

# Panasonic

2.4 GHz Expandable  
Cordless Phone System and Fax

## Operating Instructions

Model No. **KX-FPG381**



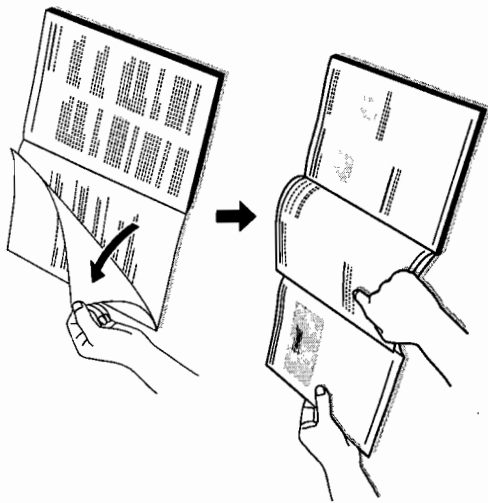
### FOR FAX ADVANTAGE ASSISTANCE:

- PHONE CALL  
1-800-HELP-FAX (1-800-435-7329)
- E-MAIL TO  
[consumerproducts@panasonic.com](mailto:consumerproducts@panasonic.com)  
for customers in the U.S.A. or Puerto Rico
- REFER TO  
[www.panasonic.com](http://www.panasonic.com)  
for customers in the U.S.A. or Puerto Rico

Please read these Operating Instructions before using the unit and save for future reference.

This model is designed to be used only in the U.S.A.

## How to use the operating instructions



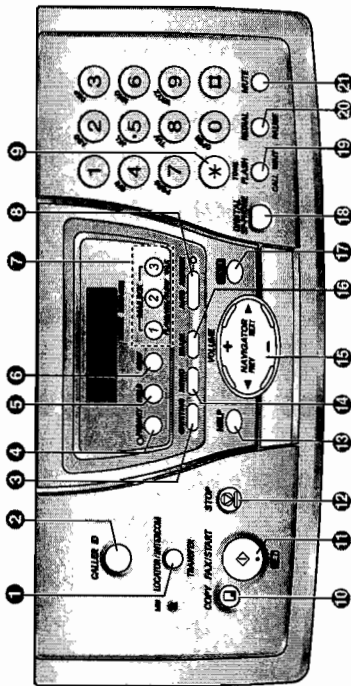
When following operating instructions, always keep the front cover page (next page) open so that you will find easy reference to the buttons.

**OPEN**



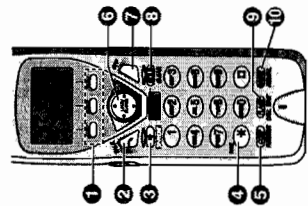
## Location of controls

Please keep this page open when following operating instructions. For a description of each button, see page 10.



### Buttons (Listed in alphabetical order)

- AUTO ANSWER ②
- CALLER ID ①
- CONF ③
- COPY ④
- DIGITAL SP-PHONE ⑫
- ERASE ⑬
- FAV/START ⑪
- FLASH/CALL WAIT ⑩
- GREETING ⑥
- HELP ⑧
- HOLD ⑨
- LOCATOR/INTERCOM ①
- MAILBOX ⑦
- MEMO ⑭
- MENU ⑮
- MUTE ⑳
- NAVIGATOR ⑮
- PRIVACY ④
- REDIAL/PAUSE ⑳
- SET ①
- STOP ⑯
- TOUR ②
- TRANSFER ①
- VOLUME ⑮



### Buttons

- CONF/FUNCTION ⑤
- FLASH/CALL WAIT ⑩
- HOLD/CLEAR ⑥
- INTERCOM/TRANSFER ④
- Navigator, LOUD/SEARCH ⑥
- OFF ⑦
- PAUSE/REDIAL ⑩
- SP-PHONE ⑫
- TALK ②
- TONE ④

Thank you for purchasing a Panasonic fax machine.

## Things you should keep a record of

Attach your sales receipt here.

### 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

### Caution:

- The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)
- In order to program this information into your fax machine, you should complete the instructions on page 29 to page 32.
- Note that the images of copied or received documents will remain on the used ink film. Use discretion when disposing of the used ink film.
- Do not rub or use an eraser on the printed side of recording paper, as the print may smear.

### Energy Star:

- As an ENERGY STAR® Partner, Panasonic has determined that this product meets the ENERGY STAR guidelines for energy efficiency.
- ENERGY STAR is a U.S. registered mark.



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- B. If liquid has been spilled into the unit.
- C. If the unit has been exposed to rain or water.
- D. If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorized service center.
- E. If the unit has been dropped or physically damaged.
- F. If the unit exhibits a distinct change in performance.

- 14. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
- 15. Do not use this unit to report a gas leak, when in the vicinity of the leak.

## SAVE THESE INSTRUCTIONS

### INSTALLATION:

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.

### WARNING:

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

### OTHER INFORMATION:

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of this unit.
- Do not touch the plug with wet hands.
- Wipe the outer surface of the unit with a soft cloth. Do not use benzene, thinner, or any abrasive powder.

## Important safety instructions

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

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this unit.
3. Unplug this unit from power outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, etc.
5. Place the unit securely on a stable surface. Serious damage and/or injury may result if the unit falls.
6. Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating. Never place the unit near radiators, or in a place where proper ventilation is not provided.
7. Use only the power source marked on the unit. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.
8. For safety purposes this unit is equipped with a grounded plug. If you do not have this type of outlet, please have one installed. Do not defeat this safety feature by tampering with the plug.
9. Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.
10. Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.
11. Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.
12. To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorized service center when service is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.
13. Unplug this unit from power outlets and refer servicing to an authorized service center when the following conditions occur:
  - A. When the power cord is damaged or frayed.

- When you leave the unit unused for a long period of time, unplug this unit from power outlet.

### CAUTION:

#### Battery

- To reduce the risk of fire or injury to persons, read and follow these instructions.
    - Use only the battery(ies) specified.
    - Do not dispose of the battery(ies) in a fire. They may explode. Check with local waste management codes for special disposal instructions.
    - Do not open or mutilate the battery(ies). Released electrolyte is corrosive and may cause burns or injury to the eyes or skin. The electrolyte may be toxic if swallowed.
    - Do not let the battery(ies) come in contact with conductive materials such as rings, bracelets and keys or the battery(ies) and/or conductor may overheat and cause burns.
    - Charge the battery(ies) provided with or identified for use with this product only in accordance with the instructions and limitations specified in this manual.
- NOTICE:**
- Operating near 2.4 GHz electrical appliances may cause interference. Move away from the electrical appliances.
  - Consult the manufacturer of any personal medical devices, such as pacemakers or hearing aids, to determine if they are adequately shielded from external RF (radio frequency) energy. (The unit operates in the frequency range of 2.40 GHz to 2.48 GHz, and the power output level can range 0.04 to 0.4 watts.) Do not use the unit in health care facilities if any regulations posted in the area instruct you not to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF (radio frequency) energy.

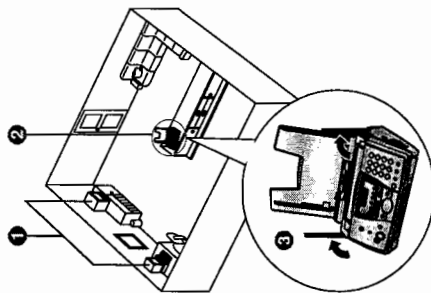
### Operating distance and noise

Calls are transmitted between the base unit and the handset using wireless radio waves. For maximum distance and noise-free operation, we recommend the following:

Place the handset on the charger for about 15 hours before initial use.



• For details, see page 20.



- 1 Placing the unit away from electrical appliances such as a TV, radio, personal computer or another cordless phone.
- 2 Placing the unit in a HIGH and CENTRAL location with no obstructions such as walls.
- 3 Raising the antennas vertically.

**Note:**

- If you are using the handset near a microwave oven which is being used, noise may be heard from the receiver or the speaker. Move away from the microwave oven and closer to the base unit.
- If you use the handset near another cordless phone's base unit, noise may be heard. Move away from the other cordless phone's base unit and closer to your base unit.

## 1. Introduction and Installation

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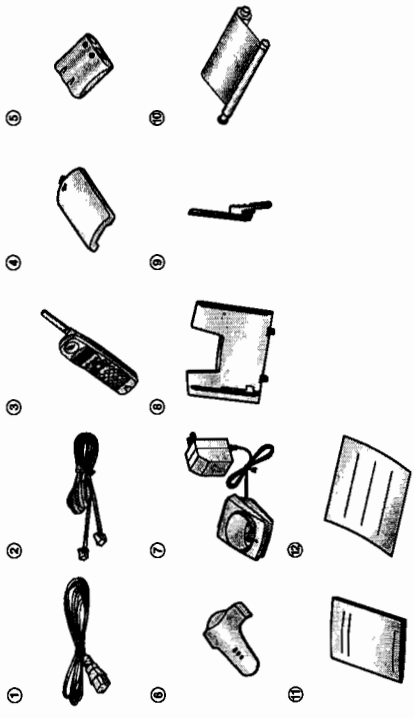
**1.1 Included accessories**

No.	Item	Part number <sup>1</sup>	Quantity	Specifications
①	Power cord	PFJA1030Z	1	*****
②	Telephone line cord	PQJA10075Z	1	*****
③	Cordless handset	*****	1	*****
④	Battery cover	PQKK10128Z1	1	*****
⑤	Battery	N4HKGMA00001 (P-P511)	1	*****
⑥	Belt clip	PQKE10340Z1	1	*****
⑦	Charger unit	Charger:PQLV90013YS AC adaptor:KX-TCA1-G (KX-TCA1)	1	*****
⑧	Paper tray	PFKS1088Z1	1	*****
⑨	A4 paper guide	PFKS1089Z1	1	*****
⑩	Ink film (10 meters long)	*****	1	prints about 30 letter-sized pages.
⑪	Operating instructions	PFQX1855Z	1	*****
⑫	Quick start sheet	PFQW1978Z	1	*****

<sup>1</sup> Part numbers are subject to change without notice.

**Note:**

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



## 1.2 Accessory information

Accessories for this unit can be ordered online, by fax, or by telephone. Please note that only orders for replacement film and batteries can be accepted by fax and telephone.

- Replacement film<sup>\*1</sup> (KX-FA92): 2 rolls - 216 mm x 35 m (8 1/2" x 114") (Each roll will print about 113 letter-sized pages.)
  - Battery (P-P511)
  - Headset (KX-TCA80, KX-TCA86, KX-TCA88, KX-TCA91, KX-TCA92, KX-TCA96): Allows hands-free telephone conversations.
  - Additional handset (KX-TGA2705, KX-TGA271B, KX-TGA271V, KX-TGA271W, KX-TGA272S<sup>\*2</sup>, KX-TGA273S)
- <sup>\*1</sup> To ensure the unit operates properly, we recommend the use of a Panasonic replacement film.
- <sup>\*2</sup> 2-way radio communication (page 49) is not possible with this model.

To place an order online (for customers in the U.S.A. ONLY)  
 Visit our web site:  
<http://www.panasonic.com/fpg381>

- For questions regarding online orders:  
 E-mail: [specialty@panasonic.com](mailto:specialty@panasonic.com)  
 Telephone: 1-866-868-2929

To place an order by fax (replacement film and batteries only)

Fax: 1-800-237-9080

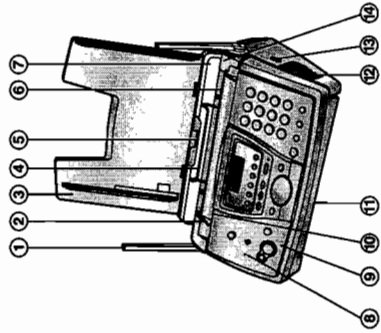
- Include:
- your name, shipping address and telephone number
  - credit card type, number, expiration date and your signature
  - part number and quantity

To place an order by telephone (replacement film and batteries only)

Telephone: 1-800-332-5368

## 1.3 Overview

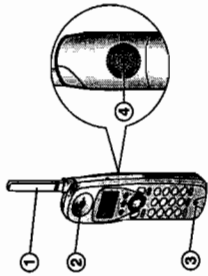
### 1.3.1 Base unit



- 1 Antennas
- 2 Document guides
- 3 Paper tray
- 4 Metal recording paper guide
- 5 Recording paper entrance
- 6 Recording paper exit
- 7 Tension plate
- 8 Microphone
- 9 Front cover
- 10 Document entrance
- 11 Document exit
- 12 Speaker
- 13 Green button (Back cover release button)
- 14 Back cover

## 1. Introduction and Installation

### 1.3.2 Handset



- 1 Antenna
- 2 Receiver
- 3 Microphone
- 4 Speaker

### 1.4 Description of base unit buttons

- Keep the front cover page open for button locations.

- 1 [LOCATOR/INTERCOM][TRANSFER]
  - To page or locate the handset (page 45).
  - To transfer a call (page 46).
- 2 [CALLER ID]
  - To use the Caller ID features (page 42).
- 3 [GREETING]
  - To record a greeting message (page 61).
- 4 [PRIVACY]
  - To use call privacy feature (page 46).
- 5 [HOLD]
  - To put a call on hold (page 35).
- 6 [CONF]
  - To make a conference call (page 47).
- 7 [MAILBOX][PLAYBACK/SLOW TALK]
  - To use mailbox feature (page 62).
  - To slow down the playback speed (page 63).
- 8 [AUTO ANSWER]
  - To turn ON/OFF the AUTO ANSWER setting (page 53, 54).
- 9 [TONE]
  - To change from pulse to tone temporarily during dialing when your line has rotary pulse services.
- 10 [COPY]
  - To initiate copying (page 58).

- 11 [FAX/START][SET]
  - To initiate fax transmission or reception.
  - To store a setting during programming.

- 12 [STOP]
  - To stop an operation or programming.
  - To clear a digit (page 31).

- 13 [HELP]
  - To print a quick reference (page 27).

- 14 [MEMO]
  - To record a memo message (page 62).
- 15 [NAVIGATOR][VOLUME]
  - To search for a stored item (page 38, page 51).
  - To select features or feature settings during programming (page 68).
  - To navigate to the next operation.
  - To adjust volume (page 28).

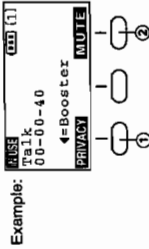
- 16 [ERASE]
  - To erase messages (page 63).
- 17 [MENU]
  - To initiate or exit programming (page 68).
- 18 [DIGITAL SP-PHONE]
  - For speakerphone operation (page 35, 36).
- 19 [FLASH/CALL WAIT]
  - To access special telephone services such as call waiting (page 40) or for transferring extension calls.
  - The flash time can be changed (feature #72 on page 72, or page 75).
- 20 [REDIAL/PAUSE]
  - To redial the last number dialed from the base unit (page 35).
  - To insert a pause during dialing.
- 21 [MUTE]
  - To mute your voice to the other party during a conversation. Press this button again to resume the conversation.

### 1.5 Description of handset buttons

- Keep the front cover page open for button locations.

- 1 Soft keys
  - These 3 keys are used to select features displayed directly above them. Features

displayed above the keys will change depending on the state of usage.



For example, "PRIVATE" is displayed above the left soft key (1) and "MUTE" is displayed above the right soft key (2). To operate "PRIVATE" feature, press the left soft key (1). To operate "MUTE" feature, press the right soft key (2). When a feature does not appear above a soft key, the soft key will not work.

- 2 [TALK]
- To make/answer calls (page 34, 35).
- 3 [SP-PHONE]
- For speakerphone operation (page 34, 35).
- 4 [TONE]
- To change from pulse to tone temporarily during dialing when your line has rotary pulse services.

- 5 [CONF/FUNCTION]
- To make a conference call (page 47).
- To initiate programming (page 73).
- 6 Navigator, [LOUD/SEARCH]
- To search for a stored item (page 37).
- To select features or feature settings during programming (page 74).
- To navigate to the next operation.
- To adjust volume (page 27).
- 7 [OFF]
- To hang up (page 34, 35).
- To stop an operation or programming.

- 8 [HOLD/CLEAR][INTERCOM/TRANSFER]
- To put a call on hold (page 34).
- To clear a digit (page 37).
- To page or locate another handset (page 45).
- To transfer a call (page 46).
- 9 [FLASH/CALL WAIT]
- To access special telephone services such as call waiting (page 40) or for transferring extension calls.
- The flash time can be changed (feature #72 on page 72, or page 75).

### 10 [PAUSE/REDIAL]

- To redial one of the last 5 numbers dialed from the handset (page 34).
- To insert a pause during dialing.

## 1.6 Description of base unit display



- 1 MAILBOX icons
  - An icon will flash when there is at least one new message in its mailbox (page 62).
  - An icon will light when there are only old messages in its mailbox.
- 2 MESSAGE(S)
- The total number of recorded messages will be displayed (page 62).

## 1.7 Description of handset display



1 "IN USE" icon	2	3	4	5	6
Off (invisible)	The line is free.				
On	The line is being used.				
Flashing	A call is on hold within this system (handset or base unit) or the answering machine is responding to a call.				
Flashing quickly	Someone is calling you.				

- 2 Speakerphone icon
  - This icon will be displayed when you are using the handset speakerphone during an intercom call (page 45) or a conference call (page 47).
  - It will be displayed while listening to messages (page 64).
  - It will be displayed while in the 2-way radio mode using the handset speakerphone (page 49).
  - It will be displayed while monitoring a room from the speaker (page 48).
- 3 Directory icon
  - This icon will be displayed when you are using the directory features (page 38).
- 4 "PRIVATE" icon
  - This icon will be displayed when the call privacy mode is ON (page 48). The base unit and other handsets cannot join your conversation.
- 5 Battery icon
  - This icon shows the battery strength (page 20).
- 6 Extension number
  - This number indicates the handset's extension number assigned to it during registration (page 32, 77).
- 7 Extension icon and number
  - This will be displayed during an intercom (page 45), a conference call (page 47), room monitoring (page 48) or the 2-way radio mode (page 49).
- 8 Soft key icons
  - Each icon indicates the feature that is selected by pressing the soft key below it (page 10).

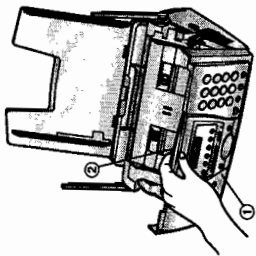
## 1. Introduction and Installation

- 3 Open the back cover (①).

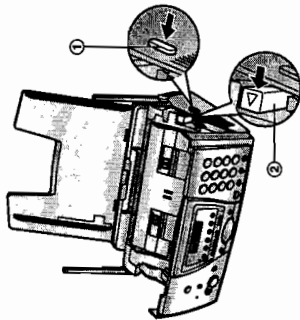
### 1.8 Ink film

#### 1.8.1 Installing the ink film

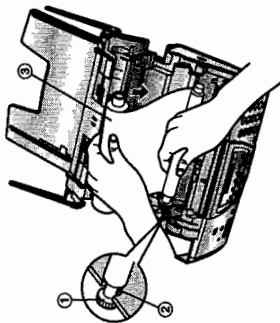
- 1 Open the front cover (①) by pulling up the center part (②).



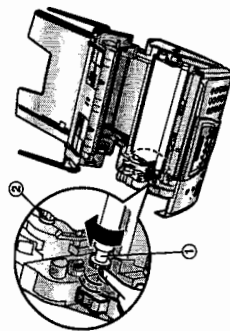
- 2 Release the back cover by pushing the green button (①) on the right side of the unit.  
OR  
Release the back cover by pushing in the green lever (②) in the unit.



- 4 Insert the gear of the blue core (①) into the left slot of the unit (②). Insert the rear ink film roll (③).  
• The ink film is safe to touch, and will not rub off on your hands like carbon paper.



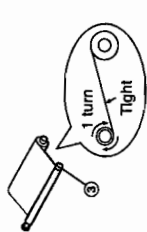
- 5 Turn the gear of the blue core (①) in the direction of the arrow until the white core (②) begins to turn.



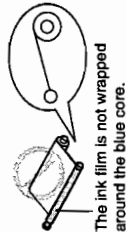
## 1. Introduction and Installation

- Make sure that the ink film is wrapped around the blue core (③) at least once.

### Correct

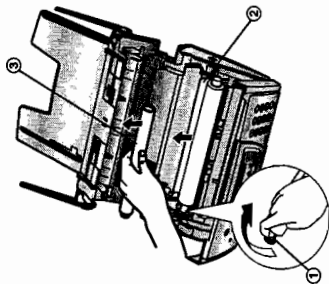


### Incorrect

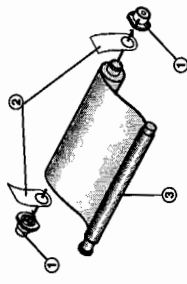


- 1 Open the covers (see steps 1 to 3 on page 13).

- 2 Pull out the blue gear (①) and remove the used ink film (②). Remove the used core (③).

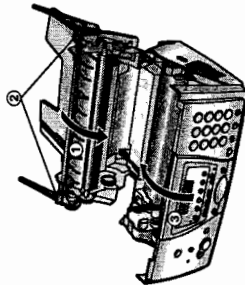


- 3 Remove the stoppers (①) and tags (②) from the new ink film (③).



- 4 Insert the ink film and close the covers (see steps 4 to 6 on page 13).

- 6 First close the back cover securely (①) by pushing down on the dotted area on both sides (②). Then close the front cover securely (③).



#### 1.8.2 Replacing the ink film

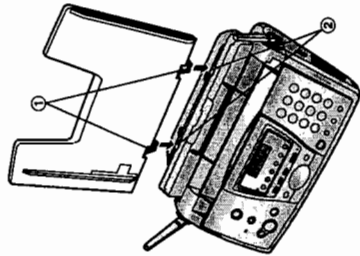
The included film roll is a complimentary starter ink film. To ensure that the unit operates properly, we recommend the use of Panasonic



## 1. Introduction and Installation

### 1.9 Paper tray

Insert the tabs on the paper tray (1) into the slots on the back of the unit (2).

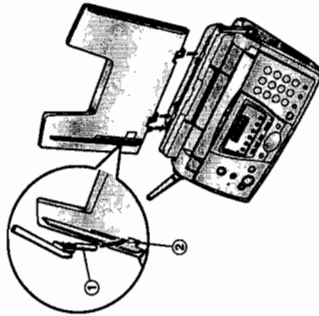


#### Note:

- Do not place the unit in an area where the paper tray may be obstructed (i.e., by a wall, etc.).

#### To use A4 size paper

Insert the tab on the A4 paper guide (1) into the slot on the paper tray (2) and push the guide until it clicks into place. Attach the paper tray to the back of the unit.



#### Note:

- Change the recording paper size to "A4" (feature #16 on page 69).

### 1.10 Recording paper

The unit can hold:

- Up to 30 sheets of 60 g/m<sup>2</sup> to 80 g/m<sup>2</sup> (16 lb. to 21 lb.) paper.
- Up to 20 sheets of 90 g/m<sup>2</sup> (24 lb.) paper.
- No more than 20 sheets of legal paper.

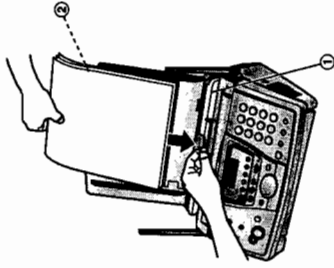
Please read the note for recording paper (page 95) for important information regarding recording paper.

For superior results, we recommend **Hammermill® Jet Print paper**.

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



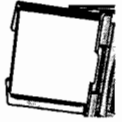
- Pull the tension plate forward (1) and insert the paper, print-side down (2), then push the tension plate back.



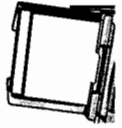
## 1. Introduction and Installation

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

Correct

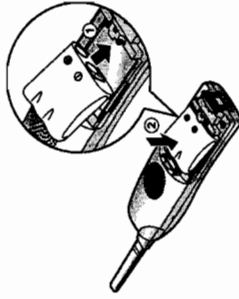


Incorrect



### 1.11 Battery installation

- Insert the battery, matching the correct polarity (1), then push the battery down into the compartment (2).



- Close the battery cover.



### 1.12 Battery replacement

If battery performance diminishes, make sure you have cleaned the charge contacts and fully charged the battery. After recharging, if "Recharge battery" is displayed and/or "Charge" continues to flash, or "Charge for

1.5hrs" and are displayed after just a few calls, the battery needs to be replaced. Please use only Panasonic batteries. See page 9 for accessory information.

- Only use rechargeable batteries. If you install non-rechargeable batteries and start charging them, the batteries may leak electrolyte.

- Press the arrow on the battery cover firmly, and slide the cover.



- Remove the old battery. Insert the new battery and close the cover (see the battery installation procedure on page 16).

#### Attention:



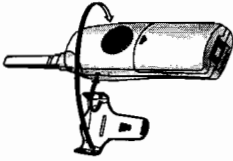
A nickel cadmium battery that is recyclable, powers the product you have purchased. At the end of its useful life, under various state and local laws, it is illegal to dispose of this battery into your municipal waste stream. Please call 1-800-8-BATTERY for information on how to recycle this battery.

### 1.13 Belt clip

You can hang the handset on your belt or pocket using the belt clip.

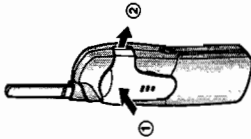
## 1. Introduction and Installation

To attach the belt clip

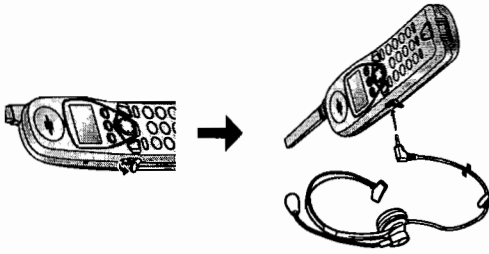


To remove the belt clip

While pressing the top of the clip (1), pull the right edge in the direction of the arrow (2).



To connect an optional headset to the handset



• Model shown is KX-TCA88.

To switch to the speakerphone while using the headset:  
Press [SP-PHONE]. To return to the headset, press [TALK].

### 1.14 Headset (optional)

Plugging an optional headset into the handset allows to have hands-free phone conversations. Please use only a Panasonic headset. See page 9 for accessory information.

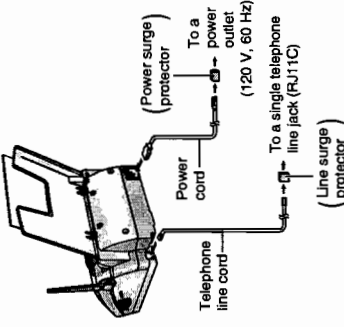
## 2. Preparation

### 2.1 Connections

Caution:

- When you operate this product, the power outlet should be near the product and easily accessible.

#### 2.1.1 Base unit



Note:

- To avoid malfunction, do not position the fax machine near appliances such as TVs or speakers which generate an intense magnetic field.
- This unit may disturb the performance of other devices connected to the same telephone line.

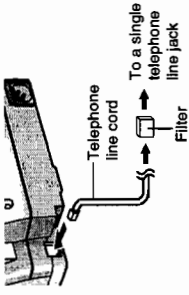
#### Using surge protectors

- The warranty does not cover damage due to power line surges or lightning. For additional protection, we recommend the use of a surge protector.

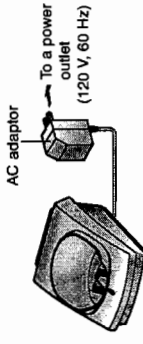
**If you use this unit with a computer or subscribe to an xDSL service**

Fax transmission/reception may be disturbed, or you may hear interference noise during telephone conversation. A filter to prevent this is provided from your service company. Please

attach the filter to the telephone line cord of the fax machine.



#### 2.1.2 Charger unit

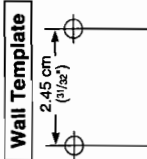
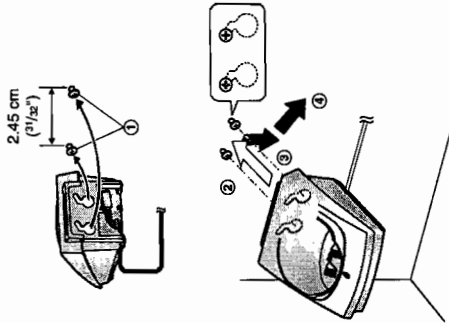


Note:

- USE ONLY WITH the included Panasonic AC adaptor.
- The AC adaptor must remain connected at all times. (It is normal for the adaptor to feel warm during use.)

## 2.2 Wall mounting the charger

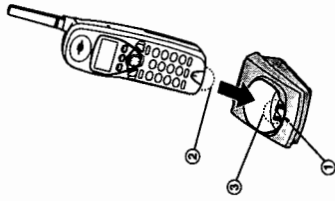
The charger can be wall mounted. Install screws (1) using the wall template below. Mount the charger (2), slide it down (3), then slide down to the right (4) until it is secured.



## 2.3 Battery charge

Place the handset on the charger for about 15 hours before initial use.

- The CHARGE indicator (1) will light, a beep will sound and "Charging" will be displayed.



Note:

- To ensure the battery charges properly, clean the handset charge contacts (2) and the charger charge contacts (3) with a soft, dry cloth once a month. Clean more often if the unit is subject to grease, dust or high humidity.
- The battery cannot be overcharged.

### Battery strength

You can verify the battery strength on the handset display.

Handset display	Battery strength
	Fully charged
	Medium
	Low
	Needs to be recharged.
	Discharged

### Battery life

- Battery life is dependent on use and conditions, but in general if your Panasonic battery is fully charged:

- it should last up to 4.5 hours while in use (in conversation).
- it should last up to about 11 days while not in use (off the charger).
- it should last up to 3.5 hours while using the reception booster feature (page 34).
- If your Panasonic battery is fully charged and the 2-way radio mode (page 49) is used:
  - the battery should last up to 4.5 hours while in use (in conversation).
  - it should last up to about 12 hours while not in use (off the charger).

### Note:

- Once the battery is fully charged you do not have to place the handset on the charger after every use. Placing the handset on the charger only when "Recharge battery" is displayed and/or "Charging" is displayed will maximize battery life.

### Recharge

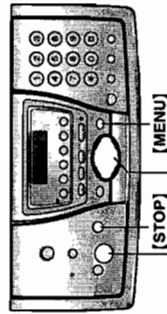
- Recharge the battery when:
- the handset beeps intermittently while it is in use.
  - "Recharge battery" is shown and/or "Charging" flashes on the handset display.
  - Recharge the handset battery for more than 15 minutes, or the display will continue showing the indication.
  - If the battery has been discharged, the handset will not work. The handset will display "Charge for 15hrs" and "Charging" when you place the handset on the charger.

## 2.4 Selecting the way to use your fax machine

Depending on your situation, you can select the way you prefer to use your fax machine in Quick Setup feature #00.

You can print out the Quick Setup Guide as a reference.

- Case 1: TAM/FAX (page 22)
- Case 2: Distinctive Ring (1 phone line with 2 or more phone numbers) (page 23)
- Case 3: TEL ONLY (page 24)
- Case 4: FAX ONLY (page 26)



- 1 Press [MENU].
- 2 Press [⇨] then [0][0].
 

QUICK SETUP  
PRESS SET
- 3 Press [SET].
 

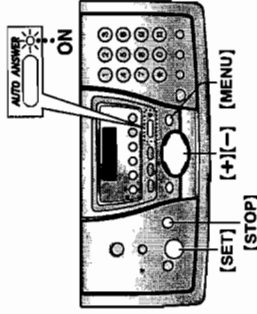
PRINT SETUP?  
YES:SET/NO:STOP
- 4 Press [SET] again to print the Quick Setup Guide.
  - If you do not wish to print it, press [STOP].
- 5 Press [+][+] or [-][-] repeatedly to display the desired setting.
- 6 Press [SET].
- 7 Press [MENU].

## 2.5 Case 1: TAM/FAX

### 2.5.1 Your situation

You wish to use this unit as a fax and answering machine.

### 2.5.2 How to setup



- 1 Press [MENU].
- 2 Press [⇨] then [0][0].
 

QUICK SETUP  
PRESS SET
- 3 Press [SET].
 

PRINT SETUP?  
YES:SET/NO:STOP
- 4 Press [SET] again to print the Quick Setup Guide.
  - If you do not wish to print it, press [STOP].
- 5 Press [+][+] or [-][-] repeatedly to display the following.
 

SELECT A SETUP  
= TAM/ FAX [±]
- 6 Press [SET].
  - The AUTO ANSWER indicator turns ON.
- 7 Press [MENU].

Note:

- You can change the ring setting in TAM/FAX mode (feature #06 on page 69, or page 75).

### 2.5.3 How to receive calls

When receiving calls, the unit works as a fax and answering machine.

- If the call is a phone call, the unit will record a voice message automatically.

- If a fax calling tone is detected, the unit will receive the fax automatically.

Note:

- Do not connect an answering machine to the same telephone line. If one is connected, set the automatic answer feature to OFF.
- Do not subscribe to voice mail service as it may disturb fax reception. If you do subscribe to a voice mail service, call Panasonic Fax Advantage assistance at 1-800-435-7329 for more information.

## 2. Preparation

- 7 Press [SET].
  - The AUTO ANSWER indicator turns ON.
- 8 Press [MENU].

### Note:

- You can change the ring setting in TAM/FAX mode (feature #06 on page 69, or page 75).

### 2.6.3 How to receive calls

If the number assigned for phone calls is called, the fax machine will ring and record a voice message automatically.

If the number assigned for fax is called, the fax machine will ring and start fax reception automatically.

### If you subscribe to three or more phone numbers on a single telephone line

Each phone number will be assigned a different ring pattern by the phone company. To use one number for fax, program the ring pattern assigned for fax (feature #32 on page 57) by referring to the ring pattern table (page 56).

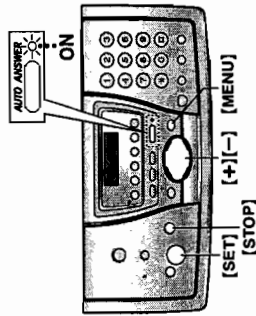
## 2.6 Case 2: Distinctive Ring (1 phone line with 2 or more phone numbers)

### 2.6.1 Your situation

You wish to use this unit to receive faxes using one phone number and to handle phone calls using another phone number. You must get an additional phone number by subscribing to your telephone company's Distinctive Ring service.

- Distinctive Ring service may be called Identia Ring service. The name of the service depends on the telephone company.

### 2.6.2 How to setup



- 1 Subscribe to Distinctive Ring service with your local telephone company to get a new phone number.

- 2 Press [MENU].

- 3 Press [1] then [0][0].

QUICK SETUP  
PRESS SET

- 4 Press [SET].

PRINT SETUP?  
YES:SET/NO:STOP

- 5 Press [SET] again to print the Quick Setup Guide.

- If you do not wish to print it, press

- 6 Press [+ ] or [- ] repeatedly to display the following.

[STOP].

SELECT A SETUP  
=DIST. RING [1]

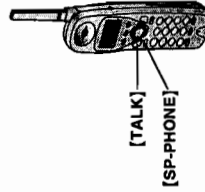
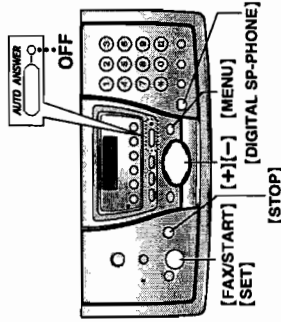
## 2. Preparation

## 2.7 Case 3: TEL ONLY

### 2.7.1 Your situation

You wish to use the fax machine and an extension telephone in a different room. Most incoming calls are phone calls and the fax machine is seldom used for fax reception.

### 2.7.2 How to setup



- 1 Press [MENU].

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

QUICK SETUP  
PRESS SET

- 3 Press [SET].

PRINT SETUP?  
YES:SET/NO:STOP

- 4 Press [SET] again to print the Quick Setup Guide.

- If you do not wish to print it, press

- 6 Press [+ ] or [- ] repeatedly to display the following.

[STOP].

- 5 Press [+ ] or [- ] repeatedly to display the following.

SELECT A SETUP  
=TEL ONLY [1]

- 6 Press [SET].

- The AUTO ANSWER indicator turns OFF.

- 7 Press [MENU].

### 2.7.3 How to receive calls

You can receive a fax with the base unit, handset or an extension telephone.

### With the base unit

- 1 Press [DIGITAL SP-PHONE] to answer the call.

### 2 When:

- document reception is required,
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,
- press [FAX/START].
- The fax machine will start fax reception.

### With the handset

- 1 Lift the handset and press [TALK] or [SP-PHONE] to answer the call.

### 2 When:

- document reception is required,
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,
- press [\*][1][9] (default fax activation code) firmly.

- The fax machine will start fax reception.
- You can also press [FAX/START] on the base unit.

### Note:

- To receive fax documents using the handset, you must set the remote fax activation to ON (feature #41 on page 71) beforehand.

### With an extension telephone

- **Important:** Use a touch tone telephone as the extension telephone.

- 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.

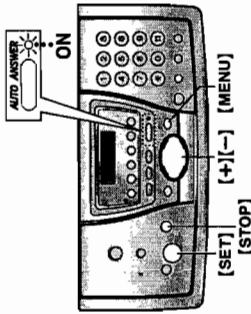
- The fax machine will start fax reception.
- Note:
  - To receive fax documents using the extension telephone, you must set the remote fax activation to ON (feature #41 on page 71) beforehand.

## 2.8 Case 4: FAX ONLY

### 2.8.1 Your situation

You wish to use the fax machine only for fax reception/transmission.

### 2.8.2 How to setup



- 1 Press **[MENU]**.
- 2 Press **[\*]** then **[0][0]**.  
**QUICK SETUP PRESS SET**
- 3 Press **[SET]**  
**PRINT SETUP? YES:SET/NO:STOP**
- 4 Press **[SET]** again to print the Quick Setup Guide.
  - If you do not wish to print it, press **[STOP]**.
- 5 Press **[+]** or **[-]** repeatedly to display the following.  
**SELECT A SETUP =FAX ONLY [+]**
- 6 Press **[SET]**.
  - The **AUTO ANSWER** indicator turns ON.
- 7 Press **[MENU]**.

**Note:**

- You can change the ring setting in feature #06 (page 69).

### 2.8.3 How to receive faxes

Just leave it. When the other party sends a fax, the fax machine will receive it automatically.

## 2.9 Base unit help function

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

### Send guide:

How to send faxes. (The information is announced by a voice guide and is not printed out.)

### Basic settings:

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

### Feature list:

How to program the features.

### TAM operation:

How to use the answering machine.

### Fax sending/receiving:

Help with problems sending/receiving faxes.

### Copier:

How to use the copier function.

### Q and A:

Frequently asked questions and answers.

### Errors:

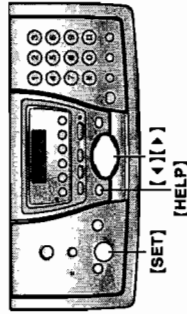
Explanation of error messages shown on the display.

### Reports:

List of available reports.

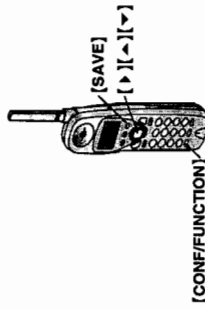
### Caller ID:

How to use the Caller ID features.



- 1 Press [HELP].
- 2 Press [4] or [7] repeatedly to display the desired item.
- 3 Press [SET].
  - The selected item will be printed.

## 2.10 Adjusting handset volume



### 2.10.1 Ringer volume

4 levels (high/medium/low/off) are available. Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].
- 2 Scroll to "ringer setting" by pressing [▼] or [▲], and press [▶].
- 3 Press [▶] at "ringer volume".
- 4 Press [▼] or [▲] to select the desired volume.
- 5 Press the right soft key ([SAVE]).

### To turn the ringer OFF

Press [▼] repeatedly until "Off. ?" is displayed in step 4.

- If set to OFF, the handset will not ring for external calls, and for internal calls it will ring at the low level.
- To turn the ringer back ON, press [▲] in step 4.

### Note:

- To adjust the ringer volume for the 2-way radio mode, see page 49.

### Ringer tone

- You can select the handset ringer tone from one of 6 patterns for external calls (page 74).

### 2.10.2 Handset receiver volume

3 levels (high/medium/low) are available.

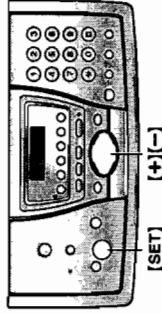
While using [TALK] or [INTERCOM/TRANSFER], press [▼] or [▲].

### 2.10.3 Speaker volume

6 levels (high to low) are available.

While using [SP-PHONE], press [▼] or [▲].

## 2.11 Adjusting base unit volume



### 2.11.1 Ringer volume

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

- While the unit is idle, press [+][+] or [-][-].
- If any documents are in the document entrance, you cannot adjust the ringer volume. Confirm that there are no documents in the entrance.

### To turn the ringer OFF

- 1 Press [-] repeatedly to display the following.

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

- 2 Press [SET].

RINGER OFF

- If set to OFF, the base unit will not ring for external calls, and for internal calls it will ring at the low level.
- To turn the ringer back ON, press [+].

### Ringer tone

- You can select the base unit ringer tone from one of 6 patterns for external calls (feature #17 on page 69).

### 2.11.2 Speaker volume

8 levels (high to low) are available.

While using the speakerphone, press [+][+] or [-][-].

### 2.11.3 Fax voice guidance volume

9 levels (high to off) are available.

While listening to fax voice guidance, press [+][+] or [-][-].

## 2.11.4 Answering machine volume

9 levels (high to off) are available.

While listening to recorded messages, press [+][+] or [-][-].

## 2. Preparation

2. Press **[\*]** repeatedly to display "PM".

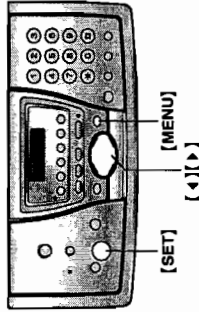
```
Date: 2003.08.10
Time: 12:00 AM
▼ 0-9=Date&Time
* = AM/PM
SAVE
```

- 6 Press the right soft key (**SAVE**).
  - If 3 beeps sound, the setting is not correct. Start again from step 4.
- 7 Press **[OFF]** to exit the program.

### To check the date and time

- Repeat steps 1 to 3.
- The date and time will be displayed. When finished, press **[OFF]**.

## 2.12.2 Using the base unit



- 1 Press **[MENU]**.  

```
SYSTEM SETUP
PRESS NAVI.: [◀ ▶]
```
- 2 Press **[◀]** or **[▶]** repeatedly to display the following.  

```
SET DATE & TIME
PRESS SET
```
- 3 Press **[SET]**.
  - The cursor ( ) will appear on the display.  

```
M: 01/D: 01/Y: 03
TIME: 12:00AM
```
- 4 Enter 2 digits each for month, day and year.  
**Example:** August 10, 2003  
Press **[0][8][1][0][0][3]**.  

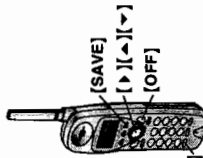
```
M: 08/D: 10/Y: 03
TIME: 12:00AM
```

- 5 Enter the current 4-digit hour/minute. Press **[\*]** to select "AM" or "PM".

## 2.12 Date and time

Date and time can be set using either the handset or the base unit.

### 2.12.1 Using the handset



### [CONF/FUNCTION]

Make sure the base unit and the handset are not being used.

- 1 Press **[CONF/FUNCTION]**.
- 2 Scroll to "Date and time" by pressing **[▼]** or **[▲]**.

```
Ringer setting
▶ Date and time
Copy directory
```

- 3 Press **[▶]**.
  - The cursor ( ) will appear on the display.

```
Date: 2003.01.01
Time: 12:00 AM
▼ 0-9=Date&Time
* = AM/PM
SAVE
```

- 4 Enter the 4-digit year, and 2 digits each for the month and day (8 digits in all).  
**Example:** 2003 August 10  
Press **[2][0][0][3]**, then **[0][8][1][0]**.

```
Date: 2003.08.10
Time: 12:00 AM
▼ 0-9=Date&Time
* = AM/PM
SAVE
```

- 5 Enter the current 4-digit hour/minute. Press **[\*]** to select "AM" or "PM".

