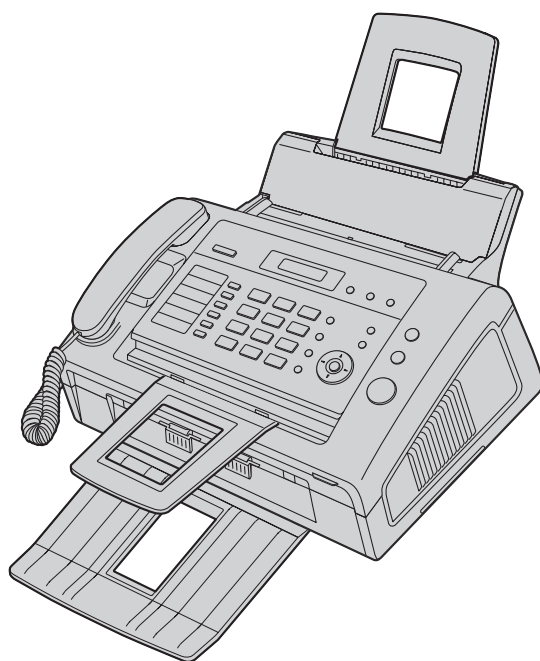# Panasonic®

Operating Instructions

Compact Laser Fax

Model No. **KX-FL323HK**

Please read these operating instructions before using the unit and save for future reference.

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

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

Notice for product disposal, transfer, or return:
- This product can store your private/confidential information. To protect your privacy/confidentiality, we recommend that you erase the information such as phonebook (or caller information) from the memory before you dispose of, transfer or return the product.

Environment:
- Panasonic's strategic direction incorporates concern for the environment into all aspects of the product life cycle, from product development to energy saving designs; from greater product reusability to waste-conscious packaging practices.

Copyright:
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For your safety

To prevent severe injury and loss of life/property, read this section carefully before using the unit to ensure proper and safe operation of your unit.

- **The following symbols are used to classify and describe the level of hazard and injury caused when the denotation is disregarded and improper use is performed.**

⚠ **WARNING**

Denotes a potential hazard that could result in serious injury or death.

⚠ **CAUTION**

Denotes hazards that could result in minor injury or damage to the unit.

- **The following symbols are used to classify and describe the type of instructions to be observed.**

🚫	This type of symbol is used to alert users to a specific operating procedure that must not be performed.
❗	This type of symbol is used to alert users to a specific operating procedure that must be emphasized in order to operate the unit safely.

⚠ **WARNING**

Power and ground connection

❗ 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.

❗ 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.

🚫 Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.

🚫 Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.

❗ Completely insert the AC adaptor/power plug into the power outlet. Failure to do so may cause electric shock and/or excessive heat resulting in a fire.

❗ Regularly remove any dust, etc. from the AC adaptor/power plug by pulling it from the power outlet, then wiping with a dry cloth. Accumulated dust may cause an insulation defect from moisture, etc. resulting in a fire.

❗ Unplug this unit from power outlets if it emits smoke, an abnormal smell or makes unusual noise. These conditions can cause fire or electric shock. Confirm that smoke has stopped and contact an authorised service centre.

🚫 Never touch the plug with wet hands. There is a danger of electric shock.

Installation

❗ Place the unit securely on a stable, level surface. Serious damage and/or injury may result if the unit falls.

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

Make sure that the unit is installed in a well ventilated room so as not to increase density of ozone in the air. Since ozone is heavier than air, it is recommended that air at floor level be ventilated.

Operating safeguards

Unplug this unit from power outlets before cleaning. Do not use liquid or aerosol cleaners.

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.

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.

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.

Follow all warnings and instructions marked on this unit.

Do not spill liquids (detergents, cleansers, etc.) onto the telephone line cord plug, or allow it to become wet at all. This may cause a fire. If the telephone line cord plug becomes wet, immediately pull it from the telephone wall jack, and do not use.

Unplug this unit from power outlets and refer servicing to an authorised service centre when any of the following conditions occur:

- If the power cord is damaged or frayed.
- If liquid has been spilled into the unit.
- If the unit has been exposed to rain or water.
- 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.
- If the unit has been dropped or physically damaged.
- If the unit exhibits a distinct change in performance.

⚠ **CAUTION**

Installation and relocation

After moving the unit from cold areas to warmer areas, wait approximately 30 minutes before connecting the unit to allow the unit to adjust to the ambient temperature. If the unit is connected too soon after a sudden climate change, condensation may form inside the unit, causing malfunction.

Never install telephone wiring during a lightning storm.

Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.

Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Laser radiation

CLASS 1 LASER PRODUCT

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

Laser diode properties
Laser output : Max. 5 mW
Wavelength : 760 nm – 810 nm
Emission duration : Continuous

LED light

CLASS 1M LED PRODUCT

Do not view directly with optical instruments.

LED light of CIS properties
LED radiation output : Max. 1 mW
Wavelength : Green 520 nm typ.
Emission duration : Continuous

Fuser unit

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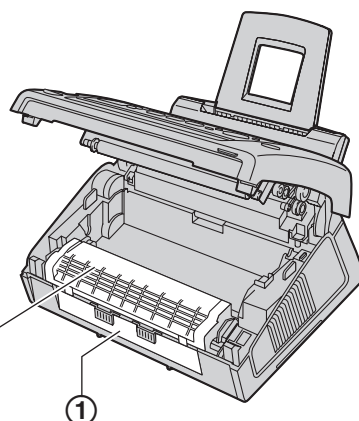
Fuser unit

Note:
● The area near the recording paper exit (①) also gets warm. This is normal.

Toner cartridge

Be careful of the following when you handle the toner cartridge:

If you ingest any toner, drink several glasses of water to dilute your stomach contents, and seek immediate medical treatment.

If any toner comes into contact with your eyes, flush them thoroughly with water, and seek medical treatment.

If any toner comes into contact with your skin or clothing, wash the area thoroughly with cold water, then air dry. Do not use hot water or hair dryer. If there is skin irritation, seek immediate medical treatment.

If you inhale any toner, move to an area with fresh air and consult local medical personnel.

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. Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, etc.
2. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
3. Do not use this unit to report a gas leak, when in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

For best performance

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

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

Drum unit
- Read the instructions on page 12 before you begin installation of the drum unit. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
  – Do not expose the drum unit to light for more than 5 minutes.
  – Do not touch or scratch the black drum surface.
  – Do not place the drum unit near dust or dirt, or in a high humidity area.

  – Do not expose the drum unit to direct sunlight.
- To extend the life of the drum unit, the unit should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.

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

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

Environment
- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of the unit.
- When you leave the unit unused for a long period of time, unplug this unit from the power outlet.
- The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. It should not be placed in rooms where the temperature is less than 10 °C or greater than 32.5 °C. Damp basements should also be avoided.
- In the printing process, heat is used to fuse toner onto the page. As a result, it is normal for the machine to produce an odour during and shortly after printing. Be sure to use this unit in an area with proper ventilation.
- Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).
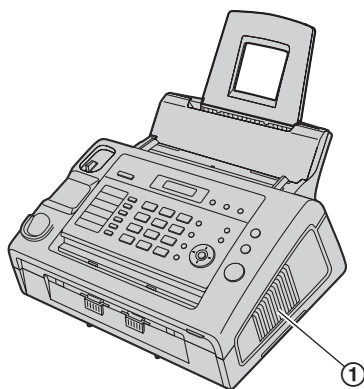
Routine care
- Wipe the outer surface of the unit with a soft cloth. Do not use benzine, thinner, or any abrasive powder.

Illegal copies

- **It is unlawful to make copies of certain documents.**
  Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.
  – Currency
  – Bank notes and checks
  – Bank and government bonds and securities
  – Passports and identification cards
  – Copyright material or trademarks without the consent of the owner
  – Postage stamps and other negotiable instruments
  This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Notice:
- Install your machine near a supervised area to prevent illegal copies from being made.
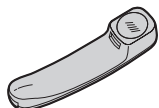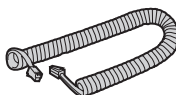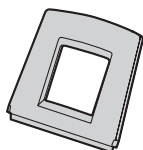
1.1 Supplied accessories
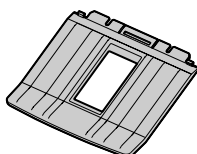
① Power cord
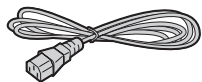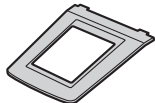
② Telephone line cord

③ Handset

④ Handset cord

⑤ Paper tray

⑥ Paper stacker

⑦ Document stacker

⑧ Drum unit
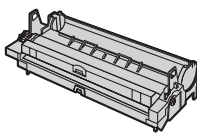
⑨ Starter toner cartridge[*1]
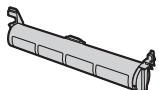
⑩ Operating instructions

⑪ Quick installation guide
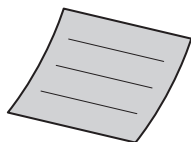
*1 Prints about 500 A4-size pages with a 5 % coverage (page 70).

Note:
● Save the original carton and packing materials for future shipping and transportation of the unit.

● After unpacking the product, take care of the packing materials and/or power plug cap appropriately.

1.2 Accessory information

– **Replacement toner cartridge[*1]**
  ● **Model No. (Part No.): KX-FAT90E**
– **Replacement drum unit[*1]**
  ● **Model No. (Part No.): KX-FAD91E**
  *1 Prints about 2,000 sheets of A4-size pages with a 5 % coverage using KX-FAT90E. To ensure that the unit operates properly, we recommend the use of Panasonic toner cartridge and drum unit.

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

1.3 Description of buttons
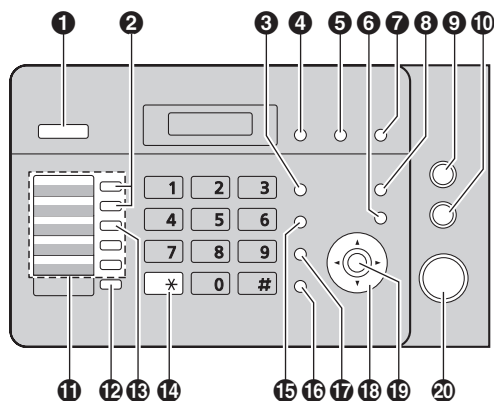
❶ 【Auto Answer】
- To turn the auto answer setting ON/OFF (page 36).

❷ 【Broadcast】
- To send a document to multiple parties (page 32, 33).

❸ 【Redial/Pause】
- To redial the last number dialled. If the line is busy when you make a phone call using the 【Monitor】 button, or when you send a fax, the unit will automatically redial the number 2 or more times.
- To insert a pause during dialling.

❹ 【Junk Fax Prohibitor】
- To use junk fax prohibitor (page 40).

❺ 【Caller ID】
- To view caller information (page 27).
- To change the display of the caller information (page 27).

❻ 【Menu】
- To initiate or exit programming.

❼ 【Quick Scan】
- To store a scanned document into memory, and then send it (page 30).

❽ 【Help】
- To print helpful information for quick reference (page 19).

❾ 【Stop】
- To stop an operation or programming session.
- To delete a character from names and telephone numbers (page 22).
- To return to a previous step during operation.

❿ 【Copy】
- To copy a document (page 42).

⓫ Station keys
- To use the one-touch dial feature (page 25, 32).

⓬ 【Lower】
- To select stations 6–10 for the one-touch dial feature (page 25, 32).

⓭ 【Manual Broad】
- To send a document to multiple parties manually (page 32, 33).

⓮ 【Tone】
- To change from pulse to tone temporarily during dialling when your line has rotary pulse service.

⓯ 【Flash】
- To access special telephone services or for transferring extension calls.

⓰ 【Monitor】
- To initiate dialling.
  When you press 【Monitor】 during receiving a call, you will be able to hear the other party, but the other party will not be able to hear you.

⓱ 【Handset Mute】
- To mute your voice to the other party during a conversation. Press again to resume the conversation.

⓲ Navigator key 【+】 【−】 【▲】 【▼】 【◄】 【►】 【Volume】 【Phonebook】
- To adjust volume (page 20).
- To search for a stored item (page 24, 32).
- To access the phonebook (page 24).

⓳ 【Set】
- To store a setting during programming.

⓴ 【Fax】【Start】
- To start sending or receiving a fax.

1.4 Overview
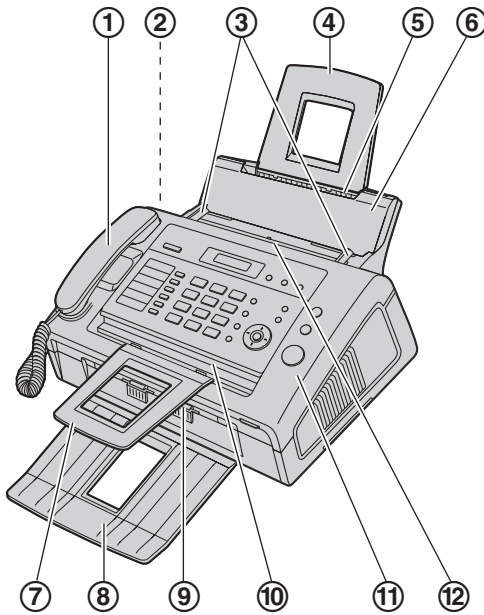
① **Handset**
② **Speaker**
③ **Document guides**
④ **Paper tray**
⑤ **Recording paper entrance**
⑥ **Tension plate**
⑦ **Document stacker**[*1]
⑧ **Paper stacker**[*1]
⑨ **Recording paper exit**
⑩ **Document exit**
⑪ **Front cover**
⑫ **Document entrance**

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

1.5 Toner cartridge and drum unit

The supplied toner cartridge is a starter toner cartridge.

● To replace the toner cartridge and the drum unit, see page 58.

Caution:

● **Read the following instructions before you begin installation. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:**

  – **Do not expose the drum unit to light for more than 5 minutes.**

  – **Do not touch or scratch the black drum surface.**

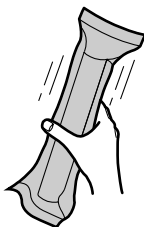 – **Do not place the drum unit near dust or dirt, or in a high humidity area.**

  – **Do not expose the drum unit to direct sunlight.**

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

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

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

  ● Do not touch or scratch the black drum surface (②).
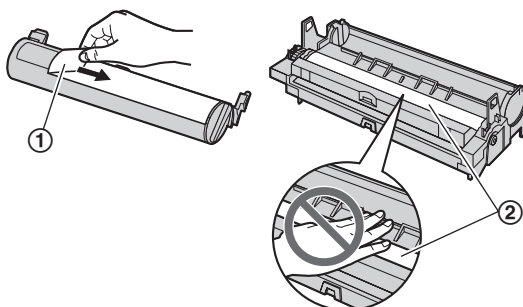
3 Place the toner cartridge (①) into the drum unit (②) vertically.
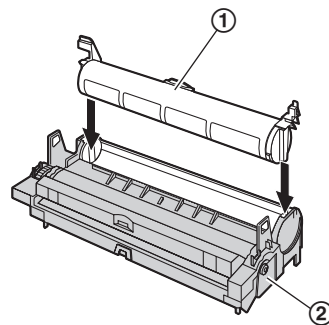
4 Press down the toner cartridge firmly (①). Keep pressing while turning the lever on each side of the toner cartridge towards you (②).
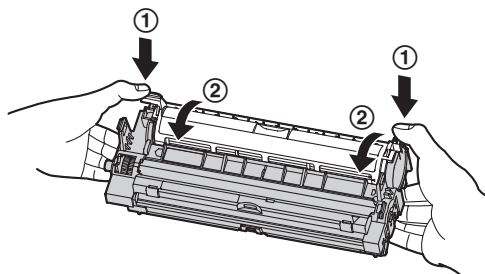
5 Make sure that the triangles (①) match, to install the toner cartridge correctly.
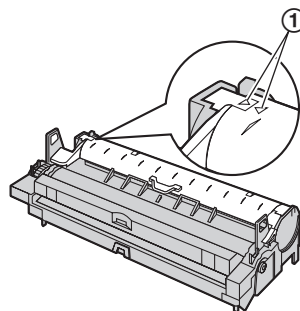
6 Lift open the front cover (①), holding the dotted area (②) on the right side.
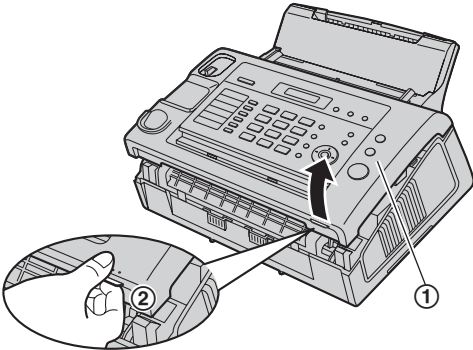
- If the lower glass (③) is dirty, clean it with a soft and dry cloth.
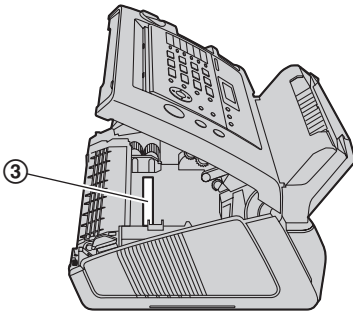
7 Install the drum and toner unit (①) by holding the tabs.
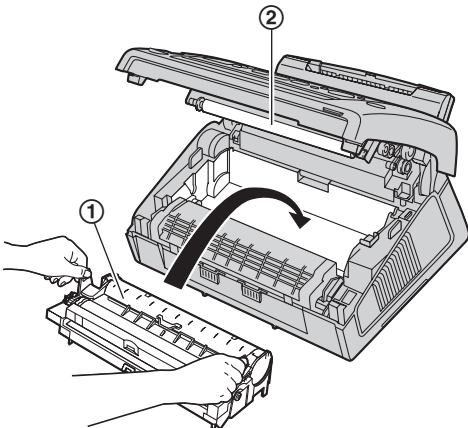
- Do not touch the transfer roller (②).

