

# Panasonic

## High Speed Laser Fax with Answering System

# Operating Instructions

Model No. **KX-FL521**



### FOR FAX ADVANTAGE ASSISTANCE:

- CALL  
*1-800-HELP-FAX (1-800-435-7329)*
- E-MAIL TO  
*consumerproducts@panasonic.com*  
for customers in the U.S.A. or Puerto Rico
- REFER TO  
*www.panasonic.com*  
for customers in the U.S.A. or Puerto Rico

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

**This model is designed to be used only in the U.S.A.**

Thank you for purchasing a Panasonic facsimile.

## Things you should keep a record of

Attach your sales receipt here

### For your future reference

Date of purchase \_\_\_\_\_

Serial number \_\_\_\_\_

(found on the rear of the unit)

Dealer's name and address \_\_\_\_\_

Dealer's telephone number \_\_\_\_\_

### Caution:

●The Telephone Protection Act of 1991 requires the following information to be clearly stated either at the top or bottom margin of the first message page when transmitting messages via telephone facsimile:


—date and time of transmission,

—identification of the business, entity or person(s) sending the facsimile, and

—telephone number of the business, entity or person(s).

To program this information into your unit, complete all the instructions on pages 17 to 20.

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

●If you apply to the  netmoves® service, you can use the IQ-FAX function (p. 35).

### Trademarks

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All other trademarks identified herein are the property of their respective owners.

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## Important safety instructions

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

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this unit.
3. Unplug this unit from power outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, or the like.
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 use any type of adaptor plug to defeat this safety feature.
9. Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.
10. Do not overload wall outlets and extension cords. This can result in the risk of fire or electric shock.
11. Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.
12. To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorized service center when service is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.
13. Unplug this unit from the wall outlet and refer servicing to an authorized service center when the following conditions occur:
  - A. When the power supply cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the unit.
  - C. If the unit has been exposed to rain or water.
  - D. If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorized service center.
  - E. If the unit has been dropped or physically damaged.
  - F. If the unit exhibits a distinct change in performance.
14. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
15. Do not use this unit to report a gas leak, when in the vicinity of the leak.

## SAVE THESE INSTRUCTIONS

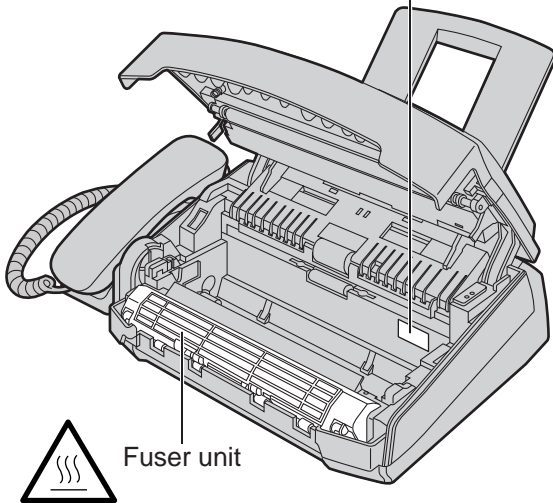
# Safety instructions

## CAUTION:

### Laser radiation

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

**DANGER**-Invisible laser radiation when open and interlock defeated.  
AVOID DIRECT EXPOSURE TO BEAM.



### Fuser unit

- The fuser unit gets hot. Do not touch it.

### Toner cartridge

- Be careful of the following when you handle the toner cartridge.
  - 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.

### Drum unit

- Read the instructions on pages 12 and 13 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.

# ***Safety instructions***

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## **CAUTION:**

### **Installation**

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

## **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.

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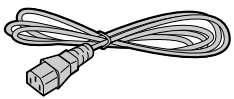


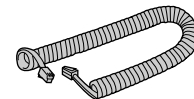
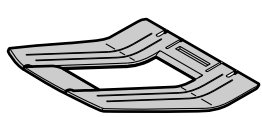
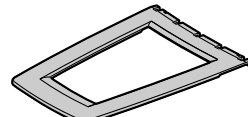
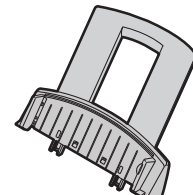

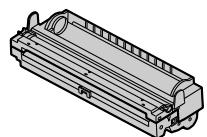
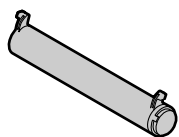
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# Accessories

## Included accessories

Power cord.....1  Part No. PFJA1030Z	Telephone line cord...1  Part No. PQJA10075Z	Handset.....1  Part No. PFJXE0805Z	Handset cord.....1  Part No. PFJA1029Z
Paper stacker .....1  Part No. PFZX1FL501M	Document stacker ...1  Part No. PFKS1055Z	Paper tray .....1  Part No. PFZXFL501M	Operating instructions...1  Part No. PFQX1499Y
Drum unit.....1 	Toner cartridge.....1 (complementary starter toner cartridge)  <p>This cartridge can print approx. 800 sheets of letter size paper with a 5% image area. Refer to image area on page 89. Please purchase a replacement toner cartridge Model No. KX-FA76 for continuous use of your unit. To order, see below.</p>		

- If any item is missing or damaged, check with the place of purchase.
- The part numbers listed above are subject to change without notice.
- Save the original carton and packing materials for future shipping and transportation of the unit.

## Accessory information

Model No.	Item	Usage	Specifications
KX-FA76	Toner cartridge	For replacement. See page 76.	See page 89.
KX-FA77/KX-FA77D	Drum unit	For replacement. See page 76.	See page 89.

To place an order:

**Telephone:** Call 1-800-332-5368.

**Fax:** Send a fax to 1-800-237-9080.

Include:

- your name, shipping address and telephone number,
- credit card type, number, expiration date and your signature,
- order part number and quantity.

**Internet:** Visit our web site: <http://www.panasonic.com/store>  
(for customers in the U.S.A. or Puerto Rico ONLY)

- If you have any questions about internet orders, please contact us at:
  - E-MAIL: [panasonicdirect@panasonic.com](mailto:panasonicdirect@panasonic.com)
  - TELEPHONE: 1-201-348-7292



## Help function

You can print a quick reference for assistance as follows.

**1** Press **HELP**.

Display: ROTATE ↻ & SET

**2** Rotate **JOG DIAL** until the desired item is displayed.

1. How to send faxes with the voice guide.

SEND GUIDE

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

QUICK SET UP

3. How to program the features.

FEATURE LIST

4. How to store names in the JOG DIAL directory and how to dial them.

JOG-DIAL

5. Help with problems operating the answering device.

TAD OPERATION

6. Help with problems sending/receiving faxes.

FAX SND/RCV

7. How to use the copier function.

COPIER

8. Frequently asked questions and answers.

Q and A

9. Explanation of error messages shown on the display.

ERRORS

10. List of available reports.

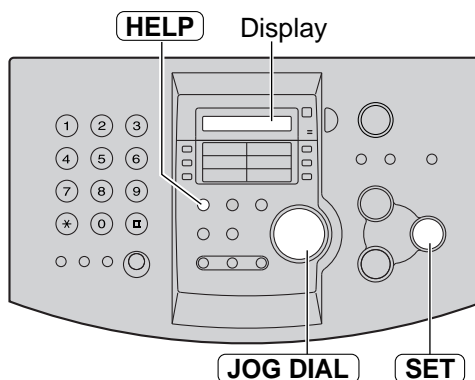
REPORTS

11. How to use the Caller ID service.

CALLER ID

**3** Press **SET**.

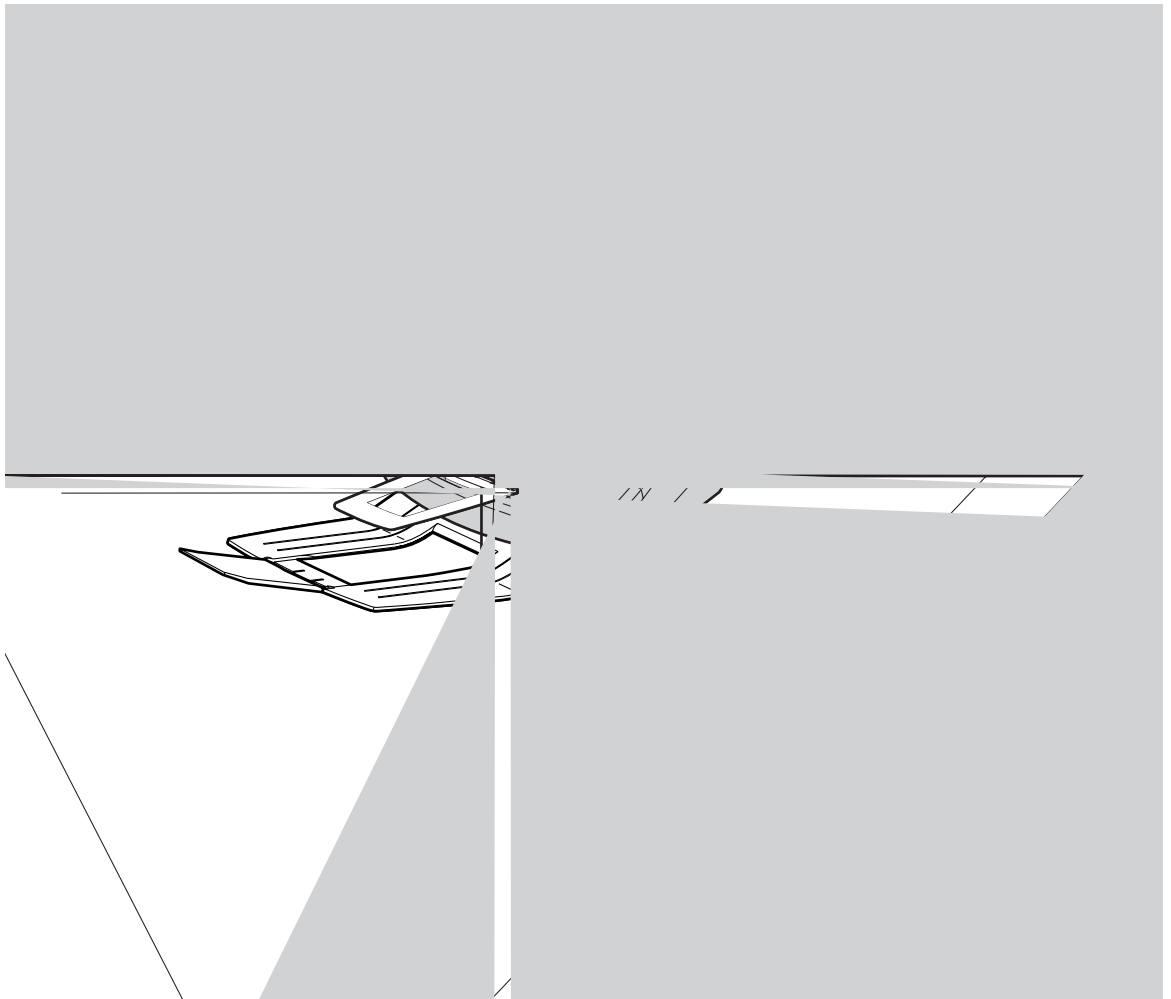
PRINTING



# Overview

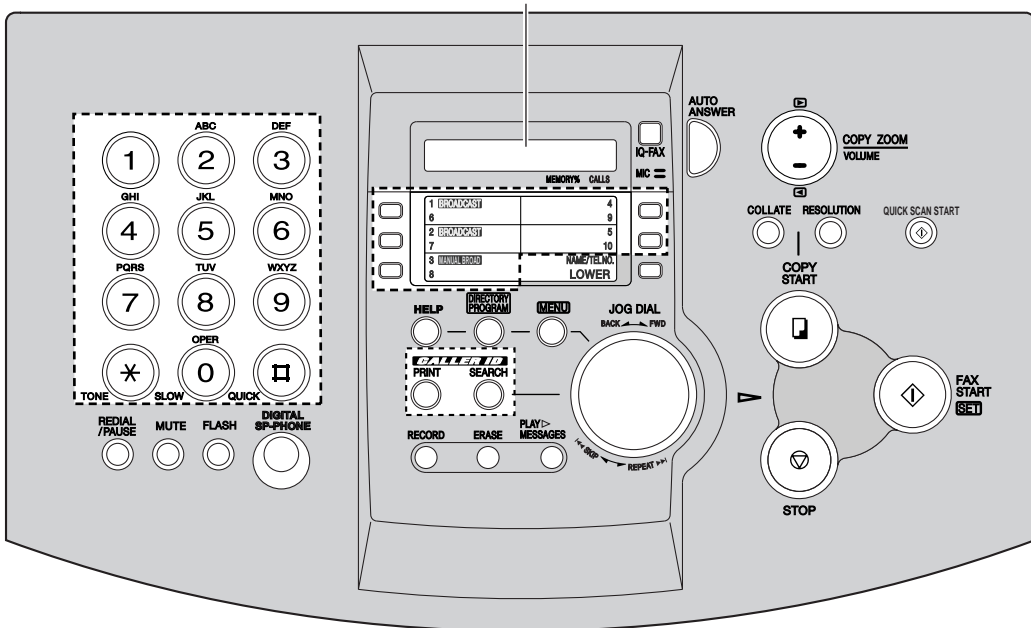
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# Finding the Controls

## Location



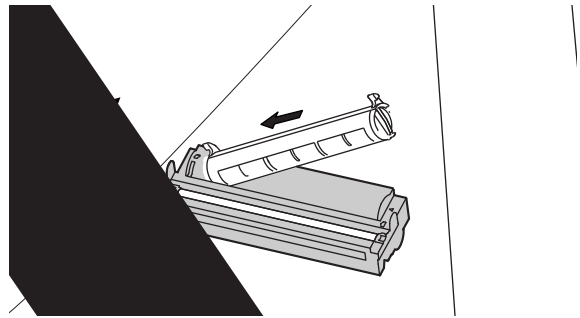
● To redial a number, press the **REDIAL/PAUSE** button.

# Setup

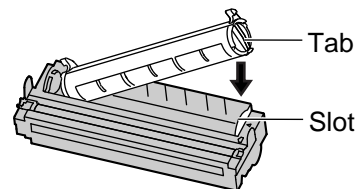
## Toner cartridge and drum unit

### Caution:

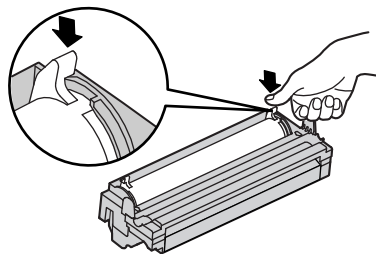
- Read the instructions below before you begin installation. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
  - Do not expose the drum unit to light for more 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.



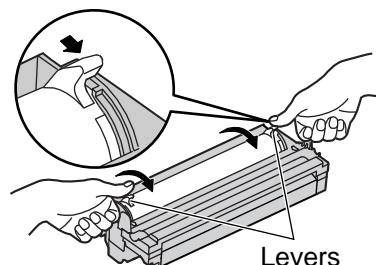
- 3** Slide the tab of the toner cartridge into the slot of the drum unit.



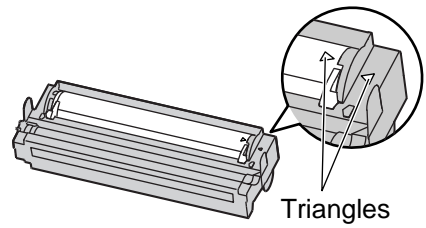
- 4a** Firmly press down on the right side of the toner cartridge to snap into position and...



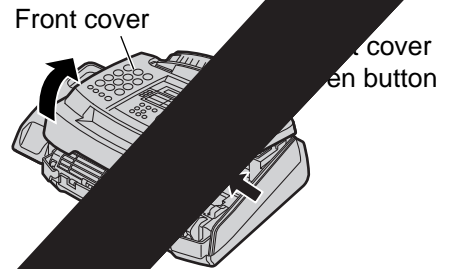
- 4b** turn the two levers on the toner cartridge with firm pressure.



- 5** The toner cartridge is installed when the triangles match.

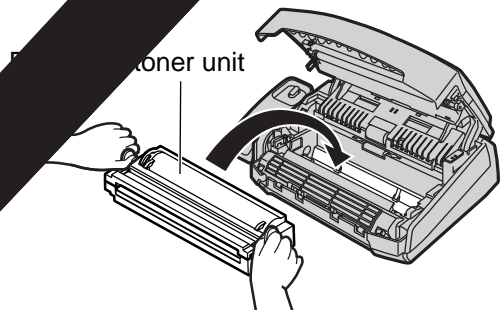


- 7** Push the front cover open button then open the front cover.

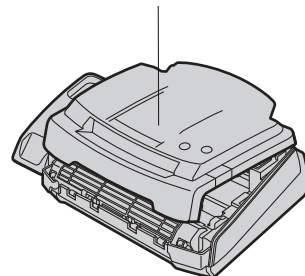


- 8** Install the drum and toner unit by holding the tabs.

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



- 9** Close the front cover and lock it, by pushing down the lock tabs.



## Toner save feature

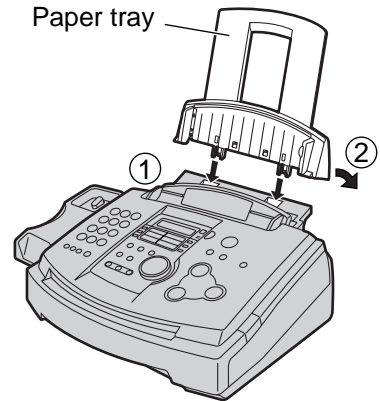
If you want to save on toner consumption, set the toner save setting to on (feature #79 on page 67). The toner cartridge will last approx. 40% longer. This feature may reduce print quality.

# Setup

## Paper tray, document stacker and paper stacker

Insert the paper tray into the two slots on the back of the unit (①).

Let it lean back until it clicks into place (②).



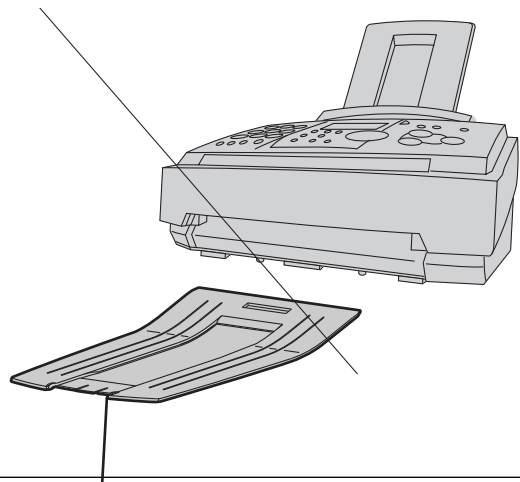
Align with the ribs on the document exit (①).

Pull the document stacker forward gently until it clicks into place (②).

Line up the slots in the paper stacker with the pegs on the bottom of the unit, then slide until locked.

Open the paper stacker extender when you use legal size paper.

- The paper stacker can hold approx. 100 sheets of printed paper. Remove the printed paper before they are filled on the paper stacker.

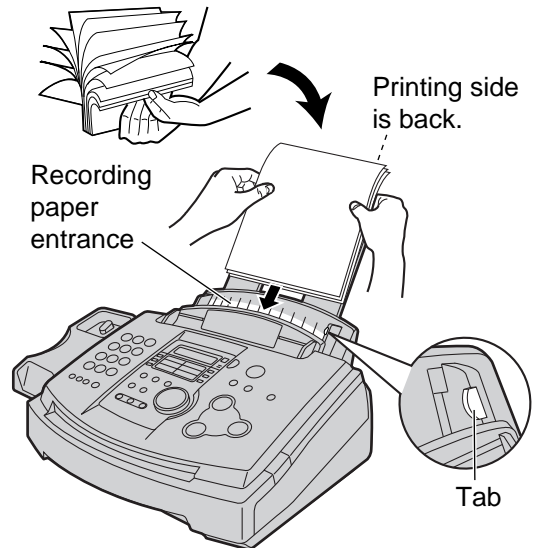
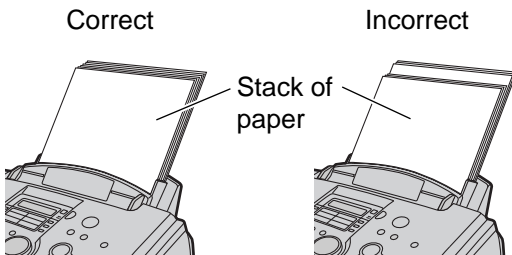


### Note for installation:

- Do not place the unit in an area where the paper tray may be obstructed by a wall, etc.
- Document and recording paper will be ejected from the front of the unit. Do not place anything in front of the unit.

## Recording paper

- 1 Fan the stack of paper to prevent a paper jam.
- 2 Insert the paper into the recording paper entrance.
  - The paper should not be over the tab.
  - If the paper is not inserted correctly, readjust the paper, or the paper may jam.



### Note for recording paper:

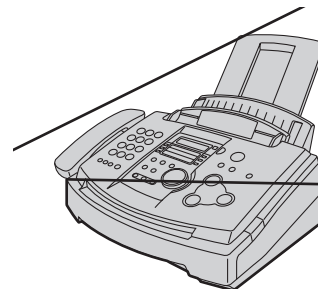
- Avoid using paper with a cotton and/or fiber content that is over 20%, such as letterhead paper or paper used for resumes.
- Do not use different types or thicknesses of paper at the same time. This may cause a paper jam.
- Avoid extremely smooth or shiny paper that is highly textured.
- Avoid paper that is coated, damaged or wrinkled.

### Note:

- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers, or the paper may jam.
- Some paper only accepts print on one side. Try using the other side of paper if you are not happy with the print quality.

