Panasonic

Multi-Function Laser Fax

Operating Instructions

Model No. **KX-FLM653EX**

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

This unit is compatible with Caller ID. To use this feature, you must subscribe to the appropriate service of your service provider.

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 51). The language selection is also available (feature #110 on page 51).
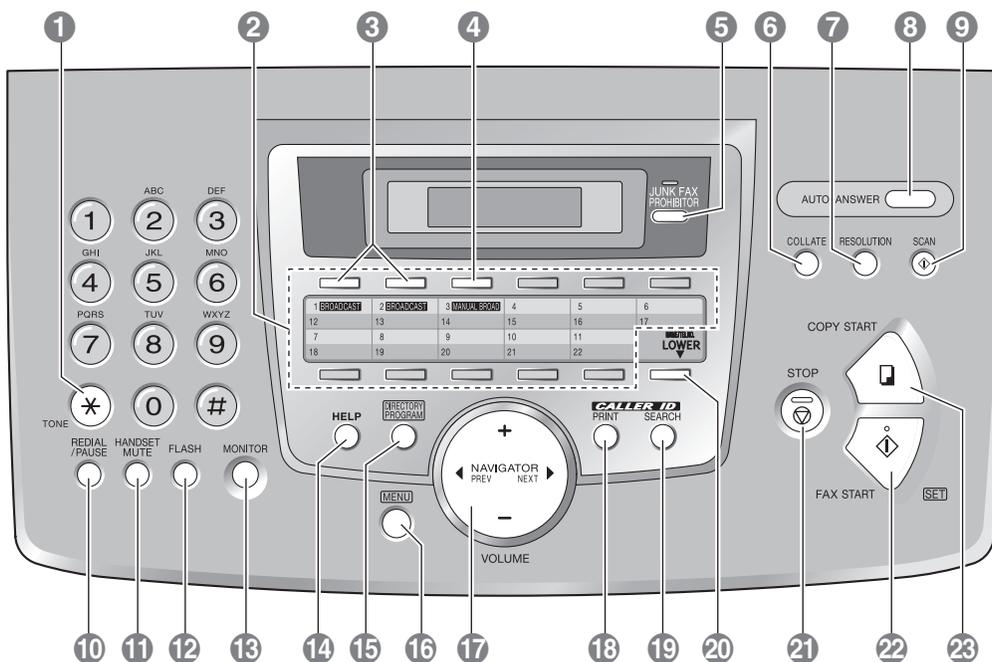
How to use the operating instructions
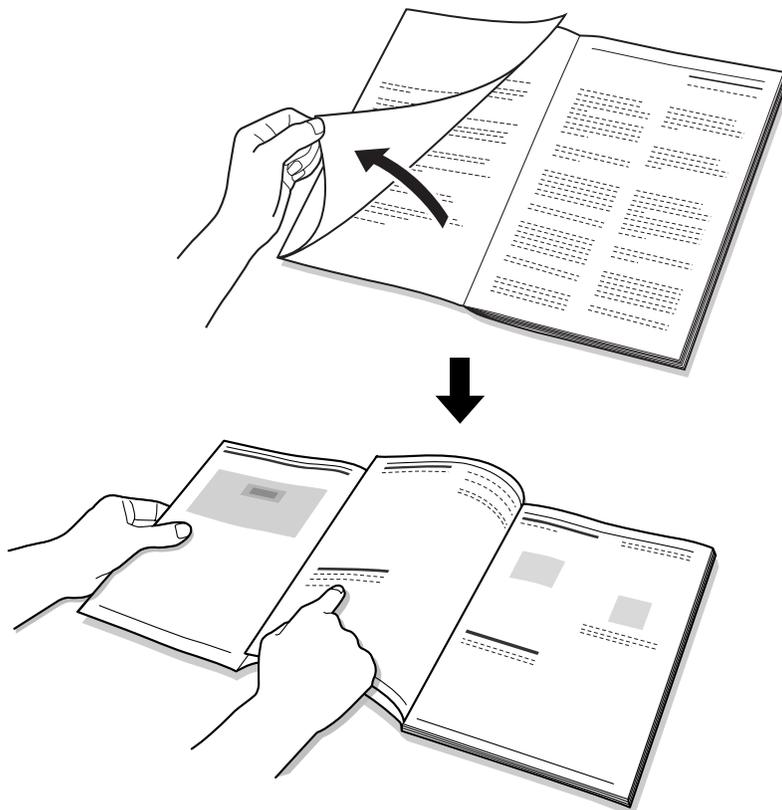
When following operating instructions, always keep the front cover page (next page) open for easy reference to the buttons.
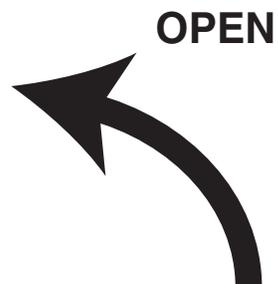
OPEN

Location of controls

Please keep this page open when following operating instructions.
For a description of each button, see page 9.

Buttons (Listed in alphabetical order)

AUTO ANSWER ❽
BROADCAST ❸
CALLER ID PRINT ⓲
CALLER ID SEARCH ⓳
COLLATE ❻
COPY START ㉓
DIRECTORY PROGRAM ⓯
FAX START ㉒
FLASH ⓬

HANDSET MUTE ⓫
HELP ⓮
JUNK FAX PROHIBITOR ❺
LOWER ⓴
MANUAL BROAD ❹
MENU ⓰
MONITOR ⓭
NAME/TEL NO. ⓴
NAVIGATOR ⓱

REDIAL/PAUSE ❿
RESOLUTION ❼
SCAN ❾
SET ㉒
Station keys ❷
STOP ㉑
TONE ❶
VOLUME ⓱

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 51).

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 51.

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.

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.

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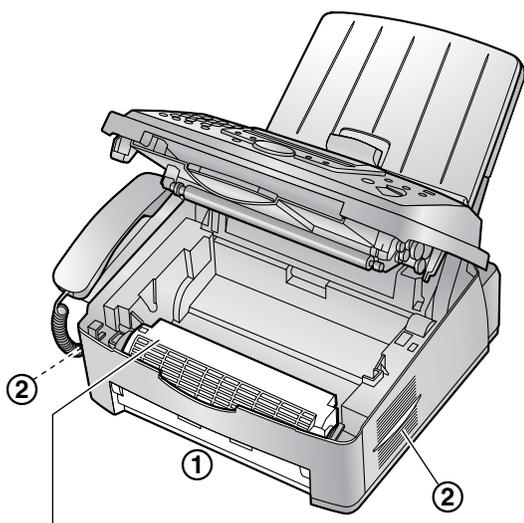
⚠ Fuser unit

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 12 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 green 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.

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
- 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
- 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 (②).
- 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.

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 benzine, thinner, or any abrasive powder.

9. General Information

10. Index

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	Paper stacker	1	----------
⑥	Paper tray	1	----------
⑦	Paper tray cover	1	No need to install when using legal paper.
⑧	Drum unit	1	See page 78.
⑨	Toner cartridge (starter toner cartridge)	1	prints about 800 A4-sized pages with a 5% image area (page 77).
⑩	Operating instructions	1	Czech
		1	Slovak
		1	Hungarian
		1	English
⑪	Quick installation guide	1	----------
⑫	CD-ROM	1	See page 41.
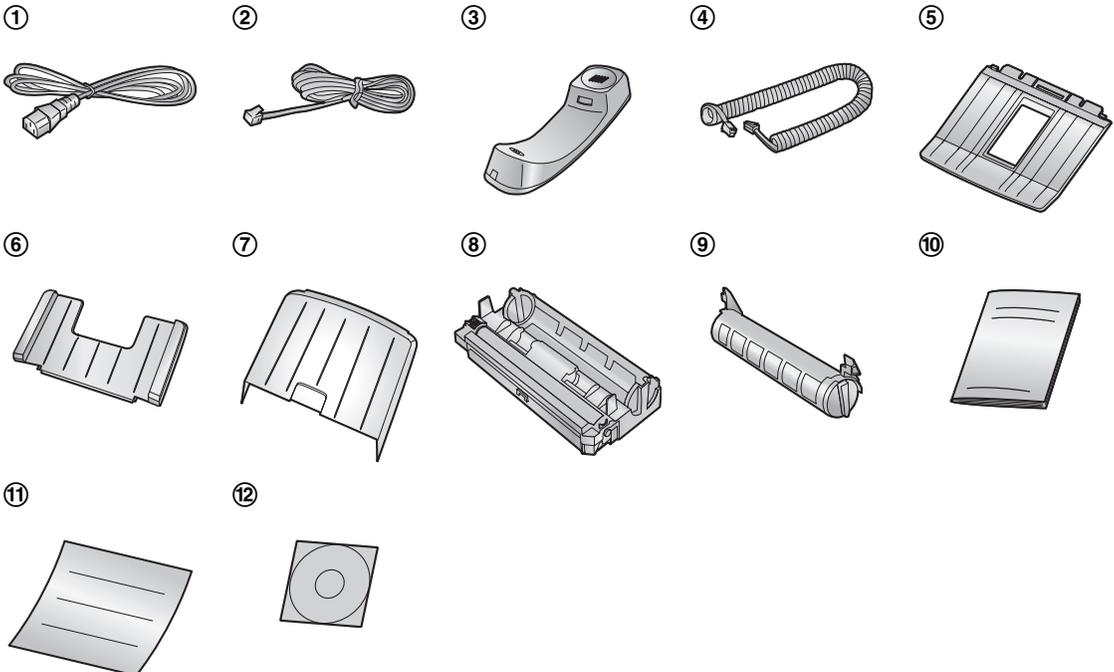
Note:
- If any items are missing or damaged, contact the place of purchase.
- Save the original carton and packing materials for future shipping and transportation of the unit.

1.2 Accessory information

To ensure that the unit operates properly, we recommend the use of Panasonic toner cartridge and drum unit. See page 77 for specifications.

1.2.1 Available accessories

– **Replacement toner cartridge (KX-FA83E/KX-FA83X)**
– **Replacement drum unit (KX-FA84E/KX-FA84X)**

1.3 Description of buttons

● Keep the front cover page open for button locations.

❶【TONE】
● To change from pulse to tone temporarily during dialling when your line has rotary pulse service.

❷ Station keys
● To use the one-touch dial feature (page 24, 25, 32).

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

❹【MANUAL BROAD】
● To send a document to multiple parties manually (page 32, 33).

❺【JUNK FAX PROHIBITOR】
● To use junk fax prohibitor (page 38).

❻【COLLATE】
● To make a collated copy (page 39).

❼【RESOLUTION】
● To select a resolution (page 30, 39).

❽【AUTO ANSWER】
● To turn the auto answer setting ON/OFF (page 35).

❾【SCAN】
● To scan a document (page 46).
● To store a scanned document into memory, and then send it (page 30).

❿【REDIAL/PAUSE】
● To redial the last number dialled. 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.

⓫【HANDSET MUTE】
● To mute your voice to the other party during a conversation. Press again to resume the conversation.

⓬【FLASH】
● To access special telephone services or for transferring extension calls.

⓭【MONITOR】
● To initiate dialling.
When you press **【MONITOR】** during receiving a call, you will be able to hear the other party, but the other party will not be able to hear you.

⑭ **[HELP]**
- To print helpful information for quick reference (page 19).

⑮ **[DIRECTORY PROGRAM]**
- To store or edit names and telephone numbers (page 24).

⑯ **[MENU]**
- To initiate or exit programming.

⑰ **[NAVIGATOR][VOLUME]**
- To adjust volume (page 20).
- To search for a stored item (page 25, 32).
- To select features or feature settings during programming (page 50).

⑱ **[CALLER ID PRINT]**
- To print the Caller ID list (page 28).

⑲ **[CALLER ID SEARCH]**
- To view caller information (page 27).

⑳ **[LOWER][NAME/TEL NO.]**
- To select stations 12–22 for the one-touch dial feature (page 24, 25, 32).
- To change the display of the caller information (page 28).

㉑ **[STOP]**
- To stop an operation or programming session.
- To delete a character from names and telephone numbers (page 22, 24).
- To return to a previous step during operation.

㉒ **[FAX START][SET]**
- To start sending or receiving a fax.
- To store a setting during programming.

㉓ **[COPY START]**
- To copy a document (page 39).

1.4 Overview

1.4.1 Front view
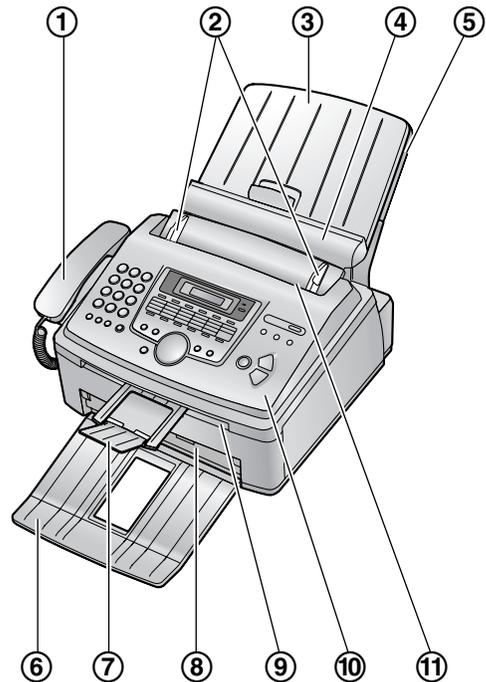
① **Handset**
② **Document guides**
③ **Paper tray cover**
④ **Tension plate**
⑤ **Paper tray**
⑥ **Paper stacker**[*1]
⑦ **Document stacker**[*1]
⑧ **Recording paper exit**
⑨ **Document exit**
⑩ **Front cover**
⑪ **Document entrance**

*1 The paper stacker and document stacker may not be shown in all illustrations.

1.4.2 Rear view
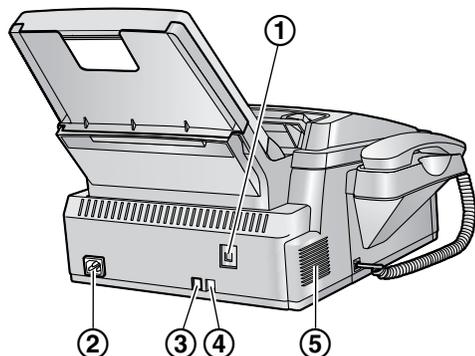
① **USB interface connector**
② **Power inlet**
③ **Telephone line jack**
④ **External telephone jack**
⑤ **Speaker**

Removing the shipping tape
Remove the shipping tape (①) before
installation.

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 77).
- To replace the toner cartridge and the drum unit, see page 66.

