

Panasonic

High Speed Laser Fax
with Copier Function

Operating Instructions

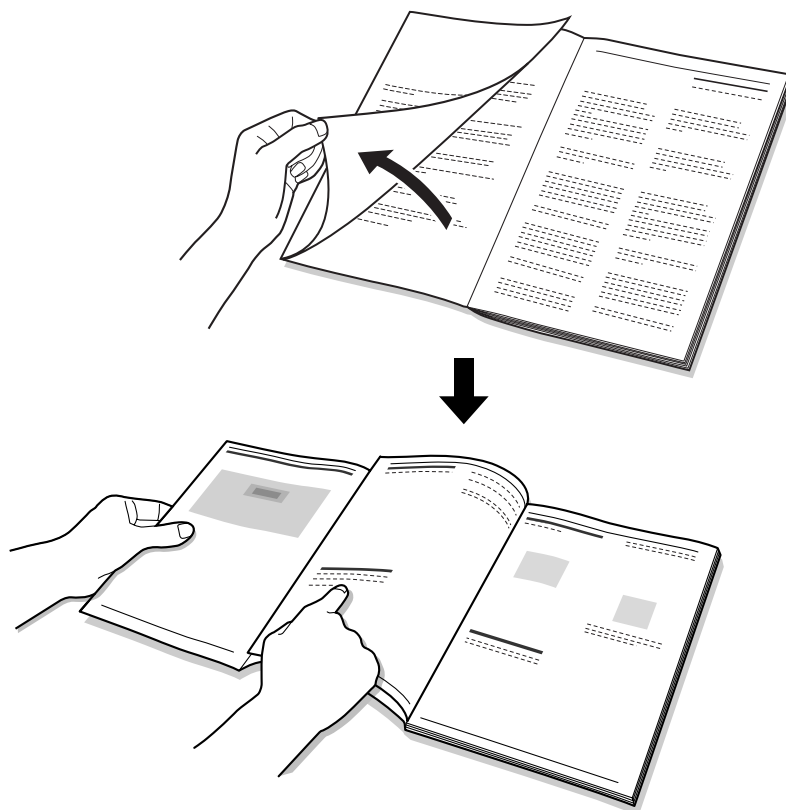
Model No. **KX-FL511AL**



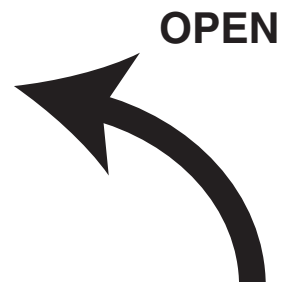
Please read these Operating Instructions before using the unit and save for future reference.

This model is designed to be used in Australia and New Zealand.
**TO USE IN NEW ZEALAND,
CHANGE THE LOCATION
SETTING** (feature #74 on page 39).

How to use the operating instructions

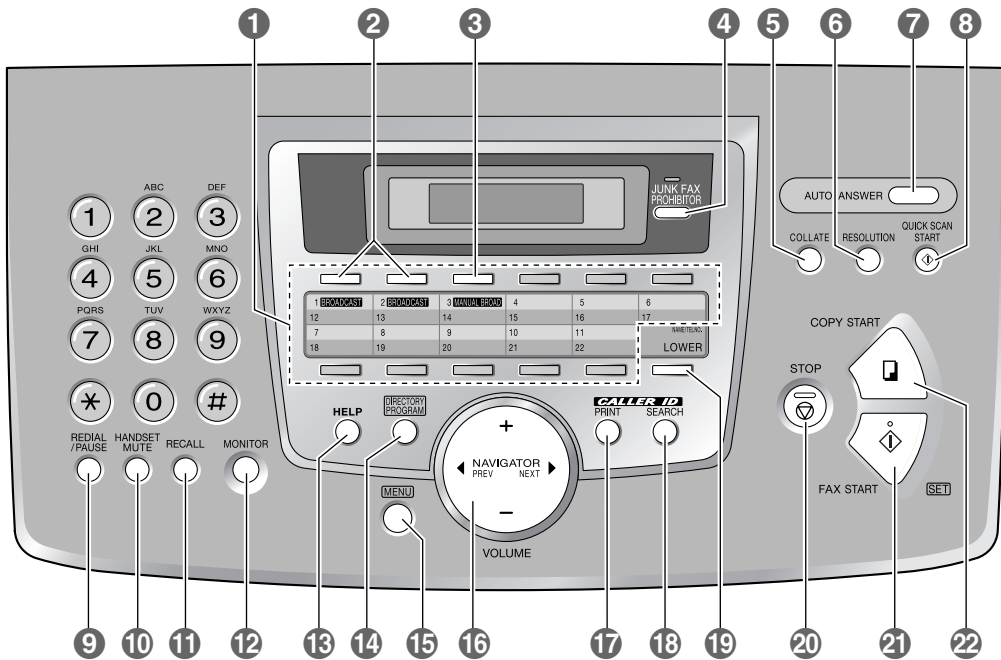


When following operating instructions, always keep the front cover page (next page) open so that you will find easy reference to the buttons.



Location of controls

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



Keys (Listed in alphabetical order.)

- | | | |
|----------------------|-----------------------|----------------|
| AUTO ANSWER 7 | HELP 13 | RECALL 11 |
| BROADCAST 2 | JUNK FAX PROHIBITOR 4 | REDIAL/PAUSE 9 |
| CALLER ID PRINT 17 | LOWER 19 | RESOLUTION 6 |
| CALLER ID SEARCH 18 | MANUAL BROAD 3 | SET 21 |
| COLLATE 5 | MENU 15 | Station keys 1 |
| COPY START 22 | MONITOR 12 | STOP 20 |
| DIRECTORY PROGRAM 14 | NAME/TEL NO. 19 | VOLUME 16 |
| FAX START 21 | NAVIGATOR 16 | |
| HANDSET MUTE 10 | QUICK SCAN START 8 | |

Thank you for purchasing a Panasonic fax machine.

Things you should keep a record of

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

For your future reference

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

This model is designed to be used in Australia and New Zealand according to the location setting feature.

The default setting is Australia. To use in New Zealand, change the setting (feature #74 on page 39).

Caution:

- Do not rub or use an eraser on the printed side of recording paper, as the print may smear.
- This model is designed for the Australian and New Zealand network.

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For Australian users

Warning:

- Please ensure that a separate telephone, not dependent on local power, is available for emergency use.
- This equipment will be inoperable when mains power fails.
- When a failure occurs which results in the internal parts becoming accessible, disconnect the power supply cord immediately and return this unit to an authorised service centre.
- Disconnect the telephone connection before disconnecting power connection prior to relocating the equipment, and reconnect the power first.
- To minimize the possibility of lightning damage, when you know that a thunderstorm is coming, we recommend that you:
 - A. Unplug the telephone line cord from the phone jack.
 - B. Unplug the power supply cord from the AC power outlet.
- No "000" or other calls can be made from this device during a mains power failure.
- The earcap on the handset is magnetised and may retain metallic objects.

For New Zealand users

Warning:

- WHEN A FAILURE OCCURS WHICH RESULTS IN THE INTERNAL PARTS BECOMING ACCESSIBLE, DISCONNECT THE POWER SUPPLY CORD IMMEDIATELY AND RETURN THIS UNIT TO AN AUTHORISED SERVICE CENTRE.
- DISCONNECT THE TELECOM CONNECTION BEFORE DISCONNECTING THE POWER CONNECTION PRIOR TO RELOCATING THE EQUIPMENT, AND RECONNECT THE POWER FIRST.
- NO "111" OR OTHER CALLS CAN BE MADE FROM THIS DEVICE DURING A MAINS POWER FAILURE.

IMPORTANT NOTICE

Under power failure conditions, this telephone may not operate. Please ensure that a separate telephone, not dependent on local power, is available for emergency use.

Notice:

- The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- This equipment shall not be set to make automatic calls to the Telecom "111" Emergency Service.
- This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.
- Not all telephones will respond to incoming ringing when connected to the extension socket.

Important information (for Australian users)

Instructions to customer

Installation

Attached to this apparatus is an approval label. This label is evidence that it is a "Permitted Attachment" which has been authorised to be connected to your telephone service.

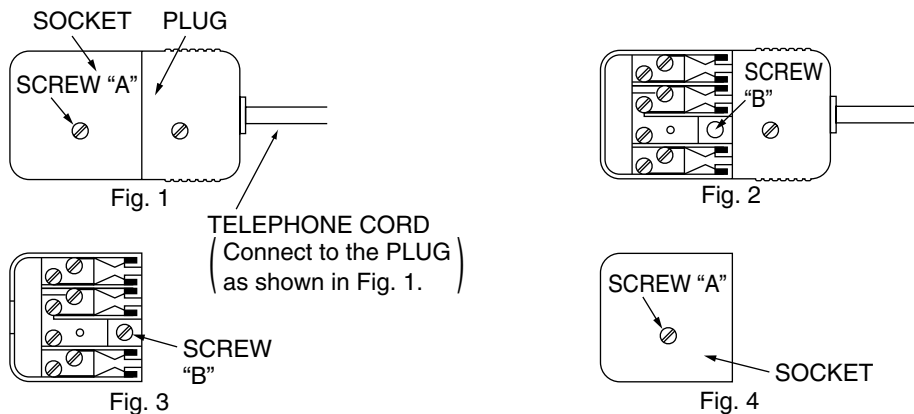
Conditions relating to connection and operation of this Permitted Attachment are contained in Telecommunications General By-Law 220 (5).

You are authorised to install this Permitted Attachment yourself by plugging it into the line socket of any regular telephone. You may connect it in place of your existing telephone or to any spare telephone socket installed in your premises.

To disconnect your existing telephone you must first remove its plug from the line socket. You can then insert the plug of your Permitted Attachment into the socket and use your equipment.

If the plug of your existing telephone cannot be readily removed, you will have to remove the screw securing it. To do this proceed as follows:

1. Loosen screw "A" sufficiently to remove the socket cover. (See Fig. 1.)
2. Remove screw "B" and withdraw the plug. (See Fig. 2.)
3. Replace screw "B". (See Fig. 3.) Ensure that it screws completely into the socket recess. (If the screw is too long, increase the hole depth or replace the screw with one 5 mm shorter.)
4. Replace socket cover and tighten screw "A". (See Fig. 4.)



If you are satisfied with the operation of your telephone service after plugging in your Permitted Attachment, your installation is completed.

You will be unable to connect this Permitted Attachment if your telephone service consists only of a wall phone or an old style telephone which is not connected by means of a modern plug and socket. In such cases a new socket will need to be installed.

Should the Permitted Attachment not operate when plugged into a socket, it is either faulty or unsuitable for operation with your telephone service. It should be returned to the store where purchased.

Service difficulties

If at any time a fault occurs on your telephone service carry out the following checks before you call for service:

- Disconnect the Permitted Attachment and try using the service with the normal telephone.
- If the telephone service then operates satisfactorily, the fault is in your Permitted Attachment. Leave the Permitted Attachment disconnected and report the fault to its supplier or agent to arrange for repair.
- If when using the telephone the service is still faulty, report the fault to "Service Difficulties and Faults" for attention.

You are required to keep this Permitted Attachment in good working order while it is connected to your telephone service. Its construction or internal circuit must not be modified in any way without permission.

Important safety instructions

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

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this unit.
3. Unplug this unit from power outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this unit near liquid—for example, near a bath tub, washbowl, sink, etc. Damp basements should also be avoided. The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. It also should not be placed in rooms where the temperature is less than 5°C or greater than 35°C.
5. Place the unit securely on a stable surface. Serious damage and/or injury may result if the unit falls.
6. Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating. Never place the unit near radiators, or in a place where proper ventilation is not provided.
7. Use only the power source marked on the unit. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.
8. For safety purposes this unit is equipped with a grounded plug. If you do not have this type of outlet, please have one installed. Do not defeat this safety feature by tampering with the plug.
9. Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.
10. Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.
11. Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.
12. To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorised service centre when service is required. Opening or removing covers may expose you to dangerous voltage or other risks. Incorrect reassembly can cause

electric shock when the unit is subsequently used.

13. Unplug this unit from power outlets and refer servicing to an authorised service centre when the following conditions occur:
 - A. When the power cord is damaged or frayed.
 - B. If liquid has been spilled into the unit.
 - C. If the unit has been exposed to rain or water.
 - D. If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorised service centre.
 - E. If the unit has been dropped or physically damaged.
 - F. If the unit exhibits a distinct change in performance.
14. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
15. Do not use this unit to report a gas leak, when in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

INSTALLATION:

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

WARNING:

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

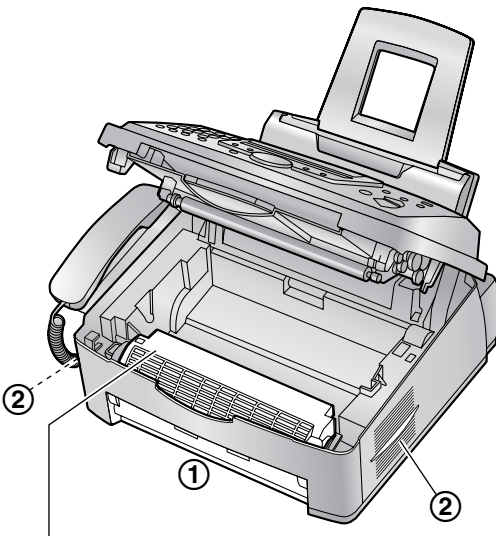
OTHER INFORMATION:

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

CAUTION:

Laser radiation

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



Fuser unit

Fuser unit

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

Toner cartridge

- Be careful of the following when you handle the toner cartridge:
 - Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.

- If you ingest any toner, drink several glasses of water to dilute your stomach contents, and seek immediate medical treatment.
- If any toner comes into contact with your eyes, flush them thoroughly with water, and seek medical treatment.
- If any toner comes into contact with your skin, wash the area thoroughly with soap and water.
- If you inhale any toner, move to an area with fresh air and consult local medical personnel.

Drum unit

- Read the instructions on page 11 before you begin installation of the drum unit. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
 - Do not expose the drum unit to light for more than 5 minutes.
 - Do not touch or scratch the green drum surface.
 - Do not place the drum unit near dust or dirt, or in a high humidity area.
 - Do not expose the drum unit to direct sunlight.

FOR BEST PERFORMANCE:

- 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 odour during and shortly after printing. Be sure to use this unit in an area with proper ventilation.
- To extend the life of the drum unit, the unit should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.
- Store unused paper in the original packaging, in a cool and dry place. Not doing so may affect print quality.
- 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 (②).
- When replacing the toner cartridge or drum unit, do not allow dust, water, or liquids to come in contact with the drum. This may affect print quality.

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Distinctive Ring

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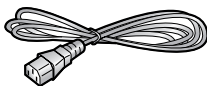
1.1 Included accessories

No.	Item	Quantity	Specifications
①	Power cord	1	-----
②	Telephone line cord	1	For Australian users (Modular type plug)
		1	For New Zealand users (New Zealand BT type plug)
③	Handset	1	-----
④	Handset cord	1	-----
⑤	Paper stacker	1	-----
⑥	Paper tray	1	-----
⑦	Drum unit	1	See page 58.
⑧	Toner cartridge (starter toner cartridge)	1	prints about 800 A4-sized pages with a 5% image area (page 58).
⑨	Operating instructions	1	-----
⑩	Quick start sheet	1	-----

Note:

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

①



②

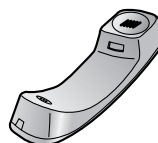
For Australian users



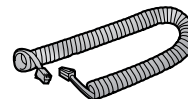
For New Zealand users



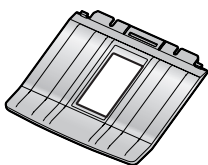
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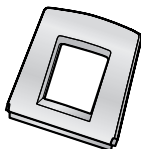
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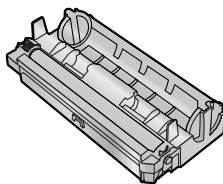
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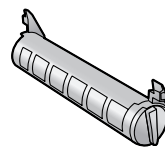
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⑦



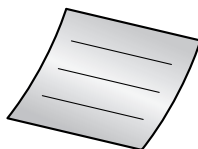
⑧



⑨



⑩



1.2 Accessory information

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

1.2.1 Available accessories

- Replacement toner cartridge (KX-FA83E)
- Replacement drum unit (KX-FA84E)

See page 58 for specifications.

