

Panasonic

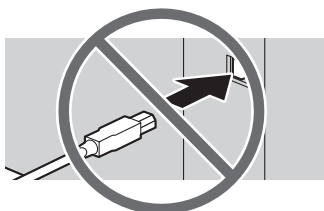
Operating Instructions

Flat-Bed Multifunction Laser FAX
Model No. **KX-FLB883FX**

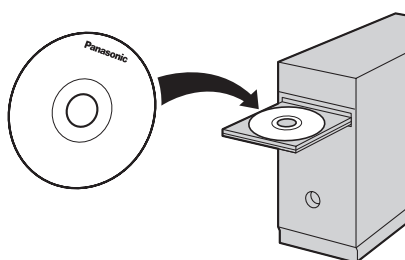
www.beophone.co.rs

Do NOT connect the USB cable until prompted by the Multi-Function Station (CD-ROM).

1



2



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

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

Thank you for purchasing a Panasonic fax machine.

User record (for your future reference)

Date of purchase

Serial number (found on the rear of the unit)

Dealer's name and address

Dealer's telephone number

Attach your sales receipt here.

Caution:

- Do not rub or use an eraser on the printed side of recording paper, as the print may smear.

Notice for product disposal, transfer, or return:

- This product can store your private/confidential information. To protect your privacy/confidentiality, we recommend that you erase the information such as phonebook (or caller information) from the memory before you dispose of, transfer or return the product.

Declaration of Conformity:

- Panasonic Communications Co., Ltd. declares that this equipment is in compliance with the essential requirements and other relevant provisions of Radio & Telecommunications Terminal Equipment (R&TTE) Directive 1999/5/EC.
Declarations of Conformity for the relevant Panasonic products described in this manual are available for download by visiting:
<http://www.doc.panasonic.de>

Contact to Authorised Representative:
Panasonic Testing Centre
Panasonic Marketing Europe GmbH
Winsbergring 15, 22525 Hamburg, Germany

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For your safety

To prevent severe injury and loss of life/property, read this section carefully before using the unit to ensure proper and safe operation of your unit.

- The following symbols are used to classify and describe the level of hazard and injury caused when the denotation is disregarded and improper use is performed.



WARNING

Denotes a potential hazard that could result in serious injury or death.



CAUTION

Denotes hazards that could result in minor injury or damage to the unit.

- The following symbols are used to classify and describe the type of instructions to be observed.



This type of symbol is used to alert users to a specific operating procedure that must be performed carefully.



This type of symbol is used to alert users to a specific operating procedure that must not be performed.



This type of symbol is used to alert users to a specific operating procedure that must be emphasized in order to operate the unit safely.



WARNING

Power and ground connection



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.



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.



Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.



Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.



Completely insert the AC adaptor/power plug into the power outlet. Failure to do so may cause electric shock and/or excessive heat resulting in a fire.



Regularly remove any dust, etc. from the AC adaptor/power plug by pulling it from the power outlet, then wiping with a dry cloth. Accumulated dust may cause an insulation defect from moisture, etc. resulting in a fire.



Unplug this unit from power outlets if it emits smoke, an abnormal smell or makes unusual noise. These conditions can cause fire or electric shock. Confirm that smoke has stopped and contact an authorised service centre.



Never touch the plug with wet hands. Danger of electric shock exists.

Installation



Place the unit securely on a stable levelled surface. Serious damage and/or injury may result if the unit falls.



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



Make sure that the unit is installed in a well ventilated room so as not to increase density of ozone in the air. Since ozone is heavier than air, it is recommended that air at floor level be ventilated.

Operating safeguards



Unplug this unit from power outlets before cleaning. Do not use liquid or aerosol cleaners.



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.



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.



To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorised service centre when service is required. Opening or removing covers may expose you to dangerous voltage or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.



Follow all warnings and instructions marked on this unit.



Do not spill liquids (detergents, cleansers, etc.) onto the telephone line cord plug, or allow it to become wet at all. This may cause a fire. If the telephone line cord plug becomes wet, immediately pull it from the telephone wall jack, and do not use.



Unplug this unit from power outlets and refer servicing to an authorised service centre when the following conditions occur:

- If the power cord is damaged or frayed.
- If liquid has been spilled into the unit.
- If the unit has been exposed to rain or water.
- 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.
- If the unit has been dropped or physically damaged.
- If the unit exhibits a distinct change in performance.



CAUTION

Installation and relocation



After moving the unit from cold areas to warmer areas, let the unit adjust to the warmer temperature and do not connect the unit for about 30 minutes. If the unit is connected too soon after a sudden climate change, condensation may form inside the unit causing malfunction.



Never install telephone wiring during a lightning storm.



Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.



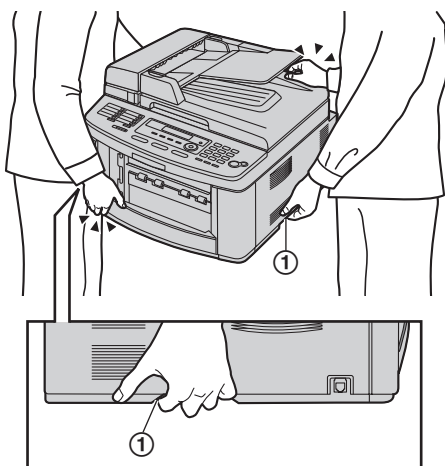
Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.



Use caution when installing or modifying telephone lines.



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



Approx. 16 kg

Laser radiation

CLASS 1 LASER PRODUCT



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.

Laser diode properties

Laser output : Max. 5 mW

Wavelength : 760 nm – 810 nm

Emission duration : Continuous

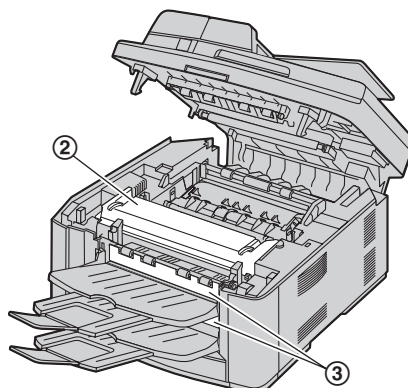
Fuser unit



The fuser unit (②) gets hot. Do not touch it.

Note:

- During or immediately after printing, the area near the recording paper exit (③) also gets warm. This is normal.



Toner cartridge

Be careful of the following when you handle the toner cartridge:



If you ingest any toner, drink several glasses of water to dilute your stomach contents, and seek immediate medical treatment.



If any toner comes into contact with your eyes, flush them thoroughly with water, and seek medical treatment.



If any toner comes into contact with your skin, wash the area thoroughly with soap and water. If there is skin irritation, seek immediate medical treatment.



If you inhale any toner, move to an area with fresh air and consult local medical personnel.

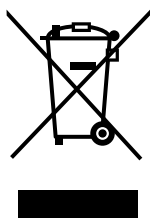
Important safety instructions

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

- Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, etc.
- During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
- Do not use this unit to report a gas leak, when in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

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



This symbol on the products and/or accompanying documents means that used electrical and electronic products should not be mixed with general household waste.

For proper treatment, recovery and recycling, please take these products to designated collection points, where they will be accepted on a free of charge basis. Alternatively, in some countries you may be able to return your products to your local retailer upon the purchase of an equivalent new product.

Disposing of this product correctly will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling. Please contact your local authority for further details of your nearest designated collection point. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For business users in the European Union

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

Information on Disposal in other Countries outside the European Union

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

For best performance

Toner cartridge and drum unit

- When replacing the toner cartridge or drum unit, do not allow dust, water, or liquids to come in contact with the drum. This may affect print quality.
- For optimal performance, genuine Panasonic toner cartridges and drum units are recommended. We cannot be responsible for problems that may be caused by a non-Panasonic toner cartridge or drum unit:
 - Damage to the unit
 - Poor print quality
 - Improper operation

Toner cartridge

- Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.

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 black drum surface.
 - Do not place the drum unit near dust or dirt, or in a high humidity area.
 - Do not expose the drum unit to direct sunlight.
- To extend the life of the drum unit, the unit should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.

Location

- To avoid malfunction, do not position the unit near appliances such as TVs or speakers which generate an intense magnetic field.

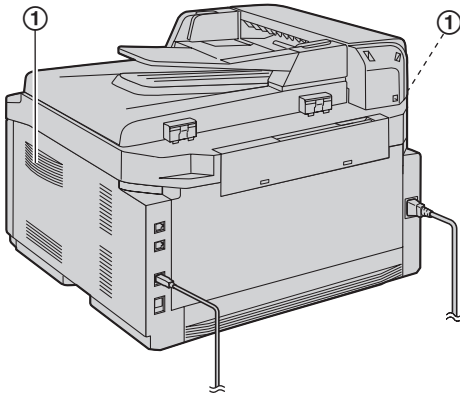
Static electricity

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

Environment

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of the unit. When you leave the unit unused for a long period of time, unplug this unit from the power outlet.
- The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. Damp basements should also be avoided.
- In the printing process, heat is used to fuse toner onto the page. As a result, it is normal for the machine to produce an odour during and shortly after printing. Be sure to use this unit in an area with proper ventilation.
- Do not place any objects within 10 cm of the right, left and back sides of the unit.

- Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).



Routine care

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

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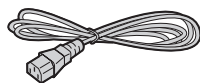
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1.1 Supplied accessories

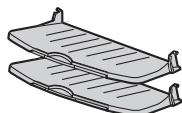
① Power cord



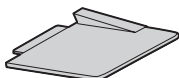
② CD-ROM



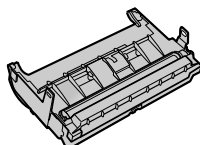
③ Output tray



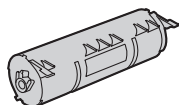
④ Document tray



⑤ Drum unit



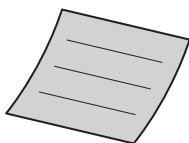
⑥ Starter toner cartridge^{*1}



⑦ Operating instructions



⑧ Quick installation guide



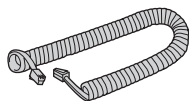
⑨ Telephone line cord



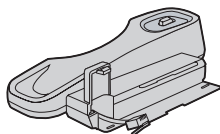
⑩ Handset



⑪ Handset cord



⑫ Handset cradle



^{*1} Prints about 800 A4-sized pages with a 5 % image area (page 97).

Note:

- Save the original carton and packing materials for future shipping and transportation of the unit.

1.2 Accessory information

– Replacement toner cartridge^{*1}

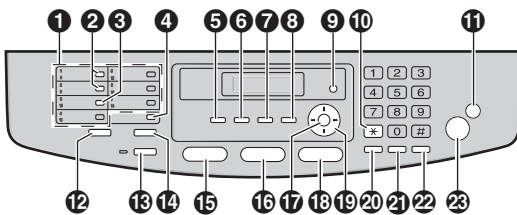
- Model No. (Part No.): KX-FA87E/KX-FA87X/KX-FA85E/KX-FA85X

– Replacement drum unit^{*1}

- Model No. (Part No.): KX-FA86E/KX-FA86X

^{*1} Approx. 2,500 sheets of A4 size paper can be printed with KX-FA87E/KX-FA87X and approx. 5,000 sheets with KX-FA85E/KX-FA85X. To ensure that the unit operates properly, we recommend the use of Panasonic toner cartridge and drum unit.

1.3 Button descriptions



1 Station keys

- To use the one-touch dial feature (page 42, 46).

2 [BROADCAST]

- To send a document to multiple parties (page 46).

3 [MANUAL BROAD]

- To send a document to multiple parties manually (page 46).

4 [LOWER]

- To select stations 8–14 for the one-touch dial feature (page 42, 46).

5 [COLLATE][DIRECTORY]

- To make a collated copy (page 41).
- To initiate the navigator directory (page 42, 46).

6 [QUALITY][CONTRAST]

- To select a contrast or a resolution when copying (page 37).
- To select a contrast when sending a fax (page 44).

7 [ZOOM][RESOLUTION]

- To enlarge or reduce a document when copying (page 38).
- To select a resolution when sending a fax (page 44).

8 [PAGE LAYOUT][QUICK SCAN]

- To make quick ID, poster or N in 1 copy (page 39).
- To store a scanned document into memory, and then send it (page 45).

9 [MENU]

- To initiate or exit programming.

10 [TONE]

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

11 [STOP]

- To stop an operation or programming session.
- To erase a character/number.

12 [CALLER ID]

- To use Caller ID features (page 54).
- To change the display of the caller information (page 54).

13 [FAX AUTO ANSWER]

- To turn the auto answer setting ON/OFF (page 48).

14 [HELP]

- To print helpful information for quick reference (page 23).

15 [FAX]

- To switch to the fax mode (page 21, 44).

16 [COPY]

- To switch to the copy mode (page 21, 37).

17 [SET]

- To store a setting during programming.

18 [SCAN]

- To switch to the scan mode (page 21, 34).

19 Navigator key

- To select desired settings during scanning, copying or sending a fax (page 34, 37, 44).
- To adjust volume (page 24).
- To search for a stored item (page 46).

20 [REDIAL][PAUSE]

- To redial the last number dialled. If the line is busy when you make a phone call using the [MONITOR] button, or when you send a fax, the unit will automatically redial the number 2 or more times.
- To insert a pause during dialling.

21 [RECALL]

- To access special telephone services or for transferring extension calls.

22 [MONITOR]

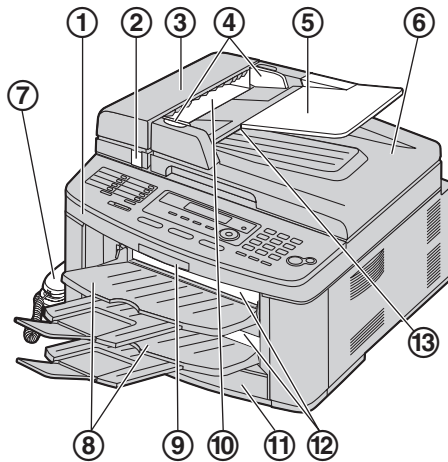
- To initiate dialling.
When you press [MONITOR] while receiving a call, you will be able to hear the other party, but the other party will not be able to hear you.

23 [START]

- To copy a document (page 37).
- To scan a document (page 34).
- To send or receive a fax (page 44, 50).

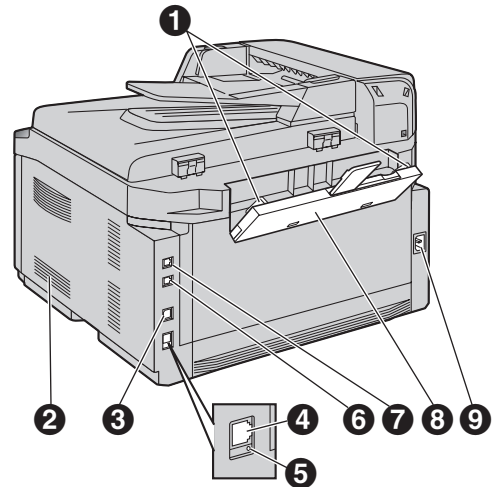
1.4 Overview

1.4.1 Front view



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

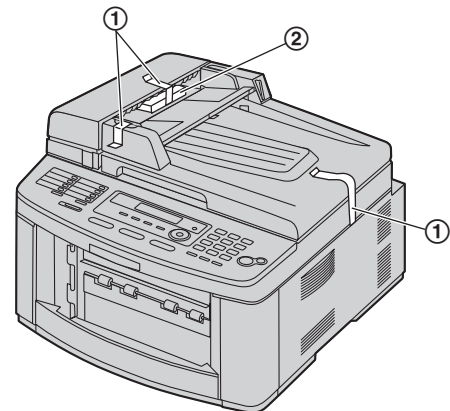
1.4.2 Rear view



- ① Recording paper guides
- ② Speaker
- ③ USB interface connector
- ④ LAN interface connector
- ⑤ LED
- ⑥ External telephone jack
- ⑦ Telephone line jack
- ⑧ Manual input tray
- ⑨ Power inlet

Removing the shipping tape

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



Note:

- Shipping tape positions are subject to change without notice.

1.5 Toner cartridge and drum unit

The supplied toner cartridge is a starter toner cartridge.

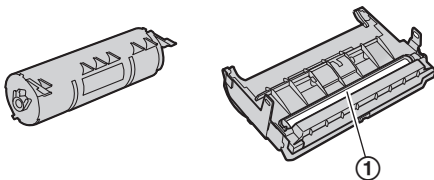
Caution:

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

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

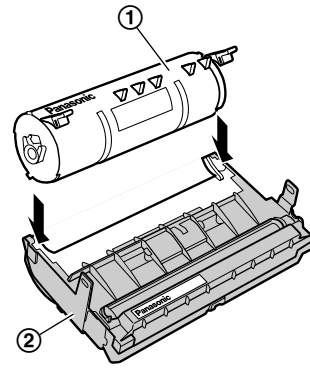


- 2 Remove the toner cartridge and drum unit from the protection bags.

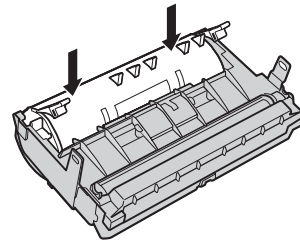


- Do not touch or scratch the black drum surface (①).

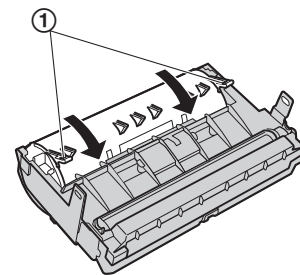
- 3 Place the toner cartridge (①) into the drum unit (②).



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

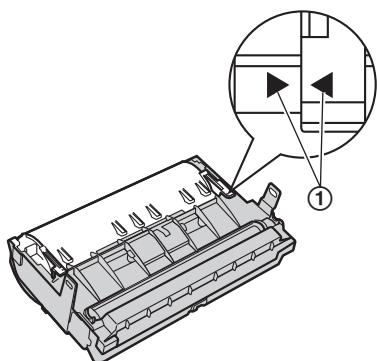


- 5 Turn the two green levers (①) on the toner cartridge firmly.



1. Introduction and Installation

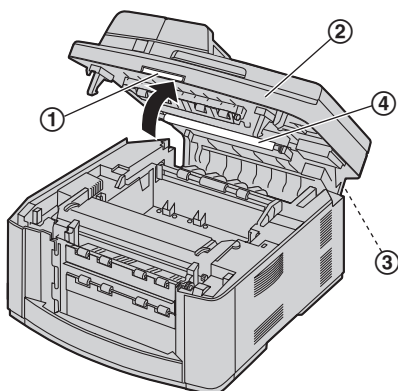
- 6 Make sure that the triangles (①) match to install the toner cartridge correctly.



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

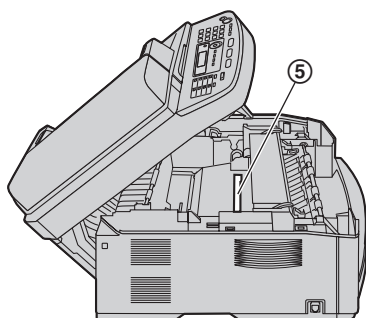
Important:

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

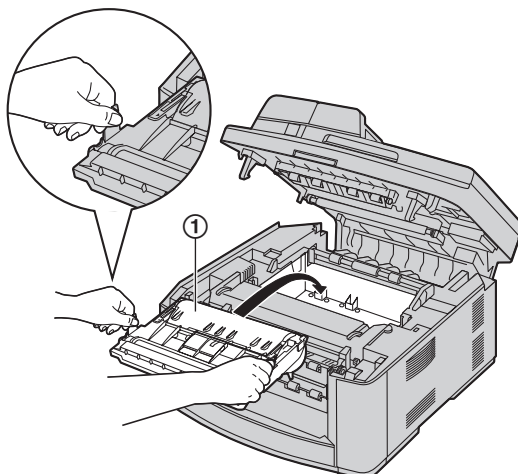


Note:

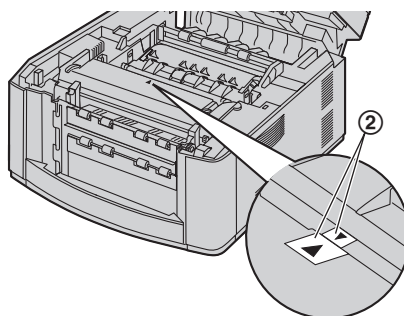
- Do not touch the transfer roller (④).
- If the lower glass (⑤) is dirty, clean it with a soft and dry cloth.



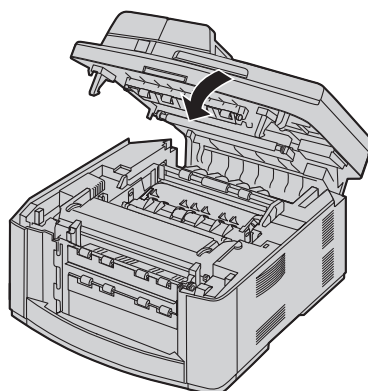
- 8 Install the drum and toner unit (①) by holding the tabs.



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

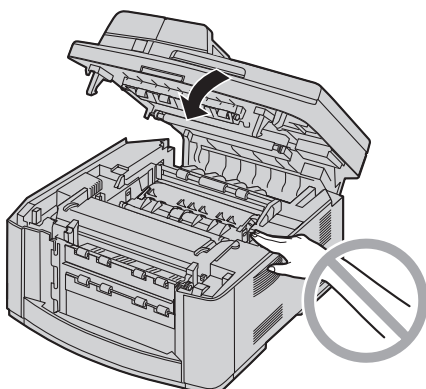


- 9 Close the top cover until locked.



Caution:

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

**To replace the toner cartridge and the drum unit**

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

TONER LOW

TONER EMPTY

- To check the drum life and quality, please print the printer test list (page 95) and refer to page 97 for information on the drum life. If printing quality is still poor or “**REPLACE DRUM**” appears on the display, replace the toner cartridge and drum unit.
- To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge (Model No. KX-FA87E/KX-FA87X/KX-FA85E/KX-FA85X) and drum unit (Model No. KX-FA86E/KX-FA86X)**. See page 10 for accessory information.
- To maintain print quality and machine life, we recommend you to clean slots and openings (page 7) and the inside of the unit (page 90, 93) when replacing the toner cartridge and/or drum unit.

Waste disposal method

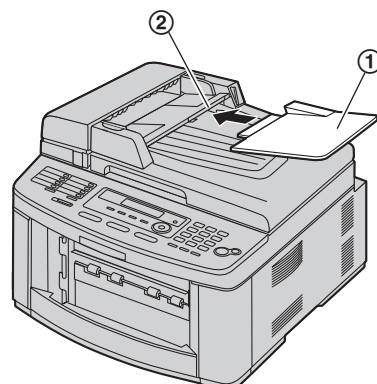
Waste material should be disposed of under conditions which meet all national and local environmental regulations.

Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 59). The toner cartridge will last approximately 40 % longer. This feature may lower the print quality.

1.6 Document tray

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



1.7 Output tray

Note:

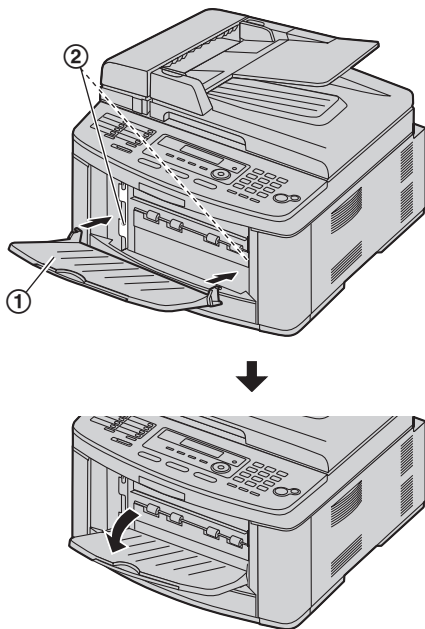
- Do not place the unit in an area where the output tray may be easily bumped into.

