

This pictured model is KX-FLB813.

Panasonic

Operating Instructions

**Flat-Bed Multi-Function Laser Fax
with Separator**

Model No. **KX-FLB813EX**

Flat-Bed Multi-Function Laser Fax

Model No. **KX-FLB803EX**

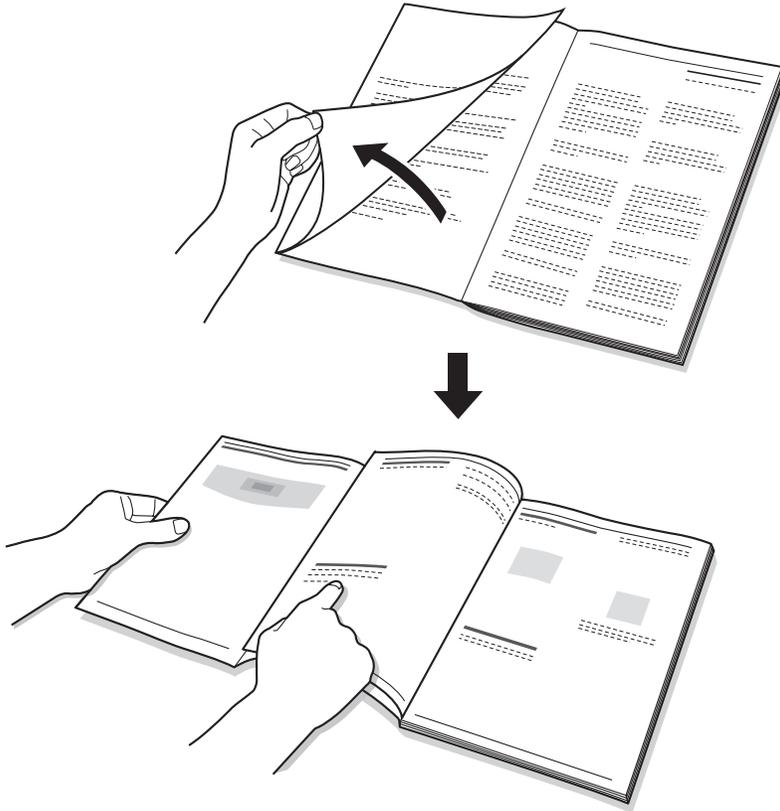


Please read these operating instructions before using the unit and save for future reference.

These units are compatible with Caller ID. To use this feature, you must subscribe to the appropriate service of your service provider.

These models are designed to be used in Czech, Hungary and Slovakia. To use in Hungary and Slovakia, change the location setting (feature #114 on page 62). The language selection is also available (feature #110 on page 62).

How to use the operating instructions

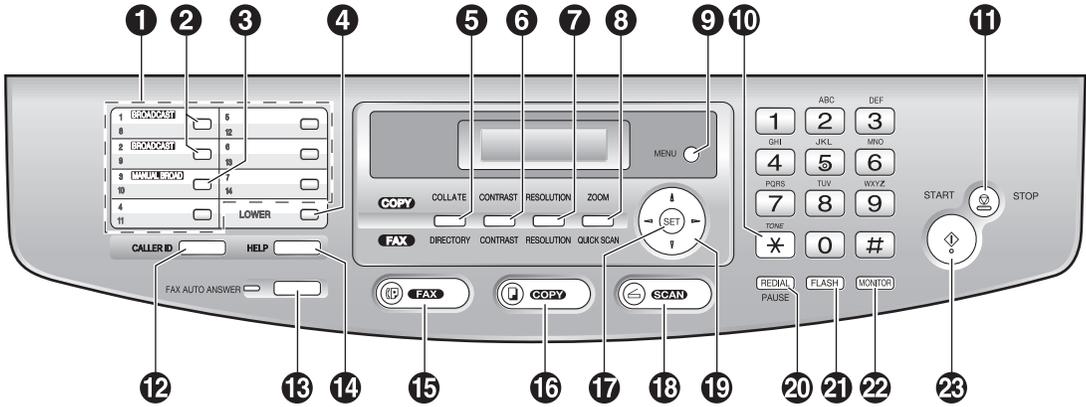


When following operating instructions, always keep the front cover page (next page) open for easy reference to the buttons.



Location of controls

Please keep this page open when following operating instructions.
For a description of each button, see page 11.



Buttons (Listed in alphabetical order)

- | | | |
|---------------------------|-------------------------|-----------------------|
| BROADCAST 2 | HELP 14 | RESOLUTION 7 |
| CALLER ID 12 | LOWER 4 | SCAN 18 |
| COLLATE 5 | MANUAL BROAD 3 | SET 17 |
| CONTRAST 6 | MENU 9 | START 23 |
| COPY 16 | MONITOR 22 | Station keys 1 |
| DIRECTORY 5 | Navigator key 19 | STOP 11 |
| FAX 15 | PAUSE 20 | TONE 10 |
| FAX AUTO ANSWER 13 | QUICK SCAN 8 | ZOOM 8 |
| FLASH 21 | REDIAL 20 | |

Thank you for purchasing a Panasonic fax machine.

This model is designed to be used in Czech, Hungary and Slovakia according to the location setting feature.

- The default setting is Czech. To use in Hungary and Slovakia, change the setting (feature #114 on page 62).

You can select Czech, Hungarian, Slovak or English for the language.

- The display and reports will be in the selected language. The default setting is Czech. If you want to change the setting to Hungarian, Slovak and English, see feature #110 on page 62.

Caution:

- Do not rub or use an eraser on the printed side of recording paper, as the print may smear.
- In the event of problems, you should contact your equipment supplier in the first instance.
- This equipment is designed for use on the Hungary, Czech and Slovakia analogue telephone network.

Note:

- The suffix in the model number will be omitted in these instructions.
- Most figures shown in these operating instructions are based on a KX-FLB813.

Declaration of Conformity:

- Panasonic Communications Co., Ltd. declares that this equipment is in compliance with the essential requirements and other relevant provisions of Radio & Telecommunications Terminal Equipment (R&TTE) Directive 1999/5/EC.

Declarations of Conformity for the relevant Panasonic products described in this manual are available for download by visiting:

<http://www.doc.panasonic.de>

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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 power outlets before cleaning. Do not use liquid or aerosol cleaners.
4. Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, etc.
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 grounded plug. If you do not have this type of outlet, please have one installed. Do not defeat this safety feature by tampering with the plug.
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 power 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 authorised service centre when service is required. Opening or removing covers may expose you to dangerous voltage or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.
13. Unplug this unit from power outlets and refer servicing to an authorised service centre when the following conditions occur:
 - A. If the power cord 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 authorised service centre.
 - 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

CAUTION:

Installation

- After moving the unit from cold areas to warmer areas, let the unit adjust to the warmer temperature and do not connect the unit for about 30 minutes. If the unit is connected too soon after a sudden climate change, condensation may form inside the unit causing malfunction.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Do not touch the plug with wet hands.

Important Information

Laser radiation

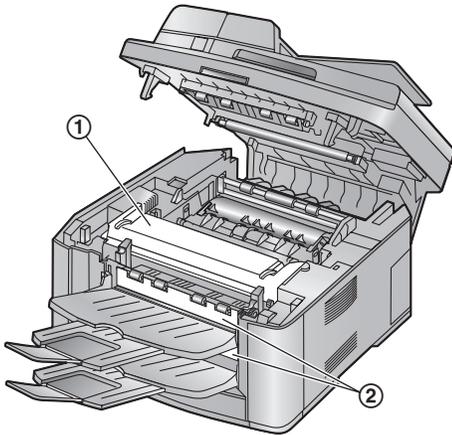
- The printer of this unit utilises a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Fuser unit

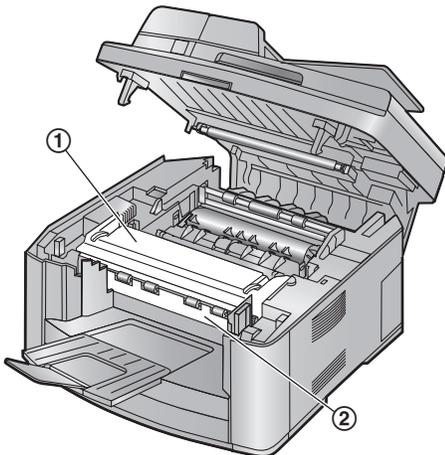
- The fuser unit (①) gets hot. Do not touch it.
- During or immediately after printing, the area near the recording paper exit (②) also gets warm. This is normal.



KX-FLB813



KX-FLB803



Toner cartridge

- Be careful of the following when you handle the toner cartridge:
 - Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.
 - If you ingest any toner, drink several glasses of water to dilute your stomach

contents, and seek immediate medical treatment.

- If any toner comes into contact with your eyes, flush them thoroughly with water, and seek medical treatment.
- If any toner comes into contact with your skin, wash the area thoroughly with soap and water.
- If you inhale any toner, move to an area with fresh air and consult local medical personnel.

Drum unit

- Read the instructions on page 14 before you begin installation of the drum unit. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
 - Do not expose the drum unit to light for more than 5 minutes.
 - Do not touch or scratch the black drum surface.
 - Do not place the drum unit near dust or dirt, or in a high humidity area.
 - Do not expose the drum unit to direct sunlight.

WARNING:

- To prevent the risk of fire or electrical shock, do not expose this product to rain or any type of moisture.
- Unplug this unit from power outlets if it emits smoke, an abnormal smell or makes unusual noise. These conditions can cause fire or electric shock. Confirm that smoke has stopped and contact an authorised service centre.
- Make sure that the unit is installed in a well ventilated room so as not to increase density of ozone in the air. Since ozone is heavier than air, it is recommended that air at floor level be ventilated.

Illegal copies

- **It is unlawful to make copies of certain documents.** Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.
 - Currency
 - Bank notes and checks

- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Notice:

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

Information on Disposal for Users of Waste Electrical & Electronic Equipment (private households)



This symbol on the products and/or accompanying documents means that used electrical and electronic products should not be mixed with general household waste. For proper treatment, recovery and recycling, please take these products to designated collection points, where they will be accepted on a free of charge basis. Alternatively, in some countries you may be able to return your products to your local retailer upon the purchase of an equivalent new product. Disposing of this product correctly will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling. Please contact your local authority for further details of your nearest designated collection point. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For business users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

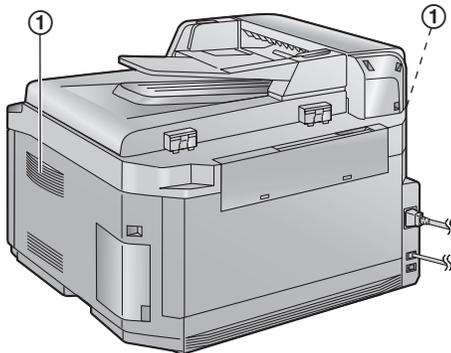
Information on Disposal in other Countries outside the European Union

This symbol is only valid in the European Union. If you wish to discard this product, please contact your local authorities or dealer and ask for the correct method of disposal.

For best performance

Toner cartridge and drum unit

- In the printing process, heat is used to fuse toner onto the page. As a result, it is normal for the machine to produce an odour during and shortly after printing. Be sure to use this unit in an area with proper ventilation.
- To extend the life of the drum unit, the unit should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.
- Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).
- When replacing the toner cartridge or drum unit, do not allow dust, water, or liquids to come in contact with the drum. This may affect print quality.
- For optimal performance, genuine Panasonic toner cartridges and drum units are recommended. We cannot be responsible for problems that may be caused by a non-Panasonic toner cartridge or drum unit:
 - Damage to the unit
 - Poor print quality
 - Improper Operation



Static electricity

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

Environment

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.

- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of the unit.
- When you leave the unit unused for a long period of time, unplug this unit from the power outlet.
- The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. It should not be placed in rooms where the temperature is less than 10 °C or greater than 32.5 °C. Damp basements should also be avoided.

Recording paper

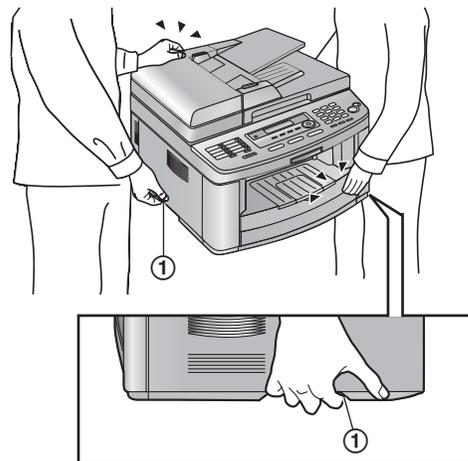
- Store unused paper in the original packaging, in a cool and dry place. Not doing so may affect print quality.

Routine care

- Wipe the outer surface of the unit with a soft cloth. Do not use benzene, thinner, or any abrasive powder.

Moving the unit

- The unit weighs approximately 16 kg. It is highly recommended that two people handle this unit.
- When moving the unit, hold both side grips (①).



Approx. 16 kg

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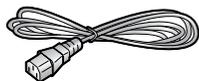
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1.1 Included accessories

No.	Item	Quantity	Notes
①	Power cord	1	-----
②	Telephone line cord	1	-----
③	Handset	1	-----
④	Handset cord	1	-----
⑤	Handset cradle	1	-----
⑥	Output tray	2	KX-FLB813 only
⑦	Document tray	1	-----
⑧	Drum unit	1	See page 95.
⑨	Toner cartridge (starter toner cartridge)	1	prints about 800 A4-sized pages with a 5% image area (page 94).
⑩	Operating instructions	1	Czech
		1	Slovak
		1	Hungarian
		1	English
⑪	Quick installation guide	1	-----
⑫	CD-ROM	1	See page 51.

①



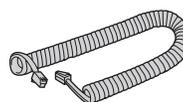
②



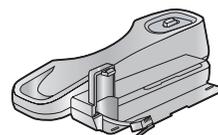
③



④



⑤



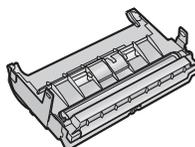
⑥ KX-FLB813 only



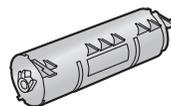
⑦



⑧



⑨



⑩



⑪



⑫



1. Introduction and Installation

Note:

- If any items are missing or damaged, contact the place of purchase.
- Save the original carton and packing materials for future shipping and transportation of the unit.

1.2 Accessory information

To ensure that the unit operates properly, we recommend the use of a Panasonic toner cartridge and drum unit. See page 94 for specifications.

- **Replacement toner cartridge*1 (KX-FA87E/KX-FA87X/KX-FA85E/KX-FA85X)**
- **Replacement drum unit (KX-FA86E/KX-FA86X)**

*1 Approx. 2,500 sheets of A4 size paper can be printed with KX-FA87E/KX-FA87X and approx. 5,000 sheets with KX-FA85E/KX-FA85X.

1.3 Description of buttons

- Keep the front cover page open for button locations.
- 1 [Station keys]**
 - To use the one-touch dial feature (page 30, 35).
- 2 [BROADCAST]**
 - To send a document to multiple parties (page 36, 37).
- 3 [MANUAL BROAD]**
 - To send a document to multiple parties manually (page 36, 37).
- 4 [LOWER]**
 - To select stations 8–14 for the one-touch dial feature (page 30, 35).
- 5 [COLLATE][DIRECTORY]**
 - To make a collated copy (page 49).
 - To initiate the navigator directory (page 31, 37).
- 6 [CONTRAST]**
 - To select a contrast (page 33, 48).
- 7 [RESOLUTION]**
 - To select a resolution (page 32, 48).
- 8 [ZOOM][QUICK SCAN]**
 - To enlarge or reduce a document when copying (page 49).
 - To store a scanned document into memory, and then send it (page 33).
- 9 [MENU]**
 - To initiate or exit programming.
- 10 [TONE]**
 - To change from pulse to tone temporarily during dialling when your line has rotary pulse service.
- 11 [STOP]**
 - To stop an operation or programming session.
 - To delete a character from names and telephone numbers (page 28, 30).
 - To return to a previous step during operation.
- 12 [CALLER ID]**
 - To use Caller ID service (page 45, 46).
 - To change the display of the caller information (page 45).
- 13 [FAX AUTO ANSWER]**
 - To turn the auto answer setting ON/OFF (page 39).

1. Introduction and Installation

14 [HELP]

- To print helpful information for quick reference (page 25).

15 [FAX]

- To switch to the fax mode (page 24, 32).

16 [COPY]

- To switch to the copy mode (page 24, 47).

17 [SET]

- To store a setting during programming.

18 [SCAN]

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

19 Navigator key

- To adjust volume (page 25).
- To search for a stored item (page 35).
- To select features or feature settings during programming (page 61).

20 [REDIAL][PAUSE]

- To redial the last number dialed. If the line is busy when you make a phone call using the [MONITOR] button, the unit will automatically redial the number up to 5 times.
- To insert a pause during dialling.

21 [FLASH]

- To access special telephone services or to transfer extension calls.

22 [MONITOR]

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

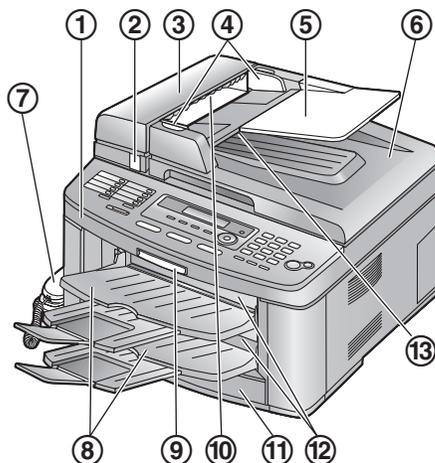
23 [START]

- To start sending or receiving a fax.
- To copy a document (page 47).
- To scan a document (page 57).

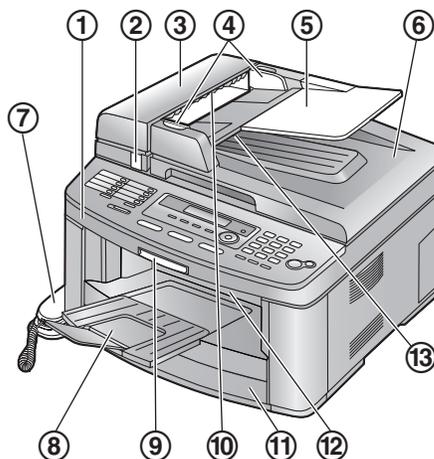
1.4 Overview

1.4.1 Front view

KX-FLB813

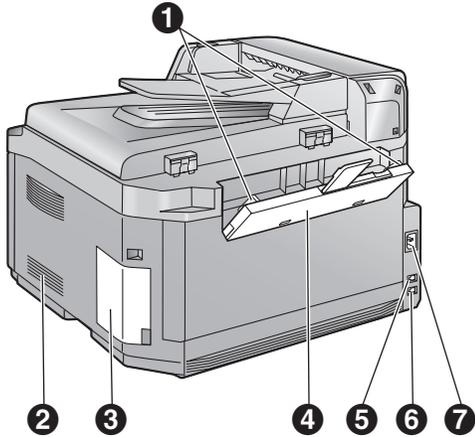


KX-FLB803



- 1 Top cover
- 2 ADF (Auto Document Feeder) cover release button
- 3 ADF cover
- 4 Document guides
- 5 Document tray
- 6 Document cover
- 7 Handset
- 8 Output tray
- 9 Top cover release lever
- 10 Document entrance
- 11 Paper input tray
- 12 Recording paper exit
- 13 Document exit

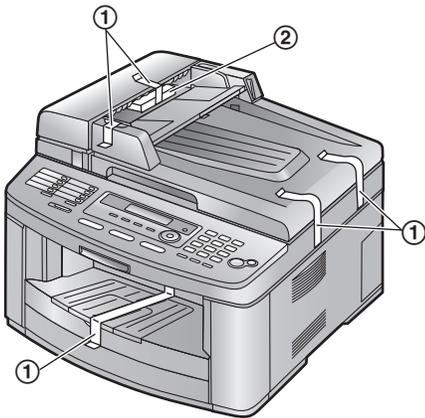
1.4.2 Rear view



- ① Recording paper guides
- ② Speaker
- ③ USB interface cover
- ④ Manual input tray
- ⑤ Telephone line jack
- ⑥ External telephone jack
- ⑦ Power inlet

Removing the shipping tape

Remove the shipping tape (①) and pad (②).



* The shipping tape on the output tray is for KX-FLB803.

1.5 Toner cartridge and drum unit

The included toner cartridge is a starter toner cartridge. It will print about 800 A4-sized pages with a 5 % image area (page 94).

- To replace the toner cartridge and the drum unit, see page 79.

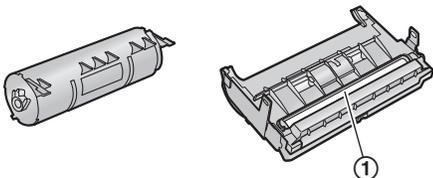
Caution:

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

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

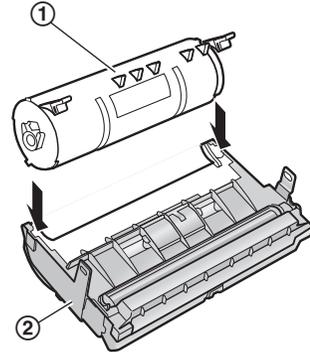


- 2 Remove the toner cartridge and drum unit from the protection bags.

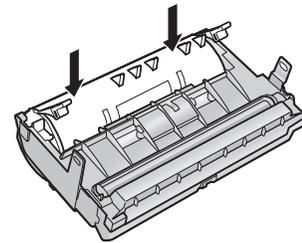


- Do not touch or scratch the black drum surface (①).

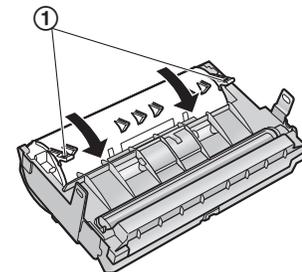
- 3 Place the toner cartridge (①) into the drum unit (②).



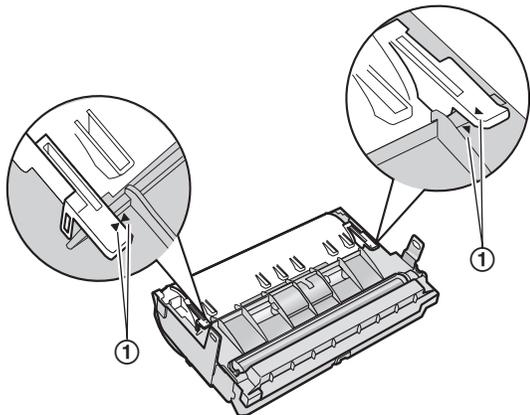
- 4 Firmly press down the toner cartridge to snap into position.



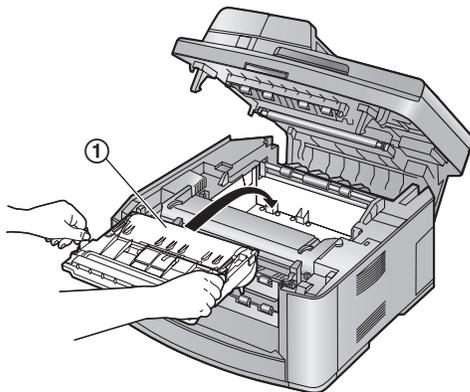
- 5 Turn the two green levers (①) on the toner cartridge firmly.



- 6 Make sure that the triangles (①) match to install the toner cartridge correctly.



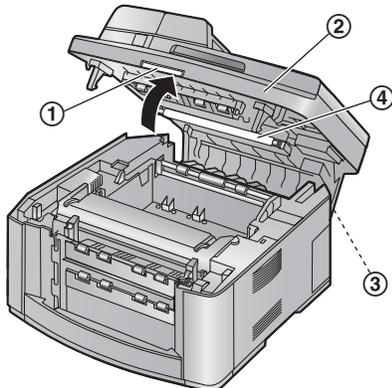
- 8 Install the drum and toner unit (①) by holding the tabs.



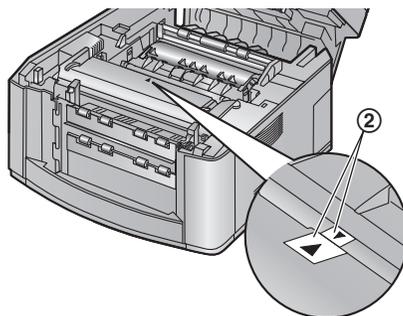
- 7 Lift the top cover release lever (①) and open the top cover (②).