1.3 Description of buttons

- Keep the front cover page open for button locations.

1 [STATION KEYS]

- To use one-touch dial (page 21, 22, 27).

2 [BROADCAST]

- To transmit a document to multiple parties (page 28, 29).

3 [MANUAL BROAD]

- To transmit a document to multiple parties manually (page 28, 29).

4 [JUNK FAX PROHIBITOR]

- To use junk fax prohibitor (page 33).

5 [COLLATE]

- To make a collated copy (page 35).

6 [RESOLUTION]

- To select a resolution (page 26, 35).

7 [AUTO ANSWER]

- To turn ON/OFF the auto answer setting (page 30).

8 [QUICK SCAN START]

- To store a scanned document into memory, and then send it (page 26).

9 [REDIAL/PAUSE]

- To redial the last number dialled.

For New Zealand users only

If the line is busy when you make a phone call using the [MONITOR] button, the unit will automatically redial the number up to 2 times.

- To insert a pause during dialling.

10 [HANDSET MUTE]

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

11 [RECALL]

- To access special telephone services or for transferring extension calls.

12 [MONITOR]

- To initiate dialling.

13 [HELP]

- To print a quick reference (page 17).

14 [DIRECTORY PROGRAM]

- To store or edit names and telephone numbers (page 21).

15 [MENU]

- To initiate or exit programming.

16 [NAVIGATOR][VOLUME]

- To adjust volume (page 17).
- To search for a stored entry (page 22, 27).
- To select features or feature settings during programming (page 37).
- To navigate to the next operation.

17 [CALLER ID PRINT]

- To print the Caller ID list (page 24).

18 [CALLER ID SEARCH]

- To view caller information (page 23).

19 [LOWER][NAME/TEL NO.]

- To select stations 12–22 for one-touch dial (page 21, 22, 27).
- To change the display of the caller information (page 24).

20 [STOP]

- To stop an operation or programming.

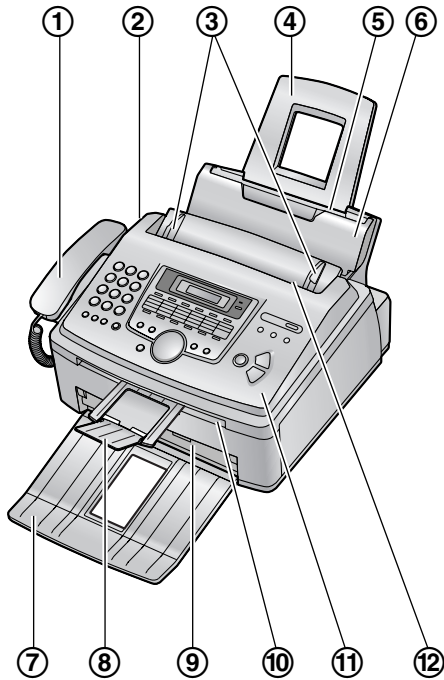
21 [FAX START][SET]

- To initiate fax transmission or reception.
- To store a setting during programming.

22 [COPY START]

- To initiate copying (page 35).

1.4 Overview



- ① Handset
- ② Speaker
- ③ Document guides
- ④ Paper tray
- ⑤ Recording paper entrance
- ⑥ Tension plate
- ⑦ Paper stacker ^{*1}
- ⑧ Document stacker ^{*1}
- ⑨ Recording paper exit
- ⑩ Document exit
- ⑪ Front cover
- ⑫ Document entrance

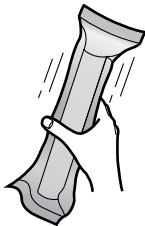
^{*1} The paper stacker and document stacker may not be shown in all illustrations.

1.5 Toner cartridge and drum unit

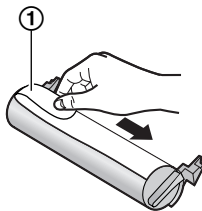
Caution:

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

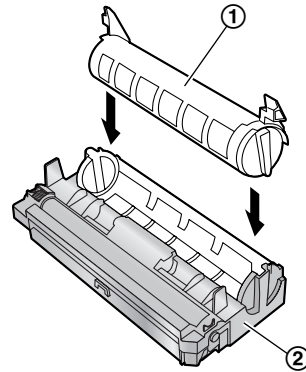
- 1 Before opening the protection bag of the new toner cartridge, shake it vertically more than 5 times.



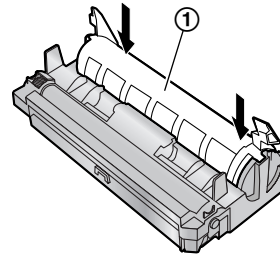
- 2 Remove the toner cartridge and drum unit from the protection bags. Peel off the seal (①) from the toner cartridge.



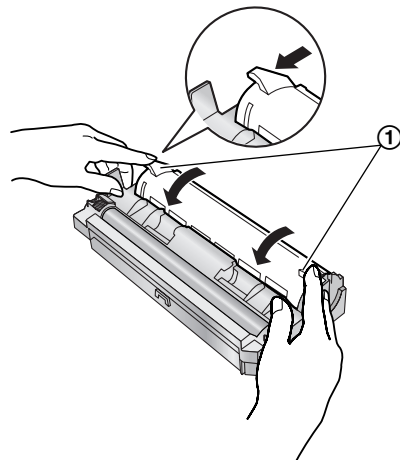
- 3 Place the toner cartridge (①) into the drum unit (②) vertically.



- 4 Firmly press down the toner cartridge to snap into position (①).

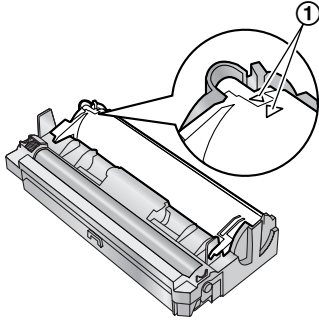


- 5 Turn the two levers (①) on the toner cartridge firmly.

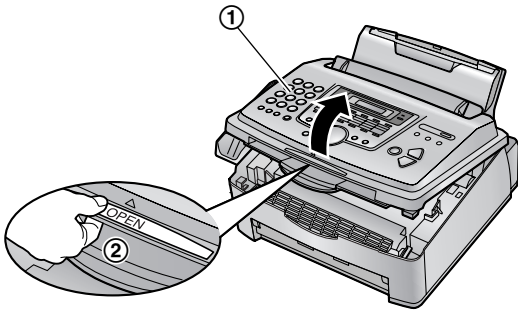


1. Introduction and Installation

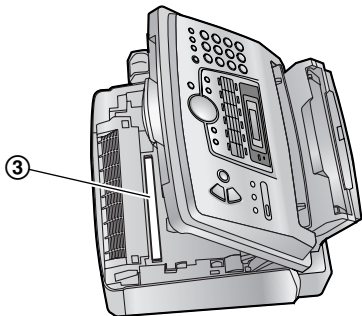
- 6 Make sure that the triangles (①) match, to install the toner cartridge correctly.



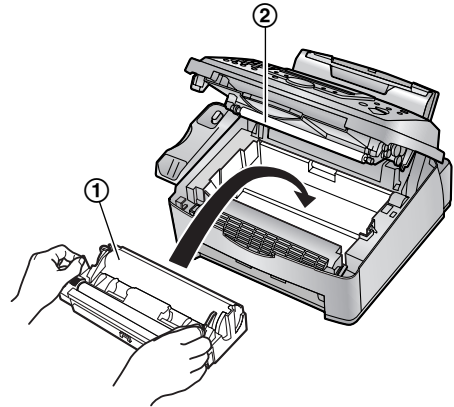
- 7 Lift open the front cover (①), holding OPEN (②).



- If the lower glass (③) is dirty, clean it with a soft and dry cloth.

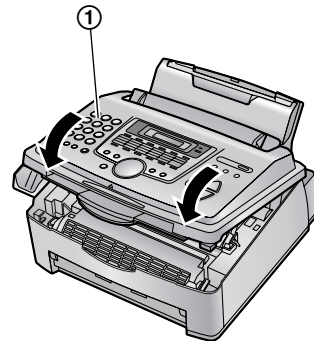


- 8 Install the drum and toner unit (①) by holding the tabs.



- Do not touch the transfer roller (②).

- 9 Close the front cover (①) by pushing down on both sides, until locked.



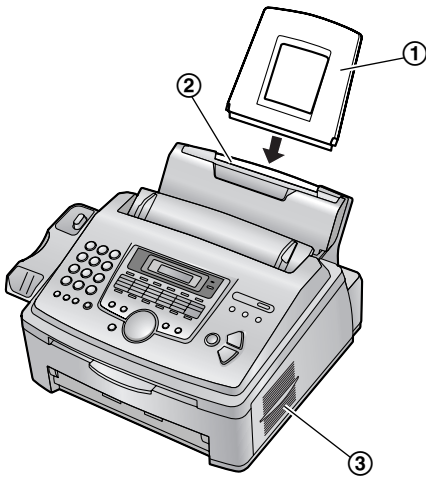
- While the unit displays “PLEASE WAIT”, do not open the front cover, or disconnect the power cord.

Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #79 on page 40). The toner cartridge will last approximately 40% longer. This feature may lower the print quality.

1.6 Paper tray

Insert the paper tray (①) into the slot (②) on the back of the unit.

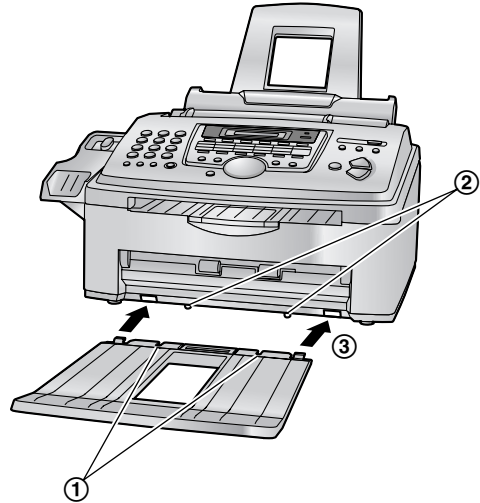


Note:

- Do not place the unit in an area where the paper tray may be obstructed (i.e., by a wall, etc.).
- Keep this surface (③) away from walls etc. more than 50 mm to let the unit cool down.

1.7 Paper stacker

Line up the slots (①) in the paper stacker with the pegs (②) on the bottom of the unit, then insert the two tabs of the paper stacker into the slots on the unit (③).

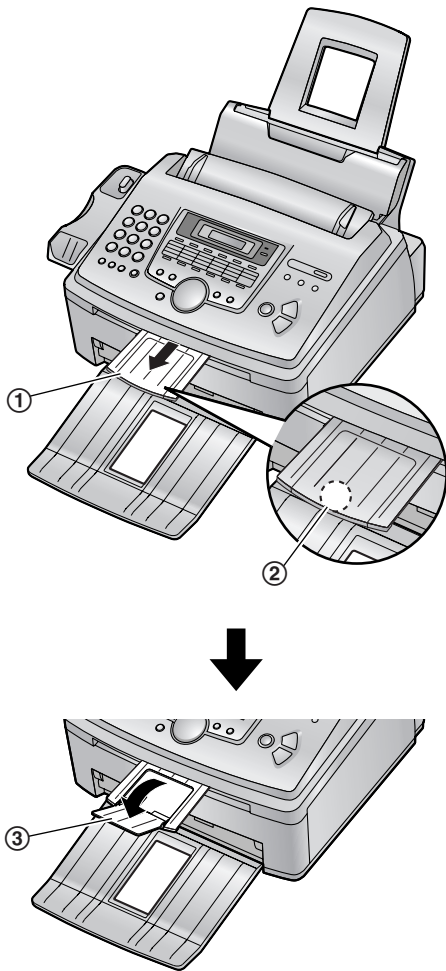


Note:

- Do not place the unit in an area where the paper stacker may be easily bumped into.
- Document and recording paper will be ejected from the front of the unit. Do not place anything in front of the unit.
- The paper stacker can hold up to approximately 100 sheets of printed paper. Remove the printed paper before the paper stacker becomes full.

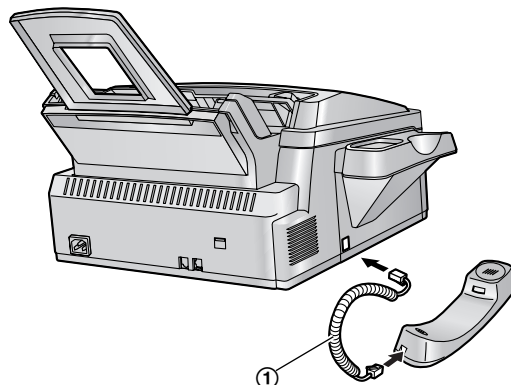
1.8 Document stacker

Pull the document stacker (①) forward gently until it clicks into place, then press the centre part of the document stacker (②) to open the extender (③).



1.9 Handset cord

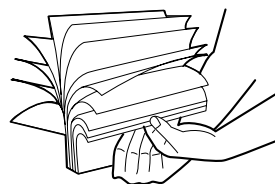
Connect the handset cord (①).



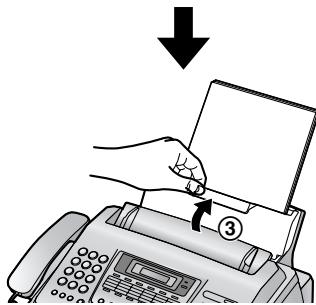
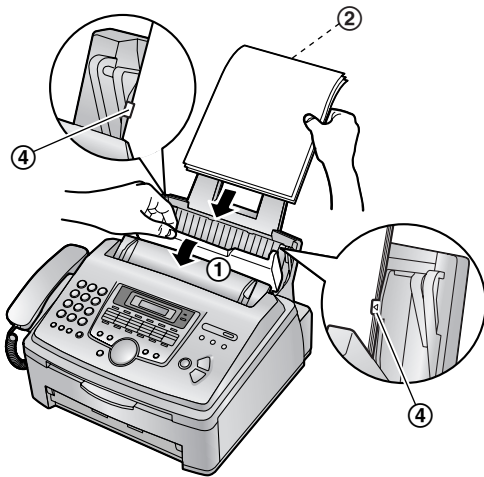
1.10 Recording paper

A4 size recording paper can be used for fax messages. The unit can hold up to 220 sheets of 60 g/m² to 75 g/m² paper, 200 sheets of 80 g/m² or 180 sheets of 90 g/m² paper. See the note for paper specifications (page 57).

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

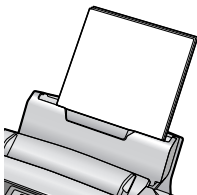


- 2 Pull the tension plate forward (①) and insert the paper, print-side down (②), then push the tension plate back (③).

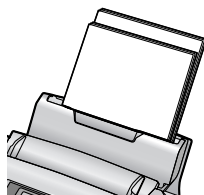


- The paper should not be over the tabs (④).
- If the paper is not inserted correctly, readjust the paper, or the paper may jam.