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

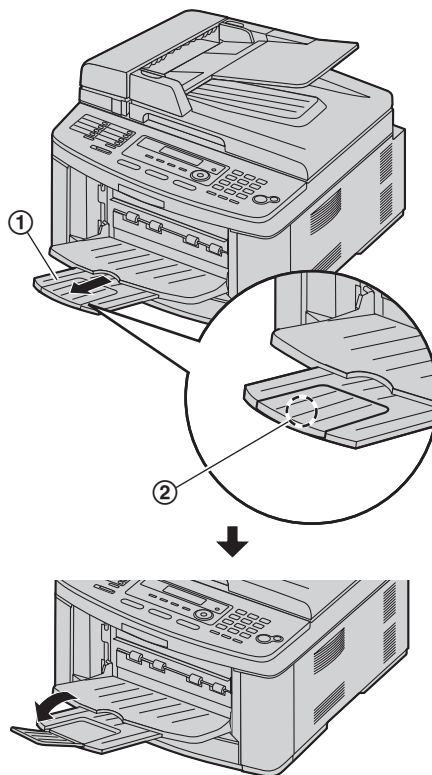
- Upper output tray (“#1”): Printed document by using the computer and copied document.
- Lower output tray (“#2”): Received fax document.
- You can change the output tray setting for faxing (feature #441 on page 62) and for copying (feature #466 on page 64).

To change the output tray from the computer, set the printer properties. See page 30 for details.

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



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

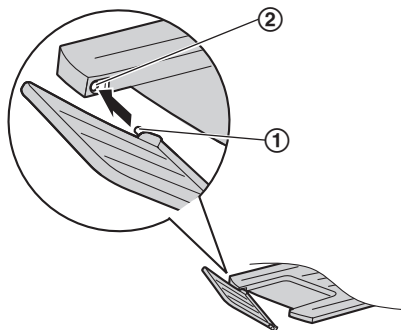


Note:

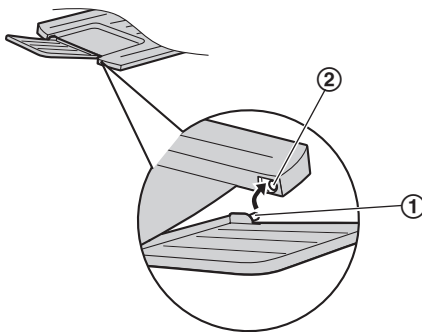
- The upper output tray can hold up to approximately 100 sheets of printed paper. The lower output tray can hold up to approximately 50 sheets of printed paper. Remove the printed paper before the output tray becomes full.

If the top part of the extender is detached

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

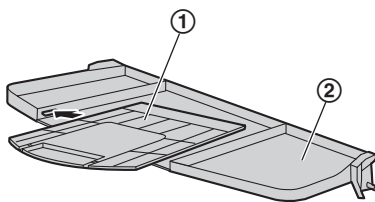


- Slide the other tab (①) into the right hole (②) of the extender from below until it clicks into place.

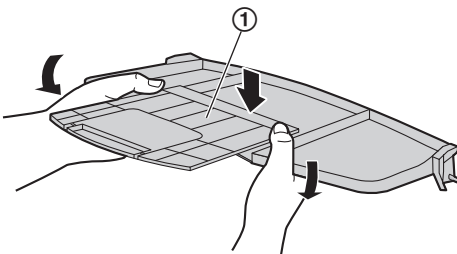


If the extender is detached

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



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

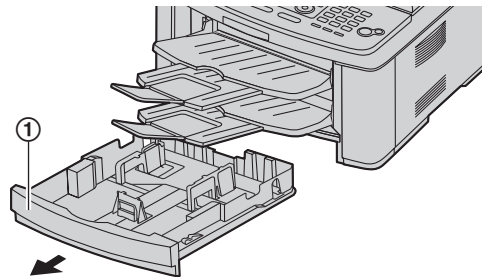


1.8 Recording paper

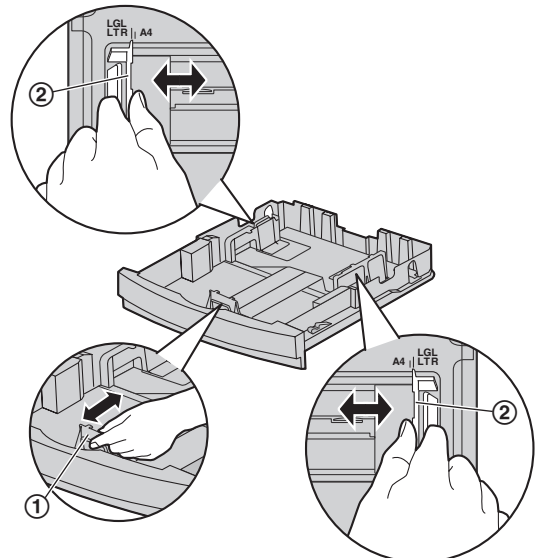
The paper input tray unit can hold:

- Up to 250 sheets of 60 g/m² to 75 g/m² paper.
- Up to 230 sheets of 80 g/m² paper.
- Up to 200 sheets of 90 g/m² paper.
- Please refer to page 96 for information on recording paper.
- The unit is set for printing A4 size paper by default. If you want to use letter or legal size paper, change the setting (feature #380 on page 59).**

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

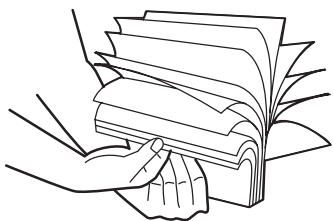


- Pinch the front side of the recording paper guide (①), then slide it to match the paper size mark. Pinch both sides of the recording paper guides (②), then slide them to match the paper size mark.



1. Introduction and Installation

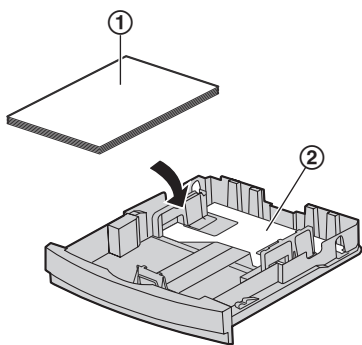
- 3 Before loading a stack of paper, fan the paper to prevent paper jams.



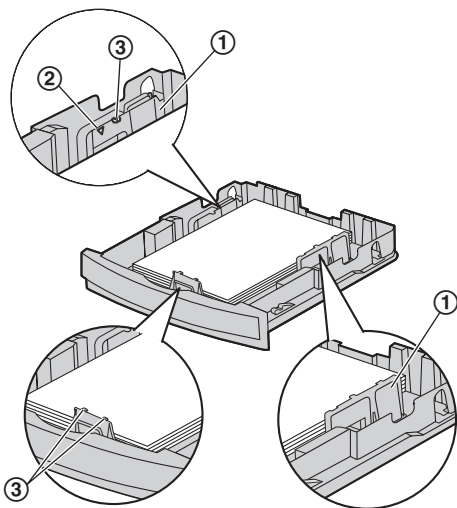
- 4 Load the paper, print-side up (①).

Important:

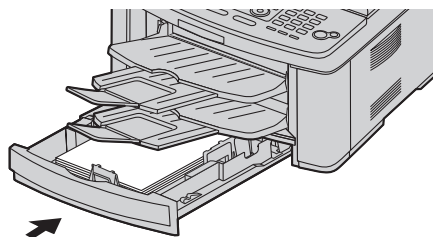
- Push and lock the plate (②) in the paper input tray, if it is lifted.



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



- 5 Insert the paper input tray into the unit.

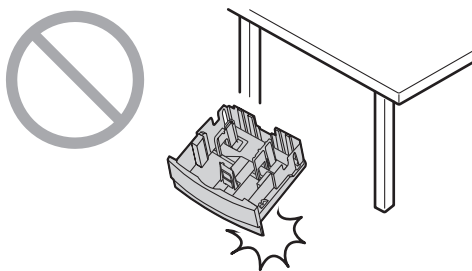


Note:

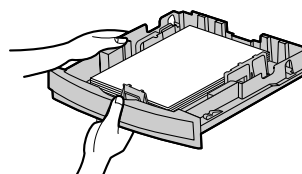
- If the paper is not loaded correctly, re-adjust the paper guides, or the paper may jam.
- If the paper input tray does not close, the plate in the paper input tray may be lifted. Push the paper and make sure that the paper is laid flat in the paper input tray.

Caution for the paper input tray

- Do not drop the paper input tray.



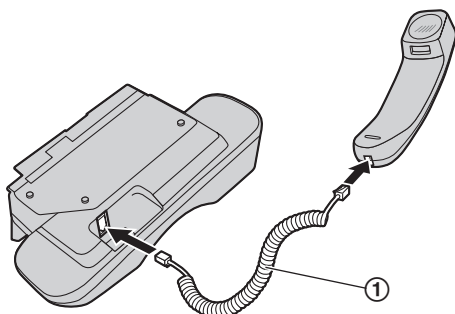
- Hold the paper input tray with both hands when removing or installing. The paper input tray weighs approximately 2 kg when the recording paper is fully installed.



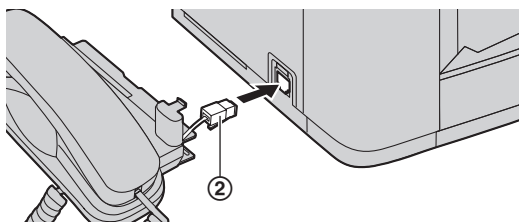
Approx. 2 kg

1.9 Handset unit

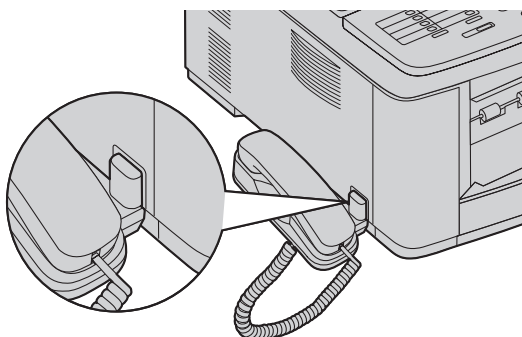
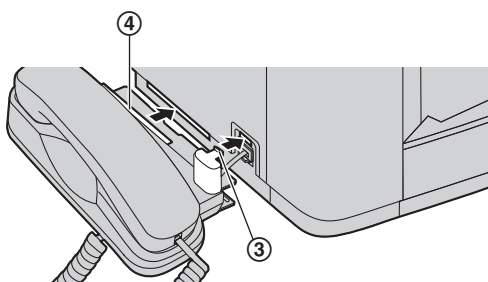
- 1 Connect the handset cord (①).



- 2 Connect the handset connector (②).
 - Remove the seal from the handset unit connection jack if attached.



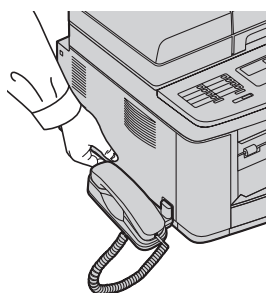
- 3 Insert the tab (③) and rib (④).



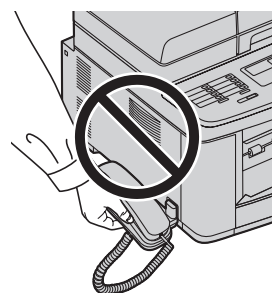
Caution:

- When moving the unit, be sure to hold by the grip. Do not hold by the handset unit.

Correct

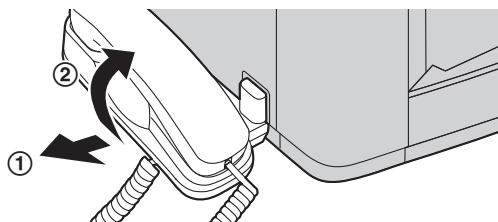


Incorrect

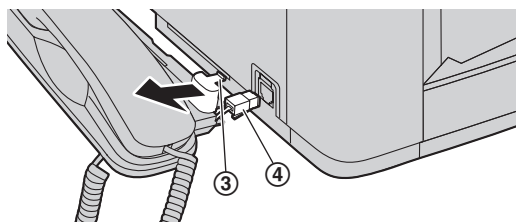


To remove the handset unit

1. Pull the handset unit slightly forward (①), then lift it in the direction of the arrow (②) to remove the rib.



2. Remove the tab (③), then disconnect the handset connector (④).

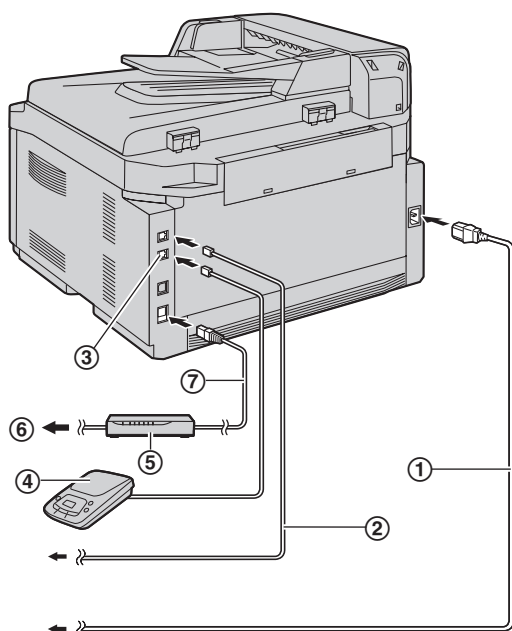


2.1 Connections

Caution:

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

- ① Power cord
 - Connect to a power outlet (220–240 V, 50/60 Hz).
- ② Telephone line cord
 - Connect to a single telephone line jack.
- ③ [EXT] jack
 - You can connect an answering machine or an extension telephone. Remove the stopper if attached.
- ④ Answering machine (not supplied)
- ⑤ Network router/Network hub (not supplied)
 - Also connect networked computers.
- ⑥ To the internet
- ⑦ LAN cable (not supplied)
 - To assure continued emission limit compliance, use only shielded LAN cable (category 5 straight cable).

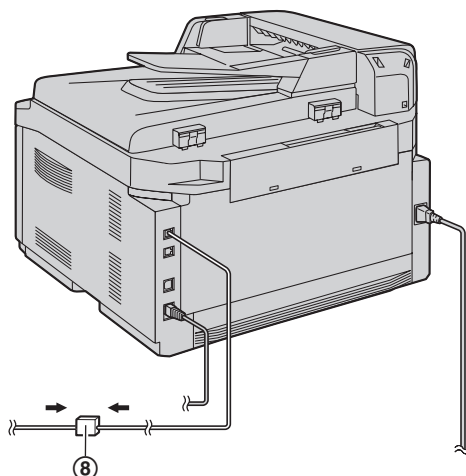


Important notice for the USB connection

- Do NOT connect the USB cable until prompted by the Multi-Function Station (page 27).

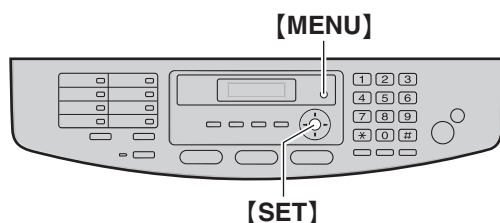
Note:

- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.
- If you use the unit with a computer and your internet provider instructs you to install a filter (⑧), please connect it as follows.



2.2 Dialling mode

If you cannot dial (page 44), change this setting according to your telephone line service.



1 [MENU] → [#][1][2][0]

DIALLING MODE	
=TONE	[▼▲]

2 Press [1] or [2] to select the desired setting.

[1] "PULSE": For rotary/pulse dial service.

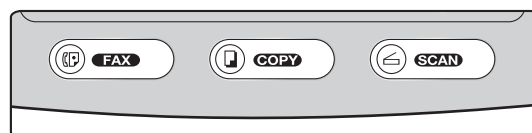
[2] "TONE" (default): For tone dial service.

3 [SET]

4 Press [MENU] to exit.

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

You can select the desired mode by pressing one of the following buttons.



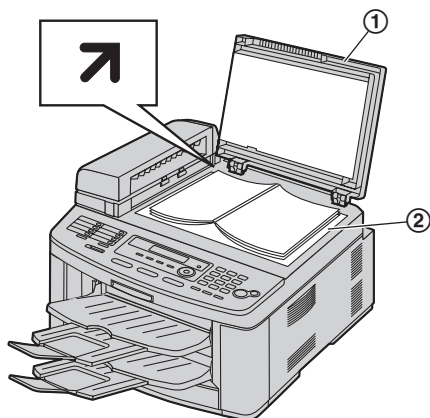
- **[FAX]**: Select this mode when using the unit as a fax machine (page 44).
- **[COPY]**: Select this mode when using the unit as a copier (page 37).
- **[SCAN]**: Select this mode when using the unit as a scanner for the computer (page 34).

Note:

- The default operation mode is the copy mode.
- You can change the default operation mode (feature #463 on page 59) and the timer before returning to the default operation mode (feature #464 on page 59).

2.4 Setting the original

2.4.1 Using the scanner glass



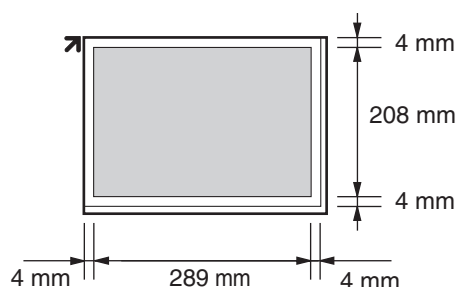
- 1 Open the document cover (①).
- 2 Place the document FACE DOWN on the scanner glass (②), aligning the top left of the document with the corner to which the ➤ mark points.
- 3 Close the document cover.

Note:

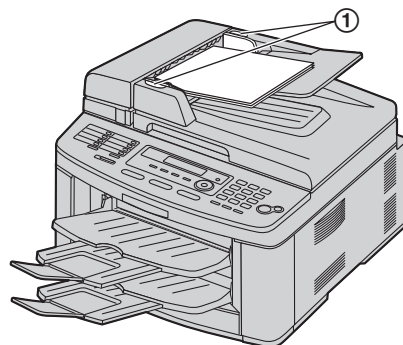
- Confirm that there are no documents in the auto document feeder.
- Place the original onto the scanner glass gently and do not press down too firmly to avoid malfunction.
- If the original is a thick book, do not close the document cover.
- Check that the ink, paste or correction fluid has dried completely.

Effective scanning area

- Shaded area will be scanned.



2.4.2 Using the auto document feeder

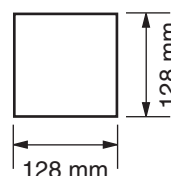


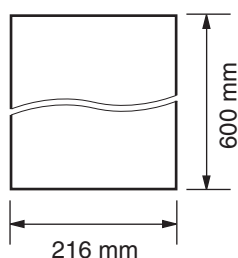
- 1 Insert the document (up to 40 pages) FACE UP into the feeder until a single beep is heard.
- 2 Adjust the width of the document guides (①) to fit the actual size of the document.

Note:

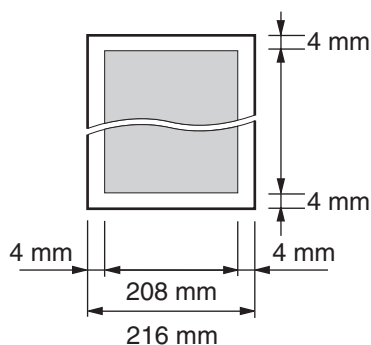
- Confirm that there are no documents on the scanner glass.
- Check that ink, paste or correction fluid has dried completely.
- Remove clips, staples or other fasteners.
- Do not set the following types of documents: (Make a copy of the document using the scanner glass and set the copy instead.)
 - Chemically treated paper such as carbon or carbonless duplicating paper
 - Electrostatically charged paper
 - Badly curled, creased or torn paper
 - Paper with a coated surface
 - Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- The total height of the documents when laid flat, must be less than 4 mm. If the documents exceed the capacity of the auto document feeder, they may fall or cause a jam in the feeder.
- To set a document with a width of less than 210 mm, we recommend using the scanner glass to copy the original document onto A4 or letter-sized paper, then setting the copied document.
- Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using the scanner glass and set the copy.
- Available document size, document weight and effective scanning area are as follows:

Minimum document size



Maximum document size**Effective scanning area**

- Shaded area will be scanned.

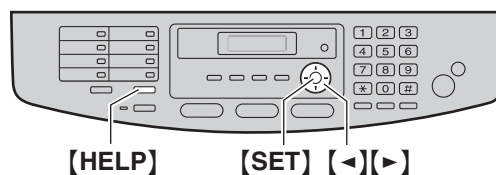
**Document weight**

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

2.5 Help function

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

- “BASIC SETTINGS”
- “FEATURE LIST”
- “DIRECTORY”
- “FAX RECEIVING”
- “COPIER”
- “REPORTS”
- “CALLER ID”

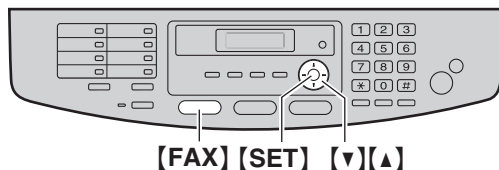


- 1 [HELP]
- 2 Press [◀] or [▶] repeatedly to display the desired item. → [SET]

2.6 Adjusting volume

Important:

- Before adjusting volume, set the operation mode to fax mode. If the [FAX] light is OFF, turn it ON by pressing [FAX].



Ringer volume

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

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

To turn the ringer OFF

Press [▼] repeatedly to display "RINGER OFF= OK?".
→ [SET]

- The unit will not ring.
- To turn the ringer back ON, press [▲].

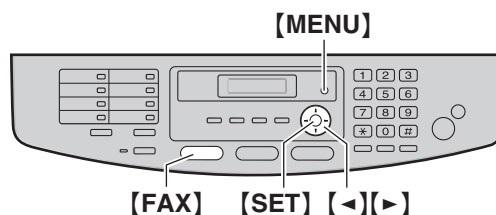
Ringer pattern

- You can select one of 3 ringer patterns (feature #161 on page 58).

Monitor volume

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

2.7 Date and time



1 [MENU] → [Ⓜ][1][0][1] → [SET]

D: 01/M: 01/Y: 07
TIME: 00:00

2 Enter the current date/month/year/hour/minute by selecting 2 digits for each. Press [✳] repeatedly to select "AM" or "PM", or 24-hour time entry.

Example: 10 August, 2007 10:15 PM (12 hour clock format)

1. Press [1][0][0][8][0][7][1][0][1][5].

D: 10/M: 08/Y: 07
TIME: 10:15

2. Press [✳] repeatedly to select "PM".

3 [SET]

4 Press [MENU] to exit.

Note:

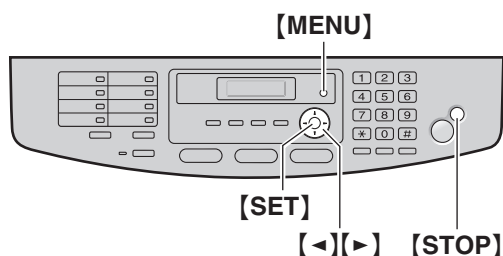
- The other party's fax machine will print the date and time on the top of each page you send according to your unit's date and time setting.
- After setting the date and time, if the unit is in the copy mode, change it to the fax mode by pressing [FAX]. You can check your unit's date and time setting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

To correct a mistake

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

2.8 Your logo

You can program your logo (name, company name, etc.) so that it appears on the top of each page sent.



- 1 [MENU] → [✚][1][0][2] → [SET]

LOGO=

- 2 Enter your logo, up to 30 characters (see page 71 for character entry). → [SET]
- 3 Press [MENU] to exit.

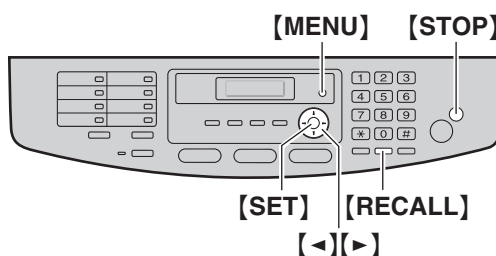
To correct a mistake

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

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

2.9 Your fax number

You can program your fax number so that it appears on the top of each page sent.



- 1 [MENU] → [✚][1][0][3] → [SET]

NO. =

- 2 Enter your fax number, up to 20 digits.
 - To enter a "+", press [✚].
 - To enter a space, press [✚].
 - To enter a hyphen, press [RECALL].
 - To erase a number, press [STOP].

- 3 [SET]

- 4 Press [MENU] to exit.

To correct a mistake

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

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

2.10 Configuring the unit to access the LAN

You can print documents, scan documents, receive faxes or send faxes using a computer on the LAN. To enable these features, you need to set the IP address, subnet mask, and default gateway for the unit.

Important:

- Consult your network administrator when setting the IP address, subnet mask, and default gateway.

