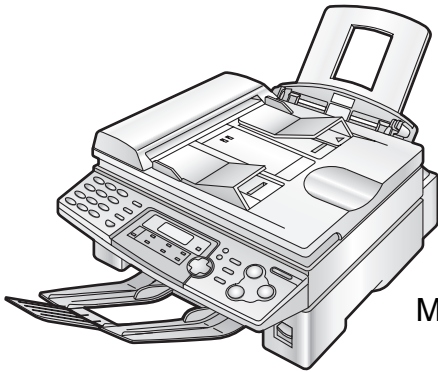


# Panasonic



Flat-Bed Multi-Function Laser Fax

## Operating Instructions

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Model No. **KX-FLB753HK**



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



## 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. Use a damp cloth for cleaning.
4. Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, or the like.
5. Place the unit securely on a stable surface. Serious damage and/or injury may result if the unit falls.
6. Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating. Never place the unit near radiators, or in a place where proper ventilation is not provided.
7. Use only the power source marked on the unit. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.
8. For safety purposes this unit is equipped with a 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 wall outlets and extension cords. This can result in the risk of fire or electric shock.
11. Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.
12. To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorised service centre when service is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.
13. Unplug this unit from the wall outlet and refer servicing to an authorised service centre when the following conditions occur:
  - A. When the power supply cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the unit.
  - C. If the unit has been exposed to rain or water.
  - D. If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an 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

- 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.

### WARNING:

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

### OTHER INFORMATION:

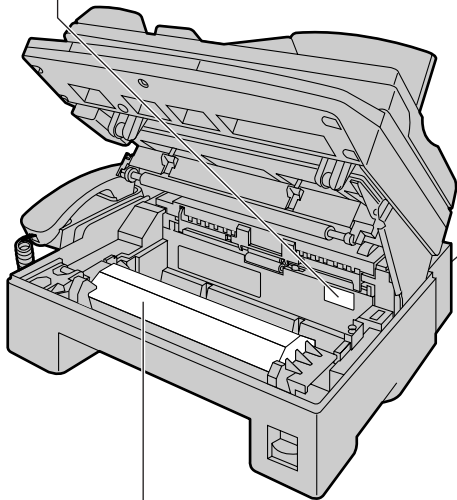
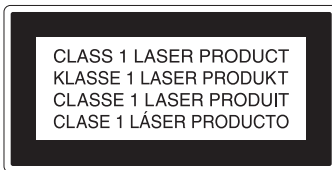
- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of this unit.
- Do not touch the plug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

# Safety instructions

## CAUTION:

### 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.



**Caution:**  
The fuser unit is inside of the unit. Do not touch the bottom of this cover. It is very hot.

### Fuser unit

- The fuser unit is inside of the unit and gets hot. Do not touch it when removing the jammed paper or cleaning the lower glass.

### 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.

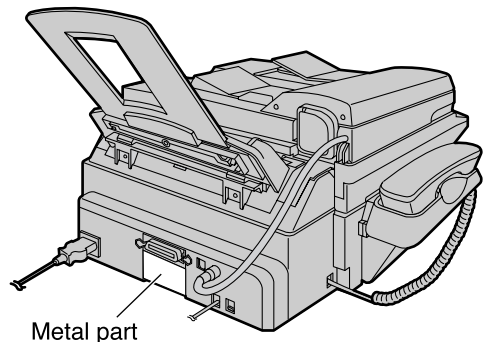
- If you ingest any toner, drink several glasses of water to dilute your stomach contents, and seek immediate medical treatment.
- If any toner comes into contact with your eyes, flush them thoroughly with water, and seek medical treatment.
- If any toner comes into contact with your skin, wash the area thoroughly with soap and water.

### Drum unit

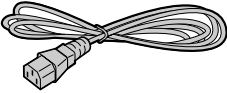

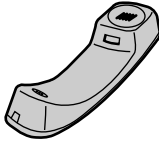
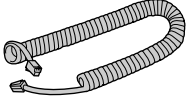
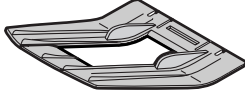
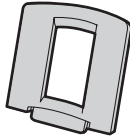

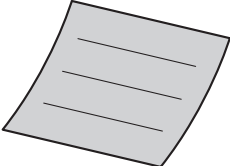
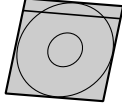
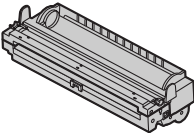
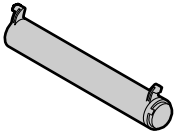
- Read the instructions on page 13 before you begin installation of the drum unit. After you have read them, open the drum unit protection bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
  - Do not expose the drum unit 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.

### Static electricity

- To prevent static electricity damage to the interface connectors (parallel and USB), ADF jack or other electrical components inside the unit, touch a grounded metal surface, such as the metal part under the parallel interface connector before touching the components.



## Included accessories

Power cord ..... 1 	Telephone line cord..... 1 	Handset..... 1 
Handset cord..... 1 	Paper stacker..... 1 	Paper tray ..... 1 
Operating instructions ..... 1 	Quick start sheet..... 1 	CD-ROM..... 1 
Drum unit ..... 1  Model No. KX-FA78A	Toner cartridge..... 1 	(complementary starter toner cartridge) This cartridge can print approx. 800 sheets of A4 size paper with a 5% image area. Refer to image area on page 87. Please purchase a Panasonic replacement toner cartridge Model No. KX-FA76A for continuous use of your unit.

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

## Accessory information

Model No.	Item	Usage	Specifications
KX-FA76A	Toner cartridge	For replacement, see page 75.	See page 87.
KX-FA78A	Drum unit	For replacement, see page 75.	See page 87.

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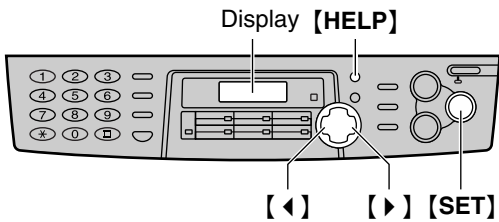
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# Help Button

## Help function

You can print a quick reference for assistance as follows.



- 1 Press **[HELP]**.

```
PRESS NAVI. [◀ ▶]
& SET
```

- 2 Press **[◀]** or **[▶]** until the desired item is displayed.

1. How to set the date, time, your logo and fax number.

```
QUICK SET UP
PRESS SET
```

2. How to program the features.

```
FEATURE LIST
PRESS SET
```

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

```
DIRECTORY
PRESS SET
```

4. Help with problems receiving faxes.

```
FAX RECEIVING
PRESS SET
```

5. How to use the copier function.

```
COPIER
PRESS SET
```

6. List of available reports.

```
REPORTS
PRESS SET
```

7. How to use the Caller ID service.

```
CALLER ID
PRESS SET
```

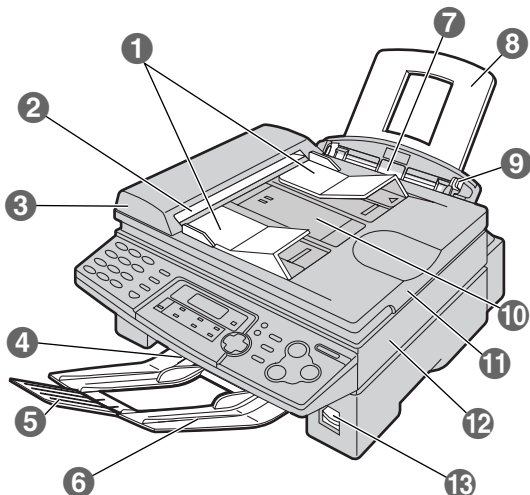
- 3 Press **[SET]**.

```
PRINTING
```



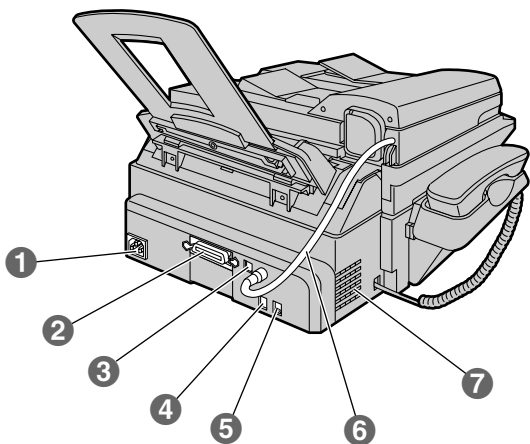
## Overview

### Front view



- ① Document guides
- ② Document exit
- ③ ADF (Auto Document Feeder) cover
- ④ Recording paper exit
- ⑤ Paper stacker extender
- ⑥ Paper stacker  
The paper stacker may not be shown in all illustrations.
- ⑦ Recording paper entrance
- ⑧ Paper tray
- ⑨ Recording paper guides
- ⑩ Document entrance
- ⑪ Document cover
- ⑫ Printer cover
- ⑬ Printer cover open button

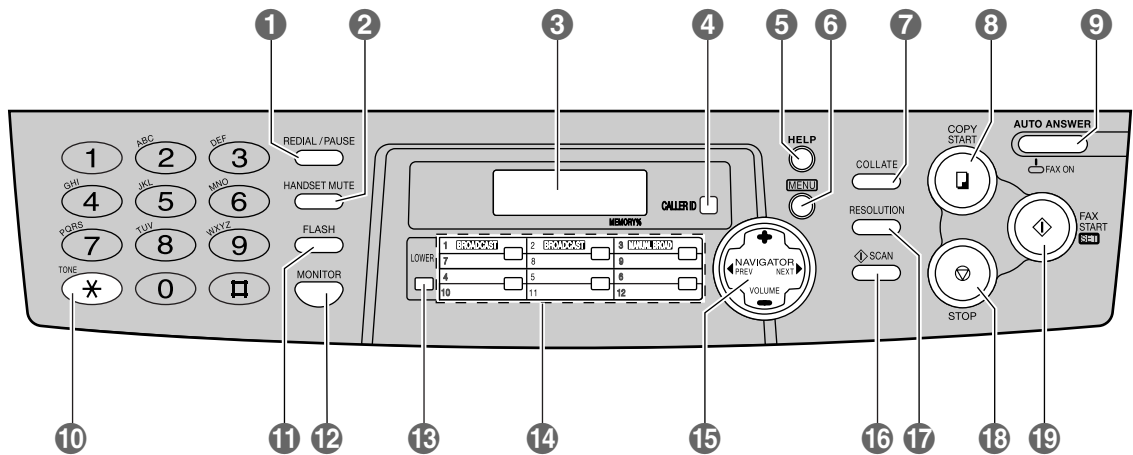
### Rear view



- ① Power inlet
- ② Parallel interface connector
- ③ USB interface connector
- ④ Telephone line jack
- ⑤ External telephone jack
- ⑥ ADF (Auto Document Feeder) cable
- ⑦ Speaker

# Finding the Controls

## Location



### 1 [REDIAL/PAUSE]

- To redial the last number dialed.
- To insert a pause during dialling.

### 2 [HANDSET MUTE]

- To mute your voice to the other party during a conversation. Press this button again to resume the conversation.

### 3 [Display]

### 4 [CALLER ID]

- To use caller ID service (page 29, 31).

### 5 [HELP]

- To print a quick reference (page 8).

### 6 [MENU]

- To initiate or exit programming.

### 7 [COLLATE]

- To make a collated copy (page 53).

### 8 [COPY START]

- To initiate copying (page 51).

### 9 [AUTO ANSWER]

- To turn on/off auto answer setting (page 44, 45).

### 10 [TONE]

- To change from pulse to tone temporarily during dialling when your line has rotary pulse services.

### 11 [FLASH]

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

### 12 [MONITOR]

- To initiate dialling.

### 13 [LOWER]

- To select stations 7–12 for one-touch dial (page 23, 27, 36).

### 14 [One-touch keys]

- To use one-touch dial (page 23, 27, 36).
- To transmit to multiple entries (page 38, 40).

### 15 [NAVIGATOR, VOLUME]

- To adjust volume (page 22).
- To search for a stored name (page 27, 36).
- To select the features or feature settings during programming (page 62).
- To navigate to the next operation.

### 16 [SCAN]

- To scan the document into memory (page 33, 53).
- To use the fax machine as a scanner when connecting to a computer (page 60).

### 17 [RESOLUTION]

- To select a resolution (page 32, 52).

### 18 [STOP]

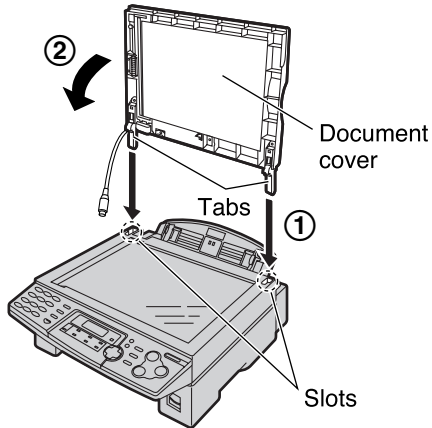
- To stop an operation or cancel programming.

### 19 [FAX START, SET]

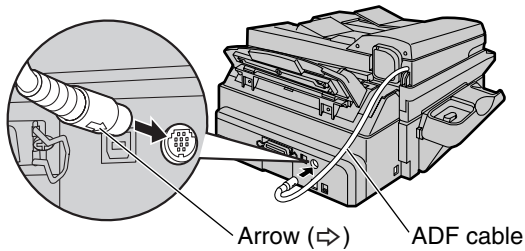
- To initiate fax transmission or reception.
- To store a setting during programming.

## Connecting the document cover

- 1 Gently insert the two tabs on the document cover into the slots on the unit (①), then close the document cover (②).



- 2 Connect the ADF cable to the jack on the back of the unit.
  - The arrow (⇒) on the ADF cable must be facing down.

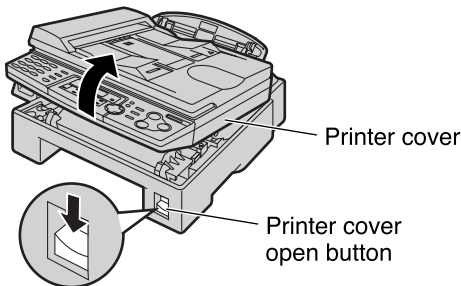


# Setup

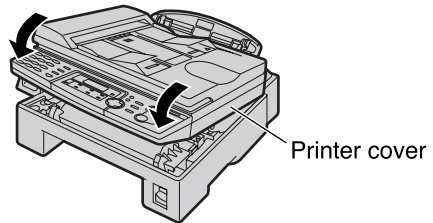
## Unlocking the shipping lock

The shipping lock is used to avoid damaging the scanner when it is being transported. Before using the unit, unlock the shipping lock.

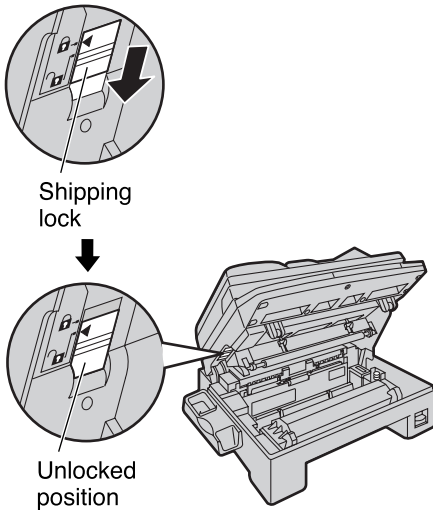
- 1 Press down the printer cover open button then open the printer cover.



- 3 Close the printer cover by pushing down on both sides until locked.



- 2 Slide down the shipping lock.
  - The label for unlocking the shipping lock is attached to the unit. Remove and read it.



### Caution:

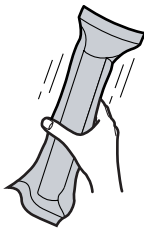
- Whenever transporting the unit, be sure to slide up the shipping lock to lock it.

## Toner cartridge and drum unit

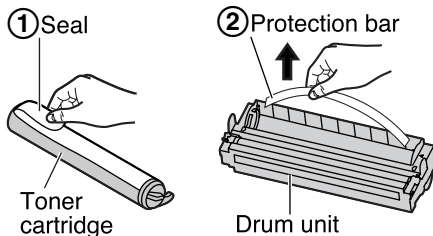
### Caution:

- Read the instructions below 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.

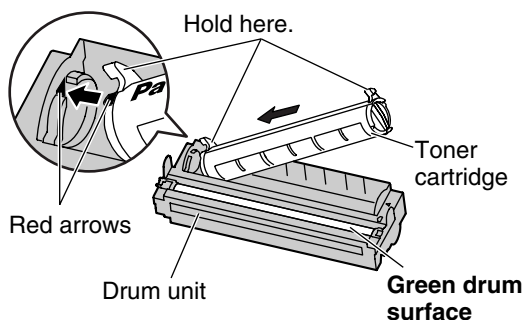
- 1** Before opening the protection bag of the new toner cartridge, shake it vertically more than 5 times.



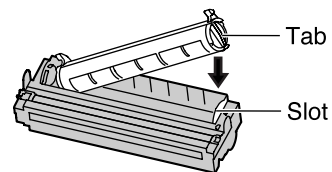
- 2** Remove the toner cartridge and drum unit from the protection bags. Peel off the seal from the toner cartridge (①). Remove the protection bar from the drum unit (②).



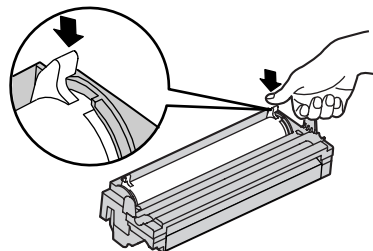
- 3** With “Panasonic” face up on the toner cartridge, match the red arrows on the cartridge and the drum unit.



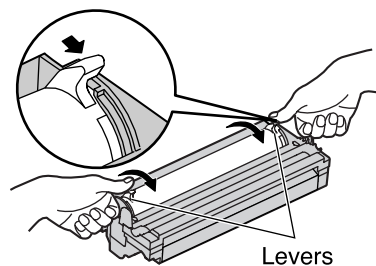
- 4** Slide the tab on the toner cartridge into the slot of the drum unit.



- 5** Firmly press down on the right side of the toner cartridge to snap into position.

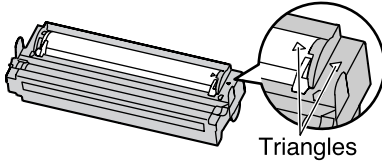


- 6** Turn the two levers on the toner cartridge with firm pressure.

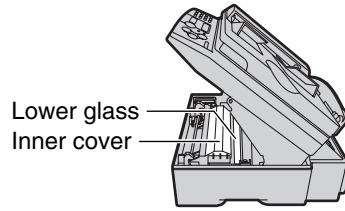


# Setup

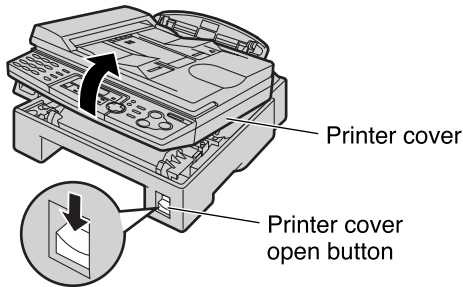
- 7** The toner cartridge is installed correctly when the triangles match.



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

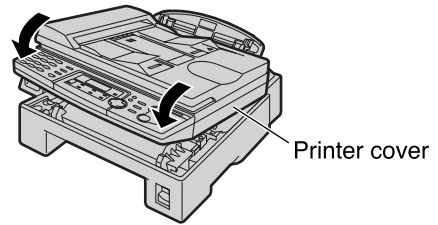


- 8** Press down the printer cover open button then open the printer cover.

