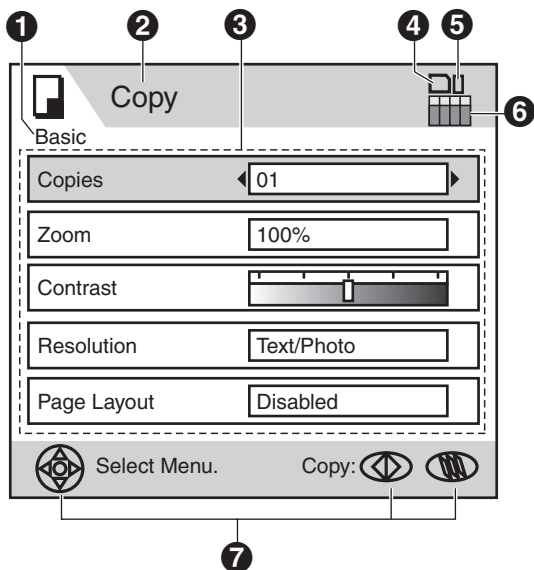
- 1 [Copy]**
 - To switch to copy mode (page 20, 40).
- 2 [Scan]**
 - To switch to scan mode (page 20, 35).
- 3 [Advance]^{*1}**
 - To switch to the basic/advance settings.
- 4 [Menu]**
 - To start or exit programming.
- 5 [Set]^{*1}**
 - To store a setting during programming.
- 6 [Redial][Pause]**
 - To redial the last number dialed. If the line is busy when you send a fax, the unit will automatically redial the number 1 time.
 - To insert a pause during dialing.
- 7 [Flash]**
 - To access special telephone services or for transferring extension calls.
- 8 [Tone]**
 - To change from pulse to tone temporarily during dialing when your line has rotary/pulse service.
- 9 [Fax Auto Answer]**
 - To turn the auto answer setting ON/OFF (page 50).
- 10 [Fax]**
 - To switch to fax mode (page 20, 45).
- 11 [Print]**
 - To switch to print mode (page 20, 31, 33).
- 12 [Back]^{*1}**
 - To return to the previous display.
 - To erase a character/number.
- 13 Navigator key^{*1}**
 - To select desired settings.
 - To adjust the volume (page 22).
 - To search for a stored item (page 47).
- 14 [Caller ID]**
 - To use Caller ID features (page 56).
- 15 [Monitor]**
 - To initiate dialing.

When you press **[Monitor]** while receiving a call, you will be able to hear the other party, but the other party will not be able to hear you.

- 16 [Black]**
 - To copy a document in monochrome (page 40).
 - To scan a document in monochrome (push scan) (page 35).
 - To print a document in monochrome (direct print) (page 31, 33).
 - To send or receive a fax (page 45, 50).
 - To print a received fax document (page 52).
- 17 [Color]**
 - To copy a document in color (page 40).
 - To scan a document in color (push scan) (page 35).
 - To print a document in color (direct print) (page 31, 33).
- 18 [Stop]**
 - To stop an operation or programming session.

*1 See page 9 for details.

1.4 Display descriptions



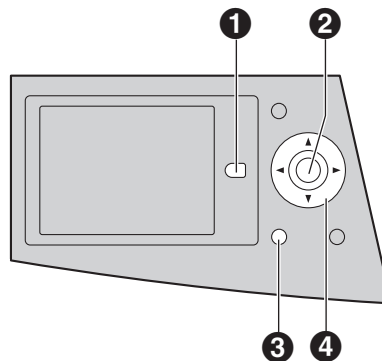
- 1 Feature mode**
 - Displays the feature mode status.
- 2 Status bar**
 - Displays the operation mode (page 20).
 - Displays date and time (page 22).
 - Displays error messages (page 87).
- 3 Main display**
 - Displays the feature settings.
 - Displays thumbnail images saved on an SD™ card (page 31) or received fax documents (page 51).
 - Displays error messages (page 87).
- 4 SD card icon**
 - This icon is displayed when an SD card is inserted (page 81).
- 5 SD card access icon**
 - This icon is displayed when an SD card is inserted (page 81).
 - This icon turns green when the SD card is being accessed.
- 6 Toner cartridge life**
 - Displays the remaining toner level for each color.
- 7 Button operation guide**
 - Displays the available buttons for the corresponding operations.

Note:

- The displayed menu items may be different depending on the operation. To select a menu item not shown on the current page, scroll up or down by using navigator key.

1.4.1 Display and buttons

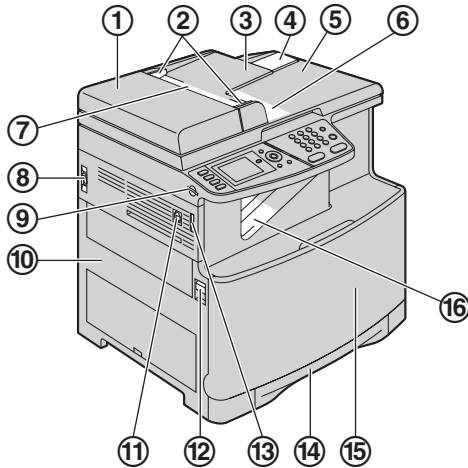
The following buttons can be used to navigate through operations or to select items shown on the display.



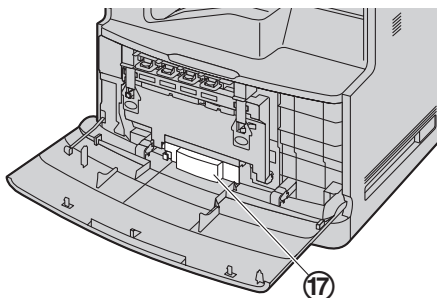
- 1 [Advance]**
 - To change the display between basic and advanced feature modes.
 - To change the feature settings during operation.
- 2 [Set]**
 - To store a setting during programming.
 - To place “√” and select the item, or remove “√” and cancel the selected item.
- 3 [Back]**
 - To return to the previous display.
 - To exit an operation while maintaining the settings.
- 4 Navigator key**
 - To select the item shown on the display.
 - To select features or feature settings during programming.
 - To navigate to the next operation.
 - To scroll a displayed image (page 51).

1.5 Overview

1.5.1 Front view



- ① ADF (Automatic Document Feeder) cover
- ② Document guides
- ③ Document tray
- ④ Document tray extender
- ⑤ Document cover
- ⑥ Document exit
- ⑦ Document entrance
- ⑧ Power switch
- ⑨ SD card slot
- ⑩ Left cover
- ⑪ Handset unit (optional) connection jack
- ⑫ Left cover open lever
- ⑬ Handset cord holder
- ⑭ Standard input tray
- ⑮ Front cover
- ⑯ Recording paper exit*1

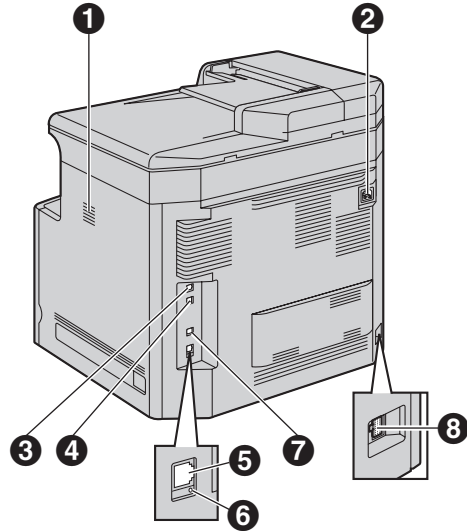


- ⑰ Waste toner cartridge (pre-installed inside the unit)*2

*1 The unit can hold up to approximately 100 sheets of printed paper. Remove the printed paper before the recording paper exit becomes full.

*2 The waste toner cartridge stores toner that is discharged during printing. See page 113 for information on the waste toner cartridge life.

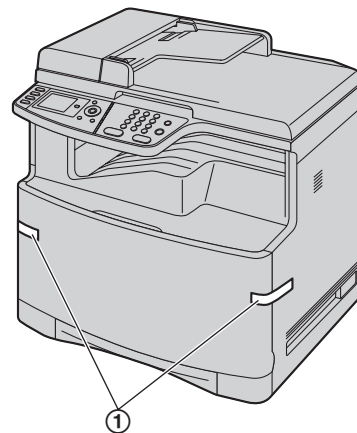
1.5.2 Rear view



- ① Speaker
- ② Power inlet
- ③ Telephone line jack
- ④ External telephone jack
- ⑤ LAN interface connector
- ⑥ LED
- ⑦ USB interface connector
- ⑧ Automatic duplex unit (optional) connector

Removing the shipping tape

Remove the shipping tape (①).



Note:

- Shipping tape positions are subject to change without notice.

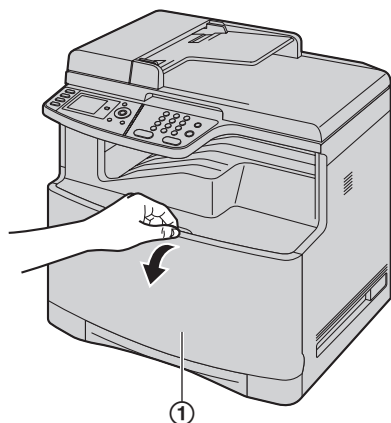
1.6 Toner cartridge and drum cartridge

The supplied toner cartridge is a starter toner cartridge.

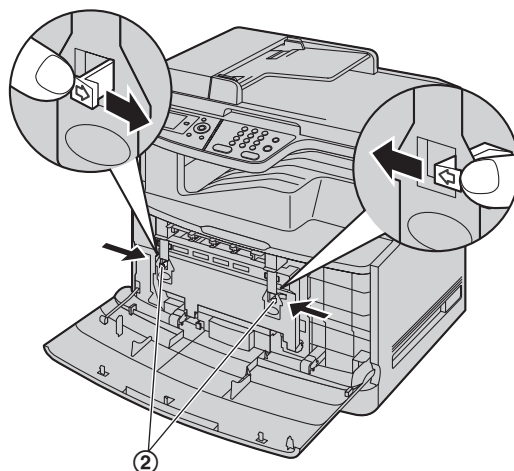
Caution:

- Read the following instructions before you begin installation. After you have read them, open the drum cartridge protection bag. The drum cartridge contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
 - Do not expose the drum cartridge to light for more than 45 seconds.
 - Do not touch or scratch the green drum surface at the bottom of the drum cartridge.
 - Do not place the drum cartridge near dust or dirt, or in a high humidity area.
 - Do not expose the drum cartridge to direct sunlight.
- Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.
- We cannot be responsible for any damage to the unit or degradation of print quality which may occur from the use of a non-Panasonic toner cartridge and drum cartridge.
- Do not add toner to the toner cartridge.

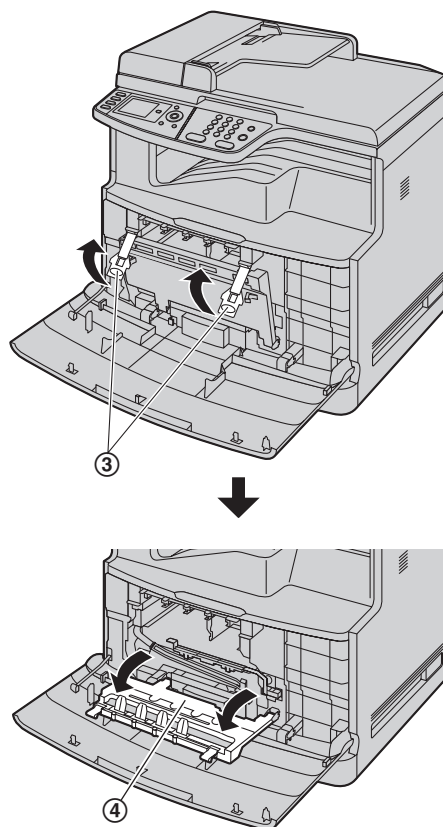
- 1 Open the front cover (①) by holding the center part.



- 2 Unlock the drum cartridge cover by pushing the tabs (②) in the direction of the arrows.

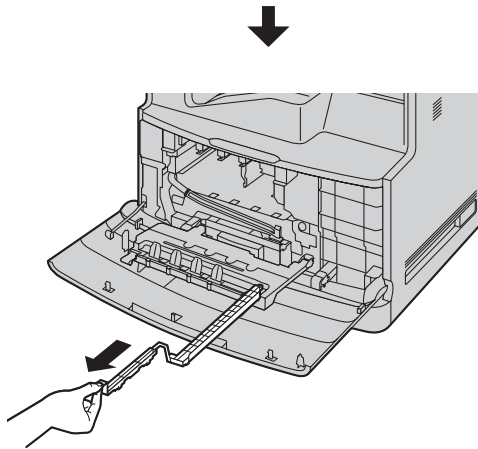
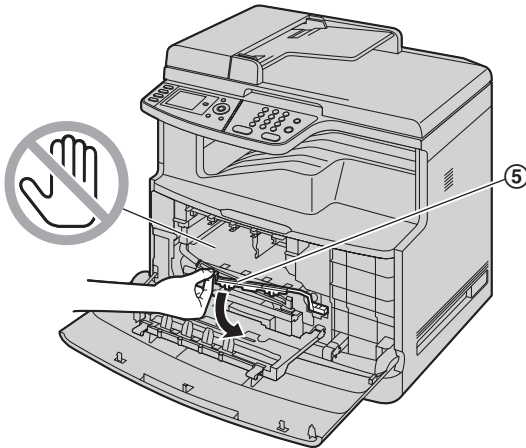


- 3 Lift up the levers (③) and open the drum cartridge cover (④).

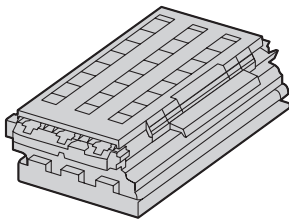


1. Introduction and Installation

- 4 Remove the orange protector (5) by pulling it toward you, then pull it completely out from the unit.

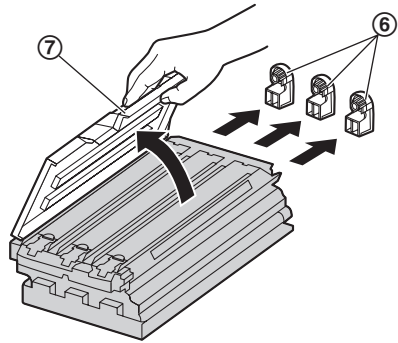


- 5 Remove the color drum cartridge from the protection bag.

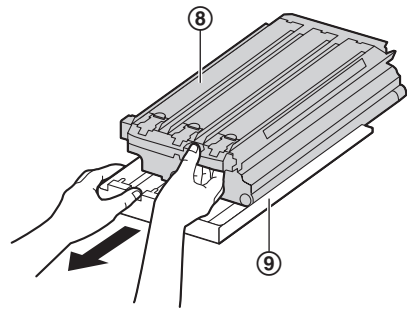


- Remove the shipping tape.
- Do not remove the monochrome drum cartridge from the protection bag before installing the color drum cartridge in step 8.
- When holding the color drum cartridge, be sure to handle it over a table to prevent damage caused by dropping it from a high position.

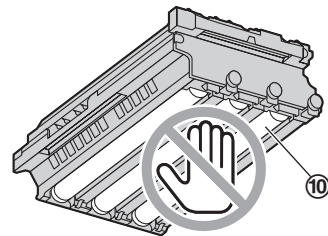
- 6 Detach the protective caps (6), then detach the upper seal cover by holding the tab (7).



- 7 Firmly grip the color drum cartridge (8) and remove the protective tray (9) by sliding it toward you.



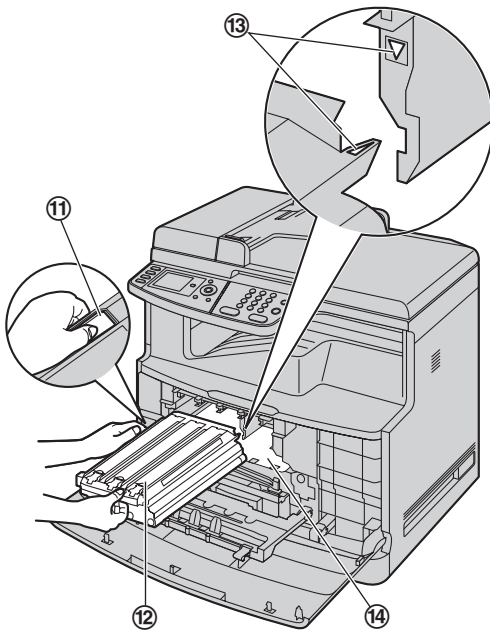
- Do not touch or scratch the green drum surfaces (10) at the bottom of the drum cartridge.



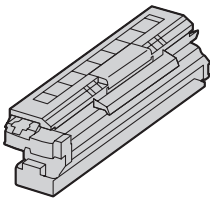
- 8 Hold the green lever (11) of the color drum cartridge (12) using your left hand, and hold the front part using your right hand. Then insert it into the left side of the unit.

- Make sure that the arrows (13) match to insert the drum cartridge correctly.

- Do not touch or scratch the accumulator unit (14).

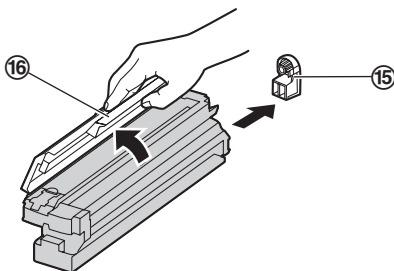


- 9** Remove the monochrome drum cartridge from the protection bag.

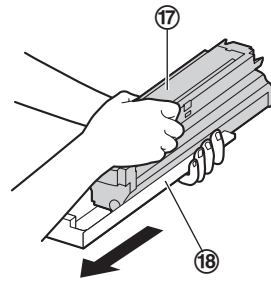


- Remove the shipping tape.

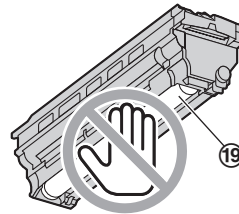
- 10** Detach the protective cap (15), then detach the upper seal cover by holding the tab (16).



- 11** Firmly grip the monochrome drum cartridge (17) and remove the protective tray (18) by sliding it toward you.

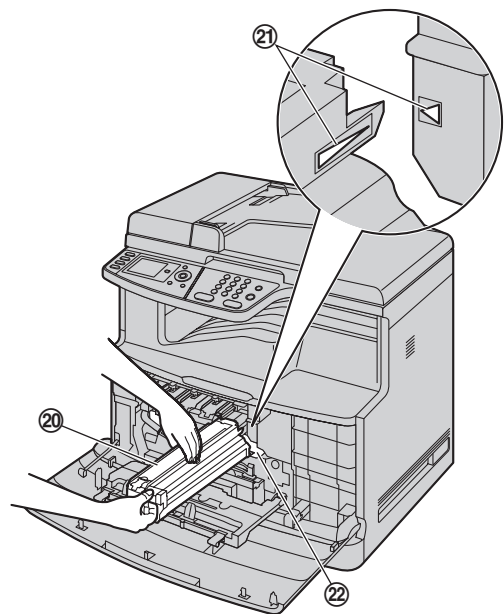


- Do not touch or scratch the green drum surface (19) at the bottom of the drum cartridge.



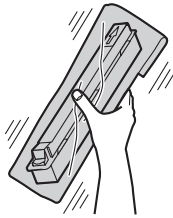
- 12** Insert the monochrome drum cartridge (20) into the right side of the unit.

- Make sure that the arrows (21) match to insert the drum cartridge correctly.
- Do not touch or scratch the accumulator unit (22).

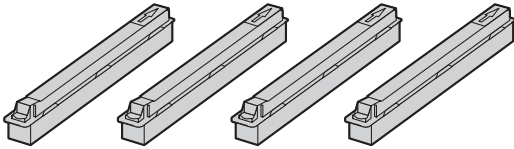


1. Introduction and Installation

- 13** Before opening the protection bag of the new toner cartridges, shake them vertically more than 10 times.

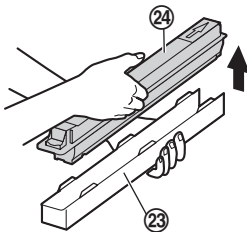


- 14** Remove the 4 toner cartridges from the protection bags.



- Remove the shipping tape.

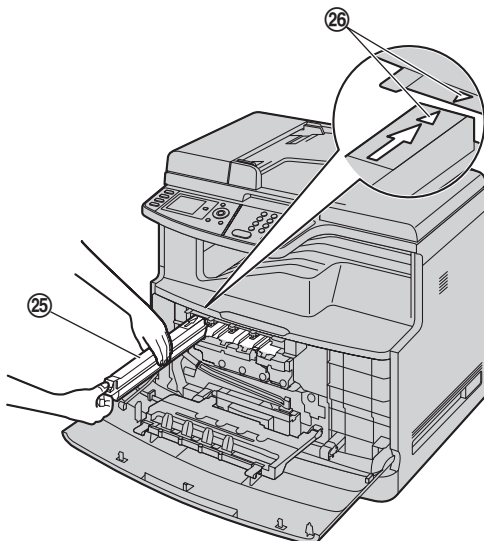
- 15** Remove each protective tray (23) by lifting up the toner cartridge (24).



- 16** Insert each toner cartridge (25) in the appropriate color slot.

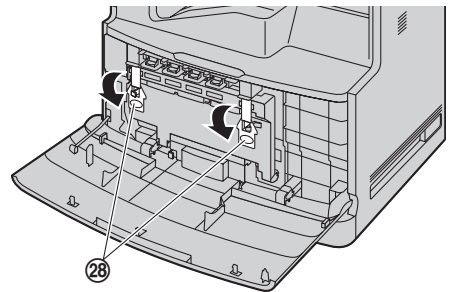
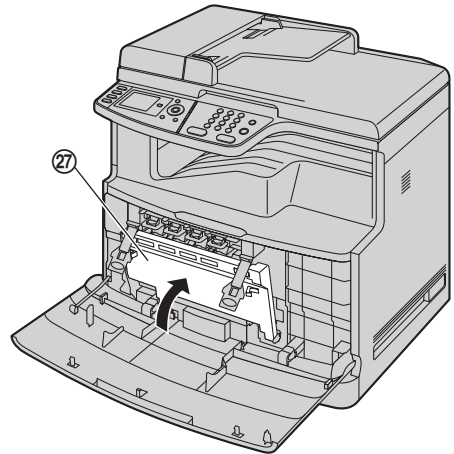
From left to right, yellow, magenta, cyan, black.

- Make sure that the arrows (26) match to insert the toner cartridge correctly.
- Do not touch the toner cartridge shutter at the bottom of the toner cartridge. The toner may spill out of the toner cartridge.

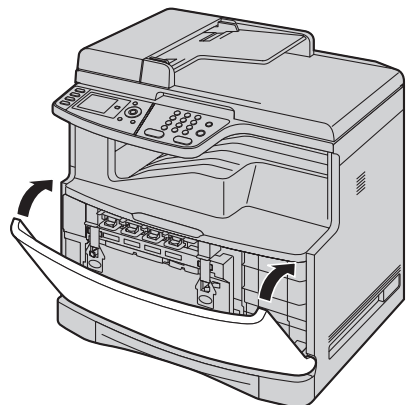


- 17** Lift the drum cartridge cover (27) and push down on the levers (28) to close.

- Push the levers down until you hear a click to ensure that the cover is locked.



- 18** Close the front cover.



When to replace the toner cartridge and the drum cartridge

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

- "Change Supplies Toner Low"

- "Change Supplies Black :Low"
- "Change Supplies Cyan :Low"
- "Change Supplies Magenta:Low"
- "Change Supplies Yellow :Low"

- "Change Supplies Toner Empty"
- "Change Supplies Black :Empty"
- "Change Supplies Cyan :Empty"
- "Change Supplies Magenta:Empty"
- "Change Supplies Yellow :Empty"

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

- "Color Drum Life Low"
- "Monochrome Drum Life Low"

- "Color Drum Replace"
- "Monochrome Drum Replace"

Note:

- When replacing a toner cartridge, be sure to seal the used toner cartridge in a plastic bag or other container so that toner does not spill out of it.
- When replacing the color drum cartridge, hold the green lever using your left hand same as installing it. See step 8 on page 12 for instructions.
- To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge and drum cartridge**. See page 7 for accessory information.
- See page 112 for information on toner life and drum life.

Waste disposal method

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

Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 62). The toner cartridge will last approximately 40 % longer. This feature may lower the print quality.

1.7 Recording paper

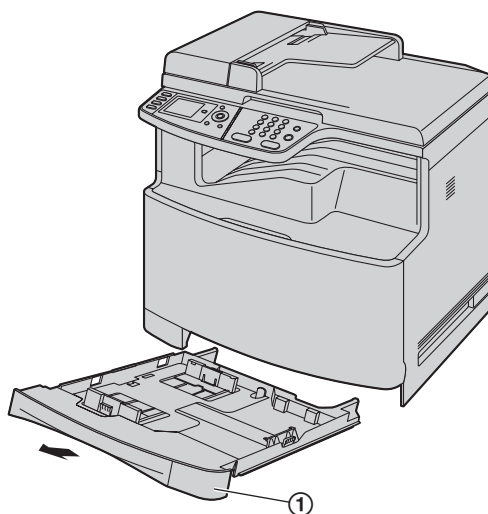
The standard input tray unit can hold:

- Up to 250 sheets of 75 g/m² (20 lb) paper.
- Up to 230 sheets of 80 g/m² (21 lb) paper.
- Up to 200 sheets of 90 g/m² (24 lb) paper.
- Up to 180 sheets of 105 g/m² (28 lb) paper.
- Up to 25 transparencies.*¹
- Up to 25 labels.*¹
- Up to 10 envelopes.*¹
- Up to 10 card stocks.*¹

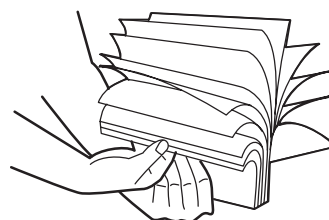
*1 Only when using the unit as a printer. See page 30 for details.

- Please refer to page 112 for information on recording paper.
- **The unit is set for printing letter-size plain paper by default.**
 - **To use A4 or legal-size paper, change the recording paper size setting (feature #380 on page 61).**
 - **To use thin or thick paper, change the recording paper type setting (feature #383 on page 61).**

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



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

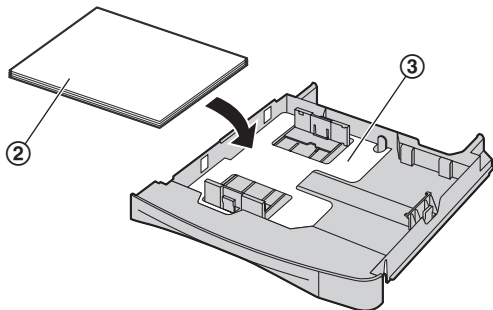


1. Introduction and Installation

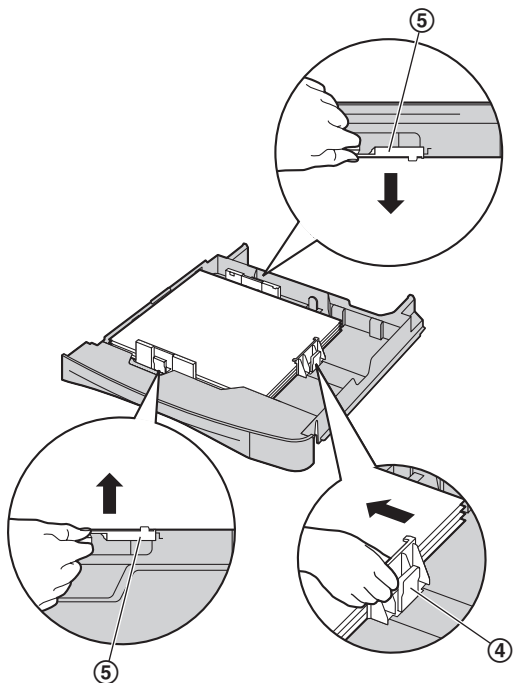
- 3 Load the paper, print-side up (2).

Important:

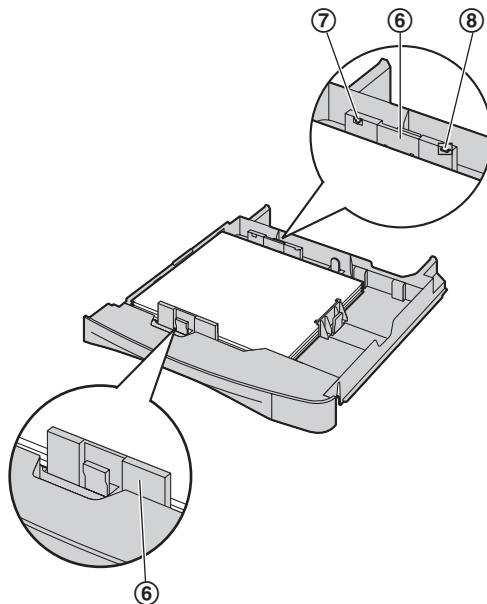
- Push and lock the plate (3) in the standard input tray, if it has come up.



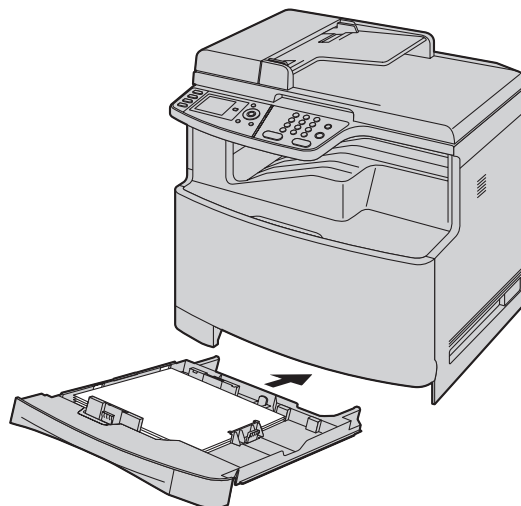
- 4 Pinch the right side of the recording paper guide (4), then slide it to match the paper size mark. Pinch the front and back recording paper guides (5) at the same time, then slide them together to match the paper size mark.



- Make sure that the recording paper guides (6) are at the paper size mark and the recording paper is under the paper limit mark (7). The paper should not be loaded over the tab (8).



- 5 Insert the standard input tray to the unit, lifting the front part of the tray. Then push it completely into the unit.

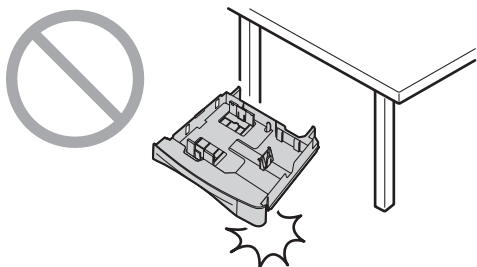


Note:

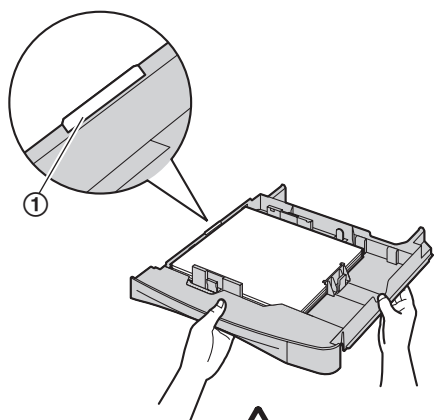
- If the paper is not loaded correctly, re-adjust the paper guides, or the paper may jam.
- If the standard input tray does not close, the plate in the standard input tray may be lifted. Push the paper and make sure that the paper is laid flat in the standard input tray.

Caution for the standard input tray

- Do not drop the standard input tray.



- Hold the standard input tray with both hands when removing or installing. The standard input tray weighs approximately 2.9 kg (6.4 lb) when the recording paper is fully loaded. Do not touch the plate (①) on the left side of the standard input tray.