- Make sure that the triangles (③) match to install the drum and toner unit correctly.
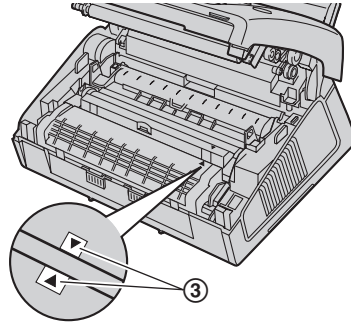
8 Close the front cover (①) by pushing down on both sides, until locked.
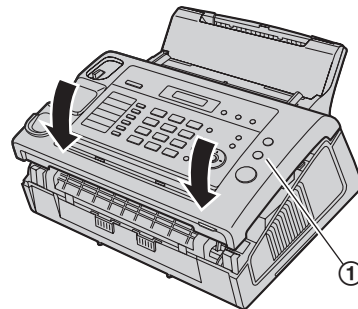
Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #79 on page 49). The toner cartridge will last approximately 40 % longer. This feature may lower the print quality.

1.6 Paper tray

Insert the paper tray (①) into the slot (②) on the back of the unit.
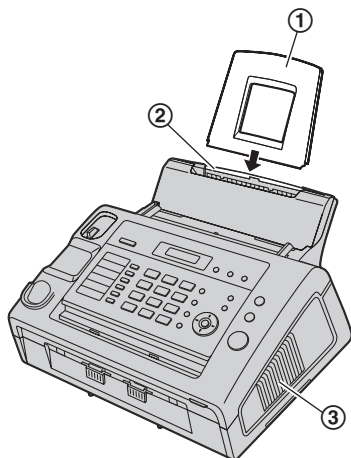
Note:
- Do not place the unit in an area where the paper tray may be obstructed (i.e., by a wall, etc.).
- Keep this surface (③) away from walls etc. more than 50 mm to let the unit cool down.

1.7 Paper stacker

Line up the slots (①) in the paper stacker with the pegs (②) on the bottom of the unit, then insert the two tabs of the paper stacker into the slots on the unit (③).
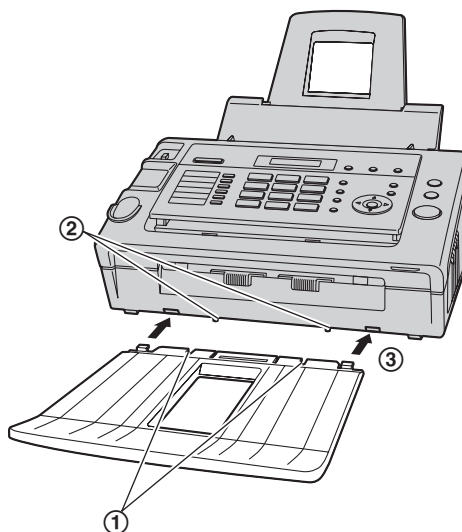
Note:
- Do not place the unit in an area where the paper stacker may be easily bumped into.
- Document and recording paper will be ejected from the front of the unit. Do not place anything in front of the unit.
- The paper stacker can hold up to approximately 30 sheets of printed paper. Remove the printed paper before the paper stacker becomes full.

1.8 Document stacker

Insert the document stacker (①) into the slots (②).
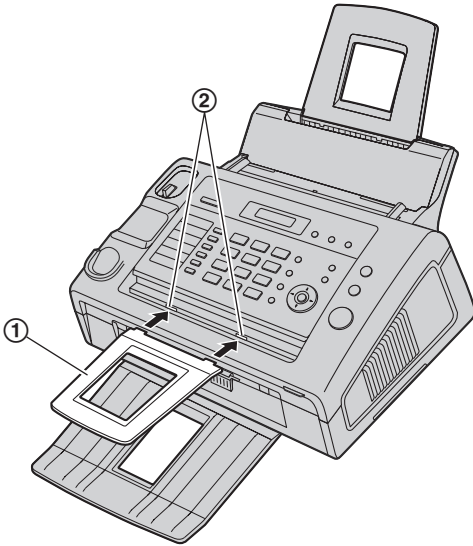
Note:
● Make sure the document stacker is inserted completely, or the document may jam.

1.9 Handset cord

Connect the handset cord (①).
● **The jack on the longer, uncoiled end (②) of the handset cord should be connected to the handset.**
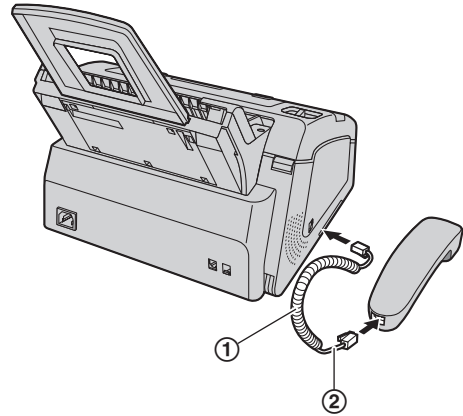
1.10 Recording paper

A4 size recording paper can be used.
The unit can hold:
– Up to 250 sheets of 60 g/m^2 to 75 g/m^2 paper.
– Up to 230 sheets of 80 g/m^2 paper.
– Up to 200 sheets of 90 g/m^2 paper.

Note for recording paper:
* We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.
* Do not use the following types of paper:
    – Paper with a cotton and/or fibre content that is over 20 %, such as letterhead paper or paper used for resumes
    – Extremely smooth or shiny paper, or paper that is highly textured
    – Coated, damaged or wrinkled paper
    – Paper with foreign objects attached, such as tabs or staples
    – Paper which has dust, lint or oil stains
    – Paper that will melt, vaporize, discolour, scorch or emit dangerous fumes near 200 °C, such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
    – Moist paper
    – Inkjet paper
* Some paper is designed to be printed on only one side. Try printing on the other side of the paper if you are not happy with the print quality, or if misfeeding occurs.
* For proper paper feeding and best print quality, we recommend using long-grained paper.
* Do not use paper of different types or thickness at the same time. This may cause paper jams.
* Avoid double-sided printing.
* Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause paper jams.
* To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.
* For customers who live in high humidity areas: Please be sure to store paper in an air-conditioned room at all times. If you print using moist paper, it may cause paper jam.

1 Before inserting a stack of paper, fan the paper to prevent paper jams.
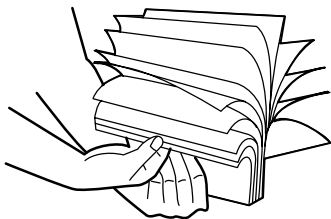
2 Pull the tension plate forward (①).
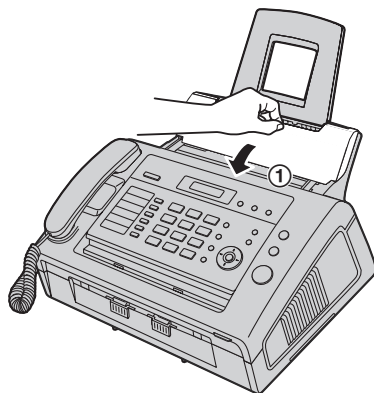
3 Insert the paper, print-side down (①).
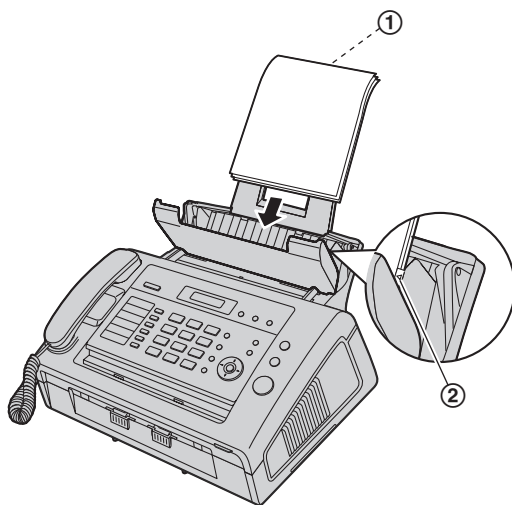
* The paper should not be over the tab (②).
* If the paper is not inserted correctly, re-adjust the paper, or the paper may jam.
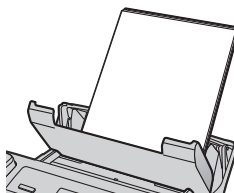
Correct   **Incorrect**
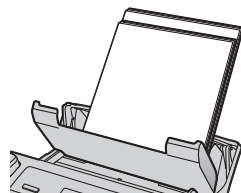
4 Push the tension plate back (①).
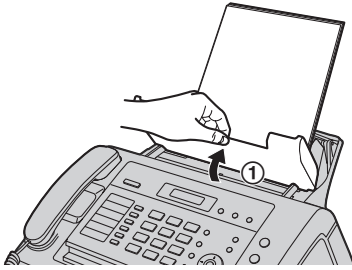
2.1 Connections

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 supplied in this unit.**
- **Do not extend the telephone line cord.**

① Telephone line cord
  - Connect to a single telephone line jack.
② Power cord
  - Connect to the power outlet (220–240 V, 50/60 Hz).
③ [**EXT**] jack
  - You can connect an answering machine (page 38) or a telephone. Remove the stopper if attached.
④ Answering machine (not supplied)
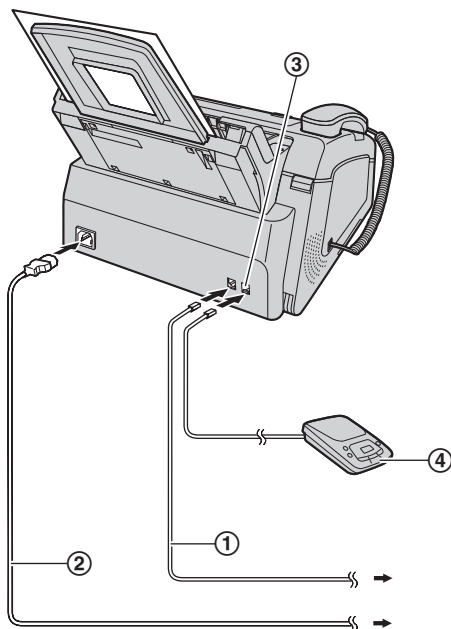
Note:
- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.

- If you use the unit with a computer and your internet provider instructs you to install a filter (⑤), please connect it as follows.
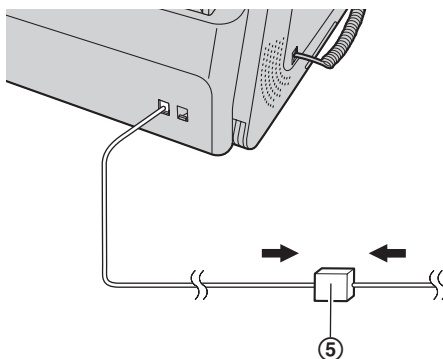
2.2 Dialling mode

If you cannot dial (page 24, 30), change this setting depending on your telephone line service.

[Set] **[Menu]**
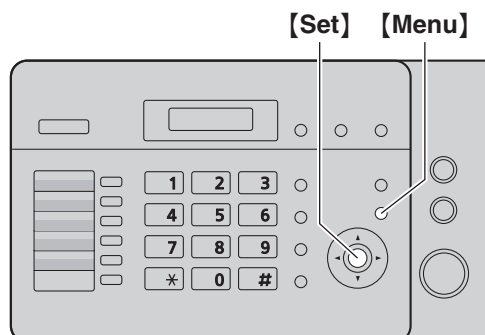
1 Press **[Menu]**.

```
SYSTEM SETUP
PRESS [◄  ►]
```

2 Press **[♯]**, then **[1][3]**.

```
DIALLING MODE
=TONE        [±]
```

3 Press **[1]** or **[2]** to select the desired setting.
[1] "PULSE": For rotary pulse dial service.
[2] "TONE" (default): For tone dial service.

4 Press **[Set]**.

5 Press **[Menu]** to exit.

2.3 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.
– "PHONEBOOK":
How to store names and numbers in the phonebook and how to dial them.
– "FAX RECEIVING":
Help with problems to receive faxes.
– "COPIER":
How to use the copier function.
– "REPORTS":
List of available reports.
– "CALLER ID":
How to use the Caller ID features.

[Set]
[◄][►] **[Help]**
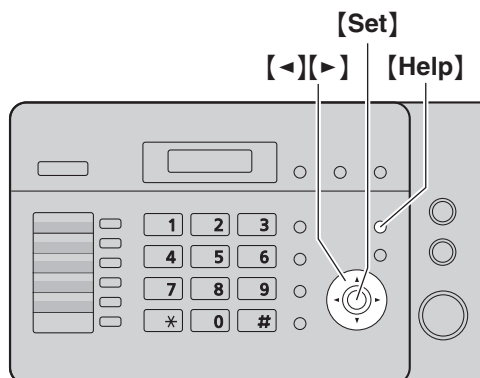
1 Press **[Help]**.

2 Press **[◄]** or **[►]** repeatedly to display the desired item.

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

2.4 Adjusting volume

[Set] [+][−]
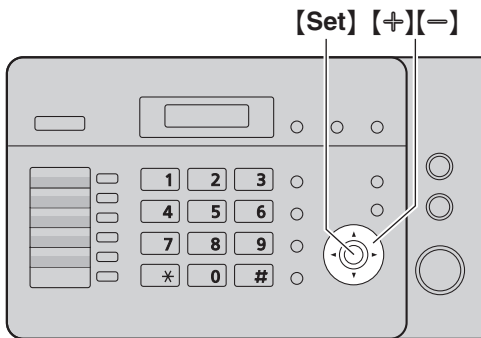
Ringer volume
While the unit is idle, press **[+]** or **[−]**.

• 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 type
• You can select one of three ringer types (feature #17 on page 45).

Handset receiver volume
While using the handset, press **[+]** or **[−]**.

Monitor volume
While using the monitor, press **[+]** or **[−]**.

2.5 Date and time

You must set the date and time.

[Set]
[◄][►] [Menu]
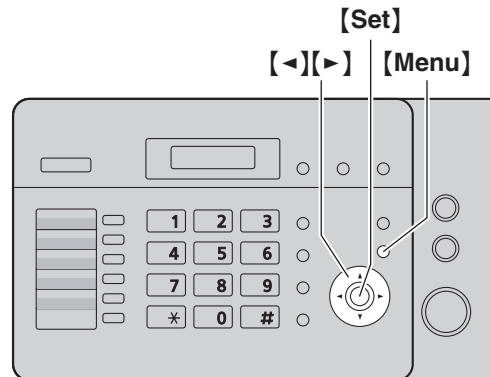
1 Press **[Menu]**.

```
SYSTEM SETUP
PRESS [◄ ►]
```

2 Press **[♯]**, then **[0][1]**.

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

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

```
D:01/M:01/Y:09
TIME: 00:00
```

4 Enter the current date/month/year by selecting 2 digits for each.
   Example: 10 August, 2009
   Press **[1][0] [0][8] [0][9]**.

```
D:10/M:08/Y:09
TIME: 00:00
```

5 Enter the current hour/minute by selecting 2 digits for each. Press **[✱]** repeatedly to select **"AM"** or **"PM"**, or 24-hour time entry.
   Example: 3:15PM (12 hour clock entry)

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

```
D:10/M:08/Y:09
TIME: 03:15
```

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

```
D:10/M:08/Y:09
TIME: 03:15PM
```

6 Press **[Set]**.

```
SETUP ITEM [  ]
```

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

Note:
- The other party's fax machine will print the date and time on the top of each page you send according to your unit's date and time setting.
- The accuracy of the clock is approximately ±60 seconds a month.