Important:

- Close the manual input tray (③) before opening the top cover.



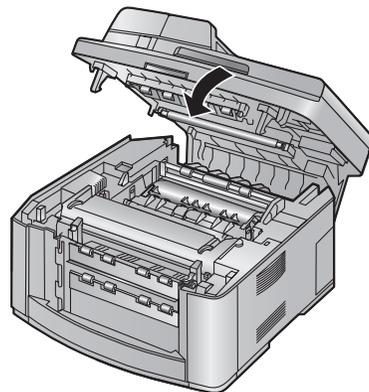
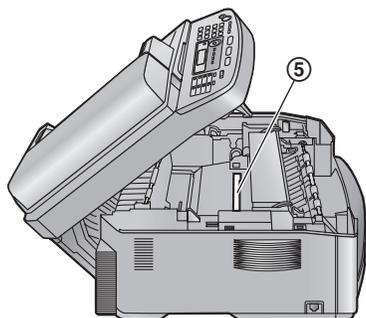
- Make sure that the triangles (②) match to install the drum and toner unit correctly.



- 9 Close the top cover until locked.

Note:

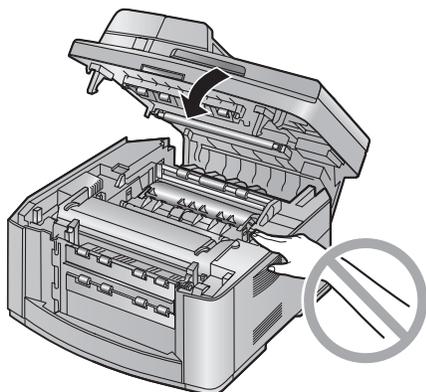
- Do not touch the transfer roller (④).
- If the lower glass (⑤) is dirty, clean it with a soft and dry cloth.



1. Introduction and Installation

Caution:

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

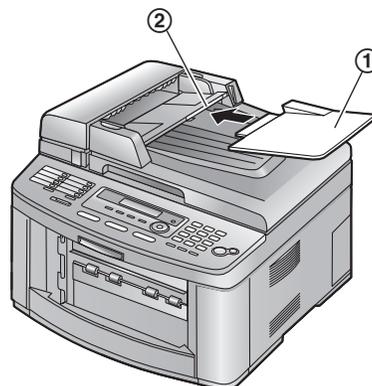


Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 63). The toner cartridge will last approximately 40 % longer. This feature may lower the print quality.

1.6 Document tray

Insert the document tray (①) into the slot (②) on the unit.



1.7 Output tray

KX-FLB813 has 2 pieces of output tray and KX-FLB803 has 1 output tray pre-installed.

Note:

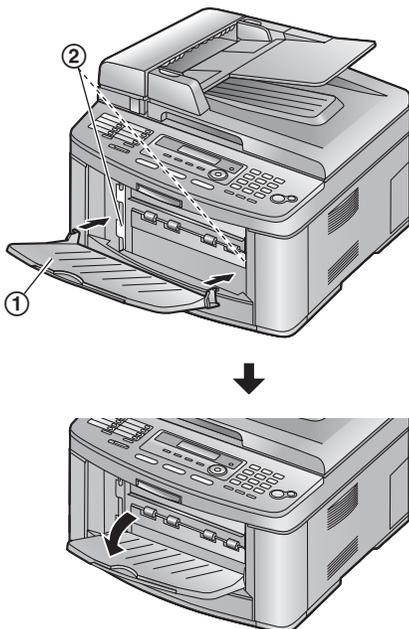
- Do not place the unit in an area where the output tray may be easily bumped into.

1.7.1 For KX-FLB813 users

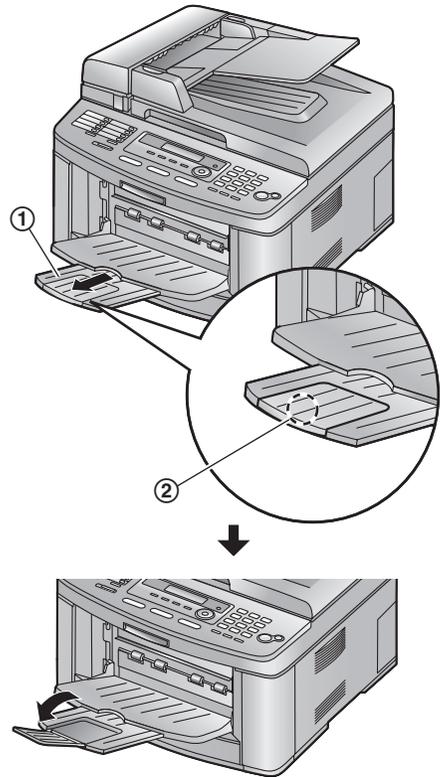
As the default setting, printed paper is stacked on the output tray as follows.

- Upper output tray (“#1”): Printed document by using the computer and copied document.
- Lower output tray (“#2”): Received fax document.
- You can change the output tray setting for faxing (feature #441 on page 67) and for copying (feature #466 on page 68). To change the output tray from the computer, set the printer properties. See page 54, 59 for details.

- 1 Insert the output tray (①) into the slots (②), then push the tray down until it locks into place.



- 2 Pull the output tray extender (①) forward gently until it clicks into place, then press the centre part of the extender (②) to open.
 - Repeat from step 1 to install the upper output tray.



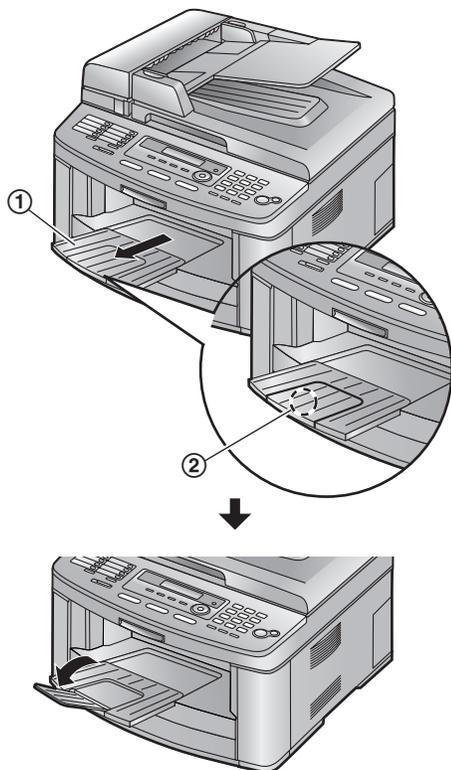
Note:

- The upper output tray can hold up to approximately 100 sheets of printed paper. The lower output tray can hold up to approximately 50 sheets of printed paper. Remove the printed paper before the output tray becomes full.

1. Introduction and Installation

1.7.2 For KX-FLB803 users

Pull the output tray extender (①) forward gently until it clicks into place, then press the centre part of the extender (②) to open.

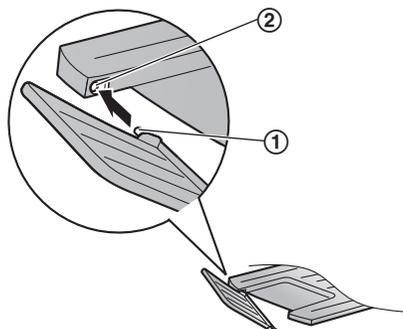


Note:

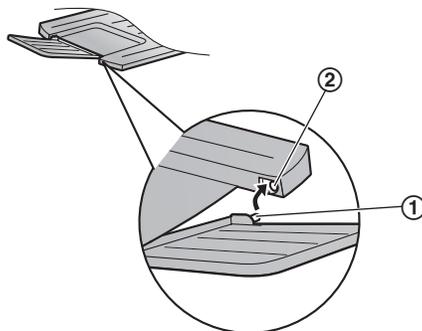
- The output tray can hold up to approximately 150 sheets of printed paper. Remove the printed paper before the output tray becomes full.

If the top part of the extender is detached

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



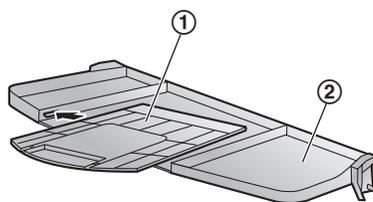
2. Slide the other tab (①) into the right hole (②) of the extender from below until it clicks into place.



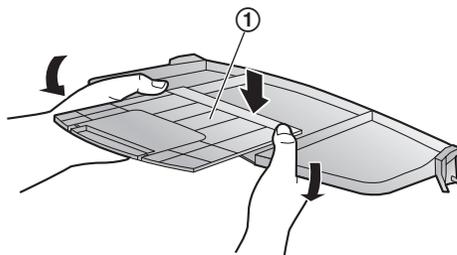
If the extender is detached

■ KX-FLB813

1. Line up the extender (①) underneath the output tray (②), and insert the left side of the extender into the output tray.

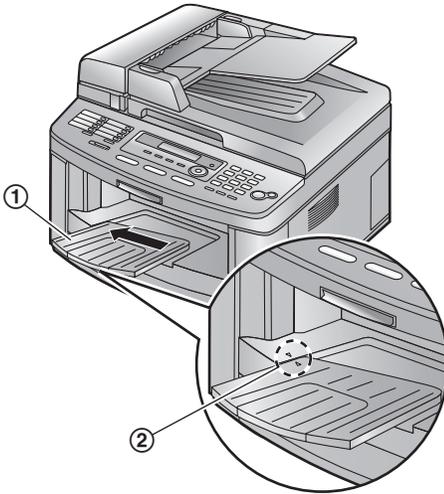


2. Attach the extender (①) by bending the side of the output tray downward slightly and pressing the right side of the extender.

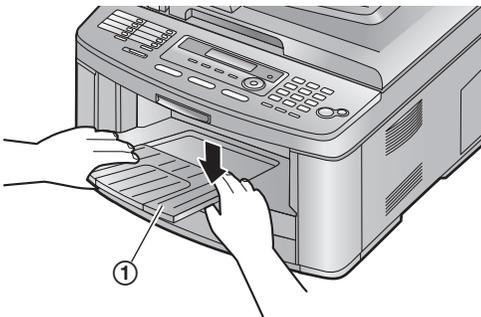


■ KX-FLB803

1. Line up the extender (①) with the left side of the output tray. Make sure that the triangles (②) match to attach the extender correctly.



2. Snap the extender (①) into the unit by pushing down the right side of the extender.



1.8 Recording paper

1.8.1 Using the paper input tray

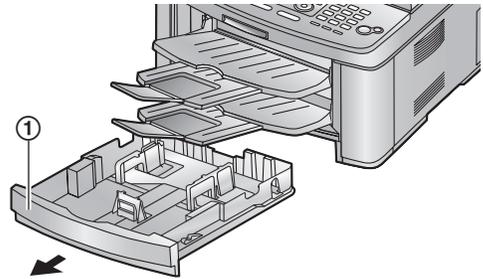
A4, letter or legal size recording paper can be used.

The paper input tray unit can hold:

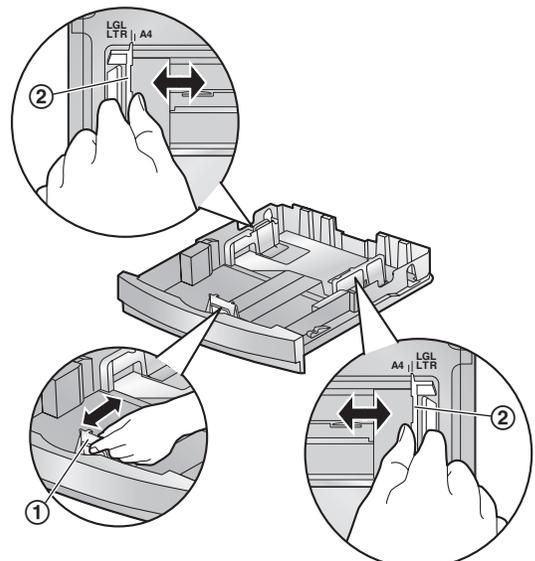
- Up to 250 sheets of 60 g/m² to 75 g/m² paper.
- Up to 230 sheets of 80 g/m² paper.
- Up to 200 sheets of 90 g/m² paper.

- Please refer to page 94 for information on recording paper.
- **The unit is set for printing A4 size paper by default. If you want to use letter or legal size paper, change the setting (feature #380 on page 63).**

- 1 Pull the paper input tray (①) completely out.

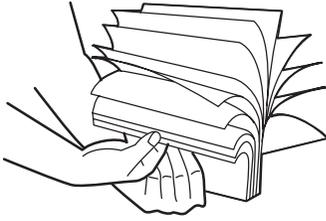


- 2 Pinch the front side of the recording paper guide (①), then slide it to match the paper size mark.
Pinch both sides of the recording paper guides (②), then slide them to match the paper size mark.



1. Introduction and Installation

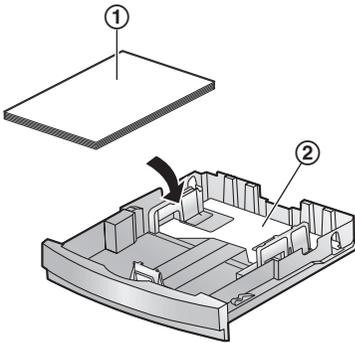
- 3 Before loading a stack of paper, fan the paper to prevent paper jams.



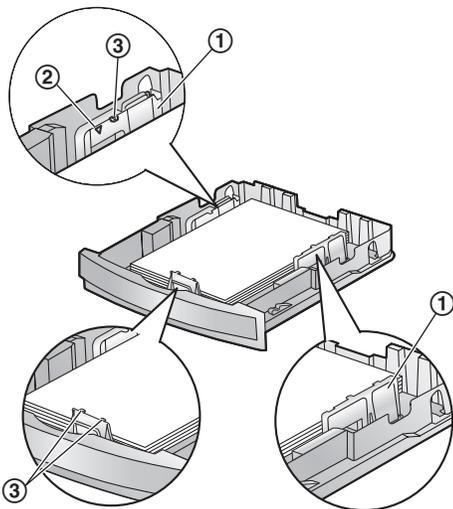
- 4 Load the paper, print-side up (①).

Important:

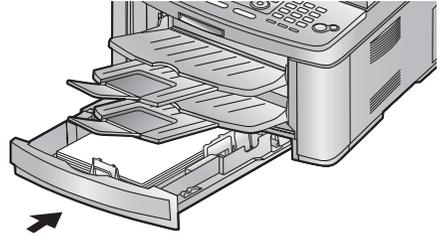
- Push and lock the plate (②) in the paper input tray, if it is lifted.



- Make sure that the recording paper guides (①) are at the paper size mark and the recording paper is under the paper limit mark (②). The paper should not be loaded over the snubbers (③).



- 5 Insert the paper input tray into the unit.

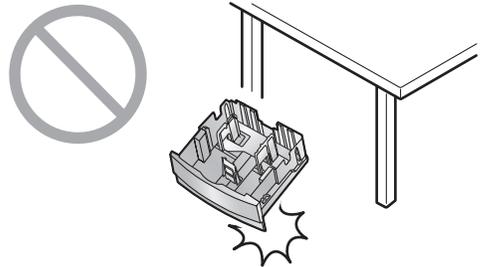


Note:

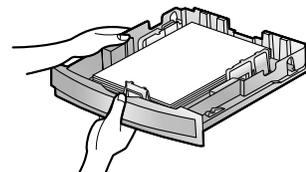
- If the paper is not loaded correctly, re-adjust the paper guides, or the paper may jam.
- If the paper input tray does not close, the plate in the paper input tray may be lifted. Push the paper and make sure that the paper is laid flat in the paper input tray.

Caution for the paper input tray

- Do not drop the input tray.



- Hold the paper input tray with both hands when removing or installing. The input tray weighs approximately 2 kg when the recording paper is fully installed.



Approx. 2 kg

1.8.2 Using the manual input tray

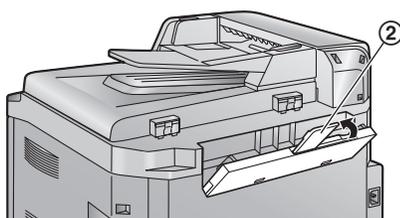
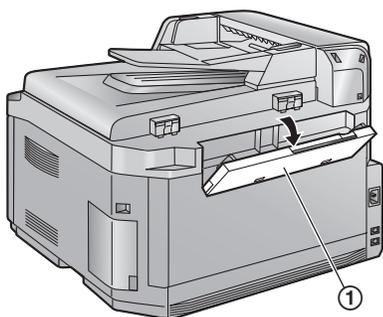
You can print not only on plain paper but also on special media (transparencies / labels / envelopes).

The manual input tray is used only for printing with the computer (page 53) and can hold one page at a time. When printing multiple pages, add a next page after the first page has been fed into the unit.

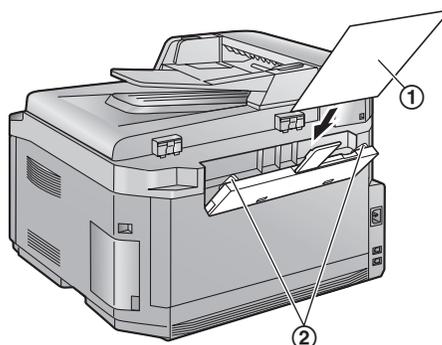
- Please refer to page 94 for information on recording paper.

Load the recording paper after you have started printing with the computer.

- 1 Pull open the manual input tray (①), and then raise the extender (②) gently until it clicks into place.



- 2 Insert the paper, print-side down (①) until the unit grasps the paper and a single beep is heard.
 - Adjust the width of the guides (②) to the size of the recording paper.



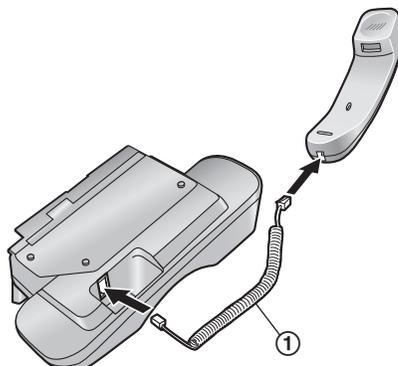
Note:

- If the paper is not inserted correctly, re-adjust the paper, or the paper may jam.
- Make sure the unit grasps the recording paper as specified in step 2. The display shows the following.

PAPER IN TRAY #2
FOR PC PRINTING

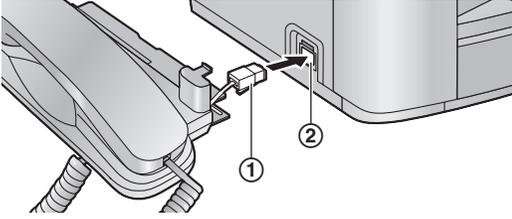
1.9 Handset unit

- 1 Connect the handset cord (①) to the handset and the handset cradle.

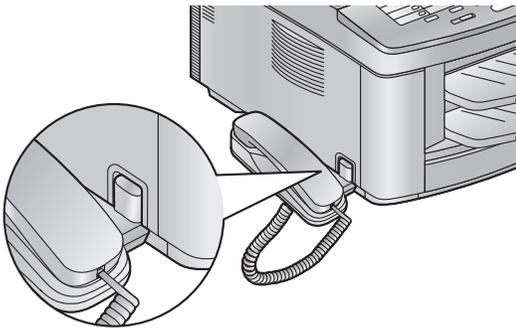
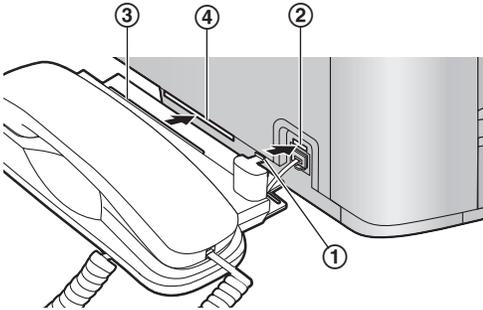


1. Introduction and Installation

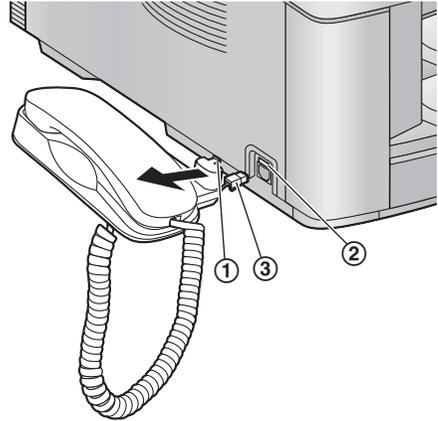
2. Connect the handset connector (①) to the handset unit connection jack (②).



3. Insert the tab (①) into the slot (②) on the unit and insert the rib (③) of the handset cradle into the bottom groove (④).

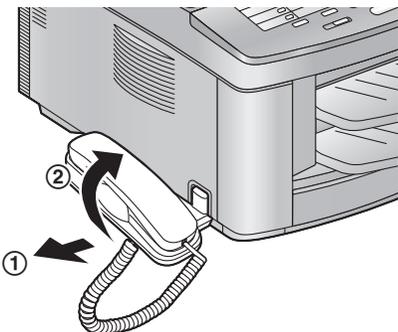


2. Remove the tab (①) from the slot (②) on the unit and disconnect the handset connector (③).



To remove the handset unit

1. Pull the handset unit slightly forward (①), and then remove the rib of the handset cradle by lifting the handset unit in the direction of the arrow (②).

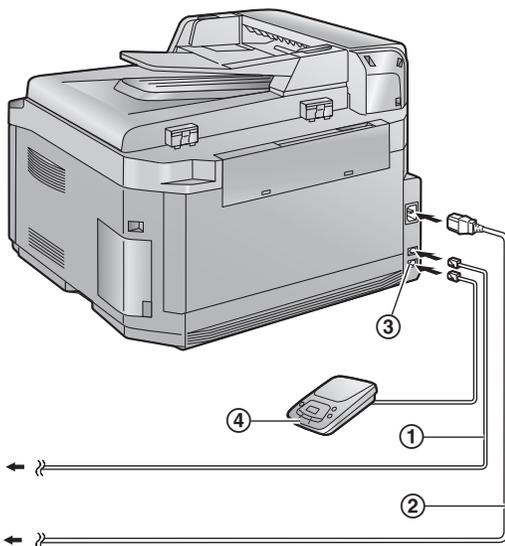


2.1 Connections

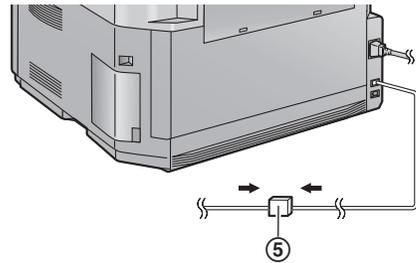
Caution:

- When you operate this product, the power outlet should be near the product and easily accessible.
- Be sure to use the telephone line cord included in this unit.
- Do not extend the telephone line cord.

- ① Telephone line cord
 - Connect to a single telephone line jack.
- ② Power cord
 - Connect to a power outlet (220 – 240 V, 50/60 Hz).
- ③ [EXT] jack
 - You can connect an answering machine or an extension telephone.
- ④ Answering machine (not included)



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



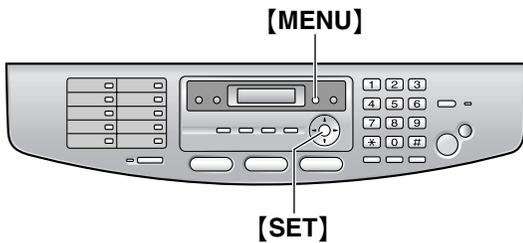
This model is designed to be used in Czech, Hungary and Slovakia. **TO USE IN HUNGARY AND SLOVAKIA, CHANGE THE LOCATION SETTING** (feature #114 on page 62). The language selection is also available (feature #110 on page 62).

Note:

- To avoid malfunction, do not position the unit near appliances such as TVs or speakers which generate an intense magnetic field.
- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.

2.2 Dialling mode

If you cannot dial (page 31, 32), change this setting according to your telephone line service.



- 1 Press [MENU].

```
SYSTEM SETUP
PRESS [◀ ▶]
```

- 2 Press [#], then [1][2][0].

```
DIALLING MODE
=TONE      [▼▲]
```

- 3 Press [1] or [2] to select the desired setting.
[1] "PULSE": For rotary pulse dial service.
[2] "TONE" (default): For tone dial service.
- 4 Press [SET].
- 5 Press [MENU] to exit.