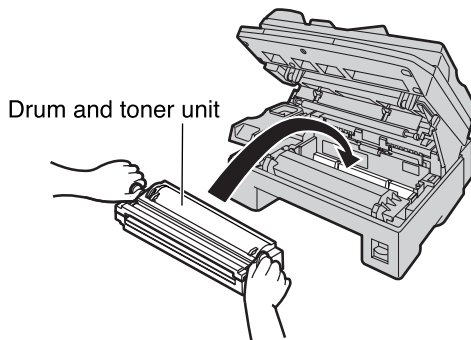


**Caution:**  
Do not touch the bottom of the inner cover when cleaning the lower glass. It is very hot.

- 10** Close the printer cover by pushing down on both sides until locked.



- 9** Install the drum and toner unit by holding the tabs.



---

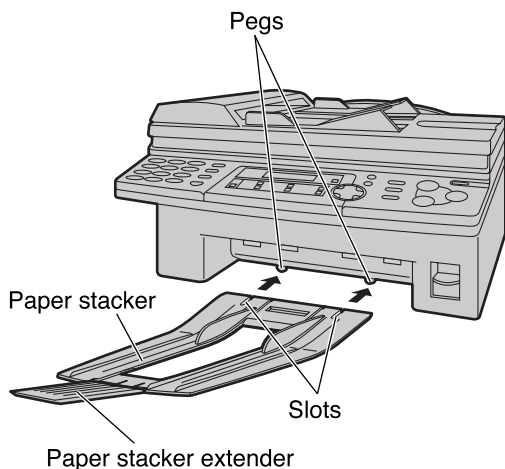
## Toner save feature

If you want to save on toner consumption, set the toner save setting to on (feature #79 on page 67). The toner cartridge will last approx. 40% longer. This feature may lower the print quality.

## Paper stacker and paper tray

### Paper stacker

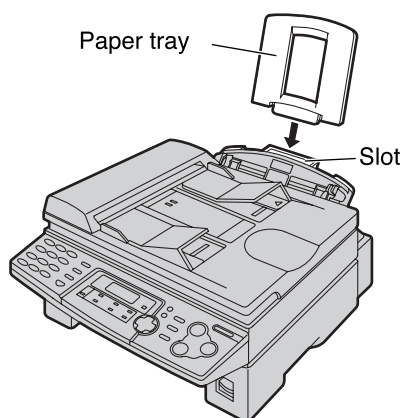
Line up the slots in the paper stacker with the pegs on the bottom of the unit, then slide until locked. Open the paper stacker extender when using legal size paper.



- The paper stacker can hold up to approx. 100 sheets of printed paper. Remove the printed paper before the paper stacker becomes full.

### Paper tray

Insert the paper tray into the slot on the back of the unit.



### Note for installation:

- Do not place the unit in an area where the paper tray may be obstructed (i.e. by a wall etc.).
- Recording paper will be ejected from the front of the unit. Do not place anything in front of the unit.

# Setup

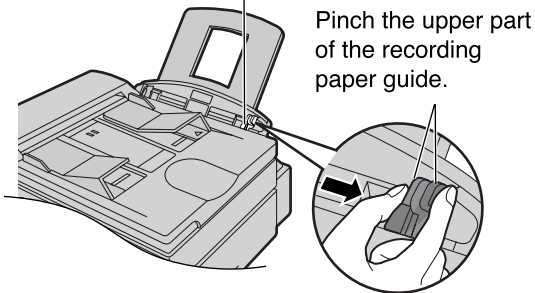
## Recording paper

A4, letter or legal size recording paper can be used for fax messages. The unit can hold up to 150 sheets of 60–75 g/m<sup>2</sup> paper or 120 sheets of 90 g/m<sup>2</sup> paper. See the note for paper specifications on page 86.

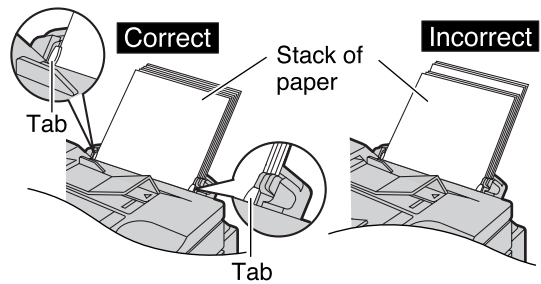
- The unit is set for A4 size paper by default. If you want to use letter or legal size paper, change the setting (feature #16 on page 64).

- 1** Pinch the right side of the recording paper guides, then slide it open to its full width.

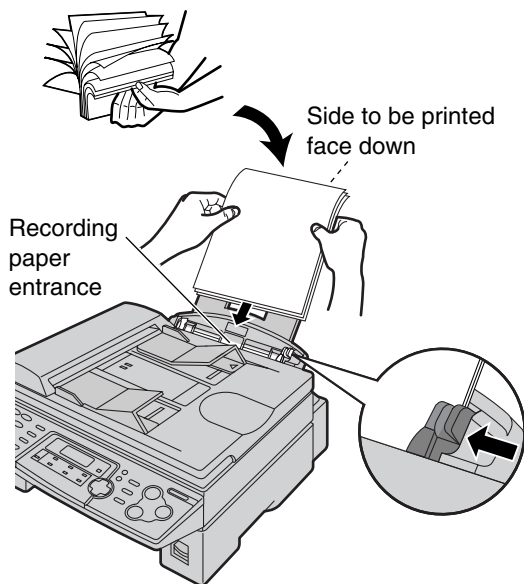
Right side of the recording paper guides



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



- 2** Fan the stack of paper to prevent a paper jam. Insert the paper into the recording paper entrance.

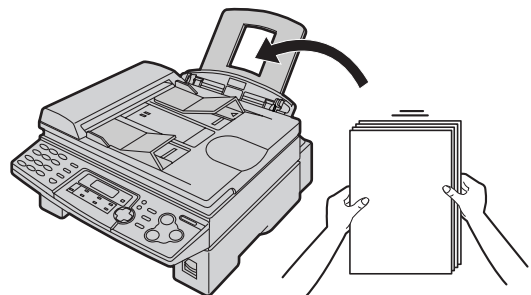


- The paper should not be over the tab.

- 3** Adjust the width of the guides to the size of the recording paper by sliding the right side of the guides.

### Adding paper

1. Remove all of the paper.
2. Add paper to the stack of paper you removed and straighten.

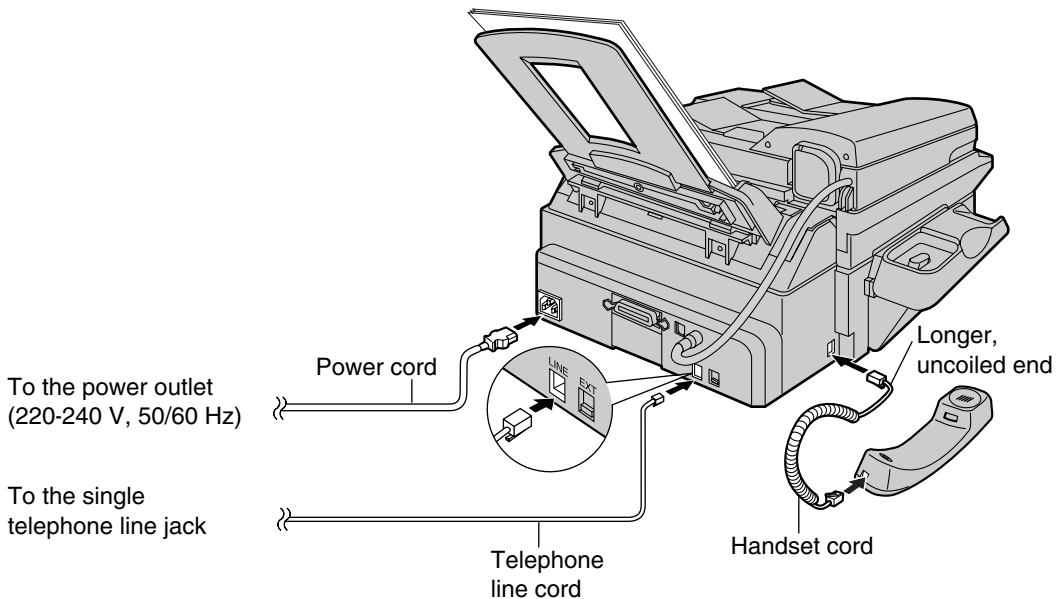


3. Follow steps of the recording paper installation.



## Connections

- 1 Connect the handset cord.
  - The jack on the longer, uncoiled end of the handset cord should be connected to the unit.
- 2 Connect the telephone line cord.
- 3 Connect the power cord.
  - When the power is turned on for the first time, the unit will print some basic information.

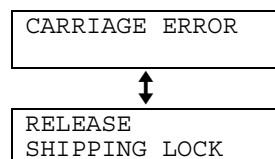


### Caution:

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

### Note:

- An earthed contact socket should be used when connecting the unit to the power outlet.
- You can connect an answering machine or extension telephone to this unit (page 46, 48).
- When the power is turned on and the display shows the following, unlock the shipping lock (page 12).



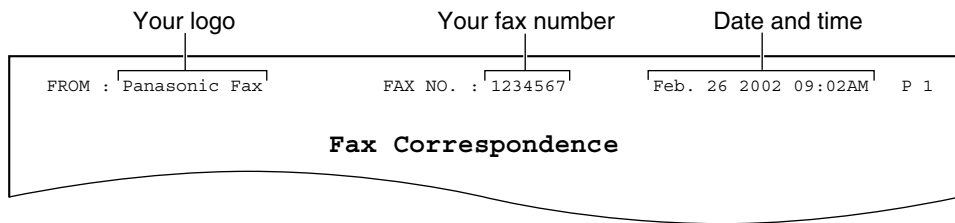
### To use the fax machine with a computer on the same line

- We recommend you use separate wall jacks for the fax machine and the computer.
- Set the fax machine to TEL mode (page 44).
- The device which has the shortest ring setting will answer the call first.
- If the computer provides a port for a telephone line, connect the fax machine to this port on the computer.

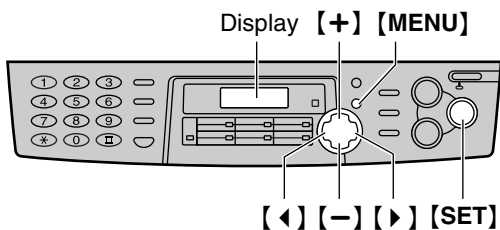
## Date and time, your logo and fax number

You should program the date and time, your logo and facsimile telephone number. This information will be printed on each page transmitted from your unit.

**Example:**



### Setting the date and time



- 1 Press **[MENU]**.

```
SYSTEM SET UP  
PRESS NAVI. [◀ ▶]
```

- 2 Press **[◀]** or **[▶]** until the following is displayed.

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

- 3 Press **[SET]**.
  - Cursor ( ) will appear on the display.

Example: 

```
M:01/D:01/Y:02  
TIME: 12:00AM
```

- 4 Enter the correct day/month/year by selecting 2 digits for each, using the dial keypad.

**Example: August 10, 2002**

Press **[0][8][1][0][0][2]**.

```
M:08/D:10/Y:02  
TIME: 12:00AM
```

- 5 Enter the correct hour/minute by selecting 2 digits for each, using the dial keypad. Press **[\*]** to select "AM" or "PM".

**Example: 10:15PM**

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

```
M:08/D:10/Y:02  
TIME: 10:15AM
```

2. Press **[\*]** until "PM" is displayed.

```
M:08/D:10/Y:02  
TIME: 10:15PM
```

- 6 Press **[SET]**.  
The next feature will be displayed.

- 7 Press **[MENU]**.

#### Note:

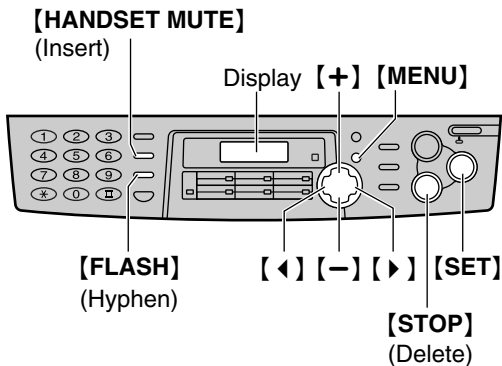
- You can enter the number by pressing **[+]** or **[-]** in steps 4 and 5. In this case, press **[▶]** to move the cursor.
- The accuracy of the clock is approximately  $\pm 60$  seconds a month.

#### To correct a mistake

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

## Setting your logo

The logo can be your company, division or name.



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

SYSTEM SET UP  
PRESS NAVI. [◀ ▶]

**2** Press **[◀]** or **[▶]** until the following is displayed.

YOUR LOGO  
PRESS SET

**3** Press **[SET]**.

LOGO=

**4** Enter your logo, up to 30 characters, using the dial keypad. See page 20 for details.  
**Example: "Bill"**

- Press **[2]** 2 times.
  - Cursor (█) will appear on the display.

LOGO=B

- Press **[4]** 6 times.

LOGO=Bi

- Press **[5]** 6 times.

LOGO=Bill

- Press **[▶]** to move the cursor to the next space and press **[5]** 6 times.

LOGO=Bill

- Press **[SET]**.
  - The next feature will be displayed.

**6** Press **[MENU]**.

**Note:**

- You can enter your logo by pressing **[+]** or **[-]** in step 4. In this case, press **[▶]** to move the cursor (see page 20 for details).

### To change capital or lower-case letters

Pressing the **[#]** key will change to capital or lower-case alternatively.

- Press **[2]** 2 times.

LOGO=B

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

LOGO=Bi

- Press **[#]**.

LOGO=Bi

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

LOGO=Bill

### To correct a mistake

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

### To delete a character

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

### To insert a character

- Press **[◀]** or **[▶]** to move the cursor to the position to the right of where you want to insert the character.
- Press **[HANDSET MUTE]** to insert a space and enter the character.

# Setup

## To select characters with the dial keypad

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

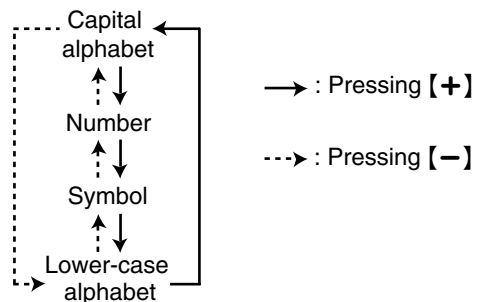
Keys	Characters
[1]	1 [ ] { } + - / = , . _ ` : ; ?
[2]	A B C a b c 2
[3]	D E F d e f 3
[4]	G H I g h i 4
[5]	J K L j k l 5
[6]	M N O m n o 6
[7]	P Q R S p q r s 7
[8]	T U V t u v 8
[9]	W X Y Z w x y z 9
[0]	0 ( ) < > ! " # \$ % & ¥ * @ ^ ' →
[#]	To change capital or lower-case letter.
[FLASH]	<b>Hyphen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

## To select characters using [+ ] or [- ]

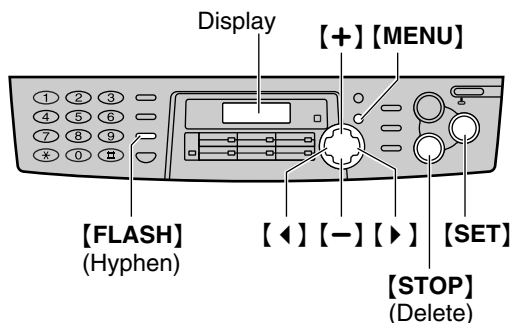
Instead of pressing the dial keys, you can select characters using [+ ] or [- ].

1. Press [+ ] or [- ] until the desired character is displayed.
2. Press [▶] to move the cursor to the next space.
  - The character displayed in step 1 is inserted.
3. Return to step 1 to enter the next character.

## Display order of characters



## Setting your facsimile telephone number



### To correct a mistake

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

### To delete a number

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

- 1 Press [**MENU**].

SYSTEM SET UP  
PRESS NAVI. [**<** **>**]

- 2 Press [**<**] or [**>**] until the following is displayed.

YOUR FAX NO.  
PRESS SET

- 3 Press [**SET**].

NO. =

- 4 Enter your facsimile telephone number, up to 20 digits, using the dial keypad.

Example: NO. =1234567

- 5 Press [**SET**].
  - The next feature will be displayed.

- 6 Press [**MENU**].

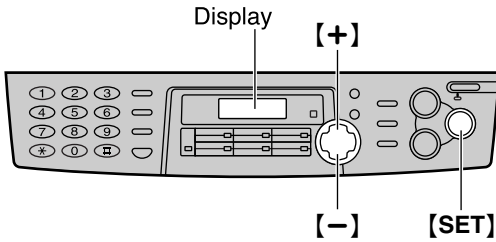
### Note:

- You can enter your facsimile telephone number by pressing [**+**] or [**-**] in step 4. In this case, press [**>**] to move the cursor.
- The [**\***] button replaces the digit with a “+” and the [**#**] button replaces it with a space.  
**Example: +234 5678 (using the dial keypad)**  
Press [**\***][2][3][4][**#**][5][6][7][8].
- To enter a hyphen in a telephone number, press [**FLASH**].

# Volume

---

## Adjusting volume



### Ringer volume

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

**While the unit is idle**, press **[+]** or **[-]**.

---

#### To turn the ringer off

1. Press **[-]** repeatedly until the following is displayed.

RINGER OFF= OK?  
YES : SET/NO : STOP

2. Press **[SET]**.

RINGER OFF

- To turn the ringer back on, press **[+]**.

---

#### While the ringer volume is set to off

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

INCOMING CALL

---

### Ringer pattern

You can select one of three ringer patterns.

Change the setting (feature #17 on page 64).

The ringer pattern you selected will sound when the unit receives a call.

### Handset receiver volume

5 levels (high to low) are available.

**While using the handset**, press **[+]** or **[-]**.

### Monitor volume

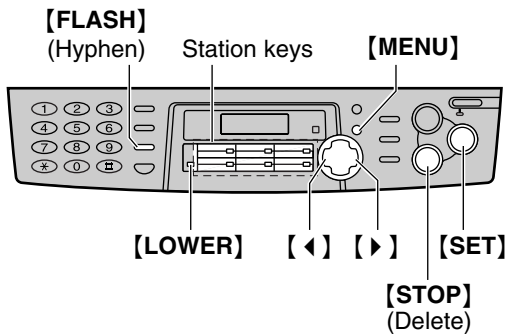
8 levels (high to low) are available.

**While using the monitor**, press **[+]** or **[-]**.

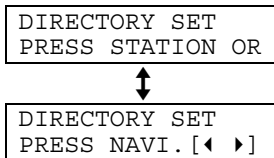
## Storing names and telephone numbers into one-touch dial

For rapid access to frequently dialled numbers, the unit provides 12 entries for one-touch dial.

- Stations 1 to 3 can be used alternatively as broadcast keys (page 38).



- 1** Press **[MENU]** repeatedly until the following is displayed.



- 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]** to go to the next prompt.

**For stations 4–6:**

Press one of the station keys.

**For stations 7–12:**

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

- 3** Enter the name, up to 10 characters (see page 20 for instructions).

Example: 

NAME=John
STORE:PRESS SET

- 4** Press **[SET]**.