### Adding paper

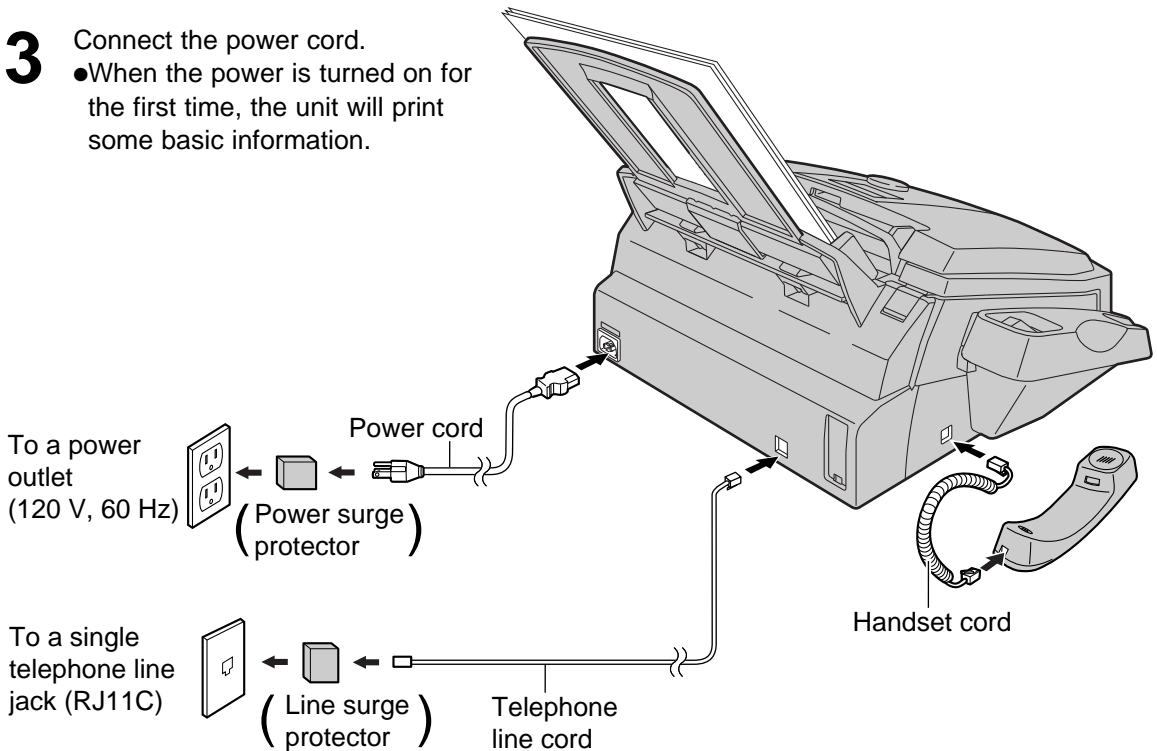
1. Remove all of the installed paper.
2. Add paper to the removed paper and straighten.
3. Fan the stack of paper.
4. Insert the paper into the recording paper entrance.



# Setup

## Connections

- 1 Connect the handset cord.
- 2 Connect the telephone line cord.
- 3 Connect the power cord.
  - When the power is turned on for the first time, the unit will print some basic information.



### Caution:

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

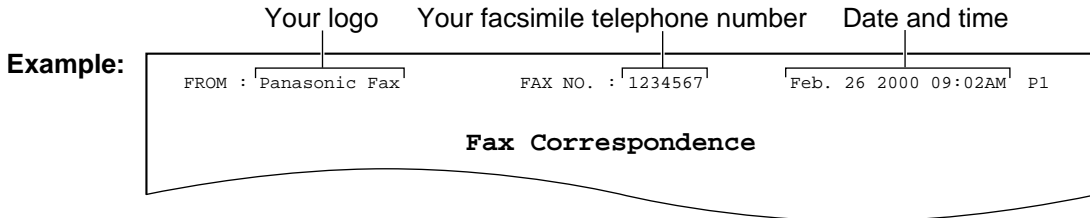
### Note:

- For additional equipment protection, we recommend you use a surge protector. The following types are available: TELESPIKE BLOK MODEL TSB (TRIPPE MFG. CO.), SPIKE BLOK MODEL SK6-0 (TRIPPE MFG. CO.), SUPER MAX (PANAMAX) or MP1 (ITW LINX).  
The warranty does not cover damage due to power line surges or lightning.



## Date and time, your logo and facsimile telephone number

You should program the date and time, your logo and facsimile telephone number. This information will be printed on each page transmitted from your unit.



### Setting the date and time

**1** Press **MENU** .  
 Display: SYSTEM SET UP

**2** Press **#**, then **0 1** .  
 SET DATE & TIME

**3** Press **SET** .  
 Example: M:01/D:01/Y:00  
 Cursor

**4** Enter the correct month/day/year by selecting 2 digits for each, using the dial keypad.  
**Example:** Aug. 10, 2001  
 Press **0 8 1 0 0 1** .  
 M:08/D:10/Y:01

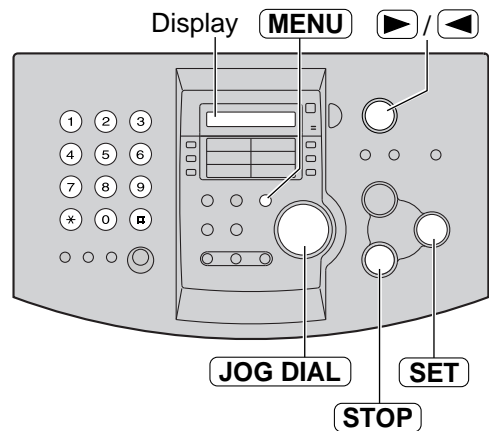
**5** Press **SET** .  
 Example: TIME: 12:00AM

**6** Enter the correct hour/minute by selecting 2 digits for each, using the dial keypad. Press **\*** to select "AM" or "PM".  
**Example:** 3:15PM  
 1. Press **0 3 1 5** .  
 TIME: 03:15AM

2. Press **\*** until "PM" is displayed.  
 TIME: 03:15PM

**7** Press **SET** .  
 SETUP ITEM [ ]

**8** Press **MENU** .



#### Note:

- You can enter the number by rotating **JOG DIAL** in steps 4 and 6. In this case, press **▶** to move the cursor.
- The accuracy of the clock is approximately  $\pm 60$  seconds a month.

#### To correct a mistake

- Press **▶** or **◀** to move the cursor to the incorrect number, and make the correction.
- If you press **STOP** while programming, the display will return to the previous one.

## Setting your logo

The logo can be your company, division or name.

**1** Press **MENU** .  
Display: SYSTEM SET UP

**2** Press **⇐**, then **0 2** .  
YOUR LOGO

**3** Press **SET** .  
LOGO=

**4** Enter your logo, up to 30 characters, using the dial keypad. See the next page for details.

**Example:** "Bill"

1. Press **2** twice.

LOGO=B  
Cursor

2. Press **4** six times.

LOGO=Bi

3. Press **5** six times.

LOGO=Bi

4. Press **▶** to move the cursor to the next space and press **5** six times.

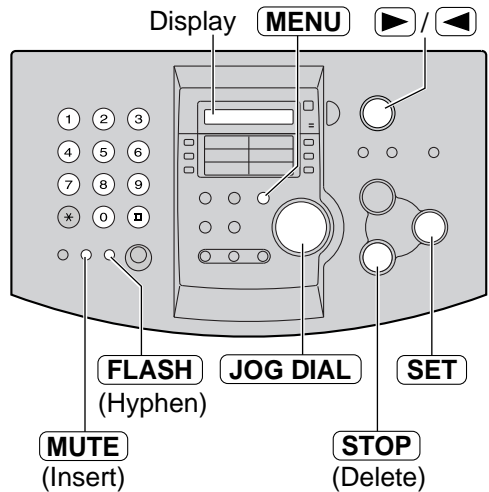
LOGO=Bill

**5** Press **SET** .  
SETUP ITEM [ ]

**6** Press **MENU** .

### Note:

- You can enter your logo by rotating **JOG DIAL** (see the next page).



### To change capital or lower case letters

Pressing the **⇐** key will change to capital or lower case alternatively.

1. Press **2** twice.

Display: LOGO=B

2. Press **4** three times.

LOGO=Bi

3. Press **⇐** .

LOGO=Bi

4. Press **5** three times.

LOGO=Bill

### To correct a mistake

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

### To delete a character

- Move the cursor to the character you want to delete and press **STOP** .

### To insert a character

1. Press **▶** or **◀** to move the cursor to the position to the right of where you want to insert the character.
2. Press **MUTE** (Insert) to insert a space and enter the character.

## To select characters with the dial keypad

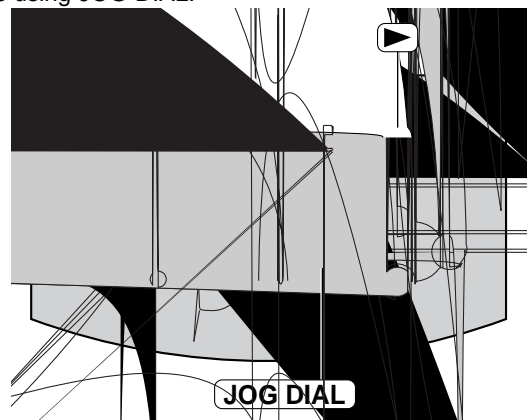
Pressing the dial keys will select a character as shown below.

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
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
⑩	0 ( ) < > ! " # \$ % & ¥ * @ ^ ' →
☐	To change capital or lower case letter.
FLASH	Hyphen button (To insert a hyphen.)
MUTE	Insert button (To insert one character or one space.)
STOP	Delete button (To delete a character.)
▶	▶ key (To move the cursor to the right.) To enter another character using the same number key, move the cursor to the next space.
◀	◀ key (To move the cursor to the left.)

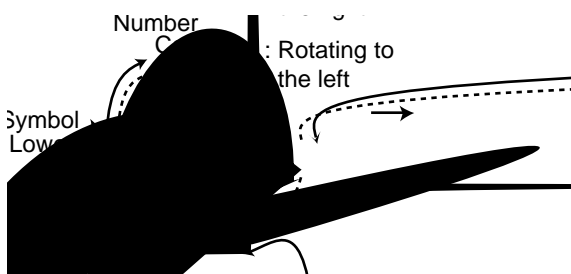
## To select characters using JOG DIAL

Instead of pressing the dial keys, you can select characters using JOG DIAL.

1. Rotate **JOG DIAL** until the desired character is displayed.
2. Press ▶ to move the cursor to the next space.
  - The character displayed in step 1 is inserted.
3. Return to step 1 to enter the next character.



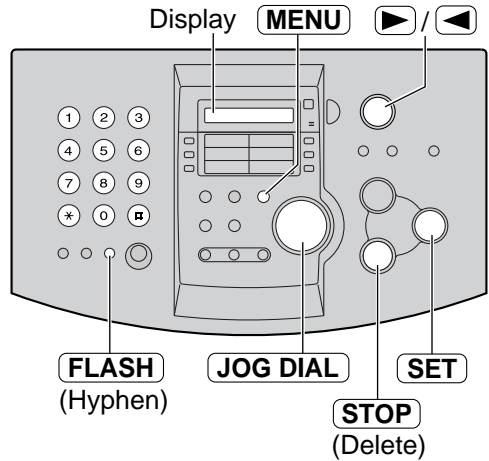
### Display order of characters



# Setup

## Setting your facsimile telephone number

- 1 Press **MENU**.  
Display:
- 2 Press **▣**, then **0 3**.
- 3 Press **SET**.
- 4 Enter your facsimile telephone number, up to 20 digits, using the dial keypad.  
Example:
- 5 Press **SET**.
- 6 Press **MENU**.



### Note:

- You can enter your facsimile telephone number by rotating **JOG DIAL**. If you use **JOG DIAL**, press **▶** to move the cursor.
- The **\*** button replaces the digit with a "+" and the **▣** button replaces it with a space.  
**Example** (using the dial keypad): +234 5678  
Press **\*234▣5678**.
- To enter a hyphen in a telephone number, press **FLASH** (Hyphen).

### To correct a mistake

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



### To delete a number

- Move the cursor to the number you want to delete and press **STOP**.

## Adjusting volumes


### Ringer volume

4 levels (high/middle/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 until the following message is displayed.


Display: 

RINGER OFF= OK?
-----------------

YES : SET / NO : STOP
-----------------------

2. Press **SET**.

• To turn the ringer back on, press .

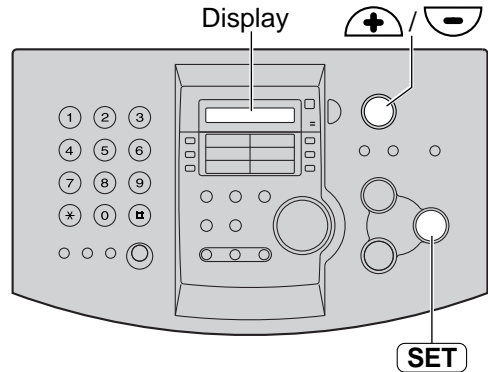
#### ■ While the ringer volume is set to off:

The display will show the following message.

RINGER OFF
------------

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

INCOMING CALL
---------------



### Melody ringer

• You can select one of the four melodies instead of the bell. Change the setting (feature #17 on page 62). The melody you selected will sound when the unit receives a call.

### Handset receiver volume

5 levels (high to low) are available.

**While using the handset**, press  or .



### Speaker volume

8 levels (high to low) are available.

**While using the speakerphone**, press  or .



### Fax voice guidance volume

9 levels (high to off) are available.

**While listening to the fax voice guidance**, press  or .

### Answering device volume

9 levels (high to off) are available.

**While listening to the recorded messages**, press  or .

# Automatic Dialing

## Storing names and telephone numbers in ONE-TOUCH DIAL

For rapid access to frequently dialed numbers, the unit provides 10 stations of ONE-TOUCH DIAL keys.

- ONE-TOUCH DIAL 1 to 3 can be alternatively used as broadcast keys (p. 37).

**1** Press **DIRECTORY PROGRAM** .

Display:   
↓

**2** For ONE-TOUCH DIAL 1-3:  
Press one of the ONE-TOUCH DIAL keys.

Press **SET** to go to the next prompt.

For ONE-TOUCH DIAL 4-5:  
Press one of the ONE-TOUCH DIAL keys.

For ONE-TOUCH DIAL 6-10:  
Press **LOWER**, then press one of the ONE-TOUCH DIAL keys.

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

Example:

**4** Press **SET** .

Example:

**5** Enter the telephone number, up to 30 digits, using the dial keypad.

Example:

- If you want to enter a hyphen, press **FLASH** .

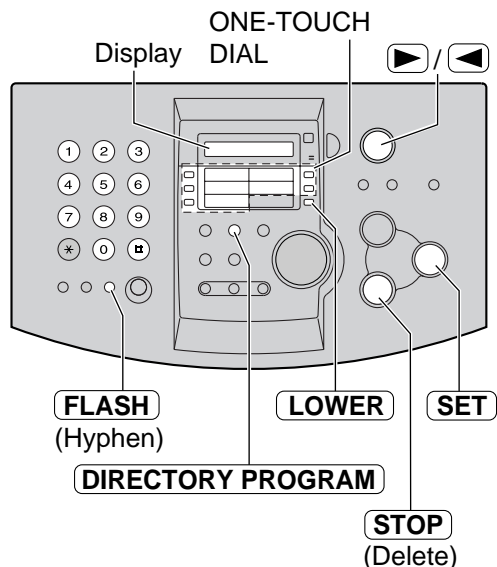
**6** Press **SET** .

↓  
  
↓

- To program other stations, repeat steps 2 to 6.

**7** Press **STOP** to exit the program.

- If you press **DIRECTORY PROGRAM** instead of **STOP**, you can print the one-touch label card (see right).



### Helpful hint:

- You can confirm the stored items on the display (p. 25) or on the telephone number list (p. 84).

### 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 make the correction.

### To delete a character/number

- Move the cursor to the character/number you want to delete, and press **STOP** .

### To print the one-touch label card with stored names

Press **DIRECTORY PROGRAM** in step 7.

Display:   
↓

Press **SET** to start printing.

- Put the card in the ONE-TOUCH DIAL location.

## Storing names and telephone numbers in JOG DIAL

For rapid access to frequently dialed numbers, the unit provides a JOG DIAL directory (100 stations).

For your convenience, the following 2 stations have been pre-programmed.

**HELP-FAX (1-800-435-7329):** If you cannot correct a problem after trying the help function (p. 9), call using this station (p. 25).

**IQ-FAX-CS (IQ-FAX Customer Service Center)(1-888-332-9728):** If you have a problem with IQ-FAX, call using this station (p. 25).

● If you do not need the above stations, you can erase them (p. 24).

**1** Press **DIRECTORY PROGRAM** .

Display:

↑ ↓

**2** Rotate **JOG DIAL** until the following is displayed.

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

Example:

**4** Press **SET** .

**5** Enter the telephone number, up to 30 digits, using the dial keypad.

Example:

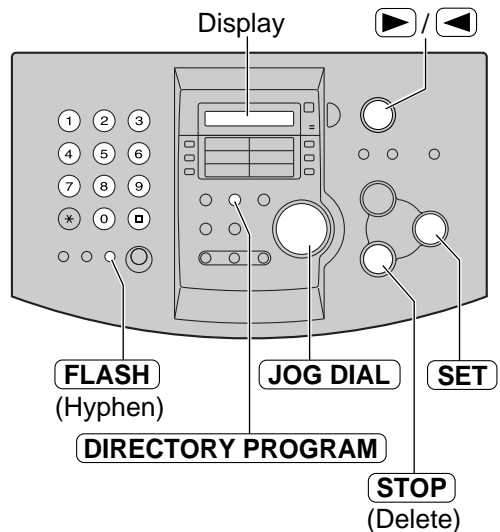
● If you want to enter a hyphen, press **FLASH** .

**6** Press **SET** .

↓

● To program other items, repeat steps 3 to 6.

**7** Press **DIRECTORY PROGRAM** to exit the program.



### Helpful hint:

- You can confirm the stored items on the display (p. 25) or on the telephone number list (p. 84).

### Note:

- When the following message is displayed in step 6, you can store only 5 more items.

Display:

- If there is no space to store new stations, the following message is displayed in step 1.

Erase unnecessary stations (p. 24).

- 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 make the correction.

### To delete a character/number

- Move the cursor to the character/number you want to delete, and press **STOP** .

# Automatic Dialing

## Editing and erasing a stored name and number

### Editing a stored name and number

You can edit a name or number stored in ONE-TOUCH DIAL and JOG DIAL.

- 1** Rotate **JOG DIAL** until the desired name is displayed.

Example: 

Mary	<S01>
------	-------

  
means the station number for ONE-TOUCH DIAL

- 2** Press **DIRECTORY PROGRAM**.

EDIT= \* DELETE=#

- 3** Press **\*** to select "EDIT".

NAME=Mary

- If you do not need to edit the name, skip to step 5.

- 4** Edit the name (see page 19 for instructions).

- 5** Press **SET**.

Example: 

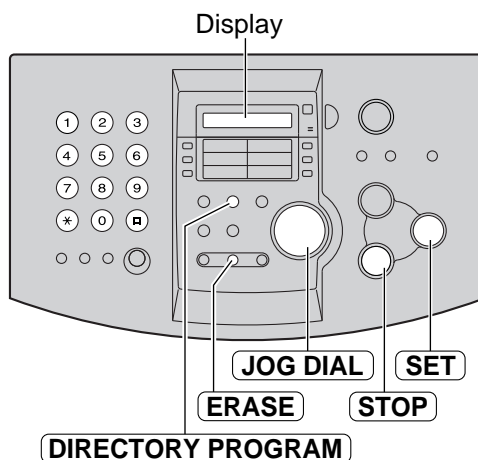
<S01>=0123456
---------------

- If you do not need to edit the telephone number, skip to step 7.

- 6** Edit the telephone number. For further details, see page 23.

- 7** Press **SET**.

REGISTERED



### Erasing a stored station and item

You can erase ONE-TOUCH DIAL station and JOG DIAL item.

- 1** Rotate **JOG DIAL** until the desired name is displayed.

Example: 

Mary	<S01>
------	-------

- 2** Press **DIRECTORY PROGRAM**.

EDIT= \* DELETE=#

- 3** Press **#** to select "DELETE".

DELETE OK?

↑  
YES : SET / NO : STOP

- To cancel erasing, press **STOP**.

- 4** Press **SET**.

DELETED

- The stored name and number are deleted.

#### Note:

- You can use the following method to erase.
  1. Rotate **JOG DIAL** until the desired name is displayed.
  2. Press **ERASE**.
  3. Press **SET**.



## Making a voice call using ONE-TOUCH DIAL and JOG DIAL

Before using this feature, program the desired names and telephone numbers into ONE-TOUCH DIAL and JOG DIAL (p. 22, 23).

### Using ONE-TOUCH DIAL

**1** Press **DIGITAL SP-PHONE** or lift the handset. Display:

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

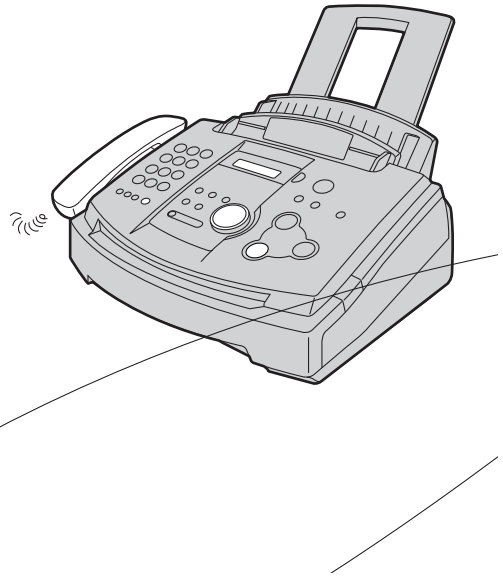
**2** For **ONE-TOUCH DIAL 1-5**: Press the desired ONE-TOUCH DIAL key.

For **ONE-TOUCH DIAL 6-10**:

Press **LOWER**, then press the desired ONE-TOUCH DIAL key.

Example:

- The unit will start dialing automatically.



### Using JOG DIAL

**1** Rotate **JOG DIAL** until the desired name is displayed.

Example:

- If the desired name has not been stored, press **STOP** and dial the number manually.

**2** Press **DIGITAL SP-PHONE** or lift the handset.

- The unit will start dialing automatically.

#### To confirm the stored telephone number on the display

1. Rotate **JOG DIAL** until the desired name is displayed.

Example:

means the station number for ONE-TOUCH DIAL

2. Press **NAME/TEL NO.**.

- To stop the confirmation, press **STOP**.
- To make a call, press **DIGITAL SP-PHONE** or lift the handset.

#### To search for a name by initial

Example: "Lisa"

1. Rotate **JOG DIAL** until any name is displayed.

Example:

2. Press **5** repeatedly until any name with the initial "L" is displayed (see the character table on page 19).

3. Rotate **JOG DIAL** to the right until "Lisa" is displayed.

- To stop the search, press **STOP**.
- To make a call, press **DIGITAL SP-PHONE** or lift the handset.

#### Note:

- When you want to search for symbols (not letters or numbers), press **\*** in step 2.

## Caller ID service from your phone company

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

Set the following ring count settings to 2 or more rings beforehand.

- TAD ring count and FAX ring count (feature #06 on page 61)
- TEL/FAX ring count (feature #78 on page 67)

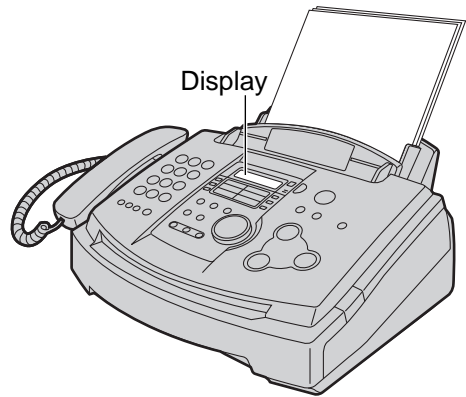
### How Caller ID is displayed

The calling party's name or telephone number will be displayed after the first ring.

