



Panasonic

Operating Instructions

Compact Plain Paper Fax with DECT

Model No. **KX-FC225E**



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

Charge the battery for about 7 hours before initial use.

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

Be sure to use the telephone line cord included in this unit.

This model is designed to be used only in the United Kingdom and Ireland.

Important safety instructions

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

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this unit.
3. Unplug this unit from power outlets before cleaning. Do not use liquid or aerosol cleaners.
4. Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, etc.
5. Place the unit securely on a stable surface. Serious damage and/or injury may result if the unit falls.
6. Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating. Never place the unit near radiators, or in a place where proper ventilation is not provided.
7. Use only the power source marked on the unit. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.
8. For safety purposes this unit is equipped with a grounded plug. If you do not have this type of outlet, please have one installed. Do not defeat this safety feature by tampering with the plug.
9. Do not place objects on the mains lead. Install the unit where no one can step or trip on the cord.
10. Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.
11. Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.
12. To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorised service centre when service is required. Opening or removing covers may expose you to dangerous 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 authorised service centre when the following conditions occur:
 - A. When the mains lead is damaged or frayed.
 - B. If liquid has been spilled into the unit.
 - C. If the unit has been exposed to rain or water.
 - D. If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorised service centre.
 - E. If the unit has been dropped or physically damaged.
 - F. If the unit exhibits a distinct change in performance.
14. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.

15. Do not use this unit to report a gas leak, when in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

CAUTION:

Installation

- Never install telephone wiring during a lightning storm.
- Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Do not touch the plug with wet hands.
- This unit should not be used near emergency/intensive care medical equipment and should not be used by people with pacemakers.

Battery

To reduce the risk of fire or injury to persons, read and follow these instructions.

- Use only the battery(ies) specified.
- Do not mix old and new batteries.
- 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.
- Exercise care when handling the battery(ies). Do not allow conductive materials such as rings, bracelets or keys to touch the battery(ies), otherwise a short circuit may cause the battery(ies) and/or the conductive material to 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.
- Only use the included base unit (or charger) to charge the battery(ies). Do not tamper with the base unit (or charger). Failure to follow these instructions may cause the battery(ies) to swell or explode.
- Only use rechargeable battery(ies). If you install non-rechargeable battery(ies) and start charging them, the battery(ies) may leak electrolyte.

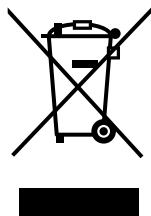
WARNING:

- To prevent the risk of fire or electrical shock, do not expose this product to rain or any type of moisture.
- Unplug this unit from power outlets if it emits smoke, an abnormal smell or makes unusual noise. These conditions can cause fire or electric shock. Confirm

Important Information

that smoke has stopped and contact an authorised service centre.

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



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

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

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

For business users in the European Union

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

Information on Disposal in other Countries outside the European Union

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

For Best Performance

Location and noise

The base unit and cordless handset use radio waves to communicate with each other. For maximum distance and noise-free operation, we recommend the following:

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

Environment

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of the unit.
- When you leave the unit unused for a long period of time, unplug this unit from power outlet.
- The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. Damp basements should also be avoided.

Routine care

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

Important Information

The connection to the telecommunication systems must not be hard wired and must be unplugged before the earth is disconnected.

Method of connection

This apparatus is connected to the exchange line or PABX/PMBX extension by the new standard British Telecom plug and socket. Arrangements for provision of this type of termination can be made through the nearest British Telecom Sales Office.

This apparatus may be connected to the following types of installation.

- a) For connection to the public switched telephone network (PSTN) and compatible PBX (Private Branch Exchange), which use DTMF signalling. (Please consult your supplier for an up to date list of compatible PBX's.)
- b) The apparatus can be used on extension sockets connected to a direct exchange line (D.E.L.).
- c) This apparatus is suitable for connection to the telecommunication system directly or via compatible private branch exchange as an extension. The supplier of the apparatus should be consulted for an up to date list of PBX's with which the apparatus is compatible.

It cannot be guaranteed that the apparatus will operate under all possible conditions of connection to compatible PBX's.

- This apparatus is suitable for connection to a PBX with or without initial proceed indication.
- This apparatus is suitable for connection to a PBX with or without secondary proceed indication.

Any cases of difficulty should be referred in the first instance to the supplier of the apparatus.

- d) The apparatus must not be connected in the following manner:
 - As an extension to a pay phone
 - As a party line with shared service

NOTES:



- If you experience any problems with the normal use of your apparatus, you should unplug it from the telephone outlet and connect a known working telephone in its place. If the known working telephone still gives problems, then please contact the customer service department of your PSTN operator (e.g. BT etc.). If it operates properly, then the problems are likely to be a fault in your apparatus. In this case, consult your supplier for advice.
- Your PSTN operator may charge you if they attend a service call that is not due to apparatus supplied by them.

Important Information

For your safety

This appliance is supplied with a moulded three pin mains plug for your safety and convenience.

Should the fuse need to be replaced please ensure that the replacement fuse is of the same rating and that it is approved by ASTA or BSI to BS1362.

Check for ASTA mark  or the BSI mark  on the body of the fuse.

If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.

If you lose the fuse cover the plug must not be used until a replacement cover is obtained.

A replacement fuse cover can be purchased from your local Panasonic dealer.

IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR HOME THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY. THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.

If a new plug is to be fitted please observe the wiring code as shown below. If in any doubt please consult a qualified electrician.

WARNING: THIS APPLIANCE MUST BE EARTHED.

IMPORTANT:

The wires in this mains lead are coloured in accordance with the following code:

Green-and-Yellow:	Earth
Blue:	Neutral
Brown:	Live

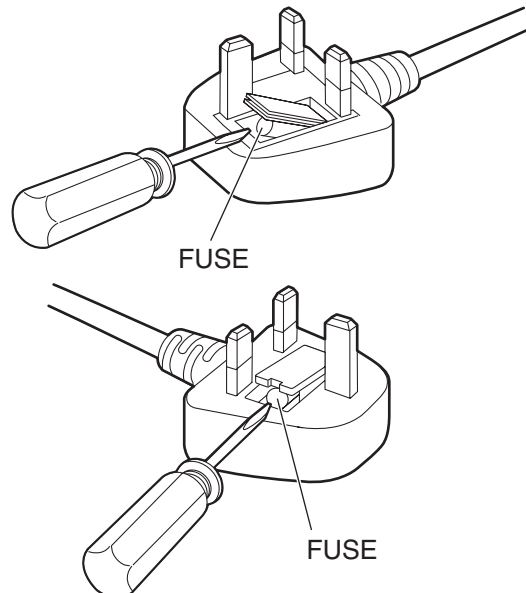
As the colours of the wire in the mains lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows.

The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked with the letter E or by the Earth symbol \perp or coloured GREEN or GREEN-AND-YELLOW.

The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.

The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with letter L or coloured RED.

How to replace the fuse: Open the fuse compartment with a screwdriver and replace the fuse (and fuse cover).



1. Introduction and Installation**Accessories**

- 1.1 Included accessories..... 9
- 1.2 Accessory information..... 9

Finding the Controls

- 1.3 Button descriptions of the base unit 10
- 1.4 Button descriptions of the cordless handset 11
- 1.5 Display descriptions of the cordless handset..... 11
- 1.6 Overview 12

Installation

- 1.7 Ink film 13
- 1.8 Paper tray 14
- 1.9 Paper support..... 14
- 1.10 Recording paper..... 15
- 1.11 Battery installation / replacement..... 15

2. Preparation**Connections and Setup**

- 2.1 Connections 16
- 2.2 Battery charge..... 17
- 2.3 Turning the cordless handset power ON/OFF..... 17

Volume

- 2.4 Adjusting cordless handset volume..... 18
- 2.5 Adjusting base unit volume..... 18

Initial Programming

- 2.6 Date and time 19
- 2.7 Your logo..... 20
- 2.8 Your fax number 20

3. Telephone**Making and Answering Calls**

- 3.1 Making phone calls..... 21
- 3.2 Answering phone calls..... 22
- 3.3 Using the recall feature..... 22

Automatic Dialling

- 3.4 Cordless handset phonebook..... 23
- 3.5 Chain dial (Cordless handset only) 23
- 3.6 Base unit phonebook..... 23
- 3.7 One touch dial (Base unit only) 24

Caller ID

- 3.8 Caller ID service 25
- 3.9 Viewing and calling back 26
- 3.10 Editing a caller's telephone number before calling back..... 26
- 3.11 Erasing caller information..... 27
- 3.12 Storing caller information into the phonebook..... 27

4. Fax**Sending Faxes**

- 4.1 Sending a fax manually28
- 4.2 Document requirements.....29
- 4.3 Sending a fax using the phonebook and one touch dial.....29
- 4.4 Broadcast transmission.....30

Receiving Faxes

- 4.5 Selecting the way to use your fax machine ..31
- 4.6 Receiving a fax manually – Auto answer OFF32
- 4.7 Receiving a fax automatically – Auto answer ON.....34
- 4.8 Receive polling (retrieving a fax placed on another fax machine)35
- 4.9 Junk fax prohibitor (preventing fax reception from undesired callers).....35

5. Copy**Copying**

- 5.1 Making a copy36

6. Answering Machine**Greeting**

- 6.1 Recording your greeting message38

Incoming Messages

- 6.2 Listening to recorded messages39

Memo Message

- 6.3 Leaving a message for others or yourself39

Remote Operation

- 6.4 Using the answering machine with the cordless handset40
- 6.5 Operating from a remote location.....41

7. Programmable Features**Base Unit**

- 7.1 Base unit programming43

Cordless Handset

- 7.2 Cordless handset programming50

8. Multi-unit Operation**Additional Units**

- 8.1 Operating additional units53
- 8.2 Registering a cordless handset to a base unit.....53

Other Features

- 8.3 Intercom53
- 8.4 Transferring a call/conference54
- 8.5 Copying phonebook items.....54

9. Useful Information**Useful Information**

- 9.1 Character entry56

Table of Contents

10.Help

Error Messages

- 10.1 Error messages – Reports **58**
- 10.2 Error messages – Display **59**

Troubleshooting

- 10.3 When a function does not work, check here **61**

11.Maintenance

Jams

- 11.1 Recording paper jams **67**
- 11.2 Document jams **68**

Cleaning

- 11.3 Document feeder/recording paper feeder/
scanner glass cleaning **69**
- 11.4 Thermal head cleaning **70**

12.General Information

Printed Reports

- 12.1 Reference lists and reports (Base unit only) **71**

Specifications

- 12.2 Specifications **71**

Guarantee

- 12.3 Condition of guarantee **73**

13.Index

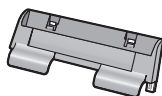
- 13.1 Index **74**

1.1 Included accessories

- ① Telephone line cord (PFJA04B012Y)^{*1*2} ② Cordless handset



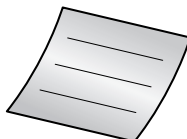
- ③ Rechargeable batteries (HHR-55AAAB or HHR-4EPT)^{*1} ④ Paper tray (PFKS1145Z3)^{*1}



- ⑤ Paper support (PFUS1704Z)^{*1} ⑥ Starter ink film (10 metres long)



- ⑦ Operating instructions (PFQX2478Z)^{*1} ⑧ Quick installation guide (PFQW2470Z)^{*1}



*1 Part numbers are subject to change without notice.

*2 For UK.

Note:

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

1.2 Accessory information

1.2.1 Sales and Support Information

Customer Care Centre

- For customers within the UK: 08701 580560
- For customers within the Republic of Ireland: 01 289 8333
- Visit our website for product information
- E-mail: customer.care@panasonic.co.uk

Direct Sales at Panasonic UK

- Order accessory and consumable items for your product with ease and confidence by phoning our Customer Care Centre Monday - Thursday 9:00am - 5:30pm, Friday 9:30am - 5:30pm (Excluding public holidays).
- Or go on line through our Internet Accessory ordering application at www.panasonic.co.uk.
- Most major credit and debit cards accepted.
- All enquires transactions and distribution facilities are provided directly by Panasonic UK Ltd.
- It couldn't be simpler!
- Also available through our Internet is direct shopping for a wide range of finished products, take a browse on our website for further details.

Additional/replacement accessories

- **Replacement film^{*1} (Model No./Part No. KX-FA52X):** 30 m × 2 rolls (Each roll will print about 90 A4-sized pages.)
- **Rechargeable batteries^{*2} (Model No./Part No. P03P):** 2 rechargeable nickel metal hydride (Ni-MH) batteries, AAA (R03) size
- **Additional digital cordless handset (Model No./Part No. KX-TGA711E)**
- **Belt clip (Model No./Part No. KX-TCA718EX)**
- **DECT repeater (Model No./Part No. KX-A272)**

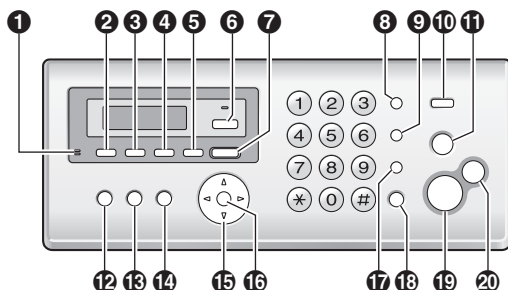
*1 To ensure the unit operates properly, we recommend using the Panasonic replacement film. **The ink film is not reusable. Do not rewind and use the ink film again.**

*2 Maximum capacity of 750mAh

To place an order for KX-FA52X online
Visit our web site :
<http://shop.panasonic.co.uk/icat/acommunications>

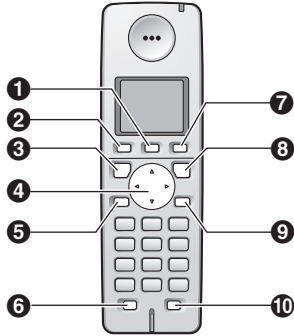
1. Introduction and Installation

1.3 Button descriptions of the base unit



- 1 [MIC] (Microphone)**
- The built-in microphone.
- 2 [GREETING REC]**
- To record a greeting message (page 38).
- 3 [GREETING CHECK]**
- To check a greeting message (page 38).
- 4 [MEMO]**
- To record a memo message (page 39).
- 5 [ERASE]**
- To erase messages (page 38, 39).
- 6 [AUTO ANSWER]**
- To turn the auto answer setting ON/OFF (page 32, 34).
- 7 [PLAYBACK]**
- To play messages (page 39).
- 8 [REDIAL](PAUSE)**
- To redial the last number dialed from the base unit.
 - To insert a pause during dialling.
- 9 [RECALL]**
- To access special telephone services such as call waiting (page 22) or for transferring extension calls.
 - The recall/flash time can be changed (feature #72 on page 48).
- 10 [CALLER ID]**
- To use Caller ID features (page 25).
- 11 [STOP]**
- To stop an operation or programming session.
 - To erase a character/number (page 56). Press and hold to erase all characters/numbers.
- 12 [LOCATOR](INTERCOM)**
- To make/answer intercom calls (page 53).
 - To page or locate a cordless handset (page 53).
- 13 [PRINT REPORT]**
- To print lists and reports for reference purposes (page 71).
- 14 [MENU]**
- To start or exit programming.
- 15 [PHONEBOOK](VOLUME)**
- To adjust volume (page 18).
 - To search for a stored item (page 24, page 29).
- 16 [SET]**
- To store a setting during programming.
- 17 [MUTE]**
- To mute your voice during a conversation. Press again to resume the conversation.
- 18 [SP-PHONE]**
- For speakerphone operation.
- 19 [FAX START]**
- To send or receive a fax.
- 20 [COPY]**
- To copy a document (page 36).

1.4 Button descriptions of the cordless handset



- 1** **[≡/OK] (Menu/OK)**
 - To start programming.
 - To accept the current selection.
- 2** **[☎] (Phonebook)**
 - To open the cordless handset phonebook (page 23).
- 3** **[☎] (Talk)**
 - To make/answer calls (page 21, 22).
- 4** **Navigator**
 - To adjust volume (page 18).
 - To search for a stored item (page 23).
 - To select features or feature settings during programming.
 - To navigate to the next operation.
- 5** **[☎] (Speakerphone)**
 - For speakerphone operation.
- 6** **[R] (Recall)**
 - To access special telephone services such as call waiting (page 22) or for transferring extension calls.
 - The recall/flash time can be changed (feature #72 on page 48).
- 7** **[☎] (Redial/Pause)**
 - To redial one of the last 10 numbers dialed from the handset (page 21).
 - To insert a pause during dialling.
- 8** **[☎] (Off/Power)**
 - To turn power ON/OFF (page 17).
 - To hang up (page 21, 22).
 - To stop an operation or programming.
- 9** **[C/☎] (Clear/Mute)**
 - To mute your voice during a conversation. Press again to resume the conversation.
 - To erase a character/number (page 56). Press and hold to erase all characters/numbers.
- 10** **[INT] (Intercom)**
 - To page or locate the base unit or another cordless handset (page 53).

1.5 Display descriptions of the cordless handset

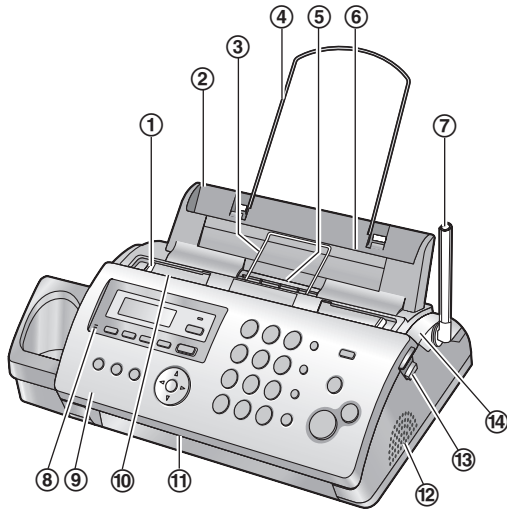
Display icons

Display icon	Meaning
	Within range of a base unit <ul style="list-style-type: none"> • When flashing: Cordless handset is searching for base unit (out of range of base unit, cordless handset is not registered to base unit, no power on base unit)
	Cordless handset is accessing base unit (intercom, paging, changing base unit settings, etc.)
	Cordless handset is on an outside call
	Answering machine is ON (page 34)
	Battery strength
"[2]"	Cordless handset number (standby display setting, page 50)
[IN USE]	<ul style="list-style-type: none"> • Line is being used by the base unit or another cordless handset • Answering machine is being used by another cordless handset or the base unit
▼▲	Select the words in quotations shown on the display (e.g., "Handset Setup") by pressing [▲] or [▼]

1. Introduction and Installation

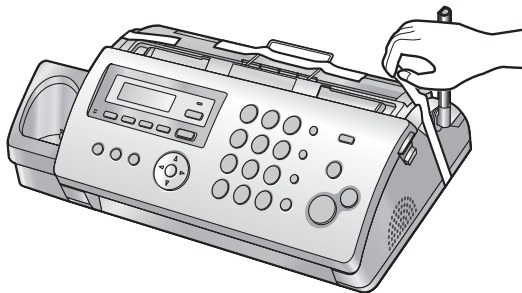
1.6 Overview

1.6.1 Base unit

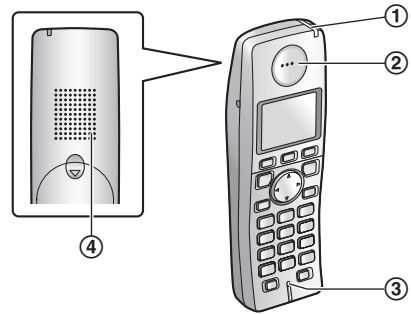


- ① Document guides
- ② Paper tray
- ③ Metal recording paper guide
- ④ Paper support
- ⑤ Recording paper exit
- ⑥ Recording paper entrance
- ⑦ Antenna
- ⑧ Microphone
- ⑨ Front cover
- ⑩ Document entrance
- ⑪ Document exit
- ⑫ Speaker
- ⑬ Green button (Back cover release button)
- ⑭ Back cover

Removing the shipping tape



1.6.2 Cordless handset



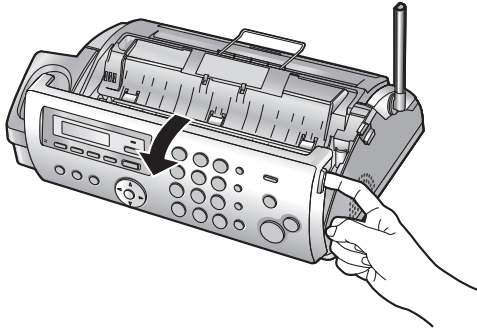
- ① Charge indicator
Ringer indicator
Message indicator
- ② Receiver
- ③ Microphone
- ④ Speaker

1. Introduction and Installation

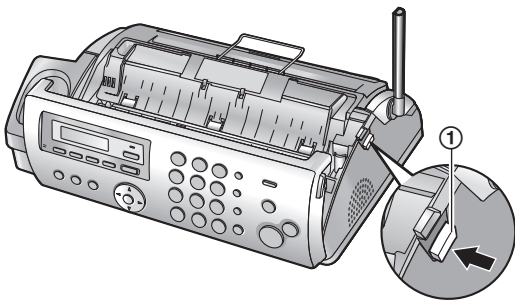
1.7 Ink film

The included film roll is a starter ink film.

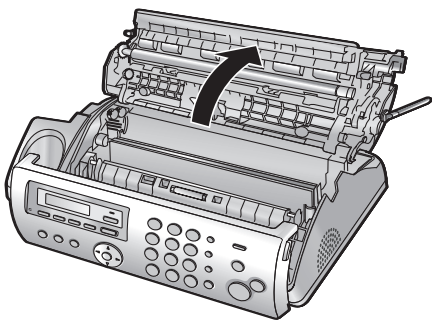
- 1 Open the front cover.



