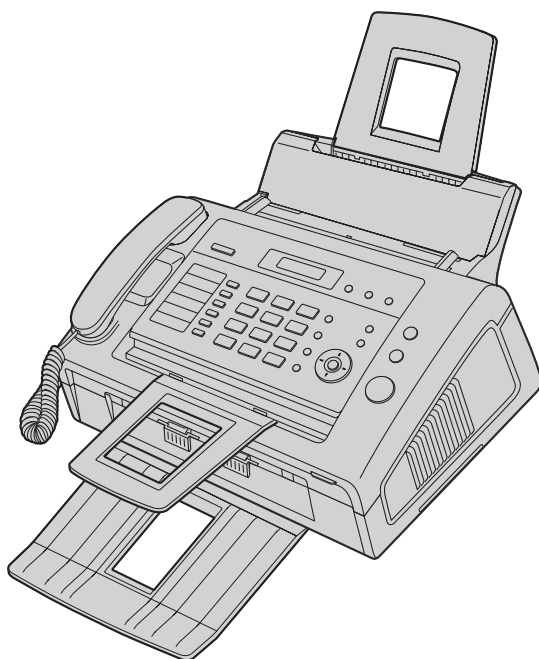# Panasonic®

Operating Instructions

Compact Laser Fax

Model No. **KX-FL421**

For hearing or speech impaired TTY users, TTY: 1-877-833-8855

For support:
(for customers in the U.S.A. or Puerto Rico)
— **VISIT**
   www.panasonic.com/help
— **E-MAIL**
   www.panasonic.com/contactinfo

Please register your product:
http://www.panasonic.com/prodreg

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

This unit is compatible with Caller ID. Subscription to the appropriate service through your service provider/telephone company is required.

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)
Retailer's/Dealer's name and address
Retailer's/Dealer's telephone number

Caution:
- This product contains a CR Coin Cell Lithium Battery which contains Perchlorate Material - special handling may apply. See **www.dtsc.ca.gov/hazardouswaste/perchlorate**
- The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the instructions on page 21 to page 24.
- 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.
  For U.S.A. only: Please visit **www.panasonic.com/environmental** for more information.

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

Copyright:
- This material is copyrighted by Panasonic System Networks Co., Ltd., and may be reproduced for internal use only. All other reproduction, in whole or in part, is prohibited without the written consent of Panasonic System Networks Co., Ltd.

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 retailer/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 authorized service center.

🖐 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 authorized service center 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 authorized service center when any of the following conditions occur:

● If the power cord is damaged or frayed.
● If the unit has been exposed to rain or water, or liquid has been spilled into the unit. Do not use a microwave oven to speed up the drying process of any parts of the unit to avoid permanent damage.
● If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorized service center.
● 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

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

LED light

CLASS 1 LED PRODUCT

When using the unit, do not look directly at the CIS's LED light. Direct eye exposure can cause eye damage.

CIS's LED light properties
LED radiation output : Max. 1 mW
Wavelength : Green 520 nm typical
Emission duration : Continuous

Fuser unit

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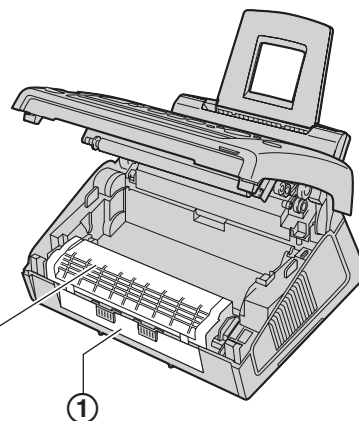
Fuser unit

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 13 before you begin installation of the drum unit. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
  – Do not expose the drum unit to light for more than 5 minutes.
  – Do not touch or scratch the 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 (50 °F) or greater than 32.5 °C (90.5 °F). Damp basements should also be avoided.
● In the printing process, heat is used to fuse toner onto the page. As a result, it is normal for the machine to produce an odor during and shortly after printing. Be sure to use this unit in an area with proper ventilation.
● Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).
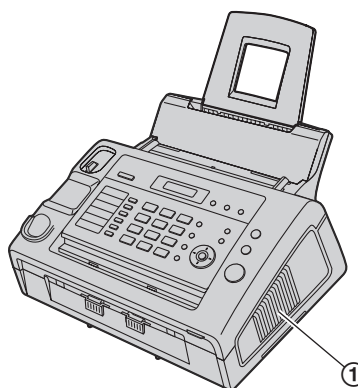
Routine care
● Wipe the outer surface of the unit with a soft cloth. Do not use benzine, thinner, or any abrasive powder.

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. Introduction and Installation

2. Preparation

3. Telephone

4. Fax

5. Distinctive Ring

6. Copy

7. Programmable Features

8. Help

9. Paper Jams

10. Cleaning

11. General Information

12.Index

1.1 Supplied accessories

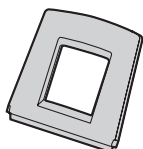① Power cord
(PNJA1022Z)[1]
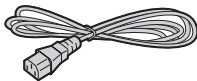
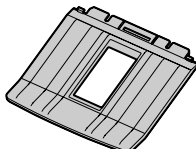② Telephone line cord
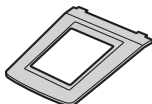(PFJA02B002Y)[1]

③ Handset
(PNLXH1006Z)[1]
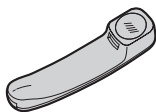
④ Handset cord
(PQJA10126X)[1]
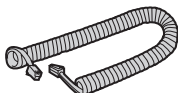
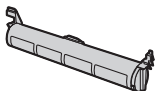⑤ Paper tray
(PFKS1085Z3)[1]

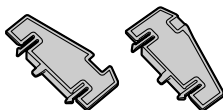⑥ Paper stacker
(PFKS1096Z4)[1]

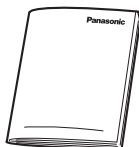⑦ Document stacker
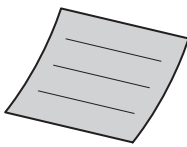(PNKS1006Z1)[1]

⑧ Drum unit
(KX-FAD89)[1]
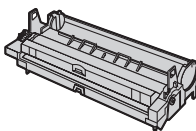
⑨ Starter toner
cartridge[2]

⑩ A4 paper guides
(Left: PFKS1097Z2,
Right:
PFKS1098Z2)[1][3]

⑪ Operating instructions
(PNQX3022Z)[1]

⑫ Quick installation guide
(PNQW1708Z)[1]

*1 Part numbers are subject to change without notice.
*2 Prints about 500 letter-size pages with a 5 %
coverage (page 66).
*3 No need to install when using letter-size paper.

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

Accessories for this unit can be ordered online, by fax, or
by telephone.

– **Replacement toner cartridge[1]**
 ● **Model No. (Part No.): KX-FAT88**
– **Replacement drum unit[1]**
 ● **Model No. (Part No.): KX-FAD89**
 *1 Prints about 2,000 sheets of letter-size pages
 with a 5 % coverage using KX-FAT88. To ensure
 that the unit operates properly, we recommend
 the use of Panasonic toner cartridge and drum
 unit.

**To place an order online (for customers in the
U.S.A. or Puerto Rico)**

Visit our web site:

http://www.panasonic.com/mfpsupplies

● For questions regarding online orders:
 **Email:
 customerservice@shop.us.panasonic.com
 Telephone: (800) 405-0652**

To place an order by fax
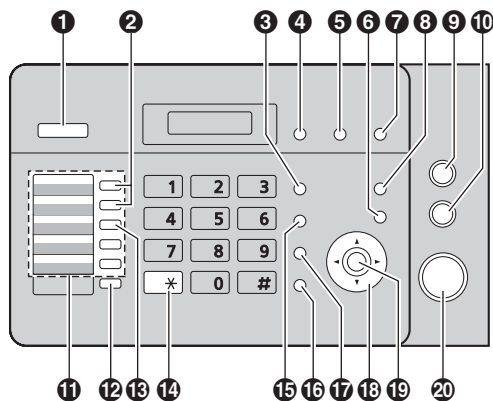**Fax: (800) 237-9080**

Include:

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

To place an order by telephone
Telephone: (800) 332-5368

(Monday - Friday 9 am to 9 pm, EST.)

1.3 Description of buttons

❶【Auto Answer】
● To turn the auto answer setting ON/OFF (page 34).

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

❸【Redial/Pause】
● To redial the last number dialed. If the line is busy when you send a fax, the unit will automatically redial the number 1 time.
● To insert a pause during dialing.

❹【Junk Fax Prohibitor】
● To use junk fax prohibitor (page 36).

❺【Caller ID】
● To view caller information (page 28).
● To change the display of the caller information (page 28).

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 20).

❾【Stop】
● To stop an operation or programming session.
● To delete a character from names and telephone numbers (page 23).
● To return to a previous step during operation.

❿【Copy】
● To copy a document (page 39).

⓫ Station keys
● To use the one-touch dial feature (page 26, 32).

⓬【Lower】
● To select stations 6–10 for the one-touch dial feature (page 26, 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 dialing when your line has rotary pulse service.

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

⓰【Monitor】
● To initiate dialing.
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 21).
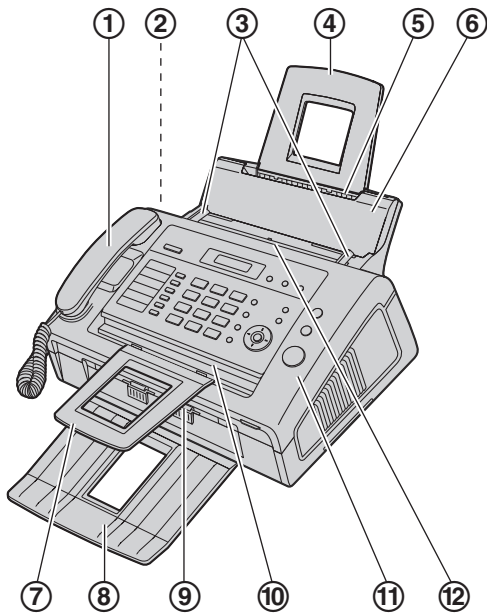● To search for a stored item (page 25, 32).
● To access the phonebook (page 25).

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.
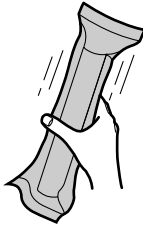
1.5 Toner cartridge and drum unit

The supplied toner cartridge is a starter toner cartridge.

- To replace the toner cartridge and the drum unit, see page 54.

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.
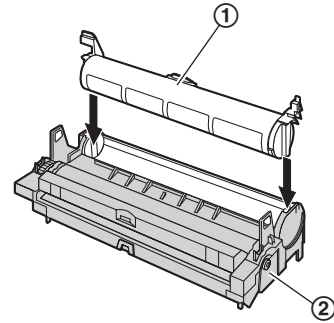

2 Remove the toner cartridge and drum unit from the protection bags. Peel off the seal (①) from the toner cartridge.
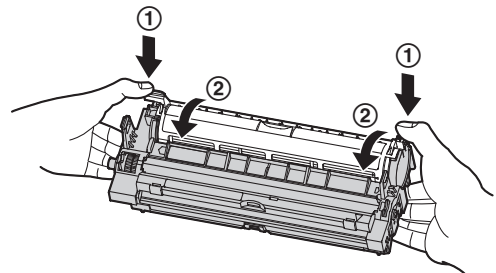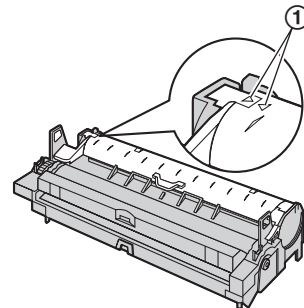 - Do not touch or scratch the black drum surface (②).
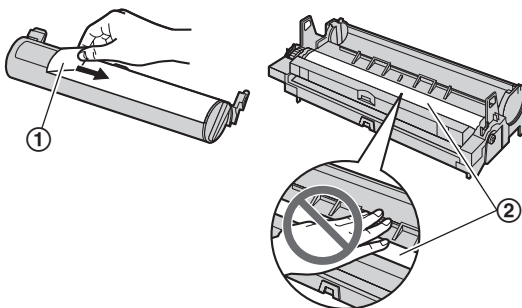
3 Place the toner cartridge (①) into the drum unit (②) vertically.