2.3 Selecting the operation mode (Fax/Copy/Scan)

This unit has three operation modes. You can select the desired mode by pressing one of the following buttons.

- [FAX]: Select this mode when using the unit as a fax machine (page 32).
- [COPY]: Select this mode when using the unit as a copy machine (page 47).
- [SCAN]: Select this mode when using the unit as a scanner for the computer (page 57).



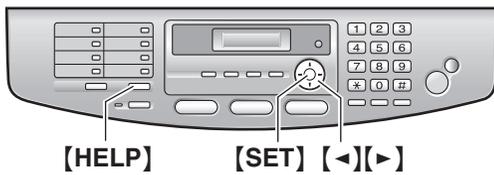
Note:

- The default operation mode is the copy mode. You can change the default operation mode (feature #463 on page 63) and the timer before returning to the default operation mode (feature #464 on page 63).

2.4 Help function

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

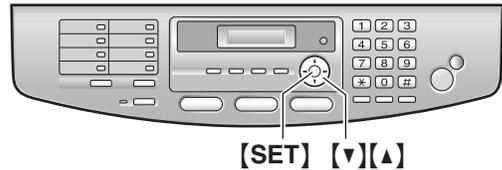
- “**BASIC SETTINGS**”:
How to set the date, time, your logo and fax number.
- “**FEATURE LIST**”:
How to program the features.
- “**DIRECTORY**”:
How to store names and numbers in the directory and how to dial them.
- “**FAX RECEIVING**”:
Help with problems to receive faxes.
- “**COPIER**”:
How to use the copier function.
- “**REPORTS**”:
List of available reports.
- “**CALLER ID**”:
How to use the Caller ID features.



- 1 Press **[HELP]**.
- 2 Press **[◀]** or **[▶]** repeatedly to display the desired item.
- 3 Press **[SET]**.
 - The selected item will be printed.

2.5 Adjusting volume

Before adjusting volume, set the operation mode to the fax mode (page 32) or the copy mode (page 47).



Ringer volume

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

- If there are any documents in the document entrance, you cannot adjust the volume. Confirm that there are no documents in the entrance.

To turn the ringer OFF

1. Press **[▼]** repeatedly to display “**RINGER OFF= OK?**”.
2. Press **[SET]**.
 - When a call is received, the unit will not ring and will display “**INCOMING CALL**”.
 - To turn the ringer back ON, press **[▲]**.

Ringer pattern

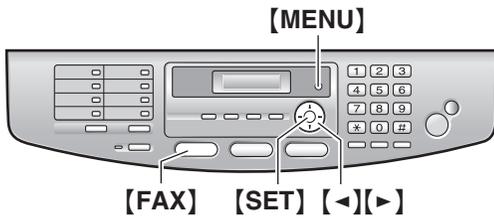
- You can select one of three ringer patterns (feature #161 on page 63).

Monitor volume

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

2.6 Date and time

You must set the date and time.



1 Press **[MENU]**.

```
SYSTEM SETUP  
PRESS [◀ ▶]
```

2 Press **[#]**, then **[1][0][1]**.

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

3 Press **[SET]**.

- The cursor (■) will appear on the display.

```
D: 01/M: 01/Y: 06  
TIME: 12:00AM
```

4 Enter the current date/month/year by selecting 2 digits for each.

Example: 10 August, 2006

Press **[1][0][0][8][0][6]**.

```
D: 10/M: 08/Y: 06  
TIME: 12:00AM
```

5 Enter the current hour/minute by selecting 2 digits for each. Press **[*]** to select “AM” or “PM”.

Example: 3:15PM (12 hour clock format)

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

```
D: 10/M: 08/Y: 06  
TIME: 03:15AM
```

2. Press **[*]** repeatedly to display “PM”.

```
D: 10/M: 08/Y: 06  
TIME: 03:15PM
```

6 Press **[SET]**.

```
SETUP ITEM [ ]
```

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

Note:

- If you have selected Czech, Slovak or Hungarian as the language (feature #110 on page 62), the time is set using a 24 hour clock.

Example: 3:15PM (15:15)

Press **[1][5][1][5]**.

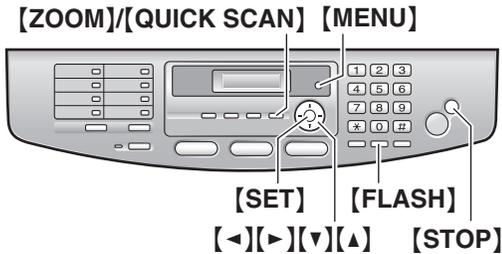
- The other party's fax machine will print the date and time on the top of each page you send according to your unit's date and time setting.
- The accuracy of the clock is approximately ± 60 seconds a month.
- After setting the date and time, if the unit is in the copy mode, change it to the fax mode by pressing **[FAX]**. You can check your unit's date and time setting on the display.

To correct a mistake

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

2.7 Your logo

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



1 Press **[MENU]**.

SYSTEM SETUP
PRESS [←] [→]

2 Press **[#]**, then **[1][0][2]**.

YOUR LOGO
PRESS SET

3 Press **[SET]**.

- The cursor (█) will appear on the display.

LOGO=█

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

5 Press **[SET]**.

SETUP ITEM []

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

Note:

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

To select characters with the dial keypad

Keypad	Characters
[1]	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

Keypad	Characters
[8]	T U V t u v 8
[9]	W X Y Z w x y z 9
[0]	0 () < > ! " # \$ % & ¥ * @ ^ ' →
[#]	To switch between uppercase or lowercase letters.
[FLASH]	Hyphen
[ZOOM]/[QUICK SCAN]	To insert a space.
[STOP]	To delete a digit.

Note:

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

To enter your logo

Example: "BILL"

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

LOGO=B

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

LOGO=BI

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

LOGO=BIL

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

LOGO=BILL

To switch between uppercase or lowercase letters

Pressing the **[#]** key will change the letter input to uppercase or lowercase alternately.

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

LOGO=B

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

LOGO=BI

3. Press **[#]**.

LOGO=Bi

2. Preparation

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

L.OGO=Bi1

To correct a mistake

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

To delete a character

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

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

To insert a character

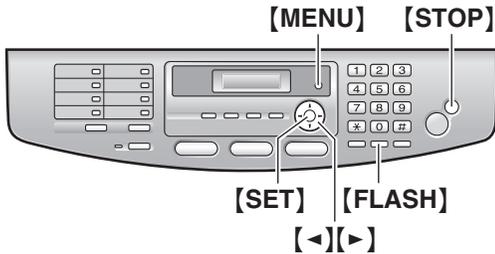
1. Press **[◀]** or **[▶]** to move the cursor to the position to the right of where you want to insert the character.
2. Press **[ZOOM]/[QUICK SCAN]** to insert a space and enter the character.

To select characters using **[▼]** or **[▲]**

Instead of pressing the dial keys, you can select characters using **[▼]** or **[▲]**.

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

2.8 Your fax number



- 1 Press **[MENU]**.

SYSTEM SETUP
PRESS [◀ ▶]

- 2 Press **[#]**, then **[1][0][3]**.

YOUR FAX NO.
PRESS SET

- 3 Press **[SET]**.

- The cursor (■) will appear on the display.

NO. = ■

- 4 Enter your fax number, up to 20 digits.

Example: NO. =1234567■

- To enter a "+", press **[*]**.
- To enter a space, press **[#]**.
- To enter a hyphen, press **[FLASH]**.

- 5 Press **[SET]**.

SETUP ITEM []

- 6 Press **[MENU]** to exit.

Note:

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

To correct a mistake

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

To delete a number

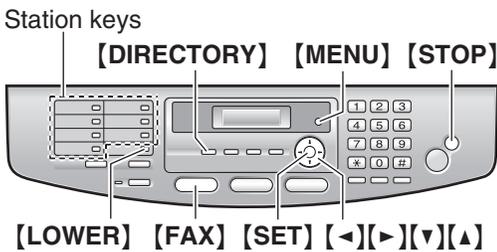
Press **[◀]** or **[▶]** to move the cursor to the number you want to delete and press **[STOP]**.

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

3.1 Storing names and telephone numbers for the one-touch dial feature and navigator directory

For rapid access to frequently dialled numbers, the unit provides the one-touch dial feature (14 items) and navigator directory (300 items).

- Station 1 to 3 can be used alternatively as broadcast keys (page 36).
- Make sure that the **[FAX]** light is ON.



3.1.1 Storing one-touch dial item

- 1 Press **[MENU]** repeatedly to display "DIRECTORY SET".
- 2 Select the desired station key.

For stations 1–3:

1. Press one of the station keys.

Example:

STATION 1
DIAL MODE [▼▲]

2. Press **[SET]**.

For stations 4–7:

Press one of the station keys.

For stations 8–14:

Press **[LOWER]**, then press one of the station keys.

- 3 Enter the name, up to 16 characters (see page 27 for instructions).
- 4 Press **[SET]**.
- 5 Enter the telephone number, up to 32 digits.
- 6 Press **[SET]**.
 - To program other items, repeat steps 2 to 6.
- 7 Press **[STOP]** to exit.

Helpful hints:

- You can confirm the stored items by printing the telephone number list (page 92).

Note:

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

To correct a mistake

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

To delete a character/number

Press **[◀]** or **[▶]** to move the cursor to the character/number you want to delete, and press **[STOP]**.

- To erase all characters/numbers, press and hold **[STOP]**.

3.1.2 Storing navigator directory items

- 1 Press **[MENU]** repeatedly to display "DIRECTORY SET".
- 2 Press **[▶]**.
 - The display shows the number of items in the navigator directory briefly.
- 3 Enter the name, up to 16 characters (see page 27 for instructions).
- 4 Press **[SET]**.
- 5 Enter the telephone number, up to 32 digits.
- 6 Press **[SET]**.
 - To program other items, repeat steps 3 to 6.
- 7 Press **[MENU]** to exit.

Helpful hints:

- You can confirm the stored items by printing the telephone number list (page 92).

Note:

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

To correct a mistake

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

To delete a character/number

Press **[◀]** or **[▶]** to move the cursor to the character/number you want to delete, and press **[STOP]**.

- To erase all characters/numbers, press and hold **[STOP]**.

3.1.3 Editing a stored item

- 1 Press **[DIRECTORY]**.
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item.
- 3 Press **[MENU]**.
- 4 Press **[*]**.
 - If you do not need to edit the name, skip to step 6.
- 5 Edit the name. For further details, see the storing procedure on page 30.
- 6 Press **[SET]**.
 - If you do not need to edit the telephone number, skip to step 8.
- 7 Edit the telephone number. For further details, see the storing procedure on page 30.
- 8 Press **[SET]**.

3.1.4 Erasing a stored item

- 1 Press **[DIRECTORY]**.
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item.
- 3 Press **[MENU]**.
- 4 Press **[#]**.
 - To cancel erasing, press **[STOP]**.
- 5 Press **[SET]**.

3.2 Making a phone call using one-touch dial feature or navigator directory

Before using this feature, store the desired names and telephone numbers in one-touch dial feature and navigator directory (page 30).

- Keep the front cover page open for button locations.

3.2.1 Using one-touch dial feature

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

- 2 Select the desired station key.

For stations 1–7:

Press the desired station key.

For stations 8–14:

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

- The unit will start dialling automatically.

3.2.2 Using the navigator directory

- 1 Press **[DIRECTORY]**.
 - Confirm that there are no documents in the document entrance.
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item.
- 3 Press **[MONITOR]** or lift the handset.
 - The unit will start dialling automatically.

To search for a name by initial

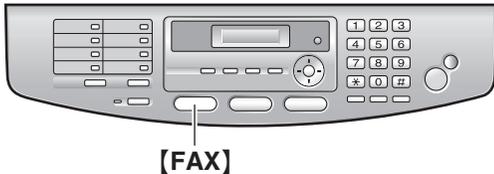
Example: "LISA"

1. Press **[DIRECTORY]**.
2. Press **[▼]** or **[▲]** to initiate the navigator directory.
3. Press **[5]** repeatedly to display any name with the initial "L" (see the character table, page 27).
 - To search for symbols, press **[*]**.
4. Press **[▼]** or **[▲]** repeatedly to display "LISA".
 - To stop the search, press **[STOP]**.
 - To dial the displayed party, press **[MONITOR]** or lift the handset.

4.1 Using the unit as a fax machine

4.1.1 Entering the fax mode

Before sending a fax, set the operation mode to the fax mode.



Press **[FAX]** to turn the **[FAX]** light ON.

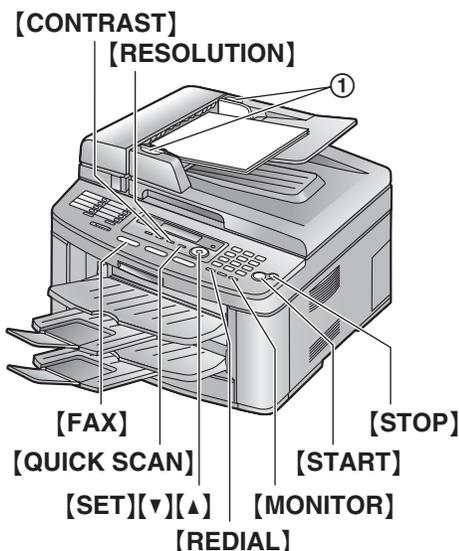
Note:

- You can change the default operation mode (feature #463 on page 63) and the timer before returning to the default operation mode (feature #464 on page 63).
- Received documents will be stacked on the lower output tray. You can change the output tray for faxing (Feature #441 on page 67) (KX-FLB813 only).

4.2 Sending a fax manually

4.2.1 Using the auto document feeder

- Confirm that there are no documents on the scanner glass.



- 1 If the **[FAX]** light is OFF, turn it ON by pressing **[FAX]**.
- 2 Adjust the width of the document guides (①) to fit the actual size of the document.
- 3 Insert the document (up to 40 pages) FACE UP into the feeder until a single beep is heard.
 - If the document guides are not adjusted to fit the document, re-adjust them.
- 4 If necessary, change the following settings according to the type of document.
 - To select the resolution, see page 32.
 - To select the contrast, see page 33.
- 5 Press **[MONITOR]**.
- 6 Dial the fax number.
- 7 **When a fax tone is heard:**
Press **[START]**.

When the other party answers your call:

Lift the handset and ask them to press their start button. When the fax tone is heard, press **[START]**.

Note:

- After pressing **[START]**, you can replace the handset.
- Any document which can be sent as a fax can also be copied and scanned (page 34).
- Do not open the document cover when sending a fax with the auto document feeder.

To stop sending

Press **[STOP]**.

To select the resolution

1. Press **[RESOLUTION]**.
 2. Press **[v]** or **[^]** repeatedly to select the desired resolution.
 - “**STANDARD**”: For printed or typewritten documents with normal-sized characters.
 - “**FINE**”: For documents with small print.
 - “**SUPER FINE**”: For documents with very small print. This setting is effective only when the other party has a compatible fax machine.
 - “**PHOTO**”: For documents containing photographs, shaded drawings, etc.
- Using the “**FINE**”, “**SUPER FINE**” and “**PHOTO**” settings will increase transmission time.
 - If the resolution setting is changed during feeding, it will be effective from the next page.

To select the contrast

You can adjust this setting depending on the darkness or lightness of the document. 5 levels (light to dark) are available.

1. Press **[CONTRAST]**.
2. Press **[▼]** or **[▲]** repeatedly to select the desired contrast.
 - To make it lighter, press **[▼]**.
 - To make it darker, press **[▲]**.

Note:

- You can save the previous contrast setting in feature #462 (page 62).

To redial the last number

1. Press **[REDIAL]**.
2. Press **[START]**.
 - If the line is busy, the unit will automatically redial the number up to 5 times.
 - To cancel redialling, press **[STOP]**, then press **[SET]**.

To predial a fax number

You can dial the fax number first before inserting the document. This is convenient if you need to refer to the document for the other party's fax number.

1. Enter the fax number.
2. Insert the document.
3. Press **[START]**.

Sending from memory (Quick scan feature)

You can scan the document into memory before sending.

1. Insert the document.
2. Enter the fax number.
3. Press **[QUICK SCAN]**.

Reserving the fax transmission (Dual Access)

You can reserve the fax transmission even when the unit is just receiving a fax or sending a fax from memory.

- Up to 3 reservations when sending
 - Up to 4 reservations when receiving
1. Insert the document during fax reception or fax memory transmission.
 2. Enter the fax number using the dial keypad, one-touch dial or navigator directory.
 3. Press **[START]**.
 - The document will be fed into the unit and scanned into memory. The unit will then send

the data. If the document exceeds the memory capacity, transmission will be cancelled. You must send the entire document manually.

Printing a sending report

A sending report provides you with a printed record of transmission results. To print sending reports, make sure feature #401 is activated (page 64). For an explanation of error messages, see page 69.

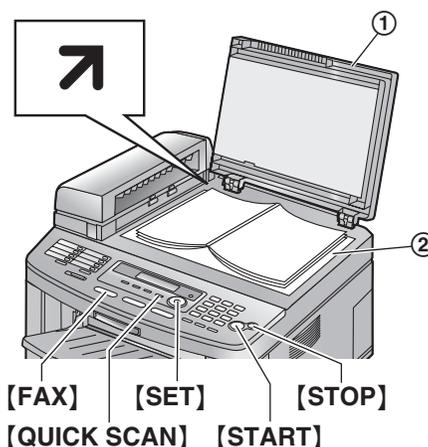
Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 92. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #402 is activated (page 64). For an explanation of error messages, see page 69.

4.2.2 Using the scanner glass

By using the scanner glass, you can send a page from booklets or small size paper that cannot be sent with the auto document feeder.

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



- 1 If the **[FAX]** light is OFF, turn it ON by pressing **[FAX]**.
- 2 Open the document cover (①).
- 3 Place the document **FACE DOWN** on the scanner glass (②), matching the top edge of the document to the ↗ mark on the unit.
- 4 Close the document cover.
 - If the original is a thick book, do not close the document cover.

4. Fax

- 5 If necessary, change the following settings according to the type of document.
 - To select the resolution, see page 32.
 - To select the contrast, see page 33.
- 6 Dial the fax number.
 - To send a single page, skip to step 10.
 - To send multiple pages, go to the next step.
- 7 Press **[QUICK SCAN]** to scan the document into memory.

Example:

PAGES=01	01%
STANDARD	

↓

SCAN: PRESS SET
SEND: PRESS START
- 8 Place the next page on the scanner glass.
- 9 Press **[SET]**.
 - To send more pages, repeat steps 8 and 9.
- 10 Press **[START]**.

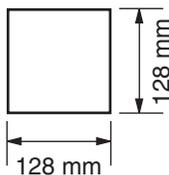
To stop sending

Press **[STOP]**.

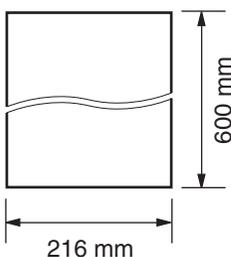
4.3 Document requirements

4.3.1 Using the auto document feeder

Minimum document size

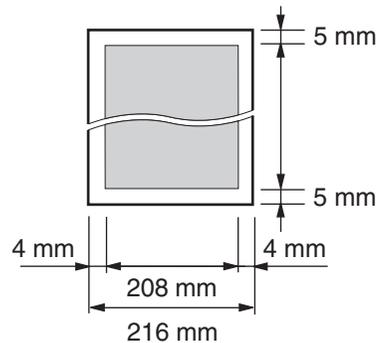


Maximum document size



Effective scanning area

- Shaded area will be scanned.



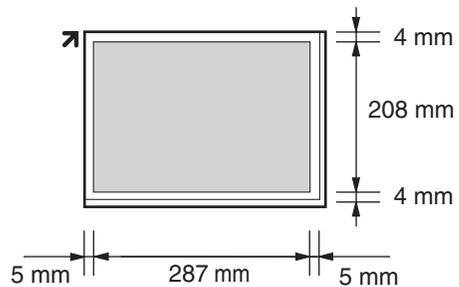
Document weight

- Single sheet:
45 g/m² to 90 g/m²
- Multiple sheets:
60 g/m² to 80 g/m²

4.3.2 Using the scanner glass

Effective scanning area

- Shaded area will be scanned.



4.3.3 Note for the auto document feeder and the scanner glass

- Check that ink, paste or correction fluid has dried completely.
- To set a document with a width of less than 210 mm when using the auto document feeder, we recommend using the scanner glass to copy the original document onto A4 or letter-sized paper, then setting the copied document.
- Do not set documents that do not satisfy the requirements of size and weight when using the auto document feeder. Make a copy of the document using the scanner glass and set the copy.
- Remove clips, staples or other fasteners when using the auto document feeder.
- When using the auto document feeder, the total height of the documents when laid flat,

must be less than 10 mm. If the documents exceed the capacity of the auto document feeder, they may fall or cause a jam in the feeder.

- Do not set the following types of documents when using the auto document feeder: (Make a copy of the document using the scanner glass and set the copy instead.)
 - Chemically treated paper such as carbon or carbonless duplicating paper
 - Electrostatically charged paper
 - Badly curled, creased or torn paper
 - Paper with a coated surface
 - Paper with printing on the opposite side that can be seen through the other side, such as newsprint

4.4 Sending a fax using one-touch dial feature and navigator directory

Before using this feature, store the desired names and telephone numbers into one-touch dial feature and navigator directory (page 30).

- Keep the front cover page open for button locations.
- Make sure that the **[FAX]** light is ON.

- 1 Adjust the width of the document guides to fit the actual size of the document.
- 2 Insert the document (up to 40 pages) FACE UP into the feeder until a single beep is heard.
 - **Confirm that there are no documents on the scanner glass.**
 - If the document guides are not adjusted to fit the document, re-adjust them.
- 3 If necessary, change to the desired resolution (page 32) and the desired contrast (page 33).
- 4 Enter the fax number.

Using stations 1–7:

Press the desired station key.

Using stations 8–14:

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

Using navigator directory:

Press **[DIRECTORY]**, then press **[▼]** or **[▲]** repeatedly to display the desired item.

- 5 Press **[START]**.

Note:

- Do not open the document cover when sending a fax with the auto document feeder.

To send a fax using the scanner glass

- **Confirm that there are no documents in the auto document feeder.**
1. Open the document cover.
 2. Place the document FACE DOWN, then close the document cover.
 3. Enter the fax number using one-touch dial or navigator directory.
 - To send a single page, skip to step 7.
 - To send multiple pages, go to the next step.

4. Fax

4. Press **[QUICK SCAN]** to scan the document into memory.
5. Place the next page.
6. Press **[SET]**.
 - To send more pages, repeat steps 5 and 6.
7. Press **[START]**.

Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number up to 5 times.

- To cancel redialling, press **[STOP]**, then press **[SET]**.

If your unit does not send a fax

- Confirm that you have entered the number correctly, and that the number is a fax number.
- Confirm that the other party's fax machine is answering by turning ON the connecting tone feature (feature #416 on page 65).

4.5 Broadcast transmission

By storing one-touch dial and navigator directory items (page 30) into the broadcast memory, you can send the same document to multiple parties (up to 20). Your programmed items will remain in the broadcast memory, allowing frequent re-use.

- The broadcast function utilises stations 1–3. The one-touch dial function will be cancelled.
- Keep the front cover page open for button locations.
- Make sure that the **[FAX]** light is ON.

4.5.1 Programming items into the broadcast memory

1 Press **[MENU]** repeatedly to display "DIRECTORY SET".

2 Select the desired broadcast key.

For BROADCAST 1-2:

1. Press the desired **[BROADCAST]** key.
2. Press **[▼]** or **[▲]** repeatedly to select "BROADCAST".

For MANUAL BROADCAST:

1. Press **[MANUAL BROAD]**.
2. Press **[▼]** or **[▲]** repeatedly to select "MANUAL BROAD".

3 Press **[SET]**.

4 Program items.

Using stations 1–7:

Press the desired station key.

Using stations 8–14:

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

Using navigator directory:

Press **[▼]** or **[▲]** repeatedly to display the desired item, and press **[SET]**.

Using the dial keypad (only for MANUAL BROAD):

Enter the fax number and press **[SET]**.

- To program other items, repeat this step (up to 20 items).
- If you have programmed the wrong item, press **[STOP]** to erase the item.