You then have the option of whether or not to answer the call depending on the caller.

Example:

The unit will automatically store the caller information (name, telephone number and the time of the call). You can view the caller information (see the next page) and print the caller ID list (p. 28).



#### Note:

- 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 unit will show the following.

The caller dialed from an area which does not provide Caller ID service.

The caller requested not to send caller information.

The caller made a long distance call.

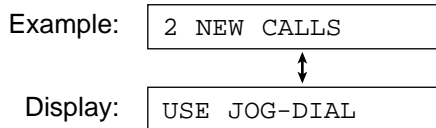
## Viewing and calling back using caller information

You can easily view caller information and call back.

### Important:

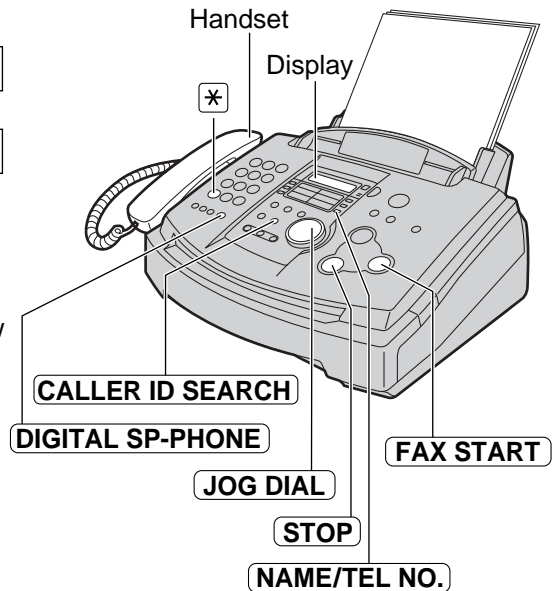
- Calling back will not be available in the following cases.
  - The telephone number includes data other than numbers (i.e. \* or #).
  - The caller information does not include a telephone number.

- 1 Press **CALLER ID SEARCH**.  
**Example** (2 new calls are received):



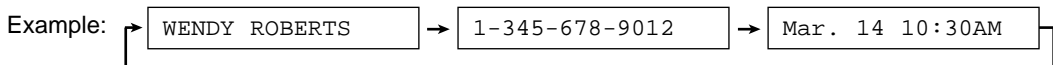
- 2 Rotate **JOG DIAL** to the right (clockwise).
  - The display will show the most recent caller's name.
  - If you rotate to the left, the display will show the reviewed calls.
  - To stop viewing, press **STOP**.

- 3 Press **DIGITAL SP-PHONE** or lift the handset to make a call.
  - The unit will start dialing automatically.
  - To send a fax – insert the document **FACE DOWN** and press **FAX START**.



### To display the caller's telephone number and the date/time of the call

Press **NAME/TEL NO.** repeatedly in step 2.



### To edit the telephone number for calling back

Press **\*** repeatedly in step 2.

Each time you press **\***, the telephone number will be changed as follows.

1. 1 – Area code – Local telephone number ("1" added)
2. Local telephone number (area code omitted)
3. Area code – Local telephone number
4. 1 – Local telephone number ("1" added and area code omitted)

### Display while viewing

NO NAME RCVD	When the unit could not receive a name.
END OF NEW CALL	After the last new call has been displayed.
END	After all calls have been displayed.
NO CALLER DATA	When no calls have been received.

## Confirming caller information using the Caller ID list

The unit will store the 30 most recent caller information.

—To print manually, see below.

—To print automatically after every 30 new calls, activate feature #26 (p. 63).

### Sample of a Caller ID list

CALLER ID LIST		Mar. 20 2000 09:19AM			
	YOUR LOGO :				
	YOUR FAX NO. :				
NO.	NAME	TELEPHONE NUMBER	TIME OF CALL	ANSWER	STATUS
01	WENDY ROBERTS	1-345-678-9012	Mar. 14 10:30AM	FAX	!
02	ALLAN STONE	1-456-789-0123	Mar. 13 08:35AM	FAX	*
03	MIKE TIMAR	1-987-654-3210	Mar. 11 09:35AM	TEL	

## Printing and erasing the Caller ID list

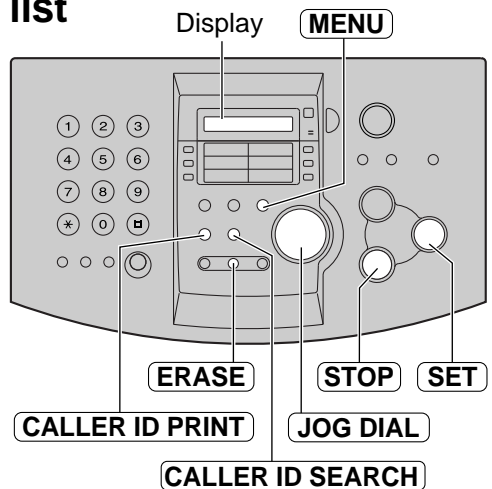
- 1 Press **CALLER ID PRINT** to start printing.

Display:

- The display will show the following after printing.

↓

- 2 Press **STOP** to exit the program, or press **SET** to erase all of the stored caller information.



### To erase caller information without printing

1. Press **MENU** three times.

Display:

2. Press **SET**.

3. Press **SET**.

- To cancel erasing, press **STOP**, then **MENU**.

4. Press **SET**.

5. Press **STOP** to exit the program.

### To erase specific caller information

1. Press **CALLER ID SEARCH**.

Example:

Display:

2. Rotate **JOG DIAL** until the desired name is displayed.

Example:

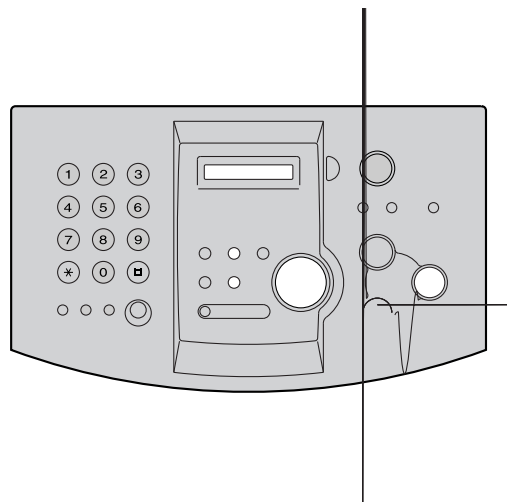
3. Press **ERASE**.

- The caller information will be erased.

Example:

- To erase other items, repeat steps 2 and 3.

4. Press **STOP** to exit the program.



# Voice Contact

## Talking to the other party after fax transmission or reception

You can talk to the other party after a fax message is completed. This will save the added expense and time of making another call.

**This feature only works when the other party's fax machine is equipped with a voice contact feature.**

### Initiating voice contact

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

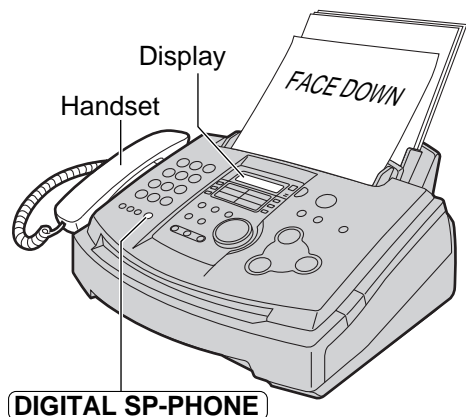
Display: VOICE STANDBY

- Your unit will call the other party with a distinctive ring.
- When the other party answers, your unit will emit a distinctive ring.

- 2 Press **DIGITAL SP-PHONE** or lift the handset to start talking.

#### Note:

- If you initiate voice contact during transmission, the unit will call you with a distinctive ring after all of the documents have been transmitted.
- If you initiate voice contact during reception, the unit will call you with a distinctive ring after the current page of the document is received.



### Receiving a request for voice contact

- 1 If the other party initiates voice contact, your unit will sound a distinctive ring and the following will be displayed.

PLEASE PICK UP

- 2 Press **DIGITAL SP-PHONE** or lift the handset within 10 seconds of the distinctive ring to start talking.

#### Note:

- If you do not answer within 10 seconds of the distinctive ring;
  - In TAD/FAX mode, your unit will play a greeting message and record an incoming voice message.
  - In FAX ONLY, TEL or TEL/FAX mode, the line will be disconnected.

## Sending a fax manually

- 1 Adjust the width of the document guides to the size of the document.
- 2 Insert the document (up to 15 pages) FACE DOWN until the unit grabs the document and a single beep is heard.

Display:

- 3 If necessary, press **RESOLUTION** repeatedly to select the desired setting (see below).

- 4 Press **DIGITAL SP-PHONE** or lift the handset.

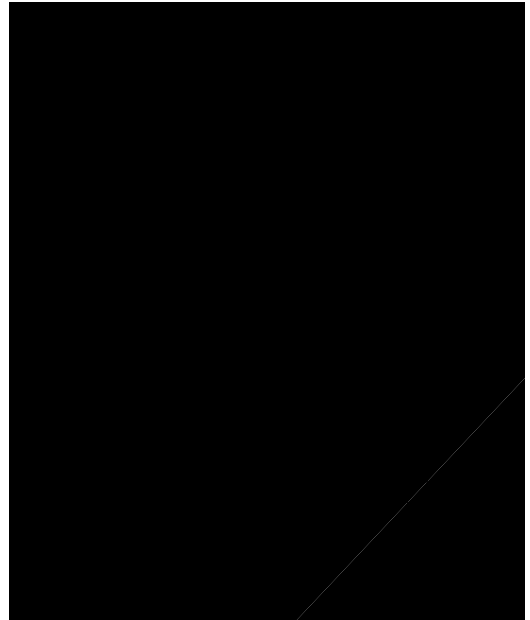
- 5 Dial the fax number.

Example:

- 6 **When the fax tone is heard:**

Press **FAX START**, and replace the handset if you are using it.  
OR

**When the other party answers your call:**  
Ask them to press their start button. When the fax tone is heard, press **FAX START** and replace the handset if using it.



### 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 minute printing.

PHOTO: For originals containing photograph.

PHOTO WITH TEXT: For originals containing photograph and text.

- Using the "FINE", "SUPER FINE", "PHOTO" or "PHOTO WITH TEXT" setting will increase transmission time.
- If the resolution setting is changed during feeding, it will be effective from the next sheet.
- The "SUPER FINE" resolution only works with other compatible fax machines.

### Sending from memory

You can press **QUICK SCAN START** instead of  to scan the document into memory before sending. After storing, the unit will transmit the document.

- If the document exceeds the memory capacity (p. 88), sending will be canceled.

# Sending Faxes

## Sending a fax using ONE-TOUCH DIAL and JOG DIAL

Before using this feature, program the desired names and telephone numbers into ONE-TOUCH DIAL and JOG DIAL (p. 22, 23).

- 1 Adjust the width of the document guides to the size of the document.
- 2 Insert the document (up to 15 pages) FACE DOWN until the unit grabs the document and a single beep is heard.

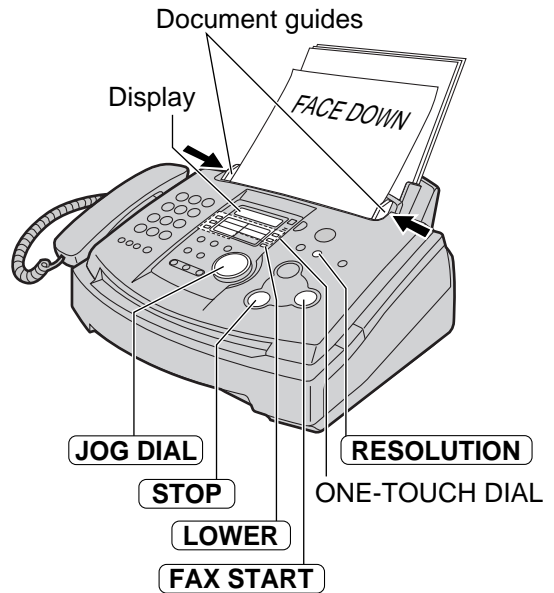
Display:

- 3 If necessary, press **RESOLUTION** repeatedly to select the desired setting (p. 31).

- 4 Enter the fax number.  
**Using ONE-TOUCH DIAL 1–5:**  
Press the desired ONE-TOUCH DIAL key.

**Using ONE-TOUCH DIAL 6–10:**  
Press **LOWER**, then press the desired ONE-TOUCH DIAL key.

**Using JOG DIAL :**  
Display the desired name and press **FAX START** .



### Fax auto redial

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

- This feature is also available for delayed transmission (feature #25 on page 63).
- During redial, the following will be displayed.

Display:

- To cancel redialing, press **STOP** .

### If your unit does not send a fax

- Confirm the stored telephone number on the display and check that the number dialed is answered by the other party's machine (p. 25).
- The connecting tone will be heard during dialing to tell you the status of the other party's machine (feature #76 on page 67).



## Sending a fax with the voice guide

You can send documents by following the voice guide. After transmission, the voice guide will turn off automatically.

**1** Press **HELP** twice.

Display: SEND GUIDE

**2** Press **SET**.

*Voice guide:*

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

**3** Insert the document (up to 15 pages) **FACE DOWN** until the unit grabs the document and a single beep is heard.

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

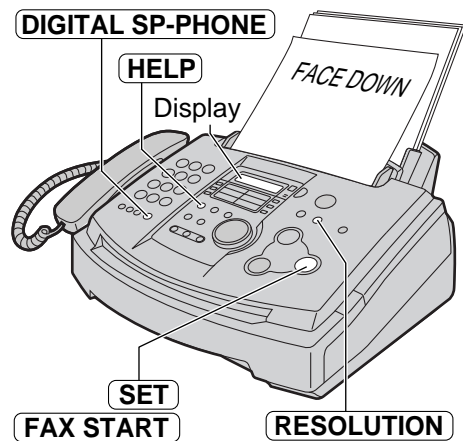
●If necessary, press **RESOLUTION** repeatedly to select the desired setting (p. 31).

**4** Press **DIGITAL SP-PHONE** and dial the fax number.

●You can also use the handset.

**5** When a fax tone is heard, press **FAX START**.

*Start transmission.*



## Documents you can send

Minimum size	Maximum size	Effective scanning area	Document weight
			<p>Single sheet: 45 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (12 lb. to 24 lb.)</p> <p>Multiple sheets: 60 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (16 lb. to 20 lb.)</p>

**Note:**

- Remove clips, staples or other similar fasteners.
- Check that ink, paste or correction fluid has dried.
- Do not send the following types of documents. Use copies for fax transmission.
  - Chemically treated paper such as carbon or carbonless duplicating paper
  - Paper with printing on the opposite side that can be seen through the front (e.g. newspaper)
  - Electrostatically charged paper
  - Paper with a coated surface
  - Heavily curled, creased or torn paper
  - Paper with a faint image

**To transmit more than 15 pages at a time**

- Insert the first 15 pages of the document. Add the extra pages (up to 15) before the last page is fed into the unit.

# Sending Faxes

## Reports for confirmation

To confirm the communication results, the following reports are available.

### Sending report

This report will provide you with a printed record of transmission results. To use this feature, activate feature #04 (p. 61).

#### Sample of a sending report

SENDING REPORT		Jan. 20 2000 09:19AM						
		YOUR LOGO :						
		YOUR FAX NO. :						
NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT	*CODE	
01	2345678	Jan.20 09:18AM	00'51	SND	00	COMMUNICATION ERROR	43	

SND: Sent directly.  
IQ-FAX: Sent to the fax server of the NetMoves network (p. 35).  
Communication message (p. 68)  
Error code

### Journal report

The unit stores the 30 most recent fax communication results. When a new communication occurs, the oldest communication result will be erased.

—To print manually, see page 84.

—To print automatically after every 30 new fax communications, activate feature #22 (p. 63).

#### Sample of a journal report

JOURNAL		Jan. 25 2000 11:22AM						
		YOUR LOGO :						
		YOUR FAX NO. :						
NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT	*CODE	
01	3332222	Jan.21 07:14AM	00'45	SND	01	OK		
02	9998765	Jan.21 08:17AM	00'58	IQ-FAX	02	OK		
03	John	Jan.21 09:18AM	00'48	RCV	01	OK		
04	5555666	Jan.21 10:25AM	02'45	SND	03	COMMUNICATION ERROR	43	

SND: Sent directly.  
IQ-FAX: Sent to the fax server of the NetMoves network (p. 35).  
RCV: Received directly.  
Communication message (p. 68)  
Error code

## IQ-FAX

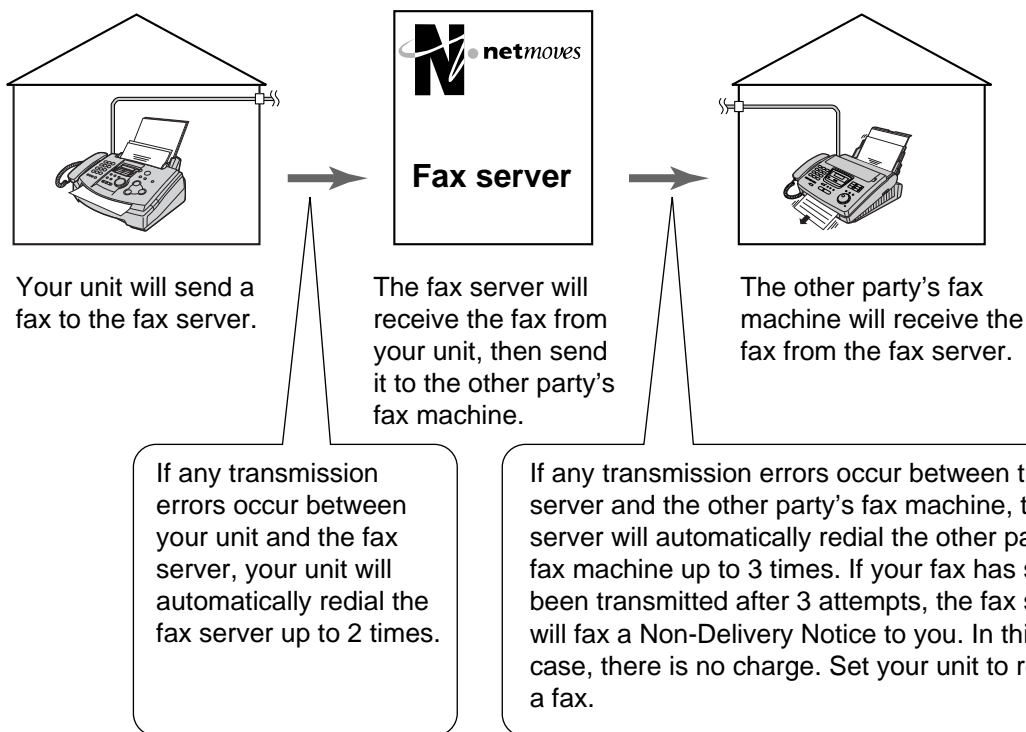
**This feature can only be used after applying to NetMoves.**

IQ-FAX is intelligent faxing which allows you to send faxes via the Internet using the IQ-FAX button. Behind the IQ-FAX button is the NetMoves Global Fax Network which manages the delivery of your fax to any fax machine in the world. It routes your fax via the best and most time-efficient route and will automatically resend your fax for you if the receiving fax machine is unavailable.

This "fax-only" network has the added advantage of cost efficiency due to the Internet being integrated into the network. Every fax is secure since the NetMoves network utilizes the highest encryption legally allowed, ensuring that your document stays secure. You get the benefits of carefree faxing with savings associated with the use of the Internet. It is simple, quick, and secure.

For more information, contact NetMoves at 1-888-332-9728. This number is pre-programmed in the JOG DIAL directory (p. 23).

## How your fax is sent to the other party's fax machine



## How to apply for the NetMoves Internet service for your unit

1. Fill out the attached application form and fax it to 1-800-909-6649.
  - The NetMoves company will send you a welcome fax after they have activated your account.
  - There is no application or monthly fee. You pay only for the faxes you send.
2. To activate the IQ-FAX function from your fax machine, set feature #75 to on (p. 67).

# Sending Faxes

## Sending a fax using the Internet

- 1 Adjust the width of the document guides to the size of the document.
- 2 Insert the document (up to 15 pages) **FACE DOWN** until the unit grabs the document and a single beep is heard.

Display:

- 3 If necessary, press **RESOLUTION** repeatedly to select the desired setting (p. 31).

- 4 Press **IQ-FAX**.

- 5 Enter the fax number.  
**Using the dial keypad.**

### Using **ONE-TOUCH DIAL 1-5**:

Press the desired **ONE-TOUCH DIAL** key.

### Using **ONE-TOUCH DIAL 6-10**:

Press **LOWER**, then press the desired **ONE-TOUCH DIAL** key.

### Using **JOG DIAL**:

Display the desired name and press **SET**.

- 6 Press **FAX START**.



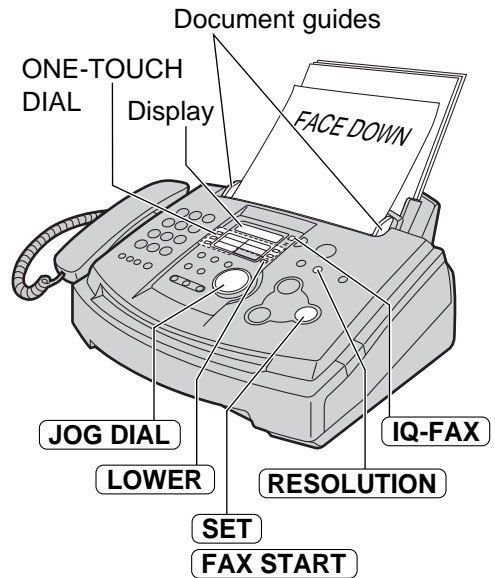
### Note:

- If your fax is not transmitted to the other party's fax machine, the NetMoves network will send a Non-Delivery Notice to your unit.
- If the number you dialed is out of the NetMoves network service area, the unit will show the following messages and send the fax directly over the telephone line.

Display:



If these messages are displayed when sending a fax long-distance or internationally using IQ-FAX, contact NetMoves at 1-888-332-9728.



### If you cannot send a fax

- Contact NetMoves at 1-888-332-9728. The NetMoves customer service center may send you a program update. While receiving this update, the following message will be displayed for about 3 minutes.