4 Press down the toner cartridge firmly (①). Keep pressing while turning the lever on each side of the toner cartridge towards you (②).
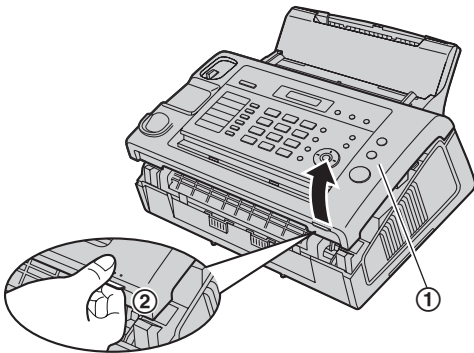

5 Make sure that the triangles (①) match, to install the toner cartridge correctly.
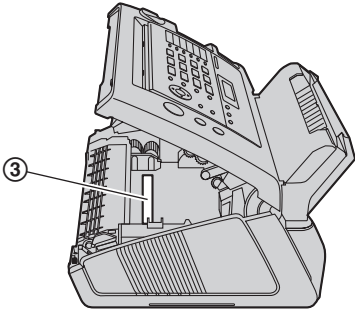
6 Lift open the front cover (①), holding the dotted area (②) on the right side.

- 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.
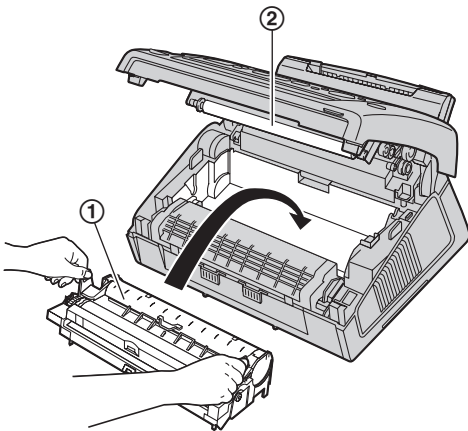
- Do not touch the transfer roller (②).

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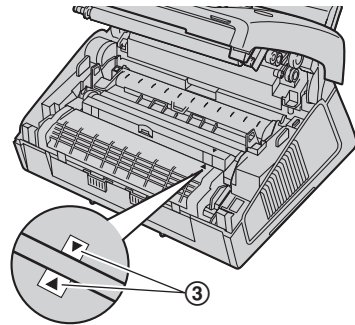
8 Close the front cover (①) by pushing down on both sides, until locked.
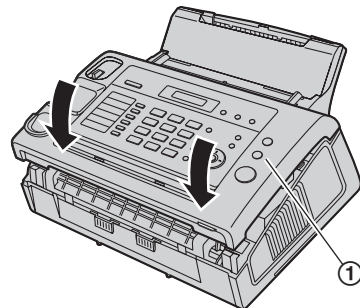
Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #79 on page 45). The toner cartridge will last approximately 40 % longer. This feature may lower the print quality.

For assistance, please visit http://www.panasonic.com/help

1.6 Paper tray

Insert the paper tray (①) into the slot (②) on the back of the unit.
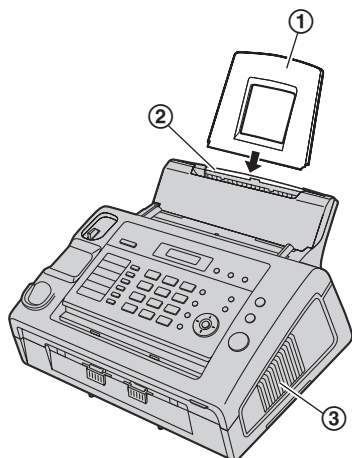
Note:
- Do not place the unit in an area where the paper tray may be obstructed (i.e., by a wall, etc.).
- Keep this surface (③) away from walls etc. more than 50 mm (1 $^{15}/_{16}$") to let the unit cool down.

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).
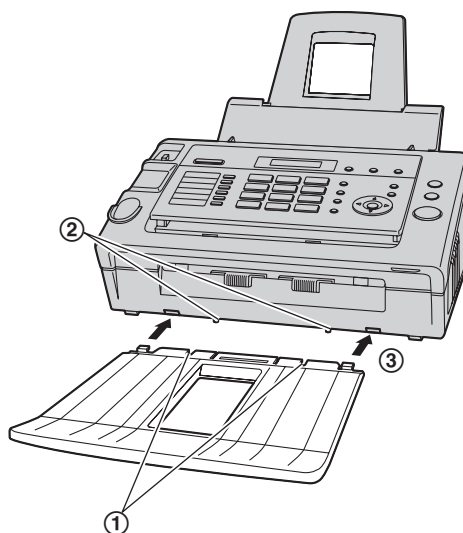
Note:
- Do not place the unit in an area where the paper stacker may be easily bumped into.
- Document and recording paper will be ejected from the front of the unit. Do not place anything in front of the unit.
- The paper stacker can hold up to approximately 30 sheets of printed paper. Remove the printed paper before the paper stacker becomes full.

1.8 Document stacker

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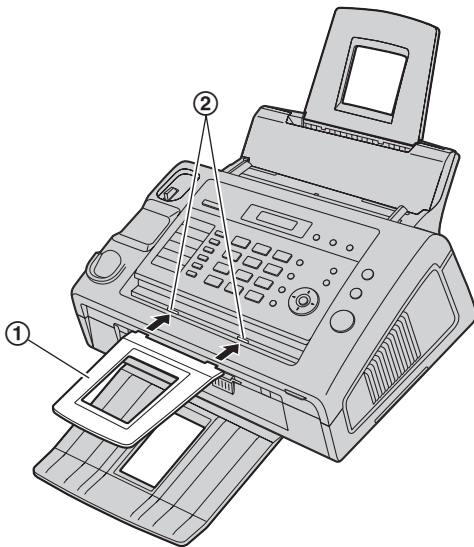
Note:
● Make sure the document stacker is inserted completely, or the document may jam.

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.**
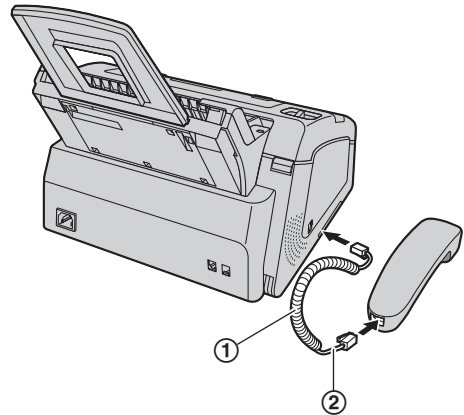
1.10 Recording paper

The unit can hold:
– Up to 250 sheets of 60 g/m^2 to 75 g/m^2 (16 lb to 20 lb) paper.
– Up to 230 sheets of 80 g/m^2 (21 lb) paper.
– Up to 200 sheets of 90 g/m^2 (24 lb) 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 fiber content that is over 20 %, such as letterhead paper or paper used for resumes
  – Extremely smooth or shiny paper, or paper that is highly textured
  – Coated, damaged or wrinkled paper
  – Paper with foreign objects attached, such as tabs or staples
  – Paper which has dust, lint or oil stains
 – Paper that will melt, vaporize, discolor, scorch or emit dangerous fumes near 200 °C (392 °F), such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
  – Moist paper
  – Inkjet paper
- Some paper is designed to be printed on only one side. Try printing on the other side of the paper if you are not happy with the print quality, or if misfeeding occurs.
- For proper paper feeding and best print quality, we recommend using long-grained paper.
- Do not use paper of different types or 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.
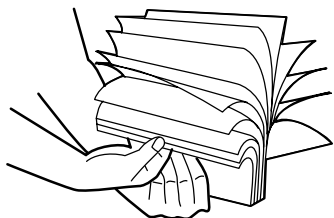
2 Pull the tension plate forward (①).
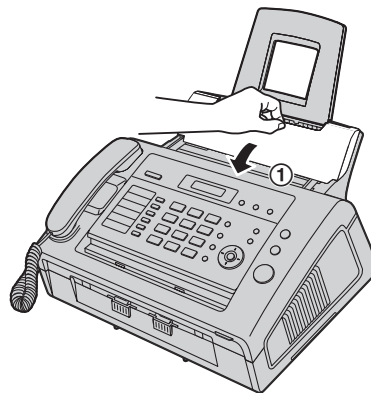
3 Insert the paper, print-side down (①).
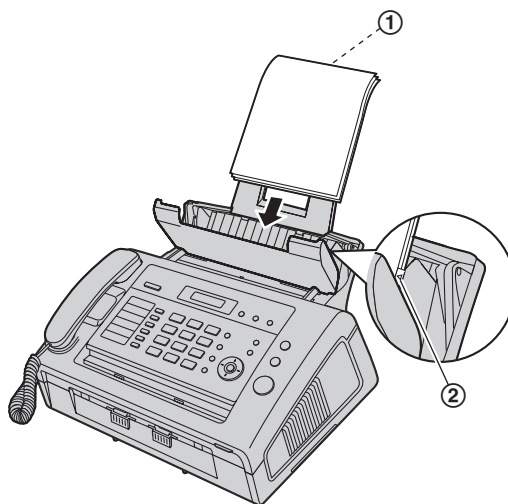
- The paper should not be over the tab (②).
- If the paper is not inserted correctly, re-adjust the paper, or the paper may jam.

Correct   **Incorrect**
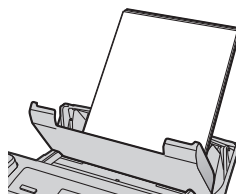
4 Push the tension plate back (①).
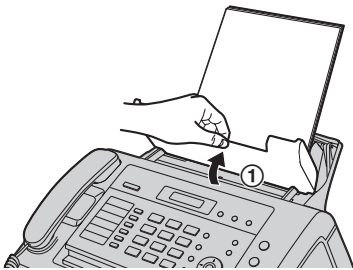
To use A4-size paper

Insert the tabs on the A4 paper guides (①) into the slots.
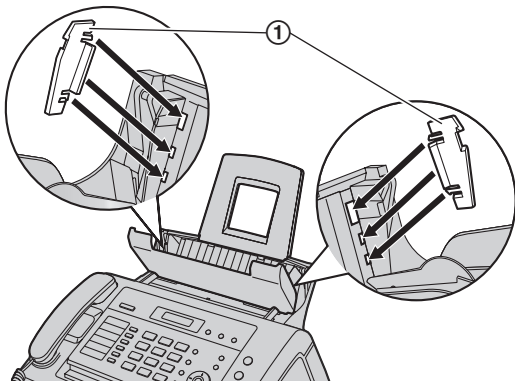
● "L" is shown on the A4 paper guide for the left side. "R" is shown on the A4 paper guide for the right side.

Note:
● When you use letter or legal paper, you do not need to install the A4 paper guides.
● Change the recording paper size to **"A4"** (feature #16 on page 42).

