

# Panasonic

Multi-Function  
Laser FAX

Model No.

## KX-FLM600



To get started,  
please read the  
Quick Start section  
(p. 6–13).

Initial Preparation

Telephone

Fax/Copy

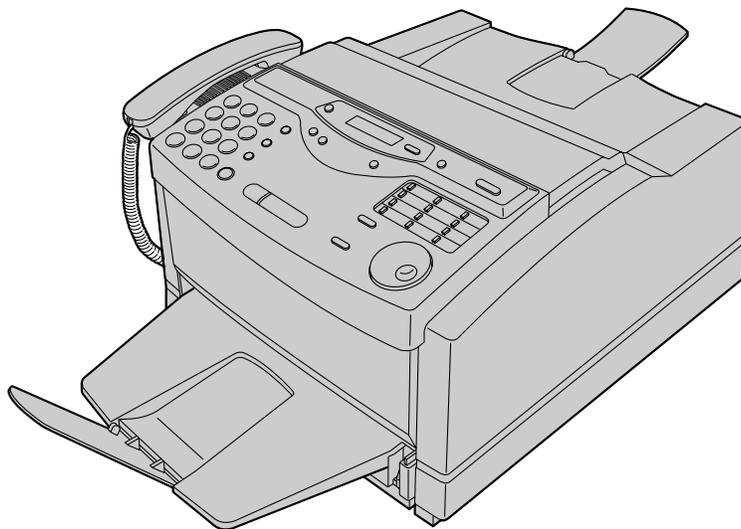
PC Software

Help

General  
Information

Comienzo rápido  
en español

# OPERATING INSTRUCTIONS



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

FOR OPERATION ASSISTANCE,  
CALL 1-800-HELP-FAX (1-800-435-7329)  
OR SEND A FAX TO 1-215-741-6376.

*Comienzo rápido*  
(p. 132)

Thank you for purchasing a Panasonic facsimile.

## Welcome to the world of Panasonic facsimiles.

This product combines facsimile, telephone, copier, scanner, PC Fax and printer features to provide you with more efficient office or home use. By utilizing these convenient features, you can maximize the effectiveness of this unit.

## Things you should keep record of

Attach your sales receipt here

### For future reference

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

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

(found on the rear of the unit)

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

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

### Caution:

- The Telephone Protection Act of 1991 requires the following information to be clearly stated either at the top or bottom margin of the first message page when transmitting messages via telephone facsimile;
  - Date and time of transmission,
  - Identification of the business, entity or person(s) sending the facsimile, and
  - Telephone number of the business, entity or person(s).To program this information into your unit, complete all the instructions on pages 29 to 32.
- If you have not applied to the *faxSÄV*<sup>®</sup> service, you will not be able to use the IQ-FAX function (p. 46–48).
- When connecting the fax machine to your computer, use the included parallel cable for reliable data communications and compliance with FCC rules.

### Trademarks

IBM is a registered trademark of International Business Machines Corporation.

Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries.

*faxSÄV* is a registered trademark of FaxSav Incorporated.

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

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# Important safety instructions

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

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

**SAVE THESE INSTRUCTIONS**

## INSTALLATION:

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

## WARNING:

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

## CAUTION:

- This printer utilizes a laser. Use of controls or adjustments or performance of procedures other than those specified here in may result in hazardous radiation exposure.

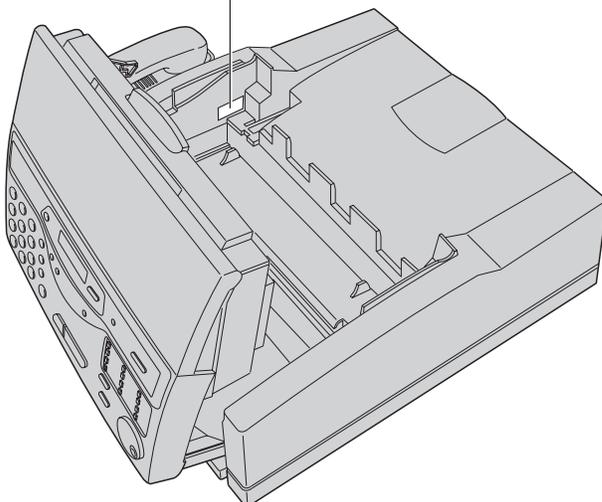
## OTHER INFORMATION:

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of this unit.
- Do not touch the plug with wet hands.

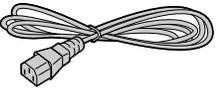
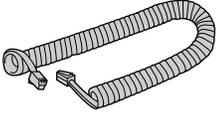
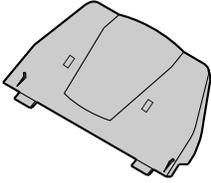
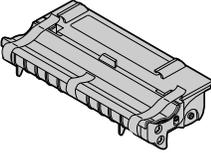
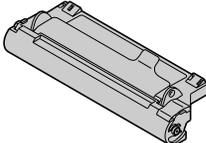
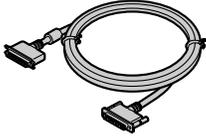
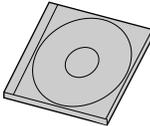
## WASTE DISPOSAL METHOD:

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

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



# Included accessories

Power cord.....1  Part No. PFJA1030Z	Telephone line cord .....1  Part No. PQJA10075Z	Handset .....1  Part No. PFJXE0105Z	Handset cord .....1  Part No. PFJA1029Z	Paper tray .....1  Part No. PFZXFLM600M
Toner cartridge ....1 	Drum unit .....1 	Printer cable.....1 (Parallel cable)  Part No. PFJA1031Z	Panasonic PC software for KX-FLM600 (CD-ROM) .....1  Part No. PFJK20100101*	

\*You will receive the latest software, therefore the part number may be different to the above. However the software is still compatible with your product.

- If any items are missing or damaged, check with the place of purchase.
- The part numbers listed above are subject to change without notice.
- Save the original carton and packing materials for future shipping and transporting of the unit.
- If your PC is not equipped with a CD-ROM drive, you can purchase floppy disks [3.5" high-density (1.44 MB)]. Please fill out all portions of the Accessory Order Form included in the packing, and send by fax to 1-800-237-9080, or call 1-800-332-5368.

# Accessory order information

For best results, use genuine Panasonic toner cartridge/drum unit Model No. KX-FA75. To order, call toll-free 1-800-332-5368 or see the fax order instructions below.

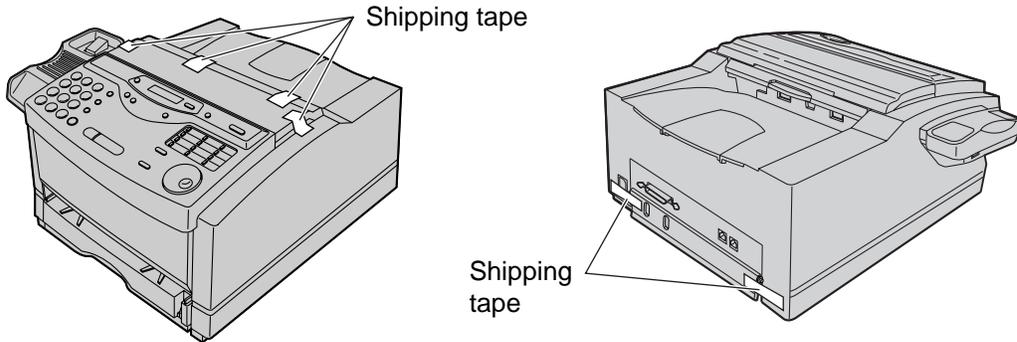
**Fax order:** Please send a fax to 1-800-237-9080. Include: your name, shipping address, telephone number, credit card type, number, expiration date and your signature, order part number and quantity, delivery method – overnight, 2nd day, or ground.

Model No.	Description	Specifications
KX-FA75	Toner cartridge and drum unit	1 toner cartridge and 1 drum unit

## Installation

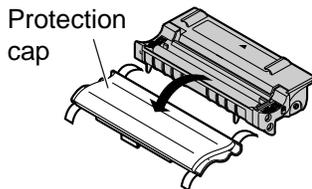
### Before installation (p. 21)

Remove the shipping tape.



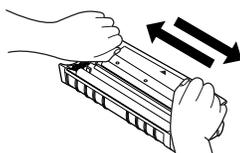
### 1 Toner cartridge (p. 21–23)

- A. Pull the top cover handle forward and open the top cover.
- B. Remove the protection cap attached to the cartridge.



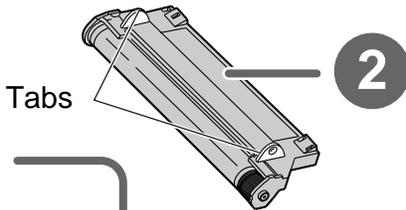
• Do not touch the roller.

- C. Rock the cartridge from side to side several times carefully.



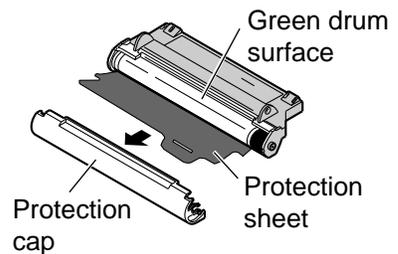
- D. Install the cartridge by holding the two tabs.

Top cover handle

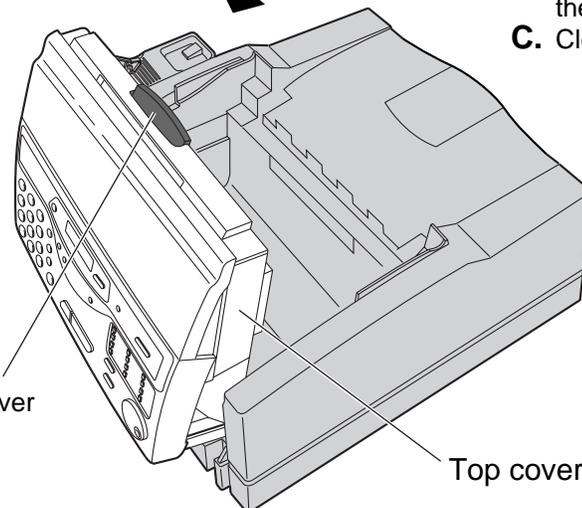
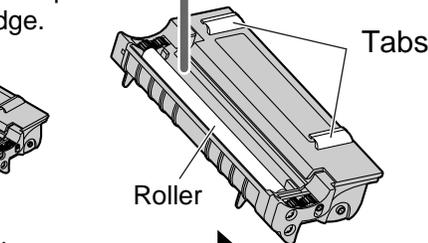


### 2 Drum unit (p. 21–23)

- A. Remove the protection cap and protection sheet attached to the drum unit.
  - Do not touch or scratch the green drum surface.
  - Do not expose the drum unit to light for more than 5 minutes.



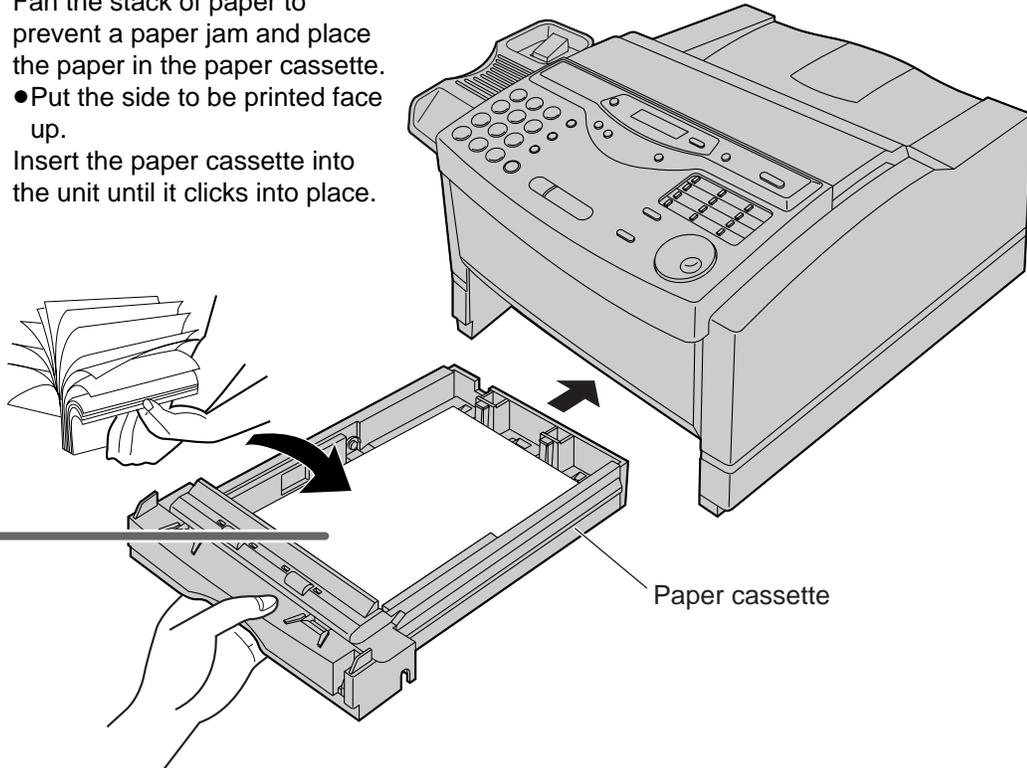
- B. Install the drum unit on the toner cartridge by holding the two tabs.
- C. Close the top cover.



3

## Recording paper (p. 24, 25)

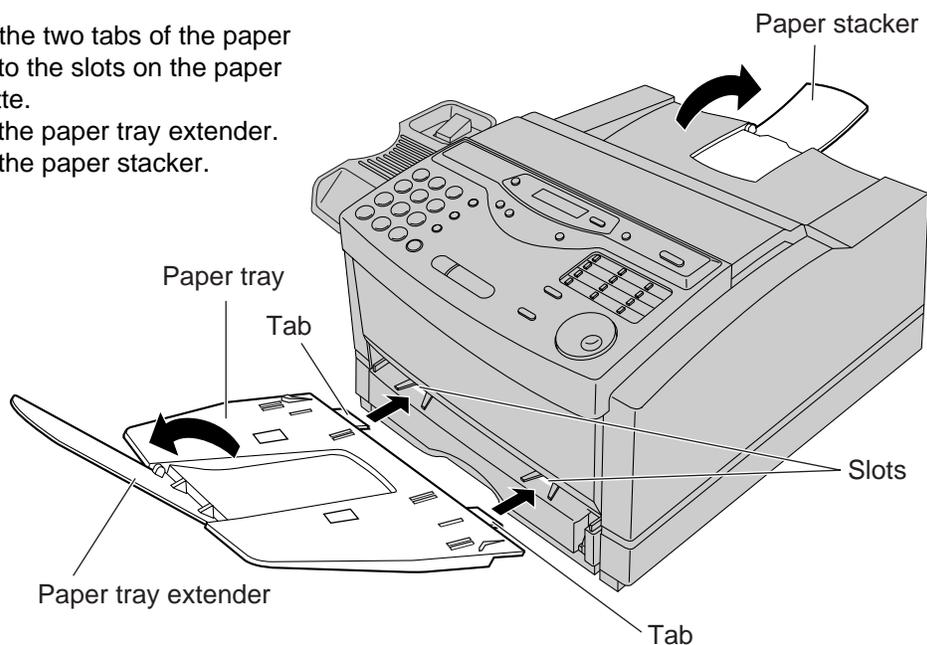
- A. Lift the paper cassette up slightly and pull it out of the unit.
- B. Fan the stack of paper to prevent a paper jam and place the paper in the paper cassette.
  - Put the side to be printed face up.
- C. Insert the paper cassette into the unit until it clicks into place.



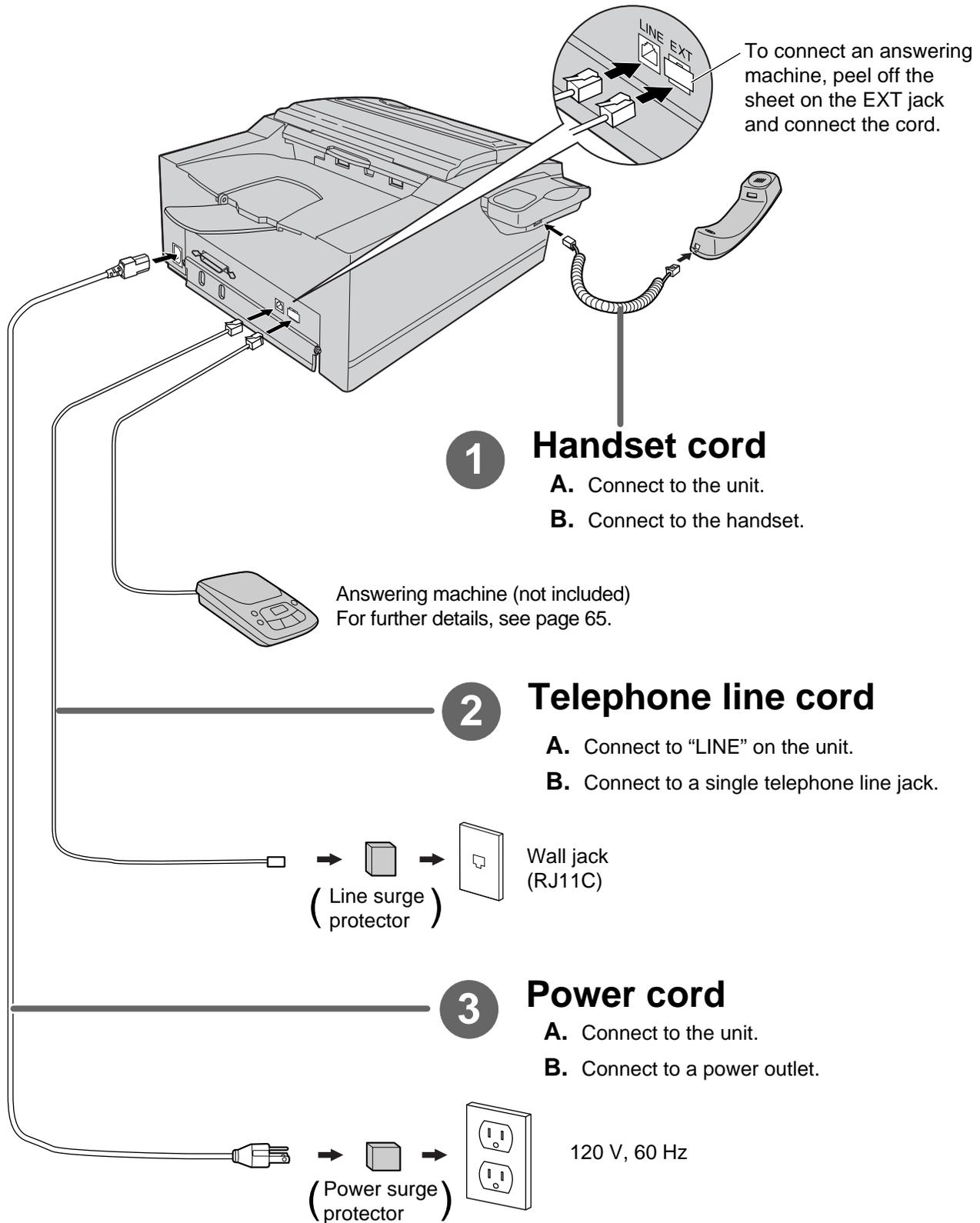
4

## Paper tray and paper stacker (p. 26)

- A. Insert the two tabs of the paper tray into the slots on the paper cassette.
- B. Open the paper tray extender.
- C. Open the paper stacker.



## Connections



• For further details, see page 27.

## Voice calls - making/answering

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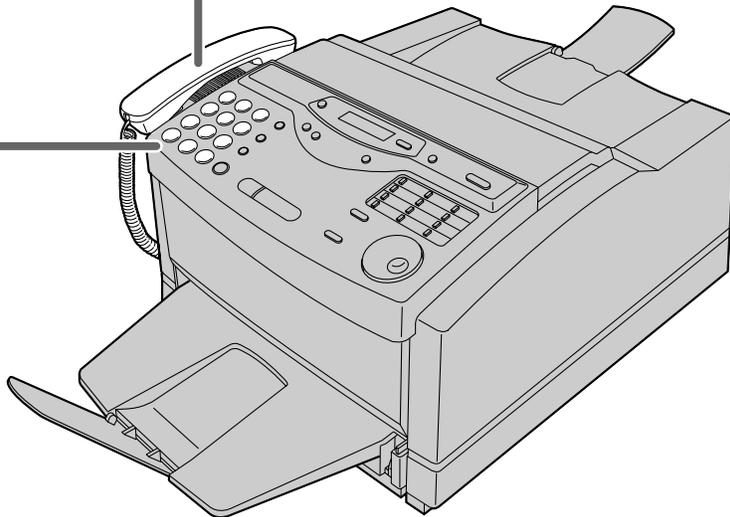
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### Voice calls - making

**1** Lift the handset.

**2** Dial the number.

**3** When finished talking, replace the handset.

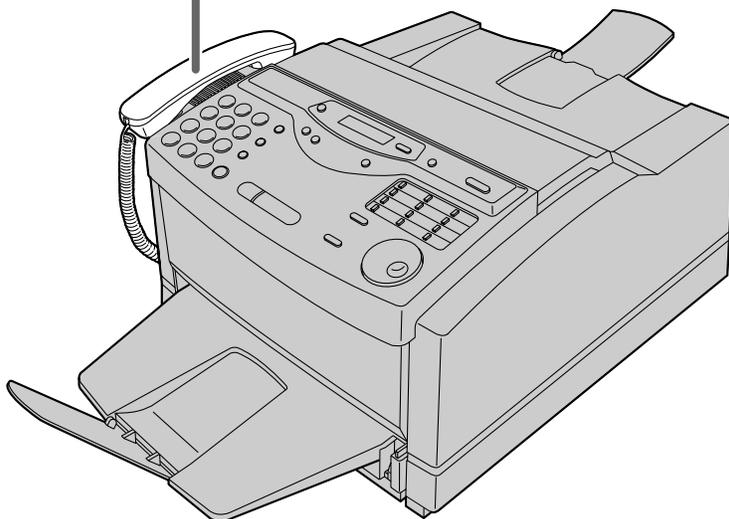


- For further details, see page 34.
- If you are having trouble, see page 108.

### Voice calls - answering

**1** When the unit rings, lift the handset.

**2** When finished talking, replace the handset.



- For further details, see page 34.
- If you are having trouble, see page 108.

## Faxes - sending/receiving

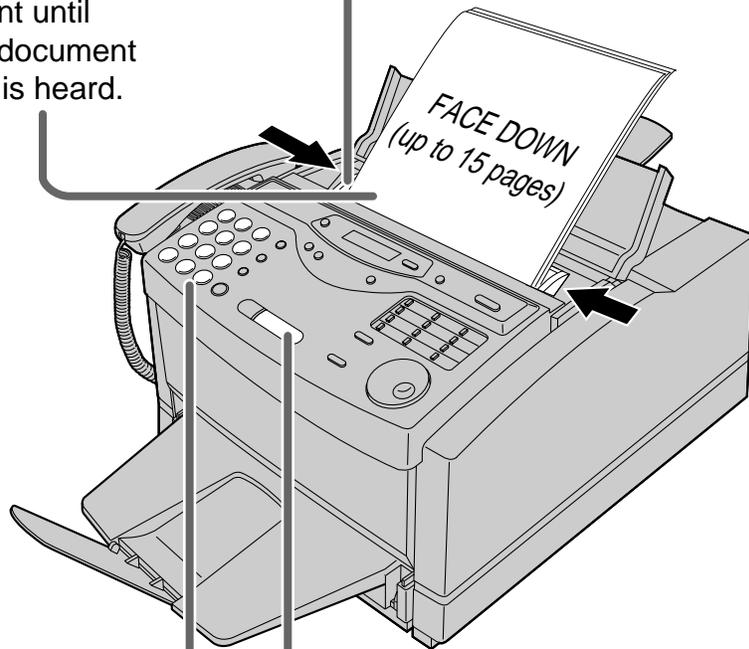
### Faxes - sending

- 1 Open the document feeder tray.



- 2 Adjust the width of the document guides to the size of the document.

- 3 Insert the document until the unit grabs the document and a single beep is heard.



- 4 Dial the fax number.

- 5 Press **START/SET/COPY**.

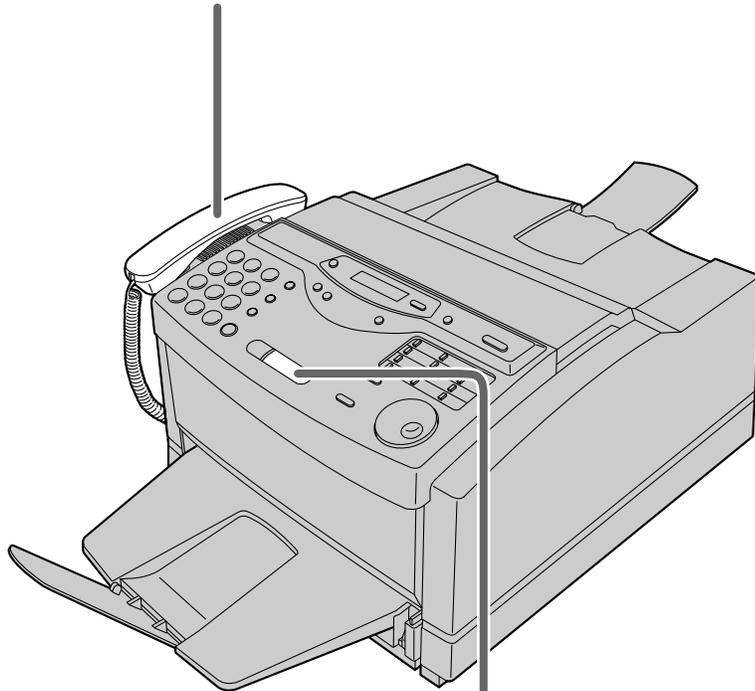
**Note:**

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.

- For further details, see page 43.
- If you are having trouble, see page 108.

## Faxes - receiving

- 1 When the unit rings, lift the handset.



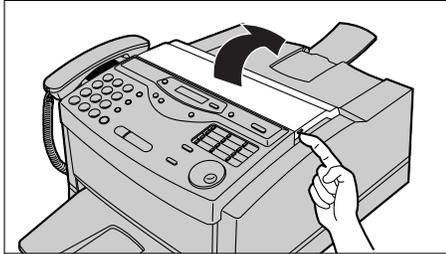
- 2 When:  
— document reception is required,  
— a fax calling tone (slow beep) is heard, or  
— no sound is heard,  
press **START/SET/COPY**.

- 3 Replace the handset.

- For further details, see page 62.
- **You can select the way to receive calls according to your needs (p. 60, 61).**
- If you are having trouble, see page 109.

## Copying

1 Open the document feeder tray.



2 Adjust the width of the document guides to the size of the document.

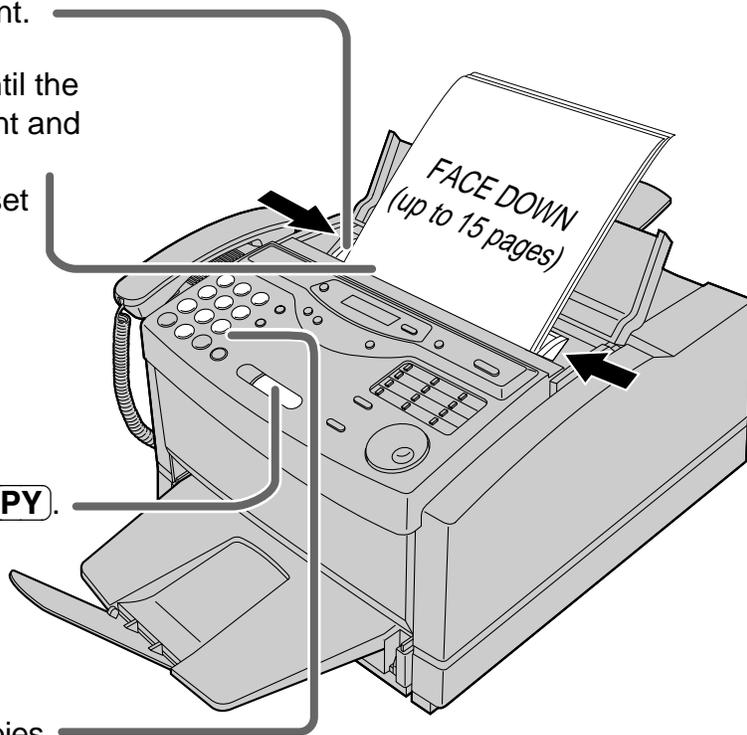
3 Insert the document until the unit grabs the document and a single beep is heard.

- Make sure the handset is on the cradle.

4 Press **START/SET/COPY**.

5 Enter the number of copies.

6 Press **START/SET/COPY**.



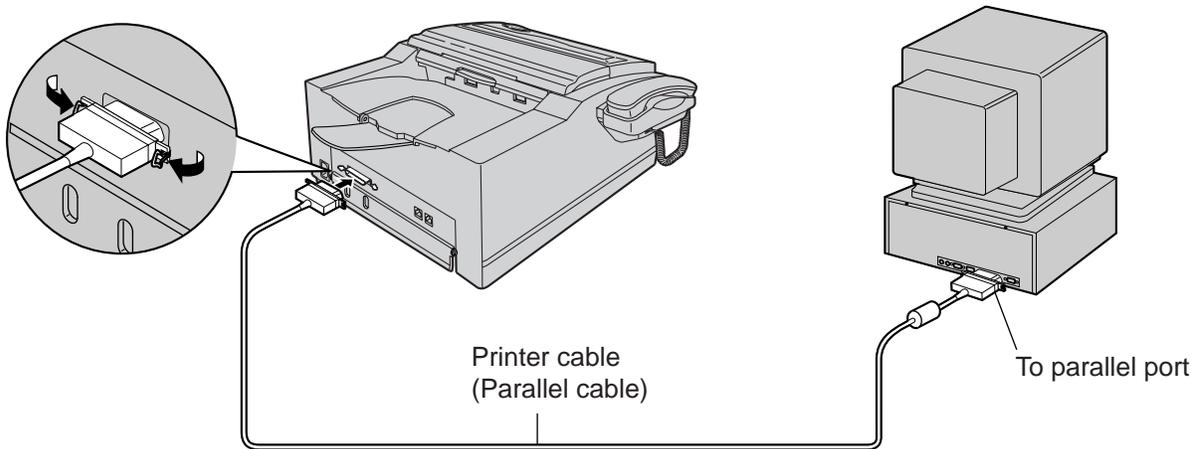
**Note:**

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.

- For further details, see page 80.
- If you are having trouble, see page 109.

## PC information

- 1 Connect to a computer (p. 82).



### Caution:

When connecting the fax machine to your computer, use the included printer cable for reliable data communications and compliance with FCC rules.

- 2 Install the PANA LINK software (p. 83).

1. Start Windows® 95\* or Windows 98\*\* and close all applications.
2. Insert the included CD into your CD-ROM drive.
  - The language dialog box will appear.  
Select the desired language that you use with this software. Then click **OK**.
  - ˘ If the language dialog box does not appear:  
The installation will automatically start.
  - ˘ If the language dialog box does not appear and the installation does not start automatically:  
Click **Start**, choose **Run...** . Type "**d:\setup**" (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, please use Windows Explorer and look for the CD-ROM drive.)
3. The installation will start automatically.
4. Follow the instructions on the screen until all files have been installed.
5. Be sure to read a README file for more information.

- 3 Activate the PANA LINK software (p. 84).

1. Click **Start**.
2. Point to **Programs**, point to **PANA LINK** and click **PANA LINK**.
  - ˘ The PANA LINK main panel will appear.

\*Microsoft® Windows 95 operating system (hereafter Windows 95)

\*\*Microsoft Windows 98 operating system (hereafter Windows 98)

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## Help function

You can print a quick reference for assistance as follows.

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

Display:

**2** Press **▼** or **▲** until the desired item is displayed. The following items are available.

1. How to program your unit

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

3. Help with problems sending faxes

4. Help with problems receiving faxes

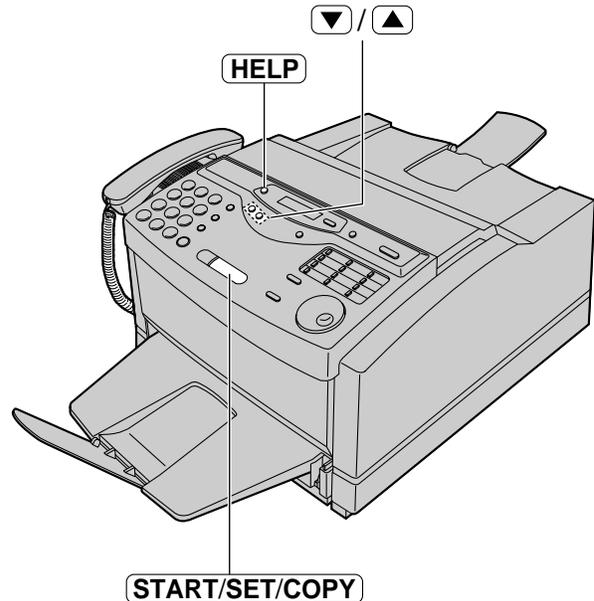
5. How to use the copier function

6. Frequently asked questions and answers

7. Explanation of error messages shown on the display

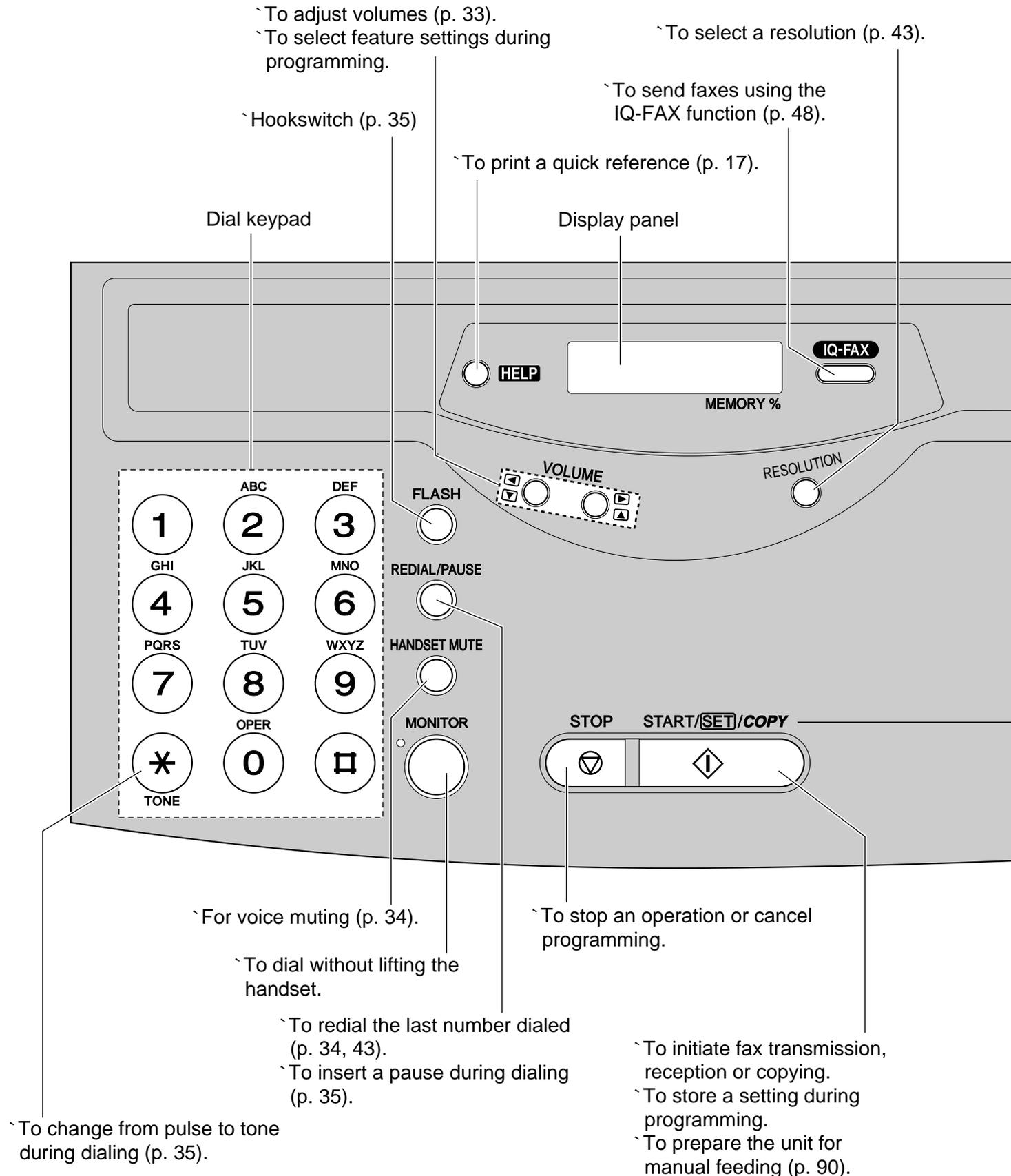
8. List of available reports

**3** Press **START/SET/COPY**.



# Finding the Controls

## Location

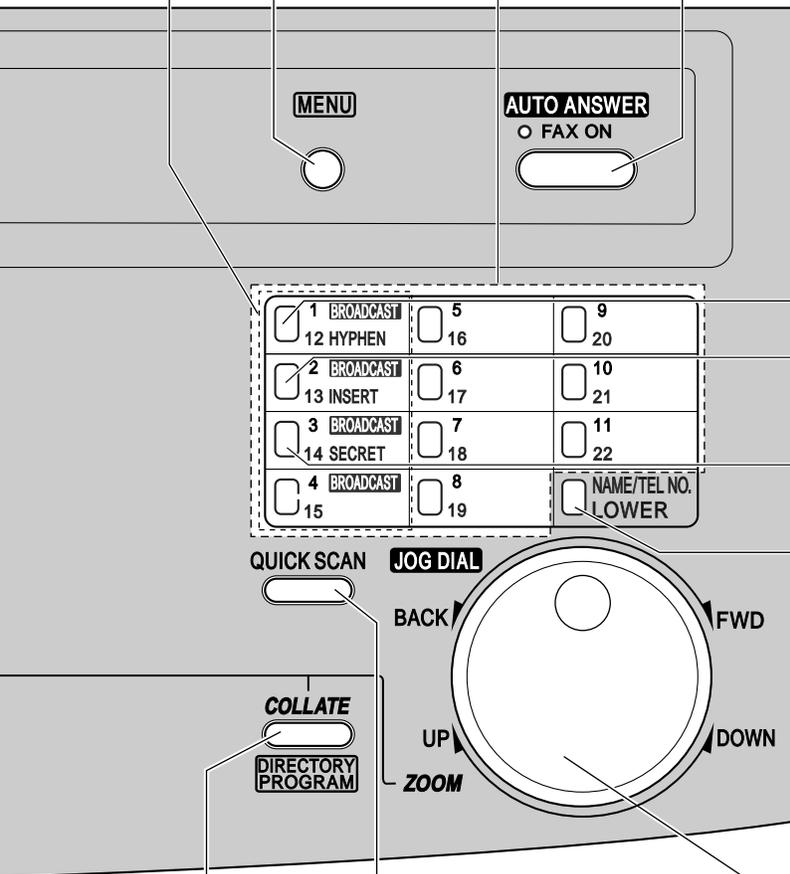


For transmission to multiple stations (p. 54–56).

For the One-Touch Dial (p. 37, 38, 44).  
Command keys (p. 31)

To initiate or exit programming.

To turn the AUTO ANSWER mode on/off (p. 60).



To insert a hyphen (p. 31, 37).

To insert one character or one space (p. 30, 31).

To keep the telephone number secret (p. 37, 39).

To confirm a stored telephone number (p. 41).

To select stations 12–22 for the One-Touch Dial (p. 37, 38, 44).

To scan and store a document into memory, and then transmit or copy the stored document.

To choose “Collated” or “Uncollated” in the copy mode (p. 80).

To store or edit names and telephone numbers (p. 37, 39, 40, 54).

To search for a stored name (p. 41, 45).

To select characters during programming (p. 31).

To select the basic features during programming (p. 153).

To select an enlargement/reduction rate in the copy mode (p. 80, 81).

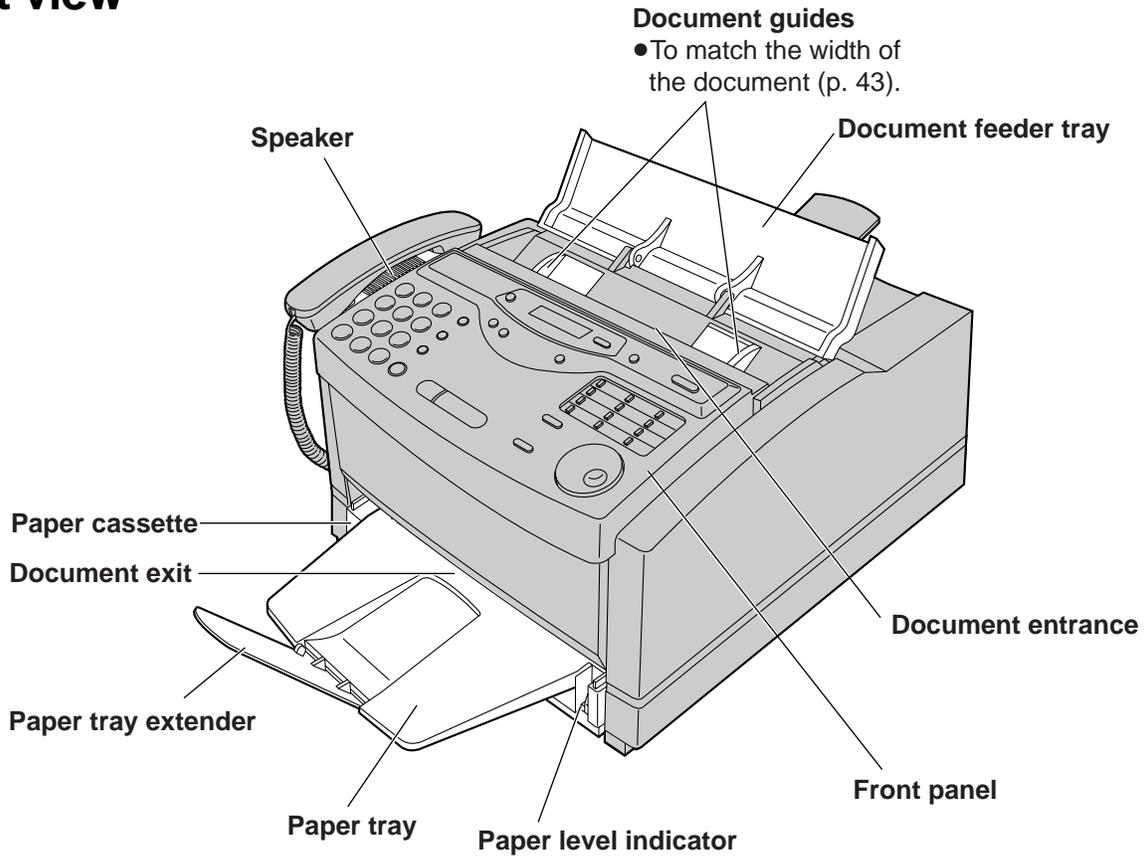
# Finding the Controls

## Overview

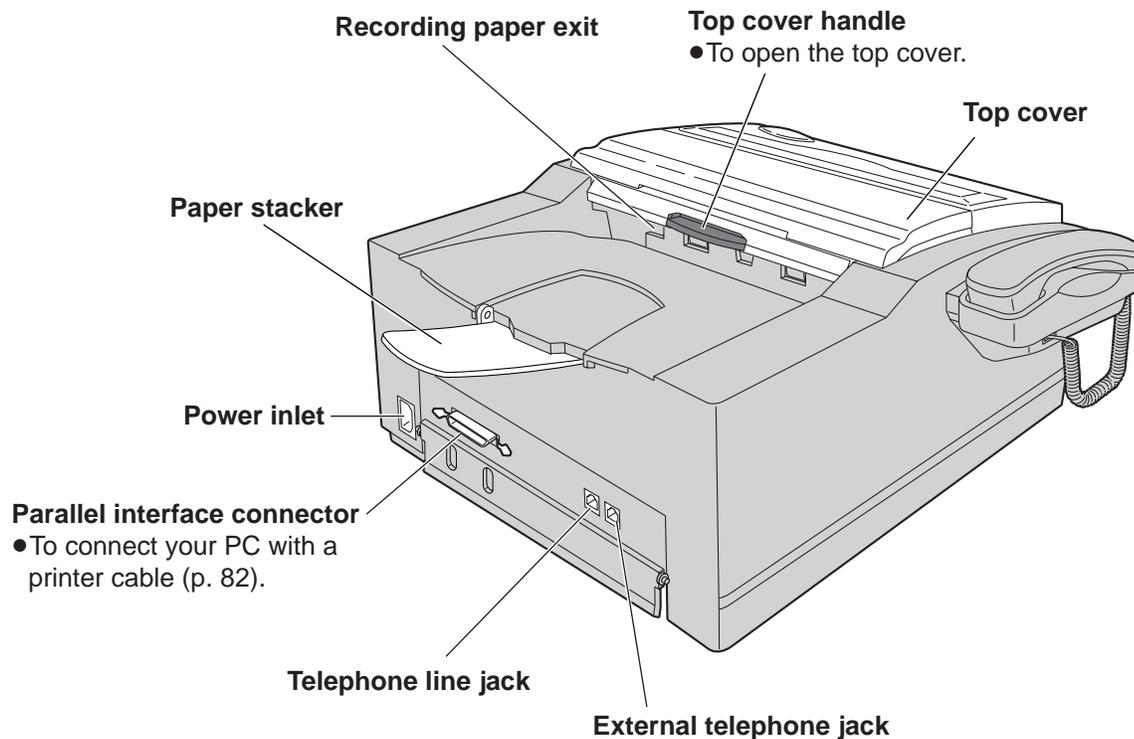
---

---

### Front view

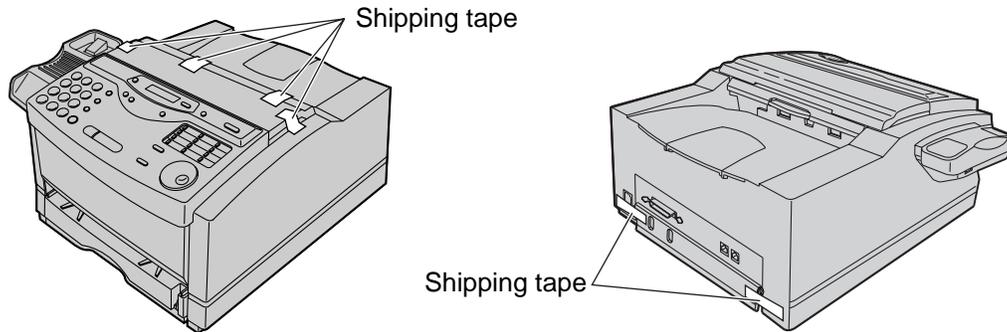


### Rear view



## Before installation

Remove the shipping tape.