Display:

- During this time, you will not be able to operate the unit and the extension telephone.
- If a loading error occurs, the unit will display the following message.

In this case, contact NetMoves at 1-888-332-9728.

## Broadcast transmission

This feature is useful for sending the same document often to selected parties (up to 20 stations). First program the stations, then see page 39 for transmission.

- The broadcast function utilizes ONE-TOUCH DIAL 1–3. The one-touch dial function will be canceled.
- BROADCAST key 1 and 2 can accept ONE-TOUCH DIAL and JOG DIAL entries. MANUAL BROADCAST key can also accept manual dialing entries.

## Programming the stations

**1** Press **DIRECTORY PROGRAM**.

Display: PRESS STATION  
↑
OR USE JOG-DIAL

**2** For **BROADCAST 1–2**:  
 Press the desired **BROADCAST** key.

DIAL MODE ↶↷

Rotate **JOG DIAL** to select "BROADCAST".

Example: BROADCAST 1 ↶↷

**For MANUAL BROADCAST:**

Press **MANUAL BROAD**.

DIAL MODE ↶↷

Rotate **JOG DIAL** to select "MANUAL BROAD".

MANUAL BROAD ↶↷

**3** Press **SET**.

DIR= [00]

**4** Enter stations.  
**Using ONE-TOUCH DIAL 1–5:**  
 Press the desired ONE-TOUCH DIAL key.

Example: DIR=ANN [01]

**Using ONE-TOUCH DIAL 6–10:**  
 Press **LOWER**, then press the desired ONE-TOUCH DIAL key.

Example: DIR=Luke [01]

**Using JOG DIAL :**

Display the desired name and press **SET**.

Example: John [01]

↓

DIR=John [02]

**Using the dial keypad (only for MANUAL BROAD):**

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

Example: DIR=3456789  
↓
DIR=3456789 [01]

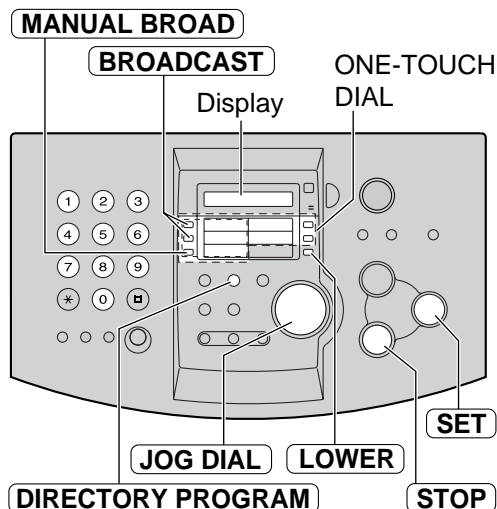
- To enter other stations, repeat this step (up to 20 stations).

**5** Press **SET** after programming all of the desired stations.

REGISTERED
↓
PRESS STATION
↑
OR USE JOG-DIAL

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

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



**Note:**

- If you enter the wrong station, press **STOP** after step 4 to erase the station.
- Confirm the stored items by printing a broadcast programming list (p. 84).

# Sending Faxes

## Adding a new station

**1** Rotate **JOG DIAL** until the desired key name is displayed.  
Example:

**2** Press **DIRECTORY PROGRAM** .

**3** Press **\*** to select "ADD".

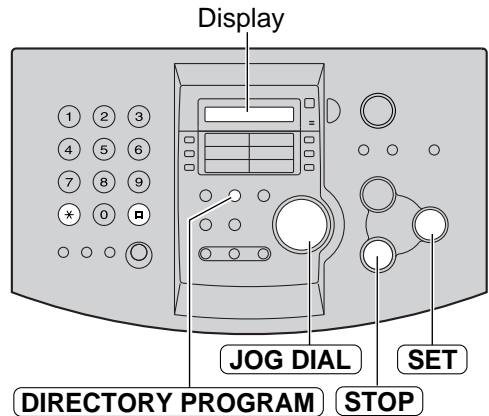
**4** Rotate **JOG DIAL** until the desired name you want to add is displayed (only using JOG DIAL is available).  
Example (JOG DIAL):

Example (ONE-TOUCH DIAL-2):

**5** Press **SET** .  
  
↓  
Example:

●To add other stations, repeat steps 4 and 5 (up to 20 stations).

**6** Press **DIRECTORY PROGRAM** to exit the program.



## Erasing a stored station

**1** Rotate **JOG DIAL** until the desired key name is displayed.  
Example:

**2** Press **DIRECTORY PROGRAM** .

**3** Press **#** to select "DELETE".

**4** Rotate **JOG DIAL** until the desired station you want to erase is displayed.  
Example (JOG DIAL):

Example (ONE-TOUCH DIAL-3):

●To cancel erasing, press **STOP** .

**5** Press **SET** .  
  
↓

**6** Press **SET** .  
  
↓  
Example:

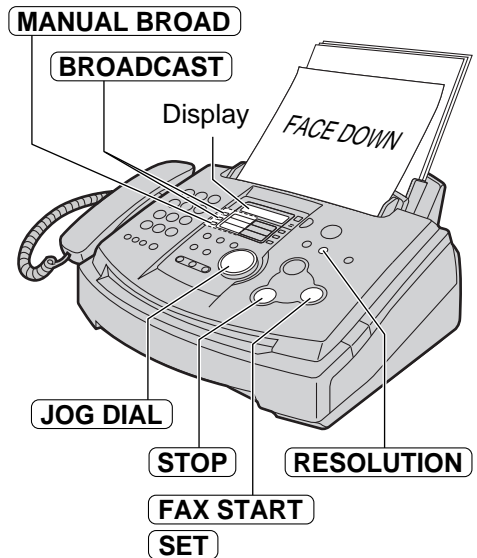
●To delete other stations, repeat steps 4 to 6.

**7** Press **DIRECTORY PROGRAM** to exit the program.

## Sending the same document to pre-programmed parties

- 1 Insert the document FACE DOWN.
  - If necessary, press **RESOLUTION** repeatedly to select the desired setting (p. 31).
- 2 Press the desired **BROADCAST** (1–2) or **MANUAL BROAD**.
  - You can also use **JOG DIAL**. Display the desired key name, and press **FAX START**.
 

Example: <BROADCAST1>
  - The document will be fed into the unit and scanned into memory. The unit will then transmit the data to each station, calling each number sequentially.
  - After transmission, the stored document will be erased automatically, and the unit will automatically print a broadcast sending report (see below).



**Note:**

- If one of the stations is busy or does not answer, the station will be skipped. All skipped stations will be redialed up to 2 times after all of the other stations have been called.

### To cancel the broadcast setting

1. Press **STOP** while the unit displays the following message.

Display: BROADCASTING

- The display will show the following.

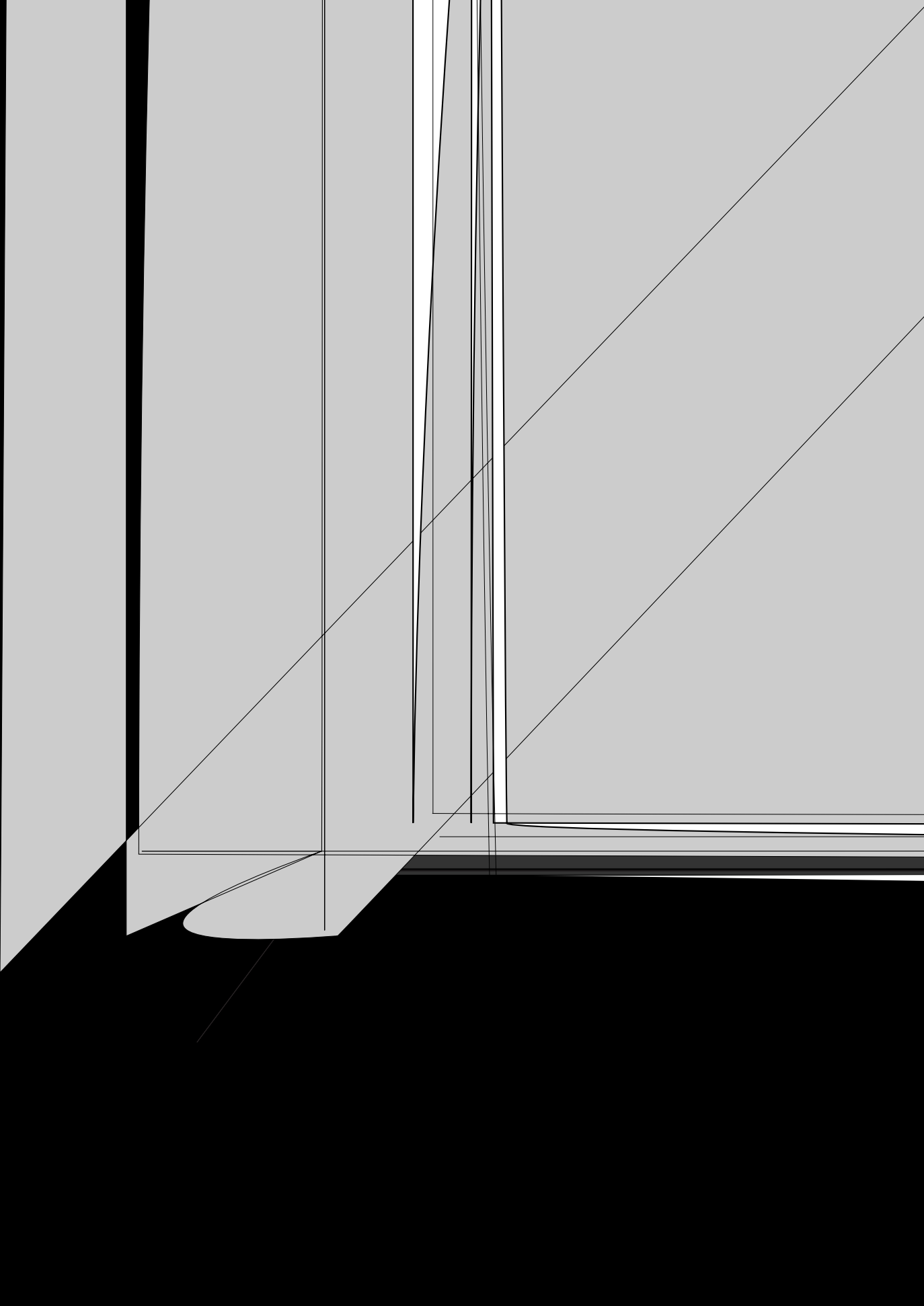
SEND CANCELED?  
 ↓  
YES: SET/NO: STOP

2. Press **SET**.

### Sample of a broadcast sending report

BROADCAST REPORT 1						
					Jan. 10 2000 09:36AM	
					YOUR LOGO :	
					YOUR FAX NO. :	
NO.	OTHER FACSIMILE	START TIME	USAGE TIME	PAGES (IQ-FAX)	RESULT	
01	Mike	Jan.10 09:31AM	01'10	02 *	OK	
02	Peter	Jan.10 09:33AM	01'08	02 *	OK	
03	Sam	Jan.10 09:34AM	01'09	02 *	OK	
04	Kim	Jan.10 09:35AM	01'10	02 *	OK	
TOTAL			004'37	008 (008)		

The "\*" mark shows the fax has been sent to the fax server of the NetMoves network (p. 35). The number shows the total number of pages sent to the fax server.







# Receiving Faxes

## TEL mode (answering all calls manually)

### Activating TEL mode

If the AUTO ANSWER light is on, turn it off by pressing **AUTO ANSWER**.

Display: TEL MODE

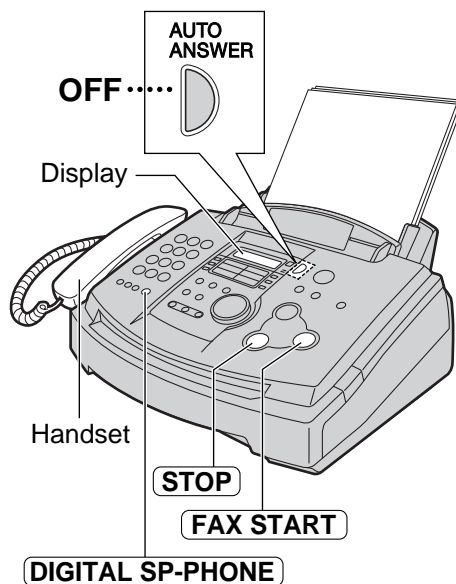
### Receiving a fax manually

**1** When the unit rings, press **DIGITAL SP-PHONE** or 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.



#### Note:

- If you do not answer the call within 10 rings, the unit will temporarily activate the answering device.

### To stop receiving

Press **STOP**.

### Friendly reception feature

When you answer a call and hear a fax calling tone (slow beep), the unit will automatically start fax reception.

- If this feature is not required, set feature #46 to off (p. 65).

### Auto reduction feature

If the other party sends a document that is longer than your recording paper, your unit will reduce the receiving document to the proper size and print it. If you want to print the original size, set feature #37 to off (p. 64).

### Fax reception in memory

When a printing problem is detected, the unit will temporarily store the received document into memory.

While the document is in memory:

—the display will show an error message and the following message alternately,

Display: FAX IN MEMORY

—slow beeps will sound if feature #44 is set to on (p. 65).

- Follow the instructions on pages 69 and 70 to solve the problem.
- For memory capacity, see page 88.

## FAX ONLY mode --- --- (all calls are received as faxes)

### Activating FAX ONLY mode

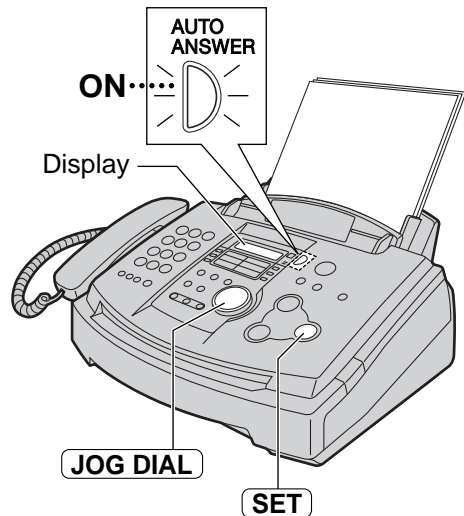
- 1 Set feature #77 to "FAX ONLY" (p. 67).
- 2 If the AUTO ANSWER light is off, turn it on by pressing **AUTO ANSWER**.
  - The display will show the number of rings before the unit answers a call in FAX ONLY mode.

Display: PICKUP & RCV FAX



Example: AFTER 3 RINGS ↻

- 3 If you wish to change the ring count setting, rotate **JOG DIAL** until the desired number is displayed, and press **SET**.
  - When receiving calls, the unit will automatically answer all calls and only receive fax documents.



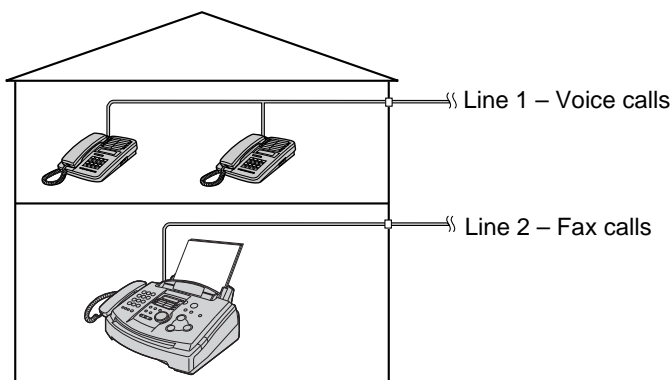
#### Note:

- If the AUTO ANSWER light is already on and you wish to change the ring count, turn it off once then on again by pressing **AUTO ANSWER** and follow the instructions in step 3.
- This mode should not be used with a telephone line which is used for both voice and fax calls. Fax communication will be attempted even if someone is trying to call you.

---

**If you have a telephone line just for faxes, we recommend the following setup.**

**Example:** One telephone line is used for voice calls and a separate telephone line for faxes.

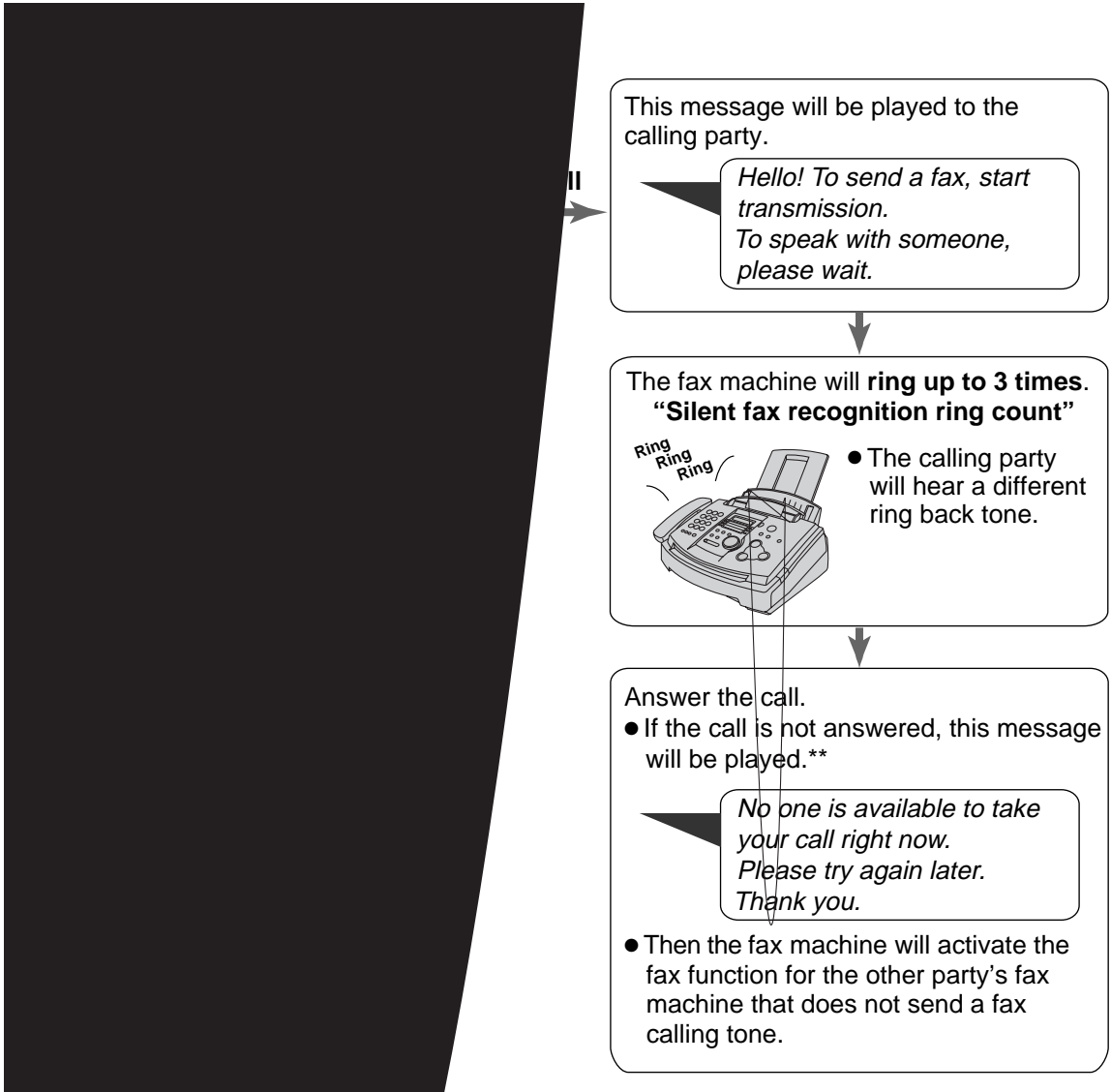


Only a fax machine is connected.

# Receiving Faxes

## TEL/FAX mode (receiving voice calls with rings and fax calls without rings when you are near the unit)

Use this mode when you are always near the fax machine, and want to receive faxes without the unit ringing. When a call is received, the fax machine will work as follows. To set TEL/FAX mode, see below.



### Note:

- The fax machine will display the following when a call is received.

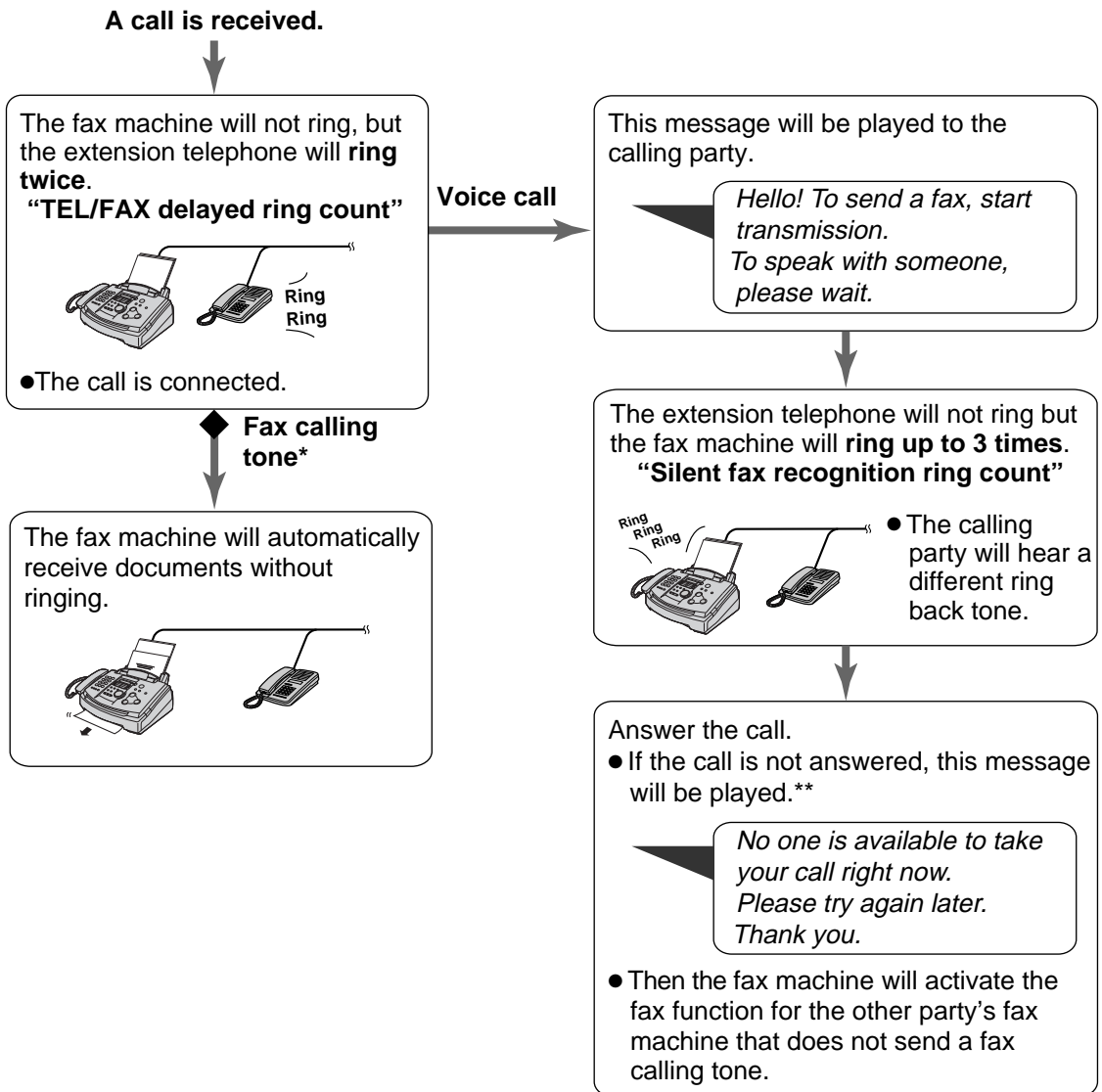
Display: INCOMING CALL

- The ringer should be on (p. 21).