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 green drum surface.**
  - **Do not place the drum unit near dust or dirt, or in a high humidity area.**
  - **Do not expose the drum unit to direct sunlight.**
- **Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.**

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

2 Remove the toner cartridge and drum unit from the protection bags. Peel off the seal (①) from the toner cartridge.
- Do not touch or scratch the green drum surface.
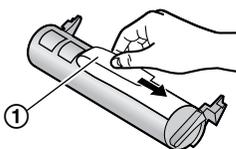
3 Place the toner cartridge (①) into the drum unit (②) vertically.
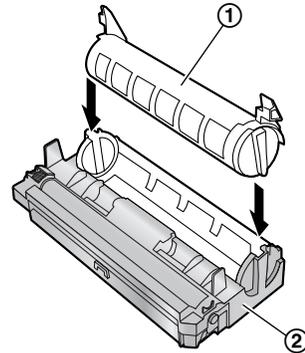
4 Firmly press down the toner cartridge to snap into position.
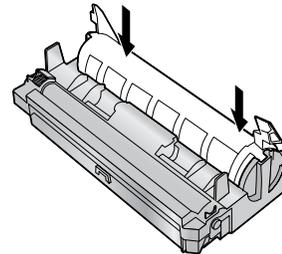
5 Turn the two levers (①) on the toner cartridge firmly.
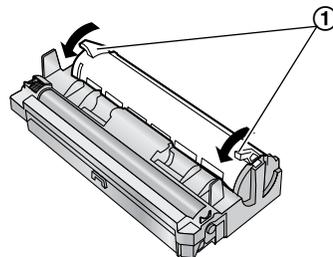
6 Make sure that the triangles (①) match, to install the toner cartridge correctly.
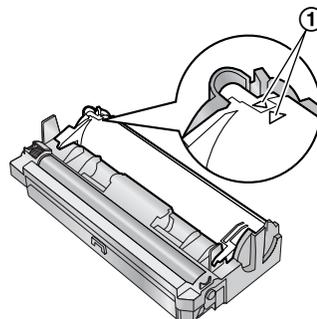
7 Lift open the front cover (①), holding OPEN (②).
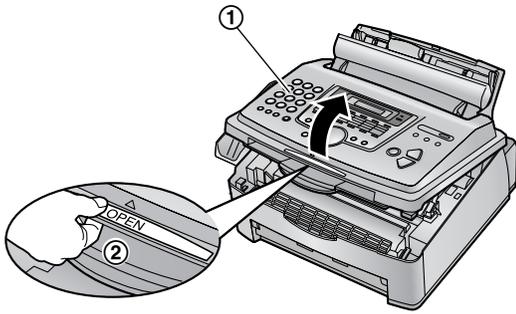
● If the lower glass (③) is dirty, clean it with a soft and dry cloth.
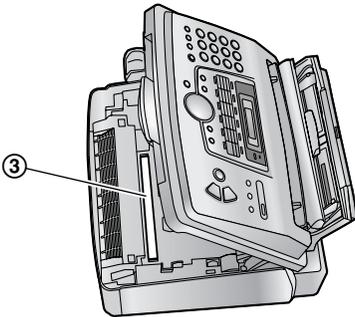
8 Install the drum and toner unit (①) by holding the tabs.
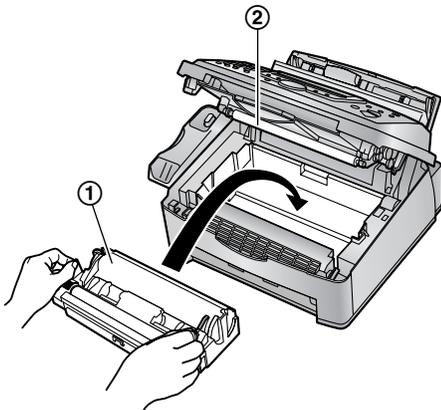
● Do not touch the transfer roller (②).

9 Close the front cover (①) by pushing down on both sides, until locked.
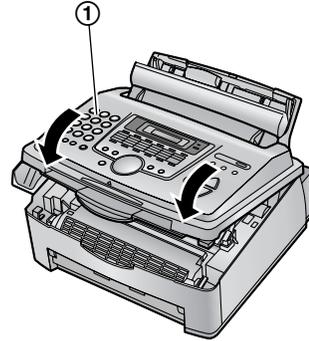
Toner save feature
If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 52). The toner cartridge will last approximately 40 % longer. This feature may lower the print quality.

1.6 Paper tray and paper tray cover

1 Insert the paper tray (①) into the slot (②) on the back of the unit.
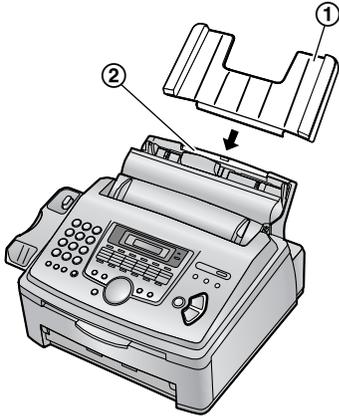
2 Pull the tension plate forward (①) and attach the paper tray cover (②), then push the tension plate back (③).

When you use legal paper, do not attach the paper tray cover.
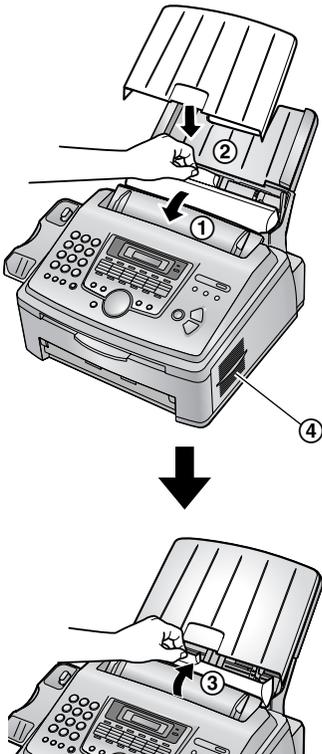
Note:
● Do not place the unit in an area where the paper tray may be obstructed (i.e., by a wall, etc.).
● Keep this surface (④) away from walls etc. more than 50 mm to let the unit cool down.

To remove the paper tray
Pull the paper tray forward in the direction of the arrow.

1.7 Paper stacker

Line up the slots (①) in the paper stacker with the pegs (②) on the bottom of the unit, then insert the two tabs of the paper stacker into the slots on the unit (③).
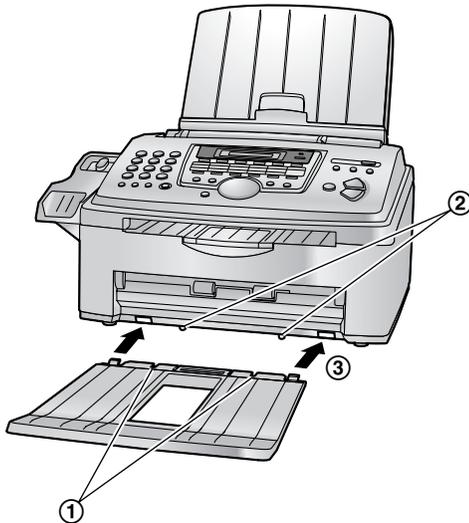
Note:
- Do not place the unit in an area where the paper stacker may be easily bumped into.
- Document and recording paper will be ejected from the front of the unit. Do not place anything in front of the unit.
- The paper stacker can hold up to approximately 100 sheets of printed paper. Remove the printed paper before the paper stacker becomes full.

1.8 Document stacker

Pull the document stacker (①) forward gently until it clicks into place, then press the centre part of the document stacker (②) to open the extender (③).
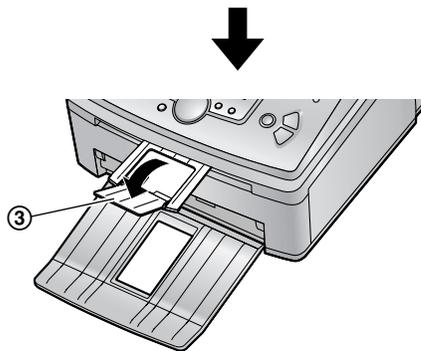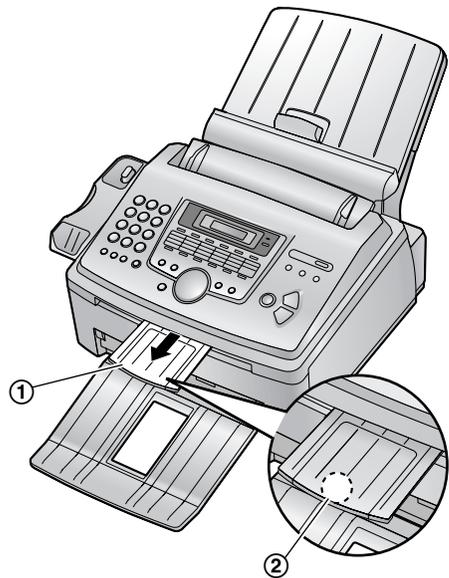
1.9 Handset cord

Connect the handset cord (①).
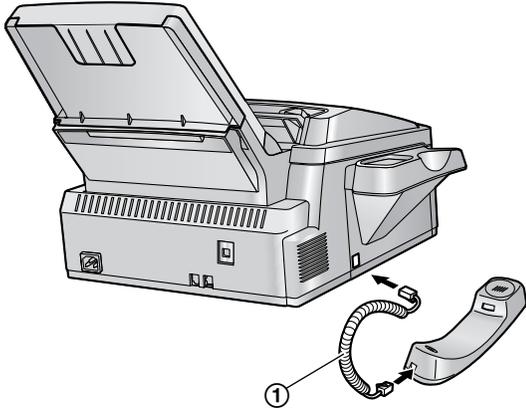
2 Pull the tension plate forward (①).

3 Remove the paper tray cover (①).
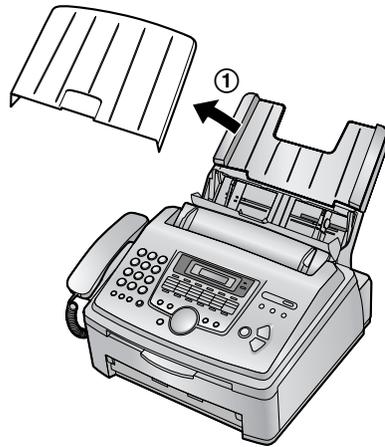
1.10 Recording paper

A4, letter or legal size recording paper can be used.
The unit can hold:
– Up to 250 sheets of 60 g/m^2 to 75 g/m^2 paper.
– Up to 230 sheets of 80 g/m^2 paper.
– Up to 200 sheets of 90 g/m^2 paper.

Please refer to page 77 for information on recording paper.
- The unit is set for A4 size paper by default. If you want to use letter or legal size paper, change the setting (feature #380 on page 52).

1 Before inserting a stack of paper, fan the paper to prevent paper jams.
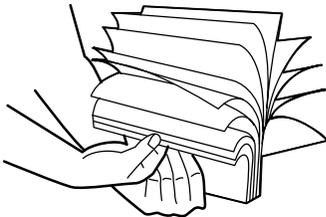
4 Pinch the right side of the recording paper guides (①), then slide it open to its full width.
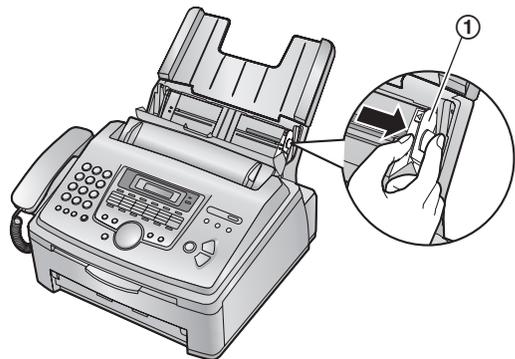
5 Insert the paper, print-side down (①).
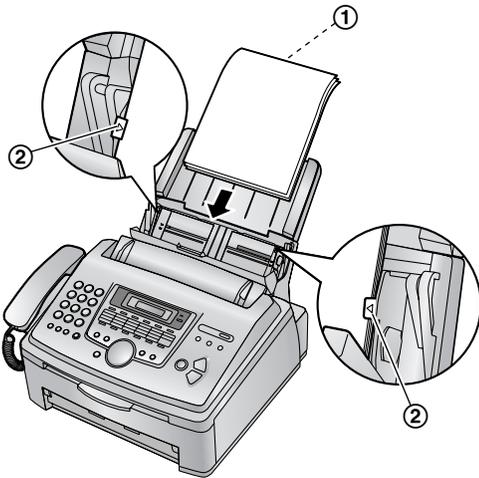
- The paper should not be over the tabs (②).
- If the paper is not inserted correctly, re-adjust the paper, or the paper may jam.

Correct   **Incorrect**
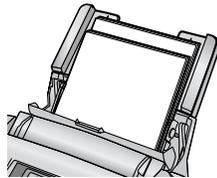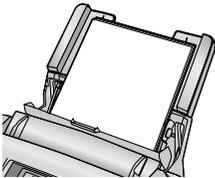
6 Adjust the width to the size of the recording paper by sliding the right side of the guides (①).
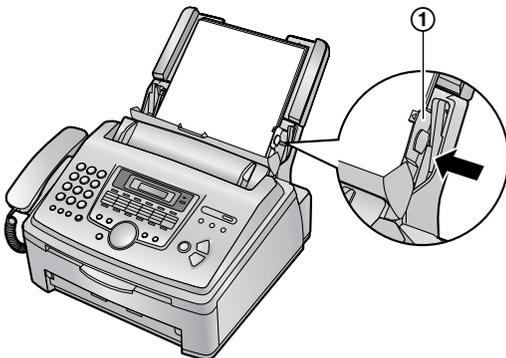
7 Attach the paper tray cover (①).
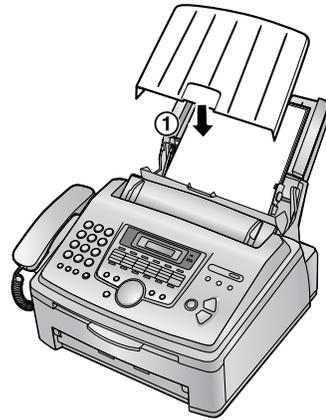
8 Push the tension plate back (①).
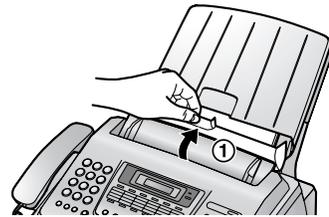
Note:
- When you use letter or legal paper, change the recording paper size to **"LETTER"** or **"LEGAL"** (feature #380 on page 52).

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 the 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)
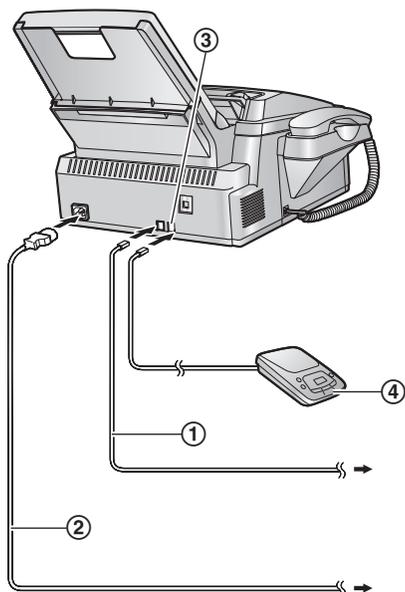
This model is designed to be used in Czech, Hungary and Slovakia. **TO USE IN HUNGARY AND SLOVAKIA, CHANGE THE LOCATION SETTING** (feature #114 on page 51). The language selection is also available (feature #110 on page 51).