## Toner cartridge and drum unit

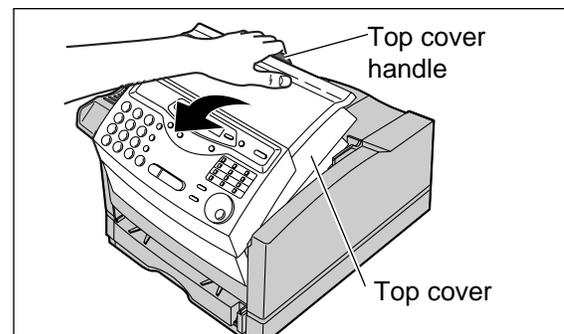
### Caution:

- If ingestion of toner occurs, drink several glasses of water to dilute stomach contents, and seek immediate medical treatment. If toner comes into contact with eyes, flush thoroughly with water, and seek medical treatment. If toner comes into contact with skin, wash thoroughly with soap and water.
- Do not put up the toner cartridge.
- Do not open the protection bag until you have read the following instructions and are ready to install the drum unit. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
  - Do not expose the drum unit to light for more than 5 minutes.
  - Do not touch or scratch the green drum surface.
  - Do not place the drum unit near dust or dirt.
  - Do not place the drum unit in a high humidity area.
  - Do not expose the drum unit to direct sunlight.

### Important:

- Keep the protection materials in case the fax machine must be repacked and transported.

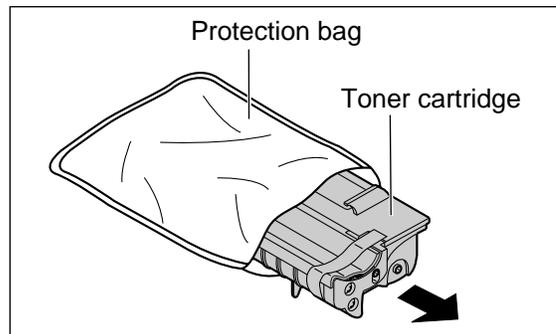
- 1 Pull the top cover handle forward and open the top cover.



(continued)

# Setup

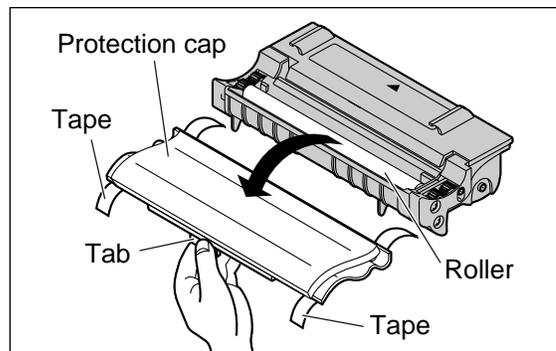
- 2** Open the protection bag by cutting the end of the bag and remove the toner cartridge.



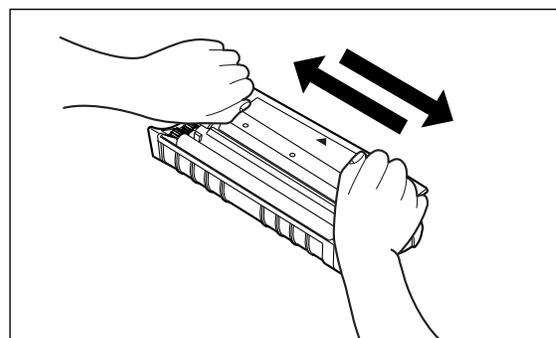
- 3** Remove the tape and remove the protection cap by holding the tab.

**Caution:**

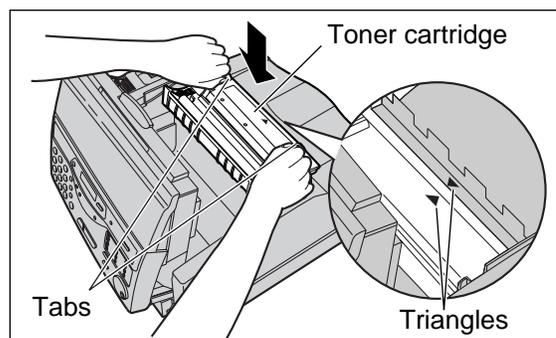
- Do not touch the roller.
- Do not put up the toner cartridge.



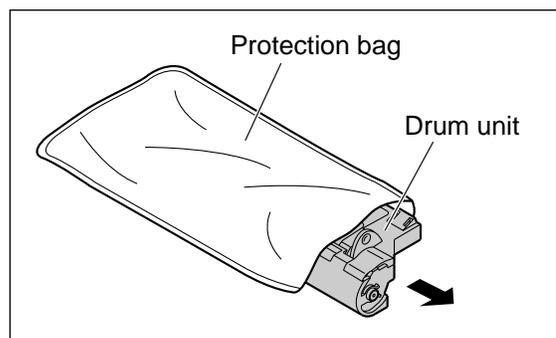
- 4** Rock the toner cartridge from side to side several times carefully.



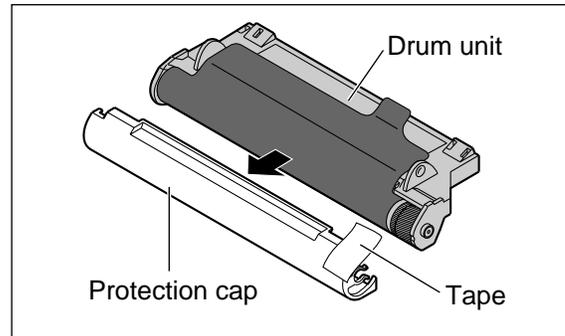
- 5** Install the toner cartridge by holding the two tabs and matching the triangles.



- 6** Open the protection bag by cutting the end of the bag, and remove the drum unit.



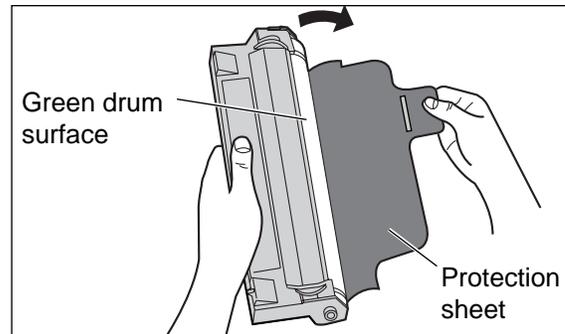
**7** Remove the tape and protection cap.



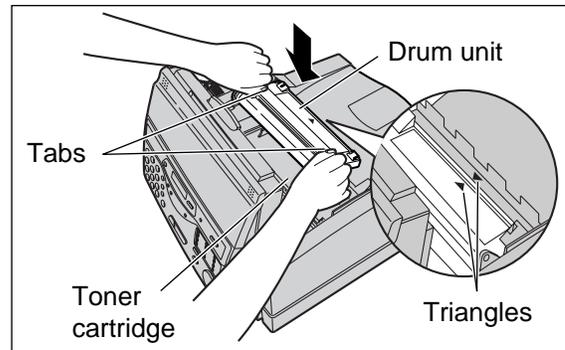
**8** Remove the protection sheet.

**Caution:**

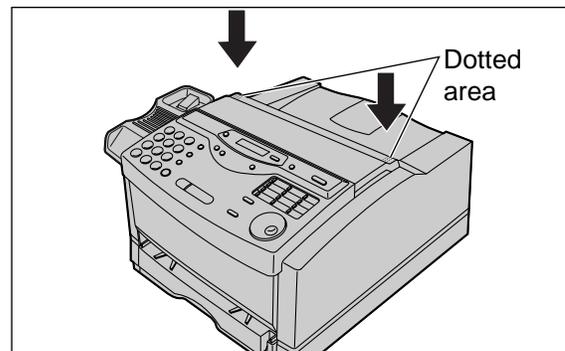
- Do not touch or scratch the green drum surface as this may damage the drum unit.
- Do not expose the drum unit to light for more than 5 minutes as this may damage the drum unit.



**9** Install the drum unit on the toner cartridge by holding the two tabs and matching the triangles.



**10** Close the top cover securely by pushing down on the dotted area at both ends.

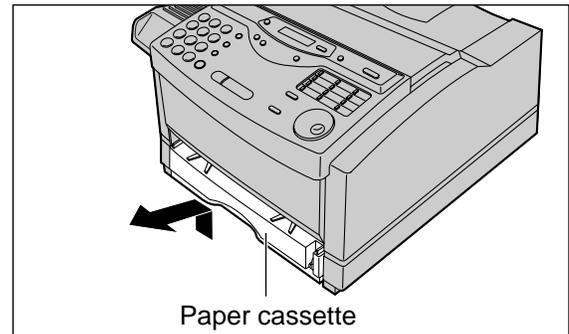


## Recording paper

You can load letter or legal size paper in the paper cassette. The paper cassette can hold up to 250 sheets of 75 g/m<sup>2</sup> (20 lb.) paper. You can use 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (16 lb. to 24 lb.) paper.

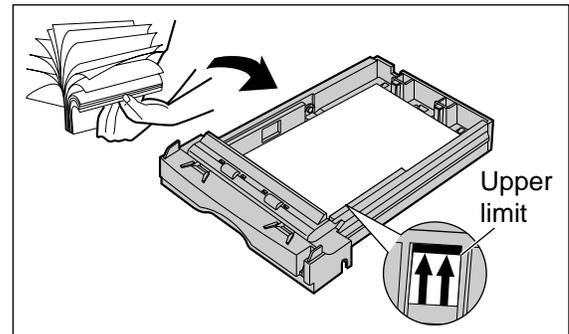
### Loading paper in the paper cassette

- 1 Lift the paper cassette up slightly and pull it out of the unit.

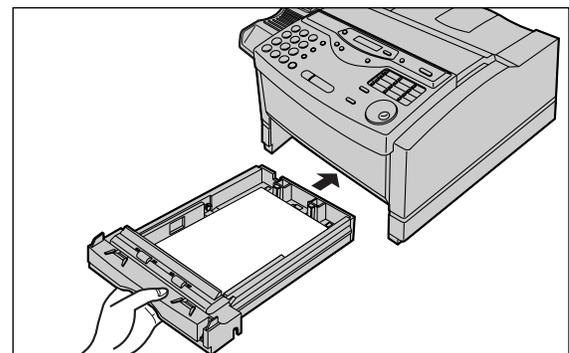


- 2 Fan the stack of paper to prevent a paper jam and place the paper into the paper cassette.

- Put the side to be printed face up.
- The height of the stack of paper should not exceed the upper limit on the paper cassette, or the paper may jam or multi-feed.
- When using legal size paper, see next page.



- 3 Insert the paper cassette into the unit until it clicks into place.

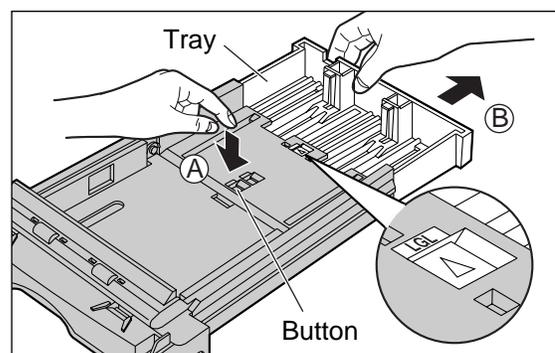


#### Note:

- Do not use different types or thicknesses of paper in the paper cassette at the same time. This may cause a paper jam.
- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers, or a paper jam may occur.

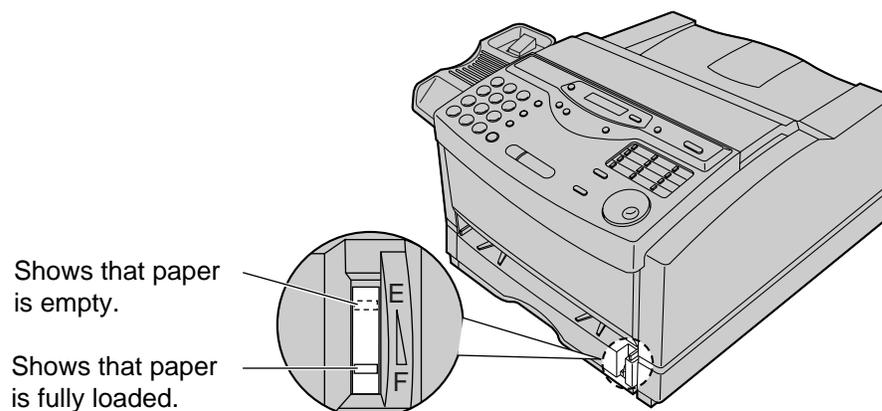
## Using legal size paper

Press and hold the button on the paper cassette to release the tray (A), and slide the tray so that "LGL" on the tray aligns with "◁" on the cassette and lock into place (B).



## Checking the amount of remaining recording paper

You can see the amount of remaining paper without removing the paper cassette.



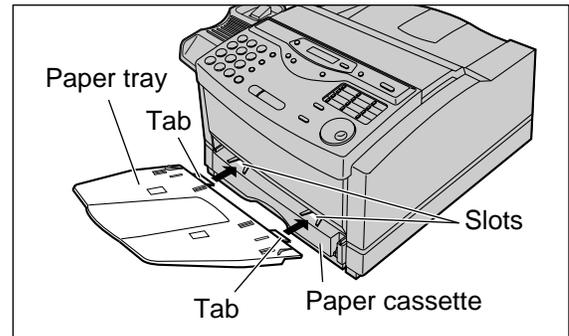
## Types of paper to avoid

- Extremely smooth or shiny paper or paper that is highly textured
- Coated papers
- Letterhead imprinted with low temperature or thermography. These materials may transfer onto the fusing roller and cause damage. Any pre-printed paper should use inks compatible with 200 °C (392 °F) for 0.1 second.
- Damaged or wrinkled paper, or paper with irregularities such as tabs, staples, etc.
- Multipart forms or carbonless paper
- Paper with a cotton and/or fiber content over 25 %
- Ink jet paper (It may transfer onto the fuser roller and cause damage.)

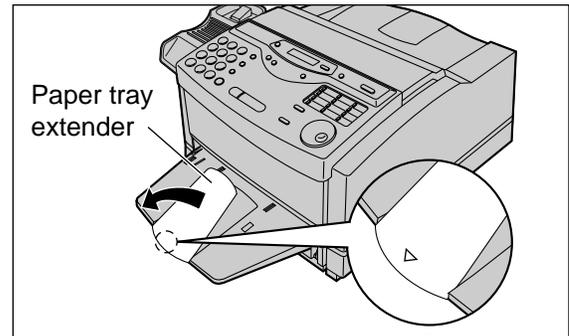
# Setup

## Paper tray

- 1 Insert the two tabs of the paper tray into the slots on the paper cassette.

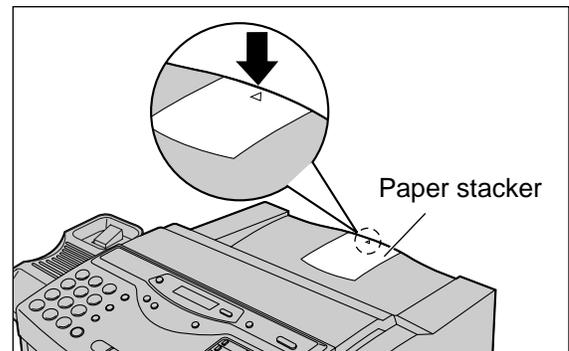


- 2 Open the paper tray extender by pressing "▽" marked area.

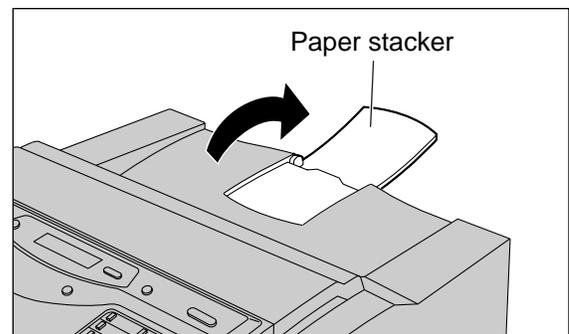


## Paper stacker

- 1 Press "▽" marked area on the paper stacker.

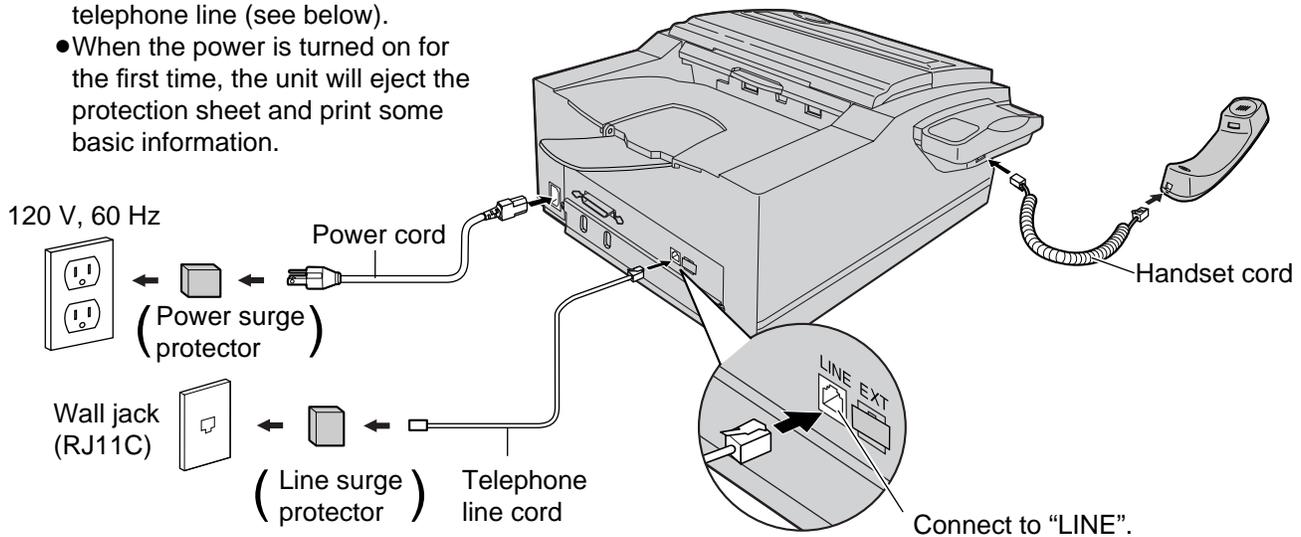


- 2 Open the paper stacker.



# Connections

- 1 Connect the handset cord.
- 2 Connect the telephone line cord.
- 3 Connect the power cord.
  - The unit will automatically start to detect the dialing mode of your telephone line (see below).
  - When the power is turned on for the first time, the unit will eject the protection sheet and print some basic information.



## Note:

- For additional equipment protection, we recommend the use of a surge protector. The following types are available; TELESPIKE BLOK MODEL TSB (TRIPPE MFG. CO.), SPIKE BLOK MODEL SK6-0 (TRIPPE MFG. CO.), SUPER MAX (PANAMAX) or MP1 (ITW LINX).  
The warranty does not cover damage due to power line surges or lightning.
- When you operate this product, the power outlet should be near the product and easily accessible.
- If you want to connect a personal computer to the unit, see page 82.
- If you want to connect an answering machine to the unit, see page 65.

## Automatic dialing mode setting

When the telephone line cord and the power cord are connected, the unit will automatically start to detect the dialing mode of your telephone line.

Display: CHECKING LINE

Wait until one of the following messages is displayed.

LINE IS TONE      Your line has touch tone service.

LINE IS PULSE      Your line has rotary pulse dial service.

- If the power cord is disconnected or a power failure occurs, the unit will detect the dialing mode again when power is restored.
- If you connect the power cord before connecting the telephone line cord, the following messages will be shown alternately.

NO TEL LINE      ↔      INSERT TEL LINE

Connect the telephone line cord.

## Recording paper size

Set the size of recording paper you load in the paper cassette.  
This setting is used when the unit determines the reduction rate for incoming faxes.

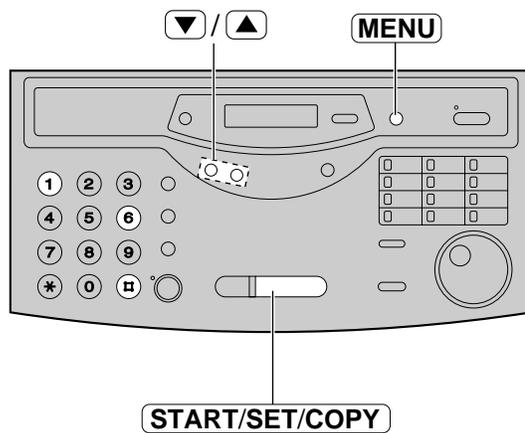
The following choices are available.

**LETTER:** 216 mm × 279 mm (8½" × 11")

**A4:** 210 mm × 297 mm (May not be available in the United States.)

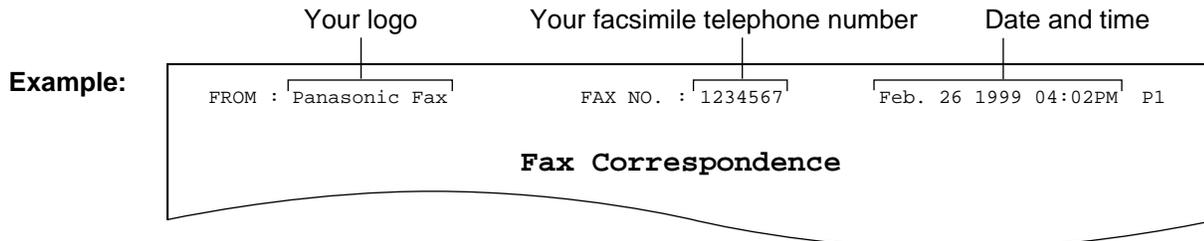
**LEGAL:** 216 mm × 356 mm (8½" × 14")

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **1****6**.  
PAPER SIZE
- 3 Press **START/SET/COPY**.  
=LETTER ▼▲
- 4 Press ▼ or ▲ to select the size of paper you load.
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



# Date and time, your logo and facsimile telephone number

You should program the date and time, your logo and facsimile telephone number. This information will be printed on each page transmitted from your unit, fulfilling the requirements of the Telephone Protection Act of 1991.



## Setting the date and time

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

**2** Press **#**, then **01**.  
SET DATE & TIME

**3** Press **START/SET/COPY**.  
M: 01 / D: 01 / Y: 99  
Cursor

**4** Enter the correct month/day/year by selecting each 2 digits using the dial keypad.  
**Example:** Aug. 10, 1999  
Press **08 10 99**.

M: 08 / D: 10 / Y: 99

**5** Press **START/SET/COPY**.  
TIME: 12:00AM

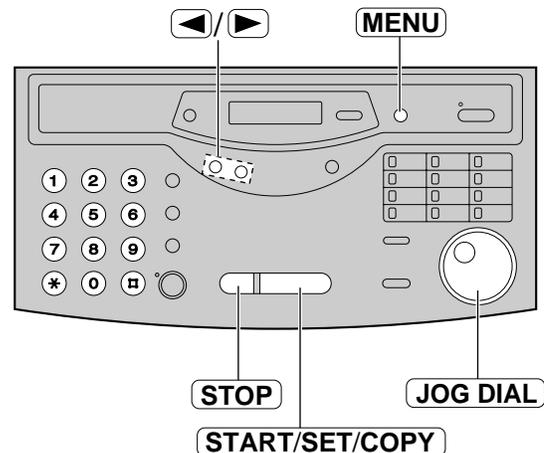
**6** Enter the correct hour/minute by selecting each 2 digits using the dial keypad.  
Press **\*** to select "AM" or "PM".  
**Example:** 3:15PM  
1. Press **03 15**.

TIME: 03:15AM

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

**7** Press **START/SET/COPY**.  
SETUP ITEM [ ]

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



### Note:

- To enter the year 2000 in step 4, press **00** for the correct year.
- You can enter the number by rotating **JOG DIAL** in steps 4 and 6. In this case, press **▶** to move the cursor.
- The accuracy of the clock is approximately  $\pm 60$  seconds a month.

### To correct a mistake

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

# Setup

## Setting your logo

The logo can be your company, division or name.

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

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

**3** Press **START/SET/COPY**.  
LOGO=

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

**Example:** Bill

1. Press **2** twice.

LOGO=B  
Cursor

2. Press **4** six times.

LOGO=Bi

3. Press **5** six times.

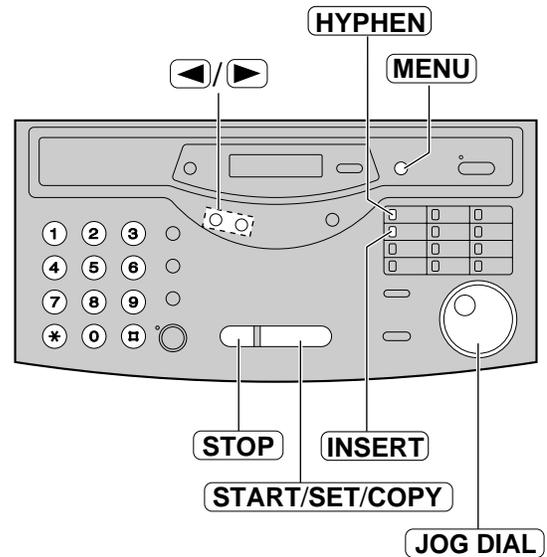
LOGO=Bi

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

LOGO=Bill

**5** Press **START/SET/COPY**.  
SETUP ITEM [ ]

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



**Note:**

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

### To correct a mistake

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

### To delete a character

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

### To insert a character

1. Press **◀** or **▶** to move the cursor to the right of where you want to insert the character.
2. Press **INSERT** (One-Touch Dial key 2) to insert a space and enter the character.

## To select characters with the dial keypad

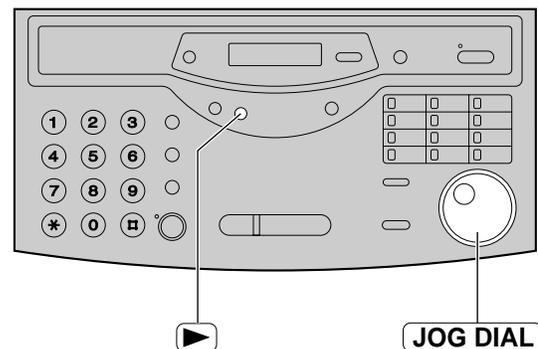
Pressing the dial keys will select a character as shown below.

Keys	Characters
①	1 [ ] { } + - / = , . _ ` : ; ?
②	A B C a b c 2
③	D E F d e f 3
④	G H I g h i 4
⑤	J K L j k l 5
⑥	M N O m n o 6
⑦	P Q R S p q r s 7
⑧	T U V t u v 8
⑨	W X Y Z w x y z 9
⑩	0 ( ) < > ! " # \$ % & ¥ * @ ^ ' →
 <sup>1</sup>	<b>HYPHEN</b> key (To insert a hyphen.)
 <sup>2</sup>	<b>INSERT</b> key (To insert one character or one space.)
<b>STOP</b>	<b>Delete</b> key (To delete a character.)
	◀ key (To move the cursor to the left.)
	▶ key (To move the cursor to the right.) To enter another character using the same number key, move the cursor to the next space.

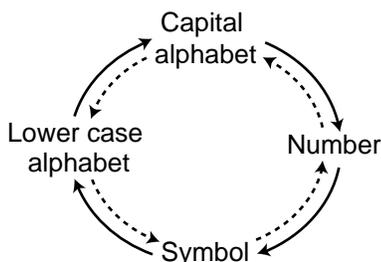
## To select characters using the JOG DIAL

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

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



### Display order of characters

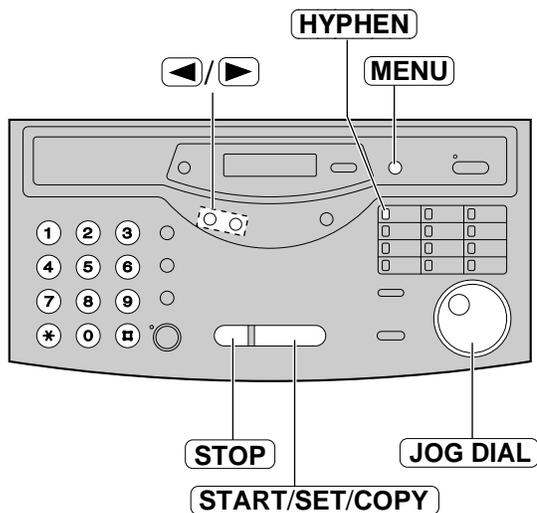


- : Rotating to the right
- : Rotating to the left

# Setup

## Setting your facsimile telephone number

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **03**.  
YOUR FAX NO.
- 3 Press **START/SET/COPY**.  
NO. =
- 4 Enter your facsimile telephone number up to 20 digits using the dial keypad.  
Example: NO. =1234567
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



### Note:

- You can enter your facsimile telephone number by rotating **JOG DIAL**. If using **JOG DIAL**, press **▶** to move the cursor.
- The **\*** button replaces the digit with a "+" and the **#** button replaces it with a space.  
**Example** (using the dial keypad): +234 5678  
Press **\*234#5678**.
- To enter a hyphen in a telephone number, press **HYPHEN** (One-Touch Dial key 1).

### To correct a mistake

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

### To delete a number

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

## Adjusting volumes

### Ringer volume

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

While the unit is idle, press ▼ or ▲.

■ **To turn the ringer off:**

1. Press ▼ repeatedly until the following message is displayed.

Display: RINGER OFF= OK?



YES: PRESS SET

2. Press **START/SET/COPY**.

- To turn the ringer back on, press ▲.

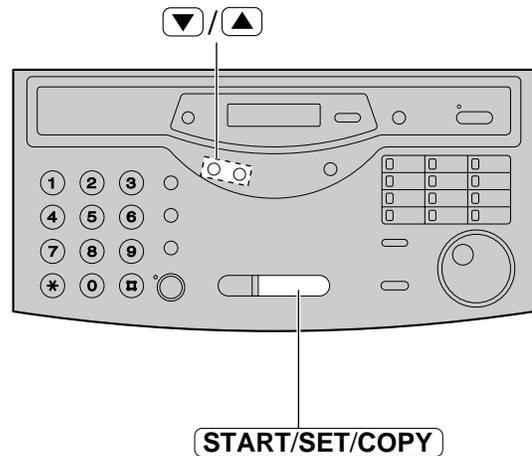
■ **While the ringer volume is set to off:**

The display will show the following message.

RINGER OFF

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

INCOMING CALL



### Handset receiver volume

5 levels (high to low) are available.

While using the handset, press ▼ or ▲.

### Monitor volume

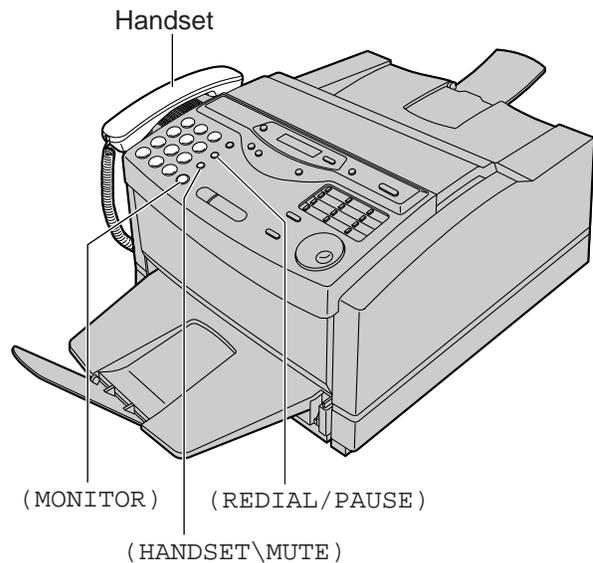
8 levels (high to low) are available.

While using the monitor, press ▼ or ▲.

# Making and Answering Calls

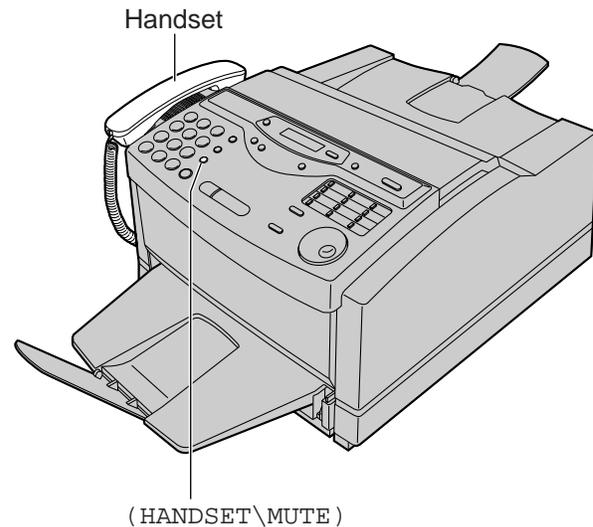
## Voice calls - making

- 1 Press **MONITOR** or lift the handset.  
Display:
- 2 Dial the telephone number.  
Example: 
  - If you misdial, hang up and dial again.
- 3 When the other party answers, talk into the handset.
- 4 When finished talking, replace the handset.



## Voice calls - answering

- 1 When the unit rings, lift the handset.
- 2 When finished talking, replace the handset.



### To redial the last number

1. Press **MONITOR** or lift the handset.
2. Press **REDIAL/PAUSE**.
3. When the other party answers, talk into the handset.

### To mute your voice to the other party

1. Press **HANDSET MUTE** during a telephone conversation using the handset.

Display:

- The other party cannot hear you, but you can hear them.
2. To resume the conversation, press **HANDSET MUTE** again.

## TONE, FLASH and PAUSE buttons

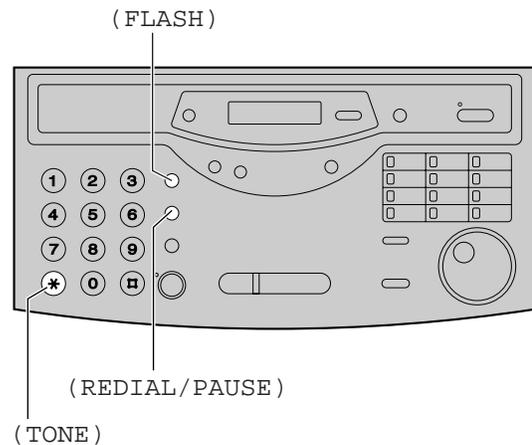
### TONE button

The **(TONE)** (\*) button is used for rotary pulse dial services and allows you to temporarily change from the pulse to tone mode during a dialing operation. When you hang up, the unit will automatically return to the pulse mode.

### FLASH button

The **(FLASH)** button functions as the hookswitch on a regular telephone. If you misdial a telephone number, press the **(FLASH)** button firmly.

The **(FLASH)** button also allows you to use special features of a host exchange (if connected) or local telephone company services such as call waiting. For further details, contact your host exchange supplier or local telephone company.



Telephone

#### Note:

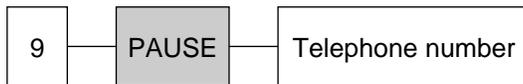
- TONE, FLASH and PAUSE can be stored into a telephone number in the One-Touch Dial and the JOG DIAL directory.

### Entering pauses

When the **(REDIAL/PAUSE)** button is pressed during dialing, a pause will be inserted. Pressing **(REDIAL/PAUSE)** once creates a 5 second pause.

#### Example 1:

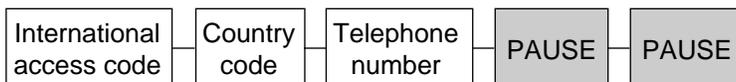
If your unit is connected to a host exchange, insert a pause to get an outside line.



Line access code

#### Example 2:

If a transmission error occurs during an overseas transmission, add two pauses at the end of the telephone number.

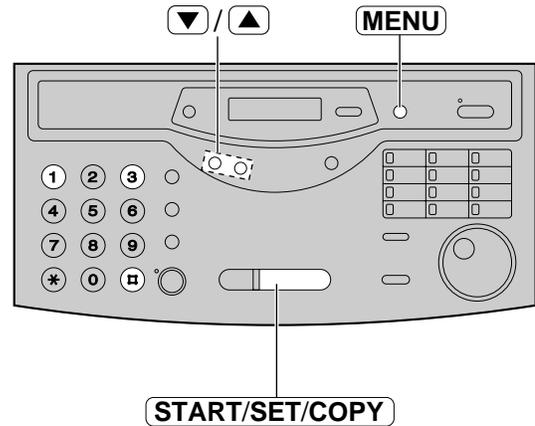


# Making and Answering Calls

## Dialing mode --- --- (touch tone or pulse)

If this feature is set to “AUTO”, the unit will automatically set the dialing mode when it is turned on. If you cannot dial, change the dialing mode setting to “TONE” or “PULSE” by following the instructions below.

- 1** Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2** Press **#**, then **13**.  
DIALING MODE
- 3** Press **START/SET/COPY**.  
MODE=AUTO ▼▲
- 4** Press ▼ or ▲ to select the desired setting.
- 5** Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6** Press **MENU**.



## Storing names and telephone numbers in the One-Touch Dial

The unit's memory allows you to use the One-Touch Dial for rapid access to your most frequently dialed numbers. 22 stations are available.

- One-Touch Dial keys 1 to 4 can be used as One-Touch Dial keys (DIAL MODE) or as broadcast keys (BROADCAST). These functions cannot be used at the same time. For the broadcast function, see pages 54 to 56.

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

Display:

↑

**2** For stations 1–4  
Press one of the One-Touch Dial keys.  
Select the following by pressing **▼**.

▼▲

Press **START/SET/COPY** to go to the next prompt.

**For stations 5–11**  
Press one of the One-Touch Dial keys.

**For stations 12–22**  
Press **LOWER**, then press one of the One-Touch Dial keys.

**3** Enter the station name, up to 10 characters, following the instructions on page 31.

Example:

**4** Press **START/SET/COPY**.

Example:

**5** Enter the telephone number up to 30 digits.  
• If you want to enter a hyphen, press **(HYPHEN)** (One-Touch Dial key 1).

Example:

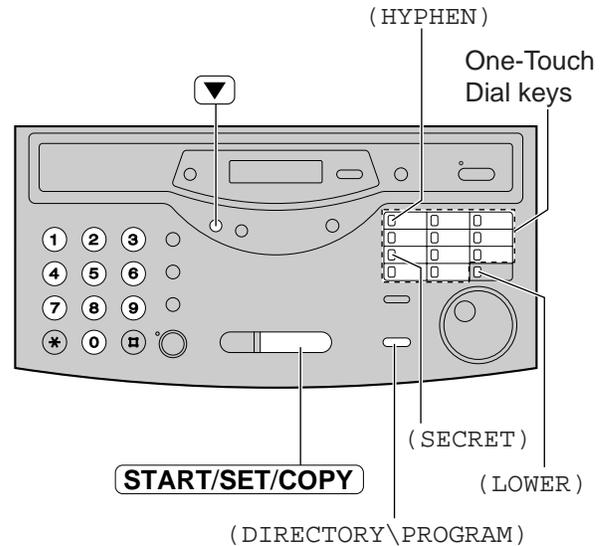
**6** Press **START/SET/COPY**.

↓

↑

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

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



### Helpful hint:

- You can confirm the stored items on the display (p. 41), or on the telephone number list (p. 123).

### Note:

- A hyphen entered in a telephone number is counted as two digits.

## To keep a telephone number secret

Press **(SECRET)** (One-Touch Dial key 3) after entering the telephone number in step 5.

- A secret number cannot be viewed if this is set.
- The telephone number will not appear on the telephone number list.
- Pressing **(SECRET)** does not count as a digit.

## To edit a stored station name and number

Enter the desired name in step 3.  
Enter the desired number in step 5.  
To erase a stored station name and number, see page 40.

# One-Touch Dial

## Making a voice call using the One-Touch Dial

Before using this feature, program the desired names and telephone numbers into the One-Touch Dial (p. 37).

- 1** Press **MONITOR** or lift the handset.

Display:

- Confirm that there are no documents in the document feeder tray.

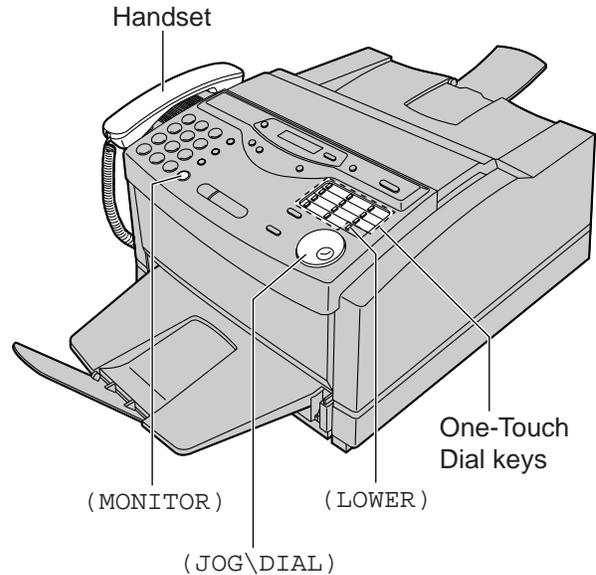
- 2** For stations 1–11  
Press the desired One-Touch Dial key.

For stations 12–22  
Press **LOWER**, then press the desired One-Touch Dial key.

Example:

- 3** When the other party answers, talk into the handset.

- 4** When finished talking, replace the handset.



### Helpful hints:

- You can confirm the stored items on the display (p. 41), or on the telephone number list (p. 123).
- You can use the JOG DIAL directory to select the station name instead of using the One-Touch Dial keys. Rotate **JOG DIAL** until the desired name is displayed, then press **MONITOR** or lift the handset.