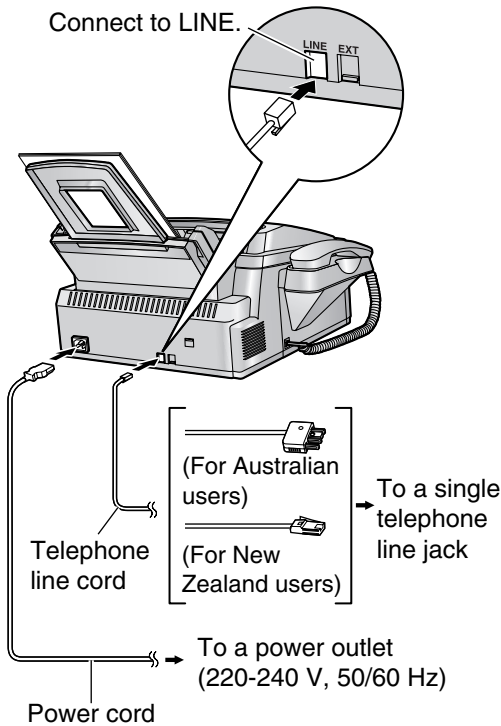
Correct



Incorrect



2.1 Connections



This model is designed to be used in Australia and New Zealand. **TO USE IN NEW ZEALAND, CHANGE THE LOCATION SETTING** (feature #74 on page 39).

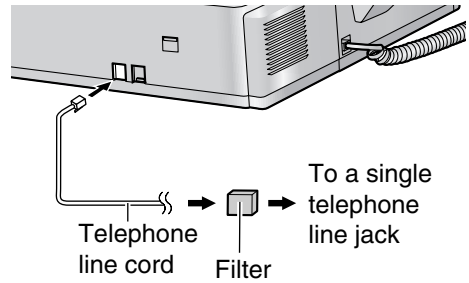
Caution:

- When you operate this product, the power outlet should be near the product and easily accessible.
- Be sure to use the telephone line cord included in this unit.
- Do not extend the telephone line cord.

Note:

- To avoid malfunction, do not position fax machine near appliances such as TVs or speakers which generate an intense magnetic field.
- If any other device is connected on the same line, this unit may disturb the network condition of the device.
- If you want to connect an answering machine to this unit, see page 32.

- If you use the unit with a computer and your internet provider instructs you to install a filter, please connect it as follows.



2.2 Help function

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

Basic settings:

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

Feature list:

How to program the features.

Directory:

How to store names and numbers in the directory and how to dial them.

Fax receiving:

Help with problems to receive faxes.

Copier:

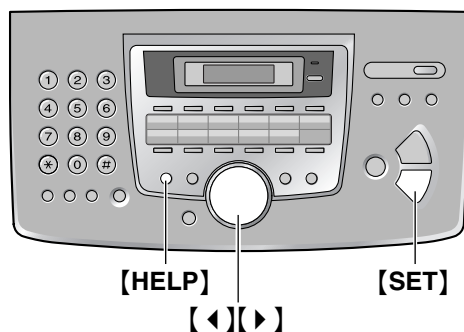
How to use the copier function.

Reports:

List of available reports.

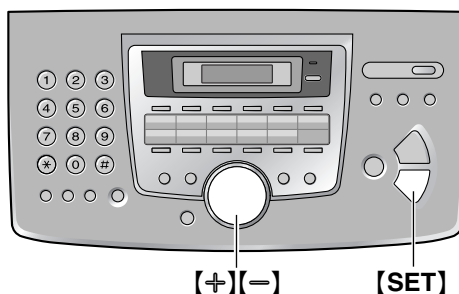
Caller ID:

How to use the Caller ID service.



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

2.3 Adjusting volume



2.3.1 Ringer volume

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

While the unit is idle, press **[+]** or **[-]**.

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

To turn the ringer OFF:

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

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

- 2 Press **[SET]**.

RINGER OFF

- To turn the ringer back on, press **[+]**.

While the ringer volume is set to OFF:

When a call is received, the unit will not ring and will display the following.

INCOMING CALL

Ringer pattern

- You can select one of three ringer patterns for external calls (feature #17, page 38).

2.3.2 Handset receiver volume

3 levels (high/middle/low) are available.

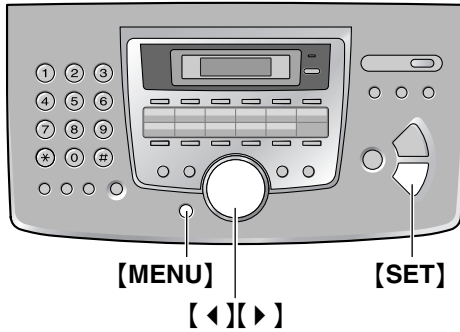
While using the handset, press **[+]** or **[-]**.

2.3.3 Monitor volume

8 levels (high to low) are available.

While using the monitor, press **[+]** or **[-]**.

2.4 Date and time



- The accuracy of the clock is approximately ± 60 seconds a month.

To correct a mistake

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

If you have subscribed to a Caller ID service

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

- 1 Press [MENU].

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

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

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

- 3 Press [SET].

- Cursor (■) will appear on the display.

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

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

Example: August 10, 2003

Press [0][8] [1][0] [0][3].

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

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

Example: 3:15PM (12 hour clock entry)

1. Press [0][3] [1][5].

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

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

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

- 6 Press [SET].

- The next feature will be displayed.

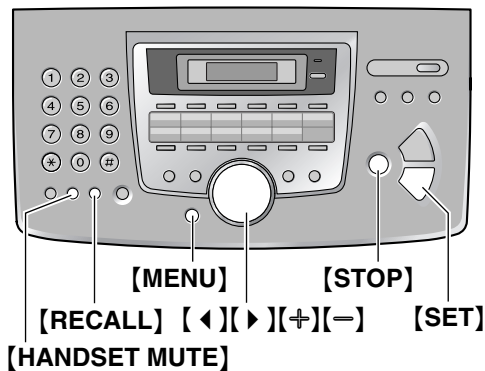
- 7 Press [MENU] to exit the program.

Note:

- This information will be printed on each page transmitted from your unit.

2.5 Your logo

The logo can be your company, division or name.



1 Press **[MENU]**.

SYSTEM SETUP
PRESS NAVI. [◀ ▶]

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

YOUR LOGO
PRESS SET

3 Press **[SET]**.

- Cursor (■) will appear on the display.

LOGO=■

4 Enter your logo, up to 30 characters. See the character table on page 19 for details.

5 Press **[SET]**.

- The next feature will be displayed.

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

Note:

- This information will be printed on each page transmitted from your unit.

To select characters with the dial keypad

Keys	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

Keys	Characters
[6]	M N O m n o 6
[7]	P Q R S p q r s 7
[8]	T U V t u v 8
[9]	W X Y Z w x y z 9
[0]	0 () < > ! " # \$ % & ¥ * @ ^ ' →
[#]	To change capital or lower-case letter.
[RECALL]	Hyphen button
[HANDSET MUTE]	Insert button
[STOP]	Delete button

Note:

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

To enter your logo

Example: "BILL"

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

LOGO=B

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

LOGO=BI

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

LOGO=BIL

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

LOGO=BIL

To change capital or lower-case letters

Pressing the **[#]** key will change to capital or lower-case alternately.

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

LOGO=B

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

LOGO=BI

3. Press **[#]**.

LOGO=Bi

2. Preparation

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

LOGO=Bi1

To correct a mistake

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

To delete a character

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

To insert a character

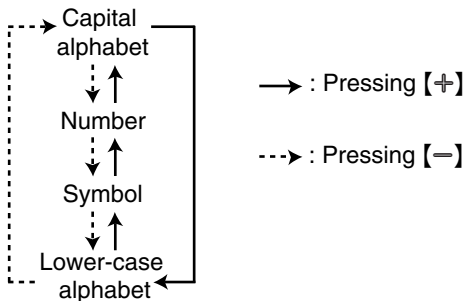
- Press **[◀]** or **[▶]** to move the cursor to the position to the right of where you want to insert the character.
- Press **[HANDSET MUTE]** to insert a space and enter the character.

To select characters using **[+]** or **[-]**

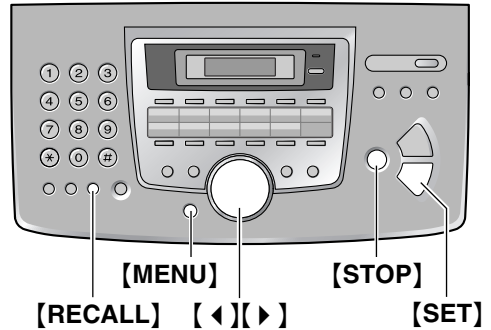
Instead of pressing the dial keys, you can select characters using **[+]** or **[-]**.

- Press **[+]** or **[-]** repeatedly to display the desired character.
- Press **[▶]** to move the cursor to the next space.
 - The character displayed is inserted.
- Return to step 1 to enter the next character.

Display order of characters



2.6 Your fax number



- Press **[MENU]**.

SYSTEM SETUP
PRESS NAVI. [◀ ▶]

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

YOUR FAX NO.
PRESS SET

- Press **[SET]**.

- Cursor (■) will appear on the display.

NO. = ■

- Enter your fax number, up to 20 digits.

Example: NO. = 1234567 ■

- Press **[SET]**.

- The next feature will be displayed.

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

Note:

- This information will be printed on each page transmitted from your unit.
- The **[*]** button enters a “+” and the **[#]** button enters a space.

Example: +64 9 1234567

Press **[*][6][4][#][9][#][1][2][3][4][5][6][7]**.

- To enter a hyphen in a telephone number, press **[RECALL]**.

To correct a mistake

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

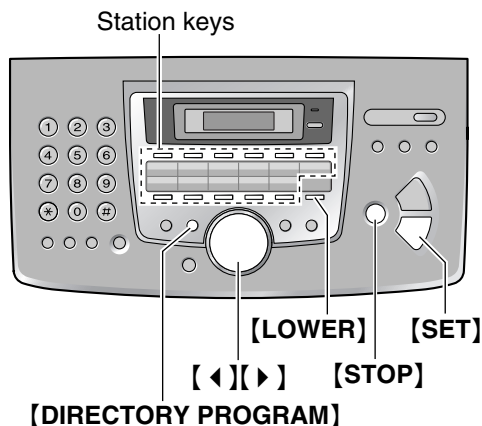
To delete a number

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

3.1 Storing names and telephone numbers into one-touch dial

Up to 22 telephone numbers can be stored in one-touch dial for quick access.

- Station 1 to 3 can be used alternatively as broadcast keys (page 28).
- You can also send faxes using one-touch dial (page 27).



1 Press **[DIRECTORY PROGRAM]**.

2 Select the desired station key.

For stations 1–3:

1. Press one of the station keys.

Example:

STATION 1	
DIAL MODE	[±]

2. Press **[SET]**.

For stations 4–11:

Press one of the station keys.

For stations 12–22:

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

- 3** Enter the name, up to 10 characters (see page 19 for instructions).
- 4** Press **[SET]**.
- 5** Enter the telephone number, up to 30 digits.
- 6** Press **[SET]**.
- To program other entries, repeat steps 2 to 6.
- 7** Press **[DIRECTORY PROGRAM]**.

Helpful hints:

- You can confirm the stored entries in the telephone number list (page 55).

Note:

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

To correct a mistake

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

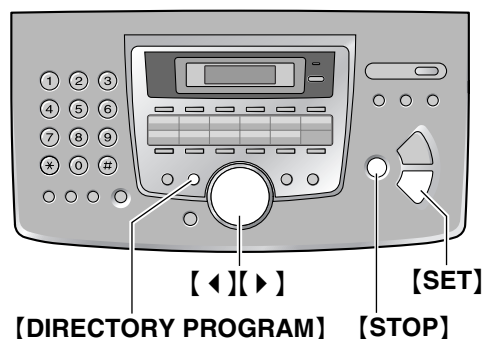
To delete a character/number

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

3.2 Storing names and telephone numbers into the navigator directory

Up to 100 telephone numbers can be stored in the navigator directory for quick access.

- You can also send faxes using the navigator directory (page 27).



1 Press **[DIRECTORY PROGRAM]**.

2 Press **[▶]**.

3 Enter the name, up to 10 characters (see page 19 for instructions).

4 Press **[SET]**.

5 Enter the telephone number, up to 30 digits.

6 Press **[SET]**.

- To program other entries, repeat steps 3 to 6.

7 Press **[DIRECTORY PROGRAM]**.

3. Telephone

Helpful hints:

- You can confirm the stored entries in the telephone number list (page 55).

Note:

- If "SPACE= 5 DIRS." is displayed, you can store only 5 more entries.
- A hyphen or a space entered in a telephone number counts as 2 digits.

To correct a mistake

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

To delete a character/number

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

3.3 Editing a stored entry

- Keep the front cover page open for button locations.
- 1 Press [▶].
 - Confirm that there are no documents in the document entrance.
 - 2 Press [⊕] or [⊖] repeatedly to display the desired entry.
 - 3 Press [DIRECTORY PROGRAM].
 - 4 Press [✱].
 - If you do not need to edit the name, skip to step 6.
 - 5 Edit the name (see the storing procedure on page 21 for instructions).
 - 6 Press [SET].
 - If you do not need to edit the telephone number, skip to step 8.
 - 7 Edit the telephone number. For further details, see the storing procedure on page 21.
 - 8 Press [SET].

3.4 Erasing a stored entry

- Keep the front cover page open for button locations.
- 1 Press [▶].
 - Confirm that there are no documents in the document entrance.

- 2 Press [⊕] or [⊖] repeatedly to display the desired entry.
- 3 Press [DIRECTORY PROGRAM].
- 4 Press [⊞].
 - To cancel erasing, press [STOP].
- 5 Press [SET].

3.5 Making a phone call using one-touch dial and navigator directory

Before using this feature, program the desired names and telephone numbers into one-touch dial and navigator directory (page 21).

- Keep the front cover page open for button locations.

3.5.1 Using one-touch dial

- 1 Press [MONITOR] or lift the handset.
- 2 Select the desired station key.

For stations 1–11:

Press the desired station key.

For stations 12–22:

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

- The unit will start dialling automatically.

3.5.2 Using the navigator directory

- 1 Press [▶].
 - Confirm that there are no documents in the document entrance.
- 2 Press [⊕] or [⊖] repeatedly to display the desired entry.
- 3 Press [MONITOR] or lift the handset.
 - The unit will start dialling automatically.

To search for a name by initial

Example: "LISA"

1. Press [▶].
 - Confirm that there are no documents in the document entrance.
2. Press [⊕] or [⊖] to initiate the navigator directory.
3. Press [5] repeatedly to display any name with the initial "L" (see the character table, page 19).

- To search for symbols (not letters or numbers), press [*****].
4. Press [**+**] or [**-**] repeatedly to display "LISA".
- To stop the search, press [**STOP**].
 - To dial the displayed number, press [**MONITOR**] or lift the handset.

3.6 Caller ID service

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

3.6.1 How Caller ID is displayed

The calling party's telephone number or name will be displayed after the first ring. You then have the option of whether or not to answer the call.

The unit will automatically store the caller information (telephone number, name and the time of the call). You can view the caller information (page 23) and print the Caller ID list (page 24).

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

Note for Australian users:

- Although Telstra and Optus do not currently send caller name information, the caller's name will be displayed as stored in the directory, when a call from that caller is received.
- The area code will need to be stored with the 8-digit telephone number.

Note for New Zealand users:

- Although Telecom New Zealand and TelstraClear do not currently send caller name information, the caller's name will be displayed as stored in the directory, when a call from that caller is received.
- Your telephone service provider may charge you for a local call when it is dialled with an area code prefix. If the charge for local call is unacceptable, only the 7-digits of the local number should be dialled from your

telephone. Do not dial the "0" prefix or the area code digit.

To confirm caller information using the Caller ID list

The unit will store information for the most recent 30 callers.

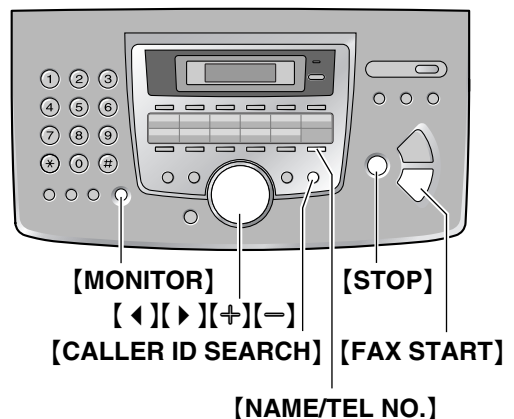
- To print manually, see page 24.
- To print automatically after every 30 new calls, activate feature #26 (page 38).