Note:
- To avoid malfunction, do not position the fax machine 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.
- If you use the unit with a computer and your internet provider instructs you to install a filter (⑤), please connect it as follows.
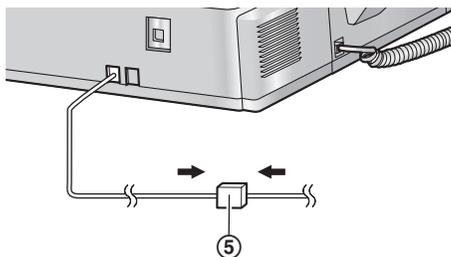
2.2 Dialling mode

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

[MENU]   **[SET]**
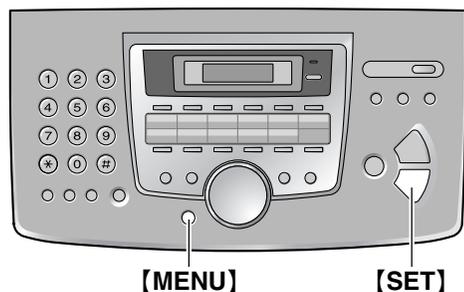
1 Press **[MENU]**.

```
SYSTEM SETUP
PRESS NAVI.[◀ ▶]
```

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 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.

[HELP]   **[SET]**
       [◀][▶]
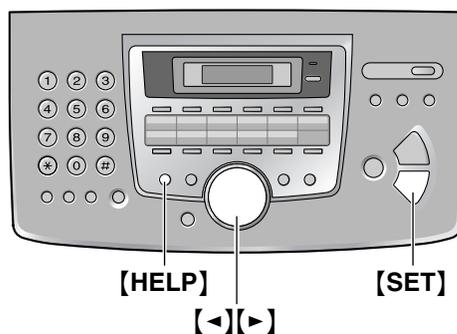
1 Press **[HELP]**.

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

3 Press **[SET]**.
    ● The selected item will be printed.

2.4 Adjusting volume

【+】【—】   **[SET]**
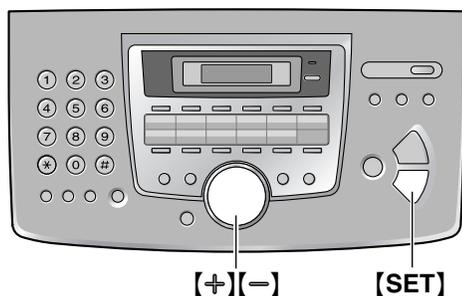
Ringer volume
While the unit is idle, press **【+】** or **【—】**.
● If any documents are in the document entrance, you cannot adjust the volume. Confirm that there are no documents in the entrance.

To turn the ringer OFF
1. Press **【—】** repeatedly to display "**RINGER OFF= OK?**".
2. Press **[SET]**.
    ● When a call is received, the unit will not ring and will display "**INCOMING CALL**".
    ● To turn the ringer back ON, press **【+】**.

Ringer pattern
● You can select one of three ringer patterns (feature #161 on page 52).

Monitor volume
While using the monitor, press **【+】** or **【—】**.

2.5 Date and time

You must set the date and time.

[MENU]   **[SET]**

【◄】【►】
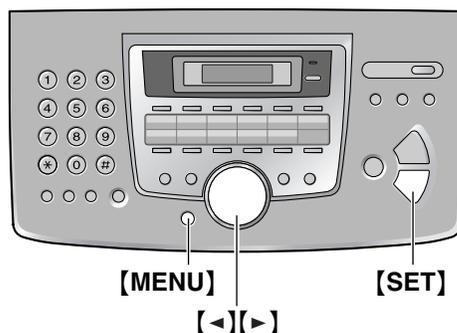
1 Press **[MENU]**.

        SYSTEM SETUP
        PRESS NAVI.[◄ ►]

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 entry)
    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 select Czech, Slovak or Hungarian for the language (feature #110 on page 51), 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.

To correct a mistake

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

2.6 Your logo

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

[HANDSET MUTE]

[FLASH] [MENU]   [SET]
[◄][►][╋][━] [STOP]
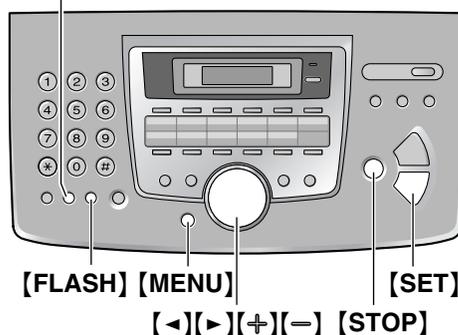
1 Press **[MENU]**.

> SYSTEM SETUP
> PRESS NAVI.[◄ ►]

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

Keypad	Characters
【5】	J K L j k l 5
【6】	M N O m n o 6
【7】	P Q R S p q r s 7
【8】	T U V t u v 8
【9】	W X Y Z w x y z 9
【0】	0 ( ) < > ! " # $ % & ¥ * @ ^ ' →
【♯】	To change uppercase or lowercase letter.
【FLASH】	Hyphen
【HANDSET MUTE】	To insert a space.
【STOP】	To delete a digit.

Note:
- To enter another character that is located on the same dial key, press **【►】** to move the cursor to the next space.

To enter your logo
Example: "BILL"

1. Press **【2】** 2 times.

   ```
   LOGO=B
   ```

2. Press **【4】** 3 times.

   ```
   LOGO=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 change uppercase or lowercase letters
Pressing the **【♯】** key will change to uppercase or lowercase alternately.

1. Press **【2】** 2 times.

   ```
   LOGO=B
   ```

2. Press **【4】** 3 times.

   ```
   LOGO=BI
   ```

3. Press **【♯】**.

   ```
   LOGO=Bi
   ```

4. Press **【5】** 3 times.

   ```
   LOGO=Bil
   ```

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 **【HANDSET MUTE】** 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 character.
3. Return to step 1 to enter the next character.

2.7 Your fax number

[FLASH] **[◄][►]** **[SET]**
[MENU] **[STOP]**
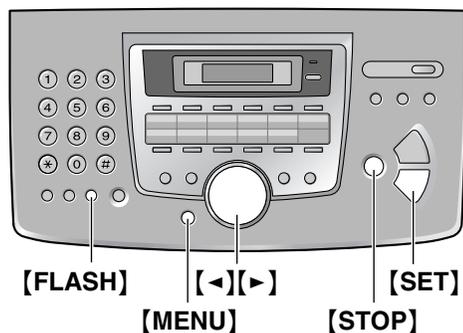
1 Press **[MENU]**.

```
SYSTEM SETUP
PRESS NAVI.[◄ ►]
```

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 (22 items) and navigator directory (300 items).

- Station 1 to 3 can be used alternatively as broadcast keys (page 32).
- You can also send faxes using one-touch dial feature and navigator directory (page 32).

Station keys

[LOWER] **[SET]**

[◄][►][+][−] **[STOP]**
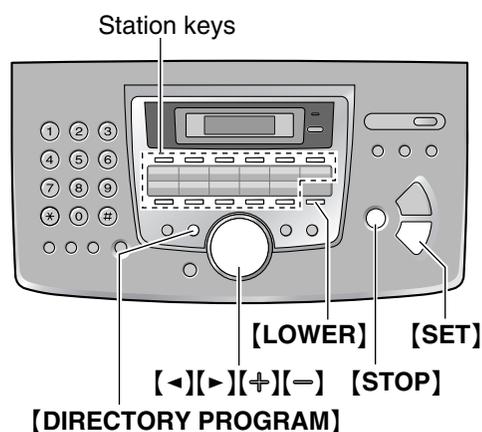
[DIRECTORY PROGRAM]

3.1.1 Storing one-touch dial item

1 Press **[DIRECTORY PROGRAM]**.

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 4–11:

   Press one of the station keys.

   For stations 12–22:

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

3 Enter the name, up to 16 characters (see page 21 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 **[DIRECTORY PROGRAM]** to exit.

Helpful hints:
- You can confirm the stored items by printing the telephone number list (page 75).

Note:
- A hyphen or a space entered in a telephone number counts as two 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 **[DIRECTORY PROGRAM]**.

2 Press **[►]**.
- The display shows the number of items in the navigator directory briefly.

3 Enter the name, up to 16 characters (see page 21 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 **[DIRECTORY PROGRAM]** to exit.

Helpful hints:
- You can confirm the stored items by printing the telephone number list (page 75).

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 **[►]**.
   ● Confirm that there are no documents in the document entrance.

2 Press **[+]** or **[−]** repeatedly to display the desired item.

3 Press **[DIRECTORY PROGRAM]**.

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 24.

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 24.

8 Press **[SET]**.

3.1.4 Erasing a stored item

1 Press **[►]**.
   ● Confirm that there are no documents in the document entrance.

2 Press **[+]** or **[−]** repeatedly to display the desired item.

3 Press **[DIRECTORY PROGRAM]**.

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 24).
● Keep the front cover page open for button locations.

3.2.1 Using one-touch dial feature

1 Lift the handset or press **[MONITOR]**.

2 Select the desired station key.

   For stations 1–11:

   Press the desired station key.

   For stations 12–22:

   Press **[LOWER]**, then press the desired station key.
   ● The unit will start dialling automatically.

3.2.2 Using the navigator directory

1 Press **[►]**.
   ● Confirm that there are no documents in the document entrance.

2 Press **[+]** or **[−]** repeatedly to display the desired item.

3 Lift the handset or press **[MONITOR]**.
   ● The unit will start dialling automatically.

To search for a name by initial
Example: "LISA"

1. Press **[►]**.
   ● Confirm that there are no documents in the document entrance.

2. Press **[+]** or **[−]** to initiate the navigator directory.

3. Press **[5]** repeatedly to display any name with the initial **"L"** (see the character table, page 21).
   ● To search for symbols (not letters or numbers), press **[✶]**.

4. Press **[+]** or **[−]** repeatedly to display **"LISA"**.
   ● To stop the search, press **[STOP]**.

● To dial the displayed party, lift the handset or press **[MONITOR]**.

3.3 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.**

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

● When caller information is received and it matches a telephone number stored in the fax machine'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 dialled 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 28.
– To print automatically after every 30 new calls, activate feature #216 (page 52).

3.4 Viewing and calling back using caller information

You can easily view caller information and call back.

Important:
● **Calling back will not be possible in the following cases:**
    – **The telephone number includes data other than numbers (i.e., ✳ or #).**
    – **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 28.**

【MONITOR】   **【NAME/TEL NO.】**

【MENU】
【◄】【►】【✛】【━】
【CALLER ID PRINT】
【CALLER ID SEARCH】
【STOP】
【FAX START】
【SET】
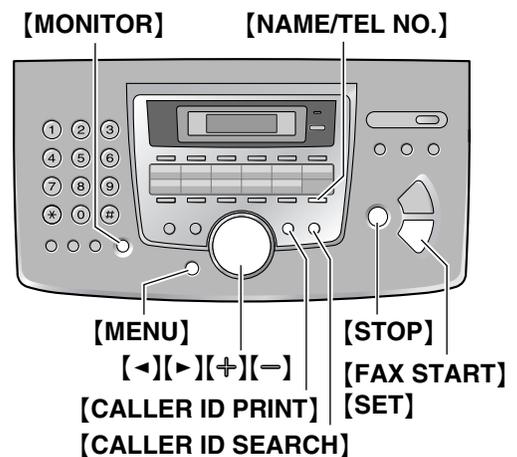
1 Press **【CALLER ID SEARCH】**.

2 Press **【━】** to search from the recently received caller information.
    ● If you press **【✛】**, the display order will be reversed.

3 Lift the handset or press **【MONITOR】** to return the call.
    ● The unit will start dialling automatically.
    ● To send a fax, insert the document FACE DOWN and press **【FAX START】**.

To change the way caller information is displayed

Press **[NAME/TEL NO.]** repeatedly after step 2.

Example:
```
SAM LEE
11:20AM 20 Jul.✓
```
↕
```
1345678901
11:20AM 20 Jul.✓
```

● 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

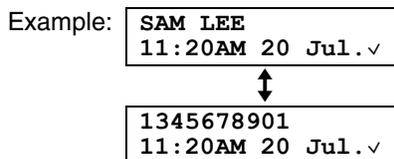Press **[STOP]** after step 2.

3.4.1 Printing the Caller ID list

1 Press **[CALLER ID PRINT]** to start printing.
● The display will show **"ERASE ALL OK?"** after printing.

2 Press **[STOP]** to exit.
● To erase all of the stored caller information, press **[SET]** instead of **[STOP]**.

3.4.2 Editing a caller's telephone number before calling back

1 Press **[CALLER ID SEARCH]**.

2 Press **[+]** or **[−]** repeatedly to display the desired entry.

3 Press **[NAME/TEL NO.]** 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 DOWN and press **[FAX START]**.

Note:
● The edited telephone number will not be saved in the caller information. To save in the directory, see page 29.

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]**.

To insert a number

1 Press **[◄]** or **[►]** to move the cursor to the position to the right of where you want to insert the number.

2 Enter the number.

3.4.3 Erasing all caller information

1 Press **[MENU]** repeatedly to display **"CALLER SETUP"**.

2 Press **[SET]**.
● **"CALL LIST ERASE"** will be displayed.

3 Press **[SET]**.
● To cancel erasing, press **[STOP]**, then **[MENU]**.

4 Press **[SET]**.

5 Press **[STOP]** to exit.

3.4.4 Erasing specific caller information

1 Press **[CALLER ID SEARCH]**.

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.

3.5 Storing caller information into the one-touch dial feature and navigator directory

● Keep the front cover page open for button locations.

Important:
● **This feature is not available in the following cases.**
  – **The telephone number includes data other than numbers (i.e., ✳ or #).**
  – **The caller information does not include a telephone number.**

1 Press **[CALLER ID SEARCH]**.

2 Press **[+]** or **[–]** repeatedly to display the desired item.

3 Press **[DIRECTORY PROGRAM]**.

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 4–11:
   1. Press the desired station key.
   2. Press **[SET]**.

   For stations 12–22:
   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 75).
● The unit can only store a name of up to 16 characters long.
● To edit a name or number, see page 25.
● If caller information does not include the caller's name, enter the name manually. See the instructions on page 24.

● If you assign an item to a station key which already contains an item, the previous item will be replaced.
● Station 1 to 3 can be used alternatively as broadcast keys (page 32).

4.1 Sending a fax manually
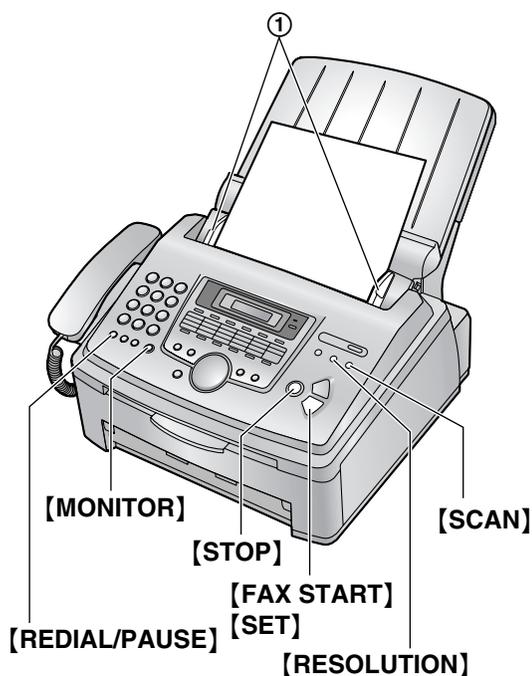
[MONITOR]

[SCAN]

[STOP]

[FAX START]

[REDIAL/PAUSE] **[SET]**

[RESOLUTION]

1 Adjust the width of the document guides (①) to fit the actual size of the document.

2 Insert the document (up to 20 pages) FACE DOWN until a single beep is heard and the unit grasps the document.
   - If the document guides are not adjusted to fit the document, re-adjust them.

3 If necessary, press **[RESOLUTION]** repeatedly to select the desired resolution.

4 Press **[MONITOR]**.

5 Dial the fax number.

6 **When a fax tone is heard:**
   Press **[FAX 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 **[FAX START]**.

Note:
- After pressing **[FAX START]**, you can replace the handset.

To stop sending
Press **[STOP]**.

To select the resolution
Select the desired resolution according to the type of document.
   - **"STANDARD"**: For printed or typewritten documents with normal-sized characters.
   - **"FINE"**: For documents with small print.
   - **"SUPER FINE"**: For documents with very small print. This setting is effective only when the other party has a compatible fax machines.
   - **"PHOTO"**: For documents containing photographs, shaded drawings, etc.
   - 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 redial the last number

1. Press **[REDIAL/PAUSE]**.

2. Press **[FAX 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 send more than 20 pages at a time
Insert the first 20 pages of the document. Add the other pages (up to 20 at a time) on top of the previously inserted pages while the last page is being fed into the unit.

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

1. Enter the fax number.

2. Insert the document.

3. Press **[FAX 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 **[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 **[SCAN]** or **[FAX 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 53). For an explanation of error messages, see page 57.

Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print manually, see page 75. To print automatically after every 30 new fax transmissions and receptions, make sure feature #402 is activated (page 53). For an explanation of error messages, see page 57.
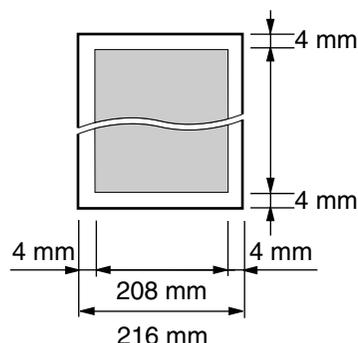
4.2 Document requirements

Minimum document size

128 mm
128 mm
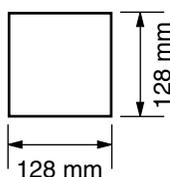
Maximum document size

600 mm
216 mm
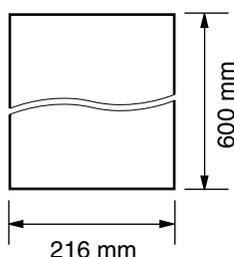
Effective scanning area

● Shaded area will be scanned.

4 mm
4 mm
4 mm
4 mm
208 mm
216 mm

Document weight

● Single sheet:
45 g/m^2 to 90 g/m^2
● Multiple sheets:
60 g/m^2 to 80 g/m^2

Note:

● Remove clips, staples or other fasteners.
● Do not set the following types of documents: (Make a copy of the document and set the copy.)
  – 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 a faint image
  – Paper with printing on the opposite side that can be seen through the other side, such as newsprint
● Check that ink, paste or correction fluid has dried completely.
● To set a document with a width of less than 210 mm, we recommend using a copy machine to copy the original document onto A4 or letter-sized paper, then setting the copied document.

4.3 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 24).

● Keep the front cover page open for button locations.

1 Adjust the width of the document guides to fit the actual size of the document.

2 Insert the document (up to 20 pages) FACE DOWN until a single beep is heard and the unit grasps the document.
   ● If the document guides are not adjusted to fit the document, re-adjust them.

3 If necessary, press **[RESOLUTION]** repeatedly to select the desired resolution (page 30).

4 Enter the fax number.

   Using stations 1–11:

   Press the desired station key.

   Using stations 12–22:

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

   Using navigator directory:

   Press **[◄]** or **[►]**, then press **[+]** or **[−]** repeatedly to display the desired item.

5 Press **[FAX 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, page 54).

4.4 Broadcast transmission

By storing one-touch dial and navigator directory items (page 24) 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.

4.4.1 Programming items into the broadcast memory

1 Press **[DIRECTORY PROGRAM]**.

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 1–11:

   Press the desired station key.

   Using stations 12–22:

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

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

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

Note:
● Confirm the stored items by printing a broadcast programming list (page 75).

4.4.2 Adding a new item into the broadcast memory

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

1 Press **[►]**.
 ● Confirm that there are no documents in the document entrance.

2 Press **[+]** or **[−]** repeatedly to display the desired broadcast memory ("**<BROADCAST1>**", "**<BROADCAST2>**" or "**<MANUAL BROAD>**").

3 Press **[DIRECTORY PROGRAM]**.

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 **[DIRECTORY PROGRAM]** to exit.

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

4.4.3 Erasing a stored item from the broadcast memory

1 Press **[►]**.
 ● Confirm that there are no documents in the document entrance.

2 Press **[+]** or **[−]** repeatedly to display the desired broadcast memory ("**<BROADCAST1>**", "**<BROADCAST2>**" or "**<MANUAL BROAD>**").

3 Press **[DIRECTORY PROGRAM]**.

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 **[DIRECTORY PROGRAM]** to exit.

4.4.4 Sending the same document to pre-programmed parties

1 Insert the document FACE DOWN.

2 If necessary, press **[RESOLUTION]** repeatedly to select the desired resolution (page 30).

3 Press the desired **[BROADCAST]** (1-2) or **[MANUAL BROAD]**.
 ● 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:
● 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 cancel broadcast transmission

1. Press **[STOP]** repeatedly until "**SEND CANCELLED?**" is displayed.

2. Press **[SET]**.

4.5 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)
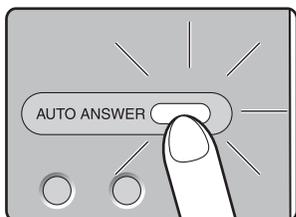– Use as a telephone and/or fax (TEL/FAX mode)
– Use with answering machine

4.5.1 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 35) by pressing **【AUTO ANSWER】** repeatedly.

How faxes are received
All incoming calls will be answered as faxes.

4.5.2 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 35) by pressing **【AUTO ANSWER】** repeatedly.
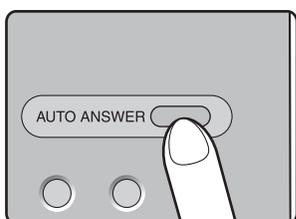
Note:
● Make sure feature #404 is set to **"TEL"** beforehand (page 53).

How to receive phone calls and faxes
You have to answer all calls manually.
To receive a fax document, press **【FAX START】**.

4.5.3 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 36) by pressing **【AUTO ANSWER】** repeatedly.

Note:
● Make sure feature #404 is set to **"TEL/FAX"** beforehand (page 53).

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.

4.5.4 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.

4.6 Receiving a fax automatically – Auto answer ON

4.6.1 Activating FAX ONLY mode

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

