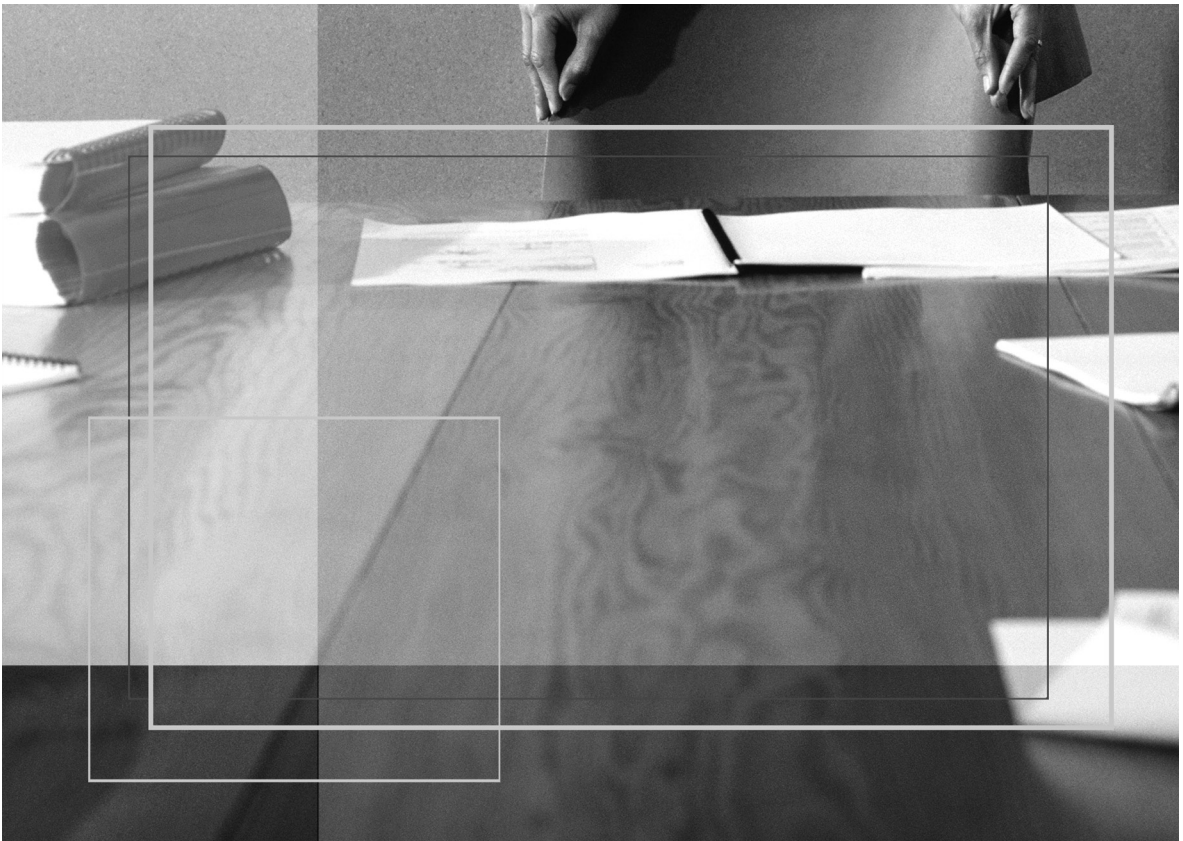


Panasonic

Compact Plain Paper Fax

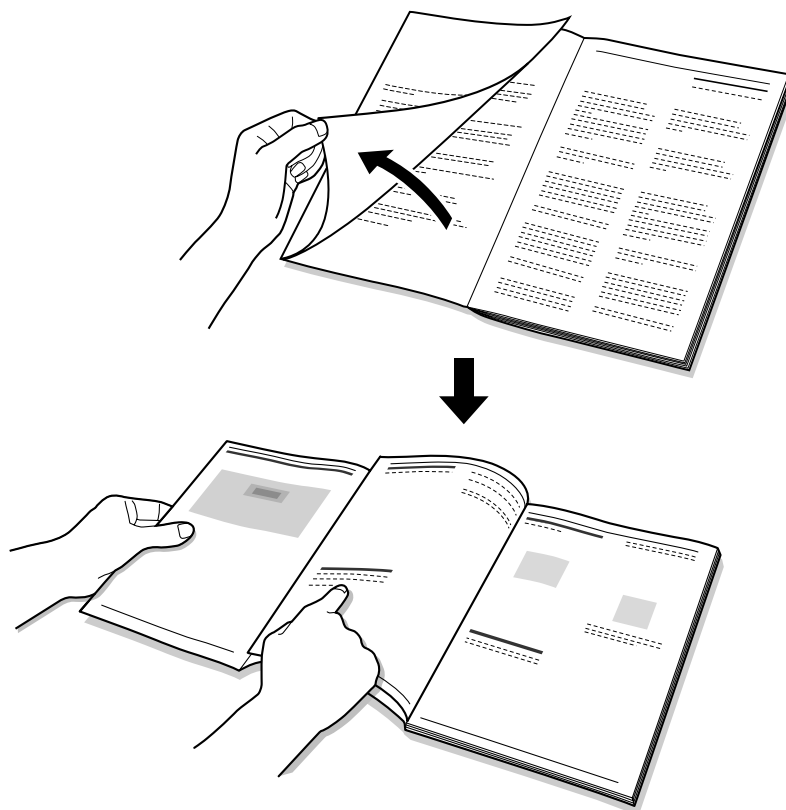
Operating Instructions

Model No. **KX-FP143HK**

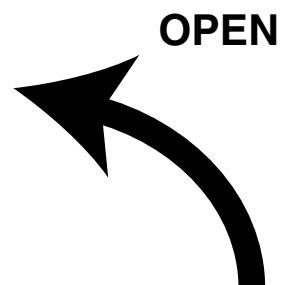


Please read these Operating Instructions before using the unit and save for future reference.

How to use the operating instructions

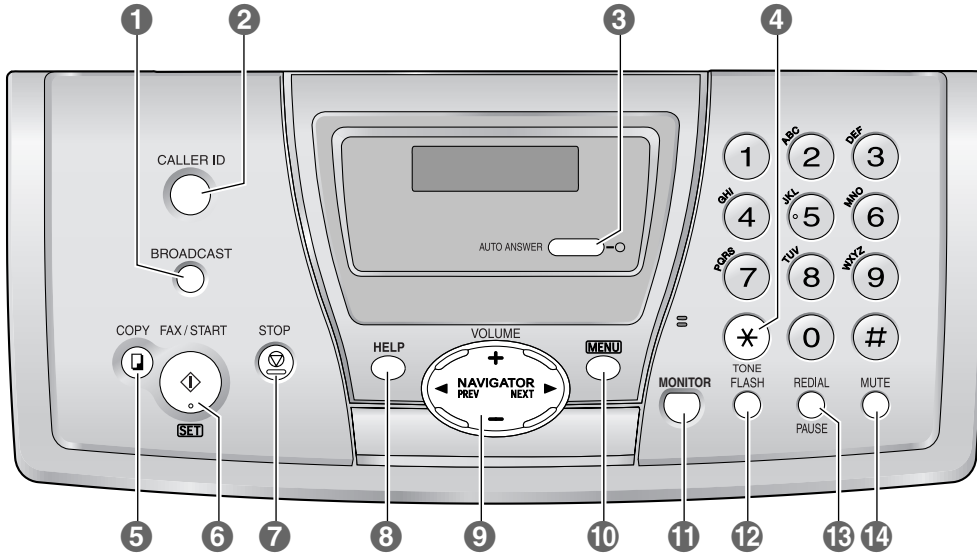


When following operating instructions, always keep the front cover page (next page) open so that you will find easy reference to the buttons.



Location of Controls

Please keep this page open when following operating instructions.
For a description of each button, see page 8.



Keys (Listed in alphabetical order)

- | | | |
|---------------|-------------|-----------|
| AUTO ANSWER 3 | HELP 8 | REDIAL 13 |
| BROADCAST 1 | MENU 10 | SET 6 |
| CALLER ID 2 | MONITOR 11 | START 6 |
| COPY 5 | MUTE 14 | STOP 7 |
| FAX/START 6 | NAVIGATOR 9 | TONE 4 |
| FLASH 12 | PAUSE 13 | VOLUME 9 |

Thank you for purchasing a Panasonic fax machine.

Things you should keep a record of

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

For your future reference

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

Caution:

- Note that the images of copied or received documents will remain on the used ink film. Use discretion when disposing of the used ink film.
- Do not rub or use an eraser on the printed side of recording paper, as the print may smear.

Copyright:

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Important safety instructions

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

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

SAVE THESE INSTRUCTIONS

CAUTION:

Installation

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Do not touch the plug with wet hands.

WARNING:

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

For best performance

- 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.
- Wipe the outer surface of the unit with a soft cloth. Do not use benzine, thinner, or any abrasive powder.
- Do not use this unit near liquid-for example, near a bathtub, washbowl, sink, etc. Damp basements should also be avoided. The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. It also should not be placed in rooms where the temperature is less than 5°C or greater than 35°C.
- Store unused paper in the original packaging, in a cool and dry place. Not doing so may affect print quality.

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1.1 Included accessories

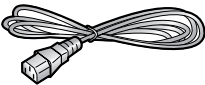
No.	Item	Quantity	Specifications
①	Power cord	1	-----
②	Telephone line cord	1	-----
③	Handset	1	-----
④	Handset cord	1	-----
⑤	Paper tray	1	-----
⑥	Ink film	1	prints about 105 A4-sized pages. ^{*1}
⑦	Operating instructions	1	Chinese
		1	English
⑧	Quick installation guide	1	-----

*1 For replacement film, see page 7.

Note:

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

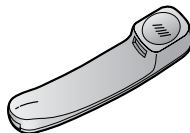
①



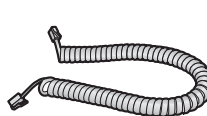
②



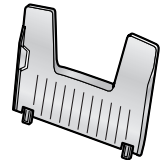
③



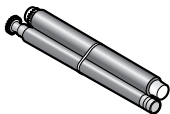
④



⑤



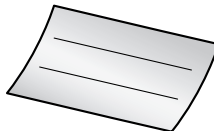
⑥



⑦



⑧



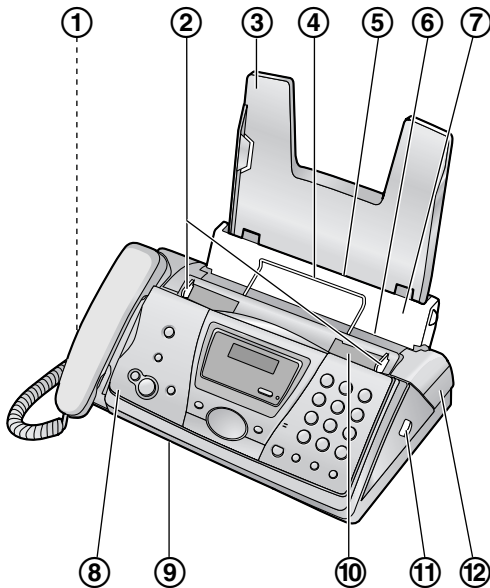
1.2 Accessory information

1.2.1 Available accessories

Model No.	Item	Specifications/Usage
KX-FA54E	Replacement film* ¹	35 m × 2 rolls (Each roll will print about 105 A4-sized pages.)

*1 We recommend that you buy a full-size replacement film for continuous use of your unit. Please use genuine Panasonic replacement film. **The ink film is not reusable. Do not rewind and use the ink film again.**

1.3 Overview



- ① **Speaker**
- ② **Document guides**
- ③ **Paper tray**
- ④ **Recording paper support**
- ⑤ **Recording paper entrance**
- ⑥ **Recording paper exit**
- ⑦ **Tension plate**
- ⑧ **Front cover**
- ⑨ **Document exit**
- ⑩ **Document entrance**
- ⑪ **Green button (Back cover release button)**
- ⑫ **Back cover**

Note:

- Remove all the blue shipping tapes before installation.