Example: 

<S01>=
--------

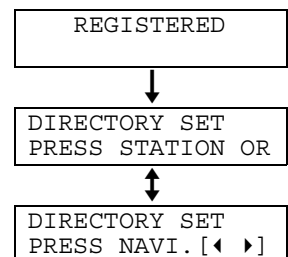
- 5** Enter the telephone number, up to 30 digits, using the dial keypad.

Example: 

<S01>=1114497
---------------

- If you want to enter a hyphen, press **[FLASH]**.

- 6** Press **[SET]**.



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

- 7** Press **[STOP]** to exit the program.

**Helpful hint:**

- You can confirm the stored entries on the telephone number list (page 84).

**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.

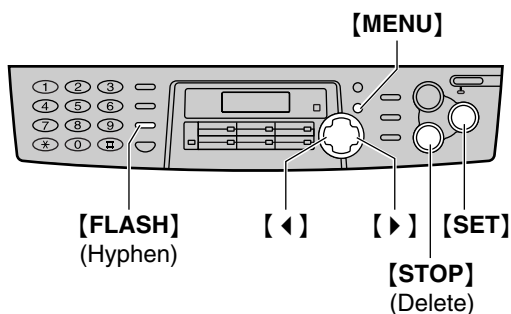
**To delete a character/number**

Move the cursor to the character/number you want to delete, and press **[STOP]**.

# Automatic Dialling

## Storing names and telephone numbers into navigator directory

For rapid access to frequently dialled numbers, the unit provides the navigator directory (100 entries).



**1** Press **[MENU]** repeatedly until the following is displayed.

```
DIRECTORY SET  
PRESS STATION OR
```



```
DIRECTORY SET  
PRESS NAVI. [LEFT] [RIGHT]
```

**2** Press **[LEFT]** or **[RIGHT]**.

```
NAME=  
STORE:PRESS SET
```

**3** Enter the name, up to 10 characters (see page 20 for instructions).

Example: 

```
NAME=Alice  
STORE:PRESS SET
```

**4** Press **[SET]**.

```
NO. =
```

**5** Enter the telephone number, up to 30 digits, using the dial keypad.

Example: 

```
NO. =5552233
```

- If you want to enter a hyphen, press **[FLASH]**.

**6** Press **[SET]**.

```
REGISTERED  
↓  
NAME=  
STORE:PRESS SET
```

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

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

### Helpful hint:

- You can confirm the stored entries on the telephone number list (page 84).

### Note:

- When the following is displayed in step 6, you can store only 5 more entries.

```
REGISTERED  
SPACE= 5 DIRS.
```

- If there is no space to store new entries, the following is displayed in step 6. Erase unnecessary entries (page 26).

```
REGISTERED  
DIRECTORY FULL
```

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

### To correct a mistake

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

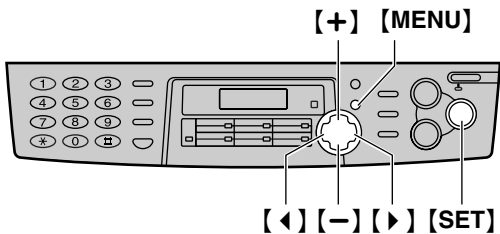
### To delete a character/number

Move the cursor to the character/number you want to delete, and press **[STOP]**.



## Editing a stored entry

You can edit a name or number that is stored in one-touch dial and navigator directory.



**1** Press **[<]** or **[>]**.

```
DIRECTORY [+ -]
```

**2** Press **[+]** or **[-]** until the desired entry is displayed.

Example: 

```
Mary <S02>
0123456
```

↓  

```
Mary <S02>
EDIT:PRESS MENU
```

↓  

```
Mary <S02>
SEND:PRESS SET
```

**3** Press **[MENU]**.

Example: 

```
NAME=Mary
EDIT=* DELETE=#
```

**4** Press **[\*]** to select "EDIT".

Example: 

```
NAME=Mary
STORE:PRESS SET
```

- If you do not need to edit the name, skip to step 6.

**5** Edit the name (see page 20 for instructions).

**6** Press **[SET]**.

Example: 

```
<S02>=0123456
```

- If you do not need to edit the telephone number, skip to step 8.

**7** Edit the telephone number. For further details, see page 24.

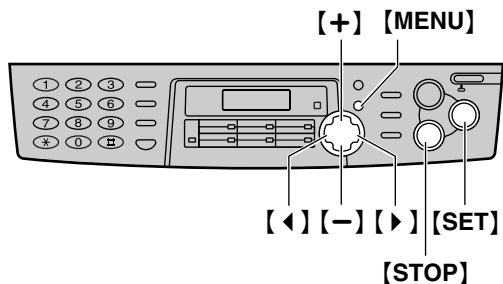
**8** Press **[SET]**.

```
REGISTERED
```

# Automatic Dialling

## Erasing a stored entry

You can erase an entry stored in one-touch dial and navigator directory.



**1** Press **[<]** or **[>]**.

```
DIRECTORY [+ -]
```

**2** Press **[+]** or **[-]** until the desired entry is displayed.

Example: 

```
Peter  
9876543
```

↓  

```
Peter  
EDIT:PRESS MENU
```

↓  

```
Peter  
SEND:PRESS SET
```

**3** Press **[MENU]**.

Example: 

```
NAME=Peter  
EDIT=* DELETE=#
```

**4** Press **[#]** to select "DELETE".

```
DELETE OK?  
YES:SET/NO:STOP
```

- To cancel erasing, press **[STOP]**.

**5** Press **[SET]**.

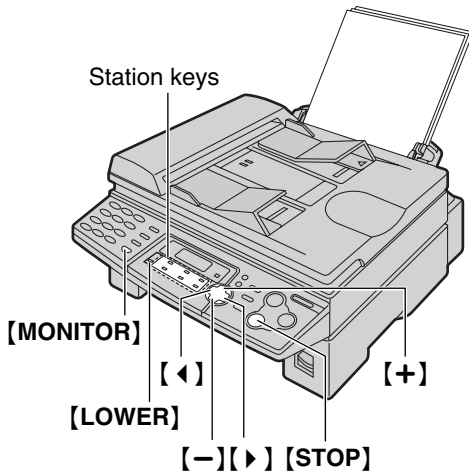
```
DELETED
```

- The stored name and number are erased.

## Making a phone call using one-touch dial and navigator directory

Before using this feature, program the desired names and telephone numbers into one-touch dial and navigator directory (page 23, 24).

### Using one-touch dial



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

```
TEL=
PRESS STATION OR
↑
TEL=
PRESS NAVI. [◀ ▶]
```

- 2 Select the desired station key.

#### For stations 1–6:

Press the desired station key.

Example: TEL=<John>

#### For stations 7–12:

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

- The unit will start dialling automatically.

### Using the directory

- 1 Press **[◀]** or **[▶]**.

```
DIRECTORY [+ -]
```

- 2 Press **[+]** or **[-]** until the desired entry is displayed.

Example:

```
Lisa
2233445
↓
Lisa
EDIT:PRESS MENU
↓
Lisa
SEND:PRESS SET
```

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

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

- The unit will start dialling automatically.

#### To search for a name by initial

Example: "Lisa"

1. Press **[◀]** or **[▶]**.
2. Press **[+]** or **[-]** to enter the directory.
3. Press **[5]** repeatedly until any name with the initial "L" is displayed (see the character table on page 20).
  - To search for symbols (not letters or numbers), press **[\*]**.
4. Press **[+]** until "Lisa" is displayed.
  - To stop the search, press **[STOP]**.
  - To make a call, press **[MONITOR]** or lift the handset.

# Caller ID

---

## Caller ID service from your phone company

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

- Change the fax ring setting (feature #06 on page 63) to 2 or more rings beforehand.

### How Caller ID is displayed

The calling party's telephone number or name will be displayed after the first ring. You then have the option of whether or not to answer the call depending on the caller.

The unit will automatically store the caller information (telephone number, name and the time of the call). You can view the caller information (page 29) and print the caller ID list (page 84).

#### Note:

- If the unit is connected to a PBX (Private Branch Exchange) system, you may not receive the caller information. Consult your PBX supplier.
- If the unit cannot receive caller information, the following will be displayed:
  - The caller dialed from an area which does not provide Caller ID service:

OUT OF AREA

- The caller requested not to send caller information:

PRIVATE CALLER

- The caller made a long distance call:

LONG DISTANCE

---

### To confirm caller information using the Caller ID list

The unit will store information for the most recent 30 callers.

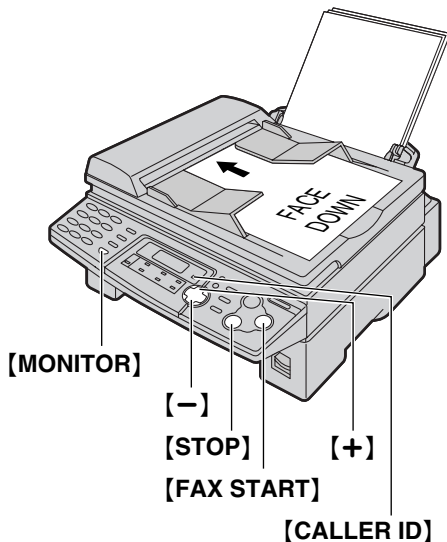
- To print manually, see page 84.
- To print automatically after every 30 new calls, activate feature #26 (page 66).

## 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.



### 1 Press [CALLER ID].

Example: 

2 NEW CALLS PRESS NAVI. [+ -]
----------------------------------

### 2 Press [+] to search from the most recent caller information. Press [-] to search from the oldest caller information.

- To send a fax using the scanner glass, see page 33.

### 3 Press [MONITOR] or lift the handset to call back the displayed party.

- The unit will start dialling automatically.
- To send a fax using the auto document feeder—insert the document FACE DOWN into the feeder and press [FAX START] (page 32).

### To change the display of the caller information

Press [CALLER ID] repeatedly after step 2.

Example: 

SAM LEE Jul. 20 11:20AM✓
-----------------------------



1345678901 Jul. 20 11:20AM✓
--------------------------------

- 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:

NO NAME RCVD
--------------

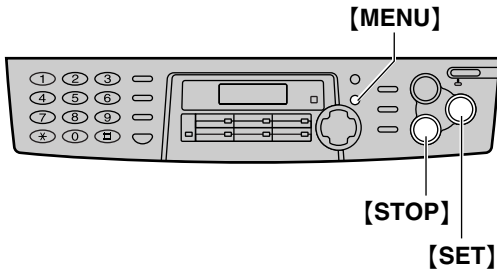
When no calls have been received:

NO CALLER DATA
----------------

### To stop viewing

Press [STOP] after step 2.

## Erasing caller information



- 1** Press **[MENU]** repeatedly until the following is displayed.

CALLER SET UP  
PRESS SET

- 2** Press **[SET]**.

CALL LIST ERASE  
PRESS SET

- 3** Press **[SET]**.

ERASE ALL OK?  
YES:SET/NO:STOP

- To cancel erasing, press **[STOP]**, then **[MENU]**.

- 4** Press **[SET]**.

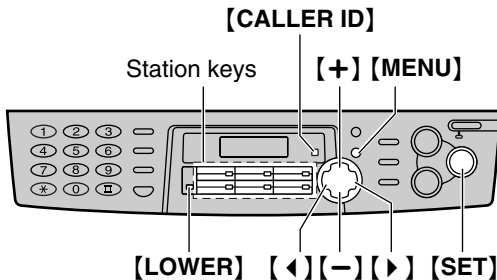
ERASE COMPLETED

- 5** Press **[STOP]** to exit the program.

## Storing caller information into one-touch dial and navigator directory

### 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].

Example: 

2 NEW CALLS PRESS NAVI. [+ -]
----------------------------------

### 2 Press [+] or [-] until the desired entry is displayed.

Example: 

SAM LEE Apr. 14 11:50AM
----------------------------

### 3 Press [MENU].

Example: 

SAM LEE PRESS STATION OR
-----------------------------



SAM LEE PRESS NAVI. [◀ ▶]
------------------------------

### 4 Select the desired key or entry.

#### For stations 1–3:

##### 1. Press the desired station key.

Example: 

STATION 1 DIAL MODE [±]
----------------------------

##### 2. Press [SET].

Example: 

NAME=SAM LEE STORE:PRESS SET
---------------------------------

##### 3. Press [SET].

Example: 

<S01>=134567890
-----------------

#### For stations 4–6:

##### 1. Press the desired station key.

Example: 

NAME=SAM LEE STORE:PRESS SET
---------------------------------

##### 2. Press [SET].

Example: 

<S04>=134567890
-----------------

#### For stations 7–12:

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

Example: 

NAME=SAM LEE STORE:PRESS SET
---------------------------------

##### 2. Press [SET].

Example: 

<S09>=134567890
-----------------

#### For navigator directory:

##### 1. Press [◀] or [▶].

Example: 

NAME=SAM LEE STORE:PRESS SET
---------------------------------

##### 2. Press [SET].

Example: 

NO.=134567890
---------------

### 5 Press [SET].

REGISTERED
------------

#### Note:

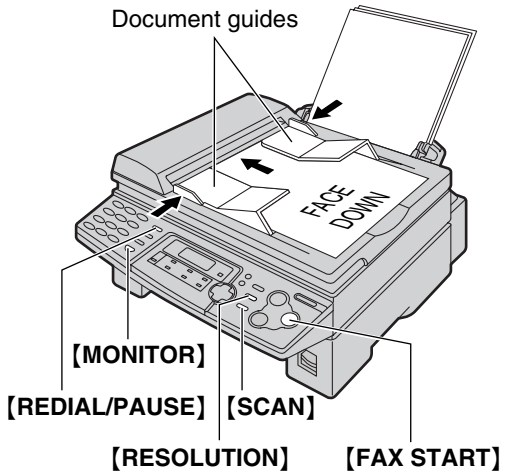
- You can confirm the stored entries on the telephone number list (page 84).
- The unit can only store a name of up to 10 characters long.
- To edit a name and number, see page 25.
- If you enter a new entry into a station key, the previous entry will be overwritten.
- If you use stations 1–3 as broadcast keys, you cannot store caller information for stations 1–3.

# Sending Faxes

## Sending a fax manually

### Using the auto document feeder

Confirm that there are no documents on the scanner glass.



**1** Adjust the width of the document guides to the size of the document.

**2** Insert the document (up to 15 pages) **FACE DOWN** into the feeder until the unit grasps the document and a single beep is heard.

STANDARD

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

**4** Press **[MONITOR]** or lift the handset.

TEL=  
PRESS STATION OR



TEL=  
PRESS NAVI. [◀ ▶]

**5** Dial the fax number.

Example: TEL=5678901

**6** Start sending.

#### When a fax tone is heard:

Press **[FAX START]**, and replace the handset if you are using it.

#### 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]** and replace the handset.

CONNECTING . . . . .  
STANDARD

#### Note:

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

#### To select the resolution

Select the desired resolution according to the type of document.

- “**STANDARD**”: For printed or typewritten originals with normal-sized characters.
- “**FINE**”: For originals with small printing.
- “**SUPER FINE**”: For originals with very small printing. This setting only works with other compatible fax machines.
- “**PHOTO**”: For originals containing photographs, shaded drawings, etc.
- Using the “**FINE**”, “**SUPER FINE**” or “**PHOTO**” setting will increase transmission time.
- If the resolution setting is changed during feeding, it will be effective from the next sheet.

#### To redial the last number

Press **[REDIAL/PAUSE]**, then press **[FAX START]**.

- If the line is busy, the unit will automatically redial the number up to 5 times.
- During redial, the following will be displayed.

WAITING REDIAL



## To transmit more than 15 pages at a time

Insert the first 15 pages of the document. Add the other pages (up to 15 at a time) before the last page feeds into the unit.

## Convenient way to send a fax

You can dial the fax number before inserting the document. This is convenient if the other party's number is indicated on the document.

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 using the dial keypad.
3. Press **[SCAN]**.

### Transmitting reservation (Dual Access) feature

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

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 transmit the data. If the document exceeds the memory capacity (page 85), sending will be cancelled. Transmit the entire document manually.

#### Note:

- Transmitting reservation (Dual access) feature is not available when using the scanner glass.

## To stop transmission

Press **[STOP]**.

## Sending report for confirmation

This report will provide you with a printed record of transmission results. To use this feature, activate feature #04 (page 63). For the communication message in the result column, see page 68.

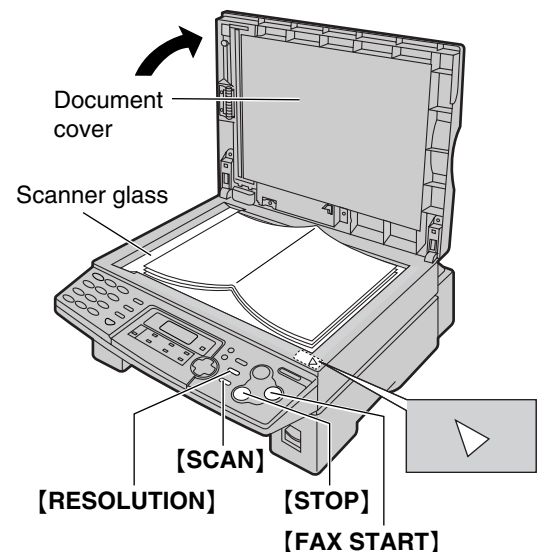
## Journal report

The unit stores the 30 most recent fax communication results. To print manually, see page 84. To print automatically after every 30 new fax communications, activate feature #22 (page 65). For the communication message in the result column, see page 68.

## Using the scanner glass

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

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



1. Open the document cover.
2. Place the document **FACE DOWN** on the scanner glass, matching the top edge of the document to the  $\triangleright$  mark on the unit.
3. Close the document cover.
  - If the original is a thick book, do not close the document cover.
4. If necessary, press **[RESOLUTION]** repeatedly to select the desired setting (page 32).

# Sending Faxes

---

**5** Enter the fax number.

Example: 

NO.=5678901
-------------

- To send a single page, skip to step 9.
- To send multiple pages, go to the next step.

**6** Press **[SCAN]** to scan the document into memory.

Example: 

PAGES=01	01%
STANDARD	



NEXT:PRESS SCAN
SEND:PRESS START

**7** Place the next page on the scanner glass.

**8** Press **[SCAN]**.

NEXT:PRESS SCAN
SEND:PRESS START

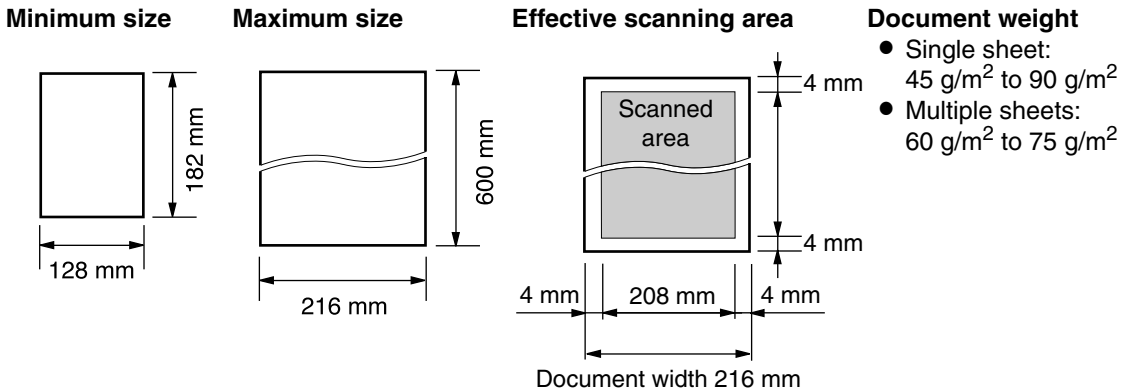
- To send more pages, repeat steps 7 and 8.