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

- 6 Press **[STOP]** to exit.

Note:

- Confirm the stored items by printing a broadcast programming list (page 92).

4.5.2 Adding a new item into the broadcast memory

After initial programming, you can add new items (up to a combined total of 20).

- 1 Press **[DIRECTORY]**.
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired broadcast memory (“<BROADCAST1>”, “<BROADCAST2>” or “<MANUAL BROADCAST>”).
- 3 Press **[MENU]**.
- 4 Press **[*]**.
- 5 Press **[▼]** or **[▲]** repeatedly to display the desired item you want to add.
- 6 Press **[SET]**.
 - To add other items, repeat steps 5 and 6 (up to 20 items).
- 7 Press **[STOP]** to exit.

Note:

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

4.5.3 Erasing a stored item from the broadcast memory

- 1 Press **[DIRECTORY]**.
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired broadcast memory (“<BROADCAST1>”, “<BROADCAST2>” or “<MANUAL BROADCAST>”).
- 3 Press **[MENU]**.
- 4 Press **[#]**.
- 5 Press **[▼]** or **[▲]** repeatedly to display the desired item you want to erase.
 - To cancel erasing, press **[STOP]**.
- 6 Press **[SET]**.
- 7 Press **[SET]**.
 - To erase other items, repeat steps 5 to 7.

- 8 Press **[STOP]** to exit.

4.5.4 Sending the same document to pre-programmed parties

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

- 1 Insert the document FACE UP into the feeder.
 - **Confirm that there are no documents on the scanner glass.**
- 2 If necessary, change to the desired resolution (page 32) and the desired contrast (page 33).
- 3 Press the desired **[BROADCAST]** (1-2) or **[MANUAL BROADCAST]**.
 - The document will be fed into the unit and scanned into memory. The unit will then send the data to each party, calling each number sequentially.
 - After transmission, the stored document will be erased from memory automatically, and the unit will automatically print a report (**broadcast sending report**).

Note:

- Do not open the document cover when sending a fax with the auto document feeder.
- If you select “FINE”, “SUPER FINE” or “PHOTO” resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, sending will be cancelled.
- If a party is busy or does not answer, it will be skipped and redialled later up to 5 times.

To send the same document using the scanner glass

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

1. Open the document cover.
2. Place the document FACE DOWN, then close the document cover.
3. Press the desired **[BROADCAST]** (1-2) or **[MANUAL BROADCAST]**.
 - To send a single page, skip to step 6.
 - To send multiple pages, go to the next step.
4. Place the next page.
5. Press **[SET]**.
 - To send more pages, repeat steps 4 and 5.
6. Press **[START]**.

4. Fax

To cancel broadcast transmission

1. Press **[STOP]** repeatedly until “**SEND CANCELLED?**” is displayed.
2. Press **[SET]**.

4.6 Selecting the way to use your fax machine

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

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

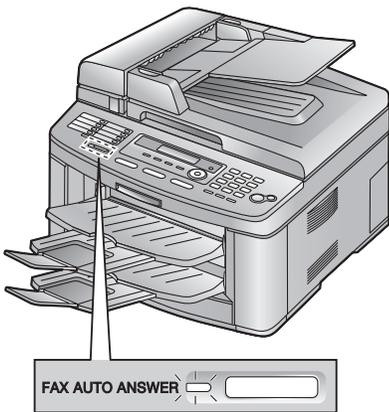
4.6.1 Use only as a fax (FAX ONLY mode)

Your situation

You have a separate telephone line just for faxes.

Setup

Set the fax machine to FAX ONLY mode (page 39) by pressing **[FAX AUTO ANSWER]** repeatedly.



How faxes are received

All incoming calls will be answered as faxes.

4.6.2 Use mostly as a telephone (TEL mode)

Your situation

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

Setup

Set the fax machine to TEL mode (page 39) by pressing **[FAX AUTO ANSWER]** repeatedly.



Note:

- Make sure feature #404 is set to “**TEL**” beforehand (page 64).

How to receive phone calls and faxes

You have to answer all calls manually.

To receive a fax document, press **[START]**.

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

Your situation

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

Setup

Set the fax machine to TEL/FAX mode (page 40) by pressing **[FAX AUTO ANSWER]** repeatedly.



Note:

- Make sure feature #404 is set to “**TEL/FAX**” beforehand (page 64).

How phone calls and faxes are received

If the call is a phone call, the fax machine will ring.

If a fax calling tone is detected, the fax machine will receive the fax automatically without ringing.

4.6.4 Use with answering machine

Your situation

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

Setup

Connect an external telephone answering machine and set the ring count of the answering machine to less than 4.

- Set the ring count in FAX ONLY mode of the fax machine to more than 4, if you use with auto answer ON.

How to receive calls

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

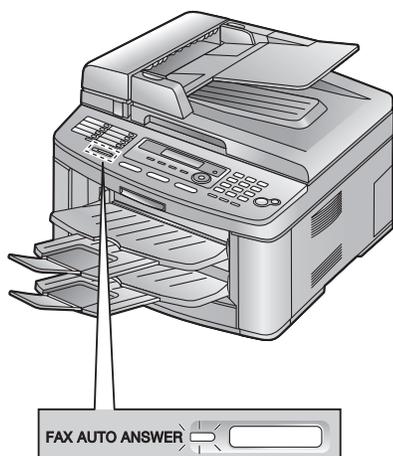
4.7 Receiving a fax automatically – Auto answer ON

4.7.1 Activating FAX ONLY mode

Press **[FAX AUTO ANSWER]** repeatedly to display the following.

FAX ONLY MODE

- The **[FAX AUTO ANSWER]** indicator is ON.



How faxes are received

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

Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #210 on page 63).

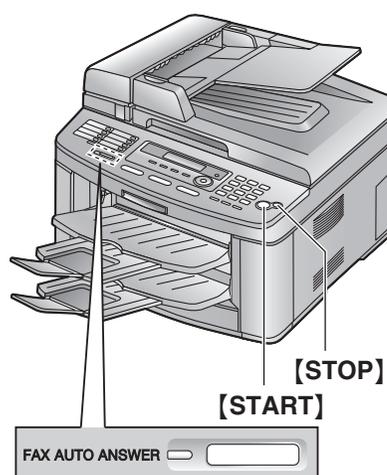
4.8 Receiving a fax manually – Auto answer OFF

4.8.1 Activating TEL mode

- 1 Make sure feature #404 is set to “TEL” beforehand (page 64).
- 2 Press **[FAX AUTO ANSWER]** repeatedly to display the following.

TEL MODE

- The **[FAX AUTO ANSWER]** indicator is OFF.



Note:

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

How to receive phone calls and faxes with the handset unit

1. Lift the handset to answer the call.
2. When:
 - document reception is required,
 - a fax calling tone (slow beep) is heard, or
 - no sound is heard,
 press **[START]**.
 - The unit will start fax reception.
3. Replace the handset.

4. Fax

How to receive faxes with an extension telephone

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

1. When the extension telephone rings, lift the handset of the extension telephone.
2. When:
 - document reception is required,
 - a fax calling tone (slow beep) is heard, or
 - no sound is heard,press **[*] [#] [9]** (default fax activation code) **firmly**.
 - The unit will start reception.
3. Replace the handset.

Note:

- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434 on page 66) beforehand. The default setting is ON. The fax activation code can also be changed.

To stop receiving

Press **[STOP]**.

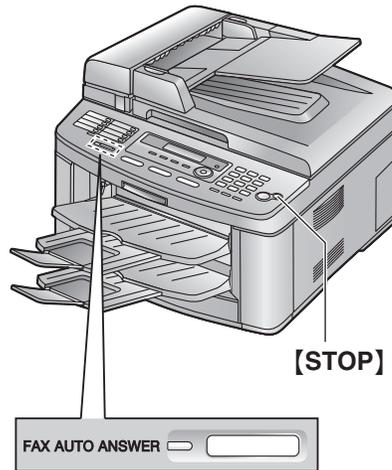
4.8.2 Activating TEL/FAX mode

- 1 Make sure feature #404 is set to “TEL/FAX” beforehand (page 64).
- 2 Press **[FAX AUTO ANSWER]** repeatedly to display the following.

TEL/FAX MODE

- The **[FAX AUTO ANSWER]** indicator is OFF.

- 3 The ringer volume setting should be ON (page 25).



How phone calls and faxes are received

1. “**INCOMING CALL**” will be displayed but the unit will not ring.
2. The unit will wait for the duration of **2 rings** before answering the call.
 - The number of rings is determined by the “**TEL/FAX delayed ring setting**” (feature #212 on page 64).
 - During this time, an extension telephone will ring.
3. The unit will answer the call and try to detect a fax calling tone.

When a fax calling tone is detected

The unit receives the fax automatically without ringing.

When a fax calling tone is not detected

① The unit will ring **3 times**. You may answer the call.

- The number of rings is determined by the “**Silent fax recognition ring setting**” (feature #436 on page 66).
- Callers will hear a ring back tone different from the one generated by the telephone company.
- An extension telephone (if connected to the same line) will not ring at this time. To answer the call with the extension telephone, lift the handset and press **[*][0]** (default auto disconnection code) while the fax machine is ringing.

② If you do not answer the call, the unit will activate the fax function.

- Some fax machines do not generate fax calling tones when sending faxes,

therefore the unit will try to receive a fax even if no fax calling tone is detected.

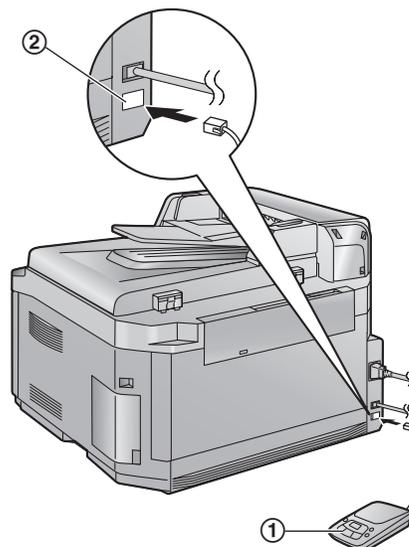
Note:

- The auto disconnection code can be changed in feature #435 on page 66.
- Even when you answer a call with the extension telephone and press the auto disconnection code, the fax machine may activate the fax function depending on the type of an extension telephone. Press **[STOP]** on the fax machine to talk with the calling party.

4.9 Using the unit with an answering machine

4.9.1 Setting up the unit and an answering machine

- 1 Connect the answering machine (①).
 - Answering machine is not included.
 - Connect the cord (②).



- 2 Set the number of rings on the answering machine to 4 rings or less.
 - This will allow the answering machine to answer the call first.
- 3 Record a greeting message on the answering machine.
 - We recommend you record a message up to 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, both machines will not function correctly.
- 4 Activate the answering machine.
- 5 Set the unit to the desired receiving mode (page 39).
 - If you set it to FAX ONLY mode, **change the ring setting in FAX ONLY mode to more than 4 (feature #210 on page 63).**
- 6 Make sure each of the following are unique:
 - the remote access code of the answering machine
 - the fax activation code (feature #434 on page 66)

4. Fax

Receiving a voice message and fax document in one call

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

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

Note:

- To use this feature, make sure remote fax activation is turned ON (Feature #434 on page 66). The fax activation code can also be changed.
- If there is no room left in the memory of your answering machine, the unit may not be able to receive documents. See the operating instructions of the answering machine and erase unnecessary messages.

4.10 Receive polling (retrieving a fax placed on another fax machine)

This feature allows you to retrieve a document from another compatible machine. Therefore you pay for the call.

Make sure that no documents are fed into your unit and that the other party's machine is ready for your call.

- Keep the front cover page open for button locations.
- 1 Press [**MENU**] repeatedly to display "POLLING".
 - 2 Press [**SET**].
 - 3 Dial the fax number.
 - 4 Press [**START**].
 - The unit will start reception.

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

If you subscribe to Caller ID service (page 44), this feature prevents fax reception from calls that do not show caller information.

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

- Keep the front cover page open for button locations.

Important:

- This feature does not work when manual reception is performed.

4.11.1 Activating the junk fax prohibitor

- 1 Press [**MENU**] repeatedly to display "JUNK FAX PROH.".
- 2 Press [**>**].
- 3 Press [**▼**] or [**▲**] repeatedly to select "ON".
- 4 Press [**SET**].
- 5 Press [**MENU**] to exit.
 - While the junk fax prohibitor is activated, "JUNK FAX ON" is displayed.

4.11.2 Storing undesired callers

You can register up to 10 undesired numbers from the Caller ID list (page 44) if you do not wish to receive faxes from them.

- 1 Press [**MENU**] repeatedly to display "JUNK FAX PROH.".
- 2 Press [**>**] repeatedly to display "JUNK LIST SET".
- 3 Press [**SET**].
- 4 Press [**▼**] or [**▲**] repeatedly to display the party you wish to prevent fax reception from.
- 5 Press [**SET**].
 - To program other parties, repeat steps 4 to 5.
- 6 Press [**STOP**] 2 times to exit.

Note:

- If there is no space to store new items, "LIST FULL" will be displayed in either step 3 or step 5. Erase unnecessary items.

To display the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display “**JUNK FAX PROH.**”.
2. Press **[▶]** repeatedly to display “**JUNK LIST DISP.**”.
3. Press **[SET]**.
4. Press **[▼]** or **[▲]** to display the items on the list.
5. Press **[MENU]** to exit the program.

To print the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display “**JUNK FAX PROH.**”.
2. Press **[▶]** repeatedly to display “**JUNK LIST PRINT**”.
3. Press **[SET]**.
4. Press **[MENU]** to exit the list.

To erase an item from the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display “**JUNK FAX PROH.**”.
2. Press **[▶]** repeatedly to display “**JUNK LIST DISP.**”.
3. Press **[SET]**.
4. Press **[▼]** or **[▲]** repeatedly to display the desired item.
5. Press **[◀]**.
 - To cancel erasing, press **[STOP]**, then press **[MENU]**.
6. Press **[SET]**.
 - The item is erased.
 - To erase other items, repeat steps 4 to 6.
7. Press **[MENU]** to exit the list.

5.1 Caller ID service

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

Important:

- This unit is designed in accordance with the “FSK based subscriber line protocol” under the ETS (European Telecommunication Standard) and only supports the basic CLIP (Calling Line Identification Presentation) features.
- This unit will only display the caller's telephone number and name.
- This unit will not support future additional telephone services.
- This unit cannot support services based on the “DTMF based subscriber line protocol”.
- Depending on the service of the local telephone company, the date/time of the call or the caller's name may not be displayed.

5.1.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed after the 1st ring. You then have the option of whether or not to answer the call. The unit will automatically store caller information (name, telephone number and the time of the call) of the 30 most recent calls. Caller information is stored by the most recent to the oldest call. When the 31st call is received, the oldest call is deleted.

Caller information can be viewed on the display one item at a time (page 45) or confirmed by printing the Caller ID list (page 92).

- When caller information is received and it matches a telephone number stored in the unit's one-touch dial or navigator directory, the stored name will be displayed.
- If the unit is connected to a PBX (Private Branch Exchange) system, caller information may not be received properly. Consult your PBX supplier.
- If the unit cannot receive caller information, the following will be displayed:
 - “**OUT OF AREA**”: The caller dialed from an area which does not provide Caller ID service.
 - “**PRIVATE CALLER**”: The caller requested not to send caller information.

- “**LONG DISTANCE**”: The caller made a long distance call.

To confirm caller information by printing the Caller ID list

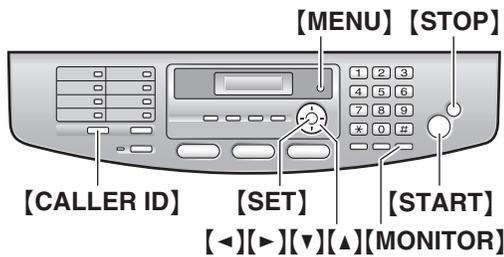
- To print manually, see page 92.
- To print automatically after every 30 new calls, activate feature #216 (page 63).

5.2 Viewing and calling back using caller information

You can easily view caller information and call back.

Important:

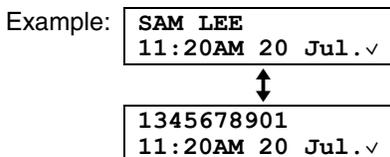
- Calling back will not be possible if the caller information does not include a telephone number.
- If the area code of the received telephone number is the same as yours, the area code may need to be deleted before calling back. This may only apply to some areas. To edit the number, see page 45.



- 1 Press **[CALLER ID]**.
- 2 Press **[▼]** to search from the recently received caller information.
 - If you press **[▲]**, the display order will be reversed.
- 3 Press **[MONITOR]** or lift the handset to return the call.
 - The unit will start dialling automatically.
 - To send a fax using the auto document feeder, see page 32.

To change the way caller information is displayed

Press **[CALLER ID]** repeatedly after step 2.



- A check mark (✓) on the display means the call has already been viewed or answered.

Display while viewing

- When the unit could not receive a name, the display will show "NO NAME RCVD".

- When no calls have been received, the display will show "NO CALLER DATA".

To stop viewing

Press **[STOP]** after step 2.

5.2.1 Editing a caller's telephone number before calling back

- 1 Press **[CALLER ID]**.
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired entry.
- 3 Press **[CALLER ID]** to display the telephone number.
- 4 Press dial key (0 to 9) or **[*]** to enter the editing mode and edit the telephone number.
- 5 Press **[MONITOR]** or lift the handset to call back the edited number.
 - The unit will start dialling automatically.
 - To send a fax, insert the document FACE UP and press **[START]**.

Note:

- The edited telephone number will not be saved in the caller information. To save in the directory, see page 46.

To correct a mistake

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

To delete a number

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

5.2.2 Erasing all caller information

- 1 Press **[MENU]** repeatedly to display "CALLER SETUP".
- 2 Press **[SET]**.
 - "CALL LIST ERASE" will be displayed.
- 3 Press **[SET]**.
 - To cancel erasing, press **[STOP]**, then **[MENU]**.
- 4 Press **[SET]**.
- 5 Press **[STOP]** to exit.

5.2.3 Erasing specific caller information

- 1 Press **[CALLER ID]**.
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item.
- 3 Press **[◀]**.
 - To cancel erasing, press **[STOP]**.
- 4 Press **[SET]**.
 - To erase other items, repeat steps 2 to 4.
- 5 Press **[STOP]** to exit.

5.3 Storing caller information

- Keep the front cover page open for button locations.

5.3.1 Into the one-touch dial feature and navigator directory

Important:

- **This feature is not available if the caller information does not include a telephone number.**

- 1 Press **[CALLER ID]**.
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item.
- 3 Press **[MENU]**.
- 4 Select the station key or navigator directory.

For stations 1–3:

1. Press the desired station key.
2. Press **[▼]** or **[▲]** repeatedly to select "DIAL MODE".
3. Press **[SET]**.
4. Press **[SET]**.

For stations 4–7:

1. Press the desired station key.
2. Press **[SET]**.

For stations 8–14:

1. Press **[LOWER]**, then press the desired station key.
2. Press **[SET]**.

For navigator directory:

1. Press **[◀]** or **[▶]**.
2. Press **[SET]**.

- 5 Press **[SET]**.

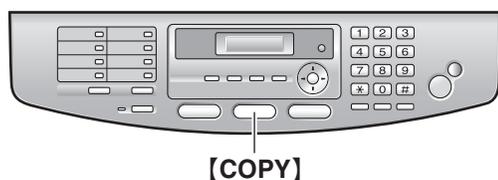
Note:

- You can confirm the stored items by printing the telephone number list (page 92).
- The unit can only store a name of up to 16 characters long.
- To edit a name or number, see page 31.
- If caller information does not include the caller's name, enter the name manually. See the instructions on page 30.
- If you assign an item to a station key which already contains an item, the previous item will be replaced.
- Station 1 to 3 can be used alternatively as broadcast keys (page 36).

6.1 Using the unit as a copy machine

6.1.1 Entering the copy mode

Before copying, set the operation mode to the copy mode.



Press **[COPY]** to turn the **[COPY]** light ON.

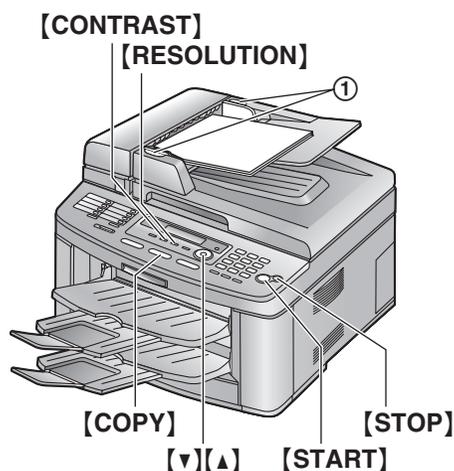
Note:

- You can change the default operation mode (feature #463 on page 63) and the timer before returning to the default operation mode (feature #464 on page 63).
- Copied documents will be stacked on the upper output tray. You can change the output tray for copying (feature #466 on page 68) (KX-FLB813 only).
- If the **[FAX AUTO ANSWER]** indicator is ON, the unit can receive faxes automatically even while the copy mode.

6.2 Making a copy

6.2.1 Using the auto document feeder

- Confirm that there are no documents on the scanner glass.



- 1 If the **[COPY]** light is OFF, turn it ON by pressing **[COPY]**.
- 2 Set the original.
 1. Adjust the width of the document guides (①) to fit the actual size of the document.
 2. Insert the document (up to 40 pages) FACE UP into the feeder until a single beep is heard.
- 3 If necessary, change the following settings according to the type of document.
 - To select the resolution, see page 48.
 - To select the contrast, see page 48.
- 4 If necessary, enter the number of copies (up to 99).
- 5 Press **[START]**.
 - The unit will start copying.
- 6 After you finish copying, press **[STOP]** to reset the settings you set in step 3 and 4.

Note:

- Any document which can be sent as a fax can also be copied and scanned (page 34). The effective scanning area changes according to the setting of the paper size.
- Do not open the document cover when making a copy with the auto document feeder.

6. Copy

To stop copying

Press **[STOP]**.

To select the resolution

1. Press **[RESOLUTION]**.
2. Press **[▼]** or **[▲]** repeatedly to select the desired resolution.
 - “**TEXT/PHOTO**”: For documents containing both text and photographs.
 - “**TEXT**”: For documents containing only text.
 - “**PHOTO**”: For documents containing photographs, shaded drawings, etc.

Note:

- You can change the default resolution in feature #461 (page 68).
-

To select the contrast

You can adjust this setting depending on the darkness or lightness of the document. 5 levels (light to dark) are available.

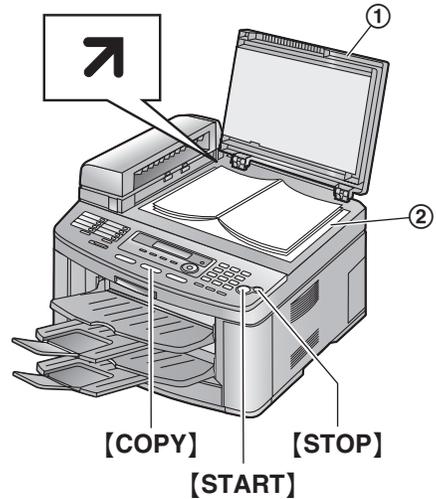
1. Press **[CONTRAST]**.
2. Press **[▼]** or **[▲]** repeatedly to select the desired contrast.
 - To make it lighter, press **[▼]**.
 - To make it darker, press **[▲]**.

Note:

- You can save the previous contrast setting in feature #462 (page 63).
-

6.2.2 Using the scanner glass

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



- 1 If the **[COPY]** light is OFF, turn it ON by pressing **[COPY]**.
- 2 Set the original.
 1. Open the document cover (①).
 2. Place the document **FACE DOWN** on the scanner glass (②), matching the top edge of the document to the ↗ mark on the unit.
 3. Close the document cover.
 - If the original is a thick book, do not close the document cover.
- 3 If necessary, change the following settings according to the type of document.
 - To select the resolution, see page 48.
 - To select the contrast, see page 48.
- 4 If necessary, enter the number of copies (up to 99).
- 5 Press **[START]**.
 - The unit will start copying.
- 6 After you finish copying, press **[STOP]** to reset the settings you set in step 3 and 4.