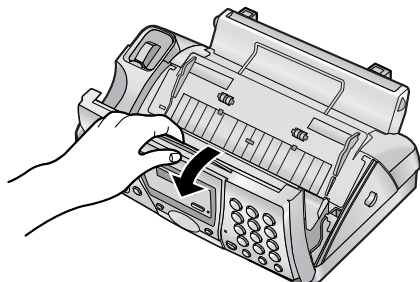
1.4 Description of buttons

- Keep the front cover page open for button locations.
- ① **[BROADCAST]**
 - To transmit a document to multiple parties (page 26).
- ② **[CALLER ID]**
 - To use Caller ID service (page 20, 22).
- ③ **[AUTO ANSWER]**
 - To turn ON/OFF the auto answer setting (page 27).
- ④ **[TONE]**
 - To change from pulse to tone temporarily during dialling when your line has rotary pulse services.
- ⑤ **[COPY]**
 - To initiate copying (page 32).
- ⑥ **[FAX/START][SET]**
 - To initiate fax transmission or reception.
 - To store a setting during programming.
- ⑦ **[STOP]**
 - To stop an operation or programming.
- ⑧ **[HELP]**
 - To print a quick reference (page 13).
- ⑨ **[NAVIGATOR][VOLUME]**
 - To adjust volume (page 14).
 - To search for a stored item (page 19, 25).
 - To select features or feature settings during programming (page 34).
 - To navigate to the next operation.
- ⑩ **[MENU]**
 - To initiate or exit programming.
- ⑪ **[MONITOR]**
 - To initiate dialling without lifting the handset.
- ⑫ **[FLASH]**
 - To access special telephone services such as call waiting or for transferring extension calls.
- ⑬ **[REDIAL][PAUSE]**
 - To redial the last number dialled. If the line is busy when you make a phone call using the **[MONITOR]** button, the unit will automatically redial the number up to 9 times.
 - To insert a pause during dialling.
- ⑭ **[MUTE]**
 - To mute your voice to the other party during a conversation. Press this button again to resume the conversation.

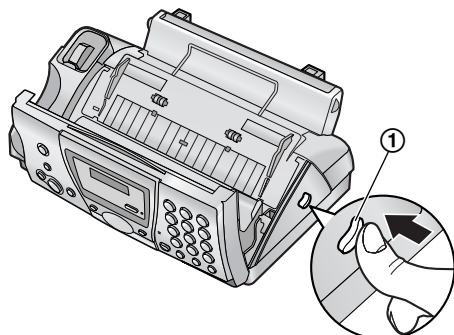
1.5 Ink film

1.5.1 Installing the ink film

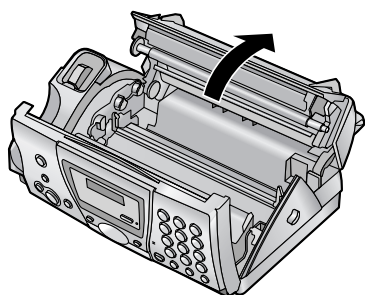
- 1 Open the front cover by pulling up the centre part.



- 2 Release the back cover by pushing the green button (1).



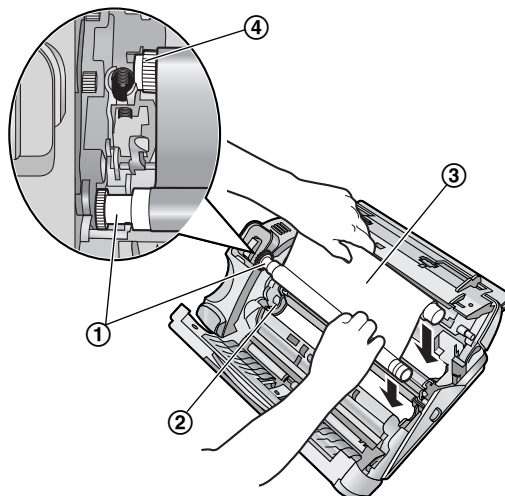
- 3 Open the back cover.



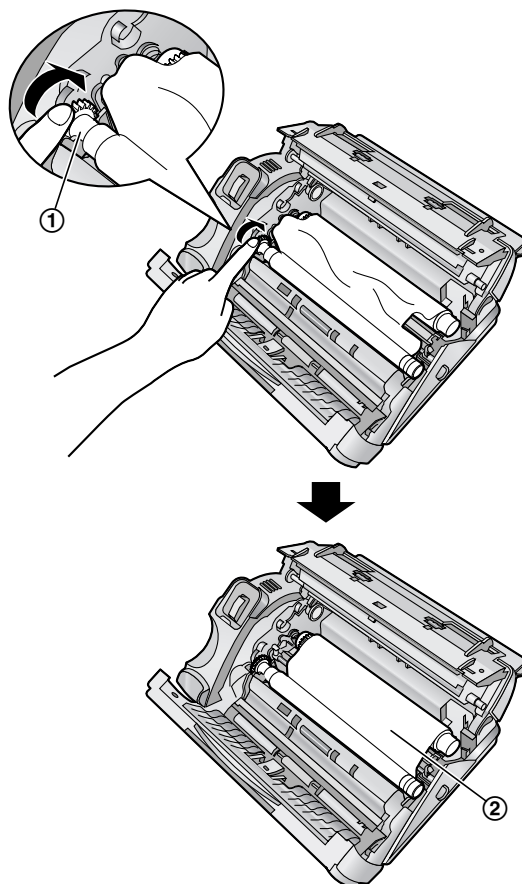
- 4 Insert the front ink film roll by inserting its blue gear (1) into the left slot of the unit (2). Insert the rear ink film roll (3).

- The ink film is safe to touch, and will not rub off on your hands like carbon paper.

- Make sure the blue gear (1) and white gear (4) are installed as shown.



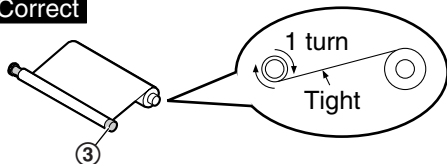
- 5 Turn the blue gear (1) in the direction of the arrow until the ink film is tight (2).



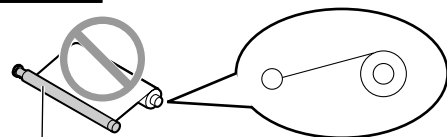
1. Introduction and Installation

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

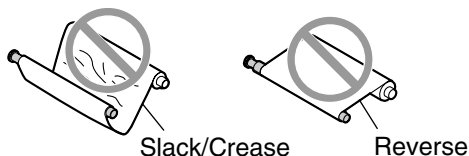
Correct



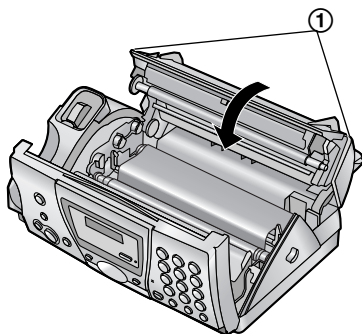
Incorrect



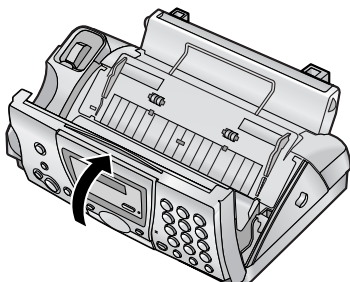
The ink film is not wrapped around the blue core.



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



- 7 Close the front cover securely.



1.5.2 Replacing the ink film

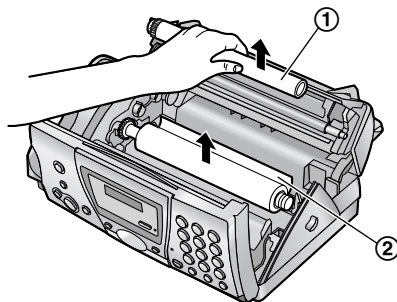
To ensure that the unit operates properly, we recommend the use of Panasonic replacement film. See page 7 for accessory information.

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

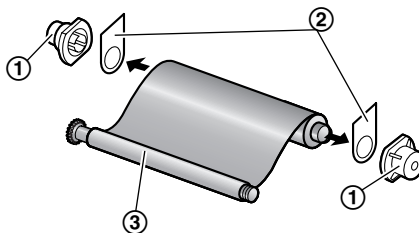
Important:

- Remove the recording paper and the paper tray beforehand, or the paper may misfeed or jam.

- 1 Open the covers (see steps 1 to 3 on page 9).
- 2 Remove the used core (①) and used ink film (②).



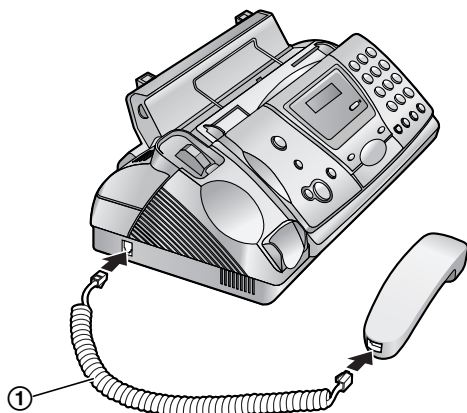
- 3 Remove the stoppers (①) and tags (②) from the new ink film (③).



- 4 Insert the ink film and close the covers (see steps 4 to 7 on page 9).
- 5 Install the paper tray (page 11), then insert the recording paper (page 11).

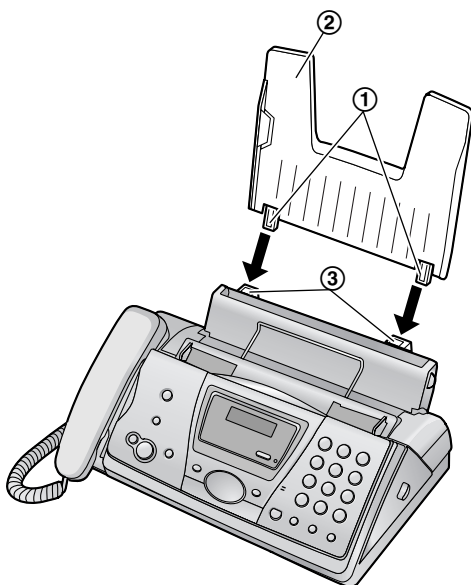
1.6 Handset cord

Connect the handset cord (①).



1.7 Paper tray

Insert the tabs (①) on the paper tray (②) into the slots on the back of the unit (③).



1.8 Recording paper

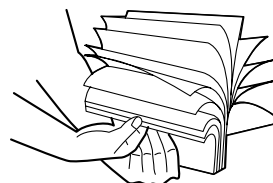
The unit can hold up to 30 sheets of 80 g/m² paper.

Please read the note on page 54 for important information on recording paper.

1 Pull the tension plate forward (①).

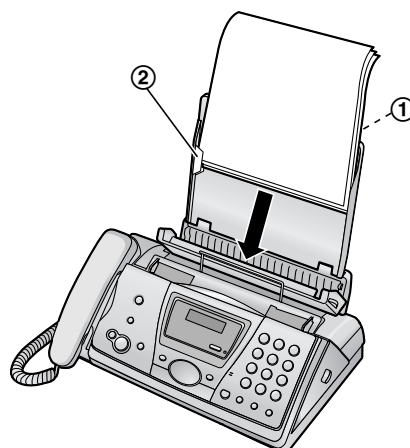


2 Fan the paper to prevent paper jams.



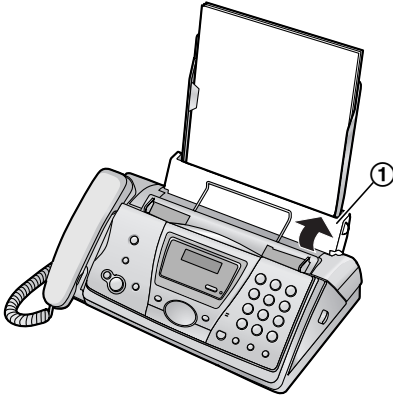
3 Insert the paper, print-side down (①).

- The paper should not be over the tab (②).



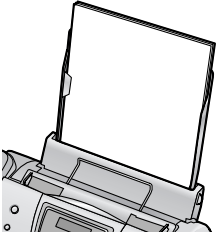
1. Introduction and Installation

- 4 Push the tension plate back (①).

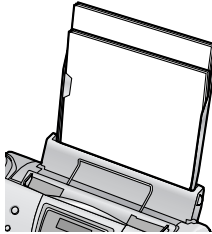


- If the paper is not inserted correctly, readjust the paper, or the paper may jam.