- 2 Release the back cover by pushing the green button (1).



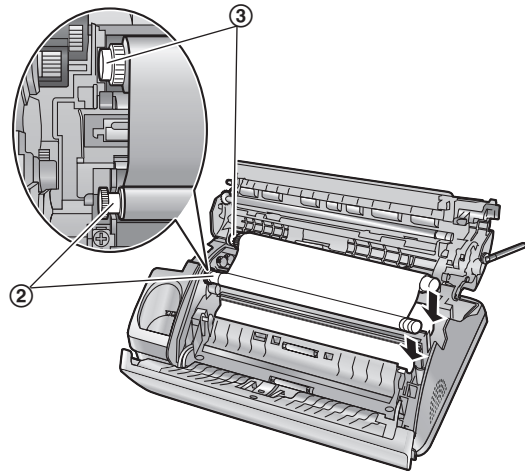
- 3 Open the back cover.



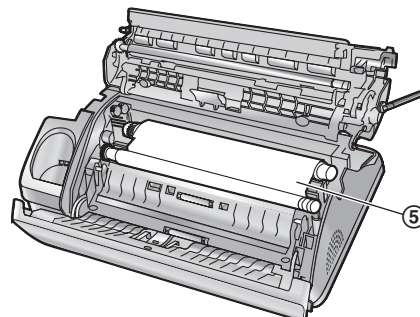
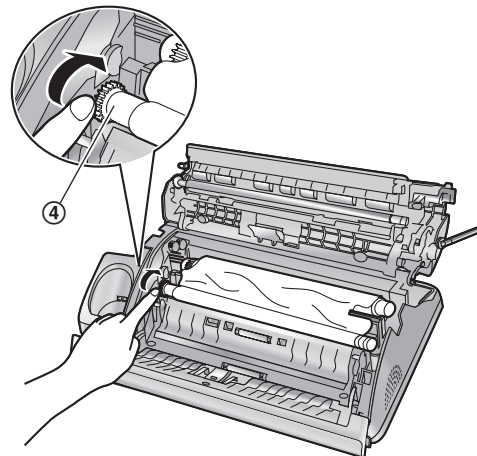
- 4 Insert the blue gear of the ink film roll into the front left slot of the unit (2) and the white gear of the ink film roll into the rear left slot of the unit (3).

- The ink film is safe to touch and will not rub off on your hands like carbon paper.

- Make sure the blue gear (2) and white gear (3) are installed as shown.

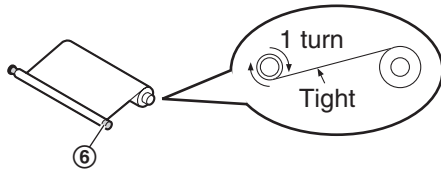


- 5 Turn the blue gear (4) in the direction of the arrow until the ink film is tight (5) and at least one layer of ink film is wrapped around the blue core (6).

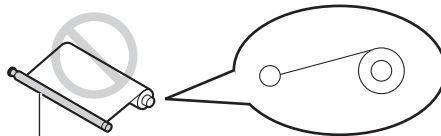


1. Introduction and Installation

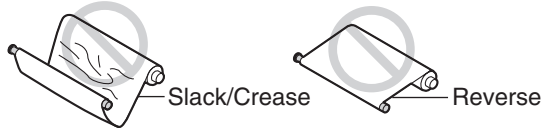
Correct



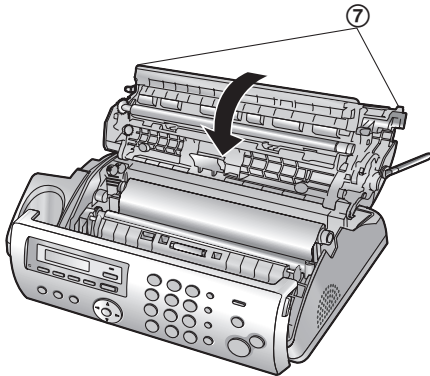
Incorrect



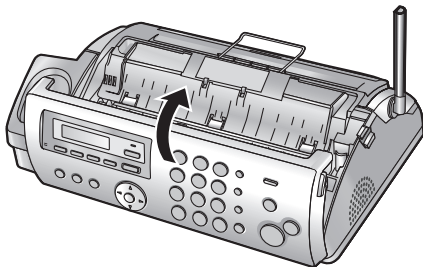
No ink film is wrapped around the blue core.



- 6** Close the back cover securely by pushing down on the dotted area at both ends (7).

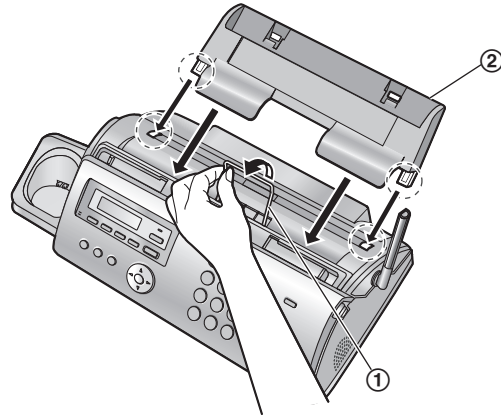


- 7** Close the front cover securely.

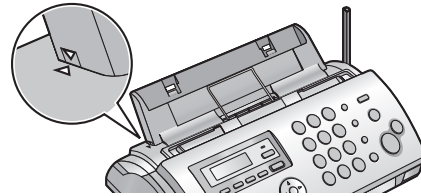


1.8 Paper tray

Pull up the metal recording paper guide (1), then install the paper tray (2).

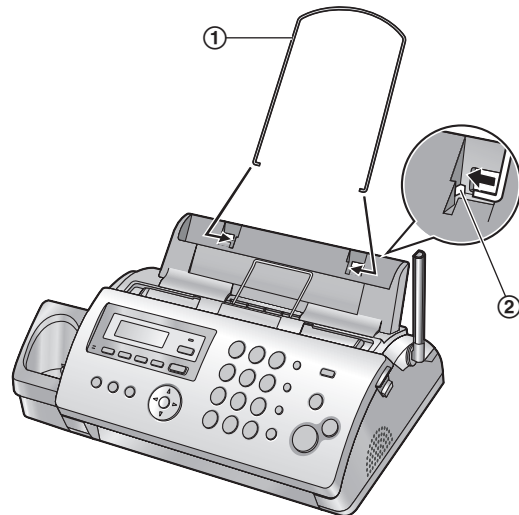


- Make sure the arrows on the paper tray and the unit match.



1.9 Paper support

Hold open the paper support (1), then insert the ends into the holes on the paper tray (2).

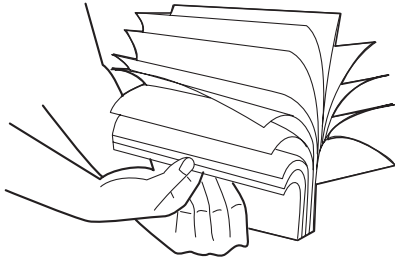


1.10 Recording paper

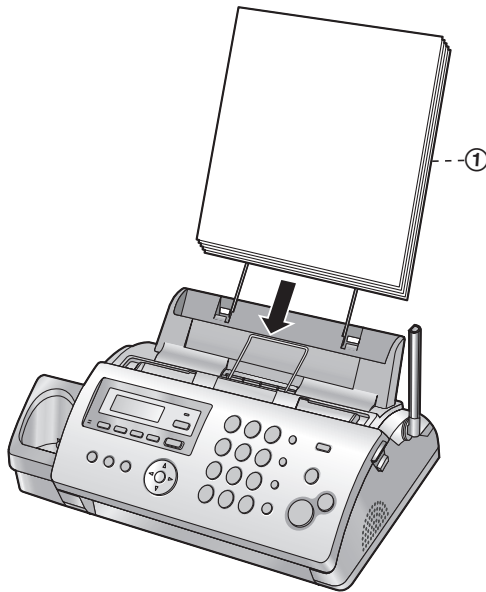
The unit can hold up to 20 sheets of 64 g/m² to 80 g/m² paper.

Please refer to page 72 for more information on recording paper.

- 1 Fan the paper to prevent paper jams.

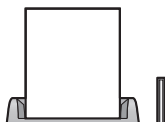


- 2 Insert the paper gently, print-side down (①).
 - Do not force the paper into the paper tray.



- If the paper is not inserted correctly, remove all of the installed paper, and re-install it gently. Otherwise the paper may jam.

Correct



Slant



Note:

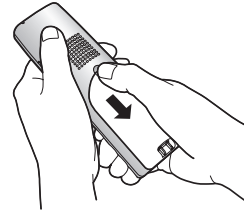
- Remove all of the installed paper before adding paper.

1.11 Battery installation / replacement

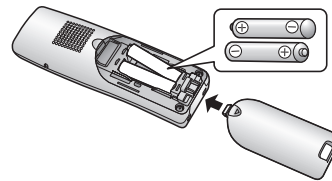
Important:

- Use only the included rechargeable batteries noted on page 3, 9.
- When replacing batteries, we recommend using the Panasonic rechargeable batteries noted on page 3, 9.
- Wipe the battery ends (+, -) with a dry cloth.
- Install the batteries without touching the battery ends (+, -) or the unit contacts.

- 1 Press the notch on the cordless handset cover firmly, and slide the cover.
 - When replacing batteries, remove the old batteries positive (+) terminal first.



- 2 Insert the batteries negative (-) terminal first. Close the cordless handset cover.



2. Preparation

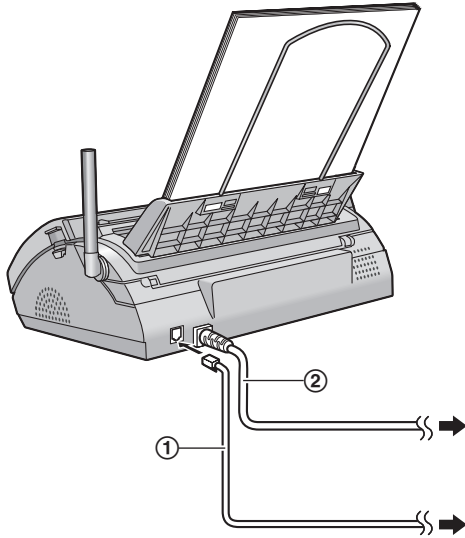
2.1 Connections

Important:

- The unit will not function when there is a power failure. To make calls in emergency situations, you should connect a telephone that can function during a power failure to the telephone line.

2.1.1 Base unit

- ① Telephone line cord
 - Connect to telephone network.
- ② Mains lead
 - Connect to Household Mains Supply (220 V – 240 V, 50 Hz).



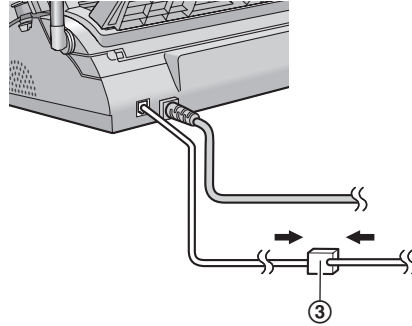
Caution:

- The mains lead must remain connected at all times.
- Never install telephone wiring during a lightning storm.
- When you operate this product, the power outlet should be near the product and easily accessible.
- Be sure to use the telephone line cord included in this unit.
- Do not extend the telephone line cord.

Note:

- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.

- If you use the unit with a computer and your internet provider instructs you to install a filter (③), please connect the telephone line cord of the unit.

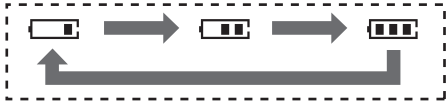



2. Preparation

2.2 Battery charge

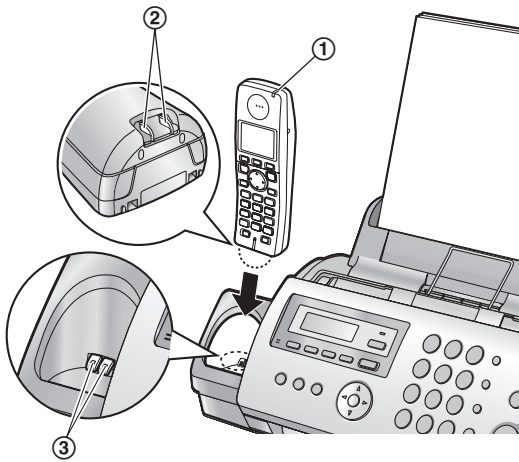
Place the cordless handset on the cradle of the base unit for about **7 hours** before initial use.

When charging, the battery strength icon is shown as follows.



When the batteries are fully charged,  remains on the display.




- The charge indicator (1) lights up when the cordless handset is placed on the base unit.



Note:

- To ensure the battery charges properly, clean the charge contacts of the cordless handset (2) and the charger (3) with a soft, dry cloth once a month. Clean more often if the unit is subject to grease, dust, or high humidity.

Battery strength

Battery icon	Battery strength
	High
	Medium
	Low When flashing: Needs to be charged.

Panasonic Ni-MH battery performance (included batteries)


Operation	Operating time
In continuous use	17 hours max.
In continuous standby mode	180 hours max.

Note:


- It is normal for batteries not to reach full capacity at the initial charge. Maximum battery performance is reached after a few complete cycles of charge/discharge (use).
- Actual battery performance depends on a combination of how often the cordless handset is in use and how often it is not in use (standby).
- Battery operating time may be shortened over time depending on usage conditions and ambient temperature.
- Even after the cordless handset is fully charged, the cordless handset can be left on the base unit without any ill effect on the batteries.
- The battery strength may not be displayed correctly after you replace the batteries. In this case, place the cordless handset on the base unit and charge for at least 7 hours.

2.3 Turning the cordless handset power ON/OFF

Power ON

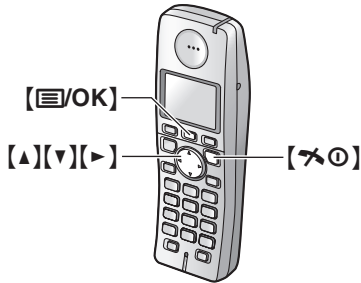
Press [] for about 1 second.

Power OFF

Press [] for about 2 seconds.

2. Preparation

2.4 Adjusting cordless handset volume



Ringer volume

1. [MENU/OK]
2. Press [▲] or [▼] to select "Handset Setup". → [▶]
3. Press [▲] or [▼] to select "Ringer Setup". → [▶]
4. Press [▲] or [▼] to select "Ringer Volume". → [▶]
5. Press [▲] or [▼] to select the desired volume. → [▶] → [MUTE]

Note:

- When receiving a call, you can adjust the ringer volume by pressing [▲] or [▼].
- When the ringer is turned OFF, the cordless handset will ring:
 - at the minimum level for alarm and intercom calls
 - at the maximum level for paging

Ringtone

You can select the desired cordless handset ringtone for outside calls and intercom calls (page 50).

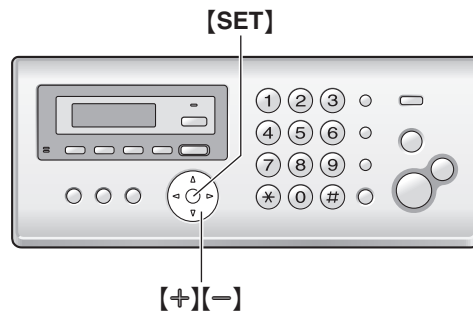
Cordless handset receiver volume

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

Speaker volume

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

2.5 Adjusting base unit volume



Ringer volume

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

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

To turn the ringer OFF

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

- The base unit will not ring for outside calls. The base unit will ring at the low level for intercom calls.
- To turn the ringer back ON, press [+].

Ringtone

- You can select the desired base unit ringtone for outside calls (feature #17 on page 44).

Speaker volume

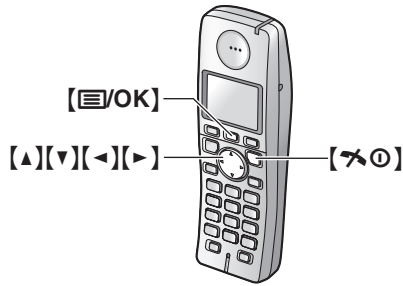
While using the speakerphone, press [+] or [−].

2.6 Date and time

The date and time can be set using either the cordless handset or the base unit.

- The other party's fax machine will print the date and time on the top of each page you send according to your unit's date and time setting.

2.6.1 With the cordless handset



- 1 [OK]
- 2 Press [▲] or [▼] to select "Handset Setup". → [▶]
- 3 Press [▲] or [▼] to select "Time Settings". → [▶] → Press [▲] or [▼] to select "Set Date & Time". → [▶]
- 4 Enter the current date/month/year/hour/minute by selecting 2 digits for each.
Example: 10 August, 2006 10:15 PM (12 hour clock format)
 1. Press [1][0] [0][8] [0][6] [1][0] [1][5].

Date	:10-08-06
Time	:10:15
	*=12/24

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

- 5 [OK]
- 6 Press [MUTE] to exit.

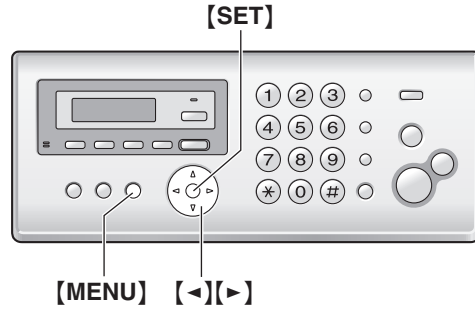
To correct a mistake

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

2.6.2 With the base unit

Important:

- If ☹ is displayed on the base unit, either the date and time has not been set or the setting has been lost (due to a power failure, etc.). Set the date and time by pressing [SET], then follow step 2 and 3.



- 1 [MENU] → [#][0][1] → [SET]

D:01/M:01/Y:06
TIME: 00:00

- 2 Enter the current date/month/year/hour/minute by selecting 2 digits for each.
Example: 10 August, 2006 10:15 PM (12 hour clock format)

1. Press [1][0] [0][8] [0][6] [1][0] [1][5].

D:10/M:08/Y:06
TIME: 10:15

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

- 3 [SET]
- 4 Press [MENU] to exit.

To correct a mistake

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

If you have subscribed to a Caller ID service

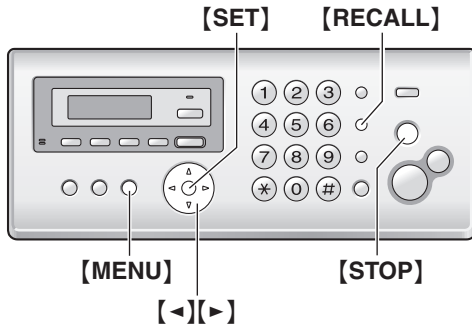
The date and time will be automatically set according to the received caller information.

- If the time has not previously been set, Caller ID will not adjust the clock.

2. Preparation

2.7 Your logo

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



- 1 [MENU] → [#][0][2] → [SET]

LOGO= [# : ABC]

- 2 Enter your logo, up to 30 characters (see page 56 for character entry).
 - To enter a hyphen, press [RECALL].
- 3 [SET]
- 4 Press [MENU] to exit.

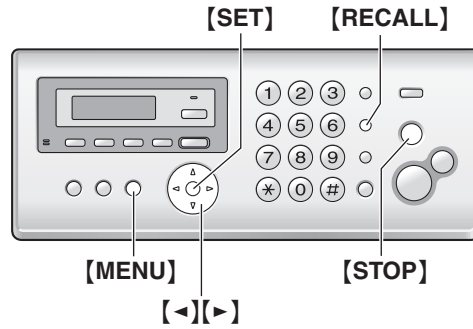
To correct a mistake

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

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

2.8 Your fax number

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



- 1 [MENU] → [#][0][3] → [SET]

NO. = []

- 2 Enter your fax number, up to 20 digits.
 - To enter a "+", press [*].
 - To enter a space, press [#].
 - To enter a hyphen, press [RECALL].
 - To erase a number, press [STOP].
- 3 [SET]
- 4 Press [MENU] to exit.

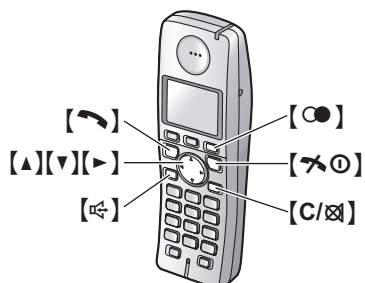
To correct a mistake

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

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

3.1 Making phone calls

3.1.1 With the cordless handset



- 1 Lift the cordless handset and press [hook left].
 - To make hands-free phone calls, press [mute].
- 2 Dial the telephone number.
- 3 To hang up, press [hook right] or place the cordless handset on the base unit.

Note:

- While talking using [hook left], you can switch to a hands-free phone conversation by pressing [mute]. To switch back, press [hook left].
- You can also dial by performing step 2 before step 1.

To mute your conversation

When the call is muted, you will be able to hear the other party but the other party will not be able to hear you.

Press [C/lock].

- To release the mute, press [C/lock].

To redial the last number dialed from the cordless handset

Press [hook left] or [mute]. → [hook right]

To redial using the redial list (Memory redial)

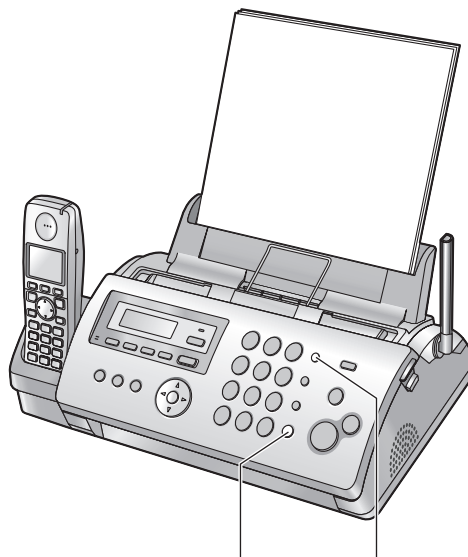
The last 10 phone numbers dialed from the cordless handset are stored in the redial list.