```
FAX ONLY MODE
```

● The **[AUTO ANSWER]** light 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 52).

4.7 Receiving a fax manually – Auto answer OFF

4.7.1 Activating TEL mode

1 Make sure feature #404 is set to **"TEL"** beforehand (page 53).

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

```
TEL MODE
```

● The **[AUTO ANSWER]** light is OFF.

[STOP]
[FAX START]
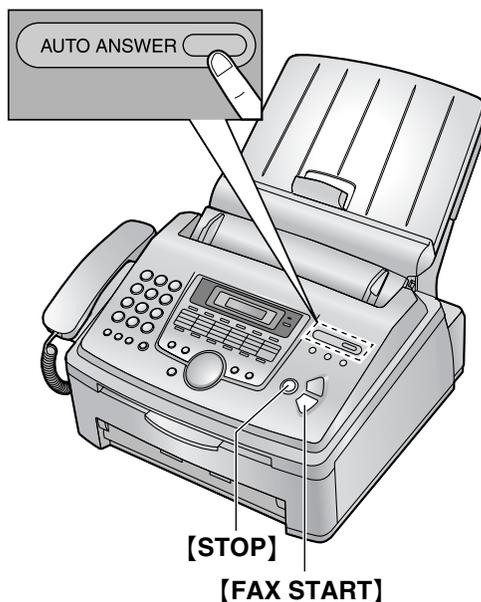
How to receive phone calls and faxes

1. Lift the handset to answer the call.
2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

   press **[FAX START]**.