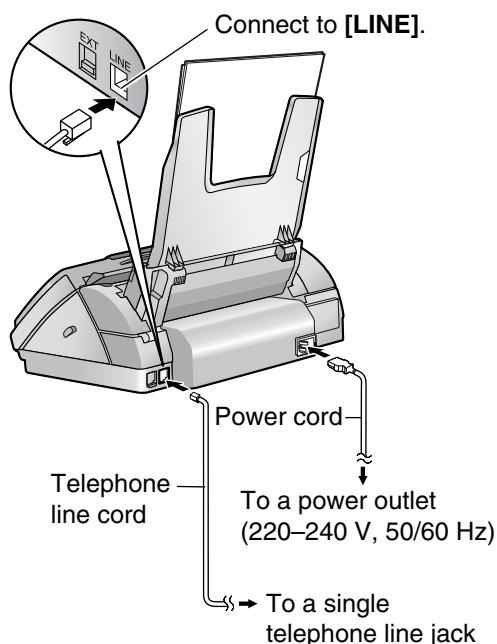
Correct



Incorrect



2.1 Connections

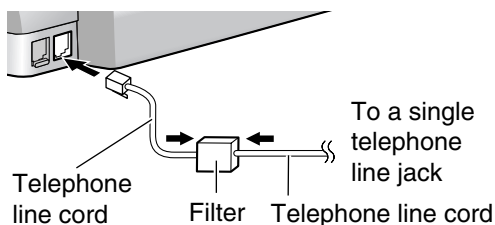


Caution:

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

Note:

- If any other device is connected on the same line, this unit may disturb the network condition of the device.
- If you want to connect an answering machine to this unit, see page 29.
- If you use the unit with a computer and your internet provider instructs you to install a filter, please connect it as follows.



2.2 Help function

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

Basic settings:

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

Feature list:

How to program the features.

Directory:

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

Fax receiving:

How to set the unit to receive faxes.

Copier:

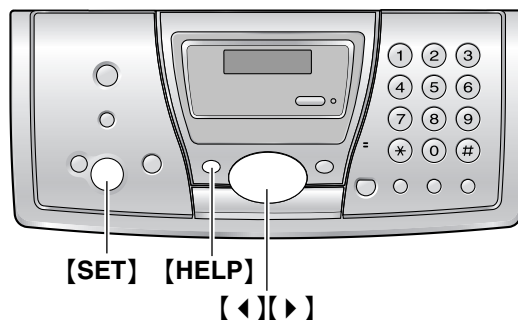
How to use the copier function.

Reports:

List of available reports.

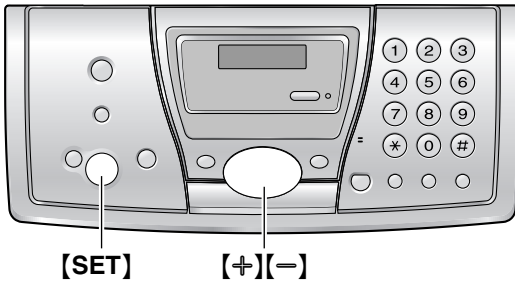
Caller ID:

How to use the Caller ID service.



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

2.3 Adjusting volume



2.3.1 Ringer volume

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

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

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

To turn the ringer OFF

1. Press [-] repeatedly to display "RINGER OFF= OK?".
2. Press [SET].
 - When a call is received, the unit will not ring and will display "INCOMING CALL".
 - To turn the ringer back ON, press [+].

Ringer pattern

- You can select one of three ringer patterns (feature #17, page 35).

2.3.2 Handset receiver volume

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

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

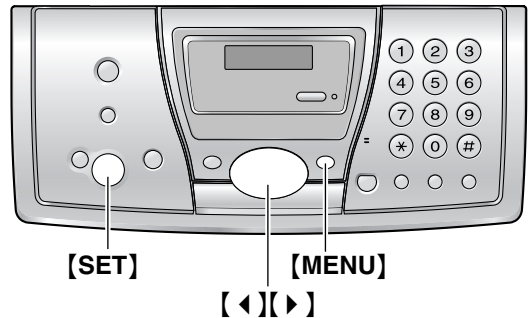
2.3.3 Monitor volume

8 levels (high to low) are available.

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

2.4 Date and time

You must set the date and time.



- 1 Press [MENU].

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

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

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

- 3 Press [SET].

- Cursor (■) will appear on the display.

```
M:01/D:01/Y:04  
TIME: 12:00AM
```

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

Example: August 10, 2004

Press [0][8] [1][0] [0][4].

```
M:08/D:10/Y:04  
TIME: 12:00AM
```

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

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

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

```
M:08/D:10/Y:04  
TIME: 03:15AM
```

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

```
M:08/D:10/Y:04  
TIME: 03:15PM
```

- 6 Press [SET].

- The next feature will be displayed.

- 7 Press [MENU] to exit the program.

Note:

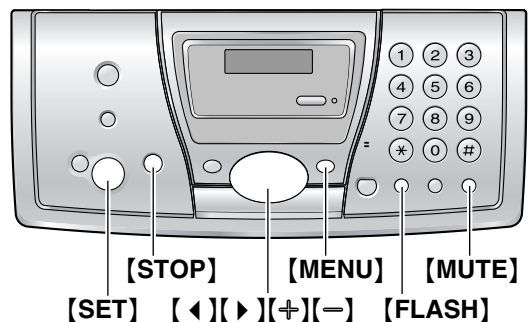
- This information will be printed on each page transmitted from your unit.
- The accuracy of the clock is approximately ± 60 seconds a month.

To correct a mistake

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

2.5 Your logo

The logo can be your company, division or name.



- 1 Press [MENU].

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

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

```
YOUR LOGO
PRESS SET
```

- 3 Press [SET].

- Cursor (■) will appear on the display.

```
LOGO=■
```

- 4 Enter your logo, up to 30 characters. See the character table on page 15 for details.

- 5 Press [SET].

- The next feature will be displayed.

- 6 Press [MENU] to exit the program.

Note:

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

To select characters with the dial keypad

Keys	Characters
[1]	1 [] { } + - / = , . _ ` : ; ?
[2]	A B C a b c 2
[3]	D E F d e f 3
[4]	G H I g h i 4
[5]	J K L j k l 5
[6]	M N O m n o 6

2. Preparation

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

Note:

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

To enter your logo

Example: "BILL"

- Press [2] 2 times.

LOGO=B

- Press [4] 3 times.

LOGO=BI

- Press [5] 3 times.

LOGO=BILL

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

LOGO=BILL

To change capital or lower-case letters

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

- Press [2] 2 times.

LOGO=B

- Press [4] 3 times.

LOGO=BI

- Press [⇄].

LOGO=Bi

- Press [5] 3 times.

LOGO=Bi

To correct a mistake

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

To delete a character

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

To insert a character

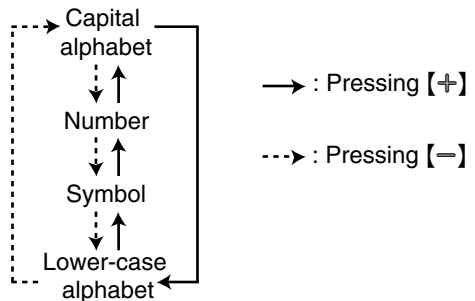
- Press [◀] or [▶] to move the cursor to the position to the right of where you want to insert the character.
- Press [MUTE] to insert a space and enter the character.

To select characters using [+] or [-]

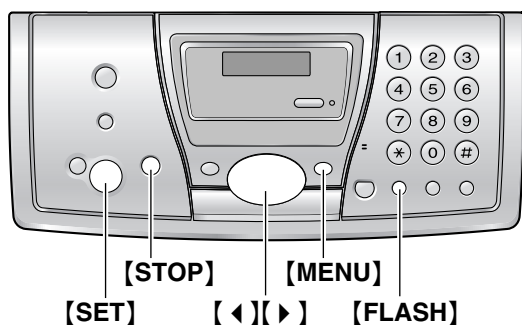
Instead of pressing the dial keys, you can select characters using [+] or [-].

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

Display order of characters



2.6 Your fax number



- 1 Press **[MENU]**.

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

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

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

- 3 Press **[SET]**.
 - Cursor (■) will appear on the display.

```
NO. = ■
```

- 4 Enter your fax number, up to 20 digits.

Example:

```
NO. =1234567■
```

- 5 Press **[SET]**.
 - The next feature will be displayed.
- 6 Press **[MENU]** to exit the program.

Note:

- This information will be printed on each page transmitted from your unit.
- The **[*]** button enters a "+" and the **[#]** button enters a space.
Example: +234 5678
 Press **[*][2][3][4][#][5][6][7][8]**.
- To enter a hyphen in a telephone number, press **[FLASH]**.

To correct a mistake

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

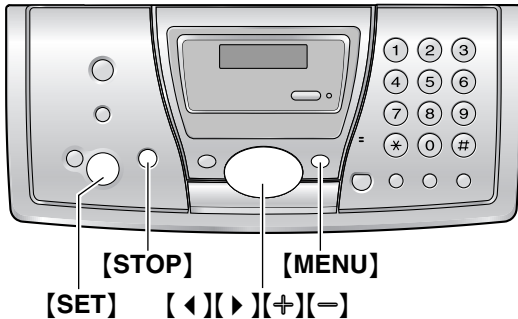
To delete a number

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

3.1 Storing names and telephone numbers into the navigator directory

For rapid access to frequently dialed numbers, the unit provides the navigator directory (100 items).

- You can also send faxes using the navigator directory (page 25).



- 1 Press **[MENU]** repeatedly to display "DIRECTORY SET".
- 2 Press **[*]**.
- 3 Enter the name, up to 10 characters (see page 15 for instructions).
- 4 Press **[SET]**.
- 5 Enter the telephone number, up to 30 digits.
- 6 Press **[SET]**.
 - To program other items, repeat steps 3 to 6.
- 7 Press **[MENU]**.

Helpful hints:

- You can confirm the stored items in the telephone number list (page 52).

Note:

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

To correct a mistake

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

To delete a character/number

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

3.1.1 Editing a stored item

- 1 Press **[▶]**.
- 2 Press **[+]** or **[-]** repeatedly to display the desired item.
- 3 Press **[MENU]**.
- 4 Press **[*]**.
 - If you do not need to edit the name, skip to step 6.
- 5 Edit the name (see the storing procedure on page 18 for instructions).
- 6 Press **[SET]**.
 - If you do not need to edit the telephone number, skip to step 8.
- 7 Edit the telephone number. For further details, see the storing procedure on page 18.

- 8 Press **[SET]**.

3.1.2 Erasing a stored item

- 1 Press **[▶]**.
- 2 Press **[+]** or **[-]** repeatedly to display the desired item.
- 3 Press **[MENU]**.
- 4 Press **[#]**.
 - To cancel erasing, press **[STOP]**.
- 5 Press **[SET]**.

3.2 Making a phone call using the navigator directory

Before using this feature, program the desired names and telephone numbers into the navigator directory (page 18).

- Keep the front cover page open for button locations.

- 1 Press [▶].
- 2 Press [⊕] or [⊖] repeatedly to display the desired item.
- 3 Press [MONITOR] or lift the handset.
 - The unit will start dialling automatically.

To search for a name by initial

Example: "LISA"

1. Press [▶].
2. Press [⊕] or [⊖] to initiate the navigator directory.
3. Press [5] repeatedly to display any name with the initial "L" (see the character table, page 15).
 - To search for symbols (not letters or numbers), press [✱].
4. Press [⊖] repeatedly to display "LISA".
 - To stop the search, press [STOP].
 - To dial the displayed number, press [MONITOR] or lift the handset.

3.3 Caller ID service

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

Important:

- This unit will only display the caller's telephone number and name.
- This unit will not support future additional telephone services.
- This unit cannot support services based on the "DTMF based subscriber line protocol".
- Depending on the service of the local telephone company, the date/time of the call or the caller's name may not be displayed.

Change the following ring setting to 2 or more rings beforehand.

- FAX ring setting (feature #06 on page 35)

3.3.1 How Caller ID is displayed

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

The unit will automatically store caller information (name, telephone number and the time of the call) of the 30 most recent calls. Caller information is sorted by the most recent to the oldest call. When the 31st call is received, the first call is deleted. Caller information can be viewed on the display one item at a time (page 20). You can print the Caller ID list (page 52).

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 following will be displayed:
 - "OUT OF AREA": The caller dialed from an area which does not provide Caller ID service.
 - "PRIVATE CALLER": The caller requested not to send caller information.
 - "LONG DISTANCE": The caller made a long distance call.