1. [hook right]
2. Press [arrow up] or [arrow down] to select the desired number.
3. [hook left] or [mute]

To erase numbers in the redial list

1. [hook right]
2. Press [arrow up] or [arrow down] repeatedly to select the desired number. → [arrow right]
3. "Erase" → [arrow right]
4. "Yes" → [arrow right] → [hook right]

3.1.2 With the base unit



- 1 [SP-PHONE]
- 2 Dial the telephone number.
- 3 To hang up, press [SP-PHONE].

Note:

- To switch to the cordless handset while using the base unit speakerphone:
 - If on the base unit, just lift up.
- You can also dial by performing step 2 before step 1.

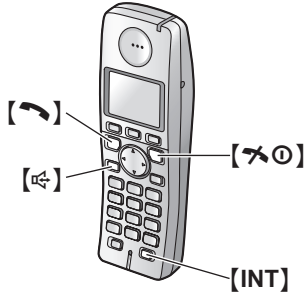
To redial the last number dialed from the base unit

Press [SP-PHONE]. → [REDIAL]

3. Telephone

3.2 Answering phone calls

3.2.1 With the cordless handset

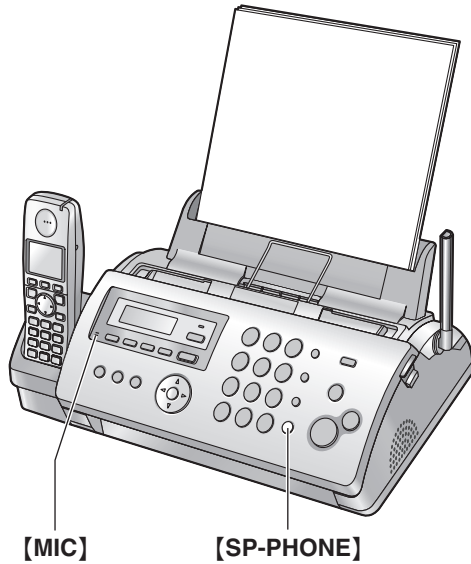


- 1 Lift the cordless handset and press **[hook]** or **[hook with arrow]**.
 - You can also answer a call by pressing any dial key from **[0]** to **[9]**, **[*]**, **[#]** or **[INT]** (**Any key talk feature**).
- 2 To hang up, press **[hook with circle]** or place the cordless handset on the base unit.

Auto talk feature (Cordless handset)

This feature allows you to answer a call by simply lifting the cordless handset off the base unit (page 50).

3.2.2 With the base unit



- 1 Press **[SP-PHONE]** and talk into **[MIC]**.
- 2 To hang up, press **[SP-PHONE]**.

3.3 Using the recall feature

[RECALL] (base unit) / **[R]** (cordless handset) is used to access optional telephone services such as call waiting. Contact your telephone company business office for details.

Call waiting

When a call waiting tone is heard during a conversation, **place the existing call on hold and answer the second call by pressing [RECALL] / [R]**.

- Each time you press **[RECALL] / [R]**, you can switch between the first and second call.
- Incoming calls cannot be dropped by the person who has received the call.

Note:

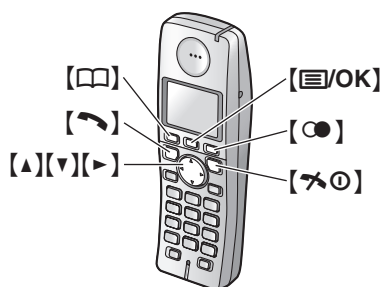
- If your unit is connected to a PBX, pressing **[RECALL] / [R]** allows you to access some features of your host PBX such as transferring an extension call.
- You can change the recall/flash time (feature #72 on page 48).

3.4 Cordless handset phonebook

You can store 50 items to the cordless handset phonebook.

When the system has additional cordless handsets (page 53), each cordless handset can have its own phonebook.

- The base unit has its own individual phonebook (page 23).
- You can copy phonebook items between the base unit and the cordless handset, or between two cordless handsets (page 55).



3.4.1 Storing phonebook items

- 1 [OK] → [OK]
- 2 "New Entry" → [▶]
- 3 Enter the name, up to 16 characters (see page 56 for character entry). → [OK]
- 4 Enter the telephone number, up to 24 digits. → [OK]
- 5 "Save" → [▶]
 - To program other items, repeat steps 3 to 5.
- 6 [Transfer]

3.4.2 Making a phone call using the phonebook

- 1 [OK]
- 2 Press [▲] or [▼] repeatedly to display the desired item. → [Call]

To search for a name by initial

1. [OK]
2. Press the dial key ([0] to [9]) which contains the character you are searching for (page 56).
 - Press the same dial key repeatedly to display the first item corresponding to each letter located on that dial key.
 - If there is no item corresponding to the letter you selected, the next item will be displayed.
 - To change the character entry mode: [Call] → Select the character entry mode. → [▶]

3. Press [▲] or [▼] repeatedly to scroll through the phonebook if necessary.

3.4.3 Editing a stored item

Changing a name, phone number

1. Find the desired item (page 23). → [OK]
2. "Edit" → [▶]
3. Edit the name if necessary. For further details, see the storing procedure on page 23. → [OK]
4. Edit the phone number if necessary. For further details, see the storing procedure on page 23. → [OK]
5. "Save" → [▶] → [Transfer]

3.4.4 Erasing a stored item

To erase a specific item

1. Find the desired item (page 23). → [OK]
2. "Erase" → [▶]
3. "Yes" → [▶] → [Transfer]

To erase all items

1. [OK] → [OK]
2. "Erase All" → [▶]
3. "Yes" → [▶]
4. "Yes" → [▶] → [Transfer]

3.5 Chain dial (Cordless handset only)

This feature allows you to dial phone numbers in the cordless handset phonebook while you are on a call. This feature can be used, for example, to dial a calling card access number or bank account PIN that you have stored in the cordless handset phonebook, without having to dial manually.

- 1 While on a call, press [OK].
- 2 Press [▲] or [▼] repeatedly to select the desired item.
 - To search by first character (index search), see page 23.
- 3 Press [▶] to dial the number.

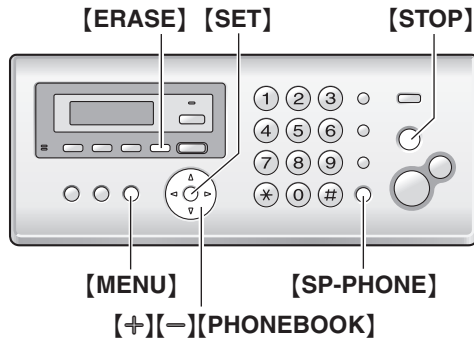
3.6 Base unit phonebook

You can store 100 items to the base unit phonebook.

- The cordless handset has its own individual phonebook (page 23).

3. Telephone

- You can copy phonebook items between the base unit and the cordless handset (page 54).



3.6.1 Storing phonebook items

- Press **[MENU]** repeatedly to display "PHONEBOOK SET". → **[*]**
- Enter the name, up to 16 characters (see page 56 for character entry). → **[SET]**
- Enter the telephone number, up to 24 digits. → **[SET]**
 - To program other items, repeat steps 2 to 3.
- [MENU]**

3.6.2 Making a phone call using the phonebook

- [PHONEBOOK]**
- Press **[+]** or **[−]** repeatedly to display the desired item. → **[SP-PHONE]**

To search for a name by initial

- [PHONEBOOK]**
- Press **[+]** or **[−]** to initiate the phonebook.
- Press the dial key (**[0]** to **[9]**) which contains the character you are searching for (page 56).
 - Press the same dial key repeatedly to display the first item corresponding to each letter located on that dial key.
 - If there is no item corresponding to the letter you selected, press another dial key.
- Press **[+]** or **[−]** repeatedly to scroll through the phonebook if necessary.

3.6.3 Editing a stored item

- [PHONEBOOK]**
- Press **[+]** or **[−]** repeatedly to display the desired item. → **[MENU]** → **[*]**
- Edit the name if necessary. For further details, see the storing procedure on page 24. → **[SET]**

- Edit the telephone number if necessary. For further details, see the storing procedure on page 24. → **[SET]**

3.6.4 Erasing a stored item

- [PHONEBOOK]**
- Press **[+]** or **[−]** repeatedly to display the desired item. → **[MENU]** → **[#]**
 - To cancel erasing, press **[STOP]**.
- [SET]**

3.6.5 Erasing all items

- [PHONEBOOK]** → **[ERASE]**
- Press **[+]** or **[−]** repeatedly to select "YES". → **[SET]**
 - To cancel erasing, press **[STOP]**.
- [SET]**

3.7 One touch dial (Base unit only)

Base unit dial keys **[1]** to **[9]** can each be used as a one touch dial key, allowing you to dial a number from the base unit's phonebook by simply pressing a dial key.

3.7.1 Assigning an item to a one touch dial key

- [PHONEBOOK]**
- Press **[+]** or **[−]** repeatedly to display the desired item. → **[MENU]** → **[0]**
- Press **[+]** or **[−]** repeatedly to select a desired dial key.
 - When the dial key is already used as a one touch dial key, ✓ is displayed next to the dial key number. If you select this dial key, you can overwrite the previous assignment.
- [SET]** → **[SET]**
 - To program other items, repeat steps 2 to 4.
- [STOP]**

3.7.2 Making a call using a one touch dial key

- Press and hold the desired one touch dial key (**[1]** to **[9]**).
 - You can view other one touch dial assignments by pressing **[+]** or **[−]**.
- [SP-PHONE]**

3.7.3 Erasing a one touch dial assignment

- Press and hold the desired one touch dial key (**[1]** to **[9]**). → **[ERASE]**

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

2 [SET]

Note:

- The corresponding base unit phonebook item will not be erased.

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.

Important:

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

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

- TAM ring count (page 41, feature #06 on page 43)
- FAX ring count (feature #06 on page 43)
- TEL/FAX ring count (feature #78 on page 48)
- The name display service may not be available in some areas. For further information, please contact your telephone company.

3.8.1 How Caller ID is displayed

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

The unit will automatically store caller information (name, telephone number, date and time of the call) from the 50 most recent callers.

It is possible to view caller information one at a time on the display (page 26) or print the entire Caller ID list (page 71).

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

Missed calls

If a call is not answered, the unit treats the call as a missed call. The number of missed calls is shown on the display. This lets you know if you should view the caller list to see who called while you were out.

3. Telephone

To confirm caller information by printing the Caller ID list (Base unit only)

- To print manually, see page 71.
- To print automatically after every 50 new calls, activate feature #26 (page 45).

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 **[R]** on the cordless handset or **[RECALL]** on the base unit to answer the second call.

- To return to the first caller, press **[R]** on the cordless handset or **[RECALL]** on the base unit again.

Note:

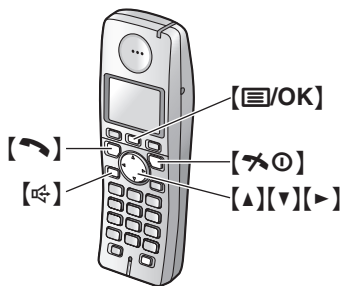
- The second caller's information will not be displayed when:
 - the first call is placed on hold,
 - the answering machine is recording an incoming message,
 - an extension telephone on the same line is in use, or
 - you are sending or receiving a fax document.

3.9 Viewing and calling back

Important:

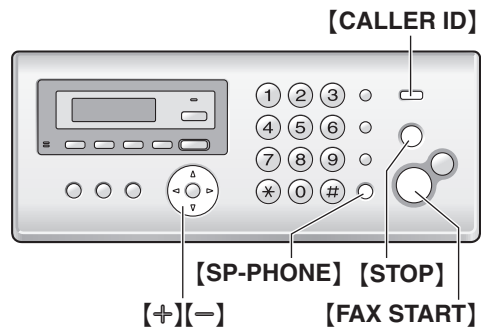
- If the area code of the received telephone number is the same as yours, the area code may need to be deleted before calling back. This may only apply to some areas. To edit the number, see page 26.

3.9.1 With the cordless handset



- 1 **[OK]** → "Caller List" → **[▶]**
- 2 Press **[▼]** to search from the recently received caller information.
 - If you press **[▲]**, the display order will be reversed.
- 3 Press **[CALL]** or **[STOP]** to return the call.

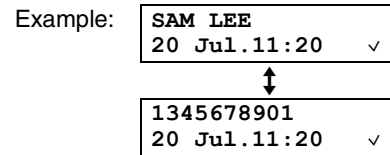
3.9.2 With the base unit



- 1 **[CALLER ID]**
- 2 Press **[−]** to search from the recently received caller information.
 - If you press **[+]**, the display order will be reversed.
- 3 Press **[SP-PHONE]** to return the call.
 - To send a fax, insert the document FACE DOWN and press **[FAX START]**.

To change the way caller information is displayed

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



3.9.3 Symbols and operations for caller information

What "✓" means

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

To stop viewing

Press **[STOP]** on the cordless handset or **[STOP]** on the base unit.

3.10 Editing a caller's telephone number before calling back

3.10.1 With the cordless handset

- 1 **[OK]** → "Caller List" → **[▶]**
- 2 Press **[▲]** or **[▼]** repeatedly to display the desired item.
- 3 **[OK]** → "Edit and Call" → **[▶]**
- 4 Edit the number.

- Press dial key ([0] to [9]) to add, [C/⊗] to delete.

5 [↶] or [↷]

3.10.2 With the base unit

- 1 Press [CALLER ID].
- 2 Press [+] or [-] repeatedly to display the desired item.
- 3 Press [CALLER ID] repeatedly to display the telephone number.
- 4 Press [*], then edit the number.
 - Press dial key ([0] to [9]) to add, [STOP] to delete.
- 5 Press [SP-PHONE].
 - To send a fax, insert the document FACE DOWN and press [FAX START].

3.11 Erasing caller information

3.11.1 With the cordless handset

- 1 [≡/OK] → "Caller List" → [▶]
- 2 Press [▲] or [▼] repeatedly to display the desired item. → [≡/OK]
- 3 "Erase" → [▶]
 - To erase all items, select "Erase All". → [▶]
- 4 "Yes" → [▶] → [✕⊙]

3.11.2 With the base unit

To erase all caller information

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

To erase specific caller information

- 1 [CALLER ID]
- 2 Press [+] or [-] repeatedly to display the desired item. → [ERASE] → [STOP]

3.12 Storing caller information into the phonebook

3.12.1 Into the cordless handset

- 1 [≡/OK] → "Caller List" → [▶]
- 2 Press [▲] or [▼] repeatedly to display the desired item. → [≡/OK]
- 3 "Add Phonebook" → [▶]

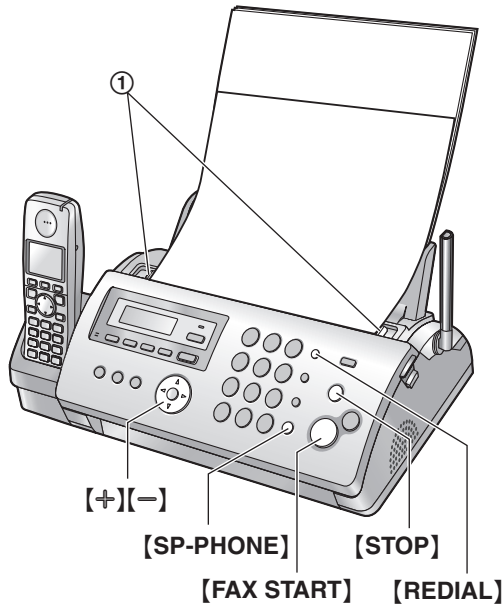
- 4 If a name is required, enter the name, up to 16 characters (see page 56 for character entry). → [≡/OK]
- 5 Enter the telephone number, up to 24 digits. → [≡/OK]
- 6 "Save" → [▶] → [✕⊙]

3.12.2 Into the base unit

- 1 [CALLER ID]
- 2 Press [+] or [-] repeatedly to display the desired item. → [MENU]
- 3 If a name is required, enter up to 16 characters for the name (see page 56 for character entry). → [SET] → [SET]

4. Fax

4.1 Sending a fax manually



- 1 Adjust the width of the document guides (①) to fit the actual size of the document.
- 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. → **[SP-PHONE]**
- 4 Dial the fax number.
- 5 **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 character size.

- “**STANDARD**”: For normal-sized characters.
- “**FINE**”: For small-sized characters.
- “**SUPER FINE**”: For very small-sized characters.
- “**PHOTO**”: For photographs, shaded drawings, etc.
- Using the “**FINE**”, “**SUPER FINE**” and “**PHOTO**” settings will increase transmission time.

To redial the last number

[REDIAL] → **[FAX START]**

- If the line is busy, the unit will automatically redial the number up to 5 times.
- To cancel redialling, 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) on top of the previously inserted pages while the last page is being fed into the unit.

Pre-dialling a fax number

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

Sending from memory (Quick scan feature)

To use this feature, activate feature #34 (page 45) beforehand.

1. Insert the document.
2. Enter the fax number. → **[FAX START]**
 - If the document exceeds the memory capacity, transmission will be cancelled and this feature will be turned OFF automatically. You must send the entire document manually.
 - This feature cannot be used if the handset is being used, or if **[SP-PHONE]** on the base unit, **[↶]** or **[↷]** on the cordless handset is pressed.

To stop sending

Press **[STOP]**.

To send a fax using the cordless handset

1. While talking to the other party, insert the document, then press **[END/OK]**.
2. “Fax Start” → **[▶]**
3. Press **[*0]** or place the handset on the base unit.

Printing a sending report

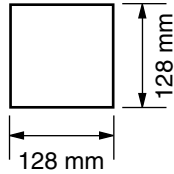
A sending report provides you with a printed record of transmission results (errors, etc.). To print sending reports, make sure feature #04 is activated (page 43). The default setting is “**ERROR**”. For an explanation of error messages, see page 58.

Printing a journal report

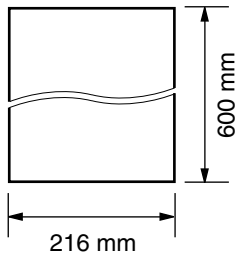
A journal report provides you with a printed record of the 30 most recent fax transmissions and receptions. To print it manually, see page 71. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #22 is activated (page 44). For an explanation of error messages, see page 58.

4.2 Document requirements

Minimum document size

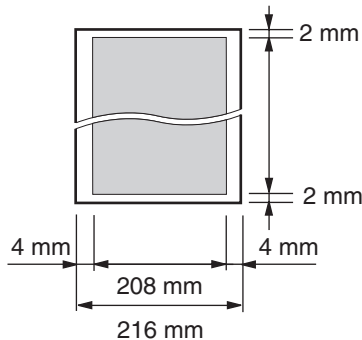


Maximum document size



Effective scanning area

- Shaded area will be scanned.



Document weight

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

Note:

- Remove clips, staples or other fasteners.
- Do not send the following types of documents: (Make a copy of the document using another copier and send the copy.)
 - Chemically treated paper such as carbon or carbonless duplicating paper
 - Electrostatically charged paper
 - Badly curled, creased or torn paper
 - Paper with a coated surface
 - Paper with a faint image
 - Paper with printing on the opposite side that can be seen through the other side, such as newsprint

- Check that ink, paste or correction fluid has dried completely.
- To send a document with a width of less than 210 mm, we recommend using a copy machine to copy the original document onto A4 or letter-sized paper, then sending the copied document.

4.3 Sending a fax using the phonebook and one touch dial

Before using this feature, store the desired names and telephone numbers into the base unit's phonebook (page 23) and one touch dial (page 24).

- 1 Adjust the width of the document guides to fit the actual size of the document.
- 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 28).
- 4 **Using the phonebook:**

1. [PHONEBOOK]

2. Press **[+]** or **[-]** repeatedly to display the desired item. → **[FAX START]**

Using one touch dial:

1. Press and hold the desired one touch dial key (**[1]** to **[9]**).
 - You can view other one touch dial assignments by pressing **[+]** or **[-]**.
2. **[FAX START]**

Fax auto redial

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

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

4. Fax

4.4 Broadcast transmission

By storing the base unit's phonebook items (page 23) 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.

4.4.1 Programming items into the broadcast memory

- 1 Press **[MENU]** repeatedly to display "BROADCAST SET". → **[#]**
- 2 Press **[+]** or **[-]** repeatedly to display the desired item. → **[SET]**
 - The number in brackets indicates the number of registered items.
 - If you have programmed the wrong item, press **[STOP]** to erase the item.
 - To program other items, repeat step 2 (up to 20 items).
- 3 **[SET]**

4.4.2 Adding a new item into the broadcast memory

- 1 **[PHONEBOOK]**
- 2 Press **[+]** or **[-]** repeatedly to display "<BROADCAST>". → **[MENU]** → **[*]**
- 3 Press **[+]** or **[-]** repeatedly to display the desired item. → **[SET]**
 - To add other items, repeat step 3 (up to 20 items).
- 4 **[STOP]**

4.4.3 Erasing a stored item from the broadcast memory

- 1 **[PHONEBOOK]**
- 2 Press **[+]** or **[-]** repeatedly to display "<BROADCAST>". → **[MENU]** → **[#]**
- 3 Press **[+]** or **[-]** repeatedly to display the desired item you want to erase.
 - To cancel erasing, press **[STOP]**.
- 4 **[SET]** → **[SET]** → **[STOP]**

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 28). → **[PHONEBOOK]**
- 3 Press **[+]** or **[-]** repeatedly to display "<BROADCAST>". → **[FAX START]**

- After transmission, the unit will automatically print a report (**Broadcast sending report**).