To correct a mistake

Press 【◄】 or 【►】 to move the cursor to the incorrect number, and make the correction.

If you have subscribed to a Caller ID service
The date and time will be automatically set according to the received caller information.
- To use this feature, make sure the time adjustment is set to **"AUTO"** (feature #33 on page 47).
- If the time has not previously been set, Caller ID will not adjust the clock.

2.6 Your logo

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

【Handset Mute】【Flash】【Stop】
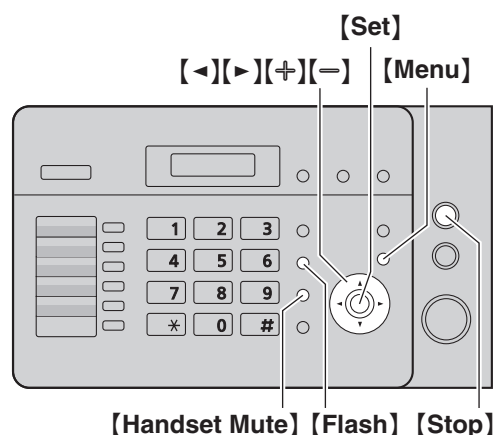
1 Press 【**Menu**】.

```
SYSTEM SETUP
PRESS [ ◄ ► ]
```

2 Press 【♯】, then 【0】【2】.

```
YOUR LOGO
PRESS SET
```

3 Press 【**Set**】.
- The cursor (■) will appear on the display.

```
LOGO=■
```

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

5 Press 【**Set**】.

```
SETUP ITEM [    ]
```

6 Press 【**Menu**】 to exit.

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

To select characters with the dial keypad

Keypad	Characters
【1】	Space # & ' ( )
	* , − . / 1
【2】	A B C 2
	a b c 2
【3】	D E F 3
	d e f 3

2. Preparation

Keypad	Characters
[4]	G H I 4
	g h i 4
[5]	J K L 5
	j k l 5
[6]	M N O 6
	m n o 6
[7]	P Q R S 7
	p q r s 7
[8]	T U V 8
	t u v 8
[9]	W X Y Z 9
	w x y z 9
[0]	Space 0
[✶]	To change uppercase or lowercase letter.
[Flash]	To enter a hyphen.
[Handset Mute]	To insert a space.
[Stop]	To delete a digit.

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

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

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

```
LOGO=B
```

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

```
LOGO=BI
```

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

```
LOGO=BIL
```

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

```
LOGO=BILL
```

To change uppercase or lowercase letters
Pressing the **[✶]** key will change to uppercase or lowercase alternately.

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

```
LOGO=B
```

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

```
LOGO=BI
```

3. Press **[✶]**.

```
LOGO=Bi
```

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

```
LOGO=Bil
```

To correct a mistake
1. Press **[◄]** or **[►]** to move the cursor to the incorrect character.
2. Press **[Stop]**.
   - To erase all characters, press and hold **[Stop]**.
3. Enter the correct character.

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

1. Press **[─]** repeatedly to display the desired character. Characters will be displayed in the following order:
   ① Uppercase letters
   ② Number
   ③ Symbol
   ④ Lowercase letters
   - If you press **[✚]**, the order will be reversed.
2. Press **[►]** to insert the character.
3. Return to step 1 to enter the next character.

2.7 Your fax number

[Set]

[◄][►] **[Menu]**

[Flash]   **[Stop]**

1 Press **[Menu]**.

```
SYSTEM SETUP
PRESS [◄ ►]
```

2 Press **[♯]**, then **[0][3]**.

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

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

```
NO.=▊
```

4 Enter your fax number, up to 20 digits.

   Example:
```
NO.=1234567▊
```

   ● To enter a "+", press **[✳]**.
   ● To enter a space, press **[♯]**.
   ● To enter a hyphen, press **[Flash]**.

5 Press **[Set]**.

```
SETUP ITEM [  ]
```

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

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

To correct a mistake

1. Press **[◄]** or **[►]** to move the cursor to the incorrect number.

2. Press **[Stop]**.
   ● To erase all numbers, press and hold **[Stop]**.

3. Enter the correct number.

3.1 Storing names and telephone numbers into the phonebook

The phonebook allows you to make calls without having to dial manually. You can store 100 names and telephone numbers to the phonebook.
● You can also send faxes using the phonebook (page 32).

[Set]

[◄][►]　　**[Menu]**

[Stop]
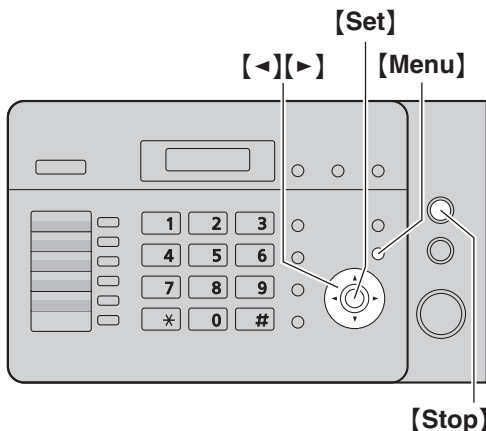
1 Press **[Menu]** repeatedly to display **"PHONEBOOK SET"**.

2 Press **[►]**.
● The display shows the number of available items in the phonebook briefly.

3 Enter the name, up to 16 characters (see page 21 for instructions).

4 Press **[Set]**.

5 Enter the telephone number, up to 24 digits.

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

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

Note:
● You can confirm the stored items by printing the telephone number list (page 68).

To correct a mistake

1. Press **[◄]** or **[►]** to move the cursor to the incorrect character/number.

2. Press **[Stop]**.
● To erase all characters/numbers, press and hold **[Stop]**.

3. Enter the correct character/number.

3.2 Making a phone call using the phonebook

Before using this feature, store the desired names and telephone numbers in the phonebook (page 24).

1 Press **[►]**.
● Confirm that there are no documents in the document entrance.

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

3 Lift the handset or press **[Monitor]**.
● The unit will start dialling automatically.

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

1. Press **[►]**.
● Confirm that there are no documents in the document entrance.

2. Press **[+]** or **[−]** to enter the phonebook.

3. Press **[5]** repeatedly to display any name with the initial "L" (see the character table, page 21).
● To search for symbols, press **[1]**.

4. Press **[−]** repeatedly to display "LISA".
● To stop the search, press **[Stop]**.
● To dial the displayed party, lift the handset or press **[Monitor]**.

3.3 Editing a stored item

1 Press **[►]**.
● Confirm that there are no documents in the document entrance.

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

3 Press **[Menu]**.

4 Press **[✳]**.
● If you do not need to edit the name, skip to step 6.

5 Edit the name. For further details, see the storing procedure on page 24.

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 24.

8 Press **[Set]**.
● To edit other items, repeat steps 2 to 8.

9 Press **[Stop]** to exit.

3.4 Erasing a stored item

3.4.1 Erasing a specific item

1 Press **【►】**.
   ● Confirm that there are no documents in the document entrance.

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

3 Press **【Menu】**.

4 Press **【♯】**.
   ● To cancel erasing, press **【Stop】**.

5 Press **【Set】**.
   ● To erase other items, repeat steps 2 to 5.

6 Press **【Stop】** to exit.

3.4.2 Erasing all items

1 Press **【►】**.
   ● Confirm that there are no documents in the document entrance.

2 Press **【Menu】**.

3 Press **【＋】** or **【－】** repeatedly to select **"YES"**.

4 Press **【Set】**.
   ● To cancel erasing, press **【Stop】**.

5 Press **【Set】**.

3.5 One-touch dial feature

For rapid access to frequently dialled numbers, the unit provides the one-touch dial feature.

3.5.1 Storing one-touch dial items

● Station 1 to 3 can be used alternatively as broadcast keys (page 32).
● You can also send faxes using the one-touch dial feature (page 32).
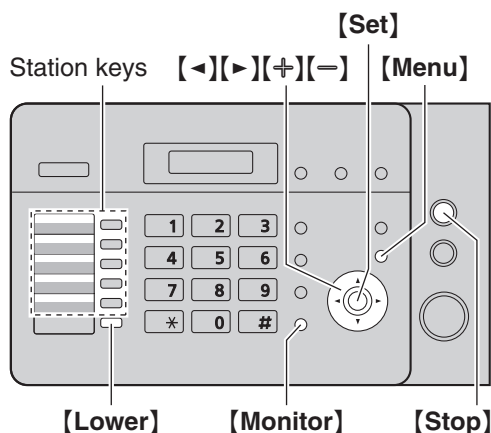
Station keys **【◄】【►】【＋】【－】** **【Set】** **【Menu】** **【Lower】** **【Monitor】** **【Stop】**

1 Press **【Menu】** repeatedly to display **"PHONEBOOK SET"**.

2 Select the desired station key.

   For station 1–3:

   Press one of the station keys, press **【＋】** or **【－】** repeatedly to select **"DIAL MODE"**, then press **【Set】**.

   For stations 4–5:

   Press one of the station keys.

   For stations 6–10:

   Press **【Lower】**, then press one of the station keys.

3 Enter the name, up to 16 characters (see page 21 for instructions).

4 Press **【Set】**.

5 Enter the telephone number, up to 24 digits.

6 Press **【Set】**.
   ● To program other items, repeat steps 2 to 6.

7 Press **【Stop】** to exit.

Note:
● You can confirm the stored items by printing the telephone number list (page 68).

To correct a mistake

1. Press **【◄】** or **【►】** to move the cursor to the incorrect character/number.

2. Press **【Stop】**.
   ● To erase all characters/numbers, press and hold **【Stop】**.

3. Enter the correct character/number.

3.5.2 Making phone calls using the one-touch dial

Before using this feature, store the desired names and telephone numbers for the one-touch dial feature.

1 Lift the handset or press **【Monitor】**.

2 Select the desired station key.

   For stations 1–5:

   Press the desired station key.

   For stations 6–10:

   Press **【Lower】**, then press the desired station key.

   ● The unit will start dialling automatically.

3.5.3 Editing a stored item

1 Press **【►】**.
   ● Confirm that there are no documents in the document entrance.

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

3 Press **【Menu】**.

4 Press **[*]**.
  ● If you do not need to edit the name, skip to step 6.

5 Edit the name. For further details, see the storing procedure on page 25.

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 25.

8 Press **[Set]**.
  ● To edit other items, repeat steps 2 to 8.

9 Press **[Stop]** to exit.

3.5.4 Erasing a stored item

1 Press **[►]**.
  ● Confirm that there are no documents in the document entrance.

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

3 Press **[Menu]**.

4 Press **[♯]**.
  ● To cancel erasing, press **[Stop]**.

5 Press **[Set]**.
  ● To erase other items, repeat steps 2 to 5.

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

3.6 Caller ID service

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

Important:
● **This unit is designed in accordance with the ETS (European Telecommunication Standard) and only supports the basic CLIP (Calling Line Identification Presentation) features.**
● **This unit will only display the caller's telephone number and name.**
● **This unit will not support future additional telephone services.**
● **Depending on the service of the local telephone company, the date/time of the call or the caller's name may not be displayed.**

Make sure the following ring setting is set to 2 or more rings beforehand.
– FAX ring setting (feature #06 on page 45)
– TEL/FAX ring setting (feature #78 on page 49)

3.6.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed after the 1st 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 date and time of the call) from the 30 most recent calls. Caller information is stored by the most recent to the oldest call. When the 31st call is received, the oldest call is deleted.
Caller information can be viewed on the display one item at a time (page 27) or confirmed by printing the Caller ID list (page 68).
● Caller information can be displayed up to 16 characters for the caller's name and 22 digits for the telephone number.
● When caller information is received and it matches a telephone number stored in the unit's one-touch dial or phonebook, the stored name will be displayed.
● If the unit is connected to a PBX (Private Branch Exchange) system, caller information may not be received properly. Consult your PBX supplier.
● If the unit cannot receive caller information, the following will be displayed:
  – **"OUT OF AREA"**: The caller dialled from an area which does not provide Caller ID service.
  – **"PRIVATE CALLER"**: The caller requested not to send caller information.
  – **"LONG DISTANCE"**: The caller made a long distance call.

To confirm caller information by printing the Caller ID list
– To print manually, see page 68.

– To print automatically after every 30 new calls, activate feature #26 (page 46).

3.7 Viewing and calling back using caller information

You can easily view caller information and call back.

Important:
● **If the area code of the received telephone number is the same as yours, the area code may need to be deleted before calling back. This may only apply to some areas. To edit the number, see page 28.**

The display will show the number of new calls in standby mode.

Example:
```
10 NEW CALLS
   10:59
```

【＋】【－】　【Caller ID】

【Monitor】　【Stop】

【Start】
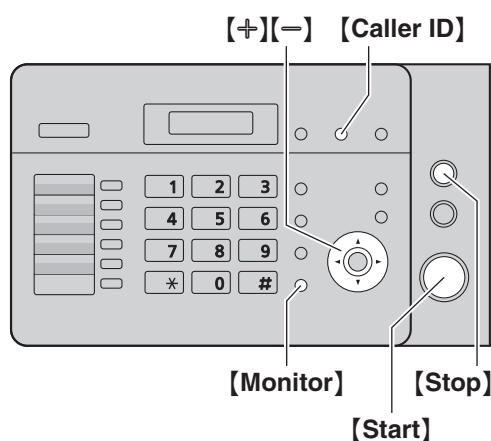
1 Press 【Caller ID】.
   ● The display will show the number of new calls.

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

3 Lift the handset or press 【Monitor】 to start dialling.
   ● The unit will start dialling automatically.
   ● To send a fax, insert the document FACE DOWN and press 【Start】.

To change the way caller information is displayed
Press 【Caller ID】 repeatedly after the caller information is displayed.

Example:
```
SAM LEE
11:20    20 Jul.✓
```
↕
```
1345678901
11:20    20 Jul.✓
```

● A ✓ on the display means the item 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**".

3.8 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】** repeatedly 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 Lift the handset or press **【Monitor】** to call back the edited number.
   - The unit will start dialling automatically.
   - To send a fax, insert the document FACE DOWN and press **【Start】**.

Note:
- The edited telephone number will not be saved as caller information. To store it into the phonebook, see page 29.

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.

3.9 Erasing caller information

3.9.1 Erasing all caller information

1 Press **【Menu】** repeatedly to display "**CALLER SETUP**".
2 Press **【Set】**.
   - "**CALL LIST ERASE**" will be displayed.
3 Press **【Set】**.
   - To cancel erasing, press **【Stop】**, then **【Menu】**.
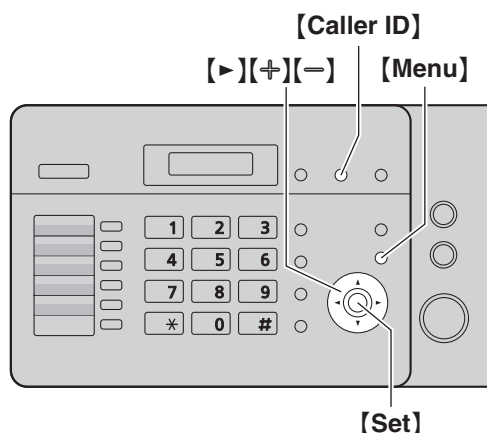4 Press **【Set】**.
5 Press **【Stop】** to exit.

3.9.2 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 steps 2 to 4.
5 Press **【Stop】** to exit.