## Storing names and telephone numbers in the JOG DIAL directory

For rapid access to frequently dialed numbers, the unit also provides a JOG DIAL directory (100 stations) in addition to the One-Touch Dial. For your convenience, the following 2 stations have been pre-programmed in the JOG DIAL directory.

**HELP-FAX (1-800-435-7329):** If you cannot correct a problem after trying the help function (p. 17), call using this station (p. 41).

**IQ-FAX-CS (IQ-FAX Customer Service Center) (1-888-332-9728):** If you have a problem with IQ-FAX, call using this station (p. 41).

If you do not need the above stations, you can edit or erase them (p. 40).

**1** Press **DIRECTORY PROGRAM**.  
 Display:

↓

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

**3** Enter the name, up to 10 characters, following the instructions on page 31.

Example:

**4** Press **START/SET/COPY**.

**5** Enter the telephone number, up to 30 digits.  
 •To enter a hyphen in a telephone number, press **HYPHEN** (One-Touch Dial key 1).

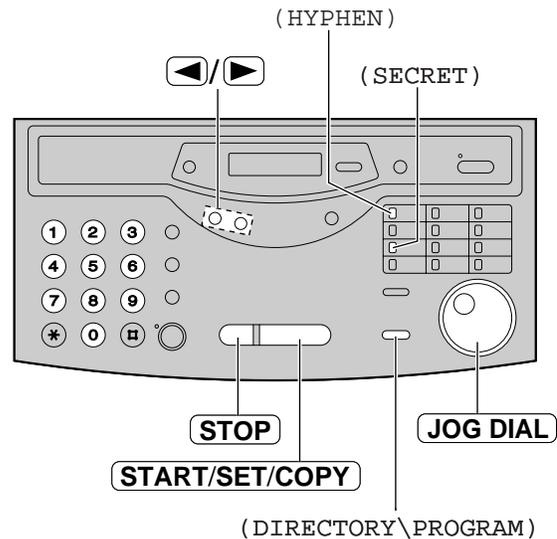
Example:

**6** Press **START/SET/COPY**.

↓

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

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



**Note:**

- You can confirm the stored items on the display (p. 41), or on the telephone number list (p. 123).
- You can store items during a telephone conversation.
- When the following message is displayed in step 6, you can only store 5 more items.  
 Display:
- If the unit shows "JOG-DIAL FULL" in step 1, there is no space to store new stations. Edit or erase unnecessary stations (p. 40).
- A hyphen entered in a telephone number is counted as two digits.

### To correct a mistake

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

### To delete a character or number

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

### To keep a telephone number secret

Press **SECRET** (One-Touch Dial key 3) after entering the telephone number in step 5.

- A secret number cannot be viewed if this is set.
- The telephone number will not appear on the telephone number list.
- Pressing **SECRET** does not count as a digit.

# JOG DIAL

## Editing a stored name and number

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

Example:

- 2 Press **DIRECTORY PROGRAM**.

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

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

- 4 Edit the name by following the instructions on page 31.

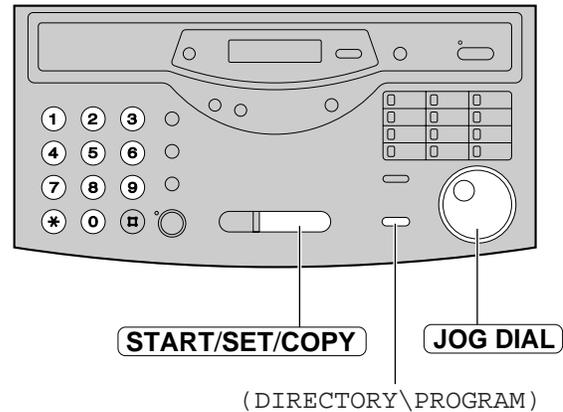
- 5 Press **START/SET/COPY**.

Example:

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

- 6 Edit the telephone number. For further details, see page 39.

- 7 Press **START/SET/COPY**.



## Erasing a stored name and number

You can erase a name and number stored in the One-Touch Dial and JOG DIAL directory.

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

Example:

- 2 Press **DIRECTORY PROGRAM**.

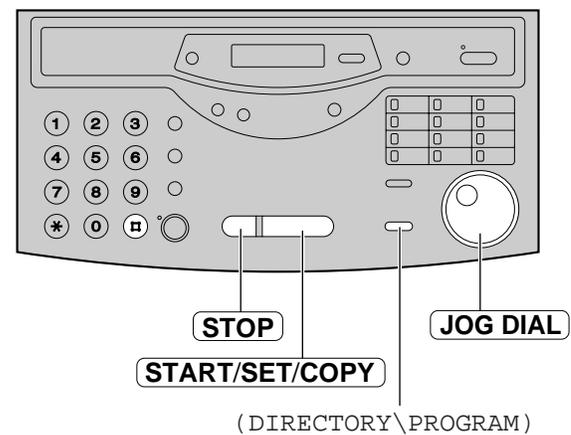
- 3 Press **#** to select "DELETE".



- If you do not want to erase the item, press **STOP**.

- 4 Press **START/SET/COPY**.

- The stored name and number are deleted.



## Making a voice call using the JOG DIAL directory

Before using this feature, program the desired names and telephone numbers into the directory (p. 39).

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

Example:

- 2 Press **MONITOR** or lift the handset.

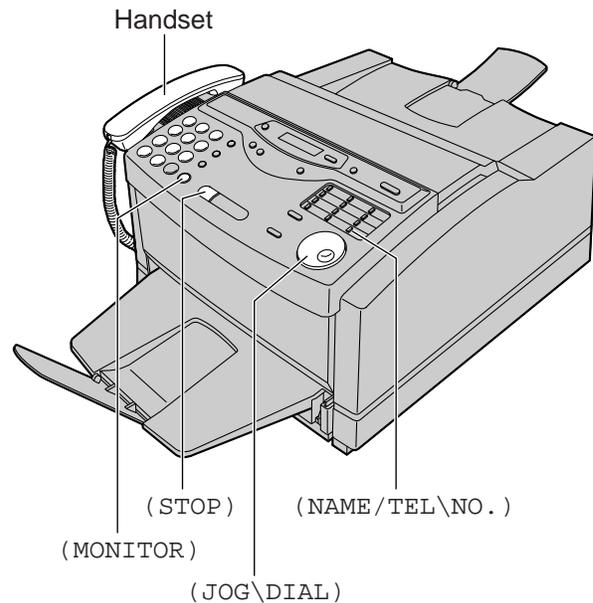
- The unit will start dialing automatically.

- 3 When the other party answers, talk into the handset.

- 4 When finished talking, replace the handset.

### Helpful hint:

- You can confirm the stored items on the display (see below) or on the telephone number list (p. 123).



Telephone

### Note:

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

## To confirm the stored items on the display

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

Example:

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

- To stop the operation, press **STOP**.

3. Press **MONITOR** or lift the handset, and the unit will automatically dial the number.

## To search for a name by initial

**Example:** If you want to search for the name "Lisa"

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

Example:

2. Press **5** repeatedly until any name with the initial "L" is displayed (see the character table on page 31).

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

- To stop the operation, press **STOP**.

4. Press **MONITOR** or lift the handset.
  - The unit will automatically dial the number.

### Note:

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

# Voice Contact

## Talking to the caller after fax transmission or reception

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You can have a conversation with the same call after a fax message is completed. This will save the added expense and time of making another call.

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

### Initiating voice contact

- 1 Press **MONITOR** while transmitting or receiving documents.

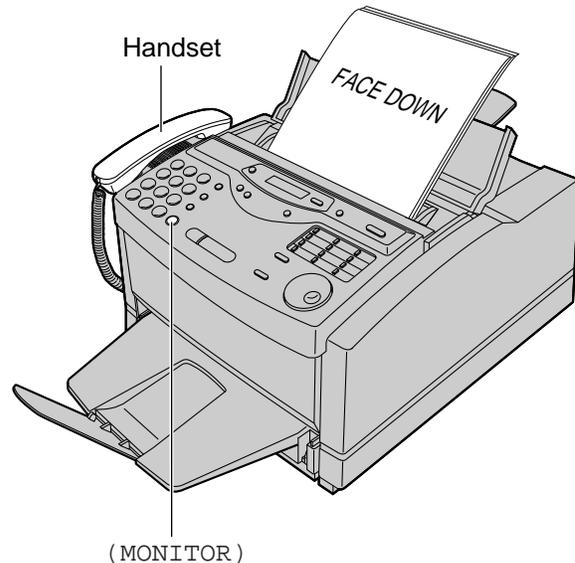
Display: VOICE STANDBY

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

- 2 Lift the handset to start talking.

**Note:**

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

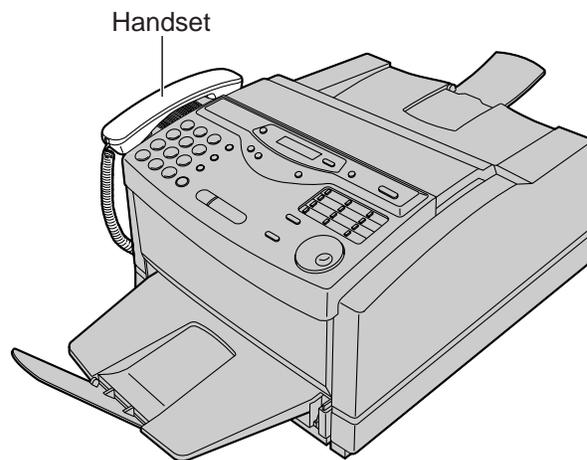


### Receiving a request for voice contact

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

Display: PLEASE PICK UP

- 2 Lift the handset within 10 seconds of the distinctive ring to start talking.



## Sending a fax manually

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

Display: STANDARD

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

- 5 Press **MONITOR** or lift the handset. (This step is optional. See note.)

TEL=

- 6 Dial the fax number.

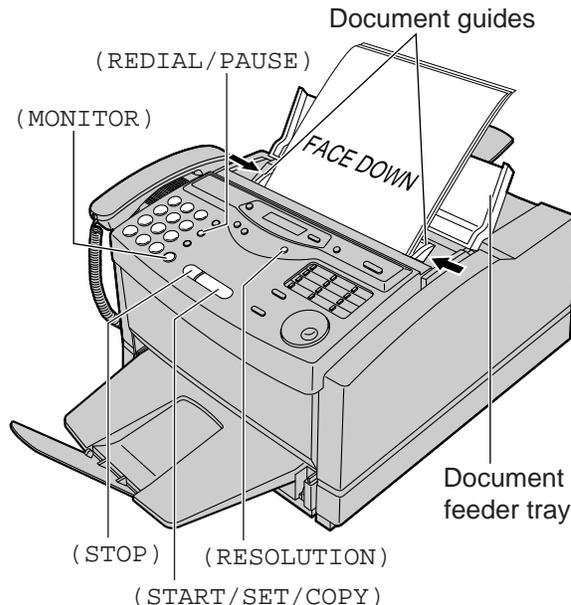
Example: TEL=5678901

- 7 **When a fax tone is heard:**  
Press **START/SET/COPY**, and replace the handset if using it.

OR

**When the other party answers your call:**  
Lift the handset if using the monitor and ask them to press their start button. When a fax tone is heard, press your **START/SET/COPY** and replace the handset.

CONNECTING.....



**Note:**

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.
- **If you cannot send a fax**, confirm the problem by printing a journal report (p. 123) and see page 105 to solve the problem.
- Performing step 5 allows you to identify any possible problems in sending a fax. For the parties with whom you have experienced no problems, you can skip step 5. Dial the fax number and press **START/SET/COPY**.
- If the other party's fax number is written on the document, you can enter the number by referring to the document before inserting it.

Fax/Copy

### To feed more than 15 pages at a time

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

### To redial the last number

Press **REDIAL/PAUSE**.

- If the line is busy, the unit will automatically redial the number up to 2 times.
- During redial, the following will be displayed.

Display: WAITING REDIAL

### To stop transmission

Press **STOP**.

To eject the document, press **STOP** again.

### To select the resolution

Select the desired resolution according to the type of document.

- STANDARD:** For printed or typewritten originals with normal-sized characters.
- FINE:** For originals with small printing.
- SUPER FINE:** For originals with minute printing.
- HALF TONE:** For originals containing photographs, shaded drawings, etc.

- Using the fine, super fine or half tone setting will increase the transmission time.
- If the resolution setting is changed during feeding, it will be effective from the next sheet.
- The super fine resolution only works with other compatible fax machines.

# Sending Faxes

## Sending a fax using the One-Touch Dial

Before using this feature, program the desired names and telephone numbers into the One-Touch Dial (p. 37).

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

Display: STANDARD

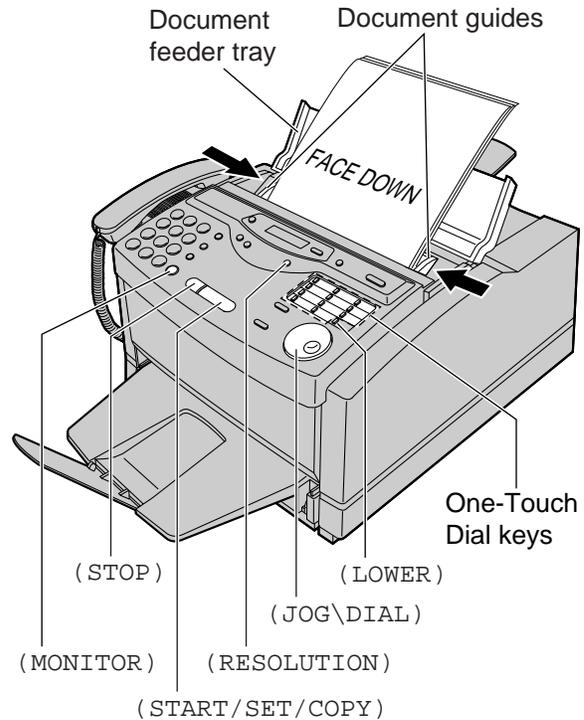
- 4 If necessary, press **RESOLUTION** repeatedly to select the desired setting (p. 43).
- 5 **For stations 1–11**  
Press the desired One-Touch Dial key.

### For stations 12–22

Press **LOWER**, then press the desired One-Touch Dial key.

Example: FAX=<John>  
↓  
CONNECTING.....

- The unit will start transmission.



### Helpful hints:

- You can confirm the stored items on the display (p. 41), or on the telephone number list (p. 123).
- You can use the JOG DIAL directory to select the station name instead of using the One-Touch Dial keys. Rotate **JOG DIAL** until the desired name is displayed, then press **START/SET/COPY**.
- The connecting tone will be heard during dialing to tell you the status of the other party's machine (p. 59).

### Note:

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.

## Fax auto redial

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

- This feature is also available for;  
—sending faxes using the JOG DIAL directory (p. 45), and  
—delayed transmission (p. 52).
- During redial, the following will be displayed.

Display: WAITING REDIAL

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

## If your unit cannot send a fax

Verify that the number dialed is answered by the other party's machine.

1. Press **MONITOR**.
2. **For stations 1–11**  
Press the desired One-Touch Dial key.  
**For stations 12–22**  
Press **LOWER** then press the desired One-Touch Dial key.

## Sending a fax using the JOG DIAL directory

Before using this feature, program the desired names and telephone numbers into the directory (p. 39).

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

Display: STANDARD

- 4** If necessary, press **RESOLUTION** repeatedly to select the desired setting (p. 43).
- 5** Rotate **JOG DIAL** until the desired name is displayed.

Example: Alice

- To confirm the number, press **NAME/TEL NO.**

- 6** Press **START/SET/COPY**.

FAX=<Alice>  
↓  
CONNECTING.....

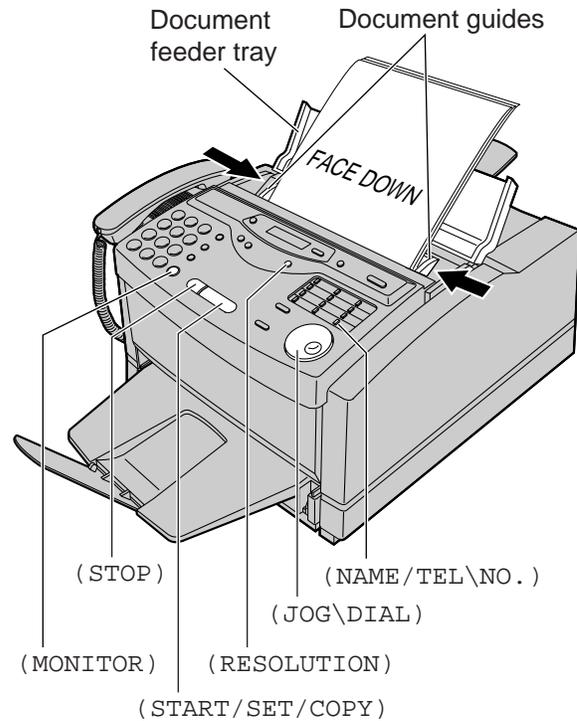
- The unit will start transmission.

### Helpful hints:

- You can confirm the stored items on the display (p. 41) or on the telephone number list (p. 123).
- The connecting tone will be heard during dialing to tell you the status of the other party's machine (p. 59).

### Note:

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.
- If the desired name has not been stored, press **STOP** and dial the number manually.
- For further details about using the JOG DIAL, see page 41.



Fax/Copy

### If your unit cannot send a fax

Verify that the number dialed is answered by the other party's machine.

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

# Sending Faxes

## IQ-FAX

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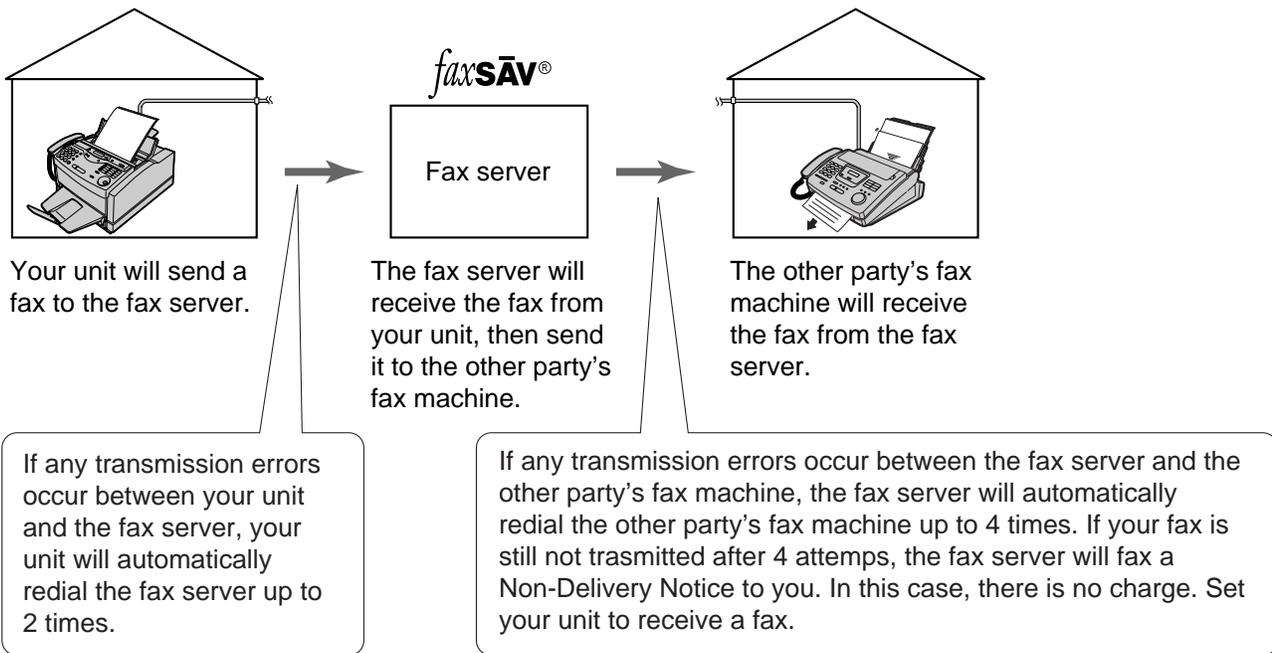
**This feature can only be used by those who apply to the FaxSav service.**

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

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

For more information, contact FaxSav at 1-888-332-9728. This number is pre-programmed in the JOG DIAL directory (p. 39).

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



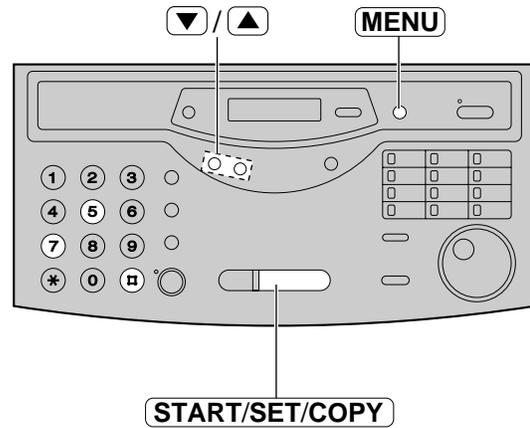
### How to apply for the FaxSav Internet service for your unit

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

## Turning on the IQ-FAX function

Before programming, confirm that your application has been processed by FaxSav.

- 1** Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2** Press **#**, then **7** **5**.  
IQ-FAX
- 3** Press **START/SET/COPY**.  
MODE=OFF ▼▲
- 4** Press ▼ or ▲ to select "ON".  
MODE=ON ▼▲
  - If this feature is not required, select "OFF".
- 5** Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6** Press **MENU**.



# Sending Faxes

## Sending a fax using the Internet

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

Display:

- 4 If necessary, press **RESOLUTION** repeatedly to select the desired setting (p. 43).

- 5 Press **IQ-FAX**.

- 6 Enter the fax number using the dial keypad, the One-Touch Dial or **JOG DIAL**.

- When you use **JOG DIAL**, press **START/SET/COPY** after displaying the desired item.
- You can use the **BROADCAST** keys (p. 54–56).

Example:

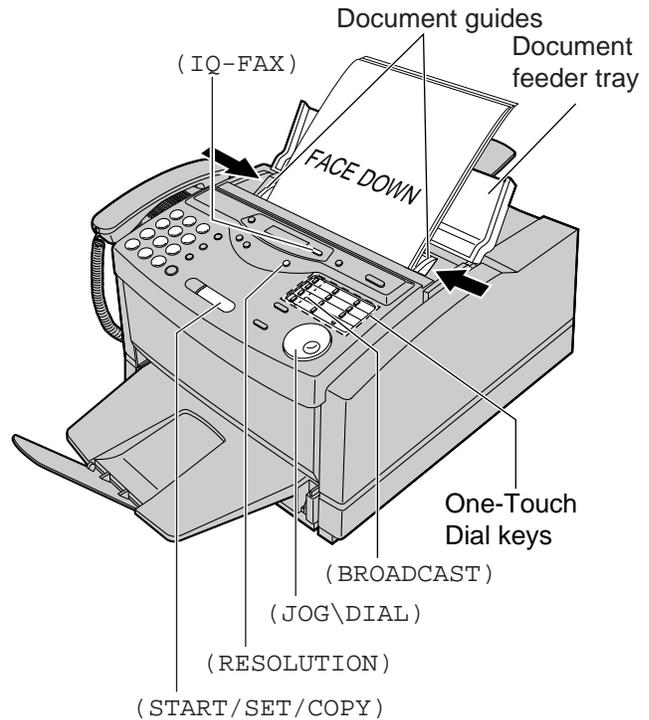
- 7 Press **START/SET/COPY**.



- If the number you dialed is out of the FaxSav network service area, the unit will show the following messages and send the fax directly over the telephone line.



- If “OUT OF NETWORK” is displayed when sending a fax long-distance or internationally using IQ-FAX, contact FaxSav at 1-888-332-9728.



### Note:

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.
- If you send a fax using a PC, this feature cannot be used with the **IQ-FAX** button.

## If you cannot send a fax

Contact FaxSav at 1-888-332-9728.

The FaxSav customer service center may send you a program update. While receiving this update, you will not be able to operate the unit and the following message will be displayed for about 3 minutes.

Display:

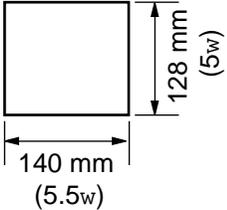
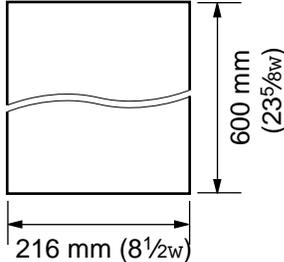
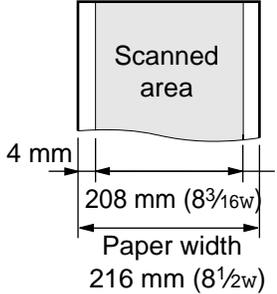
During this time, you will not be able to operate extension telephones.

If a loading error occurs, the unit will display the following message.

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

## Documents you can send

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Minimum size	Maximum size	Effective scanning area	Document weight
 <p>140 mm (5.5w)</p> <p>128 mm (5w)</p>	 <p>216 mm (8<sup>1</sup>/<sub>2</sub>w)</p> <p>600 mm (23<sup>5</sup>/<sub>8</sub>w)</p>	 <p>4 mm</p> <p>Scanned area</p> <p>208 mm (8<sup>3</sup>/<sub>16</sub>w)</p> <p>Paper width 216 mm (8<sup>1</sup>/<sub>2</sub>w)</p>	<p>Single sheet: 45 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (12 lb. to 24 lb.)</p> <p>Multiple sheets: 60 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (16 lb. to 20 lb.)</p>

**Note:**

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

Fax/Copy

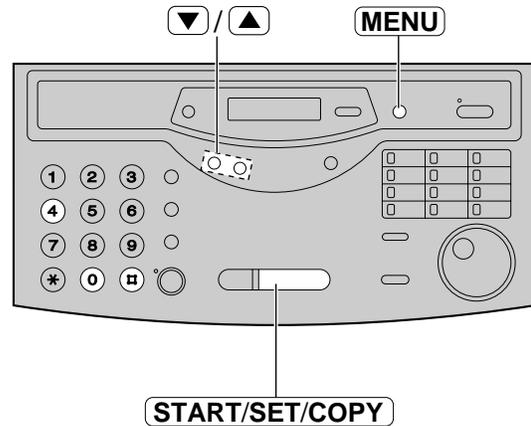
# Sending Faxes

## Sending report for confirmation

The sending report will provide you with a printed record of the fax transmission result. One of the following choices is available.

- ERROR:** The sending report will print out only when fax transmission fails (pre-selected setting).  
**ON:** The sending report will always print out, indicating whether fax transmission is successful or not.  
**OFF:** The sending report will not print.

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **04**.  
SENDING REPORT
- 3 Press **START/SET/COPY**.  
MODE=ERROR ▼▲
- 4 Press ▼ or ▲ to select the desired setting.
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



### Sample of a sending report

SENDING REPORT		Jan. 20 1999 01:19PM					
NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT	*CODE
01	2345678	Jan. 20 01:18PM	00'51	SND	00	COMMUNICATION ERROR	(43)

SND: Sent directly.  
IQ-FAX: Sent to the fax server.

Communication message (p. 105)

Error code (for service personnel use only)

**Note:**

- If your fax is not transmitted to the other party's fax machine when using the FaxSav network, the FaxSav network will send a Non-Delivery Notice to your unit.



# Sending Faxes

## Delayed transmission (sending a fax at a specified time)

Using a built-in clock, this unit can send documents automatically at a specified time. This allows you to take advantage of low-cost calling hours offered by your telephone company. The delayed transmission can be reserved to take place up to 24 hours in advance.

- 1 Insert the document **FACE DOWN** until the unit grabs the document and a single beep is heard.

Display: STANDARD

- 2 Press **MENU**.

1. SYSTEM SET UP

- 3 Press **#**, then **2** **5**.

DELAYED SEND

- 4 Press **START/SET/COPY**.

MODE=OFF ▼▲

- 5 Press ▼ or ▲ to select "ON".

MODE=ON ▼▲

- 6 Press **START/SET/COPY**.

FAX=

- 7 Enter the fax number using the dial keypad, One-Touch Dial or **JOG DIAL**.

- 8 Press **START/SET/COPY**.

TIME=12:00AM

- 9 Enter the transmission start time. Press **\*** to select "AM" or "PM".

**Example** (using the dial keypad): 11:30PM  
Press **1130**, then press **\*** until "PM" is displayed.

TIME=11:30PM

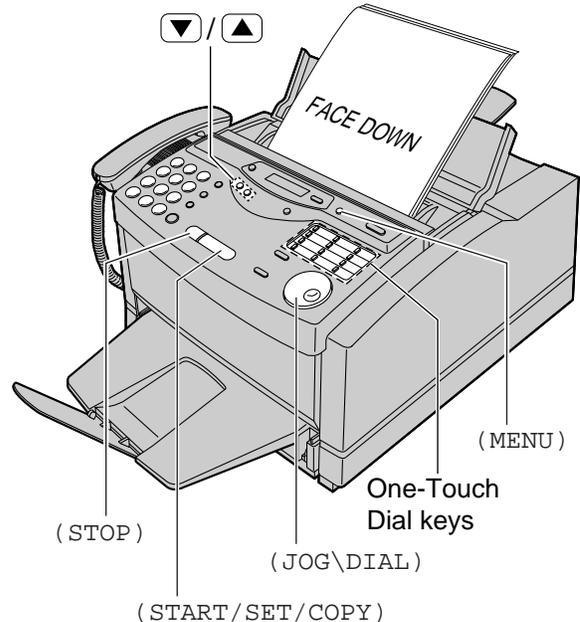
- 10 Press **START/SET/COPY**.

SETUP ITEM [ ]

- 11 Press **MENU**.

SEND AT 11:30PM

- At the programmed time, the unit will automatically start transmission.



### Note:

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.
- You can receive, transmit and copy documents while delayed transmission is set.

### To cancel the delayed transmission setting

1. Press **STOP** while the unit is idle.

Display: SEND CANCELED?



YES: PRESS SET

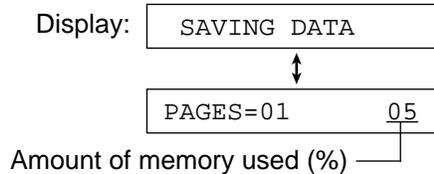
2. Press **START/SET/COPY**.

## From memory

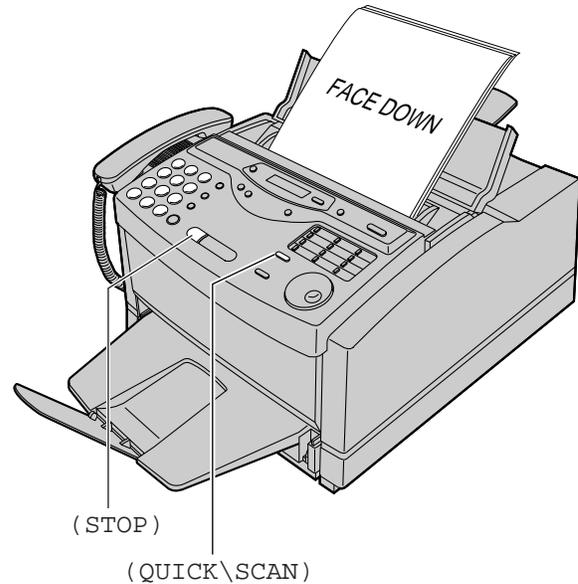
The unit is able to scan and store documents into memory, and then transmit the stored document. The memory capacity is approx. 120 pages based on the CCITT No. 1 Test Chart in standard resolution. For the CCITT No. 1 Test Chart, see page 129.

### Transmitting documents from memory

- 1 Insert the document FACE DOWN.
- 2 Enter the fax number using the dial keypad.
- 3 Press **QUICK SCAN**.
  - The document will be fed into the unit and scanned into memory.
  - The amount of memory used will be shown as a percentage on the display.



- After storing all pages, the unit will transmit the document.



Fax/Copy

#### Note:

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.
- The stored document will be automatically erased after transmission.
- To cancel the memory transmission, press **STOP** while or after scanning the document.
- If you select the fine, super fine or half tone resolution, the number of document that can be sent will decrease.
- If the stored pages exceed the memory capacity, the transmission will be canceled.

# Sending Faxes

## Multiple stations

This feature is useful for sending the same document to selected parties whose telephone numbers are stored in the One-Touch Dial or JOG DIAL directory. You must program the desired parties into one of the BROADCAST keys (One-Touch Dial key 1, 2, 3 or 4).

### Important:

- Before programming, make sure that the desired telephone numbers have been stored in the One-Touch Dial or JOG DIAL directory.
- Each BROADCAST key can be used as a One-Touch Dial key or as a broadcast key. These functions cannot be used at the same time.

## Programming telephone numbers into the BROADCAST keys

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

Display: **PRESS STATION**  
↓  
**OR USE JOG-DIAL**

**2** Press one of the **BROADCAST** keys.

**DIAL MODE** ▼▲

**3** Press ▼ or ▲ to select "BROADCAST".

Example: **BROADCAST 1** ▼▲

**4** Press **START/SET/COPY**.

**DIR=** [ 000 ]

**5** Enter the stations.

### a: Using the One-Touch Dial:

**For stations 1–4**, press the preset One-Touch Dial key which is not used as the **BROADCAST** key.

**For stations 5–11**, press the preset One-Touch Dial key.

**For stations 12–22**, press **LOWER**, then press the preset One-Touch Dial key.

Example: **DIR=Luke** [ 001 ]

### b: Using the JOG DIAL directory:

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

Example: **John** [ 001 ]

Press **START/SET/COPY**.

Example: **DIR=John** [ 002 ]

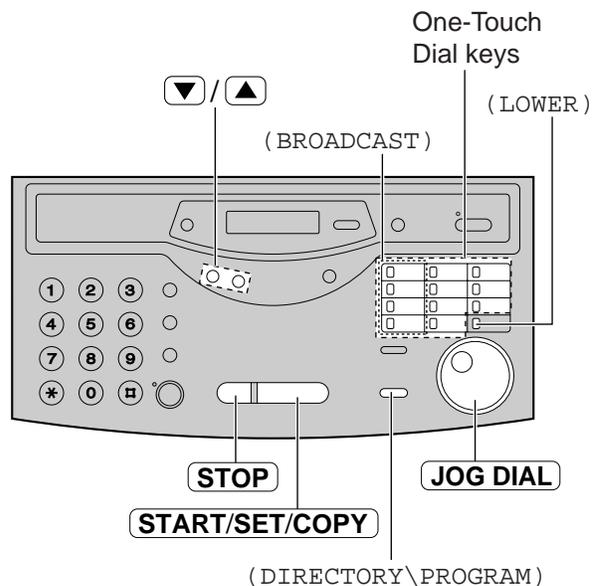
- To enter other stations, repeat this step (up to 20 stations).

**6** Press **START/SET/COPY** after entering all of the desired stations.

**REGISTERED**  
↓  
**PRESS STATION**  
↓  
**OR USE JOG-DIAL**

- To program another BROADCAST key, repeat steps 2 to 6.

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



### Note:

- If you make a mistake while programming, press **STOP**, and make the correction.
- Confirm the stored numbers by printing a broadcast list (p. 123).

## Adding a new name and number

**1** Rotate **JOG DIAL** until the BROADCAST key you want to edit is displayed.

Example: <BROADCAST1>

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

ADD=\* DELETE=#

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

Example: Alex

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

Example: Jack

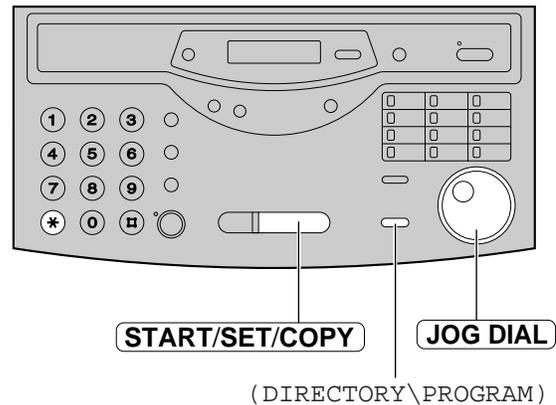
**5** Press **START/SET/COPY**.

REGISTERED  
↓

Example: Mike

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

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



Fax/Copy

## Erasing a stored name and number

**1** Rotate **JOG DIAL** until the BROADCAST key you want to edit is displayed.

Example: <BROADCAST1>

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

ADD=\* DELETE=#

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

•The first name will be shown.

Example: Alex

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

Example: Dick

•If you do not want to erase the item, press **STOP**.

**5** Press **START/SET/COPY**.

DELETE OK?  
↑  
YES: PRESS SET

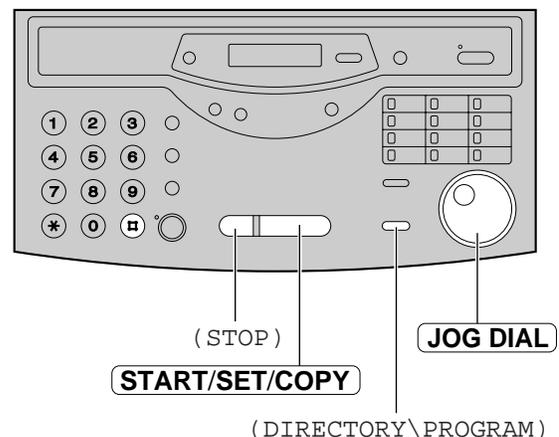
**6** Press **START/SET/COPY**.

DELETED  
↓

Example: Alex

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

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



# Sending Faxes

## Using BROADCAST keys

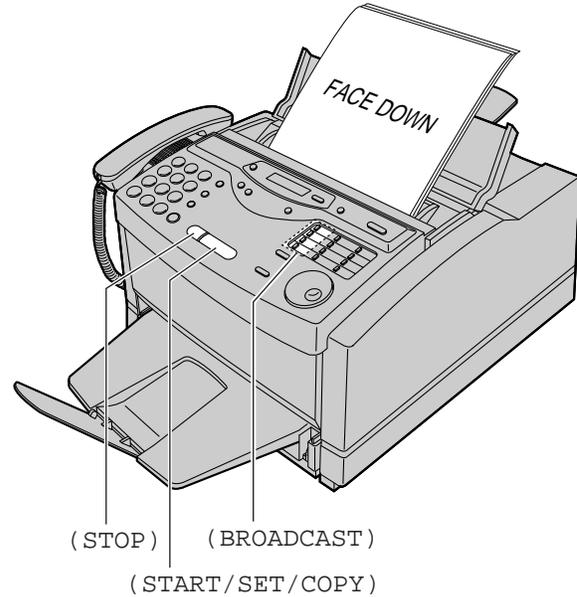
The document will be scanned and stored into memory when using a BROADCAST key. After transmission, the stored document will be erased automatically.

The memory capacity is approx. 120 pages based on the CCITT No. 1 Test Chart in standard resolution. For the CCITT No. 1 test chart, see page 129.

- 1 Insert the document FACE DOWN.
- 2 Press the preset **BROADCAST** key.
  - The document will be fed into the unit and scanned into memory. The unit will then transmit the data to each station, calling each number sequentially.

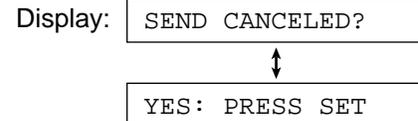
### Note:

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.
- If you select the fine, super fine or half tone resolution, the number of pages that the unit can transmit will decrease.
- If one of the stations is busy or does not answer, the station will be skipped. All skipped stations will be redialed up to 2 times after all other stations have been called.



## To cancel the broadcast setting

1. Press **STOP** while the unit displays "BROADCASTING".



2. Press **START/SET/COPY**.

## Broadcast report

After all of the transmissions have been completed, the unit will automatically print the following report.

### Sample of a broadcast report:

BROADCAST REPORT 1						
Jan. 10 1999 03:36PM						
NO.	OTHER FACSIMILE	START TIME	USAGE TIME	PAGES (IQ-FAX)	RESULT	
01	Mike	Jan. 10 03:31PM	01'10	02	*	OK
02	Peter	Jan. 10 03:33PM	01'08	02	*	OK
03	Sam	Jan. 10 03:34PM	01'09	02	*	OK
04	Kim	Jan. 10 03:35PM	01'10	02	*	OK
TOTAL			004'37	008	(008)	

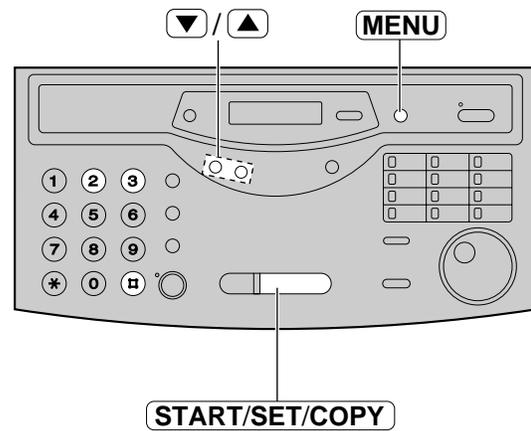
Total number of pages sent to the fax server.

This mark shows the fax has been sent to the fax server.

## Overseas mode

You may experience difficulty when transmitting documents overseas. This feature makes sending documents easier as the transmission speed is slowed down. Before starting transmission, follow the steps below.

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **23**.  
OVERSEAS MODE
- 3 Press **START/SET/COPY**.  
MODE=OFF ▼▲
- 4 Press ▼ or ▲ to select "ON".  
MODE=ON ▼▲  
•If this feature is not required, select "OFF".
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



### Note:

- After transmission, this feature will turn off automatically.
- This feature is not available for transmission using the BROADCAST keys.
- A slower transmission speed will lengthen the call duration. Therefore the calling charges may be higher.

# Sending Faxes

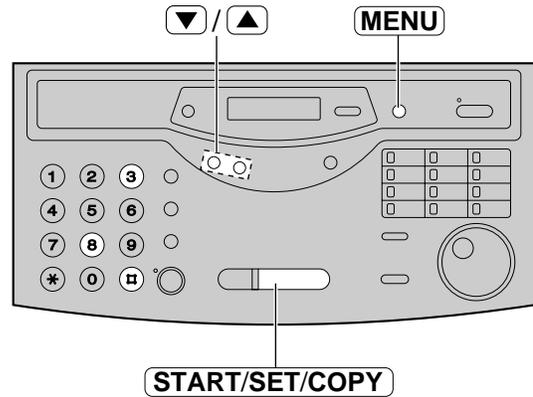
## Half-tone setting

You can change the setting of the half-tone resolution according to the image to be scanned. You can choose from the following.

**PHOTO:** Use this setting when the image to be scanned mainly contains photographs.

**AUTO:** Use this setting when the image to be scanned contains both photographs and words (pre-selected setting).

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **3** **8**.  
HALFTONE MODE
- 3 Press **START/SET/COPY**.  
MODE=AUTO ▼▲
- 4 Press ▼ or ▲ to select the desired setting.
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



## Error correction mode setting

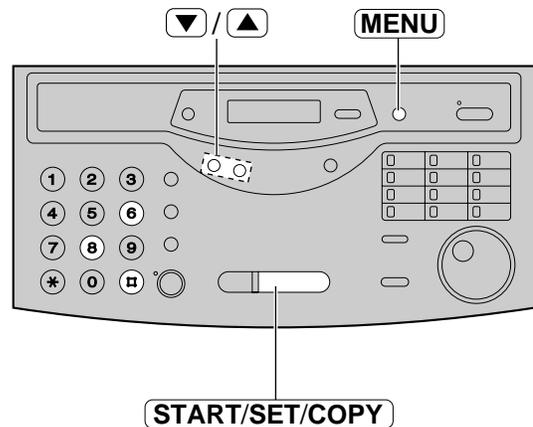
ECM means Error Correction Mode.

You can send documents even if there is static interference on the telephone line, provided both the transmitting and receiving stations are ECM compatible.