Note:

- If you select "FINE", "SUPER FINE" or "PHOTO" resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, transmission will be cancelled.
- If a party is busy or does not answer, it will be skipped and redialled later up to 5 times.

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

1. Insert the document. → **[PHONEBOOK]**
2. Press **[+]** or **[-]** repeatedly to display "<ONE TIME BROAD>". → **[SET]**
3. Press **[+]** or **[-]** repeatedly to display the desired party. → **[SET]**
 - If you have programmed the wrong item, press **[STOP]** to erase the item.
 - To program other parties, repeat step 3 (up to 20 items).
4. Press **[FAX START]** to start transmission to the programmed parties.

To cancel broadcast transmission

Press **[STOP]** repeatedly to display "SEND CANCELLED?". → **[SET]**

4.5 Selecting the way to use your fax machine

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

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


4.5.1 Use as a telephone answering machine and/or fax (TAM/FAX mode)

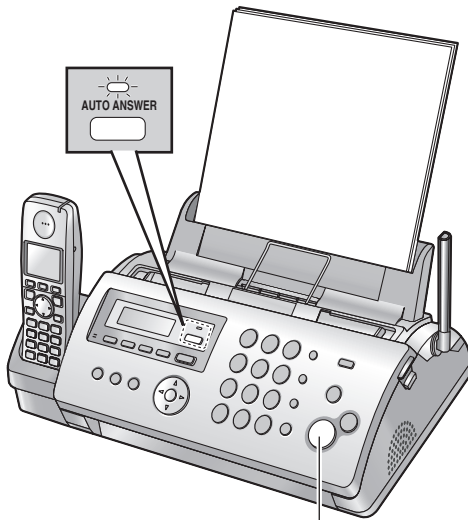
Your situation

You want to answer phone calls using the telephone answering machine and receive faxes automatically.

Setup

Set the fax machine to TAM/FAX mode (page 34) by pressing **[AUTO ANSWER]** repeatedly.

- The **[AUTO ANSWER]** indicator on the base unit turns ON and  appears on the cordless handset display.



[FAX START]

Note:

- Make sure feature #77 is set to “**TAM/FAX**” beforehand (page 48).
- Do not connect an answering machine to the same telephone line. If connected, set the automatic answer feature to OFF by pressing **[AUTO ANSWER]** repeatedly.

How phone calls and faxes are received

If the call is a phone call, the fax machine will record the caller's message automatically.

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


4.5.2 Use only as a fax (FAX ONLY mode)

Your situation

You have a separate telephone line just for faxes.

Setup

Set the fax machine to FAX ONLY mode (page 34) by pressing **[AUTO ANSWER]** repeatedly.

- The **[AUTO ANSWER]** indicator on the base unit turns ON and  appears on the cordless handset display.



Note:

- Make sure feature #77 is set to “**FAX ONLY**” beforehand (page 48).

How faxes are received

All incoming calls will be answered as faxes.


4.5.3 Use mostly as a telephone (TEL mode)

Your situation

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

Setup

Set the fax machine to TEL mode (page 32) by pressing **[AUTO ANSWER]** repeatedly.

- The **[AUTO ANSWER]** indicator on the base unit turns OFF and  disappears from the cordless handset display.



Note:

- Make sure feature #73 is set to “**TEL**” beforehand (page 48).

How to receive phone calls and faxes

You have to answer all calls manually.

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

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


Your situation

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

Setup

Set the fax machine to TEL/FAX mode (page 33) by pressing **[AUTO ANSWER]** repeatedly.

4. Fax

- The **[AUTO ANSWER]** indicator on the base unit turns OFF and  disappears from the cordless handset display.



Note:

- Make sure feature #73 is set to “**TEL/FAX**” beforehand (page 48).

How phone calls and faxes are received


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

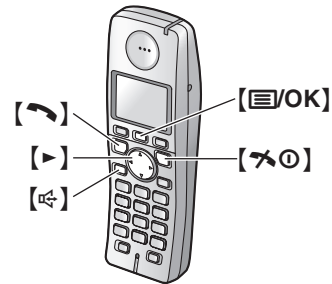
4.6 Receiving a fax manually – Auto answer OFF

Note:

- By default, the unit reduces the size of the received document to 92% when printing (See feature #36 on page 46 for details).

4.6.1 Activating TEL mode

- 1 Make sure feature #73 is set to “**TEL**” beforehand (page 48).
- 2 Press **[AUTO ANSWER]** repeatedly to display “**TEL MODE**”.
 - The **[AUTO ANSWER]** indicator on the base unit turns OFF and  disappears from the cordless handset display.



Activating TEL mode with the cordless handset

1. **[OK]** → “Answer System” → **[▶]**
2. “Answer Off” → **[▶]** → **[*0]**

Note:

- Make sure feature #73 is set to “**TEL**” beforehand (page 48).

How to receive phone calls and faxes with the base unit

1. Press **[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]**.

How to receive calls and faxes with the cordless handset

1. Lift the cordless handset and press **[hook]** or **[hook]** to answer the call.
2. When:
 - document reception is required,
 - a fax calling tone (slow beep) is heard, or
 - no sound is heard,
 press **[OK]**.
3. “Fax Start” → **[▶]**
 - You can also press **[FAX START]** on the base unit.
4. Press **[*0]** or place the handset on the base unit.

How to receive faxes with an 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.


Note:

- To receive fax documents using the extension telephone, you must set the remote fax activation to ON (feature #41 on page 46) beforehand. The default setting is ON.

To stop receiving

Press **[STOP]**.

4.6.2 Activating TEL/FAX mode

- 1 Make sure feature #73 is set to “**TEL/FAX**” beforehand (page 48).
- 2 Press **[AUTO ANSWER]** repeatedly to display “**TEL/FAX MODE**”.
 - The **[AUTO ANSWER]** indicator turns OFF and  disappears from the cordless handset display.
- 3 The ringer volume setting should be ON (page 18).

Activating TEL/FAX mode with the cordless handset

1. **[≡/OK]** → “**Answer System**” → **[▶]**
2. “**Answer Off**” → **[▶]** → **[*0]**

Note:

- Make sure feature #73 is set to “**TEL/FAX**” beforehand (page 48).

How phone calls and faxes are received

1. “**INCOMING CALL**” will be displayed but the unit will not ring.
2. The unit will wait for the duration of **2 rings** before answering the call.
 - The number of rings is determined by the “**TEL/FAX delayed ring count**” (feature #78 on page 48).
 - During this time, an extension telephone (if connected to the same line) will ring.
3. The unit will answer the call and try to detect a fax calling tone.

When a fax calling tone is detected

The unit receives the fax automatically without ringing.

When a fax calling tone is not detected

- ① The unit will ring. You may answer the call.
 - Callers will hear a ring back tone different from the one generated by the telephone company.
 - An extension telephone (if connected to the same line) will not ring at this time. To answer the call with the extension telephone, lift the handset and press **[*][0]** (default auto disconnection code) while the fax machine is ringing.
- ② If you do not answer the call, the unit will activate the fax function.
 - Some fax machines do not generate fax calling tones when sending faxes, therefore the unit will

try to receive a fax even if no fax calling tone is detected.

Note:

- The auto disconnection code can be changed in feature #49 on page 47.
- Even when you answer a call with the extension telephone and press the auto disconnection code, the fax machine may activate the fax function depending on the type of an extension telephone. Press **[STOP]** on the fax machine to talk with the calling party.


4. Fax

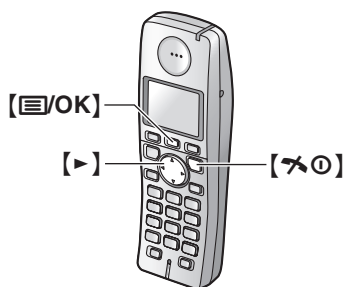
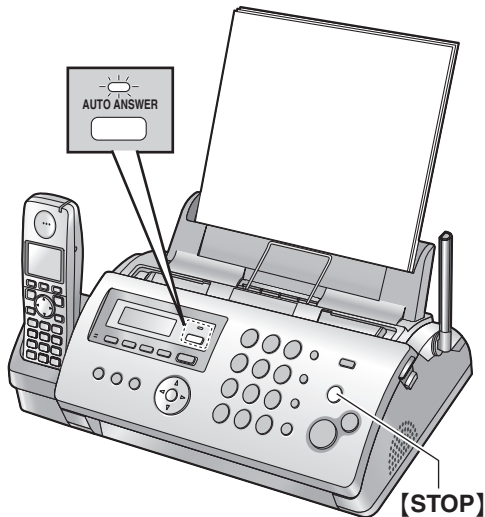
4.7 Receiving a fax automatically – Auto answer ON

Note:

- By default, the unit reduces the size of the received document to 92% when printing (See feature #36 on page 46 for details).

4.7.1 Activating TAM/FAX mode (Telephone Answering Machine/Fax mode)

- 1 Make sure feature #77 is set to “**TAM/FAX**” (page 48) beforehand.
- 2 Press **[AUTO ANSWER]** repeatedly to display “**TAM/FAX MODE**”.
 - The **[AUTO ANSWER]** indicator on the base unit turns ON and  appears on the cordless handset display.



Note:

- The maximum incoming message recording time can be changed (page 41, feature #10 on page 44).

Activating TAM/FAX mode with the cordless handset

1. **[OK/OK]** → “Answer System” → **[>]**
2. “Answer On” → **[>]** → **[*0]**

Note:

- Make sure feature #77 is set to “**TAM/FAX**” beforehand (page 48).

How phone calls and faxes are received

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

Note:

- If you answer a call with an extension telephone (if connected to the same line), and the answering machine is answering the call, you can press **[*][0]** (default auto disconnection code) to speak to the caller.
- The auto disconnection code can be changed in feature #49 on page 47.
- Even when you answer a call with the extension telephone and press the auto disconnection code, the answering machine may continue answering the call depending on the type of an extension telephone. Press **[STOP]** on the fax machine to talk with the calling party.

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.
3. The caller presses **[*][9]**.
 - The unit will activate the fax function.
4. The caller presses the start button to send a fax.

Changing the ring count in TAM/FAX mode

You can select from “2” (default), “3”, “4”, “5”, “6”, “7”, or “**AUTO**”. This setting can be changed by feature #06 on page 43, or using the cordless handset (page 41).

- “**AUTO**”: The unit answers after 2 or 3 rings when new messages have been recorded, and after 5 or 6 rings when there are no new messages. If you call your unit from a remote location to listen to new messages (page 41), you will know that there are no messages when the unit rings for the 4th time. You can then hang up without being charged for the call.

4.7.2 Activating FAX ONLY mode

- 1 Make sure feature #77 is set to “**FAX ONLY**” (page 48) beforehand.
- 2 Press **[AUTO ANSWER]** repeatedly to display “**FAX ONLY MODE**”.
 - The **[AUTO ANSWER]** indicator on the base unit turns ON and  appears on the cordless handset display.

Activating FAX ONLY mode with the cordless handset

1. **[≡/OK]** → “Answer System” → **[▶]**
2. “Answer On” → **[▶]** → **[✕⊙]**

Note:

- Make sure feature #77 is set to “FAX ONLY” beforehand (page 48).

How faxes are received

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

Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #06 on page 43).

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

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

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

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

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

If you subscribe to Caller ID service (page 25), this feature prevents fax reception from calls that do not show caller information.

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

Important:

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

4.9.1 Activating the junk fax prohibitor

- 1 Press **[MENU]** repeatedly to display “JUNK FAX PROH.” → **[▶]**
- 2 Press **[+]** or **[-]** repeatedly to select “ON”. → **[SET]**
- 3 Press **[MENU]** to exit the program.

4.9.2 Storing undesired callers

You can register up to 10 undesired numbers from the Caller ID list (page 26) if you do not wish to receive faxes from them.

- 1 Press **[MENU]** repeatedly to display “JUNK FAX PROH.”.
- 2 Press **[▶]** repeatedly to display “JUNK LIST SET”. → **[SET]**
- 3 Press **[+]** or **[-]** repeatedly to display the item you wish to prevent the fax reception from. → **[SET]**
- 4 Press **[STOP]** to exit the program.

To display the junk fax prohibitor list

1. Press **[MENU]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[▶]** repeatedly to display “JUNK LIST DISP.”. → **[SET]**
3. Press **[+]** or **[-]** to display the item.
4. Press **[MENU]** to exit the program.

To print the junk fax prohibitor list

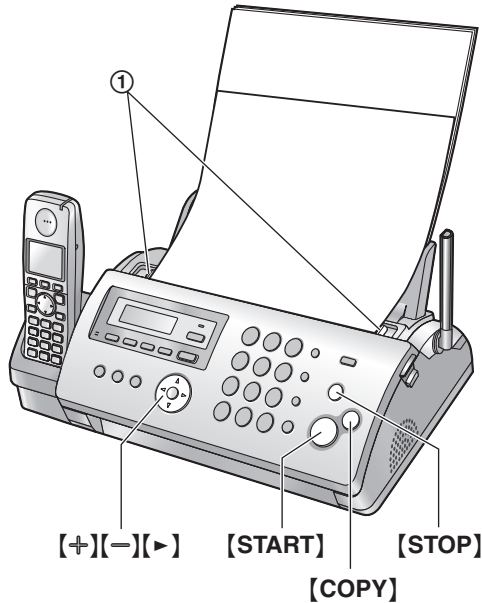
1. Press **[MENU]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[▶]** repeatedly to display “JUNK LIST PRINT”. → **[SET]**
3. Press **[MENU]** to exit the list.

To erase an item from the junk fax prohibitor list

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

5. Copy

5.1 Making a copy



- 1 Adjust the width of the document guides (①) to fit the actual size of the document.
- 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.
 - If you select **"STANDARD"**, copying will be performed using **"FINE"** mode.
- 4 **[COPY]**
 - If necessary, enter the number of copies (up to 20).
- 5 Press **[START]**, or the unit will start copying within 15 seconds.
 - The unit will start copying.

Note:

- Any document which can be sent as a fax can also be copied (page 29).

To select the resolution

Select the desired resolution according to the character size.

- **"FINE"**: For small-sized characters.
- **"SUPER FINE"**: For very small-sized characters.
- **"PHOTO"**: For photographs, shaded drawings, etc.

Copying from memory (Quick scan feature)

This feature is helpful when you want to copy the document, then remove it for other uses. To use this feature, activate feature #34 (page 45) beforehand. The default setting is OFF.

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

To stop copying

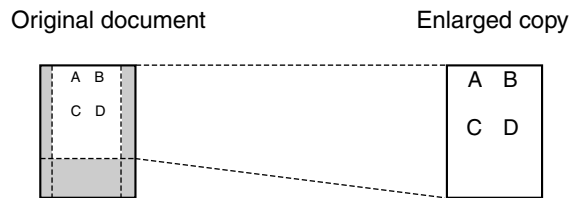
Press **[STOP]**.

5.1.1 More copying features

To enlarge a document

1. Insert the document.
2. **[COPY]** → **[>]**
3. Press **[+]** repeatedly to select "150%" or "200%". → **[START]**
 - The unit will enlarge the centre of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy.

Example: 150% enlarged copy



To reduce a document

1. Insert the document.
2. **[COPY]** → **[>]**
3. Press **[-]** repeatedly to select "92%", "86%" or "72%", then press **[START]**.

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

Note:

- 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%.

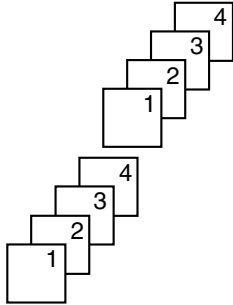
To collate multiple copies

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

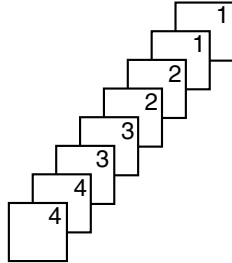
1. Insert the document.
2. **[COPY]**
3. Enter the number of copies (up to 20).
4. Press **[>]** 2 times to display **"COLLATE OFF"**.

5. Press **[+]** or **[-]** repeatedly to display “**COLLATE ON**”. → **[START]**

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



Collated pages



Uncollated pages

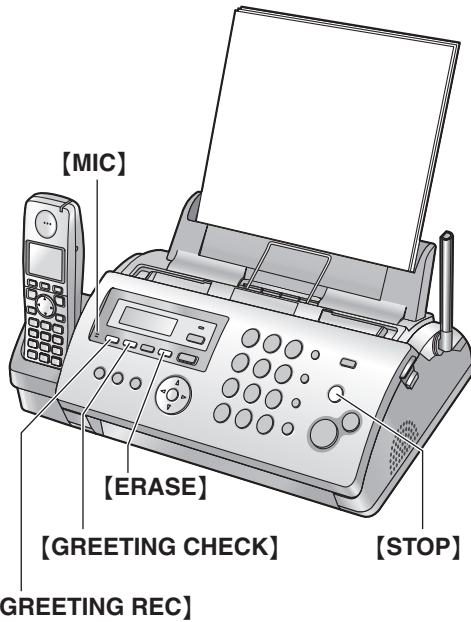
Note:

- The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages.

6. Answering Machine

6.1 Recording your greeting message

The unit has a pre-recorded greeting message for TAM/FAX mode. If you record your own greeting message, it will be played instead of the pre-recorded greeting message when a call is received. The maximum recording time of your greeting message is either 16 seconds (default) or 60 seconds. We recommend you record a message of less than 12 seconds to make it easier to receive faxes. Make sure feature #77 is set to "TAM/FAX" beforehand (page 48).



- 1 **[GREETING REC]**
 - A long beep will sound.
- 2 Speak clearly about 20 cm away from **[MIC]**.
- 3 When finished recording, press **[STOP]**.

Note:

- You can change the maximum TAM/FAX greeting message time to 60 seconds (feature #54 on page 47).
 - If you change the setting to 60 seconds, we recommend that you tell the caller in your TAM/FAX greeting message to press *9 before starting the fax transmission.
 - If you change the setting from 60 seconds to 16 seconds, your current greeting message will be deleted. The pre-recorded greeting message will be played when a call is received.
- If you change the maximum recording time of incoming messages to "GREETING ONLY" (page 41, feature #10 on page 44), the unit will answer a call with your current greeting message, and then hang up. Re-record your greeting message to inform

the caller that the unit will not record any incoming messages.

To check the greeting message

Press **[GREETING CHECK]**.

- The unit will play the greeting message.

6.1.1 Erasing your recorded greeting message

1 **[GREETING CHECK]**

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

2 **[ERASE]**

Note:

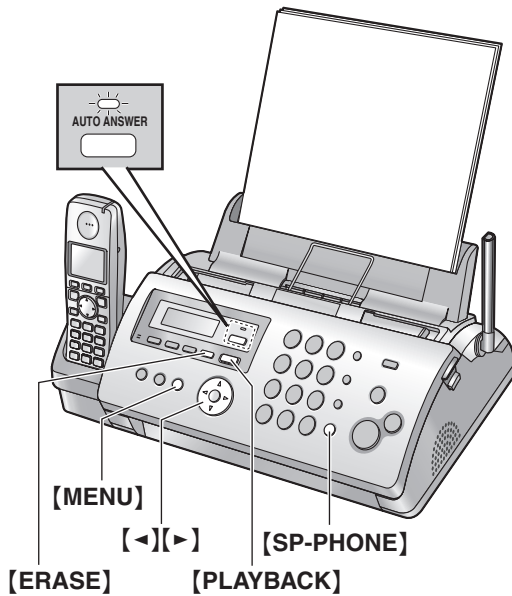
- If you erase your TAM/FAX greeting message, the pre-recorded greeting message will be played when a call is received.

6.2 Listening to recorded messages

When the unit has recorded new voice messages:

- The **[AUTO ANSWER]** indicator will flash when auto answer is turned ON.
- The total number of recorded messages will flash on the base unit display.

6.2.1 To play back messages



Press **[PLAYBACK]**.

- Only new messages will be played.
- After playing back all of the new messages, the **[AUTO ANSWER]** indicator will stop flashing but will remain lit up when auto answer is turned ON. If you press **[PLAYBACK]** at this time, all the recorded messages will be played.

6.2.2 Useful features during playback

To repeat a message

Press **[◀]** while listening to the message.

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

To skip a message

Press **[▶]** to play the next message.

Voice time/day stamp

During playback, the unit will announce the day of the week and time that each message was recorded.

If you subscribe to Caller ID service

During playback, you can call back the displayed name or number using the base unit.

1. Press **[MENU]** during playback.
 - The base unit stops playback.
 - If you do not need to edit the telephone number, skip to step 3.
2. Edit the telephone number (page 27).
3. **[SP-PHONE]**

6.2.3 Erasing recorded messages

To erase a specific message

Press **[ERASE]** while listening to the message you want to erase.

To erase all messages

1. **[ERASE]**
2. Within 5 seconds, press **[ERASE]**.

6.3 Leaving a message for others or yourself

You can record a voice memo to leave a private message for yourself or someone else. Recorded messages are treated as new messages.

- 1 **[MEMO]**
 - A long beep will sound.
- 2 Speak clearly about 20 cm away from **[MIC]**.
- 3 To stop recording, press **[STOP]**.

