Panasonic

**Multi-Function
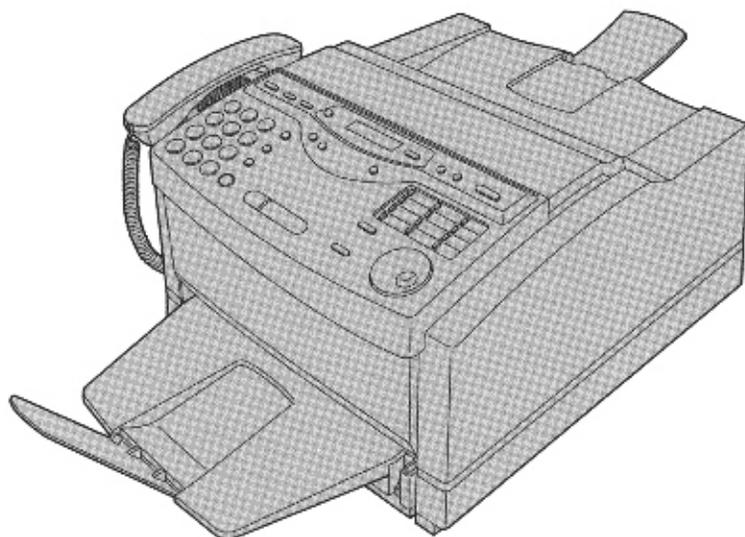Laser FAX**

Model No.

KX-FLM650

Quick Start

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. 171)

Initial
Preparation

Telephone

Fax/Copy

Answering
Device

PC Software

Help

General
Information

Comienzo rápido
en español

Thank you for purchasing a Panasonic facsimile.

Welcome to the world of Panasonic facsimiles.

This product combines facsimile, telephone, telephone answering device, 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 31 to 34.
- If you have not applied to the *fax*SĀV® service, you will not be able to use the IQ-FAX function (p. 56–58).
- 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.
*fax*SĀV is a registered trademark of FaxSav Incorporated.
Visioneer PaperPort is a registered trademark of Visioneer, Inc.
All other trademarks identified herein are the property of their respective owners.

Copyright:

Important safety instructions

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

1. Read and understand all instructions.

2. Follow all warnings and instructions marked on this unit.

3. Unplug this unit from 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 servicenter 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 servicenter 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 servicenter.
    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.
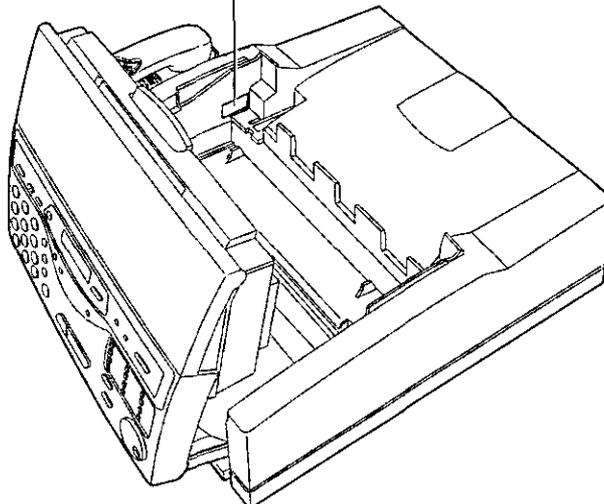
OTHER INFORMATION:

●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.
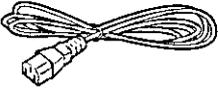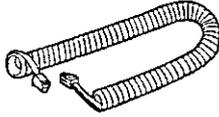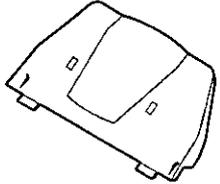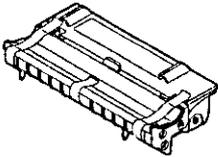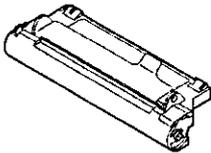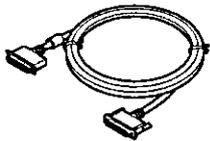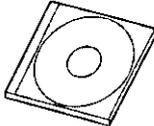
●Do not touch the plug with wet hands.

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.

For Fax Advantage Assistance, Call 1-800-435-7329.

Included accessories

Power cord............1	Telephone line cord 1	Handset 1	Handset cord 1	Paper tray 1
Part No. PFJA1030Z	Part No. PQJA10075Z	Part No. PFJXE0105Z	Part No. PFJA1029Z	Part No. PFZXFLM600M
Toner cartridge 1	Drum unit 1	Printer cable..........1 (Parallel cable)	Panasonic PC software for KX-FLM650 (CD-ROM) 1	
		Part No. PFJA1031Z	Part No. PFJK20101101*	

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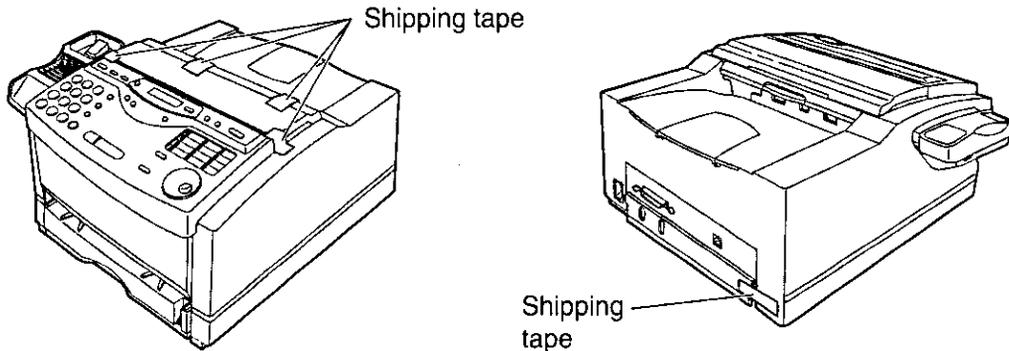
Model No.	Description	Specifications
KX-FA75	Toner cartridge and drum unit	1 toner cartridge and 1 drum unit

Installation

Before installation (p. 23)

Remove the shipping tape.

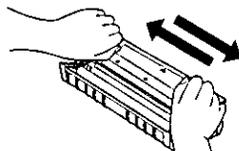Shipping tape

Shipping tape

① Toner cartridge
(p. 23–25)

Tabs

A. Pull the top cover handle forward and open the top cover.

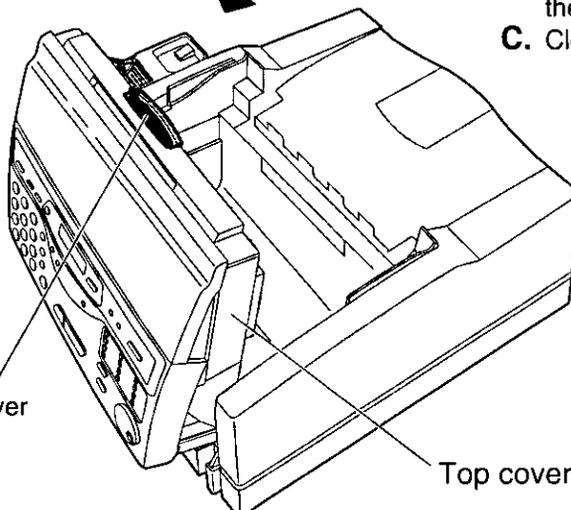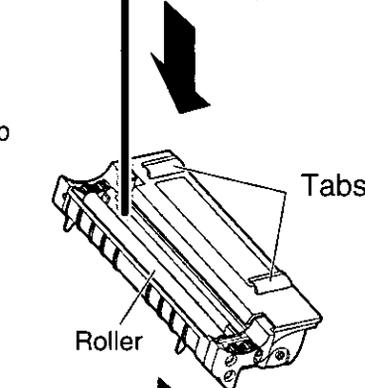**B.** Remove the protection cap attached to the cartridge.
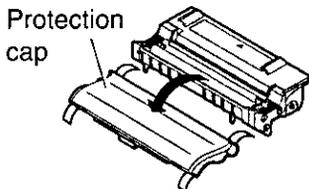
Protection cap

● 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.

Tabs

Roller

Top cover handle

Top cover
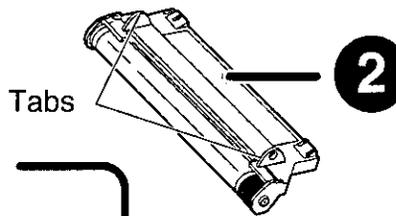
② Drum unit (p. 23–25)

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.

Green drum surface

Protection cap

Protection sheet
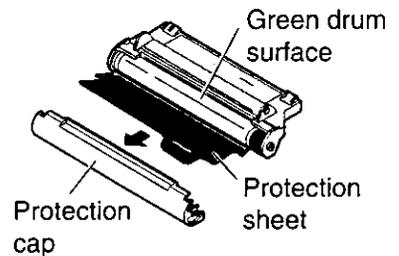
B. Install the drum unit on the toner cartridge by holding the two tabs.

C. Close the top cover.

For Fax Advantage Assistance, Call 1-800-435-7329.

③ Recording paper (p. 26, 27)

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.
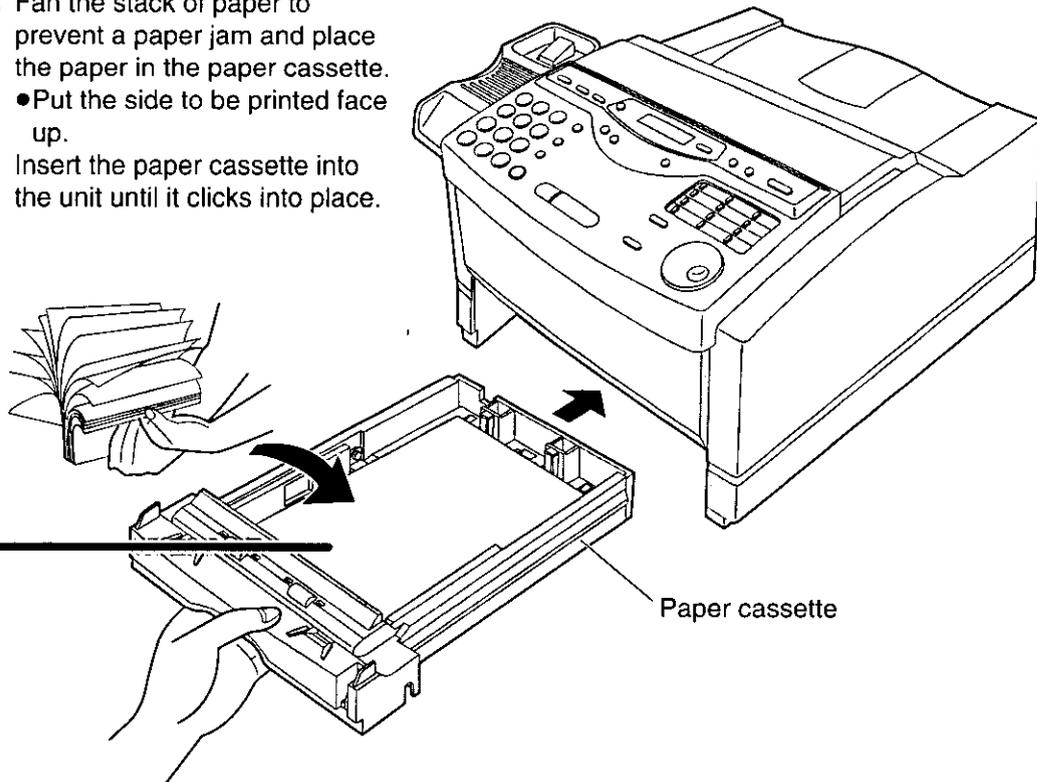
Paper cassette

④ Paper tray and paper stacker (p. 28)

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.

Paper stacker

Paper tray

Tab

Slots

Paper tray extender

Tab
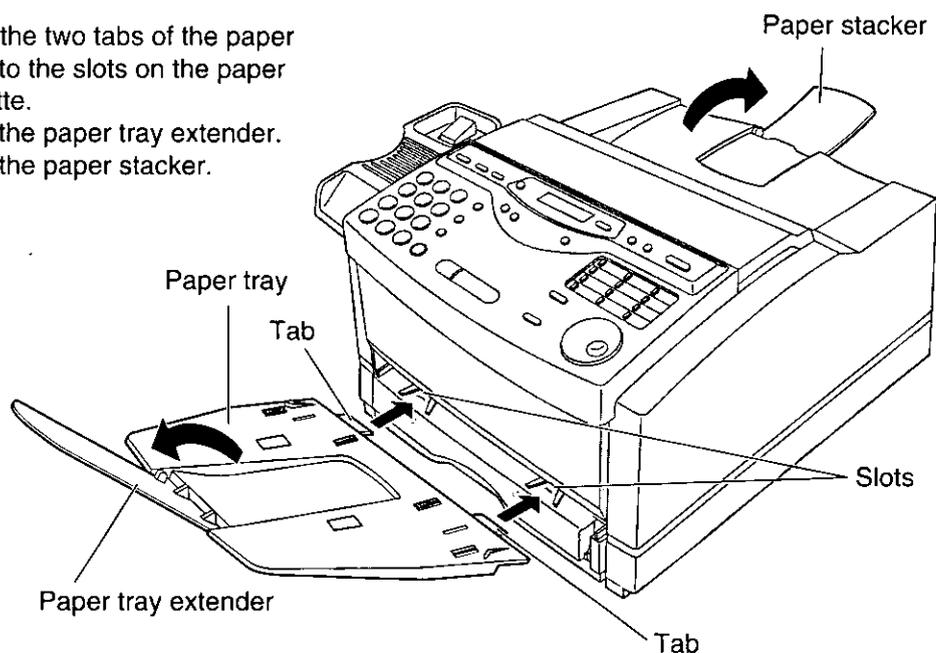
Connections
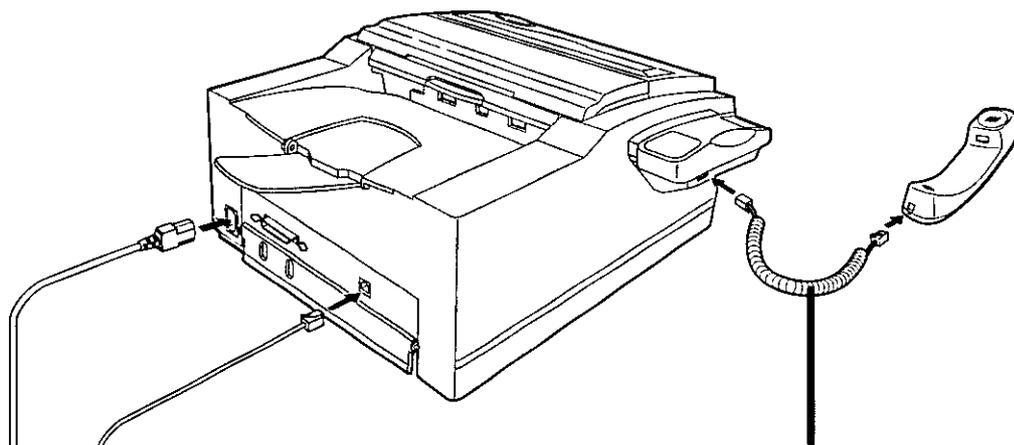
❶ Handset cord

A. Connect to the unit.

B. Connect to the handset.

❷ Telephone line cord

A. Connect to "LINE" on the unit.

B. Connect to a single telephone line jack.

(Line surge protector) → Wall jack (RJ11C)
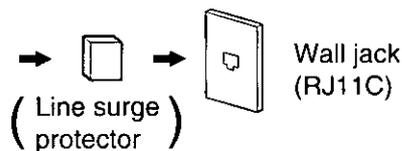
❸ Power cord

A. Connect to the unit.

B. Connect to a power outlet.

(Power surge protector) → 120 V, 60 Hz

●For further details, see page 29.
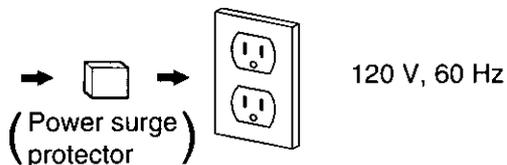
For Fax Advantage Assistance, Call 1-800-435-7329.

Voice calls - making/answering

Voice calls - making

1 Lift the handset.

2 Dial the number.

3 When finished talking, replace the handset.
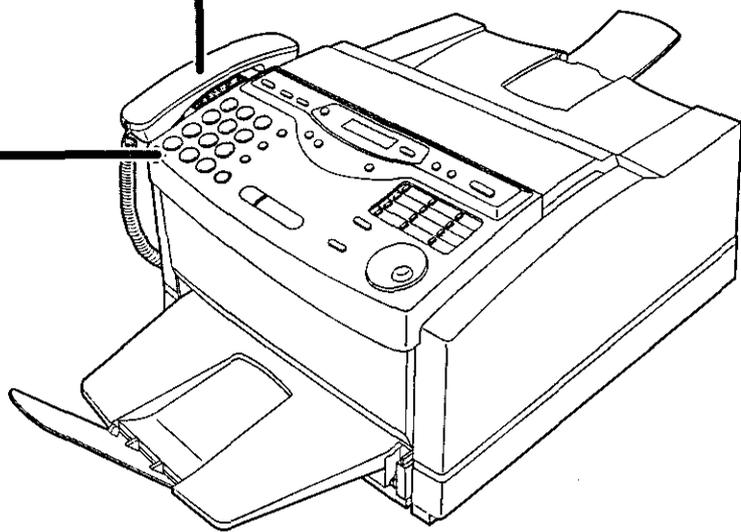
●For further details, see page 36.
●If you are having trouble, see page 144.

Voice calls - answering

1 When the unit rings, lift the handset.

2 When finished talking, replace the handset.
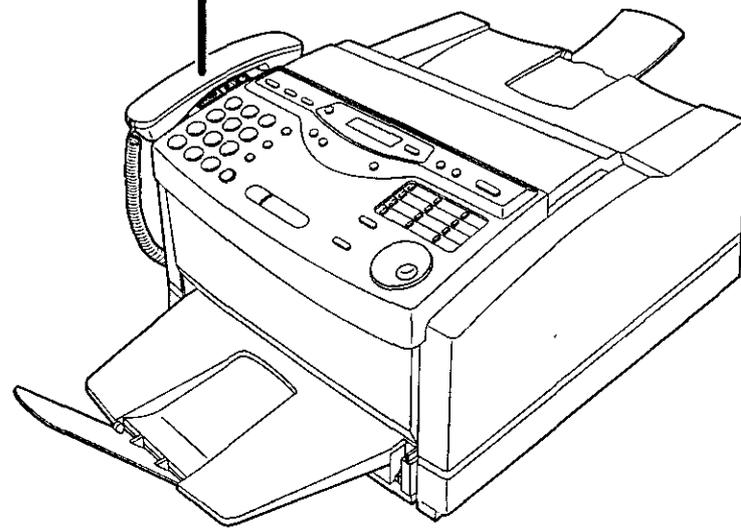
●For further details, see page 37.
●If you are having trouble, see page 144.

Faxes - sending/receiving

Faxes - sending

1 Open the document feeder tray.
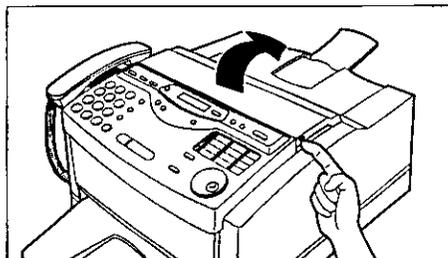
2 Adjust the width of the document guides to the size of the document.

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

FACE DOWN (up to 15 pages)

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 53.
●If you are having trouble, see page 144.

For Fax Advantage Assistance, Call 1-800-435-7329.

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 74.
●**You can select the way to receive calls according to your needs (p. 72, 73).**
●If you are having trouble, see page 145.

Copying

1 Open the document feeder tray.
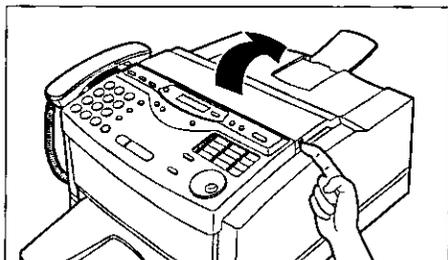
2 Adjust the width of the document guides to the size of the document.

3 Insert the document until the unit grabs the document and a single beep is heard.
● Make sure the handset is on the cradle.

FACE DOWN (up to 15 pages)

4 Press (**START/SET/COPY**).
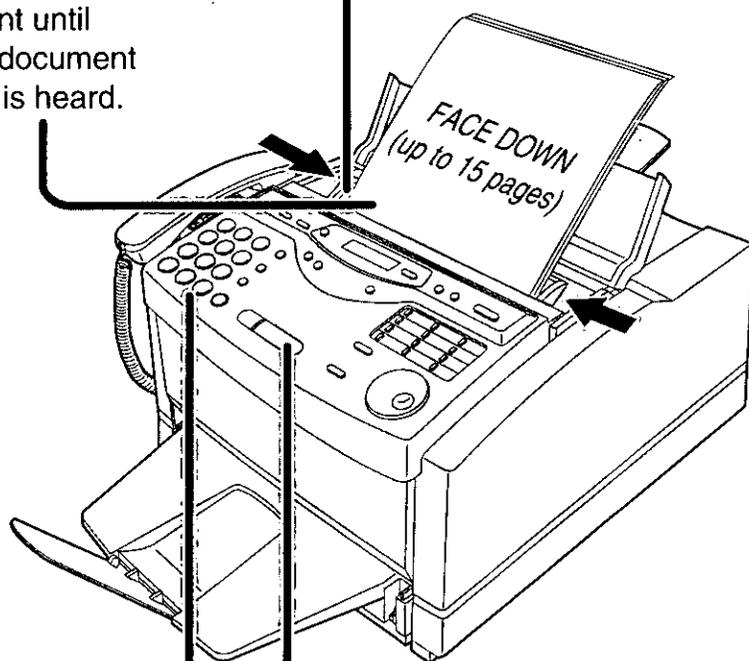
5 Enter the number of copies.
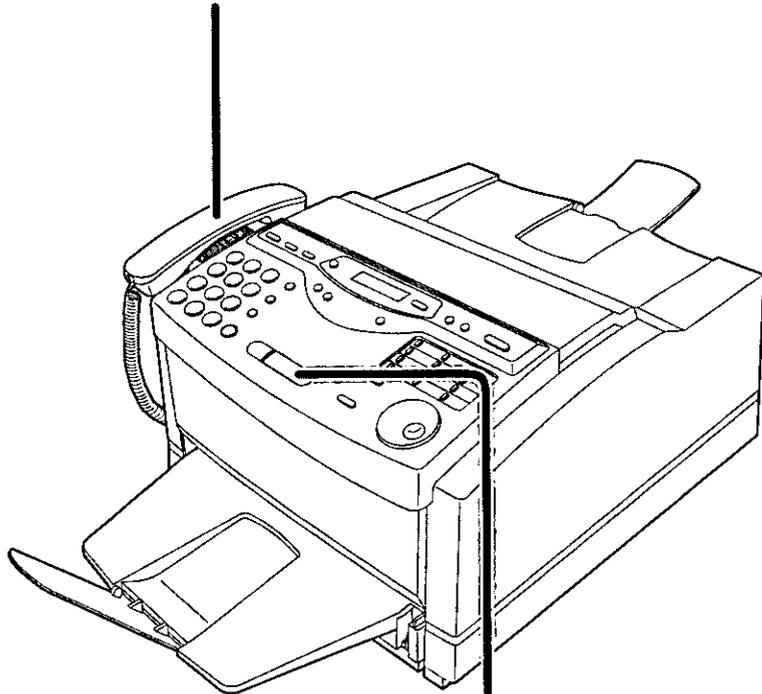
6 Press (**START/SET/COPY**).
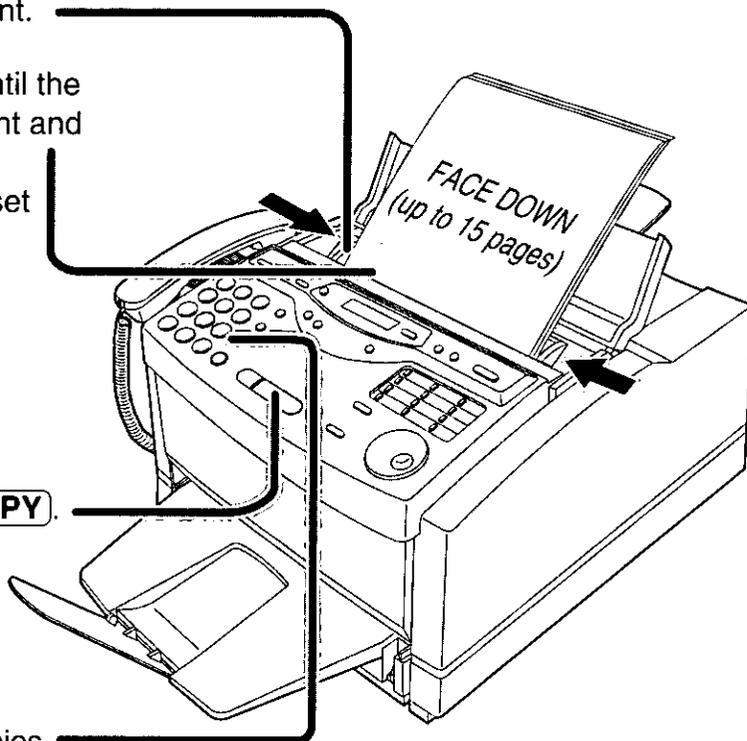
Note:
●While scanning, do not move the pages which have already ejected. A paper jam may occur. Allow the scanning process to finish before viewing documents.

●For further details, see page 90.
●If you are having trouble, see page 145.

For Fax Advantage Assistance, Call 1-800-435-7329.

Operating the answering device

Setting the unit to receive voice and fax messages automatically

1 Press (AUTO ANSWER).
● The AUTO ANSWER light comes on.

AUTO ANSWER
TAD/FAX ON

ON (RED)
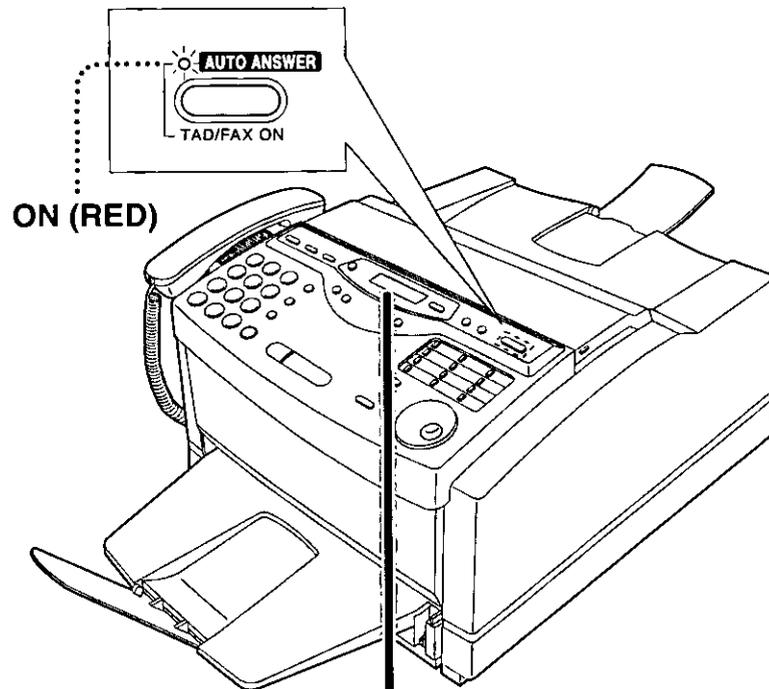
2 Make sure the display shows the following message.

TAD/FAX MODE

● **If the display does not show this message, the setting needs to be changed to the TAD/FAX mode (p. 75).**

● For further details, see page 92.

Listening to recorded messages

■ When the PLAY/MESSAGES indicator flashes

Press (PLAY/MESSAGES).
● The new recorded messages will be played.

FLASH/LIGHT

PLAY/MESSAGES ►

■ When the PLAY/MESSAGES indicator lights

Press (PLAY/MESSAGES).
● All messages will be played.
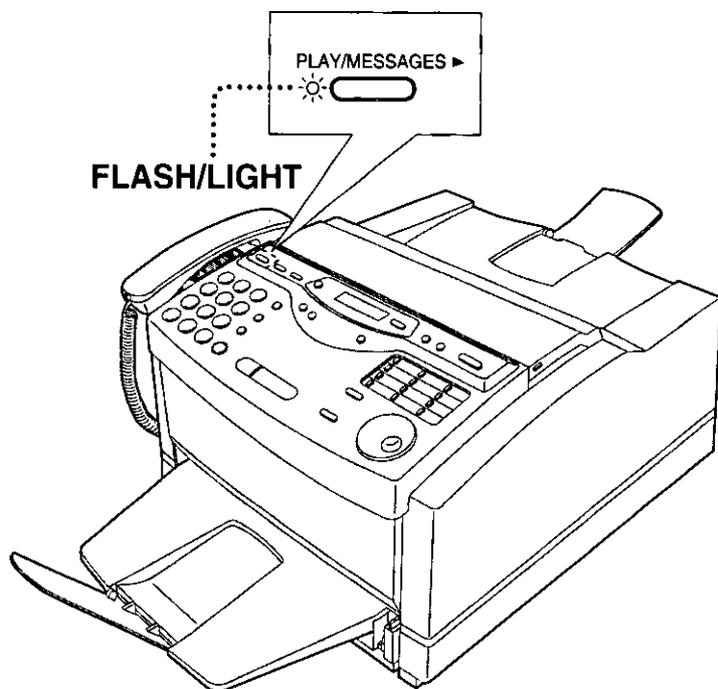
● For further details, see page 97.

Erasing recorded messages

■ Erasing a specific message

Press (ERASE) while listening to the message you want to erase.

■ Erasing all the messages

1 Press (ERASE) after listening to all of the messages.

2 Press (START/SET/COPY).
● To stop erasing, press (STOP).

3 Press (START/SET/COPY) again.
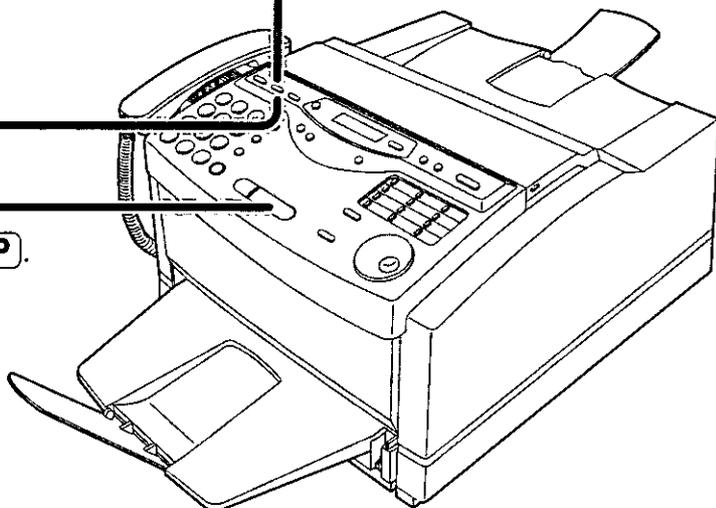
● For further details, see page 98.

PC information

1 Connect to a computer (p. 112).
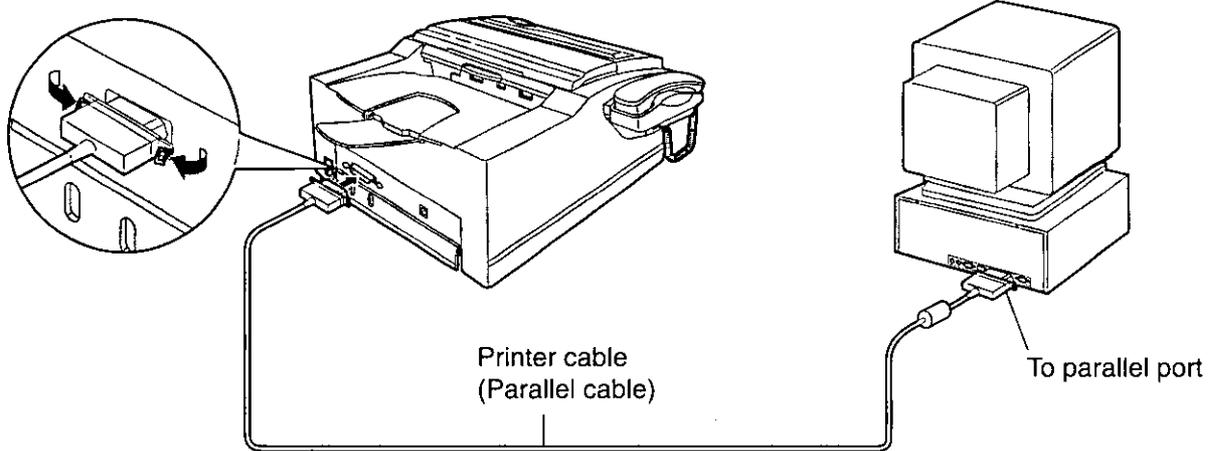
Printer cable
(Parallel cable)

To parallel port

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. 113).

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. 114).

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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Comienzo rápido
en español

For Fax Advantage Assistance, Call 1-800-435-7329.

Help function

You can print a quick reference for assistance as follows.

1 Press (HELP).

Display: | PRESS[▼▲]&[SET] |

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

(▼)/(▲)
(HELP)

1. How to send faxes with the voice guide

| 1.SEND GUIDE |

2. How to program your unit

| 2.HOW TO SET UP |

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

| 3.JOG/AUTO DIAL |

4. Help with problems operating answering device

| 4.TAD OPERATION |

5. Help with problems sending faxes

| 5.FAX SENDING |

(START/SET/COPY)

6. Help with problems receiving faxes

| 6.FAX RECEIVING |

7. How to use the copier function

| 7.COPIER |

8. Frequently asked questions and answers

| 8.Q and A |

9. Explanation of error messages shown on the display

| 9.ERRORS |

10. List of available reports

| 10.REPORTS |

11. How to use the Caller ID service

| 11.CALLER ID |

3 Press (START/SET/COPY).

| PRINTING |

For Fax Advantage Assistance, Call 1-800-435-7329.

19
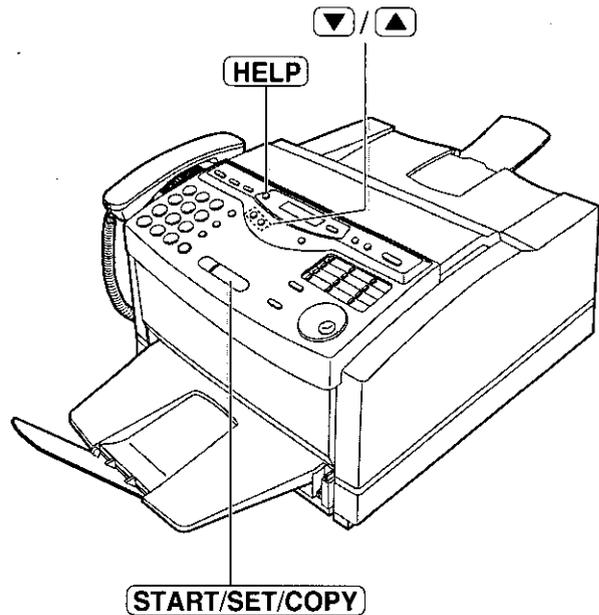
Finding the Controls

Location

●To erase recorded messages (p. 98).
●To erase your own greeting messages (p. 95).

●To record your own greeting messages (p. 94).
●To record memo messages or telephone conversations (p. 100).

●To select a resolution (p. 53).

●To play recorded messages (p. 97).

●To send faxes using the IQ-FAX function (p. 58).

Dial keypad

●To adjust volumes (p. 35).
●To select feature settings during programming.

●To print a quick reference (p. 19).

Display panel

PLAY/MESSAGES ►   ERASE   RECORD   **HELP**   IQ-FAX

MEMORY % CALLS

VOLUME   RESOLUTION

	ABC	DEF	FLASH
1	2	3	
GHI	JKL	MNO	REDIAL/PAUSE
4	5	6	
PQRS	TUV	WXYZ	MUTE
7	8	9	
	OPER		DIGITAL SP-PHONE
✳	0	▯	
TONE	SLOW	QUICK	

STOP   START/**SET**/*COPY*

●For slow playback (p. 99).

●For quick playback (p. 99).

●For voice muting (p. 36, 37).

●For speakerphone operation.

●To stop an operation or cancel programming.

●Hookswitch (p. 38)

●To redial the last number dialed (p. 36, 53).

●To initiate fax transmission, reception or copying.

●To change from pulse to tone during dialing (p. 38).

●To insert a pause during dialing (p. 38).

●To store a setting during programming.

●For transmission to multiple stations (p. 65, 67).

●To initiate or exit programming.

●For the Caller ID service (p. 46–49).

●To turn the AUTO ANSWER mode on/off (p. 72, 73).

[MENU] [CALLER ID] ○[AUTO ANSWER]
SEARCH   └TAD/FAX ON
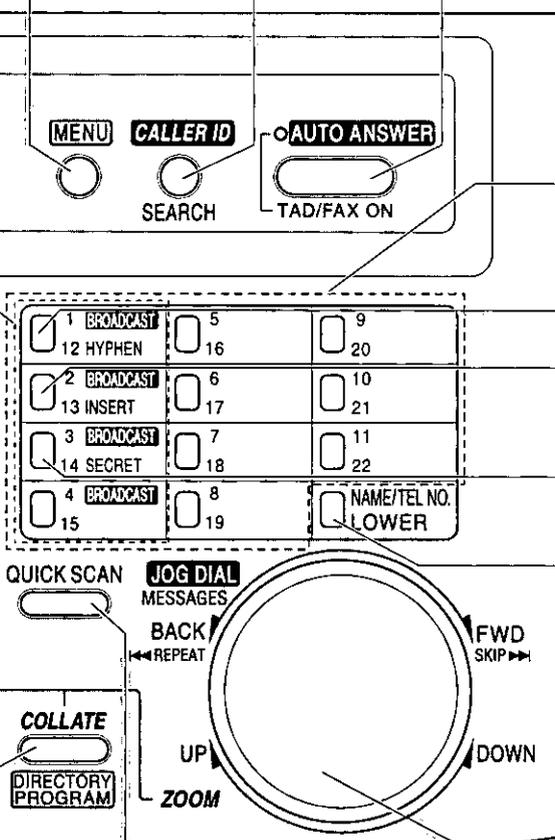
●For the One-Touch Dial (p. 40, 41, 54).
●Command keys (p. 33).

1 BROADCAST 12 HYPHEN	5 16	9 20
2 BROADCAST 13 INSERT	6 17	10 21
3 BROADCAST 14 SECRET	7 18	11 22
4 BROADCAST 15	8 19	NAME/TEL NO. LOWER

●To insert a hyphen (p. 33, 34, 40).

●To insert one character or one space (p. 32, 33).

●To keep the telephone number secret (p. 40, 42).

●To confirm a stored telephone number (p. 44–46).
●To select stations 12–22 for the One-Touch Dial (p. 40, 41, 54, 65).

QUICK SCAN [JOG DIAL] MESSAGES
BACK / I◀◀REPEAT   FWD / SKIP▶▶I
COLLATE
UP / DOWN
[DIRECTORY PROGRAM] └ ZOOM

●To scan and store a document into memory, and then transmit or copy the stored document (p. 64, 90).

●To choose "Collated" or "Uncollated" in the copy mode (p. 90).
●To store or edit names and telephone numbers (p. 40, 42, 43, 48, 65, 66).

●To search for a stored name (p. 44, 55).
●To select characters during programming (p. 33).
●To select the basic features during programming (p. 193).
●To select an enlargement/reduction rate in the copy mode (p. 90, 91).
●To skip and/or repeat recorded messages in the answering device (p. 99).

Finding the Controls

Overview

Front view

Document guides
●To match the width of the document.

Speaker

Document feeder tray

Paper cassette

Document exit

Document entrance

Front panel

Paper tray extender

Microphone
●To talk with the other party when using the speakerphone.
●To record greeting message and memo messages.

Paper tray

Paper level indicator

Rear view

Recording paper exit

Top cover handle
●To open the top cover.

Top cover

Paper stacker

Power inlet

Parallel interface connector
●To connect your PC with a printer cable (p. 112).

Telephone line jack

Before installation

Remove the shipping tape.
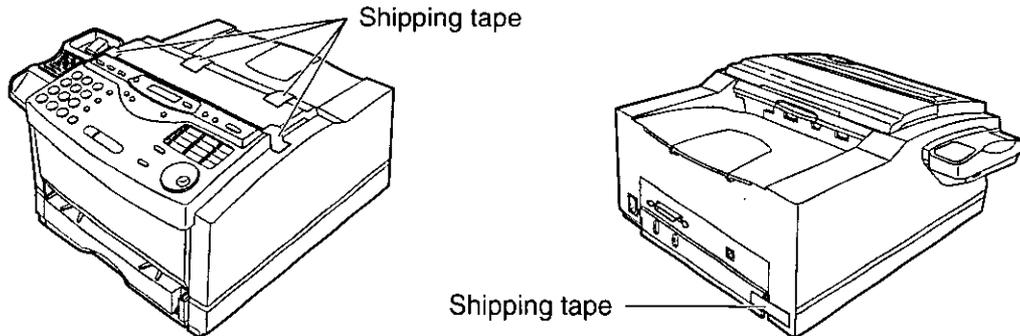
Shipping tape

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.

Top cover
handle

Top cover
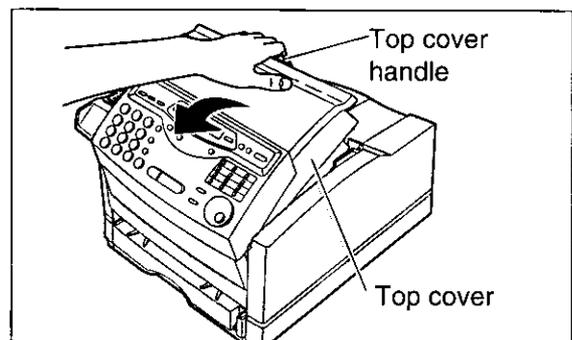
(continued)

Setup

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

Protection bag
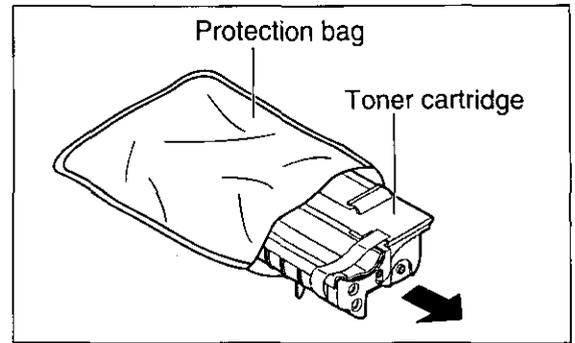
Toner cartridge

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.

Protection cap

Tape

Tab

Roller

Tape
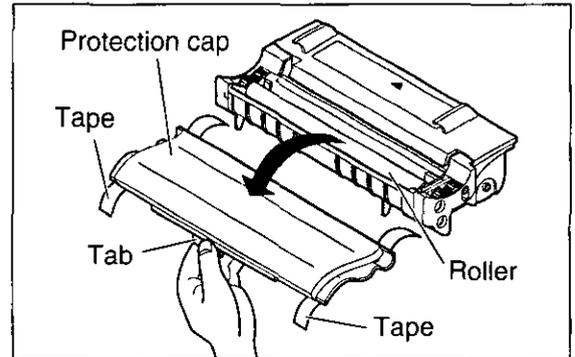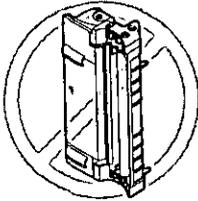
4 Rock the toner cartridge from side to side several times carefully.
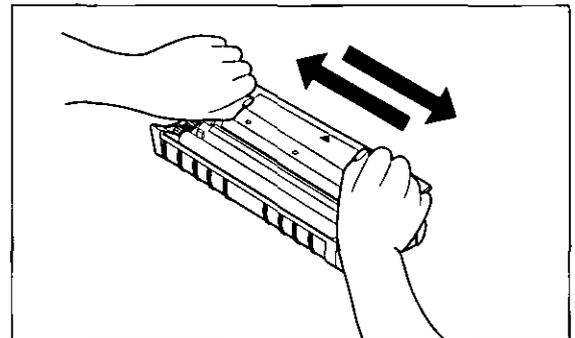
5 Install the toner cartridge by holding the two tabs and matching the triangles.

Toner cartridge

Tabs

Triangles

6 Open the protection bag by cutting the end of the bag, and remove the drum unit.
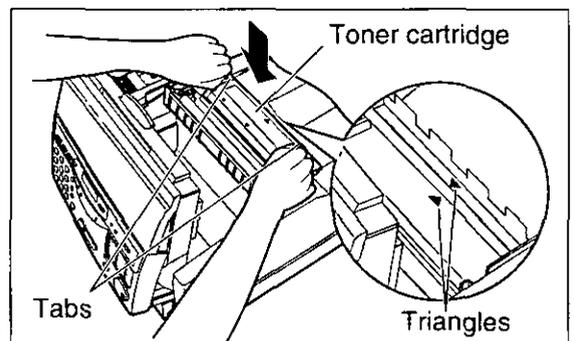
Protection bag
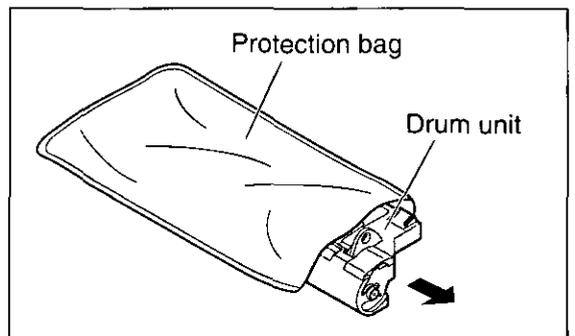
Drum unit

7 Remove the tape and protection cap.
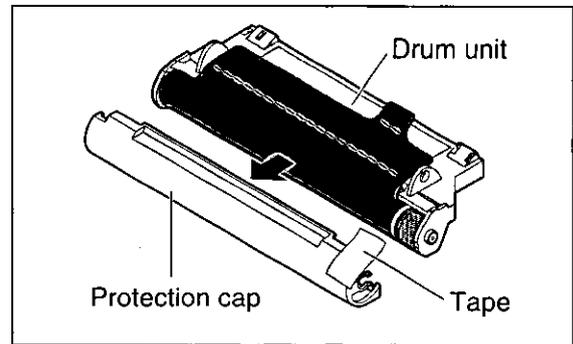
8 Remove the protection sheet.

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.
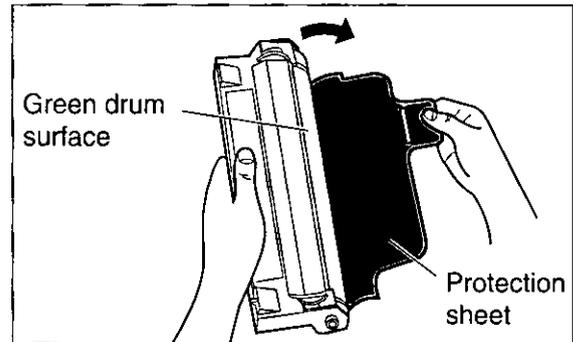
9 Install the drum unit on the toner cartridge by holding the two tabs and matching the triangles.
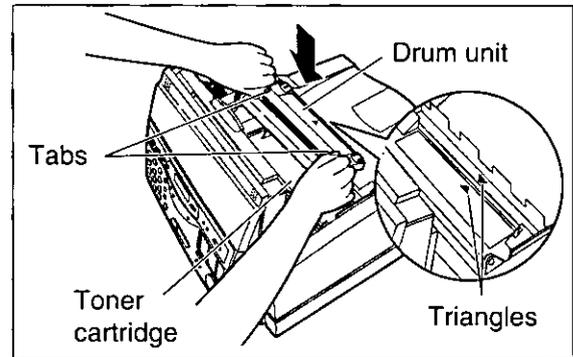
10 Close the top cover securely by pushing down on the dotted area at both ends.
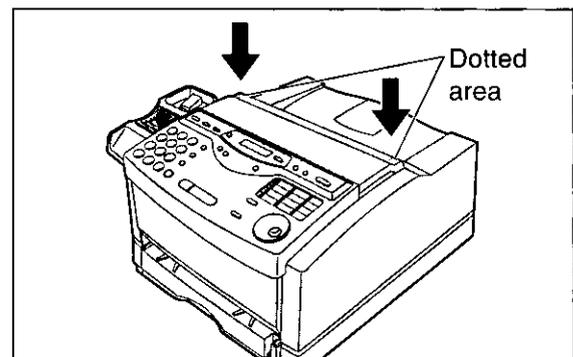
Setup

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/m² (20 lb.) paper. You can use 60 g/m² to 90 g/m² (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.
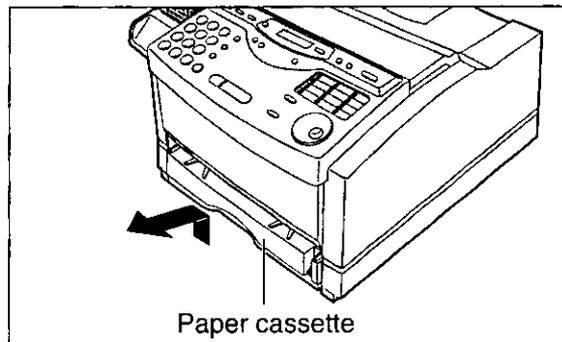
Paper cassette

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.

