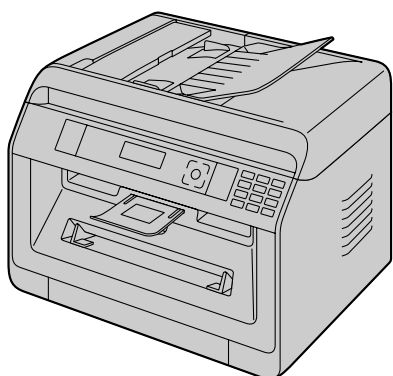


Operating Instructions

Multi-Function Printer

KX-MB2100 series



For descriptions with a (☞) mark, see “☞ List of available features and equipment” on page 3 for availability.

- **Do NOT connect the unit to a computer with the USB cable until prompted to do so during the setup of Multi-Function Station (CD-ROM).**
- **It is our duty to preserve the environment.**

Location selection (fax supported models only) (☞):

If your unit has feature #114, you can change the location setting. See the setup list (page 95).

LA models only:

When you turn the power ON for the first time, select your location. The language for display and reports, etc. will be changed automatically.

Language selection

If your unit has feature #110, you can change the language setting. See the setup list (page 95).

- **FOR ENGLISH USERS:**
When the language for display and reports is not English, you can change it to English (feature #110).

Thank you for purchasing a Panasonic product.

Object models of this manual:

Suffix	Model No.
AG	KX-MB2130AG
	KX-MB2170AG
CX	KX-MB2120CX
	KX-MB2130CX
	KX-MB2137CX
	KX-MB2170CX
	KX-MB2177CX
EU	KX-MB2120EU
	KX-MB2130EU
	KX-MB2170EU
G	KX-MB2120G
	KX-MB2130G
	KX-MB2170G
HK	KX-MB2128HK
	KX-MB2178HK
HX	KX-MB2120HX
	KX-MB2130HX
	KX-MB2170HX
JT	KX-MB2120JT
	KX-MB2130JT
	KX-MB2170JT
LA	KX-MB2130LA
	KX-MB2170LA
ML	KX-MB2128ML
	KX-MB2138ML
	KX-MB2168ML
RU	KX-MB2110RU
	KX-MB2117RU
	KX-MB2130RU
	KX-MB2137RU
	KX-MB2170RU
	KX-MB2177RU
SX	KX-MB2120SX
	KX-MB2130SX
	KX-MB2170SX
TW	KX-MB2128TW
	KX-MB2178TW

- Part of the model number will be omitted in these instructions.

Caution:

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

Notice for product disposal, transfer, or return (fax or LAN supported models only) (☞):

- This product can store your private/confidential information. To protect your privacy/confidentiality, we recommend that you erase the information from the memory before you dispose of, transfer or return the product (feature #159).

Environment:

- Panasonic's strategic direction incorporates concern for the environment into all aspects of the product life cycle, from product development to energy saving designs; from greater product reusability to waste-conscious packaging practices.

Note:

- Current model availability depends on country/area.
- To use the unit with a computer, this operating instructions explains the steps for Windows® 7, Windows Vista® and Windows® XP.
- To use the unit with Windows® 8, it is recommended to operate a computer in Desktop mode. In order to use Multi-Function Station, open the Start screen and start Multi-Function Station. When configuring or confirming the settings of the computer, open the Desktop screen and perform necessary procedures.
- The pictures and illustrations in these instructions are simplified images.
- The screenshots and screen messages shown in these instructions may differ slightly from those of the actual product.
- Software features and appearance are subject to change without notice.

Trademarks:

- Microsoft, Windows, Windows Server, Windows Vista, Internet Explorer and PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
- Adobe and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.
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- All other trademarks identified herein are the property of their respective owners.

List of available features and equipment

The following features and equipment may not be available for your unit. For explanations with a (☞) mark, see the following table to determine whether your unit has a particular feature or piece of equipment.

Feature/equipment	KX-MB2110 KX-MB2117	KX-MB2120 KX-MB2128	KX-MB2130 KX-MB2137 KX-MB2138	KX-MB2168 KX-MB2170 KX-MB2177 KX-MB2178
Fax ^{*1}	—	●	●	●
Broadcast transmission	—	●	●	●
Caller ID ^{*2}	—	●	●	●
Distinctive ring ^{*3*4}	—	●	●	●
LAN	●	—	●	●
Wireless LAN	—	—	—	●
Automatic document feeder	●	●	●	●
Manual tray	●	●	●	●

Feature limitations due to your suffix

*1 TEL/FAX mode is not available for AG, LA and TW models.

*2 Caller ID feature is not available for EU models.

*3 Distinctive ring feature is not available for EU, G, HX, JT, LA, ML and RU models.

*4 This feature is called Duplex Ring service (ring detection feature) for HK models.

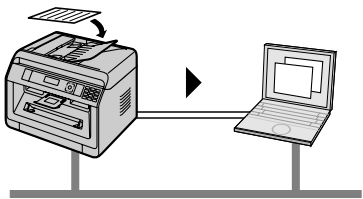
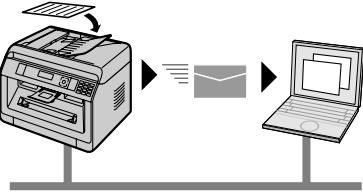
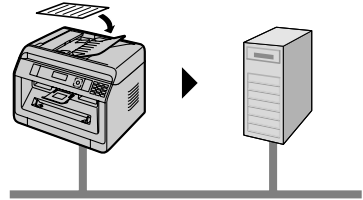
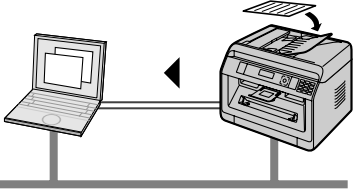
Feature highlights when using a computer

Connecting the unit to a computer and a network allows you to use convenient features for scanning and fax sending/receiving.

— LAN

== USB

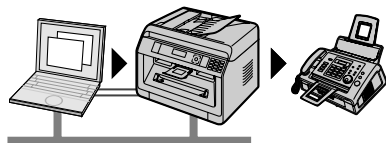
■ Scan features

Push scan	
<p>Scan to a computer</p> 	<p>You can scan the document from unit and then send it to a computer. For details about this feature, see "6.1 Scanning from the unit (Push Scan)" on page 57.</p>
<p>Scan to email address (LAN supported models only) (📧)</p> 	<p>You can send the document as an attached file to an email destination directly from the unit (page 57). To activate this feature, see "Activating scan to email address (LAN supported models only) (📧)" on page 58.</p>
<p>Scan to FTP server/SMB folder (LAN supported models only) (📁)</p> 	<p>Scan to FTP server: You can send the scanned document to an FTP server. To activate this feature, see "Setting the information for scan to FTP server (LAN supported models only) (📁)" on page 59.</p> <p>Scan to SMB folder: You can send the scanned document to an SMB folder. To activate this feature, see "Setting the information for scan to SMB folder (LAN supported models only) (📁)" on page 59.</p>
Pull scan	
<p>Scanning from a computer</p> 	<p>You can scan the document from a computer (Pull scan). For details about this feature, see "6.2 Scanning from a computer (Pull Scan)" on page 60.</p>

■ Fax features (☎)

Sending faxes

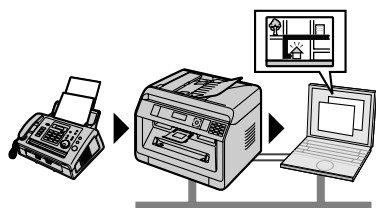
PC fax sending



You can send an electronic document as a fax message from your computer. For details about this feature, see "8.6.1 Sending an electronic document as a fax message from your computer (PC fax sending)" on page 82.

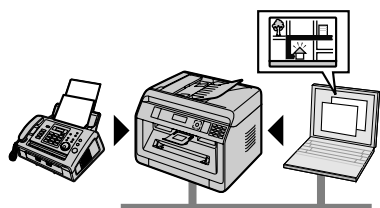
Receiving faxes

PC fax reception



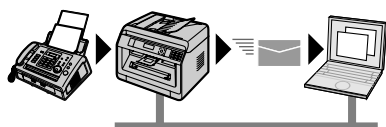
You can receive a fax document on your computer. For details about this feature, see "8.6.2 Receiving a fax on your computer (PC fax reception)" on page 82.

Web fax preview (LAN supported models only) (☎)



You can display a received fax document in a web browser without printing, and print or save the necessary document after you confirm the image. For details about this feature, see "8.6.3 Web fax preview (LAN supported models only) (☎)" on page 83.

Fax to email address (LAN supported models only) (☎)



You can automatically transfer a received fax document (fax to email feature) to one or more email addresses. For details about this feature, see "8.6.4 Transferring faxes to email address (LAN supported models only) (☎)" on page 84.

For your safety (emergency processing method)

Laser radiation

CLASS 1 LASER PRODUCT

- The printer of this unit utilises a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Laser diode properties

Laser output : Max. 10 mW
Wavelength : 760 nm - 800 nm
Emission duration : Continuous

LED light

CLASS 1 LED PRODUCT

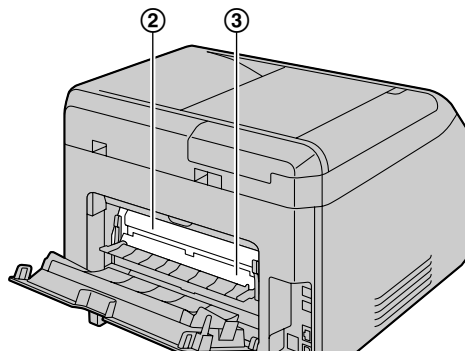
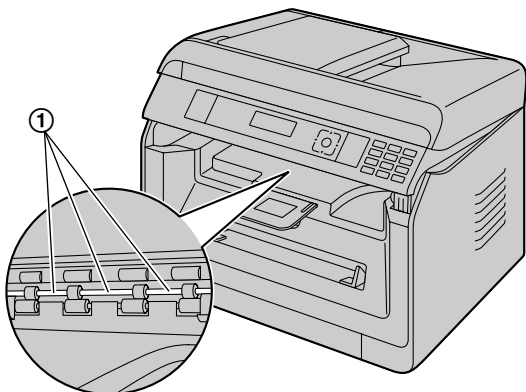
- When using the unit, do not look directly at the CIS's LED light. Direct eye exposure can cause eye damage.

CIS's LED light properties

LED radiation output : Max. 1 mW
Wavelength :
Red : 624 nm typical
Green : 525 nm typical
Blue : 470 nm typical
Emission duration : Continuous

Recording paper exit rollers and fuser unit

- During or immediately after printing, near the recording paper exit roller shaft (①) and fuser unit (②) gets hot. This is normal. Do not touch it.



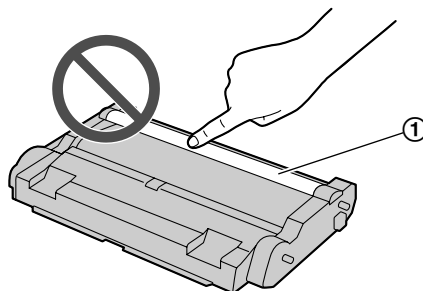
Note:

- The area near the rear cover (③) may also get warm. This is normal.

For best performance

Toner cartridge and drum cartridge

- When replacing the toner cartridge or drum cartridge, do not allow dust, water, or liquids to come in contact with the drum. This may affect print quality.
- Genuine Panasonic toner cartridges and drum cartridges are recommended.
- It is recommended not to add non-genuine toner to the unit (including toner cartridge, drum cartridge etc.).
- We cannot be responsible for problems that may be caused by a non-Panasonic toner cartridge or drum cartridge:
 - Damage to the unit
 - Poor print quality
 - Improper operation
- Do not leave the toner cartridge out of the protective bag for a long time. It will affect the printing quality.
- The drum cartridge contains a photosensitive drum. Exposing it to light may damage the drum.
 - Do not expose the drum cartridge to light for more than 5 minutes.
 - Do not touch or scratch the drum surface (①).



- Do not place the drum cartridge near dust or dirt, or in a high humidity area.
- Do not expose the drum cartridge to direct sunlight.

- To extend the life of the drum cartridge, the power should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.

Location

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

Static electricity

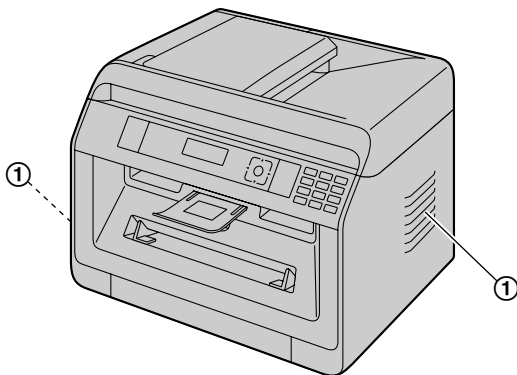
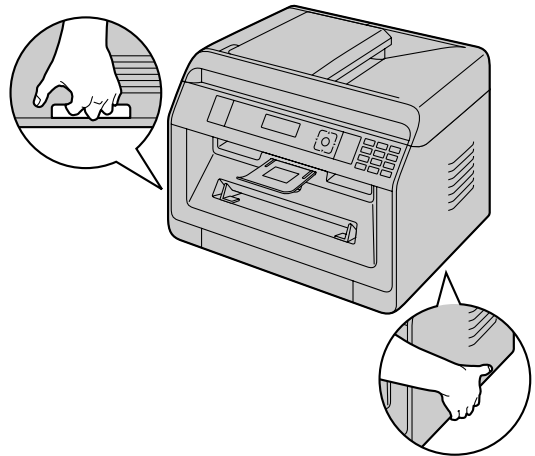
- To prevent static electricity damage to the interface connectors or other electrical components inside the unit, touch a grounded metal surface before touching the components.

Environment

- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of the unit. When you leave the unit unused for a long period of time, unplug this unit from the power outlet.
- The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. Damp basements should also be avoided.
- Do not poke the unit with a sharp object such as a pen. The area around the display is especially smooth and sensitive to scratches or rips in the smooth sheet.
- Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).

Moving the unit

When moving the unit, carry it as shown.



Routine care

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

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

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
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Copyrights

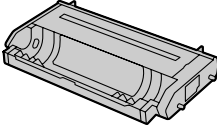
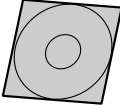
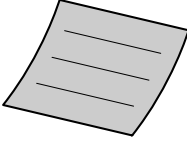

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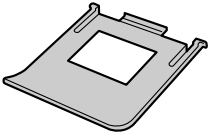
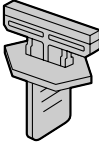
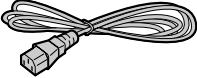
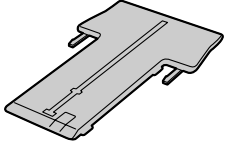
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1. Introduction

1.1 Checking the supplied accessories

Models	① Drum cartridge (pre-installed inside the unit)(starter toner included*1)	② CD-ROM (including driver for printer etc.)	③ Quick installation guide	④ Important information guide
				
KX-MB2110 KX-MB2117	●	●	●	●
KX-MB2120 KX-MB2128	●	●	●	●
KX-MB2130 KX-MB2137 KX-MB2138	●	●	●	●
KX-MB2168 KX-MB2170 KX-MB2177 KX-MB2178	●	●	●	●

Models	⑤ Output tray	⑥ Drum cleaner (pre-installed inside the unit)*2	⑦ Power cord*3	⑧ Extension guide*4
				
KX-MB2110 KX-MB2117	●	●	●	●
KX-MB2120 KX-MB2128	●	●	●	●
KX-MB2130 KX-MB2137 KX-MB2138	●	●	●	●
KX-MB2168 KX-MB2170 KX-MB2177 KX-MB2178	●	●	●	●

Models	⑨ Handset*5	⑩ Handset cord*5
		
KX-MB2110 KX-MB2117	—	—
KX-MB2120 KX-MB2128	●	●
KX-MB2130 KX-MB2137 KX-MB2138	●	●
KX-MB2168 KX-MB2170 KX-MB2177 KX-MB2178	●	●

*1 Prints approximately 700 pages in accordance with ISO/IEC 19752 standard page.

*2 See page 123 for details.

*3 Use the supplied cord that is appropriate for where you use this unit.

*4 CX/SX/ML/LA/AG models only

*5 CX/HX/ML/RU/HK/TW models only

Note:

- Save the original carton and packing materials for future shipping and transportation of the unit.
- After unpacking the product, take care of the packing materials and/or power plug cap appropriately.

1.1.1 Accessory information

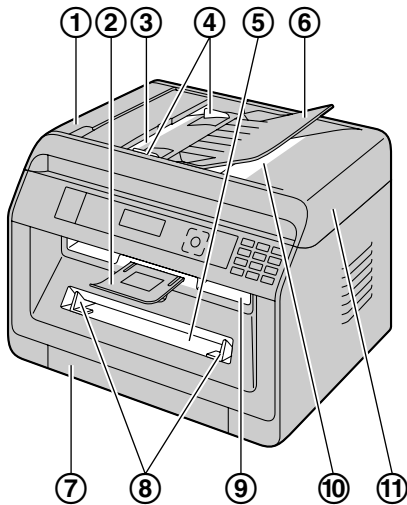
■ **Replacement accessory**

To ensure that the unit operates properly, we recommend the use of Panasonic toner and drum cartridges. See the important information guide for details.

