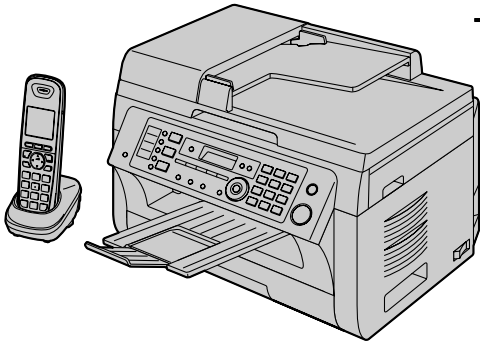


# Panasonic<sup>®</sup>

## Operating Instructions

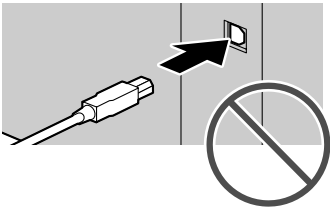


Multi-Function Printer  
Model No. **KX-MB2060**  
**KX-MB2061**

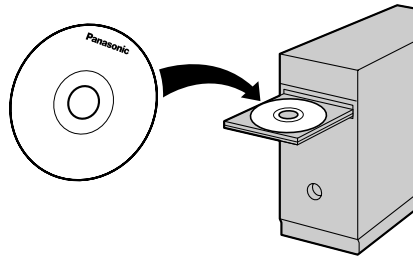
The pictured model is KX-MB2061.

**Do NOT connect the unit to a computer with the USB cable until prompted to do so during the setup of Multi-Function Station (CD-ROM).**

1



2



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

**Charge the battery for about 7 hours before initial use.**

- 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 product.**

**You can select a desired language.**

- **Base unit:** The voice guidance, display and reports will be in the selected language. The default setting is English. If you want to change the setting, see feature #110 on page 78 and feature #112 on page 88.
- **Cordless handset:** The display will be in the selected language. The default setting is English. If you want to change the setting, see page 102.

**Caution:**

- **Do not rub or use an eraser on the printed side of the 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 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](http://www.panasonic.com/environmental) for more information.

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## For your safety

### Laser radiation

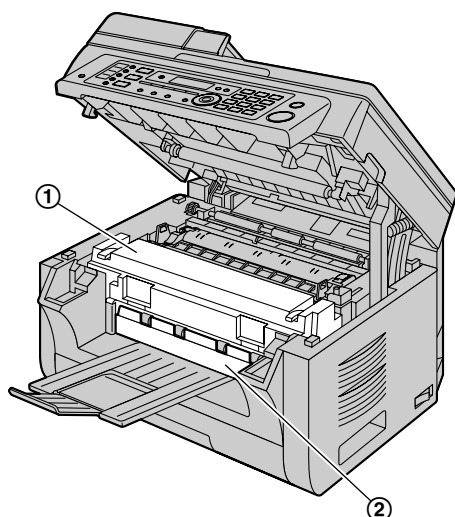
- The printer of this unit utilizes a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

### Fuser unit

- During or immediately after printing, the fuser unit (①) gets hot. This is normal. Do not touch the fuser unit.

### Note:

- The area near the output tray (②) may also get warm. This is normal.



## For best performance

### Toner cartridge and drum cartridge

- When replacing the toner cartridge or drum cartridge, 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 cartridges are recommended. We cannot be responsible for problems that may be caused by a non-Panasonic toner cartridge or drum cartridge:
  - Damage to the unit
  - Poor print quality
  - Improper operation

### Toner cartridge

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

### Drum cartridge

- Read the instructions on page 12 before you begin installation of the drum cartridge. After you have read them, open the drum cartridge protective bag. The

drum cartridge contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protective bag:

- Do not expose the drum cartridge to light for more than 5 minutes.
- Do not touch or scratch the black drum surface.
- Do not place the drum cartridge near dust or dirt, or in a high humidity area.
- Do not expose the drum cartridge to direct sunlight.
- To extend the life of the drum cartridge, the power switch should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.

### Location

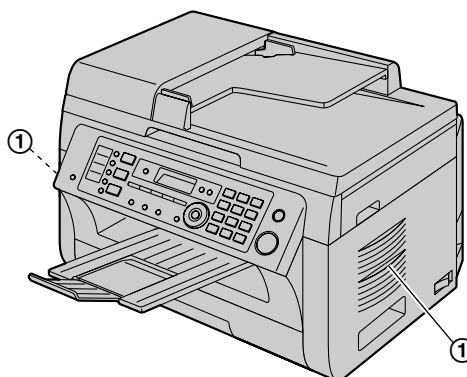
- To avoid malfunction, do not position the unit near appliances such as TVs or speakers which generate an intense magnetic field.

### 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. Damp basements should also be avoided.
- Do not cover slots or openings on the base 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.

## Important Information

### Cordless handset communication

- The base unit and other compatible Panasonic units use radio waves to communicate with each other. For maximum coverage and noise-free communications, place your base unit:
  - at a convenient, high, and central location with no obstructions between the cordless handset and base unit in an indoor environment.
  - away from electronic appliances such as TVs, radios, personal computers, wireless devices, or other phones.
  - facing away from radio frequency transmitters, such as external antennas of mobile phone cell stations. (Avoid putting the base unit on a bay window or near a window.)
- Coverage and voice quality depends on the local environmental conditions.
- If the reception for a base unit location is not satisfactory, move the base unit to another location for better reception.
- The maximum calling distance may be shortened when the unit is used in the following places: Near obstacles such as hills, tunnels, underground, near metal objects such as wire fences, etc.
- Operating the product near electrical appliances may cause interference. Move away from the electrical appliances.

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.**

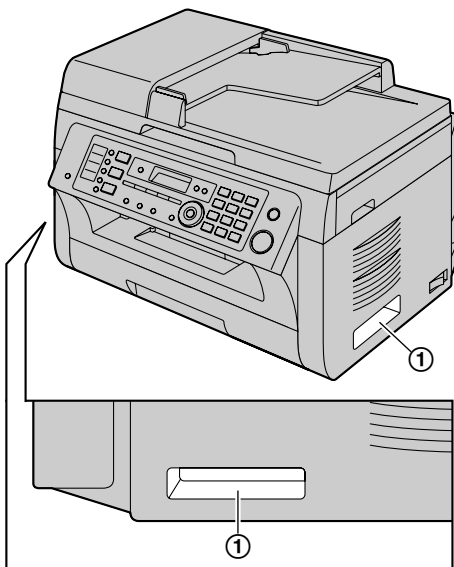
### Notice:

- Install your machine near a supervised area to prevent illegal copies from being made.

---

## Moving the base unit

When moving the base unit, hold by the grips (①) on both sides.



---

## Illegal copies

- It is unlawful to make copies of certain documents.

## 1. Introduction and Installation

### Accessories

- 1.1 Supplied accessories .....7
- 1.2 Accessory information .....7

### Finding the Controls

- 1.3 Button descriptions of the base unit .....8
- 1.4 Button descriptions of the cordless handset .....9
- 1.5 Display descriptions of the cordless handset .....10
- 1.6 Overview .....10

### Installation

- 1.7 Toner cartridge and drum cartridge .....12
- 1.8 Output tray .....15
- 1.9 Recording paper .....16

### Telephone

- 1.10 Handset unit .....18
- 1.11 Battery installation / replacement .....19

## 2. Preparation

### Connections and Setup

- 2.1 Connections .....21
- 2.2 Battery charge .....22
- 2.3 Intelligent eco mode .....23
- 2.4 Turning the power ON .....23
- 2.5 Dialing mode (for the base unit and cordless handset) .....24
- 2.6 Selecting the operation mode (Scan/Copy/Fax) .....24

### Document Requirements

- 2.7 Setting the original .....25

### Help

- 2.8 Help function .....26

### Volume

- 2.9 Adjusting the volume .....27

### Initial Programming

- 2.10 Date and time .....28
- 2.11 Your logo .....29
- 2.12 Your fax number .....29
- 2.13 Configuring the unit to access the LAN .....30
- 2.14 Installing Multi-Function Station .....31
- 2.15 Starting Multi-Function Station .....33

## 3. Printer

### Printer

- 3.1 Printing from Windows applications .....35
- 3.2 Easy Print Utility .....36

## 4. Scanner

### Scanner

- 4.1 Scanning from the base unit (Push Scan) .....37
- 4.2 Scanning from a computer (Pull Scan) .....40

## 5. Copier

### Copy

- 5.1 Making a copy .....42
- 5.2 More copying features .....43

## 6. Telephone

### Making and Answering Calls

- 6.1 Making phone calls .....49
- 6.2 Answering phone calls .....50

### Automatic Dialing

- 6.3 Base unit: One-touch dial feature and phonebook .....50
- 6.4 Cordless handset: Shared phonebook .....51
- 6.5 Chain dial (Cordless handset only) .....52

## 7. Caller ID

### Caller ID

- 7.1 Caller ID .....53
- 7.2 Viewing and calling back using caller information .....54
- 7.3 Editing a caller's telephone number before calling back/storing .....54
- 7.4 Erasing caller information .....55
- 7.5 Storing caller information .....55

## 8. Fax

### Sending Faxes

- 8.1 Sending a fax manually .....57
- 8.2 Sending a fax using one-touch dial feature and phonebook .....58
- 8.3 Broadcast transmission .....59
- 8.4 Sending an electronic document as a fax message from your computer .....61

### Receiving Faxes

- 8.5 Selecting the way to use your unit .....61
- 8.6 Receiving a fax automatically: Auto answer ON .....62
- 8.7 Receiving a fax manually: Auto answer OFF .....65
- 8.8 Junk fax prohibitor (preventing fax reception from undesired callers) .....65
- 8.9 Receiving a fax on your computer .....66
- 8.10 Web fax preview (LAN connection only) .....67

## 9. Distinctive Ring

### Distinctive Ring

- 9.1 Distinctive Ring service .....68
- 9.2 Using two or more phone numbers on a single telephone line .....68
- 9.3 Using three or more phone numbers on a single telephone line .....68
- 9.4 Programming the ring pattern assigned for fax .....68

## **10. Answering Machine**

### **Recording**

- 10.1 Recording your greeting message .....**69**
- 10.2 Leaving a voice message for others or yourself (Memo recording) .....**69**
- 10.3 Recording a telephone conversation .....**69**

### **Listening**

- 10.4 Listening to voice messages .....**70**

### **Voice Transfer**

- 10.5 Transferring a specific voice message to email address (voice to email address) (LAN connection only) .....**71**
- 10.6 Transferring a specific voice message to a computer (voice to PC) .....**71**

### **Remote Operation**

- 10.7 Receiving all incoming voice messages on your computer .....**72**
- 10.8 Listening to voice messages via a web browser (web voice playback) (LAN connection only) .....**73**
- 10.9 Operating from a remote location .....**73**
- 10.10 Using the answering machine with the cordless handset .....**74**

## **11. Programmable Features**

### **Features Summary**

- 11.1 Base unit programming .....**77**
- 11.2 Cordless handset programming .....**99**

## **12. Multi-unit Operation**

### **Additional Units**

- 12.1 Operating additional units .....**104**
- 12.2 Registering a cordless handset to a base unit .....**104**

### **Other Features**

- 12.3 Intercom .....**104**
- 12.4 Transferring a call/conference .....**105**
- 12.5 Copying phonebook items .....**105**

## **13. Useful Information**

### **Useful Information**

- 13.1 Character entry .....**107**
- 13.2 Status of the base unit .....**108**
- 13.3 Canceling the operations .....**109**

## **14. Help**

### **Reports and Displays**

- 14.1 Report messages .....**110**
- 14.2 Display messages .....**111**

### **Troubleshooting**

- 14.3 When a function does not work .....**115**

## **15. Paper Jams**

### **Jams**

- 15.1 Recording paper jam .....**127**
- 15.2 Document jams (Automatic document feeder) .....**132**

## **16. Cleaning**

### **Cleaning**

- 16.1 Cleaning the white plates and glass .....**134**
- 16.2 Cleaning the document feeder rollers .....**137**

## **17. General Information**

### **Printed Reports**

- 17.1 Reference lists and reports (Base unit only) .....**138**

### **Specifications**

- 17.2 Specifications .....**138**

### **Copyrights**

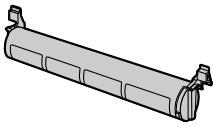
- 17.3 Information of copyrights and licenses .....**142**

## **18. Index**

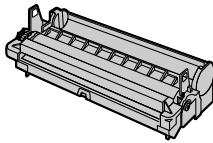
- 18.1 Index .....**154**

## 1.1 Supplied accessories

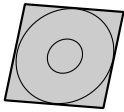
- ① Toner cartridge (starter)\*<sup>1</sup>



- ② Drum cartridge (KX-FAD462)\*<sup>2</sup>



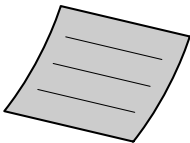
- ③ CD-ROM (PNJKMB2060Z)\*<sup>2</sup>



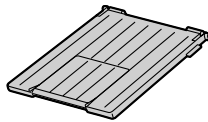
- ④ Important information guide (English–PNQW2407Z)\*<sup>2</sup> (Spanish–PNQW2408Z)\*<sup>2</sup>



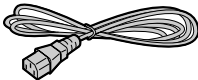
- ⑤ Quick installation guide (PNQW2309Z)\*<sup>2</sup>



- ⑥ Output tray (PNZEMB2030EB)\*<sup>2</sup>



- ⑦ Power cord (PNJA1022Z)\*<sup>2</sup>



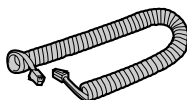
- ⑧ Telephone line cord (PFJA02B002Y)\*<sup>2</sup>



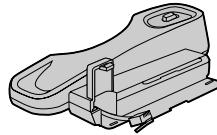
- ⑨ Handset (xxxxxx)\*<sup>2</sup>



- ⑩ Handset cord (xxxxxx)\*<sup>2</sup>



- ⑪ Handset cradle (xxxxxx)\*<sup>2</sup>



- ⑫ Cordless handset\*<sup>3</sup>



- ⑬ Rechargeable batteries (xxxxxx)\*<sup>2\*3</sup>



- ⑭ AC adaptor (PQLV219Y)\*<sup>2\*3</sup>



- ⑮ Charger (xxxxxx)\*<sup>2\*3</sup>



\*1 Prints about 500 pages at ISO/IEC 19752 standard page.

\*2 Part numbers are subject to change without notice.

\*3 KX-MB2061 only

### 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.

Please note that headset orders can be accepted via the internet.

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

### ■ Replacement accessory

#### – Toner cartridge

- **Model No. (Part No.): KX-FAT461**
- Prints about 2,000 pages at ISO/IEC 19752 standard page.

#### – Drum cartridge

- **Model No. (Part No.): KX-FAD462**

#### – Rechargeable batteries

- **Model No. (Part No.): HHR-4DPA**
- 2 rechargeable nickel metal hydride (Ni-MH) batteries, AAA (R03) size
- Replacement batteries may have a different capacity from that of the supplied batteries.

### ■ Optional accessory

- **Additional digital cordless handset**

## 1. Introduction and Installation

- **Model No. (Part No.): KX-TGA651**
- **Headset**
  - Model No. (Part No.): KX-TCA60, KX-TCA93, KX-TCA94, KX-TCA400, KX-TCA430

### Note:

- ISO/IEC 19752 standard is as follows:
  - Environment: 23 ± 2 °C (73 ± 3 °F) / 50 ± 10% RH
  - Print mode: Continuous printing

### 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](mailto:customerservice@shop.us.panasonic.com)
  - Telephone:** (800) 405-0652

### To place an order by fax

**Fax:** (800) 237-9080

Include:

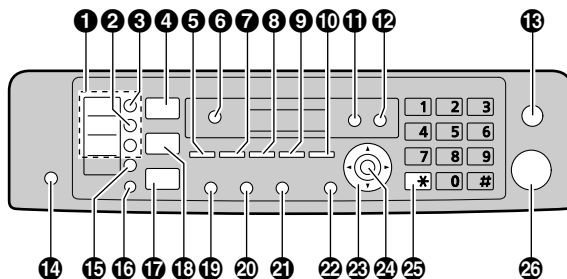
- your name, shipping address and telephone number
- credit card type, number, expiration date and your signature
- part number and quantity

### To place an order by telephone

**Telephone:** (800) 332-5368

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

## 1.3 Button descriptions of the base unit



### 1 Station keys

- To use the one-touch dial feature (page 50, 58).

### 2 [Manual Broad]

- To send a document to multiple parties by using the dial keypad (page 59).

### 3 [Broadcast]

- To send a document to multiple parties (page 59).

### 4 [Scan]

- To switch to the scan mode (page 24, 37).

### 5 [Copy Size]

- To select the copy size (page 42).

#### [Phonebook]

- To initiate the phonebook (page 51, 60).

### 6 [Playback]

- To play messages (page 70).

#### [Voice to PC]

- To transfer a voice message to an email address (page 71), or a computer (page 71).

### 7 [Contrast]

- To select the contrast when copying (page 42).
- To select the contrast when sending a fax (page 57).

### 8 [Resolution]

- To select the resolution when copying (page 42).
- To select the resolution when sending a fax (page 57).

### 9 [Zoom]

- To enlarge or reduce a document when copying (page 43).

#### [Quick Scan]

- To store a scanned document into memory, and then send it (page 58).

### 10 [Page Layout]

- To make copies using various page layouts (page 44).



**[Caller ID]**

- To use Caller ID features (page 53).

**11 [Erase]**

- To erase messages (page 69, 70).

**12 [Record]**

- To record a greeting message, conversation or memo message (page 69).

**13 [Stop]**

- To stop an operation or programming session.
- To erase a character/number.

**14 [Auto Answer]**

- To turn the auto answer setting ON/OFF (page 62).

**15 [Lower]**

- To select station 4-6 for the one-touch dial feature (page 50, 58).

**16 [Locator]/[Intercom]**

- To make/answer intercom calls (page 104).
- To page or locate a cordless handset (page 104).

**17 [Fax]**

- To switch to the fax mode (page 24, 57).

**18 [Copy]**

- To switch to the copy mode (page 24, 42).

**19 [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.

**20 [Flash]**

- To access special telephone services such as call waiting (page 53) or for transferring extension calls.

**21 [Monitor]**

- To initiate dialing.  
When you press **[Monitor]** while receiving a call, you will be able to hear the other party, but the other party will not be able to hear you.

**22 [Menu]**

- To start or exit programming.

**23 Navigator key**

- To select desired settings.
- To adjust the volume (page 27).
- To search for a stored item (page 58).

**24 [Set]**

- To store a setting during programming.

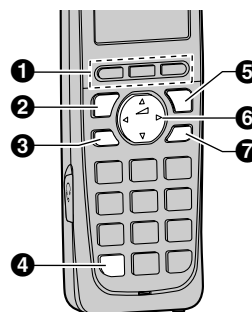
**25 [Tone]**

- To change from pulse to tone temporarily during dialing when your line has rotary/pulse service.

**26 [Start]**

- To copy a document (page 42).
- To scan a document (push scan) (page 37).
- To send a fax (page 57).

**1.4 Button descriptions of the cordless handset**



**1 Soft keys**

- To select the features or operations displayed directly above each key (page 10).

**2 [Talk]**

- To make/answer calls (page 49, 50).

**3 [Speakerphone]**

- For speakerphone operation.

**4 [\*] (Tone)**

- To change from pulse to tone temporarily during dialing when your line has rotary pulse service.

**5 [OFF]**

- To hang up (page 49, 50).
- To stop an operation or programming.

**6 Navigator**

- To adjust the receiver or speaker volume (up or down) while talking (page 27).
- To scroll through various lists or items (page 52).
- **[CID←]** (Caller ID): To move the cursor (left) to view the caller list.
- **[▶REDIAL]**: To move the cursor (right) to view the redial list.

**7 [FLASH][CALL WAIT]**

- To access special telephone services or for transferring extension calls.
- The flash time can be changed (feature #121 on page 78).
- To set the alarm feature (page 102).
- To access special telephone services such as call waiting (page 53) or for transferring extension calls.

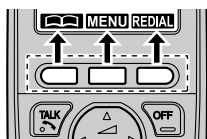
## 1.5 Display descriptions of the cordless handset

### Display items

Display item	Meaning
☒	Within base unit range
☒	Out of base unit range
☒	The line is in use. <ul style="list-style-type: none"> <li>When flashing: The call is put on hold.</li> <li>When flashing rapidly: An incoming call is now being received.</li> </ul>
ECO	Eco mode is ON. (page 23)
☒	Speakerphone is ON. (page 49)
☒	Ringer volume is OFF. (page 27)
Zzz	Silent mode is ON. (page 102)
☒	Alarm is ON. (page 102)
1	Handset number
☒	Battery level
☒	Blocked call (page 102)
BOOST	Clarity booster is ON. (page 49)
"In use"	Answering machine is being used by another cordless handset or the base unit.
"Line in use"	Someone is using the line.

### Soft keys

The cordless handset features 3 soft keys. By pressing a soft key, you can select the feature shown directly above it on the display.

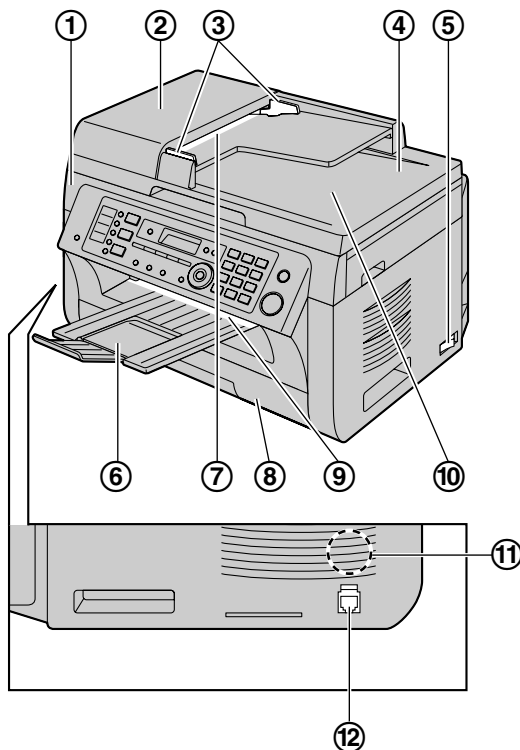


### Symbols used in these operating instructions

Symbol	Meaning
" "	Select the words in quotations shown on the display (e.g., "Time Settings") by pressing [▼] or [▲].

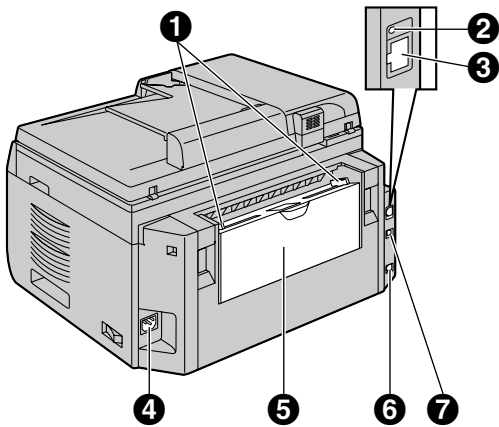
## 1.6 Overview

### 1.6.1 Base unit front view



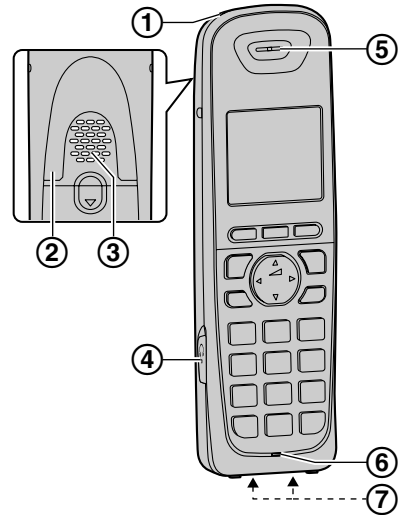
- ① Top cover
- ② ADF (Automatic Document Feeder) cover
- ③ Document guides
- ④ Document cover
- ⑤ Power switch
- ⑥ Output tray
- ⑦ Document entrance
- ⑧ Paper input tray
- ⑨ Recording paper exit
- ⑩ Document exit
- ⑪ Speaker
- ⑫ Handset unit connection jack

1.6.2 Base unit rear view



- ① Recording paper guides
- ② LED
- ③ LAN interface connector
  - 10Base-T/100Base-TX
- ④ Power inlet
- ⑤ Manual input tray (Rear cover)
- ⑥ Telephone line jack
- ⑦ USB interface connector

1.6.3 Cordless handset



- ① Charge indicator
  - Ringer indicator
  - Message indicator
- ② Nonslip pad
- ③ Speaker
- ④ Headset jack
- ⑤ Receiver
- ⑥ Microphone
- ⑦ Charge contacts

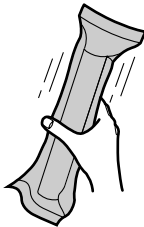
### 1.7 Toner cartridge and drum cartridge

The supplied toner cartridge is a starter toner cartridge.

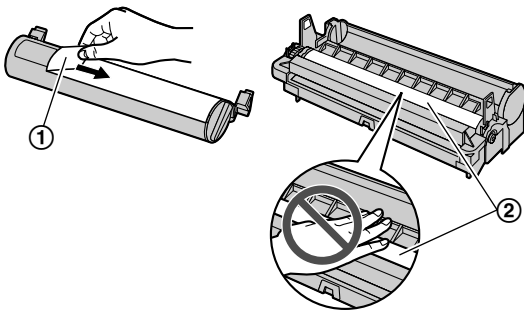
#### Caution:

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

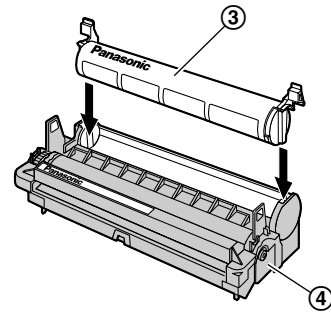
- 1 Before opening the protective bag of the new toner cartridge, shake it vertically more than 5 times.



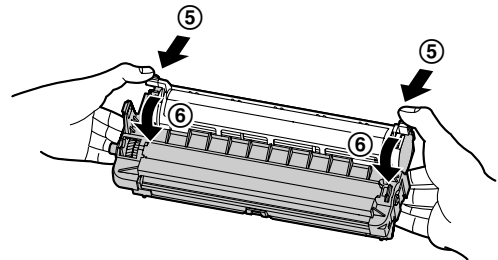
- 2 Remove the toner cartridge and drum cartridge from the protection bags. Peel off the seal (①) from the toner cartridge.
  - Do not touch or scratch the black drum surface (②).



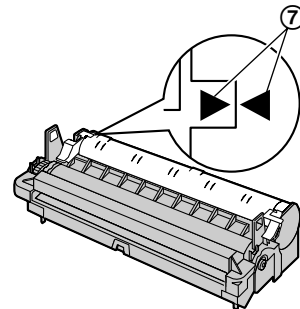
- 3 Place the toner cartridge (③) into the drum cartridge (④) vertically.



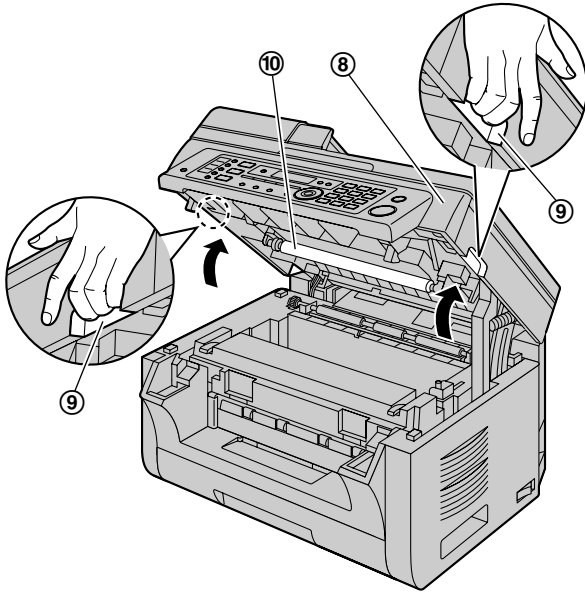
- 4 Press down the toner cartridge firmly (⑤). Keep pressing while turning the green lever on each side of the toner cartridge towards you (⑥).



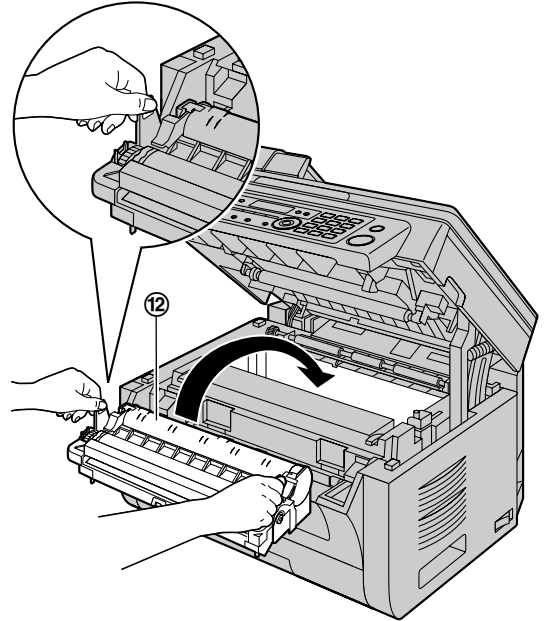
- 5 Make sure that the arrows (⑦) match, to install the toner cartridge correctly.



- 6 Open the top cover (8) by holding the indentations (9) on both sides of the base unit.



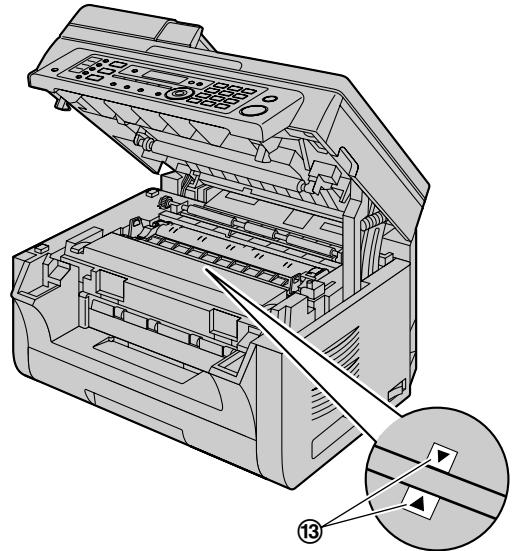
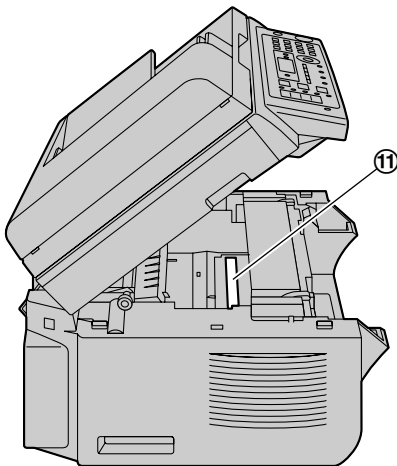
- 7 Install the drum and toner cartridge (12) by holding the tabs.



**Note:**

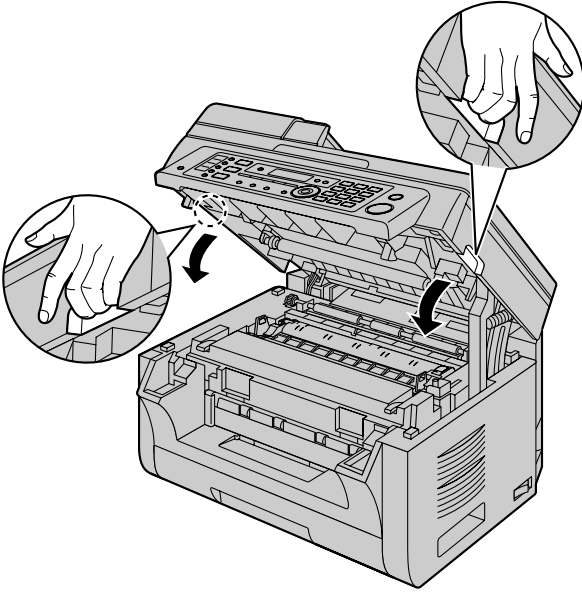
- Do not touch the transfer roller (10).
- If the lower glass (11) is dirty, clean it with a soft and dry cloth.

- Make sure that the arrows (13) match, to install the drum and toner cartridge correctly.



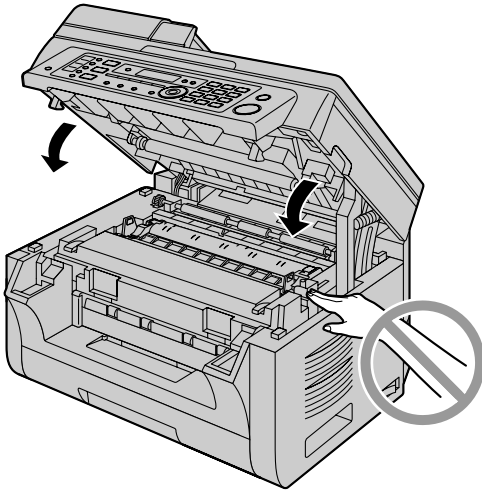
## 1. Introduction and Installation

- 8 Close the top cover by holding the indentations on both sides of the base unit, until locked.



### Caution:

- To prevent injuries, be careful not to put your hands under the top cover.



### When to replace the toner and drum cartridges

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

- "TONER LOW"
- "TONER EMPTY"

### Note:

- To check the drum life and quality, please print the printer test list (page 138) and refer to page 141 for information on the drum life. If printing quality is still

poor or "REPLACE DRUM" appears on the display, replace the toner cartridge and drum cartridge.

- To ensure that the unit operates properly, we recommend the use of **Panasonic toner and drum cartridges**. See page 7 for accessory information.
- To maintain print quality and machine life, we recommend you to clean slots and openings (page 3) and the inside of the base unit (page 134, 137) when replacing the toner cartridge and/or drum cartridge.
- See page 140 for information on toner life and drum life.

### Waste disposal method

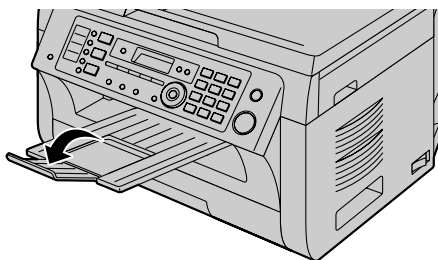
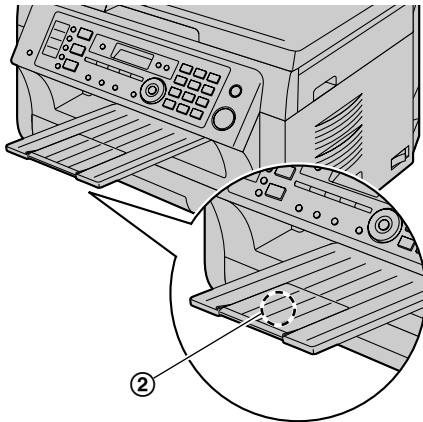
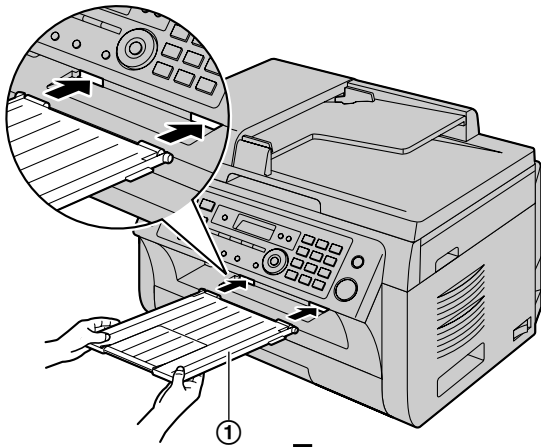
Waste material should be disposed of under conditions which meet all national and local environmental regulations.

### Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 81). The toner cartridge will last approximately 20 % longer. This feature may lower the print quality.

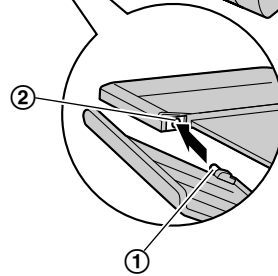
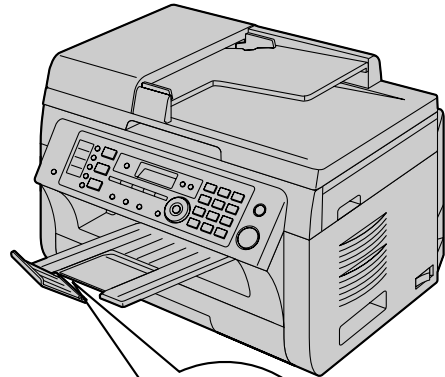
## 1.8 Output tray

Insert the output tray (①) until it clicks into place, and then press the center part (②) of the extender to open it.

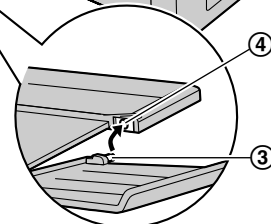
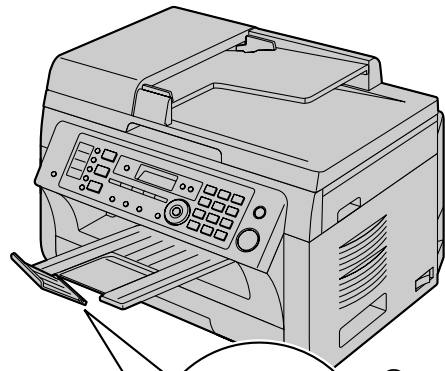


### If the top part of the extender is detached

1. With the top part of the extender in the open position, insert the tab (①) into the left hole (②) of the extender.



2. Slide the other tab (③) into the right hole (④) of the extender from below until it clicks into place.



### Note:

- Do not place the base unit in an area where the output tray may be easily bumped into.
- The output tray can hold up to approximately 100 sheets of printed paper (the number of sheets may vary depending on the usage environment). Remove the printed paper before the output tray becomes full.

### 1.9 Recording paper

The paper input tray unit can hold:

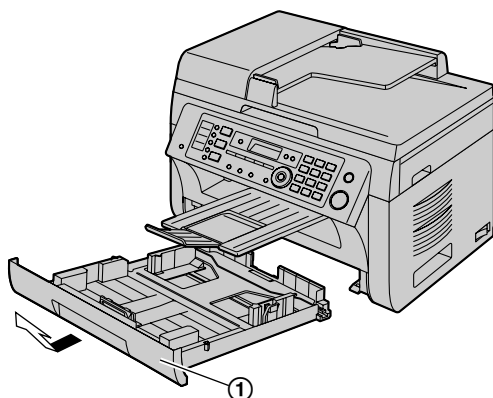
- Up to 250 sheets of 64 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (17 lb to 20 lb) paper.
- Up to 230 sheets of 80 g/m<sup>2</sup> (21 lb) paper.
- Up to 200 sheets of 90 g/m<sup>2</sup> (24 lb) paper.
- A4, letter, B5 and 16K-size paper can be used. B5 and 16K-size paper can only be used when using the unit for printing or copying.
- Please refer to page 139 for information on recording paper.
- **The unit is set for printing letter-size plain paper by default.**
  - **To use other paper sizes, change the recording paper size setting (feature #380 on page 80).**
  - **To use thin paper, change the recording paper type setting (feature #383 on page 81).**

#### Note for recording paper:

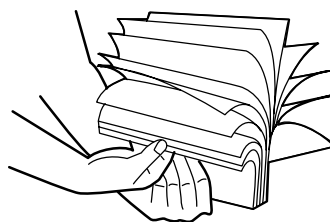
- We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.
- Do not use the following types of paper:
  - Paper with cotton and/or fiber content that is over 20 %, such as letterhead paper or paper used for resumes
  - Extremely smooth 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 that 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 thicknesses 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 Pull the paper input tray (①) until it clicks into place, then pull it completely out, lifting the front part of the tray.



- 2 Before loading a stack of paper, fan the paper to prevent paper jams.

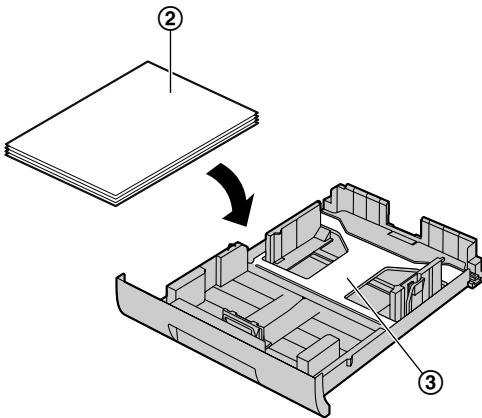




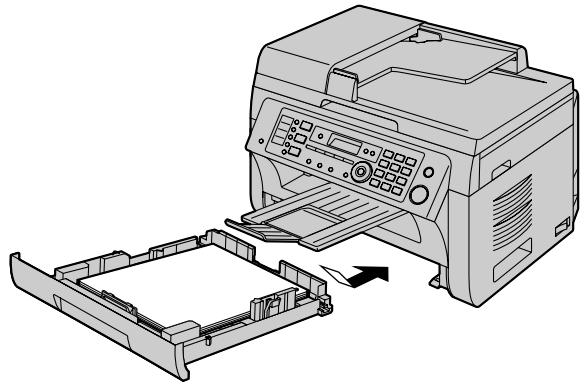
3 Load the paper, print-side up (2).

**Important:**

- Push down to lock the plate (3) in the paper input tray, if necessary.



5 Insert the paper input tray into the base unit, lifting the front part of the tray. Then push it completely into the base unit.

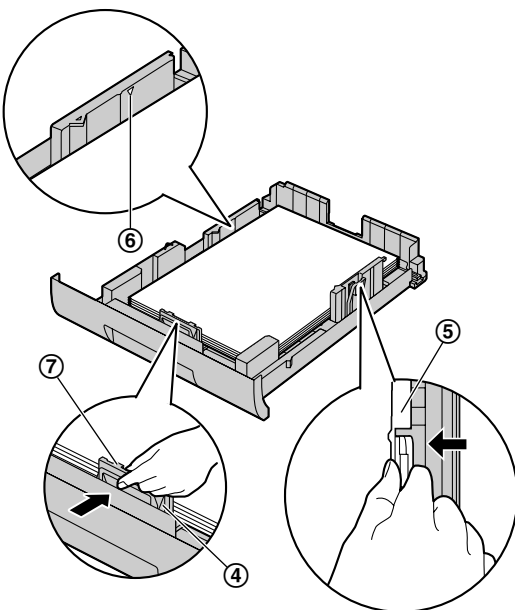


**Note:**

- If the paper is not loaded correctly, re-adjust the paper guides, or the paper may jam.
- If the paper input tray does not close, the plate in the paper input tray may not be in the locked position. Push the paper down and make sure that the paper is laying flat in the paper input tray.

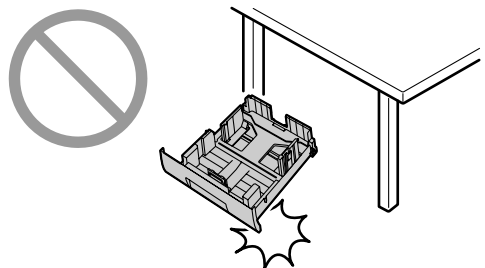
4 Adjust the recording paper guides. Pinch the front side of the recording paper guide (4), then slide it to match the paper size mark. Pinch the right side of the recording paper guide (5), then slide it to adjust the width to the size of the recording paper.

- Make sure that the recording paper is under the paper limit mark (6), and the paper should not be loaded over the snubbers (7).

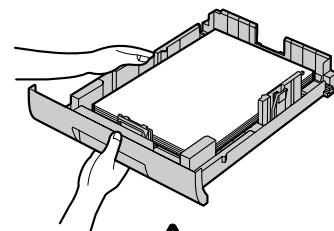


**Caution for the paper input tray**

- Do not drop the paper input tray.



- Hold the paper input tray with both hands when removing or installing. The paper input tray weighs approximately 2 kg (4.4 lb) when fully loaded with recording paper.



**Approx. 2 kg (4.4 lb)**

## 1. Introduction and Installation

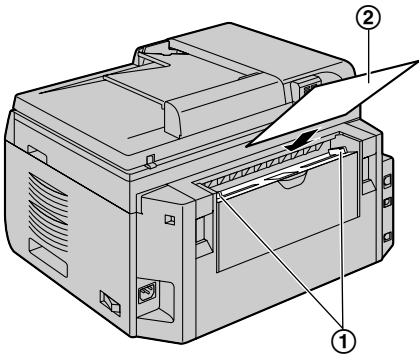
### 1.9.1 Manual input tray

You can use the manual input tray for printing with the computer and for copying. It can hold one page at a time. When printing or copying multiple pages, add a next page after the first page has been fed into the base unit.

- Please refer to page 139 for information on recording paper.
- **The unit is set for printing letter-size plain paper by default.**
  - To use other paper sizes, change the recording paper size setting (feature #381 on page 80).
  - To use thin paper, change the recording paper type setting (feature #384 on page 81).

1 Adjust the width of the guides (①) to the size of the recording paper.

2 Insert the paper, print-side down (②) until the base unit grasps the paper and a single beep is heard.



#### Note:

- To print from the manual input tray;
  - when printing with the computer, select #2 for the printer properties.
  - when making a copy, set the copy input tray setting to “#2” beforehand (feature #460 on page 90).

If these settings are not changed, when printing or copying multiple pages, the 1st page will be printed from the manual input tray, but the rest of the pages will be printed from the paper input tray.

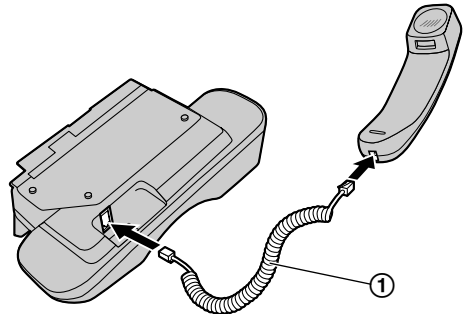
- If the paper is not inserted correctly, re-adjust the paper, or the paper may jam.