2.10.1 Setting up automatically with a DHCP server

Your situation:

- When only one unit is connected to the LAN.

If your network administrator manages the network with a DHCP (Dynamic Host Configuration Protocol) server, it will automatically assign an IP (Internet Protocol) address, subnet mask, and default gateway to the unit.

- 1 After connecting the LAN cable to the unit and the computer, connect the power cord.
 - The IP address, subnet mask, and default gateway will be set automatically.
- 2 Install Multi-Function Station on the computer that you want to use it with. See page 27 for details.

Note:

- You can connect two or more units and assign IP addresses automatically with a DHCP server, but we recommend assigning static IP addresses manually for each unit to avoid unnecessary trouble.

2.10.2 Setting up manually

Your situation:

- When your network administrator does not manage the network with a DHCP server.
- When two or more units are connected to the LAN.

You need to assign an IP address, subnet mask, and default gateway manually.

- 1 **[MENU]** → **[#][5][0][0]**

DHCP =ENABLED [▼▲]

- 2 Press **[0]** to select “DISABLED” → **[SET]**

- 3 Set each item.

For the IP address:

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

IP ADDRESS PRESS SET

2. **[SET]** → Enter the IP address of the unit. → **[SET]**

For the subnet mask:

1. Press **[5][0][2]**.

SUBNET MASK PRESS SET

2. **[SET]** → Enter the subnet mask of the network. → **[SET]**

For the default gateway:

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

DEFAULT GATEWAY PRESS SET

2. **[SET]** → Enter the default gateway of the network. → **[SET]**

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

- 5 Install Multi-Function Station on the computer that you want to use it with. See page 27 for details.

To correct a mistake in the IP address, subnet mask, or default gateway

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

2.10.3 Setting the computer for PC fax reception

You need to select the computer that will be used for receiving faxes.

- Make sure PC fax setting is turned ON beforehand (feature #442 on page 62).

- 1 **[MENU]** → **[#][4][4][3]** → **[SET]**

- 2 Press **[▼]** or **[▲]** repeatedly to select the desired computer. → **[SET]**

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

Note:

- If the unit is not connected to the LAN, the computer connected to the unit by USB is assigned as the default computer for PC fax reception.
- To select the desired computer easily, change the PC name beforehand (page 29).

2.11 Installing Multi-Function Station

2.11.1 Required computer environment

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

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

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

Operating System:

Windows 98/Windows Me/Windows 2000/Windows XP/Windows Vista™ operating system

CPU:

Windows 98: Pentium® 90 MHz or faster

Windows Me: Pentium 150 MHz or faster

Windows 2000: Pentium 166 MHz or faster

Windows XP: Pentium 300 MHz or faster

Windows Vista: Recent Processor (x86) 800 MHz or higher processor

RAM:

Windows 98: 24 MB (32 MB or more recommended)

Windows Me: 32 MB (64 MB or more recommended)

Windows 2000: 64 MB or more

Windows XP: 128 MB or more

Windows Vista: 512 MB or more

Other Hardware:

CD-ROM drive

Hard disk drive with at least 150 MB of available space

USB interface

LAN interface (10Base-T/100Base-TX)

Other:

Internet Explorer® 5.0 or later

Warning:

- To assure continued emission limit compliance;
 - use only shielded USB cable.
 - use only shielded LAN cable (category 5 straight cable).

Note:

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

2.11.2 Installing Multi-Function Station on a computer

- **Install Multi-Function Station (CD-ROM) before connecting the unit to a computer with USB cable. If the unit is connected to a computer with USB cable before installing Multi-Function Station, the [Found New Hardware Wizard] dialogue box will appear. Click [Cancel] to close it.**
- **The screenshots shown in these instructions are for Windows XP and are included for reference only.**
- **The screenshots shown in these instructions may differ slightly from those of the actual product.**
- **Software features and appearance are subject to change without notice.**

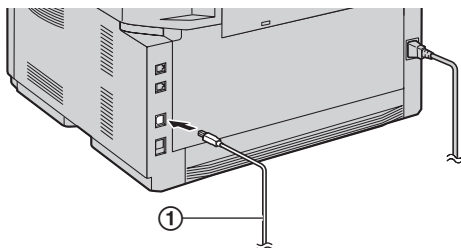
- 1 Start Windows and exit all other applications.
 - For Windows 2000, Windows XP and Windows Vista users, you must be logged in as an administrator in order to install Multi-Function Station.
- 2 Insert the supplied CD-ROM into your CD-ROM drive.
 - If the [Select Language] dialogue box appears, select the desired language that you want to use with this software. Click [OK].
 - If the installation does not start automatically: Click [Start]. Choose [Run...]. Type "D:\Install" (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.)
- 3 [Easy installation]
 - The installation will start.
- 4 When the setup program starts, follow the on-screen instructions.
 - Readiris OCR software (page 35) and Device Monitor (page 72) will also be installed.
- 5 The [Connect Type] dialogue box appears.

For USB connection:

1. [Connect directly with a USB cable.] → [Next]
 - The [Connect Device] dialogue box will appear.

2. Preparation

2. Connect the unit with the USB cable (①), then click **[Next]**.



- If the unit is connected to your computer, the model name will be automatically detected.
 - You can change the name of the unit if necessary.
3. Click **[Install]**, then follow the on-screen instructions.
 - The files will be copied to your computer.

For LAN connection:

1. **[Connect via the Network.]** → **[Next]**
 - The **[Select a Network Device]** dialogue box will appear.
2. Check **[Select in the searched list]** and select the unit from the list.
 - If the name of the desired unit is not displayed on the list, and the IP address for the unit has been assigned, check **[Direct input]** and enter the IP address.
3. **[Next]**
 - You can change the name of the unit if necessary.
4. Click **[Install]**, then follow the on-screen instructions.
 - The files will be copied to your computer.

Important notice

If you use Windows XP or Windows Vista, a message may appear after connecting the unit with the USB cable. This is normal and the software will not cause any difficulties with your operating system. You can continue the installation with no problem. This kind of message is displayed:

- **For Windows XP users**

"The software you are installing for this hardware has not passed Windows Logo testing to verify its compatibility with Windows XP"

- **For Windows Vista users**

"Would you like to install this device software?"

To view or install the operating instructions in the CD-ROM

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. Click **[Operating Instructions]**, then follow the on-screen instructions to view or install the operating instructions in PDF format.
 - Adobe® Reader® is required to view them.

Note:

- If the screen prompts to insert the CD-ROM for the operating system when installing Multi-Function Station, insert it into your CD-ROM drive.
- If you install the operating instructions, you can view it anytime from **[?]** on the Multi-Function Station launcher.

To use another unit with the computer

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

[Start] → **[All Programs]** or **[Programs]** → **[Panasonic]** → the unit's name → **[Add Printer Driver]**. Then follow the on-screen instructions.

Note:

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

To modify the software

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

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

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. **[Start]** → **[All Programs]** or **[Programs]** → **[Panasonic]** → the unit's name → **[Uninstall or Modify]** → **[Modify]** → **[Next]**. Then follow the on-screen instructions.

To uninstall the software

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

1. **[Start]** → **[All Programs]** or **[Programs]** → **[Panasonic]** → the unit's name → **[Uninstall or Modify]**
2. **[Uninstall]** → **[Next]**. Then follow the on-screen instructions.

Note:

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

2.12 Starting Multi-Function Station

[Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [Multi-Function Station]

- Multi-Function Station will appear.



[Scan] (page 36)

- To scan and display the scanned images.
- To scan and create an image file.
- To scan and send by e-mail.
- To scan and convert an image into editable text data.

[PC FAX]

- To send a document created on the computer (page 48).
- To display a document received on the computer (page 53).

[Remote Control] (page 72)

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

[Utilities]

- To start Multi-Function Viewer (page 36).
- To start Device Monitor (page 72).
- To start OCR application (page 35).
- To start the embedded web (page 57, 72) (LAN connection only).

[Settings] (page 29)

- To change the general settings.
- To change the settings for scanning.

[?]

- For detailed instructions on Multi-Function Station.
- To view operating instructions.

[?]

- To display usage tips.

[i]

- To display information about Multi-Function Station.

Note:

- You can confirm if the unit is connected to your computer on Device Monitor (page 72).
- Computer features (printing, scanning, etc.) may not function properly in the following situations:
 - When the unit is connected to a computer that was custom-built by the user.
 - When the unit is connected to the computer via a PCI card or other expansion card.
 - When the unit is connected to another piece of hardware (such as a USB hub or interface adapter) and not connected directly to the computer.

To change the settings

You can change the settings for Multi-Function Station beforehand.

- Select [Settings] from Multi-Function Station.
- Click the desired tab and change the settings. → [OK]

[General]

- Launcher display: To select the display type of the launcher.
- OCR Path: To select the OCR software.
- PC name list up (LAN connection only): To select whether or not your computer name is displayed on the unit.
- PC name (LAN connection only): The computer name that will be displayed on the unit.

[Scan]

- Save to: To select the folder where the scanned image will be saved.
- Viewer/File/E-Mail/OCR/Custom: To change scanning settings for Multi-Function scan application.

Note:

- Assign a unique name for the [PC name] to avoid overlapping, or the scanned image may be sent to an undesired computer.

To select the default E-mail software

The default E-mail software is used when using "4.1.3 Scan to E-mail", page 34.

You can select the default E-mail software as follows.

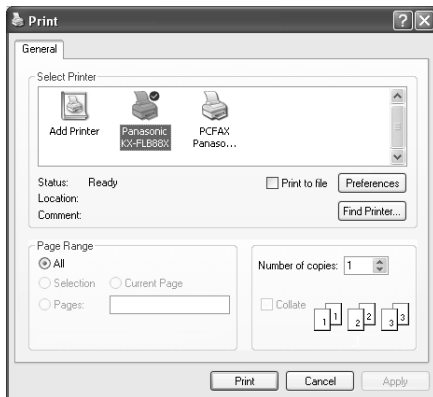
For Windows XP:

- [Start] → [Control Panel] → [Internet Options] → [Programs] → [E-mail]
 - Select the desired MAPI-compliant E-mail software such as [Outlook Express], etc. → [OK]
- These steps may vary depending on your operating system.

3.1 Printing from Windows applications

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

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



Note:

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

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

For Windows 98/Windows Me:

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

For Windows 2000:

Click the desired tab and change the printer settings.

For Windows XP/Windows Vista:

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

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

Note:

- To stop printing from the unit, see page 73.
- To load paper, see page 17, 31.
- When using the manual input tray, load the recording paper after step 4.
- For details about the paper specifications, see page 96.

- If a printing error occurs, the Device Monitor will be started automatically and display the error information.

Setting the printer properties

You can change the printer setting in step 3. We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.

You can change or display the settings on the following tabs.

[Basic]: Paper size, media type, page per sheet, etc.

[Output]: Number of prints, collate, etc.

[Quality]: Resolution, contrast, toner save feature, etc.

[Effects]: Watermark, overlay.

[Profile]: Saving the desired settings, selecting the saved settings, etc.

[Support]: Version information.

Note:

- When using special media (transparencies/labels/envelopes), change the setting as follows.

For envelopes:

Select **[Envelope #10]** or **[Envelope DL]** for paper size.

For transparencies and labels:

Select **[Transparency]** or **[Label]** on the **[Basic]** tab for media type, then select the desired size for paper size.

- You can select the output tray for each printing on the **[Output]** tab. To change the default output tray, see page 72.
- When printing from a computer, the toner save feature on the **[Quality]** tab overrides the unit's toner save setting (feature #482 on page 59).

3.1.1 Using the manual input tray

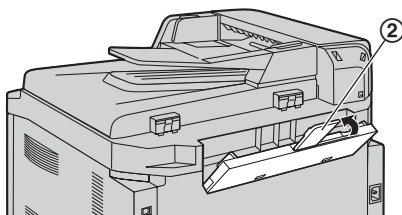
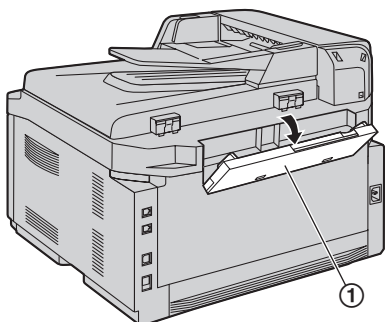
You can print not only on plain paper but also on special media (transparencies / labels / envelopes).

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

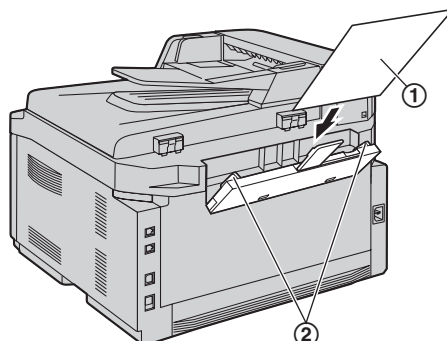
- Please refer to page 96 for information on recording paper.

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

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



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



Note:

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

PAPER IN TRAY #2
FOR PC PRINTING

- To use the manual input tray, you must change the paper source in the [Basic] tab when setting the printer properties (page 30). You can also select the desired media type.

To print on transparencies

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

3M® CG3300/CG5000

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

3. Printer

To print on labels

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

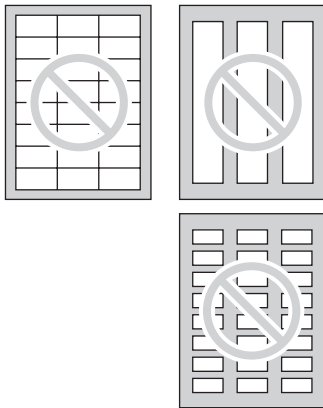
Avery®

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

XEROX®

LWH100/LWH110/LWH120/LWH130/LWH140

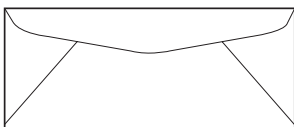
- Use the manual input tray to print labels.
- Load label sheets one page at a time for printing, print-side down.
- Printed label will be stacked on the upper output tray.
- Remove each label after printing.
- Do not use the following types of labels:
 - Labels that are wrinkled, damaged or separated from the backing sheet.
 - Any sheet of labels that has spaces in it where some of the labels have been removed.
 - Labels that do not completely cover the backing sheet as follows.



To print on envelopes

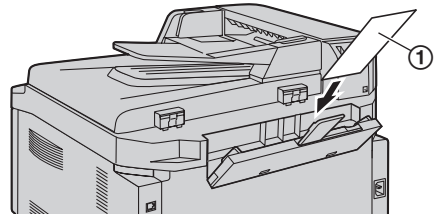
Use envelopes designed for laser printing. We recommend the following:

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



- Use the manual input tray to print envelopes.

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



- Printed envelope will be stacked on the upper output tray.
- Remove each envelope after printing.

Note:

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

Do not use envelopes with any of the following characteristics (using these may result in paper jams):

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



Side seam construction



Peel-off strip



Multiple flaps



Twisted



Curled



Bent-edged



Waved



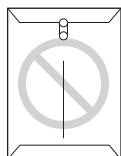
Dog-eared



Self adhesive

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

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



Clasp



Transparent window

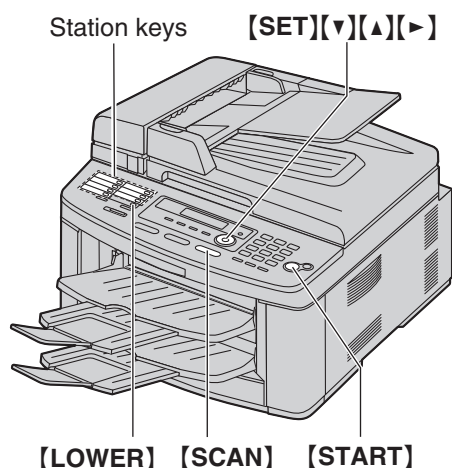
4.1 Scanning from the unit (Push Scan)

You can easily scan the document by operating the operation panel on the unit. Select following scanning modes depending on the way to use the scanned image.

- Viewing using Multi-Function Viewer (Viewer)
- Saving as a file to your computer (File)
- Sending as an attached file to e-mail destination (E-Mail)
- Using OCR software (OCR)

Note:

- You can set the desired scan mode for push scan beforehand (feature #493 on page 67).
- The scanned image will be automatically saved in the folder selected by **[Settings]** window.
- When scanning a document, we recommend using the scanner glass rather than the auto document feeder for better results.
- Do not open the document cover when scanning a document with the auto document feeder.



4.1.1 Scan to Multi-Function Viewer

- 1 Set the original (page 22).
- 2 **[SCAN]**
- 3 Press **[v]** or **[^]** repeatedly to select "**VIEWER**". → **[SET]**
- 4 **For USB connection:**
Press **[v]** or **[^]** repeatedly to select "**USB HOST**". → **[SET]**
For LAN connection:
Press **[v]** or **[^]** repeatedly to select the computer that you want to send the scanned image. → **[SET]**
- 5 If necessary, change the scanning settings (scan type / resolution / file format / brightness / contrast / scan size). Press **[>]**, press **[v]** or **[^]** repeatedly to select the desired setting. → **[SET]** → **[START]**

- The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning. However, when you select PDF as a file format, the software that is associated to open PDF file will start.

Note:

- To stop scanning, see page 73.
- You can save the images in TIFF, JPEG, BMP or PDF formats.
- See page 22 for document requirements.

4.1.2 Scan to save as a file

- 1 Set the original (page 22).
- 2 **[SCAN]**
- 3 Press **[v]** or **[^]** repeatedly to select "**FILE**". → **[SET]**
- 4 **For USB connection:**
Press **[v]** or **[^]** repeatedly to select "**USB HOST**". → **[SET]**
For LAN connection:
Press **[v]** or **[^]** repeatedly to select the computer that you want to send the scanned image. → **[SET]**
- 5 If necessary, change the scanning settings (scan type / resolution / file format / brightness / contrast / scan size). Press **[>]**, press **[v]** or **[^]** repeatedly to select the desired setting. → **[SET]** → **[START]**
 - The scanned image will be automatically saved in the folder selected by **[Settings]** window. To change the folder, see page 29.

Note:

- To stop scanning, see page 73.
- You can save the images in TIFF, JPEG, BMP or PDF formats.

4.1.3 Scan to E-mail

You can send the scanned image as attached file to an e-mail using e-mail software in your computer.

- 1 Set the original (page 22).
- 2 **[SCAN]**
- 3 Press **[v]** or **[^]** repeatedly to select "**E-MAIL**". → **[SET]**
- 4 **For USB connection:**
Press **[v]** or **[^]** repeatedly to select "**USB HOST**". → **[SET]**
For LAN connection:
Press **[v]** or **[^]** repeatedly to select the computer that you want to send the scanned image. → **[SET]**
- 5 If necessary, change the scanning settings (scan type / resolution / file format / brightness / contrast / scan size). Press **[>]**, press **[v]** or **[^]** repeatedly to select the desired setting. → **[SET]** → **[START]**

- The e-mail software will automatically start and the scanned image will be attached to a new e-mail message.

Note:

- To select the default E-mail software, see page 29.
- To stop scanning, see page 73.
- You can save the images in JPEG or PDF formats.

To send the scanned image via e-mail server (LAN connection only)

You can send the scanned image as an attachment without using e-mail software. To select the e-mail destination easily, register e-mail addresses using the web browser beforehand (page 67).

Important:

- **Program the SMTP server setting beforehand (see page 70).**

1. Set the original (page 22).
2. **[SCAN]**
3. Press **[▼]** or **[▲]** repeatedly to select **"E-MAIL"**. → **[SET]**
4. Press **[▼]** or **[▲]** repeatedly to select **"E-MAIL SERVER"**. → **[SET]**
5. Enter the destination e-mail address.
Using stations 1-7:
 Press the desired station key.
Using stations 8-14:
 Press **[LOWER]**, then press the desired station key.
Using navigator key:
 Press **[▼]** or **[▲]** repeatedly to select the desired destination.
Using dial keypad:
 Press **[SET]**, then enter the e-mail address using the dial keypad (page 71).
6. **[SET]**
7. If necessary, change the scanning settings. Press **[▶]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[SET]** → **[START]**

Note:

- If you select black/white for the scan type, you can save the images in TIFF or PDF formats.
 If you select greyscale or colour for the scan type, you can save the images in JPEG or PDF formats.

4.1.4 Scan to OCR

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.

- 1 Set the original (page 22).
- 2 **[SCAN]**
- 3 Press **[▼]** or **[▲]** repeatedly to select **"OCR"**. → **[SET]**
- 4 **For USB connection:**

Press **[▼]** or **[▲]** repeatedly to select **"USB HOST"**. → **[SET]**

For LAN connection:

Press **[▼]** or **[▲]** repeatedly to select the computer that you want to send the scanned image. → **[SET]**

- 5 If necessary, change the scanning settings (scan type / resolution / file format / brightness / contrast / scan size). Press **[▶]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[SET]** → **[START]**
 - The scanned image will be displayed in the OCR window after scanning.

Note:

- You can save the images in TIFF, JPEG or BMP formats.
- For detailed instructions about OCR, select **[Help]**.

4.2 Scanning from a computer (Pull Scan)

Note:

- When scanning a document, we recommend using the scanner glass rather than the auto document feeder for better results.
- Do not open the document cover when scanning a document with the auto document feeder.

4.2.1 Using Multi-Function scan application

By clicking an application icon, the selected application starts automatically after scanning.

- 1 Set the original (page 22).
- 2 Start Multi-Function Station. → **[Scan]**
- 3 Click the desired application icon.
 - When you click **[Custom]**, the pre-programmed application starts.
 - To cancel scanning while the documents is being scanned, click **[Cancel]**.

Note:

- You can change the scanning settings beforehand for each application (page 29).
- By pointing the application icon, scanning settings can be displayed as tooltip.
- See page 22 for document requirements.

4.2.2 Using Multi-Function Viewer

- 1 Set the original (page 22).
- 2 Start Multi-Function Station.
- 3 **[Utilities]** → **[Viewer]**
 - **[Multi-Function Viewer]** will appear.
- 4 Click the **[Scan]** icon in the **[Multi-Function Viewer]** window.
 - The unit's name dialogue box will appear.
- 5 If necessary, change the scanning settings on your computer.
 - To preview the scanned image, click **[Preview]**. You can drag the frame to specify the scanned area. If you change the scan mode, brightness, contrast setting, etc., click **[Preview]** to refresh the scanned image.
 - If you use the auto document feeder, only the first page will be previewed. When you need to refresh the scanned image, set the document to preview again.
- 6 **[Scan]**
 - If you preview the scanned image using the auto document feeder in step 5, set the document again and click **[Scan]**.

- The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning.
- To save the scanned image, select **[Save As ...]** from the **[File]** menu.
- To cancel scanning while the document is being scanned, click **[Cancel]**.

Note:

- You can display images in applications that support TIFF, JPEG, PCX, DCX and BMP formats.
- You can save images in TIFF, JPEG, PCX, DCX, BMP or PDF formats.
- If the **[Select...]** button is displayed in the **[Target Device]**, click the **[Select...]** to select the unit from the list, then click **[OK]**.
The **[Select...]** button will not be displayed when the only one printer driver has been installed.
- You can move, copy and delete a file or page.

4.2.3 Using other applications

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

- 1 Set the original (page 22).
- 2 Start an application that supports TWAIN scanning.
- 3 Select **[Acquire Image...]** from the **[File]** menu.
 - The unit's name dialogue box will appear.
- 4 If necessary, change the scanning settings on your computer. → **[Scan]**
 - The scanned image will be displayed in the application window after scanning.
 - To cancel scanning while the document is being scanned, click **[Cancel]**.

Note:

- Depending on the application used, the appearance may differ slightly.
- If the **[Select...]** button is displayed in the **[Target Device]**, click the **[Select...]** to select the unit from the list, then click **[OK]**.
The **[Select...]** button will not be displayed when the only one printer driver has been installed.

5.1 Making a copy

Illegal copies

- It is unlawful to make copies of certain documents.

Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.