Accessory	Model No. (Part No.)
Toner cartridge	KX-FAT472
Drum cartridge	KX-FAD473

1.2 Overview

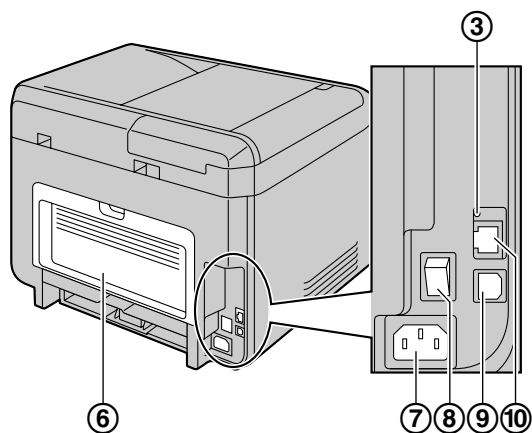
1.2.1 Front view



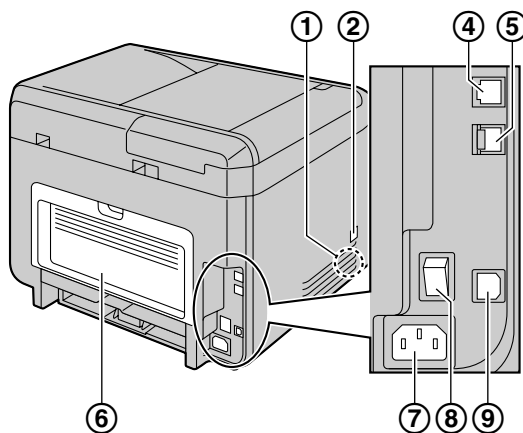
Parts	
①	ADF (Automatic Document Feeder) cover
②	Output tray
③	Document entrance
④	Document guides
⑤	Manual tray
⑥	Document tray
⑦	Standard input tray
⑧	Recording paper guides
⑨	Recording paper exit
⑩	Document exit
⑪	Document cover

1.2.2 Rear view

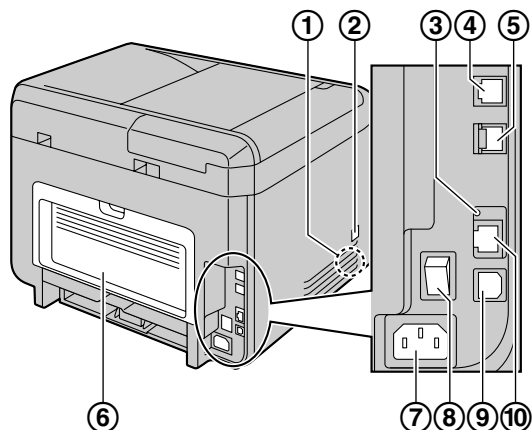
■ KX-MB2110/KX-MB2117



■ KX-MB2120/KX-MB2128



■ KX-MB2130/KX-MB2137/KX-MB2138/
KX-MB2168/KX-MB2170/KX-MB2177/KX-MB2178



Parts		KX-MB2110/ KX-MB2117	KX-MB2120/ KX-MB2128	KX-MB2130/KX-MB2137/ KX-MB2138/KX-MB2168/ KX-MB2170/KX-MB2177/ KX-MB2178
①	Speaker	—	●	●
②	Handset connection jack	—	●*1	●*1
③	LED	●	—	●
④	Telephone line jack	—	●	●
⑤	External telephone line jack	—	●	●
⑥	Rear cover	●	●	●
⑦	Power inlet	●	●	●
⑧	Power switch	●	●	●
⑨	USB interface connector	●	●	●

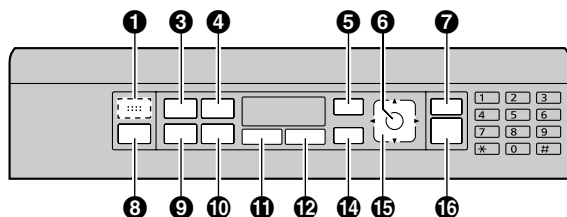
1. Introduction

Parts		KX-MB2110/ KX-MB2117	KX-MB2120/ KX-MB2128	KX-MB2130/KX-MB2137/ KX-MB2138/KX-MB2168/ KX-MB2170/KX-MB2177/ KX-MB2178
⑩	LAN interface connector <ul style="list-style-type: none">• 10Base-T/100Base-TX	●	—	●

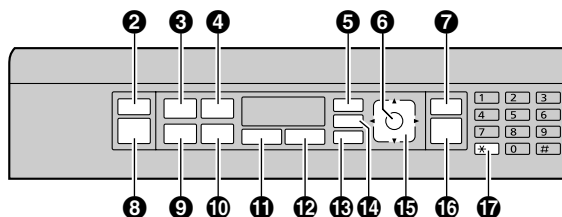
*1 Only for models that include a handset unit. See page 10 if your unit has a handset.

1.3 Button descriptions

■ KX-MB2110/KX-MB2117



■ KX-MB2120/KX-MB2128/KX-MB2130/KX-MB2137/ KX-MB2138/KX-MB2168/KX-MB2170/KX-MB2177/ KX-MB2178



Buttons		Descriptions
1	For beep sounds* ¹	Key beeps etc. will be heard.
2	[/FAX AUTO ANSWER]* ²	To turn the auto answer setting ON/OFF.
3	[/QUALITY]	To select the contrast and resolution when copying.
	[/QUALITY]* ²	To select the contrast and resolution when sending a fax.
4	[/PAGE LAYOUT]	To make copies using various page layouts.
	[/CALLER ID]* ³	To use Caller ID features.
5	[/MENU]	To start or exit programming.
6	[OK/SET]	To store a setting during programming.
7	[/STOP]	To stop an operation or programming session.
		To erase a character/number.
8	[/SCAN]/[/COPY]/[/FAX]* ²	To switch to the scan mode, copy mode or fax mode.
	[/COPY SIZE]	To select the copy size.
9	[/REDIAL]* ²	To redial the last number dialled.
	[] (Pause)* ²	To insert a pause during dialling.
10	[/ZOOM]	To enlarge or reduce a document when copying.
	[/FLASH]* ²	To access special telephone service or for transferring extension calls.
11	[/DUPLEX]	To make duplex copies.
12	[/QUICK-JOB]	To use QUICK-JOB features.
13	[/MONITOR]* ²	To initiate dialling. When you press [/MONITOR] while receiving a call, you will be able to hear the other party, but the other party will not be able to hear you.
14	[/SECURE PRINT]	To start printing secured documents.

1. Introduction

Buttons		Descriptions
⑮	Navigator key	To select desired settings.
		To adjust the following volume* ² : – ringer volume (while setting the operation mode to fax mode) – monitor volume (while using the monitor) – handset volume (while using the handset)* ⁵
	[-E] (Collate)	To make a collate copy.
	[□] (Address book)* ²	To search for a stored item.
	[WPS]* ⁴	To connect easily to a wireless LAN. To check the status of the wireless LAN connection.
⑯	[◇/START]	To copy a document.
		To scan a document (push scan).
		To send a fax.* ²
⑰	[*/Tone]	To change from pulse to tone temporarily during dialling when your line has rotary/pulse service.

*1 Only for models without the fax feature. (☞)

*2 Only for models that support the fax feature. (☞)

*3 Only for models that support the Caller ID feature. (☞)

*4 Only for models that support wireless LAN. (☞)

*5 See page 10 if your unit includes a handset.

What "(repeatedly)" means in these instructions

Example: [☞/PAGE LAYOUT] (repeatedly): "PAGE LAYOUT"

Press the button repeatedly to display the indicated item.

2.1 Drum cartridge

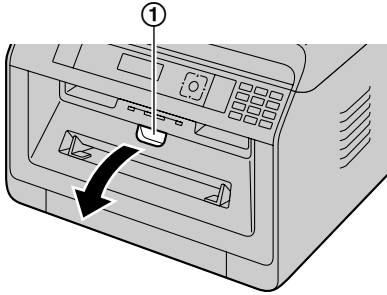
The supplied drum cartridge includes starter toner (toner cartridge is not supplied).

- When using the unit for the first time, please use the supplied drum cartridge.

Caution:

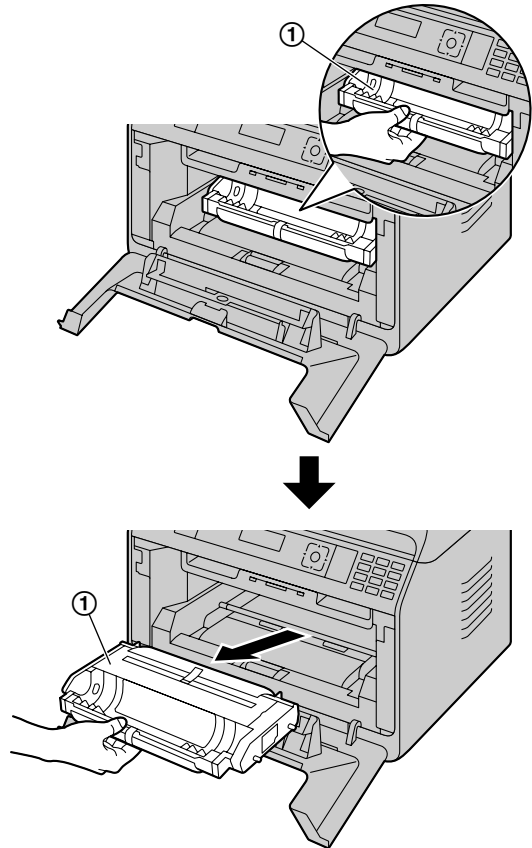
- **Read the instructions before you begin installation.**

- 1 Open the front cover by holding the indentation (①).



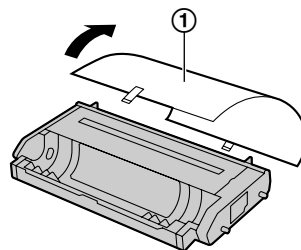
- If the unit is in sleep mode, press a key to put the unit in standby mode for the next process when replacing the toner cartridge and/or drum cartridge.

- 2 Remove the drum cartridge (①), which is pre-installed in the unit.



- 3 Remove the protective sheet (①) from the drum cartridge.

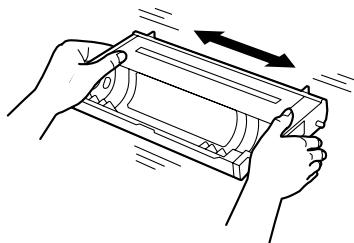
- **Do not touch or scratch the drum surface.**



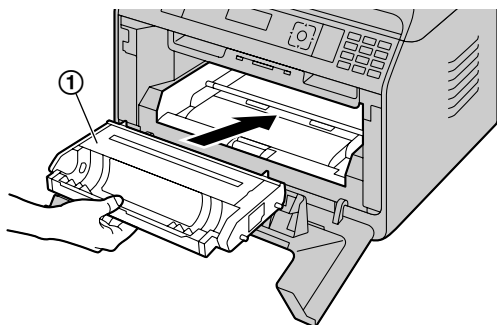
- **"PAPER JAMMED"** is displayed before the protective sheet is removed.

2. Installation and Preparation

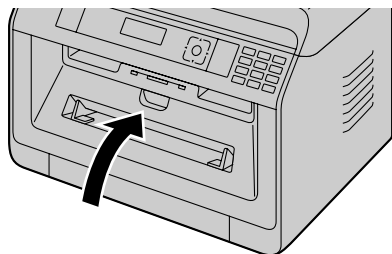
- 4 Shake the drum cartridge horizontally more than 5 times.



- 5 Hold the drum cartridge (1) by the centre handle, then insert firmly to lock into place.



- 6 Close the front cover.



Toner life and drum cartridge life

- To check the drum life and quality, please print the printer test list (page 95) and refer to page 131 for information on the drum life. If the printing quality is still poor or "DRUM LIFE OVER" appears on the display, replace the toner cartridge and drum cartridge.
- To maintain print quality and machine life, we recommend that you clean slots and openings (page 7) and the inside of the unit (page 122, 123) when replacing the toner cartridge and/or drum cartridge.

Note:

- To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge and drum cartridge**. See page 11 for accessory information.

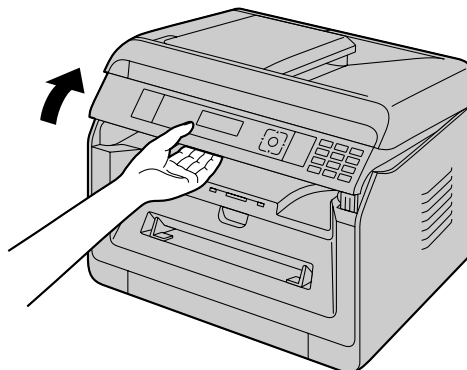
Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #482). The toner cartridge will last approximately 20 % longer. This feature may lower the print quality.

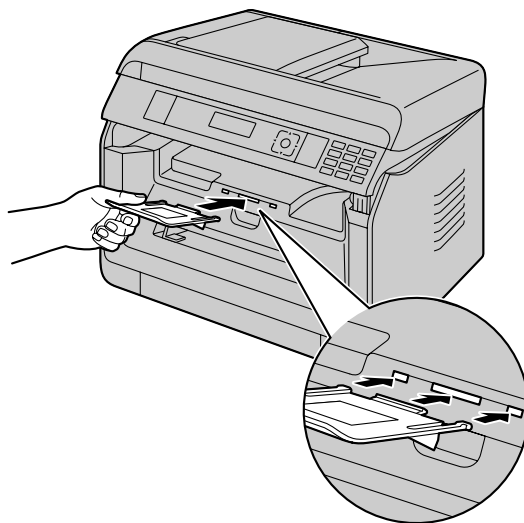
2.2 Output tray

The output tray supports the recording paper exit to hold the printed paper.

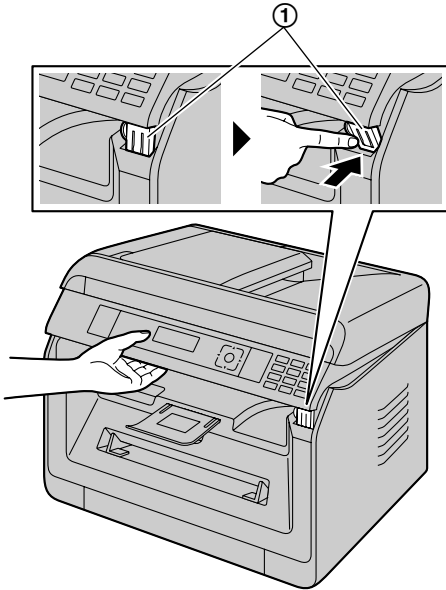
- 1 Expand the paper exit.



- 2 Insert the output tray.



- 3 Pull up the paper exit, and then replace the tab (①) to the original position.



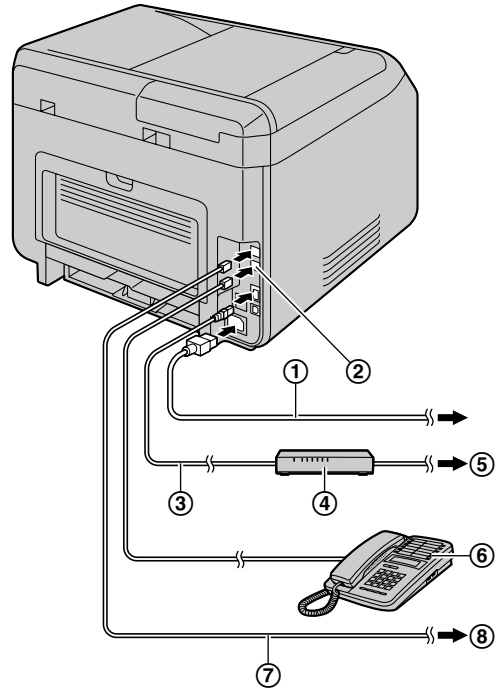
Note:

- The output tray may not be shown in all illustrations.

2.3 Connections

Caution:

- Never install telephone wiring during a lightning storm (fax supported models only). (⚡)
- When you operate this product, the power outlet should be near the product and easily accessible.
- Do not extend the telephone line cord (fax supported models only). (⚡)

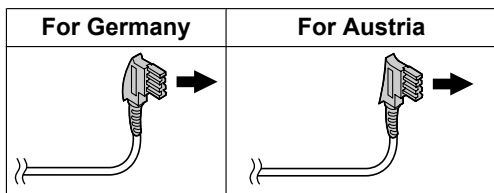


- ① Power cord*¹
 - Connect to a power outlet. See page 125 for detail specifications.
- ② [EXT] jack*²
 - You can connect an answering machine or an extension telephone. Remove the stopper if attached, and take care of it appropriately.
- ③ LAN cable (not supplied)*³
 - To assure continued emission limit compliance, use only shielded LAN cable (Category 5 (Cat-5) Ethernet cable).
- ④ Network router/Network hub (not supplied)*³
 - Also connect networked computers.
- ⑤ To the Internet*³
- ⑥ Extension telephone or answering machine (not supplied)*²
- ⑦ Telephone line cord*²
 - Connect to a single telephone line jack.

2. Installation and Preparation

⑧ To a single telephone line jack

For users in Germany and Austria, use the appropriate telephone line cord.



*1 The power cord may differ slightly. Use the supplied cord that is appropriate for where you use this unit.

*2 Fax supported models only (☞)

*3 LAN supported models only (☞)

IMPORTANT NOTICE FOR THE USB CONNECTION

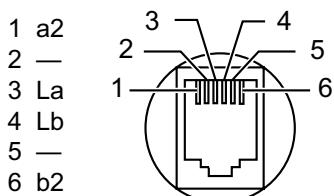
- DO NOT CONNECT THE UNIT TO A COMPUTER WITH THE USB CABLE UNTIL PROMPTED TO DO SO DURING THE SETUP OF MULTI-FUNCTION STATION (page 22).

Note:

- An earthed contact jack should be used when connecting the unit to the power outlet (for Poland only).
- Do not place any objects within the following distance:
 - Right and left side: 10 cm
 - Back side: 20 cm
- Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating.
- If another device is connected to the same telephone line as this unit, you may experience unexpected problems as this unit is not designed to share a telephone line (fax supported models only). (☞)

For Germany and Austria only: Connector pinouts (fax supported models only) (☞)

Socket "To phone line"

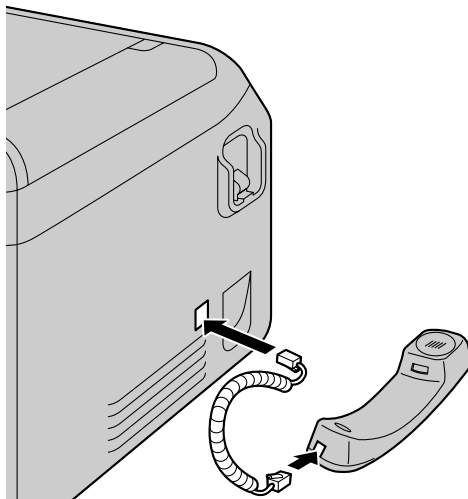


Connecting the handset

See page 10 if your unit includes a handset.