### 1.10 Handset unit

#### Important:

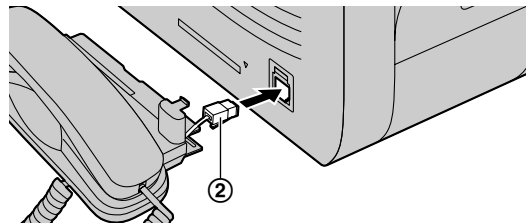
- **Before installing or removing the handset unit, be sure to turn the power switch OFF.**

1 Connect the handset cord (①).

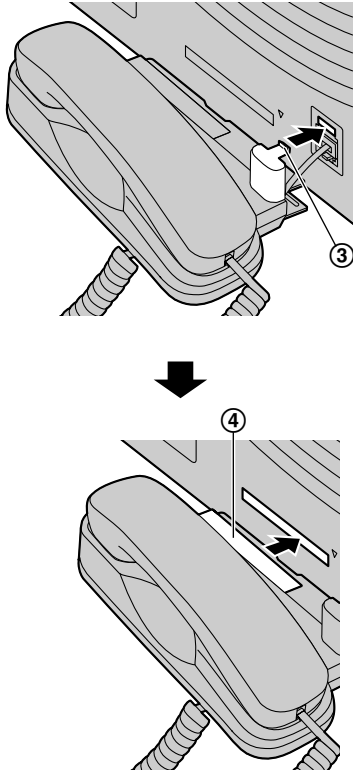


2 Connect the handset connector (②).

- Remove the seal from the handset unit connection jack if attached.

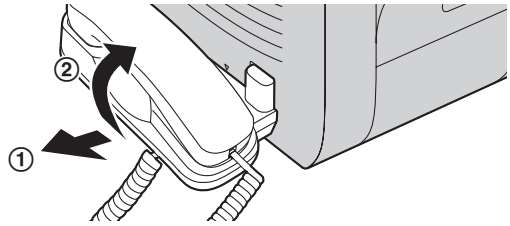


- 3 Insert the tab (3) and rib (4).

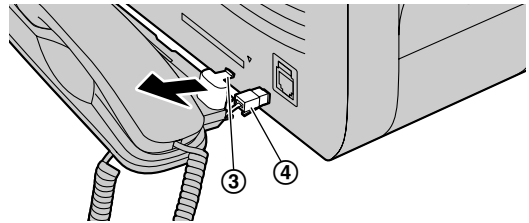


**To remove the handset unit**

1. Pull the handset unit slightly forward (1), then lift it in the direction of the arrow (2) to remove the rib.



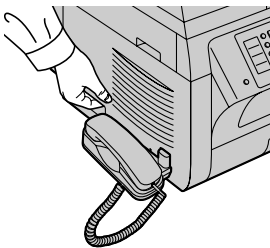
2. Remove the tab (3), then disconnect the handset connector (4).



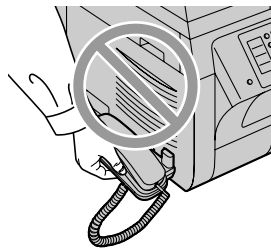
**Caution:**

- When moving the base unit, be sure to hold by the grip. Do not hold by the handset unit.

**Correct**



**Incorrect**



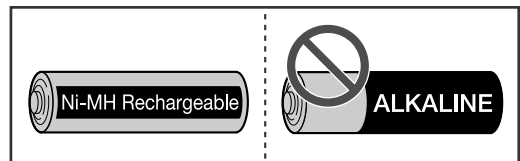
**Note:**

- While talking to the other party, you can send a fax using the scanner glass by pressing **[Start]**, and then **[1]** (To receive a fax, press **[2]**).

**1.11 Battery installation / replacement**

**Important:**

- **USE ONLY Ni-MH batteries AAA (R03) size.**  
Do NOT use alkaline/Manganese/Ni-Cd batteries etc.

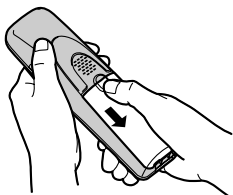


- Use the supplied rechargeable batteries. For replacement, we recommend using the Panasonic rechargeable batteries noted on page 7.
- Wipe the battery ends (+, -) with a dry cloth.
- Avoid touching the battery ends (+, -) or the unit contacts.
- Confirm correct polarities (+, -).
- Install the batteries without touching the battery ends (+, -) or the unit contacts.

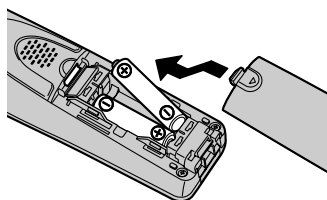
## 1. Introduction and Installation

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- 1 Press the notch on the cordless handset cover firmly, and slide the cover.
  - When replacing batteries, remove the old batteries positive (+) terminal first.



- 2 Insert the batteries negative (⊖) terminal first. Close the cordless handset cover.



### Attention:



A nickel metal hydride battery that is recyclable powers the product you have purchased. Please call 1-800-8-BATTERY (1-800-822-8837) for information on how to recycle this battery.

## 2.1 Connections

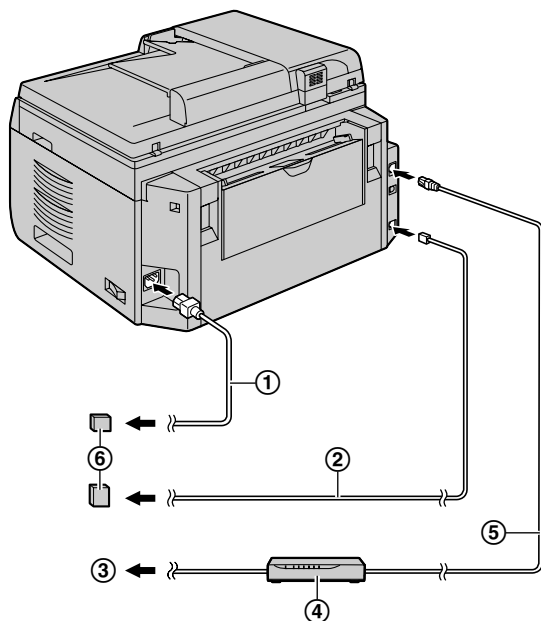
### 2.1.1 Base unit

#### Caution:

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

#### Important:

- See page 18 to connect the handset unit.



- ① Power cord
  - Connect to a power outlet (120 V, 60 Hz).
- ② Telephone line cord
  - Connect to a single telephone line jack (RJ11C).
- ③ To the Internet
- ④ Network router/Network hub (not supplied)
  - Also connect networked computers.
- ⑤ LAN cable (not supplied)
  - To assure continued emission limit compliance, use only shielded LAN cable (Category 5 (Cat-5) Ethernet cable).

#### IMPORTANT NOTICE FOR THE USB CONNECTION

- DO NOT CONNECT THE UNIT TO A COMPUTER WITH THE USB CABLE UNTIL PROMPTED TO DO SO DURING THE SETUP OF MULTI-FUNCTION STATION (page 31).

#### Note:

- Do not place any objects within 10 cm (4 inches) of the right, left and back sides of the base unit.

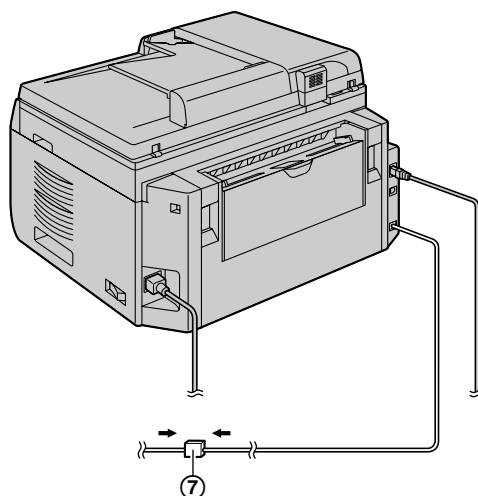
- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.

#### 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 (⑥).

#### 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 53) may not function properly. Please attach a DSL filter (⑦) to the telephone line cord of the unit to prevent this. A DSL filter may be provided by your DSL service provider.



#### Using network router/network hub

- We recommend using network routers/network hubs (④) under secure network environments. Consult your network administrator for firewall settings, etc.
- The warranty does not cover damage due to security problems or any inconveniences relating to it.

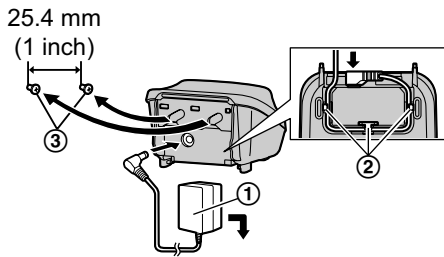
### 2.1.2 Charger unit

- ① AC adaptor
  - Connect to a power outlet (120 V, 60 Hz).
- ② Hooks
  - Fasten the AC adaptor cord to prevent it from being disconnected.

## 2. Preparation

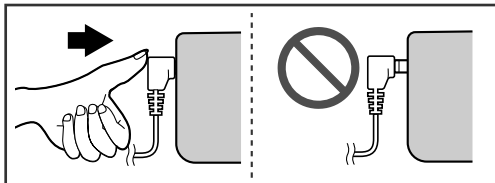
### ③ Screws (not supplied)

- The charger can be mounted on the wall, if required.



#### Caution:

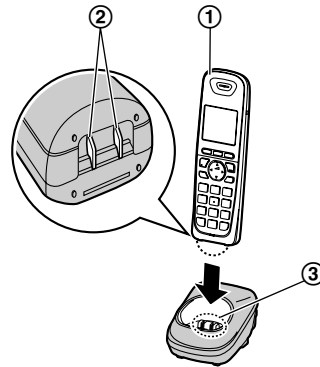
- **USE ONLY WITH** the supplied Panasonic AC adaptor.
- The AC adaptor must remain connected at all times. (It is normal for the adaptor to feel warm during use.)
- The AC adaptor should be connected to a vertically oriented or floor-mounted AC outlet. Do not connect the AC adaptor to a ceiling-mounted AC outlet, as the weight of the adaptor may cause it to become disconnected.
- Press the AC adaptor plug firmly.



## 2.2 Battery charge

Place the cordless handset on the charger for about **7 hours** before initial use. Confirm “Charging” is displayed.

When the batteries are fully charged, the charge indicator (①) goes OFF and “Fully charged” is displayed.



#### Note:

- It is normal for the cordless handset to feel warm during charging.
- Clean the charge contacts of the cordless handset (②) and charger (③) with a soft and dry cloth once a month. Clean more often if the unit is exposed to grease, dust, or high humidity.

#### Battery level

Icon	Battery level
	High
	Medium
	Low
	Needs charging.
	Empty

#### Panasonic Ni-MH battery performance (supplied batteries)

Operation	Operating time
In continuous use	13 hours max.*1
Not in use (standby)	11 days max.*1

\*1 If Eco mode is on.

#### Note:

- Actual battery performance depends on usage and ambient environment.
- Even after the cordless handset is fully charged, the cordless handset can be left on the charger without any ill effect on the batteries.

- The battery level may not be displayed correctly after you replace the batteries. In this case, place the cordless handset on the charger and let it charge for at least 7 hours.

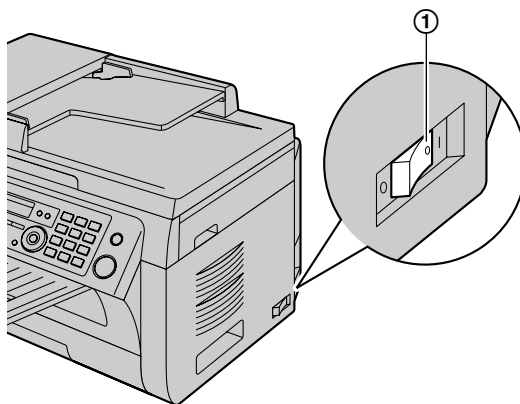
### 2.3 Intelligent eco mode

This feature automatically reduces cordless handset power consumption by suppressing cordless handset transmission power when the cordless handset is close to the base unit.

- When this feature is activated, **ECO** is displayed.
- Eco mode is turned OFF when the clarity booster is activated (page 49).

### 2.4 Turning the power ON

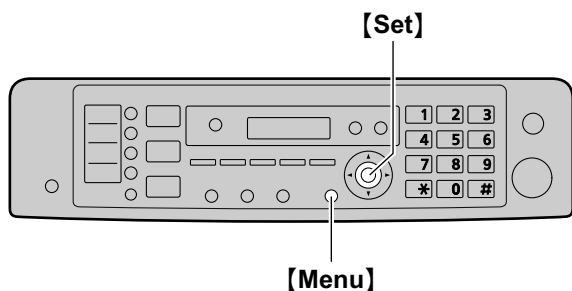
Turn the power switch to the ON position (①).



## 2. Preparation

### 2.5 Dialing mode (for the base unit and cordless handset)

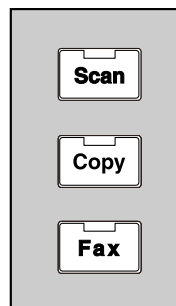
If you cannot dial (page 49, 57), change this setting according to your telephone line service.



- 1 **[Menu]**
- 2 Press **[\*][1][2][0]** to display "DIALING MODE".
- 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 **[Set]**
- 5 Press **[Menu]** to exit.

### 2.6 Selecting the operation mode (Scan/Copy/Fax)

You can select the desired mode by pressing one of the following buttons.



- **[Scan]**: Select this mode when using the unit as a scanner (page 37).
- **[Copy]**: Select this mode when using the unit as a copier (page 42).
- **[Fax]**: Select this mode when using the unit as a fax machine (page 57).

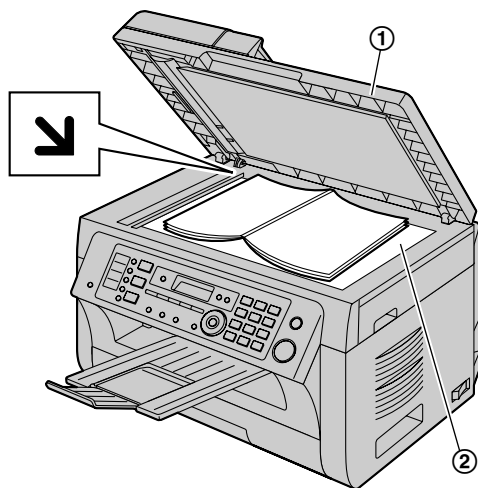
#### Note:

- The default operation mode is the copy mode.
- You can change the default operation mode (feature #463 on page 81) and the timer before returning to the default operation mode (feature #464 on page 81).



## 2.7 Setting the original

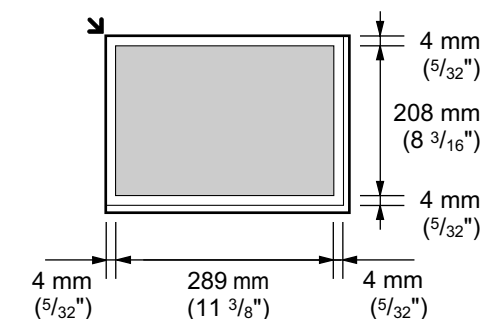
### 2.7.1 Using the scanner glass



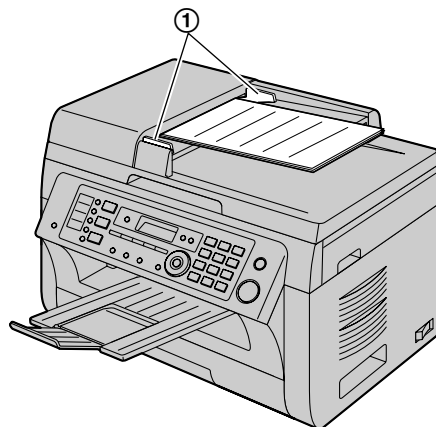
- 1 Open the document cover (①).
- 2 Place the document FACE DOWN on the scanner glass (②), aligning the top left of the document with the corner where the ↙ mark is positioned.
- 3 Close the document cover.

#### Note:

- Confirm that there are no documents in the automatic document feeder.
- Place the original onto the scanner glass gently. To avoid malfunction, do not press down too firmly.
- If the original is a thick book, do not close the document cover.
- Confirm that any ink, paste or correction fluid has dried completely.
- Effective scanning area is shown by the shaded area:



### 2.7.2 Using the automatic document feeder



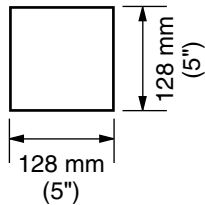
- 1 Insert the document (up to 20 pages) FACE UP into the feeder until a single beep is heard.
- 2 Adjust the width of the document guides (①) to fit the actual size of the document.

#### Note:

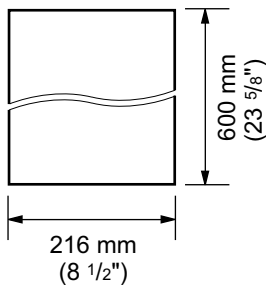
- Confirm that there are no documents on the scanner glass.
- Confirm that any ink, paste or correction fluid has dried completely.
- Remove clips, staples or other fasteners.
- Do not insert the following types of documents (Make a copy of the document using the scanner glass and set the copy instead.):
  - Chemically treated paper such as carbon or carbonless duplicating paper
  - Electrostatically charged paper
  - Badly curled, creased or torn paper
  - Paper with a coated surface
  - Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- The total height of the documents when laid flat, must be less than 4 mm ( $\frac{5}{32}$ " ). If the documents exceed the capacity of the automatic document feeder, they may fall or cause a jam in the feeder.
- To set a document with a width of less than 210 mm ( $8 \frac{1}{4}$ " ), we recommend using the scanner glass to copy the original document onto A4 or letter-size paper, then setting the copied document for better results.
- Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using the scanner glass and set the copy.
- Available document size, document weight and effective scanning area are as follows:

## 2. Preparation

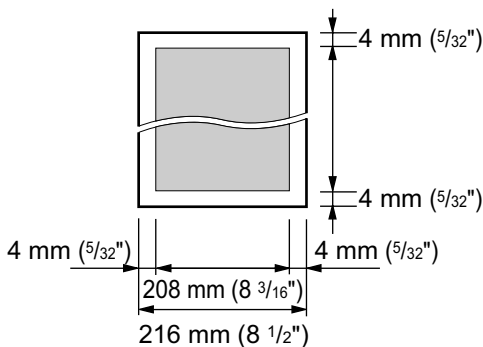
### Minimum document size



### Maximum document size



### Effective scanning area



- Shaded area will be scanned.
- When using the unit as a scanner (page 37, 40), the effective scanning length depends on the selected paper size.

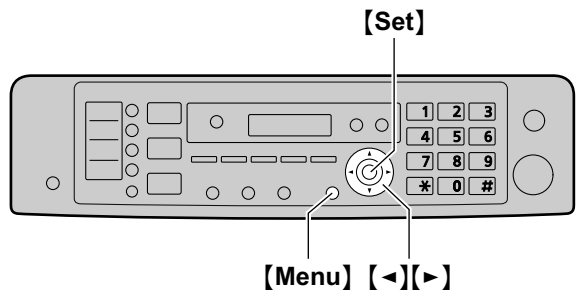
### Document weight

- Single sheet:  
60 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (16 lb to 20 lb)
- Multiple sheets:  
60 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (16 lb to 20 lb)

## 2.8 Help function

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

- "BASIC SETTINGS"
- "FEATURE LIST"
- "PHONEBOOK"
- "TAM OPERATION"
- "FAX SND/RCV"
- "COPIER"
- "Q and A"
- "ERRORS"
- "REPORTS"
- "CALLER ID"



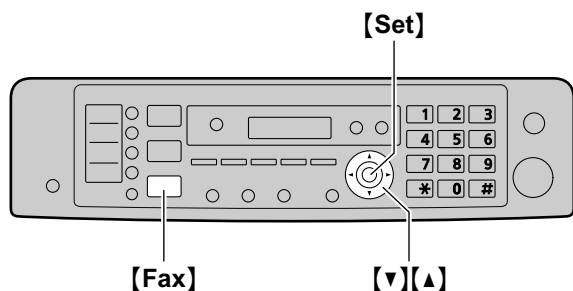
- 1 Press **[Menu]** repeatedly to display "HELP".
- 2 Press **[◀]** or **[▶]** repeatedly to display the desired item. → **[Set]**
- 3 Press **[Menu]** to exit.

## 2.9 Adjusting the volume

### 2.9.1 Base unit

#### Important:

- Before adjusting the volume, set the operation mode to fax mode. If the [Fax] light is OFF, turn it ON by pressing [Fax].



#### Ringer volume

While the unit is idle, press [▼] or [▲].

#### To turn the ringer OFF

Press [▼] repeatedly to display "RINGER OFF= OK?".  
→ [Set]

- The base unit will not ring for outside calls.  
The base unit will ring at the low level for intercom calls.
- To turn the ringer back ON, press [▲].

#### Handset receiver volume

While using the receiver, press [▼] or [▲].

#### Monitor volume

While using the monitor, press [▼] or [▲].

4. Press [▼] or [▲] to select "Ringer volume". → [SELECT]
5. Press [▼] or [▲] to select the desired volume. → [SAVE] → [OFF]

#### Note:

- When receiving a call, you can adjust the ringer volume by pressing [▼] or [▲].
- When the ringer volume is turned OFF,  $\mathcal{R}$  is displayed and the cordless handset does not ring for outside calls.  
However even when the ringer volume is set to OFF, the cordless handset rings:
  - at the low level for alarm (page 102) and intercom calls (page 104)
  - at the high level for paging (page 104)

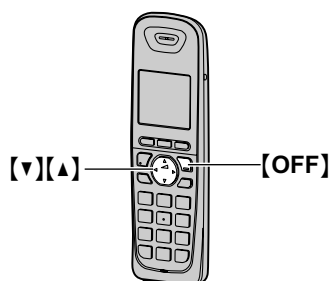
#### Cordless handset receiver volume

While using the receiver, press [▼] or [▲].

#### Speaker volume

While using the speakerphone, press [▼] or [▲].

### 2.9.2 Cordless handset



#### Ringer volume

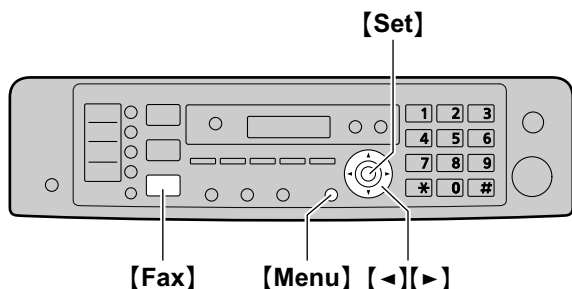
1. [MENU]
2. Press [▼] or [▲] to select "Initial setting".  
→ [SELECT]
3. Press [▼] or [▲] to select "Ringer setting".  
→ [SELECT]

## 2. Preparation

### 2.10 Date and time

We recommend you to set the date and time. The other party will receive your unit's date and time as the header information.

#### 2.10.1 With the base unit



- 1 **[Menu]** → **[\*][1][0][1]** → **[Set]**
- 2 Enter the current month/date/year by selecting 2 digits for each.  
**Example: August 3, 2010**  
**[0][8] [0][3] [1][0]**
- 3 Enter the current hour/minute by selecting 2 digits for each.  
**Example: 10:15 PM (12 hour clock format)**
  1. **[1][0] [1][5]**
  2. Press **[\*]** repeatedly to select "PM".
- 4 **[Set]**
- 5 Press **[Menu]** to exit.

#### Note:

- To check the current date and time setting, press **[Fax]** to temporarily change the unit to the fax mode.
- Your unit's date and time will be used as the header information for the following:
  - When sending as an attached file to an email destination directly from this unit (Scan to email address) (page 38).
  - When sending faxes (page 57).
- If the date and time is not set correctly, the other party will receive an incorrect date and time as their header. This may confuse the other party.

#### To correct a mistake

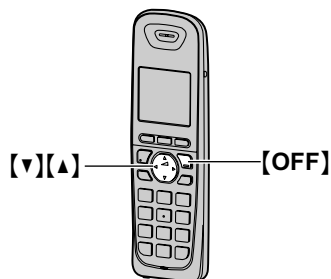
Press **[◀]** or **[▶]** to move the cursor to the incorrect number, and make the correction.

#### 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 #226 on page 80).

#### 2.10.2 With the cordless handset



- 1 **[MENU]** → **[#][1][0][1]**
- 2 Enter the current month/date/year by selecting 2 digits for each.  
**Example: August 3, 2010**  
**[0][8] [0][3] [1][0]**
- 3 **[OK]**
- 4 Enter the current hour/minute by selecting 2 digits for each.  
**Example: 10:15 PM (12 hour clock format)**  
**[1][0] [1][5]**
- 5 Press **[AM/PM]** repeatedly to select "PM".
- 6 **[SAVE]**
- 7 Press **[OFF]** to exit.

#### Note:

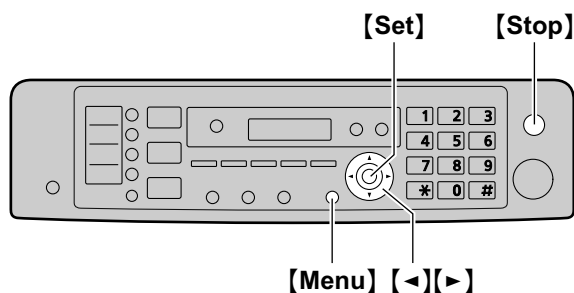
- When English is selected as the display language, 12 hour clock format is used. When Spanish is selected, 24 hour clock format is used.

#### To correct a mistake

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

## 2.11 Your logo

You can program your logo (name, company name, etc.) so that it appears on the top of each page sent.



- 1 **[Menu]** → **[#][1][0][2]** → **[Set]**
- 2 Enter your logo, up to 30 characters (see page 107 for character entry). → **[Set]**
- 3 Press **[Menu]** to exit.

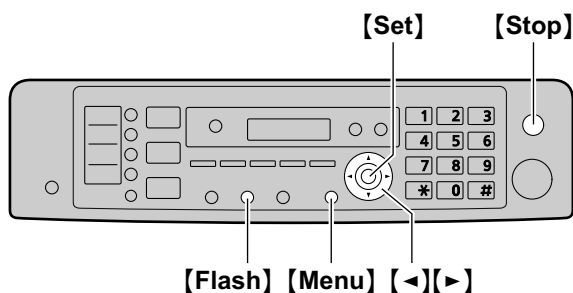
### To correct a mistake

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

- To erase all characters, press and hold **[Stop]**.

## 2.12 Your fax number

You can program your fax number so that it appears on the top of each page sent.



- 1 **[Menu]** → **[#][1][0][3]** → **[Set]**
- 2 Enter your fax number, up to 20 digits.
  - To enter a "+", press **[\*]**.
  - To enter a space, press **[#]**.
  - To enter a hyphen, press **[Flash]**.
  - To erase a number, press **[Stop]**.
- 3 **[Set]**
- 4 Press **[Menu]** to exit.

### To correct a mistake

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

- To erase all numbers, press and hold **[Stop]**.

### 2.13 Configuring the unit to access the LAN

You can use printer, scanner, fax, telephone answering machine features using a computer connected to the LAN. To enable these features, you need to set the IP address, subnet mask, and default gateway in the unit.

#### Important:

- **Consult your network administrator when setting the IP address, subnet mask, and default gateway.**

#### 2.13.1 Setting up automatically with a DHCP server

##### Your situation:

- When only one unit is connected to the LAN.

If your network administrator manages the network with a DHCP (Dynamic Host Configuration Protocol) server, it will automatically assign an IP (Internet Protocol) address, subnet mask, and default gateway to the unit.

- 1 After connecting the LAN cable to the unit and the computer, turn the power switch ON.
  - The IP address, subnet mask, and default gateway will be set automatically.
- 2 Install Multi-Function Station on the computer that you want to use it with. See page 31 for details.

##### Note:

- You can connect two or more units and assign IP addresses automatically with a DHCP server, but we recommend assigning static IP addresses manually for each unit to avoid network access and configuration troubles.

#### 2.13.2 Setting up manually

##### Your situation:

- When your network administrator does not manage the network with a DHCP server.
  - When two or more units are connected to the LAN.
- You need to assign an IP address, subnet mask, and default gateway manually.

- 1 **[Menu]**
- 2 Press **[#][5][0][0]** to display “DHCP”.
- 3 Press **[0]** to select “DISABLED”. → **[Set]**
- 4 Set each item.

##### For the IP address:

1. Press **[5][0][1]** to display “IP ADDRESS”. → **[Set]**
2. Enter the IP address of the unit. → **[Set]**

##### For the subnet mask:

1. Press **[5][0][2]** to display “SUBNET MASK”. → **[Set]**
2. Enter the subnet mask of the network. → **[Set]**

##### For the default gateway:

1. Press **[5][0][3]** to display “DEFAULT GATEWAY”. → **[Set]**
  2. Enter the default gateway of the network. → **[Set]**
- 5 Press **[Menu]** to exit.
  - 6 Install Multi-Function Station on the computer that you want to use it with. See page 31 for details.

##### To correct a mistake in the IP address, subnet mask, or default gateway

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

#### 2.13.3 Setting the computer for PC fax reception

You need to select the computer that will be used for receiving faxes.

##### Important:

- **Make sure the PC fax setting is set to “ALWAYS” or “CONNECTED” beforehand (feature #442 on page 86).**
- **Make sure the fax preview mode is turned OFF beforehand (feature #448 on page 67).**

- 1 **[Menu]** → **[#][4][4][3]** → **[Set]**
- 2 Press **[▼]** or **[▲]** repeatedly to select the desired computer.
  - You can display IP address of the selected computer by pressing **[▶]**.
- 3 **[Set]**
- 4 Press **[Menu]** to exit.

##### Note:

- If the unit is not connected to the LAN, the computer connected to the unit by USB is assigned as the default computer for PC fax reception.
- To select the desired computer easily, change the PC name beforehand (page 34).

#### 2.13.4 Setting the computer for PC TAM reception

You need to select the computer that will be used for receiving voice messages.

##### Important:

- **Make sure the PC TAM setting is set to “ALWAYS” beforehand (feature #365 on page 88).**
- 1 **[Menu]** → **[#][3][6][6]** → **[Set]**
  - 2 Press **[▼]** or **[▲]** repeatedly to select the desired computer.
    - You can display IP address of the selected computer by pressing **[▶]**.

**3 [Set]**

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

**Note:**

- If the unit is not connected to the LAN, the computer connected to the unit by USB is assigned as the default computer for PC TAM reception.
- To select the desired computer easily, change the PC name beforehand (page 34).

## 2.14 Installing Multi-Function Station

### 2.14.1 Required computer environment

Panasonic Multi-Function Station software enables the base unit to carry out the following functions:

- Printing on plain paper, thin paper and labels
- Previewing documents and changing printer settings before printing (Easy Print Utility)
- Scanning documents and converting an image into text with Readiris OCR software
- Scanning from other applications for Microsoft® Windows® that support TWAIN scanning and WIA scanning (Windows XP/Windows Vista®/Windows 7, USB connection only)
- Storing, editing or erasing items in directories using your computer
- Programming the features using your computer
- Sending, receiving fax documents using your computer
- Listening to voice messages on your computer (PC TAM)

To use Multi-Function Station on your computer, the following are required:

**Operating System:**

Windows 2000/Windows XP/Windows Vista/Windows 7

**CPU:**

Windows 2000: Pentium® II or higher processor

Windows XP: Pentium III or higher processor

Windows Vista/Windows 7: Pentium 4 or higher processor

**RAM:**

Windows 2000/Windows XP: 128 MB (256 MB or more recommended)

Windows Vista: 512 MB (1 GB or more recommended)

Windows 7: 1 GB (2 GB or more recommended)

**Other Hardware:**

CD-ROM drive

Hard disk drive with at least 200 MB of available space  
USB interface

LAN interface (10Base-T/100Base-TX)

**Other:**

Internet Explorer® 5.0 or later

Audio output

**Warning:**

- **To assure continued emission limit compliance:**
  - use only shielded USB cable (Example: Hi-Speed USB 2.0 certified cable).
  - use only shielded LAN cable (Category 5 (Cat-5) Ethernet cable).
- **To protect the unit, use only shielded USB cable in areas where thunderstorms occur.**
- **To use Easy Print Utility on your computer, the following are required:**

## 2. Preparation

- **Windows 2000 Service Pack 4 and Security update for Windows 2000 (KB835732).** Install KB835732 from Microsoft download site before installing Easy Print Utility.
- **Windows XP Service Pack 2 or later.**

### Note:

- A USB cable is not supplied. Please purchase a shielded Type-A male/Type-B male USB cable.

### 2.14.2 Installing Multi-Function Station on a computer

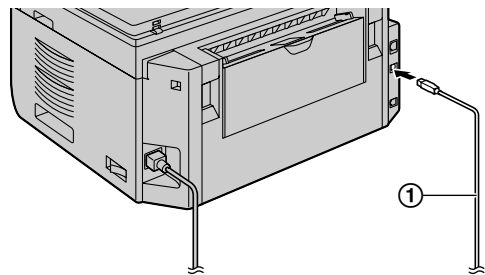
- **Install Multi-Function Station (CD-ROM) before connecting the unit to a computer with the USB cable.** If the unit is connected to a computer with the USB cable before installing Multi-Function Station, the [Found New Hardware Wizard] dialog box will appear. Click [Cancel] to close it.
- **The screenshots shown in these instructions are for Windows XP and are included for reference only.**
- **The screenshots shown in these instructions may differ slightly from those of the actual product.**
- **Software features and appearance are subject to change without notice.**
- **If you are also using KX-MB200/KX-MB700/KX-FLB880 series, see page 125.**

- 1 Start Windows and exit all other applications.
  - You must be logged in as an administrator in order to install Multi-Function Station.
- 2 Insert the supplied CD-ROM into your CD-ROM drive.
  - If the [Select Language] dialog box appears, select the language that you want to use with this software. Click [OK].
  - If the installation does not start automatically: Click [Start]. Choose [Run...]. Type "D:\install" (where "D" is the drive letter of your CD-ROM drive). Click [OK].  
(If you are not sure what the drive letter is for your CD-ROM drive, use Windows Explorer and look for the CD-ROM drive.)
- 3 [Easy Installation]
  - The installation will start automatically.
- 4 When the setup program starts, follow the on-screen instructions.
  - Easy Print Utility (page 36), Readiris OCR software (page 38) and Device Monitor (page 108) will also be installed.
- 5 The [Connection Type] dialog box appears.

#### For USB connection:

1. [Connect directly with a USB cable.] → [Next]
  - The [Connect Device] dialog box will appear.

2. Connect the unit to a computer with the USB cable (①), then click [Next].



- If the unit is connected to your computer, the model name will be automatically detected.
  - You can change the name of the unit if necessary.
3. Click [Install], then follow the on-screen instructions.
    - The files will be copied to your computer.

#### For LAN connection:

1. [Connect via the Network.] → [Next]
  - The [Select a Network Device] dialog box will appear.
2. Check [Select from the search list] and select the unit from the list.
  - If the name of the desired unit is not displayed on the list, and the IP address for the unit has been assigned, check [Direct input] and enter the IP address.
3. [Next]
  - You can change the name of the unit if necessary.
4. Click [Install], then follow the on-screen instructions.
  - The files will be copied to your computer.

#### Important notice

If you are using Windows XP, Windows Vista or Windows 7, a message may appear after connecting the unit with the USB cable. This is normal and the software will not cause any difficulties with your operating system. You can continue the installation with no problem. This kind of message is displayed:

- **For Windows XP users**  
"The software you are installing for this hardware has not passed Windows Logo testing to verify its compatibility with Windows XP."
- **For Windows Vista/Windows 7 users**  
"Would you like to install this device software?"

#### To view or install the operating instructions data

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. Click [Operating Instructions], then follow the on-screen instructions to view or install the operating instructions in PDF format.
  - Adobe® Reader® is required to view the operating instructions.



**Note:**

- If the screen prompts you to insert the CD-ROM for the operating system when installing Multi-Function Station, insert it into your CD-ROM drive.
- If you install the operating instructions, you can view it anytime by clicking [?] on the Multi-Function Station launcher.

**To use another unit with the computer**

You need to add the printer driver for each unit, as follows.

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. **[Modify]** → **[Add Multi-Function Station Driver]**. Then follow the on-screen instructions.

**Note:**

- You cannot connect more than one unit to the same computer at the same time (USB connection only).

**To modify the software (To add or uninstall each component)**

You can select the components to install or uninstall anytime after the installation.

You must be logged in as an administrator in order to modify Multi-Function Station.

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. **[Modify]** → **[Modify Utilities]**. Then follow the on-screen instructions.

**To uninstall the software**

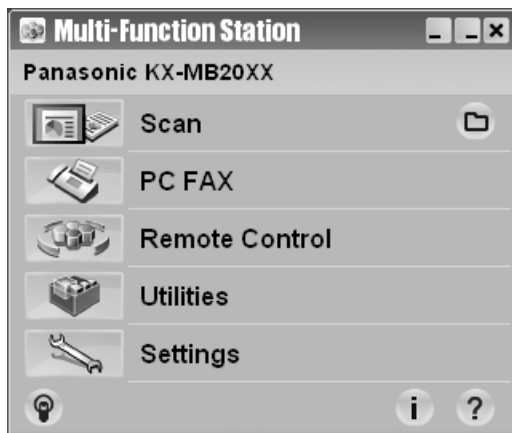
You must be logged in as an administrator in order to uninstall Multi-Function Station.

**[Start]** → **[All Programs]** or **[Programs]** → **[Panasonic]** → the unit's name → **[Uninstall]**. Then follow the on-screen instructions.

## 2.15 Starting Multi-Function Station

**[Start]** → **[All Programs]** or **[Programs]** → **[Panasonic]** → the unit's name → **[Multi-Function Station]**

- Multi-Function Station will appear.

**[Scan] (page 40)**

- To scan and display the scanned images.
- To scan and create an image file.
- To scan and send by email.
- To scan and convert an image into editable text data.

**[PC FAX]**

- To send a document created on the computer as a fax message (page 61).
- To display a fax document received on the computer (page 66).

**[Remote Control] (page 108)**

- To program the features.
- To store, edit or erase items in base unit's directories.
- To view items in the journal report or Caller ID list.
- To store caller information into base unit's directories.
- To store or erase items for broadcast transmission.

**[Utilities]**

- To start the Multi-Function Viewer (page 40).
- To start the PC TAM application (page 72).
- To start the Device Monitor (page 108).
- To start the OCR application (page 38).
- To start the configuration web page (page 77, 108) (LAN connection only).

**[Settings] (page 34)**

- To change the general settings.
- To change the settings for scanning.

**[?]**

- For detailed instructions on Multi-Function Station.
- To view operating instructions.

## 2. Preparation

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### [?] ]

- To display usage tips.

### [ i ]

- To display information about Multi-Function Station.

### Note:

- You can confirm if the unit is connected to your computer by using Device Monitor (page 108).
- Computer features (printing, scanning, etc.) may not function properly in the following situations:
  - When the unit is connected to a computer that was custom-built by the user.
  - When the unit is connected to the computer via a PCI card or other expansion card.
  - When the unit is connected to another piece of hardware (such as a USB hub or interface adapter) and not connected directly to the computer.

---

### To change the settings

You can change the settings for Multi-Function Station beforehand.

1. Select **[Settings]** from Multi-Function Station.
2. Click the desired tab and change the settings. → **[OK]**

### [General]

- **[Launcher display setting]:** To select the display type of the launcher.
- **[OCR Path]:** To select the OCR software.
- **[PC name list up on device]** (LAN connection only): To select whether or not your computer name is displayed on the base unit.
- **[PC name]** (LAN connection only): The computer name that will be displayed on the base unit.

### [Scan]

- **[Save to]:** To select the folder where the scanned image will be saved.
- **[Viewer][File][Email][OCR][Custom]:** To change scanning settings for Multi-Function scan application.

### Note:

- Assign a unique name for the **[PC name]** to avoid errors, or the scanned image may be sent to the incorrect computer.

---

### To select the default Email software

The default Email software is used when using "4.1.3 Scan to Email", page 38.

You can select the default Email software as follows.

### For Windows 2000:

1. **[Start]** → **[Settings]** → **[Control Panel]** → **[Internet Options]** → **[Programs]** → **[E-mail]**
2. Select the desired MAPI-compliant Email software such as **[Outlook Express]**, etc. → **[OK]**

### For Windows XP:

1. **[Start]** → **[Control Panel]** → **[Internet Options]** → **[Programs]** → **[E-mail]**
2. Select the desired MAPI-compliant Email software such as **[Outlook Express]**, etc. → **[OK]**

### For Windows Vista:

1. **[Start]** → **[Control Panel]** → **[Internet Options]** → **[Programs]** → **[Set programs]** → **[Set program access and computer defaults]**
  - If the **[User Account Control]** dialog box appears, click **[Continue]**.
2. **[Custom]**
3. Select the desired MAPI-compliant Email software such as **[Windows Mail]**, etc. from **[Choose a default e-mail program]**. → **[OK]**

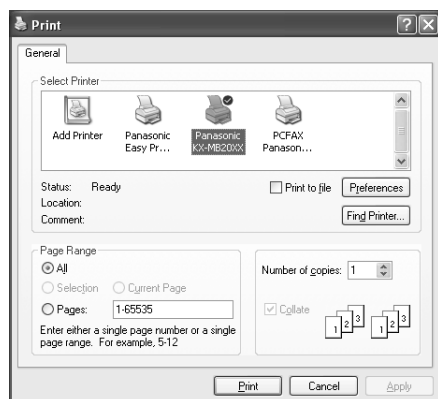
### For Windows 7:

1. **[Start]** → **[Control Panel]** → **[Network and Internet]** → **[Internet Options]** → **[Programs]** → **[Set programs]** → **[Set program access and computer defaults]**
2. **[Custom]**
3. Select the desired MAPI-compliant Email software from **[Choose a default e-mail program]**. → **[OK]**

## 3.1 Printing from Windows applications

You can print a file created in a Windows application. For example, to print from WordPad, proceed as follows:

- 1 Open the document you want to print.
- 2 Select **[Print...]** from the **[File]** menu.
  - The **[Print]** dialog box will appear. For details about the **[Print]** dialog box, click **[?]**, then click the desired item.



### Note:

- For Microsoft PowerPoint®, select **[Color]** or remove the check next to **[Grayscale]** in the print dialog so that colored or gray objects will be printed in grayscale properly.
- 3 Select the unit's name as the active printer.
    - If you have changed the name of the unit when installing, select that name from the list.
    - To change the printer settings, proceed as follows.
 

**For Windows 2000:**  
Click the desired tab and change the printer settings.

**For Windows XP/Windows Vista/Windows 7:**  
Click **[Preferences]**, then click the desired tab. Change the printer settings, then click **[OK]**.
  - 4 Click **[Print]**.
    - The unit will start printing.

### Note:

- To stop printing from the base unit, see page 109.
- To load paper, see page 16, 18.
- For details about the paper specifications, see page 139.
- If a printing error occurs, the Device Monitor (page 108) will start automatically and display the error information.

### Setting the printer properties

You can change the printer setting in step 3. We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.

You can change or display the settings on the following tabs.

**[Basic]:** Paper size, media type, pages per sheet, etc.

**[Output]:** Number of prints, collate, etc.

**[Quality]:** Quality, contrast, toner save feature, etc.

**[Effects]:** Watermark, overlay.

**[Profile]:** Saving the desired settings, selecting the saved settings, etc.

**[Support]:** Version information.

### Note:

- Select the desired media type on the **[Basic]** tab according to the recording paper.

Recording paper type	Media type
<b>Plain paper</b> 75 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (20 lb to 24 lb)	<b>[Plain Paper]</b>
<b>Thin paper</b> 64 g/m <sup>2</sup> to 75 g/m <sup>2</sup> (17 lb to 20 lb)	<b>[Thin Paper]</b>
<b>Label</b>	<b>[Label]</b>

- When printing from a computer, the printer properties setting overrides the following unit's programming features:
  - Media type setting (feature #383 and feature #384 on page 81)
  - Toner save setting (feature #482 on page 81)

### To print on labels

You can print not only on plain paper but also on special media (labels).

- Please refer to page 139 for information on recording paper.
  - To load paper, see page 18.
- Use labels designed for laser printing. We recommend the following:

#### Avery®

**5160/5161/5162/5163/5164/5165/5167/5168**

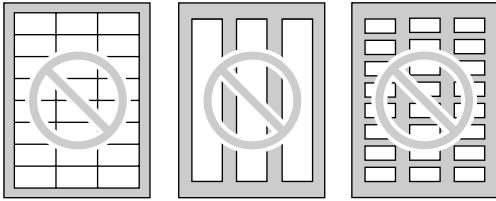
#### XEROX®

**LWH100/LWH110/LWH120/LWH130/LWH140**

- Use the manual input tray to print labels.
- Load label sheets one page at a time for printing, print-side down.
- Remove each label after printing.
- Do not use the following types of labels:
  - Labels that are wrinkled, damaged or separated from the backing sheet.
  - Any sheet of labels that has spaces in it where some of the labels have been removed.

### 3. Printer

- Labels that do not completely cover the backing sheet as follows:



- 6 Click **[Print]** icon on the print toolbar.
  - The unit will start printing.

#### 3.2.1 Ecology printing features

You can use various printing features and preview the print image without test print.

##### Printer settings

You can change or display the settings on the following tabs in step 5.

**[Basic]**: Paper size, layout printing

**[Output]**: Number of prints, paper source, media type

**[Quality]**: Color mode, toner save

**[Effects]**: Header, watermark, footer

##### Combining multiple documents

You can display multiple pages created in various applications and handle it as a single document.

1. Perform step 1 to 4 on “3.2 Easy Print Utility”.
2. Open another document you want to add to Easy Print Utility.
3. Select **[Print...]** from the **[File]** menu.
  - The **[Print]** dialog box will appear.
4. Select **[Panasonic Easy Print Driver]** as the active printer.
5. Click **[Print]**.
  - The document will be added after the last page of the previous document in the print preview window.
6. Repeat step 2 to 5.
7. If necessary, change the printer settings (page 36).
8. Click **[Print]** icon on the print toolbar.

##### Note:

- The maximum number of documents that can be displayed in the **[Print Page Operation]** window is 999 pages.

##### Saving a file as PDF file

You can save the previewed files in PDF format instead of printing it.

1. Perform step 1 to 4 on “3.2 Easy Print Utility”.
2. Click the **[Save PDF file]** icon on the print toolbar.
  - The **[Save As]** dialog box appears.
3. Specify the folder to save, enter the file name, and then click **[Save]**. The **[Save PDF file]** dialog appears while PDF files are being created and saved.

##### Note:

- The PDF file created with Easy Print Utility is an image type.