```
CONNECTING...
```

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

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 fax machine 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 55) beforehand. The default setting is ON.
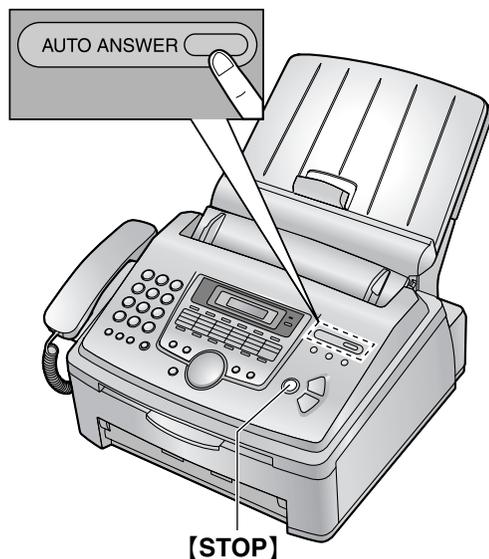

To stop receiving

Press **[STOP]**.

4.7.2 Activating TEL/FAX mode

1 Make sure feature #404 is set to **"TEL/FAX"** beforehand (page 53).

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

> **TEL/FAX MODE**

● The **[AUTO ANSWER]** indicator is OFF.

3 The ringer volume setting should be ON (page 20).

[STOP]

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 53).

● During this time, an extension telephone (if connected to the same line) 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
❶ 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 55).

● 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.

❷ 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 55.

● 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.

4.8 Using the unit with an answering machine

4.8.1 Setting up the fax machine and an answering machine

1 Connect the answering machine (①).
- Answering machine is not included.
- Connect the cord (②).
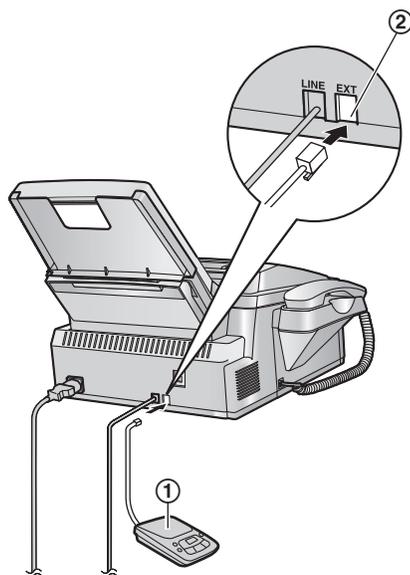
2 Set the number of rings on the answering machine to less than 4.
- This will allow the answering machine to answer the call first.

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 fax machine to the desired receiving mode (page 35).
- If you set to FAX ONLY mode, **change the ring setting in FAX ONLY mode to more than 4 (feature #210 on page 52).**

6 Check all or part of the following are not the same:
- the remote access code of the answering machine
- the fax activation code (feature #434 on page 55)

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:
- The fax activation code can be changed in feature #434 (page 55).
- If there is no room left in memory of your answering machine, the unit may not be able to receive documents. See the operating instructions of the answering machine and erase unnecessary messages.

4.9 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 **[SET]**.
- The unit will start reception.

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

If you subscribe to Caller ID service, this feature prevents fax reception from calls that do not show caller information.
Additionally, the fax machine will not accept faxes originating from numbers that match 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.**

4.10.1 Activating the junk fax prohibitor

1 Press **[JUNK FAX PROHIBITOR]**.

2 Press **[►]**.

3 Press **[+]** or **[—]** repeatedly to select "**ON**".

4 Press **[SET]**.

5 Press **[STOP]** to exit.
● While the junk fax prohibitor is activated, the **[JUNK FAX PROHIBITOR]** indicator is ON.

4.10.2 Storing undesired callers

You can register up to 10 undesired numbers from the Caller ID list (page 27) if you do not wish to receive faxes from them.

1 Press **[CALLER ID SEARCH]**.

2 Press **[+]** or **[—]** repeatedly to display the party you wish to prevent fax reception from.

3 Press **[JUNK FAX PROHIBITOR]**.

4 Press **[SET]**.
● To program other parties, repeat steps 2 to 4.

5 Press **[STOP]** to exit.

Note:
● If there is no space to store new items, "**LIST FULL**" is displayed in step 3 or step 4. Erase unnecessary items.

To display the junk fax prohibitor list

1. Press **[JUNK FAX PROHIBITOR]**.

2. Press **[►]** repeatedly to display "**JUNK LIST DISP.**".

3. Press **[SET]**.

4. Press **[+]** or **[—]** to display the items on the list.

5. Press **[STOP]** to exit.

To print the junk fax prohibitor list

1. Press **[JUNK FAX PROHIBITOR]**.

2. Press **[►]** repeatedly to display "**JUNK LIST PRINT**".

3. Press **[SET]**.

4. Press **[STOP]** to exit the list.

To erase an item from the junk fax prohibitor list

1. Press **[JUNK FAX PROHIBITOR]**.

2. Press **[►]** repeatedly to display "**JUNK LIST DISP.**".

3. Press **[SET]**.

4. Press **[+]** or **[—]** repeatedly to display the desired item.

5. Press **[◄]**.
● To cancel erasing, press **[STOP]** 2 times.

6. Press **[SET]**.
● The item is erased.
● To erase other items, repeat steps 4 to 6.

7. Press **[STOP]** to exit the list.

5.1 Making a copy
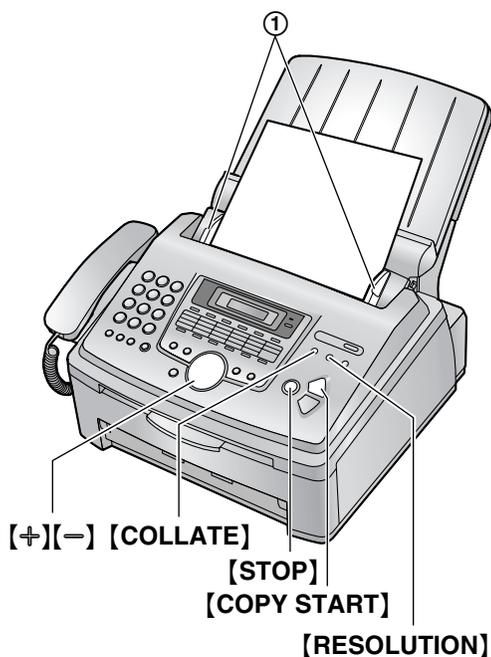
【＋】【－】 【COLLATE】
【STOP】
【COPY START】
【RESOLUTION】

1 Adjust the width of the document guides (①) to fit the actual size of the document.

2 Insert the document (up to 20 pages) FACE DOWN until a single beep is heard and the unit grasps the document.
  ● If the document guides are not adjusted to fit the document, re-adjust them.

3 Press **【COPY START】**.

4 If necessary, press **【RESOLUTION】** repeatedly to select the desired resolution.

5 If necessary, enter the number of copies (up to 99).

6 Press **【COPY START】**, or wait for 20 seconds.
  ● The unit will start copying.

Note:
● Any document which can be sent as a fax can also be copied (page 31).

To stop copying
Press **【STOP】**.

To select the resolution
Select the desired resolution according to the type of document.

– **"MIXED"**: 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 52).

5.1.1 More copying features

To enlarge a document

1. Insert the document, then press **【COPY START】**.

2. Press **【＋】** repeatedly to select from **"105%"** to **"200%"** by changing the enlargement rate 5% at a time.

3. Press **【COPY START】**.
  ● 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.

Example: 150% enlarged copy

Original document   Enlarged copy
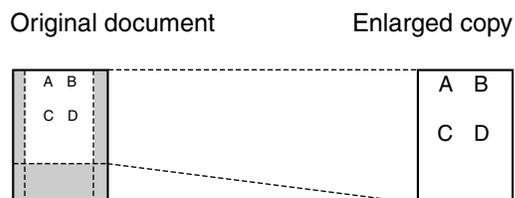
To reduce a document

1. Insert the document, then press **【COPY START】**.

2. Press **【－】** repeatedly to select from **"50%"** to **"95%"** by changing the reduction rate 5% at a time.

3. Press **【COPY START】**.

Example: 70% reduced copy

Original document   Reduced copy
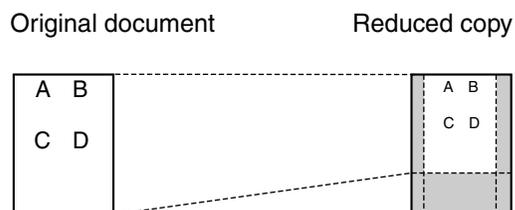
To collate multiple copies
The unit can collate multiple copies in the same order as the original document pages.

1. Insert the document, then press **[COLLATE]** repeatedly to display **"COLLATE=ON"**.
2. Enter the number of copies (up to 99).
3. Press **[COPY START]**.

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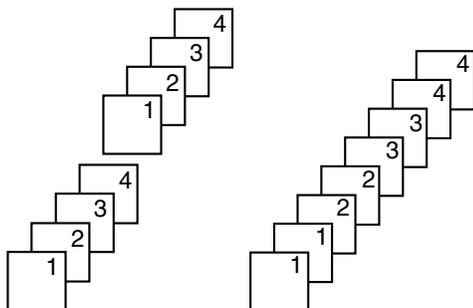
Collated pages   Uncollated pages

Note:
- The unit will store the documents into memory while collating the copies. The number of original document for collating copies depends upon the contents of pages and resolution. Approximately 50 pages of ITU-T No.1 Test Chart in **"MIXED"** mode can be stored at a time, if the unit has no documents in memory. See page 76 of the specifications for details.
- If memory becomes full while storing, the unit will only print out the stored pages.
- After copying, the collating feature will turn OFF automatically.

6.1 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 42.

---

① USB cable
●   USB cable is not included. Please purchase a shielded Type-A male/Type-B male USB cable maximum length 2 metres.
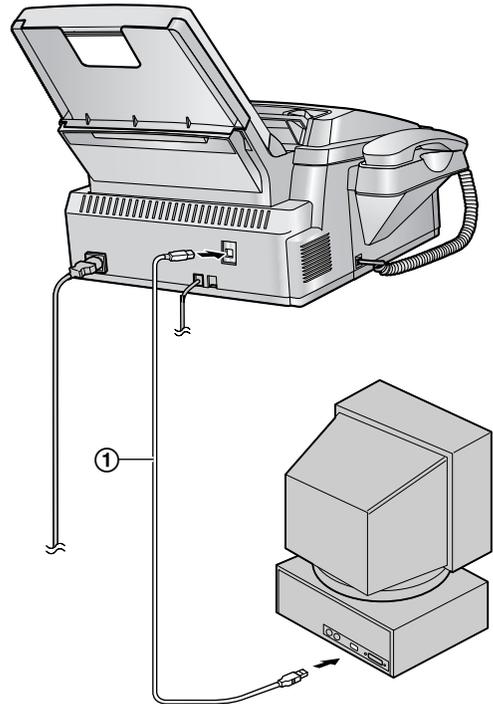
Note:
●   Be sure to use a USB 2.0 certified cable if your computer is equipped with the Hi-Speed USB 2.0 interface.

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

6.2 Installing Multi-Function Station

●   **The screenshots shown in these instructions are for Windows XP and are included for reference only.**
●   **The screenshots shown in these instructions may differ slightly from those of the actual product.**
●   **Software features and appearance are subject to change without notice.**

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 fax machine to a computer. If the fax machine 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.)
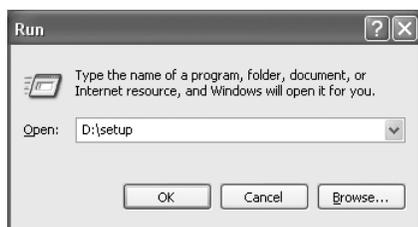
The installation will start.

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 46) and Device Monitor (page 48) 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 fax machine with the USB cable (page 41), then click [Next].

- If the fax machine 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.

6.3 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.
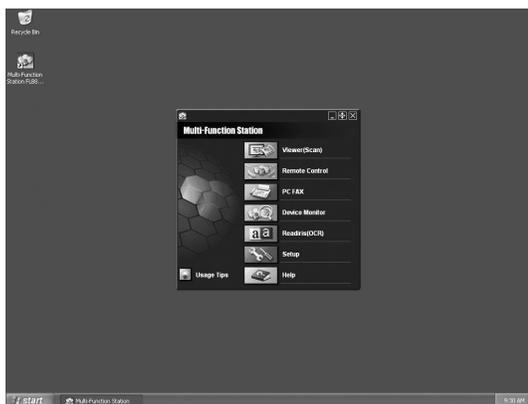
Viewer (Scan) (page 46)
● To display the images which support TIFF, JPEG, PCX, DCX and BMP formats.
● To create an image file by scanning the document set in the fax machine (TIFF, JPEG, PCX, DCX, BMP and PDF formats).

Remote Control (page 47)
● 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 47)
● To send a document created on the computer.
● To display a document received on the computer.

Device Monitor (page 48)
● To display the current status of the fax machine.

Readiris (OCR) (page 46)
● 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 fax machine 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 fax machine is connected to a computer that was custom-built by the user.
   – When the fax machine is connected to the computer via a PCI card or other expansion card.
   – When the fax machine is connected to another piece of hardware (such as a USB hub or interface adapter) and not connected directly to the computer.

6.4 Using the fax machine as a printer

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

6.4.1 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.

For details about the [**Print**] dialogue box, click [**?**], then click the desired item.
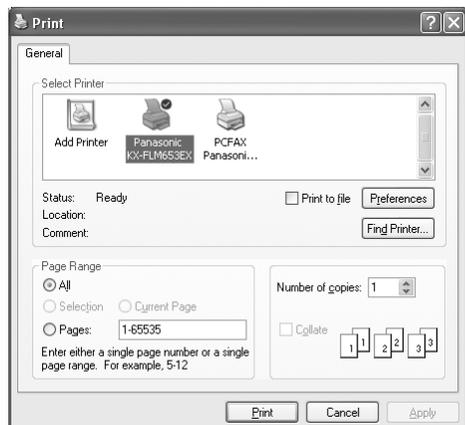
Note:
- For Microsoft PowerPoint®, select [**Color**] or remove the check next to [**Grayscale**] in the print dialogue so that coloured text will be printed in greyscale.

3 Select [**Panasonic KX-FLM653EX**] as the active printer.
- If you have changed the name of the fax machine when installing, select that name from the list.
- To change the printer settings, proceed as follows.
  For Windows 98/Windows Me:
  Click [**Properties**], then click the desired tab. Change the printer settings, then click [**OK**].
  For Windows 2000:
  Click the desired tab and change the printer settings.
  For Windows XP:
  Click [**Preferences**], then click the desired tab. Change the printer settings, then click [**OK**].

4 Click [**Print**] or [**OK**].
- The fax machine will start printing.

Note:
- To load paper, see page 16.
- For details about the paper specifications, see page 44, 77.

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 fax machine before purchasing large quantities. You can change the settings on following tabs.
Paper: Paper size, paper type, etc.
Output: Pages per sheet, 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.
- When printing from a computer, the toner save feature on the [**Quality**] tab overrides the fax machine's toner save setting (feature #482 on page 52).

6.4.2 Transparencies

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

3M® CG3300/CG5000
- **Load transparency sheets one page at a time for printing, print-side down.**
- **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 fax machine. 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.

6.4.3 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
- **Load label sheets one page at a time for printing, print-side down.**
- **Remove each label after printing.**
- Do not use the following types of labels:
  – Labels that are wrinkled, damaged or separated from the backing sheet.
  – Any sheet of labels that has spaces in it where some of the labels have been removed.

– Labels that do not completely cover the backing sheet as follows.
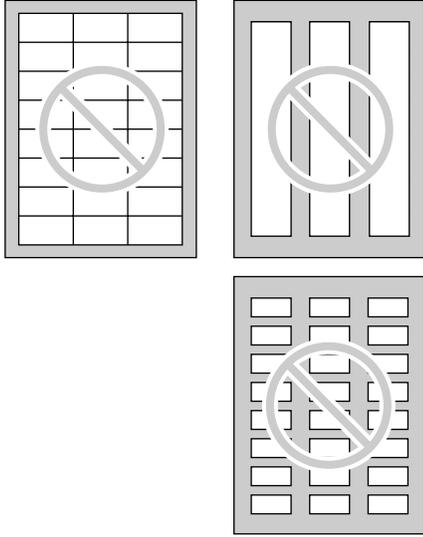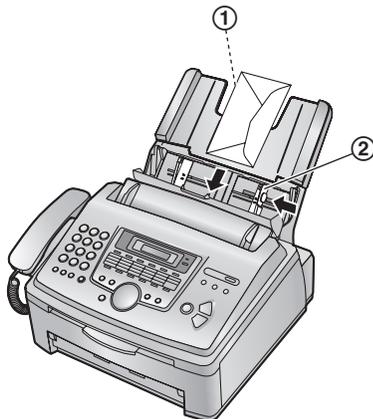

6.4.4 Envelopes

Use envelopes designed for laser printing. We recommend the following:
– High quality envelopes of 90 g/m^2 paper,
– Envelopes that have thin, sharply creased leading edges, and
– Envelopes that have diagonal seams.
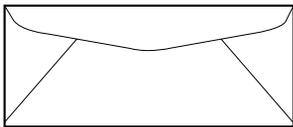
● **You can load 10 envelopes of 90 g/m^2 paper at a time for printing, print-side down.**
● **Insert envelopes, print-side down (①), then adjust the recording paper guides (②).**

● **Remove each envelope after printing.**

Note:
● Wrinkles may occur in some cases, even if high quality envelopes are used.
● Avoid printing in high humidity, above 70% relative humidity (RH). High humidity may cause the envelope to curl, pick up excess toner or seal the envelope.
● Avoid printing below 10 °C with less than 30% RH, or it may cause light printing.
● Store envelopes away from moisture and humidity, where they can lay flat and their edges will not be bent or damaged. The humidity should not exceed 70% RH.

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
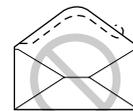
Peel-off strip

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 fax machine):
● 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
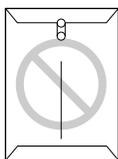
Clasp   Transparent window

6.5 Using the fax machine as a scanner
● Keep the front cover page open for button locations.

6.5.1 Using Multi-Function Viewer

1 Insert the document (up to 20 pages) FACE DOWN until a single beep is heard and the unit grasps the document.

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-FLM653EX**] (default name) dialogue box will appear.

5 If necessary, change the scanning settings on your computer.
● To preview the scanned image, click [**Preview**]. Only 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. Set the document again before refreshing the scanned image.
● If you select [**B/W Graphic**] for scan mode, the resolution will be set to 200 dpi.

6 Click [**Scan**].

● If you preview the scanned image 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 fax machine.

To scan documents quickly

1. Insert the document (up to 20 pages) FACE DOWN until a single beep is heard and the unit grasps the document.

2. Press [**SCAN**] on the fax machine.
● The previous settings will be displayed on your computer. You can change them if necessary.

3. Press [**SET**] on the fax machine.
● 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**].

6.5.2 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 Insert the document (up to 20 pages) FACE DOWN until a single beep is heard and the unit grasps the document.

2 Start an application that supports TWAIN scanning.

3 Select [**Select Device...**] from the [**File**] menu, then select the [**Panasonic KX-FLM653EX**] (default name) in the dialogue box.

4 Select [**Acquire Image...**] from the [**File**] menu.
  ● The [**Panasonic KX-FLM653EX**] (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 will be set to 200 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.

6.6 Operating the fax machine from your computer

You can easily operate the following functions from your computer.
– Storing, editing or erasing items in directories (page 24, 32)
– Programming the features (page 51 to page 56)
– Viewing items in the journal report (page 31)
– Storing the journal report as the computer file
– Viewing items in the Caller ID list (page 27)
– Storing caller information into directories (page 29)
– 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.
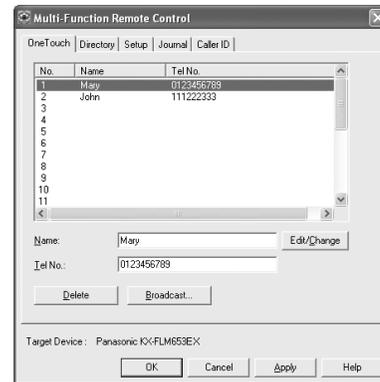
3 Select the desired tab.
  ● The latest data in the fax machine will be displayed.

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 fax machine 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.

6.7 Fax sending/receiving using Multi-Function Station

● Keep the front cover page open for button locations.

6.7.1 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-FLM653EX**] (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 fax machine from your computer.

Note:
- To stop sending, press **[STOP]** on the fax machine while sending the document.
- If the document exceeds the memory capacity of the fax machine, 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.

6.7.2 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 56)

1 Press **[AUTO ANSWER]** repeatedly to turn the auto answer setting ON (page 35).

2 Start Multi-Function Station.

3 Select [**PC FAX**].

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

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**].
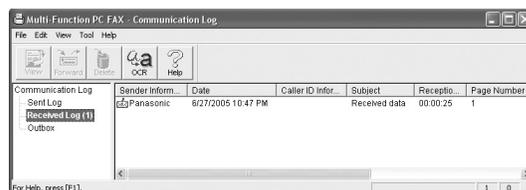
3. Click the item you want to view.

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 fax machine'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.

6.8 Confirming the status of the fax machine

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

1 Start Multi-Function Station.

2 Select [**Device Monitor**].
   ● The [**Device Monitor**] window will
      appear.

3 You can confirm the status of the fax unit.
   Status: Current status of the fax unit

Note:
● Additional information (toner and recording
   paper status, etc.) will be displayed in
   [**Status**] tab by clicking [**Advanced
   Information**].
● The status of the fax machine 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.

7.1 Programming

【MENU】　　　　　**【SET】**
【◄】【►】【＋】【－】

1 Press **【MENU】**.

2 Press **【♯】** and the 3-digit code (page 51 to page 56).

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 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"**
　– **"ADVANCED 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.

7. To exit programming, press **【MENU】**.

Note:
● To exit programming, press **【MENU】** at any time.

7.2 Basic features

Feature/Code	Selection
Setting the date and time **[♯][1][0][1]**	Enter the date and time using the dial keypad. See page 20 for details.
Setting your logo **[♯][1][0][2]**	Enter your logo using the dial keypad. See page 21 for details.
Setting your fax number **[♯][1][0][3]**	Enter your fax number using the dial keypad. See page 23 for details.
Selecting the language **[♯][1][1][0]**	The display and reports will be in the selected language. • The location setting must also match your location. See feature #114 on page 51. **[1]** "**ENGLISH**": English is used. **[2]** "**CZECH**" (default): Czech is used. **[3]** "**SLOVAK**": Slovak is used. **[4]** "**HUNGARIAN**": Hungarian is used. **1.** Press **[MENU]**. **2.** Press **[♯]**, then **[1][1][0]**. **3.** Press **[+]** or **[−]** repeatedly to select the desired language. **4.** Press **[SET]**. **5.** Press **[MENU]**.
Setting the location where you use **[♯][1][1][4]**	This setting must match your location. • The language setting is also available (feature #110 on page 51). **[1]** "**CZECH**" (default): To use in Czech. **[2]** "**SLOVAKIA**": To use in Slovakia. **[3]** "**HUNGARY**": To use in Hungary.
Setting the dialling mode **[♯][1][2][0]**	See page 19 for details.
Setting flash time **[♯][1][2][1]**	The flash time depends on your telephone exchange or host PBX. **[0]** "**900ms**" **[1]** "**700ms**" **[2]** "**600ms**" **[3]** "**400ms**" **[4]** "**300ms**" **[5]** "**250ms**" **[6]** "**200ms**" **[7]** "**160ms**" **[8]** "**110ms**" **[9]** "**100ms**" (default) **[✻]** "**90ms**" **[♯]** "**80ms**" **Note:** • If the fax machine is connected via a PBX, PBX functions (transferring a call, etc.) might not work correctly. Consult your PBX supplier for the correct setting.

Feature/Code	Selection
Changing the LCD display contrast **〔♯〕〔1〕〔4〕〔5〕**	**〔1〕** "NORMAL" (default): For normal contrast. **〔2〕** "DARKER": Used when the display contrast is too light.