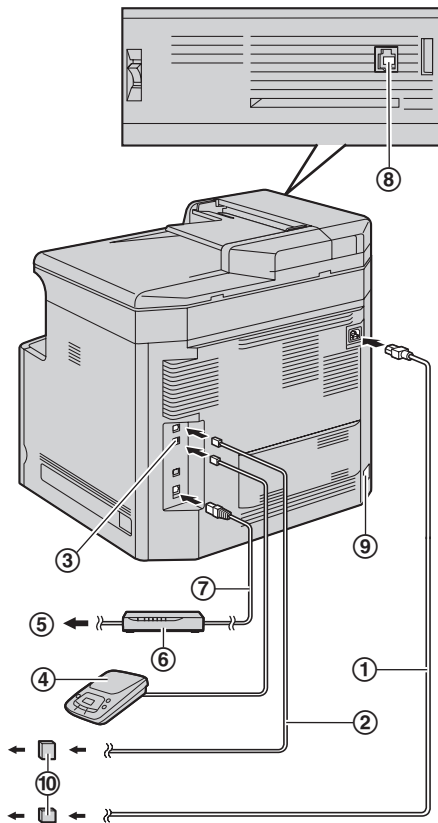


Approx. 2.9 kg (6.4 lb)

2.1 Connections

Caution:

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



- ① Power cord
 - Connect to a power outlet (120 V, 60 Hz).
- ② Telephone line cord
 - Connect to a single telephone line jack (RJ11).
- ③ [EXT] jack
 - You can connect an answering machine or an extension telephone. Remove the stopper if attached.
- ④ Answering machine (not supplied)
- ⑤ To the internet
- ⑥ Network router/Network hub (not supplied)
 - Also connect networked computers.
- ⑦ LAN cable (not supplied)
 - To assure continued emission limit compliance, only use a shielded LAN cable (category 5 straight cable).
- ⑧ Handset unit (optional) connection jack
 - You can connect the optional handset unit (page 82). Remove the cover if attached.
- ⑨ Automatic duplex unit (optional) connector

IMPORTANT NOTICE FOR THE USB CONNECTION

- DO NOT CONNECT THE UNIT TO A COMPUTER WITH THE USB CABLE UNTIL PROMPTED BY THE MULTI-FUNCTION STATION (page 25).

Note:

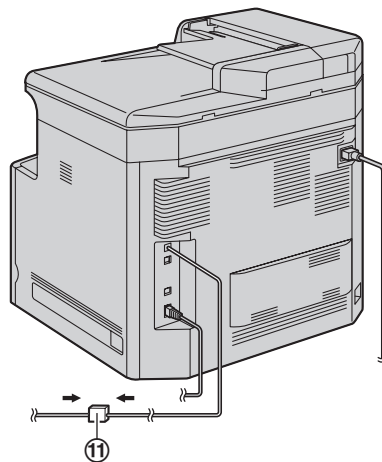
- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.

Using surge protectors

- The warranty does not cover damage due to power line surges or lightning. For additional protection, we recommend using a surge protector (⑩).

If the unit shares a single telephone line with a DSL service

Fax transmission/reception may be disturbed, noise interference may be heard during telephone conversations, or Caller ID (page 56) may not function properly. Please attach a DSL filter (⑪) to the telephone line cord of the unit to prevent this. A DSL filter is provided by your DSL service provider.

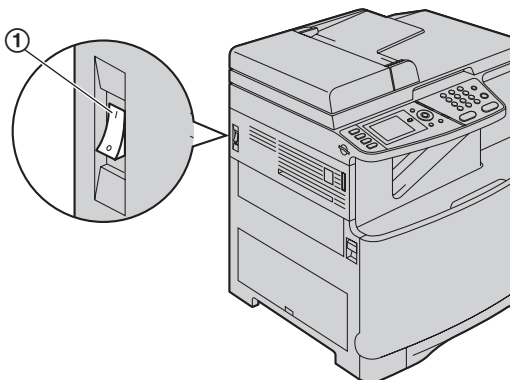


Using network router/network hub

- We recommend using network routers/network hubs (⑥) under secure network environments. Consult your network administrator for firewall settings, etc.
- The warranty does not cover damage due to security problems or any disadvantages relating to it.

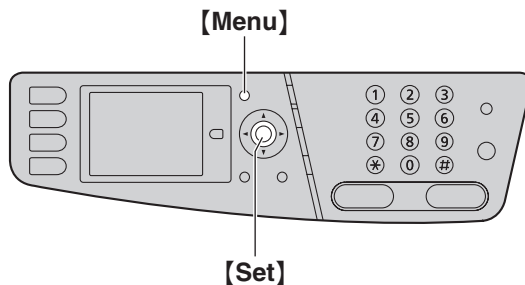
2.2 Turning the power switch ON

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



2.3 Dialing mode

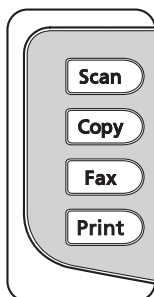
If you cannot dial (page 45), change this setting according to your telephone line service.



- 1 **[Menu]**
- 2 Press **[*][1][2][0]** to display "Dialing Mode".
- 3 Press **[1]** or **[2]** to select the desired setting.
[1] "Pulse": For rotary/pulse dial service.
[2] "Tone" (default): For tone dial service.
- 4 **[Set]**
- 5 Press **[Menu]** to exit.

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

You can select the desired mode by pressing one of the following buttons.



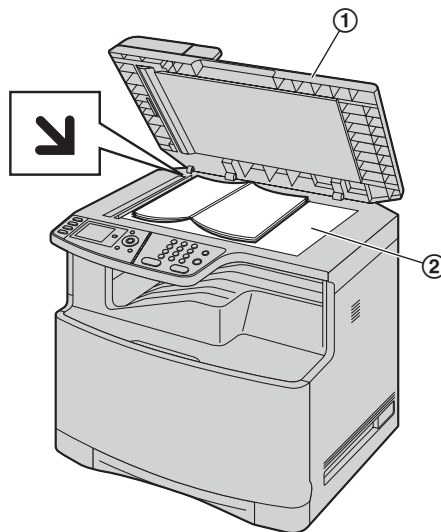
- **[Scan]:** Select this mode when using the unit as a scanner (page 35).
- **[Copy]:** Select this mode when using the unit as a copier (page 40).
- **[Fax]:** Select this mode when using the unit as a fax machine (page 45).
- **[Print]:** Select this mode when using the unit as a printer (page 31).


Note:

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

2.5 Setting the original

2.5.1 Using the scanner glass



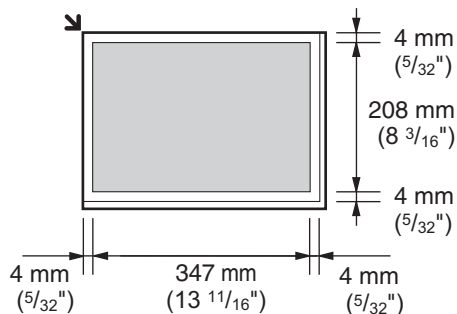
- 1 Open the document cover (①).
- 2 Place the document FACE DOWN on the scanner glass (②), aligning the top left of the document with the corner to which the  mark points.
- 3 Close the document cover.

Note:

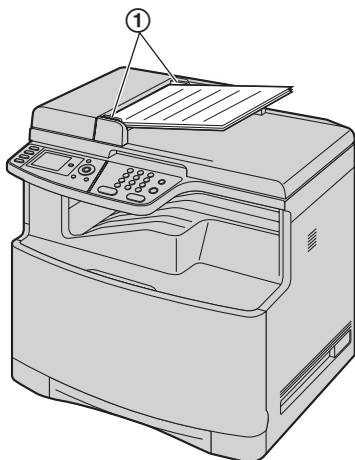
- Confirm that there are no documents in the automatic document feeder.
- Place the original onto the scanner glass gently. Do not press down too firmly to avoid malfunction.
- If the original is a thick book, do not close the document cover.
- Check that any ink, paste or correction fluid has dried completely.
- Effective scanning area is as follows:

Effective scanning area

- Shaded area will be scanned.



2.5.2 Using the automatic document feeder

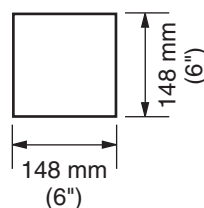


- 1 Insert the document (up to 50 pages) FACE UP into the feeder until a single beep is heard.
- 2 Adjust the width of the document guides (①) to fit the actual size of the document.

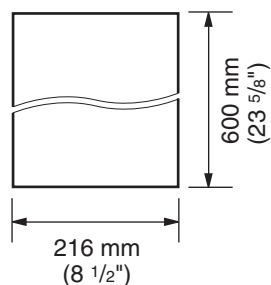
Note:

- Confirm that there are no documents on the scanner glass.
- Check that any ink, paste or correction fluid has dried completely.
- Remove clips, staples or other fasteners.
- Do not insert the following types of documents (Make a copy of the document using the scanner glass and set the copy instead.):
 - Chemically treated paper such as carbon or carbonless duplicating paper
 - Electrostatically charged paper
 - Badly curled, creased or torn paper
 - Paper with a coated surface
 - Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- The total height of the documents when laid flat, must be less than 5 mm ($\frac{3}{16}$ "). If the documents exceed the capacity of the automatic document feeder, they may fall or cause a jam in the feeder.
- To set a document with a width of less than 210 mm ($8\frac{1}{4}$ "), we recommend using the scanner glass to copy the original document onto A4 or letter-size paper, then setting the copied document.
- Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using the scanner glass and set the copy.
- Available document size, document weight and effective scanning area are as follows:

Minimum document size

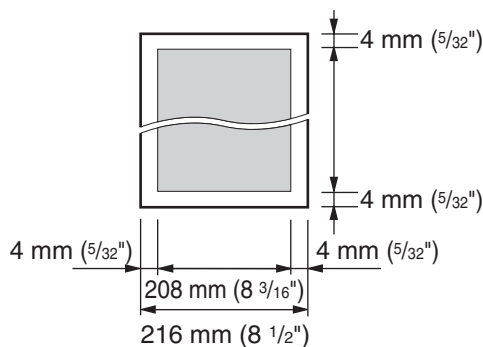


Maximum document size



Effective scanning area

- Shaded area will be scanned.

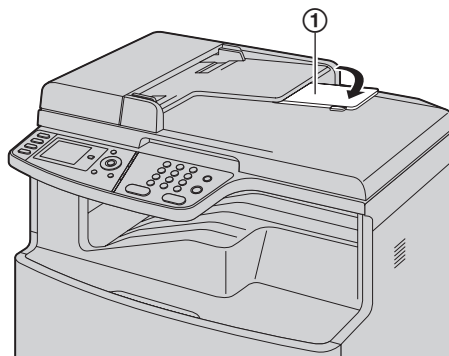


Document weight

- Single sheet:
45 g/m² to 90 g/m² (12 lb to 24 lb)
- Multiple sheets:
60 g/m² to 80 g/m² (16 lb to 21 lb)

Using the document tray extender

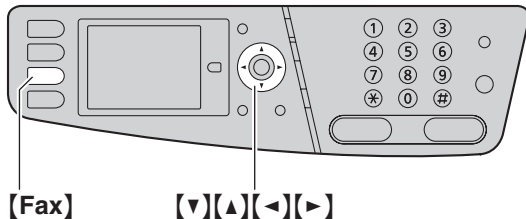
When you insert the legal-size paper, open the document tray extender (①).



2.6 Adjusting the volume

Important:

- Before adjusting the volume, set the operation mode to fax mode. If the [Fax] light is OFF, turn it ON by pressing [Fax].



Ringer volume

1. Press [▼] or [▲] repeatedly to select “Ringer Volume”.
2. Press [◀] or [▶].

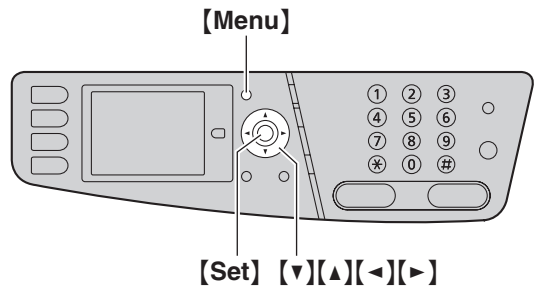
To turn the ringer OFF

1. Press [▼] or [▲] repeatedly to select “Ringer Volume”.
2. Press [◀] repeatedly to display “Ringer Off” in the status bar.
 - The unit will not ring.
 - To turn the ringer back ON, press [▶].

Monitor volume

1. While using the monitor, press [▼] or [▲] repeatedly to select “Monitor Volume”.
2. Press [◀] or [▶].

2.7 Date and time



- 1 [Menu] → [✱][1][0][1] → [Set]
- 2 Enter the current month/date/year/hour/minute.
Example: August 10, 2008 10:15 PM (12 hour clock format)
 1. Press [▼] or [▲] repeatedly to select “Date”.
→ [◀]/[▶]
 2. Press [0][8][1][0][2][0][0][8].

M: 08/D: 10/Y: 2008
 3. [Set]
 4. Press [▼] or [▲] repeatedly to select “Time”.
→ [◀]/[▶]
 5. Press [1][0][1][5], then press [▼] or [▲] repeatedly to select “PM”.

10:15PM
 6. [Set]
- 3 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.

To correct a mistake

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

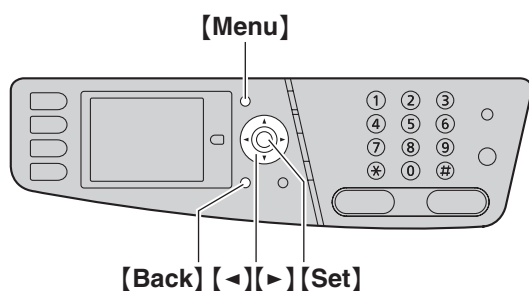
If you have subscribed to a Caller ID service

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.
- You can turn this feature OFF (feature #226 on page 61).

2.8 Your logo

You can program your logo (name, company name, etc.) so that it appears on the top of each page sent.



- 1 **[Menu]** → **[*][1][0][2]** → **[Set]**
- 2 Enter your logo, up to 30 characters (see page 78 for character entry). → **[Set]**
- 3 Press **[Menu]** to exit.

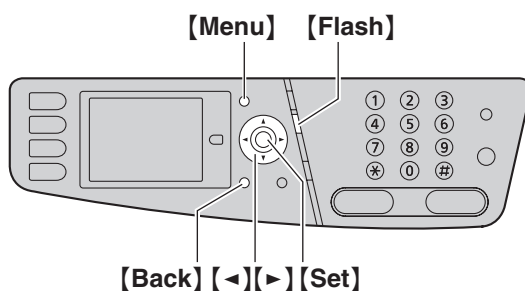
To correct a mistake

Press **[Left]** or **[Right]** to move the cursor to the incorrect character, and make the correction.

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

2.9 Your fax number

You can program your fax number so that it appears on the top of each page sent.



- 1 **[Menu]** → **[*][1][0][3]** → **[Set]**
- 2 Enter your fax number, up to 20 digits.
 - To enter a "+", press **[*]**.
 - To enter a space, press **[*]**.
 - To enter a hyphen, press **[Flash]**.
 - To erase a number, press **[Back]**.
- 3 **[Set]**
- 4 Press **[Menu]** to exit.

To correct a mistake

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

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

2.10 Configuring the unit to access the LAN

You can print documents, scan documents, receive faxes or send faxes using a computer on the LAN. To enable these features, you need to set the IP address, subnet mask, and default gateway for the unit.

Important:

- Consult your network administrator when setting the IP address, subnet mask, and default gateway.

2.10.1 Setting up automatically with a DHCP server

Your situation:

- When only one unit is connected to the LAN.

If your network administrator manages the network with a DHCP (Dynamic Host Configuration Protocol) server, it will automatically assign an IP (Internet Protocol) address, subnet mask, and default gateway to the unit.

- 1 After connecting the LAN cable to the unit and the computer, turn the power switch ON.
 - The IP address, subnet mask, and default gateway will be set automatically.
- 2 Install Multi-Function Station on the computer that you want to use it with. See page 25 for details.

Note:

- You can connect two or more units and assign IP addresses automatically with a DHCP server, but we recommend assigning static IP addresses manually for each unit to avoid unnecessary trouble.

2.10.2 Setting up manually

Your situation:

- When your network administrator does not manage the network with a DHCP server.
- When two or more units are connected to the LAN.

You need to assign an IP address, subnet mask, and default gateway manually.

- 1 **[Menu]**
- 2 Press **[#][5][0][0]** to display “DHCP”.
- 3 Press **[0]** to select “Disabled”. → **[Set]**
- 4 Set each item.

For the IP address:

1. Press **[5][0][1]** to display “IP Address”.
2. **[Set]** → Enter the IP address of the unit. → **[Set]**

For the subnet mask:

1. Press **[5][0][2]** to display “Subnet Mask”.
2. **[Set]** → Enter the subnet mask of the network. → **[Set]**

For the default gateway:

1. Press **[5][0][3]** to display “Default Gateway”.
 2. **[Set]** → Enter the default gateway of the network. → **[Set]**
- 5 Press **[Menu]** to exit.
- 6 Install Multi-Function Station on the computer that you want to use it with. See page 25 for details.

To correct a mistake in the IP address, subnet mask, or default gateway

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

2.10.3 Setting the computer for PC fax reception

You need to select the computer that will be used for receiving faxes.

- Make sure the PC fax setting is turned ON beforehand (feature #442 on page 65).
- Make sure the fax preview mode is turned OFF beforehand (feature #448 on page 65).

- 1 **[Menu]** → **[#][4][4][3]** → **[Set]**
- 2 Press **[▼]** or **[▲]** repeatedly to select the desired computer. → **[Set]**
- 3 Press **[Menu]** to exit.

Note:

- If the unit is not connected to the LAN, the computer connected to the unit by USB is assigned as the default computer for PC fax reception.
- To select the desired computer easily, change the PC name beforehand (page 27).

2.11 Installing Multi-Function Station

2.11.1 Required computer environment

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

- Printing on plain paper, thin and thick paper, transparencies, labels, envelopes and card stock
- Scanning documents and converting an image into text with Readiris OCR software
- Scanning from other applications for Microsoft® Windows® that support TWAIN scanning and WIA scanning (Windows XP/Windows Vista®, USB connection only)
- Storing, editing or erasing items in directories using your computer
- Programming the features using your computer
- Sending, receiving fax documents using your computer

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

Operating System:

Windows 98/Windows Me/Windows 2000/Windows XP/Windows Vista

CPU:

Windows 98/Windows Me/Windows 2000: Pentium® II or higher processor

Windows XP: Pentium III or higher processor

Windows Vista: Pentium 4 or higher processor

RAM:

Windows 98/Windows Me: 64 MB (128 MB or more recommended)

Windows 2000/Windows XP: 128 MB (256 MB or more recommended)

Windows Vista: 512 MB (1,024 MB or more recommended)

Other Hardware:

CD-ROM drive

Hard disk drive with at least 150 MB of available space

USB interface

LAN interface (10Base-T/100Base-TX)

Other:

Internet Explorer® 5.0 or later

Warning:

- To assure continued emission limit compliance;
 - use only shielded USB cable (example: Hi-Speed USB 2.0 certified cable).
 - use only shielded LAN cable (category 5 straight cable).
- To protect the unit, use only shielded USB cable in areas where thunderstorms occur.

Note:

- A USB cable is not supplied. Please purchase a shielded Type-A male/Type-B male USB cable.

2.11.2 Installing Multi-Function Station on a computer

- **Install Multi-Function Station (CD-ROM) before connecting the unit to a computer with the USB cable. If the unit is connected to a computer with the USB cable before installing Multi-Function Station, the [Found New Hardware Wizard] dialog box will appear. Click [Cancel] to close it.**
- **The screenshots shown in these instructions are for Windows XP and are included for reference only.**
- **The screenshots shown in these instructions may differ slightly from those of the actual product.**
- **Software features and appearance are subject to change without notice.**
- **If you are using KX-MB200/KX-MB700/KX-FLB880 series, see page 100.**

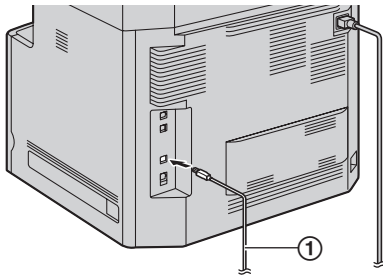
- 1 Start Windows and exit all other applications.
 - For Windows 2000, Windows XP and Windows Vista users, you must be logged in as an administrator in order to install Multi-Function Station.
- 2 Insert the supplied CD-ROM into your CD-ROM drive.
 - If the [Select Language] dialog box appears, select the language that you want to use with this software. Click [OK].
 - If the installation does not start automatically: Click [Start]. Choose [Run...]. Type "D:\install" (where "D" is the drive letter of your CD-ROM drive). Click [OK].
(If you are not sure what the drive letter is for your CD-ROM drive, use Windows Explorer and look for the CD-ROM drive.)
- 3 [Easy Installation]
 - The installation will start automatically.
- 4 When the setup program starts, follow the on-screen instructions.
 - Readiris OCR software (page 36) and Device Monitor (page 79) will also be installed.
- 5 The [Connect Type] dialog box appears.

For USB connection:

1. [Connect directly with a USB cable.] → [Next]
 - The [Connect Device] dialog box will appear.

2. Preparation

2. Connect the unit to a computer with the USB cable (①), then click **[Next]**.



- If the unit is connected to your computer, the model name will be automatically detected.
 - You can change the name of the unit if necessary.
3. Click **[Install]**, then follow the on-screen instructions.
 - The files will be copied to your computer.

For LAN connection:

1. **[Connect via the Network.]** → **[Next]**
 - The **[Select a Network Device]** dialog box will appear.
2. Check **[Select in the searched list]** and select the unit from the list.
 - If the name of the desired unit is not displayed on the list, and the IP address for the unit has been assigned, check **[Direct input]** and enter the IP address.
3. **[Next]**
 - You can change the name of the unit if necessary.
4. Click **[Install]**, then follow the on-screen instructions.
 - The files will be copied to your computer.

Important notice

If you use Windows XP or Windows Vista, a message may appear after connecting the unit with the USB cable. This is normal and the software will not cause any difficulties with your operating system. You can continue the installation with no problem. This kind of message is displayed:

- **For Windows XP users**

“The software you are installing for this hardware has not passed Windows Logo testing to verify its compatibility with Windows XP.”

- **For Windows Vista users**

“Would you like to install this device software?”

To view or install the operating instructions data

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. Click **[Operating Instructions]**, then follow the on-screen instructions to view or install the operating instructions in PDF format.

- Adobe® Reader® is required to view the operating instructions.

Note:

- If the screen prompts you to insert the CD-ROM for the operating system when installing Multi-Function Station, insert it into your CD-ROM drive.
- If you install the operating instructions, you can view them anytime by clicking **[?]** on the Multi-Function Station launcher.

To use another unit with the computer

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

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. **[Modify]** → **[Add Multi-Function Station Driver]**. Then follow the on-screen instructions.

Note:

- You cannot connect more than one unit to the same computer at the same time (USB connection only).

To modify the software (To add or uninstall each component)

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

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

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. **[Modify]** → **[Modify Utilities]**. Then follow the on-screen instructions.

To uninstall the software

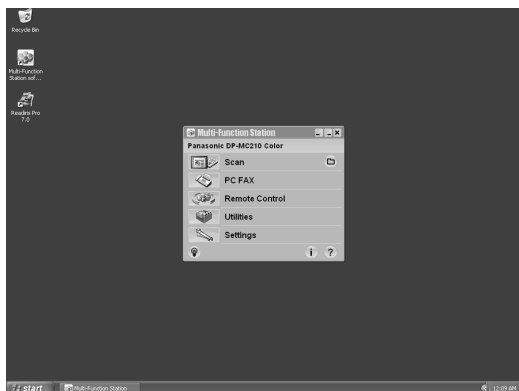
For Windows 2000, Windows XP and Windows Vista users, you must be logged in as an administrator in order to uninstall Multi-Function Station.

[Start] → **[All Programs]** or **[Programs]** → **[Panasonic]** → the unit's name → **[Uninstall]**. Then follow the on-screen instructions.

2.12 Starting Multi-Function Station

[Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [Multi-Function Station]

- Multi-Function Station will appear.



[Scan] (page 38)

- To scan and display the scanned images.
- To scan and create an image file.
- To scan and send by e-mail.
- To scan and convert an image into editable text data.

[PC FAX]

- To send a document created on the computer as a fax message (page 49).
- To display a fax document received on the computer (page 55).

[Remote Control] (page 78)

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

[Utilities]

- To start Quick Image Navigator (Windows 2000/Windows XP/Windows Vista)/Multi-Function Viewer (Windows 98/Windows Me) (page 38).
- To start Device Monitor (page 79).
- To start OCR application (page 36).
- To start the configuration web page (page 59, 79) (LAN connection only).

[Settings] (page 27)

- To change the general settings.
- To change the settings for scanning.
- To change the folder for saving the received fax documents (page 52).

[?]

- For detailed instructions on Multi-Function Station.
- To view operating instructions.

[i]

- To display usage tips.

[i]

- To display information about Multi-Function Station.

Note:

- You can confirm if the unit is connected to your computer by using Device Monitor (page 79).
- Computer features (printing, scanning, etc.) may not function properly in the following situations:
 - When the unit is connected to a computer that was custom-built by the user.
 - When the unit is connected to the computer via a PCI card or other expansion card.
 - When the unit is connected to another piece of hardware (such as a USB hub or interface adapter) and not connected directly to the computer.

To change the settings

You can change the settings for Multi-Function Station beforehand.

1. Select [Settings] from Multi-Function Station.
2. Click the desired tab and change the settings. → [OK]

[General]

- [Launcher display setting]: To select the display type of the launcher.
- [OCR Path]: To select the OCR software.
- [PC name list up on device] (LAN connection only): To select whether or not your computer name is displayed on the unit.
- [PC name] (LAN connection only): The computer name that will be displayed on the unit.

[Scan]

- [Save to]: To select the folder where the scanned image or the received fax document will be saved.
- [Viewer][File][E-Mail][OCR][Custom]: To change scanning settings for Multi-Function scan application.

Note:

- Assign a unique name for the [PC name] to avoid overlapping, or the scanned image may be sent to an undesired computer.

To select the default E-mail software

The default E-mail software is used when using "4.1.3 Scan to E-mail", page 36.

You can select the default E-mail software as follows.

For Windows 98/Windows Me/Windows 2000:

1. [Start] → [Settings] → [Control Panel] → [Internet Options] → [Programs] → [E-mail]
2. Select the desired MAPI-compliant E-mail software such as [Outlook Express], etc. → [OK]

For Windows XP:

1. [Start] → [Control Panel] → [Internet Options] → [Programs] → [E-mail]

2. Preparation

2. Select the desired MAPI-compliant E-mail software such as **[Outlook Express]**, etc. → **[OK]**

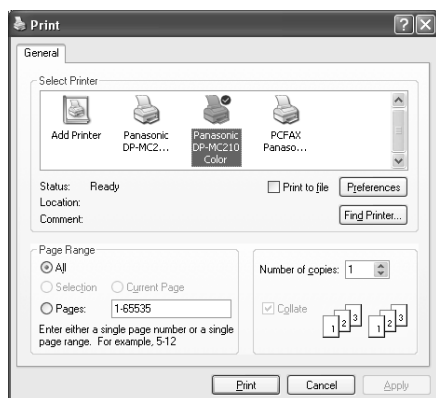
For Windows Vista:

1. **[Start]** → **[Control Panel]** → **[Internet Options]** → **[Programs]** → **[Set programs]** → **[Set program access and computer defaults]**
 - If the **[User Account Control]** dialog box appears, click **[Continue]**.
2. **[Custom]**
3. Select the desired MAPI-compliant E-mail software such as **[Windows Mail]**, etc. from **[Choose a default e-mail program]**. → **[OK]**

3.1 Printing from Windows applications

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

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



- 3 Select the unit's name as the active printer.
 - If you have changed the name of the unit when installing, select that name from the list.
 - For easier grayscale printing, select the unit's name with **[B/W]** attached to the name.
 - To change the printer settings, proceed as follows.

For Windows 98/Windows Me:

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

For Windows 2000:

Click the desired tab and change the printer settings.

For Windows XP/Windows Vista:

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

- 4 Click **[Print]** or **[OK]**.
 - The unit will start printing.

Note:

- To stop printing from the unit, see page 79.
- To load paper, see page 15, 30.
- For details about the paper specifications, see page 112.
- If a printing error occurs, the Device Monitor (page 79) will start automatically and display the error information.

Setting the printer properties

You can change the printer setting in step 3. We recommend that you test paper (especially special sizes

and types of paper) on the unit before purchasing large quantities.

You can change or display the settings on the following tabs.

[Basic]: Paper size, media type, pages per sheet, etc.

[Output]: Number of prints, collate, etc.

[Quality]: Color mode, color management, toner save feature, etc.

[Effects]: Watermark, overlay.

[Profile]: Saving the desired settings, selecting the saved settings, etc.

[Support]: Version information.

Note:

- Select the desired media type on the **[Basic]** tab according to the recording paper.

Recording paper type	Media type
Plain paper 75 g/m ² to 105 g/m ² (20 lb to 28 lb)	[Plain Paper]
Thin paper 60 g/m ² to 74 g/m ² (16 lb to 19 lb)	[Thin Paper]
Thick paper 106 g/m ² to 165 g/m ² (29 lb to 44 lb)	[Thick Paper]
Transparency	[Transparency]
Label	[Label]
Envelope ^{*1}	_____
Card stock 163 g/m ² (90 lb)	[Card Stock]

*1 Select **[Envelope #10]** or **[Envelope DL]** for paper size.

- When printing from a computer, the printer properties setting overrides the following unit's programming features:
 - Media type setting (feature #383 on page 61)
 - Toner save setting (feature #482 on page 62)
- When printing on envelopes, press **[Black]/[Color]** on the unit after step 4. Change the color mode on the **[Quality]** tab beforehand.

3. Printer

3.1.1 Printing on special media

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

- Please refer to page 112 for information on recording paper.
- To load paper, see page 15.

To print on transparencies

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

3M® CG3300/PP2500

- **Do not stack more than 25 transparencies at a time.**
- **After printing, place transparencies on a flat surface to cool and to prevent them from curling.**
- Do not re-use transparencies that have already been fed through the unit. This includes transparencies that have been fed through and ejected without being printed on.
- Some types of transparencies have instructions recommending which side to print on. If the print quality is poor, try printing on the other side of a new transparency.

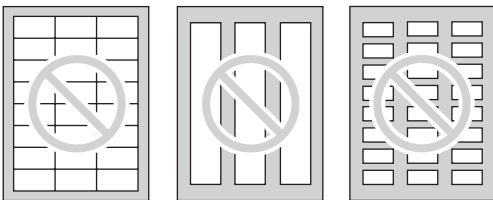
To print on labels

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

Avery®

5160/5163/5660/5663/L7159/L7164

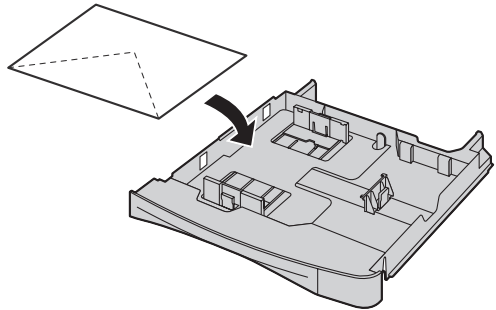
- **Do not stack more than 25 labels at a time.**
- Do not use the following types of labels:
 - Labels that are wrinkled, damaged or separated from the backing sheet.
 - Any sheet of labels that has spaces in it where some of the labels have been removed.
 - Labels that do not completely cover the backing sheet as follows:



To print on envelopes

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

- High quality envelopes of 90 g/m² (24 lb) paper,
 - Envelopes that have thin, sharply creased leading edges,
 - Envelopes that have diagonal seams, and
 - Envelopes with a moisture content of 4 % to 6 % by weight.
- Load envelopes with the sealing flap **FACE DOWN**.



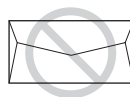
- **Do not stack more than 10 envelopes at a time.**

Note:

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

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

- Irregularly shaped envelopes
- Envelopes with curls, wrinkles, nicks, twists, dog-ears or other damage
- Envelopes with side seam construction
- Highly textured envelopes, or envelopes with extremely shiny surfaces
- Envelopes that seal by removing a peel-off strip
- Envelopes with more than one sealing flap
- Self-adhesive envelopes
- Envelopes that are baggy or not sharply creased
- Embossed envelopes
- Envelopes that have previously been printed on
- Envelopes that include cotton and/or fiber material



Side seam construction



Peel-off strip



Multiple flaps



Twisted



Curled



Bent-edged



Waved



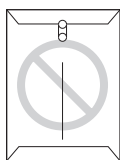
Dog-eared



Self adhesive

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

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



Clasp



Transparent window

3.1.2 Duplex printing (optional)

Connecting the optional automatic duplex unit allows duplex printing (page 84). For example, to print from WordPad, proceed as follows.

- 1 Open the document you want to print.
- 2 Select **[Print...]** from the **[File]** menu.
- 3 Select the unit's name as the active printer.
 - For Windows 2000 users, go to step 5.
- 4 **For Windows 98/Windows Me:**
[Properties]
For Windows XP/Windows Vista:
[Preferences]
- 5 Click the **[Basic]** tab.
- 6 Select the desired duplex layout. → **[OK]**
 - Select **[None]** to deactivate this feature.
 - You can also change the duplex margin.
- 7 Click **[Print]** or **[OK]**.