To confirm caller information using the Caller ID list

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

3. Telephone

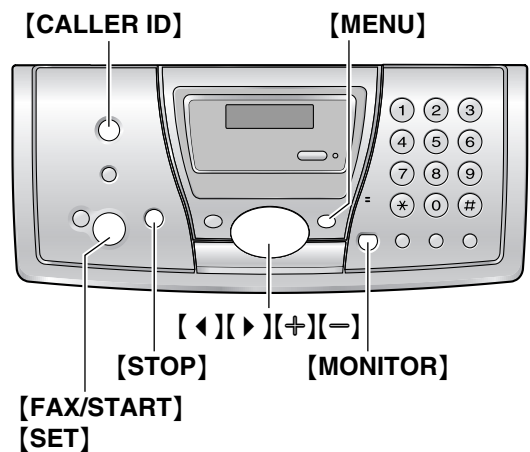
- To print manually, see page 52.
- To print automatically after every 30 new calls, activate feature #26 (page 36).

3.4 Viewing and calling back using caller information

You can easily view caller information and call back.

Important:

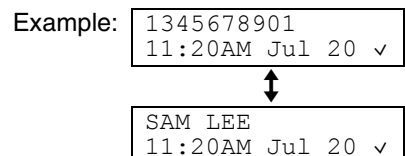
- **Calling back will not be possible in the following cases:**
 - The telephone number includes data other than numbers (i.e., * or #).
 - The caller information does not include a telephone number.



- 1 Press **[CALLER ID]**.
- 2 Press **[+]** to search from the most recent caller information.
Press **[-]** to search from the oldest caller information.
- 3 Press **[MONITOR]** or lift the handset to call back the displayed party.
 - The unit will start dialling automatically.
 - To send a fax insert the document FACE DOWN and press **[FAX/START]**.

To change the display of the caller information

Press **[CALLER ID]** repeatedly after step 2 on page 20.



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

Display while viewing

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

To stop viewing

Press **[STOP]** after step 2 on page 20.

3.4.1 Editing a caller's telephone number before calling back

- 1 Press **[CALLER ID]**.
- 2 Press **[+]** or **[-]** repeatedly to display the desired item.
- 3 Press **[CALLER ID]** to display the telephone number.
- 4 To insert a number in front of the telephone number, press the desired dial key (0 to 9).
 - You can also initiate the editing mode by pressing **[*]**.
- 5 Press **[MONITOR]** or lift the handset to call back the edited number.
 - The unit will start dialling automatically.
 - To send a fax, insert the document FACE DOWN and press **[FAX/START]**.

Note:

- The edited telephone number will not be saved in the caller information. To save in the navigator directory, see page 22.

To correct a mistake

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

To delete a number

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

To insert a number

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

3.4.2 Erasing all caller information

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

3.4.3 Erasing specific caller information

- 1 Press **[CALLER ID]**.
- 2 Press **[+]** or **[-]** repeatedly to display the desired item.
- 3 Press **[◀]**.
 - To cancel erasing, press **[STOP]** 2 times.
- 4 Press **[SET]**.
 - To erase other items, repeat step 2 to 4.
- 5 Press **[STOP]**.

3.5 Storing caller information into the navigator directory

- Keep the front cover page open for button locations.

Important:

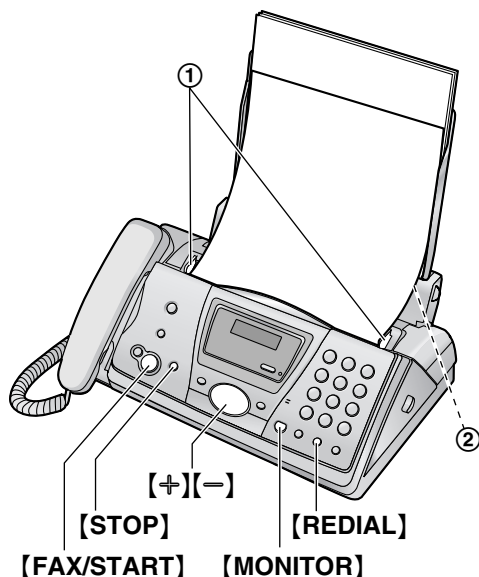
- **This feature is not available in the following cases.**
 - The telephone number includes data other than numbers (i.e., * or #).
 - The caller information does not include a telephone number.

- 1** Press **[CALLER ID]**.
- 2** Press **[+]** or **[-]** repeatedly to display the desired item.
- 3** Press **[MENU]**.
- 4** Press **[SET]**.
- 5** Press **[SET]**.

Note:

- You can confirm the stored items in the telephone number list (page 52).
- The unit can only store a name of up to 10 characters long.
- To edit a name and number, see page 18.

4.1 Sending a fax manually



- 1 Adjust the width of the document guides (①) to fit the actual size of the document.
- 2 Insert the document (up to 10 pages) FACE DOWN (②) until a single beep is heard and the unit grasps the document.
 - If the document guides are not adjusted to fit the document, re-adjust them.
- 3 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution.
- 4 Press **[MONITOR]** or lift the handset.
- 5 Dial the fax number.
- 6 **When a fax tone is heard:**
Press **[FAX/START]**.

When the other party answers your call:

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

- If you pressed **[MONITOR]** in step 4, lift the handset before speaking.

To select the resolution

Select the desired resolution according to the type of document.

- “STANDARD”: For printed or typewritten originals with normal-sized characters.
- “FINE”: For originals with small printing.
- “SUPER FINE”: For originals with very small printing. This setting only works with other compatible fax machines.

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

To redial the last number

1. Press **[REDIAL]**.
2. Press **[FAX/START]**.
 - If the line is busy, the unit will automatically redial the number up to 5 times.
 - To cancel redialling, press **[STOP]**.

To send more than 10 pages at a time

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

Predialling a fax number

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

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

Sending from memory (Quick scan feature)

You can scan the document into memory before sending. To use this feature, activate feature #34 (page 36) beforehand.

1. Insert the document.
2. Enter the fax number.
3. Press **[FAX/START]**.
 - The document will be fed into the unit and scanned into memory. The unit will then transmit the data. If the document exceeds the memory capacity, sending will be cancelled and this feature will be turned OFF automatically. You must transmit the entire document manually.

To stop transmission

Press **[STOP]**.

Sending report for confirmation

A sending report provides you with a printed record of transmission results. To use this

4. Fax

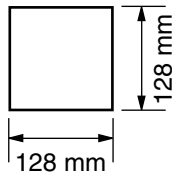
feature, activate feature #04 (page 35). For an explanation of error messages, see page 40.

Journal report

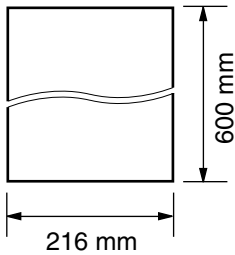
A journal report provides you with a printed record of the 30 most recent faxes. To print manually, see page 52. To print automatically after every 30 new fax communications, activate feature #22 (page 35). For an explanation of error messages, see page 40.

4.2 Documents you can send

Minimum document size

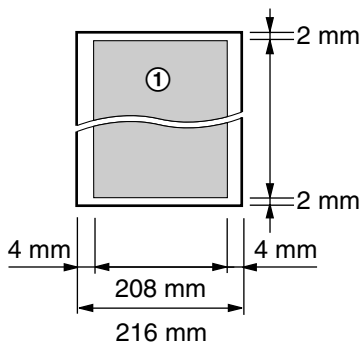


Maximum document size



Effective scanning area

- Shaded area (①) will be scanned.



Document weight

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

Note:

- Remove clips, staples or other fasteners.

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

4.3 Sending a fax using the navigator directory

Before using this feature, program the desired names and telephone numbers into the navigator directory (page 18).

- Keep the front cover page open for button locations.
- 1 Adjust the width of the document guides to fit the actual size of the document.
 - 2 Insert the document (up to 10 pages) FACE DOWN until a single beep is heard and the unit grasps the document.
 - If the document guides are not adjusted to fit the document, re-adjust them.
 - 3 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution (page 23).
 - 4 Press **[▶]**.
 - 5 Press **[+]** or **[-]** repeatedly to display the desired item and press **[FAX/START]**.

Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number up to 5 times.

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

If your unit does not send a fax

- Confirm that you have entered the number correctly, and that the number is a fax number.
- The connecting tone will be heard after dialling to tell you the status of the other party's machine (feature #76, page 37).

4.4 Broadcast transmission

By programming items from the navigator directory (page 18) into the broadcast memory, you can send the same document to multiple parties (up to 20). Your programmed items will remain in the broadcast memory, allowing frequent re-use. See page 26 for broadcast transmission instructions.

- Keep the front cover page open for button locations.

4.4.1 Programming items into the broadcast memory

- 1 Press **[MENU]** repeatedly to display "DIRECTORY SET".
- 2 Press **[#]**.
 - The number in brackets indicates the number of registered items.
- 3 Press **[+]** or **[-]** repeatedly to display the desired item.
- 4 Press **[SET]**.
 - To program other items, repeat steps 3 and 4 (up to 20 items).
- 5 Press **[SET]**.

Note:

- If you program the wrong item, press **[STOP]** after step 4 to erase the item.
- Confirm the stored items by printing a broadcast programming list (page 52).

4.4.2 Adding a new item into the broadcast memory

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

- 1 Press **[▶]**.
- 2 Press **[+]** or **[-]** repeatedly to display "<BROADCAST>".
- 3 Press **[MENU]**.
- 4 Press **[*]**.
- 5 Press **[+]** or **[-]** repeatedly to display the desired item you want to add.
- 6 Press **[SET]**.
 - To add other items, repeat steps 5 and 6 (up to 20 items).
- 7 Press **[STOP]**.

4. Fax

4.4.3 Erasing a stored item from the broadcast memory

- 1 Press [▶].
- 2 Press [⊕] or [⊖] repeatedly to display "<BROADCAST>".
- 3 Press [MENU].
- 4 Press [⊞].
- 5 Press [⊕] or [⊖] repeatedly to display the desired item you want to erase.
 - To cancel erasing, press [STOP].
- 6 Press [SET].
- 7 Press [SET].
 - To erase other items, repeat steps 5 to 7.
- 8 Press [STOP].

4.4.4 Sending the same document to pre-programmed parties

- 1 Insert the document FACE DOWN.
- 2 If necessary, press [⊕] or [⊖] repeatedly to select the desired resolution (page 23).
- 3 Press [BROADCAST].
 - The document will be fed into the unit and scanned into memory. The unit will then transmit the data to each item, calling each number sequentially.
 - After transmission, the stored document will be erased automatically, and the unit will automatically print a broadcast sending report.

Note:

- If you select "FINE", "SUPER FINE" or "PHOTO" resolution, the number of pages that the unit can transmit will decrease.
- If the document exceeds the memory capacity, sending will be cancelled.
- If a party is busy or does not answer, it will be skipped and redialled later up to 5 times.

To send the same document to a one-time group of parties

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

1. Insert the document.
2. Press [▶].
3. Press [⊕] or [⊖] repeatedly to display "<ONE TIME BROAD>".

4. Press [SET] to start programming the items you want to transmit to.
5. Press [⊕] or [⊖] repeatedly to display the desired item.
6. Press [SET].
 - To program other items, repeat steps 5 and 6 (up to 20 items).
7. Press [SET] to start transmission to the programmed items.

To cancel broadcast transmission

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

4.5 Selecting the way to use your fax machine

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

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

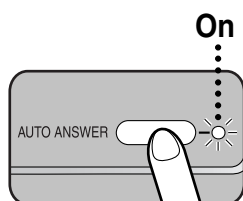
4.5.1 Use only as a fax

Your situation

You have a separate telephone line just for faxes.

How to setup

Set the fax machine to FAX ONLY mode (page 29) by pressing **[AUTO ANSWER]** repeatedly.



How to receive calls

All incoming calls will be answered as faxes.

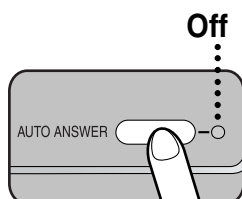
4.5.2 Mostly phone calls

Your situation

You plan to answer the calls yourself.

How to setup

Set the fax machine to TEL mode (page 28) by pressing **[AUTO ANSWER]** repeatedly.



How to receive calls

You have to answer all calls manually.