- Example:** 10:15 PM (12 hour clock entry)
1. Press **[1][0][1][5]**.

## 2. Preparation

**Example:** 10:15 PM (12 hour clock entry)

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

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

2. Press **[\*]** repeatedly to display "PM".

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

- 6 Press **[SET]**.
  - The next feature will be displayed.
  - If 3 beeps sound, the setting is not correct. Start again from step 4.
- 7 Press **[MENU]** to exit the program.

- Note:**
- The date and time will be printed on each page transmitted from your unit.
  - The accuracy of the clock is approximately ±60 seconds a month.

### To correct a mistake

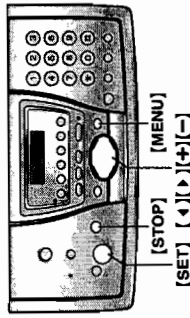
Press **[◀]** or **[▶]** to move the cursor to the incorrect number, and make the correction.

### For Caller ID service users (page 40)

- Caller ID will reset the clock after the first ring if the adjusted time is incorrect.
- If the time has not previously been set, Caller ID will not adjust the clock.
- Caller ID will automatically adjust the clock for daylight saving time.

## 2.13 Your logo

The logo can be your company, division or name.



- 1 Press **[MENU]**.

```
SYSTEM SETUP
PRESS NAVI.: [◀ ▶]
```

- 2 Press **[◀]** or **[▶]** repeatedly to display the following.

```
YOUR LOGO
PRESS SET
```

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

```
LOGO=
```

- 4 Enter up to 30 characters for your logo. See the character table on page 30 for details.

- 5 Press **[SET]**.
  - The next feature will be displayed.
- 6 Press **[MENU]** to exit the program.

**Note:**

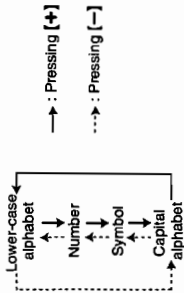
- Your logo will be printed on each page transmitted from your unit.

### To select characters with the dialing button

Buttons	Characters
[1]	# & ' ( ) * . - / 1
[2]	a b c A B C 2
[3]	d e f D E F 3
[4]	g h i G H I 4
[5]	j k l J K L 5



Display order of characters



Buttons	Characters
[6]	m n o M N O 6
[7]	p q r s P Q R S 7
[8]	t u v T U V 8
[9]	w x y z W X Y Z 9
[0]	0 (Space)
[STOP]	Delete button

**Note:**  
 • To enter another character located on the same dialing button, press [▶] to move the cursor to the next space.

**To enter your logo**  
 Example: "BILL"

1. Press [2] 5 times.
2. Press [4] 6 times.
3. Press [5] 6 times.
4. Press [▶] to move the cursor to the next space and press [6] 6 times.

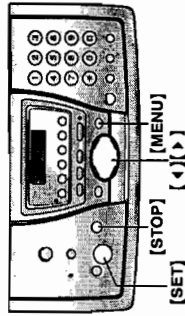
**To correct a mistake**

1. Press [◀] or [▶] to move the cursor to the incorrect character.
2. Press [STOP].  
 • To erase all of the digits, press and hold [STOP].
3. Enter the correct character.

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

- Instead of pressing the dialing buttons, you can select characters using [+] or [-].
1. Press [+] or [-] repeatedly to display the desired character.
  2. Press [▶] to move the cursor to the next space.  
 • The character displayed is selected.
  3. Return to step 1 to enter the next character.

2.14 Your fax number



- 1 Press [MENU].
- 2 Press [◀] or [▶] repeatedly to display the following.
- 3 Press [SET].  
 • The cursor ( ) will appear on the display.
- 4 Enter up to 20 digits for your fax number.  
 Example:

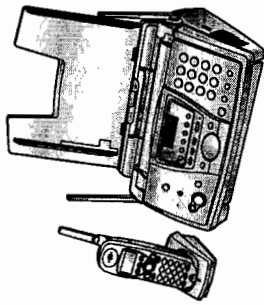
- 5 Press [SET].  
 • The next feature will be displayed.
  - 6 Press [MENU] to exit the program.
- Note:**  
 • Your fax number will be printed on each page transmitted from your unit.  
 • The [\*] button enters a "+," and the [#] button enters a space.  
 Example: +234 5678  
 Press [\*][2][3][4][#][5][6][7][8].

**To correct a mistake**

1. Press [◀] or [▶] to move the cursor to the incorrect number.
2. Press [STOP].  
 • To erase all of the digits, press and hold [STOP].
3. Enter the correct number.

2.15 Registration of additional handsets

You can expand this unit by adding up to 7 additional handsets. A maximum of 8 handsets can be registered at the base unit. Generally a maximum of 3 extensions can operate at a time. If 3 other extensions are in use, such as conducting an external/internal call, you may not be able to use your unit.



Up to 7 additional handsets can be added.



• Model shown is KX-TGA270S.

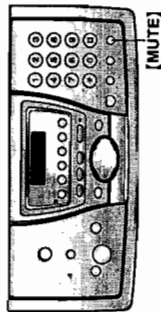
The included handset is pre-registered and is assigned the extension number 1, indicated by "1" shown on the display. You do not need to register this handset.

If you purchase additional handsets (page 9), you must register each of them at the base unit. Only one handset can be registered at a time. A handset will be assigned an extension number when registered.

**When registering a handset make sure the base unit and the other handsets are not**

## 2. Preparation

being used. Registration must be completed within 1 minute.

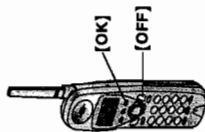


Example: Extension number 2

Handset [2]  
Registered

### Note:

- To stop registration, press [OFF] on the handset and press [MUTE] on the base unit.
- To cancel a handset registration, see page 77.
- To re-register a handset to a different base unit of the same model, see page 77.
- The maximum number of extensions that can be used at once may decrease, depending on the state of usage, such as using the reception booster mode (page 34), or when the answering machine is taking a call.



The handset display shows the instructions as follows.

[MUTE] (-)  
Press MUTE on base unit, then OK on handset to register handset.  
[OK]

- 1 Base unit:  
Press [MUTE].

HS REGISTRATION

- 2 Handset:

1. Press the right soft key ([OK]).

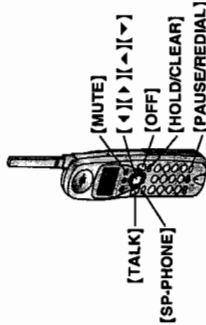
[MUTE] (-)  
Handset Registering

2. Wait until a long beep sounds and the display shows the registered number. The registration will be complete.
  - The registered number "11" to "18" will be shown on the top right of the display.

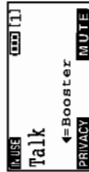
## 3. Telephone

### 3.1 Making phone calls

#### 3.1.1 Using the handset



- 1 Lift the handset and press [TALK].



- 2 Dial the telephone number.
- 3 When finished talking, press [OFF] or place the handset on the charger.

### Note:

- To use the "PRIVACY" (call privacy) feature using the soft key (page 10), see page 48.
- To use the "MUTE" and reception booster features, see the following.

### To mute your conversation

You can mute your conversation during a call so the other party cannot hear you. When the call is muted, you will be able to hear the other party. Press the right soft key ([MUTE]) (page 10).

- "MUTE" will flash.
- To release the mute, press the right soft key ([MUTE]).
- When you switch between the receiver and speaker, the mute will be released.

### Reception booster feature

This feature allows the handset to improve the sound quality when using it in an area with interference.

- Press [MUTE] in the talk or speakerphone mode.
- "Booster on" will flash on the display.
- To turn this feature OFF, press [MUTE] or [MUTE].

- This feature will be OFF after hanging up or when putting a call on hold (page 34) or making a conference (page 47).
- The battery life will be shortened using this feature (page 20).

### Making hands-free phone calls

1. Lift the handset and press [SP-PHONE].
2. Dial the telephone number.
3. When the other party answers, talk into the microphone.
4. When finished talking, press [OFF] or place the handset on the charger.

### Speakerphone operation

- Adjust the handset speakerphone volume using [MUTE] or [MUTE].
- Talk alternately with the caller in a quiet room.
- If the other party has difficulty hearing you, press [MUTE] to decrease the speaker volume.
- If the other party's voice from the speaker cuts in/out during a conversation, press [MUTE] to decrease the speaker volume.
- While talking using [TALK], you can switch to a hands-free phone conversation by pressing [SP-PHONE]. To switch back, press [TALK].

### To put a call on hold

- Press [HOLD/CLEAR] twice.
- "IN USE" will flash on the display, "Hold" will be displayed.
- To release the hold, press [TALK] or [SP-PHONE] on the handset or [DIGITAL SP-PHONE] on the base unit.
- If you do not press a button for more than 6 minutes, a beep will sound every 30 seconds. After 4 additional minutes on hold, the call will be disconnected.

### To redial the last number dialed from the handset

Press [TALK] or [SP-PHONE] and press [PAUSE/REDIAL].

### To redial using the redial list (Memory redial)

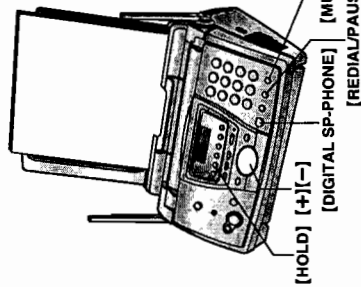
The last 5 phone numbers dialed from the handset are stored in the redial list.

1. Press [PAUSE/REDIAL].
  - The last number dialed will be displayed.

### 3. Telephone

2. Press [▼] or [▲] repeatedly to select the number.
  - You can also scroll through the list by pressing [PAUSE/REDIAL].
  - To delete the displayed number, press [HOLD/CLEAR].
  - To exit the list, press [OFF].
3. Press [TALK] or [SP-PHONE].

#### 3.1.2 Using the base unit



- 1 Press [DIGITAL SP-PHONE].
- 2 Dial the telephone number.
  - When the other party answers, talk into the microphone.
- 3 When finished talking, press [DIGITAL SP-PHONE].

#### Speakerphone operation

- Adjust the base unit speaker volume using [+]/[-].
- Talk alternately with the caller in a quiet room.
- If the other party has difficulty hearing you, press [-] to decrease the speaker volume.
- If the other party's voice from the speaker cuts in/out during a conversation, press [-] to decrease the speaker volume.

#### To mute your conversation

You can mute your conversation during a call so the other party cannot hear you. When the call is muted, you will be able to hear the other party. Press [MUTE].

- "SP-PHONE, MUTE" will be displayed.
- To release the mute, press [MUTE].

#### To put a call on hold

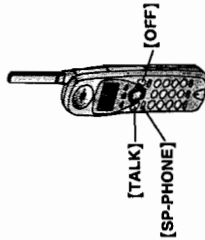
- Press [HOLD].
- "HOLD" will be displayed.
  - To release the hold, press [DIGITAL SP-PHONE] on the base unit or press [TALK] or [SP-PHONE] on the handset.
  - If you do not press a button for more than 6 minutes, a beep will sound every 30 seconds. After 4 additional minutes on hold, the line will be disconnected.

#### To redial the last number dialed from the base unit

Press [DIGITAL SP-PHONE], then press [RECALL/PAUSE].

### 3.2 Answering phone calls

#### 3.2.1 Using the handset



- 1 Lift the handset and press [TALK].
  - You can also answer a call by pressing any dialing button [0] to [9], [\*], or [#] (Any key talk feature).
- 2 When finished talking, press [OFF] or place the handset on the charger.

#### Answering phone calls hands-free

1. Lift the handset and press [SP-PHONE], and talk into the microphone.
2. When finished talking, press [OFF] or place the handset on the charger.

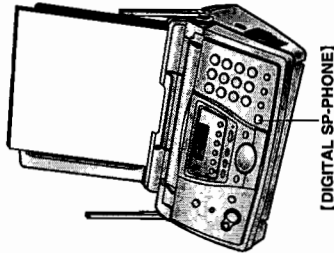
#### Auto talk feature (Handset)

This feature allows you to answer a call by simply lifting the handset off the charger, without pressing [TALK] or [SP-PHONE]. The default

### 3. Telephone

setting is OFF. To activate this feature, see page 74.

#### 3.2.2 Using the base unit

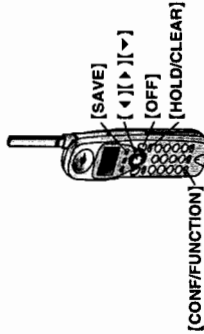


- 1 Press [DIGITAL SP-PHONE] and talk into the microphone.
- 2 When finished talking, press [DIGITAL SP-PHONE].

### 3.3 Storing names and telephone numbers into the navigator directory

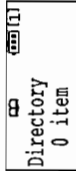
You can make a call or send a fax to a person stored in the directory by selecting an item shown on the display. The base unit and handset each have their own individual directories, up to 50 names and phone numbers each, and you can copy directory items from one extension to another (page 39). When the system has additional handsets (page 32), each handset can have its own directory. To use a directory, first store the items, then see page 37 to make a phone call.

#### 3.3.1 Using the handset



Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].
- 2 Press [▶] at "Save directory".



- 3 Enter up to 16 characters for a name. See the character table on page 36 for details.
- 4 Press [▼].
- 5 Enter up to 22 digits for the telephone number.
- 6 Press [▼].
- 7 Press the right soft key ([SAVE]).
  - To program other items, repeat steps 2 to 7.
- 8 Press [OFF].

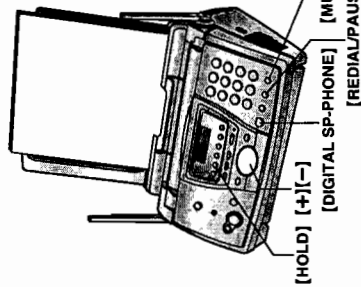
#### To select characters with the dialing button

Buttons	Characters
[1]	# & ' ( ) * . - / 1
[2]	a b c A B C 2
[3]	d e f D E F 3
[4]	g h i G H I 4
[5]	j k l J K L 5
[6]	m n o M N O 6
[7]	p q r s P Q R S 7
[8]	t u v T U V 8
[9]	w x y z W X Y Z 9

### 3. Telephone

2. Press [▼] or [▲] repeatedly to select the number.
  - You can also scroll through the list by pressing [PAUSE/REDIAL].
  - To delete the displayed number, press [HOLD/CLEAR].
  - To exit the list, press [OFF].
3. Press [TALK] or [SP-PHONE].

#### 3.1.2 Using the base unit



- 1 Press [DIGITAL SP-PHONE].
- 2 Dial the telephone number.
  - When the other party answers, talk into the microphone.
- 3 When finished talking, press [DIGITAL SP-PHONE].

#### Speakerphone operation

- Adjust the base unit speaker volume using [+]/[-].
- Talk alternately with the caller in a quiet room.
- If the other party has difficulty hearing you, press [-] to decrease the speaker volume.
- If the other party's voice from the speaker cuts in/out during a conversation, press [-] to decrease the speaker volume.

#### To mute your conversation

You can mute your conversation during a call so the other party cannot hear you. When the call is muted, you will be able to hear the other party. Press [MUTE].

directory. If you cannot solve a problem, call this number from the base unit (page 36). If not needed, you can erase it (page 36).

- You can confirm the stored items by printing the telephone number list (page 93).

**Note:**

- If "SPACE = 5 DIRS." is displayed only 5 more items can be stored.

**To correct a mistake**

- Press [◀] or [▶] to move the cursor to the incorrect character/number.
- Press [STOP].
  - To erase all of the digits, press and hold [STOP].
- Enter the correct character/number.

### 3.4 Making a phone call using the navigator directory

Before using this feature, program the desired names and telephone numbers into the navigator directory (page 36, 37).

- Keep the front cover page open for button locations.

**3.4.1 Using the handset**

Make sure the handset is not being used.

- Press [◀] or [▶].
- Press [▼] or [▲] repeatedly to display the desired item.
- Press [TALK] or [SP-PHONE].
  - The unit will start dialing automatically.

**To search for a name by initial**

Example: "LISA"

- Press [◀] or [▶].
- Press [▼] or [▲] to initiate the directory.
- Press [5] repeatedly to display any name with the initial "L" (see the character table, page 36).
  - To search for symbols (not letters or numbers), press [1].
- Press [▼] repeatedly to display "LISA".
  - To stop the search, press [OFF].
  - To dial the displayed number, press [TALK] or [SP-PHONE].

**3.4.2 Using the base unit**

- Press [◀] or [▶].
- Press [+] or [-] repeatedly to display the desired item.
- Press [DIGITAL SP-PHONE].
  - The unit will start dialing automatically.

**To search for a name by initial**

Example: "LISA"

- Press [◀] or [▶].
- Press [+] or [-] to initiate the directory.
- Press [5] repeatedly to display any name with the initial "L" (see the character table, page 30).
  - To search for symbols (not letters or numbers), press [1].
- Press [-] repeatedly to display "LISA".
  - To stop the search, press [STOP].
  - To dial the displayed number, press [DIGITAL SP-PHONE].

**3.5 Editing a stored item**

Keep the front cover page open for button locations.

**3.5.1 Using the handset**

Make sure the handset is not being used.

- Press [◀] or [▶].
- Press [▼] or [▲] repeatedly to display the desired item.
- Press the right soft key ([EDIT]).
  - If you do not need to edit the name, skip to step 5.
- Edit the name. For further details, see the storing procedure on page 36.
- Press [▼].
  - If you do not need to edit the telephone number, skip to step 7.
- Edit the telephone number. For further details, see the storing procedure on page 36.

- Press [▼].

- Press the right soft key ([SAVE]).

- Press [OFF].

**3.5.2 Using the base unit**

- Press [◀] or [▶].

- Press [+] or [-] repeatedly to display the desired item.
- Press [MENU].
- Press [★].
  - If you do not need to edit the name, skip to step 6.

Edit the name. For further details, see the storing procedure on page 37.

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

Edit the telephone number. For further details, see the storing procedure on page 37.

- Press [SET].

**3.6 Erasing a stored item**

Keep the front cover page open for button locations.

**3.6.1 Using the handset**

Make sure the handset is not being used.

- Press [◀] or [▶].
- Press [▼] or [▲] repeatedly to display the desired item.
- Press [HOLD/CLEAR].
  - To cancel erasing, press [◀].
- Press [HOLD/CLEAR] again.
- Press [OFF].

**3.6.2 Using the base unit**

- Press [◀] or [▶].
- Press [+] or [-] repeatedly to display the desired item.
- Press [MENU].
- Press [≡].
  - To cancel erasing, press [STOP].
- Press [SET].

**Another method to erase a stored item**

- Press [◀] or [▶].
- Press [+] or [-] repeatedly to display the desired item.
- Press [ERASE].
- Press [SET].

Buttons	Characters
[0]	0 (Space)
[HOLD/CLEAR]	Delete button

**Note:**

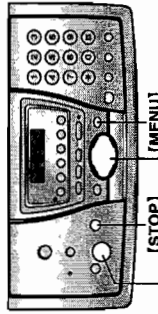
- To enter another character located on the same dialing button, press [▶] to move the cursor to the next space.

**To correct a mistake**

- Press [◀] or [▶] to move the cursor to the incorrect character/number.
- Press [HOLD/CLEAR].
  - To erase all of the digits, press and hold [HOLD/CLEAR].
- Enter the correct character/number.

**3.3.2 Using the base unit**

- You can also send faxes using the navigator directory (page 51).



- Press [MENU] repeatedly to display "DIRECTORY SET".
- Press [★].

DIRECTORY  
L I I I I I I I I I

- Enter up to 16 characters for a name (see page 30 for instructions).
- Press [SET].
- Enter up to 22 digits for the telephone number.
- Press [SET].
  - To program other items, repeat steps 3 to 6.

- Press [MENU].

**Helpful hints:**

- For your convenience, HELP-FAX (1-800-435-7329) has been stored in the base unit

### 3.7 Copying the directory

You can copy one or all of the directory items between a handset and the base unit or between two handsets. Items copied to the destination unit are added to its directory (Phone directory sharing).

- Keep the front cover page open for button locations.

#### Important:

- Make sure the base unit, your handset and the destination unit are not being used when copying directory items.
- Once copying has started, do not place your handset on the charger until it is complete, otherwise, the operation will be stopped.
- If an external call is being received during the directory copy, the copy will be stopped. You will need to copy the item(s) again.

#### 3.7.1 From a handset to the base unit or another handset

##### Copying one directory item

- 1 Press [CONF/FUNCTION].
- 2 Scroll to "Copy directory" by pressing [▼] or [▲], and press [▶].
- 3 Press [▶] at "Copy 1 item".
- 4 To copy to the base unit, press [0]. To copy to another handset, enter its extension number using a dialing button ([1] to [8]).
  - You can also select the extension number by pressing [▼] or [▲] ("0" for the base unit, "1" to "8" for another handset).

##### 5 Press [▶].

- 6 Press [▼] or [▲] repeatedly to display the desired item.
  - To search for the item by initial, see page 37.

##### 7 Press the right soft key ([SEND]).

- When the item has been copied, "Complete" will be displayed and a beep will sound.
- The destination unit display will show "DIRECTORY RECEIVED", then "DIRECTORY RECEIVED".
- To copy another item, repeat steps 6 and 7.

##### 8 Press [OFF].

#### Copying all the directory items

- 1 Press [CONF/FUNCTION].
- 2 Scroll to "Copy directory" by pressing [▼] or [▲], and press [▶].
- 3 Scroll to "Copy all items" by pressing [▼] or [▲], and press [▶].
- 4 To copy to the base unit, press [0]. To copy to another handset, enter its extension number using a dialing button ([1] to [8]).
  - You can also select the extension number by pressing [▼] or [▲] ("0" for the base unit, "1" to "8" for another handset).
- 5 Press the right soft key ([SEND]).
  - The handset display will show the items being copied and each item's number.
  - When all items have been copied, "Complete" will be displayed and a beep will sound.
  - The destination unit display will show "DIRECTORY RECEIVED", then "DIRECTORY RECEIVED".
  - To copy items to another extension, repeat steps 3 to 5.

##### 6 Press [OFF].

#### 3.7.2 From the base unit to a handset

##### Copying one directory item

- 1 Press [MENU].
- 2 Press [▶], then [5][9].
- 3 Press [▶] or [–] repeatedly to display "1 ITEM".
- 4 Press [SET].

- 5 Enter the extension number using a dialing button ([1] to [8]).
  - You can also select the extension number by pressing [▶] or [–] ("1" to "8").

##### 6 Press [SET].

- 7 Press [▶] or [–] repeatedly to display the desired item.
  - To search for the item by initial, see page 38.

##### 8 Press [SET].

- When the item has been copied, "Complete" will be displayed and a beep will sound.

- The destination handset display will show "Directory Received", then "Directory Received", then 8.
- To copy another item, repeat steps 7 and 8.

##### 9 Press [MENU].

#### Copying all the directory items

- 1 Press [MENU].
- 2 Press [▶], then [5][9].
- 3 Press [▶] or [–] repeatedly to display "ALL ITEMS".
- 4 Press [SET].
  - You can also select the extension number by pressing [▶] or [–] ("1" to "8").
- 5 Enter the extension number using a dialing button ([1] to [8]).
  - You can also select the extension number by pressing [▶] or [–] ("1" to "8").
- 6 Press [SET].
  - The base unit display will show the items being copied.
  - When all items have been copied, "Complete" will be displayed and a beep will sound.
  - The destination handset display will show "Directory Received", then "Directory Received".

### 3.8 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 a Caller ID service.

- Change the following ring setting to 2 or more rings beforehand.
- FAX ring setting (feature #06 on page 69)
  - Keep the front cover page open for button locations.

#### 3.8.1 How Caller ID is displayed

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

The unit will automatically store caller information (name, telephone number, date and time of the call, the number of times called) from the 50 most recent callers. Caller information is sorted by the most recent to the oldest call. When the 51st call is received, the first call is deleted. Caller information can be viewed on the

display one item at a time (page 41). You can print the Caller ID list (page 93).

- If the unit is connected to a PBX (Private Branch Exchange) system, you may not receive the caller information. Consult your PBX supplier.
- If the unit cannot receive caller information, the following will be displayed: "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.
- The name display service may not be available in some areas. For information, please contact your telephone company.
- If the handset has lost communication with the base unit when a call is received, caller information will not be recorded in the handset.

**Printing the Caller ID list (Base unit only)**  
The Caller ID list can be printed manually (page 93) or automatically after every 50 new callers (feature #26 on page 70).

#### Call Waiting Caller ID feature

If you subscribe to both Caller ID and Call Waiting services, when a second call is received during a conversation, you will hear a call-waiting tone and the display will show the second caller's information.

- Press [FLASH/CALL WAIT] to answer the second call.
- The first call is put on hold and you can answer the second call.
  - To return to the first caller, press [FLASH/CALL WAIT] again.

#### Note:

- The second caller's information will not be displayed when:
  - the first call is placed on hold.
  - the answering machine is recording an incoming message.
  - an extension telephone on the same line is in use, or
  - you are sending or receiving a fax document.
- Please contact your telephone company for details and availability of this service in your area.

1 Press [▼] or [▲].

Example:

Caller's list
10 new calls
▼=Directory list

2 Press [▼] to search from the most recent call.  
Press [▲] to search from the oldest call.

Example:

SMITH, JACK	[DIAL]	[EDIT]
1-222-333-4444		
3:10P JUN.10		

3 Press [TALK], [SP-PHONE], or the left soft key ([DIAL]) to return the call.  
The unit will start dialing automatically.

**Note:**  
After viewing all of the new caller information, "Received calls" will disappear.

**What "v" means**  
The display shows a "v" after you have viewed, answered, or returned this call.

Example:

SMITH, JACK	[DIAL]	[EDIT]
1-222-333-4444		
3:10P JUN.10		

- If the same caller calls again, the call entry with "v" will be replaced with the new call entry.
- The base unit and handset (and any additional handsets) store caller information individually. When a call or message is viewed, answered, returned, or played back on one extension, the others will not add a "v".
- When a message is played back using a handset (page 64), a "v" will not be added in the caller information of the handset.

**if the same person calls more than once**  
Only the date and time of the most recent call will be stored. The number of times the person called ("x2" to "x9") will be displayed.  
**Example: The same person called 3 times.**

SMITH, JACK	[DIAL]	[EDIT]
1-222-333-4444		
10:15P JUN.10 X3		

### 3.9 Viewing and calling back using caller information

If the unit has received new calls, the following will be displayed while the unit is not in use:

Handset display:  
(When on the charger)

[CALL]
Received calls
[PLAY]

Handset display:  
(When off the charger)

[CALL]
Received calls
[PLAY]

Base unit display:

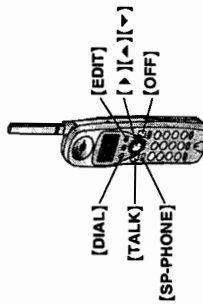
RECEIVED CALLS
----------------

- If the battery needs to be charged (page 20), "Received calls" will not be displayed. Using caller information, you can easily see who has called you and return their calls.

**Important:**

- Returning calls via caller information will not be possible in the following cases:
  - The telephone number includes data other than numbers (i.e., \* or #).
  - The caller information does not include a telephone number.

#### 3.9.1 Using the handset



Make sure the handset is not being used.

- After checking "x2" to "x9" will be replaced with a "v".

**To stop viewing**  
Press [OFF] after step 2 on page 41.

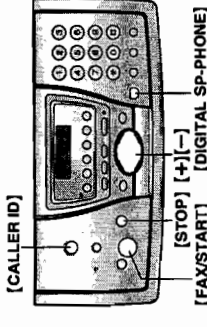
**To edit a telephone number**  
You can edit a phone number into one of 3 patterns to call back or store it into the directory. **Make sure the handset is not being used.** Press the right soft key ([EDIT]) repeatedly after step 2 on page 41. Each time you press [EDIT], the telephone number will be changed as follows:

- Local telephone number only
  - Area code - Local telephone number
  - 1 - Area code - Local telephone number
- The order in which patterns ①-③ are displayed depends on how the telephone number is displayed in step 2 on page 41.
- To return a call, press [TALK], [SP-PHONE] or the left soft key ([DIAL]).
  - To store a number in the directory, follow from step 2 of the handset storing procedure on page 44.

**Note:**

- If a 7-digit number comes without editing, "EDIT" will not display with the item and you cannot edit that 7-digit number.
- The unit provides an auto edit feature for Caller ID numbers. For details, see page 43.

#### 3.9.2 Using the base unit



1 Press [CALLER ID].

Example:

10 NEW CALLS
PRESS NAVI. [+ -]

2 Press [-] to search from the most recent calls.  
Press [+ ] to search from the oldest calls.

Example:

SMITH, JACK
11:20A JUL 20

- Press [DIGITAL SP-PHONE] to call back the displayed party.
- The unit will start dialing automatically.
- To send a fax, insert the document **FACE DOWN** and press [FAX/START].

**Note:**

- If the unit did not receive name information, the base unit display will show "NO NAME RCVD".
- After viewing all of the new caller information, "RECEIVED CALLS" will disappear.

**To change the display of the caller information**  
Press [CALLER ID] repeatedly after step 2 on page 42.

Example:

SAM LEE
11:20A JUL 20

↓

1345678
11:20A JUL 20

**What "v" means**

The display shows a "v" after you have viewed, answered, or returned this call, or played back the message (page 62, 64) the caller left for you.

Example:

SAM LEE
11:20A JUL 20 v

- If the same caller calls again, the call entry with "v" will be replaced with the new call entry.
- The base unit and handset (and any additional handsets) store caller information individually. When a call or message is viewed, answered, returned, or played back on one extension, the others will not add a "v".
- When a message is played back using a handset, a "v" will not be added in the caller information of the handset.

**if the same person calls more than once**  
Only the date and time of the most recent call will be stored. The number of times the person called ("x2" to "x9") will be displayed.  
**Example: The same person called 3 times.**

SAM LEE
10:30P JUL 20 X3

- After checking "x2" to "x9" will be replaced with a "v".

**To stop viewing**

Press [STOP] after step 2 on page 42.

1 Press [▼] or [▲].

Example:

Caller's list
10 new calls
▼=Directory list

2 Press [▼] to search from the most recent call.  
Press [▲] to search from the oldest call.

Example:

SMITH, JACK	[DIAL]	[EDIT]
1-222-333-4444		
3:10P JUN.10		

3 Press [TALK], [SP-PHONE], or the left soft key ([DIAL]) to return the call.  
The unit will start dialing automatically.

**Note:**  
After viewing all of the new caller information, "Received calls" will disappear.

**What "v" means**  
The display shows a "v" after you have viewed, answered, or returned this call.

Example:

SMITH, JACK	[DIAL]	[EDIT]
1-222-333-4444		
3:10P JUN.10		

- If the same caller calls again, the call entry with "v" will be replaced with the new call entry.
- The base unit and handset (and any additional handsets) store caller information individually. When a call or message is viewed, answered, returned, or played back on one extension, the others will not add a "v".
- When a message is played back using a handset (page 64), a "v" will not be added in the caller information of the handset.

**if the same person calls more than once**  
Only the date and time of the most recent call will be stored. The number of times the person called ("x2" to "x9") will be displayed.  
**Example: The same person called 3 times.**

SMITH, JACK	[DIAL]	[EDIT]
1-222-333-4444		
10:15P JUN.10 X3		



### 3. Telephone

- 2 Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
- 3 Scroll to "Caller ID edit" by pressing [▼] or [▲], and press [▶].
- 4 Press [▼] or [▲] repeatedly to select the desired setting.
- 5 Press the right soft key ([SAVE]).
- 6 Press [OFF].

#### 3.10.2 Using the base unit

- Keep the front cover page open for button locations.
- 1 Press [MENU].
- 2 Press [1], then [7][5].
- 3 Press [+] or [-] repeatedly to select the desired setting.
- 4 Press [SET].
- 5 Press [MENU].

#### Note:

- If you fail to reach your destination when making a call, the phone number you dialed might have an incorrect pattern. Edit the phone number with another pattern (page 42, 43).
- When this feature is set to OFF the unit will still be able to display Caller ID, but incoming Caller ID numbers will not be automatically edited.

### 3.11 Erasing caller information

- Keep the front cover page open for button locations.

#### 3.11.1 Erasing all caller information

- Using the handset
- Make sure the handset is not being used.

**To edit a telephone number**  
You can edit a phone number into one of 3 patterns to call back or store it into the directory. Press [\*] repeatedly after step 2 on page 42. Each time you press [\*], the telephone number will be changed as follows:

- ① Local telephone number only
  - ② Area code - Local telephone number
  - ③ 1 - Area code - Local telephone number
- The order in which patterns ①-③ are displayed depends on how the telephone number is displayed in step 2 on page 42.
- To return a call, press [DIGITAL SP-PHONE].
  - To store the number in the directory, follow from step 3 of the base unit storing procedure on page 45.

#### Note:

- If a 7-digit number comes without editing, you cannot edit that 7-digit number.
- The unit provides an auto edit feature for Caller ID numbers. For details, see page 43.

### 3.10 Caller ID number auto edit feature

This feature allows the unit to automatically edit incoming phone numbers, and display or store phone numbers using a preset pattern of your choosing. (These 3 patterns are explained on page 42, 43, ①, ②, and ③.) For example, you may want the unit to ignore the area code of calls originating from your area code, so that you can call these numbers without dialing the area code. Once you have set a telephone number to be edited according to pattern ① or ②, all other numbers from the same area code will be automatically edited according to the same pattern. The unit can remember up to 4 area codes to be edited according to patterns ① and ②.

To activate this feature, you must first set this feature to ON, then make an outgoing call from the Caller ID list to a number which you have assigned to one of the auto edit patterns. This feature can be turned ON using either the handset or the base unit. The default setting is ON.

#### 3.10.1 Using the handset

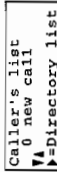
- Keep the front cover page open for button locations.

Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].

### 3. Telephone

- 1 Press [▼] or [▲].



- 2 Press [HOLD/CLEAR].
  - To cancel erasing, press [◀], then [OFF].
- 3 Press [HOLD/CLEAR] again.

Using the base unit

- 1 Press [MENU] repeatedly to display "CALLER SETUP".
- 2 Press [SET].
- 3 Press [SET] again.
  - To cancel erasing, press [STOP], then [MENU].
- 4 Press [SET].
- 5 Press [STOP].

#### 3.11.2 Erasing specific caller information

Using the handset

Make sure the handset is not being used.

- 1 Press [▼] or [▲] repeatedly to display the desired item.
    - To erase other items, repeat from step 1.
  - 2 Press [HOLD/CLEAR].
    - To erase other items, repeat from step 1.
  - 3 Press [OFF].
- Using the base unit
- 1 Press [CALLER ID].
  - 2 Press [+ ] or [- ] repeatedly to display the desired item.
  - 3 Press [ERASE].
    - To erase other items, repeat steps 2 to 3.
  - 4 Press [STOP].

### 3.12 Storing caller information into the navigator directory

Important:

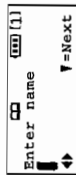
- This feature is not available in the following cases.
  - The telephone number includes data other than numbers (i.e., \* or #).

- The caller information does not include a telephone number.

#### 3.12.1 Into the handset

- Keep the front cover page open for button locations.
- Make sure the handset is not being used.
- 1 Press [▼] or [▲] repeatedly to display the desired item.
    - If the number requires editing, press the right soft key ([EDIT]) (page 42).
  - 2 Press [▶].
    - To stop storing, press [◀].
    - To continue storing other items, repeat from step 1.
    - To exit the programming mode, press [OFF].
  - 3 Press [▶] again.

If there is no name information for the caller, "Enter name" will be displayed.



1. If a name is not required, press [▼]. If a name is required, enter the name (page 36). When finished, press [▼].

Example:



Example:



2. Press the right soft key ([SAVE]).
  - To continue storing other items, repeat from step 1.
  - To exit the programming mode, press [OFF].

#### 3.12.2 Into the base unit

- Keep the front cover page open for button locations.
- 1 Press [CALLER ID].
  - 2 Press [+ ] or [- ] repeatedly to display the desired item.

### 3. Telephone

- 2 Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
- 3 Scroll to "Caller ID edit" by pressing [▼] or [▲], and press [▶].
- 4 Press [▼] or [▲] repeatedly to select the desired setting.
- 5 Press the right soft key ([SAVE]).
- 6 Press [OFF].

#### 3.10.2 Using the base unit

- Keep the front cover page open for button locations.
- 1 Press [MENU].
- 2 Press [1], then [7][5].
- 3 Press [+] or [-] repeatedly to select the desired setting.
- 4 Press [SET].
- 5 Press [MENU].

#### Note:

- If you fail to reach your destination when making a call, the phone number you dialed might have an incorrect pattern. Edit the phone number with another pattern (page 42, 43).
- When this feature is set to OFF the unit will still be able to display Caller ID, but incoming Caller ID numbers will not be automatically edited.

### 3.11 Erasing caller information

- Keep the front cover page open for button locations.

#### 3.11.1 Erasing all caller information

- Using the handset
- Make sure the handset is not being used.

**To edit a telephone number**  
You can edit a phone number into one of 3 patterns to call back or store it into the directory. Press [\*] repeatedly after step 2 on page 42. Each time you press [\*], the telephone number will be changed as follows:

- ① Local telephone number only
  - ② Area code - Local telephone number
  - ③ 1 - Area code - Local telephone number
- The order in which patterns ①-③ are displayed depends on how the telephone number is displayed in step 2 on page 42.
- To return a call, press [DIGITAL SP-PHONE].
  - To store the number in the directory, follow from step 3 of the base unit storing procedure on page 45.

#### Note:

- If a 7-digit number comes without editing, you cannot edit that 7-digit number.
- The unit provides an auto edit feature for Caller ID numbers. For details, see page 43.

### 3.10 Caller ID number auto edit feature

This feature allows the unit to automatically edit incoming phone numbers, and display or store phone numbers using a preset pattern of your choosing. (These 3 patterns are explained on page 42, 43, ①, ②, and ③.) For example, you may want the unit to ignore the area code of calls originating from your area code, so that you can call these numbers without dialing the area code. Once you have set a telephone number to be edited according to pattern ① or ②, all other numbers from the same area code will be automatically edited according to the same pattern. The unit can remember up to 4 area codes to be edited according to patterns ① and ②.

To activate this feature, you must first set this feature to ON, then make an outgoing call from the Caller ID list to a number which you have assigned to one of the auto edit patterns. This feature can be turned ON using either the handset or the base unit. The default setting is ON.

#### 3.10.1 Using the handset

- Keep the front cover page open for button locations.

Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].



- 3 Press [MENU].
- 4 If a name is required, enter up to 16 digits for the name (page 30).
- 5 Press [SET].
- 6 Press [SET].

**Note:**

- To print the Caller ID list, see page 93.

**3.13 Intercom**

The intercom feature makes it possible to have conversations between handsets and with the base unit, without using the telephone line. To make an intercom call, one extension must page (summon) the other by entering its extension number, shown in the top right of each display. The base unit's extension number is 0, and only the base unit can page all handsets at once. The extension number of the included handset is 1.

- Keep the front cover page open for button locations.

**3.13.1 Making intercom calls****Handset**

- 1 Press [INTERCOM/TRANSFER].
- 2 To page the base unit, press [0].
  - The base unit will beep for 1 minute.
- To page another handset, enter its extension number using a dialing button ([1] to [9]).
  - The destination handset will beep for 1 minute.

- 3 When the paged party answers, talk into the handset.

- You can switch to the speaker by pressing [SP-PHONE]. To switch back to the receiver, press [TALK].

- 4 To end the intercom, press [OFF] or place the handset on the charger.

**Base unit**

You can also locate a misplaced handset by paging it (Handset locator).

- 1 Press [LOCATOR/INTERCOM].
- 2 To page one handset, enter its extension number using a dialing button ([1] to [9]).
  - The handset will beep for 1 minute.
  - To stop paging, press [DIGITAL SP-PHONE] or [LOCATOR/INTERCOM].

**To page all handsets, press [0].**

- All handsets will beep for 1 minute.
- You can talk with the handset user who answers first.

- 3 When the paged party answers, talk into the microphone.

- 4 To end the intercom, press [DIGITAL SP-PHONE] or [LOCATOR/INTERCOM].

**3.13.2 Answering intercom calls****Handset**

When a handset is being paged, it will beep and display the paging extension's number.

**Example: Base unit is paging handset 1**

[0]	[1]
Call from [0]	

- 1 Press [TALK], [SP-PHONE] or [INTERCOM/TRANSFER] to answer the page.

- 2 To end the intercom, press [OFF] or place the handset on the charger.

**Base unit**

When the base unit is being paged, it will beep and display the paging extension's number.

**Example: Handset 1 is paging**

[CALL FROM]	[1]
-------------	-----

- 1 Press [LOCATOR/INTERCOM] or [DIGITAL SP-PHONE] to answer the page.

- 2 To end the intercom, press [DIGITAL SP-PHONE] or [LOCATOR/INTERCOM].

**Note:**

- When the ringer volume is OFF (page 27, 28), the handset and the base unit will ring at the low level when paged.

**During an intercom call**

- If you have difficulty hearing the other party, decrease the speaker volume.
- If you receive a phone call while talking on the intercom, you will hear 2 tones (feature #73 on page 72, or page 74). To answer the call, if you are using the handset, press [OFF], then press [TALK] or [SP-PHONE]. If you are using the base unit, press [DIGITAL SP-PHONE] twice.

**3.14 Transferring a call**

A telephone call can be transferred between two extensions using the intercom feature.

- Keep the front cover page open for button locations.

**3.14.1 To transfer a call from the handset**

- 1 During a phone call, press [INTERCOM/TRANSFER].

• "IN USE" will flash on the display and the call will be put on hold.

- 2 To page another handset, enter its extension number using a dialing button ([1] to [9]).

**Example: Calling a base unit**

[CALLING]	[0]
Hold	

- If you do not wish to announce the transfer, skip to step 4.

- 3 Wait for the paged party to answer.
  - If the paged party does not answer, press [TALK] or [SP-PHONE] to return to the phone call.

- 4 To complete the transfer, press [OFF].

displayed. Press [TALK], [SP-PHONE] or [INTERCOM/TRANSFER] to answer the page.

**Example: Handset 1 is calling**

Call from [1]
---------------

- After the paging party hangs up the call, you can talk to the outside caller.

- If the paging party hangs up before you answer the page, "incoming call" will be displayed. Press [TALK] or [SP-PHONE] to take the transferred call.

**3.14.2 To transfer a call from the base unit**

- 1 During a phone call, press [TRANSFER].

- The call will be put on hold.

- 2 To page a handset, enter its extension number using a dialing button ([1] to [9]).

**To page all handsets, press [0].**

- If you do not wish to announce the transfer, skip to step 4.

- 3 Wait for the paged party to answer.
  - If the paged party does not answer, press [DIGITAL SP-PHONE] twice to return to the outside call.

- 4 To complete the transfer, press [DIGITAL SP-PHONE].

**Note:**

- Even if you call all handsets, only the handset user who answers first can take the transferred call.

**To answer a transferred call with the handset:**

- If the paging party announces the transfer, the paging extension's number is displayed. Press [TALK], [SP-PHONE] or [INTERCOM/TRANSFER] to answer the page.

**Example: Base unit is calling**

Call from [0]
---------------

- After the paging party hangs up the call, you can talk to the outside caller.

- If the paged party hangs up before you answer the page, "Incoming call" will be displayed. Press [TALK] or [SP-PHONE] to take the transferred call.

#### During a transfer

- If you do not announce the transfer and the paged party does not answer within 1 minute after you hang up, your extension will ring and the transferred call will be returned to you. If you still do not answer the call within 4 minutes, the call will be disconnected. You may answer the call again by pressing [TALK], [SP-PHONE] or [DIGITAL SP-PHONE] at any time, provided the transfer has not been answered by another extension. When answering the call again, you may also transfer the caller into a mailbox (page 63).