Upper limit
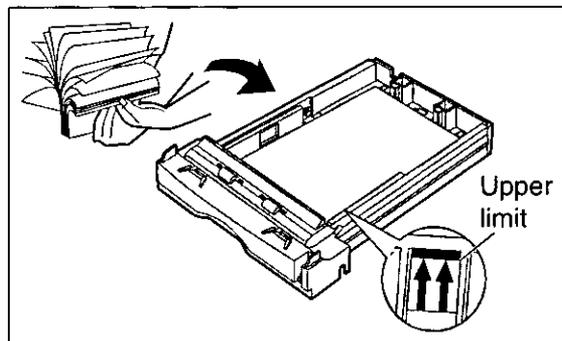
3 Insert the paper cassette into the unit until it clicks into place.
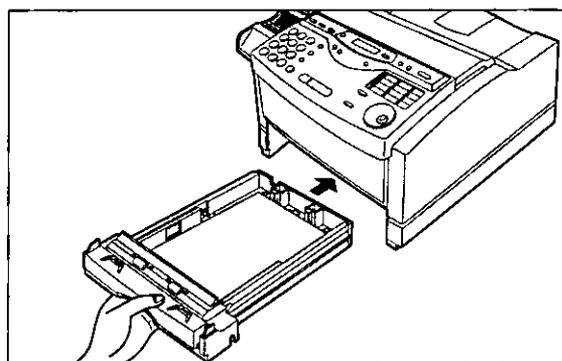
Note:
- **Do not use different types or thicknesses of paper in the paper cassette at the same time. This may cause a paper jam.**
- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers, or a paper jam may occur.

Using legal size paper

Press and hold the button on the paper cassette to release the tray (ⓐ), and slide the tray so that "LGL" on the tray aligns with "◁" on the cassette and lock into place (ⓑ).
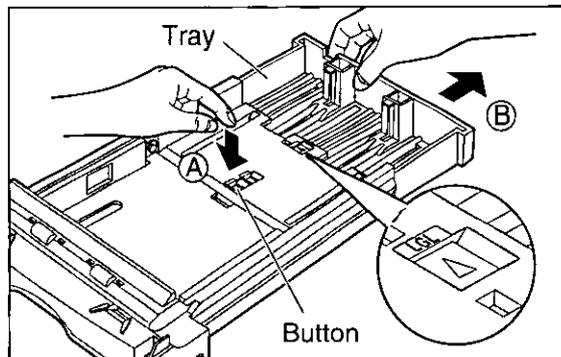
Checking the amount of remaining recording paper

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

Shows that paper
is empty.

Shows that paper
is fully loaded.
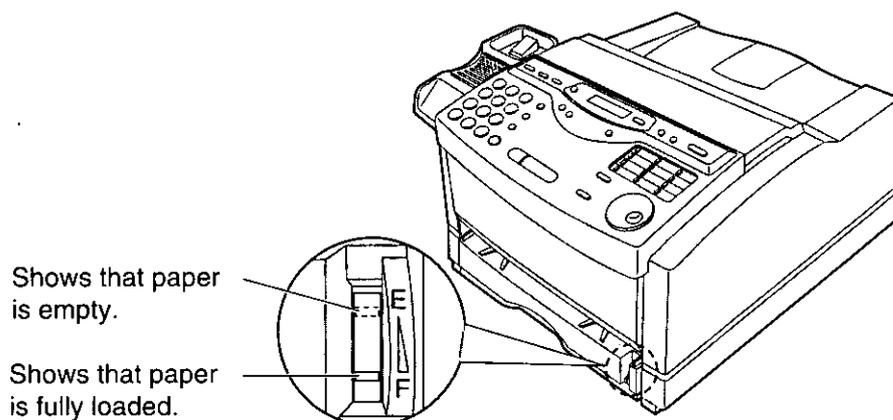
Types of paper to avoid

● 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.

Paper tray
Tab
Slots
Tab
Paper cassette
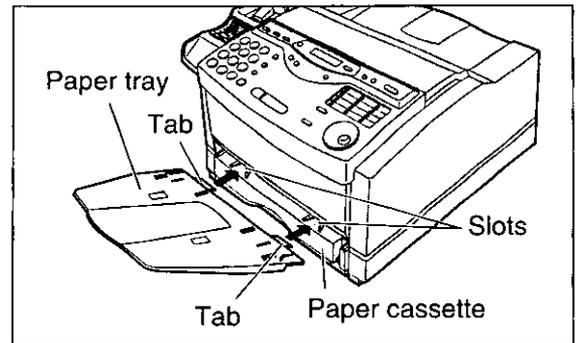
2 Open the paper tray extender by pressing "▽" marked area.

Paper tray extender
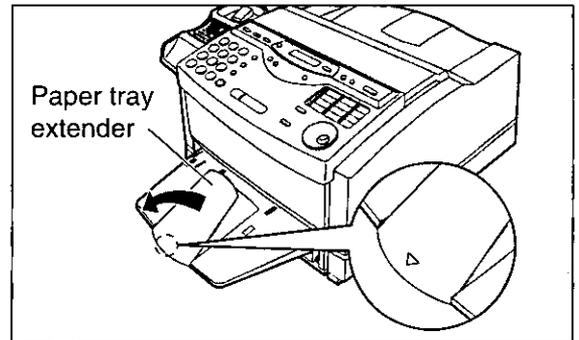
Paper stacker

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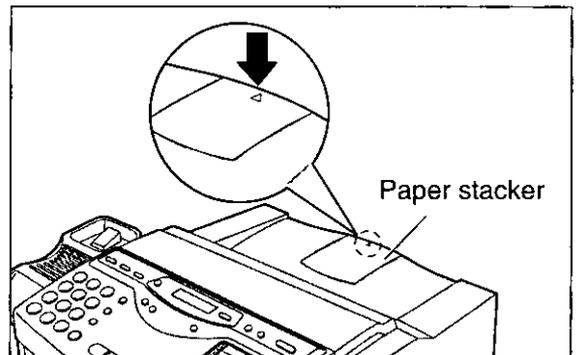
Paper stacker

2 Open the paper stacker.

Paper stacker
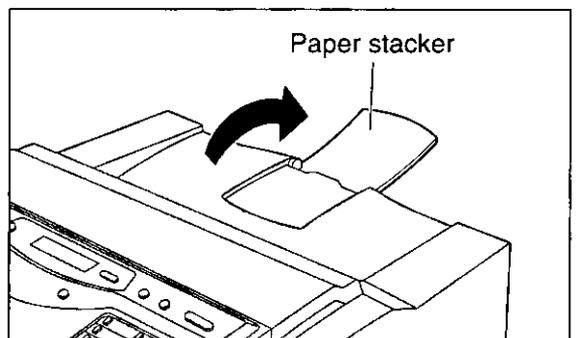
Connections

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.

120 V, 60 Hz

Power cord

(Power surge protector)

Wall jack (RJ11C)

(Line surge protector)   Telephone line cord

Handset cord
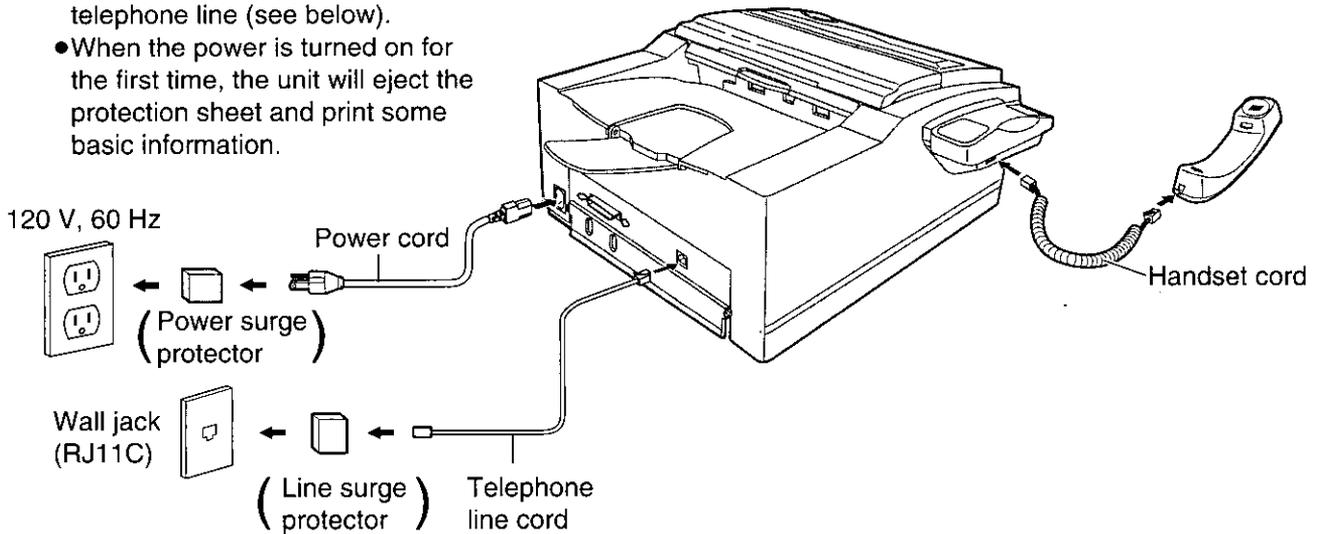
Note:
- For additional equipment protection, we recommend the use of a surge protector. The following types are available; TELESPIKE BLOK MODEL TSB (TRIPPE MFG. CO.), SPIKE BLOK MODEL SK6-0 (TRIPPE MFG. CO.), SUPER MAX (PANAMAX) or MP1 (ITW LINX).
  The warranty does not cover damage due to power line 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 112.

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.

Setup

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).
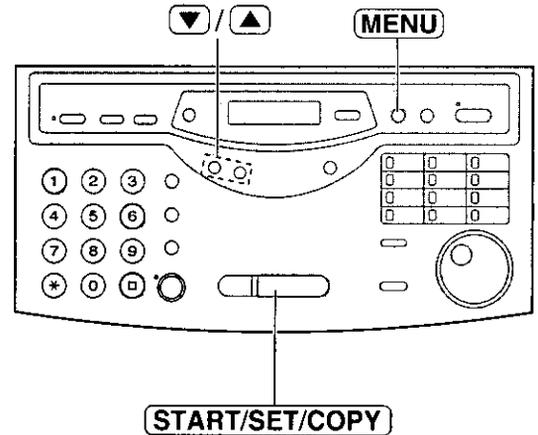
Date and time, your logo and facsimile telephone number

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.

Your logo   Your facsimile telephone number   Date and time

Example:

```
FROM : Panasonic Fax        FAX NO. : 1234567      Feb. 26 1999 04:02PM  P1

                    Fax Correspondence
```
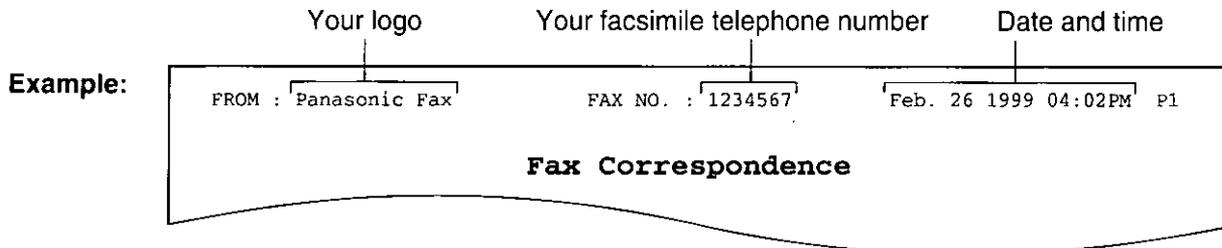
Setting the date and time

1 Press (MENU).

Display: `1.SYSTEM SET UP`

2 Press (#), then (0)(1).

`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 (0)(8) (1)(0) (9)(9).

`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 (0)(3) (1)(5).

`TIME:    03:15AM`

2. Press (✱) until "PM" is displayed.

`TIME:    03:15PM`

7 Press (START/SET/COPY).

`SETUP ITEM [   ]`

8 Press (MENU).

(◄)/(►)   (MENU)

(STOP)   (JOG DIAL)
(START/SET/COPY)
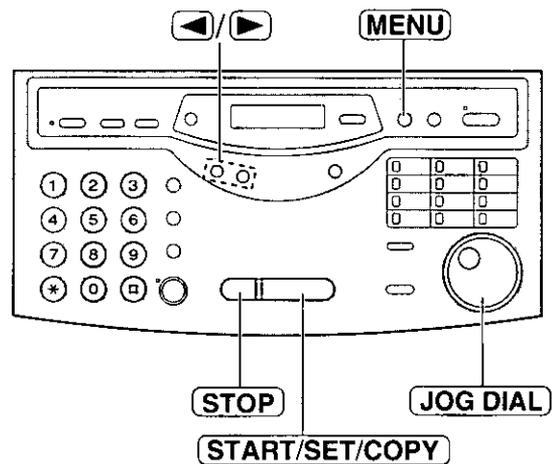
Note:
• To enter the year "2000" in step 4, press (0)(0) for the correct year.
• You can enter the number by rotating (JOG DIAL) in steps 4 and 6. In this case, press (►) to move the cursor.
• The accuracy of the clock is approximately ±60 seconds a month.

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=Bil |

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).

(HYPHEN)
(◀)/(▶)   (MENU)

① ② ③ ○
④ ⑤ ⑥ ○
⑦ ⑧ ⑨ ○
⊛ ⑩ ⑪ ○

(STOP) (INSERT)
(START/SET/COPY)
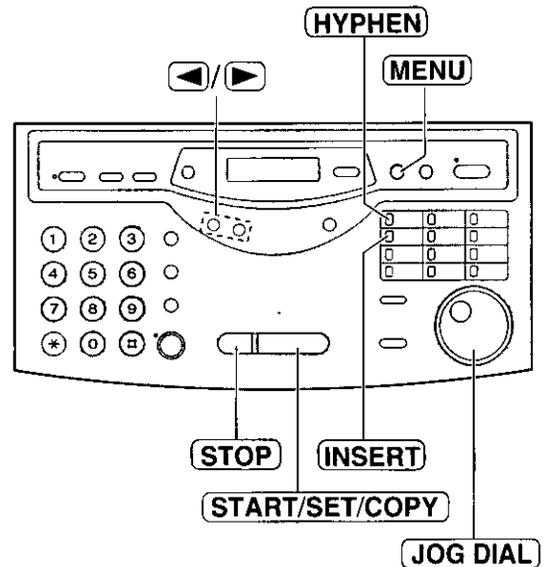
(JOG DIAL)

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
(0)	0 ( ) 〈 〉 ! " # $ % & ¥ ＊ @ ^ ' →
0¹	**HYPHEN** key (To insert a hyphen.)
0²	**INSERT** key (To insert one character or one space.)
[STOP]	**Delete** 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.
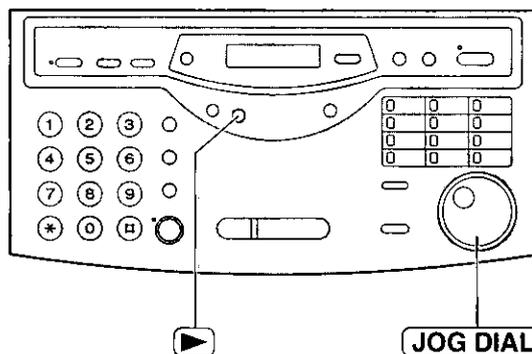
Display order of characters

[▶]   (JOG DIAL)

Capital alphabet

Lower case alphabet   Number

Symbol
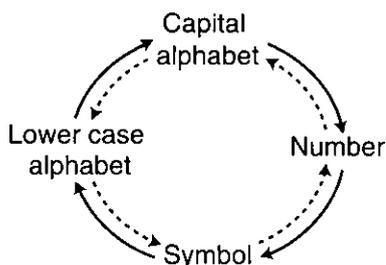
⟶ : Rotating to the right

···▶ : Rotating to the left

Setup

Setting your facsimile telephone number

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (0)(3).

| 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).
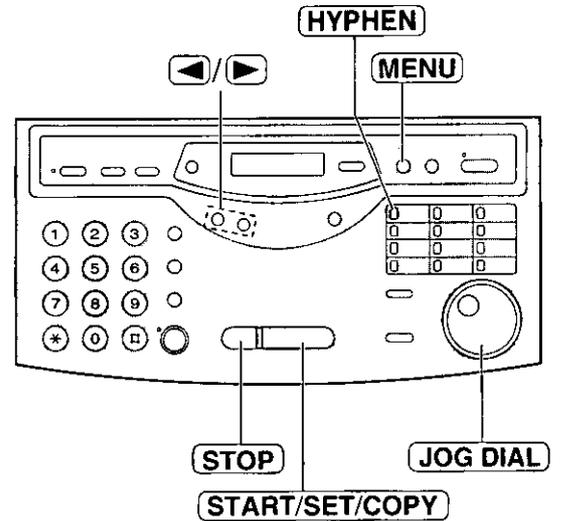
Note:
- You can enter your facsimile telephone number by rotating (JOG DIAL). If using (JOG DIAL), press (►) to move the cursor.
- The (✱) button replaces the digit with a "+" and the (#) button replaces it with a space.

  Example (using the dial keypad): +234 5678
  Press (✱)(2)(3)(4)(#)(5)(6)(7)(8).
- 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 |

▼/▲

(START/SET/COPY)
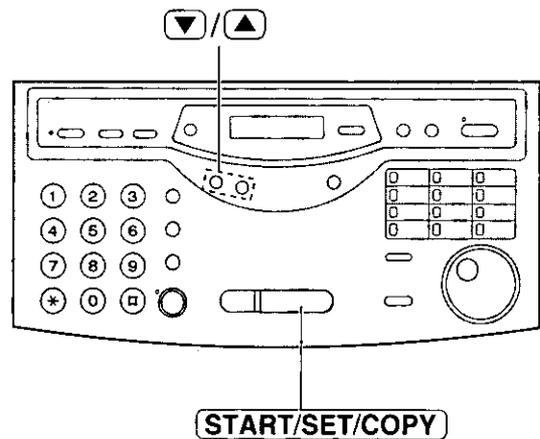
Handset receiver volume

5 levels (high to low) are available.
While using the handset, press ▼ or ▲.

Speaker volume

8 levels (high to low) are available.
While using the speakerphone, press ▼ or ▲.

Fax voice guidance volume

9 levels (high to off) are available.
While listening to the fax voice guidance, press ▼ or ▲.

Answering device volume

9 levels (high to off) are available.
While listening to the recorded messages, press ▼ or ▲.

Voice calls - making

1 Press (DIGITAL SP-PHONE) or lift the handset.

Display: | TEL= |

2 Dial the telephone number.

Example: | TEL=2345678 |

● If you misdial, hang up and dial again.

3 When the other party answers, talk into the microphone or handset.

4 When finished talking, press (DIGITAL SP-PHONE) or replace the handset.

(▼)/(▲)

Handset

(REDIAL/PAUSE)

(MUTE)
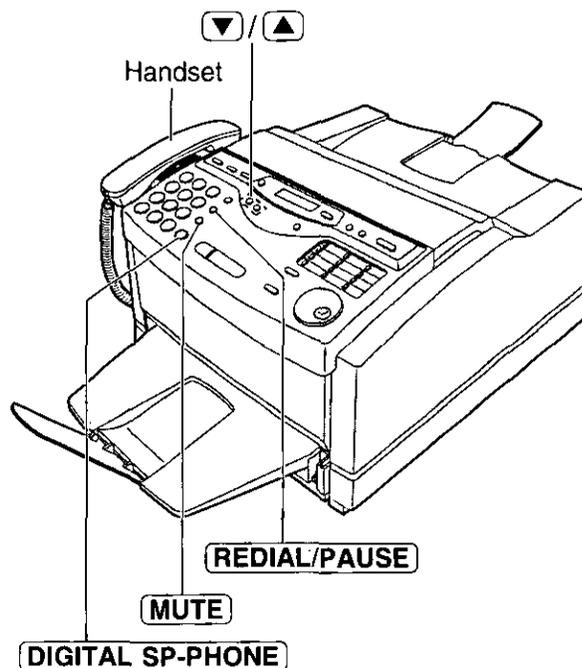
(DIGITAL SP-PHONE)

To redial the last number

1. Press (DIGITAL SP-PHONE) or lift the handset.

2. Press (REDIAL/PAUSE).

To mute your voice to the other party

1. Press (MUTE) during a telephone conversation.

Display: | <MUTE> |

● The other party cannot hear you, but you can hear them.

2. To resume the conversation, press (MUTE) again.

Hints for the speakerphone operation

● Use the speakerphone in a quiet room.
● If you have difficulty hearing the other party, adjust the volume using (▼) or (▲).
● If you and the other party speak at the same time, parts of your conversation will be cut off.
● To switch to the handset, lift the handset. To switch back to the speakerphone, press (DIGITAL SP-PHONE).

Voice calls - answering

1 When the unit rings, press (DIGITAL SP-PHONE) or lift the handset.

2 When finished talking, press (DIGITAL SP-PHONE) or replace the handset.

(▼)/(▲)

Handset

(MUTE)

(DIGITAL SP-PHONE)

To mute your voice to the other party

1. Press (MUTE) during a telephone conversation.

Display: | <MUTE> |

- The other party cannot hear you, but you can hear them.

2. To resume the conversation, press (MUTE) again.

Hints for the speakerphone operation

- Use the speakerphone in a quiet room.
- If you have difficulty hearing the other party, adjust the volume using (▼) or (▲).
- If you and the other party speak at the same time, parts of your conversation will be cut off.
- To switch to the handset, lift the handset. To switch back to the speakerphone, press (DIGITAL SP-PHONE).

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.

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.

| 9 | PAUSE | Telephone number |
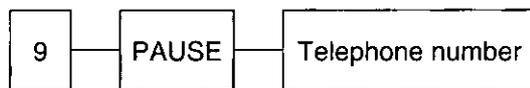
Line access code

Example 2:
If a transmission error occurs during an overseas transmission, add two pauses at the end of the telephone number.

| International access code | Country code | Telephone number | PAUSE | PAUSE |

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

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 (1)(3).

| 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).

(▼)/(▲)   (MENU)

Telephone

(START/SET/COPY)

One-Touch Dial

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 65 to 67.

1 Press (DIRECTORY PROGRAM).

Display:

```
PRESS STATION
```
↕
```
OR USE JOG-DIAL
```
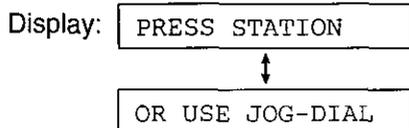
2 **For stations 1–4**
Press one of the One-Touch Dial keys.
Select the following by pressing (▼).

```
DIAL MODE        ▼▲
```

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 33.

Example:
```
NAME=John
```

4 Press (START/SET/COPY).

Example:
```
<S02>=
```

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

Example:
```
<S02>=111-4497
```

6 Press (START/SET/COPY).

```
REGISTERED
```
↕
```
PRESS STATION
```
↕
```
OR USE JOG-DIAL
```
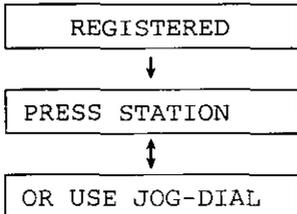
- To program other stations, repeat steps 2 to 6.
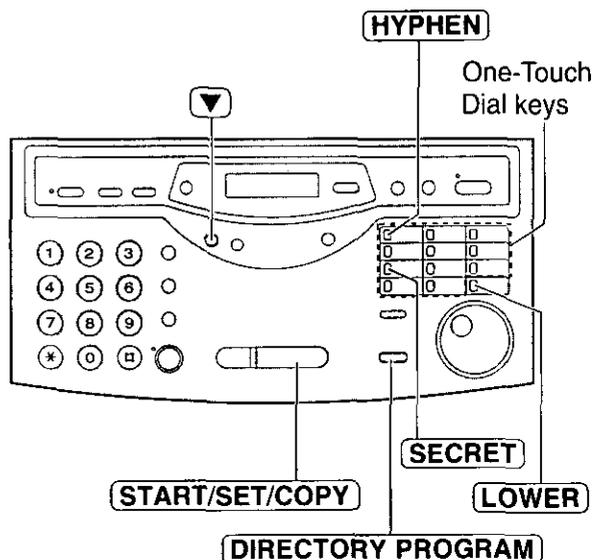
7 Press (DIRECTORY PROGRAM) to exit the program.

Helpful hint:
- You can confirm the stored items on the display (p. 44), or on the telephone number list (p. 161).

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 43.

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. 40).

1 Press (DIGITAL SP-PHONE) or lift the handset.

Display: | TEL= |

●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: | TEL=<John> |

3 When the other party answers, talk into the microphone or handset.

4 When finished talking, press (DIGITAL SP-PHONE) or replace the handset.

Handset

One-Touch Dial keys

(LOWER)

(JOG DIAL)

(DIGITAL SP-PHONE)
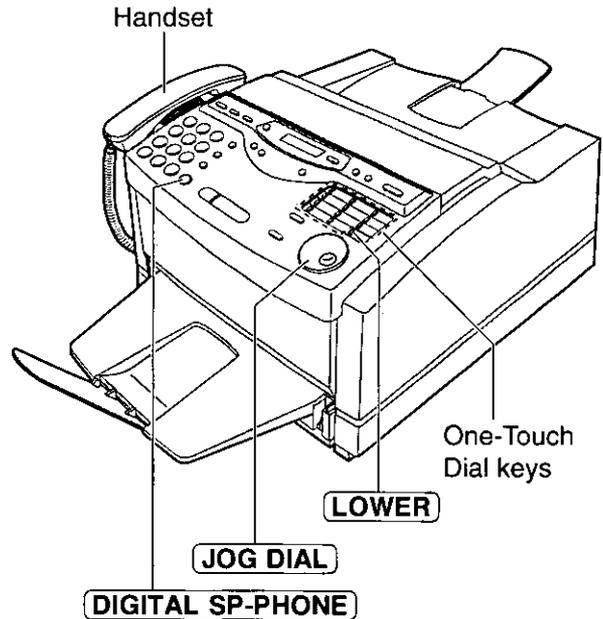
Telephone

Helpful hints:
●You can confirm the stored items on the display (p. 44), or on the telephone number list (p. 161).
●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 (DIGITAL SP-PHONE) or lift the handset.

JOG DIAL

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. 19), call using this station (p. 44).

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. 44).

If you do not need the above stations, you can edit or erase them (p. 43).

1 Press (DIRECTORY PROGRAM).

Display:
PRESS STATION

↕

OR USE JOG-DIAL

2 Rotate (JOG DIAL) until the following is displayed.

NAME=

3 Enter the name, up to 10 characters, following the instructions on page 33.

Example:
NAME=Alice

4 Press (START/SET/COPY).

NO.=

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:
NO.=5552233

6 Press (START/SET/COPY).

REGISTERED

↓

NAME=

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

7 Press (DIRECTORY PROGRAM) to exit the program.
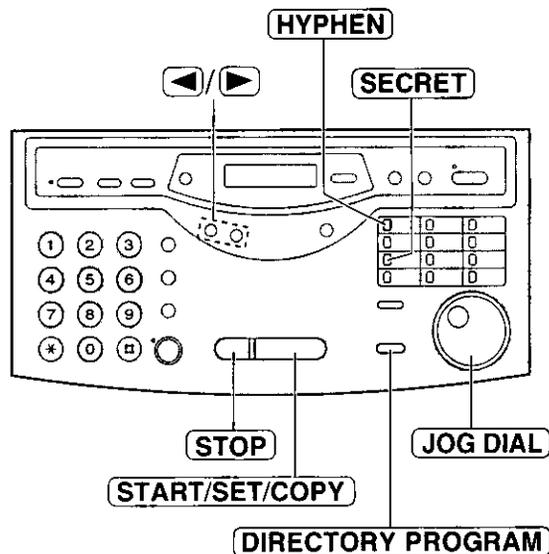
Note:
- You can confirm the stored items on the display (p. 44), or on the telephone number list (p. 161).
- You can store items during a telephone conversation.
- When the following message is displayed in step 6, you can only store 5 more items.

Display:
SPACE= 5 DIRS.

- If the unit shows "JOG-DIAL FULL" in step 1, there is no space to store new stations. Edit or erase unnecessary stations (p. 43).
- 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.

Editing a stored name and number

1 Rotate (JOG DIAL) until the desired name is displayed.

Example: | Mary |

2 Press (DIRECTORY PROGRAM).

| EDIT=✳ DELETE=# |

3 Press (✳) to select "EDIT".

| NAME=Mary |

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

4 Edit the name by following the instructions on page 33.

5 Press (START/SET/COPY).

Example: | NO.=0123456 |

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

6 Edit the telephone number. For further details, see page 42.

7 Press (START/SET/COPY).

| REGISTERED |

(START/SET/COPY)   (JOG DIAL)
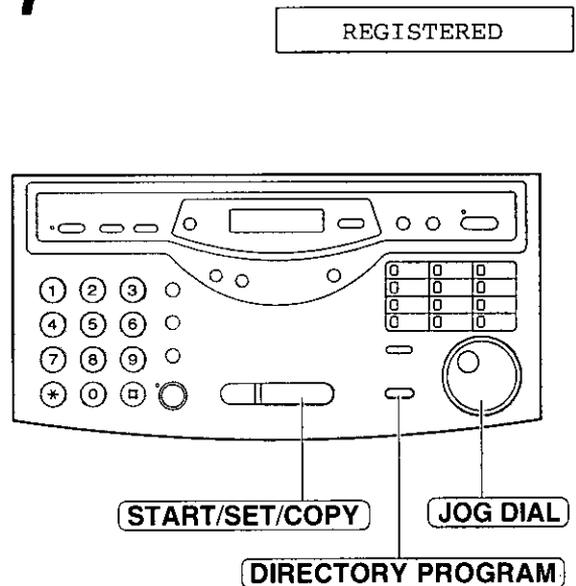
(DIRECTORY PROGRAM)

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: | Smith |

2 Press (DIRECTORY PROGRAM).

| EDIT=✳ DELETE=# |

3 Press (#) to select "DELETE".

| DELETE OK? |
‡
| YES: PRESS SET |

● If you do not want to erase the item, press (STOP).

4 Press (START/SET/COPY).

| DELETED |

● The stored name and number are deleted.

(ERASE)

(STOP)   (JOG DIAL)

(START/SET/COPY)
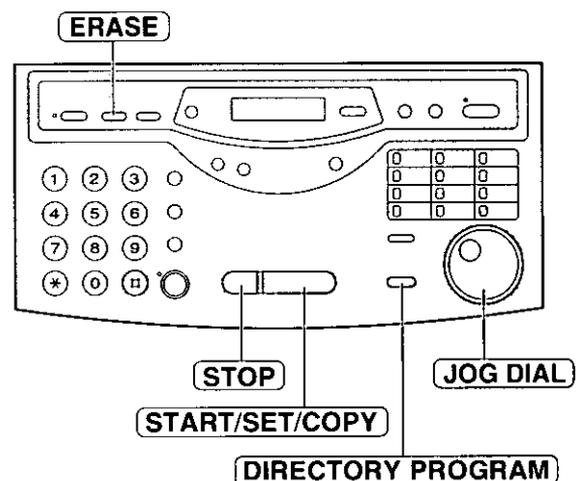
(DIRECTORY PROGRAM)

Note:
● you can use the following method to erase.
1. Rotate (JOG DIAL) until the desired name is displayed.
2. Press (ERASE).
3. Press (START/SET/COPY).

43

Making a voice call using the JOG DIAL directory

Before using this feature, program the desired names and telephone numbers into the directory (p. 42).

1 Rotate (JOG DIAL) until the desired name is displayed.

Example: | Lisa |

2 Press (DIGITAL SP-PHONE) or lift the handset.

●The unit will start dialing automatically.

| DIALING |

3 When the other party answers, talk into the microphone or handset.

| TEL=<Lisa> |

4 When finished talking, press (DIGITAL SP-PHONE) or replace the handset.

Helpful hint:
●You can confirm the stored items on the display (see below) or on the telephone number list (p. 161).

Handset

(STOP)   (NAME/TEL NO.)
(JOG DIAL)
(DIGITAL SP-PHONE)
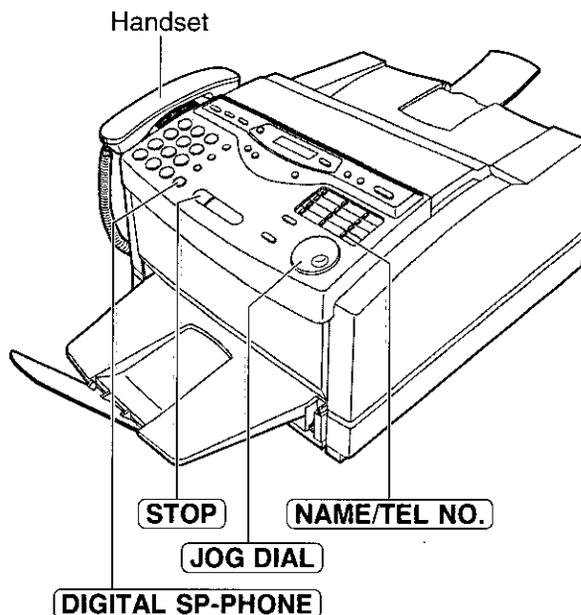
Note:
●If the desired name has not been stored, press (STOP) and dial the number manually.

To confirm the stored items on the display

1. Rotate (JOG DIAL) until the desired name is displayed.

Example: | Kim |

2. Press (NAME/TEL NO.).

| 4567890 |

●To stop the operation, press (STOP).

3. Press (DIGITAL SP-PHONE) or lift the handset.
●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: | Alan |

2. Press (5) repeatedly until any name with the initial "L" is displayed (see the character table on page 33).

| Larry |

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

| Lisa |

●To stop the operation, press (STOP).

4. Press (DIGITAL SP-PHONE) 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.

Caller ID service from your phone company

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

Caller ID and its capabilities

Caller ID allows you to view the name or telephone number of the caller before you answer the call.
The calling party information (name has priority) will be displayed after the first ring.
By using Caller ID, you have the option of whether or not to answer the call depending on the caller.

The unit also stores the caller's information and prints a list automatically after every 35 calls (p. 51).
●To print out the Caller ID list manually, see page 161.

Important:
●When you subscribe to a Caller ID service, set the following ring count settings to 2 or more rings:
  —TAD/FAX mode ring count (p. 109),
  —FAX ONLY mode ring count (p. 76), and
  —TEL/FAX delayed ring count (p. 83).

How Caller ID is displayed

1 When a call is received, the display will show the caller's name after the first ring.

Example: | Chris Horner |

2 You can display the caller's name and number respectively by pressing [NAME/TEL NO.].

→ | Chris Horner |
  ↓
  | 123-456-7890 |
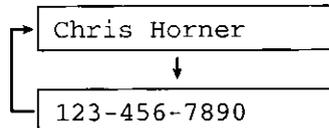
3 After hanging up, the caller's information (name, telephone number and the time of the call) will automatically be saved in the Caller ID list (p. 46).

[NAME/TEL NO.]
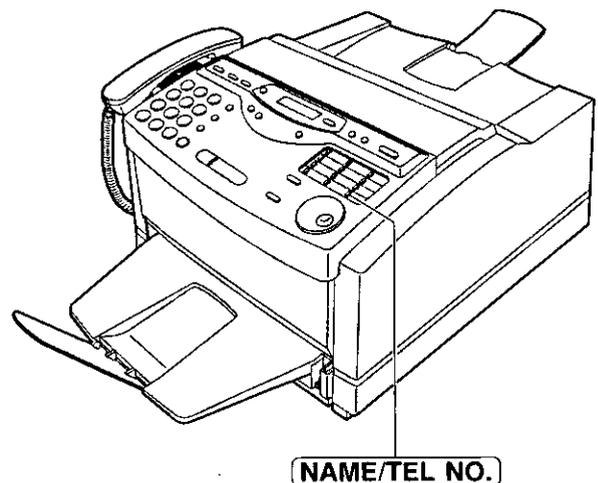
Note:
●When the unit is connected to a PBX system, you may not receive the caller's information. Consult your PBX supplier.
●The Caller ID service is currently provided in calling areas by caller identification technology. If the caller's information cannot be received, the display will show as follows.

| OUT OF AREA | The caller dialed from an area which does not provide the Caller ID service.

| PRIVATE CALLER | The caller has requested not to send their information.

| LONG DISTANCE | The caller made a long distance call.

45

Caller ID

Viewing the Caller ID list on the display

The unit stores the caller's information and makes a list of up to 35 callers in chronological order.
When the memory is full and the unit receives a new call, the oldest data will automatically be erased.

With the Caller ID list, the following convenient features are available.
— Viewing who has called you on the display (See below.)
— Dialing a telephone number from the list (p. 47)
— Storing a telephone number for automatic dialing from the list (p. 48)
— Printing out a Caller ID list (p. 161)

1 Press (CALLER ID SEARCH).

Example: | 2 NEW CALLS |

Display: | USE JOG-DIAL |
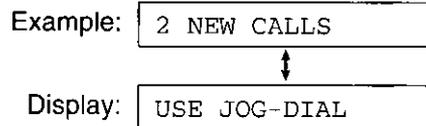
2 Rotate (JOG DIAL) to search the Caller ID list (see below).

3 If you want to know the caller's phone number and the date/time of the call, press (NAME/TEL NO.) repeatedly while the display is showing the desired name.
●The display will alternate the name, number and date/time by pressing (NAME/TEL NO.).

| WENDY ROBERTS |
↕
| 345-3809 |
↕
| Mar. 14 02:30PM |
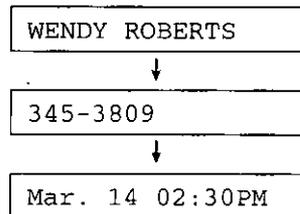
4 Press (STOP) to exit the Caller ID list.

(CALLER ID SEARCH)

(STOP) (JOG DIAL) (NAME/TEL NO.)
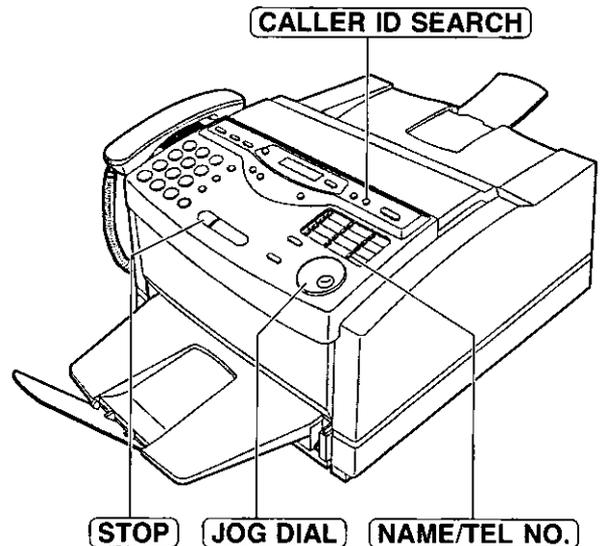
Note:
●If the caller's name and number cannot be received, the following message will be displayed.

Display: | NO NAME RCVD |

Ex. When you search from the most recent call/oldest call

From the oldest call:
···► (rotating to the left)

| 2 NEW CALLS |

From the most recent call:
—► (rotating to the right)

| END |

Reviewed calls

| WENDY ROBERTS |

New calls

| MIKE TIMAR |

| ALLAN STONE |

| END OF NEW CALL |
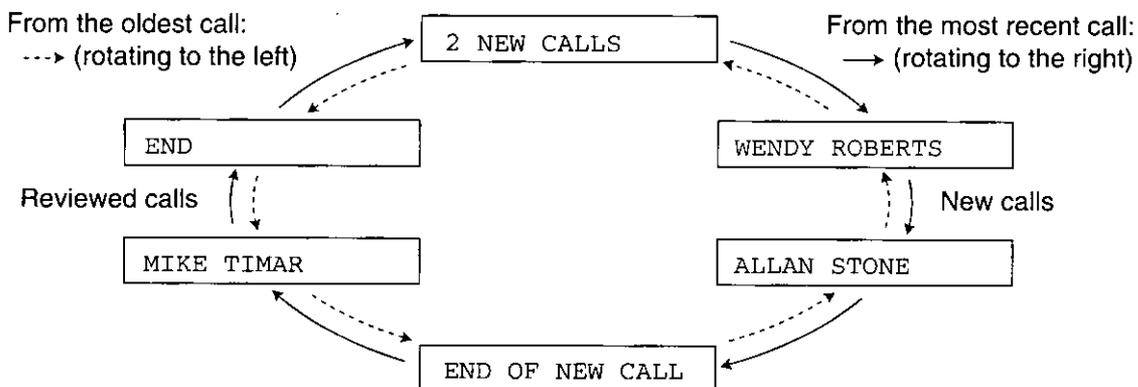
Note:
●To move between calls, rotate (JOG DIAL).
●The display will show "END OF NEW CALL" after the last new call in the list.
●The display will show "END" after the last call in the list.
●If the display shows "NO CALLER DATA" and a beep sounds, the Caller ID list is empty.

Calling back from the Caller ID list

You can easily call back a telephone number recorded in the Caller ID list.

Important:

●This feature is not available in the following cases.
— The telephone number includes data other than numbers (ie., ✳ or #).
— The telephone number information was not received.

1 Press (CALLER ID SEARCH).

Example: | 2 NEW CALLS |

Display: | USE JOG-DIAL |

2 Rotate (JOG DIAL) until the desired name or telephone number is displayed.

Example: | ALLAN STONE |

3 Press (DIGITAL SP-PHONE) or lift the handset.

●The unit will automatically dial the number.

4 When finished talking, press (DIGITAL SP-PHONE) or replace the handset.

Note:

●You can send a fax by pressing (START/SET/COPY) with a document on the document feeder tray after step 3.
●If a telephone number is not displayed when pressing (NAME/TEL NO.), you cannot call back that caller.

Handset   (CALLER ID SEARCH)

(NAME/TEL NO.)
(JOG DIAL)
(START/SET/COPY)
(DIGITAL SP-PHONE)
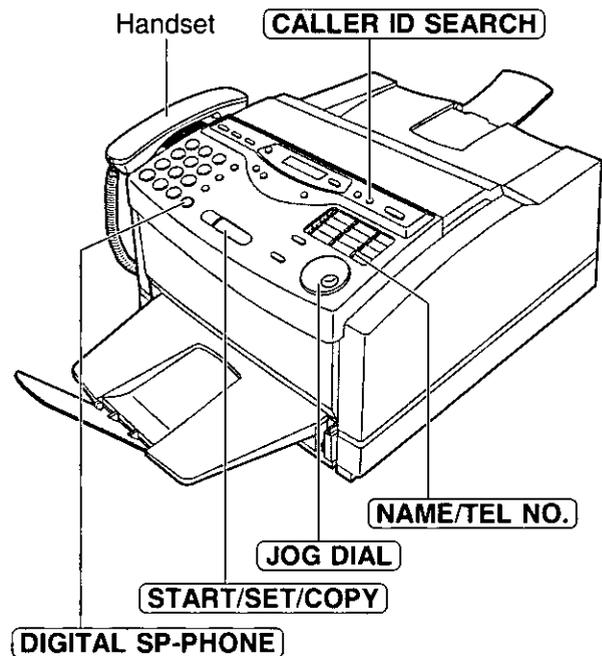
To edit 10 digit telephone numbers into one of 4 patterns

Press ✳ in step 2 to select a pattern.
Each time you press ✳, the number will be arranged into one of 4 different patterns.

a: |Telephone number|

b: 1– |Area code| – |Telephone number|

c: 1– |Telephone number|

d: |Area code| – |Telephone number|

Caller ID

Storing telephone numbers in the One-Touch Dial and JOG DIAL directory from the Caller ID list ═══

You can store names and telephone numbers in the One-Touch Dial and JOG DIAL directory from the Caller ID list.

Important:
● This feature is not available in the following cases.
— The telephone number includes data other than numbers (ie., ✻ or #).
— The telephone number information was not received.

1 Press CALLER ID SEARCH.

Example:

    2 NEW CALLS

    ↕

Display:

    USE JOG-DIAL

2 Rotate JOG DIAL until the name you want to store is displayed.

Example:

    WENDY ROBERTS

3 Press DIRECTORY PROGRAM.

    PRESS STATION

    ↕

    OR USE JOG-DIAL

4 **a: To store in the One-Touch Dial memory:**
■ **For stations 1–4,** press the desired One-Touch Dial key that is not used as a BROADCAST key (p. 65).

    DIAL MODE   ▼▲

Press START/SET/COPY.

Example:

    NAME=WENDY ROBE

Press START/SET/COPY.

    <S02>1233453809

■ **For stations 5–11,** press the desired One-Touch dial key.
For stations 12–22, press LOWER, then press the desired One-Touch Dial key.

Example:

    NAME=WENDY ROBE

Press START/SET/COPY.

    <S06>1233453809

● A new entry will overwrite any previous information.
● You can only store a name up to 10 characters long. To edit the name and number, see the instructions on page 40.

b: To store in the JOG DIAL directory:
Rotate JOG DIAL.

Example:

    NAME=WENDY ROBE

Press START/SET/COPY.

    NO.=1233453809

● If the directory is full, a name and number cannot be stored.
● You can only store a name up to 10 characters long. To edit the name and number, see the instructions on page 42.

5 Press START/SET/COPY.

    REGISTERED

CALLER ID SEARCH

One-Touch Dial keys

① ② ③ ○
④ ⑤ ⑥ ○
⑦ ⑧ ⑨ ○
✳ ⓞ ⓑ ○

START/SET/COPY   LOWER

JOG DIAL

DIRECTORY PROGRAM
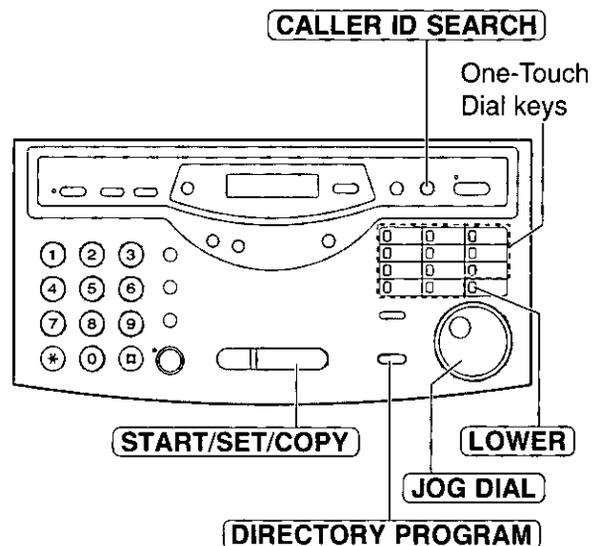
Note:
● You cannot store caller information in the One-Touch Dial and JOG DIAL directory if a telephone number is not displayed.

Erasing a name/number from the Caller ID list ≡≡≡

You can erase some or all of the entries in the Caller ID list.

Erasing a specific caller's information

1 Press (CALLER ID SEARCH).

Example: | 2 NEW CALLS |

↕

Display: | USE JOG-DIAL |

2 Rotate (JOG DIAL) until the desired name is displayed.

Example: | WENDY ROBERTS |

3 Press (ERASE).
• The caller's information will be erased.

| DELETED |

↓

| ALLAN STONE |

• To erase other caller's information, repeat steps 2 and 3.

4 Press (STOP) to exit the program.

(ERASE)   (CALLER ID SEARCH)

(STOP)   (JOG DIAL)
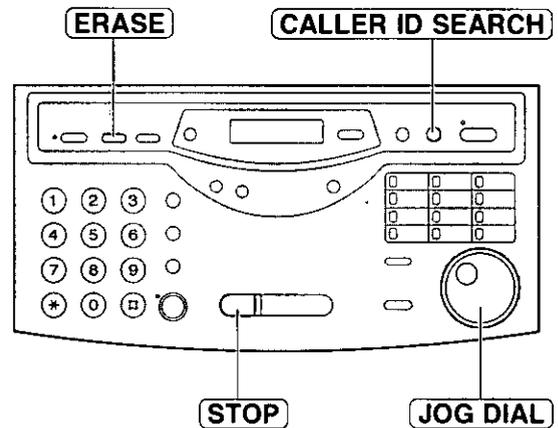
Erasing all callers' information

1 Press (MENU) three times.

Display: | 3.CALLER SET UP |

2 Press (START/SET/COPY).

| PRESS[▼▲]&[SET] |

3 Press (▼) or (▲) until the following message is displayed.

| CALL LIST ERASE |

4 Press (START/SET/COPY).

| ALL ERASE OK? |

• If you do not want to erase the information, press (STOP).