### To set TEL/FAX mode

1. Set feature #77 to “TEL/FAX” (p. 67).
2. If the AUTO ANSWER light is off, turn it on by pressing AUTO ANSWER.

## When an extension telephone is connected



\* A fax calling tone is automatically generated by the sending fax machine. Some fax machines do not have this capability.

### TEL/FAX delayed ring count

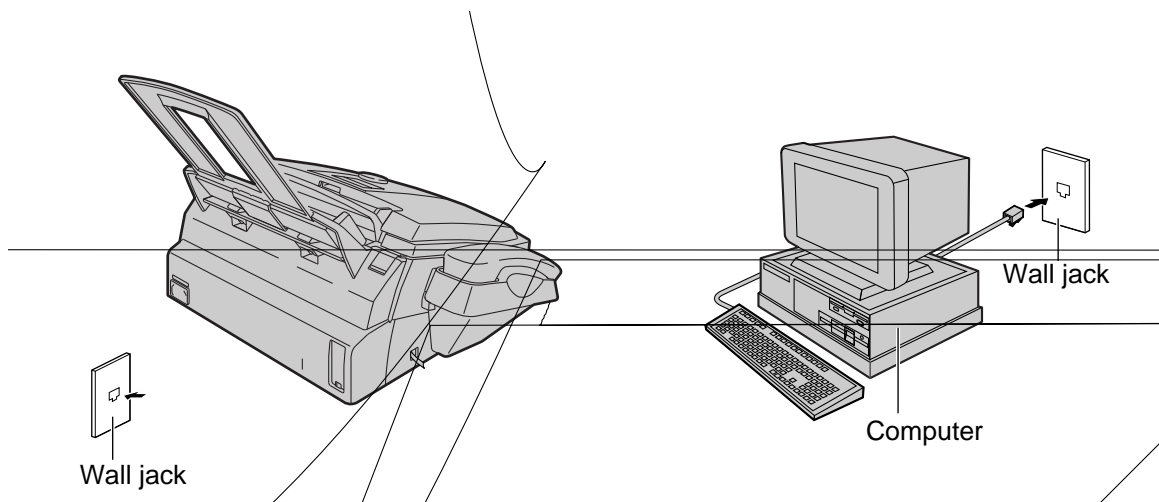
The number of rings generated before the fax machine answers depends on the setting of feature #78 on page 67. The fax machine will not generate an audible ring during this time.

### Silent fax recognition ring count

The fax machine generates audible rings to indicate that it is receiving a voice call. The number of rings generated depends on the setting of feature #30 on page 64. This signal will not ring at an extension telephone.

# Receiving Faxes

## Using the unit with a computer



## Extension telephone

If you use the fax machine with an extension telephone, you can receive fax documents using the extension telephone. You do not have to press **FAX START** on the fax machine.

### Important:

•Use a touch tone telephone as the extension telephone and enter the fax activation code **firmly**.

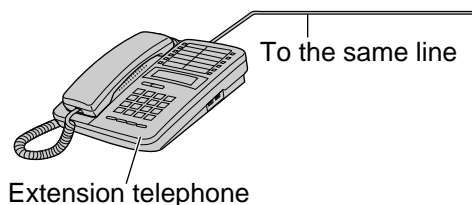
**1** When the extension telephone rings, lift the handset of the extension telephone.

**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** Hang up the handset.  
•The fax machine will start reception.

### Note:

•You can change the fax activation code in feature #41 (p. 65).

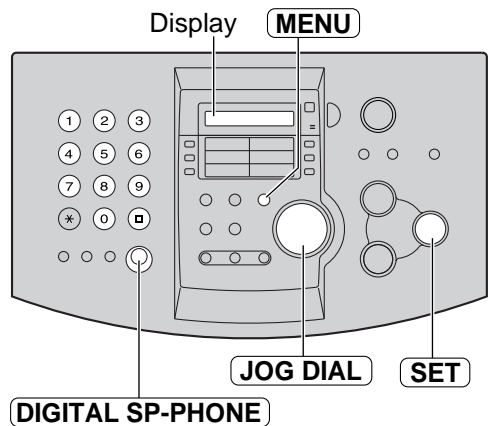


## Pager call - when the unit receives a fax or voice message

This feature allows your unit to call your pager when your unit receives a fax document or an incoming voice message.

- 1 Press **MENU** .  
Display:
- 2 Press **#** , then **7 0** .
- 3 Press **SET** .  
 ↻
- 4 Rotate **JOG DIAL** to select "ON".  
 ↻
  - If this feature is not required, select "OFF".
- 5 Press **SET** .
- 6 Enter your pager number up to 30 digits.  
Example:
- 7 Press **SET** .
- 8 Enter your pager access code up to 10 digits if required.  
Example:
- 9 Press **SET** .  
  - The default code 07734 will show "Hello!" on your pager.
  - If you want to change this message, enter your message up to 30 digits.Example:
- 10 Press **SET** .
  - The unit will dial the stored number.

- 11 Check that your pager received the pager test call.
- 12 Press **DIGITAL SP-PHONE** .



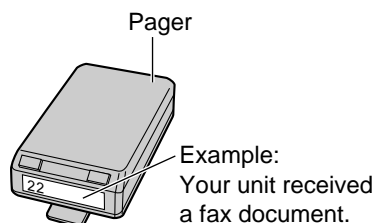
### Note:

- If you have subscribed to a Caller ID service, your pager will display the caller's telephone number before the number "11" or "22" (see below) instead of the message.

### When your pager receives a pager call

Your pager will beep and display as follows;

- "11" : when your unit receives a voice message.
- "22" : when your unit receives a fax document.



# Copying

## Making a copy

The unit can make single or multiple copies (up to 99).

- 1 Adjust the width of the document guides to the size of the document.
- 2 Insert the document (up to 15 pages) **FACE DOWN** until the unit grabs the document and a single beep is heard.

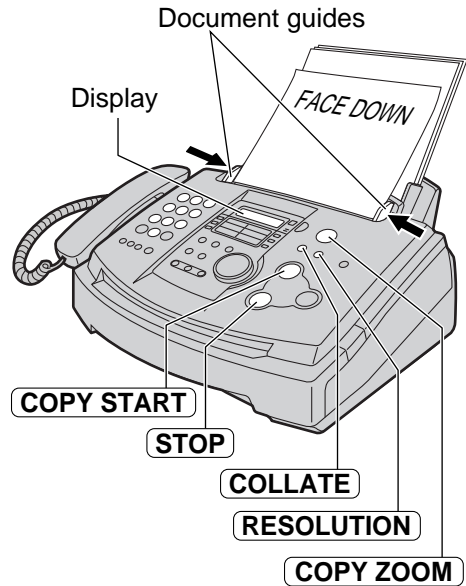
Display:

- Make sure the handset is on the cradle.

- 3 Press **COPY START** .

- If necessary, enter the number of copies (up to 99).

- 4 Press **COPY START** .
  - The unit will start copying.



### Note:

- Any transmittable document can be copied (p. 33).

### To stop copying

Press **STOP** .

## Convenient way to make a copy

The following settings are available before you start copying.

- Resolution
- Reduction/enlargement rate
- Collation (sort)

### To select the resolution according to the type of document

Press **RESOLUTION** repeatedly to select the desired setting.

**FINE**: For printed or typewritten originals with small printing.

**SUPER FINE**: For originals with minute printing.

**PHOTO**: For originals containing photograph.

**PHOTO WITH TEXT**: For originals containing photograph and text.


Display while copying

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




## To reduce or enlarge a document

To make a reduced copy, press

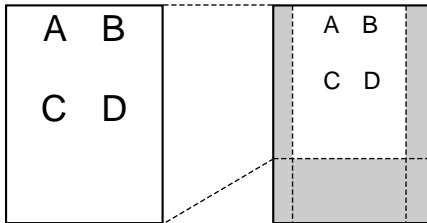
**COPY ZOOM**  repeatedly and select the desired reduction rate. The unit can reduce copies to as little as 50% of the original by changing the reduction rate 5% at a time.

To make an enlarged copy, press

**COPY ZOOM**  repeatedly and select the desired enlargement rate. The unit can enlarge copies to as much as 200% of the original by changing the enlargement rate 5% at a time.

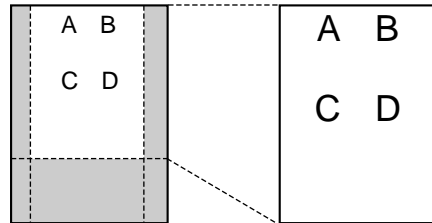
**Example:** 70% reduced copy

Original document      Reduced copy



**Example:** 150% enlarged copy

Original document      Enlarged copy



### Note:

- The display will show the rate you selected while copying.

Example:   
                                |  
                                Reduction/enlargement rate

- For an enlarged copy, the unit will only enlarge the center of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, insert it into the unit, and then make a copy.

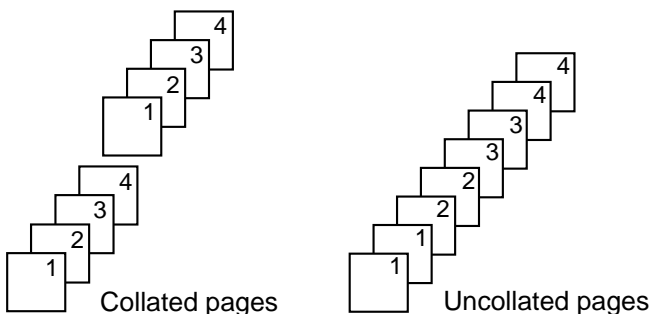
## To collate multiple copies

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

Press **COLLATE** until the following is displayed and start copying.

Display:

**Example:** Making two copies of a 4-page original document



### Note:

- The unit will store the documents into memory while collating copy. If memory becomes full while storing, the unit will only print out the stored pages.
- While collating copies, the display will show the following.

Example:   
                                |  
                                shows collating copy

# Setup

## TAD/FAX mode (using the built-in answering device and receiving voice and fax calls automatically)

When TAD/FAX mode is set, the unit will work as a fax machine and/or answering device. If a fax call is detected, the unit will automatically receive the fax. If a voice call is detected, the answering device will play a greeting message and the caller can leave a voice message.

- You can use either the pre-recorded greeting messages (see below) or your own greeting message (p. 51).

### Setting up the voice and fax message reception


**1** Set feature #77 to "TAD/FAX" (p. 67).

**2** If the AUTO ANSWER light is off, turn it on by pressing **AUTO ANSWER**.

- The unit will play the greeting message.

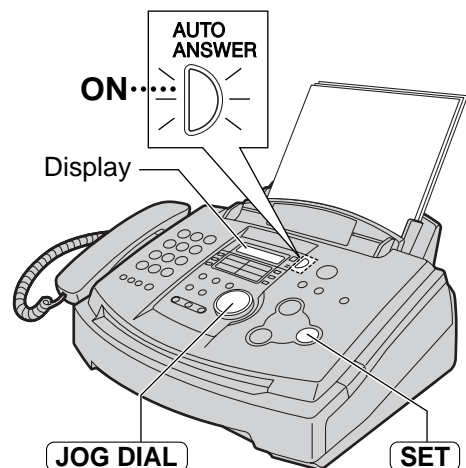
*Hello! We are unable to answer right now.  
To send a fax, please start transmission.  
To leave a voice message, please speak  
after the beep. Thank you.*

- The display will show the number of rings before the unit answers a call in the TAD/FAX mode.

Display: PICKUP &RCV CALL  
↓  
AFTER 2 RINGS 

- If you wish to change the ring count setting, rotate **JOG DIAL** until the desired number (see below) is displayed, and press **SET**. The remaining time for recording incoming messages will be displayed.

Example: TIME = 10m13s



#### Note:

- If the AUTO ANSWER light is already on and you wish to change the ring count, turn it off once then on again by pressing **AUTO ANSWER** and follow the instructions in step 2.
- The incoming message recording time can be changed (feature #10 on page 62).
- When the remaining time is low, erase unnecessary messages (p. 53). For voice memory capacity for incoming messages, see page 88.
- While an incoming call is being recorded, you can monitor it through the speaker. If this feature is not required, set feature #67 to off (p. 66).

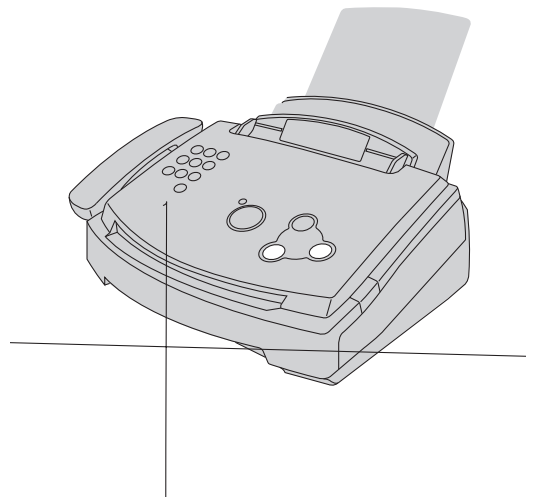
### Ring count in TAD/FAX mode

You can choose from 1, 2, 3, 4, TOLL SAVER and RINGER OFF (feature #06 on page 61).

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

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

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



# Greeting

## Checking the greeting messages

- 1 Select the desired mode (TAD/FAX or TEL/FAX) where you want to listen to a greeting message (feature #77 on page 67).
- 2 If the AUTO ANSWER light is off, turn it on by pressing **AUTO ANSWER**.  
If the AUTO ANSWER light is on, turn it off once then on again.

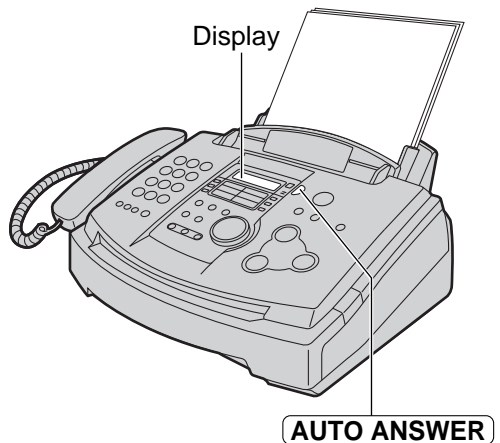
TAD/FAX mode: PICKUP &RCV CALL



AFTER 2 RINGS ↻

TEL/FAX mode: TEL/FAX MODE

- The unit will play the greeting message.



## Erasing your own recorded greeting messages

- 1 Select the desired mode (TAD/FAX or TEL/FAX) where you want to erase the greeting message (feature #77 on page 67).
- 2 Press **ERASE** twice.
  - The display will show the following according to your selection in step 1.

TAD/FAX mode: TAD GREETING



PRESS SET

TEL/FAX mode: TEL/FAX GREETING



PRESS SET

- 3 Press **SET**.

ERASE GREETING?



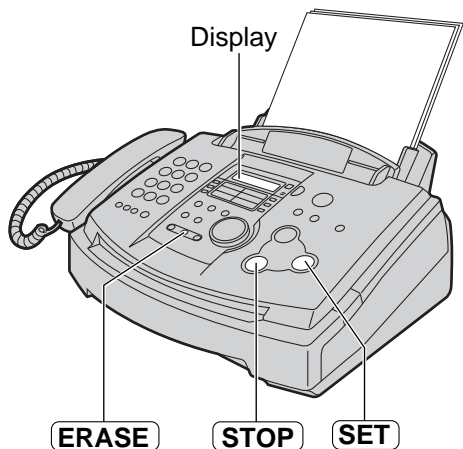
YES : SET / NO : STOP

- To cancel erasing, press **STOP**.

- 4 Press **SET**.

GREETING ERASED

- When receiving a call, the pre-recorded greeting message will be played.



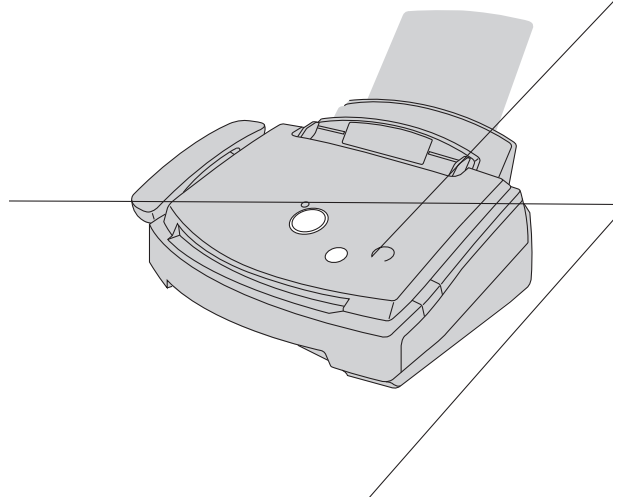
# Incoming Messages

---

When the unit has recorded new voice messages:

- the AUTO ANSWER light will flash.
- the call counter will show the total number of recorded messages, and
- slow beeps will sound if the message alert feature is activated (feature #42 on page 65).

Example:



# Recording

## Memo message --- --- (leaving a message for others or yourself)

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

- 1** Press **RECORD**.

Display: 

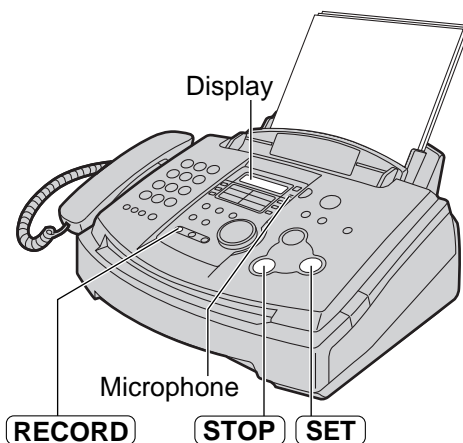
MEMO MESSAGE
↓
PRESS SET

- 2** Press **SET**.  
•A long beep will sound.

MEMO RECORDING
----------------

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

- 4** When finished recording, press **STOP**.



## Telephone conversation --- ---

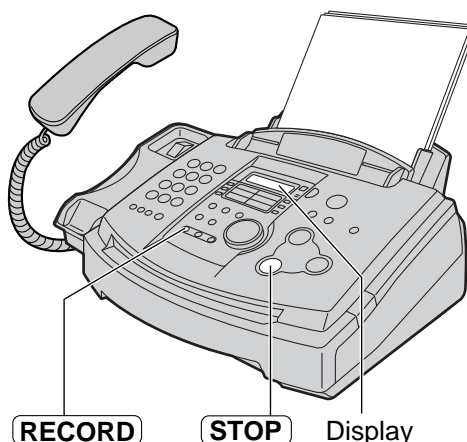
You can record a telephone conversation. This conversation can be played back later, either directly or remotely.

- 1** During a telephone conversation, press **RECORD**.

Display: 

2WAY RECORDING
----------------

- 2** To stop recording, press **STOP** or replace the handset.



**Note:**

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

## Operating from a remote location

The following operations can be performed from a remote location using a touch tone telephone. **Program the remote operation ID (feature #11 on page 62) and set the unit to TAD/FAX mode before going out (p. 50).**

Dial key	Remote command	Page	Dial key	Remote command	Page
0	Skips the greeting message	57	*4	Erases a specific message	57
1	Repeats a message	56	*5	Erases all messages	57
2	Skips a message	56	80	Changes to TEL mode	57
4	New message playback	56	81	Turns ON message transfer	57
5	All message playback	56	82	Turns OFF message transfer	57
6	Room monitor	57	83	Turns ON pager call	57
7	Re-records a greeting message	57	84	Turns OFF pager call	57
9	Stops re-recording of a greeting message	57			

## Remote operation card

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

Answering Device Remote Operation	Notice of Remote Operation
<ol style="list-style-type: none"> <li>Call your unit.</li> <li>Enter the remote operation ID <input type="text"/> during the greeting message. <ul style="list-style-type: none"> <li>The new messages will be played automatically.</li> <li>If there are no new messages, wait for 4 seconds. All the messages will be played back.</li> </ul> </li> <li>Press the remote command key(s) within 10 seconds (see the reverse side).</li> </ol>	<ul style="list-style-type: none"> <li>The remote operation is available only from a touch tone telephone when the unit is in TAD/FAX mode.</li> <li>When the unit is in TEL mode, call your unit and wait for 10 rings. The answering device will temporarily answer the line. Enter the remote operation ID during the greeting message. The unit will switch to TAD/FAX mode.</li> <li>When you press a key, press firmly.</li> <li>To send a document, press *9. When a fax tone is heard, start transmission.</li> </ul>

Fold here

# Remote Operation

## Operation from a remote touch tone telephone

### Listening to recorded messages

**1** Call your unit.

**2** Enter the remote operation ID during TAD/FAX greeting playback.

#### When there are new recorded messages

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

*Voice guide example:*

*3 new messages.*

#### ●To repeat only the new messages:

Press **4**.

#### ●To repeat the current message:

Press **1**.

If you press **1** within 5 seconds of the beginning of a message, the previous message will be played.

#### ●To listen to all the messages:

Press **5**.

#### ●To skip a message:

Press **2**.

#### When there are no new recorded messages

*No new messages.*

Press **5** or wait for 4 seconds to listen to all the messages.

#### When voice memory is full

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

Erase some or all of the messages (see next page).

Key	Remote command
<b>0</b>	Skips the greeting message
<b>1</b>	Repeats a message
<b>2</b>	Skips a message
<b>4</b>	New message playback
<b>5</b>	All message playback
<b>6</b>	Room monitor
<b>7</b>	Re-records a greeting message
<b>9</b>	Stops re-recording of a greeting message

Key	Remote command
<b>*4</b>	Erases a specific message
<b>*5</b>	Erases all messages
<b>80</b>	Changes to TEL mode
<b>81</b>	Turns ON message transfer
<b>82</b>	Turns OFF message transfer
<b>83</b>	Turns ON pager call
<b>84</b>	Turns OFF pager call



## Other remote operations

### ■ Erasing a specific message

Press **[\*] [4]** while listening to the message you want to erase.