For assistance, please visit http://www.panasonic.com/help

2.1 Connections

Caution:
● **When you operate this product, the power outlet should be near the product and easily accessible.**

① Telephone line cord
   ● Connect to a single telephone line jack (RJ11C).
② Power cord
   ● Connect to the power outlet (120 V, 60 Hz).
③ [**EXT**] jack
   ● You can connect an answering machine (page 35) or a telephone. Remove the stopper if attached.
④ Answering machine (not supplied)
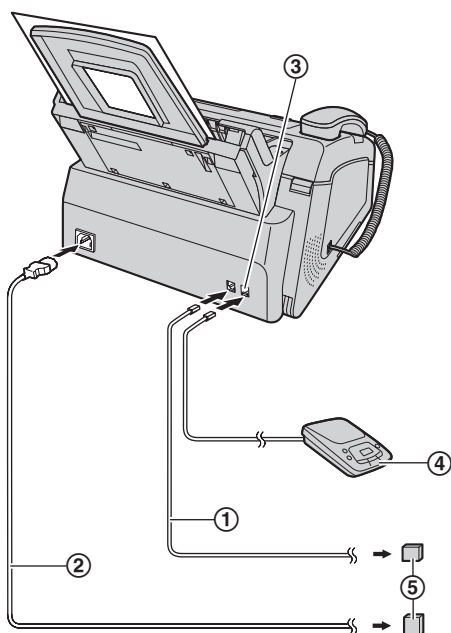
Note:
● If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.

Using surge protectors
● The warranty does not cover damage due to power line surges or lightning. For additional protection, we recommend using a surge protector (⑤).

If the unit shares a single telephone line with a DSL service
● Fax transmission/reception may be disturbed, noise interference may be heard during telephone conversations, or Caller ID (page 27) may not function properly. Please attach a DSL filter (⑥) to the telephone line cord of the unit to prevent this. A

DSL filter may be provided by your DSL service provider.
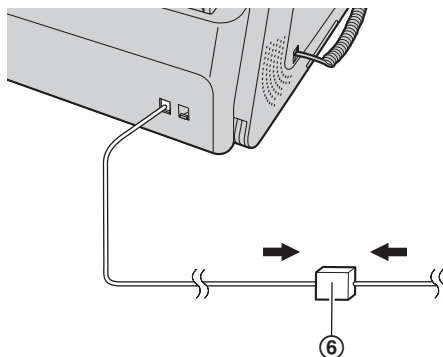
2.2 Dialing mode

If you cannot dial (page 25, 30), change this setting depending on your telephone line service.

【Set】 【Menu】
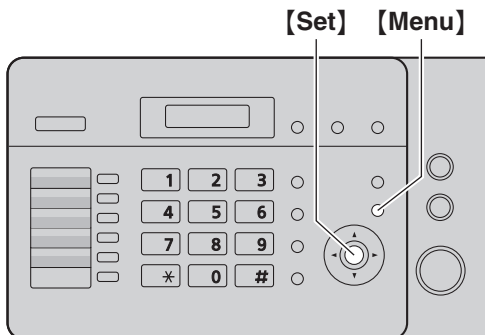
1 Press **【Menu】**.

```
SYSTEM SETUP
PRESS [◄ ►]
```

2 Press **【♯】**, then **【1】【3】**.

```
DIALING 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 SND/RCV"**:
Help with problems to send/receive faxes.
– **"COPIER"**:
How to use the copier function.
– **"Q and A"**:
Frequently asked questions and answers.
– **"ERRORS"**:
Explanation of error messages shown on the display.
– **"REPORTS"**:
List of available reports.
– **"CALLER ID"**:
How to use the Caller ID features.

【Set】
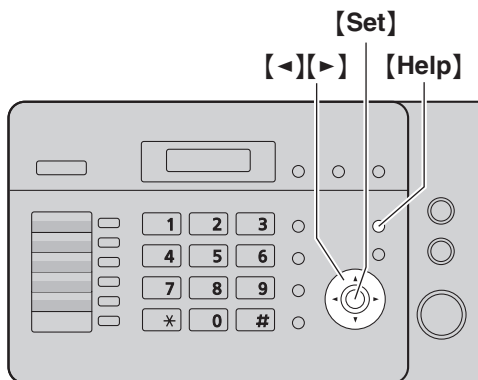
【◄】【►】 【Help】

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] [+][−]
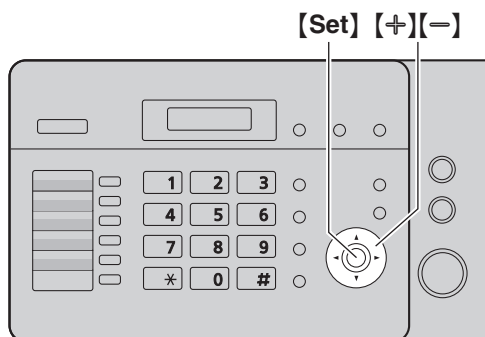
Ringer volume

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 42).

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]
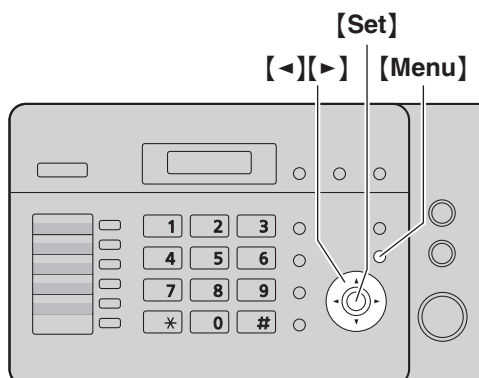
[◄][►]   [Menu]

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.

```
M:01/D:01/Y:10
TIME: 12:00AM
```

4 Enter the current month/date/year by selecting 2 digits for each.
   Example: August 3, 2010
   Press **[0][8] [0][3] [1][0]**.

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

5 Enter the current hour/minute by selecting 2 digits for each. Press **[✱]** repeatedly to select **"AM"** or **"PM"**.
   Example: 3:15PM (12 hour clock entry)
   1. Press **[0][3] [1][5]**.

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

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

```
M:08/D:03/Y:10
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.
- If the time has not previously been set, Caller ID will not adjust the clock.
- You can turn this feature OFF (feature #33 on page 44).

2.6 Your logo

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

[Set]

[◄][►][+][−] | **[Menu]**

[Handset Mute] [Flash] [Stop]
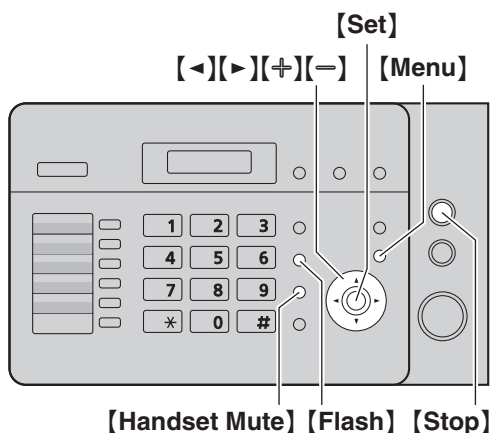
1 Press **[Menu]**.

```
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 a b c 2
[3]	D E F d e f 3
[4]	G H I g h i 4
[5]	J K L j k l 5

Keypad	Characters
[6]	M N O m n o 6
[7]	P Q R S p q r s 7
[8]	T U V t u v 8
[9]	W X Y Z w x y z 9
[0]	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=B**I**

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

   LOGO=BI**L**

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

   LOGO=BIL**L**

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=B**I**

3. Press **[♯]**.

   LOGO=B**i**

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

   LOGO=Bi**l**

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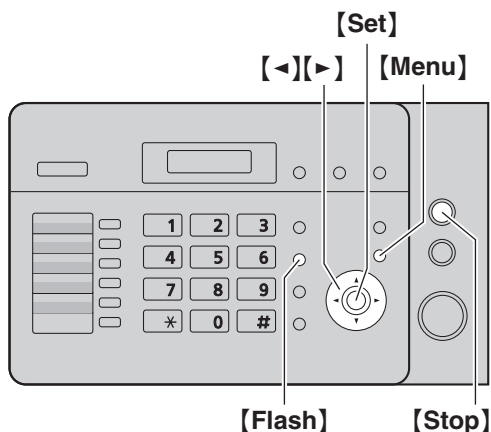
1 Press **[Menu]**.

```
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.
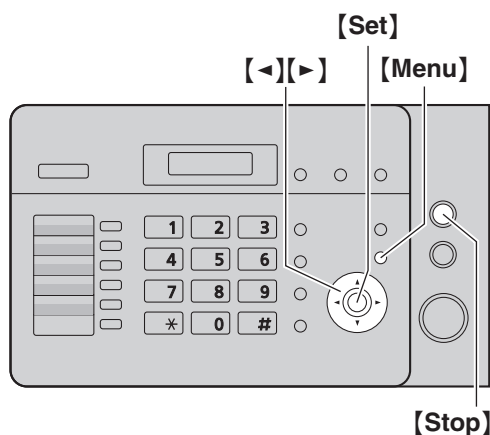
To correct a mistake

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 22 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 64).

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 25).

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 dialing 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 22).
   ● 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 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.

3.4 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 dialed 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).
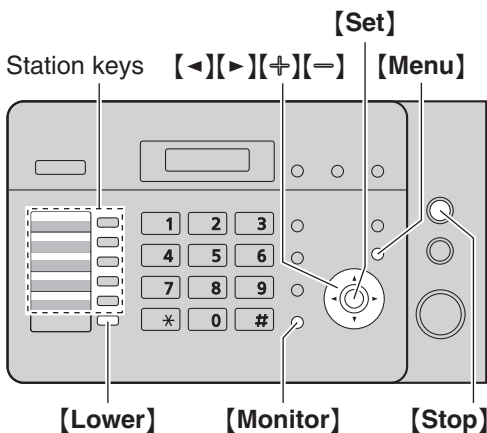
【Set】
Station keys **【◄】【►】【＋】【－】** **【Menu】**

【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 22 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 64).

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 dialing 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 26.

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 26.

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.
Make sure the following ring setting is set to 2 or more rings beforehand.
– FAX ring setting (feature #06 on page 42)

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 28) or confirmed by printing the Caller ID list (page 64).

- 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 dialed from an area which does not provide Caller ID service.
  - **"PRIVATE CALLER"**: The caller requested not to send caller information.
 - **"LONG DISTANCE"**: The caller made a long distance call.

To confirm caller information by printing the Caller ID list
- To print manually, see page 64.
- To print automatically after every 30 new calls, activate feature #26 (page 43).

3.7 Viewing and calling back using caller information

You can easily view caller information and call back. The display will show the number of new calls in standby mode.

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

【＋】【－】　【Caller ID】

【Monitor】　【Stop】

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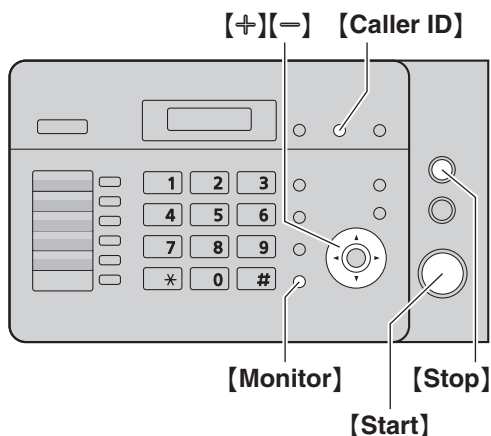
1 Press **【Caller ID】**.
   ● The display will show the number of new calls.