Important:

- Before installing or removing the handset unit, be sure to turn the power switch OFF.

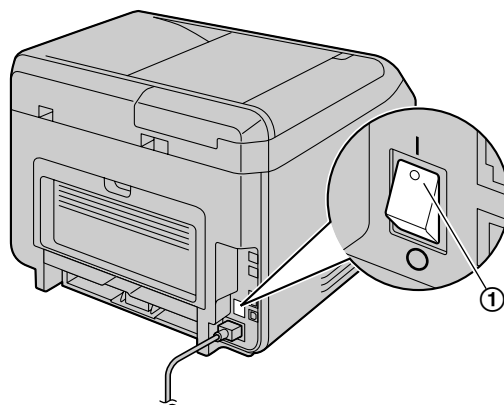


Using network router/network hub (LAN supported models only) (☞)

- We recommend using network routers/network hubs (④) under secure network environments. Consult your network administrator for firewall settings, etc.
- The warranty does not cover damage due to security problems or any inconveniences relating to it.

2.4 Turning the power ON/OFF

Turn the power switch to the ON position (①).



2.5 Date and time (Fax or LAN supported models only)

We recommend setting the date and time (feature #101). The other party will receive your unit's date and time as the header information.

If you have subscribed to a Caller ID service

The date and time will automatically set according to the received caller information (feature #226).

2.6 Configuring the unit to access the LAN

You can use a computer connected to the LAN for some features of this unit (printer, scanner, etc.). To enable these features, you need to set the IP address, subnet mask, and default gateway in the unit.

Important:

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

2.6.1 Setting up automatically with a DHCP server

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

- 1 After connecting the LAN cable to the unit and the computer, turn the power switch ON.
 - The IP address, subnet mask, and default gateway will be set automatically.
- 2 Install Multi-Function Station on the computer that you want to use it with. See page 22 for details.

Note:

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

2.6.2 Setting up manually

When your network administrator does not manage the network with a DHCP server, you need to assign an IP address, subnet mask, and default gateway manually.

- 1 **[MENU]** → **[#][5][0][0]** → "DHCP"
- 2 **[0]** → "DISABLED" → **[OK/SET]**
- 3 Set each item.

For the IP address:

- 1 **[5][0][1]** → "IP ADDRESS" → **[OK/SET]**
- 2 Enter the IP address of the unit. → **[OK/SET]**

For the subnet mask:

- 1 **[5][0][2]** → "SUBNET MASK" → **[OK/SET]**
- 2 Enter the subnet mask of the network. → **[OK/SET]**

For the default gateway:

- 1 **[5][0][3]** → "DEFAULT GATEWAY" → **[OK/SET]**
- 2 Enter the default gateway of the network. → **[OK/SET]** → **[MENU]**

- 4 Install Multi-Function Station on the computer that you want to use it with. See page 22 for details.

2.7 Wireless LAN settings

Important:

- When configuring wireless LAN settings, confirm that the unit is located within operational range of your wireless access point.
- Depending on the type of wireless access point, select the appropriate way to connect the unit and access point.
 - Access point is WPS compatible (with a WPS button)
 - Access point is WPS compatible (without a WPS button)
 - Access point is not WPS compatible
- It is also possible to configure wireless LAN settings when installing the driver regardless of the type of wireless access point or whether there is a WPS button (page 22).
- For wireless security settings, refer to the operating instructions of your wireless router and other wireless products, etc.

2.7.1 WPS compatible access point (with a WPS button)

- 1 Press the WPS button on your wireless access point.
- 2 Press and hold **[WPS]** on the unit until "CONNECTING" is displayed.
 - Perform step 2 within 1 minute of performing step 1.
 - "CONNECTING" blinks while connecting. When the connection is complete, "CONNECTED" will be displayed.

Note:


- To display the status of the wireless access point, press **[WPS]**, then press **[OK/SET]**.

2.7.2 WPS compatible access point (without a WPS button)

Important:

- Make sure the LAN mode setting is set to "WIRELESS" beforehand (feature #580).



2. Installation and Preparation

1. **[/MENU] → [F][5][8][3] → [OK/SET]**
 - The PIN code of the unit is displayed.
2. Register the PIN code to your wireless access point.
3. **[OK/SET]**
 - Perform step 3 within 1 minute of performing step 2.
 - “CONNECTING” blinks while connecting. When the connection is complete, “CONNECTED” will be displayed.
 - If the unit enters standby mode during the process, repeat from step 1 (the PIN code will be renewed).




2.7.3 WPS incompatible access point


Important:

- Make sure the LAN mode setting is set to “WIRELESS” beforehand (feature #580).
 - The following setting information for your wireless access point is required:
 - Network name (SSID)
 - Network key (WEP / WPA key)*1
 - Connection type
 - Network authentication type
 - Data encryption type
- *1 If your wireless access point is equipped with several network keys, use only the first network key (this unit is equipped with a single network key).
- If your wireless access point is configured to not show the network name (SSID), enter the network name (SSID) manually (feature #585).

1. **[/MENU] → [F][5][8][4] → [OK/SET]**
2. **[▲]:** Display the desired network name (SSID). → **[OK/SET]**
 - Depending on the settings for your wireless access point, it may be necessary to select WEP64 or WEP128. Select the desired item, and then press **[OK/SET]**.
3. Enter the network key. → **[OK/SET]**
 - Depending on the settings for your wireless access point, this step can be omitted if encryption is not used.
 - “CONNECTING” blinks while connecting. When the connection is complete, “CONNECTED” will be displayed.

Setting up your wireless access point manually

1. **[/MENU] → [F][5][8][5] → [OK/SET]**
2. Enter the network name (SSID). → **[OK/SET]**
3. **[▲]:** Display the desired connection type. → **[OK/SET]**
4. **[▲]:** Display the desired network authentication type. → **[OK/SET]**

5. **[▲]:** Display the desired data encryption type. → **[OK/SET]**
6. Enter the network key. → **[OK/SET]**
 - Depending on the settings for your wireless access point, this step can be omitted if encryption is not used.
 - “CONNECTING” blinks while connecting. When the connection is complete, “CONNECTED” will be displayed.

2.7.4 Setting up using Windows® Installer

If you use a Windows computer, it is possible to configure wireless LAN settings during the installation of Multi-Function Station. For details, see “2.9 Installing software (including printer, scanner and other drivers)” (page 22).

2.8 Required computer environment

Important:

- When using Windows Server® 2008/Windows Server 2012, only the printer driver can be supported. Install the printer driver using the Add Printer feature of Windows.
- With Mac OS X, only the printer driver, scanner driver (TWAIN/ICA) and PC fax (transmission) are supported. See the setup guide for Mac OS X for details.

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

Operating System:

Windows XP/Windows Vista/Windows 7/Windows 8

CPU:

Complies with Operating System recommendations

RAM:

Complies with Operating System recommendations

Other Hardware:

CD-ROM drive

Hard disk drive with at least 600 MB of available space

Web browser (recommendation):

Windows Internet Explorer® 8/9

Windows Internet Explorer 10/11 (with compatible mode recommended)

2.9 Installing software (including printer, scanner and other drivers)

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

- Printing on plain paper, thin and thick paper, labels and envelope

- Displaying the preview of the print image, changing the page order, deleting pages, and changing the print layout etc. before printing (Easy Print Utility)
- Scanning documents and converting an image into text with OCR software (not supplied)
- Scanning from other applications for Microsoft® Windows that support TWAIN scanning and WIA scanning (USB connection only)
- Storing, editing or erasing items in the address book using your computer
- Programming the features using your computer
- Assigning a password and printing confidential or sensitive documents (Secure Print)
- Sending, receiving fax documents using your computer (Fax supported models only) (📧)
- **Install Multi-Function Station (CD-ROM) before connecting the unit to a computer with the USB cable. If the unit is connected to a computer with the USB cable before installing Multi-Function Station, the [Driver Software Installation] dialogue box may appear. If this dialogue box appears, click [Close].**
- **If you are also using KX-MB200/KX-MB700/ KX-FLB880 series, see page 116.**

2.9.1 Preparing your computer and CD-ROM

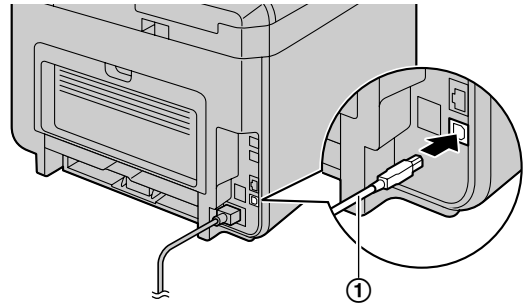
- 1 Start Windows and exit all other applications.
- 2 Insert the supplied CD-ROM into your CD-ROM drive.
 - If the installation does not start automatically: Click **[Start]** → **[All Programs]** → **[Accessories]**. Choose **[Run]**. Type **"D:\Install"** (where **"D"** is the drive letter of your CD-ROM drive). Click **[OK]**.
(If you are not sure what the drive letter is for your CD-ROM drive, use Windows Explorer and look for the CD-ROM drive.)
- 3 Select your connection.
 - For USB connection/wired LAN connection, refer to "2.9.2 USB connection/LAN connection", page 23.
 - For wireless LAN connection (📶), refer to "2.9.3 Wireless LAN connection (📶)", page 23.

2.9.2 USB connection/LAN connection

- 1 **[Easy Installation]**
 - The installation will start automatically.
- 2 When the setup program starts, follow the on-screen instructions.
 - Easy Print Utility and Device Monitor will also be installed.

- 3 The **[Connection Type]** dialogue box appears. **For USB connection:**

1. **[Connect directly with a USB cable.]** → **[Next]**
 - The **[Connect Device]** dialogue box will appear.
2. Connect the unit to a computer with the USB cable (①), then click **[Next]**.



3. Click **[Install]**, then follow the on-screen instructions.

For LAN connection (📶):

1. **[Connect via the Network.]** → **[Next]**
2. Check **[Select from the search list]** and select the unit from the list.
 - If the name of the desired unit is not displayed on the list, and the IP address for the unit has been assigned, check **[Direct input]** and enter the IP address.
3. **[Next]**
4. Click **[Install]**, then follow the on-screen instructions.

Important notice

When installing using a USB cable connection, a message may appear during the software installation. This is normal and the software will not cause any difficulties with your operating system. You can continue the installation with no problem. This kind of message is displayed:

- **For Windows XP users**
"The software you are installing for this hardware has not passed Windows Logo testing to verify its compatibility with Windows XP."
- **For Windows Vista/Windows 7/Windows 8 users**
"Would you like to install this device software?"

2.9.3 Wireless LAN connection (📶)

Note:

- It is recommended to connect the unit to the wireless network before installation.
For information about configuring wireless LAN settings, please refer to "2.7 Wireless LAN settings (📶)", page 21.

2. Installation and Preparation

If the unit has already been connected to the wireless network

1. **[Easy Installation (Wireless LAN)]**
2. Select **[Already set up wireless LAN]**.
 - The installation will start automatically.
3. When the setup program starts, follow the on-screen instructions.
 - Easy Print Utility and Device Monitor will also be installed.
4. The **[Select a Network Device]** dialogue box appears.
 1. Check **[Select from the search list]** and select the unit from the list.
 - If the name of the desired unit is not displayed on the list, and the IP address for the unit has been assigned, check **[Direct input]** and enter the IP address.
 2. **[Next]**
 3. Click **[Install]**, then follow the on-screen instructions.

If the unit has not been connected to the wireless network yet

1. **[Easy Installation (Wireless LAN)]**
 2. Select **[Not yet set up wireless LAN]**.
 - The installation will start automatically.
- Important:**
- **The USB cable is required for configuring wireless LAN settings. Wireless LAN settings can be configured by using the wireless LAN setting tool after installing it via USB connection.**
3. When the setup program starts, follow the on-screen instructions.
 - Easy Print Utility and Device Monitor will also be installed.
 4. The **[Connect Device]** dialogue box appears.
 1. Connect the unit to a computer with the USB cable, then click **[Next]**.
 - If the unit is connected to your computer, the model name will be automatically detected.
 2. Click **[Install]**, then follow the on-screen instructions.
 5. When Wireless LAN Setting tool is launched, follow the on-screen instructions to configure the wireless LAN settings.

2.9.4 Other information

To view or install the operating instructions data

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.

2. Click **[Operating Instructions]**, then follow the on-screen instructions to view or install the operating instructions in PDF format.
 - Adobe® Reader® is required to view the operating instructions.

Note:

- If you install the operating instructions, you can view it anytime by clicking **[Help]** on the Multi-Function Station launcher.

To use another unit with the computer

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

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. **[Modify]** → **[Add Multi-Function Station Driver]**. Then follow the on-screen instructions.

Note:

- You cannot connect more than one unit to the same computer at the same time (USB connection only).

To modify the software (To add or uninstall each component)

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

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. **[Modify]** → **[Modify Utilities]**. Then follow the on-screen instructions.

To uninstall the software

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

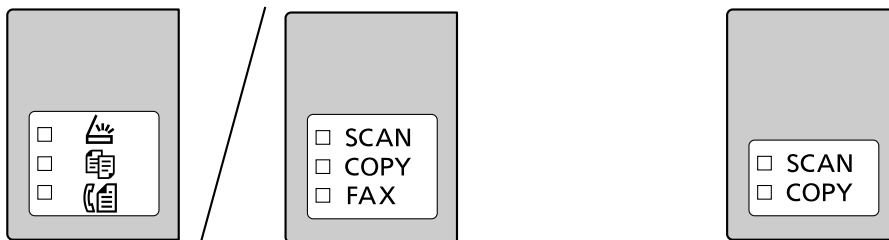
3.1 Operating the unit's panel

3.1.1 Selecting the operation mode

You can select the desired mode by pressing the following button repeatedly.

For models that support the fax feature (☎)

For models without the fax feature (☎)



- [☎/SCAN]: Select this mode when using the unit as a scanner.
- [☎/COPY]: Select this mode when using the unit as a copier.
- [☎/FAX] (☎): Select this mode when using the unit as a fax machine.

Note:

- The default operation mode is the copy mode.
- You can change the default operation mode (feature #463) and the timer before returning to the default operation mode (feature #464) (fax supported models only). (☎)

3.2 Loading recording paper

Note for recording paper:

- We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.
- Do not use the following types of paper:
 - Paper with cotton and/or fibre content that is over 20 %, such as letterhead paper or paper used for resumes
 - Extremely smooth or shiny paper, or paper that is highly textured
 - Coated, damaged or wrinkled paper
 - Paper with foreign objects attached, such as tabs or staples
 - Paper that has dust, lint or oil stains
 - Paper that will melt, vaporize, discolour, scorch or emit dangerous fumes near 200 °C, such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
 - Moist paper
 - Inkjet paper
 - Chemically treated paper such as carbon or carbonless duplicating paper
 - Electrostatically charged paper
 - Badly curled, creased or torn paper
 - Paper with a coated surface
- Some paper is designed to be printed on only one side. Try printing on 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 thicknesses at the same time. This may cause paper jams.
- Do not re-use paper printed from this unit for another printing job (including other copiers or printers). This may cause paper jams.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.
- For customers who live in high humidity areas: Please be sure to store paper in an air-conditioned room at all times. If you print using moist paper, it may cause paper jam.

3. Basic Operations

To change the paper size and paper type

To use other paper sizes/types, see the following table and change the appropriate settings.

Tray type	Paper sizes	Paper types
Standard input tray	feature #380	feature #383
Manual tray (☞)	feature #381	feature #384

- For number of sheets the unit can load, see page 128.

Tray number information

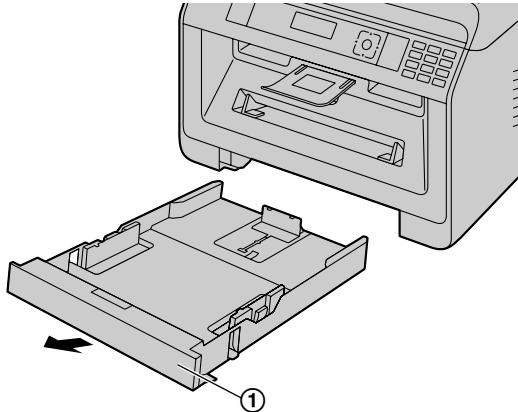
The unit shows the tray number as follows instead of displaying the name of tray.

- “#1”: Standard input tray
- “#2”: Manual tray (☞)

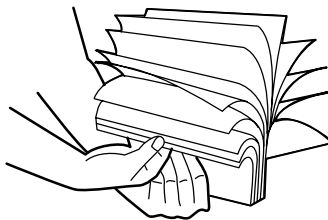
3.2.1 Standard input tray

- If you load more than the specified amount of paper, a paper jam may occur and the paper may be damaged.
- Depending on the type of paper, the loaded paper may exceed the upper limit mark (▽). In this case, remove some paper from the tray.

- 1 Pull the standard input tray (①) until it clicks into place, and then lift the front part of the tray and pull it completely out.



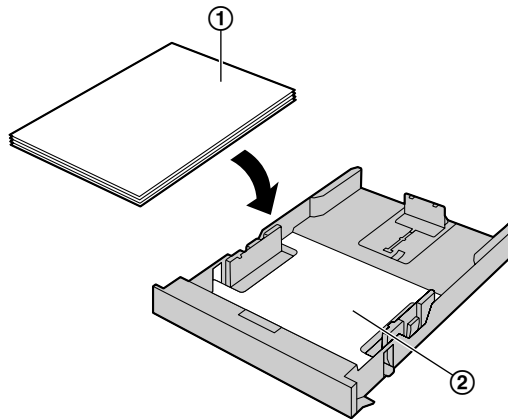
- 2 Before loading a stack of paper, fan the paper to prevent paper jams.