5 Press (START/SET/COPY).

| ERASE COMPLETED |

6 Press (STOP) to exit the program.

(▼)/(▲)   (MENU)

(STOP)
(START/SET/COPY)
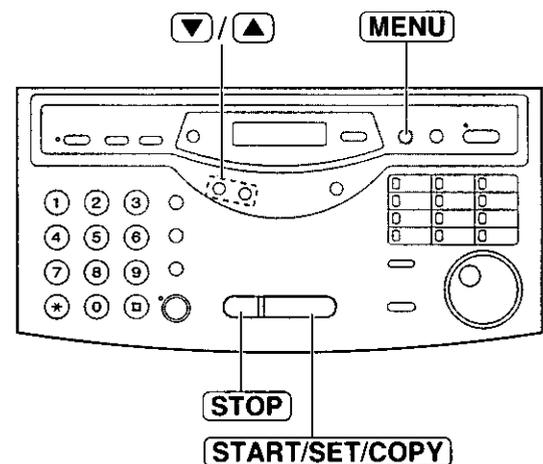
Caller ID

Storing your area code

When this feature is set, the caller's telephone number will be displayed without the area code when a call is received from the same area. If the call is received from outside your area, the telephone number will be displayed with "1" at the beginning.

1 Press (MENU) three times.

Display: | 3.CALLER SET UP |

2 Press (START/SET/COPY).

| PRESS[▼▲]&[SET] |

3 Press (▼) or (▲) until the following message is displayed.

| AREA CODE |

4 Press (START/SET/COPY).

| CODE= |

5 Enter your area code using 3 digits with the dial keypad.

6 Press (START/SET/COPY).

| REGISTERED |

7 Press (STOP) to exit the program.
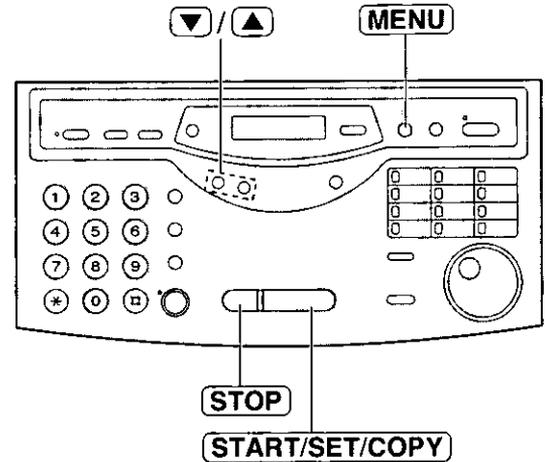
To erase the area code

● Press (STOP) when your area code is displayed in step 4. Then, press (START/SET/COPY).
Press (STOP) to exit the program.

Automatic Caller ID list

This feature will print a Caller ID list automatically after every 35 new calls.
After printing, only the oldest caller information will be erased when a new one is received.
When this feature is turned off, the unit will store the records of caller information, but will not print the Caller ID list automatically.

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (2) (6).

| AUTO CALL. LIST |

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).
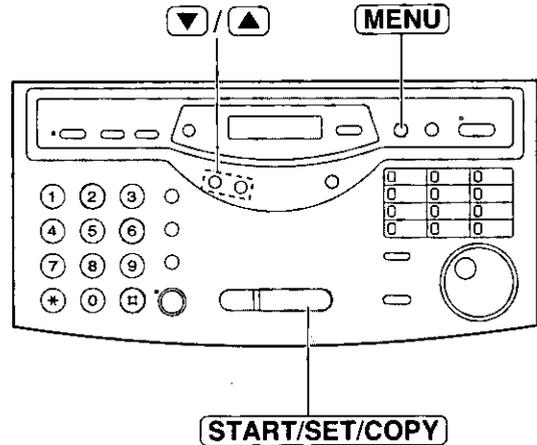
Sample of a Caller ID list

```
         CALLER ID LIST                              Jan. 04 1999 04:37PM
         [ NEW ]
   NO.   NAME              TELEPHONE NUMBER      TIME OF CALL       ANSWER
   01    WENDY ROBERTS     123-345-3809          Jan. 04 02:35PM    FAX
   02    ALLAN STONE       456-103-2238          Jan. 03 08:35AM    TAD
         [ OLD ]
   NO.   NAME              TELEPHONE NUMBER      TIME OF CALL       ANSWER
   01    MIKE TIMAR        789-345-1029          Jan. 01 02:35PM    TEL
```

●The NAME/TELEPHONE NUMBER/TIME OF CALL information is received through a Caller ID service.
●ANSWER: How the call was received by the unit.
— FAX: Facsimile
— TAD: Telephone answering device
— TEL: Telephone
— PC: Received by the PC.
If the unit did not respond to the call, the ANSWER column will be blank.
●You can also print a Caller ID list manually (p. 161).

Voice Contact

Talking to the caller after fax transmission or reception

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 (DIGITAL SP-PHONE) 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 Press (DIGITAL SP-PHONE) or 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.

Handset
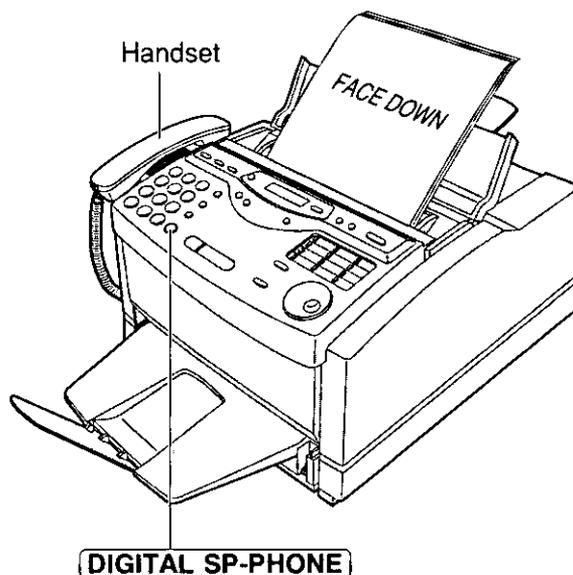
(DIGITAL SP-PHONE)

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 Press (DIGITAL SP-PHONE) or lift the handset within 10 seconds of the distinctive ring to start talking.

Note:
- If you do not answer within 10 seconds of the distinctive ring;
  —If in the TAD/FAX mode, your unit will play a greeting message and record an incoming voice message.
  —If in the FAX ONLY, TEL or TEL/FAX mode, the line will be disconnected.

Handset

(DIGITAL SP-PHONE)

52
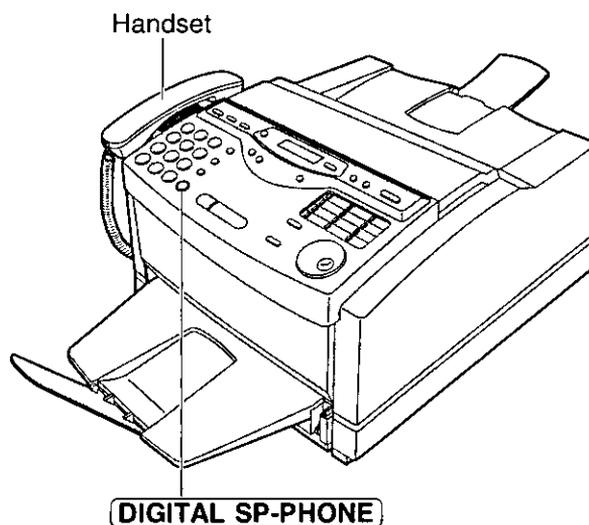
Sending a fax manually

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 (DIGITAL SP-PHONE) 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:
Ask them to press their start button. When a fax tone is heard, press your (START/SET/COPY) and replace the handset if using it.

| CONNECTING..... |
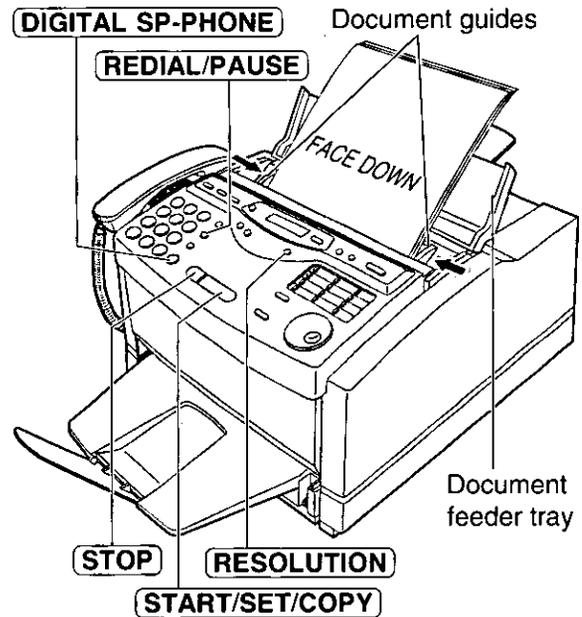
(DIGITAL SP-PHONE) Document guides
(REDIAL/PAUSE)

Document feeder tray

(STOP) (RESOLUTION)
(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.
● **If you cannot send a fax**, confirm the problem by printing a journal report (p. 161) and see page 141 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.

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 cancel the redialing, press (STOP).

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.

Fax/Copy

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. 40).

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. 53).

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.

Document feeder tray   Document guides

One-Touch Dial keys

(LOWER)
(STOP)   (JOG DIAL)
(RESOLUTION)
(START/SET/COPY)
(DIGITAL SP-PHONE)

Helpful hints:
●You can confirm the stored items on the display (p. 44), or on the telephone number list (p. 161).
●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. 71).

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 your unit does not send a fax

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

1. Press (DIGITAL SP-PHONE).

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.

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. 55), and
—delayed transmission (p. 63).
●During redial, the following will be displayed.

Display: | WAITING REDIAL |

●To cancel redialing, press (STOP).

Sending a fax using the JOG DIAL directory ====

Before using this feature, program the desired names and telephone numbers into the directory (p. 42).

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.
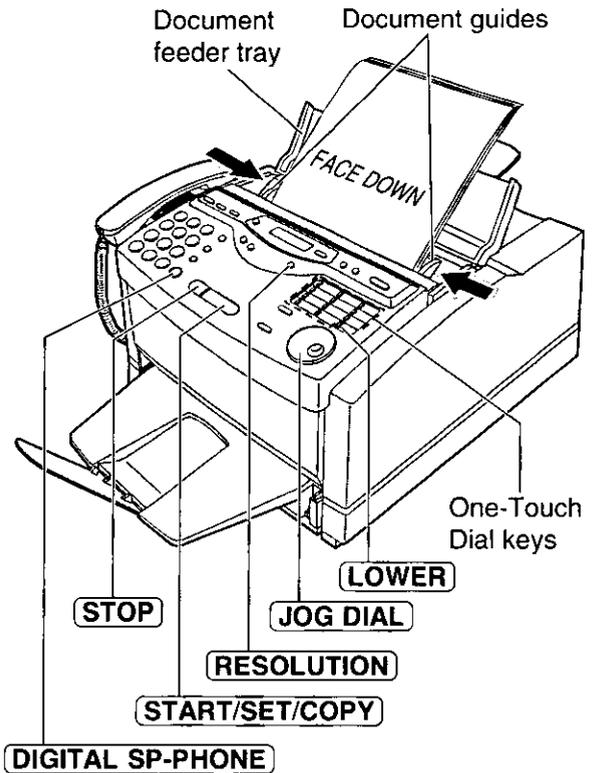
Display: | STANDARD |

4 If necessary, press (**RESOLUTION**) repeatedly to select the desired setting (p. 53).

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.

Document feeder tray   Document guides

FACE DOWN

(NAME/TEL NO.)
(STOP)   (JOG DIAL)
(RESOLUTION)
(START/SET/COPY)
(DIGITAL SP-PHONE)

Fax/Copy

Helpful hints:
● You can confirm the stored items on the display (p. 44) or on the telephone number list (p. 161).
● The connecting tone will be heard during dialing to tell you the status of the other party's machine (p. 71).

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 44.
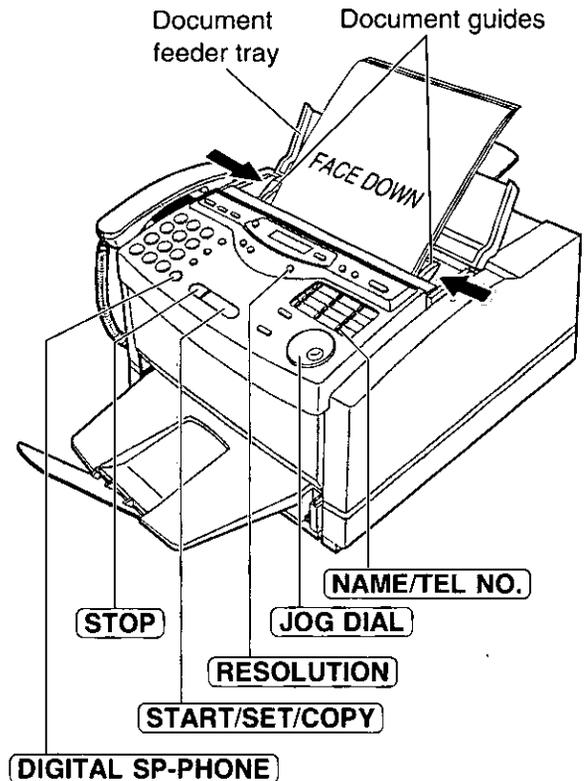
If your unit does not send a fax

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 (**DIGITAL SP-PHONE**).

Sending Faxes

IQ-FAX

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. 42).

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

*fax*SĀV®

Fax server

Your unit will send a fax to the fax server.

The fax server will receive the fax from your unit, then send it to the other party's fax machine.

The other party's fax machine will receive the fax from the fax server.

If any transmission errors occur between your unit and the fax server, your unit will automatically redial the fax server up to 2 times.
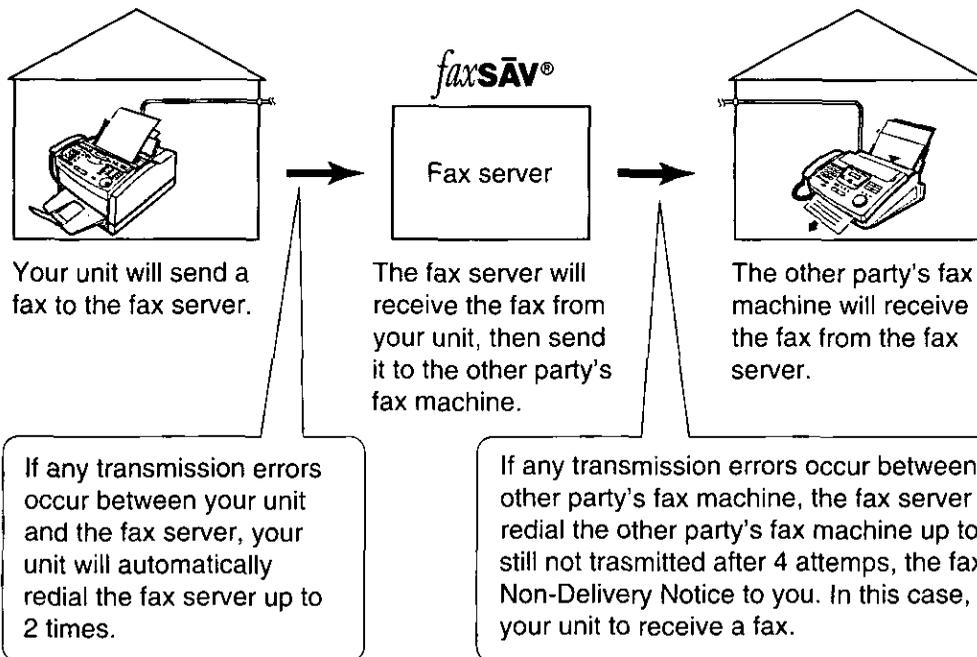
If any transmission errors occur between the fax server and the other party's fax machine, the fax server will automatically redial the other party's fax machine up to 4 times. If your fax is still not trasmitted after 4 attemps, the fax server will fax a Non-Delivery Notice to you. In this case, there is no charge. Set your unit to receive a fax.

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).
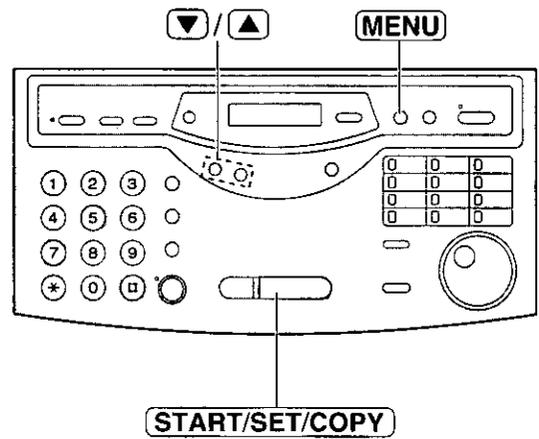
Sending Faxes

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: | STANDARD |

4 If necessary, press (**RESOLUTION**) repeatedly to select the desired setting (p. 53).

5 Press (**IQ-FAX**).

| IQFAX TO WHERE? |

6 Enter the fax number using the dial keypad, the One-Touch Dial, (**JOG DIAL**) or (**BROADCAST**).
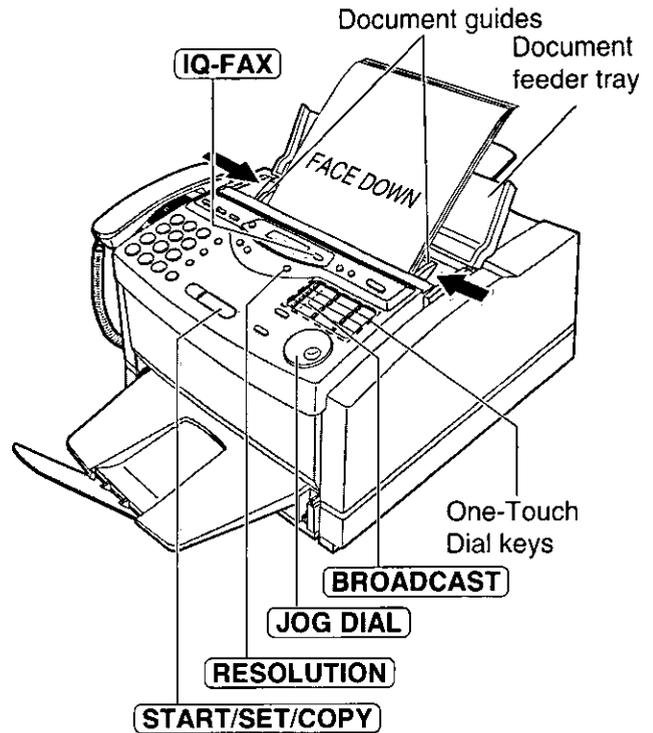●When you use (**JOG DIAL**), press (**START/SET/COPY**) after displaying the desired item.

Example: | FAX=223344 |

7 Press (**START/SET/COPY**).

| TRYING IQ-FAX |
↓
| CONNECTING..... |
↓
| SENDING P 1 |
↓
| SENT TO SERVER |

●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.

| OUT OF NETWORK |
↓
| SENDING NORMAL |

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

Document guides
Document feeder tray
(IQ-FAX)
FACE DOWN
One-Touch Dial keys
(BROADCAST)
(JOG DIAL)
(RESOLUTION)
(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.
●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: | LOADING IQ-DATA |

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

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

| LOADING ERROR |

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

Sending a fax by following the voice guide ====

You can send documents by following the voice guide. After transmission, the voice guide will turn off automatically.

1 Press (HELP) two times.

Display: | 1.SEND GUIDE |

2 Press (START/SET/COPY).

Voice guide:

◄ *To transmit, insert the document face down until you hear the beep.*

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

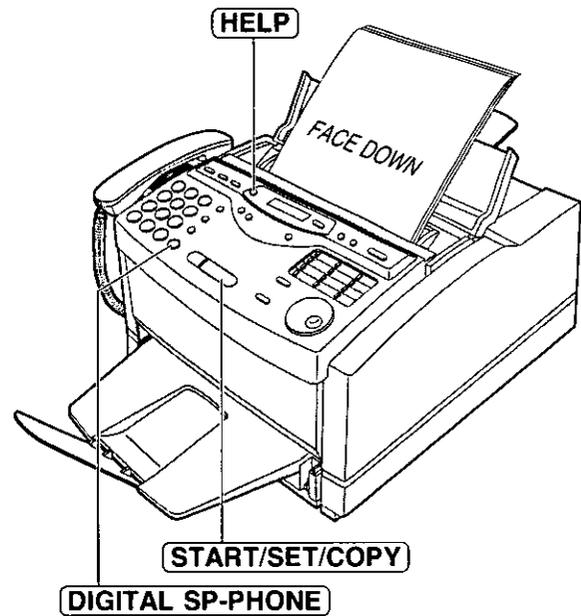◄ *Press the speaker phone button, then dial the phone number. When the fax tone is heard, press the start button.*

4 Press (DIGITAL SP-PHONE).

5 Dial the fax number.

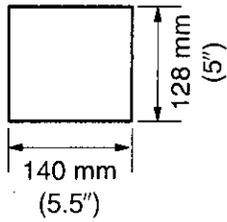**6** When a fax tone is heard, press (START/SET/COPY).

◄ *Start transmission.*

Note:
• You can lift the handset instead of pressing (DIGITAL SP-PHONE) in step 4.

(HELP)

FACE DOWN

(START/SET/COPY)

(DIGITAL SP-PHONE)

Fax/Copy

Sending Faxes

Documents you can send

Minimum size

128 mm (5")

140 mm (5.5")

Maximum size

600 mm (23⅝")

216 mm (8½")

Effective scanning area

Scanned area

4 mm

208 mm (8³⁄₁₆")

Paper width
216 mm (8½")
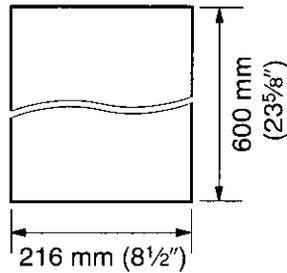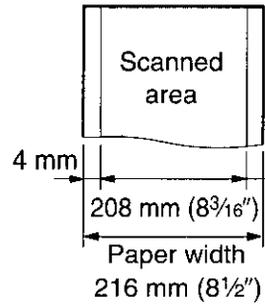
Document weight

Single sheet:
45 g/m² to 90 g/m²
(12 lb. to 24 lb.)

Multiple sheets:
60 g/m² to 75 g/m²
(16 lb. to 20 lb.)

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)

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 (0) (4).

| 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).

(START/SET/COPY)
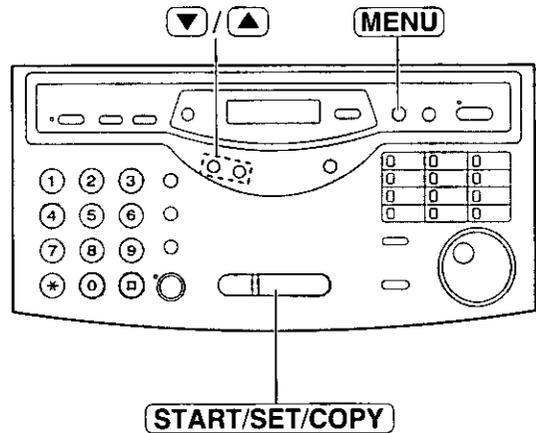
Sample of a sending report

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

SENDING REPORT   Jan. 20 1999 01:19PM

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

Communication message (p. 141)

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

Automatic journal report

This feature prints a journal report automatically after every 35 new fax communications.
After printing, only the oldest communication result will be erased when a new communication occurs.
If this feature is deactivated, the unit will store the records of the fax communications, but will not print the journal report automatically.
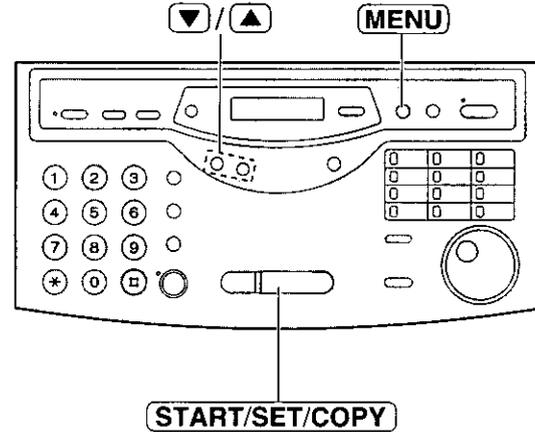
1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (2)(2).

| AUTO JOURNAL |

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).

(▼)/(▲)   (MENU)

(START/SET/COPY)

Sample of a journal report

JOURNAL

Jan. 25 1999 05:22PM

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT	*CODE
01	3332222	Jan. 21 02:14PM	00'45	SND	01	OK	
02	9998765	Jan. 21 03:17PM	00'58	IQ-FAX	02	OK	
03	John	Jan. 21 05:18PM	00'48	RCV	01	OK	
04	555556677	Jan. 22 10:35AM	02'45	SND	03	COMMUNICATION ERROR	(43)
			50	SND	05	OK	
				RCV	03	OK	

SND: Sent directly.
IQ-FAX: Sent to the fax server.
PC.SND: Sent by the PC.
RCV: Received directly.
PC.RCV: Received by the PC.

Communication
message (p. 141)

Error code
(for service
personnel
use only)

Note:
● You can also print a journal report manually (p. 161).
● 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.

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: 11:30PM
Press (1)(1)(3)(0), then press (✻) until "PM" is displayed.
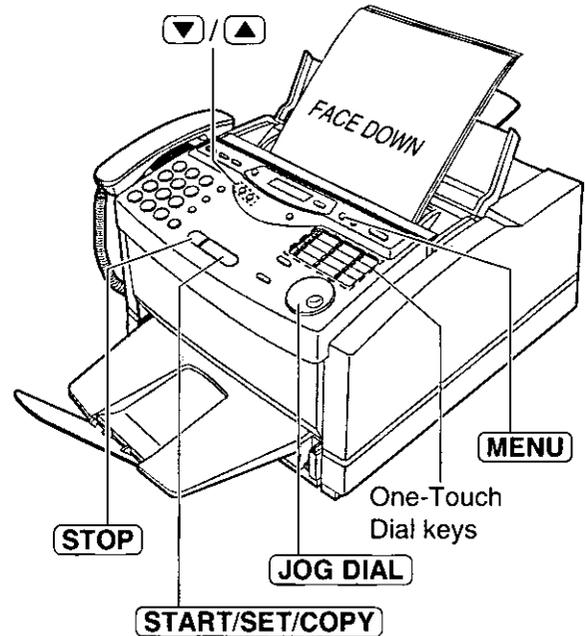```
TIME=11:30PM
```

**10** Press (START/SET/COPY).
```
SETUP ITEM [ ]
```

**11** Press (MENU).
```
SEND AT 11:30PM
```

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

(▼)/(▲)

FACE DOWN

(MENU)

One-Touch
Dial keys

(STOP)

(JOG DIAL)

(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.
●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).

# Sending Faxes

## 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 168.

### 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.
After storing all pages, the unit will transmit the
document.
●The amount of memory used will be shown as a
percentage on the display.
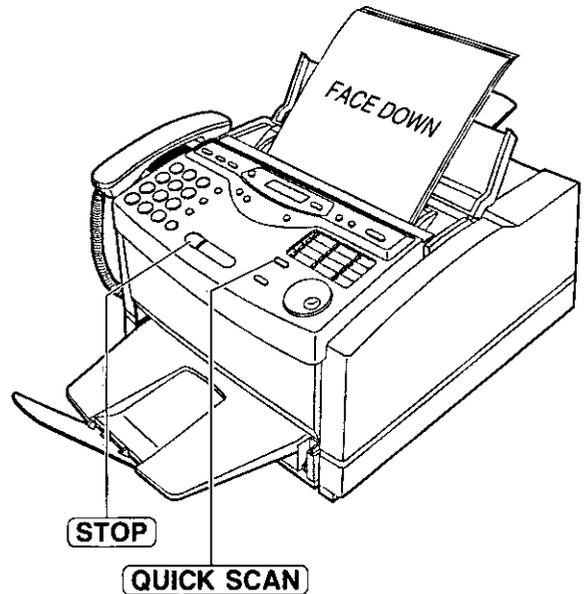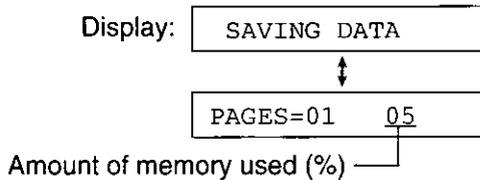
Display:

```
SAVING DATA
```
↕
```
PAGES=01   05
```
Amount of memory used (%)

(STOP)

(QUICK SCAN)

**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.

*64*

# 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.

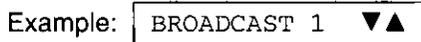## Programming telephone numbers into the BROADCAST keys

**1** Press (DIRECTORY PROGRAM).

Display:
| PRESS STATION |
| --- |

↕

| OR USE JOG-DIAL |
| --- |
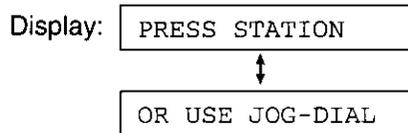
**2** Press one of the (BROADCAST) keys.

| DIAL MODE ▼▲ |
| --- |
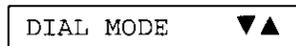
**3** Press (▼) or (▲) to select "BROADCAST".

Example:
| BROADCAST 1 ▼▲ |
| --- |

**4** Press (START/SET/COPY).
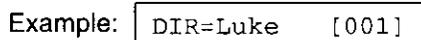
| DIR= [000] |
| --- |

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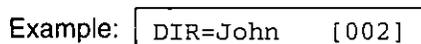For stations 12–22, press (LOWER), then press the preset One-Touch Dial key.

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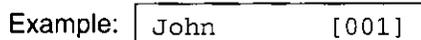
- To enter other stations, repeat this step (up to 20 stations).

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

| REGISTERED |
| --- |

↓

| PRESS STATION |
| --- |

↕

| OR USE JOG-DIAL |
| --- |
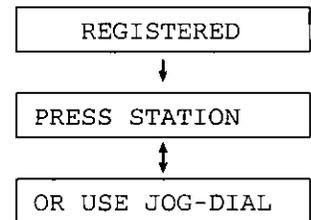
- To program another BROADCAST key, repeat steps 2 to 6.

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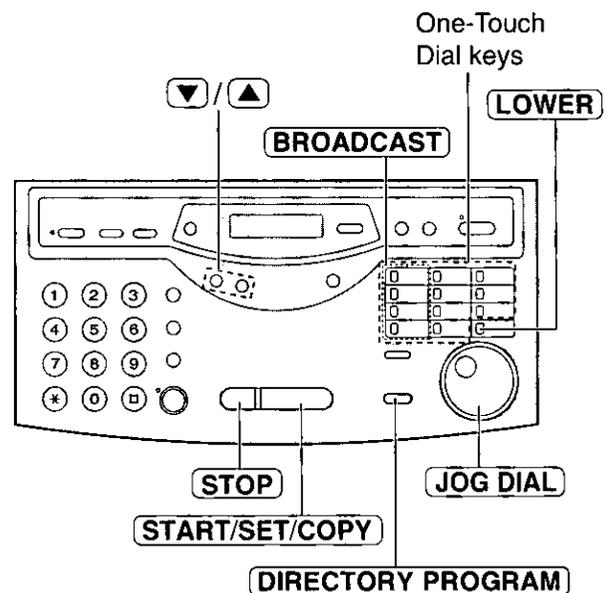


**Note:**
- If you make a mistake while programming, press (STOP), and make the correction.
- Confirm the stored numbers by printing a broadcast list (p. 161).

# Sending Faxes

## 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.
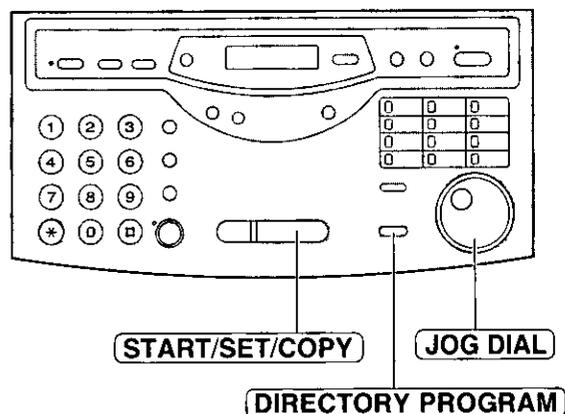
(START/SET/COPY)   (JOG DIAL)

(DIRECTORY PROGRAM)

## 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.

(STOP)   (JOG DIAL)
(START/SET/COPY)
(DIRECTORY PROGRAM)
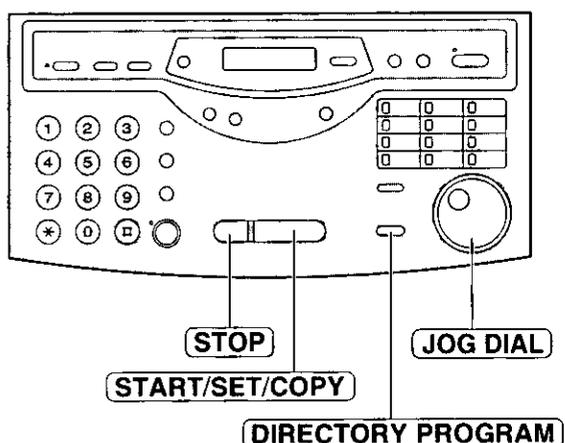
## Using BROADCAST keys

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 168.

**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.
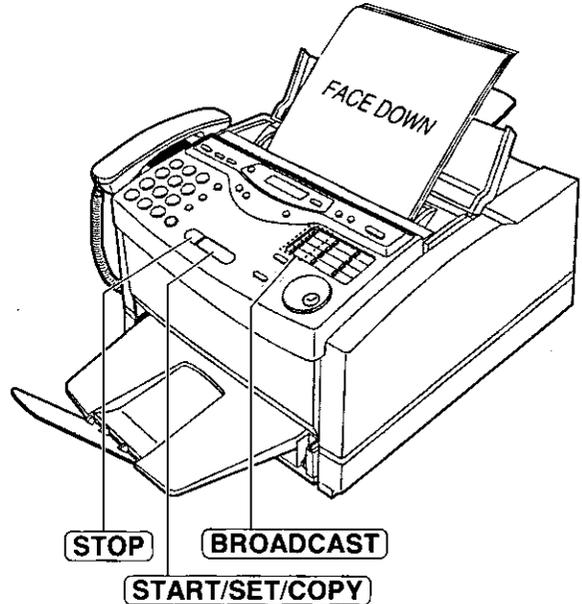


(STOP) | (BROADCAST)
(START/SET/COPY)

## To cancel the broadcast setting

1. Press (STOP) while the unit displays "BROADCASTING".

Display: | SEND CANCELED? |
↕
| YES: PRESS SET |
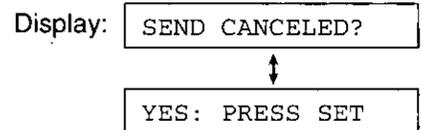
2. Press (START/SET/COPY).

## 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.

Sending Faxes

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 |
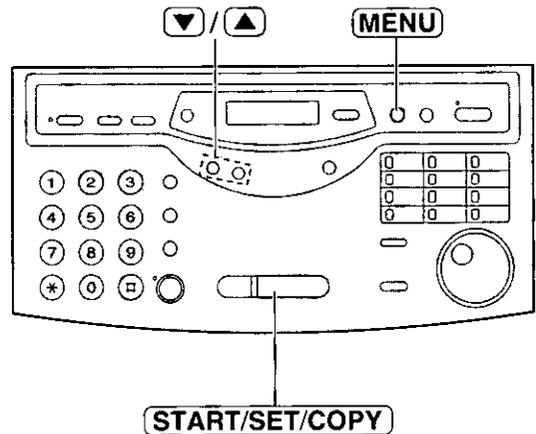
2 Press (#), then (2)(3).

| 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.

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).
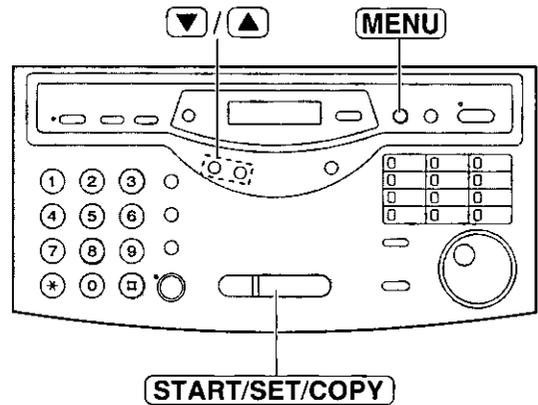
Sending Faxes

# 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).
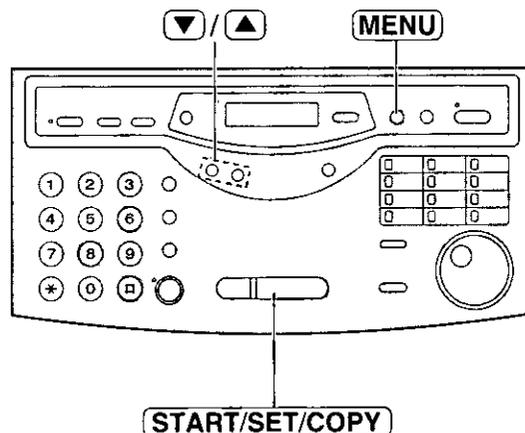
Connecting tone

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 (7)(6).

| 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).

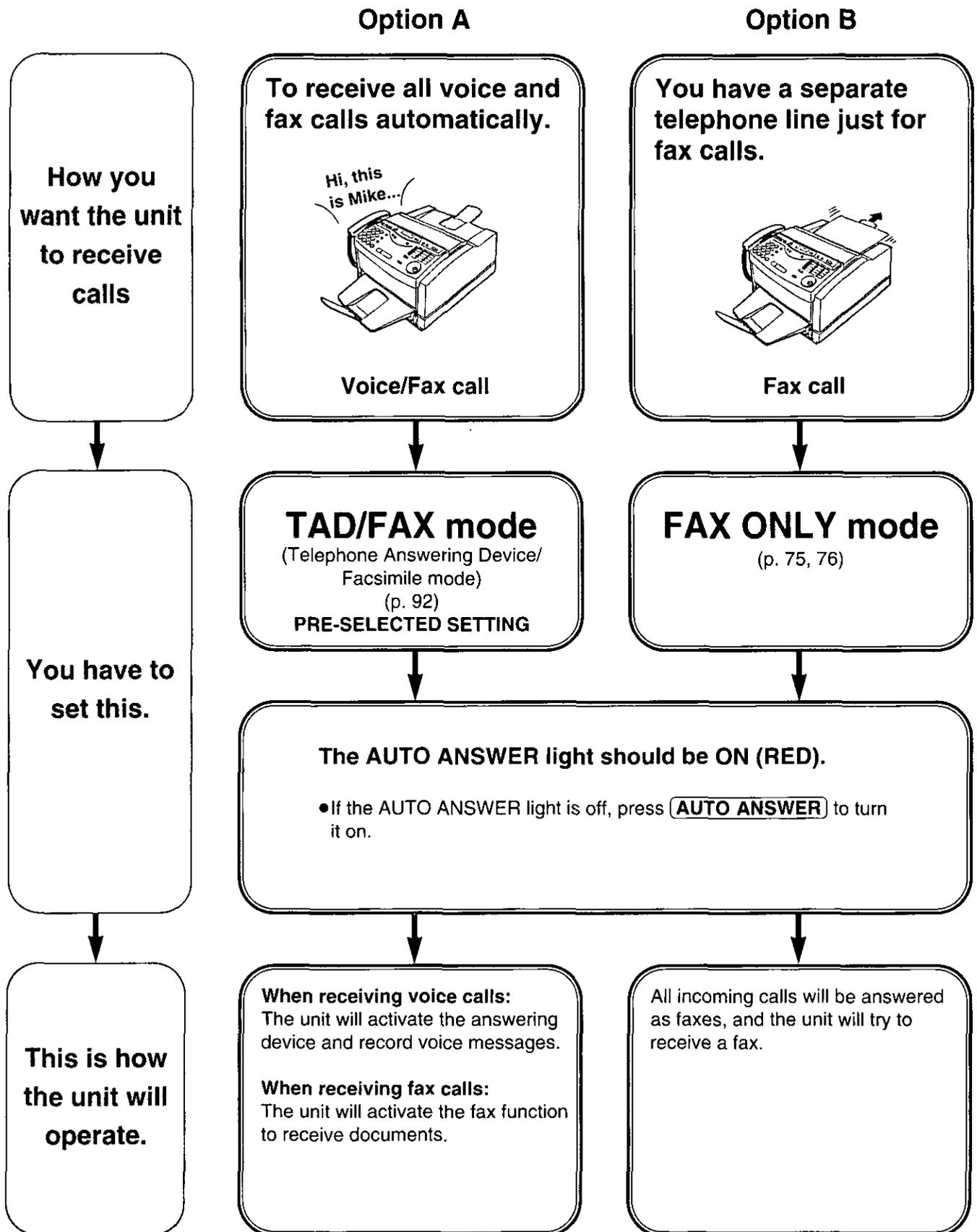| SETUP ITEM [ ] |

6 Press (MENU).
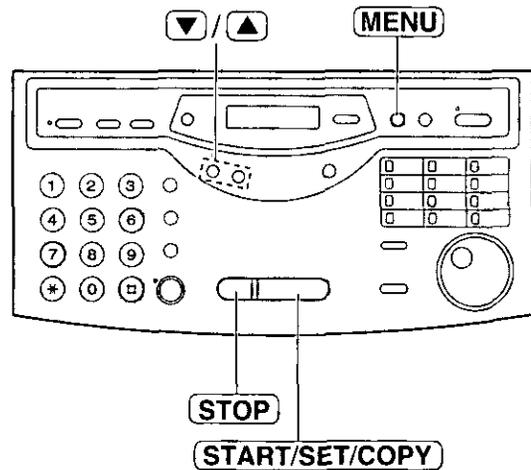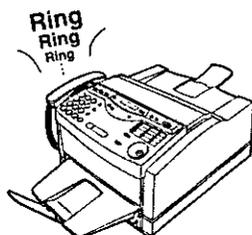
Note:
● The connecting tone volume cannot be adjusted.

Receiving Faxes

Setting the unit to receive calls

	Option A	Option B

How you want the unit to receive calls

Option A	Option B
To receive all voice and fax calls automatically.	**You have a separate telephone line just for fax calls.**

Hi, this is Mike...

Voice/Fax call	Fax call

You have to set this.

TAD/FAX mode (Telephone Answering Device/ Facsimile mode) (p. 92) **PRE-SELECTED SETTING**	**FAX ONLY mode** (p. 75, 76)

The AUTO ANSWER light should be ON (RED).

●If the AUTO ANSWER light is off, press (AUTO ANSWER) to turn it on.

This is how the unit will operate.

When receiving voice calls: The unit will activate the answering device and record voice messages. **When receiving fax calls:** The unit will activate the fax function to receive documents.	All incoming calls will be answered as faxes, and the unit will try to receive a fax.

Option C

To receive all voice and fax calls yourself.

Ring
Ring
Ring

Voice/Fax call

⬇

TEL mode
(p. 74)

⬇

The AUTO ANSWER light should be OFF.

- If the AUTO ANSWER light is on, press (AUTO ANSWER) to turn it off.
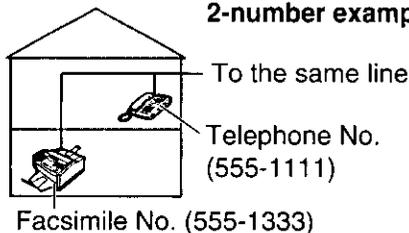
⬇

When the unit rings, you must answer all calls.
- If you hear a fax calling tone (slow beep) or no sound is heard, press (START/SET/COPY).

Option D

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

2-number example

To the same line

Telephone No. (555-1111)

Facsimile No. (555-1333)

⬇

To activate the Distinctive Ring mode, select the same ring pattern assigned to the facsimile number in feature #31 (p. 78, 79).

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.

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. 78, 79).

With PC
If you have a computer attached to the same telephone line, see page 77.

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 80 to 83.

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. 84).

Fax/Copy

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, press (DIGITAL SP-PHONE) or 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 if using it.
• The unit will start reception.

Note:
• If you do not answer the call within 15 rings, the unit will temporarily activate the answering device. The greeting message will then be played. If the remote operation ID (p. 102) is entered during the greeting message, the unit will change to the TAD/FAX mode.
• Manual feeding is not available for receiving documents.

Handset **OFF**

(START/SET/COPY)
(STOP)
(DIGITAL SP-PHONE)
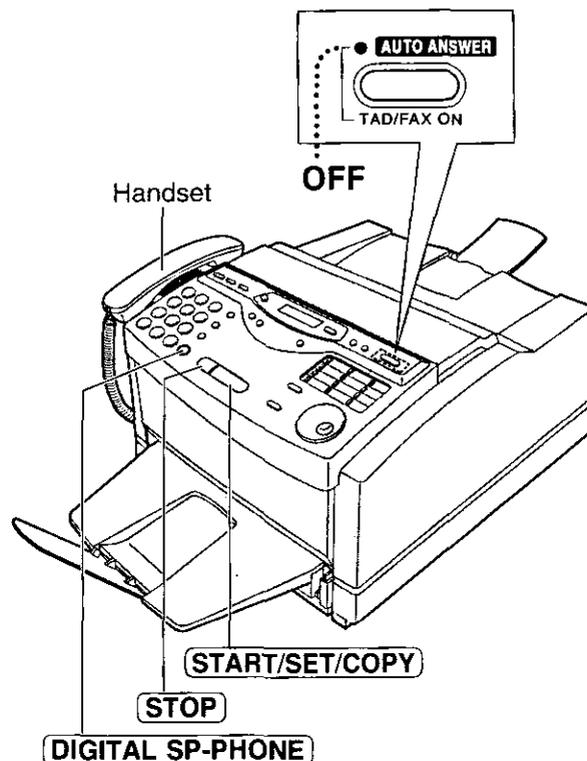
To stop receiving

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. 87).

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 142 and 143 to solve the problem and print the stored document.
• For memory capacity, see page 168.

FAX ONLY mode
(all calls are received as faxes)

Changing the AUTO ANSWER setting to the FAX ONLY mode

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (7)(7).

| AUTO ANSWER |

3 Press (START/SET/COPY).

| MODE=TAD/FAX ▼▲ |

4 Press (▼) or (▲) to select "FAX ONLY".

| MODE=FAX ONLY▼▲ |

5 Press (START/SET/COPY).

| SETUP ITEM [ ] |

6 Press (MENU).

7 If the AUTO ANSWER light is off, turn it on by pressing (AUTO ANSWER).

| FAX ONLY MODE |

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 with the other fax machine even if someone is trying call you.
- The number of rings before a call is answered can be changed (p. 76).
- To change to the TAD/FAX or TEL/FAX mode, select "TAD/FAX" or "TEL/FAX" in step 4.

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 4 rings.

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 Select "FAX ONLY" in step 4 of feature setting #77 (p. 75).

2 Press (MENU).

Display: | 1.SYSTEM SET UP |

3 Press (#), then (0) (6).

| FAX RING COUNT |

4 Press (START/SET/COPY).

| RING=2   ▼▲ |

5 Press (▼) or (▲) to select the desired number, or enter the number using the dial keypad.

6 Press (START/SET/COPY).

| SETUP ITEM [ ] |

7 Press (MENU).
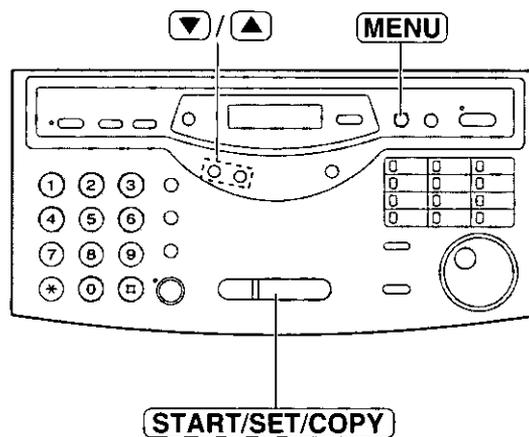
Note:
- If you subscribe to a Caller ID service, set this ring count setting to 2 or more rings.

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

Line 1 – Voice calls

Line 2 – Fax calls
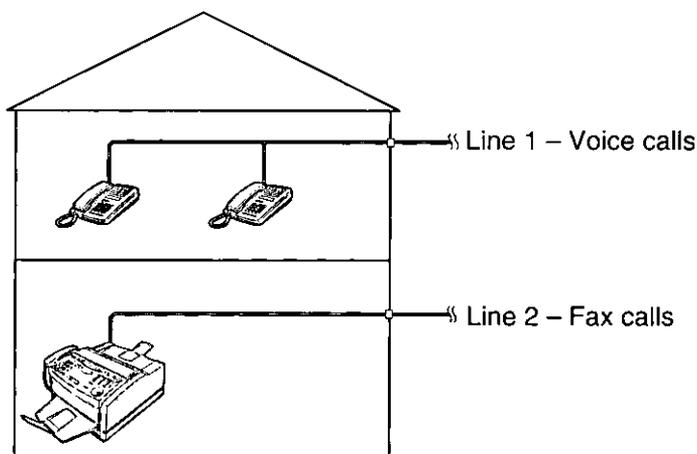
Only a fax machine is connected.

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.

Using the unit and a computer on the same line

We recommend you use separate wall jacks for the unit and the computer.

Wall jack

Wall jack

Fax machine

Computer
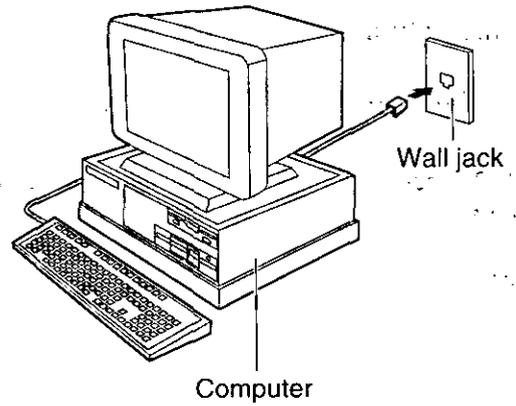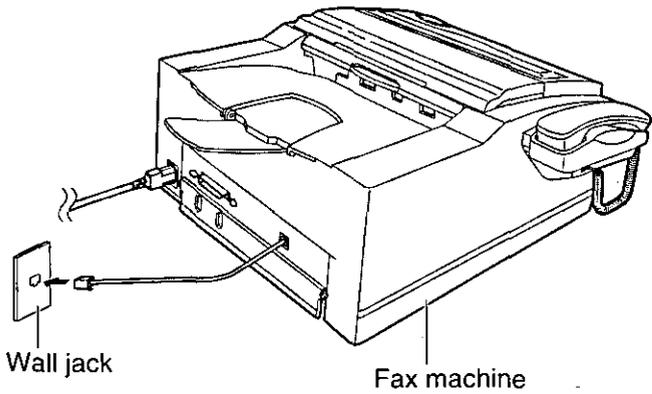
Note:
- Set the TEL mode on the fax machine.
- The device which has the shortest ring count will answer a call first. Confirm the ring count for each device.

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.

| PRINTING |
↓
| SETUP ITEM [ ] |

6 Press (MENU).

Note:
●The unit will automatically answer a Distinctive Ring call after the second 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".

Fax/Copy

Receiving Faxes

TEL/FAX mode
(receiving voice calls with rings and fax calls without rings when you are near the unit)

· Use this mode when you are always near the unit, are not using an answering machine and want the fax machine to detect faxes without ringing. When a call is received, the unit will work as follows. If you have an extension telephone connected, see next page.

The following message will be played after the TEL/FAX delayed rings.

"Hello! To send a fax, start transmission.
To speak with someone, please wait."

The unit will ring up to 3 times.***

Silent fax recognition ring count

Answer the call. **OR** **If the call is not answered, the following message will be played.*******

"No one is available to take your call right now. Please try again later. Thank you."

Voice call

The unit will not ring.*
TEL/FAX delayed ring count

A call is received.

The unit will automatically activate the fax function for fax machines that do not send a fax calling tone.

Fax calling tone**

The unit will automatically receive documents without ringing.

---

* A telephone fee will be charged to the caller from this point.

** A fax calling tone is automatically generated by the sending fax machine. Some fax machines do not have this capability.

*** While ringing, the unit will emit a different ring back tone to the calling party.

**** You can record your own greeting message (p. 94).

Note:
●The unit will display the following when a call is received.

Display: | INCOMING CALL |

●The ringer should be on (p. 35).

Ring pattern when an extension telephone is connected

The following message will be played after the TEL/FAX delayed rings.

"Hello! To send a fax, start transmission.
To speak with someone, please wait."

The unit will ring up to 3 times.***

Silent fax recognition ring count

The extension telephone will not ring.

→ Answer the call.

OR

If the call is not answered, the following message will be played.****

"No one is available to take your call right now. Please try again later. Thank you."

The unit will automatically activate the fax function for fax machines that do not send a fax calling tone.

Voice call

The extension telephone will **ring twice.***

TEL/FAX delayed ring count

Ring Ring

The unit will not ring.

A call is received.

Fax calling tone**

The unit will automatically receive documents without ringing.

Fax/Copy

TEL/FAX delayed ring count:
Up to 4 ring signals will be generated before the unit answers, depending on feature setting #78 on page 83. 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 83. This signal will not ring at an extension telephone.

Receiving Faxes

Changing the AUTO ANSWER setting to the TEL/FAX mode

1 Select "TEL/FAX" in step 4 of feature setting #77 (p. 75).
●The unit will print an information list.

2 If the AUTO ANSWER light is off, turn it on by pressing (AUTO ANSWER).