3.7 Viewing and calling back using caller information

You can easily view caller information and call back.

Important:

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



- 1 Press [**CALLER ID SEARCH**].
- 2 Press [**+**] to search from the most recent calls.
 Press [**-**] to search from the oldest calls.
 - If you need to edit the telephone number, see page 24.
- 3 Press [**MONITOR**] or lift the handset to call back the displayed party.
 - The unit will start dialling automatically.
 - To send a fax, insert the document FACE DOWN and press [**FAX START**].

3. Telephone

Note:

- Telstra, Optus, Telecom New Zealand and TelstraClear do not currently send caller name information.

To change the display of the caller information

Press **[NAME/TEL NO.]** repeatedly after step 2.

Example (for Australian users):

SAM LEE
11:20AM Jul 20 ✓



3456789012
11:20AM Jul 20 ✓

Example (for New Zealand users):

3456789012
11:20AM Jul 20 ✓



NO NAME RCVD
11:20AM Jul 20 ✓

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

Display while viewing

- When the unit did not receive name information, the display will show "NO NAME RCVD".
- When no calls have been received, the display will show "NO CALLER DATA".

To stop viewing

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

3.7.1 Editing a caller's telephone number before calling back

- 1 Press **[CALLER ID SEARCH]**.
- 2 Press **[+]** or **[-]** repeatedly to display the desired entry.
- 3 Press **[NAME/TEL NO.]** to display the telephone number.
- 4 Press dial key (0 to 9) or **[*]** to enter the editing mode and edit the telephone number.
- 5 Press **[MONITOR]** or lift the handset to call back the edited number.
 - The unit will start dialling automatically.
 - To send a fax, insert the document FACE DOWN and press **[FAX START]**.

Note:

- The edited telephone number will not be saved in the caller information. To save in the directory, see page 25.

To correct a mistake

1. Press **[◀]** or **[▶]** to move the cursor to the incorrect number.
2. Press **[STOP]** to delete the number.
3. Enter the correct number.

To delete a number

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

To insert a number

1. Press **[◀]** or **[▶]** to move the cursor to the position to the right of where you want to insert the number.
2. Enter the number.

3.8 Printing the Caller ID list

- Keep the front cover page open for button locations.
- 1 Press **[CALLER ID PRINT]** to start printing.
 - The display will show "ERASE ALL OK?" after printing.
 - 2 Press **[STOP]** to exit the program.
 - To erase all of the stored caller information, press **[SET]** instead of **[STOP]**.

3.9 Erasing caller information

- Keep the front cover page open for button locations.

3.9.1 Erasing all caller information

- 1 Press **[MENU]** repeatedly to display "CALLER SETUP".
- 2 Press **[SET]**.
- 3 Press **[SET]**.
 - To cancel erasing, press **[STOP]**, then **[MENU]**.
- 4 Press **[SET]**.
- 5 Press **[STOP]** to exit the program.

3.9.2 Erasing specific caller information

- 1 Press **[CALLER ID SEARCH]**.
- 2 Press **[+]** or **[-]** repeatedly to display the desired entry.
- 3 Press **[◀]**.
 - To cancel erasing, press **[STOP]** 2 times.
- 4 Press **[SET]**.
 - To erase other entries, repeat steps 2 to 4.
- 5 Press **[STOP]** to exit the program.

Note:

- Telstra, Optus, Telecom New Zealand and TelstraClear do not currently send caller name information.

2. Press **[SET]**.

For navigator directory:

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

- 5 Press **[SET]**.

Note:

- You can confirm the stored entries in the telephone number list (page 55).
- The unit can only store a name of up to 10 characters long.
- To edit a name or number, see page 22.
- If you enter a new entry into a station key, the previous entry will be replaced.
- If you use stations 1–3 as broadcast keys, you cannot store caller information for stations 1–3 (page 28).
- Telstra, Optus, Telecom New Zealand and TelstraClear do not currently send caller name information.

3.10 Storing caller information

Important:

- **This feature is not available in the following cases.**
 - **The telephone number includes data other than numbers (i.e., * or #).**
 - **The caller information does not include a telephone number.**
- Keep the front cover page open for button locations.

- 1 Press **[CALLER ID SEARCH]**.
- 2 Press **[+]** or **[-]** repeatedly to display the desired entry.
- 3 Press **[DIRECTORY PROGRAM]**.
- 4 Select the station key or navigator directory.

For stations 1–3:

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

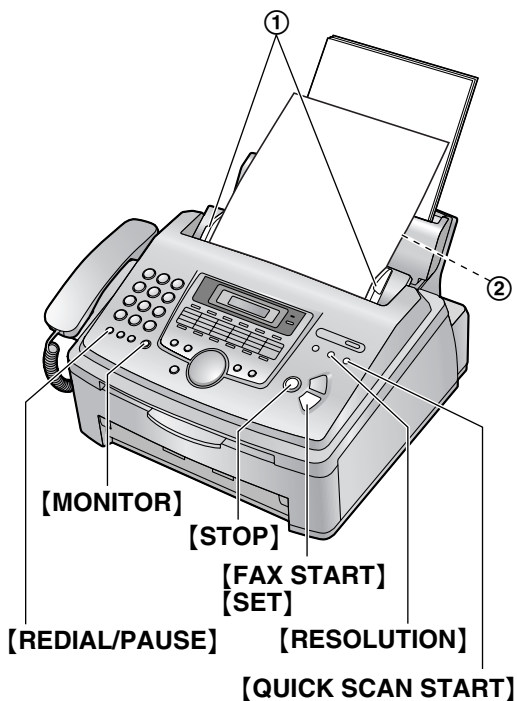
For stations 4–11:

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

For stations 12–22:

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

4.1 Sending a fax manually



- 1 Adjust the width of the document guides (①) to the size of the document.
- 2 Insert the document (up to 20 pages) FACE DOWN (②) until a single beep is heard and the unit grasps the document.
- 3 If necessary, press **[RESOLUTION]** repeatedly to select the desired resolution.
- 4 Press **[MONITOR]**.
- 5 Dial the fax number.
- 6 **When a fax tone is heard:**
Press **[FAX START]**.

When the other party answers your call:

Lift the handset and ask them to press their start button. When the fax tone is heard, press **[FAX START]**.

To select the resolution

Select the desired resolution according to the type of document.

- “STANDARD”: For printed or typewritten originals with normal-sized characters.
- “FINE”: For originals with small printing.

- “SUPER FINE”: For originals with very small printing. This setting only works with other compatible fax machines.
- “PHOTO”: For originals containing photographs, shaded drawings, etc.
- “PHOTO WITH TEXT”: For originals containing photographs and text.
- Using the “FINE”, “SUPER FINE”, “PHOTO” and “PHOTO WITH TEXT” settings will increase transmission time.
- If the resolution setting is changed during feeding, it will be effective from the next sheet.

To redial the last number

1. Press **[REDIAL/PAUSE]**.
2. Press **[FAX START]**.
- If the line is busy, the unit will automatically redial the number up to 2 times.
- To cancel redialling, press **[STOP]**, then press **[SET]**.

To send more than 20 pages at a time

Insert the first 20 pages of the document. Add the other pages (up to 20 at a time) before the last page feeds into the unit.

Pre-dialling a fax number

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

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

Sending from memory

Quick scan feature

You can scan the document into memory before sending.

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

Transmitting reservation (Dual Access) feature

You can send the document even when the unit is just receiving a fax or sending a fax from memory (up to 3 reservations).

1. Insert the document during fax reception or fax memory transmission.

2. Enter the fax number using the dial keypad, one-touch dial or navigator directory.
3. Press **[QUICK SCAN START]** or **[FAX START]**.
 - The document will be fed into the unit and scanned into memory. The unit will then transmit the data. If the document exceeds the memory capacity, sending will be cancelled and this feature will be turned OFF automatically. You must transmit the entire document manually.

To stop transmission

Press **[STOP]**.

Sending report for confirmation

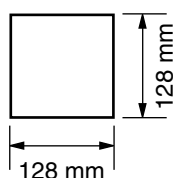
A sending report provides you with a printed record of transmission results. To use this feature, activate feature #04 (page 37). For an explanation of error messages in the result column, see page 42.

Journal report

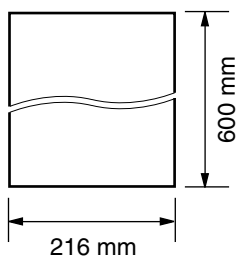
A journal report provides you with a printed record of the 30 most recent faxes. To print manually, see page 55. To print automatically after every 30 new fax communications, activate feature #22 (page 38). For an explanation of error messages in the result column, see page 42.

4.2 Documents you can send

Minimum document size

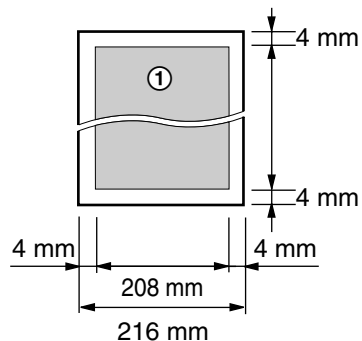


Maximum document size



Effective scanning area

- Shaded area (①) will be scanned.



Document weight

- Single sheet:
45 g/m² to 90 g/m²
- Multiple sheets:
60 g/m² to 80 g/m²

Note:

- Remove clips, staples or other fasteners.
- Do not send the following types of documents: (Use copies for fax transmission.)
 - Chemically treated paper such as carbon or carbonless duplicating paper
 - Electrostatically charged paper
 - Badly curled, creased or torn paper
 - Paper with a coated surface
 - Paper with a faint image
 - Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- Check that ink, paste or correction fluid has dried completely.
- To transmit a document with a width of less than 210 mm, we recommend using a copy machine to copy the original document onto A4 or letter-sized paper, then transmitting the copied document.

4.3 Sending a fax using one touch dial and navigator directory

Before using this feature, program the desired names and telephone numbers into one touch dial and navigator directory (page 21).

- Keep the front cover page open for button locations.

- 1 Adjust the width of the document guides to the size of the document.

4. Fax

2 Insert the document (up to 20 pages) FACE DOWN until a single beep is heard and the unit grasps the document.

3 If necessary, press **[RESOLUTION]** repeatedly to select the desired resolution (page 26).

4 Enter the fax number.

Using stations 1–11:

Press the desired station key.

Using stations 12–22:

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

Using navigator directory:

Press **[◀]** or **[▶]**, then press **[+]** or **[–]** repeatedly to display the desired entry and press **[SET]**.

Fax auto redial

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

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

If your unit does not send a fax

- Confirm the stored telephone number on the display and check that the number dialled is answered by the other party's machine.
- The connecting tone will be heard after dialling to tell you the status of the other party's machine (feature #76, page 39).

4.4 Broadcast transmission

By programming entries from one-touch dial (page 21) and navigator directory (page 21) into the broadcast memory, you can send the same document to multiple parties (up to 20). Your programmed entries will remain in the broadcast memory, allowing frequent re-use. See page 29 for broadcast transmission instructions.

- The broadcast function utilises stations 1–3. The one-touch dial function will be disabled.
- Keep the front cover page open for button locations.

4.4.1 Programming entries into the broadcast memory

1 Press **[DIRECTORY PROGRAM]**.

2 Select the desired broadcast key.

For BROADCAST 1-2:

1. Press the desired **[BROADCAST]** key.
2. Press **[+]** or **[–]** repeatedly to select "BROADCAST".

For MANUAL BROADCAST:

1. Press **[MANUAL BROAD]**.
2. Press **[+]** or **[–]** repeatedly to select "MANUAL BROAD".

3 Press **[SET]**.

4 Program entries.

Using stations 1–11:

Press the desired station key.

Using stations 12–22:

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

Using navigator directory:

Press **[+]** or **[–]** repeatedly to display the desired entry, and press **[SET]**.

Using the dial keypad (only for MANUAL BROAD):

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

- To program other entries, repeat this step (up to 20 entries).

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

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

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

Note:

- If you program the wrong entry, press **[STOP]** after step 4 to erase the entry.
- Confirm the stored entries by printing a broadcast programming list (page 55).

4.4.2 Adding a new entry into the broadcast memory

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

1 Press **[▶]**.

- Confirm that there are no documents in the document entrance.

2 Press **[+]** or **[–]** repeatedly to display the desired broadcast memory ("**<BROADCAST1>**", "**<BROADCAST2>**" or "**<MANUAL BROAD>**").

3 Press **[DIRECTORY PROGRAM]**.

- 4 Press [*****].
- 5 Press [**+**] or [**-**] repeatedly to display the desired entry.
- 6 Press [**SET**].
 - To add other entries, repeat steps 5 and 6 (up to 20 entries).
- 7 Press [**DIRECTORY PROGRAM**] to exit the program.

4.4.3 Erasing a stored entry from the broadcast memory

- 1 Press [**▶**].
 - Confirm that there are no documents in the document entrance.
- 2 Press [**+**] or [**-**] repeatedly to display the desired broadcast memory (“<BROADCAST1>”, “<BROADCAST2>” or “<MANUAL BROAD>”).
- 3 Press [**DIRECTORY PROGRAM**].
- 4 Press [**⌘**].
- 5 Press [**+**] or [**-**] repeatedly to display the desired entry you want to erase.
 - To cancel erasing, press [**STOP**].
- 6 Press [**SET**].
- 7 Press [**SET**].
 - To erase other entries, repeat steps 5 to 7.
- 8 Press [**DIRECTORY PROGRAM**] to exit the program.

4.4.4 Sending the same document to pre-programmed parties

- 1 Insert the document FACE DOWN.
- 2 If necessary, press [**RESOLUTION**] repeatedly to select the desired resolution (page 26).
- 3 Press the desired [**BROADCAST**] (1-2) or [**MANUAL BROAD**].
 - The document will be fed into the unit and scanned into memory. The unit will then transmit the data to each entry, calling each number sequentially.
 - After transmission, the stored document will be erased automatically, and the unit will automatically print a broadcast sending report.

Note:

- If you select “FINE”, “SUPER FINE”, “PHOTO” or “PHOTO WITH TEXT” resolution, the number of pages that the unit can transmit will decrease.
- If the document exceeds the memory capacity, sending will be cancelled.
- If one of the entries is busy or does not answer, it will be skipped and redialled later up to 2 times.

To cancel broadcast transmission

1. Press [**STOP**] while the unit displays “BROADCASTING”.
 - The display will show “SEND CANCELLED?”.
2. Press [**SET**].

4.5 Selecting the way to use your fax machine

Depending on your situation, select the way you prefer to use your fax machine.

- Use only as a fax
- Mostly phone calls
- With answering machine

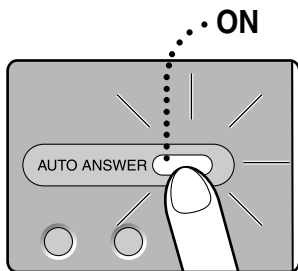
4.5.1 Use only as a fax

Your situation

You have a separate telephone line just for faxes.

How to set up

Set the fax machine to FAX ONLY mode (page 31) by pressing **[AUTO ANSWER]** repeatedly.



How to receive calls

All incoming calls will be answered as faxes.

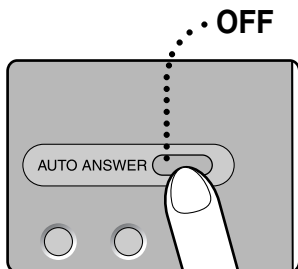
4.5.2 Mostly phone calls

Your situation

You plan to answer the calls yourself.

How to set up

Set the fax machine to TEL mode (page 31) by pressing **[AUTO ANSWER]** repeatedly.



How to receive calls

You have to answer all calls manually.

To receive a fax document, press **[FAX START]** for each fax receiving.

4.5.3 With answering machine

Your situation

You want to use the fax machine with an answering machine.