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 dialing.
   ● The unit will start dialing 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
11:20AM Jul. 20✓
```
↕
```
1-134-567-8901
11:20AM Jul. 20✓
```

● 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"**.

To edit a telephone number before calling back/storing
While displaying a desired caller information, press **【✳】** repeatedly. Each time you press **【✳】**, the telephone number will be changed as follows:

❶ 1 – Area code – Local telephone number ("1" added)[*1]
❷ Local telephone number only (area code omitted)
❸ Area code – Local telephone number[*1]
❹ 1 – Local telephone number ("1" added and area code omitted)
*1 If the received caller information does not include an area code, this pattern is not available.

● To store the number in one-touch dial or phonebook, follow from step 3 of the storing procedure on page 29.

3.8 Erasing caller information

3.8.1 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.

3.8.2 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.

3.9 Storing caller information into the phonebook / one-touch dial
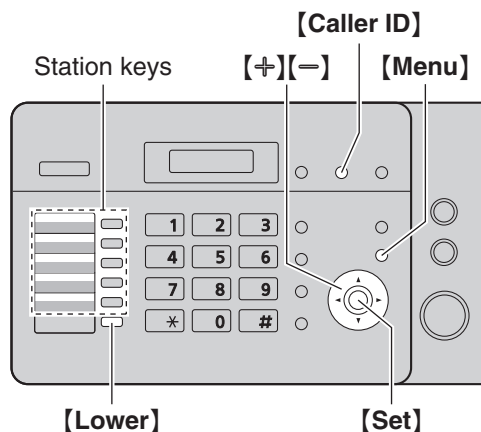
3.9.1 Into the phonebook
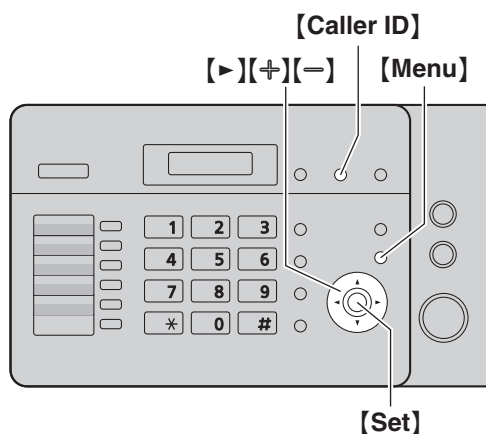
1 Press 【**Caller ID**】.

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 22).

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.

3.9.2 Into the one-touch dial

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 22).

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

7 Press 【**Set**】.

Note:
  ● To edit a name, see page 26.
  ● If caller information does not include the caller's name, enter the name manually. See the instructions on page 26.
  ● 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
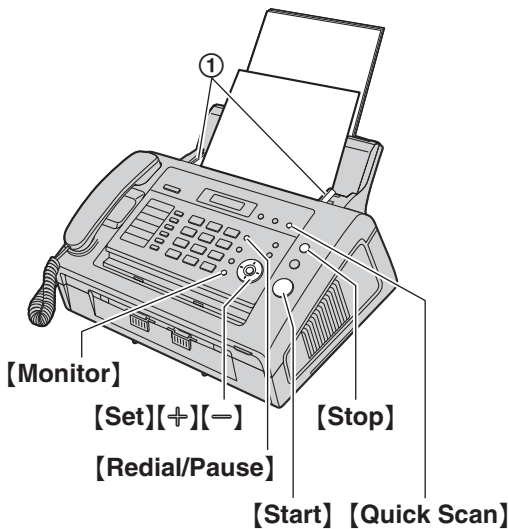
【Monitor】

[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 1 time.
● To cancel redialing, 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 canceled. You must send the entire document manually.

Printing a confirmation report

A confirmation report provides you with a printed record of transmission results. To print confirmation reports, make sure feature #04 is activated (page 42). For an explanation of error messages, see page 47.
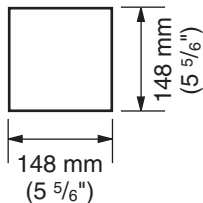
Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print manually, see page 64. To print automatically after every 30 new fax transmissions and receptions, make sure feature #22 is activated (page 43). For an explanation of error messages, see page 47.
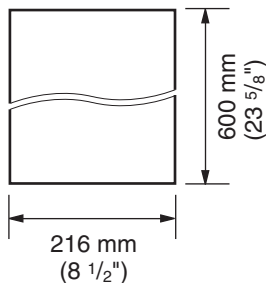
4.2 Document requirements

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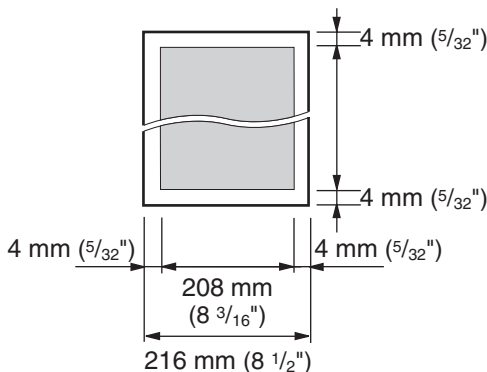
Minimum document size

148 mm (5 $^5/_6$")
148 mm (5 $^5/_6$")

Maximum document size

600 mm (23 $^5/_8$")
216 mm (8 $^1/_2$")

Effective scanning area
- Shaded area will be scanned.

4 mm ($^5/_{32}$")
4 mm ($^5/_{32}$")
4 mm ($^5/_{32}$")
4 mm ($^5/_{32}$")
208 mm (8 $^3/_{16}$")
216 mm (8 $^1/_2$")

Document weight
- Single sheet:
  45 g/m^2 to 90 g/m^2 (12 lb to 24 lb)
- Multiple sheets:

60 g/m^2 to 80 g/m^2 (16 lb to 21 lb)

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 (8 $^1/_4$"), we recommend using a copy machine to copy the original document onto A4 or letter-size paper, then setting the copied document.
- Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using 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 25, 26).

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 1 time.
- To cancel redialing, 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 45).

4.4 Broadcast transmission

By storing one-touch dial and phonebook items (page 25, 26) 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 utilizes stations 1–3. The one-touch dial function will be canceled.

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 64).

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 canceled.
  - If a party is busy or does not answer, it will be skipped and redialed later 1 time.

To cancel broadcast transmission

1. Press **[Stop]** repeatedly until "**SEND CANCELED?**" is displayed.
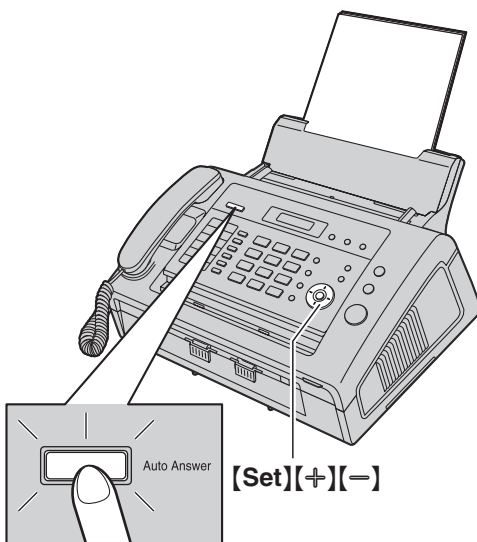
2. Press **[Set]**.

4.5 Receiving a fax automatically – Auto answer ON

4.5.1 Activating FAX ONLY mode

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

```
FAX ONLY MODE
3 RINGS      [±]
```

- The display will show the ring count in FAX ONLY mode. If you wish to change it, press **【+】** or **【−】** repeatedly to display the desired setting, and press **【Set】**.
- The **【Auto Answer】** indicator is ON.

【Set】【+】【−】

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 42).

If you have subscribed to a Distinctive Ring service
See page 38.

4.6 Receiving a fax manually – Auto answer OFF

4.6.1 Activating TEL mode

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