*Voice guide example:*

*The message has been erased.*

- A long beep will also sound. The unit will then play back the next message.

### ■ Erasing all the messages

Press **[\*] [5]** to erase all the messages.

*All messages have been erased.*

- A long beep will also sound.

### ■ Monitoring the room

Press **[6]** to monitor the sound for about 30 seconds in the room where the unit is installed.

- After 30 seconds, a beep sounds. To continue monitoring, press **[6]** again within 10 seconds.

### ■ Recording a marker message

You can leave an additional message.

1. Wait for the voice guide.

*All messages have been played.*

2. Wait about 10 seconds.

*Please leave your name and message after the beep.*

3. Leave a message after the beep.

### ■ Re-recording a greeting message

You can change the contents of the TAD/FAX greeting message.

1. Press **[7]** to start recording.

- A long beep will sound.

2. Speak clearly up to 16 seconds.

- If you pause for over 2 seconds, 6 beeps will sound and the recording will stop. Repeat from step 1 within 10 seconds.

3. When finished recording, press **[9]**.

- The new greeting message will be played.

### ■ Skipping the greeting message

Press **[0]** during the greeting message playback.

- The unit will skip the rest of the greeting message.

### ■ Turning the message transfer on or off

You must pre-program a transfer telephone number beforehand (feature #60 on page 66).

Press **[8] [1]** to turn ON the message transfer.

*Message transfer is set.  
Transfer phone number is 123...*

Press **[8] [2]** to turn OFF the message transfer.

*Message transfer is off.*

- If a transfer telephone number is not programmed, you cannot turn this feature ON.

*Transfer phone number is not set.*

### ■ Turning the pager call on or off

You must program a pager number beforehand (feature #70 on page 47).

Press **[8] [3]** to turn ON the pager call.

*Pager call is set.  
Pager number is 098765432.*

Press **[8] [4]** to turn OFF the pager call.

*Pager call is off.*

- If a pager number is not programmed, you cannot turn this feature ON.

*Pager number is not set.*

### ■ Changing the receive mode

Press **[8] [0]** to change the receive mode from TAD/FAX to TEL.

- You cannot return to TAD/FAX mode in the same call. To return to TAD/FAX mode, see below.

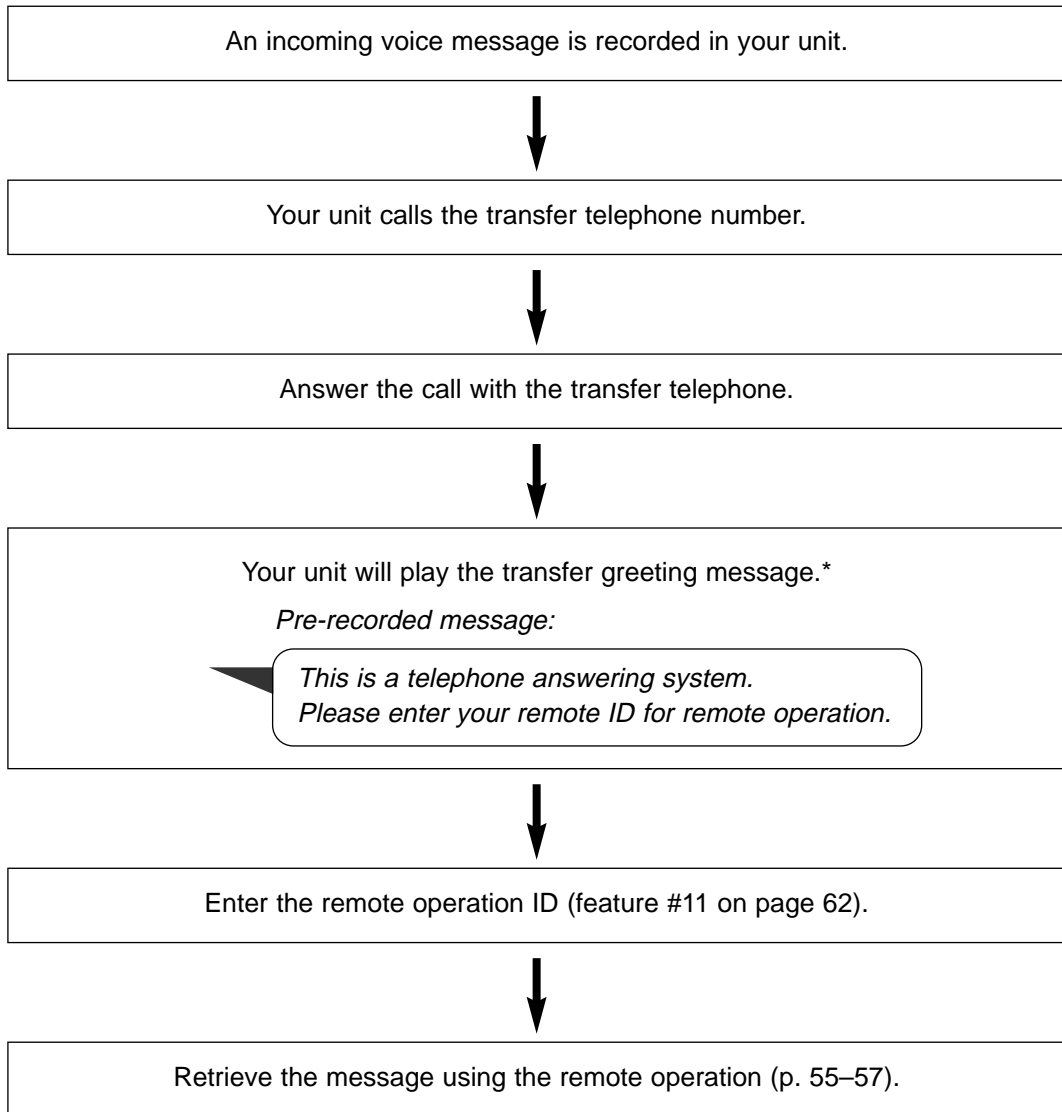
### ■ Returning to TAD/FAX mode

1. Call your unit and wait for 10 rings.
  - The answering device will temporarily answer the call.
2. Enter the remote operation ID during the greeting message.
  - Your unit will switch to TAD/FAX mode.

## Transferring recorded messages to another telephone

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

Program the transfer telephone number first (feature #60 on page 66) and set to TAD/FAX mode.



\* This message can be changed (see next page).

## Recording your own transfer greeting message

The recording time is limited to 16 seconds.

### Suggested message

*"This is a transferred message from (your name, business and/or telephone number). Please enter your remote ID for remote operation."*

**1** Press **MENU**.  
Display: SYSTEM SET UP

**2** Press **☐**, then **6 1**.  
TRNS-GREETING

**3** Press **SET**.  
CHECK ↻

**4** Rotate **JOG DIAL** to select "RECORD".  
RECORD ↻

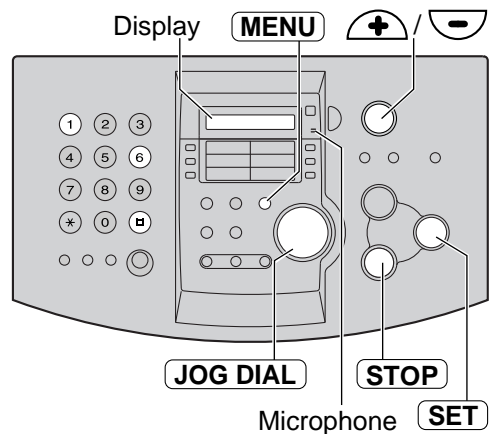
**5** Press **SET**.  
TRNS REC. 16s

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

Example: TRNS REC. 15s

**7** When finished recording, press **STOP**.  
●The unit will repeat your message. Adjust the volume using **+** or **-**.

**8** Press **MENU**.



### To check your transfer greeting message

1. Press **MENU**, **☐ 6 1**, then **SET**.
2. Rotate **JOG DIAL** to select "CHECK".
3. Press **SET**.  
●The unit will play your message.
4. Press **MENU**.

### To erase your transfer greeting message

1. Press **MENU**, **☐ 6 1**, then **SET**.
2. Rotate **JOG DIAL** to select "ERASE".
3. Press **SET**.  
●Your own message will be erased.
4. Press **MENU**.  
●The pre-recorded greeting message will be played when transferring a call.

# Features Summary

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## Programming

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The unit provides various programming features. Program the desired settings by referring to the programming tables (p. 61–67).

**1** Press **MENU** .

Display: SYSTEM SET UP

**2** Select the feature you wish to program.

■ **For basic features** (p. 61, 62):

Rotate **JOG DIAL** until the desired feature is displayed.

■ **For advanced features** (p. 63–67):

Rotate **JOG DIAL** until the following is displayed.

ADVANCED MODE

Press **SET** and rotate **JOG DIAL** until the desired feature is displayed.

**3** Press **SET** .

● The current setting of the feature will be displayed.

**4** Rotate **JOG DIAL** until the desired setting is displayed.

● This step may be slightly different depending on the feature.

**5** Press **SET** .

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

**6** To exit programming, press **MENU** .

---

### Programming by entering the program code number directly

You can select a feature by directly entering the program code (# and 2-digit number) instead of using **JOG DIAL** .

1. Press **MENU** .

2. Press **□** and the 2-digit code number.

3. Follow steps 3 to 6 above.

● See programming tables for code numbers (p. 61–67).

## Basic features

### Programming table

Code	Display & Feature	Settings	How the unit operates
#01	<div style="border: 1px solid black; padding: 2px; width: fit-content;">SET DATE &amp; TIME</div> To set the date and time.	mm/dd/yy hh:mm (2 digits for each entry)	See page 17 for details.
#02	<div style="border: 1px solid black; padding: 2px; width: fit-content;">YOUR LOGO</div> To set your logo.	(Up to 30 characters)	See page 18 for details.
#03	<div style="border: 1px solid black; padding: 2px; width: fit-content;">YOUR FAX NO.</div> To set your facsimile telephone number.	(Up to 20 digits)	See page 20 for details.
#04	<div style="border: 1px solid black; padding: 2px; width: fit-content;">SENDING REPORT</div> To print and check the sending report for fax transmission results (p. 34).	<b>ERROR</b>	"ERROR": The sending report will be printed only when fax transmission fails. "ON": The sending report will be printed out after every transmission.
		ON	
		OFF	
#06	<div style="border: 1px solid black; padding: 2px; width: fit-content;">TAD RING COUNT</div> To change the number of rings before the unit answers a call in TAD/FAX mode	<b>1, 2, 3, 4</b>	This setting is also available after activating TAD/FAX mode. See page 50 for details.
		TOLL SAVER	
		RINGER OFF	
	<div style="border: 1px solid black; padding: 2px; width: fit-content;">FAX RING COUNT</div> To change the number of rings before the unit answers a call in FAX ONLY mode	<b>1, 2, 3, 4</b>	This setting is also available after activating FAX ONLY mode (p. 43).

(The default setting is in bold type.)

# Features Summary

## Basic features (cont.)

### How to set menu options

1. Press **MENU** .
2. Rotate **JOG DIAL** until the desired feature is displayed.
3. Press **SET** .
4. Rotate **JOG DIAL** until the desired setting is displayed.
5. Press **SET** .
6. Press **MENU** .

**Note:**

- Step 4 may be slightly different depending on the feature.
- See page 60 for more details.

### Programming table (cont.)

Code	Display & Feature	Settings	How the unit operates
#10	<div style="border: 1px solid black; padding: 2px; display: inline-block;">RECORDING TIME</div> To change the recording time for an incoming message	<b>VOX</b>	“VOX”: Unlimited “1 MIN”: Up to 1 minute
		1 MIN	
#11	<div style="border: 1px solid black; padding: 2px; display: inline-block;">REMOTE TAD ID</div> To operate the answering device from a remote location	ID = <b>111</b>	1. Follow steps 1–3 above. 2. Enter any 3-digit number except a number using 0 or 7. 3. Press <b>SET</b> . 4. Press <b>MENU</b> .
#13	<div style="border: 1px solid black; padding: 2px; display: inline-block;">DIALING MODE</div> If you cannot dial, change the setting depending on your telephone line service.	<b>TONE</b>	“TONE”: For tone dial service. “PULSE”: For rotary pulse dial service.
		PULSE	
#16	<div style="border: 1px solid black; padding: 2px; display: inline-block;">PAPER SIZE</div> To set the recording paper size.	<b>LETTER</b>	“LETTER”: Letter size paper. “LEGAL”: Legal size paper.
		LEGAL	
#17	<div style="border: 1px solid black; padding: 2px; display: inline-block;">MELODY RINGER</div> To set the ring melody.	<b>BELL</b>	You can select the bell or the melody. The selected bell or melody will sound while setting.
		MELODY (A, B, C, D)	

(The default setting is in bold type.)

## Advanced features

### How to set menu options

1. Press **MENU** .
2. Rotate **JOG DIAL** until the following is displayed.  
 Display: ADVANCED MODE  
 Press **SET** and rotate **JOG DIAL** until the desired feature is displayed.
3. Press **SET** .
4. Rotate **JOG DIAL** until the desired setting is displayed.
5. Press **SET** .
6. Press **MENU** .

**Note:**

- Step 4 may be slightly different depending on the feature.
- See page 60 for more details.

### Programming table

Code	Display & Feature	Settings	How the unit operates
#22	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AUTO JOURNAL</div> To print the journal report automatically for fax communications.	<b>ON</b>	"ON": The unit will print the journal report automatically after every 30 new fax communications (p. 34).
		OFF	
#23	<div style="border: 1px solid black; padding: 2px; display: inline-block;">OVERSEAS MODE</div> If you have difficulty sending an overseas fax, activate this feature before starting transmission. This feature makes sending documents easier as the transmission speed is slowed down.	NEXT FAX	"NEXT FAX": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. "ERROR": When the previous fax transmission fails and you redial the same number. ● This feature is not available for broadcast transmission. ● The calling charge may be higher.
		<b>ERROR</b>	
		OFF	
#25	<div style="border: 1px solid black; padding: 2px; display: inline-block;">DELAYED SEND</div> To send a fax automatically at a specified time. This allows you to take advantage of low-cost calling hours offered by your telephone company. ● The setting can be reserved to take place up to 24 hours in advance.	ON / fax no. / hh:mm	To send a document: 1. Insert the document. 2. Follow steps 1–3 above. 3. Rotate <b>JOG DIAL</b> to select "ON". 4. Press <b>SET</b> . 5. Enter the fax number. 6. Press <b>SET</b> . 7. Enter the transmission start time. Press <b>*</b> to select "AM" or "PM". 8. Press <b>SET</b> . 9. Press <b>MENU</b> . ● To cancel after programming, press <b>STOP</b> then <b>SET</b> .
		<b>OFF</b>	
#26	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AUTO CALL. LIST</div> To print the Caller ID list automatically.	<b>ON</b>	"ON": The unit will print the Caller ID list automatically after every 30 new calls (p. 28).
		OFF	

(The default setting is in bold type.)

# Features Summary

## Advanced features (cont.)

### How to set menu options

1. Press **MENU**.
2. Rotate **JOG DIAL** until the following is displayed.  
 Display: ADVANCED MODE  
 Press **SET** and rotate **JOG DIAL** until the desired feature is displayed.
3. Press **SET**.
4. Rotate **JOG DIAL** until the desired setting is displayed.
5. Press **SET**.
6. Press **MENU**.

**Note:**

- Step 4 may be slightly different depending on the feature.
- See page 60 for more details.

### Programming table (cont.)

Code	Display & Feature	Settings	How the unit operates
#30	<div style="border: 1px solid black; padding: 2px; display: inline-block;">SILENT FAX RING</div> To change the number of rings when the unit detects a voice call in TEL/FAX mode.	3, 4, 5, 6	See pages 44 and 45 for details.
#31	<div style="border: 1px solid black; padding: 2px; display: inline-block;">RING DETECTION</div> If you subscribe to a Distinctive Ring Service (Identa-Ring) from your telephone company, activate this feature. This feature is also required for voice mail service.	A, B, C, D	Select the ring pattern to be assigned to the facsimile number. A: Standard ring (one long ring) B: Double ring (two short rings) C: Triple ring (short-long-short rings) D: Other triple ring (short-short-long rings) • For more information about telephone services, contact your telephone company.
		OFF	
#37	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AUTO REDUCTION</div> To receive a fax document that is longer than your recording paper.	ON	"ON": The unit will fit a received document onto your recording paper. "OFF": The unit will print the original size.
		OFF	
#39	<div style="border: 1px solid black; padding: 2px; display: inline-block;">LCD CONTRAST</div> To adjust the display contrast.	NORMAL	"NORMAL": For normal contrast "DARKER": Used when the display contrast is too light.
		DARKER	

(The default setting is in bold type.)



# Features Summary

Code	Display & Feature	Settings	How the unit operates
#41	<div style="border: 1px solid black; padding: 2px; display: inline-block;">FAX ACTIVATION</div> If you use an extension telephone and wish to use it to receive a fax, activate this feature, and enter the code (p. 46).	<b>ON</b> / CODE= * 9	<ol style="list-style-type: none"> <li>1. Follow steps 1–3 on page 64.</li> <li>2. Rotate <b>JOG DIAL</b> to select "ON".</li> <li>3. Press <b>SET</b>.</li> <li>4. Enter your code from 2 to 4 digits, using 0–9 and *.</li> <li>5. Press <b>SET</b>.</li> <li>6. Press <b>MENU</b>.</li> </ol> ●Do not enter "0000".
		OFF	
#42	<div style="border: 1px solid black; padding: 2px; display: inline-block;">MESSAGE ALERT</div> To alert you with beeps when a new voice message is recorded	ON	If you hear slow beeps, press <b>PLAY MESSAGES</b> and listen to recorded messages (p. 53). The beeps will stop.
		OFF	
#43	<div style="border: 1px solid black; padding: 2px; display: inline-block;">REC. TIME ALERT</div> To alert you with beeps when there is less than 60 seconds of remaining recording time.	ON	If you hear slow beeps, erase the recorded messages (p. 53). The beeps will stop.
		OFF	
#44	<div style="border: 1px solid black; padding: 2px; display: inline-block;">RECEIVE ALERT</div> To alert you with beeps when a received document is stored into memory due to a problem.	<b>ON</b>	If you hear slow beeps, clear the printing problem or supply paper to print the stored document. The beeps will stop.
		OFF	
#46	<div style="border: 1px solid black; padding: 2px; display: inline-block;">FRIENDLY RCV</div> To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep).	<b>ON</b>	"ON": You do not have to press <b>FAX START</b> for fax reception.
		OFF	
#47	<div style="border: 1px solid black; padding: 2px; display: inline-block;">FAX GUIDANCE</div> If you wish to hear the voice guidance (see right) at each fax transmission/reception, set this feature to "ON". ●To hear the voice guidance only when fax transmission/reception fails, select "ERROR".	<b>ON</b>	Voice guidance example: "Start transmission." "Please hang up the handset for transmission." "Transmission is complete." "Transmission has failed." "Transmission has been interrupted." "Start reception." "Please hang up the handset for reception." "Reception is complete." "Reception has failed." "Reception has been interrupted."
		OFF	
		ERROR	

(The default setting is in bold type.)

# Features Summary

## Advanced features (cont.)

### How to set menu options

1. Press **MENU**.
2. Rotate **JOG DIAL** until the following is displayed.  
 Display: ADVANCED MODE
3. Press **SET**.
4. Rotate **JOG DIAL** until the desired setting is displayed.
5. Press **SET**.
6. Press **MENU**.

Press **SET** and rotate **JOG DIAL** until the desired feature is displayed.

3. Press **SET**.

#### Note:

- Step 4 may be slightly different depending on the feature.
- See page 60 for more details.

### Programming table (cont.)

Code	Display & Feature	Settings	How the unit operates
#54	<span style="border: 1px solid black; padding: 2px;">GREETING TIME</span> To change the recording time for your own TAD/FAX greeting message (p. 51)	<b>16s</b>	"16s": Up to 16 seconds "60s": Up to 60 seconds
		60s	
#60	<span style="border: 1px solid black; padding: 2px;">MESSAGE TRANS.</span> To transfer a recorded incoming message to another telephone (p. 58)	<b>ON</b>	<ol style="list-style-type: none"> <li>1. Follow steps 1–3 above.</li> <li>2. Rotate <b>JOG DIAL</b> to select "ON".</li> <li>3. Press <b>SET</b>.</li> <li>4. Enter the transfer telephone number.</li> <li>5. Press <b>SET</b>.</li> <li>6. Press <b>MENU</b>.</li> </ol> • This feature can be turned on/off from a remote location (p. 57).
		<b>OFF</b>	
#61	<span style="border: 1px solid black; padding: 2px;">TRNS-GREETING</span> To check, record or erase a transfer greeting message	<b>CHECK</b>	See page 59 for details.
		RECORD	
		ERASE	
#67	<span style="border: 1px solid black; padding: 2px;">ICM MONITOR</span> To hear an incoming message (ICM) from the speaker when the answering device is recording the message.	<b>ON</b>	If you select "OFF", you cannot monitor the incoming message.
		OFF	

(The default setting is in bold type.)

# Features Summary

Code	Display & Feature	Settings	How the unit operates
#68	<div style="border: 1px solid black; padding: 2px; display: inline-block;">ECM SELECTION</div> ECM stands for Error Correction Mode. To send a fax even if there is static interference on the telephone line.	<b>ON</b>	This feature is available when the transmitting/receiving stations are ECM compatible. ● If documents are in memory, clear them before making the setting (p. 42).
		OFF	
#70	<div style="border: 1px solid black; padding: 2px; display: inline-block;">PAGER CALL</div> If you have a pager and wish to know when your unit receives a fax or an incoming message, activate this feature.	<b>ON</b>	See page 47 for details.
		<b>OFF</b>	
#75	<div style="border: 1px solid black; padding: 2px; display: inline-block;">IQ-FAX</div> To apply to the NetMoves Global Fax Network and activate the IQ-FAX function.	<b>ON</b>	See page 35 for details.
		<b>OFF</b>	
#76	<div style="border: 1px solid black; padding: 2px; display: inline-block;">CONNECTING TONE</div> If you often have trouble when sending a fax, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone.	<b>ON</b>	You can 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.
		OFF	
#77	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AUTO ANSWER</div> To change the receive mode in the AUTO ANSWER setting.	<b>TAD/FAX</b>	"TAD/FAX": Telephone Answering Device/Facsimile mode (p. 50) "FAX ONLY": Facsimile only mode (p. 43) "TEL/FAX": Telephone/Facsimile mode (p. 44, 45)
		FAX ONLY	
		TEL/FAX	
#78	<div style="border: 1px solid black; padding: 2px; display: inline-block;">TEL/FAX RING</div> If you use an extension telephone in TEL/FAX mode, select the desired number of rings of the extension telephone.	1, 2, 3, 4	See pages 44 and 45 for details.
#79	<div style="border: 1px solid black; padding: 2px; display: inline-block;">TONER SAVE</div> To save on toner consumption.	<b>ON</b>	"ON": The toner cartridge will last longer. ● This feature may reduce print quality.
		<b>OFF</b>	
#80	<div style="border: 1px solid black; padding: 2px; display: inline-block;">SET DEFAULT</div> To reset on advanced features to their default settings.	<b>YES</b>	<ol style="list-style-type: none"> <li>1. Follow steps 1–3 on page 66.</li> <li>2. Rotate <b>JOG DIAL</b> to select "YES".</li> <li>3. Press <b>SET</b>.</li> <li>4. Press <b>SET</b> again.</li> <li>5. Press <b>MENU</b>.</li> </ol>
		<b>NO</b>	

(The default setting is in bold type.)