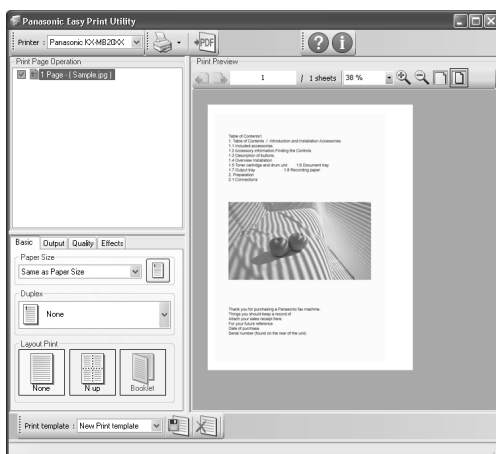
## 3.2 Easy Print Utility

By printing using the Panasonic Easy Print Utility instead of the printer driver, you can use useful printing features for your convenience.

- Preventing unnecessary prints by checking the preview on PC screen
- Combining multiple documents
- Saving a file in PDF format

For example, to print from WordPad, proceed as follows:

- 1 Open the document you want to print.
- 2 Select **[Print...]** from the **[File]** menu.
- 3 Select **[Panasonic Easy Print Driver]** as the active printer.
- 4 Click **[Print]**.
  - The **[Panasonic Easy Print Utility]** dialog will be displayed. For details about the Easy Print Utility, click **[?]**, then click the desired item.
- 5 View the print image by clicking the desired page in the print page window (left column list).



- To change the printer settings, see page 36.
- To combine multiple documents created in various applications, see page 36.
- To save the file in PDF format, see page 36.
- Even if you set the number of prints on the original application beforehand, you may have to re-set it for the Easy Print Utility.

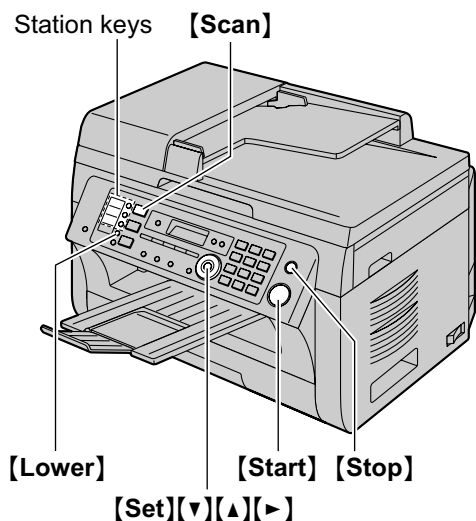
## 4.1 Scanning from the base unit (Push Scan)

You can easily scan the document by using the operation panel on the base unit. You can select one of the following scanning modes depending on how you intend to use the scanned image.

- Viewing using Multi-Function Viewer (Viewer)
- Saving as a file to your computer (File)
- Sending as an attached file to an email destination from your computer (Email)
- Using OCR software (OCR)
- Sending as an attached file to an email destination directly from this unit (Email address)
- Sending to an FTP server (FTP)
- Sending to an SMB folder (SMB)

### Note:

- You can set the desired scan mode for push scan beforehand (feature #493 on page 92).
- When scanning a document, we recommend using the scanner glass rather than the automatic document feeder for better results.
- Do not open the document cover when scanning a document with the automatic document feeder.



### 4.1.1 Scan to Multi-Function Viewer

- 1 Set the original (page 25).
- 2 **[Scan]**
- 3 Press **[v]** or **[u]** repeatedly to select "VIEWER". → **[Set]**
- 4 **For USB connection:**  
Press **[v]** or **[u]** repeatedly to select "USB HOST". → **[Set]**

### For LAN connection:

Press **[v]** or **[u]** repeatedly to select the computer to which you want to send the scanned image. → **[Set]**

- 5 If necessary, change the scanning settings. Press **[r]**, press **[v]** or **[u]** repeatedly to select the desired setting. → **[Set]**
  - If you want to scan several pages and save as a single file, select TIFF or PDF as the file format.
- 6 **When using the scanner glass:**  
**[Start]** → The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.

### When using the automatic document feeder:

- [Start]**
- The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning. However, when you select PDF as a file format, the software that is associated to open PDF files will start.
- 7 After you finish scanning, press **[Stop]** to reset the settings you set in step 5.

### Note:

- To stop scanning, see page 109.
- You can save the images in TIFF, JPEG, BMP or PDF formats.
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 34).

### 4.1.2 Scan to save as a file

- 1 Set the original (page 25).
- 2 **[Scan]**
- 3 Press **[v]** or **[u]** repeatedly to select "FILE". → **[Set]**
- 4 **For USB connection:**  
Press **[v]** or **[u]** repeatedly to select "USB HOST". → **[Set]**

### For LAN connection:

Press **[v]** or **[u]** repeatedly to select the computer to which you want to send the scanned image. → **[Set]**

- 5 If necessary, change the scanning settings. Press **[r]**, press **[v]** or **[u]** repeatedly to select the desired setting. → **[Set]**
  - If you want to scan several pages and save as a single file, select TIFF or PDF as the file format.
- 6 **When using the scanner glass:**  
**[Start]** → The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.

## 4. Scanner

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### When using the automatic document feeder:

#### [Start]

- The scanned image will be automatically saved in the folder selected in the **[Settings]** window. To change the folder, see page 34.

- 7 After you finish scanning, press **[Stop]** to reset the settings you set in step 5.

#### Note:

- To stop scanning, see page 109.
- You can save the images in TIFF, JPEG, BMP or PDF formats.

---

### 4.1.3 Scan to Email

You can send the scanned image as an email attachment using email software on your computer.

- 1 Set the original (page 25).

- 2 **[Scan]**

- 3 Press **[▼]** or **[▲]** repeatedly to select “EMAIL”. → **[Set]**

- 4 **For USB connection:**

Press **[▼]** or **[▲]** repeatedly to select “USB HOST”. → **[Set]**

**For LAN connection:**

Press **[▼]** or **[▲]** repeatedly to select the computer to which you want to send the scanned image. → **[Set]**

- 5 If necessary, change the scanning settings. Press **[▶]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[Set]**

- If you want to scan several pages and save as a single file, select TIFF or PDF as the file format.

- 6 **When using the scanner glass:**

**[Start]** → The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.

**When using the automatic document feeder:**

#### [Start]

- The email software will automatically start and the scanned image will be attached to a new email message.

- 7 After you finish scanning, press **[Stop]** to reset the settings you set in step 5.

#### Note:

- To select the default email software, see page 34.
- To stop scanning, see page 109.
- You can save the images in TIFF, JPEG or PDF formats.
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 34).

---

### 4.1.4 Scan to OCR

With OCR software, you can convert an image into text data that can be edited with word processing software. Readiris OCR software can be installed when installing Multi-Function Station.

- 1 Set the original (page 25).

- 2 **[Scan]**

- 3 Press **[▼]** or **[▲]** repeatedly to select “OCR”. → **[Set]**

- 4 **For USB connection:**

Press **[▼]** or **[▲]** repeatedly to select “USB HOST”. → **[Set]**

**For LAN connection:**

Press **[▼]** or **[▲]** repeatedly to select the computer to which you want to send the scanned image. → **[Set]**

- 5 If necessary, change the scanning settings. Press **[▶]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[Set]**

- If you want to scan several pages and save as a single file, select TIFF as the file format.

- 6 **When using the scanner glass:**

**[Start]** → The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.

**When using the automatic document feeder:**

#### [Start]

- The scanned image will be displayed in the OCR window after scanning.

- 7 After you finish scanning, press **[Stop]** to reset the settings you set in step 5.

#### Note:

- To stop scanning, see page 109.
- You can save the images in TIFF, JPEG or BMP formats.
- For detailed instructions about OCR, select **[Help]**.
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 34).

---

### 4.1.5 Scan to email address (LAN connection only)

You can send the scanned image as an attachment without using email software.

#### Important:

- **Program the email server settings (page 97) and the email destinations (page 98) beforehand.**

- 1 Set the original (page 25).

- 2 **[Scan]**

- 3** Press **[▼]** or **[▲]** repeatedly to select “**EMAIL ADDRESS**”. → **[Set]**
- 4** Enter the destination email address.  
**Using station 1-3:**  
 Press the desired station key.  
**Using station 4-6:**  
 Press **[Lower]**, then press the desired station key.  
**Using navigator key:**  
 Press **[▼]** or **[▲]** repeatedly to select the desired destination.  
**Using dial keypad:**  
 Press **[Set]**, then enter the email address using the dial keypad (page 107).

**5 [Set]**

- 6** If necessary, change the scanning settings. Press **[▶]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[Set]**
- If you want to scan several pages and save as a single file, select PDF as the file format.

**7 When using the scanner glass:**

**[Start]** → The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.

**When using the automatic document feeder:**

**[Start]**

- The scanned image will be sent as an email attachment directly from this unit.

- 8** After you finish scanning, press **[Stop]** to reset the settings you set in step 6.

**Note:**

- To stop scanning, see page 109.
- You can save the images in TIFF, JPEG or PDF formats.
- You can search for an email address by initial.

**Example: “LISA”**

1. Perform steps 1 to 3 on “4.1.5 Scan to email address (LAN connection only)”, page 38.
  2. Press **[5]** repeatedly to display any name with the initial “**L**” (see page 107 for character entry).
    - To search for symbols, press **[✳]**.
  3. Press **[▼]** or **[▲]** repeatedly to display “**LISA**”.
    - To stop the search, press **[Stop]**.
- You can easily send scanned image to the desired destinations using station keys. To use this feature, register email addresses to station keys beforehand (page 98).

1. Set the original (page 25).

**2. [Scan]**

**3. Using station 1-3:**

Press the desired station key.

**Using station 4-6:**

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

**4. [Set]**

**5. When using the scanner glass:**

**[Start]** → The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.

**When using the automatic document feeder:**

**[Start]**

### 4.1.6 Scan to FTP server (LAN connection only)

You can send the scanned image to a folder on an FTP server.

**Important:**

- **Program the FTP server settings beforehand (page 92).**

- 1 Set the original (page 25).

**2 [Scan]**

- 3** Press **[▼]** or **[▲]** repeatedly to select “**FTP SERVER**”. → **[Set]**

- 4** Press **[▼]** or **[▲]** repeatedly to select the destination to which you want to send the scanned image. → **[Set]**

- 5** If necessary, change the scanning settings. Press **[▶]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[Set]**

- If you want to scan several pages and save as a single file, select PDF as the file format.

**6 When using the scanner glass:**

**[Start]** → The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.

**When using the automatic document feeder:**

**[Start]**

- The scanned image will be automatically saved in the selected folder on the FTP server.

- 7** After you finish scanning, press **[Stop]** to reset the settings you set in step 5.

**Note:**

- To stop scanning, see page 109.
- You can save the images in TIFF, JPEG or PDF formats.
- To display the scanned image, download the data to your computer beforehand.

## 4. Scanner

### 4.1.7 Scan to SMB folder (LAN connection only)

You can send the scanned image to a folder on the network.

#### Important:

- Program the SMB folder settings beforehand (page 93).

1 Set the original (page 25).

2 **[Scan]**

3 Press **[▼]** or **[▲]** repeatedly to select “SMB FOLDER”. → **[Set]**

4 Press **[▼]** or **[▲]** repeatedly to select the folder to which you want to send the scanned image. → **[Set]**

5 If necessary, change the scanning settings. Press **[▶]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[Set]**

- If you want to scan several pages and save as a single file, select PDF as the file format.

6 **When using the scanner glass:**

**[Start]** → The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.

**When using the automatic document feeder:**

**[Start]**

- The scanned image will be automatically saved in the selected folder on the network.

7 After you finish scanning, press **[Stop]** to reset the settings you set in step 5.

#### Note:

- To stop scanning, see page 109.
- You can save the images in TIFF, JPEG or PDF formats.
- If this function does not perform properly, consult your network administrator. This unit's SMB function does not support NTMLv2 and SMB signatures.

## 4.2 Scanning from a computer (Pull Scan)

#### Note:

- When scanning a document, we recommend using the scanner glass rather than the automatic document feeder for better results.
- Do not open the document cover when scanning a document with the automatic document feeder.

### 4.2.1 Using Multi-Function scan application

By clicking an application icon, the selected application starts automatically after scanning.

1 Set the original (page 25).

2 Start Multi-Function Station. → **[Scan]**

3 Click the desired application icon.

- When you click **[Custom]**, the pre-programmed application starts.
- To cancel scanning while the documents are being scanned, click **[Cancel]**.

#### Note:

- You can change the scanning settings beforehand for each application (page 34).
- When you point to an application icon, the scanning settings for that application are displayed as a tooltip.
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 34).

### 4.2.2 Using Multi-Function Viewer

1 Set the original (page 25).

2 Start Multi-Function Station.

3 **[Utilities]** → **[Viewer]**

- **[Multi-Function Viewer]** will appear.

4 Click the **[Scan]** icon in the **[Multi-Function Viewer]** window.

- The unit's name dialog box will appear.

5 If necessary, change the scanning settings on your computer.

- To preview the scanned image, click **[Preview]**. You can drag the frame to specify the scanning area. If you change the scan settings, click **[Preview]** to refresh the scanned image. If you use the automatic document feeder, only the first page will be previewed. When you need to refresh the scanned image, set the document to preview again.

6 **[Scan]**

- If you preview the scanned image using the automatic document feeder in step 5, set the document again and click **[Scan]**.
- The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning.



- To save the scanned image, select **[Save As ...]** from the **[File]** menu.
- To cancel scanning while the documents are being scanned, click **[Cancel]**.

**Note:**

- You can display images in applications that support TIFF, JPEG, PCX, DCX and BMP formats.
- You can save images in TIFF, JPEG, PCX, DCX, BMP or PDF formats.
- If the **[Select...]** button is displayed in **[Target Device]**, click **[Select...]** to select the unit from the list, and then click **[OK]**.  
The **[Select...]** button will not be displayed when there is only one printer driver installed.
- You can move, copy and delete a file or page.

---

### 4.2.3 Using other applications

Multi-Function Station includes a TWAIN and WIA compliant scanner driver. You can also scan using other applications that support TWAIN or WIA scanning. For scanning example, proceed as follows:

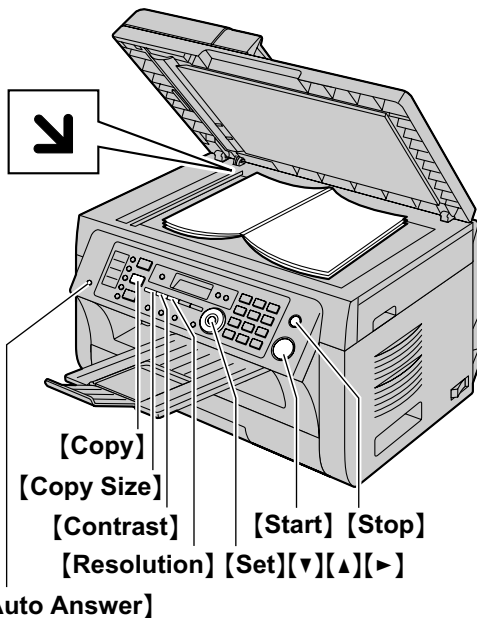
- 1 Set the original (page 25).
- 2 Start an application that supports TWAIN or WIA scanning.
- 3 **For TWAIN scanning:**  
Select **[Acquire Image...]** from the **[File]** menu.  
**For WIA scanning:**  
Select **[From Scanner or Camera...]** from the **[File]** menu.
  - The unit's name dialog box will appear.
- 4 If necessary, change the scanning settings on your computer. → **[Scan]**
  - The scanned image will be displayed in the application window after scanning.
  - To cancel scanning while the documents are being scanned, click **[Cancel]**.

**Note:**

- Scanning from WIA compliant applications is only available for Windows XP, Windows Vista and Windows 7, and only via a USB connection.
- Depending on the application used, the appearance may differ slightly.
- If the **[Select...]** button is displayed in **[Target Device]** when performing TWAIN scanning, click **[Select...]** to select the unit from the list, and then click **[OK]**.  
The **[Select...]** button will not be displayed when there is only one printer driver installed.

### 5.1 Making a copy

#### 5.1.1 Using the scanner glass



- 1 If the **[Copy]** light is OFF, turn it ON by pressing **[Copy]**.
- 2 Set the original (page 25).
- 3 If necessary, change the copy size (original document size and recording paper size), resolution and contrast according to the type of document.
  - To select the copy size, see page 42.
  - To select the resolution, see page 42.
  - To select the contrast, see page 42.
- 4 If necessary, enter the number of copies (up to 99).
- 5 **[Start]**
  - The unit will start copying.
- 6 After you finish copying, press **[Stop]** to reset the settings you set in step 3 and 4.

#### Note:

- To stop copying, see page 109.
- You can change the default operation mode (feature #463 on page 81) and the timer before returning to the default operation mode (feature #464 on page 81).
- If the **[Auto Answer]** light is ON, the unit can receive faxes automatically even when in the copy mode.

#### To select the copy size

1. Press **[Copy Size]** repeatedly to select “ORIGINAL SIZE”.
2. Press **[v]** or **[^]** repeatedly to select the size of your original document. → **[Set]**

3. Press **[v]** or **[^]** repeatedly to select the size of recording paper size.
  - When “#2” is selected, you can change the recording paper size by pressing **[>]** repeatedly.
  - The appropriate zoom rate will be set automatically. Some copying features cannot be used during zoom copy. See page 43 for details.

#### 4. **[Set]**

#### To select the resolution

1. Press **[Resolution]** repeatedly.
  - “TEXT/PHOTO”: For both text and photographs.
  - “TEXT”: For text only.
  - “PHOTO”: For photographs, shaded drawings, etc.

#### 2. **[Set]**

#### Note:

- You can change the default resolution (feature #461 on page 90).

#### To select the contrast

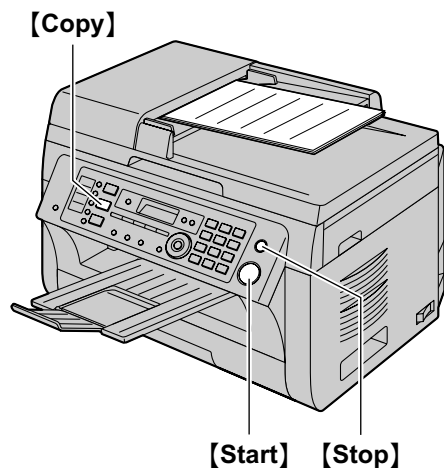
Adjust this setting depending on the darkness or lightness of the document. 5 levels (low to high) are available.

Press **[Contrast]** repeatedly. → **[Set]**

#### Note:

- You can hold the previous contrast setting (feature #462 on page 81).

### 5.1.2 Using the automatic document feeder



- 1 If the **[Copy]** light is OFF, turn it ON by pressing **[Copy]**.
- 2 Set the original (page 25).
- 3 If necessary, change the copy size (original document size and recording paper size), resolution and contrast according to the type of document.
  - To select the copy size, see page 42.
  - To select the resolution, see page 42.
  - To select the contrast, see page 42.
- 4 If necessary, enter the number of copies (up to 99).
- 5 **[Start]**
  - The unit will start copying.
- 6 After you finish copying, press **[Stop]** to reset the settings you set in step 3 and 4.

**Note:**

- To stop copying, see page 109.


## 5.2 More copying features

- Make sure that the **[Copy]** light is ON.

### 5.2.1 Zoom copy (enlargement / reduction)

- 1 Set the original (page 25).
- 2 Press **[Zoom]** repeatedly to select the zoom rate that fits the size of your document and recording paper.
  - “**ZOOM =100%**”<sup>\*1</sup>
  - “50%”
  - “200%”
- <sup>\*1</sup> Press **[▼]** or **[▲]** repeatedly to change the zoom rate by 1 % at a time from “25%” to “400%”. You can also enter the desired percentage specifically by using the dial keys.
- 3 **[Set]**
- 4 If necessary, enter the number of copies (up to 99).  
→ **[Start]**
- 5 After you finish copying, press **[Stop]** to reset this feature.

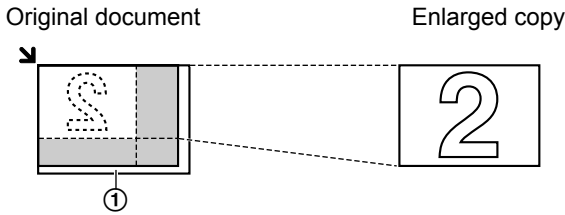
**Note:**

- Zoom copy is not available for the following features:
  - Quick ID copy feature (page 44)
  - Image repeat feature (page 44)
  - Poster feature (page 46)
  - N in 1 feature (page 46)
  - Separate N in 1 feature (page 47)
- You can hold the previous zoom setting (feature #468 on page 90).
- **When using the scanner glass**, the unit will only enlarge the right top corner of the document starting from the  mark on the unit.
- **When using the automatic document feeder**, 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.

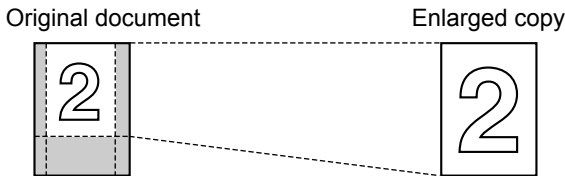
## 5. Copier

### Example: 150 % enlarged copy

#### Using the scanner glass (①):

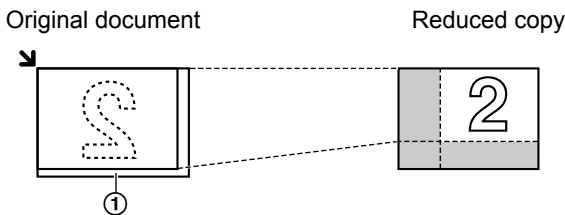


#### Using the automatic document feeder:

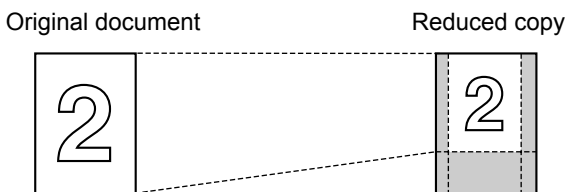


### Example: 70 % reduced copy

#### Using the scanner glass (①):



#### Using the automatic document feeder:



### 5.2.2 Collate copy

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

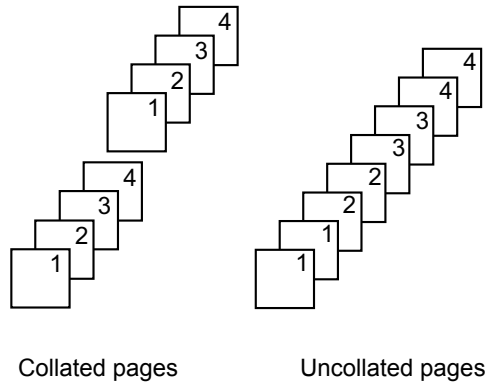
- 1 If the **[Copy]** light is OFF, turn it ON by pressing **[Copy]**.
- 2 Set the original (page 25).
- 3 Press **[◀]** to display “COLLATE”.
- 4 Press **[▼]** or **[▲]** repeatedly to display “ON”.
- 5 **[Set]**
- 6 Enter the number of copies (up to 99).
- 7 **When using the scanner glass:**
  1. **[Start]**
    - The unit will scan 1 page.

2. Place the next document on the scanner glass and press **[Set]**. Repeat this until you have scanned all pages, and then press **[Start]**.
  - The unit will start copying.

#### When using the automatic document feeder: **[Start]**

- 8 After you finish copying, press **[Stop]** to reset this feature.

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



#### Note:

- The unit will store the documents into memory while collating the copies. If the memory becomes full while storing, the unit will only print out the stored pages.
- You can hold the previous collate setting (feature #469 on page 90).

### Proof set feature

To make 1 set of a collated copy first, press **[▼]** or **[▲]** repeatedly to display “PROOF SET” (step 4 on “5.2.2 Collate copy”, page 44). The unit will make 1 set of a collated copy and stop temporarily so you can check whether the copy was made as you expected. If the copy is correct, press **[Start]** to continue copying. If the copy is not correct, press **[Stop]** and start again from the beginning.

### 5.2.3 Quick ID copy feature / Image repeat feature (Scanner glass only)

**Quick ID copy feature:** To copy 2-sided documents onto one page.

**Image repeat feature:** To copy a single document repeatedly onto one page.

#### Note:

- The copied documents will not be reduced to fit the recording paper, and useful for copying small sized documents such as business cards.
- 1 Set the original (page 25).
    - To make a landscape copy, set the original in landscape direction. To make a portrait copy, set the original in portrait direction.

- The scanning area changes according to the selected setting in step 4. See the following table for details. The shaded area will be scanned.

- Press **[Page Layout]** repeatedly to select “PAGE LAYOUT”.
- Press **[▼]** or **[▲]** repeatedly to select “QUICK ID COPY” or “IMAGE REPEAT”. → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the number of original documents from “2 in 1”, “4 in 1” or “8 in 1”. → **[Set]**
  - For quick ID copy feature, go to the next step.
  - For image repeat feature, go to step 6.
- Press **[▼]** or **[▲]** repeatedly to select the page layout from “LANDSCAPE” or “PORTRAIT”. → **[Set]**
- If necessary, enter the number of copies (up to 99).
- Quick ID copy feature:**
  - [Start]**
    - The unit will scan 1 page.
  - Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned.
    - The unit will start copying.
    - You can press **[Start]** anytime to start copying.

**Image repeat feature:****[Start]**

- After you finish copying, press **[Stop]** to reset this feature.

**Note:**

- You can save the previous page layout setting (feature #467 on page 90).

**For quick ID copy feature**

Original document	Page layout
	<p>“LANDSCAPE”</p> <p>“PORTRAIT”</p>

Original document	Page layout
	<p>“LANDSCAPE”</p> <p>“PORTRAIT”</p>
	<p>“LANDSCAPE”</p> <p>“PORTRAIT”</p>

**For image repeat feature**

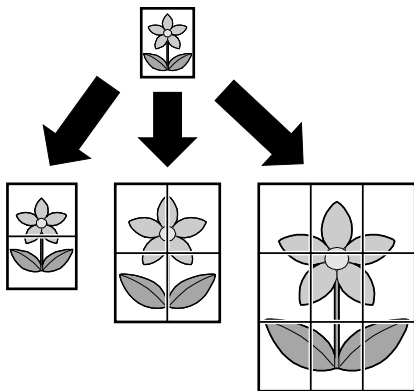
Original document	Page layout

## 5. Copier

Original document	Page layout
<p>"8 in 1"</p>	

### 5.2.4 Poster feature (Scanner glass only)

You can make copies divided into 2 ("1 x 2"), 4 ("2 x 2") or 9 ("3 x 3") sections to make enlarged copies of the individual sections. You can then glue them together to make a poster.



- 1 Set the original (page 25).
- 2 Press **[Page Layout]** repeatedly to select "PAGE LAYOUT".
- 3 Press **[▼]** or **[▲]** repeatedly to select "POSTER". → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to select "1 x 2", "2 x 2" or "3 x 3". → **[Set]**
- 5 If necessary, enter the number of copies (up to 99). → **[Start]**
- 6 After you finish copying, press **[Stop]** to reset this feature.

#### Note:

- You can save the previous page layout setting (feature #467 on page 90).

### 5.2.5 N in 1 feature

You can save paper by copying 2, 4 or 8 pages onto 1 page. The documents will be reduced to fit the recording paper.

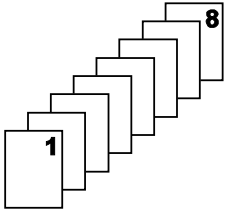


- 1 Set the original (page 25).
  - To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.
- 2 Press **[Page Layout]** repeatedly to select "PAGE LAYOUT".
- 3 Press **[▼]** or **[▲]** repeatedly to select "N in 1". → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to select the number of original documents from "2 in 1", "4 in 1" or "8 in 1". → **[Set]**
- 5 Press **[▼]** or **[▲]** repeatedly to select the layout from "PORTRAIT" or "LANDSCAPE". → **[Set]**
- 6 If necessary, enter the number of copies (up to 99).
- 7 **When using the scanner glass:**
  1. **[Start]**
    - The unit will scan 1 page.
  2. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned.
    - The unit will start copying.
    - You can press **[Start]** anytime to start copying.

#### When using the automatic document feeder:

**[Start]**

- 8 After you finish copying, press **[Stop]** to reset this feature.

Original document	Page layout
<p>"2 in 1"</p>	<p>"PORTRAIT"</p> <p>"LANDSCAPE"</p>
<p>"4 in 1"</p>	<p>"PORTRAIT"</p> <p>"LANDSCAPE"</p>

Original document	Page layout
"8 in 1" 	"PORTRAIT"  "LANDSCAPE" 

**Note:**

- You can save the previous page layout setting (feature #467 on page 90).

**Separate N in 1 feature (Scanner glass only)**

You can separate an N in 1 copied document back into its original, separate pages. This feature is available for documents created using the "2 in 1" and "4 in 1" settings.

- Set the original (page 25).
- Press **[Page Layout]** repeatedly to select "PAGE LAYOUT".
- Press **[▼]** or **[▲]** repeatedly to select "SEPARATE N in 1". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the number of original documents from "2 in 1" or "4 in 1". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the page layout of the original document from "PORTRAIT" or "LANDSCAPE". → **[Set]**
- If necessary, enter the number of documents (up to 99). → **[Start]**
- After you finish copying, press **[Stop]** to reset this feature.

**5.2.6 Edge feature**

You can set the unit not to copy the outer edges of the document without reducing the copied documents to fit the recording paper. This is useful for copying documents with dirty edges.

**Note:**

- This feature and page layout features cannot be used at the same time (except for N in 1).
- Set the original (page 25).
  - Press **[Page Layout]** repeatedly to select "EDGE".
  - Press **[▼]** or **[▲]** repeatedly to select "ON". → **[Set]**
  - Press **[▼]** or **[▲]** repeatedly to select "LONG EDGE". → **[Set]**

- Enter the desired edge width of long edge using the dial keypad. → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select "SHORT EDGE". → **[Set]**
- Enter the desired edge width of short edge using the dial keypad. → **[Set]**
- If necessary, enter the number of documents (up to 99). → **[Start]**
- After you finish copying, press **[Stop]** to reset this feature.

**Note:**

- You can hold the previous edge setting (feature #473 on page 90).

**5.2.7 Margin feature**

You can set the unit not to copy a particular edge of the document to make a margin. This is useful for binding the copied documents.

**Note:**

- To automatically reduce the copies according to the set margin, see feature #474 on page 90.
- This feature and page layout features cannot be used at the same time.

- Set the original (page 25).
  - To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.
- Press **[Page Layout]** repeatedly to select "MARGIN".
- Press **[▼]** or **[▲]** repeatedly to select "ON". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the page layout from "PORTRAIT" or "LANDSCAPE". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the edge you want to set the margin for from "TOP", "RIGHT", "LEFT" or "BOTTOM". → **[Set]**
- Enter the desired margin width using the dial keypad. → **[Set]**
- If necessary, enter the number of documents (up to 99). → **[Start]**
- After you finish copying, press **[Stop]** to reset this feature.

**Note:**

- You can hold the previous margin setting (feature #475 on page 90).

**5.2.8 Copy reservation**

You can make a copy reservation under the following conditions:

- while the unit is printing documents from your computer.

## 5. Copier

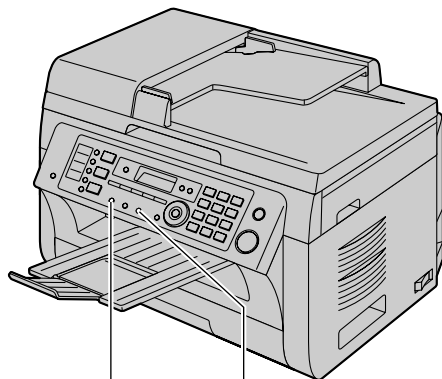
---

- while the unit is printing received fax documents.
- 1** Set the original (page 25).
- 2** While “**PC PRINTING**” or “**PRINTING**” is displayed, press [**Copy**].
- 3** Make necessary settings such as number of copies, resolution, zoom features and page layout features.  
→ [**Start**]
  - “**COPY RESERVED**” will be displayed. The unit will start copying after the current printing job.



## 6.1 Making phone calls

### 6.1.1 With the base unit

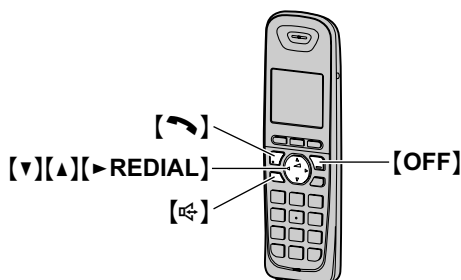


[Redial] [Monitor]

- 1 Lift the handset.
- 2 Dial the telephone number.
- 3 To hang up, replace the handset.

**To redial the last number dialed from the base unit**  
[Monitor] → [Redial]

### 6.1.2 With the cordless handset



- 1 Lift the cordless handset and dial the telephone number.
  - To correct a digit, press [CLEAR].
- 2 [RECALL] or [CALL]
  - To make hands-free telephone calls, press [SPK].
- 3 To hang up, press [OFF] or place the cordless handset on the charger.

**Note:**

- While talking using [RECALL], you can switch to a hands-free telephone conversation by pressing [SPK]. To switch back, press [RECALL].
- For best performance, use the speakerphone in a quiet environment.

#### To mute your conversation

While mute is turned ON, you can hear the other party, but the other party cannot hear you.

1. Press [MUTE] during conversation.
  - [MUTE] flashes.
2. To return to the conversation, press [MUTE] again.

**Note:**

- [MUTE] is a soft key visible on the cordless handset display during a call.

#### Handset clarity booster

This feature can improve sound clarity when the cordless handset is used in an area where there may be interference. During an outside call, this feature is turned on automatically when necessary.

- When this feature is turned on, [BOOST] is displayed.

#### To put a call on hold

1. Press [MENU] during an outside call.
2. "Hold" → [SELECT]
3. To release hold, press [RECALL].
  - Another cordless handset user can take the call by pressing [RECALL].

**Note:**

- If a call is kept on hold for more than 9 minutes, an alarm tone starts to sound and the ringer indicator on the cordless handset flashes rapidly. After 1 additional minute on hold, the call is disconnected.
- If another telephone is connected to the same line, you can also take the call by lifting its cordless handset.

#### To redial using the redial list (Memory redial)

The last 5 telephone numbers dialed from the cordless handset are stored in the redial list (each 48 digits max.).

1. [RECALL] or [RECALL]
  - If there is a new message in the voice mail or answering machine, [RECALL] is not displayed.
2. Press [RECALL] or [RECALL] to select the desired number.
3. [RECALL] or [RECALL]

#### To erase numbers in the redial list

1. [RECALL] or [RECALL]
2. Press [RECALL] or [RECALL] repeatedly to select the desired number. → [ERASE]
3. "Yes" → [SELECT]
4. [OFF]

#### Pause (for PBX/long distance service users)

A pause is sometimes required when making calls using a PBX or long distance service. When storing a calling card access number and/or PIN in the phonebook, a pause is also needed (page 52).

**Example:** If you need to dial the line access number "9" when making outside calls with a PBX:

1. [9] → [PAUSE]

## 6. Telephone

2. Dial the telephone number. → [↶]

### Note:

- A 3.5 second pause is inserted each time [PAUSE] is pressed. Repeat as needed to create longer pauses.

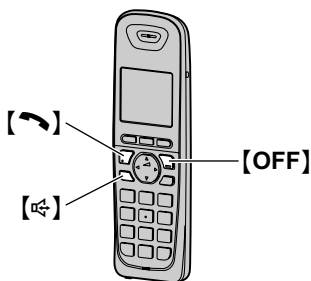
## 6.2 Answering phone calls

### 6.2.1 With the base unit

- 1 Lift the handset.
- 2 To hang up, replace the handset.

### 6.2.2 With the cordless handset

When a call is being received, the ringer indicator on the cordless handset flashes rapidly.



- 1 Lift the cordless handset and press [↶] or [↷] when the cordless handset rings.
  - You can also answer the call by pressing any dial key from [0] to [9], [\*] or [#] (Any key talk feature).
- 2 To hang up, press [OFF] or place the cordless handset on the charger.

### Auto talk feature (Cordless handset)

You can answer calls simply by lifting the cordless handset off the charger. You do not need to press [↶]. To turn this feature ON, see page 101.

### Temporary handset ringer OFF

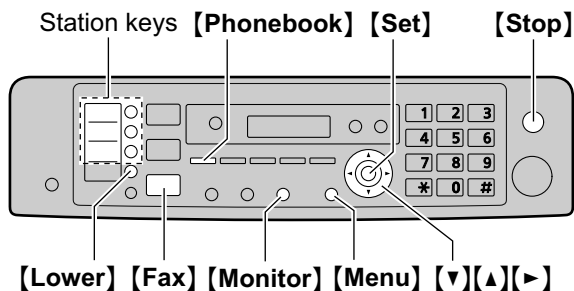
While the cordless handset is ringing for a call, you can turn the ringer OFF temporarily by pressing [↷].

## 6.3 Base unit: One-touch dial feature and phonebook

The base unit provides the one-touch dial feature (6 items) and phonebook (100 items).

- The cordless handset has its own individual phonebook (page 51).
- You can copy phonebook items between the base unit and the cordless handset (page 105).

- Station 1 and 2 can be used alternatively as broadcast keys (page 59).
- Make sure that the [Fax] light is ON.



### 6.3.1 Storing one-touch dial item

- 1 Press [Menu] repeatedly to display "PHONEBOOK SET".
- 2 Select the desired station key.  
**For station 1-2:**
  1. Press one of the station keys.
  2. Press [▼] or [▲] repeatedly to select "DIAL MODE". → [Set]  
**For station 3:**  
Press the station key.  
  
**For station 4-6:**  
Press [Lower], then press one of the station keys.
- 3 Enter the name, up to 16 characters (see page 107 for character entry). → [Set]
- 4 Enter the telephone number, up to 24 digits. → [Set]
  - To program other items, repeat steps 2 to 4.
- 5 [Stop]

### Note:

- A space entered in a telephone number counts as 2 digits.

### 6.3.2 Storing phonebook items

- 1 Press [Menu] repeatedly to display "PHONEBOOK SET". → [▶]
- 2 Enter the name, up to 16 characters (see page 107 for character entry). → [Set]
- 3 Enter the telephone number, up to 24 digits. → [Set]
  - To program other items, repeat steps 2 to 3.
- 4 [Menu]

### Note:

- A space entered in a telephone number counts as 2 digits.

### 6.3.3 Editing a stored item

- 1 **[Phonebook]**
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[Menu]** → **[\*]**
- 3 Edit the name if necessary. → **[Set]**
- 4 Edit the telephone number if necessary. → **[Set]** → **[Stop]**

### 6.3.4 Erasing a stored item

- 1 **[Phonebook]**
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[Menu]** → **[#]**
  - To cancel erasing, press **[Stop]**.
- 3 **[Set]** → **[Stop]**

### 6.3.5 Making a phone call using one-touch dial feature

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

**For station 1-3:**  
Press the desired station key.

**For station 4-6:**  
Press **[Lower]**, then press the desired station key.

  - The unit will start dialing automatically.

### 6.3.6 Making a phone call using the phonebook

- 1 Press **[Phonebook]**.
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item.
- 3 Press **[Monitor]** or lift the handset.
  - The unit will start dialing automatically.

#### To search for a name by initial

Example: "LISA"

1. **[Phonebook]**
2. Press **[▼]** or **[▲]** to initiate the phonebook.
3. Press **[5]** repeatedly to display any name with the initial "L" (see page 107 for character entry).
  - To search for symbols, press **[1]**.
4. Press **[▼]** or **[▲]** repeatedly to display "LISA".
  - To stop the search, press **[Stop]**.
  - To dial the displayed party, press **[Monitor]** or lift the handset.

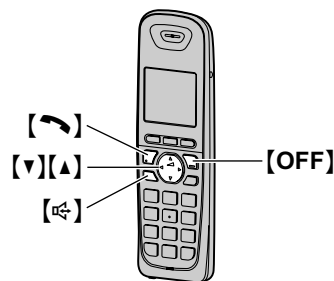
## 6.4 Cordless handset: Shared phonebook

The shared phonebook allows you to make calls without having to dial manually. Any cordless handset registered to the base unit can use the shared phonebook. You can add 50 names and telephone numbers to the shared phonebook, and assign each cordless handset phonebook item to the desired group.

- The base unit has its own individual phonebook (page 50).
- You can copy phonebook items between the base unit and the cordless handset (page 105).

#### Important:

- **Only 1 person can access the shared phonebook at a time.**
- **Caller ID subscribers can use group ringer tone features (page 53).**



### 6.4.1 Storing phonebook items

- 1 **[Book]** → **[ADD]**
- 2 Enter the name, up to 16 characters. → **[OK]**
- 3 Enter the telephone number, up to 24 digits. → **[OK]**
- 4 Press **[▼]** or **[▲]** repeatedly to display the desired group. → **[SELECT]** 2 times.
  - To add other items, repeat from step 2.
- 5 **[OFF]**

#### Groups

Groups can help you find items in the cordless handset phonebook quickly and easily. When adding an item to the cordless handset phonebook, you can assign it to one of 9 groups. You can change the names of groups assigned for cordless handset phonebook items ("Friends", "Family", etc.) and then search for cordless handset phonebook items by group. The group ringer tone feature is available for Caller ID subscribers (page 53).

#### To change the group names

The default group name is "Group 1" to "Group 9".

1. **[Book]** → **[MENU]**

## 6. Telephone

---

2. "Group" → [SELECT]
3. Press [▼] or [▲] repeatedly to display the desired group. → [SELECT]
4. "Group name" → [SELECT]
5. Edit the name (10 characters max.; page 107). → [SAVE]
6. [OFF]

---

### 6.4.2 Editing a stored item

- 1 [📖]
- 2 Press [▼] or [▲] repeatedly to display the desired item. → [EDIT]
- 3 Edit the name if necessary. → [OK]
- 4 Edit the telephone number if necessary. → [OK]
- 5 Press [▼] or [▲] repeatedly to display the desired group (page 51). → [SELECT]
- 6 [SELECT] → [OFF]

---

### 6.4.3 Erasing a stored item

#### To erase a specific item

1. [📖]
2. Press [▼] or [▲] repeatedly to display the desired item.
3. [ERASE]
4. "Yes" → [SELECT] → [OFF]

#### To erase all items

1. [📖] → [MENU]
2. "Erase all" → [SELECT]
3. "Yes" → [SELECT]
4. "Yes" → [SELECT]
5. [OFF]

---

### 6.4.4 Making a phone call using the phonebook

- 1 [📖]
- 2 Press [▼] or [▲] repeatedly to display the desired item.
  - You can scroll through the phonebook item by pressing and holding [▼] or [▲].
- 3 [📞]

---

#### To search for a name by initial

Example: "LISA"

1. [📖]
2. Press [▼] or [▲] to initiate the phonebook.
3. Press [5] repeatedly to display any name with the initial "L" (see page 107 for character entry).
  - To search for symbols, press [1].

4. Press [▼] or [▲] repeatedly to display "LISA".
  - To dial the displayed party, press [📞] or [📞].

---

#### To search for a name by group

1. [📖] → [GROUP]
2. Press [▼] or [▲] repeatedly to display the desired group. → [SELECT]
  - If you select "All groups", the cordless handset ends the group search.
3. Press [▼] or [▲] repeatedly to display the desired item.
4. [📞]

---

## 6.5 Chain dial (Cordless handset only)

This feature allows you to dial telephone numbers in the cordless handset phonebook while you are on a call. This feature can be used, for example, to dial a calling card access number or bank account PIN that you have stored in the cordless handset phonebook, without having to dial manually.

- 1 During an outside call, press [MENU].
- 2 "Phonebook" → [SELECT]
- 3 Press [▼] or [▲] repeatedly to select the desired item.
  - To search by first character (index search) or group, see page 52.
- 4 Press [CALL] to dial the number.

#### Note:

- When storing a calling card access number and your PIN in the phonebook as one phonebook item, press [PAUSE] to add pauses after the number and PIN as necessary (page 49).
- If you have rotary/pulse service, you need to press [\*] (TONE) before pressing [MENU] in step 1 to change the dialing mode temporarily to tone. When adding entries to the phonebook, we recommend adding [\*] (TONE) to the beginning of telephone numbers you wish to chain dial (page 51).

## 7.1 Caller ID

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 a Caller ID service.

Make sure the following ring count is set to 2 or more rings beforehand.

- FAX ring count (feature #210 on page 80)
- TAM/FAX ring count (feature #211 on page 80)
- The name display service may not be available in some areas. For further information, please contact your telephone company.

### 7.1.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed. You 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 50 most recent calls. It is possible to view caller information on the display (page 54) or print the entire Caller ID list (page 138).

- 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 is displayed:  
 "OUT OF AREA"/"Out of area": The caller dials from an area which does not provide a Caller ID service.  
 "PRIVATE CALLER"/"Private Caller": The caller requests not to send caller information.

### Missed calls

If a call is not answered, the unit treats the call as a missed call. The number of missed calls are shown on the display (the cordless handset also shows "Missed call"). This lets you know if you should view the caller list to see who called while you were away.

#### Note:

- Even when there are unviewed missed calls, "Missed call" disappears from the standby display if the following operation is performed by one of the registered cordless handset:
  - Being replaced on the charger.
  - Pressing **[OFF]**.

### To confirm caller information by printing the Caller ID list (Base unit only)

- To print manually, see page 138.
- To print automatically after every 50 new calls, activate feature #216 (page 80).

### For call waiting or Call Waiting Caller ID service users

To use call waiting, you must first subscribe to call waiting from your service provider/telephone company.

This feature allows you to receive calls while you are already talking on the telephone. If you receive a call while on the telephone, you will hear a call waiting tone.

If you subscribe to both Caller ID and Call Waiting with Caller ID services, the 2nd caller's information is displayed on the base unit or cordless handset that is in use after you hear the call waiting tone.


1. Press **[Flash]** on the base unit or **[CALL WAIT]** on the cordless handset to answer the 2nd call.
2. To switch between calls, press **[Flash]** on the base unit or **[CALL WAIT]** on the cordless handset.

#### Note:

- Please contact your service provider/telephone company for details and availability of this service in your area.