Note:

- The effective scanning area changes according to the setting of the paper size (feature #380 on page 63). If you select “**LEGAL**” for the paper size, the effective scanning area will be maximised (page 34).
-

To stop copying

Press **[STOP]**.

6.3 More copying features

- Keep the front cover page open for button locations.
- Make sure that the [COPY] light is ON.

6.3.1 To enlarge a document

- 1 Set the original.
- 2 Press [ZOOM].
- 3 Press [▲] repeatedly to select from “105%” to “200%” by changing the enlargement rate 5% at a time.
- 4 Press [START].
- 5 After you finish copying, press [STOP] to reset this feature.

- **When using the auto document feeder**, the unit will only enlarge the centre of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy.
- **When using the scanner glass**, the unit will only enlarge the right top corner of the document starting from the ↗ mark on the unit.

Example: 150% enlarged copy

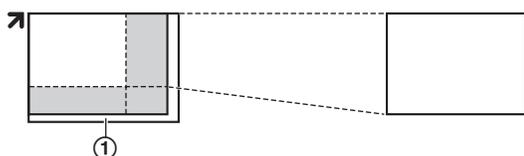
Using the auto document feeder:

Original document Enlarged copy



Using the scanner glass (①):

Original document Enlarged copy



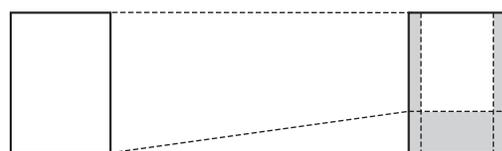
6.3.2 To reduce a document

- 1 Set the original.
- 2 Press [ZOOM].
- 3 Press [▼] repeatedly to select from “95%” to “50%” by changing the reduction rate 5% at a time.
- 4 Press [START].
- 5 After you finish copying, press [STOP] to reset this feature.

Example: 70% reduced copy

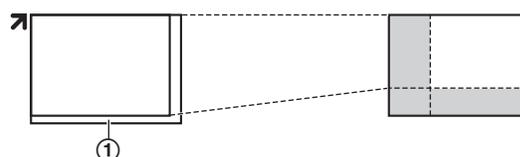
Using the auto document feeder:

Original document Reduced copy



Using the scanner glass (①):

Original document Reduced copy



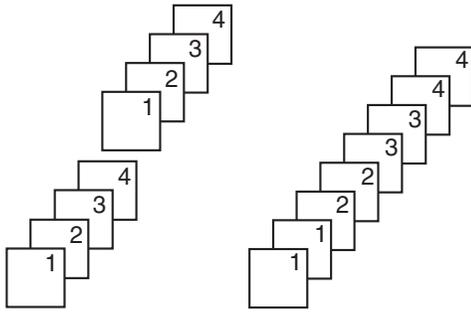
6.3.3 To collate multiple copies (Auto document feeder only)

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

- 1 Set the original.
- 2 Press [COLLATE].
- 3 Press [▼] or [▲] repeatedly to display “ON”.
- 4 Press [SET].
- 5 Enter the number of copies (up to 99).
- 6 Press [START].

6. Copy

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



Collated pages

Uncollated pages

Note:

- The unit will store the documents into memory while collating the copies. The maximum number of original document for collating copies depends on the contents of pages, resolution and contrast. Approximately 50 pages of ITU-T No.1 Test Chart in “**TEXT**” mode can be stored at a time, if the unit has no documents in memory. See page 93 of the specifications in detail.
- If memory becomes full while storing, the unit will only print out the stored pages.
- The collating feature is effective only for this time. After copying, this feature will turn OFF automatically.

7.1 Connecting to a computer

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

- Printing on plain paper, transparencies, labels and envelopes
- Scanning documents and converting an image into text with Readiris OCR software
- Scanning from other applications for Microsoft® Windows® that support TWAIN scanning
- Storing, editing or erasing items in directories using your computer
- Programming the features using your computer
- Sending, receiving fax documents using your computer

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

Operating System:

Works with Windows 98/Me/2000/XP*1

CPU:

Windows 98: Pentium® 90 MHz or faster
Windows Me: Pentium 150 MHz or faster
Windows 2000: Pentium 166 MHz or faster
Windows XP*1: Pentium 300 MHz or faster

RAM:

Windows 98: 24 MB (32 MB or more recommended)
Windows Me: 32 MB (64 MB or more recommended)
Windows 2000: 64 MB or more
Windows XP*1: 128 MB or more

Other Hardware:

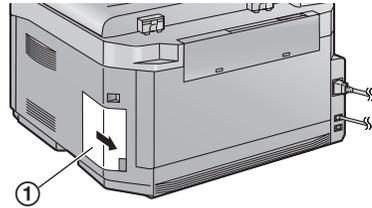
CD-ROM drive
Hard disk drive with at least 100 MB of available space
USB interface

*1 Multi-Function Station software does not work with Windows XP Professional x64 Edition (64bit), a new version of Windows XP Professional that was released in and after April, 2005.

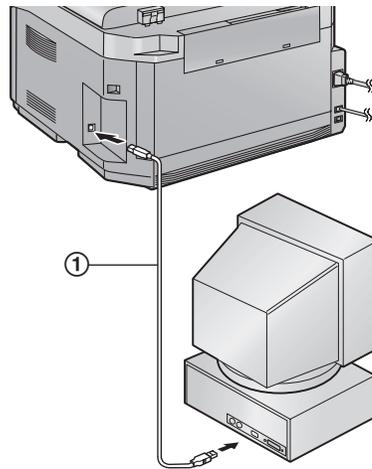
Important notice for the connection

- Do not connect the USB cable before installing Multi-Function Station. Be sure to connect the USB cable in step 6 on page 52.

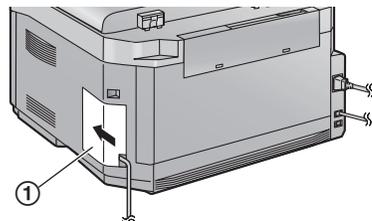
- 1 Remove the USB interface cover (①).



- 2 Connect the USB cable (①) to the USB port.



- 3 Attach the USB interface cover (①).



Note:

- Be sure to use a Hi-Speed USB 2.0 certified cable if your computer is equipped with the Hi-Speed USB 2.0 interface.
- USB cable is not included. Please purchase a shielded Type-A male/Type-B male USB cable maximum length 2 metres.

Warning:

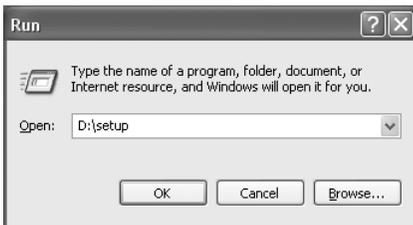
- To assure continued emission limit compliance, use only shielded USB cable (2 m or less in length).

7.2 Installing Multi-Function Station

- The screenshots shown in these instructions are for Windows XP and are included for reference only.

7. Multi-Function Station software

- The screenshots shown in these instructions may differ slightly from those of the actual product.
 - Software features and appearance are subject to change without notice.
- 1 Start Windows and exit all other applications.
 - For Windows XP and Windows 2000 users, you must be logged in as an administrator in order to install Multi-Function Station.
 - **Install Multi-Function Station before connecting the unit to a computer. If the unit is connected to a computer before installing Multi-Function Station, the [Found New Hardware Wizard] dialogue box will appear. Click [Cancel] to close it.**
 - 2 Insert the included CD-ROM into your CD-ROM drive.
 - The **[Choose Setup Language]** dialogue box will appear. Select the desired language that you want to use with this software from the drop-down list. Click **[OK]**. The installation will automatically start.
 - If the **[Choose Setup Language]** dialogue box does not appear: The installation will automatically start.
 - If 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, use Windows Explorer and look for the CD-ROM drive.)



The installation will start.

- 3 When the setup program starts, follow the on-screen instructions.
- 4 When the **[Setup Type]** dialogue box appears, select **[Standard]**, then click **[Next]**.
 - Readiris OCR software (page 57) and Device Monitor (page 59) will also be installed.

- 5 When the **[Connect Type]** dialogue box appears, select **[Connect directly with a USB cable.]**, then click **[Next]**.
 - The **[Connect Device]** dialogue box will appear.
- 6 Connect the unit with the USB cable (page 51), then click **[Next]**.
 - If the unit is connected to your computer, the model name will be automatically detected.
 - You can change the names for the printer, PC fax, and scanner if necessary.
- 7 Click **[Install]**, then follow the on-screen instructions.
 - The files will be copied to your computer.

Important notice for Windows XP users

- If you use Windows XP, the following message may appear after step 6:
"The software you are installing for this hardware has not passed Windows Logo testing to verify its compatibility with Windows XP"
This is normal and the software will not cause any difficulties with your operating system. You can continue the installation with no problem.

Note:

- If the screen prompts to insert the CD-ROM for operating system when installing Multi-Function Station, insert it into your CD-ROM drive.

To use the other unit with the computer

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

Click **[Start]**, then select **[All Programs]** or **[Programs]** → **[Panasonic]** → **[KX-FLB800_FLM650 Series]** → **[Add Printer Driver]**. Then follow the on-screen instructions.

Note:

- You cannot connect more than one unit to the same computer at the same time.

To modify the software

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

For Windows XP and Windows 2000 users, you must be logged in as an administrator in order to modify Multi-Function Station.

1. Click **[Start]**, then select **[All Programs]** or **[Programs]** → **[Panasonic]** → **[KX-FLB800_FLM650 Series]** → **[Uninstall or Modify]**.

2. Select [**Modify**] and click [**Next**], then follow the on-screen instructions.

To uninstall the software

For Windows XP and Windows 2000 users, you must be logged in as an administrator in order to uninstall Multi-Function Station.

1. Click [**Start**], then select [**All Programs**] or [**Programs**] → [**Panasonic**] → [**KX-FLB800_FLM650 Series**] → [**Uninstall or Modify**].
2. Select [**Uninstall**] and click [**Next**], then follow the on-screen instructions.

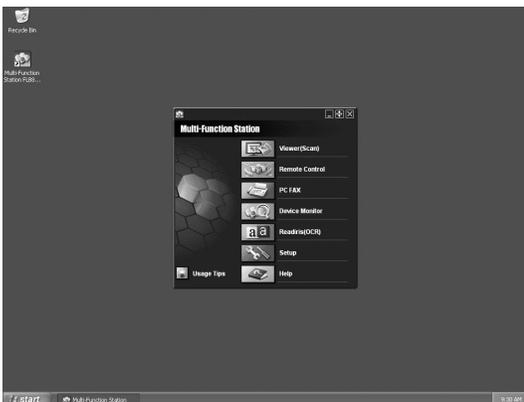
Note:

- If you want to uninstall each component, select [**Modify**] and click [**Next**] in step 2, then follow the on-screen instructions.

7.3 Starting Multi-Function Station

Click [**Start**], then select [**All Programs**] or [**Programs**] → [**Panasonic**] → [**KX-FLB800_FLM650 Series**] → [**Multi-Function Station**].

- Multi-Function Station will appear.



Viewer(Scan) (page 56)

- To display the images which support TIFF, JPEG, PCX, DCX and BMP formats.
- To create an image file by scanning the document set in the unit (TIFF, JPEG, PCX, DCX, BMP and PDF formats).

Remote Control (page 57)

- To store, edit or erase items in directories.
- To program the features.
- To view items in the journal report or Caller ID list.
- To store caller information into directories.

PC FAX (page 58)

- To send a document created on the computer.
- To display a document received on the computer.

Device Monitor (page 59)

- To display the current status of the unit.

Readiris(OCR) (page 57)

- To convert an image into editable text data.

Setup

- To change the setting for OCR.

Help

- For detailed instructions on Multi-Function Station.

Usage Tips

- To display usage tips.

Note:

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

7.4 Using the unit as a printer

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

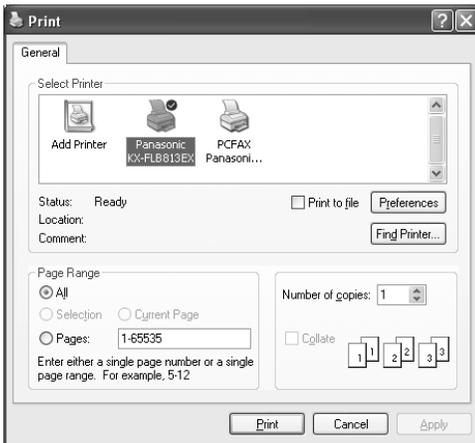
7.4.1 Printing from Windows applications

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

- 1 Open the document you want to print.
- 2 Select [**Print...**] from the [**File**] menu.
 - The [**Print**] dialogue box will appear.

7. Multi-Function Station software

For details about the **[Print]** dialogue box, click **[?]**, then click the desired item.



Note:

- For Microsoft PowerPoint®, select **[Color]** or remove the check next to **[Grayscale]** in the print dialogue so that coloured text will be printed in grayscale.

3 Select **[Panasonic KX-FLB813EX]/[Panasonic KX-FLB803EX]** as the active printer.

- If you have changed the name of the unit when installing, select that name from the list.
- To change the printer settings, proceed as follows.

For Windows 98/Windows Me:

Click **[Properties]**, and then click the desired tab. Change the printer settings, and then click **[OK]**.

For Windows 2000:

Click the desired tab and change the printer settings.

For Windows XP:

Click **[Preferences]**, and then click the desired tab. Change the printer settings, and then click **[OK]**.

4 Click **[Print]** or **[OK]**.

- The unit will start printing.

Note:

- To load paper, see page 19, 21.
- When using the manual input tray, load the recording paper after step 4.
- For details about the paper specifications, see page 54, 94.

Setting the printer properties

You can change the printer setting in step 3. We recommend that you test paper (especially

special sizes and types of paper) on the unit before purchasing large quantities.

You can change the settings on the following tabs.

Paper: Paper size, paper type, etc.

Output: Pages per sheet, output tray (KX-FLB813 only), etc.

Quality: Graphics mode, resolution, toner save feature, etc.

Note:

- To select **[Envelope]** for paper type on the **[Paper]** tab, you need to select **[Envelope #10]** or **[Envelope DL]** for paper size.
- You can select the output tray for each printing on the **[Output]** tab. To change the default output tray, see page 59 (KX-FLB813 only).
- When printing from a computer, the toner save feature on the **[Quality]** tab overrides the unit's toner save setting (feature #482 on page 63).

7.4.2 Transparencies

Use transparencies designed for laser printing. We recommend the following:

3M® CG3300/CG5000

- Use the manual input tray to print transparencies.
- Load transparency sheets one page at a time for printing, print-side down.
- Printed transparency will be stacked on the upper output tray (KX-FLB813 only).
- Remove each transparency after printing and place it on a flat surface to cool and to prevent it from curling.
- Do not re-use transparencies that have already been fed through the unit. This includes transparencies that have been fed through and ejected without being printed on.
- Some types of transparencies have instructions recommending which side to print on. If the print quality is poor, try printing on the other side.

7.4.3 Labels

Use labels designed for laser printing. We recommend the following:

Avery®

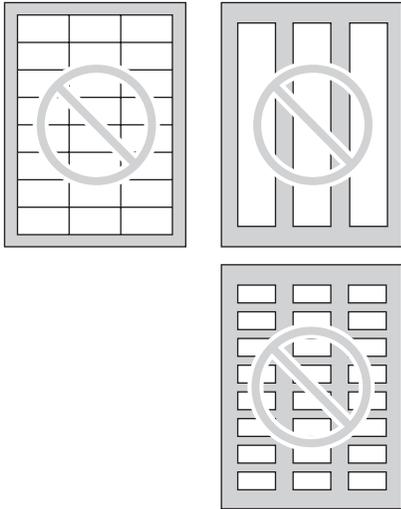
5160/5161/5162/5163/5164/5165/5167/5168

XEROX®

LWH100/LWH110/LWH120/LWH130/LWH140

- Use the manual input tray to print labels.
- Load label sheets one page at a time for printing, print-side down.

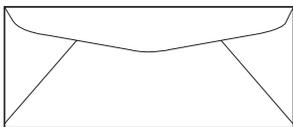
- Printed label will be stacked on the upper output tray (KX-FLB813 only).
- Remove each label after printing.
- Do not use the following types of labels:
 - Labels that are wrinkled, damaged or separated from the backing sheet.
 - Any sheet of labels that has spaces in it where some of the labels have been removed.
 - Labels that do not completely cover the backing sheet as follows.



7.4.4 Envelopes

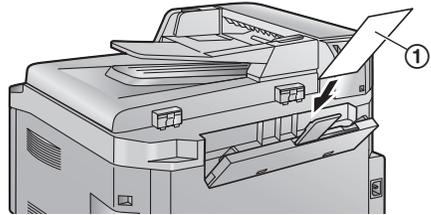
Use envelopes designed for laser printing. We recommend the following:

- High quality envelopes of 90 g/m² paper,
- Envelopes that have thin, sharply creased leading edges,
- Envelopes that have diagonal seams, and
- Envelopes with a moisture content of 4% to 6% by weight.



- Use the manual input tray to print envelopes.

- You can load 1 envelope of 90 g/m² paper at a time for printing, print-side down (①).



- Printed envelope will be stacked on the upper output tray (KX-FLB813 only).
- Remove each envelope after printing.

Note:

- Wrinkles and waving may occur in some cases, even if high quality envelopes are used.
- Avoid printing in high humidity. High humidity may cause the envelope to curl or seal the envelope.
- Store envelopes away from moisture and humidity, where they can lay flat and their edges will not be bent or damaged.

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 envelopes 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
- Envelopes that include cotton and/or fibre material



Side seam construction



Peel-off strip



Multiple flaps



Twisted



Curled



Bent-edged



Waved



Dog-eared



Self adhesive

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

- Envelopes with clasps, snaps or tie strings
- Envelopes with transparent windows
- Envelopes that use encapsulated types of adhesive that do not require moistening but rely on pressure to seal them



Clasp



Transparent window

7.5 Using the unit as a scanner

- Keep the front cover page open for button locations.

7.5.1 Using Multi-Function Viewer

- 1 Set the original.

Using the auto document feeder

Insert the document (up to 40 pages) FACE UP into the feeder until a single beep is heard.

- Confirm that there are no documents on the scanner glass.

Using the scanner glass

Place the document FACE DOWN on the scanner glass, matching the top edge of the document to the **↗** mark on the unit.

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

- 2 Start Multi-Function Station.

- 3 Select [**Viewer(Scan)**].

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

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

- The [**Panasonic KX-FLB813EX**]/ [**Panasonic KX-FLB803EX**] (default name) dialogue box will appear.

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

- To preview the scanned image, click [**Preview**]. Only the first page will be displayed. You can drag the frame to specify the scanned area. If you change the scan mode, brightness, or contrast setting, click [**Preview**] to refresh the scanned image. If you use the auto document feeder, set the document again before refreshing the scanned image.
- If you select [**B/W Graphic**] for scan mode, the resolution range will be from 150 to 600 dpi.

- 6 Click [**Scan**].

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

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

Note:

- You can display the images which support TIFF, JPEG, PCX, DCX and BMP formats.
- You can save the images in TIFF, JPEG, PCX, DCX, BMP or PDF formats.
- You can move, copy and delete a file or page.
- You cannot change the scanning settings on the unit.
- Any document which can be sent as a fax can also be scanned (page 34).
- Do not open the document cover when scanning documents with the auto document feeder.
- When scanning a document, we recommend using the scanner glass rather than the auto document feeder for better results.

To scan documents quickly

1. Set the original.
2. Press [**SCAN**] on the unit.
 - The previous settings will be displayed on your computer. You can change them if necessary.
3. Press [**START**] on the unit.
 - The scanned image will be displayed in the [**Multi-Function Viewer**] window after scanning.
 - To cancel scanning while the document is being scanned, click [**Cancel**].

Note:

- For details, see the help file by selecting [**Usage Tips**] from Multi-Function Station.

Readiris OCR software

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

To use this software, click the [**OCR**] icon in the [**Multi-Function Viewer**] window or select [**Readiris (OCR)**] from Multi-Function Station. For detailed instructions about OCR, select [**Help**].

7.5.2 Using other applications

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

- 1 Set the original.

Using the auto document feeder

Insert the document (up to 40 pages) FACE UP into the feeder until a single beep is heard.

- Confirm that there are no documents on the scanner glass.

Using the scanner glass

Place the document FACE DOWN on the scanner glass, matching the top edge of the document to the **↖** mark on the unit.

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

- 2 Start an application that supports TWAIN scanning.
- 3 Select [**Select Device...**] from the [**File**] menu, then select the [**Panasonic KX-FLB813EX**]/[**Panasonic KX-FLB803EX**] (default name) in the dialogue box.
- 4 Select [**Acquire Image...**] from the [**File**] menu.
 - The [**Panasonic KX-FLB813EX**]/[**Panasonic KX-FLB803EX**] (default name) dialogue box will appear.
- 5 If necessary, change the scanning settings on your computer.
 - If you select [**B/W Graphic**] for scan type, the resolution range will be from 150 to 600 dpi.
- 6 Click [**Scan**].
 - The scanned image will be displayed in the application window after scanning.
 - To cancel scanning while the document is being scanned, click [**Cancel**].

Note:

- Depending on the application used, the appearance may differ slightly.

7.6 Operating the unit from your computer

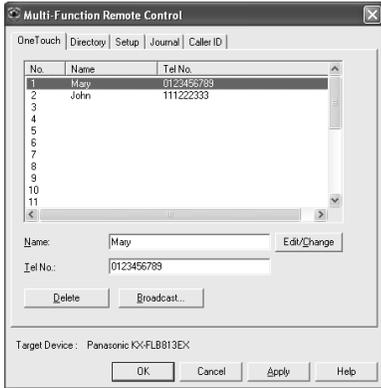
You can easily operate the following functions from your computer.

- Storing, editing or erasing items in directories (page 30, 36)
- Programming the features (page 62 to page 68)
- Viewing items in the journal report (page 33)
- Storing the journal report as the computer file
- Viewing items in the Caller ID list (page 44)

7. Multi-Function Station software

- Storing caller information into directories (page 46)
- Storing the Caller ID list as the computer file

- 1 Start Multi-Function Station.
- 2 Select [**Remote Control**].
 - The [**Multi-Function Remote Control**] window will appear.



- 3 Select the desired tab.
 - The latest data in the unit will be displayed.
- 4 Perform the desired operation.
 - For details about each function, click [**Help**].
 - To stop the operation, click [**Cancel**].
- 5 Click [**OK**].
 - The new data will be transferred to the unit and the window will close.
 - You can also click [**Apply**] to continue the next operation without closing the window.

Note:

- Some of the features cannot be programmed from your computer.
- For details, see the help file by selecting [**Usage Tips**] from Multi-Function Station.

7.7 Fax sending/receiving using Multi-Function Station

- Keep the front cover page open for button locations.

7.7.1 Sending a computer document as a fax message from your computer

You can access the fax function from a Windows application using Multi-Function Station. For example, to send a document created from WordPad, proceed as follows.

- 1 Open the document you want to send.
- 2 Select [**Print...**] from the [**File**] menu.
 - The [**Print**] dialogue box will appear.
- 3 Select [**PCFAX Panasonic KX-FLB813EX**]/ [**PCFAX Panasonic KX-FLB803EX**] (default name) as the active printer.
- 4 Click [**Print**] or [**OK**].
 - The [**Send a Fax**] dialogue box will appear.



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

Note:

- To stop sending, press [**STOP**] on the unit while sending the document.
- If the document exceeds the memory capacity of the unit, sending will be cancelled.

- Check the journal from Remote Control after sending or receiving faxes.
- For details, see the help file by selecting [**Usage Tips**] from Multi-Function Station.

7.7.2 Receiving a fax into your computer

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

To receive a fax document using your computer, make sure the following features are set beforehand.

- PC fax reception (feature #442 on page 67)

- 1 Press [**FAX AUTO ANSWER**] repeatedly to turn the auto answer setting ON (page 39).
- 2 Start Multi-Function Station.
- 3 Select [**PC FAX**].



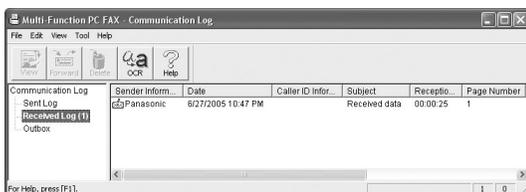
- 4 When a fax call is received, your computer will receive a document through the unit.

Note:

- You can view, print or transfer the received document using your computer.