3 Load the paper, print-side down (①).

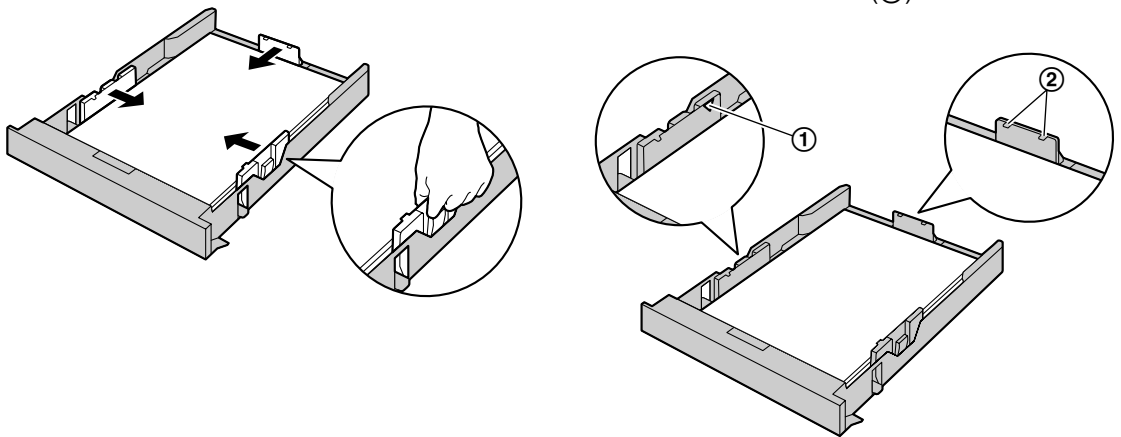
Important:

- Push down to lock the plate (②) in the standard input tray, if necessary.

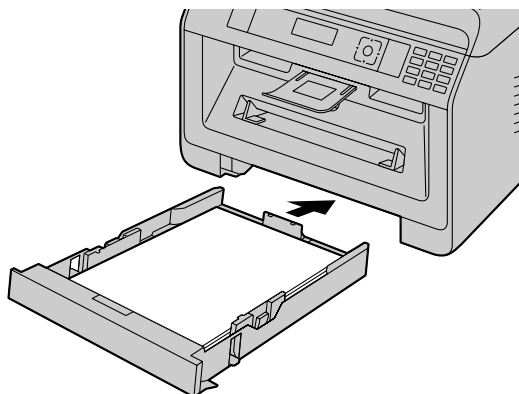


- If necessary, slide the recording paper guides to adjust the width to the size of the recording paper.

- Make sure that the recording paper is under the paper limit mark (①), and the paper should not be loaded over the snubbers (②).



4 Insert the standard input tray into the unit, lifting the front part of the tray. Then push it completely into the unit.



3. Basic Operations

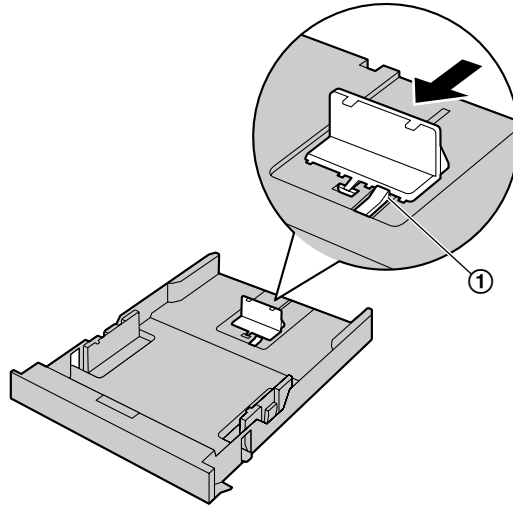
Note:

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

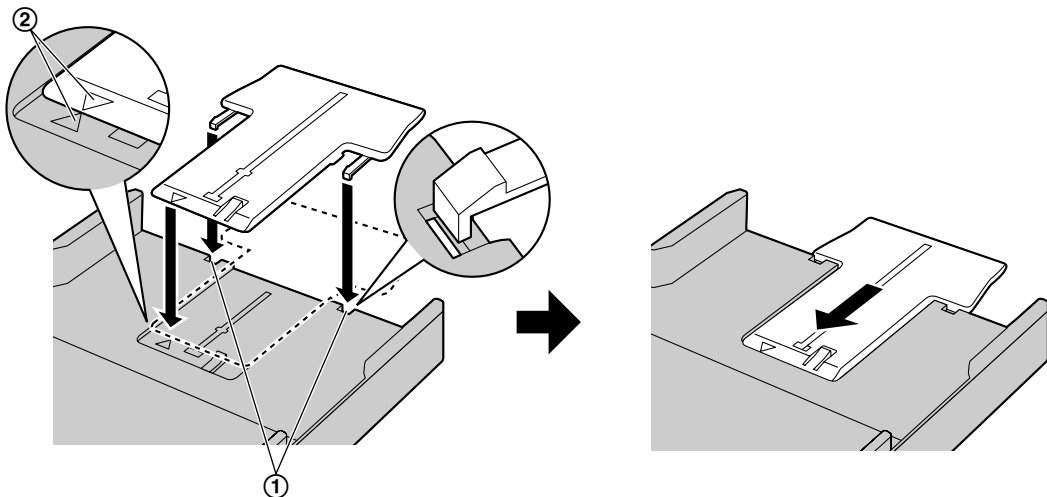
Loading paper larger than A4 size (using the extension guide)

When loading paper larger than A4 size, install the supplied extension guide beforehand. See page 10 if it is supplied to your unit.

1. Remove the recording paper guide.
 1. Pinch the rear guide, then slide it inside.
 2. Push down the stopper (①), and then remove the guide completely.

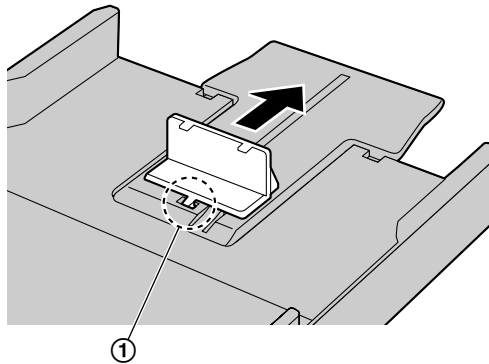


2. Install the extension guide.
 1. Insert the hooks of the extension guide into the small holes of the tray (①).
 - Make sure the arrows (②) match, to install the extension guide correctly.
 2. Slide the extension guide inside completely until it click into place.



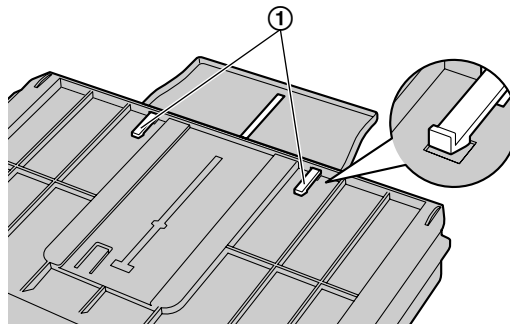
3. Re-insert the recording paper guide after installing the extension guide.
 1. Re-insert the rear guide from the centre hole (①).

2. Pinch the rear guide and then slide it back to the appropriate position.



To remove the extension guide

1. Remove the recording paper guide.
2. Release the hooks (①) from the bottom of the standard input tray to remove the extension guide.

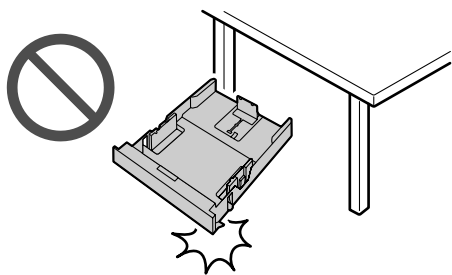


3. After removing the extension guide, replace the recording paper guide.

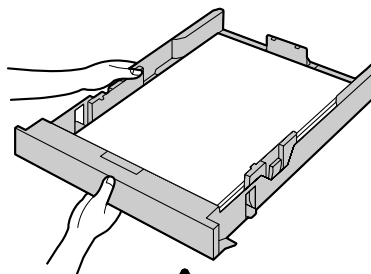
3. Basic Operations

Caution for the standard input tray

- Do not drop the standard input tray.



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



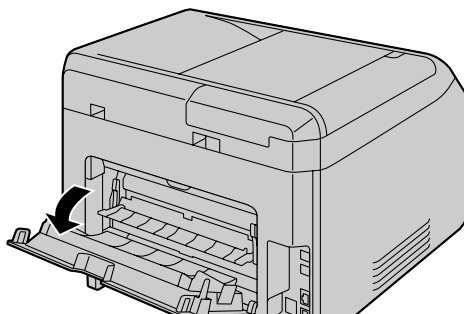
Approx. 2 kg

3.2.2 Manual tray

- When printing with the computer, custom size recording paper can also be used (page 50).
- **To print from the manual tray, change the paper tray setting beforehand.**
 - Select #2 for the printer properties when printing with the computer.
 - Set the copy input tray setting to “#2” (feature #460) when making a copy.

Important:

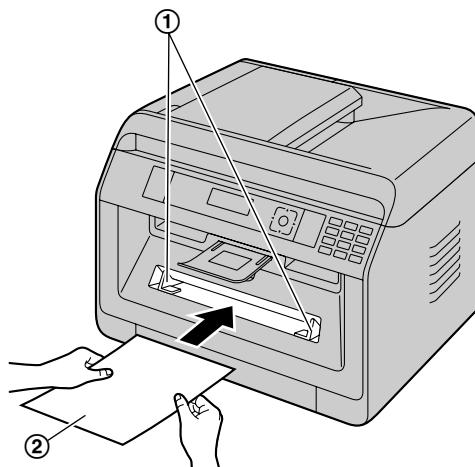
- **To print on thick paper, label or envelope:**
 - Be sure to open the rear cover before starting and print one sheet at a time. The recording paper will be printed from the rear side. Therefore, if you print with the cover closed, the paper may jam inside the unit.



- **Be sure to close the rear cover after printing.**

It can hold one sheet at a time. When printing or copying multiple sheets, add the next sheet after the first sheet has been fed into the unit.

- 1 Adjust the width of the guides (①) to the size of the recording paper.
 - If the unit is in sleep mode, press a key to put the unit in standby mode for the next process.
- 2 Insert the paper, print-side up (②) until the unit grasps the paper and a single beep is heard.

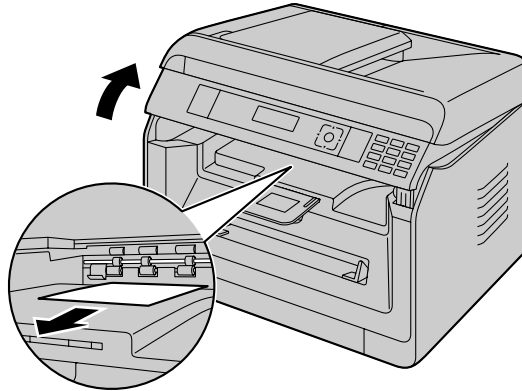


Note:

- The manual tray cannot be used for receiving faxes.
- If the copy input tray setting (feature #460) is not set “#2” beforehand, when printing or copying multiple pages, the 1st page will be printed from the manual tray, but the rest of the pages will be printed from the standard input tray.

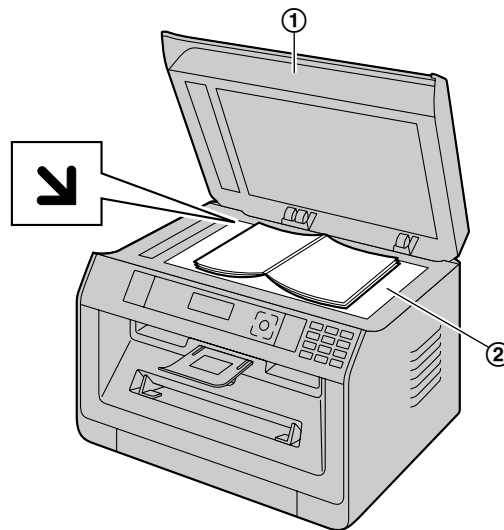
3. Basic Operations


- If you are using small recording paper, expanding the paper exit lets you remove it more easily.



3.3 Setting documents

3.3.1 Using the scanner glass



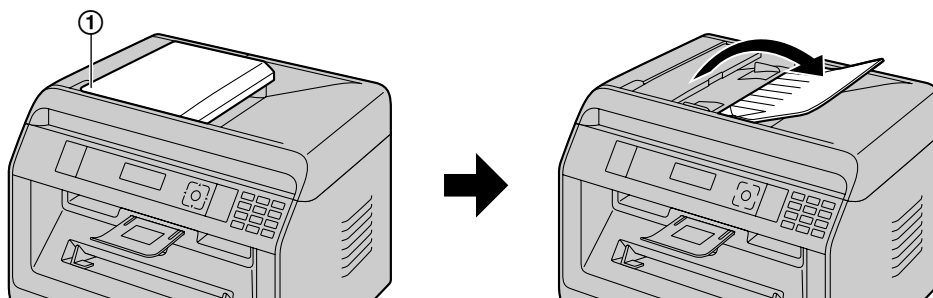
- 1 Open the document cover (①).
- 2 Place the document **FACE DOWN** on the scanner glass (②), aligning the top left of the document with the corner where the  mark is positioned.
 - To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.
- 3 Close the document cover.

Note:

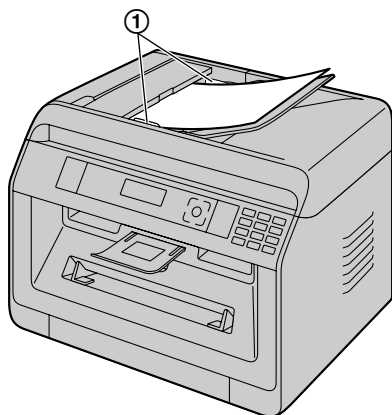
- Confirm that there are no documents in the automatic document feeder. (Ⓜ)
- Place the original onto the scanner glass gently. To avoid malfunction, do not press down too firmly.
- If the original is a book thicker than 15 mm, do not close the document cover.
- Confirm that any ink, paste or correction fluid has dried completely, as this may mark the scanner glass.

3.3.2 Using the automatic document feeder

- 1 Open the document tray (①).



- 2 Insert the document (up to 35 sheets) FACE UP into the feeder until a single beep is heard.
 - To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.



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

Note:

- Confirm that there are no documents on the scanner glass.
- Confirm that any ink, paste or correction fluid has dried completely.
- Remove clips, staples or other fasteners.
- Do not insert the following types of documents (Make a copy of the document using the scanner glass and set the copy instead.):
 - Chemically treated paper such as carbon or carbonless duplicating paper
 - Electrostatically charged paper
 - Badly curled, creased or torn paper
 - Paper with a coated surface
 - Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- When feeding certain types of document (for example, if back of the page is not clean) through the automatic document feeder, it is possible that dirty marks may be left on the original document. To prevent this, we recommend feeding the document one page at a time when using the automatic document feeder, or to use the scanner glass.
- The total height of the documents when laid flat, must be less than 5 mm. If the documents exceed the capacity of the automatic document feeder, they may fall or cause a jam in the feeder.
- To set a document with a width of less than 210 mm, we recommend using the scanner glass to copy the original document onto A4 or letter-size paper, then setting the copied document for better results.
- Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using the scanner glass and set the copy.

3. Basic Operations

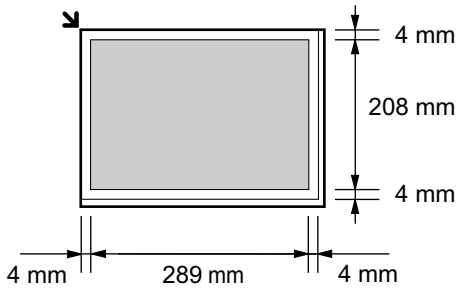
- The number of sheets that can be held in the document exit may vary depending on the specifications of the paper and the usage environment.

3.3.3 Document requirements

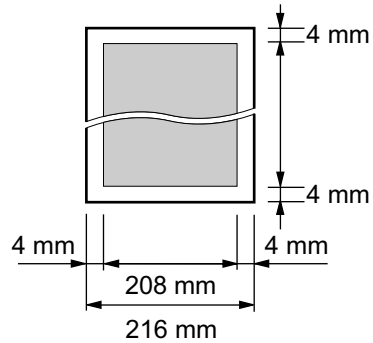
Effective scanning area

Effective scanning area is shown by the shaded area.

Scanner glass:



Automatic document feeder (ADF):

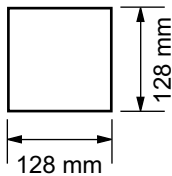


- When using the unit as a scanner, the effective scanning length depends on the selected paper size.

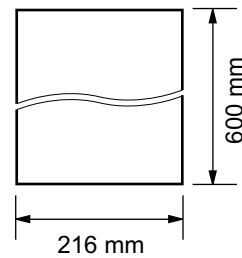
Size and weight of the document

■ Document size

– Minimum document size



– Maximum document size



■ Document weight

- Single sheet: 60 g/m² to 75 g/m²
- Multiple sheets: 60 g/m² to 75 g/m²

3.4 Multi-Function Station

To start Multi-Function Station, see the following.

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



[Application]

[Scan] (page 60)	<ul style="list-style-type: none"> To scan and display the scanned images. To scan and create an image file. To scan and send by email. To scan and convert an image into editable text data using OCR software (not supplied).
[Open Scan Folder]	<ul style="list-style-type: none"> To display the folder where the scanned image will be saved.
[Viewer]	<ul style="list-style-type: none"> To start the Multi-Function Viewer/Quick Image Navigator (page 60).
[PC FAX] (Fax supported models only) (☞)	<ul style="list-style-type: none"> To send a document created on the computer as a fax message (page 82). To display a fax document received on the computer (page 82).
[Secure Print]	<ul style="list-style-type: none"> To start the Secure Print application that can manage printing jobs (page 98).

[Device]

[Remote Control] (page 43)	<ul style="list-style-type: none"> To program the features. To store, edit or erase items in the address book. To view items in the journal report.*¹ To view items in Caller ID list.*² To store caller information into address book.*² To store or erase items for broadcast transmission.*¹ To use CSV format (Comma Separated Values format) to import or export the address book. <p>*¹ Fax supported models only (☞)</p> <p>*² Caller ID supported models only (☞)</p>
[Wireless LAN Setting] (☞)	<ul style="list-style-type: none"> To start the wireless LAN setting tool (page 37).
[Device Monitor]	<ul style="list-style-type: none"> To start the Device Monitor (page 43).
[Device List]	<ul style="list-style-type: none"> To start Device List.
[Configuration Web Page] (LAN supported models only) (☞)	<ul style="list-style-type: none"> To start the configuration web page (page 41).