Note:

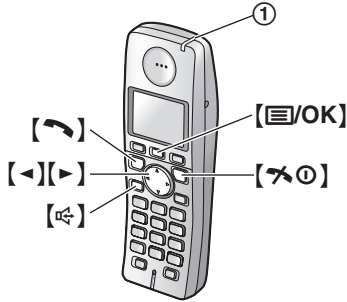
- If you record for over 3 minutes, the unit will stop recording.

6. Answering Machine

6.4 Using the answering machine with the cordless handset

Helpful hints:

- To activate TAM/FAX mode with the cordless handset, see page 34.



6.4.1 Recording your greeting message

- Press **[OK]** → “Answer System” → **[▶]**
- “Record Greeting” → **[▶]**
 - Hold the cordless handset about 20 cm away and speak clearly into the microphone.
- Press **[OK]** to stop recording. → **[*][0]**

To check the greeting message

- [OK]** → “Answer System” → **[▶]**
- “Play Greeting” → **[▶]** → **[*][0]**

To erase your greeting message

- [OK]** → “Answer System” → **[▶]**
- “Erase Message” → **[▶]**
- “Erase Greeting” → **[▶]**
- “Yes” → **[▶]** → **[*][0]**

6.4.2 Listening to recorded messages

When the unit has new voice messages:

- the message indicator (1) on the cordless handset will flash if the message alert feature (page 50) is turned ON

- [OK]** → “Answer System” → **[▶]**
- “Play New Msg.” or “Play All Msg.” → **[▶]**

To repeat a message

Press **[◀]** while listening to the message.

- If you press **[◀]** within 5 seconds of the beginning of the message, the previous message will be played.

To skip a message

Press **[▶]** to play the next message.

To stop playback

Press **[9]**.

If you subscribe to Caller ID service

During playback, you can call back the displayed name or number using the cordless handset.

- Press **[OK]** during playback.
- “Call Back” → **[▶]**

Note:

To edit the number before calling back;

- Press **[OK]** during playback.
- “Edit and Call” → **[▶]**
- Edit the number. → **[◀]** or **[▶]**

6.4.3 Erasing recorded messages

To erase a specific message

Press **[*][4]** while listening to the message you want to erase.

To erase all messages

- [OK]** → “Answer System” → **[▶]**
- “Erase Message” → **[▶]**
- “Erase All” → **[▶]**
- “Yes” → **[▶]** → **[*][0]**

6.4.4 Direct command operation

You can operate the answering machine by pressing dial keys, rather than navigating through the menus. To use the following commands, press **[OK]**. → “Answer System” → **[▶]**

Key	Direct commands
[1]	Repeats a message (during playback) ¹
[2]	Skips a message (during playback)
[3]	Enter the “Settings” menu
[4]	Plays new messages
[5]	Plays all messages
[6]	Plays greeting message
[7][6]	Records greeting message
[8]	Turns ON auto answer setting
[9]	Stops current operation
[0]	Turns OFF auto answer setting
[*][4]	Erases a specific message (during playback)
[*][5]	Erases all messages

6. Answering Machine

Key	Direct commands
[*][6]	Erases greeting message (during greeting message playback)

*1 If pressed within the first 5 seconds of a message, the previous message will be played.

6.4.5 Programming for answering machine

To set the remote operation ID

You must program a remote operation ID to operate the answering machine from a remote location (page 41).

1. [≡/OK] → “Answer System” → [▶]
2. “Settings” → [▶]
3. “Remote Code” → [▶]
4. To activate the remote operation feature, enter a 3-digit remote operation ID.
 - To deactivate the remote operation feature, press [*].
5. [≡/OK] → [ⓧ⓪]

Note:

- You can also program this feature with the base unit (feature #11 on page 44).

To change the ring count in TAM/FAX mode

To change the number of rings before the unit answers a call in TAM/FAX mode. You can select 2 to 7 rings or “Auto”. See page 34 for details.

1. [≡/OK] → “Answer System” → [▶]
2. “Settings” → [▶]
3. “Number of Rings” → [▶]
4. Select the desired setting. → [▶] → [ⓧ⓪]

Note:

- You can also program this feature with the base unit (feature #06 on page 43).

To change the maximum recording time for incoming messages

You can change the maximum message recording time allotted to each caller, or set the unit to greet callers but not record messages.

1. [≡/OK] → “Answer System” → [▶]
2. “Settings” → [▶]
3. “Recording Time” → [▶]
4. Select the desired setting. → [▶] → [ⓧ⓪]

Note:

- You can also program this feature with the base unit (feature #10 on page 44).

To screen the incoming call

To hear an incoming call from the speaker when the answering machine is recording the message.

1. [≡/OK] → “Answer System” → [▶]
2. “Settings” → [▶]
3. “Call Screening” → [▶]
4. “On” or “off” → [▶] → [ⓧ⓪]

Note:

- You can also program this feature with the base unit (feature #67 on page 47).

6.5 Operating from a remote location

Important:

- Program the remote operation ID beforehand (page 41, or feature #11 on page 44).
- Set the unit to TAM/FAX mode before going out (page 34).
- Use a touch tone telephone for remote operations.

6.5.1 Summary of remote operation

- 1 Call your unit.
- 2 Enter the remote operation ID during or after the TAM/FAX greeting message.
- 3 **When there are new recorded messages**
 1. A long beep will sound.
 2. Short beep(s) will sound up to 8 times.
 - This indicates the number of new messages.
 3. New messages will be played back.
- 4 **When there are no new messages**
 1. A long beep will sound (short beep will not sound).
 2. Press [5].
 3. All the recorded messages will be played back.
- 4 To end remote operation press [9], then hang up.

6.5.2 Remote operation using remote commands

- 1 Call your unit.
- 2 Enter the remote operation ID during or after the TAM/FAX greeting message.
- 3 Enter a remote command within 10 seconds.

Note:

- When you press a key, press firmly.

6. Answering Machine

Key	Remote command
[1]	Repeats a message (during playback) ^{*1}
[2]	Skips a message (during playback)
[4]	Plays new messages
[5]	Plays all messages
[6]	Plays greeting message
[7]	Records greeting message
[9]	Stops current operation ^{*2}
[0]	Turns OFF auto answer setting
[*][4]	Erases a specific message (during playback)
[*][5]	Erases all messages
[*][6]	Erases greeting message (during greeting message playback)
[*][#]	Ends remote operation
[#]	Skips the greeting message

*1 If pressed within the first 5 seconds of a message, the previous message will be played.

*2 To resume operation, press a command key within 10 seconds.

Recording a marker message

After playing back the messages, you can leave an additional message.

1. Wait for 3 beeps indicating the end of the remote operation.
2. Wait about 10 seconds.
3. Hear the voice guide.
4. Hear 1 beep.
5. Leave a message.

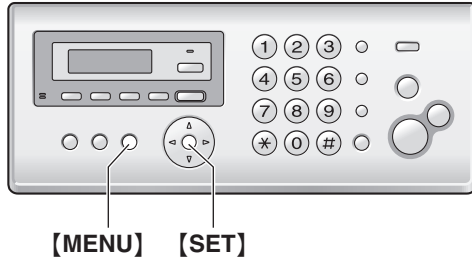
To turn ON the auto answer setting

1. Call your unit and let it ring 10 rings.
 - A beep will sound.
2. Enter the remote operation ID (page 41, feature #11 on page 44) within 10 seconds.
 - The receiving mode will be set to TAM/FAX or FAX ONLY mode, depending on the setting of feature #77 (page 48).
3. Hang up the handset.

Note:

- You cannot turn ON the auto answer setting when the unit is set to TEL/FAX mode.

7.1 Base unit programming



1. **[MENU]**
2. Press **[#]** and the 2-digit code.
3. Press the desired command to display the desired setting.
 - This step may be slightly different depending on the feature.
4. **[SET]**
5. To exit programming, press **[MENU]**.

7.1.1 Basic features

Feature	Feature code	Selection
Setting the date and time ^{*1}	#[0][1]	Enter the date and time using the dial keypad. See page 19 for details.
Setting your logo	#[0][2]	Enter your logo using the dial keypad. See page 20 for details.
Setting your fax number	#[0][3]	Enter your fax number using the dial keypad. See page 20 for details.
Printing a sending report	#[0][4]	<p>[0] "OFF": Sending reports will not be printed.</p> <p>[1] "ON": A sending report will be printed after every fax transmission.</p> <p>[2] "ERROR" (default): A sending report will be printed only when a fax transmission fails.</p>
Changing the ring count in FAX ONLY mode	#[0][6]	<p>[1] "1"</p> <p>[2] "2" (default)</p> <p>[3] "3"</p> <p>[4] "4"</p> <p>[5] "5"</p> <p>[6] "6"</p> <p>[7] "7"</p> <p>[8] "8"</p> <p>[9] "9"</p> <p>Note:</p> <ul style="list-style-type: none"> • Set feature #77 to "FAX ONLY" (page 48) beforehand.
Changing the ring count in TAM/FAX mode ^{*1}	#[0][6]	<p>[0] "AUTO"</p> <p>[2] "2" (default)</p> <p>[3] "3"</p> <p>[4] "4"</p> <p>[5] "5"</p> <p>[6] "6"</p> <p>[7] "7"</p> <p>See page 34 for details.</p> <p>Note:</p> <ul style="list-style-type: none"> • Set feature #77 to "TAM/FAX" (page 48) beforehand. • You can also program this feature with the cordless handset (page 41).

7. Programmable Features

Feature	Feature code	Selection
Changing the maximum recording time for incoming messages ^{*1}	【#】[1][0]	<p>【1】 “1 MINUTE”</p> <p>【2】 “GREETING ONLY”: The unit plays the greeting message but does not record any incoming messages.</p> <p>【3】 “3 MINUTES” (default)</p> <p>Note:</p> <ul style="list-style-type: none"> You can also program this feature with the cordless handset (page 41).
Setting the remote operation ID ^{*1}	【#】[1][1]	<p>1. 【MENU】 → 【#】[1][1]</p> <p>2. To activate the remote operation feature, enter a 3-digit remote operation ID.</p> <ul style="list-style-type: none"> To deactivate the remote operation feature, press 【*】. <p>3. 【SET】 → 【MENU】</p> <p>Note:</p> <ul style="list-style-type: none"> You can also program this feature with the cordless handset (page 41).
Setting the ringtone for outside calls ^{*2}	【#】[1][7]	<p>【1】 “RINGTONE 1” (default)</p> <p>【2】 “RINGTONE 2”</p> <p>【3】 “RINGTONE 3”</p> <p>【4】 “RINGTONE 4”</p> <p>【5】 “RINGTONE 5”</p> <p>【6】 “RINGTONE 6”</p>

*1 When this setting is changed using the base unit, the setting for the cordless handset will also be changed, and vice versa.

*2 This setting can be changed individually for the base unit and the cordless handset.

- To set the cordless handset ringtone for outside calls, see page 50.

7.1.2 Advanced features

Feature	Feature code	Selection
Setting the journal report to print automatically	【#】[2][2]	<p>【0】 “OFF”: The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions.</p> <p>【1】 “ON” (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 28).</p>
Sending documents overseas	【#】[2][3]	<p>If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax.</p> <p>This feature improves the reliability by reducing the transmission speed.</p> <p>【0】 “OFF”: Deactivates this feature.</p> <p>【1】 “NEXT FAX”: This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting.</p> <p>【2】 “ERROR” (default): When the previous fax transmission fails and you wish to re-send the document.</p> <p>Note:</p> <ul style="list-style-type: none"> Calling charges may be higher than usual.

7. Programmable Features

Feature	Feature code	Selection
Sending a fax at a specified time	[#][2][5]	<p>This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time.</p> <p>[0] "OFF" (default) [1] "ON"</p> <p>To send a document:</p> <ol style="list-style-type: none"> 1. Insert the document. 2. If necessary, press [+] or [-] repeatedly to select the desired resolution (page 28). 3. [MENU] → [#][2][5] 4. Press [1] to select "ON". → [SET] 5. Enter the fax number. → [SET] 6. Enter the transmission start time. <ul style="list-style-type: none"> • If you select 12-hour time entry (page 19), press [*] repeatedly to select AM or PM. • If you select 24-hour time entry (page 19), the time is set using 24-hour time entry. 7. [SET] → [MENU] <p>Note:</p> <ul style="list-style-type: none"> • To cancel after programming, press [STOP] then [SET].
Setting the Caller ID list to print automatically	[#][2][6]	<p>[0] "OFF" (default): The Caller ID list will not be printed automatically, but the base unit will keep a record of the information for the last 50 callers.</p> <p>[1] "ON": The Caller ID list will be printed automatically each time the base unit logs 50 callers (page 26).</p>
Setting the quick scan	[#][3][4]	<p>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.</p> <p>[0] "OFF" (default): Deactivates this feature.</p> <p>[1] "ON": The unit will scan the document and store it into memory first, then the unit will start sending or copying the documents.</p> <p>Note:</p> <ul style="list-style-type: none"> • If the document exceeds the memory capacity, sending of the whole document or copying of the exceeded document will be cancelled and this feature will be turned OFF automatically.

7. Programmable Features

Feature	Feature code	Selection															
Receiving oversized documents	[#][3][6]	<p>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.</p> <p>[1] “72%” [2] “86%” [3] “92%” (default) [4] “100%”</p> <table border="1"> <thead> <tr> <th>Setting</th> <th>Recording paper size</th> <th>Original document size</th> </tr> </thead> <tbody> <tr> <td>“100%”</td> <td>A4</td> <td>Letter</td> </tr> <tr> <td>“92%” (default)</td> <td>A4</td> <td>A4</td> </tr> <tr> <td>“86%”</td> <td>A4</td> <td>A4</td> </tr> <tr> <td>“72%”</td> <td>A4</td> <td>Legal</td> </tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> The information of the sending party is printed on the top of each page. Therefore, even if the original document is the same size as the recording paper, the document will be divided into 2 sheets when printed at “100%”. Select “92%” to print on 1 sheet. 	Setting	Recording paper size	Original document size	“100%”	A4	Letter	“92%” (default)	A4	A4	“86%”	A4	A4	“72%”	A4	Legal
Setting	Recording paper size	Original document size															
“100%”	A4	Letter															
“92%” (default)	A4	A4															
“86%”	A4	A4															
“72%”	A4	Legal															
Changing the LCD display contrast²	[#][3][9]	<p>[1] “NORMAL” (default) [2] “DARKER”</p>															
Changing the fax activation code	[#][4][1]	<p>If you wish to use an extension telephone (page 32) to receive faxes, activate this feature and program the activation code.</p> <p>[0] “OFF” [1] “ON” (default)</p> <ol style="list-style-type: none"> [MENU] → [#][4][1] Press [1] to select “ON”. → [SET] Enter your code from 2 to 4 digits, using 0-9, [*] and [#]. <ul style="list-style-type: none"> The default code is “*#9”. [SET] → [MENU] 															
Setting the memory reception alert	[#][4][4]	<p>To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem.</p> <p>[0] “OFF”: Deactivates this feature. [1] “ON” (default): You will hear a beeping sound.</p> <p>Note:</p> <ul style="list-style-type: none"> The slow beeps will continue until you clear the printing problem and make sure the unit is supplied with enough paper to print the stored document. 															
Setting friendly reception	[#][4][6]	<p>To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep).</p> <p>[0] “OFF”: You have to press [FAX START] for fax reception. [1] “ON” (default): You do not have to press [FAX START] for fax reception.</p>															

7. Programmable Features

Feature	Feature code	Selection
Setting the auto disconnection	[*][4][9]	To answer a call with an extension telephone in TEL/FAX mode (page 33) or TAM/FAX mode (page 34), activate this feature and program the code. [0] "OFF" [1] "ON" (default) 1. [MENU] → [*][4][9] 2. Press [1] to select "ON". → [SET] 3. Enter your code from 2 to 4 digits, using 0-9 and [*] . <ul style="list-style-type: none"> The default code is *0. 4. [SET] → [MENU]
Changing the greeting message time for TAM/FAX	[*][5][4]	[1] "16s" (default): Maximum greeting message time is 16 seconds. [2] "60s": Maximum greeting message time is 60 seconds. See page 38 for details.
Setting the scan contrast	[*][5][8]	To send or copy a document with faint or dark writing, set this feature before transmission or copying. [1] "NORMAL" (default): Used for normal writing. [2] "LIGHT": Used for dark writing. [3] "DARKER": Used for faint writing.
Copying phonebook data from the base unit to the cordless handset	[*][5][9]	[1] "1 ITEM" (default) [2] "ALL ITEMS" See page 55 for details.
Screening the incoming call^{*1}	[*][6][7]	To hear an incoming call from the speaker when the answering machine is recording the message. [0] "OFF" [1] "ON" (default) Note: <ul style="list-style-type: none"> You can also program this feature with the cordless handset (page 41).
Setting the Error Correction Mode (ECM)	[*][6][8]	This feature is available when the transmitting/receiving fax machines are ECM compatible. [0] "OFF": Deactivates this feature. [1] "ON" (default): If there is an error during fax transmission/reception, the fax machine will support the communication. Note: <ul style="list-style-type: none"> You cannot change the setting when received documents are in memory.

7. Programmable Features

Feature	Feature code	Selection
Setting recall/flash time (for the base unit and cordless handset)	[#][7][2]	<p>The recall/flash time depends on your telephone exchange or host PBX.</p> <p>[1] "900msec." [2] "700msec." [3] "600msec." [4] "400msec." [5] "300msec." [6] "250msec." [7] "200msec." [8] "160msec." [9] "110msec." [*] "100msec." (default) [0] "90msec." [#] "80msec."</p> <p>Note:</p> <ul style="list-style-type: none"> • If the unit is connected via a PBX, this setting may need to be changed in order for PBX functions (transferring a call, etc.) to work correctly. Consult your PBX supplier for the correct setting.
Changing the receiving mode in the manual answer setting	[#][7][3]	<p>[1] "TEL" (default): Telephone mode (page 32) [2] "TEL/FAX": Telephone/Fax mode (page 33)</p>
Setting the connecting tone	[#][7][6]	<p>If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use those tones to confirm the status of the other party's machine.</p> <p>[0] "OFF": Deactivates this feature. [1] "ON" (default): You will hear connecting tones.</p> <p>Note:</p> <ul style="list-style-type: none"> • If the ring back tone continues, the other party's machine may not be a fax machine or may have run out of paper. Check with the other party. • The connecting tone volume cannot be adjusted.
Changing the receiving mode in the AUTO ANSWER setting	[#][7][7]	<p>[1] "TAM/FAX" (default): Telephone Answering Machine/Fax mode (page 34) [2] "FAX ONLY": Fax only mode (page 34)</p>
Changing the TEL/FAX delayed ring count	[#][7][8]	<p>If you use an extension telephone when this unit is in TEL/FAX mode, select the desired number of times the extension telephone rings before the unit answers the call.</p> <p>[1] "1" [2] "2" (default) [3] "3" [4] "4" [5] "5" [6] "6" [7] "7" [8] "8" [9] "9"</p> <p>See page 33 for details.</p>

7. Programmable Features

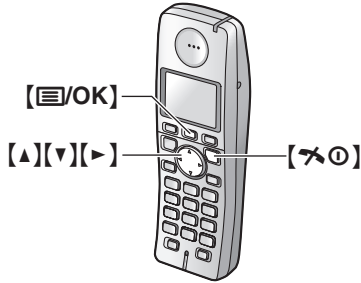
Feature	Feature code	Selection
Resetting advanced features to their default settings	[#][8][0]	[0] "NO" (default) [1] "YES" To reset the advanced features: 1. [MENU] → [#][8][0] 2. Press [1] to select "YES". → [SET] → [SET] Note: <ul style="list-style-type: none">• The ECM selection (feature #68 on page 47) will not be reset.

*1 When this setting is changed using the base unit, the setting for the cordless handset will also be changed, and vice versa.

*2 This setting can be changed individually for the base unit and the cordless handset.
– To change the cordless handset LCD display contrast, see page 50.

7. Programmable Features

7.2 Cordless handset programming



1. [OK]
2. Press [▲] or [▼] to select "Handset Setup". → [▶]
3. Press [▲] or [▼] to select the desired item in the cordless handset settings menu. → [▶]
4. Press [▲] or [▼] to select the desired item in the sub-menu. → [▶]
5. Press [▲] or [▼] to select the desired setting then press [▶] or follow the instruction in the rightmost column of the chart.
 - To exit the operation, press [✖].

7.2.1 Cordless handset features

Cordless handset settings menu	Sub-menu	Feature (default setting)
"Time Settings"	"Set Date & Time" ^{*1}	Date and time: page 19
	"Alarm"	Set the alarm: page 52
"Ringer Setup"	"Ringer Volume" ^{*2}	Cordless handset ringer volume (<i>Maximum</i>): page 18
	"Ext. Ringtone" ^{*2}	Ringtones for outside calls ("Ringtone 1") ^{*3}
	"Int. Ringtone"	Ringtones for intercom calls ("Ringtone 3") ^{*4}
"Display Setup"	"Standby Display"	Standby mode display ("Off") ^{*5}
	"Select Language"	LCD display language ("English"): page 52
	"Contrast" ^{*2}	Display contrast (<i>Level 3</i>)
"Registration"	"Register H.set"	page 53
"Other Options"	"New Msg. Alert"	New message alert ("Off") ^{*6}
	"Keytones"	Keytones ON/OFF ("On")
	"Auto Talk"	Auto talk ON/OFF ("Off") ^{*7}

*1 When this setting is changed using the cordless handset, the setting for the base unit will also be changed, and vice versa.

*2 This setting can be changed individually for the base unit and the cordless handset.

- To set the base unit ringer volume, see page 18.
- To set the base unit ringtone for outside calls, see feature #17 on page 44.
- To set the base unit LCD display contrast, see feature #39 on page 46.