**9** Press **[FAX START]**.

CONNECTING.....
-----------------

## Documents you can send

### Using the auto document feeder



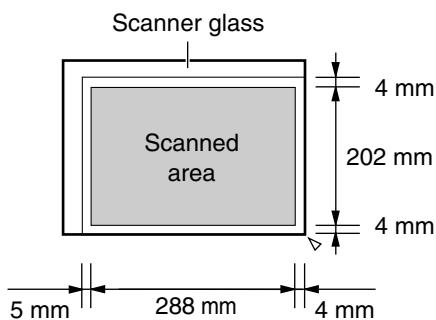
#### Note:

- Remove clips, staples or other similar fasteners.
- Do not send the following types of documents: (Use the scanner glass for fax transmission.)
  - Chemically treated paper such as carbon or carbonless duplicating paper
  - Electrostatically charged paper
  - Badly curled, creased or torn paper
  - Paper with a coated surface

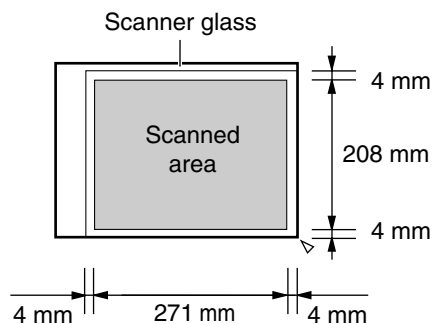
### Using the scanner glass

Effective scanning area on the scanner glass is changed depending on the setting of the paper size (feature #16 on page 64).

When the paper size is set to “A4”:



When the paper size is set to “LETTER”:



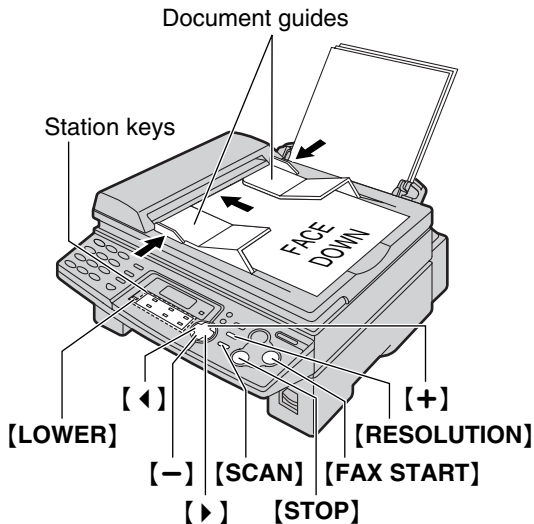
#### Note for the auto document feeder and the scanner glass

- Check that ink, paste or correction fluid has dried completely.
- Do not send the following types of documents: (Use copies for fax transmission.)
  - Paper with a faint image
  - Paper with printing on the opposite side that can be seen through the other side (i.e. newspaper)
- To transmit the document with a width of less than A4 size (210 mm), we recommend transmitting the document using the scanner glass.

# Sending Faxes

## Sending a fax using one-touch dial and navigator directory

Before using this feature, program the desired names and telephone numbers into one-touch dial and navigator directory (page 23, 24).



**1** Adjust the width of the document guides to the size of the document.

**2** Insert the document (up to 15 pages) FACE DOWN into the feeder until the unit grasps the document and a single beep is heard.

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

STANDARD

**3** If necessary, press **[RESOLUTION]** repeatedly to select the desired setting (page 32).

**4** Enter the fax number.

### Using stations 1–6:

Press the desired station key.

### Using stations 7–12:

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

### Using navigator directory:

Press **[<]** or **[>]**, then press **[+]** or **[-]** to display the desired entry.

- If the desired name has not been stored in navigator directory, press **[STOP]** and dial the number manually.

**5** Press **[FAX START]**.

- The unit will start dialling and send the document automatically.

### Note:

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

### To send a fax using the scanner glass

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

1. Open the document cover.
2. Place the document FACE DOWN, then close the document cover.
3. Enter the fax number using one-touch dial or navigator directory.
  - To send a single page, skip to step 7.
  - To send multiple pages, go to the next step.
4. Press **[SCAN]** to scan the document into memory.
5. Place the next page.
6. Press **[SCAN]**.
  - To send more pages, repeat steps 5 and 6.
7. Press **[FAX START]**.

---

## To search for a name by initial using navigator directory

Example: "Lisa"

1. Press [◀] or [▶].
2. Press [+] or [-] to enter the directory.
3. Press [5] repeatedly until any name with the initial "L" is displayed (see the character table on page 20).
  - To search for symbols (not letters or numbers), press [✖].
4. Press [+] until "Lisa" is displayed.
  - To stop the search, press [STOP].
  - To send a fax using the auto document feeder – insert the document FACE DOWN into the feeder and 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.

- This feature is also available for delayed transmission (feature #25 on page 66).
- During redial, the following will be displayed.

WAITING REDIAL

- To cancel redialling, press [STOP].

---

## If your unit does not send a fax

- Confirm the stored telephone number on the display and check that the number dialled is answered by the other party's machine.
- The connecting tone will be heard during dialling to tell you the status of the other party's machine (feature #76 on page 67).

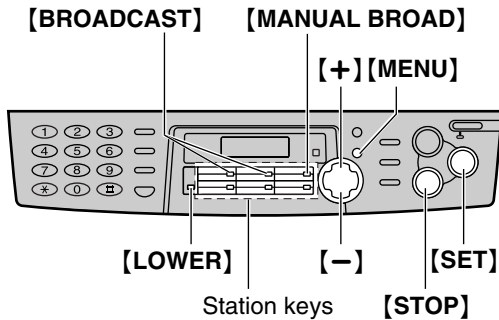
# Sending Faxes

## Broadcast transmission

This feature is useful for sending the same document to selected parties (up to 20 entries). First program the entries, then see page 40 for transmission.

- The broadcast function utilises stations 1–3. The one-touch dial function will be cancelled.
- **[BROADCAST]** key 1 and 2 can accept one-touch dial and navigator entries.
- **[MANUAL BROAD]** key can also accept manual dialling entries.

### Programming entries into the broadcast memory



- 1 Press **[MENU]** repeatedly until the following is displayed.

```

    DIRECTORY SET
    PRESS STATION OR
    ↑↓
    DIRECTORY SET
    PRESS NAVI. [◀ ▶]
  
```

- 2 Select the desired broadcast key.

#### For **BROADCAST** 1-2:

1. Press the desired **[BROADCAST]** key.

Example: 

```
STATION 1
DIAL MODE [±]
```

2. Press **[+]** or **[-]** to select "BROADCAST".

Example: 

```
STATION 1
BROADCAST [±]
```

#### For **MANUAL BROADCAST**:

1. Press **[MANUAL BROAD]**.

```

    STATION 3
    DIAL MODE [±]
  
```

2. Press **[+]** or **[-]** to select "MANUAL BROAD".

```

    STATION 3
    MANUAL BROAD [±]
  
```

- 3 Press **[SET]**.

```

    DIR=          [00]
    NAVI. [+ -] & SET
  
```

- 4 Program entries.

#### Using stations 1–6:

Press the desired station key.

Example: 

```
DIR=ANN        [01]
NAVI. [+ -] & SET
```

#### Using stations 7–12:

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

#### Using navigator directory:

Press **[+]** or **[-]** until the desired entry is displayed and press **[SET]**.

#### Using the dial keypad (only for **MANUAL BROAD**):

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

Example: 

```
DIR=3456789
↓
DIR=3456789 [01]
NAVI. [+ -] & SET
```

- To program other entries, repeat this step (up to 20 entries).

- 5 Press **[SET]** after programming all of the desired entries.

```

    REGISTERED
    ↓
    DIRECTORY SET
    PRESS STATION OR
    ↑↓
    DIRECTORY SET
    PRESS NAVI. [◀ ▶]
  
```

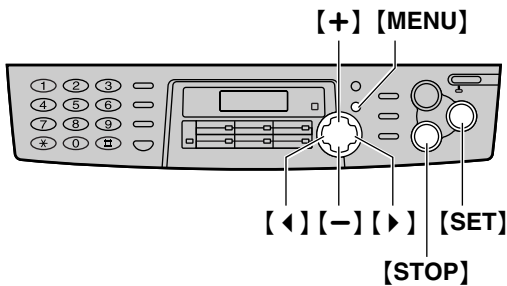
- To program another broadcast key, repeat steps 2 to 5.

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

**Note:**

- If you program the wrong entry, press **[STOP]** after step 4 to erase the entry.
- Confirm the stored entries by printing a broadcast programming list (page 84).

## Adding a new entry into the broadcast memory



**1** Press **[LEFT]** or **[RIGHT]**.

```
DIRECTORY [+ -]
```

**2** Press **[+]** or **[-]** until the following is displayed.

Example: 

```
<BROADCAST1>
EDIT:PRESS MENU
```



```
<BROADCAST1>
SEND:PRESS SET
```

**3** Press **[MENU]**.

```
<BROADCAST1>
ADD=* DELETE=#
```

**4** Press **[\*]** to select "ADD".

**5** Press **[+]** or **[-]** until the desired entry you want to add is displayed.

- Navigator:

Example: 

```
Mary
15843724123
```

- Station 2:

Example: 

```
Peter <S02>
19265532168
```

**6** Press **[SET]**.

```
REGISTERED
```



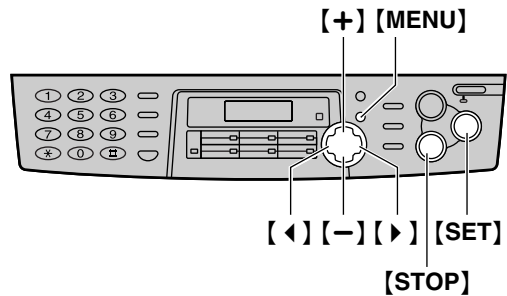
Example: 

```
Nikki
13852179365
```

- To add other entries, repeat steps 5 and 6 (up to 20 entries).

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

## Erasing a stored entry in the broadcast memory



**1** Press **[LEFT]** or **[RIGHT]**.

```
DIRECTORY [+ -]
```

**2** Press **[+]** or **[-]** until the following is displayed.

Example: 

```
<BROADCAST1>
EDIT:PRESS MENU
```



```
<BROADCAST1>
SEND:PRESS SET
```

**3** Press **[MENU]**.

```
<BROADCAST1>
ADD=* DELETE=#
```

**4** Press **[#]** to select "DELETE".

**5** Press **[+]** or **[-]** until the desired entry you want to erase is displayed.

- Navigator:

Example: 

```
Dick
13281432968
```

- Station 3:

Example: 

```
Sam <S03>
19876543210
```

- To cancel erasing, press **[STOP]**.

# Sending Faxes

**6** Press **[SET]**.

DELETE OK?  
YES : SET / NO : STOP

**7** Press **[SET]**.

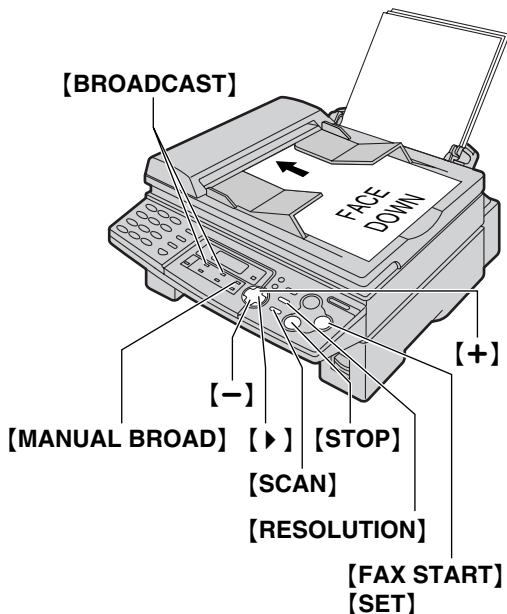
DELETED

Example: Bob  
0123456

- To erase other entries, repeat steps 5 to 7.

**8** Press **[STOP]** to exit the program.

## Sending the same document to pre-programmed parties



**1** Insert the document **FACE DOWN** into the feeder.

- Confirm that there are no documents on the scanner glass.
- If necessary, press **[RESOLUTION]** repeatedly to select the desired setting (page 32).

**2** Press the desired **[BROADCAST]** (1-2) or **[MANUAL BROAD]**.

- You can also use the navigator key. Press **[▶]**, then press **[+]** or **[-]** until the desired key name is displayed, and press **[FAX START]**.

Example: <BROADCAST1>  
EDIT : PRESS MENU

<BROADCAST1>  
SEND : PRESS SET

- The document will be fed into the unit and scanned into memory. The unit will then transmit the data to each entry, calling each number sequentially.
- After transmission, the stored document will be erased automatically, and the unit will automatically print a broadcast sending report.

### Note:

- Do not open the document cover when sending a fax with the auto document feeder.
- If you select the "FINE", "SUPER FINE" or "PHOTO" resolution, the number of pages that the unit can transmit will decrease.
- If the document exceeds the memory capacity (page 85), sending will be cancelled.
- If one of the entries is busy or does not answer, it will be skipped. All skipped entries will be redialled up to 5 times after all of the other entries have been called.

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

- Confirm that there are no documents in the auto document feeder.
1. Open the document cover.
  2. Place the document **FACE DOWN**, then close the document cover.
  3. Press the desired **[BROADCAST]** (1-2) or **[MANUAL BROAD]**.
    - To send a single page, skip to step 6.
    - To send multiple pages, go to the next step.
  4. Place the next page.
  5. Press **[SCAN]**.
    - To send more pages, repeat steps 4 and 5.
  6. Press **[FAX START]**.



## To cancel the broadcast setting

1. Press **[STOP]** while the unit displays the following.

BROADCASTING

- The display will show the following.

SEND CANCELLED?  
YES : SET/NO : STOP

2. Press **[SET]**.

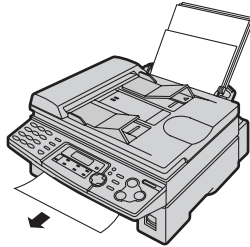
# Receiving Faxes

## Setting the unit to receive faxes

### Use only as a fax

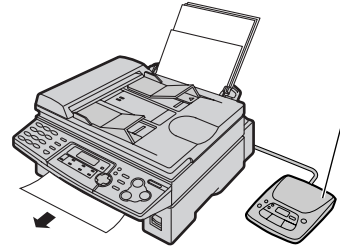
### With answering machine

How you want the unit to receive calls



You have a separate telephone line just for faxes.

External telephone answering machine (not included)

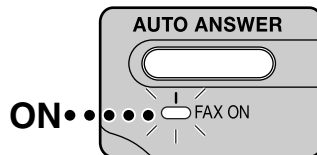


You want to use the fax machine with an answering machine.

Set the unit this way.

**FAX ONLY mode (page 45)**

Turn AUTO ANSWER on by pressing **[AUTO ANSWER]**.



**Activating an answering machine (page 46)**

Connect an external telephone answering machine and change the ring setting of the answering machine to less than 4.

This is how the unit will operate.

**When receiving calls:**

All incoming calls will be answered as faxes.

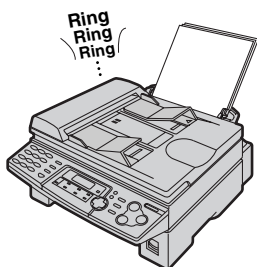
**When receiving phone calls:**

The answering machine will record voice messages.

**When receiving faxes:**

The fax machine will disconnect the answering machine and receive documents.

## Mostly phone calls



You plan to answer the calls yourself.

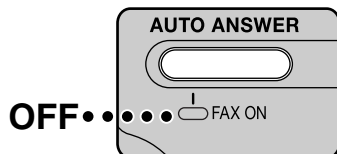
## Other option

### Remote fax activation

You can also receive a fax using an extension telephone. While hearing a fax calling tone with an extension telephone, press **[\*][\*][\*][9]** (pre-selected fax activation code) to receive a fax (page 48).

### TEL mode (page 44)

Turn AUTO ANSWER off by pressing **[AUTO ANSWER]**.



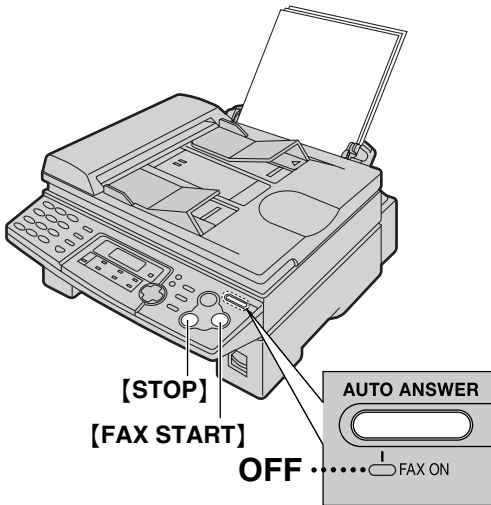
### When receiving calls:

You have to answer all calls manually. To receive a fax document, press **[FAX START]** for each fax you are receiving.

# Receiving Faxes

## TEL mode (answering all calls manually)

### Activating TEL mode



If the FAX ON light is on, turn it off by pressing **[AUTO ANSWER]**.

TEL MODE

### Receiving a fax manually

- 1 When the unit rings, lift the handset to answer the call.
- 2 When:
  - document reception is required,
  - a fax calling tone (slow beep) is heard,
  - or
  - no sound is heard,press **[FAX START]**.

CONNECTING.....

- 3 Replace the handset.
  - The unit will start fax reception.

#### Note:

- If you do not answer the call within 15 rings, the unit will temporarily switch to fax reception. The other party can then send a fax.

#### To stop receiving

Press **[STOP]**.

#### Auto reduction feature

If the other party sends a document that is longer than your recording paper, your unit will reduce the receiving document to the proper size and print it. If you want to print the original size, set feature #37 to off (page 66).

#### Fax reception in memory

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

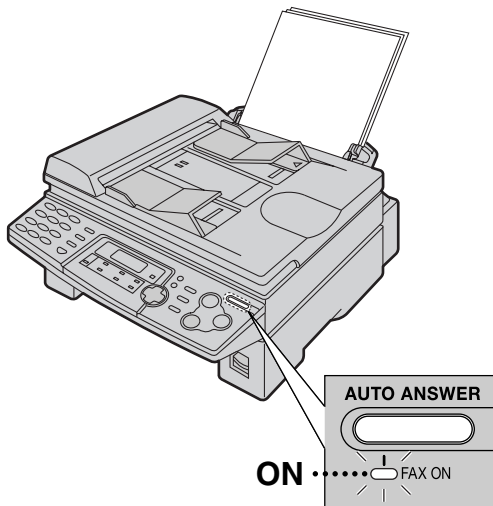
- The display will show an error message and the following alternately.

FAX IN MEMORY

- Slow beeps will sound if feature #44 is set to on (page 67).
  - Follow the instructions on page 69 to solve the problem.
  - For memory capacity, see page 85.

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

### Activating FAX ONLY mode



If the FAX ON light is off, turn it on by pressing [AUTO ANSWER].