Booklet feature

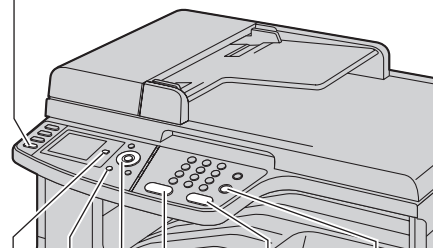
You can print the document, then fold in half to create booklets. The documents will be reduced to fit the recording paper.

To use this feature, select the **[Booklet]** icon for the **[Layout Print]** after step 5 on "3.1.2 Duplex printing (optional)", page 31.

3.2 Direct printing from an SD card

You can directly print a file stored on an SD card without using your computer.

[Print]



[Back] **[Black]** **[Color]** **[Stop]**
[Advance] **[Set]** **[v]** **[^]** **[<]** **[>]**

- 1 Insert the SD card in the SD card slot of the unit (page 81).
 - An SD card is not supplied.
- 2 **[Print]**
- 3 Press **[v]** or **[^]** repeatedly to select "SD Card". → **[Set]**
 - The printable files stored on the SD card will be displayed.
- 4 Press **[v]** or **[^]** repeatedly to select the desired file. → **[Set]**
 - To select a file inside a folder, press **[v]** or **[^]**, and then press **[Set]**. Repeat this until the desired file is selected.
 - To select the desired file in thumbnail display mode, press **[<]** or **[>]**, and then press **[Set]**.
 - You can select up to 40 files. To select multiple files, repeat this step.
 - If you press **[Stop]**, you will return to step 3, and the selection will be canceled.
 - If you press **[Back]**, you will return to step 3, and the selection will be maintained.
- 5 If necessary, change the direct print settings (page 32).
- 6 **[Black]/[Color]**

Note:

- To switch between the file name display and thumbnail display, press **[*]**. You can change the default display mode (feature #673 on page 75).
- The file formats that can be printed are as follows:
 - TIFF
 - JPEG
 - PDF (files scanned from the unit, files scanned from the computer using Quick Image Navigator/Multi-Function Viewer, or received fax documents saved to an SD card)

3. Printer

- The up to 8 characters are displayed for the file name.
- For details about the SD card, see page 80.
- To stop printing, see page 79.

What “√” means

“√” next to a file name or thumbnail means the file is selected.

3.2.1 Setting direct print features

You can change the direct print settings. The settings are reset after each printing.

To change the number of copies to print

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “Copies”.
3. Enter the number of copies (up to 99). → **[Set]** → **[Advance]**

To change the orientation

You can change the print orientation.

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “Orientation”.
3. Press **[◀]** or **[▶]** repeatedly to select the desired setting.
 - “Portrait”: For portrait orientation.
 - “Landscape”: For landscape orientation.
4. **[Set]** → **[Advance]**

To select the page layout (N in 1)

You can save paper by printing 2, 4 or 8 pages onto 1 page. The documents’ size will be reduced to fit the recording paper.

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “N in 1”.
3. Press **[◀]** or **[▶]** repeatedly to select the desired setting.
 - “Off”: Deactivates this feature.
 - “2 in 1”: 2 pages will be printed onto 1 page.
 - “4 in 1”: 4 pages will be printed onto 1 page.
 - “8 in 1”: 8 pages will be printed onto 1 page.
4. **[Set]** → **[Advance]**

To select a page border for N in 1

You can select whether or not to print a line between the pages in N in 1 printing.

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “Nin1 Page Border”.
3. Press **[◀]** or **[▶]** repeatedly to select the desired setting.
 - “None”: For printing without a line.
 - “Solid Line”: For printing with a line.

4. **[Set]** → **[Advance]**

To select duplex print

Connecting the optional automatic duplex unit allows duplex printing (page 84). You can also select the type of binding.

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “Duplex”.
3. Press **[◀]** or **[▶]** repeatedly to select the desired setting.
 - “Off”: Deactivates this feature.
 - “Long Edge”: For long edge binding.
 - “Short Edge”: For short edge binding.

4. **[Set]** → **[Advance]**

To select continuous print

You can select whether or not documents in different file formats are printed onto 1 page in layout printing or duplex printing.

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “Continuous Print”.
3. Press **[◀]** or **[▶]** repeatedly to select the desired setting.
 - “Disabled”: Only the same file formats can be printed.
 - “Enabled”: Different file formats can be printed.

4. **[Set]** → **[Advance]**

To adjust the brightness

You can adjust the brightness setting depending on the document. 7 levels are available.

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “Image Adjustment”. → **[Set]**
3. Press **[▼]** or **[▲]** repeatedly to select “Brightness”.
4. Press **[◀]** or **[▶]** repeatedly to select the desired brightness. → **[Set]** → **[Back]** → **[Advance]**

To adjust the saturation

You can adjust the saturation setting depending on the document. 7 levels are available.

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “Image Adjustment”. → **[Set]**
3. Press **[▼]** or **[▲]** repeatedly to select “Saturation”.
4. Press **[◀]** or **[▶]** repeatedly to select the desired saturation. → **[Set]** → **[Back]** → **[Advance]**

To adjust the tint

You can adjust the tint setting depending on the document. 7 levels are available.

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “**Image Adjustment**”. → **[Set]**
3. Press **[▼]** or **[▲]** repeatedly to select “**Tint**”.
4. Press **[◀]** or **[▶]** repeatedly to select the desired tint. → **[Set]** → **[Back]** → **[Advance]**

3.3 Direct printing from an FTP server (LAN connection only)

You can directly print a file stored on an FTP server.

Important:

- **Program the FTP server settings beforehand (page 75).**

- 1 **[Print]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “**FTP Server**”. → **[Set]**
- 3 Press **[▼]** or **[▲]** repeatedly to select the desired FTP server. → **[Set]**
 - The printable files on the FTP server will be displayed.
- 4 Press **[▼]** or **[▲]** repeatedly to select the desired file. → **[Set]**
 - To select a file inside a folder, press **[▼]** or **[▲]**, and then press **[Set]**. Repeat this until the desired file is selected.
 - You can select up to 40 files. To select multiple files, repeat this step.
 - If you press **[Stop]** or **[Back]**, you will return to step 3, and the selection will be canceled.
- 5 If necessary, change the direct print settings (page 32).

6 **[Black]/[Color]**

Note:

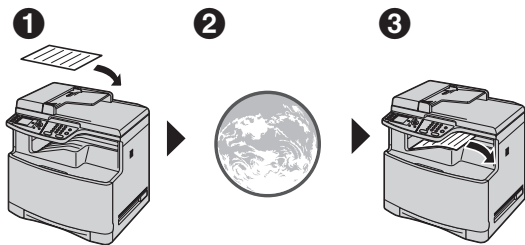
- The file formats that can be printed are as follows:
 - TIFF
 - JPEG
 - PDF (files scanned from the unit, files scanned from the computer using Quick Image Navigator/Multi-Function Viewer, or received fax documents saved in a folder on an FTP server)
- Only file names are displayed in the list.
- To stop printing, see page 79.

3.4 Printing a received e-mail attachment automatically (LAN connection only)

If you configure the POP server settings beforehand, the unit will automatically print files attached to an e-mail that are sent from a compatible unit via the Internet (**scan to e-mail print**). This is useful if you want to print only attached files, without checking your e-mails.

Important:

- The unit does not print e-mail messages.
- The unit will only print attached files sent from a compatible unit, which can send e-mails directly (without using a computer).
- The attachment file formats that can be printed are as follows:
 - TIFF
 - JPEG
 - PDF (files scanned from the unit, files scanned from the computer using Quick Image Navigator/Multi-Function Viewer, or received fax documents saved as an e-mail attachment)
- Received e-mails and the attached files will be deleted automatically after printing.



① Send from a compatible multi-function unit (example: “4.1.5 Scan to e-mail server (LAN connection only)”, page 36)

② E-mail is sent via the Internet (e-mail server)

③ Receiving unit prints attached files

1 Start Multi-Function Station.

2 [Utilities] → [Configuration Web Page] → [Network Configuration]

3 Type “root” as the user name, then enter the password (feature #155 on page 60). → [OK]

4 Click the [Scan to E-Mail Print] tab.

5 Set each item.

To activate this feature:

Select [Enabled] next to [Scan to E-Mail Print].
→ [Submit]

To set the e-mail server information:

1. Click [Edit] next to [E-Mail Server].
2. Enter the e-mail server and POP server information. → [Submit]

6 Close the web browser.

Note:

- Printing will not stop even if you press [Stop].
- This feature can be programmed only through the web browser interface (page 59).
- To view the recent scan to e-mail print information, click [List] next to [E-Mail Print Log] (page 77).
- If the attached file is too large or is in an unsupported format, it will not be printed properly.
- You can change the e-mail checking interval (page 77) or header print setting (page 77).
- Consult your service provider or network administrator for details.

4.1 Scanning from the unit (Push Scan)

You can easily scan the document by using the operation panel on the unit. You can select one of the following scanning modes depending on how you intend to use the scanned image.

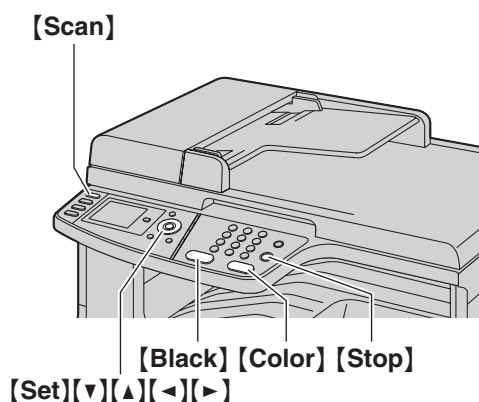
- Viewing using Quick Image Navigator^{*1}/Multi-Function Viewer^{*2} (Viewer)
- Saving as a file to your computer (File)
- Sending as an attached file to e-mail destination from your computer (E-mail)
- Using OCR software (OCR)
- Sending as an attached file to e-mail destination directly from your server (E-mail server)
- Sending to an FTP server (FTP)
- Saving to an SD card (SD card)

*1 For Windows 2000/Windows XP/Windows Vista users

*2 For Windows 98/Windows Me users

Note:

- You can hold the previous scan settings (feature #494 on page 71).
- To select the scan type for monochrome scanning (black/white or grayscale), set the desired type beforehand (feature #495 on page 71).
- When scanning a document, we recommend using the scanner glass rather than the automatic document feeder for better results.
- Do not open the document cover when scanning a document with the automatic document feeder.



4.1.1 Scan to Viewer

For Windows 2000/Windows XP/Windows Vista users

1. Set the original (page 20).
2. **[Scan]**
3. Press **[▼]** or **[▲]** repeatedly to select "PC". → **[Set]**

4. For USB connection:

Press **[▼]** or **[▲]** repeatedly to select "USB Host".
→ **[Set]**

For LAN connection:

Press **[▼]** or **[▲]** repeatedly to select the computer to which you want to send the scanned image. → **[Set]**

5. Press **[▼]** or **[▲]** repeatedly to select "Viewer". → **[Set]**

6. If necessary, change the scanning settings. Press **[▼]** or **[▲]** repeatedly to select the desired setting, then press **[◀]** or **[▶]**. → **[Set]**

7. **[Black]/[Color]**

- The scanned image will be displayed in the **[Quick Image Navigator]** window after scanning.

Note:

- To stop scanning, see page 79.
- You can save the images in TIFF, JPEG, BMP or PDF formats.
- You can set the desired scan mode for scanning to your computer beforehand (feature #493 on page 71).
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 27).

For Windows 98/Windows Me users

1. Set the original (page 20).
2. **[Scan]**
3. Press **[▼]** or **[▲]** repeatedly to select "PC". → **[Set]**
4. **For USB connection:**
Press **[▼]** or **[▲]** repeatedly to select "USB Host".
→ **[Set]**

For LAN connection:

Press **[▼]** or **[▲]** repeatedly to select the computer to which you want to send the scanned image. → **[Set]**

5. Press **[▼]** or **[▲]** repeatedly to select "Viewer". → **[Set]**

6. If necessary, change the scanning settings. Press **[▼]** or **[▲]** repeatedly to select the desired setting, then press **[◀]** or **[▶]**. → **[Set]**

7. **[Black]/[Color]**

- The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning. However, when you select PDF as a file format, the software that is associated to open PDF file will start.

Note:

- To stop scanning, see page 79.
- You can save the images in TIFF, JPEG, BMP or PDF formats.
- You can set the desired scan mode for scanning to your computer beforehand (feature #493 on page 71).

4. Scanner

- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 27).

4.1.2 Scan to save as a file

- 1 Set the original (page 20).
- 2 **[Scan]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “**PC**”. → **[Set]**
- 4 **For USB connection:**
Press **[▼]** or **[▲]** repeatedly to select “**USB Host**”. → **[Set]**
For LAN connection:
Press **[▼]** or **[▲]** repeatedly to select the computer to which you want to send the scanned image. → **[Set]**
- 5 Press **[▼]** or **[▲]** repeatedly to select “**File**”. → **[Set]**
- 6 If necessary, change the scanning settings. Press **[▼]** or **[▲]** repeatedly to select the desired setting, then press **[◀]** or **[▶]**. → **[Set]**
- 7 **[Black]/[Color]**
 - The scanned image will be automatically saved in the folder selected in the **[Settings]** window. To change the folder, see page 27.

Note:

- To stop scanning, see page 79.
- You can save the images in TIFF, JPEG, BMP or PDF formats.
- You can set the desired scan mode for scanning to your computer beforehand (feature #493 on page 71).

4.1.3 Scan to E-mail

You can send the scanned image as an e-mail attachment using e-mail software on your computer.

- 1 Set the original (page 20).
- 2 **[Scan]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “**PC**”. → **[Set]**
- 4 **For USB connection:**
Press **[▼]** or **[▲]** repeatedly to select “**USB Host**”. → **[Set]**
For LAN connection:
Press **[▼]** or **[▲]** repeatedly to select the computer to which you want to send the scanned image. → **[Set]**
- 5 Press **[▼]** or **[▲]** repeatedly to select “**E-Mail**”. → **[Set]**
- 6 If necessary, change the scanning settings. Press **[▼]** or **[▲]** repeatedly to select the desired setting, then press **[◀]** or **[▶]**. → **[Set]**
- 7 **[Black]/[Color]**

- The e-mail software will automatically start and the scanned image will be attached to a new e-mail message.

Note:

- To select the default e-mail software, see page 27.
- To stop scanning, see page 79.
- You can save the images in TIFF, JPEG or PDF formats.
- You can set the desired scan mode for scanning to your computer beforehand (feature #493 on page 71).
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 27).

4.1.4 Scan to OCR

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

- 1 Set the original (page 20).
- 2 **[Scan]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “**PC**”. → **[Set]**
- 4 **For USB connection:**
Press **[▼]** or **[▲]** repeatedly to select “**USB Host**”. → **[Set]**
For LAN connection:
Press **[▼]** or **[▲]** repeatedly to select the computer to which you want to send the scanned image. → **[Set]**
- 5 Press **[▼]** or **[▲]** repeatedly to select “**OCR**”. → **[Set]**
- 6 If necessary, change the scanning settings. Press **[▼]** or **[▲]** repeatedly to select the desired setting, then press **[◀]** or **[▶]**. → **[Set]**
- 7 **[Black]/[Color]**
 - The scanned image will be displayed in the OCR window after scanning.

Note:

- To stop scanning, see page 79.
- You can save the images in TIFF, JPEG or BMP formats.
- For detailed instructions about OCR, select **[Help]**.
- You can set the desired scan mode for scanning to your computer beforehand (feature #493 on page 71).
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 27).

4.1.5 Scan to e-mail server (LAN connection only)

You can send the scanned image as an attachment without using e-mail software.

Important:

- Program the e-mail server, SMTP server settings (page 71) and the e-mail destinations (page 71) beforehand.

- 1 Set the original (page 20).
- 2 **[Scan]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “E-Mail Server”. → **[Set]**
- 4 Enter the destination e-mail address.
Using navigator key:
Press **[▼]**, **[▲]**, **[◀]** or **[▶]** repeatedly to select the desired destination.
Using dial keypad:
 1. Press **[▼]** or **[▲]** repeatedly to select “Temporary Address”. → **[Set]**
 2. Enter the e-mail address using the dial keypad (page 78).
- 5 **[Set]**
- 6 If necessary, change the scanning settings. Press **[▼]** or **[▲]** repeatedly to select the desired setting, then press **[◀]** or **[▶]**. → **[Set]**
- 7 **[Black]/[Color]**
 - The scanned image will be sent as an attachment via an e-mail server.

Note:

- You can search for an e-mail address by initial.
Example: “Lisa”
 1. Perform steps 1 to 3 on “4.1.5 Scan to e-mail server (LAN connection only)”, page 36.
 2. Press **[5]** repeatedly to display any name with the initial “L” (see page 78 for character entry).
 - To search for symbols, press **[*]**.
 3. Press **[▼]**, **[▲]**, **[◀]** or **[▶]** repeatedly to select “Lisa”.
 - To stop the search, press **[Stop]**.
- To stop scanning, see page 79.
- You can save the images in TIFF, JPEG or PDF formats.

4.1.6 Scan to FTP server (LAN connection only)

You can send the scanned image to a folder on an FTP server.

Important:

- Program the FTP server settings beforehand (page 72).
- 1 Set the original (page 20).
 - 2 **[Scan]**
 - 3 Press **[▼]** or **[▲]** repeatedly to select “FTP Server”. → **[Set]**

- 4 Press **[▼]** or **[▲]** repeatedly to select the destination to which you want to send the scanned image. → **[Set]**
- 5 If necessary, change the scanning settings. Press **[▼]** or **[▲]** repeatedly to select the desired setting, then press **[◀]** or **[▶]**. → **[Set]**
- 6 **[Black]/[Color]**
 - The scanned image will be saved in the folder on the FTP server.

Note:

- To stop scanning, see page 79.
- You can save the images in TIFF, JPEG or PDF formats.
- To print scanned images, see page 33 for details.

4.1.7 Scan to SD card

You can save scanned images to an SD card.

- 1 Insert the SD card in the SD card slot of the unit (page 81).
 - An SD card is not supplied.
- 2 Set the original (page 20).
- 3 **[Scan]**
- 4 Press **[▼]** or **[▲]** repeatedly to select “SD Card”. → **[Set]**
 - “SD Card” is displayed only when the SD card is inserted into the unit.
- 5 If necessary, change the scanning settings. Press **[▼]** or **[▲]** repeatedly to select the desired setting, then press **[◀]** or **[▶]**. → **[Set]**
- 6 **[Black]/[Color]**
 - The scanned image will be saved to the SD card.

Note:

- To stop scanning, see page 79.
- You can save the images in TIFF, JPEG or PDF formats.
- To print scanned images, see page 31 for details.
- For details about the SD card, see page 80.

4.2 Scanning from a computer (Pull Scan)

Note:

- When scanning a document, we recommend using the scanner glass rather than the automatic document feeder for better results.
- Do not open the document cover when scanning a document with the automatic document feeder.

4.2.1 Using Multi-Function scan application

By clicking an application icon, the selected application starts automatically after scanning.

- 1 Set the original (page 20).
- 2 Start Multi-Function Station. → **[Scan]**
- 3 Click the desired application icon.
 - When you click **[Custom]**, the pre-programmed application starts.
 - To cancel scanning while the documents is being scanned, click **[Cancel]**.

Note:

- You can change the scanning settings beforehand for each application (page 27).
- When you point to an application icon, the scanning settings for that application are displayed as a tooltip.
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 27).

4.2.2 Using Viewer

For Windows 2000/Windows XP/Windows Vista users

1. Set the original (page 20).
2. Start Multi-Function Station.
3. **[Utilities]** → **[Viewer]**
 - **[Quick Image Navigator]** will appear.
4. Click the **[Acquire Image to Import Folder...]** icon in the **[Quick Image Navigator]** window.
 - The unit's name dialog box will appear.
5. If necessary, change the scanning settings on your computer.
 - To preview the scanned image, click **[Preview]**. You can drag the frame to specify the scanning area. If you change the scan settings, click **[Preview]** to refresh the scanned image. If you use the automatic document feeder, only the first page will be previewed. When you need to refresh the scanned image, set the document to preview again.
6. **[Scan]**
 - If you preview the scanned image using the automatic document feeder in step 5, set the document again and click **[Scan]**.

- The scanned image will be displayed in the **[Quick Image Navigator]** window after scanning.
- To save the scanned image, select **[Save As...]** from the **[File]** menu.
- To cancel scanning while the document is being scanned, click **[Cancel]**.

Note:

- You can display images in applications that support TIFF, JPEG, PDF, PNG and BMP formats.
- You can save images in TIFF, JPEG, BMP, PNG or PDF formats.
- If the **[Select...]** button is displayed in **[Target Device]**, click **[Select...]** to select the unit from the list, and then click **[OK]**.
The **[Select...]** button will not be displayed when there is only one printer driver installed.
- You can move, copy and delete a file or page.

For Windows 98/Windows Me users

1. Set the original (page 20).
2. Start Multi-Function Station.
3. **[Utilities]** → **[Viewer]**
 - **[Multi-Function Viewer]** will appear.
4. Click the **[Scan]** icon in the **[Multi-Function Viewer]** window.
 - The unit's name dialog box will appear.
5. If necessary, change the scanning settings on your computer.
 - To preview the scanned image, click **[Preview]**. You can drag the frame to specify the scanning area. If you change the scan settings, click **[Preview]** to refresh the scanned image. If you use the automatic document feeder, only the first page will be previewed. When you need to refresh the scanned image, set the document to preview again.
6. **[Scan]**
 - If you preview the scanned image using the automatic document feeder in step 5, set the document again and click **[Scan]**.
 - The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning.
 - To save the scanned image, select **[Save As ...]** from the **[File]** menu.
 - To cancel scanning while the document is being scanned, click **[Cancel]**.

Note:

- You can display images in applications that support TIFF, JPEG, PCX, DCX and BMP formats.
- You can save images in TIFF, JPEG, PCX, DCX, BMP or PDF formats.
- If the **[Select...]** button is displayed in **[Target Device]**, click **[Select...]** to select the unit from the list, and then click **[OK]**.
The **[Select...]** button will not be displayed when there is only one printer driver installed.

- You can move, copy and delete a file or page.

4.2.3 Using other applications

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

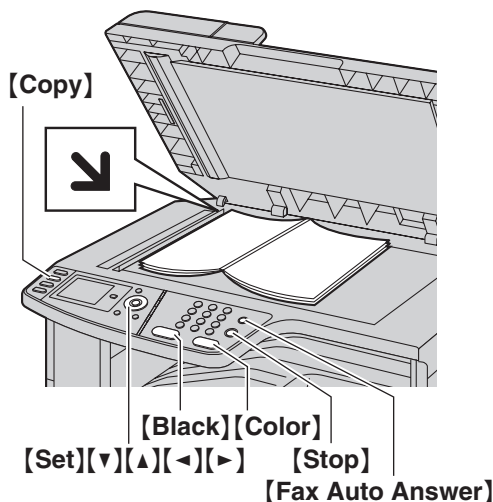
- 1 Set the original (page 20).
- 2 Start an application that supports TWAIN or WIA scanning.
- 3 **For TWAIN scanning:**
Select [**Acquire Image...**] from the [**File**] menu.
For WIA scanning:
Select [**From Scanner or Camera...**] from the [**File**] menu.
 - The unit's name dialog box will appear.
- 4 If necessary, change the scanning settings on your computer. → [**Scan**]
 - The scanned image will be displayed in the application window after scanning.
 - To cancel scanning while the document is being scanned, click [**Cancel**].

Note:

- Scanning from WIA compliant applications is only available for Windows XP and Windows Vista, and via a USB connection.
- Depending on the application used, the appearance may differ slightly.
- If the [**Select...**] button is displayed in the [**Target Device**] when performing TWAIN scanning, click [**Select...**] to select the unit from the list, then click [**OK**].
The [**Select...**] button will not be displayed when there is only one printer driver installed.

5.1 Making a copy

5.1.1 Using the scanner glass



- 1 If the **[Copy]** light is OFF, turn it ON by pressing **[Copy]**.
- 2 Set the original (page 20).
- 3 If necessary, change the copy settings according to the type of document.
 - To change the number of copies, see page 40.
 - To select the contrast, see page 40.
 - To select the resolution, see page 40.
 - To select the zoom rate, see page 40.
- 4 **[Black]/[Color]**
 - The unit will start copying.
- 5 After you finish copying, press **[Stop]** to reset the settings you set in step 3.

Note:

- To stop copying, see page 79.
- You can change the default operation mode (feature #463 on page 62) and the timer before returning to the default operation mode (feature #464 on page 62).
- If the **[Fax Auto Answer]** light is ON, the unit can receive faxes automatically even when in the copy mode.

To change the number of copies

1. Press **[▼]** or **[▲]** repeatedly to select “Copies”.
2. Enter the number of copies (up to 99).
3. **[Set]**

To select the contrast

Adjust this setting depending on the darkness or lightness of the document. 5 levels (low to high) are available.

1. Press **[▼]** or **[▲]** repeatedly to select “Contrast”.
2. Press **[◀]** or **[▶]**. → **[Set]**

Note:

- You can hold the previous contrast setting (feature #462 on page 62).

To select the resolution

1. Press **[▼]** or **[▲]** repeatedly to select “Resolution”.
2. Press **[◀]** or **[▶]** repeatedly to select the desired resolution.
 - “Text/Photo”: For both text and photographs.
 - “Text”: For text only.
 - “Photo”: For photographs, shaded drawings, etc.

3. **[Set]**

Note:

- You can change the default resolution (feature #461 on page 67).

To select zoom rate (enlargement / reduction)

1. Press **[▼]** or **[▲]** repeatedly to select “Zoom”.
2. Press **[◀]** or **[▶]** repeatedly to select the zoom rate that fits the size of your document and recording paper.
 - “100%”
 - “50%”
 - “200%”
 - “Letter→A4”^{*1}
 - “A4→Letter”^{*2}
 - “Legal→A4”^{*1}
 - “Legal→Letter”^{*2}

^{*1} Make sure A4-size recording paper is installed.

^{*2} Make sure letter-size recording paper is installed.

- You can enter the desired percentage from “25%” to “400%” specifically by using the dial keys.

3. **[Set]**

Note:

- Zoom copy is not available for the following features:
 - Quick ID copy feature (page 42)
 - Easy repeat feature (page 42)
 - Poster feature (page 43)
 - N in 1 feature (page 43)
 - Separate N in 1 feature (page 43)
 - Booklet feature (page 44)
- You can hold the previous zoom setting (feature #468 on page 67).
- **When using the scanner glass**, the unit will only enlarge the right top corner of the document starting from the ↘ mark on the unit.
- **When using the automatic document feeder**, the unit will only enlarge the center of the upper part of the document. To make an enlarged copy of the

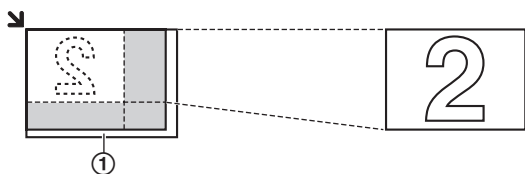
bottom of the document, turn the document around, and then make a copy.

Example: 150 % enlarged copy

Using the scanner glass ①:

Original document

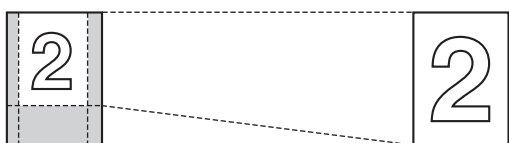
Enlarged copy



Using the automatic document feeder:

Original document

Enlarged copy

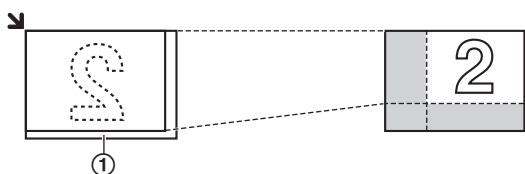


Example: 70 % reduced copy

Using the scanner glass ①:

Original document

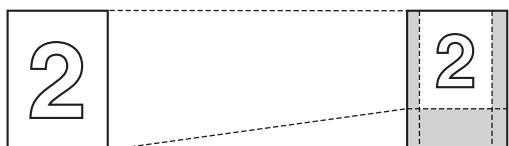
Reduced copy



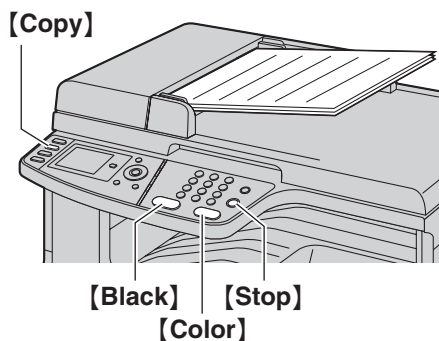
Using the automatic document feeder:

Original document

Reduced copy



5.1.2 Using the automatic document feeder



- 1 If the **[Copy]** light is OFF, turn it ON by pressing **[Copy]**.
- 2 Set the original (page 21).
- 3 If necessary, change the copy settings according to the type of document.
 - To change the number of copies, see page 40.
 - To select the contrast, see page 40.
 - To select the resolution, see page 40.
 - To select the zoom rate, see page 40.
- 4 **[Black]/[Color]**
 - The unit will start copying.
- 5 After you finish copying, press **[Stop]** to reset the settings you set in step 3.

Note:

- To stop copying, see page 79.

5.2 More copying features

- Make sure that the **[Copy]** light is ON.

5.2.1 Collate copy

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

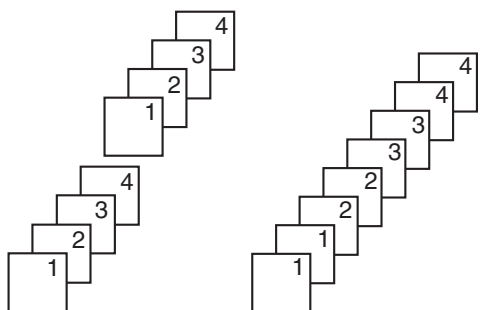
- 1 Set the original (page 20).
- 2 Press **[▼]** or **[▲]** repeatedly to select “Copies”.
- 3 Enter the number of copies (up to 99). → **[Set]**
- 4 **[Advance]**
- 5 Press **[▼]** or **[▲]** repeatedly to select “Collate”.
- 6 Press **[◀]** or **[▶]** repeatedly to select “On”. → **[Set]** → **[Advance]**
- 7 **When using the scanner glass:**

1. **[Black]/[Color]**
 - The unit will scan 1 page.
2. Place the next document on the scanner glass and press **[Set]**. Repeat this until you have scanned all pages, and then press **[Black]/[Color]**.
 - The unit will start copying.

When using the automatic document feeder:
[Black]/[Color]

- 8 After you finish copying, press **[Stop]** to reset this feature.

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.
- You can hold the previous collate setting (feature #469 on page 67).

Proof set feature

To make 1 set of a collated copy first, press **[◀]** or **[▶]** repeatedly to display “Proof Set” (step 6 on

“5.2.1 Collate copy”, page 42). The unit will make 1 set of a collated copy and stop temporarily so you can check whether the copy was made as you expected. If the copy is correct, press **[Black]/[Color]** to continue copying. If the copy is not correct, press **[Stop]** and start again from the beginning.

5.2.2 Quick ID copy feature / Easy repeat feature (Scanner glass only)

Quick ID copy feature: To copy 2-sided documents onto one page.

Easy repeat feature: To copy a single document repeatedly onto one page.

Note:

- The copied documents will not be reduced to fit the recording paper, and useful for copying small sized documents such as business cards.

- 1 Press **[▼]** or **[▲]** repeatedly to select “Page Layout”. → **[◀]/[▶]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “Quick ID Copy” or “Easy Repeat”. → **[Set]**
- 3 Press **[▼]** or **[▲]** repeatedly to select the desired page layout.

Quick ID copy feature:

- “2 in 1 (Landscape)”
- “2 in 1 (Portrait)”
- “4 in 1 (Landscape)”
- “4 in 1 (Portrait)”
- “8 in 1 (Landscape)”
- “8 in 1 (Portrait)”

Easy repeat feature:

- “2 in 1”
- “4 in 1”
- “8 in 1”

- 4 Set the original (page 20).
 - To make a landscape copy, set the original in landscape direction. To make a portrait copy, set the original in portrait direction.
 - The scanning area changes according to the selected setting in step 3. Follow the on-screen instructions.
- 5 **[Set]**
- 6 If necessary, enter the number of copies (page 40).
 - Other copy settings are also available. See page 40 for details.
- 7 **Quick ID copy feature:**
 1. **[Black]/[Color]**
 - The unit will scan 1 page.
 2. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned.
 - The unit will start copying.

- You can press **[Black]/[Color]** anytime to start copying.

Easy repeat feature:

[Black]/[Color]

- 8 After you finish copying, press **[Stop]** to reset this feature.