*3 If you select one of the melody ringtones, the ringtone will continue to sound for several seconds if the caller hangs up before you answer. You may hear a dial tone or no one on the line when you answer a call. The preset melodies in this product are used with permission of © 2004 M-ZoNE Co., Ltd.

*4 The preset melodies in this product are used with permission of © 2004 M-ZoNE Co., Ltd.

*5 If "Off" is selected, only current date and time are displayed.

If "Handset Number" is selected and the current cordless handset number is 2, "[2]" is displayed.

*6 This feature alerts you when new messages have been recorded:

- Telephone answering machine (page 40)

The message indicator on the cordless handset flashes until you have listened to all new messages.

While message alert is ON, battery operating time is shortened (page 17).

*7 Auto talk feature allows you to answer calls simply by lifting the cordless handset OFF the base unit. You do not need to press [↶].

7. Programmable Features

Using the base unit PIN/repeater

1. **[≡/OK]**
2. Press **[▲]** or **[▼]** to select “**Base Unit Setup**”. → **[▶]**
3. Press **[▲]** or **[▼]** to select the desired item in the base unit settings menu. → **[▶]**
4. Press **[▲]** or **[▼]** to select the desired item in the sub-menu. → **[▶]**
5. Press **[▲]** or **[▼]** to select the desired setting then press **[▶]** or follow the instruction in the rightmost column of the chart.
 - To exit the operation, press **[✕⊙]**.

Base unit settings menu	Sub-menu	Feature (default setting)
“Call Options”	“Call Restrict”	page 52
“Other Options”	“Base Unit PIN”	Change base unit PIN (“0000”). ^{*1} – Enter the current 4-digit base unit PIN. ^{*2} → Enter the new 4-digit base unit PIN. → [≡/OK]
	“Repeater Mode”	(“off”): page 53

*1 If you change the PIN, please make note of your new PIN. The unit will not reveal the PIN to you.

*2 If you forget your PIN, consult your nearest Panasonic service centre.

7. Programmable Features

7.2.2 Time settings

Alarm

An alarm will sound for 3 minutes at the set time once or daily. Set the date and time beforehand (page 19).

1. **[M/OK]** → “Handset Setup” → **[▶]**
2. “Time Settings” → **[▶]**
3. “Alarm” → **[▶]** 2 times
4. Select an alarm mode. → **[▶]**

“Off”	Turns alarm OFF. Press [▶] again, then press [*0] to finish.
“Once”	The alarm sounds once at the set time. Enter the desired day and month.
“Daily”	An alarm sounds daily at the set time.

5. Enter the desired hour and minute. → **[M/OK]**
6. Select the desired ringtone. → **[▶]**
7. “Save” → **[▶]** → **[*0]**

Note:

- To stop the alarm, press any dial key.
- When in talk or intercom mode, the alarm will not sound until the call has ended.
- If you select “Once”, the setting will change to “Off” after the alarm sounds.

7.2.3 Display setup

Display language

1. **[M/OK]** → “Handset Setup” → **[▶]**
2. “Display Setup” → **[▶]**
3. “Select Language” → **[▶]**
4. Select the desired language. → **[▶]** → **[*0]**

Note:

- If you select a language you cannot read, press **[*0]**, press **[M/OK]**, press **[▲]** 3 times, press **[▶]**, press **[▼]** 2 times, press **[▶]**, press **[▼]**, press **[▶]**, select the desired language, press **[▶]**, then press **[*0]**.

7.2.4 Call options

Setting call restriction

You can restrict selected cordless handsets/base unit from dialling certain numbers. You can assign up to 6 phone numbers to be restricted, and select which cordless handsets/base unit will be restricted. Storing area codes here will prevent the restricted cordless handsets/base unit from dialling any phone number in that area code.

1. **[M/OK]** → “Base Unit Setup” → **[▶]**
2. “Call Options” → **[▶]**

3. “Call Restrict” → **[▶]**
4. Enter “0000” (default base unit PIN).
 - If you forget your PIN, contact our service personnel.
5. **To restrict the base unit**, press **[0]**.
To restrict a cordless handset, press the desired cordless handset number.
 - All the registered cordless handset numbers will be displayed.
 - Flashing numbers indicate call restriction is turned ON for the corresponding cordless handset/base unit.
 - To turn call restriction OFF for a cordless handset/base unit, press the number again. The number will stop flashing.
6. **[M/OK]**
7. Select a memory location. → **[▶]**
8. Enter the phone number or area code to be restricted (up to 8 digits). → **[M/OK]** → **[*0]**
 - To erase a restricted number, press **[C/⊗]**.

8.1 Operating additional units

8.1.1 Additional cordless handsets

Up to 6 cordless handsets can be registered to the base unit. Additional cordless handsets will give you the freedom to, for example, have an intercom call with another cordless handset while a third cordless handset is on an outside call.

Important:

- The additional cordless handset model recommended for use with this unit is noted on page 9. If other model cordless handset is used, certain operations (cordless handset settings, base unit settings, etc.) may not be available.

8.2 Registering a cordless handset to a base unit

The included cordless handset and base unit are preregistered. If for some reason the cordless handset is not registered to the base unit (for example, ∇ flashes even when the cordless handset is near the base unit), register the cordless handset manually.

After purchasing an additional cordless handset, register it to the base unit. Ensure that the additional cordless handset is switched ON. If it is not ON, press and hold $[\text{ON}]$ for few seconds to turn the cordless handset ON.

- 1 $[\text{MENU/OK}] \rightarrow$ "Handset Setup" \rightarrow $[\text{RIGHT}]$
- 2 "Registration" \rightarrow $[\text{RIGHT}]$
- 3 "Register H.set" \rightarrow $[\text{RIGHT}]$
- 4 Press and hold $[\text{LOCATOR}]$ on the base unit for about 3 seconds, until the registration tone sounds.
 - After pressing $[\text{LOCATOR}]$, the rest of this procedure must be completed within 1 minute.
- 5 Wait until "Enter Base PIN" is displayed, then enter the base unit PIN (default: "0000"), then press $[\text{MENU/OK}]$.
 - If you forget your PIN, consult your nearest Panasonic service centre.
 - When the cordless handset has been registered successfully, ∇ will stop flashing. If keytones are turned ON (page 50), a confirmation tone will be heard.

Note:

- Charge the batteries of your additional cordless handset for about 7 hours before initial use.

8.2.1 Cancelling a cordless handset

A maximum of 6 cordless handsets can be registered to a base unit. A cordless handset can cancel its own registration (or the registration of another cordless handset) that is stored in the base unit. This will allow the base unit to forget the cordless handset.

- 1 $[\text{MENU/OK}] \rightarrow$ "Base Unit Setup" \rightarrow $[\text{RIGHT}]$

- 2 Enter "335".
- 3 "Cancel Handset" \rightarrow $[\text{RIGHT}]$
 - The numbers of all cordless handsets registered to the base unit are displayed.
- 4 Select the cordless handset(s) you want to cancel, by pressing the desired cordless handset number.
 - The selected handset number(s) will flash.
 - To cancel a selected handset number, press the number again. The number will stop flashing.
- 5 $[\text{MENU/OK}]$
- 6 "Yes" \rightarrow $[\text{RIGHT}] \rightarrow$ $[\text{ON}]$

8.2.2 Increasing the range of the base unit

You can increase the signal range of the base unit by using a DECT repeater. Please use only Panasonic DECT repeater. See page 9 for accessory information.

Important:

- Before registering the repeater to this base unit, you must turn the repeater mode ON.
- Do not use more than one repeater at a time.

Setting the repeater mode

- 1 $[\text{MENU/OK}] \rightarrow$ "Base Unit Setup" \rightarrow $[\text{RIGHT}]$
- 2 "Other Options" \rightarrow $[\text{RIGHT}]$
- 3 "Repeater Mode" \rightarrow $[\text{RIGHT}]$
- 4 "On" or "Off" \rightarrow $[\text{RIGHT}] \rightarrow$ $[\text{ON}]$

Note:

- After turning repeater mode ON or OFF, ∇ may flash on the cordless handset momentarily. This is normal. The cordless handset can be used once ∇ stops flashing.

8.3 Intercom

Intercom calls can be made between a cordless handset and the base unit, and between 2 cordless handsets. You can page all cordless handsets at once from the base unit.

8.3.1 Making intercom calls

With the cordless handset

- 1 $[\text{INT}]$
- 2 To page the base unit, press $[0]$.
To page another cordless handset, press the desired cordless handset number.
 - The base unit or the destination cordless handset will beep (be paged) for 1 minute.
 - To stop paging, press $[\text{ON}]$.
- 3 When the paged party answers, talk into the cordless handset.
- 4 To end the intercom call, press $[\text{ON}]$.

8. Multi-unit Operation

With the base unit

- 1 **[INTERCOM]**
- 2 **To page one cordless handset**, press the desired cordless handset number.
To page all cordless handsets, press **[0]**.
 - The destination cordless handset(s) will beep (be paged) for 1 minute.
 - To stop paging, press **[SP-PHONE]** or **[INTERCOM]**.
- 3 When the paged party answers, talk into **[MIC]**.
- 4 To end the intercom call, press **[SP-PHONE]** or **[INTERCOM]**.

Cordless handset locator

Using this feature, you can locate a cordless handset if it has been misplaced.

8.3.2 Answering intercom calls

With the cordless handset

When the cordless handset is being paged, it will beep (be paged) and the ringer indicator will flash rapidly. The display will show the paging extension's number.

- 1 Press **[↶]**, **[↷]** or **[INT]** to answer the page.
- 2 To end the intercom call, press **[✕0]**.

With the base unit

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

- 1 Press **[SP-PHONE]** or **[INTERCOM]** to answer the page.
- 2 To end the intercom call, press **[SP-PHONE]** or **[INTERCOM]**.

8.4 Transferring a call/conference

A telephone call can be transferred between a cordless handset and the base unit, and between 2 cordless handsets using the intercom feature.

8.4.1 To the base unit or another cordless handset (using the cordless handset)

- 1 **Cordless handset:**
During a phone call, press **[INT]**.
 - The call will be put on hold.
- 2 **Cordless handset:**
To page the base unit, press **[0]**.

To page another cordless handset, press the desired cordless handset number.

- 3 **Base unit:**
Press **[SP-PHONE]** to answer the page.
Another cordless handset:
Press **[↶]** or **[↷]** to answer the page.
- 4 **Cordless handset:**
To complete the transfer, press **[✕0]**.
To establish a conference call, press **[3]**.

Transferring a call without speaking to the base unit user/other cordless handset user

After step 2, press **[✕0]**.

- The outside call rings at the base unit or the other cordless handset.

Note:

- If the transferred call is not answered within 60 seconds, the call will ring at your cordless handset again. Press **[↶]** or **[↷]** to return to the outside call.

8.4.2 To a cordless handset (using the base unit)

- 1 **Base unit:**
During a phone call, press **[INTERCOM]**.
 - The call will be put on hold.
- 2 **Base unit:**
To page one cordless handset, press the desired cordless handset number.
To page all cordless handsets, press **[0]**.
- 3 **Cordless handset:**
Press **[↶]** or **[↷]** to answer the page.
- 4 **Base unit:**
To complete the transfer, press **[SP-PHONE]**.
To establish a conference call, press **[3]**.

Transferring a call without speaking to the cordless handset user

After step 2, press **[SP-PHONE]** or replace the handset.

- The outside call rings at the cordless handset(s).

Note:

- If the transferred call is not answered within 60 seconds, the call will ring at the base unit again. Press **[SP-PHONE]** or lift the handset to return to the outside call.

8.5 Copying phonebook items

One or all phonebook items can be copied between a cordless handset and the base unit or between 2 cordless handsets. The destination unit will save the items in its phonebook.

8.5.1 To the base unit or another cordless handset (using the cordless handset)

Copying one phonebook item

1. Find the desired cordless handset phonebook item (page 23). → [≡/OK]
2. "Copy" → [▶]
3. **To copy to the base unit**, press [0].
To copy to another cordless handset, press the desired cordless handset number you wish to send the cordless handset phonebook item to.
 - When an item has been copied, "Completed" is displayed.
 - To continue copying another item:
"Yes" → [▶] → Find the desired cordless handset phonebook item. → [▶]
4. [↶⊙]

Copying all the phonebook items

1. [≡] → [≡/OK]
2. "Copy All" → [▶]
3. **To copy to the base unit**, press [0].
To copy to another cordless handset, press the desired cordless handset number you wish to send the cordless handset phonebook item to.
 - When all items have been copied, "Completed" is displayed.
4. [↶⊙]

8.5.2 To the cordless handset (using the base unit)

Copying one phonebook item

1. [MENU] → [≡][5][9]
2. Press [1] to display "1 ITEM". → [SET]
3. Enter the cordless handset number you wish to send the item to.
4. Press [+] or [-] repeatedly to display the desired item.
5. [SET]
 - To copy another item, repeat steps 4 and 5.
6. After copying is completed, press [MENU]

Copying all the phonebook items

1. [MENU] → [≡][5][9]
2. Press [2] to display "ALL ITEMS". → [SET]
3. Enter the cordless handset number you wish to send the item to.

9. Useful Information

9.1 Character entry

The dial keys are used to enter characters and numbers. Each dial key has multiple characters assigned to it. The available character entry modes are Alphabet (ABC), Numeric (0-9), Greek (ABΓ), Extended 1 (AÄÅ), Extended 2 (ŠŠŠ), and Cyrillic (AEB). When in these entry modes except Numeric, you can select which character is entered by pressing a dial key repeatedly.

- Press [◀] or [▶] to move the cursor.
- Press dial keys to enter characters and numbers.
- Press [STOP] on the base unit or [C/⊗] on the cordless handset to erase the character or number highlighted by the cursor. Press and hold [STOP]/[C/⊗] to erase all characters or numbers.
- Press [*] to switch between uppercase and lowercase.
- To enter another character located on the same dial key, press [▶] to move the cursor to the next space, then press the appropriate dial key.

9.1.1 Character entry modes

Several character entry modes can be used when entering text. The characters that can be entered depend on the entry mode.

9.1.2 Characters available in each character entry mode

When the base unit displays the character entry screen:

Press [≡] repeatedly to select a character entry mode.

When the cordless handset displays the character entry screen:

[□] → Select a character entry mode. → [▶]

Alphabet character table (ABC)

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
Space	Space #	A B C	D E F	G H I	J K L	M N O	P Q R S	T U V	W X Y Z
0	& ' () *	2	3	4	5	6	7	8	9
	, - . / 1	a b c	d e f	g h i	j k l	m n o	p q r s	t u v	w x y z
		2	3	4	5	6	7	8	9

Numeric entry table (0-9)

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
0	1	2	3	4	5	6	7	8	9

Greek character table (ABΓ)

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
Space	Space #	A B Γ	Δ E Z	H Θ I	K Λ M	N Ξ O	Π P Σ	T Υ Φ	X Ψ Ω Ξ
0	& ' () *	2	3	4	5	6	7	8	9
	, - . / 1								

Extended 1 character table (AÄÅ)

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
Space	Space #	A Ä Å	D E È	G Ğ H	J K L	M N Ñ	P Q R S	T U Û	W Ŵ X
0	& ' () *	Ä Å Æ	É Ê Ë	Ì Í Î	5	Ö Ø Ó	Ş ß 7	Ú Û Ü	Ý Ŷ Z 9
	, - . / 1	Å Æ B	Ë F 3	Ï Î Ï		Ó Ô Õ		Û Ü 8	
		C Ç 2		4		ø 6			
		a à á	d e è	g ğ h	j k l 5	m n ñ	p q r s	t u ù	w ŵ x
		â ä å	é ê ë	ì í î		o ò ó	ş ß 7	ú û ü	ý ŷ z 9
		å æ b	ë f 3	ï î ï		ô õ ö		ü v 8	
		c ç 2		4		ø 6			

- The following are used for both uppercase and lowercase: ø Ş Ŵ Ŷ

9. Useful Information

Extended 2 character table (SŠŠ)

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
Space 0	Space # & ' () * , - . / 1	A Á Â À Á Â Ç Ć 2	D Ď E É Ě ě F 3	G H I í 4	J K L Ĺ Ľ Ľ 5	M N Ń Ň O Ó Ŕ Ŗ 6	P Q R Ŕ Ř Š Ś Š 7	T Ť U Ú Ů Ů ů V 8	W X Y ý Ý Z Ž ž Ž 9
		a á â À Á Â Ç Ć 2	d ě e é Ě ě f 3	g h i í 4	j k l ĺ Ĺ Ľ 5	m n Ń ň o ó ř š ś š 7	p q r Ŕ Ř Š Ś Š 7	t ť u ú ú Ů Ů ů v 8	w x y ý ý z ž ž ž 9

- The following are used for both uppercase and lowercase:

Ą Ć Ć Ę Ĺ Ĺ Ĺ Ń Ŕ Ś Ś ů ý Ž Ž Ž

Cyrillic character table (АБВ)

[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
Space 0 Г € I İ Ÿ	Space # & ' () * , - . / 1	А Б В Г	Д Е Ж З	И Й К Л	М Н О П	Р С Т У	Ф Х Ц Ч	Ш Щ Ъ Ы	Ь Э Ю Я
		2	3	4	5	6	7	8	9

10. Help

10.1 Error messages – Reports

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the sending and journal reports (page 28).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	<ul style="list-style-type: none"> • A transmission or reception error occurred. Try again or check with the other party.
	43 44	<ul style="list-style-type: none"> • A line problem occurred. Connect the telephone line cord to a different socket and try again. • An overseas transmission error occurred. Try using the overseas mode (feature #23 on page 44).
DOCUMENT JAMMED	-----	<ul style="list-style-type: none"> • Remove the jammed document (page 68).
ERROR-NOT YOUR UNIT	53 54 59 70	<ul style="list-style-type: none"> • A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	-----	<ul style="list-style-type: none"> • The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	-----	<ul style="list-style-type: none"> • The memory is full of received documents due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 15), install ink film (page 13) or remove the jammed paper (page 67).
NO DOCUMENT	-----	<ul style="list-style-type: none"> • The document was not fed into the unit properly. Reinsert the document and try again.
OTHER FAX NOT RESPONDING	-----	<ul style="list-style-type: none"> • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's fax machine rang too many times. Send the fax manually (page 28). • The other party's machine is not a fax machine. Check with the other party. • The number you dialled is not in service.
PRESSED THE STOP KEY	-----	<ul style="list-style-type: none"> • [STOP] was pressed, and fax transmission or reception was cancelled.
OK	-----	<ul style="list-style-type: none"> • Fax transmission or reception was successful.

10.2 Error messages – Display

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

10.2.1 Base unit

Display	Cause & Solution
“BACK COVER OPEN”	<ul style="list-style-type: none"> The back cover is open. Close the back cover firmly.
“BUSY”	<ul style="list-style-type: none"> The cordless handset you tried to call is in use. The cordless handset you are calling is too far from the base unit.
“CALL SERVICE”	<ul style="list-style-type: none"> There is something wrong with the unit. Contact our service personnel.
“CHECK DOCUMENT”	<ul style="list-style-type: none"> The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 69) and try again. The document is longer than 600 mm. Press [STOP] to remove the document. Divide the document into two or more sheets, and try again.
“CHECK FILM”	<ul style="list-style-type: none"> The ink film is empty. Replace the ink film with a new one (page 13). 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).
“CHECK MEMORY”	<ul style="list-style-type: none"> The base unit memory (telephone numbers, parameters, etc.) has been erased. Re-program.
“CHECK PAPER”	<ul style="list-style-type: none"> The recording paper is not installed or the unit has run out of paper. Install paper and press [SET] to clear the message. The recording paper was not fed into the unit properly (page 68). Re-install paper (page 15) and press [SET] to clear the message. The recording paper has jammed near the recording paper entrance. Remove the jammed paper (page 67) and press [SET] to clear the message.
“FAX IN MEMORY”	<ul style="list-style-type: none"> See the other displayed message instructions to print out the document. Received documents are stored in memory due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 15), install ink film (page 13) or remove the jammed paper (page 67). You will lose all faxes in memory if the power is removed. Check with power connected.
“FAX MEMORY FULL”	<ul style="list-style-type: none"> The memory is full of received documents due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 15), install ink film (page 13) or remove the jammed paper (page 67). You will lose all faxes in memory if the power is removed. Check with power connected. When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually.
“FILM EMPTY”	<ul style="list-style-type: none"> The ink film is empty. Replace the ink film with a new one (page 13). The ink film is slack. 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”	<ul style="list-style-type: none"> The remaining ink film is low. Prepare a new ink film (page 9).
“MEMORY FULL”	<ul style="list-style-type: none"> The base unit's phonebook memory is full. Erase unnecessary items (page 24). 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.