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

4.5.3 With answering machine

Your situation

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

How to setup

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

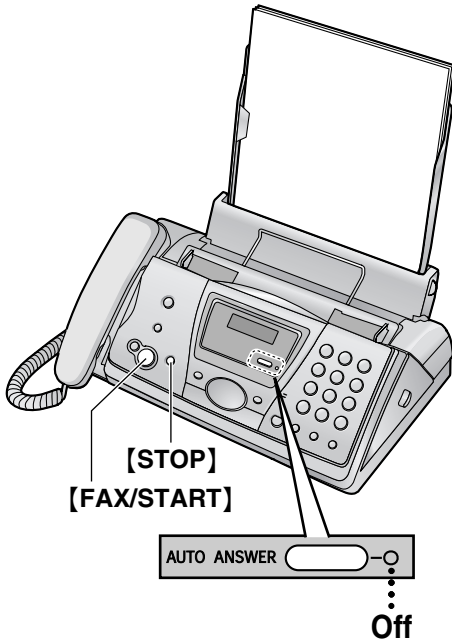
- Set the ring count in FAX ONLY mode of the fax machine to more than 4, if you use with auto answer ON.

How to receive calls

If the call is a phone call, the answering machine will record voice messages.

If a fax calling tone is detected, the fax machine will receive a fax automatically.

4.6 Receiving a fax manually – [AUTO ANSWER] OFF



4.6.1 Activating TEL mode

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

TEL MODE

- The [AUTO ANSWER] indicator turns OFF.

How to receive calls

- 1 Lift the handset to answer the call.
- 2 When:
 - document reception is required,
 - a fax calling tone (slow beep) is heard, or
 - no sound is heard,press [FAX/START].

CONNECTING.....

- The unit will start fax reception.

- 3 Replace the handset.

To stop receiving

Press [STOP].

Extension telephone

You can receive fax documents using an extension telephone.

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

Note:

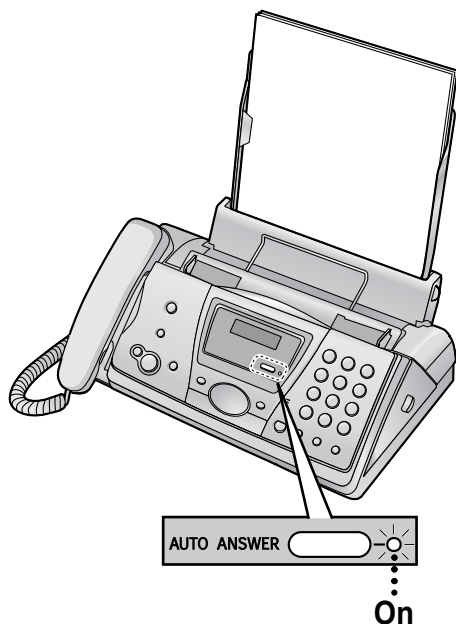
- To receive fax documents using the extension telephone, you must set the remote fax activation to ON (feature #41, page 36) beforehand. The default setting is "ON".

Turning the AUTO ANSWER mode ON remotely

When you are not in, and the AUTO ANSWER mode of your unit is set to off (TEL mode), you can turn the AUTO ANSWER mode (FAX ONLY) on from a remote location using a touch tone telephone.

1. Call your unit and wait for 15 rings.
 - A beep will sound.
2. Press [*] **within 8 seconds**.
3. Hang up the handset.

4.7 Receiving a fax automatically – [AUTO ANSWER] ON



4.7.1 Activating FAX ONLY mode

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

FAX ONLY MODE

- The [AUTO ANSWER] indicator turns ON.

How to receive calls

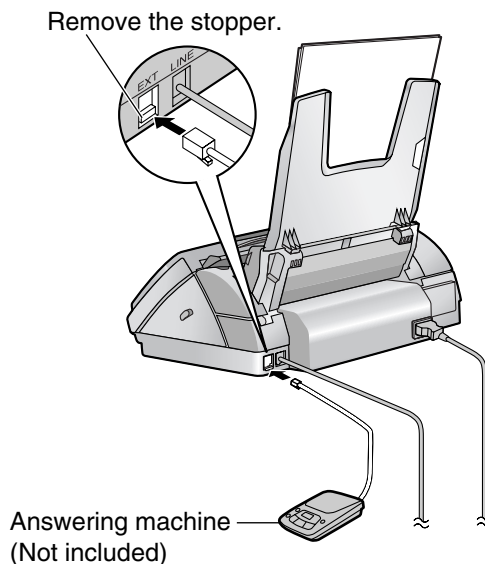
When receiving calls, the unit will automatically answer all calls and only receive fax documents.

Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #06 on page 35).

4.8 Using the unit with an answering machine

- 1 Connect the answering machine.



- 2 Set the number of rings on the answering machine to less than 4.
 - This will allow the answering machine to answer the call first.
- 3 Record a greeting message on the answering machine.
 - We recommend you record a message up to 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, both machines will not function correctly.
- 4 Activate the answering machine.
- 5 Set the fax machine to the desired receiving mode (page 28, 29).
 - If you set to FAX ONLY mode, **change the ring setting in FAX ONLY mode to more than 4 (feature #06 on page 35).**
- 6 Check all or part of the followings are not the same:
 - the remote access code of the answering machine
 - the fax activation code (feature #41 on page 36)

Note:

- If the call is a phone call, the answering machine will record voice messages.

4. Fax

If a fax calling tone is detected, the fax machine will receive a fax automatically.

Receiving a voice message and fax document in one call

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

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

Note:

- The fax activation code can be changed in feature #41 (page 36).

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

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

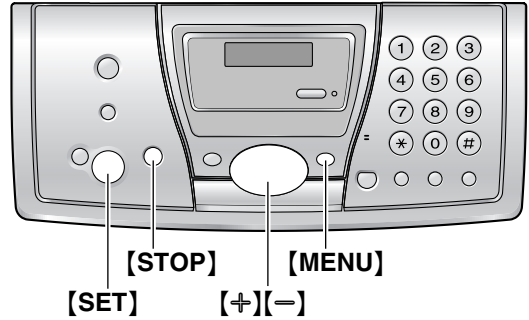
Make sure that no documents are fed into your unit and that the other party's machine is ready for your call.

- Keep the front cover page open for button locations.

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

4.10 Black list function

You can reject receiving facsimiles by registering the black list numbers. Up to 10 phone numbers can be stored as follows. Subscription to the Caller ID service required.



- 1 Press **[MENU]**.
- 2 Press **[#]**, then **[2][7]**.
- 3 Press **[+]** or **[-]** to select "ON".
- 4 Press **[SET]**.
- 5 Enter the fax phone number you require as unauthorized number.
 - You can enter a total of 22 digits.
- 6 Press **[SET]** to store.
 - To store other numbers, repeat from step 5.
- 7 Press **[MENU]**.

Note:

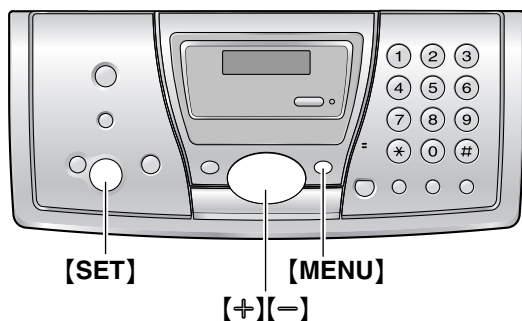
- If you make a mistake while programming, press **[STOP]**, then make the correction.
- To confirm the programmed phone number, print out the feature list. See page 52.

To erase a programmed phone number

1. Press **[SET]** repeatedly to select desired number in step 4.
2. Press **[STOP]**.
3. Press **[SET]**.
4. Press **[MENU]**.

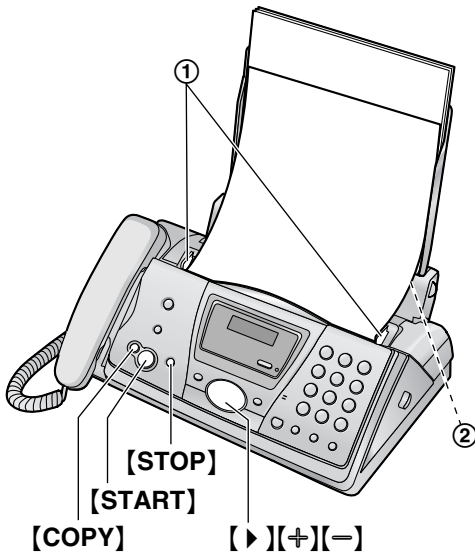
5.1 Using with the ring detection feature

When you subscribe to a duplex ring service, your telephone company will assign you a new fax number and will also tell you the assigned ring pattern. Please complete the following setup on your fax machine to identify the assigned ring pattern.



- 1 Press **[MENU]**.
- 2 Press **[*]** then **[3][1]**.
- 3 Press **[+]** or **[-]** to select "ON".
- 4 Press **[SET]**.
- 5 Press **[MENU]**.

6.1 Making a copy



- 1 Adjust the width of the document guides (①) to fit the actual size of the document.
- 2 Insert the document (up to 10 pages) FACE DOWN (②) until a single beep is heard and the unit grasps the document.
 - If the document guides are not adjusted to fit the document, re-adjust them.
- 3 If necessary, press [+] or [-] repeatedly to select the desired resolution.
- 4 Press [COPY].
 - If necessary, enter the number of copies (up to 30).
- 5 Press [START], or wait for 15 seconds.
 - The unit will start copying.

Note:

- Any transmittable document can be copied (page 24).

To select the resolution

Select the desired resolution according to the type of document.

- "FINE": For printed or typewritten originals with small printing.
- "SUPER FINE": For originals with very small printing.
- "PHOTO": For originals containing photographs, shaded drawings, etc.
- If you select "STANDARD", copying will be done using "FINE" mode.

Quick scan feature

This feature is helpful when you want to copy the document, then remove it for other uses. To use this feature, activate feature #34 (page 36) beforehand.

- The document will be fed into the unit and scanned into memory. The unit will then print the data.
- If the document exceeds the memory capacity, copying of the exceeded document will be cancelled and this feature will be turned OFF automatically.

To stop copying

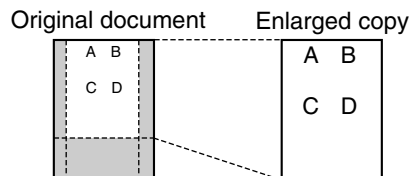
Press [STOP].

6.1.1 More copying features

To enlarge a document

1. Insert the document, then press [COPY].
2. Press [▶].
3. Press [+] repeatedly to select "150%" or "200%", then press [START].
 - The unit will only enlarge the centre of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy.

Example: 150% enlarged copy



To reduce a document

1. Insert the document, then press [COPY].
2. Press [▶].
3. Press [-] repeatedly to select "92%", "86%" or "72%", then press [START].

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

A4 = 210 mm × 297 mm

Legal = 216 mm × 356 mm

Letter = 216 mm × 279 mm

Note:

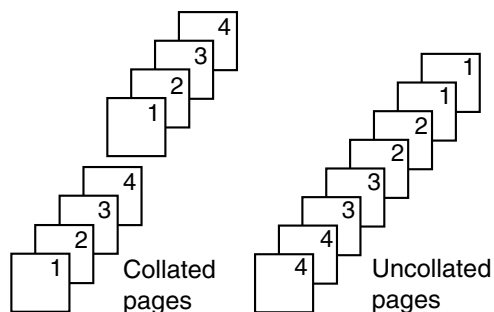
- If the appropriate reduction rate is not selected, the document may be divided and the top of the second sheet will be deleted.
- If the image at the bottom of the document is not copied when you copy a document that is the same length as the recording paper, try 92% or 86%.

To collate multiple copies

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

1. Insert the document, then press **[COPY]**.
2. Enter the number of copies (up to 30).
3. Press **[▶]** 2 times to display "COLLATE OFF".
4. Press **[+]** or **[-]** repeatedly to display "COLLATE ON".
5. Press **[START]**.

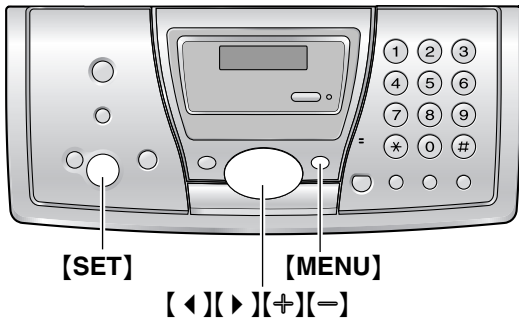
Example: Making 2 copies of a 4-page original document



Note:

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

7.1 Programming



7.1.1 Programming basic features

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

7.1.2 Programming advanced features

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

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

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

Programming by entering the program code number directly

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

1. Press **[MENU]**.
2. Press **[#]** and the 2-digit code number (page 35 to page 37).
3. Press **[+]** or **[-]** repeatedly to display the desired setting.
 - This step may be slightly different depending on the feature.
4. Press **[SET]**.
5. To exit programming, press **[MENU]**.