```
TEL/FAX MODE
```

●The unit will play the TEL/FAX greeting message.

ON (RED)
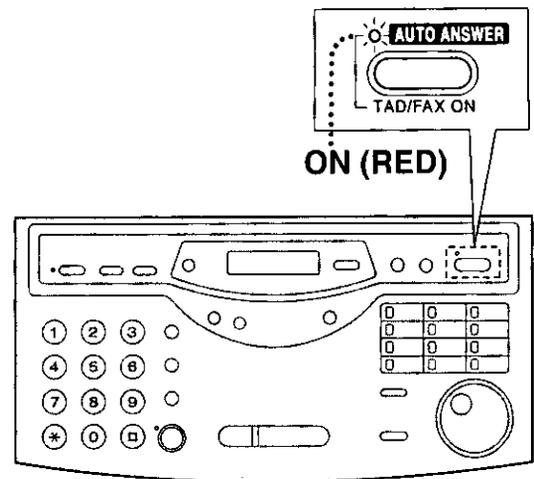
We recommend the following setup.
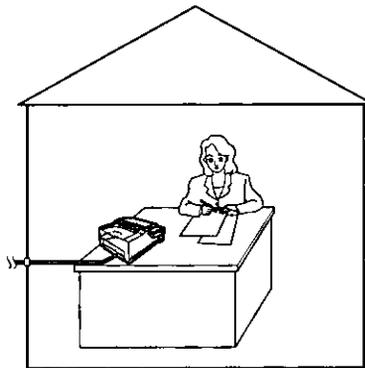
Only a fax machine is connected and you are always near the fax machine.

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=2   ▼▲ |

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).
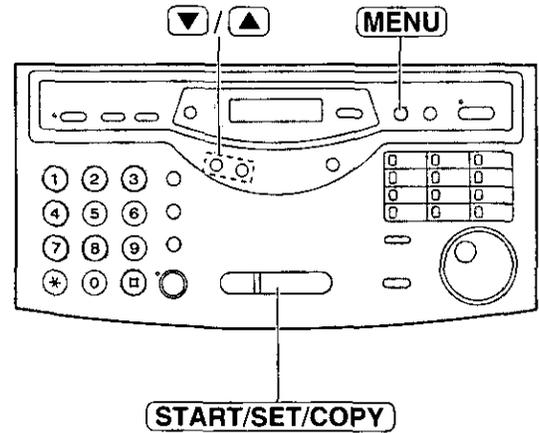
Note:
- If the number of rings is increased, you may not be able to receive documents from some older model fax machines which do not send a fax calling tone.
- If you subscribe to a Caller ID service, set this ring count setting to 2 or more rings.

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.

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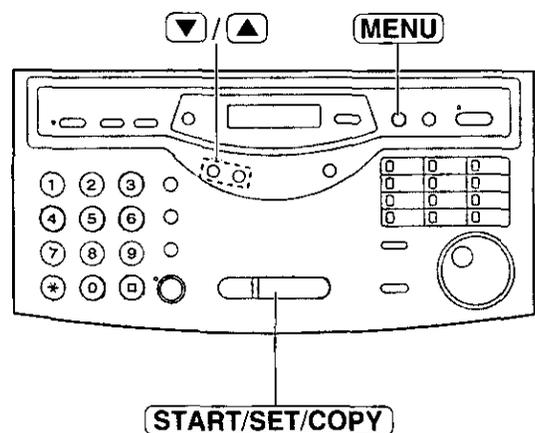
Note:
- If the number of rings is increased, you may not be able to receive documents from some older model fax machines which do not send a fax calling tone.

Receiving Faxes

Extension telephone

If you connect an extension telephone to 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.

To the same line

Extension telephone
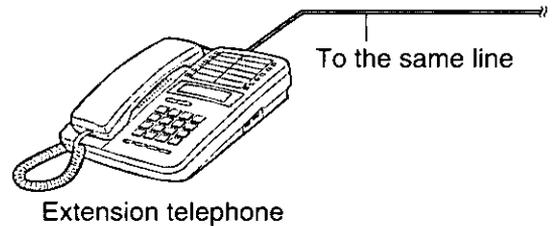
Note:
●You can change the fax activation code (see below).

Fax activation code

The fax activation code is required when receiving faxes using an extension telephone (see above).

Important:
●This code should be different from the remote operation ID (p. 102).

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (4)(1).

| 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).

(▼)/(▲)   (MENU)

(START/SET/COPY)
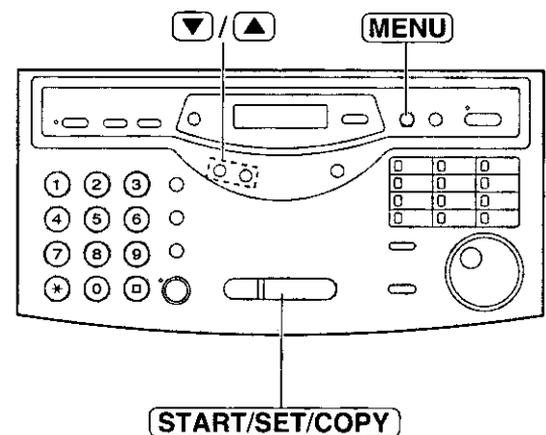
Note:
●If you subscribe to any special telephone company services which require a code, all or part of the fax activation code must be different from the service access code.
●The fax activation code should not be set to "0000".

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 (3)(7).

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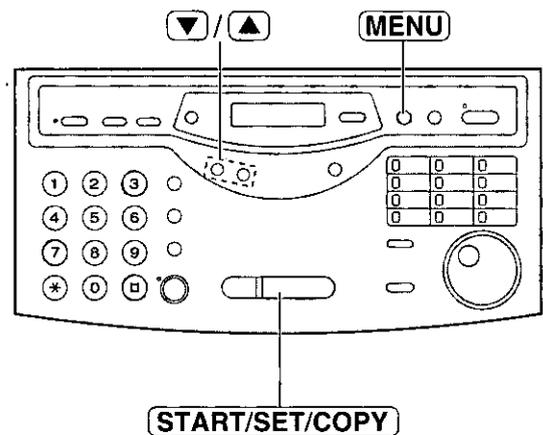
Note:
● Documents usually have a heading on the top of each page which contains the sender's name/telephone number. This increases the length of each page. Therefore using the reduction mode is recommended.
● If the appropriate reduction rate is not programmed, the document will be divided.

Receiving Faxes

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).
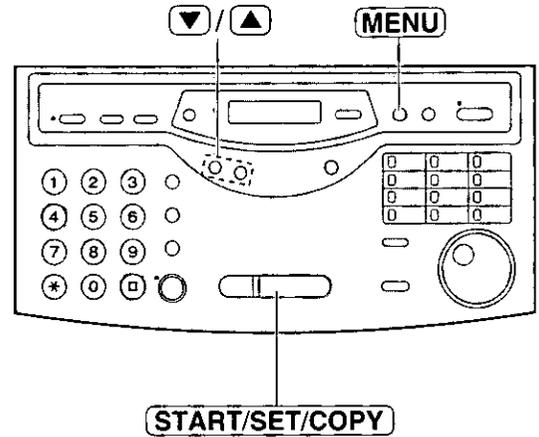
Friendly reception

The friendly reception feature allows you to receive fax documents automatically without pressing
(START/SET/COPY) (p. 74).
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).

Fax/Copy
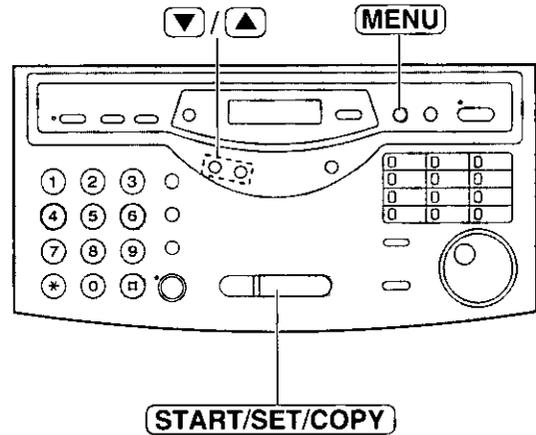
Receiving Faxes

Pager call

This feature allows your unit to call your pager when your unit receives a fax document and/or incoming voice message.

1 Press (MENU).

Display: `1.SYSTEM SET UP`

2 Press (#), then (7)(0).

`PAGER CALL`

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).

`NO.=`

6 Enter your pager number.
● You can enter a total of 46 digits and/or pauses.
Example:

```
1 202 555 1234PPP12345678PPP
```
Your pager number

Pauses

Your pager access code, if required.
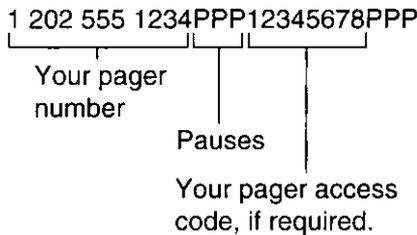
7 Press (START/SET/COPY).
● The unit will dial the stored pager number.

`PAGER TEST`

8 Check that your pager receives a pager test call.

9 Press (DIGITAL SP-PHONE).

10 If the AUTO ANSWER light is off, turn it on by pressing (AUTO ANSWER).

(REDIAL/PAUSE)
(Pause)

(▼)/(▲)   ON (RED)

(DIGITAL SP-PHONE)   (MENU)

(START/SET/COPY)
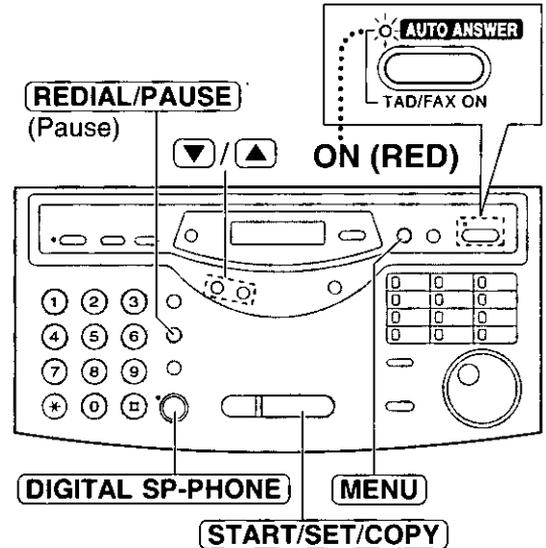
How your unit and pager work
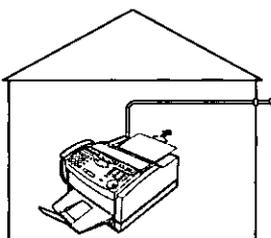
Pager

When your unit receives a fax document and/or incoming voice message, it will call your pager company.
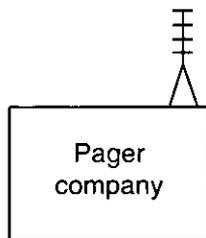
Your pager company will call your pager.
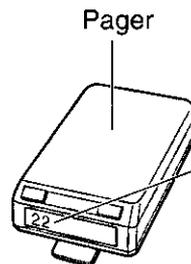
Example:
Your unit received a fax document.

A few minutes later, your pager will beep and display as follows;
—"11": when your unit received a voice message.
—"22": when your unit received a fax document.
● If you have subscribed to a Caller ID service and the Caller ID information (telephone numnber) is received, your pager will display the telephone number before the number "11" or "22".

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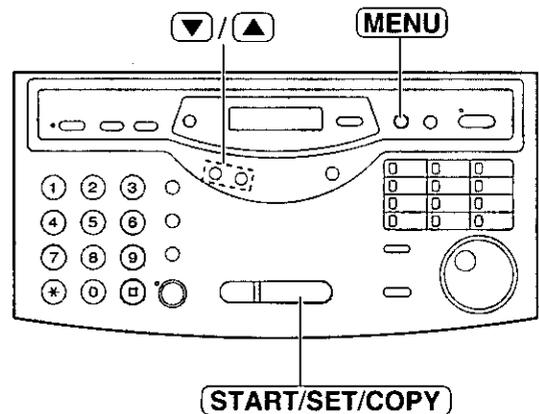
Note:
●Using the toner save feature may reduce print quality.
●When printing from the PC, this setting does not work.
  To save toner, use the PANA LINK printer driver setting.

Copying

Making a copy

The unit can make single or multiple copies (up to 99). Any transmittable document (p. 60) 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: | STANDARD |

●Make sure the handset is on the cradle.

4 If necessary, press (**RESOLUTION**) repeatedly to select the desired setting (p. 53).

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

| NUMBER=1　[100%] |

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).

| COLLATE=ON |

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.
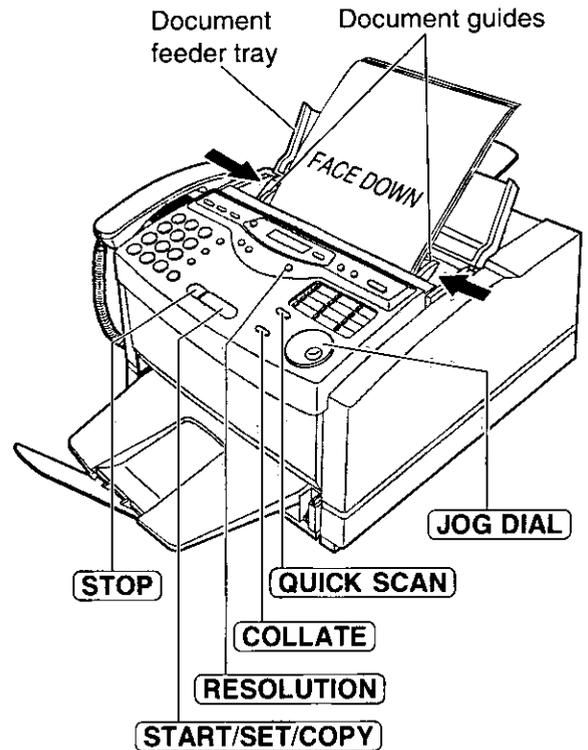
To stop copying

Press (**STOP**).

Document feeder tray　　Document guides

(**JOG DIAL**)
(**STOP**)　(**QUICK SCAN**)
(**COLLATE**)
(**RESOLUTION**)
(**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.
●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.

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

(Uncollated)   (Collated)
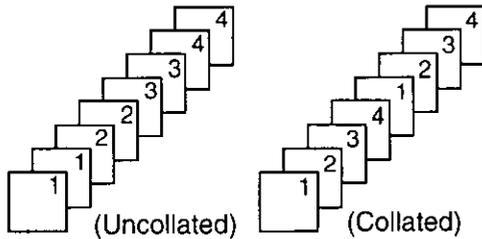
- If you turn the collating feature on, the unit will store the document into memory and print it. If memory becomes full while storing, the unit will not print.
- After copying, the collating feature will turn off automatically.

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**

Original document   Enlarged copy
Area to be enlarged

- **150 % example**

Original document   Enlarged copy
Area to be enlarged
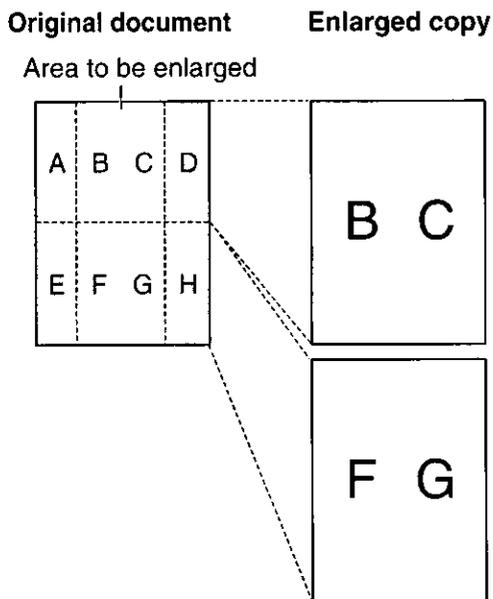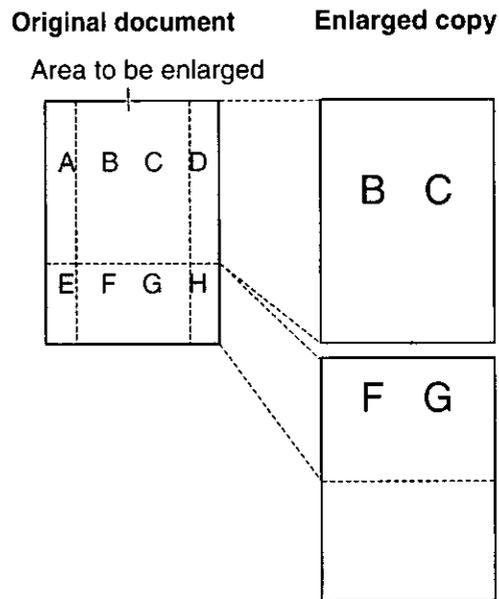
■ To reduce a document:

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

TAD/FAX mode
(using the built-in answering device and receiving voice and fax calls automatically)

When the TAD/FAX mode is set, the unit will work as a fax machine and/or answering device.
If a fax call is detected, the unit will automatically receive faxes.
If a voice call is detected, the answering device will play a greeting message and the caller can leave a voice message.
●You can use either pre-recorded greeting message (p. 93) or your own greeting message (p. 94).

Setting up the voice message and document reception

1 Select "TAD/FAX" in step 4 of feature setting #77 (p. 75).

2 If the AUTO ANSWER light is off, turn it on by pressing (AUTO ANSWER).

Display: | TAD/FAX MODE |

●The unit will play the TAD/FAX greeting message and the remaining time for recording incoming messages will be displayed.

Example: | TIME = 10m13s |

ON (RED)
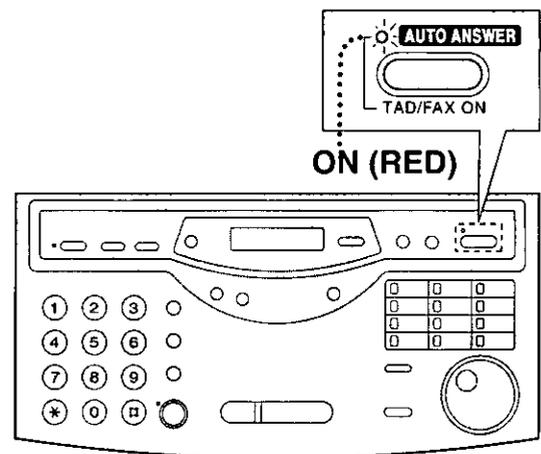
Note:
●Each incoming message recording time can be set (p. 110).
●For the total recording time see "Memory Capacity" on page 168.
●When the remaining time is low, erase unnecessary messages from memory (p. 98, 104).
●While an incoming call is being recorded, you can monitor it through the speaker. If this feature is not required, set to "OFF" (p. 111).

Pre-recorded greeting messages

The unit has pre-recorded greeting messages. Depending on the situation, one of the following messages will be played to the caller.

■ **When the unit is ready to receive voice and fax calls:**

Hello! We are unable to answer right now.
To send a fax, please start transmission.
To leave a voice message, please speak after the beep.
Thank you.

■ **When you record your own greeting message (see next page):**

(Your own TAD/FAX greeting message)

Note:
● If you erase your own greeting message, the pre-recorded greeting message above will be played automatically.

■ **When the unit detects a problem:**

MESSAGE FULL

Hello! We are unable to answer right now.
To send a fax, please start transmission.
To leave a voice message, please try again later.
Thank you.

FAX MEMORY FULL

Hello! We are unable to answer right now.
To send a fax, please try again later.
To leave a voice message, please speak after the beep.
Thank you.

MESSAGE FULL
and
FAX MEMORY FULL

Hello! We are unable to answer right now.
Please try again later.
Thank you.

Note:
● To clear the problem, see pages 142 and 143.

Answering
Device

Greeting

Recording your own greeting messages ═══════

The recording time is limited to 16 seconds for the TEL/FAX greeting message. Record your message within 12 seconds for best performance.
You can choose either 16 seconds or 60 seconds of recording time for the TAD/FAX greeting message (p. 96).

Suggested messages

TAD/FAX greeting message	*"This is (your name, business and/or telephone number). We are unable to answer right now. To send a fax, start transmission. To leave a message, speak after the beep. Thank you."*
TEL/FAX greeting message	*"This is (your name, business and/or telephone number). We are unable to answer right now. Please try again later. Thank you."*

Note:
●If you do not record any messages, the pre-recorded messages will be played (p. 80, 93).

1 Make sure that the AUTO ANSWER setting is set to the desired mode (TAD/FAX or TEL/FAX mode) where you want to record a greeting message (p. 75).

2 Press (RECORD) two times.
● The display will show one of the following according to your selection in step 1.
For the TAD/FAX greeting:

Display:

```
2.TAD GREETING
```
↕
```
PRESS START
```

For the TEL/FAX greeting:

```
2.T/F GREETING
```
↕
```
PRESS START
```

3 Press (START/SET/COPY).
● A long beep will sound.
● The display will show one of the following according to your selection in step 1.
For the TAD/FAX greeting:

```
TAD    REC.    16s
```

For the TEL/FAX greeting:

```
T/F    REC.    16s
```

4 Speak clearly about 20 cm (8 inches) away from the microphone.
● The display will show the remaining recording time.
Example: TAD/FAX greeting

```
TAD    REC.    15s
```

5 When finished recording, press (STOP).
● The unit will repeat your message. You can adjust the volume using (▼) or (▲).

(▼)/(▲)   (RECORD)

(STOP)   Microphone
(START/SET/COPY)
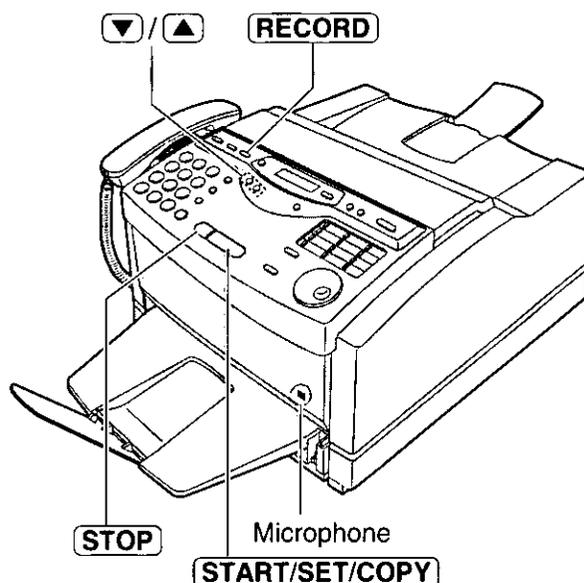
Note:
● If you make a mistake while recording, repeat from step 2.

Checking your own recorded greeting messages ===

To check your TAD/FAX greeting message

1. Select "TAD/FAX" in step 4 of feature setting #77 (p. 75).

2. If the AUTO ANSWER light is off, turn it on by pressing (**AUTO ANSWER**).
   If the AUTO ANSWER light is on, turn it off once then on again.

   Display: | TAD/FAX MODE |

   ● The unit will play the TAD/FAX greeting message.

To check your TEL/FAX greeting message

1. Select "TEL/FAX" in step 4 of feature setting #77 (p. 75).

2. If the AUTO ANSWER light is off, turn it on by pressing (**AUTO ANSWER**).
   If the AUTO ANSWER light is on, turn it off once then on again.

   Display: | TEL/FAX MODE |

   ● The unit will play the TEL/FAX greeting message.

Erasing your own recorded greeting messages ===

1 Make sure that the AUTO ANSWER setting is set to the desired mode (TAD/FAX or TEL/FAX mode) where you want to erase the greeting message (p. 75).

2 Press (**ERASE**) two times.
   ● The display will show one of the following according to your selection in step 1.
   For the TAD/FAX greeting:

   Display: | 2.TAD GREETING |
   ↕
   | PRESS START |

   For the TEL/FAX greeting:

   | 2.T/F GREETING |
   ↕
   | PRESS START |

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

   | ERASE GREETING? |
   ↕
   | YES: PRESS SET |

   ● To stop erasing, press (**STOP**).

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

   | GREETING ERASED |

(ERASE)

(START/SET/COPY)

(STOP)
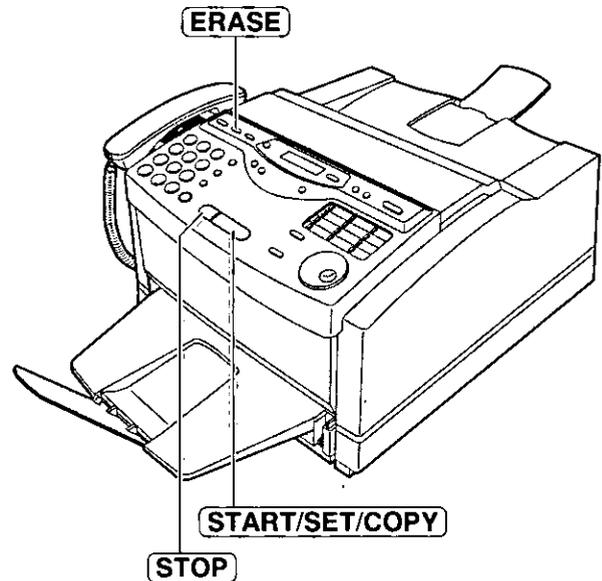
Note:
● If you erase your own recorded greeting messages, the pre-recorded greeting messages will be played (p. 80, 81, 93).

Answering Device

Greeting

Recording time for the TAD/FAX greeting message

You can choose either 16 seconds or 60 seconds of recording time.

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (5) (4).

| GREETING TIME |

3 Press (START/SET/COPY).

| MODE=16s ▼▲ |

4 Press (▼) or (▲) to select the desired setting.

5 Press (START/SET/COPY).

| SETUP ITEM [ ] |

6 Press (MENU).
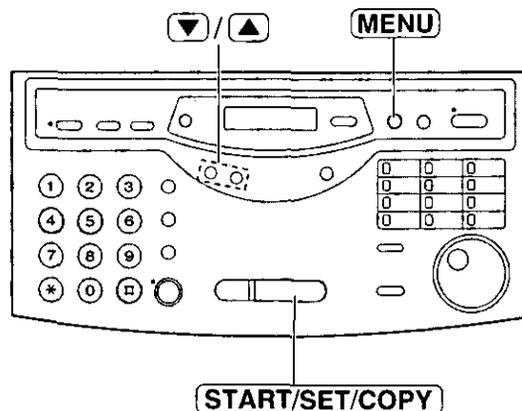
Note:
- If you change the greeting message time to 60 seconds, we recommend that you tell the caller in your own TAD/FAX greeting message to press ✱9 before starting fax transmission.
- If you change the greeting message time to 16 seconds from 60 seconds, your own recorded TAD/FAX greeting message will be deleted and return to the pre-recorded message. If necessary, re-record your own greeting message (p. 94).

Listening to recorded messages

When the unit has recorded voice messages;
— the PLAY/MESSAGES indicator will flash,
— the call counter will show the total number of recorded messages, and
— slow beeps will sound if message alert (p. 110) is set to "ON".

When the PLAY/MESSAGES indicator flashes

Press (PLAY/MESSAGES).
● Only the new recorded messages will be played.

When the PLAY/MESSAGES indicator lights

Press (PLAY/MESSAGES).
● All messages will be played.

Note:
● During playback, the display shows the recorded order of the messages.
● You can adjust the speaker volume using (▼) or (▲).
● The number of calls in the call counter will not decrease until you erase the recorded messages.

PLAY/MESSAGES ▷

CALLS
(call counter)

FLASH/LIGHT

(▼)/(▲)

Answering Device
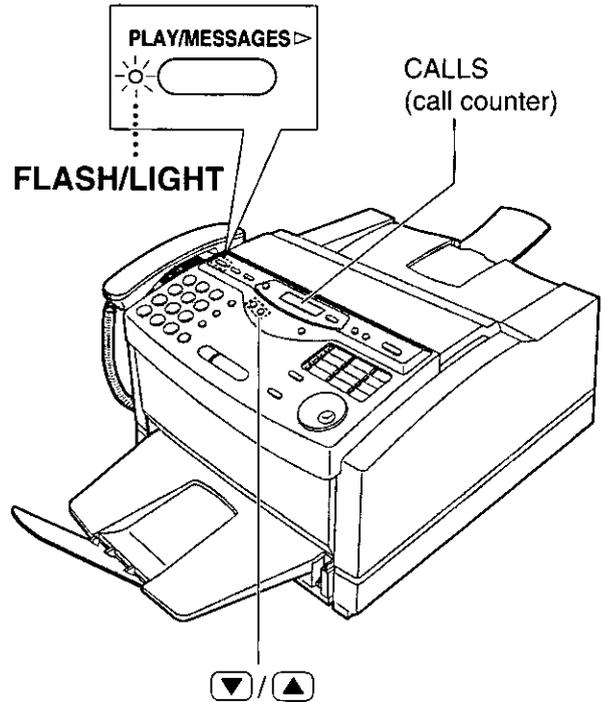
Voice time/day stamp

During playback, a synthesized voice will announce the time and day of the week when each message was recorded.

Playing Messages

Erasing recorded messages

Erase unnecessary messages to prevent memory from becoming full.

Erasing a specific message
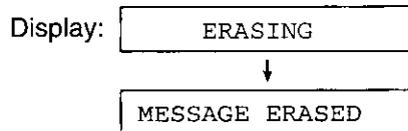
Press (ERASE) while listening to the message you want to erase.

Display:

ERASING

↓

MESSAGE ERASED

Erasing all the messages

1. Press (ERASE) after listening to all of the messages.

Display:

1.ALL MESSAGES

↓

PRESS START

2. Press (START/SET/COPY).

ERASE MESSAGES?

↓

YES: PRESS SET

● To stop erasing, press (STOP).

3. Press (START/SET/COPY).

ERASING

↓

ERASE COMPLETED

(ERASE)
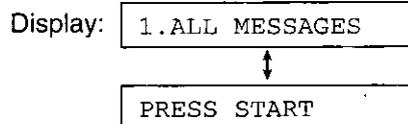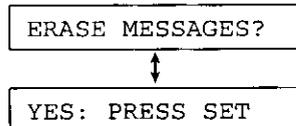
(START/SET/COPY)
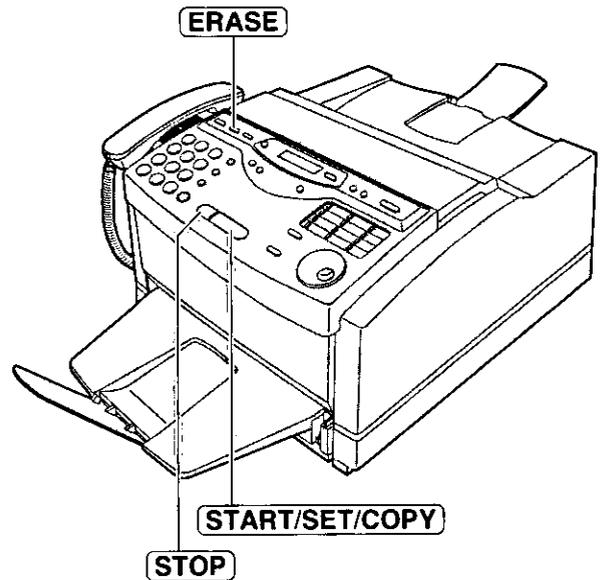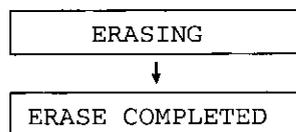
(STOP)

Functions while playing a message (repeating, skipping and stopping)

Repeating a message

Rotate (JOG DIAL) one click to the left while listening to the message you want to repeat.
• If you rotate (JOG DIAL) to the left within 5 seconds of the beginning of the message, the previous message will be played.
• To play back a specific message, rotate (JOG DIAL) to the left until you hear the message you want to repeat.

Skipping a message

Rotate (JOG DIAL) one click to the right to play the next message.

Changing the playback speed

Press (QUICK) (#) to play messages at one and a half times the original speed.

Press (SLOW) (0) to play messages at a half the original speed.

• To return to the original speed, press (QUICK) or (SLOW) again during quick or slow playback.

Stopping playback

Press (STOP).

• To resume playing the recorded messages, press (PLAY/MESSAGES) within 1 minute.

(PLAY/MESSAGES)

(SLOW)

(QUICK)

(STOP)

(JOG DIAL)

Answering Device
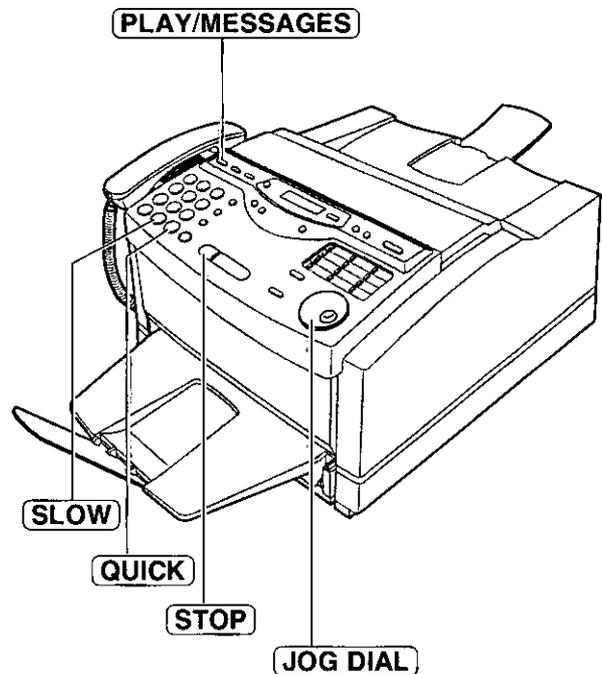
Recording

Memo message
(leaving a message for others or yourself)

To leave a private message for yourself or someone else, you can record a voice memo. This memo can be played back later, either directly or remotely.

1 Press (RECORD).

Display:
```
1.MEMO MESSAGE
```
↓
```
PRESS START
```

2 Press (START/SET/COPY).
● A long beep will sound.