10. Help

Display	Cause & Solution
"MESSAGE FULL"	<ul style="list-style-type: none"> There is no room left in memory to record voice messages. Erase unnecessary messages (page 39, 40).
"MODEM ERROR"	<ul style="list-style-type: none"> There is something wrong with the unit's modem. Contact our service personnel.
"NO FAX REPLY"	<ul style="list-style-type: none"> The other party's fax machine is busy or has run out of recording paper. Try again.
"OPEN CABINET CHECK FILM SLACK" "OPEN CABINET CHECK FILM TYPE"	<ul style="list-style-type: none"> Please use genuine Panasonic replacement film (page 9). The ink film is slack. 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"	<ul style="list-style-type: none"> A recording paper jam occurred. Remove the jammed paper (page 67). You forced the recording paper into the paper tray too strongly. Remove all of the installed paper, and re-install it gently.
"PLEASE WAIT"	<ul style="list-style-type: none"> The unit is checking that there is no slack or crease in the ink film. Wait for a moment while the check is completed.
"POLLING ERROR"	<ul style="list-style-type: none"> The other party's fax machine does not support polling. Check with the other party.
"RECORDING ERROR"	<ul style="list-style-type: none"> The greeting message you recorded was under 1 second long. Record a longer message.
"REDIAL TIME OUT"	<ul style="list-style-type: none"> The other party's fax machine is busy or has run out of recording paper. Try again.
"REMOVE DOCUMENT"	<ul style="list-style-type: none"> The document is jammed. Remove the jammed document (page 68). Press [STOP] to eject the jammed paper.
"SERIAL ERROR"	<ul style="list-style-type: none"> There is something wrong with the unit. Contact our service personnel.
"TRANSMIT ERROR"	<ul style="list-style-type: none"> A transmission error occurred. Try again. If you send a fax overseas, try the following: <ul style="list-style-type: none"> Use the overseas transmission mode (feature #23 on page 44). Add 2 pauses at the end of the telephone number or dial manually.
"UNIT OVERHEATED"	<ul style="list-style-type: none"> The unit is too hot. Stop using the unit for a while and let the unit cool down.

10.2.2 Cordless handset

Display	Cause & Solution
"Answer Sys. Full"	<ul style="list-style-type: none"> Erase unnecessary messages (page 39, 40).
"Error"	<ul style="list-style-type: none"> Recording was too short. Try again.
"Failed"	<ul style="list-style-type: none"> Phonebook copy failed. Confirm the destination unit is in standby mode and try again.
"Incomplete"	<ul style="list-style-type: none"> The destination unit's phonebook memory is full. Erase the unnecessary phonebook items from the destination unit and try again.
"Memory Full"	<ul style="list-style-type: none"> The cordless handset's phonebook memory is full. Erase unnecessary items (page 23). There is no room left in memory to record voice messages. Erase unnecessary messages (page 39, 40).
"You must first subscribe to Caller ID."	<ul style="list-style-type: none"> You must subscribe to Caller ID service. Once you receive caller information after subscribing to Caller ID service, this message will not be displayed.

10.3 When a function does not work, check here

If you still have difficulties after following the instructions in this section, reset the unit. Disconnect the mains lead and turn OFF the cordless handset. Reconnect the mains lead and turn ON the cordless handset.

10.3.1 Initial settings

Problem	Cause & Solution
I cannot hear a dial tone.	<ul style="list-style-type: none"> • If you used a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall socket directly. If the unit operates properly, check the splitter/coupler. • Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. • The mains lead or telephone line cord is not connected. Check the connections. • If you have connected the fax machine through a computer modem, connect the fax machine directly to a telephone line socket.
The unit does not work.	<ul style="list-style-type: none"> • Check the connections (page 16). • Make sure that the cordless handset's battery is installed correctly (page 15) and fully charge it (page 17).
The unit does not ring.	<ul style="list-style-type: none"> • The ringer volume is turned OFF. Adjust it (page 18).
I cannot make calls.	<ul style="list-style-type: none"> • You dialed a call restricted number. Remove the number from the call restricted list (page 52).

10.3.2 General

Problem	Cause & Solution
The unit displays "PAPER JAMMED" even though paper is installed.	<ul style="list-style-type: none"> • You forced the recording paper into the paper tray too strongly. Remove all of the installed paper, and re-install it gently.
The unit displays "CHECK PAPER" even though paper is inserted.	<ul style="list-style-type: none"> • The paper is inserted halfway. Insert it correctly (page 68) and press [SET] to clear the message.
The other party complains they only hear a fax tone and cannot talk.	<ul style="list-style-type: none"> • FAX ONLY mode is set. Tell the other party the number is only used for faxes. • Change the receiving mode to TEL mode (page 32), TEL/FAX mode (page 33) or TAM/FAX mode (page 34).
[REDIAL] or [PAUSE] on the base unit does not function properly.	<ul style="list-style-type: none"> • If this button is pressed during dialling, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialled will be redialled.
During programming, I cannot enter the code or ID number.	<ul style="list-style-type: none"> • All or part of the number is the same as another code or ID. Change the number: <ul style="list-style-type: none"> – remote operation ID (code): page 41, or feature #11 on page 44. – fax activation code: feature #41 on page 46. – auto disconnection code: feature #49 on page 47.

10. Help

Problem	Cause & Solution
The ink film runs out quickly.	<ul style="list-style-type: none"> • Even if there are only a few sentences, every page that comes out of the machine is considered a full page. • Turn OFF the following features: <ul style="list-style-type: none"> – sending report: feature #04 on page 43. – journal report: feature #22 on page 44. – Caller ID list: feature #26 on page 45.
The base unit beeps.	<ul style="list-style-type: none"> • The memory reception alert of feature #44 is ON (page 46), and the unit has a document in memory. Press [STOP] to stop the beeps, then see the displayed message instructions to solve the problem.
The speakerphone is not working.	<ul style="list-style-type: none"> • Use the speakerphone in a quiet room. • If you have difficulty hearing the other party, adjust the volume.
I cannot page a cordless handset or base unit.	<ul style="list-style-type: none"> • The cordless handset is too far from the base unit.
The unit does not display the caller's name and/or telephone number.	<ul style="list-style-type: none"> • 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 25). • Depending on the service of the local telephone company, caller information may not be displayed on the cordless handset in TEL/FAX mode. In this case, change the TEL/FAX ring setting to 1 (feature #78 on page 48). • 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.	<ul style="list-style-type: none"> • Do not pause for over 1 minute on the cordless handset or 3 minutes on the base unit while viewing.

10.3.3 Cordless handset

Problem	Cause & Solution
The cordless handset does not work.	<ul style="list-style-type: none"> • Make sure that the battery is installed correctly (page 15) and fully charge it (page 17). • Clean the charge contacts and charge again (page 17). • Turn the cordless handset power OFF, then ON (page 17). • Check that the mains lead is connected properly. • The cordless handset has not been registered to the base unit. Register the cordless handset (page 53). • Re-install the batteries (page 15) and fully charge them.
The cordless handset display is blank.	<ul style="list-style-type: none"> • The cordless handset is not turned ON. Turn the power ON (page 17).
The cordless handset will not turn ON.	<ul style="list-style-type: none"> • Make sure that the batteries are installed correctly (page 15). • Fully charge the batteries (page 17). • Clean the charge contacts and charge again (page 17).
I have changed the cordless handset display language to a language I cannot read.	<ul style="list-style-type: none"> • Change the cordless handset display language (page 52).

Problem	Cause & Solution
Y is flashing.	<ul style="list-style-type: none"> • The cordless handset is not registered to the base unit. Register it (page 53). • The cordless handset is too far from the base unit. Move closer. • The mains lead is not connected. Check the connections.
The cordless handset does not ring.	<ul style="list-style-type: none"> • The ringer volume is turned OFF. Adjust it (page 18).
The batteries should be charging but the battery icon does not change.	<ul style="list-style-type: none"> • Clean the charge contacts and charge again (page 17).
A busy tone is heard when [] is pressed.	<ul style="list-style-type: none"> • The cordless handset is too far from the base unit. Move closer and try again. • The base unit or another cordless handset is on an outside call. Wait for the other user to complete the call.
Static, sound cuts in/out, fades. Interference from other electrical units.	<ul style="list-style-type: none"> • Place the cordless handset and the base unit away from other electrical appliances. • Move closer to the base unit.
Noise is heard during a call.	<ul style="list-style-type: none"> • You are using the handset or base unit in an area with high electrical interference. Place the handset and base unit away from interference sources, such as antennas and mobile phones.
The cordless handset stops working while being used.	<ul style="list-style-type: none"> • Disconnect the mains lead and turn OFF the cordless handset to reset the unit. Connect the mains lead, turn ON the cordless handset and try again.
I cannot redial by pressing [].	<ul style="list-style-type: none"> • If the redialled number was more than 24 digits long, the number will not be redialled. Redial the number manually.
[] flashes or the cordless handset beeps intermittently while it is in use.	<ul style="list-style-type: none"> • Fully charge the batteries (page 17).
I fully charged the batteries, but [] still flashes.	<ul style="list-style-type: none"> • Clean the charge contacts and charge again (page 17). • It is time to replace the batteries (page 15).
I fully charged the batteries, but the operating time seems to be short.	<ul style="list-style-type: none"> • Wipe the battery ends (+, -) and the unit contacts with a dry cloth.
I cannot make calls with the cordless handset.	<ul style="list-style-type: none"> • You dialled a call restricted number. Remove the number from the call restricted list (page 52).
I cannot register a cordless handset to a base unit.	<ul style="list-style-type: none"> • The maximum number of cordless handsets are already registered to the base unit. Cancel unused cordless handset registrations from the base unit (page 53). • You entered the wrong PIN. If you forget your PIN, consult your nearest Panasonic service centre. • Place the cordless handset and the base unit away from other electrical appliances.

10. Help

10.3.4 Fax – sending

Problem	Cause & Solution
I cannot send documents.	<ul style="list-style-type: none"> • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's machine is not a fax machine. Check with the other party. • The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 28). • The memory is full of received documents and the quick scan (feature #34 on page 45) is ON. Turn this feature OFF, and send the fax again.
I cannot send a fax overseas.	<ul style="list-style-type: none"> • Use the overseas transmission mode (feature #23 on page 44). • 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.	<ul style="list-style-type: none"> • If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services. • Another telephone on the same line is off the hook. Hang up the 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. • Adjust the scan contrast using feature #58 (page 47).
The other party complains that black lines, white lines or smudges appear on their received document.	<ul style="list-style-type: none"> • The scanner glass or rollers are dirty with correction fluid, etc. Clean them (page 69). Please do not insert a document before correction fluid has dried completely.
Documents frequently misfeed.	<ul style="list-style-type: none"> • Clean the document feeder rollers, recording paper feeder and rubber flap (page 69).

10.3.5 Fax – receiving



Problem	Cause & Solution
I cannot receive documents.	<ul style="list-style-type: none"> • The ink film is empty. Replace the ink film with a new one (page 13).
I cannot receive documents automatically.	<ul style="list-style-type: none"> • The receiving mode is set to TEL mode. Change the receiving mode: <ul style="list-style-type: none"> – TAM/FAX mode (page 34), FAX ONLY mode (page 34) or TEL/FAX mode (page 33). • The time taken to answer the call is too long. Decrease the number of rings (page 41, feature #06 on page 43, or #78 on page 48). • The greeting message is too long. Record a shorter message (page 38).
The display shows "CONNECTING", but faxes are not received.	<ul style="list-style-type: none"> • The receiving mode is set to FAX ONLY mode and the incoming call is not a fax. Change the receiving mode: <ul style="list-style-type: none"> – TAM/FAX mode (page 34), TEL mode (page 32) or TEL/FAX mode (page 33).
A blank sheet is ejected.	<ul style="list-style-type: none"> • If a blank sheet is ejected after the received document is printed out, the size of the document sent by the other party is as large as, or larger than, the recording paper, and the receiving reduction rate is not programmed correctly. Program the proper rate in feature #36 (page 46). • The other party placed the document in their fax machine facing the wrong way. Check with the other party.

Problem	Cause & Solution
The printing quality is poor.	<p>Please do not reuse the ink film! Please use genuine Panasonic replacement film. Refer to page 9 for further details.</p> <ul style="list-style-type: none"> • The thermal head is dirty. Clean it (page 70). • If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. • Some paper has instructions recommending which side to print on. Try turning the recording paper over. • You may have used paper with cotton and/or fibre content that is over 20%, such as letterhead or resume paper.
Recording paper frequently misfeeds.	<ul style="list-style-type: none"> • Clean the document feeder rollers, recording paper feeder and rubber flap (page 69).
Letters on the received document are distorted.	<ul style="list-style-type: none"> • If your line has special telephone services such as call waiting, the service may have been activated during fax reception. Connect the unit to a line that does not have these services.
I cannot receive documents using the cordless handset.	<ul style="list-style-type: none"> • The memory is full of received documents due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 15), install ink film (page 13) or remove the jammed paper (page 67).
When an extension telephone is connected, I cannot receive documents by pressing [*][#][9].	<ul style="list-style-type: none"> • You must set remote fax activation to ON (feature #41 on page 46) beforehand. • You may have changed the remote fax activation code from [*][#][9] (default setting). Verify the remote fax activation code (feature #41 on page 46). • The memory is full of received documents due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 15), install ink film (page 13) or remove the jammed paper (page 67).
The other party complains that they cannot send a document.	<ul style="list-style-type: none"> • The receiving mode is set to TEL mode. Receive the document manually (page 32) or change the receiving mode to TAM/FAX mode (page 34), FAX ONLY mode (page 34) or TEL/FAX mode (page 33). • The memory is full of received documents due to a lack of recording paper, a lack of ink film or a recording paper jam. Install paper (page 15), install ink film (page 13) or remove the jammed paper (page 67).
I cannot select the desired receiving mode.	<ul style="list-style-type: none"> • If you want to set TAM/FAX or FAX ONLY mode: <ul style="list-style-type: none"> – select the desired mode using feature #77 (page 48), and press [AUTO ANSWER] repeatedly until the desired mode is displayed. • If you want to set TEL mode or TEL/FAX mode: <ul style="list-style-type: none"> – select the desired mode using feature #73 (page 48), and press [AUTO ANSWER] repeatedly until the desired mode is displayed.

10.3.6 Copying

Problem	Cause & Solution
The unit will not make a copy.	<ul style="list-style-type: none"> • The ink film is empty. Replace the ink film with a new one (page 13). • 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.	<ul style="list-style-type: none"> • The scanner glass or rollers are dirty with correction fluid, etc. Clean them (page 69). Please do not insert a document before correction fluid has dried completely.

10. Help

Problem	Cause & Solution
The copied image is distorted.	<ul style="list-style-type: none"> Adjust the width of the document guides to fit the actual size of the document.
<p>The printing quality is poor.</p> <p>Original</p>  <p>Copy</p> 	<p>Please do not reuse the ink film! Please use genuine Panasonic replacement film. Refer to page 9 for further details.</p> <ul style="list-style-type: none"> The thermal head is dirty. Clean it (page 70). Some paper has instructions recommending which side to print on. Try turning the recording paper over. You may have used paper with a cotton and/or fibre content that is over 20%, such as letterhead or resume paper.
Documents or recording paper frequently misfeed.	<ul style="list-style-type: none"> Clean the document feeder rollers, recording paper feeder and rubber flap (page 69).

10.3.7 Answering machine

Problem	Cause & Solution
I cannot listen to messages from a remote location.	<ul style="list-style-type: none"> Activate the remote operation feature by setting the remote operation ID beforehand (page 41, feature #11 on page 44). Press the remote operation ID correctly and firmly. The unit is not in TAM/FAX mode. Change to TAM/FAX mode (page 42).
The other party complains that they cannot leave a voice message.	<ul style="list-style-type: none"> The recording time is set to "GREETING ONLY". Select "1 MINUTE" or "3 MINUTES" (page 41, feature #10 on page 44). The memory is full. Erase unnecessary messages (page 39, 40). Make sure there is no other answering machine connected on the same line.
I cannot operate the answering machine with the cordless handset.	<ul style="list-style-type: none"> Someone is operating the answering machine. You are too far from the base unit. Move closer to the base unit.
The message indicator flashes slowly.	<ul style="list-style-type: none"> This is normal. New messages have been recorded. Listen to the new messages (page 39, 40) or turn the message alert OFF (page 50).
Caller ID information does not display during message playback.	<ul style="list-style-type: none"> The caller information will not be displayed if a message is recorded by using [MEMO] (page 39).

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 on page 45) is programmed and a power failure prevents the document from being sent at the set time, the document will be sent 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 stating which documents in memory have been erased.

11.1 Recording paper jams

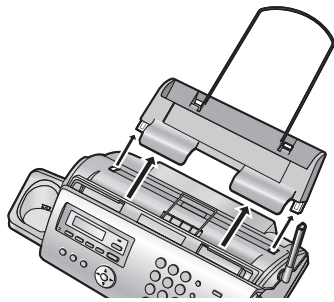
11.1.1 When the recording paper has jammed in the unit

The display will show the following.

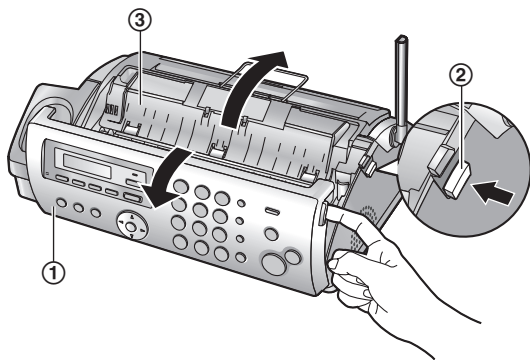
PAPER JAMMED

Important:

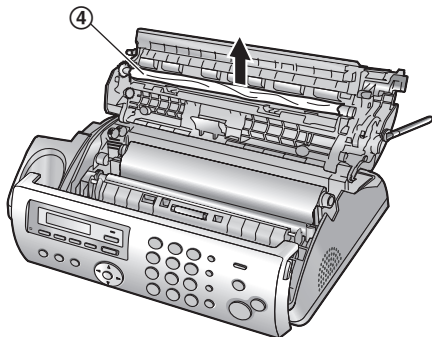
- Remove the recording paper, then remove the paper tray beforehand, otherwise the paper may misfeed or jam.



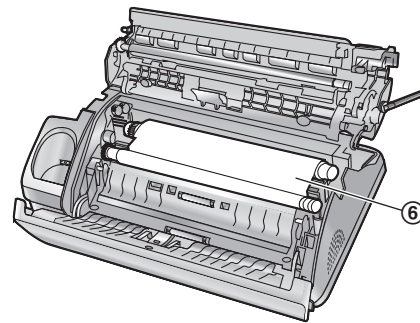
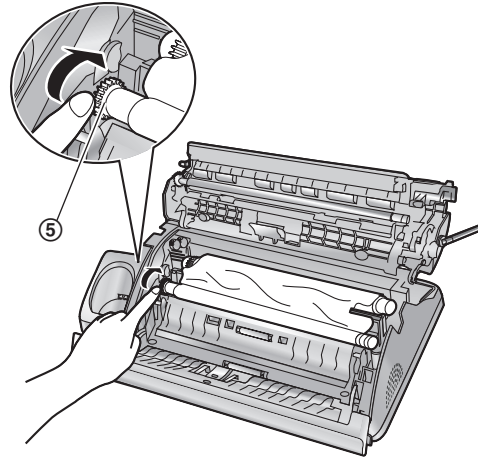
- 1** Open the front cover (①), push the green button (②), then open the back cover (③).



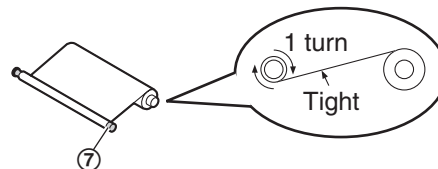
- 2** Remove the jammed recording paper (④).



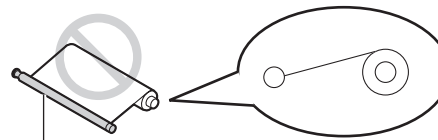
- 3** Turn the blue gear (⑤) in the direction of the arrow until the ink film is tight (⑥) and at least one layer of ink film is wrapped around the blue core (⑦).



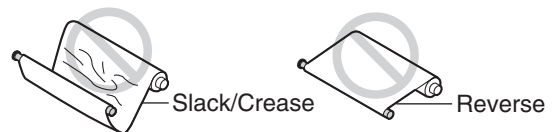
Correct



Incorrect

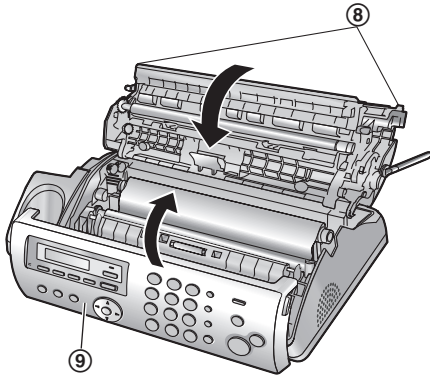


No ink film is wrapped around the blue core.



11. Maintenance

- 4 Close the back cover securely by pushing down on the dotted area at both ends (⑧), then close the front cover securely (⑨).



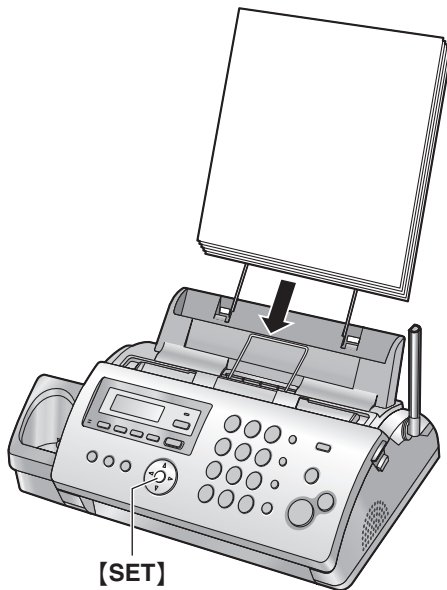
- 5 Install the paper tray (page 14), then insert the recording paper gently (page 15).

11.1.2 When the recording paper was not fed into the unit properly

The display will show the following.