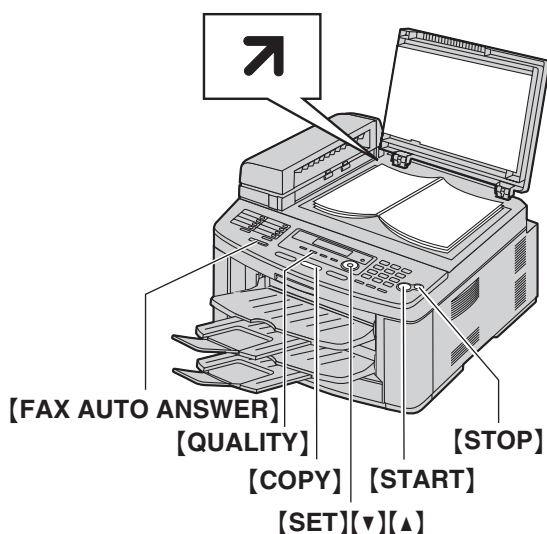
- Currency
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

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

Notice:

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

5.1.1 Using the scanner glass



- 1 If the **[COPY]** light is OFF, turn it ON by pressing **[COPY]**.
- 2 Set the original (page 22).
- 3 If necessary, change the resolution and contrast according to the type of document.
 - To select the resolution, see page 37.
 - To select the contrast, see page 37.
- 4 If necessary, enter the number of copies (up to 99).
- 5 **[START]**
 - The unit will start copying.

- 6 After you finish copying, press **[STOP]** to reset the settings you set in step 3 and 4.

Note:

- To stop copying, see page 73.
- You can change the default operation mode (feature #463 on page 59) and the timer before returning to the default operation mode (feature #464 on page 59).
- Copied documents will be stacked on the upper output tray. You can change the output tray for copying (feature #466 on page 64).
- If the **[FAX AUTO ANSWER]** indicator is ON, the unit can receive faxes automatically even when in the copy mode.

To select the resolution

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

3. [SET]

Note:

- You can change the default resolution (feature #461 on page 64).

To select the contrast

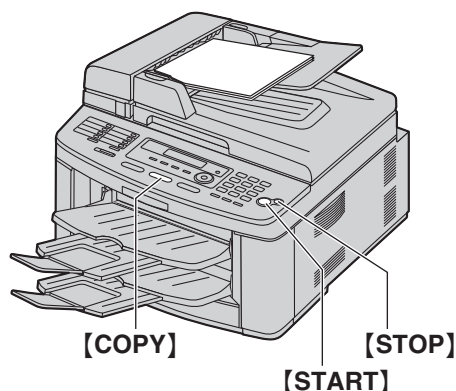
You can adjust this setting depending on the darkness or lightness of the document. 5 levels (light to dark) are available.

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

Note:

- You can hold the previous contrast setting (feature #462 on page 59).

5.1.2 Using the auto document feeder



- 1 If the **[COPY]** light is OFF, turn it ON by pressing **[COPY]**.
- 2 Set the original (page 22).
- 3 If necessary, change the resolution and contrast according to the type of document.
 - To select the resolution, see page 37.
 - To select the contrast, see page 37.
- 4 If necessary, enter the number of copies (up to 99).
- 5 **[START]**
 - The unit will start copying.
- 6 After you finish copying, press **[STOP]** to reset the settings you set in step 3 and 4.

Note:

- To stop copying, see page 73.

5.2 More copying features

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

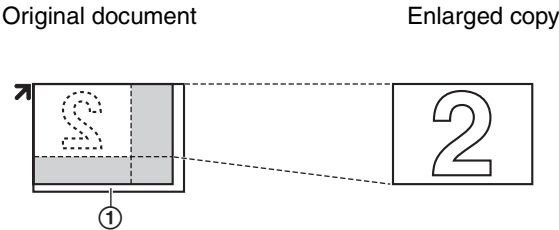
5.2.1 To enlarge/reduce a document

- 1 Set the original (page 22).
- 2 Press **[ZOOM]** repeatedly to select the enlargement / reduction rate that fits the size of your document and recording paper.
 - “**ZOOM** =100%”
 - “50%”
 - “200%”
 - “97% (**LTR** ▶ **A4**)”
 - “94% (**A4** ▶ **LTR**)”
 - “83% (**LGL** ▶ **A4**)”
 - “78% (**LGL** ▶ **LTR**)”
 - If you select “**ZOOM** =100%”, press **[▼]** or **[▲]** repeatedly to change the enlargement / reduction rate by 1% at a time from “25%” to “400%”.
You can also enter the desired percentage specifically by using the dial keys.
- 3 **[SET]**
- 4 If necessary, enter the number of copies (up to 99).
→ **[START]**
- 5 After you finish copying, press **[STOP]** to reset this feature.

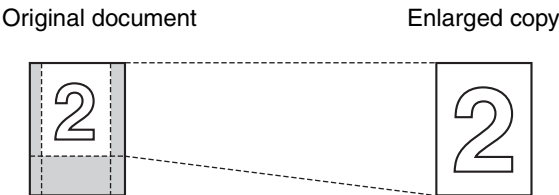
Note:

- Enlargement / reduction copy is not available for quick ID copy feature (page 39), poster feature (page 40) or N in 1 feature (page 40).
- You can hold the previous zoom (enlargement / reduction) setting (feature #468 on page 64).
- **When using the scanner glass**, the unit will only enlarge the right top corner of the document starting from the **7** mark on the unit.
- **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.

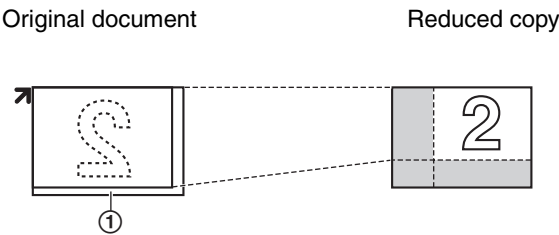
Example: 150% enlarged copy
Using the scanner glass ①:



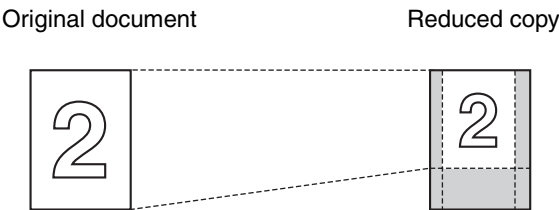
Using the auto document feeder:



Example: 70% reduced copy
Using the scanner glass ①:



Using the auto document feeder:

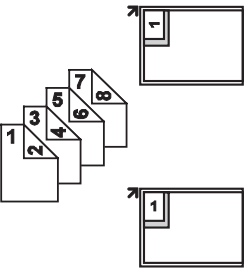




5.2.2 To copy 2-sided documents onto 1 page (Quick ID copy feature) (Scanner glass only)

You can make copies of both sides of 2-sided documents and print them on the same side of paper. The documents will not be reduced to fit the recording paper, so this feature is useful for copying small sized documents such as business cards.

- 1 Set the original (page 22).
 - To make a landscape copy, set the original in landscape direction. To make a portrait copy, set the original in portrait direction.
 - The scanning area changes according to the selected setting in step 3. See the following table for details. The shaded area will be scanned.
- 2 Press **[PAGE LAYOUT]** repeatedly to select “**QUICK ID COPY**”. → **[SET]**
- 3 Press **[▼]** or **[▲]** repeatedly to select the number of original documents from “2 in 1”, “4 in 1” or “8 in 1”. → **[SET]**
- 4 Press **[▼]** or **[▲]** repeatedly to select the page layout from “**LANDSCAPE**” or “**PORTRAIT**”. → **[SET]**
- 5 If necessary, enter the number of copies (up to 99). → **[START]**
 - The unit will scan 1 page.
- 6 To continue scanning, place the next document on the scanner glass and press **[SET]**. Repeat this until all the documents are scanned.
 - The unit will start copying.
 - You can press **[START]** anytime to start copying.
- 7 After you finish copying, press **[STOP]** to reset this feature.

Original document	Page layout
<p>“2 in 1”</p>	<p>“LANDSCAPE”</p>
	<p>“PORTRAIT”</p>
<p>“4 in 1”</p>	<p>“LANDSCAPE”</p>
	<p>“PORTRAIT”</p>

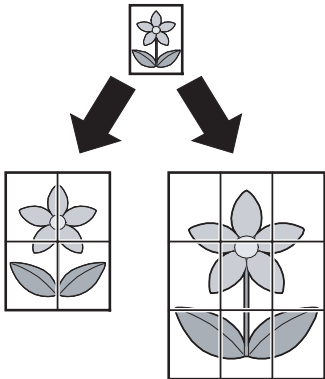
Original document	Page layout
<p>"8 in 1"</p> 	<p>"LANDSCAPE"</p>  <p>"PORTRAIT"</p> 

Note:

- You can save the previous page layout setting (feature #467 on page 64).

5.2.3 To make a poster size copy (Poster feature) (Scanner glass only)

You can make copies divided in to 4 ("2 × 2") or 9 ("3 × 3") sections to make enlarged copies of the individual sections. You can then glue them together to make a poster.



- 1 Set the original (page 22).
- 2 Press **[PAGE LAYOUT]** repeatedly to select "POSTER". → **[SET]**
- 3 Press **[▼]** or **[▲]** repeatedly to select "2 × 2" or "3 × 3". → **[SET]**
- 4 If necessary, enter the number of copies (up to 99). → **[START]**
- 5 After you finish copying, press **[STOP]** to reset this feature.

Note:

- You can save the previous page layout setting (feature #467 on page 64).




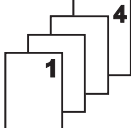


5.2.4 To copy several pages onto 1 page (N in 1 feature)

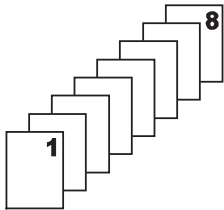


You can save paper by copying 2, 4 or 8 pages onto 1 page. The documents will be reduced to fit the recording paper.

- 1 Set the original (page 22).
 - To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.
- 2 Press **[PAGE LAYOUT]** repeatedly to select "N in 1". → **[SET]**
- 3 Press **[▼]** or **[▲]** repeatedly to select the number of original documents from "2 in 1", "4 in 1" or "8 in 1". → **[SET]**
- 4 Press **[▼]** or **[▲]** repeatedly to select the layout from "PORTRAIT" or "LANDSCAPE". → **[SET]**
- 5 If necessary, enter the number of copies (up to 99).
- 6 When using the scanner glass:
 1. **[START]**
 - The unit will scan 1 page.
 2. Place the next document on the scanner glass and press **[SET]**. Repeat this until all the documents are scanned.
 - The unit will start copying.
 - You can press **[START]** anytime to start copying.

When using the auto document feeder:
[START]

- 7 After you finish copying, press **[STOP]** to reset this feature.

Original document	Page layout
<p>"2 in 1"</p> 	<p>"PORTRAIT"</p>  <p>"LANDSCAPE"</p> 
<p>"4 in 1"</p> 	<p>"PORTRAIT"</p>  <p>"LANDSCAPE"</p> 

Original document	Page layout
<p>"8 in 1"</p> 	<p>"PORTRAIT"</p>  <p>"LANDSCAPE"</p> 

Note:

- You can save the previous page layout setting (feature #467 on page 64).

5.2.5 To collate multiple copies

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

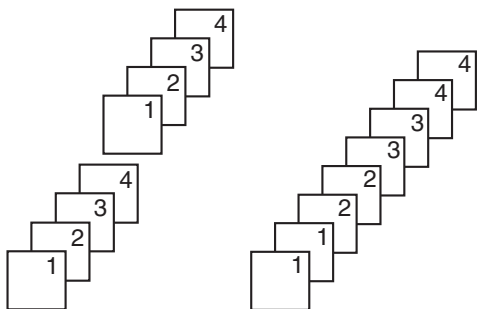
- Set the original (page 22).
- Press **[COLLATE]** repeatedly to display "ON".
- [SET]**
- Enter the number of copies (up to 99).
- When using the scanner glass:**
 - [START]**
 - The unit will scan 1 page.
 - Place the next document on the scanner glass and press **[SET]**. Repeat this until all the documents are scanned, then press **[START]**.
 - The unit will start copying.

When using the auto document feeder:

[START]

- After you finish copying, press **[STOP]** to reset this feature.

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



Collated pages

Uncollated pages

Note:

- The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages.
- You can hold the previous collate setting (feature #469 on page 64).

During poster feature

- Set the original and enter necessary settings for poster size copy (steps 2 to 3 on "5.2.3 To make a poster size copy (Poster feature) (Scanner glass only)", page 40).
- Press **[COLLATE]** repeatedly to display "ON" and continue copying (steps 3 to 6 on "5.2.5 To collate multiple copies", page 41).

During N in 1 feature

- Set the original and enter necessary settings for N in 1 copy (steps 2 to 4 on "5.2.4 To copy several pages onto 1 page (N in 1 feature)", page 40).
- Press **[COLLATE]** repeatedly to display "ON" and continue copying (steps 3 to 6 on "5.2.5 To collate multiple copies", page 41).

Proof set feature

To make 1 set of collate copy first, press **[COLLATE]** repeatedly to display "PROOF SET" (step 2 on "5.2.5 To collate multiple copies", page 41). The unit will make 1 set of collate copy and stop temporarily so you can check whether the copy is made as you expected. If the copy is correct, press **[START]** to continue copying. If the copy is not correct, press **[STOP]** and start again from the beginning.

Copy reservation

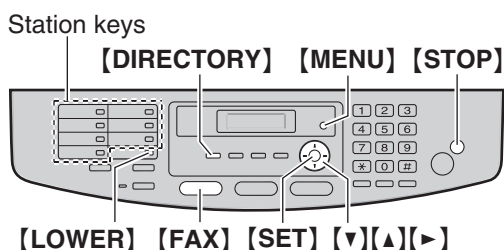
You can reserve your copy;

- while the unit is printing documents from your computer.
 - while the unit is printing received fax documents.
- Set the original (page 22).
 - While "PC PRINTING" or "PRINTING" is displayed, press **[COPY]**.
 - Make necessary settings such as number of copies, resolution, zoom features and page layout features.
 - **[START]**
 - "COPY RESERVED" will be displayed. The unit will start copying after the current printing job.

6.1 Storing items for the one-touch dial feature and navigator directory

The unit provides the one-touch dial feature (14 items) and navigator directory (300 items).

- Station 1 to 3 can be used alternatively as broadcast keys (page 46).
- Make sure that the **[FAX]** light is ON.



6.1.1 Storing one-touch dial item

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

For stations 1–3:

1. Press one of the station keys.

Example:

STATION 1
DIAL MODE [v][u]

2. **[SET]**

For stations 4–7:

Press one of the station keys.

For stations 8–14:

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

- 3 Enter the name, up to 16 characters (see page 71 for character entry). → **[SET]**
- 4 Enter the telephone number, up to 32 digits. → **[SET]**
 - To program other items, repeat steps 2 to 4.
- 5 **[STOP]**

Note:

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

6.1.2 Storing navigator directory items

- 1 Press **[MENU]** repeatedly to display “**DIRECTORY SET**”. → **[r]**
- 2 Enter the name, up to 16 characters (see page 71 for character entry). → **[SET]**
- 3 Enter the telephone number, up to 32 digits. → **[SET]**

- To program other items, repeat steps 2 to 3.

4 **[MENU]**

Note:

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

6.1.3 Editing a stored item

- 1 **[DIRECTORY]**
- 2 Press **[v]** or **[u]** repeatedly to display the desired item. → **[MENU]** → **[*]**
- 3 Edit the name if necessary. For further details, see the storing procedure on page 42. → **[SET]**
- 4 Edit the telephone number if necessary. For further details, see the storing procedure on page 42. → **[SET]**

6.1.4 Erasing a stored item

- 1 **[DIRECTORY]**
- 2 Press **[v]** or **[u]** repeatedly to display the desired item. → **[MENU]** → **[†]**
 - To cancel erasing, press **[STOP]**.
- 3 **[SET]**

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

Before using this feature, store the desired names and telephone numbers in one-touch dial feature and navigator directory (page 42).

6.2.1 Using one-touch dial feature

- 1 Press **[MONITOR]** or lift the handset.
- 2 Select the desired station key.

For stations 1–7:

Press the desired station key.

For stations 8–14:

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

- The unit will start dialling automatically.

6.2.2 Using the navigator directory

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

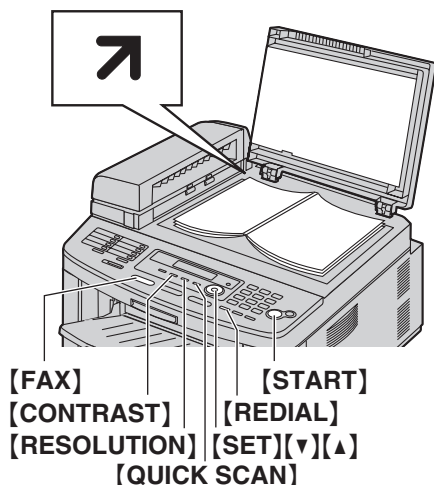
To search for a name by initial**Example: “LISA”**

1. **[DIRECTORY]**
2. Press **[▼]** or **[▲]** to initiate the navigator directory.
3. Press **[5]** repeatedly to display any name with the initial “L” (see page 71 for character entry).
 - To search for symbols, press **[✱]**.
4. Press **[▼]** or **[▲]** repeatedly to display “LISA”.
 - To stop the search, press **[STOP]**.
 - To dial the displayed party, press **[MONITOR]** or lift the handset.

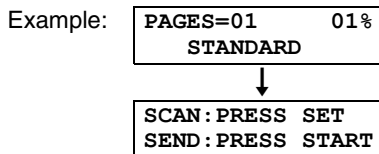
7.1 Sending a fax manually

7.1.1 Using the scanner glass

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



- 1 If the **[FAX]** light is OFF, turn it ON by pressing **[FAX]**.
- 2 Set the original (page 22).
- 3 If necessary, change the resolution and contrast according to the type of document.
 - To select the resolution, see page 44.
 - To select the contrast, see page 44.
- 4 Dial the fax number.
 - To send a single page, skip to step 7.
 - To send multiple pages, go to the next step.
- 5 Press **[QUICK SCAN]** to scan the document into memory.



- 6 Place the next page on the scanner glass. → **[SET]**
 - To send more pages, repeat this step.
- 7 **[START]**

Note:

- To stop sending, see page 73.
- You can change the default operation mode (feature #463 on page 59) and the timer before returning to the default operation mode (feature #464 on page 59).

To select the resolution

1. **[RESOLUTION]**
2. Press **[▼]** or **[▲]** repeatedly to select the desired resolution.
 - “**STANDARD**”: For normal-sized characters.
 - “**FINE**”: For small-sized characters.
 - “**SUPER FINE**”: For very small-sized characters.
 - “**PHOTO**”: For photographs, shaded drawings, etc.
3. **[SET]**
 - Using the “**FINE**”, “**SUPER FINE**” and “**PHOTO**” settings will increase transmission time.

To select the contrast

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

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

Note:

- You can hold the previous contrast setting (feature #462 on page 59).

To redial the last number

[REDIAL] → [START]

- If the line is busy, the unit will automatically redial the number 2 or more times.

Note:

- To stop sending, see page 73.

Reserving the fax transmission (Dual Access)

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

- Up to 3 reservations when sending
 - Up to 4 reservations when receiving
1. Set the original during fax reception or fax memory transmission.
 2. Enter the fax number using the dial keypad, one-touch dial or navigator directory.
 3. **When using the scanner glass**, press **[QUICK SCAN]**. The unit will scan 1 page. Place the next document on the scanner glass and press **[SET]**. Repeat this until all the documents are scanned, then press **[START]**.
When using the auto document feeder, press **[START]**.
 - If the document exceeds the memory capacity, transmission will be cancelled. You must send the entire document manually.

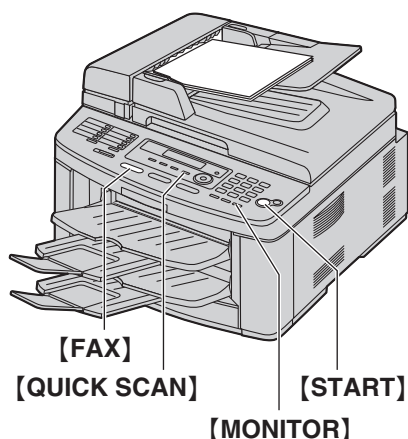
Printing a sending report

A sending report provides you with a printed record of transmission results. To print sending reports, make sure feature #401 is activated (page 60). For an explanation of error messages, see page 74.

Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 95. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #402 is activated (page 60). For an explanation of error messages, see page 74.

7.1.2 Using the auto document feeder



- 1 If the **[FAX]** light is OFF, turn it ON by pressing **[FAX]**.
- 2 Set the original (page 22).
- 3 If necessary, change the resolution and contrast according to the type of document.
 - To select the resolution, see page 44.
 - To select the contrast, see page 44.
- 4 **[MONITOR]**
- 5 Dial the fax number.
- 6 **When a fax tone is heard:**
Press **[START]**.

When the other party answers your call:
Lift the handset and ask them to press their start button. When the fax tone is heard, press **[START]**.

Note:

- After pressing **[START]**, you can replace the handset.
- To stop sending, see page 73.
- See page 22 for document requirements.
- Do not open the document cover when sending a fax with the auto document feeder.

Pre-dialling a fax number

1. Enter the fax number.
2. Set the original. → **[START]**

Sending from memory (Quick scan feature)

1. Set the original.
2. Enter the fax number. → **[QUICK SCAN]**

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

Before using this feature, store the desired names and telephone numbers into one-touch dial feature and navigator directory (page 42).

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

7.2.1 Using the scanner glass

- 1 Set the original (page 22).
- 2 If necessary, change to the desired resolution (page 44) and the desired contrast (page 44).
- 3 Enter the fax number.

Using stations 1–7:

Press the desired station key.

Using stations 8–14:

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

Using navigator directory:

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

- To send a single page, skip to step 6.
- To send multiple pages, go to the next step.

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

Fax auto redial

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

Note:

- To stop sending, see page 73.

7.2.2 Using the auto document feeder

- 1 Set the original (page 22).
- 2 If necessary, change to the desired resolution (page 44) and the desired contrast (page 44).
- 3 Enter the fax number using one-touch dial or navigator directory.
- 4 **[START]**

7.3 Broadcast transmission

By storing one-touch dial and navigator directory items (page 42) into the broadcast memory, you can send the same document to multiple parties (up to 20). Your programmed items will remain in the broadcast memory, allowing frequent re-use.

- The broadcast function utilises stations 1–3. The one-touch dial function will be cancelled.
- Make sure that the **[FAX]** light is ON.

7.3.1 Programming items into the broadcast memory

- 1 Press **[MENU]** repeatedly to display “**DIRECTORY SET**”.
- 2 Select the desired broadcast key.

For BROADCAST 1–2:

1. **[BROADCAST]**
2. Press **[▼]** or **[▲]** repeatedly to select “**BROADCAST**”.

For MANUAL BROADCAST (using the dial keypad):

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

- 3 **[SET]**
- 4 Program items.

Using stations 1–7:

Press the desired station key.

Using stations 8–14:

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

Using navigator directory:

Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[SET]**

Using the dial keypad:

Enter the fax number. → **[SET]**

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

- 5 **[SET]**
 - To program another broadcast key, repeat steps 2 to 5.
- 6 **[STOP]**

7.3.2 Adding a new item into the broadcast memory

- 1 **[DIRECTORY]**

- 2 Press [▼] or [▲] repeatedly to display the desired broadcast memory ("**<BROADCAST1>**", "**<BROADCAST2>**" or "**<MANUAL BROADCAST>**"). → **[MENU] → [✳]**
- 3 Press [▼] or [▲] repeatedly to display the desired item you want to add. → **[SET]**
 - To add other items, repeat this step (up to 20 items).
- 4 **[STOP]**

Note:

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

7.3.3 Erasing a stored item from the broadcast memory

- 1 **[DIRECTORY]**
- 2 Press [▼] or [▲] repeatedly to display the desired broadcast memory ("**<BROADCAST1>**", "**<BROADCAST2>**" or "**<MANUAL BROADCAST>**"). → **[MENU] → [⏏]**
- 3 Press [▼] or [▲] repeatedly to display the desired item you want to erase.
 - To cancel erasing, press **[STOP]**.
- 4 **[SET] → [SET] → [STOP]**

7.3.4 Sending the same document to pre-programmed parties

To send the same document using the scanner glass

1. Set the original (page 22).
2. If necessary, change to the desired resolution (page 44) and the desired contrast (page 44).
3. Press **[BROADCAST]** (1–2) or **[MANUAL BROADCAST]**.
 - To send a single page, skip to step 5.
 - To send multiple pages, go to the next step.
4. Place the next page. → **[SET]**
 - To send more pages, repeat this step.
5. **[START]**
 - After transmission, the unit will automatically print a report (**broadcast sending report**).