### 3.15 Conference

A conference call allows two extensions to speak together with an outside caller. While you are talking with a caller, page the base unit or a handset to start the conference call.

- Keep the front cover page open for button locations.

#### 3.15.1 Handset

- 1 During a phone call, press [INTERCOM/TRANSFER].
  - "IN USE" will flash on the display and the call will be put on hold.
- 2 To page the base unit, press [0].  
OR  
To page another handset, enter its extension number using a dialing button ([1] to [8]).

3 When the paged party answers, press [CONF/FUNCTION] on your handset to make a conference call.  
Example: Conference with the base unit

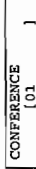


- You can switch to the speaker by pressing [SP-PHONE]. To switch back to the receiver, press [TALK].

- To leave the conference, press [OFF].  
The other two parties can continue the conversation.

#### 3.15.2 Base unit

- 1 During an outside call, press [LOCATOR/INTERCOM].
  - The call will be put on hold.
- 2 To page a handset, enter its extension number using a dialing button ([1] to [8]).
- 3 When the paged party answers, press [CONF] on the base unit to make a conference call.  
Example: Conference with handset 1



- To leave the conference, press [DIGITAL SP-PHONE]. The other two parties can continue the conversation.

#### During a conference call

- The phone call can be put on hold by pressing [HOLD/CLEAR] on the handset or [HOLD] on the base unit. Internal communications between extensions are not suspended. Only the person who placed the call on hold can resume the full conference; press [CONF/FUNCTION] on the handset or [CONF] on the base unit.
- One more extension can join the conference call (Call share feature, page 47).

### 3.16 Call share

This feature allows a handset or the base unit to join the existing outside call.

- Keep the front cover page open for button locations.

#### 3.16.1 To join a conversation (Call share feature)

2 additional extensions can join an existing phone call, for a total of 4 people (including the outside caller) taking part in the conference.

Handset:  
Press [TALK] or [SP-PHONE].  
Base unit:  
Press [DIGITAL SP-PHONE].

### 3.16.2 To prevent other users from joining your conversation (Call privacy feature)

You can turn the feature ON during a call.

#### Handset:

- Press the left soft key ([PRIVACY]) during a phone call.
- "PRIVACY" will be displayed on the first line.
  - To turn the feature OFF, press the left soft key ([PRIVACY]) again.

#### Base unit:

- Press [PRIVACY] during a phone call.
- The PRIVACY indicator turns ON.
  - To turn the feature OFF, press [PRIVACY] again.

#### Note:

- This feature will return to OFF after you hang up the call.

### 3.17 Room monitor feature

This feature allows you to listen in on a room where a handset or base unit is located. The monitored extension will not ring, allowing you to easily monitor, for example, a baby's room from different areas of the house. If you want to prevent your unit from being monitored by other extensions, leave this feature OFF (default setting). An extension currently in use cannot be monitored.

- Keep the front cover page open for button locations.

#### 3.17.1 Turning ON the room monitor feature (Handset)

This allows the handset to be monitored.

Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].
- 2 Scroll to "Initial setting" by pressing [▼] or [▲], then press [▶].
- 3 Scroll to "Room monitor" by pressing [▼] or [▲], then press [▶].
- 4 Press [▼] or [▲] to select "On".
- 5 Press the right soft key ([SAVE]).
- 6 Press [OFF].

#### 3.17.2 Turning ON the room monitor feature (Base unit)

This allows the base unit to be monitored.

- 1 Press [MENU].
- 2 Press [▶], then [7][4].
- 3 Press [+] or [-] repeatedly to select "ON".
- 4 Press [SET].
- 5 Press [MENU].

#### Note:

- You can turn ON the base unit room monitor feature using the handset (page 76).

### 3.17.3 Monitoring a room

#### Using the handset

- 1 Press [INTERCOM/TRANSFER].
- 2 Press the right soft key ([MONITOR]).
- 3 To call the base unit, press [0].  
To call another handset, enter its extension number using a dialing button ([1] to [8]).  
Your handset will start to monitor the room through the destination unit.
  - "Room monitor", then the duration time will be displayed on the handset.
  - To monitor from the speaker, press [SP-PHONE]. To switch back to the receiver, press [TALK].
  - The monitored unit will display "ROOM MONITOR".

#### To end monitoring, press [OFF].

- The base unit user can stop being monitored by pressing [OFF].
- The base unit user can stop being monitored by pressing [OFF].
- The monitored handset user can stop being monitored by pressing [OFF].

#### Using the base unit

- 1 Press [LOCATOR/INTERCOM], then press [MUTE].
- 2 To call the handset, enter its extension number using a dialing button ([1] to [8]).  
The base unit will start to monitor the room through the handset.
  - "ROOM MONITOR" will be displayed on the base unit.
  - The monitored unit will display "Room monitor" then the duration time.
- 3 To end monitoring, press [LOCATOR/INTERCOM] or [DIGITAL SP-PHONE].
  - The monitored handset user can stop being monitored by pressing [OFF].

### 3. Telephone

#### Note:

- If the room monitor feature of the destination unit is OFF, "DENIED" will be displayed and busy tone will sound.

### 3.18 2-way radio communication (when the system has additional handsets)

If you purchase additional handsets (page 9), you can use two handsets in 2-way radio mode, which allows the two handsets to communicate with each other completely independent of the base unit. To use this feature, this 2-way radio mode must be turned ON for both handsets. Once the mode is ON, the handset can be used only to talk in 2-way radio mode, and the following features cannot be used:

- Making/answering external and internal calls
- Searching caller information or the directory
- Programming
- Accessing mailboxes to listen to messages
- Receiving Caller ID information

After using 2-way radio mode, remember to turn the mode OFF, otherwise battery life (page 20) will be shortened.

- Keep the front cover page open for button locations.

#### 3.18.1 To turn the 2-way radio mode ON

Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].
- 2 Scroll to "2way radio mode" by pressing [↔] or [▲], then press [▶].
- 3 Press [↔] or [▲] repeatedly to select "On".
- 4 Press the right soft key ([SAVE]).
  - The display will show "2way radio mode".

#### To turn the mode OFF

Place the handset on the charger.

- "2way radio mode" will disappear and the mode will turn OFF.
- You can also turn OFF the mode as follows:
  1. Press [CONF/FUNCTION].

### 4. Fax

#### 4.1 Sending a fax manually

- "PHOTO": For originals containing photographs, shaded drawings, etc.
- Using the "FINE", "SUPER FINE" and "PHOTO" settings will increase transmission time.
- If the resolution setting is changed during feeding, it will be effective from the next page.

#### To redial the last number

1. Press [REDIAL/PAUSE].
2. Press [FAX/START].
  - If the line is busy, the unit will automatically redial the number up to 2 times.
  - To cancel redialing, press [STOP].

#### To send more than 10 pages at a time

Insert the first 10 pages of the document. Add the other pages (up to 10 at a time) before the last page feeds into the unit.

#### Pre-dialing a fax number

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

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

#### Sending from memory (Quick scan feature)

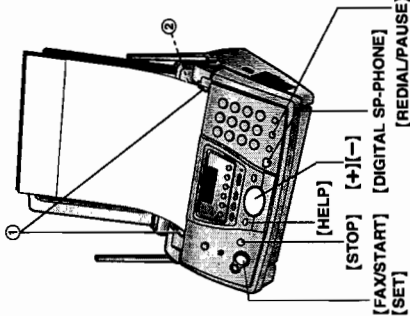
You can scan the document into memory before sending it. To use this feature, activate feature #34 (page 70).

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

- The document will be fed into the unit and scanned into memory. The unit will then transmit the data. If the document exceeds the memory capacity, transmission will be canceled and this feature will be turned OFF automatically. You must transmit the entire document manually.
- This feature cannot be used if [DIGITAL SP-PHONE], [TALK] or [SP-PHONE] is pressed.

#### To stop transmission

Press [STOP].



- 1 Adjust the width of the document guides (①) to the size of the document.
- 2 Insert the document (up to 10 pages) FACE DOWN (②) until a single beep is heard and the unit grasps the document.
- 3 If necessary, press [+ ] or [- ] repeatedly to select the desired resolution.
- 4 Press [DIGITAL SP-PHONE].
- 5 Dial the fax number.
- 6 When a fax tone is heard:  
Press [FAX/START].  
When the other party answers your call:  
Ask them to press their start button. When the fax tone is heard, press [FAX/START].

#### To select the resolution

Select the desired resolution according to the type of document.

- "STANDARD": For printed or typewritten originals with normal-sized characters.
- "FINE": For originals with small printing.
- "SUPER FINE": For originals with very small printing. This setting only works with other compatible fax machines.

2 Insert the document (up to 10 pages) FACE DOWN until a single beep is heard and the unit grasps the document.

3 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution (page 50).

4 Press **[▶]**.

5 Press **[\*]** or **[-]** repeatedly to display the desired item and press **[FAX/START]**.

#### Fax auto redial

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

• To cancel redialing, press **[STOP]**.

#### If your unit does not send a fax

- Confirm that you have entered the number correctly, and that the number is a fax number.
- Confirm that the other party's fax machine is answering by turning on the connecting tone feature (feature #76 on page 72).

## 4.4 Broadcast

### transmission

By programming items from the directory (page 37) 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. See page 52 for broadcast transmission instructions.

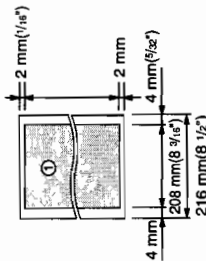
- Keep the front cover page open for button locations.

#### 4.4.1 Programming items into the broadcast memory

- 1 Press **[MENU]** repeatedly to display "DIRECTORY SET".
- 2 Press **[▶]**.
  - The number in brackets indicates the number of registered items.
- 3 Press **[+]** or **[-]** repeatedly to display the desired item.
- 4 Press **[SET]**.
  - To program other items, repeat steps 3 and 4 (up to 20 items).
- 5 Press **[SET]**.

#### Effective scanning area

- Shaded area (①) will be scanned.



#### Document weight

- Single sheet: 45 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (12 lb. to 24 lb.)
- Multiple sheets: 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (16 lb. to 21 lb.)

#### Note:

- Remove clips, staples or other fasteners.
- Do not send the following types of documents: (Use copies for fax transmission.)

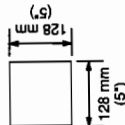
- Chemically treated paper such as carbon or carbonless duplicating paper
- Electrostatically charged paper
- Badly curled, creased or torn paper
- Paper with a coated surface
- Paper with a faint image
- Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- Check that ink, paste or correction fluid has dried completely.
- To transmit a document with a width of less than 210 mm (8 1/4"), we recommend using a copy machine to copy the original document onto A4 or letter-sized paper, then transmitting the copied document.

## 4.3 Sending a fax using the navigator directory

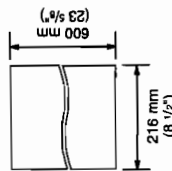
Before using this feature, program the desired names and telephone numbers into directory (page 37).

- Keep the front cover page open for button locations.
- 1 Adjust the width of the document guides to the size of the document.

#### Minimum document size



#### Maximum document size



ending a fax with the voice guide you can send documents by following the voice guide.

1. Press **[HELP]** 2 times.
  1. Press **[SET]**.
  1. Follow the voice guide.
- After transmission, the voice guide will turn OFF automatically.

#### Sending report for confirmation

ending report provides you with a printed record of transmission results. To use this feature, activate feature #04 (page 68). For an explanation of error messages, see page 79.

#### Journal report

ournal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 93. To print it automatically after every 30 new fax communications, activate feature #22 (page 69). For an explanation of error messages, see page 79.

## 4.2 Documents you can send

- Note:**
- If you program the wrong item, press **[STOP]** after step 4 to erase the item.
  - Confirm the stored items by printing a broadcast programming list (page 93).

### 4.4.2 Adding a new item into the broadcast memory

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

- 1 Press **[◀]** or **[▶]**.
- 2 Press **[+]** or **[-]** repeatedly to display "<BROADCAST>".
- 3 Press **[MENU]**.
- 4 Press **[\*]**.
- 5 Press **[+]** or **[-]** repeatedly to display the desired item.
- 6 Press **[SET]**.
  - To add other items, repeat steps 5 and 6 (up to 20 items).
- 7 Press **[STOP]** to exit the program.

### 4.4.3 Erasing a stored item from the broadcast memory

- 1 Press **[◀]** or **[▶]**.
- 2 Press **[+]** or **[-]** repeatedly to display "<BROADCAST>".
- 3 Press **[MENU]**.
- 4 Press **[▶]**.
- 5 Press **[+]** or **[-]** repeatedly to display the desired item you want to erase.
  - To cancel erasing, press **[STOP]**.
- 6 Press **[SET]**.
- 7 Press **[SET]** again.
  - To erase other items, repeat steps 5 to 7.
- 8 Press **[STOP]** to exit the program.

### 4.4.4 Sending the same document to pre-programmed parties

- 1 Insert the document FACE DOWN.
- 2 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution (page 50).
- 3 Press **[▶]**.

4 Press **[+]** or **[-]** repeatedly to display "BROADCAST".

5 Press **[SET]**.

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

**Note:**

- If you select "FINE", "SUPER FINE" or "PHOTO" resolution, the number of pages that the unit can transmit will decrease.
- If the document exceeds the memory capacity, transmission will be cancelled.
- If a party is busy or does not answer, it will be skipped and redialled later up to 2 times.

**To send the same document to a one-time group of items**

You can also select a one-time group of parties to send the same document to. After transmission, this group will be deleted.

1. Insert the document.
2. Press **[▶]**.
3. Press **[+]** or **[-]** repeatedly to display "ONE TIME BROADCAST".
4. Press **[SET]** to start programming the items you want to transmit to.
5. Press **[+]** or **[-]** repeatedly to display the desired item.
6. Press **[SET]**.
  - To program other items, repeat steps 5 and 6 (up to 20 items).
7. Press **[SET]** to start transmission to the programmed items.

**To cancel broadcast transmission**

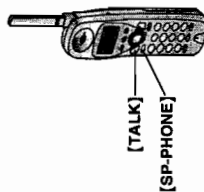
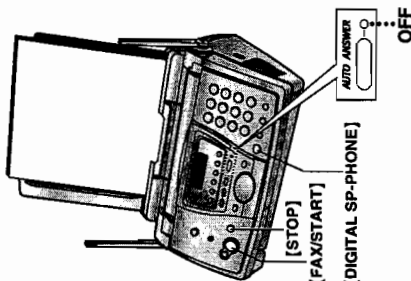
1. Press **[STOP]** while the unit displays "BROADCASTING".
  - The display will show "SEND CANCELLED?".
2. Press **[SET]**.

Set the fax machine to TEL mode by pressing **[AUTO ANSWER]** repeatedly to display the following.

- The AUTO ANSWER indicator turns OFF.

## 4.5 Receiving a fax manually (AUTO ANSWER OFF)

### 4.5.1 Activating TEL mode



### How to receive calls/faxes with the base unit

1. Press **[DIGITAL SP-PHONE]** to answer the call.
2. When:
  - document reception is required
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,
 press **[FAX/START]**.

**CONNECTING . . . . .**

- The unit will start fax reception.
- If you do not answer the call within 15 rings, the unit will temporarily activate the answering machine. The greeting message will then be played and the other party can then send a fax.

### How to receive calls/faxes with the handset

1. Lift the handset and press **[TALK]** or **[SP-PHONE]** to answer the call.
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.
  - You can also press **[FAX/START]** on the base unit.

**Note:**

- To receive fax documents using the handset, you must set remote fax activation to ON (feature #41, page 71) beforehand.

### To stop receiving

Press **[STOP]**.

### How to receive faxes with an extension telephone

You can receive fax documents using an extension telephone.

**Important:**

- Use a touch tone telephone as the extension telephone.

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,

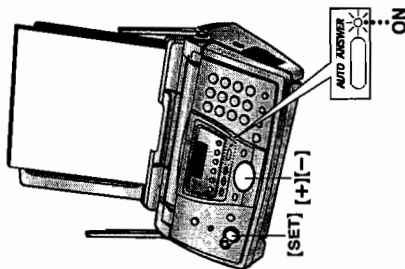
press \*#9 (default fax activation code) firmly.

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

**Note:**

- To receive fax documents using the extension telephone, you must set remote fax activation to ON (feature #41 on page 71) beforehand.

## 4.6 Receiving a fax automatically (AUTO ANSWER ON)



### 4.6.1 Activating TAM/FAX mode

1. Set feature #77 to "TAM/FAX" (page 73) beforehand.
2. Press **[AUTO ANSWER]** repeatedly to display the following.

**TAM/FAX MODE  
2 RINGS**

- The unit announces "Answer set" and the current day and time.
- The unit will announce the remaining recording time if it is less than 5 minutes.
- The display will show the ring setting in TAM/FAX mode. If you wish to change it,

hang up when you hear the 3rd ring, because it indicates there are no new messages. You will not pay for the call.

**Note:**

- If you set to "5", "6" or "7", receiving faxes may not be possible.

#### 4.6.2 Activating FAX ONLY mode

- 1 Set feature #77 to "FAX ONLY" (page 73) beforehand.
- 2 Press **[AUTO ANSWER]** repeatedly to display the following.

FAX ONLY MODE  
3 RINGS

- The display will show the ring setting in FAX ONLY mode. If you wish to change it, press **[+]** or **[-]** repeatedly to display the desired setting, and press **[SET]**.
- The AUTO ANSWER indicator turns ON.

#### How to receive calls

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

**How to receive calls**  
If the incoming call is for the fax number, the fax machine will ring with the assigned ring pattern and automatically start fax reception.

- If the incoming call is for the phone number, the fax machine will keep on ringing in TEL mode.
- The fax machine will record a voice message in TAM/FAX mode.
- Fax communication will be attempted in FAX ONLY mode.







### 5.3 Using three or more phone numbers on a single telephone line

You may wish to use three or more phone numbers for a single telephone line to distinguish which number the call was addressed to. A different ring pattern must be assigned for each number.

**Example: Using three phone numbers**

Telephone number	Ring pattern	Use
012 1234	Standard ring	Personal
012 5678	Double ring	Business
012 9876	Triple ring	Fax

To use one phone number for the fax, program the ring pattern assigned for the fax in feature #32 (page 57). In the example, the ring pattern assigned for fax is a triple ring, so you should program "C" (triple ring).

Ring pattern	Settings in feature #32
Standard ring (one long ring)  1st ring  2nd ring	<b>A</b>
Double ring (two short rings)  1st ring  2nd ring	<b>B</b>
Triple ring (short-long-short rings)  1st ring  2nd ring	<b>C</b>

### 5.1 Distinctive Ring service from your phone company

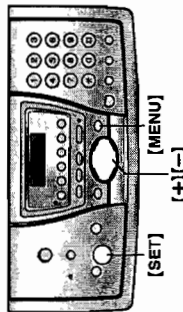
This service is convenient if you wish to have a different number for your fax machine and telephone, even when you use them on a single telephone line.

Distinctive Ring is a service offered by your local telephone company which allows you to use several telephone numbers on one telephone line. When a call is made to one of your phone numbers, the telephone company sends a ring pattern to your telephone line to indicate which number the call is intended for. By setting up this unit for Distinctive Ring, you can make the fax machine automatically start fax reception when a call comes to the fax number.

To use this service, you must subscribe to the Distinctive Ring service offered by your local telephone company.

### 5.2 Using two or more phone numbers on a single telephone line

#### 5.2.1 Activating the Distinctive Ring feature



- 1 Press **[MENU]**.
- 2 Press **[\*]**, then **[3][1]**.
- 3 Press **[+]** or **[-]** repeatedly to select "ON".
- 4 Press **[SET]**.
- 5 Press **[MENU]**.

press **[+]** or **[-]** repeatedly to display the desired setting, and press **[SET]**.

- The AUTO ANSWER indicator turns ON.
- The remaining time for recording messages will be displayed.

**Note:**

- The maximum recording time allowed for each message can be changed (feature #10 on page 69, or page 75).
- While an incoming call is being recorded, you can monitor it through the speaker. If this feature is not required, set feature #67 to OFF (page 72).
- If the unit announces "Memory full" and "ALL MAILBOX FULL" is displayed on the base unit, erase unnecessary messages (page 63, 65).

#### How to receive calls

When receiving calls, the unit works as a fax and/or answering machine.

- If the call is a phone call, the unit will record a voice message automatically.
- If a fax calling tone is detected, the unit will receive a fax automatically.

#### 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 machine will answer the call.
2. The caller can leave a message after the greeting message.
  - The caller presses **\*9**.
  - The unit will activate the fax function.
3. The caller presses the start button to send a document.

#### Changing the ring setting in TAM/FAX mode

You can select from "2" (default), "3", "4", "5", "6", "7" or "TOLL SAVER". This setting can be changed by feature #06 on page 69, or page 75.

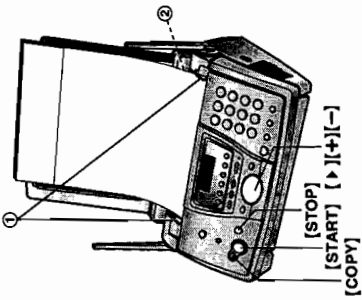
- "TOLL SAVER": When you call the unit from a remote location to listen to new messages (page 66), the number of times the unit rings will tell you if there are any new voice messages. The unit will answer on the 2nd ring when there is at least one new recorded message. The unit will answer on the 4th ring when there are no new recorded messages. If you do not want to listen to old messages,

Ring pattern	Settings in feature #32
Other triple ring (short-short-long rings)	D
	

### 5.4 Programming the ring pattern assigned for fax

- Keep the front cover/page open for button locations.
- 1 Set feature #31 to "ON" (page 56).
  - 2 Press [MENU].
  - 3 Press [□], then [3][2].
  - 4 Press [+] or [-] repeatedly to select the ring pattern assigned for fax.
    - A: Standard ring (one long ring)
    - B: Double ring (two short rings)
    - C: Triple ring (short-long-short-rings)
    - D: Other triple ring (short-short-long rings)
- B-D (default setting):** For the ring pattern of B, C and D
- 5 Press [SET].
  - 6 Press [MENU].

### 6.1 Making a copy



- 1 Adjust the width of the document guides (1) to the size of the document.
  - 2 Insert the document (up to 10 pages) FACE DOWN (2) until a single beep is heard and the unit grasps the document.
  - 3 If necessary, press [+] or [-] repeatedly to select the desired resolution.
  - 4 Press [COPY].
    - If necessary, enter the number of copies (up to 30).
  - 5 Press [START].
    - The unit will start copying.
- Note:**
- Any transmittable document can be copied (page 51).

- To select the resolution**
- Select the desired resolution according to the type of document.
- "FINE": For printed or typewritten originals with small printing.
  - "SUPER FINE": For originals with very small printing.
  - "PHOTO": For originals containing photographs, shaded drawings, etc.
- If you select "STANDARD", copying will be done using "FINE" mode.

#### Quick scan feature

This feature is helpful when you want to copy a document, but do not want to wait for the unit to print the copy because you need the document for other uses. The unit can scan a document into memory, release the original document, then print the copy. To use this feature, activate feature #34 (page 70).

- The document will be fed into the unit and scanned into memory. The unit will then print the data.
- If the document exceeds the memory capacity, copying of the exceeded document will be canceled and this feature will be turned OFF automatically.

#### To stop copying

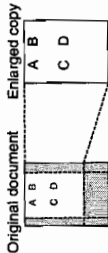
Press [STOP].

### 6.1.1 More copying features

#### To enlarge a document

1. Press [▶] after step 4 on page 58.
2. Press [+] repeatedly to select "150%", or "200%".
3. Press [START].
  - The unit will enlarge the center 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**



#### To reduce a document

1. Press [▶] after step 4 on page 58.
2. Press [-] repeatedly to select "92%", "86%" or "72%".
3. Press [START].

becomes full while storing, the unit will only print out the stored pages.

- After copying, the collating feature will turn OFF automatically.

Setting	Recording paper size	Original document size
100% (default)	Letter Legal	Letter, A4, Legal
92%	A4, Letter	A4, Letter
86%	Letter	A4
72%	Letter	A4
	Letter	Legal
	A4	Legal

Letter = 216 mm x 279 mm (8 $\frac{1}{2}$ " x 11")  
 Legal = 216 mm x 356 mm (8 $\frac{1}{2}$ " x 14")  
 A4 = 210 mm x 297 mm (8 $\frac{1}{4}$ " x 11 $\frac{1}{16}$ ")

**Note:**

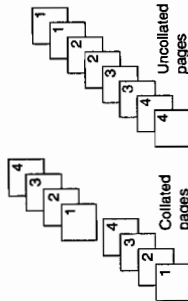
- If the appropriate reduction rate is not selected, the document may be divided and the top of the second page will be deleted.
- If the image at the bottom of the document is not copied when you copy a document that is the same length as the recording paper, try 92% or 86%.

**To collate multiple copies**

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

- After step 4 on page 58, enter the number of copies (up to 30).
- Press **[▶]** 2 times.
  - "COLLATE OFF" will be displayed.
- Press **[+]** or **[-]** repeatedly to display "COLLATE ON".
- Press **[START]**.

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

**Note:**

- The unit will store the documents into memory while collating the copies. If memory

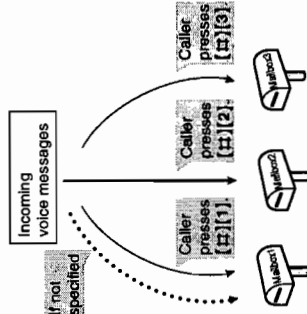
**7.1 Mailbox features**

This unit provides 3 mailboxes (mailbox 1, 2, 3) for recording voice messages. Callers using a touch tone phone can leave a message in a specific mailbox by entering a mailbox number. Callers who use rotary phones or do not specify a mailbox can leave messages in mailbox 1. Also, passwords can be assigned to mailboxes 2 and 3. This is useful if you share the unit with other people, because only the person who knows the mailbox password can listen to messages in a mailbox.

**7.1.1 To use a mailbox**

- Record your TAM/FAX greeting message (page 61).
- Program a password for mailbox 2 or 3, if necessary.
  - For mailbox 2 password, see feature #51 of the base unit programming (page 71).
  - For mailbox 3 password, see feature #52 of the base unit programming (page 71).
- You can also program a password using the handset (page 76).

- Set the unit to TAM/FAX mode (page 54).

**7.1.2 When a caller calls**

- Call your unit from a remote touch tone telephone.
  - The TAM/FAX greeting message will be played.
- Press **[#]** and the desired mailbox number (**(1)**, **(2)** or **(3)**).

- If the caller does not enter a mailbox number, the message will be recorded in mailbox 1.

- After your unit announces "Please leave your message.", leave a message.

**Note:**

- The total recording time is about 15 minutes. If messages are recorded in noisy rooms, the time may be shortened by up to 3 minutes.
- A maximum of 64 messages (including the greeting message and memo messages) can be recorded.
- You can transfer a call to one of the mailboxes, so that callers can leave a message there (page 63).

**Caller's recording time**

You can select the caller's recording time (feature #10 on page 69, or page 75). The default setting is 3 minutes.

becomes full while storing, the unit will only print out the stored pages.

- After copying, the collating feature will turn OFF automatically.

Setting	Recording paper size	Original document size
100% (default)	Letter Legal	Letter, A4, Legal
92%	A4, Letter	A4, Letter
86%	Letter	A4
72%	Letter	A4
	Letter	Legal
	A4	Legal

Letter = 216 mm x 279 mm (8 $\frac{1}{2}$ " x 11")  
 Legal = 216 mm x 356 mm (8 $\frac{1}{2}$ " x 14")  
 A4 = 210 mm x 297 mm (8 $\frac{1}{4}$ " x 11 $\frac{1}{16}$ ")

**Note:**

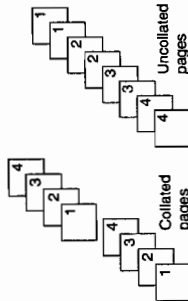
- If the appropriate reduction rate is not selected, the document may be divided and the top of the second page will be deleted.
- If the image at the bottom of the document is not copied when you copy a document that is the same length as the recording paper, try 92% or 86%.

**To collate multiple copies**

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

- After step 4 on page 58, enter the number of copies (up to 30).
- Press **[▶]** 2 times.
  - "COLLATE OFF" will be displayed.
- Press **[+]** or **[-]** repeatedly to display "COLLATE ON".
- Press **[START]**.

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

**Note:**

- The unit will store the documents into memory while collating the copies. If memory



## Note:

- If 6 beeps sound and the unit announces "your greeting was not recorded. Record your greeting again.", start again.
- You can choose 60 seconds for your TAM/FAX greeting message (feature #54 on page 72).
- If you change the maximum greeting message time to 60 seconds, we recommend that you tell the caller in your TAM/FAX greeting message to press \*9 before starting fax transmission.
- If you change the maximum greeting message time from 60 seconds to 16 seconds, your current greeting message will be deleted. When a call is received, the pre-recorded greeting message will be played.

**Checking the greeting message**

- Press **[GREETING]**.
- The unit will play the greeting message.

**7.2.1 Erasing your recorded greeting message**

- Press **[GREETING]**, and then press **[ERASE]** while your greeting message is played.
- The unit will answer a call with a pre-recorded greeting message.

**7.2.2 Pre-recorded greeting message**

If you do not record a greeting message, one of two pre-recorded messages will be played when a call is received, depending on the caller's recording time (feature #10 on page 69, or page 75).

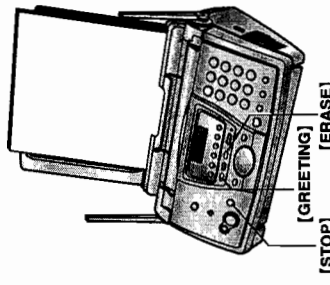
**To check the pre-recorded greeting, press [GREETING].**

- A pre-recorded greeting will be played as follows:
  - When the recording time is set to "1 MIN", "2 MIN" or "3 MIN":  
"Hello! We are unable to answer right now. To send a fax, please start transmission. To leave a voice message, please speak after the beep. Thank you."
  - When the recording time is set to "GREETING ONLY":  
"Hello! We are unable to answer right now. Please try again later. Thank you."

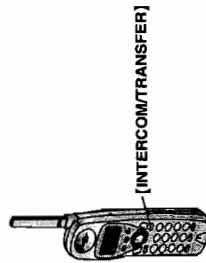
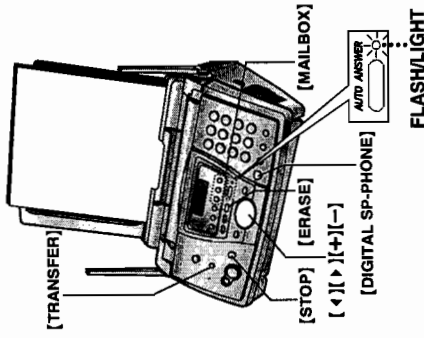
**7.2 Recording your greeting message**

You can record your own greeting message for TAM/FAX mode, for a maximum of 16 seconds (default) or 60 seconds in length. We recommend you record a message of less than 12 seconds to make it easier to receive faxes. If a greeting message is not recorded, one of two pre-recorded greetings will be played when a call is received (page 61).

**Suggested message:** "This is (your name). We are unable to answer right now. To send a fax, start transmission. To leave a message for John, press [1] and [1], for Jane press [2] and [2], for Jack press [3] and [3]. Or just stay on the line and leave a message after the beep. Thank you."



Mailbox 3 has no messages.

**7.4.1 To play back messages**

Press the **[MAILBOX]** button whose icon is flashing on the display (**[MAILBOX 1]**, **[MAILBOX 2]** or **[MAILBOX 3]**).

- The unit will announce "Mailbox (no.)," and the number of new messages in the mailbox, and will play back the new messages.
- If old messages exist with new messages in the mailbox, only new messages will be played back.
- When the mailbox has no new messages, the unit will announce "Mailbox (no.), no new

**7.3 Leaving a message for others or yourself**

You can record a voice memo to leave a private message for yourself or someone else.

- Keep the front cover page open for button locations.

- 1 Press **[MEMO]**.
  - The unit will announce "Please select mailbox."
- 2 Within 5 seconds, press a **[MAILBOX]** button (**[MAILBOX 1]**, **[MAILBOX 2]** or **[MAILBOX 3]**).
  - A long beep will sound.
- 3 Speak clearly about 20 cm (8 inches) away from the microphone.
- 4 When finished recording, press **[MEMO]** or **[STOP]**.

## Note:

- If you record for over 3 minutes, the unit will stop recording.
- If 6 beeps sound and the unit announces "Your message was not recorded. Record your message again," start again.
- If 6 beeps sound and the unit announces "Memory full", the unit will exit recording mode. Erase unnecessary messages (page 63) and try again.

**7.4 Listening to recorded messages**

The base unit display will show the total number of recorded messages.

When the unit has recorded new voice messages:

- The **AUTO ANSWER** indicator will flash when **AUTO ANSWER** is turned ON.
- The mailbox icons which contain new messages will flash on the base unit display.
- If only old messages exist in a mailbox:
  - The **AUTO ANSWER** indicator will be lit but will not flash when **AUTO ANSWER** is turned ON.
  - The mailbox icons will be lit but will not flash.

## Example:

**10 messages exist in total;**  
**Mailbox 1 has new messages;**  
**Mailbox 2 has old messages;**

## 7. Answering Machine

messages. All message playback, and will play back all messages in the mailbox.

### 1 Press [MAILBOX 2] or [MAILBOX 3].

- The unit will announce "Enter mailbox password" and "PASSWORD" will be displayed.

### 2 Enter the mailbox password (feature #51 on page 71, feature #52 on page 71, or page 76).

- The unit will announce "Mailbox (no.)" and the number of new messages in the mailbox, and will play back the new messages. If there are no new messages, all messages in the mailbox will be played back.

### During playback

- The display shows the message number of the mailbox.
- Example:** While the first message of the mailbox is being played back.

◀ REPEAT ▶ SKIP 01

- Adjust the speaker volume using [+] or [-].
- At the end of the last message of the mailbox, the unit announces "End of final message". The unit will announce the remaining recording time if it is less than 5 minutes.
- If a call is being received, you will hear incoming call tones (feature #73 on page 72, or page 74). To answer the call, press [DIGITAL SP-PHONE].
- If the unit announces "Memory full" after playback, erase unnecessary messages (page 63).

### To repeat a message

- Press [4] while listening to the message.
- If you press [4] within 5 seconds of the beginning of the message, the previous message will be played.
- To play back a specific message, press [4] or [▶] and search for the message you want to listen to.

### To skip a message

- Press [▶] to play the next message.

### To stop playback temporarily

- Press [STOP].

the caller to press # and the intended mailbox number before the transfer.

### 1 Press [INTERCOMTRANSFER] on the handset or press [TRANSFER] on the base unit.

- "IN USE" will flash on the handset.
- Press [9] to hang up the call.
- After you press [9], the caller can then access a mailbox and leave a message there (page 60).

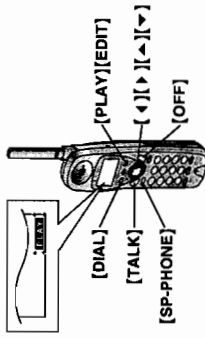
### Note:

- Even if you subscribed to a Caller ID service (page 40), caller information will not be recorded while the transferred caller is recording a message or while that message is being played. The unit will store the caller information if the transferred call is an incoming call.

## 7.5 Remote operation with the handset

### 7.5.1 Listening to recorded messages

You can access the mailboxes from your handset and listen to messages. If "PLAY" flashes on the handset display, there are new messages in a mailbox(es).



- 1 Press the right soft key ([PLAY]).
  - A beep will sound and the unit will announce "Please select mailbox." To switch to the receiver, press [TALK]. To switch back to the speaker, press [SP-PHONE].

- The mailboxes that have new messages will flash.

### Example:

Remote operation:  
#1=Mailbox1  
#2=Mailbox2  
#3=Mailbox3

- 2 Press [1] (mailbox 1), [2] (mailbox 2) or [3] (mailbox 3).
  - If "Enter mailbox password" is announced and displayed, mailbox 2 or 3 has a password. Enter it (feature #51 on page 71, feature #52 on page 71, or page 76).
  - The unit will announce "Mailbox (no.)" and the number of new messages in the mailbox, and will play back the new messages.
  - To play all messages in the mailbox, press [5].
  - You can enter the desired direct commands for other functions (page 65).
  - If you do not enter a direct command after playback, the voice menu will start (page 64).

### 3 Press [OFF] to end the operation.

### Note:

- If you do not select a mailbox in step 2, the unit will announce the number of new messages in mailbox 1 and they will be played.

### During playback

- Adjust the speaker or receiver volume using [▼] or [▲].
- At the end of the last message of the mailbox, the unit announces "End of final message". The unit will announce the remaining recording time, if it is less than 5 minutes.
- If a call is being received, you will hear incoming call tones (feature #73 on page 72, or page 74). To answer the call, press [TALK] or [SP-PHONE].
- If the unit announces "Memory full" after playback, erase unnecessary messages (page 65).

### Voice menu for handset remote operation

If no commands are entered after you listened to new messages in the mailbox and the unit announced "End of final message", the handset will start the following voice menu.  
"Press 4 to play back new messages. Press 5 to play back all messages."  
• You can enter direct commands even after the voice menu has started.

## 7. Answering Machine

**To switch to another mailbox**

Press **[\*]** and the mailbox number (**[1]**, **[2]** or **[3]**) during the remote operation.

**7.5.2 Remote operation using the direct commands**

- [1] Repeat (During playback)**
  - The current message is repeated.
  - If pressed within 5 seconds of playback, the previous message will be played.
  - You can also press **[4]** to repeat a message.

**[2] Skip (During playback)**

- The current message is skipped. The next message is played.
- You can also press **[>]** to skip a message.

**[3] Changing playback speed (During playback)**

- Each time you press the button, the playback speed will change between slow/normal. "s.l.o.w." will be displayed for the slow speed.

**[4] New message playback**

- Only new messages are played back.

**[5] All message playback**

- All messages are played back.

**[9] Stop**

- Operation is stopped temporarily.
- To resume operation, enter a direct command within 15 seconds, or the voice menu will start (page 64).

**[\*][4] Erasing a specific message (During playback)**

- The current message is erased.
- A short beep will sound and the next message will be played.

**[\*][5] Erasing all messages**

- All recorded messages in the mailbox are erased.
- A long beep will sound and the unit will announce "Mailbox (no.), no messages."

**[\*][1] Selecting mailbox 1**

- Mailbox 1 is selected and the unit announces the number of new messages in mailbox 1.

**[\*][2] Selecting mailbox 2**

- If mailbox 2 has a password (feature #51 on page 71, or page 76), enter it. Mailbox 2 is selected and the unit announces the number of new messages in mailbox 2.

**[\*][3] Selecting mailbox 3**

- If mailbox 3 has a password (feature #52 on page 71, or page 76), enter it. Mailbox 3 is selected and the unit announces the number of new messages in mailbox 3.

**For Caller ID service users (page 40)**

During playback, the display shows the name and/or number of the caller whose message is being played.

Example:

```
SMITH, JACK
1-234-567-8901
--Message 1--
4-Repeat >-SKIP
DIAL EDIT
```

You can call back the displayed number using the handset

- Press the left soft key (**[DIAL]**) while the number is displayed.
- The handset stops playback and automatically dials the phone number.
- If you need to edit the phone number to return the call, press the right soft key (**[EDIT]**) until the desired edit pattern is displayed. The number will be edited to one of 3 patterns (page 42). You can then return the call.

**7.6 Operating from a remote location**

You can call your unit from a remote location and access the answering machine.

**Important:**

- Program the remote operation ID beforehand (feature #11 on page 69, or page 76).
- Set the unit to TAM/FAX mode before going out (page 54).
- Use a touch tone telephone for remote operations.

**Helpful hints:**

- When you press a button, press firmly.
- Please make a copy of the following table, and carry it with you when you go out.

3 Answering machine remote operation	
1. Call your unit.	<b>[3]</b> Slows down playback speed
2. During or after the greeting message, — to access mailbox 1, enter the remote operation ID.	<b>[4]</b> New message playback
— If mailbox 2 or 3 has a password, enter the password of the mailbox you want to access.	<b>[5]</b> All message playback
3. Follow the voice menu or enter the direct commands within 10 seconds.	<b>[9]</b> Stops the operation temporarily
• To record a message, call your unit, press <b>[*]</b> and the mailbox number (1, 2 or 3), then leave a message.	<b>[*][4]</b> Erases a specific message
	<b>[*][5]</b> Erases all messages
	<b>[0]</b> Turns OFF the answering machine
<b>Buttons</b>	<b>[*][1]</b> Selecting mailbox 1
<b>[1]</b>	<b>[*][2]</b> Selecting mailbox 2
<b>[2]</b>	<b>[*][3]</b> Selecting mailbox 3

**7.6.1 Summary of remote operation****1 Call your unit.**

- 2 During or after the TAM/FAX greeting message;
  - For mailbox 1
  - Press the remote operation ID.
  - For mailbox 2 or 3 (when you program the password)
    - Enter the password.

**3 Start remote operations.**

**When there are new recorded messages**

- The unit will announce "Mailbox (no.)" and the number of new messages in the mailbox, and will play back the new messages.

**When there are no new messages**

Voice guide: "Mailbox (no.), no new messages."

**When voice memory is full**

Voice guide: "Memory full"

Erase unnecessary messages.

- 4 After 3 seconds, the voice menu will start (page 67). Follow the menu or enter the direct commands (page 65).

- 5 To end remote operation, hang up.

OR

To listen to messages in another mailbox, press **[\*][1]** (mailbox 1), **[\*][2]** (mailbox 2) or **[\*][3]** (mailbox 3).

- If the unit announces "Enter mailbox password," mailbox 2 or 3 has a password (feature #51 on page 71, feature #52 on page 71, or page 76). Enter the password.

**Note:**

- The unit will announce the remaining recording time after playback, if it is less than 5 minutes.
- The messages are saved.

## 7. Answering Machine

- To resume operation, enter a direct command within 15 seconds, or the voice menu will start (page 67).

### [\*][4] Erasing a specific message (During playback)

- The current message is erased.
- A short beep will sound and the next message will be played.

### [\*][5] Erasing all messages

- All recorded messages in the mailbox are erased.

- A long beep will sound and the unit will announce "Mailbox (no.), no messages."

### [0] Turning OFF the answering machine

- The unit hangs up and will not answer calls until turned ON again (page 54, 67).

### [#][1] Selecting mailbox 1

- Mailbox 1 is selected and the unit announces the number of new messages in the mailbox.

### [#][2] Selecting mailbox 2

- If mailbox 2 has a password (feature #51 on page 71, or page 76), enter it. Mailbox 2 is selected and the unit announces the number of new messages in the mailbox.

### [#][3] Selecting mailbox 3

- If mailbox 3 has a password (feature #52 on page 71, or page 76), enter it. Mailbox 3 is selected and the unit announces the number of new messages in the mailbox.

### Turning ON the AUTO ANSWER mode

Call your unit and let it ring 15 rings.

- The unit will answer your call with the greeting message, and AUTO ANSWER mode will be turned ON.
- When AUTO ANSWER is turned ON, the receiving mode will be set to FAX ONLY or TAM/FAX mode, depending on the setting of feature #77 (page 73).

### 7.6.4 Interrupting remote

#### operation

If you mistakenly answer the call while a user is accessing a mailbox from a remote location:

- 1 Press [INTERCOM/TRANSFER] on the handset or [TRANSFER] on the base unit.
- 2 Press [9].
  - The user can then access a mailbox by entering the remote code or the mailbox password.

### 7.6.2 Remote operations following voice menu

During remote operation, the unit will provide voice prompts in the following order.

① "Press 1 to play back all messages. Press 2 for other functions."

[1]: All recorded messages in the mailbox will be played back.

[2]: Voice prompt ② is announced.

② "Press 1 to play back new messages. Press 2 for other functions."

[1]: Only new messages in the mailbox will be played back.

[2]: Voice prompt ③ is announced.

③ "Press 1 to record your message. Press 2 for other functions."