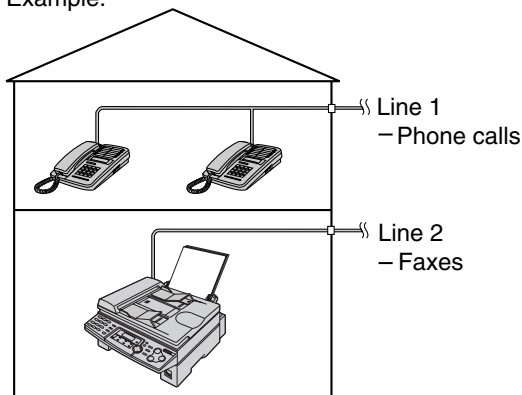
FAX ONLY MODE

- 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 (features #06 on page 63).
- This mode should not be used with a telephone line which is used for both phone calls and faxes. Fax communication will be attempted even if someone is trying to call you. We recommend the following setup:

Example:



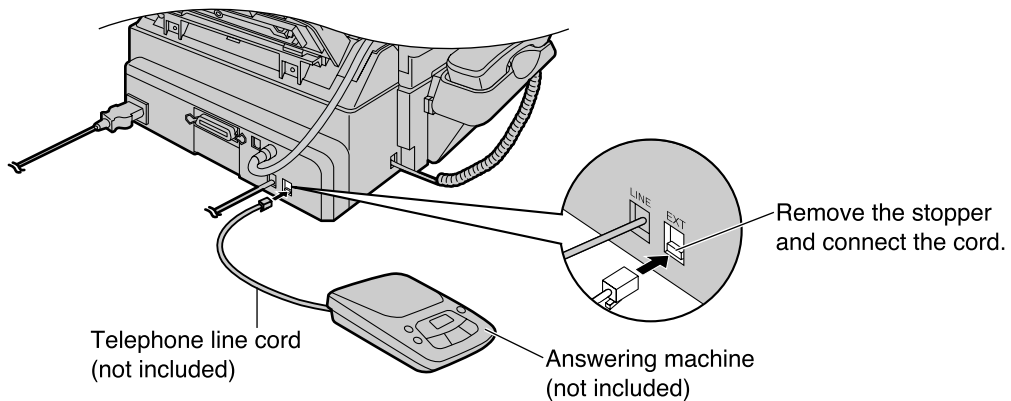
Only a fax machine is connected.

# Receiving Faxes

## Using the unit with an answering machine

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

- 1 Connect the answering machine.



- 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.

**Example:** "This is (your name, business and/or telephone number). We are unable to answer the phone right now. To send a fax, start transmission. To leave a message, please speak after the beep. Thank you."

  - We recommend you record a message up to 10 seconds long, and do not 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 44, 45).
  - If you set to FAX ONLY mode, **change the ring setting in FAX ONLY mode to more than 4 (feature #06 on page 63)**. Using FAX ONLY mode will allow you to receive faxes if the answering machine is full.
- 6 Check the remote access code of the answering machine and program the same code into the remote operation ID of the fax machine. See feature #12 on page 64.

## How the fax machine and answering machine work

### Receiving phone calls

The answering machine will record voice messages automatically.

### Receiving faxes

The fax machine will receive documents automatically when the machine detects a fax calling tone.

### 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 fax machine.
  - The answering machine 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 fax machine 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 #41 (page 66).
- Every time the fax machine receives a document, a silent pause or fax tone may be recorded on the answering machine.

# Receiving Faxes

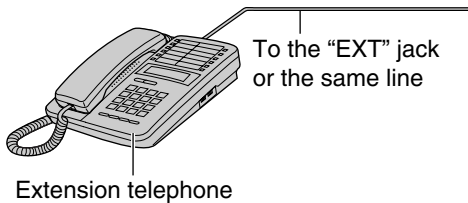
---

## Extension telephone

If you use the fax machine with an extension telephone, you can receive fax documents using the extension telephone. You do not have to press **[FAX START]** on the fax machine.

### Important:

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



- 1** When the extension telephone rings, lift the handset 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]** (pre-selected fax activation code) **firmly**.
- 3** Hang up the handset.
  - The fax machine will start reception.

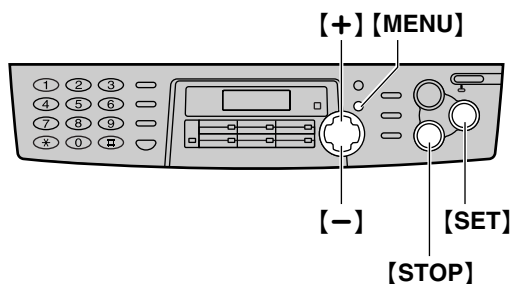
### Note:

- You can change the fax activation code in feature #41 (page 66).



## Black list function

You can reject receiving facsimiles by registering the black list numbers. Up to 10 phone numbers can be stored as follows.



### Note:

- If you make a mistake while programming, press **[STOP]**, then make the correction.
- To erase a programmed phone number, press **[STOP]** when the cursor is positioned on the first number in step 5.
- To confirm the programmed phone number, print out the feature list. See page 84.

- 1** Press **[MENU]**.

SYSTEM SET UP  
PRESS NAVI. [◀ ▶]

- 2** Press **[#]**, then **[2] [7]**.

BLACK LIST  
=OFF [±]

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

BLACK LIST  
=ON [±]

- If this feature is not required, select "OFF".

- 4** Press **[SET]**.

NO. =

- 5** Enter the fax phone number you require as unauthorized number.

- You can enter a total of 22 digits.

Example: NO. =5552233

- 6** Press **[SET]** to store.

NO. =

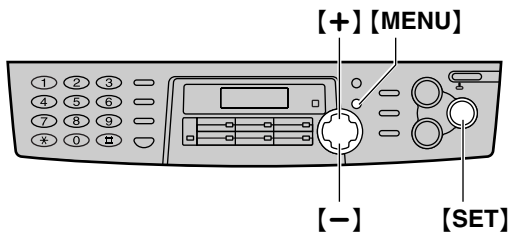
- To store other numbers, repeat from step 5.

- 7** Press **[MENU]**.

# Duplex Ring

## Using with the ring detection feature

When you subscribe to a duplex ring service, your telephone company will assign you a new fax number and will also tell you the assigned ring pattern. Please complete the following setup on your fax machine to identify the assigned ring pattern.



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

```
SYSTEM SET UP
PRESS NAVI. [◀ ▶]
```

**2** Press **[#]** then **[3] [1]**.

```
RING DETECTION
=OFF [±]
```

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

- If this feature is not required, select "OFF".

**4** Press **[SET]**.

```
SETUP ITEM [ ]
```

**5** Press **[MENU]**.

### Note:

- Once you have programmed the assigned ring pattern into the fax machine, turn AUTO ANSWER off so that the fax machine is in TEL mode.
- In TEL mode, the fax machine will recognize incoming faxes on the first ring pattern and answer automatically. For phone calls, the fax machine will ring as a normal call.

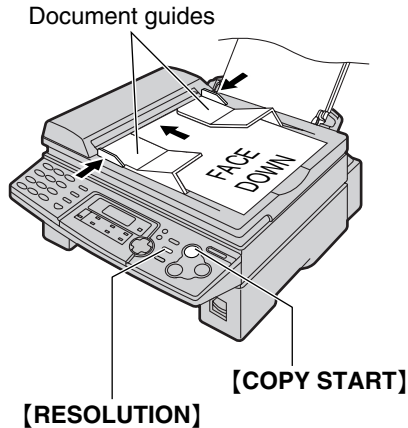
## Making a copy

The unit can make single or multiple copies (up to 99).

### 1 Set the original.

#### Using the auto document feeder

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

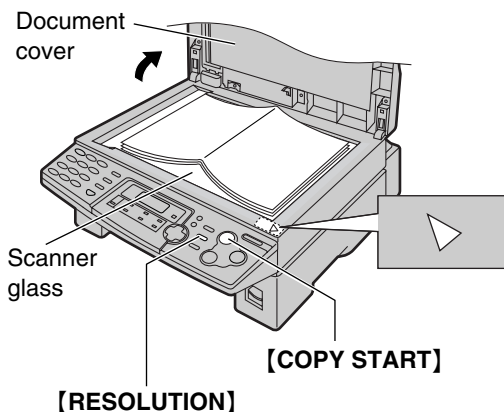


1. Adjust the width of the document guides to the size of the document.
2. Insert the document (up to 15 pages) FACE DOWN into the feeder until the unit grasps the document and a single beep is heard.

STANDARD

#### Using the scanner glass

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



1. Open the document cover.
2. Place the document FACE DOWN on the scanner glass, matching the top edge of the document to the ▽ mark on the unit.
3. Close the document cover.
  - If the original is a thick book, do not close the document cover.

2 If necessary, press **[RESOLUTION]** repeatedly to select the desired setting.

3 Press **[COPY START]**.

100% FINE [01] COPY:PRESS START
------------------------------------

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

4 Press **[COPY START]**.

- The unit will start copying.

#### Note:

- Do not open the document cover when making a copy with the auto document feeder.
- Any transmittable document can be copied (page 35).
- To make a clear copy from transparencies, be sure to use the scanner glass. Place a blank sheet of paper on the top of the transparency, and leave the document cover open during copying.

# Copying

## To select the resolution

Select the desired resolution according to the type of document.

- "FINE": For printed or typewritten originals with small printing.
- "SUPER FINE": For originals with very small printing.
- "PHOTO": For originals containing photographs, shaded drawings, etc.
- If you select "STANDARD", copying will be done using "FINE" mode.
- You can also select the resolution after pressing **[COPY START]** in step 3. Press **[RESOLUTION]** repeatedly to select the desired setting.

## To stop copying

Press **[STOP]**.

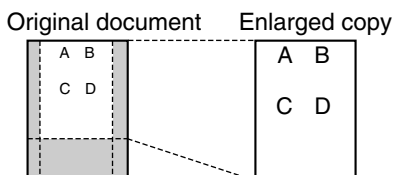
## To enlarge a document

The unit can enlarge copies to as much as 200% of the original by changing the enlargement rate 5% at a time.

After step 3 on page 51, press **[+]** repeatedly to select the desired enlargement rate, then press **[COPY START]**.

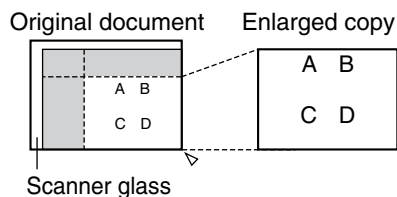
- **When using the auto document feeder**, the unit will only enlarge the centre of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy.

**Example: 150% enlarged copy**



- **When using the scanner glass**, the unit will only enlarge the right bottom corner of the document starting from the  $\nabla$  mark on the unit.

**Example: 150% enlarged copy**

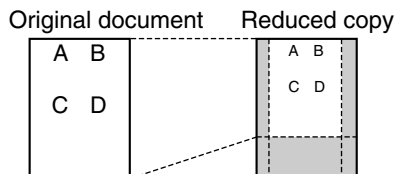


## To reduce a document

The unit can reduce copies to as little as 50% of the original by changing the reduction rate 5% at a time.

After step 3 on page 51, press **[-]** repeatedly to select the desired reduction rate, then press **[COPY START]**.

**Example: 70% reduced copy**

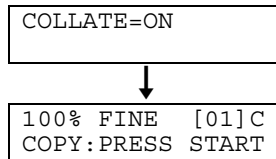


## To collate multiple copies

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

### Using the auto document feeder

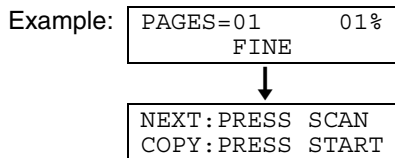
1. After step 3 on page 51, press **[COLLATE]** until the following is displayed.



2. Press **[COPY START]**.

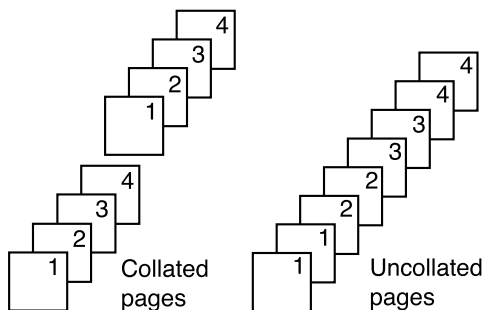
### Using the scanner glass

1. After step 3 on page 51, press **[COLLATE]**.
2. Press **[COPY START]**.



3. Place the next page.
4. Press **[SCAN]**.
  - To copy more pages, repeat steps 3 and 4.
5. Press **[COPY START]**.

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



### Note:

- The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages.
- After copying, the collating feature will turn off automatically.

# Setup (PC)

## Connecting to a computer

Panasonic Multi-Function Station software enables your fax machine to carry out the following functions:

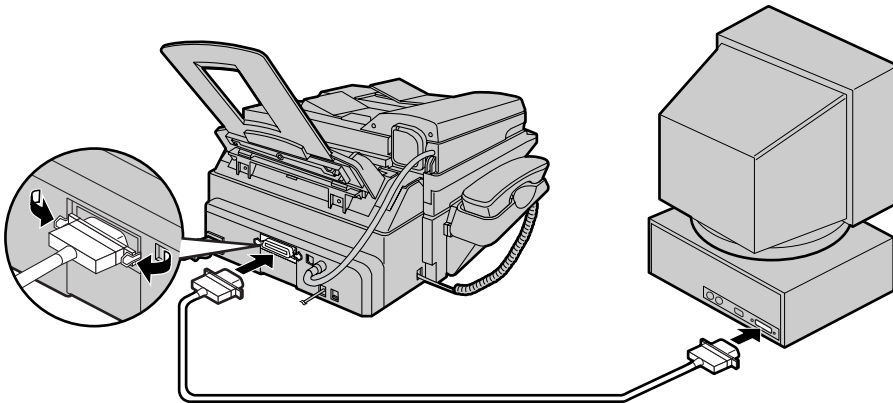
- Printing on plain paper, transparencies, labels and envelopes
- Scanning documents and converting an image into text with Readiris OCR software
- Scanning from other Microsoft® Windows® applications that support TWAIN scanning
- Storing, editing or erasing entries in directories from your PC
- Programming the basic and advanced features from your PC

To run Multi-Function Station software, you need the following:

- Compatible OS: Windows 95/98/Me/2000
- CPU:
  - Windows 95/98: Pentium® 90 MHz or higher processor
  - Windows Me: Pentium 150 MHz or higher processor
  - Windows 2000: Pentium 166 MHz or higher processor
- Memory minimum:
  - Windows 95/98: 24 MB (32 MB or more is recommended.)
  - Windows Me: 32 MB (64 MB or more is recommended.)
  - Windows 2000: 64 MB
- Hard disk: More than 40 MB available space
- Other: Parallel (IEEE1284) port or USB port, and CD-ROM drive

**When using an IEEE1284 compliant parallel cable:**

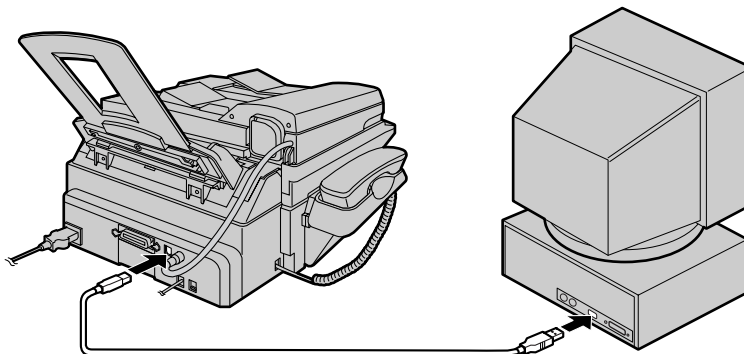
**Parallel cable (amphenol 36 pin, less than 3 metres long) must be purchased separately.**



**When using a USB cable (Windows 95 does not offer USB support):**

**USB cable (less than 3 metres long) must be purchased separately.**

**After connecting the USB cable, you must set the cable type to "USB" (feature #15 on page 64).**



**Note:**

- If you want to replace the parallel cable with a USB cable and vice versa, see page 74.

## Installing Multi-Function Station software

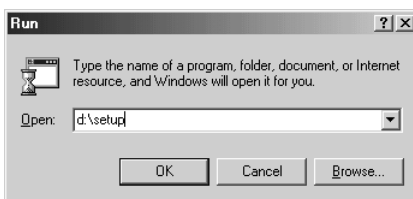
- The screens shown in these instructions are from Windows Me.
- The screens may differ slightly from those of the actual product.
- The screens are subject to change for improvement without notice.

- 1 Start Windows 95/98/Me/2000 and close all other applications.  
**The following dialogue box will appear. Click [Cancel] to close it.**



- You must be logged in as an administrator in Windows 2000.

- 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 Follow the instructions on the screen until all files have been installed.
  - Readiris OCR software can also be installed. For details about OCR software, see page 60.
  - If the fax machine is not connected to your computer, the **[Port Selection]** dialogue box will appear. Select the port number that you want to use. If the fax machine is connected to your computer, the port number will be automatically detected.

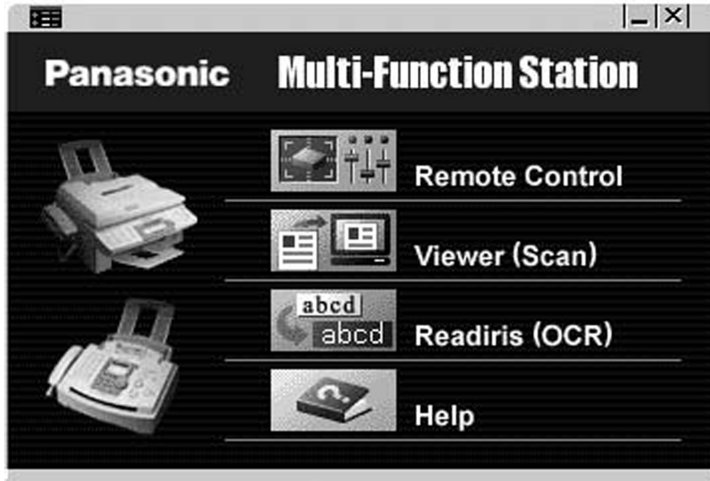
### To uninstall the software

1. Click **[Start]**.
2. Point to **[Settings]**, then click **[Control Panel]**.
3. Double-click **[Add/Remove Programs]**.
4. Select **[Panasonic Multi-Function Station]** from the list.
5. Click **[Add/Remove...]** (Windows 95/98/Me)/**[Change/Remove...]** (Windows 2000), then follow the instructions on the screen.

# Setup (PC)

## Activating Multi-Function Station software

- 1 Click [**Start**] in Windows.
- 2 Point to [**Programs**], point to [**Panasonic Multi-Function Station**] and click [**Launcher**].
  - [**Launcher**] will appear.



### Remote Control (page 61)

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

### Viewer (Scan) (page 60)

- 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.

### Readiris (OCR) (page 60)

- To convert an image into editable text data.

### Help

- For detailed instructions on Multi-Function Station.

### Note:

- Each time Windows is started, the status monitor appears in the task tray on your computer. If there are any problems with the fax machine, it will display an error message on your computer.
- You can confirm if the fax machine is connected to your computer on the status monitor.



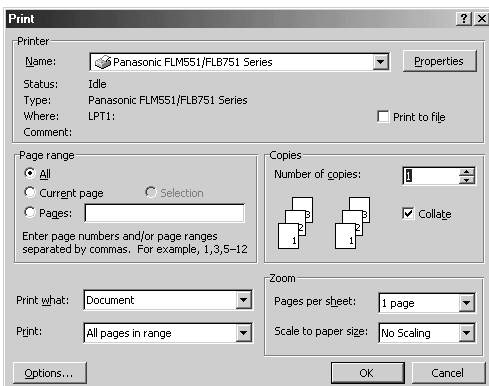
## Using the fax machine as a printer

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

### Printing from Windows applications

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

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



- 3 Select [**Panasonic FLM551/FLB751 Series**] as the active printer from the drop-down list.
  - If you want to change the printer setting, click [**Properties**].
- 4 Set the printing information.
- 5 Click [**OK**].
  - The fax machine will start printing.