### 7.1.2 Group ringer tone for cordless handset phonebook

This feature can help you identify who is calling by using different ringer tones for different groups of callers. When adding an item to the cordless handset phonebook, you can assign it to the desired group (page 51). When a call is received from a caller assigned to a group, the ringer you selected for that group rings after caller information is displayed. If you select "Current ringer" (default), the cordless handset uses the ringer tone you selected on page 101 when calls from this group are received.

- 1 **[]** → **[MENU]**
- 2 "Group" → **[SELECT]**
- 3 Press **[▼]** or **[▲]** repeatedly to display the desired group. → **[SELECT]**
- 4 Press **[▼]** or **[▲]** repeatedly to display the current setting of the group ringer tone. → **[SELECT]**
- 5 Press **[▼]** or **[▲]** repeatedly to display the desired ringer tone. → **[SAVE]**
- 6 **[OFF]**

### 7.2 Viewing and calling back using caller information

#### Important:

- Only 1 person can access the caller list at a time.
- Make sure the unit's date and time setting is correct (page 28).

#### 7.2.1 With the base unit

- Make sure that the **[Fax]** light is ON.

##### 1 **[Caller ID]**

2 Press **[▼]** to search from the recently received caller information.

- If you press **[▲]**, the display order will be reversed.
- To send a fax, see page 57.

3 Press **[Monitor]** or lift the handset to return the call.

#### To change the way caller information is displayed

Press **[Caller ID]** repeatedly after step 2 to change name/telephone number information.

#### 7.2.2 With the cordless handset

##### 1 **[CID◀]**

2 Press **[▼]** to search from the recently received caller information.

- If you press **[▲]**, the display order will be reversed.
- If **▶** is displayed, not all of the information is shown. To see the remaining information, press **[▶]**. To return to the previous screen, press **[◀]**.

3 Press **[↶]** or **[↷]** to return the call.

#### 7.2.3 Symbols and operations for caller information

##### What "✓" means

If the item has already been viewed or answered, "✓" is displayed, even if it was viewed or answered using another unit.

##### To stop viewing

Press **[OFF]** on the cordless handset or **[Stop]** on the base unit.

### 7.3 Editing a caller's telephone number before calling back/storing

#### 7.3.1 With the base unit

While displaying a desired caller information, press **[✳]** repeatedly. Each time you press **[✳]**, the telephone number will be changed as follows:

- ① 1 – Area code – Local telephone number ("1" added)<sup>\*1</sup>
- ② Local telephone number only (area code omitted)
- ③ Area code – Local telephone number<sup>\*1</sup>
- ④ 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 the base unit phonebook, follow from step 3 of the base unit storing procedure on page 55.
- To store the number in the cordless handset phonebook, follow from step 3 of the cordless handset storing procedure on page 55.

#### To correct a mistake

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

#### To delete a number

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

#### 7.3.2 With the cordless handset

You can edit a telephone number in the caller list by removing its area code and/or the long distance code "1".

##### 1 **[CID◀]**

2 Press **[▼]** or **[▲]** repeatedly to display the desired item.

- If **▶** is displayed, not all of the information is shown. To see the remaining information, press **[▶]**. To return to the previous screen, press **[◀]**.

3 Press **[EDIT]** repeatedly until the telephone number is shown in the desired format.

- ① Local telephone number
- ② Area code – Local telephone number

- ③ 1 – Area code – Local telephone number

## 4 [↶]

### To correct a number

1. Press [▼] or [▲] to move the cursor to the incorrect number.
2. Press [CLEAR] to delete a number.
3. Enter the correct number.

### To delete a number

Press [▼] or [▲] to move the cursor to the number you want to delete. → [CLEAR]

### Caller ID number auto edit feature

Once you call back an edited number, the cordless handset which was used to call back remembers the area code and format of the edited number. The next time someone calls from the same area code, caller information is customized by the cordless handset as follows:

- When the call is being received, the Caller ID number is displayed in the same format as the edited number.
- After the call has ended, the caller's telephone number is displayed in the same format as the edited number, when reviewed from the caller list.

For example, you can use this feature to set the cordless handset to ignore the area code of callers in your area, so that you can call these local numbers using caller information without dialing the area code.

To activate this feature, you must edit an item in the caller list, then call that number. After that, telephone numbers from that caller's area code are edited automatically. This feature can be set for each cordless handset (page 101). The default setting is "On".

#### Note:

- Telephone numbers from the 4 most recently edited area codes are automatically edited.
- If you move to another area, you can turn this feature OFF to erase previously edited area codes. To use this feature again, turn it on and reprogram the area codes you want to edit once again.

## 7.4 Erasing caller information

### 7.4.1 With the base unit

#### Erasing all caller information

1. Press [Menu] repeatedly to display "CALLER SETUP". → [Set]
  - "CALL LIST ERASE" will be displayed.
2. [Set]
  - To cancel erasing, press [Stop], then [Menu].
3. [Set] → [Stop]

#### Erasing specific caller information

- Make sure that the [Fax] light is ON.
1. [Caller ID]
  2. Press [▼] or [▲] repeatedly to display the desired item. → [Erase] → [Set] → [Stop]

### 7.4.2 With the cordless handset

- 1 [CID◀]
  - To erase all items, skip to step 3.
- 2 Press [▼] or [▲] repeatedly to display the desired item.
- 3 [ERASE]
- 4 "Yes" → [SELECT] → [OFF]

## 7.5 Storing caller information

### 7.5.1 Into the one-touch dial feature and phonebook (Base unit)

- Make sure that the [Fax] light is ON.
- 1 [Caller ID]
  - 2 Press [▼] or [▲] repeatedly to display the desired item.
  - 3 [Menu]
  - 4 Select the station key or phonebook.
    - For station 1-2:**
      1. Press the desired station key.
      2. Press [▼] or [▲] repeatedly to select "DIAL MODE". → [Set] → [Set]
    - For station 3:**

Press the station key. → [Set]
    - For station 4-6:**

Press [Lower], then press the desired station key. → [Set]
    - For phonebook:**

Press [◀] or [▶]. → [Set]
  - 5 [Set]

#### Note:

- To edit a name or number, see page 51.
- If you assign an item to a station key which already contains an item, the previous item will be replaced.
- Station 1 and 2 can be used alternatively as broadcast keys (page 59).

### 7.5.2 Into the phonebook (cordless handset)

- 1 [CID◀]

## 7. Caller ID

---

- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item.
  - To edit the number, press **[EDIT]** repeatedly until the telephone number is shown in the desired format.
- 3 **[SAVE]**
- 4 “Phonebook” → **[SELECT]** → **[OK]** → **[OK]**
- 5 Press **[▼]** or **[▲]** repeatedly to display the desired group. → **[SELECT]**
- 6 **[SELECT]** → **[OFF]**

**Note:**

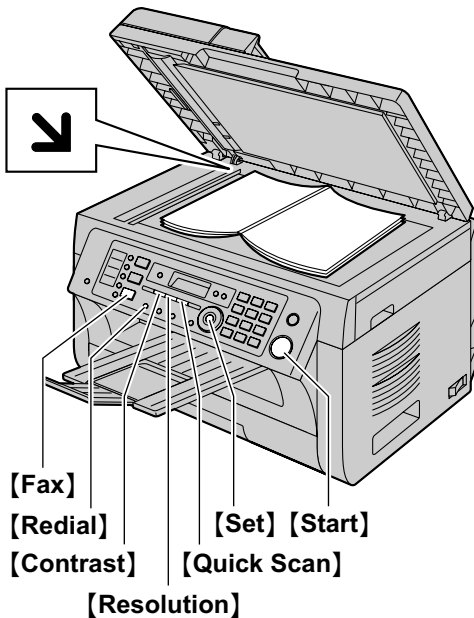
- To edit a name or number, see page 52.



## 8.1 Sending a fax manually

### 8.1.1 Using the scanner glass

By using the scanner glass, you can send a page from booklets or small size paper.



- 1 If the **[Fax]** light is OFF, turn it ON by pressing **[Fax]**.
- 2 Set the original (page 25).
- 3 If necessary, change the resolution and contrast according to the type of document.
  - To select the resolution, see page 57.
  - To select the contrast, see page 57.
- 4 Dial the fax number.
- 5 Press **[Start]** to scan the document into memory. Wait until "SCAN: PRESS SET" "SEND: PRESS START" is displayed.
  - To send a single page, go to step 7.
  - To send multiple pages, go to the next step.
- 6 Place the next page on the scanner glass. → **[Set]**
  - To send more pages, repeat this step.
- 7 **[Start]**

#### Note:

- To stop sending, see page 109.
- You can change the default operation mode (feature #463 on page 81) and the timer before returning to the default operation mode (feature #464 on page 81).

#### To select the resolution

1. Press **[Resolution]** repeatedly.
  - "STANDARD": For normal-sized characters.
  - "FINE": For small-sized characters.
  - "SUPER FINE": For very small-sized characters.
  - "PHOTO": For photographs, shaded drawings, etc.
2. **[Set]**
  - Using the "FINE", "SUPER FINE" and "PHOTO" settings will increase transmission time.

#### To select the contrast

Adjust this setting depending on the darkness or lightness of the document. 5 levels (low to high) are available.

Press **[Contrast]** repeatedly. → **[Set]**

#### Note:

- You can save the previous contrast setting (feature #462 on page 81).

#### To redial the last number

##### **[Redial]**

- If the line is busy, the unit will automatically redial the number 1 time.

#### Note:

- To stop sending, see page 109.

#### Reserving the fax transmission (Dual Access)

You can reserve a 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. Set the original during fax reception or fax memory transmission.
  2. Enter the fax number using the dial keypad, one-touch dial or phonebook.
  3. **When using the scanner glass**, press **[Quick Scan]**. The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.
 

**When using the automatic document feeder**, press **[Start]**.

    - 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 the confirmation reports, make sure that feature #401 is activated (page 83). For an explanation of the messages, see page 110.

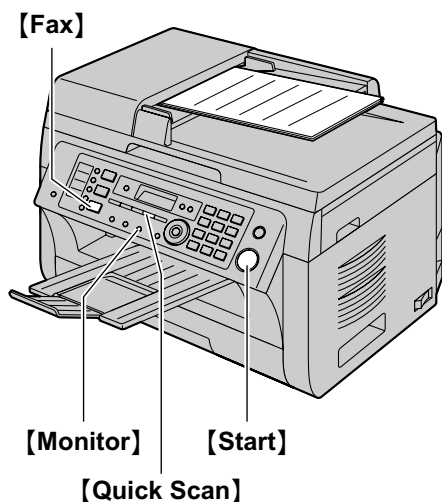
#### Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 138. To print it automatically after every 30 new

## 8. Fax

fax transmissions and receptions, make sure feature #402 is activated (page 83). For an explanation of the messages, see page 110.

### 8.1.2 Using the automatic document feeder



- 1 If the **[Fax]** light is OFF, turn it ON by pressing **[Fax]**.
- 2 Set the original (page 25).
- 3 If necessary, change the resolution and contrast according to the type of document.
  - To select the resolution, see page 57.
  - To select the contrast, see page 57.
- 4 **[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, see page 109.
- Do not open the document cover when sending a fax with the automatic document feeder.

#### Pre-dialing a fax number

1. Enter the fax number.
2. Set the original (page 25). → **[Start]**

#### Sending from memory (Quick scan feature)

1. Set the original (page 25).
2. Enter the fax number. → **[Quick Scan]**

## 8.2 Sending a fax using one-touch dial feature and phonebook

Before using this feature, store the desired names and telephone numbers into the one-touch dial feature and phonebook (page 50).

- Make sure that the **[Fax]** light is ON.

### 8.2.1 Using the scanner glass

- 1 Set the original (page 25).
- 2 If necessary, change the resolution (page 57) and the contrast (page 57).
- 3 Enter the fax number.  
**Using station 1-3:**  
Press the desired station key.  
**Using station 4-6:**  
Press **[Lower]**, then press the desired station key.  
**Using phonebook:**  
Press **[Phonebook]**, then press **[▼]** or **[▲]** repeatedly to display the desired item.
- 4 Press **[Start]** to scan the document into memory. Wait until "SCAN:PRESS SET" "SEND:PRESS START" is displayed.
  - To send a single page, go to step 6.
  - To send multiple pages, go to the next step.
- 5 Place the next page. → **[Set]**
  - To send more pages, repeat this step.
- 6 **[Start]**

#### To search for a name by initial

Example: "LISA"

1. **[Phonebook]**
2. Press **[▼]** or **[▲]** to initiate the phonebook.
3. Press **[5]** repeatedly to display any name with the initial "L" (see page 107 for character entry).
  - To search for symbols, press **[1]**.
4. Press **[▼]** or **[▲]** repeatedly to display "LISA".
  - To stop the search, press **[Stop]**.

#### Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number 1 time.

#### Note:

- To stop sending, see page 109.

### 8.2.2 Using the automatic document feeder

- 1 Set the original (page 25).
- 2 If necessary, change the resolution (page 57) and the contrast (page 57).

- 3 Enter the fax number using one-touch dial or phonebook.
- 4 **[Start]**

## 8.3 Broadcast transmission

You can send the same document to multiple parties (up to 20). To use this feature, store the fax numbers into broadcast memory as follows.

**Broadcast:** Store items using one-touch dial or phonebook (page 50).

**Manual broadcast:** Store items using one-touch dial or phonebook (page 50). You can also use the dial keypad to store items manually.

Your programmed items will remain in the broadcast memory, allowing frequent re-use.

- The broadcast function utilizes station 1-2. The one-touch dial function will be canceled.
- Make sure that the **[Fax]** light is ON.

### 8.3.1 Programming items into the broadcast memory

- 1 Press **[Menu]** repeatedly to display “PHONEBOOK SET”.
- 2 Select the desired broadcast key.
 

**For BROADCAST:**

  1. **[Broadcast]**
  2. Press **[▼]** or **[▲]** repeatedly to select “BROADCAST”.

**For MANUAL BROADCAST:**

  1. **[Manual Broad]**
  2. Press **[▼]** or **[▲]** repeatedly to select “MANUAL BROAD”.
- 3 **[Set]**
- 4 Program items.
 

**Using station 1-3:**  
Press the desired station key.

**Using station 4-6:**  
Press **[Lower]**, then press the desired station key.

**Using phonebook:**  
Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[Set]**

**Using the dial keypad (only for manual broad):**  
Enter the fax number. → **[Set]**

  - The number in brackets indicates the number of registered items.
  - To program other items, repeat this step (up to 20 items).
  - If you have programmed the wrong item, press **[Stop]** to erase the item.
- 5 **[Set]**
  - To program another broadcast key, repeat steps 2 to 5.
- 6 **[Stop]**

## 8. Fax

---

### 8.3.2 Adding a new item into the broadcast memory

- 1 **[Phonebook]**
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired broadcast memory location (“<BROADCAST>” or “<MANUAL BROADCAST>”). → **[Menu]** → **[✳]**
- 3 Press **[▼]** or **[▲]** repeatedly to display the item you want to add. → **[Set]**
  - To add other items, repeat this step (up to 20 items).
- 4 **[Stop]**

#### Note:

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

---

### 8.3.3 Erasing a stored item from the broadcast memory

- 1 **[Phonebook]**
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired broadcast memory location (“<BROADCAST>” or “<MANUAL BROADCAST>”). → **[Menu]** → **[✳]**
- 3 Press **[▼]** or **[▲]** repeatedly to display the item you want to erase.
  - To cancel erasing, press **[Stop]**.
- 4 **[Set]** → **[Set]** → **[Stop]**

---

### 8.3.4 Sending the same document to pre-programmed parties

#### To send the same document using the scanner glass

1. Set the original (page 25).
2. If necessary, change the resolution (page 57) and the contrast (page 57).
3. Press **[Broadcast]** or **[Manual Broad]**.
  - To send a single page, go to step 5.
  - To send multiple pages, go to the next step.
4. Place the next page. → **[Set]**
  - To send more pages, repeat this step.
5. **[Start]**

#### Note:

- To stop sending, see page 109.
- If you select “FINE”, “SUPER FINE” or “PHOTO” 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.
- After transmission, the unit will automatically print a report (**broadcast sending report**).

---

#### To send the same document using the automatic document feeder

1. Set the original (page 25).
2. If necessary, change the resolution (page 57) and the contrast (page 57).
3. Press **[Broadcast]** or **[Manual Broad]**.

## 8.4 Sending an electronic document as a fax message from your computer

You can access the fax function from a Windows application using Multi-Function Station.

For example, to send a document created from WordPad, proceed as follows.

- 1 Open the document you want to send.
- 2 Select **[Print...]** from the **[File]** menu.
  - The **[Print]** dialog box will appear.
- 3 Select the PCFAX unit's name as the active printer.
- 4 Click **[Print]**.
  - The **[Send a Fax]** dialog box will appear.



- 5 Enter the fax number using the keypad display or the base unit's directory.
  - To stop the operation, click **[Cancel]**.
- 6 **[Send]**
  - The document will be sent through the unit from your computer.

### Note:

- To stop sending, see page 109.
- If the document exceeds the memory capacity of the unit, sending will be canceled.
- For details, see the help file by selecting **[?]** from Multi-Function Station.
- Click **[Select...]** to change the active unit.

## 8.5 Selecting the way to use your unit

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

- Use as a telephone answering machine and/or fax (TAM/FAX mode)
- Use only as a fax (FAX ONLY mode)
- Use mostly as a telephone (TEL mode)

### 8.5.1 Use as a telephone answering machine and/or fax (TAM/FAX mode)

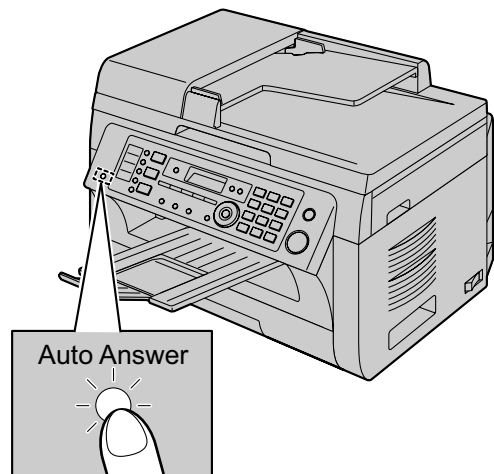
#### Your situation

You want to answer phone calls using the telephone answering machine and receive faxes automatically.

#### Setup

Set the unit to TAM/FAX mode (page 62) by pressing **[Auto Answer]** repeatedly.

- The **[Auto Answer]** light on the base unit turns ON.



#### Note:

- Make sure feature #400 is set to "TAM/FAX" beforehand (page 81).
- Received fax document and voice message can be transferred automatically to desired email address. To use the email transfer feature, set the email destination beforehand (page 87, 89).
- Do not connect an answering machine to the same telephone line. If connected, set the automatic answer feature to OFF by pressing **[Auto Answer]** repeatedly.
- It is not recommended to subscribe to voice mail service as it may disturb fax reception. If you do subscribe to a voice mail service, set the ring count of your voice mail service to 5 rings or greater.

## 8. Fax

### How phone calls and faxes are received

If the call is a phone call, the unit will record the caller's message automatically.

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

### 8.5.2 Use only as a fax (FAX ONLY mode)

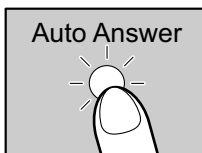
#### Your situation

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

#### Setup

Set the unit to FAX ONLY mode (page 63) by pressing **[Auto Answer]** repeatedly.

- The **[Auto Answer]** light on the base unit turns ON.



#### Note:

- Make sure feature #400 is set to "FAX ONLY" beforehand (page 81).
- Received fax documents can be transferred automatically to desired email address. To use the email transfer feature, set the email destination beforehand (page 87).

### How faxes are received

All incoming calls will be answered as faxes.

### 8.5.3 Use mostly as a telephone (TEL mode)

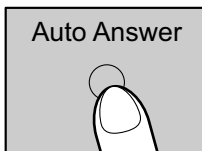
#### Your situation

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

#### Setup

Set the unit to TEL mode (page 65) by pressing **[Auto Answer]** repeatedly.

- The **[Auto Answer]** light on the base unit turns OFF.



### How to receive phone calls and faxes

You have to answer all calls manually.

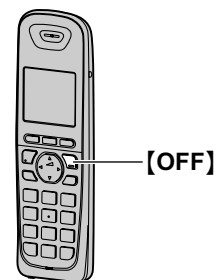
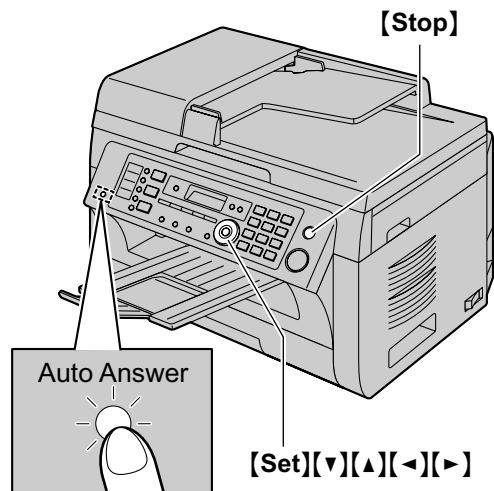
To receive a fax document, press **[Start]** and then **[2]**.

## 8.6 Receiving a fax automatically: Auto answer ON

- A4 or letter size recording paper can be used.

### 8.6.1 Activating TAM/FAX mode (Telephone Answering Machine/Fax mode)

- 1 Make sure feature #400 is set to "TAM/FAX" (page 81) beforehand.
- 2 Press **[Auto Answer]** repeatedly to display "TAM/FAX MODE".
  - You can adjust the speaker volume by pressing **[▼]** or **[▲]** while listening to the greeting message.
  - The display will show the ring count in TAM/FAX mode. If you wish to change it, press **[◀]** or **[▶]** repeatedly to display the desired setting, and press **[Set]**.
  - The **[Auto Answer]** light on the base unit turns ON.



#### Note:

- The maximum incoming message recording time can be changed (page 76, feature #305 on page 88).

---

### Activating TAM/FAX mode with the cordless handset

1. **[MENU]**
2. **“Answer System” → [SELECT]**
3. **“Answer On” → [SAVE] → [OFF]**

**Note:**

- Make sure feature #400 is set to **“TAM/FAX”** beforehand (page 81).

---

### How phone calls and faxes are received

When receiving calls, the unit works as an answering machine and/or fax.

**Note:**

- If you answer a call with an extension telephone (if connected to the same line), and the answering machine is answering the call, you can press **[\*][0]** (default auto disconnection code) to speak to the caller.
- The auto disconnection code can be changed in feature #435 on page 85.
- Even when you answer a call with the extension telephone, the answering machine may continue answering the call depending on the type of an extension telephone. Press **[Stop]** on the base unit to talk with the calling party.

---

### 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 machine will answer the call.
2. The caller can leave a message after the greeting message.
3. The caller presses **[\*][9]**.
  - The unit will activate the fax function.
4. The caller presses the start button to send a fax.

---

### Changing the ring count in TAM/FAX mode

You can select from “2” (default), “3”, “4”, “5”, “6”, “7”, or “**AUTO**”. This setting can be changed by feature #211 on page 80, or using the cordless handset (page 76).

- **“AUTO”**: The unit answers after 2 or 3 rings when new messages have been recorded, and after 5 or 6 rings when there are no new messages. If you call your unit from a remote location to listen to new messages (page 73), you will know that there are no new messages when the unit rings for the 4th time. You can then hang up without being charged for the call.

---

### Transferring received fax document/voice message automatically to email address

You can transfer the received fax document (fax to email feature) and/or voice message (TAM to email feature) to desired email address automatically. Transferred messages will not be deleted from the unit.

To activate these features, set the following:

- Activate the TAM to email address (feature #369 on page 88)  
Activate the fax to email address (feature #452 on page 86)
- Program the email server settings (page 97) and the email destinations (page 98)
- Set the TAM to email destinations (page 89)  
Set the fax to email destinations (page 87)

**Note:**

- To check the status of the transfer, see page 87, 89.

**Useful information:**

If you are out for a long period of time, we recommend the following.

1. Set this feature.
2. Also activate PC FAX (page 66) and/or PC TAM (page 72), and keep your computer turned ON.
  - For PC FAX, start Multi-Function station, then activate **[PC FAX]**.

In this case, data will be transferred to your computer using PC FAX and/or PC TAM feature, then the transferred data will be deleted from your unit automatically. The same data will also be sent to your email address, so you can check your messages daily, preventing the unit to run out of paper/memory etc.

---

### 8.6.2 Activating FAX ONLY mode

- 1 Make sure feature #400 is set to **“FAX ONLY”** (page 81) beforehand.
- 2 Press **[Auto Answer]** repeatedly to display **“FAX ONLY MODE”**.
  - 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]**.

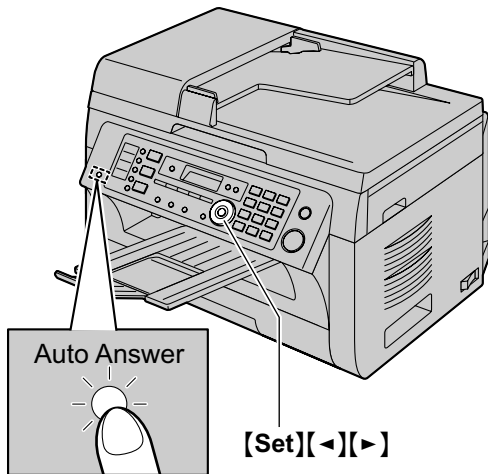
## 8. Fax

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- The **[Auto Answer]** light on the base unit turns ON.

### Useful information:

See “Transferring received fax document/voice message automatically to email address”, page 63.



---

### Activating FAX ONLY mode with the cordless handset

1. **[MENU]**
2. “Answer System” → **[SELECT]**
3. “Answer On” → **[SAVE]** → **[OFF]**

#### Note:

- Make sure feature #400 is set to “**FAX ONLY**” beforehand (page 81).

---

### 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 #210 on page 80).

---

### If you have subscribed to a Distinctive Ring service

See page 68.

---

### Transferring received fax document automatically to email address

You can transfer the received fax document (fax to email feature) to desired email address automatically.

Transferred messages will not be deleted from the unit.

To activate this feature, set the following:

- Activate the fax to email address (feature #452 on page 86)
- Program the email server settings (page 97) and the email destinations (page 98)
- Set the fax to email destinations (page 87)

#### Note:

- To check the status of the transfer, see page 87.



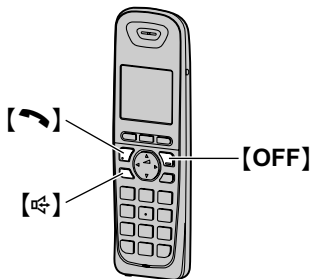
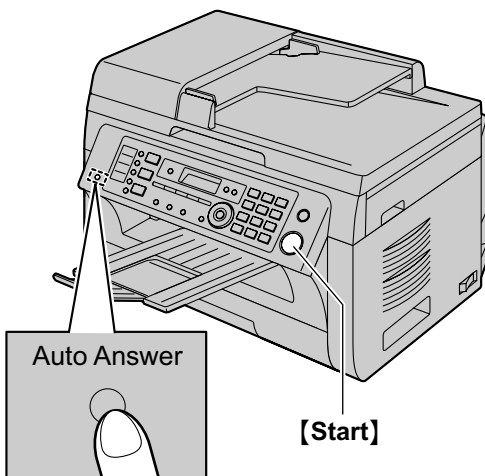
## 8.7 Receiving a fax manually: Auto answer OFF

- A4 or letter size recording paper can be used.

### 8.7.1 Activating TEL mode

Press **[Auto Answer]** repeatedly to display “**TEL MODE**”.

- The **[Auto Answer]** light on the base unit turns OFF.
- When the base unit has new messages, **[Auto Answer]** indicator will flash. By pressing **[Auto Answer]** when the indicator is flashing, the base unit will play back all of the new messages. After playing back all of the new messages, the **[Auto Answer]** indicator will stop flashing.  
To set to TEL mode, press **[Auto Answer]** repeatedly.



#### Activating TEL mode with the cordless handset

1. **[MENU]**
2. “Answer System” → **[SELECT]**
3. “Answer Off” → **[SAVE]** → **[OFF]**

#### How to receive phone calls and faxes with the handset of base unit

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]**, and then **[2]**.
3. Replace the handset.

#### Note:

- To stop receiving, see page 109.

#### How to receive calls and faxes with the cordless handset

1. Lift the cordless handset and press **[☎]** or **[☎]** to answer the call.
2. When:
  - document reception is required,
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,
 press **[MENU]**.
3. Select “Fax Start”, then press **[SAVE]**.
  - You can also press **[Start]** on the base unit.

#### How to receive faxes with an extension telephone

If you have another telephone connected to 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.
  - You can answer the call with the extension telephone during the base unit rings.
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**.
3. Replace the handset.

#### Note:

- To stop receiving, see page 109.
- The extension telephone will not stop ringing.
- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434 on page 85) beforehand. The default setting is ON.

## 8.8 Junk fax prohibitor (preventing fax reception from undesired callers)

If you subscribe to Caller ID service (page 53), 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.

## 8. Fax

### Important:

- This feature does not work if you receive faxes manually.

### 8.8.1 Activating the junk fax prohibitor

- 1 Press **[Menu]** repeatedly to display “JUNK FAX PROH.”. → **[▶]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “ON”. → **[Set]**
- 3 Press **[Stop]** to exit.

### 8.8.2 Storing undesired callers

You can register up to 20 undesired numbers from the Caller ID list (page 53) if you do not wish to receive faxes from them.

- 1 Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
- 2 Press **[▶]** repeatedly to display “JUNK LIST SET”. → **[Set]**
- 3 Press **[▼]** or **[▲]** repeatedly to display the party you do not want to receive faxes from. → **[Set]**
- 4 Press **[Stop]** 2 times to exit.

#### To display the junk fax prohibitor list

1. Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[▶]** repeatedly to display “JUNK LIST DISP.”. → **[Set]**
3. Press **[▼]** or **[▲]** to display the items on the list.
4. Press **[Stop]** to exit.

#### To print the junk fax prohibitor list

1. Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[▶]** repeatedly to display “JUNK LIST PRINT”. → **[Set]**
3. Press **[Stop]** to exit.

#### To erase an item from the junk fax prohibitor list

1. Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[▶]** repeatedly to display “JUNK LIST DISP.”. → **[Set]**
3. Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[Erase]**
  - To cancel erasing, press **[Stop]**, then press **[Menu]**.
4. **[Set]** → **[Menu]**

## 8.9 Receiving a fax on your computer

You can receive a fax document on your computer. The received fax document is saved as an image file (TIFF-G4 format).

### Important:

- **Make sure the PC fax setting is set to “ALWAYS” or “CONNECTED” beforehand (feature #442 on page 86).**
- **Make sure the computer setting for the PC fax reception is set beforehand (feature #443 on page 30).**
- **Make sure the fax preview mode is turned OFF beforehand (feature #448 on page 67) (LAN connection only).**

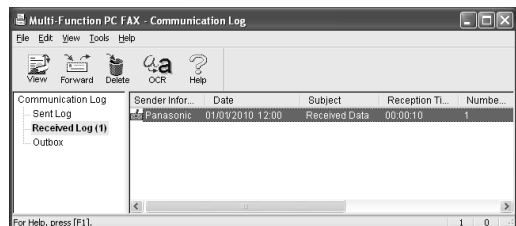
- 1 Press **[Auto Answer]** repeatedly to turn the auto answer setting ON (page 62).
- 2 Start Multi-Function Station. → **[PC FAX]**
- 3 When a fax call is received, your computer will receive a document through the unit.

### Note:

- You can view, print or transfer the received document using your computer.
- Messages transferred to your computer will be deleted from the unit.

#### Viewing a received document

1. Select **[PC FAX]** from Multi-Function Station.
2. Select **[Received Log]** in **[Communication Log]**.



3. Click the item you want to view.
4. Click **[File]** in the menu bar, then select **[View]**, or click the **[View]** icon in the toolbar.
  - The received fax will be displayed.

#### If a received fax document is stored in the unit's memory

You can load the document into your computer.

1. Select **[PC FAX]** from Multi-Function Station.
2. Select **[Received Log]** in **[Communication Log]**.
3. Click **[File]** in the menu bar. → **[Receive a Fax]**
  - If the PC fax setting (feature #442 on page 86) is activated, the received fax document will be automatically transferred to the computer.

## 8.10 Web fax preview (LAN connection only)

You can display a received fax document in your web browser, and print or save the necessary document after you confirm the image.

### Important:

- **Web fax preview will not be activated when using the unit for the first time. To activate this feature, set the following:**
  - “8.10.1 Activating the fax preview mode”, page 67.
  - “8.10.2 Programming the web fax preview access code”, page 67.

### 8.10.1 Activating the fax preview mode

- 1 **[Menu]** → **[#][4][4][8]**
- 2 Press **[1]** to select “ON”.
  - Press **[0]** to select “OFF”.
- 3 **[Set]** → **[Menu]**

#### Note:

- If you select “ON”, the PC fax setting (feature #442 on page 86) will be deactivated.
- We recommend you to activate the notification of fax reception (feature #451 on page 86). The selected computer will receive the notification when the memory becomes full of received documents.

### 8.10.2 Programming the web fax preview access code

- 1 **[Menu]** → **[#][4][5][0]** → **[Set]**
- 2 Enter the password (feature #155 on page 79). → **[Set]**
- 3 Enter the web fax preview access code, up to 8 characters, using the English alphabet and numbers (see page 107 for character entry).
  - The following symbols can also be entered using **[0]** or **[1]**.  
! @ # \$ % ^ & ' ( . - \_ { }
- 4 **[Set]** → **[Menu]**

#### Note:

- If the web fax preview access code is not programmed (blank), the web fax preview feature will not be activated.

### 8.10.3 Displaying a received fax document on the web browser

#### Important:

- **Make sure that the unit is idle.**

- 1 Start Multi-Function Station.

- 2 **[Utilities]** → **[Configuration Web Page]** → **[Device Configuration]**
- 3 Type “root” as the user name, then enter the password (feature #155 on page 79). → **[OK]**
- 4 Select the **[WEB FAX PREVIEW]** tab.
- 5 Enter the web fax preview access code (feature #450 on page 67). → **[Submit]**
  - A list of the received fax documents will be displayed.
- 6 Click the desired icon to preview, print or save a fax document.
  - While previewing the document, you can manipulate the fax document (Example: enlarge, rotate etc.).
- 7 Close the web browser.

#### Note:

- The display speed depends on the contents and size of the document.
- The received fax document is saved as an image file (PDF format). Adobe Reader is required to view it.

#### What “√” means

“√” on the display means the image has already been viewed, printed or saved.

- To delete a document after viewing a fax document in step 6, click **[Back]** to go back to the list. You can delete images showing “√”.
- To delete a document after printing or saving a fax document in step 6, click **[Reload]** to update the list. You can delete images showing “√”.

## 9. Distinctive Ring

### 9.1 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.**

### 9.2 Using two or more phone numbers on a single telephone line

#### 9.2.1 Activating the Distinctive Ring feature

- 1 **[Menu]** → **[\*][4][3][0]**
- 2 Press **[1]** to select “ON”.
  - Press **[0]** 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.





### 9.3 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 #431 on page 68). 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	<b>[1]</b> “A”
Double ring (two short rings)  1st ring                  2nd ring	<b>[2]</b> “B”
Triple ring (short-long-short rings)  1st ring                  2nd ring	<b>[3]</b> “C”
Other triple ring (short-short-long rings)  1st ring                  2nd ring	<b>[4]</b> “D”

**Note:**

- The default setting is **[5]** “B-D”. The fax will respond to all calls with ring tone patterns “B”, “C” and “D”.

### 9.4 Programming the ring pattern assigned for fax

- 1 Set feature #430 to “ON” (page 68).
- 2 **[Menu]** → **[\*][4][3][1]**
- 3 Press **[1]** to **[5]** to select the ring pattern assigned for fax. → **[Set]** → **[Menu]**

## 10.1 Recording your greeting message

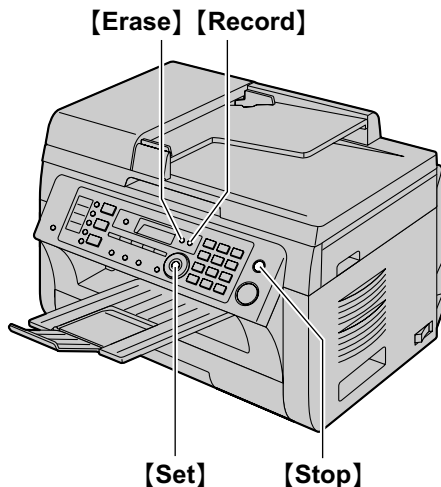
The unit has 2 pre-recorded greeting messages for TAM/FAX mode. If you record your own greeting message, it will be played instead of the pre-recorded greeting message when a call is received.

The maximum recording time of your greeting message is either 16 seconds (default) or 60 seconds. We recommend you record a message of less than 12 seconds to make it easier to receive faxes.

Make sure feature #400 is set to "TAM/FAX" beforehand (page 81).

### Important:

- Only 1 person can access the answering machine (listen to messages, record a greeting message, etc.) at a time.
- When callers leave messages, the unit records the day and time of each message. Make sure the date and time have been set correctly (page 28).



- 1 [Record] → [Set]
- 2 Lift the handset.
  - A long beep will sound.
- 3 Speak clearly to record your own greeting message.
- 4 When finished recording, press [Stop].
- 5 Replace the handset.
  - The greeting message will be played.

### Note:

- You can change the maximum TAM/FAX greeting message time to 60 seconds (feature #315 on page 88).
  - If you change the setting to 60 seconds, we recommend that you tell the caller in your TAM/FAX greeting message to press ✕9 before starting the fax transmission.

- If you change the setting from 60 seconds to 16 seconds, your current greeting message will be deleted. The pre-recorded greeting message will be played when a call is received.
- If you change the maximum recording time of incoming messages to "GREET ONLY"/"Greeting Only" (page 76, feature #305 on page 88), the unit will answer a call with your current greeting message, and then hang up. Re-record your greeting message to inform the caller that the unit will not record any incoming messages.

### 10.1.1 Erasing your recorded greeting message

- 1 [Erase] → [Erase] → [Set]
- 2 [Set]
  - To cancel erasing, press [Stop].

### Note:

- If you erase your TAM/FAX greeting message, the pre-recorded greeting message will be played when a call is received.

## 10.2 Leaving a voice message for others or yourself (Memo recording)

You can record a voice memo to leave a private message for yourself or someone else. Recorded messages are treated as new messages.

- 1 [Record] → [Record] → [Set]
- 2 Lift the handset.
  - A long beep will sound.
- 3 Speak clearly to record a voice message.
- 4 When finished recording, press [Stop].
- 5 Replace the handset.

### Note:

- To play back the voice message, see page 70.
- If you record for over 3 minutes, the unit will stop recording.

## 10.3 Recording a telephone conversation

You can record a telephone conversation on the unit. Recorded messages are treated as new messages.

- 1 Press [Record] during a conversation.
  - "2WAY RECORDING" will be displayed, then the unit will start recording automatically.
- 2 Press [Stop] to stop recording.

### Note:

- To play back the voice message, see page 70.

## 10. Answering Machine

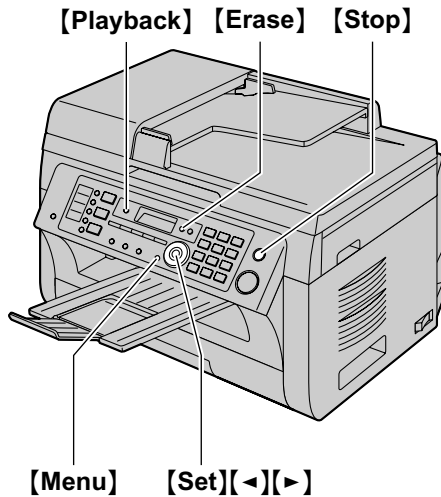
- There may be legal restrictions on recording two-way telephone conversations. Inform the other party that the conversation is being recorded.

---

### 10.4 Listening to voice messages

When the unit has recorded new voice messages:

- The **[Playback]** light will flash.
- The total number of voice messages will flash on the base unit display.



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#### If you subscribe to Caller ID service

During playback, you can call back the displayed name or number using the base unit.

1. Press **[Menu]** during playback.
  - The base unit stops playback.
  - If you do not need to edit the telephone number, skip to step 3.
2. Edit the telephone number (page 54).
3. Lift the handset.

---

#### 10.4.3 Erasing voice messages

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##### To erase a specific message

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

---

##### To erase all messages

1. **[Erase]** → **[Set]**
2. **[Set]**
  - To cancel erasing, press **[Stop]**.

---

#### 10.4.1 To play back messages

Press **[Playback]**.

- **When [Playback] light is flashing;**  
The new voice messages will be played.
- **When [Playback] light is lit (not flashing);**  
All the voice messages will be played.
- To transfer the voice message to email address, see page 71.
- To transfer the voice message to a computer, see page 71.

---

#### 10.4.2 Useful features during playback

---

##### To repeat a message

Press **[<]** while listening to the message.

- If you press **[<]** within 5 seconds of the beginning of the message, the previous message will be played.
- To play back a specific message, press **[<]** or **[>]** and search for the message you want to listen to.

---

##### To skip a message

Press **[>]** to play the next message.

---

##### Voice time/day stamp

During playback, the unit will announce the day of the week and time that each message was recorded.

## 10.5 Transferring a specific voice message to email address (voice to email address) (LAN connection only)

You can send a specific voice message (incoming, memo recording and telephone conversation messages) as an email attachment. The voice message is attached as an audio file in WAVE ( $\mu$ -Law) format.

### Important:

- Program the email server settings (page 97) and the email destinations (page 98) beforehand.

- 1 During playback, press **[Voice to PC]**.
  - Playing back will be stopped.
- 2 Press **[▼]** or **[▲]** repeatedly to select “**EMAIL ADDRESS**”. → **[Set]**
- 3 Enter the destination email address.

#### Using station 1-3:

Press the desired station key.

#### Using station 4-6:

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

#### Using navigator key:

Press **[▼]** or **[▲]** repeatedly to select the desired destination.

#### Using dial keypad:

Press **[Set]**, then enter the email address using the dial keypad (page 107).

- 4 Press **[Set]** to start transferring.
- 5 After transfer is finished, “**ERASE MESSAGE?**” will be displayed.
  - To erase the transferred message, press **[Set]**.
  - To leave the message in the unit, press **[Stop]**.
- 6 “**PLAYBACK NEXT?**” will be displayed.
  - To continue transfer other voice messages, press **[Set]**, then repeat steps 1 to 4.
  - To exit from this feature, press **[Stop]**.

### Note:

- The maximum size of the voice message that can be sent is 5 MB (approximately 7 minutes) including the header and email message.

## 10.6 Transferring a specific voice message to a computer (voice to PC)

You can send a specific voice message (incoming, memo recording and telephone conversation messages) to a computer after you play back the voice message. The voice message is attached as an audio file in WAVE ( $\mu$ -Law) format.

- 1 During playback, press **[Voice to PC]**.
  - Playing back will be stopped.
- 2 Press **[▼]** or **[▲]** repeatedly to select “**PC**”. → **[Set]**
- 3 **For USB connection:**  
Press **[▼]** or **[▲]** repeatedly to select “**USB HOST**”.  
**For LAN connection:**  
Press **[▼]** or **[▲]** repeatedly to select the computer to which you want to send the voice message.
- 4 Press **[Set]** to start transferring.
- 5 After transfer is finished, “**ERASE MESSAGE?**” will be displayed.
  - To erase the transferred message, press **[Set]**.
  - To leave the message in the unit, press **[Stop]**.
- 6 “**PLAYBACK NEXT?**” will be displayed.
  - To continue transfer other voice messages, press **[Set]**, then repeat steps 1 to 4.
  - To exit from this feature, press **[Stop]**.

### Note:

- To listen to the voice messages on your computer, see page 72.

### 10.7 Receiving all incoming voice messages on your computer

You can receive all incoming voice messages on your computer automatically. The received voice message is saved as an audio file in WAVE ( $\mu$ -Law) format.

#### Important:

- To use this feature, check the following settings beforehand:
  - PC TAM setting is set to “ALWAYS” (feature #365 on page 88).
  - PC TAM reception is set (feature #366 on page 30).
  - The receiving mode is set to TAM/FAX mode (page 62).

#### Note:

- Memo recording (page 69) and conversation recording (page 69) will not be transferred.

#### How voice messages are received

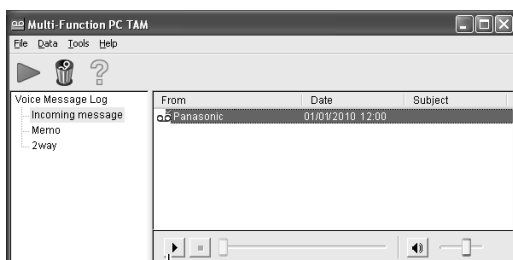
When a voice message is recorded on the unit, your computer will receive the voice message through the unit.

#### Note:

- [Multi-Function PC TAM] window appears automatically after the voice message is received on your computer. To listen to the voice message, see step 3 on “10.7.1 Listening to voice messages”, page 72.
- Messages transferred to your computer will be deleted from the unit.

#### 10.7.1 Listening to voice messages

- 1 Start Multi-Function Station.
- 2 [Utilities] → [PC TAM]
  - [Multi-Function PC TAM] will appear.
- 3 Select the desired message type in [Voice Message Log].
- 4 Select the item you want to listen to, then click the playback icon (①) to start playing back the voice message.



#### Note:

- For details about the [Multi-Function PC TAM], click [?], then click the desired item.



## 10.8 Listening to voice messages via a web browser (web voice playback) (LAN connection only)

You can play back a received voice message in your web browser, and save the necessary message as an audio file in WAVE ( $\mu$ -Law) format.

### Important:

- **Web voice playback will not be activated when using the unit for the first time. To activate this feature, set the following:**
  - “10.8.1 Activating the web voice playback mode”, page 73.
  - “10.8.2 Programming the web voice playback code”, page 73.

### 10.8.1 Activating the web voice playback mode

- 1 [Menu] → [Ⓜ][3][6][7]
- 2 Press [1] to select “ON”.
  - Press [0] to select “OFF”.
- 3 [Set] → [Menu]

### 10.8.2 Programming the web voice playback code

- 1 [Menu] → [Ⓜ][3][6][8] → [Set]
- 2 Enter the password (feature #155 on page 79). → [Set]
- 3 Enter the web voice playback code, up to 8 characters, using the English alphabet and numbers (see page 107 for character entry).
  - The following symbols can also be entered using [0] or [1].  
! @ # \$ % ^ & ' ( . - \_ { }
- 4 [Set] → [Menu]

### Note:

- If the web voice playback code is not programmed (blank), the web voice playback feature will not be activated.