```
MEMO RECORDING
```

3 Speak clearly about 20 cm (8 inches) away from the microphone.

4 When finished, press (STOP).

(RECORD)

Microphone
(START/SET/COPY)
(STOP)
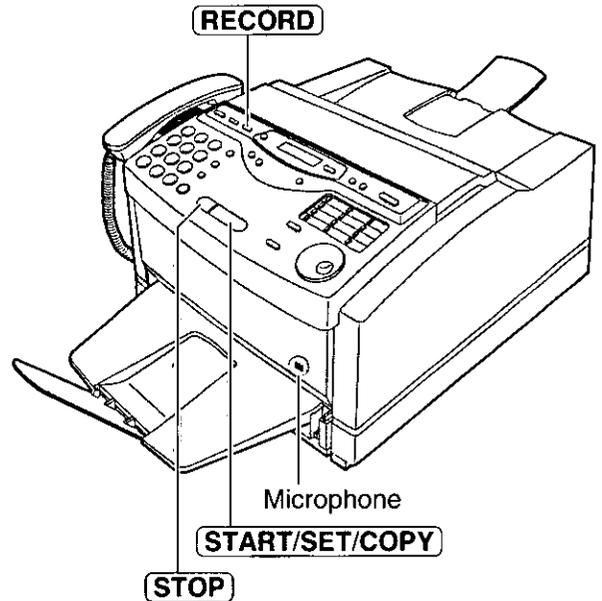
Telephone conversation

You can record a telephone conversation.

1 During the telephone conversation, press (RECORD).

Display:
```
2WAY RECORDING
```

2 To stop recording, press (STOP) or replace the handset.

Note:
● There may be legal restrictions in your state on recording two-way telephone conversations. Inform the other party that the conversation is being recorded.

(RECORD)

(STOP)
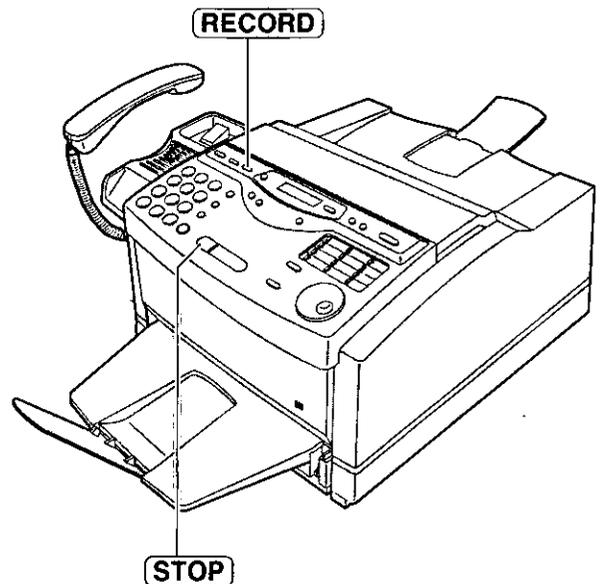
Operating from a remote location

The following operations can be performed from a remote location using a touch tone telephone.
Program the remote operation ID (p. 102) and set the unit to the TAD/FAX mode before going out (p. 92).

Dial key	Remote command	Page
[0]	Skips the greeting message	105
[1]	Repeats a message	103
[2]	Skips a message	103
[4]	New message playback	103
[5]	All message playback	103
[6]	Room monitor	104
[7]	Re-records a greeting message	104
[9]	Stops re-recording of a greeting message	104

Dial key	Remote command	Page
[*][4]	Erases a specific message	104
[*][5]	Erases all messages	104
[8][0]	Changes to the TEL mode	105
[8][1]	Turns ON message transfer for incoming messages	105
[8][2]	Turns OFF message transfer for incoming messages	105
[8][3]	Turns ON pager call for incoming messages	105
[8][4]	Turns OFF pager call for incoming messages	105

Answering Device

Remote operation card

Please cut out and carry this card for assistance when using the remote operation.

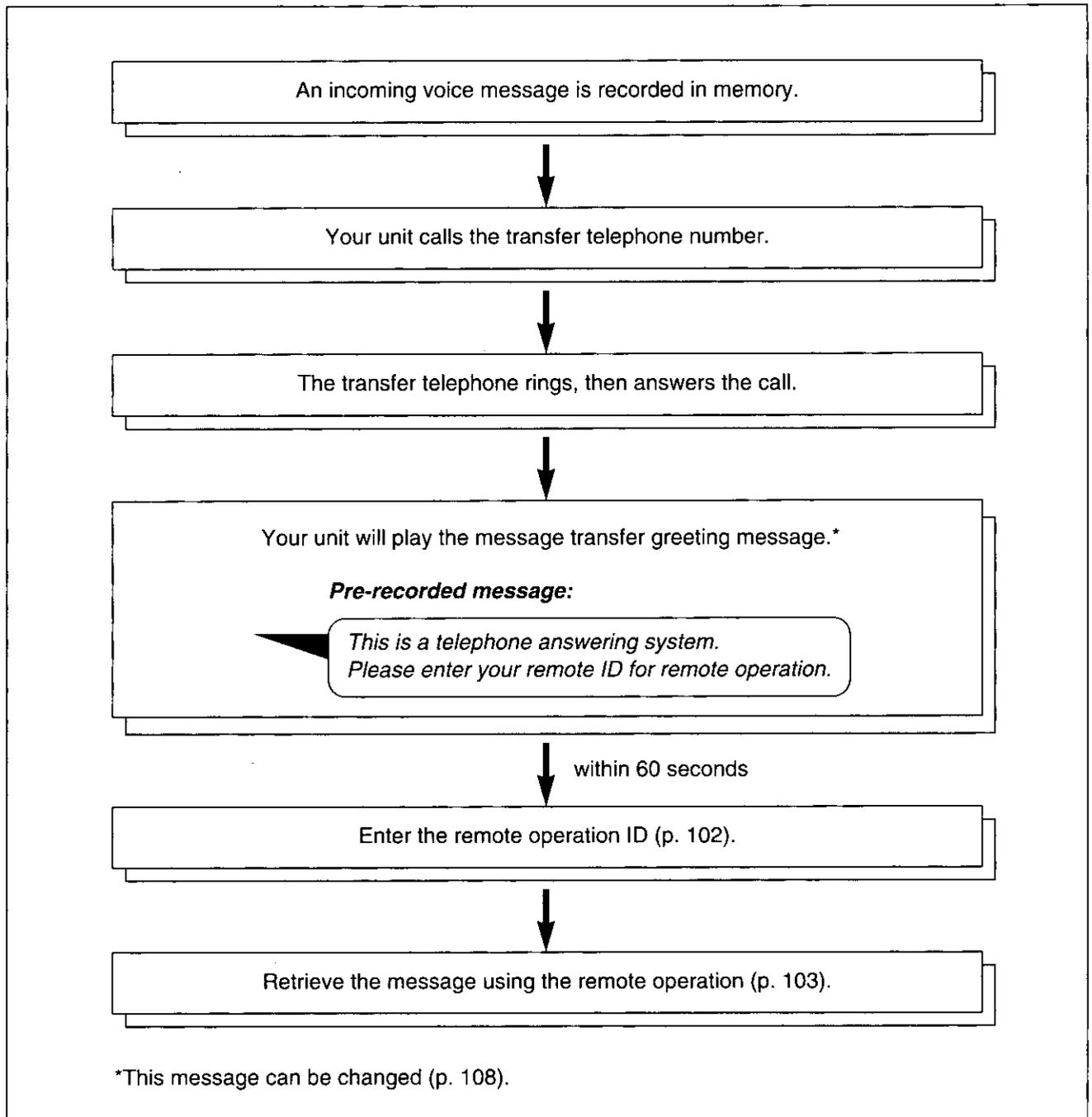| **Answering Device Remote Operation**	**Notice of Remote Operation**
1. Call your unit. 2. Enter the remote operation ID [ ][ ][ ] during the greeting message. • The new recorded messages will be played automatically. 3. Press the remote command key(s) (see the reverse side) within 10 seconds. If there are no new messages in step 2, press the remote command key(s) within 4 seconds or wait for 4 seconds, and all the recorded messages will be played back.	• The remote operation is available only from a touch tone telephone when the unit is in the TAD/FAX mode. • When the unit is in the TEL mode, call your unit and wait for 15 rings. The answering device will temporarily answer the line. Enter the remote operation ID during the greeting message. The unit will switch to the TAD/FAX mode. • When you press a key, press firmly. • To send a document, press [*][9]. When a fax tone is heard, start transmission.

Fold here

Remote Operation

Setting the remote operation ID

The remote operation ID is used to access the answering device.
Choose any 3-digit number except a number using digits 0 or 7.

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (1)(1).

| REMOTE TAD ID |

3 Press (START/SET/COPY).

| ID=111 |

4 Enter the desired number.

5 Press (START/SET/COPY).

| SETUP ITEM [ ] |

6 Press (MENU).
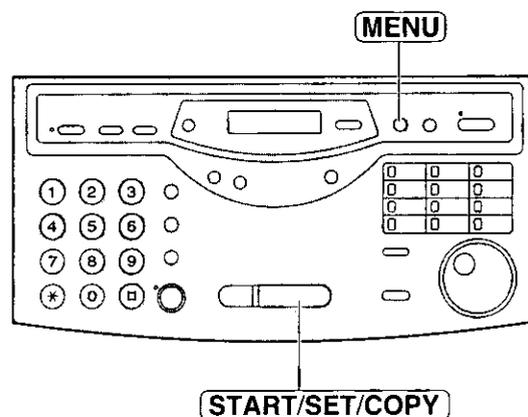
Key	Remote command	Key	Remote command
(0)	Skips the greeting message	(*)(4)	Erases a specific message
(1)	Repeats a message	(*)(5)	Erases all messages
(2)	Skips a message	(8)(0)	Changes to the TEL mode
(4)	New message playback		
(5)	All message playback	(8)(1)	Turns ON message transfer
(6)	Room monitor	(8)(2)	Turns OFF message transfer
(7)	Re-records a greeting message	(8)(3)	Turns ON pager call
(9)	Stops re-recording of a greeting message	(8)(4)	Turns OFF pager call

From a remote touch tone telephone

Listening to recorded messages

1 Call your unit.

2 Enter the remote operation ID during the TAD/FAX greeting playback.
- The voice guide will tell you the number of new recorded messages and they will be played automatically.
- To repeat the new recorded messages, press ④.
- To listen to all of the recorded messages, press ⑤.

Voice guide example:

◄ (3 new messages.)

◄ (5 messages.)

When there are no new recorded messages

The voice guide will be heard.
Press ⑤ or wait for 4 seconds to listen to all of the recorded messages.

◄ (No new messages.)

When memory is full

The voice guide will be heard after playing the messages. Erase some or all of the messages (p. 104).

◄ (Sorry, no more memory.
Please erase unnecessary messages.)

During playback

Repeating a message

Press ① to play the current message.

- If you press ① within 5 seconds of the beginning of a message, the previous message will be played.

Skipping a message

Press ②.

Answering Device

Remote Operation

Erasing incoming messages from memory

Erasing a specific message

Press ✳ ④ while listening to the message you want to erase.
● A long beep and the voice guide will be heard.
  Then the unit will then continue with the next message.

Voice guide example:

> The message has been erased.

Erasing all messages

Press ✳ ⑤ to erase all messages.
● A long beep and the voice guide will be heard.

> All messages have been erased.

Other remote operations

Monitoring the room

Press ⑥ to monitor the sound in the room where the unit is installed.

● You can monitor the room sound for about 30 seconds.
● After 30 seconds, a beep sounds. To continue monitoring, press ⑥ again within 10 seconds.

Recording a marker message

After playing back the recorded messages, you can leave an additional message.

1. Wait for the voice guide to tell you that the remote operation has ended.

> All messages have been played.

2. Wait about 10 seconds for the voice guide to prompt you to leave a message.

> Please leave your name and message after the beep.

3. Leave a message after the beep.

Re-recording a greeting message

You can change the contents of the greeting message for the TAD/FAX mode.

1. Press ⑦ to start recording.
   ● A long beep will sound.

2. Speak clearly up to 16 seconds.
   ● If you pause for over 2 seconds, 6 beeps will sound and the recording will stop. Repeat from step 1 within 10 seconds.

3. When finished, press ⑨.
   ● The new greeting message will be played.

Skipping the greeting message

Press ⓪ during the greeting message playback.
●The unit will skip the rest of the greeting message.

Turning the message transfer on or off

You must pre-program a transfer telephone number (p. 107) before using this feature.

Voice guide example:

Press ⑧ ① to turn ON the message transfer.

> *Message transfer is set.*
> *Transfer phone number is 123456789.*

Press ⑧ ② to turn OFF the message transfer.

> *Message transfer is off.*

●If a transfer telephone number is not programmed, you cannot turn this feature ON. The voice guide will prompt you.

> *Transfer phone number is not set.*

Turning the pager call on or off

You must pre-program a pager number (p. 88) before using this feature.

Press ⑧ ③ to turn ON the pager call.

> *Pager call is set.*
> *Pager number is 098765432.*

Press ⑧ ④ to turn OFF the pager call.

> *Pager call is off.*

●If a pager number is not programmed, you cannot turn this feature ON. The voice guide will prompt you.

> *Pager number is not set.*

Changing the receive mode to the TEL mode

Press ⑧ ⓪ to change the setting of the receive mode from TAD/FAX to TEL.
●You can return to the TAD/FAX mode in the same call. To return to the TAD/FAX mode, see below.

Returning the receive mode to the TAD/FAX mode

You can change the setting of the receive mode from TEL to TAD/FAX from the remote location.

1. Call your unit and wait for 15 rings.
   ●The answering device will temporarily answer the line.

2. Enter the remote operation ID during the greeting message.
   ●Your unit will switch to the TAD/FAX mode.

Options

Transferring recorded messages to another telephone

This feature allows your unit to call a designated telephone number each time an incoming voice message is recorded.

Program the transfer telephone number first. When an incoming message is recorded in your unit, the message will be transferred. You can retrieve the message during the same call using the remote operation.

—This feature operates in the TAD/FAX mode.
—For details on the remote operation, see pages 101 to 105.
—Use a touch tone telephone to access your unit.

An incoming voice message is recorded in memory.

↓

Your unit calls the transfer telephone number.

↓

The transfer telephone rings, then answers the call.

↓

Your unit will play the message transfer greeting message.*

Pre-recorded message:

This is a telephone answering system.
Please enter your remote ID for remote operation.

↓ within 60 seconds

Enter the remote operation ID (p. 102).

↓

Retrieve the message using the remote operation (p. 103).

*This message can be changed (p. 108).

Setting message transfer

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (6) (0).

| MESSAGE TRANS. |

3 Press (START/SET/COPY).

| MODE=OFF ▼▲ |

4 Press (▼) or (▲) to select "ON".
● If this feature is not required, select "OFF".

5 Press (START/SET/COPY).

| NO.= |

6 Enter the transfer telephone number.

Example: | NO.=3331111 |

7 Press (START/SET/COPY).

| SETUP ITEM [ ] |

8 Press (MENU).
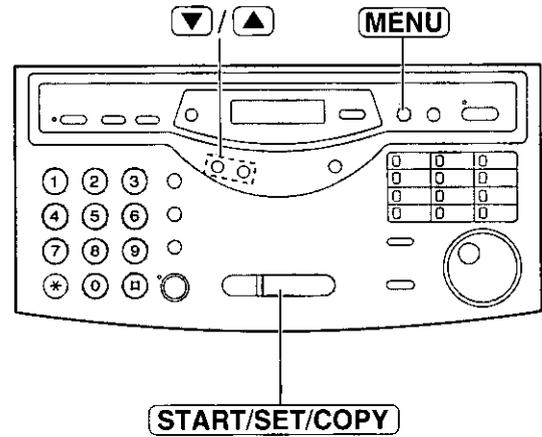
Note:
● This feature can be turned on/off remotely from a touch tone telephone (p. 105).

Answering Device

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Options

Recording a message transfer greeting message

You can record your own message transfer greeting message. The recording time is limited to 16 seconds.

Suggested message

"This is a transferred message from (your name, business and/or telephone number). Please enter your remote ID for the remote operation."

Note:
●If you do not record a message, the pre-recorded message will be played (p. 106).

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (6)(1).

| TRNS-GREETING |

3 Press (START/SET/COPY).

| CHECK ▼▲ |

4 Press (▼) or (▲) to select "RECORD".

| RECORD ▼▲ |

5 Press (START/SET/COPY).

| TRNS REC. 16s |

6 Speak clearly about 20 cm (8 inches) away from the microphone.
●The display will show the remaining recording time.

Example: | TRNS REC. 15s |

7 When finished recording, press (STOP).
●The unit will repeat your message. You can adjust the volume using (▼) or (▲).

8 Press (MENU).

(▼)/(▲) (MENU)

Microphone
(START/SET/COPY)
(STOP)
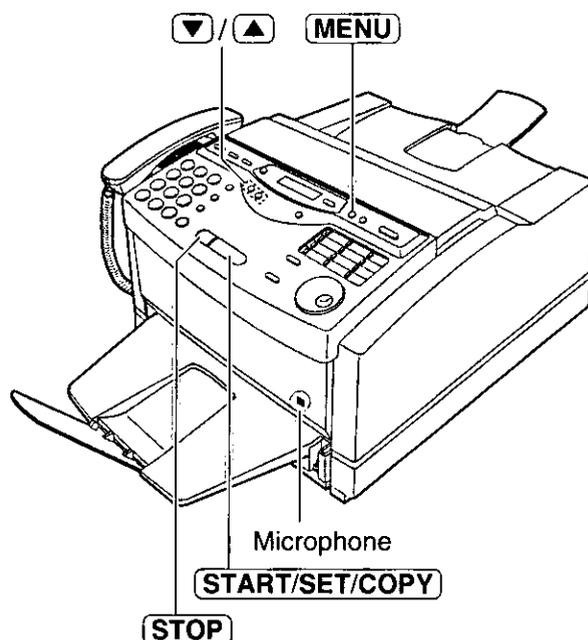
To check your message

1. Press (MENU), (#)(6)(1), then (START/SET/COPY).

2. Press (▼) or (▲) to select "CHECK" in the display.

3. Press (START/SET/COPY).
●The unit will play your message.

4. To exit the program, press (MENU).

To erase your message

1. Press (MENU), (#)(6)(1), then (START/SET/COPY).

2. Press (▼) or (▲) to select "ERASE" in the display.

3. Press (START/SET/COPY).
●Your own message will be erased.

4. To exit the program, press (MENU).
●The pre-recorded greeting message will be played when transferring a call.

Ring count in the TAD/FAX mode

This feature determines the number of rings before the unit answers a call in the TAD/FAX mode.
You can choose from 1, 2, 3, 4, TOLL SAVER and RINGER OFF.

TOLL SAVER: When you call the unit from a remote location, the number of rings will tell you if there are any new voice messages. If the unit answers on the second ring, there is at least one new recorded message. If the unit answers on the fourth ring, there are no new recorded messages. To save the toll charges for the call, hang up immediately when you hear the third ring. The third ring indicates that there are no new recorded messages.

RINGER OFF: The unit will answer without ringing.

Helpful hints:
- To answer a call before the unit does, increase the number of rings.
- If you have difficulty in receiving faxes from machines that have an automatic transmission feature, decrease the number of rings.

1 Select "TAD/FAX" in step 4 of feature setting #77 (p. 75).

2 Press (MENU).

Display: | 1.SYSTEM SET UP |

3 Press (#), then (0) (6).

| TAD RING COUNT |

4 Press (START/SET/COPY).

| RING=2   ▼▲ |

5 Press (▼) or (▲) to select the desired setting.

6 Press (START/SET/COPY).

| SETUP ITEM [ ] |

7 Press (MENU).
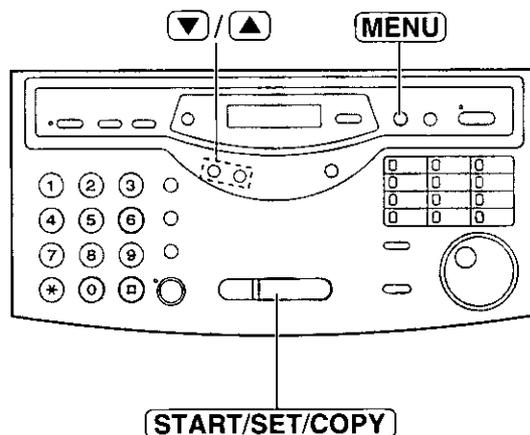
Note:
- If you subscribe to a Caller ID service, set this ring count setting to 2 or more rings.

Options

Incoming message recording time

You can choose from two recording times for an incoming message.

VOX (unlimited): The unit will record an incoming message as long as the caller talks (pre-selected setting).
1 MIN (1 minute): The unit will record each incoming message up to 1 minute.

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (1) (0).

| RECORDING TIME |

3 Press (START/SET/COPY).

| MODE=VOX ▼▲ |

4 Press (▼) or (▲) to select the desired setting.

5 Press (START/SET/COPY).

| SETUP ITEM [ ] |
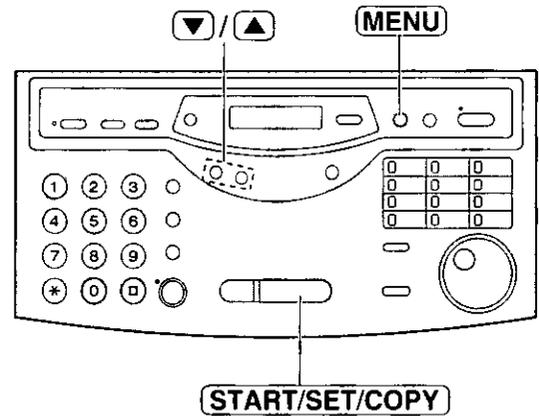
6 Press (MENU).

Message alert
(beeps when a voice message is received)

When this feature is on, the unit will let you know with slow beeps that a caller's message has been recorded.

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (4) (2).

| MESSAGE ALERT |

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).

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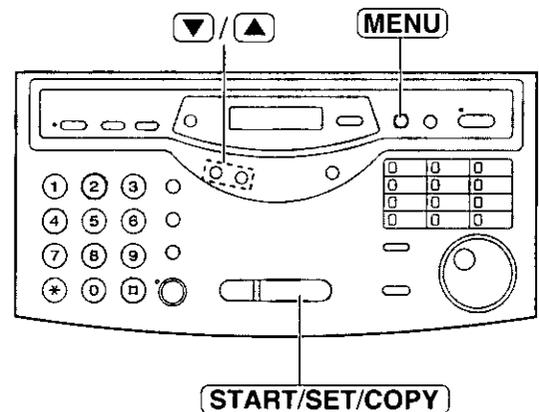
Recording time alert
(beeps when memory is almost full)

When there are less than 60 seconds of recording time for incoming message, the unit will alert the user with slow beeps.

1 Press (MENU).

Display: `1.SYSTEM SET UP`

2 Press (#), then (4) (3).

`REC. TIME ALERT`

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).
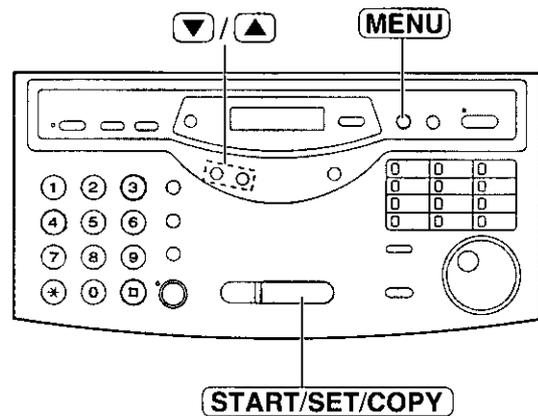
Incoming message monitor

When a call is received with the answering device, the incoming messages (ICM) will be heard from the speaker during the call. If you do not want the messages to be heard by other persons who share your unit, set this feature to "OFF".

1 Press (MENU).

Display: `1.SYSTEM SET UP`

2 Press (#), then (6) (7).

`ICM MONITOR`

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).
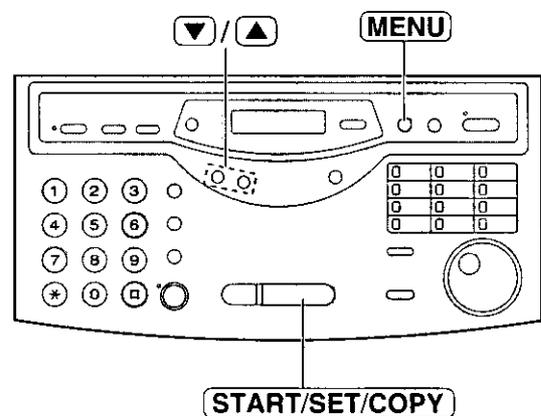
Setup (PC)

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:
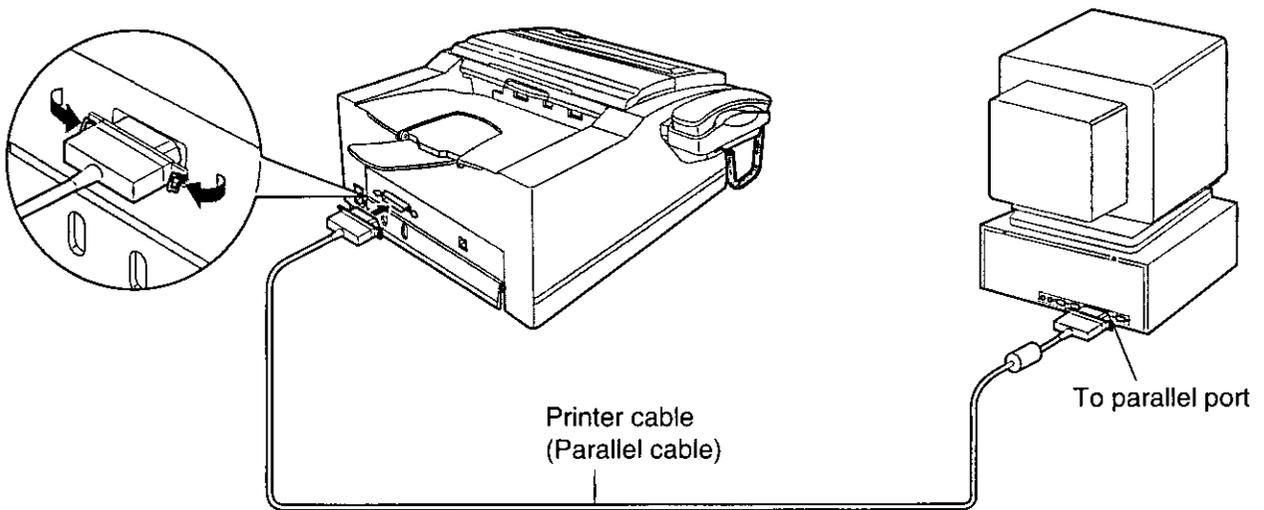
Printer cable
(Parallel cable)

To parallel port

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.

Choose Setup Language

Select the language for this installation from the choices below.

English (United States)

OK   Cancel

   ● 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.)

Run

Type the name of a program, folder, or document, and Windows will open it for you.

Open: d:\setup.exe

OK   Cancel   Browse...

3 The installation will automatically start.

Installing PANA LINK

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.

PC Software

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.

● **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.

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

To minimize.

To minimize to an icon.

To exit PANA LINK.

Dial keypad

Display

1-800-HELP-FAX
(435-7329)

Panasonic

1/1/99 12:19 PM

Click the <Help> for usage.

DIAL

Back space   Clear

Redial   Pause

STOP   START

New doc.
0

To register or change data in the one-touch memory.

To delete the data in the one-touch memory.

To switch to the telephone numbers.

To switch to the fax numbers.

One-touch dial

Reception icon

Displays the number of the received documents which have not been viewed yet.

To make a phone call.

To delete one figure of a telephone number.

To start fax transmission or reception.

Redial
To redial the last number dialed.

Pause
To insert (a) pause(s) in the telephone number.

To stop fax transmission or reception.

To delete a selected telephone number.

Add. book	Comtn. Log	Viewer	Setup	Help
To store and view information in your address book.	To display the record of transmitted/received facsimile documents and manage the documents waiting to be sent.	To display an image sent or received with PANA LINK.	To set PANA LINK options.	For detailed instructions on PANA LINK software.

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.
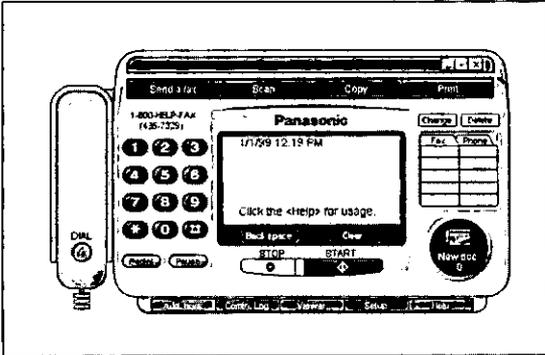
2 Click [Setup] in the main panel.

●The Setup dialog box will be displayed.
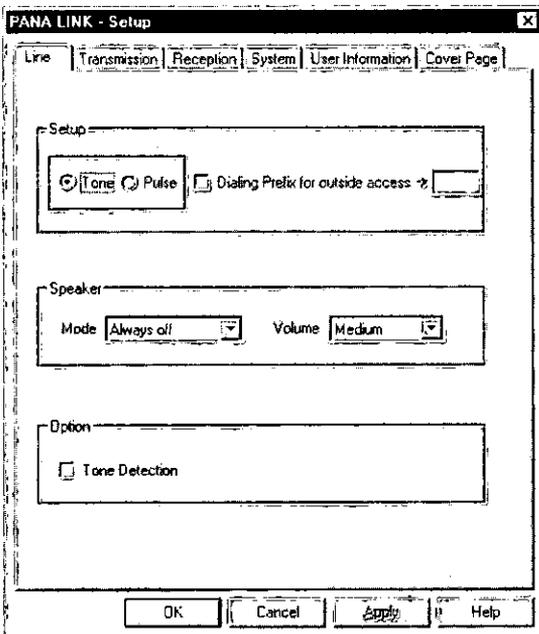
3 Change the set value in the Setup dialog box.
●To change the value without closing the window, press [Apply].

4 Click [OK].

Note:
●For further details, use the Help function.

Setup (PC)

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.
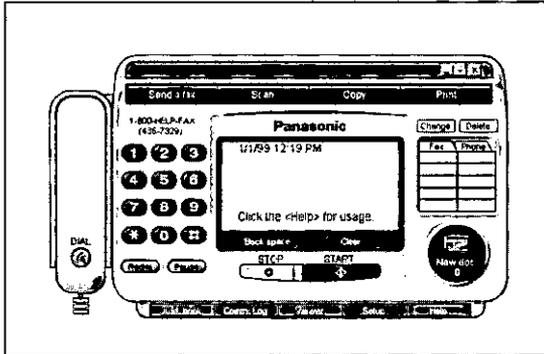
2 Click [Setup] in the main panel.

●The Setup dialog box will be displayed.
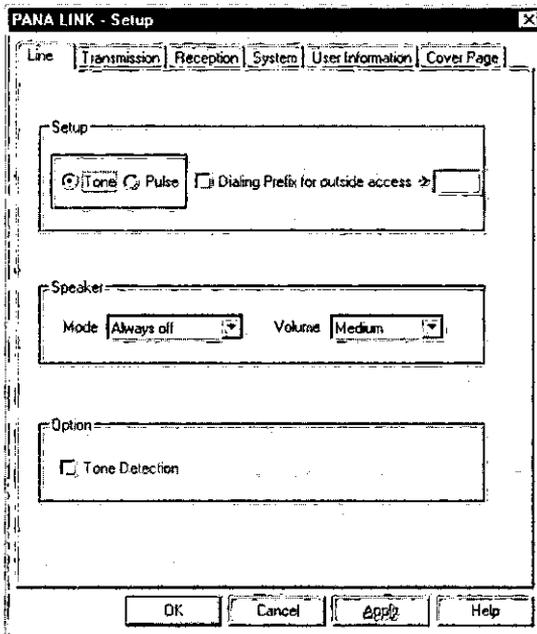
3 Click [User Information].

●The User Information dialog box will be displayed.
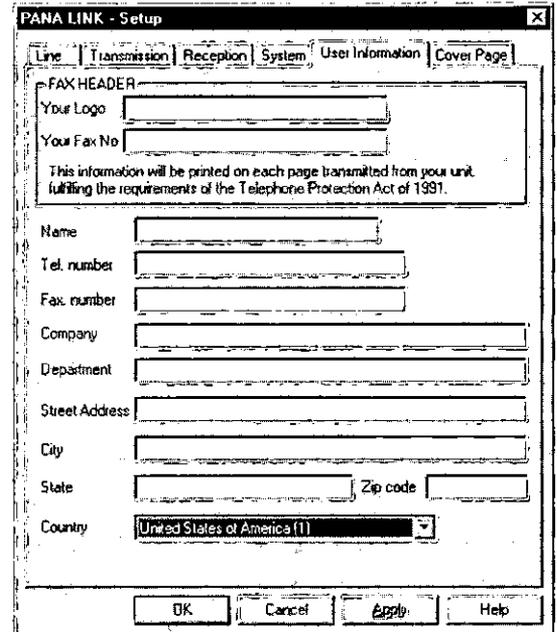
4 Enter your information for each item.

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.
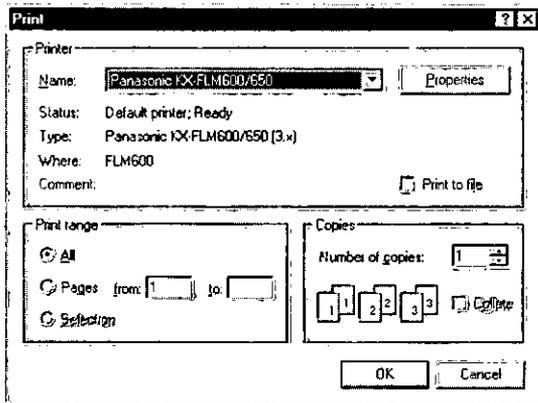
3 Select **"Panasonic KX-FLM600/650"** as the active printer.
● If you want to change the printer setting, click Properties . The printer setup dialog box will appear.
You can change the following settings;
Resolution, Orientation, Paper Source, Copies and Paper Size.
For details, see page 119.

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.

Printer

Printing a selected file

You can print a specific file created with an application.

1 Open the **PANA LINK** main panel.
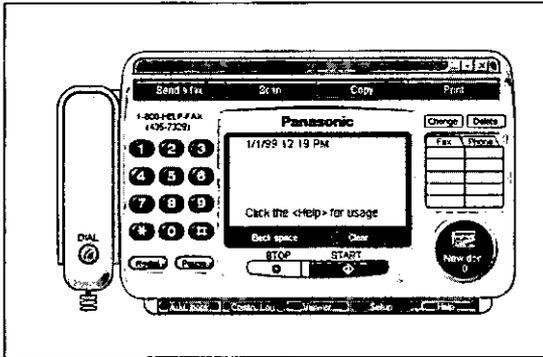
2 Click **Print** in the main panel.

● The Open dialog box will appear.
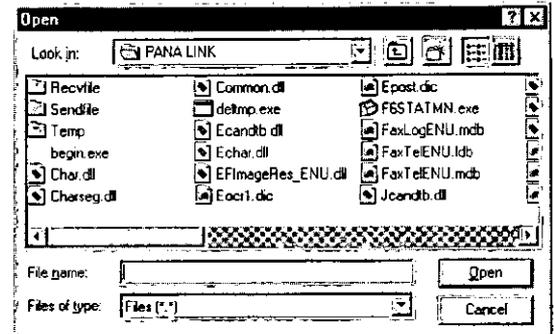
3 Select the file you want to print.

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 from Windows 3.1

You can print the documents from the Windows 3.1 applications.
For example, to print from Write, use the Print command from the File menu.

1 Open the document you want to print.

2 Select **Print** from the File menu.
● The Print dialog box appears.
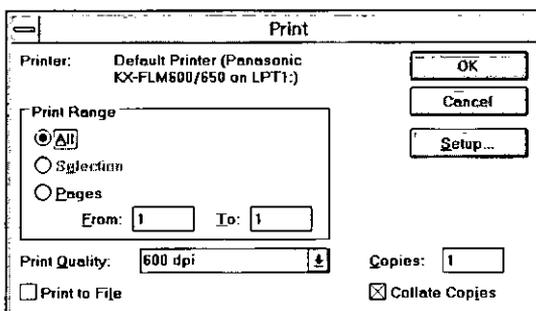
3 Click **Setup**.
● The Print Setup dialog box appears.
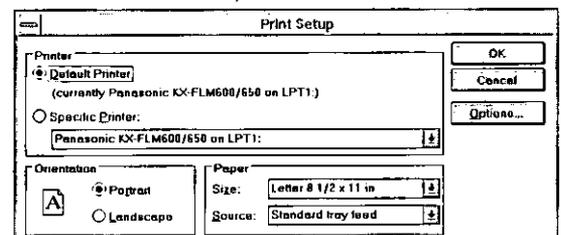
● By clicking Options in the Print Setup dialog box, the Panasonic KX-FLM600/650 dialog box appears. You can change the printer settings: Grayscale Settings, Graphics Options, Toner Save and Halftoned Text.

4 Click **OK**.
● The Print dialog box appears again.

5 Set the **Print Range** and the **Copies**.

6 Click **OK**.
● The unit will start printing.

Setting up the printer driver

Panasonic KX-FLM600/650 dialog box
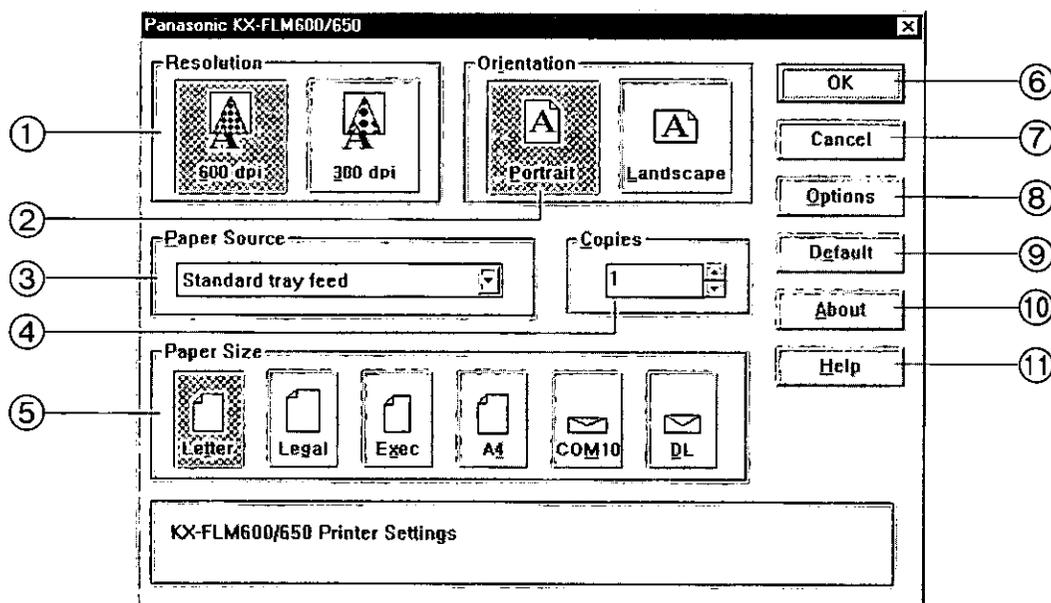
① **Resolution:** Choose print quality.
   600 dpi: Use this setting to print documents with 600 dpi quality. Print speed may be slow.
   300 dpi: Use this setting to print documents with 300 dpi quality. (When choosing this, you cannot change "Graphics Options" in the Options dialog box.)

② **Orientation:** Click these buttons to set the print orientation.
   Portrait: Use this setting to print in tall format.
   Landscape: Use this setting to print in wide format.

③ **Paper Source:** You can set how to feed paper. Choose the follow options from the Paper Source Setting drop down list box.
   Standard tray feed: When selecting this option, you can not select Exec, COM10 and DL in the Paper Size.
   Manual sheet feed: When selecting this option, you must feed paper into the unit by hand, one sheet at a time.

④ **Copies:** Use this setting to make multiple copies of the same document. Enter the number of copies (up to 250) to be printed.

⑤ **Paper Size:** You can set the paper size. To choose the paper size, click the follow buttons.
   Letter: Standard US paper size [8.5 × 11 in.]
           Set the recording paper size to "Letter" on the unit.
   Legal: US legal-sized paper size [8.5 × 14 in.]
           Set the recording paper size to "Legal" on the unit.
   Exec: US executive paper size [7.25 × 10.5 in.]
   A4: Standard European paper size [210 × 297 mm]
           Set the recording paper size to "A4" on the unit.
   COM10: Standard US envelope size [4.125 × 9.5 in.]
   DL: Standard European envelope size [220 × 110 mm]

⑥ **OK:** All options you changed are saved, and then close the dialog.

PC Software

Printer

⑦ **Cancel**: Cancel the option setting operation for KX-FLM600/650, then close the dialog.

⑧ **Options**: The Options dialog box appears. You can set further details.

⑨ **Default**: Back to the default settings.

⑩ **About**: Display the version information of KX-FLM600/650.

⑪ **Help**: Display help.

Options dialog box

When clicking the Options button in the Panasonic KX-FLM600/650 dialog box, the Options dialog box appears.
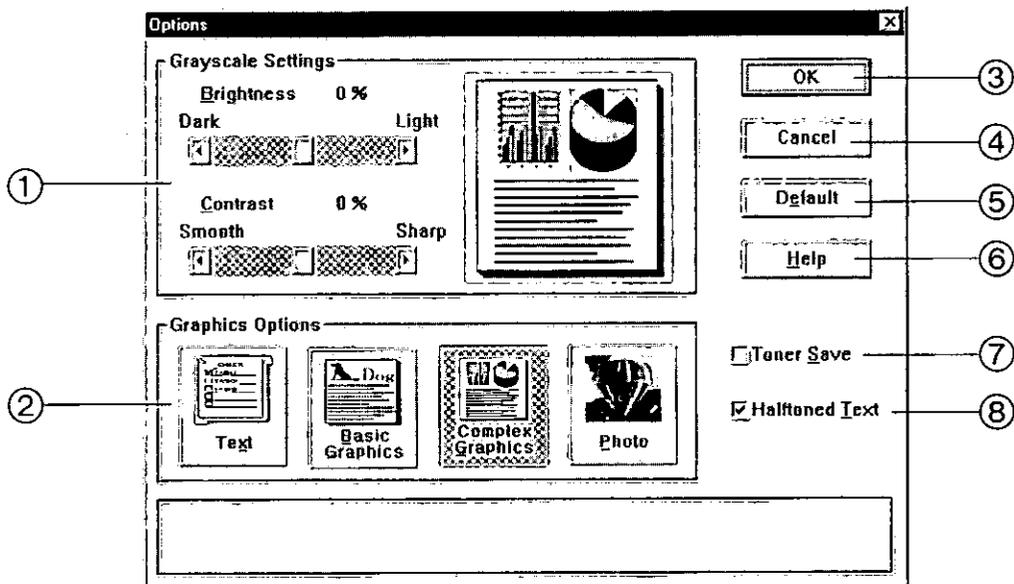
① **Grayscale Settings**: Adjust contrast and brightness of the printing image.
Brightness: Use this setting to make the printed image lighter or darker overall.
Contrast: Use this setting to control the range of difference between the light and dark areas of the pictures.

Note:
●The Brightness/Contrast settings may not change the print result in some cases. (For example, a text-only document.)

② **Graphics Options**: Choose one of the following options depending on an original document type or the purpose to print.
Text: Use this setting when the document is mostly text.
Basic Graphics: Use this setting to print simple charts and graphics.
Complex Graphics: Use this setting to print detailed line art.
Photo: Use this setting to print shaded images.

Note:
●When setting the Resolution at 300 dpi, you can not change "Graphics Options".

③ **OK**: All options you changed are saved, and then close the dialog.

④ **Cancel**: Cancel the option setting operation for KX-FLM600/650, then close the dialog.

⑤ **Default**: Back to the default settings.

⑥ **Help**: Display help.

⑦ **Toner Save**: Use this setting to use less toner. Shaded areas will be lighter.

⑧ **Halftoned Text**: Use this setting to print color texts as gray.

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/m² to 105 g/m²
(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 |
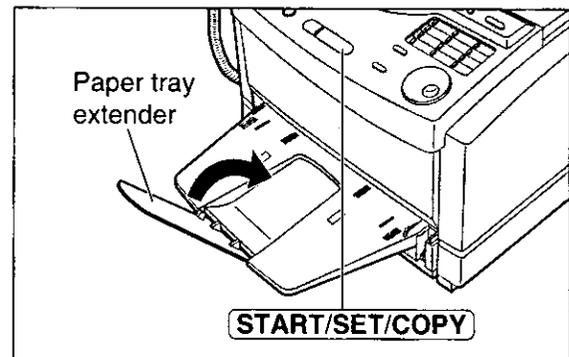
3 Place a sheet on the paper tray with printing side face down and align the edge of the sheet to the guide marks.
● The sheet should not exceed the tabs on both ends of the paper tray.

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. 122).

PC Software
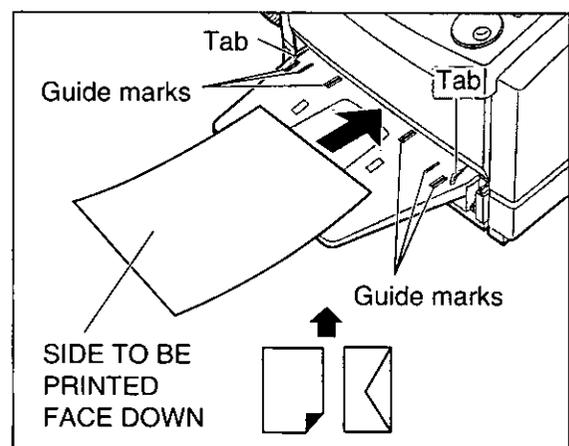
Printer

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.

Printing from Windows application

You can feed recording paper manually to print. The procedures are as follows.

1 Open the file you want to print on your computer.

2 Select **Print** from the File menu.
- The Print dialog box appears.

3 Click [Properties].
- The Panasonic KX-FLM600/650 dialog box appears.

4 Select **Manual sheet feed** from the Paper Source drop-down list box, and then click [OK].
- The Print dialog box appears again. If necessary, set the Page Range and the Number of Copies.

5 Press (START/SET/COPY) on the fax machine and confirm the LCD message "READY TO PRINT".

6 Place a sheet on the paper tray with facing the printing side down (p. 121).
- You can feed recording paper only one by one.

7 Click [OK].
- The fax machine will start printing.

8 The Manual Feed Required dialog box appears when printing of each page is completed.

| Manual Feed Required | [x] |

(i) Set Paper on the Paper tray.
To stop printing. press the <Cancel> button.
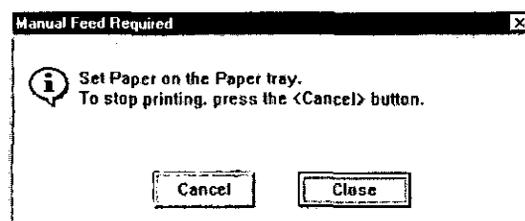
| Cancel | | Close |

- If you want to cancel printing, click [Cancel].
- If you want to continue to print:
  A. Place a sheet on the paper tray again.
  B. Click [Close].
     The Manual Feed Required dialog box disappears. Start printing the next page.

*Even without clicking the Close button, printing is started automatically in a few seconds after a sheet is placed on the tray.

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.
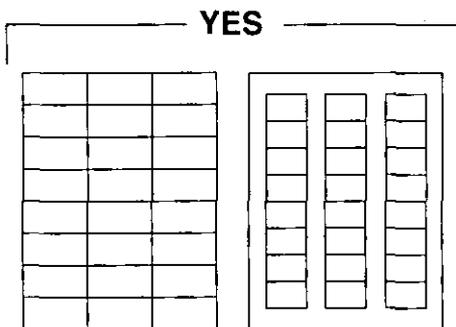
YES — Labels cover the entire backing material.
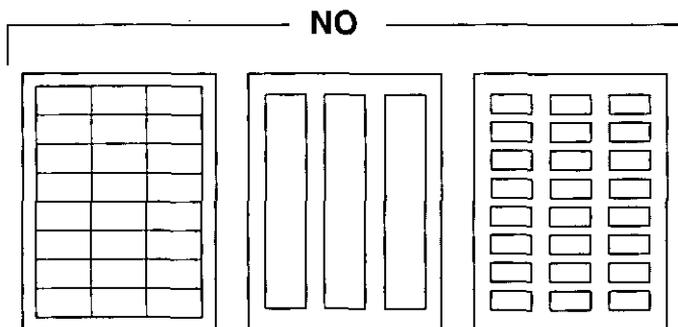
NO — The backing material is exposed.

PC Software

Printer

Envelope specifications

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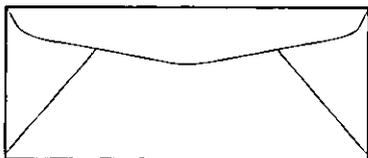
High quality envelopes have the following characteristics:

- A thin, sharply creased leading edge
- Paper weight of 75 g/m^2 (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

Side seam construction   Peel-off strip   Multiple flaps

Twist   Curl   Bent-edge

Wave   Dog-ears   Self adhesive
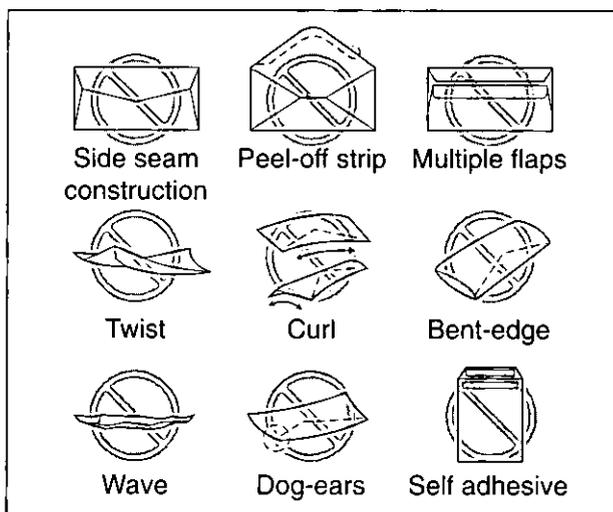
Do not attempt to print on any of the following types of envelopes (these may cause damage to your printer):

- 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

Fig. 1   Fig. 2
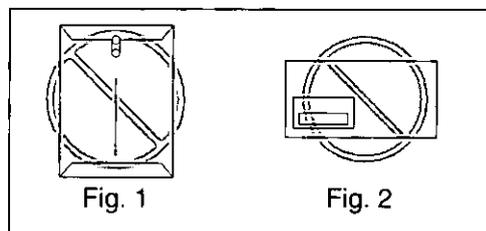
Always test a sample of the envelopes you are thinking of buying. Confirm that the envelope performs acceptably.

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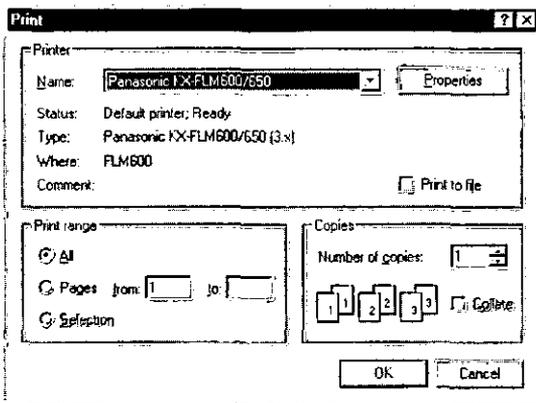
3 Select **PANA LINK FAX** as the active printer.

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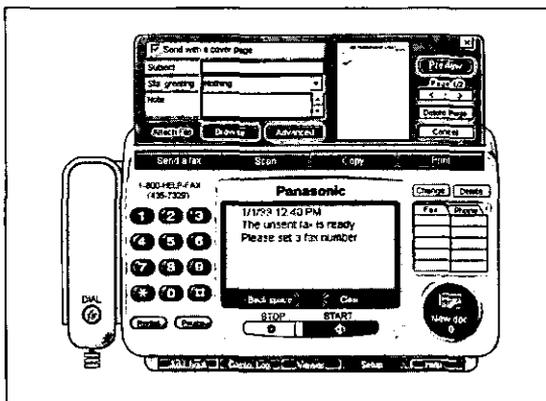
5 Set the fax number you want to send the document to.

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

Keypad

Address book   One-touch dialing
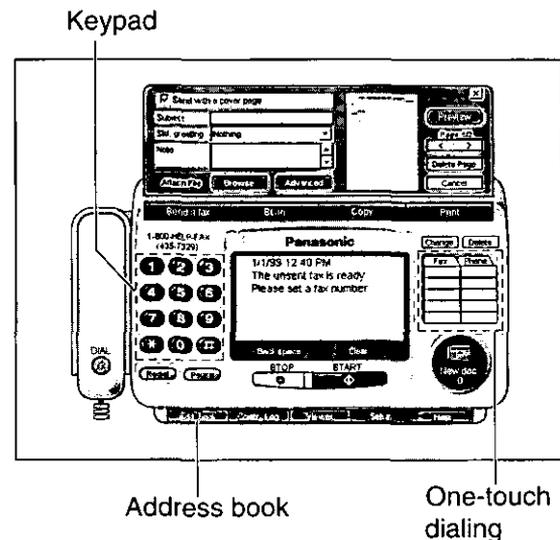
6 Click [START] in the main panel.

●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 or press (STOP) on the fax machine.

●If you send a fax using a PC, the FaxSav service cannot be used (p. 56).

PC Fax

Sending a file from the PANA LINK window

1 Open the **PANA LINK** main panel.
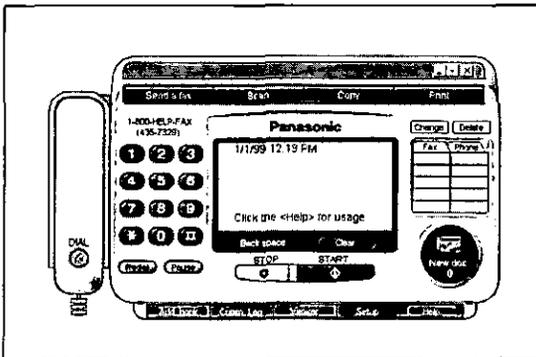
2 Click **Send a fax** in the main panel.

●The Send fax panel will be displayed.
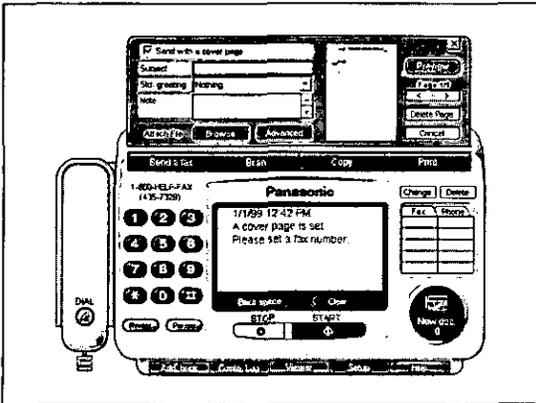
3 Click **Browse** in the Send fax panel.

●The Open file dialog box will be displayed.
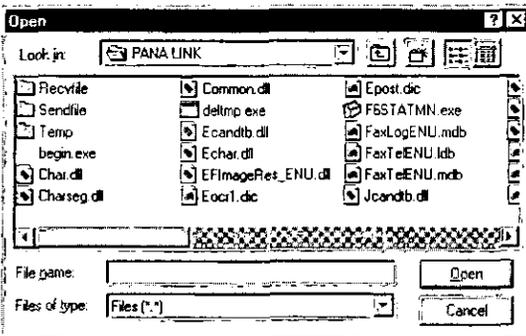
4 Select a file you want to send, and then click **Open**.

●An image of the file will be displayed in the preview window.
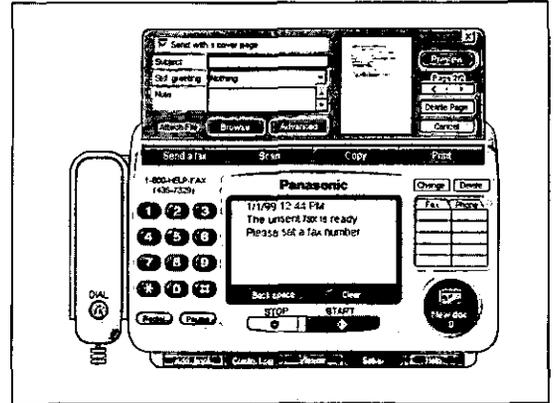
5 Set the fax number which you are going to send the file to.

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

Keypad
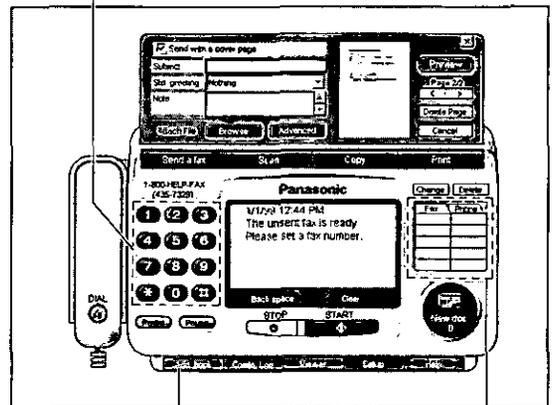
Address book   One-touch dialing

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 or press **STOP** on the fax machine.
●If you send a fax using a PC, the FaxSav service cannot be used (p. 56).

The PANA LINK FAX Properties dialog box

This dialog box has three tabs as follows.

Paper tab
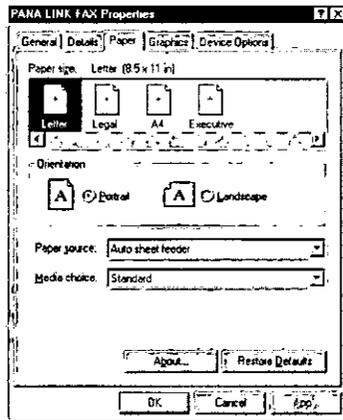
① **Paper size:** You can set the paper size. To choose the paper size, click the follow buttons.
  Letter: Standard US paper size [8.5×11 in.]
  Legal: US legal-sized paper size [8.5×14 in.]
  A4: Standard European paper size [210×297 mm]
  Executive: US executive paper size [7.25×10.5 in.]

② **Orientation:** Click these buttons to set the print orientation.
  Portrait: Use this setting to print in tall format.
  Landscape: Use this setting to print in wide format.

③ **Paper source:** You cannot change the Paper source.

④ **Media choice:** You cannot change the Media choice.

Device Options tab
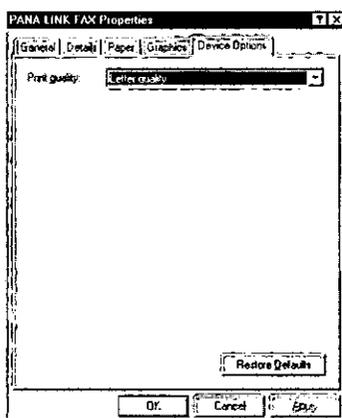
① **Print quality**
  Specifies the text quality you want to use for your printed document.

Graphics tab
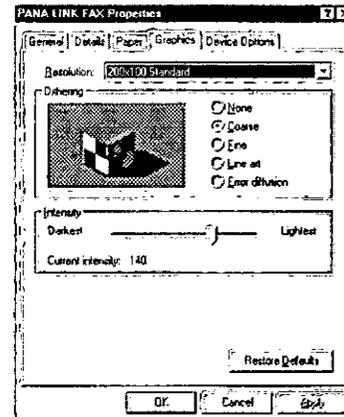
① **Resolution**
  Specifies the resolution you want for graphic images. Generally, higher resolution settings produce higher quality printing; however, your documents may take longer to print.
  Select the desired resolution according to the type of document.
  Standard (200×100 dpi)
  Fine (200×200 dpi)
  Super Fine (200×400 dpi)

② **Dithering**
  Specifies the type of dithering used in printing. For color printing, dithering blends pure colors into patterns to simulate a wider range of colors. For example, orange is produced by blending red and yellow. For non-color printing, dithering produces gray shading in graphics.
  None: Click this if you do not want any dithering.
  Coarse: Click this if your resolution setting is 300 dpi or higher.
  Fine: Click this if your resolution setting is 200 dpi or less.