#### Note:

- To load paper, see page 16.
- For details about the paper specifications, see page 57, 58, 86.

### Setting the printer properties

You can change the printer setting in the [**Paper**] tab in step 3. We recommend that you test paper (especially special sizes and types of paper) on the fax machine before purchasing large quantities.

- Paper size
  - A4:** 210 mm × 297 mm
  - Letter:** 216 mm × 279 mm
  - Legal:** 216 mm × 356 mm
  - COM10:** 105 mm × 241 mm
  - DL:** 110 mm × 220 mm
- Orientation
  - Portrait:** To print in tall format.
  - Landscape:** To print in wide format.
- Media choice
  - Plain Paper (Standard):** For standard printing. The toner save feature will be off.
  - Plain Paper (Toner Save ON):** To save on toner consumption. The print quality may be lowered.
  - Transparency:** To print on a transparency.

### Transparencies

Use transparencies designed for laser printing.

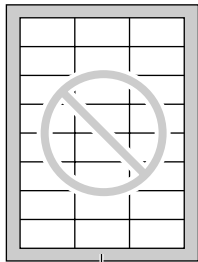
- **Load transparency sheets one page at a time for printing. Print side must face down.**
- **Remove each transparency after printing and place it on a flat surface to cool and to prevent it from curling.**
- Close the paper stacker extender (page 15) while printing to prevent transparencies from curling.
- 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.

# Printing (PC)

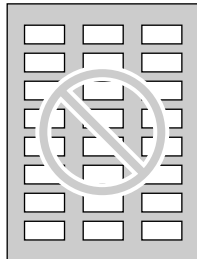
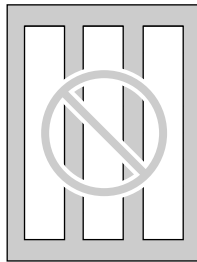
## Labels

Use labels designed for laser printing.

- **Load label sheets one page at a time for printing. Print side must face 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.



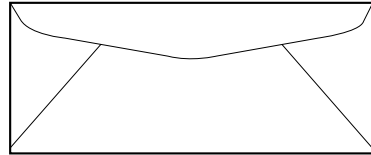
Backing sheet



## Envelopes

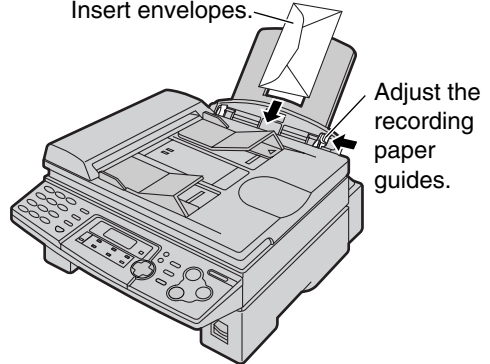
Use envelopes designed for laser printing. We recommend the following:

- High quality envelopes of 90 g/m<sup>2</sup> paper,
- Envelopes that have thin, sharply creased leading edges, and
- Envelopes that have diagonal seams.



- **You can load up to 10 envelopes of 90 g/m<sup>2</sup> paper at a time for printing. Print side must face down.**

Insert envelopes.



Adjust the recording paper guides.

- **Remove each envelope after printing.**

### Note:

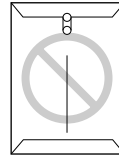
- Wrinkles may occur in some cases, even if high quality envelopes are used.
- Avoid printing in high humidity, above 70% relative humidity (RH). High humidity may cause the envelope to curl, pick up excess toner or seal the envelope.
- Avoid printing below 10 °C with less than 30% RH, or it may cause 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):**

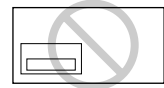
- Irregularly shaped envelopes
- Envelopes with curls, wrinkles, nicks, twists, dog-ears or other damage
- Envelopes with side seam construction
- Highly textured envelopes, or envelopes with extremely shiny surfaces
- Envelopes that seal by removing a peel-off strip
- Envelopes with more than one flap 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

**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



Side seam construction



Peel-off strip



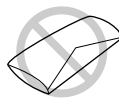
Multiple flaps



Twist



Curl



Bent-edge



Wave



Dog-ear



Self adhesive

## Using the fax machine as a scanner

### Using Multi-Function Viewer

- 1 Set the original.

#### Using the auto document feeder

Insert the document (up to 15 pages) FACE DOWN in the fax machine.

#### Using the scanner glass

Place the document FACE DOWN on the scanner glass of the fax machine.

- 2 Press **[SCAN]**.

- The **[Panasonic FLM551/FLB751 Series]** dialogue box will appear.
- If the dialogue box does not appear, check the connection of the PC and the fax machine.

- 3 If necessary, change the setting of **[Scan Configuration]**, **[Custom Scan Settings]**, **[Contrast]** and **[Paper]**.

- 4 Click **[Scan]**.

- The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning.
- To save the scanned image, select **[Save]** 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 move, copy and delete a file or page.

---

### 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 software.

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

#### Note:

- Readiris OCR included in CD-ROM cannot recognize Chinese characters. About "Asian OCR add-on", please contact to I.R.I.S. web site: <http://www.irislink.com/kme>

### 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, to scan from Imaging for Windows, proceed as follows:

- 1 Set the original.

#### Using the auto document feeder

Insert the document (up to 15 pages) FACE DOWN in the fax machine.

#### Using the scanner glass

Place the document FACE DOWN on the scanner glass of the fax machine.

- 2 Start Imaging for Windows.

- 3 Select **[Select Scanner...]** (Windows 95/98/Me)/**[Select Device...]** (Windows 2000) from the **[File]** menu, then select the **[Panasonic FLM551/FLB751 Series]** in the dialogue box.

- 4 Select **[Scan New...]** (Windows 95/98/Me)/**[Acquire Image...]** (Windows 2000) from the **[File]** menu, or click the **[Scan New]** icon in the tool bar.
  - The **[Panasonic FLM551/FLB751 Series]** dialogue box will appear.
  - If the dialogue box will not appear, check the connection of the PC and the fax machine.

- 5 If necessary, change the setting of **[Scan Configuration]**, **[Custom Scan Settings]**, **[Contrast]** and **[Paper]**.

- 6 Click **[Scan]**.

- The scanned image will be displayed in the **[Imaging for Windows]** window after scanning.
- To cancel scanning while the document is being scanned, click **[Cancel]**.

## Operating the fax machine from your computer

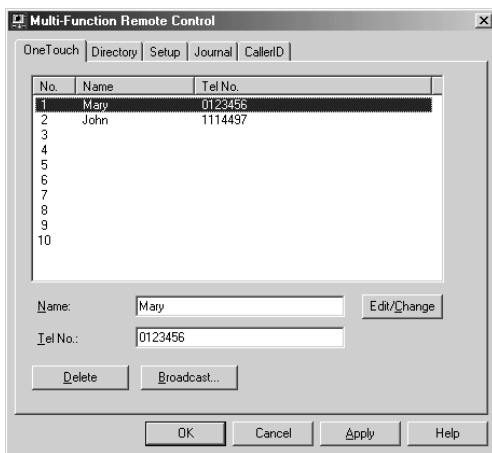
You can easily operate the following functions from your computer.

- Storing, editing or erasing entries in directories (page 23, 24, 25, 26, 38)
- Programming the basic and advanced features (page 63, 65)
- Viewing or erasing items in the journal report (page 33)
- Storing the journal report as PC file
- Viewing or erasing items in the Caller ID list (page 28)
- Storing caller information into directories (page 31)
- Storing the Caller ID list as PC 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:**

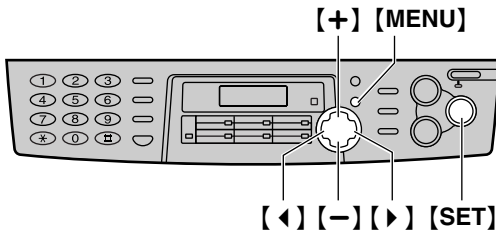
- Some of the basic and advanced features cannot be programmed from your computer.

# Features Summary

## Programming

The unit provides various programming features. Program the desired settings by referring to the programming tables (page 63, 65).

### General programming method



- 1 Press **[MENU]**.

```
SYSTEM SET UP  
PRESS NAVI. [← ▶]
```

- 2 Select the feature you wish to program.

#### For basic features (page 63):

Press **[←]** or **[→]** until the desired feature is displayed.

#### For advanced features (page 65):

Press **[←]** or **[→]** until the following is displayed:

```
ADVANCED MODE  
PRESS SET
```

then press **[SET]** and press **[←]** or **[→]** until the desired feature is displayed.

- The current setting of the feature will be displayed.

- 3 Press **[+]** or **[-]** until the desired setting is displayed.

- This step may be slightly different depending on the feature.

- 4 Press **[SET]**.

- The setting you selected is set, and the next feature will be displayed.

- 5 To exit programming, press **[MENU]**.

### Programming by entering the program code number directly

You can select a feature by directly entering the program code (# and 2-digit number) instead of using **[←]** or **[→]** in step 2.

1. Press **[MENU]**.
2. Press **[#]** and the 2-digit code number.
3. Follow steps 3 to 5 in “General programming method”.
  - See programming tables for code numbers (page 63, 65).

### To cancel programming

Press **[MENU]** to exit the program.

## Basic features

### How to set the basic features

- 1** Press [MENU].
- 2** Press [◀] or [▶] until the desired feature is displayed.
- 3** Press [+] or [-] until the desired setting is displayed.
- 4** Press [SET].
- 5** Press [MENU].

**Note:**

- Step 3 may be slightly different depending on the feature.
- See page 62 for more details.

### Programming table

For the settings column, the bold type indicates the default setting.

Code	Feature & Display	Settings	How the unit operates
#01	<b>Setting the date and time</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     SET DATE &amp; TIME                      PRESS SET                 </div>		See page 18 for details.
#02	<b>Setting your logo</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     YOUR LOGO                      PRESS SET                 </div>		See page 19 for details.
#03	<b>Setting your facsimile telephone number</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     YOUR FAX NO.                      PRESS SET                 </div>		See page 21 for details.
#04	<b>Printing the sending report</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     SENDING REPORT                      =ERROR [±]                 </div> To print and check the sending report for fax transmission results (page 33).	<b>ERROR</b> ON OFF	<b>“ERROR”</b> : The sending report will be printed only when fax transmission fails. <b>“ON”</b> : The sending report will be printed out after every transmission.
#06	<b>Changing the ring setting in FAX ONLY mode</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     FAX RING COUNT                      RINGS=2 [±]                 </div> To change the number of rings before the unit answers a call in FAX ONLY mode.	<b>1, 2, 3, 4, 5, 6,</b> <b>7, 8, 9</b>	If you are using the unit with an answering machine, set to more than 4 (page 46).

# Features Summary

Code	Feature & Display	Settings	How the unit operates
#12	<p><b>Securing the remote operation for the answering machine</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           REMOTE TAM ACT.            =OFF [±]         </div> <p>If you are using the unit with an answering machine, activate this feature, and set the remote activation ID to secure the remote operation for the answering machine.</p>	ON/11 OFF	<p>To select "ON" and enter ID:</p> <ol style="list-style-type: none"> <li>1. Press <b>[MENU]</b>.</li> <li>2. Press <b>[◀]</b> or <b>[▶]</b> and select this feature.</li> <li>3. Press <b>[+]</b> or <b>[-]</b> to select "ON".</li> <li>4. Press <b>[SET]</b>.</li> <li>5. Enter your ID from 1 to 5 digits, using 0–9, *, and #.</li> <li>6. Press <b>[SET]</b>.</li> <li>7. Press <b>[MENU]</b>.</li> </ol>
#13	<p><b>Setting the dialling mode</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           DIALLING MODE            =TONE [±]         </div> <p>If you cannot dial, change the setting depending on your telephone line service.</p>	TONE PULSE	<p>"TONE": For tone dial service.          "PULSE": For rotary pulse dial service.</p>
#15	<p><b>Selecting the cable type to connect to the PC</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           PC INTERFACE            =PARALLEL [±]         </div> <p>If you use Multi-Function Station, change the setting depending on the cable connected to your computer.</p>	PARALLEL USB	<p>"PARALLEL": IEEE1284 compliant parallel cable          "USB": USB cable</p> <ul style="list-style-type: none"> <li>● When the setting is changed, the fax machine adjusts to new setting. Please wait.</li> </ul>
#16	<p><b>Setting the recording paper size</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           PAPER SIZE            =A4 [±]         </div>	A4 LEGAL LETTER	<p>"A4": A4 size paper          "LEGAL": Legal size paper          "LETTER": Letter size paper</p>
#17	<p><b>Setting the ringer pattern</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           RINGER PATTERN            =A [±]         </div>	A, B, C	<p>You can select the ringer pattern. The selected ringer pattern will sound during setting.</p>



## Advanced features

### How to set the advanced features

**1** Press [MENU].

**2** Press [◀] or [▶] until the following is displayed:

ADVANCED MODE PRESS SET
----------------------------

then press [SET] and press [◀] or [▶] until the desired feature is displayed.

**3** Press [+] or [-] until the desired setting is displayed.

**4** Press [SET].

**5** Press [MENU].

**Note:**

- Step 3 may be slightly different depending on the feature.
- See page 62 for more details.

### Programming table

For the settings column, the bold type indicates the default setting.

Code	Feature & Display	Settings	How the unit operates	
#22	<b>Setting the journal report to print automatically</b> <table border="1"> <tr> <td>AUTO JOURNAL =ON [±]</td> </tr> </table>	AUTO JOURNAL =ON [±]	<b>ON</b> OFF	<b>“ON”</b> : The unit will print the journal report automatically after every 30 new fax communications (page 33).
AUTO JOURNAL =ON [±]				
#23	<b>Sending document overseas</b> <table border="1"> <tr> <td>OVERSEAS MODE =OFF [±]</td> </tr> </table> <p>If you have difficulty sending an overseas fax, activate this feature before starting transmission. This feature makes sending documents easier as the transmission speed is slowed down.</p>	OVERSEAS MODE =OFF [±]	<b>OFF</b> ON	After transmission, this feature will turn off automatically. <ul style="list-style-type: none"> <li>• This feature is not available for broadcast transmission.</li> <li>• The calling charge may be higher.</li> </ul>
OVERSEAS MODE =OFF [±]				

# Features Summary

Code	Feature & Display	Settings	How the unit operates
#25	<p><b>Sending a fax at a specific time</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           DELAYED SEND            =OFF [±]         </div> <p>This feature allows you to take advantage of low-cost calling hours offered by your telephone company.</p> <ul style="list-style-type: none"> <li>The setting can be reserved to take place up to 24 hours in advance.</li> </ul>	ON OFF	<p>To send a document:</p> <ol style="list-style-type: none"> <li>Insert the document into the auto document feeder.</li> <li>Follow steps 1 and 2 on page 65.</li> <li>Press <b>[+]</b> or <b>[-]</b> to select "ON".</li> <li>Press <b>[SET]</b>.</li> <li>Enter the fax number.</li> <li>Press <b>[SET]</b>.</li> <li>Enter the transmission start time. Press <b>[*]</b> to select "AM" or "PM".</li> <li>Press <b>[SET]</b>.</li> <li>Press <b>[MENU]</b>.</li> </ol> <ul style="list-style-type: none"> <li>To cancel after programming, press <b>[STOP]</b> then <b>[SET]</b>.</li> </ul>
#26	<p><b>Setting the Caller ID list to print automatically</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           AUTO CALL. LIST            =ON [±]         </div>	ON OFF	<p>"ON": The unit will print the Caller ID list automatically after every 30 new calls (page 28).</p>
#27	<p><b>Setting the black list function</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           BLACK LIST            =OFF [±]         </div>	ON OFF	See page 49 for details.
#31	<p><b>Setting the ring pattern detection</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           RING DETECTION            =OFF [±]         </div>	ON OFF	See page 50 for details.
#37	<p><b>Receiving other size documents</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           AUTO REDUCTION            =ON [±]         </div> <p>To receive a fax document that is longer than your recording paper.</p>	ON OFF	<p>"ON": The unit will fit a received document onto your recording paper.</p> <p>"OFF": The unit will print the original size.</p>
#39	<p><b>Changing the display contrast</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           LCD CONTRAST            =NORMAL [±]         </div>	NORMAL DARKER	<p>"NORMAL": For normal contrast</p> <p>"DARKER": Used when the display contrast is too light.</p>
#41	<p><b>Changing the fax activation code</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">           FAX ACTIVATION            =ON [±]         </div> <p>If you use an extension telephone and wish to use it to receive a fax, activate this feature, and enter the code (page 48).</p> <ul style="list-style-type: none"> <li>This code is also used to receive a voice message and a fax in the same call (page 47).</li> </ul>	ON/* **9 OFF	<ol style="list-style-type: none"> <li>Follow steps 1 and 2 on page 65.</li> <li>Press <b>[+]</b> or <b>[-]</b> to select "ON".</li> <li>Press <b>[SET]</b>.</li> <li>Enter your code from 2 to 4 digits, using 0–9, and <b>*</b>.</li> <li>Press <b>[SET]</b>.</li> <li>Press <b>[MENU]</b>.</li> </ol> <ul style="list-style-type: none"> <li>Do not enter "0000".</li> </ul>

# Features Summary

Code	Feature & Display	Settings	How the unit operates
#44	<b>Setting the memory reception alert</b> <div style="border: 1px solid black; padding: 2px; width: fit-content;">RECEIVE ALERT =ON [±]</div> <p>To alert you with a beeping sound when a document which has been received is stored into memory due to some existing problem.</p>	ON OFF	If you are alerted by a slow beeping sound, clear the printing problem and make sure the unit is supplied with enough paper to print the stored document. The beeps will stop.
#58	<b>Setting the original mode</b> <div style="border: 1px solid black; padding: 2px; width: fit-content;">ORIGINAL =NORMAL [±]</div> <p>To send or copy a document with faint or dark writing, set this feature before starting transmission or copying.</p>	NORMAL LIGHT DARKER	<p>“<b>NORMAL</b>”: Used for normal writing.</p> <p>“<b>LIGHT</b>”: Used for faint writing.</p> <p>“<b>DARKER</b>”: Used for dark writing.</p> <ul style="list-style-type: none"> <li>• This feature will return to the normal mode after transmission or copying.</li> </ul>
#68	<b>Setting the Error Correction Mode (ECM)</b> <div style="border: 1px solid black; padding: 2px; width: fit-content;">ECM SELECTION =ON [±]</div> <p>To send a fax even if there is static interference on the telephone line.</p>	ON OFF	This feature is available when the transmitting/receiving stations are ECM compatible.
#76	<b>Setting the connecting tone</b> <div style="border: 1px solid black; padding: 2px; width: fit-content;">CONNECTING TONE =ON [±]</div> <p>If you often have trouble when sending a fax, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone.</p>	ON OFF	<p>You can confirm the status of the other party's machine.</p> <ul style="list-style-type: none"> <li>• If the ring back tone continues, the other party's machine may not be a facsimile or may have run out of paper. Check with the other party.</li> <li>• The connecting tone volume cannot be adjusted.</li> </ul>
#79	<b>Saving on toner consumption</b> <div style="border: 1px solid black; padding: 2px; width: fit-content;">TONER SAVE =OFF [±]</div>	ON OFF	<p>“<b>ON</b>”: The toner cartridge will last longer.</p> <ul style="list-style-type: none"> <li>• This feature may lower the print quality.</li> </ul>
#80	<b>Resetting advanced features to their default settings</b> <div style="border: 1px solid black; padding: 2px; width: fit-content;">SET DEFAULT RESET=NO [±]</div>	YES NO	<ol style="list-style-type: none"> <li>1. Follow steps 1 and 2 on page 65.</li> <li>2. Press <b>[+]</b> or <b>[-]</b> to select “YES”.</li> <li>3. Press <b>[SET]</b>.</li> <li>4. Press <b>[SET]</b> again.</li> <li>5. Press <b>[MENU]</b>.</li> </ol>

# Error Messages

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## Reports

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

- The number you dialled is correct.
- The other party's machine is a facsimile.