**ON:** The unit functions with ECM communication.

**OFF:** The unit does not function with ECM communication (pre-selected setting).

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **6** **8**.  
ECM SELECTION
- 3 Press **START/SET/COPY**.  
MODE=OFF ▼▲
- 4 Press ▼ or ▲ to select the desired setting.
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



## Connecting tone

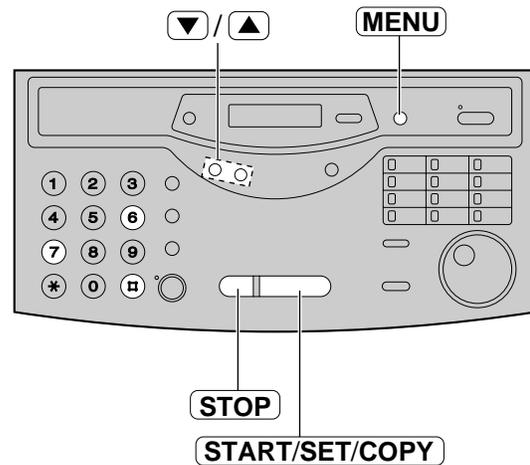
This feature allows you to hear connecting tones, such as a fax tone, ring back tone or busy tone for several seconds when you send a fax using the One-Touch Dial or JOG DIAL directory. This will tell you the status of the other party's machine.

If you hear a:

- Fax tone: The other party's machine is ready for reception.
- Ring back tone: If this tone continues, the other party's machine may not be a facsimile or may have run out of paper. Check with the other party.
- Busy tone: The other party's machine is busy. Let the unit continue redialing or press **STOP** and try again later.

This feature is set to "ON" as a pre-selected setting. If this feature is not required, you can turn it off.

- 1** Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2** Press **#**, then **76**.  
CONNECTING TONE
- 3** Press **START/SET/COPY**.  
MODE=ON ▼▲
- 4** Press ▼ or ▲ to select the desired setting.  
•If this feature is not required, select "OFF".
- 5** Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6** Press **MENU**.

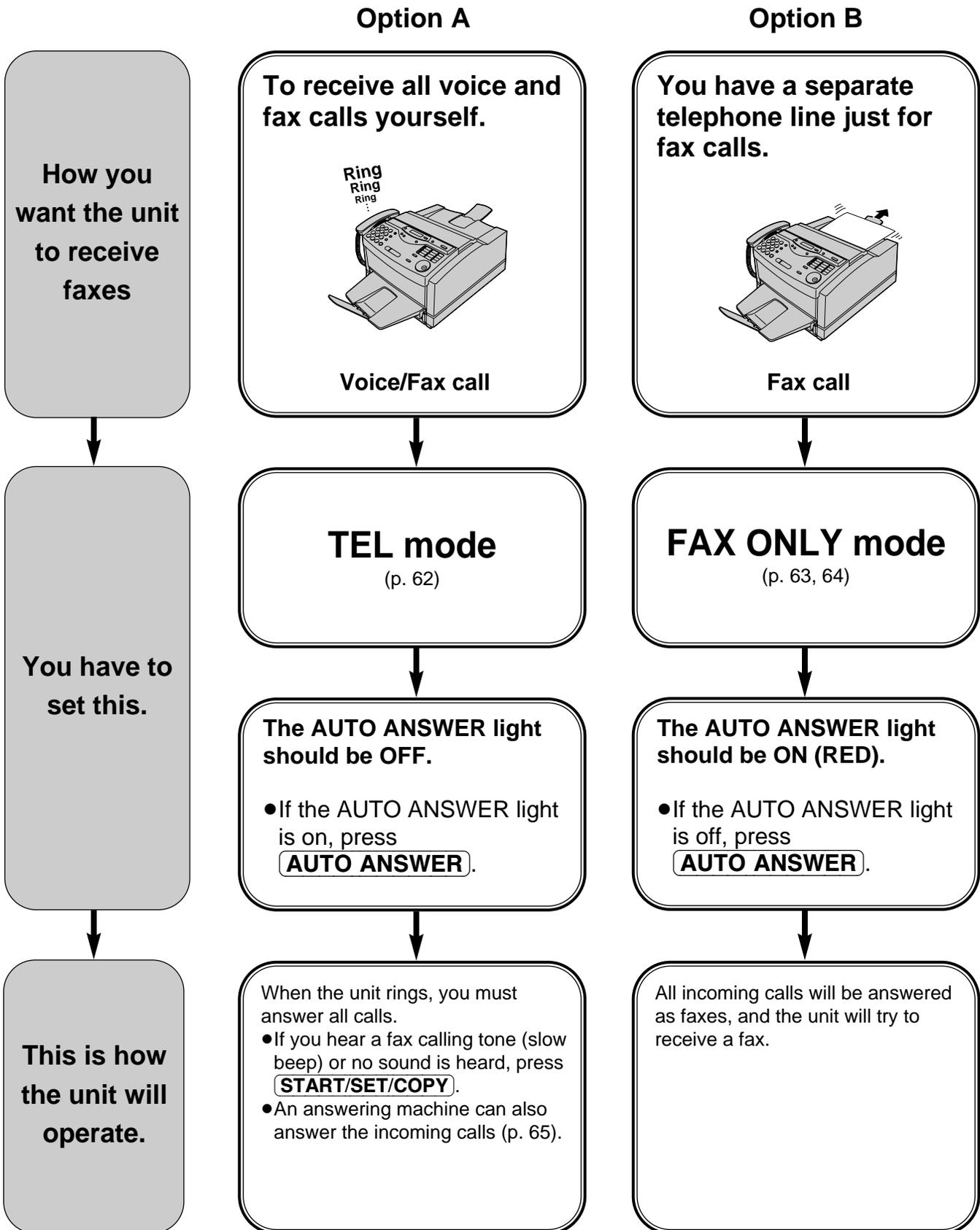


**Note:**

- The connecting tone volume cannot be adjusted.

# Receiving Faxes

## Setting the unit to receive calls



## Option C

You have Distinctive Ring service from your telephone company (this allows you to have up to 3 telephone numbers on the same line).

### 2-number example



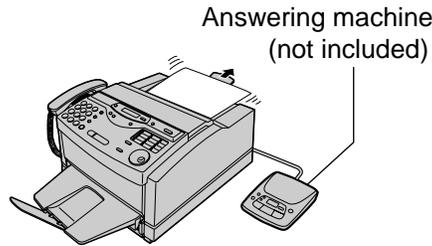
To activate the Distinctive Ring mode, select the same ring pattern assigned to the facsimile number in feature #31 (p. 68, 69).

- A: Standard ring (one long ring)
- B: Double ring (two short rings)
- C: Triple ring (short-long-short rings)
- D: Other triple ring (short-short-long rings)

The unit will automatically answer calls received at your facsimile number. If a call is received at the other telephone number, the unit will operate based on the set receive mode.

## Option D

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



### Voice/Fax call

1. Connect an answering machine to the EXT jack.
2. Set the number of rings on the answering machine to less than 4.
3. Record a greeting message on the answering machine.
4. Turn on the answering machine.
5. Program the remote activation ID into your fax machine.

For further details, see pages 65 to 67.

Use with TEL mode or FAX ONLY mode.

If you use with FAX ONLY mode, set the FAX ONLY mode ring count to "5 EXT.TAM" (p. 64).

**When receiving voice calls:**  
The answering machine will record voice messages.

**When receiving fax calls:**  
The fax machine will receive documents.

## Other options

### Voice mail

If you have a voice mail service from your telephone company, you also need to subscribe to a Distinctive Ring service (p. 68, 69).

### With PC

If you have a computer attached to the same telephone line, see page 66.

### TEL/FAX mode

If you are near the unit and want to use it to receive your voice calls yourself and fax calls automatically, see pages 70 to 73.

### Remote activation

If you answer a telephone in another room and hear the fax tone, you can activate the unit remotely by pressing \*9 (p. 74).

# Receiving Faxes

## TEL mode --- --- (answering all calls manually)

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

Display: TEL MODE

**1** When the unit rings, lift the handset to answer the call.

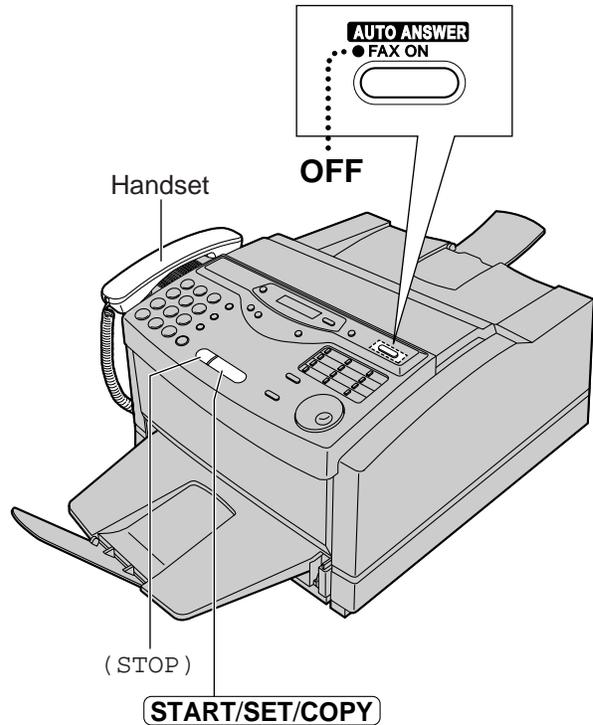
**2** When:  
— document reception is required,  
— a fax calling tone (slow beep) is heard, or  
— no sound is heard,  
press **START/SET/COPY**.

CONNECTING.....

**3** Replace the handset.  
•The unit will start reception.

### Note:

- If you do not answer the call within 15 rings, the unit will temporarily switch to the fax and the caller can send documents.
- Manual feeding is not available for receiving documents.



## To stop receiving

Press **STOP**.

## Friendly reception feature

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

- If this feature is not required, set to "OFF" (p. 77).

## Memory reception

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

While document is in memory, the unit will:  
— display an error message and the following message alternately.

Display: FAX IN MEMORY

— alert you with a slow beep (memory reception alert).

- Follow the instructions on pages 106 and 107 to solve the problem and print the stored document.
- For memory capacity, see page 129.

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

### Activating the FAX ONLY mode

Press **AUTO ANSWER** if the AUTO ANSWER light is off.

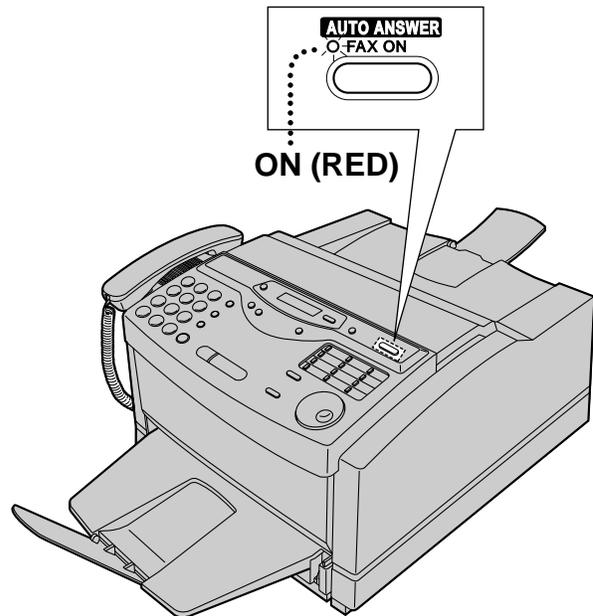
- The display will show the following.

Display: FAX ONLY MODE

- The unit will automatically answer all calls and only receive fax documents.
- The number of rings before a call is answered can be changed (p. 64).

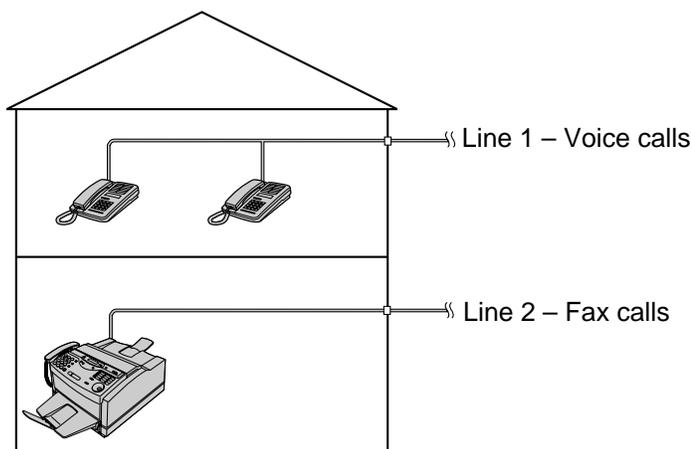
**Note:**

- This mode should not be used with a telephone line which is used for both voice and fax calls. When the unit answers the call, fax communication is attempted even if someone is trying to call you.



Fax/Copy

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



Only a fax machine is connected.

**Example:** One telephone line is used for voice calls and a separate telephone line for faxes. If someone sends a fax to Line 2, the fax machine will ring.

# Receiving Faxes

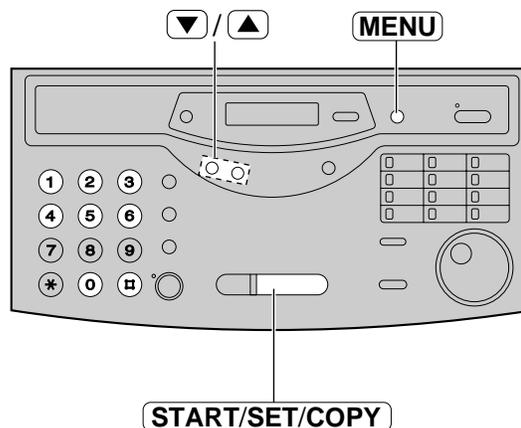
## Setting the ring count in the FAX ONLY mode

This setting determines the number of rings before the unit answers a call in the FAX ONLY mode. You can choose from 1 to 5 rings. If you use the unit with an answering machine (p. 65–67), select "5 EXT.TAM".

### Helpful hints:

- To answer a call before the unit does, increase the number of rings.
- If you have difficulty receiving faxes, the other parties may have tried to send faxes before confirming if your unit answered or not. Decrease the number of rings.

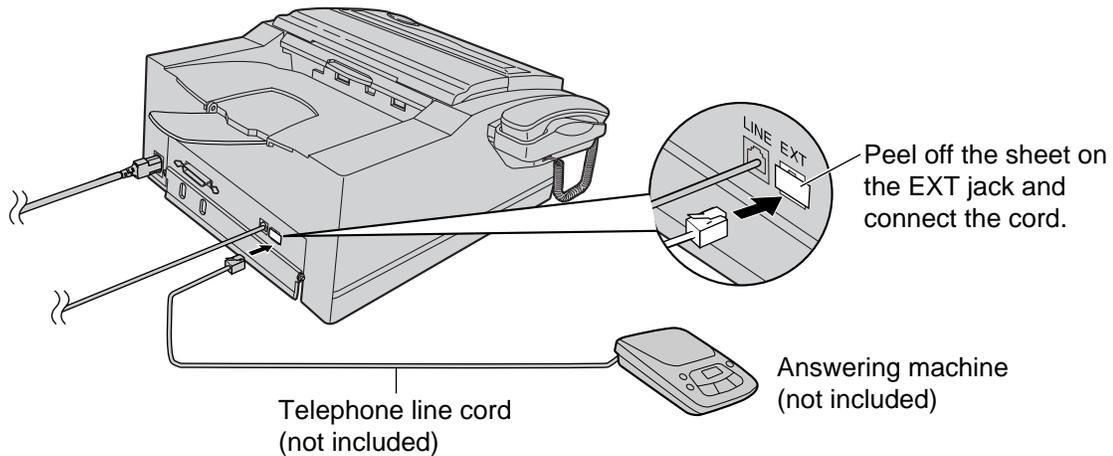
- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **06**.  
FAX RING COUNT
- 3 Press **START/SET/COPY**.  
RING=1 ▼▲
- 4 Press ▼ or ▲ to select the desired number, or enter the number using the dial keypad.
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



## Using the unit with an answering machine

### Setting up the fax machine with an answering machine

- 1 Connect the answering machine to the EXT jack on the back of the fax machine.



- 2 If you plan to use the FAX ONLY mode on the fax machine, set the number of rings on the answering machine to less than 4.
  - This will allow the answering machine to answer the call first.
- 3 Record a greeting message on the answering machine.  
**Example:** *"This is (your name, business and/or telephone number). We are unable to answer the phone right now. To send a fax, start transmission. To leave a message, please speak after the beep. Thank you."*
- 4 Turn on the answering machine.
- 5 Set the receive mode of the fax machine to the TEL mode (p. 62) or FAX ONLY mode (p. 63).
  - If you set it to FAX ONLY mode, **set the ring count in the FAX ONLY mode (feature setting #06) to "5 EXT.TAM"** (p. 64). The number of rings on the answering machine should be less than the FAX ONLY mode ring count so that the answering machine will answer a call first. Using the FAX ONLY mode will allow you to receive faxes if the answering machine is full.
- 6 Check the remote access code of your answering machine and program the same code into the remote operation ID of the fax machine (feature setting #12). See page 67.

#### Note:

- Do not pause for more than 4 seconds during the greeting message. If a 4-second pause is stored in the greeting message, all incoming calls will be routed to the unit from the answering machine even while the greeting message is playing.
- We recommend you make the greeting message around 10 seconds long. If the greeting message is too long, some incoming fax calls may not be answered by the fax machine.
- Each time the unit receives a document, a silent pause or fax tone may be recorded on the answering machine.

# Receiving Faxes

## How the fax machine and answering machine work

### Receiving voice calls

The answering machine will record voice messages automatically.

### Receiving fax calls

The fax machine will receive documents automatically.

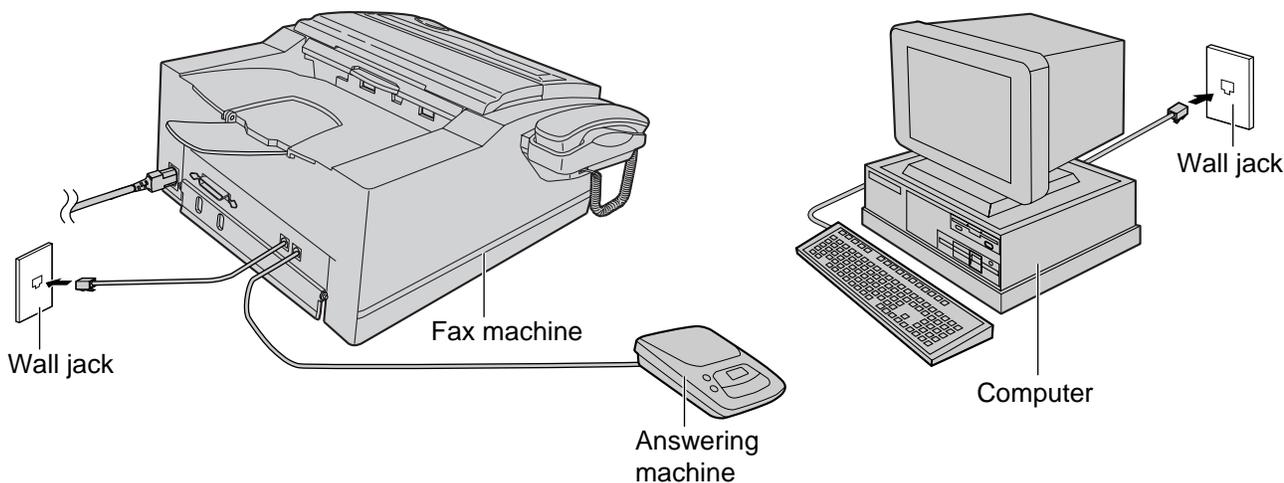
### Receiving a voice message and fax document in one call

The answering machine will record the voice message first. The fax machine will then be activated by the caller's request and receive the document. For further details, see page 67.

---

## To use the unit with an answering machine and computer, we recommend the following setup.

Always connect the fax machine directly to the wall jack.



### Note:

- Set the TEL mode on the fax machine.
- The device which has the shortest ring count will answer a call first. Confirm the ring count for each device.
- If you use your computer as an answering machine, connect the telephone line cord from the EXT jack on the back of the fax machine to the computer.

## Remote operation of your answering machine (remote activation ID)

Some answering machines will allow you to retrieve voice messages from a remote location. To deactivate the fax machine while you are checking your messages, set the remote activation ID code for the answering machine.

### Important:

- This ID must be different from the fax activation code (p. 74).

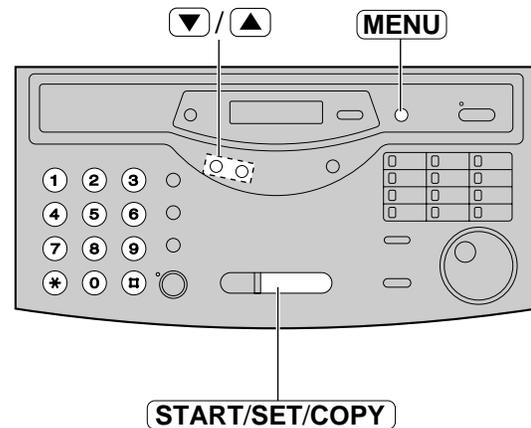
- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **1****2**.  
REMOTE TAM ACT.
- 3 Press **START/SET/COPY**.  
MODE=OFF ▼▲
- 4 Press ▼ or ▲ to select "ON".  
MODE=ON ▼▲
- 5 Press **START/SET/COPY**.  
ID=11

- The display will show the pre-selected ID.

- 6 Enter your ID number.
  - This ID can be from 1 to 5 digits in length using 0–9, \*, and #.

- 7 Press **START/SET/COPY**.  
SETUP ITEM [ ]

- 8 Press **MENU**.



## 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 procedures beforehand.

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

### Note:

- The fax activation code can be changed (p. 74).
- If the wrong fax activation code is entered, the caller must wait at least 5 seconds to reenter the correct code.

# Receiving Faxes

## Distinctive Ring service --- --- (ring pattern detection feature)

This feature can only be used when you subscribe to a Distinctive Ring service from your telephone company. For more information on the availability of this service, contact your telephone company.

This feature will work regardless of the AUTO ANSWER or receive mode settings.

### What is a Distinctive Ring service?

A Distinctive Ring service will give you up to 3 telephone numbers on a single telephone line, each having a different ring pattern.

#### Ring patterns:

Standard ring (one long ring)	
Double ring (two short rings)	
Triple ring (short-long-short rings)	
Other triple ring (short-short-long rings)	

If you subscribe to a Distinctive Ring service, you can assign telephone numbers for personal numbers, business numbers, fax numbers, and so on.

When a call is received, you will know which number is being called by the ring pattern.

#### Example:

Your telephone number	Ring pattern	Use
012 1234	Standard ring	Personal
012 5678	Double ring	Business
012 9876	Triple ring	Facsimile

### Using one of the telephone numbers as a facsimile number

Program the ring pattern assigned to the facsimile number (see next page).

When the unit detects a call matching the selected Distinctive Ring pattern, it will activate the fax function.

## Setting the Distinctive Ring pattern assigned for faxes

Select the ring pattern of the facsimile number that is assigned by your telephone company.

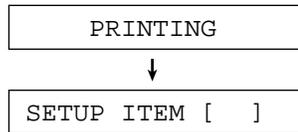
**1** Press **MENU**.  
Display: 1.SYSTEM SET UP

**2** Press **#**, then **3 1**.  
RING DETECTION

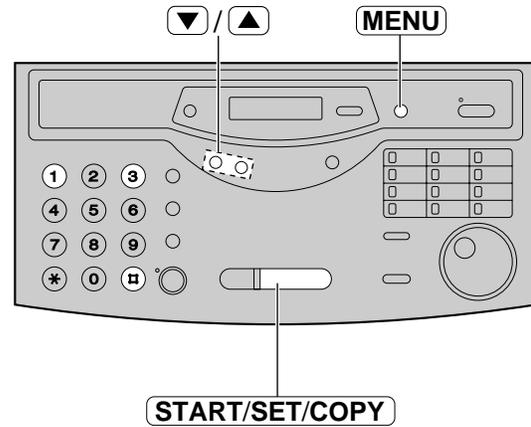
**3** Press **START/SET/COPY**.  
MODE=OFF ▼▲

**4** Press ▼ or ▲ to select the ring pattern to be assigned to the facsimile number.  
**A:** Standard ring (one long ring)  
**B:** Double ring (two short rings)  
**C:** Triple ring (short-long-short rings)  
**D:** Other triple ring (short-short-long rings)  
**OFF:** Turns off the feature (pre-selected setting).

**5** Press **START/SET/COPY**.  
•When the setting is changed from OFF to either A, B, C or D, the unit will print an information list.



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

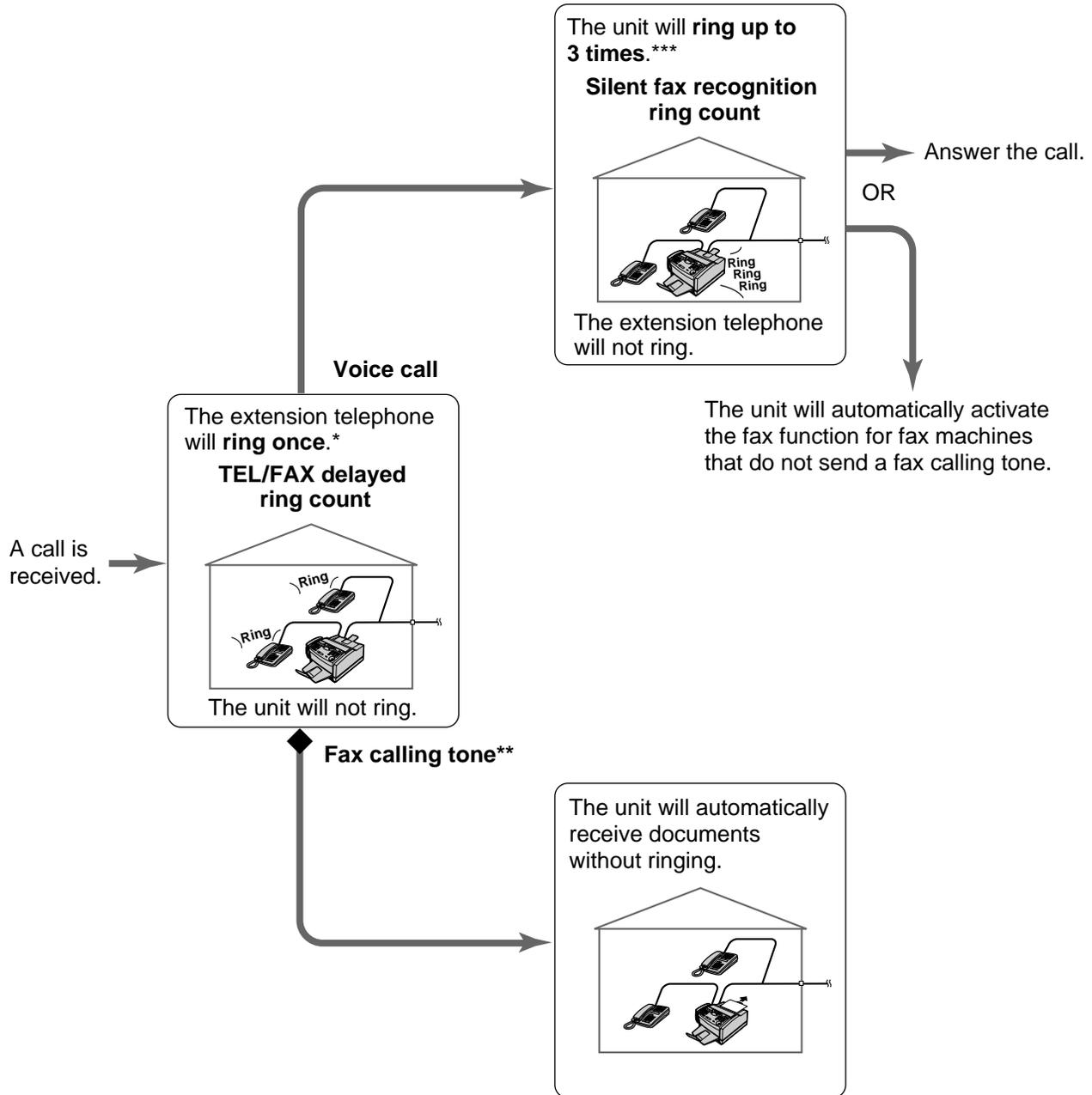


### Note:

- The unit will automatically answer a Distinctive Ring call after the first ring regardless of the AUTO ANSWER, receive mode or ring count setting.
- If you have only 1 Distinctive Ring number, the most likely setting will be "B".



## Ring pattern when an extension telephone is connected



### TEL/FAX delayed ring count:

Up to 4 ring signals will be generated before the unit answers, depending on feature setting #78 on page 73. In the TEL/FAX mode, the unit will not generate an audible ring during this time.

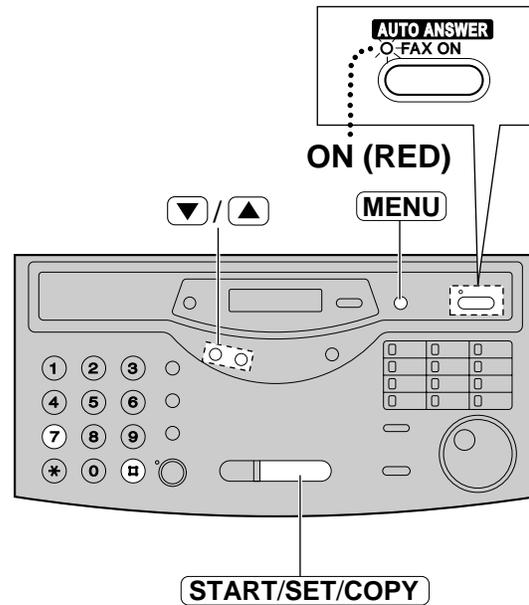
### Silent fax recognition ring count:

The unit generates audible rings to indicate that it is receiving a voice call. 3 to 6 rings will be generated, depending on feature setting #30 on page 73. This signal will not ring at an extension telephone.

# Receiving Faxes

## Changing the AUTO ANSWER setting to the TEL/FAX mode

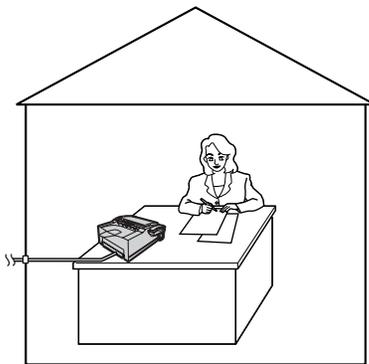
- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **77**.  
AUTO ANSWER
- 3 Press **START/SET/COPY**.  
MODE=FAX ONLY ▼▲
- 4 Press ▼ or ▲ to select "TEL/FAX".  
MODE=TEL/FAX ▼▲
- 5 Press **START/SET/COPY**.  
PRINTING  
•The unit will print an information list.  
SETUP ITEM [ ]
- 6 Press **MENU**.
- 7 If the AUTO ANSWER light is off, turn it on by pressing **AUTO ANSWER**.  
TEL/FAX MODE



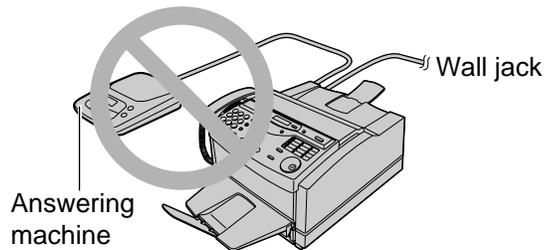
**Note:**

- To return to the FAX ONLY mode, select "FAX ONLY" in step 4.

### We recommend the following setup.



Only a fax machine is connected and you are always near the fax machine.



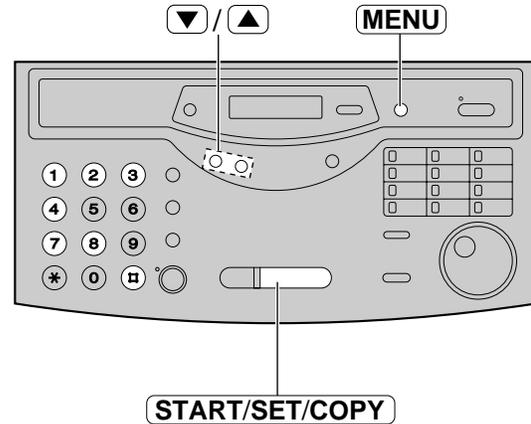
Do not connect an answering machine when using the TEL/FAX mode.

## TEL/FAX delayed ring count

This setting determines the number of times the extension telephone rings in the TEL/FAX mode. You can choose from 1 to 4 rings.

This setting does not need to be changed if an extension telephone is not connected.

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **7 8**.  
TEL/FAX RING
- 3 Press **START/SET/COPY**.  
RING=1 ▼▲
- 4 Press ▼ or ▲ to select the desired number, or enter the number using the dial keypad.
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



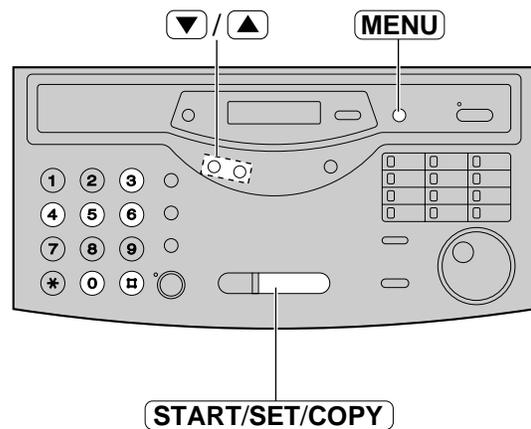
**Note:**

- If the number of rings is increased, you may not be able to receive documents from some older model fax machines which do not send a fax calling tone.

## Silent fax recognition ring count

When the unit detects a voice call in the TEL/FAX mode, it will ring up to 3 times. The number of rings can be changed up to 6. If a voice call is not answered within the selected number of rings (3 to 6 rings), the unit will automatically start to receive a fax.

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **3 0**.  
SILENT FAX RING
- 3 Press **START/SET/COPY**.  
RING=3 ▼▲
- 4 Press ▼ or ▲ to select the desired number, or enter the number using the dial keypad.
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



**Note:**

- If the number of rings is increased, you may not be able to receive documents from some older model fax machines which do not send a fax calling tone.

# Receiving Faxes

## Extension telephone

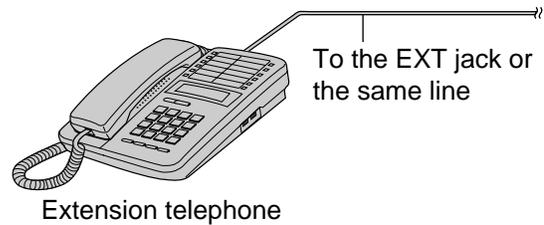
If you connect an extension telephone to your unit or on the same line, you can receive fax documents using the extension telephone.

You do not have to press **START/SET/COPY** on the unit.

### Important:

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

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



### Note:

- You can change the fax activation code (see below).

## Fax activation code

The fax activation code is required in the following cases:

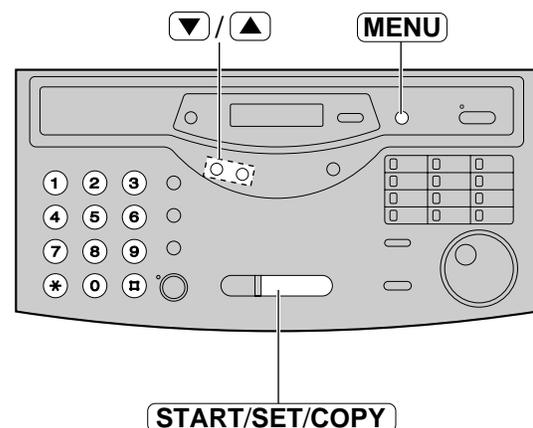
- when receiving faxes using an extension telephone (see above).
- when receiving a voice message and fax document in the same call (p. 67).

### Important:

- This code should be different from the remote activation ID (p. 67).

- 1** Press **MENU**.  
Display: 1. SYSTEM SET UP
- 2** Press **#**, then **41**.  
FAX ACTIVATION
- 3** Press **START/SET/COPY**.  
MODE=ON ▼▲
- 4** Press ▼ or ▲ to select "ON".
  - If this feature is not required, select "OFF".
- 5** Press **START/SET/COPY**.  
CODE=\*9
  - The display will show the pre-selected code.
- 6** Enter the new code.
  - This code can be from 2 to 4 digits in length using 0–9 and \*.
- 7** Press **START/SET/COPY**.  
SETUP ITEM [ ]

- 8** Press **MENU**.



### Note:

- If you subscribe to any special telephone company services which require a code, all or part of the fax activation code must be different from the service access code.
- The fax activation code should not be set to "0000".

## Other size documents

When the size of the document sent by the other party is larger than the recording paper, the unit can reduce each page of the document to fit on one page.

The reduction rate is determined by a combination of the size of the recording paper and the received document.

You can choose the desired reduction rate from the following.

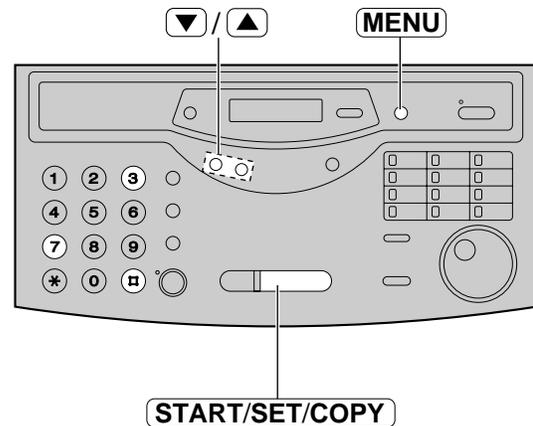
**A4→LTR:** The unit can reduce an A4-size document to fit on letter size recording paper.

**LEGAL→LTR:** The unit can reduce a legal size document to fit on letter size recording paper (pre-selected setting).

**OFF:** The unit does not reduce any incoming faxes. Oversized documents will be divided when printed out.

To change the setting, proceed as follows.

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **37**.  
AUTO REDUCTION
- 3 Press **START/SET/COPY**.  
=LEGAL→LTR ▼▲
- 4 Press ▼ or ▲ to select the desired setting.
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



**Note:**

- Documents usually have a heading on the top of each page which contains the sender's name/telephone number. This increases the length of each page. Therefore using the reduction mode is recommended.
- If the appropriate reduction rate is not programmed, the document will be divided.

# Receiving Faxes

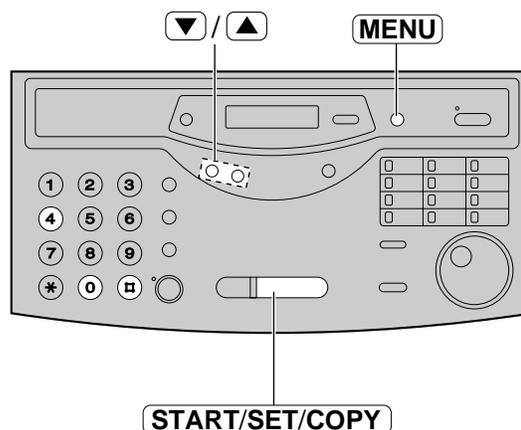
## Silent detection (receiving faxes from older model fax machines)

This feature allows the unit to activate the fax function automatically if a silent pause longer than 4 seconds is detected when using an answering machine.

### Helpful hints:

- If you wish to receive documents from fax machines that do not send a fax calling tone, activate this feature.
- If you use an answering machine to give greeting messages and record incoming messages on a single cassette tape, deactivate this feature.

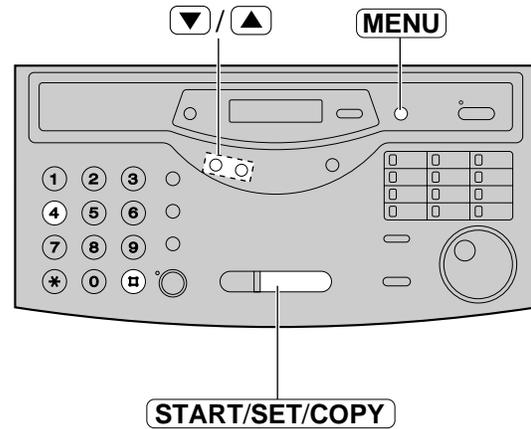
- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **40**.  
SILENT DETECT.
- 3 Press **START/SET/COPY**.  
MODE=ON ▼▲
- 4 Press ▼ or ▲ to select the desired setting.  
• If this feature is not required, select "OFF".
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



## Memory reception alert

When a received document is stored into memory due to a problem, the unit will alert you with beep tones. If you hear slow beeps, clear the printing problem or supply paper to print the stored document. The beep tones will stop.

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **4 4**.  
RECEIVE ALERT
- 3 Press **START/SET/COPY**.  
MODE=ON ▼▲
- 4 Press ▼ or ▲ to select the desired setting.  
•If this feature is not required, select "OFF".
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.

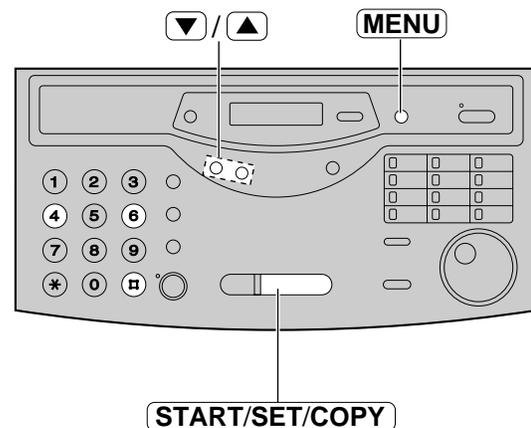


## Friendly reception

The friendly reception feature allows you to receive fax documents automatically without pressing **START/SET/COPY** (p. 62).

When this feature is deactivated, you have to press **START/SET/COPY** to receive fax documents each time you answer a fax call.

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **4 6**.  
FRIENDLY RCV
- 3 Press **START/SET/COPY**.  
MODE=ON ▼▲
- 4 Press ▼ or ▲ to select the desired setting.  
•If this feature is not required, select "OFF".
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.

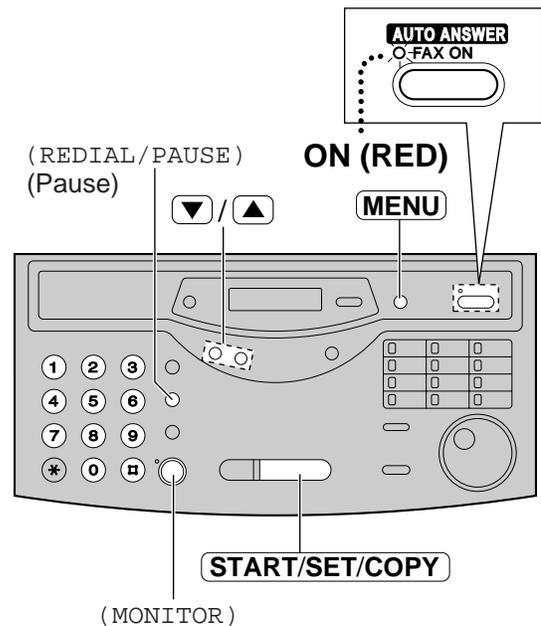


# Receiving Faxes

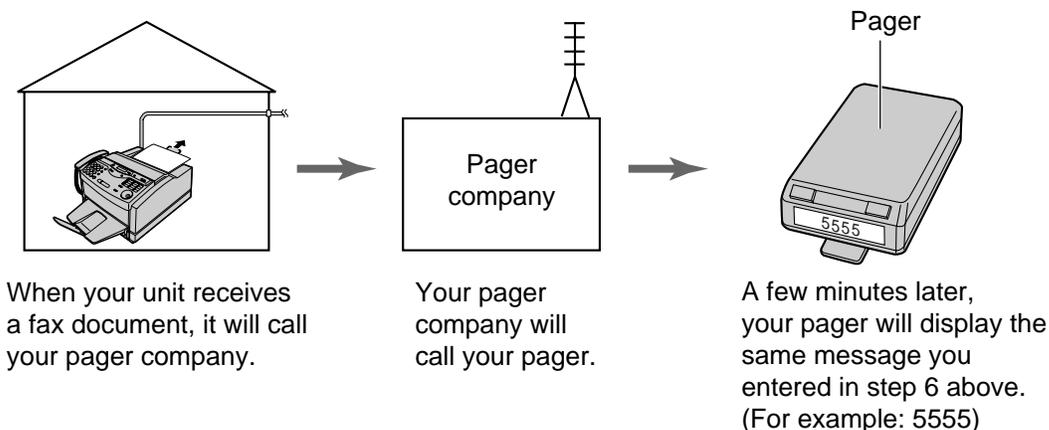
## Pager call - when your unit receives a fax

This feature allows your unit to call your pager when your unit receives a fax document.