# Error Messages

## Reports

If your unit cannot send a fax, check the following:

- the number you dialed is correct,
- the other party's machine is a facsimile.

If the problem remains, correct it by following the communication message printed on the sending and journal reports (p. 34).

Communication message	Error code	Cause & solution
COMMUNICATION ERROR	40–42 46–52 58, 65 68, 72 FF	●A transmission or reception error occurred. Try again or check with the other party.
	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 of feature #23 (p. 63).
DOCUMENT JAMMED	—	●The document is jammed. Remove the jammed document (p. 80).
ERROR-NOT YOUR UNIT	54 59 70	●A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
MEMORY FULL	—	●The document was not received due to memory being full.
NO DOCUMENT	—	●The document was not fed into the unit properly. Reinsert the document and try again.
OTHER FAX NOT RESPOND	—	●The other party's fax machine is busy or has run out of recording paper. Try again. ●The document was not fed properly. Reinsert the document and try again. ●The other party's fax machine rings too many times. Send the fax manually – dial the number, confirm the fax tone, and press <b>FAX START</b> . ●The other party's machine is not a facsimile. Check with the other party. ●The number you dialed is not in service.
PRESSED THE STOP KEY	—	● <b>STOP</b> was pressed and fax communication was canceled.
THE COVER WAS OPENED	—	●The front cover was opened. Close it and try again.
OK	—	●Fax communication was successful.

## Display

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

Display message	Cause & solution
CALL SERVICE	<ul style="list-style-type: none"> <li>There is something wrong with the unit. Contact our service personnel.</li> </ul>
CHANGE DRUM	<ul style="list-style-type: none"> <li>There is something wrong with the drum unit. Replace the drum unit and the toner cartridge (p. 76).</li> </ul>
CHECK DOCUMENT	<ul style="list-style-type: none"> <li>The document was not fed into the unit properly. Reinsert the document. If misfeeding occurs frequently, clean the document feeder rollers (p. 82) and try again. If the problem remains, adjust the feeder pressure (p. 81).</li> </ul>
CHECK DRUM	<ul style="list-style-type: none"> <li>The drum unit was not inserted properly. Reinsert it correctly (p. 12).</li> </ul>
CHECK MEMORY	<ul style="list-style-type: none"> <li>Memory (telephone numbers, parameters, etc.) has been erased. Re-program.</li> </ul>
COVER OPEN	<ul style="list-style-type: none"> <li>The front cover is open. Close it.</li> </ul>
FAILED PICK UP	<ul style="list-style-type: none"> <li>Recording paper was not fed into the unit properly. Reinsert the recording paper (p. 79).</li> </ul>
FAX IN MEMORY	<ul style="list-style-type: none"> <li>The unit has a document in memory. See the other displayed message instructions to print out the document.</li> </ul>
FAX MEMORY FULL	<ul style="list-style-type: none"> <li>The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the jammed paper.</li> <li>When performing memory transmission, the document being stored exceeds the memory capacity of the unit. Transmit the entire document manually.</li> </ul>
JOG-DIAL FULL	<ul style="list-style-type: none"> <li>There is no space to store new stations in the JOG DIAL directory. Erase unnecessary stations (p. 24).</li> </ul>
MEMORY FULL	<ul style="list-style-type: none"> <li>When making a copy, the document being stored exceeds the memory capacity of the unit. Press <b>(STOP)</b> to clear the message. Divide the document into sections.</li> </ul>
MESSAGE FULL	<ul style="list-style-type: none"> <li>There is no room left in memory to record a voice message. Erase unnecessary messages (p. 53).</li> </ul>



(continued)

# Error Messages

Display message	Cause & solution
MODEM ERROR	<ul style="list-style-type: none"> <li>● There is something wrong with the modem circuit. Contact our service personnel.</li> </ul>
NO FAX REPLY	<ul style="list-style-type: none"> <li>● The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
OUT OF PAPER	<ul style="list-style-type: none"> <li>● Recording paper is not installed or the unit has run out of paper. Install paper (p. 15).</li> <li>● Recording paper is not fed into the unit properly. Reinstall paper (p. 15).</li> </ul>
PAPER JAMMED	<ul style="list-style-type: none"> <li>● A recording paper jam occurred. Clear the jammed paper (p. 78).</li> </ul>
PLEASE WAIT	<ul style="list-style-type: none"> <li>● The unit is warming up. Wait for a while.</li> </ul>
REDIAL TIME OUT	<ul style="list-style-type: none"> <li>● The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
REMOVE DOCUMENT	<ul style="list-style-type: none"> <li>● The document is jammed. Remove the jammed document (p. 80).</li> <li>● Attempted to transmit a document longer than 600 mm. Press <b>STOP</b> to remove the document. Divide the document into two or more sheets and try again.</li> </ul>
TONER EMPTY	<ul style="list-style-type: none"> <li>● The toner cartridge is empty. Replace the toner cartridge (p. 76).</li> </ul>
TONER LOW	<ul style="list-style-type: none"> <li>● The remaining toner is low. Replace the toner cartridge as soon as possible (p. 76). We recommend you replace the drum unit every third time you replace the toner cartridge. To check the drum life and quality, please print the printer test list (p. 84).</li> </ul>
TRANSMIT ERROR	<ul style="list-style-type: none"> <li>● A transmission error occurred. Try again.</li> </ul>
WRONG PAPER	<ul style="list-style-type: none"> <li>● The unit printed on paper which is shorter than letter size paper. To prevent the drum unit from becoming dirty, use letter or legal size paper.</li> </ul>

## When a function does not work, check here before requesting help

### General

Problem	Cause & solution
<b>I cannot make and receive calls.</b>	<ul style="list-style-type: none"> <li>●The power cord or telephone line cord is not connected. Check the connections (p. 16).</li> <li>●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.</li> </ul>
<b>I cannot make calls.</b>	<ul style="list-style-type: none"> <li>●The dialing mode setting is wrong. Change the setting of feature #13 (p. 62).</li> </ul>
<b>The unit does not work.</b>	<ul style="list-style-type: none"> <li>●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.</li> </ul>
<b>The unit does not ring.</b>	<ul style="list-style-type: none"> <li>●The ringer volume is set to off. Adjust it (p. 21).</li> <li>●The TAD ring count of feature #06 is set to "RINGER OFF". Change to another ring count (p. 61).</li> </ul>
<b>The other party complains they only hear a fax tone and cannot talk.</b>	<ul style="list-style-type: none"> <li>●FAX ONLY mode is set. Tell the other party the number is only used for faxes.</li> <li>●Change to TAD/FAX mode (p. 50), TEL mode (p. 42) or TEL/FAX mode (p. 44).</li> </ul>
<b>The <b>REDIAL/PAUSE</b> button does not function properly.</b>	<ul style="list-style-type: none"> <li>●If this button is pressed during dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.</li> </ul>
<b>The receive mode does not function properly.</b>	<ul style="list-style-type: none"> <li>●A Distinctive Ring pattern of feature #31 is set (p. 64).</li> <li>●TEL/FAX mode is set (p. 44, 45).</li> </ul>
<b>During programming, I cannot enter the code or ID number.</b>	<ul style="list-style-type: none"> <li>●All or part of the numbers are the same. Change the code or ID number of features #11 (p. 62) and #41 (p. 65).</li> </ul>
<b>The unit beeps.</b>	<ul style="list-style-type: none"> <li>●Recording paper has run out. Press <b>STOP</b> to stop the beeps and install paper.</li> </ul>
<b>The speakerphone is not working.</b>	<ul style="list-style-type: none"> <li>●Use the speakerphone in a quiet room.</li> <li>●If you have difficulty hearing the other party, adjust the volume using  or .</li> <li>●If you and the other party speak at the same time, parts of your conversation will be cut off. Speak alternately.</li> </ul>

# Operations

## Fax – sending

Problem	Cause & solution
I cannot send documents.	<ul style="list-style-type: none"> <li>●The other party's fax machine is busy or has run out of recording paper. Try again.</li> <li>●The other party's machine is not a facsimile. Check with the other party.</li> <li>●The other party's fax machine rings too many times. Send the fax manually – dial the number, confirm the fax tone, then press <b>FAX START</b>.</li> </ul>
The other party complains that letters on their received document are distorted or not clear.	<ul style="list-style-type: none"> <li>●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.</li> <li>●The extension telephone on the same line is off the hook. Hang up the extension telephone and try again.</li> <li>●Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine.</li> </ul>
The other party complains that dirty patterns or black lines appear on their received document.	<ul style="list-style-type: none"> <li>●The glass or rollers are dirty. Clean them (p. 82).</li> </ul>
I cannot make an international fax call.	<ul style="list-style-type: none"> <li>●Use the overseas transmission mode of feature #23 (p. 63).</li> <li>●Add two pauses at the end of the telephone number or dial manually.</li> </ul>

## Fax – receiving

Problem	Cause & solution
I cannot receive documents automatically.	<ul style="list-style-type: none"> <li>●The receive mode is set to TEL mode. Set to TAD/FAX mode (p. 50), FAX ONLY mode (p. 43) or TEL/FAX mode (p. 44).</li> <li>●The time taken to answer the call is too long. Decrease the number of rings of features #06 (p. 61), #30 (p. 64) and #78 (p. 67).</li> <li>●The greeting message is too long. Shorten the message (p. 51).</li> </ul>
The display shows the following message, but faxes are not received. <div style="border: 1px solid black; padding: 2px; display: inline-block;">CONNECTING . . . . .</div>	<ul style="list-style-type: none"> <li>●The incoming call is not a fax. Change the receive mode to TEL mode (p. 42) and TAD/FAX mode (p. 50).</li> </ul>
A blank sheet is ejected.	<ul style="list-style-type: none"> <li>●The other party placed the document in their fax machine the wrong way. Check with the other party.</li> </ul>
A white line or a dirty pattern or appears on your recording paper.	<ul style="list-style-type: none"> <li>●The glass or rollers are dirty. Clean them (p. 82).</li> </ul>

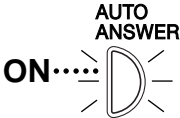

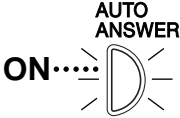
(continued)





## Fax – receiving (cont.)

Problem	Cause & solution
The printing quality is poor.	<ul style="list-style-type: none"> <li>●The other party sent a faint document. Ask them to send a clearer copy of the document.</li> <li>●Some paper has instructions recommending which side to print on. Try turning the paper over.</li> <li>●You may have used paper with a cotton and/or fiber content that is over 20%, such as letterhead or resume paper.</li> <li>●The remaining toner is low. Replace the toner cartridge (p. 76).</li> <li>●We recommend you replace the drum unit every third time you replace the toner cartridge (p. 76). To check the drum life and quality, please print the printer test list (p. 84).</li> <li>●The toner save mode of feature #79 is on (p. 67).</li> </ul>

## Receive mode

Problem	Cause & solution
I cannot select the desired receive mode.	<ul style="list-style-type: none"> <li>●If you want to set TAD/FAX, FAX ONLY or TEL/FAX mode:               <ul style="list-style-type: none"> <li>—select the desired mode using feature #77 (p. 67), and</li> <li>—press <b>AUTO ANSWER</b> to turn on the AUTO ANSWER light.</li> </ul> </li> <li>●If you want to set TEL mode:               <ul style="list-style-type: none"> <li>—press <b>AUTO ANSWER</b> to turn off the AUTO ANSWER light.</li> </ul> </li> </ul> <div style="text-align: right;">     </div>
The other party complains that they cannot send a document.	<ul style="list-style-type: none"> <li>●The unit is not in AUTO ANSWER mode. Press <b>AUTO ANSWER</b> to turn on the AUTO ANSWER light.</li> </ul> <div style="text-align: right;">  </div>

## Copying

Problem	Cause & solution
The unit does not make a copy.	<ul style="list-style-type: none"> <li>●You cannot make a copy during programming. Make the copy after programming or stop programming.</li> </ul>
A black line, a white line or a dirty pattern appears on the copied document.	<ul style="list-style-type: none"> <li>●The glass or rollers are dirty. Clean them (p. 82).</li> </ul>
The printing quality is poor. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Original</p>  </div> <div style="text-align: center;"> <p>Copy</p>  </div> </div>	<ul style="list-style-type: none"> <li>●Some paper has instructions recommending which side to print on. Try turning the paper over.</li> <li>●You may have used paper with a cotton and/or fiber content that is over 20%, such as letterhead or resume paper.</li> <li>●The remaining toner is low. Replace the toner cartridge (p. 76).</li> <li>●We recommend you replace the drum unit every third time you replace the toner cartridge (p. 76). To check the drum life and quality, please print the printer test list (p. 84).</li> <li>●The toner save mode of feature #79 is on (p. 67).</li> </ul>

# Operations

## Answering device

Problem	Cause & solution
<p>I cannot retrieve recorded messages from a remote location.</p>	<ul style="list-style-type: none"> <li>● Press the remote operation ID correctly and firmly (p. 56).</li> </ul>
<p>The other party complains that the following greeting message is played and they cannot leave a voice message.</p> <div data-bbox="131 484 504 739" style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p><i>Hello! We are unable to answer right now. To send a fax, please start transmission. To leave a voice message, please try again later. Thank you.</i></p> </div>	<ul style="list-style-type: none"> <li>● The memory is full. Erase unnecessary messages (p. 53, 57).</li> </ul>
<p>The other party complains that the following greeting message is played and they cannot send a document.</p> <div data-bbox="131 896 504 1151" style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p><i>Hello! We are unable to answer right now. To send a fax, please try again later. To leave a voice message, please speak after the beep. Thank you.</i></p> </div>	<ul style="list-style-type: none"> <li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the jammed paper.</li> </ul>
<p>The other party complains that the following greeting message is played and they cannot leave a voice message or send a document.</p> <div data-bbox="131 1344 504 1508" style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p><i>Hello! We are unable to answer right now. Please try again later. Thank you.</i></p> </div>	<ul style="list-style-type: none"> <li>● The memory is full. Erase unnecessary messages (p. 53, 57).</li> <li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the jammed paper.</li> </ul>

## If a power failure occurs

- The unit will not function.
- Fax transmission and reception will be interrupted.
- If delayed transmission of feature #25 (p. 63) is programmed and the start time has passed during a power failure, transmission will be attempted soon after power is restored.
- If fax documents are stored in memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in memory have been erased.

### Sample of a power down report

POWER DOWN REPORT				
				POWER DOWN AT:Jan. 05 2000 04:30AM
				RESTARTED AT:Jan. 05 2000 04:31AM
			YOUR LOGO :	
			YOUR FAX NO. :	
<< WARNING >>				
CONTENTS HAVE BEEN CLEARED DUE TO POWER DOWN.				
FOR ADDITIONAL INFORMATION, PLEASE SEE THE JOURNAL REPORT.				
NO.	OTHER FACSIMILE	MODE	PAGES	FUNCTION
01	<FAX # NOT AVAIL.>	RCV	01	MEMORY RECEIVE

# Replacement

## Replacing the toner cartridge and the drum unit ==

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

TONER LOW

or

TONER EMPTY

■We recommend you replace the drum unit every third time you replace the toner cartridge.  
To check the drum life and quality, please print the printer test list (p. 84).

**Model No. KX-FA76 toner cartridge** and **Model No. KX-FA77/KX-FA77D drum unit** are available for replacement (p. 8).

### Caution:

●**The drum unit contains a photosensitive drum. Exposing it to light may damage the drum.**

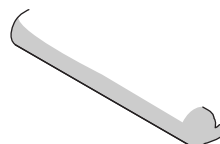
#### Once you have opened the protection bag:

- 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 to prevent loss of fax documents in memory.**

●**Do not pour any toner into the toner cartridge.**

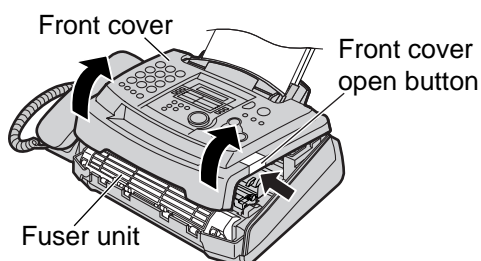
**1** Remove the new toner cartridge from the protection bag. Peel off the seal from the toner cartridge.



**2** Push the front cover open button then open the front cover.

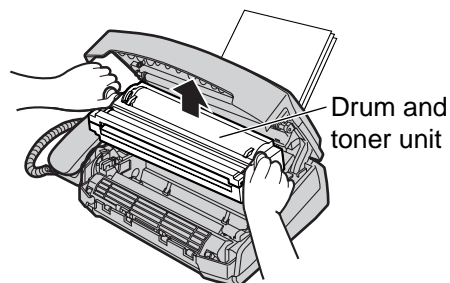


**Caution:**  
The fuser unit gets hot.  
Do not touch it.



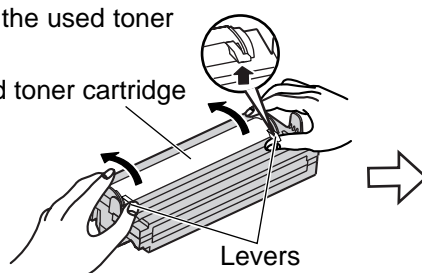
**3** Tap on the used toner cartridge several times to allow the remaining toner to fall into the drum unit. Remove the drum and toner unit by holding the two tabs.

●If you replace the toner cartridge and the drum unit at the same time, skip to step 6.

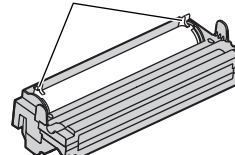


**4** Turn the two levers on the used toner cartridge firmly.

Used toner cartridge

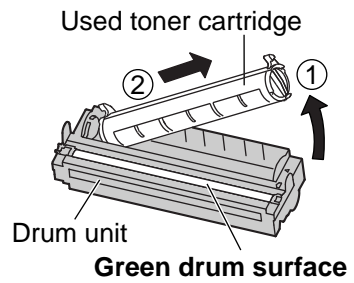


Levers



# Replacement

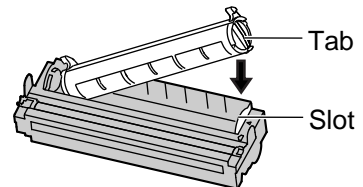
- 5** Pull up the right edge of the used toner cartridge ( ). Remove the cartridge from the drum unit (②).
- The toner may stick to the cartridge and the drum unit. Be careful in handling. See page 4 for details.
  - Do not drop the toner on the green drum surface.
  - Put the used toner cartridge into the protection bag.



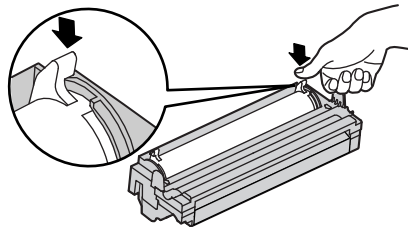
- 6** If you replace the drum unit at the same time, remove the new drum unit from the protection bag. Remove the protection bar from the drum unit.

With Panasonic face up on the toner cartridge, match the red arrows on the cartridge and the drum unit.

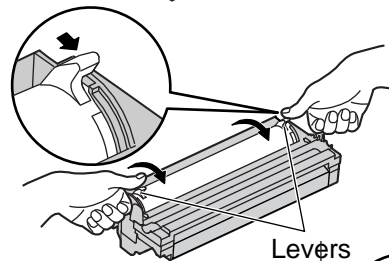
- 7** Slide the tab of the toner cartridge into the slot of the drum unit.



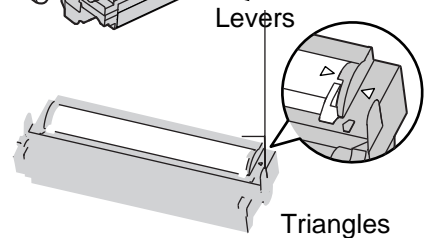
- 8a** Firmly press down on the right side of the toner cartridge to snap into position and...



- 8b** turn the two levers on the toner cartridge with firm pressure.



- 9** The toner cartridge is installed when the triangles match.

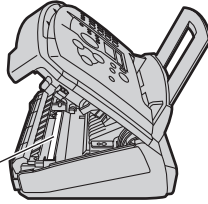


# Replacement / Jams

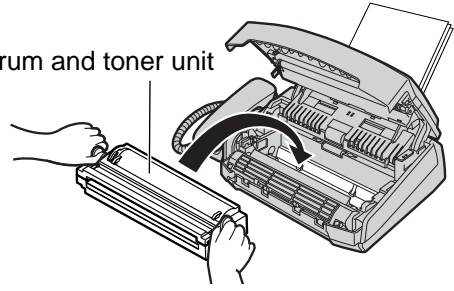
**11** Install the drum and toner unit by holding the tabs.

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

Lower glass



Drum and toner unit

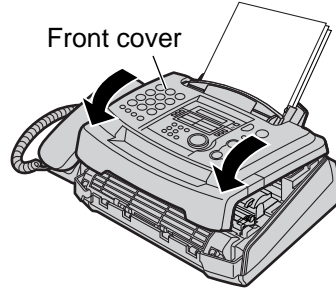


**12** Close the front cover, until locked, by pushing down on both sides.

## Waste disposal method

- Waste material may be dumped or incinerated under conditions which meet all federal, state and local environmental regulations.

Front cover



## Recording paper jam

### When the recording paper has jammed in the unit

The display will show the following message.