### 10.8.3 Listening to voice messages

#### Important:

- **Make sure that the unit is idle.**
- 1 Start Multi-Function Station.
  - 2 [Utilities] → [Configuration Web Page] → [Device Configuration]
  - 3 Type “root” as the user name, then enter the password (feature #155 on page 79). → [OK]
  - 4 Select the [WEB VOICE PLAYBACK] tab.

- 5 Enter the web voice playback code (feature #368 on page 73). → [Submit]
  - A list of the received voice messages will be displayed.
- 6 Click the desired icon to play back, save or delete a voice message.
  - While playing back the voice message, you can manipulate it. (Example: stop, volume control etc.)
  - If the playback icon is not displayed or does not activate properly, save as a file, then play it. (This depends on your computer environment.)
- 7 Close the web browser.

### Note:

- The voice messages can be saved as an audio file (WAV format).

## 10.9 Operating from a remote location

Using a touch-tone telephone, you can call your telephone number from outside and access the unit to listen to messages or change auto answer settings. The unit’s voice guidance prompts you to press certain dial keys to perform different operations.

### Important:

- **To use this feature:**
  - Program the remote operation ID beforehand (page 75, or feature #306 on page 88).
  - Set the unit to TAM/FAX mode before going out (page 62).
  - Make sure PC TAM setting is set to “OFF” (feature #365 on page 88).
  - Use a touch tone telephone for remote operations.

### 10.9.1 Summary of remote operation

- 1 Call your unit.
- 2 Enter the remote operation ID during or after the TAM/FAX greeting message.
- 3 **When there are new voice messages**
  1. A long beep will sound.
  2. Short beep(s) will sound up to 8 times.
    - This indicates the number of new messages.
  3. New messages will be played back.
- 4 **When there are no new messages**
  1. A long beep will sound (short beep will not sound).
  2. Press [5].
  3. All the voice messages will be played back.
- 4 To end remote operation press [9], then hang up.

## 10. Answering Machine

### 10.9.2 Remote operation using remote commands

- 1 Call your unit.
- 2 Enter the remote operation ID during or after the TAM/FAX greeting message.
- 3 Enter a remote command within 10 seconds.

#### Note:

- When you press a key, press firmly.

Key	Remote command
[1]	Repeat message (during playback)* <sup>1</sup>
[2]	Skip message (during playback)
[4]	Play new messages
[5]	Play all messages
[6]	Play greeting message
[7]	Record greeting message
[9]	Stop current operation* <sup>2</sup>
[0]	Turn OFF auto answer setting
[*][4]	Erase currently playing message
[*][5]	Erase all messages
[*][6]	Erase greeting message (during greeting message playback)* <sup>3</sup>
[*][#]	End remote operation

\*<sup>1</sup> If pressed within the first 5 seconds of a message, the previous message is played.

\*<sup>2</sup> To resume operation, press a command key within 10 seconds.

\*<sup>3</sup> Unit resets to a pre-recorded greeting message.

#### Recording a marker message

After playing back the messages, you can leave an additional message.

1. Wait for 3 beeps indicating the end of the remote operation.
2. Wait about 10 seconds.
3. Hear the voice guide and/or hear 1 beep.
4. Leave a message.

#### To turn ON the auto answer setting

1. Call your unit and let it ring 10 rings.
  - A beep will sound.
2. Enter the remote operation ID (page 75, feature #306 on page 88) within 10 seconds.
  - The receiving mode will be set to TAM/FAX or FAX ONLY mode, depending on the setting of feature #400 (page 81).
3. Hang up the handset.

#### Note:

- You cannot turn ON the auto answer setting in the following cases:
  - when the unit is set to TEL mode.

## 10.10 Using the answering machine with the cordless handset

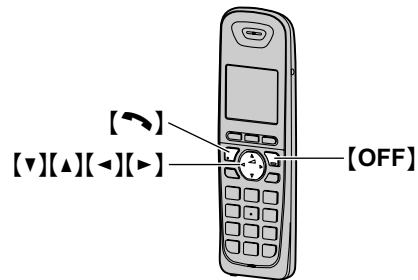
The maximum recording time of your greeting message is either 16 seconds (default) or 60 seconds.

#### Helpful hints:

- To activate TAM/FAX mode with the cordless handset, see page 63.

#### Important:

- **Only 1 person can access the answering machine (listen to messages, record a greeting message, etc.) at a time.**
- **When callers leave messages, the unit records the day and time of each message. Make sure the date and time have been set correctly (page 28).**



### 10.10.1 Recording your greeting message

- 1 [MENU] → [#][3][0][2]
- 2 “Yes” → [SELECT]
- 3 After a beep sounds, hold the cordless handset about 20 cm (8 inches) away and speak clearly into the microphone (2 minutes max.).
- 4 Press [STOP] to stop recording.
  - The greeting message will be played.
- 5 [OFF]

#### To check the greeting message

1. [MENU] → [#][3][0][3]
2. [OFF]

#### To reset to a pre-recorded greeting message

If you want to use a pre-recorded greeting message once you record your own greeting message, you need to erase your own greeting message.

1. [MENU] → [#][3][0][4]
2. [YES] → [OFF]

### Using a pre-recorded greeting message

The unit provides 2 pre-recorded greeting messages:

- If you erase or do not record your own greeting message, the unit plays a pre-recorded greeting asking callers to leave a message.
- If the message recording time (page 76, feature #305 on page 88) is set to “GREET ONLY”/ “Greeting Only”, callers’ messages are not recorded and the unit plays a different pre-recorded greeting message asking callers to call again.

### 10.10.2 Recording a telephone conversation

- 1 Press **[\*][#][1]** during a conversation.
- 2 Press **[\*][#][2]** to stop recording.

### 10.10.3 Listening to voice messages

When new messages have been recorded:

- “New message” is displayed.
- The message indicator on the cordless handset flashes slowly if the message alert feature is turned on (page 76).

#### 1 To listen to new messages:

**[PLAY]**

or

**[MENU] → [#][3][2][3]**

- If there are no new messages in the answering machine, **[PLAY]** is not displayed.

#### To listen to all messages:

**[MENU] → [#][3][2][4]**

- 2 When finished, press **[OFF]**.

#### Note:

- To switch to the receiver, press **[↶]**.

#### To repeat a message

Press **[1]** while listening to the message.

- If you press **[1]** within first 5 seconds of a message, the previous message is played.

#### To skip a message

Press **[2]** to play the next message.

#### To stop playback

Press **[STOP]**.

#### If you subscribe to Caller ID service

If caller information is received for the call, you can call the caller back while listening to a message.

1. Press **[PAUSE]** during playback.
2. “Call back” → **[SELECT]**

#### Note:

To edit the number before calling back;

1. Press **[PAUSE]** during playback.

2. “Edit & Call” → **[SELECT]**
3. Press **[EDIT]** repeatedly until the telephone number is shown in the desired format (page 54). → **[↶]**

### 10.10.4 Erasing voice messages

#### To erase a specific message

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

#### To erase all messages

1. **[MENU] → [#][3][2][5]**
2. “Yes” → **[SELECT] → [OFF]**

### 10.10.5 Direct command operation

You can operate the answering machine by pressing dial keys, rather than navigating through the menus. To use the following commands, press **[MENU]**. → “Answering device” → **[SELECT]**

Key	Direct commands
<b>[▼]</b> or <b>[▲]</b>	Adjust the receiver or speaker volume (during playback)
<b>[1]</b> or <b>[◀]</b>	Repeat message (during playback)*1
<b>[2]</b> or <b>[▶]</b>	Skip message (during playback)
<b>[3]</b>	Enter the “Settings” menu
<b>[4]</b>	Play new messages
<b>[5]</b>	Play all messages
<b>[6]</b>	Play greeting message
<b>[7][6]</b>	Record greeting message
<b>[8]</b>	Turn auto answer setting ON
<b>[PAUSE]</b>	Pause message*2
<b>[9]</b> or <b>[STOP]</b>	Stop recording Stop playback
<b>[0]</b>	Turn auto answer setting OFF
<b>[*][4]</b> *3	Erase currently playing message
<b>[*][5]</b>	Erase all messages
<b>[*][6]</b>	Reset to a pre-recorded greeting message

\*1 If pressed within the first 5 seconds of a message, the previous message is played.

\*2 To resume playback:  
“Playback” → **[SELECT]**

\*3 You can also erase as follows:  
**[ERASE] → “Yes” → [SELECT]**

### 10.10.6 Programming for answering machine

#### To set the remote operation ID

A 3-digit remote access code must be entered when operating the answering machine remotely. This code

## 10. Answering Machine

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prevents unauthorized parties from listening to your messages remotely. The default setting is “111”.

### Important:

- **To prevent unauthorized access to this product, we recommend that you regularly change the remote code.**

1. **[MENU] → [#][3][0][6]**
2. Enter the desired 3-digit remote access code.
3. **[SAVE] → [OFF]**

### To deactivate remote operation

Press **[\*]** in step 2 on “To set the remote operation ID”, page 75.

- The entered remote access code is deleted.

### Note:

- You can also program this feature with the base unit (feature #306 on page 88).

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### To change the ring count in TAM/FAX mode

You can change the number of times the unit rings “**Ring count**” before the unit answers a call.

You can select 2 to 7 rings, or “**Toll saver**”.

The default setting is “**2 rings**”.

“**Toll saver**”: The unit answers after 2 or 3 rings when new messages have been recorded, and after 5 or 6 rings when there are no new messages. If you call your unit from a remote location to listen to new messages (page 73), you will know that there are no new messages when the unit rings for the 4th time. You can then hang up without being charged for the call.

1. **[MENU] → [#][2][1][1]**
2. Select the desired setting. → **[SAVE] → [OFF]**

### Note:

- You can also program this feature with the base unit (feature #211 on page 80).

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### To change the maximum recording time for incoming messages

You can change the maximum message recording time allotted to each caller. The default setting is “**3 min**”.

1. **[MENU] → [#][3][0][5]**
2. Select the desired setting. → **[SAVE] → [OFF]**

### To select “Greeting only”

You can select “**Greeting only**” which sets the unit to announce a greeting message to callers but not record messages.

Select “**Greeting only**” in step 2 on “To change the maximum recording time for incoming messages”, page 76.

### Note:

- When you select “**Greeting Only**”:
  - If you do not record your own message, the unit will play the pre-recorded greeting-only message asking callers to call again later.

- If you use your own message, record the greeting-only message asking callers to call again later (page 74).

- You can also program this feature with the base unit (feature #305 on page 88).

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### Message alert

You can select whether or not the message indicator on the cordless handset flashes slowly when new messages are recorded. The default setting is “**On**”.

### Important:

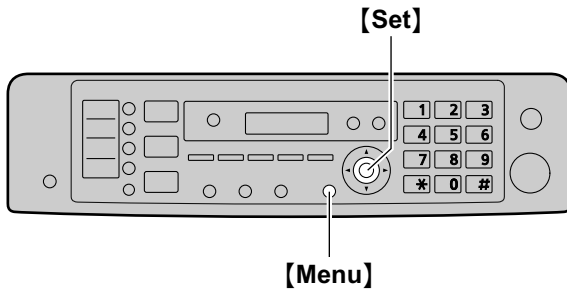
- **If you stored the voice mail access number, the message indicator also flashes for newly recorded voice mail messages.**

1. **[MENU] → [#][3][4][0]**
2. Select the desired setting. → **[SAVE] → [OFF]**

### Note:

- While message alert is on, battery operating time is shortened (page 22).

## 11.1 Base unit programming



- 1 **[Menu]**
- 2 Press **[#]** and the 3-digit code (page 78 to page 96).
- 3 Press the appropriate selection to display the desired setting.
  - This step will vary depending on the feature.
- 4 **[Set]**
- 5 Press **[Menu]** to exit.

### To select features through the web browser interface (LAN connection only)

You can change features through the web browser interface instead of the base unit.

1. Start Multi-Function Station. → **[Utilities]** → **[Configuration Web Page]**
  - You can also access the unit by entering its IP address on the web browser.
2. Select the desired category from the menu bar.
  - [Device Configuration]:** features of the unit
  - [Network Configuration]:** network features
3. Type “root” as the user name, then enter the password (feature #155 on page 79). → **[OK]**
4. Select the desired feature tab at the top of the right frame.
5. Change the settings or edit the information.
  - This step will vary depending on the feature.
6. **[Submit]**
  - The new setting will be transferred to the unit.
7. Close the web browser.

#### Note:

- The settings displayed in the web browser will be updated by clicking **[Reload]**.

## 11. Programmable Features

### 11.1.1 Basic features

Feature/Code	Selection
<b>Setting the quick setup</b> <b>【#】【1】【0】【0】</b>	<p>You can print out the quick fax setup guide and select the desired receiving mode depending on your situation.</p> <p><b>【1】</b> “<b>TAM/FAX</b>” (default): Use as a telephone answering machine and/or fax (page 62).</p> <p><b>【2】</b> “<b>DIST. RING</b>”: With the Distinctive Ring service (page 68).</p> <p><b>【3】</b> “<b>TEL ONLY</b>”: Mostly phone calls (page 65).</p> <p><b>【4】</b> “<b>FAX ONLY</b>”: Use only as a fax (page 63).</p> <ol style="list-style-type: none"> <li><b>【Menu】</b> → <b>【#】【1】【0】【0】</b></li> <li><b>【Set】</b></li> <li>Press <b>【Set】</b> again to print the quick fax setup guide. <ul style="list-style-type: none"> <li>If you do not wish to print it, press <b>【Stop】</b>.</li> </ul> </li> <li>Press <b>【1】</b> to <b>【4】</b> to display the desired setting.</li> <li><b>【Set】</b> → <b>【Menu】</b></li> </ol>
<b>Setting the date and time*<sup>1</sup></b> <b>【#】【1】【0】【1】</b>	Enter the date and time using the dial keypad. See page 28 for details.
<b>Setting your logo</b> <b>【#】【1】【0】【2】</b>	Enter your logo using the dial keypad. See page 29 for details.
<b>Setting your fax number</b> <b>【#】【1】【0】【3】</b>	Enter your fax number using the dial keypad. See page 29 for details.
<b>Selecting the language*<sup>2</sup></b> <b>【#】【1】【1】【0】</b>	<p>The display and reports will be in the selected language.</p> <p><b>【1】</b> “<b>ENGLISH</b>” (default): English is used.</p> <p><b>【2】</b> “<b>SPANISH</b>”: Spanish is used.</p> <ol style="list-style-type: none"> <li><b>【Menu】</b> → <b>【#】【1】【1】【0】</b></li> <li>Press <b>【1】</b> or <b>【2】</b> to select the desired language. → <b>【Set】</b> → <b>【Menu】</b></li> </ol>
<b>Setting the dialing mode (for the base unit and cordless handset)</b> <b>【#】【1】【2】【0】</b>	<p><b>【1】</b> “<b>PULSE</b>”</p> <p><b>【2】</b> “<b>TONE</b>” (default)</p> <p>See page 24 for details.</p>
<b>Setting flash time (for the base unit and cordless handset)</b> <b>【#】【1】【2】【1】</b>	<p>The flash time depends on your telephone exchange or host PBX.</p> <p><b>【0】</b> “900ms”</p> <p><b>【1】</b> “700ms” (default)</p> <p><b>【2】</b> “600ms”</p> <p><b>【3】</b> “400ms”</p> <p><b>【4】</b> “300ms”</p> <p><b>【5】</b> “250ms”</p> <p><b>【6】</b> “200ms”</p> <p><b>【7】</b> “160ms”</p> <p><b>【8】</b> “110ms”</p> <p><b>【9】</b> “100ms”</p> <p><b>【*】</b> “90ms”</p> <p><b>【#】</b> “80ms”</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Changing the LCD display contrast*<sup>2</sup></b> <b>【#】【1】【4】【5】</b>	<p><b>【1】</b> “<b>NORMAL</b>” (default)</p> <p><b>【2】</b> “<b>DARKER</b>”</p>

Feature/Code	Selection
<b>Selecting the scale</b> <b>[#][1][4][7]</b>	<b>[1]</b> "MILLIMETERS" <b>[2]</b> "INCHES" (default)  <b>Note:</b> <ul style="list-style-type: none"> <li>The selected scale will be used when measurements are shown on the base unit's display.</li> </ul>
<b>Changing the password for feature programming via remote operation</b> <b>[#][1][5][5]</b>	<ol style="list-style-type: none"> <li><b>[Menu]</b> → <b>[#][1][5][5]</b> → <b>[Set]</b></li> <li>Enter the current password. → <b>[Set]</b> <ul style="list-style-type: none"> <li>The default password is "1234".</li> </ul> </li> <li>Enter a new 4-digit password using 0-9. → <b>[Set]</b></li> <li>Enter the new password again. → <b>[Set]</b> → <b>[Menu]</b></li> </ol> <b>Note:</b> <ul style="list-style-type: none"> <li>It is recommended that you change this password from the default password.</li> <li>This password is also used for feature programming via a web browser (LAN connection only).</li> </ul>
<b>Setting the toner maintenance time</b> <b>[#][1][5][8]</b>	<p>The base unit will automatically activate for maintenance, once every 24 hours. Because this is to prevent the toner from solidifying, the noise that the base unit makes during maintenance cannot be stopped. However, if the base unit's noise bothers you, you can change the start time.</p> <ol style="list-style-type: none"> <li><b>[Menu]</b> → <b>[#][1][5][8]</b> → <b>[Set]</b></li> <li>Enter the maintenance start time. <ul style="list-style-type: none"> <li>The default time is "12:00".</li> <li>Press <b>[*]</b> repeatedly to select "AM" or "PM".</li> </ul> </li> <li><b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Resetting all features (and deleting all data in memory)</b> <b>[#][1][5][9]</b>	<p>Before you dispose of, transfer or return the product, activate this feature to reset all programmable features and to delete all data stored in memory. Phonebook (or caller information) and fax transmission data (journal report and faxes received in memory) will be deleted.</p> <b>[0]</b> "NO" (default) <b>[1]</b> "YES" <ul style="list-style-type: none"> <li>Disconnect the telephone line cord, USB cable and LAN cable before activating this feature.</li> <li>Date and time setting on the cordless handset programming will also be reset (page 100).</li> </ul> <b>To reset all features:</b> <ol style="list-style-type: none"> <li><b>[Menu]</b> → <b>[#][1][5][9]</b></li> <li>Press <b>[1]</b> to select "YES". → <b>[Set]</b></li> <li>Press <b>[1]</b> to select "YES". → <b>[Set]</b></li> </ol>
<b>Setting the ringtone for outside calls<sup>*2</sup></b> <b>[#][1][6][1]</b>	<b>[1]</b> "RINGTONE 1" (default) <b>[2]</b> "RINGTONE 2" <b>[3]</b> "RINGTONE 3" <b>[4]</b> "RINGTONE 4" <b>[5]</b> "RINGTONE 5" <b>[6]</b> "RINGTONE 6"

## 11. Programmable Features

Feature/Code	Selection
<b>Setting the beep sounds and keytones<sup>*2</sup></b> <b>[#][1][6][5]</b>	<p><b>[0]</b> "OFF": Deactivate this feature.</p> <p><b>[1]</b> "ON" (default): You will hear confirmation/error beep sounds and keytones.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Even if this feature is set to "OFF", the unit beeps in some cases. For example: <ul style="list-style-type: none"> <li>– the memory reception alert setting (feature #437 on page 85) is activated.</li> <li>– the top cover is opened.</li> </ul> </li> </ul>
<b>Changing the ring count in FAX ONLY mode</b> <b>[#][2][1][0]</b>	<p><b>[1]</b> "1"</p> <p><b>[2]</b> "2"</p> <p><b>[3]</b> "3" (default)</p> <p><b>[4]</b> "4"</p> <p><b>[5]</b> "5"</p>
<b>Changing the ring count in TAM/FAX mode<sup>*1</sup></b> <b>[#][2][1][1]</b>	<p><b>[0]</b> "AUTO"</p> <p><b>[2]</b> "2" (default)</p> <p><b>[3]</b> "3"</p> <p><b>[4]</b> "4"</p> <p><b>[5]</b> "5"</p> <p><b>[6]</b> "6"</p> <p><b>[7]</b> "7"</p> <p>See page 63 for details.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You can also program this feature with the cordless handset (page 76).</li> </ul>
<b>Setting the Caller ID list to print automatically</b> <b>[#][2][1][6]</b>	<p><b>[0]</b> "OFF" (default): The Caller ID list will not be printed automatically, but the base unit will keep a record of the information for the last 50 callers.</p> <p><b>[1]</b> "ON": The Caller ID list will be printed automatically each time the base unit logs 50 callers (page 53).</p>
<b>Setting the time adjustment</b> <b>[#][2][2][6]</b>	<p>Using this feature, the unit's date and time setting will be automatically adjusted when caller information is received.</p> <p><b>[1]</b> "AUTO" (default): The date and time setting will be automatically adjusted.</p> <p><b>[2]</b> "MANUAL": Deactivates this feature.</p>
<b>Setting the recording paper size in the paper input tray</b> <b>[#][3][8][0]</b>	<p><b>[1]</b> "LETTER" (default): Letter-size paper</p> <p><b>[2]</b> "A4": A4-size paper</p> <p><b>[4]</b> "B5 (ISO)": B5(ISO)-size paper</p> <p><b>[5]</b> "B5 (JIS)": B5(JIS)-size paper</p> <p><b>[6]</b> "16K": 16K-size paper</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• When "B5 (ISO)", "B5 (JIS)" or "16K" is selected, received fax documents will be stored in memory.</li> </ul>
<b>Setting the recording paper size in the manual input tray</b> <b>[#][3][8][1]</b>	<p><b>[1]</b> "LETTER" (default): Letter-size paper</p> <p><b>[2]</b> "A4": A4-size paper</p> <p><b>[3]</b> "LEGAL": Legal-size paper</p> <p><b>[4]</b> "B5 (ISO)": B5(ISO)-size paper</p> <p><b>[5]</b> "B5 (JIS)": B5(JIS)-size paper</p> <p><b>[6]</b> "16K": 16K-size paper</p> <p><b>[7]</b> "8.5x13"</p> <p><b>[8]</b> "8.5x13.4"</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• When you set feature #147 to "MILLIMETERS", the numbers are displayed in millimeters.</li> </ul>



Feature/Code	Selection
<b>Setting the recording paper type for paper input tray</b> <b>[#][3][8][3]</b>	<p>[1] "PLAIN PAPER" (default): 75 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (20 lb to 24 lb) paper.                      [2] "THIN PAPER": 64 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (17 lb to 20 lb) paper.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This setting will be deactivated when printing from a computer. To set the recording paper type for printing, see page 35.</li> </ul>
<b>Setting the recording paper type for manual input tray</b> <b>[#][3][8][4]</b>	<p>[1] "PLAIN PAPER" (default): 75 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (20 lb to 24 lb) paper.                      [2] "THIN PAPER": 64 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (17 lb to 20 lb) paper.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This setting will be deactivated when printing from a computer. To set the recording paper type for printing, see page 35.</li> </ul>
<b>Changing the receiving mode in the auto answer setting</b> <b>[#][4][0][0]</b>	<p>[1] "TAM/FAX" (default): Telephone Answering Machine/Fax mode (page 62)                      [2] "FAX ONLY": Fax only mode (page 63)</p>
<b>Setting the waiting time for the power save mode</b> <b>[#][4][0][3]</b>	<p>To set the length of time before the base unit enters power save mode.</p> <p>[1] "5min" (default): 5 minutes                      [2] "15min": 15 minutes                      [3] "30min": 30 minutes                      [4] "1h": 1 hour</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• When in power save mode, the unit needs to preheat the fuser unit before it can begin printing.</li> </ul>
<b>Holding the previous contrast setting</b> <b>[#][4][6][2]</b>	<p>[0] "DISABLED" (default): Deactivates this feature.                      [1] "ENABLED": The unit will hold the previous setting.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• The previous setting will be held individually for copying.</li> <li>• The previous setting will be held individually for sending faxes.</li> </ul>
<b>Setting the default operation mode</b> <b>[#][4][6][3]</b>	<p>To select the default operation mode when the selected time of the mode timer (feature #464) passes.</p> <p>[1] "COPY" (default): Copy mode is selected as default.                      [2] "FAX": Fax mode is selected as default.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You cannot select the scan mode using this feature.</li> </ul>
<b>Setting the default operation mode timer</b> <b>[#][4][6][4]</b>	<p>To set the timer before returning to the default operation mode (feature #463).</p> <p>[0] "OFF": Deactivates this feature.                      [1] "30s": 30 seconds                      [2] "1min" (default): 1 minute                      [3] "2min": 2 minutes                      [4] "5min": 5 minutes</p>
<b>Setting toner save feature</b> <b>[#][4][8][2]</b>	<p>[0] "OFF" (default): Deactivates this feature.                      [1] "ON": The toner cartridge will last longer.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This feature may lower the print quality by reducing toner consumption.</li> <li>• This setting is valid for copying, and when the unit automatically prints reports/lists.</li> <li>• This setting is invalid for printing received faxes.</li> </ul>

\*1 When this setting is changed using the base unit, the setting for the cordless handset will also be changed, and vice versa.

\*2 This setting can be changed individually for the base unit and the cordless handset.  
 – To set the cordless handset language, see page 101.

## **11. Programmable Features**

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- To set the cordless handset LCD display contrast, see page 101.
- To set the cordless handset ringtone for outside calls, see page 101.
- To set the cordless handset keytone, see page 101.

## 11.1.2 Fax features



Feature/Code	Selection
Copying phonebook data from the base unit to the cordless handset [ <b>#</b> ][ <b>2</b> ][ <b>8</b> ][ <b>2</b> ]	[ <b>0</b> ] "ALL ITEMS" [ <b>1</b> ] "1 ITEM" (default) See page 105 for details.
Erasing all items stored for the one-touch dial and base unit phonebook [ <b>#</b> ][ <b>2</b> ][ <b>8</b> ][ <b>9</b> ]	[ <b>0</b> ] "NO" (default) [ <b>1</b> ] "YES" <ul style="list-style-type: none"> <li>Disconnect the telephone line cord, USB cable and LAN cable before activating this feature.</li> </ul> <b>To erase all items:</b> <ol style="list-style-type: none"> <li>[Menu] → [<b>#</b>][<b>2</b>][<b>8</b>][<b>9</b>]</li> <li>Press [<b>1</b>] to select "YES". → [<b>Set</b>]</li> <li>Press [<b>1</b>] to select "YES". → [<b>Set</b>] → [<b>Menu</b>]</li> </ol>
Printing a confirmation report [ <b>#</b> ][ <b>4</b> ][ <b>0</b> ][ <b>1</b> ]	[ <b>0</b> ] "OFF": Confirmation reports will not be printed. [ <b>1</b> ] "ON": A confirmation report will be printed after every fax transmission. [ <b>2</b> ] "ERROR" (default): A confirmation report will be printed only when fax transmission fails.
Setting the journal report to print automatically [ <b>#</b> ][ <b>4</b> ][ <b>0</b> ][ <b>2</b> ]	[ <b>0</b> ] "OFF": The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions. [ <b>1</b> ] "ON" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 57).
Sending documents overseas [ <b>#</b> ][ <b>4</b> ][ <b>1</b> ][ <b>1</b> ]	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. [ <b>0</b> ] "OFF": Deactivates this feature. [ <b>1</b> ] "NEXT FAX": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. [ <b>2</b> ] "ERROR" (default): When the previous fax transmission fails and you wish to re-send the document. <b>Note:</b> <ul style="list-style-type: none"> <li>This feature is not available for broadcast transmission.</li> <li>Calling charges may be higher than usual.</li> </ul>

## 11. Programmable Features

Feature/Code	Selection
<p><b>Sending a fax at a specific time</b>  <b>[#][4][1][2]</b></p>	<p>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.</p> <p><b>[0]</b> “OFF” (default)  <b>[1]</b> “ON”</p> <p><b>To send a document:</b></p> <ol style="list-style-type: none"> <li>If the <b>[Fax]</b> light is OFF, turn it ON by pressing <b>[Fax]</b>.</li> <li>Set the original (page 25).</li> <li>If necessary, change the resolution (page 57) and the contrast (page 57).</li> <li><b>[Menu]</b> → <b>[#][4][1][2]</b></li> <li>Press <b>[1]</b> to select “ON”. → <b>[Set]</b></li> <li>Enter the fax number. <ul style="list-style-type: none"> <li>To enter an item using one-touch dial feature and phonebook, see step 3 on “8.2.1 Using the scanner glass”, page 58. (When using phonebook, you do not have to press <b>[Phonebook]</b> before pressing <b>[v]</b> or <b>[▲]</b>.)</li> </ul> </li> <li><b>[Set]</b></li> <li>Enter the transmission start time. <ul style="list-style-type: none"> <li>Press <b>[*]</b> repeatedly to select “AM” or “PM”.</li> </ul> </li> <li><b>9. When using the scanner glass, press [Set]. → [Start]</b>  <b>When using the automatic document feeder, press [Set].</b> <ul style="list-style-type: none"> <li>The document will be fed into the unit and scanned into memory. The unit will then send the data at the specified time. You cannot use this feature for another fax transmission until the former sending is completed.</li> </ul> </li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>To cancel this setting after programming, press <b>[Stop]</b> while the unit is idle, and then press <b>[Set]</b>.</li> </ul>
<p><b>Setting the Error Correction Mode (ECM)</b>  <b>[#][4][1][3]</b></p>	<p>This feature is available when the sending / receiving fax machines are ECM compatible.</p> <p><b>[0]</b> “OFF”: Deactivates this feature.  <b>[1]</b> “ON” (default): Fax transmission / reception will be carried out so that the errors do not occur.</p>
<p><b>Setting the connecting tone</b>  <b>[#][4][1][6]</b></p>	<p>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.</p> <p><b>[0]</b> “OFF”: Deactivates this feature.  <b>[1]</b> “ON” (default): You will hear connecting tones.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>The connecting tone volume cannot be adjusted.</li> </ul>
<p><b>Setting the maximum fax speed</b>  <b>[#][4][1][8]</b></p>	<p><b>[1]</b> “14.4kbps”  <b>[2]</b> “33.6kbps” (default)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The fax speed maybe lower than the selected speed depending on your line.</li> </ul>
<p><b>Setting the quick scan mode</b>  <b>[#][4][1][9]</b></p>	<p><b>[0]</b> “OFF” (default): Deactivates this feature.  <b>[1]</b> “ALWAYS”: The unit will scan the document and store it into memory first, then the unit will start sending the documents. You can send faxes without pressing <b>[Quick Scan]</b>.</p>

Feature/Code	Selection
<b>Activating the Distinctive Ring feature</b> <b>[#][4][3][0]</b>	<b>[0]</b> "OFF" (default) <b>[1]</b> "ON" See page 68 for details.
<b>Setting the ring pattern for fax (Distinctive Ring feature)</b> <b>[#][4][3][1]</b>	<b>[1]</b> "A" <b>[2]</b> "B" <b>[3]</b> "C" <b>[4]</b> "D" <b>[5]</b> "B-D" (default) See page 68 for details.
<b>Setting auto reduction feature</b> <b>[#][4][3][2]</b>	To receive a fax document that is longer than your recording paper. <b>[0]</b> "OFF": Deactivates this feature. <b>[1]</b> "ON" (default): The unit will fit received documents onto your recording paper.
<b>Changing the fax activation code</b> <b>[#][4][3][4]</b>	If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code. <b>[0]</b> "OFF" <b>[1]</b> "ON" (default) <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][4][3][4]</b></li> <li>2. Press <b>[1]</b> to select "ON". → <b>[Set]</b></li> <li>3. Enter your code from 2 to 4 digits, using 0-9, <b>[*]</b> and <b>[#]</b>.               <ul style="list-style-type: none"> <li>• The default code is "<b>*#9</b>".</li> </ul> </li> <li>4. <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the auto disconnection</b> <b>[#][4][3][5]</b>	To answer a call with an extension telephone in TAM/FAX mode (page 63), activate this feature and program the code. <b>[0]</b> "OFF" <b>[1]</b> "ON" (default) <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][4][3][5]</b></li> <li>2. Press <b>[1]</b> to select "ON". → <b>[Set]</b></li> <li>3. Enter your code from 2 to 4 digits, using 0-9 and <b>[*]</b>.               <ul style="list-style-type: none"> <li>• The default code is "<b>*0</b>".</li> </ul> </li> <li>4. <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the memory reception alert</b> <b>[#][4][3][7]</b>	To alert you with a beeping sound when a received fax document is stored into memory. <b>[0]</b> "OFF": Deactivates this feature. <b>[1]</b> "ON" (default): You will hear a beeping sound.  <b>Note:</b> <ul style="list-style-type: none"> <li>• If documents are stored into memory due to some printing problem, the beeps will continue until you solve the problem. If a message is displayed, see page 111 to page 113 for directions on printing out the stored documents. Make sure the unit is supplied with enough paper to print the stored document.</li> <li>• If documents are stored into memory due to activating the web fax preview (feature #448 on page 67), the base unit will not beep. However, the base unit will start to beep when the memory is nearly full.</li> </ul>

## 11. Programmable Features

Feature/Code	Selection
<b>Setting friendly reception</b> [ <b>#</b> ][4][3][8]	To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep). <b>[0] "OFF"</b> : You have to press [ <b>Start</b> ], and then [ <b>2</b> ] for fax reception using the base unit. You have to press  , select "Fax Start", and then <b>OK</b> for fax reception using the cordless handset. <b>[1] "ON"</b> (default): You do not have to press [ <b>Start</b> ], and then [ <b>2</b> ] for fax reception using the base unit. You do not have to press  , select "Fax Start", and then <b>OK</b> for fax reception using the cordless handset.
<b>Receiving a fax into the computer</b> [ <b>#</b> ][4][4][2]	If you wish to receive a fax into a computer, activate this feature and run [ <b>PC FAX</b> ] from Multi-Function Station. This feature is available when the fax preview mode is turned OFF (feature #448 on page 67). <b>[0] "OFF"</b> (default): Deactivates this feature. <b>[1] "ALWAYS"</b> : If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will store received documents into memory, and then transfer the data after recognition of the computer connection. <b>[2] "CONNECTED"</b> : If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will print the data.
<b>Setting the computer for PC fax reception</b> [ <b>#</b> ][4][4][3]	To select the computer that will be used for receiving a fax. See page 30 for details.
<b>Setting the fax preview mode</b> [ <b>#</b> ][4][4][8]	See page 67 for details.
<b>Setting the web fax preview access code</b> [ <b>#</b> ][4][5][0]	See page 67 for details.
<b>Setting notification of fax reception</b> [ <b>#</b> ][4][5][1]	<b>[0] "OFF"</b> (default): Deactivates this feature. <b>[1] "ON"</b> : The computer connected to your unit using USB/LAN will receive a notification when a fax document is received. <b>Note:</b> <ul style="list-style-type: none"> <li>• <b>For LAN connection:</b> Register computers to which fax reception notifications will be sent through the web browser interface (page 87).</li> </ul>
<b>Setting the fax to email address</b> [ <b>#</b> ][4][5][2]	If you wish to transfer a received fax document to desired email address, activate this feature. <b>[0] "OFF"</b> (default): Deactivate this feature. <b>[1] "ON"</b> : If you set the email destinations beforehand (page 87), the received fax document will be automatically transferred as an email attachment to the desired address.
<b>Resetting fax features/ deleting faxes in memory</b> [ <b>#</b> ][4][5][9]	<b>[0] "NO"</b> (default) <b>[1] "YES"</b> <ol style="list-style-type: none"> <li>1. [<b>Menu</b>] → [<b>#</b>][4][5][9]</li> <li>2. To reset the fax features to their default settings, press [<b>1</b>] to select "YES". → [<b>Set</b>] → [<b>Set</b>] <ul style="list-style-type: none"> <li>• If you do not want to reset the fax features to their default settings, press [<b>0</b>] to select "NO". → [<b>Set</b>]</li> </ul> </li> <li>3. To delete faxes in memory, press [<b>1</b>] to select "YES". → [<b>Set</b>] → [<b>Set</b>] → [<b>Menu</b>] <ul style="list-style-type: none"> <li>• If you do not want to delete faxes in memory, press [<b>0</b>] to select "NO". → [<b>Set</b>] → [<b>Menu</b>]</li> </ul> </li> </ol>

Feature/Code	Selection
<p><b>Setting the PC information for notification of fax reception (LAN connection only)</b></p> <ul style="list-style-type: none"> <li>This feature can be programmed only through the web browser interface.</li> </ul>	<p>Select the PC to send fax reception notification message to (up to 6 destinations).</p> <ol style="list-style-type: none"> <li>Start Multi-Function Station.</li> <li><b>[Utilities]</b> → <b>[Configuration Web Page]</b> → <b>[Device Configuration]</b></li> <li>Type “<b>root</b>” as the user name, then enter the password (feature #155 on page 79). → <b>[OK]</b></li> <li>Select the <b>[FAX FEATURE]</b> tab.</li> <li>Click <b>[Edit]</b> next to <b>[RECEIVE PC LIST]</b>.</li> <li>Click <b>[List]</b> next to the desired destination.</li> <li>Click the desired PC from the list. → <b>[Submit]</b></li> <li>Close the web browser.</li> </ol>
<p><b>Setting the fax to email destinations (LAN connection only)</b></p> <ul style="list-style-type: none"> <li>This feature can be programmed only through the web browser interface.</li> </ul>	<p>Select email destinations where you want to send received fax document automatically (up to 6 destinations).</p> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li><b>Program the email server settings (page 97), and the email destinations (page 98) beforehand.</b></li> </ul> <ol style="list-style-type: none"> <li>Start Multi-Function Station.</li> <li><b>[Utilities]</b> → <b>[Configuration Web Page]</b> → <b>[Device Configuration]</b></li> <li>Type “<b>root</b>” as the user name, then enter the password (feature #155 on page 79). → <b>[OK]</b></li> <li>Select the <b>[FAX FEATURE]</b> tab.</li> <li>Click <b>[Edit]</b> next to <b>[DESTINATION]</b>.</li> <li>Click <b>[Address Book]</b> next to the desired destination.</li> <li>Click the desired name you want to send the received fax documents to.</li> <li><b>[Submit]</b></li> <li>Close the web browser.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>To check the status of the last 15 transfers, click <b>[List]</b> next to <b>[RESULT]</b> in step 5.</li> </ul>

## 11. Programmable Features

### 11.1.3 TAM features

Feature/Code	Selection
<b>Selecting the voice prompt</b> <b>[#][1][1][2]</b>	The voice guidance will be heard in the selected language. <b>[1]</b> "ENGLISH" (default): English is used. <b>[2]</b> "SPANISH": Spanish is used.
<b>Changing the maximum recording time for incoming messages*1</b> <b>[#][3][0][5]</b>	<b>[1]</b> "1 MINUTE" <b>[2]</b> "GREET ONLY": The unit plays the greeting message but does not record any incoming messages. <b>[3]</b> "3 MINUTES" (default) <b>Note:</b> <ul style="list-style-type: none"><li>You can also program this feature with the cordless handset (page 76).</li></ul>
<b>Setting the remote operation ID*1</b> <b>[#][3][0][6]</b>	<b>1. [Menu] → [#][3][0][6]</b> <b>2.</b> To activate the remote operation feature, enter a 3-digit remote operation ID. <ul style="list-style-type: none"><li>To deactivate the remote operation feature, press <b>[*]</b>.</li></ul> <b>3. [Set] → [Menu]</b> <b>Note:</b> <ul style="list-style-type: none"><li>You can also program this feature with the cordless handset (page 75).</li></ul>
<b>Screening the incoming call</b> <b>[#][3][1][0]</b>	To hear an incoming call from the speaker when the answering machine is recording the message. <b>[0]</b> "OFF" <b>[1]</b> "ON" (default)
<b>Changing the greeting message time for TAM/FAX</b> <b>[#][3][1][5]</b>	<b>[1]</b> "16s" (default): Maximum greeting message time is 16 seconds. <b>[2]</b> "60s": Maximum greeting message time is 60 seconds. See page 69 for details.
<b>Receiving a voice message into the computer</b> <b>[#][3][6][5]</b>	If you wish to receive a voice message into a computer, activate this feature. <b>[0]</b> "OFF" (default): Deactivate this feature. <b>[1]</b> "ALWAYS": If the unit recognizes the connection to the computer, it will transfer recorded voice message to the computer. If the unit cannot recognize the connection, it will store the voice message into memory, and then transfer the data after recognition of the computer connection.
<b>Setting the computer for PC TAM reception</b> <b>[#][3][6][6]</b>	To select the computer that will be used for receiving a voice message. See page 30 for details.
<b>Setting the web voice playback mode</b> <b>[#][3][6][7]</b>	See page 73 for details.
<b>Setting the web voice playback access code</b> <b>[#][3][6][8]</b>	See page 73 for details.
<b>Setting the TAM to email address</b> <b>[#][3][6][9]</b>	If you wish to transfer an incoming voice message to desired email address, activate this feature. <b>[0]</b> "OFF" (default): Deactivate this feature. <b>[1]</b> "ON": If you set the email destinations beforehand (page 89), the incoming voice message will be automatically transferred as an email attachment to the desired address. Memo recording (page 69) and conversation recording (page 69) will not be transferred.



Feature/Code	Selection
<p><b>Setting the TAM to email destinations (LAN connection only)</b></p> <ul style="list-style-type: none"> <li>This feature can be programmed only through the web browser interface.</li> </ul>	<p>Select email destinations where you want to send incoming voice messages automatically (up to 6 destinations).</p> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li><b>Program the email server settings (page 97), and the email destinations (page 98) beforehand.</b></li> </ul> <ol style="list-style-type: none"> <li>Start Multi-Function Station.</li> <li><b>[Utilities]</b> → <b>[Configuration Web Page]</b> → <b>[Device Configuration]</b></li> <li>Type “<b>root</b>” as the user name, then enter the password (feature #155 on page 79). → <b>[OK]</b></li> <li>Select the <b>[TAM FEATURE]</b> tab.</li> <li>Click <b>[Edit]</b> next to <b>[DESTINATION]</b>.</li> <li>Click <b>[Address Book]</b> next to the desired destination.</li> <li>Click the desired name you want to send the incoming voice messages to.</li> <li><b>[Submit]</b></li> <li>Close the web browser.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>To check the status of the last 15 transfers, click <b>[List]</b> next to <b>[RESULT]</b> in step 5.</li> </ul>

\*1 When this setting is changed using the base unit, the setting for the cordless handset will also be changed, and vice versa.

## 11. Programmable Features

### 11.1.4 Copy features

Feature/Code	Selection
<b>Setting the input tray to use for copy</b> 【#】[4][6][0]	<b>[1]</b> “#1” (default): The paper input tray is selected. The displayed paper size depends on the recording paper size setting (feature #380 on page 80). <b>[2]</b> “#2”: The manual input tray is selected. The displayed paper size depends on the recording paper size setting (feature #381 on page 80).
<b>Changing the default copy resolution</b> 【#】[4][6][1]	To change the default resolution setting for copying. <b>[1]</b> “TEXT/PHOTO” (default): For documents containing both text and photographs. <b>[2]</b> “TEXT”: For documents containing only text. <b>[3]</b> “PHOTO”: For documents containing photographs, shaded drawings, etc.
<b>Holding the previous page layout setting</b> 【#】[4][6][7]	<b>[0]</b> “DISABLED” (default): Deactivates this feature. <b>[1]</b> “ENABLED”: The unit will hold the previous setting.
<b>Holding the previous zoom setting</b> 【#】[4][6][8]	<b>[0]</b> “DISABLED” (default): Deactivates this feature. <b>[1]</b> “ENABLED”: The unit will hold the previous setting.
<b>Holding the previous collate setting</b> 【#】[4][6][9]	<b>[0]</b> “DISABLED” (default): Deactivates this feature. <b>[1]</b> “ENABLED”: The unit will hold the previous setting.
<b>Holding the previous edge setting</b> 【#】[4][7][3]	<b>[0]</b> “DISABLED” (default): Deactivates this feature. <b>[1]</b> “ENABLED”: The unit will hold the previous setting.
<b>Setting the frame margin</b> 【#】[4][7][4]	<b>[0]</b> “DISABLED” (default): Deactivates this feature. <b>[1]</b> “ENABLED”: Your copies will be automatically reduced according to the margin setting. However, if you change the zoom rate (page 43), your copies will not be automatically reduced.
<b>Holding the previous margin setting</b> 【#】[4][7][5]	<b>[0]</b> “DISABLED” (default): Deactivates this feature. <b>[1]</b> “ENABLED”: The unit will hold the previous setting.