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 27).
Setting the recording paper size **〔♯〕〔3〕〔8〕〔0〕**	**〔1〕** "LETTER": Letter size paper **〔2〕** "A4" (default): A4 size paper **〔3〕** "LEGAL": Legal size paper
Setting the scan contrast **〔♯〕〔4〕〔1〕〔0〕**	To send or copy a document with faint or dark writing, set this feature before transmission or copying. **〔1〕** "NORMAL" (default): Used for normal writing. **〔2〕** "DARKER": Used for faint writing. **〔3〕** "LIGHT": Used for dark writing.
Changing the default copy resolution **〔♯〕〔4〕〔6〕〔1〕**	To change the default resolution setting for copying. **〔1〕** "MIXED" (default): For documents containing both text and photographs. **〔2〕** "TEXT": For documents containing only text. **〔3〕** "PHOTO": For documents containing photographs, shaded drawings, etc.
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.

7.3 Advanced 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:** ● See page 36 for details.
Printing a sending report 【♯】【4】【0】【1】	To print a sending report for fax transmission results (page 31). **【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 31).
Changing the receiving mode in the manual answer setting 【♯】【4】【0】【4】	**【1】** "TEL" (default): Telephone mode (page 35) **【2】** "TEL/FAX": Telephone/Fax mode (page 36)
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:** ● This feature is not available for broadcast transmission. ● Calling charges may be higher than usual.

Feature/Code	Selection

Sending a fax at a specific time
[♯][4][1][2]
	This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time.
	[0] "**OFF**" (default)
	[1] "**ON**"
	To send a document:
	
	1. Insert the document.
	2. If necessary, press **[RESOLUTION]** repeatedly to select the desired resolution (page 30).
	3. Press **[MENU]**.
	4. Press **[♯]**, then **[4][1][2]**.
	5. Press **[1]** to select "**ON**".
	6. Press **[SET]**.
	7. Enter the fax number.
	   • To enter an item using one-touch dial feature and navigator directory, see step 4, "4.3 Sending a fax using one-touch dial feature and navigator directory", page 32. (When using navigator directory, you do not have to press **[◄]** or **[►]** before pressing **[+]** or **[−]**.)
	8. Press **[SET]**.
	9. Enter the transmission start time.
	   • Press **[✳]** repeatedly to select "**AM**" or "**PM**".
	   • If you select Czech, Slovak or Hungarian for the language (feature #110 on page 51), the time is set using a 24 hour clock.
	10. Press **[SET]**.
	
	• To cancel after programming, press **[STOP]** then **[SET]**.

Setting the Error Correction Mode (ECM) **[♯][4][1][3]**	This feature is available when the sending/receiving fax machines are ECM compatible. **[0]** "**OFF**": Deactivates this feature. **[1]** "**ON**" (default): If there is an error during fax transmission / reception, the fax machine will support the communication.
Setting the connecting tone **[♯][4][1][6]**	If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine. **[0]** "**OFF**": Deactivates this feature. **[1]** "**ON**" (default): You will hear connecting tones. • If the ring back tone continues, the other party's machine may not be a fax machine or may have run out of paper. Check with the other party. • The connecting tone volume cannot be adjusted.
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.

Feature/Code	Selection

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:
	● **The fax activation code must be different from the code that you programmed on the answering machine.**
	【0】 "OFF"
	【1】 "ON" (default)
	1. Press 【MENU】.
	2. Press 【♯】, then 【4】【3】【4】.
	3. Press 【1】 to select "ON".
	4. Press 【SET】.
	5. Enter your code from 2 to 4 digits, using 0–9, 【✳】 and 【♯】.
	  ● The default code is "✳#9".
	  ● Do not enter "0000".
	6. Press 【SET】.
	7. Press 【MENU】.

Setting the auto disconnection 【♯】【4】【3】【5】	To answer a call with an extension telephone in TEL/FAX mode (page 36), activate this feature and program the code. 【0】 "OFF" 【1】 "ON" (default) 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 【✳】. ● 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:** ● See page 36 for details.
Setting the memory reception alert 【♯】【4】【3】【7】	To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem. The slow beeps will continue until you clear the printing problem and make sure the unit is supplied with enough paper to print the stored document. 【0】 "OFF": Deactivates this feature. 【1】 "ON" (default): You will be alerted to a reception problem by a beeping sound.

Feature/Code	Selection
Setting friendly reception **[♯][4][3][8]**	To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep). **[0]** "OFF": You have to press **[FAX START]** for fax reception. **[1]** "ON" (default): You do not have to press **[FAX START]** for fax reception.
Receiving a fax into the computer **[♯][4][4][2]**	If you wish to receive a fax into the computer, activate this feature. **[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.
Resetting advanced features to their default settings **[♯][4][5][9]**	**[0]** "NO" (default) **[1]** "YES" To reset the advanced features: 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]**.

8.1 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 31).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	• A transmission or reception error occurred. Try again or check with the other party.
	43 44	• A line problem occurred. Connect the telephone line cord to a different jack and try again. • An overseas transmission error occurred. Try using the overseas mode (feature #411, page 53).
DOCUMENT JAMMED	-----	• The document is jammed. Remove the jammed document (page 72).
ERROR-NOT YOUR UNIT	53 54 59 70	• A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	-----	• The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	-----	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or clear the jammed paper (page 69).
NO DOCUMENT / FAILED PICKUP	-----	• The document was not fed into the unit properly. Re-insert it and try again.
OTHER FAX NOT RESPONDING	-----	• The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's fax machine rings too many times. Send the fax manually (page 30). • The other party's machine is not a fax machine. Check with the other party. • The number you dialled is not in service.
PRESSED THE STOP KEY	-----	• 【STOP】 was pressed and fax communication was cancelled.
THE COVER WAS OPENED	-----	• The front cover was opened. Close it and try again.
OK	-----	• Fax transmission or reception was successful.

8.2 Error messages – Display

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

Display	Cause & Solution
"CALL SERVICE"	• There is something wrong with the unit. Contact our service personnel.
"CHANGE DRUM" **"CHANGE SUPPLIES"**	• There is something wrong with the drum unit. Replace the drum unit and the toner cartridge (page 66).
"CHECK DOCUMENT"	• The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 73) and try again.
"CHECK DRUM"	• The drum unit is not inserted properly. Re-insert it correctly (page 12).
"CHECK MEMORY" **"ZKONTROL. PAMET"** **"CHYBA PAMATE"** **"Memória üres"**	• The memory (telephone numbers, parameters, etc.) has been erased. Re-program.
"CHECK PICK UP"	• Recording paper was not fed into the unit properly. Re-insert the recording paper (page 71).
"COVER OPEN"	• The front cover is open. Close it.
"DIRECTORY FULL"	• There is no space to store new items in navigator directory. Erase unnecessary items (page 25).
"DRUM LIFE LOW REPLACE SOON"	• The drum life is near to an end. Replace the drum unit as soon as possible (page 66).
"FAX IN MEMORY"	• The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 76.
"KEEP COPYING"	• Copying has stopped due to a lack of recording paper or recording paper jam. See the other displayed message instructions to continue copying.
"LOW TEMP."	• The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area. While the unit cannot be operated, the received documents are temporarily stored into the memory, and will be printed out automatically when the unit warms up.
"MEMORY FULL"	• When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually. • When making a copy, the document being stored exceeded the memory capacity of the unit. Press **[STOP]** to clear the message. Divide the document into sections.
"MODEM ERROR"	• There is something wrong with the unit's modem. Contact our service personnel.
"NO FAX REPLY"	• The other party's fax machine is busy or has run out of recording paper. Try again.

Display	Cause & Solution
"OUT OF PAPER"	• Recording paper is not installed or the unit has run out of paper. Install paper (page 16). • Recording paper is not fed into the unit properly. Re-install paper (page 16).
"PAPER JAMMED"	• A recording paper jam occurred. Clear the jammed paper (page 69).
"PC FAIL OR BUSY"	• The cable or the computer power cord is not connected correctly. Check the connections (page 41). • The software is not running on the computer. Restart the software and try again.
"PLEASE WAIT"	• The unit is warming up. Wait for a while.
"POLLING ERROR"	• The other party's fax machine does not offer the polling function. Check with the other party.
"REDIAL TIME OUT"	• The other party's fax machine is busy or has run out of recording paper. Try again.
"REMOVE DOCUMENT"	• The document is jammed. Remove the jammed document (page 72). • Attempted to send a document longer than 600 mm. Press **[STOP]** to remove the document. Divide the document into two or more sheets and try again.
"REPLACE DRUM" **"CHANGE SUPPLIES"**	• The drum life is complete. Replace the drum unit immediately (page 66).
"RX MEMORY FULL"	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or clear the jammed paper (page 69).
"TONER EMPTY" **"CHANGE SUPPLIES"**	• The toner life is complete. Replace the toner cartridge immediately (page 66).
"TONER LOW" **"CHANGE SUPPLIES"**	• The toner life is near to an end. Replace the toner cartridge as soon as possible (page 66).
"TRANSMIT ERROR"	• A transmission error occurred. Try again.
"WARMING UP"	• The inside of the unit is cold. Let the unit warm up. Wait for a while.
"WRONG PAPER"	• The fax message was printed on paper which is shorter than A4 size paper. Use the appropriate size paper (page 77).

8.3 When a function does not work, check here

8.3.1 Initial settings

Problem	Cause & Solution
I cannot hear a dial tone.	● The telephone line cord is connected to the [**EXT**] jack on the unit. Connect to the [**LINE**] jack (page 18). ● If you use a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler. ● Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. ● The power cord or telephone line cord is not connected. Check the connections. ● If you connected the fax machine through a computer modem, connect the fax machine directly to a telephone line jack.
I cannot make calls.	● The dialling mode setting may be wrong. Change the setting (feature #120 on page 19).
The unit does not ring.	● The ringer volume is turned OFF. Adjust it (page 20).

8.3.2 General

Problem	Cause & Solution
The other party complains they only hear a fax tone and cannot talk.	● FAX ONLY mode is set. Tell the other party the number is only used for faxes. ● Change to TEL mode by pressing [**AUTO ANSWER**].
The [REDIAL/PAUSE] button does not function properly.	● 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.	● All or part of the number is the same. Change the number: feature #434 (page 55) and #435 (page 55).
The unit beeps.	● The memory reception alert of feature #437 is ON (page 55), and the unit has a document in memory. Press [**STOP**] to stop the beeps, then see the displayed message instructions to solve the problem.

8.3.3 Fax – sending

Problem	Cause & Solution
I cannot send documents.	• The telephone line cord is connected to the [**EXT**] jack on the unit. Connect to the [**LINE**] jack (page 18). • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's machine is not a fax machine. Check with the other party. • The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 30).
I cannot send a fax overseas.	• Use the overseas transmission mode (feature #411 on page 53). • Add two pauses at the end of the telephone number or dial manually.
The other party complains that letters on their received document are distorted or not clear.	• If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services. • Another telephone on the same line is off the hook. Hang up the extension telephone and try again. • Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine.
The other party complains that black lines, white lines or smudges appear on their received document.	• The glass or rollers are dirty with correction fluid, etc. Clean them (page 73). Please do not insert a document before correction fluid has dried completely.

8.3.4 Fax – receiving

Problem	Cause & Solution
I cannot receive documents.	• The telephone line cord is connected to the [**EXT**] jack on the unit. Connect to the [**LINE**] jack (page 18).
I cannot receive documents automatically.	• The receiving mode is set to TEL mode. Set to FAX ONLY mode (page 35) or TEL/FAX mode (page 36). • 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 52 and feature #212 on page 53).
The display shows "CONNECTING...", but faxes are not received.	• The incoming call is not a fax. Change the receiving mode to TEL mode by pressing [**AUTO ANSWER**].
A blank sheet is ejected.	• The other party placed the document in their fax machine the wrong way. Check with the other party.

Problem	Cause & Solution
The printing quality is poor.	• If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. • Some paper has instructions recommending which side to print on. Try turning the paper over. • You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper. • The remaining toner is low. Replace the toner cartridge (page 66). • To check the drum life and quality, please print the printer test list (page 75). If printing quality is still poor, replace the toner cartridge and drum unit. • The toner save mode is ON (feature #482 on page 52). • The glass or rollers are dirty with correction fluid, etc. Clean them (page 73). Please do not insert a document before correction fluid has dried completely.
I cannot receive documents even though paper is installed.	• Feature #442 is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 48).
When an extension telephone is connected, I cannot receive documents by pressing 【✳】【♯】【9】.	• You must set remote fax activation to ON (feature #434 on page 55) 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 55). • The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or clear the jammed paper (page 69).
The other party complains that they cannot send a document.	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 16) or clear the jammed paper (page 69). • The unit is not in FAX ONLY mode. Press 【AUTO ANSWER】 repeatedly to turn ON the 【AUTO ANSWER】 light.
I cannot select the desired receiving mode.	• If you want to set FAX ONLY mode: – press 【AUTO ANSWER】 repeatedly to turn ON the 【AUTO ANSWER】 light. • If you want to set TEL mode or TEL/FAX mode: – select the desired mode using feature #404 (page 53), and press 【AUTO ANSWER】 repeatedly to turn OFF the 【AUTO ANSWER】 indicator.

8.3.5 Copying

Problem	Cause & Solution
The unit will not make a copy.	• You cannot make a copy during programming. Make the copy after programming. • The document was not fed into the unit properly. Re-insert the document. • Recording paper is not installed or the unit has run out of paper. Install paper (page 16).

Problem	Cause & Solution
A black line, a white line or smudge appears on the copied document.	• The glass or rollers are dirty with correction fluid, etc. Clean them (page 73). Please do not insert a document before correction fluid has dried completely.
The printing quality is poor.	Original Copy **ABC** **ABC** • 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 66). • To check the drum life and quality, please print the printer test list (page 75). If printing quality is still poor, replace the toner cartridge and drum unit. • The toner save mode of feature #482 is ON (page 52).

8.3.6 Using an answering machine

Problem	Cause & Solution
I cannot receive documents automatically.	• Your greeting message on the answering machine is too long. Shorten the message. Record a message up to 10 seconds long. • The answering machine rings too many times. Set to 1 or 2 rings.
I cannot receive voice messages.	• Check if the answering machine is turned ON and connected to the fax machine properly (page 37). • Set the number of rings on the answering machine to 1 or 2.
I pressed the remote access code to access the answering machine remotely, but the line was disconnected.	• The code may include "#" which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include "#".
Callers complain that they cannot send a document.	• There is no room left in memory of your answering machine to record voice messages. See the operating instructions of the answering machine and erase unnecessary messages. • You set the answering machine to only give a greeting message.

8.3.7 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.	• Put the cursor on the line between the buttons. The cursor changes shape and you can expand the area by dragging or double-clicking.

Problem	Cause & Solution
I cannot scan.	• 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 fax machine 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 fax machine (page 41). • 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 fax machine when using the unit as a scanner.	• Remove the document and re-insert it.
Even after clicking [Cancel], scanning continues.	• Please wait. It may take a while for the cancel request to be accepted.
I cannot find the fax machine as the target device from the list when using PC FAX and Remote Control.	• The fax machine will be displayed after the printer driver has been installed.
A printing error occurred while using PC FAX and Remote Control.	• 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.	• 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 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.
The fax sending from the computer has been completed, but the other party cannot receive the document.	• The transmission error may be occurred in the fax machine. Check the sending report in the journal from Remote Control.

Problem	Cause & Solution
Coloured text is printed in black instead of greyscale when printing from Microsoft PowerPoint or other applications.	• Select [**Color**] or remove the check next to [**Grayscale**] in the print dialogue so that coloured text will be printed in greyscale.
I cannot install or uninstall Multi-Function Station.	• 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. **1.** Insert the included CD-ROM into your CD-ROM drive. • 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. • The [**MfsCleaner for KX-FLB800/FLM650 Series**] window will appear. **5.** Click [**Clean**], then click [**Yes**] to restart the computer. **Note:** • To install Multi-Function Station again, see page 41.

8.3.8 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.

8.4 Replacing the toner cartridge and the drum unit

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