  Line Art: Click this if your graphics include well-defined borders between black, white and gray shadings.
  Error Diffusion: Click this for printing photographs or pictures that do not have sharp, well-defined edges.

③ **Intensity**
  Specifies how dark to print graphics in your document.

PC Software

PC Fax

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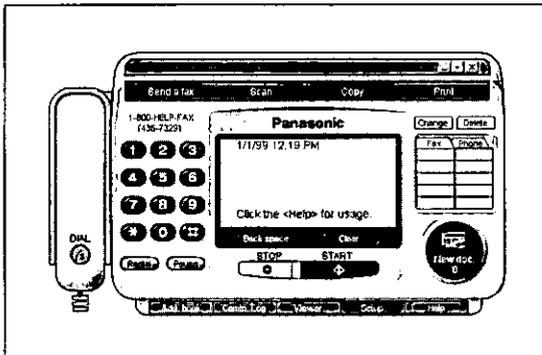
3 Set the fax number you want to send the document to in the main panel.

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

Keypad

Address book   One-touch
                       dialing
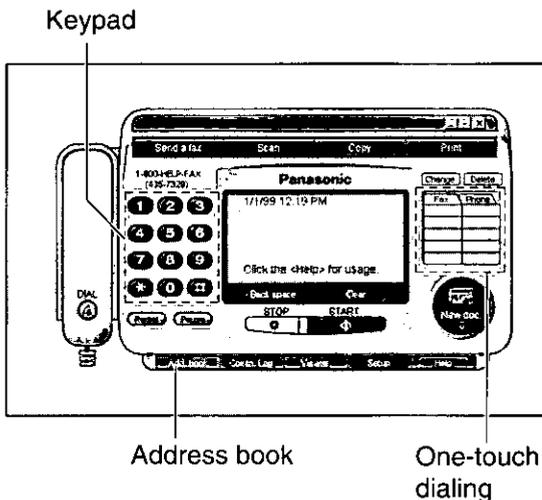
4 Click **START**.

● A dialog box to set the image quality, type and brightness will be displayed.
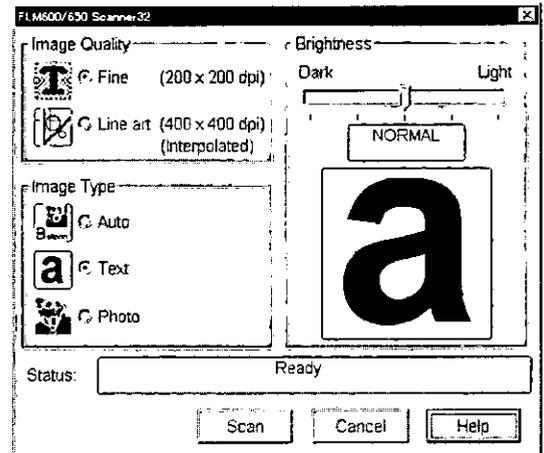
5 Set the image quality, type and brightness, and then click **Scan**.

Note:
● To cancel transmission after dialing, press **STOP** on the fax machine.
● If you send a fax using a PC, the FaxSav service cannot be used (p. 56).

Receiving faxes on your PC

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.
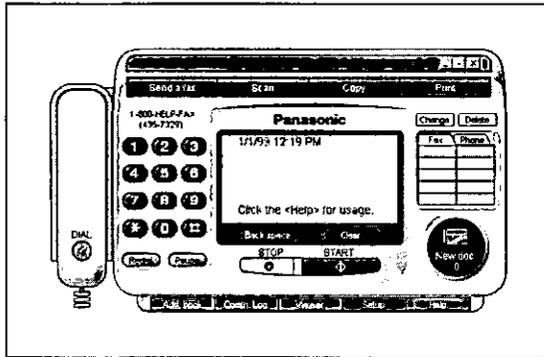
2 Click [START] in the main panel.

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].

ON (RED)
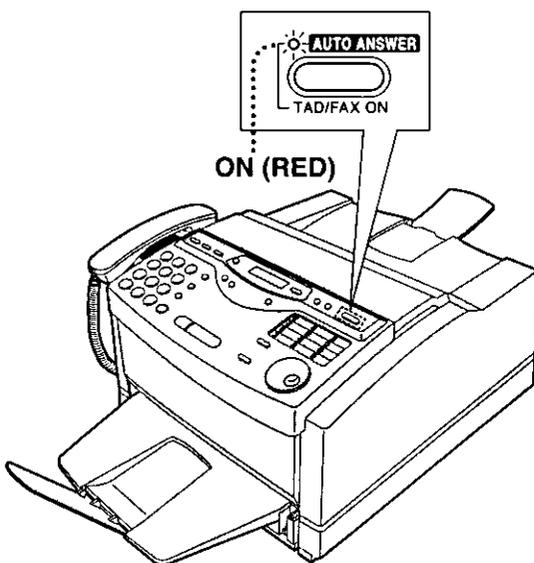
2 Open or minimize the **PANA LINK** main panel.

PC Software

PC Receiving

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|.
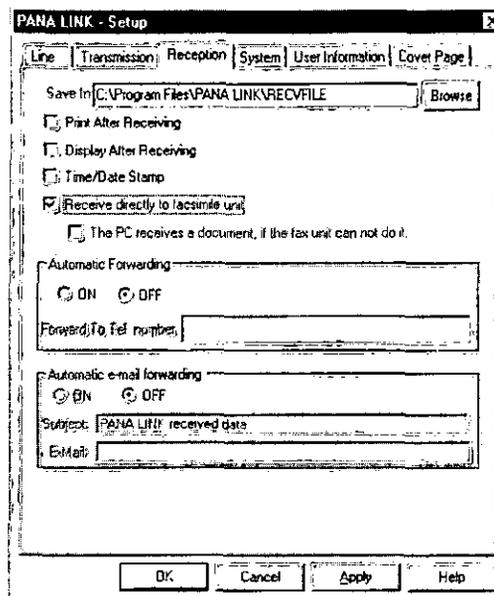
Confirming the result of reception

1 Open the **PANA LINK** main panel.
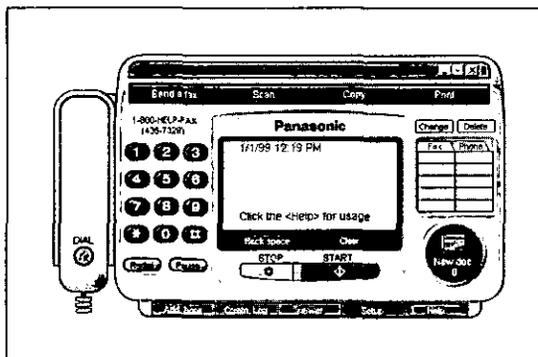
2 Click on the **reception icon** (|New doc.|) in the main panel, or click on |Comtn. Log| and switch to the received log.
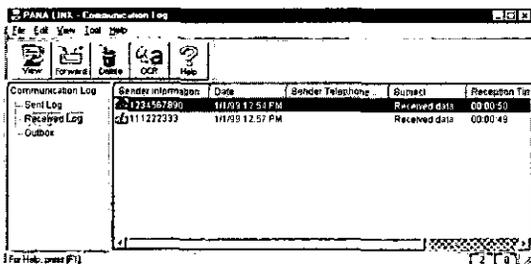
3 Click on the items in the received log which have not been viewed yet (✉ icon).
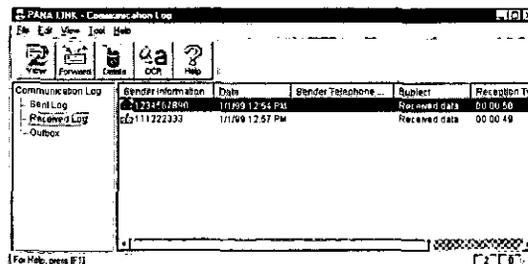
4 Click on **File** in the menu bar, then click on **View**, or click |View| in the toolbar.

● The Viewer window will appear, and the received fax will be displayed.
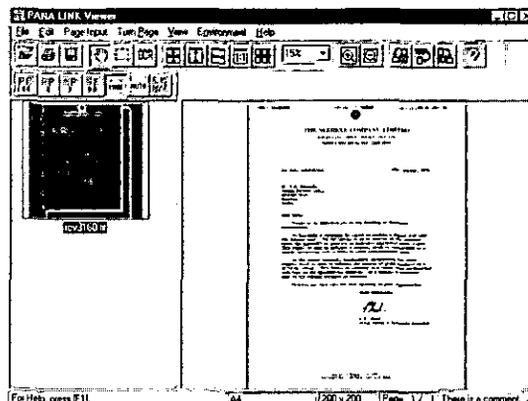
Making a phone call

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.
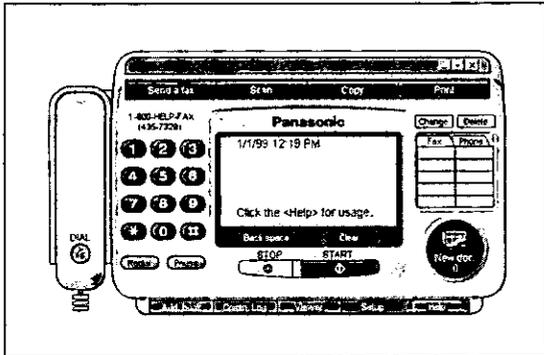
2 Enter the telephone number in the main panel.

● 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 clicking the <Dial>.".

Keypad

Address book   One-touch dialing
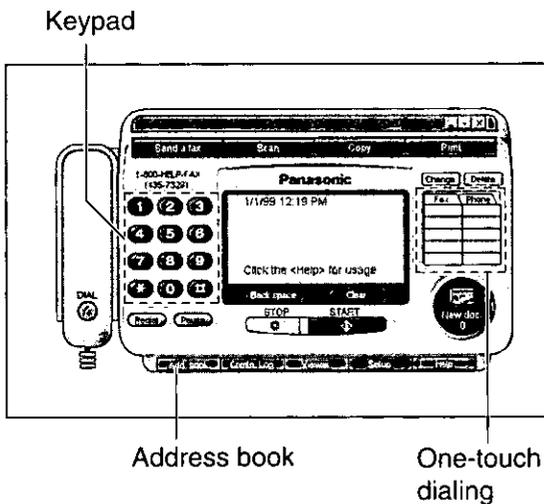
3 Click [Dial].

● The main panel indicator will display "Lift the fax machine's handset to talk.".

4 Lift the fax machine's handset.

Handset
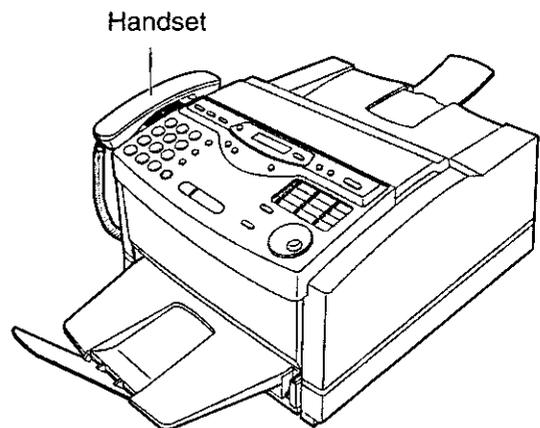
Address Book

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.
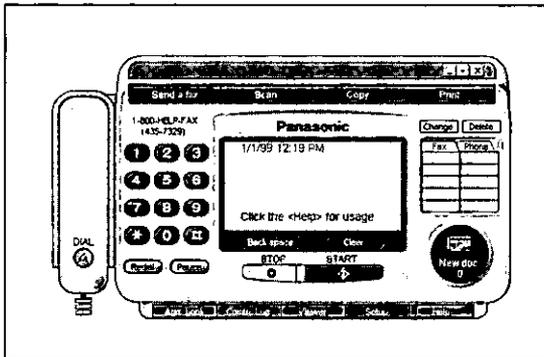
2 Click **Add. Book** in the main panel.

● The Address Book window will appear.
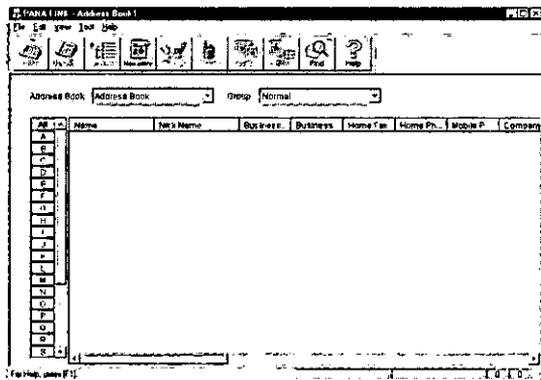
3 Select **New entry** from Edit menu or click **New entry** in the toolbar.

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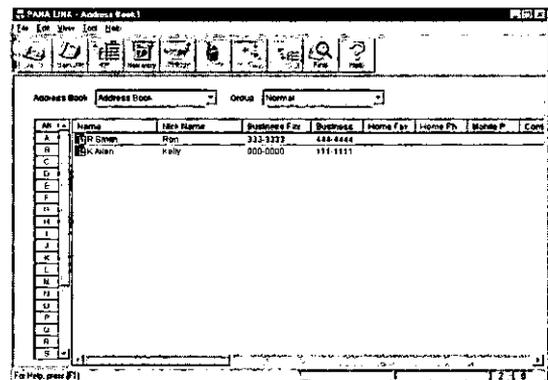
Broadcast
When sending the same document to more than one location, you can use the "Group" function in the Address Book. You may select as many locations as you want from the Address Book.

Using your fax machine as a scanner

Scanning from Windows 95/98

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.
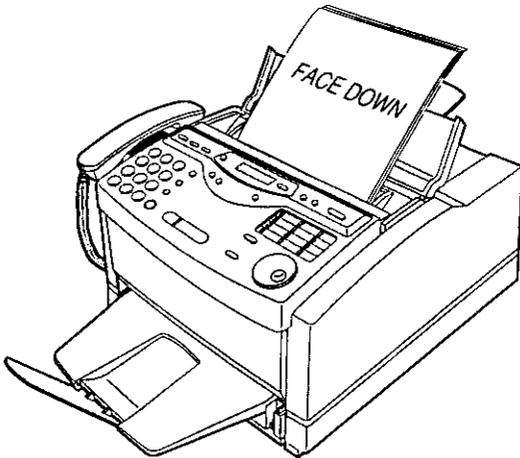
2 Open the **PANA LINK** main panel.
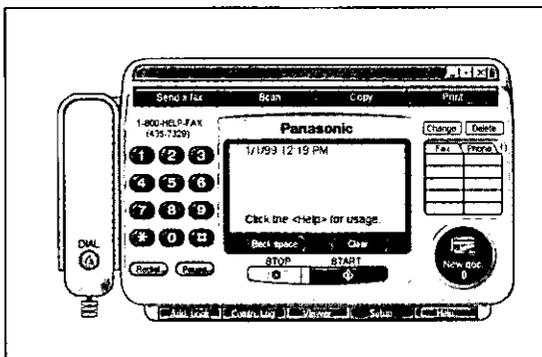
3 Click [Scan] in the main panel.
• The Scan dialog box will appear.
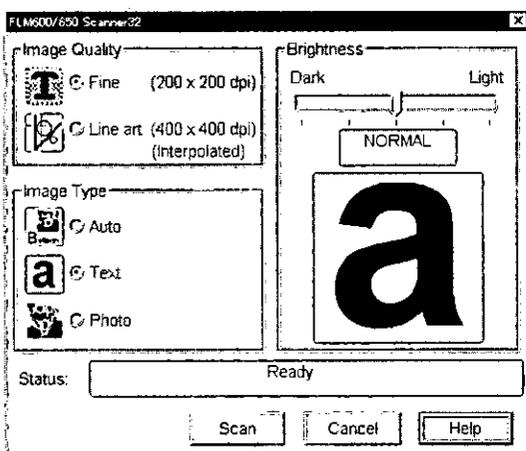
4 If necessary, change the setting of **Image Quality, Image Type** and **Brightness**. For details, see page 135.

5 Click [Scan].
• The Viewer window will appear after scanning, and the scanned image will be displayed in it.
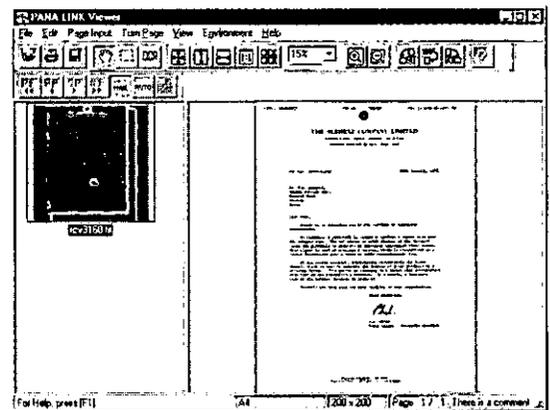
6 To save the scanned image, select **Save as** from the **File** menu.

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 Software

Scanning

Scanning from Windows 3.1

To scan a document into you PC as an image file, you need an application which contains the scanning feature such as Visioneer PaperPort®.

1 Set the document you are going to scan on the unit.
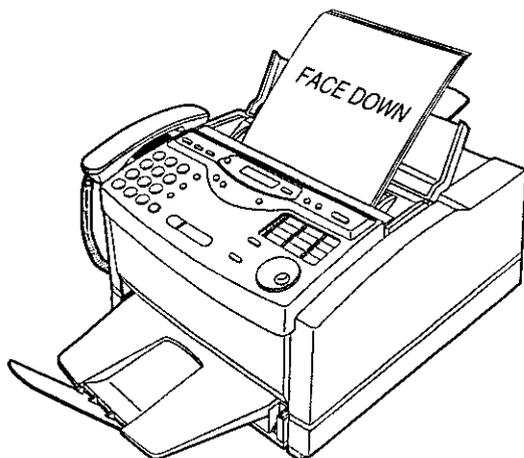
2 Start **Visioneer PaperPort**.
●The Visioneer PaperPort window appears.
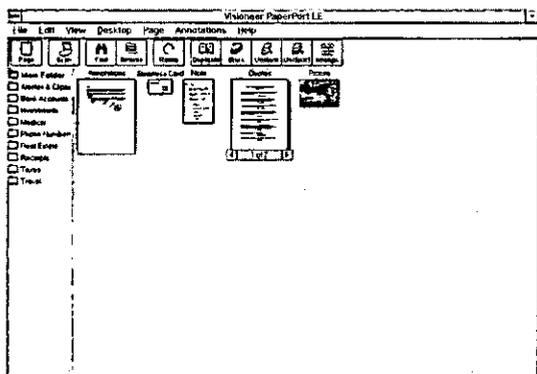
3 Select **Select Source** from the File menu.
●The Select Source dialog box appears.
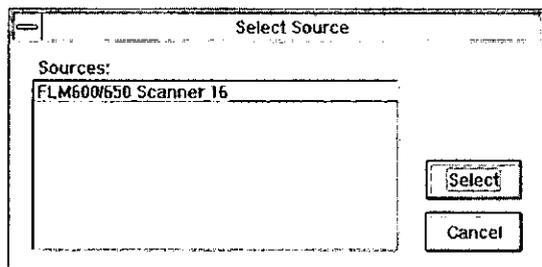
4 Select **FLM600/650 Scanner 16** in the Source list box, and then click [**Select**].

5 Select **Acquire** from the File menu.
●The FLM600/650 Scanner 16 dialog box appears.
If necessary, change the setting of Image quality, Image Type and Brightness.
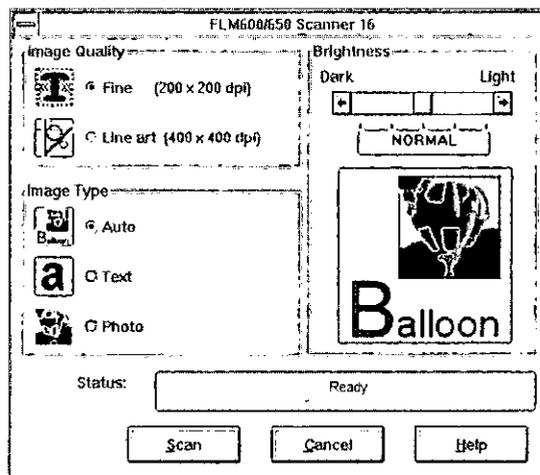
6 Click [**Scan**].
●The scanned document is displayed in the Viewer window after scanning.

**7** To save the scanned image, select **Save As** 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.

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FLM600/650 Scanner 32

The FLM 600/650 Scanner dialog box is displayed when you click the Scan button on the PANA LINK Main panel.
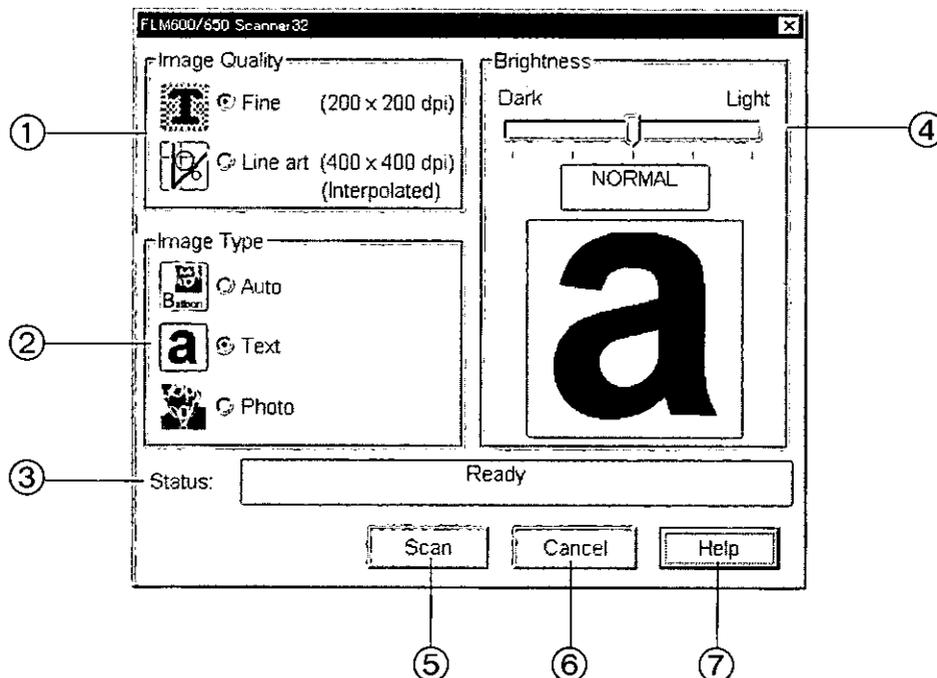
You can set up the following items to make an image file better.
① **Image Quality:** You can set the image quality to scan.
   Fine (200 x 200 dpi):   For a text document with small writing or a document with a simple graphic.
   Line art (400 x 400 dpi):   For a document with complicated graphics or very small text. (400 x 400 dpi: interpolated)

② **Image Type:** You can set the image type to scan.
   Auto: Sets the image type automatically.
   Text: For a text document.
   Photo: For a photograph.

③ **Status:** shows the current state of the unit.
   The following messages are displayed depending on the state of the unit.

Message	State
Ready	A document is set on the unit. Please click the Scan button for scanning.
Please insert document to scan.	A document is not set on the unit. Please set a document on the feeder tray.
Scanning	The unit is scanning a document.
FLM600/650 unit power is off. Plug the unit in and try again.	The power of the unit is off or unplugged. Or the PC is not connected with FLM600/650. Please verify above.
FLM600/650 unit is warming up.	The unit is warming up. Please wait for a while.

PC Software

Scanning

④ **Brightness:** You can adjust brightness by using the slider.
  Normal: Brightness is not adjusted. You can adjust the brightness based on the result of this scan.
  Light: Use this when scanning a dark document.
  Very Light: Use this when scanning a very dark document.
  Dark: Use this when scanning a light document.
  Very Dark: Use this when scanning a very light document.

⑤ **Scan:** To start scanning.
  You can use this button only when a document to be scanned is set.

⑥ **Cancel:** Close the FLM600/650 Scanner dialog box.

⑦ **Help:** Display help.

PC based copying

1 Set the document which you are going to copy in the fax machine.
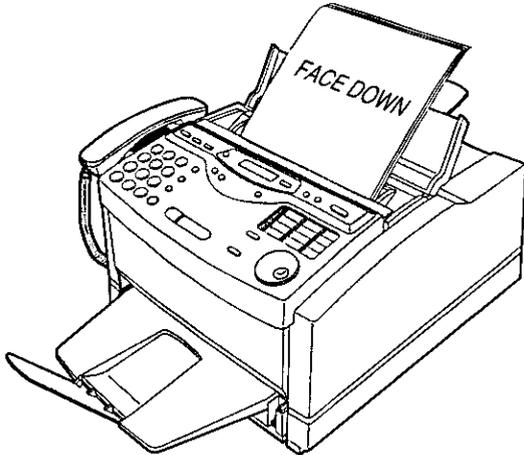
2 Open the **PANA LINK** main panel.
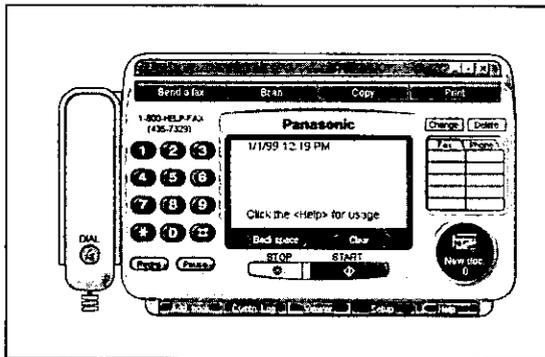
3 Click **Copy** in the main panel.
●The Copier dialog box will appear.
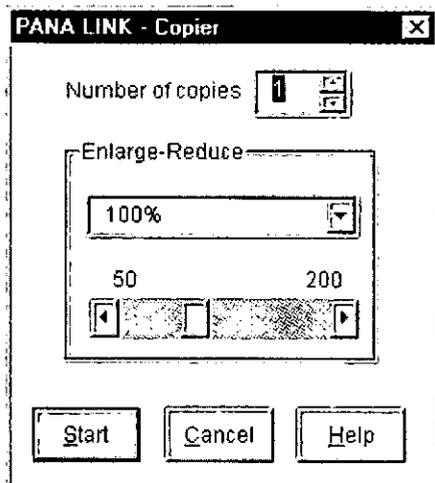
4 Enter the number of copies required in Number of copies.

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

6 Click **Start**.
●The Scan dialog box will appear.
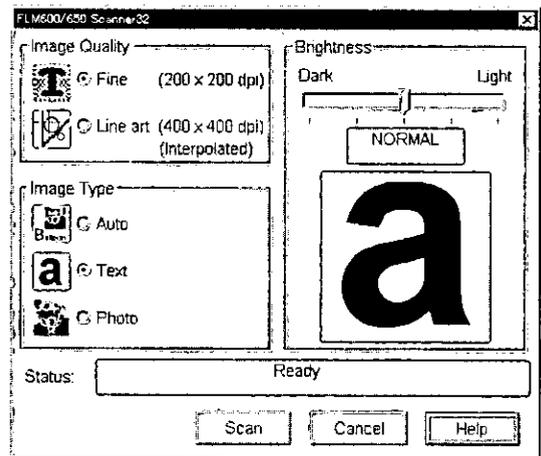
7 If necessary, change the setting of **Image Quality, Image Type** and **Brightness**.

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.

PC Software

More Information

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.
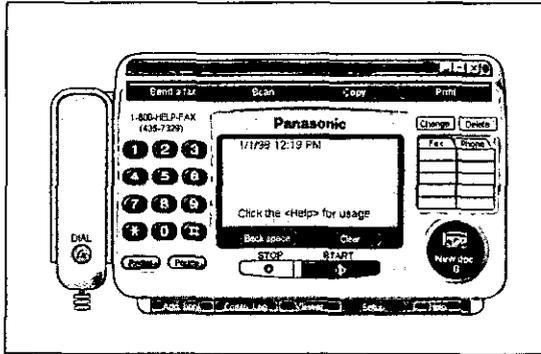
2 Click [**Comtn. Log**] in the main panel.

● The Communication Log window will appear.
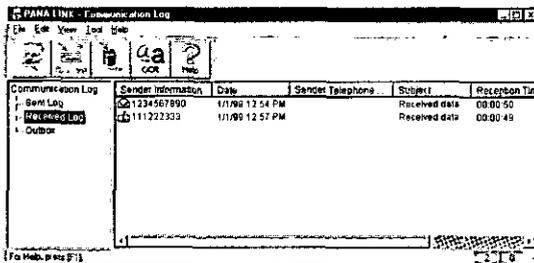
3 Select the Communication Log Folder.

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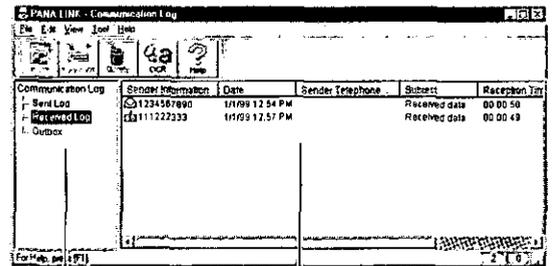
Communication   Communication
Log Folder   Log List

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.
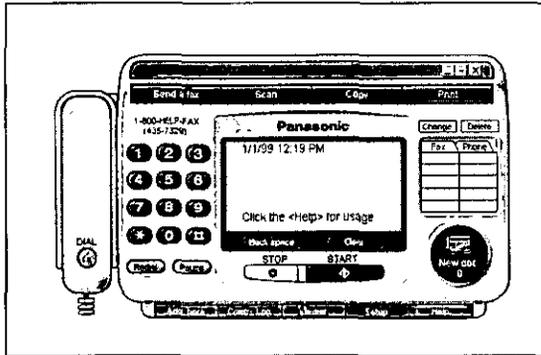
2 Click Viewer in the main panel.

•The Viewer window will appear.
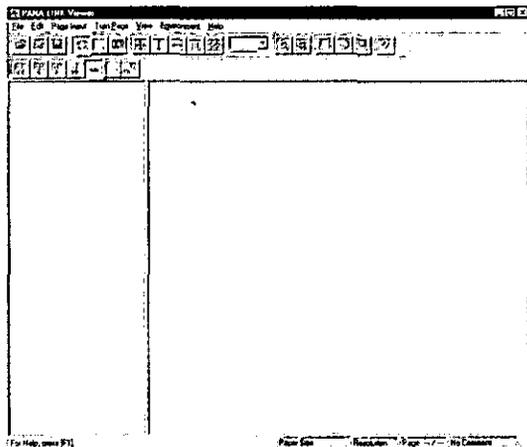
3 Click on **File** then **Open** in the menu bar, or click the **Open icon** in the tool bar in the main panel.

•The Open window will appear.
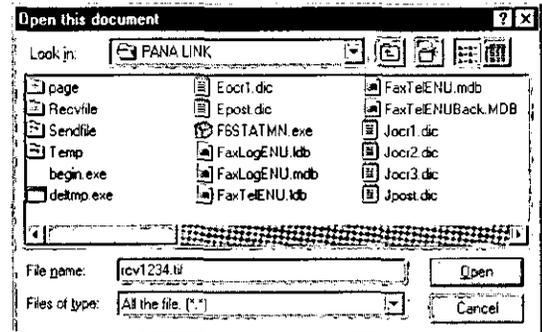
4 Select the file you want to view.

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.

More Information

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. 130).

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 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).
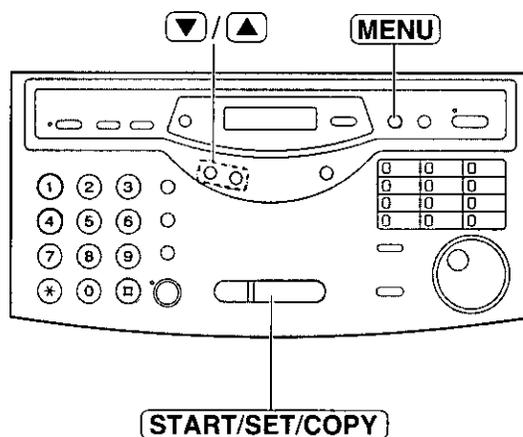
Reports

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. 61, 62).

Communication message	Error code	Cause & Remedy
COMMUNICATION ERROR	41–72 FF	●A transmission or reception error occurred. Try again or check with the other party.
DOCUMENT JAMMED	—	●The document is jammed. Remove the jammed document (p. 154). ●A sheet of paper was inserted from the paper tray while scanning the document. Remove the paper from the paper tray.
ERROR-NOT YOUR UNIT	54, 59 70	●A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
MEMORY FULL	—	●The document was not received due to memory being full.
NO DOCUMENT	—	●The document was not fed into the unit properly. Reinsert the document and try again.
OTHER FAX NOT RESPOND	—	●The other party's fax machine was busy or ran out of recording paper. Try again. ●The document was not fed properly. Reinsert the document and try again. ●The other party's fax machine rings too many times. To send a fax manually, dial the number, confirm the fax tone, and press (START/SET/COPY). ●The other party's machine is not a facsimile. Check with the other party. ●The number you dialed is not in service.
PC FAIL OR BUSY	—	●The fax function cannot be operated by the PC. The printer cable is not connected correctly, or the softwre is not running on the PC (p. 112–114).
PRESSED THE STOP KEY	—	●(STOP) was pressed and fax communication was canceled.
TOP COVER WAS OPENED	—	●The top cover was opened. Close it and try again.
FRONT PANEL WAS OPENED	—	●The front panel was opened. Close it and try again.
OK	—	●Fax communication was successful.

Help

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. 155–157).
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. 23–25). ●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. 23–25).
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. 155–157).
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. 153).
FAX IN MEMORY	●The unit has a document in memory. See the other displayed 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. 43).
LOADING ERROR	●A loading error occurred while receiving 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 (STOP) to clear the message. Divide the documents and try again.
MESSAGE FULL	●There is no room left in memory to record a voice message. Erase some or all of the messages (p. 98, 104).
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. 26, 27).
PANEL OPEN	●The front panel is open. Close it.

For Fax Advantage Assistance, Call 1-800-435-7329.

Display message	Cause & Remedy
PAPER JAMMED	●A recording paper jam occurred. Clear the jammed paper (p. 152).
PC FAIL OR BUSY	●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. 112–114).
PLEASE WAIT	●The top cover was closed. Wait a while. ●(START/SET/COPY) was pressed during the power save mode. Wait a while.
REDIAL TIME OUT	●The other party's fax machine is busy or has run out of recording paper. Try again.
REMOVE PAPER	●Paper was placed on the paper tray for manual feeding without first pressing (START/SET/COPY). Remove the paper. When the "PLEASE WAIT" message disappears, place the paper on the paper tray. ●The paper cassette is not inserted correctly. Insert it correctly.
REMOVE DOCUMENT	●The document is jammed. Remove the jammed document (p. 154). ●Attempted to transmit a document longer than 600 mm (23⅝"). Press the (STOP) button to remove the document. Divide the document into two or more sheets and try again.
TONER EMPTY	●The toner is empty. Replace the toner cartridge and drum unit with new ones (p. 155–157).
TONER LOW	●The remaining toner is low. Replace the toner cartridge and drum unit with new ones as soon as possible (p. 155–157).
TOP COVER OPEN	●The top cover is open. Close it.
TRANSMIT ERROR	●Transmission error occurred. Try again.
UNIT OVERHEATED	●The unit is too hot. Let the unit cool down.
USE 1 FEED ONLY	●When making transmission or copying, another sheet was placed on the paper tray. Remove it from the paper tray and try again.
WRONG PAPER	●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. 30).

Help

Operations

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.	●The power cord or telephone line cord is not connected. Check the connections (p. 29).
I cannot make calls.	●The dialing mode setting is wrong. Change to "TONE" or "PULSE" (p. 39).
The unit does not work.	●Disconnect the unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company.
The unit does not ring.	●The ringer volume is set to off. Adjust it to a suitable level (p. 35).
The other party complains they only hear a fax tone and cannot talk.	●The FAX ONLY mode is set. Tell them the number is only used for faxes or change to another mode (p. 72, 73).
The speakerphone is not working.	●Use the speakerphone in a quiet room. ●If you have difficulty hearing the other party, adjust the volume using (▼) or (▲). ●If parts of your conversation are cut off, you and the other party spoke at the same time. Speak alternately.
The (REDIAL/PAUSE) button does not function properly.	●If this button is pressed during dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.
The receive mode does not function as explained on page 72.	●A Distinctive Ring pattern is set (p. 78, 79). ●The TEL/FAX mode is set (p. 80–83).
During programming, I cannot enter the code or ID number.	●All or part of the numbers are the same. Change the number (p. 84, 102).

Fax - sending

Problem	Cause & Remedy
I cannot send documents.	●The other party's fax machine is busy or has run out of paper. Try again. ●The other party's machine is not a facsimile. Check with the other party. ●The other party's fax machine rings too many times. Send the fax manually - dial the number, confirm the fax tone, then press (START/SET/COPY).
The other party complains that letters on their received documents are distorted.	●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. ●The extension telephone on the same line is off the hook. Hang up the extension telephone and try again.

For Fax Advantage Assistance, Call 1-800-435-7329.

Fax - sending (cont.)

Problem	Cause & Remedy
The other party complains that white lines or black lines appear on their received documents.	●The white roller is dirty. Clean it (p. 154).
I cannot make an international fax call.	●Use the overseas transmission mode (p. 68). ●Add two pauses at the end of the telephone number (p. 38) or dial manually.

Fax - receiving

Problem	Cause & Remedy
I cannot receive documents automatically.	●The receive mode is set to the TEL mode. Set to the TAD/FAX, FAX ONLY or TEL/FAX mode. ●The time taken to answer a call is too long. Decrease the number of rings (p. 76, 83, 109). ●The greeting message is too long. Shorten the message (p. 94).
The display shows "CONNECTING....." but faxes are not received.	●The incoming call is not a fax. Change the receive mode to the TEL or TAD/FAX mode.
The recording image is faint.	●The sender transmitted a faint document. Ask them to transmit a clearer copy of the document.

Receive mode

Problem	Cause & Remedy
I cannot select the desired receive mode.	●If you want to set the TAD/FAX, FAX ONLY or TEL/FAX mode: —Select the desired mode using feature #77 (p. 75), and —Press (AUTO ANSWER) to turn on the AUTO ANSWER light. ON·······☼ AUTO ANSWER (RED) TAD/FAX ON ●If you want to set the TEL mode: —Press (AUTO ANSWER) to turn off the AUTO ANSWER light. OFF·······● AUTO ANSWER TAD/FAX ON

Copying

Problem	Cause & Remedy
The unit does not make a copy.	●You cannot make a copy during programming. Make the copy after programming or stop the programming.
White lines or black lines appear on the copied document.	●The white roller is dirty. Clean it (p. 154).

Help

Operations

Print quality

Problem	Cause & Remedy
The printing quality is poor.	●Some paper has instructions recommending which side to print on. Try turning the paper over.
The printing is faint. Original Copy **ABC** **ABC**	●You may have used paper with a cotton and/or fiber content that is over 25 %, such as letterhead or resume paper. ●The remaining toner is low. Replace the toner cartridge (p. 155–157).
A dirty pattern or a black line appears on the printouts.	●There are scratches on the drum unit. Replace the drum unit (p. 155–157).

Answering device

Problem	Cause & Remedy
No voice messages have been recorded in the TAD/FAX mode.	●The memory is full. Erase some or all of the messages (p. 98, 104).
I cannot retrieve recorded messages from a remote telephone.	●Make sure that you use the remote operation ID correctly (p. 102).

Problems with PC software

General

Problem	Cause & Remedy
I cannot send a fax from the PC at the specified time.	●The date and time of the PC may be set incorrectly. Adjust it. If it cannot be set correctly, consult your PC supplier.
The date and time that prints on the top of each page sent from the PC is incorrect.	●The date and time of the PC may be set incorrectly. Adjust it. If it cannot be set correctly, consult your PC supplier.
I do not know how to move the PANA LINK Main Panel, because there is no title bar.	●Point at an area with no buttons or parts and drag it where you want to move.
I do not know whether the PANA LINK Main Panel is active or not.	●The brightness of the Main Panel Display shows you whether the PANA LINK Main Panel is active or not. <Active – bright, Non active – dark>
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.	●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.

For Fax Advantage Assistance, Call 1-800-435-7329.

General (cont.)

Problem	Cause & Remedy
The telephone number set in the Main Panel Display disappears, and the display shows "It is used for specifying the dial data." explanation of the button and so on.	●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.
The PANA LINK Main Panel disappears.	●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.
The PANA LINK Main Panel disappears just after initializing.	●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.
I want to delete all of the telephone numbers set in the Main Panel Display.	●Press the Stop button.
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... .	●Put a cursor on the line between the buttons, the cursor changes shape and you can expand the area by dragging, or double-clicking.
A cover page is sent whenever I send a fax, though I do not want to send it.	●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.
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.	●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.
I cannot use the Dial button, even though I specified a telephone number.	●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.
When I exit PANA LINK, the Viewer does not close.	●The viewer can be operated separately, so when the PANA LINK is closed, it remains open.
The PANA LINK does not work properly.	●Click the ⊠ button to exit PANA LINK, and restart. If PANA LINK does not closed, please force it to close by pressing Ctrl+Alt+Delete keys.

(continued)

Help

Operations

General (cont.)

Problem	Cause & Remedy
I cannot send or receive a fax through PANA LINK.	●When you use a PC with an ECP printer port such as a Compaq Deskpro or an IBM Aptiva, you may need to change the ECP port into a standard port: 1. Click the **Start** button, point the **Settings**, then **Control Panel**. 2. Double-click **System**. 3. Double-click **Ports [COM/LPT]** from the **Device Manager** tab. 4. Double-click **Printer Port (LPT1)**. 5. Click the **Update Driver...** button on the **Driver** tab. —The Update Device Driver Wizard starts. 6. Click the "**NO, select driver from list**" button. 7. Click **Show all hardware** and choose Standard Port types from the **Manufacturers** list, and Printer Port from **Models**. 8. Click the **Finish** button. If you are required to insert the Windows 95/98 CD-ROM, please do the following. 1) Insert the Windows 95/98 CD-ROM. The Copying files dialog box appears. 2) Click the **Browse** button, and then choose Win95/98 folder from the list. 3) Click the **OK** button. The Version Conflict dialog box appears. Please check **Your version** here. If it is 4.00.955, click **Yes**. You may need to change the ECP port in the BIOS system settings. It varies by PC, please refer to your PC operating instructions or manufacturer for instructions. Please verify the LPT.VXD version is 4.00.955: 1) Click the **Start** button, point to **Settings**, then **Control Panel**. 2) Double-click **System**, and then open the **Device Manager** tab. 3) Double-click **Ports [COM/LPT]** from the **Device Manager** tab. 4) Double-click **Printer Port (LPT1)**. 5) Click the **Driver** tab. Verify whether the File version is 4.00.955. **Note:** If it is an old version, you must uninstall PANA LINK first, then reboot the PC, and re-install it again.
I cannot open a TIFF file.	●You must change the compression format of the file. For example, to convert an image using WANG Imaging, proceed as follows: 1. Click on the **Start** button, point to **Programs – Accessories**, then click **Imaging**. 2. Open the TIFF file that you cannot open in the PANA Viewer. 3. Open the **Page** menu, then click **Convert**. —The Convert dialog box appears. 4. Click the **Compression** tab, then choose [CCITT Group 3 (1d) Modified Huffman] from the **Compression** drop-down list. 5. Click the **OK** button. —The file's compression format is changed.

For Fax Advantage Assistance, Call 1-800-435-7329.

Printing

Problem	Cause & Remedy

I cannot print.	● Please verify the following.
	1. Driver settings: If you change the driver settings in the Panasonic KX-FLM600/650 dialog box, you may be able to print.
	2. Preview window: If the image is not properly displayed in the Preview window, your file may contain errors. Try printing a different file. Also, there may be a problem with the application you are using.
	3. Bad connection between PC and printer: Verify the printer is properly connected and plugged in.
	4. Re-install: Uninstall PANA LINK, reboot your PC, then re-install it.
	5. Port setting: If the printer port is not set to FLM600, you cannot print.
	   1) Click the **Start** button, point to **Settings**, then **Printer**.
	   2) Choose **Properties** from the printer's pop-up menu.
	     —The Properties dialog box appears.
	   3) Click the **Details** tab, and check the **Print to the following port** drop down list box. If a different port is selected, re-select FLM600 (KX-FLM600 port).
	   4) Click the **OK** button.
	6. Bi-Directional Parallel Port. (ECP mode): If using ECP (Extended Capability Port) mode, you may not be able to print. Please change it into a standard port:
	   1) Click the **Start** button, point to **Settings**, then **Control Panel**.
	   2) Double-click **System**, and then open the **Device Manager** tab.
	   3) Double-click **Ports [COM/LPT]** from the **Device Manager** tab.
	   4) Double-click the **ECP Printer Port**.
	   5) Click the **Update Driver...** button from the **Driver** tab.
	   6) Change the ECP port into Printer Port (LPT1).
	
	If the same error occurs repeatedly even after changing the printer port, check the BIOS settings or update LPT.VXD. Please refer your computer manufacturer for the latest LPT.VXD and the BIOS settings. LPT.VXD version 4.00.955 is required. If you do not use the correct version, we cannot guarantee that the driver will work properly.
	
	Reboot your PC, and try to test printing.
	1) Click the **Start** button, point to **Settings**, then **Printers**.
	2) Choose **Properties** from the printer's pop-up menu.
	  —The Properties dialog box appears.
	3) Click the **Print Test Page** button from the **General** tab.
	  If the same error occurs, please see next.
	
	Please verify the LPT.VXD version is 4.00.955:
	1) Click the **Start** button, point to **Settings**, then **Control Panel**.
	2) Double-click **System**, and then open the **System Properties** dialog box.
	3) Double-click **Ports [COM/LPT]** from the **Device Manager** tab.
	4) Double-click **Printer Port (LPT1)**.
	5) Click the **Driver** tab. Verify whether the File version is 4.00.955.
	
	Note: If it is an old version, you must uninstall PANA LINK first, and then restart the PC, and re-install it again.
	When you change settings manually, you must reboot your PC.

Help

Operations

Transmission

Problem	Cause & Remedy
I see a "Sending the fax ended in failure." message.	●Possible causes are as follows. —Telephone circuit is not good. —You received a call-waiting signal. —The other party stopped reception. —The other party ran out of the recording paper. Transmit again after confirming with the other party.
I see a "No response" message.	●The other party did not answer the call or the line was busy. Transmit again after waiting a while. ●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.
I cannot make an international transmission.	●Set the fax machine to the overseas transmission mode (p. 68).

Reception

Problem	Cause & Remedy
The fax machine receives a fax, but I want to receive it with the PC.	●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. ●The setting of the PC LINK on the fax machine is off. Turn it on (p. 140). ●The PANA LINK application does not operate. Start the PANA LINK application.
The PC receives a fax, but I want to receive it with the fax machine.	●Open the Setup dialog box, then check the [Receive directly to Facsimile Unit] check box to activate in the Reception tab.
I want to print out the received fax with another printer.	●Print after selecting the desired printer from the Print dialog box.
The "Fax reception ended in failure." message is displayed.	●Possible causes are as follows. —The line condition was not good. —The reception was interfered with the call waiting signal. Check with the other party and try again.

Scan and copy

Problem	Cause & Remedy
I cannot scan.	●The facsimile unit is probably busy. Try again after the other operation is completed. ●There might be not enough free space on the hard disk. Try again after deleting unnecessary files or closing unused applications. ●There might be not enough RAM. Try again after closing some applications. ●Restart the PC, then try again.
The document is not pulled into the document feeder.	●Confirm that a maximum of 15 pages are set correctly.
A document is jammed.	●If you select Fine (200 x 200 dpi) in the image quality list, make sure the document is less than 655 mm (25⅞"). If you select Line Art (400 x 400 dpi), make sure the document is less than 470 mm (18½"). Remove the jammed document and try it again.

For Fax Advantage Assistance, Call 1-800-435-7329.

Scan and copy (cont.)

Problem	Cause & Remedy
The recording paper is jammed.	●Remove the jammed recording paper and reset it, then try again.
Even after clicking the Cancel button, scanning continues.	●Wait. Sometimes, it takes a while for the cancel request to be accepted.
I cannot scan documents using other applications.	●Due to compatibility issues, an error may occur when you scan documents using certain applications. Scan from PANA LINK.

Error message

Problem	Cause & Remedy
"Initializing ended in failure" is displayed.	●Reconfirm the connection of the PC and the fax machine. ●The setting of the PC LINK on the fax machine is off. Turn it on (p. 140).

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.

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
```