How to set up

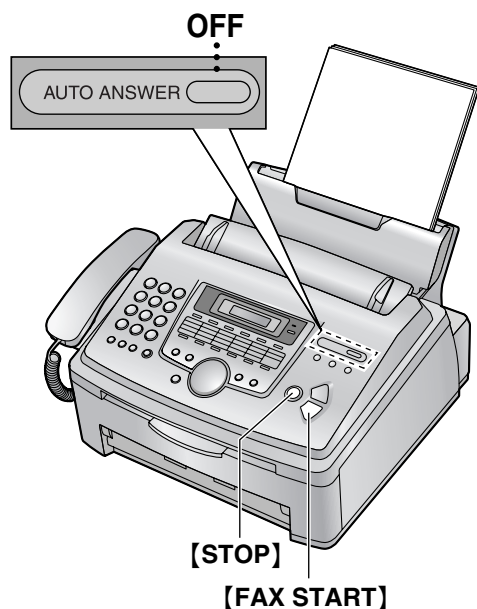
Connect an external telephone answering machine and set the ring count of the answering machine to less than 4.

- Set the ring count in FAX ONLY mode of the fax machine to more than 4, if you use with auto answer ON.

How to receive calls

When receiving phone calls, the answering machine will record voice messages.

4.6 Receiving a fax manually



4.6.1 Activating TEL mode

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

TEL MODE

- The AUTO ANSWER light is OFF.

How to receive calls

1. When the unit rings, 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 **[FAX START]**.

CONNECTING.....

3. Replace the handset.
 - The unit will start fax reception.
 - 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.

To stop receiving

Press **[STOP]**.

Extension telephone

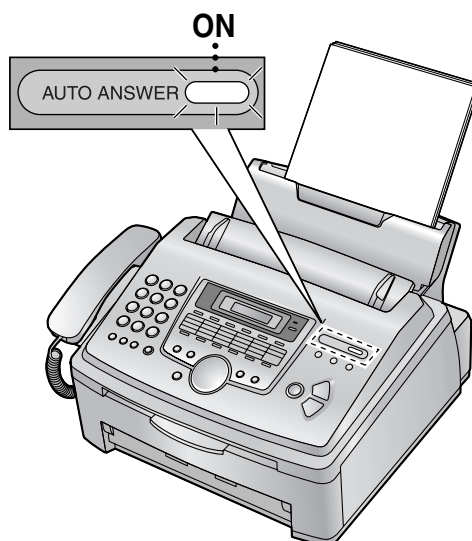
You can receive fax documents using an extension telephone.

1. When the extension telephone rings, lift the handset of the extension telephone.
2. When:
 - document reception is required,
 - a fax calling tone (slow beep) is heard, or
 - no sound is heard,
 press ***#9** (pre-selected fax activation code) **firmly**.
3. Replace the handset.
 - The fax machine will start reception.

Note:

- To receive fax documents using the extension telephone, you must set the remote fax activation to ON (feature #41, page 39) beforehand.

4.7 Receiving a fax automatically



4.7.1 Activating FAX ONLY mode

Set the fax machine to FAX ONLY mode by pressing **[AUTO ANSWER]** repeatedly to display the following.

FAX ONLY MODE

4. Fax

- The AUTO ANSWER light is ON.

Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #06 on page 38).

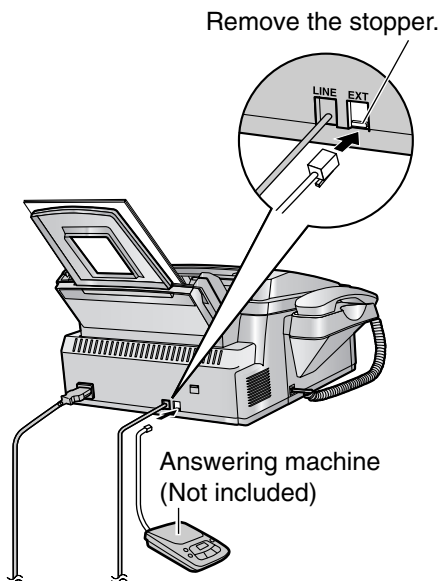
How to receive calls

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

4.8 Using the unit with an answering machine

4.8.1 Setting up the fax machine and an answering machine

- 1 Connect the answering machine.



- 2 Set the number of rings on the answering machine to less than 4.
 - This will allow the answering machine to answer the call first.
- 3 Record a greeting message on the answering machine.
 - We recommend you record a message up to 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, both machines will not function correctly.
- 4 Activate the answering machine.
- 5 Set the fax machine to the desired receiving mode (page 31, 31).

- If you set to FAX ONLY mode, **change the ring setting in FAX ONLY mode to more than 4 (feature #06 on page 38).**

- 6 Check all or part of the followings are not the same:
 - the remote access code of the answering machine
 - the fax activation code (feature #41 on page 39)

Receiving a voice message and fax document in one call

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

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

Note:

- The fax activation code can be changed in feature #41 (page 39).

4.9 Receive polling (retrieving a fax placed on another fax machine)

This feature allows you to retrieve a document from another compatible machine. Therefore you pay for the call.

Make sure that no documents are fed into your unit and that the other party's machine is ready for your call.

- Keep the front cover page open for button locations.

- 1 Press **[MENU]** repeatedly to display "POLLING".
- 2 Press **[SET]**.
- 3 Dial the fax number.
- 4 Press **[SET]**.
 - The unit will start reception.

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

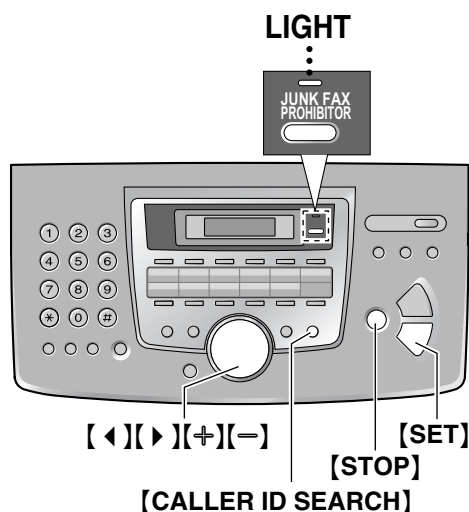
If you subscribe to Caller ID service, this feature prevents fax reception from calls that do not show caller information.

Additionally, faxes originating from numbers that match a programmable junk fax prohibitor list will not be accepted by the fax machine (page 33).

Important:

- This feature does not work when:
 - the unit is set to the TEL mode, or
 - manual reception is performed.

4.10.1 Activating the junk fax prohibitor



- 1 Press **[JUNK FAX PROHIBITOR]**.
- 2 Press **[▶]**.
- 3 Press **[+]** or **[-]** repeatedly to select "ON".
- 4 Press **[SET]**.
- 5 Press **[STOP]** to exit the program.

Note:

- While the junk fax prohibitor is activated, the JUNK FAX PROHIBITOR indicator is ON.

4.10.2 Programming undesired callers

You can register up to 10 undesired numbers from the Caller ID list (page 23) if you do not wish to receive faxes from them.

- 1 Press **[CALLER ID SEARCH]**.
- 2 Press **[+]** or **[-]** repeatedly to display the entry you wish to prevent the fax reception from.
- 3 Press **[JUNK FAX PROHIBITOR]**.
- 4 Press **[SET]**.
 - To program other entries, repeat steps 2 to 4.
- 5 Press **[STOP]** to exit the program.

Note:

- If there is no space to store new entries, "LIST FULL" is displayed in step 4. Erase unnecessary entries.

To display the junk fax prohibitor list

1. Press **[JUNK FAX PROHIBITOR]**.
2. Press **[▶]** repeatedly to display "JUNK LIST DISP."
3. Press **[SET]**.
4. Press **[+]** or **[-]** to display the entry.
5. To stop viewing, press **[STOP]**.
6. To exit the list, press **[STOP]**.

To print the junk fax prohibitor list

1. Press **[JUNK FAX PROHIBITOR]**.
2. Press **[▶]** repeatedly to display "JUNK LIST PRINT".
3. Press **[SET]**.
4. Press **[STOP]** to exit the list.

To erase an entry from the junk fax prohibitor list

1. Press **[JUNK FAX PROHIBITOR]**.
2. Press **[▶]** repeatedly to display "JUNK LIST DISP."
3. Press **[SET]**.
4. Press **[+]** or **[-]** repeatedly to display the desired entry.
5. Press **[◀]**.
 - To cancel erasing, press **[STOP]**.
6. Press **[SET]**.
 - The entry is erased.
7. Press **[STOP]** 2 times.

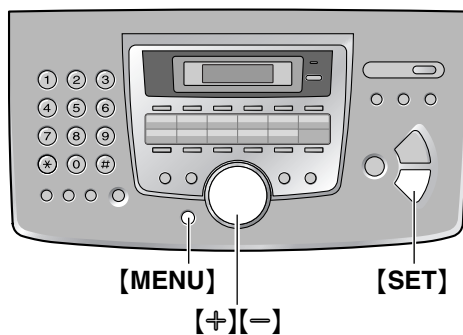
5.1 Using with the ring detection feature

This feature is only for use if you subscribe to a Distinctive Ring pattern service from your telephone company. For more information on the availability of this service in your area, please contact your telephone company before setting this feature on your unit. In Australia, this service is called “Fax Stream Duet”.

In New Zealand, this service is called “FaxAbility”.

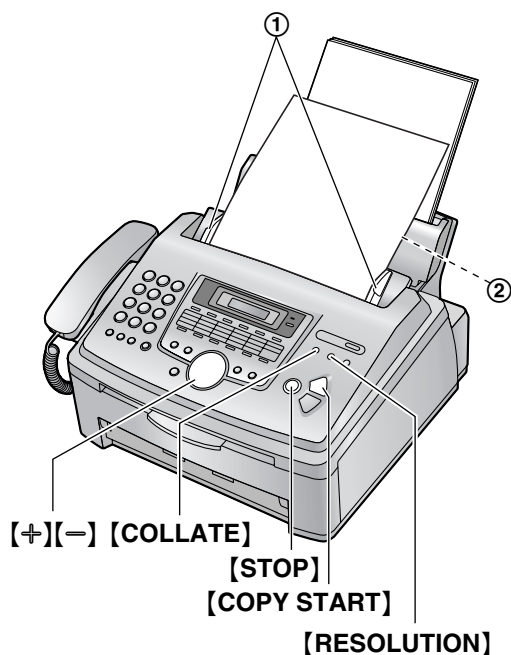
The Distinctive Ring service gives you an additional phone number on a single telephone line, with a different ringing pattern.

When you wish to use the additional phone number as a facsimile telephone number, set the ring pattern detection feature to ON. When the unit detects a call matching the Distinctive Ring pattern, it will receive a fax automatically.



- 1 Press [MENU].
- 2 Press [#], then [3][1].
- 3 Press [+] or [-] to select “ON”.
 - If this feature is not required, select “OFF”.
- 4 Press [SET].
- 5 Press [MENU].

6.1 Making a copy



- 1 Adjust the width of the document guides (①) to the size of the document.
- 2 Insert the document (up to 20 pages) FACE DOWN (②) until a single beep is heard and the unit grasps the document.
- 3 If necessary, press **[RESOLUTION]** repeatedly to select the desired resolution.
- 4 Press **[COPY START]**.
 - If necessary, enter the number of copies (up to 99).
- 5 Press **[COPY START]**.
 - The unit will start copying.

Note:

- Any transmittable document can be copied (page 27).

To select the resolution

Select the desired resolution according to the type of document.

- “FINE”: For printed or typewritten originals with small printing.
- “SUPER FINE”: For originals with very small printing.
- “PHOTO”: For originals containing photographs, shaded drawings, etc.

- “PHOTO WITH TEXT”: For originals containing photographs and text.
- If you select “STANDARD”, copying will be done using “FINE” mode.

To stop copying

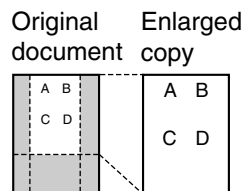
Press **[STOP]**.

6.1.1 More copying features

To enlarge a document

1. After step 4 on page 35, press **[+]** repeatedly to select from “105%” to “200%” by changing the enlargement rate 5% at a time.
2. Press **[COPY START]**.
 - The unit will only enlarge the centre 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.

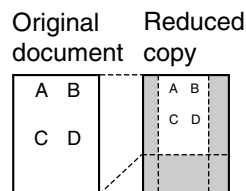
Example: 150% enlarged copy



To reduce a document

1. After step 4 on page 35, press **[–]** repeatedly to select from “50%” to “95%” by changing the reduction rate 5% at a time.
2. Press **[COPY START]**.

Example: 70% reduced copy



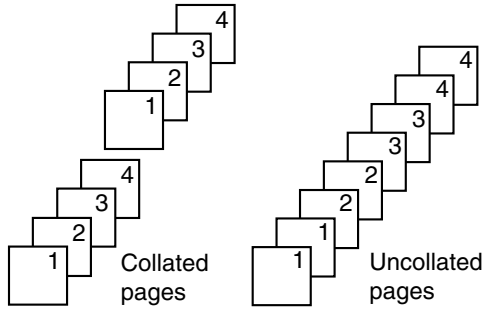
To collate multiple copies

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

1. After step 3 on page 35, press **[COLLATE]** repeatedly to display “COLLATE=ON”.
 - If necessary, enter the number of copies (up to 99).
2. Press **[COPY START]**.

6. Copy

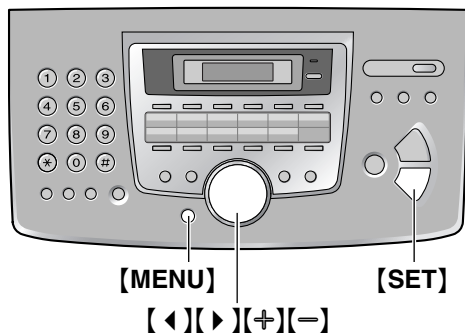
Example: Making 2 copies of a 4-page original document



Note:

- The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages.
- After copying, the collating feature will turn OFF automatically.

7.1 Programming



7.1.1 Programming basic features

- 1 Press **[MENU]**.
- 2 Select the feature you wish to program. Press **[◀]** or **[▶]** repeatedly to display the desired feature.
 - The current setting of the feature will be displayed.
- 3 Press **[+]** or **[-]** repeatedly to display the desired setting.
 - This step may be slightly different depending on the feature.
- 4 Press **[SET]**.
 - The setting you selected is set, and the next feature will be displayed.
- 5 To exit programming, press **[MENU]**.

7.1.2 Programming advanced features

- 1 Press **[MENU]**.
- 2 Press **[◀]** or **[▶]** repeatedly to display "ADVANCE SETTINGS".
- 3 Press **[SET]**.
- 4 Select the feature you wish to program. Press **[◀]** or **[▶]** repeatedly to display the desired feature.
 - The current setting of the feature will be displayed.
- 5 Press **[+]** or **[-]** repeatedly to display the desired setting.
 - This step may be slightly different depending on the feature.
- 6 Press **[SET]**.

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

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

To cancel programming

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

Programming by entering the program code number directly

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

1. Press **[MENU]**.
2. Press **[#]** and the 2-digit code number (page 37 to page 40).
3. Press **[+]** or **[-]** repeatedly to display the desired setting.
4. Press **[SET]**.
5. To exit programming, press **[MENU]**.

7.2 Basic features

Code #01: Setting the date and time

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

See page 18 for details.

Code #02: Setting your logo

```
YOUR LOGO
PRESS SET
```

See page 19 for details.

Code #03: Setting your fax number

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

See page 20 for details.

Code #04: Printing a sending report

```
SENDING REPORT
=ERROR [±]
```

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

"ERROR" (default): A sending report will be printed only when fax transmission fails.

"ON": A sending report will be printed out after every transmission.

"OFF": Sending reports will not be printed out.