If the problem remains, correct it by following the communication message printed on the sending and journal reports (page 33).

### **COMMUNICATION ERROR (CODE: 40-42, 46-72, FF)**

- A transmission or reception error occurred.  
Try again or check with the other party.

### **OK**

- Fax communication was successful.

### **COMMUNICATION ERROR (CODE: 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 of feature #23 (page 65).

### **DOCUMENT JAMMED**

- The document is jammed. Remove the jammed document (page 80).

### **ERROR-NOT YOUR UNIT (CODE: 54, 59, 70)**

- A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.

### **MEMORY FULL**

- The document was not received as a result of the memory being full.

### **NO DOCUMENT**

- The document was not fed into the unit properly. Reinsert the document 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 document was not fed properly. Reinsert the document and try again.
- The other party's fax machine rings too many times. Send the fax manually (page 32).
- The other party's machine is not a facsimile. 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 printer cover was opened. Close it and try again.

## Display

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

CALL SERVICE

- There is something wrong with the unit. Contact our service personnel.

CARRIAGE ERROR



RELEASE SHIPPING LOCK

- The shipping lock is locked. Unlock the shipping lock (page 12). If the display messages still remain after unlocking, there is something wrong with the carriage sensor. Contact our service personnel.

CHANGE DRUM

- There is something wrong with the drum unit. Replace the drum unit and the toner cartridge (page 75).

CHECK ADF CABLE

- The ADF cable is not connected correctly. Check the connection (page 11).

CHECK DOCUMENT

- The document was not fed into the unit properly. Reinsert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 83) and try again.

CHECK DRUM

- The drum unit is not inserted properly. Reinsert it correctly (page 13).

CHECK MEMORY

- The memory (telephone numbers, parameters, etc.) has been erased. Re-program.

CLOSE ADF COVER

- The ADF cover is open. Close it.

COVER OPEN

- The printer cover is open. Close it.

DATA IN MEMORY

- You tried to change the cable type setting (feature #15 on page 64), while the fax machine has a document in memory. Finish sending faxes, print out the document in memory (page 44) or cancel the delayed transmission (feature #25 on page 66) and try again.

DIRECTORY FULL

- There is no space to store new entries in navigator directory. Erase unnecessary entries (page 26).

FAILED PICK UP

- Recording paper was not fed into the unit properly. Reinsert the recording paper (page 79).

FAX IN MEMORY

- The unit has a document in memory. See the other displayed message instructions to print out the document.

FAX 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 78).
- When performing memory transmission, the document being stored exceeds the memory capacity of the unit. Transmit the entire document manually.

# Error Messages

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## LINE IN USE

- You cannot change the cable type setting (feature #15 on page 64) while the line is in use. Hang up and try again.

## MEMORY FULL

- When making a copy, the document being stored exceeds the memory capacity of the unit. Press [**STOP**] to clear the message. Divide the document into sections.

## MODEM ERROR

- There is something wrong with the modem circuit. Contact our service personnel.

## NO FAX REPLY

- The other party's fax machine is busy or has run out of recording paper. Try again.

## OUT OF PAPER

- 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. Reinstall paper (page 16).

## PAPER JAMMED

- A recording paper jam occurred. Clear the jammed paper (page 78).

## PC FAIL OR BUSY

- The cable or the PC power cord is not connected correctly. Check the connections (page 54).
- The software is not running on the PC. Restart the software and try again.

## PLEASE WAIT

- The unit is warming up. Wait for a while.

## 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 80).
- Attempted to transmit a document longer than 600 mm. Press [**STOP**] to remove the document. Divide the document into two or more sheets and try again.

## TONER EMPTY

- The toner cartridge is empty. Replace the toner cartridge (page 75).

## TONER LOW

- The remaining toner is low. Replace the toner cartridge as soon as possible (page 75). We recommend you replace the drum unit every third time you replace the toner cartridge. To check the drum life and quality, please print the printer test list (page 84).

## TRANSMIT ERROR

- A transmission error occurred. Try again.

## WRONG PAPER

- The fax message was printed on paper which is shorter than A4 size paper. Use the appropriate size paper (page 16).

## When a function does not work, check here

### General

#### I cannot make and receive calls.

- The power cord or telephone line cord is not connected. Check the connections (page 17).
- If you used a splitter to connect the unit, remove the splitter and connect the unit to the wall jack directly. If the unit operates properly, check the splitter.

#### I cannot make calls.

- The dialling mode setting is wrong. Change the setting of feature #13 (page 64).

#### The unit does not work.

- Disconnect the unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company.

#### The unit does not ring.

- The ringer volume is set to off. Adjust it (page 22).

#### 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 (page 44).
- If you use a distinctive ring service, change to TEL mode (page 44).
- If you use a distinctive ring service, make sure you have set the same ring pattern assigned by the telephone company (page 50).

#### 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.

#### The receive mode does not function properly.

- A duplex ring pattern of feature #31 is set (page 50).

#### During programming, I cannot enter the code or ID number.

- All or part of the numbers are the same. Change the number of features #12 (page 64) and #41 (page 66).

#### The unit beeps.

- Recording paper has run out. Press [STOP] to stop the beeps and install paper.

### Fax – sending

#### I cannot send documents.

- The telephone line cord is connected to the “EXT” jack on the unit. Connect to the “LINE” jack (page 17).
- 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 facsimile. Check with the other party.
- The other party’s fax machine rings too many times. Send the fax manually (page 32).

#### 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.
- The extension 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 dirty patterns or black lines appear on their received document.

- The white plate or scanner glass is dirty. Clean them (page 81).

#### I cannot send a fax overseas.

- Use the overseas transmission mode of feature #23 (page 65).
- Add two pauses at the end of the telephone number or dial manually.

### Fax – receiving

#### I cannot receive documents.

- The telephone line cord is connected to the “EXT” jack on the unit. Connect to the “LINE” jack (page 17).
- When you have a single telephone line and subscribe to a telephone company’s voice mail service, you must also subscribe to the duplex ring service (page 50).

# Operations

## I cannot receive documents automatically.

- The receiving mode is set to TEL mode. Set to FAX ONLY mode (page 45).
- The time taken to answer the call is too long. Decrease the number of rings of feature #06 (page 63).

The display shows the following, but faxes are not received.



- The incoming call is not a fax. Change the receiving mode to TEL mode (page 44).

## A blank sheet is ejected.

- The other party placed the document in their fax machine the wrong way. Check with the other party.

## A white line or a dirty pattern appears on your recording paper.

- The white plate, scanner glass or lower glass are dirty. Clean them (page 81).

## The printing quality is poor.

- The other party sent a faint document. Ask them to send a clearer copy of the document.
- 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 75).
- We recommend you replace the drum unit every third time you replace the toner cartridge (page 75). To check the drum life and quality, please print the printer test list (page 84).
- The toner save mode of feature #79 is on (page 67).

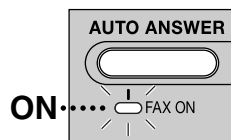
## The other party complains that they cannot send a document.

- 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 78).

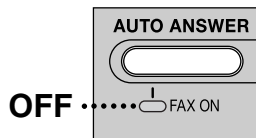
## Receiving mode

### I cannot select the desired receiving mode.

- If you want to set FAX ONLY mode:  
Press **[AUTO ANSWER]** to turn on the FAX ON light.



- If you want to set TEL mode:  
Press **[AUTO ANSWER]** to turn off the FAX ON light.



### The other party complains that they cannot send a document.

- The unit is not set to FAX ONLY mode. Press **[AUTO ANSWER]** to turn on the FAX ON light.

## Copying

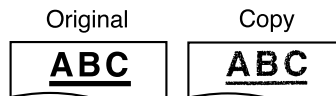
### The unit does not make a copy.

- You cannot make a copy during programming. Make the copy after programming or stop programming.

### A black line, a white line or a dirty pattern appears on the copied document.

- The white plate, scanner glass or lower glass are dirty. Clean them (page 81).

### The printing quality is poor.



- 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 75).



- We recommend you replace the drum unit every third time you replace the toner cartridge (page 75). To check the drum life and quality, please print the printer test list (page 84).
- The toner save mode of feature #79 is on (page 67).
- When you make a copy from transparencies, be sure to use the scanner glass. Place a blank sheet of paper on the top of the transparency, and leave the document cover open during copying (page 51).

## Using an answering machine

### 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 46).
- Set the number of rings on the answering machine to 1 or 2.

### I cannot retrieve recorded voice messages on the answering machine from a remote location.

- You did not program your remote access code into your fax machine correctly. Program the same code that is programmed on the answering machine on the fax machine with feature #12 (page 64).

### 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 “#”. Also change the code of the fax machine with feature #12 (page 64).

### Callers complain that they cannot send a document.

- Your answering machine has run out of recording tape. Rewind the tape to record messages.
- You set the answering machine to only give a greeting message.

## Multi-Function Station

### I cannot open a TIFF file.

- You must change the compression format of the file.

#### Example: To convert an image using Imaging for Windows.

1. Click [Start], point to [Programs] – [Accessories], then click [Imaging].
2. Open the TIFF file that you cannot open in [Multi-Function Viewer].
3. Select [Properties] from the [Page] menu. The [Page Properties] dialogue box will appear.
4. Click the [Compression] tab, then select [CCITT Group 3 (1d) Modified Huffman] from the drop-down list.
5. Click [OK]. The compression format of the file is now changed.

### [Launcher] disappears.

- Look in the tool bar. If you do not find the [Launcher] icon, it is closed. If you do find the icon, it is just minimized. Click the icon in the tool bar.

### I cannot recognize the last part of an entry in the list of the [One Touch], [Directory], [Journal] or [Caller ID].

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

### When I exit Multi-Function Station, the [Multi-Function Viewer] window does not close.

- The [Multi-Function Viewer] window can be operated separately. Click the [X] button to close the window.

### I cannot scan.

- When scanning at a high resolution, a large amount of available memory is required. If your PC warns of insufficient memory, close all 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 PC, and try again.
- Check the connection of the PC and the fax machine (page 54).
- You attempted to scan a document longer than the paper size which you set in the [Panasonic FLM551/FLB751 Series] dialogue box. Change the setting or divide the document into the appropriate paper size, and try again.

# Operations

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**The document does not feed into the fax machine.**

- Remove the document and reinsert it.

**Even after clicking [Cancel], scanning continues.**

- Please wait. It may take a while for the cancel request to be accepted.

**Multi-Function Station does not work properly.**

- Click the [X] button to exit Multi-Function Station, and restart. If Multi-Function Station still does not close, restart the PC.
- If you connect the USB cable to USB hub, connect it to the USB port of your computer directly.
- Confirm the BIOS setting of your computer. For parallel connection, select ECP, Bi-directional or an equivalent parallel port mode. For USB connection, select USB port mode. Please refer to your PC operating instructions or consult the manufacturer.
- If you have any other multifunction softwares installed on your computer, uninstall them.

**I want to replace the parallel cable with a USB cable and vice versa.**

- You must change the printer properties.
  1. Replace the cables.
  2. Set the connection type (parallel or USB) by using the fax machine according to the cable type you use (feature #15 on page 64).
  3. Click [Start], point to [Settings], then click [Printers].
  4. Right-click [Panasonic FLM551/FLB751 Series] and click [Properties]. The [Panasonic FLM551/FLB751 Series Properties] dialogue box will appear.
  5. Click the [Details] (Windows 98/Me)/[Ports] (Windows 2000) tab, select the connection type, then click [OK]. If Multi-Function Station does not work correctly, uninstall the software, then re-install it.

## 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.
- If any fax documents are stored in the memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in the memory have been erased.

## Replacing the toner cartridge and the drum unit

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

TONER LOW

or

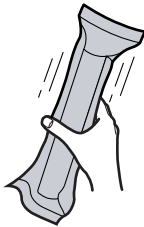
TONER EMPTY

We recommend you replace the drum unit every third time you replace the toner cartridge. To check the drum life and quality, please print the printer test list (page 84). To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge (Model No. KX-FA76A) and drum unit (Model No. KX-FA78A)**. See page 5 for accessory information.

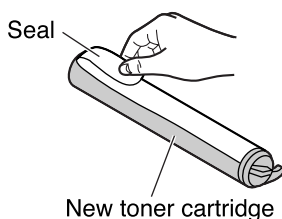
### Caution:

- 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 to prevent loss of fax documents in memory.
- Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.
- Do not pour any toner into the toner cartridge.

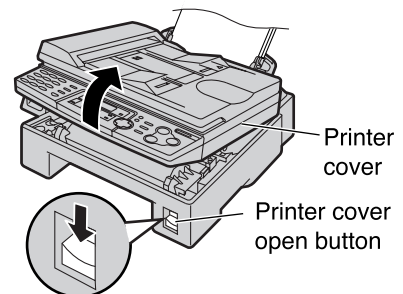
- 1** Before opening the protection bag of the new toner cartridge, shake it vertically more than 5 times.



- 2** Remove the new toner cartridge from the protection bag. Peel off the seal from the toner cartridge.

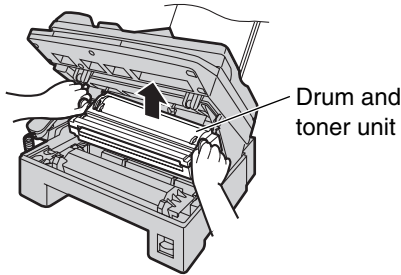


- 3** Press down the printer cover open button then open the printer cover.



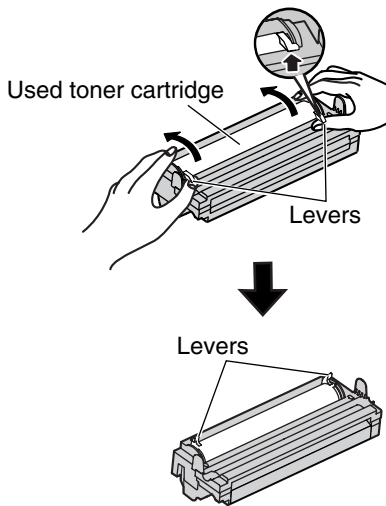
# Replacement

- 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 by holding the two tabs.

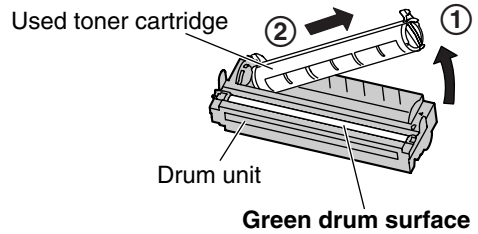


- If you replace the toner cartridge and the drum unit at the same time, skip to step 7.

- 5** Turn the two levers on the used toner cartridge firmly.

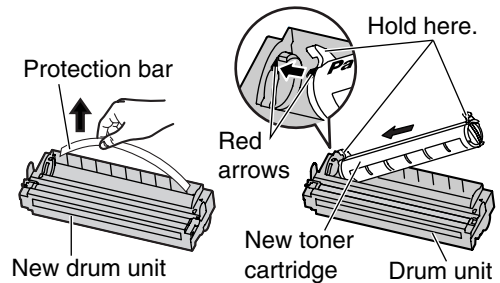


- 6** Pull up the right edge of the used toner cartridge (①). Remove the cartridge from the drum unit (②).

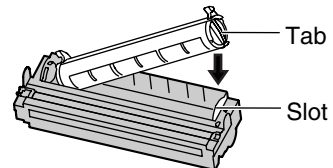


- The toner may stick to the cartridge and the drum unit. Be careful when handling. See page 4 for details.
- Do not drop the toner on the green drum surface.
- Put the used toner cartridge into the protection bag.

- 7** If you replace the drum unit at the same time, remove the new drum unit from the protection bag. Remove the protection bar from the drum unit. With "Panasonic" face up on the toner cartridge, match the red arrows on the cartridge and the drum unit.

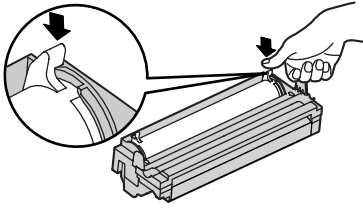


- 8** Slide the tab on the toner cartridge into the slot of the drum unit.

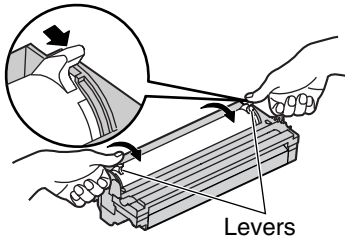


# Replacement

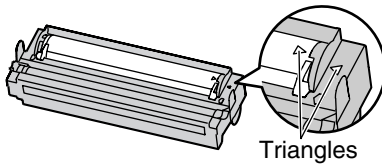
- 9** Firmly press down on the right side of the toner cartridge to snap into position.



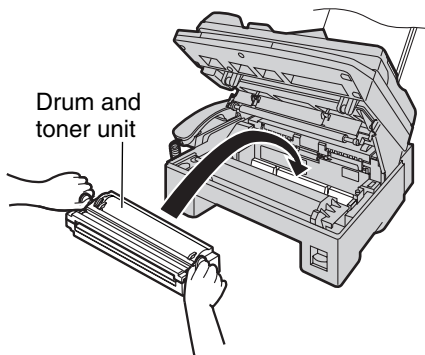
- 10** Turn the two levers on the toner cartridge with firm pressure.



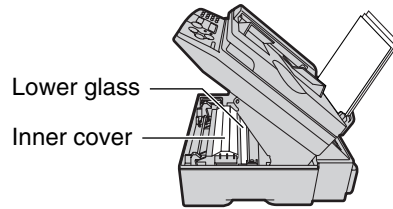
- 11** The toner cartridge is installed when the triangles match.



- 12** Install the drum and toner unit by holding the tabs.

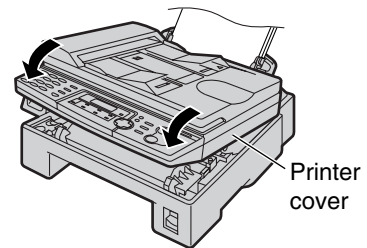


- If the lower glass is dirty, clean it with a soft and dry cloth.



**Caution:**  
Do not touch the bottom of the inner cover when cleaning the lower glass. It is very hot.

- 13** Close the printer cover by pushing down on both sides until locked.



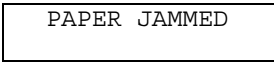
## Waste disposal method

Waste material may be dumped or incinerated under conditions which meet all country and local environmental regulations.