Help

Jams

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.

Display:

PAPER JAMMED

↕
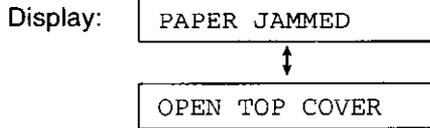
OPEN TOP COVER

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

Top cover handle

Top cover

Caution:
The fuser unit gets hot. Do not touch it.
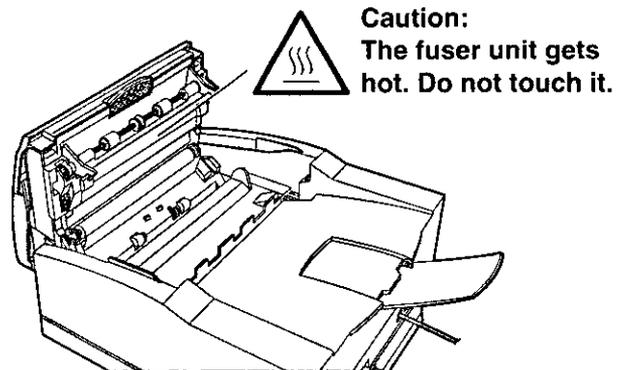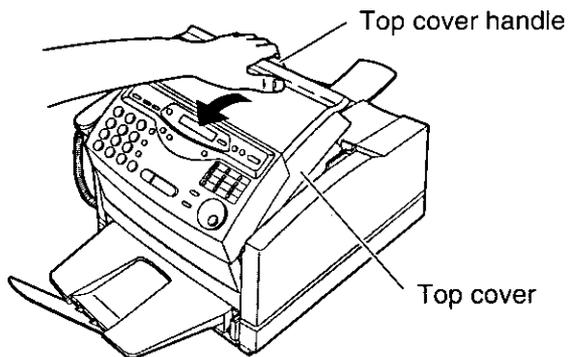
If paper has jammed on the drum unit

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.
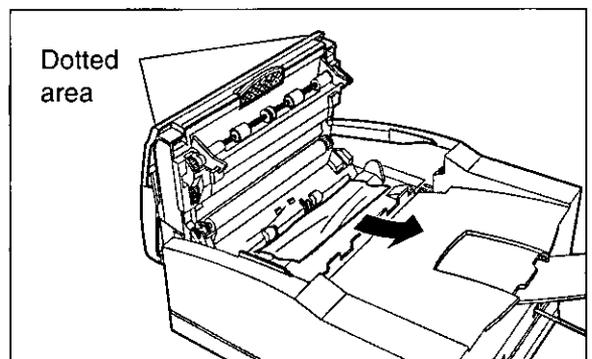
Dotted area

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.

Dotted area
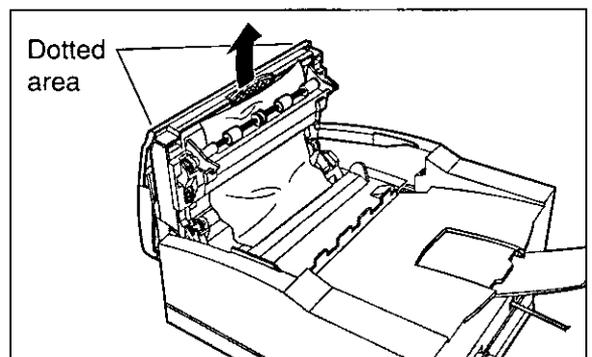
Note:
● If the jammed paper cannot be found, it may have stopped under the drum unit. Follow the instructions on next page to clear the jammed paper.

For Fax Advantage Assistance, Call 1-800-435-7329.

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.

Paper tray extender Paper tray
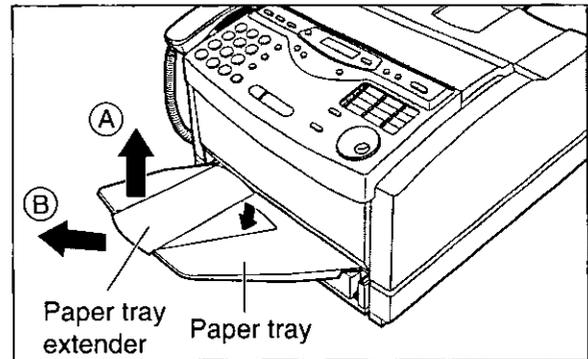
2 Lift the paper cassette up slightly and pull it out of the unit.
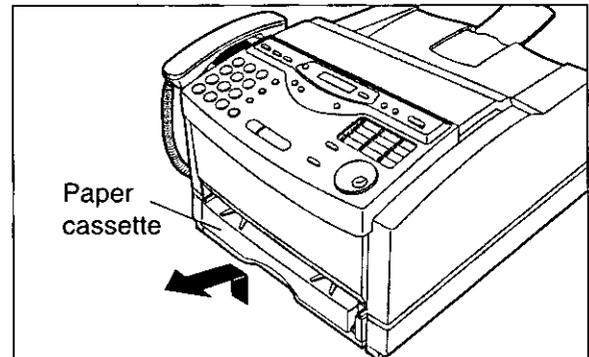
Paper cassette

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.

Help
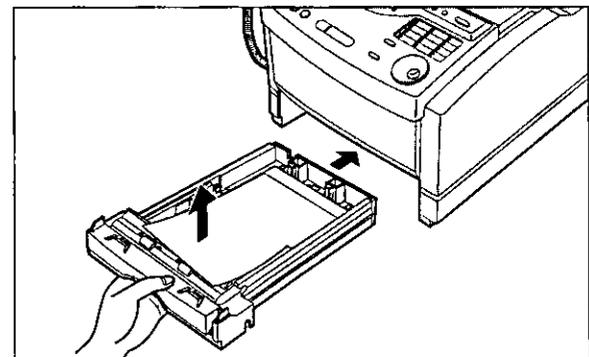
Sending document jams

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.
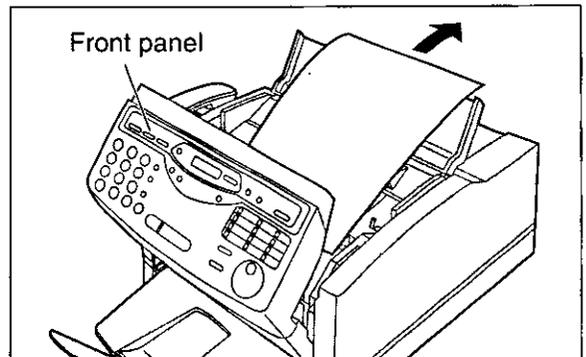
Front panel

Note:
● Do not pull out the jammed paper forcibly before opening the front panel.
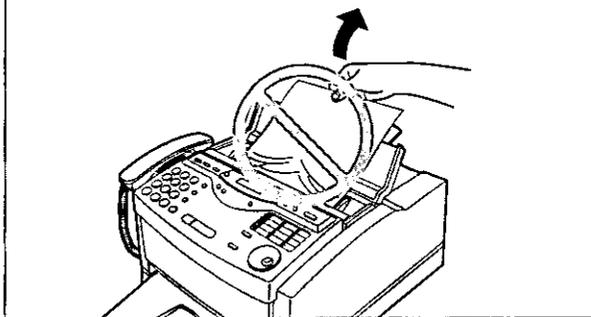
Cleaning

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.

White roller

Front panel

Document feeder tray
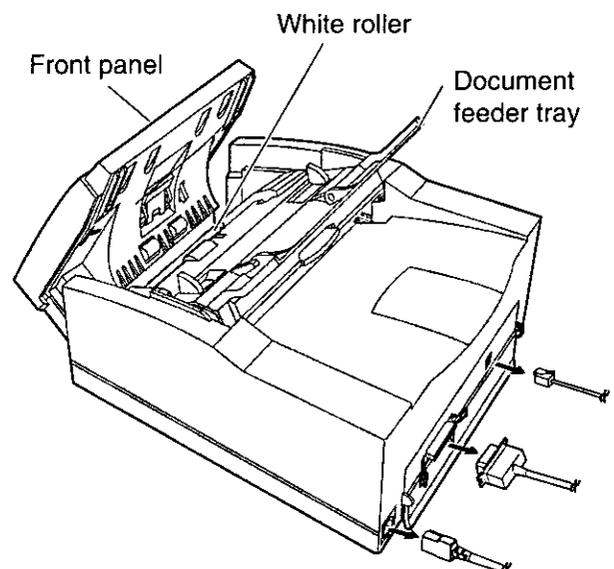
Caution:
● Do not use paper products, such as paper towels or tissues, to clean the white roller.

For Fax Advantage Assistance, Call 1-800-435-7329.

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. 158–160).

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

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

Top cover handle

Top cover
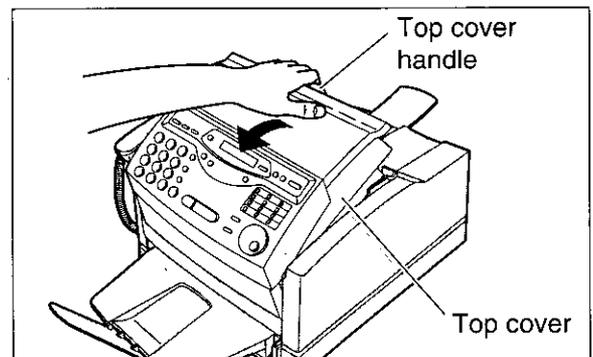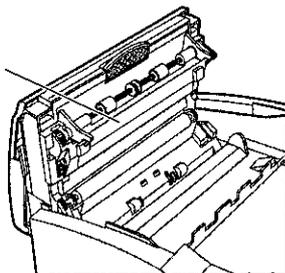
2 Remove the used drum unit by holding the two tabs.

Drum unit

Tabs

For Fax Advantage Assistance, Call 1-800-435-7329.

Help
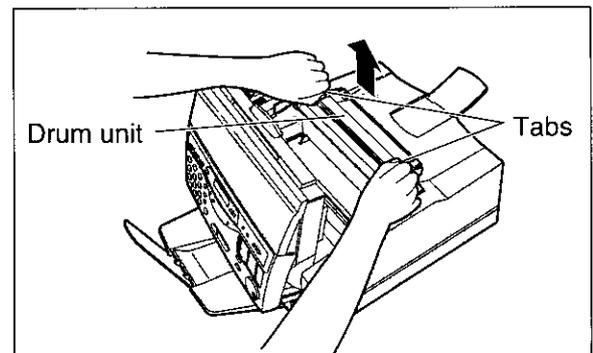
Replacement

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

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

Roller   Tabs
Toner cartridge
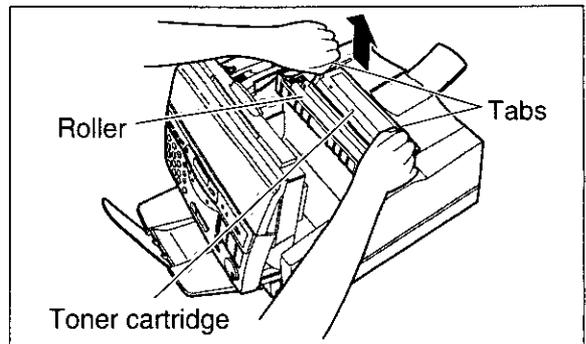
4 Open the protection bag by cutting the end of the bag and remove the new toner cartridge.
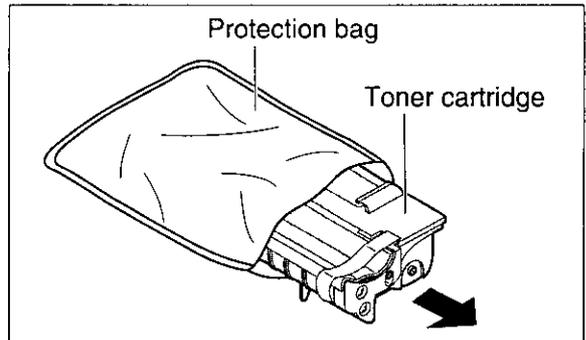
Protection bag
Toner cartridge

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

Caution:
- Do not put up the toner cartridge.

Protection cap
Tape
Tab
Tape
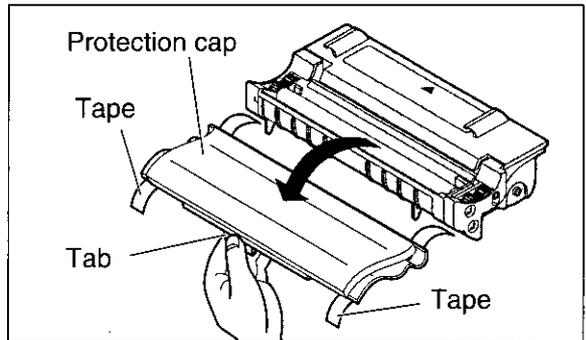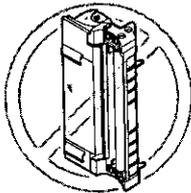
6 Rock the toner cartridge from side to side several times carefully.
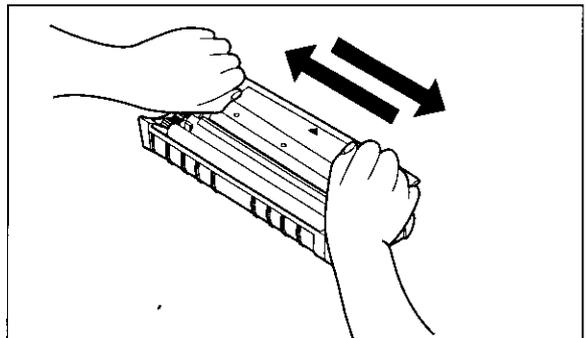
7 Install the new toner cartridge by holding the two tabs and matching the triangles.

Toner cartridge
Tabs
Triangles

For Fax Advantage Assistance, Call 1-800-435-7329.

8 Open the protection bag by cutting the end of the bag and remove the drum unit.
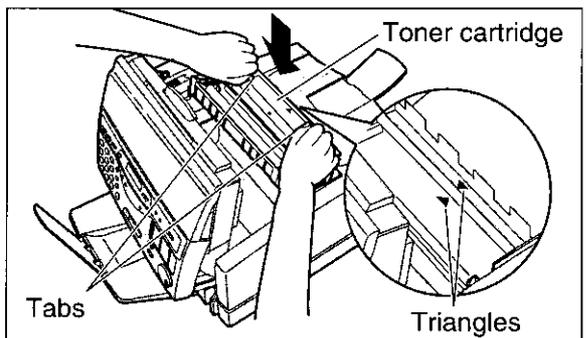
Protection bag
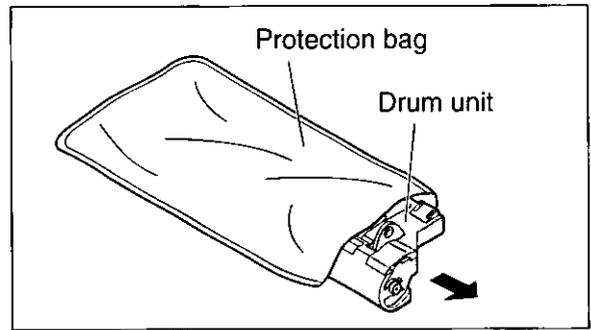
Drum unit

9 Remove the protection cap.
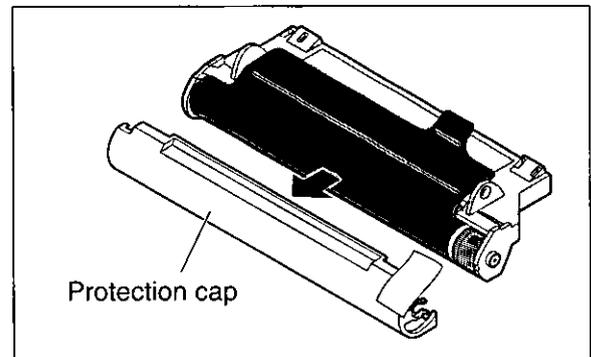
Protection cap

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.

Protection sheet

Green drum surface
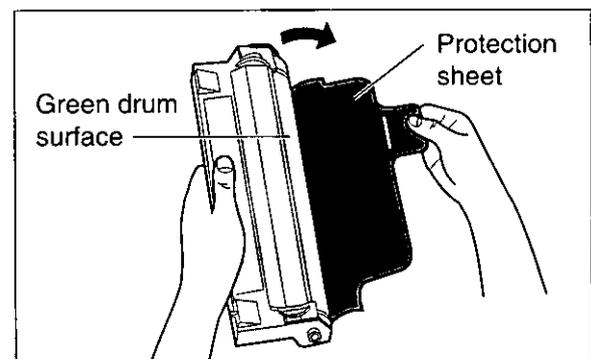
11 Install the new drum unit on the toner cartridge by holding the two tabs and matching the triangles.
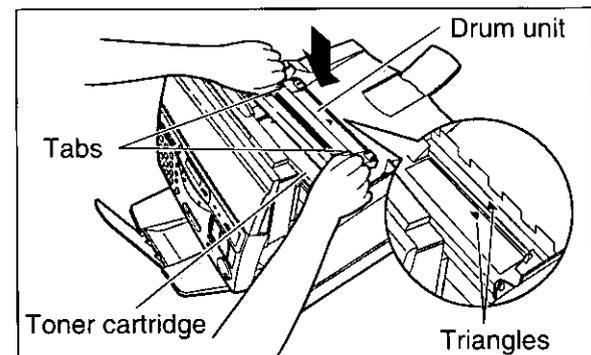
Drum unit

Tabs

Toner cartridge

Triangles

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

Dotted area

Help
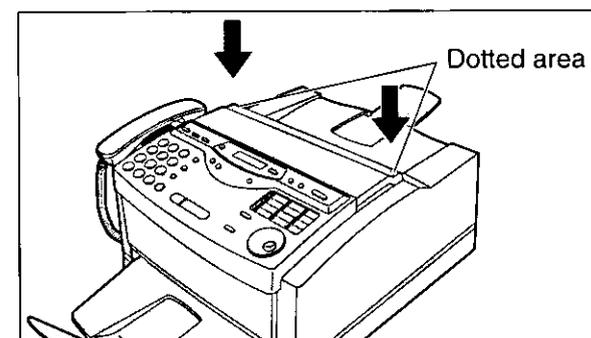
Repacking

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.
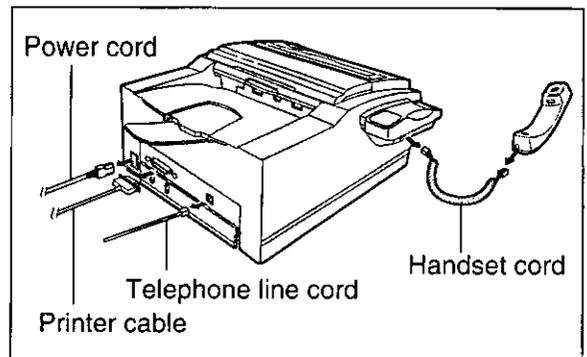
2 Close the paper stacker and the paper tray extender.
Remove the paper tray by (Ⓐ) slightly lifting and (Ⓑ) pulling it out of the unit.
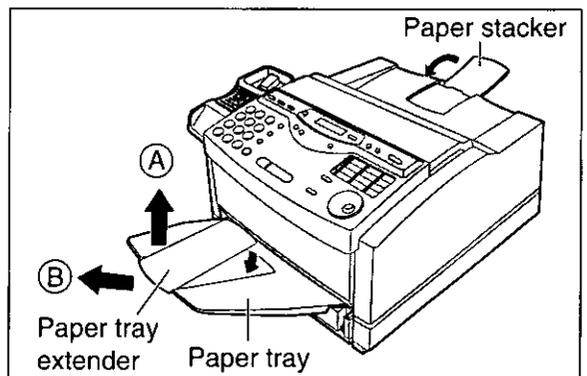
3 Spread a dropcloth or newspaper under the unit to keep the work area clean.

For Fax Advantage Assistance, Call 1-800-435-7329.
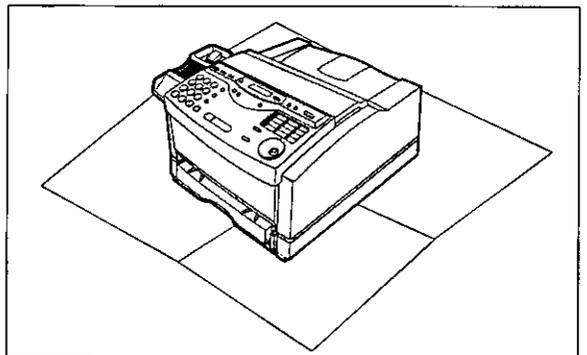
4 Pull the top cover handle forward and open the top cover.

Top cover handle

Top cover
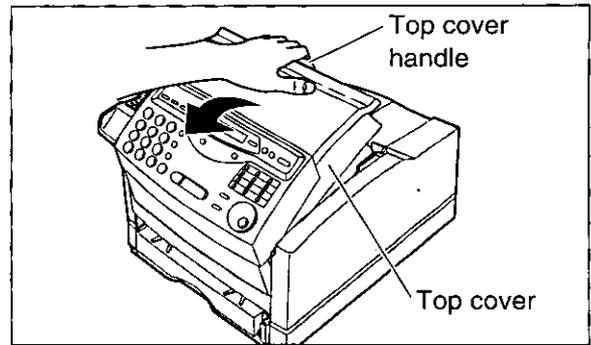
5 Remove the drum unit by holding the two tabs.

Caution:
● Do not touch or scratch the green drum surface as this may damage the drum unit.

Drum unit

Tabs
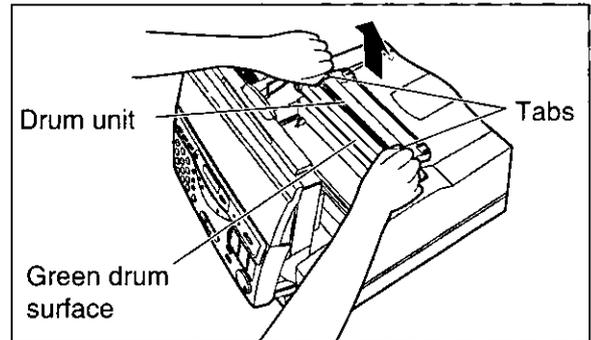
Green drum surface

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 sticked with the tape.

Protection sheet
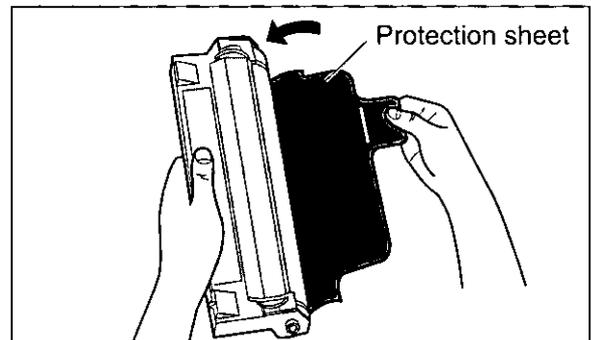
7 Attach the protection cap to the drum unit using the tape.

Drum unit

Protection cap
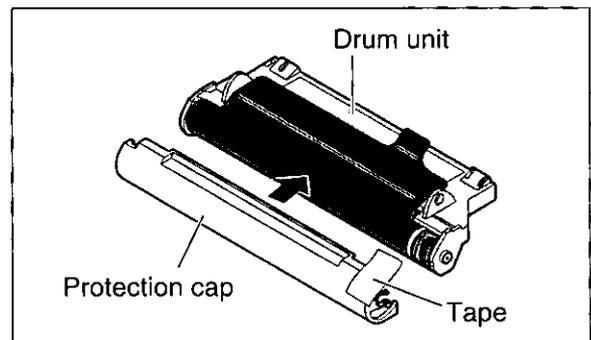
Tape

8 Pack the drum unit into the protection bag.

Drum unit

Protection bag

Help
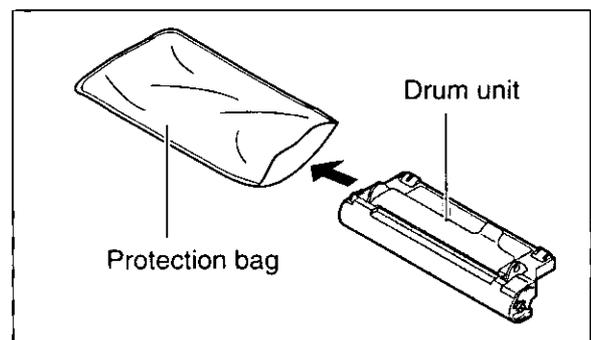
(continued)

Repacking

9 Remove the toner cartridge by holding the two tabs.

Caution:
● Do not put up the toner cartridge.

Tabs
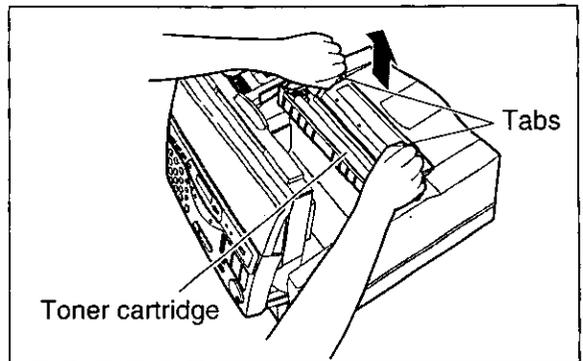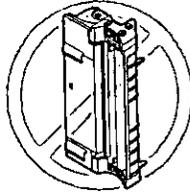
Toner cartridge

10 Attach the protection cap using the tape tightly.

Caution:
● To avoid getting your hands dirty, do not touch the roller.

Protection cap

Roller

Tape

Tape
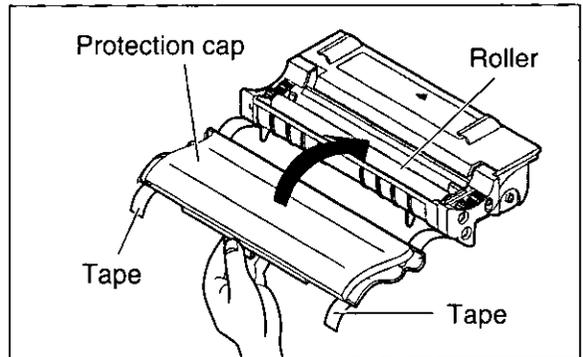
11 Pack the toner cartridge into the protection bag.

Toner cartridge

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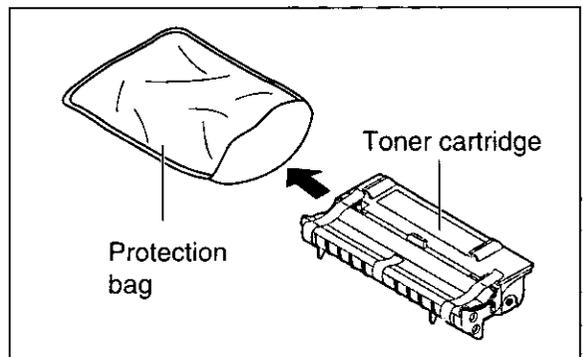
12 Close the top cover securely by pushing down on the dotted area at both ends.

13 Repack the unit in its original packing materials.

Dotted area

For Fax Advantage Assistance, Call 1-800-435-7329.
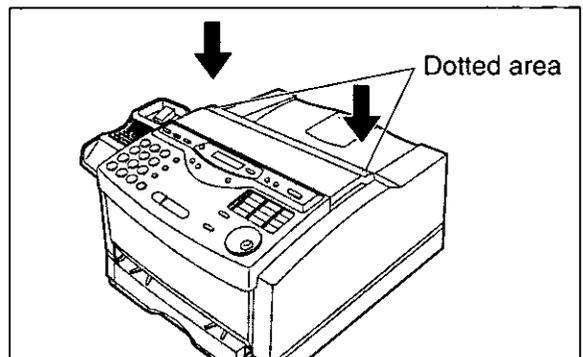
Printing the feature settings, telephone numbers, journal, broadcast list and Caller ID list

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. 193–195).

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. 62).

Broadcast list: provides you with names and telephone numbers which are stored in the BROADCAST keys (p. 65–67).

Caller ID list: keeps records of the last 35 callers after subscribing to a Caller ID service. This report will be printed automatically after every 35 callers (p. 51).

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 |

For the **Caller ID list**, press (#), then (8).

| CALLER ID LIST |

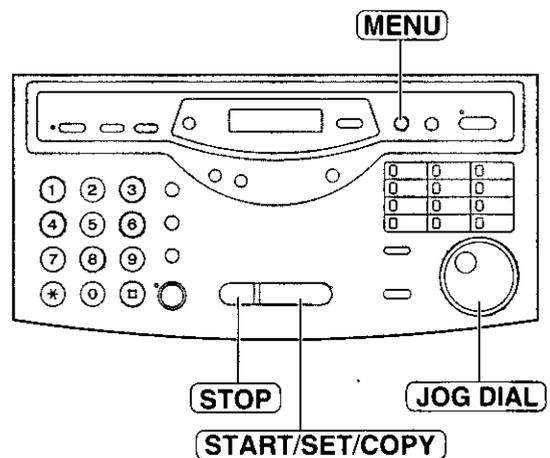**3** Press (START/SET/COPY) to start printing.

| 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).

Fax Voice Guidance

Fax voice guidance

You will hear the following voice guidance if this feature is set to on.

Fax transmission start:

◀ Start transmission.

Fax reception start:

◀ Start reception.

Fax transmission result:

◀ Transmission is complete.
Transmission has failed.
Transmission has been interrupted.

Fax reception result:

◀ Reception is complete.
Reception has failed.
Reception has been interrupted.

If friendly reception (p. 87) is activated, one of the following messages will also be heard.

◀ Please hang up the handset for reception.

◀ Start reception.

You can change this setting. The following choices are available.

ON: The fax voice guidance will be heard at each transaction (pre-selected setting).
OFF: The fax voice guidance will not be heard.
ERROR: The fax voice guidance will be heard only when fax transmission/reception fails.

1 Press (MENU).

Display: | 1.SYSTEM SET UP |

2 Press (#), then (4)(7).

| FAX GUIDANCE |

3 Press (START/SET/COPY).

| MODE=ON · ▼▲ |

4 Press (▼) or (▲) to select the desired setting.

5 Press (START/SET/COPY).

| SETUP ITEM [ ] |
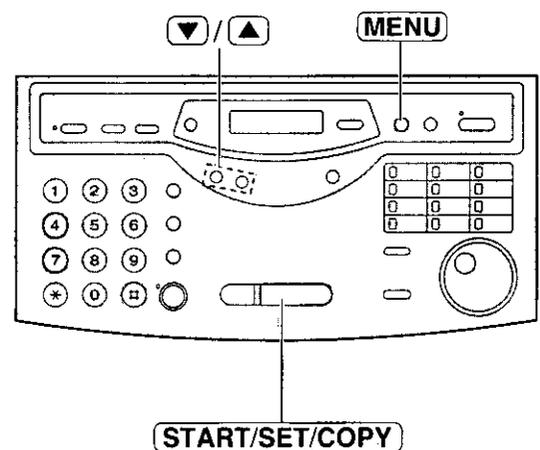
6 Press (MENU).

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 [ ] |
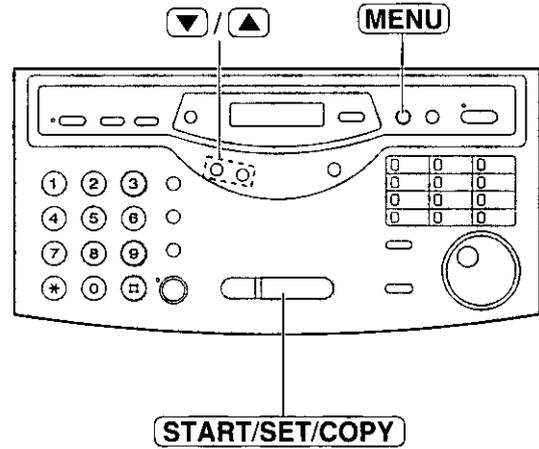
6 Press (MENU).

Resetting the advanced features

Use this feature to return the advanced features (p. 194, 195) 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? |

• If this feature is not required, press (STOP).

6 Press (START/SET/COPY) again for confirmation.

| RESET COMPLETED |
↓
| SETUP ITEM [ ] |

7 Press (MENU).

General Information

163
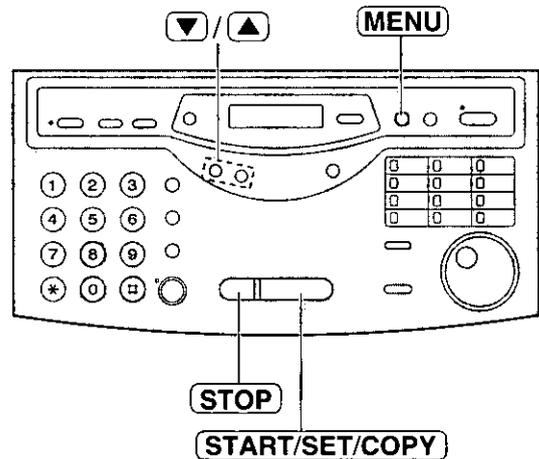
FCC Information

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.

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.

General Information

Limited Warranty

Servicenter Directory

Factory Servicenters Locations

CALIFORNIA
6550 Katella Avenue
Cypress, CA 90630

800 Dubuque Avenue
S. San Francisco,
CA 94080

20201 Sherman Way
Suite 102
Canoga Park, CA 91306

3878 Ruffin Road
Suite A
San Diego, CA 92123

COLORADO
1640 South Abilene Street
Suite D
Aurora, CO 80012

FLORIDA
3700 North 29th Avenue
Suite 102
Hollywood, FL 33020

GEORGIA
8655 Roswell Road
Suite 100
Atlanta, GA 30350

ILLINOIS
9060 Golf Road
Niles, IL 60714

1703 North Randall Road
Elgin, IL 60123
(Pick-up / Drop-off only)

MARYLAND
62 Mountain Road
Glen Burnie, MD 21061

MASSACHUSETTS
60 Glacier Drive
Suite G
Westwood, MA 02090

MICHIGAN
37048 Van Dyke Avenue
Sterling Heights, MI 48312

MINNESOTA
7850-12th Avenue South
Airport Business Center
Bloomington, MN 55425

OHIO
2236 Waycross Road
Civic Center Plaza
Forest Park, OH 45240

PENNSYLVANIA
2221 Cabot Blvd. West
Suite B
Langhorne, PA 19047

Chartiers Valley
Shopping Center
1025 Washington Pike
Bridgeville, PA 15017

TENNESSEE
3800 Ezell Road
Suite 806
Nashville, TN 37211

TEXAS
7482 Harwin Drive
Houston, TX 77036

13615 Welch Road
Suite #101
Farmers Branch, TX
75244

WASHINGTON
20425-84th Avenue South
Kent, WA 98032

HAWAII
99-859 Iwaiwa Street
Aiea, Hawaii 96701
Phone (808) 488-1996
Fax (808) 486-4369

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)

As of Jul. '98

Notes for product service and shipping the product

For product service
- Servicenters are listed on page 166.
- Call toll free 1-800-HELP-FAX (435-7329) for the location of an authorized servicenter.

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 servicenter, 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

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.

General Information

Specifications

Technical data about this product

Common specifications

Laser Diode Properties:
  Laser output: 5 mW max
  Wave length: 760–800 nm
  Emission duration: Continuous

Operating Environment: 10 °C – 32.5 °C (50 °F – 90.5 °F), 20 % – 80 % RH (Relative Humidity)
Dimensions (H×W×D): 422 mm×430 mm×212 mm (16⅝″×16¹⁵⁄₁₆″×8¹¹⁄₃₂″)
Mass (Weight): Approx. 12.2 kg (26.9 lb.)
Power Consumption:
  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

Power Supply: 120 V AC, 60 Hz

*If this product is not used for 5 minutes, it will change to power save mode.

Fax/Copy/Answering device feature

Applicable Lines: Public Switched Telephone Network
Document Size: Max. 216 mm (8½″) in width
Max. 600 mm (23⅝″) in length—STANDARD/FINE/HALF TONE mode
Max. 420 mm (16¹⁷⁄₃₂″) in length—SUPER FINE mode
Effective Scanning Width: 208 mm (8³⁄₁₆″)
Effective Printing Width: 208 mm (8³⁄₁₆″)
Transmission Time*: Approx. 8 s/page (ECM-MMR)**
Scanning Density:
  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
Halftone Level: 64-level
Scanner Type: CIS (Contact Image Sensor)
Printer Type: Laser beam printer
Data Compression System: Modified Huffman (MH), Modified READ (MR),
Modified Modified READ (MMR)
Modem Speed: 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
Memory Capacity:
  Voice memory: Approx. 18 minutes of recording time including the greting message***
  Fax memory: Approx. 120 pages of memory transmission/reception/copy
    (Based on the CCITT No. 1 Test Chart in standard resolution.)
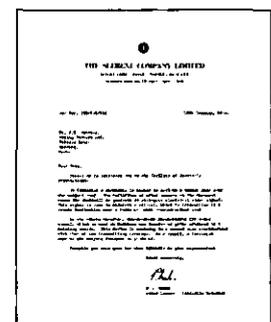
*Transmission speed depends upon the contents of the pages, resolution, telephone line conditions and capability of the receiving unit.
**The 8 second speed is based upon the CCITT No. 1 Test Chart.
***Recording time may be reduced by the calling party's background noise.

CCITT No. 1 Test Chart

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	220 mm×110 mm

    Paper Weight: Using the paper cassette
         60 g/m² to 90 g/m² (16 lb. to 24 lb.)
         Using the paper tray
         60 g/m² to 105 g/m² (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 (8³⁄₁₆″)
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.

General Information

Specifications

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

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.

Cinta de transporte

Cinta de transporte

Lengüetas
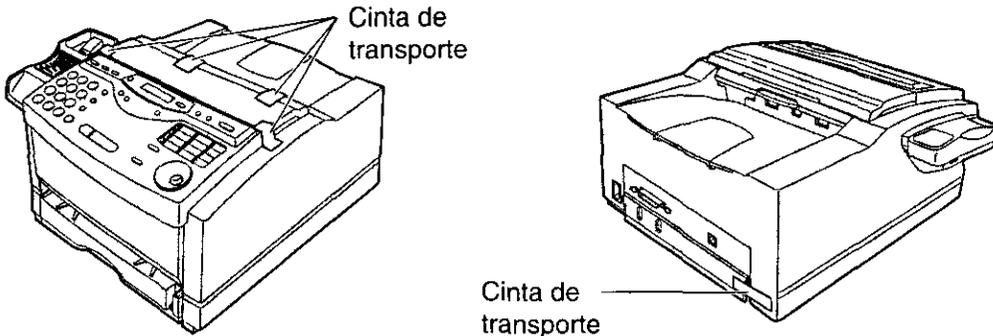
1 Cartucho de toner

A. Tire hacia delante del asa de apertura de la cubierta superior y abra la cubierta superior.
B. Retire la tapa de protección.
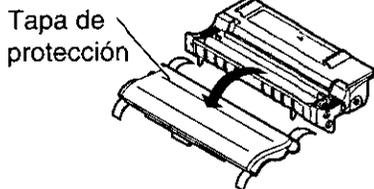
Tapa de protección

• No toque el rodillo.

C. Sacuda el cartucho de toner horizontalmente varias veces.
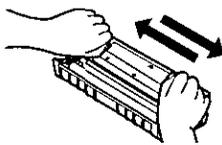
D. Instale el cartucho de toner sujetándolo por las dos lengüetas.

Lengüetas

Rodillo

Asa de apertura de la cubierta superior

Cubierta superior
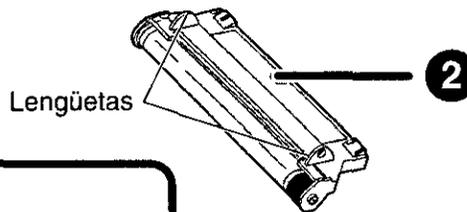
2 Unidad del tambor

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.

Superficie verde del tambor

Tapa de protección

Hoja de protección
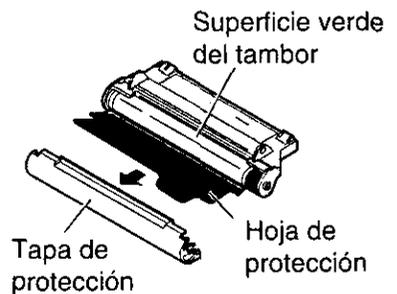
B. Instale la unidad del tambor en el cartucho de toner sujetándola por ambas lengüetas.
C. Cierre la cubierta superior.

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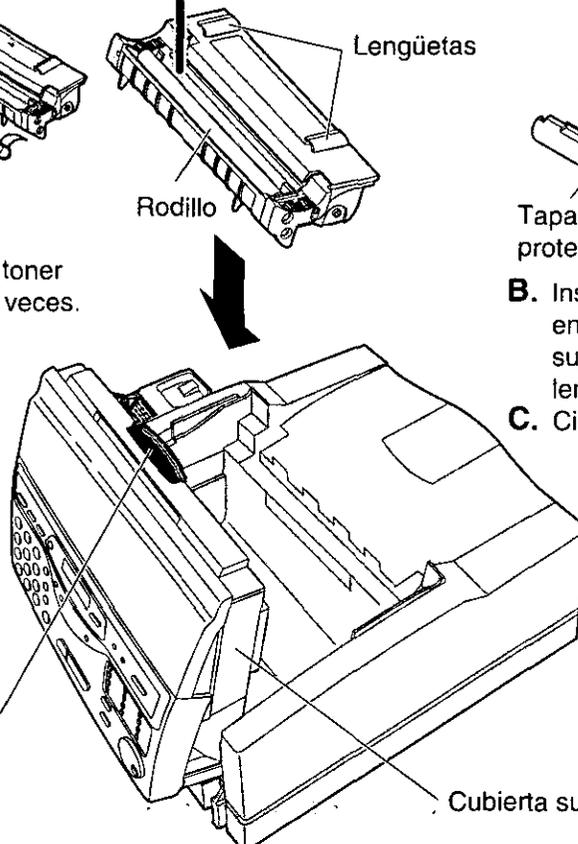
Comienzo rápido en español

❸ 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.
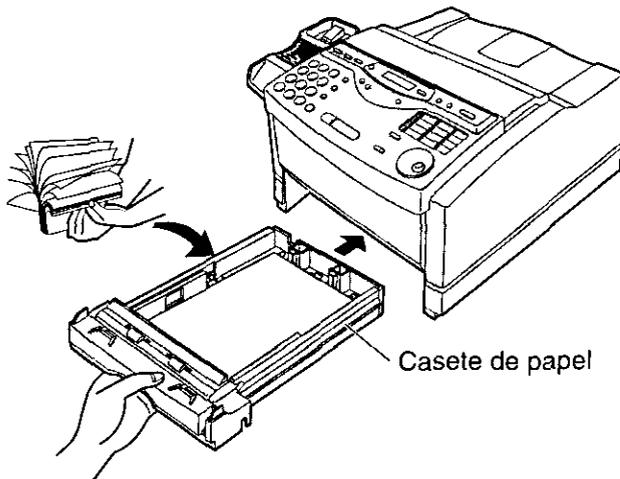
Casete de papel

❹ 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.

Apilador de papel

Bandeja de papel

Ranuras

Extensor de la bandeja de papel

Lengüetas

Conexiones

120 V, 60 Hz

Cable de electricidad

Protector contra sobrevoltaje de alimentación

Toma de la pared (RJ11C)

Protector contra sobrevoltaje de la línea

Cable de línea telefónica

Cable del auricular
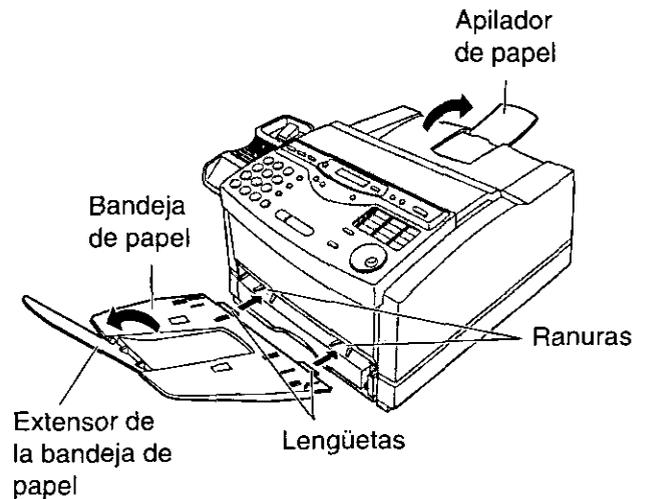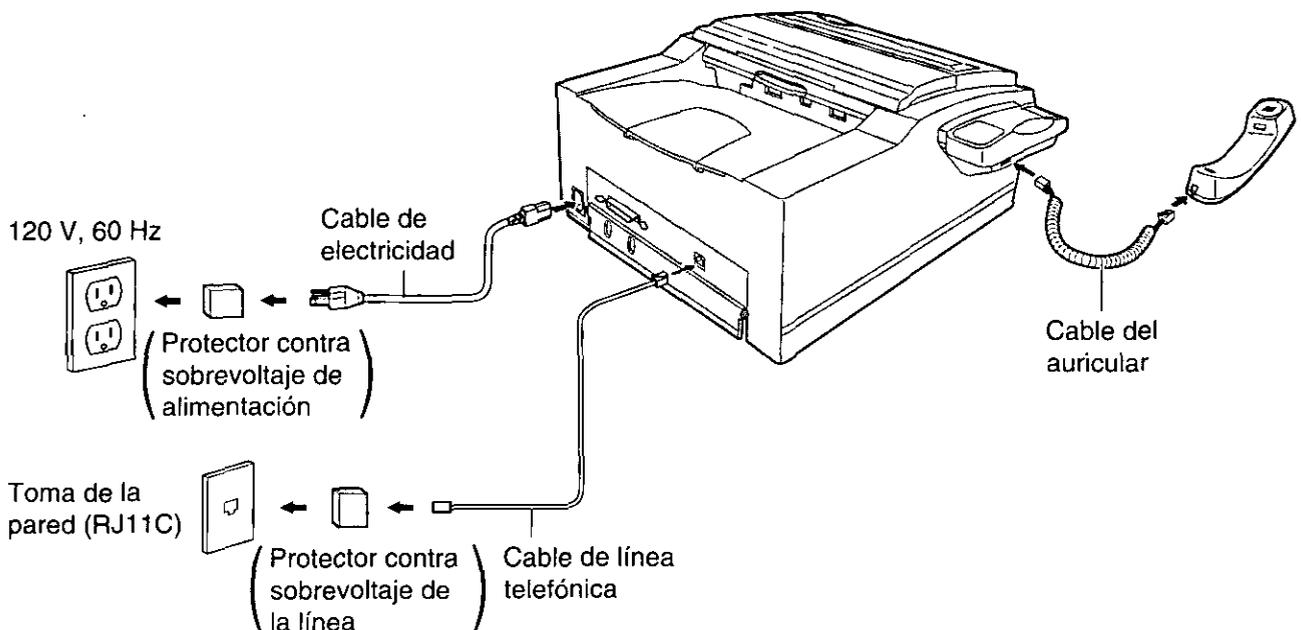
Programación inicial

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).
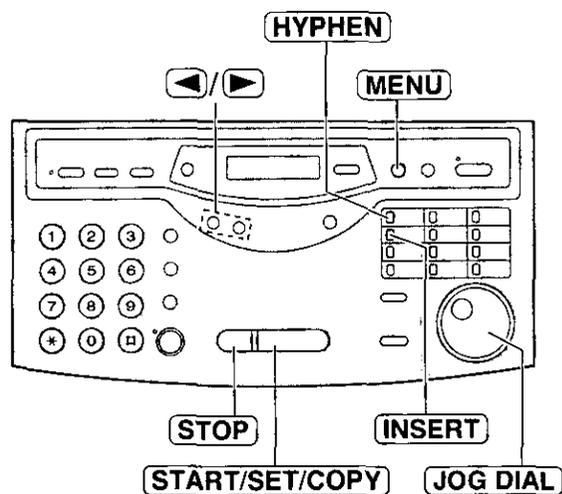
Ajuste de su logotipo

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 caracter por un signo "+" y el botón (#) reemplaza un caracter 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

❶ Pulse [DIRECTORY PROGRAM].

❷ **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.

❸ Introduzca el nombre de la estación, un máximo de 10 caracteres, utilizando el teclado dè marcación (consulte la página 173) o [JOG DIAL] (consulte abajo).

❹ Pulse [START/SET/COPY].

❺ Introduzca el número de teléfono, un máximo de 30 dígitos.

❻ Pulse [START/SET/COPY].

❼ 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

Letra mayúscula

Letra minúscula

Número

Símbolo

→ : Girándolo hacia la derecha
⋯▶ : Girándolo hacia la izquierda
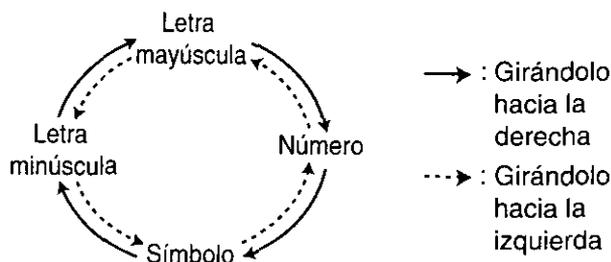
Memorización de nombres y números de teléfono en el directorio JOG DIAL

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).

❶ Pulse [DIRECTORY PROGRAM].

❷ Gire [JOG DIAL] e introduzca el nombre, hasta 10 caracteres, utilizando el teclado dè marcación (consulte la página 173) o [JOG DIAL] (consulte arriba).

❸ Pulse [START/SET/COPY].

❹ Introduzca el número de teléfono, un máximo de 30 dígitos.

❺ Pulse [START/SET/COPY].