Note:

- You can save the previous page layout setting (feature #467 on page 67).

5.2.3 Poster feature (Scanner glass only)

You can make copies divided into 4 (“2×2”) or 9 (“3×3”) sections to make enlarged copies of the individual sections. You can then glue them together to make a poster.

- 1 Set the original (page 20).
- 2 Press **[▼]** or **[▲]** repeatedly to select “Page Layout”. → **[◀]/[▶]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “Poster”. → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to select “2×2” or “3×3”. → **[Set]**
- 5 If necessary, enter the number of copies (page 40).
 - Other copy settings are also available. See page 40 for details.
- 6 **[Black]/[Color]**
- 7 After you finish copying, press **[Stop]** to reset this feature.

Note:

- You can save the previous page layout setting (feature #467 on page 67).

5.2.4 N in 1 feature

You can save paper by copying 2, 4 or 8 pages onto 1 page. The documents will be reduced to fit the recording paper.

- 1 Set the original (page 20).
 - To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.
- 2 Press **[▼]** or **[▲]** repeatedly to select “Page Layout”. → **[◀]/[▶]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “N in 1”. → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to select the desired page layout.
 - “2 in 1 (Portrait)”
 - “2 in 1 (Landscape)”
 - “4 in 1 (Portrait)”
 - “4 in 1 (Landscape)”
 - “8 in 1 (Portrait)”
 - “8 in 1 (Landscape)”

5 **[Set]**

- 6 If necessary, enter the number of copies (page 40).
 - Other copy settings are also available. See page 40 for details.

7 When using the scanner glass:

1. **[Black]/[Color]**
 - The unit will scan 1 page.
2. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned.
 - The unit will start copying.
 - You can press **[Black]/[Color]** anytime to start copying.

When using the automatic document feeder:

[Black]/[Color]

- 8 After you finish copying, press **[Stop]** to reset this feature.

Note:

- You can save the previous page layout setting (feature #467 on page 67).

Separate N in 1 feature (Scanner glass only)

You can separate an N in 1 copied document back into its original, separate pages. This feature is available for documents created using the “2 in 1” and “4 in 1” settings.

1. Set the original (page 20).
2. Press **[▼]** or **[▲]** repeatedly to select “Page Layout”. → **[◀]/[▶]**
3. Press **[▼]** or **[▲]** repeatedly to select “Separate N in 1”. → **[Set]**
4. Press **[▼]** or **[▲]** repeatedly to select the desired page layout.
 - “2 in 1 (Portrait)”
 - “2 in 1 (Landscape)”
 - “4 in 1 (Portrait)”
 - “4 in 1 (Landscape)”
5. **[Set]**
6. If necessary, enter the number of copies (page 40).
 - Other copy settings are also available. See page 40 for details.
7. **[Black]/[Color]**
8. After you finish copying, press **[Stop]** to reset this feature.

5.2.5 Copy reservation

You can make a copy reservation under the following conditions:

- while the unit is printing documents from your computer.
- while the unit is printing received fax documents.
- while the unit is performing direct printing.

- 1 Set the original (page 20).

5. Copier

- 2 While “PC Printing”, “Printing” or “Loading” is displayed, press **[Copy]**.
- 3 Make necessary settings such as number of copies, resolution, zoom features and page layout features (page 40). → **[Black]/[Color]**
 - “Copy Reserved” will be displayed. The unit will start copying after the current printing job.

5.2.6 Duplex copy (optional)

You can make a duplex copy if the optional automatic duplex unit is connected (page 84). This allows you to make 2-sided copies of 1-sided documents.

- 1 Set the original (page 20).
- 2 **[Advance]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “Duplex”.
- 4 Press **[←]** or **[→]** repeatedly to select the desired binding.
 - “Long Edge”
 - “Short Edge”
 - Select “Off” to deactivate this feature.
- 5 **[Set]** → **[Advance]**
- 6 If necessary, enter the number of copies (page 40).
 - Other copy settings are also available. See page 40 for details.
- 7 **When using the scanner glass:**
 1. **[Black]/[Color]**
 - The unit will scan 1 page.
 2. Place the next document on the scanner glass and press **[Set]**.
 - The unit will start copying.

When using the automatic document feeder:
[Black]/[Color]

- 8 After you finish copying, press **[Stop]** to reset this feature.

Note:

- Duplex copy is not available for the quick ID copy feature (page 42), easy repeat feature (page 42) or poster feature (page 43).
- You can save the previous duplex setting (feature #470 on page 67).

Booklet feature

You can make copies, and then fold them in half to create booklets. The documents will be reduced to fit the recording paper.

1. Set the original (page 20).
2. Press **[▼]** or **[▲]** repeatedly to select “Page Layout”. → **[←]/[→]**
3. Press **[▼]** or **[▲]** repeatedly to select “Booklet”. → **[Set]**
4. Press **[▼]** or **[▲]** repeatedly to select the desired binding direction and pages.

- “Left Binding (1)”
- “Left Binding (All)”
- “Right Binding (1)”
- “Right Binding (All)”
 - “(1)”: To print 4 documents as separate blocks.
 - “(All)”: To print all documents as 1 block (monochrome printing only).

5. [Set]

6. If necessary, enter the number of copies (page 40).
 - Other copy settings are also available. See page 40 for details.
 - Multiple copies will be collated automatically.

7. When using the scanner glass:

1. **[Black]/[Color]**
 - The unit will scan 1 page.
 2. Place the next page on the scanner glass and press **[Set]**. Repeat this until you have scanned all pages.
 3. If “Left Binding (1)” or “Right Binding (1)” is selected in step 4, the unit will start copying.
 - You can press **[Black]/[Color]** anytime to start copying.
 - For multiple copies, press **[Black]/[Color]** to start copying.
- If “Left Binding (All)” or “Right Binding (All)” is selected in step 4, press **[Black]** to start copying.

When using the automatic document feeder:
[Black]/[Color]

8. After you finish copying, press **[Stop]** to reset this feature.

Note:

- If “Left Binding (All)” or “Right Binding (All)” is selected in step 4, only monochrome copy is available, so press **[Black]** in step 7. If you press **[Color]**, steps 2 to 6 will be reset.
- You can save the previous page layout setting (feature #467 on page 67).

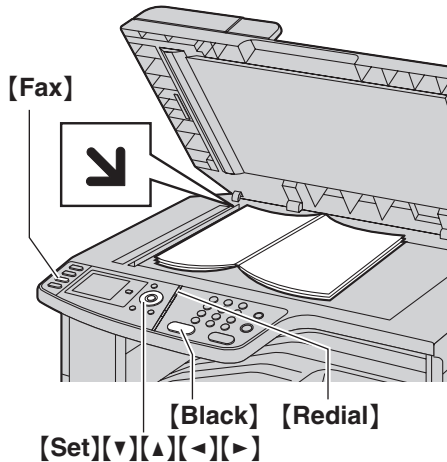
6.1 Sending a fax manually

Important:

- You can only send faxes in monochrome.

6.1.1 Using the scanner glass

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



- 1 If the **[Fax]** light is OFF, turn it ON by pressing **[Fax]**.
- 2 Set the original (page 20).
- 3 If necessary, change the resolution and contrast according to the type of document.
 - To select the resolution, see page 45.
 - To select the contrast, see page 45.
- 4 Dial the fax number.
 - To send a single page, go to step 7.
 - To send multiple pages, go to the next step.
- 5 Press **[▼]** or **[▲]** repeatedly to select "Quick Scan", then press **[◀]** or **[▶]** repeatedly to select "On". → **[Black]**
 - Wait until "Scan: Press <Set>." "Send: Press <Start>." is displayed.
 - Press **[◀]** or **[▶]** repeatedly to change the resolution during scanning, and then press **[Set]**. The setting will be applied starting with the next page.
- 6 Place the next page on the scanner glass. → **[Set]**
 - To send more pages, repeat this step.
- 7 **[Black]**

Note:

- To stop sending, see page 79.
- You can change the default operation mode (feature #463 on page 62) and the timer before returning to the default operation mode (feature #464 on page 62).

To select the resolution

1. Press **[▼]** or **[▲]** repeatedly to select "Resolution".
 2. Press **[◀]** or **[▶]** repeatedly to select the desired resolution. → **[Set]**
 - "Standard": For normal-sized characters.
 - "Fine": For small-sized characters.
 - "Super Fine": For very small-sized characters.
 - "Photo": For photographs, shaded drawings, etc.
- Using the "Fine", "Super Fine" and "Photo" settings will increase transmission time.

To select the contrast

Adjust this setting depending on the darkness or lightness of the document. 5 levels (low to high) are available.

1. Press **[▼]** or **[▲]** repeatedly to select "Contrast".
2. Press **[◀]** or **[▶]**. → **[Set]**

Note:

- You can save the previous contrast setting (feature #462 on page 62).

To redial the last number

[Redial]

- If the line is busy, the unit will automatically redial the number 1 time.

Note:

- To stop sending, see page 79.

Reserving the fax transmission (Dual Access)

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

- Up to 3 reservations when sending
- Up to 4 reservations when receiving

1. Set the original during fax reception or fax memory transmission.
2. Enter the fax number using the dial keypad or navigator directory.
3. **When using the scanner glass:**

1. **[Black]**

- The unit will scan 1 page.

2. Place the next document on the scanner glass. → **[Set]**

- Repeat this until all the documents are scanned.

3. **[Black]**

When using the automatic document feeder: **[Black]**

- If the document exceeds the memory capacity, transmission will be canceled. You must send the entire document manually.

6. Fax

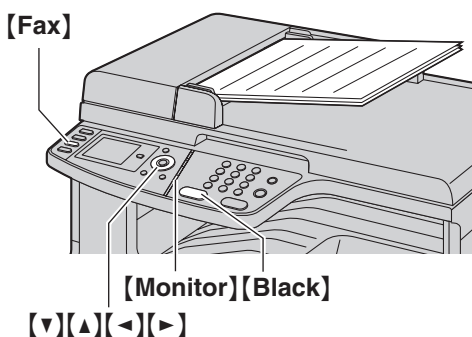
Printing a confirmation report

A confirmation report provides you with a printed record of transmission results. To print confirmation reports, make sure feature #401 is activated (page 63). For an explanation of error messages, see page 86.

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 110. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #402 is activated (page 63). For an explanation of error messages, see page 86.

6.1.2 Using the automatic document feeder



- 1 If the **[Fax]** light is OFF, turn it ON by pressing **[Fax]**.
- 2 Set the original (page 21).
- 3 If necessary, change the resolution and contrast according to the type of document.
 - To select the resolution, see page 45.
 - To select the contrast, see page 45.
- 4 **[Monitor]**
- 5 Dial the fax number. → **[Black]**

Note:

- To stop sending, see page 79.
- Do not open the document cover when sending a fax with the automatic document feeder.

Pre-dialing a fax number

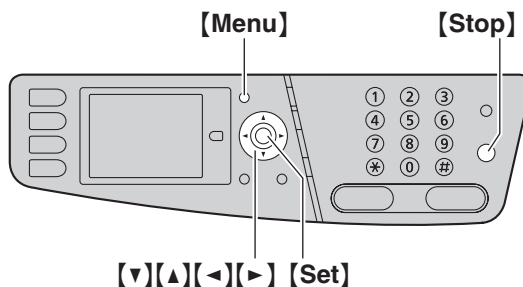
1. Enter the fax number.
2. Set the original (page 21). → **[Black]**

Sending from memory (Quick scan feature)

1. Set the original (page 21).
2. Enter the fax number.
3. Press **[v]** or **[^]** repeatedly to select “Quick scan”, then press **[<]** or **[>]** repeatedly to select “On”. → **[Black]**

6.2 Storing items for the navigator directory

The unit provides a navigator directory (300 items).



6.2.1 Storing navigator directory items

- 1 **[Menu]**
- 2 Press **[v]** or **[^]** repeatedly to select “Directory Set”.
- 3 Press **[<]** or **[>]** repeatedly to select “New Addition”. → **[Set]**
- 4 Enter the name, up to 20 characters (see page 78 for character entry). → **[Set]** → **[v]/[^]**
- 5 Enter the telephone number, up to 32 digits. → **[Set]** → **[Set]**
 - To program other items, repeat steps 4 to 5.
- 6 **[Menu]**

Note:

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

6.2.2 Editing a stored item

- 1 **[Menu]**
- 2 Press **[v]** or **[^]** repeatedly to select “Directory Set”.
- 3 Press **[<]** or **[>]** repeatedly to select “Edit”. → **[Set]**
- 4 Press **[v]**, **[^]**, **[<]** or **[>]** repeatedly to select the desired item. → **[Set]**
- 5 Edit the name if necessary. → **[Set]** → **[v]/[^]**
- 6 Edit the telephone number if necessary. → **[Set]** → **[Set]** → **[Menu]**

6.2.3 Erasing a stored item

- 1 **[Menu]**
- 2 Press **[v]** or **[^]** repeatedly to select “Directory Set”.
- 3 Press **[<]** or **[>]** repeatedly to select “Edit”. → **[Set]**

- 4 Press [▼], [▲], [◀] or [▶] repeatedly to select the desired item. → [⏏]
 - To cancel erasing, press [Stop], then press [Menu].
- 5 [Set] → [Menu]

6.3 Sending a fax using navigator directory

Before using this feature, store the desired names and telephone numbers into the navigator directory (page 46).

- Make sure that the [Fax] light is ON.

6.3.1 Using the scanner glass

- 1 Set the original (page 20).
- 2 Press [◀] or [▶] to initiate the navigator directory.
- 3 Press [▼], [▲], [◀] or [▶] repeatedly to select the desired item. → [Set]
- 4 If necessary, change the resolution (page 45) and the contrast (page 45).
 - To send a single page, go to step 7.
 - To send multiple pages, go to the next step.
- 5 Press [▼] or [▲] repeatedly to select "Quick Scan", then press [◀] or [▶] repeatedly to select "On". → [Black]
- 6 Place the next page. → [Set]
 - To send more pages, repeat this step.
- 7 [Black]

To search for a name by initial

Example: "Lisa"

1. Press [◀] or [▶] to initiate the navigator directory.
2. Press [5] repeatedly to display any name with the initial "L" (see page 78 for character entry).
 - To search for symbols, press [✖].
3. Press [▼], [▲], [◀] or [▶] repeatedly to select "Lisa".
 - To stop the search, press [Stop].

Fax auto redial

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

Note:

- To stop sending, see page 79.

6.3.2 Using the automatic document feeder

- 1 Set the original (page 21).
- 2 Enter the fax number using navigator directory.
- 3 If necessary, change to the desired resolution (page 45) and the desired contrast (page 45).
- 4 [Black]

6.4 Broadcast transmission

You can send the same document to multiple parties (up to 20). To use this feature, store the fax numbers into broadcast memory using the navigator directory (page 46).

Your programmed items will remain in the broadcast memory, allowing frequent re-use.

6.4.1 Programming items into the broadcast memory

- 1 **[Menu]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “Directory Set”.
- 3 Press **[◀]** or **[▶]** repeatedly to select “Broadcast”. → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to select the desired broadcast memory location (“<Broadcast1>” to “<Broadcast5>”).
 - When you do not wish to change the broadcast memory name, press **[◀]** or **[▶]** and go to step 8.
- 5 Press **[Set]** to change the broadcast memory name.
- 6 **[◀]/[▶]** → Change the name, up to 20 characters (see page 78 for character entry).
- 7 Press **[Set]** 2 times.
- 8 Press **[▼]**, **[▲]**, **[◀]** or **[▶]** repeatedly to select the desired item. → **[Set]**
 - The number in the upper right indicates the number of registered items.
 - To program other items, repeat this step (up to 20 items).
 - If you have programmed the wrong item, press **[Set]** again to remove “√” and cancel the selected item.
- 9 **[Back]** → **[Menu]**

6.4.2 Adding a new item into the broadcast memory

- 1 **[Menu]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “Directory Set”.
- 3 Press **[◀]** or **[▶]** repeatedly to select “Broadcast”. → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to select the desired broadcast memory location (“<Broadcast1>” to “<Broadcast5>”). → **[◀]/[▶]** → **[*]**
 - If you changed the broadcast memory name when programming, select that name.
- 5 Press **[▼]**, **[▲]**, **[◀]** or **[▶]** repeatedly to select the item that you want to add. → **[Set]**

- To add other items, repeat this step (up to 20 items).

6 **[Back]** → **[Menu]**

Note:

- When adding new items to the broadcast memory, you can only select stored items.

6.4.3 Erasing a stored item from the broadcast memory

- 1 **[Menu]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “Directory Set”.
- 3 Press **[◀]** or **[▶]** repeatedly to select “Broadcast”. → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to select the desired broadcast memory location (“<Broadcast1>” to “<Broadcast5>”). → **[◀]/[▶]**
 - If you changed the broadcast memory name when programming, select that name.
- 5 Press **[▼]**, **[▲]**, **[◀]** or **[▶]** repeatedly to select the item that you want to erase.
 - To cancel erasing, press **[Stop]**, then press **[Menu]**.
- 6 **[⊞]** → **[Menu]**

Note:

- If you erase all programmed items, the broadcast memory name will return to the default name.

6.4.4 Sending the same document to pre-programmed parties

- Make sure that the **[Fax]** light is ON.

To send the same document using the scanner glass

1. Set the original (page 20).
2. Press **[◀]** or **[▶]** to initiate the navigator directory.
3. Press **[▼]** or **[▲]** repeatedly to select the desired broadcast memory location. → **[Set]**
4. If necessary, change the resolution (page 45) and the contrast (page 45). → **[Black]**
 - To send a single page, go to step 6.
 - To send multiple pages, go to the next step.
5. Place the next page. → **[Set]**
 - To send more pages, repeat this step.
6. **[Black]**

Note:

- To stop sending, see page 79.
- If you select “Fine”, “Super Fine” or “Photo” resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, sending will be canceled.

- If a party is busy or does not answer, it will be skipped and redialed later 1 time.
- After transmission, the unit will automatically print a report (**broadcast sending report**).

To send the same document using the automatic document feeder

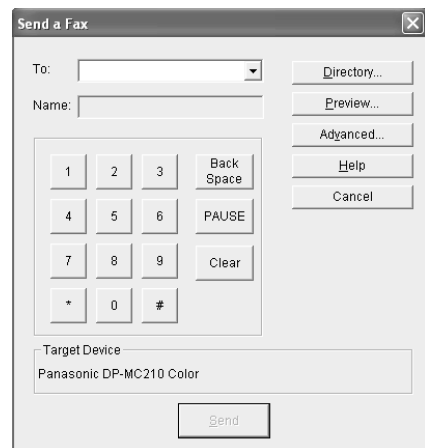
1. Set the original (page 21).
2. Press [◀] or [▶] to initiate the navigator directory.
3. Press [▼] or [▲] repeatedly to select the desired broadcast memory location. → [Set]
4. If necessary, change the resolution (page 45) and the contrast (page 45).
5. [Black]

6.5 Sending a computer document as a fax message from your computer

You can access the fax function from a Windows application using Multi-Function Station.

For example, to send a document created from WordPad, proceed as follows.

- 1 Open the document you want to send.
- 2 Select [Print...] from the [File] menu.
 - The [Print] dialog box will appear.
- 3 Select the PCFAX unit's name as the active printer.
- 4 Click [Print] or [OK].
 - The [Send a Fax] dialog box will appear.



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

Note:

- To stop sending, see page 79.
- If the document exceeds the memory capacity of the unit, sending will be canceled.
- For details, see the help file by selecting [?] from Multi-Function Station.
- Click [Select...] to change the active unit.

6.6 Receiving a fax automatically – Auto answer ON

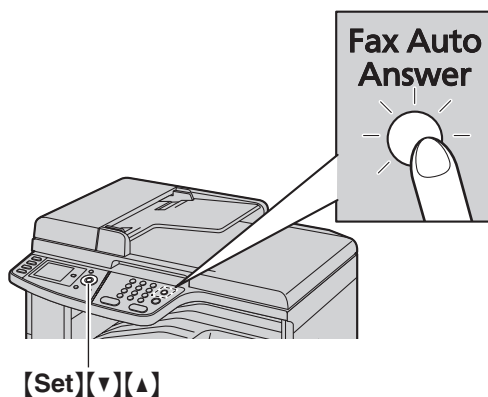
Important:

- You can only receive faxes in monochrome.

6.6.1 Activating FAX ONLY mode

Press **[Fax Auto Answer]** repeatedly to display “Fax Only Mode”.

- The display will show the ring count in FAX ONLY mode. If you wish to change it, press **[▼]** or **[▲]** repeatedly to display the desired setting, and press **[Set]**.
- The **[Fax Auto Answer]** light turns ON.



How faxes are received

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

Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #210 on page 61).

If you have subscribed to a Distinctive Ring service

See page 58.

6.7 Receiving a fax manually – Auto answer OFF

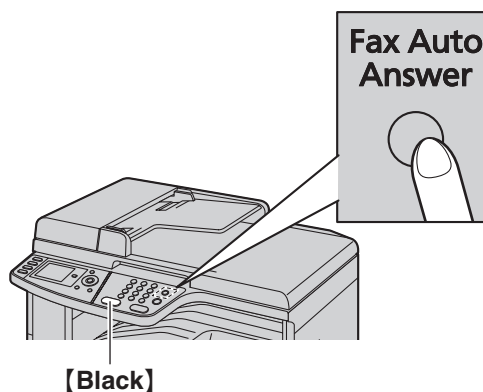
Important:

- Use this mode with an extension telephone or the optional handset unit.
- You can only receive faxes in monochrome.

6.7.1 Activating TEL mode

Set the unit to TEL mode by pressing **[Fax Auto Answer]** repeatedly to display “Tel Mode”.

- The **[Fax Auto Answer]** light turns OFF.



Note:

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

How to receive faxes with an extension telephone

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

1. When the extension telephone rings, lift the handset of the extension telephone.
2. When:
 - document reception is required,
 - a fax calling tone (slow beep) is heard, or
 - no sound is heard,
 press **[*] [†] [9]** (default fax activation code) **firmly**.
3. Replace the handset.

Note:

- To stop receiving, see page 79.
- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434 on page 64) beforehand. The default setting is ON.

How to receive faxes with the optional handset unit

1. Lift the handset to answer the call.

2. When:
- document reception is required,
 - a fax calling tone (slow beep) is heard, or
 - no sound is heard,
- press **[Black]**.
3. Replace the handset.

Note:

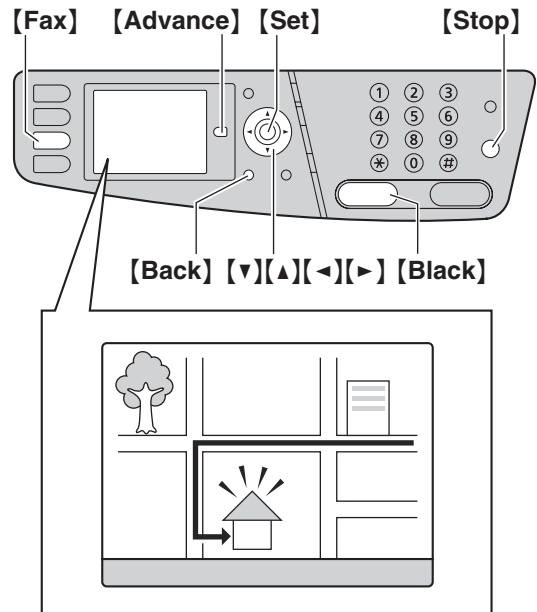
- To stop receiving, see page 79.

6.8 Displaying a received fax document

You can display a received fax document on the unit. You can print or save the necessary document after you confirm the image.

Make sure the fax preview mode setting is turned ON beforehand (feature #448 on page 65).

- Make sure that the **[Fax]** light is ON.
- Make sure that the unit is idle.

**Important:**

- You can only receive faxes in monochrome.

6.8.1 Viewing a fax document

- 1 **[Advance]**
- 2 Press **[v]** or **[^]** repeatedly to select “**Fax Preview**”. → **[Set]**
- 3 Press **[v]** or **[^]** repeatedly to select the desired fax document. → **[Set]**
 - The selected fax document will be displayed.
 - To stop viewing, press **[Back]**.
 - To print the fax document, press **[Black]**.
- 4 **[Back]** → **[Advance]**

Note:

- The display speed depends on the contents and size of the document.

What “√” means

“√” on the display means the image has already been viewed, printed or saved.

To adjust the image

The following keypad is used to adjust the image.

Keypad	Action
[4]	Returns to the previous page (only available for multiple pages)
[6]	Goes to the next page (only available for multiple pages)
[2]	Enlarges an image
[8]	Reduces an image
[5]	Rotates an image (90 °, 180 °, 270 °)
[▲][▼][◀][▶]	Scrolls an image

6.8.2 Printing a fax document

1 [Advance]

2 Press [▼] or [▲] repeatedly to select “**Fax Preview**”. → [Set]

3 Press [▼] or [▲] repeatedly to select the desired fax document. → [Black]

- The received fax document will be printed.

4 [Advance]

Note:

- You can delete the received fax document automatically after printing (feature #449 on page 65).

6.8.3 Saving a fax document

Important:

- When you save a fax document as an e-mail attachment, program the e-mail server, SMTP server settings (page 66) and the e-mail destinations (page 66) beforehand.
- When you save the fax document in a folder on an FTP server, program the FTP server settings beforehand (page 66).

1 [Advance]

2 Press [▼] or [▲] repeatedly to select “**Fax Preview**”. → [Set]

3 Press [▼] or [▲] repeatedly to select the desired fax document. → [✳]

4 Select the desired destination.

Saving to your computer:

1. Press [▼] or [▲] repeatedly to select “**PC**”. → [Set]

2. Press [▼] or [▲] repeatedly to select “**USB Host**” or the computer on which you want to save the data. → [Set]
- The fax document will be automatically saved in the folder selected in the [Settings] window. To change the folder, see page 27.
 - The software that is associated to open PDF files will automatically start.

Saving as an e-mail attachment:

- Press [▼] or [▲] repeatedly to select “**E-Mail Server**”. → [Set]
- Press [▼], [▲], [◀] or [▶] repeatedly to select the destination e-mail address. → [Set]
 - To enter the e-mail address using the dial keypad, select “**Temporary Address**”.
 - The fax document will be sent as an attachment via an e-mail server.

Saving in a folder on an FTP server:

- Press [▼] or [▲] repeatedly to select “**FTP Server**”. → [Set]
- Press [▼] or [▲] repeatedly to select the desired FTP server. → [Set]
 - The fax document will be saved in the folder on the FTP server.

Saving to an SD card:

- Insert an SD card in the SD card slot of the unit (page 81).
 - An SD card is not supplied.
- Press [▼] or [▲] repeatedly to select “**SD Card**”. → [Set]
 - If a file with the same name already exists on the SD card, a message will appear (page 87).
 - The fax document will be saved in a predefined folder on the SD card (page 81).

5 [Advance]

Note:

- The received fax document is saved as an image file (PDF format). Adobe Reader is required to view it.
- For details about the SD card, see page 80.
- To stop saving a fax document, see page 79.

6.8.4 Erasing a fax document

1 [Advance]

2 Press [▼] or [▲] repeatedly to select “**Fax Preview**”. → [Set]

3 Press [▼] or [▲] repeatedly to select the desired fax document. → [✳]

- To cancel erasing, press [Stop], then press [Advance].

4 [Set] → [Advance]

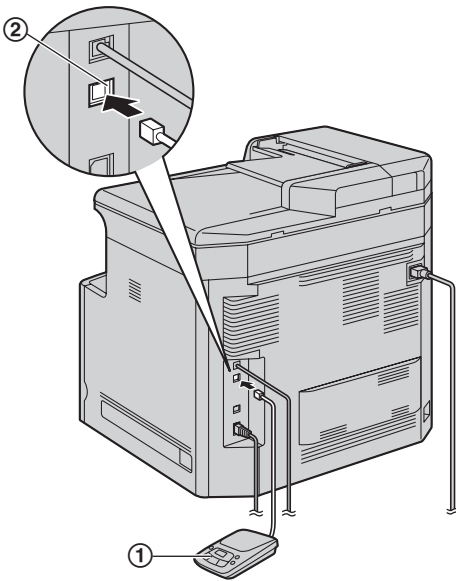
Note:

- To erase the fax document, you need to view or print the data beforehand (page 51, 52).

6.9 Using the unit with an answering machine

6.9.1 Setting up the unit and an answering machine

- 1 Connect the answering machine (①).
 - An answering machine is not supplied.
 - Remove the stopper (②) if attached.



- 2 Set the number of rings on the answering machine to 4 rings or less.
 - This will allow the answering machine to answer the call first.
- 3 Record a greeting message on the answering machine.
 - We recommend you record a message that is under 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, both machines will not function correctly.
- 4 Activate the answering machine.
- 5 Set the unit to the desired receiving mode (page 50).
 - If you set it to FAX ONLY mode, **change the ring setting in FAX ONLY mode to "5" (feature #210 on page 61).**
- 6 Make sure each of the following are unique:
 - the remote access code of the answering machine
 - the fax activation code (feature #434 on page 64)
 - remote access to your phone company's Voice Mail (if you subscribed)

Note:

- If the call is a phone call, the answering machine will record voice messages. If a fax calling tone is detected, the fax machine will receive a fax automatically.
- Regarding the remote access code for the answering machine, see the operating instructions of the answering machine.

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]** (pre-selected fax activation code).
 - The unit will activate the fax function.
4. The caller presses the start button to send a document.

Note:

- To use this feature, make sure remote fax activation is turned ON (feature #434 on page 64). The fax activation code can also be changed.
- If there is no room left in the memory of your answering machine, the unit may not be able to receive documents. See the operating instructions of the answering machine and erase unnecessary messages.

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

If you subscribe to Caller ID service (page 56), this feature prevents fax reception from calls that do not show caller information.

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

- Make sure that the **[Fax]** light is ON.

Important:

- **This feature does not work if you receive faxes manually.**

6.10.1 Activating the junk fax prohibitor

- 1 **[Advance]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “**Junk Fax Prohibitor**”. → **[Set]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “**Prohibitor**”.
- 4 Press **[◀]** or **[▶]** repeatedly to select “**On**”. → **[Set]**
- 5 Press **[Advance]** to exit.

6.10.2 Storing undesired callers

You can register up to 20 undesired numbers from the Caller ID list (page 56) if you do not wish to receive faxes from them.

- 1 **[Advance]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “**Junk Fax Prohibitor**”. → **[Set]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “**Junk List Set**”. → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to display the party you do not want to receive faxes from. → **[Set]**
 - If you have programmed the wrong item, press **[Set]** again to remove “√” and cancel the item.
- 5 **[Back]** → **[Advance]**

To display the junk fax prohibitor list

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “**Junk Fax Prohibitor**”. → **[Set]**
3. Press **[▼]** or **[▲]** repeatedly to select “**Junk List Display**”. → **[Set]**
4. Press **[▼]** or **[▲]** to display the items on the list.
5. Press **[Advance]** to exit.

To print the junk fax prohibitor list

1. **[Advance]**

2. Press **[▼]** or **[▲]** repeatedly to select “**Junk Fax Prohibitor**”. → **[Set]**
3. Press **[▼]** or **[▲]** repeatedly to select “**Junk List Print**”. → **[Set]**
4. Press **[Advance]** to exit.

To erase an item from the junk fax prohibitor list

1. **[Advance]**
2. Press **[▼]** or **[▲]** repeatedly to select “**Junk Fax Prohibitor**”. → **[Set]**
3. Press **[▼]** or **[▲]** repeatedly to select “**Junk List Display**”. → **[Set]**
4. Press **[▼]** or **[▲]** repeatedly to select the desired item. → **[#]**
 - To cancel erasing, press **[Stop]**, then press **[Advance]**.
5. **[Set]** → **[Advance]**

6.11 Receiving a fax on your computer

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

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

- PC fax reception (feature #442 on page 65)
- Computer setting for the PC fax reception (feature #443 on page 24)
- Make sure the fax preview mode is turned OFF beforehand (feature #448 on page 65).

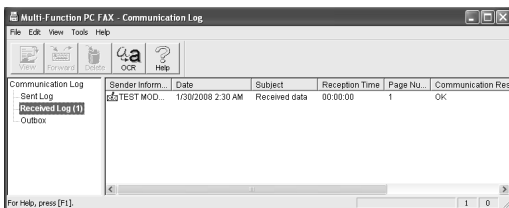
- 1 Press **[Fax Auto Answer]** repeatedly to turn the auto answer setting ON (page 50).
- 2 Start Multi-Function Station. → **[PC FAX]**
- 3 When a fax call is received, your computer will receive a document through the unit.

Note:

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

Viewing a received document

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



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

If a received fax document is stored in the unit's memory

You can load the document into your computer.