[1]: The unit will announce "Please leave your message," and you can leave your own voice message in the mailbox. When you finish recording, hang up.

[2]: Voice prompt ④ is announced.

④ "Press 1 to erase all messages. Press 2 for other functions."

[1]: All recorded messages in the mailbox will be erased and the unit will announce "Mailbox (no.), no messages."

[2]: Voice prompt ① is announced.

### 7.6.3 Remote operation using the direct commands

[1] Repeat (During playback)

- The current message is repeated.
- If pressed within 5 seconds of playback, the previous message will be played.

[2] Skip (During playback)

- The current message is skipped. The next message is played.

[3] Slow talk message playback (During playback)

- Each time you press the button, the playback speed will change between slow/normal.

[4] New message playback

- Only new messages are played back.

[5] All message playback

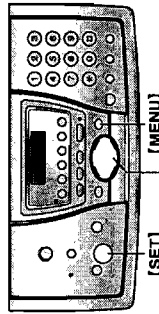
- All messages are played back.

[9] Stop

- Operation is stopped temporarily.

## 8. Programmable Features

### 8.1 Base unit programming



- 5 Press [+ ] or [- ] repeatedly to display the desired setting.
  - This step may be slightly different depending on the feature.

6 Press [SET].

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

7 To exit programming, press [MENU].

### Programming by entering the program code number directly

You can select a feature by directly entering the program code (# and a 2-digit number) instead of using [ < > ] or [ > ].

1. Press [MENU].
2. Press [#] and the 2-digit code number (page 68 to page 73).
3. Press [+ ] or [- ] repeatedly to display the desired setting.
4. Press [SET].
5. To exit programming, press [MENU].

## 8.2 Basic features

### Code #00: Setting the Quick Setup

QUICK SETUP  
PRESS SET

See page 21 for details.

### Code #01: Setting the date and time

SET DATE & TIME  
PRESS SET

See page 29 for details.

### Code #02: Setting your logo

YOUR LOGO  
PRESS SET

See page 30 for details.

### Code #03: Setting your fax number

YOUR FAX NO.  
PRESS SET

See page 32 for details.

### Code #04: Printing a sending report

SENDING REPORT  
MODE=ERROR [±]

To print a sending report for fax transmission results (page 51).

### Helpful hints:

- To exit programming, press [MENU] any time.

### 8.1.1 Programming basic features

- 1 Press [MENU].
- 2 Select the feature you wish to program.  
Press [ < > ] or [ > ] repeatedly to display the desired feature.
  - The current setting of the feature will be displayed.
- 3 Press [+ ] or [- ] repeatedly to display the desired setting.
  - This step may be slightly different depending on the feature.
- 4 Press [SET].
  - The setting you selected is set, and the next feature will be displayed.
- 5 To exit programming, press [MENU].

### 8.1.2 Programming advanced features

- 1 Press [MENU].
- 2 Press [ < > ] or [ > ] repeatedly to display "ADVANCE SETTINGS".
- 3 Press [SET].
- 4 Select the feature you wish to program.  
Press [ < > ] or [ > ] repeatedly to display the desired feature.
  - The current setting of the feature will be displayed.

## 8. Programmable Features

"ERROR" (default): A sending report will be printed only when fax transmission fails.  
 "OK": A sending report will be printed out after every transmission.  
 "OFF": Sending reports will not be printed out.

**Code #08: Changing the ring setting in FAX ONLY mode**

FAX RING COUNT  
RINGS=3 [±]

To change the number of rings before the unit answers a call in FAX ONLY mode, you can select "1", "2", "3" (default) or "4".

**Code #06: Changing the ring setting in TAM/FAX mode**

TAM RING COUNT  
RINGS=2 [±]

To change the number of rings before the unit answers a call in TAM/FAX mode, you can select "2" (default), "3", "4", "5", "6", "7" or "TOLL SAVER". See page 55 for details.

**Note:**

- You can also program this feature with the handset (page 75).

**Code #10: Changing the maximum recording time for each incoming message**

RECORDING TIME  
MODE=3 MIN [±]

"1 MIN", "2 MIN" or "3 MIN" (default): 1 minute to 3 minutes.

"GREETING ONLY": Only plays your greeting message.

**Note:**

- If you select "GREETING ONLY", the unit will answer a call with the greeting message, and then hang up. The unit will not record any incoming messages.
- You can also program this feature with the handset (page 75).

**Code #11: Setting the remote operation ID**

REMOTE TAM ID  
ID=11

- Press [MENU].
- Press [1], then [1][1].
- Enter any 2-digit number (00-99).
  - The default ID is "11".
- Press [SET].
- Press [MENU].

**Note:**

- You can also program this feature with the handset (page 76).

**Code #13: Setting the dialing mode**

DIALING MODE  
MODE=TONE [±]

If you cannot make calls, change this setting depending on your telephone line service.  
 "TONE" (default): For tone dial service.  
 "PULSE": For rotary pulse dial service.

**Note:**

- You can also program this feature with the handset (page 74).

**Code #16: Setting the recording paper size**

PAPER SIZE  
MODE=LETTER [±]

"LETTER" (default): Letter or legal size paper.  
 "A4": A4 size paper.

**Code #17: Setting the ringer tone for external calls**

RINGER TONE  
MODE=1 [±]

To set the base unit ringer tone from one of 6 patterns for external calls, you can select "1" (default), "2", "3", "4", "5" or "6".

**Note:**

- To set the handset ringer tone, see page 74.

## 8.3 Advanced features

**Code #22: Setting the journal report to print automatically**

AUTO JOURNAL  
MODE=ON [±]

"ON" (default): The unit will print a journal report automatically after every 30 new fax communications (page 51).

"OFF": The unit will not print a journal report, but will keep a record of the last 30 fax communications.

**Code #23: Sending documents overseas**

OVERSEAS MODE  
MODE=ERROR [±]

If you have difficulty sending an overseas fax, activate this feature before starting transmission.  
 "NEXT FAX": This setting is effective only for the next attempted fax transmission. After

## 8. Programmable Features

transmission, the unit will return to the previous setting.  
 "ERROR" (default): When the previous fax transmission fails and you wish to re-send the document automatically.  
 "OFF": Deactivates this feature.

**Note:**

- This feature is not available for broadcast transmission.
- The calling charge may be higher as the transmission speed is slowed down.

**Code #25: Sending a fax at a specific time**

DELAYED SEND  
MODE=OFF [±]

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.  
 To send a document:

- Insert the document.
- Press [MENU].
- Press [1] then [2][5].
- Press [+] or [-] repeatedly to select "ON".
- Press [SET].
- Enter the fax number.
- Press [SET].
- Enter the transmission start time.
  - Press [\*] repeatedly to select "AM" or "PM".
- Press [SET].
- Press [MENU].

**Note:**

- To cancel after programming, press [STOP] then [SET].

**Code #26: Setting the Caller ID list to print automatically**

AUTO CALL LIST  
MODE=OFF [±]

"ON": The Caller ID list will be printed automatically each time the base unit logs 50 different callers (page 40).

"OFF" (default): The Caller ID list will not be printed, but the unit will keep a record of the information for the last 50 different callers.

**Code #31: Activating the Distinctive Ring feature**

DISTINCTIVE RING  
MODE=OFF [±]

See page 56 for details.

**Code #32: Setting the ring pattern for fax (Distinctive Ring Feature)**

FAX RING PATTERN  
RING=B-D [±]

See page 57 for details.

**Code #34: Setting the quick scan**

QUICK SCAN  
MODE=OFF [±]

This feature is helpful when you want to remove the document for other uses, because the unit will release the document before sending or copying.

"ON": The unit will scan the document and store it into memory first, then the unit will start sending or copying.

"OFF" (default): Deactivates this feature.

**Note:**

- If the document exceeds the memory capacity, sending of the whole document or copying of the exceeded document will be canceled and this feature will be turned OFF automatically.

**Code #36: Receiving oversized documents**

RCV REDUCTION  
MODE=92% [±]

If the size of the document sent by the other party is as large as or larger than the recording paper, the unit can reduce the document and print it. Select the desired reduction rate.

Setting	Recording paper size	Original document size
100%	Legal	Letter, A4
	A4	Letter
92% (default)	Letter	Letter
	Legal	Legal
	A4	A4
86%	Letter	A4
	Letter	Legal
72%	A4	Legal

**Code #39: Changing the base unit display contrast**

LCD CONTRAST  
MODE=NORMAL [±]

"NORMAL" (default): For normal contrast.

## 8. Programmable Features

"DARKER": Used when the display contrast is too light.

**Note:**

- To change the handset display contrast, see page 74.

### Code #41: Changing the fax activation code

FAX ACTIVATION  
MODE=ON [±]

If you use an extension telephone and wish to use it to receive a fax, activate this feature and program the activation code.

1. Press [MENU].
2. Press [±], then [4][1].
3. Press [+ ] or [- ] repeatedly to select "ON".
4. Press [SET].
5. Enter your code from 2 to 4 digits, using 0-9.
  - The default code is "\*#9".
  - Do not enter "0000".
6. Press [SET].
7. Press [MENU].

### Code #44: Setting the memory reception alert

RECEIVE ALERT  
MODE=ON [±]

To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem.

The slow beeps will continue until you clear the printing problem and make sure the unit is supplied with enough paper to print the stored document.

"ON": You will hear a beeping sound.  
"OFF": Deactivates this feature.

### Code #46: Setting friendly reception

FRIENDLY RCV  
MODE=ON [±]

To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep).  
"ON" (default): You do not have to press [FAX/START] for fax reception.  
"OFF": You have to press [FAX/START] for fax reception.

### Code #47: Setting the fax voice guidance

FAX GUIDANCE  
MODE=ON [±]

If you wish to hear voice guidance for fax transmission/reception, activate this feature.  
"ON" (default): You will hear voice guidance.

## 8. Programmable Features

• You will be able to access the mailbox without entering the password.

**Note:**

- You can also program this feature with the handset (page 76).

### Code #54: Changing the recording time for your TAM/FAX greeting message

GREETING TIME  
MODE=16s [±]

"16s" (default): Maximum recording time is 16 seconds.

"60s": Maximum recording time is 60 seconds.  
See page 61 for details.

### Code #59: Copying directory data from the base unit to a handset

COPY DIRECTORY  
MODE=1 ITEM [±]

See page 59 for details.

### Code #62: Setting line mode

SET LINE MODE  
MODE=B [±]

The default setting of the line mode is "B". Generally leave this setting to "B". If a change of the line mode setting is required by our customer call center or service personnel, change the line mode to "A".

**Note:**

- You can also program this feature with the handset (page 75).

### Code #67: Setting the incoming message monitor

ICM MONITOR  
MODE=ON [±]

To hear an incoming message (ICM) from the speaker when the answering machine is recording the message.

"ON" (default): You can monitor the incoming message.  
"OFF": Deactivates this feature.

### Code #72: Setting flash time

SET FLASH TIME  
MODE=700ms [±]

The flash time depends on your telephone exchange or host PBX.

You can select "90ms" (milliseconds), "1.00ms", "1.10ms", "2.50ms", "3.00ms", "4.00ms", "6.00ms" or "7.00ms" (default).

**Note:**

- 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.
- You can also program this feature with the handset (page 75).

### Code #73: Setting incoming call tone

INCOMING CALL  
MODE=2 [±]

During an intercom call (page 45) or while using the room monitor feature (page 48) or while listening to messages (page 62, 64), you can be informed by 2 tones if a call arrives.

"2" (default): The incoming call tone will sound twice.

"ON": The incoming call tone will be heard for as long as the line rings.  
"OFF": Deactivates this feature.

**Note:**

- You can also program the base unit incoming call tone with the handset (page 74).

### Code #74: Setting room monitor

ROOM MONITOR  
MODE=OFF [±]

See page 48 for details.

### Code #75: Setting the Caller ID number auto edit feature

CALLER ID EDIT  
MODE=ON [±]

See page 43 for details.

### Code #76: Setting the connecting tone

CONNECTING TONE  
MODE=ON [±]

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 those tones to confirm the status of the other party's machine.

- If the ring back tone continues, the other party's machine may not be a facsimile or may have run out of paper. Check with the other party.
- The connecting tone volume cannot be adjusted.

"ON" (default): You will hear connecting tones.  
"OFF": Deactivates this feature.

**Code #77: Changing the receiving mode in the AUTO ANSWER setting**

AUTO ANSWER  
MODE=TAM/ FAX [+/-]

"TAM"/FAX" (default): Telephone Answering  
Machine/Facsimile mode (page 54)  
"FAX ONLY": Facsimile only mode (page 55)

**Code #80: Resetting advanced features to their default settings**

SET DEFAULT  
RESET=NO [+/-]

To reset the advanced features:

1. Press [MENU].
2. Press [4], then [0].
3. Press [4] or [-] repeatedly to select "YES".
4. Press [SET].
5. Press [MENU] again.
6. Press [MENU].

## 8.4 Handset programming

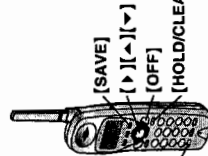
### 8.4.1 Function menu table

After pressing [CONF/FUNCTION], the main menu is displayed. Most items in the main menu have a sub-menu. See the corresponding pages for function details.

Main menu	Sub-menu
Save directory (page 38)	-----
Ringer setting	Ringer volume (page 27)
	Ringer tone (page 74)
	Incoming call (for handset) (page 74)
Date and time (page 29)	-----
Copy directory	Copy 1 item (page 39)
	Copy all items (page 39)

Main menu	Sub-menu
Initial setting	LCD contrast (page 74)
	Auto talk (page 74)
	Room monitor (for handset) (page 48)
	Caller ID edit (page 43)
Set tel line	● Set dial mode (page 74)
	● Set flash time (page 75)
	● Set line mode (page 75)
Set answering	● Number of rings (page 75)
	● Recording time (page 75)
	● Remote code (page 76)
	● Set mailbox2&3 (page 76)
Set base unit	● Incoming call (for base unit) (page 74)
	● Room monitor (for base unit) (page 76)
Registration	● HS registration (page 77)
	● Deregistration (page 77)
2Way radio mode (page 49)	-----

### 8.4.2 Programmable functions



## 8. Programmable Features

### Helpful hints:

- To exit programming, press [OFF] any time.

### Setting ringer tone for external calls

To set the handset ringer tone from one of 6 patterns for external calls, you can select "1" (default), "2", "3", "4", "5" or "6".  
Make sure the handset is not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Ringer setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Ringer tone" by pressing [▼] or [▲], and press [▶].
4. Press [▼] or [▲] repeatedly to select the desired setting.
  - You can also select the ringer tone by pressing a dialing button [1] to [6].
5. Press the right soft key ([SAVE]).
6. Press [OFF].

### Note:

- To set the base unit ringer tone, see feature #17 on page 69.

### Setting incoming call tone

During an intercom call (page 45), while using the room monitor feature (page 48) or while listening to messages (page 62, 64), you can be informed by 2 tones if a call arrives.

"2" (default): The incoming call tone will sound twice.  
"on": The incoming call tone will be heard for as long as the line rings.

"off": Deactivates this feature.

### Handset incoming call tone

Make sure the handset is not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Ringer setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Incoming call" by pressing [▼] or [▲], and press [▶].
4. Press [▼] or [▲] repeatedly to select the desired setting.
5. Press the right soft key ([SAVE]).
6. Press [OFF].

– Base unit incoming call tone

Use the handset. Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set base unit" by pressing [▼] or [▲], and press [▶].

4. Press [▶] at "Incoming call".
5. Press [▼] or [▲] repeatedly to select the desired setting.
6. Press the right soft key ([SAVE]).
7. Press [OFF].

### Note:

- You can also program the base unit incoming call tone with the base unit (feature #73 on page 72).

### Changing the handset display contrast

You can program the handset display contrast from 6 levels. The default setting is level 3. Make sure the handset is not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Press [▶] at "LCD contrast".
4. Press [▼] or [▲] repeatedly to select the desired setting.
5. Press the right soft key ([SAVE]).
6. Press [OFF].

### Note:

- To change the base unit display contrast, see feature #39 on page 70.

### Setting auto talk feature

This feature allows you to answer a call by lifting the handset off the charger without pressing [TALK] or [SP-PHONE]. The default setting is OFF.

Make sure the handset is not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Auto talk" by pressing [▼] or [▲], and press [▶].
4. Press [▼] or [▲] repeatedly to select the desired setting.
5. Press the right soft key ([SAVE]).
6. Press [OFF].

### Note:

- If you subscribe to Caller ID service and want to view the caller's information on the handset display after lifting up the handset to answer a call, turn OFF this feature.

### Setting dialing mode

If you cannot make calls, change this setting depending on your telephone line service. "Tone" (default): For tone dial service.

## 8. Programmable Features

3. Scroll to "Set answering" by pressing [▼] or [▲], and press [▶].
4. Scroll to "Recording time" by pressing [▼] or [▲], and press [▶].
5. Press [▼] or [▲] repeatedly to select the desired setting.
  - You can also select the recording time by pressing a dialing button: [1] (1 minute), [2] (2 minutes), [3] (3 minutes) or [0] ("greeting only").
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- If you select "greeting only", the unit will answer a call with the greeting message, and then hang up. The unit will not record any incoming messages.
- You can also program this feature with the base unit (feature #10 on page 69).

**Setting remote operation code**  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set answering" by pressing [▼] or [▲], and press [▶].
4. Scroll to "remote code" by pressing [▼] or [▲], and press [▶].
5. Enter a remote code using a 2-digit number (00-99).
  - The default setting is "11".
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- You can also program this feature with the base unit (feature #11 on page 69).

**Setting the mailbox 2 or 3 password**  
To prevent other users from retrieving your messages, program a password for mailbox 2 or 3.  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set answering" by pressing [▼] or [▲], and press [▶].
4. Scroll to "Set mailbox2&3" by pressing [▼] or [▲], and press [▶].

## 8. Programmable Features

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set tel line" by pressing [▼] or [▲], and press [▶].
4. Scroll to "Set line mode" by pressing [▼] or [▲], and press [▶].
5. Press [▼] or [▲] repeatedly to select the desired setting.
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- You can also program this feature with the base unit (feature #62 on page 72).

**Changing the ring setting in TAM/FAX mode**

To change the number of rings before the unit answers a call in TAM/FAX mode. You can select "2" (default), "3", "4", "5", "6", "7" or "To11 save". See page 55 for details.  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set answering" by pressing [▼] or [▲], and press [▶].
4. Press [▶] at "Number of rings".
5. Press [▼] or [▲] repeatedly to select the desired setting.
  - You can also select the number of rings by pressing a dialing button [0] ("To11 save"), or [2] to [7].
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- You can also program this feature with the base unit (feature #66 on page 69).

**Changing the maximum recording time for each incoming message**  
"1min", "2min" or "3min" (default): 1 minute to 3 minutes.  
"Greeting only": Only plays your greeting message.  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].

"pulse": For rotary pulse dial service.  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set tel line" by pressing [▼] or [▲], and press [▶].
4. Press [▶] at "Set dial mode".
5. Press [▼] or [▲] repeatedly to select the desired setting.
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- You can also program this feature with the base unit (feature #13 on page 69).

**Setting the flash time**

The flash time depends on your telephone exchange or host PBX.  
You can select: "90ms" (milliseconds), "1.00ms", "1.10ms", "2.50ms", "3.00ms", "4.00ms", "6.00ms" or "7.00ms" (default).

Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set tel line" by pressing [▼] or [▲], and press [▶].
4. Scroll to "set flash time" by pressing [▼] or [▲], and press [▶].
5. Press [▼] or [▲] repeatedly to select the desired setting.
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- 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.
- You can also program this feature with the base unit (feature #72 on page 72).

**Setting line mode**

The default setting of the line mode is "B". Generally leave this setting to "B". If a change of the line mode setting is required by our customer call center or service personnel, change the line mode to "A".  
Make sure the base unit and the handset are not being used.

5. Select the mailbox by pressing [▲] ("Mailbox2") or [▼] ("Mailbox3").
  - If the password has previously been assigned to the mailbox, it is displayed.
6. Enter a 2-digit number (00-99).
  - If you entered a wrong number, press [HOLD/CLEAR] and enter the password again.
7. Press the right soft key ((SAVE)).
8. Press [OFF].

**To check the password**  
Repeat steps 1 to 5.

- The password is displayed. When finished, press [OFF].

**To erase the password**  
Press [HOLD/CLEAR] in step 6, and press the right soft key ((SAVE)), then press [OFF].

- You will be able to access the mailbox without entering the password.

**Note:**

- You can also program this feature with the base unit (feature #51 on page 71 and feature #52 on page 71).

**Setting the room monitor feature**  
See page 48 for details. To turn ON the base unit room monitor feature using the handset, program as follows:

Use the handset. Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set base unit" by pressing [▼] or [▲], and press [▶].
4. Scroll to "Room monitor" by pressing [▼] or [▲], and press [▶].
5. Press [▼] or [▲] repeatedly to select the desired setting.

**Note:**

- Press the right soft key ((SAVE)).
- You can also set the base unit room monitor feature using the base unit (feature #74 on page 48).



Example: Extension number 2

Handset [2] Registered
---------------------------

**Note:**

- To stop registration, press **[OFF]** on the handset and press **[MUTE]** on the base unit.
  - If you have not canceled the handset registration at the previous base unit (page 77), the handset number still remains on that base unit memory. To erase the handset number from the previous base unit, see the base unit operating instructions. For this base unit:
1. Press **[MENU]**.
  2. Press **[MUTE]**.
  3. Press **[SET]**.
  4. Enter **[3][3][5]**.
  5. Press **[SET]**.
  6. Enter that handset number (**1**) to **[0]**.
  7. Press **[SET]**.

## 9.2 Re-registering the handset

If you want to re-register the handset to the base unit or a different base unit of the same model, you need to register it to that base unit. The handset will be given a new extension number of that base unit. Only one handset can be registered at a time. **Make sure the base unit and the other handsets are not being used. Registration must be completed within 1 minute.**

- If you have canceled the handset registration at the previous base unit (page 77), start from step 5.
  - Keep the front cover page open for button locations.
- 1 **Handset:**  
Press **[CONF/FUNCTION]**.
  - 2 Scroll to "initial setting" by pressing **[▼]** or **[▲]**, and press **[▶]**.
  - 3 Scroll to "registration" by pressing **[▼]** or **[▲]**, and press **[▶]**.
  - 4 Press **[▶]** at "HS registration".

Press MUTE on base unit, then handset, to register handset OK
--

- 5 **Base unit:**  
Press **[MUTE]**.

HS REGISTRATION
-----------------

- 6 **Handset:**

1. Press the right soft key (**OK**).

Handset Registering
------------------------

2. Wait until a long beep sounds and the display shows the registered number. The registration will be complete.
  - The registered number "[1]" to "[8]" will be shown on the top right of the display.

## 9.1 Canceling the handset registration

If you no longer need to use the handset or if you need to register the handset to a different base unit of the same model, it may be necessary to cancel the registration. Only one handset can be canceled at a time near the base unit. **Make sure the handset and the base unit are not being used.**

- Keep the front cover page open for button locations.

- 1 Press **[CONF/FUNCTION]**.
- 2 Scroll to "initial setting" by pressing **[▼]** or **[▲]**, and press **[▶]**.
- 3 Scroll to "registration" by pressing **[▼]** or **[▲]**, and press **[▶]**.
- 4 Scroll to "deregistration" by pressing **[▼]** or **[▲]**, and press **[▶]**.
- 5 Press **[3][3][5]** (DEL) to delete the registration memory.
  - If you make a mistake, press **[HOLD/CLEAR]**, and enter **[3][3][5]**.
- 6 Press the right soft key (**OK**).
  - A beep will sound and the registration memory will be erased on both the handset and the base unit.
  - "[...]" is shown on the top right of the display.

Press MUTE on handset, then OK on base unit, to register handset OK
--

- If 3 beeps sound, you entered a wrong code. Try again from step 5.

**Note:**

- If you do not press a button for more than 3 minutes, the unit will return to the standby mode.
- To register the handset to another base unit of the same model, start from step 5 in the re-registering the handset procedure on page 77, or see page 32.
- The handset will not work. To use it again, registration will be required (page 32, 77).

**OK**

- Fax communication was successful.

## 10.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following communication messages will be printed on the sending and journal reports (page 51).

**COMMUNICATION ERROR**

- (Code: 40-42, 46-72, FF)
- A transmission or reception error occurred. Try again or check with the other party.

**COMMUNICATION ERROR**

- (Code: 43, 44)
- A line problem occurred. Connect the telephone line cord to a different jack and try again.
- An overseas transmission error occurred. Try using the overseas mode (feature #23 on page 69).

**DOCUMENT JAMMED**

- The document is jammed. Remove the jammed document (page 90).

**ERROR-NOT YOUR UNIT**

- (Code: 54, 59, 70)
- A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.

**MEMORY FULL**

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 88).

**NO DOCUMENT**

- The document was not fed into the unit properly. Re-insert the document and try again.

**OTHER FAX NOT RESPONDING**

- The other party's fax machine is busy or has run out of recording paper. Try again.
- The document was not fed properly. Re-insert the document and try again.
- The other party's fax machine rang too many times. Send the fax manually (page 50).
- The other party's machine is not a fax machine. Check with the other party.
- The number you dialed is not in service.

**PRESSED THE STOP KEY**

- [STOP] was pressed and fax communication was cancelled.

- The recording paper was not fed into the unit properly (page 89). Reinstall paper (page 15) and press [SET] to clear the message.
- The recording paper has jammed near the recording paper entrance. Clear the jammed paper (page 89) and press [SET] to clear the message.

COVER OPEN

↑

CHECK FILM

- The covers are open. Close them.
- The film is empty. Replace the film with a new one (page 14).
- The ink film is not installed. Install it (page 13).
- The ink film is slack or creased. Tighten it (see step 5 on page 13).

DENIED

- When you tried to monitor an extension, the room monitor feature of the destination extension was set to OFF (page 48).

DIRECTORY FULL

- There is no space to store new items in navigator directory. Erase unnecessary items (page 38).
- The directory memory of the destination handset is already full, or became full when copying directory items. Copying was stopped. Press [STOP] to exit the mode (page 39). Erase other stored items in the destination handset directory (page 38), then try again.

ERROR !

- A handset tried to copy directory items (page 39) but the copy has been stopped.

FAX IN MEMORY

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

FAX MEMORY FULL

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 88).
- When performing memory transmission, the document being stored exceeded the

memory capacity of the unit. Transmit the entire document manually.

FILM EMPTY

↓

COVER OPEN

- The film is empty. Replace the film with a new one (page 14).
- The ink film is slack or creased. Tighten it (see step 5 on page 13) and install again.
- The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.

FILM NEAR EMPTY

- The remaining film is low. Prepare a new film (page 9).

INCOMPLETE

- The directory copy stopped because the destination handset was out of range.

INVALID

- The called handset has not been registered to the base unit.
- You pressed [9] instead of entering an extension number. Enter the extension number ([0] to [8]).

MEMORY FULL

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

MODEM ERROR

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

NO FAX REPLY

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

NO ITEMS STORED

- You tried to copy your directory items to a handset, but your directory was empty.

OPEN CABINET  
CHECK FILM SLACK



OPEN CABINET  
CHECK FILM TYPE

- The ink film is slack or creased. Tighten it (see step 5 on page 13).
- The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.

PAPER JAMMED

- A recording paper jam occurred. Clear the jammed paper (page 88).

PLEASE WAIT

- The unit is checking that there is no slack or crease on the ink film. Wait for a moment while the check is completed.

RECORDING ERROR

- The greeting message or voice memo you recorded was under 1 second long. Record a longer message.

REDIAL TIME OUT

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

REMOVE DOCUMENT

- The document is jammed. Remove the jammed document (page 90).

SERIAL ERROR

- There is something wrong with the unit. Contact our service personnel. The base unit will not work. So, if you make a call, use the handset.

SYSTEM IS BUSY

- Radio communication between the handset and the base unit is partially impaired.
- More than one unit is in use, such as concluding an external call. Try again later.
- Another user is listening to messages. Try again later.

- You tried to view caller information while a handset user is operating the answering machine remotely.

TRANSMIT ERROR

- A transmission error occurred. Try again.

- If you send a fax overseas, try the following:
  - Use the overseas transmission mode (feature #23 on page 69)
  - Add 2 pauses at the end of the telephone number or dial manually.

UNIT OVERHEATED

- The unit is too hot. Let the unit cool down.

### 10.2.2 Handset

Busy

- The called handset/base unit is in use.
- The unit you tried to copy directory items to is in use.
- The handset you are calling is too far from the base unit.
- Privacy mode is turned ON for the call you tried to join (page 48).

Charge for 15HRS

- The battery is completely discharged. The handset will not work. Charge the battery fully (page 20).

Denied

- When you tried to monitor an extension, the room monitor feature of the destination extension was set to OFF (page 48).

Directory Full

- There is no space to store new items in navigator directory. Erase unnecessary items (page 38).

Directory  
No items stored

- You tried to copy your directory items to another extension, but your directory is empty.

Error!!

- When you tried to register or unregister the handset, the handset and the base unit could not link for some reason, such as interference from other electrical appliances. Take the handset and the base unit away from the electrical appliances and try again.
- If more than one handset is in use, you may not be able to register/unregister a handset. Try again later.
- Another unit tried to copy directory items (page 39) but the copy has been stopped.

Error!!  
8 handsets have  
already been  
registered.

- 8 handsets have already been registered to the base unit. To cancel one of the handsets registered to the base unit, see page 77.
- Although you may be using fewer than 8 handsets with your base unit, if you have registered one of the handsets to another base unit, your base unit still contains the registration of that handset until it is erased from your base unit. Erase the handset registration from this unit as follows:
  - Press [MENU].
  - Press [MUTE].
  - Press [SET].
  - Enter [3][3][5].
  - Press [SET].
  - Enter that handset number ([1] to [8]).

### 7. Press [SET].

---Incomplete---  
Tom Jones  
038-763-4321  
Directory Full

- The name/number is an example.)
- When the displayed item was being copied to the destination unit, the directory memory was full. Copying was stopped. If you tried to copy all of the items, the displayed item and items after it have not been copied to the destination unit. Press [OFF] to exit the mode (page 39). Erase other stored items in the destination unit directory (page 38), then try again.

- If "Directory full" is not displayed, copying was stopped for another reason, such as:
  - the destination handset was out of range, or
  - the destination unit user pressed [TALK], [SP-PHONE] or [DIGITAL SP-PHONE].

Invalid

- The called handset has not been registered to the base unit or you selected your extension number.
- You pressed [9] instead of entering an extension number. Enter the extension number ([0] to [8]).

Invalid.  
Please register  
to the base unit

- The handset you tried to make a call has not been registered to the base unit. Register it (page 32, 77).

No link to base.  
Walk closer to  
base and try  
again.

- The handset has lost communication with the base unit. Walk closer to the base unit, and try again.

Not found

2Way radio mode

- When you tried to call another handset in the 2-way radio mode;
  - the handset was too far from your handset. Walk closer to the handset.
  - 2-way radio mode on the other handset is OFF (page 49).
  - The called handset was talking with another handset in the 2-way radio mode.

#### Recharge battery

- The battery needs to be charged. Recharge the battery (page 20).

System is busy. Try again later.

- Radio communication between the handset and the base unit is partially impaired.
- More than one unit is in use, such as conducting an external/internal call. Try again later.
- Another user is listening to messages. Try again later.
- You tried to operate the answering machine remotely while the base unit user is viewing caller information.

## 10.3 When a function does not work, check here

### 10.3.1 Initial settings

- I cannot hear a dial tone.
  - If you used a splitter to connect the unit, remove the splitter and connect the unit to the wall jack directly, if the unit operates properly, check the splitter.
  - Disconnect the unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company.
  - The power cord or telephone line cord is not connected. Check the connections.
  - If you connected the fax machine through a computer modem, connect the fax machine directly to a telephone line jack.

- I cannot make calls.
  - The dialing mode setting is wrong. Change the setting (feature #13 on page 69, or page 74).

#### The unit does not work.

- Check the settings (page 16 and page 18 to page 20).

#### The unit does not ring.

- The ringer volume is turned OFF. Adjust it (page 27, 28).

### 10.3.2 General

The unit displays "CHECK PAPER" though the paper is inserted.

- The paper is inserted halfway. Insert it correctly (page 15) and press [SET] to clear the message.

The other party complains they only hear a fax tone and cannot talk.

- FAX ONLY mode is set. Tell the other party the number is only used for faxes.
- Change to TEL mode (page 53) or TAM/FAX mode (page 54).
- If you use a Distinctive Ring service, turn AUTO ANSWER OFF so that the fax machine is in TEL mode.
- If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 56).

#### The [REDIAL/PAUSE]/[PAUSE/REDIAL] button does not function properly.

- If this button is pressed while dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.

The receiving mode does not function properly.

- The Distinctive Ring is set (feature #31 on page 70).

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

- All or part of the numbers are the same as another code or ID. Change the number:
  - remote operation ID (code): feature #11 on page 69, or page 76.
  - fax activation code: feature #41 on page 71.

- password for mailbox 2: feature #51 on page 71, or page 76,
- password for mailbox 3: feature #52 on page 71, or page 76.
- You entered a one-digit number for the password of mailbox 2 or 3. Enter 2-digit number (00-99) (feature #51 on page 71, feature #52 on page 71, or page 76).

#### The ink film runs out quickly.

- The help printing function, copy function, and reports also use ink film.

#### The unit beeps.

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

Whenever I try to retrieve my voice mail messages, I am interrupted by the fax tone.

- You are probably entering \*#9. This is the default setting for the fax activation code. If you use a voice mail service, turn the fax activation feature OFF or reprogram the activation code (feature #41 on page 71).

#### The speakerphone is not working.

- Use the speakerphone in a quiet room.
- If you have difficulty hearing the other party, adjust the volume.

#### I cannot page the handset or base unit.

- The called handset is too far from the base unit.
- The called unit is in use. Try again later.
- If more than one other user is using the handsets and base unit, you may not be able to page. Try again later.

While having an intercom call, tones are heard.

- Someone is calling you from outside. Press [TALK], [SP-PHONE] or [DIGITAL SP-PHONE] to answer the outside call.

The unit does not display the caller's name and/or telephone number.

- You need to subscribe to a Caller ID service.
- Other telephone equipment may be interfering with your phone. Disconnect it and try again.
- Other electrical appliances connected to the same outlet may be interfering with the Caller ID information.
- Telephone line noise may be affecting the Caller ID information.

- The caller requested not to send his/her information (page 40).
- If a call is being transferred to you, the caller information will not be displayed.

#### The display exits the Caller ID List while viewing caller information.

- Do not pause for over 1 minute on the handset or 20 seconds on the base unit while searching.

### 10.3.3 Cordless handset

#### The handset does not work.

- Make sure that the battery is installed correctly (page 16).
- Charge the battery fully (page 20).
- Clean the charge contacts and charge again (page 20).
- Unplug the AC adaptor to reset. Plug in, and try again.
- The handset has not been registered to the base unit. Register the handset (page 32, 77).
- Re-install the battery (page 16) and charge it fully.

#### The handset does not ring.

- The ringer volume is set to OFF. Adjust it (page 27, 49).
- If more than one other user is using the handsets and base unit, the handset/base unit may not ring. Those users will hear incoming call tones (feature #73 on page 72, or page 74). "INCOMING CALL" will be displayed on the base unit.

#### The display shows "No link to base. Walk closer to base and try again."

- The handset is too far from the base unit. Move closer and try again.
- Plug in the AC adaptor.
- Raise the base unit antennas.

Static, sound cuts in/out, fades. Interference from other electrical units.

- Use the handset and the base unit away from other electrical appliances.
- Move closer to the base unit.
- Press [4] on the handset to turn ON the reception booster feature (page 34).
- Raise the base unit antennas.

## 10.3.4 Fax – sending

**I cannot send documents.**

- 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 rings too many times. Send the fax manually (page 50).

**I cannot send a fax overseas.**

- Use the overseas transmission mode (feature #23 on page 69).
- Add two pauses at the end of the telephone number or dial manually.

**The other party complains that letters on their received document are distorted or not clear.**

- If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services.
- An extension telephone on the same line is off the hook. Hang up the extension telephone and try again.
- Try copying the document with this unit. If the copied image is clear, there may be something wrong with the other party's machine.

**The other party complains that smudges or black lines appear on their received document.**

- The glass or rollers are dirty. Clean them (page 90).

## 10.3.5 Fax – receiving

**I cannot receive documents.**

- When you have a single telephone line and subscribe to a voice mail service, you must also subscribe to a Distinctive Ring service (page 56).
- The film is empty. Replace the film with a new one (page 14).

**I cannot receive documents automatically.**

- The receiving mode is set to TEL mode. Set to TAM/FAX mode (page 54) or FAX ONLY mode (page 55).
- The time taken to answer the call is too long. Decrease the number of rings in feature #06 (page 69).

**I cannot make a call with the handset.**

- You cannot make a call when the handset is in the remote operation mode. Exit the mode by pressing [OFF] (page 64).
- If the 2-way radio mode is ON, turn it OFF (page 49).

**I cannot make a call even if the line is free.**

- If more than one other user is using the handsets and base unit, you may not be able to make a call. Try again later.

**I cannot have a conversation or listen to messages using the handset.**

- Make sure that an optional headset is connected properly (page 17).
- If "SP - phone" or "SP" is displayed on the handset, press [TALK] to switch to the handset.

**I cannot program items.**

- Programming is not possible while the handset is being used.
- Do not pause for over 1 minute while programming.
- Move closer to the base unit.
- [↵], [△], [×] or [▶] may have been pressed when you picked up the handset. Press [OFF] and try again.
- If more than three other users are using the handsets, you may not be able to program. Try again later.
- If the 2-way radio mode is ON, turn it OFF (page 49).

**I cannot register a handset to the base unit.**

- Charge the battery fully (page 20).
- The maximum number of handsets have already been registered to the base unit.
- Although you may be using fewer than 8 handsets with your base unit, if you have registered one of the handsets to another base unit, your base unit still contains the registration of that handset unit it is erased from your base unit. Erase the handset registration from this unit as follows:
  1. Press [MENU].
  2. Press [MUTE].
  3. Press [SET].
  4. Enter [3][3][5].
  5. Press [SET].
  6. Enter that handset number ([1] to [8]).
  7. Press [SET].

**The handset stops working while being used.**

- Place the handset on the charger, and disconnect the power cord to reset the unit. Connect the power cord, and try again.

**I cannot store an item in the navigator directory.**


- You cannot store an item in the directory while the handset is in the talk, speakerphone, intercom or room monitor mode, 2-way radio mode or in the remote operation mode.
- Do not pause for over 1 minute while storing.

**While storing an item in the navigator directory, the handset starts to ring.**


- To answer a call, press [TALK] or [SP-PHONE]. Storing will be canceled. Store the name and number again.

**I cannot redial by pressing [PAUSE/REDIAL].**



- If the last number dialed was more than 32 digits long, the number will not be redialed correctly.

**"Recharge battery" is displayed,  flashes or the handset beeps intermittently.**

- Charge the battery fully (page 20).

**"Charge for 15ERS" and  are displayed and the handset does not work.**

- The battery has been discharged. Charge the battery fully (page 20).

**I charged the battery fully, but "recharge battery" is still displayed and/or  continues to flash, or "Charge for 15ERS" and  are displayed.**

- Clean the charge contacts and charge again (page 20).
- It is time to replace the battery (page 16).

**I cannot receive documents by pressing [\*][#][9] on the handset.**

- You must set the remote fax activation to ON (feature #41 on page 71) beforehand.
- Press [\*][#][9] firmly.
- The memory is full of received documents due to a lack of recording paper or a jammed paper jam. Install paper or clear the jammed paper.

**The handset display is blank.**

- Charge the battery fully (page 20).

- The greeting message is too long. Record a shorter message (page 61).

**The display shows "CONNECTING . . . . .", but faxes are not received.**

- The incoming call is not a fax. Change the receiving mode to TAM/FAX mode (page 54) or TEL mode (page 53).

**A blank sheet is ejected.**

- If a blank sheet is ejected after the received document is printed out, the receiving reduction rate is not programmed correctly. Program the proper rate in feature #36 (page 70).

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

**A white line or a smudge appears on your recording paper.**

- The glass or rollers are dirty. Clean them (page 90).

**The printing quality is poor.**

- Please do not reuse the ink film! Please use genuine Panasonic replacement film. Refer to page 9 for further details.
- The other party sent a faint document. Ask them to send a clearer copy of the document.
- The thermal head is dirty. Clean it (page 91).
- 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 fiber content that is over 20%, such as letterhead or resume paper. We recommend smooth paper such as "Hammermill Jet Print" for clearer printing.

**I cannot receive documents by pressing [\*][#][9] on the handset.**

- You must set the remote fax activation to ON (feature #41 on page 71) beforehand.
- Press [\*][#][9] firmly.
- The memory is filled with received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 68).

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

- The memory is filled with received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 68).

### 10.3.7 Answering machine

**I cannot listen to messages from a remote location.**

- Press the remote operation ID (code) correctly and firmly (feature #11 on page 69, or page 76).
- If the unit announces "Enter Mailbox password", mailbox 2 or 3 has a password. Enter the password (feature #51 on page 71, feature #52 on page 71, or page 76).
- The unit is not in TAM/FAX mode. Change to TAM/FAX mode (page 67).

**Messages in the mailbox do not play back.**

- The mailbox password is wrong. Enter the correct password.
  - For mailbox 2, see feature #51 on page 71, or page 76.
  - For mailbox 3, see feature #52 on page 71, or page 76.

**The other party complains that they cannot leave a voice message.**

- The recording time is set to "GREETING ONLY". Select "1 MIN", "2 MIN" or "3 MIN" (feature #10 on page 69, or page 75).
- The memory is full. Erase unnecessary messages (page 63, 65, 67).

**I cannot operate the answering machine with the handset.**

- Someone is operating the answering machine.
- You are too far from the base unit. Move closer to the base unit.

**During message playback, incoming call tones are heard.**

- To answer the call, if you are using the base unit, press [DIGITAL SP-PHONE]. If you are using the handset, press [TALK] or [SP-PHONE]. For playback, start again from the beginning after hanging up.

**I cannot erase messages in a mailbox.**

- While another user is accessing the mailbox or a caller is leaving a message in the mailbox, you cannot erase messages in the same mailbox.

**Caller ID information does not display during message playback (page 65).**

- The caller information will not be displayed if a message is recorded by using [MEMO] (page 62).

- The unit is not in TAM/FAX or FAX ONLY mode. Select the desired mode using feature #77 (page 73) and press [AUTO ANSWER] repeatedly until TAM/FAX or FAX ONLY mode is displayed.

**I cannot select the desired receiving mode.**

- If you want to set TAM/FAX or FAX ONLY mode:
  - select the desired mode using feature #77 (page 73), and
  - press [AUTO ANSWER] repeatedly until the desired mode is displayed.
- If you want to set TEL mode:
  - press [AUTO ANSWER] repeatedly until TEL mode is displayed.

### 10.3.6 Copying

**The unit will not make a copy.**

- The film is empty. Replace the film with a new one (page 14).
- You cannot make a copy during programming.
- You cannot make a copy during a telephone conversation.

**A black line, white line or smudge appears on the copied document.**

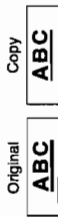
- The glass or rollers are dirty. Clean them (page 90).

**The copied image is distorted.**

- The thermal head is dirty. Clean it (page 91).

**The printing quality is poor.**

Please do not reuse the ink film!  
Please use genuine Panasonic replacement film. Refer to page 9 for further details.



- 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 fiber content that is over 20%, such as letterhead or resume paper. We recommend smooth paper such as "Hammermill Jet Print" for clearer printing.

- If a call is transferred to a mailbox, and the caller leaves a message (page 63), or
- if the same caller calls again (page 40).

### 10.3.8 If a power failure occurs

- The unit will not function.
- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- If delayed transmission (feature #25, page 70) is programmed and the start time occurs during a power failure, transmission will be attempted shortly after power is restored.
- If any fax documents are stored in the memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in the memory have been erased.