Viewing a received document

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



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

If the unit's memory stores a received fax document

You can load the document into your computer.

1. Select [**PC FAX**] from Multi-Function Station.

2. Select [**Received Log**] in [**Communication Log**].
3. Click [**File**] in the menu bar, then click [**Receive a Fax**].
 - If feature #442 is activated, the received fax document will be automatically transferred to the computer.

7.8 Confirming the status of the unit

You can confirm the setting information and current status of the unit from your computer.

- 1 Start Multi-Function Station.
- 2 Select [**Device Monitor**].
 - If the [**Device Select**] dialogue box appears, select the unit from the list, then click [**OK**].
 - The [**Device Monitor**] window will appear.
- 3 You can confirm the status of the unit.

Status: Current status of the unit

Note:

- Additional information (toner and recording paper status, etc.) will be displayed in [**Status**] tab by clicking [**Advanced Information**].
- The status of the unit will be updated automatically.
- If the printing error occurs, Device Monitor will be started automatically and display the error information.
- For details, see the help file by selecting [**Usage Tips**] from Multi-Function Station.

7.9 Other information (KX-FLB813 only)

7.9.1 Changing the default output tray

To change the default output tray when printing, proceed as follows.

- 1 Click [**Start**].
- 2 Open the printer window.

For Windows 98/Windows Me/Windows 2000:

Select [**Settings**], then click [**Printers**].

For Windows XP Professional:
Click [**Printers and Faxes**].

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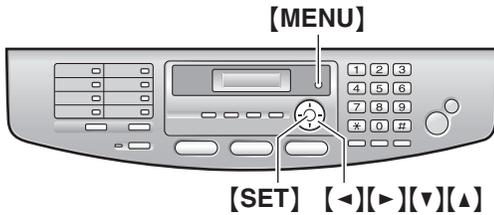
For Windows XP Home:

Click [**Control Panel**], [**Printers and Other Hardware**], then click [**Printers and Faxes**].

- 3 Select [**Panasonic KX-FLB813EX**] (default name).
- 4 Select [**Properties**] from the [**File**] menu.
 - The printer properties window will appear.
 - For Windows XP and Windows 2000 users, click [**Printing Preferences...**] on the [**General**] tab.
- 5 Select the desired output tray on the [**Output**] tab. Click [**OK**].
 - The selected output tray will be set as default.
 - For details, see the help file by selecting [**Usage Tips**] from Multi-Function Station.
- 6 Click [**OK**].

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

8.1 Programming



- 1 Press **[MENU]**.
- 2 Press **[#]** and the 3-digit code (page 62 to page 68).
- 3 Press the desired selection to display the desired setting.
 - This step may be slightly different depending on the feature.
- 4 Press **[SET]**.
- 5 Press **[MENU]** to exit.

To cancel programming

Press **[MENU]**.

To select features by using the navigator key

You can select a feature by using the navigator key instead of directly entering the program code (# and a 3-digit number).

1. Press **[MENU]**.
2. Select the feature's category you wish to program.

Press **[◀]** or **[▶]** repeatedly to display the desired feature's category.

 - “**BASIC FEATURE**”
 - “**FAX FEATURE**”
 - “**COPY FEATURE**”
3. Press **[SET]**.
4. Select the feature you wish to program.

Press **[◀]** or **[▶]** repeatedly to display the desired feature.

 - The current setting of the feature will be displayed.
5. Press **[▼]** or **[▲]** repeatedly to display the desired setting.
 - This step may be slightly different depending on the feature.
6. Press **[SET]**.
 - The setting you selected is set, and the next feature will be displayed.

8.2 Basic features

Feature/Code	Selection
Setting the date and time [#][1][0][1]	Enter the date and time using the dial keypad. See page 26 for details.
Setting your logo [#][1][0][2]	Enter your logo using the dial keypad. See page 27 for details.
Setting your fax number [#][1][0][3]	Enter your fax number using the dial keypad. See page 29 for details.
Selecting the language [#][1][1][0]	<p>The display and reports will be in the selected language.</p> <ul style="list-style-type: none"> The location setting must also match your location. See feature #114 on page 62. <p>[1] “ENGLISH”: English is used. [2] “CZECH” (default): Czech is used. [3] “SLOVAK”: Slovak is used. [4] “HUNGARIAN”: Hungarian is used.</p> <ol style="list-style-type: none"> Press [MENU]. Press [#], then [1][1][0]. Press [1] to [4] to select the desired language. Press [SET]. Press [MENU].
Setting the location where you use [#][1][1][4]	<p>This setting must match your location.</p> <ul style="list-style-type: none"> The language setting is also available (feature #110 on page 62). <p>[1] “CZECH” (default): To use in Czech. [2] “SLOVAKIA”: To use in Slovakia. [3] “HUNGARY”: To use in Hungary.</p>
Setting the dialling mode [#][1][2][0]	See page 24 for details.
Setting flash time [#][1][2][1]	<p>The flash time depends on your telephone exchange or host PBX.</p> <p>[0] “900ms” [1] “700ms” [2] “600ms” [3] “400ms” [4] “300ms” [5] “250ms” [6] “200ms” [7] “160ms” [8] “110ms” [9] “100ms” (default) [*] “90ms” [#] “80ms”</p> <p>Note:</p> <ul style="list-style-type: none"> If the unit is connected via a PBX, PBX functions (transferring a call, etc.) might not work correctly. Consult your PBX supplier for the correct setting.
Changing the LCD display contrast [#][1][4][5]	<p>[1] “NORMAL” (default): For normal contrast. [2] “DARKER”: Used when the display contrast is too light.</p>

Feature/Code	Selection
Setting the ringer pattern [#][1][6][1]	[1] "A" (default) [2] "B" [3] "C"
Changing the ring setting in FAX ONLY mode [#][2][1][0]	To change the number of rings before the unit answers a call in FAX ONLY mode. [2] "2" (default) [3] "3" [4] "4" [5] "5"
Setting the Caller ID list to print automatically [#][2][1][6]	[0] "OFF" (default): The unit will not print the Caller ID list, but will keep records of the information for the last 30 callers. [1] "ON": The unit will print the Caller ID list automatically after every 30 new calls (page 44).
Setting the recording paper size in the paper input tray [#][3][8][0]	[1] "LETTER": Letter size paper [2] "A4" (default): A4 size paper [3] "LEGAL": Legal size paper
Setting the waiting time for the power save mode [#][4][0][3]	To set the length of time before the unit enters the power save mode. [1] "5min": 5 minutes [2] "15min" (default): 15 minutes [3] "30min": 30 minutes [4] "1h": 1 hour Note: • During the power save mode, the unit needs to preheat the fuser unit before printing.
Saving the previous contrast setting [#][4][6][2]	[0] "OFF" (default): Deactivates this feature. [1] "ON": The unit will save the previous contrast setting.
Setting the default operation mode [#][4][6][3]	To select the default operation mode when the selected time of the mode timer (feature #464) passes. [1] "COPY" (default): Copy mode is selected as default. [2] "FAX": Fax mode is selected as default. Note: • You cannot select the scan mode using this feature.
Setting the default operation mode timer [#][4][6][4]	To set the timer before returning to the default operation mode (feature #463). [0] "OFF": Deactivates this feature. [1] "30s": 30 seconds [2] "1min" (default): 1 minute [3] "2min": 2 minutes [4] "5min": 5 minutes
Setting toner save feature [#][4][8][2]	[0] "OFF" (default): Deactivates this feature. [1] "ON": The toner cartridge will last longer. Note: • This feature may lower the print quality by reducing toner consumption.

8.3 Fax features

Feature/Code	Selection
Changing the TEL/FAX delayed ring setting [#][2][1][2]	If you use an extension telephone in TEL/FAX mode, select the desired number of times the extension telephone rings before the unit answers the call. [2] “2” (default) [3] “3” [4] “4” Note: <ul style="list-style-type: none"> • See page 40 for details.
Printing a sending report [#][4][0][1]	To print a sending report for fax transmission results (page 33). [0] “OFF”: Sending reports will not be printed. [1] “ON”: A sending report will be printed after every transmission. [2] “ERROR” (default): A sending report will be printed only when fax transmission fails.
Setting the journal report to print automatically [#][4][0][2]	[0] “OFF”: The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions. [1] “ON” (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 33).
Changing the receiving mode in the manual answer setting [#][4][0][4]	[1] “TEL” (default): Telephone mode (page 39) [2] “TEL/FAX”: Telephone/Fax mode (page 40)
Sending documents overseas [#][4][1][1]	If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax. This feature improves the reliability by reducing the transmission speed. [0] “OFF”: Deactivates this feature. [1] “NEXT FAX”: This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. [2] “ERROR” (default): When the previous fax transmission fails and you wish to re-send the document. Note: <ul style="list-style-type: none"> • This feature is not available for broadcast transmission. • Calling charges may be higher than usual.

Feature/Code	Selection
<p>Sending a fax at a specific time [#][4][1][2]</p>	<p>This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time.</p> <p>[0] "OFF" (default) [1] "ON"</p> <p>To send a document:</p> <ol style="list-style-type: none"> 1. If the [FAX] light is OFF, turn it ON by pressing [FAX]. 2. Insert the document into the auto document feeder. 3. If necessary, change to the desired resolution (page 32) and the desired contrast (page 33). 4. Press [MENU]. 5. Press [#], then [4][1][2]. 6. Press [1] to select "ON". 7. Press [SET]. 8. Enter the fax number. <ul style="list-style-type: none"> • To enter an item using one-touch dial feature and navigator directory, see step 4 on page 35. (When using navigator directory, you do not have to press [DIRECTORY] before pressing [v] or [^].) 9. Press [SET]. 10. Enter the transmission start time. <ul style="list-style-type: none"> • Press [*] repeatedly to select "AM" or "PM". • If you select Czech, Slovak or Hungarian for the language (feature #110 on page 62), the time is set using a 24 hour clock. 11. Press [SET]. <ul style="list-style-type: none"> • The document will be fed into the unit and scanned into memory. The unit will then send the data at the specified time. <p>Note:</p> <ul style="list-style-type: none"> • To cancel after programming, press [STOP] then [SET]. • You can also send a document using the scanner glass. Press [SET] in step 11, then press [START].
<p>Setting the Error Correction Mode (ECM) [#][4][1][3]</p>	<p>This feature is available when the sending / receiving fax machines are ECM compatible.</p> <p>[0] "OFF": Deactivates this feature. [1] "ON" (default): If there is an error during fax transmission / reception, the unit will support the communication.</p>
<p>Setting the connecting tone [#][4][1][6]</p>	<p>If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine.</p> <p>[0] "OFF": Deactivates this feature. [1] "ON" (default): You will hear connecting tones.</p> <p>Note:</p> <ul style="list-style-type: none"> • If the ring back tone continues, the other party's machine may not be a fax machine or may have run out of paper. Check with the other party. • The connecting tone volume cannot be adjusted.

8. Programmable Features

Feature/Code	Selection
Receiving other size documents [#][4][3][2]	To receive a fax document that is longer than your recording paper. [0] "OFF": The unit will print the original size. [1] "ON" (default): The unit will fit received documents onto your recording paper.
Changing the fax activation code [#][4][3][4]	If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code. Important: <ul style="list-style-type: none">• The fax activation code must be different from the code that you programmed on the answering machine. [0] "OFF" [1] "ON" (default) <ol style="list-style-type: none">1. Press [MENU].2. Press [#], then [4][3][4].3. Press [1] to select "ON".4. Press [SET].5. Enter your code from 2 to 4 digits, using 0–9, [*] and [#].<ul style="list-style-type: none">• The default code is "*#9".• Do not enter "0000".6. Press [SET].7. Press [MENU].
Setting the auto disconnection [#][4][3][5]	To answer a call with an extension telephone in TEL/FAX mode (page 40), activate this feature and program the code. [0] "OFF" [1] "ON" (default) <ol style="list-style-type: none">1. Press [MENU].2. Press [#], then [4][3][5].3. Press [1] to select "ON".4. Press [SET].5. Enter your code from 2 to 4 digits, using 0–9 and [*].<ul style="list-style-type: none">• The default code is "*0".6. Press [SET].7. Press [MENU].
Changing the silent fax recognition ring setting [#][4][3][6]	To change the number of times the unit rings while in TEL/FAX mode. [3] "3" (default) [4] "4" [5] "5" [6] "6" [7] "7" [8] "8" [9] "9" Note: <ul style="list-style-type: none">• See page 40 for details.

Feature/Code	Selection
Setting the memory reception alert [*][4][3][7]	<p>To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem.</p> <p>The slow beeps will continue until you clear the printing problem and make sure the unit is supplied with enough paper to print the stored document.</p> <p>[0] “OFF”: Deactivates this feature. [1] “ON” (default): You will be alerted to a reception problem by a beeping sound.</p>
Setting friendly reception [*][4][3][8]	<p>To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep).</p> <p>[0] “OFF”: You have to press [START] for fax reception. [1] “ON” (default): You do not have to press [START] for fax reception.</p>
Setting the output tray to use for faxing [*][4][4][1] (KX-FLB813 only)	<p>You can select the output tray that will be used for printing received faxes.</p> <p>[1] “#1”: Upper output tray (Up to approx. 100 sheets). [2] “#2” (default): Lower output tray (Up to approx. 50 sheets).</p> <p>Note:</p> <ul style="list-style-type: none"> • Lists or reports printed by pressing [HELP] (page 25) or [MENU] (page 92) will be stacked on the upper output tray.
Receiving a fax into the computer [*][4][4][2]	<p>If you wish to receive a fax into the computer, activate this feature and run [PC FAX] from Multi-Function Station.</p> <p>[0] “OFF”: Deactivates this feature. [1] “ALWAYS”: If the unit recognizes the connection to the computer, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will store a received document in the memory once, then transfer the data after recognition of the connection. [2] “CONNECTED” (default): If the unit recognizes the connection to the computer, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will print out the data.</p>
Resetting fax features to their default settings [*][4][5][9]	<p>[0] “NO” (default) [1] “YES”</p> <p>To reset the fax features:</p> <ol style="list-style-type: none"> 1. Press [MENU]. 2. Press [*], then [4][5][9]. 3. Press [1] to select “YES”. 4. Press [SET]. 5. Press [SET] again. 6. Press [MENU].

8.4 Copy features

Feature/Code	Selection
Changing the default copy resolution [⌘][4][6][1]	To change the default resolution setting for copying. [1] “TEXT/PHOTO”: For documents containing both text and photographs. [2] “TEXT” (default): For documents containing only text. [3] “PHOTO”: For documents containing photographs, shaded drawings, etc.
Setting the output tray to use for copying [⌘][4][6][6] (KX-FLB813 only)	You can select the output tray that will be used for copying. [1] “#1” (default): Upper output tray (Up to approx. 100 sheets). [2] “#2”: Lower output tray (Up to approx. 50 sheets).

9.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the sending and journal reports (page 33).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	<ul style="list-style-type: none"> • A transmission or reception error occurred. Try again or check with the other party.
	43 44	<ul style="list-style-type: none"> • A line problem occurred. Connect the telephone line cord to a different jack and try again. • An overseas transmission error occurred. Try using the overseas mode (feature #411 on page 64).
DOCUMENT JAMMED	----	<ul style="list-style-type: none"> • The document is jammed. Remove the jammed document (page 86).
ERROR-NOT YOUR UNIT	53 54 59 70	<ul style="list-style-type: none"> • A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	----	<ul style="list-style-type: none"> • The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	----	<ul style="list-style-type: none"> • The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 19) or clear the jammed paper (page 82). • If feature #442 is set to "ALWAYS" (page 67), check the connection between the computer and the unit.
NO DOCUMENT / FAILED PICKUP	----	<ul style="list-style-type: none"> • The document was not fed into the unit properly. Re-insert it and try again.
OTHER FAX NOT RESPONDING	----	<ul style="list-style-type: none"> • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's fax machine rings too many times. Send the fax manually (page 32). • The other party's machine is not a fax machine. Check with the other party. • The number you dialled is not in service.
PRESSED THE STOP KEY	----	<ul style="list-style-type: none"> • [STOP] was pressed and fax communication was cancelled.
THE COVER WAS OPENED	----	<ul style="list-style-type: none"> • The top cover was opened. Close it and try again.
OK	----	<ul style="list-style-type: none"> • Fax transmission or reception was successful.

9.2 Error messages – Display

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

Display	Cause & Solution
“CALL SERVICE”	<ul style="list-style-type: none"> There is something wrong with the unit. Contact our service personnel.
“CARRIAGE ERROR”	<ul style="list-style-type: none"> There is something wrong with the carriage sensor. Contact our service personnel.
“CHANGE DRUM” “CHANGE SUPPLIES”	<ul style="list-style-type: none"> There is something wrong with the drum unit. Replace the drum unit and the toner cartridge (page 79).
“CHECK DOCUMENT”	<ul style="list-style-type: none"> The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 90) and try again.
“CHECK DRUM”	<ul style="list-style-type: none"> The drum unit is not inserted properly. Re-insert it correctly (page 14).
“CHECK MEMORY” “ZKONTROL. PAMET” “CHYBA PAMATE” “Memória üres”	<ul style="list-style-type: none"> The memory (telephone numbers, parameters, etc.) has been erased. Re-program.
“CHECK PICK UP INPUT TRAY #1”	<ul style="list-style-type: none"> Recording paper was not fed into the unit properly. Re-insert the recording paper (page 85). <p>Note:</p> <ul style="list-style-type: none"> “#1”: Paper input tray “#2”: Manual input tray
“CLOSE ADF COVER”	<ul style="list-style-type: none"> The ADF cover is open. Close it.
“DIRECTORY FULL”	<ul style="list-style-type: none"> There is no space to store new items in navigator directory. Erase unnecessary items (page 31).
“DRUM LIFE LOW REPLACE SOON”	<ul style="list-style-type: none"> The drum life is near to an end. Replace the drum unit as soon as possible (page 79).
“FAX IN MEMORY”	<ul style="list-style-type: none"> The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 93. If feature #442 is set to “ALWAYS” (page 67), check the connection between the computer and the unit.
“KEEP COPYING”	<ul style="list-style-type: none"> Copying has stopped due to a lack of recording paper or misfeeding of recording paper. See the other displayed message instructions to continue copying.
“LOW TEMP.”	<ul style="list-style-type: none"> The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area. While the unit cannot be operated, the received documents are temporarily stored into the memory, and will be printed out automatically when the unit warms up.
“MEMORY FULL”	<ul style="list-style-type: none"> When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually. When making a copy, the document being stored exceeded the memory capacity of the unit. Press [STOP] to clear the message. Divide the document into sections.

Display	Cause & Solution
"MODEM ERROR"	<ul style="list-style-type: none"> There is something wrong with the unit's modem. Contact our service personnel.
"NO FAX REPLY"	<ul style="list-style-type: none"> The other party's fax machine is busy or has run out of recording paper. Try again.
"OUT OF PAPER INPUT TRAY #1"	<ul style="list-style-type: none"> Recording paper is not installed or the input tray has run out of paper. Install paper (page 19, 21). Recording paper is not fed into the unit properly. Reinstall paper (page 19, 21). The paper input tray is not installed or is not inserted completely. Insert the paper input tray into the unit. <p>Note:</p> <ul style="list-style-type: none"> "#1": Paper input tray "#2": Manual input tray
"PAPER JAMMED" "OPEN TOP COVER"	<ul style="list-style-type: none"> A recording paper jam occurred. Clear the jammed paper (page 82).
"PC FAIL OR BUSY"	<ul style="list-style-type: none"> The cable or the computer power cord is not connected correctly. Check the connections (page 51). The software is not running on the computer. Restart the software and try again.
"PLEASE WAIT"	<ul style="list-style-type: none"> The unit is warming up. Wait for a while.
"POLLING ERROR"	<ul style="list-style-type: none"> The other party's fax machine does not offer the polling function. Check with the other party.
"REDIAL TIME OUT"	<ul style="list-style-type: none"> The other party's fax machine is busy or has run out of recording paper. Try again.
"REMOVE DOCUMENT"	<ul style="list-style-type: none"> The document is jammed. Remove the jammed document (page 86). Attempted to send or copy a document longer than 600 mm using the auto document feeder. Press [STOP] to remove the document. Divide the document into two or more sheets and try again.
"REMOVE PAPER IN INPUT TRAY #2"	<ul style="list-style-type: none"> The recording paper is installed in the manual input tray when trying to copy, receive faxes or print reports. Remove the recording paper from manual input tray.
"REPLACE DRUM" "CHANGE SUPPLIES"	<ul style="list-style-type: none"> The drum unit's service life is finished. Replace the drum unit immediately (page 79).
"RX MEMORY FULL"	<ul style="list-style-type: none"> The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 19) or clear the jammed paper (page 82). If feature #442 is set to "ALWAYS" (page 67), check the connection between the computer and the unit.
"TONER EMPTY" "CHANGE SUPPLIES"	<ul style="list-style-type: none"> The toner's service life is finished. Replace the toner cartridge immediately (page 79).
"TONER LOW" "CHANGE SUPPLIES"	<ul style="list-style-type: none"> The toner life is near to an end. Replace the toner cartridge as soon as possible (page 79).
"TOP COVER OPEN"	<ul style="list-style-type: none"> The top cover is open. Close it.
"TRANSMIT ERROR"	<ul style="list-style-type: none"> A transmission error occurred. Try again.
"WARMING UP"	<ul style="list-style-type: none"> The inside of the unit is cold. Let the unit warm up. Wait for a while.

9. Help

Display	Cause & Solution
"WRONG PAPER"	<ul style="list-style-type: none">• The fax message was printed on paper which is shorter than A4 size paper. Use the appropriate size paper (page 94).

9.3 When a function does not work, check here

9.3.1 Initial settings

Problem	Cause & Solution
I cannot hear a dial tone.	<ul style="list-style-type: none"> • The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 23). • If you use a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler. • Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. • The power cord or telephone line cord is not connected. Check the connections. • If you have connected the unit through a computer modem, connect the unit directly to a telephone line jack.
I cannot make calls.	<ul style="list-style-type: none"> • The dialling mode setting may be wrong. Change the setting (feature #120 on page 24).
The unit does not ring.	<ul style="list-style-type: none"> • The ringer volume is turned OFF. Adjust it (page 25).

9.3.2 General

Problem	Cause & Solution
The other party complains they only hear a fax tone and cannot talk.	<ul style="list-style-type: none"> • FAX ONLY mode is set. Tell the other party the number is only used for faxes.
The [PAUSE] button does not function properly.	<ul style="list-style-type: none"> • If this button is pressed during dialling, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialled will be redialled.
During programming, I cannot enter the code or ID number.	<ul style="list-style-type: none"> • All or part of the number is the same. Change the number: feature #434 (page 66) and #435 (page 66).
The unit beeps.	<ul style="list-style-type: none"> • The memory reception alert of feature #437 is ON (page 67), and the unit has a document in memory. Press [STOP] to stop the beeps, then see the displayed message instructions to solve the problem.
The output tray becomes full quickly or the recording paper does not stack properly on the output tray.	<ul style="list-style-type: none"> • High humidity may cause the recording paper to curl. Try turning the paper over and re-inserting it. If the curl on the paper is heavy, please remove it from the output tray. If you still have this problem, contact our service personnel.
I cannot operate the help function, adjust volumes or program the features.	<ul style="list-style-type: none"> • The unit is set to the scan mode. Press [COPY] or [FAX] to switch to the copy mode or fax mode. If you still have this problem, contact our service personnel.

9.3.3 Fax – sending

Problem	Cause & Solution
I cannot send documents.	<ul style="list-style-type: none"> • The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 23). • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's machine is not a fax machine. Check with the other party. • The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 32).
I cannot send a fax overseas.	<ul style="list-style-type: none"> • Use the overseas transmission mode (feature #411 on page 64). • Add two pauses at the end of the telephone number or dial manually.
The other party complains that letters on their received document are distorted.	<ul style="list-style-type: none"> • If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services. • Another telephone on the same line is off the hook. Hang up the extension telephone and try again.
The other party complains that letters on their received document are not clear.	<ul style="list-style-type: none"> • Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine. • The original document is too dark or too light. Change the contrast setting by pressing [CONTRAST], then [▼] or [▲], and try again.
The other party complains that black lines, white lines or smudges appear on their received document.	<ul style="list-style-type: none"> • The glass or rollers are dirty with correction fluid, etc. Clean them (page 87, 90). Please do not insert a document before correction fluid has dried completely.
The other party complains that received documents are too dark and they cannot read them.	<ul style="list-style-type: none"> • You sent a document using a coloured paper. Change the contrast (page 48) and make a lighter copy of the document, using "TEXT" resolution (page 48), and try again.