[Settings] (page 36)

- To change the general settings.

3. Basic Operations

- To change the settings for scanning.

[Help]

- For detailed instructions on Multi-Function Station.
- To view operating instructions.
- To display Support Web Page.
- To display information about Multi-Function Station.

Note:

- You can confirm if the unit is connected to your computer by using Device Monitor (page 43).
- Computer features (printing, scanning, etc.) may not function properly in the following situations:
 - When the unit is connected to a computer that was custom-built by the user.
 - When the unit is connected to the computer via a PCI card or other expansion card.
 - When the unit is connected to another piece of hardware (such as a USB hub or interface adapter) and not connected directly to the computer.

To change the settings

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

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

[General]

[Launcher display setting]	<ul style="list-style-type: none">• To select the display type of the launcher.
[OCR Path]	<ul style="list-style-type: none">• To select the OCR software (not supplied).
[PC name list up on device]^{*1} (LAN supported models only) (🔧)	<ul style="list-style-type: none">• To select whether or not your computer name is displayed on the unit.
[PC name]^{*1} (LAN supported models only) (🔧)	<ul style="list-style-type: none">• The computer name that will be displayed on the unit.<ul style="list-style-type: none">– Assign a unique name for the [PC name] to avoid errors, or the scanned image may be sent to the incorrect computer.

*1 Displayed only when the unit is connected to the LAN.

[Scan]

[Save to]	<ul style="list-style-type: none">• To select the folder where the scanned image will be saved.
[Viewer]/[File]/[Email]/[OCR]/[Custom]	<ul style="list-style-type: none">• To change scanning settings for Multi-Function scan application.

To select the default Email software

The default Email software is used when using scan to email (page 57).

You can select the default Email software as follows.

For Windows XP:

1. **[Control Panel]** → **[Network and Internet Connections]** → **[Internet Options]** → **[Programs]** → **[E-mail]**
2. Select the desired MAPI-compliant Email software such as **[Outlook Express]**, etc. → **[OK]**

For Windows Vista:

1. **[Control Panel]** → **[Internet Options]** → **[Programs]** → **[Set programs]** → **[Set program access and computer defaults]**
 - If the **[User Account Control]** dialogue box appears, click **[Continue]**.
2. **[Custom]**
3. Select the desired MAPI-compliant Email software such as **[Windows Mail]**, etc. from **[Choose a default e-mail program]**. → **[OK]**

For Windows 7/Windows 8:

1. **[Control Panel]** → **[Network and Internet]** → **[Internet Options]** → **[Programs]** → **[Set programs]** → **[Set program access and computer defaults]**
2. **[Custom]**

3. Select the desired MAPI-compliant Email software from **[Choose a default e-mail program]**. → **[OK]**
-

To configure the wireless LAN settings (📶)

1. Start Multi-Function Station.
2. Click **[Device]** tab. → **[Wireless LAN Setting]**
 - When the setting tool starts, follow the on-screen instructions.

3.5 Programming the unit from the operation panel

Important:

- For program availability and selection information for your unit, print the "SETUP LIST" (page 95). Programs listed are available for your unit.

Programming features are as follows:

- "3.6 Programming features: Basic" (page 38)
- "5.3 Programming features: PC print" (page 56)
- "6.3 Programming features: Scan" (page 61)
- "7.3 Programming features: Copy" (page 73)
- "8.7 Programming features: Fax" (page 86)
- "9.2 Programming features: LAN" (page 90)

To change the program setting

1. **[MENU]**
2. Press **[*]** and the 3-digit code.
3. **[▲/▼]**: Select the desired setting.
 - This step will vary depending on the programming feature. For example, press **[OK/SET]** to go to the next step.
4. **[OK/SET]**
5. Press **[MENU]** to exit.

Direct command for default setting

- To change back to the default setting, press the specified number using the dial keypad in step 3 (not available for some programs). If you want to reset all features, activate feature #159 (page 39).

3.6 Programming features: Basic

Feature	Code	Description	Default key
Date and time	#101	Enter the date and time using the dial keypad.	–
Your logo	#102	Enter your logo using the dial keypad.	–
Your fax number	#103	Enter your fax number using the dial keypad. Note: <ul style="list-style-type: none">• To enter a "+", press [*/Tone].• To enter a space, press [*].• To enter a hyphen, press [R/FLASH].• To erase a number, press [0/STOP].	–
Language	#110	The display and reports will be in the selected language. FOR ENGLISH USERS: If you want to change the language setting to English, proceed as follows. 1. [MENU] → [*][1][1][0] 2. Press [1] to select English. → [OK/SET] → [MENU]	–
Location	#114	This setting must match your location.	–
Dialling mode	#120	If you cannot dial, change this setting according to your telephone line service.	–

Feature	Code	Description	Default key
Recall/Flash time	#121	The recall/flash time depends on your telephone exchange or host PBX. Note: <ul style="list-style-type: none"> If the unit is connected via a PBX, PBX functions (transferring a call, etc.) might not work correctly. Consult your PBX supplier for the correct setting. 	–
ADSL mode	#124	When you use a DSL/ADSL line, this feature improves the reliability by reducing the transmission speed. Note: <ul style="list-style-type: none"> Calling charges may be higher than usual. 	[0]
LCD display contrast	#145	To change the LCD display contrast.	[3]
Scale selection	#147	The selected scale will be used when measurements are shown on the unit's display.	–
Display interval	#148	To set display interval for messages showed alternately.	[1]
Administrator code	#151	To change the administrator code for mode restriction settings. When entering the new code, using 0-9. <ul style="list-style-type: none"> The default administrator code is “0000”. Note: <ul style="list-style-type: none"> It is recommended that you change this administrator code from the default administrator code. 	–
Mode restriction	#154	To activate the mode restriction. See page 96 for details.	[0]
Change password	#155	To change the password for feature programming via remote operation. When entering the new code, using 0-9. <ul style="list-style-type: none"> The default password is “1234”. Note: <ul style="list-style-type: none"> It is recommended that you change this password from the default password. This password is also used for feature programming via a web browser (LAN supported models only). (☞) 	–
Maintenance time	#158	The unit will automatically activate for self-maintenance. Enter the maintenance start time by using the dial keypad. <ul style="list-style-type: none"> The default time is “12:00”. Note: <ul style="list-style-type: none"> Do not activate the unit during self-maintenance. 	–
Set all features to default	#159	Before you dispose of, transfer or return the product, activate this feature to reset all programmable features and to delete all data stored in memory. <ul style="list-style-type: none"> The following items will be deleted. <ul style="list-style-type: none"> Address book Caller information (☞) Fax transmission data (journal report and fax received in memory) (☞) Disconnect the following cord/cable before activating this feature. <ul style="list-style-type: none"> Telephone line cord (fax supported models only) (☞) USB cable LAN cable (☞) 	–
Ringer pattern	#161	To set the ringer pattern.	[1]

3. Basic Operations

Feature	Code	Description	Default key
Beep sound	#165	To set the beep sounds and keytones. If you wish to hear confirmation/error beep sounds and keytones, activate this feature. Note: <ul style="list-style-type: none"> Even if this feature is deactivated, the unit beeps in some cases. For example: <ul style="list-style-type: none"> the front cover is opened. 	[1]
Job end notification	#174	To set the unit to alert you with a beeping sound after a print job is finished. Note: <ul style="list-style-type: none"> This setting is valid for the following: <ul style="list-style-type: none"> PC printing Automatic report/list printing during fax transmission (☎) Printing received faxes (☎) When a printing error occurs, the unit will beep the error beep instead of this beep, even if this feature is activated. 	[0]
FAX ring count	#210	To change the ring count in FAX ONLY mode. Note: <ul style="list-style-type: none"> If you are using the unit with an answering machine, set to more than 4 (page 78). For EU models users: If you change the location setting (feature #114), the ring count will be reset to “2”. If necessary, select the desired ring count again. 	[2]
Automatic Caller ID list	#216	When this feature is activated, the unit will print the Caller ID list automatically after every 30 new calls.	[0]
Time adjustment	#226	Using this feature, the unit’s date and time setting will be automatically adjusted when caller information is received. Note: <ul style="list-style-type: none"> If the time has not previously been set, Caller ID will not adjust the clock. If the time is not adjusted correctly due to a problem in Caller ID service, this feature is turned OFF. 	–
Handset receiver volume setup	#275	To select whether to return the handset receiver volume automatically to the lowest volume level each time you hang up, or to keep the selected handset volume level for the next phone call.	[1]
All address book erase	#289	To erase all items stored in the address book. <ul style="list-style-type: none"> Disconnect the following cables before activating this feature. <ul style="list-style-type: none"> Telephone line cord (fax supported models only) (☎) USB cable LAN cable (LAN supported models only) (☎) 	–
Paper size in the standard input tray	#380	To set the recording paper size in the standard input tray. Note: <ul style="list-style-type: none"> If any of the following paper sizes is selected, received fax documents will be stored in memory (fax supported models only). (☎) <ul style="list-style-type: none"> “B5 (JIS)” “B5 (ISO)” “16K” If you have set feature #147 to “INCHES”, the numbers are displayed in inches. 	–

Feature	Code	Description	Default key
Paper size in the manual tray	#381	To set the recording paper size in the manual tray. Note: ● If you have set feature #147 to “INCHES”, the numbers are displayed in inches.	–
Paper type for the standard input tray	#383	To set the recording paper type for the standard input tray. Note: ● This setting will be deactivated when printing from a computer. To set the recording paper type for printing, see page 50.	[1]
Paper type for the manual tray	#384	To set the recording paper type for the manual tray. Note: ● This setting will be deactivated when printing from a computer. To set the recording paper type for printing, see page 50.	[1]
Power save	#403	To set the length of time before the unit enters power save mode. Note: ● During power save mode, the unit needs to preheat the fuser unit before it can begin printing.	[1]
Contrast hold	#462	To hold the previous contrast setting. Note: ● This feature is not available for scanning contrast.	[0]
Default operation mode	#463	To select the default operation mode (copy or fax) when the selected time of the mode timer (feature #464) elapses. Note: ● You cannot select scan mode using this feature.	[1]
Mode timer	#464	To set the timer before returning to the default operation mode (feature #463).	[2]
QUICK-JOB priority for copy	#478	The selected job will be displayed first.	[1]
Counter view for departments	#479	To view the count number of copies/prints for departments. See page 97 for details.	–
Toner save	#482	To set the toner save feature. When this feature is activated, the toner cartridge will last longer. Note: ● This feature may lower the print quality by reducing toner consumption. ● This setting is valid for copying, and when the unit prints reports/lists. ● This setting is invalid for printing received faxes (fax supported models only). (☞)	[0]
QUICK-JOB priority for scan	#497	The selected job will be displayed first.	[1]

3.7 Programming through a web browser (LAN supported models only)

You can change features through the web browser interface instead of the unit.

- 1 Start Multi-Function Station. → [Device] → [Configuration Web Page]
 - You can also access the unit by entering its IP address in a web browser.

3. Basic Operations

- 2 Select the desired category from the menu bar.
[Device]: features of the unit
[Network]: network features
[Directory]: registration of the address book, etc
- 3 Type “root” as the user name, then enter the programming password (feature #155). → [OK]
- 4 Select the desired feature from the menu.
- 5 Change the settings or edit the information.
 - This step will vary depending on the feature.
- 6 [Submit]
 - The new setting will be transferred to the unit.
- 7 Close the web browser.

Note:

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

3.8 Status of the unit

3.8.1 Using Remote Control

You can easily operate the following functions from your computer.

- Programming the features (page 38)
- Storing, editing or erasing items in the address book (page 47)*¹
- Storing or erasing items for broadcast transmission (page 47)*²
- Viewing items in the journal report (page 95)*²
- Saving the journal report to your computer*²
- Viewing items in the Caller ID list (page 95)*³
- Storing caller information into the address book (page 80)*³
- Saving the Caller ID list on your computer*³
- Using CSV format (Comma Separated Values format) to import or export the address book*¹

*¹ Only for models that support the fax feature or LAN connection. (☞)

*² Only for models that support the fax feature. (☞)

*³ Only for models that support Caller ID feature. (☞)

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

Note:

- Some of the features cannot be programmed from your computer.
- If another person is changing the unit settings from the unit's operation panel, the changes made from the PC may be overwritten. So check the unit is not in use before making changes to the settings.

3.8.2 Using Device Monitor

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

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

Note:

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

3.8.3 Using the web browser (LAN supported models only) ☞

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

- 1 Start Multi-Function Station. → **[Device]** → **[Configuration Web Page]**
 - You can also access the unit by entering its IP address in a web browser.

3. *Basic Operations*

2 Select a category from the menu.

[Status]: Toner and paper information, etc.

[Information]: Current status of the unit and network information, etc.

3 Confirm the status of the unit.

Note:

- You can update the status of the unit by clicking **[Reload]**.

4.1 Character entry (Fax or LAN supported models only)

The dial keypad is used to enter characters and numbers.

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

[0]*1*2	[1]*1	[*/Tone]	[R/ FLASH]	[⊗/] PAGE LAYOUT]	[⊗/STOP]
0 @ () < > ! " # \$ % & \ * ^ ' ~ →	1 . _ - [] { } + / = , ` ; ; ?	To switch between uppercase or lowercase letters.	Hyphen	To insert a space.	To delete a character.

*1 Several types of symbols cannot be entered for certain features.

*2 RU models only: "Г", "€", and "İ" can be entered for certain features.

■ The following depends on suffix and/or language selection (feature #110).

For AG, EU (Portuguese/Spanish) and LA

[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
A Á Ã ABC Ç 2	DE É F 3	G H I Í 4	J K L 5	M N Ñ O Ó Ô 6	P Q R S 7	T U Ú V 8	W X Y Z 9
a á ã bc ç 2	de é f 3	gh i í 4	jk l 5	m n ñ o ó ô õ 6	p q r s 7	t u ú v 8	w x y z 9

For CX, EU (English/Dutch/French/Turkish), HK, HX (English/Czech/Hungarian/Slovak), ML, SX and TW

[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
ABC 2	DEF 3	GHI 4	JKL 5	MNO 6	PQRS 7	TUV 8	WXYZ 9
abc 2	def 3	ghi 4	jkl 5	mno 6	pqrs 7	tuv 8	wxyz 9

For EU (German/Italian), G and JT

[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
A Ä Ã ABC 2	DE È F 3	GHI Ì 4	JKL 5	MNO Ò Ö 6	PQRS 7	TU Ù Ü V 8	WXYZ 9
a à ä bc 2	de è f 3	ghi ì 4	jkl 5	mno ò ö 6	pqrs ß 7	t u ù ü v 8	wxyz 9

For EU (Greek)

[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
ABCA B Γ 2	DEF Δ E Z 3	GHIH Θ I 4	JKLK Λ M 5	MNON Ξ O 6	PQRSTΠ P Σ 7	TUV T Υ Φ 8	WXYZ X Ψ Ω 9
abc A B Γ 2	def Δ E Z 3	ghi H Θ I 4	jk l K Λ M 5	mno N Ξ O 6	p q r s Π P Σ 7	t u v T Υ Φ 8	wxyz X Ψ Ω 9

4. Telephone Number and Email Address

For HX (Polish)

[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
A Ą B CĆ 2	D E Ę F 3	G H I 4	J K L Ł 5	M N Ń O Ó 6	P Q R S Ś 7	T U V 8	W X Y Z Ź Ż 9
a b c 2	d e f 3	g h i 4	j k l 5	m n o 6	p q r s 7	t u v 8	w x y z 9

For RU

[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
A B C A Б В Г 2	D E F Д Е Ж З 3	G H I И Й К Л 4	J K L M Н О П 5	M N O P С Т У 6	P Q R S Ф Х Ц Ч 7	T U V Ш Щ Ъ Ы 8	W X Y Z Ь Э Ю Я 9
a b c A Б В Г 2	d e f Д Е Ж З 3	g h i И Й К Л 4	j k l M Н О П 5	m n o P С Т У 6	p q r s Ф Х Ц Ч 7	t u v Ш Щ Ъ Ы 8	w x y z Ь Э Ю Я 9

To search for a name by initial






Example: "LISA"

1. Initiate the address book.
2. **[5]** (repeatedly): Display any name with the initial "L".
 - To search for symbols, press **[*/Tone]**.
3. **[▼▲]**: "LISA"
 - To stop the search, press **[⊙/STOP]**.

4.2 Storing telephone number and email address from your unit (Fax or LAN supported models only)







4.2.1 Storing telephone number and email address in the address book

The unit contains an address book (100 items).





1. **[/MENU]** (repeatedly): “ADDRESS BOOK SET”
2. **[▶]:** “NEW” → **[OK/SET]**
3. Enter the name, up to 16 characters. → **[OK/SET]**
4. Follow the display to enter the telephone number^{*1} and/or email address^{*2}. → **[OK/SET]**
 - A hyphen or a space entered in a telephone number counts as 2 digits.
 - ^{*1} Up to 32 digits can be entered (fax supported models only). ()
 - ^{*2} Up to 63 digits can be entered (LAN supported models only). ()
5. **[/MENU]**

4.2.2 Editing and erasing a stored item

Editing a stored item

1. **[/MENU]** (repeatedly): “ADDRESS BOOK SET”
2. **[▶]:** “EDIT” → **[OK/SET]**
3. **[▲]:** Display the desired item. → **[OK/SET]** → **[*/Tone]**
4. Edit the name if necessary. → **[OK/SET]**
5. Follow the display to edit the telephone number^{*1} and/or email address^{*2}. → **[OK/SET]**
 - A hyphen or a space entered in a telephone number counts as 2 digits.
 - ^{*1} Up to 32 digits can be entered (fax supported models only). ()
 - ^{*2} Up to 63 digits can be entered (LAN supported models only). ()
6. **[/MENU]**






Erasing a stored item

1. **[/MENU]** (repeatedly): “ADDRESS BOOK SET”
2. **[▶]:** “EDIT” → **[OK/SET]**
3. **[▲]:** Display the desired item. → **[OK/SET]** → **[#]**
4. **[OK/SET]** → **[/MENU]**

4.2.3 Programming items into the broadcast memory



Store items into the unit to send the same document to multiple parties (broadcast feature). Your programmed items will remain in the broadcast memory, allowing frequent re-use.