- 1 Press **MENU**.  
Display: 1. SYSTEM SET UP
- 2 Press **#**, then **70**.  
FAX PAGER CALL
- 3 Press **START/SET/COPY**.  
MODE=OFF ▼▲
- 4 Press ▼ or ▲ to select "ON".  
MODE=ON ▼▲
- 5 Press **START/SET/COPY**.  
NO. =
- 6 Enter your pager number.  
• You can enter a total of 46 digits and/or pauses.  
**Example:**  
1 202 555 1234 PPP 12345678 PPP 5555#  
Your pager number      Pauses      Your pager access code, if required.      Message you want to display on your pager when your unit receives a fax.
- 7 Press **START/SET/COPY**.  
• The unit will dial the stored pager number.  
PAGER TEST
- 8 Confirm if the message is displayed on your pager.
- 9 Press **MONITOR**.
- 10 If the AUTO ANSWER light is off, turn it on by pressing **AUTO ANSWER**.



## How your unit and pager work

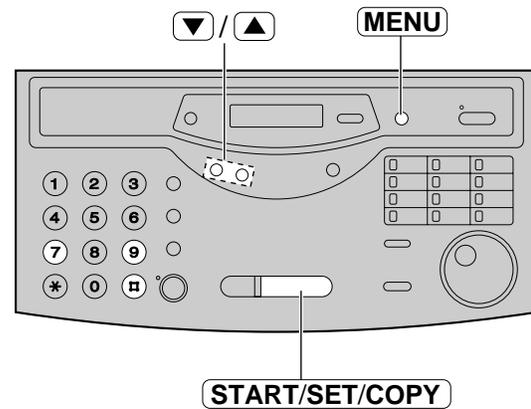


## Toner save

With the toner save feature on, toner consumption can be decreased, resulting in a longer effective cartridge life.

This feature is available when printing received fax documents, help lists and other reports/lists or copying documents.

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **7****9**.  
TONER SAVE
- 3 Press **START/SET/COPY**.  
MODE=OFF ▼▲
- 4 Press ▼ or ▲ to select "ON".  
MODE=ON ▼▲
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



### Note:

- Using the toner save feature may reduce print quality.
- When printing from the PC, this setting does not work.  
To save toner, use the PANA LINK printer driver setting.

# Copying

## Making a copy

The unit can make single or multiple copies (up to 99). Any transmittable document (p. 49) can be copied.

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

Display:

- Make sure the handset is on the cradle.

- 4 If necessary, press **RESOLUTION** repeatedly to select the desired setting (p. 43).

- 5 Press **START/SET/COPY**.

- 6 Enter the number of copies (up to 99).

- 7 If necessary, choose an enlargement/reduction rate by rotating **JOG DIAL**. See next page.

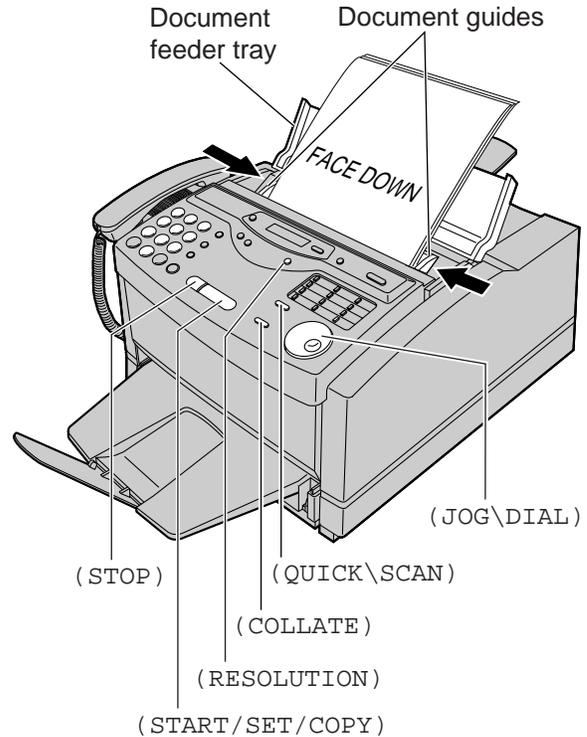
- 8 If you want to print collated copies, press **COLLATE** until the following is displayed (see next page).

- 9 Press **START/SET/COPY**.

OR

Press **QUICK SCAN** if you want to remove the copy document for other uses.

- The unit will feed the documents and scan them into memory, then start printing.



### Note:

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.
- If a resolution is not selected, FINE resolution will automatically be selected.
- Once copying has started, the resolution cannot be changed.
- You can make or receive a voice call while making copies.
- After copying, the enlargement/reduction rate setting will return to "100%".
- Manual feeding is not available when making a copy.

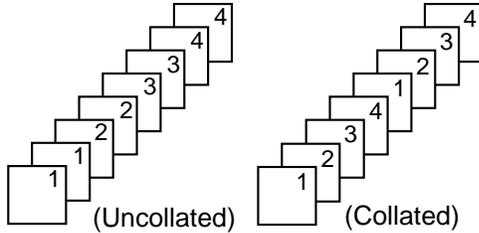
## To stop copying

Press **STOP**.

## Printing collated copies

The unit will print uncollated copies. You can also print collated copies. See the example below.

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



- If you turn the collating feature on, the unit will store the document into memory and print it. If memory becomes full while storing, the unit will only print out the stored pages.
- After copying, the collating feature will turn off automatically.

## Choosing an enlargement/reduction rate

The unit can make enlarged or reduced copies of a document.

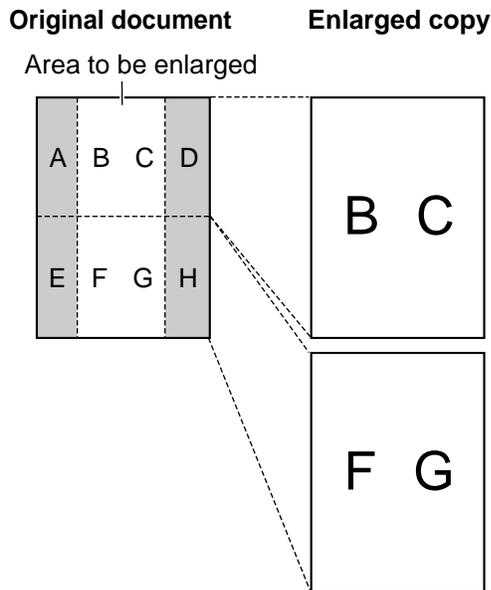
### ■ To enlarge a document:

Select the desired enlargement rate by rotating **JOG DIAL** to the right. The unit will only enlarge the center part of the document and print it on two pages.

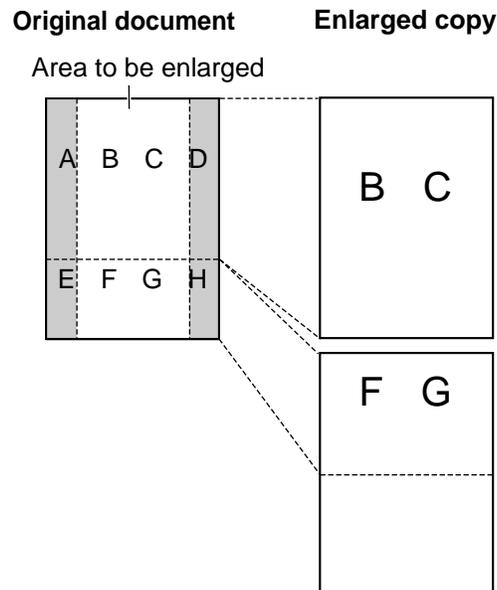
The unit can enlarge copies by 5 % to as much as 200 % of the original.

**Sample of an enlarged copy:**

#### • 200 % example



#### • 150 % example



### ■ To reduce a document:

Select the desired reduction rate by rotating **JOG DIAL** to the left.

The unit can reduce copies by 5 % to as little as 50 % of the original.

#### **Note:**

- If the appropriate reduction rate is not programmed, the document may be divided and the top of the second sheet will be deleted.

# Setup (PC)

## Connecting to a computer

---

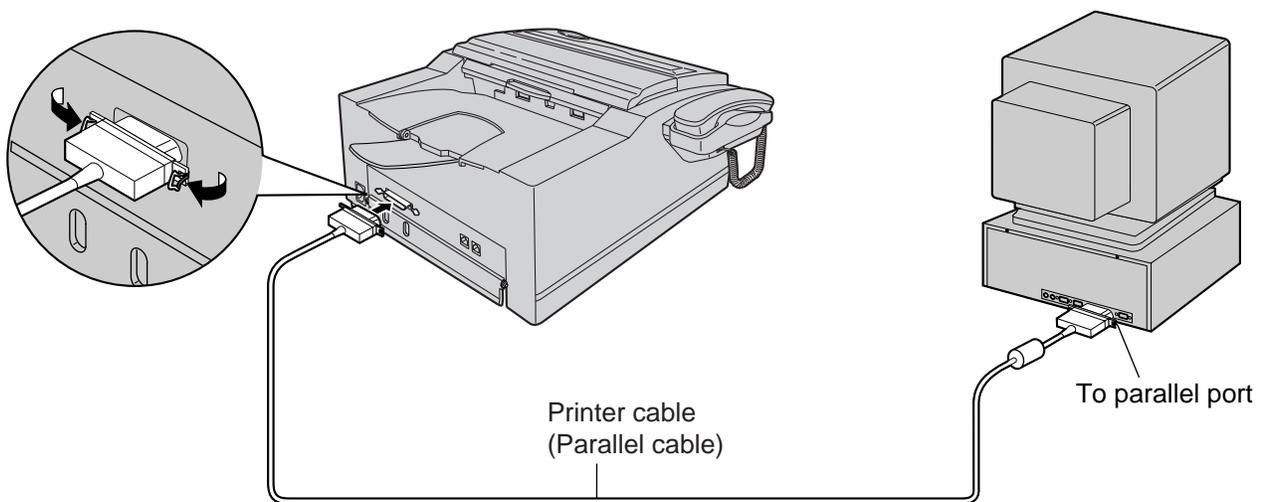
---

To run the Panasonic Multi-Function software (PANA LINK), you need the following software and hardware.

CPU:	An IBM compatible personal computer with a 486 or higher processor (Pentium is recommended.)
Basic Software:	Microsoft Windows 95 or Windows 98 (Windows 3.1/3.11*—printer driver only)
Memory Minimum:	16 MB (32 MB or more is recommended)
Hard disk:	More than 40 MB available space
Other:	Parallel port Panasonic Multi-Function fax machine

\*Microsoft Windows operating system Version 3.1/3.11 (hereafter Windows 3.1/3.11)

**Connect your personal computer to the fax machine as follows:**



**Caution:**

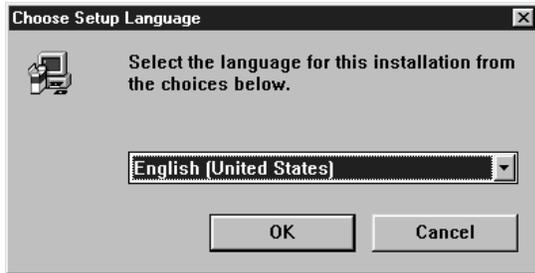
- When connecting the fax machine to your computer, use the included printer cable for reliable data communications and compliance with FCC rules.
- Do not connect the printer cable to the serial port on the computer. This may cause damage to your fax machine and computer.

## Installing the PANA LINK software

**1** Start Windows 95 or Windows 98 and close all applications.

**2** Insert the included CD into your CD-ROM drive.

- The language dialog box will appear. Select the desired language that you use with this software. Then click **OK**.



- If the language dialog box does not appear: The installation will automatically start.
- If the language dialog box does not appear and the installation does not start automatically:  
Click **Start**, choose **Run...** . Type "**d:\setup**" (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, please use Windows Explorer and look for the CD-ROM drive.)



**Note:**

- For detailed instructions on PANA LINK software, use the Help function.
- The screens shown in these instructions are from Windows 95.

**Windows 3.1 or 3.11 users:**

- If you are using Windows 3.1 or 3.11, follow these steps to install the software.
  1. From the Program Manager, click **File**, choose **Run...** .
  2. Type "**d:\setup**" (where **d:** is the drive letter of your CD-ROM drive).
  3. Click **OK**.
- The printer driver only is available. Please read a README file (README.WRI) in the CD-ROM for more information.

**3** The installation will automatically start.



**4** Follow the instructions on the screen until all files have been installed.

**5** Be sure to read a README file for more information.

- The README file contains the following information:
  1. Install/uninstall PANA LINK for Windows 95/98.
  2. Install/uninstall KX-FLM600/650 for Windows 3.1.
  3. Print and Scan from Windows 3.1.
  4. How to feed recording paper manually.
  5. How to use Help.
  6. Acrobat Reader
  7. ECP Problems

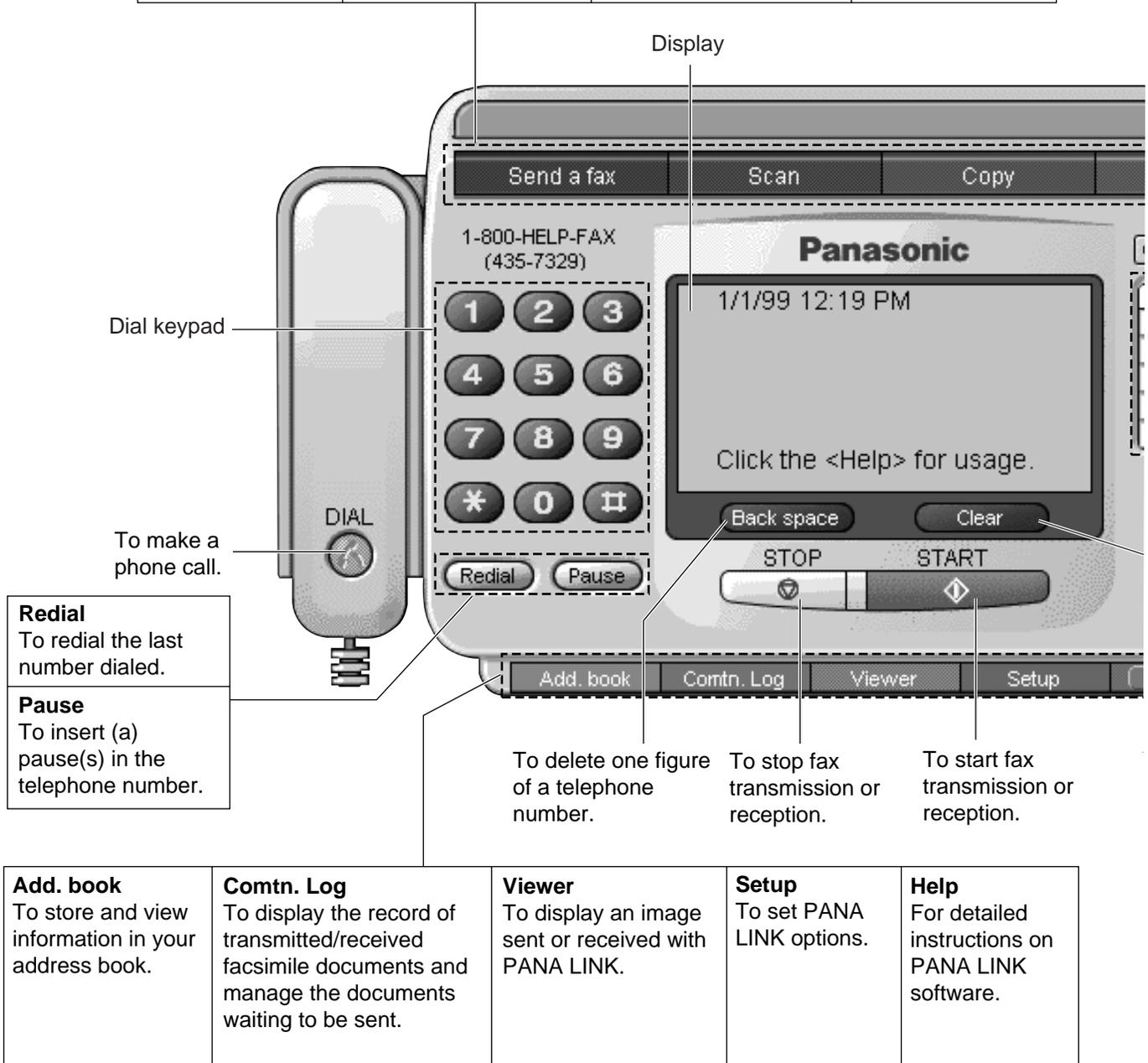
- The display illustrations may differ slightly from the display of the actual product.
- The display details are subject to change without notice for improvement.

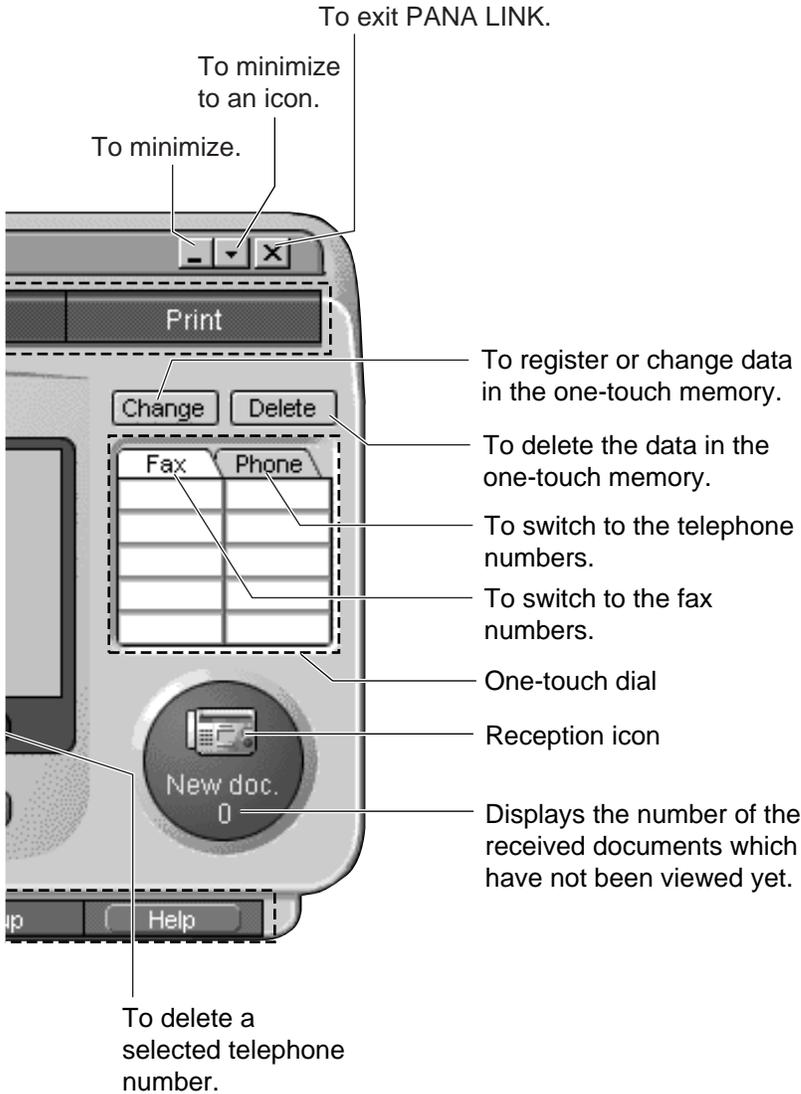
# Setup (PC)

## Activating the PANA LINK software

- 1 Click **Start**.
- 2 Point to **Programs**, point to PANA LINK and click **PANA LINK**.
  - The PANA LINK main panel will appear.

<p><b>Send a fax</b> To send a file created on the PC.</p>	<p><b>Scan</b> To create an image file by scanning the document set in the fax machine.</p>	<p><b>Copy</b> To make a copy of the document set in the fax machine.</p>	<p><b>Print</b> To print a file created on the PC.</p>
--	---	---	--





# Setup (PC)

## Setting up PANA LINK

---

The items which can be set are the Line, Transmission, Reception, System, User Information and Cover Page.

- 1 Open the **PANA LINK** main panel.



- 2 Click **Setup** in the main panel.
  - The Setup dialog box will be displayed.



- 3 Change the set value in the Setup dialog box.
  - To change the value without closing the window, press **[Apply]**.

- 4 Click **OK**.

**Note:**

- For further details, use the Help function.

## Setting user information

The information set here is used on your cover page and the header that prints on the top of each page you send from the PC.

- 1 Open the **PANA LINK** main panel.



- 2 Click **Setup** in the main panel.
  - The Setup dialog box will be displayed.



- 3 Click **User Information**.

- The User Information dialog box will be displayed.



- 4 Enter your information for each item.

- 5 Click **OK**.

## Printing documents created on the PC --- ---

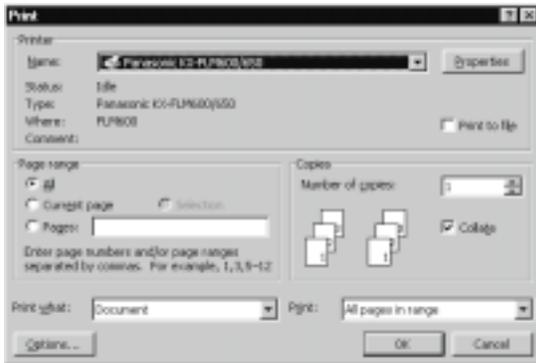
You can print documents created from a Windows application.  
Select Panasonic Fax Machine “**Panasonic KX-FLM600/650**” as the active printer.

### Printing from Windows applications

For example, to print from Microsoft Word, proceed as follows.

**1** Open the document you want to print.

**2** Select **Print** from the File menu.  
•The Print dialog box will appear.



**3** Select “**Panasonic KX-FLM600/650**” as the active printer.  
•If you want to change the printer setting, click **[Properties]**. The printer setup dialog box will appear.  
You can change the following;  
Resolution, Orientation, Paper Source, Copies and Paper Size.

**4** Set the Page range and enter the number of copies.

**5** Click **OK** in the Print dialog box.  
•The unit will start printing.

#### Note:

•For details about the printer driver, use the Help function.

## Printing a selected file

You can print a specific file created with an application.

- 1 Open the **PANA LINK** main panel.



- 2 Click **Print** in the main panel.
  - The Open dialog box will appear.



- 3 Select the file you want to print.
- 4 Click **Open** in the Open dialog box.
  - The unit will start printing.
  - If an application which creates the file starts, follow the instructions for the application to print the file.

## Printing using the paper tray (manual feeding) **══**

Using the printing manual feed, you can print on media other than letter or legal size plain paper.

### Media you can print on

#### Media size

Media	Size	Dimension
Paper	Letter	216 mm × 279 mm (8½" × 11")
	Legal	216 mm × 356 mm (8½" × 14")
	A4	210 mm × 297 mm
	Executive	184 mm × 267 mm (7¼" × 10½")
Transparency	Letter	216 mm × 279 mm (8½" × 11")
	A4	210 mm × 297 mm
Envelope	COM10	105 mm × 241 mm (4⅛" × 9½")
	DL	220 mm × 110 mm

#### Paper weight

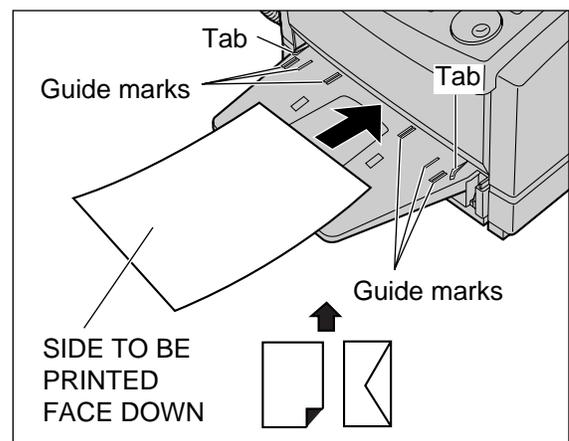
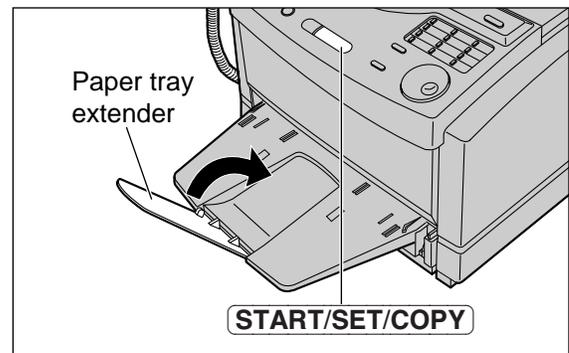
60 g/m<sup>2</sup> to 105 g/m<sup>2</sup>  
(16 lb. to 28 lb.)

### Loading a sheet manually

#### Important:

- You cannot load two or more sheets at one time.

- 1** Close the paper tray extender.
- 2** Press **START/SET/COPY** and confirm the following message.  
Display: READY TO PRINT
- 3** Place a sheet on the paper tray with printing side face down and align the edge of the sheet to the guide marks.
  - The sheet should not exceed the tabs on both ends of the paper tray.
- 4** Slide the sheet into the unit until it is stops.
  - A few seconds later, the unit will feed the sheet.
- 5** To print, change the Paper Source setting in the printer setup dialog box to Manual Sheet Feed (p. 88).



**Note:**

- Manual feeding is not available for receiving or copying documents.
- Do not load a sheet while the unit displays the following message.

Display: PLEASE WAIT

- If you load another paper on the paper tray when the fax machine is feeding the paper, a paper jam may occur. When you print two or more sheets, place a next sheet one by one after confirming the message indicating to insert a sheet on your PC.
- If printing is not performed for 20 minutes after loading a sheet on the paper tray, the sheet will automatically be ejected.
- Please read a README file (README.WRI) in the CD-ROM for more information.

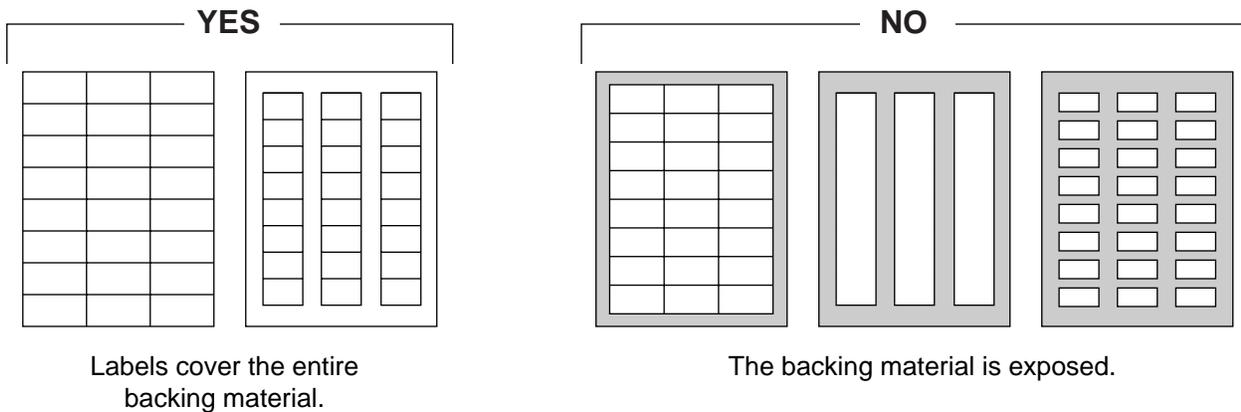
## Transparencies and labels

You may also print on labels and transparencies that are made for the printer. Panasonic has tested and found that the following work satisfactorily.

Transparencies	3M CG3300, 3M CG5000
Labels	Avery 5160, Avery 5161, Avery 5162 Avery 5163, Avery 5164, Avery 5165, Avery 5167, Avery 5168 Xerox LWH100, Xerox LWH110, Xerox LWH120 Xerox LWH130, Xerox LWH140

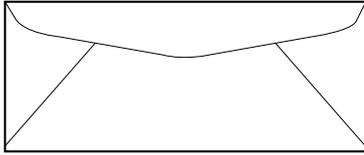
**Note:**

- With any label, the labels must completely cover the backing material (see below).
- Re-using transparencies that have been fed through the printer once (for example, after jams or if the transparency is ejected without being printed) can reduce the life of the consumables and paper path components.
- Some types of paper, especially transparencies are made to print on a specific side. If the print quality is poor, try printing on the other side.



## Envelope specifications

We recommend that you purchase only high quality envelopes with diagonal seams, as shown in the diagram below:



High quality envelopes have the following characteristics:

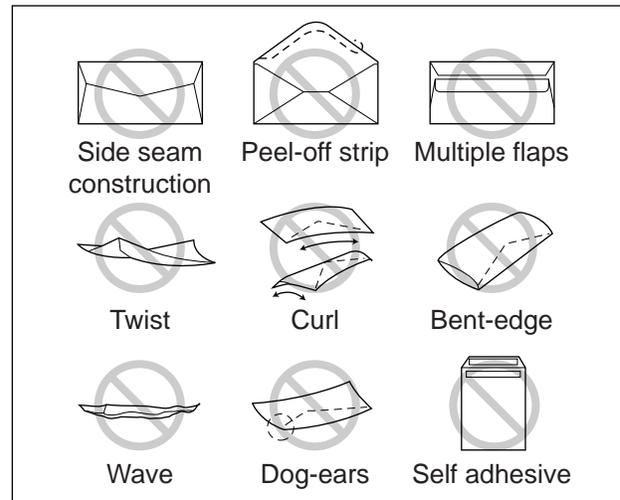
- A thin, sharply creased leading edge
- Paper weight of 75 g/m<sup>2</sup> (20 lb.)
- Flat, free of curls, wrinkles, nicks, etc.
- No cotton and/or fiber material included

### Note:

- Wrinkles may occur in some cases, even if high quality envelopes are used.

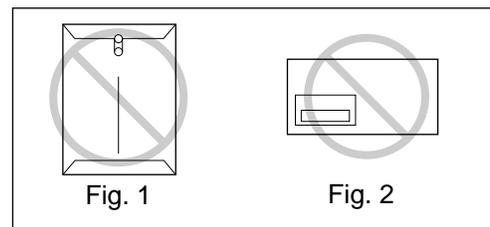
**We recommend that you do not use envelopes with any of the following characteristics (using these may result in paper jams):**

- Irregularly shaped envelopes
- Envelopes with curls, wrinkles, nicks, twists, dog-ears or other damage
- Envelopes with side seam construction
- Highly textured envelopes, or with extremely shiny surfaces
- Envelopes that seal by removing a peel-off strip
- Envelopes with more than one flap to be sealed
- Self-adhesive envelopes
- Envelopes that are baggy or not sharply creased
- Embossed envelopes
- Envelopes that have previously been printed on



**Do not attempt to print on any of the following types of envelopes (these may cause damage to your printer):**

- Envelopes with clasps, snaps or tie strings (see Fig. 1)
- Envelopes with transparent windows (see Fig. 2)
- Envelopes that will melt, discolor, scorch, offset or release hazardous emissions when exposed to 200 °C (392 °F) for 0.1 second
- Envelopes that use encapsulated types of adhesive that do not require moistening but rely on pressure to seal them



Always test a sample of the envelopes you are thinking of buying. Confirm that the envelope performs acceptably.

### For best printing results

- Avoid printing in high humidity i.e., above 70 %.  
High humidity may cause the envelope to curl and pick up excess toner.  
High humidity may also cause the envelope to seal.
- Avoid printing below 10 °C (50 °F) with less than 30 % relative humidity.  
Low temperature with low humidity may cause light printing.
- Print only one envelope at a time.

Envelope storage is very important. Store them away from moisture and humidity, where they can lay flat and their edges will not be bent or damaged. The humidity should not exceed 70 % RH.

# Sending documents created on the PC

## Sending a document created by an application as a fax message

You can access the fax function from a Windows application by using the Print command in the File menu. Select **PANA LINK FAX** as the active printer.

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

**1** Open the document you want to send.

**2** Select **Print** from the **File** menu.  
 •The Print dialog box will appear.



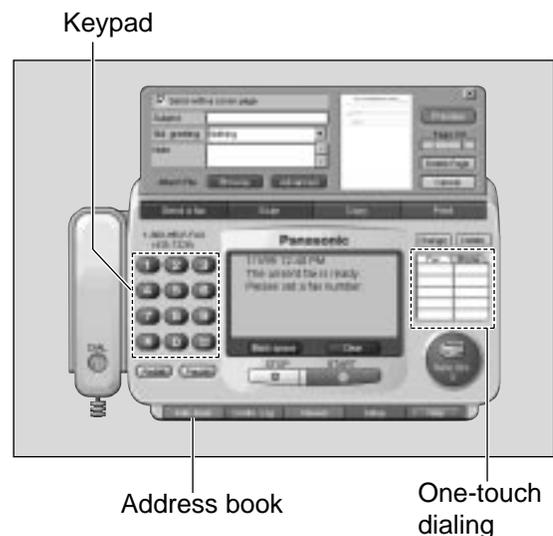
**3** Select **PANA LINK FAX** as the active printer.

**4** Click **OK** in the Print dialog box.  
 •If the PANA LINK application has not started yet, it will start now, and then one item is added to it as the transmission document.



**5** Set the fax number you want to send the document to.

- To set the telephone number, you can use the keypad, one-touch dialing or the address book.



**6** Click **START** in the main panel.  
 •The document will be sent.

### Note:

- If the line is busy or there is no answer, the PANA LINK Fax will automatically redial the number up to 5 times.
- To cancel transmission after dialing, click **STOP** in the main panel.
- If you send a fax using a PC, the FaxSav service cannot be used (p. 46).
- When you click **START** to send the selected file, any document set on the fax machine will also be sent at the same time.

## Sending a file from the PANA LINK window

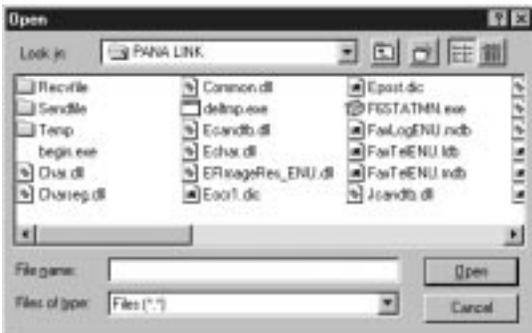
- 1** Open the **PANA LINK** main panel.



- 2** Click **Send a fax** in the main panel.  
•The Send fax panel will be displayed.



- 3** Click **Browse** in the Send fax panel.  
•The Open file dialog box will be displayed.



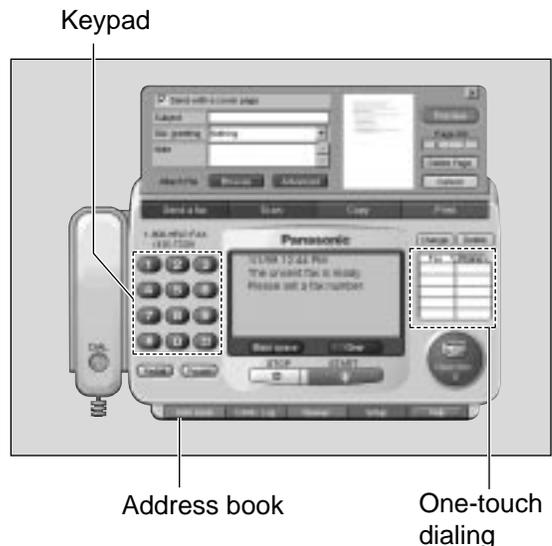
- 4** Select a file you want to send, and then click **[Open]**.

- An image of the file will be displayed in the preview window.



- 5** Set the fax number which you are going to send the file to.

- To set the telephone number, you can use the keypad, one-touch dialing or the address book.



- 6** Click **START** in the main panel.

- The document will be sent.
- If an application which creates the file starts, follow the instructions for the application to send the file.

### Note:

- If the line is busy or there is no answer, the PANA LINK Fax will automatically redial the number up to 5 times.
- To cancel transmission after dialing, click **STOP** in the main panel.
- If you send a fax using a PC, the FaxSav service cannot be used (p. 46).
- When you click **START** to send the selected file, any document set on the fax machine will also be sent at the same time.

# Sending a document from the fax machine using the PC

**1** Place the document on the fax machine.

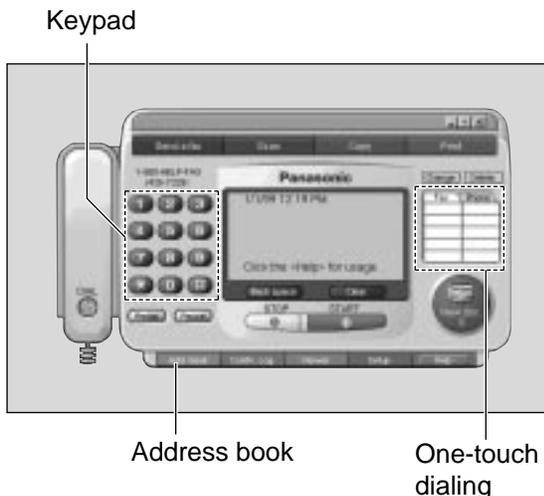


**2** Open the **PANA LINK** main panel.



**3** Set the fax number you want to send the document to in the main panel.

- To set the telephone number, you can use the keypad, one-touch dialing or the address book.



**4** Click **START**.

- A dialog box to set the image quality, type and brightness will be displayed.



**5** Set the image quality, type and brightness, and then click **Scan**.

**Note:**

- If you send a fax using a PC, the FaxSav service cannot be used (p. 46).
- To cancel transmission after dialing, press **STOP** on the fax machine.

# PC Receiving

## Receiving faxes on your PC

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You can receive a fax on the computer.

The received facsimile document is saved as an image file (TIFF-G4 format), and which you can view, print or send again.

### To receive manually

You can receive manually during a telephone conversation.

- 1 Open the **PANA LINK** main panel.

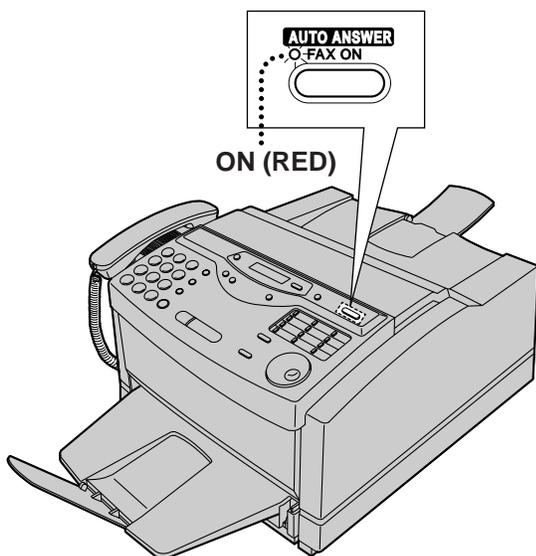


- 2 Click **START** in the main panel.

### To receive automatically

You can receive faxes to your PC automatically.

- 1 Set the fax machine to the AUTO ANSWER mode by pressing **AUTO ANSWER**.



- 2 Open or minimize the **PANA LINK** main panel.

## To receive directly to the fax machine

If you do not want to be disturbed by incoming faxes when using the PC, but want to receive faxes directly to your facsimile machine, follow these steps.

1. Click **[Setup]** in the main panel.
  - The Setup dialog box will appear.
2. Click the **Reception** tab in the dialog box.
3. Click "Receive directly to facsimile unit".
4. Click **[OK]**.



## Confirming the result of reception

- 1 Open the **PANA LINK** main panel.



- 2 Click on the **reception icon (New doc.)** in the main panel, or click on **[Comtn.\Log]** and switch to the received log.



- 3 Click on the items in the received log which have not been viewed yet ( icon).



- 4 Click on **File** in the menu bar, then click on **View**, or click **[View]** in the toolbar.
  - The Viewer window will appear, and the received fax will be displayed.



## Making a phone call

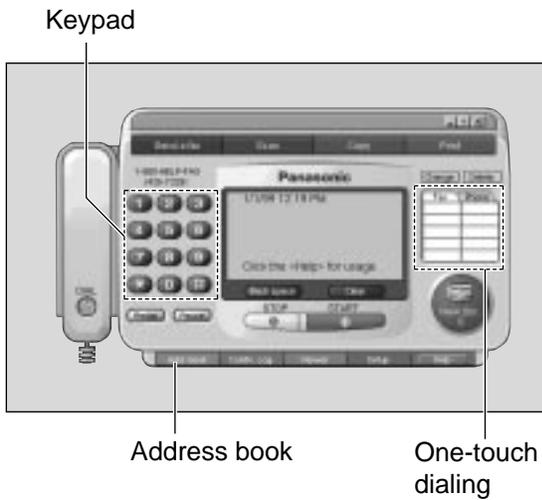
---

You can place a phone call using PANA LINK.  
Use the handset on the fax machine to talk.

- 1** Open the **PANA LINK** main panel.

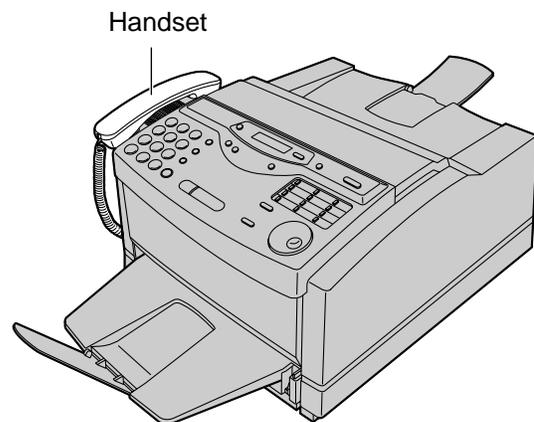


- 2** Enter the telephone number in the main panel.
- You can select the telephone numbers using the following methods: Keypad, one-touch dial, address book or redial. The main panel indicator will display "Start calling by pressing the <Dial>."



- 3** Click **Dial**.
- The main panel indicator will display "Lift the fax machine's handset to talk."

- 4** Lift the fax machine's handset.



## Computerized directory for fax and phone numbers

The Address Book is your personal information database for fax and phone numbers.

- 1 Open the **PANA LINK** main panel.

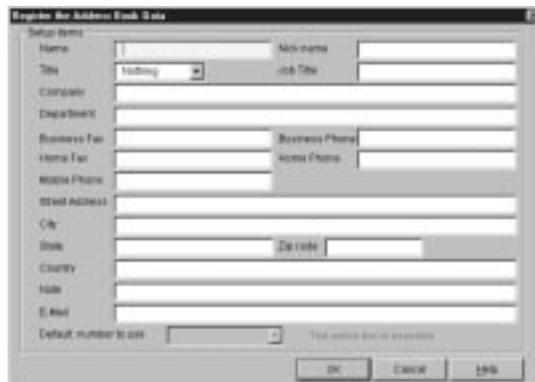


- 2 Click **Add. Book** in the main panel.
  - The Address Book window will appear.



- 3 Select **New entry** from Edit menu or click **[NewEntry]** in the toolbar.

- A dialog box to register personal information will appear.



- 4 Enter personal information in each space.
  - The name is essential.

- 5 Click **OK**.
  - The registered information will be shown in the list.



### Broadcast

When sending the same document to more than one location, you can use the "Group" function in the Address Book. You may select as many locations as you want from the Address Book.

# Scanning

## Using your fax machine as a scanner

Create an image file (TIF format) by scanning the document which is set in the fax machine.

- 1 Set the document which you are going to scan, in the fax machine.



- 2 Open the **PANA LINK** main panel.



- 3 Click **Scan** in the main panel.
  - The Scan dialog box will appear.



- 4 If necessary, change the setting of **Image Quality**, **Image Type** and **Brightness**.

- 5 Click **Scan**.
  - The Viewer window will appear after scanning, and the scanned image will be displayed in it.



- 6 To save the scanned image, select **Save** from the **File** menu.

### Note:

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.
- To cancel scanning while the document is being scanned, press **STOP** on the fax machine.

## PC based copying

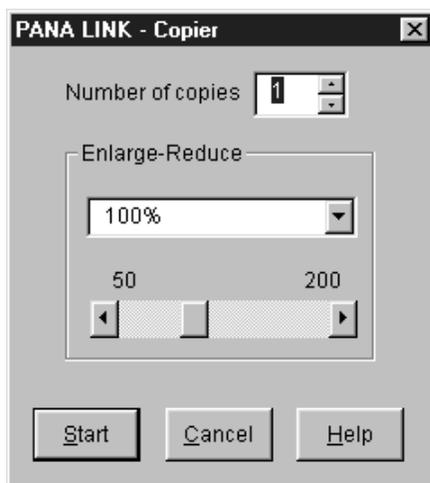
- 1 Set the document which you are going to copy in the fax machine.