Note:

- To stop sending, see page 73.
- If you select "**FINE**", "**SUPER FINE**" or "**PHOTO**" resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, sending will be cancelled.
- If a party is busy or does not answer, it will be skipped and redialled later 2 or more times.

To send the same document using the auto document feeder

1. Set the original (page 22).
2. If necessary, change to the desired resolution (page 44) and the desired contrast (page 44).
3. Press **[BROADCAST]** (1–2) or **[MANUAL BROADCAST]**.

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

You can access the fax function from a Windows application using Multi-Function Station.

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

- 1 Open the document you want to send.
- 2 Select **[Print...]** from the **[File]** menu.
 - The **[Print]** dialogue box will appear.
- 3 Select the PCFAX unit's name as the active printer.
- 4 Click **[Print]** or **[OK]**.
 - The **[Send a Fax]** dialogue box will appear.



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

Note:

- To stop sending, see page 73.
- If the document exceeds the memory capacity of the unit, sending will be cancelled.
- For details, see the help file by selecting **[?]** from Multi-Function Station.
- Click **[Select...]** to change the active unit.

7.5 Selecting the way to use your fax machine

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

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

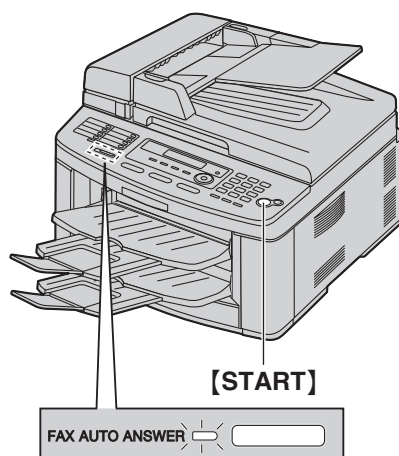
7.5.1 Use only as a fax (FAX ONLY mode)

Your situation

You have a separate telephone line just for faxes, or you want to use the unit only for receiving faxes.

Setup

Set the fax machine to FAX ONLY mode (page 49) by pressing **[FAX AUTO ANSWER]** repeatedly.



How faxes are received

All incoming calls will be answered as faxes.

7.5.2 Use mostly as a telephone (TEL mode)

Your situation

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

Setup

Set the fax machine to TEL mode (page 50) by pressing **[FAX AUTO ANSWER]** repeatedly.



Note:

- Make sure feature #404 is set to "TEL" beforehand (page 60).

How to receive phone calls and faxes

You have to answer all calls manually.

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

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

Your situation

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

Setup

Set the fax machine to TEL/FAX mode (page 50) by pressing **[FAX AUTO ANSWER]** repeatedly.



Note:

- Make sure feature #404 is set to “TEL/FAX” beforehand (page 60).

How phone calls and faxes are received

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

7.5.4 Use with answering machine

Your situation

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

Setup

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

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

How to receive calls

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

7.6 Receiving a fax automatically – Auto answer ON

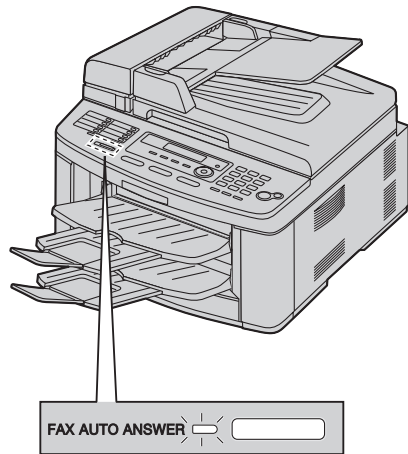
Note:

- Received documents will be stacked on the lower output tray. You can change the output tray for faxing (Feature #441 on page 62).

7.6.1 Activating FAX ONLY mode

Press **[FAX AUTO ANSWER]** repeatedly to display “FAX ONLY MODE”.

- The **[FAX AUTO ANSWER]** light turns ON.



How faxes are received

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

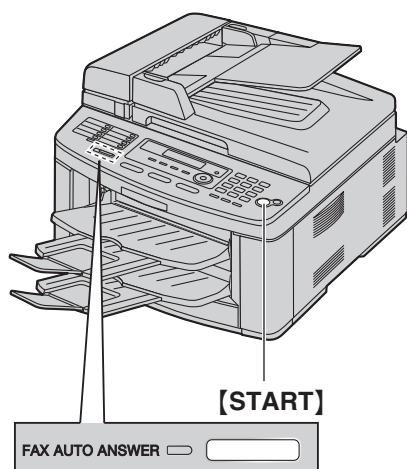
Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #210 on page 59).

7.7 Receiving a fax manually – Auto answer OFF

7.7.1 Activating TEL mode

- 1 Make sure feature #404 is set to “**TEL**” beforehand (page 60).
- 2 Press [**FAX AUTO ANSWER**] repeatedly to display “**TEL MODE**”.
 - The [**FAX AUTO ANSWER**] light turns OFF.



Note:

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

How to receive phone calls and faxes with the handset unit

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

Note:

- To stop receiving, see page 73.

How to receive faxes with an extension telephone

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

1. When the extension telephone rings, lift the handset of the extension telephone.
2. When:
 - document reception is required,
 - a fax calling tone (slow beep) is heard, or

- no sound is heard,
- press [*****] [**†**] [**9**] (default fax activation code) firmly.

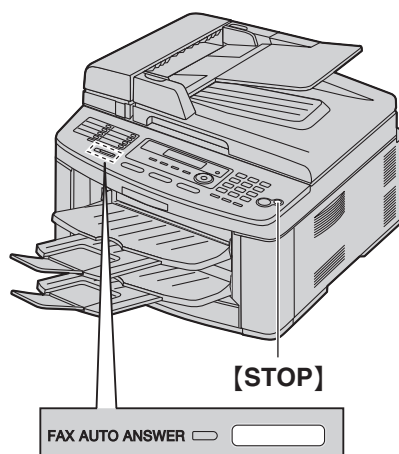
3. Replace the handset.

Note:

- To stop receiving, see page 73.
- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434 on page 62) beforehand. The default setting is ON.

7.7.2 Activating TEL/FAX mode

- 1 Make sure feature #404 is set to “**TEL/FAX**” beforehand (page 60).
- 2 Press [**FAX AUTO ANSWER**] repeatedly to display “**TEL/FAX MODE**”.
 - The [**FAX AUTO ANSWER**] light turns OFF.
- 3 The ringer volume setting should be ON (page 24).



How phone calls and faxes are received

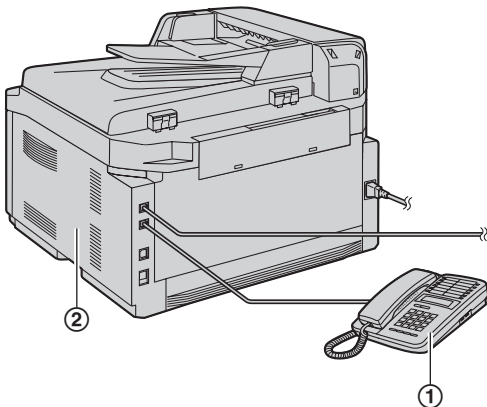
1. “**INCOMING CALL**” will be displayed but the unit will not ring.
2. The unit will wait for the duration of **2 rings** before answering the call.
 - The number of rings is determined by the “**TEL/FAX delayed ring setting**” (feature #212 on page 60).
 - During this time, an extension telephone will ring.
3. The unit will answer the call and try to detect a fax calling tone.

When a fax calling tone is detected

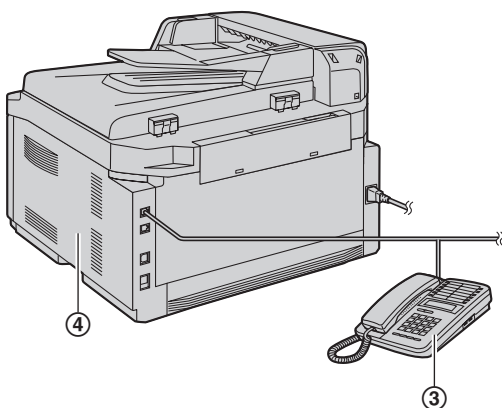
The unit receives the fax automatically without ringing.

When a fax calling tone is not detected

- ① The unit will ring **3 times**. You may answer the call.
 - To answer using another telephone (②) connected to the [**EXT**] jack of this unit (②), lift the handset, then press [**STOP**] on the unit to talk to the other party.



- To answer using the handset of the unit (if connected) or another telephone (3) connected to the same telephone line as this unit (4), lift the handset and talk to the other party.



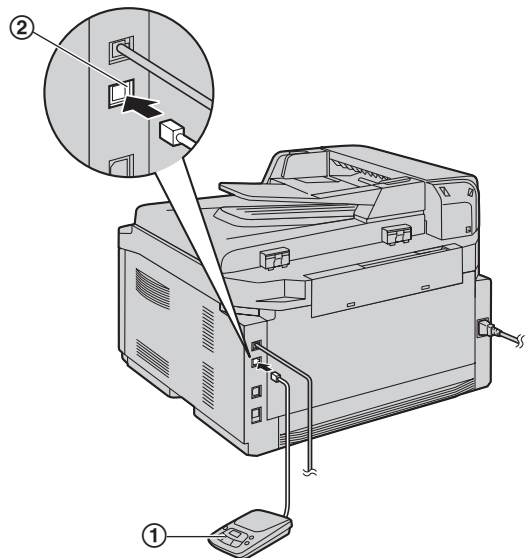
- See “1.1 Supplied accessories”, page 10 and “1.2 Accessory information”, page 10 if your unit includes a handset, or if an optional handset is available.

- The number of rings is determined by the “**Silent fax recognition ring setting**” (feature #436 on page 62).
 - Callers will hear a ring back tone different from the one generated by the telephone company.
- ② If you do not answer the call, the unit will activate the fax function.
- Some fax machines do not generate fax calling tones when sending faxes, therefore the unit will try to receive a fax even if no fax calling tone is detected.

7.8 Using the unit with an answering machine

7.8.1 Setting up the unit and an answering machine

- 1 Connect the answering machine (1).
 - Answering machine is not supplied.
 - Remove the stopper (2) if attached.



- 2 Set the number of rings on the answering machine to 4 rings or less.
 - This will allow the answering machine to answer the call first.
- 3 Record a greeting message on the answering machine.
 - We recommend you record a message up to 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, both machines will not function correctly.
- 4 Activate the answering machine.
- 5 Set the unit to the desired receiving mode (page 49).
 - If you set to FAX ONLY mode, **change the ring setting in FAX ONLY mode to more than 4 (feature #210 on page 59).**
- 6 Make sure each of the following are unique:
 - the remote access code of the answering machine
 - the fax activation code (feature #434 on page 62)

Note:

- If the call is a phone call, the answering machine will record voice messages. If a fax calling tone is detected, the fax machine will receive a fax automatically.

- Regarding the remote access code for the answering machine, see the operating instructions of the answering machine.

Receiving a voice message and fax document in one call

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

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

Note:

- To use this feature, make sure remote fax activation is turned ON (feature #434 on page 62). The fax activation code can also be changed.
- If there is no room left in the memory of your answering machine, the unit may not be able to receive documents. See the operating instructions of the answering machine and erase unnecessary messages.

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

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

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

- 1 Press **[MENU]** repeatedly to display "POLLING". → **[SET]**
- 2 Dial the fax number. → **[START]**

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

If you subscribe to Caller ID service (page 54), this feature prevents fax reception from calls that do not show caller information.

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

Important:

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

7.10.1 Activating the junk fax prohibitor

- 1 Press **[MENU]** repeatedly to display "JUNK FAX PROH.". → **[▶]**
- 2 Press **[▼]** or **[▲]** repeatedly to select "ON". → **[SET]**
- 3 Press **[STOP]** to exit.

7.10.2 Storing undesired callers

You can register up to 20 undesired numbers from the Caller ID list (page 54) if you do not wish to receive faxes from them.

- 1 Press **[MENU]** repeatedly to display "JUNK FAX PROH.".
- 2 Press **[▶]** repeatedly to display "JUNK LIST SET". → **[SET]**
- 3 Press **[▼]** or **[▲]** repeatedly to display the party you wish to prevent fax reception from. → **[SET]**
- 4 Press **[STOP]** 2 times to exit.

To display the junk fax prohibitor list

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

To print the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "JUNK FAX PROH.".
2. Press **[▶]** repeatedly to display "JUNK LIST PRINT". → **[SET]**
3. Press **[STOP]** to exit.

To erase an item from the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display "JUNK FAX PROH.".

2. Press **[▶]** repeatedly to display “**JUNK LIST DISP.**”. → **[SET]**
3. Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[◀]**
 - To cancel erasing, press **[STOP]**, then press **[MENU]**.
4. **[SET]** → **[MENU]**

7.11 Receiving a fax into your computer

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

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

- PC fax reception (feature #442 on page 62)
- Computer setting for the PC fax reception (feature #443 on page 63)

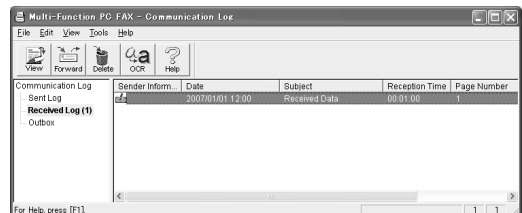
- 1 Press **[FAX AUTO ANSWER]** repeatedly to turn the auto answer setting ON (page 49).
- 2 Start Multi-Function Station. → **[PC FAX]**
- 3 When a fax call is received, your computer will receive a document through the unit.

Note:

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

Viewing a received document

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



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

If the unit's memory stores a received fax document

You can load the document into your computer.

1. Select **[PC FAX]** from Multi-Function Station.
2. Select **[Received Log]** in **[Communication Log]**.
3. Click **[File]** in the menu bar. → **[Receive a Fax]**
 - If feature #442 is activated, the received fax document will be automatically transferred to the computer.

8.1 Caller ID service

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

Important:

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

Make sure the following ring count is set to 2 or more rings beforehand.

- FAX ring count (feature #210 on page 59)
- TEL/FAX ring count (feature #212 on page 60)
- The name display service may not be available in some areas. For further information, please contact your telephone company.

8.1.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed after the 1st ring. You have the option of whether or not to answer the call.

The unit will automatically store caller information (name, telephone number and date and time of the call) from the 30 most recent calls. It is possible to view caller information one at a time on the display (page 54) or print the entire Caller ID list (page 95).

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

To confirm caller information by printing the Caller ID list

- To print manually, see page 95.
- To print automatically after every 30 new calls, activate feature #216 (page 59).

8.2 Viewing and calling back using caller information

Important:

- If the area code of the received telephone number is the same as yours, the area code may need to be deleted before calling back. This may only apply to some areas. To edit the number, see page 54.

1 [CALLER ID]

2 Press [▼] to search from the recently received caller information.

- If you press [▲], the display order will be reversed.

3 Press [MONITOR] or lift the handset to return the call.

- To send a fax, see page 44.

To change the way caller information is displayed

Press [CALLER ID] repeatedly after step 2.

Example:

SAM LEE		
11:20	20	Jul. ✓
↑↓		
1345678901		
11:20	20	Jul. ✓

8.2.1 Symbols and operations for caller information

What "✓" means

"✓" on the display means the call has already been viewed or answered.

To stop viewing

Press [STOP].

8.3 Editing a caller's telephone number before calling back/storing

1 [CALLER ID]

2 Press [▼] or [▲] repeatedly to display the desired entry.

3 Press [CALLER ID] to display the telephone number.

4 Press dial key (0 to 9) or [*] to enter the editing mode and edit the telephone number.

5 Press [MONITOR] or lift the handset to call back the edited number.

- The unit will start dialling automatically.
- To send a fax, see page 44.

Note:

- The edited telephone number will not be saved in the caller information. To save in the directory, see page 56.

To correct a mistake

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

To delete a number

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

8.4 Erasing caller information

8.4.1 Erasing all caller information

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

8.4.2 Erasing specific caller information

- 1 [**CALLER ID**]
- 2 Press [**▼**] or [**▲**] repeatedly to display the desired item. → [**◀**] → [**SET**] → [**STOP**]

8.5 Storing caller information

8.5.1 Into the one-touch dial feature and navigator directory

1 [CALLER ID]

2 Press [▼] or [▲] repeatedly to display the desired item.

3 [MENU]

4 Select the station key or navigator directory.

For stations 1–3:

1. Press the desired station key.
2. Press [▼] or [▲] repeatedly to select “DIAL MODE”. → [SET] → [SET]

For stations 4–7:

Press the station key. → [SET]

For stations 8–14:

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

For navigator directory:

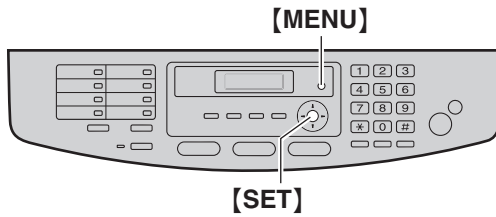
Press [◀] or [▶]. → [SET]

5 [SET]

Note:

- To edit a name or number, see page 42.
- If you assign an item to a station key which already contains an item, the previous item will be replaced.
- Station 1 to 3 can be used alternatively as broadcast keys (page 46).

9.1 Programming



- 1 **[MENU]**
- 2 Press **[F1]** and the 3-digit code (page 58 to 69).
- 3 Press the desired selection to display the desired setting.
 - This step may be slightly different depending on the feature.
- 4 **[SET]**
- 5 Press **[MENU]** to exit.

To select features using the web browser (LAN connection only)

You can change features using the web browser instead of the unit.

1. Start Multi-Function Station. → **[Utilities]** → **[Embedded Web]**
 - You can also access the unit by entering its IP address on the web browser.
2. Select the desired category from the menu bar.
[Device Configuration]: features of the unit
[Network Configuration]: features of the network
3. Type “root” as the user name, then enter the password (feature #155 on page 58). → **[OK]**
4. Select the desired feature tab at the top of the right frame.
5. Change the settings or edit information.
 - This step may be slightly different depending on the feature.
6. **[Submit]**
 - The new data will be transferred to the unit.
7. Close the web browser.

Note:

- The settings displayed in the web browser will be updated by clicking **[Reload]**.

9.2 Basic features

Feature/Code	Selection
Setting the date and time [Ⓜ][1][0][1]	Enter the date and time using the dial keypad. See page 24 for details.
Setting your logo [Ⓜ][1][0][2]	Enter your logo using the dial keypad. See page 25 for details.
Setting your fax number [Ⓜ][1][0][3]	Enter your fax number using the dial keypad. See page 25 for details.
Setting the dialling mode [Ⓜ][1][2][0]	[1] “PULSE” [2] “TONE” (default) See page 21 for details.
Setting recall/flash time [Ⓜ][1][2][1]	The recall/flash time depends on your telephone exchange or host PBX. [0] “900ms” [1] “700ms” (default) [2] “600ms” [3] “400ms” [4] “300ms” [5] “250ms” [6] “200ms” [7] “160ms” [8] “110ms” [9] “100ms” [*] “90ms” [Ⓜ] “80ms” Note: <ul style="list-style-type: none"> • If the unit is connected via a PBX, PBX functions (transferring a call, etc.) might not work correctly. Consult your PBX supplier for the correct setting.
Changing the LCD display contrast [Ⓜ][1][4][5]	[1] “NORMAL” (default) [2] “DARKER”
Changing the password for feature programming via remote operation [Ⓜ][1][5][5]	<ol style="list-style-type: none"> 1. [MENU] → [Ⓜ][1][5][5] → [SET] 2. Enter the current password. → [SET] <ul style="list-style-type: none"> • The default password is “1234”. 3. Enter a new 4-digit password using 0–9. → [SET] 4. Enter the new password again. → [SET] → [MENU] Note: <ul style="list-style-type: none"> • If you forget your current password, “0101” can always be entered in step 2 to continue changing the password. • This password is also used for feature programming via web browser.
Setting the ringer pattern [Ⓜ][1][6][1]	[1] “A” (default) [2] “B” [3] “C”

Feature/Code	Selection
Changing the ring count in FAX ONLY mode [*][2][1][0]	[1] “1” [2] “2” (default) [3] “3” [4] “4” [5] “5” [6] “6” [7] “7” [8] “8” [9] “9” Note: <ul style="list-style-type: none"> If you are using the unit with an answering machine, set to more than 4 (page 51).
Setting the Caller ID list to print automatically [*][2][1][6]	[0] “OFF” (default): The unit will not print the Caller ID list, but will keep records of the information for the last 30 callers. [1] “ON”: The unit will print the Caller ID list automatically after every 30 new calls (page 54).
Setting the recording paper size in the paper input tray [*][3][8][0]	[1] “LETTER”: Letter size paper [2] “A4” (default): A4 size paper [3] “LEGAL”: Legal size paper
Setting the waiting time for the power save mode [*][4][0][3]	To set the length of time before the unit enters the power save mode. [1] “5min”: 5 minutes [2] “15min” (default): 15 minutes [3] “30min”: 30 minutes [4] “1h”: 1 hour Note: <ul style="list-style-type: none"> During the power save mode, the unit needs to preheat the fuser unit before printing.
Holding the previous contrast setting [*][4][6][2]	[0] “DISABLED” (default): Deactivates this feature. [1] “ENABLED”: The unit will hold the previous setting. Note: <ul style="list-style-type: none"> The previous setting will be held individually for copying and sending faxes.
Setting the default operation mode [*][4][6][3]	To select the default operation mode when the selected time of the mode timer (feature #464) passes. [1] “COPY” (default): Copy mode is selected as default. [2] “FAX”: Fax mode is selected as default. Note: <ul style="list-style-type: none"> You cannot select the scan mode using this feature.
Setting the default operation mode timer [*][4][6][4]	To set the timer before returning to the default operation mode (feature #463). [0] “OFF”: Deactivates this feature. [1] “30s”: 30 seconds [2] “1min” (default): 1 minute [3] “2min”: 2 minutes [4] “5min”: 5 minutes
Setting toner save feature [*][4][8][2]	[0] “OFF” (default): Deactivates this feature. [1] “ON”: The toner cartridge will last longer. Note: <ul style="list-style-type: none"> This feature may lower the print quality by reducing toner consumption.

9.3 Fax features

Feature/Code	Selection
Changing the TEL/FAX delayed ring count [#][2][1][2]	<p>If you use an extension telephone in TEL/FAX mode, select the desired number of times the extension telephone rings before the unit answers the call.</p> <p>[1] “1” [2] “2” (default) [3] “3” [4] “4” [5] “5” [6] “6” [7] “7” [8] “8” [9] “9”</p> <p>Note:</p> <ul style="list-style-type: none"> See page 50 for details.
Printing a sending report [#][4][0][1]	<p>[0] “OFF”: Sending reports will not be printed. [1] “ON”: A sending report will be printed after every fax transmission. [2] “ERROR” (default): A sending report will be printed only when fax transmission fails.</p>
Setting the journal report to print automatically [#][4][0][2]	<p>[0] “OFF”: The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions. [1] “ON” (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 45).</p>
Changing the receiving mode in the manual answer setting [#][4][0][4]	<p>[1] “TEL” (default): Telephone mode (page 50) [2] “TEL/FAX”: Telephone/Fax mode (page 50)</p>
Sending documents overseas [#][4][1][1]	<p>If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax. This feature improves the reliability by reducing the transmission speed.</p> <p>[0] “OFF”: Deactivates this feature. [1] “NEXT FAX”: This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. [2] “ERROR” (default): When the previous fax transmission fails and you wish to re-send the document.</p> <p>Note:</p> <ul style="list-style-type: none"> This feature is not available for broadcast transmission. Calling charges may be higher than usual.