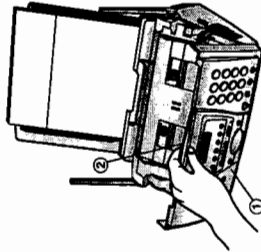
## 10.4 Recording paper jams

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

The display will show the following.

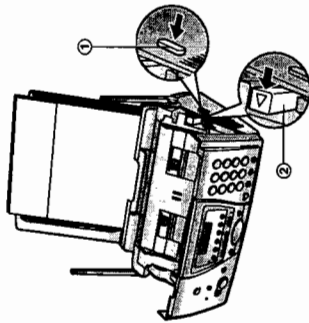
PAPER\_JAMMED

- 1 Open the front cover (1) by pulling up the center part (2).

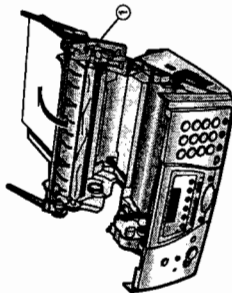


- 2 Release the back cover by pushing the green button (1) on the right side of the unit. OFF

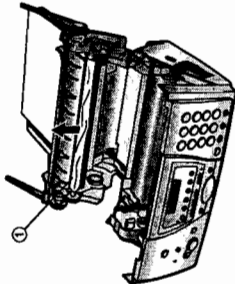
Release the back cover by pushing in the green lever (2) in the unit.



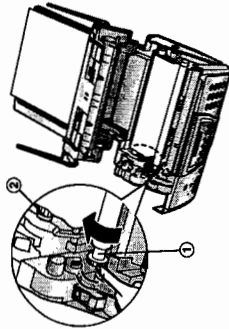
- 3 Open the back cover (1).



- 4 Remove the jammed recording paper (1).

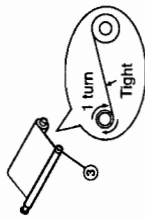


5 Turn the gear of the blue core (1) in the direction of the arrow until the white core (2) begins to turn.



- Make sure that the ink film is wrapped around the blue core (1) at least once.

**Correct**

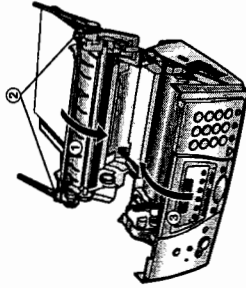


**Incorrect**

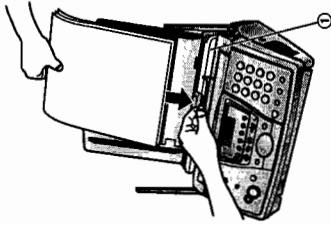


6 First close the back cover securely (1) by pushing down on the dotted area on both

sides (2). Then close the front cover securely (3).



7 Remove the recording paper and straighten. Pull the tension plate forward (1) and insert the paper. Then push the tension plate back.



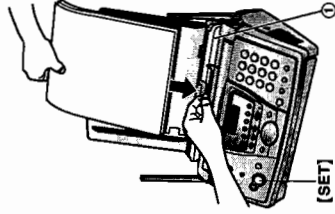
### 10.4.2 When the recording paper was not fed into the unit properly

The display will show the following.

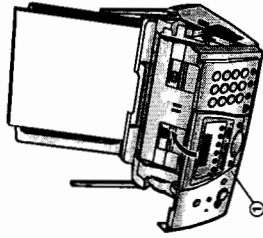
CHECK PAPER

Remove the recording paper and straighten. Pull the tension plate forward (1) and insert the

paper. Push the tension plate back, then press [SET] to clear the message.

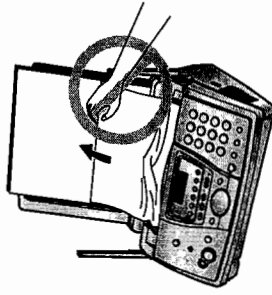


2 Close the front cover securely (1).



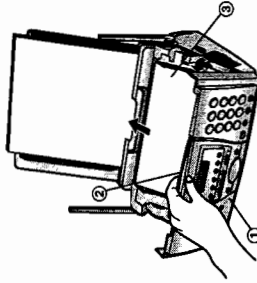
**Note:**

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



### 10.5 Document jams - sending

1 Open the front cover (1) by pulling up the center part (2). Remove the jammed document carefully (3).



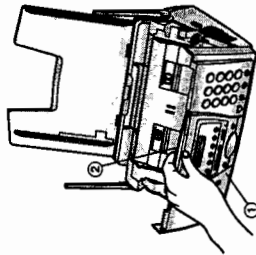
### 10.6 Document feeder cleaning

Clean the document feeder in the following cases:

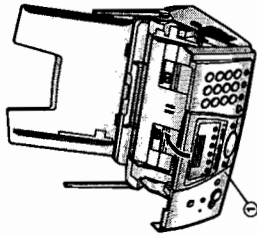
- If misfeeding of the document occurs frequently.
- If smudges or black/white lines appear on the original document when transmitting or copying.

1 Disconnect the power cord and the telephone line cord.

- 2 Open the front cover (1) by pulling up the center part (2).

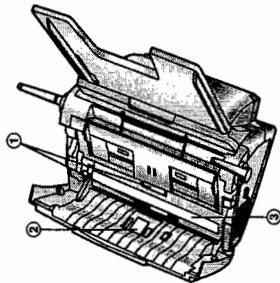


- 4 Close the front cover securely (1).



- 3 Clean the document feeder rollers (1) and rubber flap (2) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly. Clean the glass (3) with a soft, dry cloth.

**Caution:**  
 • Do not use paper products, such as paper towels or tissues.

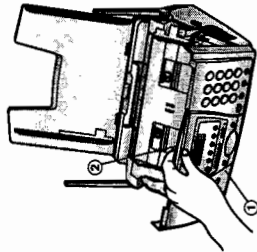


- 5 Connect the power cord and the telephone line cord.

### 10.7 Thermal head cleaning

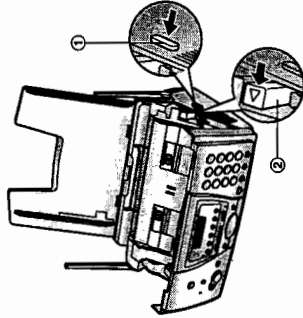
If smudges or black/white lines appear on a copied/received document, check for dust on the thermal head. Clean the thermal head to remove the dust.

- 1 Disconnect the power cord and the telephone line cord.  
 2 Open the front cover (1) by pulling up the center part (2).

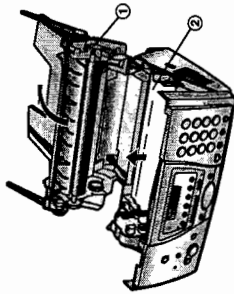


- 3 Release the back cover by pushing the green button (1) on the right side of the unit.  
 OR

Release the back cover by pushing in the green lever (2) in the unit.

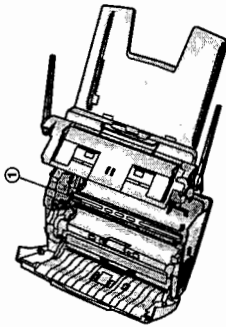


- 4 Open the back cover (1). Remove the ink film (2).



- 5 Clean the thermal head (1) with a cloth moistened with isopropyl rubbing alcohol, and let it dry thoroughly.

**Caution:**  
 • To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly.



- 6 Reinstall the ink film and close the covers (see steps 4 to 6 on page 13).

- 7 Connect the power cord and the telephone line cord.



## 11.1 Reference lists and reports (Base unit only)

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

### Setup list:

Provides you with the current settings of the base unit programming features (page 68 to page 73).

### Telephone number list:

Provides you with names and numbers which are stored in the navigator directory of the base unit.

### Journal report:

Keeps a record of fax transmission and reception. This report will be printed automatically after every 30 fax communications (feature #22 on page 69).

### Printer test:

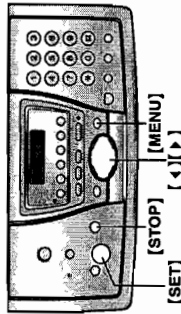
Allows you to check the print quality of your unit. If the test print has a smudge, or blurred points or lines, clean the thermal head (page 91).

### Broadcast programming list:

Provides you with names and numbers which are stored in the broadcast memory (page 52).

### Caller ID list:

Keeps a record of the last 50 different callers of the base unit after subscribing to a Caller ID service. To print automatically after every 50 new calls, activate feature #28 (page 70).



- 1 Press [MENU] repeatedly to display "PRINT REPORT".
- 2 Press [ < ] or [ ] repeatedly to display the desired item.
- 3 Press [SET] to start printing.
  - To stop printing, press [STOP].
- 4 Press [MENU].

## 11.2 Technical data about this product

### 11.2.1 Base unit

#### Applicable lines:

Public Switched Telephone Network

#### Document size:

Max. 216 mm (8 1/2") in width, Max. 600 mm (23 5/8") in length

#### Effective scanning width:

208 mm (8 1/8")

#### Effective printing width:

Letter/Legal: 208 mm (8 1/8")

#### Transmission speed<sup>\*1</sup>:

A4: 202 mm (7 15/16")

#### Scanning density:

Approx. 15 s/page (Original mode)<sup>\*2</sup>

#### Photo resolution:

Horizontal: 8 pels/mm (203 pels/inch)

#### Scanner type:

Vertical: 3.85 lines/mm (98 lines/inch) (standard resolution)

#### Data compression system:

7.7 lines/mm (196 lines/inch) (fine/photo resolution)

#### Modem speed:

15.4 lines/mm (392 lines/inch) (super fine resolution)

#### Operating environment:

64 levels

#### Dimensions:

Contact Image Sensor

#### Mass (Weight):

Thermal Transfer on plain paper

#### Power consumption:

Modified Huffman (MH), Modified READ (MR)

#### Printer type:

9.600 / 7.200 / 4.800 / 2.400 bps, Automatic Fallback

#### Modem speed:

5°C - 35°C (41°F - 95°F), 20% - 80% RH (Relative Humidity)

#### Operating environment:

Approx. height 128 mm x width 324 mm x depth 242 mm (5 1/8" x 12 3/4" x 9 1/8")

#### Dimensions:

Approx. 3.1 kg (6.8 lb.)

#### Mass (Weight):

Standby: Approx. 4.4 W

#### Power consumption:

Transmission: Approx. 12 W

#### Power supply:

Reception: Approx. 50 W (When receiving a 20% black document)

#### Fax memory capacity<sup>\*3</sup>:

Copy: Approx. 50 W (When copying a 20% black document)

#### Voice memory capacity<sup>\*4</sup>:

Maximum: Approx. 135 W (When copying a 100% black document)

#### Power supply:

120 V AC, 60 Hz

#### Fax memory capacity<sup>\*3</sup>:

Transmission: Approx. 25 pages

#### Voice memory capacity<sup>\*4</sup>:

Reception: Approx. 28 pages

#### Power consumption:

Approx. 15 minutes

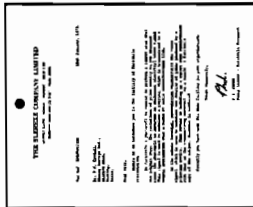
\*1 Transmission speed varies depending on page content, resolution, telephone line conditions, and the other party's machine.

\*2 Transmission speed is based upon the ITU-T No. 1 Test Chart and original mode. If the capabilities of the other party's machine are inferior to your unit, the transmission speed may be lower.

\*3 Based on the ITU-T No. 1 Test Chart in standard resolution.

\*4 Including greeting messages. Total recording time may be reduced by the calling party's background noise.

ITU-T No. 1 Test Chart

**Paper specifications**

Recording paper size:

Letter: 216 mm × 279 mm (8<sup>1</sup>/<sub>2</sub>" × 11")  
 Legal: 216 mm × 356 mm (8<sup>1</sup>/<sub>2</sub>" × 14")  
 A4: 210 mm × 297 mm (8<sup>1</sup>/<sub>4</sub>" × 11<sup>7</sup>/<sub>16</sub>")  
 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (16 lb. to 24 lb.)

Recording paper weight:

**Note for recording paper:**

- Do not use the following types of paper:
  - Paper with a cotton and/or fiber 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, discolor, scorch or emit dangerous fumes near 200°C (392°F), such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
  - Moist 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 misfading occurs.
- For proper paper feeding and best print quality, we recommend using long-grained paper.
- Do not use paper of different types or thickness at the same time. This may cause a paper jam.
- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause a paper jam.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.

**11.2.2 Handset**

Operating environment:

5°C – 40°C (41°F – 104°F)

Frequency:

2.40 GHz – 2.48 GHz

Dimensions:

Approx. height 242 mm × width 53 mm × depth 40 mm (9<sup>7</sup>/<sub>32</sub>" × 2<sup>1</sup>/<sub>32</sub>" × 1<sup>9</sup>/<sub>16</sub>")

Mass (Weight):

Approx. 220 g (0.48 lb.)

Power supply:

Ni-Cd battery (3.6 V, 850 mAh)

Security codes:

1,000,000

**11.2.3 Charger unit**

Operating environment:

5°C – 40°C (41°F – 104°F)

Dimensions:

Approx. height 60 mm × width 74 mm × depth 96 mm (2<sup>3</sup>/<sub>32</sub>" × 2<sup>29</sup>/<sub>32</sub>" × 3<sup>6</sup>/<sub>32</sub>" x 2<sup>25</sup>/<sub>32</sub>")

Mass (Weight):

Approx. 95 g (0.21 lb.)

Power consumption:

Standby: Approx. 0.8 W

Maximum: Approx. 4.0 W

Power supply:

AC adaptor (120 V AC, 60 Hz)

**Note:**

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

### 11.3 FCC and Other Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:ACJ.....

- If requested, this number must be provided to the telephone company.
- Registration No. .... (found on the rear of the unit)
  - Finger Equivalence No. (REN) ..... (found on the rear of the unit)

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAE00#RTXXX. The digits represented by # are the REN without a decimal point (e.g., 03 is a REN of 0.3).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact a Factory Servicenter or other Authorized Service. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

This equipment is hearing aid compatible as defined by the FCC in 47 CFR Section 68.316.

When you hold the phone to your ear, noise might be heard in your Hearing Aid. Some Hearing Aids are not adequately shielded from external RF (radio frequency) energy. If noise occurs, use an optional headset accessory or the speakerphone option (if applicable) when using this phone. Consult with your audiologist or Hearing Aid manufacturer about the availability of Hearing Aids which provide adequate shielding to RF energy commonly emitted digital devices.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

**WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:**

- 1) Remain on the line and briefly explain to the dispatcher the reason for the call.
- 2) Perform such activities in the off-peak hours, such as early morning or late evenings.

The software contained in this equipment to allow user access to the network must be upgraded to recognize newly established network area codes and exchange codes as they are placed into service. Failure to upgrade the premises systems or peripheral equipment to recognize the new codes as they are established will restrict the customer and the customer's employees from gaining access to the network and to these codes.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
  - (2) This device must accept any interference received, including interference that may cause undesired operation.
- Privacy of communications may not be ensured when using this phone.

**CAUTION:** Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this device.

**NOTE:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

#### FCC RF Exposure Warning:

To comply with FCC RF exposure requirements the base unit must be installed and operated with its antenna located at 20 cm or more between antenna and all person's body (excluding extremities of hands, wrist and feet). The handset unit may be carried and operated with only the specific provided belt-clip. Other non-issued belt-clips or similar body-worn accessories may not comply and must be avoided. The base and handset units must not be co-located or operated in conjunction with any other antenna or transmitter.

### 11.4 Limited Warranty

PANASONIC CONSUMER ELECTRONICS COMPANY,  
DIVISION OF MATSUSHITA ELECTRIC  
CORPORATION OF AMERICA  
One Panasonic Way,  
Secaucus, New Jersey 07094

PANASONIC SALES COMPANY,  
DIVISION OF MATSUSHITA  
ELECTRIC OF PUERTO RICO, INC.,  
Ave. 65 de Intendencia, Km. 9.5  
San Gabriel Industrial Park,  
Carolina, Puerto Rico 00985

### Panasonic Facsimile Product Limited Warranty

#### Limited Warranty Coverage

If your product does not work properly because of a defect in materials or workmanship, Panasonic Consumer Electronics Company or Panasonic Sales Company (collectively referred to as "the warrantor") will, for the length of the period indicated on the chart below, which starts with the date of original purchase ("limited warranty period"), at its option either (a) repair your product with new or refurbished parts, or (b) replace it with a new or a refurbished product. The decision to repair or replace will be made by the warrantor.

FAX categories	Parts	Labor
Thermal Transfer Facsimile	6 Months	6 Months
Laser Facsimile	1 (one) Year	1 (one) Year

Batteries, antennas, optional accessories (such as additional handsets), ink film, toner cartridge, drum unit, and ink cartridge (as may be applicable), and cosmetic parts (cabinet) are not warranted under this Limited Warranty.

During the "Labor" Limited Warranty period there will be no charge for labor. During the "Parts" Limited Warranty period, there will be no charge for parts. You must carry-in or mail-in your product during the Limited Warranty period. This Limited Warranty only applies to products purchased and serviced in the United States or Puerto Rico. This Limited Warranty is extended only to the original purchaser and only covers products purchased as new. A purchase receipt or other proof of the original purchase date is required for Limited Warranty service.

#### Carry-in or Mail-in Service

For Carry-in or Mail-in Service in the United States call 1-800-HELP-FAX (1-800-435-7329)  
For assistance in Puerto Rico call Panasonic Sales Company (787)-750-4300 or fax (787)-768-2910.

#### Limited Warranty Limits And Exclusions

This Limited Warranty ONLY COVERS failures due to defects in materials or workmanship, and DOES NOT COVER normal wear and tear or cosmetic damage. The Limited Warranty ALSO DOES NOT COVER damages which occurred in shipment, or failures which are caused by products not supplied by the warrantor such as non Panasonic ink film, toner cartridge or drum unit, or failures which result from accidents, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, set-up, adjustments, signal reception problems, misadjustment of consumer controls, improper maintenance, power line surge, improper voltage supply, lightning damage, modification, or commercial use (such as in a hotel, office, restaurant, or other business), rental use of the product, service by anyone other than a Factory Servicecenter or other Authorized Service, or damage that is attributable to acts of God.

**THERE ARE NO EXPRESS WARRANTIES EXCEPT AS LISTED UNDER "LIMITED WARRANTY COVERAGE". THE WARRANTOR IS NOT LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS LIMITED WARRANTY.** (As examples, this excludes damages for lost time, cost of having someone remove or re-install an installed unit if applicable, or travel to and from the service. The items listed are not exclusive, but are for illustration only.) **ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTY OF MERCHANTABILITY, ARE LIMITED TO THE PERIOD OF THE LIMITED WARRANTY.**

Some states do not allow the exclusion or limitation of incidental or consequential damages, or limitations on how long an implied Limited Warranty lasts, so the exclusions may not apply to you.

This Limited Warranty gives you specific legal rights and you may also have other rights which vary from state to state. If a problem with this product develops during or after the Limited Warranty period, you may contact your dealer or Servicecenter. If the problem is not handled to your satisfaction, then write to the warrantor's Consumer Affairs Department at the addresses listed for the warrantor.

### PARTS AND SERVICE WHICH ARE NOT COVERED BY THIS LIMITED WARRANTY ARE YOUR RESPONSIBILITY.

#### For product service

- Call toll-free 1-800-HELP-FAX (1-800-435-7329) for the location of an authorized servicecenter.

#### For out of Limited Warranty technical support

- After the Limited Warranty has expired, please contact our Continued Services Technical Support Line at 1-900-555-PANA (1-900-555-7262) for support on a fee basis.
- When you ship the product**
- Carefully pack your unit, preferably in the original carton.
  - Attach a letter, detailing the symptom or problem, to the outside of the carton.
  - Send the unit to an authorized servicecenter, prepaid and adequately insured.
  - Do not send your unit to the Panasonic Consumer Electronics Company or to any executive or regional sales office. These locations do not repair consumer products.

## 11.5 Customer Services directory

To obtain service or technical assistance during the warranty period, please contact: 1-800-HELP-FAX (1-800-435-7329), Monday-Friday 9am-8pm EST.  
To obtain support or service after the warranty has expired, please contact: 1-900-555-PAANA (1-900-555-7262) for support on a fee basis.  
For hearing or speech impaired TTY users, TTY: 1-866-741-6422

Web Site: [www.panasonic.com](http://www.panasonic.com)

(for customers in the USA or Puerto Rico ONLY)  
You can purchase parts, accessories or locate your nearest servicenter by visiting our Web Site.

Service in Puerto Rico

Matsushita Electric of Puerto Rico, Inc. Panasonic Sales Company / Factory Servicenter:  
Ave. 65 de Infanteria, Km. 9.5, San Gabriel Industrial Park, Carolina, Puerto Rico 00985  
Phone (787) 750-4300 Fax (787) 768-2910

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Panasonic  
 KK-PPQ381  
 Proof of Purchase

## Panasonic FAX ADVANTAGE PROGRAM

# Free peace of mind, direct from Panasonic



## NO EXTRA COST

- 6-month limited warranty<sup>1</sup>: parts, labor, and toll-free help line<sup>2</sup>
- Free replacement<sup>3</sup> and repair program

**The Panasonic Fax Advantage Consumer Service Program.** Panasonic knows that if your fax machine is not up and running, neither is your business. That's why we created the Panasonic Fax Advantage Program. It's a free program that covers the purchase of a new and unused Panasonic Fax Machine (along with included handset), the Fax Advantage Program can provide a free replacement unit<sup>1</sup> if your original unit is in need of repair.

**Here's how it works:**

1. If you have a problem with your fax that you purchased new and unused while it is covered by the period of this program, call our toll-free 1-800-HELP-FAX.
2. Talk to one of our technical experts to diagnose your problem over the phone.
3. If repairs are necessary and you are entitled to service under the terms and conditions of the limited warranty<sup>1</sup>, we will send a refurbished replacement unit to you by UPS Ground service delivery. The shipping method is upgradeable for an extra charge.

A second option available under our limited warranty is to mail in your original unit to one of our Regional Service centers, where the unit will be repaired and returned to you.

**Instructions:**

- If you choose to receive a replacement unit under the Fax Advantage Program, Panasonic will provide a replacement unit which will be completely refurbished, quality-tested by Panasonic technicians and shipped to you by UPS Ground service delivery. You will receive the replacement unit and send the original unit to us in the replacement unit's box. UPS will send the unit at no charge to you, should it be determined that you are entitled to warranty service. A proof-of-purchase must be included with the returned product. Any unit that is replaced by Panasonic and not returned to you within 30 days of purchase by you will be subject to a return-to-stock charge. The original replacement unit, utilizing the packing materials provided. Damage due to improper or inadequate packing will be charged to you as an out-of-warranty cost.

If our 1-800-HELP-FAX technicians determine that your unit may be an "out-of-box failure"<sup>4</sup>, we will attempt to provide you with a factory-new replacement unit<sup>1</sup>. You must ship a copy of the original proof of purchase to our original unit to be replaced the unit within 10 days prior to your 1-800-HELP-FAX call.

**Requirements:**

- You must give our technicians a valid credit card number (Discover, VISA, Master Card, or American Express/Optima). Product that is not returned to Panasonic by 10 business days after shipment of the replacement product will be charged to you. Your original unit must be in good working order (see dealer for details). If your original unit is not eligible for warranty service, your card will be charged for the non-warranty repair of the unit at Panasonic's current rate for parts and labor and for any shipping charges associated with this program. If you do not wish to pay out-of-warranty repair costs, you will be responsible for returning the replacement unit to Panasonic and including the UPS delivery of the replacement product to you, shipment of the problem unit to Panasonic, and the return of your replacement unit back to you. Credit status will be verified prior to sending the replacement product.

1. See dealer for limited warranty details.
2. For details on the Fax Advantage Program, call our Continued Service Technical Support Line at 1-800-555-PANNA (1-800-555-7262), for fee based technical support.
3. Replacement program is refurbished.
4. Replacement program is only available in the 50 United States, is subject to termination at any time without advance notice, and does not cover optional accessories. The program is available for a period of 6 months from the date of purchase, no more than 10 days prior to your 1-800-HELP-FAX call, and would otherwise qualify for warranty service under the terms and conditions of the limited warranty.
6. Panasonic reserves the right to send a refurbished unit.

**Panasonic Consumer Electronics  
 Company, Division of Matsushita  
 Electric Corporation of America**

One Panasonic Way,  
 Secaucus, New Jersey 07094

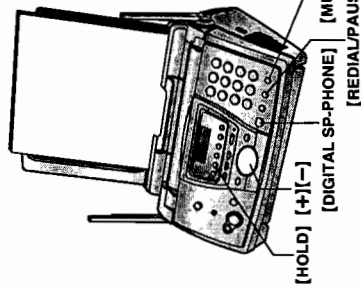
**Panasonic Sales Company,  
 Division of Matsushita Electric of  
 Puerto Rico, Inc.**

Ave. 65 de Infiernita, Km. 9.5  
 San Gabriel Industrial Park, Carolina,  
 Puerto Rico 00985

### 3. Telephone

- Press **[▼]** or **[▲]** repeatedly to select the number.
  - You can also scroll through the list by pressing **[PAUSE/REDIAL]**.
  - To delete the displayed number, press **[HOLD/CLEAR]**.
  - To exit the list, press **[OFF]**.
- Press **[TALK]** or **[SP-PHONE]**.

#### 3.1.2 Using the base unit



- Press **[DIGITAL SP-PHONE]**.
- Dial the telephone number.
  - When the other party answers, talk into the microphone.

- When finished talking, press **[DIGITAL SP-PHONE]**.

#### Speakerphone operation

- Adjust the base unit speaker volume using **[+]** or **[-]**.
- Talk alternately with the caller in a quiet room.
- If the other party has difficulty hearing you, press **[-]** to decrease the speaker volume.
- If the other party's voice from the speaker cuts in/out during a conversation, press **[-]** to decrease the speaker volume.

#### To mute your conversation

You can mute your conversation during a call so the other party cannot hear you. When the call is muted, you will be able to hear the other party. Press **[MUTE]**.

- "SP-PHONE, MUTE" will be displayed.
- To release the mute, press **[MUTE]**.

#### To put a call on hold

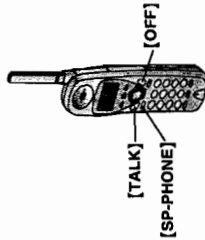
- Press **[HOLD]**.
- "HOLD" will be displayed.
  - To release the hold, press **[DIGITAL SP-PHONE]** on the base unit or press **[TALK]** or **[SP-PHONE]** on the handset.
  - If you do not press a button for more than 6 minutes, a beep will sound every 30 seconds. After 4 additional minutes on hold, the line will be disconnected.

#### To redial the last number dialed from the base unit

Press **[DIGITAL SP-PHONE]**, then press **[RECALL/PAUSE]**.

### 3.2 Answering phone calls

#### 3.2.1 Using the handset



- Lift the handset and press **[TALK]**.
  - You can also answer a call by pressing any dialing button **[0]** to **[9]**, **[\*]**, or **[#]** (Any key talk feature).
- When finished talking, press **[OFF]** or place the handset on the charger.

#### Answering phone calls hands-free

- Lift the handset and press **[SP-PHONE]**, and talk into the microphone.
- When finished talking, press **[OFF]** or place the handset on the charger.

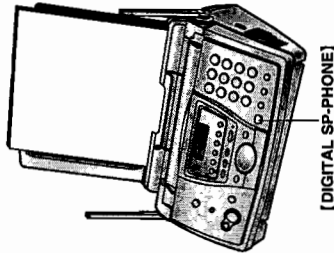
#### Auto talk feature (Handset)

This feature allows you to answer a call by simply lifting the handset off the charger, without pressing **[TALK]** or **[SP-PHONE]**. The default

### 3. Telephone

setting is **OFF**. To activate this feature, see page 74.

#### 3.2.2 Using the base unit

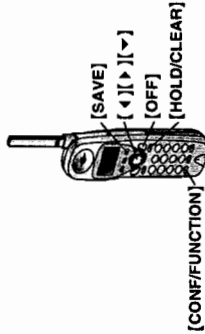


- Press **[DIGITAL SP-PHONE]** and talk into the microphone.
- When finished talking, press **[DIGITAL SP-PHONE]**.

### 3.3 Storing names and telephone numbers into the navigator directory

You can make a call or send a fax to a person stored in the directory by selecting an item shown on the display. The base unit and handset each have their own individual directories, up to 50 names and phone numbers each, and you can copy directory items from one extension to another (page 39). When the system has additional handsets (page 32), each handset can have its own directory. To use a directory, first store the items, then see page 37 to make a phone call.

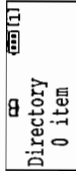
#### 3.3.1 Using the handset



**[CONF/FUNCTION]**

Make sure the handset is not being used.

- Press **[CONF/FUNCTION]**.
- Press **[▶]** at "Save directory".



- Enter up to 16 characters for a name. See the character table on page 36 for details.
- Press **[▼]**.
- Enter up to 22 digits for the telephone number.
- Press **[▼]**.
- Press the right soft key (**[SAVE]**).
  - To program other items, repeat steps 2 to 7.
- Press **[OFF]**.

To select characters with the dialing button

Buttons	Characters
<b>[1]</b>	# & ' ( ) * . - / 1
<b>[2]</b>	a b c A B C 2
<b>[3]</b>	d e f D E F 3
<b>[4]</b>	g h i G H I 4
<b>[5]</b>	j k l J K L 5
<b>[6]</b>	m n o M N O 6
<b>[7]</b>	p q r s P Q R S 7
<b>[8]</b>	t u v T U V 8
<b>[9]</b>	w x y z W X Y Z 9

### 3. Telephone

directory. If you cannot solve a problem, call this number from the base unit (page 36). If not needed, you can erase it (page 36).

- You can confirm the stored items by printing the telephone number list (page 93).

**Note:**

- If "SPACE = 5 DIRS." is displayed only 5 more items can be stored.

**To correct a mistake**

- Press [◀] or [▶] to move the cursor to the incorrect character/number.
- Press [STOP].
  - To erase all of the digits, press and hold [STOP].
- Enter the correct character/number.

### 3.4 Making a phone call using the navigator directory

Before using this feature, program the desired names and telephone numbers into the navigator directory (page 36, 37).

- Keep the front cover page open for button locations.

**3.4.1 Using the handset**

Make sure the handset is not being used.

- Press [◀] or [▶].
- Press [▼] or [▲] repeatedly to display the desired item.
- Press [TALK] or [SP-PHONE].
  - The unit will start dialing automatically.

**To search for a name by initial**

Example: "LISA"

- Press [◀] or [▶].
- Press [▼] or [▲] to initiate the directory.
- Press [5] repeatedly to display any name with the initial "L" (see the character table, page 36).
  - To search for symbols (not letters or numbers), press [1].
- Press [▼] repeatedly to display "LISA".
  - To stop the search, press [OFF].
  - To dial the displayed number, press [TALK] or [SP-PHONE].

Buttons	Characters
[0]	0 (Space)
[HOLD/CLEAR]	Delete button

**Note:**

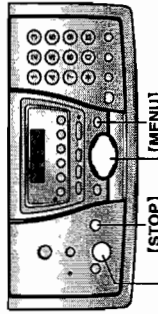
- To enter another character located on the same dialing button, press [▶] to move the cursor to the next space.

**To correct a mistake**

- Press [◀] or [▶] to move the cursor to the incorrect character/number.
- Press [HOLD/CLEAR].
  - To erase all of the digits, press and hold [HOLD/CLEAR].
- Enter the correct character/number.

**3.3.2 Using the base unit**

- You can also send faxes using the navigator directory (page 51).



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

DIRECTORY  
L I S A

- Enter up to 16 characters for a name (see page 30 for instructions).
- Press [SET].
- Enter up to 22 digits for the telephone number.
  - Press [SET].
    - To program other items, repeat steps 3 to 6.

**Helpful hints:**

- For your convenience, HELP-FAX (1-800-435-7329) has been stored in the base unit

**3.4.2 Using the base unit**

- Press [◀] or [▶].
- Press [+] or [-] repeatedly to display the desired item.
- Press [DIGITAL SP-PHONE].
  - The unit will start dialing automatically.

**To search for a name by initial**

Example: "LISA"

- Press [◀] or [▶].
- Press [+] or [-] to initiate the directory.
- Press [5] repeatedly to display any name with the initial "L" (see the character table, page 30).
  - To search for symbols (not letters or numbers), press [1].
- Press [-] repeatedly to display "LISA".
  - To stop the search, press [STOP].
  - To dial the displayed number, press [DIGITAL SP-PHONE].

**3.5 Editing a stored item**

- Keep the front cover page open for button locations.

**3.5.1 Using the handset**

Make sure the handset is not being used.

- Press [◀] or [▶].
- Press [▼] or [▲] repeatedly to display the desired item.
- Press the right soft key ([EDIT]).
  - If you do not need to edit the name, skip to step 5.
- Edit the name. For further details, see the storing procedure on page 36.
  - Press [▼].
    - If you do not need to edit the telephone number, skip to step 7.
- Edit the telephone number. For further details, see the storing procedure on page 36.
  - Press [▼].
  - Press the right soft key ([SAVE]).
  - Press [OFF].

**3.5.2 Using the base unit**

- Press [◀] or [▶].

- Press [+] or [-] repeatedly to display the desired item.
- Press [MENU].
- Press [\*].
  - If you do not need to edit the name, skip to step 6.
- Edit the name. For further details, see the storing procedure on page 37.
- Press [SET].
  - If you do not need to edit the telephone number, skip to step 8.
- Edit the telephone number. For further details, see the storing procedure on page 37.
- Press [SET].

**3.6 Erasing a stored item**

- Keep the front cover page open for button locations.

**3.6.1 Using the handset**

Make sure the handset is not being used.

- Press [◀] or [▶].
- Press [▼] or [▲] repeatedly to display the desired item.
  - To cancel erasing, press [◀].
- Press [HOLD/CLEAR].
  - To cancel erasing, press [◀].
- Press [HOLD/CLEAR] again.
- Press [OFF].

**3.6.2 Using the base unit**

- Press [◀] or [▶].
- Press [+] or [-] repeatedly to display the desired item.
  - Press [MENU].
  - Press [≡].
    - To cancel erasing, press [STOP].
  - Press [SET].

**Another method to erase a stored item**

- Press [◀] or [▶].
- Press [+] or [-] repeatedly to display the desired item.
- Press [ERASE].
- Press [SET].



### 3.7 Copying the directory

You can copy one or all of the directory items between a handset and the base unit or between two handsets. Items copied to the destination unit are added to its directory (Phone directory sharing).

- Keep the front cover page open for button locations.

#### Important:

- Make sure the base unit, your handset and the destination unit are not being used when copying directory items.
- Once copying has started, do not place your handset on the charger until it is complete, otherwise, the operation will be stopped.
- If an external call is being received during the directory copy, the copy will be stopped. You will need to copy the item(s) again.

#### 3.7.1 From a handset to the base unit or another handset

##### Copying one directory item

- 1 Press [CONF/FUNCTION].
- 2 Scroll to "Copy directory" by pressing [▼] or [▲], and press [▶].
- 3 Press [▶] at "Copy 1 item".
- 4 To copy to the base unit, press [0]. To copy to another handset, enter its extension number using a dialing button ([1] to [8]).
  - You can also select the extension number by pressing [▼] or [▲] ("0" for the base unit, "1" to "8" for another handset).

##### 5 Press [▶].

- 6 Press [▼] or [▲] repeatedly to display the desired item.
  - To search for the item by initial, see page 37.

##### 7 Press the right soft key ([SEND]):

- When the item has been copied, "Complete" will be displayed and a beep will sound.
- The destination unit display will show "DIRECTORY RECEIVED", then "DIRECTORY RECEIVED".
- To copy another item, repeat steps 6 and 7.

##### 8 Press [OFF].

#### Copying all the directory items

- 1 Press [CONF/FUNCTION].
- 2 Scroll to "Copy directory" by pressing [▼] or [▲], and press [▶].
- 3 Scroll to "Copy all items" by pressing [▼] or [▲], and press [▶].
- 4 To copy to the base unit, press [0]. To copy to another handset, enter its extension number using a dialing button ([1] to [8]).
  - You can also select the extension number by pressing [▼] or [▲] ("0" for the base unit, "1" to "8" for another handset).
- 5 Press the right soft key ([SEND]).
  - The handset display will show the items being copied and each item's number.
  - When all items have been copied, "Complete" will be displayed and a beep will sound.
  - The destination unit display will show "DIRECTORY RECEIVED", then "DIRECTORY RECEIVED".
  - To copy items to another extension, repeat steps 3 to 5.

##### 6 Press [OFF].

#### 3.7.2 From the base unit to a handset

##### Copying one directory item

- 1 Press [MENU].
- 2 Press [▶], then [5][9].
- 3 Press [▶] or [–] repeatedly to display "1 ITEM".
- 4 Press [SET].

- 5 Enter the extension number using a dialing button ([1] to [8]).
  - You can also select the extension number by pressing [▶] or [–] ("1" to "8").

##### 6 Press [SET].

- 7 Press [▶] or [–] repeatedly to display the desired item.
  - To search for the item by initial, see page 38.

##### 8 Press [SET].

- When the item has been copied, "Complete" will be displayed and a beep will sound.

- The destination handset display will show "Directory Received", then "Directory Received", then 8.
- To copy another item, repeat steps 7 and 8.

##### 9 Press [MENU].

#### Copying all the directory items

- 1 Press [MENU].
- 2 Press [▶], then [5][9].
- 3 Press [▶] or [–] repeatedly to display "ALL ITEMS".
- 4 Press [SET].
- 5 Enter the extension number using a dialing button ([1] to [8]).
  - You can also select the extension number by pressing [▶] or [–] ("1" to "8").
- 6 Press [SET].
  - The base unit display will show the items being copied.
  - When all items have been copied, "Complete" will be displayed and a beep will sound.
  - The destination handset display will show "Directory Received", then "Directory Received".

### 3.8 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 a Caller ID service.

Change the following ring setting to 2 or more rings beforehand.

- FAX ring setting (feature #06 on page 69)
- Keep the front cover page open for button locations.

#### 3.8.1 How Caller ID is displayed

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

The unit will automatically store caller information (name, telephone number, date and time of the call, the number of times called) from the 50 most recent callers. Caller information is sorted by the most recent to the oldest call. When the 51st call is received, the first call is deleted. Caller information can be viewed on the

display one item at a time (page 41). You can print the Caller ID list (page 93).

- If the unit is connected to a PBX (Private Branch Exchange) system, you may not receive the caller information. Consult your PBX supplier.
- If the unit cannot receive caller information, the following will be displayed: "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.
- The name display service may not be available in some areas. For information, please contact your telephone company.
- If the handset has lost communication with the base unit when a call is received, caller information will not be recorded in the handset.

**Printing the Caller ID list (Base unit only)**  
The Caller ID list can be printed manually (page 93) or automatically after every 50 new callers (feature #26 on page 70).

#### Call Waiting Caller ID feature

If you subscribe to both Caller ID and Call Waiting services, when a second call is received during a conversation, you will hear a call-waiting tone and the display will show the second caller's information.

- Press [FLASH/CALL WAIT] to answer the second call.
- The first call is put on hold and you can answer the second call.
- To return to the first caller, press [FLASH/CALL WAIT] again.

#### Note:

- The second caller's information will not be displayed when:
  - the first call is placed on hold.
  - the answering machine is recording an incoming message.
  - an extension telephone on the same line is in use, or
  - you are sending or receiving a fax document.
- Please contact your telephone company for details and availability of this service in your area.

1 Press [▼] or [▲].

Example:

Caller's list
10 new calls
▼=Directory list

2 Press [▼] to search from the most recent call.  
Press [▲] to search from the oldest call.

Example:

SMITH, JACK	EDIT
1-222-333-4444	
3:10P JUN. 10	

3 Press [TALK], [SP-PHONE], or the left soft key ([DIAL]) to return the call.  
The unit will start dialing automatically.

Note:  
After viewing all of the new caller information, "RECEIVED CALLS" will disappear.

What "v" means  
The display shows a "v" after you have viewed, answered, or returned this call.

Example:

SMITH, JACK	EDIT
1-222-333-4444	
3:10P JUN. 10	

- If the same caller calls again, the call entry with "v" will be replaced with the new call entry.
- The base unit and handset (and any additional handsets) store caller information individually. When a call or message is viewed, answered, returned, or played back on one extension, the others will not add a "v".
- When a message is played back using a handset (page 64), a "v" will not be added in the caller information of the handset.

**if the same person calls more than once**  
Only the date and time of the most recent call will be stored. The number of times the person called ("x2" to "x9") will be displayed.  
Example: The same person called 3 times.

SMITH, JACK	EDIT
1-222-333-4444	
10:15P JUN. 10 X3	

### 3.9 Viewing and calling back using caller information

If the unit has received new calls, the following will be displayed while the unit is not in use:

Handset display:  
(When on the charger)

RECEIVED CALLS	PLAY
----------------	------

Handset display:  
(When off the charger)

RECEIVED CALLS	PLAY
----------------	------

Base unit display:

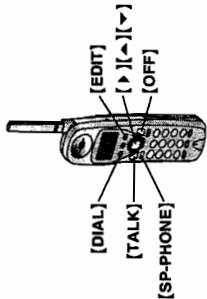
RECEIVED CALLS
----------------

- If the battery needs to be charged (page 20), "RECEIVED CALLS" will not be displayed. Using caller information, you can easily see who has called you and return their calls.

Important:

- Returning calls via caller information will not be possible in the following cases:
  - The telephone number includes data other than numbers (i.e., \* or #).
  - The caller information does not include a telephone number.

#### 3.9.1 Using the handset



Make sure the handset is not being used.

- After checking "x2" to "x9" will be replaced with a "v".

#### To stop viewing

Press [OFF] after step 2 on page 41.

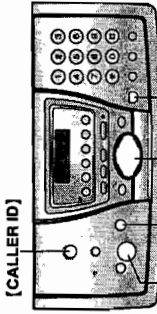
**To edit a telephone number**  
You can edit a phone number into one of 3 patterns to call back or store it into the directory. **Make sure the handset is not being used.** Press the right soft key ([EDIT]) repeatedly after step 2 on page 41. Each time you press [EDIT], the telephone number will be changed as follows:

- Local telephone number only
  - Area code - Local telephone number
  - 1 - Area code - Local telephone number
- The order in which patterns ①-③ are displayed depends on how the telephone number is displayed in step 2 on page 41.
- To return a call, press [TALK], [SP-PHONE] or the left soft key ([DIAL]).
  - To store a number in the directory, follow from step 2 of the handset storing procedure on page 44.

Note:

- If a 7-digit number comes without editing, "EDIT" will not display with the item and you cannot edit that 7-digit number.
- The unit provides an auto edit feature for Caller ID numbers. For details, see page 43.

#### 3.9.2 Using the base unit



1 Press [CALLER ID].

Example:

10 NEW CALLS
PRESS NAVI. [+ -]

2 Press [-] to search from the most recent calls.  
Press [+] to search from the oldest calls.

Example:

SMITH, JACK
11:20A JUL 20

- 3 Press [DIGITAL SP-PHONE] to call back the displayed party.
- The unit will start dialing automatically.
  - To send a fax, insert the document FACE DOWN and press [FAX/START].

Note:

- If the unit did not receive name information, the base unit display will show "NO NAME RCVD".
- After viewing all of the new caller information, "RECEIVED CALLS" will disappear.

#### To change the display of the caller information

Press [CALLER ID] repeatedly after step 2 on page 42.

Example:

SAM LEE	
11:20A JUL 20	

↓

1345678	
11:20A JUL 20	

#### What "v" means

The display shows a "v" after you have viewed, answered, or returned this call, or played back the message (page 62, 64) the caller left for you.

Example:

SAM LEE	
11:20A JUL 20 v	

- If the same caller calls again, the call entry with "v" will be replaced with the new call entry.
- The base unit and handset (and any additional handsets) store caller information individually. When a call or message is viewed, answered, returned, or played back on one extension, the others will not add a "v".
- When a message is played back using a handset, a "v" will not be added in the caller information of the handset.