7. Programmable Features

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

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

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

You can select "2" (default), "3", "4", "5", "6", "7", "8" or "9". If you are using the unit with an answering machine, set to more than 4 (page 32).

Code #12: Enabling remote operation for an answering machine

```
REMOTE TAM ACT.
=OFF        [±]
```

If you are using the unit with an answering machine, activate this feature, and program the remote activation ID to enable remote operation of the answering machine.

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

Code #13: Setting the dialling mode (For Australian users only)

```
DIALLING MODE
=TONE       [±]
```

If you cannot dial, change this setting depending on your telephone line service.

"TONE" (default): For tone dial service.

"PULSE": For rotary pulse dial service.

Code #17: Setting the ringer pattern

```
RINGER PATTERN
=A         [±]
```

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

7.3 Advanced features

Code #22: Setting the journal report to print automatically

```
AUTO JOURNAL
=ON       [±]
```

"ON" (default): The unit will print a journal report automatically after every 30 new fax communications (page 27).

"OFF": The unit will not print a journal report, but will keep a record of the last 30 fax communications.

Code #23: Sending documents overseas

```
OVERSEAS MODE
=ERROR     [±]
```

If you have difficulty sending an overseas fax, activate this feature before starting transmission.

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

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

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

"OFF": Deactivates this feature.

Code #25: Sending a fax at a specific time

```
DELAYED SEND
=OFF      [±]
```

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

To send a document:

1. Insert the document.
 2. Press **[MENU]**.
 3. Press **[#]** then **[2][5]**.
 4. Press **[+]** or **[-]** repeatedly to select "ON".
 5. Press **[SET]**.
 6. Enter the fax number.
 7. Press **[SET]**.
 8. Enter the transmission start time.
 - Press **[*]** repeatedly to select "AM" or "PM".
 9. Press **[SET]**.
- To cancel after programming, press **[STOP]** then **[SET]**.

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

```
AUTO CALL. LIST
=ON       [±]
```


“ON” (default): The unit will print the Caller ID list automatically after every 30 new calls (page 23).

“OFF”: The unit will not print the Caller ID list, but keep a record of the information for the last 30 callers.

Code #31: Activating the Distinctive Ring feature

DISTINCTIVE RING =OFF [±]

See page 34 for details.

Code #37: Receiving other size documents

AUTO REDUCTION =ON [±]

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

“ON” (default): The unit will fit received documents onto your recording paper.

“OFF”: The unit will print the original size.

Code #39: Changing the display contrast

LCD CONTRAST =NORMAL [±]

“NORMAL” (default): For normal contrast.

“DARKER”: Used when the display contrast is too light.

Code #41: Changing the fax activation code

FAX ACTIVATION =ON [±]

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

- This code is also used to receive a voice message and a fax in the same call (page 32).
1. Press **[MENU]**.
 2. Press **[⇐]**, then **[4][1]**.
 3. Press **[+]** or **[-]** repeatedly to select “ON”.
 4. Press **[SET]**.
 5. Enter your code from 2 to 4 digits, using 0–9, **[*]** and **[⇐]**.
 - The default code is “*#9”.
 - Do not enter “0000”.
 6. Press **[SET]**.
 7. Press **[MENU]**.

Code #44: Setting the memory reception alert

RECEIVE ALERT =ON [±]

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

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

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

“OFF”: Deactivates this feature.

Code #46: Setting friendly reception

FRIENDLY RCV =ON [±]

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

“ON” (default): You do not have to press **[FAX START]** for fax reception.

“OFF”: You have to press **[FAX START]** for fax reception.

Code #58: Setting the original mode

ORIGINAL =NORMAL [±]

To send or copy a document with faint or dark writing, set this feature before starting transmission or copying.

“NORMAL” (default): Used for normal writing.

“LIGHT”: Used for faint writing.

“DARKER”: Used for dark writing.

Code #68: Setting the Error Correction Mode (ECM)

ECM SELECTION =ON [±]

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

“ON” (default): To send a fax even if there is static interference on the telephone line.

“OFF”: Deactivates this feature.

Code #74: Setting the location where you use this unit

LOCATION =AUSTRALIA [±]

This setting must match your location.

“AUSTRALIA” (default): To use in Australia.

“NEWZEALAND”: To use in New Zealand.

Code #76: Setting the connecting tone

CONNECTING TONE =ON [±]

If you often have trouble when sending faxes, this feature allows you to hear connecting tones;

7. Programmable Features

fax tone, ring back tone and busy tone. You can use those tones to confirm the status of the other party's machine.

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

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

"OFF": Deactivates this feature.

Code #79: Setting toner save feature

TONER SAVE =OFF [±]

"ON": The toner cartridge will last longer.

"OFF" (default): Deactivates this feature.

Code #80: Resetting advanced features to their default settings

SET DEFAULT RESET=NO [±]

To reset the advanced features:

1. Press **[MENU]**.
 2. Press **[#]**, then **[8][0]**.
 3. Press **[+]** or **[-]** repeatedly to select "YES".
 4. Press **[SET]**.
 5. Press **[SET]** again.
 6. Press **[MENU]**.
- The location setting (feature #74, page 39) will not be reset.

7.4 Direct commands for programming features

You can also select the desired setting by directly entering the program code (# and a 2-digit number) and direct command.

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

Program code and direct command key

[#][0][1] Date and time

- Enter the date and time using the dial keypad (see page 18 for details).

[#][0][2] Your logo

- Enter your logo using the dial keypad (see page 19 for details).

[#][0][3] Your fax number

- Enter your fax number using the dial keypad (see page 20 for details).

[#][0][4] Sending report

- **[1]**: "ON"
- **[2]**: "OFF"
- **[3]**: "ERROR" (default)

[#][0][6] Fax ring count

- **[2]**: "2" (default)
- **[3]**: "3"
- **[4]**: "4"
- **[5]**: "5"
- **[6]**: "6"
- **[7]**: "7"
- **[8]**: "8"
- **[9]**: "9"

[#][1][2] Remote activation ID

- **[1]**: "ON"
- **[2]**: "OFF" (default)
- If you select "ON", then enter your ID from 1 to 5 digits using 0-9, *, and #.

[#][1][3] Dialling mode

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

[#][1][7] Ringer pattern

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

[#][2][2] Journal report

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

[#][2][3] Overseas mode

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

[#][2][5] Delayed transmission

- **[1]**: "ON"
- **[2]**: "OFF" (default)
- If you select "ON", then enter the fax number and transmission time using the dial keypad (see feature #25 on page 38 for details).

[#][2][6] Caller ID list

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

[#][3][1] Distinctive Ring

- **[1]**:“ON”
- **[2]**:“OFF” (default)

[#][3][7] Auto reduction

- **[1]**:“ON” (default)
- **[2]**:“OFF”

[#][3][9] Display contrast

- **[1]**:“NORMAL” (default)
- **[2]**:“DARKER”

[#][4][1] Fax activation code

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

[#][4][4] Memory reception alert

- **[1]**:“ON” (default)
- **[2]**:“OFF”

[#][4][6] Friendly reception

- **[1]**:“ON” (default)
- **[2]**:“OFF”

[#][5][8] Original mode

- **[1]**:“NORMAL” (default)
- **[2]**:“LIGHT”
- **[3]**:“DARKER”

[#][6][8] ECM selection

- **[1]**:“ON” (default)
- **[2]**:“OFF”

[#][7][4] Location

- **[1]**:“AUSTRALIA” (default)
- **[2]**:“NEWZEALAND”

[#][7][6] Connecting tone

- **[1]**:“ON” (default)
- **[2]**:“OFF”

[#][7][9] Toner save

- **[1]**:“ON”
- **[2]**:“OFF” (default)

[#][8][0] Reset advanced features

- **[1]**:“YES”
- **[2]**:“NO” (default)
- If you select “YES”, press **[SET]** 2 times, then press **[MENU]** to exit programming.

8.1 Error messages – Reports

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

COMMUNICATION ERROR (Code: 40-42, 46-72, FF)

- A transmission or reception error occurred. Try again or check with the other party.

COMMUNICATION ERROR (Code: 43, 44)

- A line problem occurred. Connect the telephone line cord to a different jack and try again.
- An overseas transmission error occurred. Try using the overseas mode (feature #23, page 38).

DOCUMENT JAMMED

- The document is jammed. Remove the jammed document (page 51).

ERROR-NOT YOUR UNIT (Code: 54, 59, 70)

- A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.

JUNK FAX PROH. REJECT

- The junk fax prohibitor of your fax machine rejected fax reception.

MEMORY FULL

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 14) or clear the jammed paper (page 49).

NO DOCUMENT

- The document was not fed into the unit properly. Re-insert the document and try again.

OTHER FAX NOT RESPONDING

- The other party's fax machine is busy or has run out of recording paper. Try again.
- The document was not fed properly. Re-insert the document and try again.
- The other party's fax machine rings too many times. Send the fax manually (page 26).
- The other party's machine is not a fax machine. Check with the other party.
- The number you dialed is not in service.

PRESSED THE STOP KEY

- [STOP] was pressed and fax communication was cancelled.

THE COVER WAS OPENED

- The front cover was opened. Close it and try again.

OK

- Fax communication was successful.

8.2 Error messages – Display

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

CALL SERVICE

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

CHANGE DRUM



CHANGE SUPPLIES

- There is something wrong with the drum unit. Replace the drum unit and the toner cartridge (page 47).

CHECK DOCUMENT

- The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 52) and try again.

CHECK DRUM

- The drum unit is not inserted properly. Re-insert it correctly (page 11).

CHECK MEMORY

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

COVER OPEN

- The front cover is open. Close it.

DIRECTORY FULL

- There is no space to store new entries in navigator directory. Erase unnecessary entries (page 22).

DRUM LIFE OVER
REPLACE DRUM



CHANGE SUPPLIES

- The drum life is complete. Replace the drum unit immediately (page 47).

FAILED PICK UP

- Recording paper was not fed into the unit properly. Re-insert the recording paper (page 49).

FAX IN MEMORY

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

FAX MEMORY FULL

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 14) or clear the jammed paper (page 49).
- When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Transmit the entire document manually.

LOW TEMP.

- The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area. While the unit cannot be operated, the received documents are temporarily stored into the memory, and will be printed out automatically when the unit warms up.

MEMORY FULL

- When making a copy, the document being stored exceeded the memory capacity of the unit. Press **[STOP]** to clear the message. Divide the document into sections.

MODEM ERROR

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

NO FAX REPLY

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

OUT OF PAPER

- Recording paper is not installed or the unit has run out of paper. Install paper (page 14).
- Recording paper is not fed into the unit properly. Reinstall paper (page 14).

PAPER JAMMED

- A recording paper jam occurred. Clear the jammed paper (page 49).

PLEASE WAIT

- The unit is warming up. Wait for a while.

POLLING ERROR

- The other party's fax machine does not offer the polling function. Check with the other party.

REDIAL TIME OUT

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

REMOVE DOCUMENT

- The document is jammed. Remove the jammed document (page 51).
- Attempted to transmit a document longer than 600 mm. Press **[STOP]** to remove the document. Divide the document into two or more sheets and try again.

REPLACE DRUM
SOON

- The drum life is near to an end. Replace the drum unit as soon as possible (page 47).

TONER EMPTY



CHANGE SUPPLIES

- The toner life is complete. Replace the toner cartridge immediately (page 47).

TONER LOW



CHANGE SUPPLIES

8. Help

- The toner life is near to an end. Replace the toner cartridge as soon as possible (page 47).

TRANSMIT ERROR

- A transmission error occurred. Try again.

WARM UP

- The inside of the unit is too cold. Let the unit warm up. Wait for a while.

WRONG PAPER

- The fax message was printed on paper which is shorter than A4 size paper. Use the appropriate size paper (page 57).

8.3 When a function does not work, check here

8.3.1 General

I cannot make and receive calls.

- The power cord or telephone line cord is not connected. Check the connections.
- If you used a splitter to connect the unit, remove the splitter and connect the unit to the wall jack directly. If the unit operates properly, check the splitter.

I cannot make calls.

- The dialling mode setting is wrong. Change the setting of feature #13 (page 38).

The unit does not work.

- Disconnect the unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company.

The unit does not ring.

- The ringer volume is turned OFF. Adjust it (page 17).

The other party complains they only hear a fax tone and cannot talk.

- FAX ONLY mode is set. Tell the other party the number is only used for faxes.
- Change to TEL mode by pressing **[AUTO ANSWER]**.

The **[REDIAL/PAUSE]** button does not function properly.

- If this button is pressed during dialling, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialled will be redialled.

The receiving mode does not function properly.

- The Distinctive Ring is set (feature #31, page 34).

During programming, I cannot enter the code or ID number.

- All or part of the numbers are the same. Change the number: feature #12 (page 38) and #41 (page 39).

The unit beeps.

- Recording paper has run out. Press **[STOP]** to stop the beeps and install paper.

8.3.2 Fax – sending

I cannot send documents.

- The telephone line cord is connected to the EXT jack on the unit. Connect to the LINE jack (page 16).
- The other party's fax machine is busy or has run out of recording paper. Try again.
- The other party's machine is not a fax machine. Check with the other party.
- The other party's fax machine rings too many times. Send the fax manually (page 26).

The other party complains that letters on their received document are distorted or not clear.

- If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services.
- An extension telephone on the same line is off the hook. Hang up the extension telephone and try again.
- Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine.

The other party complains that smudges or black lines appear on their received document.

- The glass or rollers are dirty with correction fluid, etc. Clean them (page 52). Please do

not insert the document before correction fluid has dried completely.

I cannot send a fax overseas.

- Use the overseas transmission mode of feature #23 (page 38).
- Add two pauses at the end of the telephone number or dial manually.

8.3.3 Fax – receiving

I cannot receive documents.

- The telephone line cord is connected to the EXT jack on the unit. Connect to the LINE jack (page 16).

I cannot receive documents automatically.

- The receiving mode is set to TEL mode. Set to FAX ONLY mode by pressing **[AUTO ANSWER]**.
- The time taken to answer the call is too long. Decrease the number of rings in feature #06 (page 38).

The display shows “CONNECTING”, but faxes are not received.

- The incoming call is not a fax. Change the receiving mode to TEL mode by pressing **[AUTO ANSWER]**.

A blank sheet is ejected.

- The other party placed the document in their fax machine the wrong way. Check with the other party.

A white line or a smudge appears on your recording paper.

- The glass or rollers are dirty with correction fluid, etc. Clean them (page 52). Please do not insert the document before correction fluid has dried completely.

The printing quality is poor.

- The other party sent a faint document. Ask them to send a clearer copy of the document.
- Some paper has instructions recommending which side to print on. Try turning the paper over.
- You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper.
- The remaining toner is low. Replace the toner cartridge (page 47).
- We recommend you replace the drum unit every fourth time you replace the toner cartridge (page 47). To check the drum life

and quality, please print the printer test list (page 55).

- The toner save mode is ON (feature #79, page 40).

The other party complains that they cannot send a document.

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 14) or clear the jammed paper (page 49).
- The unit is not in FAX ONLY mode. Press **[AUTO ANSWER]** repeatedly to turn ON the AUTO ANSWER light.

I cannot select the desired receiving mode.

- If you want to set FAX ONLY mode:
 - press **[AUTO ANSWER]** repeatedly to turn ON the AUTO ANSWER light.
- If you want to set TEL mode:
 - press **[AUTO ANSWER]** repeatedly to turn OFF the AUTO ANSWER light.

8.3.4 Copying

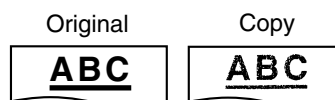
The unit will not make a copy.

- You cannot make a copy during programming. Make the copy after programming.

A black line, a white line or smudge appears on the copied document.

- The glass or rollers are dirty with correction fluid, etc. Clean them (page 52). Please do not insert the document before correction fluid has dried completely.

The printing quality is poor.



- Some paper has instructions recommending which side to print on. Try turning the paper over.
- You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper.
- The remaining toner is low. Replace the toner cartridge (page 47).
- We recommend you replace the drum unit every fourth time you replace the toner cartridge (page 47). To check the drum life and quality, please print the printer test list (page 55).