```
TEL MODE
```

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

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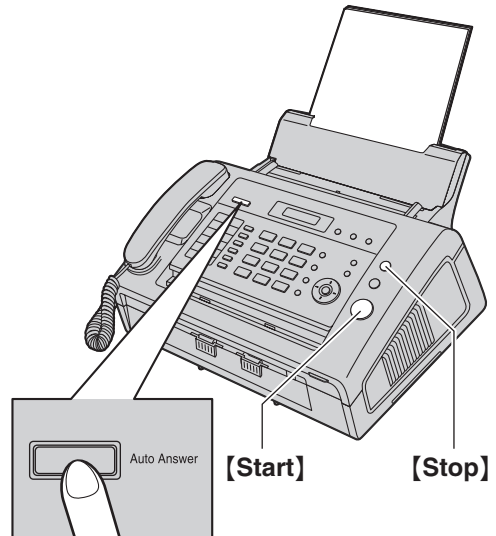
How to receive phone calls and faxes

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.

34

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 44) beforehand. The default setting is ON. The fax activation code can also be changed.

To stop receiving

Press [**Stop**].

4.7 Using the unit with an answering machine

4.7.1 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.
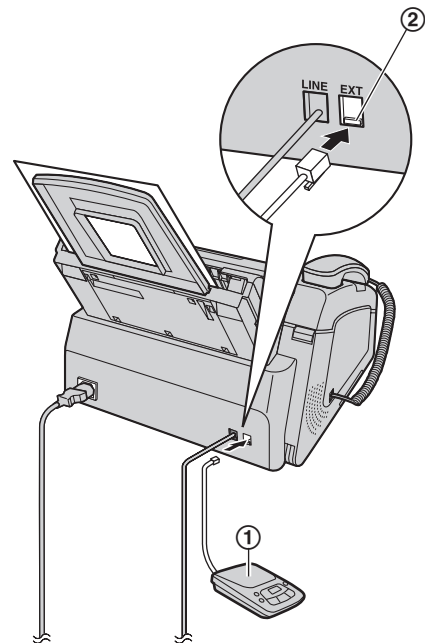
2 Set the number of rings on the answering machine to 4 rings or less.
- ● This will allow the answering machine to answer the call first.

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 34).
- ● If you set to FAX ONLY mode, **change the ring setting in FAX ONLY mode to "5 EXT.TAM" (feature #06 on page 42).**

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 44)
- – remote access to your phone company's Voice Mail (if you subscribed)

Note:
- If the call is a phone call, the answering machine will record voice messages.
  If a fax calling tone is detected, the 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 44). 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.

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

If you subscribe to Caller ID service (page 27), 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.**

4.8.1 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.

4.8.2 Storing undesired callers

You can register up to 20 undesired numbers from the caller information list (page 27) 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 Distinctive Ring service

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

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

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

5.2.1 Activating the Distinctive Ring feature

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.

How phone calls and faxes are received

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

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

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

5.3 Using three or more phone numbers on a single telephone line

You may wish to use three or more phone numbers for a single telephone line. In order to distinguish which number the call was addressed to, a different ring pattern must be assigned for each number.

Example: Using three phone numbers

Telephone number	Ring pattern	Use
012 1234	Standard ring	Personal
012 5678	Double ring	Business
012 9876	Triple ring	Fax

To use one phone number for the fax, program the ring pattern assigned for the fax (feature #32 on page 38). In the example, the ring pattern assigned for fax is a triple ring, so you should program **"C"** (triple ring).

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

Note:
● The default setting is **[5]** **"B–D"**. The fax will respond to all calls with ring tone patterns **"B"**, **"C"** and **"D"**.

5.4 Programming the ring pattern assigned for fax

1 Set feature #31 to **"ON"** (page 38).

2 **[Menu]** → **[♯][3][2]**

3 Press **[1]** to **[5]** to select the ring pattern assigned for fax. → **[Set]** → **[Menu]**

6.1 Making a copy
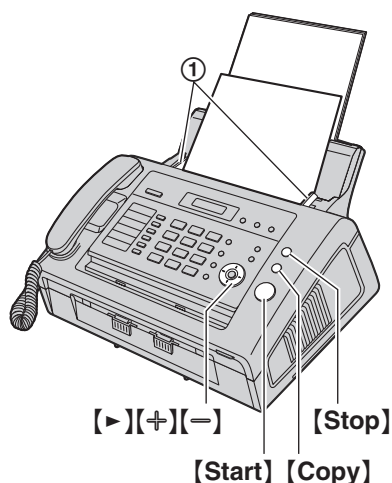
【►】【＋】【－】　　　**【Stop】**

【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 center of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy.
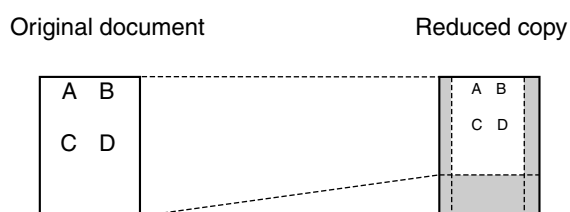
Example: 150% enlarged copy

Original document　　　　　　　　Enlarged copy
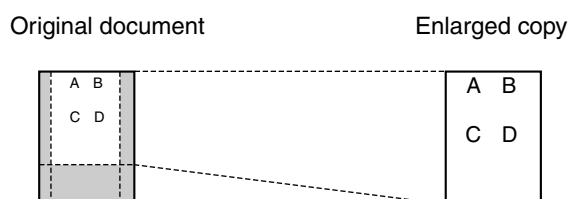
To reduce a document

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]**.

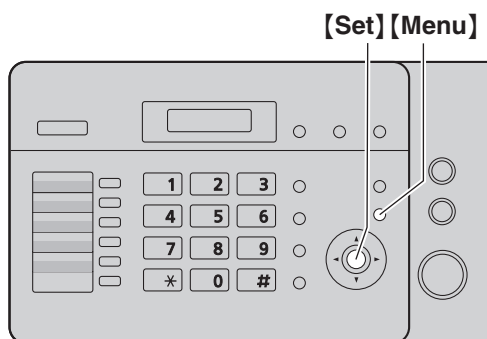**Example: Making 2 copies of a 4-page original document**
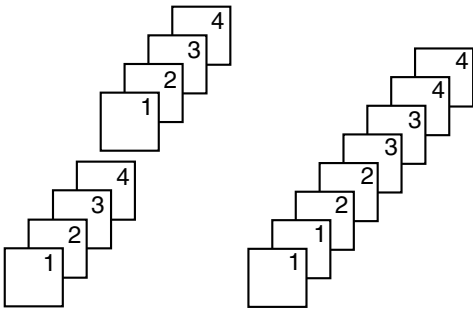
Collated pages   Uncollated pages

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 42 to page 46).

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 quick setup **[♯][0][0]**	You can print out the quick fax setup guide and select the desired receiving mode depending on your situation. **[1]** "**FAX ONLY**" (default): Use only as a fax (page 34). **[2]** "**DIST. RING**": With the Distinctive Ring service (page 38). **[3]** "**EXT. TAM**": With an external telephone answering machine (page 35). **[4]** "**TEL ONLY**": Mostly phone calls (page 34). 1. **[Menu]** → **[♯][0][0]** 2. **[Set]** 3. Press **[Set]** again to print the quick fax setup guide. ● If you do not wish to print it, press **[Stop]**. 4. Press **[1]** to **[4]** to display the desired setting. 5. **[Set]** → **[Menu]**
Setting the date and time **[♯][0][1]**	Enter the date and time using the dial keypad. See page 21 for details.
Setting your logo **[♯][0][2]**	Enter your logo using the dial keypad. See page 22 for details.
Setting your fax number **[♯][0][3]**	Enter your fax number using the dial keypad. See page 24 for details.
Printing a confirmation report **[♯][0][4]**	To print a confirmation report for fax transmission results (page 31). **[0]** "**OFF**": Confirmation reports will not be printed. **[1]** "**ON**": A confirmation report will be printed after every transmission. **[2]** "**ERROR**" (default): A confirmation report will be printed only when fax transmission fails.
Changing the ring setting in FAX ONLY mode **[♯][0][6]**	**[1]** "**1**" **[2]** "**2**" **[3]** "**3**" (default) **[4]** "**4**" **[5]** "**5 EXT.TAM**" (External Telephone Answering Machine)
Setting the dialing mode **[♯][1][3]**	See page 20 for details.
Setting the recording paper size **[♯][1][6]**	**[1]** "**LETTER**" (default): Letter-size paper. **[2]** "**A4**": A4-size paper. **[3]** "**LEGAL**": Legal-size paper.
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.
	     ● Press **【✱】** repeatedly to select "AM" or "PM".
	 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 27).
Activating the Distinctive Ring feature 【♯】【3】【1】	**【1】 "ON"** **【2】 "OFF"** (default) See page 38 for details.

Feature/Code	Selection
Setting the ring pattern for fax (Distinctive Ring feature) **[♯][3][2]**	**[1]** "A" **[2]** "B" **[3]** "C" **[4]** "D" **[5]** "B-D" (default) See page 38 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" (default): The date and time setting will be automatically adjusted. **[2]** "MANUAL": Deactivates this features.
Setting auto reduction feature **[♯][3][7]**	To receive a fax document that is longer than your recording paper. **[0]** "OFF": Deactivates this feature. **[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.
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.

Feature/Code	Selection
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. ● The default time is "**12:00PM**". ● Press [⋆] repeatedly to select "**AM**" or "**PM**". **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.
Setting flash time [♯][7][2]	The 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.
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.
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 confirmation 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 43).
DOCUMENT JAMMED	-----	● The document is jammed. Remove the jammed document (page 60).
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 17) or remove the jammed paper (page 58).
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 dialed is not in service.
PRESSED THE STOP KEY	-----	● 【Stop】 was pressed and fax communication was canceled.
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 54).
"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 62) and try again.
"CHECK DRUM"	• The drum unit is not inserted properly. Re-insert it correctly (page 13).
"CHECK PAPER"	• Recording paper is not installed or the unit has run out of paper. Install paper (page 17) and press **[Start]** to clear the message. • Recording paper is not fed into the unit properly. Re-install paper (page 17) 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 54).
"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 65.