- 2 Open the **PANA LINK** main panel.



- 3 Click **[Copy]** in the main panel.
  - The Copier dialog box will appear.



- 4 Enter the number of copies required in Number of copies.

- 5 If necessary, change the setting of **Enlarge-Reduce**.

- 6 Click **Start**.
  - The Scan dialog box will appear.



- 7 If necessary, change the setting of **Image Quality**, **Image Type** and **Brightness**.

- 8 Click **Scan**.
  - The fax machine will start scanning the documents, then will print the copies.

**Note:**

- While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.
- To cancel copying while the document is being scanned, press **STOP** on the fax machine.

## The Communication Log

It is possible to view a list of faxes sent or received from the PC, and to view their contents.

It is also possible to forward or resend these faxes.

- 1 Open the **PANA LINK** main panel.

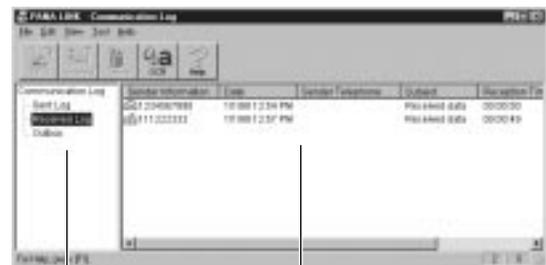


- 2 Click [**Comtn.\Log**] in the main panel.
  - The Communication Log window will appear.



- 3 Select the Communication Log Folder.

- The content of the selected Communication Log Folder will be displayed in the Communication Log List.



Communication Log Folder

Communication Log List

### Note:

- As the transmitted image files will remain in the hard disk, please check regularly that there is enough free space.

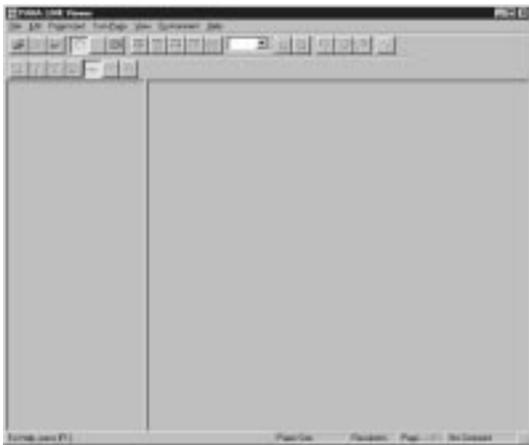
## Viewer

- It is possible to display the images sent, received, or scanned with PANA LINK.
- It is possible to move, copy and delete a file or page.
- From the Viewer, it is also possible to send an image as a fax.

**1** Open the **PANA LINK** main panel.

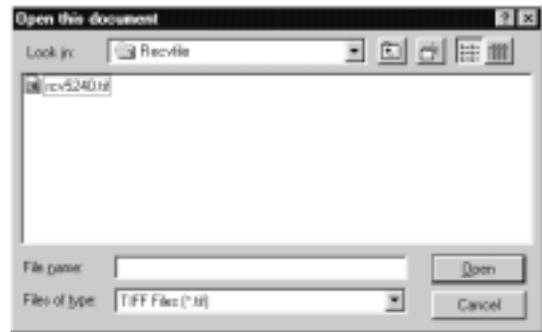


**2** Click **Viewer** in the main panel.  
• The Viewer window will appear.



**3** Click on **File** then **Open** in the menu bar, or click the **Open icon** in the tool bar in the main panel.

- The Open window will appear.



**4** Select the file you want to view.

**Note:**

- Text on the image cannot be edited.
- Use OCR to convert text on the image to text data that can be edited with word-processor software.

## PC link (turning PC related functions on/off)

The PC LINK feature by default is "ON".

If the AUTO ANSWER mode is turned on, all faxes will be received at your PC automatically.

If you do not want to be disturbed by incoming faxes when using the PC, but want to receive faxes directly to your fax machine, do one of the following.

- Turn off the PC LINK on the fax machine.
- Select "Receive directly to facsimile unit" on the PC (p. 97).

### To turn off the PC LINK on the fax machine

- When this feature is off, operations from your PC, such as fax transmission/reception, scanning, printing or copying are not available.

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

**2** Press **#**, then **1** **4**.  
PC LINK

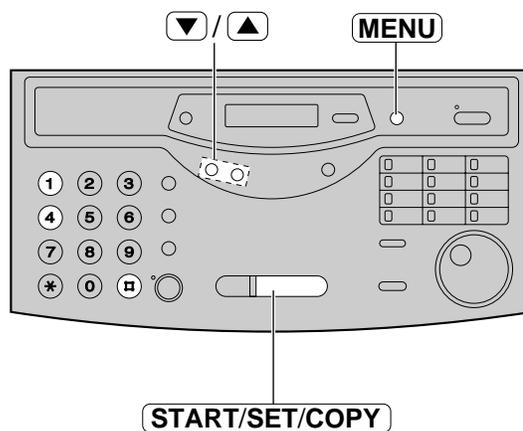
**3** Press **START/SET/COPY**.  
MODE=ON ▼▲

**4** Press ▼ or ▲ to select "OFF".  
MODE=OFF ▼▲

- To turn on the PC LINK on the fax machine, select "ON".

**5** Press **START/SET/COPY**.  
SETUP ITEM [ ]

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



## Reports

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

—The number you dialed is correct.

—The other party's machine is a facsimile.

If the problem remains, correct it by following the communication message printed on the sending and journal reports (p. 50, 51).

Communication message	Error code	Cause & Remedy
COMMUNICATION ERROR	41–72 FF	<ul style="list-style-type: none"> <li>•A transmission or reception error occurred. Try again or check with the other party.</li> </ul>
DOCUMENT JAMMED	—	<ul style="list-style-type: none"> <li>•The document is jammed. Remove the jammed document (p. 116).</li> <li>•A sheet of paper was inserted from the paper tray while scanning the document. Remove the paper from the paper tray.</li> </ul>
ERROR-NOT YOUR UNIT	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>
MEMORY FULL	—	<ul style="list-style-type: none"> <li>•The document was not received due to memory being full.</li> </ul>
NO DOCUMENT	—	<ul style="list-style-type: none"> <li>•The document was not fed into the unit properly. Reinsert the document and try again.</li> </ul>
OTHER FAX NOT RESPOND	—	<ul style="list-style-type: none"> <li>•The other party's fax machine was busy or ran out of recording paper. Try again.</li> <li>•The document was not fed properly. Reinsert the document and try again.</li> <li>•The other party's fax machine rings too many times. To send a fax manually, dial the number, confirm the fax tone, and press <b>START/SET/COPY</b>.</li> <li>•The other party's machine is not a facsimile. Check with the other party.</li> <li>•The number you dialed is not in service.</li> </ul>
PC FAIL OR BUSY	—	<ul style="list-style-type: none"> <li>•The PC cannot control the fax functions. The printer cable is not connected correctly, or the software is not running on the PC (p. 82–85).</li> </ul>
PRESSED THE STOP KEY	—	<ul style="list-style-type: none"> <li>•<b>STOP</b> was pressed and fax communication was canceled.</li> </ul>
TOP COVER WAS OPENED	—	<ul style="list-style-type: none"> <li>•The top cover was opened. Close it and try again.</li> </ul>
FRONT PANEL WAS OPENED	—	<ul style="list-style-type: none"> <li>•The front panel was opened. Close it and try again.</li> </ul>
OK	—	<ul style="list-style-type: none"> <li>•Fax communication was successful.</li> </ul>

# Error Messages

## Display

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

Display message	Cause & Remedy
CALL SERVICE	●There is something wrong with the unit. Contact our service personnel.
CHANGE DRUM	●The drum unit is being worn out. Replace the drum unit and toner cartridge with new ones as soon as possible (p. 117–119).
CHECK DOCUMENT	●The document is not fed into the unit properly. Reinsert the document.
CHECK DRUM	●The drum unit is not inserted properly. Reinsert it correctly (p. 21–23). ●The installed drum is worn out. Replace the drum unit with a new one.
CHECK MEMORY	●Memory (telephone numbers, parameters, etc.) has been erased. Re-program.
CHECK TONER	●The toner cartridge is not installed properly. Reinsert it correctly (p. 21–23).
DRUM LIFE OVER	●The drum unit has reached the end of its life expectancy. Replace the drum unit and toner cartridge with new ones (p. 117–119).
FAILED PICK UP	●The unit cannot pick up the recording paper loaded in the paper cassette. Remove the paper cassette and clear the jammed paper (p. 115).
FAX IN MEMORY	●The unit has a document in memory. See the other message instructions to print out the document.
FAX MEMORY FULL	●Memory is full of received documents due to a lack of recording paper or a recording paper jam etc. Install paper or clear the jammed paper. ●When performing memory transmission, the document being stored exceeds the memory capacity of the unit. Transmit the entire documents using manual or automatic transmission.
JOG-DIAL FULL	●There is no space to store new stations in the JOG DIAL directory. Edit or erase unnecessary stations (p. 40).
LOADING ERROR	●A loading error occurred while receiving IQ-data from FaxSav. Contact FaxSav at 1-888-332-9728.
MEMORY FULL	●When making a copy, the document being stored exceeds the memory capacity of the unit. Press <b>STOP</b> to clear the message. Divide the documents and try again.
MODEM ERROR	●There is something wrong with the modem circuit. Contact our service personnel.
NO FAX REPLY	●The other party's fax machine is busy or has run out of recording paper. Try again.
OUT OF PAPER	●The recording paper is not installed or the unit has run out of paper. Install paper (p. 24, 25).
PANEL OPEN	●The front panel is open. Close it.
PAPER JAMMED	●A recording paper jam occurred. Clear the jammed paper (p. 114, 115).

# Error Messages

Display message	Cause & Remedy
PC FAIL OR BUSY	<ul style="list-style-type: none"> <li>●The fax function cannot be operated by the PC. The printer cable is not connected correctly, or the software is not running on the PC (p. 82–85).</li> </ul>
PLEASE WAIT	<ul style="list-style-type: none"> <li>●The top cover was closed. Wait a while.</li> <li>●<b>START/SET/COPY</b> was pressed during the power save mode. Wait a while.</li> </ul>
REDIAL TIME OUT	<ul style="list-style-type: none"> <li>●The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
REMOVE DOCUMENT	<ul style="list-style-type: none"> <li>●The document is jammed. Remove the jammed document (p. 116).</li> <li>●Attempted to transmit a document longer than 600 mm (23<math>\frac{5}{8}</math>" ). Press the <b>STOP</b> button to remove the document. Divide the document into two or more sheets and try again.</li> </ul>
REMOVE PAPER	<ul style="list-style-type: none"> <li>●Paper was placed on the paper tray for manual feeding without first pressing <b>START/SET/COPY</b>. Remove the paper. When the "PLEASE WAIT" message disappears, place the paper on the paper tray.</li> <li>●The paper cassette is not inserted correctly. Insert it correctly.</li> </ul>
TONER EMPTY	<ul style="list-style-type: none"> <li>●The toner is empty. Replace the toner cartridge and drum unit with new ones (p. 117–119).</li> </ul>
TONER LOW	<ul style="list-style-type: none"> <li>●The remaining toner is low. Replace the toner cartridge and drum unit with new ones as soon as possible (p. 117–119).</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>●Transmission error occurred. Try again.</li> </ul>
UNIT OVERHEATED	<ul style="list-style-type: none"> <li>●The unit is too hot. Let the unit cool down.</li> </ul>
USE 1 FEED ONLY	<ul style="list-style-type: none"> <li>●When making transmission or copying, another sheet was placed on the paper tray. Remove it from the paper tray and try again.</li> </ul>
WRONG PAPER	<ul style="list-style-type: none"> <li>●The unit printed on paper which is shorter than letter size paper. To prevent the drum unit becoming dirty, use letter or legal size paper and set the correct recording paper size in feature setting #16 (p. 28).</li> </ul>

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

### Problems with fax machine

#### General

Problem	Cause & Remedy
I cannot make and receive calls.	<ul style="list-style-type: none"> <li>•The power cord or telephone line cord is not connected. Check the connections (p. 27).</li> </ul>
I cannot make calls.	<ul style="list-style-type: none"> <li>•The dialing mode setting is wrong. Change to "TONE" or "PULSE" (p. 36).</li> </ul>
The unit does not work.	<ul style="list-style-type: none"> <li>•Disconnect the unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company.</li> </ul>
The unit does not ring.	<ul style="list-style-type: none"> <li>•The ringer volume is set to off. Adjust it to a suitable level (p. 33).</li> </ul>
The other party complains they only hear a fax tone and cannot talk.	<ul style="list-style-type: none"> <li>•The FAX ONLY mode is set. Tell them the number is only used for faxes or change to another mode (p. 60, 61).</li> </ul>
The <b>REDIAL/PAUSE</b> button 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 receive mode does not function as explained on page 60.	<ul style="list-style-type: none"> <li>•A Distinctive Ring pattern is set (p. 68, 69).</li> <li>•The TEL/FAX mode is set (p. 70–73).</li> </ul>
During programming, I cannot enter the code or ID number.	<ul style="list-style-type: none"> <li>•All or part of the numbers are the same. Change the number (p. 67, 74).</li> </ul>

#### Fax - sending

Problem	Cause & Remedy
I cannot send documents.	<ul style="list-style-type: none"> <li>•The telephone line cord is connected to the EXT jack on the unit. Connect to the LINE jack (p. 27).</li> <li>•The other party's fax machine is busy or has run out of paper. Try again.</li> <li>•The other party's machine is not a facsimile. Check with the other party.</li> <li>•The other party's fax machine rings too many times. Send the fax manually - dial the number, confirm the fax tone, then press <b>START/SET/COPY</b>.</li> </ul>
The other party complains that letters on their received documents are distorted.	<ul style="list-style-type: none"> <li>•If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services.</li> <li>•The extension telephone on the same line is off the hook. Hang up the extension telephone and try again.</li> </ul>
The other party complains that white lines or black lines appear on their received documents.	<ul style="list-style-type: none"> <li>•The white roller is dirty. Clean it (p. 116).</li> </ul>

## Fax - sending (cont.)

Problem	Cause & Remedy
I cannot make an international fax call.	<ul style="list-style-type: none"> <li>• Use the overseas transmission mode (p. 57).</li> <li>• Add two pauses at the end of the telephone number (p. 35) or dial manually.</li> </ul>

## Fax - receiving

Problem	Cause & Remedy
I cannot receive documents.	<ul style="list-style-type: none"> <li>• The telephone line cord is connected to the EXT jack on the unit. Connect to the LINE jack (p. 27).</li> </ul>
I cannot receive documents automatically.	<ul style="list-style-type: none"> <li>• The receive mode is set to the TEL mode. Set to the FAX ONLY or TEL/FAX mode.</li> <li>• The time taken to answer a call is too long. Decrease the number of rings (p. 64, 73).</li> </ul>
The display shows "CONNECTING....." but faxes are not received.	<ul style="list-style-type: none"> <li>• The incoming call is not a fax. Change the receive mode to the TEL mode.</li> </ul>
The recording image is faint.	<ul style="list-style-type: none"> <li>• The sender transmitted a faint document. Ask them to transmit a clearer copy of the document.</li> </ul>

## Receive mode

Problem	Cause & Remedy
I cannot select the desired receive mode.	<ul style="list-style-type: none"> <li>• If you want to set the FAX ONLY or TEL/FAX mode:               <ul style="list-style-type: none"> <li>— Select the desired mode using feature #77 (p. 72), and</li> <li>— Press <b>AUTO ANSWER</b> to turn on the AUTO ANSWER light.</li> </ul> <div style="text-align: right;">  </div> </li> <li>• If you want to set the TEL mode:               <ul style="list-style-type: none"> <li>— Press <b>AUTO ANSWER</b> to turn off the AUTO ANSWER light.</li> </ul> <div style="text-align: right;">  </div> </li> </ul>

## Copying

Problem	Cause & Remedy
The unit does not make a copy.	<ul style="list-style-type: none"> <li>• You cannot make a copy during programming. Make the copy after programming or stop the programming.</li> </ul>
White lines or black lines appear on the copied document.	<ul style="list-style-type: none"> <li>• The white roller is dirty. Clean it (p. 116).</li> </ul>

# Operations

## Print quality

Problem	Cause & Remedy
The printing quality is poor.	<ul style="list-style-type: none"> <li>Some paper has instructions recommending which side to print on. Try turning the paper over.</li> </ul>
The printing is faint. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Original</p>  </div> <div style="text-align: center;"> <p>Copy</p>  </div> </div>	<ul style="list-style-type: none"> <li>You may have used paper with a cotton and/or fiber content that is over 25 %, such as letterhead or resume paper.</li> <li>The remaining toner is low. Replace the toner cartridge (p. 117–119).</li> </ul>
A dirty pattern or a black line appears on the printouts.	<ul style="list-style-type: none"> <li>There are scratches on the drum unit. Replace the drum unit (p. 117–119).</li> </ul>

## Using an answering machine

Problem	Cause & Remedy
I cannot receive documents automatically.	<ul style="list-style-type: none"> <li>Your greeting message on the answering machine is too long. Shorten the message (up to 10 seconds).</li> <li>The answering machine rings too many times. Set to 1 or 2 rings.</li> <li>The silent detection feature is deactivated. Activate this feature (p. 76).</li> </ul>
I cannot receive voice messages.	<ul style="list-style-type: none"> <li>Check if the answering machine is turned on and connected to the unit properly (p. 65).</li> <li>Set the number of rings on the answering machine to 1 or 2.</li> </ul>
I cannot retrieve recorded voice messages on the answering machine from a remote location.	<ul style="list-style-type: none"> <li>The remote access code on your answering machine is the same as your fax activation code. Set a different number for each code.</li> <li>You did not program your remote access code in your fax machine correctly. Program the same code that is programmed on the answering machine (p. 67).</li> </ul>
The greeting message on the answering machine is interrupted halfway and the caller cannot leave a voice message.	<ul style="list-style-type: none"> <li>The greeting message has a silent pause longer than 4 seconds. Re-record the greeting message.</li> </ul>
I pressed the remote access code to access the answering machine remotely, but the line was disconnected.	<ul style="list-style-type: none"> <li>The code may include “#” which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include “#” (p. 67).</li> </ul>
Callers complain that their voice message is interrupted halfway and they cannot leave a message.	<ul style="list-style-type: none"> <li>Advise the caller not to pause for over 4 seconds while recording their voice message.</li> </ul>
Callers complain that they cannot send a document.	<ul style="list-style-type: none"> <li>Your answering machine ran out of recording tape. Rewind the tape to record messages.</li> <li>You set the answering machine to only give a greeting message.</li> </ul>
When I answer a call with the extension telephone, the unit switches to the fax mode and I cannot talk with the other party.	<ul style="list-style-type: none"> <li>You paused for over 4 seconds during the conversation. To resume the conversation, press the <b>STOP</b> button on the unit.</li> </ul>

## Problems with PC software

### General

Problem	Cause & Remedy
I do not know how to move the PANA LINK Main Panel, because there is no title bar.	<ul style="list-style-type: none"> <li>●Point at an area with no buttons or parts and drag it where you want to move.</li> </ul>
I do not know whether the PANA LINK Main Panel is active or not.	<ul style="list-style-type: none"> <li>●The brightness of the Main Panel Display shows you whether the PANA LINK Main Panel is active or not. &lt;Active – bright, Non active – dark&gt;</li> </ul>
A Quick tip does not appear when I hold the mouse pointer over a button in the PANA LINK Main Panel, although I have set to display this.	<ul style="list-style-type: none"> <li>●If the PANA LINK Main Panel is non-active, the quick tip does not appear. Confirm again after making the PANA LINK Main Panel be active by clicking anywhere on it.</li> </ul>
The telephone number set in the Main Panel Display disappears, and the display shows “For storing a phone or fax number.” explanation of the button and so on.	<ul style="list-style-type: none"> <li>●The quick tip is displayed. Move the mouse cursor out of the PANA LINK Main Panel. If you do not need quick tips, open the setup dialog and select OFF of the Quick Tip in the System tab.</li> </ul>
The PANA LINK Main Panel disappears.	<ul style="list-style-type: none"> <li>●Look in the task tray (in the task bar). If you do not find the PANA LINK icon, it is closed. If you find the icon, the PANA LINK Main Panel is just minimized or iconified. Double-click the icon in the task tray or open the menu by right-clicking the fax icon then select Restore.</li> </ul>
The PANA LINK Main Panel disappears just after initializing.	<ul style="list-style-type: none"> <li>●The PANA LINK Main Panel is set to minimize when PANA LINK starts. Double-click the icon in the task tray or open the menu by right-clicking the fax icon, then select Restore. If you do not want this to happen each time you start PANA LINK, press the Setup button in the PANA LINK Main Panel, and check off the Start minimized check box in the Program startup settings in the System tab.</li> </ul>
I want to delete all of the telephone numbers set in the Main Panel Display.	<ul style="list-style-type: none"> <li>●Press the Stop button.</li> </ul>
I cannot recognize the last part of the entry in the address list of the Address Book or Communication log, because that part ended with...	<ul style="list-style-type: none"> <li>●Put a cursor on the line between the buttons, the cursor changes shape and you can expand the area by dragging, or double-clicking.</li> </ul>
A cover page is sent whenever I send a fax, though I do not want to send it.	<ul style="list-style-type: none"> <li>●The setting of the cover page is ON by default. To deactivate the setting, open the Setup dialog by pressing the Setup button, and click the Default cover page at every transmission check box in the Cover page tab.</li> </ul>
I attempted to select a telephone number from the Address Book to the PANA LINK Main Panel, but I selected a fax number by mistake.	<ul style="list-style-type: none"> <li>●You can change your selection in the PANA LINK Main Panel. Double click the number you set in the Main Panel Display, the fax number switches into the telephone number. You can also right-click the entry to select a specific number.</li> </ul>
I cannot use the Dial button, even though I specified a telephone number.	<ul style="list-style-type: none"> <li>●If there is transmission data or a document is set in the fax, you can only use the fax transmission function. If you want to make a phone call, please delete the transmission data.</li> </ul>
When I exit PANA LINK, the Viewer does not close.	<ul style="list-style-type: none"> <li>●The viewer can be operated separately, so when the PANA LINK is closed, it remains open.</li> </ul>

(continued)

# Operations

## General (cont.)

Problem	Cause & Remedy
The PANA LINK does not work properly.	<ul style="list-style-type: none"> <li>Click the <input type="checkbox"/> button to exit PANA LINK, and restart. If PANA LINK does not close, please force it to close by pressing Ctrl+Alt+Delete keys.</li> </ul>

## Transmission

Problem	Cause & Remedy
I see a "Sending a fax failed." message.	<ul style="list-style-type: none"> <li>Possible causes are as follows.               <ul style="list-style-type: none"> <li>Telephone circuit is not good.</li> <li>You received a call-waiting signal.</li> <li>The other party stopped reception.</li> <li>The other party ran out of the recording paper.</li> </ul> </li> <li>Transmit again after confirming with the other party.</li> </ul>
I see a "No response" message.	<ul style="list-style-type: none"> <li>The other party did not answer the call or the line was busy. Transmit again after waiting a while.</li> <li>The dialing mode setting (tone or pulse) is not correct. Open the Setup dialog box and confirm the dialing mode setup check box in the Line tab.</li> </ul>
I cannot make an international transmission.	<ul style="list-style-type: none"> <li>Set the fax machine to the overseas transmission mode (p. 57).</li> </ul>

## Reception

Problem	Cause & Remedy
The fax machine receives a fax, but I want to receive it with the PC.	<ul style="list-style-type: none"> <li>You probably checked the [Receive directly to Facsimile Unit] check box to activate in the Reception tab in the Setup dialog box. If so, click this check box to deactivate.</li> <li>The setting of the PC LINK on the fax machine is off. Turn it on (p. 104).</li> <li>The PANA LINK application does not operate. Start the PANA LINK application.</li> </ul>
The PC receives a fax, but I want to receive it with the fax machine.	<ul style="list-style-type: none"> <li>Open the Setup dialog box, then check the [Receive directly to Facsimile Unit] check box to activate in the Reception tab.</li> </ul>
I want to print out the received fax with another printer.	<ul style="list-style-type: none"> <li>Print after selecting the desired printer from the Print dialog box.</li> </ul>
The "Receiving a fax failed." message is displayed.	<ul style="list-style-type: none"> <li>Possible causes are as follows.               <ul style="list-style-type: none"> <li>The line condition was not good.</li> <li>The reception was interfered with the call waiting signal.</li> </ul> </li> <li>Check with the other party and try again.</li> </ul>

## Scan and copy

Problem	Cause & Remedy
I cannot scan.	<ul style="list-style-type: none"> <li>The facsimile unit is probably busy. Try again after the other operation is completed.</li> <li>There might not be enough free space on the hard disk. Try again after deleting unnecessary files or closing unused applications.</li> <li>There might not be enough RAM. Try again after closing some applications.</li> <li>Restart the PC, then try again.</li> </ul>

## Scan and copy (cont.)

Problem	Cause & Remedy
The document is not pulled into the document feeder.	<ul style="list-style-type: none"> <li>• Confirm that a maximum of 15 pages are set correctly.</li> </ul>
A document is jammed.	<ul style="list-style-type: none"> <li>• If you select Fine (200 x 200 dpi) in the image quality list, make sure the document is less than 655 mm (25<math>\frac{7}{8}</math>"'). If you select Line Art (400 x 400 dpi), make sure the document is less than 470 mm (18<math>\frac{1}{2}</math>"'). Remove the jammed document and try it again.</li> </ul>
The recording paper is jammed.	<ul style="list-style-type: none"> <li>• Remove the jammed recording paper, reinsert it, then try again.</li> </ul>
Even after clicking the Cancel button, scanning continues.	<ul style="list-style-type: none"> <li>• Please wait. Sometimes, it takes a while for the cancel request to be accepted.</li> </ul>
I cannot scan documents using other applications.	<ul style="list-style-type: none"> <li>• Due to compatibility issues, an error may occur when you scan documents using certain applications. Scan from PANA LINK.</li> </ul>

## Error message

Problem	Cause & Remedy
"Initialization failed." is displayed.	<ul style="list-style-type: none"> <li>• Reconfirm the connection of the PC and the fax machine.</li> <li>• The setting of the PC LINK on the fax machine is off. Turn it on (p. 104).</li> </ul>

## If a power failure occurs

- The unit will not function.
- Transmission and reception will be interrupted.
- If fax documents are stored in memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in memory have been erased.
- If delayed transmission is programmed, and the start time passes during a power failure, transmission will be attempted soon after power is restored.
- If an extension telephone/answering machine is connected to the unit, you can use it during a power failure.

## Power down report

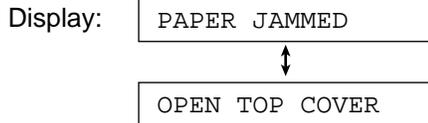
The power down report will be automatically printed out after power is restored.  
The report will not be printed out if there are no documents stored in memory.

### Sample of a power down report

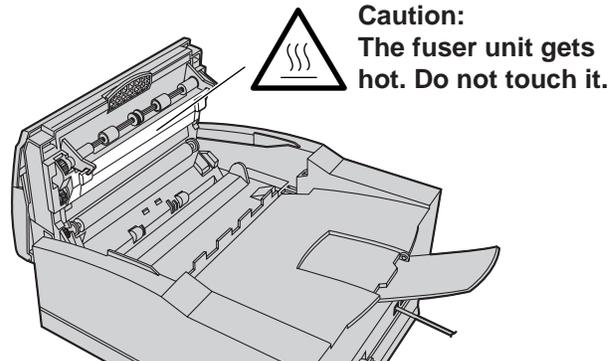
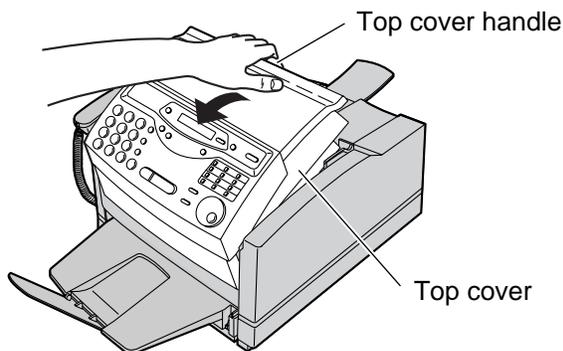
POWER DOWN REPORT				
			POWER DOWN AT:Jan. 05 1999 04:30AM	
			RESTARTED AT:Jan. 05 1999 04:31AM	
<< WARNING >>				
CONTENTS HAVE BEEN CLEARED DUE TO POWER DOWN.				
FOR ADDITIONAL INFORMATION, PLEASE SEE THE JOURNAL REPORT.				
NO.	OTHER FACSIMILE	MODE	PAGES	FUNCTION
01	<FAX # NOT AVAIL.>	RCV	01	MEMORY RECEIVE

## Clearing paper jams

If the unit does not eject any recording paper while printing, the recording paper has jammed. When the unit detects a paper jam, the following messages will be displayed.



Open the top cover by pulling the top cover handle forward and check where the paper has jammed.



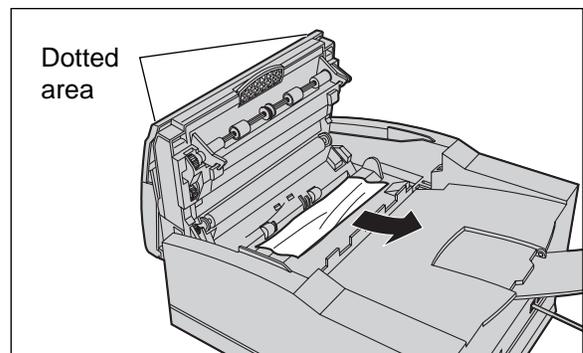
### If paper has jammed on the drum unit

**1** Remove the jammed paper carefully.

**Caution:**

- Do not touch or scratch the green drum surface as this may damage the drum unit.

**2** Close the top cover securely by pushing down on the dotted area at both ends.



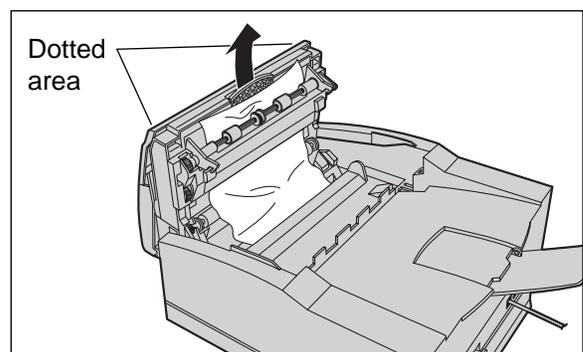
### If paper has jammed in the fuser unit

**1** Pull the jammed paper out carefully.

**Caution:**

- Do not touch or scratch the green drum surface as this may damage the drum unit.

**2** Close the top cover securely by pushing down on the dotted area at both ends.

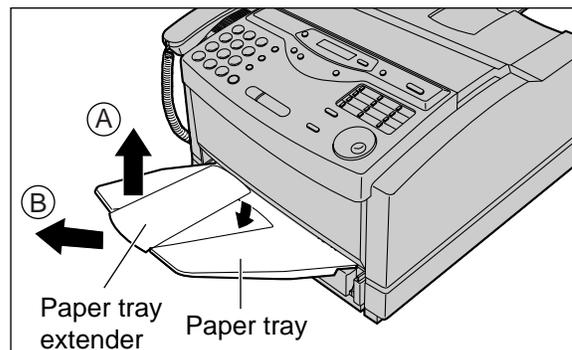


**Note:**

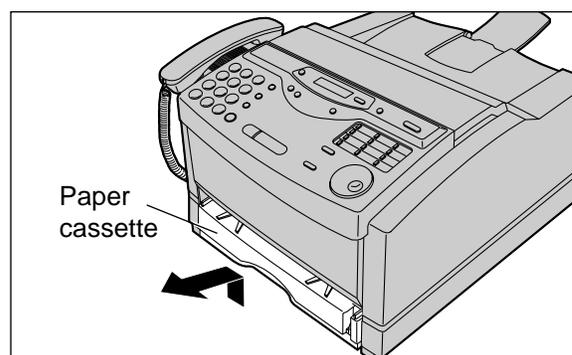
- If the jammed paper cannot be found, it may have stopped under the drum unit. Follow the instructions on next page to clear the jammed paper.

## If “FAILED PICK UP” is displayed

- 1** Close the paper tray extender and remove the paper tray by (A) slightly lifting and (B) pulling it out of the unit.



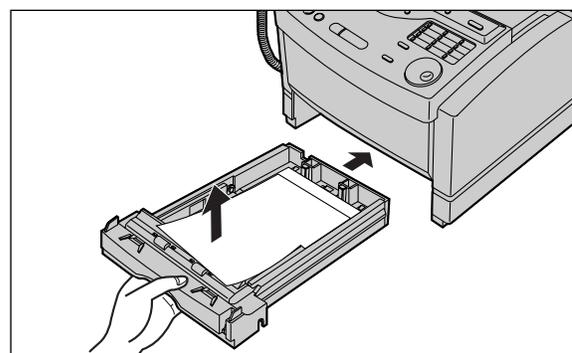
- 2** Lift the paper cassette up slightly and pull it out of the unit.



- 3** Remove the jammed recording paper.

- 4** Insert the paper cassette into the unit until it clicks into place.

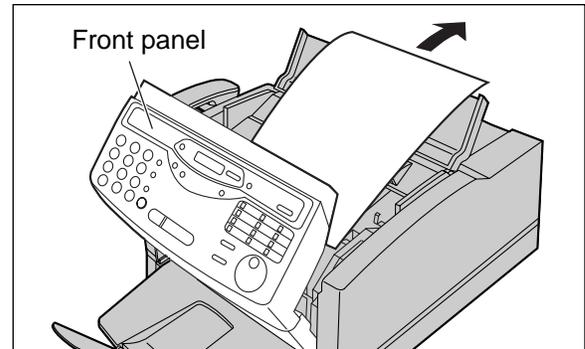
- 5** Replace the paper tray and open the paper tray extender.



## Sending document jams

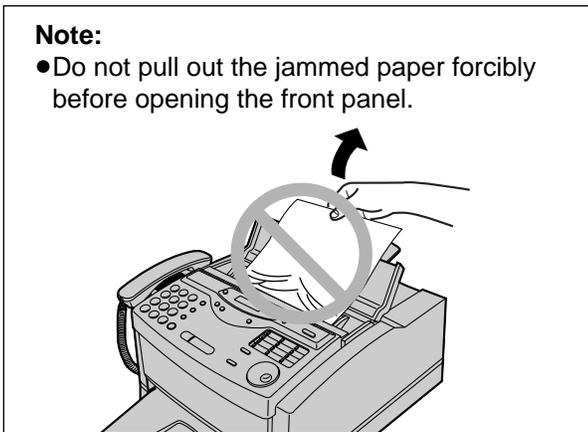
If the unit does not release the document during feeding, remove the jammed document.

- 1 Open the front panel.
- 2 Remove the jammed document carefully.
- 3 Close the front panel securely by pushing down on both ends.



**Note:**

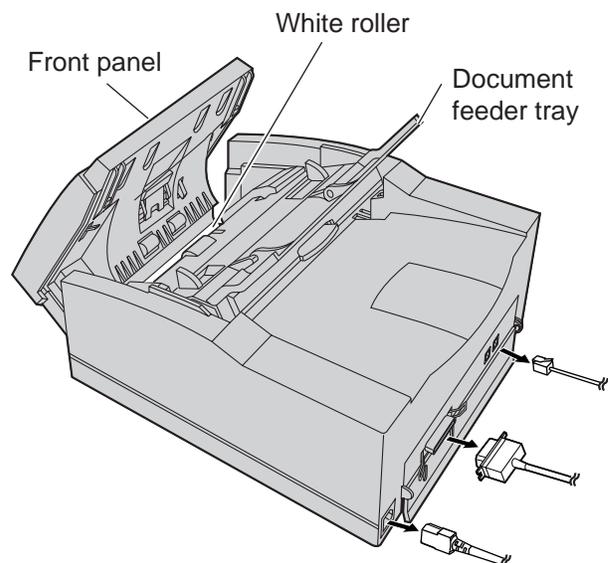
- Do not pull out the jammed paper forcibly before opening the front panel.



## Cleaning

If white or black bands appear on a copied or transmitted document, clean the white roller.

- 1 Disconnect the printer cable, the power cord and the telephone line cord.
- 2 Open the document feeder tray and the front panel.
- 3 Clean the white roller with a cloth moistened with isopropyl rubbing alcohol by rotating the roller and let it dry thoroughly.
- 4 Close the front panel securely by pushing down on both ends.
- 5 Connect the printer cable, the power cord and the telephone line cord.



**Caution:**

- Do not use paper products, such as paper towels or tissues, to clean the white roller.

## Replacing the toner cartridge and drum unit

When the display shows the following message, replace the toner cartridge and drum unit with new ones.

Display: TONER EMPTY OR TONER LOW

Depending on usage, the following message may be displayed.

DRUM LIFE OVER OR CHANGE DRUM

The following is available for replacement. To order, see page 5.

**KX-FA75:** Toner cartridge and drum unit

### Caution:

- If ingestion of toner occurs, drink several glasses of water to dilute stomach contents, and seek immediate medical treatment. If toner comes into contact with eyes, flush thoroughly with water, and seek medical treatment. If toner comes into contact with skin, wash thoroughly with soap and water.
- Do not put up the toner cartridge.
- The drum unit contains a photosensitive drum. Exposing it to light may damage the drum.
  - Do not expose the drum unit to light for more than 5 minutes.
  - Do not touch or scratch the green drum surface.
  - Do not place the drum unit near dust or dirt.
  - Do not place the drum unit in a high humidity area.
  - Do not expose the drum unit to direct sunlight.

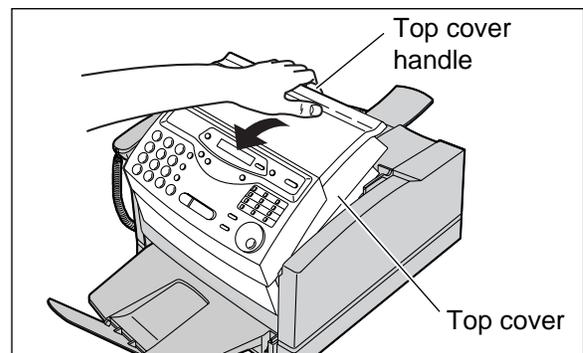
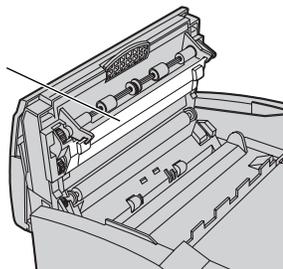
### Important:

- To prevent loss of fax memory, when replacing the toner cartridge and drum unit, do not unplug the fax machine.
- Keep the protection materials in case the unit must be repacked and transported (p. 120–122).

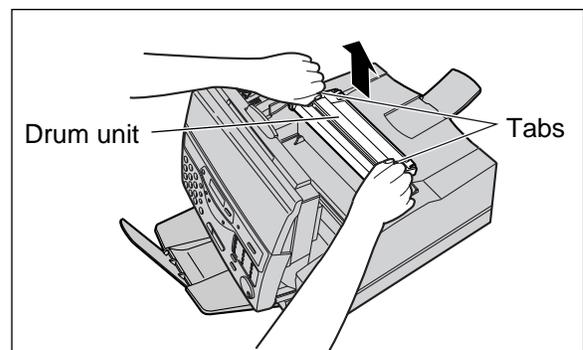
- 1** Pull the top cover handle forward and open the top cover.



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



- 2** Remove the used drum unit by holding the two tabs.



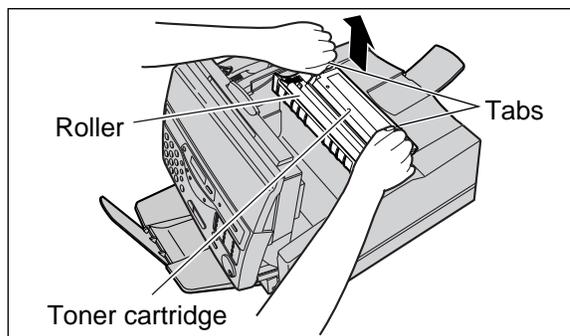
(continued)

# Replacement

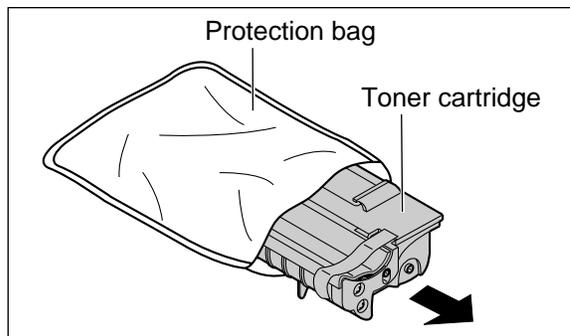
**3** Remove the used toner cartridge by holding the two tabs.

**Caution:**

- To avoid getting your hands dirty, do not touch the roller.



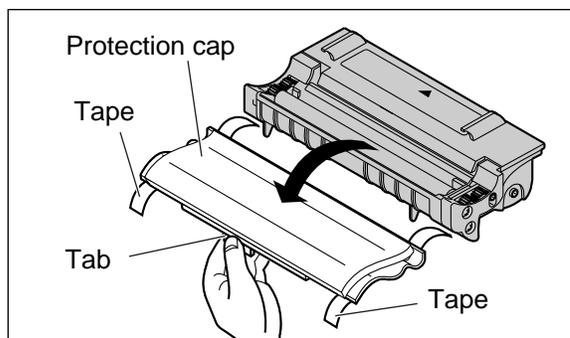
**4** Open the protection bag by cutting the end of the bag and remove the new toner cartridge.



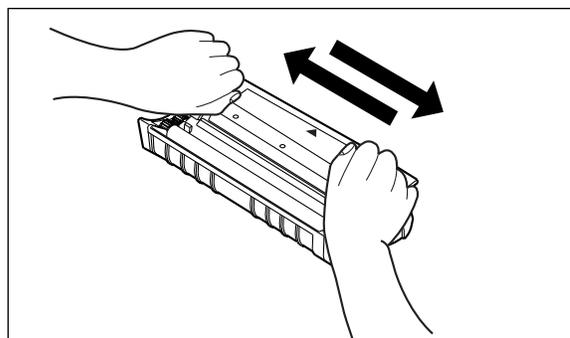
**5** Remove the tape and remove the protection cap by holding the tab.

**Caution:**

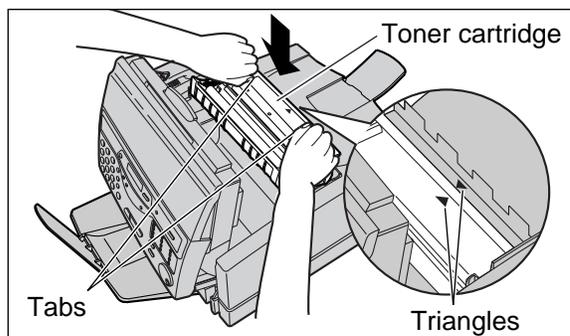
- Do not put up the toner cartridge.



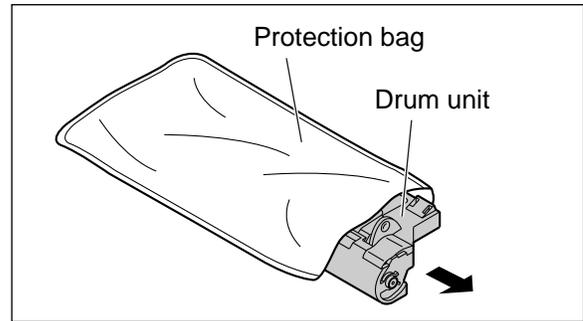
**6** Rock the toner cartridge from side to side several times carefully.



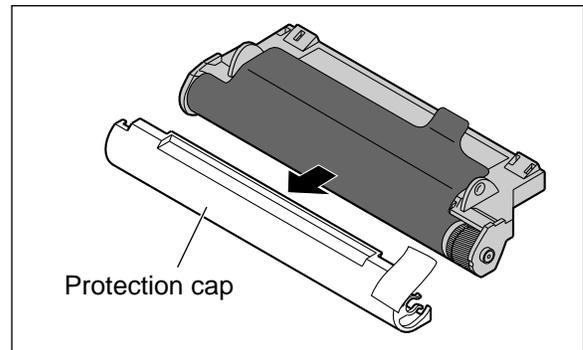
**7** Install the new toner cartridge by holding the two tabs and matching the triangles.