## 11.1.5 PC print features

Feature/Code	Selection
<b>Changing the data timeout setting</b> <b>[#][7][7][4]</b>	<p>The unit will automatically print the remaining data in memory when the computer does not send data to the unit during the set time.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][7][7][4]</b> → <b>[Set]</b></li> <li>2. Enter the desired data timeout setting from “005” seconds to “600” seconds, using the dial keypad. <ul style="list-style-type: none"> <li>• The default setting is “060” seconds.</li> </ul> </li> <li>3. <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting mutual A4/letter print</b> <b>[#][7][7][6]</b>	<p>This feature allows printing in A4-size even if letter-size recording paper is loaded in the paper input tray, and vice versa.</p> <p><b>[0]</b> “OFF”: Deactivates this feature.</p> <p><b>[1]</b> “ON” (default): Printing is possible between A4/letter-size.</p>

## 11. Programmable Features

### 11.1.6 Scan features

Feature/Code	Selection
<b>Setting the scan mode for Push Scan</b> [F4][9][3]	<p>[1] “VIEWER” (default): The scanned image will be displayed in the [Multi-Function Viewer] window.</p> <p>[2] “FILE”: The scanned image will be saved as a file.</p> <p>[3] “EMAIL”: The scanned image will be saved for email attachment.</p> <p>[4] “OCR”: The scanned image will be displayed in the OCR window.</p> <p>[5] “EMAIL ADDRESS”: The scanned image will be sent as an attachment without using email software.</p> <p>[6] “FTP SERVER”: The scanned image will be sent to the pre-programmed folder on the FTP server.</p> <p>[7] “SMB FOLDER”: The scanned image will be sent to the pre-programmed SMB folder.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>• Following selections will be displayed only when the server setting is programmed through the web browser interface in advance.<ul style="list-style-type: none"><li>– “EMAIL ADDRESS” will be displayed when the email server setting is programmed (page 97).</li><li>– “FTP SERVER” will be displayed when the FTP server setting is programmed (page 92).</li><li>– “SMB FOLDER” will be displayed when the SMB folder setting is programmed (page 93).</li></ul></li></ul>
<b>Holding the previous scanning parameter for Push Scan</b> [F4][9][4]	<p>[0] “DISABLED” (default): Deactivates this feature.</p> <p>[1] “ENABLED”: The unit will hold the previous scan settings for each mode of push scan.</p>
<b>Setting the information for scan to FTP (LAN connection only)</b> <ul style="list-style-type: none"><li>• This feature can be programmed only through the web browser interface.</li></ul>	<p>When you send scanned files to an FTP server, you can register the FTP destinations (up to 6 destinations) to the unit through the web browser interface.</p> <ol style="list-style-type: none"><li>1. Start Multi-Function Station.</li><li>2. [Utilities] → [Configuration Web Page] → [Device Configuration]</li><li>3. Type “root” as the user name, then enter the password (feature #155 on page 79). → [OK]</li><li>4. Select the [SCAN FEATURE] tab.</li><li>5. Click [Edit] next to [FTP SERVER].</li><li>6. Click [Edit] next to the desired FTP server.</li><li>7. Enter the server name, IP address, folder directory, etc. → [Submit]</li><li>8. Close the web browser.</li></ol> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>• If you do not enter a folder directory in step 7, the scanned image will be saved in the root folder.</li></ul>

Feature/Code	Selection
<p><b>Setting the information for scan to SMB folder (LAN connection only)</b></p> <ul style="list-style-type: none"><li>• This feature can be programmed only through the web browser interface.</li></ul>	<p>When you send scanned files to an SMB folder, you can register the SMB folder destinations (up to 6 destinations) to the unit through the web browser interface.</p> <ol style="list-style-type: none"><li>1. Start Multi-Function Station.</li><li>2. <b>[Utilities]</b> → <b>[Configuration Web Page]</b> → <b>[Device Configuration]</b></li><li>3. Type “<b>root</b>” as the user name, then enter the password (feature #155 on page 79). → <b>[OK]</b></li><li>4. Select the <b>[SCAN FEATURE]</b> tab.</li><li>5. Click <b>[Edit]</b> next to <b>[SMB FOLDER]</b>.</li><li>6. Click <b>[Edit]</b> next to the desired SMB folder.</li><li>7. Enter the folder name and account information.</li><li>8. Click <b>[Browse]</b>, and select a desired computer and/or folder directory from the list. → <b>[OK]</b><ul style="list-style-type: none"><li>• You can also enter the folder directory manually.</li></ul></li><li>9. <b>[Submit]</b></li><li>10. Close the web browser.</li></ol>

## 11. Programmable Features

### 11.1.7 LAN features

Feature/Code	Selection
<b>LAN setting with a DHCP server</b> <b>[#][5][0][0]</b>	<p><b>[0]</b> “DISABLED”: Deactivates this feature.</p> <p><b>[1]</b> “ENABLED” (default): The following will be allocated automatically using a DHCP (Dynamic Host Configuration Protocol) server.</p> <ul style="list-style-type: none"> <li>– IP address</li> <li>– Subnet mask</li> <li>– Default gateway</li> </ul>
<b>Setting the IP address for the LAN connection</b> <b>[#][5][0][1]</b>	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][1]</b> → <b>[Set]</b></li> <li>2. Enter the IP address of the unit on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the Subnet mask for the LAN connection</b> <b>[#][5][0][2]</b>	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][2]</b> → <b>[Set]</b></li> <li>2. Enter the subnet mask of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the default gateway for the LAN connection</b> <b>[#][5][0][3]</b>	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][3]</b> → <b>[Set]</b></li> <li>2. Enter the default gateway of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the primary DNS server for the LAN connection</b> <b>[#][5][0][4]</b>	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][4]</b> → <b>[Set]</b></li> <li>2. Enter the primary DNS server of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the secondary DNS server for the LAN connection</b> <b>[#][5][0][5]</b>	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][5]</b> → <b>[Set]</b></li> <li>2. Enter the secondary DNS server of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the machine name</b> <b>[#][5][0][7]</b>	<ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][7]</b> → <b>[Set]</b></li> <li>2. Enter the name of the unit to recognize on the LAN, up to 15 characters, using the English alphabet and numbers (see page 107 for character entry). <ul style="list-style-type: none"> <li>• The following symbols can also be entered using <b>[0]</b> or <b>[1]</b>.  ! @ # \$ % ^ &amp; ' ( . - _ {</li> </ul> </li> <li>3. <b>[Set]</b> → <b>[Menu]</b></li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• In order to recognize the unit on the LAN, the default name of the unit is assigned automatically. If you change the name, assign a unique name to avoid overlapping.</li> </ul>
<b>Displaying the MAC address of the unit</b> <b>[#][5][0][8]</b>	<ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][8]</b> → <b>[Set]</b></li> <li>2. The MAC address of the unit will be displayed. → <b>[Menu]</b></li> </ol>

Feature/Code	Selection
<b>Approving users for the LAN connection</b> <b>[#][5][3][2]</b>	<p><b>[0]</b> “DISABLED” (default): Deactivates this feature.</p> <p><b>[1]</b> “ENABLED”: The unit will deny/approve access from the pre-programmed IP patterns. You can program whether to deny or approve IP addresses. Up to 4 patterns each for IPv4 and IPv6 can be programmed through the web browser interface.</p> <ol style="list-style-type: none"> <li>1. Start Multi-Function Station.</li> <li>2. <b>[Utilities]</b> → <b>[Configuration Web Page]</b> → <b>[Network Configuration]</b></li> <li>3. Type “root” as the user name, then enter the password (feature #155 on page 79). → <b>[OK]</b></li> <li>4. Select the <b>[LAN FEATURE]</b> tab.</li> <li>5. Click <b>[Edit]</b> next to <b>[APPROVED USERS]</b>.</li> <li>6. Click <b>[Edit]</b> next to <b>[FILTER (IPv4)]/[FILTER (IPv6)]</b>.</li> <li>7. Change the mode and edit IP filtering information. → <b>[Submit]</b></li> <li>8. Close the web browser.</li> </ol>
<b>Setting the IP address automatically for the LAN connection</b> <b>[#][5][3][3]</b>	<p>This feature will be displayed only when feature #500 is activated.</p> <p><b>[0]</b> “DISABLED” (default): Deactivates this feature.</p> <p><b>[1]</b> “ENABLED”: IP address will be allocated automatically without using a DHCP (Dynamic Host Configuration Protocol) server.</p>
<b>Setting HTTPD for the LAN connection</b> <b>[#][5][3][4]</b>	<p><b>[0]</b> “DISABLED”: Denies access to the web browser.</p> <p><b>[1]</b> “ENABLED” (default): Allows access to the web browser.</p>
<b>IPv6 protocol</b> <b>[#][5][3][5]</b>	<p><b>[0]</b> “DISABLED” (default): Deactivates this feature.</p> <p><b>[1]</b> “ENABLED”: IPv6 protocol can be used. After installing the printer driver, be sure to change the port to IPv6 protocol. You can check the IPv6 protocol address by printing the “SETUP LIST” (page 138).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• To activate this feature, you need to turn the power switch of the base unit OFF, then ON.</li> </ul>
<b>Setting the primary WINS server for the LAN connection</b> <b>[#][5][3][8]</b>	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][3][8]</b> → <b>[Set]</b></li> <li>2. Enter the primary WINS server of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the secondary WINS server for the LAN connection</b> <b>[#][5][3][9]</b>	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][3][9]</b> → <b>[Set]</b></li> <li>2. Enter the secondary WINS server of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>

## 11. Programmable Features

Feature/Code	Selection
<b>Erasing all email addresses, FTP destinations, and SMB folder destinations stored in the unit</b> <b>[*][5][7][8]</b>	<p><b>[0]</b> “NO” (default) <b>[1]</b> “YES”</p> <ul style="list-style-type: none"><li>● Disconnect the telephone line cord, USB cable and LAN cable before activating this feature.</li></ul> <p><b>To erase all email addresses:</b></p> <ol style="list-style-type: none"><li>1. <b>[Menu]</b> → <b>[*][5][7][8]</b></li><li>2. Press <b>[1]</b> to select “YES”. → <b>[Set]</b></li><li>3. Press <b>[1]</b> to select “YES”. → <b>[Set]</b> → <b>[Menu]</b></li></ol> <p><b>To erase FTP destinations:</b></p> <ol style="list-style-type: none"><li>1. <b>[Menu]</b> → <b>[*][5][7][8]</b></li><li>2. Press <b>[1]</b> to select “YES”. → <b>[Set]</b></li><li>3. Press <b>[0]</b> to select “NO”. → <b>[Set]</b></li><li>4. Press <b>[1]</b> to select “YES”. → <b>[Set]</b> → <b>[Menu]</b></li></ol> <p><b>To erase SMB folder destinations:</b></p> <ol style="list-style-type: none"><li>1. <b>[Menu]</b> → <b>[*][5][7][8]</b></li><li>2. Press <b>[1]</b> to select “YES”. → <b>[Set]</b></li><li>3. Press <b>[0]</b> to select “NO”. → <b>[Set]</b></li><li>4. Press <b>[0]</b> to select “NO”. → <b>[Set]</b></li><li>5. Press <b>[1]</b> to select “YES”. → <b>[Set]</b> → <b>[Menu]</b></li></ol>



### 11.1.8 Network features (LAN connection only)

These features can be programmed through the web browser interface.

Feature	Tab	Selection
Setting the LAN features	[LAN FEATURE]	Enter the LAN feature settings. See page 94 for details.
Setting the community name for SNMP	[SNMP]	Enter the SNMP community name. Consult your service provider or network administrator for details.
Setting the location where you use this unit	[SNMP]	Enter the location information of the unit.
Displaying the link local address for IPv6	[IPv6]	The link local address will be displayed.
Displaying the IPv6 address for auto configuration	[IPv6]	The IP address for auto configuration will be displayed.
Setting the IP address for IPv6	[IPv6]	Enter the IP address for IPv6. Consult your service provider or network administrator for details.
Setting the default router for IPv6	[IPv6]	Enter the default router address for IPv6. Consult your service provider or network administrator for details.
Setting the information for scan to FTP	[FTP FEATURE]	Enter the FTP server information to send scanned images from the unit to an FTP server. See page 92 for details.
Setting the information for scan to SMB	[SMB FEATURE]	Enter the SMB folder information to send scanned images from the unit to an SMB folder. See page 93 for details.
Setting the information for scan to email address, voice to email address, fax to email address and TAM to email address	[EMAIL FEATURE]	<p>Enter the email server information to send scanned image, fax message and/or voice message from the unit via an email.</p> <ol style="list-style-type: none"> <li>1. Start Multi-Function Station.</li> <li>2. [Utilities] → [Configuration Web Page] → [Network Configuration]</li> <li>3. Type “root” as the user name, then enter the password (feature #155 on page 79). → [OK]</li> <li>4. Select the [EMAIL FEATURE] tab.</li> <li>5. Click [Edit] next to [EMAIL SERVER].</li> <li>6. Enter email address (from), email server information, and time zone.</li> <li>7. [Submit]</li> <li>8. Close the web browser.</li> </ol>

## 11. Programmable Features

Feature	Tab	Selection
Registering the email address destinations	[EMAIL FEATURE]	<p>Register email destinations (up to 30 destinations). These addresses can be used as destinations for the following features.</p> <ul style="list-style-type: none"> <li>– Scan to email address (page 38)</li> <li>– TAM to email address (page 63)</li> <li>– Fax to email address (page 63, 64)</li> <li>– Voice to email address (page 71)</li> </ul> <ol style="list-style-type: none"> <li>1. Start Multi-Function Station.</li> <li>2. [Utilities] → [Configuration Web Page] → [Network Configuration]</li> <li>3. Type “root” as the user name, then enter the password (feature #155 on page 79). → [OK]</li> <li>4. Select the [EMAIL FEATURE] tab.</li> <li>5. Click [Edit] next to [ADDRESS BOOK].</li> <li>6. Click [Edit] next to the desired item you want to register.</li> <li>7. Enter the name and email address. <ul style="list-style-type: none"> <li>• Select the station key number from the drop down list if necessary.</li> </ul> </li> <li>8. [Submit]</li> <li>9. Close the web browser.</li> </ol>
Setting the error notify feature	[ERROR NOTIFY]	<p>[ENABLED]: The unit will send an email to registered destinations when a problem occurs.  [DISABLED] (default): Deactivates this feature.</p>
Setting the email server information for the error notify feature	[ERROR NOTIFY]	Enter email address (from), email server information, and time zone to send error notification emails.
Registering destinations for the error notify feature	[ERROR NOTIFY]	<p>Enter the email address to which error notifications will be sent and select the types of problems.</p> <p>[LIFE WARNING]: A warning indicating that the toner cartridge or drum cartridge needs to be replaced soon.</p> <p>[MEDIA PATH ERROR]: An error indicating that there is a problem with the paper input tray/manual input tray.</p> <p>[LIFE ERROR]: An error indicating that the toner cartridge or drum cartridge needs to be replaced.</p>

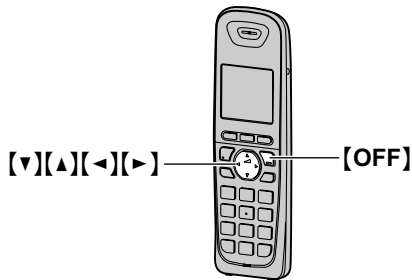
## 11.2 Cordless handset programming

To access the features, there are 2 methods:

- scrolling through the display menus (page 99)
- using the direct commands (page 100)
- Direct command is the main method used in these operating instructions.

### 11.2.1 Cordless handset features

#### Programming by scrolling through the display menus



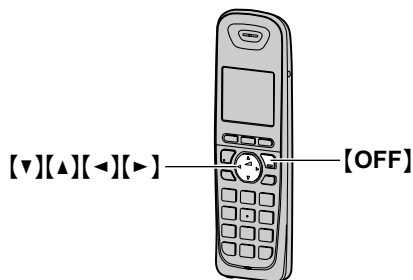
1. **[MENU]**
2. Press **[▼]** or **[▲]** to select the desired main menu. → **[SELECT]**
3. Press **[▼]** or **[▲]** to select the desired item in sub-menu 1. → **[SELECT]**
  - In some cases, you may need to select from sub-menu 2. → **[SELECT]**
4. Press **[▼]** or **[▲]** to select the desired setting. → **[SAVE]**
  - This step may vary depending on the feature being programmed.
  - To exit the operation, press **[OFF]**.

Top-menu	Sub-menu 1	Sub-menu 2	Feature (default setting)
"Caller list"	–	–	page 54
"Intercom"	–	–	Intercom call: page 104
"Set date & time"	"Date and time"*1	–	Date and time: page 28
	"Alarm"	–	Set the alarm ("Off"): page 102

## 11. Programmable Features

Top-menu	Sub-menu 1	Sub-menu 2	Feature (default setting)
"Initial setting"	"Ringer setting"	"Ringer volume" <sup>*2, *3</sup>	Cordless handset ringer volume ( <i>Maximum</i> ): page 27
		"Ringer tone" <sup>*4, *5, *6</sup>	Ringtones for outside calls ("Tone 1")
		"Silent mode" – "On/Off" – "Start/End"	Set the silent mode: page 102 – ("Off") – ("11:00 PM/06:00 AM")
	"Set date & time"	"Date and time" <sup>*1</sup>	Date and time: page 28
		"Alarm"	Set the alarm ("Off"): page 102
	"Handset name"	–	Change the handset name: page 102
	"Call block"	–	page 102
	"Message alert"	–	Set the message alert ("On"): page 76
	"Display Setting"	"LCD Contrast"	LCD display contrast ( <i>Level 3</i> )
	"Key tone" <sup>*2, *7</sup>	–	Keytones ON/OFF ("On")
	"Caller ID edit"	–	Caller ID number auto edit ("On"): page 55
	"Auto talk" <sup>*8</sup>	–	Auto talk ON/OFF ("Off"): page 50
"Registration"	"Register handset"	page 104	
"Change language"	"Display" <sup>*2</sup>	Display language ("English"): page 102	

### Programming using the direct commands



1. **[MENU]** → **[#]**
2. Enter the desired code.
3. Select the desired setting. → **[SAVE]**
  - This step may vary depending on the feature being programmed.
  - To exit the operation, press **[OFF]**.

#### Note:

- See page 99 for the default settings.

Feature	Code	Selection
"Caller list"	<b>[2][1][3]</b>	See page 54 for details.
"Intercom"	<b>[2][7][4]</b>	See page 104 for details.
"Date and time" <sup>*1</sup>	<b>[1][0][1]</b>	See page 28 for details.
"Alarm"	<b>[7][2][0]</b>	<b>[1]</b> "Once" <b>[2]</b> "Daily" <b>[0]</b> "off" See page 102 for details.

Feature	Code	Selection
“Ringer volume” (Handset) <sup>*2, *3</sup>	[1][6][0]	[1]–[6] Level 1–6 [0] “Off” See page 27 for details.
“Ringer tone” (Handset) <sup>*4, *5, *6</sup>	[1][6][1]	[1]–[5] “Tone 1”–“Tone 5” [6]–[0] “Melody 1”–“Melody 5”
“Silent mode” (On/Off)	[2][3][8]	[1] “On” [0] “Off” See page 102 for details.
“Silent mode” (Start/End)	[2][3][7]	See page 102 for details.
“Handset name”	[1][0][4]	See page 102 for details.
“Call block”	[2][1][7]	See page 102 for details.
“Block w/o num” (Block calls without phone number)	[2][4][0]	[1] “On” [0] “Off” See page 103 for details.
“Message alert”	[3][4][0]	[1] “On” [0] “Off” See page 76 for details.
“LCD Contrast” (Display contrast)	[1][4][5]	[1]–[6] Level 1–6
“Key tone” <sup>*2, *7</sup>	[1][6][5]	[1] “On” [0] “Off”
“Caller ID edit” (Caller ID number auto edit)	[2][1][4]	[1] “On” [0] “Off” See page 55 for details.
“Auto talk” <sup>*8</sup>	[2][0][0]	[1] “On” [0] “Off” See page 50 for details.
“Register handset”	[1][3][0]	See page 104 for details.
“Deregistration”	[1][3][1]	See page 104 for details.
“Display” (Change language) <sup>*2</sup>	[1][1][0]	[1] “English” [2] “Español” See page 102 for details.

- \*1 When this setting is changed using the cordless handset, the setting for the base unit will also be changed, and vice versa.
- \*2 This setting can be changed individually for the base unit and the cordless handset.
- To set the base unit ringer volume, see page 27.
  - To set the base unit ringtone for outside calls, see feature #161 on page 79.
  - To set the base unit language, see feature #110 on page 78.
  - To set the base unit LCD display contrast, see feature #145 on page 78.
  - To set the base unit keytone, see feature #165 on page 80.
- \*3 When the ringer volume is turned OFF,  $\mathcal{L}$  is displayed and the cordless handset does not ring for outside calls. However even when the ringer volume is set to OFF, the cordless handset still rings for alarm (page 102), intercom calls, and paging (page 104).
- \*4 If you subscribe to a distinctive ring service (such as IDENT-A-RING), select a tone (tone 1 to 5). If you select a melody, you cannot distinguish lines by their ringers.
- \*5 If you select one of the melody ringer tones, the ringer tone continues to play for several seconds even if the caller has already hung up. You may either hear a dial tone or no one on the line when you answer the call.
- \*6 The preset melodies in this product are used with permission of © 2009 Copyrights Vision Inc.
- \*7 Turn this feature OFF if you prefer not to hear key tones while you are dialing or pressing any keys, including confirmation tones and error tones.
- \*8 If you subscribe to a Caller ID service and want to view the caller’s information after lifting up the cordless handset to answer a call, turn OFF this feature.

## 11. Programmable Features

### 11.2.2 Cordless handset setup

#### Alarm

An alarm sounds at the set time for 3 minutes once or daily. Alarm can be set for each cordless handset.

#### Important:

- **Set the date and time beforehand (page 28).**

1. **[MENU]** → **[#][7][2][0]**
2. Select the desired alarm option. → **[SELECT]**

"Off"
Turns alarm OFF. Go to step 7.
"Once"
An alarm sounds once at the set time.
"Daily"
An alarm sounds daily at the set time. Go to step 4.

3. Enter the desired month and date. → **[OK]**
4. Set the desired time.
5. Press **[AM/PM]** repeatedly to select "AM" or "PM". → **[OK]**
6. Select the desired alarm tone. → **[SELECT]**
  - We recommend selecting a different ringer tone from the one used for outside calls.
7. **[SELECT]** → **[OFF]**
  - When the alarm is set, ☎ is displayed.

#### Note:

- To stop the alarm, press any dial key or place the cordless handset on the charger.
- When the cordless handset is in use, the alarm will not sound until the cordless handset is in standby mode.

#### Display language

You can select either "English" or "Español" as the display language. The default setting is "English".

1. **[MENU]** → **[#][1][1][0]**
2. Select your desired language.
3. **[SAVE]** → **[OFF]**

#### Silent mode

Silent mode allows you to select a period of time during which the cordless handset will not ring for outside calls. This feature is useful for time periods when you do not want to be disturbed, for example, while sleeping. Silent mode can be set for each cordless handset.

#### Important:

- **Set the date and time beforehand (page 28).**
- **If you have set the alarm, the alarm sounds even if the silent mode is turned on.**

To turn the silent mode ON/OFF

1. **[MENU]** → **[#][2][3][8]**

2. Press **[▼]** or **[▲]** repeatedly to select "On" or "Off". → **[SAVE]**
  - If you select "Off", press **[OFF]** to exit.
3. Enter the desired hour and minute you wish to start this feature.
4. Press **[AM/PM]** repeatedly to select "AM" or "PM". → **[OK]**
5. Enter the desired hour and minute you wish to end this feature.
6. Press **[AM/PM]** repeatedly to select "AM" or "PM".
7. **[SAVE]** → **[OFF]**
  - When the silent mode is set, Zzz is displayed.

#### Note:

- To correct a digit, press **[◀]** or **[▶]** to move the cursor to the digit, then make the correction.

#### To change the start and end time

1. **[MENU]** → **[#][2][3][7]**
2. Continue from step 3, "To turn the silent mode ON/OFF", page 102.

#### Changing the cordless handset name

Each cordless handset can be given a customized name ("Bob", "Kitchen", etc.). This is useful when you make intercom calls between cordless handsets. You can also select whether or not the cordless handset name is displayed in standby mode. The default setting is "Off". If you select "On" without entering any cordless handset name, "Handset 1" to "Handset 6" is displayed.

1. **[MENU]** → **[#][1][0][4]**
2. Enter the desired name (max. 10 characters; see the character table, page 107).
  - If not required, go to step 3.
3. **[SAVE]**
4. Press **[▼]** or **[▲]** repeatedly to display the desired setting. → **[SELECT]**
5. **[SELECT]** → **[OFF]**

#### Call block (Caller ID subscribers only)

This feature allows the cordless handset to reject calls when:

- the unit receives a call from a telephone number stored in the call block list as unwanted ("To store the unwanted callers", page 103).
- the unit receives a call without telephone number ("Block calls without telephone number", page 103).

When a call is received, the cordless handset rings for a short time while the caller is being identified. If the telephone number matches an item in the call block list, the unit sends out a busy tone to the caller, and then disconnects the call.

#### Important:

- **When the cordless handset receives a call from a number that is stored in the call block list or a call without a recognized telephone number, the call**

is logged in the caller list (page 54) with **☞** after the call is disconnected.

turned on. To turn the feature off: **[ERASE] → [▼] → [SAVE] → [OFF]**

### To store the unwanted callers

You can store up to 30 telephone numbers in the call block list by using the caller list or by entering the numbers directly.

#### Important:

- **We recommend storing 10 digits (including an area code). If only 7 digits are stored, all numbers that have the same last 7 digits will be blocked.**

#### ■ From the caller list:

1. **[CID◀]**
2. Press **[▼]** or **[▲]** repeatedly to display the item to be blocked.
  - To edit the number, press **[EDIT]** repeatedly until the telephone number is shown in the 10-digit format.
3. **[SAVE]**
4. "Call block" → **[SELECT]**
5. "yes" → **[SELECT]**
6. Edit the telephone number if necessary (24 digits max.).
7. **[SAVE] → [OFF]**

#### ■ By entering phone numbers:

1. **[MENU] → [#][2][1][7] → [ADD]**
2. Enter the telephone number (24 digits max.).
  - To erase a digit, press **[CLEAR]**.
3. **[SAVE] → [OFF]**

### Block calls without telephone number

You can reject a call without telephone number including "Out of area", "Private caller", or "Long distance".

1. **[MENU] → [#][2][4][0]**
2. Press **[▼]** or **[▲]** repeatedly to display the desired setting. → **[SAVE] → [OFF]**

### To view/edit/erase call block numbers

1. **[MENU] → [#][2][1][7]**
2. Press **[▼]** or **[▲]** repeatedly to display the desired item.
  - To exit, press **[OFF]**.

#### 3. To edit a number:

**[EDIT]** → Edit the telephone number. → **[SAVE] → [OFF]**

#### To erase a number:

**[ERASE] → "yes" → [SELECT] → [OFF]**

#### Note:

- When editing, press the desired dial key to add, **[CLEAR]** to erase.
- When viewing, "Block w/o num" is displayed if the block calls without telephone number feature is

## 12. Multi-unit Operation

### 12.1 Operating additional units

#### 12.1.1 Additional cordless handsets

Up to 6 cordless handsets can be registered to a single base unit. Additional cordless handsets will give you the freedom to, for example, have an intercom call with another cordless handset while a third cordless handset is on an outside call.

#### Important:

- The additional cordless handset model recommended for use with this unit is noted on page 7.

### 12.2 Registering a cordless handset to a base unit

The supplied cordless handset and base unit are pre-registered. If for some reason the cordless handset is not registered to the base unit, re-register the cordless handset.

After purchasing an additional cordless handset, register it to the base unit. Ensure that the additional cordless handset is turned ON. If it is not ON, place the cordless handset on the charger to turn ON.

- 1 **[MENU]** → **[#][1][3][0]**
- 2 Press and hold **[Locator]** on the base unit for about 3 seconds, until the registration tone sounds.
  - If all registered cordless handsets start ringing, press the same button to stop. Then repeat this step.
  - After pressing **[Locator]**, the rest of this procedure must be completed within 1 minute.
- 3 Press **[OK]**, then wait until a long beep sounds.

#### Note:

- Charge the batteries of your additional cordless handset for about 7 hours before initial use.
- While registering, “**Base in registering**” is displayed on all registered cordless handsets.
- When you purchase an additional cordless handset, refer to the additional cordless handset’s installation manual for registration.

#### 12.2.1 Deregistering a cordless handset

A cordless handset can cancel its own registration (or the registration of another cordless handset) that is stored to the base unit. This allows the cordless handset to end its wireless connection with the system.

- 1 **[MENU]** → **[#][1][3][1]**
  - All cordless handsets registered to the base unit are displayed.
- 2 Select the cordless handset you want to cancel. → **[SELECT]**

- 3 “**Yes**” → **[SELECT]**

- 4 **[OFF]**

### 12.3 Intercom

Intercom calls can be made between a cordless handset and the base unit, and between 2 cordless handsets. You can page all cordless handsets at once from the base unit.

#### Note:

- If you receive an outside call while talking on the intercom, you hear 2 tones. To answer the call, hang up the intercom, then answer the outside call.
  - see step 3 on “6.1.1 With the base unit”, page 49.
  - see step 3 on “6.1.2 With the cordless handset”, page 49.
- **[Flash]** / **[FLASH]** cannot be used to answer outside calls.
- When paging the cordless handset, the paged cordless handset beeps for 1 minute.

#### 12.3.1 Making intercom calls

##### With the cordless handset

1. **[MENU]** → **[INT]**
2. To page the base unit, press **[0]**.  
To page another cordless handset, press **[▼]** or **[▲]** repeatedly to select the desired cordless handset. → **[SELECT]**
  - The base unit or the destination cordless handset will beep (be paged) for 1 minute.
  - To stop paging, press **[OFF]**.
3. When the paged party answers, talk into the cordless handset.
4. To end the intercom call, press **[OFF]**.

##### With the base unit

1. **[Intercom]**
2. To page one cordless handset, press the desired cordless handset number.  
To page all cordless handsets, press **[0]**.
  - The destination cordless handset(s) will beep (be paged) for 1 minute.
  - To stop paging, press **[Monitor]** or **[Intercom]**.
3. When the paged party answers, lift the handset, and talk to the other party.
4. To end the intercom call, replace the handset.

##### Cordless handset locator

You can locate a misplaced cordless handset by pressing **[Locator][0]** on the base unit.

- All registered cordless handsets beep for 1 minute. To stop paging, press **[Locator]** again.



### 12.3.2 Answering intercom calls

#### With the cordless handset

When the cordless handset is being paged, it will beep (be paged) and the ringer indicator will flash rapidly. The display will show the paging extension's number.

1. Press **[📞]** or **[📞]** to answer the page.
2. To end the intercom call, press **[OFF]**.

#### With the base unit

When the base unit is being paged, it will beep and display the paging extension's number.

1. Lift the handset to answer the page.
2. To end the intercom call, replace the handset.

## 12.4 Transferring a call/ conference

Outside calls can be transferred or a conference call with an outside party can be made between 2 cordless handsets using the intercom feature.

### 12.4.1 To the base unit or another cordless handset (using the cordless handset)

#### 1 Cordless handset:

During an outside call, press **[INT]** to put the call on hold.

#### 2 Cordless handset:

To page the base unit, press **[0]**.

To page another cordless handset, press **[▼]** or **[▲]** repeatedly to select the desired cordless handset. → **[SELECT]**

#### 3 Base unit:

Lift the handset to answer the page.

#### Another cordless handset:

Press **[📞]** or **[📞]** to answer the page.

#### 4 Cordless handset:

To complete the transfer, press **[OFF]**.

To establish a conference call, press **[CONF]**.

- To leave the conference, press **[OFF]**. The other 2 parties can continue the conversation.
- To put the outside call on hold, press **[HOLD]**. To resume the conference, press **[CONF]**.

### 12.4.2 To a cordless handset (using the base unit)

#### 1 Base unit:

During a telephone call, press **[Intercom]**.

- The call will be put on hold.

#### 2 Base unit:

To page one cordless handset, press the desired cordless handset number.

To page all cordless handsets, press **[0]**.

#### 3 Cordless handset:

Press **[📞]** or **[📞]** to answer the page.

#### 4 Base unit:

To complete the transfer, replace the handset.

To establish a conference call, press **[3]**.

### Transferring a call without speaking to the cordless handset user

After step 2, replace the handset.

- The outside call rings at the cordless handset(s).

#### Note:

- If the transferred call is not answered within 60 seconds, the call will ring at the base unit again. Lift the handset to return to the outside call.

## 12.5 Copying phonebook items

One or all phonebook items can be copied between a cordless handset and the base unit. The destination unit will save the items in its phonebook.

### 12.5.1 To the base unit (using the cordless handset)

#### Copying one phonebook item

1. Find the desired cordless handset phonebook item (page 52). → **[MENU]**
2. "Copy one item" → **[SELECT]**
3. To copy to the base unit, press **[0]**.
4. **[OFF]**

#### Copying all the phonebook items

1. **[📖]** → **[MENU]**
2. "Copy All" → **[SELECT]**
3. To copy to the base unit, press **[0]**.
4. **[OFF]**

### 12.5.2 To the cordless handset (using the base unit)

#### Copying one phonebook item

1. **[Menu]** → **[#][2][8][2]**
2. Press **[1]** to display "1 ITEM". → **[Set]**
3. Enter the cordless handset number you wish to send the item to.
4. Press **[▼]** or **[▲]** repeatedly to display the desired item.
5. **[Set]**
  - To copy another item, repeat steps 4 and 5.
6. After copying is completed, press **[Menu]**.

#### Copying all the phonebook items

1. **[Menu]** → **[#][2][8][2]**

## 12. Multi-unit Operation

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2. Press **[0]** to display “ALL ITEMS”. → **[Set]**
3. Enter the cordless handset number you wish to send the item to.
4. After copying is completed, press **[Menu]**.

## 13.1 Character entry

The dial keypad is used to enter characters and numbers.

- Press [◀] or [▶] to move the cursor.
- Press the dial keys to enter characters and numbers.
- Press [Stop] on the base unit or [CLEAR] on the cordless handset to erase the character or number highlighted by the cursor. Press and hold [Stop]/[CLEAR] to erase all characters or numbers.
- To enter another character located on the same dial key, press [▶] to move the cursor to the next space, then press the appropriate dial key.

### Base unit:

Keypad	Characters
[1]	1 . _ - [ ] { } + / = , ` : ; ?
[2]	A B C a b c 2
[3]	D E F d e f 3
[4]	G H I g h i 4
[5]	J K L j k l 5
[6]	M N O m n o 6
[7]	P Q R S p q r s 7
[8]	T U V t u v 8
[9]	W X Y Z w x y z 9
[0]	0 @ ( ) < > ! " # \$ % & ¥ * ^ ' →
[#]	To switch between uppercase or lowercase letters.
[Flash]	Hyphen
[Zoom]	To insert a space.
[Stop]	To delete a 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 Numbers
  - ③ Symbols
  - ④ Lowercase letters\*1

\*1 When you enter email address (i.e. scan to email address feature on page 39), lowercase letters will be displayed first (LAN connection only).

  - If you press [▲], the order will be reversed.
2. Press [▶] to insert the displayed character.
3. Return to step 1 to enter the next character.

### Cordless handset:

Keypad	Characters
[1]	Space & ' ( ) * , - . / 1
[2]	A B C 2 a b c 2
[3]	D E F 3 d e f 3
[4]	G H I 4 g h i 4
[5]	J K L 5 j k l 5
[6]	M N O 6 m n o 6
[7]	P Q R S 7 p q r s 7
[8]	T U V 8 t u v 8
[9]	W X Y Z 9 w x y z 9
[0]	Space 0
[*]	To switch between uppercase or lowercase letters.
[#]	#

- If you do not press any dial key within 5 seconds after entering a character, the character is fixed and the cursor moves to the next space.

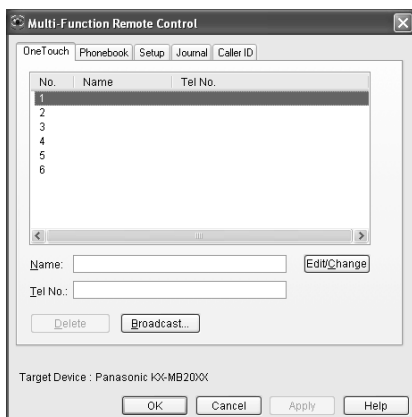
### 13.2 Status of the base unit

#### 13.2.1 Using Remote Control

You can easily operate the following functions from your computer.

- Programming the features (page 78)
- Storing, editing or erasing items in the base unit's directories (page 50)
- Storing or erasing items for broadcast transmission (page 59)
- Viewing items in the journal report (page 57)
- Saving the journal report on your computer
- Viewing items in the Caller ID list (page 53)
- Storing caller information into the base unit's directories (page 55)
- Saving the Caller ID list on your computer

- 1 Start Multi-Function Station. → **[Remote Control]**
  - The **[Multi-Function Remote Control]** window will appear.



- 2 Select the desired tab.
  - The latest data in the base unit will be displayed.
- 3 Perform the desired operation.
  - For details about each function, click **[Help]**.
  - To stop the operation, click **[Cancel]**.
- 4 **[OK]**
  - You can also click **[Apply]** to continue the next operation without closing the window.
- 5 Enter the password (feature #155 on page 79). → **[OK]**
  - The new data will be transferred to the base unit and the window will close.

#### Note:

- Some of the features cannot be programmed from your computer.
- For details, see the help file by selecting **[?]** from Multi-Function Station.

- When another person is adjusting stored data in the base unit, it may be overwritten. Make sure the base unit is not currently being used for the same function.
- Some characters that have been entered on the unit (page 107) may not be displayed correctly due to the language setting of your computer.

#### 13.2.2 Using Device Monitor

You can confirm the setting information and current status of the base unit from your computer.

- 1 Start Multi-Function Station.
- 2 **[Utilities]** → **[Device Monitor]**
  - The **[Device Monitor]** window will appear.
- 3 Confirm the status of the base unit.  
**[Status]:** Current status of the base unit

#### Note:

- Additional information (toner and recording paper status, base unit information, etc.) will be displayed in **[Status]** tab by clicking **[Advanced Information]**.
- You can update the status of the base unit by clicking **[Refresh]**.
- If a printing error occurs, the Device Monitor will start automatically and display the error information.
- For details, see the help file by selecting **[?]** from Multi-Function Station.

#### 13.2.3 Using the web browser (LAN connection only)

You can confirm the setting information and status of the base unit from the web browser.

- 1 Start Multi-Function Station. → **[Utilities]** → **[Configuration Web Page]**
  - You can also access the unit by entering its IP address in a web browser.
- 2 Select a category from the menu bar.  
**[Status]:** Toner and paper information, etc.  
**[Device]:** Current status of the base unit, etc.  
**[Network]:** Network information, etc.
  - When you select **[Device]** or **[Network]**, you can change which features are displayed by clicking the feature tabs at the top of the right frame.
- 3 Confirm the status of the base unit.

#### Note:

- You can update the status of the base unit by clicking **[Reload]**.

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## 13.3 Canceling the operations

You can cancel the current operation from the base unit.  
You can also select the desired operation to cancel.

### 1 [Stop]

- “USER STOPPED” is displayed.
- If “USER STOPPED” is not displayed, go to step 2.

### 2 To cancel printing:

Press **[Stop]** repeatedly to display “STOP PRINTING?”.

#### To cancel scanning:

Press **[Stop]** repeatedly to display “STOP SCANNING?”.

#### To cancel copying:

Press **[Stop]** repeatedly to display “STOP COPYING?”.

#### To cancel sending or receiving faxes:

Press **[Stop]** repeatedly to display “STOP FAX?”.

#### To cancel broadcast transmission:

Press **[Stop]** repeatedly to display “BROAD CANCELED?”.

#### To cancel fax redialing:

Press **[Stop]** repeatedly to display “SEND CANCELED?”.

### 3 [Set]

## 14.1 Report messages

To indicate the unit's fax transmission/reception status, one of the following messages will be printed on the confirmation and journal reports (page 57).

Message	Code	Cause & Solution
<b>COMMUNICATION ERROR</b>	40-42 46-72 FF	<ul style="list-style-type: none"> <li>● A transmission or reception error occurred. Try again or check with the other party.</li> </ul>
	43 44	<ul style="list-style-type: none"> <li>● A line problem occurred. Connect the telephone line cord to a different jack and try again.</li> <li>● An overseas transmission error occurred. Try using the overseas mode (feature #411 on page 83).</li> </ul>
<b>DOCUMENT JAMMED</b>	----	<ul style="list-style-type: none"> <li>● Remove the jammed document (page 132).</li> </ul>
<b>ERROR-NOT YOUR UNIT</b>	53 54 59 70	<ul style="list-style-type: none"> <li>● A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.</li> </ul>
<b>JUNK FAX PROH. REJECT</b>	----	<ul style="list-style-type: none"> <li>● The junk fax prohibitor feature of this unit rejected fax reception.</li> </ul>
<b>MEMORY FULL</b>	----	<ul style="list-style-type: none"> <li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Load paper (page 16) or remove the jammed paper (page 127).</li> <li>● If the PC fax setting (feature #442 on page 86) is set to "<b>ALWAYS</b>", check the connection between the computer and the unit.</li> <li>● If the fax preview mode (feature #448 on page 67) is set to "<b>ON</b>", use the web browser on the computer connected via the LAN to view, print or save the documents, and then erase unnecessary documents (page 67).</li> </ul>
<b>NO DOCUMENT / FAILED PICKUP</b>	----	<ul style="list-style-type: none"> <li>● The document was not fed into the unit properly. Re-insert it and try again.</li> </ul>
<b>OTHER FAX NOT RESPONDING</b>	----	<ul style="list-style-type: none"> <li>● The other party's fax machine is busy or has run out of recording paper. Try again.</li> <li>● The other party's fax machine rings too many times. Send the fax manually (page 57).</li> <li>● The other party's machine is not a fax machine. Check with the other party.</li> <li>● The number you dialed is not in service.</li> </ul>
<b>PRESSED THE 'Stop' KEY</b>	----	<ul style="list-style-type: none"> <li>● <b>[Stop]</b> was pressed and fax communication was canceled.</li> </ul>
<b>THE COVER WAS OPENED</b>	----	<ul style="list-style-type: none"> <li>● The top cover was opened. Close it and try again.</li> </ul>
<b>OK</b>	----	<ul style="list-style-type: none"> <li>● Fax transmission or reception was successful.</li> </ul>

## 14.2 Display messages

To indicate the unit's status, one or more of the following messages will appear on the display.

### 14.2.1 Base unit

Display	Cause & Solution
"CALL SERVICE"	<ul style="list-style-type: none"> <li>There is something wrong with the unit. Contact our service personnel.</li> </ul>
"CORDLESS IN USE" "BUSY"	<ul style="list-style-type: none"> <li>The cordless handset you tried to call is in use.</li> <li>The cordless handset you are calling is too far from the base unit.</li> </ul>
"CHANGE DRUM"	<ul style="list-style-type: none"> <li>There is something wrong with the drum cartridge. Replace the drum cartridge and the toner cartridge.</li> </ul>
"CHECK DOCUMENT"	<ul style="list-style-type: none"> <li>The document was not fed into the unit properly. Remove the document, and then press <b>[Stop]</b> to clear the message. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 137) and try again.</li> </ul>
"CHECK DRUM"	<ul style="list-style-type: none"> <li>The drum cartridge is not inserted properly. Re-insert it correctly (page 12).</li> </ul>
"CHECK PAPER #1"	<ul style="list-style-type: none"> <li>Recording paper is not installed or the paper input tray has run out of paper. Install paper (page 16).</li> <li>Recording paper was not fed into the unit properly. Re-insert the recording paper (page 131).</li> <li>The paper input tray is not installed or is not inserted completely. Insert the paper input tray into the base unit.</li> </ul>
"CHECK PAPER TRAY #1"	<ul style="list-style-type: none"> <li>The loaded recording paper is not the appropriate size. Load recording paper of the size that is shown on the display.</li> <li>If this message is often displayed, also change the recording paper size setting (feature #380 on page 80).</li> <li>The recording paper size setting (feature #380 on page 80) is set to "B5 (ISO)", "B5 (JIS)" or "16K", so received faxes have been stored into memory. Change the recording paper size setting and load the appropriate recording paper.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>"#1": Check the paper input tray. The displayed paper size depends on the recording paper size setting (feature #380 on page 80).</li> <li>"#2": Check the manual input tray. The displayed paper size depends on the recording paper size setting (feature #381 on page 80).</li> </ul>
"CHECK PICK UP INPUT TRAY #2"	<ul style="list-style-type: none"> <li>Recording paper was not fed into the unit properly. Load the paper again (page 131).</li> </ul>
"CHECK REAR COVER"	<ul style="list-style-type: none"> <li>The manual input tray (rear cover) is open. Close it.</li> <li>A recording paper jam occurred near the manual input tray (rear cover). Remove the jammed paper (page 127).</li> </ul>
"COOL DOWN FUSER"	<ul style="list-style-type: none"> <li>The unit is cooling down the fuser unit. Wait for a while.</li> </ul>
"DRUM LIFE LOW REPLACE SOON"	<ul style="list-style-type: none"> <li>The drum is reaching the end of its life. Replace the drum cartridge and the toner cartridge as soon as possible.</li> </ul>
"EMAIL SIZE OVER"	<ul style="list-style-type: none"> <li>When performing scan to email address, the total file size of scanned data exceeded the file size limitation. Divide the document into sections.</li> <li>When performing voice to email address, the total size of audio data exceed the file size limitation. Transfer the voice message on your computer first (page 71), divide it into sections, then send it to the desired destination using your email software.</li> </ul>

## 14. Help

Display	Cause & Solution
"FAX IN MEMORY"	<ul style="list-style-type: none"> <li>● The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 139.</li> <li>● If the PC fax setting (feature #442 on page 86) is set to "ALWAYS", <ul style="list-style-type: none"> <li>– check the connection between the computer and the unit.</li> <li>– check that the computer is turned ON.</li> </ul> </li> <li>● If the fax preview mode (feature #448 on page 67) is set to "ON", <ul style="list-style-type: none"> <li>– view, print or save the received fax documents using the web browser on the computer connected via the LAN, and then erase the unnecessary documents (page 67).</li> <li>– turn the setting to "OFF". The fax documents stored in memory will be printed automatically.</li> </ul> </li> </ul>
"FILE SIZE OVER"	<ul style="list-style-type: none"> <li>● When performing scan to FTP server or scan to SMB folder, the total file size of scanned data exceeded the file size limitation. Divide the document into sections.</li> </ul>
"KEEP COPYING"	<ul style="list-style-type: none"> <li>● Copying has stopped due to some existing problem (Example: a lack of recording paper or a recording paper jam). See the other displayed message instructions to continue copying.</li> </ul>
"LOW TEMP."	<ul style="list-style-type: none"> <li>● The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area.</li> </ul>
"MEMORY FULL"	<ul style="list-style-type: none"> <li>● When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually.</li> <li>● When making a copy, the document being stored exceeded the memory capacity of the unit. Press <b>[Stop]</b> to clear the message. Divide the document into sections.</li> <li>● There is no space to store new items in the base unit's phonebook. Erase unnecessary items (page 51).</li> </ul>
"MESSAGE FULL"	<ul style="list-style-type: none"> <li>● There is no room left in memory to record voice messages. Erase unnecessary messages (page 70, 75).</li> </ul>
"MODEM ERROR"	<ul style="list-style-type: none"> <li>● There is something wrong with the unit's modem. Contact our service personnel.</li> </ul>
"NO FAX REPLY"	<ul style="list-style-type: none"> <li>● The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
"OUT OF PAPER INPUT TRAY #2"	<ul style="list-style-type: none"> <li>● Recording paper is not loaded in the manual input tray. Load paper (page 18).</li> </ul>
"PAPER IN TRAY #2"	<ul style="list-style-type: none"> <li>● The recording paper is installed in the manual input tray (page 18).</li> </ul>
"PAPER JAMMED" "OPEN TOP COVER"	<ul style="list-style-type: none"> <li>● A recording paper jam occurred. Remove the jammed paper (page 127).</li> </ul>
"PC FAIL OR BUSY"	<ul style="list-style-type: none"> <li>● The cable or the computer power cord is not connected correctly. Check the connections (page 21, 32).</li> <li>● The software is not running on the computer. Restart the software and try again.</li> </ul>
"PLEASE WAIT"	<ul style="list-style-type: none"> <li>● The unit is warming up. Wait for a while.</li> </ul>
"RECORDING ERROR"	<ul style="list-style-type: none"> <li>● The greeting message you recorded was under 1 second long. Record a longer message.</li> </ul>
"REDIAL TIME OUT"	<ul style="list-style-type: none"> <li>● The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
"REMOVE DOCUMENT"	<ul style="list-style-type: none"> <li>● The document is jammed. Remove the jammed document (page 132).</li> <li>● Attempted to send or copy a document longer than 600 mm (23 5/8") using the automatic document feeder. Press <b>[Stop]</b> to remove the document. Divide the document into two or more sheets and try again.</li> </ul>



Display	Cause & Solution
"REMOVE PAPER IN INPUT TRAY #2"	<ul style="list-style-type: none"> <li>The recording paper is installed in the manual input tray when trying to receive faxes or print reports. Remove the recording paper from manual input tray.</li> </ul>
"REPLACE DRUM CHANGE SUPPLIES"	<ul style="list-style-type: none"> <li>The drum cartridge's service life is finished. Replace the drum cartridge and the toner cartridge immediately.</li> </ul>
"RX MEMORY FULL"	<ul style="list-style-type: none"> <li>The memory is full of received documents due to a lack of recording paper or a recording paper jam. Load paper (page 16) or remove the jammed paper (page 127).</li> <li>If the PC fax (feature #442 on page 86) is set to "ALWAYS", <ul style="list-style-type: none"> <li>check the connection between the computer and the unit.</li> <li>check that the computer is turned ON.</li> </ul> </li> <li>If the fax preview mode (feature #448 on page 67) is set to "ON", <ul style="list-style-type: none"> <li>view, print or save the received fax documents using the web browser on the computer connected via the LAN, and then erase the unnecessary documents (page 67).</li> <li>turn the setting to "OFF". The fax documents stored in memory will be printed automatically.</li> </ul> </li> </ul>
"SCANNER POSITION ERROR"	<ul style="list-style-type: none"> <li>There is something wrong with the scanner position. Turn the power switch OFF, then ON. If the problem cannot be solved, contact our service personnel.</li> </ul>
"SERIAL ERROR"	<ul style="list-style-type: none"> <li>There is something wrong with the unit. Contact our service personnel.</li> </ul>
"SUBSCRIBE TO CALLER ID"	<ul style="list-style-type: none"> <li>You must subscribe to use Caller ID service. Contact your service provider/telephone company for service availability. Once you receive caller information, this message will not be displayed.</li> </ul>
"TONER EMPTY" "CHANGE SUPPLIES"	<ul style="list-style-type: none"> <li>The toner is empty. Replace the toner cartridge immediately.</li> </ul>
"TONER LOW" "CHANGE SUPPLIES"	<ul style="list-style-type: none"> <li>The toner is reaching the end of its life. You will need to replace the toner cartridge soon.</li> </ul>
"TOP COVER OPEN"	<ul style="list-style-type: none"> <li>The top cover is open. Close it.</li> </ul>
"TRANSMIT ERROR"	<ul style="list-style-type: none"> <li>A transmission error occurred. Try again.</li> </ul>

### 14.2.2 Cordless handset

Display	Cause & Solution
"Base no power"  or "No link. Re-connect base AC adaptor."	<ul style="list-style-type: none"> <li>The cordless handset has lost communication with the base unit. Move closer to the base unit and try again.</li> <li>Turn the base unit's power switch OFF to reset the unit. Turn the power switch ON and try again.</li> <li>The cordless handset's registration may have been canceled. Re-register the cordless handset (page 104).</li> </ul>
"Busy"	<ul style="list-style-type: none"> <li>The called unit is in use.</li> <li>Other units are in use and the system is busy. Try again later.</li> <li>The cordless handset you are using is too far from the base unit. Move closer and try again.</li> </ul>
"Error!!"	<ul style="list-style-type: none"> <li>Recording was too short. Try again.</li> </ul>
"Invalid"	<ul style="list-style-type: none"> <li>There is no cordless handset registered to the base unit matching the cordless handset number you entered.</li> <li>The cordless handset is not registered to the base unit. Register the cordless handset (page 104).</li> </ul>

## 14. Help

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Display	Cause & Solution
"Requires subscription to Caller ID."	<ul style="list-style-type: none"><li>● You must subscribe to a Caller ID service. Once you receive caller information after subscribing to a Caller ID service, this message will not be displayed.</li></ul>
"Use rechargeable battery."	<ul style="list-style-type: none"><li>● A wrong type of battery such as Alkaline or Manganese was inserted. Use only the rechargeable Ni-MH battery noted on page 7.</li></ul>

## 14.3 When a function does not work

If you still have difficulties after following the instructions in this section, reset the unit. Turn the power OFF both of the base unit and the cordless handset. Then turn the power ON of the base unit and the cordless handset.