1. Select **[PC FAX]** from Multi-Function Station.
2. Select **[Received Log]** in **[Communication Log]**.
3. Click **[File]** in the menu bar. → **[Receive a Fax]**
 - If feature #442 is activated, the received fax document will be automatically transferred to the computer.

7.1 Caller ID service

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

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

- FAX ring count (feature #210 on page 61)
- The name display service may not be available in some areas. For further information, please contact your telephone company.

7.1.1 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 and date and time of the call) from the 30 most recent calls. It is possible to view caller information on the display (page 56) or print the entire Caller ID list (page 110).

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

To confirm caller information by printing the Caller ID list

- To print manually, see page 110.
- To print automatically after every 30 new calls, activate feature #216 (page 61).

7.2 Viewing and calling back using caller information

- 1 **[Caller ID]** → Press **[▼]** to search from the recently received caller information.
 - If you press **[▲]**, the display order will be reversed.
 - To send a fax, see page 45.
- 2 Press **[Monitor]** to return the call.
 - To make a phone call, lift the handset of the optional handset unit.

To change the way caller information is displayed

While displaying the desired caller information, press **[◀]** or **[▶]** repeatedly to change name/telephone number information.

7.2.1 Symbols and operations for caller information

What "✓" means

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

To stop viewing

Press **[Stop]**.

To edit a telephone number before calling back/storing

While displaying a desired caller information, press **[✳]** repeatedly. Each time you press **[✳]**, the telephone number will be changed as follows:

- ① 1 – Area code – Local telephone number ("1" added)
 - ② Local telephone number only (area code omitted)
 - ③ Area code – Local telephone number
 - ④ 1 – Local telephone number ("1" added and area code omitted)
- To store the number in navigator directory, follow from step 3 of the storing procedure on page 57.

7.3 Erasing caller information

7.3.1 Erasing all caller information

- 1 **[Menu]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “**Caller Setup**”. → **[Set]**
 - “**Erase All OK?**” will be displayed.
 - To cancel erasing, press **[Stop]**, then press **[Menu]**.
- 3 **[Set]**
- 4 Press **[Menu]** to exit.

7.3.2 Erasing specific caller information

- 1 **[Caller ID]**
- 2 Press **[▼]** or **[▲]** repeatedly to select the desired item. → **[⇄]** → **[Set]** → **[Stop]**

7.4 Storing caller information

- 1 **[Caller ID]**
- 2 Press **[▼]** or **[▲]** repeatedly to select the desired item.
- 3 **[Set]**
- 4 Edit the name if necessary. → **[Set]** → **[▼]/[▲]**
- 5 Edit the telephone number if necessary. → **[Set]** → **[Set]** → **[Stop]**

Note:

- To edit a name or number, see page 46.

8. Distinctive Ring

8.1 Distinctive Ring service

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

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

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

8.2.1 Activating the Distinctive Ring feature

- 1 **[Menu]** → **[#][4][3][0]**
- 2 Press **[1]** to select “On”.
 - Press **[0]** to select “OFF”.
- 3 **[Set]** → **[Menu]**

Note:

- While the Distinctive Ring feature is activated, you cannot change the receiving mode.

How phone calls and faxes are received

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

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

- If an external telephone answering machine is connected, set the ring count of the answering machine to more than 2.





8.3 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 (feature #431 on page 58). In the example, the ring pattern assigned for fax is a triple ring, so you should program “c” (triple ring).

Ring pattern	Selection
Standard ring (one long ring)  1st ring 2nd ring	[1] “A”
Double ring (two short rings)  1st ring 2nd ring	[2] “B”
Triple ring (short-long-short rings)  1st ring 2nd ring	[3] “C”
Other triple ring (short-short-long rings)  1st ring 2nd ring	[4] “D”

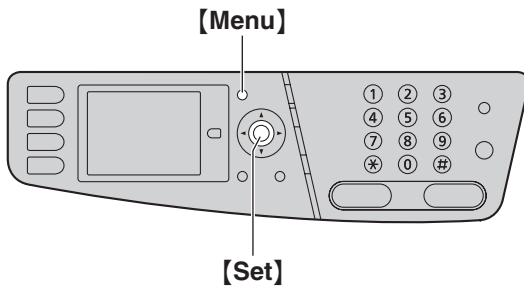
Note:

- The default setting is **[5]** “B-D”. The fax will respond to all calls with ring tone patterns “B”, “C” and “D”.

8.4 Programming the ring pattern assigned for fax

- 1 Set feature #430 to “On” (page 58).
- 2 **[Menu]** → **[#][4][3][1]**
- 3 Press **[1]** to **[5]** to select the ring pattern assigned for fax. → **[Set]** → **[Menu]**

9.1 Programming



- 1 **[Menu]**
- 2 Press **[#]** and the 3-digit code (page 60 to page 75).
- 3 Press the appropriate selection to display the desired setting.
 - This step will vary depending on the feature.
- 4 **[Set]**
- 5 Press **[Menu]** to exit.

To select features through the web browser interface (LAN connection only)

You can change features through the web browser interface instead of the unit.

1. Start Multi-Function Station. → **[Utilities]** → **[Configuration Web Page]**
 - You can also access the unit by entering its IP address on the web browser.
2. Select the desired category from the menu bar.
 - [Device Configuration]**: features of the unit
 - [Advance Configuration]**: advanced features for each mode
 - [Network Configuration]**: network features
3. Type “root” as the user name, then enter the password (feature #155 on page 60). → **[OK]**
4. Select the desired feature tab at the top of the right frame.
5. Change the settings or edit information.
 - This step will vary depending on the feature.
6. **[Submit]**
 - The new data will be transferred to the unit.
7. Close the web browser.

Note:

- The settings displayed in the web browser will be updated by clicking **[Reload]**.

9.2 Basic features

Feature/Code	Selection
Setting the date and time [#][1][0][1]	Enter the date and time using the dial keypad. See page 22 for details.
Setting your logo [#][1][0][2]	Enter your logo using the dial keypad. See page 23 for details.
Setting your fax number [#][1][0][3]	Enter your fax number using the dial keypad. See page 23 for details.
Selecting the language [#][1][1][0]	The display and reports will be in the selected language. [1] “English” (default): English is used. [2] “Spanish”: Spanish is used. 1. [Menu] → [#][1][1][0] 2. Press [1] or [2] to select the desired language. → [Set] → [Menu]
Setting the dialing mode [#][1][2][0]	[1] “Pulse” [2] “Tone” (default) See page 19 for details.
Setting flash time [#][1][2][1]	The flash time depends on your telephone exchange or host PBX. [0] “900ms” [1] “700ms” (default) [2] “600ms” [3] “400ms” [4] “300ms” [5] “250ms” [6] “200ms” [7] “160ms” [8] “110ms” [9] “100ms” [*] “90ms” [#] “80ms” Note: <ul style="list-style-type: none"> • 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.
Changing the password for feature programming via remote operation [#][1][5][5]	1. [Menu] → [#][1][5][5] → [Set] 2. Enter the current password. → [Set] <ul style="list-style-type: none"> • The default password is “1234”. 3. Enter a new 4-digit password using 0–9. → [Set] 4. Enter the new password again. → [Set] → [Menu] Note: <ul style="list-style-type: none"> • It is recommended that you change this password from the default password. • This password is also used for feature programming via a web browser.

Feature/Code	Selection
Setting the toner maintenance time [#][1][5][8]	<p>The unit will automatically activate for maintenance, once every 24 hours. Because this is to prevent the toner from solidifying, the noise that the unit makes during maintenance cannot be stopped. However, if the unit's noise bothers you, you can change the start time.</p> <ol style="list-style-type: none"> [Menu] → [#][1][5][8] → [Set] Enter the maintenance start time. <ul style="list-style-type: none"> The default time is "12:00AM". Press [*] repeatedly to select "AM" or "PM". [Set] → [Menu]
Setting the ringer pattern [#][1][6][1]	[1] "A" (default) [2] "B" [3] "C"
Changing the ring count in FAX ONLY mode [#][2][1][0]	[1] "1" [2] "2" [3] "3" (default) [4] "4" [5] "5 Ext. Tam" (External Telephone Answering Machine)
Setting the Caller ID list to print automatically [#][2][1][6]	[0] "Off" (default): The unit will not print the Caller ID list, but will keep records of the information for the last 30 callers. [1] "On": The unit will print the Caller ID list automatically after every 30 new calls (page 56).
Setting the time adjustment [#][2][2][6]	<p>Using this feature, the unit's date and time setting will be automatically adjusted when caller information is received.</p> [1] "Auto" (default): The date and time setting will be automatically adjusted. [2] "Manual": Deactivates this features.
Setting the recording paper size in the standard input tray [#][3][8][0]	[1] "Letter" (default): Letter-size paper [2] "A4": A4-size paper [3] "Legal": Legal-size paper
Setting the recording paper size in the optional input tray [#][3][8][2]	<p>This feature will be displayed only when the optional input tray is installed.</p> [1] "Letter" (default): Letter-size paper [2] "A4": A4-size paper [3] "Legal": Legal-size paper
Setting the recording paper type [#][3][8][3]	[1] "Plain Paper" (default): 75 g/m ² to 105 g/m ² (20 lb to 28 lb) paper. [2] "Thin Paper": 60 g/m ² to 74 g/m ² (16 lb to 19 lb) paper. [3] "Thick Paper": 106 g/m ² to 165 g/m ² (29 lb to 44 lb) paper. Note: <ul style="list-style-type: none"> This setting is valid for both the standard input tray and the optional input tray. "Thick Paper" will be displayed only when "#1" is selected for the following: <ul style="list-style-type: none"> Paper input tray setting for fax (Feature #440 on page 65). Paper input tray setting for copy (Feature #460 on page 67). Paper input tray in PCL® (Feature #760 on page 68). Paper input tray setting for the scan to e-mail print feature (Feature #565 on page 74). Paper input tray setting for direct print (Feature #669 on page 75).

9. Programmable Features

Feature/Code	Selection
Setting the waiting time for the power save mode [#][4][0][3]	To set the length of time before the unit enters power save mode. [1] "5min": 5 minutes [2] "15min" (default): 15 minutes [3] "30min": 30 minutes [4] "1h": 1 hour Note: <ul style="list-style-type: none"> When in power save mode, the unit needs to preheat the fuser unit before it can begin printing.
Holding the previous contrast setting [#][4][6][2]	[0] "Disabled" (default): Deactivates this feature. [1] "Enabled": The unit will hold the previous setting. Note: <ul style="list-style-type: none"> The previous setting will be held individually for copying and sending faxes.
Setting the default operation mode [#][4][6][3]	To select the default operation mode when the selected time of the mode timer (feature #464) passes. [1] "Copy" (default): Copy mode is selected as default. [2] "Fax": Fax mode is selected as default. Note: <ul style="list-style-type: none"> You cannot select the scan mode or print mode using this feature.
Setting the default operation mode timer [#][4][6][4]	To set the timer before returning to the default operation mode (feature #463). [0] "Off": Deactivates this feature. [1] "30s": 30 seconds [2] "1min" (default): 1 minute [3] "2min": 2 minutes [4] "5min": 5 minutes
Cleaning the drum [#][4][8][0]	Clean the drum cartridge automatically. See page 110 for details.
Setting toner save feature [#][4][8][2]	[0] "Off" (default): Deactivates this feature. [1] "On": The toner cartridge will last longer. Note: <ul style="list-style-type: none"> This feature may lower the print quality by reducing toner consumption.
Changing the color calibration for all colors (cyan, magenta, yellow and black) [#][4][8][5]	Change the color calibration if color printing is too dark or too light. See page 80 for details.
Changing the color calibration for cyan [#][4][8][6]	Change the color calibration if color printing is too dark or too light. See page 80 for details.
Changing the color calibration for magenta [#][4][8][7]	Change the color calibration if color printing is too dark or too light. See page 80 for details.
Changing the color calibration for yellow [#][4][8][8]	Change the color calibration if color printing is too dark or too light. See page 80 for details.
Changing the color calibration for black [#][4][8][9]	Change the color calibration if color printing is too dark or too light. See page 80 for details.

9.3 Fax features

Feature/Code	Selection
Printing a confirmation report [Ⓜ][4][0][1]	<p>[0] "Off": Confirmation reports will not be printed.</p> <p>[1] "On": A confirmation report will be printed after every fax transmission.</p> <p>[2] "Error" (default): A confirmation report will be printed only when fax transmission fails.</p>
Setting the journal report to print automatically [Ⓜ][4][0][2]	<p>[0] "Off": The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions.</p> <p>[1] "On" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 46).</p>
Sending documents overseas [Ⓜ][4][1][1]	<p>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.</p> <p>This feature improves the reliability by reducing the transmission speed.</p> <p>[0] "Off": Deactivates this feature.</p> <p>[1] "Next Fax": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting.</p> <p>[2] "Error" (default): When the previous fax transmission fails and you wish to re-send the document.</p> <p>Note:</p> <ul style="list-style-type: none"> • This feature is not available for broadcast transmission. • Calling charges may be higher than usual.
Sending a fax at a specific time [Ⓜ][4][1][2]	<p>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.</p> <p>[0] "Off" (default)</p> <p>[1] "On"</p> <p>To send a document:</p> <ol style="list-style-type: none"> 1. If the [Fax] light is OFF, turn it ON by pressing [Fax]. 2. Set the original (page 20). 3. [Menu] → [Ⓜ][4][1][2] 4. Press [1] to select "On". → [Set] 5. Enter the fax number. <ul style="list-style-type: none"> • To enter an item using navigator directory, see steps 2 to 3 on "6.3.1 Using the scanner glass", page 47. 6. [Set] 7. Press [▼] or [▲] repeatedly to select "Time". → [◀]/[▶] 8. Enter the transmission start time. <ul style="list-style-type: none"> • Press [◀] or [▶] repeatedly to move the cursor, and then press [▼] or [▲] repeatedly to select "AM" or "PM". 9. [Set] 10. If necessary, change the resolution (page 45) and the contrast (page 45). 11. When using the scanner glass, press [Black]. → [Black] When using the automatic document feeder, press [Black]. <ul style="list-style-type: none"> • The document will be fed into the unit and scanned into memory. The unit will then send the data at the specified time. You cannot use this feature for another fax transmission until the former sending is completed. <p>Note:</p> <ul style="list-style-type: none"> • To cancel this setting after programming, press [Stop] while the unit is idle, and then press [Set].

9. Programmable Features

Feature/Code	Selection
Setting the Error Correction Mode (ECM) [#][4][1][3]	This feature is available when the sending / receiving fax machines are ECM compatible. [0] "off": Deactivates this feature. [1] "On" (default): Fax transmission / reception will be carried out so that the errors do not occur.
Setting the connecting tone [#][4][1][6]	If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine. [0] "off": Deactivates this feature. [1] "On" (default): You will hear connecting tones. Note: <ul style="list-style-type: none"> • 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.
Setting the maximum fax speed [#][4][1][8]	[1] "14.4Kbps" [2] "33.6Kbps" (default) Note: <ul style="list-style-type: none"> • The fax speed maybe lower than the selected speed depending on your line.
Activating the Distinctive Ring feature [#][4][3][0]	[0] "off" (default) [1] "On" See page 58 for details.
Setting the ring pattern for fax (Distinctive Ring feature) [#][4][3][1]	[1] "A" [2] "B" [3] "C" [4] "D" [5] "B-D" (default) See page 58 for details.
Setting auto reduction feature [#][4][3][2]	To receive a fax document that is longer than your recording paper. [0] "off": The unit will print received documents at their original size. [1] "On" (default): The unit will scale received documents to fit your recording paper.
Changing the fax activation code [#][4][3][4]	If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code. Important: <ul style="list-style-type: none"> • The fax activation code must be different from the code that you programmed on the answering machine. [0] "off" [1] "On" (default) 1. [Menu] → [#][4][3][4] 2. Press [1] to select "On". → [Set] 3. Enter your code from 2 to 4 digits, using 0–9, [*] and [#] . <ul style="list-style-type: none"> • The default code is *#9. • Do not enter "0000". 4. [Set] → [Menu]

Feature/Code	Selection
Setting the memory reception alert [#][4][3][7]	To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem. [0] “off”: Deactivates this feature. [1] “On” (default): You will hear a beeping sound. Note: <ul style="list-style-type: none"> • The slow beeps will continue until you solve the printing problem and make sure the unit is supplied with enough paper to print the stored document.
Setting friendly reception [#][4][3][8]	To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep). [0] “off”: You have to press [Black] for fax reception. [1] “On” (default): You do not have to press [Black] for fax reception.
Setting the paper input tray to use for printing received faxes [#][4][4][0]	This feature will be displayed only when the optional input tray is installed. [1] “#1” (default): Standard input tray [2] “#2”: Optional input tray [3] “#1+#2” Note: <ul style="list-style-type: none"> • If you select “#1+#2”, make sure the same paper size is selected for the following: <ul style="list-style-type: none"> – Standard input tray (feature #380 on page 61) – Optional input tray (feature #382 on page 61) If either is changed, “#1” will be selected automatically.
Receiving a fax into the computer [#][4][4][2]	If you wish to receive a fax into the computer, activate this feature and run [PC FAX] from Multi-Function Station. This feature is available when feature #448 is deactivated. [0] “off” (default): Deactivates this feature. [1] “Always”: If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will store received documents in memory, and then transfer the data after recognition of the connection. [2] “Connected”: If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will print the data.
Setting the computer for PC fax reception [#][4][4][3]	To select the computer that will be used for receiving a fax. See page 24 for details.
Sending legal size documents using the scanner glass [#][4][4][5]	[0] “off” (default): Deactivates this feature. [1] “Next Fax”: Legal-size documents can be sent for the next fax transmission using the scanner glass. After transmission, this setting will turn OFF automatically. [2] “Always”: Legal-size documents can be sent using the scanner glass anytime.
Setting the fax preview mode [#][4][4][8]	If you wish to display the received fax document, activate this feature. [0] “off” (default): Deactivates this feature. [1] “on”: The unit will store the received fax document in memory. You can display the fax document before printing or saving (page 51). Note: <ul style="list-style-type: none"> • If you select “on”, the PC fax setting (feature #442 on page 65) will be deactivated.
Deleting received fax documents automatically [#][4][4][9]	This feature is available when feature #448 is activated. [0] “off”: Deactivates this feature. [1] “on” (default): The received fax document will be deleted automatically after printing (page 52).

9. Programmable Features

Feature/Code	Selection
<p>Resetting fax features to their default settings [*][4][5][9]</p>	<p>[0] “No” (default) [1] “Yes” To reset the fax features:</p> <ol style="list-style-type: none"> [Menu] → [*][4][5][9] Press [1] to select “Yes”. → [Set] → [Set] → [Menu] <p>Note:</p> <ul style="list-style-type: none"> The PC fax reception (feature #443 on page 24) will not be reset. If you select “Yes”, the unit will print the received fax documents that have been stored into memory.
<p>Setting the information for saving a fax document as an e-mail attachment (via an e-mail server) (LAN connection only)</p> <ul style="list-style-type: none"> This feature can be programmed only through the web browser interface. 	<p>When you save the fax document as an e-mail attachment, you need to program the e-mail server and SMTP server settings beforehand. Consult your service provider or network administrator for details.</p> <ol style="list-style-type: none"> Start Multi-Function Station. [Utilities] → [Configuration Web Page] → [Network Configuration] Type “root” as the user name, then enter the password (feature #155 on page 60). → [OK] Select the [E-Mail Feature] tab. Click [Edit] next to [E-Mail Server]. Enter the e-mail server and SMTP server information. → [Submit] Close the web browser.
<p>Registering the e-mail destinations (via an e-mail server) (LAN connection only)</p> <ul style="list-style-type: none"> This feature can be programmed only through the web browser interface. 	<p>When you save the fax document as an e-mail attachment, you can register e-mail destinations (up to 300 destinations) for the unit through the web browser interface in advance.</p> <ol style="list-style-type: none"> Start Multi-Function Station. [Utilities] → [Configuration Web Page] → [Network Configuration] Type “root” as the user name, then enter the password (feature #155 on page 60). → [OK] Select the [E-Mail Feature] tab. Click [Edit] next to [Send User]. Click [Edit] next to the desired e-mail user. Enter the name and e-mail address. → [Submit] Close the web browser.
<p>Setting the FTP server information for saving a fax document (LAN connection only)</p> <ul style="list-style-type: none"> This feature can be programmed only through the web browser interface. 	<p>When you save the fax document in the folder on the FTP server, you can register FTP destinations (up to 6 destinations) to the unit through the web browser interface.</p> <ol style="list-style-type: none"> Start Multi-Function Station. [Utilities] → [Configuration Web Page] → [Network Configuration] Type “root” as the user name, then enter the password (feature #155 on page 60). → [OK] Select the [FTP Feature] tab. Click [Edit] next to [FTP Server]. Click [Edit] next to the desired FTP server. Enter the server name, IP address, folder directory, etc. → [Submit] Close the web browser. <p>Note:</p> <ul style="list-style-type: none"> If you do not enter a folder directory in step 7, the fax document will be saved in the root folder.

9.4 Copy features

Feature/Code	Selection
Setting the paper input tray to use for copy [#][4][6][0]	This feature will be displayed only when the optional input tray is installed. [1] “#1” (default): Standard input tray [2] “#2”: Optional input tray [3] “#1+#2” Note: <ul style="list-style-type: none"> • If you select “#1+#2”, make sure the same paper size is selected for the following: <ul style="list-style-type: none"> – Standard input tray (feature #380 on page 61) – Optional input tray (feature #382 on page 61) If either is changed, “#1” will be selected automatically.
Changing the default copy resolution [#][4][6][1]	To change the default resolution setting for copying. [1] “Text/Photo” (default): For documents containing both text and photographs. [2] “Text”: For documents containing only text. [3] “Photo”: For documents containing photographs, shaded drawings, etc.
Holding the previous page layout setting [#][4][6][7]	[0] “Disabled” (default): Deactivates this feature. [1] “Enabled”: The unit will hold the previous setting.
Holding the previous zoom setting [#][4][6][8]	[0] “Disabled” (default): Deactivates this feature. [1] “Enabled”: The unit will hold the previous setting.
Holding the previous collate setting [#][4][6][9]	[0] “Disabled” (default): Deactivates this feature. [1] “Enabled”: The unit will hold the previous setting.
Holding the previous duplex setting [#][4][7][0]	This feature will be displayed only when the automatic duplex unit is installed. [0] “Disabled” (default): Deactivates this feature. [1] “Enabled”: The unit will hold the previous setting.

9.5 PC print features

Feature/Code	Selection
Setting the paper input tray in PCL [#][7][6][0]	This feature will be displayed only when the optional input tray is installed. [1] “#1” (default): Standard input tray [2] “#2”: Optional input tray [3] “#1+#2” Note: <ul style="list-style-type: none"> • If you select “#1+#2”, make sure the same paper size is selected for the following: <ul style="list-style-type: none"> – Standard input tray (feature #380 on page 61) – Optional input tray (feature #382 on page 61) If either is changed, “#1” will be selected automatically.
Setting the number of copies in PCL [#][7][6][2]	1. [Menu] → [#][7][6][2] → [Set] 2. Enter the number of copies from “001” to “999”, using the dial keypad. <ul style="list-style-type: none"> • The default setting is “001”. 3. [Set] → [Menu]
Setting the recording paper size in PCL [#][7][6][3]	[1] “Letter” (default): Letter-size paper [2] “A4”: A4-size paper [3] “Legal”: Legal-size paper
Setting the image reduction feature in PCL [#][7][6][4]	[0] “Off”: Deactivates this feature. [1] “On” (default): The document resolution will be automatically reduced when the data size is too large to print. Note: <ul style="list-style-type: none"> • This feature may lower the print quality by reducing the resolution.
Setting the recording paper direction in PCL [#][7][6][5]	[1] “Portrait” (default): The document will be printed in portrait direction. [2] “Landscape”: The document will be printed in landscape direction.
Setting the A4 wide feature in PCL [#][7][6][6]	You can change the margin and printable area of A4-size recording paper so that 80 characters in 10 cpi font may be printed on a line. [0] “Off” (default): Deactivates this feature. [1] “On”: The margin and printable area of A4 recording paper will be changed.
Setting the line per page in PCL [#][7][6][7]	To set the number of lines per page in PCL printing. 1. [Menu] → [#][7][6][7] → [Set] 2. Enter the number of lines per page from “005” to “128”, using the dial keypad. <ul style="list-style-type: none"> • The default setting is “060”. 3. [Set] → [Menu]
Setting the font source in PCL [#][7][6][8]	This feature is available when the downloaded font is registered to the unit. [1] “Resident” (default): The document will be printed using resident font. [2] “Download Font”: The document will be printed using download font.

Feature/Code	Selection
Setting the font number in PCL [#][7][6][9]	<p>To set the font number to be used in PCL printing. The unit assigns a number to each font.</p> <ol style="list-style-type: none"> [Menu] → [#][7][6][9] → [Set] Enter the font number from “000” to “054”, using the dial keypad. <ul style="list-style-type: none"> The default setting is “000”. [Set] → [Menu] <p>Note:</p> <ul style="list-style-type: none"> If feature #768 is set to “Download Font”, the default setting is “001”. To print the font list, see page 110.
Setting the font pitch/point in PCL [#][7][7][0]	<p>To set the font pitch/point to be used in PCL printing.</p> <ol style="list-style-type: none"> [Menu] → [#][7][7][0] → [Set] Enter the font pitch from “00 . 44” to “99 . 99”, or the point from “004 . 00” to “999 . 75”, using the dial keypad. <ul style="list-style-type: none"> The default pitch is “10 . 00” and the default point is “012 . 00”. [Set] → [Menu]
Setting the symbol set in PCL [#][7][7][1]	<p>To set the symbol set to be used in PCL printing.</p> <ol style="list-style-type: none"> [Menu] → [#][7][7][1] Press [▼] or [▲] repeatedly to display the desired symbol set. → [Set] → [Menu]
Setting the line breaks in PCL [#][7][7][2]	<p>To set each behavior when receiving CR, LF, and FF codes.</p> <p>[1] “CR/LF/FF” (default): CR=CR, LF=LF, FF=FF [2] “CR+LF/LF/FF”: CR=CR+LF, LF=LF, FF=FF [3] “CR/CR+LF/CR+FF”: CR=CR, LF=CR+LF, FF=CR+FF</p>
Setting the waiting time for auto continue mode [#][7][7][3]	<p>To set the length of time before the unit recovers if a memory overflow occurs.</p> <p>[1] “off” (default): Deactivates this feature. [2] “20s”: 20 seconds [3] “30s”: 30 seconds [4] “60s”: 60 seconds [5] “90s”: 90 seconds [6] “120s”: 120 seconds</p>
Changing the data timeout setting [#][7][7][4]	<p>The unit will automatically print the remaining data in memory when the computer does not send data to the unit during the set time.</p> <ol style="list-style-type: none"> [Menu] → [#][7][7][4] → [Set] Enter the desired data timeout setting from “005” seconds to “600” seconds, using the dial keypad. <ul style="list-style-type: none"> The default setting is “060” seconds. [Set] → [Menu]
Detecting monochrome pages [#][7][7][5]	<p>[0] “off”: When you make a color printout, all pages including monochrome pages will be printed using color toner cartridges and the color drum cartridge. This will increase consumable usage for color toner cartridges and the color drum cartridge.</p> <p>[1] “on” (default): When you make a color printout, this feature automatically detects the monochrome pages of your document and prints only using the black toner cartridge and monochrome drum cartridge. This will decrease consumable usage for color toner cartridge and color drum cartridge, but will require time to automatically switch between monochrome printing and color printing.</p> <p>Note:</p> <ul style="list-style-type: none"> Depending on the type of document, this feature may not be activated even when “on” is selected.

9. Programmable Features

Feature/Code	Selection
Setting mutual A4/letter print [#][7][7][6]	This feature allows printing in A4-size even if letter-size recording paper is installed, and vice versa. [0] “off”: Deactivates this feature. [1] “on” (default): Printing is possible between A4/letter-size.

9.6 Scan features

Feature/Code	Selection
Setting the scan mode for scanning to your computer [#][4][9][3]	<p>[1] "Viewer" (default): The scanned image will be displayed in the [Quick Image Navigator]^{*1}/[Multi-Function Viewer]^{*2} window.</p> <p>[2] "File": The scanned image will be saved as a file.</p> <p>[3] "E-Mail": The scanned image will be saved for e-mail attachment.</p> <p>[4] "OCR": The scanned image will be displayed in the OCR window.</p> <p>*1 For Windows 2000/Windows XP/Windows Vista users</p> <p>*2 For Windows 98/Windows Me users</p>
Holding the previous scanning parameter for Push Scan [#][4][9][4]	<p>[0] "Disabled" (default): Deactivates this feature.</p> <p>[1] "Enabled": The unit will hold the previous scan settings for each mode of push scan; scan size, resolution, file format, brightness, color contrast/contrast.</p>
Setting the monochrome scan type for Push Scan [#][4][9][5]	<p>[1] "Black/White" (default): To scan as black lines, select this for text contents.</p> <p>[2] "Grayscale": To scan as black lines and gray shades, select this for images.</p>
Setting the information for scan to e-mail (via an e-mail server) (LAN connection only) <ul style="list-style-type: none"> This feature can be programmed only through the web browser interface. 	<p>When you send scanned files via an e-mail server, you need to program the e-mail server and SMTP server settings beforehand. Consult your service provider or network administrator for details.</p> <ol style="list-style-type: none"> Start Multi-Function Station. [Utilities] → [Configuration Web Page] → [Advance Configuration] Type "root" as the user name, then enter the password (feature #155 on page 60). → [OK] Select the [Scan Feature] tab. Click [Edit] next to [E-Mail Server]. Enter the e-mail server and SMTP server information. → [Submit] Close the web browser.
Registering the scan to e-mail destinations (via an e-mail server) (LAN connection only) <ul style="list-style-type: none"> This feature can be programmed only through the web browser interface. 	<p>When you send scanned files via an e-mail server, you can register e-mail destinations (up to 300 destinations) for the unit through the web browser interface in advance.</p> <ol style="list-style-type: none"> Start Multi-Function Station. [Utilities] → [Configuration Web Page] → [Advance Configuration] Type "root" as the user name, then enter the password (feature #155 on page 60). → [OK] Select the [Scan Feature] tab. Click [Edit] next to [Send User]. Click [Edit] next to the desired e-mail user. Enter the name and e-mail address. → [Submit] Close the web browser.

9. Programmable Features

Feature/Code	Selection
<p>Setting the information for scan to FTP (LAN connection only)</p> <ul style="list-style-type: none">• This feature can be programmed only through the web browser interface.	<p>When you send scanned files to an FTP server, you can register FTP destinations (up to 6 destinations) to the unit through the web browser interface.</p> <ol style="list-style-type: none">1. Start Multi-Function Station.2. [Utilities] → [Configuration Web Page] → [Advance Configuration]3. Type “root” as the user name, then enter the password (feature #155 on page 60). → [OK]4. Select the [Scan Feature] tab.5. Click [Edit] next to [FTP Server].6. Click [Edit] next to the desired FTP server.7. Enter the server name, IP address, folder directory, etc. → [Submit]8. Close the web browser. <p>Note:</p> <ul style="list-style-type: none">• If you do not enter a folder directory in step 7, the scanned image will be saved in the root folder.