Feature/Code	Selection
Sending a fax at a specific time [*][4][1][2]	<p>This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time.</p> <p>[0] “OFF” (default) [1] “ON”</p> <p>To send a document:</p> <ol style="list-style-type: none"> 1. If the [FAX] light is OFF, turn it ON by pressing [FAX]. 2. Set the original (page 22). 3. If necessary, change to the desired resolution (page 44) and the desired contrast (page 44). 4. [MENU] → [*][4][1][2] 5. Press [1] to select “ON”. → [SET] 6. Enter the fax number. <ul style="list-style-type: none"> • To enter an item using one-touch dial feature and navigator directory, see step 3 on “7.2.1 Using the scanner glass”, page 46. (When using navigator directory, you do not have to press [DIRECTORY] before pressing [v] or [^].) 7. [SET] 8. Enter the transmission start time. <ul style="list-style-type: none"> • If you selected 12-hour time entry (page 24), press [*] repeatedly to select AM or PM. • If you selected 24-hour time entry (page 24), the time is set using 24-hour time entry. 9. When using the scanner glass, press [SET]. → [START] When using the auto document feeder, press [SET]. <ul style="list-style-type: none"> • The document will be fed into the unit and scanned into memory. The unit will then send the data at the specified time. <p>Note:</p> <ul style="list-style-type: none"> • To cancel after programming, press [STOP] while the unit is idle, and then press [SET].
Setting the Error Correction Mode (ECM) [*][4][1][3]	<p>This feature is available when the sending / receiving fax machines are ECM compatible.</p> <p>[0] “OFF”: Deactivates this feature. [1] “ON” (default): If there is an error during fax transmission / reception, the unit will support the communication.</p>
Setting the connecting tone [*][4][1][6]	<p>If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine.</p> <p>[0] “OFF”: Deactivates this feature. [1] “ON” (default): You will hear connecting tones.</p> <p>Note:</p> <ul style="list-style-type: none"> • If the ring back tone continues, the other party's machine may not be a fax machine or may have run out of paper. Check with the other party. • The connecting tone volume cannot be adjusted.
Setting auto reduction feature [*][4][3][2]	<p>To receive a fax document that is longer than your recording paper.</p> <p>[0] “OFF”: The unit will print the original size. [1] “ON” (default): The unit will fit received documents onto your recording paper.</p>

9. Programmable Features

Feature/Code	Selection
Changing the fax activation code [*][4][3][4]	<p>If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code.</p> <p>Important:</p> <ul style="list-style-type: none"> • The fax activation code must be different from the code that you programmed on the answering machine. <p>[0] "OFF" [1] "ON" (default)</p> <ol style="list-style-type: none"> 1. [MENU] → [*][4][3][4] 2. Press [1] to select "ON". → [SET] 3. Enter your code from 2 to 4 digits, using 0–9, [*] and [*]. <ul style="list-style-type: none"> • The default code is *#9. • Do not enter "0000". 4. [SET] → [MENU]
Changing the silent fax recognition ring setting [*][4][3][6]	<p>To change the number of times the unit rings while in TEL/FAX mode.</p> <p>[3] "3" (default) [4] "4" [5] "5" [6] "6" [7] "7" [8] "8" [9] "9"</p> <p>Note:</p> <ul style="list-style-type: none"> • See page 50 for details.
Setting the memory reception alert [*][4][3][7]	<p>To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem.</p> <p>[0] "OFF": Deactivates this feature. [1] "ON" (default): You will hear a beeping sound.</p> <p>Note:</p> <ul style="list-style-type: none"> • The slow beeps will continue until you solve the printing problem and make sure the unit is supplied with enough paper to print the stored document.
Setting friendly reception [*][4][3][8]	<p>To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep).</p> <p>[0] "OFF": You have to press [START] for fax reception. [1] "ON" (default): You do not have to press [START] for fax reception.</p>
Setting the output tray to use for faxing [*][4][4][1]	<p>You can select the output tray that will be used for printing received faxes.</p> <p>[1] "#1": Upper output tray (Up to approx. 100 sheets) [2] "#2" (default): Lower output tray (Up to approx. 50 sheets)</p> <p>Note:</p> <ul style="list-style-type: none"> • Lists or reports printed by pressing [HELP] (page 23) or [MENU] (page 95) will be stacked on the upper output tray.
Receiving a fax into the computer [*][4][4][2]	<p>If you wish to receive a fax into the computer, activate this feature and run [PC FAX] from Multi-Function Station.</p> <p>[0] "OFF": Deactivates this feature. [1] "ALWAYS": If the unit recognizes the connection to the computer, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will store a received document in the memory once, then transfer the data after recognition of the connection. [2] "CONNECTED" (default): If the unit recognizes the connection to the computer, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will print out the data.</p>

Feature/Code	Selection
Setting the computer for PC fax reception [Ⓜ][4][4][3]	To select the computer that will be used for receiving a fax. See page 26 for details.
Resetting fax features to their default settings [Ⓜ][4][5][9]	<p>[0] “NO” (default) [1] “YES”</p> <p>To reset the fax features:</p> <ol style="list-style-type: none">1. [MENU] → [Ⓜ][4][5][9]2. Press [1] to select “YES”. → [SET] → [SET] → [MENU] <p>Note:</p> <ul style="list-style-type: none">• The PC fax reception (feature #443 on page 26) will not be reset.

9.4 Copy features

Feature/Code	Selection
Changing the default copy resolution [⏏][4][6][1]	To change the default resolution setting for copying. [1] “TEXT/PHOTO”: For documents containing both text and photographs. [2] “TEXT” (default): For documents containing only text. [3] “PHOTO”: For documents containing photographs, shaded drawings, etc.
Setting the output tray to use for copying [⏏][4][6][6]	You can select the output tray that will be used for copying. [1] “#1” (default): Upper output tray (Up to approx. 100 sheets) [2] “#2”: Lower output tray (Up to approx. 50 sheets)
Holding the previous page layout setting [⏏][4][6][7]	[0] “DISABLED” (default): Deactivates this feature. [1] “ENABLED”: The unit will hold the previous setting.
Holding the previous zoom (enlargement / reduction) setting [⏏][4][6][8]	[0] “DISABLED” (default): Deactivates this feature. [1] “ENABLED”: The unit will hold the previous setting.
Holding the previous collate setting [⏏][4][6][9]	[0] “DISABLED” (default): Deactivates this feature. [1] “ENABLED”: The unit will hold the previous setting.

9.5 PC print features

Feature/Code	Selection
Setting the input tray in PCL® [⏏][7][6][0]	You can select the input tray that will be used in PCL printing. [1] “#1” (default): Paper input tray [2] “#2”: Manual input tray
Setting the output tray in PCL [⏏][7][6][1]	You can select the output tray that will be used in PCL printing. [1] “#1” (default): Upper output tray (Up to approx. 100 sheets) [2] “#2”: Lower output tray (Up to approx. 50 sheets)
Setting the number of copies in PCL [⏏][7][6][2]	1. [MENU] → [⏏][7][6][2] → [SET] 2. Enter the number of copies from “001” to “999”, using the dial keypad. • The default setting is “001”. 3. [SET] → [MENU]
Setting the recording paper size in PCL [⏏][7][6][3]	[1] “LETTER”: Letter size paper [2] “A4” (default): A4 size paper [3] “LEGAL”: Legal size paper
Setting the image reduction feature in PCL [⏏][7][6][4]	[0] “OFF”: Deactivates this feature. [1] “ON” (default): The document resolution will be automatically reduced when the data size is too large to print. Note: • This feature may lower the print quality by reducing the resolution.
Setting the recording paper direction in PCL [⏏][7][6][5]	[1] “PORTRAIT” (default): The document will be printed in portrait direction. [2] “LANDSCAPE”: The document will be printed in landscape direction.
Setting the A4 wide feature in PCL [⏏][7][6][6]	You can change the margin and printable area of A4 size recording paper so that 80 characters in 10 cpi font may be printed on a line. [0] “OFF” (default): Deactivates this feature. [1] “ON”: The margin and printable area of A4 recording paper will be changed.
Setting the line per page in PCL [⏏][7][6][7]	To set the number of lines per page in PCL printing. 1. [MENU] → [⏏][7][6][7] → [SET] 2. Enter the number of lines per page from “005” to “128”, using the dial keypad. • The default setting depends on the recording paper size (feature #763) and the recording paper direction (feature #765). 3. [SET] → [MENU]
Setting the font source in PCL [⏏][7][6][8]	This feature is available when the download font is registered to the unit. [1] “RESIDENT” (default): The document will be printed using resident font. [2] “DOWNLOAD FONT”: The document will be printed using download font.
Setting the font number in PCL [⏏][7][6][9]	To set the font number to be used in PCL printing. The unit assigns a number to each font. 1. [MENU] → [⏏][7][6][9] → [SET] 2. Enter the font number from “000” to “054”, using the dial keypad. • The default setting is “000”. 3. [SET] → [MENU] Note: • If feature #768 is set to “DOWNLOAD FONT”, the default setting is “001”. • To print the font list, see page 95.

9. Programmable Features

Feature/Code	Selection
Setting the font pitch/point in PCL [#][7][7][0]	To set the font pitch/point to be used in PCL printing. 1. [MENU] → [#][7][7][0] → [SET] 2. Enter the font pitch from “00 . 44” to “99 . 99”, or the point from “004 . 00” to “999 . 75”, using the dial keypad. • The default pitch is “10 . 00” and the default point is “012 . 00”. 3. [SET] → [MENU]
Setting the symbol set in PCL [#][7][7][1]	To set the symbol set to be used in PCL printing. 1. [MENU] → [#][7][7][1] 2. Press [▼] or [▲] repeatedly to display the desired symbol set. → [SET] → [MENU]
Setting the line breaks in PCL [#][7][7][2]	To set each behavior when receiving CR, LF, and FF codes. [1] “CR/LF/FF” (default): CR=CR, LF=LF, FF=FF [2] “CR+LF/LF/FF”: CR=CR+LF, LF=LF, FF=FF [3] “CR/CR+LF/CR+FF”: CR=CR, LF=CR+LF, FF=CR+FF
Setting the waiting time for auto continue mode [#][7][7][3]	To set the length of time before the unit recovers if memory overflow occurs. [1] “OFF” (default): Deactivates this feature. [2] “20s”: 20 seconds [3] “30s”: 30 seconds [4] “60s”: 60 seconds [5] “90s”: 90 seconds [6] “120s”: 120 seconds
Changing the data timeout setting [#][7][7][4]	The unit will automatically print the remaining data in memory when the computer does not send data to the unit during the set time. 1. [MENU] → [#][7][7][4] → [SET] 2. Enter the desired data timeout setting from “005” seconds to “600” seconds, using the dial keypad. • The default setting is “060” seconds. 3. [SET] → [MENU]

9.6 Scan features

Feature/Code	Selection
Setting the scan mode for Push Scan [F4][9][3]	[1] “VIEWER” (default): The scanned image will be displayed in the [Multi-Function Viewer] window. [2] “FILE” : The scanned image will be saved as a file. [3] “E-MAIL” : The scanned image will be saved for e-mail attachment. [4] “OCR” : The scanned image will be displayed in the OCR window.
Holding the previous scanning parameter for Push Scan [F4][9][4]	[0] “DISABLED” (default): Deactivates this feature. [1] “ENABLED” : The unit will hold the previous scan settings for each mode of push scan; scan type, resolution, file format, brightness, contrast, scan size.
SMTP setting for scan to e-mail (via e-mail server) (LAN connection only)	This feature can be programmed only by the web browser (page 70).
Registering the scan to e-mail destinations (via e-mail server) (LAN connection only) <ul style="list-style-type: none"> This feature can be programmed only by the web browser. 	When you send scanned files via e-mail server, you can register e-mail destinations (up to 30 destinations) to the unit using the web browser in advance. <ol style="list-style-type: none"> 1. Start Multi-Function Station. 2. [Utilities] → [Embedded Web] → [Device Configuration] 3. Type “root” as the user name, then enter the password (feature #155 on page 58). → [OK] 4. Select the [SCAN FEATURE] tab. 5. Click [Edit] next to [SCAN TO E-MAIL]. 6. Click [Edit] next to the desired scan to e-mail user. 7. Enter name and e-mail address, and then select the station key number from the drop-down list if necessary. → [Submit] 8. Close the web browser.

9.7 LAN features

Feature/Code	Selection
LAN setting with a DHCP server [F5][0][0]	<p>[0] “DISABLED”: Deactivates this feature.</p> <p>[1] “ENABLED” (default): The following will be allocated automatically using a DHCP (Dynamic Host Configuration Protocol) server.</p> <ul style="list-style-type: none"> – IP address – Subnet mask – Default gateway
Setting the IP address for the LAN connection [F5][0][1]	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> 1. [MENU] → [F5][0][1] → [SET] 2. Enter the IP address of the unit on the LAN using the dial keypad. → [SET] → [MENU]
Setting the Subnet mask for the LAN connection [F5][0][2]	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> 1. [MENU] → [F5][0][2] → [SET] 2. Enter the subnet mask of the network on the LAN using the dial keypad. → [SET] → [MENU]
Setting the default gateway for the LAN connection [F5][0][3]	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> 1. [MENU] → [F5][0][3] → [SET] 2. Enter the default gateway of the network on the LAN using the dial keypad. → [SET] → [MENU]
Setting the primary DNS server for the LAN connection [F5][0][4]	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> 1. [MENU] → [F5][0][4] → [SET] 2. Enter the primary DNS server of the network on the LAN using the dial keypad. → [SET] → [MENU]
Setting the secondary DNS server for the LAN connection [F5][0][5]	<p>This feature is available when feature #500 is deactivated.</p> <ol style="list-style-type: none"> 1. [MENU] → [F5][0][5] → [SET] 2. Enter the secondary DNS server of the network on the LAN using the dial keypad. → [SET] → [MENU]
Setting the machine name [F5][0][7]	<ol style="list-style-type: none"> 1. [MENU] → [F5][0][7] → [SET] 2. Enter the name of the unit to recognize on the LAN, up to 15 characters (see page 71 for character entry). → [SET] → [MENU] <p>Note:</p> <ul style="list-style-type: none"> • In order to recognize the unit on the LAN, the default name of the unit is assigned automatically. If you change the name, assign the unique name to avoid overlapping.
Displaying the MAC address of the unit [F5][0][8]	<ol style="list-style-type: none"> 1. [MENU] → [F5][0][8] → [SET] 2. The MAC address of the unit will be displayed. → [MENU]
IP filtering for the LAN connection [F5][3][2]	<p>[0] “DISABLED” (default): Deactivates this feature.</p> <p>[1] “ENABLED”: The unit will deny/approve access from the pre-programmed IP patterns. Whether to deny or approve, and up to 4 patterns can be programmed using the web browser (page 57).</p>
Setting the IP address automatically for the LAN connection [F5][3][3]	<p>This feature is available when feature #500 is activated.</p> <p>[0] “DISABLED” (default): Deactivates this feature.</p> <p>[1] “ENABLED”: IP address will be allocated automatically without using a DHCP (Dynamic Host Configuration Protocol) server.</p>

Feature/Code	Selection
Setting HTTPD for the LAN connection [⌘][5][3][4]	[0] “DISABLED”: Denies access to the web browser. [1] “ENABLED” (default): Allows access to the web browser.

9.8 Network features (LAN connection only)

These features can be programmed only by using the web browser.

Feature	Tab	Selection
Setting the location where you use this unit	[LAN FEATURE]	Enter the location information of the unit.
SMTP setting for scan to e-mail (via e-mail server)	[E-MAIL FEATURE]	Enter the SMTP server information to send scanned image from the unit via e-mail server. Consult your service provider or network administrator for details.
Setting the error notify feature	[ERROR NOTIFY]	[ENABLED]: The unit will send an e-mail to registered destinations when the printing problem occurs. [DISABLED] (default): Deactivates this feature.
SMTP setting for error notify feature	[ERROR NOTIFY]	Enter the SMTP server information to send an error notify e-mail.
Registering destinations for error notify feature	[ERROR NOTIFY]	Enter the e-mail address to which error notify will be sent, and select the type of problems.

Note:

- See the following sections for details on these related features:
 - Change password (feature #155 on page 58)
 - DHCP mode (feature #500 on page 68)
 - IP address (feature #501 on page 68)
 - Subnet mask (feature #502 on page 68)
 - Default gateway (feature #503 on page 68)
 - DNS server #1 (feature #504 on page 68)
 - DNS server #2 (feature # 505 on page 68)
 - Machine name (feature #507 on page 68)
 - IP filtering (feature #532 on page 68)
 - Auto IP (feature #533 on page 68)
 - HTTPD (feature #534 on page 69)

10.1 Character entry

The dial keypad is used to enter characters and numbers.

- Press [**◀**] or [**▶**] to move the cursor.
- Press dial keys to enter characters and numbers.
- Press [**STOP**] to erase the character or number highlighted by the cursor. Press and hold [**STOP**] to erase all characters or numbers.
- To enter another character located on the same dial key, press [**▶**] to move the cursor to the next space, then press the appropriate dial key.

Keypad	Characters
[1]	1 . _ - [] { } + / = , ` : ; ?
[2]	A B C 2
	a b c 2
[3]	D E F 3
	d e f 3
[4]	G H I 4
	g h i 4
[5]	J K L 5
	j k l 5
[6]	M N O 6
	m n o 6
[7]	P Q R S 7
	p q r s 7
[8]	T U V 8
	t u v 8
[9]	W X Y Z 9
	w x y z 9
[0]	0 @ () < > ! " # \$ % & ¥ * ^ ' →
[*]	To switch between uppercase or lowercase letters.
[RECALL]	Hyphen
[ZOOM]	To insert a space.
[STOP]	To delete a character.

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

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

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

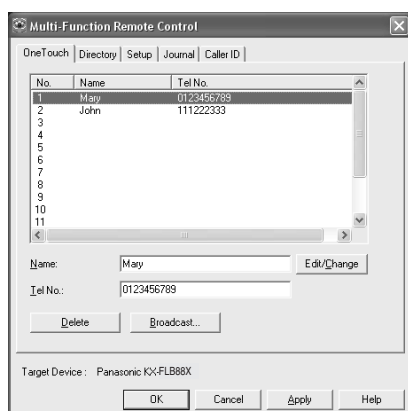
10.2 Status of the unit

10.2.1 Using Remote Control

You can easily operate the following functions from your computer.

- Programming the features (page 58)
- Storing, editing or erasing items in directories (page 42)
- Storing or erasing items for broadcast transmission (page 46)
- Viewing items in the journal report (page 45)
- Storing the journal report as the computer file
- Viewing items in the Caller ID list (page 54)
- Storing caller information into directories (page 56)
- Storing the Caller ID list as the computer file

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



- 2 Select the desired tab.
 - The latest data in the unit will be displayed.
- 3 Perform the desired operation.
 - For details about each function, click **[Help]**.
 - To stop the operation, click **[Cancel]**.
- 4 **[OK]**
 - You can also click **[Apply]** to continue the next operation without closing the window.
- 5 Enter the password (feature #155 on page 58). → **[OK]**
 - The new data will be transferred to the unit and the window will close.

Note:

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

10.2.2 Using Device Monitor

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

- 1 Start Multi-Function Station.
- 2 **[Utilities]** → **[Device Monitor]**
 - The **[Device Monitor]** window will appear.
- 3 Confirm the status of the unit.
[Status]: Current status of the unit

Note:

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

10.2.3 Using the web browser (LAN connection only)

You can confirm the setting information and status of the unit from the web browser.

- 1 Start Multi-Function Station. → **[Utilities]** → **[Embedded Web]**
 - You can also access the unit by entering its IP address on the web browser.
- 2 Select the category from the menu bar.
[Status]: Toner and paper information, etc.
[Device]: Current status of the unit, etc.
[Network]: Network information, etc.
 - When you select **[Device]** or **[Network]**, you can change which features are displayed by clicking the feature tabs at the top of the right frame.
- 3 Confirm the status of the unit.

Note:

- The status of the unit will be updated by clicking **[Reload]**.

10.3 Changing the default output tray

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

- 1 **[Start]**
- 2 Open the printer window.
For Windows 98/Windows Me/Windows 2000:
[Settings] → **[Printers]**
For Windows XP Professional:
[Printers and Faxes]

For Windows XP Home:

[Control Panel] → [Printers and Other Hardware] → [Printers and Faxes]

For Windows Vista:

[Control Panel] → [Printers]

- 3 Select the unit's name.
- 4 Select **[Properties]** from the **[File]** or **[Organize]** menu.
 - The printer properties window will appear.
 - For Windows 2000, Windows XP and Windows Vista users, click **[Printing Preferences...]** on the **[General]** tab.
- 5 Select the desired output tray on the **[Output]** tab.
- 6 **[OK]**
 - The selected output tray will be set as default.
 - For details, see the help file by selecting **[?]** from Multi-Function Station.

10.4 Cancelling the operations

You can cancel the current operation from the unit. You can also select the desired operation to cancel.

- 1 **[STOP]**
 - "USER STOPPED" is displayed.
 - When "USER STOPPED" is not displayed, go to step 2.
- 2 **To cancel printing:**
Press **[STOP]** repeatedly to display "STOP PRINTING?".

To cancel scanning:
Press **[STOP]** repeatedly to display "STOP SCANNING?".

To cancel copying:
Press **[STOP]** repeatedly to display "STOP COPYING?".

To cancel sending or receiving faxes:
Press **[STOP]** repeatedly to display "STOP FAX?".

To cancel broadcast transmission:
Press **[STOP]** repeatedly to display "BROADCAST CANCELLED?".

To cancel fax redialling:
Press **[STOP]** repeatedly to display "SEND CANCELLED?".
- 3 **[SET]**

11.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the sending and journal reports (page 45).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	<ul style="list-style-type: none"> ● A transmission or reception error occurred. Try again or check with the other party.
	43 44	<ul style="list-style-type: none"> ● A line problem occurred. Connect the telephone line cord to a different jack and try again. ● An overseas transmission error occurred. Try using the overseas mode (feature #411 on page 60).
DOCUMENT JAMMED	-----	<ul style="list-style-type: none"> ● Remove the jammed document (page 88).
ERROR-NOT YOUR UNIT	53 54 59 70	<ul style="list-style-type: none"> ● A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	-----	<ul style="list-style-type: none"> ● The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	-----	<ul style="list-style-type: none"> ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 17) or remove the jammed paper (page 85). ● If feature #442 is set to “ALWAYS” (page 62), check the connection between the computer and the unit.
NO DOCUMENT / FAILED PICKUP	-----	<ul style="list-style-type: none"> ● The document was not fed into the unit properly. Re-insert it and try again.
OTHER FAX NOT RESPONDING	-----	<ul style="list-style-type: none"> ● The other party's fax machine is busy or has run out of recording paper. Try again. ● The other party's fax machine rings too many times. Send the fax manually (page 44). ● The other party's machine is not a fax machine. Check with the other party. ● The number you dialled is not in service.
PRESSED THE STOP KEY	-----	<ul style="list-style-type: none"> ● [STOP] was pressed and fax communication was cancelled.
THE COVER WAS OPENED	-----	<ul style="list-style-type: none"> ● The top cover was opened. Close it and try again.
OK	-----	<ul style="list-style-type: none"> ● Fax transmission or reception was successful.

11.2 Error messages – Display

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

Display	Cause & Solution
"CALL SERVICE"	<ul style="list-style-type: none"> There is something wrong with the unit. Contact our service personnel.
"CARRIAGE ERROR"	<ul style="list-style-type: none"> There is something wrong with the carriage sensor. Contact our service personnel.
"CHANGE DRUM"	<ul style="list-style-type: none"> There is something wrong with the drum unit. Replace the drum unit and the toner cartridge.
"CHECK DOCUMENT"	<ul style="list-style-type: none"> The document was not fed into the unit properly. Remove the document, then press [STOP] to clear the message. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 93) and try again.
"CHECK DRUM"	<ul style="list-style-type: none"> The drum unit is not inserted properly. Re-insert it correctly (page 13).
"CHECK PICK UP INPUT TRAY #1"	<ul style="list-style-type: none"> Recording paper was not fed into the unit properly. Re-insert the recording paper (page 87). <p>Note:</p> <ul style="list-style-type: none"> "#1": Paper input tray "#2": Manual input tray
"CLOSE ADF COVER"	<ul style="list-style-type: none"> The ADF cover is open. Close it.
"DIRECTORY FULL"	<ul style="list-style-type: none"> There is no space to store new items in navigator directory. Erase unnecessary items (page 42).
"DRUM LIFE LOW REPLACE SOON"	<ul style="list-style-type: none"> The drum life is near its end. Replace the drum unit as soon as possible.
"FAX IN MEMORY"	<ul style="list-style-type: none"> The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 95. If feature #442 is set to "ALWAYS" (page 62), check the connection between the computer and the unit.
"KEEP COPYING"	<ul style="list-style-type: none"> Copying has stopped due to a lack of recording paper or misfeeding of recording paper. See the other displayed message instructions to continue copying.
"LOW TEMP."	<ul style="list-style-type: none"> The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area. While the unit cannot be operated, the received documents are temporarily stored into the memory, and will be printed out automatically when the unit warms up.
"MEMORY FULL"	<ul style="list-style-type: none"> When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually. When making a copy, the document being stored exceeded the memory capacity of the unit. Press [STOP] to clear the message. Divide the document into sections.
"MODEM ERROR"	<ul style="list-style-type: none"> There is something wrong with the unit's modem. Contact our service personnel.
"NO FAX REPLY"	<ul style="list-style-type: none"> The other party's fax machine is busy or has run out of recording paper. Try again.