3.10 Storing caller information into the phonebook / one-touch dial
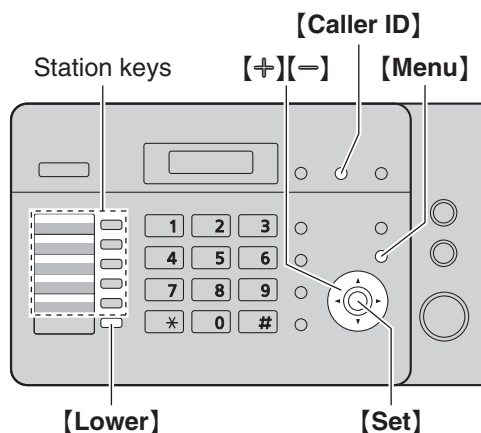
3.10.1 Into the phonebook

【Caller ID】
【►】【＋】【－】 【Menu】
【Set】

1 Press **【Caller ID】**.

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 If a name is required, enter up to 16 characters for the name (page 21).

6 Press **【Set】**.
   ● If the number requires editing, see page 28.

7 Press **【Set】**.

Note:
● To edit a name, see page 24.
● If caller information does not include the caller's name, enter the name manually. See the instructions on page 24.

3.10.2 Into the one-touch dial

【Caller ID】
Station keys **【＋】【－】   【Menu】**
【Lower】   【Set】

1 Press **【Caller ID】**.

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

3 Press **【Menu】**.

4 Select a station key.

   For station 1–3:

   Press the desired station key, press **【＋】** or **【－】** repeatedly to select **"DIAL MODE"**, then press **【Set】**.

   For stations 4–5:

   Press the desired station key.

   For stations 6–10:

   Press **【Lower】**, then press the desired station key.
   ● If you do not need to edit the name, skip to step 6.

5 If a name is required, enter up to 16 characters for the name (page 21).

6 Press **【Set】**.
   ● If the number requires editing, see page 28.

7 Press **【Set】**.

Note:
● To edit a name, see page 25.
● If caller information does not include the caller's name, enter the name manually. See the instructions on page 25.
● If you assign an item to a station key which already contains an item, the previous item will be replaced.
● Station 1 to 3 can be used alternatively as broadcast keys (page 32).

4.1 Sending a fax manually
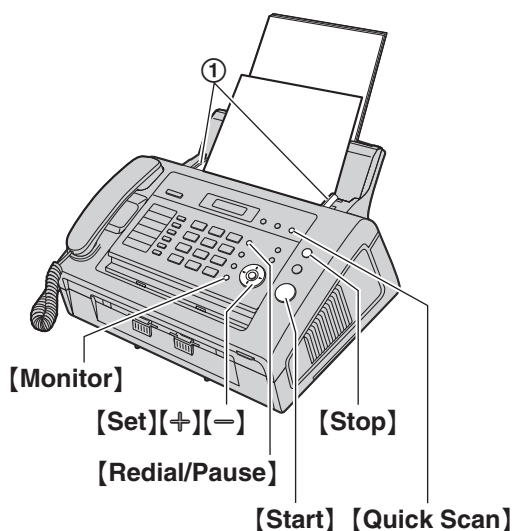
【Monitor】

【Set】【+】【−】   **【Stop】**

【Redial/Pause】

【Start】 【Quick Scan】

1 Adjust the width of the document guides (①) to fit the actual size of the document.

2 Insert the document (up to 15 pages) FACE DOWN until the unit grasps the document and a single beep is heard.
   ● 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】**.

5 Dial the fax number.

6 **When a fax tone is heard:**
   Press **【Start】**.

   When the other party answers your call:
   Lift the handset and ask them to press their start button. When the fax tone is heard, press **【Start】**.

Note:
● After pressing **【Start】**, you can replace the handset.

To stop sending

Press **【Stop】**.

To select the resolution

Select the desired resolution according to the type of document.

– **"STANDARD"**: For printed or typewritten documents with normal-sized characters.
– **"FINE"**: For documents with small print.
– **"SUPER FINE"**: For documents with very small print. This setting is effective only when the other party has a compatible fax machines.

– **"PHOTO"**: For documents containing photographs, shaded drawings, etc.
– **"MIXED"** (Photo with text): For documents containing photographs and text.
● Using the **"FINE"**, **"SUPER FINE"**, **"PHOTO"** and **"MIXED"** settings will increase transmission time.
● If the resolution setting is changed during feeding, it will be effective from the next page.

To redial the last number

1. Press **【Redial/Pause】**.

2. Press **【Start】**.

● If the line is busy or if there is no answer, the unit will automatically redial the number 2 or more times.
● To cancel redialling, press **【Stop】**, then press **【Set】**.

To send more than 15 pages at a time

Insert the first 15 pages of the document. Add the other pages (up to 15 at a time) on top of the previously inserted pages while the last page is being fed into the unit.

To predial 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 **【Start】**.

Sending from memory (Quick scan feature)

You can scan the document into memory before sending.

1. Insert the document.

2. Press **【Quick Scan】**.

3. Enter the fax number.

4. Press **【Start】**.

Reserving the fax transmission (Dual Access)

You can reserve the fax transmission even when the unit is just receiving a fax or sending a fax from memory.
– Up to 3 reservations when sending
– Up to 4 reservations when receiving

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

2. Enter the fax number using the dial keypad, one-touch dial or phonebook.

3. Press **【Start】**.

● The document will be fed into the unit and scanned into memory. The unit will then send the data. If the document exceeds the memory capacity, the reservation for that document will be cancelled. You must send the entire document manually.

Printing a sending report

A sending report provides you with a printed record of transmission results. To print sending reports, make sure feature #04 is activated (page 45). For an explanation of error messages, see page 51.

Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print manually, see page 68. To print automatically after every 30 new fax transmissions and receptions, make sure feature #22 is activated (page 46). For an explanation of error messages, see page 51.

4.2 Document requirements

Available document size, document weight and effective scanning area are as follows:

Minimum document size
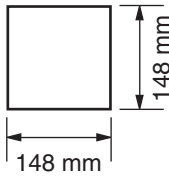
Maximum document size
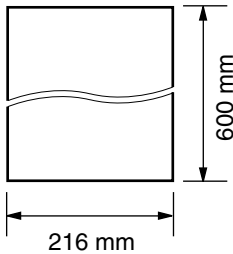
Effective scanning area
● Shaded area will be scanned.
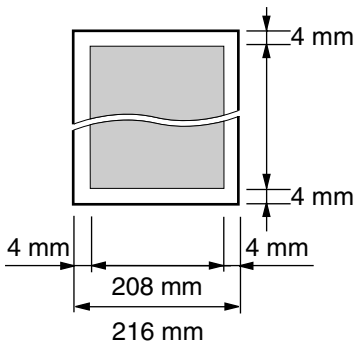
Document weight
● Single sheet:
  45 g/m^2 to 90 g/m^2
● Multiple sheets:
  60 g/m^2 to 80 g/m^2

Note:
● Remove clips, staples or other fasteners.
● Do not set the following types of documents: (Make a copy of the document using another copier and set the copy.)
  – Chemically treated paper such as carbon or carbonless duplicating paper
  – Electrostatically charged paper
  – Badly curled, creased or torn paper
  – If documents printed from this unit are curled at one end, you can insert the other end that is not curled into the auto document feeder of this unit for better feeding results.
  – 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 set 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 setting the copied document.
● Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using a copy machine and set the copy.

4.3 Sending a fax using one-touch dial feature and phonebook

Before using this feature, store the desired names and telephone numbers into one-touch dial feature and phonebook (page 24, 25).

1 Adjust the width of the document guides to fit the actual size of the document.

2 Insert the document (up to 15 pages) FACE DOWN until the unit grasps the document and a single beep is heard.
- 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 30).

4 Enter the fax number.

Using stations 1–5:

Press the desired station key.

Using stations 6–10:

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

Using phonebook:

Press **[►]**, then press **[+]** or **[−]** repeatedly to display the desired item.

5 Press **[Start]**.

Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number 2 or more times.
- To cancel redialling, press **[Stop]**, then press **[Set]**.

If your unit does not send a fax
- Confirm that you have entered the number correctly, and that the number is a fax number.
- Confirm that the other party's fax machine is answering by turning ON the connecting tone feature (feature #76, page 49).

4.4 Broadcast transmission

By storing one-touch dial and phonebook items (page 24, 25) 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.
- The broadcast function utilises stations 1–3. The one-touch dial function will be cancelled.

4.4.1 Programming items into the broadcast memory

1 Press **[Menu]** repeatedly to display "**PHONEBOOK SET**".

2 Select the desired broadcast key.

For BROADCAST 1-2:
1. Press the desired **[Broadcast]** key.
2. Press **[+]** or **[−]** repeatedly to select "**BROADCAST**".

For MANUAL BROADCAST:
1. Press **[Manual Broad]**.
2. Press **[+]** or **[−]** repeatedly to select "**MANUAL BROAD**".

3 Press **[Set]**.

4 Program items.

Using stations 1–5:

Press the desired station key.

Using stations 6–10:

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

Using phonebook:

Press **[+]** or **[−]** repeatedly to display the desired item, and press **[Set]**.

Using the dial keypad (only for MANUAL BROAD):

Enter the fax number and press **[Set]**.
- The number in brackets indicates the number of registered items.
- If you have programmed the wrong item, press **[Stop]** to erase the item.
- To program other items, repeat this step (up to 20 items).

5 Press **[Set]** after programming all of the desired items.
- To program another broadcast key, repeat steps 2 to 5.

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

Note:
- Confirm the stored items by printing a broadcast programming list (page 68).

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 **【►】**.
 ● Confirm that there are no documents in the document entrance.

2 Press **【+】** or **【−】** repeatedly to display the desired broadcast memory (**"<BROADCAST1>"**, **"<BROADCAST2>"** or **"<MANUAL BROAD>"**).

3 Press **【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】** to exit.

Note:
 ● When adding new items to the MANUAL BROADCAST memory, you can only select stored items.

4.4.3 Erasing a stored item from the broadcast memory

1 Press **【►】**.
 ● Confirm that there are no documents in the document entrance.

2 Press **【+】** or **【−】** repeatedly to display the desired broadcast memory (**"<BROADCAST1>"**, **"<BROADCAST2>"** or **"<MANUAL BROAD>"**).

3 Press **【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】** to exit.

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 30).

3 Press the desired **【Broadcast】** (1-2) or **【Manual Broad】**.

 ● After transmission, the unit will automatically print a report (**broadcast sending report**).

Note:
 ● If you select **"FINE"**, **"SUPER FINE"**, **"PHOTO"** or **"MIXED"** resolution, the number of pages that the unit can send 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 2 or more times.

To cancel broadcast transmission

1. Press **【Stop】** repeatedly until **"SEND CANCELLED?"** is displayed.

2. Press **【Set】**.

4.5 Selecting the way to use your unit

Depending on your situation, select the way you prefer to use your unit.
– Use only as a fax (FAX ONLY mode)
– Use mostly as a telephone (TEL mode)
– Use as a telephone and/or fax (TEL/FAX mode)
– Use with answering machine
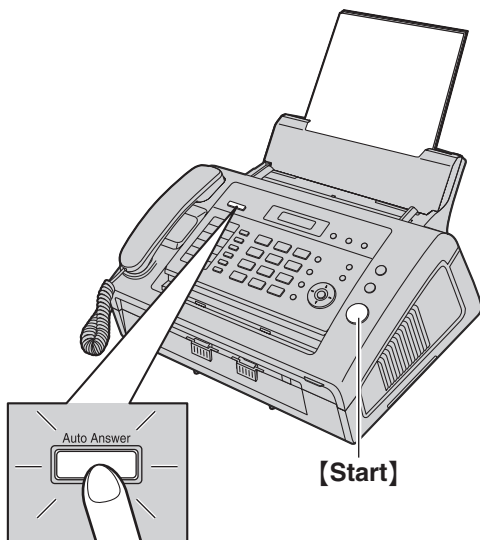
4.5.1 Use only as a fax (FAX ONLY mode)

Your situation
You have a separate telephone line just for faxes, or you want to use the unit only for receiving faxes.

Setup
Set the unit to FAX ONLY mode (page 36) by pressing **【Auto Answer】** repeatedly.

● The **【Auto Answer】** indicator is ON.

【Start】

How faxes are received
All incoming calls will be answered as faxes.

4.5.2 Use mostly as a telephone (TEL mode)

Your situation
You want to answer calls by yourself. If a fax call is received, you must receive the fax manually.

Setup
Set the unit to TEL mode (page 36) by pressing **【Auto Answer】** repeatedly.

● The **【Auto Answer】** indicator is OFF.
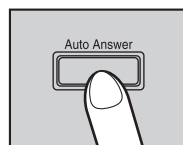
Note:
● Make sure feature #73 is set to **"TEL"** beforehand (page 49).

How to receive phone calls and faxes
You have to answer all calls manually.
To receive a fax, press **【Start】**.

4.5.3 Use as a telephone and/or fax (TEL/FAX mode)

Your situation
You want to answer phone calls yourself and receive faxes automatically without rings.

Setup
Set the unit to TEL/FAX mode (page 37) by pressing **【Auto Answer】** repeatedly.

● The **【Auto Answer】** indicator is OFF.
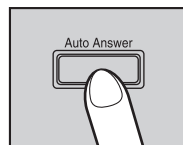
Note:
● Make sure feature #73 is set to **"TEL/FAX"** beforehand (page 49).

How phone calls and faxes are received
If the call is a phone call, the unit will ring.
If a fax calling tone is detected, the unit will receive the fax automatically without ringing.

4.5.4 Use with answering machine

Your situation
You want to use the unit with an answering machine.

Setup
Connect an 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 unit to more than 4 (feature #06 on page 45), if you use with auto answer ON.

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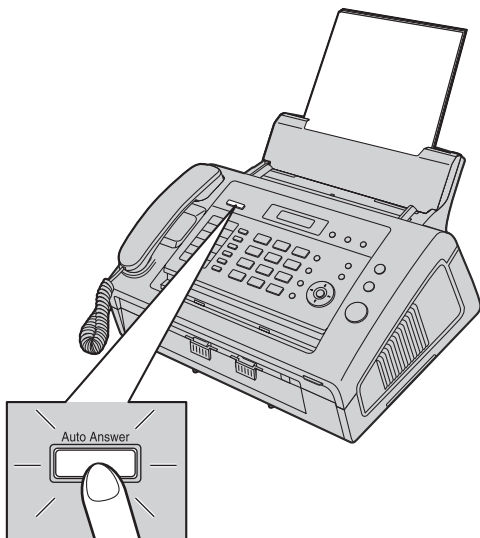record voice messages.

4.6 Receiving a fax automatically – Auto answer ON

4.6.1 Activating FAX ONLY mode

Press **【Auto Answer】** repeatedly to display the following.

```
FAX ONLY MODE
```

● The **【Auto Answer】** indicator is ON.

How faxes are received

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

Note:

● The number of rings before a call is answered in FAX ONLY mode can be changed (feature #06 on page 45).

If you have subscribed to a Distinctive Ring service
See page 41.

4.7 Receiving a fax manually – Auto answer OFF

4.7.1 Activating TEL mode

1 Make sure feature #73 is set to **"TEL"** beforehand (page 49).

2 Press **【Auto Answer】** repeatedly to display the following.

```
TEL MODE
```

● The **【Auto Answer】** indicator is OFF.

【Start】   **【Stop】**
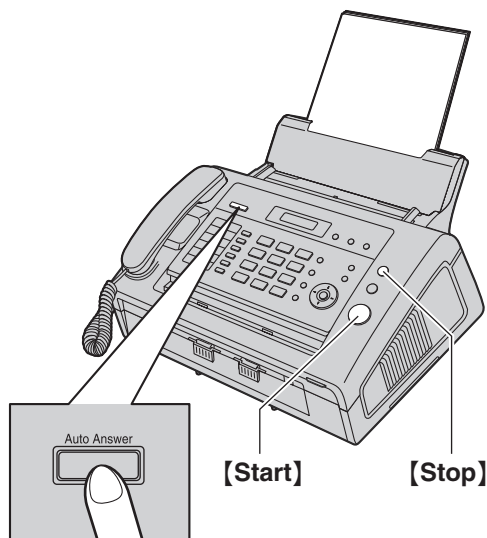
How to receive phone calls and faxes

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 **【Start】**.

```
CONNECTING.....
```

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

4. Fax

How to receive faxes with an extension telephone

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

1. When the extension telephone rings, lift the handset of the extension telephone.
2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press **[✻][✻][✻][9]** (default fax activation code) **firmly**.
   ● The unit will start reception.
3. Replace the handset.