9.7 LAN features

Feature/Code	Selection
LAN setting with a DHCP server [#][5][0][0]	[0] “Disabled”: Deactivates this feature. [1] “Enabled” (default): The following will be allocated automatically using a DHCP (Dynamic Host Configuration Protocol) server. <ul style="list-style-type: none"> – IP address – Subnet mask – Default gateway
Setting the IP address for the LAN connection [#][5][0][1]	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> 1. [Menu] → [#][5][0][1] → [Set] 2. Enter the IP address of the unit on the LAN using the dial keypad. → [Set] → [Menu]
Setting the Subnet mask for the LAN connection [#][5][0][2]	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> 1. [Menu] → [#][5][0][2] → [Set] 2. Enter the subnet mask of the network on the LAN using the dial keypad. → [Set] → [Menu]
Setting the default gateway for the LAN connection [#][5][0][3]	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> 1. [Menu] → [#][5][0][3] → [Set] 2. Enter the default gateway of the network on the LAN using the dial keypad. → [Set] → [Menu]
Setting the primary DNS server for the LAN connection [#][5][0][4]	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> 1. [Menu] → [#][5][0][4] → [Set] 2. Enter the primary DNS server of the network on the LAN using the dial keypad. → [Set] → [Menu]
Setting the secondary DNS server for the LAN connection [#][5][0][5]	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> 1. [Menu] → [#][5][0][5] → [Set] 2. Enter the secondary DNS server of the network on the LAN using the dial keypad. → [Set] → [Menu]
Setting the machine name [#][5][0][7]	<ol style="list-style-type: none"> 1. [Menu] → [#][5][0][7] → [Set] 2. Enter the name of the unit to recognize on the LAN, up to 15 characters, using the English alphabet and numbers (see page 78 for character entry). → [Set] → [Menu] <p>Note:</p> <ul style="list-style-type: none"> • In order to recognize the unit on the LAN, the default name of the unit is assigned automatically. If you change the name, assign a unique name to avoid overlapping.
Displaying the MAC address of the unit [#][5][0][8]	<ol style="list-style-type: none"> 1. [Menu] → [#][5][0][8] → [Set] 2. The MAC address of the unit will be displayed. → [Menu]

9. Programmable Features

Feature/Code	Selection
Approving users for the LAN connection [#][5][3][2]	<p>[0] “Disabled” (default): Deactivates this feature.</p> <p>[1] “Enabled”: The unit will deny/approve access from the pre-programmed IP patterns. Whether to deny or approve, and up to 4 patterns can be programmed through the web browser interface.</p> <ol style="list-style-type: none"> 1. Start Multi-Function Station. 2. [Utilities] → [Configuration Web Page] → [Network Configuration] 3. Type “root” as the user name, then enter the password (feature #155 on page 60). → [OK] 4. Select the [LAN Feature] tab. 5. Click [Edit] next to [Approved Users]. 6. Click [Edit] next to [Filter]. 7. Change the mode and edit IP filtering information. → [Submit] 8. Close the web browser.
Setting the IP address automatically for the LAN connection [#][5][3][3]	<p>This feature will be displayed only when feature #500 is activated.</p> <p>[0] “Disabled” (default): Deactivates this feature.</p> <p>[1] “Enabled”: IP address will be allocated automatically without using a DHCP (Dynamic Host Configuration Protocol) server.</p>
Setting HTTPD for the LAN connection [#][5][3][4]	<p>[0] “Disabled”: Denies access to the web browser.</p> <p>[1] “Enabled” (default): Allows access to the web browser.</p>
IPv6 protocol [#][5][3][5]	<p>[0] “Disabled” (default): Deactivates this feature.</p> <p>[1] “Enabled”: IPv6 protocol can be used. After installing the printer driver, be sure to change the port to IPv6 protocol. You can check the IPv6 protocol address by printing the “Setup List” (page 110).</p> <p>Note:</p> <ul style="list-style-type: none"> • To activate this feature, you need to turn the power switch of the unit OFF, then ON.
Setting the paper input tray to use for the scan to e-mail print feature [#][5][6][5]	<p>This feature will be displayed only when the optional input tray is installed.</p> <p>[1] “#1” (default): Standard input tray</p> <p>[2] “#2”: Optional input tray</p> <p>[3] “#1+#2”</p> <p>Note:</p> <ul style="list-style-type: none"> • If you select “#1+#2”, make sure the same paper size is selected for the following: <ul style="list-style-type: none"> – Standard input tray (feature #380 on page 61) – Optional input tray (feature #382 on page 61) <p>If either is changed, “#1” will be selected automatically.</p>

9.8 Direct print feature

Feature/Code	Selection
Paper input tray setting for direct print [#][6][6][9]	This feature will be displayed only when the optional input tray is installed. [1] “#1” (default): Standard input tray [2] “#2”: Optional input tray [3] “#1+#2” Note: <ul style="list-style-type: none"> • If you select “#1+#2”, make sure the same paper size is selected for the following: <ul style="list-style-type: none"> – Standard input tray (feature #380 on page 61) – Optional input tray (feature #382 on page 61) If either is changed, “#1” will be selected automatically.
Setting the display sort [#][6][7][2]	[0] “off”: Deactivates this feature. [1] “Name Order”: The files will be sorted alphabetically by name. [2] “Date Order” (default): The files will be sorted by date. Note: <ul style="list-style-type: none"> • Using the “Name Order” or “Date Order” setting will increase display time.
Setting the display mode for direct printing from an SD card [#][6][7][3]	[1] “File List” (default): The file name for each file will be displayed. [2] “Thumbnail”: A thumbnail image of each file will be displayed. Note: <ul style="list-style-type: none"> • Using the “Thumbnail” setting will increase display time.
Setting the information for direct printing from an FTP server (LAN connection only) <ul style="list-style-type: none"> • This feature can be programmed only through the web browser interface. 	When you print files on an FTP server, you can register FTP server (up to 6 servers) to the unit through the web browser interface. <ol style="list-style-type: none"> 1. Start Multi-Function Station. 2. [Utilities] → [Configuration Web Page] → [Network Configuration] 3. Type “root” as the user name, then enter the password (feature #155 on page 60). → [OK] 4. Select the [FTP Feature] tab. 5. Click [Edit] next to [FTP Server]. 6. Click [Edit] next to the desired FTP server. 7. Enter the server name, IP address, etc. → [Submit] 8. Close the web browser.

9.9 Network features (LAN connection only)

These features can be programmed only through the web browser interface.

Feature	Tab	Selection
Setting the LAN features	[LAN Feature]	Enter the LAN feature settings. See page 73 for details.
Setting the community name for SNMP	[SNMP]	Enter the SNMP community name. Consult your service provider or network administrator for details.
Setting the location where you use this unit	[SNMP]	Enter the location information of the unit.
Displaying the link local address	[IPv6]	The link local address will be displayed.
Displaying the IP address for auto configuration	[IPv6]	The IP address for auto configuration will be displayed.
Setting the IP address for IPv6	[IPv6]	Enter the IP address for IPv6. Consult your service provider or network administrator for details.
Setting the default router for IPv6	[IPv6]	Enter the default router address for IPv6. Consult your service provider or network administrator for details.
Setting the FTP server information	[FTP Feature]	Enter the FTP server information to carry out the following functions: <ul style="list-style-type: none"> – Printing a file stored on an FTP server (page 33). – Sending scanned images to a folder on an FTP server (page 37). – Saving the fax document in a folder on an FTP server (page 52).
Setting the e-mail server information	[E-Mail Feature]	Enter the e-mail server and SMTP server information to carry out the following functions: <ul style="list-style-type: none"> – Sending scanned images from the unit via an e-mail (page 36). – Saving the fax document as an e-mail attachment (page 52).
Registering the e-mail destinations (via an e-mail server)	[E-Mail Feature]	Register e-mail destinations (up to 300 destinations) for the unit. See page 66, 71 for details.
Setting the error notify feature	[Error Notify]	[Enabled]: The unit will send an e-mail to registered destinations when a problem occurs. [Disabled] (default): Deactivates this feature.
Setting the information for the error notify feature	[Error Notify]	Enter the e-mail server and SMTP server information to send error notification e-mails to.

Feature	Tab	Selection
Registering destinations for the error notify feature	[Error Notify]	Enter the e-mail address to which error notifications will be sent and select the types of problems. [Life Warning] : A warning indicating that the toner cartridge, drum cartridge or waste toner cartridge needs to be replaced soon. [Media Path Error] : An error indicating that there is a problem with the paper input tray. [Life Error] : An error indicating that the toner cartridge, drum cartridge or waste toner cartridge needs to be replaced.
Setting the scan to e-mail print feature	[Scan to E-Mail Print]	[Enabled] : The unit will automatically print e-mail attachments that it receives. [Disabled] (default): Deactivates this feature. See page 34 for details.
Setting the e-mail checking interval for the scan to e-mail print feature	[Scan to E-Mail Print]	Enter the desired e-mail checking interval.
Setting the header print option for the scan to e-mail print feature	[Scan to E-Mail Print]	[Enabled] (default): The unit will print the header information along with the received e-mail attachments. [Disabled] : Deactivates this feature.
Setting the information for the scan to e-mail print feature	[Scan to E-Mail Print]	When you use the scan to e-mail print feature, you need to program the POP server settings beforehand. See page 34 for details.
Displaying the scan to e-mail print information	[Scan to E-Mail Print]	The information for the 30 most recently received e-mails will be displayed.

10.1 Character entry

The dial keypad is used to enter characters and numbers.

- Press [**◀**] or [**▶**] to move the cursor.
- Press dial keys to enter characters and numbers.
- Press [**Back**] to erase the character or number highlighted by the cursor. Press and hold [**Back**] to erase all characters or numbers.
- To enter another character located on the same dial key, press [**▶**] to move the cursor to the next space, then press the appropriate dial key.

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 @ () < > ! " # \$ % & ¥ * ^ ' →
[⇄]	To switch between uppercase and lowercase letters.
[Flash]	Hyphen
[Caller ID]	To insert a space.
[Back]	To delete a character.

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 Uppercase letters
 - ② Numbers
 - ③ Symbols
 - ④ Lowercase letters
 - If you press [**▲**], the order will be reversed.
2. Press [**▶**] to insert the displayed character.
3. Return to step 1 to enter the next character.

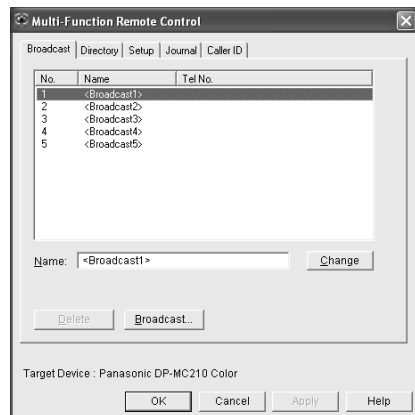
10.2 Status of the unit

10.2.1 Using Remote Control

You can easily operate the following functions from your computer.

- Programming the features (page 60)
- Storing, editing or erasing items in directories (page 46)
- Storing or erasing items for broadcast transmission (page 48)
- Viewing items in the journal report (page 46)
- Saving the journal report to your computer
- Viewing items in the Caller ID list (page 56)
- Storing caller information into directories (page 57)
- Saving the Caller ID list on your computer

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



- 2 Select the desired tab.
 - The latest data in the unit will be displayed.
- 3 Perform the desired operation.
 - For details about each function, click [**Help**].
 - To stop the operation, click [**Cancel**].
- 4 [**OK**]
 - You can also click [**Apply**] to continue the next operation without closing the window.
- 5 Enter the password (feature #155 on page 60). → [**OK**]
 - The new data will be transferred to the unit and the window will close.

Note:

- Some of the features cannot be programmed from your computer.
- For details, see the help file by selecting [**?**] from Multi-Function Station.
- When another person is adjusting stored data in the unit, it may be overwritten. Make sure the unit is not currently being used for the same function.

10.2.2 Using Device Monitor

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

- 1 Start Multi-Function Station.
- 2 **[Utilities]** → **[Device Monitor]**
 - The **[Device Monitor]** window will appear.
- 3 Confirm the status of the unit.
[Status]: Current status of the unit

Note:

- Additional information (toner and recording paper status, unit information, etc.) will be displayed in **[Status]** tab by clicking **[Advanced Information]**.
- You can update the status of the unit by clicking **[Refresh]**.
- If a printing error occurs, the Device Monitor will start automatically and display the error information.
- For details, see the help file by selecting **[?]** from Multi-Function Station.

10.2.3 Using the web browser (LAN connection only)

You can confirm the setting information and status of the unit from the web browser.

- 1 Start Multi-Function Station. → **[Utilities]** → **[Configuration Web Page]**
 - You can also access the unit by entering its IP address in a web browser.
- 2 Select a category from the menu bar.
[Status]: Toner and paper information, etc.
[Device]: Current status of the unit, etc.
[Advance]: Feature settings information, etc.
[Network]: Network information, etc.
 - When you select **[Device]**, **[Advance]** or **[Network]**, you can change which features are displayed by clicking the feature tabs at the top of the right frame.
- 3 Confirm the status of the unit.

Note:

- You can update the status of the unit by clicking **[Reload]**.

10.3 Canceling the operations

You can cancel the current operation from the unit. You can also select the desired operation to cancel.

- 1 **[Stop]**
 - The current operation will be canceled.
 - If the operation is not canceled, go to step 2.

- 2 **When a cancel confirmation message is displayed:**

Press **[Set]** to cancel the operation.

When some operations are displayed:

Press **[▼]** or **[▲]** repeatedly to select the operation that you want to cancel. → **[Set]**

10.4 Changing the color calibration

If color printing is too dark or too light, change the color calibration.

- 1 Select the desired color to change the calibration.
 - To change the color density for cyan, magenta, yellow and black, press **[Menu]**. → **[#][4][8][5]**
 - To change the color calibration for cyan, press **[Menu]**. → **[#][4][8][6]**
 - To change the color calibration for magenta, press **[Menu]**. → **[#][4][8][7]**
 - To change the color calibration for yellow, press **[Menu]**. → **[#][4][8][8]**
 - To change the color calibration for black, press **[Menu]**. → **[#][4][8][9]**
- 2 Select the desired color calibration.
 - [0]** “-5”
 - [1]** “-4”
 - [2]** “-3”
 - [3]** “-2”
 - [4]** “-1”
 - [5]** “0” (default)
 - [6]** “1”
 - [7]** “2”
 - [8]** “3”
 - [9]** “4”
 - [*]** “5”
- 3 **[Set]**
- 4 Press **[Menu]** to exit.

Printing a color test

You can print the color test to check the color density for each color (page 110).

10.5 SD card

You can print files stored on an SD card and save files to an SD card.

This unit supports the following commercially available memory cards. These are referred to as SD cards in the operating instructions.

- SD Memory Card (up to 2 GB)^{*1}
- SDHC™ Memory Card (up to 32 GB)^{*1}
- miniSD™ Card (up to 2 GB) (adaptor required)^{*2}
- miniSDHC™ Card (up to 16 GB) (adaptor required)^{*2}
- microSD™ Card (up to 2 GB) (adaptor required)^{*2}
- microSDHC™ Card (up to 16 GB) (adaptor required)^{*2}

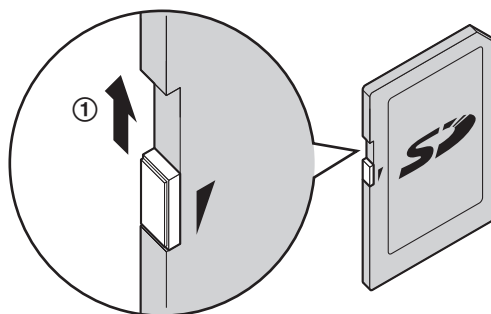
*1 Equipped with a write-protect switch that can prevent data from being written to the card.

*2 First insert the card into the adaptor, and then insert the adaptor into the SD card slot. The card adaptor is equipped with a write-protect switch that can prevent data from being written to the card.

- To ensure that the unit operates properly, we recommend the use of Panasonic SD cards.

Important:

- **Do not remove the SD card or turn the power switch off while reading or writing data to avoid damage to the data.**
- **Be sure to make a backup copy of the data.**
- **We are not responsible for any damages incurred to your SD card resulting from corrupted, or lost data.**
- **When the write-protect switch is in the lock position, it is not possible to write data to the card. Be sure that the switch is unlocked (①) to ensure correct operation.**

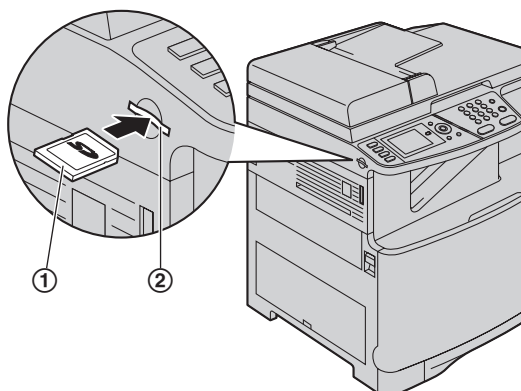


Note:

- Confirm the SD card icon and the SD card access icon on the display (page 9). If the SD access icon is green, the SD card is working correctly.
- An SD card is not supplied. Please purchase a supported SD card.
- The access speed may be slightly different depending on the kind of SD card.
- For details on the SD card, see the operating instructions of the SD card.

10.5.1 Inserting an SD card

Insert the SD card (①) with the labelled surface facing upward into the SD card slot (②).

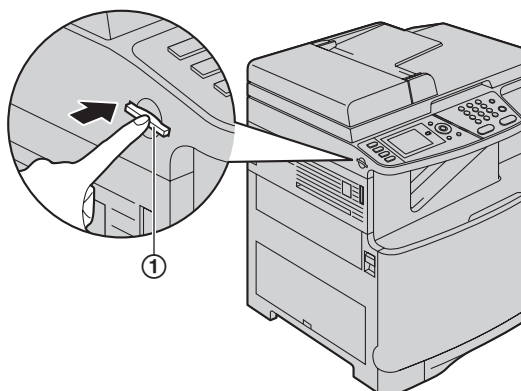


Note:

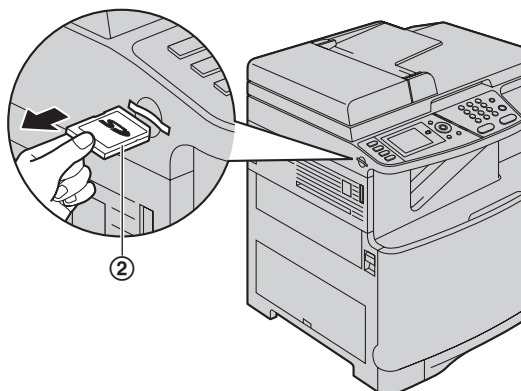
- Do not delete or change the folder name on your computer.
- If you use the SD card with 2 or more units at the same time, a different folder is made on the SD card for each unit. To view data that was saved using a different unit, you need to select the folder that was created by the different unit.

10.5.2 Removing an SD card

1 Push the SD card in (①).



2 Pull the SD card (②) straight out.



File folder in an SD card

When you save files into the SD card, the following folder is made on the SD card.

SD:/PRIVATE/MEIGROUP/PCC/MFP/IMAGE/XXXXXX
 ("XXXXXX" will vary depending on the unit.)

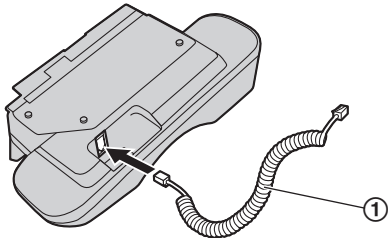
10.6 Optional handset unit

You can add an optional handset unit. See page 7 for accessory information.

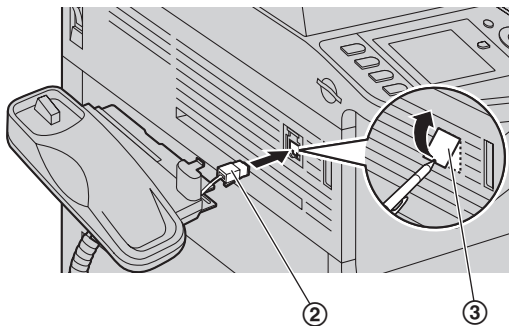
Important:

- Before installing or removing the optional handset unit, be sure to turn the power switch OFF. For more details about the installation, please refer to the installation guide for the optional handset unit.

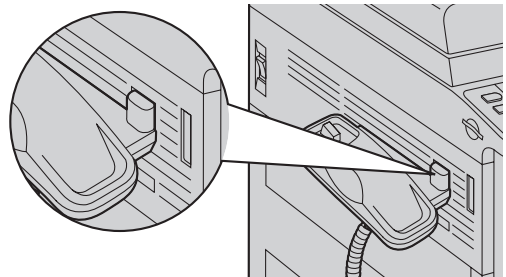
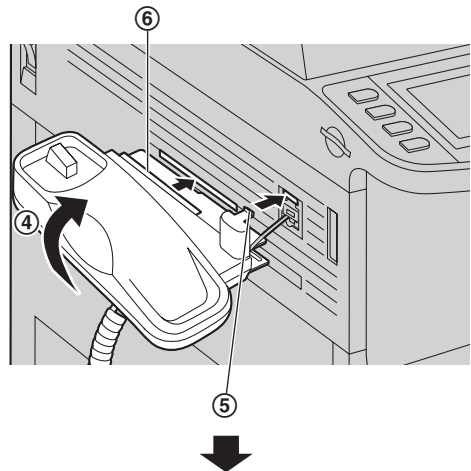
- 1 Connect the handset cord (①) to the handset cradle.



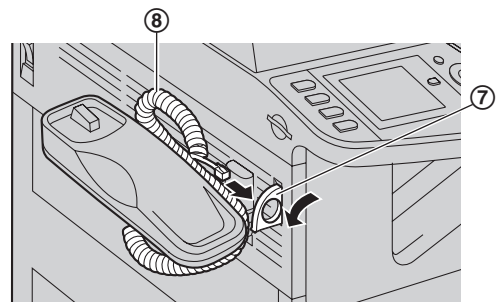
- 2 Connect the handset connector (②).
 - Remove the cover (③) from the handset unit connection jack if attached.



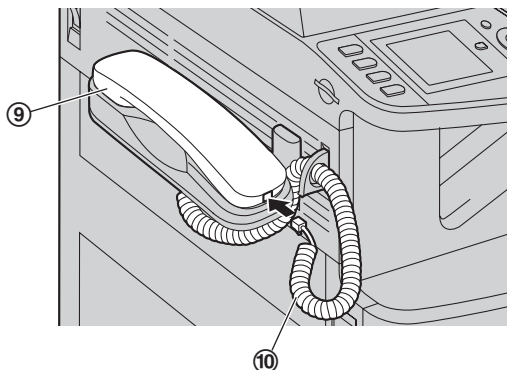
- 3 Lift the handset cradle in the direction indicated by the arrow (④) to insert the tab (⑤), then insert the rib (⑥) by pushing the handset unit toward the unit.



- 4 Pull out the handset cord holder (⑦) and pass the handset cord (⑧) through the handset cord holder.



- Place the handset (9) on the handset cradle, then connect the handset cord (10) to the handset.



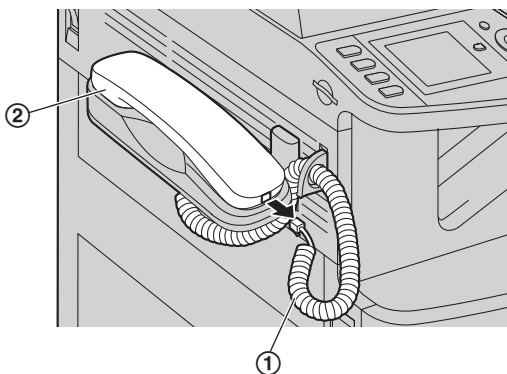
Note:

- While talking to the other party, you can send a fax using the scanner glass as follows.

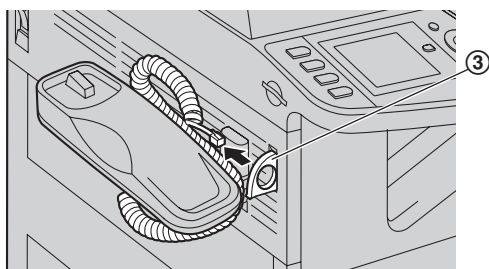
- Press [▼] or [▲] repeatedly to select "Fax".
- Press [◀] or [▶] repeatedly to select "Send".
→ [Black]
(To receive a fax, select "Receive", and then press [Black].)

To remove the handset unit

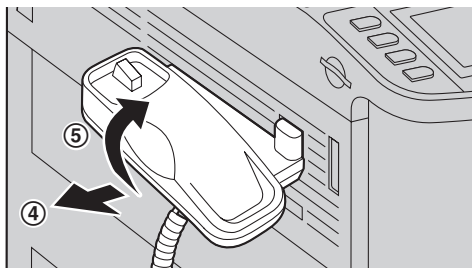
- Disconnect the handset cord (1) from the handset, then remove the handset (2) from the handset cradle.



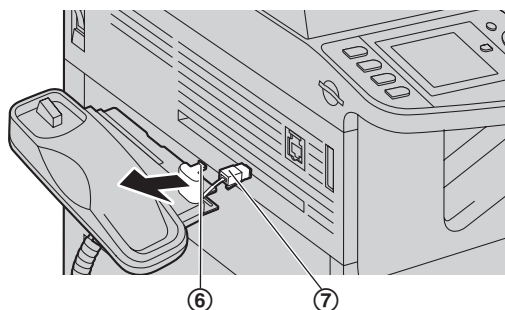
- Remove the handset cord from the handset cord holder (3), then close the handset cord holder.



- Pull the handset unit slightly forward (4), then lift it in the direction of the arrow (5) to remove the rib.

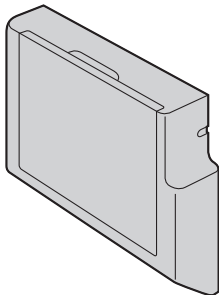


- Remove the tab (6), then disconnect the handset connector (7).



10.7 Optional automatic duplex unit

You can add an optional automatic duplex unit. See page 7 for accessory information.



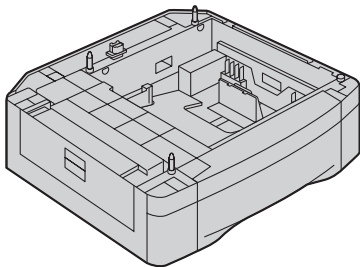
A4, letter or legal-size recording paper (plain and thin) can be used.

Important:

- Before starting installation of the optional automatic duplex unit, be sure to turn the power switch OFF. For more details about the installation, please refer to the installation guide for the optional automatic duplex unit.
- To use the optional automatic duplex unit with your computer, you need to change the printer properties. See page 85 for details.

10.8 Optional input tray

You can add an optional input tray. See page 7 for accessory information.



A4, letter or legal-size recording paper (plain and thin) can be used.

The optional input tray can hold:

- Up to 520 sheets of 75 g/m² (20 lb) paper.
- Up to 470 sheets of 80 g/m² (21 lb) paper.
- Up to 410 sheets of 90 g/m² (24 lb) paper.
- Up to 360 sheets of 105 g/m² (28 lb) paper.
- The unit is set for printing letter-size plain paper by default.
 - To use A4 or legal-size paper, change the recording paper size setting (feature #382 on page 61).

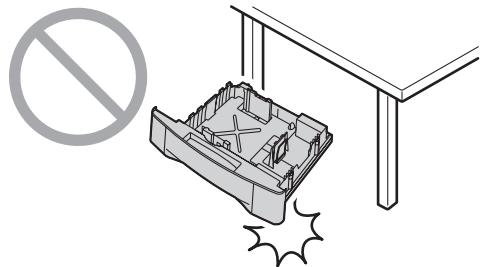
- To use thin paper, change the recording paper type setting (feature #383 on page 61).

Important:

- Before starting installation of the optional input tray, be sure to turn the power switch OFF. For more details about the installation, please refer to the installation guide for the optional input tray.
- After installation, you can select the optional input tray to be used for the following:
 - Paper input tray setting for faxing (feature #440 on page 65).
 - Paper input tray setting for copying (feature #460 on page 67).
 - Paper input tray in PCL (feature #760 on page 68).
 - Paper input tray setting for the scan to e-mail print feature (feature #565 on page 74).
 - Paper input tray setting for direct print (Feature #669 on page 75).
- To use the optional input tray with your computer, you need to change the printer properties. See page 85 for details.

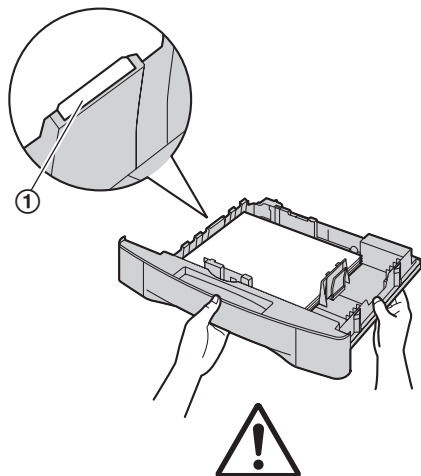
Caution for the optional input tray

- Do not drop the optional input tray.



- Hold the optional input tray with both hands when removing or installing. The optional input tray weighs approximately 4.8 kg (10.6 lb) when the recording paper is fully installed.

Do not touch the plate (①) on the left side of the optional input tray.



Approx. 4.8 kg (10.6 lb)

- Do not position the unit in a location where it is unstable or subject to vibrations. The unit weighs approximately 40 kg (88 lb) when the optional input tray is installed and the recording paper is fully installed.

10.9 Setting the optional input tray/optional automatic duplex unit

To use the optional input tray/optional automatic duplex unit with your computer, proceed as follows.

- This setting is necessary for both the color and monochrome printer drivers.

1 [Start]

2 Open the printer window.

For Windows 98/Windows Me/Windows 2000:
[Settings] → [Printers]

For Windows XP Professional:
[Printers and Faxes]

For Windows XP Home:
[Control Panel] → [Printers and Other Hardware] → [Printers and Faxes]

For Windows Vista:
[Control Panel] → [Printers]

3 Select the unit's name.

4 For Windows 98/Windows Me/Windows 2000/Windows XP:

Select [Properties] from the [File] menu.

- The printer properties window will appear.

For Windows Vista:

Select [Properties] from the [Organize] menu.

- The printer properties window will appear.

5 Click [Auto Configuration] on the [Device] tab.
→ [OK]

- The optional input tray and/or optional automatic duplex unit will be automatically detected.
 - For [Number of Input Tray], [2] will be selected.
 - For [Automatic Duplex Unit], [Installed] will be selected.

If the setting is not changed automatically, change it manually.

6 [OK]

11.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the confirmation and journal reports (page 46).

Message	Code	Cause & Solution
Communication Error	40-42 46-72 FF	<ul style="list-style-type: none"> ● A transmission or reception error occurred. Try again or check with the other party.
	43 44	<ul style="list-style-type: none"> ● 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 #411 on page 63).
Document Jammed	-----	<ul style="list-style-type: none"> ● Remove the jammed document (page 106).
Error-Not Your Unit	53 54 59 70	<ul style="list-style-type: none"> ● 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	-----	<ul style="list-style-type: none"> ● The junk fax prohibitor feature of this unit rejected fax reception.
Memory Full	-----	<ul style="list-style-type: none"> ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or remove the jammed paper (page 101). ● If feature #442 is set to "Always" (page 65), check the connection between the computer and the unit. ● If feature #448 is set to "On" (page 65), the memory is full of received documents. View, print or save the documents, and then erase unnecessary documents (page 52).
No Document / Failed Pickup	-----	<ul style="list-style-type: none"> ● The document was not fed into the unit properly. Re-insert it and try again.
Other Fax not responding	-----	<ul style="list-style-type: none"> ● The other party's fax machine is busy or has run out of recording paper. Try again. ● The other party's fax machine rings too many times. Send the fax manually (page 45). ● 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	-----	<ul style="list-style-type: none"> ● [Stop] was pressed and fax communication was canceled.
The cover was opened	-----	<ul style="list-style-type: none"> ● The front or left cover was opened. Close it and try again.
OK	-----	<ul style="list-style-type: none"> ● Fax transmission or reception was successful.

11.2 Error messages – Display

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

Display	Cause & Solution
“Access Error”	<ul style="list-style-type: none"> The access to an SD card did not work correctly due to some existing problem. Press [Stop] to clear the message, or remove the SD card, and then try again.
“Call Service”	<ul style="list-style-type: none"> There is something wrong with the unit. Contact our service personnel.
“Change Supplies Toner Empty” “Change Supplies Black :Empty”	<ul style="list-style-type: none"> The toner cartridge life is finished (page 9). Replace the toner cartridge immediately. <p>Note:</p> <ul style="list-style-type: none"> “Black”: Black toner “Cyan”: Cyan toner “Magenta”: Magenta toner “Yellow”: Yellow toner
“Change Supplies Toner Low” “Change Supplies Black :Low”	<ul style="list-style-type: none"> The toner cartridge life is near its end (page 9). Replace the toner cartridge as soon as possible. <p>Note:</p> <ul style="list-style-type: none"> “Black”: Black toner “Cyan”: Cyan toner “Magenta”: Magenta toner “Yellow”: Yellow toner
“Change Supplies Replace Waste Toner” “Change Supplies Replace Waste Toner Cartridge”	<ul style="list-style-type: none"> The waste toner cartridge life is finished. Replace the waste toner cartridge immediately (page 10, 113).
“Change Supplies Waste Toner Full”	<ul style="list-style-type: none"> The waste toner cartridge life is near its end. Replace the waste toner cartridge as soon as possible.
“Check Document”	<ul style="list-style-type: none"> The document was not fed into the unit properly. Remove the document, and then press [Stop] to clear the message. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 108) and try again.
“Check Install Input Tray #1”	<ul style="list-style-type: none"> The paper input tray is not installed correctly. Pull out the paper input tray and re-insert it. <p>Note:</p> <ul style="list-style-type: none"> “#1”: Standard input tray “#2”: Optional input tray “#1+#2”: Standard input tray and optional input tray
“Check Paper”	<ul style="list-style-type: none"> You are printing on envelopes. Check the standard input tray to be sure that envelopes are installed, and then press [Black]/[Color]. The recording paper size is not the same as the size selected for copy. Change the recording paper size setting (feature #380 on page 61 or feature #382 on page 61), and install the appropriate recording paper. The recording paper size is not the same as the size selected when printing from the PC. Change the recording paper size setting (feature #380 on page 61 or feature #382 on page 61), and install the appropriate recording paper. The recording paper size is not the same as the size selected for receiving a fax. Change the recording paper size setting (feature #380 on page 61 or feature #382 on page 61), and install the appropriate recording paper.