Programming items using the address book



1. **[/MENU]** (repeatedly): “BROADCAST SETUP”
2. Press **[OK/SET]**.
3. **[▲]:** Display the desired broadcast memory location. → **[OK/SET]**
4. **[▲]:** Display the desired item. → **[OK/SET]**
 - The number in brackets indicates the number of registered items.
 - To program other items, repeat this step (up to 20 items).
 - If you have programmed the wrong item, press **[/STOP]** to erase the item.
5. **[OK/SET]**
 - To program another broadcast memory, repeat steps 2 to 5.
6. **[/STOP]**

4. Telephone Number and Email Address

Adding a new item into the broadcast memory


1. **[/MENU]** (repeatedly): “BROADCAST SETUP”
 2. Press **[OK/SET]**.
 3. **[▼▲]**: Display the desired broadcast memory location. → **[OK/SET]** → **[*/Tone]**
 4. **[▼▲]**: Display the item you want to add. → **[OK/SET]**
 - To add other items, repeat this step (up to 20 items).
 5. **[/MENU]**
-

Erasing a stored item from the broadcast memory

1. **[/MENU]** (repeatedly): “BROADCAST SETUP”
2. Press **[OK/SET]**.
3. **[▼▲]**: Display the desired broadcast memory location. → **[OK/SET]** → **[#]**
4. **[▼▲]**: Display “EACH”. → **[OK/SET]**
5. **[▼▲]**: Display the item you want to erase. → **[OK/SET]**
6. **[OK/SET]** → **[/MENU]**

4.3 Registering items in the address book through a web browser (LAN supported models only)

You can register, edit or erase items in the address book, etc., in **[Directory]** menu.

Feature	Selection
Registering and editing email address and telephone number in the address book	<p>Register email address and telephone number. These items can be used as destinations for the following features. Make sure that address book editing on web (feature #567) is set to “ENABLED” beforehand.</p> <ul style="list-style-type: none"> – Sending faxes (page 74) – Scan to email address (page 57) – Fax to email address (page 84) – Error notify (page 93) <ol style="list-style-type: none"> 1. Start Multi-Function Station. 2. [Device] → [Configuration Web Page] → [Directory] 3. Type “root” as the user name, then enter the programming password (feature #155). → [OK] 4. Select [ADDRESS BOOK] from the menu. 5. Click [Edit] next to the desired item you want to register or edit. 6. Enter the name, email address, etc. 7. [Submit] 8. Close the web browser. <p>Note:</p> <ul style="list-style-type: none"> • You can register or edit the destinations using the unit (page 47).
Programming the stored items for broadcast transmission 	<p>The pre-programmed destinations can be used for the following features.</p> <ul style="list-style-type: none"> – Broadcast transmission for fax (page 75) <ol style="list-style-type: none"> 1. Start Multi-Function Station. 2. [Device] → [Configuration Web Page] → [Directory] 3. Type “root” as the user name, then enter the programming password (feature #155). → [OK] 4. Select [BROADCAST] from the menu. 5. Click [List] next to the desired broadcast memory you want to program. 6. Click [Address Book] next to the desired destination. 7. Click the name that you want to send the received fax documents to. 8. Select a desired destination. <ul style="list-style-type: none"> • To select the other items, repeat steps 6 to 8 (up to 20 items). 9. [Submit] 10. Close the web browser.

5.1 Printing from Windows applications

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

- 1 Open the document you want to print.
- 2 Select **[Print]** from the menu.
- 3 Select the unit's name as the active printer.
 - When mode restriction (feature #154) is activated, enter the department code in the printer settings using **[Job Type]** beforehand (page 50). If the department code does not match, or the department code restricts the print mode, printing will be cancelled.
 - To change the printer settings, click **[Preferences]**, then click the desired tab. Change the printer settings, then click **[OK]**.
- 4 Click **[Print]**.

Note:

- For details about the paper specifications, see page 128.

Setting the printer properties

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

[Basic]	Paper size, media type, pages per sheet, duplex, etc.
[Output]	Number of prints, collate, etc.
[Job Type]	Mode restriction, Secure Print
[Quality]	Quality, contrast, toner save feature, etc.
[Effects]	Watermark, overlay.
[Profile]	Saving the desired settings, selecting the saved settings, etc.
[Support]	Version information.

Note:

- Select the desired media type on the **[Basic]** tab according to the recording paper.

Recording paper type	Media type
Plain paper 75 g/m ² to 105 g/m ²	[Plain Paper]
Thin paper 60 g/m ² to 75 g/m ²	[Thin Paper]
Thick paper 105 g/m ² to 220 g/m ²	[Thick Paper]
Label	[Label]
Envelope	[Envelope]^{*1}

*1 Select **[Envelope #10]**, **[Envelope DL]**, **[Japanese Envelope You #4]**, **[Japanese Envelope Chou #3]** or **[Japanese Envelope Chou #4]** for the paper size. To print on an envelope clearly, set the top, bottom, left, and right margins to more than 10 mm.

- When printing from a computer, the printer properties setting overrides the following unit's programming features:
 - Media type setting (feature #383 and feature #384)
 - Toner save setting (feature #482)

5.1.1 Duplex printing

For example, to print from WordPad, proceed as follows:

- Plain paper and thin paper can be used.
- 1 Open the document you want to print.
 - 2 Select **[Print]** from the menu.

- 3 Select the unit's name as the active printer.
- 4 **[Preferences]**
- 5 Click the **[Basic]** tab.
- 6 **[Duplex]** → Select the desired duplex layout. → **[OK]**
 - Select **[None]** to deactivate this feature.
 - You can also change the duplex margin.
- 7 Click **[Print]**.

5.1.2 Printing on special media

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

- Please refer to page 128 for information on recording paper.
- Use the manual tray to print on special media.
- To load paper, see page 31.

To print on labels

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

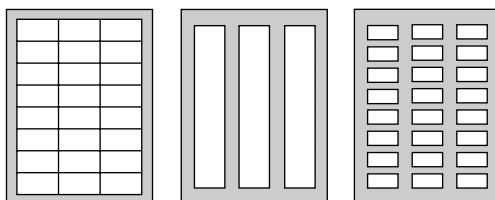
Avery™

5163/L7160

- Make sure the print side is FACE UP when loading the labels.
For details about the number of sheets the unit can load, see page 128.

Do not use the following types of labels:

- Labels that are wrinkled, damaged or separated from the backing sheet.
- Any sheet of labels that has spaces in it where some of the labels have been removed.
- Labels that do not completely cover the backing sheet as follows:



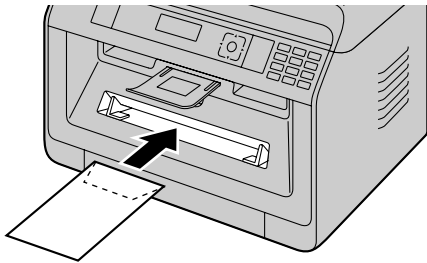
To print on envelopes

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

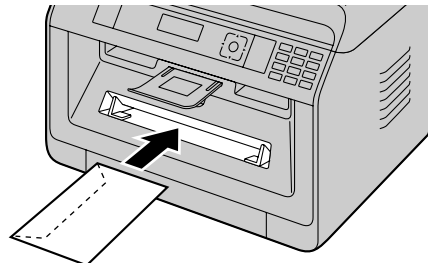
- High quality envelopes of 90 g/m² to 110 g/m² paper (for Envelope CHOUKEI #3/CHOUKEI #4/YOUKEI #4).
- High quality envelopes of 90 g/m² paper (for Envelope #10/DL).
- Envelopes that have thin, sharply creased leading edges.
- Envelopes with side seam construction.
- Envelopes with a moisture content of 4 % to 6 % by weight (for Envelope #10/DL).
- Envelopes where the seams are at the edges of the envelope faces (for Envelope YOUKEI #4/#10/DL).
- Load envelopes with the sealing flap FACE DOWN.
For details about the number of sheets the unit can load, see page 128.
- The setting direction for each type of envelope is as follows.

5. Printing

- Envelope CHOUKEI #3/CHOUKEI #4



- Envelope YOUKEI #4/#10/DL

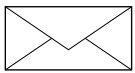


Note:

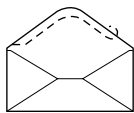
- Wrinkles and waving may occur in some cases, even if high quality envelopes are used.
- Avoid printing in high humidity. High humidity may cause the envelope to curl or seal the envelope.
- Store envelopes away from moisture and humidity, where they can lay flat and their edges will not be bent or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

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

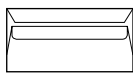
- Irregularly shaped envelopes
- Envelopes with moisture
- Envelopes with curls, wrinkles, nicks, twists, dog-ears or other damage
- Envelopes that have diagonal seams
- Textured envelopes, or envelopes with shiny surfaces
- Envelopes that seal by removing a peel-off strip
- Envelopes with more than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



Diagonal seam construction



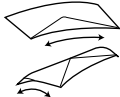
Peel-off strip



Multiple flaps



Twisted



Curled



Bent-edged



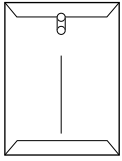
Waved



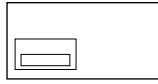
Dog-eared

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

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



Clasp



Transparent window

5.2 Easy Print Utility

By printing using the Panasonic Easy Print Utility instead of the printer driver, you will have access to many useful and convenient printing features:

- Preventing unnecessary prints by checking the preview on PC screen
- Combining multiple documents
- Saving a file in PDF format

For example, to print from WordPad, proceed as follows:

- 1 Open the document you want to print.
- 2 Select **[Print]** from the menu.
- 3 Select **[Panasonic Easy Print Driver]** as the active printer.
- 4 Click **[Print]**.
 - The **[Panasonic Easy Print Utility]** dialogue will be displayed. For details about the Easy Print Utility, click **[?]**, then click the desired item.
- 5 View the print image by clicking the desired page in the **[Print Page Operation]** window (left column list).
 - To change the printer settings, see page 54.
 - To combine multiple documents created in various applications, see page 54.
 - To save the file in PDF format, see page 55.
 - Even if you set the number of prints on the original application beforehand, you may have to re-set it for the Easy Print Utility.
- 6 Click **[Print]** icon on the print toolbar.

Note:

- When mode restriction (feature #154) is activated, enter the department code in the printer settings using **[Job Type]** beforehand (page 50). If the department code does not match, or the department code restricts the print mode, printing will be cancelled. **[Job Type]** settings cannot be performed from the printer settings of **[Panasonic Easy Print Utility]** dialogue.

5.2.1 Ecology printing features

You can use various printing features and preview the resulting printed image without having to make a test print.

Printer settings

You can change or display the settings on the following tabs in step 5.

[Basic]: Paper size, layout printing, duplex

[Output]: Number of prints, paper source, media type

[Quality]: Colour mode, toner save

[Effects]: Header, watermark, footer

Combining multiple documents

You can display multiple pages created in various applications and handle it as a single document.

1. Perform steps 1 to 4 on “5.2 Easy Print Utility”.
2. Open another document you want to add to the Easy Print Utility.
3. Select **[Print]** from the menu.
4. Select **[Panasonic Easy Print Driver]** as the active printer.
5. Click **[Print]**.
 - The document will be added after the last page of the previous document in the print preview window.
6. Repeat steps 2 to 5.
7. If necessary, change the printer settings (page 54).
8. Click **[Print]** icon on the print toolbar.

Note:

- The maximum number of documents that can be displayed in the **[Print Page Operation]** window is 999 pages.

Saving a file as PDF file

You can save the previewed files in PDF format instead of printing it.

1. Perform steps 1 to 4 on “5.2 Easy Print Utility”.
2. Click the **[Save PDF file]** icon on the print toolbar.
3. Specify the folder to save, enter the file name, and then click **[Save]**. The **[Save PDF file]** dialogue appears while PDF files are being created and saved.

Note:

- The PDF file created with Easy Print Utility is an image type.

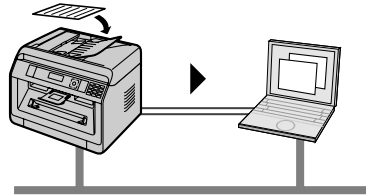
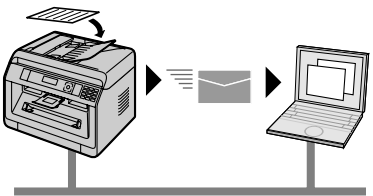
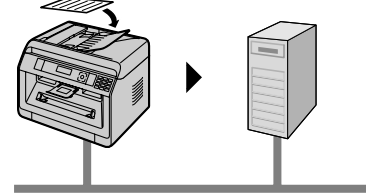
5.3 Programming features: PC print

Feature	Code	Description	Default key
Data timeout	#774	To change the data timeout setting. The unit will automatically print the remaining data in memory when the computer does not send data to the unit during the set time. Enter the desired data timeout setting from 5 and 600 seconds, using the dial keypad. <ul style="list-style-type: none">• The default setting is “060” seconds.	–
Mutual A4/letter print	#776	This feature allows printing in A4-size even if letter-size recording paper is loaded, and vice versa. When this feature is activated, printing is possible between A4/letter-size. Note: <ul style="list-style-type: none">• This feature is not available for the manual tray.	[1]

6.1 Scanning from the unit (Push Scan)

You can easily scan a document by using the operation panel on the unit. You can select one of the following scanning modes depending on how you intend to use the scanned image.

Scanning mode

"VIEWER"	Viewing using Multi-Function Viewer/Quick Image Navigator (Scan to Multi-Function Viewer/Quick Image Navigator)	
"FILE"	Saving as a file to your computer (Scan to save as a file)	
"EMAIL"	Activating the default email software on your computer, then attaching the scanned image as a file (Scan to email)	
"OCR"	Opening the scanned image using OCR software (Scan to OCR)	
"EMAIL ADDRESS"*1	Sending as an attached file to an email destination directly from this unit (Scan to email address) <ul style="list-style-type: none"> To activate this feature, see "Activating scan to email address (LAN supported models only) (☞)" (page 58). 	
"FTP SERVER"*1	Sending to an FTP server (Scan to FTP server) <ul style="list-style-type: none"> To activate this feature, see "Setting the information for scan to FTP server (LAN supported models only) (☞)" (page 59). 	
"SMB FOLDER"*1	Sending to an SMB folder (Scan to SMB folder) <ul style="list-style-type: none"> To activate this feature, see "Setting the information for scan to SMB folder (LAN supported models only) (☞)" (page 59). 	

*1 LAN connection only. (☞)

Helpful hints:

The OCR software is not supplied. Install the desired third-party OCR software, then specify the path of the OCR software. To specify the path, see following.

Start Multi-Function Station → [Settings] → Specify the path to the OCR program file (.exe) in the [OCR Path] field. → [OK]

- We cannot guarantee the performance of third-party OCR software.

Note:

- When scanning a document, we recommend using the scanner glass rather than the automatic document feeder for better results. (☞)
- Do not open the document cover when scanning a document with the automatic document feeder. (☞)
- You can set the desired scan mode for push scan beforehand (feature #493).

1 Set the original.

2 Set the unit to the scan mode.

3 [▼▲]: Select a scanning mode. → [OK/SET]

4 **USB connection:**

[▼▲]: "USB HOST" → [OK/SET]

LAN connection (☞):

[▼▲]: Select the destination to which you want to send the scanned image. → [OK/SET]

- **When scanning to email address**, you can enter the destination email address
 - using dial keypad.

6. Scanning

5 If necessary, change the scanning settings.

[▶] → [▼▲]: Select the desired setting. → [OK/SET]

6 When using the scanner glass:

[◇/START] → The unit will scan 1 page. Place the next document on the scanner glass and press [OK/SET]. Repeat this until all the documents are scanned, then press [◇/START].

When using the automatic document feeder (ADF):

[◇/START]

7 After you finish scanning, press [⏻/STOP] to reset the setting you set in these procedures.

Available formats for scan image save

Scanning mode	TIFF	JPEG	BMP	PDF
"VIEWER"*1	●	●	●	●
"FILE"*1	●	●	●	●
"EMAIL"*1	●	●	—	●
"OCR"*1	●	●	●	—
"EMAIL ADDRESS"*2*3	●	●	—	●
"FTP SERVER"*2*3	●	●	—	●
"SMB FOLDER"*2*3	●	●	—	●

*1 When scanning several pages and saving as a single file, select TIFF or PDF as the file format.

*2 When scanning several pages and saving as a single file, select PDF as the file format.

If TIFF is selected as the file format, we recommend using the Multi-Function Viewer/Quick Image Navigator to display the scanned image.

*3 LAN connection only. (ADF)

How the scanned data is handled

The scanned image will be automatically saved in the folder selected in the [Settings] window of Multi-Function Station. To change the folder, see page 36.

● **When scanning to Quick Image Navigator (for JT models)**, the scanned image will be displayed in the [Quick Image Navigator] window after scanning.

When scanning to Multi-Function Viewer (for models other than JT models), the scanned image will be displayed in the [Multi-Function Viewer] window after scanning. However, when you select PDF as a file format, the software that is associated to open PDF files will start.

● **When scanning to email**, the email software will automatically start and the scanned image will be attached to a new email message.

● **When scanning to OCR**, the scanned image will be displayed in the OCR window after scanning.

● **When scanning to email address**, the scanned image will be sent as an email attachment directly from this unit.

● **When scanning to FTP server**, the scanned image will be automatically saved in the selected folder on the FTP server.

To display the scanned image, download the data to your computer beforehand.

● **When scanning to SMB folder**, the scanned image will be automatically saved in the selected folder on the network.

When scanning to SMB folder does not perform properly, consult your network administrator. This unit's SMB function does not support NTLMv2 and SMB signatures.

Activating scan to email address (LAN supported models only) (ADF)

1. Register the email destinations. See page 49 for details.

- You can also enter the destination email address directly in step 4 on page 57.

2. Program the email server settings.

1. Start Multi-Function Station.

2. [Device] → [Configuration Web Page] → [Network]

3. Type “root” as the user name, then enter the programming password (feature #155). → [OK]
4. Select the [EMAIL FEATURE] from the menu.
5. Click [Edit] next to [EMAIL SERVER].
6. Enter email address (from), email server information, and time zone.
7. [Submit]
8. Close the web browser.

Setting the information for scan to FTP server (LAN supported models only) (🔗)

When you send scanned files to an FTP server, you can register the FTP destinations (up to 6 destinations) to the unit through the web browser interface.