Note:
● To receive fax documents using an extension telephone, make sure remote fax activation is turned ON (feature #41 on page 47) beforehand. The default setting is ON. The fax activation code can also be changed.

To stop receiving

Press **[Stop]**.

4.7.2 Activating TEL/FAX mode

1 Make sure feature #73 is set to **"TEL/FAX"** beforehand (page 49).

2 Press **[Auto Answer]** repeatedly to display the following.

> TEL/FAX MODE

● The **[Auto Answer]** indicator is OFF.

3 The ringer volume setting should be ON (page 20).

[Stop]
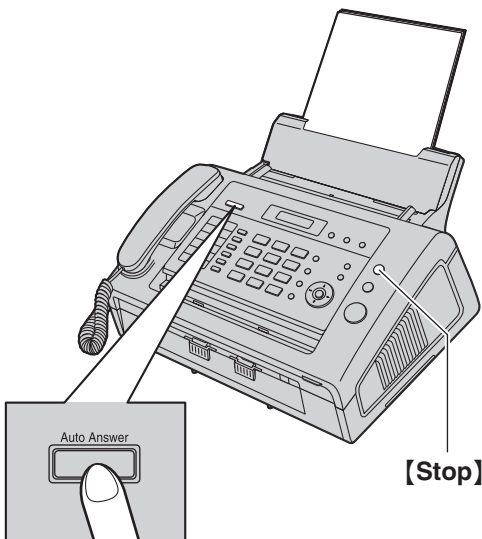
How phone calls and faxes are received

1. **"INCOMING CALL"** will be displayed but the unit will not ring.
2. The unit will wait for the duration of **2 rings** before answering the call.
   ● The number of rings is determined by the **"TEL/FAX delayed ring setting"** (feature #78 on page 49).
   ● During this time, an extension telephone will ring.
3. The unit will answer the call and try to detect a fax calling tone.
   When a fax calling tone is detected
   The unit receives the fax automatically without ringing.
   When a fax calling tone is not detected
   ❶ The unit will ring **3 times**. You may answer the call.
   ● To answer using the handset of the unit, lift the handset and talk to the other party.
   ● To answer using another telephone connected to the [**EXT**] jack of this unit, lift the handset, then press **[Stop]** on the unit to talk to the other party.
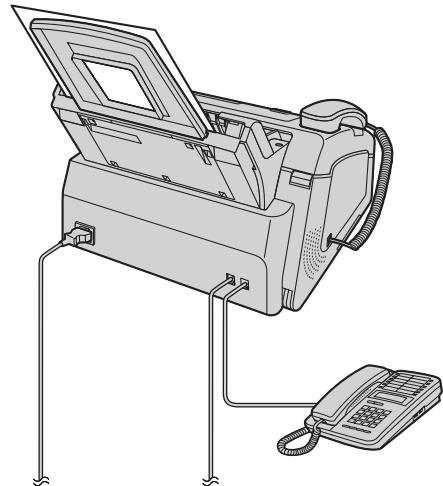
● To answer using another telephone connected to the same telephone line as this unit, lift the handset and press **[✻][0]** (default auto disconnection code, feature #49 on page 48) to talk to the other party.
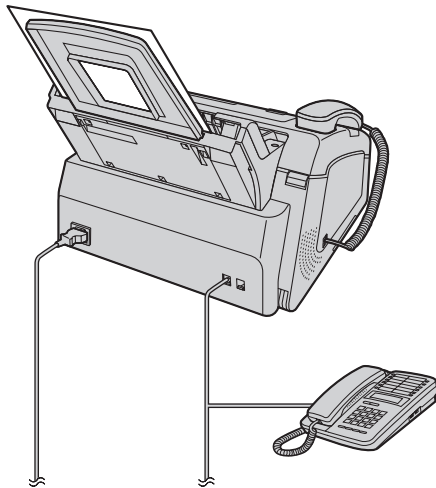
- The number of rings is determined by the **"Silent fax recognition ring setting"** (feature #30 on page 47).
- Callers will hear a ring back tone different from the one generated by the telephone company.

❷ If you do not answer the call, the unit will activate the fax function.

- Some fax machines do not generate fax calling tones when sending faxes, therefore the unit will try to receive a fax even if no fax calling tone is detected.

4.8 Using the unit with an answering machine

4.8.1 Setting up the unit and an answering machine

1 Connect the answering machine (①).
- Answering machine is not supplied.
- Remove the stopper (②) if attached.
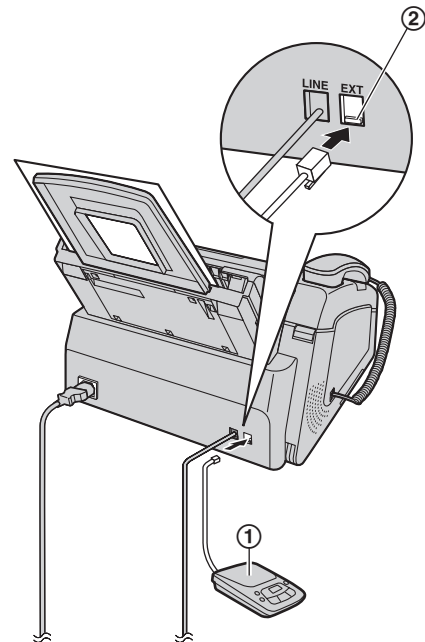
2 Set the number of rings on the answering machine to 4 rings or less.
- This will allow the answering machine to answer the call first.

3 Record a greeting message on the answering machine.
- We recommend you record a message 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 unit to the desired receiving mode (page 36).
- If you set to FAX ONLY mode, **change the ring setting in FAX ONLY mode to more than 4 (feature #06 on page 45).**

6 Check all or part of the following are not the same:
– the remote access code of the answering machine
– the fax activation code (feature #41 on page 47)

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

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

- Regarding the remote access code for the answering machine, see the operating instructions of the answering machine.

Receiving a voice message and fax document in one call

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

1. The caller calls your unit.
   - The answering 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:
- To use this feature, make sure remote fax activation is turned ON (Feature #41 on page 47). The fax activation code can also be changed.
- If there is no room left in memory of your answering machine, the unit may not be able to receive documents. See the operating instructions of the answering machine and erase unnecessary messages.

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.

1 Press **[Menu]** repeatedly to display **"POLLING"**.

2 Press **[Set]**.

3 Dial the fax number.
   Using dial keys ([0] to [9], [✱] or [♯]):
   Enter the fax number.

   Using one-touch dial:

   For stations 1–5

   Press the desired station key.

   For stations 6–10

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

   Using phonebook:

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

4 Press **[Start]**.

- The unit will start reception.

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

If you subscribe to Caller ID service (page 26), this feature prevents fax reception from calls that do not show caller information.

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

Important:

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

4.10.1 Activating the junk fax prohibitor

1 Press **[Junk Fax Prohibitor]**.

2 Press **[►]**.

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

4 Press **[Set]**.

5 Press **[Stop]** to exit.

4.10.2 Storing undesired callers

You can register up to 20 undesired numbers from the caller information list (page 26) if you do not wish to receive faxes from them.

1 Press **[Caller ID]**.

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

3 Press **[Junk Fax Prohibitor]**.

4 Press **[Set]**.
   ● To program other parties, repeat steps 2 to 4.

5 Press **[Stop]** to exit.

To display the junk fax prohibitor list

1. Press **[Junk Fax Prohibitor]**.

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

3. Press **[Set]**.

4. Press **[+]** or **[−]** to display the items on the list.

5. Press **[Stop]** to stop viewing.

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

To print the junk fax prohibitor list

1. Press **[Junk Fax Prohibitor]**.

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

3. Press **[Set]**.

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

To erase an item from the junk fax prohibitor list

1. Press **[Junk Fax Prohibitor]**.

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

3. Press **[Set]**.

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

5. Press **[◄]**.
   ● To cancel erasing, press **[Stop]** 3 times.

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

7. Press **[Stop]** 2 times to exit.

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 unit to identify the assigned ring pattern.

1   **[Menu]** ⟶ **[♯][3][1]**

2   Press **[1]** to select "**ON**".
    ● Press **[2]** to select "**OFF**".

3   **[Set]** ⟶ **[Menu]**

Note:
● While the Distinctive Ring feature is activated, you cannot change the receiving mode.
● The unit will recognize incoming faxes on the second ring pattern and answer automatically. For phone calls, the unit will ring as a normal call.

6.1 Making a copy
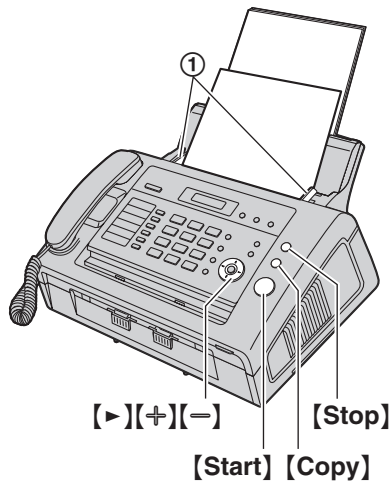
【►】【+】【−】　　【Stop】

【Start】【Copy】

1 Adjust the width of the document guides (①) to fit the actual size of the document.

2 Insert the document (up to 15 pages) FACE DOWN until the unit grasps the document and a single beep is heard.
  ● 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】.

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

6 Press 【Start】, or the unit will start copying within 20 seconds.
  ● The unit will start copying.

Note:
● Any document which can be sent as a fax can also be copied. For details about the kinds of documents that can be copied, see page 31.

To stop copying

Press 【Stop】.

To select the resolution
Select the desired resolution according to the type of document.
– **"FINE"**: For printed or typewritten documents with small print.
– **"SUPER FINE"**: For documents with very small print.
– **"PHOTO"**: For documents containing photographs, shaded drawings, etc.
– **"MIXED"** (Photo with text): For documents containing photographs and text.
● If you select **"STANDARD"**, copying will be done using **"FINE"** mode.

6.1.1 More copying features

To enlarge a document

1. Insert the document, then press 【Copy】.

2. Press 【►】.

3. Press 【+】 repeatedly to select from "105%" to "200%" by changing the enlargement rate 5% at a time.

4. 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

Original document　　　　　　　　Enlarged copy
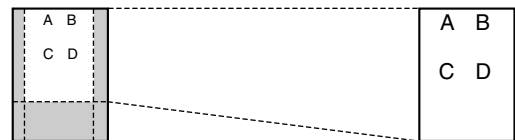
To reduce a document

1. Insert the document, then press 【Copy】.

2. Press 【►】.

3. Press 【−】 repeatedly to select from "50%" to "95%" by changing the reduction rate 5% at a time.

4. Press 【Start】.

Example: 70% reduced copy

Original document　　　　　　　　Reduced copy
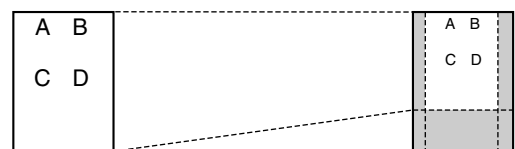
To collate multiple copies

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 99).

3. Press **【►】** 2 times to display **"COLLATE OFF"**.

4. Press **【+】** or **【─】** repeatedly to display **"COLLATE ON"**.

5. Press **【Start】**.

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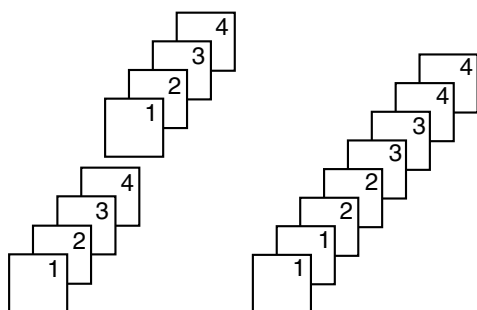
Collated pages   Uncollated pages

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

7.1 Programming

〚Set〛〚Menu〛
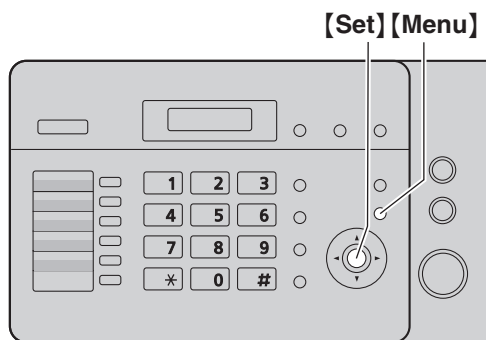
1 Press 〚**Menu**〛.

2 Press 〚♯〛 and the 2-digit code (page 45 to page 50).

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

4 Press 〚**Set**〛.

5 Press 〚**Menu**〛 to exit.

7.2 Basic features

Feature/Code	Selection
Setting the date and time **[♯][0][1]**	Enter the date and time using the dial keypad. See page 20 for details.
Setting your logo **[♯][0][2]**	Enter your logo using the dial keypad. See page 21 for details.
Setting your fax number **[♯][0][3]**	Enter your fax number using the dial keypad. See page 23 for details.
Printing a sending report **[♯][0][4]**	To print a sending report for fax transmission results (page 31). **[0]** "OFF": Sending reports will not be printed. **[1]** "ON": A sending report will be printed after every transmission. **[2]** "ERROR" (default): A sending report will be printed only when fax transmission fails.
Changing the ring setting in FAX ONLY mode **[♯][0][6]**	**[1]** "1" **[2]** "2" (default) **[3]** "3" **[4]** "4" **[5]** "5" **[6]** "6" **[7]** "7" **[8]** "8" **[9]** "9"
Setting the dialling mode **[♯][1][3]**	See page 19 for details.
Setting the ringer type of outside calls **[♯][1][7]**	**[1]** "RINGTONE 1" (default) **[2]** "RINGTONE 2" **[3]** "RINGTONE 3"

7.3 Advanced features

Feature/Code	Selection
Setting the journal report to print automatically 【♯】【2】【2】	【0】 "OFF": The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions. 【1】 "ON" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 31).
Sending documents overseas 【♯】【2】【3】	If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax. This feature improves the reliability by reducing the transmission speed. 【0】 "OFF": Deactivates this feature. 【1】 "NEXT FAX": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. 【2】 "ERROR" (default): When the previous fax transmission fails and you wish to re-send the document. **Note:** ● This feature is not available for broadcast transmission. ● Calling charges may be higher than usual.

Sending a fax at a specific time 【♯】【2】【5】	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.
	 【0】 "OFF" (default)
	 【1】 "ON"
	 To send a document:
	 1. Insert the document.
	 2. If necessary, press 【＋】 or 【－】 repeatedly to select the desired resolution (page 30).
	 3. Press 【Menu】.
	 4. Press 【♯】, then 【2】【5】.
	 5. Press 【1】 to select "ON".
	 6. Press 【Set】.
	 7. Enter the fax number.
	   ● To enter an item using one-touch dial feature and phonebook, see step 4, "4.3 Sending a fax using one-touch dial feature and phonebook", page 32. (When using phonebook, you do not have to press 【►】 before pressing 【＋】 or 【－】.)
	 8. Press 【Set】.
	 9. Enter the transmission start time.
	   ● If you selected 12-hour time entry (page 20), press 【＊】 repeatedly to select AM or PM.
	   ● If you selected 24-hour time entry (page 20), the time is set using 24-hour time entry.
	 10. Press 【Set】.
	 ● To cancel after programming, press 【Stop】 while the unit is idle, and then 【Set】.

Setting the caller information list to print automatically 【♯】【2】【6】	【0】 "OFF" (default): The unit will not print the caller information list, but will keep records of the information for the last 30 callers. 【1】 "ON": The unit will print the caller information list automatically after every 30 new calls (page 26).