Display	Cause & Solution
“Check Pick Up Input Tray #1”	<ul style="list-style-type: none"> Recording paper was not fed into the unit properly. Re-insert the recording paper (page 105). <p>Note:</p> <ul style="list-style-type: none"> “#1”: Standard input tray “#2”: Optional input tray
“Color Drum Life Low” “Monochrome Drum Life Low”	<ul style="list-style-type: none"> The drum cartridge life is near its end. Replace the drum cartridge as soon as possible.
“Color Drum Replace” “Monochrome Drum Replace”	<ul style="list-style-type: none"> The drum cartridge life is finished. Replace the drum cartridge immediately. <p>Note:</p> <ul style="list-style-type: none"> The continuous use of an old drum cartridge may cause malfunction. To prevent this, when the drum life is finished, the unit will stop printing after a while, and printing will not be possible until a new drum cartridge is installed.
“Cool Down Fuser”	<ul style="list-style-type: none"> The unit is cooling down the fuser unit. Wait for a while.
“Directory Full”	<ul style="list-style-type: none"> There is no space to store new items in navigator directory. Erase unnecessary items (page 46).
“Drum Not Installed”	<ul style="list-style-type: none"> The color drum cartridge or the monochrome drum cartridge is not installed. Install it (page 11).
“E-Mail Size Over”	<ul style="list-style-type: none"> When performing scan to e-mail server, the total file size of scanned data exceeded the file size limitation. Divide the document into sections.
“Fax in Memory”	<ul style="list-style-type: none"> The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 111. If feature #442 (page 65) is set to “Always”, <ul style="list-style-type: none"> check the connection between the computer and the unit. check the computer is turned ON. If feature #448 (page 65) is set to “On”, <ul style="list-style-type: none"> view, print or save the received fax documents (page 51, 52), and then erase the unnecessary documents (page 52). turn the setting to “OFF”. The fax documents stored in memory will be printed automatically. set feature #449 (page 65) to “On”, and then print the received fax documents (page 52).
“File Size Over”	<ul style="list-style-type: none"> When performing scan to FTP server, the total file size of scanned data exceeded the file size limitation. Divide the document into sections. When printing a file on an FTP server, the total print file size exceeded the file size limitation. Divide the document into sections.
“Front or Left Cover Open”	<ul style="list-style-type: none"> The front or left cover is open. Close it.
“Keep Copying”	<ul style="list-style-type: none"> Copying has stopped due to some existing problem (example: a lack of recording paper or a recording paper jam). See the other displayed message instructions to continue copying.
“Keep Printing”	<ul style="list-style-type: none"> Direct printing has stopped due to some existing problem (example: a lack of recording paper or a recording paper jam). See the other displayed message instructions to continue printing.
“Low Temperature”	<ul style="list-style-type: none"> The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area.

Display	Cause & Solution
"Memory Full"	<ul style="list-style-type: none"> When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually. 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.
"Memory Overflow"	<ul style="list-style-type: none"> When printing a file, the document being stored exceeded the memory capacity of the unit. Press [Stop] to clear the message. Change the printer settings (page 29).
"Modem Error"	<ul style="list-style-type: none"> There is something wrong with the unit's modem. Contact our service personnel.
"No Fax Reply"	<ul style="list-style-type: none"> The other party's fax machine is busy or has run out of recording paper. Try again.
"No Printable Data"	<ul style="list-style-type: none"> There is no printable data on the SD card or FTP server. Store the data in a supported format.
"Not Supported Format"	<ul style="list-style-type: none"> The files on the SD card are in an unsupported format. Use one of the supported formats (page 31). The SD card is not formatted correctly. After backing up your data, use your computer to format the SD card, selecting FAT for the file system. Formatting the card will erase all data stored on the SD card.
"Not Supported Media"	<ul style="list-style-type: none"> The inserted SD card could not be read. Use a supported SD card (page 80).
"Out of Paper Input Tray #1"	<ul style="list-style-type: none"> Recording paper is not installed or the paper input tray has run out of paper. Install paper (page 15, 30). Recording paper was not fed into the unit properly. Reinstall the paper (page 15, 30). <p>Note:</p> <ul style="list-style-type: none"> "#1": Standard input tray "#2": Optional input tray "#1+#2": Standard input tray and optional input tray
"Paper Jammed"	<ul style="list-style-type: none"> A recording paper jam occurred. See the other displayed message instructions to remove the jammed paper (page 101).
"PC Fail or Busy."	<ul style="list-style-type: none"> The cable or the computer power cord is not connected correctly. Check the connections (page 18, 26). The software is not running on the computer. Restart the software and try again.
"Please Wait"	<ul style="list-style-type: none"> The unit is warming up. Wait for a while.
"Redial Time Out"	<ul style="list-style-type: none"> The other party's fax machine is busy or has run out of recording paper. Try again.
"Remove Document"	<ul style="list-style-type: none"> The document is jammed. Remove the jammed document (page 106). Attempted to send or copy a document longer than 600 mm (23⁵/₈") using the automatic document feeder. Press [Stop] to remove the document. Divide the document into two or more sheets and try again.

Display	Cause & Solution
"RX Memory Full"	<ul style="list-style-type: none"> ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or remove the jammed paper (page 101). ● If feature #442 (page 65) is set to "Always", <ul style="list-style-type: none"> – check the connection between the computer and the unit. – check the computer is turned ON. ● If feature #448 (page 65) is set to "On", <ul style="list-style-type: none"> – view, print or save the received fax documents (page 51, 52), and then erase the unnecessary documents (page 52). – turn the setting to "OFF". The fax documents stored in memory will be printed automatically. – set feature #449 (page 65) to "On", and then print the received fax documents (page 52).
"Same name already exists."	<ul style="list-style-type: none"> ● The same file name already exists in the SD card folder. See the other displayed message instructions to continue saving the data.
"Scanner Position Error"	<ul style="list-style-type: none"> ● There is something wrong with the scanner position. Turn the power switch OFF, then ON. If the problem cannot be solved, contact our service personnel.
"SD Size Over"	<ul style="list-style-type: none"> ● There is no space to save new data on the SD card. Erase unnecessary data.
"SD Card is not inserted"	<ul style="list-style-type: none"> ● The SD card has been removed from the unit. Reinsert it (page 81). ● There is no SD card inserted in the unit. Insert one (page 81).
"SD Card Write Protection"	<ul style="list-style-type: none"> ● The write-protect switch of the SD card is in the lock position. Unlock the switch to allow write access (page 80).
"Self Calibration"	<ul style="list-style-type: none"> ● The unit is changing the color calibration. Wait for a while.
"Transmit Error"	<ul style="list-style-type: none"> ● A transmission error occurred. Try again.
"Toner Cartridge Not Installed"	<ul style="list-style-type: none"> ● The toner cartridge is not installed. Install it (page 11).
"Tray #2 Left Cover Open"	<ul style="list-style-type: none"> ● The left cover of the optional input tray is open. Close it.
"Waste Toner Not Installed" "Waste Toner Cartridge Not Installed"	<ul style="list-style-type: none"> ● The waste toner cartridge is not installed. Install it (page 10).

11.3 When a function does not work

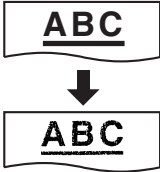
11.3.1 General

Problem	Cause & Solution
The unit does not work.	<ul style="list-style-type: none"> • Check the connections (page 18, 26).
The recording paper exit becomes full quickly or the recording paper does not stack properly at the recording paper exit.	<ul style="list-style-type: none"> • High humidity may cause the recording paper to curl. Try turning the paper over and re-inserting it. If the curl on the paper is heavy, please remove it from the recording paper exit. If you still have this problem, contact our service personnel.
I cannot adjust the volume or display items stored in navigator directory.	<ul style="list-style-type: none"> • The unit is set to scan mode, copy mode or print mode. Press [Fax] to switch modes. If you still have this problem, contact our service personnel.
A printing error is displayed while using PC FAX and Remote Control.	<ul style="list-style-type: none"> • The printer driver is used for PC FAX and Remote Control. Transmission errors will be displayed as printing errors.
Multi-Function Station does not work properly.	<ul style="list-style-type: none"> • If the USB cable is connected to a USB hub, connect the cable directly to the USB port on your computer. • Make sure you have installed the latest Service Pack available for the version of Windows installed on your computer. See the Microsoft web site for details. • If you have any other multifunction software installed on your computer, uninstall it. • Check that your computer has enough memory and hard disk space. If your computer warns that there is insufficient memory, close other applications. If there is not enough space on the hard disk, delete unnecessary files. • Uninstall Multi-Function Station once, and re-install it.
I cannot install or uninstall Multi-Function Station.	<ul style="list-style-type: none"> • Some of the files needed to install or uninstall Multi-Function Station may be corrupted. Use the MfsCleaner utility (found on the supplied CD-ROM) to solve the problem. <ol style="list-style-type: none"> 1. Insert the supplied CD-ROM into your CD-ROM drive. <ul style="list-style-type: none"> • The setup program will start automatically. 2. [Tools] → [Cleanup Tool] <ul style="list-style-type: none"> • The [MfsCleaner] window will appear. 3. Click [Clean], and then click [Yes] to restart the computer. <p>Note:</p> <ul style="list-style-type: none"> • To install Multi-Function Station again, see page 25.
I cannot view the operating instructions using Multi-Function Station.	<ul style="list-style-type: none"> • Install the operating instructions on your computer beforehand (page 26).
I cannot find the unit in the [Target Device] or [Device Select] dialog box when operating the following functions. <ul style="list-style-type: none"> – Scanning – Remote Control – PC FAX – Device Monitor 	<ul style="list-style-type: none"> • The printer driver has not been installed. Install it on your computer (page 25).

11. Help

Problem	Cause & Solution
I forgot the password for feature programming via remote operation.	<ul style="list-style-type: none"> You may have changed the feature programming password. If you do not remember it, assign a new password using feature #155 (page 60). When required to enter the current password, enter "0101" instead.

11.3.2 Printing problems

Problem	Cause & Solution
<p>I cannot print in monochrome. OR I cannot print in color.</p>	<ul style="list-style-type: none"> When using the unit as a printer, change the color mode from the [Quality] tab (page 29). When printing on envelopes, even if you press [Black]/[Color], the printing color will follow the color mode setting. When using the unit as a printer; <ul style="list-style-type: none"> select the monochrome printer driver to print in monochrome. select the color printer driver to print in color. When performing direct printing; <ul style="list-style-type: none"> press [Black] to print in monochrome. press [Color] to print in color. When using the unit as a copier; <ul style="list-style-type: none"> press [Black] to copy in monochrome. press [Color] to copy in color. When using the unit as a fax, sending/receiving color faxes is not possible. One or more color toner cartridge(s) is empty. Replace the toner cartridge according to the displayed message. Even if cyan, magenta, yellow is empty, you can still print in monochrome.
I cannot print a file on an FTP server.	<ul style="list-style-type: none"> The FTP server settings are not registered. Program the FTP server settings beforehand (page 75). The file is too large or is in an unsupported format. Use a supported file format (page 33).
Color printing is too dark or too light.	<ul style="list-style-type: none"> Change the color calibration (page 80).
Vertical, white lines appear on the printed documents.	<ul style="list-style-type: none"> The drum cartridge may be the cause. Print the color test, then the printer test pages to clean the drum cartridge (feature #480 on page 110).
<p>The printing quality is poor (e.g. has smudges, blurred points or lines).</p> 	<ul style="list-style-type: none"> 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. The recording paper is too damp. Use new paper.
I changed the recording paper, but the printing quality is still poor.	<ul style="list-style-type: none"> The glass or rollers are dirty with correction fluid, etc. Clean them (page 107, 108). Please do not insert a document before correction fluid has dried completely. The paper chute is dirty with toner, etc. Clean it (page 109). The toner save mode of feature #482 is ON (page 62). The unit may not be the cause. Print the printer test list to find out the problem (page 110).
A blank sheet is ejected.	<ul style="list-style-type: none"> You placed the document facing the wrong way when using the copier. The other party placed the document in their fax machine the wrong way. Check with the other party.

Problem	Cause & Solution								
I cannot find the PCL driver.	<ul style="list-style-type: none"> The PCL driver can be found in the following folder on the supplied CD-ROM. <table border="1"> <thead> <tr> <th>Operating system</th> <th>Folder path</th> </tr> </thead> <tbody> <tr> <td>Windows 98/Windows Me</td> <td>"D:\Drivers\Object\Printer\Win98\PCL"</td> </tr> <tr> <td>Windows 2000/Windows XP Home/Windows Vista x32</td> <td>"D:\Drivers\Object\Printer\x32\PCL"</td> </tr> <tr> <td>Windows XP Professional x64 Edition/Windows Vista x64</td> <td>"D:\Drivers\Object\Printer\x64\PCL"</td> </tr> </tbody> </table> <p>(where "D" is the drive letter of your CD-ROM drive)</p> <p>For more details, refer to: http://panasonic.co.jp/pcc/cs/en/telecom/mfp-faq.htm</p>	Operating system	Folder path	Windows 98/Windows Me	"D:\Drivers\Object\Printer\Win98\PCL"	Windows 2000/Windows XP Home/Windows Vista x32	"D:\Drivers\Object\Printer\x32\PCL"	Windows XP Professional x64 Edition/Windows Vista x64	"D:\Drivers\Object\Printer\x64\PCL"
Operating system	Folder path								
Windows 98/Windows Me	"D:\Drivers\Object\Printer\Win98\PCL"								
Windows 2000/Windows XP Home/Windows Vista x32	"D:\Drivers\Object\Printer\x32\PCL"								
Windows XP Professional x64 Edition/Windows Vista x64	"D:\Drivers\Object\Printer\x64\PCL"								
I specified automatic duplex printing using the printer driver, but documents are printed on one side.	<ul style="list-style-type: none"> Install the optional automatic duplex unit (page 84). 								

11.3.3 Scanner

Problem	Cause & Solution
I cannot scan.	<ul style="list-style-type: none"> When scanning at a high resolution, a large amount of available memory is required. If your computer warns that there is insufficient memory, close other applications and try again. The unit is in use. Try again later. There is not enough space on the hard disk. Delete unnecessary files and try again. Check the connection between the computer and the unit (page 18, 26). Restart the computer, and try again. You attempted to scan a document longer than the paper size which you set. Change the setting or divide the document into the appropriate paper size, and try again.
I cannot scan in monochrome. OR I cannot scan in color.	<ul style="list-style-type: none"> To scan in monochrome, press [Black]. To scan in color, press [Color].
The document is not fed into the unit when using the unit as a scanner.	<ul style="list-style-type: none"> Remove the document in the automatic document feeder and re-insert it.
Even after clicking [Cancel] , scanning continues.	<ul style="list-style-type: none"> Please wait. It may take a while for the cancel request to be accepted.

11. Help

Problem	Cause & Solution
The name of the desired computer is not displayed on the unit when scanning documents from the unit (LAN connection only).	<ul style="list-style-type: none">• The printer driver has not been installed. Install it on your computer (page 25).• The PC name list up feature has been set to [Off]. Set [PC name list up on device] to [On] (page 27).• The maximum number of computers on the LAN is connected to the unit (up to 30 computers). Set [PC name list up on device] to [Off] on the other computers (page 27).• The IP address of the unit may have changed. To detect the IP address, proceed as follows. [Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [IP Address Checker]<ul style="list-style-type: none">• The IP address for the unit will be detected.

11.3.4 Copier

Problem	Cause & Solution
The unit will not make a copy.	<ul style="list-style-type: none">• You cannot make a copy during programming. Make the copy after programming.• The document was not fed into the unit properly. Re-insert the document.• Recording paper is not installed or the unit has run out of paper. Install paper (page 15).
Letters on the copied documents are not clear.	<ul style="list-style-type: none">• The original document is too dark or too light. Change the contrast (page 40) and try again.
The copied documents are too dark and cannot be read.	<ul style="list-style-type: none">• You used a colored paper as a document. Change the contrast (page 40) and make a lighter copy of the document, using "Text" resolution (page 40).

11.3.5 Fax

Problem	Cause & Solution
I cannot send documents.	<ul style="list-style-type: none">• The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 18).• 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 45).• Set the maximum fax speed to "14.4Kbps" (feature #418 on page 64).
I cannot send a fax overseas.	<ul style="list-style-type: none">• Use the overseas transmission mode (feature #411 on page 63).• 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.	<ul style="list-style-type: none">• 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.• Another telephone on the same line is off the hook. Hang up the extension telephone and try again.
The other party complains about the quality of their received documents.	<ul style="list-style-type: none">• Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine. If the copied image is not clear, too dark, or black and white lines or smudges appear, refer to "11.3.2 Printing problems", page 92.• The original document is too dark or too light. Change the contrast (page 45) and try again.

Problem	Cause & Solution
The other party complains that received documents are too dark and cannot be read.	<ul style="list-style-type: none"> ● You used a colored paper as a document. Change the contrast (page 40) and make a lighter copy of the document, using “Text” resolution (page 40), and try again.
I cannot receive documents.	<ul style="list-style-type: none"> ● You may have subscribed to a voice mail service due to service packs offered by your telephone company. Fax reception may not be possible when voice mail is activated so we recommend you to: <ul style="list-style-type: none"> – contact your telephone company and request to deactivate voice mail service, or – subscribe to a Distinctive Ring service (page 58). ● The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 18). ● Feature #442 is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 55). ● Feature #448 is activated and the received fax documents are automatically stored in memory. View the received documents on the display (page 51). ● Set the maximum fax speed to “14.4Kbps” (feature #418 on page 64).
I cannot receive documents automatically.	<ul style="list-style-type: none"> ● The receiving mode is set to TEL mode. Set to FAX ONLY mode. Press [Fax Auto Answer] repeatedly to turn ON the [Fax Auto Answer] light. ● The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #210 on page 61). ● Make sure that the Distinctive Ring of feature #430 is set properly (page 58). If you do not subscribe to the Distinctive Ring service offered by your local telephone company, this feature should be OFF.
The display shows “Connecting”, but faxes are not received.	<ul style="list-style-type: none"> ● The incoming call is not a fax. Set to TEL mode. Press [Fax Auto Answer] repeatedly to turn OFF the [Fax Auto Answer] light.
The printing quality of the received documents is poor.	<ul style="list-style-type: none"> ● 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. ● If documents can not be copied properly, refer to “11.3.2 Printing problems”, page 92.
The other party complains that they cannot send a document.	<ul style="list-style-type: none"> ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or remove the jammed paper (page 101). ● If feature #442 is set to “Always” (page 65), check the connection between the computer and the unit. ● If feature #448 is set to “On” (page 65), the memory is full of received documents. View, print or save the documents, and then erase unnecessary documents (page 52). ● The unit is not in FAX ONLY mode. Press [Fax Auto Answer] repeatedly to turn ON the [Fax Auto Answer] light.
I cannot select the desired receiving mode.	<ul style="list-style-type: none"> ● If you want to set FAX ONLY mode: <ul style="list-style-type: none"> – press [Fax Auto Answer] repeatedly to turn ON the [Fax Auto Answer] light. ● If you want to set TEL mode: <ul style="list-style-type: none"> – press [Fax Auto Answer] repeatedly to turn OFF the [Fax Auto Answer] light. ● The Distinctive Ring of feature #430 is activated (page 58).

11. Help

Problem	Cause & Solution
When an extension telephone is connected, I cannot receive documents by pressing [*][#][9].	<ul style="list-style-type: none"> ● You must set remote fax activation to ON (feature #434 on page 64) beforehand. ● Press [*][#][9] firmly. ● You may have changed the remote fax activation code from [*][#][9] (default setting). Verify the remote fax activation code (feature #434 on page 64).
I cannot hear a dial tone.	<ul style="list-style-type: none"> ● The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 18). ● If you use a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler. ● 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 (page 18). ● If you connected the unit through a computer modem, connect the unit directly to a telephone line jack.
I cannot make calls.	<ul style="list-style-type: none"> ● The dialing mode setting may be wrong. Change the setting (feature #120 on page 19).
The unit does not ring.	<ul style="list-style-type: none"> ● The ringer volume is turned OFF. Adjust it (page 22).
The other party complains they only hear a fax tone and cannot talk.	<ul style="list-style-type: none"> ● FAX ONLY mode is set (page 50). Tell the other party the number is only used for faxes. ● If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 58).
The [Redial] or [Pause] button does not function properly.	<ul style="list-style-type: none"> ● 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.	<ul style="list-style-type: none"> ● Distinctive Ring is set (feature #430 on page 58).
Whenever I try to retrieve my voice mail messages, I am interrupted by the fax tone.	<ul style="list-style-type: none"> ● 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 #434 on page 64).
I cannot receive a fax document on the computer.	<ul style="list-style-type: none"> ● Make sure the following features are set beforehand. <ul style="list-style-type: none"> – PC fax reception (feature #442 on page 65) – Computer setting for the PC fax reception (feature #443 on page 24)
I cannot display a received fax document.	<ul style="list-style-type: none"> ● You must set the fax preview mode to ON (feature #448 on page 65) beforehand. ● You cannot display a received fax document during printing, copying or scanning. Try again after printing, copying or scanning.
I cannot erase a received fax document.	<ul style="list-style-type: none"> ● View or print a received fax document before erasing (page 51).
Received fax documents do not print automatically.	<ul style="list-style-type: none"> ● Feature #448 is activated and the received fax documents are saved into the memory of the unit. View the received documents on the display (page 51).

11.3.6 Using an SD card

Problem	Cause & Solution
No image are displayed.	<ul style="list-style-type: none"> ● There is no SD card inserted in the unit. Insert a supported SD card (page 81). ● The inserted SD card is not compatible with the unit. Use a supported SD card (page 80). ● There is no files stored on the SD card. Save files on the SD card in a supported file format beforehand. ● The file is too large or is in an unsupported format. Use a supported file format (page 31).
It takes considerable time to display an image.	<ul style="list-style-type: none"> ● It may take some time until the image is displayed, depending on the image format and size of the image. This is normal.
I cannot save the data to an SD card.	<ul style="list-style-type: none"> ● There is no SD card inserted in the unit. Insert a supported SD card (page 81). ● The write-protect switch of the SD card is in the lock position. Unlock the switch to allow write access (page 80) and try again. ● There is not enough space to save new files on the SD card. Delete unnecessary files, and try again.
I cannot print a file saved on the SD card.	<ul style="list-style-type: none"> ● There is no SD card inserted in the unit. Insert a supported SD card (page 81). ● You tried to print different file formats onto 1 page. Activate the continuous print setting (page 32). ● The file may be broken. Try viewing the file on your computer. ● The file is too large or is in an unsupported format. Use a supported file format (page 31).

11.3.7 Network

Problem	Cause & Solution												
<p>I cannot operate the following functions.</p> <ul style="list-style-type: none"> - PC printing - Scanning - Remote Control - PC FAX - Device Monitor 	<ul style="list-style-type: none"> ● Confirm the LED via the LAN port of the main board. If the LED is glowing or blinking, network access is working correctly. If the LED is not glowing or blinking, confirm the LAN cable (category 5 straight cable) is connected to the LAN port of the main board correctly. ● If the LED is blinking and you cannot perform the desired operation, the IP address of the unit may have changed. To detect the IP address, proceed as follows. [Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [IP Address Checker] <ul style="list-style-type: none"> ● The IP address for the unit will be detected. <p>Note:</p> <ul style="list-style-type: none"> ● If the IP address cannot be detected, enter it manually (feature #501 on page 73). The IP address of the computer and the unit must be in the same local IP address class as shown below. Set the IP address in the range of the number specified in the class corresponding to your local network scale. <table border="1" data-bbox="537 757 1273 1023"> <thead> <tr> <th>Class</th> <th>Subnet mask</th> <th>IP address</th> </tr> </thead> <tbody> <tr> <td>Class A</td> <td>255.0.0.0</td> <td>10.0.0.1 - 10.255.255.254</td> </tr> <tr> <td>Class B</td> <td>255.255.0.0</td> <td>172.xx.0.1 - 172.xx.255.254^{*1}</td> </tr> <tr> <td>Class C</td> <td>255.255.255.0</td> <td>192.168.xx.1 - 192.168.xx.254^{*2}</td> </tr> </tbody> </table> <p>*1 "xx" should be the same value for the unit and for the computer, as shown in the following example. Example: 172.16.0.1 - 172.16.255.254 (The available range of "xx" is 16 - 31)</p> <p>*2 "xx" should be the same value for the unit and for the computer, as shown in the following example. Example: 192.168.0.1 - 192.168.0.254 (The available range of "xx" is 0 - 255)</p> <ul style="list-style-type: none"> ● Your firewall software is blocking the connection. Disable the firewall software or change the firewall settings to make the Multi-Function Station work properly. ● LAN features can be used when the unit and the computer are connected in same network segment only. Make sure the network is configured correctly. Consult your network administrator. 	Class	Subnet mask	IP address	Class A	255.0.0.0	10.0.0.1 - 10.255.255.254	Class B	255.255.0.0	172.xx.0.1 - 172.xx.255.254 ^{*1}	Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254 ^{*2}
Class	Subnet mask	IP address											
Class A	255.0.0.0	10.0.0.1 - 10.255.255.254											
Class B	255.255.0.0	172.xx.0.1 - 172.xx.255.254 ^{*1}											
Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254 ^{*2}											
<p>The unit does not appear in the [Select a Network Device] dialog box when installing Multi-Function Station.</p>	<ul style="list-style-type: none"> ● Your firewall software is blocking the connection and the setup program may not list any units. Consult your network administrator and temporarily disable the firewall software. ● The unit is connected to another network segment and the setup program may not list any units. Make sure the network is configured correctly. Consult your network administrator. 												

Problem	Cause & Solution
<p>The [Windows Security Alert] dialog box appears and asks if I want to block [PCCMFLPD] and I cannot operate the following functions after installing the Microsoft Windows XP Service Pack 2.</p> <ul style="list-style-type: none"> – PC printing – Scanning – Remote Control – PC FAX – Device Monitor 	<ul style="list-style-type: none"> ● Click [Keep Blocking] and run the Windows Firewall Setting Tool to allow the data transmission for Multi-Function Station (page 99).

11.3.8 Using an answering machine

Problem	Cause & Solution
<p>I cannot receive documents automatically.</p>	<ul style="list-style-type: none"> ● Your greeting message on the answering machine is too long. Shorten the message. Record a message less than 10 seconds long. ● The answering machine rings too many times. Set to 1 or 2 rings.
<p>I cannot receive voice messages.</p>	<ul style="list-style-type: none"> ● Check if the answering machine is turned ON and connected to the unit properly (page 53). ● Set the number of rings on the answering machine to 1 or 2.
<p>I pressed the remote access code to access the answering machine remotely, but the line was disconnected.</p>	<ul style="list-style-type: none"> ● The code may include “#” which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include “#”.
<p>Callers complain that they cannot send a document.</p>	<ul style="list-style-type: none"> ● There is no room left in memory of your answering machine to record voice messages. See the operating instructions of the answering machine and erase unnecessary messages. ● You set the answering machine to only give a greeting message.

11.3.9 If a power failure occurs

- The unit will not function.
- If any documents are stored in the memory (i.e. during copying, PC printing, fax transmission or fax reception), they will be lost.
- 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.
- When power is restored, a power down report will be printed out stating which fax items in the memory have been erased.

11.3.10 Firewall setting tool for Microsoft Windows XP Service Pack 2/Windows Vista users (LAN connection only)

After installing Microsoft Windows XP Service Pack 2/Windows Vista, you will not be able to use the following functions because the Windows Firewall feature will be activated and block the connection.

- Device Monitor
- LPD Manager (Network communication tool)

The Windows Firewall Setting Tool enables you to change the Windows Firewall security settings and to use the above functions properly.

- 1 Insert the CD-ROM that is supplied with the unit into your CD-ROM drive.

11. Help

- If the **[Select Language]** dialog box appears, select the desired language that you want to use with this software. Click **[OK]**.
- 2 **[Tools]** → **[Windows Firewall Setting]**
 - The **[Windows Firewall Setting Tool]** window will appear.
 - 3 **[Add to the exceptions list]** → **[OK]** → **[OK]**
-

To confirm the security settings (For Windows XP users)

1. **[Start]** → **[Control Panel]** → **[Security Center]**
 - The **[Windows Security Center]** window will appear.
 2. **[Windows Firewall]**
 - The **[Windows Firewall]** dialog box will appear.
 3. Click the **[Exceptions]** tab.
 4. Confirm that **[Panasonic Trap Monitor Service]** and **[PCCMFLPD]** are displayed and checked on the **[Programs and Services]** list.
-

To confirm the security settings (For Windows Vista users)

1. **[Start]** → **[Control Panel]** → **[Security Center]**
 - The **[Windows Security Center]** window will appear.
 2. **[Windows Firewall]**
 - The **[Windows Firewall]** dialog box will appear.
 3. **[Change settings]**
 - The **[User Account Control]** dialog box will appear.
 4. **[Continue]**
 5. Click the **[Exceptions]** tab.
 6. Confirm that **[Panasonic Trap Monitor Service]**, **[PCMFSMLM]** and **[PCCMFLPD]** are displayed and checked on the **[Program or port]** list.
-

11.3.11 Notice for KX-MB200/KX-MB700/KX-FLB880 series users

If you have already installed KX-MB200/KX-MB700/KX-FLB880 series Multi-Function Station on your computer, the instructions for modifying or adding printer driver change after installing the DP-MC210 series Multi-Function Station. You can modify or add a printer driver, as follows.

- 1 Start Windows and insert the KX-MB200/KX-MB700/KX-FLB880 series CD-ROM into your CD-ROM drive.
 - If the **[Select Language]** dialog box appears, select the desired language that you want to use with this software. Click **[OK]**.
- 2 **[Easy installation]**
- 3 **[Modify]** → **[Next]**
- 4 Select **[Modify Utility]** or **[Add Printer Driver]**. → **[Next]**. Then follow the on-screen instructions.

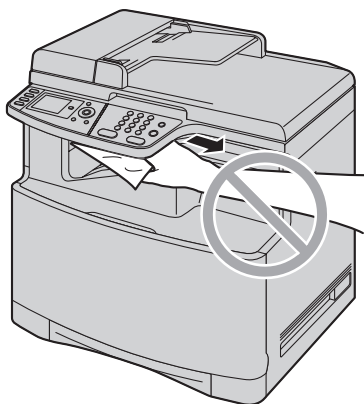
Important:

- For users of versions prior to 1.12, download the latest software as follows, then activate it. **[Start]** → **[All Programs]** or **[Programs]** → **[Panasonic]** → the unit's name → **[Support Web Page]**. Then follow the on-screen instructions.

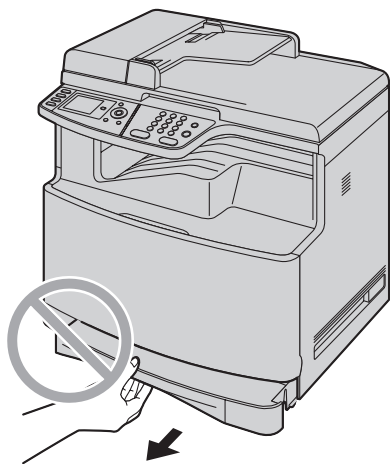
12.1 Recording paper jam

Caution:

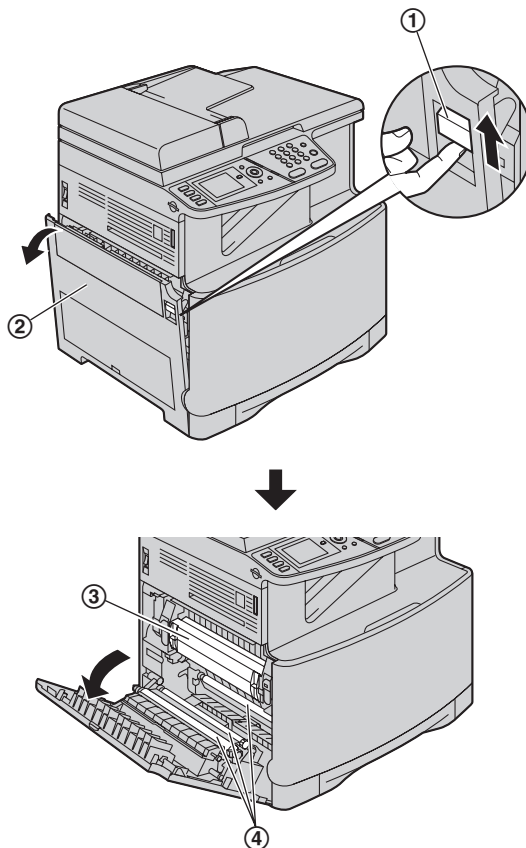
- Do not pull out the jammed paper forcibly before opening the left cover.