1. Start Multi-Function Station.
2. [Device] → [Configuration Web Page] → [Device]
3. Type “root” as the user name, then enter the programming password (feature #155). → [OK]
4. Select [SCAN FEATURE] from the menu.
5. Click [Edit] next to [FTP SERVER].
6. Click [Edit] next to the desired FTP server.
7. Enter the server name, IP address, folder path, etc. → [Submit]
8. Close the web browser.

Note:

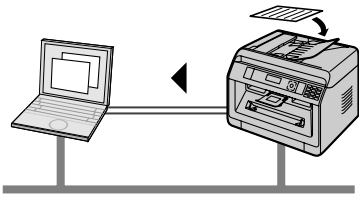
- If you do not enter a folder path in step 7, the scanned image will be saved in the root folder.

Setting the information for scan to SMB folder (LAN supported models only) (🔗)

When you send scanned files to an SMB folder, you can register the SMB folder destinations (up to 6 destinations) to the unit through the web browser interface.

1. Start Multi-Function Station.
2. [Device] → [Configuration Web Page] → [Device]
3. Type “root” as the user name, then enter the programming password (feature #155). → [OK]
4. Select [SCAN FEATURE] from the menu.
5. Click [Edit] next to [SMB FOLDER].
6. Click [Edit] next to the desired SMB folder.
7. Enter the folder name and account information.
8. Click [Browse], and select a desired computer and/or folder directory from the list. → [OK]
 - You can also enter the folder directory manually.
9. [Submit]
10. Close the web browser.

6.2 Scanning from a computer (Pull Scan)



Note:

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

6.2.1 Using Multi-Function scan application

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

Note:

- You can change the scanning settings beforehand for each application.
- When you point to an application icon, the scanning settings for that application are displayed as a tooltip.
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window of Multi-Function Station.

6.2.2 Using Multi-Function Viewer/Quick Image Navigator

- 1 Set the original.
- 2 Start Multi-Function Station.
- 3 **[Application]** → **[Viewer]**
- 4 For Quick Image Navigator (for JT models), click the **[Acquire Image to Import Folder]** icon in the **[Quick Image Navigator]** window.
For Multi-Function Viewer (for models other than JT models), click the **[Scan]** icon in the **[Multi-Function Viewer]** window.
- 5 If necessary, change the scanning settings on your computer.
 - To preview the scanned image, click **[Preview]**. You can drag the frame to specify the scanning area. If you change the scan settings, click **[Preview]** to refresh the scanned image.
If you use the automatic document feeder (📄), only the first page will be previewed. When you need to refresh the scanned image, set the document to preview again.
- 6 **[Scan]**
 - If you preview the scanned image using the automatic document feeder in step 5, set the document again and click **[Scan]**. (📄)
 - The scanned image will be displayed in the **[Multi-Function Viewer]/[Quick Image Navigator]** window after scanning.
 - To save the scanned image, select **[Save As]** from the menu.
 - To cancel scanning while the documents are being scanned, click **[Cancel]**.

Note:

- You can display images in applications that support the following formats.

Format	Multi-Function Viewer	Quick Image Navigator
TIFF	●	●
JPEG	●	●
PDF	–	●
PNG	–	●
PCX	●	–
DCX	●	–
BMP	●	●

- You can save images in the following formats.

Format	Multi-Function Viewer	Quick Image Navigator
TIFF	●	●
JPEG	●	●
PDF	●	●
PNG	–	●
PCX	●	–
DCX	●	–
BMP	●	●

- If the **[Select]** button is displayed in **[Target Device]**, click **[Select]** to select the unit from the list, and then click **[OK]**.
The **[Select]** button will not be displayed when there is only one printer driver installed.
- You can move, copy and delete a file or page.

6.2.3 Using other applications

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

- Set the original.
- Start an application that supports TWAIN or WIA scanning.
- For TWAIN scanning:**
Select **[Acquire Image]** from the menu.
For WIA scanning:
Select **[From scanner or camera]** from the menu.
- If necessary, change the scanning settings on your computer. → **[Scan]**
 - The scanned image will be displayed in the application window after scanning.

Note:

- Scanning from WIA compliant applications is only available via a USB connection.
- Depending on the application used, the appearance may differ slightly.
- If the **[Select]** button is displayed in **[Target Device]** when performing TWAIN scanning, click **[Select]** to select the unit from the list, and then click **[OK]**.
The **[Select]** button will not be displayed when there is only one printer driver installed.

6.3 Programming features: Scan

Feature	Code	Description	Default key
Scan mode	#493	To set the scan mode for Push Scan. See page 57 for details.	[1]

6. Scanning

Feature	Code	Description	Default key
Scan parameter hold	#494	To hold the previous scanning parameter for Push Scan. When this feature is activated, the unit will hold the previous scan settings for each mode of push scan.	[0]

7.1 Making a copy

7.1.1 Basic procedures for making a copy

- 1 Make sure that the unit is set to the copy mode.
- 2 Set the original.
- 3 If necessary, change the copy size (original document size and recording paper size), resolution and contrast according to the type of document.
 - To select the copy size, see page 63.
 - To select the contrast, see page 63.
 - To select the resolution, see page 63.
- 4 If necessary, enter the number of copies (up to 99).
- 5 [**START**]

Note:

- After you finish copying, press [**STOP**] to reset the settings you set in steps 3 and 4.
- When mode restriction (feature #154) is activated, enter the department code when copying. If the department code does not match, or the department code restricts the copy mode, copying will be cancelled.
- You can change the default operation mode (feature #463) and the timer before returning to the default operation mode (feature #464) (fax supported models only). (☞)
- If the [**FAX AUTO ANSWER**] light is ON, the unit can receive faxes automatically even when in the copy mode (fax supported models only). (☞)

7.1.2 Various settings for making copies

To select the copy size

1. [**COPY SIZE**] (repeatedly): “ORIGINAL SIZE”
2. [**▲**]: Select the size of your original document. → [**OK/SET**]
3. [**▼**]: Select the size of recording paper size. → [**OK/SET**]

Note:

- When “#2” is selected, you can change the recording paper size by pressing [**▶**] repeatedly.
- The appropriate zoom rate will be set automatically. When the original document size and recording paper size are different, the following features are not available:
 - Quick ID copy feature (page 67)
 - Image repeat feature (page 67)
 - Poster feature (page 68)
 - Separate N in 1 feature (page 69)
 - Booklet feature (page 70)

To select the contrast

Adjust this setting depending on the darkness or lightness of the document. 5 levels (low to high) are available.

1. [**QUALITY**] (repeatedly): “CONTRAST”
2. [**▲**]: Change the contrast. → [**OK/SET**]

Note:

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

To select the resolution

1. [**QUALITY**] (repeatedly): “RESOLUTION”
2. [**▲**]: Change the resolution. → [**OK/SET**]
 - “TEXT/PHOTO”: For both text and photographs.
 - “TEXT”: For text only.
 - “PHOTO”: For photographs, shaded drawings, etc.

7. Copying

Note:

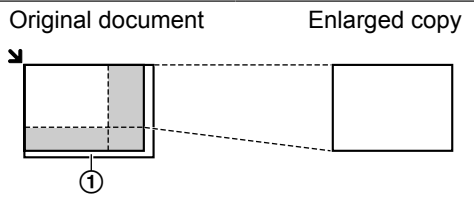
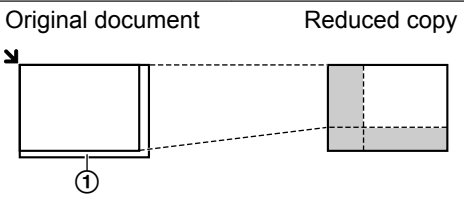
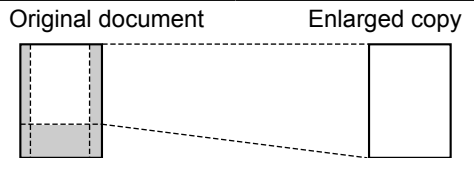
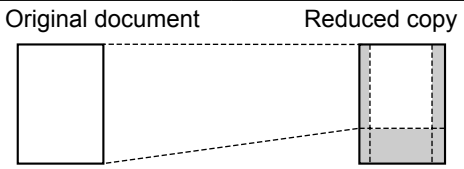
- You can hold the default resolution (feature #461).


7.2 More copying features

Important:

- Make sure that the unit is set to the copy mode.

7.2.1 Zoom copy (enlargement / reduction)

Document setting	Enlarged copy (150 %)	Reduced copy (70 %)
Scanner glass (①)		
Automatic document feeder (ADF)		

- **When using the scanner glass**, the unit will enlarge the image starting from the upper left corner of the scanning glass starting from the  mark.
- **When using the automatic document feeder (ADF)**, the unit will only enlarge the centre of the document entrance side of the document. To make an enlarged copy of the other side of the document, turn the document around, and then make a copy.

1 Set the original.

2 **[ZOOM]** (repeatedly): Select the zoom rate that fits the size of your document and recording paper. → **[OK/SET]**

- “ZOOM =100%”^{*1}
- “50%”
- “200%”

^{*1} **[V▲]**: Change the zoom rate by 1 % at a time from 25 % to 400 % if necessary. You can also enter the desired percentage specifically by using the dial keys.

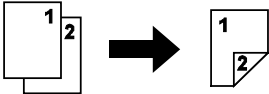
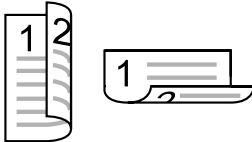
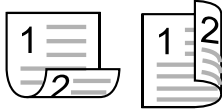
3 If necessary, enter the number of copies (up to 99).

4 **[START]**

Note:

- After you finish copying, press **[STOP]** to reset this feature.
- You can hold the previous zoom setting (feature #468).
- Zoom copy is not available for the following features:
 - Quick ID copy feature (page 67)
 - Image repeat feature (page 67)
 - Poster feature (page 68)
 - N in 1 feature (page 69)
 - Separate N in 1 feature (page 69)
 - Booklet feature (page 70)

7.2.2 Duplex feature

Duplex type	Binding type		Document setting
1-sided originals to 2-sided copies 	"LONG EDGE" 	"SHORT EDGE" 	Scanner glass or automatic document feeder (ADF)

1 Set the original.

2 [Ⓜ/DUPEX]

3 [▼▲]: Select the desired binding setting for copies. → [OK/SET]

4 Enter the number of copies (up to 99).

5 Start copying.

When using the scanner glass, press [▶/START] to scan the 1st page.

- To scan the next page, place the document and press [OK/SET]. Repeat this until all the documents are scanned, then press [▶/START].

When using the automatic document feeder (ADF), press [▶/START].

Note:

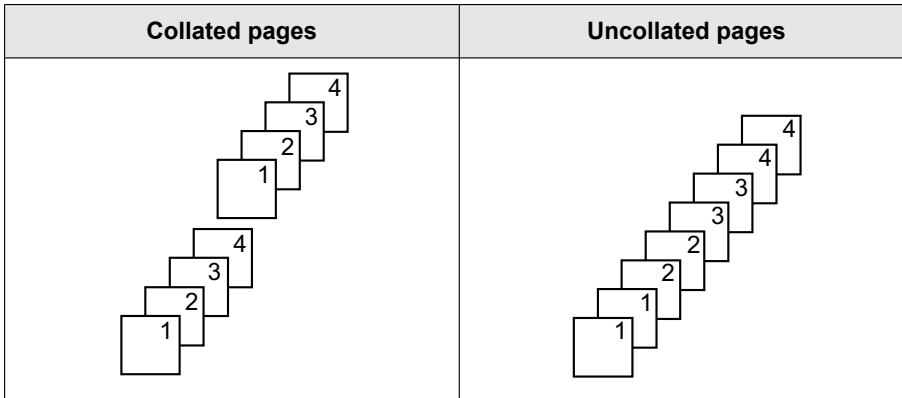
- After you finish copying, press [⏻/STOP] to reset this feature.
- A4, letter, legal, 216 × 330 or 216 × 340 size recording paper (plain and thin) can be used.
- 2-sided copy is not available for the following feature.
 - Quick ID copy feature (page 67)
 - Image repeat feature (page 67)
 - Poster feature (page 68)
- You can save the previous duplex setting (feature #470).


7. Copying

7.2.3 Collate copy

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

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



- 1 Set the original.
- 2 [**◀**]: “COLLATE”
- 3 [**▼▲**]: “ON” → [**OK/SET**]
- 4 Enter the number of copies (up to 99).
- 5 Start copying.
When using the scanner glass, press [**▶/START**] to scan the 1st page.
 - To scan the next page, place the document and press [**OK/SET**]. Repeat this until all the documents are scanned, then press [**▶/START**].**When using the automatic document feeder** () , press [**▶/START**].

Note:

- After you finish copying, press [**⏻/STOP**] to reset this feature.
- The unit will store the documents into memory at a reduced resolution while collating the copies. If the memory becomes full while storing, the unit will only print out the stored pages.
- You can hold the previous collate setting (feature #469).

Proof set feature (automatic document feeder only) ()

If you activate this feature, the unit will make 1 set of a collated copy and stop temporarily so you can check whether the copy was made as you expected.

1. Set the original.
2. [**◀**]: “COLLATE”
3. [**▼▲**]: “PROOF SET” → [**OK/SET**]
4. Enter the number of copies (up to 99).
5. [**▶/START**]
 - The unit will make 1 set of a collated copy and stop temporarily so you can check whether the copy was made as you expected.
6. **If the copy is correct**, press [**▶/START**] to continue copying.
If the copy is not correct, press [**⏻/STOP**] and start again from the beginning.

7.2.4 Quick ID copy feature/Image repeat feature (Scanner glass only)

Quick ID copy feature: To copy 2-sided documents onto one page.

Quick ID copy	"2 in 1"	"4 in 1"	"8 in 1"
Original document			
Page layout ("LANDSCAPE")			
Page layout ("PORTRAIT")			

1. Set the original.
2. **[PAGE LAYOUT]** (repeatedly): "PAGE LAYOUT"
3. **[PAGE LAYOUT]**: "QUICK ID COPY" → **[OK/SET]**
4. **[PAGE LAYOUT]**: Select the number of original documents. → **[OK/SET]**
5. **[PAGE LAYOUT]**: Select the desired page layout. → **[OK/SET]**
6. If necessary, enter the number of copies (up to 99).
7. **[START]**
8. Place the next document on the scanner glass. → **[OK/SET]**
 - Repeat this until you have scanned all pages, and then press **[START]**.
 - You can press **[START]** anytime to start copying.

Image repeat feature: To copy a single document repeatedly onto one page.

Image repeat	"2 in 1"		"4 in 1"		"8 in 1"	
Original document						
Page layout						

1. Set the original.
2. **[PAGE LAYOUT]** (repeatedly): "PAGE LAYOUT"
3. **[PAGE LAYOUT]**: "IMAGE REPEAT" → **[OK/SET]**

7. Copying

4. [▼▲]: Select the number of original documents. → [OK/SET]

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



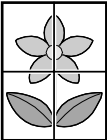
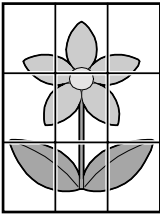
6. [◆/START]

Note:

- After you finish copying, press [⊙/STOP] to reset this feature.
- You do not need to change the original document size.
- The scanning area changes according to the number of original document setting. The shaded area will be scanned.
- This feature cannot be used when
 - the duplex feature (page 65) is activated.
- The copied documents will not be reduced to fit the recording paper. These features are useful for copying small documents such as double sided ID Cards or making multiple copies of small documents such as a business cards.
- You can save the previous page layout setting (feature #467).

7.2.5 Poster feature (Scanner glass only)

You can make copies divided into 2, 4 or 9 sections to make enlarged copies of the individual sections. You can then glue them together to make a poster.

Original document	"1 x 2"	"2 x 2"	"3 x 3"
			

1 Set the original.

2 [⊙/PAGE LAYOUT] (repeatedly): "PAGE LAYOUT"

3 [▼▲]: "POSTER" → [OK/SET]

4 [▼▲]: Select the desired divided sections. → [OK/SET]

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

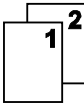
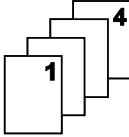
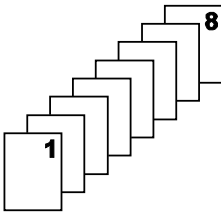






6 [◆/START]


Note:

- After you finish copying, press [⊙/STOP] to reset this feature.
- This feature cannot be used when
 - the duplex feature (page 65) is activated.
- You can save the previous page layout setting (feature #467).

7.2.6 N in 1 feature

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

N in 1	"2 in 1"	"4 in 1"	"8 in 1"
Original document			
Page layout ("LANDSCAPE")			
Page layout ("PORTRAIT")			



- 1 Set the original.
- 2 **[PAGE LAYOUT]** (repeatedly): "PAGE LAYOUT"
- 3 **[▼▲]**: "N in 1" → **[OK/SET]**
- 4 **[▼▲]**: Select the number of original documents. → **[OK/SET]**
- 5 **[▼▲]**: Select the desired layout. → **[OK/SET]**
- 6 If necessary, enter the number of copies (up to 99).
- 7 Start copying.
 - When using the scanner glass**, press **[START]** to scan the 1st page.
 - To scan the next page, place the document and press **[OK/SET]**. Repeat this until all the documents are scanned, then press **[START]**.
 - When using the automatic document feeder** () , press **[START]**.

Note:



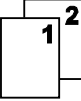
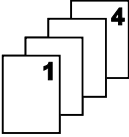
- After you finish copying, press **[STOP]** to reset this feature.
- You can save the previous page layout setting (feature #467).
- When the original document size and recording paper size are different, you can only make a 2 in 1, or 4 in 1 copied document.
For example, when using the 2 in 1 feature, you can copy 2 pages of an A5 size original onto an A4 size recording paper.

7.2.7 Separate N in 1 feature (Scanner glass only)

You can separate an N in 1 copied document back into its original, separate pages. This feature is available for documents created using the 2 in 1 and 4 in 1 settings.