To cancel programming

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

7.2 Basic features

Code #01: Setting the date and time

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

See page 14 for details.

Code #02: Setting your logo

```
YOUR LOGO
PRESS SET
```

See page 15 for details.

Code #03: Setting your fax number

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

See page 17 for details.

Code #04: Printing a sending report

```
SENDING REPORT
=ERROR [±]
```

To print a sending report for fax transmission results (page 23).

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

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

“OFF”: Sending reports will not be printed out.

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

```
FAX RING COUNT
RINGS=2 [±]
```

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

You can select from “1”, “2” (default), “3”, “4”, “5”, “6”, “7”, “8”, “9”. If you are using the unit with an answering machine, set to more than 4 (page 29).

Code #13: Setting the dialling mode

```
DIALLING MODE
=TONE [±]
```

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

“TONE” (default): For tone dial service.

“PULSE”: For rotary pulse dial service.

Code #17: Setting the ringer pattern

```
RINGER PATTERN
=A [±]
```

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

7.3 Advanced features

Code #22: Setting the journal report to print automatically

```
AUTO JOURNAL
=ON [±]
```

“ON” (default): The unit will print a journal report automatically after every 30 new fax communications (page 24).

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

Code #23: Sending documents overseas

```
OVERSEAS MODE
=ERROR [±]
```

If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before starting transmission.

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

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

“OFF”: Deactivates this feature.

Note:

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

Code #25: Sending a fax at a specific time

```
DELAYED SEND
=OFF [±]
```

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

To send a document:

1. Insert the document.
2. If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution (page 23).
3. Press **[MENU]**.
4. Press **[#]** then **[2][5]**.
5. Press **[+]** or **[-]** repeatedly to select “ON”.
6. Press **[SET]**.
7. Enter the fax number.
8. Press **[SET]**.

7. Programmable Features

9. Enter the transmission start time.

10. Press **[SET]**.

11. Press **[MENU]**.

Note:

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

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

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

“ON”: The unit will print the Caller ID list automatically after every 30 new calls (page 19).
“OFF” (default): The unit will not print the Caller ID list, but keep records of the information for the last 30 callers.

Code #27: Setting the black list function

```
BLACK LIST
=OFF           [±]
```

See page 30 for details.

Code #31: Activating the Distinctive Ring feature

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

See page 31 for details.

Code #34: Setting the quick scan

```
QUICK SCAN
=OFF           [±]
```

This feature is helpful when you want to remove the document for other uses, because the unit will release the document before sending or copying.

“ON”: The unit will scan the document and store it into memory first, then the unit will start sending or copying.

“OFF” (default): Deactivates this feature.

Note:

- If the document exceeds the memory capacity, sending of the whole document or copying of the exceeded document will be cancelled and this feature will be turned OFF automatically.

Code #36: Receiving oversized documents

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

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

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

Code #39: Changing the display contrast

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

“NORMAL” (default): For normal contrast.

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

Code #41: Changing the fax activation code

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

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

1. Press **[MENU]**.
2. Press **[#]**, then **[4][1]**.
3. Press **[+]** or **[-]** repeatedly to select “ON”.
4. Press **[SET]**.
5. Enter your code from 2 to 4 digits, using 0–9, **[*]** and **[#]**.
 - The default code is “***9”.
 - Do not enter “0000”.
6. Press **[SET]**.
7. Press **[MENU]**.

Note:

- This code is also used to receive a voice message and a fax in the same call (page 30).

Code #44: Setting the memory reception alert

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

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

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

“ON” (default): You will be alerted to a reception problem by a beeping sound.

“OFF”: Deactivates this feature.

Code #46: Setting friendly reception

FRIENDLY RCV =ON [±]

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

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

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

Code #58: Setting the original mode

ORIGINAL =NORMAL [±]

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

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

“LIGHT”: Used for faint writing.

“DARKER”: Used for dark writing.

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

ECM SELECTION =ON [±]

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

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

“OFF”: Deactivates this feature.

Note:

- You cannot change the setting when received documents are in memory.

Code #76: Setting the connecting tone

CONNECTING TONE =ON [±]

If you often have trouble when sending faxes, this feature allows you to hear connecting tones; fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine.

“ON” (default): You will hear connecting tones.

“OFF”: Deactivates this feature.

Note:

- 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.

Code #80: Resetting advanced features to their default settings

SET DEFAULT RESET=NO [±]

To reset the advanced features:

1. Press **[MENU]**.
2. Press **[#]**, then **[8][0]**.
3. Press **[+]** or **[-]** repeatedly to select “YES”.
4. Press **[SET]**.
5. Press **[SET]** again.
6. Press **[MENU]**.

Note:

- ECM selection (feature #68, page 37) will not be reset.

7.4 Direct commands for programming features

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

For more details on the features, see page 35 to page 37.

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

7.4.1 Program code and direct command button

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

- Enter the date and time using the dial keypad (see page 14 for details).

[#][0][2] Your logo

- Enter your logo using the dial keypad (see page 15 for details).

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

- Enter your fax number using the dial keypad (see page 17 for details).

[#][0][4] Sending report

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

[#][0][6] FAX ring count

- **[1]**: "1"
- **[2]**: "2" (default)
- **[3]**: "3"
- **[4]**: "4"
- **[5]**: "5"
- **[6]**: "6"
- **[7]**: "7"
- **[8]**: "8"
- **[9]**: "9"

[#][1][3] Dialling mode

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

[#][1][7] Ringer pattern

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

[#][2][2] Journal report

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

[#][2][3] Overseas mode

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

[#][2][5] Delayed transmission

- **[1]**: "ON"
- **[2]**: "OFF" (default)
 - If you select "ON", then enter the fax number and transmission time using the dial keypad (see feature #25 on page 35 for details).

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

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

[#][2][7] Black list

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

[#][3][1] Distinctive ring

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

[#][3][4] Quick scan

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

[#][3][6] Receiving reduction

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

[#][3][9] Display contrast

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

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

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

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

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

[#][4][6] Friendly reception

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

[#][5][8] Original mode

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

[#][6][8] ECM selection

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

[#][7][6] Connecting tone

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

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

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

8.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following communication messages will be printed on the sending and journal reports (page 23).

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

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

COMMUNICATION ERROR (Code: 43, 44)

- A line problem occurred. Connect the telephone line cord to a different jack and try again.
- An overseas transmission error occurred. Try using the overseas mode (feature #23, page 35).

DOCUMENT JAMMED

- The document is jammed. Remove the jammed document (page 48).

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

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

MEMORY FULL

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 11) or clear the jammed paper (page 45).

NO DOCUMENT

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

OTHER FAX NOT RESPONDING

- The other party's fax machine is busy or has run out of recording paper. Try again.
- The document was not fed properly. Re-insert the document and try again.
- The other party's fax machine rings too many times. Send the fax manually (page 23).
- The other party's machine is not a fax machine. Check with the other party.
- The number you dialled is not in service.

PRESSED THE STOP KEY

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

OK

- Fax communication was successful.

8.2 Error messages – Display

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

CALL SERVICE

CALL SERVICE 2

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

CHECK DOCUMENT

- The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 49) and try again.
- Attempted to transmit a document longer than 600 mm. Press **[STOP]** to remove the document. Divide the document into two or more sheets and try again.

CHECK FILM

- The ink film is empty. Replace the ink film with a new one (page 10).
- The ink film is not installed. Install it (page 9).
- The ink film is slack or creased. Tighten it (see step 5 on page 9).

CHECK MEMORY

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

CHECK PAPER

- The recording paper is not installed or the unit has run out of paper. Install paper and press **[START]** to clear the message.
- The recording paper was not fed into the unit properly (page 47). Reinstall paper (page 11) and press **[START]** to clear the message.
- The recording paper has jammed near the recording paper entrance. Clear the jammed paper (page 45) and press **[START]** to clear the message.

CLOSE
TENSION PLATE

- The tension plate is open. Close it (page 11).

COVER OPEN

- The back cover is open. Close it.

DIRECTORY FULL

- There is no space to store new items in navigator directory. Erase unnecessary items (page 18).

FAX IN MEMORY

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

FAX MEMORY FULL

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 11) or clear the jammed paper (page 45).
- When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Transmit the entire document manually.

FILM EMPTY

- The ink film is empty. Replace the ink film with a new one (page 10).
- The ink film is slack. Tighten it (see step 5 on page 9) and install again.
- The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.

FILM NEAR EMPTY

- The remaining ink film is low. Prepare a new ink film (page 7).

MEMORY FULL

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

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

MODEM ERROR

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

NO FAX REPLY

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

OPEN CABINET
CHECK FILM SLACK



OPEN CABINET
CHECK FILM TYPE

- Please use genuine Panasonic replacement film (page 7).
- The ink film is empty. Replace the ink film with a new one (page 10).
- The ink film is not installed. Install it (page 9).
- The ink film is slack. Tighten it (see step 5 on page 9).
- The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.

PAPER JAMMED

- A recording paper jam occurred. Clear the jammed paper (page 45).

PLEASE WAIT

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

POLLING ERROR

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

REDIAL TIME OUT

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

REMOVE DOCUMENT

- The document is jammed. Remove the jammed document (page 48).
-

TRANSMIT ERROR

- A transmission error occurred. Try again.
-

UNIT OVERHEATED

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

8.3 When a function does not work, check here

8.3.1 Initial settings

I cannot hear a dial tone.

- The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 13).
 - If you used a splitter to connect the unit, remove the splitter and connect the unit to the wall jack directly. If the unit operates properly, check the splitter.
 - Disconnect the unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company.
 - The power cord or telephone line cord is not connected. Check the connections.
 - If you connected the fax machine through a computer modem, connect the fax machine directly to a telephone line jack.
-

I cannot make calls.

- The dialling mode setting may be wrong. Change the setting (feature #13, page 35).
-

The unit does not ring.

- The ringer volume is turned OFF. Adjust it (page 14).

8.3.2 General

The unit displays “CHECK PAPER” though the paper is inserted.

- The paper is inserted halfway. Insert it correctly (page 11) and press [START] to clear the message.
-

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

- FAX ONLY mode is set. Tell the other party the number is only used for faxes.
 - Change the receiving mode to TEL mode (page 28).
-

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

- If this button is pressed during dialling, a pause will be inserted. If pressed

immediately after a dial tone is obtained, the last number dialled will be redialled.

The receiving mode does not function properly.

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

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

- All or part of the numbers are the same as another code or ID. Change the number:
 - fax activation code: feature #41 on page 36.

The ink film runs out quickly.

- Even if there are only a few sentences, every page that comes out of the machine is considered as a full page.
- Turn off the following features:
 - sending report: feature #04 on page 35.
 - journal report: feature #22 on page 35.
 - Caller ID list: feature #26 on page 36.

The unit beeps.

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

8.3.3 Fax – sending

I cannot send documents.

- The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 13).
- The other party's fax machine is busy or has run out of recording paper. Try again.
- The other party's machine is not a fax machine. Check with the other party.
- The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 23).

I cannot send a fax overseas.

- Use the overseas transmission mode of feature #23 (page 35).
- Add two pauses at the end of the telephone number or dial manually.

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

- If your line has special telephone services such as call waiting, the service may have been activated during fax transmission.

Connect the unit to a line that does not have these services.

- An extension telephone on the same line is off the hook. Hang up the extension telephone and try again.
- Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine.

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

- The scanner glass, white plate or rollers are dirty with correction fluid, etc. Clean them (page 49). Please do not insert the document before correction fluid has dried completely.

8.3.4 Fax – receiving

I cannot receive documents.

- The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 13).
- The ink film is empty. Replace the ink film with a new one (page 10).

I cannot receive documents automatically.

- The receiving mode is set to TEL mode. Change the receiving mode to FAX ONLY mode (page 29).
- The time taken to answer the call is too long. Decrease the number of rings in feature #06 (page 35).

The display shows "CONNECTING", but faxes are not received.

- The incoming call is not a fax. Change the receiving mode to TEL mode (page 28).

A blank sheet is ejected.

- If a blank sheet is ejected after the received document is printed out, the size of the document sent by the other party is as large as, or larger than the recording paper, or the receiving reduction rate is not programmed correctly. Program the proper rate in feature #36 (page 36).
- The other party placed the document in their fax machine the wrong way. Check with the other party.