Feature/Code	Selection
Changing the silent fax recognition ring setting 〖♯〗〖3〗〖0〗	To change the number of times the unit rings while in TEL/FAX mode. 〖3〗 "3" (default) 〖4〗 "4" 〖5〗 "5" 〖6〗 "6" 〖7〗 "7" 〖8〗 "8" 〖9〗 "9" **Note:** ● See page 37 for details.
Activating the Distinctive Ring feature 〖♯〗〖3〗〖1〗	〖1〗 "ON" 〖2〗 "OFF" (default) **Note:** ● See page 41 for details.
Setting the time adjustment 〖♯〗〖3〗〖3〗	Using this feature, the unit's date and time setting will be automatically adjusted when caller information is received. 〖1〗 "AUTO": The date and time setting will be automatically adjusted. 〖2〗 "MANUAL" (default): Deactivates this features.
Setting auto reduction feature 〖♯〗〖3〗〖7〗	To receive a fax document that is longer than your recording paper. 〖0〗 "OFF": The unit will print the original size. 〖1〗 "ON" (default): The unit will fit received documents onto your recording paper.
Changing the LCD display contrast 〖♯〗〖3〗〖9〗	〖1〗 "NORMAL" (default) 〖2〗 "DARKER"
Changing the fax activation code 〖♯〗〖4〗〖1〗	If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code. **Important:** ● **The fax activation code must be different from the code that you programmed on the answering machine.** 〖0〗 "OFF" 〖1〗 "ON" (default) 1. Press 〖**Menu**〗. 2. Press 〖♯〗, then 〖**4**〗〖**1**〗. 3. Press 〖**1**〗 to select "ON". 4. Press 〖**Set**〗. 5. Enter your code from 2 to 4 digits, using 0–9, 〖✻〗 and 〖♯〗. ● The default code is "✻✻✻9". ● Do not enter "0000". 6. Press 〖**Set**〗. 7. Press 〖**Menu**〗.
Setting the memory reception alert 〖♯〗〖4〗〖4〗	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. 〖0〗 "OFF": Deactivates this feature. 〖1〗 "ON" (default): You will be alerted to a reception problem by a beeping sound.

Feature/Code	Selection
Setting friendly reception **[♯][4][6]**	To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep). **[0]** "OFF": You have to press **[Start]** for fax reception. **[1]** "ON" (default): You do not have to press **[Start]** for fax reception.
Setting the auto disconnection **[♯][4][9]**	To answer a call with an extension telephone in TEL/FAX mode (page 37), activate this feature and program the code. **[0]** "OFF" **[1]** "ON" (default) 1. Press **[Menu]**. 2. Press **[♯]**, then **[4][9]**. 3. Press **[1]** to select "ON". 4. Press **[Set]**. 5. Enter your code from 2 to 4 digits, using 0–9 and **[✱]**. ● The default code is "✱0". 6. Press **[Set]**. 7. Press **[Menu]**.
Setting the scan contrast **[♯][5][8]**	To send or copy a document with faint or dark writing, set this feature before transmission or copying. **[1]** "NORMAL" (default): Used for normal writing. **[2]** "LIGHT": Used for dark writing. **[3]** "DARKER": Used for faint writing. **Note:** ● This feature is not available for photo and mixed resolution.
Setting the toner maintenance time **[♯][6][5]**	The unit will automatically activate for maintenance, once every 24 hours. Because this is to prevent the toner from solidifying, the noise that the unit makes during maintenance cannot be stopped. However, if the unit's noise bothers you, you can change the start time. 1. **[Menu]** → **[♯][6][5]** → **[Set]** 2. Enter the maintenance start time. ● If you selected 12-hour time entry (page 20), the default time is "12:00PM". Press **[✱]** repeatedly to select AM or PM. ● If you selected 24-hour time entry (page 20), the default time is "12:00". 3. **[Set]** → **[Menu]**
Setting the maximum fax speed **[♯][6][6]**	**[1]** "14.4Kbps" **[2]** "33.6Kbps" (default) **Note:** ● The fax speed maybe lower than the selected speed according to your line.
Setting the Error Correction Mode (ECM) **[♯][6][8]**	This feature is available when the sending/receiving fax machines are ECM compatible. **[0]** "OFF": Deactivates this feature. **[1]** "ON" (default): If there is an error during fax transmission / reception, the unit will support the communication.

Feature/Code	Selection
Setting recall/flash time 【♯】【7】【2】	The recall/flash time depends on your telephone exchange or host PBX. 【1】 "900msec" 【2】 "700msec" (default) 【3】 "600msec" 【4】 "400msec" 【5】 "300msec" 【6】 "250msec" 【7】 "200msec" 【8】 "160msec" 【9】 "110msec" 【✱】 "100msec" 【0】 "90msec" 【♯】 "80msec" **Note:** ● If the unit is connected via a PBX, PBX functions (transferring a call, etc.) might not work correctly. Consult your PBX supplier for the correct setting.
Changing the receiving mode in the manual answer setting 【♯】【7】【3】	【1】 "TEL" (default): Telephone mode (page 36) 【2】 "TEL/FAX": Telephone/Fax mode (page 37)
Setting the connecting tone 【♯】【7】【6】	If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine. 【0】 "OFF": Deactivates this feature. 【1】 "ON" (default): You will hear connecting tones. ● If the ring back tone continues, the other party's machine may not be a fax machine or may have run out of paper. Check with the other party. ● The connecting tone volume cannot be adjusted.
Changing the TEL/FAX delayed ring setting 【♯】【7】【8】	If you use an extension telephone when this unit is in TEL/FAX mode, select the desired number of times the extension telephone rings before the unit answers the call. 【1】 "1" 【2】 "2" (default) 【3】 "3" 【4】 "4" 【5】 "5" 【6】 "6" 【7】 "7" 【8】 "8" 【9】 "9" **Note:** ● See page 37 for details.
Setting toner save feature 【♯】【7】【9】	【0】 "OFF" (default): Deactivates this feature. 【1】 "ON": The toner cartridge will last longer. **Note:** ● This feature may lower the print quality by reducing toner consumption. ● This setting is valid for copying, and when the unit automatically prints reports/lists. ● This setting is invalid for printing received faxes.

Feature/Code	Selection
Resetting advanced features to their default settings **[♯][8][0]**	**[0]** "NO" (default) **[1]** "YES" To reset the advanced features: 1. Press **[Menu]**. 2. Press **[♯]**, then **[8][0]**. 3. Press **[1]** to select "YES". 4. Press **[Set]**. 5. Press **[Set]** again. 6. Press **[Menu]**.

8.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the sending and journal reports (page 31).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	• A transmission or reception error occurred. Try again or check with the other party.
	43 44	• A line problem occurred. Connect the telephone line cord to a different jack and try again. • An overseas transmission error occurred. Try using the overseas mode (feature #23, page 46).
DOCUMENT JAMMED	-----	• The document is jammed. Remove the jammed document (page 64).
ERROR-NOT YOUR UNIT	53 54 59 70	• A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	-----	• The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	-----	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or remove the jammed paper (page 62).
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 other party's fax machine rings too many times. Send the fax manually (page 30). • 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.
THE COVER WAS OPENED	-----	• The front cover was opened. Close it and try again.
OK	-----	• Fax transmission or reception 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.

Display	Cause & Solution
"CALL SERVICE"	● There is something wrong with the unit. Contact our service personnel.
"CHANGE DRUM" **"CHANGE SUPPLIES"**	● There is something wrong with the drum unit. Replace the drum unit and the toner cartridge (page 58).
"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 66) and try again.
"CHECK DRUM"	● The drum unit is not inserted properly. Re-insert it correctly (page 12).
"CHECK PAPER"	● Recording paper is not installed or the unit has run out of paper. Install paper (page 16) and press **[Start]** to clear the message. ● Recording paper is not fed into the unit properly. Re-install paper (page 16) and press **[Start]** to clear the message.
"COVER OPEN"	● The front cover is open. Close it.
"DRUM LIFE OVER REPLACE DRUM" **"CHANGE SUPPLIES"**	● The drum life is complete. Replace the drum unit immediately (page 58).
"FAX IN MEMORY"	● The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 69.
"LOW TEMP."	● The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area. While the unit cannot be operated, the received documents are temporarily stored into the memory, and will be printed out automatically when the unit warms up.
"MEMORY FULL"	● When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually. ● When making a copy, the document being stored exceeded the memory capacity of the unit. Press **[Stop]** to clear the message. Divide the document into sections. ● There is no space to store new items in phonebook. Erase unnecessary items (page 25).
"MODEM ERROR"	● There is something wrong with the unit's modem. Contact our service personnel.
"NO FAX REPLY"	● The other party's fax machine is busy or has run out of recording paper. Try again.
"PAPER JAMMED"	● A recording paper jam occurred. Remove the jammed paper (page 62).
"PLEASE WAIT"	● The unit is warming up. Wait for a while.
"POLLING ERROR"	● The other party's fax machine does not offer the polling function. Check with the other party.
"REDIAL TIME OUT"	● The other party's fax machine is busy or has run out of recording paper. Try again.
"REMOVE DOCUMENT"	● The document is jammed. Remove the jammed document (page 64). ● The document is longer than 600 mm. Press **[Stop]** to remove the document. Divide the document into two or more sheets and try again.

Display	Cause & Solution
"REPLACE DRUM SOON"	• The drum life is near to an end. Replace the drum unit as soon as possible (page 58).
"RX MEMORY FULL"	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or remove the jammed paper (page 62).
"TONER EMPTY" **"CHANGE SUPPLIES"**	• The toner life is complete. Replace the toner cartridge immediately (page 58).
"TONER LOW" **"CHANGE SUPPLIES"**	• The toner life is near to an end. Replace the toner cartridge as soon as possible (page 58).
"TRANSMIT ERROR"	• A transmission error occurred. Try again.
"WARM UP"	• The inside of the unit is cold. Let the unit warm up. Wait for a while.
"WRONG PAPER"	• The fax message was printed on paper which is shorter than A4 size paper. Use the appropriate size paper (page 70), and press **[Start]** to clear the message.

8.3 When a function does not work

8.3.1 Initial settings

Problem	Cause & Solution
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 18). • If you use a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler. • Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. • The power cord or telephone line cord is not connected. Check the connections. • If you connected the unit through a computer modem, connect the unit directly to a telephone line jack.
I cannot make calls.	• The dialling mode setting may be wrong. Change the setting (feature #13 on page 19).
The unit does not ring.	• The ringer volume is turned OFF. Adjust it (page 20).

8.3.2 General

Problem	Cause & Solution
The other party complains they only hear a fax tone and cannot talk.	• FAX ONLY mode is set. Tell the other party the number is only used for faxes. • Change to TEL mode (page 36) or TEL/FAX mode (page 37).
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.
During programming, I cannot enter the code or ID number.	• All or part of the number is the same. Change the number: feature #41 (page 47) and #49 (page 48).
The unit beeps.	• The memory reception alert of feature #44 is ON (page 47), and the unit has a document in memory. Press [**Stop**] to stop the beeps, then see the displayed message instructions to solve the problem.
The recording paper does not stack properly on the paper stacker.	• High humidity may cause the recording paper to curl. Try turning the paper over and re-inserting it. If the curl on the paper is heavy, please remove it from the paper stacker. If you still have this problem, contact our service personnel.

8.3.3 Fax – sending

Problem	Cause & Solution
I cannot send documents.	● The telephone line cord is connected to the [**EXT**] jack on the unit. Connect to the [**LINE**] jack (page 18). ● The other party's fax machine is busy or has run out of recording paper. Try again. ● The other party's machine is not a fax machine. Check with the other party. ● The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 30).
I cannot send a fax overseas.	● Use the overseas transmission mode (feature #23 on page 46). ● 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. ● Another telephone on the same line is off the hook. Hang up the telephone and try again. ● The original document is too dark or too light. Change the scan contrast (feature #58 on page 48) to **"LIGHT"** or **"DARKER"**, 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 black lines, white lines or smudges appear on their received document.	● The glass or rollers are dirty with correction fluid, etc. Clean them (page 66). Please do not insert a document before correction fluid has dried completely.
The other party complains that received documents are too dark and cannot be read.	● You used a coloured paper as a document. Change the contrast (feature #58 on page 48) to **"LIGHT"** and make a lighter copy of the document, and try again.

8.3.4 Fax – receiving

Problem	Cause & Solution
I cannot receive documents.	● The telephone line cord is connected to the [**EXT**] jack on the unit. Connect to the [**LINE**] jack (page 18).
I cannot receive documents automatically.	● The receiving mode is set to TEL mode. Set to FAX ONLY mode (page 36) or TEL/FAX mode (page 37). ● The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #06 on page 45 and feature #78 on page 49). ● Make sure that the Distinctive Ring of feature #31 is set properly (page 41). If you do not subscribe to the Distinctive Ring service offered by your local telephone company, this feature should be OFF.
The display shows "CONNECTING.....", but faxes are not received.	● The incoming call is not a fax. Change the receiving mode to TEL mode (page 36) or TEL/FAX mode (page 37).
A blank sheet is ejected.	● The other party placed the document in their fax machine the wrong way. Check with the other party.

Problem	Cause & Solution
The printing quality is poor.	• If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. • Some paper has instructions recommending which side to print on. Try turning the paper over. • You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper. • The remaining toner is low. Replace the toner cartridge (page 58). • To check the drum life and quality, please print the printer test list (page 68). If printing quality is still poor, replace the toner cartridge and drum unit. • The glass or rollers are dirty with correction fluid, etc. Clean them (page 66). Please do not insert a document before correction fluid has dried completely.
When an extension telephone is connected, I cannot receive documents by pressing [✳][✳][✳][9].	• You must set remote fax activation to ON (feature #41 on page 47) beforehand. • Press [✳][✳][✳][9] firmly. • You may have changed the remote fax activation code from [✳][✳][✳][9] (default setting). Verify the remote fax activation code (feature #41 on page 47). • The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or remove the jammed paper (page 62).
The other party complains that they cannot send a document.	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or remove the jammed paper (page 62). • The unit is not in FAX ONLY mode. Press **[Auto Answer]** repeatedly to turn ON the **[Auto Answer]** indicator.

I cannot select the desired receiving mode.	• If you want to set FAX ONLY mode:
	  – press **[Auto Answer]** repeatedly to turn ON the **[Auto Answer]** indicator.
	• If you want to set TEL mode or TEL/FAX mode:
	  – select the desired mode using feature #73 (page 49), and press **[Auto Answer]** repeatedly to turn OFF the **[Auto Answer]** indicator.
	• The Distinctive Ring of feature #31 is activated (page 41).

The receiving mode does not function properly.	• Distinctive Ring is set (feature #31 on page 41).

8.3.5 Copying

Problem	Cause & Solution
The unit will not make a copy.	• You cannot make a copy during programming. Make the copy after programming. • The document was not fed into the unit properly. Re-insert the document. • Recording paper is not installed or the unit has run out of paper. Install paper (page 16).
A black line, a white line or smudge appears on the copied document.	• The glass or rollers are dirty with correction fluid, etc. Clean them (page 66). Please do not insert a document before correction fluid has dried completely.

Problem	Cause & Solution	
The printing quality is poor.	Original	Copy
	• Some paper has instructions recommending which side to print on. Try turning the paper over. • You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper. • The recording paper is too damp. Use new paper. • The remaining toner is low. Replace the toner cartridge (page 58). • To check the drum life and quality, please print the printer test list (page 68). If printing quality is still poor, replace the toner cartridge and drum unit. • The original document is too dark or too light. Change the scan contrast (feature #58 on page 48) to "**LIGHT**" or "**DARKER**", and try again.	
The copied documents are too dark and cannot be read.	• You used a coloured paper as a document. Change the contrast (feature #58 on page 48) to "**LIGHT**" and make a lighter copy of the document.	

8.3.6 Using an answering machine

Problem	Cause & Solution
I cannot receive documents automatically.	• Your greeting message on the answering machine is too long. Shorten the message. Record a message up to 10 seconds long. • The answering machine rings too many times. Set to 1 or 2 rings.
I cannot receive voice messages.	• Check if the answering machine is turned ON and connected to the fax machine properly (page 38). • 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.	• There is no room left in memory of your answering machine to record voice messages. See the operating instructions of the answering machine and erase unnecessary messages. • You set the answering machine to only give a greeting message.

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.
• Any sending documents stored in the memory or any documents during reception 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 Replacing the toner cartridge and the drum unit

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

```
TONER LOW
```

```
TONER EMPTY
```

To check the drum life and quality, please print the printer test list (page 68). If printing quality is still poor, replace the toner cartridge and drum unit. To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge (Model No. KX-FAT90E) and drum unit (Model No. KX-FAD91E)**. See page 9 for accessory information.

To maintain print quality and machine life, we recommend you to clean slots and openings (page 6) and the inside of the unit (page 66) when replacing the toner cartridge and/or drum unit.