9.3.4 Fax – receiving

Problem	Cause & Solution
I cannot receive documents.	<ul style="list-style-type: none"> • The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 23).
I cannot receive documents automatically.	<ul style="list-style-type: none"> • The receiving mode is set to TEL mode. Set to FAX ONLY mode (page 39) or TEL/FAX mode (page 40). • The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #210 on page 63 and feature #212 on page 64).
The display shows "CONNECTING . . .", but faxes are not received.	<ul style="list-style-type: none"> • The incoming call is not a fax. Change the receiving mode to TEL mode (page 39) or TEL/FAX mode (page 40).
A blank sheet is ejected.	<ul style="list-style-type: none"> • The other party placed the document in their fax machine the wrong way. Check with the other party.

Problem	Cause & Solution
<p>The printing quality is poor.</p>	<ul style="list-style-type: none"> ● If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. ● Some paper has instructions recommending which side to print on. Try turning the paper over. ● You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper. ● The remaining toner is low. Replace the toner cartridge (page 79). ● To check the drum life and quality, please print the printer test list (page 92). If printing quality is still poor, replace the toner cartridge and drum unit. ● The toner save mode is ON (feature #482 on page 63). ● The glass or rollers are dirty with correction fluid, etc. Clean them (page 87, 90). Please do not insert a document before correction fluid has dried completely.
<p>The other party complains that they cannot send a document.</p>	<ul style="list-style-type: none"> ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 19) or clear the jammed paper (page 82). ● If feature #442 is set to "ALWAYS" (page 67), check the connection between the computer and the unit. ● The unit is not in FAX ONLY mode. Press [FAX AUTO ANSWER] repeatedly to turn ON the [FAX AUTO ANSWER] indicator.
<p>I cannot select the desired receiving mode.</p>	<ul style="list-style-type: none"> ● If you want to set FAX ONLY mode: <ul style="list-style-type: none"> – press [FAX AUTO ANSWER] repeatedly to turn ON the [FAX AUTO ANSWER] indicator. ● If you want to set TEL mode or TEL/FAX mode: <ul style="list-style-type: none"> – select the desired mode using feature #404 (page 64), and press [FAX AUTO ANSWER] repeatedly to turn OFF the [FAX AUTO ANSWER] indicator.
<p>I cannot receive documents even though paper is installed.</p>	<ul style="list-style-type: none"> ● Feature #442 is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 59). ● Recording paper is installed in the manual input tray. Remove the recording paper from the manual input tray.
<p>When an extension telephone is connected, I cannot receive documents by pressing [*][#][9].</p>	<ul style="list-style-type: none"> ● You must set remote fax activation to ON (feature #434 on page 66) beforehand. ● Press [*][#][9] firmly. ● You may have changed the remote fax activation code from [*][#][9] (default setting). Verify the remote fax activation code (feature #434 on page 66). ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 19) or clear the jammed paper (page 82). ● If feature #442 is set to "ALWAYS" (page 67), check the connection between the computer and the unit.

9.3.5 Copying

Problem	Cause & Solution
<p>The unit will not make a copy.</p>	<ul style="list-style-type: none"> • You cannot make a copy during programming. Make the copy after programming. • The document was not fed into the unit properly. Re-insert the document. • Recording paper is not installed or the unit has run out of paper. Install paper (page 19). • Recording paper is installed in the manual input tray. Remove the recording paper from the manual input tray.
<p>A black line, a white line or smudge appears on the copied document.</p>	<ul style="list-style-type: none"> • The glass or rollers are dirty with correction fluid, etc. Clean them (page 87, 90). Please do not insert a document before correction fluid has dried completely.
<p>The printing quality is poor.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Original</p>  </div> <div style="text-align: center;"> <p>Copy</p>  </div> </div> <ul style="list-style-type: none"> • Some paper has instructions recommending which side to print on. Try turning the paper over. • You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper. • The remaining toner is low. Replace the toner cartridge (page 79). • To check the drum life and quality, please print the printer test list (page 92). If printing quality is still poor, replace the toner cartridge and drum unit. • The toner save mode of feature #482 is ON (page 63).

9.3.6 Using an answering machine

Problem	Cause & Solution
<p>I cannot receive documents automatically.</p>	<ul style="list-style-type: none"> • Your greeting message on the answering machine is too long. Shorten the message. Record a message up to 10 seconds long. • The answering machine rings too many times. Set to 1 or 2 rings.
<p>I cannot receive voice messages.</p>	<ul style="list-style-type: none"> • Check if the answering machine is turned ON and connected to the unit properly (page 41). • Set the number of rings on the answering machine to 1 or 2.
<p>I pressed the remote access code to access the answering machine remotely, but the line was disconnected.</p>	<ul style="list-style-type: none"> • The code may include “#” which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include “#”.
<p>Callers complain that they cannot send a document.</p>	<ul style="list-style-type: none"> • There is no room left in memory of your answering machine to record voice messages. See the operating instructions of the answering machine and erase unnecessary messages. • You set the answering machine to only give a greeting message.

9.3.7 Multi-Function Station

Problem	Cause & Solution
I cannot recognize the last part of an item in the list of the [One Touch], [Directory], [Journal] or [Caller ID] when using Remote Control.	<ul style="list-style-type: none"> ● Put the cursor on the line between the buttons. The cursor changes shape and you can expand the area by dragging or double-clicking.
I cannot scan.	<ul style="list-style-type: none"> ● When scanning at a high resolution, a large amount of available memory is required. If your computer warns of insufficient memory, close other applications and try again. ● The unit is in use. Try again later. ● There is not enough space on the hard disk. Delete unnecessary files and try again. ● Restart the computer, and try again. ● Check the connection between the computer and the unit (page 51). ● You attempted to scan a document longer than the paper size which you set. Change the setting or divide the document into the appropriate paper size, and try again. ● If you use the Fast User Switching feature in Windows XP, make sure no other users are logged in to your computer.
The document is not fed into the unit when using the unit as a scanner.	<ul style="list-style-type: none"> ● Remove the document in the auto document feeder and re-insert it.
Even after clicking [Cancel], scanning continues.	<ul style="list-style-type: none"> ● Please wait. It may take a while for the cancel request to be accepted.
I cannot find the unit as the target device from the list when using PC FAX and Remote Control.	<ul style="list-style-type: none"> ● The unit will be displayed after the printer driver has been installed.
A printing error occurred while using PC FAX and Remote Control.	<ul style="list-style-type: none"> ● The printer driver is used for PC FAX and Remote Control. The transmission error will be displayed as the printing error.
Multi-Function Station does not work properly.	<ul style="list-style-type: none"> ● If you connect the USB cable to USB hub, connect it to the USB port of your computer directly. ● Make sure you have installed the latest Service Pack available for the version of Windows installed on your computer. See the Microsoft web site for details. ● Confirm the BIOS setting of your computer, and select USB port mode. Please refer to your computer's operating instructions or consult the manufacturer. ● If you have any other multifunction softwares installed on your computer, uninstall them. ● If you use the Fast User Switching feature in Windows XP, make sure no other users are logged in to your computer. ● Check that your computer has enough memory and hard disk space. If your computer warns of insufficient memory, close other applications. If there is not enough space on the hard disk, delete unnecessary files.

Problem	Cause & Solution
<p>The fax sending from the computer has been completed, but the other party cannot receive the document.</p>	<ul style="list-style-type: none"> ● The transmission error may be occurred in the unit. Check the sending report in the journal from Remote Control.
<p>Coloured text is printed in black instead of grayscale when printing from Microsoft PowerPoint or other applications.</p>	<ul style="list-style-type: none"> ● Select [Color] or remove the check next to [Grayscale] in the print dialogue so that coloured text will be printed in grayscale.
<p>I cannot install or uninstall Multi-Function Station.</p>	<ul style="list-style-type: none"> ● Some of the files needed to install or uninstall Multi-Function Station may be corrupted. Use the MfsCleaner utility (found on the included CD-ROM) to solve the problem. <ol style="list-style-type: none"> 1. Insert the included CD-ROM into your CD-ROM drive. <ul style="list-style-type: none"> ● The setup program will start automatically. 2. Click [Cancel], then click [Yes] to quit the setup. 3. Open the folder "D:\Tools\Uninstall" (Where "D:" is the drive letter of your CD-ROM drive). 4. Double-click the [MfsCleaner] icon. <ul style="list-style-type: none"> ● The [MfsCleaner for KX-FLB800/FLM650 Series] window will appear. 5. Click [Clean], then click [Yes] to restart the computer. <p>Note:</p> <ul style="list-style-type: none"> ● To install Multi-Function Station again, see page 51.

9.3.8 If a power failure occurs

- The unit will not function.
- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- Any sending documents stored in the memory or any documents during reception will be lost. When power is restored, a power down report will be printed out stating which contents in the memory have been erased.

9.4 Replacing the toner cartridge and the drum unit

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

TONER LOW

TONER EMPTY

To check the drum life and quality, please print the printer test list (page 92) and refer to page 95 for information on the drum life. If printing quality is still poor or “REPLACE DRUM” appears on the display, replace the toner cartridge and drum unit. To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge (Model No. KX-FA87E/KX-FA87X/KX-FA85E/KX-FA85X) and drum unit (Model No. KX-FA86E/KX-FA86X)**. See page 11 for accessory information.

To maintain print quality and machine life, we recommend you to clean slots and openings (page 6) and the inside of the unit (page 87, 90) when replacing the toner cartridge and/or drum unit.

Caution:

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

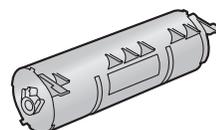
Once you have opened the protection bag:

- Do not expose the drum unit to light for more than 5 minutes.
- Do not touch or scratch the black drum surface.
- Do not place the drum unit near dust or dirt, or in a high humidity area.
- Do not expose the drum unit to direct sunlight.
- Do not disconnect the power cord. Loss of fax documents in memory may occur.
- Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.
- Do not add toner to the toner cartridge.

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



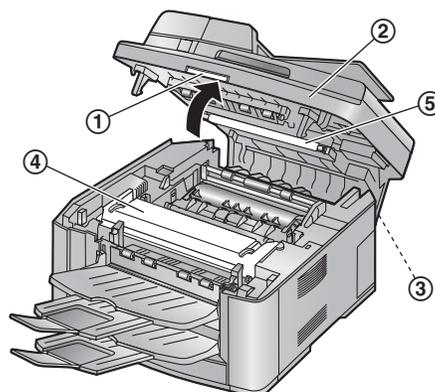
- 2 Remove the new toner cartridge from the protection bag.



- 3 Lift the top cover release lever (1) and open the top cover (2).

Important:

- Close the manual input tray (3) before opening the top cover.



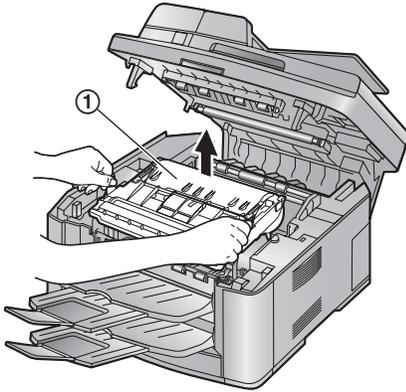
Caution:

The fuser unit (4) gets hot. Do not touch it.

Note:

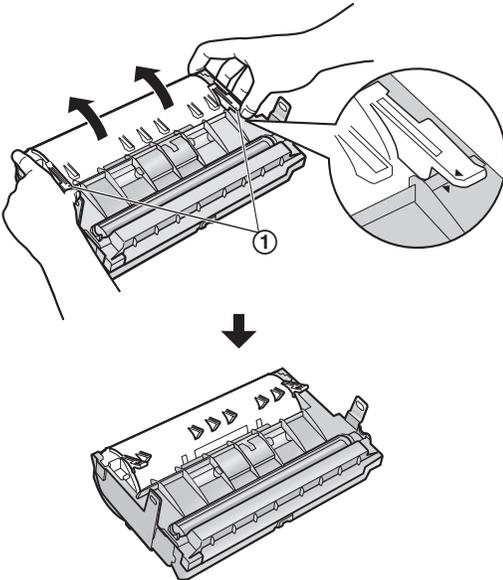
- Do not touch the transfer roller (5).

- 4 Remove the drum and toner unit (①) by holding the tabs.

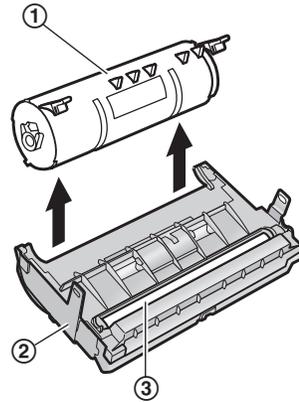


- If you replace the toner cartridge and the drum unit at the same time, skip to step 7.

- 5 Turn the two green levers (①) on the used toner cartridge firmly.



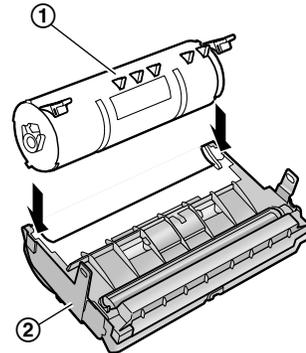
- 6 Remove the used cartridge (①) from the drum unit (②).



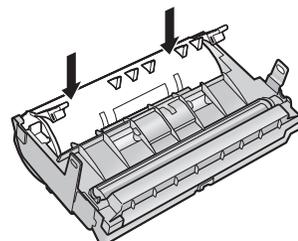
- The toner may stick to the cartridge and the drum unit. Be careful when handling. See page 4 for details.
- Do not drop the toner on the black drum surface (③).
- Put the used toner cartridge into the protection bag.

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

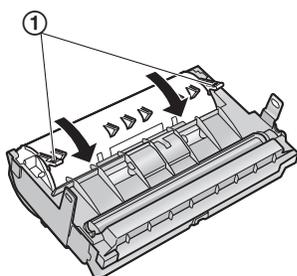
Place the new toner cartridge (①) into the drum unit (②).



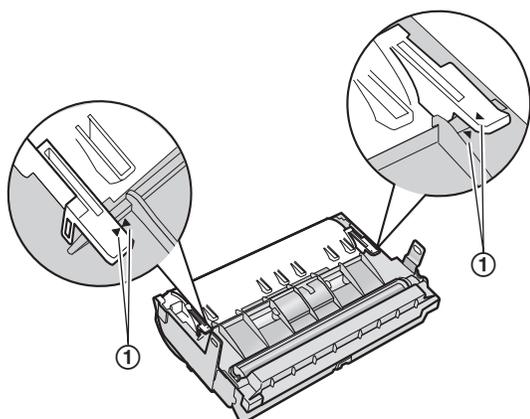
- 8 Firmly press down the toner cartridge to snap into position.



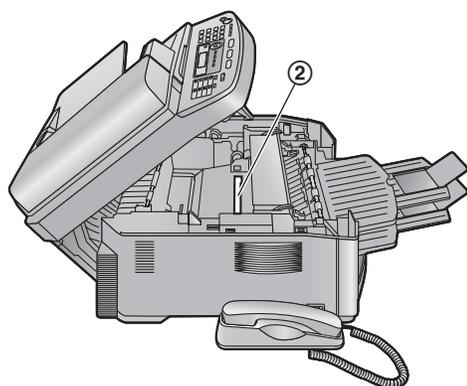
- 9 Turn the two green levers (①) on the toner cartridge firmly.



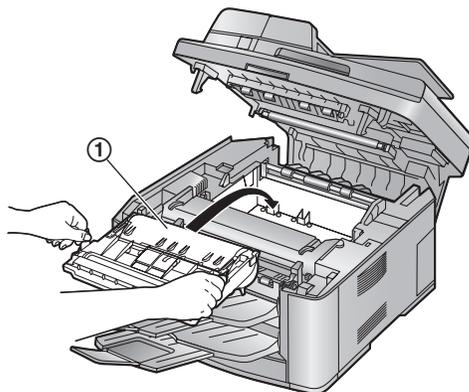
- 10 Make sure that the triangles (①) match to install the toner cartridge correctly.



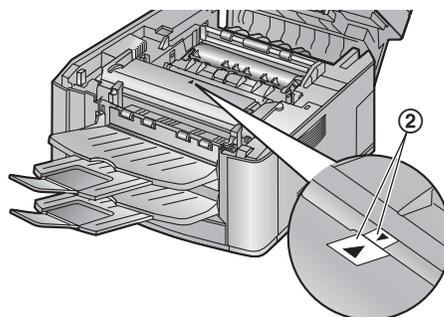
- If the lower glass (②) is dirty, clean it with a soft and dry cloth.



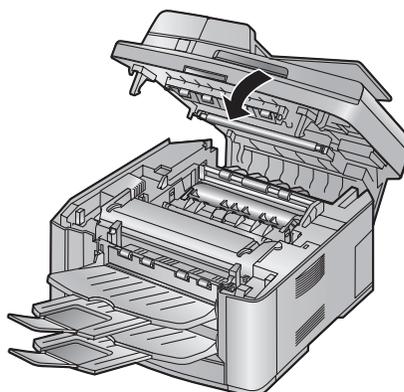
- 11 Install the drum and toner unit (①) by holding the tabs.



- Make sure that the triangles (②) match to install the drum and toner unit correctly.



- 12 Close the top cover until locked.



Caution:

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

Note:

- While the unit displays “PLEASE WAIT”, do not open the top cover, or disconnect the power cord.

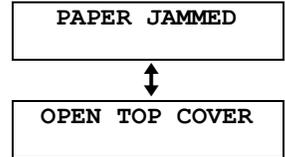
Waste disposal method

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

9.5 Recording paper jam

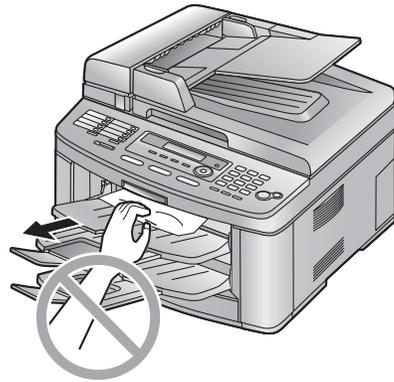
9.5.1 When the recording paper has jammed inside of the unit

The display will show the following.



Caution:

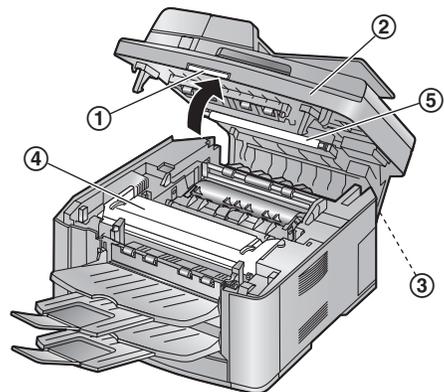
- Do not pull out the jammed paper forcibly before opening the top cover.



- 1 Lift the top cover release lever (①) and open the top cover (②).

Important:

- Close the manual input tray (③) before opening the top cover.



Caution:

The fuser unit (④) gets hot. Do not touch it.

Note:

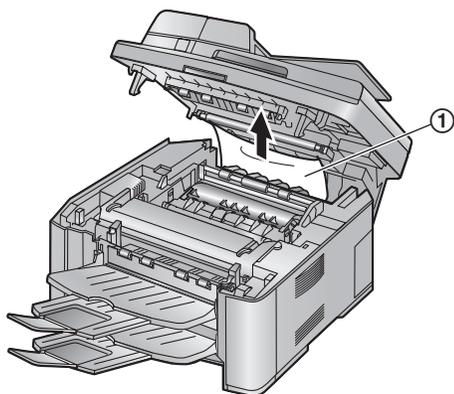
- Do not touch the transfer roller (⑤).

2 Remove the jammed paper.

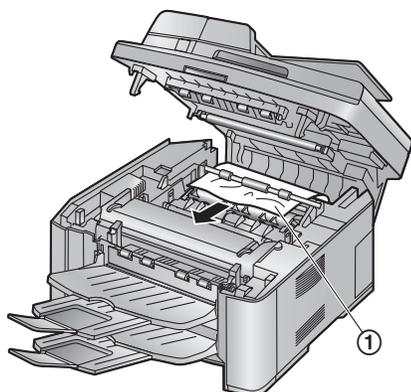
Case 1:

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

1. Pull the paper input tray completely out.
2. Remove the jammed paper (①) carefully by pulling it upwards.



Remove the jammed paper (①) carefully by pulling it toward you.

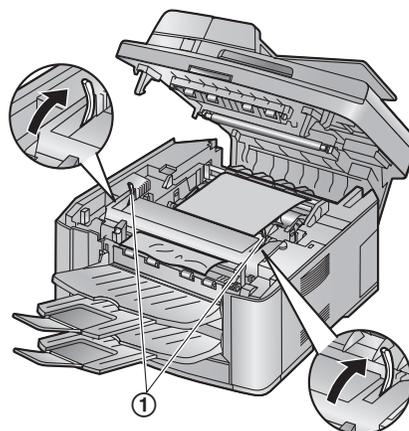


3. Insert the paper input tray into the unit.

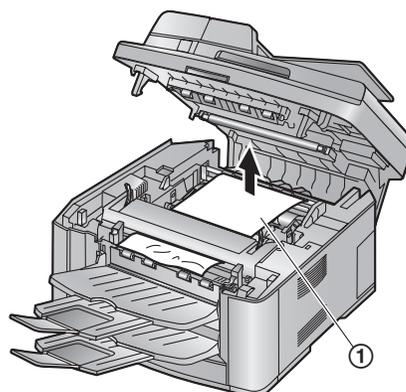
Case 2:

When the recording paper has jammed near the fuser unit:

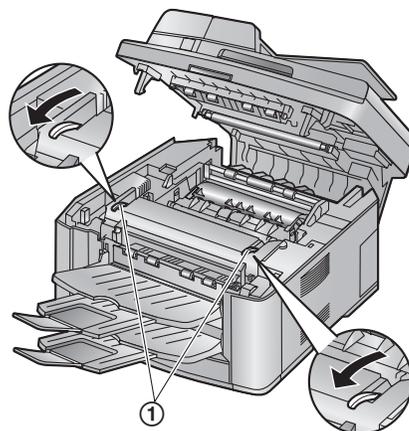
1. Lift both green levers (①) until they stop.



2. Remove the jammed paper (①) carefully by pulling it upwards.

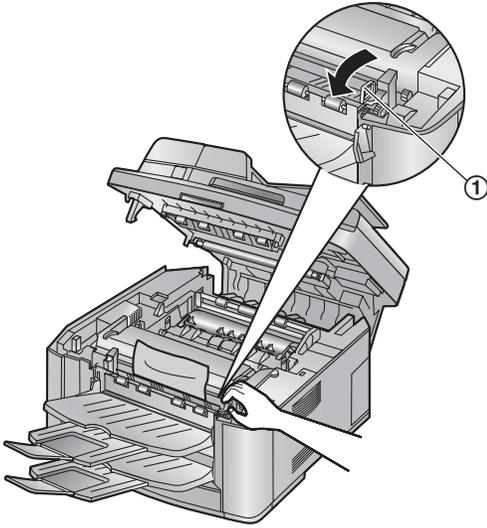


3. Push back the green levers (①) to the original position.

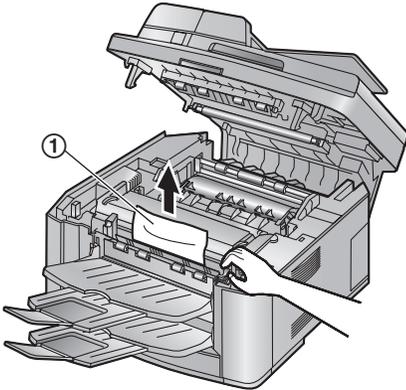


Case 3:
When the recording paper has jammed near the output tray (KX-FLB813 only):

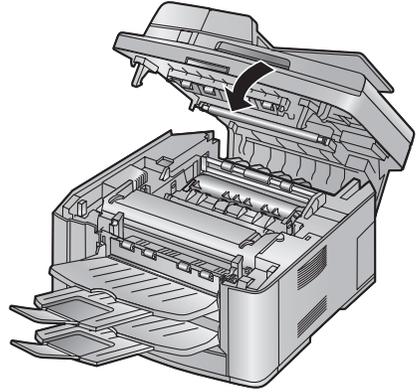
1. Pull and hold the lever (①) to release the jammed paper.