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

- The scanner glass, white plate or rollers are dirty with correction fluid, etc. Clean them

8. Help

(page 49). Please do not insert the document before correction fluid has dried completely.

The printing quality is poor.

Please do not reuse the ink film!

Please use genuine Panasonic replacement film. Refer to page 7 for further details.

- The thermal head is dirty. Clean it (page 50).
- Some paper has instructions recommending which side to print on. Try turning the paper over.
- You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper.
- If the printing copy is fine when you copy, the other party sent a faint document. Ask them to send a clearer copy of the document.

The other party complains that they cannot send a document.

- The receiving mode is set to TEL mode. Change the receiving mode to FAX ONLY mode (page 29).
- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 11) or clear the jammed paper (page 45).

I cannot select the desired receiving mode.

- If you want to set FAX ONLY mode, press **[AUTO ANSWER]** repeatedly to select FAX ONLY mode.
- If you want to set TEL mode, press **[AUTO ANSWER]** repeatedly to select TEL mode.
- The Distinctive Ring of feature #31 is activated (page 31).

8.3.5 Copying

The unit will not make a copy.

- The ink film is empty. Replace the ink film with a new one (page 10).
- You cannot make a copy during programming. Make the copy after programming.
- You cannot make a copy during telephone conversation.

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

- The scanner glass, white plate or rollers are dirty with correction fluid, etc. Clean them (page 49). Please do not insert the document before correction fluid has dried completely.

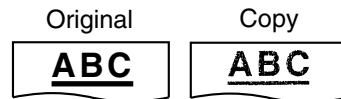
The copied image is distorted.

- The thermal head is dirty. Clean it (page 50).

The printing quality is poor.

Please do not reuse the ink film!

Please use genuine Panasonic replacement film. Refer to page 7 for further details.



- Some paper has instructions recommending which side to print on. Try turning the paper over.
- You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper.

8.3.6 Using an answering machine

I cannot receive documents automatically.

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

I cannot receive voice messages.

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

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

- The code may include “#” which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include “#”.

Callers complain that they cannot send a document.

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

8.3.7 If a power failure occurs

- The unit will not function.

- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- If delayed transmission (feature #25, page 35) is programmed and the start time is passed during a power failure, transmission will be attempted soon after power is restored.
- If any fax documents are stored in the memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in the memory have been erased.

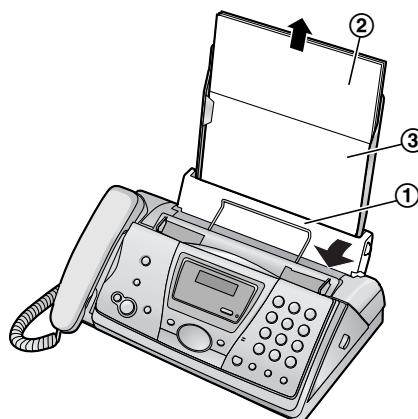
8.4 Recording paper jams

8.4.1 When the recording paper has jammed in the unit

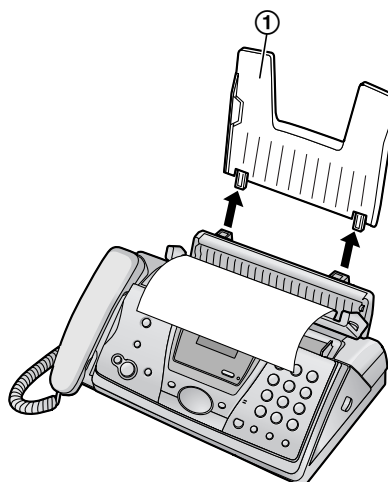
The display will show the following.

PAPER JAMMED

- 1 Pull the tension plate forward (①) to remove the installed paper (②).
 - Do not remove the jammed paper (③).

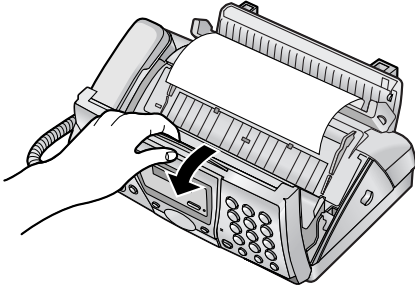


- 2 Remove the paper tray (①).

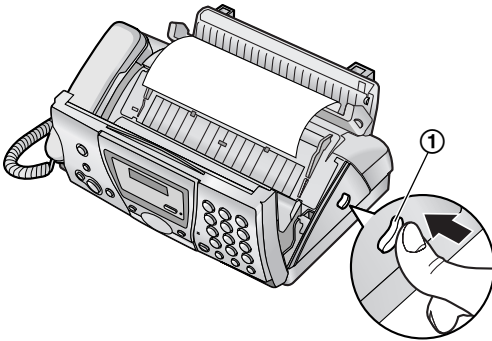


8. Help

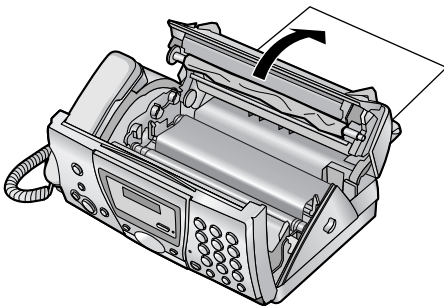
- 3 Open the front cover by pulling up the centre part.



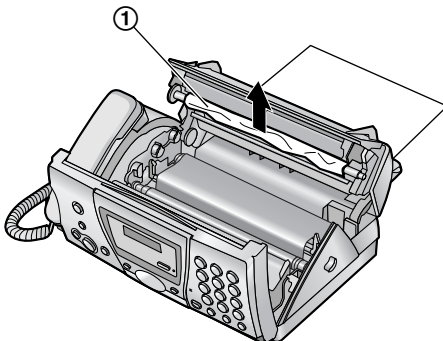
- 4 Release the back cover by pushing the green button (1).



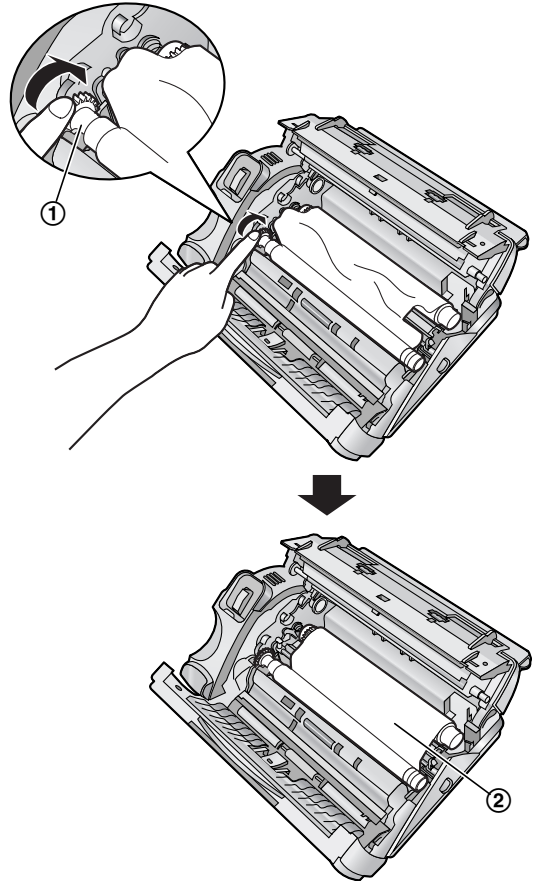
- 5 Open the back cover.



- 6 Remove the jammed recording paper (1).

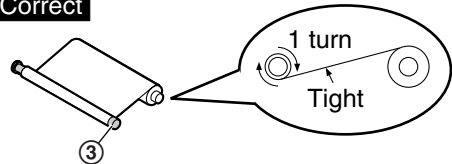


- 7 Turn the blue gear (1) in the direction of the arrow until the ink film is tight (2).

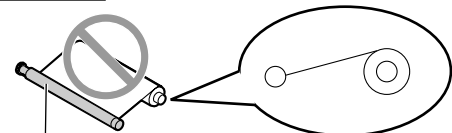


- Make sure that the ink film is wrapped around the blue core (3) at least once.

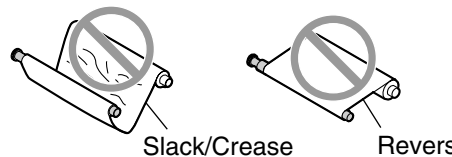
Correct



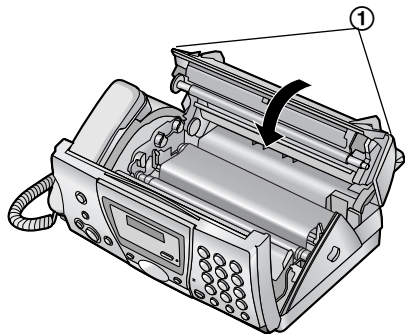
Incorrect



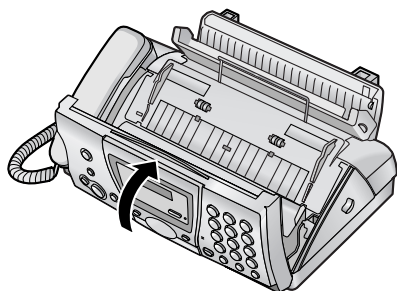
The ink film is not wrapped around the blue core.



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



- 9** Close the front cover securely.



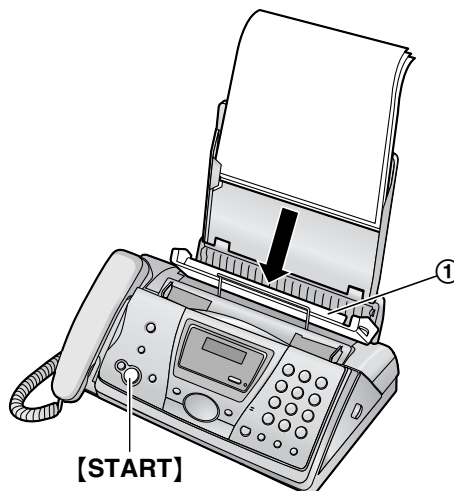
- 10** Install the paper tray (page 11), then insert the recording paper (page 11).

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

The display will show the following.

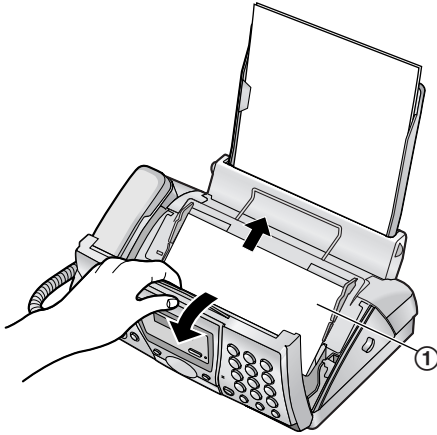
CHECK PAPER

Remove the recording paper and straighten. Pull the tension plate forward (①) and insert the paper. Push the tension plate back, then press **[START]** to clear the message.

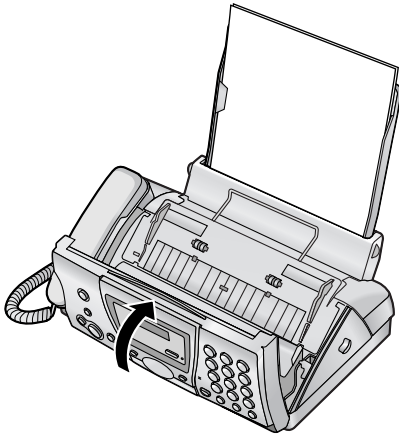


8.5 Document jams – sending

- 1 Open the front cover by pulling up the centre part. Remove the jammed document carefully (①).



- 2 Close the front cover securely.



Note:

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



8.6 Recording paper feeder cleaning

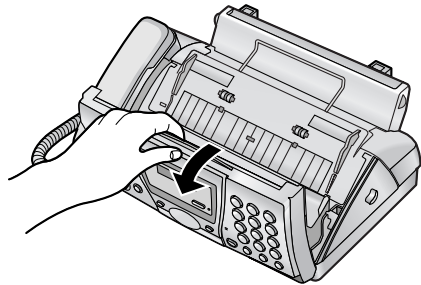
Clean the recording paper feeder when:

- The recording paper frequently misfeeds.