Caution:
- **We cannot be responsible for any damage to the unit or degradation of print quality which may occur from the use of a non-Panasonic toner cartridge and drum unit.**
- **The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:**
  - **Do not expose the drum unit to light for more than 5 minutes.**
  - **Do not touch or scratch the black drum surface.**
  - **Do not place the drum unit near dust or dirt, or in a high humidity area.**
  - **Do not expose the drum unit to direct sunlight.**
- **Do not unplug the unit. Loss of fax documents in memory may occur.**
- **Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.**
- **Do not add toner to the toner cartridge.**

1 Before opening the protection bag of the new toner cartridge, shake it vertically more than 5 times.
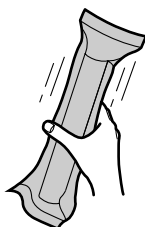
2 Remove the new toner cartridge from the protection bag. Peel off the seal (①) from the toner cartridge.
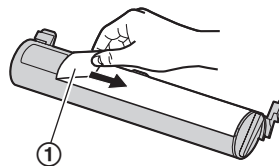
3 Remove the handset and document stacker.

4 Lift open the front cover (①), holding the dotted area (②) on the right side.
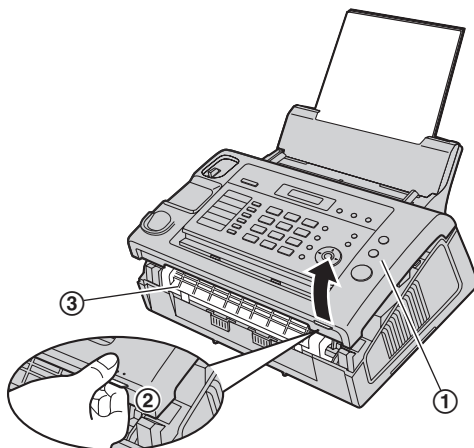
Caution:
The fuser unit (③) gets hot. Do not touch it.

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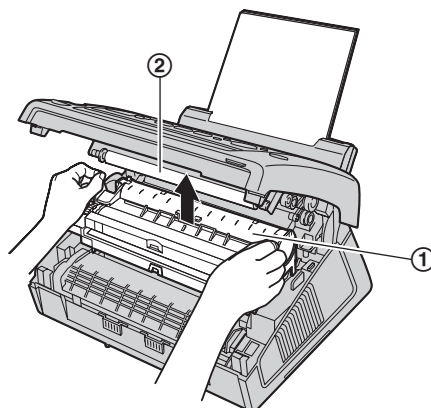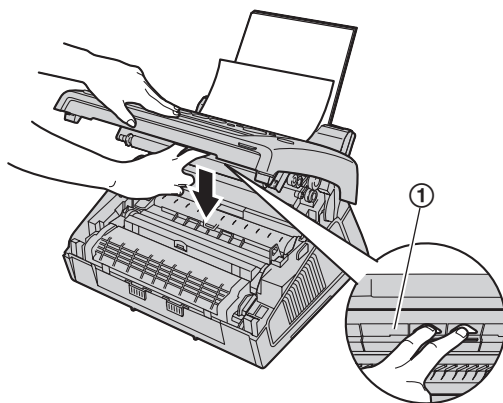

- Do not touch the transfer roller (②).
- If you replace the toner cartridge and the drum unit at the same time, skip to step 9.

- If you replace only the toner cartridge, tap on the used toner cartridge several times to allow the remaining toner to fall into the drum unit before removing.

6 Turn the two levers (①) on the used toner cartridge firmly, until the triangles (②) match.
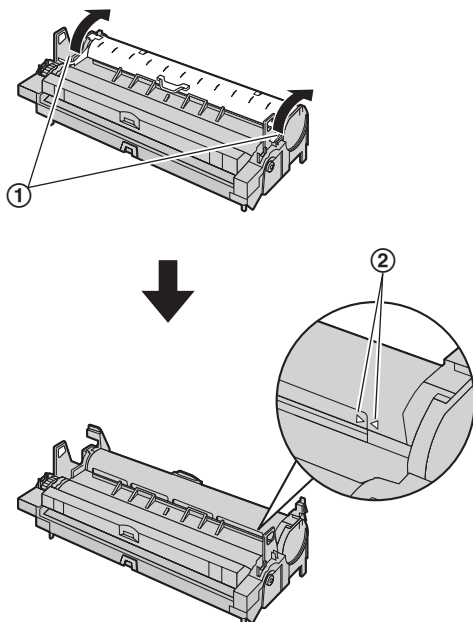
7 Remove the used cartridge (①) from the drum unit (②).
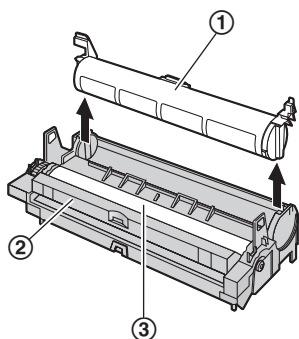
- The toner may stick to the cartridge and the drum unit. Be careful when handling. See page 5 for details.
- Do not drop the toner on the black drum surface (③).
- Put the used toner cartridge into the protection bag.

8 Insert the cleaner (①) fully into the groove (②) of the drum unit and move it from side to side at least 3 times to clean the inside of the drum unit.

Important:
- **If the groove of the drum unit is dirty, lines or dirty patterns may appear on printed sheets. Be sure to remove any toner remaining on the inside of the drum unit to maintain the print quality.**
- Repeat for the other groove.
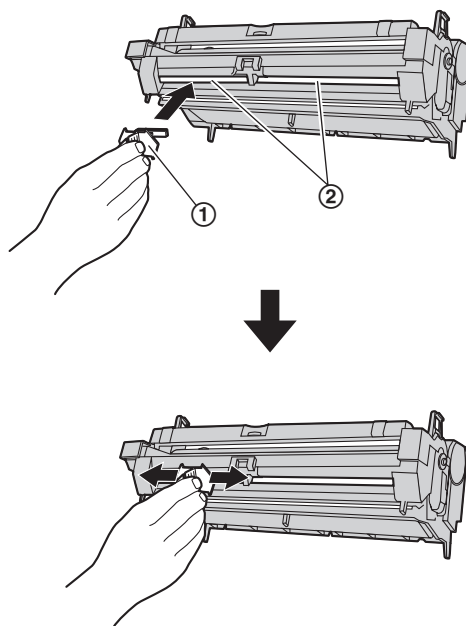
Note:
- Be sure to clean all the way to the edge of each groove.

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

Place the new toner cartridge (①) into the drum unit (②) vertically.
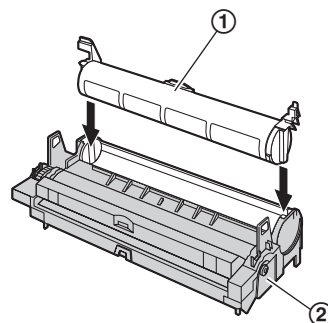
10 Press down the toner cartridge firmly (①). Keep pressing while turning the lever on each side of the toner cartridge towards you (②).
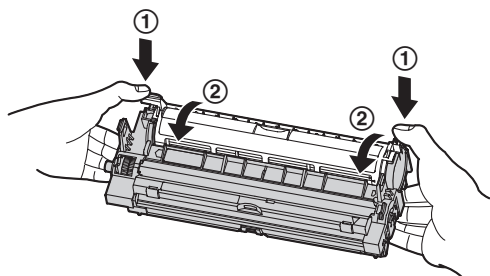
11 Make sure that the triangles (①) match, to install the toner cartridge correctly.
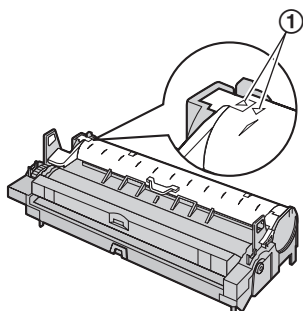
- If the lower glass (②) is dirty, clean it with a soft and dry cloth.
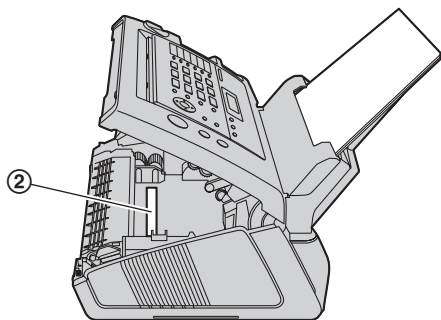
12 Install the drum and toner unit (①) by holding the tabs.
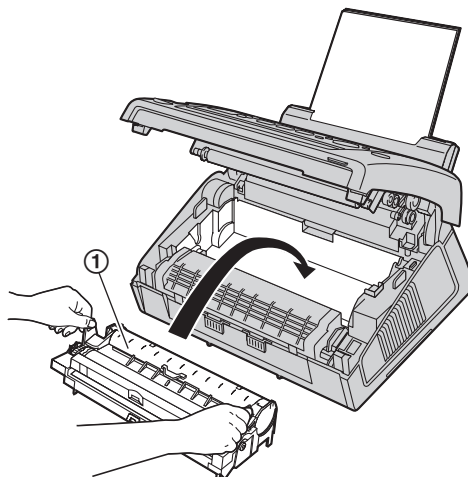
- Make sure that the triangles (②) match to install the drum and toner unit correctly.
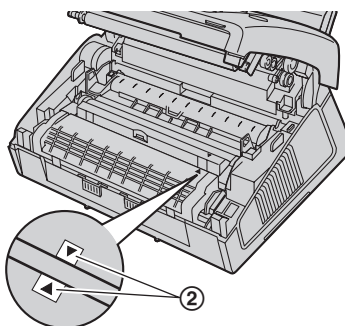
13 Close the front cover (①) by pushing down on both sides, until locked.
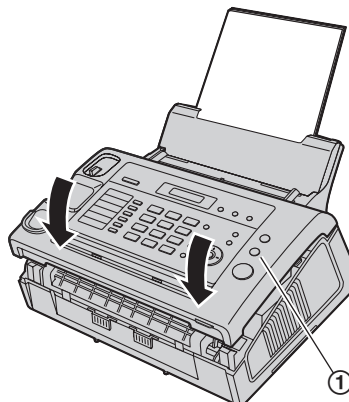
14 Place the handset on the cradle and attach the document stacker.

● While the unit displays **"PLEASE WAIT"**, do not open the front cover, or disconnect the power cord.

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

9.1 Recording paper jam

The display will show the following.

```
PAPER JAMMED
```

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

1 Remove the handset and document stacker.

2 Lift open the front cover (①), holding the dotted area (②) on the right side.
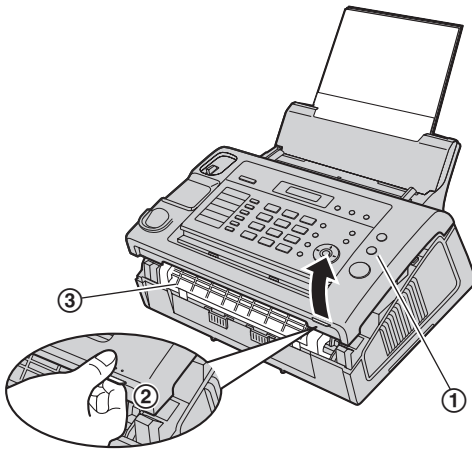
Caution:
The fuser unit (③) gets hot. Do not touch it.

3 Remove the jammed paper (①) carefully by pulling it toward you.
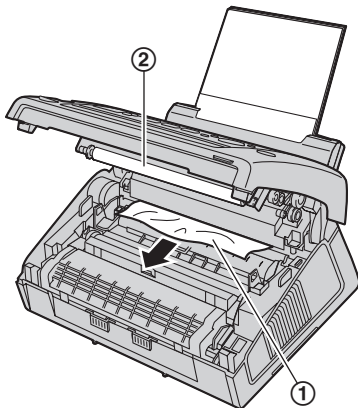
● Do not touch the transfer roller (②).

4 Close the front cover (①) by pushing down on both sides, until locked.
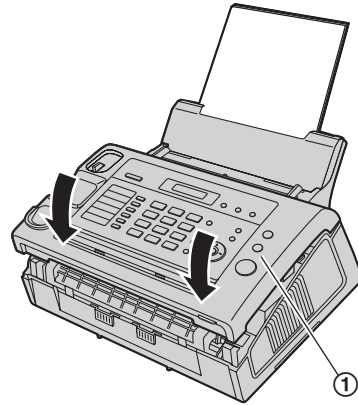
5 Place the handset on the cradle and attach the document stacker.

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

1 Remove the handset and document stacker.

2 Lift open the front cover (①), holding the dotted area (②) on the right side.
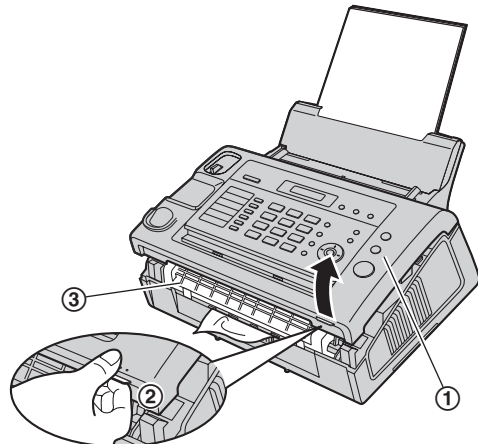
Caution:
The fuser unit (③) gets hot. Do not touch it.

3 Remove the recording paper (①), then remove the drum and toner unit (②) to allow the jammed paper (③) to pull free from the rear cabinet.
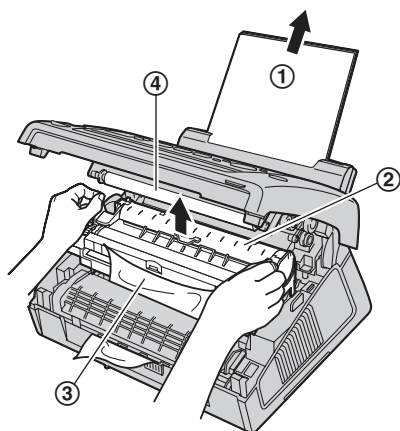
- Do not touch the transfer roller (④).

4 Lift both green levers (①) forward until they stop.
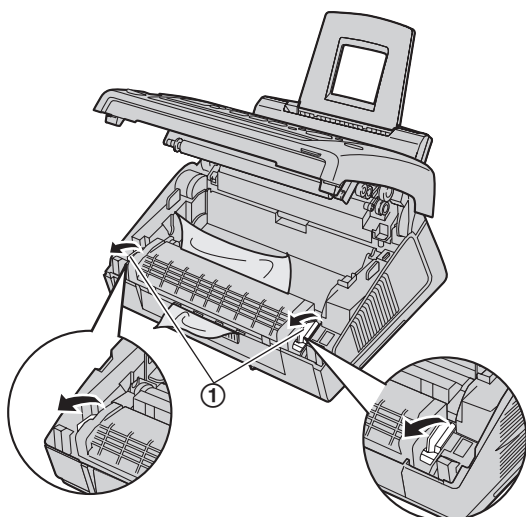
5 Remove the jammed paper (①) from the fuser unit by pulling it upwards carefully, then install the drum and toner unit.
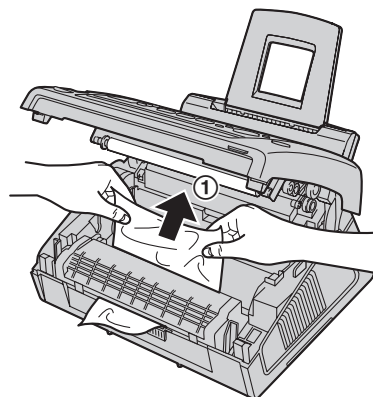
6 Push back the levers (①) to the original position.
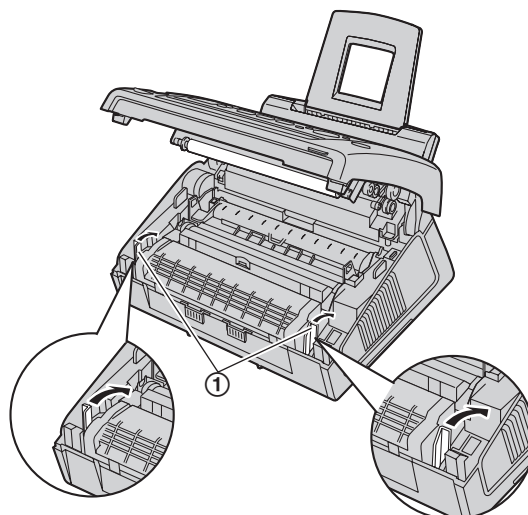
7 Close the front cover (①) by pushing down on both sides, until locked.
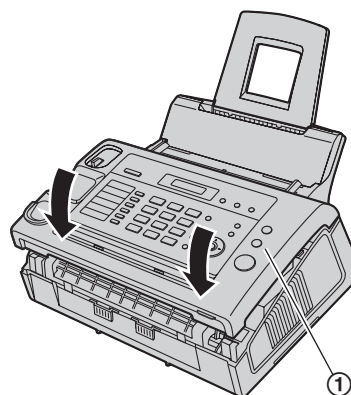
8 Place the handset on the cradle and attach the document stacker.