"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 26).
"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 58).
"PLEASE WAIT"	• The unit is warming up. Wait for a while.
"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 60). • The document is longer than 600 mm (23 $\frac{5}{8}$"). Press **[Stop]** to remove the document. Divide the document into two or more sheets and try again.
"REPLACE DRUM SOON"	• The drum life is near to an end. Replace the drum unit as soon as possible (page 54).

Display	Cause & Solution
"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 17) or remove the jammed paper (page 58).
"TONER EMPTY" **"CHANGE SUPPLIES"**	• The toner life is complete. Replace the toner cartridge immediately (page 54).
"TONER LOW" **"CHANGE SUPPLIES"**	• The toner life is near to an end. Replace the toner cartridge as soon as possible (page 54).
"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 letter-size paper. Use the appropriate size paper (page 65), 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 19). • 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 dialing mode setting may be wrong. Change the setting (feature #13 on page 20).
The unit does not ring.	• The ringer volume is turned OFF. Adjust it (page 21).

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 34). • If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 38).
The [Redial/Pause] button does not function properly.	• If this button is pressed during dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.
The receiving mode does not function properly.	• Distinctive Ring is set (feature #31 on page 38).
The unit beeps.	• The memory reception alert of feature #44 is ON (page 44), and the unit has a document in memory. Press **[Stop]** to stop the beeps, then see the displayed message instructions to solve the problem.
Whenever I try to retrieve my voice mail messages, I am interrupted by the fax tone.	• You are probably entering **[*][♯][9]**. This is the default setting for the fax activation code. If you use a voice mail service, turn the fax activation feature OFF or reprogram the activation code (feature #41 on page 44).
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 19). • 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 43). • 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. • 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 62). Please do not insert a document before correction fluid has dried completely.

8.3.4 Fax – receiving

Problem	Cause & Solution
I cannot receive documents.	• You may have subscribed to a voice mail service due to service packs offered by your telephone company. Fax reception may not be possible when voice mail is activated so we recommend you to: – contact your telephone company and request to deactivate voice mail service, or – subscribe to a Distinctive Ring service (page 38). • The telephone line cord is connected to the [**EXT**] jack on the unit. Connect to the [**LINE**] jack (page 19).
I cannot receive documents automatically.	• The receiving mode is set to TEL mode. Set to FAX ONLY mode (page 34). Press 【**Auto Answer**】 repeatedly to turn ON the 【**Auto Answer**】 indicator. • 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 42). • Make sure that the Distinctive Ring of feature #31 is set properly (page 38). 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 34). Press 【**Auto Answer**】 repeatedly to turn OFF the 【**Auto Answer**】 indicator.
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 fiber content that is over 20%, such as letterhead or resume paper. ● The remaining toner is low. Replace the toner cartridge (page 54). ● To check the drum life and quality, please print the printer test list (page 64). 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 62). 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 44) 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 44). ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 17) or remove the jammed paper (page 58).
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 17) or remove the jammed paper (page 58). ● 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: – Press **[Auto Answer]** repeatedly to turn OFF the **[Auto Answer]** indicator. ● The Distinctive Ring of feature #31 is activated (page 38).

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 17).
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 62). 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 fiber 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 54). • To check the drum life and quality, please print the printer test list (page 64). If printing quality is still poor, replace the toner cartridge and drum unit.

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 35). • 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 64). 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-FAT88) and drum unit (Model No. KX-FAD89)**. See page 10 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 62) 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.
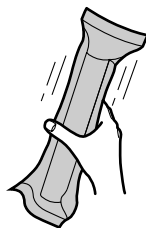
2 Remove the new toner cartridge from the protection bag. Peel off the seal (①) from the toner cartridge.
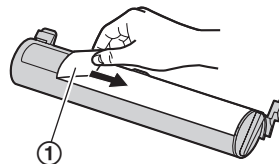
3 Remove the handset and document stacker.

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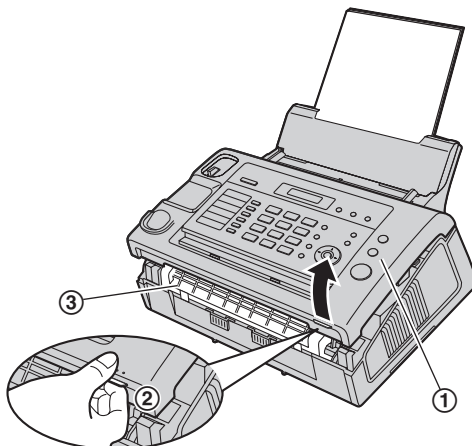
Caution:
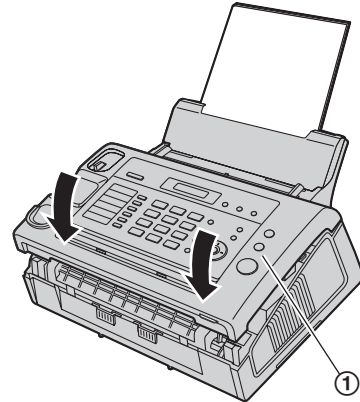**The fuser unit (③) gets hot. Do not touch it.**

5 Remove the drum and toner unit (①) by holding the two tabs.
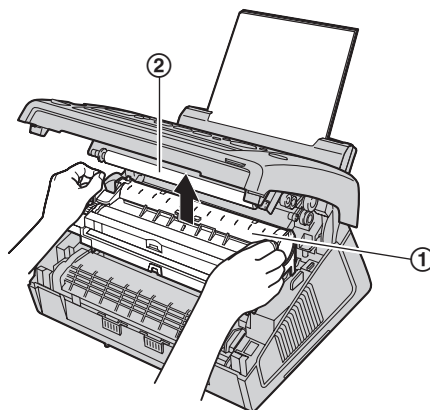
- Do not touch the transfer roller (②).
- If you replace the toner cartridge and the drum unit at the same time, skip to step 9.

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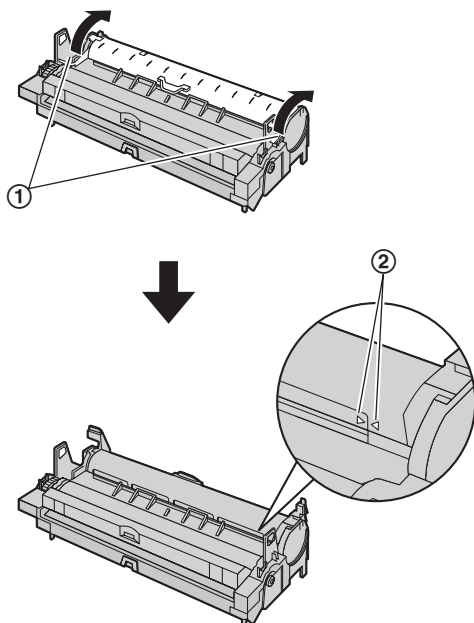
7 Remove the used cartridge (①) from the drum unit (②).
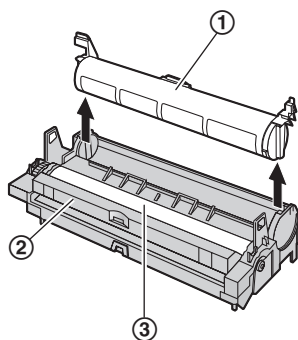
- The toner may stick to the cartridge and the drum unit. Be careful when handling. See page 5 for details.
- Do not drop the toner on the black drum surface (③).
- Put the used toner cartridge into the protection bag.

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.
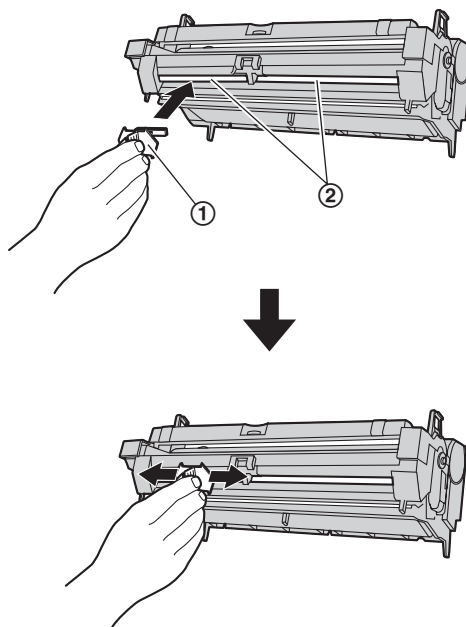
Note:
- Be sure to clean all the way to the edge of each groove.

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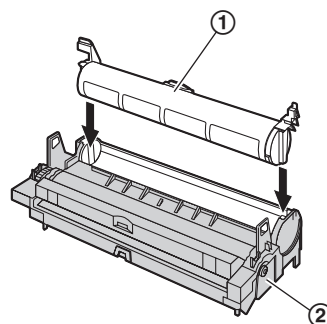
10 Press down the toner cartridge firmly (①). Keep pressing while turning the lever on each side of the toner cartridge towards you (②).
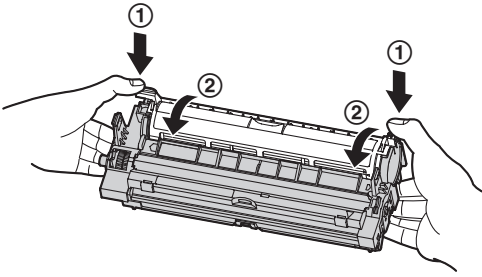
11 Make sure that the triangles (①) match, to install the toner cartridge correctly.
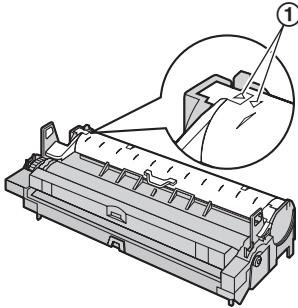
● If the lower glass (②) is dirty, clean it with a soft and dry cloth.
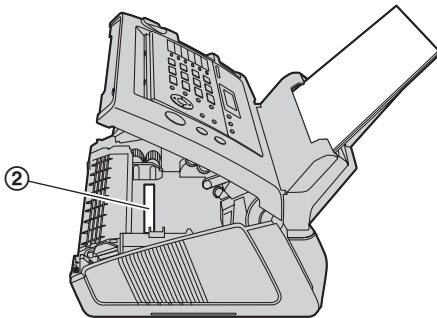
12 Install the drum and toner unit (①) by holding the tabs.
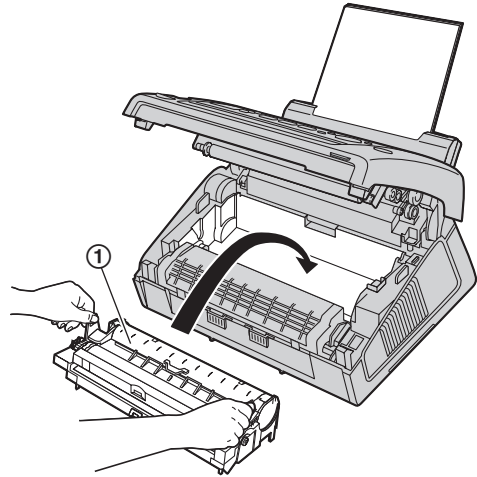
● Make sure that the triangles (②) match to install the drum and toner unit correctly.
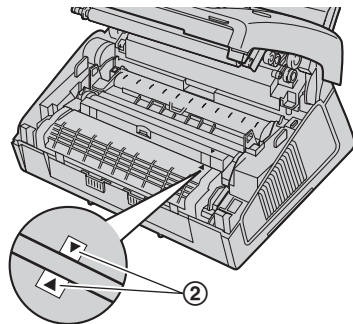
13 Close the front cover (①) by pushing down on both sides, until locked.
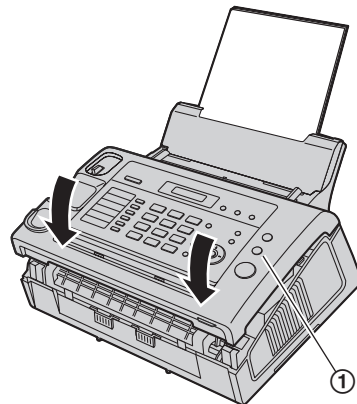
14 Place the handset on the cradle and attach the document stacker.

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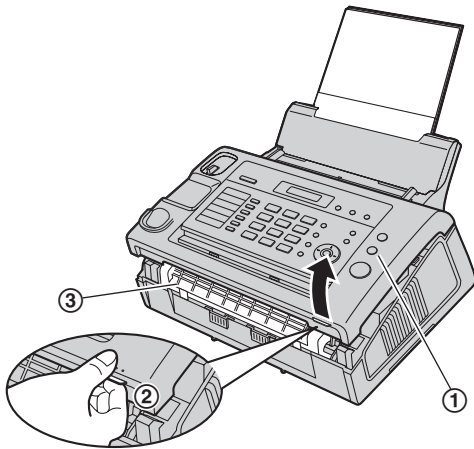
Caution:
The fuser unit (③) gets hot. Do not touch it.

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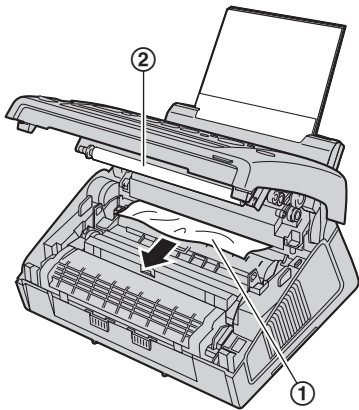
● Do not touch the transfer roller (②).

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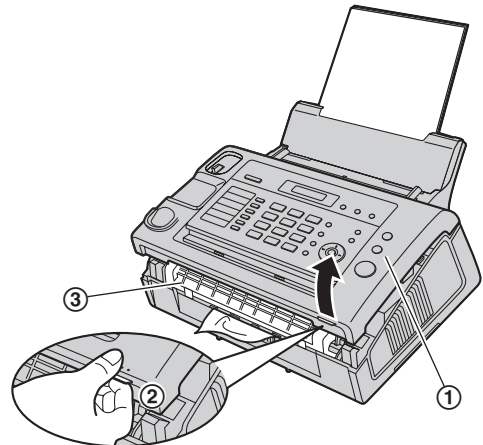
Caution:
The fuser unit (③) gets hot. Do not touch it.

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.
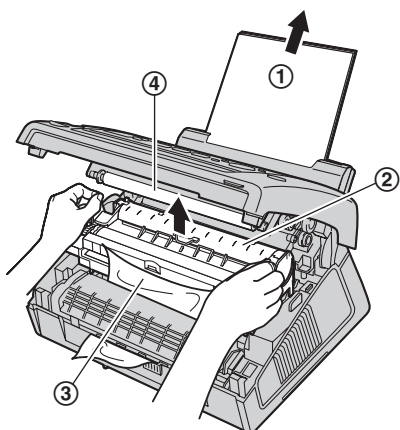
● Do not touch the transfer roller (④).

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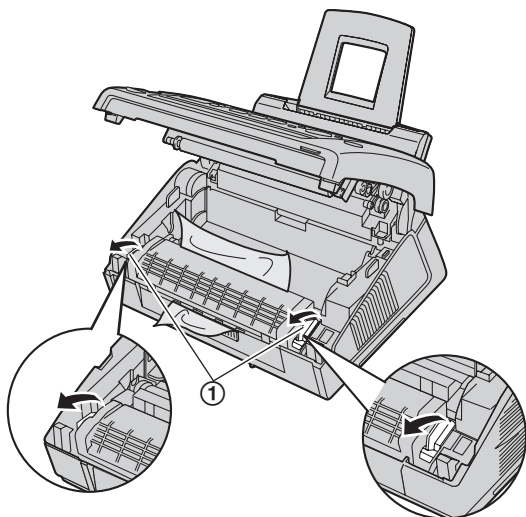
5 Remove the jammed paper (①) from the fuser unit by pulling it upwards carefully, then install the drum and toner unit.
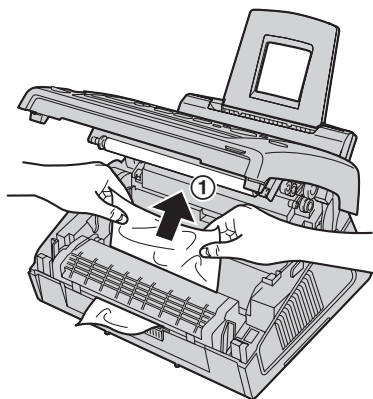