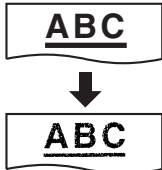
Display	Cause & Solution
“OUT OF PAPER INPUT TRAY #1”	<ul style="list-style-type: none"> Recording paper is not installed or the input tray has run out of paper. Install paper (page 17, 31). Recording paper is not fed into the unit properly. Reinstall paper (page 17, 31). The paper input tray is not installed or is not inserted completely. Insert the paper input tray into the unit. <p>Note:</p> <ul style="list-style-type: none"> “#1”: Paper input tray “#2”: Manual input tray
“PAPER JAMMED” “OPEN TOP COVER”	<ul style="list-style-type: none"> A recording paper jam occurred. Remove the jammed paper (page 85).
“PC FAIL OR BUSY”	<ul style="list-style-type: none"> The cable or the computer power cord is not connected correctly. Check the connections (page 20, 28). The software is not running on the computer. Restart the software and try again.
“PLEASE WAIT”	<ul style="list-style-type: none"> The unit is warming up. Wait for a while.
“POLLING ERROR”	<ul style="list-style-type: none"> The other party's fax machine does not offer the polling function. Check with the other party.
“REDIAL TIME OUT”	<ul style="list-style-type: none"> The other party's fax machine is busy or has run out of recording paper. Try again.
“REMOVE DOCUMENT”	<ul style="list-style-type: none"> The document is jammed. Remove the jammed document (page 88). Attempted to send or copy a document longer than 600 mm using the auto document feeder. Press [STOP] to remove the document. Divide the document into two or more sheets and try again.
“REMOVE PAPER IN INPUT TRAY #2”	<ul style="list-style-type: none"> The recording paper is installed in the manual input tray when trying to copy, receive faxes or print reports. Remove the recording paper from the manual input tray.
“REPLACE DRUM CHANGE SUPPLIES”	<ul style="list-style-type: none"> The drum unit's service life is finished. Replace the drum unit immediately.
“RX MEMORY FULL”	<ul style="list-style-type: none"> The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 17) or remove the jammed paper (page 85). If feature #442 is set to “ALWAYS” (page 62), check the connection between the computer and the unit.
“TONER EMPTY” “CHANGE SUPPLIES”	<ul style="list-style-type: none"> The toner's service life is finished. Replace the toner cartridge immediately.
“TONER LOW” “CHANGE SUPPLIES”	<ul style="list-style-type: none"> The toner's service life is near its end. Replace the toner cartridge as soon as possible.
“TOP COVER OPEN”	<ul style="list-style-type: none"> The top cover is open. Close it.
“TRANSMIT ERROR”	<ul style="list-style-type: none"> A transmission error occurred. Try again.
“WARMING UP”	<ul style="list-style-type: none"> The inside of the unit is cold. Let the unit warm up. Wait for a while.
“WRONG PAPER”	<ul style="list-style-type: none"> The fax message was printed on paper which is shorter than A4 size paper. Use appropriate size paper (page 96).

11.3 When a function does not work

11.3.1 General

Problem	Cause & Solution
The unit does not work.	<ul style="list-style-type: none"> Check the connections (page 20, 28).
The output tray becomes full quickly or the recording paper does not stack properly on the output tray.	<ul style="list-style-type: none"> High humidity may cause the recording paper to curl. Try turning the paper over and re-inserting it. If the curl on the paper is heavy, please remove it from the output tray. If you still have this problem, contact our service personnel.
I cannot adjust volumes or display items stored in one-touch dial and navigator directory.	<ul style="list-style-type: none"> The unit is set to the scan mode or copy mode. Press [FAX] to switch modes. If you still have this problem, contact our service personnel.
A printing error is displayed while using PC FAX and Remote Control.	<ul style="list-style-type: none"> This is because the printer driver is used for PC FAX and Remote Control. The transmission error will be displayed as the printing error.
Multi-Function Station does not work properly.	<ul style="list-style-type: none"> If you connect the USB cable to USB hub, connect it to the USB port of your computer directly. Make sure you have installed the latest Service Pack available for the version of Windows installed on your computer. See the Microsoft web site for details. If you have any other multifunction softwares installed on your computer, uninstall them. Check that your computer has enough memory and hard disk space. If your computer warns of insufficient memory, close other applications. If there is not enough space on the hard disk, delete unnecessary files. Uninstall Multi-Function Station once, and re-install it.
I cannot install or uninstall Multi-Function Station.	<ul style="list-style-type: none"> Some of the files needed to install or uninstall Multi-Function Station may be corrupted. Use the MfsCleaner utility (found on the supplied CD-ROM) to solve the problem. <ol style="list-style-type: none"> Insert the supplied CD-ROM into your CD-ROM drive. <ul style="list-style-type: none"> The setup program will start automatically. [Tools] → [Cleanup Tool] <ul style="list-style-type: none"> The [MfsCleaner] window will appear. Click [Clean], then click [Yes] to restart the computer. <p>Note:</p> <ul style="list-style-type: none"> To install Multi-Function Station again, see page 27.
I cannot view the operating instructions using Multi-Function Station.	<ul style="list-style-type: none"> Install the operating instructions to your computer beforehand (page 28).
I cannot find the unit in the [Target Device] or [Device Select] dialogue box when operating the following functions. <ul style="list-style-type: none"> Scanning Remote Control PC FAX Device Monitor 	<ul style="list-style-type: none"> The printer driver has not been installed. Install it on your computer (page 27).

11.3.2 Printing problems

Problem	Cause & Solution
<p>The printing quality is poor.</p> 	<ul style="list-style-type: none"> Some paper has instructions recommending which side to print on. Try turning the recording 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 recording paper is too damp. Use new paper. The remaining toner is low. Replace the toner cartridge. To check the drum life and quality, please print the printer test list (page 95). If printing quality is still poor, replace the toner cartridge and drum unit. The toner save mode of feature #482 is ON (page 59).
<p>A blank sheet is ejected.</p>	<ul style="list-style-type: none"> You placed the document facing the wrong way when using the copier. The other party placed the document in their fax machine the wrong way. Check with the other party.
<p>Black lines, white lines or smudges appear on the printed documents.</p>	<ul style="list-style-type: none"> The glass or rollers are dirty with correction fluid, etc. Clean them (page 90, 93). Please do not insert a document before correction fluid has dried completely.
<p>Coloured text is printed in black instead of greyscale when printing from Microsoft PowerPoint or other applications.</p>	<ul style="list-style-type: none"> Select [Colour] or remove the check next to [Greyscale] in the print dialogue so that coloured text will be printed in greyscale.
<p>I cannot find the PCL driver.</p>	<ul style="list-style-type: none"> The PCL driver can be found in the following folder on the supplied CD-ROM. "D:\Drivers\Printer\2kXp\PCL" (where "D" is the drive letter of your CD-ROM drive) <p>For more details, refer to: http://panasonic.co.jp/pcc/cs/en/telecom/mfp-faq.htm</p>

11.3.3 Scanner

Problem	Cause & Solution
<p>I cannot scan.</p>	<ul style="list-style-type: none"> When scanning at a high resolution, a large amount of available memory is required. If your computer warns of insufficient memory, close other applications and try again. The unit is in use. Try again later. There is not enough space on the hard disk. Delete unnecessary files and try again. Restart the computer, and try again. Check the connection between the computer and the unit (page 20, 28). You attempted to scan a document longer than the paper size which you set. Change the setting or divide the document into the appropriate paper size, and try again.
<p>The document is not fed into the unit when using the unit as a scanner.</p>	<ul style="list-style-type: none"> Remove the document in the auto document feeder and re-insert it.
<p>Even after clicking [Cancel], scanning continues.</p>	<ul style="list-style-type: none"> Please wait. It may take a while for the cancel request to be accepted.

Problem	Cause & Solution
The name of the desired computer will not be displayed on the unit when scanning documents from the unit (LAN connection only).	<ul style="list-style-type: none"> The printer driver has not been installed. Install it on your computer (page 27). The PC name list up feature has been set to [Off]. Set to [On] in the [Settings] (page 29). The maximum number of computers on the LAN is connected to the unit (up to 30 computers). Set the PC name list up feature to [Off] on the other computers (page 29). The IP address of the unit may have changed. To detect the IP address, proceed as follows. [Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [IP Address Checker]. <ul style="list-style-type: none"> The IP address for the unit will be detected.

11.3.4 Copier

Problem	Cause & Solution
The unit will not make a copy.	<ul style="list-style-type: none"> You cannot make a copy during programming. Make the copy after programming. The document was not fed into the unit properly. Re-insert the document. Recording paper is not installed or the unit has run out of paper. Install paper (page 17). Recording paper is installed in the manual input tray. Remove the recording paper from the manual input tray.
Letters on the copied documents are not clear.	<ul style="list-style-type: none"> The original document is too dark or too light. Change the contrast setting by pressing [QUALITY], then [▼] or [▲], and try again.
The copied documents are too dark and cannot be read.	<ul style="list-style-type: none"> You used a coloured paper as a document. Change the contrast (page 37) and make a lighter copy of the document, using "TEXT" resolution (page 37).

11.3.5 Fax

Problem	Cause & Solution
I cannot send documents.	<ul style="list-style-type: none"> The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 20). The other party's fax machine is busy or has run out of recording paper. Try again. The other party's machine is not a fax machine. Check with the other party. The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 44).
I cannot send a fax overseas.	<ul style="list-style-type: none"> Use the overseas transmission mode (feature #411 on page 60). Add two pauses at the end of the telephone number or dial manually.
The other party complains that letters on their received document are distorted.	<ul style="list-style-type: none"> If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services. Another telephone on the same line is off the hook. Hang up the extension telephone and try again.
The other party complains about the quality of their received documents.	<ul style="list-style-type: none"> Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine. If the copied image is not clear, too dark, black and white lines or smudges appear, refer to "11.3.2 Printing problems", page 78. The original document is too dark or too light. Change the contrast setting by pressing [CONTRAST], then [▼] or [▲], and try again.

Problem	Cause & Solution
The other party complains that received documents are too dark and cannot be read.	<ul style="list-style-type: none"> You used a coloured paper as a document. Change the contrast (page 37) and make a lighter copy of the document, using “TEXT” resolution (page 37), and try again.
I cannot receive documents.	<ul style="list-style-type: none"> The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 20). Feature #442 is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 53). Recording paper is installed in the manual input tray. Remove the recording paper from the manual input tray.
I cannot receive documents automatically.	<ul style="list-style-type: none"> The receiving mode is set to TEL mode. Set to FAX ONLY mode (page 49) or TEL/FAX mode (page 50). The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #210 on page 59).
The display shows “CONNECTING”, but faxes are not received.	<ul style="list-style-type: none"> The incoming call is not a fax. Change the receiving mode to TEL mode (page 50) or TEL/FAX mode (page 50).
The printing quality of the received documents is poor.	<ul style="list-style-type: none"> If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. If documents can not be copied properly, refer to “11.3.2 Printing problems”, page 78.
The other party complains that they cannot send a document.	<ul style="list-style-type: none"> The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 17) or remove the jammed paper (page 85). If feature #442 is set to “ALWAYS” (page 62), check the connection between the computer and the unit. The unit is not in FAX ONLY mode. Press [FAX AUTO ANSWER] repeatedly to turn ON the [FAX AUTO ANSWER] indicator.
I cannot select the desired receiving mode.	<ul style="list-style-type: none"> If you want to set FAX ONLY mode: <ul style="list-style-type: none"> press [FAX AUTO ANSWER] repeatedly to turn ON the [FAX AUTO ANSWER] indicator. If you want to set TEL mode or TEL/FAX mode: <ul style="list-style-type: none"> select the desired mode using feature #404 (page 60), and press [FAX AUTO ANSWER] repeatedly to turn OFF the [FAX AUTO ANSWER] light.
When an extension telephone is connected, I cannot receive documents by pressing [*][#][9].	<ul style="list-style-type: none"> You must set remote fax activation to ON (feature #434 on page 62) beforehand. Press [*][#][9] firmly. You may have changed the remote fax activation code from [*][#][9] (default setting). Verify the remote fax activation code (feature #434 on page 62).

Problem	Cause & Solution
I cannot hear a dial tone.	<ul style="list-style-type: none"> • The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 20). • If you use a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler. • Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. • The power cord or telephone line cord is not connected. Check the connections (page 20). • If you connected the unit through a computer modem, connect the unit directly to a telephone line jack.
I cannot make calls.	<ul style="list-style-type: none"> • The dialling mode setting may be wrong. Change the setting (feature #120 on page 21).
The unit does not ring.	<ul style="list-style-type: none"> • The ringer volume is turned OFF. Adjust it (page 24).
The other party complains they only hear a fax tone and cannot talk.	<ul style="list-style-type: none"> • FAX ONLY mode is set. Tell the other party the number is only used for faxes.
The [REDIAL] or [PAUSE] button does not function properly.	<ul style="list-style-type: none"> • If this button is pressed during dialling, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialled will be redialled.
I cannot receive a fax document on the computer.	<ul style="list-style-type: none"> • Make sure the following features are set beforehand. <ul style="list-style-type: none"> – PC fax reception (feature #442 on page 62) – Computer setting for the PC fax reception (feature #443 on page 26)

11.3.6 Network

Problem	Cause & Solution												
<p>I cannot operate the following functions.</p> <ul style="list-style-type: none">– PC printing– Scanning– Remote Control– PC FAX– Device Monitor	<ul style="list-style-type: none">• Confirm the LED via the LAN port of the main board. If the LED is glowing or blinking red, the network access is working correctly. If the LED is not glowing or blinking, confirm the LAN cable (category 5 straight cable) is connected to the LAN port of the main board correctly.• Confirm the LAN cable (category 5 straight cable) is connected to the LAN port of the main board correctly. If the LED is still not glowing or blinking, there is something wrong with the main board. Contact our service personnel.• If the LED is blinking and you cannot perform the desired operation, the IP address of the unit may have changed. To detect the IP address, proceed as follows. [Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [IP Address Checker].<ul style="list-style-type: none">• The IP address for the unit will be detected. <p>Note:</p> <ul style="list-style-type: none">• If the IP address cannot be detected, enter it manually (feature #501 on page 68). The IP address of the computer and the unit must be in the same local IP address class as shown below. Set the IP address in the range of the number specified in the class corresponding to your local network scale. <table><tr><th>Class</th><th>Subnet mask</th><th>IP address</th></tr><tr><td>Class A</td><td>255.0.0.0</td><td>10.0.0.1 - 10.255.255.254</td></tr><tr><td>Class B</td><td>255.255.0.0</td><td>172.xx.0.1 - 172.xx.255.254*1</td></tr><tr><td>Class C</td><td>255.255.255.0</td><td>192.168.xx.1 - 192.168.xx.254*2</td></tr></table> <p>*1 “xx” should be the same value for the unit and for the computer, as shown in the following example. Example: 172.16.0.1 - 172.16.255.254 (The available range of “xx” is 16 - 31)</p> <p>*2 “xx” should be the same value for the unit and for the computer, as shown in the following example. Example: 192.168.0.1 - 192.168.0.254 (The available range of “xx” is 0 - 255)</p> <ul style="list-style-type: none">• Your firewall software is blocking the connection. Disable the firewall software or change the firewall settings to make the Multi-Function Station work properly.	Class	Subnet mask	IP address	Class A	255.0.0.0	10.0.0.1 - 10.255.255.254	Class B	255.255.0.0	172.xx.0.1 - 172.xx.255.254*1	Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254*2
Class	Subnet mask	IP address											
Class A	255.0.0.0	10.0.0.1 - 10.255.255.254											
Class B	255.255.0.0	172.xx.0.1 - 172.xx.255.254*1											
Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254*2											
<p>The unit does not appear in the [Select a Network Device] dialogue box when installing Multi-Function Station.</p>	<ul style="list-style-type: none">• Your firewall software is blocking the connection and the setup program may not list any units. Consult your network administrator and temporarily disable the firewall software.												

Problem	Cause & Solution
The [Windows Security Alert] dialogue box appears and asks if you want to block [PCCMFLPD] and I cannot operate the following functions after installing the Microsoft Windows XP Service Pack 2. <ul style="list-style-type: none"> – PC printing – Scanning – Remote Control – PC FAX – Device Monitor 	<ul style="list-style-type: none"> • Click [Keep Blocking] and run the Windows Firewall Setting Tool to allow the data transmission for Multi-Function Station (page 83).

11.3.7 Using an answering machine

Problem	Cause & Solution
I cannot receive documents automatically.	<ul style="list-style-type: none"> • Your greeting message on the answering machine is too long. Shorten the message. Record a message up to 10 seconds long. • The answering machine rings too many times. Set to 1 or 2 rings.
I cannot receive voice messages.	<ul style="list-style-type: none"> • Check if the answering machine is turned ON and connected to the unit properly (page 51). • Set the number of rings on the answering machine to 1 or 2.
I pressed the remote access code to access the answering machine remotely, but the line was disconnected.	<ul style="list-style-type: none"> • The code may include “#” which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include “#”.
Callers complain that they cannot send a document.	<ul style="list-style-type: none"> • There is no room left in memory of your answering machine to record voice messages. See the operating instructions of the answering machine and erase unnecessary messages. • You set the answering machine to only give a greeting message.

11.3.8 If a power failure occurs

- The unit will not function.
- If any documents are stored in the memory (i.e. during copy, PC printing, fax transmission or fax reception), they will be lost.
- 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.
- When power is restored, a power down report will be printed out stating which fax items in the memory have been erased.

11.3.9 Firewall setting tool for Microsoft Windows XP Service Pack 2/Windows Vista users (LAN connection only)

After installing Microsoft Windows XP Service Pack 2/Windows Vista, you will not be able to use the following functions because the Windows Firewall feature will be activated and block the connection.

- Device Monitor
- LPD Manager (Network communication tool)

The Windows Firewall Setting Tool enables you to change the Windows Firewall security settings and to use the above functions properly.

- 1 Insert the CD-ROM that is supplied with the unit into your CD-ROM drive.

11. Help

- If the **[Select Language]** dialogue box appears, select the desired language that you want to use with this software. Click **[OK]**.
- 2 **[Tools] → [Windows Firewall Setting]**
 - The **[Windows Firewall Setting Tool]** window will appear.
 - 3 **[Add to the exceptions list] → [OK] → [OK]**
-

To confirm the security settings (For Windows XP users)

1. **[Start] → [Control Panel] → [Security Center]**
 - The **[Windows Security Center]** window will appear.
 2. **[Windows Firewall]**
 - The **[Windows Firewall]** dialogue box will appear.
 3. Click the **[Exceptions]** tab.
 4. Confirm that **[Panasonic Trap Monitor Service]** and **[PCCMFLPD]** are displayed and checked on the **[Programs and Services]** list.
-

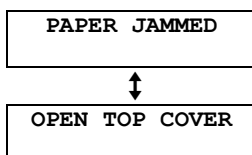
To confirm the security settings (For Windows Vista users)

1. **[Start] → [Control Panel] → [Security Center]**
 - The **[Windows Security Center]** window will appear.
2. **[Windows Firewall]**
 - The **[Windows Firewall]** dialogue box will appear.
3. **[Change settings]**
 - The **[User Account Control]** dialogue box will appear.
4. **[Continue]**
5. Click the **[Exceptions]** tab.
6. Confirm that **[Panasonic Trap Monitor Service]**, **[PCMFSLM]** and **[PCCMFLPD]** are displayed and checked on the **[Program or port]** list.

12.1 Recording paper jam

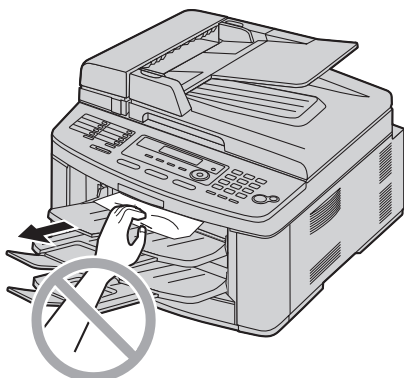
12.1.1 When the recording paper has jammed inside of the unit

The display will show the following.

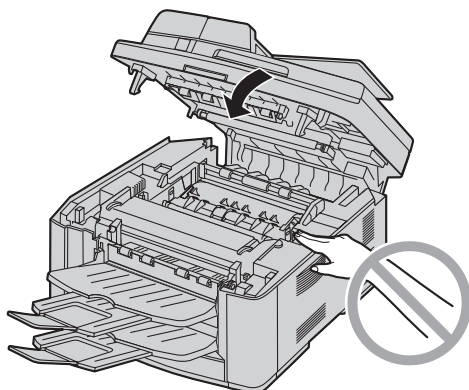


Caution:

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



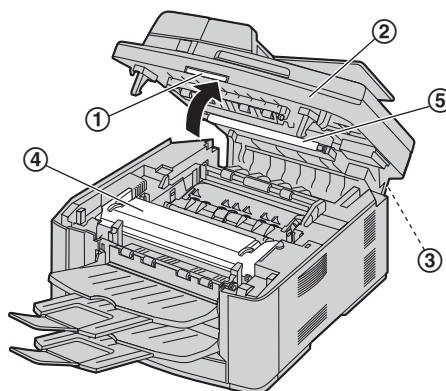
- To prevent injuries, be careful not to put your hands under the top cover.



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

Important:

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



Caution:

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

Note:

- Do not touch the transfer roller (⑤).

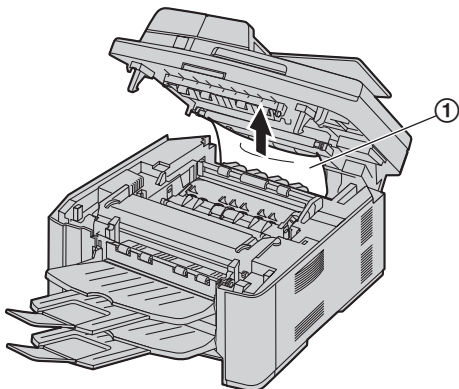
- Remove the jammed paper.

12. Paper Jams

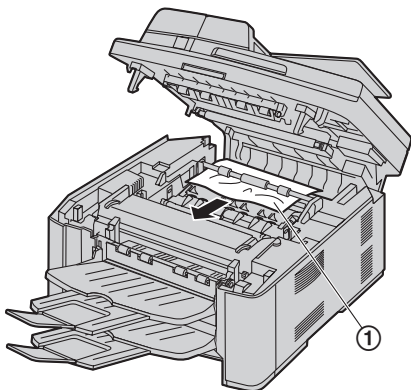
Case 1:

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

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



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

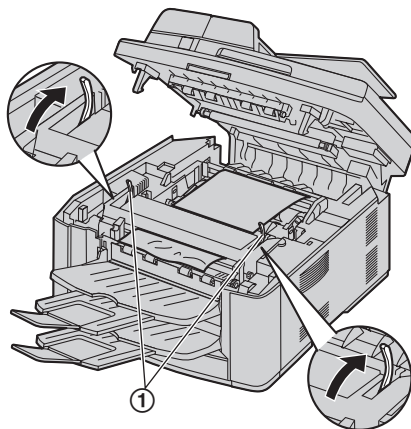


3. Insert the paper input tray into the unit.

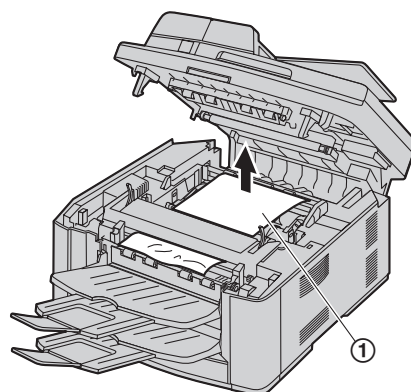
Case 2:

When the recording paper has jammed near the fuser unit:

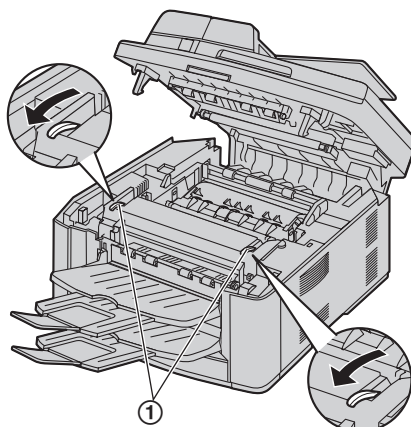
1. Lift both green levers (①) until they stop.