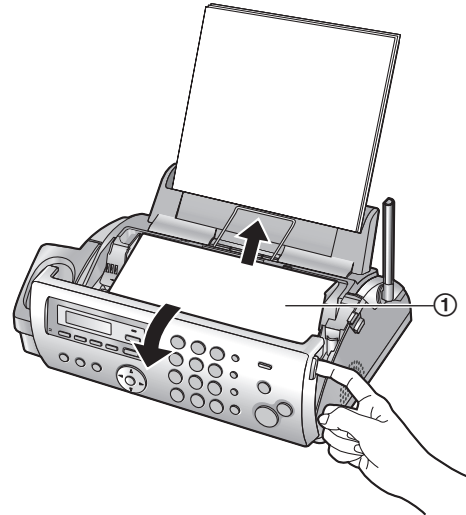
CHECK PAPER

Remove the recording paper and straighten. Insert the paper, then press **[SET]** to clear the message.



11.2 Document jams

- 1 Open the front cover. Remove the jammed document carefully (①).



- 2 Close the front cover securely.

Note:

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

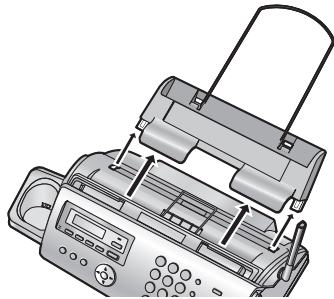
11.3 Document feeder/recording paper feeder/scanner glass cleaning

Clean the document feeder/recording paper feeder/scanner glass when:

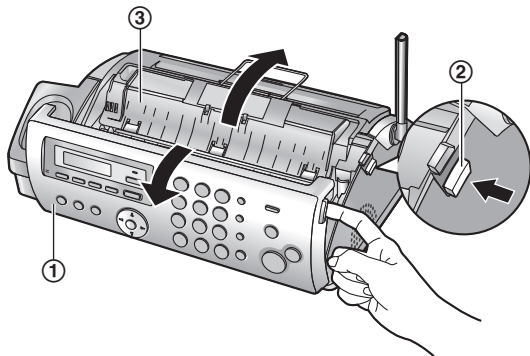
- Documents or recording paper frequently misfeed.
- Smudges or black/white lines appear on the original document when sending or copying.

Important:

- **Remove the recording paper, then remove the paper tray beforehand, otherwise the paper may misfeed or jam.**



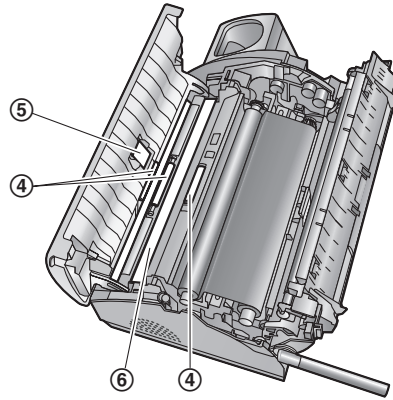
- 1 Disconnect the mains lead and the telephone line cord.
- 2 Open the front cover (①), push the green button (②), then open the back cover (③).



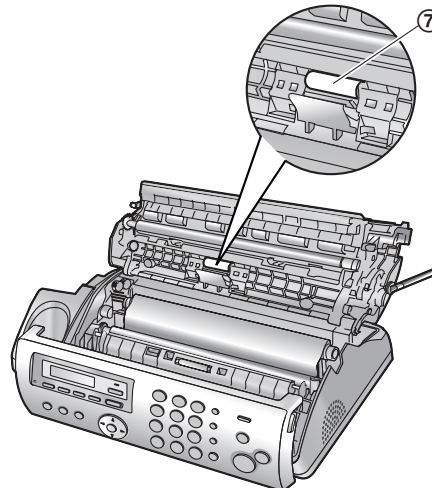
- 3 Clean the document feeder rollers (④) and rubber flap (⑤) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly. Clean the scanner glass (⑥) with a soft, dry cloth.

Caution:

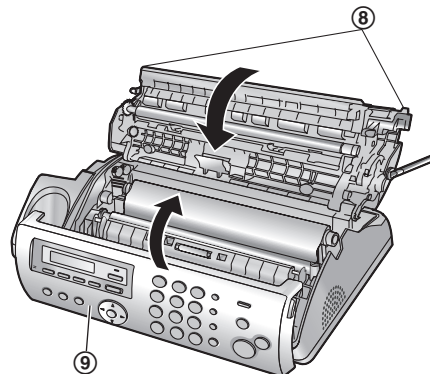
- Do not use paper products, such as paper towels or tissues.



- 4 Clean the recording paper feeder roller (⑦) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.



- 5 Close the back cover securely by pushing down on the dotted area at both ends (⑧), then close the front cover securely (⑨).



- 6 Install the paper tray (page 14), then insert the recording paper gently (page 15).

- 7 Connect the mains lead and the telephone line cord.

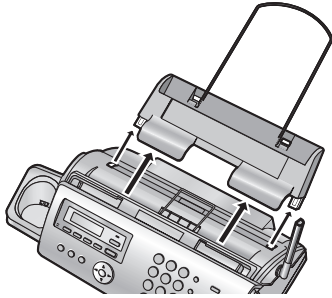
11. Maintenance

11.4 Thermal head cleaning

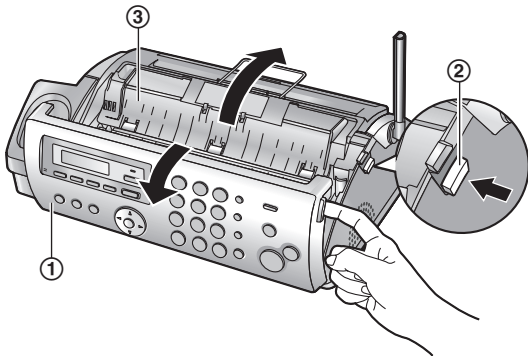
If smudges or black/white lines appear on a copied/received document, check whether there is dust on the thermal head. Clean the thermal head to remove the dust.

Important:

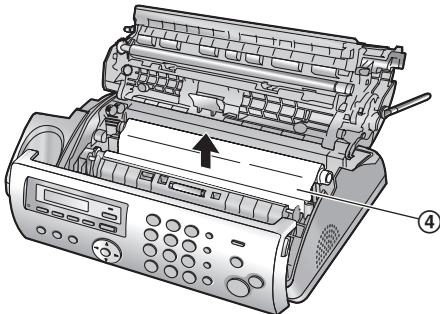
- Remove the recording paper, then remove the paper tray beforehand, otherwise the paper may misfeed or jam.



- 1 Disconnect the mains lead and the telephone line cord.
- 2 Open the front cover (1), push the green button (2), then open the back cover (3).



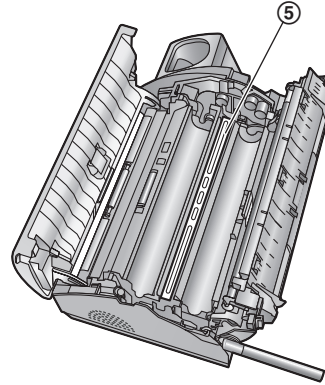
- 3 Remove the ink film (4).



- 4 Clean the thermal head (5) 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.



- 5 Re-install the ink film and close the covers (see step 4 to 7 on page 13).
- 6 Install the paper tray (page 14), then insert the recording paper gently (page 15).
- 7 Connect the mains lead and the telephone line cord.

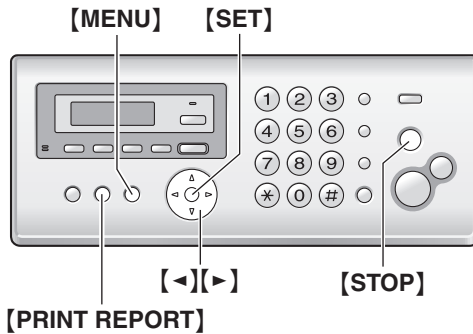
12.1 Reference lists and reports (Base unit only)

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

- "SETUP LIST"
- "PHONEBOOK LIST"
- "JOURNAL REPORT"
- "BROADCAST LIST"
- "PRINTER TEST"
 - If the test print has a smudges, blurred points or lines, clean the thermal head (page 70).
- "CALLER ID LIST"

You can set the following lists and reports to print automatically:

- "AUTO JOURNAL"
 - See feature #22 on page 44 for details.
- "AUTO CALL. LIST"
 - See feature #26 on page 45 for details.



- 1 **[PRINT REPORT]**
- 2 Press **[-<]** or **[>]** repeatedly to display the desired item.
- 3 **[SET]**
 - If you select to print out a list or a report, printing will start.
To stop printing, press **[STOP]**.
 - If you select "AUTO JOURNAL" or "AUTO CALL. LIST", press **[0]** or **[1]** to select the desired setting, then press **[SET]**.
[0] "OFF"
[1] "ON"
- 4 **[MENU]**

12.2 Specifications

12.2.1 Base unit

- **Applicable lines:**
Public Switched Telephone Network
- **Document size:**
Max. 216 mm in width, Max. 600 mm in length
- **Effective scanning width:**
208 mm
- **Effective printing width:**
A4: 202 mm
- **Transmission time^{*1}:**
Approx. 12 s/page (ECM-MMR)^{*2}
- **Scanning density:**
Horizontal: 8 pels/mm
Vertical: 3.85 lines/mm – in standard resolution,
7.7 lines/mm – in fine/photo resolution,
15.4 lines/mm – in super fine resolution
- **Photo resolution:**
64-level
- **Scanner type:**
Contact Image Sensor
- **Printer type:**
Thermal Transfer on plain paper
- **Data compression system:**
Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
- **Modem speed:**
9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
- **Operating environment:**
5 °C – 35 °C, 20 % – 80 % RH (Relative Humidity)
- **Dimensions:**
Approx. height 106 mm × width 374 mm × depth 200 mm
- **Mass (Weight):**
Approx. 2.7 kg
- **Power consumption:**
Standby: Approx. 4 W
Transmission: Approx. 15 W
Reception: Approx. 40 W (When receiving a 20 % black document)
Copy: Approx. 40 W (When copying a 20 % black document)
Maximum: Approx. 135 W (When copying a 100 % black document)
- **Power supply:**
220 V – 240 V AC, 50 Hz
- **Fax memory capacity^{*3}:**
Approx. 25 pages of memory transmission
Approx. 28 pages of memory reception
(Based on the ITU-T No. 1 Test Chart in standard resolution, without using the Error Correction Mode.)
- **Voice memory capacity^{*4}:**
Approx. 15 minutes of recording time

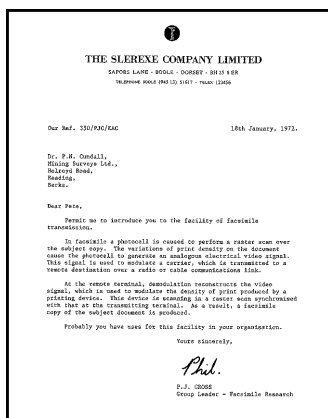
12. General Information

■ Copy memory capacity:

Approx. 10 pages (Based on the ITU-T No. 1 Test Chart in fine resolution.)

- *1 Transmission speed depends upon the contents of the pages, resolution, telephone line conditions and capability of the other party's machine.
- *2 Transmission speed is based upon the ITU-T No. 1 Test Chart. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.
- *3 If an error occurs during fax reception, such as a paper jam or if the recording paper runs out, the fax and subsequent faxes will be retained in memory.
- *4 Recording time may be reduced by the calling party's background noise.

ITU-T No. 1 Test Chart



Note:

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

Recording paper specifications

Recording paper size:

A4: 210 mm × 297 mm

Recording paper weight:

64 g/m² to 80 g/m²

Note for recording paper:

- Do not use the following types of paper:
 - Paper with a cotton and/or fibre content that is over 20 %, such as letterhead paper or paper used for resumes
 - Extremely smooth or shiny paper, or paper that is highly textured
 - Coated, damaged or wrinkled paper
 - Paper with foreign objects attached, such as tabs or staples
 - Paper which has dust, lint or oil stains
 - Paper that will melt, vaporize, discolour, scorch or emit dangerous fumes near 200 °C, such as

vellum paper. These materials may transfer onto the fusing roller and cause damage.

- Moist paper
- Some paper only accepts print on one side. Try using the other side of the paper if you are not happy with the print quality or if misfeeding occurs.
- For proper paper feeding and best print quality, we recommend using long-grained paper.
- Do not use paper of different types or thickness at the same time. This may cause a paper jam.
- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause a paper jam.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.

12.2.2 Cordless handset

■ Standard:

DECT (Digital Enhanced Cordless Telecommunications)
GAP (Generic Access Profile)

■ Number of channels:

120 Duplex Channels

■ Frequency range:

1.88 GHz to 1.9 GHz

■ Duplex procedure:

TDMA (Time Division Multiple Access)

■ Channel spacing:

1,728 kHz

■ Bit rate:

1,152 kbit/s

■ Modulation:

GFSK (Gaussian Frequency Shift Keying)

■ RF transmission power:

Approx. 250 mW

■ Voice coding:

ADPCM 32 kbit/s

■ Operating environment:

5 °C – 40 °C, 20 % – 80 % RH (Relative Humidity)

■ Dimensions:

Approx. height 155 mm × width 48 mm × depth 34 mm

■ Mass (Weight):

Approx. 140 g

12.3 Condition of guarantee

1. This machine is supplied with a one year swap out warranty. Please retain your Proof of Purchase and Packaging in the unlikely event that your machine should require attention. For further information please contact us on 08701 580560 for UK or 01 6130082 for the Republic of Ireland, in addition you can visit our web site at www.panasonic.co.uk
2. This warranty is in addition to and does not in any way affect any statutory or other right of consumer purchasers. This warranty relates only to product used within Mainland Great Britain, please refer to your dealer warranty information relating to use elsewhere within the United Kingdom and Ireland.
3. This product is designed for use only on the United Kingdom and Ireland's Public Switched Telephone Network and should be used only for normal purposes and in accordance with standard operating instructions.
4. You should complete the registration form overleaf and fax it to us with 7 days of purchase; failure to do so may result in delays in providing warranty service.
5. This warranty covers breakdowns due to design or manufacturing faults; it does not apply to damage, however caused, wear or tear, neglect, incorrect adjustment or repair, or to any items of limited natural life.
6. This warranty does not cover consumables, i.e. ink films, film refills, ink cartridges, toner cartridges, drum units, paper and paper loads or any optional accessories which may have been purchased either at the same time as, or subsequent to, the main unit. Such accessories should be returned to the point of purchase if found to be faulty.
7. In the event of a failure, please take the following action;
 - a) Refer to the "Help" section of your instruction manual in order to identify and possibly correct the problem:
 - b) If the problem is not resolved after referring to the user guide, please contact our customer helpline on 08701 580560 for UK or 01 6130082 for the Republic of Ireland
8. In the event the helpline cannot resolve the problem, a like for like exchange fax will be despatched. The helpline operator will give you specific instructions on how the exchange will be executed. Failure to comply with these instructions may result in delay and cost to you.
9. The exchange fax will be delivered in a customised case by courier. It is the customer's responsibility to promptly remove the exchange fax and insert the faulty fax in the case provided for collection, to enable the courier to return it to Panasonic.
10. The exchange fax is to be regarded as a like for like exchange under warranty and the balance of the warranty period will transfer to the exchange unit. The purchaser's sole and exclusive remedy under this guarantee against Panasonic is for the repair or replacement of the appliance or any defective parts and no other remedy, including, but not limited to; incidental or consequential damage or loss of whatsoever nature shall be available to the purchaser.
11. Where the original fax is found to be faulty as a result of unauthorised repairs or modifications or damage either by accident, misuse or improper installation then Panasonic reserves the right to charge the customer a contribution towards repair costs.
12. If at any time during the guarantee period any parts of the appliance are replaced with parts not supplied or approved by us or of an objective quality, safe and suitable for the appliance, or has been dismantled or repaired by any person not authorised by us, we shall have the right to terminate this guarantee in whole or in part immediately without further notice.
13. This warranty applies to the original purchaser only and is not transferable.
14. The warranty period applicable to this product shall be 12 months from the date of purchase.

Please keep these Operating Instructions with your receipt.

Panasonic Business Systems U.K.

Receipt No. _____	Date of Purchase _____
Model No. KX-FC225E	Serial No. _____

13. Index

13.1 Index

- # #01 Date and time: 19
- # #02 Your logo: 20
- # #03 Your fax number: 20
- # #04 Sending report: 28
- # #06 FAX ring count: 43
- # #06 TAM ring count: 34
- # #10 Caller's recording time: 44
- # #11 Remote operation ID: 44
- # #17 External ringtone: 44
- # #22 Automatic journal report: 28
- # #23 Overseas mode: 44
- # #25 Delayed send: 45
- # #26 Automatic Caller ID list: 45
- # #34 Quick scan: 28, 36
- # #36 Receiving reduction: 46
- # #39 LCD display contrast: 46
- # #41 Fax activation code: 46
- # #44 Memory reception alert: 46
- # #46 Friendly reception: 46
- # #49 Auto disconnection: 47
- # #54 Greeting time: 47
- # #58 Scan contrast: 47
- # #59 Copy phonebook: 55
- # #67 Call screening: 47
- # #68 ECM selection: 47
- # #72 Recall/flash time: 48
- # #73 Manual answer: 48
- # #76 Connecting tone: 48
- # #77 Auto answer: 48
- # #78 TEL/FAX ring count: 48
- # #80 Set default: 49
- A** Accessories: 9
 - Paper tray: 14
 Additional cordless handsets: 53
 - Advanced features: 44
 - Alarm: 52
 - Auto answer setting: 48
 - Auto disconnection: 47
 - Auto talk feature: 22
- B** Base unit phonebook
 - Copying: 55
 - Editing: 24
 - Erasing: 24
 - Making a phone call: 24
 - Sending faxes: 29
 - Storing: 24
 Basic features: 43
 - Battery
 - Charge: 17
 - Installation: 15
 - Performance: 17
 - Replacement: 15
 - BROADCAST LIST: 71
 - Broadcast transmission: 30
 - Button description
 - Base unit: 10
 - Cordless handset: 11
- C** Caller ID
 - Calling back: 26
 - Storing: 27
 CALLER ID LIST: 26, 45, 71
 - Caller's recording time: 44
 - Call restriction: 52
 - Call screening: 41, 47
 - Call waiting: 22, 26
 - Chain dial: 23
 - Character entry: 56
 - Cleaning: 69
 - Conference calls: 54
 - Connecting tone: 48
 - Connections: 16
 - Copy: 36
 - Collation: 36
 - Enlarge/Reduce: 36
 - Cordless handset
 - Cancelling: 53
 - Locator: 54
 - Power ON/OFF: 17
 - Registration: 53
 - Cordless handset phonebook
 - Copying: 55
 - Editing: 23
 - Erasing: 23
 - Making a phone call: 23
 - Storing: 23
- D** Date and time: 19
 - Delayed send: 45
 Display (Base unit)
 - Contrast: 46
 - Error messages: 59
 Display (Cordless handset)
 - Contrast: 50
 - Error messages: 60
 - Icons: 11
 - Language: 52
 - Standby mode: 50
 Document size: 29
- E** ECM selection: 47
 - Error messages: 58
 - Extension telephone: 32
- F** Fax activation code: 46
 - Fax number: 20
 - FAX ONLY mode: 31, 34
 - Flash time: 48
 - Friendly reception: 46
- G** Greeting message
 - TAM/FAX: 38
 Greeting message time
 - TAM/FAX: 47
- I** Ink film: 13
 - Intercom: 53

- J** Jams
 Document: 68
 Recording paper: 67
 JOURNAL REPORT: 28, 71
 Junk fax prohibitor: 35
- K** Keytones: 50
- L** Language: 50
 Listening to recorded messages: 39, 40, 41
 Logo: 20
- M** Manual answer setting: 48
 Memo message: 39
 Memory reception alert: 46
 Memory redial: 21
 Message alert: 50
 Missed calls: 25
- O** One touch: 24
 Overseas mode: 44
- P** Phonebook
 Base unit: 23
 Cordless handset: 23
 Sending faxes: 29
 PHONEBOOK LIST: 71
 PIN
 Base unit: 51
 Polling: 35
 Power failure: 66
 Power ON/OFF (Cordless handset): 17
 PRINTER TEST: 71
 Programming
 Base unit programming: 43
 Cordless handset programming: 50
- Q** Quick scan: 28, 36
- R** Recall time: 48
 Receiving alert: 46
 Receiving faxes
 Automatically: 34
 Manually: 32
 Receiving reduction: 46
 Recording
 Greeting message: 38, 40
 Memo message: 39
 Recording paper: 15, 72
 Recording time
 Incoming message: 41, 44
 TAM/FAX greeting: 47
 Redialling
 Base unit: 21, 28, 29
 Cordless handset: 21
 Redial list: 21
 Registration: 53
 Remote operation: 41
 Remote operation ID: 41, 44
 Repeater: 53
 Reports
 Broadcast programming: 71
 Broadcast sending: 30
- Caller ID: 71
 Journal: 28, 71
 Phonebook: 71
 Power down: 66
 Printer test: 71
 Sending: 28
 Setup: 71
 Reset (Base unit): 49
 Resolution: 28, 36
 Ring count
 FAX ONLY: 43
 TAM/FAX: 41, 43
 TEL/FAX: 48
 Ringtone
 Base unit: 44
 Cordless handset: 50
- S** Scan contrast: 47
 Sending faxes
 Base unit phonebook: 29
 Broadcast: 30
 From memory: 28
 Manually: 28
 One touch dial: 29
 Sending report: 28
 SETUP LIST: 71
 Storing
 Broadcast: 30
 One touch: 24
 Phonebook: 23
- T** TAM/FAX mode: 31, 34
 TEL mode: 31, 32
 Transferring a call: 54
- V** Voice time/day stamp: 39
 Volume
 Base unit: 18
 Cordless handset: 18

CE 0682 : Base Unit

CE 0436 : DECT Cordless Handset

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