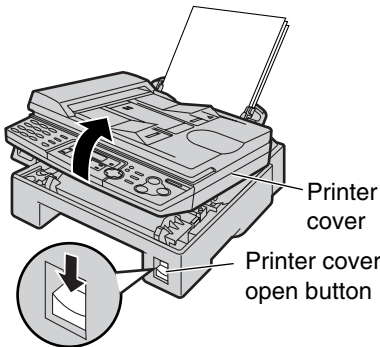
## Recording paper jam

### When the recording paper has jammed in the unit

The display will show the following.



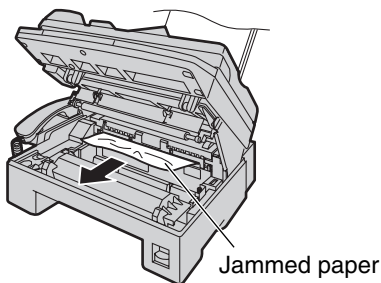
- 1 Press down the printer cover open button then open the printer cover.



- 2 Remove the jammed paper.

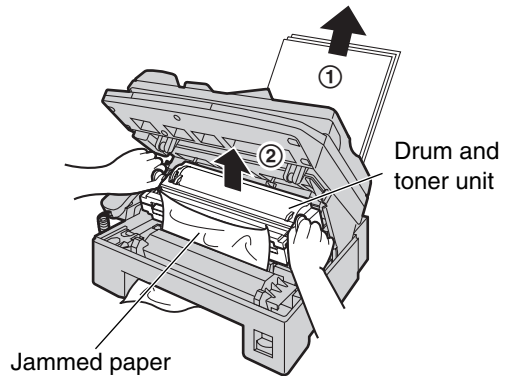
#### When the recording paper has jammed near the drum and toner unit:

Remove the jammed paper carefully by pulling it toward you.

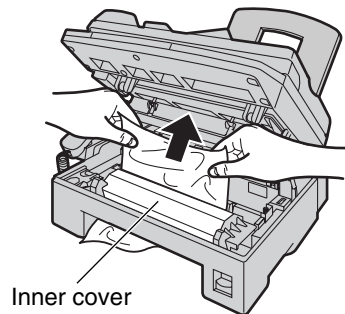


### When the recording paper has jammed near the recording paper exit:

1. Remove the recording paper (①), then remove the drum and toner unit to allow the jammed paper to pull free from the rear cabinet (②).

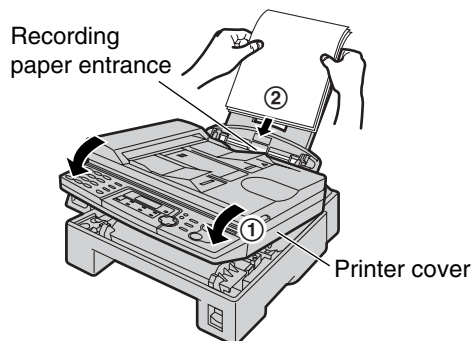


2. Remove the jammed paper from the fuser unit by pulling it upwards carefully.



**Caution:**  
Do not touch the bottom of the inner cover. It is very hot.

- 3** Close the printer cover by pushing down on both sides until locked (①). Straighten and reinsert the recording paper into the recording paper entrance (②).

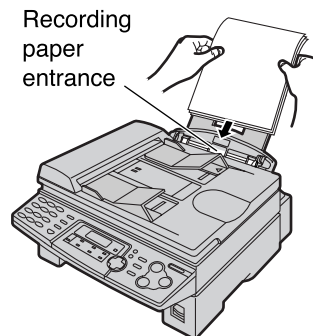


## When the recording paper is not fed into the unit properly

The display will show the following.

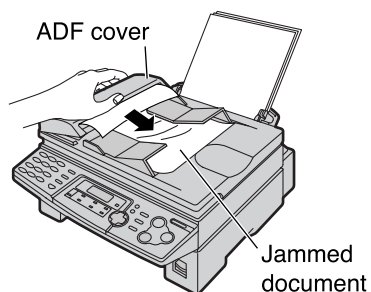
FAILED PICK UP

Remove the recording paper. Straighten and reinsert it into the recording paper entrance.

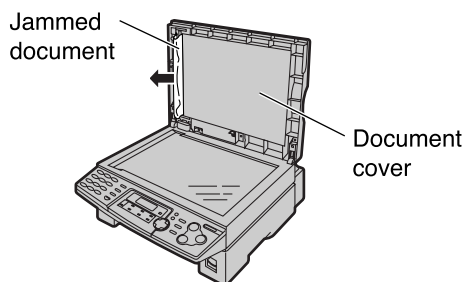


## Document jams – sending

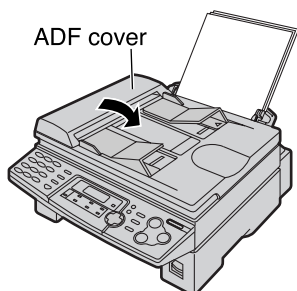
- 1** Lift, and hold open the ADF cover. Remove the jammed document carefully.



- Do not pull out the jammed document forcibly before lifting the ADF cover.
- If you cannot remove the jammed document, open the document cover, remove the document, then close the document cover.



- 2** Close the ADF cover.



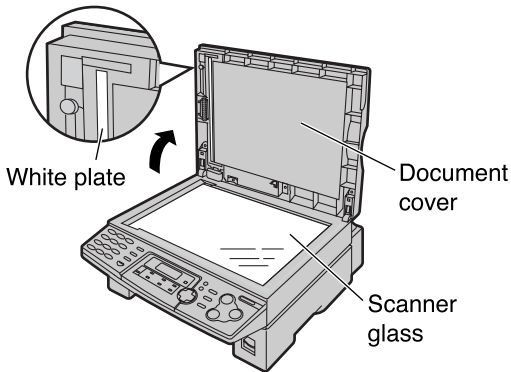


## White plate and glasses

If a black line, a white line or a dirty pattern appears on your recording paper, on your original, or on the fax document received by the other party, clean the white plate, scanner glass and lower glass.

### White plate and scanner glass

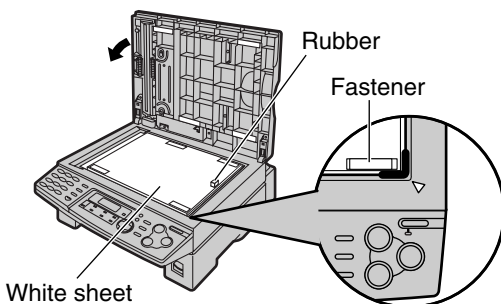
- 1 Open the document cover. Clean the white plate and scanner glass with a soft and dry cloth.



- 2 Close the document cover.

### Attaching the white sheet to the document cover

If the white sheet is detached from the document cover when cleaning, place the white sheet on the scanner glass with fastener facing up, matching the top edge of the white sheet to the ▽ mark on the unit, and close the document cover.



### Lower glass

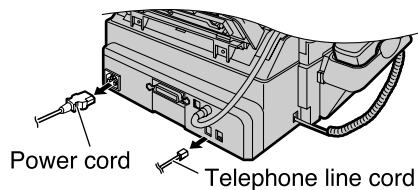
#### Caution:

- Be careful when handling the drum and toner unit. See the caution for the drum unit on page 75 for details.
- Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.

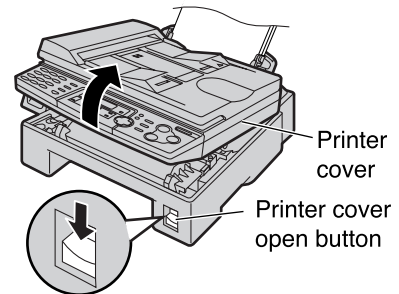


The area near the lower glass is hot. We recommend to clean the lower glass after the unit cools.

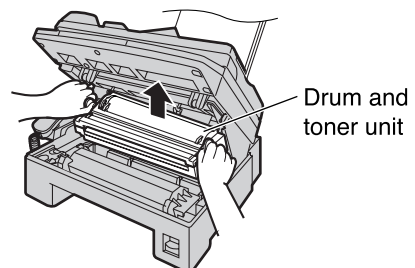
- 1 Disconnect the power cord and the telephone line cord.



- 2 Press down the printer cover open button then open the printer cover.

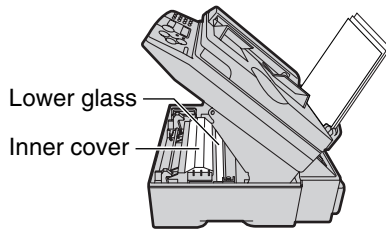


- 3 Remove the drum and toner unit by holding the two tabs.



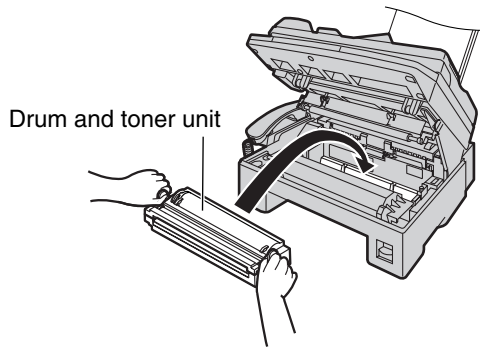
# Cleaning

- 4** Clean the lower glass with a soft and dry cloth.

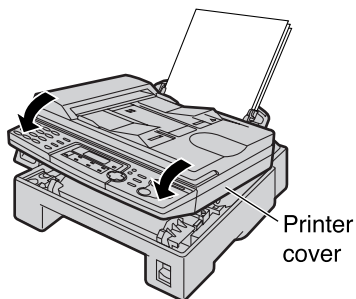


**Caution:**  
Do not touch the bottom of the inner cover when cleaning the lower glass. It is very hot.

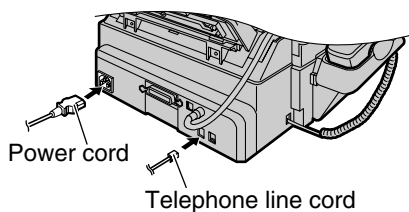
- 5** Reinstall the drum and toner unit by holding the tabs.



- 6** Close the printer cover by pushing down on both sides until locked.



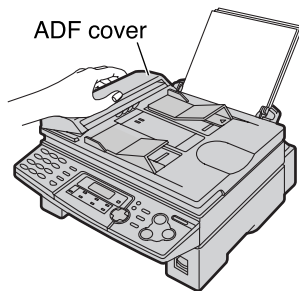
- 7** Reconnect the power cord and the telephone line cord.



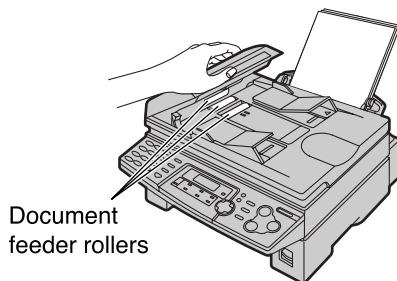
## Document feeder rollers

If misfeeding of your original occurs frequently, clean the document feeder rollers.

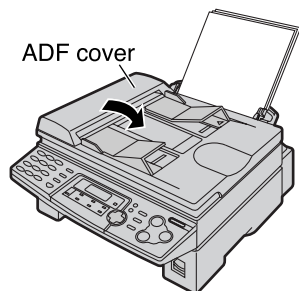
- 1** Lift, and hold open the ADF cover.



- 2** Clean the document feeder rollers with a soft and dry cloth.



- 3** Close the ADF cover.



# Printed Reports

## 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 basic and advanced programming features (page 63, 65).

### Telephone number list:

provides you with names and telephone numbers which are stored in one-touch dial and navigator directory.

### Journal report:

keeps records of fax transmission and reception. This report will be printed automatically after every 30 fax communications (feature #22 on page 65).

### Broadcast programming list:

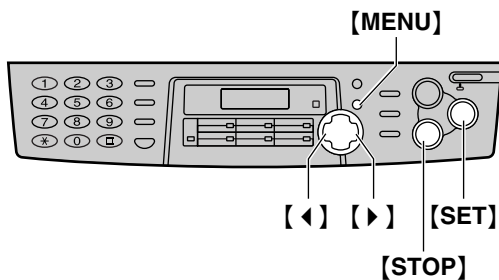
provides you with entries which are stored in the broadcast feature (page 38).

### Printer test list:

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 lower glass (page 81). If printing quality is still poor, replace the toner cartridge and drum unit.

### Caller ID list:

keeps records of the last 30 callers after subscribing to a Caller ID service. This report will be printed automatically after every 30 callers (feature #26 on page 66).



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

PRINTING

- To stop printing, press **[STOP]**.
- After printing, the printed item will be displayed.

**4** Press **[MENU]**.

**1** Press **[MENU]** repeatedly until the following is displayed.

PRINT REPORT  
PRESS NAVI. [◀ ▶]

**2** Press **[◀]** or **[▶]** until the desired item is displayed.

SETUP LIST  
PRESS SET

TEL NO. LIST  
PRESS SET

JOURNAL REPORT  
PRESS SET

BROADCAST LIST  
PRESS SET

PRINTER TEST  
PRESS SET

CALLER ID LIST  
PRESS SET

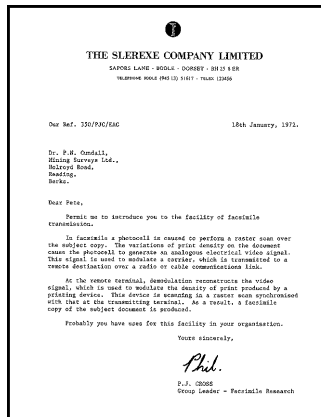
## Technical data about this product

<b>Applicable lines:</b>	Public Switched Telephone Network
<b>Document size:</b>	Max. 216 mm in width, Max. 600 mm in length
<b>Effective scanning width:</b>	208 mm
<b>Effective printing width:</b>	A4: 202 mm Letter/Legal: 208 mm
<b>Transmission time*<sup>1</sup>:</b>	Approx. 4 s/page (ECM-MMR Memory transmission)* <sup>2</sup>
<b>Scanning density:</b>	Horizontal: 11.8 pels/mm Vertical: 3.9 lines/mm –standard resolution, 11.8 lines/mm –in fine/super fine/photo resolution
<b>Halftone level:</b>	64-level
<b>Scanner type:</b>	Contact Image Sensor (CIS)
<b>Printer type:</b>	Laser Beam Printer
<b>Data compression system:</b>	Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
<b>Modem speed:</b>	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
<b>Operating environment:</b>	10 °C–32.5 °C, 20%–80% RH (Relative Humidity)
<b>Dimensions (H × W × D):</b>	217 mm × 443 mm × 461 mm
<b>Mass (Weight):</b>	Approx. 9.2 kg
<b>Power consumption:</b>	Standby: Approx. 7 W Transmission: Approx. 17 W Reception: Approx. 230 W Copy: Approx. 230 W Maximum: Approx. 560 W (When the fuser unit turns on)
<b>Power supply:</b>	220–240 V AC, 50/60 Hz
<b>Memory capacity:</b>	Approx. 150 pages of memory transmission/reception (Based on the ITU-T No. 1 Test Chart in standard resolution.)
<b>Laser diode properties:</b>	Laser output: Max. 5 mW Wave length: 760 nm – 800 nm Emission duration: Continuous
<b>Print speed:</b>	Approx. 10 ppm (pages per minute)
<b>Printing resolution:</b>	600 × 600 dpi

# Specifications

- \*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 and original mode. 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



## Paper specifications:

Plain paper/Transparency:	A4: 210 mm × 297 mm
	Letter: 216 mm × 279 mm
	Legal: 216 mm × 356 mm
Envelope:	COM10: 105 mm × 241 mm
	DL: 110 mm × 220 mm

## Note:

- 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 irregularities, 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 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 Model No. KX-FA76A toner cartridge. Toner life varies in actual usage.

### 5% image area

Specifications	
Main unit specifications	
1. Applicable Lines:	Public switched telephone network
2. Compatibility:	ITU-TS G3
3. Effective Scanning Width:	Max. 220mm
4. Recording Paper Size:	Letter: 216 279mm Legal: 216 356mm
5. Effective Printing Width:	256mm
6. Transmission Times:	Approx. 30sec/page (3 Normal mode, M1) Approx. 17sec/page (3 Original mode, M1)
7. Fax Redial Times:	Up to 15times
8. Telephone Redial Times:	Up to 15times
9. Scanning Density:	Horizontal: 8dots/cm Vertical: 3.85lines/mm-Standard mode 7.7lines/mm-Fine or Hi-Fine mode
10. Scanner Type:	Contact Image sensor

### 10% image area

Specifications	
Main unit specifications	
1. Applicable Lines:	Public switched telephone network
2. Compatibility:	ITU-TS G3
3. Effective Scanning Width:	Max. 220mm
4. Recording Paper Size:	Letter: 216 279mm Legal: 216 356mm
5. Effective Printing Width:	256mm
6. Transmission Times:	Approx. 30sec/page (3 Normal mode, M1) Approx. 17sec/page (3 Original mode, M1) Approx. 15sec/page (3 Original mode, M1)
7. Fax Redial Times:	Up to 15times
8. Telephone Redial Times:	Up to 15times
9. Scanning Density:	Horizontal: 8dots/cm Vertical: 3.85lines/mm-Standard mode 7.7lines/mm-Fine or Hi-Fine mode
10. Scanner Type:	Contact Image sensor
11. Printer Type:	Electrostatic LED array printer
12. Data Compression System:	Modified Huffman (MH), Modified READ (MR)
13. Modem Speed:	9600/7200/4800/2400bps
14. Operating Environment:	Automatic fallback
15. Dimensions (W D):	10-32 S C 29-80mm
16. Mass (Weight):	370 x 48 48mm
17. Power Consumption:	Standby: 12-80W Transmission: 12-400W Reception: 12-80W COPY: 24-500W Max: 600W
*Transmission Times: Transmission times apply to test data using ITU-TS No. 1 test chart, between the same modes at maximum speed and may vary in actual usage.	

### 15% image area

Specifications	
Main unit specifications	
1. Applicable Lines:	Public switched telephone network
2. Compatibility:	ITU-TS G3
3. Effective Scanning Width:	Max. 220mm
4. Recording Paper Size:	Letter: 216 279mm
5. Effective Printing Width:	256mm
6. Transmission Times:	Approx. 30sec/page (3 Normal mode, M1) Approx. 17sec/page (3 Original mode, M1) Approx. 15sec/page (3 Original mode, M1)
7. Fax Redial Times:	Up to 15times
8. Telephone Redial Times:	Up to 15times
9. Scanning Density:	Horizontal: 8dots/cm Vertical: 3.85lines/mm-Standard mode 7.7lines/mm-Fine or Hi-Fine mode
10. Scanner Type:	Contact Image sensor
11. Printer Type:	Electrostatic LED array printer
12. Data Compression System:	Modified Huffman (MH), Modified READ (MR)
13. Modem Speed:	9600/7200/4800/2400bps
14. Operating Environment:	Automatic fallback
15. Dimensions (W D):	10-32 S C 29-80mm
16. Mass (Weight):	Approx. 12kg
17. Power Consumption:	Standby: 12-80W Transmission: 12-400W Reception: 12-80W COPY: 24-500W Max: 600W
*Transmission Times: Transmission times apply to test data using ITU-TS No. 1 test chart, between the same modes at maximum speed and may vary in actual usage.	

Approx. 2,000 sheets of A4 size paper can be printed.

Approx. 1,000 sheets of A4 size paper can be printed.

Approx. 650 sheets of A4 size paper can be printed.

## Note:

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

## Drum life

The included drum unit or Model No. KX-FA78A can print approx. 6,000 sheets of A4 size paper regardless of the content of the image area.

## Note:

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

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