2. Remove the jammed paper (①) carefully by pulling it upwards.

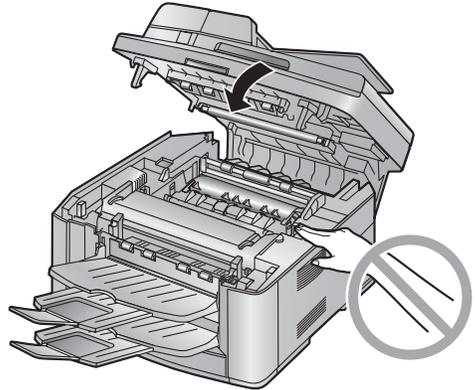


3. Close the top cover until locked.



Caution:

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

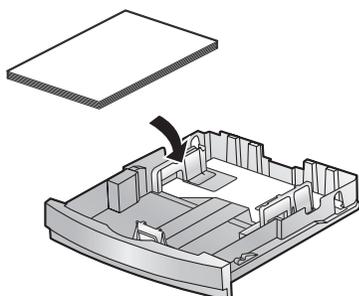


9.5.2 When the recording paper is not fed into the unit properly

The display will show the following.

CHECK PICK UP
INPUT TRAY #1

- 1 Pull the paper input tray completely out, then remove the recording paper and straighten.
- 2 Re-load the recording paper.



- 3 Insert the paper input tray into the unit.

Note:

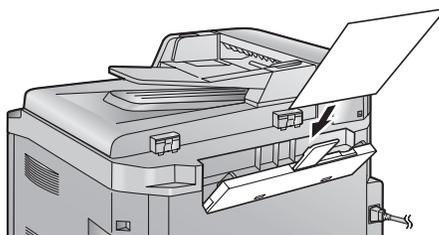
- If the error message is still displayed, check the recording paper specifications and re-install recording paper. See page 19 for details.

9.5.3 When the recording paper in the manual input tray is not fed into the unit properly

The display will show the following.

CHECK PICK UP
INPUT TRAY #2

- 1 Remove the recording paper.
- 2 Re-insert the recording paper.



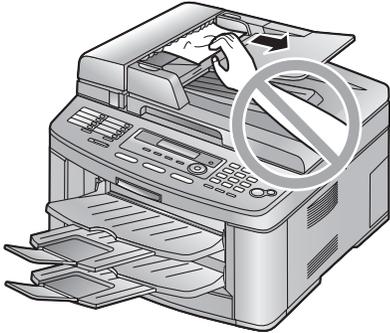
Note:

- If the error message is still displayed, check the recording paper specifications and re-install recording paper. See page 21 for details.

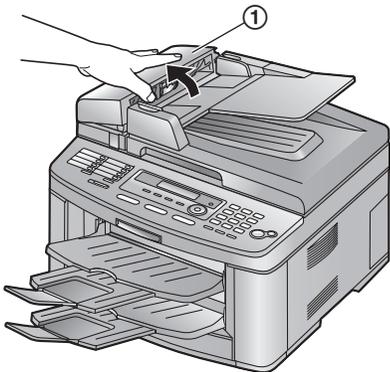
9.6 Document jams (Auto document feeder)

Caution:

- Do not pull out the jammed document forcibly before lifting the ADF cover.

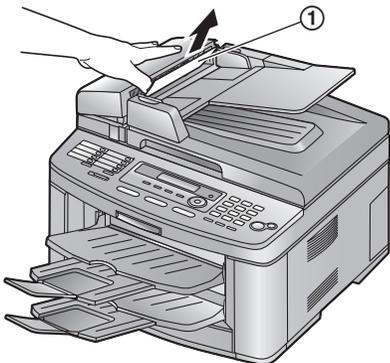


- 1** Hold the ADF cover firmly and lift it to open the upper part (①) of the ADF cover.



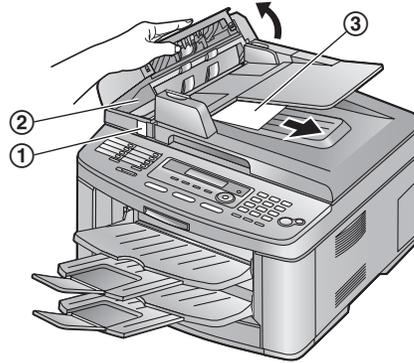
- 2** When the document has jammed near the document entrance:

Remove the jammed document (①) carefully.

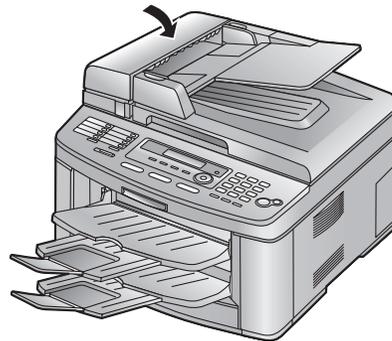


- When the document has jammed near the document exit:**

Press the ADF cover release button (①) and open the middle part (②) of the ADF cover. Remove the jammed document (③) carefully.



- 3** Close the ADF cover.



9.7 Cleaning the white plate and glasses

Clean the white plate and glasses when a black line, a white line or a dirty pattern appears on:

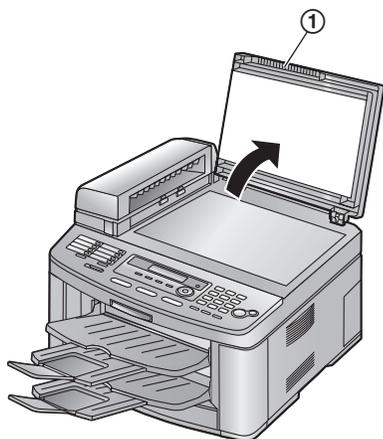
- your recording paper,
- the original document,
- the data scanned by the computer, or
- the fax document received by the other party.

Caution:

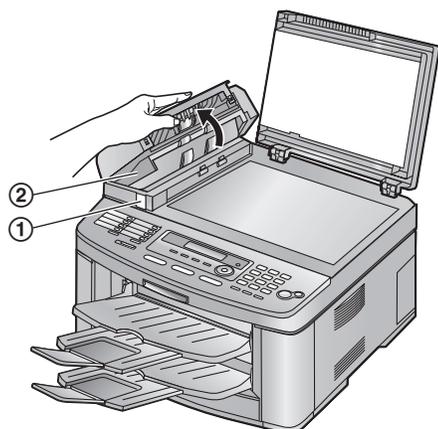
- Be careful when handling the drum and toner unit. See the caution for the drum unit on page 79 for details.
- Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.

9.7.1 White plate and scanner glasses

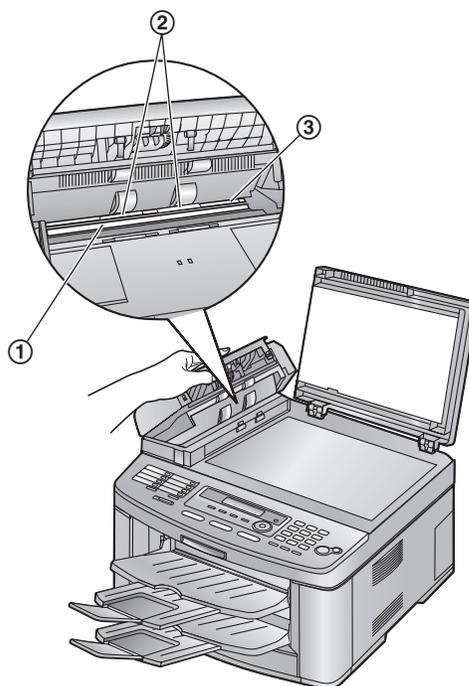
- 1 Disconnect the power cord.
- 2 Open the document cover (①).



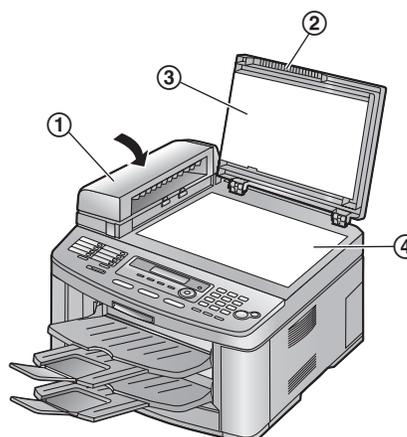
- 3 Press the ADF cover release button (①) and open the middle part (②) of the ADF cover.



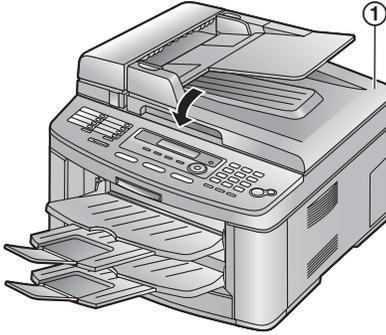
- 4 Clean the scanner glass (①) and the white cover sheet (②) and its circumference (③) with a soft and dry cloth.
 - Clean the white cover sheet carefully to avoid damaging it.



- 5 Close the ADF cover (①), then hold the document cover (②) while cleaning the white plate (③) and the scanner glass (④).



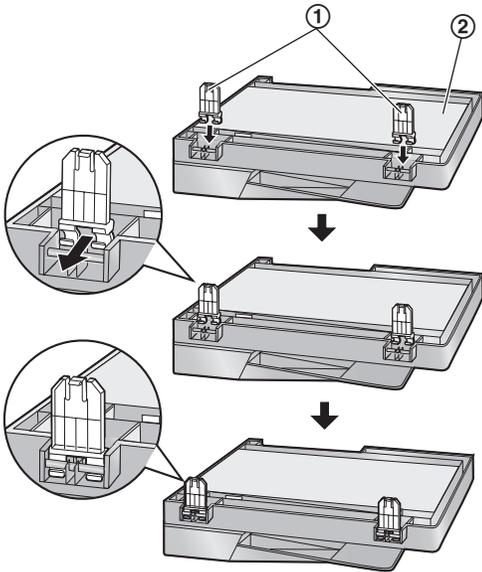
- 6 Close the document cover (①).



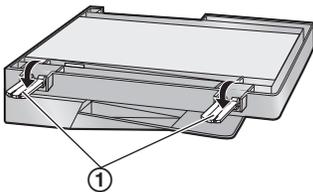
- 7 Re-connect the power cord.

If the document cover comes off from the unit

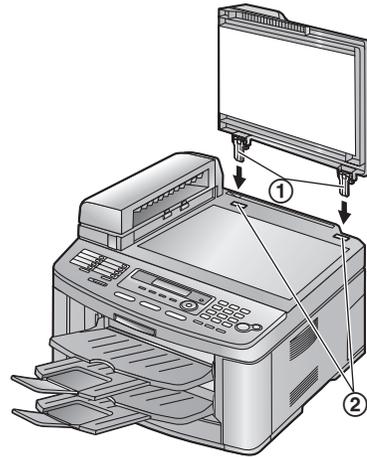
1. Attach the hinges (①) to the document cover (②).
- Make sure that the inserted direction is correct. Otherwise, the hinges cannot be inserted into the slots in step 3.



2. Lay down the hinges (①).



3. Insert the hinges (①) into the slots (②) on the unit.



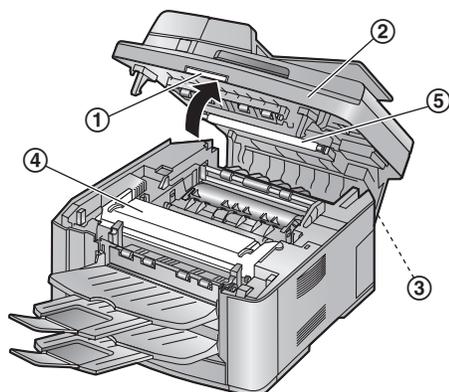
4. Close the document cover.

9.7.2 Lower glass

- 1 Disconnect the power cord.
- 2 Lift the top cover release lever (①) and open the top cover (②).

Important:

- Close the manual input tray (③) before opening the top cover.

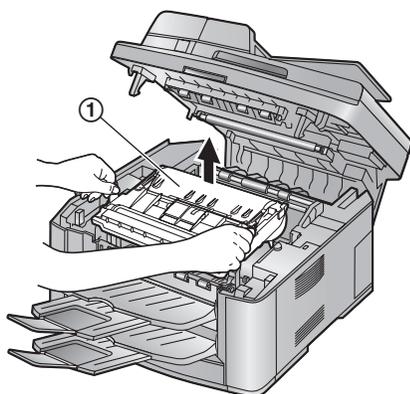


Caution:
The fuser unit (④) gets hot. Do not touch it.

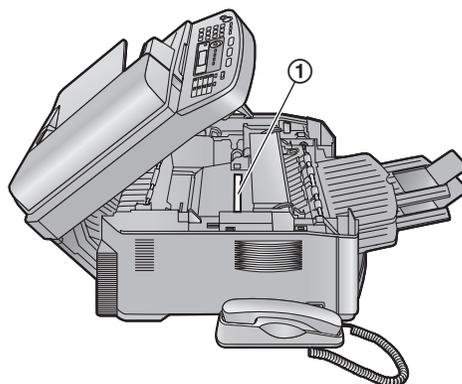
Note:

- Do not touch the transfer roller (⑤).

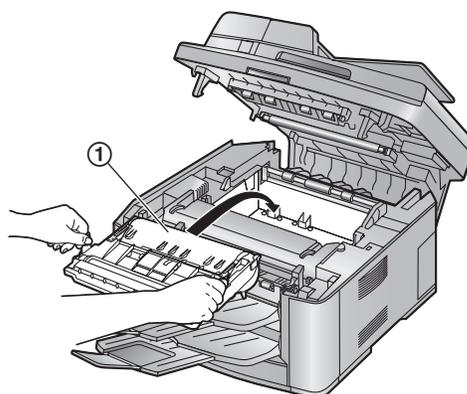
- 3 Remove the drum and toner unit (①) by holding the tabs.



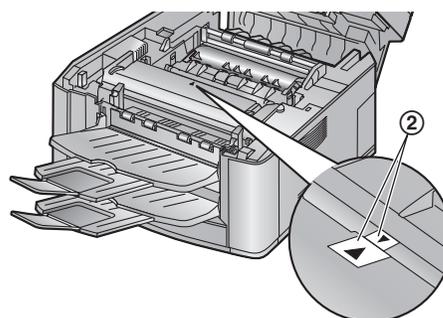
- 4 Clean the lower glass (①) with a soft and dry cloth.



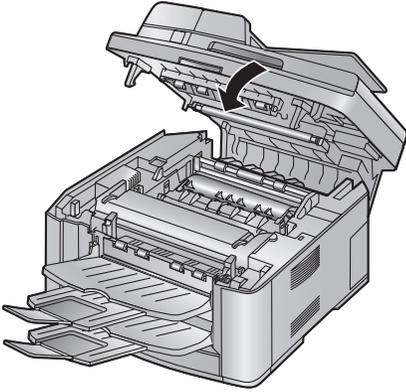
- 5 Reinstall the drum and toner unit (①) by holding the tabs.



- Make sure that the triangles (②) match to install the drum and toner unit correctly.



- 6 Close the top cover until locked.



Caution:

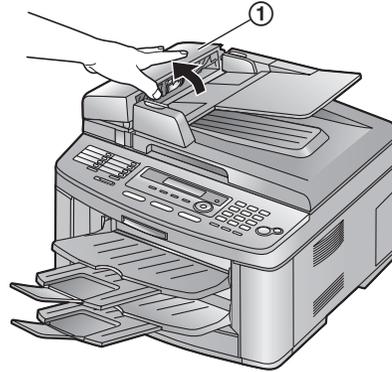
- To prevent injuries, be careful not to put your hands under the top cover.

- 7 Re-connect the power cord.

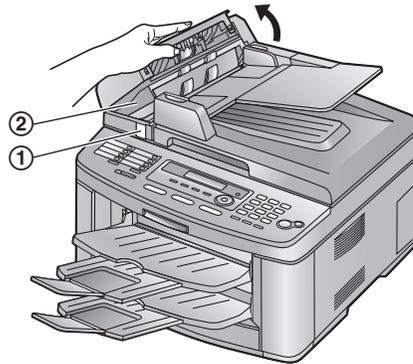
9.8 Cleaning the document feeder rollers

Clean the rollers when the document or recording paper frequently misfeeds.

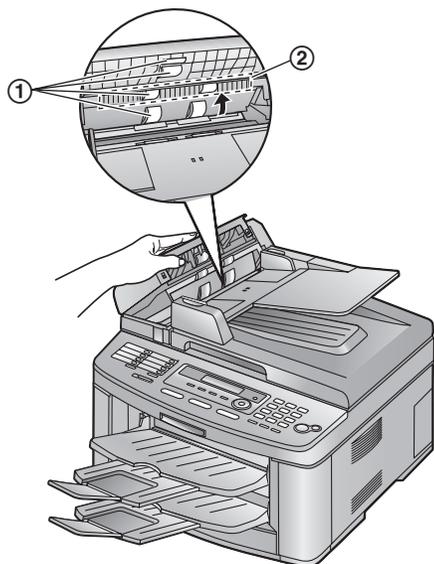
- 1 Disconnect the power cord.
- 2 Hold the ADF cover firmly and lift it to open the upper part (①) of the ADF cover.



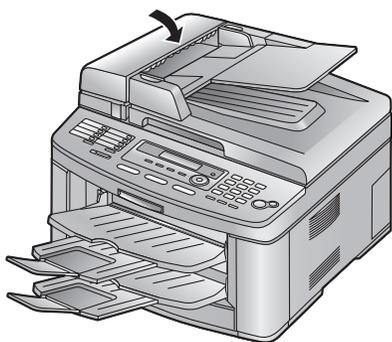
- 3 Press the ADF cover release button (①) and open the middle part (②) of the ADF cover.



- 4** Clean the document feeder rollers (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.
- Clean the rollers in the direction of the arrow to avoid the discharge brush (②) from being pulled.



- 5** Close the ADF cover.

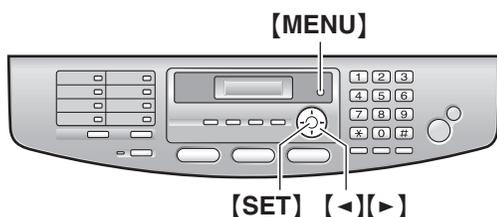


- 6** Re-connect the power cord.

10.1 Reference lists and reports

You can print out the following lists and reports for your reference.

- **“SETUP LIST”**:
Provides you with the current settings of the programming features (page 62 to page 68).
- **“TEL NO. LIST”**:
Provides you with names and numbers which are stored in the one-touch dial feature and navigator directory.
- **“JOURNAL REPORT”**:
Keeps records of fax transmission and reception. This report can be printed automatically after every 30 fax communications (feature #402 on page 64).
- **“BROADCAST LIST”**:
Provides you with names and numbers which are stored in the broadcast memory (page 36).
- **“PRINTER TEST”**:
Allows you to check the print quality of your unit. If the test print has a dirty pattern, or blurred points or lines, clean the inside of the unit (page 87, 90). If printing quality is still poor, replace the toner cartridge and drum unit.
- **“CALLER ID LIST”**:
Keeps a record of the last 30 different callers after subscribing to a Caller ID service. To print automatically after every 30 new calls, activate feature #216 (page 63).



- 1** Press **[MENU]** repeatedly to display “**PRINT REPORT**”.
- 2** Press **[◀]** or **[▶]** repeatedly to display the desired item.
- 3** Press **[SET]** to start printing.
- 4** Press **[MENU]**.

10.2 Specifications

■ Applicable lines:

Public Switched Telephone Network

■ Document size:

Max. 216 mm in width, Max. 600 mm in length

■ Effective scanning width:

208 mm

■ Effective printing width:

A4: 202 mm

Letter/Legal: 208 mm

■ Transmission time*1:

Approx. 4 s/page (ECM-MMR Memory transmission)*2

■ Scanning density:

Fax resolution:

Horizontal: 8 pels/mm

Vertical: 3.85 lines/mm-in standard resolution,

7.7 lines/mm-in fine/photo resolution,

15.4 lines/mm-in super fine resolution

Copy resolution:

Up to 600 × 600 dpi

Scanning resolution:

Up to 600 × 1,200 dpi (Optical)

Up to 9,600 × 9,600 dpi (Interpolated)

■ Photo resolution:

64-level

■ Scanner type:

Colour Contact Image Sensor

■ Printer type:

Laser Printer

■ Data compression system:

Modified Huffman (MH), Modified READ (MR),

Modified Modified READ (MMR)

■ Modem speed:

33,600 / 31,200 / 28,800 / 26,400 / 24,000 /

21,600 / 19,200 / 16,800 / 14,400 / 12,000 /

9,600 / 7,200 / 4,800 / 2,400 bps; Automatic

Fallback

■ Operating environment:

10 °C – 32.5 °C, 20 % – 80 % RH (Relative Humidity)

■ Dimensions:

Approx. height 318 mm × width 440 mm × depth 445 mm

■ Mass (Weight):

Approx. 16 kg

■ Power consumption:

Standby: Approx. 9.5 W

Preheat: Approx. 70 W

Copy: Approx. 430 W

Maximum: Approx. 900 W (When the fuser lamp turns on)

■ Power supply:

220–240 V AC, 50/60 Hz

■ Memory capacity

(for operation and storing memory):

32 MB

■ Fax memory capacity:

2 MB in total

Approx. 170 pages of memory reception

Approx. 150 pages of memory transmission

(Based on the ITU-T No. 1 Test Chart in standard resolution.)

■ Laser diode properties:

Laser output: Max. 5 mW

Wave length: 760 nm – 800 nm

Emission duration: Continuous

■ Print speed:

Approx. 18 ppm (pages per minute)

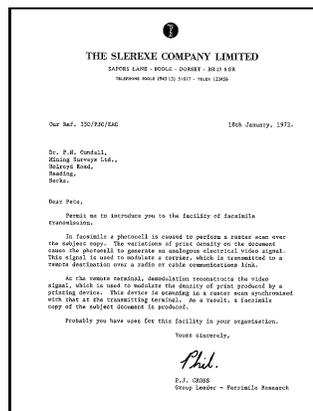
■ Printing resolution:

600 × 600 dpi

*1 Transmission speed depends upon the contents of the pages, resolution, telephone line conditions and capability of the other party's machine.

*2 Transmission speed is based upon the ITU-T No. 1 Test Chart. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.

ITU-T No.1 Test Chart



Note:

- Design and specifications are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.

10. General Information

Recording paper specifications

Recording paper / Transparency / Label size:

- A4: 210 mm × 297 mm
- Letter: 216 mm × 279 mm
- Legal: 216 mm × 356 mm

Envelope size:

- #10: 105 mm × 241 mm
- DL: 110 mm × 220 mm

Recording paper weight:

60 g/m² to 90 g/m²

Note for recording paper:

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

Toner life

Toner life depends on the amount of content in a received, copied or printed document. The following is the approximate relationship between image area and toner life for replacement toner cartridge (Model No. KX-FA87E/KX-FA87X/KX-FA85E/KX-FA85X). Toner life varies in actual usage.

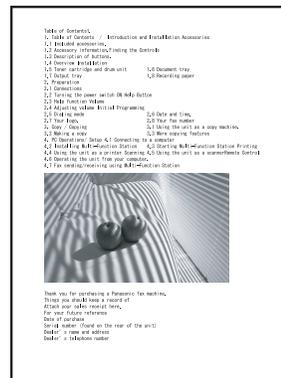
5 % image area

Approx. 2,500 sheets (KX-FA87E/KX-FA87X)/5,000 sheets (KX-FA85E/KX-FA85X) of A4 size paper can be printed.



10 % image area

Approx. 1,250 sheets (KX-FA87E/KX-FA87X)/2,500 sheets (KX-FA85E/KX-FA85X) of A4 size paper can be printed.



15 % image area

Approx. 800 sheets (KX-FA87E/KX-FA87X)/1,600 sheets (KX-FA85E/KX-FA85X) of A4 size paper can be printed.

**Note:**

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

Drum life

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

10.3 User record

For your future reference

Date of purchase
Serial number (found on the rear of the unit)
Dealer's name and address
Dealer's telephone number

Attach your sales receipt here.

--

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Notes

CE 0682

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