❻ 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

❶ Levante el auricular.

❷ Marque el número.

❸ Cuando termine de conversar, vuelva a poner el auricular en su lugar.

■ Para hacer una llamada de voz utilizando la marcación de un toque

❶ Levante el auricular.

❷ **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.

❸ Cuando termine de conversar, vuelva a poner el auricular en su lugar.
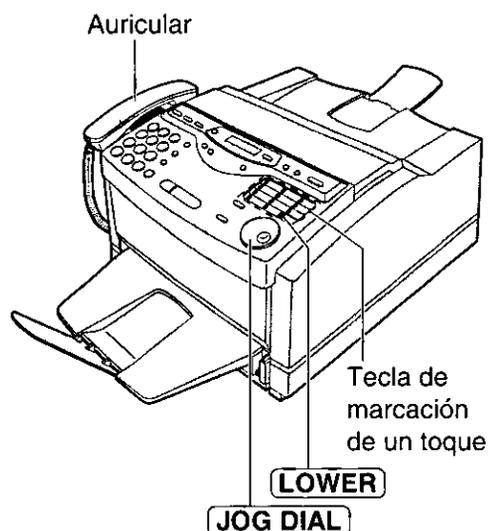
■ Para hacer una llamada de voz utilizando el directorio JOG DIAL

❶ Gire (JOG DIAL) hasta que se visualice el nombre deseado.

❷ Levante el auricular.
●La unidad empezará a marcar automáticamente.

❸ Cuando termine de conversar, vuelva a poner el auricular en su lugar.

■ Para contestar una llamada de voz

❶ Levante el auricular cuando oiga el timbre de la unidad.

❷ Cuando termine de conversar, vuelva a poner el auricular en su lugar.

Auricular

Tecla de marcación de un toque

(LOWER)

(JOG DIAL)

Envío de un fax

■ Envío manual de un fax

❶ Abra la bandeja del alimentador de documentos.

❷ Ajuste la anchura de las guías de documentos según el tamaño del documento.

❸ Introduzca el documento hasta que oiga un pitido.

❹ Marque el número del fax.

❺ Pulse (START/SET/COPY).

Guías de documentos

CARA IMPRESA HACIA ABAJO (hasta 15 hojas)

(START/SET/COPY)

Bandeja del alimentador de documentos
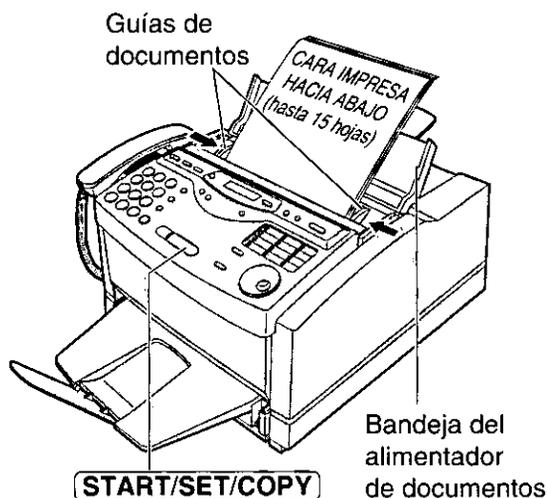
Comienzo rápido en español

■ **Envío de un fax utilizando la marcación de un toque**

❶ Abra la bandeja del alimentador de documentos.

❷ Ajuste la anchura de las guías de documentos según el tamaño del documento.

❸ Introduzca el documento hasta que oiga un pitido.

❹ **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**

❶ Abra la bandeja del alimentador de documentos.

❷ Ajuste la anchura de las guías de documentos según el tamaño del documento.

❸ Introduzca el documento hasta que oiga un pitido.

❹ Gire (JOG DIAL) hasta que se visualice el nombre deseado.

❺ Pulse (START/SET/COPY).

Guías de documentos

Bandeja del alimentador de documentos

(START/SET/COPY)

(JOG DIAL)

Teclas de marcación de un toque

(LOWER)
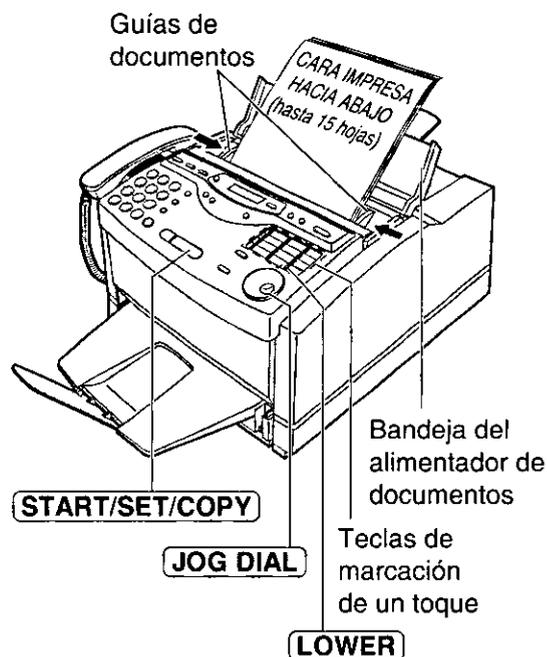
Reciviendo un fax

■ **Recepción manual de un fax**

❶ Levante el auricular cuando oiga el timbre de la unidad.

❷ 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).

❸ Cuelgue el auricular.

■ **Recepción automática de un fax**

Pulse (AUTO ANSWER) para activar el modo AUTO ANSWER.

Auricular

(START/SET/COPY)

ENCENDIDO (ROJO)
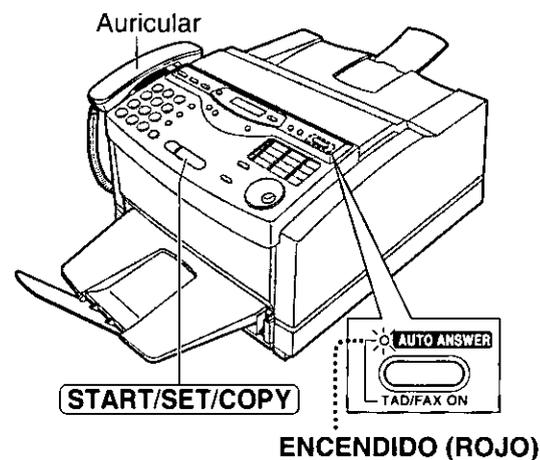
Para hacer una copia

❶ Abra la bandeja del alimentador de documentos.

❷ Ajuste la anchura de las guías de documentos según el tamaño del documento.

❸ Inserte el documento hasta que se oiga un pitido.

❹ Pulse (START/SET/COPY).

❺ Introduzca el número de copias.

❻ Pulse (START/SET/COPY).

Guías de documentos

Bandeja del alimentador de documentos

(START/SET/COPY)

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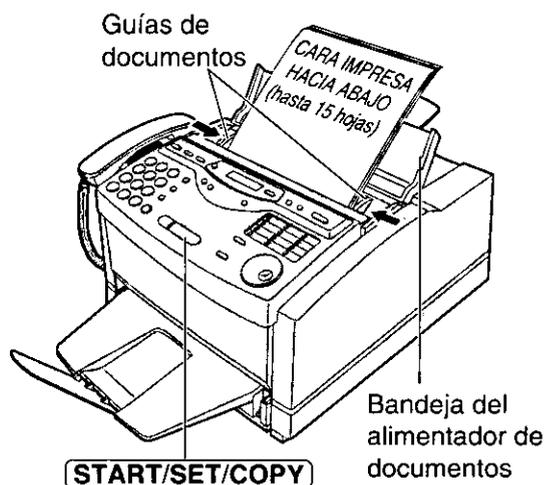
Operación del sistema de contestación

■ Preparación del mensaje de voz y de la recepción de documentos

❶ Pulse (AUTO ANSWER) hasta que se encienda la luz AUTO ANSWER.

❷ Asegúrese de que el visualizador muestre "TAD/FAX MODE".
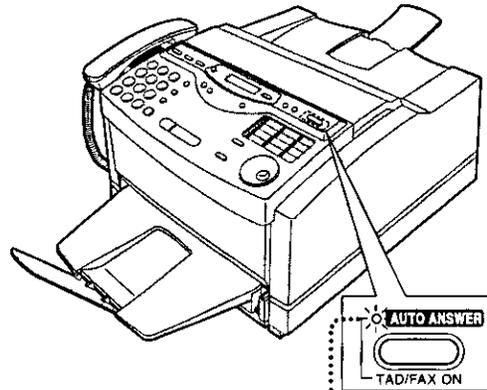
ENCENDIDO (ROJO)

■ Escucha de mensajes grabados

Cuando la luz PLAY/MESSAGES esté parpadeando

Pulse (PLAY/MESSAGES).

●La unidad sólo reproducirá los mensajes nuevos.

Cuando la luz PLAY/MESSAGES esté encendida

Pulse (PLAY/MESSAGES).

●La unidad reproducirá todos los mensajes.
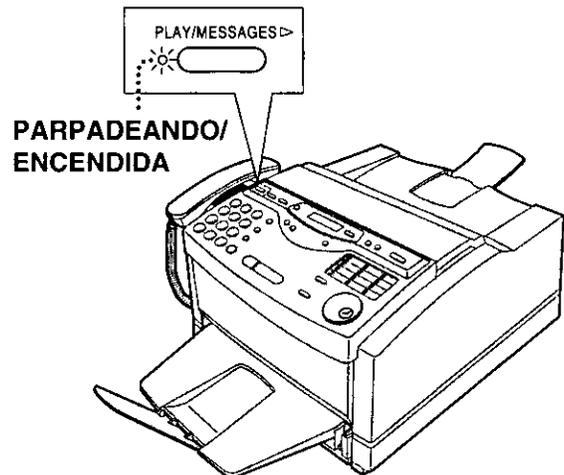
PARPADEANDO/ ENCENDIDA

■ Borrado de mensajes grabados

Borrado de un mensaje específico

Pulse (ERASE) mientras escucha el mensaje que desee borrar.

Borrado de todos los mensajes

❶ Pulse (ERASE) mientras escucha el mensaje que desee borrar.

❷ Pulse (START/SET/COPY).

❸ Pulse de nuevo (START/SET/COPY).

Comienzo rápido en español
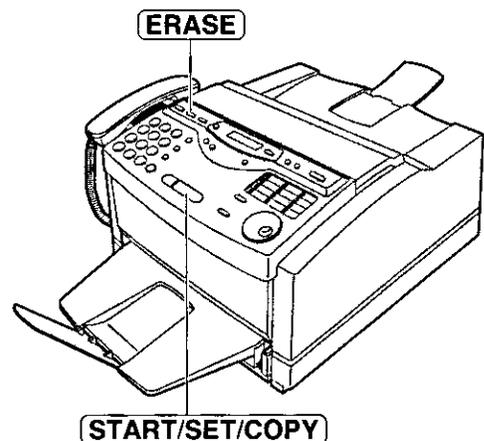
Utilización del software (PANA LINK) de computadora

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

Facsímil Panasonic multifuncional

Conecte su computadora personal al facsímil de la forma siguiente:

Cable de impresora
(Cable paralelo)

Al puerto paralelo
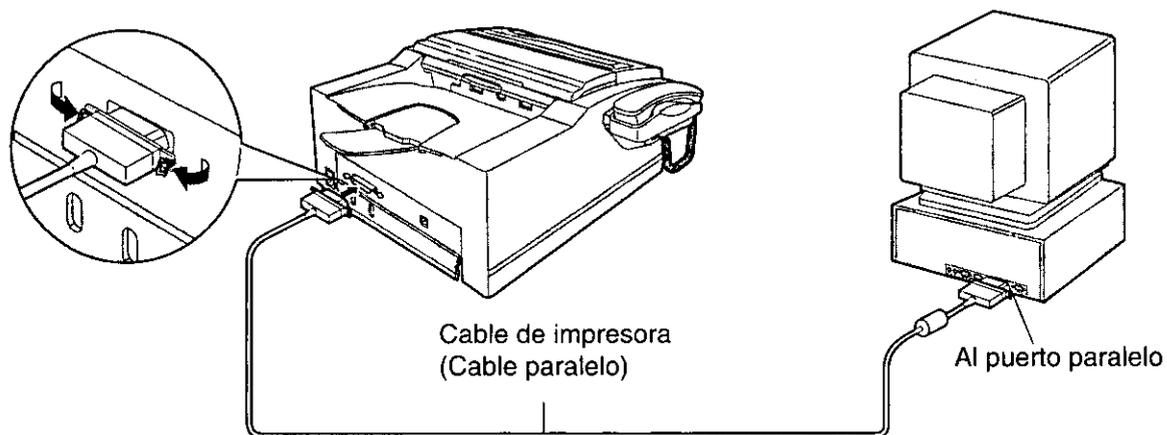
Precaución:

●Cuando conecte el facsímil 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 facsímil y computadora.

Instalación del software PANA LINK

❶ Inicie Windows 95 o Windows 98 y cierre todas las aplicaciones.

❷ 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 .
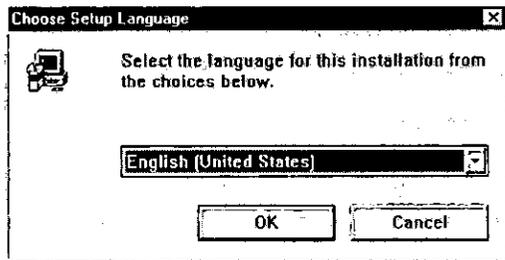
  ● Si la casilla de diálogo de idioma no aparece: La instalación comenzará automáticamente.
  ● Si la casilla de diálogo de idioma no aparece y la instalación no comienza automáticamente: Haga clic en **Start**, elija **Run...** . Escriba **"d:\setup"** (donde **d:** es la letra de unidad de disco de 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.)

❸ La instalación comenzará automáticamente.

❹ Siga las instrucciones de la pantalla hasta que se hayan instalado todos los archivos.

❺ Asegúrese de leer el archivo README para más información.

Nota:
● Para instrucciones detalladas sobre el software PANA LINK, utilice la función Help.
● Las ventanas mostradas en estas instrucciones son de Windows 95.

Activación del software PANA LINK

❶ Haga clic en **Start**.

❷ Señale a **Programs**, señale a **PANA LINK** y haga clic en **PANA LINK**.
  ● Aparecerá el panel principal de PANA LINK.

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.
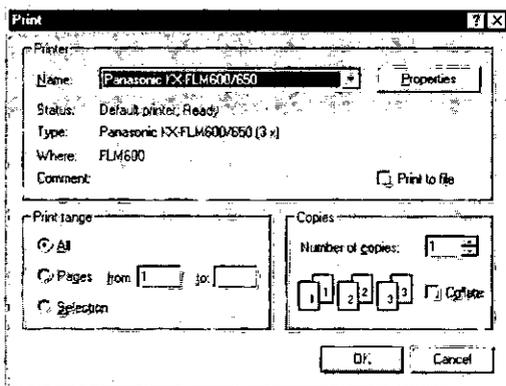
3 Seleccione "**Panasonic KX-FLM600/650**" como impresora activa.
  ● Si quiere cambiar la configuración de la impresora, haga clic en |Properties|. Aparecerá la casilla de diálogo de configuración de la impresora.
  Cuando use Properties, podrá cambiar las siguientes configuraciones: Resolution (resolución), 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**.
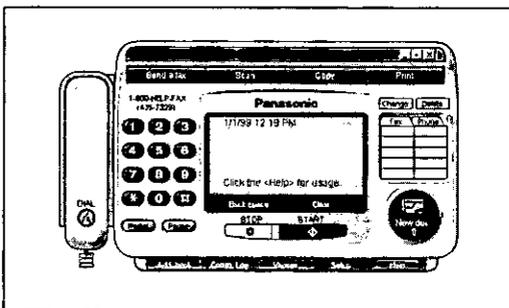
2 Haga clic en |Print| del panel principal.
  ● Aparecerá el casilla de diálogo Open.
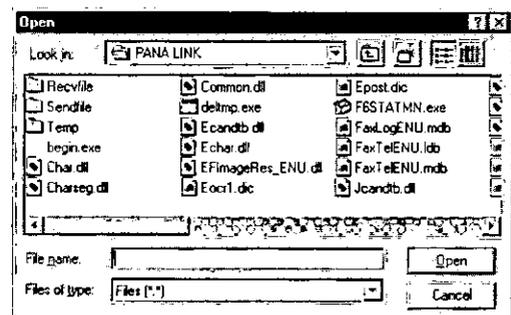
3 Seleccione el archivo que desee imprimir.

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.

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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/m² a 105 g/m²
(16 lb. a 28 lb.)

Para cargar una hoja de papel

Importante: No se pueden cargar dos o más hojas de una vez.

❶ Cierre el extensor de la bandeja de papel.

❷ Pulse (START/SET/COPY) y confirme el siguiente mensaje.

Visualización: | READY TO PRINT |
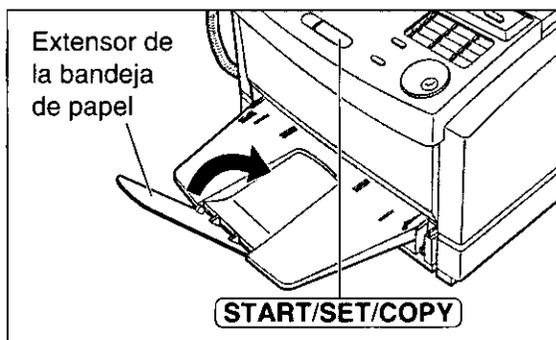
❸ Coloque una hoja de papel en la bandeja de papel con la cara impresa hacia abajo y alinee los bordes de la hoja con las marcas de guía.
  ● La hoja no deberá exceder las lengüetas que hay a ambos extremos de la bandeja de papel.

❹ Deslice la hoja hacia el interior del facsímil hasta que se pare.
  ● Unos segundos más tarde, la unidad alimentará la hoja.

❺ Para imprimir, cambie el ajuste Paper Source de la casilla de configuración de la impresora a Manual Sheet Feed.
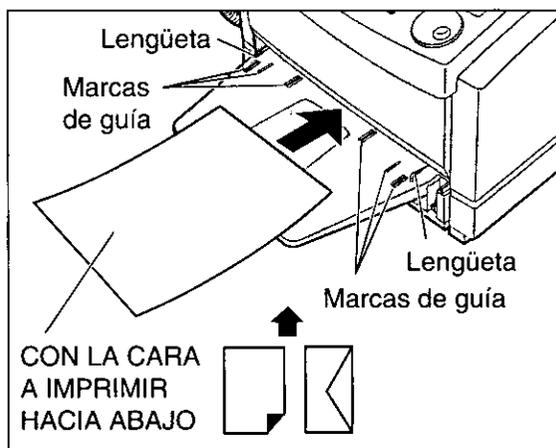
Nota:
● La alimentación manual no está disponible para recibir o copiar documentos.
● Si carga otra hoja en la bandeja de papel cuando el facsímil esté alimentando el papel, podrá ocurrir un atasco de papel. Cuando imprima dos o más hojas, coloque las hojas una a una confirmando en la computadora el 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.
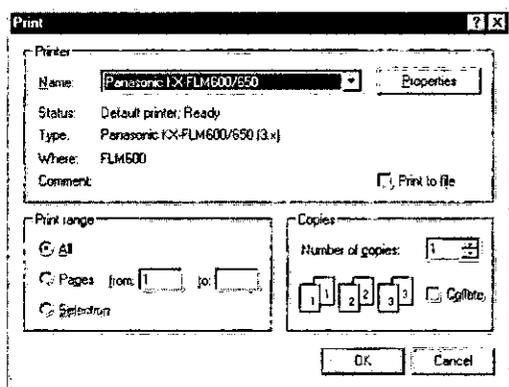
③ Seleccione **PANA LINK FAX** como impresora activa.

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.
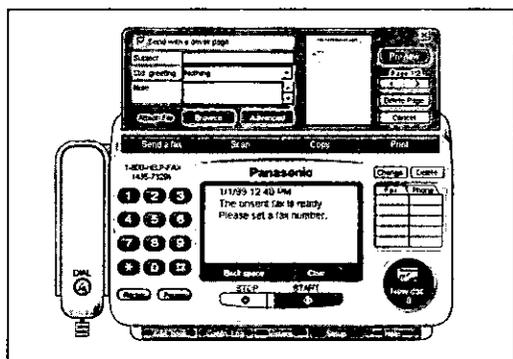
⑤ Introduzca el número de teléfono al que quiera enviar el documento.
●Para introducir el número de teléfono, podrá utilizar el teclado, la marcación de un toque o la libreta de direcciones.

Teclado

Libreta de direcciones   Marcación de un toque

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 o presione [STOP] en el facsímil.
●Si envía un fax utilizando una computadora, no podrá utilizar el servicio FaxSav.

Envío de un archivo desde la ventana PANA LINK

1 Abra el panel principal de **PANA LINK**.
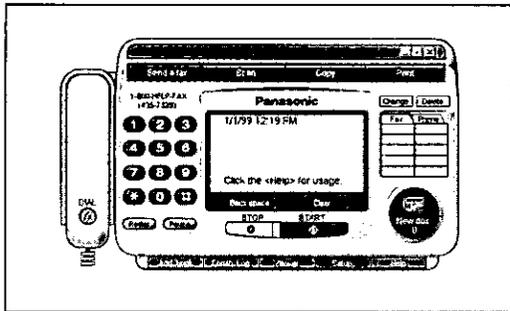
2 Haga clic en [Send a fax] del panel principal.
● Se visualizará el panel de fax Send.
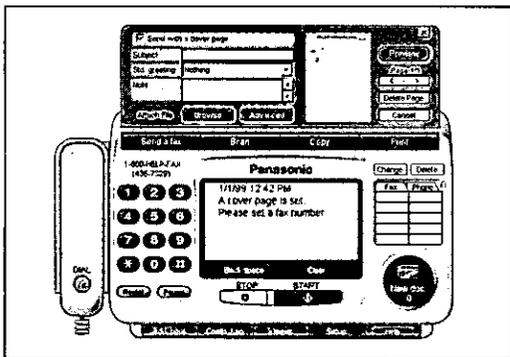
3 Haga clic en [Browse] del panel de fax Send.
● Se visualizará la casilla de diálogo de archivo Open.
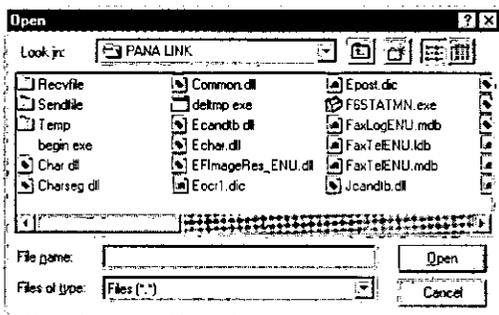
4 Seleccione el archivo que desee enviar, y haga clic en [Open].
● Se visualizará una imagen del archivo en la ventana de previsualización.

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.

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 o presione (STOP) en el facsímil.
● Si envía un fax utilizando una computadora, no podrá utilizar el servicio FaxSav.

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.

Teclado
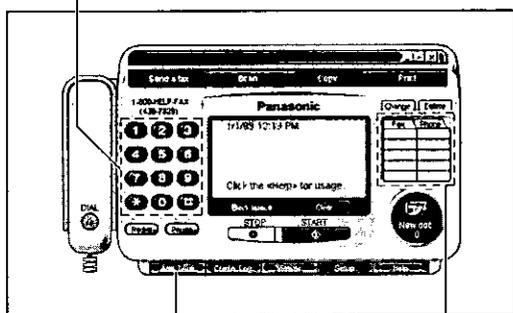
Libreta de direcciones   Marcación de un toque

4 Haga clic en [START].
- Se visualizará una casilla de diálogo para ajustar la calidad, tipo y brillo de la imagen.
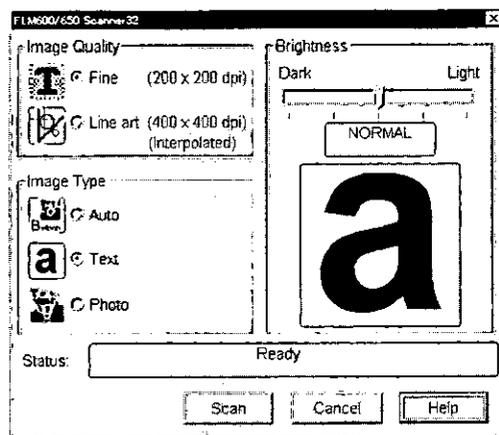
5 Ajuste la calidad, tipo y brillo de la imagen, y luego haga clic en [Scan].

Nota:
- Para cancelar la transmisión tras la marcación, presione [STOP] en el facsímil.
- Si envía un fax utilizando una computadora, no podrá utilizar el servicio FaxSav.

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.

❶ Abra el panel principal de **PANA LINK**.
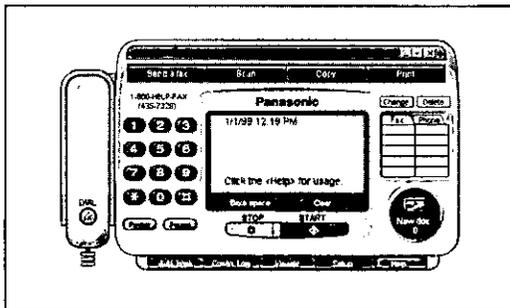
❷ Haga clic en START del panel principal.

Para recibir faxes automáticamente

Podrá recibir un fax en la computadora automáticamente.

❶ Ponga el facsímil en el modo AUTO ANSWER pulsando (AUTO ANSWER).
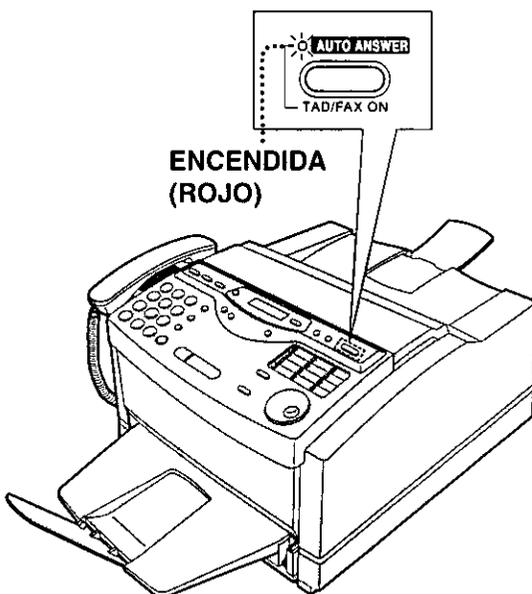
❷ Abra o minimice el panel principal de **PANA LINK**.

ENCENDIDA (ROJO)

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.

❶ Haga clic en [Setup] del panel principal.
● Aparecerá la casilla de diálogo Setup.

❷ Haga clic en la lengüeta **Reception** de la casilla de diálogo.

❸ Haga clic en "Receive directly to facsimile unit".
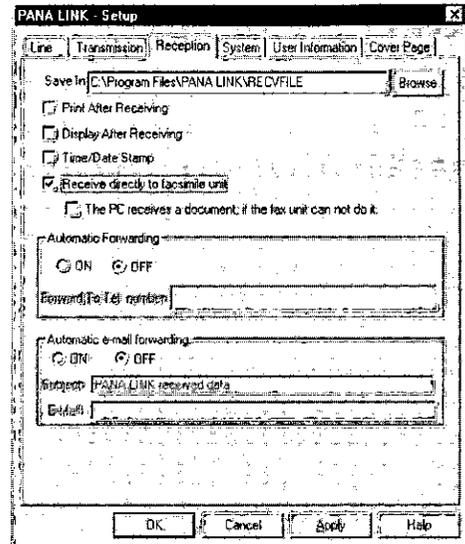
❹ Haga clic en [OK].

Confirmación del resultado de la recepción

❶ Abra el panel principal de **PANA LINK**.
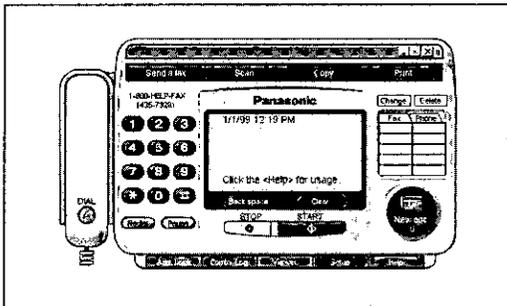
❷ Haga clic en el **icono de recepción**
([New doc.]) del panel principal. O cambie la pantalla al registro recibido después de visualizar la pantalla registro de comunicación haciendo clic en [Comtn. Log].
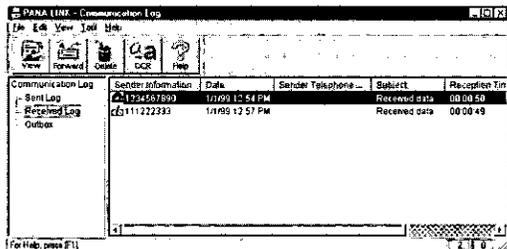
❸ Haga clic en los ítems del registro recibido que todavía no hayan sido vistos (icono ☒).
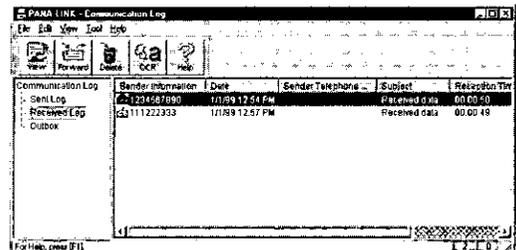
❹ Haga clic en **File** de la barra de menú, luego haga clic en **View**, o en [View] de la barra de herramientas.
● Aparecerá la ventana Viewer, y se visualizarán los datos recibidos.
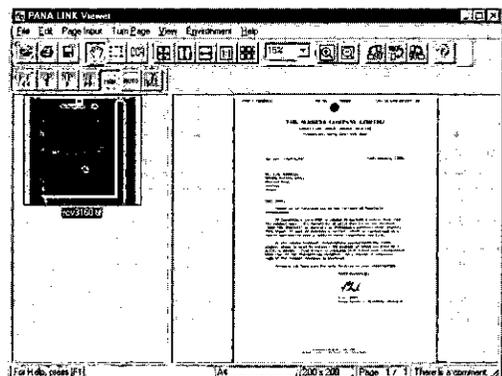
Para hacer una llamada telefónica

Podrá hacer una llamada telefónica utilizando el PANA LINK. Para conversar, utilice el auricular del facsímil.

❶ Abra el panel principal de **PANA LINK**.

❷ Introduzca el número de teléfono en el panel principal.
● Podrá seleccionar el número de teléfono desde las funciones siguientes: el teclado, la marcación de un toque, la libreta de direcciones y la remarcación.
El indicador del panel principal visualizará "Start calling by clicking the <Dial>.".

Teclado

Libreta de direcciones   Marcación de un toque
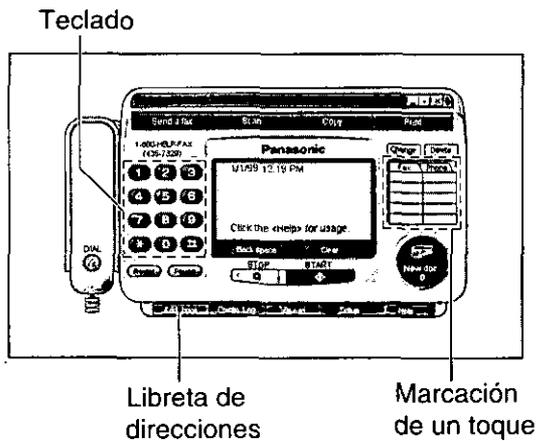
❸ Haga clic en Dial.
● El indicador del panel principal visualizará "Lift the fax machine's handset to talk.".

❹ Levante el auricular del facsímil.

Auricular
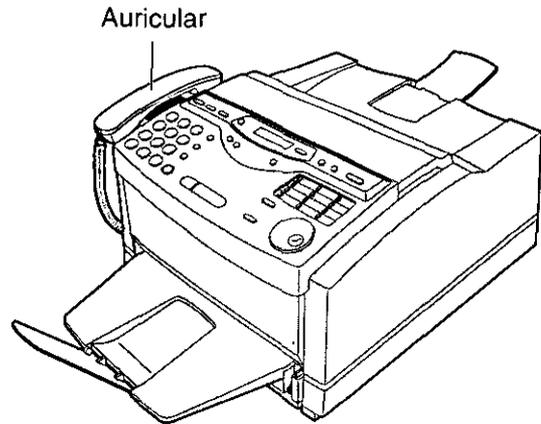
Directorio computarizado para números de teléfono y fax

La libreta de direcciones es la base de datos de su información personal sobre números de teléfono y fax.

❶ Abra el panel principal de **PANA LINK**.

❷ Haga clic en Add. Book del panel principal.
● Aparecerá la ventana Address Book.
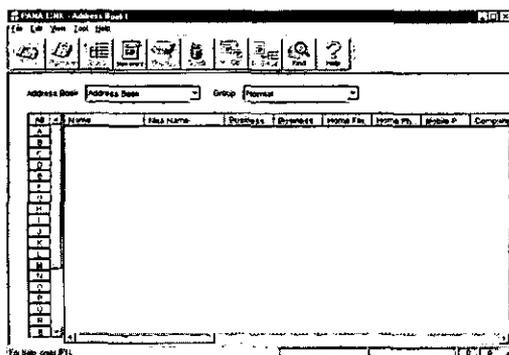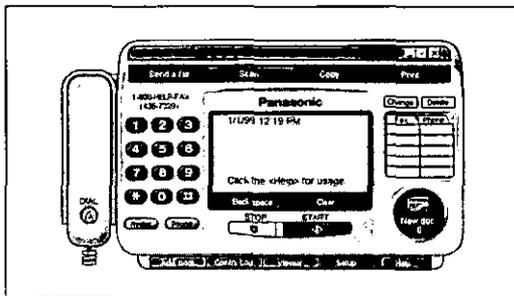
❸ Seleccione **New entry** en el menú Edit o haga clic en New entry de la barra de herramientas.
● Aparecerá una casilla de diálogo para registrar información personal.
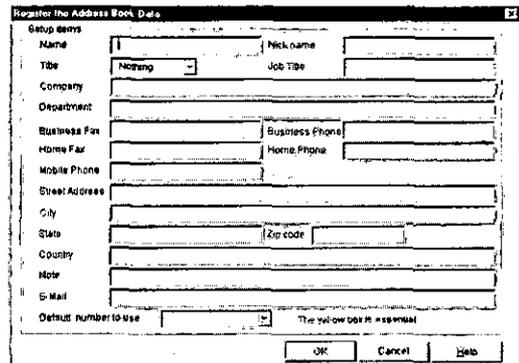
❹ Introduzca información personal en cada elemento.
● El nombre es esencial.

❺ 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**.
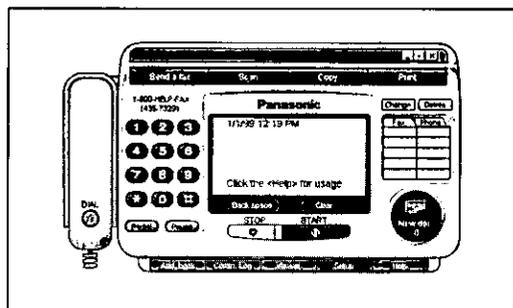
3 Haga clic en Scan del panel principal.
- Aparecerá la casilla de diálogo Scan.
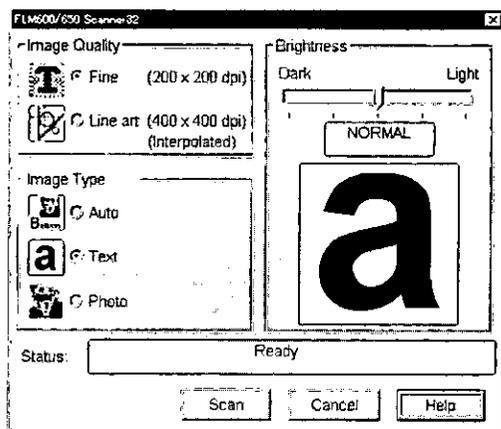
4 Si fuera necesario, cambie la configuración de **Image Quality** (calidad de imagen), **Image Type** (tipo de imagen) y **Brightness** (brillo).

5 Haga clic en Scan.
- Después de realizarse la exploración aparecerá la ventana Viewer y luego se visualizará en ella la imagen explorada.
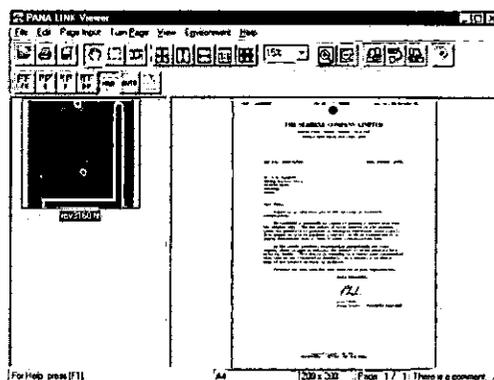
6 Para guardar la imagen explorada, seleccione **Save As** en el menú **File**.

Nota:
- Para cancelar la exploración mientras el documento está siendo explorado, presione STOP en el facsímil.

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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.

CARA IMPRESA HACIA ABAJO

2 Abra el panel principal de **PANA LINK**.
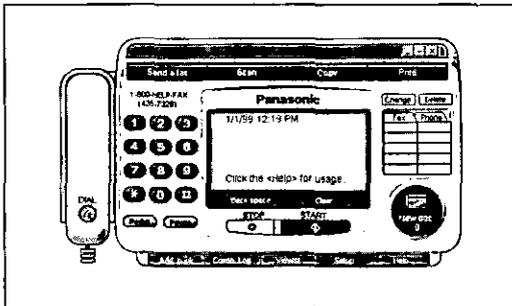
3 Haga clic en Copy del panel principal.
- Aparecerá la casilla de diálogo Copier.

PANA LINK - Copier

Number of copies 1

Enlarge-Reduce
100%
50   200

Start   Cancel   Help
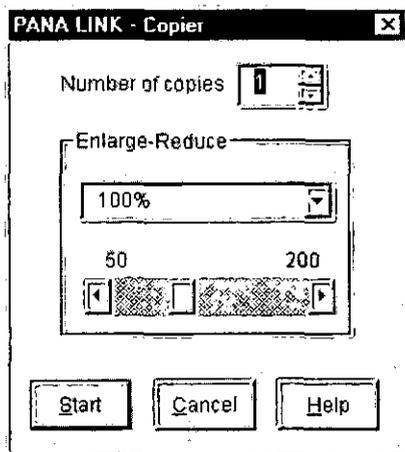
4 Introduzca el número de copias en Number of copies.

5 Se fuera necesario, cambie la configuración de **Enlarge-Reduce** (Ampliar-Reducir).

6 Haga clic en Start.
- Aparecerá la casilla de diálogo Scan.

FLM600/650 Scanner32

Image Quality
◉ Fine   (200 x 200 dpi)
○ Line art (400 x 400 dpi) (Interpolated)

Brightness
Dark   Light
NORMAL

Image Type
○ Auto
◉ Text
○ Photo

a

Status: Ready

Scan   Cancel   Help
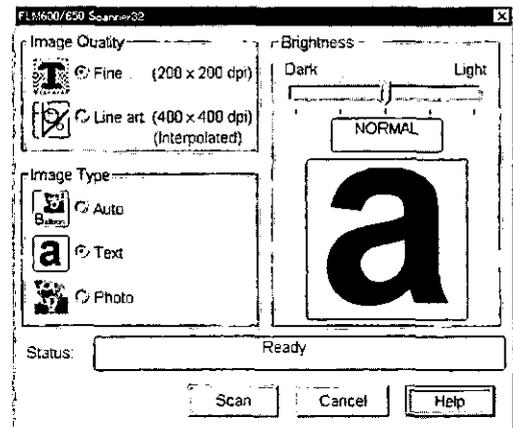
7 Si fuera necesario, cambie la configuración de **Image Quality** (calidad de imagen), **Image Type** (tipo de imagen) y **Brightness** (brillo).

8 Haga clic en Scan.
- El facsímil comenzará a explorar e imprimirá el número de copias ajustado en el facsímil por cada documento explorado.

Nota:
- Para cancelar el copiado mientras el documento está siendo explorado, presione STOP en el facsímil.

Comienzo rápido en español

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.
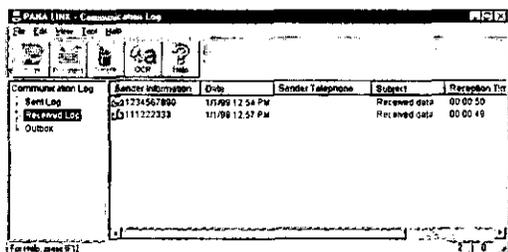
③ Seleccione el tipo de registro de comunicación en la carpeta Communicaction Log.
●En la lista de registro de comunicación se visualizará el contenido del registro que haya sido seleccionado en la carpeta Communication Log.
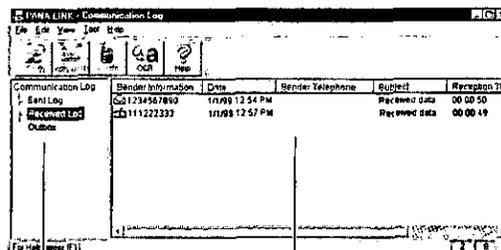
Carpeta
Communication Log

Lista del registro
de comunicación

Acerca del Visor (Viewer)

●Se puede visualizar la imágen 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.
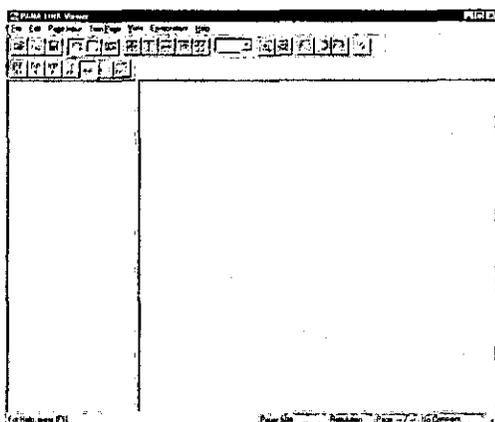
③ Haga clic en **Open** de **File** en la barra de menú o haga clic en el **icono Open** de la barra de herramientas del panel principal.
●Aparecerá la ventana Open.

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.

Index

Summary of user programmable features

Basic features

Code	Feature & Display	Available settings	Meaning	Page
#01	Setting the date and time `SET DATE & TIME`	(2 digits for each entry)	mm/dd/yy hh:mm	31
#02	Setting your logo `YOUR LOGO`	(Up to 30 characters)		32
#03	Setting your facsimile telephone number `YOUR FAX NO.`	(Up to 20 digits)		34
#04	Printing the sending report `SENDING REPORT`	**ERROR** ON OFF	If transmission fails Activate Deactivate	61
#06	Setting the ring count in the TAD/FAX mode `TAD RING COUNT`	1, **2**, 3, 4 TOLL SAVER RINGER OFF	1 to 4 rings Saves you the charges for the call. Does not ring.	109
	Setting the ring count in the FAX ONLY mode `FAX RING COUNT`	1, **2**, 3, 4	1 to 4 rings	76
#10	Setting the caller's recording time `RECORDING TIME`	**VOX** 1 MIN	Unlimited 1 minute	110
#11	Setting the remote operation ID `REMOTE TAD ID`	ID=111	Any 3-digit number except a number using digits 0 or 7.	102
#13	Setting the dialing mode `DIALING MODE`	**AUTO** TONE PULSE	Sets the dialing mode automatically. Sets to TONE. Sets to PULSE.	39
#14	Setting the PC link `PC LINK`	**ON** OFF	Activate Deactivate	140
#16	Setting the recording paper size `PAPER SIZE`	**LETTER** A4 LEGAL	Letter size paper A4 size paper Legal size paper	30

(The pre-selected value is in bold.)

Note:
- You can display the basic features in the order above by rotating (**JOG DIAL**) 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`	**ON**	Activate	62
		OFF	Deactivate	
#23	Sending documents overseas `OVERSEAS MODE`	ON	Activate	68
		OFF	Deactivate	
#25	Sending a fax at a specific time `DELAYED SEND`	ON	Activate	63
		OFF	Deactivate	
#26	Setting the Caller ID list to print automatically `AUTO CALL. LIST`	**ON**	Activate	51
		OFF	Deactivate	
#30	Setting the silent fax recognition ring count `SILENT FAX RING`	**3**, 4, 5, 6	3 to 6 rings	83
#31	Setting the Distinctive Ring pattern `RING DETECTION`	A, B, C, D	Patterns A-D	79
		OFF	Deactivate	
#37	Receiving other sizes of documents `AUTO REDUCTION`	A4→LTR	Reduces A4 size document to fit into letter size paper.	85
		LEGAL→LTR	Reduces legal size document to fit into letter size paper.	
		OFF	Deactivate	
#38	Changing the half-tone setting `HALFTONE MODE`	PHOTO	For photographs	69
		AUTO	For photographs and words	
#39	Changing the display contrast `LCD CONTRAST`	**NORMAL**	Normal contrast	163
		DARKER	Darker contrast	
#41	Changing the fax activation code `FAX ACTIVATION`	**ON** / CODE= ✳9	Activate	84
		OFF	Deactivate	
#42	Setting the message alert `MESSAGE ALERT`	ON	Activate	110
		OFF	Deactivate	
#43	Setting the recording time alert `REC. TIME ALERT`	ON	Activate	111
		OFF	Deactivate	
#44	Setting the memory reception alert `RECEIVE ALERT`	**ON**	Activate	86
		OFF	Deactivate	
#46	Setting the friendly reception `FRIENDLY RCV`	**ON**	Activate	87
		OFF	Deactivate	

(The pre-selected value is in bold.)

Features Summary

Code	Feature & Display	Available settings	Meaning	Page
#47	Setting the fax voice guidance `FAX GUIDANCE`	**ON** OFF ERROR	Activate Deactivate If transmission/reception error occurs.	162
#54	Setting the recording time for the TAD/FAX greeting message `GREETING TIME`	**16s** 60s	16 seconds long 60 seconds long	96
#60	Setting the message transfer call `MESSAGE TRANS.`	ON **OFF**	Activate Deactivate	107
#61	Recording the message transfer greeting message `TRNS-GREETING`	**CHECK** RECORD ERASE	Checks the greeting message. Records the greeting message. Erases the greeting message.	108
#67	Setting the incoming message monitor `ICM MONITOR`	**ON** OFF	Activate Deactivate	111
#68	Setting the error correction mode `ECM SELECTION`	ON **OFF**	Activate Deactivate	70
#70	Signaling your pager when your unit receives a fax and/or an incoming message `PAGER CALL`	ON **OFF**	Activate Deactivate	88
#75	Setting the IQ-FAX function `IQ-FAX`	ON **OFF**	Activate Deactivate	57
#76	Setting the connecting tone `CONNECTING TONE`	**ON** OFF	Activate Deactivate	71
#77	Changing the AUTO ANSWER setting `AUTO ANSWER`	**TAD/FAX** FAX ONLY TEL/FAX	Telephone Answering Device/Facsimile mode Facsimile only mode Telephone/Facsimile mode	75
#78	Setting the TEL/FAX delayed ring count `TEL/FAX RING`	1, **2**, 3, 4	1 to 4 rings	83
#79	Setting the toner save `TONER SAVE`	ON **OFF**	Activate Deactivate	89
#80	Resetting the advanced features `SET DEFAULT`	YES **NO**	Reset Will not reset	163

(The pre-selected value is in bold.)

Panasonic FAX ADVANTAGE PROGRAM

Free peace of mind, direct from Panasonic

NO EXTRA COST

Panasonic

FAX ADVANTAGE PROGRAM

- ■ *1-year limited warranty[1] parts & labor*
- ■ *Toll-free help line*
- ■ *Free overnight replacement[2] 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[2] 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[1], 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[3], 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"[4], we will attempt to provide you with a factory-new replacement unit[5]. 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.

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. ("PSC")
Ave. 65 de Infantería, Km. 9.5
San Gabriel Industrial Park, Carolina, Puerto Rico 00985

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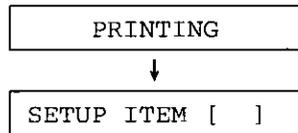When the unit detects a call matching the selected Distinctive Ring pattern, it will activate the fax function.

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)
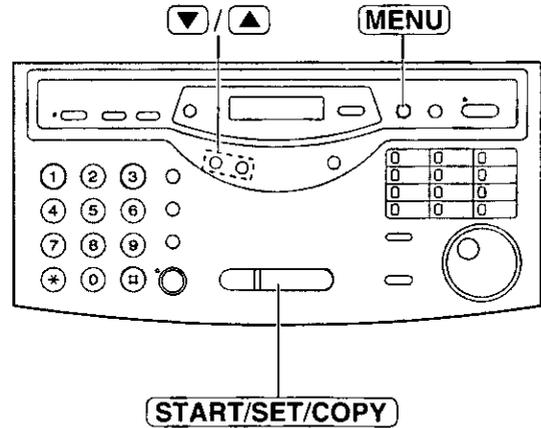- **OFF:** Turns off the feature (pre-selected setting).

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.

| PRINTING |
↓
| SETUP ITEM [   ] |

6 Press (MENU).

Note:
- The unit will automatically answer a Distinctive Ring call after the second 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".

(▼)/(▲)   (MENU)

(START/SET/COPY)

Fax/Copy