8. Help

- The toner save mode of feature #79 is ON (page 40).

8.3.5 Using an answering machine

I cannot receive documents automatically.

- Your greeting message on the answering machine is too long. Shorten the message. Record a message up to 10 seconds long.
- The answering machine rings too many times. Set to 1 or 2 rings.

I cannot receive voice messages.

- Check if the answering machine is turned ON and connected to the fax machine properly (page 32).
- Set the number of rings on the answering machine to 1 or 2.

I cannot retrieve recorded voice messages on the answering machine from a remote location.

- You did not program your remote access code into your fax machine correctly. Program the same code that is programmed on the answering machine on the fax machine with feature #12 (page 38).

I pressed the remote access code to access the answering machine remotely, but the line was disconnected.

- The code may include “#” which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include “#”. Also change the code of the fax machine with feature #12 (page 38).

Callers complain that they cannot send a document.

- Your answering machine has run out of recording tape. Rewind the tape to record messages.
- You set the answering machine to only give a greeting message.

8.3.6 If a power failure occurs

- The unit will not function.
- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.

- If any fax documents are stored in the memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in the memory have been erased.

Note for Australian users:

- Panasonic Australia operates a toll free Customer Care Centre. Please call 132600 for assistance.
or visit the website www.panasonic.com.au

Note for New Zealand users:

- Panasonic New Zealand operates a toll free Customer Support Centre. Please call 0800-Panasonic (0800-726276) for assistance.

8.4 Replacing the toner cartridge and the drum unit

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

TONER LOW

TONER EMPTY

We recommend you replace the drum unit every fourth time you replace the toner cartridge. To check the drum life and quality, please print the printer test list (page 55). To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge (Model No. KX-FA83E) and drum unit (Model No. KX-FA84E)**. See page 9 for accessory information.

Caution:

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

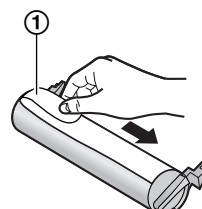
Once you have opened the protection bag:

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

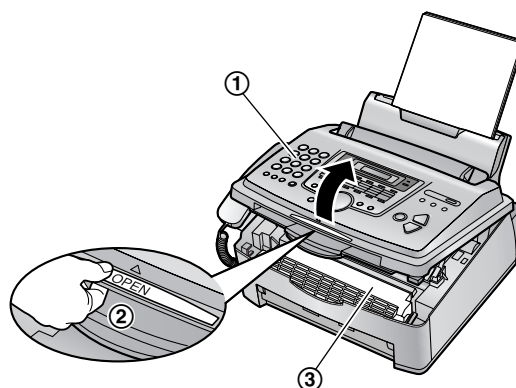
- 1 Before opening the protection bag of the new toner cartridge, shake it vertically more than 5 times.



- 2 Remove the new toner cartridge from the protection bag. Peel off the seal (1) from the toner cartridge.



- 3 Lift open the front cover (1), holding OPEN (2).

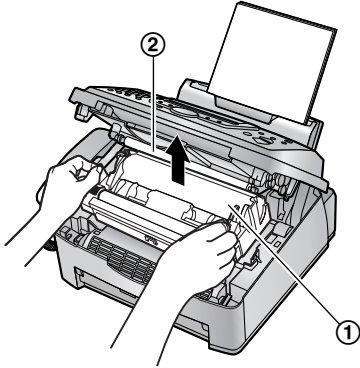


Caution:
The fuser unit (3) gets hot. Do not touch it.

- 4 Tap on the used toner cartridge several times to allow the remaining toner to fall into the

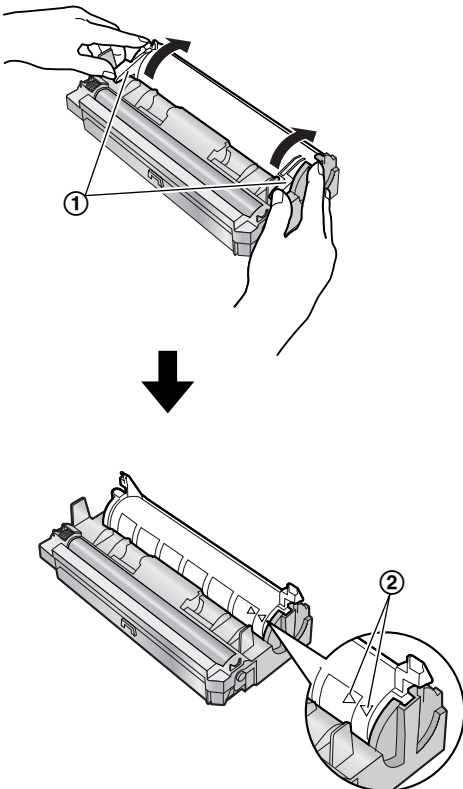
8. Help

drum unit. Remove the drum and toner unit (①) by holding the two tabs (②).

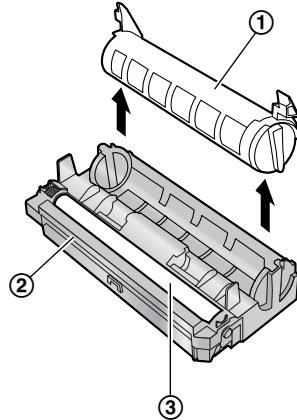


- Do not touch the transfer roller (②).
- If you replace the toner cartridge and the drum unit at the same time, skip to step 7.

5 Turn the two levers (①) on the used toner cartridge firmly, until the triangles (②) match.



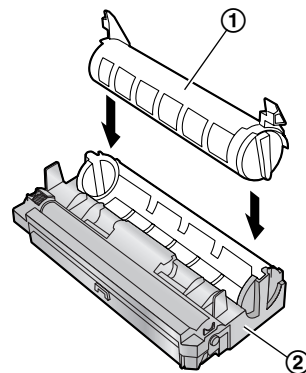
6 Remove the used cartridge (①) from the drum unit (②).



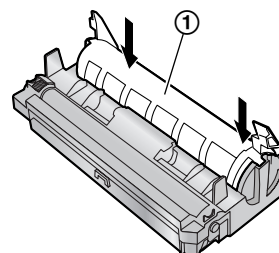
- The toner may stick to the cartridge and the drum unit. Be careful when handling. See page 6 for details.
- Do not drop the toner on the green drum surface (③).
- Put the used toner cartridge into the protection bag.

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

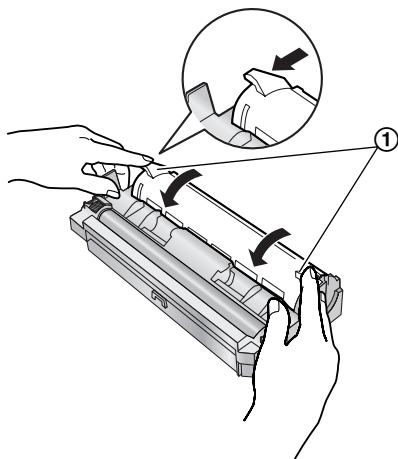
Place the new toner cartridge (①) into the drum unit (②) vertically.



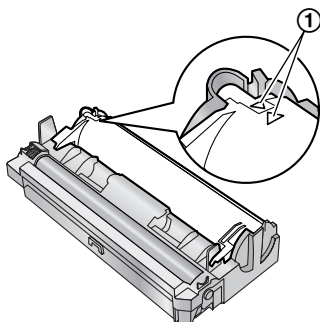
8 Firmly press down the toner cartridge to snap into position (①).



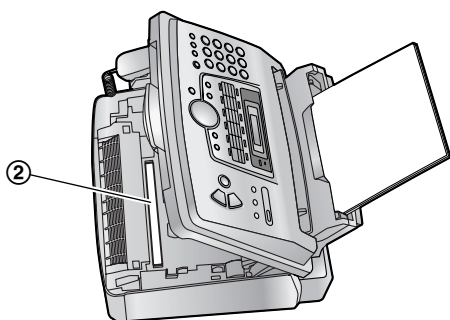
- 9** Turn the two levers (①) on the toner cartridge firmly.



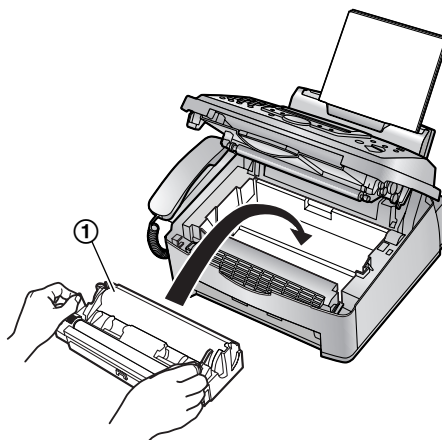
- 10** Make sure that the triangles (①) match, to install the toner cartridge correctly.



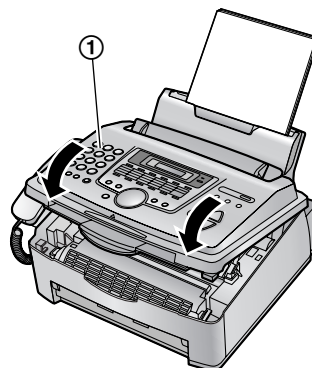
- If the lower glass (②) is dirty, clean it with a soft and dry cloth.



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



- 12** Close the front cover (①) by pushing down on both sides, until locked.



- While the unit displays “PLEASE WAIT”, do not open the front cover, or disconnect the power cord.

Waste disposal method

Waste material should be dumped or incinerated under conditions which meet all national and local environmental regulations.

8.5 Recording paper jam

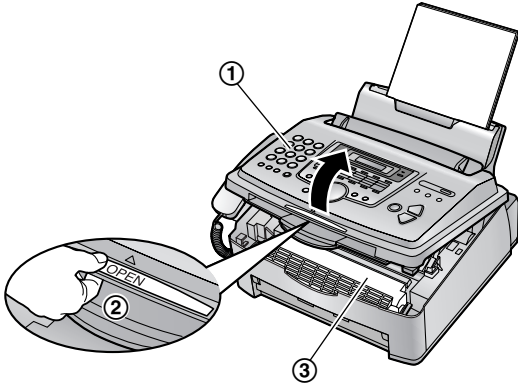
8.5.1 When the recording paper has jammed in the unit

The display will show the following.

PAPER JAMMED

8. Help

- 1 Lift open the front cover (①), holding OPEN (②).

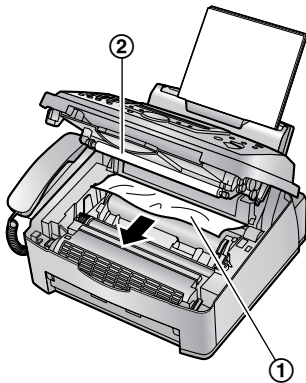


Caution:
The fuser unit (③) gets hot. Do not touch it.

- 2 Remove the jammed paper.

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

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

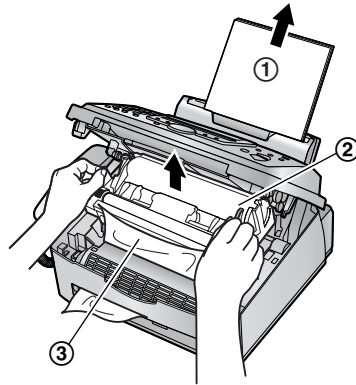


- Do not touch the transfer roller (②).

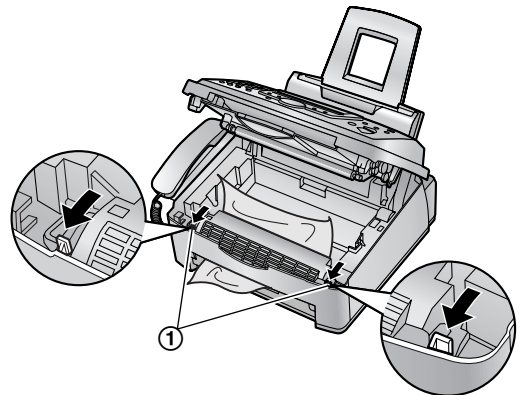
When the recording paper has jammed near the recording paper exit:

1. Remove the recording paper (①), then remove the drum and toner unit (②) to

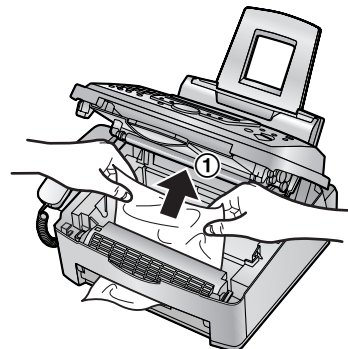
allow the jammed paper (③) to pull free from the rear cabinet.



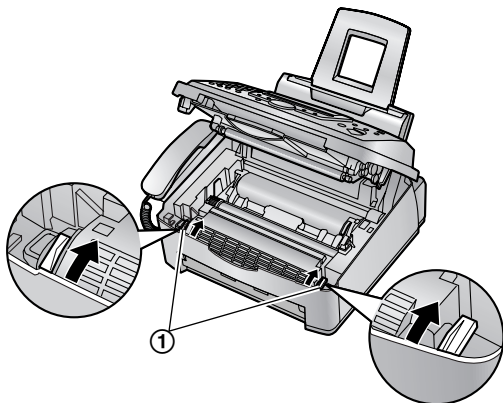
2. Lift both green levers (①) forward until they stop.



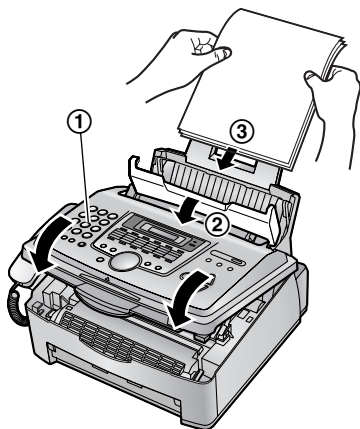
3. Remove the jammed paper (①) from the fuser unit by pulling it upwards carefully, then install the drum and toner unit.



4. Push back the levers (①) to the original position.



- 3 Close the front cover (①) by pushing down on both sides, until locked. Pull the tension plate forward (②) and re-insert the recording paper (③), then push back the tension plate.
- Before re-inserting, make sure to fan and straighten the recording paper.



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

The display will show the following.

FAILED PICK UP

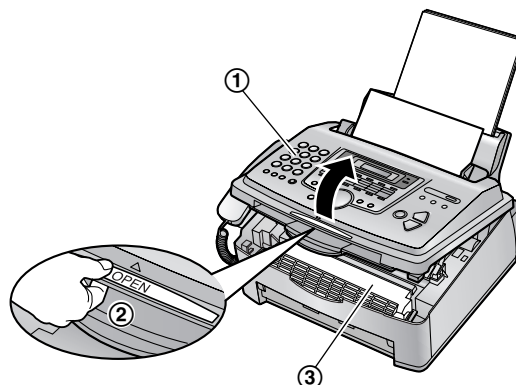
Remove the recording paper. Pull the tension plate forward (①) and re-insert the recording paper (②), then push back the tension plate.

- Before re-inserting, make sure to fan and straighten the recording paper.



8.6 Document jams - sending

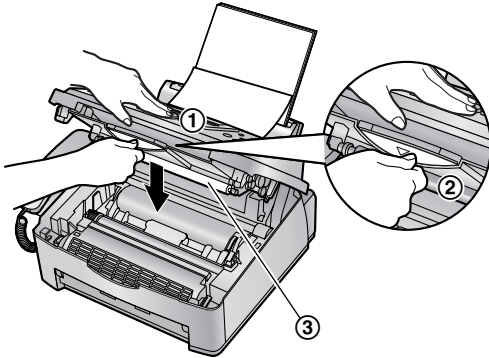
- 1 Lift open the front cover (①), holding OPEN (②).



Caution:
The fuser unit (③) gets hot. Do not touch it.