- 8** Open the protection bag by cutting the end of the bag and remove the drum unit.



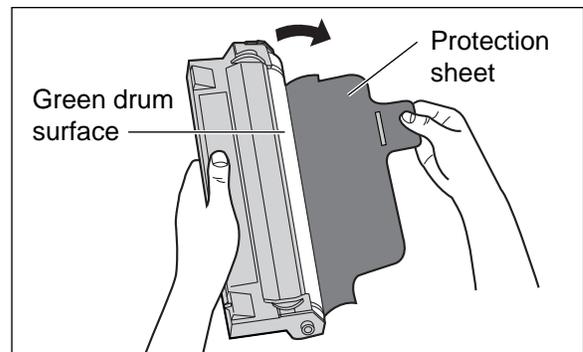
- 9** Remove the protection cap.



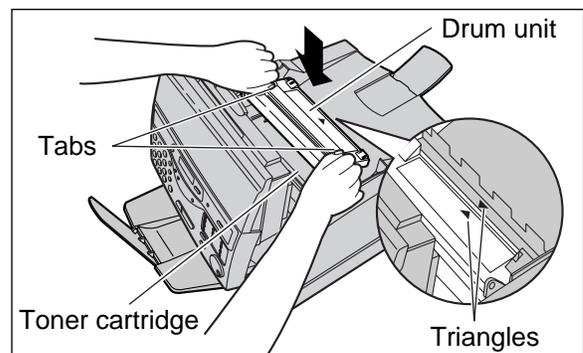
- 10** Remove the protection sheet.

**Caution:**

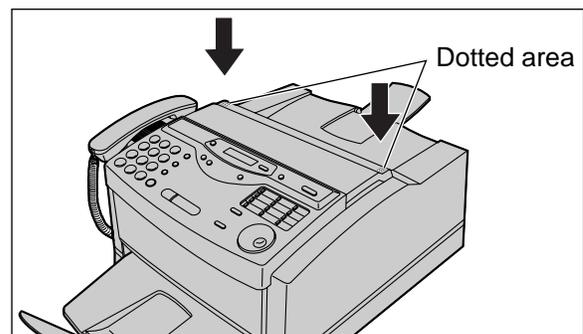
- Do not touch or scratch the green drum surface as this may damage the drum unit.
- Do not expose the drum unit to light for more than 5 minutes as this may damage the drum unit.



- 11** Install the new drum unit on the toner cartridge by holding the two tabs and matching the triangles.



- 12** Close the top cover securely by pushing down on the dotted area at both ends.



# Repacking

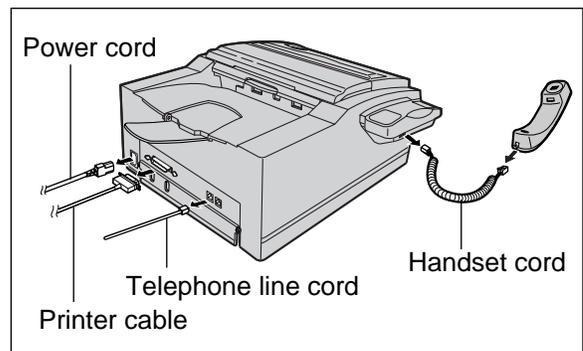
## Transporting the unit

This unit is not portable, so please take care when transporting it.

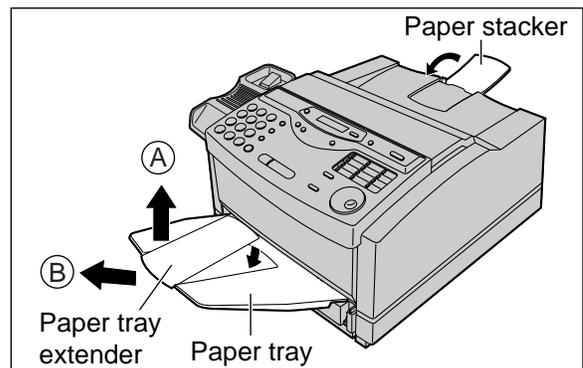
- Use the original carton and all of the original packing materials.
- Improper repacking of the unit may result in a service charge to repair the unit or in a cleaning charge to remove spilled toner.
- Because the unit uses dry toner, extreme care must be taken when handling. The unit should be handled in the upright (vertical) position until the unit is repacked completely.

If you plan to move the unit from one location to another, or if you want to store it, follow the steps below.

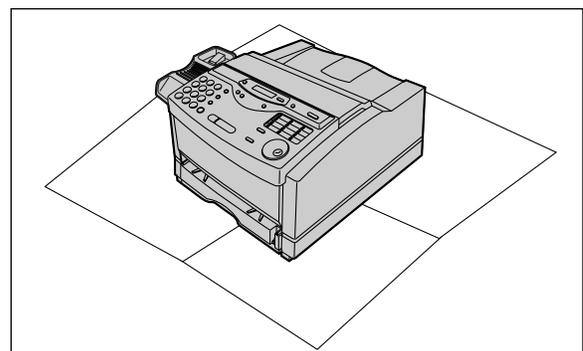
- 1** Disconnect the power cord, printer cable, telephone line cord, handset and handset cord.



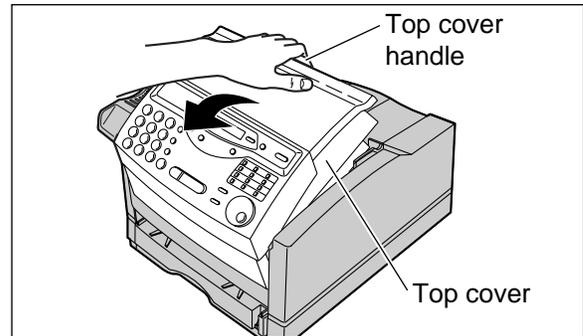
- 2** Close the paper stacker and the paper tray extender. Remove the paper tray by (A) slightly lifting and (B) pulling it out of the unit.



- 3** Spread a dropcloth or newspaper under the unit to keep the work area clean.



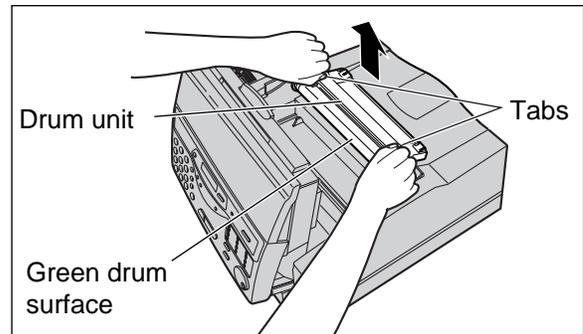
- 4** Pull the top cover handle forward and open the top cover.



- 5** Remove the drum unit by holding the two tabs.

**Caution:**

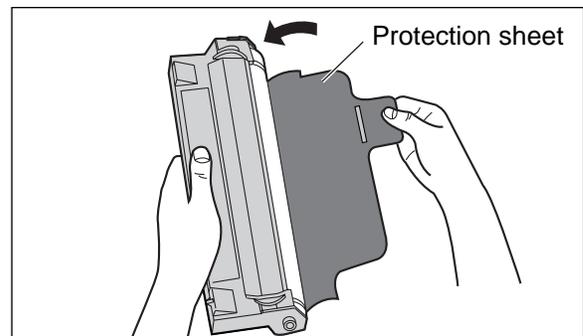
- Do not touch or scratch the green drum surface as this may damage the drum unit.



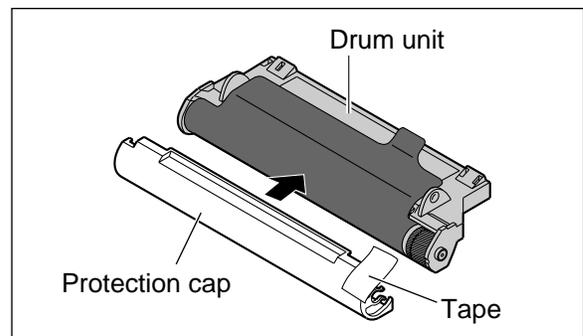
- 6** Attach the protection sheet and cover the green drum surface completely.

**Caution:**

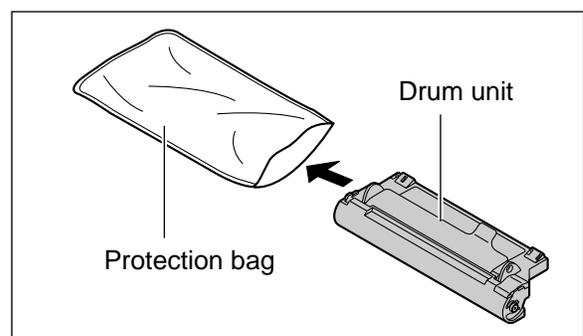
- Do not expose the drum unit to light for more than 5 minutes as this may damage the drum unit.
- Prevent the green drum surface from being stuck with the tape.



- 7** Attach the protection cap to the drum unit using the tape.



- 8** Pack the drum unit into the protection bag.



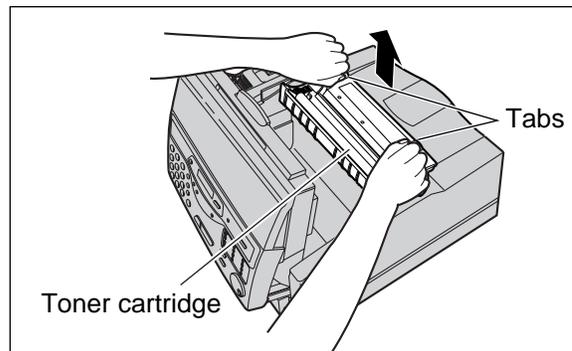
(continued)

# Repacking

- 9** Remove the toner cartridge by holding the two tabs.

**Caution:**

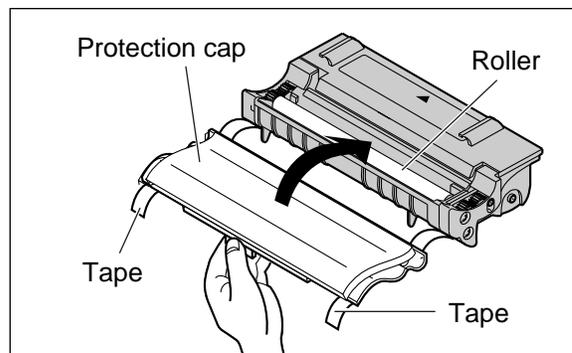
- Do not put up the toner cartridge.



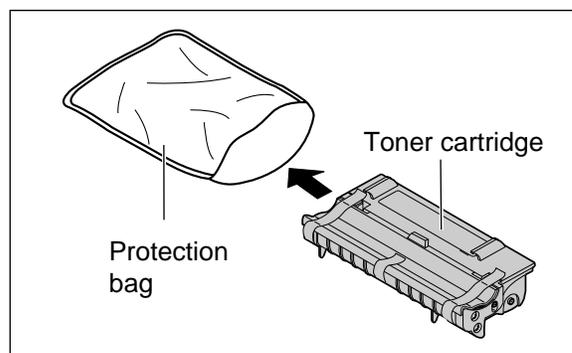
- 10** Attach the protection cap using the tape tightly.

**Caution:**

- To avoid getting your hands dirty, do not touch the roller.

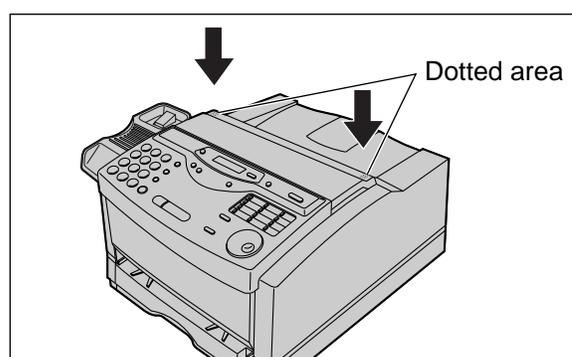


- 11** Pack the toner cartridge into the protection bag.



- 12** Close the top cover securely by pushing down on the dotted area at both ends.

- 13** Repack the unit in its original packing materials.



## Printing the feature settings, telephone numbers, journal and broadcast list

You can print out the following report and lists.

**Feature list:** provides you with the current settings of the basic and advanced programming features (p. 153–155).

**Telephone number list:** provides you with names and telephone numbers which are stored in the One-Touch Dial and JOG DIAL directory. The telephone number codes are as shown below.

P: A pause has been entered.

F: A flash has been entered.

[ ]: A secret telephone number has been entered. (The telephone number is not printed.)

**Journal report:** keeps records of fax transmissions and receptions. This report will be printed automatically after every 35 fax communications (p. 51).

**Broadcast list:** provides you with names and telephone numbers which are stored in the BROADCAST keys (p. 54–56).

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

Display: 2.PRINT REPORT

**2** For the **feature list**, press **#**, then **1**.

SETUP LIST

For the **telephone number list**, press **#**, then **3**.

TEL NO. LIST

For the **journal report**, press **#**, then **4**.

JOURNAL REPORT

For the **broadcast list**, press **#**, then **6**.

BROADCAST LIST

**3** Press **START/SET/COPY** to start printing.

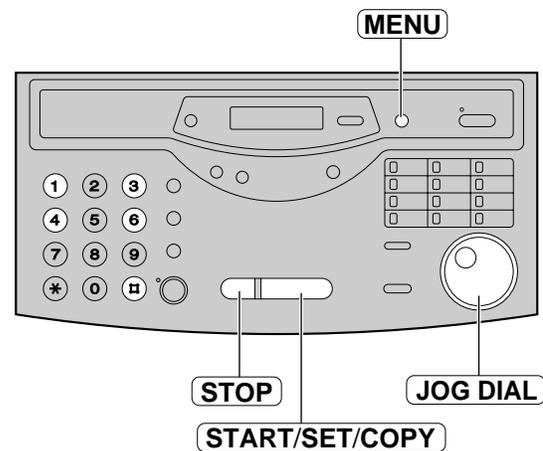
PRINTING

- To stop printing, press **STOP**.

- After printing, the following will be displayed.

PRINT ITEM [ ]

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



**Note:**

- In step 2, you can select the desired item by rotating **JOG DIAL**.

# Display Contrast / Reset

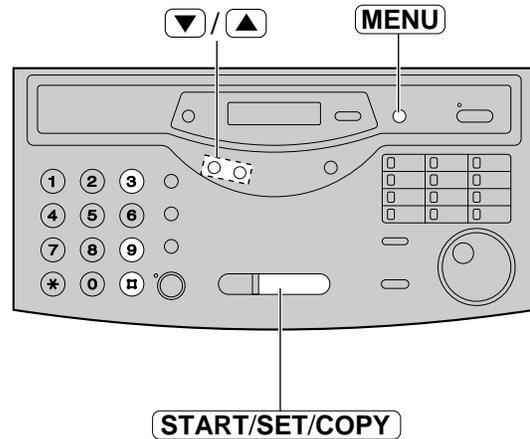
## Changing the display contrast

Use this feature to adjust the display contrast.

**NORMAL:** (Pre-selected setting)

**DARKER:** Used when the display contrast is too light.

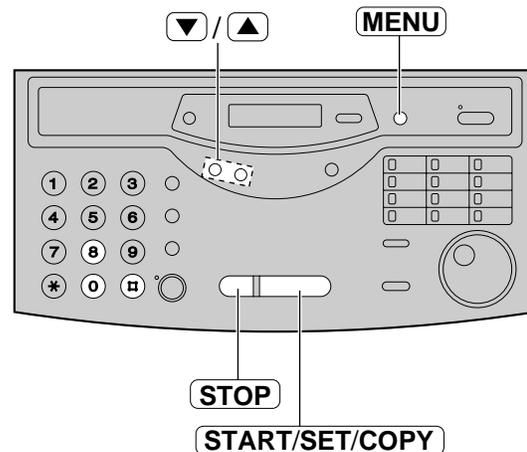
- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **3****9**.  
LCD CONTRAST
- 3 Press **START/SET/COPY**.  
MODE=NORMAL ▼▲
- 4 Press ▼ or ▲ to select the desired setting.
- 5 Press **START/SET/COPY**.  
SETUP ITEM [ ]
- 6 Press **MENU**.



## Resetting the advanced features

Use this feature to return the advanced features (p. 154, 155) to their pre-selected settings.

- 1 Press **MENU**.  
Display: 1.SYSTEM SET UP
- 2 Press **#**, then **8****0**.  
SET DEFAULT
- 3 Press **START/SET/COPY**.  
RESET=NO ▼▲
- 4 Press ▼ or ▲ to select "YES".  
RESET=YES ▼▲
- 5 Press **START/SET/COPY**.  
RESET OK?
- 6 •If this feature is not required, press **STOP**.  
Press **START/SET/COPY** again for confirmation.  
RESET COMPLETED  
↓  
SETUP ITEM [ ]



- 7 Press **MENU**.

## List of FCC requirements and information --- ---

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

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

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

### **Ringer Equivalence Number (REN):**

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

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

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

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

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

### **CAUTION:**

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

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

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

This telephone provides magnetic coupling to hearing aids.

### **NOTE:**

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

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

# Limited Warranty

**Panasonic Consumer Electronics Company,**  
**Division of Matsushita Electric Corporation of America**  
One Panasonic Way, Secaucus,  
New Jersey 07094

**Panasonic Sales Company**  
**Division of Matsushita Electric of**  
**Puerto Rico, Inc.**  
Ave. 65 de Infantería, Km. 9.5, San Gabriel  
Industrial Park, Carolina, Puerto Rico 00985

## **PANASONIC**

### **Facsimile Products**

### **Limited Warranty**

Have any questions? CALL 1-800-HELPFAX on:

How to operate the unit,  
How to get repair service,  
How to get supplies.

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

**This Limited Warranty Excludes both Labor and Parts for:** batteries, antennas, and cosmetic parts (cabinet).

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

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

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

#### **LIMITS AND EXCLUSIONS**

There are no express warranties except as listed above.

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

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

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

## Servicenter Directory

For Product Information, Operating Assistance, Literature Requests, Dealer Locations, and all Customer Service inquiries please contact:  
**1-800-HELP-FAX (435-7329), Monday-Friday 9am - 8pm EST.**

**Web Site: <http://www.Panasonic.com>**  
**You can purchase parts, accessories or locate your nearest servicenter by visiting our Web Site.**

### Factory Servicenters Locations

<p><b>CALIFORNIA</b>            6550 Katella Avenue            Cypress, CA 90630</p> <p>800 Dubuque Avenue            S. San Francisco,            CA 94080</p> <p>20201 Sherman Way            Suite 102            Canoga Park, CA 91306</p> <p>3878 Ruffin Road            Suite A            San Diego, CA 92123</p> <p><b>COLORADO</b>            1640 South Abilene Street            Suite D            Aurora, CO 80012</p> <p><b>FLORIDA</b>            3700 North 29<sup>th</sup> Avenue            Suite 102            Hollywood, FL 33020</p>	<p><b>GEORGIA</b>            8655 Roswell Road            Suite 100            Atlanta, GA 30350</p> <p><b>ILLINOIS</b>            9060 Golf Road            Niles, IL 60714</p> <p>1703 North Randall Road            Elgin, IL 60123            (Pick-up / Drop-off only)</p> <p><b>MARYLAND</b>            62 Mountain Road            Glen Burnie, MD 21061</p> <p><b>MASSACHUSETTS</b>            60 Glacier Drive            Suite G            Westwood, MA 02090</p>	<p><b>MICHIGAN</b>            37048 Van Dyke Avenue            Sterling Heights, MI 48312</p> <p><b>MINNESOTA</b>            7850-12<sup>th</sup> Avenue South            Airport Business Center            Bloomington, MN 55425</p> <p><b>OHIO</b>            2236 Waycross Road            Civic Center Plaza            Forest Park, OH 45240</p> <p><b>PENNSYLVANIA</b>            2221 Cabot Blvd. West            Suite B            Langhorne, PA 19047</p> <p>Chartiers Valley            Shopping Center            1025 Washington Pike            Bridgeville, PA 15017</p>	<p><b>TENNESSEE</b>            3800 Ezell Road            Suite 806            Nashville, TN 37211</p> <p><b>TEXAS</b>            7482 Harwin Drive            Houston, TX 77036</p> <p>13615 Welch Road            Suite #101            Farmers Branch, TX            75244</p> <p><b>WASHINGTON</b>            20425-84<sup>th</sup> Avenue South            Kent, WA 98032</p> <p><b>HAWAII</b>            99-859 Iwaiwa Street            Aiea, Hawaii 96701            Phone (808) 488-1996            Fax (808) 486-4369</p>
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### Service in Puerto Rico

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

### Accessory Purchases:

**1-800-332-5368 (Customer Orders Only)**  
**Panasonic Services Company 20421 84th Avenue South, Kent, WA 98032**  
**(6 am to 5 pm Monday – Friday; 6 am to 10:30 am Saturday; PST)**  
**(Visa, MasterCard, Discover Card, American Express, Check)**

# Limited Warranty / Energy Star

## Notes for product service and shipping the product

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### For product service

- Servicers are listed on page 127.
- Call toll free 1-800-HELP-FAX (435-7329) for the location of an authorized servicer.

### When you ship the product

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

## Energy Star

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



If this product is not used for 5 minutes, it will change to power save mode.

## Technical data about this product

### Common specifications

<b>Laser diode properties:</b>	Laser output: 5 mW max
	Wave length: 760–800 nm
	Emission duration: Continuous
<b>Operating Environment:</b>	10 °C – 32.5 °C (50 °F – 90.5 °F), 20 % – 80 % RH (Relative Humidity)
<b>Dimensions (H×W×D):</b>	422 mm×430 mm×212 mm (16 <sup>5</sup> / <sub>8</sub> "×16 <sup>15</sup> / <sub>16</sub> "×8 <sup>1</sup> / <sub>32</sub> "
<b>Mass (Weight):</b>	Approx. 12.2 kg (26.9 lb.)
<b>Power Consumption:</b>	Standby: Approx. 40 W
	Power save*: Approx. 10 W
	Transmission: Approx. 12 W (Power save)
	Approx. 42 W (Standby)
	Print (Copy or Reception): Approx. 200 W
	Maximum: Approx. 480 W
<b>Power Supply:</b>	120 V AC, 60 Hz

\*If this product is not used for 5 minutes, it will change to power save mode.

### Fax/Copy feature

<b>Applicable Lines:</b>	Public Switched Telephone Network
<b>Document Size:</b>	Max. 216 mm (8 <sup>1</sup> / <sub>2</sub> " in width
	Max. 600 mm (23 <sup>5</sup> / <sub>8</sub> " in length—STANDARD/FINE/HALF TONE mode
	Max. 420 mm (16 <sup>17</sup> / <sub>32</sub> " in length—SUPER FINE mode
<b>Effective Scanning Width:</b>	208 mm (8 <sup>3</sup> / <sub>16</sub> "
<b>Effective Printing Width:</b>	208 mm (8 <sup>3</sup> / <sub>16</sub> "
<b>Transmission Time*:</b>	Approx. 8 s/page (ECM-MMR)**
<b>Scanning Density:</b>	Horizontal: 8 pels/mm (203 pels/inch)
	Vertical: 3.85 lines/mm (98 lines/inch) —STANDARD mode
	7.7 lines/mm (196 lines/inch) —FINE/HALF TONE mode
	15.4 lines/mm (392 lines/inch) —SUPER FINE mode
<b>Halftone Level:</b>	64-level
<b>Scanner Type:</b>	CIS (Contact Image Sensor)
<b>Printer Type:</b>	Laser beam printer
<b>Data Compression System:</b>	Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
<b>Modem Speed:</b>	14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
<b>Memory Capacity:</b>	Approx. 120 pages of memory transmission/reception/copy (Based on the CCITT No. 1 Test Chart in standard resolution.)

\*Transmission speed depends upon the contents of the pages, resolution, telephone line conditions and capability of the receiving unit.

\*\*The 8 second speed is based upon the CCITT No. 1 Test Chart.

CCITT No. 1 Test Chart



# Specifications

## Printer feature

**Printer Type:** Laser beam printer  
**Print Speed:** 8 ppm  
**Printing Resolution:** 600 × 600 dpi  
**Compatible OS:** Windows 3.1/3.11/95/98  
**Interface:** 8-bit parallel (Included)  
**Paper specifications:**  
**Media Size:** Using the paper cassette

Media	Size	Dimension
Paper	Letter	216 mm × 279 mm (8½" × 11")
	Legal	216 mm × 356 mm (8½" × 14")

Using the paper tray

Media	Size	Dimension
Paper	Letter	216 mm × 279 mm (8½" × 11")
	Legal	216 mm × 356 mm (8½" × 14")
	A4	210 mm × 297 mm
	Executive	184 mm × 267 mm (7¼" × 10½")
Transparency	Letter	216 mm × 279 mm (8½" × 11")
	A4	210 mm × 297 mm
Envelope	COM10	105 mm × 241 mm (4⅛" × 9½")
	DL	110 mm × 220 mm

**Paper Weight:** Using the paper cassette  
60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (16 lb. to 24 lb.)  
Using the paper tray  
60 g/m<sup>2</sup> to 105 g/m<sup>2</sup> (16 lb. to 28 lb.)

**Note:**

- Fax receiving and copying are only available when using the paper cassette.

## Scanner feature

**Document Size:** Max. 216 mm (8½") in width  
Max. 600 mm (23⅝") in length  
**Effective Scanning Width:** 208 mm (8⅜")  
**Scanning Density:** Standard 200 × 100 dpi  
Fine 200 × 200 dpi  
S-Fine 200 × 400 dpi  
**Halftone Level:** 64-level  
**Scanner Type:** CIS (Contact Image Sensor)  
**Compatible OS:** Windows 95/98,  
Windows 3.1/3.11 (Need application software which is compatible with TWAIN driver.)

**Note:**

- Any details given in these instructions are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.

## Toner life

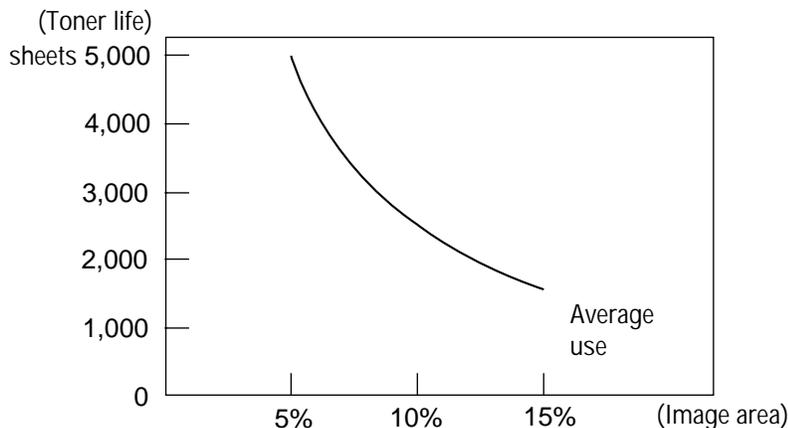
Toner life of the included toner cartridge or KX-FA75 toner cartridge depends on the amount of content in a received, copied or printed document. We refer to the content as “image area”. Because image area varies in actual usage, so does toner life. The following is the approximate relationship between image area and toner life for the included toner cartridge or KX-FA75 toner cartridge.

### ■ Toner life for the included toner cartridge or KX-FA75 toner cartridge:

5% image area	10% image area	15% image area
<p>Specifications</p> <p>Main unit specifications</p> <p>1. Applicable Lines: Public switched telephone network</p> <p>2. compatibility: ITU-TS G3</p> <p>3. Effective Scanning Width: Max. 208mm</p> <p>4. Recording Paper Size: Letter : 216 279mm Legal : 216 356mm</p> <p>5. Effective Printing Width: 206mm</p> <p>6. Transmission Time: Approx. 30sec/page(O3 Normal mode,MI) Approx. 17sec/page(O3 Original mode,MI) Approx. 18sec/page(O3 Original mode,MI)</p> <p>7. Fax Redial Times: Up to 5times</p> <p>8. Telephone Redial Times: Up to 15times</p> <p>9. Scanning Density: Horizontal: 3.85lines/cm Vertical: 3.85lines/cm or 7.7lines/cm (Line or Half-tone mode)</p> <p>10. Scanner Type: Contact image sensor</p>	<p>Specifications</p> <p>Main unit specifications</p> <p>1. Applicable Lines: Public switched telephone network</p> <p>2. compatibility: ITU-TS G3</p> <p>3. Effective Scanning Width: Max. 208mm</p> <p>4. Recording Paper Size: Letter : 216 279mm Legal : 216 356mm</p> <p>5. Effective Printing Width: 206mm</p> <p>6. Transmission Time: Approx. 30sec/page(O3 Normal mode,MI) Approx. 17sec/page(O3 Original mode,MI) Approx. 18sec/page(O3 Original mode,MI)</p> <p>7. Fax Redial Times: Up to 5times</p> <p>8. Telephone Redial Times: Up to 15times</p> <p>9. Scanning Density: Horizontal: 3.85lines/cm Vertical: 3.85lines/cm or 7.7lines/cm (Line or Half-tone mode)</p> <p>10. Scanner Type: Contact image sensor</p> <p>11. Printer Type: Electrophotographic LED array printer</p> <p>12. Data Compression System: Modified Huffman(MH), Modified READ(MR)</p> <p>13. Modem Speed: 9600/2400/4800/2400bps Automatic Fallback</p> <p>14. Operating Environment: 10-32.5 C 20-80RH</p> <p>15. Dimensions(H x W x D): 371 148 489mm</p> <p>16. Mass(Weight): Approx. 12kg</p> <p>17. Power Consumption: Standby: 12-480W Transmission: 17-480W Sleep: 12-480W Copy: 24-550W Maximum: 600W</p> <p>*Transmission Time: Transmission time apply to text data using ITU-TS No.1 test chart between the same models at maximum speed and may vary in actual usage.</p>	<p>Specifications</p> <p>Main unit specifications</p> <p>1. Applicable Lines: Public switched telephone network</p> <p>2. compatibility: ITU-TS G3</p> <p>3. Effective Scanning Width: Max. 208mm</p> <p>4. Recording Paper Size: Letter : 216 279mm Legal : 216 356mm</p> <p>5. Effective Printing Width: 206mm</p> <p>6. Transmission Time: Approx. 30sec/page(O3 Normal mode,MI) Approx. 17sec/page(O3 Original mode,MI) Approx. 18sec/page(O3 Original mode,MI)</p> <p>7. Fax Redial Times: Up to 5times</p> <p>8. Telephone Redial Times: Up to 15times</p> <p>9. Scanning Density: Horizontal: 3.85lines/cm Vertical: 3.85lines/cm or 7.7lines/cm (Line or Half-tone mode)</p> <p>10. Scanner Type: Contact image sensor</p> <p>11. Printer Type: Electrophotographic LED array printer</p> <p>12. Data Compression System: Modified Huffman(MH), Modified READ(MR)</p> <p>13. Modem Speed: 9600/2400/4800/2400bps Automatic Fallback</p> <p>14. Operating Environment: 10-32.5 C 20-80RH</p> <p>15. Dimensions(H x W x D): 371 148 489mm</p> <p>16. Mass(Weight): Approx. 12kg</p> <p>17. Power Consumption: Standby: 12-480W Transmission: 17-480W Sleep: 12-480W Copy: 24-550W Maximum: 600W</p> <p>*Transmission Time: Transmission time apply to text data using ITU-TS No.1 test chart between the same models at maximum speed and may vary in actual usage.</p> <p>Paper specifications</p> <p>1. Basic Weight: 16-241g</p> <p>2. Thickness: 2 257 50µm</p> <p>3. Moisture Content: 4-6%</p> <p>4. Sandiness: 100-300#/FField</p> <p>5. Acid Content: 5.5PH minimum</p> <p>6. Fusing Compatibility: Must not scorify, melt, offset material, or release hazardous emissions when heated to 200 C for 0.1 seconds</p> <p>7. Ducting Dimensions: 0 1021 57 (Normal), 0 1021 57 (Long)</p> <p>8. Drains: Out with sharp blades, no paper must</p> <p>9. Cut Edge Conditions: Not to exceed 10X</p> <p>10. Ash Content: Not to exceed 10X</p> <p>11. Car: For information</p> <p>12. Packing: For information</p> <p>NOTE: -The specifications are subject to change without notice.</p>

#### Note:

- The image area changes with the depth, thickness and size of the characters in the document.



#### Note:

- Toner life will vary depending on actual usage.

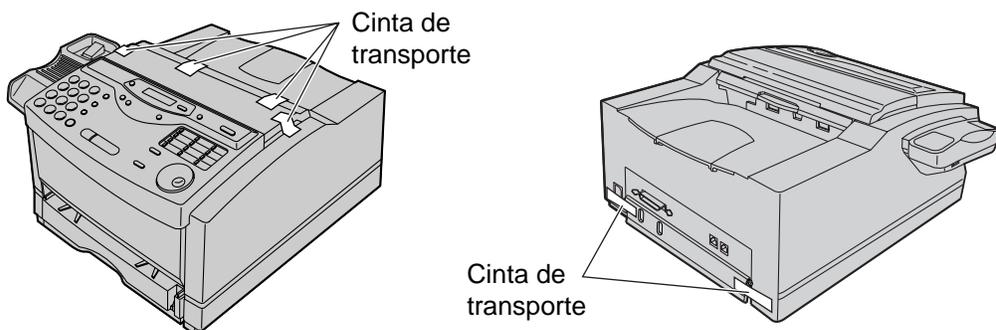
## Drum life

The included drum unit or KX-FA75 drum unit can print approx. 5,000 sheets of letter size paper regardless of the content of image area.

## Instalación

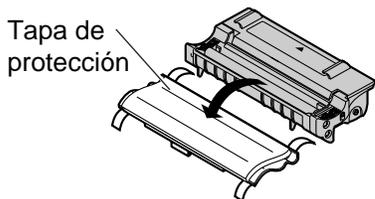
### Antes de hacer la instalación

Retire la cinta de transporte.



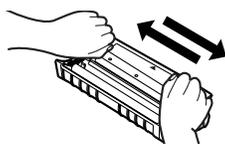
#### 1 Cartucho de toner

- A. Tire hacia delante del asa de apertura de la cubierta superior y abra la cubierta superior.
- B. Retire la tapa de protección.



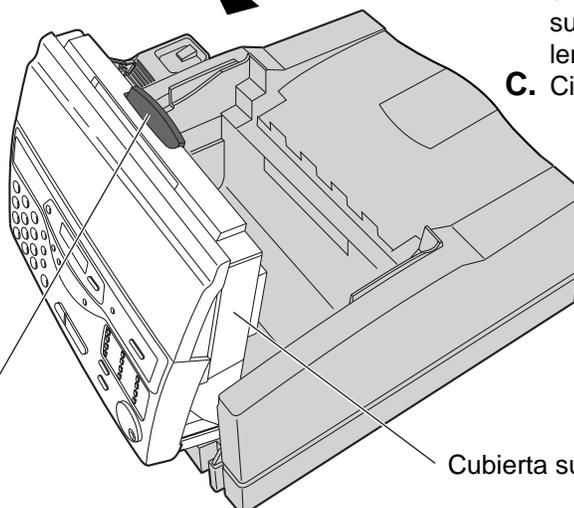
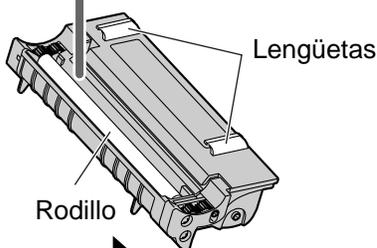
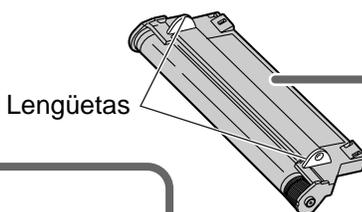
- No toque el rodillo.

- C. Sacuda el cartucho de toner horizontalmente varias veces.



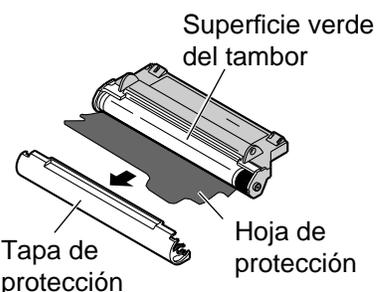
- D. Instale el cartucho de toner sujetándolo por las dos lengüetas.

Asa de apertura de la cubierta superior



#### 2 Unidad del tambor

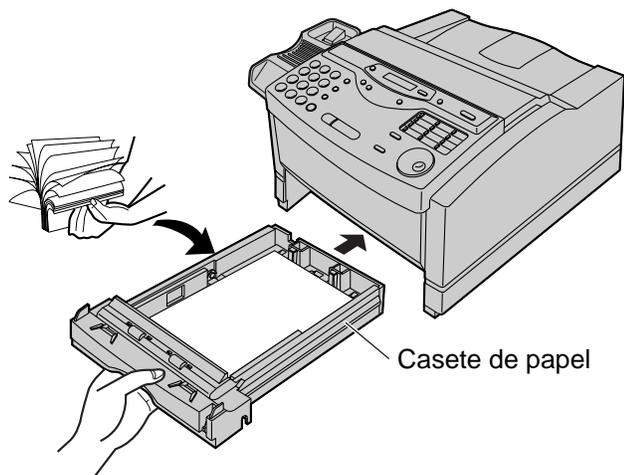
- A. Retire la tapa de protección y la hoja de protección.
  - No toque ni golpee la superficie verde del tambor.
  - No exponga la unidad del tambor a la luz durante más de 5 minutos.



- B. Instale la unidad del tambor en el cartucho de toner sujetándola por ambas lengüetas.
- C. Cierre la cubierta superior.

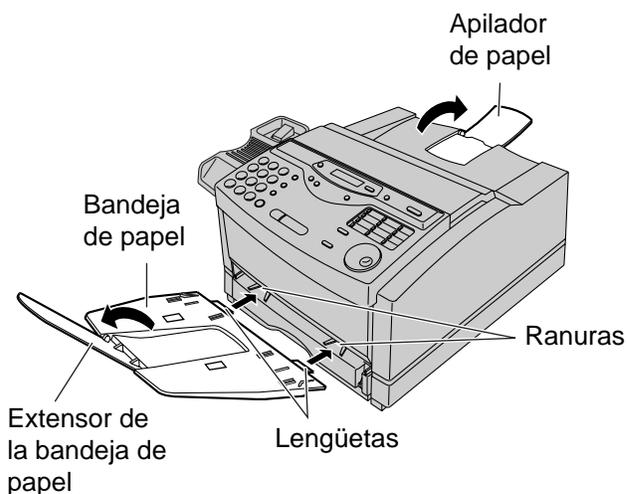
## 3 Papel de impresión

- A. Levante ligeramente el casete de papel y sáquelo de la unidad tirando de él.
- B. Separe el papel para evitar que se atasque e insértelo en el interior del casete de papel.
  - Ponga la cara a imprimir mirando hacia arriba.
- C. Inserte el casete de papel en la unidad hasta que encaje en posición produciendo un chasquido.

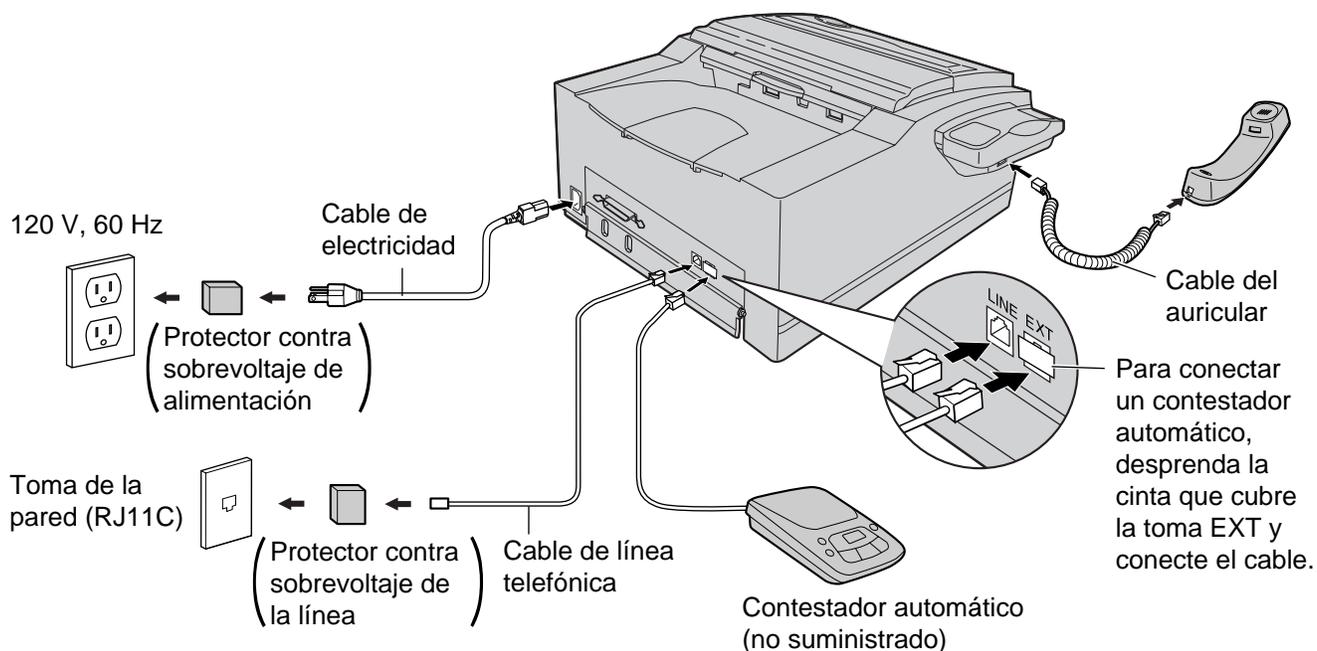


## 4 Bandeja de papel y apilador de papel

- A. Inserte las dos lengüetas de la bandeja de papel en las ranuras del casete de papel.
- B. Abra el extensor de la bandeja de papel.
- C. Abra el apilador de papel.



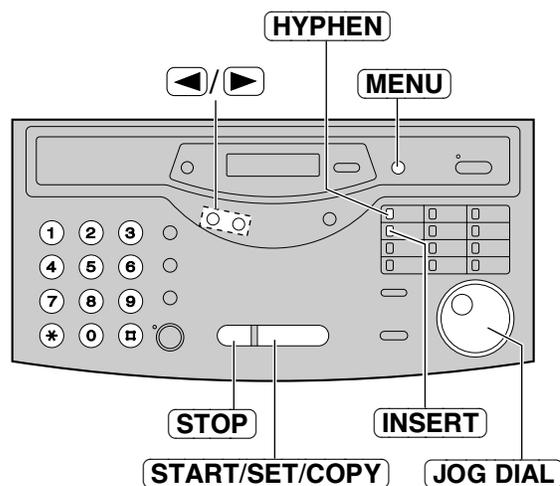
## Conexiones



## Programación inicial

### Ajuste de la fecha y la hora

- 1 Pulse **MENU**.
- 2 Pulse **#**, y luego **0 1**.
- 3 Pulse **START/SET/COPY**.
- 4 Introduzca el mes/día/año correcto seleccionándolos con 2 dígitos para cada uno utilizando el teclado de marcación o **JOG DIAL**. Si utiliza **JOG DIAL**, pulse **▶** para mover el cursor.
- 5 Pulse **START/SET/COPY**.
- 6 Introduzca la hora/minuto correcto seleccionando cada uno de ellos mediante 2 dígitos con el teclado de marcación o **JOG DIAL**. Si utiliza **JOG DIAL**, pulse **▶** para mover el cursor. Pulse **\*** para seleccionar "AM" o "PM".
- 7 Pulse **START/SET/COPY**.
- 8 Pulse **MENU**.



### Ajuste de su logotipo

- 1 Pulse **MENU**.
- 2 Pulse **#**, y luego **0 2**.
- 3 Pulse **START/SET/COPY**.
- 4 Introduzca su logotipo, con un máximo de 30 caracteres, utilizando el teclado de marcación (consulte las instrucciones de la derecha) o **JOG DIAL** (consulte la página siguiente).
  - Para introducir continuamente el mismo número, pulse **▶** para mover el cursor al siguiente espacio.
- 5 Pulse **START/SET/COPY**.
- 6 Pulse **MENU**.