**if the same person calls more than once**  
Only the date and time of the most recent call will be stored. The number of times the person called ("x2" to "x9") will be displayed.  
Example: The same person called 3 times.

SAM LEE
10:30P JUL 20 X3

- After checking "x2" to "x9" will be replaced with a "v".

#### To stop viewing

Press [STOP] after step 2 on page 42.

1 Press [▼] or [▲].

Example:

Caller's list
10 new calls
▼=Directory list

2 Press [▼] to search from the most recent call.  
Press [▲] to search from the oldest call.

Example:

SMITH, JACK	EDIT
1-222-333-4444	
3:10P JUN. 10	

3 Press [TALK], [SP-PHONE], or the left soft key ([DIAL]) to return the call.  
The unit will start dialing automatically.

Note:  
After viewing all of the new caller information, "RECEIVED CALLS" will disappear.

What "v" means  
The display shows a "v" after you have viewed, answered, or returned this call.

Example:

SMITH, JACK	EDIT
1-222-333-4444	
3:10P JUN. 10	

- If the same caller calls again, the call entry with "v" will be replaced with the new call entry.
- The base unit and handset (and any additional handsets) store caller information individually. When a call or message is viewed, answered, returned, or played back on one extension, the others will not add a "v".
- When a message is played back using a handset (page 64), a "v" will not be added in the caller information of the handset.

**if the same person calls more than once**  
Only the date and time of the most recent call will be stored. The number of times the person called ("x2" to "x9") will be displayed.  
Example: The same person called 3 times.

SMITH, JACK	EDIT
1-222-333-4444	
10:15P JUN. 10 X3	

### 3.9 Viewing and calling back using caller information

If the unit has received new calls, the following will be displayed while the unit is not in use:

Handset display:  
(When on the charger)

Received calls  
[CALL] [1]  
[PLAY]

Handset display:  
(When off the charger)

Received calls  
[CALL] [1]  
[PLAY]

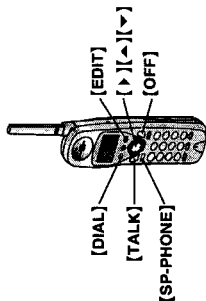
Base unit display:  
RECEIVED CALLS

- If the battery needs to be charged (page 20), "Received caller" will not be displayed. Using caller information, you can easily see who has called you and return their calls.

#### Important:

- Returning calls via caller information will not be possible in the following cases:
  - The telephone number includes data other than numbers (i.e., \* or #).
  - The caller information does not include a telephone number.

#### 3.9.1 Using the handset



Make sure the handset is not being used.

- 1 Press [▼] or [←].

Example:

Caller's list  
10 new calls  
[▶] Directory list

- 2 Press [▼] to search from the most recent call.

Press [▲] to search from the oldest call.

Example:

SMITH, JACK  
1-222-333-4444  
3:10P JUN.10  
[DIAL] [EDIT]

- 3 Press [TALK], [SP-PHONE], or the left soft key ([DIAL]) to return the call.

The unit will start dialing automatically.

#### Note:

- After viewing all of the new caller information, "Received calls" will disappear.

#### What "✓" means

The display shows a "✓" after you have viewed, answered, or returned this call.

Example:

SMITH, JACK  
1-222-333-4444  
3:10P JUN.10 ✓  
[DIAL] [EDIT]

- If the same caller calls again, the call entry with "✓" will be replaced with the new call entry.
- The base unit and handset (and any additional handsets) store caller information individually. When a call or message is viewed, answered, returned, or played back on one extension, the others will not add a "✓".
- When a message is played back using a handset (page 64), a "✓" will not be added in the caller information of the handset.

**If the same person calls more than once**  
Only the date and time of the most recent call will be stored. The number of times the person called ("x2" to "x9") will be displayed.

Example: The same person called 3 times.

SMITH, JACK  
1-222-333-4444  
10:13P JUN.10 x3  
[DIAL] [EDIT]

### 3. Telephone

- After checking "x2" to "x9" will be replaced with a "✓".

#### To stop viewing

Press [OFF] after step 2 on page 41.

#### To edit a telephone number

You can edit a phone number into one of 3 patterns to call back or store it into the directory. Make sure the handset is not being used.

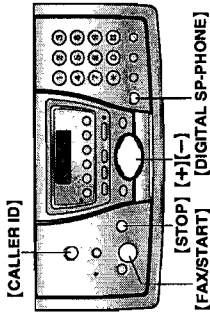
Press the right soft key ([EDIT]) repeatedly after step 2 on page 41. Each time you press ([EDIT]), the telephone number will be changed as follows:

- 1 Local telephone number only
  - 2 Area code - Local telephone number
  - 3 1 - Area code - Local telephone number
- The order in which patterns ①-③ are displayed depends on how the telephone number is displayed in step 2 on page 41.
  - To return a call, press [TALK], [SP-PHONE] or the left soft key ([DIAL]).
  - To store a number in the directory, follow from step 2 of the handset storing procedure on page 44.

#### Note:

- If a 7-digit number comes without editing, "EDIT" will not display with the item and you cannot edit that 7-digit number.
- The unit provides an auto edit feature for Caller ID numbers. For details, see page 43.

#### 3.9.2 Using the base unit



- 1 Press [CALLER ID].

Example:  
10 NEW CALLS  
PRESS NAVI. [+ -]

- 2 Press [-] to search from the most recent calls.

Press [+] to search from the oldest calls.

Example:  
SAM LEE  
11:20A JUL 20

- 3 Press [DIGITAL SP-PHONE] to call back the displayed party.
  - The unit will start dialing automatically.
  - To send a fax, insert the document FACE DOWN and press [FAX/START].

#### Note:

- If the unit did not receive name information, the base unit display will show "NO NAME RCV'D".
- After viewing all of the new caller information, "RECEIVED CALLS" will disappear.

#### To change the display of the caller information

Press [CALLER ID] repeatedly after step 2 on page 42.

Example:

SAM LEE  
11:20A JUL 20  
↓  
1345678  
11:20A JUL 20

#### What "✓" means

The display shows a "✓" after you have viewed, answered, or returned this call, or played back the message (page 62, 64) the caller left for you.

Example:

SAM LEE  
11:20A JUL 20 ✓  
• If the same caller calls again, the call entry with "✓" will be replaced with the new call entry.
- The base unit and handset (and any additional handsets) store caller information individually. When a call or message is viewed, answered, returned, or played back on one extension, the others will not add a "✓".
- When a message is played back using a handset, a "✓" will not be added in the caller information of the handset.

**If the same person calls more than once**  
Only the date and time of the most recent call will be stored. The number of times the person called ("x2" to "x9") will be displayed.

Example: The same person called 3 times.

SAM LEE  
10:30P JUL 20 x3

- After checking "x2" to "x9" will be replaced with a "✓".

#### To stop viewing

Press [STOP] after step 2 on page 42.

### 3. Telephone

- 2 Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
- 3 Scroll to "Caller ID edit" by pressing [▼] or [▲], and press [▶].
- 4 Press [▼] or [▲] repeatedly to select the desired setting.
- 5 Press the right soft key ([SAVE]).
- 6 Press [OFF].

#### 3.10.2 Using the base unit

- Keep the front cover page open for button locations.
- 1 Press [MENU].
- 2 Press [IT], then [7][5].
- 3 Press [+] or [-] repeatedly to select the desired setting.
- 4 Press [SET].
- 5 Press [MENU].

#### Note:

- If you fail to reach your destination when making a call, the phone number you dialed might have an incorrect pattern. Edit the phone number with another pattern (page 42, 43).
- When this feature is set to OFF the unit will still be able to display Caller ID, but incoming Caller ID numbers will not be automatically edited.

### 3.11 Erasing caller information

- Keep the front cover page open for button locations.

#### 3.11.1 Erasing all caller information

- Using the handset
- Make sure the handset is not being used.

**To edit a telephone number**  
You can edit a phone number into one of 3 patterns to call back or store it into the directory. Press [\*] repeatedly after step 2 on page 42. Each time you press [\*], the telephone number will be changed as follows:

- ① Local telephone number only
  - ② Area code - Local telephone number
  - ③ 1 - Area code - Local telephone number
- The order in which patterns ①-③ are displayed depends on how the telephone number is displayed in step 2 on page 42.
- To return a call, press [DIGITAL SP-PHONE].
  - To store the number in the directory, follow from step 3 of the base unit storing procedure on page 45.

#### Note:

- If a 7-digit number comes without editing, you cannot edit that 7-digit number.
- The unit provides an auto edit feature for Caller ID numbers. For details, see page 43.

### 3.10 Caller ID number auto edit feature

This feature allows the unit to automatically edit incoming phone numbers, and display or store phone numbers using a preset pattern of your choosing. (These 3 patterns are explained on page 42, 43, ①, ②, and ③.) For example, you may want the unit to ignore the area code of calls originating from your area code, so that you can call these numbers without dialing the area code. Once you have set a telephone number to be edited according to pattern ① or ②, all other numbers from the same area code will be automatically edited according to the same pattern. The unit can remember up to 4 area codes to be edited according to patterns ① and ②.

To activate this feature, you must first set this feature to ON, then make an outgoing call from the Caller ID list to a number which you have assigned to one of the auto edit patterns. This feature can be turned ON using either the handset or the base unit. The default setting is ON.

#### 3.10.1 Using the handset

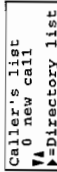
- Keep the front cover page open for button locations.

Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].

### 3. Telephone

- 1 Press [▼] or [▲].



- 2 Press [HOLD/CLEAR].
  - To cancel erasing, press [◀], then [OFF].
- 3 Press [HOLD/CLEAR] again.

Using the base unit

- 1 Press [MENU] repeatedly to display "CALLER SETUP".
- 2 Press [SET].
- 3 Press [SET] again.
  - To cancel erasing, press [STOP], then [MENU].
- 4 Press [SET].
- 5 Press [STOP].

#### 3.11.2 Erasing specific caller information

Using the handset

Make sure the handset is not being used.

- 1 Press [▼] or [▲] repeatedly to display the desired item.
    - To erase other items, repeat from step 1.
  - 2 Press [HOLD/CLEAR].
    - To erase other items, repeat from step 1.
  - 3 Press [OFF].
- Using the base unit
- 1 Press [CALLER ID].
  - 2 Press [+ ] or [- ] repeatedly to display the desired item.
    - To erase other items, repeat steps 2 to 3.
  - 3 Press [ERASE].
    - To erase other items, repeat steps 2 to 3.
  - 4 Press [STOP].

### 3.12 Storing caller information into the navigator directory

Important:

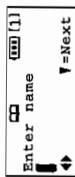
- This feature is not available in the following cases.
  - The telephone number includes data other than numbers (i.e., \* or #).

- The caller information does not include a telephone number.

#### 3.12.1 Into the handset

- Keep the front cover page open for button locations.
- Make sure the handset is not being used.
- 1 Press [▼] or [▲] repeatedly to display the desired item.
    - If the number requires editing, press the right soft key ([EDIT]) (page 42).
  - 2 Press [▶].
    - To stop storing, press [◀].
    - To continue storing other items, repeat from step 1.
    - To exit the programming mode, press [OFF].
  - 3 Press [▶] again.
    - To continue storing other items, repeat from step 1.
    - To exit the programming mode, press [OFF].

If there is no name information for the caller, "Enter name" will be displayed.



1. If a name is not required, press [▼]. If a name is required, enter the name (page 36). When finished, press [▼].

Example:



Example:



2. Press the right soft key ([SAVE]).
  - To continue storing other items, repeat from step 1.
  - To exit the programming mode, press [OFF].

#### 3.12.2 Into the base unit

- Keep the front cover page open for button locations.
- 1 Press [CALLER ID].
  - 2 Press [+ ] or [- ] repeatedly to display the desired item.

### 3. Telephone

- 2 Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
- 3 Scroll to "Caller ID edit" by pressing [▼] or [▲], and press [▶].
- 4 Press [▼] or [▲] repeatedly to select the desired setting.
- 5 Press the right soft key ([SAVE]).
- 6 Press [OFF].

#### 3.10.2 Using the base unit

- Keep the front cover page open for button locations.
- 1 Press [MENU].
- 2 Press [IT], then [7][5].
- 3 Press [+] or [-] repeatedly to select the desired setting.
- 4 Press [SET].
- 5 Press [MENU].

#### Note:

- If you fail to reach your destination when making a call, the phone number you dialed might have an incorrect pattern. Edit the phone number with another pattern (page 42, 43).
- When this feature is set to OFF the unit will still be able to display Caller ID, but incoming Caller ID numbers will not be automatically edited.

### 3.11 Erasing caller information

- Keep the front cover page open for button locations.

#### 3.11.1 Erasing all caller information

- Using the handset
- Make sure the handset is not being used.

**To edit a telephone number**  
You can edit a phone number into one of 3 patterns to call back or store it into the directory. Press [\*] repeatedly after step 2 on page 42. Each time you press [\*], the telephone number will be changed as follows:

- ① Local telephone number only
  - ② Area code - Local telephone number
  - ③ 1 - Area code - Local telephone number
- The order in which patterns ①-③ are displayed depends on how the telephone number is displayed in step 2 on page 42.
- To return a call, press [DIGITAL SP-PHONE].
  - To store the number in the directory, follow from step 3 of the base unit storing procedure on page 45.

#### Note:

- If a 7-digit number comes without editing, you cannot edit that 7-digit number.
- The unit provides an auto edit feature for Caller ID numbers. For details, see page 43.

### 3.10 Caller ID number auto edit feature

This feature allows the unit to automatically edit incoming phone numbers, and display or store phone numbers using a preset pattern of your choosing. (These 3 patterns are explained on page 42, 43, ①, ②, and ③.) For example, you may want the unit to ignore the area code of calls originating from your area code, so that you can call these numbers without dialing the area code. Once you have set a telephone number to be edited according to pattern ① or ②, all other numbers from the same area code will be automatically edited according to the same pattern. The unit can remember up to 4 area codes to be edited according to patterns ① and ②.

To activate this feature, you must first set this feature to ON, then make an outgoing call from the Caller ID list to a number which you have assigned to one of the auto edit patterns. This feature can be turned ON using either the handset or the base unit. The default setting is ON.

#### 3.10.1 Using the handset

- Keep the front cover page open for button locations.

Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].

- 3 Press [MENU].
- 4 If a name is required, enter up to 16 digits for the name (page 30).
- 5 Press [SET].
- 6 Press [SET].

**Note:**

- To print the Caller ID list, see page 93.

**3.13 Intercom**

The intercom feature makes it possible to have conversations between handsets and with the base unit, without using the telephone line. To make an intercom call, one extension must page (summon) the other by entering its extension number, shown in the top right of each display. The base unit's extension number is 0, and only the base unit can page all handsets at once. The extension number of the included handset is 1.

- Keep the front cover page open for button locations.

**3.13.1 Making intercom calls****Handset**

- 1 Press [INTERCOM/TRANSFER].
- 2 To page the base unit, press [0].
  - The base unit will beep for 1 minute.
- To page another handset, enter its extension number using a dialing button ([1] to [9]).
  - The destination handset will beep for 1 minute.

- 3 When the paged party answers, talk into the handset.

- You can switch to the speaker by pressing [SP-PHONE]. To switch back to the receiver, press [TALK].

- 4 To end the intercom, press [OFF] or place the handset on the charger.

**Base unit**

You can also locate a misplaced handset by paging it (Handset locator).

- 1 Press [LOCATOR/INTERCOM].
- 2 To page one handset, enter its extension number using a dialing button ([1] to [9]).
  - The handset will beep for 1 minute.
  - To stop paging, press [DIGITAL SP-PHONE] or [LOCATOR/INTERCOM].

**To page all handsets, press [0].**

- All handsets will beep for 1 minute.
- You can talk with the handset user who answers first.

- 3 When the paged party answers, talk into the microphone.

- 4 To end the intercom, press [DIGITAL SP-PHONE] or [LOCATOR/INTERCOM].

**3.13.2 Answering intercom calls****Handset**

When a handset is being paged, it will beep and display the paging extension's number.

**Example: Base unit is paging handset 1**

[0] [1]
Call from [0]

- 1 Press [TALK], [SP-PHONE] or [INTERCOM/TRANSFER] to answer the page.

- 2 To end the intercom, press [OFF] or place the handset on the charger.

**Base unit**

When the base unit is being paged, it will beep and display the paging extension's number.

**Example: Handset 1 is paging**

[CALL FROM [1 ]]
------------------

- 1 Press [LOCATOR/INTERCOM] or [DIGITAL SP-PHONE] to answer the page.
- 2 To end the intercom, press [DIGITAL SP-PHONE] or [LOCATOR/INTERCOM].

**Note:**

- When the ringer volume is OFF (page 27, 28), the handset and the base unit will ring at the low level when paged.

**During an intercom call**

- If you have difficulty hearing the other party, decrease the speaker volume.
- If you receive a phone call while talking on the intercom, you will hear 2 tones (feature #73 on page 72, or page 74). To answer the call, if you are using the handset, press [OFF], then press [TALK] or [SP-PHONE]. If you are using the base unit, press [DIGITAL SP-PHONE] twice.

**3.14 Transferring a call**

A telephone call can be transferred between two extensions using the intercom feature.

- Keep the front cover page open for button locations.

**3.14.1 To transfer a call from the handset**

- 1 During a phone call, press [INTERCOM/TRANSFER].

- "IN USE" will flash on the display and the call will be put on hold.

- 2 To page the base unit, press [0]. To page another handset, enter its extension number using a dialing button ([1] to [9]).

**Example: Calling a base unit**

[CALLING [0] Hold]
-----------------------

- If you do not wish to announce the transfer, skip to step 4.

- 3 Wait for the paged party to answer.
  - If the paged party does not answer, press [TALK] or [SP-PHONE] to return to the phone call.

- 4 To complete the transfer, press [OFF].

**To answer a transferred call with the base unit:**

- If the paged party announces the transfer, the paging extension's number is displayed. Press [DIGITAL SP-PHONE] or [TRANSFER] to answer the page.
- Example: Handset 1 is calling**

[CALL FROM [1 ]]
------------------

- After the paging party hangs up the call, you can talk to the outside caller.

- If the paged party hangs up before you answer the page, "INCOMING CALL" will be displayed. Press [TALK], [SP-PHONE] or [INTERCOM/TRANSFER] to answer the call, if you are using the handset, press [OFF], then press [TALK] or [SP-PHONE]. If you are using the base unit, press [DIGITAL SP-PHONE] twice.

**To answer a transferred call with another handset:**

- If the paged party announces the transfer, the calling extension will be

displayed. Press [TALK], [SP-PHONE] or [INTERCOM/TRANSFER] to answer the page.

**Example: Handset 1 is calling**

[Call from [1 ]]
------------------

- After the paging party hangs up the call, you can talk to the outside caller.

- If the paged party hangs up before you answer the page, "INCOMING CALL" will be displayed. Press [TALK] or [SP-PHONE] to take the transferred call.

**3.14.2 To transfer a call from the base unit**

- 1 During a phone call, press [TRANSFER].

- The call will be put on hold.

- 2 To page a handset, enter its extension number using a dialing button ([1] to [9]). To page all handsets, press [0].
  - If you do not wish to announce the transfer, skip to step 4.

- 3 Wait for the paged party to answer.

- If the paged party does not answer, press [DIGITAL SP-PHONE] twice to return to the outside call.

- 4 To complete the transfer, press [DIGITAL SP-PHONE].

**Note:**

- Even if you call all handsets, only the handset user who answers first can take the transferred call.

**To answer a transferred call with the handset:**

- If the paging party announces the transfer, the paging extension's number is displayed. Press [TALK], [SP-PHONE] or [INTERCOM/TRANSFER] to answer the page.
- Example: Base unit is calling**

[Call from [0 ]]
------------------

- After the paging party hangs up the call, you can talk to the outside caller.

- If the paged party hangs up before you answer the page, "Incoming call" will be displayed. Press [TALK] or [SP-PHONE] to take the transferred call.

#### During a transfer

- If you do not announce the transfer and the paged party does not answer within 1 minute after you hang up, your extension will ring and the transferred call will be returned to you. If you still do not answer the call within 4 minutes, the call will be disconnected. You may answer the call again by pressing [TALK], [SP-PHONE] or [DIGITAL SP-PHONE] at any time, provided the transfer has not been answered by another extension. When answering the call again, you may also transfer the caller into a mailbox (page 63).

### 3.15 Conference

A conference call allows two extensions to speak together with an outside caller. While you are talking with a caller, page the base unit or a handset to start the conference call.

- Keep the front cover page open for button locations.

#### 3.15.1 Handset

- 1 During a phone call, press [INTERCOM/TRANSFER].
  - "IN USE" will flash on the display and the call will be put on hold.
- 2 To page the base unit, press [0].  
OR  
To page another handset, enter its extension number using a dialing button ([1] to [8]).

3 When the paged party answers, press [CONF/FUNCTION] on your handset to make a conference call.  
Example: Conference with the base unit

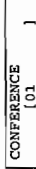


- You can switch to the speaker by pressing [SP-PHONE]. To switch back to the receiver, press [TALK].

- To leave the conference, press [OFF].  
The other two parties can continue the conversation.

#### 3.15.2 Base unit

- 1 During an outside call, press [LOCATOR/INTERCOM].
  - The call will be put on hold.
- 2 To page a handset, enter its extension number using a dialing button ([1] to [8]).
- 3 When the paged party answers, press [CONF] on the base unit to make a conference call.  
Example: Conference with handset 1



- To leave the conference, press [DIGITAL SP-PHONE]. The other two parties can continue the conversation.

#### During a conference call

- The phone call can be put on hold by pressing [HOLD/CLEAR] on the handset or [HOLD] on the base unit. Internal communications between extensions are not suspended. Only the person who placed the call on hold can resume the full conference; press [CONF/FUNCTION] on the handset or [CONF] on the base unit.
- One more extension can join the conference call (Call share feature, page 47).

### 3.16 Call share

This feature allows a handset or the base unit to join the existing outside call.

- Keep the front cover page open for button locations.

#### 3.16.1 To join a conversation (Call share feature)

2 additional extensions can join an existing phone call, for a total of 4 people (including the outside caller) taking part in the conference.

Handset:  
Press [TALK] or [SP-PHONE].  
Base unit:  
Press [DIGITAL SP-PHONE].

### 3.16.2 To prevent other users from joining your conversation (Call privacy feature)

You can turn the feature ON during a call.

#### Handset:

- Press the left soft key ([PRIVACY]) during a phone call.
- "PRIVACY" will be displayed on the first line.
  - To turn the feature OFF, press the left soft key ([PRIVACY]) again.

#### Base unit:

- Press [PRIVACY] during a phone call.
- The PRIVACY indicator turns ON.
  - To turn the feature OFF, press [PRIVACY] again.

#### Note:

- This feature will return to OFF after you hang up the call.

### 3.17 Room monitor feature

This feature allows you to listen in on a room where a handset or base unit is located. The monitored extension will not ring, allowing you to easily monitor, for example, a baby's room from different areas of the house. If you want to prevent your unit from being monitored by other extensions, leave this feature OFF (default setting). An extension currently in use cannot be monitored.

- Keep the front cover page open for button locations.

#### 3.17.1 Turning ON the room monitor feature (Handset)

This allows the handset to be monitored.

Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].
- 2 Scroll to "Initial setting" by pressing [▼] or [▲], then press [▶].
- 3 Scroll to "Room monitor" by pressing [▼] or [▲], then press [▶].
- 4 Press [▼] or [▲] to select "On".
- 5 Press the right soft key ([SAVE]).
- 6 Press [OFF].

#### 3.17.2 Turning ON the room monitor feature (Base unit)

This allows the base unit to be monitored.

- 1 Press [MENU].
- 2 Press [▶], then [7][4].
- 3 Press [+ ] or [- ] repeatedly to select "ON".
- 4 Press [SET].
- 5 Press [MENU].

#### Note:

- You can turn ON the base unit room monitor feature using the handset (page 76).

### 3.17.3 Monitoring a room

#### Using the handset

- 1 Press [INTERCOM/TRANSFER].
- 2 Press the right soft key ([MONITOR]).
- 3 To call the base unit, press [0].  
To call another handset, enter its extension number using a dialing button ([1] to [8]).  
Your handset will start to monitor the room through the destination unit.
  - "Room monitor" then the duration time will be displayed on the handset.
  - To monitor from the speaker, press [SP-PHONE]. To switch back to the receiver, press [TALK].
  - The monitored unit will display "ROOM MONITOR".

#### To end monitoring, press [OFF].

- The base unit user can stop being monitored by pressing [OFF].
- The base unit user can stop being monitored by pressing [OFF].
- The monitored handset user can stop being monitored by pressing [OFF].

#### Using the base unit

- 1 Press [LOCATOR/INTERCOM], then press [MUTE].
- 2 To call the handset, enter its extension number using a dialing button ([1] to [8]).  
The base unit will start to monitor the room through the handset.
  - "ROOM MONITOR" will be displayed on the base unit.
  - The monitored unit will display "Room monitor" then the duration time.
- 3 To end monitoring, press [LOCATOR/INTERCOM] or [DIGITAL SP-PHONE].
  - The monitored handset user can stop being monitored by pressing [OFF].

### 3. Telephone

#### Note:

- If the room monitor feature of the destination unit is OFF, "DENIED" will be displayed and busy tone will sound.

### 3.18 2-way radio communication (when the system has additional handsets)

If you purchase additional handsets (page 9), you can use two handsets in 2-way radio mode, which allows the two handsets to communicate with each other completely independent of the base unit. To use this feature, this 2-way radio mode must be turned ON for both handsets. Once the mode is ON, the handset can be used only to talk in 2-way radio mode, and the following features cannot be used:

- Making/answering external and internal calls
- Searching caller information or the directory
- Programming
- Accessing mailboxes to listen to messages
- Receiving Caller ID information

After using 2-way radio mode, remember to turn the mode OFF, otherwise battery life (page 20) will be shortened.

- Keep the front cover page open for button locations.

#### 3.18.1 To turn the 2-way radio mode ON

Make sure the handset is not being used.

- 1 Press [CONF/FUNCTION].
- 2 Scroll to "2way radio mode" by pressing [↔] or [▲], then press [▶].
- 3 Press [↔] or [▲] repeatedly to select "On".
- 4 Press the right soft key ([SAVE]).
  - The display will show "2way radio mode".

#### To turn the mode OFF

Place the handset on the charger.

- "2way radio mode" will disappear and the mode will turn OFF.
- You can also turn OFF the mode as follows:
  1. Press [CONF/FUNCTION].

### 4. Fax

#### 4.1 Sending a fax manually

- "PHOTO": For originals containing photographs, shaded drawings, etc.
- Using the "FINE", "SUPER FINE" and "PHOTO" settings will increase transmission time.
- If the resolution setting is changed during feeding, it will be effective from the next page.

#### To redial the last number

1. Press [REDIAL/PAUSE].
2. Press [FAX/START].
  - If the line is busy, the unit will automatically redial the number up to 2 times.
  - To cancel redialing, press [STOP].

#### To send more than 10 pages at a time

Insert the first 10 pages of the document. Add the other pages (up to 10 at a time) before the last page feeds into the unit.

#### Pre-dialing a fax number

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

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

#### Sending from memory (Quick scan feature)

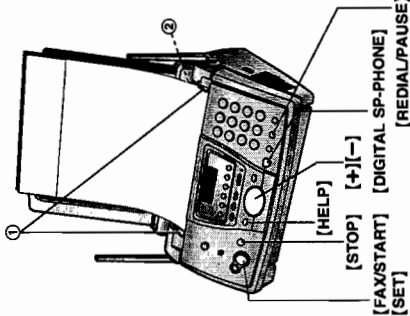
You can scan the document into memory before sending it. To use this feature, activate feature #34 (page 70).

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

- The document will be fed into the unit and scanned into memory. The unit will then transmit the data. If the document exceeds the memory capacity, transmission will be canceled and this feature will be turned OFF automatically. You must transmit the entire document manually.
- This feature cannot be used if [DIGITAL SP-PHONE], [TALK] or [SP-PHONE] is pressed.

#### To stop transmission

Press [STOP].



- 1 Adjust the width of the document guides (①) to the size of the document.
- 2 Insert the document (up to 10 pages) FACE DOWN (②) until a single beep is heard and the unit grasps the document.
- 3 If necessary, press [▶] or [←] repeatedly to select the desired resolution.
- 4 Press [DIGITAL SP-PHONE].
- 5 Dial the fax number.
- 6 When a fax tone is heard:  
Press [FAX/START].  
When the other party answers your call:  
Ask them to press their start button. When the fax tone is heard, press [FAX/START].

#### To select the resolution

Select the desired resolution according to the type of document.

- "STANDARD": For printed or typewritten originals with normal-sized characters.
- "FINE": For originals with small printing.
- "SUPER FINE": For originals with very small printing. This setting only works with other compatible fax machines.

2 Insert the document (up to 10 pages) FACE DOWN until a single beep is heard and the unit grasps the document.

3 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution (page 50).

4 Press **[▶]**.

5 Press **[\*]** or **[-]** repeatedly to display the desired item and press **[FAX/START]**.

#### Fax auto redial

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

• To cancel redialing, press **[STOP]**.

#### If your unit does not send a fax

- Confirm that you have entered the number correctly, and that the number is a fax number.
- Confirm that the other party's fax machine is answering by turning on the connecting tone feature (feature #76 on page 72).

## 4.4 Broadcast

### transmission

By programming items from the directory (page 37) 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. See page 52 for broadcast transmission instructions.

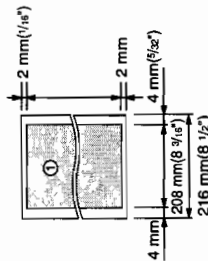
- Keep the front cover page open for button locations.

#### 4.4.1 Programming items into the broadcast memory

- 1 Press **[MENU]** repeatedly to display "DIRECTORY SET".
- 2 Press **[▶]**.
  - The number in brackets indicates the number of registered items.
- 3 Press **[+]** or **[-]** repeatedly to display the desired item.
- 4 Press **[SET]**.
  - To program other items, repeat steps 3 and 4 (up to 20 items).
- 5 Press **[SET]**.

#### Effective scanning area

- Shaded area (①) will be scanned.



#### Document weight

- Single sheet: 45 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (12 lb. to 24 lb.)
- Multiple sheets: 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (16 lb. to 21 lb.)

#### Note:

- Remove clips, staples or other fasteners.
- Do not send the following types of documents: (Use copies for fax transmission.)

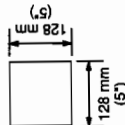
- Chemically treated paper such as carbon or carbonless duplicating paper
- Electrostatically charged paper
- Badly curled, creased or torn paper
- Paper with a coated surface
- Paper with a faint image
- Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- Check that ink, paste or correction fluid has dried completely.
- To transmit a document with a width of less than 210 mm (8 1/4"), we recommend using a copy machine to copy the original document onto A4 or letter-sized paper, then transmitting the copied document.

## 4.3 Sending a fax using the navigator directory

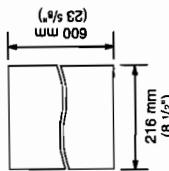
Before using this feature, program the desired names and telephone numbers into directory (page 37).

- Keep the front cover page open for button locations.
- 1 Adjust the width of the document guides to the size of the document.

#### Minimum document size



#### Maximum document size



ending a fax with the voice guide you can send documents by following the voice guide.

1. Press **[HELP]** 2 times.
  1. Press **[SET]**.
  1. Follow the voice guide.
- After transmission, the voice guide will turn OFF automatically.

#### Sending report for confirmation

Sending report provides you with a printed record of transmission results. To use this feature, activate feature #04 (page 68). For an explanation of error messages, see page 79.

#### Journal report

Journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 93. To print it automatically after every 30 new fax communications, activate feature #22 (page 69). For an explanation of error messages, see page 79.

## 4.2 Documents you can send

- Note:**
- If you program the wrong item, press **[STOP]** after step 4 to erase the item.
  - Confirm the stored items by printing a broadcast programming list (page 93).

### 4.4.2 Adding a new item into the broadcast memory

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

- 1 Press **[◀]** or **[▶]**.
- 2 Press **[+]** or **[-]** repeatedly to display "<BROADCAST>".
- 3 Press **[MENU]**.
- 4 Press **[\*]**.
- 5 Press **[+]** or **[-]** repeatedly to display the desired item.
- 6 Press **[SET]**.
  - To add other items, repeat steps 5 and 6 (up to 20 items).
- 7 Press **[STOP]** to exit the program.

### 4.4.3 Erasing a stored item from the broadcast memory

- 1 Press **[◀]** or **[▶]**.
- 2 Press **[+]** or **[-]** repeatedly to display "<BROADCAST>".
- 3 Press **[MENU]**.
- 4 Press **[▶]**.
- 5 Press **[+]** or **[-]** repeatedly to display the desired item you want to erase.
  - To cancel erasing, press **[STOP]**.
- 6 Press **[SET]**.
- 7 Press **[SET]** again.
  - To erase other items, repeat steps 5 to 7.
- 8 Press **[STOP]** to exit the program.

### 4.4.4 Sending the same document to pre-programmed parties

- 1 Insert the document FACE DOWN.
- 2 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution (page 50).
- 3 Press **[▶]**.



4 Press **[+]** or **[-]** repeatedly to display "BROADCAST".

5 Press **[SET]**.

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

**Note:**

- If you select "FINE", "SUPER FINE" or "PHOTO" resolution, the number of pages that the unit can transmit will decrease.
- If the document exceeds the memory capacity, transmission will be cancelled.
- If a party is busy or does not answer, it will be skipped and redialled later up to 2 times.

**To send the same document to a one-time group of items**

You can also select a one-time group of parties to send the same document to. After transmission, this group will be deleted.

1. Insert the document.
2. Press **[▶]**.
3. Press **[+]** or **[-]** repeatedly to display "ONE TIME BROADCAST".
4. Press **[SET]** to start programming the items you want to transmit to.
5. Press **[+]** or **[-]** repeatedly to display the desired item.
6. Press **[SET]**.
  - To program other items, repeat steps 5 and 6 (up to 20 items).
7. Press **[SET]** to start transmission to the programmed items.

**To cancel broadcast transmission**

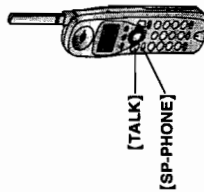
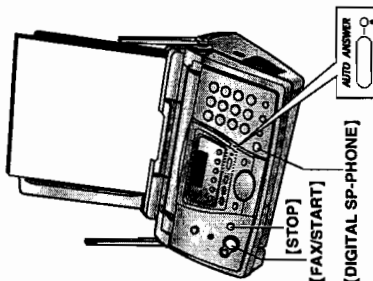
1. Press **[STOP]** while the unit displays "BROADCASTING".
  - The display will show "SEND CANCELLED?".
2. Press **[SET]**.

Set the fax machine to TEL mode by pressing **[AUTO ANSWER]** repeatedly to display the following.

- The AUTO ANSWER indicator turns OFF.

## 4.5 Receiving a fax manually (AUTO ANSWER OFF)

### 4.5.1 Activating TEL mode



### How to receive calls/faxes with the base unit

1. Press **[DIGITAL SP-PHONE]** to answer the call.
2. When:
  - document reception is required
  - a fax calling tone (slow beep) is heard, or
  - no sound is heard,
 press **[FAX/START]**.

**CONNECTING . . . . .**

- The unit will start fax reception.
- If you do not answer the call within 15 rings, the unit will temporarily activate the answering machine. The greeting message will then be played and the other party can then send a fax.

### How to receive calls/faxes with the handset

1. Lift the handset and press **[TALK]** or **[SP-PHONE]** to answer the call.
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.
  - You can also press **[FAX/START]** on the base unit.

**Note:**

- To receive fax documents using the handset, you must set remote fax activation to ON (feature #41, page 71) beforehand.

### To stop receiving

Press **[STOP]**.

### How to receive faxes with an extension telephone

You can receive fax documents using an extension telephone.

**Important:**

- Use a touch tone telephone as the extension telephone.

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,

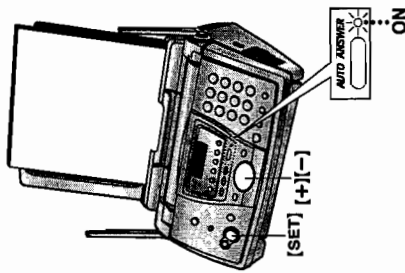
press **\*#9** (default fax activation code) firmly.

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

**Note:**

- To receive fax documents using the extension telephone, you must set remote fax activation to ON (feature #41 on page 71) beforehand.

## 4.6 Receiving a fax automatically (AUTO ANSWER ON)



### 4.6.1 Activating TAM/FAX mode

1. Set feature #77 to "TAM/FAX" (page 73) beforehand.
2. Press **[AUTO ANSWER]** repeatedly to display the following.

**TAM/FAX MODE  
2 RINGS**

- The unit announces "Answer set" and the current day and time.
- The unit will announce the remaining recording time if it is less than 5 minutes.
- The display will show the ring setting in TAM/FAX mode. If you wish to change it,

- press **[+]** or **[-]** repeatedly to display the desired setting, and press **[SET]**.
- The AUTO ANSWER indicator turns ON.
  - The remaining time for recording messages will be displayed.

**Note:**

- The maximum recording time allowed for each message can be changed (feature #10 on page 69, or page 75).
- While an incoming call is being recorded, you can monitor it through the speaker. If this feature is not required, set feature #67 to OFF (page 72).
- If the unit announces "Memory full" and "ALL MAILBOX FULL" is displayed on the base unit, erase unnecessary messages (page 63, 65).

**How to receive calls**

- When receiving calls, the unit works as a fax and/or answering machine.
- If the call is a phone call, the unit will record a voice message automatically.
  - If a fax calling tone is detected, the unit will receive a fax automatically.

**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.

- The caller calls your unit.
  - The answering machine will answer the call.
- The caller can leave a message after the greeting message.
  - The caller presses **\*9**.
  - The unit will activate the fax function.
- The caller presses the start button to send a document.

**Changing the ring setting in TAM/FAX mode**

You can select from "2" (default), "3", "4", "5", "6", "7" or "TOLL SAVER". This setting can be changed by feature #06 on page 69, or page 75.

- "TOLL SAVER"**: When you call the unit from a remote location to listen to new messages (page 66), the number of times the unit rings will tell you if there are any new voice messages. The unit will answer on the 2nd ring when there is at least one new recorded message. The unit will answer on the 4th ring when there are no new recorded messages. If you do not want to listen to old messages,

hang up when you hear the 3rd ring, because it indicates there are no new messages. You will not pay for the call.

**Note:**

- If you set to "5", "6" or "7", receiving faxes may not be possible.

**4.6.2 Activating FAX ONLY mode**

- Set feature #77 to "FAX ONLY" (page 73) beforehand.
- Press **[AUTO ANSWER]** repeatedly to display the following.

FAX ONLY MODE  
3 RINGS

- The display will show the ring setting in FAX ONLY mode. If you wish to change it, press **[+]** or **[-]** repeatedly to display the desired setting, and press **[SET]**.
- The AUTO ANSWER indicator turns ON.

**How to receive calls**

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

## 5.1 Distinctive Ring service from your phone company

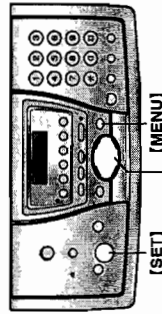
This service is convenient if you wish to have a different number for your fax machine and telephone, even when you use them on a single telephone line.

Distinctive Ring is a service offered by your local telephone company which allows you to use several telephone numbers on one telephone line. When a call is made to one of your phone numbers, the telephone company sends a ring pattern to your telephone line to indicate which number the call is intended for. By setting up this unit for Distinctive Ring, you can make the fax machine automatically start tax reception when a call comes to the fax number.

To use this service, you must subscribe to the Distinctive Ring service offered by your local telephone company.

## 5.2 Using two or more phone numbers on a single telephone line

### 5.2.1 Activating the Distinctive Ring feature



- Press **[MENU]**.
- Press **[\*]**, then **[3][1]**.
- Press **[+]** or **[-]** repeatedly to select "ON".
- Press **[SET]**.
- Press **[MENU]**.

**How to receive calls**

If the incoming call is for the fax number, the fax machine will ring with the assigned ring pattern and automatically start fax reception.

- If the incoming call is for the phone number:
  - the fax machine will keep on ringing in TEL mode.
  - the fax machine will record a voice message in TAM/FAX mode.
  - fax communication will be attempted in FAX ONLY mode.

## 5.3 Using three or more phone numbers on a single telephone line


You may wish to use three or more phone numbers for a single telephone line to distinguish which number the call was addressed to. A different ring pattern must be assigned for each number.

Example: Using three phone numbers

Telephone number	Ring pattern	Use
012 1234	Standard ring	Personal
012 5678	Double ring	Business
012 9876	Triple ring	Fax

To use one phone number for the fax, program the ring pattern assigned for the fax in feature #32 (page 57). In the example, the ring pattern assigned for fax is a triple ring, so you should program "C" (triple ring).

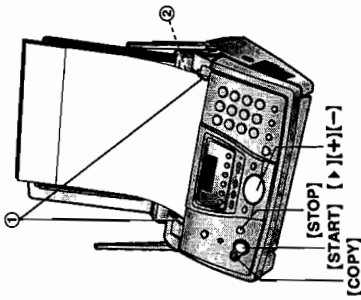
Ring pattern	Settings in feature #32
Standard ring (one long ring)	<b>A</b>
1st ring  2nd ring	
Double ring (two short rings)	<b>B</b>
1st ring  2nd ring	
Triple ring (short-long-short rings)	<b>C</b>
1st ring  2nd ring	

Ring pattern	Settings in feature #32
Other triple ring (short-short-long rings)	D
	

### 5.4 Programming the ring pattern assigned for fax

- Keep the front cover/page open for button locations.
- 1 Set feature #31 to "ON" (page 56).
  - 2 Press [MENU].
  - 3 Press [□], then [3][2].
  - 4 Press [+\*] or [-] repeatedly to select the ring pattern assigned for fax.
    - A: Standard ring (one long ring)
    - B: Double ring (two short rings)
    - C: Triple ring (short-long-short-rings)
    - D: Other triple ring (short-short-long rings)
- B-D (default setting):** For the ring pattern of B, C and D
- 5 Press [SET].
  - 6 Press [MENU].

### 6.1 Making a copy



- 1 Adjust the width of the document guides (①) to the size of the document.
  - 2 Insert the document (up to 10 pages) FACE DOWN (②) until a single beep is heard and the unit grasps the document.
  - 3 If necessary, press [+\*] or [-] repeatedly to select the desired resolution.
  - 4 Press [COPY].
    - If necessary, enter the number of copies (up to 30).
  - 5 Press [START].
    - The unit will start copying.
- Note:**
- Any transmittable document can be copied (page 51).

#### To select the resolution

- Select the desired resolution according to the type of document.
- "FINE": For printed or typewritten originals with small printing.
  - "SUPER FINE": For originals with very small printing.
  - "PHOTO": For originals containing photographs, shaded drawings, etc.
- If you select "STANDARD", copying will be done using "FINE" mode.

#### Quick scan feature

This feature is helpful when you want to copy a document, but do not want to wait for the unit to print the copy because you need the document for other uses. The unit can scan a document into memory, release the original document, then print the copy. To use this feature, activate feature #34 (page 70).

- The document will be fed into the unit and scanned into memory. The unit will then print the data.
- If the document exceeds the memory capacity, copying of the exceeded document will be canceled and this feature will be turned OFF automatically.

#### To stop copying

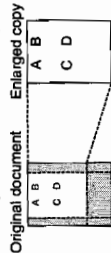
Press [STOP].

### 6.1.1 More copying features

#### To enlarge a document

1. Press [▶] after step 4 on page 58.
2. Press [+\*] repeatedly to select "150%", or "200%".
3. Press [START].
  - The unit will enlarge the center 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**



#### To reduce a document

1. Press [▶] after step 4 on page 58.
2. Press [-] repeatedly to select "92%", "86%" or "72%".
3. Press [START].

becomes full while storing, the unit will only print out the stored pages.