9 Pull the tension plate forward (①), then re-insert the recording paper.
  ● Before re-inserting, make sure to fan and straighten the recording paper.
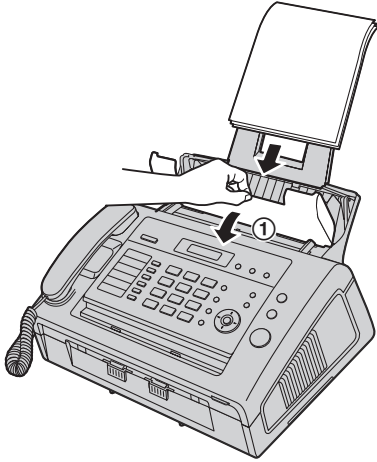
10 Push back the tension plate.

9.2 Document jams

Note:
● Do not pull out the jammed document forcibly before opening the front cover.
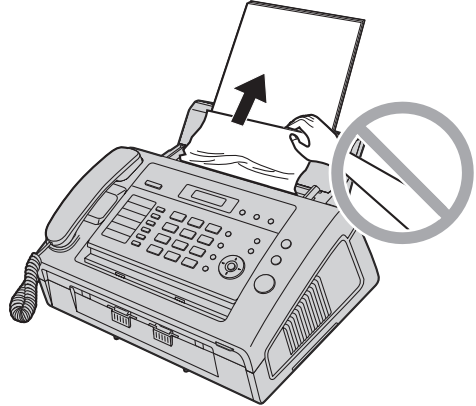
1 Remove the handset and document stacker.

2 Lift open the front cover (①), holding the dotted area (②) on the right side.
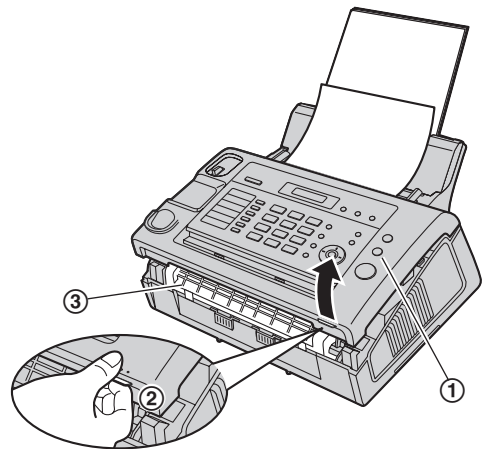
Caution:
The fuser unit (③) gets hot. Do not touch it.

3 Pull open the inner cover (①).

Note:
● Do not touch the transfer roller (②).
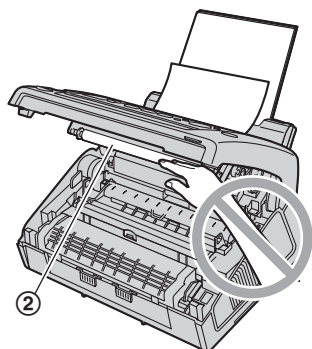
4 Remove the jammed document carefully (①).
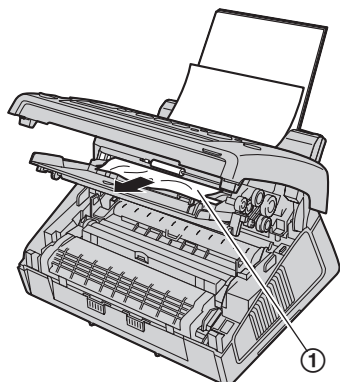
5 Push back the inner cover.

6 Close the front cover (①) by pushing down on both sides, until locked.
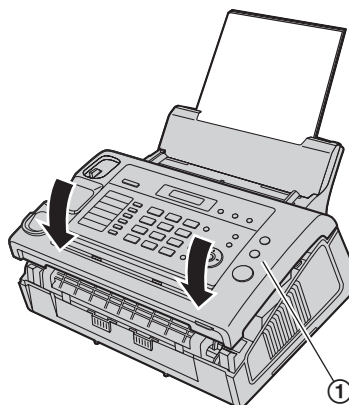
7 Place the handset on the cradle and attach the document stacker.

10.1 Cleaning the inside of the unit

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

Caution:
● **Be careful when handling the drum and toner unit.**
  See the caution for the drum unit on page 58 for details.
● **Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.**

1 Disconnect the power cord and the telephone line cord.

2 Remove the handset and document stacker.

3 Lift open the front cover (①), holding the dotted area (②) on the right side.
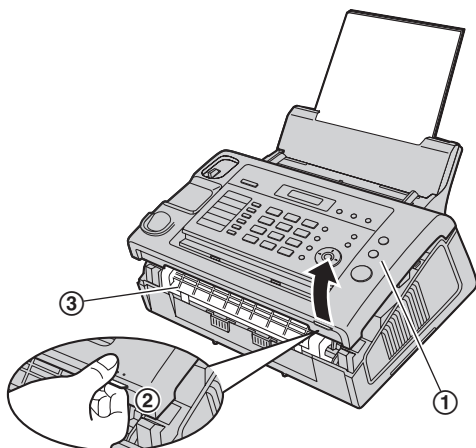
⚠ **Caution:**
The fuser unit (③) gets hot. Do not touch it.

4 Clean the document separation roller (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.
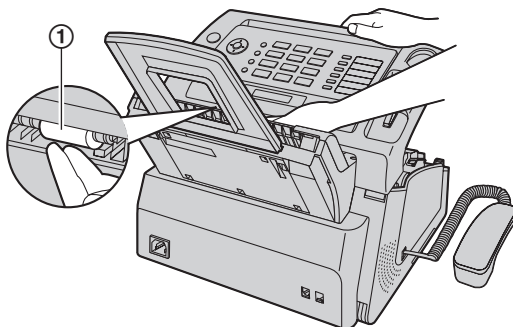
5 Pull open the inner cover (①).
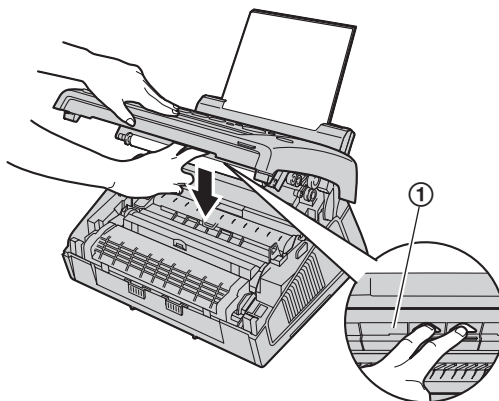
● Do not touch the transfer roller (②).
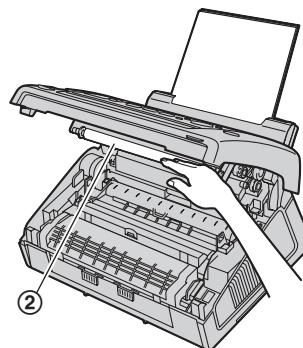
6 Clean the document feeder roller (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.
Clean the upper glass (②) with a soft and dry cloth.
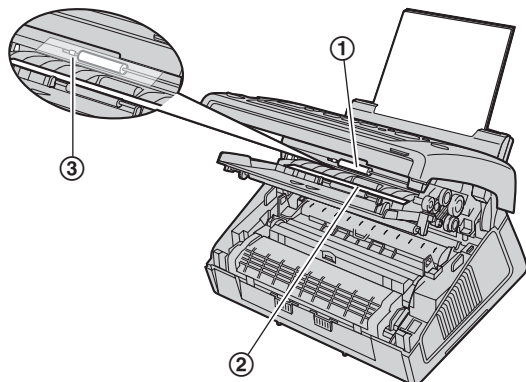
- ● Do not damage the transparent sheet (③) when cleaning the document feeder roller.

7 Push back the inner cover.

8 Remove the drum and toner unit (①) by holding the two tabs.
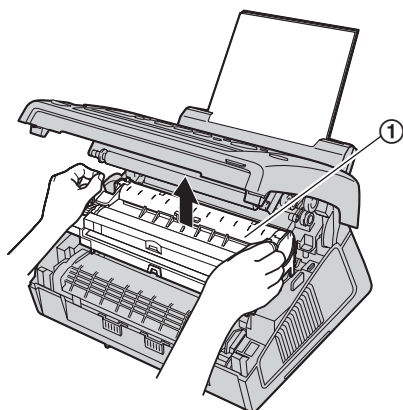
9 Clean the lower glass (①) with a soft and dry cloth.
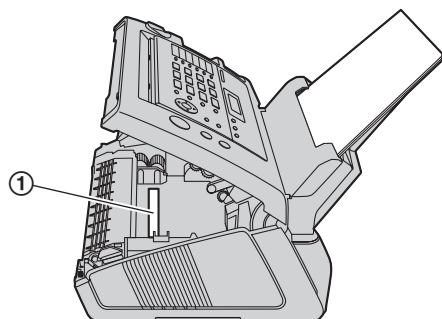
10 Re-install the drum and toner unit (①) by holding the tabs.
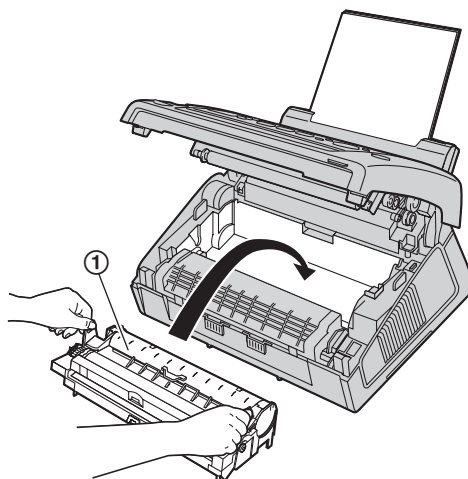
- ● Make sure that the triangles (②) match to install the drum and toner unit correctly.
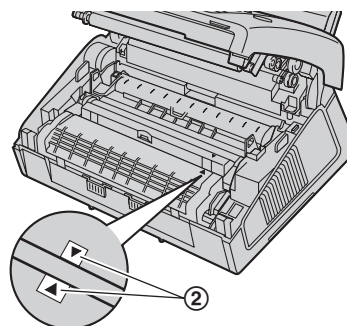
11 Close the front cover (①) by pushing down on both sides, until locked.
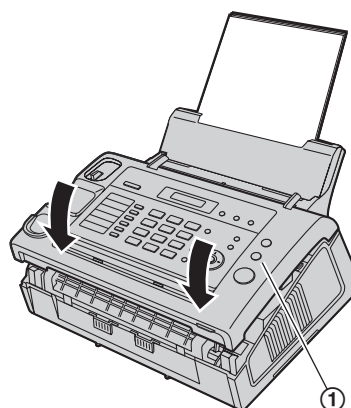
12 Place the handset on the cradle and attach the document stacker.

13 Re-connect the power cord and the telephone line cord.

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11.1 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 programming features (page 45 to page 50).
- **"TEL NO. LIST"**:
  Provides you with names and numbers which are stored in the one-touch dial feature and phonebook.
- **"JOURNAL REPORT"**:
  Keeps records of fax transmission and reception. This report can be printed automatically after every 30 fax communications (feature #22 on page 46).
- **"BROADCAST LIST"**:
  Provides you with names and numbers which are stored in the broadcast memory (page 32).
- **"PRINTER TEST"**:
  Allows you to check the print quality of your unit. If the test print has a dirty pattern, or blurred points or lines, clean the inside of the unit (page 66). If printing quality is still poor, replace the toner cartridge and drum unit.
- **"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 46).

[Set]
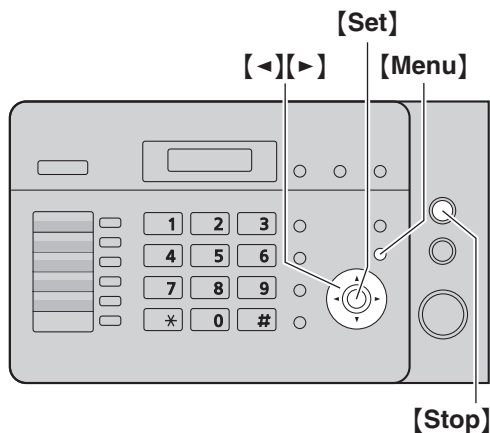
[◄][►]   **[Menu]**

[Stop]

1 Press **[Menu]** repeatedly to display **"PRINT REPORT"**.

2 Press **[◄]** or **[►]** repeatedly to display the desired item.

3 Press **[Set]** to start printing.
   - To stop printing, press **[Stop]**.

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

11.2 Specifications

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. 4 s/page (ECM-MMR Memory transmission)[2]
Scanning density:
Horizontal: 8 pels/mm
Vertical: 3.85 lines/mm-in standard resolution,
      7.7 lines/mm-in fine/photo/mixed (photo with text) resolution,
      15.4 lines/mm-in super fine resolution
Photo resolution:
64-level
Scanner type:
Contact Image Sensor
Printer type:
Laser Printer
Data compression system:
Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
Modem speed:
33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
Operating environment:
10 °C – 32.5 °C, 20 % – 70 % RH (Relative Humidity)
Dimensions:
Approx. height 218 mm × width 360 mm × depth 357 mm
Mass (Weight):
Approx. 7.4 kg
Power consumption:
Standby: Approx. 2 W
Transmission: Approx. 12 W
Reception: Approx. 240 W
Copy: Approx. 240 W
Maximum: Approx. 950 W (When the fuser lamp turns on)
Power supply:
220 – 240 V AC, 50/60 Hz
Fax memory capacity:
Approx. 150 pages of memory transmission
Approx. 100 pages of memory reception
(Based on the ITU-T No. 1 Test Chart in standard resolution, without using the Error Correction Mode.)
Laser diode properties:
Laser output: Max. 5 mW
Wave length: 760 nm – 810 nm
Emission duration: Continuous
Print speed:
Approx. 10 ppm (pages per minute)

Printing resolution:
600 × 600 dpi
LED light of CIS properties:
LED radiation output: Max. 1 mW
Wavelength: Green 520 nm typ.
Emission duration: Continuous

[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 with original mode. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.

ITU-T No.1 Test Chart
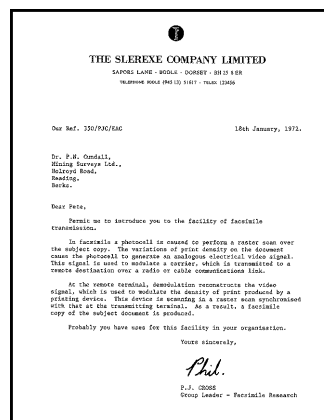
Note:
● Design and specifications are subject to change without notice.
● The pictures and illustrations in these instructions may vary slightly from the actual product.

Recording paper specifications

Recording paper size:
210 mm × 297 mm

Recording paper weight:
60 g/m^2 to 90 g/m^2

Toner life

Toner life depends on the amount of content in a received, copied or printed document. The following is the approximate relationship between image area and toner life for replacement toner cartridge (Model No. KX-FAT90E). Toner life varies in actual usage.

5 % coverage
Approx. 2,000 sheets of A4 size paper can be printed.
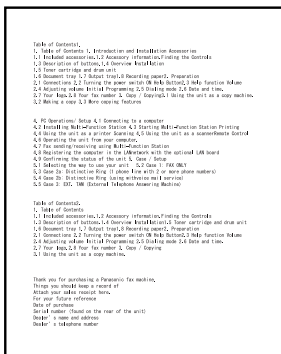
10 % coverage
Approx. 1,000 sheets of A4 size paper can be printed.
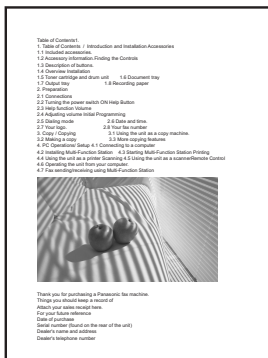
15 % coverage
Approx. 600 sheets of A4 size paper can be printed.

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

Drum life

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

Notes

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