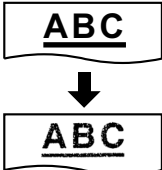
### 14.3.1 General

Problem	Cause & Solution
The unit does not work.	<ul style="list-style-type: none"> <li>Check the connections (page 21, 32).</li> <li>Make sure that the cordless handset's battery is installed correctly (page 19) and fully charge it (page 22).</li> </ul>
The output tray becomes full quickly or the recording paper does not stack properly on the output tray.	<ul style="list-style-type: none"> <li>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 output tray. If you still have this problem, contact our service personnel.</li> </ul>
From the base unit I cannot adjust the volume, display items stored in the one-touch dial and phonebook, or display Caller ID information.	<ul style="list-style-type: none"> <li>The unit is set to scan mode or copy mode. Press <b>[Fax]</b> to switch modes. If you still have this problem, contact our service personnel.</li> </ul>
A printing error is displayed while using PC FAX and Remote Control.	<ul style="list-style-type: none"> <li>The printer driver is used for PC FAX and Remote Control. Transmission errors will be displayed as printing errors.</li> </ul>
Multi-Function Station does not work properly.	<ul style="list-style-type: none"> <li>If the USB cable is connected to a USB hub, connect the cable directly to the USB port on your computer.</li> <li>Make sure you have installed the latest Service Pack available for the version of Windows installed on your computer. See the Microsoft web site for details.</li> <li>If you have any other multifunction software installed on your computer, uninstall it.</li> <li>Check that your computer has enough memory and hard disk space. If your computer warns that there is insufficient memory, close other applications. If there is not enough space on the hard disk, delete unnecessary files.</li> <li>Uninstall Multi-Function Station once, and re-install it.</li> </ul>
I cannot install or uninstall Multi-Function Station.	<ul style="list-style-type: none"> <li>Some of the files needed to install or uninstall Multi-Function Station may be corrupted. Use the MfsCleaner utility (found on the supplied CD-ROM) to solve the problem. <ol style="list-style-type: none"> <li>Insert the supplied CD-ROM into your CD-ROM drive. <ul style="list-style-type: none"> <li>The setup program will start automatically.</li> </ul> </li> <li><b>[Tools]</b> → <b>[Cleanup Tool]</b> <ul style="list-style-type: none"> <li>The <b>[MfsCleaner]</b> window will appear.</li> </ul> </li> <li>Click <b>[Clean]</b>, and then click <b>[Yes]</b> to restart the computer.</li> </ol> </li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>To install Multi-Function Station again, see page 31.</li> </ul>
I cannot view the operating instructions using Multi-Function Station.	<ul style="list-style-type: none"> <li>Install the operating instructions on your computer beforehand (page 32).</li> </ul>

## 14. Help

Problem	Cause & Solution
<p>I cannot find the unit in the [Target Device] or [Device Select] dialog box when operating the following functions.</p> <ul style="list-style-type: none"> <li>– Scanning</li> <li>– Remote Control</li> <li>– PC FAX</li> <li>– Device Monitor</li> </ul>	<ul style="list-style-type: none"> <li>● The printer driver has not been installed. Install it on your computer (page 31).</li> </ul>
<p>I forgot the password for feature programming via remote operation.</p>	<ul style="list-style-type: none"> <li>● You may have changed the feature programming password. If you do not remember it, assign a new password using feature #155 (page 79). When required to enter the current password, enter “0101” instead.</li> </ul>
<p>During programming, I cannot enter the code or ID number.</p>	<ul style="list-style-type: none"> <li>● All or part of the number is the same as another code or ID. Change the number: <ul style="list-style-type: none"> <li>– remote operation ID (code): page 75, or feature #306 on page 88.</li> <li>– fax activation code: feature #434 on page 85.</li> <li>– auto disconnection code: feature #435 on page 85.</li> </ul> </li> </ul>

### 14.3.2 Printing problems

Problem	Cause & Solution
<p>Recording paper is wrinkled or folded when printed.</p> 	<ul style="list-style-type: none"> <li>● Make sure that the recording paper is loaded properly (page 16).</li> <li>● Try turning the recording paper over or rotating it 180 degrees.</li> </ul>
<p>The printing quality is poor (e.g. has smudges, blurred points or lines).</p> 	<ul style="list-style-type: none"> <li>● Some paper has instructions recommending which side to print on. Try turning the recording paper over.</li> <li>● You may have used paper with a cotton and/or fiber content that is over 20 %, such as letterhead or resume paper.</li> <li>● The recording paper is too damp. Use new paper.</li> </ul>
<p>I changed the recording paper, but the printing quality is still poor.</p>	<ul style="list-style-type: none"> <li>● The glass or rollers are dirty with correction fluid, etc. Clean them (page 134, 137). Please do not insert a document before correction fluid has dried completely.</li> <li>● The toner save mode of feature #482 is ON (page 81).</li> <li>● The remaining toner is low. Replace the toner cartridge.</li> <li>● To check the drum life and quality, please print the printer test list (page 138). If printing quality is still poor, replace the toner cartridge and drum cartridge.</li> </ul>
<p>A blank sheet is ejected.</p>	<ul style="list-style-type: none"> <li>● You placed the document facing the wrong way when using the copier.</li> <li>● The other party placed the document in their fax machine the wrong way. Check with the other party.</li> </ul>
<p>Colored and gray objects are printed in black instead of grayscale when printing from Microsoft PowerPoint or other applications.</p>	<ul style="list-style-type: none"> <li>● Select [Color] or remove the check next to [Grayscale] in the print dialog so that colored or gray objects will be printed in grayscale properly.</li> </ul>

Problem	Cause & Solution
When using the unit as a printer, the printing result is distorted.	<ul style="list-style-type: none"> <li>Your unit is connected to the computer by USB. After canceling printing using your computer, you must wait for 60 seconds before re-printing to avoid distorted printing.</li> </ul>

### 14.3.3 Scanner

Problem	Cause & Solution
I cannot scan.	<ul style="list-style-type: none"> <li>When scanning at a high resolution, a large amount of available memory is required. If your computer warns that there is insufficient memory, close other applications and try again.</li> <li>The unit is in use. Try again later.</li> <li>There is not enough space on the hard disk. Delete unnecessary files and try again.</li> <li>Check the connection between the computer and the unit (page 21, 32).</li> <li>Restart the computer, and try again.</li> <li>You attempted to scan a document longer than the paper size which you set. Change the setting or divide the document into the appropriate paper size, and try again.</li> </ul>
The document is not fed into the unit when using the unit as a scanner.	<ul style="list-style-type: none"> <li>Remove the document in the automatic document feeder and re-insert it.</li> </ul>
Even after clicking [Cancel], scanning continues.	<ul style="list-style-type: none"> <li>Please wait. It may take a while for the cancel request to be accepted.</li> </ul>
The name of the desired computer is not displayed on the base unit when scanning documents from the base unit (LAN connection only).	<ul style="list-style-type: none"> <li>The printer driver has not been installed. Install it on your computer (page 31).</li> <li>The PC name list up feature has been set to [Off]. Set [PC name list up on device] to [On] (page 34).</li> <li>The maximum number of computers on the LAN is connected to the unit (up to 30 computers). Set [PC name list up on device] to [Off] on the other computers (page 34).</li> <li>The IP address of the unit may have changed. To detect the IP address, proceed as follows. [Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [IP Address Checker] <ul style="list-style-type: none"> <li>The IP address for the unit will be detected.</li> </ul> </li> </ul>

### 14.3.4 Copier

Problem	Cause & Solution
The unit will not make a copy.	<ul style="list-style-type: none"> <li>You cannot make a copy during programming. Make the copy after programming.</li> <li>The document was not fed into the unit properly. Re-insert the document.</li> <li>Recording paper is not loaded or the unit has run out of paper. Load paper (page 16).</li> </ul>
Letters on the copied documents are not clear.	<ul style="list-style-type: none"> <li>The original document is too dark or too light. Change the contrast (page 42) and try again.</li> </ul>
The copied documents are too dark and cannot be read.	<ul style="list-style-type: none"> <li>You used a colored paper as a document. Change the contrast (page 42) and make a lighter copy of the document, using "TEXT" resolution (page 42).</li> </ul>

## 14.3.5 Fax

Problem	Cause & Solution
<b>I cannot send documents.</b>	<ul style="list-style-type: none"> <li>● The other party's fax machine is busy or has run out of recording paper. Try again.</li> <li>● The other party's machine is not a fax machine. Check with the other party.</li> <li>● The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 57).</li> <li>● Set the maximum fax speed to "14.4kbps" (feature #418 on page 84).</li> </ul>
<b>I cannot send a fax overseas.</b>	<ul style="list-style-type: none"> <li>● Use the overseas transmission mode (feature #411 on page 83).</li> <li>● Add two pauses at the end of the telephone number or dial manually.</li> </ul>
<b>The other party complains that letters on their received document are distorted.</b>	<ul style="list-style-type: none"> <li>● If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services.</li> <li>● Another telephone on the same line is off the hook. Hang up the extension telephone and try again.</li> </ul>
<b>The other party complains about the quality of their received documents.</b>	<ul style="list-style-type: none"> <li>● Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine. If the copied image is not clear, too dark, or black and white lines or smudges appear, refer to "14.3.2 Printing problems", page 116.</li> <li>● The original document is too dark or too light. Change the contrast (page 57) and try again.</li> </ul>
<b>The other party complains that received documents are too dark and cannot be read.</b>	<ul style="list-style-type: none"> <li>● You used a colored paper as a document. Change the contrast (page 42) and make a lighter copy of the document, using "TEXT" resolution (page 42), and try again.</li> </ul>
<b>I cannot receive documents.</b>	<ul style="list-style-type: none"> <li>● You may have subscribed to a voice mail service due to service packs offered by your telephone company. Fax and voice message reception may not be possible when voice mail is activated so we recommend you to: <ul style="list-style-type: none"> <li>– contact your telephone company and request to deactivate voice mail service, or</li> <li>– subscribe to a Distinctive Ring service (page 68).</li> </ul> </li> <li>● The PC fax setting (feature #442 on page 86) is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 66).</li> <li>● The fax preview mode (feature #448 on page 67) is activated and the received fax documents are automatically stored in memory. View the received documents using the web browser on the computer connected via the LAN (page 67).</li> <li>● Set the maximum fax speed to "14.4kbps" (feature #418 on page 84).</li> <li>● Recording paper is installed in the manual input tray. Remove the recording paper from the manual input tray.</li> </ul>
<b>I cannot receive the whole document.</b>	<ul style="list-style-type: none"> <li>● The fax to email address (feature #452 on page 86) is activated. In this case, only faxes up to 3 MB can be received. Deactivate the feature, then ask the other party to resend the document.</li> </ul>
<b>I cannot receive documents automatically.</b>	<ul style="list-style-type: none"> <li>● The receiving mode is set to TEL mode. Set to TAM/FAX mode (page 62) or FAX ONLY mode (page 63).</li> <li>● The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #210 on page 80).</li> <li>● The greeting message is too long. Record a shorter message (page 69).</li> <li>● Make sure that the Distinctive Ring of feature #430 is set properly (page 68). If you do not subscribe to the Distinctive Ring service offered by your local telephone company, this feature should be OFF.</li> </ul>
<b>The display shows "CONNECTING . . . .", but faxes are not received.</b>	<ul style="list-style-type: none"> <li>● The receiving mode is set to FAX ONLY mode and the incoming call is not a fax. Change the receiving mode to TAM/FAX mode (page 62) or TEL mode (page 65).</li> </ul>

Problem	Cause & Solution
The printing quality of the received documents is poor.	<ul style="list-style-type: none"> <li>● 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.</li> <li>● If documents can not be copied properly, refer to "14.3.2 Printing problems", page 116.</li> </ul>
The other party complains that they cannot send a document.	<ul style="list-style-type: none"> <li>● The receiving mode is set to TEL mode. Receive the document manually (page 65) or change the receiving mode to TAM/FAX mode (page 62) or FAX ONLY mode (page 63).</li> <li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Load paper (page 16) or remove the jammed paper (page 127).</li> <li>● If the PC fax setting (feature #442 on page 86) is set to "ALWAYS", check the connection between the computer and the unit.</li> <li>● If the fax preview mode (feature #448 on page 67) is set to "ON", use the web browser on the computer connected via the LAN to view, print or save the documents, and then erase unnecessary documents (page 67).</li> </ul>
I cannot select the desired receiving mode.	<ul style="list-style-type: none"> <li>● If you want to set TAM/FAX or FAX ONLY mode: <ul style="list-style-type: none"> <li>– select the desired mode using feature #400 (page 81), and press <b>[Auto Answer]</b> repeatedly to turn ON the <b>[Auto Answer]</b> light.</li> </ul> </li> <li>● If you want to set TEL mode: <ul style="list-style-type: none"> <li>– press <b>[Auto Answer]</b> repeatedly to turn OFF the <b>[Auto Answer]</b> light.</li> </ul> </li> <li>● The Distinctive Ring of feature #430 is activated (page 68).</li> </ul>
When an extension telephone is connected, I cannot receive documents by pressing <b>[*][#][9]</b> .	<ul style="list-style-type: none"> <li>● You must set remote fax activation to ON (feature #434 on page 85) beforehand.</li> <li>● Press <b>[*][#][9]</b> firmly.</li> <li>● You may have changed the remote fax activation code from <b>[*][#][9]</b> (default setting). Verify the remote fax activation code (feature #434 on page 85).</li> </ul>
I cannot hear a dial tone.	<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● The power cord or telephone line cord is not connected. Check the connections (page 21).</li> <li>● If you connected the unit through a computer modem, connect the unit directly to a telephone line jack.</li> </ul>
I cannot make calls.	<ul style="list-style-type: none"> <li>● The dialing mode setting may be wrong. Change the setting (feature #120 on page 24).</li> <li>● The cordless handset is too far from the base unit. Move closer and try again.</li> <li>● Another unit is in use. Wait and try again later.</li> <li>● Answering machine is being used. Wait and try again later.</li> </ul>
The unit does not ring.	<ul style="list-style-type: none"> <li>● The ringer volume is turned OFF. Adjust it (page 27).</li> </ul>
The other party complains they only hear a fax tone and cannot talk.	<ul style="list-style-type: none"> <li>● FAX ONLY mode is set (page 63). Tell the other party the number is only used for faxes.</li> <li>● Change the receiving mode to TEL mode (page 65) or TAM/FAX mode (page 62).</li> <li>● If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 68).</li> </ul>

## 14. Help

Problem	Cause & Solution
The <b>[Redial]</b> or <b>[Pause]</b> button on the base unit does not function properly.	<ul style="list-style-type: none"><li>● If this button is pressed during dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.</li></ul>
The receiving mode does not function properly.	<ul style="list-style-type: none"><li>● Distinctive Ring is set (feature #430 on page 68).</li></ul>
Whenever I try to retrieve my voice mail messages, I am interrupted by the fax tone.	<ul style="list-style-type: none"><li>● You are probably entering <b>[*] [†] [9]</b>. 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 #434 on page 85).</li></ul>
I cannot page a cordless handset or base unit.	<ul style="list-style-type: none"><li>● The cordless handset is too far from the base unit.</li></ul>
I cannot receive a fax document on the computer.	<ul style="list-style-type: none"><li>● Make sure the following features are set beforehand.<ul style="list-style-type: none"><li>– PC fax reception (feature #442 on page 86)</li><li>– Computer setting for the PC fax reception (feature #443 on page 30)</li></ul></li></ul>
I cannot display a received fax document on the web browser (LAN connection only).	<ul style="list-style-type: none"><li>● Make sure the following features are set beforehand.<ul style="list-style-type: none"><li>– Fax preview mode (feature #448 on page 67)</li><li>– Web fax preview access code (feature #450 on page 67)</li></ul></li><li>● You cannot display a received fax document on the web browser during printing, copying or scanning. Try again after printing, copying or scanning.</li></ul>
I cannot erase a received fax document on the web browser (LAN connection only).	<ul style="list-style-type: none"><li>● View, print or save a received fax document before erasing (page 67).</li></ul>




### 14.3.6 Caller ID

Problem	Cause & Solution
Caller information is not displayed.	<ul style="list-style-type: none"><li>● You must subscribe to a Caller ID service. Contact your service provider/telephone company for details.</li><li>● If your unit is connected to any additional telephone equipment such as a Caller ID box or cordless telephone line jack, plug the unit directly into the wall jack.</li><li>● If you use a DSL/ADSL service, we recommend connecting a DSL/ADSL filter between the base unit and the telephone line jack. Contact your DSL/ADSL provider for details.</li><li>● The name display service may not be available in some areas. Contact your service provider/telephone company for details.</li><li>● Other telephone equipment may be interfering with this unit. Disconnect the other equipment and try again.</li><li>● Other electrical appliances connected to the same outlet may be interfering with the Caller ID information.</li><li>● Telephone line noise may be affecting the Caller ID information.</li><li>● The caller requested not to send his/her information (page 53).</li><li>● If a call is being transferred to you, the caller information will not be displayed.</li></ul>
Time on the unit has shifted.	<ul style="list-style-type: none"><li>● Incorrect time information from incoming Caller ID changes the time. Set the time adjustment to <b>"MANUAL"</b> (OFF) (feature #226 on page 80).</li></ul>

### 14.3.7 Cordless handset

Problem	Cause & Solution
The cordless handset does not turn on even after installing charged batteries.	<ul style="list-style-type: none"><li>● Place the cordless handset on the charger to turn ON the cordless handset.</li></ul>



Problem	Cause & Solution
<b>The cordless handset does not work.</b>	<ul style="list-style-type: none"> <li>● Make sure that the batteries are installed correctly (page 19) and fully charge them (page 22).</li> <li>● Fully charge the batteries (page 22).</li> <li>● Check the connections (page 21).</li> <li>● Clean the charge contacts and charge again (page 22).</li> <li>● Turn the cordless handset power OFF, place it on the charger to turn ON.</li> <li>● Check that power cord is connected properly, and power switch of the base unit is ON (page 23).</li> <li>● The cordless handset has not been registered to the base unit. Register the cordless handset (page 104).</li> </ul>
<b>The cordless handset will not turn ON.</b>	<ul style="list-style-type: none"> <li>● Make sure that the batteries are installed correctly (page 19).</li> <li>● Fully charge the batteries (page 22).</li> <li>● Clean the charge contacts and charge again (page 22).</li> </ul>
<b>The display is in a language I cannot read.</b>	<ul style="list-style-type: none"> <li>● Change the cordless handset display language (page 102).</li> </ul>
<b>∇ is displayed.</b>	<ul style="list-style-type: none"> <li>● The cordless handset is not registered to the base unit. Register it (page 104).</li> <li>● The cordless handset is too far from the base unit. Move closer.</li> <li>● Check that power cord is connected properly, and power switch of the base unit is ON (page 23).</li> </ul>
<b>The cordless handset does not ring.</b>	<ul style="list-style-type: none"> <li>● The ringer volume is turned OFF. Adjust it (page 27).</li> <li>● Silent mode is turned ON. Turn it OFF (page 102).</li> </ul>
<b>Static, sound cuts in/out, fades. Interference from other electrical units.</b>	<ul style="list-style-type: none"> <li>● Place the cordless handset and the base unit away from other electrical appliances.</li> <li>● Move closer to the base unit.</li> </ul>
<b>Noise is heard, sound cuts in and out.</b>	<ul style="list-style-type: none"> <li>● You are using the cordless handset or base unit in an area with high electrical interference. Re-position the base unit and use the cordless handset away from sources of interference.</li> <li>● Move closer to the base unit.</li> <li>● If you use a DSL/ADSL service, we recommend connecting a DSL/ADSL filter between the base unit and the telephone line jack. Contact your DSL/ADSL provider for details.</li> </ul>
<b>The cordless handset beeps and/or  flashes.</b>	<ul style="list-style-type: none"> <li>● Battery charge is low. Fully charge the batteries (page 22).</li> </ul>
<b>I fully charged the batteries, but</b> <ul style="list-style-type: none"> <li>–  still flashes,</li> <li>–  is displayed, or</li> <li>– the operating time seems to be shorter.</li> </ul>	<ul style="list-style-type: none"> <li>● Clean the battery ends (⊕, ⊖) and the charge contacts with a dry cloth and charge again.</li> <li>● It is time to replace the batteries (page 19).</li> </ul>
<b>I cannot make calls with the cordless handset.</b>	<ul style="list-style-type: none"> <li>● The cordless handset is too far from the base unit. Move closer and try again.</li> </ul>
<b>I cannot make long distance calls with the cordless handset.</b>	<ul style="list-style-type: none"> <li>● Make sure that you have long distance service.</li> </ul>
<b>Caller information is slow to display.</b>	<ul style="list-style-type: none"> <li>● Depending on your service provider/telephone company, the unit may display the caller's information at the 2nd ring or later.</li> <li>● Move closer to the base unit.</li> </ul>
<b>The caller list/incoming telephone numbers are not edited automatically.</b>	<ul style="list-style-type: none"> <li>● The Caller ID number auto edit feature is turned OFF. Turn it ON and try again (page 101).</li> <li>● You need to call back the edited number to activate Caller ID number auto edit.</li> </ul>

## 14. Help

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Problem	Cause & Solution
<b>I cannot dial the telephone number edited in the caller list.</b>	<ul style="list-style-type: none"><li>● The telephone number you dialed might have been edited incorrectly (for example, the long distance “1” or the area code is missing). Edit the telephone number with another pattern (page 54).</li></ul>
<b>The 2nd caller’s information is not displayed during an outside call.</b>	<ul style="list-style-type: none"><li>● In order to use Caller ID, call waiting, or Call Waiting Caller ID (CWID), you must first contact your service provider/telephone company and subscribe to the desired service. After subscribing, you may need to contact your service provider/telephone company again to activate this specific service, even if you already subscribed to both Caller ID and Call Waiting with Caller ID services (CWID).</li></ul>
<b>I cannot register a cordless handset to a base unit.</b>	<ul style="list-style-type: none"><li>● The maximum number of cordless handsets are already registered to the base unit. Cancel unused cordless handset registrations from the base unit (page 104).</li></ul>

## 14.3.8 Network (LAN connection only)

Problem	Cause & Solution												
<p><b>I cannot operate the following functions.</b></p> <ul style="list-style-type: none"> <li>– PC printing</li> <li>– Scanning</li> <li>– Remote Control</li> <li>– PC FAX</li> <li>– Device Monitor</li> </ul>	<ul style="list-style-type: none"> <li>● Confirm the LED via the LAN port of the main board. If the LED is glowing or blinking, network access is working correctly. If the LED is not glowing or blinking, confirm the LAN cable (category 5 straight cable) is connected to the LAN port of the main board correctly.</li> <li>● If the LED is blinking and you cannot perform the desired operation, the IP address of the unit may have changed. To detect the IP address, proceed as follows. <b>[Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [IP Address Checker]</b> <ul style="list-style-type: none"> <li>● The IP address for the unit will be detected.</li> </ul> </li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● If the IP address cannot be detected, enter it manually (feature #501 on page 94). The IP address of the computer and the unit must be in the same local IP address class as shown below. Set the IP address in the range of the number specified in the class corresponding to your local network scale.</li> </ul> <table border="1" data-bbox="537 749 1270 991"> <thead> <tr> <th>Class</th> <th>Subnet mask</th> <th>IP address</th> </tr> </thead> <tbody> <tr> <td>Class A</td> <td>255.0.0.0</td> <td>10.0.0.1 - 10.255.255.254</td> </tr> <tr> <td>Class B</td> <td>255.255.0.0</td> <td>172.xx.0.1 - 172.xx.255.254*1</td> </tr> <tr> <td>Class C</td> <td>255.255.255.0</td> <td>192.168.xx.1 - 192.168.xx.254*2</td> </tr> </tbody> </table> <p>*1 “xx” should be the same value for the unit and for the computer, as shown in the following example. Example: 172.16.0.1 - 172.16.255.254 (The available range of “xx” is 16 - 31)</p> <p>*2 “xx” should be the same value for the unit and for the computer, as shown in the following example. Example: 192.168.0.1 - 192.168.0.254 (The available range of “xx” is 0 - 255)</p> <ul style="list-style-type: none"> <li>● Your firewall software is blocking the connection. Disable the firewall software or change the firewall settings to make the Multi-Function Station work properly.</li> <li>● LAN features can be used when the unit and the computer are connected in same network segment only. Make sure the network is configured correctly. Consult your network administrator.</li> </ul>	Class	Subnet mask	IP address	Class A	255.0.0.0	10.0.0.1 - 10.255.255.254	Class B	255.255.0.0	172.xx.0.1 - 172.xx.255.254*1	Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254*2
Class	Subnet mask	IP address											
Class A	255.0.0.0	10.0.0.1 - 10.255.255.254											
Class B	255.255.0.0	172.xx.0.1 - 172.xx.255.254*1											
Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254*2											
<p><b>The unit does not appear in the [Select a Network Device] dialog box when installing Multi-Function Station.</b></p>	<ul style="list-style-type: none"> <li>● Your firewall software is blocking the connection and the setup program may not list any units. Consult your network administrator and temporarily disable the firewall software.</li> <li>● The unit is connected to another network segment and the setup program may not list any units. Make sure the network is configured correctly. Consult your network administrator.</li> </ul>												

## 14. Help

Problem	Cause & Solution
<p>The [Windows Security Alert] dialog box appears and asks if I want to block [PCCMFLPD] and I cannot operate the following functions after installing the Microsoft Windows XP Service Pack 2 or later.</p> <ul style="list-style-type: none"><li>– PC printing</li><li>– Scanning</li><li>– Remote Control</li><li>– PC FAX</li><li>– Device Monitor</li></ul>	<ul style="list-style-type: none"><li>● Click [<b>Keep Blocking</b>] and run the Windows Firewall Setting Tool to allow the data transmission for Multi-Function Station (page 125).</li></ul>

### 14.3.9 Answering machine

Problem	Cause & Solution
<p>I cannot receive a voice message on the computer.</p>	<ul style="list-style-type: none"><li>● Make sure the following features are set beforehand.<ul style="list-style-type: none"><li>– Receiving a voice message into the computer (feature #365 on page 88)</li><li>– Setting the computer for PC TAM reception (feature #366 on page 30)</li></ul></li></ul>
<p>I cannot play back the voice message on the computer.</p>	<ul style="list-style-type: none"><li>● A sound card and speaker are required to play back the voice message on the computer. Make sure that a sound card is installed correctly and check the speaker volume.</li></ul>
<p>I cannot listen to messages from a remote location.</p>	<ul style="list-style-type: none"><li>● Activate the remote operation feature by setting the remote operation ID beforehand (page 75, feature #306 on page 88). Press the remote operation ID correctly and firmly.</li><li>● The unit is not in TAM/FAX mode. Change to TAM/FAX mode (page 62).</li></ul>
<p>The other party complains that they cannot leave a voice message.</p>	<ul style="list-style-type: none"><li>● You may have subscribed to a voice mail service due to service packs offered by your telephone company. Fax and voice message reception may not be possible when voice mail is activated so we recommend you to:<ul style="list-style-type: none"><li>– contact your telephone company and request to deactivate voice mail service, or</li><li>– subscribe to a Distinctive Ring service (page 68).</li></ul></li><li>● The recording time is set to “GREET ONLY”/“Greeting Only”. Select “1 MINUTE”/“1 Minute” or “3 MINUTES”/“3 Minutes” (page 76, feature #305 on page 88).</li><li>● The memory is full. Erase unnecessary messages (page 70, 75).</li><li>● Make sure there is no other answering machine connected on the same line.</li></ul>
<p>I cannot operate the answering machine with the cordless handset.</p>	<ul style="list-style-type: none"><li>● Someone is operating the answering machine.</li><li>● You are too far from the base unit. Move closer to the base unit.</li></ul>
<p>The [Playback] light flashes slowly.</p>	<ul style="list-style-type: none"><li>● This is normal. New messages have been recorded. Listen to the new messages (page 70, 75).</li></ul>
<p>Caller ID information does not display during message playback.</p>	<ul style="list-style-type: none"><li>● The caller information will not be displayed if the message is memo recording (page 69) or conversation (page 69).</li></ul>

### 14.3.10 If a power failure occurs

- The unit will not function.
- If any documents are stored in the memory (i.e. during copying, PC printing), they will be lost.
- 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.
- Documents during fax transmission or fax reception will be lost.
- When power is restored, a power down report will be printed out stating which fax items in the memory have been erased.

### 14.3.11 Firewall setting tool for Microsoft Windows XP Service Pack 2 or later/Windows Vista/Windows 7 users (LAN connection only)

After installing Microsoft Windows XP Service Pack 2 or later/Windows Vista/Windows 7, you will not be able to use the following functions because the Windows Firewall feature will be activated and block the connection.

- Device Monitor
- LPD Manager (Network communication tool)

The Windows Firewall Setting Tool enables you to change the Windows Firewall security settings and to use the above functions properly.

- 1 Insert the CD-ROM that is supplied with the unit into your CD-ROM drive.
  - If the **[Select Language]** dialog box appears, select the desired language that you want to use with this software. Click **[OK]**.
- 2 **[Tools]** → **[Windows Firewall Setting]**
  - The **[Windows Firewall Setting Tool]** window will appear.
- 3 **[Add to the exceptions list]** → **[OK]** → **[OK]**

#### To confirm the security settings (For Windows XP users)

1. **[Start]** → **[Control Panel]** → **[Security Center]**
  - The **[Windows Security Center]** window will appear.
2. **[Windows Firewall]**
  - The **[Windows Firewall]** dialog box will appear.
3. Click the **[Exceptions]** tab.
4. Confirm that **[Panasonic Trap Monitor Service]** and **[Panasonic LPD]** are displayed and checked on the **[Programs and Services]** list.

#### To confirm the security settings (For Windows Vista users)

1. **[Start]** → **[Control Panel]** → **[Security Center]**
  - The **[Windows Security Center]** window will appear.
2. **[Windows Firewall]**
  - The **[Windows Firewall]** dialog box will appear.
3. **[Change settings]**
  - The **[User Account Control]** dialog box will appear.
4. **[Continue]**
5. Click the **[Exceptions]** tab.
6. Confirm that **[Panasonic Trap Monitor Service]**, **[Panasonic LPD Manager]** and **[Panasonic LPD]** are displayed and checked on the **[Program or port]** list.

#### To confirm the security settings (For Windows 7 users)

1. **[Start]** → **[Control Panel]** → **[System and Security]** → **[Windows Firewall]** → **[Advanced settings]**
  - The **[Windows Firewall with Advanced Security]** window will appear.
2. **[Inbound Rules]**
3. Confirm that **[Panasonic Trap Monitor Service]**, **[Panasonic LPD Manager]** and **[Panasonic LPD]** are displayed and checked on the **[Inbound Rules]** list.

### 14.3.12 Notice for KX-MB200/KX-MB700/KX-FLB880 series users

If you have already installed KX-MB200/KX-MB700/KX-FLB880 series Multi-Function Station on your computer, use the following instructions to modify or add the printer driver, which changes after installing the KX-MB2000 series Multi-Function Station.

You can modify or add a printer driver, as follows:

## 14. Help

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- 1 Start Windows and insert the KX-MB200/KX-MB700/KX-FLB880 series CD-ROM into your CD-ROM drive.
  - If the **[Select Language]** dialog box appears, select the desired language that you want to use with this software. Click **[OK]**.
- 2 **[Easy installation]**
- 3 **[Modify] → [Next]**
- 4 Select **[Modify Utility]** or **[Add Printer Driver]**. → **[Next]**. Then follow the on-screen instructions.

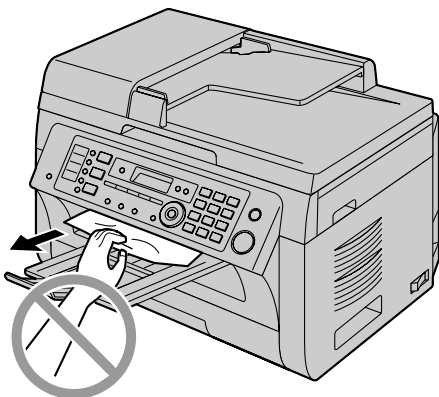
**Important:**

- For users of versions prior to 1.12, download the latest software as follows, then activate it.  
**[Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [Support Web Page].**  
Then follow the on-screen instructions.

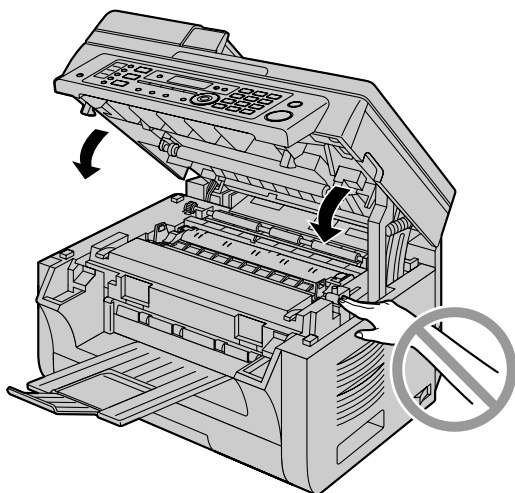
## 15.1 Recording paper jam

### Caution:

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



- To prevent injuries, be careful not to put your hands under the top cover.



### 15.1.1 When the recording paper has jammed inside of the unit

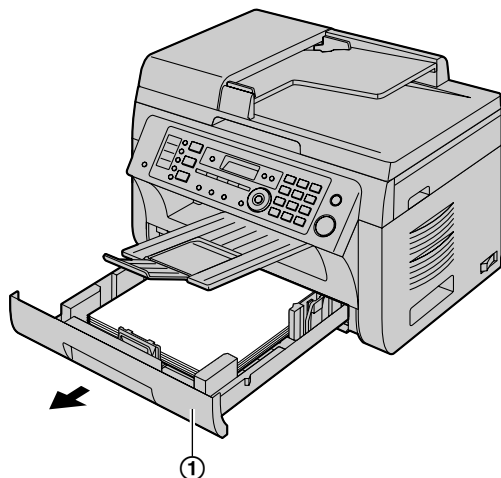
The display will show the following:

- “PAPER JAMMED”
- ↓
- “OPEN TOP COVER”
- “CHECK REAR COVER”

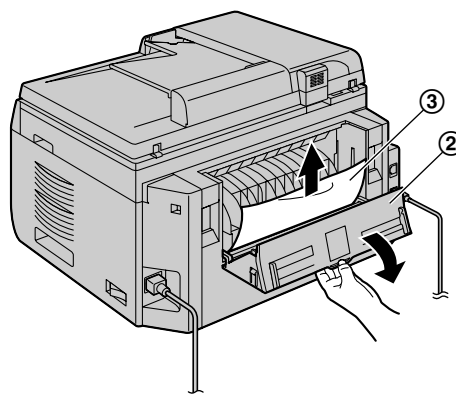
### Case 1:

When the recording paper has jammed near the manual input tray:

- Pull open the paper input tray (①).

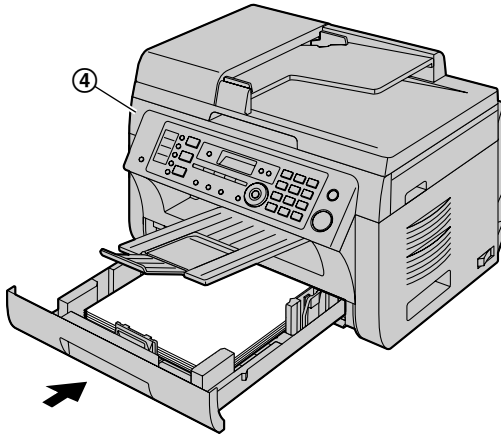


- Open the manual input tray (②) and remove the jammed paper (③) carefully by pulling it upwards. Then close the manual input tray.



## 15. Paper Jams

3. Close the paper input tray.

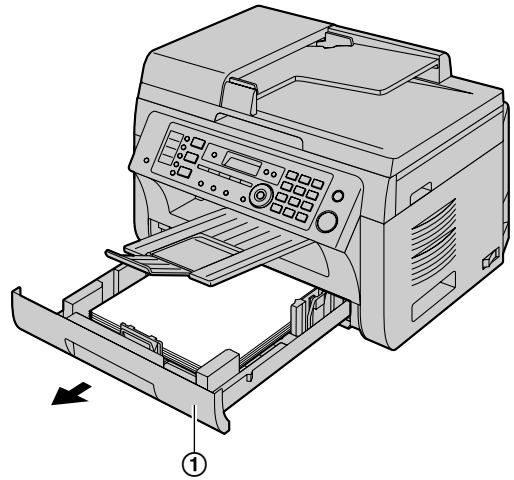


- Open and close the top cover (4) to clear the message.

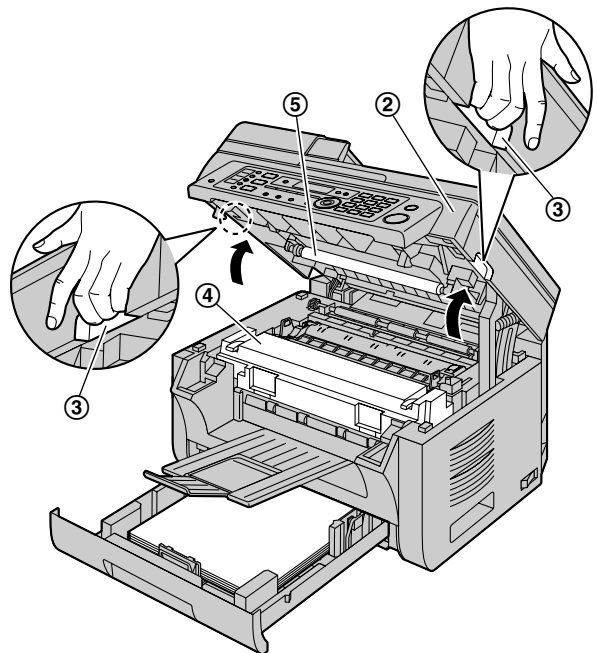
### Case 2:

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

1. Pull open the paper input tray (1).



2. Open the top cover (2) by holding the indentations (3) on both sides of the base unit.



### Caution:

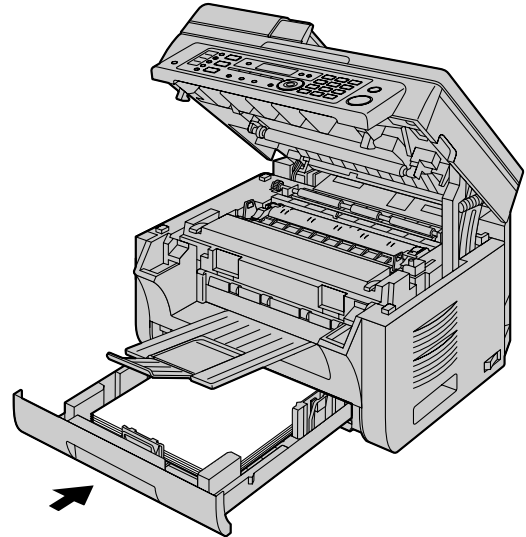
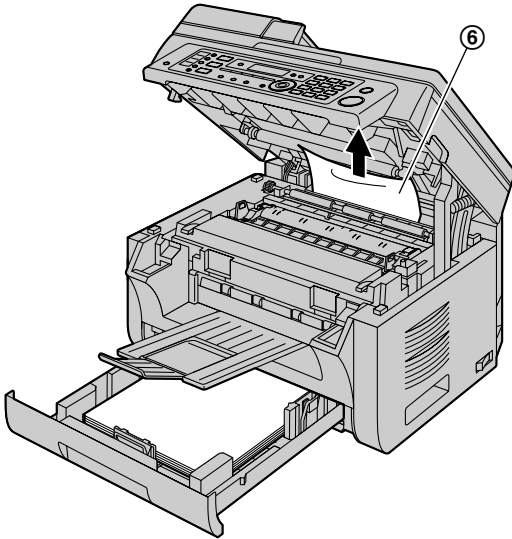
- The fuser unit (4) gets hot. Do not touch it.

### Note:

- Do not touch the transfer roller (5).

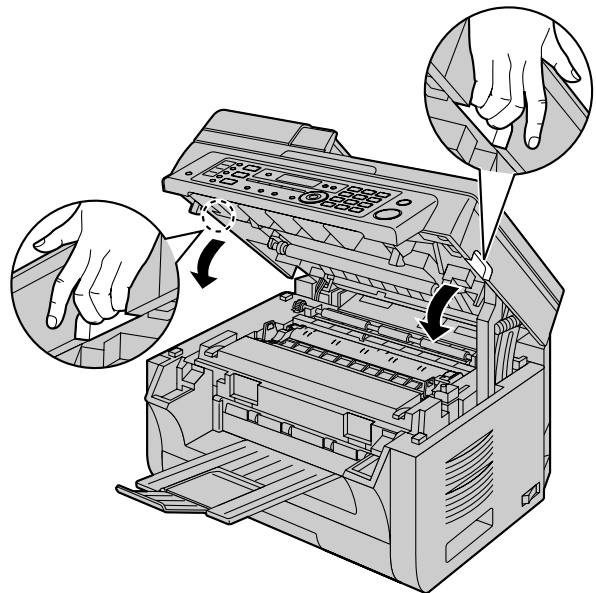
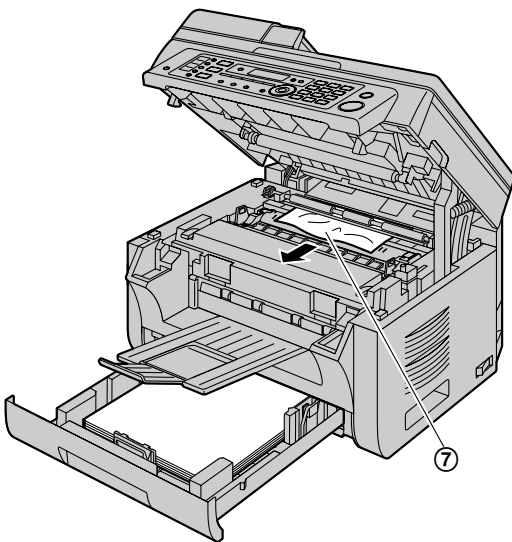


3. Remove the jammed paper (⑥) carefully by pulling it upwards.
4. Close the paper input tray.



Remove the jammed paper (⑦) carefully by pulling it toward you.