- After copying, the collating feature will turn OFF automatically.

Setting	Recording paper size	Original document size
100% (default)	Letter Legal	Letter, A4, Legal
92%	A4, Letter	A4, Letter
86%	Letter	A4
72%	Letter	A4
	Letter	Legal
	A4	Legal

Letter = 216 mm x 279 mm (8 $\frac{1}{2}$ " x 11")  
 Legal = 216 mm x 356 mm (8 $\frac{1}{2}$ " x 14")  
 A4 = 210 mm x 297 mm (8 $\frac{1}{4}$ " x 11 $\frac{1}{16}$ ")

**Note:**

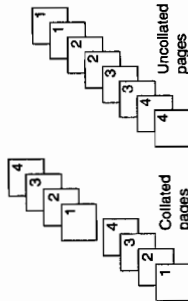
- If the appropriate reduction rate is not selected, the document may be divided and the top of the second page will be deleted.
- If the image at the bottom of the document is not copied when you copy a document that is the same length as the recording paper, try 92% or 86%.

**To collate multiple copies**

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

- After step 4 on page 58, enter the number of copies (up to 30).
- Press **[▶]** 2 times.
  - "COLLATE OFF" will be displayed.
- Press **[+]** or **[-]** repeatedly to display "COLLATE ON".
- Press **[START]**.

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

**Note:**

- The unit will store the documents into memory while collating the copies. If memory

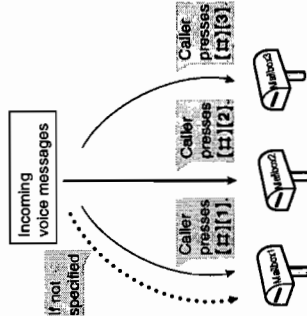
**7.1 Mailbox features**

This unit provides 3 mailboxes (mailbox 1, 2, 3) for recording voice messages. Callers using a touch tone phone can leave a message in a specific mailbox by entering a mailbox number. Callers who use rotary phones or do not specify a mailbox can leave messages in mailbox 1. Also, passwords can be assigned to mailboxes 2 and 3. This is useful if you share the unit with other people, because only the person who knows the mailbox password can listen to messages in a mailbox.

**7.1.1 To use a mailbox**

- Record your TAM/FAX greeting message (page 61).
- Program a password for mailbox 2 or 3, if necessary.
  - For mailbox 2 password, see feature #51 of the base unit programming (page 71).
  - For mailbox 3 password, see feature #52 of the base unit programming (page 71).
- You can also program a password using the handset (page 76).

- Set the unit to TAM/FAX mode (page 54).

**7.1.2 When a caller calls**

- Call your unit from a remote touch tone telephone.
  - The TAM/FAX greeting message will be played.
- Press **[#]** and the desired mailbox number (**(1)**, **(2)** or **(3)**).

- If the caller does not enter a mailbox number, the message will be recorded in mailbox 1.

- After your unit announces "Please leave your message.", leave a message.

**Note:**

- The total recording time is about 15 minutes. If messages are recorded in noisy rooms, the time may be shortened by up to 3 minutes.
- A maximum of 64 messages (including the greeting message and memo messages) can be recorded.
- You can transfer a call to one of the mailboxes, so that callers can leave a message there (page 63).

**Caller's recording time**

You can select the caller's recording time (feature #10 on page 69, or page 75). The default setting is 3 minutes.

becomes full while storing, the unit will only print out the stored pages.

- After copying, the collating feature will turn OFF automatically.

Setting	Recording paper size	Original document size
100% (default)	Letter Legal	Letter, A4, Legal
92%	A4, Letter	A4, Letter
86%	Letter	A4
72%	Letter	A4
	Letter	Legal
	A4	Legal

Letter = 216 mm x 279 mm (8 $\frac{1}{2}$ " x 11")  
 Legal = 216 mm x 356 mm (8 $\frac{1}{2}$ " x 14")  
 A4 = 210 mm x 297 mm (8 $\frac{1}{4}$ " x 11 $\frac{1}{16}$ ")

**Note:**

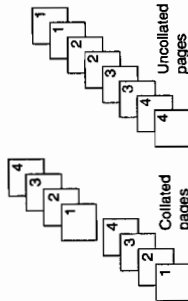
- If the appropriate reduction rate is not selected, the document may be divided and the top of the second page will be deleted.
- If the image at the bottom of the document is not copied when you copy a document that is the same length as the recording paper, try 92% or 86%.

**To collate multiple copies**

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

- After step 4 on page 58, enter the number of copies (up to 30).
- Press **[▶]** 2 times.
  - "COLLATE OFF" will be displayed.
- Press **[+]** or **[-]** repeatedly to display "COLLATE ON".
- Press **[START]**.

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

**Note:**

- The unit will store the documents into memory while collating the copies. If memory

## Note:

- If 6 beeps sound and the unit announces "your greeting was not recorded. Record your greeting again.", start again.
- You can choose 60 seconds for your TAM/FAX greeting message (feature #54 on page 72).
  - If you change the maximum greeting message time to 60 seconds, we recommend that you tell the caller in your TAM/FAX greeting message to press \*9 before starting fax transmission.
  - If you change the maximum greeting message time from 60 seconds to 16 seconds, your current greeting message will be deleted. When a call is received, the pre-recorded greeting message will be played.

**Checking the greeting message**

- Press **[GREETING]**.
- The unit will play the greeting message.

**7.2.1 Erasing your recorded greeting message**

- Press **[GREETING]**, and then press **[ERASE]** while your greeting message is played.
- The unit will answer a call with a pre-recorded greeting message.

**7.2.2 Pre-recorded greeting message**

If you do not record a greeting message, one of two pre-recorded messages will be played when a call is received, depending on the caller's recording time (feature #10 on page 69, or page 75).

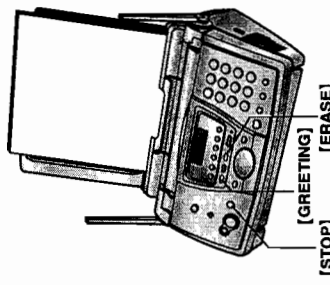
**To check the pre-recorded greeting, press [GREETING].**

- A pre-recorded greeting will be played as follows:
  - When the recording time is set to "1 MIN", "2 MIN" or "3 MIN":  
"Hello! We are unable to answer right now. To send a fax, please start transmission. To leave a voice message, please speak after the beep. Thank you."
  - When the recording time is set to "GREETING ONLY":  
"Hello! We are unable to answer right now. Please try again later. Thank you."

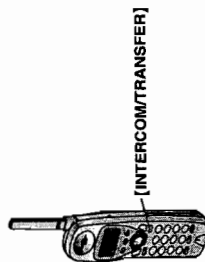
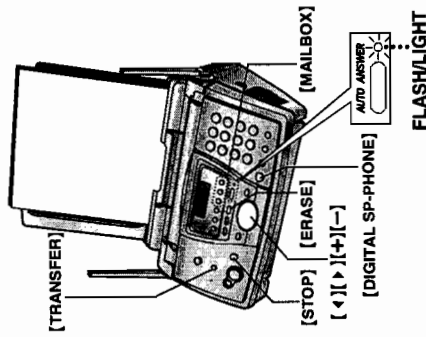
**7.2 Recording your greeting message**

You can record your own greeting message for TAM/FAX mode, for a maximum of 16 seconds (default) or 60 seconds in length. We recommend you record a message of less than 12 seconds to make it easier to receive faxes. If a greeting message is not recorded, one of two pre-recorded greetings will be played when a call is received (page 61).

**Suggested message:** "This is (your name). We are unable to answer right now. To send a fax, start transmission. To leave a message for John, press [1] and [1], for Jane press [2] and [2], for Jack press [3] and [3]. Or just stay on the line and leave a message after the beep. Thank you."



Mailbox 3 has no messages.

**7.4.1 To play back messages**

Press the **[MAILBOX]** button whose icon is flashing on the display (**[MAILBOX 1]**, **[MAILBOX 2]** or **[MAILBOX 3]**).

- The unit will announce "Mailbox (no.)," and the number of new messages in the mailbox, and will play back the new messages.
- If old messages exist with new messages in the mailbox, only new messages will be played back.
- When the mailbox has no new messages, the unit will announce "Mailbox (no.), no new

**7.3 Leaving a message for others or yourself**

You can record a voice memo to leave a private message for yourself or someone else.

- Keep the front cover page open for button locations.

- 1 Press **[MEMO]**.
  - The unit will announce "Please select mailbox."
- 2 Within 5 seconds, press a **[MAILBOX]** button (**[MAILBOX 1]**, **[MAILBOX 2]** or **[MAILBOX 3]**).
  - A long beep will sound.
- 3 Speak clearly about 20 cm (8 inches) away from the microphone.
- 4 When finished recording, press **[MEMO]** or **[STOP]**.

## Note:

- If you record for over 3 minutes, the unit will stop recording.
- If 6 beeps sound and the unit announces "Your message was not recorded. Record your message again," start again.
- If 6 beeps sound and the unit announces "Memory full", the unit will exit recording mode. Erase unnecessary messages (page 63) and try again.

**7.4 Listening to recorded messages**

The base unit display will show the total number of recorded messages.

When the unit has recorded new voice messages:

- The **AUTO ANSWER** indicator will flash when **AUTO ANSWER** is turned ON.
- The mailbox icons which contain new messages will flash on the base unit display.
- If only old messages exist in a mailbox:
  - The **AUTO ANSWER** indicator will be lit but will not flash when **AUTO ANSWER** is turned ON.
  - The mailbox icons will be lit but will not flash.

## Example:

**10 messages exist in total;**  
**Mailbox 1 has new messages;**  
**Mailbox 2 has old messages;**

## 7. Answering Machine

messages. All message playback, and will play back all messages in the mailbox.

### 1 Press [MAILBOX 2] or [MAILBOX 3].

- The unit will announce "Enter mailbox password" and "PASSWORD" will be displayed.

### 2 Enter the mailbox password (feature #51 on page 71, feature #52 on page 71, or page 76).

- The unit will announce "Mailbox (no.)" and the number of new messages in the mailbox, and will play back the new messages. If there are no new messages, all messages in the mailbox will be played back.

### During playback

- The display shows the message number of the mailbox.
- Example:** While the first message of the mailbox is being played back.

◀ REPEAT ▶ SKIP 01

- Adjust the speaker volume using [+ ] or [- ].
- At the end of the last message of the mailbox, the unit announces "End of final message". The unit will announce the remaining recording time if it is less than 5 minutes.
- If a call is being received, you will hear incoming call tones (feature #73 on page 72, or page 74). To answer the call, press [DIGITAL SP-PHONE].
- If the unit announces "Memory full" after playback, erase unnecessary messages (page 63).

### To repeat a message

- Press [ 4 ] while listening to the message.
- If you press [ 4 ] within 5 seconds of the beginning of the message, the previous message will be played.
- To play back a specific message, press [ 4 ] or [ ▶ ] and search for the message you want to listen to.

### To skip a message

- Press [ ▶ ] to play the next message.

### To stop playback temporarily

- Press [STOP].

the caller to press # and the intended mailbox number before the transfer.

### 1 Press [INTERCOMTRANSFER] on the handset or press [TRANSFER] on the base unit.

- "IN USE" will flash on the handset.
- ### 2 Press [9] to hang up the call.
- After you press [9], the caller can then access a mailbox and leave a message there (page 60).

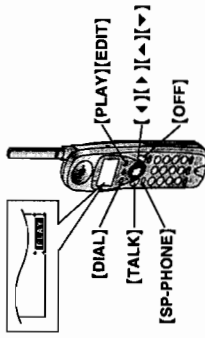
### Note:

- Even if you subscribed to a Caller ID service (page 40), caller information will not be recorded while the transferred caller is recording a message or while that message is being played. The unit will store the caller information if the transferred call is an incoming call.

## 7.5 Remote operation with the handset

### 7.5.1 Listening to recorded messages

You can access the mailboxes from your handset and listen to messages. If "PLAY" flashes on the handset display, there are new messages in a mailbox(es).



- 1 Press the right soft key ([PLAY]).
  - A beep will sound and the unit will announce "Please select mailbox." To switch to the receiver, press [TALK]. To switch back to the speaker, press [SP-PHONE].

- The mailboxes that have new messages will flash.

### Example:

Remote operation:  
#1=Mailbox1  
#2=Mailbox2  
#3=Mailbox3

### 2 Press [ 1 ] (mailbox 1), [ 2 ] (mailbox 2) or [ 3 ] (mailbox 3).

- If "Enter mailbox password" is announced and displayed, mailbox 2 or 3 has a password. Enter it (feature #51 on page 71, feature #52 on page 71, or page 76).
- The unit will announce "Mailbox (no.)" and the number of new messages in the mailbox, and will play back the new messages.
- To play all messages in the mailbox, press [5].
- You can enter the desired direct commands for other functions (page 65).
- If you do not enter a direct command after playback, the voice menu will start (page 64).

### 3 Press [OFF] to end the operation.

### Note:

- If you do not select a mailbox in step 2, the unit will announce the number of new messages in mailbox 1 and they will be played.

### During playback

- Adjust the speaker or receiver volume using [▼] or [▲].
- At the end of the last message of the mailbox, the unit announces "End of final message". The unit will announce the remaining recording time, if it is less than 5 minutes.
- If a call is being received, you will hear incoming call tones (feature #73 on page 72, or page 74). To answer the call, press [TALK] or [SP-PHONE].
- If the unit announces "Memory full" after playback, erase unnecessary messages (page 65).

### Voice menu for handset remote operation

If no commands are entered after you listened to new messages in the mailbox and the unit announced "End of final message", the handset will start the following voice menu.

- "Press 4 to play back new messages. Press 5 to play back all messages."
- You can enter direct commands even after the voice menu has started.

**To switch to another mailbox**

Press **[\*]** and the mailbox number (**[1]**, **[2]** or **[3]**) during the remote operation.

**7.5.2 Remote operation using the direct commands**

- [1] Repeat (During playback)**
- The current message is repeated.
  - If pressed within 5 seconds of playback, the previous message will be played.
  - You can also press **[4]** to repeat a message.

- [2] Skip (During playback)**
- The current message is skipped. The next message is played.
  - You can also press **[>]** to skip a message.

- [3] Changing playback speed (During playback)**
- Each time you press the button, the playback speed will change between slow/normal. "s.l.o.w." will be displayed for the slow speed.

- [4] New message playback**
- Only new messages are played back.

- [5] All message playback**
- All messages are played back.
- [9] Stop**
- Operation is stopped temporarily.
  - To resume operation, enter a direct command within 15 seconds, or the voice menu will start (page 64).

- [\*][4] Erasing a specific message (During playback)**
- The current message is erased.
  - A short beep will sound and the next message will be played.

- [\*][5] Erasing all messages**
- All recorded messages in the mailbox are erased.
  - A long beep will sound and the unit will announce "Mailbox (no.), no messages."
- [\*][1] Selecting mailbox 1**
- Mailbox 1 is selected and the unit announces the number of new messages in mailbox 1.

- [\*][2] Selecting mailbox 2**
- If mailbox 2 has a password (feature #51 on page 71, or page 76), enter it. Mailbox 2 is selected and the unit announces the number of new messages in mailbox 2.

- [\*][3] Selecting mailbox 3**
- If mailbox 3 has a password (feature #52 on page 71, or page 76), enter it. Mailbox 3 is selected and the unit announces the number of new messages in mailbox 3.

**For Caller ID service users (page 40)**

During playback, the display shows the name and/or number of the caller whose message is being played.

Example:  
SMITH, JACK  
1-234-567-8901  
--Message 1--  
4-Repeat >-SKIP  
**DIAL**      **EDIT**

You can call back the displayed number using the handset

Press the left soft key (**[DIAL]**) while the number is displayed.

- The handset stops playback and automatically dials the phone number.
- If you need to edit the phone number to return the call, press the right soft key (**[EDIT]**) until the desired edit pattern is displayed. The number will be edited to one of 3 patterns (page 42). You can then return the call.

**7.6 Operating from a remote location**

You can call your unit from a remote location and access the answering machine.

- Important:**
- Program the remote operation ID beforehand (feature #11 on page 69, or page 76).
  - Set the unit to TAM/FAX mode before going out (page 54).
  - Use a touch tone telephone for remote operations.

**Helpful hints:**

- When you press a button, press firmly.
- Please make a copy of the following table, and carry it with you when you go out.

3 Answering machine remote operation	
1. Call your unit.	<b>[3]</b> Slows down playback speed
2. During or after the greeting message, — to access mailbox 1, enter the remote operation ID.	<b>[4]</b> New message playback
— If mailbox 2 or 3 has a password, enter the password of the mailbox you want to access.	<b>[5]</b> All message playback
3. Follow the voice menu or enter the direct commands within 10 seconds.	<b>[9]</b> Stops the operation temporarily
• To record a message, call your unit, press <b>[*]</b> and the mailbox number (1, 2 or 3), then leave a message.	<b>[*][4]</b> Erases a specific message
	<b>[*][5]</b> Erases all messages
	<b>[0]</b> Turns OFF the answering machine
<b>Buttons</b>	<b>[*][1]</b> Selecting mailbox 1
<b>[1]</b>	<b>[*][2]</b> Selecting mailbox 2
<b>[2]</b>	<b>[*][3]</b> Selecting mailbox 3

**7.6.1 Summary of remote operation**

- 1 Call your unit.
- 2 During or after the TAM/FAX greeting message;
  - For mailbox 1
  - Press the remote operation ID.
  - For mailbox 2 or 3 (when you program the password)
  - Enter the password.
- 3 Start remote operations.
  - When there are new recorded messages
    - The unit will announce "Mailbox (no.)" and the number of new messages in the mailbox, and will play back the new messages.

When voice memory is full  
Voice guide:  
"Memory full"  
Erase unnecessary messages.

- 4 After 3 seconds, the voice menu will start (page 67). Follow the menu or enter the direct commands (page 65).
- 5 To end remote operation, hang up.
  - OR
  - To listen to messages in another mailbox, press **[\*][1]** (mailbox 1), **[\*][2]** (mailbox 2) or **[\*][3]** (mailbox 3).
    - If the unit announces "Enter mailbox password," mailbox 2 or 3 has a password (feature #51 on page 71, feature #52 on page 71, or page 76). Enter the password.

**Note:**

- The unit will announce the remaining recording time after playback, if it is less than 5 minutes.
- The messages are saved.

## 7. Answering Machine

- To resume operation, enter a direct command within 15 seconds, or the voice menu will start (page 67).

### [\*][4] Erasing a specific message (During playback)

- The current message is erased.
- A short beep will sound and the next message will be played.

### [\*][5] Erasing all messages

- All recorded messages in the mailbox are erased.

- A long beep will sound and the unit will announce "Mailbox (no.), no messages."

### [0] Turning OFF the answering machine

- The unit hangs up and will not answer calls until turned ON again (page 54, 67).

### [\*][1] Selecting mailbox 1

- Mailbox 1 is selected and the unit announces the number of new messages in the mailbox.

### [\*][2] Selecting mailbox 2

- If mailbox 2 has a password (feature #51 on page 71, or page 76), enter it. Mailbox 2 is selected and the unit announces the number of new messages in the mailbox.

### [\*][3] Selecting mailbox 3

- If mailbox 3 has a password (feature #52 on page 71, or page 76), enter it. Mailbox 3 is selected and the unit announces the number of new messages in the mailbox.

### Turning ON the AUTO ANSWER mode

Call your unit and let it ring 15 rings.

- The unit will answer your call with the greeting message, and AUTO ANSWER mode will be turned ON.
- When AUTO ANSWER is turned ON, the receiving mode will be set to FAX ONLY or TAM/FAX mode, depending on the setting of feature #77 (page 73).

### 7.6.4 Interrupting remote

#### operation

If you mistakenly answer the call while a user is accessing a mailbox from a remote location:

- 1 Press [INTERCOM/TRANSFER] on the handset or [TRANSFER] on the base unit.
- 2 Press [0].
  - The user can then access a mailbox by entering the remote code or the mailbox password.

### 7.6.2 Remote operations following voice menu

During remote operation, the unit will provide voice prompts in the following order.

① "Press 1 to play back all messages. Press 2 for other functions."

[1]: All recorded messages in the mailbox will be played back.

[2]: Voice prompt ② is announced.

② "Press 1 to play back new messages. Press 2 for other functions."

[1]: Only new messages in the mailbox will be played back.

[2]: Voice prompt ③ is announced.

③ "Press 1 to record your message. Press 2 for other functions."

[1]: The unit will announce "Please leave your message," and you can leave your own voice message in the mailbox. When you finish recording, hang up.

[2]: Voice prompt ④ is announced.

④ "Press 1 to erase all messages. Press 2 for other functions."

[1]: All recorded messages in the mailbox will be erased and the unit will announce "Mailbox (no.), no messages."

[2]: Voice prompt ① is announced.

### 7.6.3 Remote operation using the direct commands

[1] Repeat (During playback)

- The current message is repeated.
- If pressed within 5 seconds of playback, the previous message will be played.

[2] Skip (During playback)

- The current message is skipped. The next message is played.

[3] Slow talk message playback (During playback)

- Each time you press the button, the playback speed will change between slow/normal.

[4] New message playback

- Only new messages are played back.

[5] All message playback

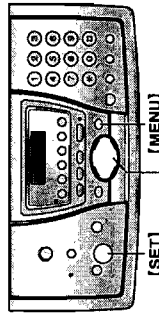
- All messages are played back.

[9] Stop

- Operation is stopped temporarily.

## 8. Programmable Features

### 8.1 Base unit programming



- 5 Press [+ ] or [- ] repeatedly to display the desired setting.
  - This step may be slightly different depending on the feature.

### 6 Press [SET].

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

### 7 To exit programming, press [MENU].

### Programming by entering the program code number directly

You can select a feature by directly entering the program code (# and a 2-digit number) instead of using [ < > ] or [ > ].

1. Press [MENU].
2. Press [ # ] and the 2-digit code number (page 68 to page 73).
3. Press [+ ] or [- ] repeatedly to display the desired setting.
4. Press [SET].
5. To exit programming, press [MENU].

## 8.2 Basic features

### Code #00: Setting the Quick Setup

QUICK SETUP  
PRESS SET

See page 21 for details.

### Code #01: Setting the date and time

SET DATE & TIME  
PRESS SET

See page 29 for details.

### Code #02: Setting your logo

YOUR LOGO  
PRESS SET

See page 30 for details.

### Code #03: Setting your fax number

YOUR FAX NO.  
PRESS SET

See page 32 for details.

### Code #04: Printing a sending report

SENDING REPORT  
MODE=ERROR [ ± ]

To print a sending report for fax transmission results (page 51).

### 8.1.1 Programming basic features

- 1 Press [MENU].

2 Select the feature you wish to program. Press [ < > ] or [ > ] repeatedly to display the desired feature.

- The current setting of the feature will be displayed.

3 Press [+ ] or [- ] repeatedly to display the desired setting.

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

### 4 Press [SET].

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

5 To exit programming, press [MENU].

### 8.1.2 Programming advanced features

- 1 Press [MENU].

2 Press [ < > ] or [ > ] repeatedly to display the desired feature.

- The current setting of the feature will be displayed.

3 Press [+ ] or [- ] repeatedly to display the desired setting.

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

### 4 Press [SET].

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

5 To exit programming, press [MENU].



## 8. Programmable Features

"ERROR" (default): A sending report will be printed only when fax transmission fails.  
 "OK": A sending report will be printed out after every transmission.  
 "OFF": Sending reports will not be printed out.

**Code #08: Changing the ring setting in FAX ONLY mode**

FAX RING COUNT  
RINGS=3 [±]

To change the number of rings before the unit answers a call in FAX ONLY mode, you can select "1", "2", "3" (default) or "4".

**Code #06: Changing the ring setting in TAM/FAX mode**

TAM RING COUNT  
RINGS=2 [±]

To change the number of rings before the unit answers a call in TAM/FAX mode, you can select "2" (default), "3", "4", "5", "6", "7" or "TOLL SAVER". See page 55 for details.

**Note:**

- You can also program this feature with the handset (page 75).

**Code #10: Changing the maximum recording time for each incoming message**

RECORDING TIME  
MODE=3 MIN [±]

"1 MIN", "2 MIN" or "3 MIN" (default): 1 minute to 3 minutes.

"GREETING ONLY": Only plays your greeting message.

**Note:**

- If you select "GREETING ONLY", the unit will answer a call with the greeting message, and then hang up. The unit will not record any incoming messages.
- You can also program this feature with the handset (page 75).

**Code #11: Setting the remote operation ID**

REMOTE TAM ID  
ID=11

1. Press [MENU].
2. Press [1], then [1][1].
3. Enter any 2-digit number (00-99).  
 • The default ID is "11".
4. Press [SET].
5. Press [MENU].

**Note:**

- You can also program this feature with the handset (page 76).

**Code #13: Setting the dialing mode**

DIALING MODE  
MODE=TONE [±]

If you cannot make calls, change this setting depending on your telephone line service.  
 "TONE" (default): For tone dial service.  
 "PULSE": For rotary pulse dial service.

**Note:**

- You can also program this feature with the handset (page 74).

**Code #16: Setting the recording paper size**

PAPER SIZE  
MODE=LETTER [±]

"LETTER" (default): Letter or legal size paper.  
 "A4": A4 size paper.

**Code #17: Setting the ringer tone for external calls**

RINGER TONE  
MODE=1 [±]

To set the base unit ringer tone from one of 6 patterns for external calls, you can select "1" (default), "2", "3", "4", "5" or "6".

**Note:**

- To set the handset ringer tone, see page 74.

## 8.3 Advanced features

**Code #22: Setting the journal report to print automatically**

AUTO JOURNAL  
MODE=ON [±]

"ON" (default): The unit will print a journal report automatically after every 30 new fax communications (page 51).

"OFF": The unit will not print a journal report, but will keep a record of the last 30 fax communications.

**Code #23: Sending documents overseas**

OVERSEAS MODE  
MODE=ERROR [±]

If you have difficulty sending an overseas fax, activate this feature before starting transmission.  
 "NEXT FAX": This setting is effective only for the next attempted fax transmission. After

## 8. Programmable Features

transmission, the unit will return to the previous setting.  
 "ERROR" (default): When the previous fax transmission fails and you wish to re-send the document automatically.  
 "OFF": Deactivates this feature.

**Note:**

- This feature is not available for broadcast transmission.
- The calling charge may be higher as the transmission speed is slowed down.

**Code #25: Sending a fax at a specific time**

DELAYED SEND  
MODE=OFF [±]

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.  
 To send a document:

1. Insert the document.
2. Press [MENU].
3. Press [1] then [2][5].
4. Press [+] or [-] repeatedly to select "ON".
5. Press [SET].
6. Enter the fax number.
7. Press [SET].
8. Enter the transmission start time.  
 • Press [\*] repeatedly to select "AM" or "PM".
9. Press [SET].
10. Press [MENU].

**Note:**

- To cancel after programming, press [STOP] then [SET].

**Code #26: Setting the Caller ID list to print automatically**

AUTO CALL LIST  
MODE=OFF [±]

"ON": The Caller ID list will be printed automatically each time the base unit logs 50 different callers (page 40).

"OFF" (default): The Caller ID list will not be printed, but the unit will keep a record of the information for the last 50 different callers.

**Code #31: Activating the Disinctive Ring feature**

DISTINCTIVE RING  
MODE=OFF [±]

See page 56 for details.

**Code #32: Setting the ring pattern for fax (Disinctive Ring Feature)**

FAX RING PATTERN  
RING=B-D [±]

See page 57 for details.

**Code #34: Setting the quick scan**

QUICK SCAN  
MODE=OFF [±]

This feature is helpful when you want to remove the document for other uses, because the unit will release the document before sending or copying.

"ON": The unit will scan the document and store it into memory first, then the unit will start sending or copying.

"OFF" (default): Deactivates this feature.

**Note:**

- If the document exceeds the memory capacity, sending of the whole document or copying of the exceeded document will be canceled and this feature will be turned OFF automatically.

**Code #36: Receiving oversized documents**

RCV REDUCTION  
MODE=92% [±]

If the size of the document sent by the other party is as large as or larger than the recording paper, the unit can reduce the document and print it. Select the desired reduction rate.

Setting	Recording paper size	Original document size
100%	Legal	Letter, A4
	A4	Letter
92% (default)	Letter	Letter
	Legal	Legal
	A4	A4
86%	Letter	A4
	Letter	Legal
72%	A4	Legal

**Code #39: Changing the base unit display contrast**

LCD CONTRAST  
MODE=NORMAL [±]

"NORMAL" (default): For normal contrast.

## 8. Programmable Features

"DARKER": Used when the display contrast is too light.

**Note:**

- To change the handset display contrast, see page 74.

### Code #41: Changing the fax activation code

FAX ACTIVATION  
MODE=ON [±]

If you use an extension telephone and wish to use it to receive a fax, activate this feature and program the activation code.

1. Press [MENU].
2. Press [±], then [4][1].
3. Press [+ ] or [- ] repeatedly to select "ON".
4. Press [SET].
5. Enter your code from 2 to 4 digits, using 0-9.
  - The default code is "\*#9".
  - Do not enter "0000".
6. Press [SET].
7. Press [MENU].

### Code #44: Setting the memory reception alert

RECEIVE ALERT  
MODE=ON [±]

To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem.

The slow beeps will continue until you clear the printing problem and make sure the unit is supplied with enough paper to print the stored document.

"ON": You will hear a beeping sound.  
"OFF": Deactivates this feature.

### Code #46: Setting friendly reception

FRIENDLY RCV  
MODE=ON [±]

To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep).  
"ON" (default): You do not have to press [FAX/START] for fax reception.  
"OFF": You have to press [FAX/START] for fax reception.

### Code #47: Setting the fax voice guidance

FAX GUIDANCE  
MODE=ON [±]

If you wish to hear voice guidance for fax transmission/reception, activate this feature.  
"ON" (default): You will hear voice guidance.

## 8. Programmable Features

• You will be able to access the mailbox without entering the password.

**Note:**

- You can also program this feature with the handset (page 76).

### Code #54: Changing the recording time for your TAM/FAX greeting message

GREETING TIME  
MODE=16s [±]

"16s" (default): Maximum recording time is 16 seconds.

"60s": Maximum recording time is 60 seconds.  
See page 61 for details.

### Code #59: Copying directory data from the base unit to a handset

COPY DIRECTORY  
=1 ITEM [±]

See page 59 for details.

### Code #62: Setting line mode

SET LINE MODE  
MODE=B [±]

The default setting of the line mode is "B". Generally leave this setting to "B". If a change of the line mode setting is required by our customer call center or service personnel, change the line mode to "A".

**Note:**

- You can also program this feature with the handset (page 75).

### Code #67: Setting the incoming message monitor

ICM MONITOR  
MODE=ON [±]

To hear an incoming message (ICM) from the speaker when the answering machine is recording the message.

"ON" (default): You can monitor the incoming message.  
"OFF": Deactivates this feature.

### Code #72: Setting flash time

SET FLASH TIME  
MODE=700ms [±]

The flash time depends on your telephone exchange or host PBX.  
You can select "90ms" (milliseconds), "100ms", "110ms", "250ms", "300ms", "400ms", "600ms" or "700ms" (default).

**Note:**

- 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.
- You can also program this feature with the handset (page 75).

### Code #73: Setting incoming call tone

INCOMING CALL  
MODE=2 [±]

During an intercom call (page 45) or while using the room monitor feature (page 48) or while listening to messages (page 62, 64), you can be informed by 2 tones if a call arrives.

"2" (default): The incoming call tone will sound twice.

"ON": The incoming call tone will be heard for as long as the line rings.  
"OFF": Deactivates this feature.

**Note:**

- You can also program the base unit incoming call tone with the handset (page 74).

### Code #74: Setting room monitor

ROOM MONITOR  
MODE=OFF [±]

See page 48 for details.

### Code #75: Setting the Caller ID number auto edit feature

CALLER ID EDIT  
MODE=ON [±]

See page 43 for details.

### Code #76: Setting the connecting tone

CONNECTING TONE  
MODE=ON [±]

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 those tones to confirm the status of the other party's machine.

- If the ring back tone continues, the other party's machine may not be a facsimile or may have run out of paper. Check with the other party.
- The connecting tone volume cannot be adjusted.

"ON" (default): You will hear connecting tones.  
"OFF": Deactivates this feature.

**Code #77: Changing the receiving mode in the AUTO ANSWER setting**

AUTO ANSWER  
MODE=TAM/ FAX [+/-]

"TAM"/FAX" (default): Telephone Answering  
Machine/Facsimile mode (page 54)  
"FAX ONLY": Facsimile only mode (page 55)

**Code #80: Resetting advanced features to their default settings**

SET DEFAULT  
RESET=NO [+/-]

To reset the advanced features:

1. Press [MENU].
2. Press [4], then [0].
3. Press [4] or [-] repeatedly to select "YES".
4. Press [SET].
5. Press [MENU] again.
6. Press [MENU].

## 8.4 Handset programming

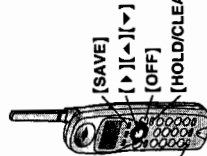
### 8.4.1 Function menu table

After pressing [CONF/FUNCTION], the main menu is displayed. Most items in the main menu have a sub-menu. See the corresponding pages for function details.

Main menu	Sub-menu
Save directory (page 38)	-----
Ringer setting	Ringer volume (page 27)
	Ringer tone (page 74)
	Incoming call (for handset) (page 74)
Date and time (page 29)	-----
Copy directory	Copy 1 item (page 39)
	Copy all items (page 39)

Main menu	Sub-menu
Initial setting	LCD contrast (page 74)
	Auto talk (page 74)
	Room monitor (for handset) (page 48)
	Caller ID edit (page 43)
Set tel line	● Set dial mode (page 74)
	● Set flash time (page 75)
	● Set line mode (page 75)
Set answering	● Number of rings (page 75)
	● Recording time (page 75)
	● Remote code (page 76)
	● Set mailbox2&3 (page 76)
Set base unit	● Incoming call (for base unit) (page 74)
	● Room monitor (for base unit) (page 76)
Registration	● HS registration (page 77)
	● Deregistration (page 77)
2Way radio mode (page 49)	-----

### 8.4.2 Programmable functions



[CONF/FUNCTION] [HOLD/CLEAR]

## 8. Programmable Features

### Helpful hints:

- To exit programming, press [OFF] any time.

### Setting ringer tone for external calls

To set the handset ringer tone from one of 6 patterns for external calls, you can select "1" (default), "2", "3", "4", "5" or "6".  
Make sure the handset is not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Ringer setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Ringer tone" by pressing [▼] or [▲], and press [▶].
4. Press [▼] or [▲] repeatedly to select the desired setting.
  - You can also select the ringer tone by pressing a dialing button [1] to [6].
5. Press the right soft key ([SAVE]).
6. Press [OFF].

**Note:**  
● To set the base unit ringer tone, see feature #17 on page 69.

### Setting incoming call tone

During an incoming call (page 45), while using the room monitor feature (page 48) or while listening to messages (page 62, 64), you can be informed by 2 tones if a call arrives.

"2" (default): The incoming call tone will sound twice.  
"on": The incoming call tone will be heard for as long as the line rings.

"off": Deactivates this feature.

### Handset incoming call tone

Make sure the handset is not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Ringer setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Incoming call" by pressing [▼] or [▲], and press [▶].
4. Press [▼] or [▲] repeatedly to select the desired setting.
5. Press the right soft key ([SAVE]).
6. Press [OFF].

– Base unit incoming call tone  
Use the handset. Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set base unit" by pressing [▼] or [▲], and press [▶].

4. Press [▶] at "Incoming call".
5. Press [▼] or [▲] repeatedly to select the desired setting.
6. Press the right soft key ([SAVE]).
7. Press [OFF].

### Note:

- You can also program the base unit incoming call tone with the base unit (feature #73 on page 72).

### Changing the handset display contrast

You can program the handset display contrast from 6 levels. The default setting is level 3. Make sure the handset is not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Press [▶] at "LCD contrast".
4. Press [▼] or [▲] repeatedly to select the desired setting.
5. Press the right soft key ([SAVE]).
6. Press [OFF].

### Note:

- To change the base unit display contrast, see feature #39 on page 70.

### Setting auto talk feature

This feature allows you to answer a call by lifting the handset off the charger without pressing [TALK] or [SP-PHONE]. The default setting is OFF.

Make sure the handset is not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Auto talk" by pressing [▼] or [▲], and press [▶].
4. Press [▼] or [▲] repeatedly to select the desired setting.
5. Press the right soft key ([SAVE]).
6. Press [OFF].

### Note:

- If you subscribe to Caller ID service and want to view the caller's information on the handset display after lifting up the handset to answer a call, turn OFF this feature.

### Setting dialing mode

If you cannot make calls, change this setting depending on your telephone line service. "Tone" (default): For tone dial service.

## 8. Programmable Features

3. Scroll to "Set answering" by pressing [▼] or [▲], and press [▶].
4. Scroll to "Recording time" by pressing [▼] or [▲], and press [▶].
5. Press [▼] or [▲] repeatedly to select the desired setting.
  - You can also select the recording time by pressing a dialing button: [1] (1 minute), [2] (2 minutes), [3] (3 minutes) or [0] ("greeting only").
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- If you select "greeting only", the unit will answer a call with the greeting message, and then hang up. The unit will not record any incoming messages.
- You can also program this feature with the base unit (feature #10 on page 69).

**Setting remote operation code**  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set answering" by pressing [▼] or [▲], and press [▶].
4. Scroll to "remote code" by pressing [▼] or [▲], and press [▶].
5. Enter a remote code using a 2-digit number (00-99).
  - The default setting is "11".
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- You can also program this feature with the base unit (feature #11 on page 69).

**Setting the mailbox 2 or 3 password**  
To prevent other users from retrieving your messages, program a password for mailbox 2 or 3.  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set answering" by pressing [▼] or [▲], and press [▶].
4. Scroll to "Set mailbox2&3" by pressing [▼] or [▲], and press [▶].

## 8. Programmable Features

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set tel line" by pressing [▼] or [▲], and press [▶].
4. Scroll to "Set line mode" by pressing [▼] or [▲], and press [▶].
5. Press [▼] or [▲] repeatedly to select the desired setting.
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- You can also program this feature with the base unit (feature #62 on page 72).

**Changing the ring setting in TAM/FAX mode**

To change the number of rings before the unit answers a call in TAM/FAX mode. You can select "2" (default), "3", "4", "5", "6", "7" or "1011 save". See page 55 for details.  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set answering" by pressing [▼] or [▲], and press [▶].
4. Press [▶] at "Number of rings".
5. Press [▼] or [▲] repeatedly to select the desired setting.
  - You can also select the number of rings by pressing a dialing button [0] ("1011 save"), or [2] to [7].
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- You can also program this feature with the base unit (feature #66 on page 69).

**Changing the maximum recording time for each incoming message**  
"1min", "2min" or "3min" (default): 1 minute to 3 minutes.  
"Greeting only": Only plays your greeting message.  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].

"pulse": For rotary pulse dial service.  
Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set tel line" by pressing [▼] or [▲], and press [▶].
4. Press [▶] at "Set dial mode".
5. Press [▼] or [▲] repeatedly to select the desired setting.
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- You can also program this feature with the base unit (feature #13 on page 69).

**Setting the flash time**

The flash time depends on your telephone exchange or host PBX.  
You can select: "90ms" (milliseconds), "1.00ms", "1.10ms", "2.50ms", "3.00ms", "4.00ms", "6.00ms" or "7.00ms" (default).

Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set tel line" by pressing [▼] or [▲], and press [▶].
4. Scroll to "set flash time" by pressing [▼] or [▲], and press [▶].
5. Press [▼] or [▲] repeatedly to select the desired setting.
6. Press the right soft key ((SAVE)).
7. Press [OFF].

**Note:**

- 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.
- You can also program this feature with the base unit (feature #72 on page 72).

**Setting line mode**

The default setting of the line mode is "B". Generally leave this setting to "B". If a change of the line mode setting is required by our customer call center or service personnel, change the line mode to "A".  
Make sure the base unit and the handset are not being used.

5. Select the mailbox by pressing [▲] ("Mailbox2") or [▼] ("Mailbox3").
  - If the password has previously been assigned to the mailbox, it is displayed.
6. Enter a 2-digit number (00-99).
  - If you entered a wrong number, press [HOLD/CLEAR] and enter the password again.
7. Press the right soft key ((SAVE)).
8. Press [OFF].

**To check the password**  
Repeat steps 1 to 5.

- The password is displayed. When finished, press [OFF].

**To erase the password**  
Press [HOLD/CLEAR] in step 6, and press the right soft key ((SAVE)), then press [OFF].

- You will be able to access the mailbox without entering the password.

**Note:**

- You can also program this feature with the base unit (feature #51 on page 71 and feature #52 on page 71).

**Setting the room monitor feature**  
See page 48 for details. To turn ON the base unit room monitor feature using the handset, program as follows:

Use the handset. Make sure the base unit and the handset are not being used.

1. Press [CONF/FUNCTION].
2. Scroll to "Initial setting" by pressing [▼] or [▲], and press [▶].
3. Scroll to "Set base unit" by pressing [▼] or [▲], and press [▶].
4. Scroll to "Room monitor" by pressing [▼] or [▲], and press [▶].
5. Press [▼] or [▲] repeatedly to select the desired setting.

6. Press the right soft key ((SAVE)).

**Note:**

- You can also set the base unit room monitor feature using the base unit (feature #74 on page 48).

Example: Extension number 2

Handset [2] Registered
---------------------------

**Note:**

- To stop registration, press **[OFF]** on the handset and press **[MUTE]** on the base unit.
  - If you have not canceled the handset registration at the previous base unit (page 77), the handset number still remains on that base unit memory. To erase the handset number from the previous base unit, see the base unit operating instructions. For this base unit:
- Press **[MENU]**.
  - Press **[MUTE]**.
  - Press **[SET]**.
  - Enter **[3][3][5]**.
  - Press **[SET]**.
  - Enter that handset number (**1**) to **[0]**.
  - Press **[SET]**.

## 9.2 Re-registering the handset

If you want to re-register the handset to the base unit or a different base unit of the same model, you need to register it to that base unit. The handset will be given a new extension number of that base unit. Only one handset can be registered at a time. **Make sure the base unit and the other handsets are not being used. Registration must be completed within 1 minute.**

- If you have canceled the handset registration at the previous base unit (page 77), start from step 5.
  - Keep the front cover page open for button locations.
- Handset:**  
Press **[CONF/FUNCTION]**.
  - Scroll to "initial setting" by pressing **[▼]** or **[▲]**, and press **[▶]**.
  - Press **[3][3][5]** (DEL) to delete the registration memory.
    - If you make a mistake, press **[HOLD/CLEAR]**, and enter **[3][3][5]**.
  - Press the right soft key (**OK**).
  - A beep will sound and the registration memory will be erased on both the handset and the base unit.
    - "[-]" is shown on the top right of the display.

Press MUTE on base unit, then handset, to register handset <b>OK</b>
---

- Base unit:**  
Press **[MUTE]**.

HS REGISTRATION
-----------------

- Handset:**

- Press the right soft key (**OK**).
- |                        |
|------------------------|
| Handset<br>Registering |
|------------------------|
- Wait until a long beep sounds and the display shows the registered number. The registration will be complete.
    - The registered number "[1]" to "[8]" will be shown on the top right of the display.

## 9.1 Canceling the handset registration

If you no longer need to use the handset or if you need to register the handset to a different base unit of the same model, it may be necessary to cancel the registration. Only one handset can be canceled at a time near the base unit. **Make sure the handset and the base unit are not being used.**

- Keep the front cover page open for button locations.
- Press **[CONF/FUNCTION]**.
  - Scroll to "initial setting" by pressing **[▼]** or **[▲]**, and press **[▶]**.
  - Scroll to "registration" by pressing **[▼]** or **[▲]**, and press **[▶]**.
  - Scroll to "deregistration" by pressing **[▼]** or **[▲]**, and press **[▶]**.
  - Press **[3][3][5]** (DEL) to delete the registration memory.
    - If you make a mistake, press **[HOLD/CLEAR]**, and enter **[3][3][5]**.
  - Press the right soft key (**OK**).
  - A beep will sound and the registration memory will be erased on both the handset and the base unit.
    - "[-]" is shown on the top right of the display.
- Note:**
- If 3 beeps sound, you entered a wrong code. Try again from step 5.
  - If you do not press a button for more than 3 minutes, the unit will return to the standby mode.
  - To register the handset to another base unit of the same model, start from step 5 in the re-registering the handset procedure on page 77, or see page 32.
  - The handset will not work. To use it again, registration will be required (page 32, 77).