- Do not open the paper input tray as the jammed paper may be pulled and the jam may get worse.



- Push the left cover open lever (①) upward, then pull open the left cover (②).



Caution:

- During or immediately after printing, the fuser unit (③) gets hot. Wait until the fuser unit cools down before removing the jammed paper.

Note:

- Do not touch the rollers (④).

12.1.1 When the recording paper has jammed inside of the unit

The display will show the following.

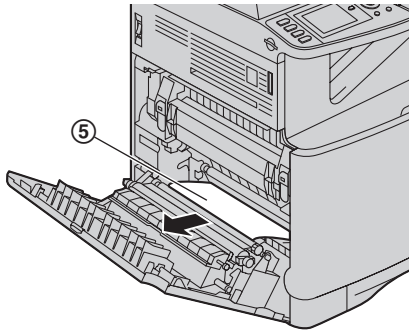
- “Paper Jammed”
- “Open Left Cover”
- “Hot Caution”
- “Paper Jammed”
- “Open Left Cover Hot Caution”

12. Paper Jams

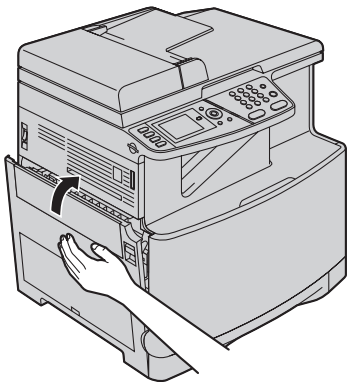
2 Remove the jammed paper.

Case 1:
When the recording paper has jammed near the rollers:

1. Remove the jammed paper (⑤) carefully by pulling it toward you.

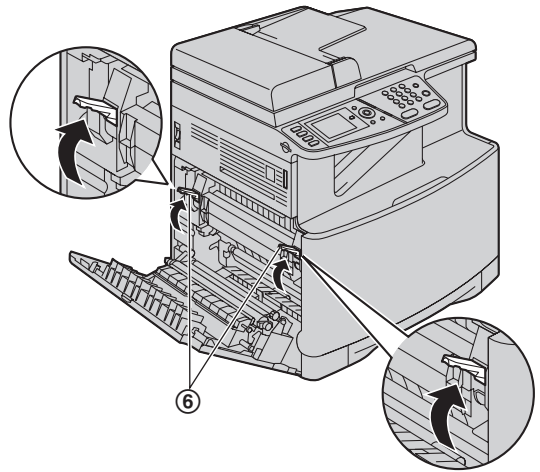


2. Close the left cover.



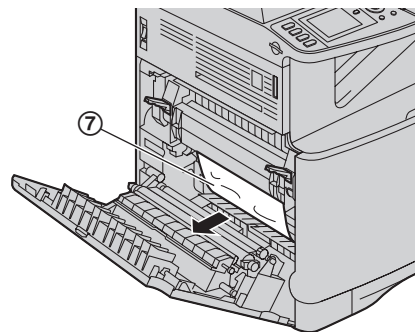
Case 2:
When the recording paper has jammed near the fuser unit:

1. Lift both green levers (⑥) until they stop.

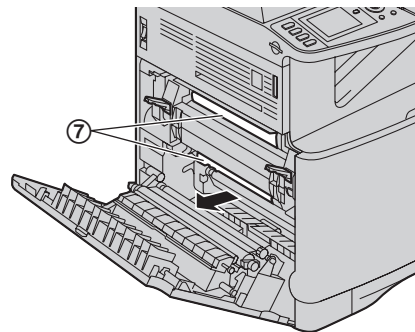


2. Remove the jammed paper (⑦) carefully by pulling it toward you.

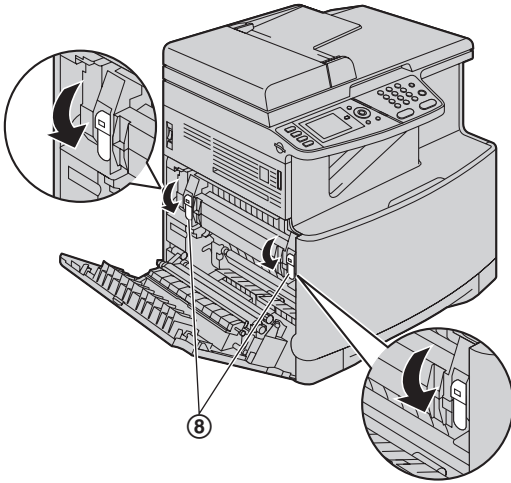
Example 1:



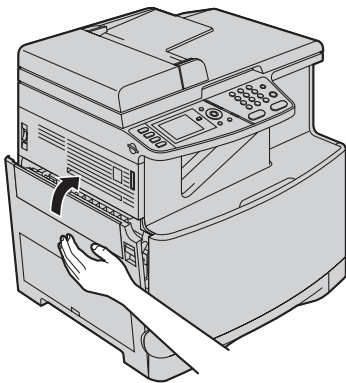
Example 2:



3. Push back the green levers (8) to their original positions.

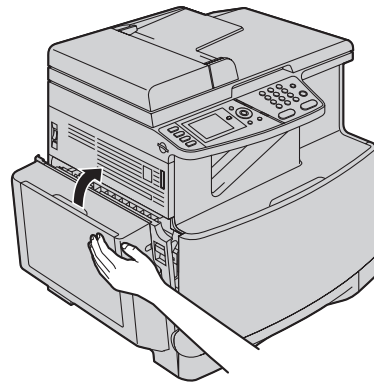


4. Close the left cover.

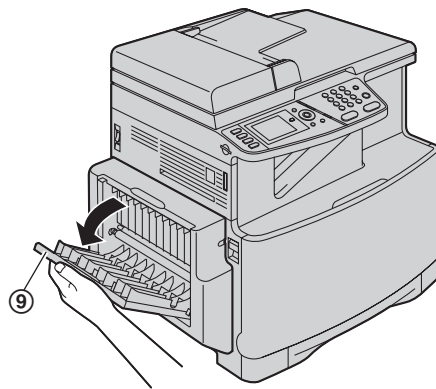


Case 3:
When the recording paper has jammed inside of the optional automatic duplex unit:

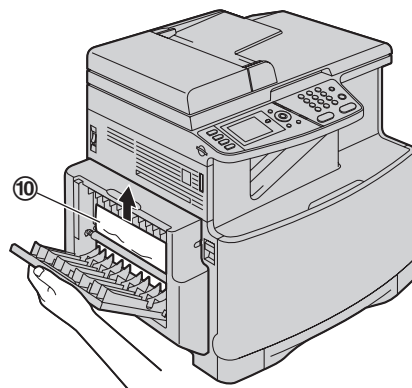
1. Close the left cover.



2. Open the automatic duplex unit cover (9).



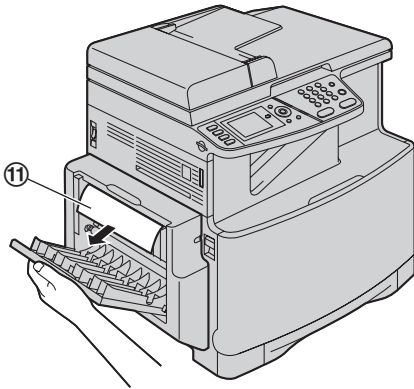
3. **When the document has jammed near the roller:**
Hold the automatic duplex unit cover and remove the jammed paper (10) carefully by pulling it upward.



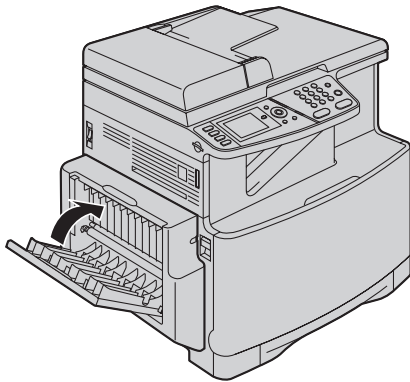
12. Paper Jams

When the document has jammed near the recording paper exit of the automatic duplex unit:

Hold the automatic duplex unit cover and remove the jammed paper (①) carefully by pulling it toward you.



4. Close the automatic duplex unit cover.

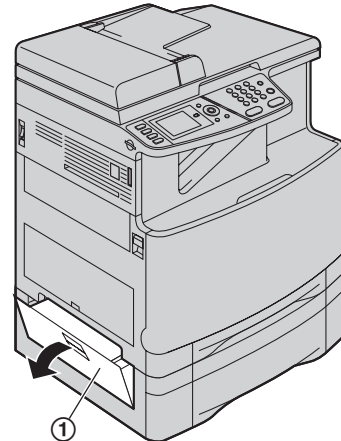


12.1.2 When the recording paper has jammed near the optional input tray

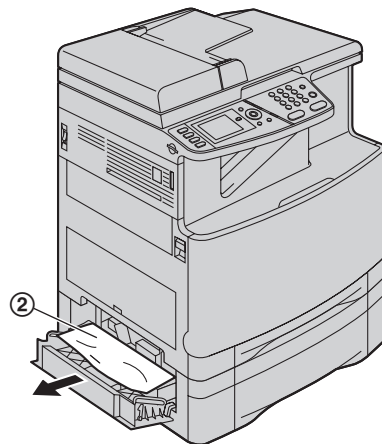
The display will show the following.

- "Paper Jammed"
- "Open Tray #2"
- "Left Cover"
- "Paper Jammed"
- ↑
- "Open Tray #2 Left Cover"

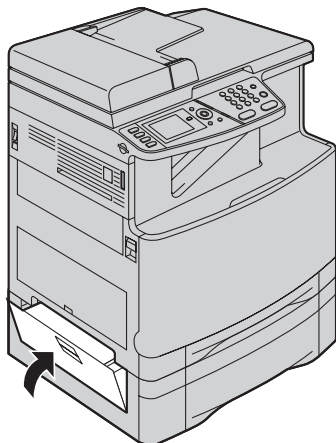
1 Open the cover (①) at the left side of the optional input tray.



2 Remove the jammed paper (②).



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



12.1.3 When the recording paper is not fed into the unit properly

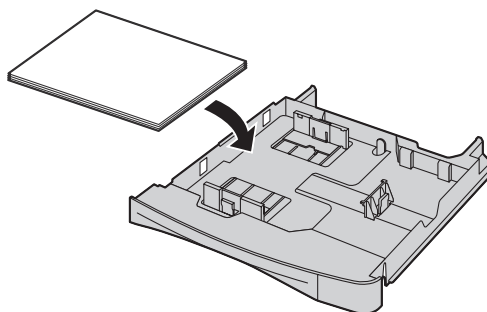
The display will show the following.

- “Check Pick Up Input Tray #1” (standard input tray)
- “Check Pick Up Input Tray #2” (optional input tray)

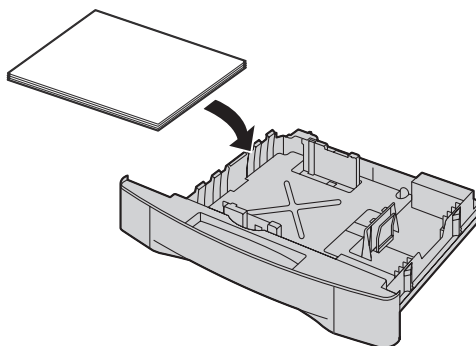
1 Pull the paper input tray until it clicks into place, then pull it completely out, lifting the front part of the tray. Remove the recording paper and straighten.

2 Re-load the recording paper.

Standard input tray:



Optional input tray:



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

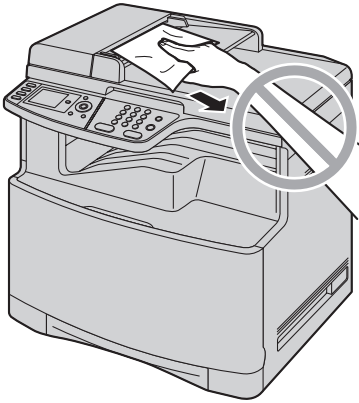
Note:

- If the error message is still displayed, check the recording paper specifications and re-install recording paper. See page 15 and page 84 for details.

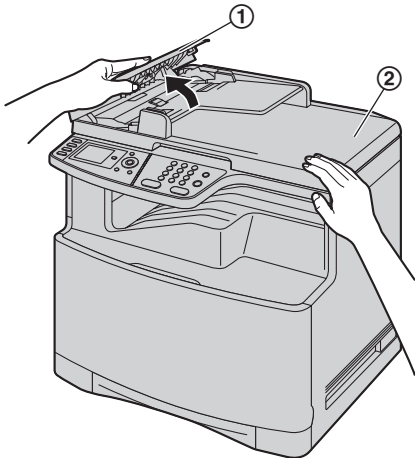
12.2 Document jams (Automatic document feeder)

Caution:

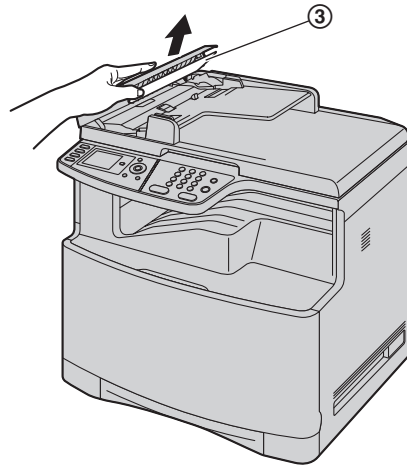
- Do not pull out the jammed document forcibly before lifting the ADF cover.



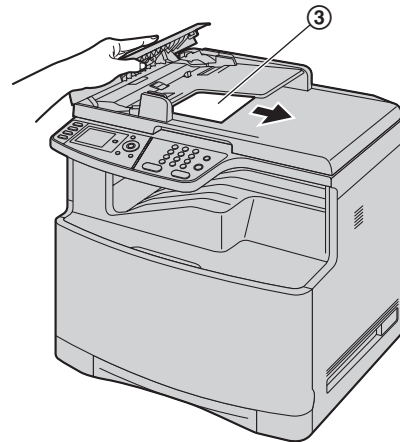
- 1** Open the ADF cover (①) while holding the document cover (②).



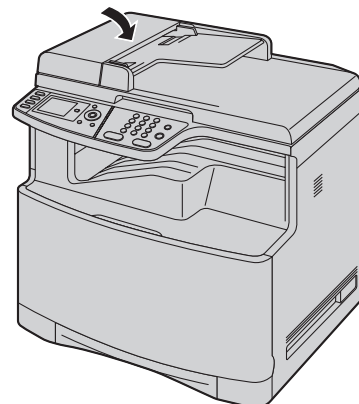
- 2** Remove the jammed document (③) carefully. When the document has jammed near the document entrance:



When the document has jammed near the document exit:



- 3** Close the ADF cover.



13.1 Cleaning the white plates and glass

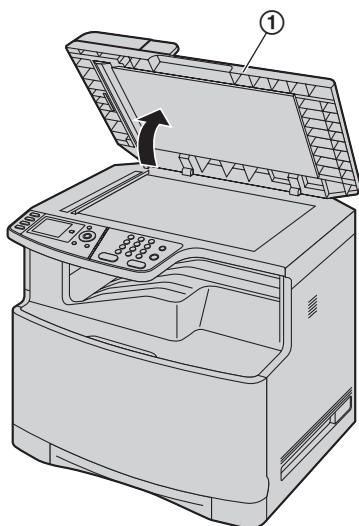
Clean the white plates and glass when a black line, a white line or a dirty pattern appears on:

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

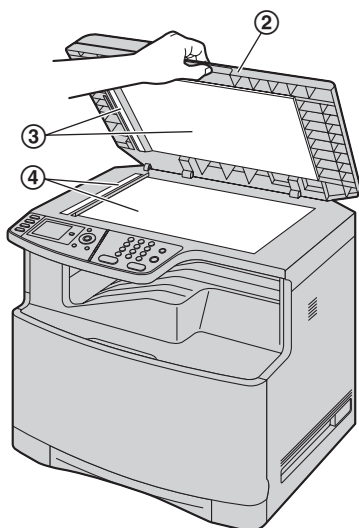
Caution:

- Do not use paper products, such as paper towels or tissues for cleaning.

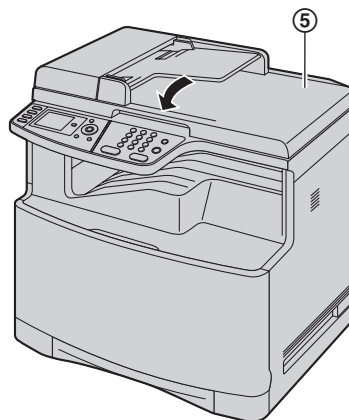
- 1 Open the document cover (①).



- 2 Hold the document cover (②) while cleaning the white plates (③) and the scanner glass (④).



- 3 Close the document cover (⑤).



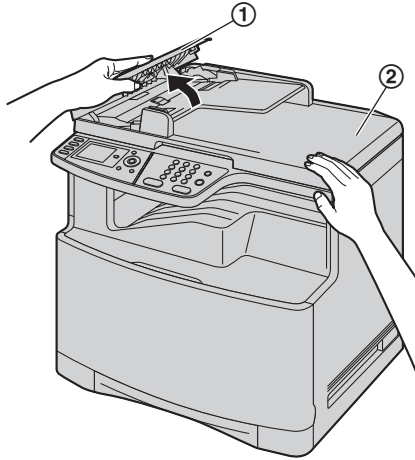
13.2 Cleaning the document feeder rollers

Clean the rollers when the document frequently misfeeds.

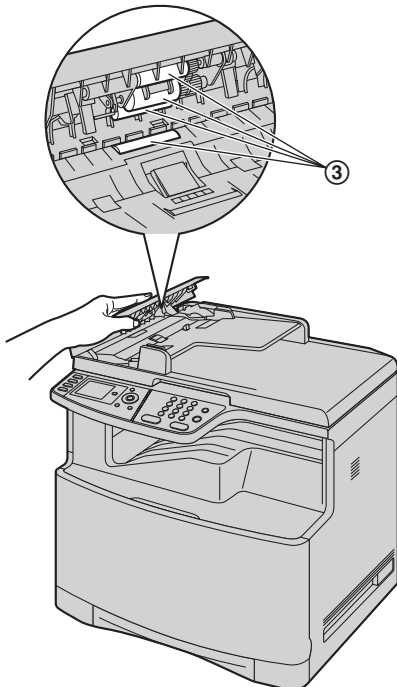
Caution:

- Do not use paper products, such as paper towels or tissues for cleaning.

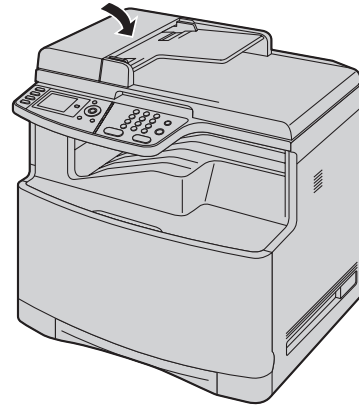
- 1 Turn the power switch OFF.
- 2 Open the ADF cover (①) while holding the document cover (②).



- 3 Clean the document feeder rollers (③) with a cloth moistened with water, and let all parts dry thoroughly.



- 4 Close the ADF cover.

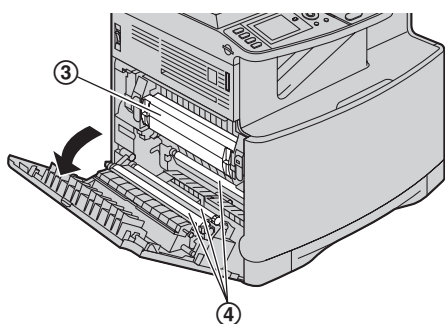
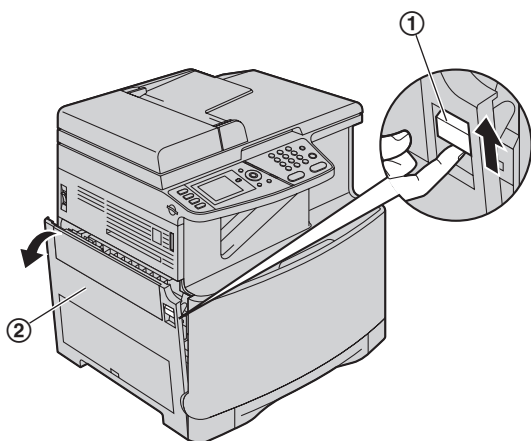


- 5 Turn the power switch ON.

13.3 Cleaning the paper chute

Clean the paper chute inside the unit when a line or a dirty pattern appears at the top or bottom of your recording paper.

- 1 Turn the power switch OFF.
- 2 Push the left cover open lever (1) upward, then pull open the left cover (2).



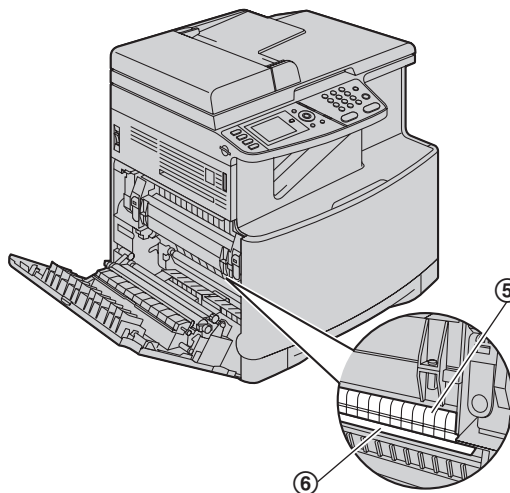
Caution:

- During or immediately after printing, the fuser unit (3) gets hot. Wait until the fuser unit cools down before cleaning the paper chute.

Note:

- Do not touch the rollers (4).

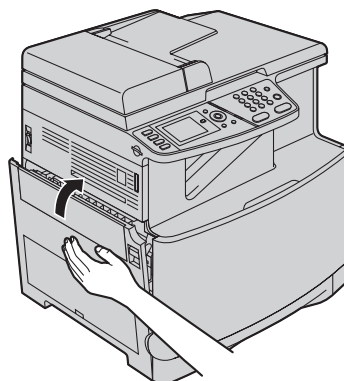
- 3 Clean the paper chute (5) with a dry paper towel or tissue.



Note:

- Do not touch the black belt (6), or rub it strongly.

- 4 Close the left cover.

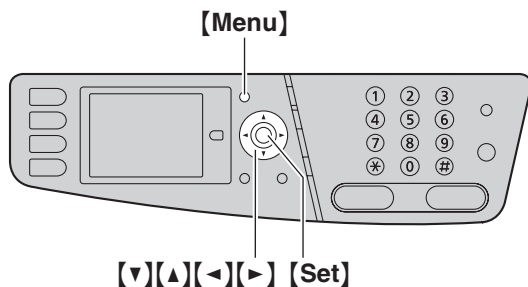


- 5 Turn the power switch ON.

14.1 Reference lists and reports

You can print out the following lists and reports for your reference.

- "Setup List"
- "Tel No. List"
- "Journal Report"
- "Broadcast List"
- "Printer Test"
- "Color Test"
- "Caller ID List"
- "PCL Font List"
- "Address List"
- "FTP Server List"



- 1 [Menu]
- 2 Press [v] or [▲] repeatedly to select "Print Report".
- 3 Press [◀] or [▶] repeatedly to select the desired item.
- 4 Press [Set] to start printing. → [Menu]

Color test

The unit will print a color test page consisting of black, cyan, magenta and yellow lines so you can specify which drum cartridge has the problem.

If vertical, white lines appear on the color test page, try the following to solve the problem.

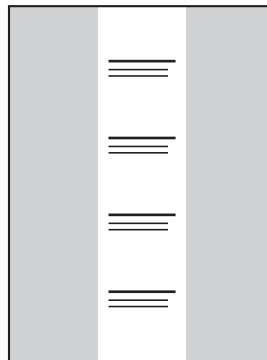
Solution 1: Cleaning the drum cartridge

Important:

- This solution uses at least 3 pages of recording paper. Make sure there is enough recording paper installed in the standard input tray beforehand.

1. [Menu] → [⏏][4][8][0]
2. Select the color which has vertical, white lines in the color test page.
 - [1] "Black" (default)
 - [2] "Cyan"
 - [3] "Magenta"
 - [4] "Yellow"
3. [Set]

- The drum cartridge will be cleaned automatically by printing out 3 pages of the selected color.



- Repeat steps 1 to 3 for all lines with vertical, white lines.
- Print the color test again. If the vertical, white lines remain, try the next solution.

Solution 2: Changing the drum cartridge

- If the black test page has vertical, white lines, change the monochrome drum cartridge.
- If the cyan, magenta or yellow test page has vertical, white lines, change the color drum cartridge.
- Print the color test again. If the vertical, white lines remain, contact our service personnel.

14.2 Specifications

■ Applicable lines:

Public Switched Telephone Network

■ Document size:

Max. 216 mm (8¹/₂") in width, Max. 600 mm (23⁵/₈") in length

■ Effective scanning width:

208 mm (8³/₁₆")

■ Effective printing width:

Letter/Legal: 208 mm (8³/₁₆")

A4: 202 mm (7¹⁵/₁₆")

■ Transmission time*1:

Approx. 4 s/page (ECM-MMR Memory transmission)*2

■ Scanning density:

Scanning resolution:

Up to 600 × 1,200 dpi (Optical)

Up to 9,600 × 9,600 dpi (Interpolated)

Copy resolution:

Up to 600 × 600 dpi

Fax resolution:

Horizontal: 8 pels/mm (203 pels/inch)

Vertical: 3.85 lines/mm (98 lines/inch)-in standard resolution,

7.7 lines/mm (196 lines/inch)-in fine/photo resolution,

15.4 lines/mm (392 lines/inch)-in super fine resolution

■ Photo resolution:

64-level

■ Scanner type:

Color Contact Image Sensor

■ Printer type:

Laser Printer

■ Data compression system:

Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)

■ Modem speed:

33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback

■ Operating environment:

10 °C – 32.5 °C (50 °F – 90.5 °F), 20 % – 80 % RH (Relative Humidity)

■ Dimensions:

Approx. width 520 mm × depth 438 mm × height 546 mm (20¹/₂" × 17¹/₄" × 21¹/₂")

■ Mass (Weight):

Approx. 30 kg (67 lb)

■ Power consumption:

Standby: Approx. 20 W

Preheat: Approx. 40 W

Copy: Approx. 550 W

Maximum: Approx. 1,000 W (When the fuser lamp turns on)

■ Power supply:

120 V AC, 60 Hz

■ Memory capacity

(for operation and storing memory):

192 MB

■ Fax memory capacity:

10 MB in total

Approx. 630 pages of memory reception

(max. 255 pages per one reception)

Approx. 150 pages of memory transmission

(Based on the ITU-T No. 1 Test Chart in standard resolution, without using the Error Correction Mode.)

■ Scan to e-mail server memory capacity:

5 MB in total (including the e-mail message)

■ Scan to FTP server memory capacity:

20 MB in total

■ Laser diode properties:

Laser output: Max. 6.5 mW

Wave length: 770 nm – 800 nm

Emission duration: Continuous

■ Print speed:

Color:

Letter: Approx. 21 ppm (pages per minute)

A4: Approx. 20 ppm (pages per minute)

B/W:

Letter: Approx. 21 ppm (pages per minute)

A4: Approx. 20 ppm (pages per minute)

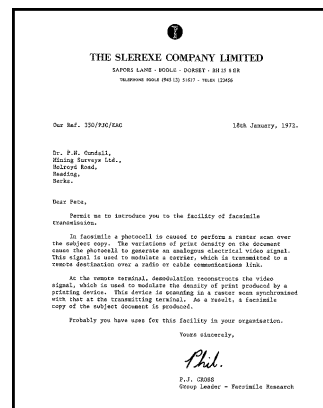
■ Printing resolution:

Up to 1,200 × 1,200 dpi

*1 Transmission speed depends on the contents of the pages, resolution, telephone line conditions and capability of the other party's machine.

*2 Transmission speed is based on the ITU-T No. 1 Test Chart with original mode. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.

ITU-T No.1 Test Chart



Note:

- Design and specifications are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.
- The accuracy of the clock is approximately ± 60 seconds a month.

14. General Information

Recording paper specifications

Plain paper/Thin paper:

Letter: 216 mm × 279 mm (8¹/₂" × 11")

Legal: 216 mm × 356 mm (8¹/₂" × 14")

A4: 210 mm × 297 mm (8¹/₄" × 11¹¹/₁₆")

Thick paper/Transparency/Label/Card stock size:

Letter: 216 mm × 279 mm (8¹/₂" × 11")

A4: 210 mm × 297 mm (8¹/₄" × 11¹¹/₁₆")

Envelope size:

#10: 105 mm × 241 mm (4¹/₈" × 9¹/₂")

DL: 110 mm × 220 mm (4⁵/₁₆" × 8⁵/₈")

Recording paper weight:

60 g/m² to 165 g/m² (16 lb to 44 lb)

Card stock weight:

163 g/m² (90 lb)

Note for recording paper:

- We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.
- Do not use the following types of paper:
 - Paper with 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 that has dust, lint or oil stains
 - Paper that will melt, vaporize, discolor, scorch or emit dangerous fumes near 200 °C (392 °F), such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
 - Moist paper
 - Inkjet paper
- Some paper is designed to be printed on only one side. Try printing on 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 thicknesses at the same time. This may cause paper jams.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause paper jams.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.

Toner life

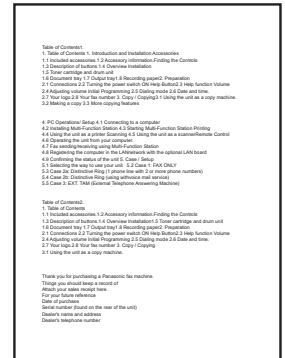
Toner life depends on the amount of content in a printed document. The following is the approximate relationship between coverage and toner life for replacement toner cartridge. Toner life varies in actual usage.

- The following number of sheets and image sample is for when printing in one color. As actual color printing is a combination of several colors, the number of sheets will vary depending on the contents of the original document.

5 % coverage

Approx. 4,000 sheets of letter-size paper using:

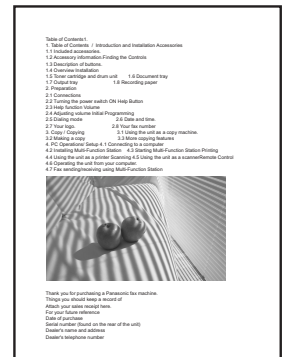
- DQ-TUA04C
- DQ-TUA04M
- DQ-TUA04Y
- DQ-TUA04K



10 % coverage

Approx. 2,000 sheets of letter-size paper using:

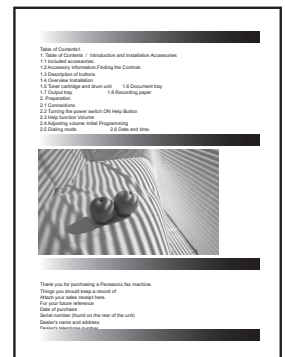
- DQ-TUA04C
- DQ-TUA04M
- DQ-TUA04Y
- DQ-TUA04K



15 % coverage

Approx. 1,400 sheets of letter-size paper using:

- DQ-TUA04C
- DQ-TUA04M
- DQ-TUA04Y
- DQ-TUA04K



Note:

- The coverage changes with the depth, thickness and size of the characters.

- If you turn on the toner save feature, the toner cartridge will last approx. 40 % longer.

Drum life

The drum cartridge needs to be replaced regularly. There are various factors that determine the actual drum life, such as temperature, humidity, type of paper and how much toner you use for the number of sheets per print job. The maximum drum life is approx. 10,000 sheets. The actual number of sheets your drum will print may be significantly less than this estimate if your unit is often used for printing small number sheets per job. Because many of the factors that determine the actual drum life cannot be controlled, we cannot guarantee a minimum number of sheets that will be printed by your drum.

Note:

- The continuous use of an old drum cartridge may cause malfunction. To prevent this, when the drum life is finished, the unit will stop printing after a while, and printing will not be possible until a new drum cartridge is installed.

Waste toner cartridge life

The waste toner cartridge needs to be replaced regularly. The maximum waste toner cartridge life is approx. 32,000 sheets with 5 % coverage for monochrome printing and approx. 8,000 sheets with 5 % cyan, magenta, yellow and black coverage for color printing. The actual number of sheets may significantly vary depending on the contents of the original document.

Waste disposal method

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

Waste disposal method for the waste toner cartridge (For U.S.A. only)

- Waste toner is classified as a non-hazardous waste and is generally not recyclable. The entire waste toner cartridge should be placed in a plastic bag and disposed of with normal office refuse. If available, please consider using local recycling options.

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