```
TONER LOW
```

```
TONER EMPTY
```

To check the drum life and quality, please print the printer test list (page 75). If printing quality is still poor, replace the toner cartridge and drum unit. To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge (Model No. KX-FA83E/KX-FA83X) and drum unit (Model No. KX-FA84E/KX-FA84X)**. See page 9 for accessory information. To maintain print quality and machine life, we recommend you to clean slots and openings (page 5) and the inside of the unit (page 73) 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 green drum surface.**
  – **Do not place the drum unit near dust or dirt, or in a high humidity area.**
  – **Do not expose the drum unit to direct sunlight.**
● **Do not unplug the fax machine. Loss of fax documents in memory may occur.**
● **Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.**
● **Do not add toner to the toner cartridge.**

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

2 Remove the new toner cartridge from the protection bag. Peel off the seal (①) from the toner cartridge.
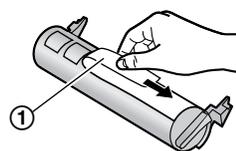
3 Lift open the front cover (①), holding OPEN (②).
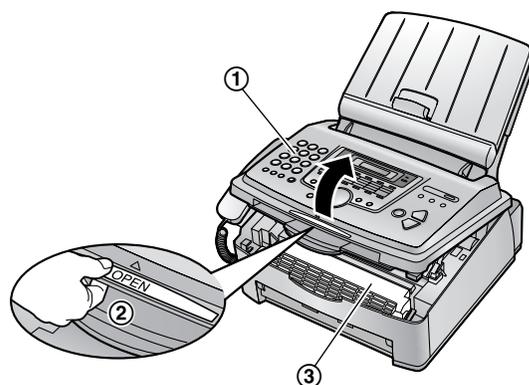
Caution:
The fuser unit (③) gets hot. Do not touch it.

4 Tap on the used toner cartridge several times to allow the remaining toner to fall into the drum unit. Remove the drum and toner unit (①) by holding the two tabs.
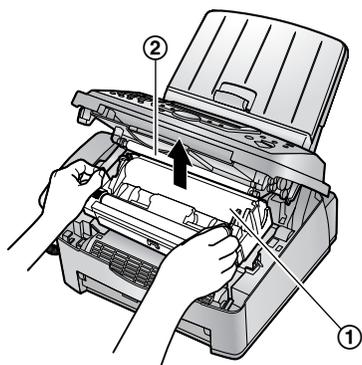
- Do not touch the transfer roller (②).
- If you replace the toner cartridge and the drum unit at the same time, skip to step 7.

5 Turn the two levers (①) on the used toner cartridge firmly, until the triangles (②) match.
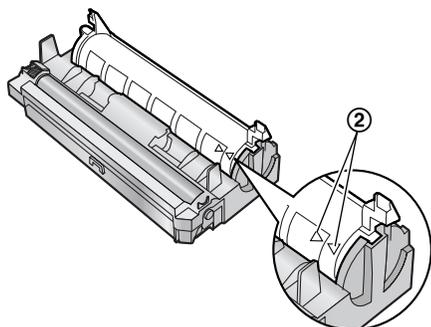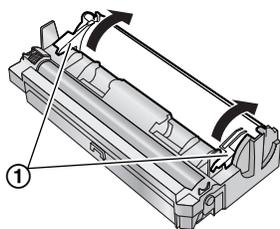
6 Remove the used cartridge (①) from the drum unit (②).
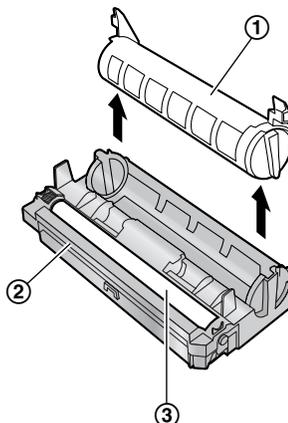
- The toner may stick to the cartridge and the drum unit. Be careful when handling. See page 4 for details.
- Do not drop the toner on the green drum surface (③).
- Put the used toner cartridge into the protection bag.

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) vertically.
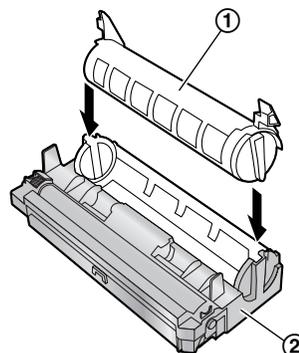
8 Firmly press down the toner cartridge to snap into position.
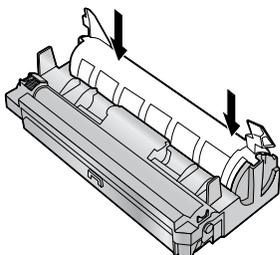
9 Turn the two levers (①) on the toner cartridge firmly.
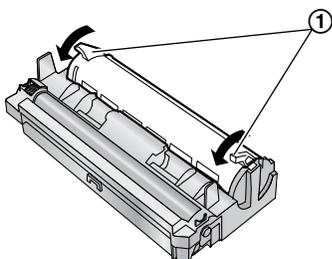
10 Make sure that the triangles (①) match, to install the toner cartridge correctly.
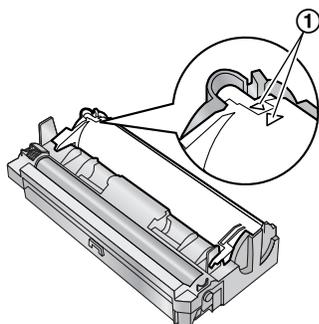
● If the lower glass (②) is dirty, clean it with a soft and dry cloth.
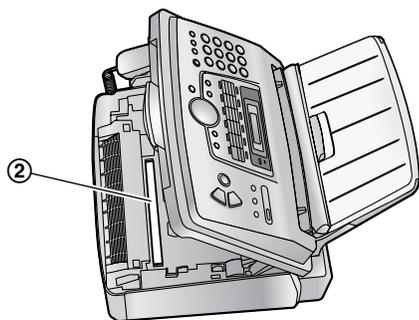
11 Install the drum and toner unit (①) by holding the tabs.
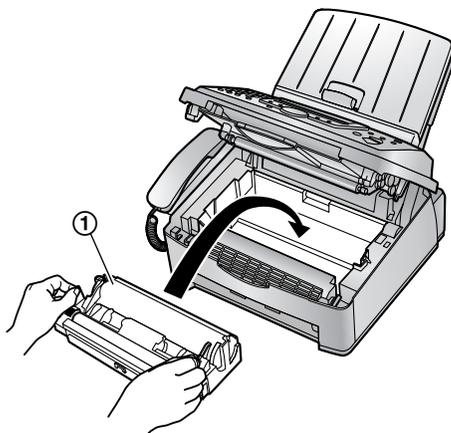
12 Close the front cover (①) by pushing down on both sides, until locked.
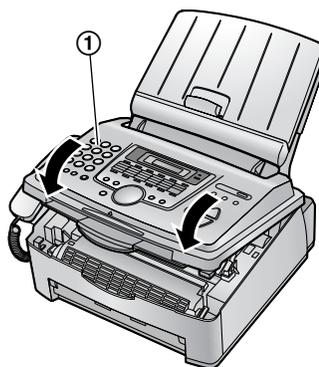
● While the unit displays **"PLEASE WAIT"**, do not open the front cover, or disconnect the power cord.

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

8.5 Recording paper jam

The display will show the following.

```
PAPER JAMMED
```

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

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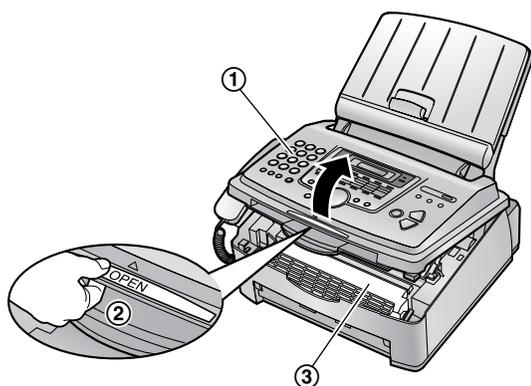
Caution:
The fuser unit (③) gets hot. Do not touch it.

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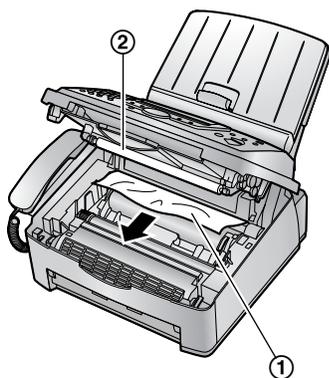
● Do not touch the transfer roller (②).

3 Close the front cover (①) by pushing down on both sides, until locked.
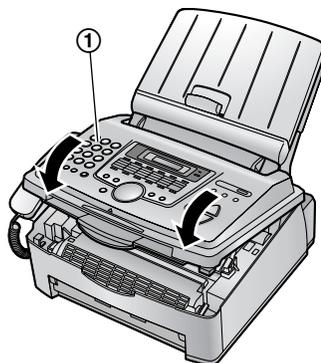
8.5.2 When the recording paper has jammed near the recording paper exit

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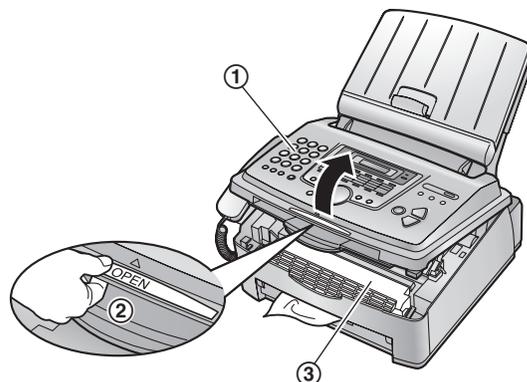
Caution:
The fuser unit (③) gets hot. Do not touch it.

2 Remove the paper tray cover (①).
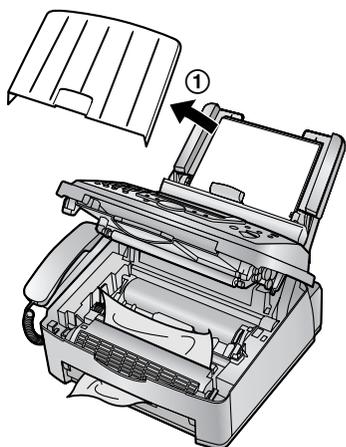
3 Remove the recording paper (①), then remove the drum and toner unit (②) to allow the jammed paper (③) to pull free from the rear cabinet.
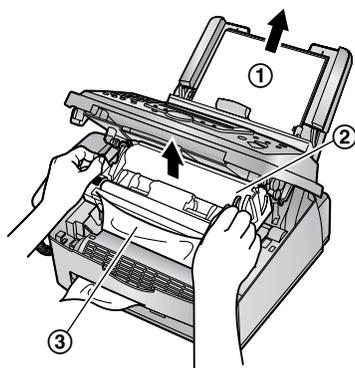
4 Lift both green levers (①) forward until they stop.
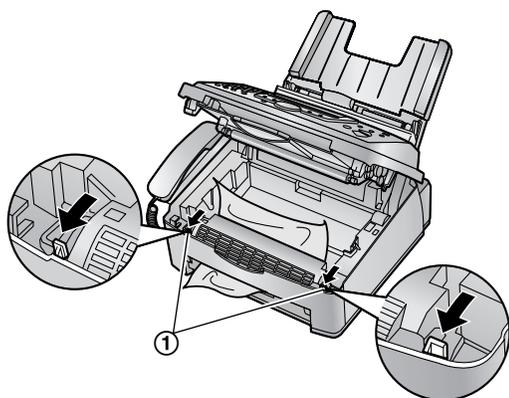
5 Remove the jammed paper (①) from the fuser unit by pulling it upwards carefully, then install the drum and toner unit.
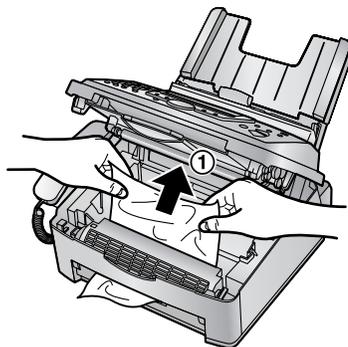
6 Push back the levers (①) to the original position.
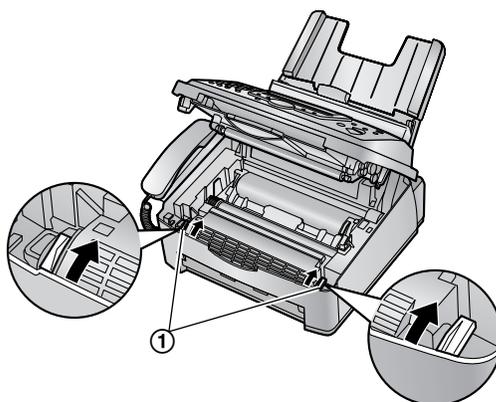
7 Close the front cover (①) by pushing down on both sides, until locked.
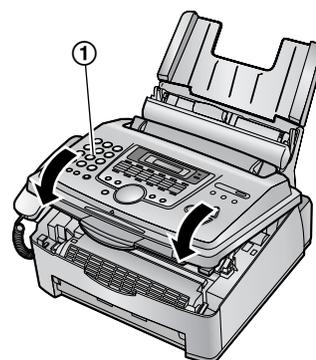
8 Pull the tension plate forward (①), then re-insert the recording paper (②).

● Before re-inserting, make sure to fan and straighten the recording paper.
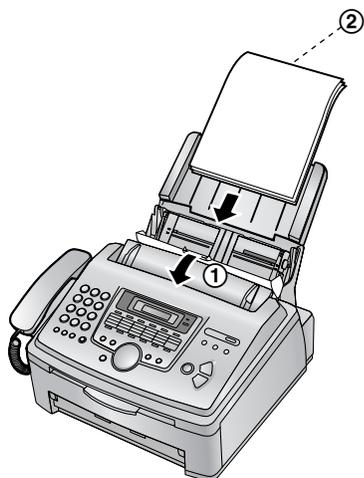
9 Attach the paper tray cover (①), then push back the tension plate (②).
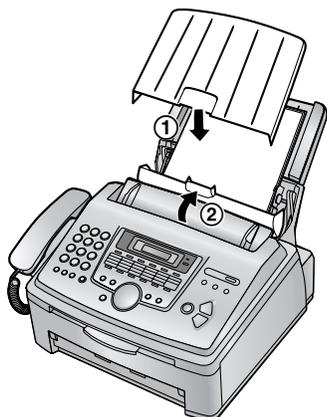
8.5.3 When the recording paper is not fed into the unit properly

The display will show the following.