Press MUTE on handset, then OK on base unit, to register handset <b>OK</b>
---

**OK**

- Fax communication was successful.

## 10.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following communication messages will be printed on the sending and journal reports (page 51).

**COMMUNICATION ERROR**

- (Code: 40-42, 46-72, FF)
- A transmission or reception error occurred. Try again or check with the other party.

**COMMUNICATION ERROR**

- (Code: 43, 44)
- A line problem occurred. Connect the telephone line cord to a different jack and try again.
- An overseas transmission error occurred. Try using the overseas mode (feature #23 on page 69).

**DOCUMENT JAMMED**

- The document is jammed. Remove the jammed document (page 90).

**ERROR-NOT YOUR UNIT**

- (Code: 54, 59, 70)
- A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.

**MEMORY FULL**

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 88).

**NO DOCUMENT**

- The document was not fed into the unit properly. Re-insert the document and try again.

**OTHER FAX NOT RESPONDING**

- The other party's fax machine is busy or has run out of recording paper. Try again.
- The document was not fed properly. Re-insert the document and try again.
- The other party's fax machine rang too many times. Send the fax manually (page 50).
- The other party's machine is not a fax machine. Check with the other party.
- The number you dialed is not in service.

**PRESSED THE STOP KEY**

- [STOP] was pressed and fax communication was cancelled.

- The recording paper was not fed into the unit properly (page 89). Reinstall paper (page 15) and press [SET] to clear the message.
- The recording paper has jammed near the recording paper entrance. Clear the jammed paper (page 89) and press [SET] to clear the message.

COVER OPEN



CHECK FILM

- The covers are open. Close them.
- The film is empty. Replace the film with a new one (page 14).
- The ink film is not installed. Install it (page 13).
- The ink film is slack or creased. Tighten it (see step 5 on page 13).

DENIED

- When you tried to monitor an extension, the room monitor feature of the destination extension was set to OFF (page 48).

DIRECTORY FULL

- There is no space to store new items in navigator directory. Erase unnecessary items (page 38).
- The directory memory of the destination handset is already full, or became full when copying directory items. Copying was stopped. Press [STOP] to exit the mode (page 39). Erase other stored items in the destination handset directory (page 38), then try again.

ERROR !

- A handset tried to copy directory items (page 39) but the copy has been stopped.

FAX IN MEMORY

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

FAX MEMORY FULL

- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 88).
- When performing memory transmission, the document being stored exceeded the

memory capacity of the unit. Transmit the entire document manually.

FILM EMPTY



COVER OPEN

- The film is empty. Replace the film with a new one (page 14).
- The ink film is slack or creased. Tighten it (see step 5 on page 13) and install again.
- The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.

FILM NEAR EMPTY

- The remaining film is low. Prepare a new film (page 9).

INCOMPLETE

- The directory copy stopped because the destination handset was out of range.

INVALID

- The called handset has not been registered to the base unit.

- You pressed [9] instead of entering an extension number. Enter the extension number ([0] to [8]).

MEMORY FULL

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

MODEM ERROR

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

NO FAX REPLY

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

NO ITEMS STORED

- You tried to copy your directory items to a handset, but your directory was empty.

OPEN CABINET  
CHECK FILM SLACK



OPEN CABINET  
CHECK FILM TYPE

- The ink film is slack or creased. Tighten it (see step 5 on page 13).
- The fax machine is positioned near appliances such as TVs or speakers which generate an intense magnetic field.

PAPER JAMMED

- A recording paper jam occurred. Clear the jammed paper (page 88).

PLEASE WAIT

- The unit is checking that there is no slack or crease on the ink film. Wait for a moment while the check is completed.

RECORDING ERROR

- The greeting message or voice memo you recorded was under 1 second long. Record a longer message.

REDIAL TIME OUT

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

REMOVE DOCUMENT

- The document is jammed. Remove the jammed document (page 90).

SERIAL ERROR

- There is something wrong with the unit. Contact our service personnel. The base unit will not work. So, if you make a call, use the handset.

SYSTEM IS BUSY

- Radio communication between the handset and the base unit is partially impaired.
- More than one unit is in use, such as concluding an external call. Try again later.
- Another user is listening to messages. Try again later.

- You tried to view caller information while a handset user is operating the answering machine remotely.

TRANSMIT ERROR

- A transmission error occurred. Try again.
- If you send a fax overseas, try the following:
  - Use the overseas transmission mode (feature #23 on page 69)
  - Add 2 pauses at the end of the telephone number or dial manually.

UNIT OVERHEATED

- The unit is too hot. Let the unit cool down.

### 10.2.2 Handset

Busy

- The called handset/base unit is in use.
- The unit you tried to copy directory items to is in use.
- The handset you are calling is too far from the base unit.
- Privacy mode is turned ON for the call you tried to join (page 48).

Charge for 15HRS

- The battery is completely discharged. The handset will not work. Charge the battery fully (page 20).

Denied

- When you tried to monitor an extension, the room monitor feature of the destination extension was set to OFF (page 48).

Directory  
Full

- There is no space to store new items in navigator directory. Erase unnecessary items (page 38).

Directory  
No items stored

- You tried to copy your directory items to another extension, but your directory is empty.

Error!!

- When you tried to register or unregister the handset, the handset and the base unit could not link for some reason, such as interference from other electrical appliances. Take the handset and the base unit away from the electrical appliances and try again.
- If more than one handset is in use, you may not be able to register/unregister a handset. Try again later.
- Another unit tried to copy directory items (page 39) but the copy has been stopped.

Error!!  
8 handsets have  
already been  
registered.

- 8 handsets have already been registered to the base unit. To cancel one of the handsets registered to the base unit, see page 77.
- Although you may be using fewer than 8 handsets with your base unit, if you have registered one of the handsets to another base unit, your base unit still contains the registration of that handset until it is erased from your base unit. Erase the handset registration from this unit as follows:
  - Press [MENU].
  - Press [MUTE].
  - Press [SET].
  - Enter [3][3][5].
  - Press [SET].
  - Enter that handset number ([1] to [8]).

- Press [SET].

---Incomplete---  
Tom Jones  
038-763-4321  
Directory Full

- The name/number is an example.)
- When the displayed item was being copied to the destination unit, the directory memory was full. Copying was stopped. If you tried to copy all of the items, the displayed item and items after it have not been copied to the destination unit. Press [OFF] to exit the mode (page 39). Erase other stored items in the destination unit directory (page 38), then try again.

- If "Directory full" is not displayed, copying was stopped for another reason, such as:
  - the destination handset was out of range, or
  - the destination unit user pressed [TALK], [SP-PHONE] or [DIGITAL SP-PHONE].

Invalid

- The called handset has not been registered to the base unit or you selected your extension number.
- You pressed [9] instead of entering an extension number. Enter the extension number ([0] to [8]).

Invalid.  
Please register  
to the base unit

- The handset you tried to make a call has not been registered to the base unit. Register it (page 32, 77).

No link to base.  
Walk closer to  
base and try  
again.

- The handset has lost communication with the base unit. Walk closer to the base unit, and try again.

Not found

2Way radio mode

- When you tried to call another handset in the 2-way radio mode;
  - the handset was too far from your handset. Walk closer to the handset.
  - 2-way radio mode on the other handset is OFF (page 49).
  - The called handset was talking with another handset in the 2-way radio mode.

#### Recharge battery

- The battery needs to be charged. Recharge the battery (page 20).

System is busy. Try again later.

- Radio communication between the handset and the base unit is partially impaired.
- More than one unit is in use, such as conducting an external/internal call. Try again later.
- Another user is listening to messages. Try again later.
- You tried to operate the answering machine remotely while the base unit user is viewing caller information.

## 10.3 When a function does not work, check here

### 10.3.1 Initial settings

- I cannot hear a dial tone.
  - If you used a splitter to connect the unit, remove the splitter and connect the unit to the wall jack directly, if the unit operates properly, check the splitter.
  - Disconnect the unit from the telephone line and connect the line to a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company.
  - The power cord or telephone line cord is not connected. Check the connections.
  - If you connected the fax machine through a computer modem, connect the fax machine directly to a telephone line jack.

- I cannot make calls.
  - The dialing mode setting is wrong. Change the setting (feature #13 on page 69, or page 74).

#### The unit does not work.

- Check the settings (page 16 and page 18 to page 20).

#### The unit does not ring.

- The ringer volume is turned OFF. Adjust it (page 27, 28).

### 10.3.2 General

The unit displays "CHECK PAPER" though the paper is inserted.

- The paper is inserted halfway. Insert it correctly (page 15) and press [SET] to clear the message.

The other party complains they only hear a fax tone and cannot talk.

- FAX ONLY mode is set. Tell the other party the number is only used for faxes.
- Change to TEL mode (page 53) or TAM/FAX mode (page 54).
- If you use a Distinctive Ring service, turn AUTO ANSWER OFF so that the fax machine is in TEL mode.
- If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 56).

#### The [REDIAL/PAUSE]/[PAUSE/REDIAL] button does not function properly.

- If this button is pressed while dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.

The receiving mode does not function properly.

- The Distinctive Ring is set (feature #31 on page 70).

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

- All or part of the numbers are the same as another code or ID. Change the number:
  - remote operation ID (code): feature #11 on page 69, or page 76.
  - fax activation code: feature #41 on page 71.

- password for mailbox 2: feature #51 on page 71, or page 76,
- password for mailbox 3: feature #52 on page 71, or page 76.
- You entered a one-digit number for the password of mailbox 2 or 3. Enter 2-digit number (00-99) (feature #51 on page 71, feature #52 on page 71, or page 76).

#### The ink film runs out quickly.

- The help printing function, copy function, and reports also use ink film.

#### The unit beeps.

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

Whenever I try to retrieve my voice mail messages, I am interrupted by the fax tone.

- You are probably entering \*#9. This is the default setting for the fax activation code. If you use a voice mail service, turn the fax activation feature OFF or reprogram the activation code (feature #41 on page 71).

#### The speakerphone is not working.

- Use the speakerphone in a quiet room.
- If you have difficulty hearing the other party, adjust the volume.

#### I cannot page the handset or base unit.

- The called handset is too far from the base unit.
- The called unit is in use. Try again later.
- If more than one other user is using the handsets and base unit, you may not be able to page. Try again later.

While having an intercom call, tones are heard.

- Someone is calling you from outside. Press [TALK], [SP-PHONE] or [DIGITAL SP-PHONE] to answer the outside call.

The unit does not display the caller's name and/or telephone number.

- You need to subscribe to a Caller ID service.
- Other telephone equipment may be interfering with your phone. Disconnect it and try again.
- Other electrical appliances connected to the same outlet may be interfering with the Caller ID information.
- Telephone line noise may be affecting the Caller ID information.

- The caller requested not to send his/her information (page 40).
- If a call is being transferred to you, the caller information will not be displayed.

#### The display exits the Caller ID List while viewing caller information.

- Do not pause for over 1 minute on the handset or 20 seconds on the base unit while searching.

### 10.3.3 Cordless handset

#### The handset does not work.

- Make sure that the battery is installed correctly (page 16).
- Charge the battery fully (page 20).
- Clean the charge contacts and charge again (page 20).
- Unplug the AC adaptor to reset. Plug in, and try again.
- The handset has not been registered to the base unit. Register the handset (page 32, 77).
- Re-install the battery (page 16) and charge it fully.

#### The handset does not ring.

- The ringer volume is set to OFF. Adjust it (page 27, 49).
- If more than one other user is using the handsets and base unit, the handset/base unit may not ring. Those users will hear incoming call tones (feature #73 on page 72, or page 74). "INCOMING CALL" will be displayed on the base unit.

#### The display shows "No link to base. Walk closer to base and try again."

- The handset is too far from the base unit. Move closer and try again.
- Plug in the AC adaptor.
- Raise the base unit antennas.

Static, sound cuts in/out, fades. Interference from other electrical units.

- Use the handset and the base unit away from other electrical appliances.
- Move closer to the base unit.
- Press [4] on the handset to turn ON the reception booster feature (page 34).
- Raise the base unit antennas.



- The greeting message is too long. Record a shorter message (page 61).

**The display shows "CONNECTING . . . . .", but faxes are not received.**

- The incoming call is not a fax. Change the receiving mode to TAM/FAX mode (page 54) or TEL mode (page 53).

**A blank sheet is ejected.**

- If a blank sheet is ejected after the received document is printed out, the receiving reduction rate is not programmed correctly. Program the proper rate in feature #36 (page 70).
- The other party placed the document in their fax machine facing the wrong way. Check with the other party.

**A white line or a smudge appears on your recording paper.**

- The glass or rollers are dirty. Clean them (page 90).

**The printing quality is poor.**

- Please do not reuse the ink film! Please use genuine Panasonic replacement film. Refer to page 9 for further details.
- The other party sent a faint document. Ask them to send a clearer copy of the document.
- The thermal head is dirty. Clean it (page 91).
- 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 fiber content that is over 20%, such as letterhead or resume paper. We recommend smooth paper such as "Hammermill Jet Print" for clearer printing.

**I cannot receive documents by pressing**

- **[\*][#][9]** on the handset.
- You must set the remote fax activation to ON (feature #41 on page 71) beforehand.
- Press **[\*][#][9]** firmly.
- The memory is filled with received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 68).

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

- The memory is filled with received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or clear the jammed paper (page 68).

### 10.3.4 Fax – sending

**I cannot send documents.**

- 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 rings too many times. Send the fax manually (page 50).

**I cannot send a fax overseas.**

- Use the overseas transmission mode (feature #23 on page 69).
- Add two pauses at the end of the telephone number or dial manually.

**The other party complains that letters on their received document are distorted or not clear.**

- If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services.
- An extension telephone on the same line is off the hook. Hang up the extension telephone and try again.
- Try copying the document with this unit. If the copied image is clear, there may be something wrong with the other party's machine.

**The other party complains that smudges or black lines appear on their received document.**

- The glass or rollers are dirty. Clean them (page 90).

### 10.3.5 Fax – receiving

**I cannot receive documents.**

- When you have a single telephone line and subscribe to a voice mail service, you must also subscribe to a Distinctive Ring service (page 56).
- The film is empty. Replace the film with a new one (page 14).

**I cannot receive documents automatically.**

- The receiving mode is set to TEL mode. Set to TAM/FAX mode (page 54) or FAX ONLY mode (page 55).
- The time taken to answer the call is too long. Decrease the number of rings in feature #06 (page 69).

**I cannot make a call with the handset.**

- You cannot make a call when the handset is in the remote operation mode. Exit the mode by pressing **[OFF]** (page 64).
- If the 2-way radio mode is ON, turn it OFF (page 49).

**I cannot make a call even if the line is free.**

- If more than one other user is using the handsets and base unit, you may not be able to make a call. Try again later.

**I cannot have a conversation or listen to messages using the handset.**

- Make sure that an optional headset is connected properly (page 17).
- If "SP - phone" or "SP" is displayed on the handset, press **[TALK]** to switch to the handset.

**I cannot program items.**

- Programming is not possible while the handset is being used.
- Do not pause for over 1 minute while programming.
- Move closer to the base unit.
- **[\*], [▲], [▼], [X]** or **[▶]** may have been pressed when you picked up the handset. Press **[OFF]** and try again.
- If more than three other users are using the handsets, you may not be able to program. Try again later.
- If the 2-way radio mode is ON, turn it OFF (page 49).

**I cannot register a handset to the base unit.**

- Charge the battery fully (page 20).
- The maximum number of handsets have already been registered to the base unit.
- Although you may be using fewer than 8 handsets with your base unit, if you have registered one of the handsets to another base unit, your base unit still contains the registration of that handset unit it is erased from your base unit. Erase the handset registration from this unit as follows:
  1. Press **[MENU]**.
  2. Press **[MUTE]**.
  3. Press **[SET]**.
  4. Enter **[3][3][5]**.
  5. Press **[SET]**.
  6. Enter that handset number **(11 to 81)**.
  7. Press **[SET]**.

**The handset stops working while being used.**

- Place the handset on the charger, and disconnect the power cord to reset the unit. Connect the power cord, and try again.

**I cannot store an item in the navigator directory.**

- You cannot store an item in the directory while the handset is in the talk, speakerphone, intercom or room monitor mode, 2-way radio mode or in the remote operation mode.
- Do not pause for over 1 minute while storing.

**While storing an item in the navigator directory, the handset starts to ring.**

- To answer a call, press **[TALK]** or **[SP-PHONE]**. Storing will be canceled. Store the name and number again.

**I cannot redial by pressing [PAUSE/REDIAL].**

- If the last number dialed was more than 32 digits long, the number will not be redialed correctly.

**"Recharge battery" is displayed, [ ] flashes or the handset beeps intermittently.**

- Charge the battery fully (page 20).

**"Charge for 15ERS" and [ ] are displayed and the handset does not work.**

- The battery has been discharged. Charge the battery fully (page 20).

**I charged the battery fully, but "Recharge battery" is still displayed and/or "Charge for 15ERS" continues to flash, or "Charge for 15ERS" and [ ] are displayed.**

- Clean the charge contacts and charge again (page 20).
- It is time to replace the battery (page 16).

**I cannot receive documents by pressing**

- **[\*][#][9]** on the handset.
- You must set the remote fax activation to ON (feature #41 on page 71) beforehand.
- Press **[\*][#][9]** firmly.
- The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper or clear the jammed paper.

**The handset display is blank.**

- Charge the battery fully (page 20).

### 10.3.7 Answering machine

**I cannot listen to messages from a remote location.**

- Press the remote operation ID (code) correctly and firmly (feature #11 on page 69, or page 76).
- If the unit announces "Enter Mailbox password", mailbox 2 or 3 has a password. Enter the password (feature #51 on page 71, feature #52 on page 71, or page 76).
- The unit is not in TAM/FAV mode. Change to TAM/FAV mode (page 67).

**Messages in the mailbox do not play back.**

- The mailbox password is wrong. Enter the correct password.
  - For mailbox 2, see feature #51 on page 71, or page 76.
  - For mailbox 3, see feature #52 on page 71, or page 76.

**The other party complains that they cannot leave a voice message.**

- The recording time is set to "GREETING ONLY". Select "1 MIN", "2 MIN" or "3 MIN" (feature #10 on page 69, or page 75).
- The memory is full. Erase unnecessary messages (page 63, 65, 67).

**I cannot operate the answering machine with the handset.**

- Someone is operating the answering machine.
- You are too far from the base unit. Move closer to the base unit.

**During message playback, incoming call tones are heard.**

- To answer the call, if you are using the base unit, press [DIGITAL SP-PHONE]. If you are using the handset, press [TALK] or [SP-PHONE]. For playback, start again from the beginning after hanging up.

**I cannot erase messages in a mailbox.**

- While another user is accessing the mailbox or a caller is leaving a message in the mailbox, you cannot erase messages in the same mailbox.

**Caller ID information does not display during message playback (page 65).**

- The caller information will not be displayed if a message is recorded by using [MEMO] (page 62).

- The unit is not in TAM/FAV or FAX ONLY mode. Select the desired mode using feature #77 (page 73) and press [AUTO ANSWER] repeatedly until TAM/FAV or FAX ONLY mode is displayed.

**I cannot select the desired receiving mode.**

- If you want to set TAM/FAV or FAX ONLY mode:
  - select the desired mode using feature #77 (page 73), and
  - press [AUTO ANSWER] repeatedly until the desired mode is displayed.
- If you want to set TEL mode:
  - press [AUTO ANSWER] repeatedly until TEL mode is displayed.

### 10.3.6 Copying

**The unit will not make a copy.**

- The film is empty. Replace the film with a new one (page 14).
- You cannot make a copy during programming.
- You cannot make a copy during a telephone conversation.

**A black line, white line or smudge appears on the copied document.**

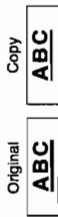
- The glass or rollers are dirty. Clean them (page 90).

**The copied image is distorted.**

- The thermal head is dirty. Clean it (page 91).

**The printing quality is poor.**

Please do not reuse the ink film!  
Please use genuine Panasonic replacement film. Refer to page 9 for further details.



- 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 fiber content that is over 20%, such as letterhead or resume paper. We recommend smooth paper such as "Hammermill Jet Print" for clearer printing.

- If a call is transferred to a mailbox, and the caller leaves a message (page 63), or
- if the same caller calls again (page 40).

### 10.3.8 If a power failure occurs

- The unit will not function.
- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- If delayed transmission (feature #25, page 70) is programmed and the start time occurs during a power failure, transmission will be attempted shortly after power is restored.
- If any fax documents are stored in the memory, they will be lost. When power is restored, a power down report will be printed out stating which contents in the memory have been erased.

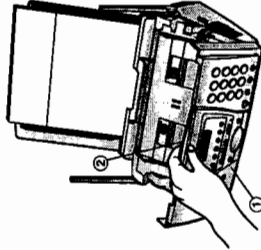
## 10.4 Recording paper jams

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

The display will show the following.

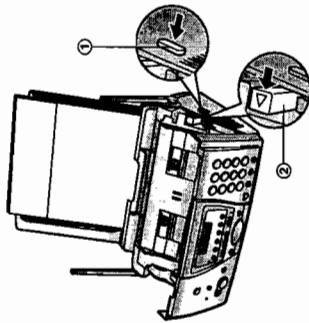
PAPER\_JAMMED

- 1 Open the front cover (1) by pulling up the center part (2).

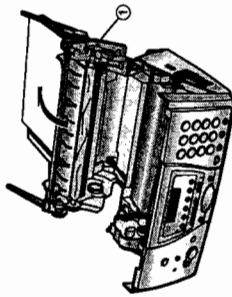


- 2 Release the back cover by pushing the green button (1) on the right side of the unit. OR

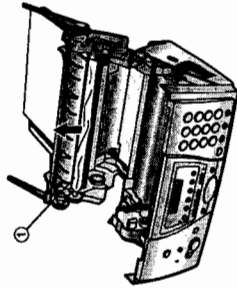
Release the back cover by pushing in the green lever (2) in the unit.



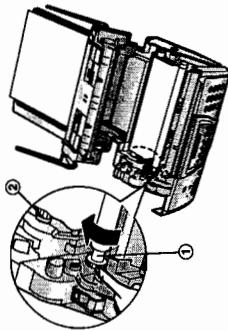
- 3 Open the back cover (1).



- 4 Remove the jammed recording paper (1).

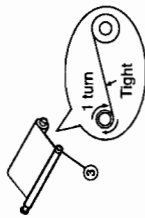


5 Turn the gear of the blue core (1) in the direction of the arrow until the white core (2) begins to turn.



- Make sure that the ink film is wrapped around the blue core (3) at least once.

**Correct**

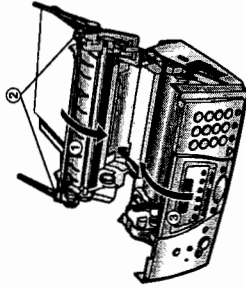


**Incorrect**

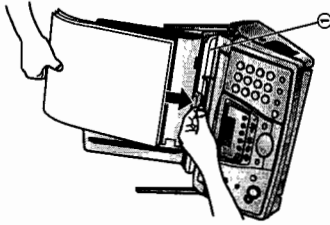


6 First close the back cover securely (1) by pushing down on the dotted area on both

sides (2). Then close the front cover securely (3).



7 Remove the recording paper and straighten. Pull the tension plate forward (1) and insert the paper. Then push the tension plate back.



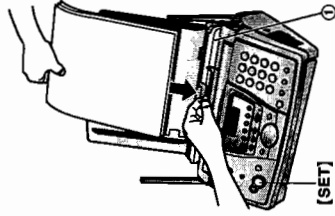
### 10.4.2 When the recording paper was not fed into the unit properly

The display will show the following.

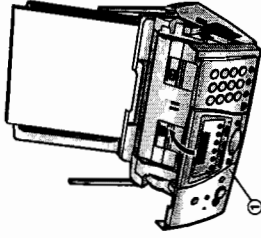
CHECK PAPER

Remove the recording paper and straighten. Pull the tension plate forward (1) and insert the

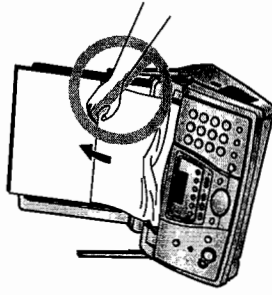
paper. Push the tension plate back, then press [SET] to clear the message.



2 Close the front cover securely (1).

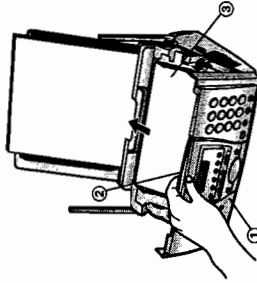


**Note:**  
• Do not pull out the jammed paper forcibly before opening the front cover.



### 10.5 Document jams - sending

1 Open the front cover (1) by pulling up the center part (2). Remove the jammed document carefully (3).



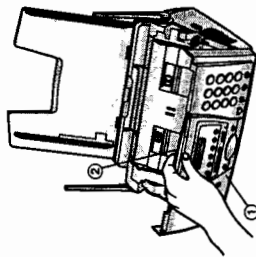
### 10.6 Document feeder cleaning

Clean the document feeder in the following cases:

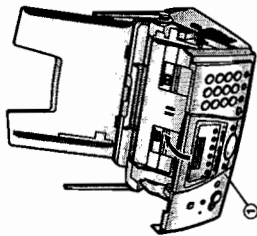
- If misfeeding of the document occurs frequently.
- If smudges or black/white lines appear on the original document when transmitting or copying.

1 Disconnect the power cord and the telephone line cord.

- 2 Open the front cover (1) by pulling up the center part (2).

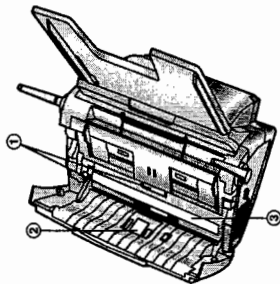


- 4 Close the front cover securely (1).



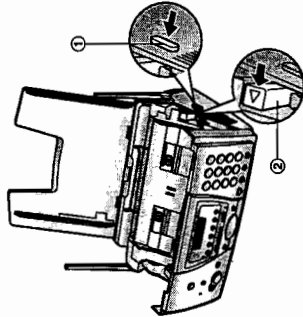
- 3 Clean the document feeder rollers (1) and rubber flap (2) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly. Clean the glass (3) with a soft, dry cloth.

**Caution:**  
 • Do not use paper products, such as paper towels or tissues.

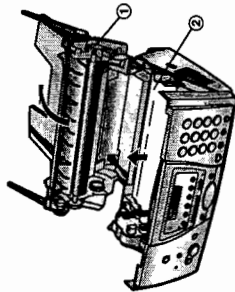


- 3 Release the back cover by pushing the green button (1) on the right side of the unit.  
 OR

Release the back cover by pushing in the green lever (2) in the unit.

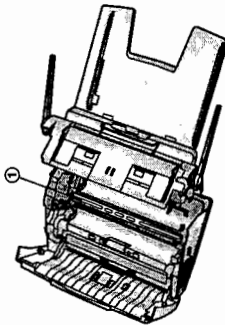


- 4 Open the back cover (1). Remove the ink film (2).



- 5 Clean the thermal head (1) with a cloth moistened with isopropyl rubbing alcohol, and let it dry thoroughly.

**Caution:**  
 • To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly.



- 6 Reinstall the ink film and close the covers (see steps 4 to 6 on page 13).

- 7 Connect the power cord and the telephone line cord.

## 11.1 Reference lists and reports (Base unit only)

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

### Setup list:

Provides you with the current settings of the base unit programming features (page 68 to page 73).

### Telephone number list:

Provides you with names and numbers which are stored in the navigator directory of the base unit.

### Journal report:

Keeps a record of fax transmission and reception. This report will be printed automatically after every 30 fax communications (feature #22 on page 69).

### Printer test:

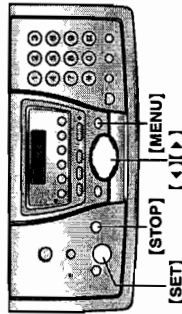
Allows you to check the print quality of your unit. If the test print has a smudge, or blurred points or lines, clean the thermal head (page 91).

### Broadcast programming list:

Provides you with names and numbers which are stored in the broadcast memory (page 52).

### Caller ID list:

Keeps a record of the last 50 different callers of the base unit after subscribing to a Caller ID service. To print automatically after every 50 new calls, activate feature #28 (page 70).



- 1 Press [MENU] repeatedly to display "PRINT REPORT".
- 2 Press [ < ] or [ ] repeatedly to display the desired item.
- 3 Press [SET] to start printing.
  - To stop printing, press [STOP].
- 4 Press [MENU].

## 11.2 Technical data about this product

### 11.2.1 Base unit

#### Applicable lines:

Public Switched Telephone Network

#### Document size:

Max. 216 mm (8 1/2") in width, Max. 600 mm (23 5/8") in length

#### Effective scanning width:

208 mm (8 1/8")

#### Effective printing width:

Letter/Legal: 208 mm (8 1/8")

#### Transmission speed<sup>\*1</sup>:

A4: 202 mm (7 15/16")

#### Scanning density:

Approx. 15 s/page (Original mode)<sup>\*2</sup>

#### Photo resolution:

Horizontal: 8 pels/mm (203 pels/inch)

#### Scanner type:

Vertical: 3.85 lines/mm (98 lines/inch) (standard resolution)

#### Data compression system:

7.7 lines/mm (196 lines/inch) (fine/photo resolution)

#### Modem speed:

15.4 lines/mm (392 lines/inch) (super fine resolution)

#### Operating environment:

64 levels

#### Dimensions:

Contact Image Sensor

#### Mass (Weight):

Thermal Transfer on plain paper

#### Power consumption:

Modified Huffman (MH), Modified READ (MR)

#### Power supply:

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

#### Fax memory capacity<sup>\*3</sup>:

5°C – 35°C (41°F – 95°F), 20% – 80% RH (Relative Humidity)

#### Voice memory capacity<sup>\*4</sup>:

Approx. height 128 mm x width 324 mm x depth 242 mm (5 1/8" x 12 3/4" x 9 1/8")

Approx. 3.1 kg (6.8 lb.)

#### Transmission:

Standby: Approx. 4.4 W

#### Reception:

Approx. 12 W

#### Copy:

Approx. 50 W (When receiving a 20% black document)

#### Maximum:

Approx. 50 W (When copying a 20% black document)

#### Transmission:

Approx. 135 W (When copying a 100% black document)

#### Reception:

Approx. 25 pages

#### Approx. 28 pages

#### Approx. 15 minutes

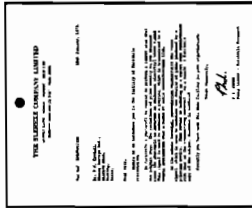
<sup>\*1</sup> Transmission speed varies depending on page content, resolution, telephone line conditions, and the other party's machine.

<sup>\*2</sup> Transmission speed is based upon the ITU-T No. 1 Test Chart and original mode. If the capabilities of the other party's machine are inferior to your unit, the transmission speed may be lower.

<sup>\*3</sup> Based on the ITU-T No. 1 Test Chart in standard resolution.

<sup>\*4</sup> Including greeting messages. Total recording time may be reduced by the calling party's background noise.

ITU-T No. 1 Test Chart

**Paper specifications**

Recording paper size:

- Letter: 216 mm × 279 mm ( $8\frac{1}{2}'' \times 11''$ )
  - Legal: 216 mm × 356 mm ( $8\frac{1}{2}'' \times 14''$ )
  - A4: 210 mm × 297 mm ( $8\frac{1}{4}'' \times 11\frac{1}{16}''$ )
- Recording paper weight:  
60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (16 lb. to 24 lb.)

**Note for recording paper:**

- Do not use the following types of paper:
  - Paper with a cotton and/or fiber 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, discolor, scorch or emit dangerous fumes near 200°C (392°F), such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
  - Moist 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 misfading occurs.
- For proper paper feeding and best print quality, we recommend using long-grained paper.
- Do not use paper of different types or thickness at the same time. This may cause a paper jam.
- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause a paper jam.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.

**11.2.2 Handset**

Operating environment:

- 5°C – 40°C (41°F – 104°F)

Frequency:

- 2.40 GHz – 2.48 GHz

Dimensions:

- Approx. height 242 mm × width 53 mm × depth 40 mm ( $9\frac{7}{32}'' \times 2\frac{1}{32}'' \times 1\frac{9}{16}''$ )

Mass (Weight):

- Approx. 220 g (0.48 lb.)

Power supply:

- Ni-Cd battery (3.6 V, 850 mAh)

Security codes:

- 1,000,000

**11.2.3 Charger unit**

Operating environment:

- 5°C – 40°C (41°F – 104°F)

Dimensions:

- Approx. height 60 mm × width 74 mm × depth 96 mm ( $2\frac{3}{32}'' \times 2\frac{29}{32}'' \times 2\frac{29}{32}''$ )

Mass (Weight):

- Approx. 95 g (0.21 lb.)

Power consumption:

- Standby: Approx. 0.8 W

Power supply:

- Maximum: Approx. 4.0 W
- AC adaptor (120 V AC, 60 Hz)

**Note:**

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

### 11.3 FCC and Other Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:ACJ.....

- If requested, this number must be provided to the telephone company.
- Registration No. .... (found on the rear of the unit)
  - Finger Equivalence No. (REN) ..... (found on the rear of the unit)

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAE00#RTXXXX. The digits represented by # are the REN without a decimal point (e.g., 03 is a REN of 0.3).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact a Factory Servicenter or other Authorized Service. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

This equipment is hearing aid compatible as defined by the FCC in 47 CFR Section 68.316.

When you hold the phone to your ear, noise might be heard in your Hearing Aid. Some Hearing Aids are not adequately shielded from external RF (radio frequency) energy. If noise occurs, use an optional headset accessory or the speakerphone option (if applicable) when using this phone. Consult with your audiologist or Hearing Aid manufacturer about the availability of Hearing Aids which provide adequate shielding to RF energy commonly emitted digital devices.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

**WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:**

- 1) Remain on the line and briefly explain to the dispatcher the reason for the call.
- 2) Perform such activities in the off-peak hours, such as early morning or late evenings.

The software contained in this equipment to allow user access to the network must be upgraded to recognize newly established network area codes and exchange codes as they are placed into service. Failure to upgrade the premises systems or peripheral equipment to recognize the new codes as they are established will restrict the customer and the customer's employees from gaining access to the network and to these codes.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
  - (2) This device must accept any interference received, including interference that may cause undesired operation.
- Privacy of communications may not be ensured when using this phone.

**CAUTION:** Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this device.

**NOTE:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

#### FCC RF Exposure Warning:

To comply with FCC RF exposure requirements the base unit must be installed and operated with its antenna located at 20 cm or more between antenna and all person's body (excluding extremities of hands, wrist and feet). The handset unit may be carried and operated with only the specific provided belt-clip. Other non-leaded belt-clips or similar body-worn accessories may not comply and must be avoided. The base and handset units must not be co-located or operated in conjunction with any other antenna or transmitter.

### 11.4 Limited Warranty

PANASONIC CONSUMER ELECTRONICS COMPANY,  
DIVISION OF MATSUSHITA ELECTRIC  
CORPORATION OF AMERICA  
One Panasonic Way,  
Secaucus, New Jersey 07094

PANASONIC SALES COMPANY,  
DIVISION OF MATSUSHITA  
ELECTRIC OF PUERTO RICO, INC.,  
Ave. 65 de Intendencia, Km. 9.5  
San Gabriel Industrial Park,  
Carolina, Puerto Rico 00985

### Panasonic Facsimile Product Limited Warranty

#### Limited Warranty Coverage

If your product does not work properly because of a defect in materials or workmanship, Panasonic Consumer Electronics Company or Panasonic Sales Company (collectively referred to as "the warrantor") will, for the length of the period indicated on the chart below, which starts with the date of original purchase ("limited warranty period"), at its option either (a) repair your product with new or refurbished parts, or (b) replace it with a new or a refurbished product. The decision to repair or replace will be made by the warrantor.

FAX categories	Parts	Labor
Thermal Transfer Facsimile	6 Months	6 Months
Laser Facsimile	1 (one) Year	1 (one) Year

Batteries, antennas, optional accessories (such as additional handsets), ink film, toner cartridge, drum unit, and ink cartridge (as may be applicable), and cosmetic parts (cabinet) are not warranted under this Limited Warranty.

During the "Labor" Limited Warranty period there will be no charge for labor. During the "Parts" Limited Warranty period, there will be no charge for parts. You must carry-in or mail-in your product during the Limited Warranty period. This Limited Warranty only applies to products purchased and serviced in the United States or Puerto Rico. This Limited Warranty is extended only to the original purchaser and only covers products purchased as new. A purchase receipt or other proof of the original purchase date is required for Limited Warranty service.

#### Carry-in or Mail-in Service

For Carry-in or Mail-in Service in the United States call 1-800-HELP-FAX (1-800-435-7329)  
For assistance in Puerto Rico call Panasonic Sales Company (787)-750-4300 or fax (787)-768-2910.

#### Limited Warranty Limits And Exclusions

This Limited Warranty ONLY COVERS failures due to defects in materials or workmanship, and DOES NOT COVER normal wear and tear or cosmetic damage. The Limited Warranty ALSO DOES NOT COVER damages which occurred in shipment, or failures which are caused by products not supplied by the warrantor such as non Panasonic ink film, toner cartridge or drum unit, or failures which result from accidents, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, set-up, adjustments, signal reception problems, misadjustment of consumer controls, improper maintenance, power line surge, improper voltage supply, lightning damage, modification, or commercial use (such as in a hotel, office, restaurant, or other business), rental use of the product, service by anyone other than a Factory Servicecenter or other Authorized Service, or damage that is attributable to acts of God.

**THERE ARE NO EXPRESS WARRANTIES EXCEPT AS LISTED UNDER "LIMITED WARRANTY COVERAGE". THE WARRANTOR IS NOT LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS LIMITED WARRANTY.** (As examples, this excludes damages for lost time, cost of having someone remove or re-install an installed unit if applicable, or travel to and from the service. The items listed are not exclusive, but are for illustration only.) **ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTY OF MERCHANTABILITY, ARE LIMITED TO THE PERIOD OF THE LIMITED WARRANTY.**

Some states do not allow the exclusion or limitation of incidental or consequential damages, or limitations on how long an implied Limited Warranty lasts, so the exclusions may not apply to you.

This Limited Warranty gives you specific legal rights and you may also have other rights which vary from state to state. If a problem with this product develops during or after the Limited Warranty period, you may contact your dealer or Servicecenter. If the problem is not handled to your satisfaction, then write to the warrantor's Consumer Affairs Department at the addresses listed for the warrantor.

### PARTS AND SERVICE WHICH ARE NOT COVERED BY THIS LIMITED WARRANTY ARE YOUR RESPONSIBILITY.

#### For product service

• Call toll-free 1-800-HELP-FAX (1-800-435-7329)  
for the location of an authorized servicecenter.

#### For out of Limited Warranty technical support

• After the Limited Warranty has expired, please contact our Continued Services Technical Support Line at 1-900-555-PANA (1-900-555-7262) for support on a fee basis.  
• When you ship the product  
• Carefully pack your unit, preferably in the original carton.  
• Attach a letter, detailing the symptom or problem, to the outside of the carton.  
• Send the unit to an authorized servicecenter, prepaid and adequately insured.  
• Do not send your unit to the Panasonic Consumer Electronics Company or to any executive or regional sales office. These locations do not repair consumer products.



## 11.5 Customer Services directory

To obtain service or technical assistance during the warranty period, please contact: 1-800-HELP-FAX (1-800-435-7329), Monday-Friday 9am-8pm EST. To obtain support or service after the warranty has expired, please contact: 1-900-555-PAANA (1-900-555-7262) for support on a fee basis. For hearing or speech impaired TTY users, TTY: 1-866-741-6422

Web Site: [www.panasonic.com](http://www.panasonic.com)

(for customers in the USA or Puerto Rico ONLY)  
You can purchase parts, accessories or locate your nearest servicenter by visiting our Web Site.

Service in Puerto Rico

Matsushita Electric of Puerto Rico, Inc. Panasonic Sales Company / Factory Servicenter:  
Ave. 65 de Infanteria, Km. 9.5, San Gabriel Industrial Park, Carolina, Puerto Rico 00985  
Phone (787) 750-4300 Fax (787) 768-2910

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Panasonic  
 KK-PPQ381  
 Proof of Purchase

## Panasonic FAX ADVANTAGE PROGRAM

# Free peace of mind, direct from Panasonic



## NO EXTRA COST

- 6-month limited warranty\*: parts, labor, and toll-free help line\*
- Free replacement<sup>2</sup> and repair program

**The Panasonic Fax Advantage Consumer Service Program.** Panasonic knows that if your fax machine is not up and running, neither is your business. That's why we created the Panasonic Fax Advantage Program. It's a free, no-cost program that covers the purchase of a new and unused Panasonic Fax Machine (along with included handset), the Fax Advantage Program can provide a free replacement unit<sup>1</sup> if your original unit is in need of repair.

**Here's how it works:**

1. If you have a problem with your fax that you purchased new and unused while it is covered by the period of this program, call 1-800-HELP-FAX.
2. Talk to one of our technical experts to diagnose your problem over the phone.
3. If repairs are necessary and you are entitled to service under the terms and conditions of the limited warranty\*, we will send a refurbished replacement unit to you by UPS Ground service delivery. The shipping method is upgradeable for an extra charge.

A second option available under our limited warranty is to mail in your original unit to one of our Regional Service centers, where the unit will be repaired and returned to you.

**Instructions:**

- If you choose to receive a replacement unit under the Fax Advantage Program, Panasonic will provide a replacement unit which will be completely refurbished, quality-tested by Panasonic technicians and shipped to you by UPS Ground service delivery. You will receive the replacement unit and send the original unit to us in the replacement unit's box. UPS will send the unit at no charge to you, should it be determined that you are entitled to warranty service. A proof-of-purchase must be included with the returned product. Any unit that is replaced by Panasonic and not returned to you within 30 days of purchase by you will be subject to a return-to-stock charge. The original replacement unit, utilizing the packing materials provided. Damage due to improper or inadequate packing will be charged to you as an out-of-warranty cost.

If our 1-800-HELP-FAX technicians determine that your unit may be an "out-of-box failure", we will attempt to provide you with a factory-new replacement unit\*. You must ship a copy of the original proof of purchase and your original unit to the address on the unit within 10 days prior to your 1-800-HELP-FAX call.

**Requirements:**

- You must give our technicians a valid credit card number (Discover, VISA, Master Card, or American Express/Optima). Product that is not returned to Panasonic by 10 business days after shipment of the replacement product will be charged to you. Your original unit must be in good working order (see dealer for details). If your original unit is not eligible for warranty service, your card will be charged for the non-warranty repair of the unit at Panasonic's current rate for parts and labor and for any shipping charges associated with this program. If you do not wish to pay out-of-warranty repair costs, you will be responsible for returning the replacement unit to Panasonic and including the UPS delivery of the replacement product to you, shipment of the problem unit to Panasonic, and the return of your replacement unit back to you. Credit status will be verified prior to sending the replacement product.

1. See dealer for limited warranty details.
2. For details on the Fax Advantage Program, call our Continued Service Technical Support Line at 1-800-555-PANNA (1-800-555-7262), for fee based technical support.
3. Replacement program is refurbished.
4. Replacement program is only available in the 50 United States, is subject to termination at any time without advance notice, and does not cover optional accessories.
5. Replacement program is only available in the 50 United States, is subject to termination at any time without advance notice, and does not cover optional accessories.
6. Panasonic reserves the right to send a refurbished unit.

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