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



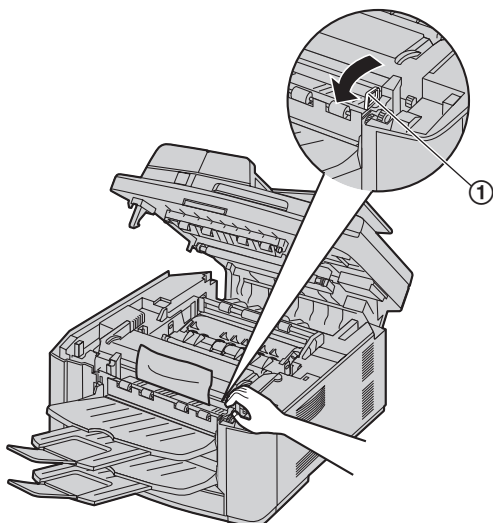
3. Push back the green levers (①) to the original position.



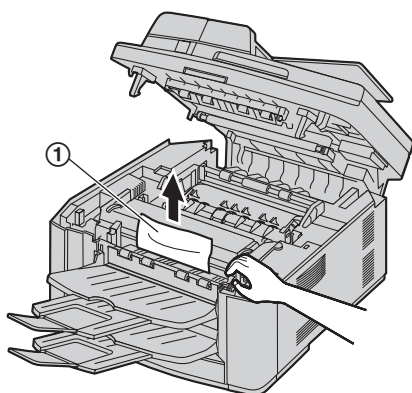
Case 3:

When the recording paper has jammed near the output tray:

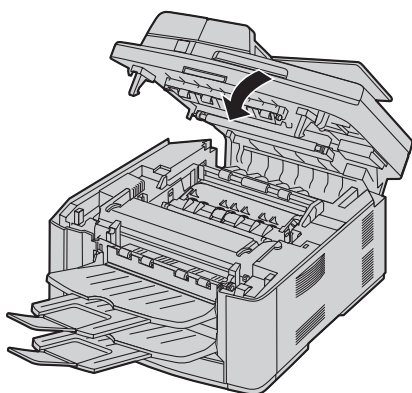
1. Pull and hold the lever (①) to release the jammed paper.



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



3. Close the top cover until locked.

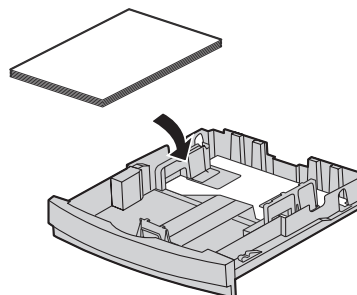


12.1.2 When the recording paper is not fed into the unit properly

The display will show the following.

CHECK PICK UP INPUT TRAY #1

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



- 3 Insert the paper input tray into the unit.

Note:

- If the error message is still displayed, check the recording paper specifications and re-install recording paper. See page 17 for details.

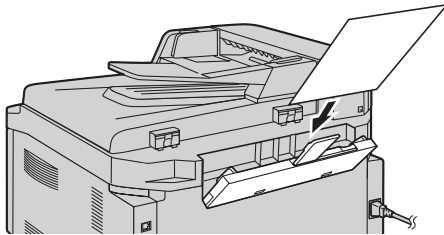
12. Paper Jams

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

The display will show the following.

CHECK PICK UP
INPUT TRAY #2

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



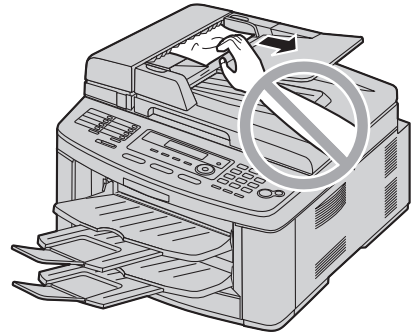
Note:

- If the error message is still displayed, check the recording paper specifications and re-install recording paper. See page 31 for details.

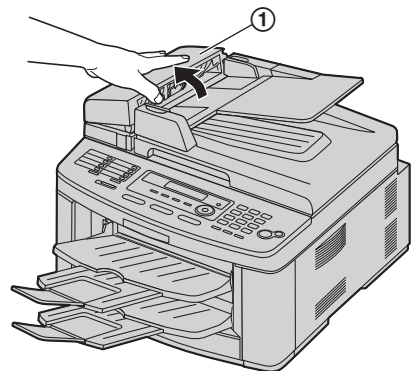
12.2 Document jams (Auto document feeder)

Caution:

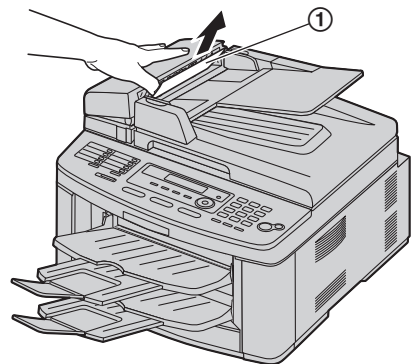
- Do not pull out the jammed document forcibly before lifting the ADF cover.



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



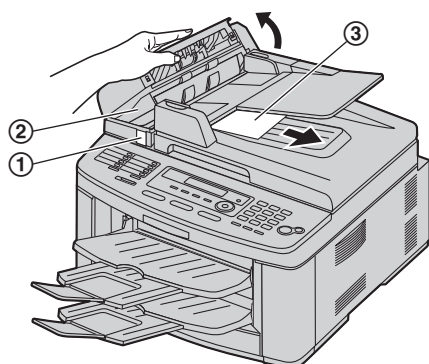
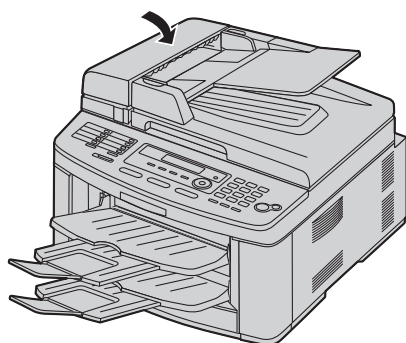
- 2 When the document has jammed near the document entrance:
Remove the jammed document (①) carefully.



When the document has jammed near the document exit:

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

Remove the jammed document (③) carefully.

**3** Close the ADF cover.

13. Cleaning

13.1 Cleaning the white plates and glass

Clean the white plates and glass when a black line, a white line or a dirty pattern appears on:

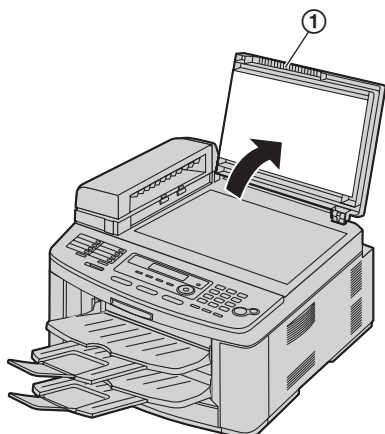
- your recording paper,
- the original document,
- the scanned data, or
- the fax document received by the other party.

Caution:

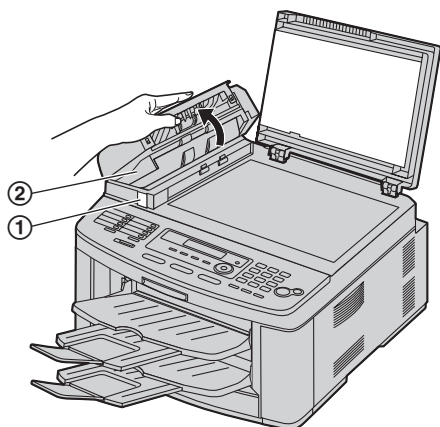
- Be careful when handling the drum and toner unit. See the caution for the drum unit on page 13 for details.
- Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.

13.1.1 White plates and scanner glass

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

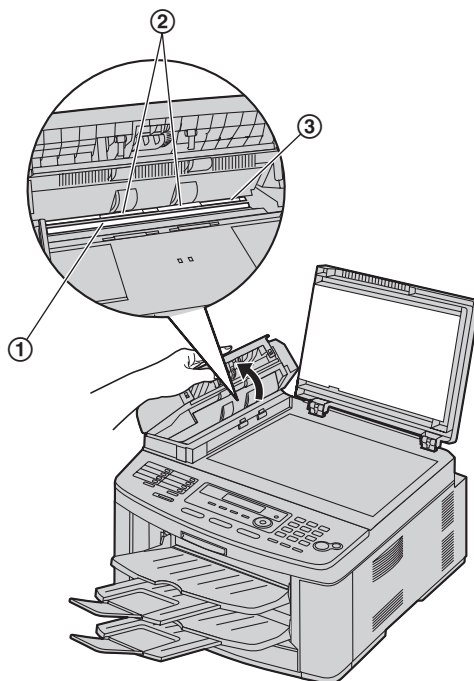


- 3 Press the ADF cover release button (①) and open the middle part (②) of the ADF cover.

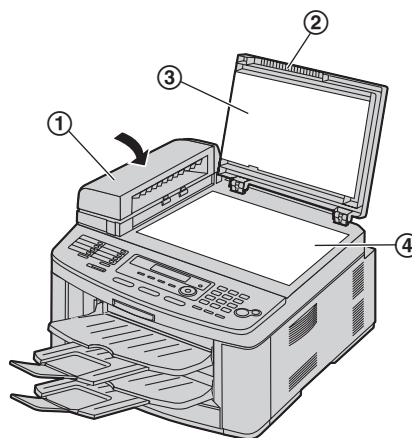


- 4 Clean the scanner glass (①) and the white cover sheet (②) and its circumference (③) with a soft and dry cloth.

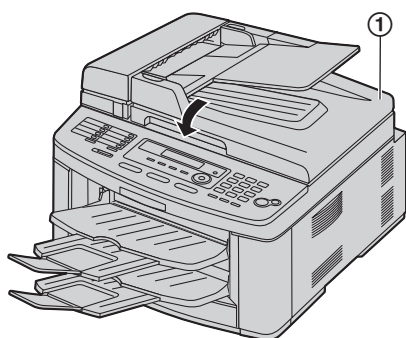
- Clean the white cover sheet carefully to avoid damaging it.



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



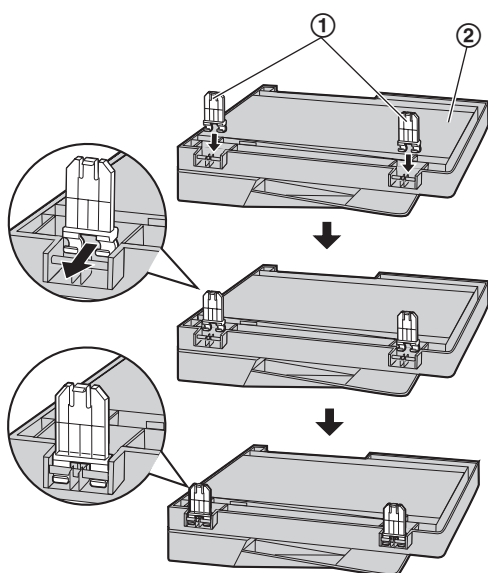
- 6 Close the document cover (①).



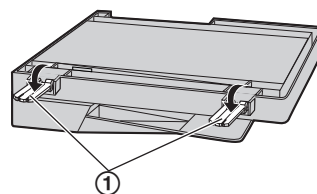
- 7 Re-connect the power cord.

If the document cover comes off from the unit

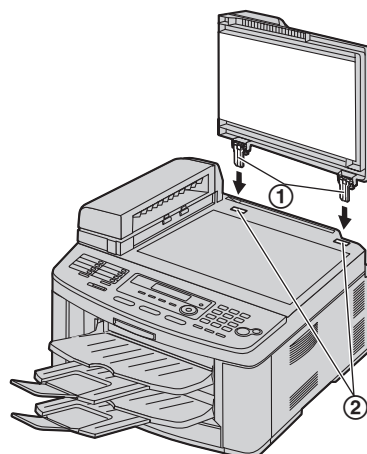
1. Attach the hinges (①) to the document cover (②).
- Make sure that the inserted direction is correct. Otherwise, the hinges cannot be inserted into the slots in step 3.



2. Lay down the hinges (①).



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



4. Close the document cover.

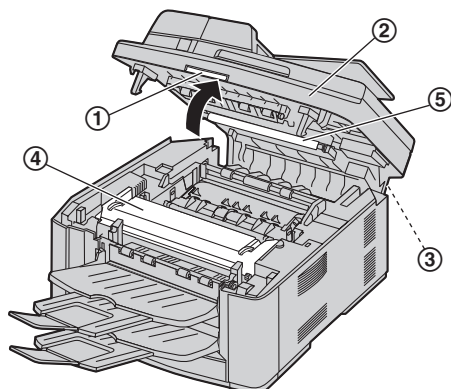
13. Cleaning

13.1.2 Lower glass

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

Important:

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

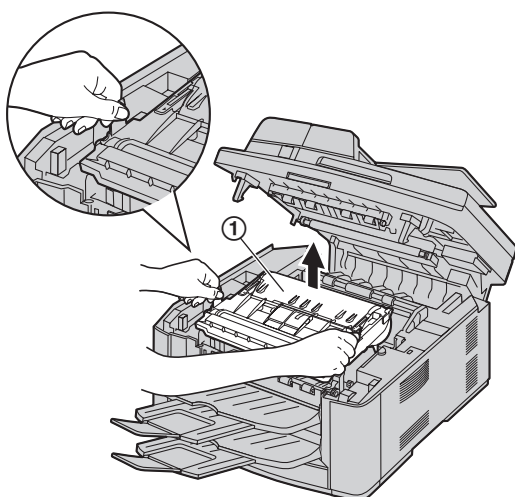


Caution:
The fuser unit (④) gets hot. Do not touch it.

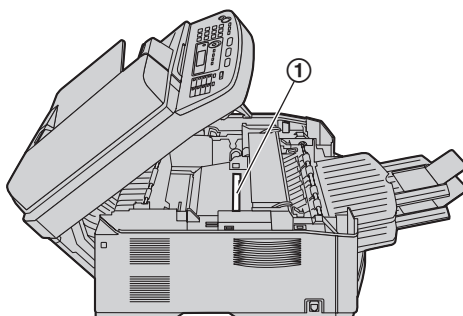
Note:

- Do not touch the transfer roller (⑤).

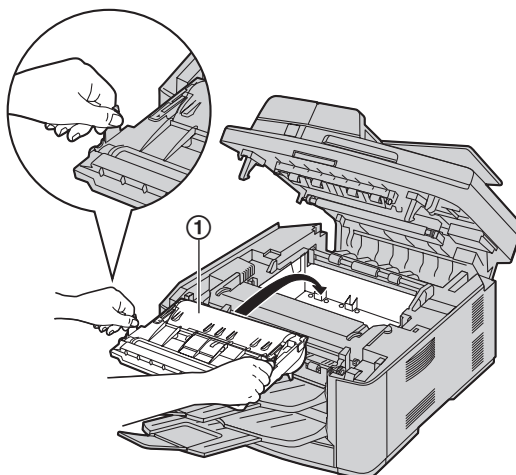
- 3 Remove the drum and toner unit (①) by holding the tabs.



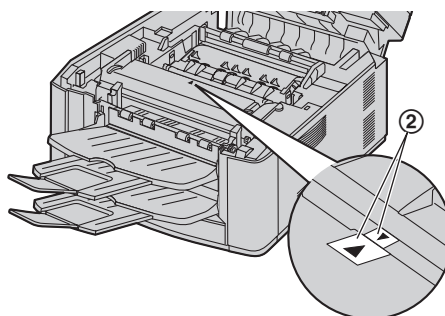
- 4 Clean the lower glass (①) with a soft and dry cloth.



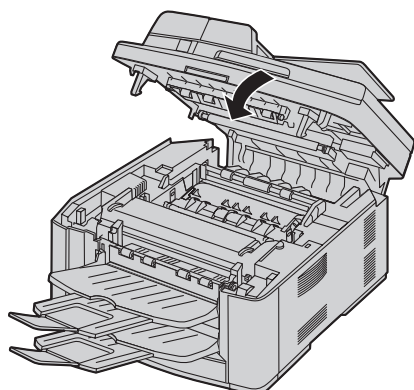
- 5 Reinstall the drum and toner unit (①) by holding the tabs.



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



- 6 Close the top cover until locked.



Caution:

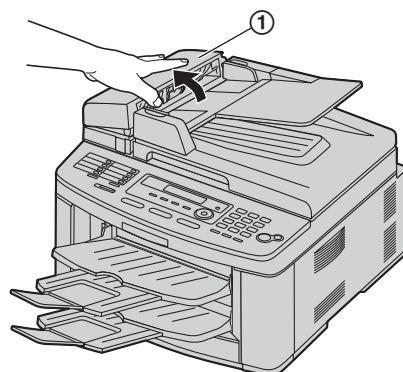
- To prevent injuries, be careful not to put your hands under the top cover.

- 7 Re-connect the power cord.

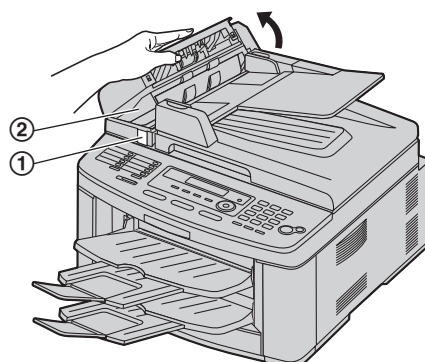
13.2 Cleaning the document feeder rollers

Clean the rollers when the document frequently misfeeds.

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

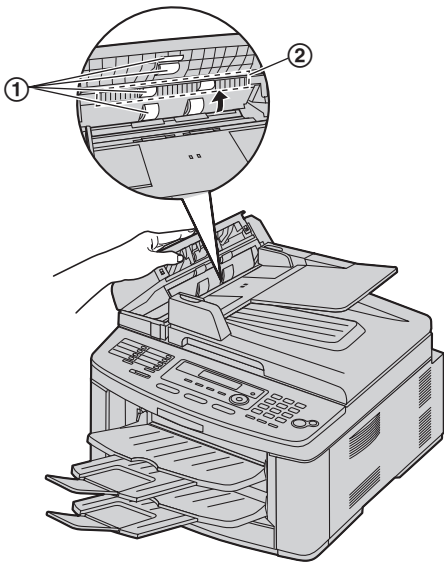


- 3 Press the ADF cover release button (①) and open the middle part (②) of the ADF cover.

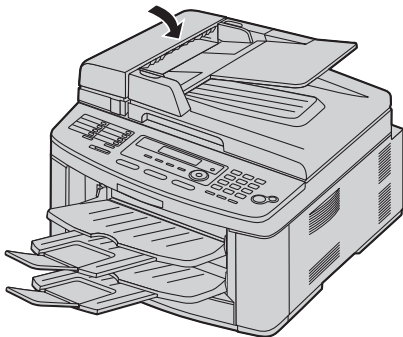


13. Cleaning

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



- 5** Close the ADF cover.

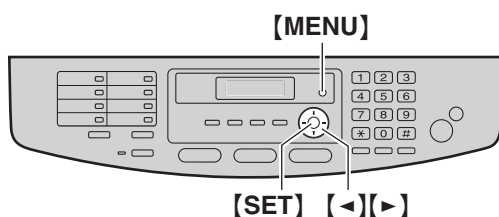


- 6** Re-connect the power cord.

14.1 Reference lists and reports

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

- "SETUP LIST"
- "TEL NO. LIST"
- "JOURNAL REPORT"
- "BROADCAST LIST"
- "PRINTER TEST"
 - If the test print has smudges, or blurred points or lines, clean the inside of the unit (page 90). If printing quality is still poor, replace the toner cartridge and drum unit.
- "CALLER ID LIST"
- "PCL FONT LIST"
- "ADDRESS LIST"



- 1** Press **[MENU]** repeatedly to display "PRINT REPORT".
- 2** Press **[->]** or **[>]** repeatedly to display the desired item.
- 3** Press **[SET]** to start printing. → **[MENU]**

14.2 Specifications

■ Applicable lines:

Public Switched Telephone Network

■ Document size:

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

■ Effective scanning width:

208 mm

■ Effective printing width:

A4: 202 mm

Letter/Legal: 208 mm

■ Transmission time*¹:

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

■ Scanning density:

Scanning resolution:

Up to 600 × 1,200 dpi (Optical)

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

Copy resolution:

Up to 600 × 600 dpi

Fax resolution:

Horizontal: 8 pels/mm

Vertical: 3.85 lines/mm-in standard resolution,

7.7 lines/mm-in fine/photo resolution,

15.4 lines/mm-in super fine resolution

■ Photo resolution:

64-level

■ Scanner type:

Colour Contact Image Sensor

■ Printer type:

Laser Printer

■ Data compression system:

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

■ Modem speed:

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

■ Operating environment:

10 °C – 32.5 °C, 20 % – 70 % RH (Relative Humidity)

■ Dimensions:

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

■ Mass (Weight):

Approx. 16 kg

■ Power consumption:

Standby: Approx. 8 W

Preheat: Approx. 65 W

Copy: Approx. 380 W

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

■ Power supply:

220–240 V AC, 50/60 Hz

■ Memory capacity

(for operation and storing memory):

32 MB

14. General Information

■ Fax memory capacity:

10 MB in total

Approx. 630 pages of memory reception
(max. 255 pages per one reception)

Approx. 150 pages of memory transmission
(Based on the ITU-T No. 1 Test Chart in standard resolution, without using the Error Correction Mode.)

■ Laser diode properties:

Laser output: Max. 5 mW

Wave length: 760 nm – 810 nm

Emission duration: Continuous

■ Print speed:

A4: Approx. 21 ppm (pages per minute)

Letter: Approx. 22 ppm (pages per minute)

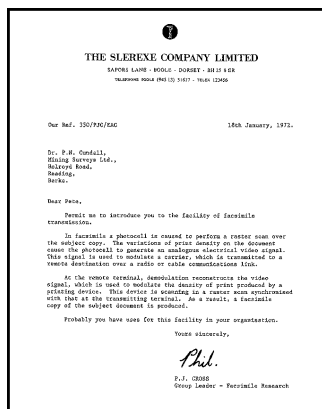
■ Printing resolution:

600 × 600 dpi

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

*2 Transmission speed is based on the ITU-T No. 1 Test Chart with 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



Note:

- Design and specifications are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.
- The accuracy of the clock is approximately ± 60 seconds a month.

Recording paper specifications

Recording paper / Transparency / Label size:

A4: 210 mm × 297 mm

Letter: 216 mm × 279 mm

Legal: 216 mm × 356 mm

Envelope size:

#10: 105 mm × 241 mm

DL: 110 mm × 220 mm

Recording paper weight:

60 g/m² to 90 g/m²

Note for recording paper:

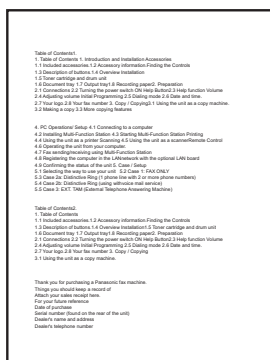
- We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.
- Do not use the following types of paper:
 - Paper with cotton and/or fibre content that is over 20 %, such as letterhead paper or paper used for resumes
 - Extremely smooth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

Toner life

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

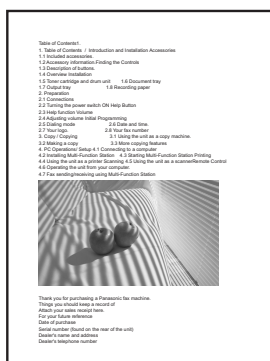
5 % image area

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



10 % image area

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



15 % image area

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



Note:

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

Drum life

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

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- JPEG

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