PAPER JAMMED

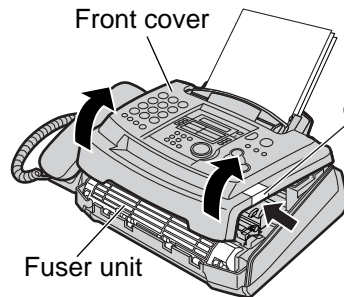
**1** Push the front cover open button then open the front cover.



**Caution:**  
The fuser unit gets hot.  
Do not touch it.

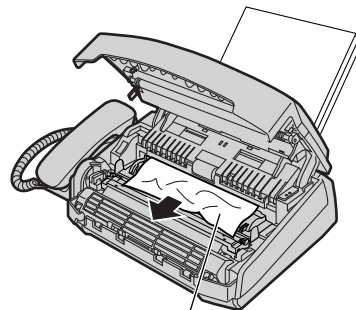
Front cover

Front cover open button



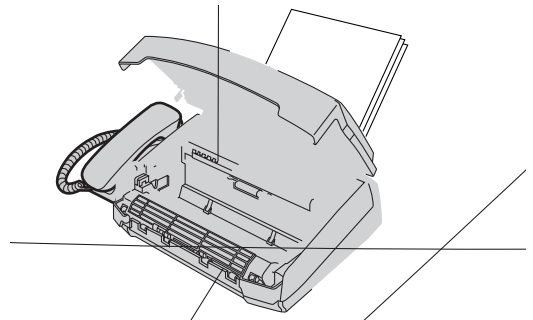
Fuser unit

**2** When the recording paper has jammed near the drum and toner unit:  
Remove the jammed paper by pulling toward you.

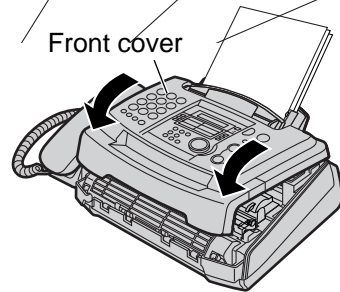


Jammed paper

**When the recording paper has jammed near the recording paper exit:**  
Remove the jammed paper by pulling it toward you.



**3** Close the front cover, until locked, by pushing down on both sides.



**4** Remove the recording paper. Straighten and reinsert it into the recording paper entrance.

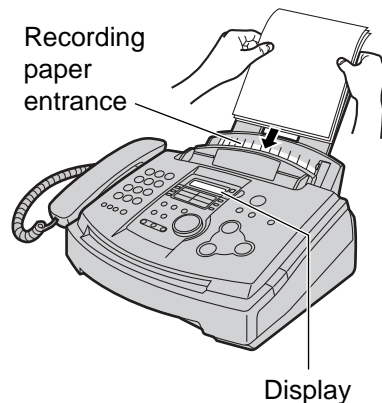


## When the recording paper was not fed into the unit properly

The display will show the following message.

FAILED PICK UP

Remove the recording paper. Straighten and reinsert it into the recording paper entrance.

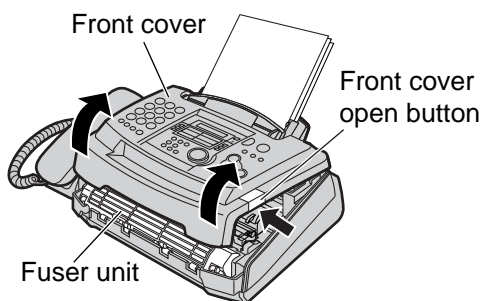


## Document jams - sending

- 1 Push the front cover open button then open the front cover.



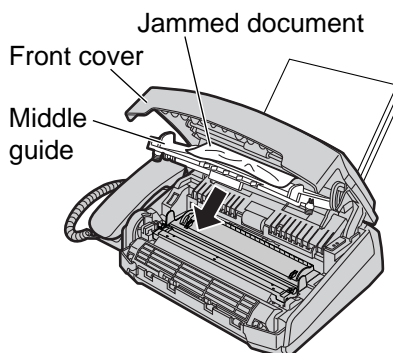
**Caution:**  
The fuser unit gets hot.  
Do not touch it.



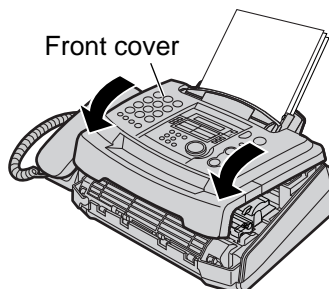
- 2 Pull down the middle guide while holding the front cover.

- 3 Remove the jammed document carefully.

- 4 Lift the middle guide firmly.

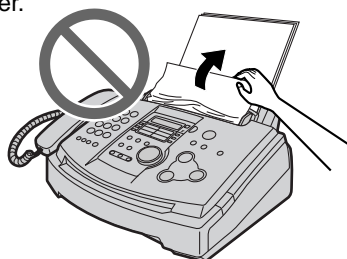


- 5 Close the front cover, until locked, by pushing down on both sides.



**Note:**

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





## No feeding or multiple feeding occurs while sending

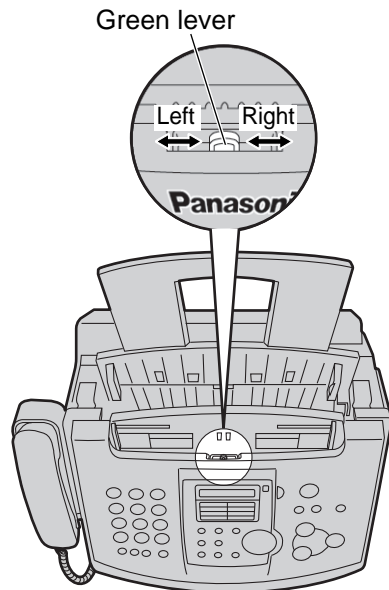
If no feeding or multiple feeding occurs frequently, adjust the feeder pressure.

Shift the position of the green lever by using a stick like instrument with a pointed end.

**Left:** When documents do not feed.

**Center:** Standard position (pre-selected)

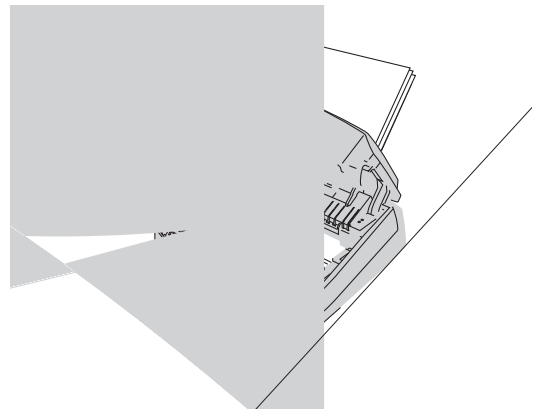
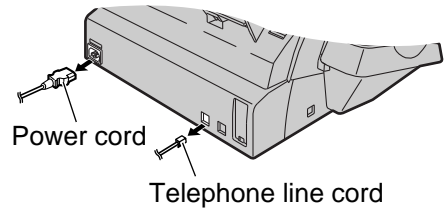
**Right:** When documents multi-feed.



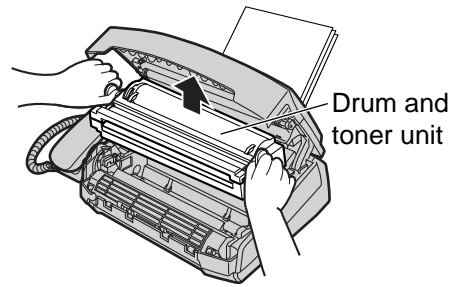
# Cleaning

## Cleaning the inside of the unit

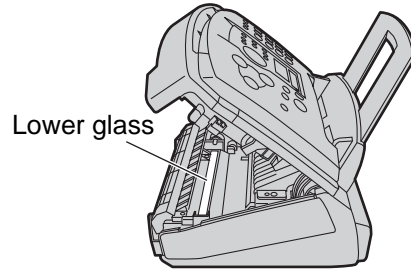
- 1 Disconnect the power cord and the telephone line cord.



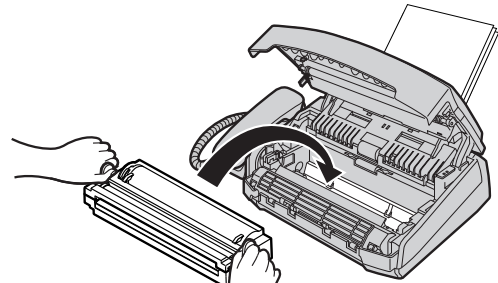
- 6** Remove the drum and toner unit by holding the two tabs.



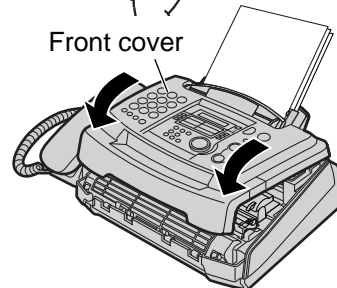
- 7** Clean the lower glass with a soft dry cloth.



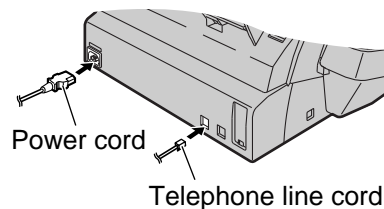
- 8** Reinstall the drum and toner unit by holding the tabs.



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



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



# Printed Reports

## 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 (p. 61–67).

**Telephone number list:** provides you with names and telephone numbers which are stored in ONE-TOUCH DIAL and JOG DIAL.

**Journal report:** keeps records of fax transmission and reception. This report will be printed automatically after every 30 fax communications (p. 34).

**Broadcast programming list:** provides you with items which are stored in the broadcast feature (p. 37).

**Printer test list:** allows you to check the print quality of your unit. If the test print has a dirty pattern, or blurred points or lines, clean inside of the unit (p. 82). If printing quality is still poor, replace the toner cartridge and drum unit.

**One-touch label card:** provides you with names which are stored in the ONE-TOUCH DIAL keys (p. 22). You can put the card in the one-touch dial location.

**1** Press **MENU** two times.

Display: PRINT REPORT

**2** Rotate **JOG DIAL** until the desired item is displayed.

SETUP LIST

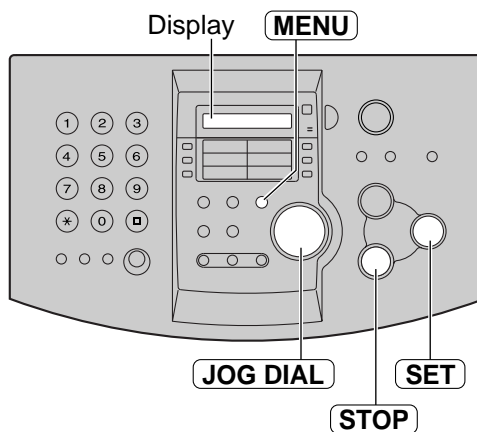
TEL NO. LIST

JOURNAL REPORT

BROADCAST LIST

PRINTER TEST

ONE-TOUCH LABEL



**3** Press **SET** to start printing.

PRINTING

- To stop printing, press **STOP**.
- After printing, the printed item will be displayed.

**4** Press **MENU**.

## List of FCC requirements and information

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

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

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

### Ringer Equivalence Number (REN):

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

In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer, if possible, that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service providing that they:

- a) Promptly notify the customer.
- b) Give the customer an opportunity to correct the problem with their equipment.
- c) Inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.

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

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

### CAUTION:

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

When programming emergency numbers and/or making test calls to emergency numbers:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours; such as early morning or late evenings.

This telephone provides magnetic coupling to hearing aids.

### NOTE:

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

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

# Limited Warranty

Have any questions? For in warranty support, CALL 1-800-HELP-FAX (1-800-435-7329) on: operating the unit, getting repair service, and/or getting supplies.

**Panasonic Consumer Electronics Company,  
Division of Matsushita Electric Corporation  
of America**

One Panasonic Way,  
Secaucus, New Jersey 07094

**Panasonic Sales Company,  
Division of Matsushita Electric of  
Puerto Rico, Inc.**

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

## PANASONIC Facsimile Products Limited Warranty

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

**This Limited Warranty Excludes both Labor and Parts for:** batteries, antennas, ink film, toner cartridge, drum unit, ink cartridge and cosmetic parts (cabinet).

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

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

This warranty only covers failures due to defects in material or workmanship which occur during normal use. The inability of this product to interface with any specific computer is not a manufacturing defect and is outside of the scope of this Limited Warranty. In no event shall the warrantor be liable by reason of such incompatibility. The warranty does not cover damages which occur in shipment, or failures which are caused by products not supplied by the warrantor such as non Panasonic ink film, toner cartridge or drum unit, or failures which result from accident, misuse, abuse, neglect, mishandling, faulty installation, misapplication, set-up adjustments, improper operation or maintenance, alteration, modification, power line surge, improper voltage supply, lightning damage, signal reception problems, rental use of the product, or service by anyone other than a PASC Factory Servicenter or a PASC authorized Servicenter, or damage that is attributable to acts of God.

### LIMITS AND EXCLUSIONS

There are no express warranties except as listed above.

THE WARRANTOR SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS WARRANTY. ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY, ARE LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.

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

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

### **For product service**

- Servicenters are listed on next page.
- Call toll-free 1-800-HELP-FAX (1-800-435-7329) for the location of an authorized servicenter.

### **For out of warranty technical support**

- After the warranty has expired, please contact our Continued Services Technical Support Line at 1-900-555-PANA (1-900-555-7262) for support on a fee basis.

### **When you ship the product**

- Carefully pack your unit, preferably in the original carton.
- Attach a letter, detailing the symptom or problem, to the outside of the carton.
- Send the unit to an authorized servicenter, prepaid and adequately insured.
- Do not send your unit to the Panasonic Consumer Electronics Company or to any executive or regional sales offices. These locations do not repair consumer products.

## Servicenter directory

To obtain technical support within the warranty period or product service, please contact: 1-800-HELP-FAX (1-800-435-7329), Monday-Friday 9am-8pm EST.

To obtain continued technical support after the warranty has expired, please contact: 1-900-555-PANA (1-900-555-7262) for support on a fee basis.

Web Site: [www.panasonic.com](http://www.panasonic.com)

(for customers in the USA or Puerto Rico ONLY)

You can purchase parts, accessories or locate your nearest servicenter by visiting our Web Site.

### Factory Servicenter Locations

<b>CALIFORNIA</b> 6550 Katella Avenue Cypress, CA 90630  800 Dubuque Avenue S. San Francisco, CA 94080  3878 Ruffin Road Suite A San Diego, CA 92123  <b>FLORIDA</b> 3700 North 29 <sup>th</sup> Avenue Suite 102 Hollywood, FL 33020	<b>GEORGIA</b> 8655 Roswell Road Suite 100 Atlanta, GA 30350  <b>ILLINOIS</b> 1709 North Randall Road Elgin, IL 60123  <b>MASSACHUSETTS</b> 60 Glacier Drive Suite G Westwood, MA 02090	<b>MINNESOTA</b> 7850-12 <sup>th</sup> Avenue South Airport Business Center Bloomington, MN 55425  <b>OHIO</b> 2236 Waycross Road Civic Center Plaza Forest Park, OH 45240  <b>PENNSYLVANIA</b> 2221 Cabot Blvd. West Suite B Langhorne, PA 19047	<b>TEXAS</b> 13615 Welch Road Suite 101 Farmers Branch, TX 75244  <b>WASHINGTON</b> 20425-84 <sup>th</sup> Avenue South Kent, WA 98032  <b>HAWAII</b> 99-859 Iwaiwa Street Aiea, Hawaii 96701 Phone (808) 488-1996 Fax (808) 486-4369
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### Service in Puerto Rico

Matsushita Electric of Puerto Rico, Inc. Panasonic Sales Company / Factory Servicenter:  
Ave. 65 de Infantería, Km. 9.5, San Gabriel Industrial Park, Carolina, Puerto Rico 00985  
Phone (787) 750-4300 Fax (787) 768-2910

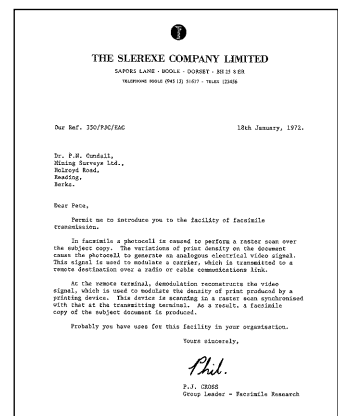
# Specifications

## Technical data about this product

<b>Applicable Lines:</b>	Public Switched Telephone Network
<b>Document Size:</b>	Max. 216 mm (8½") in width / Max. 600 mm (23⅝") in length
<b>Effective Scanning Width:</b>	208 mm (8⅜")
<b>Recording Paper Size:</b>	Letter: 216 mm x 279 mm (8½" x 11") Legal: 216 mm x 356 mm (8½" x 14")
<b>Effective Printing Width:</b>	208 mm (8⅜")
<b>Transmission Time*:</b>	Approx. 8 s/page (ECM-MMR)**
<b>Scanning Density:</b>	Horizontal: 8 pels/mm (203 pels/inch) Vertical: 3.85 lines/mm (98 lines/inch) –STANDARD 7.7 lines/mm (196 lines/inch) –FINE/PHOTO/PHOTO WITH TEXT 15.4 lines/mm (392 lines/inch) –SUPER FINE
<b>Halftone Level:</b>	64-level
<b>Scanner Type:</b>	Contact Image Sensor (CIS)
<b>Printer Type:</b>	Laser Beam Printer
<b>Data Compression System:</b>	Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
<b>Modem Speed:</b>	14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
<b>Operating Environment:</b>	10 °C – 32.5 °C (50 °F – 90.5 °F), 20 % – 80 % RH (Relative Humidity)
<b>Dimensions (H x W x D):</b>	190 mm x 417 mm x 345 mm (7½" x 16⅝" x 13⅜")
<b>Mass (Weight):</b>	Approx. 6.5 kg (14.3 lb.)
<b>Power Consumption:</b>	Standby: Approx. 5 W Transmission: Approx. 25 W Reception: Approx. 200 W Copy: Approx. 200 W Maximum: Approx. 560 W (When the fuser unit turns on)
<b>Power Supply:</b>	120 V AC, 60 Hz
<b>Memory Capacity:</b>	Voice memory***: Approx. 18 minutes of recording time including greeting messages Fax memory: Approx. 120 pages of memory transmission Approx. 170 pages of memory reception (Based on the ITU-T No. 1 Test Chart in standard resolution.)
<b>Laser diode properties:</b>	Laser output: Max. 5 mW Wave length: 760 nm – 800 nm Emission duration: Continuous
<b>Print Speed:</b>	10 ppm (pages per minute)
<b>Printing Resolution:</b>	600 x 600 dpi

- \* Transmission speed depends upon the contents of the pages, resolution, telephone line conditions and capability of the other party's machine.
- \*\* Transmission speed is based upon the ITU-T No. 1 Test Chart and original mode.  
If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.
- \*\*\* Recording time may be reduced by the calling party's background noise.

### ITU-T No. 1 Test Chart





## Energy Star

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



### 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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## Panasonic FAX ADVANTAGE PROGRAM

*Free peace of mind,  
direct from Panasonic*

**NO EXTRA COST**



- **1-year limited warranty<sup>1</sup>: parts, labor, and toll-free help line<sup>2</sup>**
- **Free overnight replacement<sup>3</sup> and repair program**

### **The Panasonic Fax Advantage Consumer Service Program.**

Panasonic knows that if your fax machine is not up and running, neither is your business. That's why we created the Panasonic Fax Advantage Program. Included at no extra cost with the purchase of a new and unused Panasonic Fax Machine, the Fax Advantage Program can provide a free replacement unit<sup>3</sup> overnight if your original unit is in need of repair.

#### **Here's how it works:**

1. If you have a problem with your fax that you purchased new and unused while it is covered by the period of limited warranty<sup>1</sup>, call our toll-free help-line at 1-800-HELP-FAX<sup>2</sup>.
2. Talk to one of our technical experts to diagnose your problem over the phone.
3. If repairs are necessary and you are entitled to service under the terms and conditions of the limited warranty<sup>1</sup>, we will send a refurbished replacement unit to you by UPS overnight service delivery.

A second option available under our limited warranty is to mail-in or carry-in your fax to one of our Regional Service centers, where the unit will be repaired and returned to you.

#### **Instructions:**

If you choose to receive a replacement unit under the Fax Advantage Program, Panasonic will provide a replacement unit which will be completely refurbished, quality-tested by Panasonic technicians and individually hand-inspected before it is shipped to you. You will keep the replacement unit and send the original unit to us in the replacement unit's box. UPS will pick up the unit at no charge to you, should it be determined that you are entitled to warranty service. A proof-of-purchase must be included with the returned product. Any unit that is replaced by Panasonic and not shipped with proper proof-of-purchase by you will be subject to a minimum \$100.00 charge. The original unit must be properly packaged in the same manner as the replacement unit, utilizing the packing materials provided. Damage due to improper or

inadequate packing will be charged to you as an out-of-warranty cost. If our 1-800-HELP-FAX technicians determine that your unit may be an "out-of-box failure"<sup>5</sup>, we will attempt to provide you with a factory-new replacement unit<sup>6</sup>. You must ship a copy of your receipt with your original unit to verify that you purchased the unit within 10 days prior to your 1-800-HELP-FAX call.

#### **Requirements:**

You must give our technicians a valid credit card number (Discover, VISA, Master Card, or American Express/Optima). Product that is not returned to Panasonic by 10 business days after shipment of the replacement product will be charged to your credit card account at Panasonic's Suggested Retail Price (see dealer for details). If your original unit is not eligible for warranty service, your card will be charged for the non-warranty repair of the unit at Panasonic's current rate for parts and labor and for any shipping charges associated with this program. If you do not wish to pay out-of-warranty repair costs, you will be responsible for returning the replacement unit to Panasonic and for paying all shipping charges associated with this program including the overnight delivery of the replacement product to you, shipment of the problem unit to Panasonic, shipment of the replacement unit back to Panasonic and the return of your original unit back to you. Credit status will be verified prior to sending the replacement product.

1. See dealer for limited warranty details.
2. After the fax advantage program, contact our Continued Services Technical Support Line at 1-900-555-PANA (1-900-555-7262), for fee based technical support.
3. Replacement unit is refurbished.
4. Replacement program is only available in the 50 United States and is subject to termination at any time without advance notice.
5. "Out-of-box failure" is an inoperable unit that was purchased no more than 10 days prior to your 1-800-HELP-FAX call, and would otherwise qualify for warranty service under the terms and conditions of the limited warranty.
6. Panasonic reserves the right to send a refurbished unit.

**Panasonic Consumer Electronics  
Company, Division of Matsushita  
Electric Corporation of America**

One Panasonic Way,  
Secaucus, New Jersey 07094

**Panasonic Sales Company,  
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