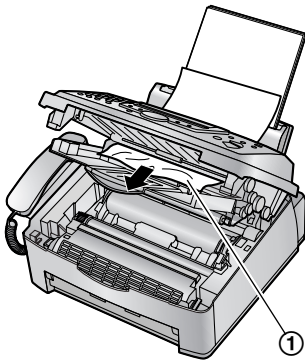
8. Help

- 2 Hold the centre part of the front cover (①), and pull open the inner cover (②).

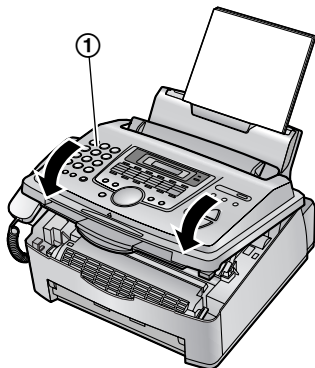


- Do not touch the transfer roller (③).

- 3 Remove the jammed document carefully (①).



- 4 Push back the inner cover.
- 5 Close the front cover (①) by pushing down on both sides, until locked.



Note:

- Do not pull out the jammed document forcibly before opening the front cover.



8.7 Cleaning the inside of the unit

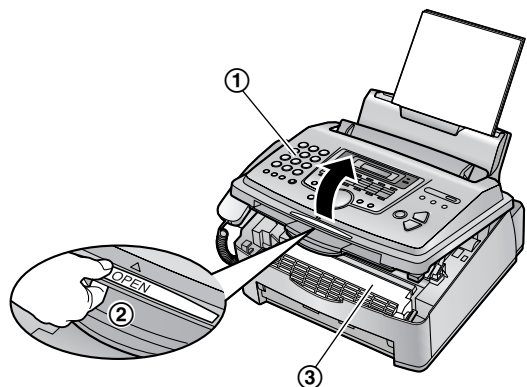
If any of the following problems occurs, clean the inside of the unit:

- If misfeeding of your original occurs frequently.
- If a black line, a white line or a dirty pattern appears on your recording paper, on your original, or on the fax document received by the other party.

Caution:

- **Be careful when handling the drum and toner unit.** See the caution for the drum unit on page 47 for details.
- **Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.**

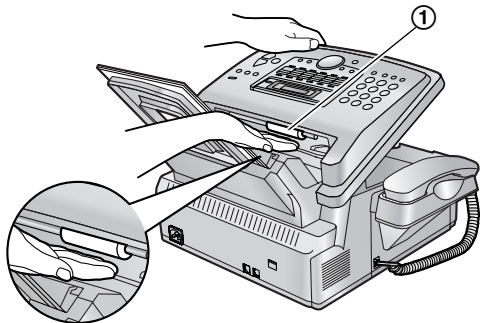
- 1 Disconnect the power cord and the telephone line cord.
- 2 Lift open the front cover (①), holding OPEN (②).



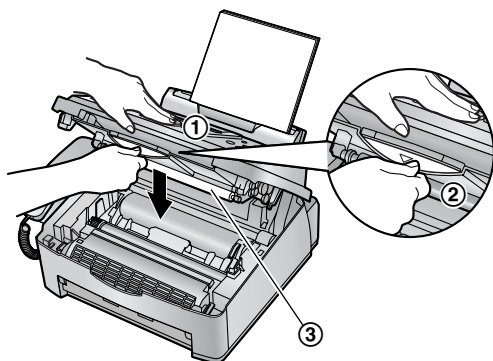


Caution:
The fuser unit (③) gets hot. Do not touch it.

- 3 Clean the document separation roller (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.

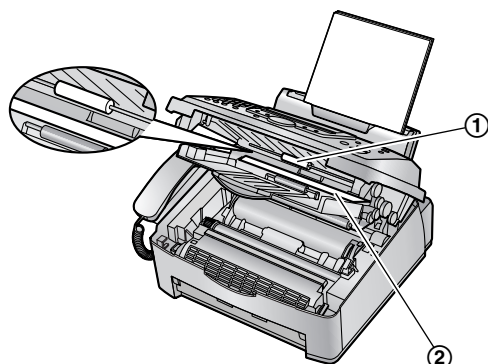


- 4 Hold the centre part of the front cover (①), and pull open the inner cover (②).



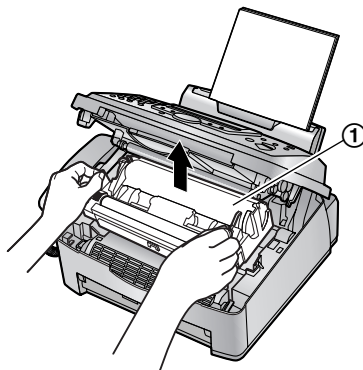
- Do not touch the transfer roller (③).

- 5 Clean the document feeder roller (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly. Clean the upper glass (②) with a soft and dry cloth.

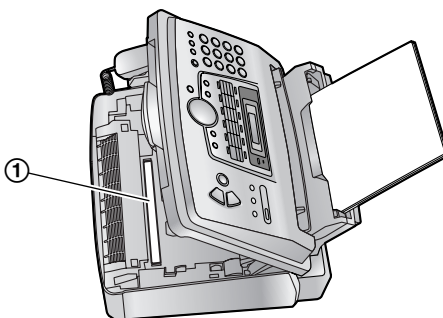


- 6 Push back the inner cover.

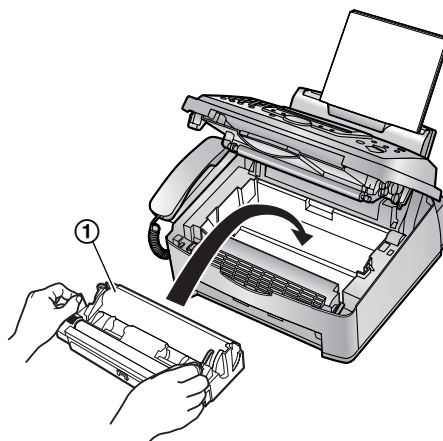
- 7 Remove the drum and toner unit (①) by holding the two tabs.



- 8 Clean the lower glass (①) with a soft and dry cloth.

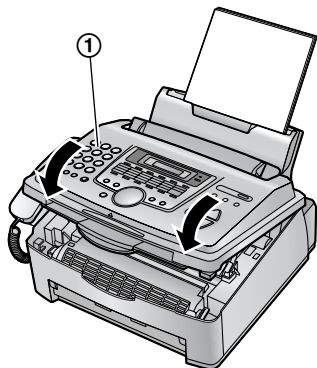


- 9 Reinstall the drum and toner unit (①) by holding the tabs.



8. Help

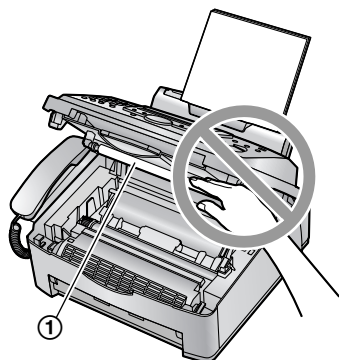
- 10** Close the front cover (①) by pushing down on both sides, until locked.



- 11** Reconnect the power cord and the telephone line cord.

Note:

- Do not touch the transfer roller (①).



9.1 Reference lists and reports

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

Setup list:

Provides you with the current settings of the basic and advanced programming features (page 37 to page 40).

Telephone number list:

Provides you with names and numbers which are stored in one-touch dial and the navigator directory.

Journal report:

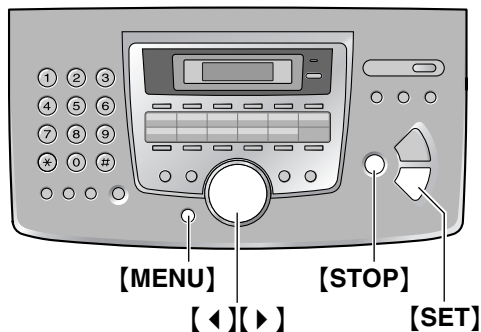
Keeps records of fax transmission and reception. This report will be printed automatically after every 30 fax communications (feature #22, page 38).

Broadcast programming list:

Provides you with names and numbers which are stored in the broadcast memory (page 28).

Printer test:

Allows you to check the print quality of your unit. If the test print has a dirty pattern, or blurred points or lines, clean the inside of the unit (page 52). If printing quality is still poor, replace the toner cartridge and drum unit.



- 1 Press **[MENU]** repeatedly to display "PRINT REPORT".
- 2 Press **[◀]** or **[▶]** repeatedly to display the desired item.
- 3 Press **[SET]** to start printing.
 - To stop printing, press **[STOP]**.
- 4 Press **[MENU]**.

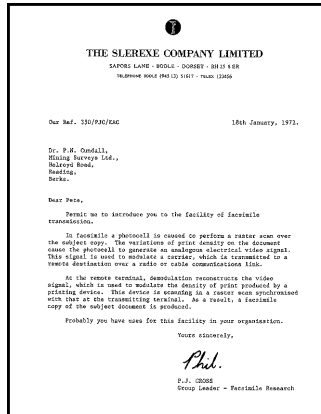
9.2 Technical data about this product

Applicable lines:	Public Switched Telephone Network
Document size:	Max. 216 mm in width, Max. 600 mm in length
Effective scanning width:	208 mm
Effective printing width:	A4: 202 mm
Transmission time^{*1}:	Approx. 8 s/page (ECM-MMR) ^{*2}
Scanning density:	Horizontal: 8 pels/mm Vertical: 3.85 lines/mm – in standard resolution, 7.7 lines/mm – in fine/photo resolution, 15.4 lines/mm – in super fine resolution
Photo resolution:	64-level
Scanner type:	Contact Image Sensor
Printer type:	Laser Printer
Data compression system:	Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
Modem speed:	14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
Operating environment:	10°C – 32.5°C, 20% – 80% RH (Relative Humidity)
Dimensions:	Approx. height 220 mm × width 430 mm × depth 360 mm
Mass (Weight):	Approx. 9.0 kg
Power consumption:	Standby: Approx. 4 W Transmission: Approx. 12 W Reception: Approx. 290 W Copy: Approx. 290 W Maximum: Approx. 950 W (When the fuser lamp turns on)
Power supply:	220–240 V AC, 50/60 Hz
Fax memory capacity:	Approx. 120 pages of memory transmission Approx. 170 pages of memory reception (Based on the ITU-T No. 1 Test Chart in standard resolution.)
Laser diode properties:	Laser output: Max. 5 mW Wave length: 760 nm – 800 nm Emission duration: Continuous
Print speed:	Approx. 12 ppm (pages per minute)
Printing resolution:	600 × 600 dpi

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

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

ITU-T No. 1 Test Chart



Paper specifications

Recording paper size: A4: 210 mm × 297 mm
 Recording paper weight: 60 g/m² to 90 g/m²

Note for recording paper:

- Do not use the following types of paper:
 - Paper with a cotton and/or fibre content that is over 20%, such as letterhead paper or paper used for resumes
 - Extremely smooth or shiny paper, or paper that is highly textured
 - Coated, damaged or wrinkled paper
 - Paper with foreign objects attached, such as tabs or staples
 - Paper which has dust, lint or oil stains
 - Paper that will melt, vaporize, discolour, scorch or emit dangerous fumes near 200°C, such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
 - Moist paper
 - Inkjet paper
- Some paper only accepts print on one side. Try using the other side of the paper if you are not happy with the print quality or if misfeeding occurs.
- For proper paper feeding and best print quality, we recommend using long-grained paper.
- Do not use paper of different types or thickness at the same time. This may cause a paper jam.
- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause a paper jam.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.

9. General Information

Toner life

Toner life depends on the amount of content in a received, copied or printed document. The following is the approximate relationship between image area and toner life for replacement toner cartridge (Model No. KX-FA83E). Toner life varies in actual usage.

5% image area

Specifications	
Main unit specifications	
1. Applicable Lines:	Public switched telephone network
2. Compatibility:	ITU-TS G3
3. Effective Scanning Width: Max. 200mm	
4. Recording Paper Size:	Letter (216 279mm) Legal (216 356mm)
5. Effective Printing Width: 200mm	
6. Transmission Time:	Approx. 30sec/page (G3 Normal mode, MS) Approx. 17sec/page (G3 Original mode, MS) Approx. 15sec/page (G3 Original mode, MS)
7. Fax Redial Times:	Up to 5 times
8. Telephone Redial Times:	Up to 15 times
9. Scanning Details:	Horizontal: 80lines/m Vertical: 3.85lines/mm/Standard mode 7.7lines/mm/Fin or Hi-Fine mode
10. Scanner Type:	Contact Image sensor

Approx. 2,500 sheets of A4 size paper can be printed.

10% image area

Specifications	
Main unit specifications	
1. Applicable Lines:	Public switched telephone network
2. Compatibility:	ITU-TS G3
3. Effective Scanning Width: Max. 200mm	
4. Recording Paper Size:	Letter (216 279mm) Legal (216 356mm)
5. Effective Printing Width: 200mm	
6. Transmission Time:	Approx. 30sec/page (G3 Normal mode, MS) Approx. 17sec/page (G3 Original mode, MS) Approx. 15sec/page (G3 Original mode, MS)
7. Fax Redial Times:	Up to 5 times
8. Telephone Redial Times:	Up to 15 times
9. Scanning Details:	Horizontal: 80lines/m Vertical: 3.85lines/mm/Fin or Hi-Fine mode
10. Scanner Type:	Contact Image sensor
11. Printer Type:	Electrophotographic LED array printer
12. Data Compression System:	Modified Huffman (MH), Modified READ (MR)
13. Modem Speed:	9600/7200/4800/2400bps Automatic Fall Back
14. Operating Environment:	10-32.5 C 20-85RH%
15. Dimensions (H x W x D):	371 148 489mm
16. Mass (Weight):	Standby: 12-80W Transmission: 15-45W Reception: 12-80W Copy: 24-50W 600W
*Transmission Time:	Transmission time apply to text data using ITU-TS No. 1 test chart, between the same models at max. run speed and may vary in actual usage.

Approx. 1,200 sheets of A4 size paper can be printed.

15% image area

Specifications	
Main unit specifications	
1. Applicable Lines:	Public switched telephone network
2. Compatibility:	ITU-TS G3
3. Effective Scanning Width: Max. 200mm	
4. Recording Paper Size:	Letter (216 279mm) Legal (216 356mm)
5. Effective Printing Width: 200mm	
6. Transmission Time:	Approx. 30sec/page (G3 Normal mode, MS) Approx. 17sec/page (G3 Original mode, MS) Approx. 15sec/page (G3 Original mode, MS)
7. Fax Redial Times:	Up to 5 times
8. Telephone Redial Times:	Up to 15 times
9. Scanning Details:	Horizontal: 80lines/m Vertical: 3.85lines/mm/Standard mode 7.7lines/mm/Fin or Hi-Fine mode
10. Scanner Type:	Contact Image sensor
11. Printer Type:	Electrophotographic LED array printer
12. Data Compression System:	Modified Huffman (MH), Modified READ (MR)
13. Modem Speed:	9600/7200/4800/2400bps Automatic Fall Back
14. Operating Environment:	10-32.5 C 20-85RH%
15. Dimensions (H x W x D):	371 148 489mm
16. Mass (Weight):	Standby: 12-80W Transmission: 15-45W Reception: 12-80W Copy: 24-50W 600W
*Transmission Time:	Transmission time apply to text data using ITU-TS No. 1 test chart, between the same models at max. run speed and may vary in actual usage.

Approx. 800 sheets of A4 size paper can be printed.

Note:

- The image area changes with the depth, thickness and size of the characters.
- If you turn on the toner save feature, the toner cartridge will last approx. 40% longer.

Drum life

The included drum unit or Model No. KX-FA84E can print approx. 10,000 A4-sized sheets at 20 sheets per print job, and approx. 5,000 A4-sized sheets at 1 sheet per print job regardless of the content of the image area. The actual drum life is determined by various factors, such as temperature, humidity and type of paper, etc.

Note:

- Any details given in these instructions are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.

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