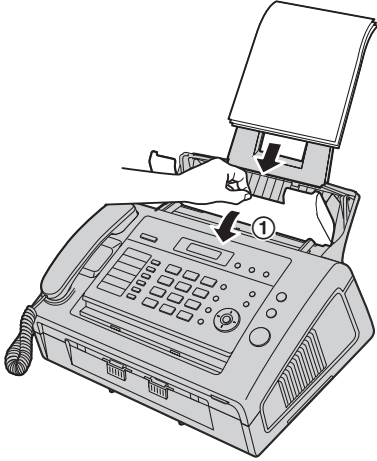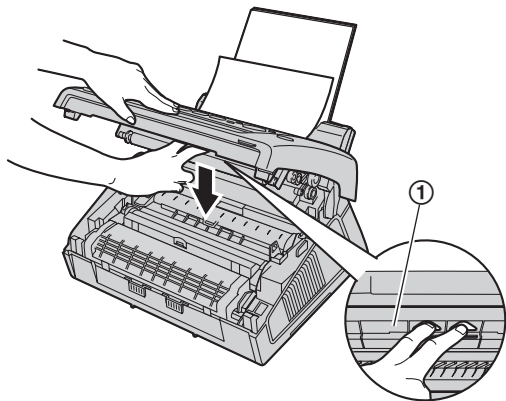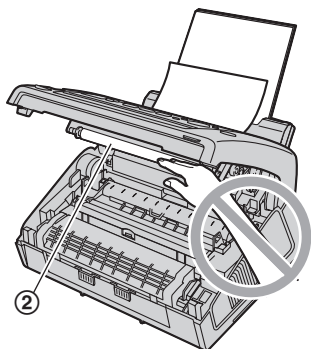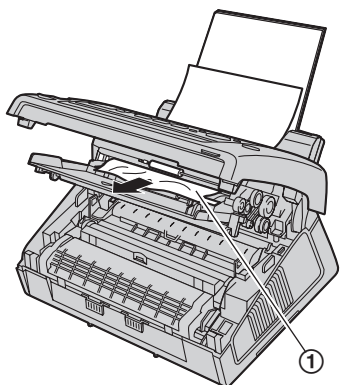**6** Push back the levers (①) to the original position.
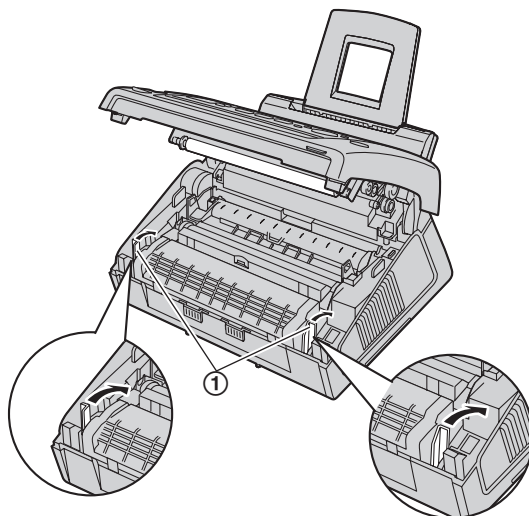
7 Close the front cover (①) by pushing down on both sides, until locked.
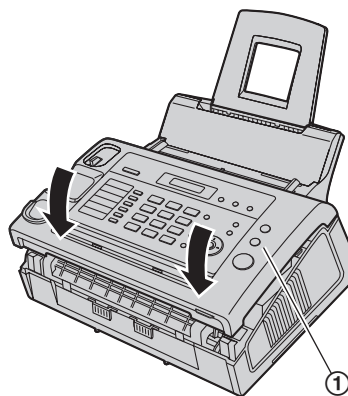
8 Place the handset on the cradle and attach the document stacker.

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.
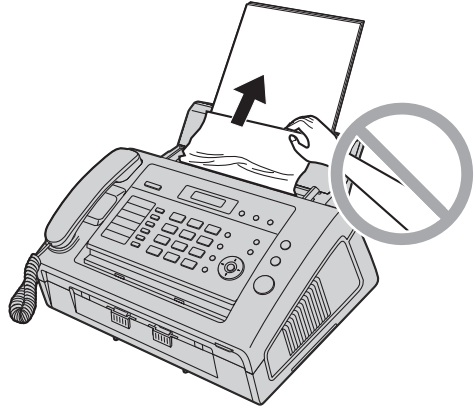
1 Remove the handset and document stacker.

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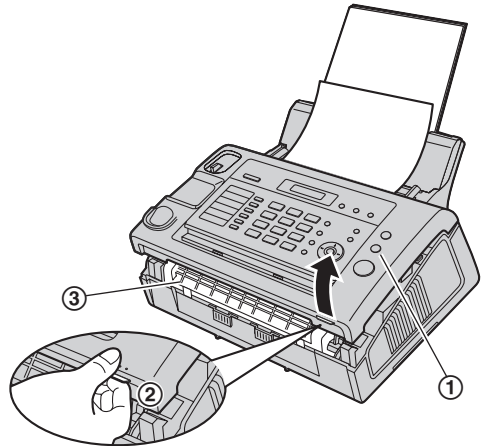
Caution:
The fuser unit (③) gets hot. Do not touch it.

3 Pull open the inner cover (①).

Note:
● Do not touch the transfer roller (②).
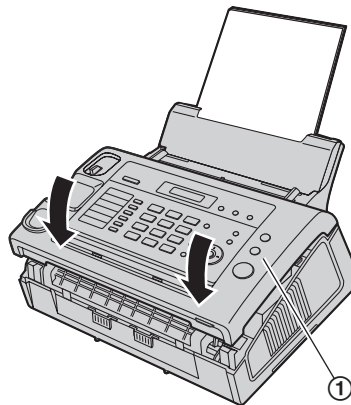

4 Remove the jammed document carefully (①).

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 54 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.

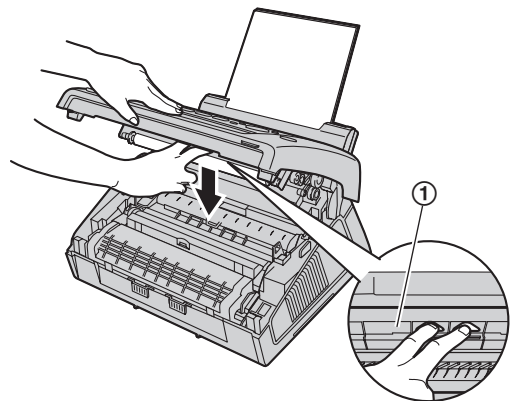**3** Lift open the front cover (①), holding the dotted area (②) on the right side.
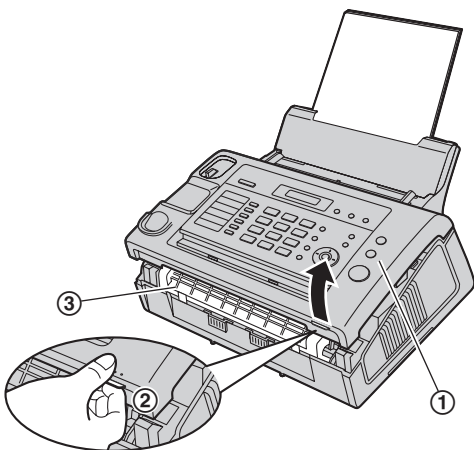
Caution:
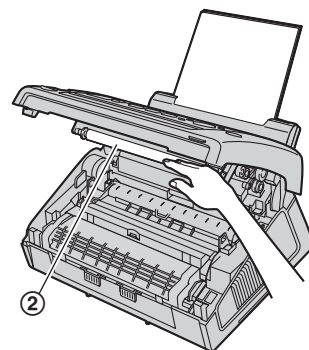**The fuser unit (③) gets hot. Do not touch it.**

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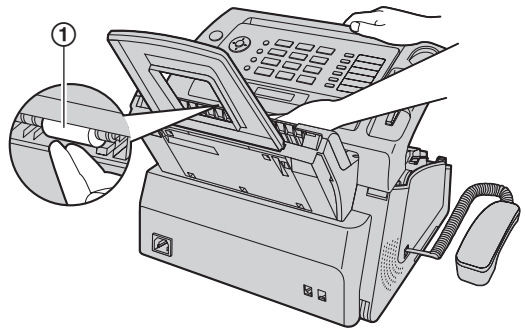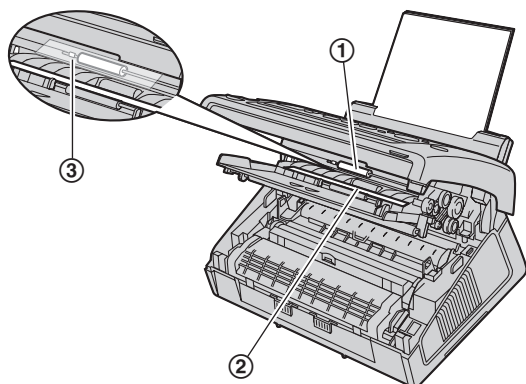

5 Pull open the inner cover (①).


● 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.
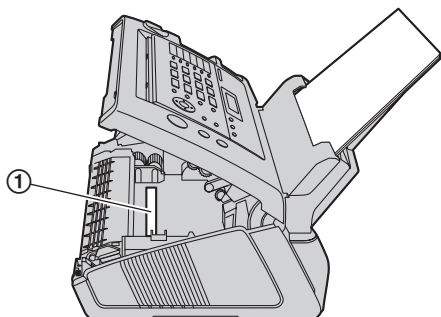Clean the upper glass (②) with a soft and dry cloth.

- Do not damage the transparent sheet (③) when cleaning the document feeder roller.
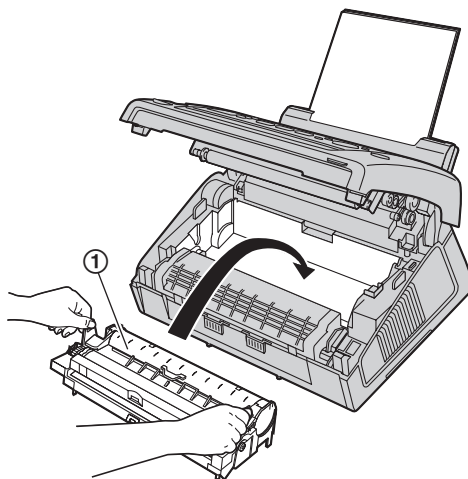
7 Push back the inner cover.

8 Remove the drum and toner unit (①) by holding the two tabs.
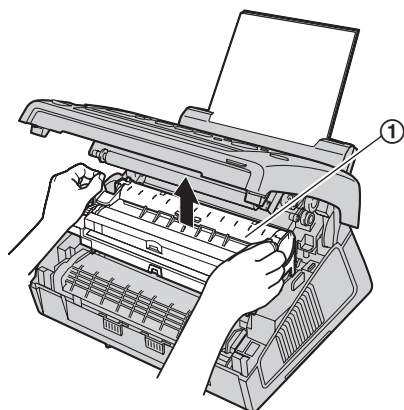
9 Clean the lower glass (①) with a soft and dry cloth.
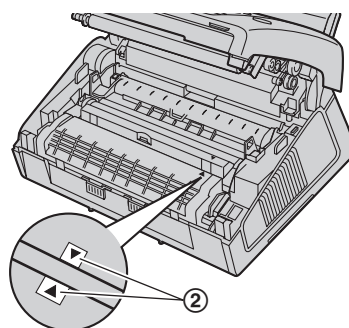
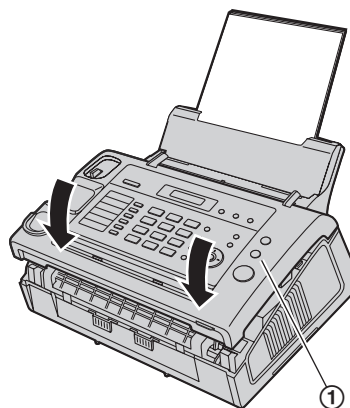**10** Re-install the drum and toner unit (①) by holding the tabs.

- 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.

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 42 to page 46).

– **"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 43).

– **"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 62). 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 43).

【Set】
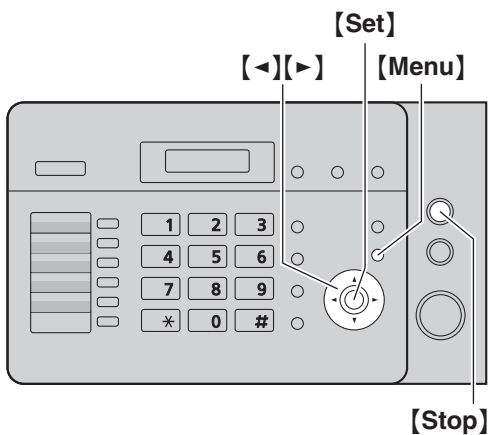
【◄】【►】 **【Menu】**

【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 (8 $^1/_2$") in width, Max. 600 mm (23 $^5/_8$") in length

Effective scanning width:
208 mm (8 $^3/_{16}$")

Effective printing width:
Letter/Legal: 208 mm (8 $^3/_{16}$")
A4: 202 mm (7 $^{15}/_{16}$")

Transmission time[*1]:
Approx. 4 s/page (ECM-MMR Memory transmission)[*2]

Scanning density:
Horizontal: 8 pels/mm (203 pels/inch)
Vertical: 3.85 lines/mm (98 lines/inch)-in standard resolution,
7.7 lines/mm (196 lines/inch)-in fine/photo/mixed (photo with text) resolution,
15.4 lines/mm (392 lines/inch)-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 (50 °F – 90.5 °F), 20 % – 70 % RH (Relative Humidity)

Dimensions:
Approx. height 218 mm × width 360 mm × depth 357 mm (8 $^4/_7$" × 14 $^1/_6$" × 14")

Mass (Weight):
Approx. 7.4 kg (16.3 lb)

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:
120 V AC, 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.)

Laser diode properties:
Laser output: Max. 5 mW
Wave length: 770 nm – 800 nm
Emission duration: Continuous

Copy speed:
Approx. 10 cpm (copies per minute)
(Based on single document multiple copy.)

Printing resolution:
600 × 600 dpi

**CIS's LED light properties:**
LED radiation output: Max. 1 mW
Wavelength: Green 520 nm typical
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
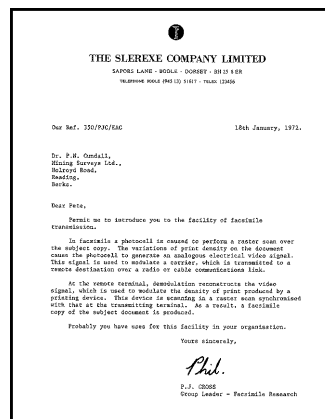
Note:
● Design and specifications are subject to change without notice.
● The pictures and illustrations in these instructions may vary slightly from the actual product.

Recording paper specifications

Recording paper size:
Letter: 216 mm × 279 mm (8 $^1/_2$" × 11")
Legal: 216 mm × 356 mm (8 $^1/_2$" × 14")
A4: 210 mm × 297 mm (8 $^1/_4$" × 11 $^{11}/_{16}$")

Recording paper weight:
60 g/m^2 to 90 g/m^2 (16 lb to 24 lb)

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-FAT88). Toner life varies in actual usage.

5 % image area

Approx. 2,000 sheets of letter-size paper can be printed.

10 % image area

Approx. 1,000 sheets of letter-size paper can be printed.

15 % image area

Approx. 600 sheets of letter-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.

11.3 FCC and Other Information

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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

NOTE:
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
— Reorient or relocate the receiving antenna.
— Increase the separation between the equipment and receiver.
— Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
— Consult your retailer/dealer or an experienced radio/TV technician for help.

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:ACJ----------.
If requested, this number must be provided to the telephone company.
• Registration No .....(found on the rear of the unit)
• Ringer Equivalence No. (REN)
...............................(found on the rear of the unit)

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products

approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact a Factory Service Center or other Authorized Servicer. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

This equipment is hearing aid compatible as defined by the FCC in 47 CFR Section 68.316.

WHEN PROGRAMMING EMERGENCY NUMBERS AND(OR) MAKING TEST CALLS TO EMERGENCY NUMBERS:
1) Remain on the line and briefly explain to the dispatcher the reason for the call.
2) Perform such activities in the off-peak hours, such as early morning or late evenings.

Compliance with TIA-1083 standard:
Telephone handsets identified with this logo have reduced noise and interference when used with T-Coil equipped hearing aids and cochlear implants.

11.4 Limited Warranty (United States and Puerto Rico)

PANASONIC CORPORATION OF NORTH AMERICA
One Panasonic Way, Secaucus, New Jersey 07094

Panasonic Facsimile/Multi-Function Product
Limited Warranty

Limited Warranty Coverage

If your product does not work properly because of a defect in materials or workmanship, Panasonic Corporation of North America (referred to as "the warrantor") will, for the length of the period indicated on the chart below, which starts with the date of original purchase ("Limited Warranty period"), at its option either (a) repair your product with new or refurbished parts, or (b) replace it with a new or a refurbished product. The decision to repair or replace will be made by the warrantor.

Product categories	Parts	Labor
Thermal Transfer Facsimile	6 Months	6 Months
Laser Facsimile	1 (one) Year	1 (one) Year
Laser Multi-Function	1 (one) Year	1 (one) Year

Batteries, antennas, ink film, toner cartridge, drum unit, and ink cartridge (as may be applicable), and cosmetic parts (cabinet) are not warranted under this Limited Warranty.

During the "Labor" Limited Warranty period there will be no charge for labor. During the "Parts" Limited Warranty period, there will be no charge for parts. You must mail-in your product during the Limited Warranty period. This Limited Warranty only applies to products purchased and serviced in the United States or Puerto Rico. This Limited Warranty is extended only to the original purchaser and only covers products purchased as new. A purchase receipt or other proof of the original purchase date is required for Limited Warranty service.

Mail-In Service

For Mail-In Service in the United States and Puerto Rico call 1-800-211-PANA (7262)

Limited Warranty Limits And Exclusions