5. Close the top cover by holding the indentations on both sides of the base unit, until locked.

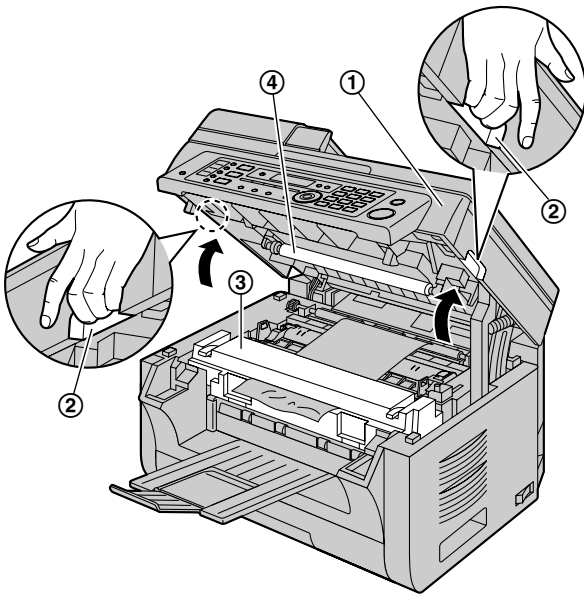


## 15. Paper Jams

### Case 3:

When the recording paper has jammed near the fuser unit:

1. Open the top cover (①) by holding the indentations (②) on both sides of the base unit.



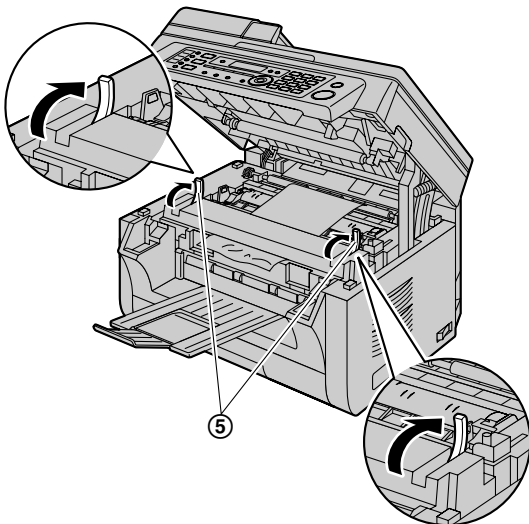
#### Caution:

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

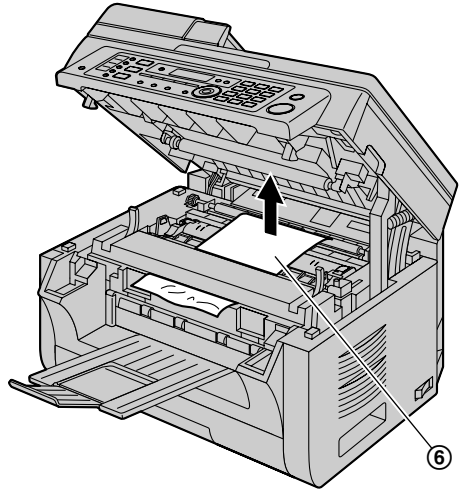
#### Note:

- Do not touch the transfer roller (④).

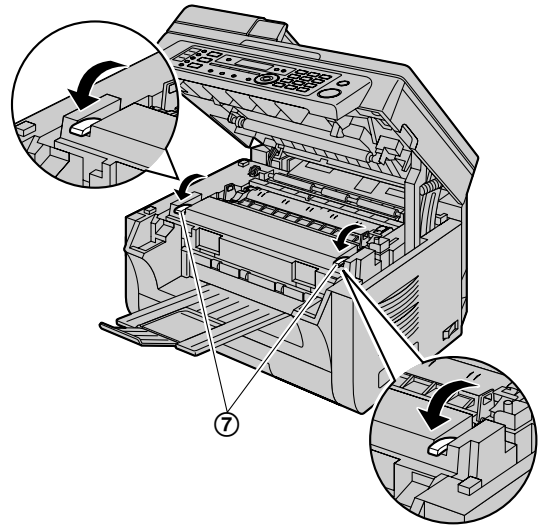
2. Lift both green levers (⑤) until they stop.



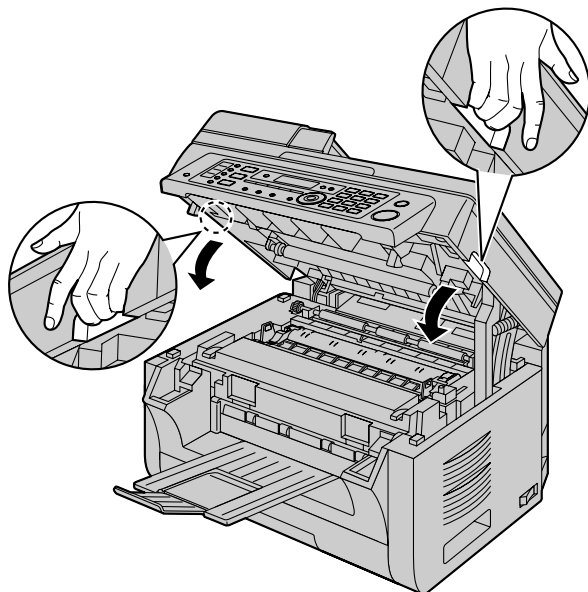
3. Remove the jammed paper (⑥) carefully by pulling it upwards.



4. Push back the green levers (⑦) to the original position.



5. Close the top cover by holding the indentations on both sides of the base unit, until locked.

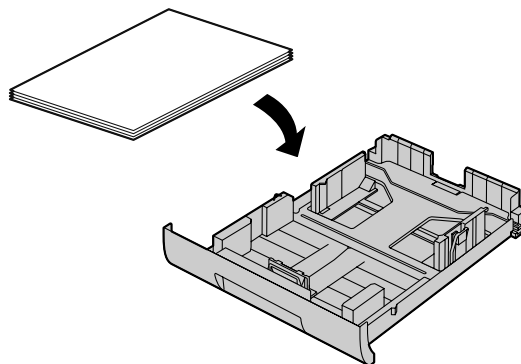


### 15.1.2 When the recording paper is not fed into the unit properly

The display will show the following:

- "CHECK PAPER #1 PRESS START"

- 1 Pull the paper input tray until it clicks into place, then pull it completely out, lifting the front part of the tray. Remove the recording paper and straighten.
- 2 Re-load the recording paper.



- 3 Insert the paper input tray into the base unit, lifting the front part of the tray. Then push it completely into the base unit.

**Note:**

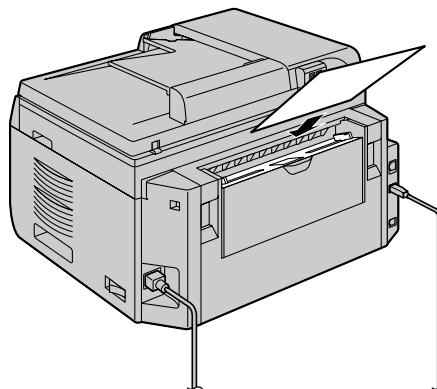
- If the message is still displayed, check the recording paper specifications and load the recording paper again. See page 16 for details.

### 15.1.3 When the recording paper in the manual input tray is not fed into the unit properly

The display will show the following.

- "CHECK PICK UP INPUT TRAY #2"

- 1 Remove the recording paper.
- 2 Re-insert the recording paper.



## 15. Paper Jams

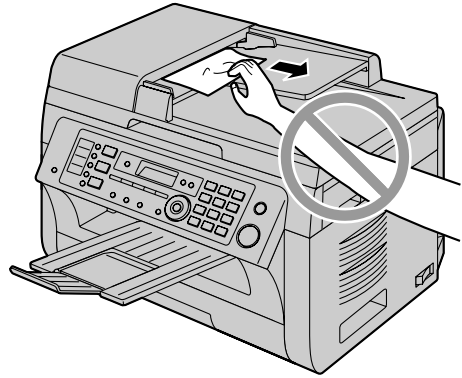
### Note:

- If the message is still displayed, check the recording paper specifications and re-install recording paper. See page 18 for details.

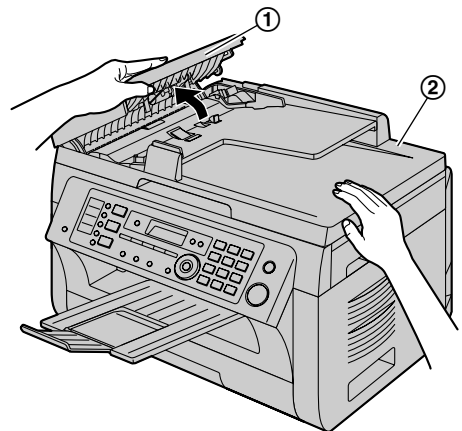
## 15.2 Document jams (Automatic document feeder)

### Caution:

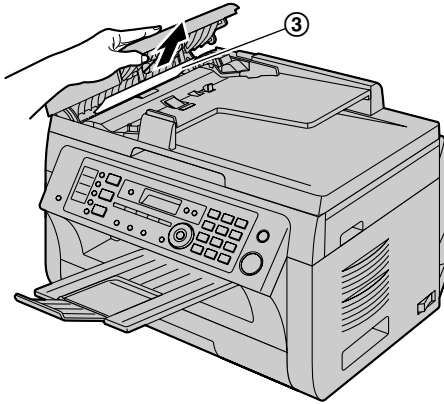
- Do not pull out the jammed document forcibly before lifting the ADF cover.



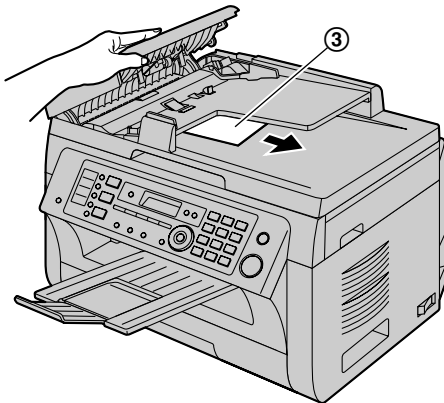
- 1 Open the ADF cover (①) while holding the document cover (②).



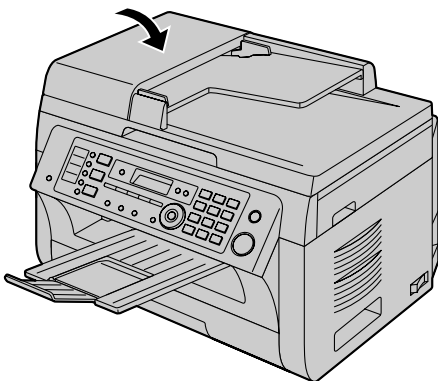
- 2 Remove the jammed document (③) carefully.  
When the document has jammed near the document entrance:



When the document has jammed near the document exit:



- 3 Close the ADF cover.



## 16. Cleaning

### 16.1 Cleaning the white plates and glass

Clean the white plates and glass when a black line, a white line or a dirty pattern appears on:

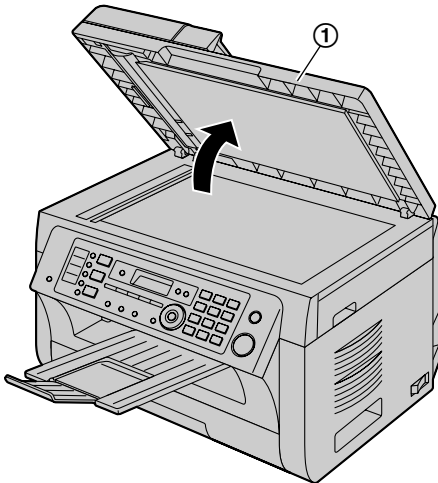
- your recording paper,
- the original document,
- the scanned data, or
- the fax document received by the other party.

**Caution:**

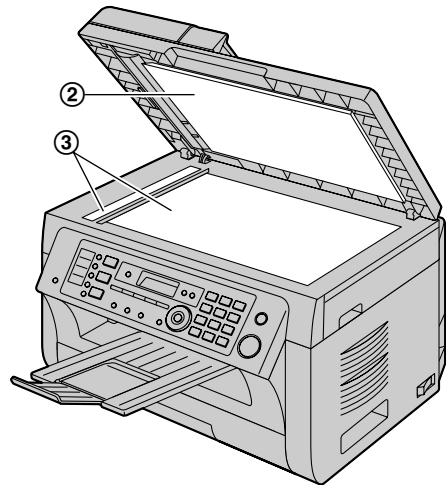
- **Be careful when handling the drum and toner cartridge. See the caution for the drum cartridge on page 12 for details.**
- **Do not use paper products, such as paper towels or tissues for cleaning.**

#### 16.1.1 White plates and scanner glass

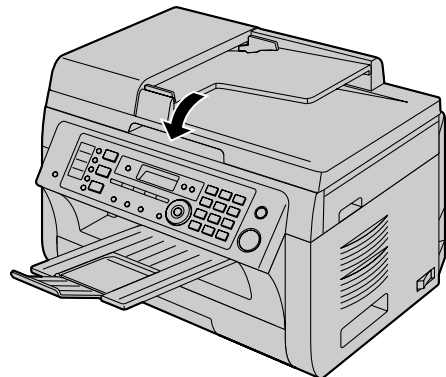
- 1 Open the document cover (①).



- 2 Hold the document cover while cleaning the white plates (②) and the scanner glass (③).

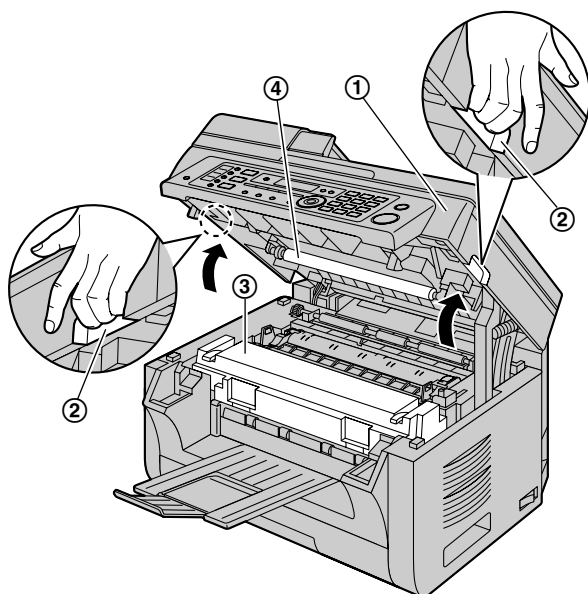


- 3 Close the document cover.



### 16.1.2 Lower glass

- 1 Turn the power switch OFF.
- 2 Open the top cover (1) by holding the indentations (2) on both sides of the base unit.

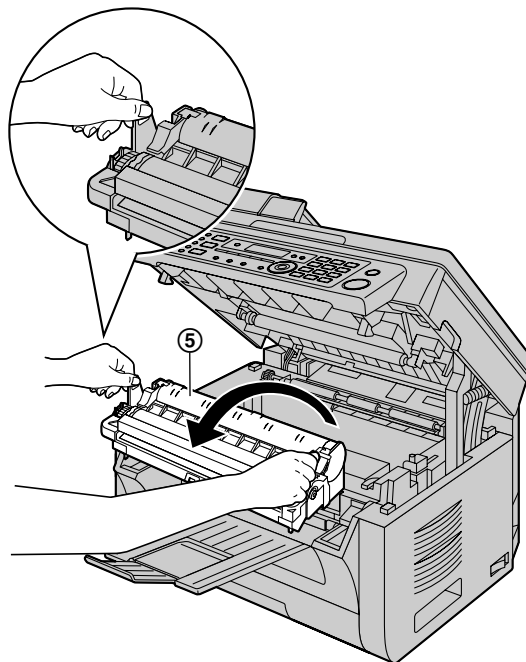


**Caution:**  
The fuser unit (3) gets hot. Do not touch it.

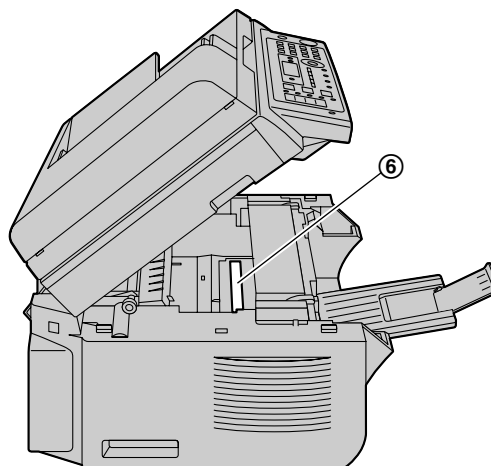
**Note:**

- Do not touch the transfer roller (4).

- 3 Remove the drum and toner cartridge (5) by holding the tabs.

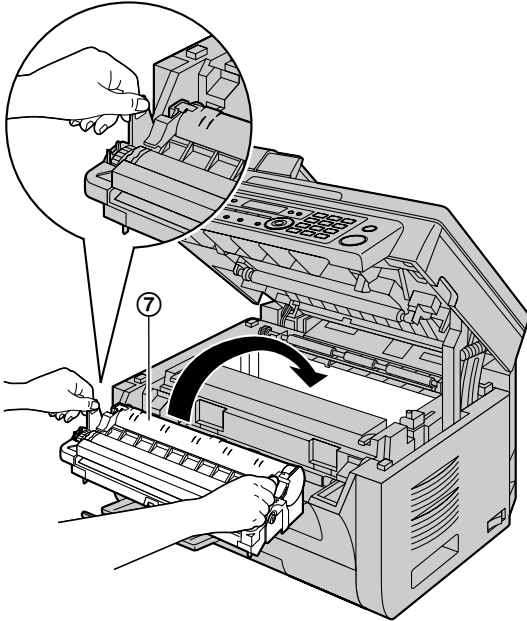


- 4 Clean the lower glass (6) with a soft and dry cloth.

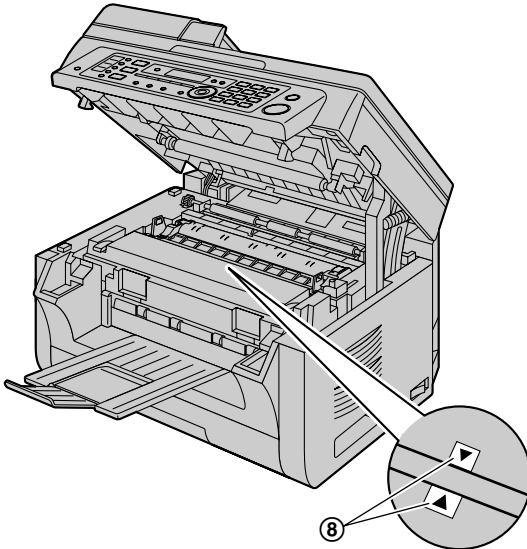


## 16. Cleaning

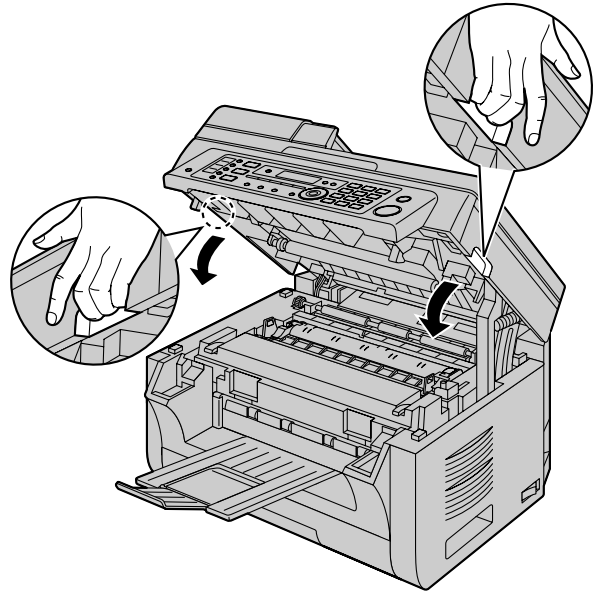
- 5 Reinstall the drum and toner cartridge (7) by holding the tabs.



- Make sure that the arrows (8) match, to install the drum and toner cartridge correctly.

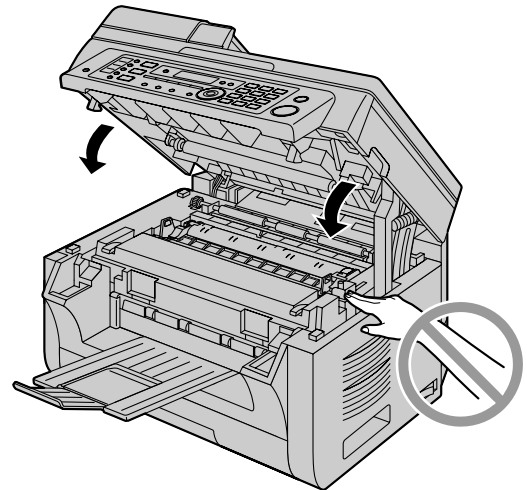


- 6 Close the top cover by holding the indentations on both sides of the base unit, until locked.



### Caution:

- To prevent injuries, be careful not to put your hands under the top cover.



- 7 Turn the power switch ON.



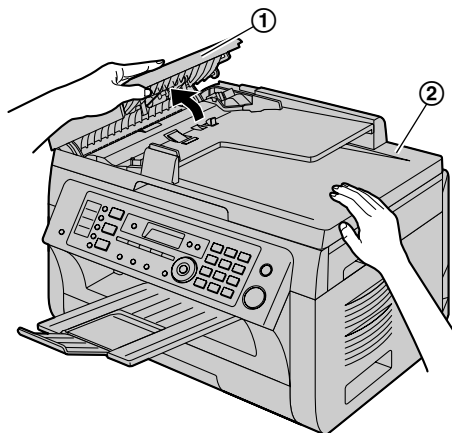
## 16.2 Cleaning the document feeder rollers

Clean the rollers when documents frequently misfeed.

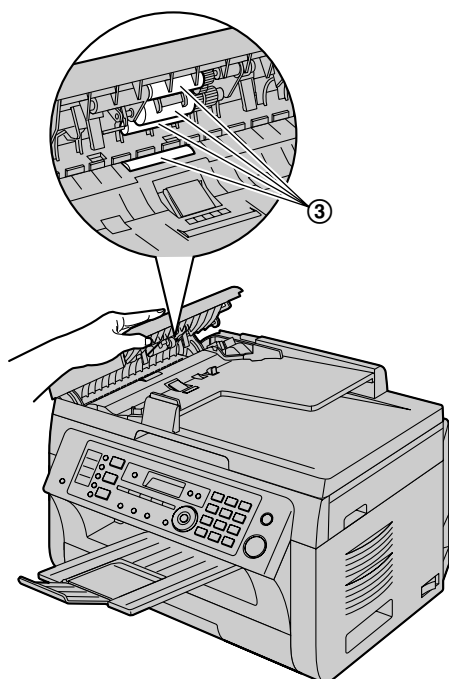
### Caution:

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

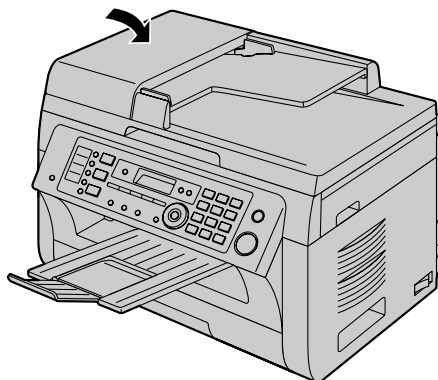
- 1 Turn the power switch OFF.
- 2 Open the ADF cover (①) while holding the document cover (②).



- 3 Clean the document feeder rollers (③) with a cloth moistened with water, and let all parts dry thoroughly.



- 4 Close the ADF cover.

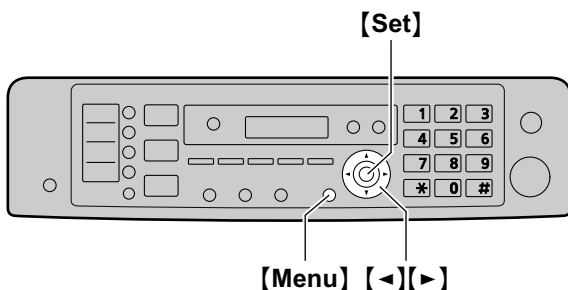


- 5 Turn the power switch ON.

### 17.1 Reference lists and reports (Base unit only)

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

- "SETUP LIST"
- "TEL NO. LIST"
- "JOURNAL REPORT"
- "BROADCAST LIST"
- "PRINTER TEST"
- "CALLER ID LIST"
- "ADDRESS LIST"
- "FTP SERVER LIST"
- "SMB FOLDER LIST"



- 1 Press **[Menu]** repeatedly to display "PRINT REPORT".
- 2 Press **[◀]** or **[▶]** repeatedly to display the desired item.
- 3 Press **[Set]** to start printing. → **[Menu]**

### 17.2 Specifications

#### 17.2.1 Base unit

■ **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:**

**Scanning resolution:**

Up to 600 × 1,200 dpi (Optical)

Up to 9,600 × 9,600 dpi (Interpolated)

**Copy resolution:**

Up to 600 × 600 dpi

**Fax resolution:**

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 resolution,

15.4 lines/mm (392 lines/inch)-in super fine resolution

■ **Photo resolution:**

64-level

■ **Scanner type:**

Color 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. width 420 mm × depth 432 mm × height 305 mm (16 9/16" × 17" × 12")

(Width is 505 mm (19 7/8") when the handset unit is installed.)

### ■ Mass (Weight):

Approx. 12 kg (26 lb)

### ■ Power consumption:

Standby: Approx. 6 W

Preheat: Approx. 65 W

Copy: Approx. 500 W

Maximum: Approx. 950 W (When the fuser lamp turns on)

### ■ Power supply:

120 V AC, 60 Hz

### ■ Memory capacity

(for operation and storing memory):

32 MB

### ■ Fax memory capacity:

5 MB in total

Approx. 220 pages of memory reception

Approx. 150 pages of memory transmission

(Based on the ITU-T No. 1 Test Chart in standard resolution.)

### ■ Voice memory capacity

Approx. 30 minutes of recording time

### ■ Scan to email address memory capacity:

5 MB in total (including the header and email message)

### ■ Scan to FTP server memory capacity:

5 MB in total

### ■ Scan to SMB folder memory capacity:

5 MB in total

### ■ Laser diode properties:

Laser output: Max. 15 mW

Wavelength: 760 nm - 800 nm

Emission duration: Continuous

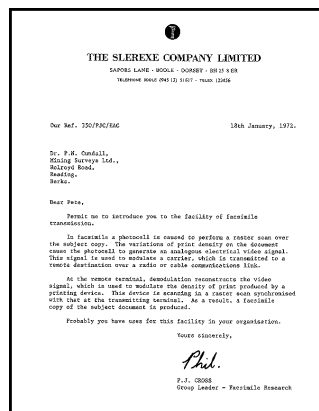
### ■ Print speed:

Approx. 24 ppm (pages per minute)

### ■ Printing resolution:

600 × 600 dpi

## 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.
- The accuracy of the clock is approximately  $\pm 60$  seconds a month.

## Recording paper specifications

### Plain paper/Thin paper size:

A4: 210 mm × 297 mm (8 1/4" × 11 11/16")

Letter: 216 mm × 279 mm (8 1/2" × 11")

Legal: 216 mm × 356 mm (8 1/2" × 14")<sup>\*1</sup>

B5(JIS): 182 mm × 257 mm (7 3/16" × 10 1/8")

B5(ISO): 176 mm × 250 mm (6 15/16" × 9 13/16")

16K: 195 mm × 270 mm (7 11/16" × 10 5/8")

8.5 × 13: 216 mm × 330 mm (8 1/2" × 13")<sup>\*1</sup>

8.5 × 13.4: 216 mm × 340 mm (8 1/2" × 13 3/8")<sup>\*1</sup>

### Label size:

A4: 210 mm × 297 mm (8 1/4" × 11 11/16")

Letter: 216 mm × 279 mm (8 1/2" × 11")

### Recording paper weight:

64 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (17 lb to 24 lb)

\*1 Manual input tray only

## 17.2.2 Cordless handset

### ■ Standard:

DECT 6.0 (Digital Enhanced Cordless Telecommunications 6.0)

### ■ Number of channels:

60 Duplex Channels

### ■ Frequency range:

1.92 GHz to 1.93 GHz

### ■ Duplex procedure:

TDMA (Time Division Multiple Access)

### ■ Channel spacing:

1,728 kHz

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

\*2 Transmission speed is based on 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.

## 17. General Information

### ■ Bit rate:

1,152 kbit/s

### ■ Modulation:

GFSK (Gaussian Frequency Shift Keying)

### ■ RF transmission power:

115 mW (max.)

### ■ Voice coding:

ADPCM 32 kbit/s

### ■ Operating environment:

0 °C - 40 °C (32 °F - 104 °F), 20 % - 80 % RH (Relative Humidity)

### ■ Dimensions:

Approx. width 49 mm × depth 33 mm × height 160 mm  
(1 15/16" × 1 5/16" × 6 5/16")

### ■ Mass (Weight):

Approx. 130 g (0.29 lb)

## 17.2.3 Charger unit

### ■ Operating environment:

0 °C - 40 °C (32 °F - 104 °F), 20 % - 80 % RH (Relative Humidity)

### ■ Dimensions:

Approx. width 72 mm × depth 84 mm × height 51 mm  
(2 13/16" × 3 5/16" × 2")

### ■ Mass (Weight):

Approx. 60 g (0.13 lb)

### ■ Power consumption:

Standby: Approx. 0.1 W  
Maximum: Approx. 2.6 W

### ■ Power supply:

AC adaptor (120 V AC, 60 Hz)

## Toner life

Toner cartridge life depends on the amount of content in a printed document. Toner cartridge life varies in actual usage. The following is the approximate number of pages that the toner cartridge can print according to the various printing examples.

### Example 1

Approx. 2,000 pages can be printed.

Table of Contents	
1	Table of Contents / Introduction and Installation Accessories
1.1	Included accessories
1.2	Accessory information Finding the Controls
1.3	Description of buttons
1.4	Overview Installation
1.5	Toner cartridge and drum unit
1.6	Document tray / Output tray / Recalling paper / Preparation
2	Connections
2.1	Connections
2.2	Turning the power switch ON Help Button
2.3	Help function Volume
2.4	Adjusting volume Value Programming
2.5	Speaker tones
2.6	Date and time
2.7	Your fax number
3	PC Operation/ Setup
3.1	Connecting to a computer
3.2	Installing Mail Function Station / 3.3 Setting Mail Function Station Printing
3.4	Using the unit as a printer/Connecting / 3.5 Using the unit as a scanner/Fax/ Send Control
3.6	Overriding the unit with your computer
3.7	Fax configuration and use/Appendix
3.8	Registering the computer in the iLabNetwork with the optional LAN board
3.9	Connecting the analog of the unit / 3.10 Case 1: FAX ONLY
3.11	Selecting the way to use your unit / 3.2 Case 1: FAX ONLY
Table of Contents	
Table of Contents	
1	Table of Contents / Introduction and Installation Accessories
1.1	Included accessories
1.2	Accessory information Finding the Controls
1.3	Description of buttons
1.4	Overview Installation
1.5	Toner cartridge and drum unit
1.6	Document tray / Output tray / Recalling paper / Preparation
2	Connections
2.1	Connections
2.2	Turning the power switch ON Help Button
2.3	Help function Volume
2.4	Adjusting volume Value Programming
2.5	Speaker tones
2.6	Date and time
2.7	Your fax number
Thank you for purchasing a Panasonic fax machine.	
Things you should keep a record of	
About your accessories here	
For your convenience	
Date of purchase	
Serial number (found on the rear of the unit)	

### Example 2

Approx. 1,000 pages can be printed.

Table of Contents	
1	Table of Contents / Introduction and Installation Accessories
1.1	Included accessories
1.2	Accessory information Finding the Controls
1.3	Description of buttons
1.4	Overview Installation
1.5	Toner cartridge and drum unit
1.6	Document tray / Output tray / Recalling paper / Preparation
2	Connections
2.1	Connections
2.2	Turning the power switch ON Help Button
2.3	Help function Volume
2.4	Adjusting volume Value Programming
2.5	Speaker tones
2.6	Date and time
2.7	Your fax number
Thank you for purchasing a Panasonic fax machine.	
Things you should keep a record of	
About your accessories here	
For your convenience	
Date of purchase	
Serial number (found on the rear of the unit)	

### Example 3

Approx. 650 pages can be printed.

Table of Contents	
1	Table of Contents / Introduction and Installation Accessories
1.1	Included accessories
1.2	Accessory information Finding the Controls
1.3	Description of buttons
1.4	Overview Installation
1.5	Toner cartridge and drum unit
1.6	Document tray / Output tray / Recalling paper / Preparation
2	Connections
2.1	Connections
2.2	Turning the power switch ON Help Button
2.3	Help function Volume
2.4	Adjusting volume Value Programming
2.5	Speaker tones
2.6	Date and time
2.7	Your fax number
Thank you for purchasing a Panasonic fax machine.	
Things you should keep a record of	
About your accessories here	
For your convenience	
Date of purchase	
Serial number (found on the rear of the unit)	

## Note:

- There are various factors that determine the actual toner cartridge life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job. The actual number of

pages your toner cartridge will print may be significantly less than this estimate if your unit is often used for printing small number of pages per job. Because many of the factors that determine the actual toner cartridge life cannot be controlled, we cannot guarantee a minimum number of pages that will be printed by your toner cartridge.

- The number of pages changes with the depth, thickness and size of the characters.
- If you turn on the toner save feature, the toner cartridge will last approx. 20 % longer.

---

### **Drum life**

The drum cartridge needs to be replaced regularly. The maximum drum life is approx. 6,000 pages.

#### **Note:**

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

---

### **Waste disposal method**

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

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### 18.1 Index

#### #

#100 Quick setup: 78  
#101 Date and time: 28  
#102 Your logo: 29  
#103 Your fax number: 29  
#110 Language: 78  
#112 Voice prompt: 88  
#120 Dialing mode: 24  
#121 Flash time: 78  
#145 LCD display contrast: 78  
#147 Scale selection: 79  
#155 Change password: 79  
#158 Maintenance time: 79  
#159 Set all features to default: 79  
#161 Ringtone: 79  
#165 Beep sound: 80  
#210 FAX ring count: 80  
#211 TAM ring count: 80  
#216 Automatic caller ID list: 80  
#226 Time adjustment: 80  
#282 Copy phonebook: 83  
#289 All phonebook erase: 83  
#305 Caller's recording time: 88  
#306 Remote operation ID: 88  
#310 Call screening: 88  
#315 Greeting time: 88  
#365 PC TAM setting: 88  
#366 PC TAM reception: 30  
#367 Web voice playback mode: 73  
#368 Web voice playback access code: 73  
#369 TAM to email address setting: 88  
#380 Paper size in the paper input tray: 80  
#381 Paper size in the manual input tray: 80  
#383 Paper type for paper input tray: 81  
#384 Paper type for manual input tray: 81  
#400 Auto answer: 81  
#401 Confirmation report: 57, 83  
#402 Automatic journal report: 57, 83  
#403 Power save: 81  
#411 Overseas mode: 83  
#412 Delayed send: 84  
#413 ECM selection: 84  
#416 Connecting tone: 84  
#418 Maximum fax speed: 84  
#419 Quick scan: 84  
#430 Distinctive Ring: 68  
#431 Fax ring pattern: 68  
#432 Auto reduction: 85  
#434 Fax activation code: 85  
#435 Auto disconnection: 85  
#437 Memory reception alert: 85  
#438 Friendly reception: 86  
#442 PC fax setting: 86  
#443 PC fax reception: 30  
#448 Fax preview mode: 67  
#450 Web fax preview access code: 67  
#451 Fax receive notify: 86  
#452 Fax to email address setting: 86  
#459 Set fax to default: 86

#460 Input tray setting for copy: 90  
#461 Default copy resolution: 90  
#462 Contrast hold: 81  
#463 Default operation mode: 81  
#464 Mode timer: 81  
#467 Page layout hold: 90  
#468 Zoom hold: 90  
#469 Collate hold: 90  
#473 Edge hold: 90  
#474 Frame margin: 90  
#475 Margin hold: 90  
#482 Toner save: 14, 81  
#493 Scan mode: 92  
#494 Scan parameter hold: 92  
#500 DHCP mode: 94  
#501 IP address: 94  
#502 Subnet mask: 94  
#503 Default gateway: 94  
#504 DNS server #1: 94  
#505 DNS server #2: 94  
#507 Machine name: 94  
#508 MAC address: 94  
#532 Approved users: 95  
#533 Auto IP: 95  
#534 HTTPD: 95  
#535 IPv6 protocol: 95  
#538 WINS server #1: 95  
#539 WINS server #2: 95  
#578 All email address erase: 96  
#774 Data timeout: 91  
#776 Mutual A4/letter print: 91

#### A

Additional cordless handsets: 104  
Address list: 138  
Alarm: 102  
Approved users (Feature #532): 95  
Auto answer setting (Feature #400): 81  
Auto disconnection (Feature #435): 85  
Auto IP (Feature #533): 95  
Auto reduction (Feature #432): 85  
Auto talk feature: 50  
Automatic document feeder: 25, 43, 58

#### B

Base unit phonebook  
All erase (Feature #289): 83  
Copying (Feature #282): 83  
Editing: 51  
Erasing: 51  
Making a phone call: 51  
Sending faxes: 58  
Storing: 50  
Basic features: 78  
Battery  
Charge: 22  
Installation: 19  
Performance: 22  
Replacement: 19  
Beep sound (Feature #165): 80  
Broadcast programming list: 138

Broadcast transmission: 59

Button description

Base unit: 8

Cordless handset: 9

## C

Call screening (Feature #310): 88

Call waiting: 53

Caller ID: 53

Calling back: 54

Storing: 55

Caller ID list (Feature #216): 80

Caller's recording time (Feature #305): 88

Chain dial: 52

Character entry: 107

Cleaning: 134, 137

Collate hold (Feature #469): 90

Conference calls: 105

Confirmation report (Feature #401): 57, 83

Connecting tone (Feature #416): 84

Connections: 21

LAN: 21

USB: 32

Contrast: 42, 57

Contrast hold (Feature #462): 81

Copy: 42

Collation: 44

Edge: 47

Image repeat: 44

Margin: 47

N in 1: 46

N in 1 (Separate): 47

Poster: 46

Proof set: 44

Quick ID: 44

Reserve: 47

Zoom: 43

Copy features: 90

Copy size: 42

Cordless handset

Booster (Clarity booster): 49

Canceling: 104

Eco mode: 23

Hold: 49

Locator: 104

Registration: 104

Silent mode: 102

Cordless handset shared phonebook

Copying: 105

Cordless handset name: 102

Editing: 52

Erasing: 52

Groups: 51, 53

Making a phone call: 52

Storing: 51

## D

Data timeout (Feature #774): 91

Date and time (Feature #101): 28

Default copy resolution (Feature #461): 90

Default gateway (Feature #503): 94

Default operation mode (Feature #463): 81

Delayed transmission (Feature #412): 84

DHCP mode (Feature #500): 94

Dialing mode (Feature #120): 24

Display (Base unit)

Contrast (Feature #145): 78

Messages: 111

Display (Cordless handset)

Contrast: 101

Icons: 10

Language: 102

Messages: 113

Distinctive Ring service (Feature #430): 68

DNS server #1 (Feature #504): 94

DNS server #2 (Feature #505): 94

Document size: 25

Drum cartridge: 12

Drum life: 141

## E

Easy Print Utility: 36

ECM selection (Feature #413): 84

Edge hold (Feature #473): 90

Email address

All erase (Feature #578): 96

Storing: 98

Extension telephone: 65

## F

Fax activation code (Feature #434): 85

Fax features: 83

Fax number (Feature #103): 29

FAX ONLY mode: 62, 63

Fax preview mode (Feature #448): 67

Fax receive notify (Feature #451): 86

FAX ring count (Feature #210): 80

Fax to email address: 63, 64

Fax to email address setting (Feature #452): 86

Flash time (Feature #121): 78

Frame margin (Feature #474): 90

Friendly reception (Feature #438): 86

FTP server list: 138

## G

Greeting message

TAM/FAX: 69

Greeting message time

TAM/FAX (Feature #315): 88

## H

Handset unit: 18

Help: 26

Basic settings: 26

Caller ID: 26

Copier: 26

Errors: 26

Fax sending/receiving: 26

Feature list: 26

Phonebook: 26

## 18. Index

---

Q and A: 26  
Reports: 26  
TAM operation: 26  
HTTPD (Feature #534): 95

### I

Input tray setting  
Copy (Feature #460): 90  
Intercom: 104  
IP address (Feature #501): 94  
IPv6 protocol (Feature #535): 95

### J

Jams  
Document: 132  
Recording paper: 127  
Journal report (Feature #402): 57, 83, 138  
Junk fax prohibitor: 65

### K

Keytones: 101

### L

Label: 35  
LAN features: 94  
Language  
Base unit (Feature #110): 78  
Cordless handset: 102  
Listening to recorded messages: 70, 73, 75  
Logo (Feature #102): 29

### M

MAC address (Feature #508): 94  
Machine name (Feature #507): 94  
Maintenance time (Feature #158): 79  
Manual input tray: 18  
Margin hold (Feature #475): 90  
Maximum fax speed (Feature #418): 84  
Memo message: 69  
Memory reception alert (Feature #437): 85  
Memory redial: 49  
Missed calls: 53  
Mode timer (Feature #464): 81  
Multi-Function Station software  
Activating: 33  
Installing: 31  
Uninstalling: 33  
Mutual A4/letter print (Feature #776): 91

### N

Network features: 97

### O

OCR software: 38  
One-touch dial  
Base unit: 50  
Sending faxes: 58

Overseas mode (Feature #411): 83

### P

Page layout hold (Feature #467): 90  
Paper size  
Manual input tray (Feature #381): 80  
Paper input tray (Feature #380): 80  
Paper type  
Manual input tray (Feature #384): 81  
Paper input tray (Feature #383): 81  
Password (Feature #155): 79  
PC fax reception (Feature #443): 30  
PC fax setting (Feature #442): 86  
PC print features: 91  
PC TAM reception (Feature #366): 30  
PC TAM setting (Feature #365): 88  
Phonebook  
Base unit: 50  
Cordless handset: 51  
Sending faxes: 58  
Power failure: 124  
Power save (Feature #403): 81  
Printer test: 138  
Programming  
Base unit programming: 77  
Cordless handset programming: 99  
Pull scan: 40  
Scan application: 40  
Viewer: 40  
Push scan: 37  
Email: 38  
Email address: 38  
File: 37  
FTP: 39  
OCR: 38  
SMB folder: 40  
Viewer: 37

### Q

Quick scan: 58  
Quick scan mode (Feature #419): 84  
Quick setup (Feature #100): 78

### R

Receiving faxes  
Automatically: 62  
Computer: 66  
Manually: 65  
Web browser: 67  
Recording  
Conversation: 69, 75  
Greeting message: 69, 74  
Memo message: 69  
Recording paper: 16  
Recording paper size: 139  
Recording time  
Incoming message: 76, 88  
TAM/FAX greeting: 88  
Redial list: 49  
Redialing

Base unit: 49, 57, 58  
 Cordless handset: 49  
 Registration: 104  
 Remote operation: 73  
 Remote operation ID (Feature #306): 88  
 Reports  
   Address: 138  
   Broadcast programming: 138  
   Broadcast sending: 60  
   Caller ID: 80, 138  
   Confirmation: 57, 83, 110  
   FTP server: 138  
   Journal: 57, 83, 110, 138  
   Power down: 124  
   Printer test: 138  
   Setup: 138  
   Telephone number: 138  
 Reset all features (Feature #159): 79  
 Reset fax features (Feature #459): 86  
 Resolution: 42, 57  
 Ring count  
   FAX ONLY (Feature #210): 80  
   TAM/FAX (Feature #211): 80  
 Ring pattern for Distinctive Ring (Feature #431): 68  
 Ringtone  
   Base unit (Feature #161): 79  
   Cordless handset: 101

## S

Scale selection (Feature #147): 79  
 Scan features: 92  
 Scan mode (Feature #493): 92  
 Scan parameter hold (Feature #494): 92  
 Scanner glass: 25, 42, 57  
 Sending faxes  
   Base unit one-touch dial: 58  
   Base unit phonebook: 58  
   Broadcast: 60  
   Computer document: 61  
   From memory: 58  
   Manually: 57  
 Set fax default (Feature #459): 86  
 Setup list: 138  
 Soft keys: 9  
 Storing  
   Broadcast: 59  
   Email address: 98  
   One touch: 50  
   Phonebook: 50, 51  
 Subnet mask (Feature #502): 94

## T

TAM to email address: 63  
 TAM to email address setting (Feature #369): 88  
 TAM/FAX mode: 61, 62  
 TEL mode: 62, 65  
 Telephone number list: 138  
 Time adjustment (Feature #226): 80  
 Toner cartridge: 12  
 Toner life: 140  
 Toner save (Feature #482): 14, 81

Transferring a call: 105

## V

Voice prompt (Feature #112): 88  
 Voice time/day stamp: 70  
 Voice transfer  
   Voice to email: 71  
   Voice to PC: 71  
 Volume  
   Base unit: 27  
   Cordless handset: 27

## W

Web fax preview access code (Feature #450): 67  
 Web voice playback access code (Feature #368): 73  
 Web voice playback mode (Feature #367): 73  
 WINS server #1 (Feature #538): 95  
 WINS server #2 (Feature #539): 95

## Z

Zoom hold (Feature #468): 90





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



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