### Ajuste del número de teléfono de su facsímil

- 1 Pulse **MENU**.
- 2 Pulse **#**, y luego **0 3**.
- 3 Pulse **START/SET/COPY**.
- 4 Introduzca el número de teléfono de su facsímil con un máximo de 20 dígitos utilizando el teclado de marcación o **JOG DIAL**. Si utiliza **JOG DIAL**, pulse **▶** para mover el cursor.
  - El botón **\*** reemplaza un carácter por un signo "+" y el botón **#** reemplaza un carácter por un espacio.
  - Para introducir un guión en un número de teléfono, pulse **HYPHEN**.
- 5 Pulse **START/SET/COPY**.
- 6 Pulse **MENU**.

### Selección de caracteres con el teclado de marcación

Teclas	Caracteres
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 ( ) < > ! " # \$ % & ¥ * @ ^ ' →
INSERT	Se utiliza para insertar un carácter o un espacio.

### Para corregir un error

- Pulse **◀** o **▶** para mover el cursor al carácter incorrecto, y luego haga la corrección.
- Para borrar un carácter, mueva el cursor al carácter que desee borrar y pulse **STOP** para las características número #02 y #03.

## Memorización de nombres y números de teléfono para la marcación de un toque

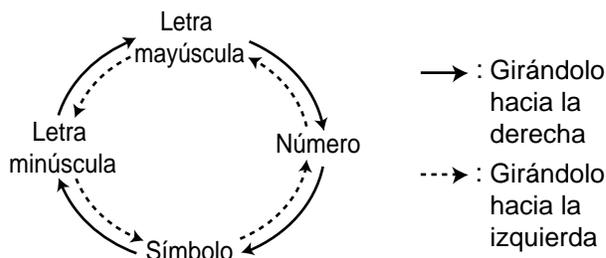
- 1 Pulse **DIRECTORY PROGRAM**.
- 2 Para las estaciones 1–11  
Pulse una de las teclas de marcación de un toque.
  - Si selecciona una de las teclas de marcación de un toque 1 a 4, seleccione “DIAL MODE” pulsando **▼**, y luego pulse **START/SET/COPY** para ir a la siguiente indicación.**Para las estaciones 12–22**  
Pulse **LOWER**, y luego pulse una de las teclas de marcación de un toque.
- 3 Introduzca el nombre de la estación, un máximo de 10 caracteres, utilizando el teclado de marcación (consulte la página 134) o **JOG DIAL** (consulte abajo).
- 4 Pulse **START/SET/COPY**.
- 5 Introduzca el número de teléfono, un máximo de 30 dígitos.
- 6 Pulse **START/SET/COPY**.
- 7 Pulse **DIRECTORY PROGRAM** para salir de la programación.

### Selección de caracteres con JOG DIAL

En lugar de pulsar las teclas de marcación podrá seleccionar caracteres utilizando JOG DIAL.

1. Gire **JOG DIAL** hasta que se visualice el carácter deseado.
2. Pulse **▶** para mover el cursor al siguiente espacio.
  - Se inserta el carácter visualizado en el paso 1.
3. Vuelva al paso 1 para introducir el siguiente carácter.

#### Orden de visualización de los caracteres



## Memorización de nombres y números de teléfono en el directorio JOG DIAL

Para acceder rápidamente a los números marcados frecuentemente, además de la marcación de un toque, la unidad proporciona también el directorio JOG DIAL (100 estaciones).

- 1 Pulse **DIRECTORY PROGRAM**.
- 2 Gire **JOG DIAL** e introduzca el nombre, hasta 10 caracteres, utilizando el teclado de marcación (consulte la página 134) o **JOG DIAL** (consulte arriba).
- 3 Pulse **START/SET/COPY**.
- 4 Introduzca el número de teléfono, un máximo de 30 dígitos.
- 5 Pulse **START/SET/COPY**.
- 6 Pulse **DIRECTORY PROGRAM** para salir de la programación.

### Para corregir un error

- Pulse **◀** o **▶** para mover el cursor al carácter incorrecto, y luego haga la corrección.

### Para borrar un carácter

- Mueva el cursor al carácter que desee borrar y pulse **STOP**.

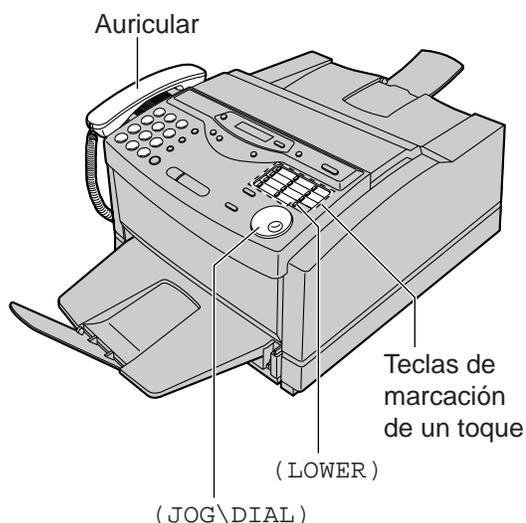
## Para hacer/contestar una llamada de voz

### ■ Para hacer manualmente una llamada de voz

- 1 Levante el auricular.
- 2 Marque el número.
- 3 Cuando termine de conversar, vuelva a poner el auricular en su lugar.

### ■ Para hacer una llamada de voz utilizando la marcación de un toque

- 1 Levante el auricular.
- 2 **Para las estaciones 1–11**  
Pulse la tecla de marcación de un toque deseada.  
**Para las estaciones 12–22**  
Pulse **(LOWER)**, y luego pulse la tecla de marcación de un toque deseada.
- 3 Cuando termine de conversar, vuelva a poner el auricular en su lugar.



### ■ Para hacer una llamada de voz utilizando el directorio JOG DIAL

- 1 Gire **(JOG DIAL)** hasta que se visualice el nombre deseado.
- 2 Levante el auricular.
  - La unidad empezará a marcar automáticamente.
- 3 Cuando termine de conversar, vuelva a poner el auricular en su lugar.

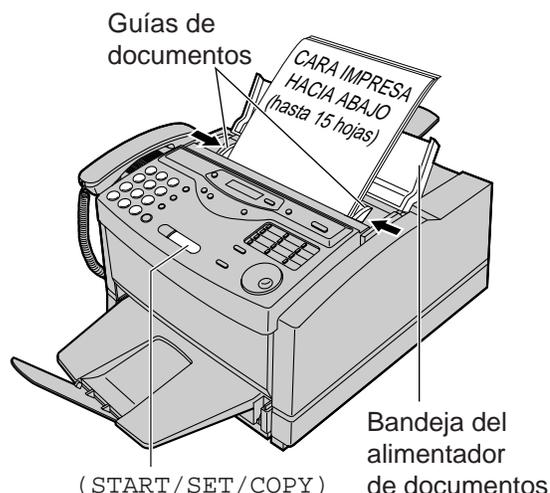
### ■ Para contestar una llamada de voz

- 1 Levante el auricular cuando oiga el timbre de la unidad.
- 2 Cuando termine de conversar, vuelva a poner el auricular en su lugar.

## Envío de un fax

### ■ Envío manual de un fax

- 1 Abra la bandeja del alimentador de documentos.
- 2 Ajuste la anchura de las guías de documentos según el tamaño del documento.
- 3 Introduzca el documento hasta que oiga un pitido.
- 4 Marque el número del fax.
- 5 Pulse **(START/SET/COPY)**.



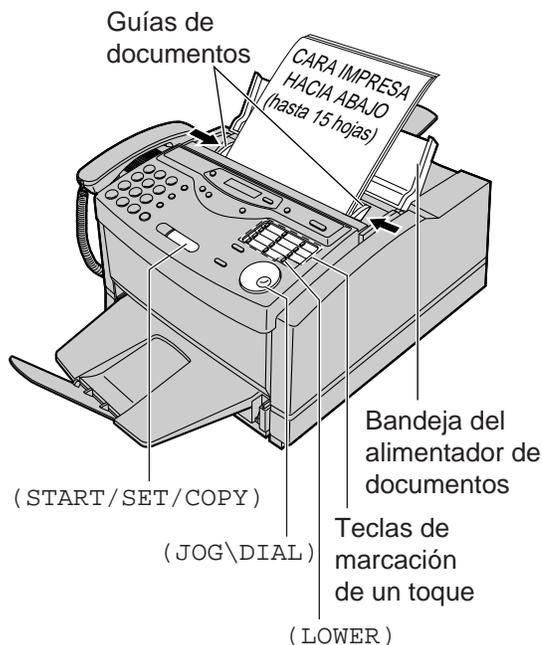
# Comienzo rápido en español

## ■ Envío de un fax utilizando la marcación de un toque

- 1 Abra la bandeja del alimentador de documentos.
- 2 Ajuste la anchura de las guías de documentos según el tamaño del documento.
- 3 Introduzca el documento hasta que oiga un pitido.
- 4 **Para las estaciones 1-11**  
Pulse la tecla de marcación de un toque deseada.  
**Para las estaciones 12-22**  
Pulse **LOWER**, y luego pulse la tecla de marcación de un toque deseada.

## ■ Envío de un fax utilizando el directorio JOG DIAL

- 1 Abra la bandeja del alimentador de documentos.
- 2 Ajuste la anchura de las guías de documentos según el tamaño del documento.
- 3 Introduzca el documento hasta que oiga un pitido.
- 4 Gire **JOG DIAL** hasta que se visualice el nombre deseado.
- 5 Pulse **START/SET/COPY**.



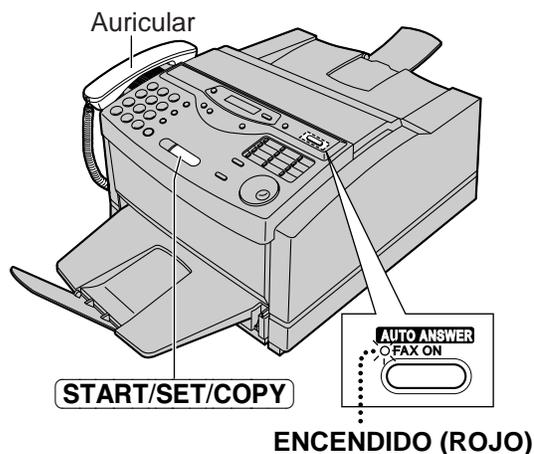
## Reciviendo un fax

### ■ Recepción manual de un fax

- 1 Levante el auricular cuando oiga el timbre de la unidad.
- 2 Cuando:
  - sea necesario recibir un documento,
  - se oiga un tono de llamada de fax (pitido lento), o
  - no se oiga sonido,pulse **START/SET/COPY**.
- 3 Cuelgue el auricular.

### ■ Recepción automática de un fax

Pulse **AUTO ANSWER** para activar el modo AUTO ANSWER.



## Para hacer una copia

- 1 Abra la bandeja del alimentador de documentos.
- 2 Ajuste la anchura de las guías de documentos según el tamaño del documento.
- 3 Inserte el documento hasta que se oiga un pitido.
- 4 Pulse **START/SET/COPY**.
- 5 Introduzca el número de copias.
- 6 Pulse **START/SET/COPY**.



## Utilización del software (PANA LINK) de computadora

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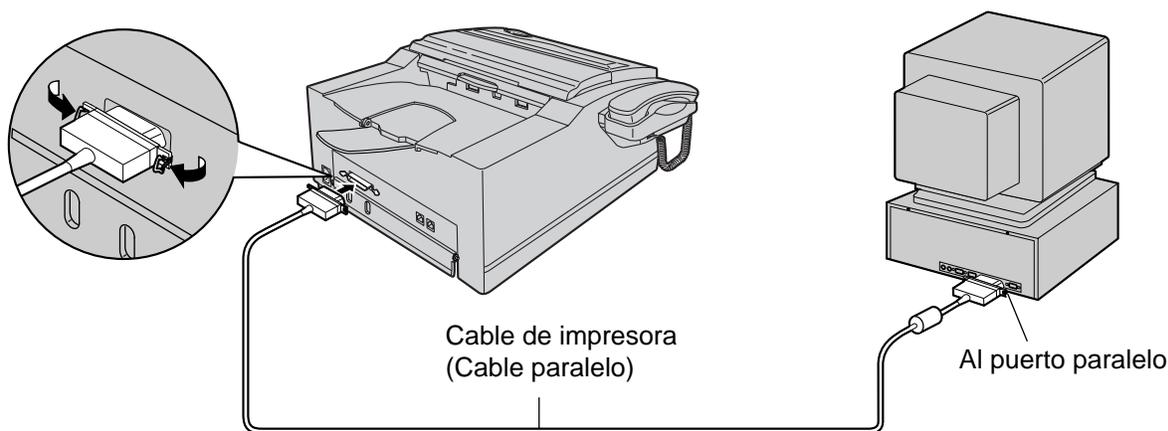
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### Conexión a una computadora

Para ejecutar el software PANA LINK, necesitará el siguiente software y hardware.

CPU:	Una computadora personal compatible con IBM con un procesador 486 o superior (se recomienda un Pentium.)
Software básico:	Microsoft Windows 95 o Windows 98 (Windows 3.1/3.11—sólo controlador de impresora)
Memoria mínima:	16 MB (se recomienda 32 MB o más)
Disco duro:	Se requiere más de 40 MB de espacio disponible.
Otro:	Puerto paralelo Facsimil Panasonic multifuncional

Conecte su computadora personal al facsimil de la forma siguiente:



#### Precaución:

- Cuando conecte el facsimil a su computadora, para obtener una comunicación de datos fiable y cumplir con las normas de la FCC, utilice el cable de impresora suministrado.
- No conecte el cable de impresora al puerto serie de la computadora. Esto podría ocasionar daños a su facsimil y computadora.

## Instalación del software PANA LINK

1 Inicie Windows 95 o Windows 98 y cierre todas las aplicaciones.

2 Inserte el CD suministrado en la unidad de CD-ROM.

- Aparecerá la casilla de diálogo de idioma. Seleccione el idioma que desee utilizar con este software. Luego haga clic en **OK**.



- Si la casilla de diálogo de idioma no aparece: La instalación comenzará automáticamente.
- Si la casilla de diálogo de idioma no aparece y la instalación no comienza automáticamente: Haga clic en **Start**, elija **Run...**. Escriba **"d:\setup"** (donde **d**: es la letra de unidad de disco de su unidad de CD-ROM). Haga clic en **OK**.  
(Si no está seguro de cuál es la letra de unidad de disco de su unidad de CD-ROM, utilice el Explorador de Windows y busque la unidad de CD-ROM.)



### Nota:

- Para instrucciones detalladas sobre el software PANA LINK, utilice la función Help.
- Las ventanas mostradas en estas instrucciones son de Windows 95.

- Las ilustraciones que aparecen pueden diferir ligeramente de las que aparecen de hecho en el producto.
- Los detalles que aparecen están sujetos a cambios sin previo aviso debido a mejoras del producto.

## Activación del software PANA LINK

1 Haga clic en **Start**.

3 La instalación comenzará automáticamente.



4 Siga las instrucciones de la pantalla hasta que se hayan instalado todos los archivos.

5 Asegúrese de leer el archivo README para más información.

- El archivo README contiene la siguiente información:
  1. Instalación/desinstalación de PANA LINK para Windows 95/98.
  2. Instalación/desinstalación de KX-FLM600/650 para Windows 3.1.
  3. Impresión y exploración desde Windows 3.1.
  4. Cómo alimentar papel de grabación manualmente.
  5. Cómo utilizar la Ayuda.
  6. Acrobat Reader.
  7. Problemas ECP.

# Comienzo rápido en español

## Impresión de documentos creados en la computadora

Podrá imprimir documentos creados en una aplicación Windows.

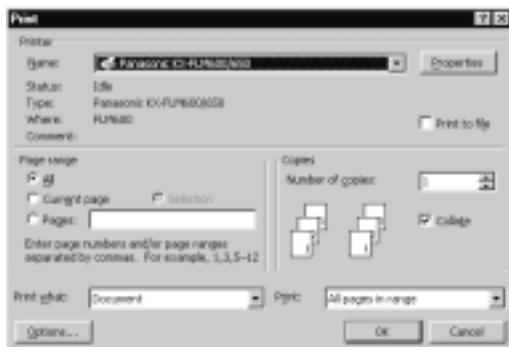
Seleccione el facsímil Panasonic “**Panasonic KX-FLM600/650**” como impresora activa.

### Impresión desde aplicaciones Windows

Por ejemplo, para imprimir desde Microsoft Word, haga lo siguiente.

1 Abra el documento que desee imprimir.

2 Seleccione **Print** en el menú File.  
• Aparecerá la casilla de diálogo Print.



3 Seleccione “**Panasonic KX-FLM600/650**” como impresora activa.

• Si quiere cambiar la configuración de la impresora, haga clic en [**Properties**]. Aparecerá la casilla de diálogo de configuración de la impresora.

Cuando use Properties, podrá cambiar las siguientes configuraciones: Resolution (resolución), Orientation (orientación), Paper Source (fuente de papel), Copies (número de copias) y Paper Size (tamaño de papel).

4 Ajuste el intervalo de páginas e introduzca el número de copias.

5 Haga clic en [**OK**] en la casilla de diálogo Print.  
• La unidad comenzará a imprimir.

#### Nota:

• Para detalles sobre el controlador de impresora, utilice la función Help.

## Impresión del archivo seleccionado

Podrá imprimir el archivo especificado creado con una aplicación.

1 Abra el panel principal de **PANA LINK**.



2 Haga clic en [**Print**] del panel principal.  
• Aparecerá el casilla de diálogo Open.



3 Seleccione el archivo que desee imprimir.

4 Haga clic en [**Open**] de la casilla de diálogo Open.

• Si se inicia una aplicación que crea el archivo, siga las instrucciones de la aplicación para imprimir el archivo.

## Impresión utilizando la alimentación manual

Utilizando la alimentación manual, podrá imprimir en otros tipos de papel diferentes al papel corriente de tamaño Carta u Oficio.

### Papel que puede imprimir

#### ■ Tamaño del papel

Papel	Tamaño	Dimensiones
Papel	Carta	216 mm × 279 mm (8½" × 11")
	Oficio	216 mm × 356 mm (8½" × 14")
	A4	210 mm × 297 mm
	Ejecutivo	184 mm × 267 mm (7¼" × 10½")
Transparencias	Carta	216 mm × 279 mm (8½" × 11")
	A4	210 mm × 297 mm
Sobres	COM10	105 mm × 241 mm (4⅛" × 9½")
	DL	220 mm × 110 mm

#### ■ Peso del papel

60 g/m<sup>2</sup> a 105 g/m<sup>2</sup>  
(16 lb. a 28 lb.)

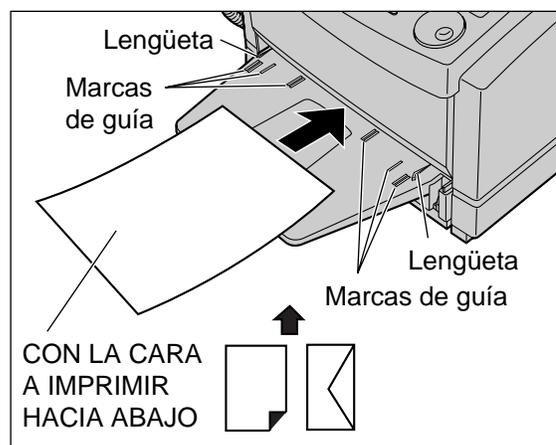
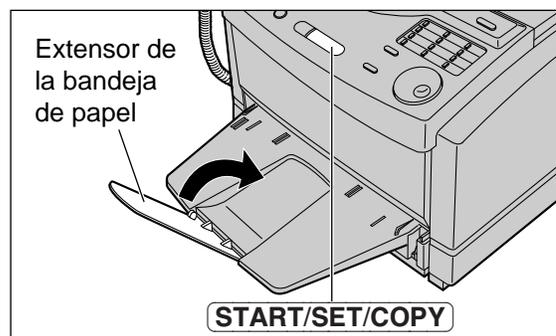
### Para cargar una hoja de papel

**Importante:** No se pueden cargar dos o más hojas de una vez.

- 1 Cierre el extensor de la bandeja de papel.
- 2 Pulse **START/SET/COPY** y confirme el siguiente mensaje.

Visualización: READY TO PRINT

- 3 Coloque una hoja de papel en la bandeja de papel con la cara impresa hacia abajo y alinee los bordes de la hoja con las marcas de guía.
  - La hoja no deberá exceder las lengüetas que hay a ambos extremos de la bandeja de papel.
- 4 Deslice la hoja hacia el interior del facsímil hasta que se pare.
  - Unos segundos más tarde, la unidad alimentará la hoja.
- 5 Para imprimir, cambie el ajuste Paper Source de la casilla de configuración de la impresora a Manual Sheet Feed.



#### Nota:

- La alimentación manual no está disponible para recibir o copiar documentos.
- Si carga otra hoja en la bandeja de papel cuando el facsímil esté alimentando el papel, podrá ocurrir un atasco de papel. Cuando imprima dos o más hojas, coloque las hojas una a una confirmando en la computadora el mensaje de indicación de inserción de hoja.

# Comienzo rápido en español

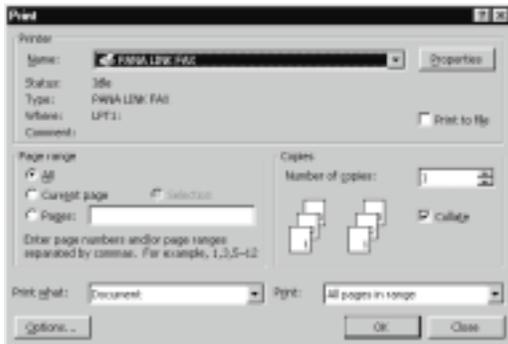
## Envío de documentos creados en la computadora

### Envío de un documento creado con una aplicación como mensaje de fax

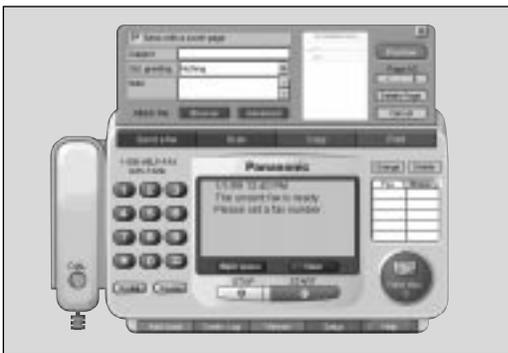
Podrá acceder a la función de fax desde una aplicación Windows utilizando el comando Print en el menú File. Seleccione **PANA LINK FAX** como impresora activa.

Por ejemplo, para enviar un documento creado con Microsoft Word, haga lo siguiente.

- 1 Abra el documento que desee enviar.
- 2 Seleccione **Print** en el menú **File**.
  - Aparecerá la casilla de diálogo Print.



- 3 Seleccione **PANA LINK FAX** como impresora activa.
- 4 Haga clic en **OK** de la casilla de diálogo Print.
  - Si todavía no se ha iniciado la aplicación PANA LINK, ésta se iniciará, y luego se añadirá un elemento a la misma como documento de transmisión.



- 5 Introduzca el número de teléfono al que quiera enviar el documento.

- Para introducir el número de teléfono, podrá utilizar el teclado, la marcación de un toque o la libreta de direcciones.



- 6 Haga clic en **START** del panel principal.
  - El documento será enviado.

#### Nota:

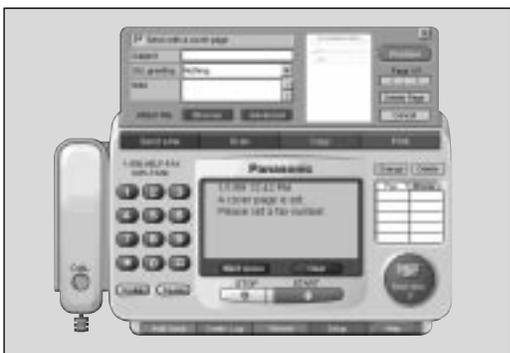
- Si la línea está ocupada o no hay contestación, el PANA LINK Fax repetirá automáticamente la marcación del número un máximo de 5 veces.
- Para cancelar la transmisión tras la marcación, haga clic en **STOP** del panel principal.
- Si envía un fax utilizando una computadora, no podrá utilizar el servicio FaxSav.
- Cuando haga clic en **START** para enviar el archivo seleccionado, cualquier documento colocado en el facsímil será enviado también al mismo tiempo.

## Envío de un archivo desde la ventana PANA LINK

- 1 Abra el panel principal de **PANA LINK**.



- 2 Haga clic en **Send a fax** del panel principal.  
• Se visualizará el panel de fax Send.

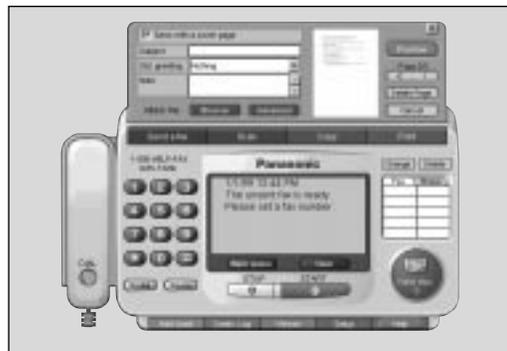


- 3 Haga clic en **Browse** del panel de fax Send.  
• Se visualizará la casilla de diálogo de archivo Open.



- 4 Seleccione el archivo que desee enviar, y haga clic en **Open**.

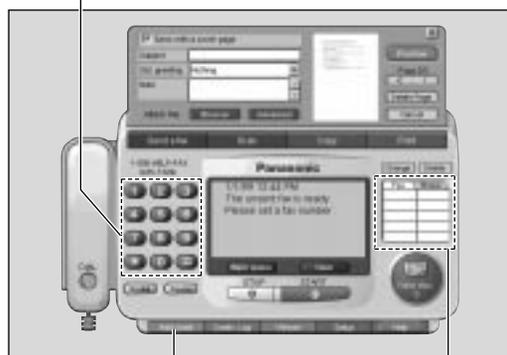
- Se visualizará una imagen del archivo en la ventana de previsualización.



- 5 Introduzca el número de teléfono al que quiera enviar el documento.

- Para introducir el número de teléfono, podrá utilizar el teclado, la marcación de un toque o la libreta de direcciones.

Teclado



Libreta de direcciones

Marcación de un toque

- 6 Haga clic en **START** del panel principal.

- El documento será enviado.
- Si se inicia una aplicación que crea el archivo, siga las instrucciones para que la aplicación envíe el archivo.

### Nota:

- Si la línea está ocupada o no hay contestación, el PANA LINK Fax repetirá automáticamente la marcación del número un máximo de 5 veces.
- Para cancelar la transmisión tras la marcación, haga clic en **STOP** del panel principal.
- Si envía un fax utilizando una computadora, no podrá utilizar el servicio FaxSav.
- Cuando haga clic en **START** para enviar el archivo seleccionado, cualquier documento colocado en el facsímil será enviado también al mismo tiempo.

# Comienzo rápido en español

## Envío de un documento desde el facsímil utilizando la computadora

- 1 Coloque el documento en el facsímil.



- 2 Abra el panel principal de **PANA LINK**.

- 3 Introduzca el número de teléfono al que quiera enviar el documento.
  - Para introducir el número de teléfono, podrá utilizar el teclado, la marcación de un toque o la libreta de direcciones.



- 4 Haga clic en **START**.
  - Se visualizará una casilla de diálogo para ajustar la calidad, tipo y brillo de la imagen.



- 5 Ajuste la calidad, tipo y brillo de la imagen, y luego haga clic en **Scan**.

### Nota:

- Si envía un fax utilizando una computadora, no podrá utilizar el servicio FaxSav.
- Para cancelar la transmisión después de la marcación presione **STOP** en el facsímil.

## Recepción de faxes en su computadora

Podrá recibir un fax en la computadora.

El documento de fax recibido se guardará como archivo de imagen (formato TIFF-G4), y lo podrá ver, imprimir o enviar de nuevo.

### Para recibir faxes manualmente

Podrá recibir un fax manualmente durante una conversación telefónica.

- 1 Abra el panel principal de **PANA LINK**.

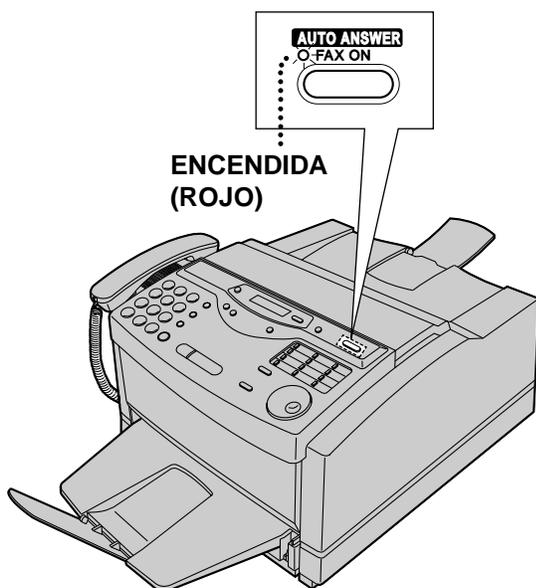


- 2 Haga clic en **START** del panel principal.

### Para recibir faxes automáticamente

Podrá recibir un fax en la computadora automáticamente.

- 1 Ponga el facsímil en el modo AUTO ANSWER pulsando **AUTO ANSWER**.



- 2 Abra o minimice el panel principal de **PANA LINK**.

# Comienzo rápido en español

## Para recibir faxes directamente en el facsímil

Si no quiere ser molestado por los faxes entrantes cuando esté utilizando la computadora, pero desea recibir los faxes directamente en su facsímil, siga los pasos siguientes.

- 1 Haga clic en **[Setup]** del panel principal.
  - Aparecerá la casilla de diálogo Setup.
- 2 Haga clic en la lengüeta **Reception** de la casilla de diálogo.
- 3 Haga clic en "Receive directly to facsimile unit".
- 4 Haga clic en **[OK]**.



## Confirmación del resultado de la recepción

- 1 Abra el panel principal de **PANA LINK**.



- 2 Haga clic en el **icono de recepción (New doc.)** del panel principal. O cambie la pantalla al registro recibido después de visualizar la pantalla registro de comunicación haciendo clic en **[Comtn.\Log]**.



- 3 Haga clic en los ítems del registro recibido que todavía no hayan sido vistos (icono ).



- 4 Haga clic en **File** de la barra de menú, luego haga clic en **View**, o en **[View]** de la barra de herramientas.
  - Aparecerá la ventana Viewer, y se visualizarán los datos recibidos.



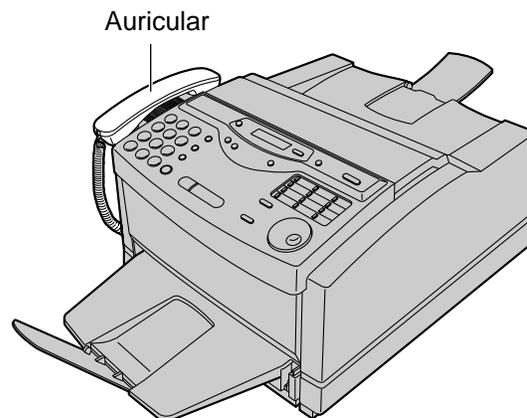
## Para hacer una llamada telefónica

Podrá hacer una llamada telefónica utilizando el PANA LINK. Para conversar, utilice el auricular del facsímil.

- 1 Abra el panel principal de **PANA LINK**.
- 2 Introduzca el número de teléfono en el panel principal.
  - Podrá seleccionar el número de teléfono desde las funciones siguientes: el teclado, la libreta de direcciones y la remarcación.El indicador del panel principal visualizará "Start calling by pressing the <Dial>."



- 3 Haga clic en **Dial**.
  - El indicador del panel principal visualizará "Lift the fax machine's handset to talk."
- 4 Levante el auricular del facsímil.



## Directorio computarizado para números de teléfono y fax

La libreta de direcciones es la base de datos de su información personal sobre números de teléfono y fax.

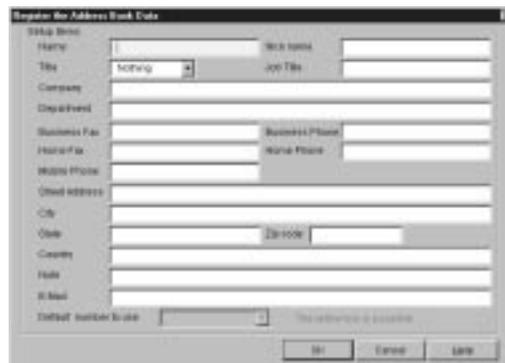
- 1 Abra el panel principal de **PANA LINK**.



- 2 Haga clic en **Add. Book** del panel principal.
  - Aparecerá la ventana Address Book.



- 3 Seleccione **New entry** en el menú Edit o haga clic en **[New entry]** de la barra de herramientas.
  - Aparecerá una casilla de diálogo para registrar información personal.



- 4 Introduzca información personal en cada elemento.
  - El nombre es esencial.
- 5 Haga clic en **OK**.

# Comienzo rápido en español

## Utilización del facsímil como escáner

Cree un archivo de imágenes (formato TIF) explorando el documento que está colocado en el facsímil.

- 1 Coloque en el facsímil el documento cuya imagen va a explorar.



- 2 Abra el panel principal de **PANA LINK**.



- 3 Haga clic en **Scan** del panel principal.
  - Aparecerá la casilla de diálogo Scan.



- 4 Si fuera necesario, cambie la configuración de **Image Quality** (calidad de imagen), **Image Type** (tipo de imagen) y **Brightness** (brillo).

- 5 Haga clic en **Scan**.
  - Después de realizarse la exploración aparecerá la ventana Viewer y luego se visualizará en ella la imagen explorada.



- 6 Para guardar la imagen explorada, seleccione **Save** en el menú **File**.

### Notas:

- Durante la exploración no mueva las páginas que ya hayan salido. Puede ocurrir un atasco de papel. Deje que termine el proceso de exploración antes de ver los documentos.
- Para cancelar la exploración mientras el documento está siendo explorado, presione **STOP** en el facsímil.

## Utilización del facsímil como copiadora

Explore el documento colocado en el facsímil, y luego imprima su imagen.

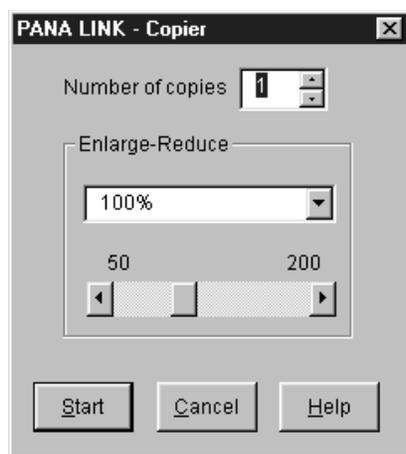
- 1 Coloque en el facsímil el documento cuya imagen va a imprimir.



- 2 Abra el panel principal de **PANA LINK**.



- 3 Haga clic en **[Copy]** del panel principal.
  - Aparecerá la casilla de diálogo Copier.



- 4 Introduzca el número de copias en Number of copies.
- 5 Se fuera necesario, cambie la configuración de **Enlarge-Reduce** (Ampliar-Reducir).
- 6 Haga clic en **[Start]**.
  - Aparecerá la casilla de diálogo Scan.



- 7 Si fuera necesario, cambie la configuración de **Image Quality** (calidad de imagen), **Image Type** (tipo de imagen) y **Brightness** (brillo).
- 8 Haga clic en **[Scan]**.
  - El facsímil comenzará a explorar e imprimirá el número de copias ajustado en el facsímil por cada documento explorado.

### Notas:

- Durante la exploración no mueva las páginas que ya hayan salido. Puede ocurrir un atasco de papel. Deje que termine el proceso de exploración antes de ver los documentos.
- Para cancelar la exploración mientras el documento está siendo explorado, presione **[STOP]** en el facsímil.

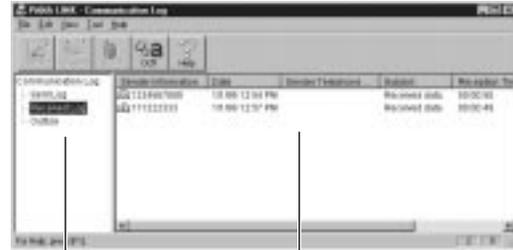
## Acerca del registro de comunicación

Se puede ver una lista de los faxes enviados y recibidos desde la computadora y ver sus contenidos. También se puede enviar o reenviar estos faxes.

- 1 Abra el panel principal de **PANA LINK**.
- 2 Haga clic en **[Comtn.\Log]** del panel principal.
  - Aparecerá la ventana Communication Log.



- 3 Seleccione el tipo de registro de comunicación en la carpeta Communication Log.
  - En la lista de registro de comunicación se visualizará el contenido del registro que haya sido seleccionado en la carpeta Communication Log.



Carpeta  
Communication Log

Lista del registro  
de comunicación

## Acerca del Visor (Viewer)

- Se puede visualizar la imagen enviada, recibida o explorada con el PANA LINK.
- Se pueden transmitir los datos de la imagen y usarlos como un documento de fax.
- Desde Viewer, también se puede enviar una imagen como fax.

- 1 Abra el panel principal de **PANA LINK**.
- 2 Haga clic en **[Viewer]** del panel principal.
  - Aparecerá la ventana Viewer.



- 3 Haga clic en **Open** de **File** en la barra de menú o haga clic en el **icono Open** de la barra de herramientas del panel principal.
  - Aparecerá la ventana Open.
- 4 Seleccione el archivo que quiera ver.

### Nota:

- El texto que haya en la imagen no podrá ser editado.
- Utilice OCR para convertir el texto que haya en la imagen a datos de texto que puedan ser editados con un software de procesamiento de texto.
- Debido a que los archivos de imágenes transmitidos se guardan en el disco duro, por favor compruebe regularmente si hay suficiente espacio libre.

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## Summary of user programmable features

### Basic features

Code	Feature & Display	Available settings	Meaning	Page
#01	Setting the date and time <input type="text" value="SET DATE &amp; TIME"/>	(2 digits for each entry)	mm/dd/yy hh:mm	29
#02	Setting your logo <input type="text" value="YOUR LOGO"/>	(Up to 30 characters)		30
#03	Setting your facsimile telephone number <input type="text" value="YOUR FAX NO."/>	(Up to 20 digits)		32
#04	Printing the sending report <input type="text" value="SENDING REPORT"/>	<b>ERROR</b>	If transmission fails	50
		ON	Activate	
		OFF	Deactivate	
#06	Setting the ring count in the FAX ONLY mode <input type="text" value="FAX RING COUNT"/>	1, 2, 3, 4, 5 EXT.TAM	1 to 5 rings (5 rings if used with an answering machine)	64
#12	Securing the remote operation for the answering machine <input type="text" value="REMOTE TAM ACT."/>	ON / ID=11	Activate	67
		OFF	Deactivate	
#13	Setting the dialing mode <input type="text" value="DIALING MODE"/>	<b>AUTO</b>	Sets the dialing mode automatically.	36
		TONE	Sets to TONE.	
		PULSE	Sets to PULSE.	
#14	Setting the PC link <input type="text" value="PC LINK"/>	<b>ON</b>	Activate	104
		OFF	Deactivate	
#16	Setting the recording paper size <input type="text" value="PAPER SIZE"/>	<b>LETTER</b>	Letter size paper	28
		A4	A4 size paper	
		LEGAL	Legal size paper	

(The pre-selected value is in bold.)

#### Note:

- You can display the basic features in the order above by rotating  instead of entering the code number (#01, #02, etc.).

# Features Summary

## Advanced features

Code	Feature & Display	Available settings	Meaning	Page
#22	Setting the journal report to print automatically AUTO JOURNAL	<b>ON</b>	Activate	51
		OFF	Deactivate	
#23	Sending documents overseas OVERSEAS MODE	<b>ON</b>	Activate	57
		<b>OFF</b>	Deactivate	
#25	Sending a fax at a specific time DELAYED SEND	<b>ON</b>	Activate	52
		<b>OFF</b>	Deactivate	
#30	Setting the silent fax recognition ring count SILENT FAX RING	<b>3, 4, 5, 6</b>	3 to 6 rings	73
#31	Setting the Distinctive Ring pattern RING DETECTION	A, B, C, D	Patterns A-D	69
		<b>OFF</b>	Deactivate	
#37	Receiving other sizes of documents AUTO REDUCTION	A4→LTR	Reduces A4 size document to fit into letter size paper.	75
		<b>LEGAL→LTR</b>	Reduces legal size document to fit into letter size paper.	
		OFF	Deactivate	
#38	Changing the half-tone setting HALFTONE MODE	PHOTO	For photographs	58
		<b>AUTO</b>	For photographs and words	
#39	Changing the display contrast LCD CONTRAST	<b>NORMAL</b>	Normal contrast	124
		DARKER	Darker contrast	
#40	Setting the silent detection SILENT DETECT.	<b>ON</b>	Activate	76
		OFF	Deactivate	
#41	Changing the fax activation code FAX ACTIVATION	<b>ON / CODE= *9</b>	Activate	74
		OFF	Deactivate	
#44	Setting the memory reception alert RECEIVE ALERT	<b>ON</b>	Activate	77
		OFF	Deactivate	
#46	Setting the friendly reception FRIENDLY RCV	<b>ON</b>	Activate	77
		OFF	Deactivate	
#68	Setting the error correction mode ECM SELECTION	<b>ON</b>	Activate	58
		<b>OFF</b>	Deactivate	

(The pre-selected value is in bold.)

# Features Summary

Code	Feature & Display	Available settings	Meaning	Page
#70	Signaling your pager when your unit receives a fax <input type="text" value="FAX PAGER CALL"/>	ON	Activate	78
		<b>OFF</b>	Deactivate	
#75	Setting the IQ-FAX function <input type="text" value="IQ-FAX"/>	ON	Activate	47
		<b>OFF</b>	Deactivate	
#76	Setting the connecting tone <input type="text" value="CONNECTING TONE"/>	<b>ON</b>	Activate	59
		OFF	Deactivate	
#77	Changing the AUTO ANSWER setting <input type="text" value="AUTO ANSWER"/>	<b>FAX ONLY</b>	Facsimile only mode	72
		TEL/FAX	Telephone/Facsimile mode	
#78	Setting the TEL/FAX delayed ring count <input type="text" value="TEL/FAX RING"/>	1, 2, 3, 4	1 to 4 rings	73
#79	Setting the toner save <input type="text" value="TONER SAVE"/>	ON	Activate	79
		<b>OFF</b>	Deactivate	
#80	Resetting the advanced features <input type="text" value="SET DEFAULT"/>	YES	Reset	124
		<b>NO</b>	Will not reset	

(The pre-selected value is in bold.)

## Panasonic FAX ADVANTAGE PROGRAM

*Free peace of mind,  
direct from Panasonic*

**NO EXTRA COST**



- *1-year limited warranty<sup>1</sup> parts & labor*
- *Toll-free help line*
- *Free overnight replacement<sup>2</sup> and repair program*

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

Panasonic knows that if your fax machine is not up and running, neither is your business. That's why we created the Panasonic Fax Advantage Program. Included at no extra cost with the purchase of a Panasonic Fax Machine, the Fax Advantage Program can provide a free replacement unit<sup>2</sup> overnight if your original unit is in need of repair.

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

1. If you have a problem with your fax while it is covered by the one-year limited warranty<sup>1</sup>, call our toll-free help-line at 1-800-HELPFAX.
2. Talk to one of our technical experts to diagnose your problem over the phone.
3. If repairs are necessary and you are entitled to service under the terms and conditions of the limited warranty<sup>3</sup>, we will send a refurbished replacement unit to you overnight or second business day delivery, depending on the time of your call.

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

#### ***Instructions***

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

or inadequate packing will be charged to you as an out-of-warranty cost.

If our 1-800-HELPFAX technicians determine that your unit may be an "out-of-box failure"<sup>4</sup>, we will attempt to provide you with a factory-new replacement unit<sup>5</sup>. You must ship a copy of your receipt with your original unit to verify that you purchased the unit within 10 days prior to your 1-800-HELPFAX call.

#### ***Requirements***

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

1. See dealer for limited warranty details.
2. Replacement unit is refurbished.
3. Replacement program excludes Puerto Rico and is subject to termination at any time without advance notice.
4. "Out-of-box failure" is an inoperable unit that was purchased no more than 10 days prior to your 1-800-HELPFAX call, and would otherwise qualify for warranty service under the terms and conditions of the limited warranty.
5. Panasonic reserves the right to send a refurbished unit.

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