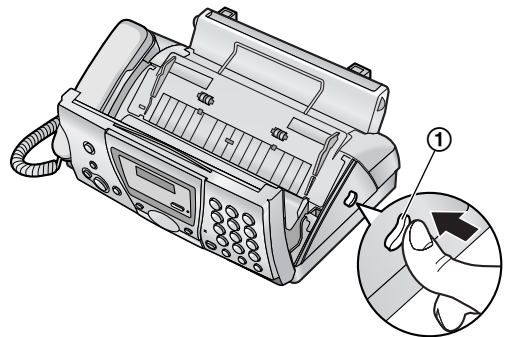
Important:

- Remove the recording paper and the paper tray beforehand, or the paper may misfeed or jam.

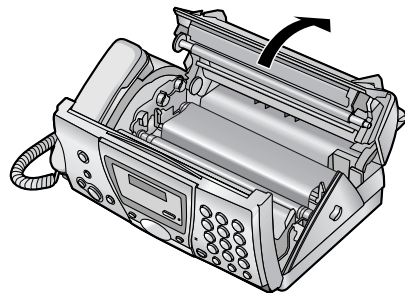
- 1 Disconnect the power cord and the telephone line cord.
- 2 Open the front cover by pulling up the centre part.



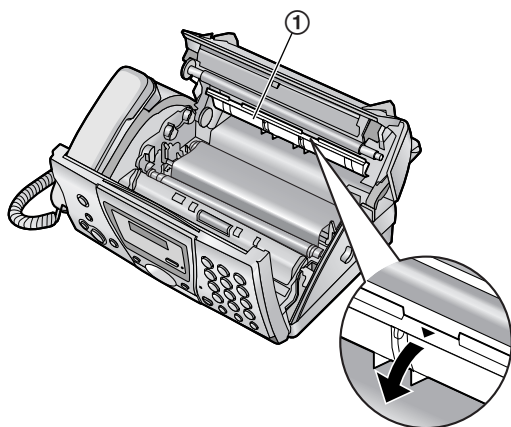
- 3 Release the back cover by pushing the green button (①).



- 4 Open the back cover.



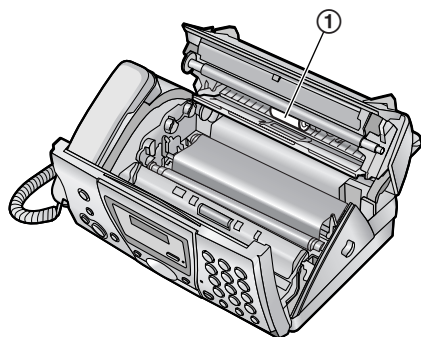
- 5 Open the recording paper feeder cover (①).



- 6 Clean the recording paper feeder roller (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.

Caution:

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



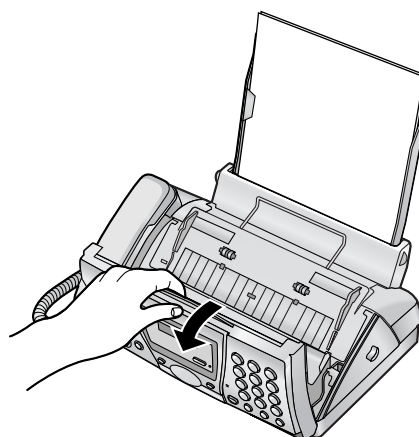
- 7 Close the covers (see steps 8 and 9 on page 47).
- 8 Install the paper tray (page 11), then insert the recording paper (page 11).
- 9 Connect the power cord and the telephone line cord.

8.7 Document feeder/scanner glass cleaning

Clean the document feeder/scanner glass when:

- Documents frequently misfeed.
- Smudges or black/white lines appear on the original document when transmitting or copying.

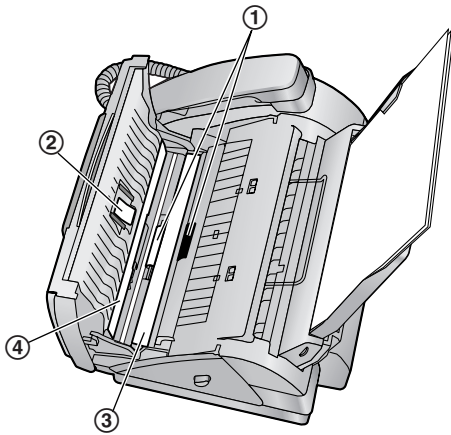
- 1 Disconnect the power cord and the telephone line cord.
- 2 Open the front cover by pulling up the centre part.



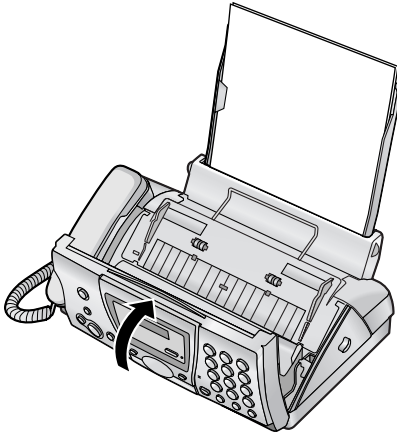
- 3 Clean the document feeder rollers (①) and rubber flap (②) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly. Clean the scanner glass (③) and white plate opposite the scanner glass (④) with a soft, dry cloth.

Caution:

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



- 4 Close the front cover securely.



- 5 Connect the power cord and the telephone line cord.

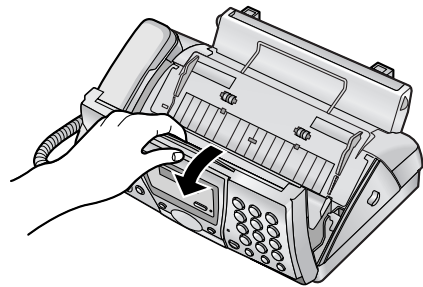
8.8 Thermal head cleaning

If smudges or black/white lines appear on a copied/received document, check whether there is dust on the thermal head. Clean the thermal head to remove the dust.

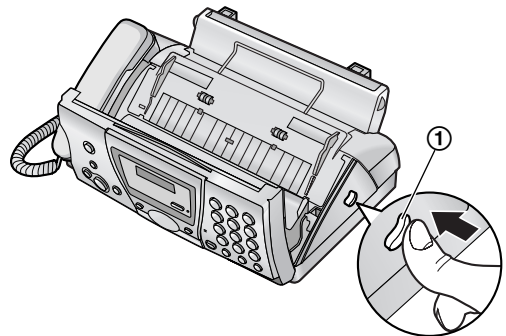
Important:

- Remove the recording paper and the paper tray beforehand, or the paper may misfeed or jam.

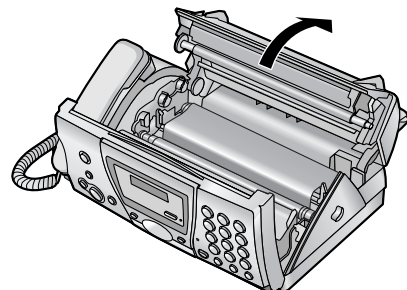
- 1 Disconnect the power cord and the telephone line cord.
- 2 Open the front cover by pulling up the centre part.



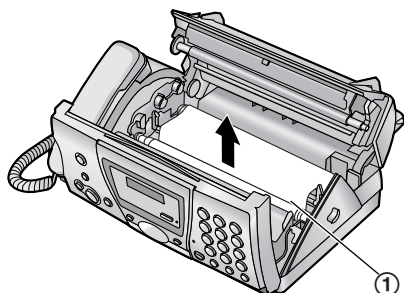
- 3 Release the back cover by pushing the green button (1).



- 4 Open the back cover.



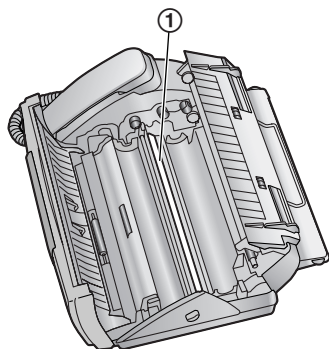
- 5 Remove the ink film (①).



- 6 Clean the thermal head (①) with a cloth moistened with isopropyl rubbing alcohol, and let it dry thoroughly.

Caution:

- To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly.



- 7 Reinstall the ink film and close the covers (see steps 4 to 7 on page 9).
- 8 Install the paper tray (page 11), then insert the recording paper (page 11).
- 9 Connect the power cord and the telephone line cord.

9.1 Reference lists and reports

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

Setup list:

provides you with the current settings of the basic and advanced programming features (page 35 to page 37).

Telephone number list:

provides you with names and numbers which are stored in the navigator directory.

Journal report:

keeps records of fax transmission and reception. This report will be printed automatically after every 30 fax communications (feature #22, page 35).

Printer test:

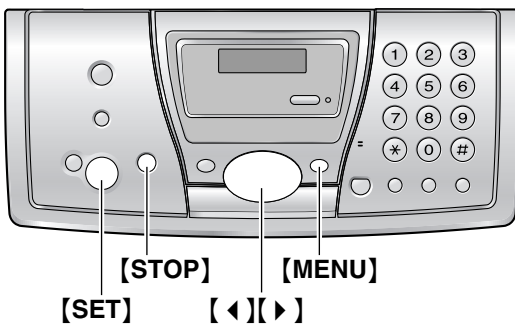
allows you to check the print quality of your unit. If the test print has a smudge, or blurred points or lines, clean the thermal head (page 50).

Broadcast programming list:

provides you with names and numbers which are stored in the broadcast memory (page 25).

Caller ID list:

keeps records of the last 30 callers after subscribing to a Caller ID service. To print automatically after every 30 callers, activate feature #26 (page 36).



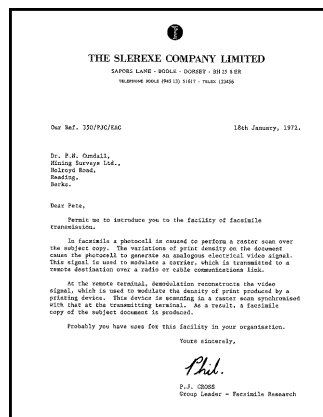
- 1 Press **[MENU]** repeatedly to display "PRINT REPORT".
- 2 Press **[◀]** or **[▶]** repeatedly to display the desired item.
- 3 Press **[SET]** to start printing.
 - To stop printing, press **[STOP]** 2 times.
- 4 Press **[MENU]**.

9.2 Technical data about this product

Applicable lines:	Public Switched Telephone Network
Document size:	Max. 216 mm in width, Max. 600 mm in length
Effective scanning width:	208 mm
Effective printing width:	202 mm
Transmission time^{*1}:	Approx. 12 s/page (ECM-MMR) ^{*2}
Scanning density:	Horizontal: 8 pels/mm Vertical: 3.85 lines/mm – in standard resolution, 7.7 lines/mm – in fine/photo resolution, 15.4 lines/mm – in super fine resolution
Photo resolution:	64-level
Scanner type:	Contact Image Sensor
Printer type:	Thermal Transfer on plain paper
Data compression system:	Modified Huffman (MH), Modified READ (MR), Modified Modified Read (MMR)
Modem speed:	9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
Operating environment:	5°C–35°C, 20%–80% RH (Relative Humidity)
Dimensions:	Approx. height 139 mm × width 331 mm × depth 238 mm
Mass (Weight):	Approx. 3.0 kg
Power consumption:	Standby: Approx. 3.9 W Transmission: Approx. 15 W Reception: Approx. 35 W (When receiving a 20% black document) Copy: Approx. 40 W (When copying a 20% black document) Maximum: Approx. 130 W (When copying a 100% black document)
Power supply:	220–240 V AC, 50/60 Hz
Fax memory capacity:	Approx. 25 pages of memory transmission Approx. 28 pages of memory reception (Based on the ITU-T No. 1 Test Chart in standard resolution, without using the Error Correction Mode.)

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

ITU-T No. 1 Test Chart



9. General Information

Paper specifications

Recording paper size: A4: 210 mm × 297 mm
Recording paper weight: 64 g/m² to 80 g/m²

Note for recording paper:

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

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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Sole agent:

Shun Hing Technology Co., Ltd.

9th Floor, Peninsula Centre, 67 Mody Road, Tsimshatsui East, Kowloon, Hong Kong

Web site: <http://www.panasonic.oa.com.hk>

Manufacturer:

Panasonic Communications (Malaysia) Sdn. Bhd.

PLO No.1, Kawasan Perindustrian Senai, KB No. 104, 81400 Senai,

Negeri Johor Darul Ta'zim, Malaysia

Global web site:

<http://www.panasonic.co.jp/global/>

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