```
CHECK PICK UP
```

1 Pull the tension plate forward (①), then remove the paper tray cover (②). Remove the recording paper (③).
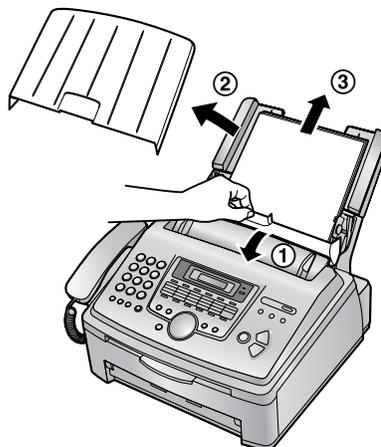
2 Re-insert the recording paper. Attach the paper tray cover, then push back the tension plate (see steps 7 to 8 on page 17).
● Before re-inserting, make sure to fan and straighten the recording paper.

8.6 Document jams - sending

1 Lift open the front cover (①), holding OPEN (②).
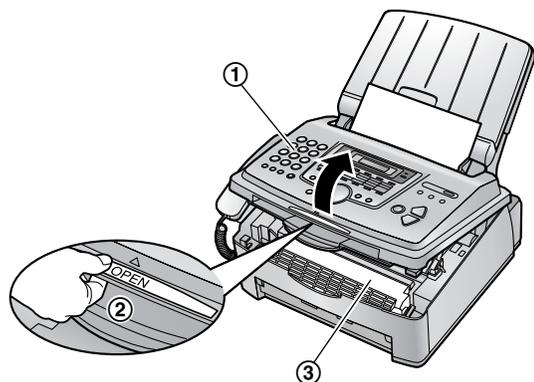
> ⚠ **Caution:**
> **The fuser unit (③) gets hot. Do not touch it.**

2 Hold the centre part of the front cover (①), and pull open the inner cover (②).
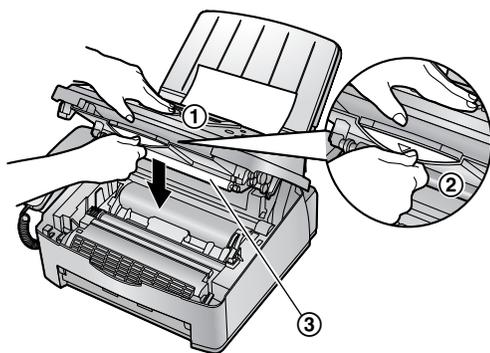
● Do not touch the transfer roller (③).

3 Remove the jammed document carefully (①).
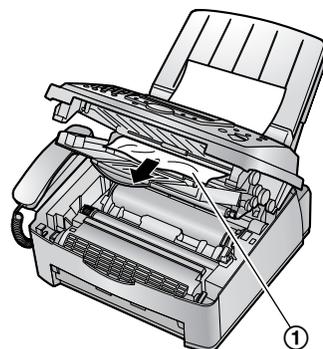
4 Push back the inner cover.

5 Close the front cover (①) by pushing down on both sides, until locked.
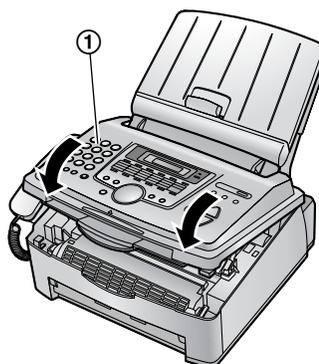
Note:
● Do not pull out the jammed document forcibly before opening the front cover.
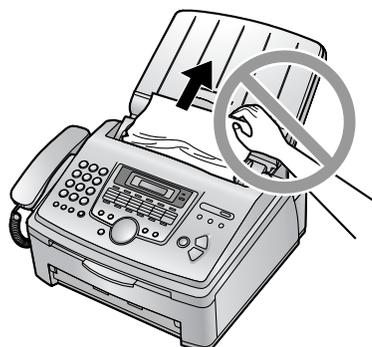
8.7 Cleaning the inside of the unit

Clean the inside of the unit when:
– Documents frequently misfeed.
– Black line, a white line or a dirty pattern appear on the original document when sending or copying.

Caution:
● **Be careful when handling the drum and toner unit.**
See the caution for the drum unit on page 66 for details.
● **Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.**

1 Disconnect the power cord and the telephone line cord.

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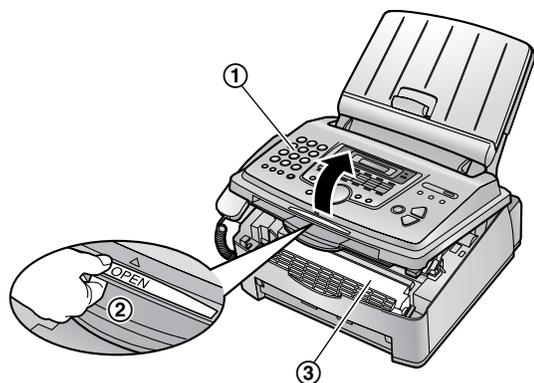
Caution:
The fuser unit (③) gets hot. Do not touch it.

3 Clean the document separation roller (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.
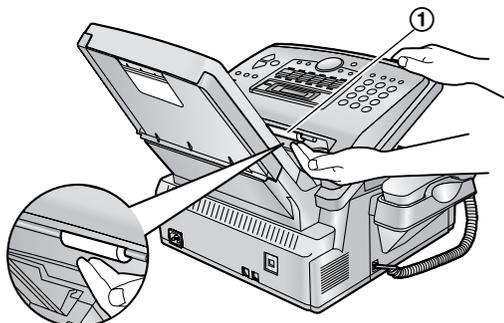
4 Hold the centre part of the front cover (①), and pull open the inner cover (②).
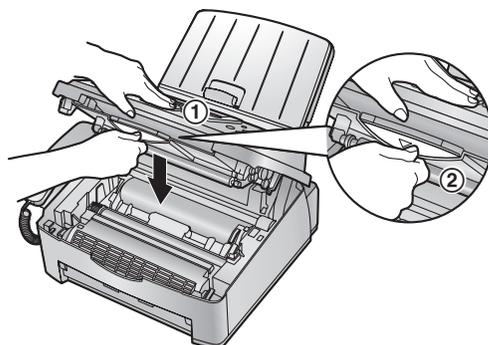
● Do not touch the transfer roller (③).
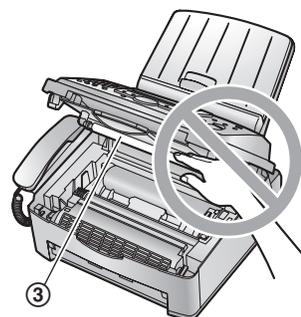
5 Clean the document feeder roller (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly. Clean the upper glass (②) with a soft and dry cloth.
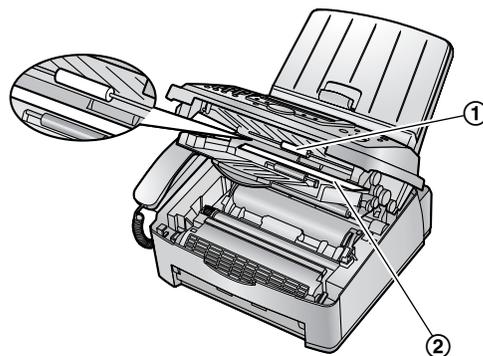
6 Push back the inner cover.

7 Remove the drum and toner unit (①) by holding the two tabs.
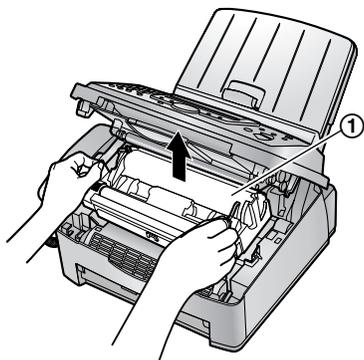
8 Clean the lower glass (①) with a soft and dry cloth.
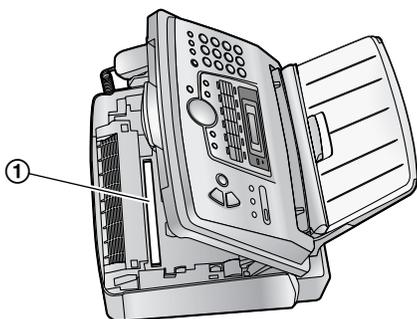
9 Re-install the drum and toner unit (①) by holding the tabs.
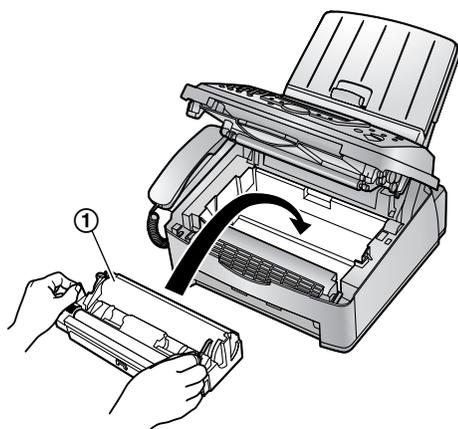
10 Close the front cover (①) by pushing down on both sides, until locked.
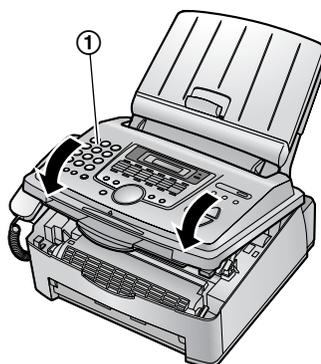
11 Reconnect the power cord and the telephone line cord.

9.1 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 51 to page 56).
- **"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 53).
- **"BROADCAST LIST"**:
  Provides you with names and numbers which are stored in the broadcast memory (page 32).
- **"PRINTER TEST"**:
  Allows you to check the print quality of your unit. If the test print has a dirty pattern, or blurred points or lines, clean the inside of the unit (page 73). If printing quality is still poor, replace the toner cartridge and drum unit.

[MENU] **[STOP]**

[◄][►] **[SET]**
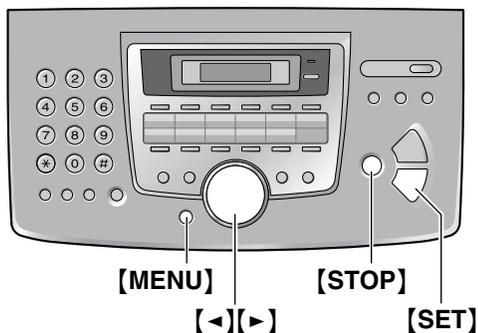
1 Press **[MENU]** repeatedly to display **"PRINT REPORT"**.

2 Press **[◄]** or **[►]** repeatedly to display the desired item.

3 Press **[SET]** to start printing.

4 Press **[STOP]**.

9.2 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)[*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 200 × 400 dpi (Optical)
Up to 9,600 × 9,600 dpi (Interpolated)

Photo resolution:
64-level

Scanner type:
Contact Image Sensor

Printer type:
Laser Printer

Data compression system:
Modified Huffman (MH), Modified READ (MR),
Modified Modified READ (MMR)

Modem speed:
33,600 / 31,200 / 28,800 / 26,400 / 24,000 /
21,600 / 19,200 / 16,800 / 14,400 / 12,000 /
9,600 / 7,200 / 4,800 / 2,400 bps; Automatic
Fallback

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

Dimensions:
Approx. height 370 mm × width 430 mm × depth
480 mm

Mass (Weight):
Approx. 9.4 kg

Power consumption:
Standby: Approx. 9 W
Transmission: Approx. 18 W
Reception: Approx. 290 W
Copy: Approx. 290 W

Maximum: Approx. 950 W (When the fuser lamp
turns on)

Power supply:
220 – 240 V AC, 50/60 Hz

Fax memory capacity:
2 MB in total
Approx. 150 pages of memory transmission
Approx. 170 pages of memory reception
(Based on the ITU-T No. 1 Test Chart in standard
resolution.)

Laser diode properties:
Laser output: Max. 5 mW
Wave length: 760 nm – 800 nm
Emission duration: Continuous

Print speed:
Approx. 14 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
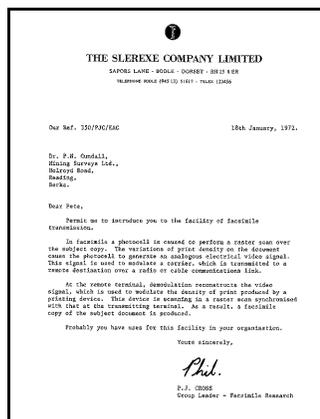
Note:
- Design and specifications are subject to
change without notice.
- The pictures and illustrations in these
instructions may vary slightly from the actual
product.

Recording paper specifications

Recording paper 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/m^2 to 90 g/m^2

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-FA83E/KX-FA83X). Toner life varies in actual usage.

5 % image area

Approx. 2,500 sheets of A4 size paper can be printed.

10 % image area

Approx. 1,200 sheets of A4 size paper can be printed.

15 % image area
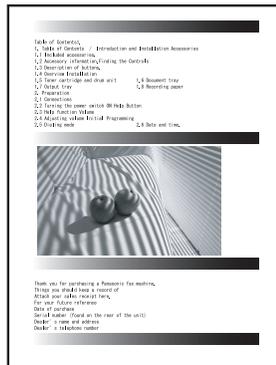
Approx. 800 sheets of A4 size paper can be printed.

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.

9.3 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.

10.1 Index

Notes

Notes

CE 0682

Manufacturer:
Panasonic Communications (Malaysia) Sdn. Bhd.
PLO No.1, Kawasan Perindustrian Senai, KB No. 104, 81400 Senai, Negeri Johor Darul Ta'zim, Malaysia

Global web site:
http://www.panasonic.co.jp/global/