This Limited Warranty ONLY COVERS failures due to defects in materials or workmanship, and DOES NOT COVER normal wear and tear or cosmetic damage. The Limited Warranty ALSO DOES NOT COVER damages which occurred in shipment, or failures which are caused by products not supplied by the warrantor such as non Panasonic ink film, toner cartridge or drum unit, or failures which result from accidents, misuse, abuse, neglect, bug infestation, mishandling, misapplication, alteration, faulty installation, set-up adjustments, signal reception problems, misadjustment of consumer controls, improper maintenance, power line surge, improper voltage supply, lightning damage, modification, introduction of sand, humidity or liquids, rental use of the product, service by anyone other than a Factory Service Center or other Authorized Servicer, or damage that is attributable to acts of God.

THERE ARE NO EXPRESS WARRANTIES EXCEPT AS LISTED UNDER "LIMITED WARRANTY COVERAGE". THE WARRANTOR IS NOT LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS LIMITED WARRANTY. (As examples, this excludes damages for lost time, cost of having someone remove or re-install an installed unit if applicable, or travel to and from the servicer. The items listed are not exclusive, but are for illustration only.) **ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTY OF MERCHANTABILITY, ARE LIMITED TO THE PERIOD OF THE LIMITED WARRANTY.**

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

This Limited Warranty gives you specific legal rights and you may also have other rights which vary from state to state. If a problem with this product develops during or after the Limited Warranty period, you may contact your retailer/dealer or Service Center. If the problem is not handled to your satisfaction, then write to the warrantor's Consumer Affairs Department at the addresses listed for the warrantor.

PARTS AND SERVICE WHICH ARE NOT COVERED BY THIS LIMITED WARRANTY ARE YOUR RESPONSIBILITY.

For In Limited Warranty product service
• Call toll-free 1-800-211-PANA (7262) for the location of an authorized service center.

If the Limited Warranty has expired, contact our Continued Services Technical Support Line at 1-800-435-7329, for fee based technical support. A credit card will be used to charge this fee.

When you ship the product
• Carefully pack your unit, preferably in the original carton.
• Attach a letter, detailing the symptom or problem, to the outside of the carton.
• Send the unit to an authorized service center, prepaid and adequately insured.
• Do not send your unit to the Panasonic Corporation of North America or to any executive or regional sales office. These locations do not repair consumer products.

11.5 Customer Services directory

Customer Services Directory (United States and Puerto Rico)

Obtain Product Information and Operating Assistance; locate your nearest Retailer/Dealer or Service Center; purchase Parts and Accessories; or make Customer Service and Literature requests by visiting our Web Site at:

http://www.panasonic.com/help

or E-mail us via:
http://www.panasonic.com/contactinfo

Contact:
For in Limited Warranty programming and Troubleshooting Support:
Office Advantage assistance and Service Location finder: 1-800-211-PANA (7262)
If the Limited Warranty has expired, contact our Continued Services Technical Support Line at 1-800-435-7329, for fee based technical support. A credit card will be used to charge this fee.

For hearing or speech impaired TTY users, TTY: 1-877-833-8855

Accessory Purchases (United States and Puerto Rico)

Purchase Parts, Accessories and Instruction Books online for all Panasonic Products by visiting our Web Site at:

http://www.pstc.panasonic.com

or, send your request by E-mail to:
npcparts@us.panasonic.com

You may also contact us directly at:
Phone (800) 332-5368 Fax (800) 237-9080 (Monday - Friday 9 am to 9 pm, EST.)
Panasonic Service and Technology Company
20421 84th Avenue South, Kent, WA 98032
(We Accept Visa, MasterCard, Discover Card, American Express, and Personal Checks)

For hearing or speech impaired TTY users, TTY: 1-866-605-1277

12.1 Index

Panasonic OFFICE ADVANTAGE PROGRAM

Free peace of mind, direct from Panasonic

NO EXTRA COST

OFFICE ADVANTAGE PROGRAM
*Limits and exclusions apply.
See Limited Warranty for details.*

- ***Covered during the period of limited warranty*1: parts, labor, and toll-free help line*2**
- ***Free replacement*3 and repair program***

The Panasonic Office Advantage Consumer Service Program.
Panasonic knows that if your unit is not up and running, neither is your business. That's why we created the Panasonic Office Advantage Program. Included at no extra cost with the purchase of a new and unused Panasonic unit, the Office Advantage Program can provide a free replacement unit*3 if your original unit is in need of repair.

Here's how it works:
1. If you have a problem with your unit that you purchased new and unused while it is covered by the period of limited warranty*1, call our toll-free help-line at 1-800-211-PANA (7262)*2.
2. Talk to one of our technical experts to troubleshoot your problem over the phone.
3. If repairs are necessary and you are entitled to service under the terms and conditions of the limited warranty*5, we will send a refurbished*4 replacement unit to you.

A second option available under our limited warranty*1 is to mail-in your unit to one of our Authorized Independent Service centers, where the unit will be repaired and returned to you.

Instructions:
If you choose to receive a replacement unit under the Office Advantage Program, Panasonic will provide a replacement unit which will be completely refurbished, quality-tested by Panasonic technicians and individually hand-inspected before it is shipped to you. You will keep the replacement unit and send the original unit to us in the replacement unit's box within 10 days upon delivery to avoid unnecessary charges. You need to contact the courier to pick up the unit at no charge to you, should it be determined that you are entitled to warranty service. The original unit must be properly packaged in the same manner as the replacement unit, utilizing the packing materials provided. Damage due to improper or inadequate packing will be charged to you as an out-of-warranty cost.

Requirements:
You must give our technicians a valid credit card number (Discover, VISA, Master Card, or American Express/Optima). The proof-of-purchase must be faxed to 1-888-412-9991 to determine if the unit is under Limited Warranty. Product that is not returned to Panasonic by 10 business days after shipment of the replacement product will be charged to your credit card account at Panasonic's Suggested Retail Price (see your retailer/dealer for details). If your original unit is not eligible for warranty service, your card will be charged for the non-warranty repair of the unit at Panasonic's current rate for parts and labor and for any shipping charges associated with this program. If you do not wish to pay out-of-warranty repair costs, you will be responsible for returning the replacement unit to Panasonic and for paying all shipping charges associated with this program including the delivery of the replacement product to you, shipment of the problem unit to Panasonic, shipment of the replacement unit back to Panasonic and the return of your original unit back to you. Credit status will be verified prior to sending the replacement product.

*1. See Limited Warranty page for more information.
*2. If the Limited Warranty*1 has expired, contact our Continued Services Technical Support Line at 1-800-435-7329, for fee based technical support. A credit card will be used to charge this fee.
*3. Replacement unit is refurbished.
*4. *Panasonic reserves the right to send a refurbished unit. Accessories and consumables are not included.*
*5. Replacement program is only available in the 50 United States and is subject to termination at any time without advance notice. All terms stated in the Limited Warranty apply to this program. *Please see Limited Warranty coverage page for more information.*

Panasonic Corporation of North America
One Panasonic Way, Secaucus, New Jersey 07094

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