Separate N in 1	"2 in 1"	"4 in 1"
Original document ("LANDSCAPE")		

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Separate N in 1	"2 in 1"	"4 in 1"
Original document ("PORTRAIT")		
Separate pages		

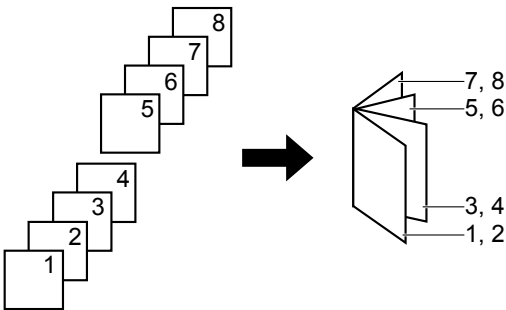
- 1 Set the original.
- 2 **[PAGE LAYOUT]** (repeatedly): "PAGE LAYOUT"
- 3 **[SEPARATE N in 1]** → **[OK/SET]**
- 4 **[PAGE LAYOUT]**: Select the number of original documents. → **[OK/SET]**
- 5 **[PAGE LAYOUT]**: Select the page layout of the original documents. → **[OK/SET]**
- 6 If necessary, enter the number of copies (up to 99).
- 7 **[START]**

Note:

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

7.2.8 Booklet feature

You can make copies, and then fold them in half to create booklets. The documents will be reduced to fit the recording paper.



- 1 Set the original.
- 2 **[PAGE LAYOUT]** (repeatedly): "PAGE LAYOUT"
- 3 **[BOOKLET]** → **[OK/SET]**
- 4 **[PAGE LAYOUT]**: "LEFT BIND" or "RIGHT BIND" → **[OK/SET]**
- 5 **[PAGE LAYOUT]**: Select the desired binding pages.
 - "1": Makes a booklet with every 4 documents printed as separate blocks.
 - "ALL": Makes a booklet with all documents printed as 1 block.
- 6 **[OK/SET]**
- 7 If necessary, enter the number of copies (up to 99).
- 8 Start copying.

When using the scanner glass:

 1. **[START]**
 - The unit will scan 1 page.
 2. Place the next page on the scanner glass and press **[OK/SET]**. Repeat this until you have scanned all pages.

3. If “1” is selected in step 5, the unit will start copying.
- You can press [**⏏/START**] anytime to start copying.
 - For multiple copies, press [**⏏/START**] to start copying.
- If “ALL” is selected in step 5, press [**⏏/START**] to start copying.

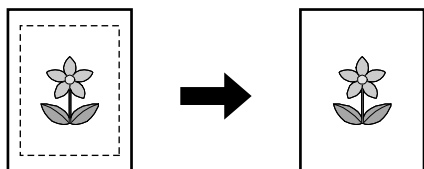
When using the automatic document feeder (ADF): [**⏏/START**]

Note:

- After you finish copying, press [**⏏/STOP**] to reset this feature.
- Multiple copies will be collated automatically.
- You can save the previous page layout setting (feature #467).
- A4, letter, legal, 216 × 330 or 216 × 340 size recording paper (plain and thin) can be used for this feature.
- The unit may store the documents into memory at a reduced resolution if “ALL” is selected in step 5 or more than 1 copy is set to be collated in step 7. When the memory becomes full while storing, if “1” is selected in step 5, the unit will print out only the stored pages. If “ALL” is selected in step 5, the unit will cancel the printing.

7.2.9 Edge feature

You can set the unit not to copy the outer edges of the document without reducing the copied documents to fit the recording paper. This is useful for copying documents with dirty edges.



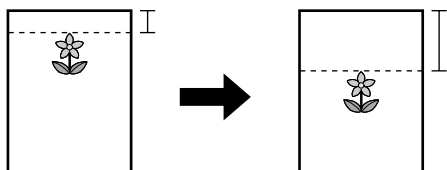
- 1 Set the original.
- 2 [**⏏/PAGE LAYOUT**] (repeatedly): “EDGE”
- 3 [**⏏/PAGE LAYOUT**]: “ON” → [**OK/SET**]
- 4 [**⏏/PAGE LAYOUT**]: “LONG EDGE” → [**OK/SET**]
- 5 Enter the long edge width using the dial keypad. → [**OK/SET**]
- 6 [**⏏/PAGE LAYOUT**]: “SHORT EDGE” → [**OK/SET**]
- 7 Enter the short edge using the dial keypad. → [**OK/SET**]
- 8 If necessary, enter the number of documents (up to 99).
- 9 [**⏏/START**]

Note:

- After you finish copying, press [**⏏/STOP**] to reset this feature.
- This feature and page layout features cannot be used at the same time (except for N in 1).
- You can hold the previous edge setting (feature #473).

7.2.10 Margin feature

You can set the unit not to copy a particular edge of the document to make a margin. This is useful for binding the copied documents.



- 1 Set the original.
- 2 [**⏏/PAGE LAYOUT**] (repeatedly): “MARGIN”
- 3 [**⏏/PAGE LAYOUT**]: “ON” → [**OK/SET**]

7. Copying

- 4 [▼▲]: Select the page layout. → [OK/SET]
- 5 [▼▲]: Select the edge you want to set the margin for. → [OK/SET]
- 6 Enter margin width using the dial keypad. → [OK/SET]
- 7 If necessary, enter the number of documents (up to 99).
- 8 [◇/START]

Note:

- After you finish copying, press [●/STOP] to reset this feature.
- To automatically reduce the copies according to the set margin, see feature #474.
- This feature and page layout features cannot be used at the same time.
- You can hold the previous margin setting (feature #475).

7.2.11 Copy reservation

You can make a copy reservation under the following conditions:

- while the unit is printing documents from your computer.
- while the unit is printing received fax documents (fax supported models only). (📠)

- 1 Set the original.
- 2 While “PC PRINTING” or “PRINTING”^{*1} is displayed, switch to copy mode, then press [◇/START].
^{*1} Displayed only for models that support the fax feature. (📠)
- 3 Make necessary settings such as number of copies, resolution, zoom features and page layout features. → [◇/START]
 - “COPY RESERVED” will be displayed. The unit will start copying after the current printing job has finished.

7.3 Programming features: Copy

Feature	Code	Description	Default key
Input tray setting for copy	#460	To set the input tray to use for copy. Note: <ul style="list-style-type: none"> Even if you select “#1”, recording paper will always be fed from the manual tray if there is recording paper in the manual tray. 	[1]
Default copy resolution	#461	To change the default resolution setting for copying.	[1]
Page layout hold	#467	To hold the previous page layout setting.	[0]
Zoom hold	#468	To hold the previous zoom setting.	[0]
Collate hold	#469	To hold the previous collate setting.	[0]
Duplex hold	#470	To hold the previous duplex setting.	[0]
Edge hold	#473	To hold the previous edge setting.	[0]
Frame margin	#474	To set the frame margin. When this feature is activated, your copies will be automatically reduced according to the margin setting. However, if you change the zoom rate (page 64), your copies will not be automatically reduced.	[0]
Margin hold	#475	To hold the previous margin setting.	[0]

8.1 Availability of the fax feature

Important:

- The fax feature may not be available for your unit. See “☞ List of available features and equipment” on page 3 whether your unit has the feature.
-

8.2 Preparation for sending a fax

We recommend programming the following so that they appear on the top of each page sent.

- Date and time (feature #101)
 - Your logo (feature #102)
 - Fax number (feature #103)
-

8.3 Basic procedure for sending a fax

Important:

- **Set the unit to the fax mode.**

- 1 Set the original.
- 2 If necessary, change the resolution and contrast according to the type of document.
- 3 Dial the fax number or select the destination from stored items.
- 4 Start the fax transmission.

When using the scanner glass, press [◀/START] to scan the 1st page.

- To scan the next page, place the document and press [OK/SET]. Repeat this until all the documents are scanned, then press [◀/START].

When using the automatic document feeder (☞), press [◀/START].

Note:

- To change the contrast/resolution setting, see the following.
 - "To select the contrast" (page 74)
 - "To select the resolution" (page 74)
- If the line is busy or if there is no answer, the unit will automatically redial the number 2 or more times in the following functions.
 - Sending a fax
 - Broadcast transmission (☞)*1
 - Redialling using [●/REDIAL]

*1 For broadcast transmission, the line will be skipped and redialled later.

8.3.1 Various settings for sending faxes

To select the contrast

Adjust this setting depending on the darkness or lightness of the document. 5 levels (low to high) are available.

1. [☐/QUALITY] (repeatedly): “CONTRAST”
 2. [▼▲]: Change the contrast. → [OK/SET]
-

To select the resolution



1. [☐/QUALITY] (repeatedly): “RESOLUTION”
2. [▼▲]: Change the resolution. → [OK/SET]

Note:

- If you select “FINE”, “SUPER FINE” or “PHOTO” resolution, transmission time will increase.
-

8.3.2 Selecting the destination from stored items

Store the desired names and telephone numbers into the address book beforehand (page 47).

- 1 
- 2 : Display the desired item.

8.3.3 Reserving the fax transmission (Dual Access)


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


- Up to 3 reservations when sending
- Up to 4 reservations when receiving

1 Set the original during fax reception or fax memory transmission.

2 Enter the fax number using the dial keypad or address book.

3 Reserve the fax transmission.

When using the scanner glass, press /START to scan the 1st page.

- To scan the next page, place the document and press **[OK/SET]**. Repeat this until all the documents are scanned, then press .

When using the automatic document feeder , press .

Note:

- If the document exceeds the memory capacity, the reservation for that document will be cancelled. You must send the entire document manually.


8.3.4 Sending the same document to pre-programmed parties (Broadcast transmission)

You can send the same document to multiple parties (up to 20). To use this feature, store the fax numbers into broadcast memory (page 47).


1 Set the original.


2 If necessary, change the resolution (page 74) and the contrast (page 74).

3 Specify the destination.

1. 
2. : Select the desired broadcast destination.

4 Start the broadcast transmission.

When using the scanner glass, press /START to scan the 1st page.

- To scan the next page, place the document and press **[OK/SET]**. Repeat this until all the documents are scanned, then press .



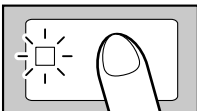
When using the automatic document feeder , press .

Note:

- If you select “FINE”, “SUPER FINE” or “PHOTO” resolution, the number of pages that the unit can send will decrease.

8.4 Preparation for receiving a fax

Depending on your situation, you can select the way you prefer to use your unit.

Situation	Mode	Setup
<p>Use only as a fax You have a separate telephone line just for faxes, or you want to use the unit only for receiving faxes.</p>	FAX ONLY	<p>1. /FAX AUTO ANSWER (repeatedly): “FAX ONLY MODE”</p> <ul style="list-style-type: none"> • The  light turns ON. 

For AG/CX/EU^{*1}/G^{*2}/HX/JT/LA/ML/SX/TW models:

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

For HK models:

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

*1 When U.K. is selected in feature #114, this feature is not activated.

*2 You can set this feature to OFF (feature #319).

How to receive faxes with an extension telephone

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

To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434) beforehand. The default setting is ON.

1. When the extension telephone rings, lift the handset of the extension telephone.
2. To start fax reception, press **[*][#][9]** (default fax activation code) **firmly**.
3. Replace the handset.

8.5.3 TEL/FAX mode**How phone calls and faxes are received**

1. The other party calls your unit.
2. The unit will wait for the duration of 2 rings^{*1} before answering the call.
 - During this time, an extension telephone will ring.
3. The unit will answer the call and try to distinguish between fax and phone call.

4. When it is a fax:

The unit receives the fax automatically without ringing.

When it is a phone call:

The unit will ring 3 times^{*2*3}. You may answer the call as a phone.

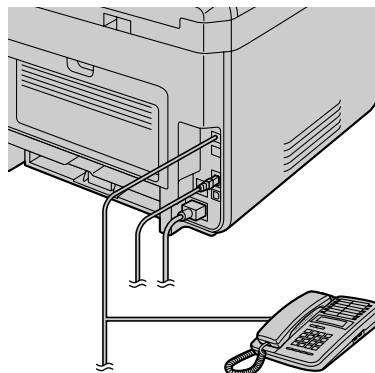
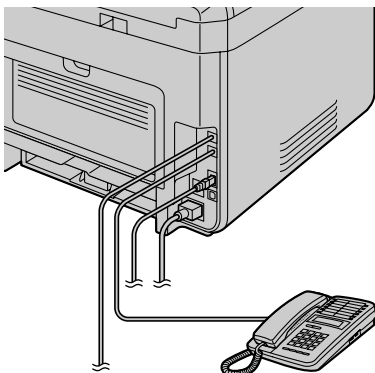
*1 The number of rings is determined by the "TEL/FAX delayed ring count" (feature #212).

*2 The number of rings is determined by the "Silent fax recognition ring count" (feature #436).

*3 Callers will hear a ring back tone different from the one generated by the telephone company.

How to answer the phone call with extension telephone

- **If connected to the [EXT] jack of this unit:**
Lift the handset, then press **[▼/STOP]** on the unit to talk to the other party.
- **If connected to the same telephone line as this unit:**
Lift the handset and press **[*][0]** (default auto disconnection code, feature #435) to talk to the other party.

**Note:**

- If you do not answer the call, the unit will activate the fax function.

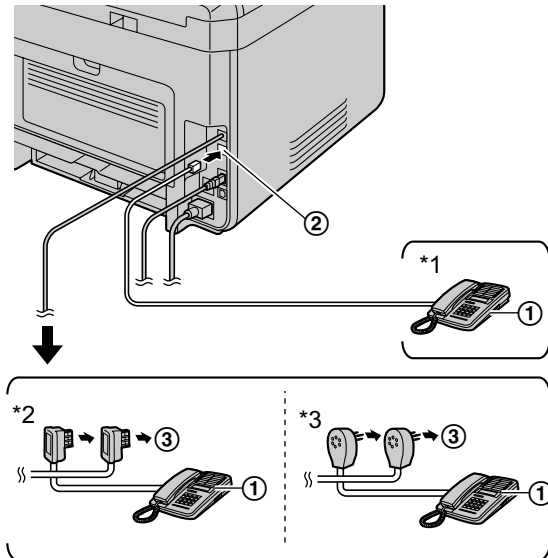
8. Fax

- 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.

8.5.4 Using the unit with an answering machine

Setting up the unit and an answering machine

1. Connect the answering machine (①).
 - An answering machine is not supplied. The illustration is just an example.
 - Please purchase an extension telephone adaptor (for UK only).
 - Remove the stopper (②) if attached.
 - To a single telephone line (③).



*1 For countries other than France and Belgium

*2 For France only

*3 For Belgium only

2. Set the number of rings on the answering machine to 4 rings or less.
 - This will allow the answering machine to answer the call first.
3. Record a greeting message on the answering machine.
4. Activate the answering machine.
5. Set the unit to the desired receiving mode.
 - If you set to FAX ONLY mode, **change the ring count in FAX ONLY mode to more than 4 (feature #210).**
6. Make sure each of the following is unique:
 - the remote access code of the answering machine
 - the fax activation code (feature #434)

Note:

- If the call is a phone call, the answering machine will record voice messages. If a fax calling tone is detected, the fax machine will receive a fax automatically.
- Regarding the remote access code for the answering machine, see the operating instructions of the answering machine.

Receiving a voice message and fax document in one call

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

1. The caller calls your unit.
 - The answering machine will answer the call.

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

Note:

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

8.5.5 Caller ID


For TW models:

This unit is compatible with Caller ID. Please be sure that both your line and the other party's line support the Caller ID function.

For models other than TW:

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 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.**
- **This unit is Caller ID compatible. Caller ID service corresponds to ETSI ETS300659 standard and available in 2 protocols: FSK and DTMF. In order to display caller phone numbers, you must subscribe to the appropriate service of your service provider/telephone company. Consult your service provider/telephone company for details.*1**
- **This unit is not compatible with AOH service.*1**
- **This unit is designed in accordance with DGT regulations and supports both DTMF and FSK Caller ID.*2**
- **If the unit's Caller ID features do not function properly, confirm that your phone line and the phone line of the caller supports Caller ID. Consult your local telephone company for more information.*2**
- **This unit is designed in accordance with the ETS (European Telecommunication Standard) and only supports the basic CLIP (Calling Line Identification Presentation) features.*3**
- **Make sure the following ring count is set to 2 or more rings beforehand.**
 - **FAX ring count (feature #210)**
 - **TEL/FAX delayed ring count (feature #212) **

*1 For RU models only

*2 For TW models only

*3 Only for models other than AG, LA, TW and RU

How Caller ID is displayed

The unit will automatically store caller information (name, telephone number and date and time of the call) from the 30 most recent calls. When caller information is received and it matches a telephone number stored in the unit's address book, the stored name will be displayed.

Note:

- 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.

Viewing/editing a caller's telephone number before calling back/storing

Important for countries/areas other than Brazil:

8. Fax

- 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.
1. Set the unit to the fax mode.
 2. [**CD**/CALLER ID]
 3. [**▼▲**]: Search from the recently received caller information.
 - While displaying the desired caller information, press [**CD**/CALLER ID] repeatedly to change name/telephone number information.
 - Press dial key (0 to 9) or [*****/Tone] to enter the editing mode and edit the telephone number if necessary.

Note:

- “√” on the display means the call has already been viewed or answered. To stop viewing, press [**⊙**/STOP].
-

Erasing caller information

Erasing all caller information

1. [**≡**/MENU] (repeatedly): “CALLER SETUP” → [OK/SET]
2. “CALL LIST ERASE” will be displayed. → [OK/SET]
3. [OK/SET] → [**⊙**/STOP]

Erasing specific caller information

1. Set the unit to the fax mode.
 2. [**CD**/CALLER ID]
 3. [**▼▲**]: Display the desired item. → [**◀**] → [OK/SET] → [**⊙**/STOP]
-

Storing caller information

1. Set the unit to the fax mode.
 2. [**CD**/CALLER ID]
 3. [**▼▲**]: Display the desired item. → [**≡**/MENU]
 4. Press [**◀**] or [**▶**]. → [OK/SET] → [OK/SET]
-

8.5.6 Junk fax prohibitor

If you subscribe to Caller ID service (page 79), this feature prevents fax reception from calls that do not show caller information.

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

Important:

- This feature does not work if you receive faxes manually.
-

Activating the junk fax prohibitor



1. [**≡**/MENU] (repeatedly): “JUNK FAX PROH.” → [**▶**]
 2. [**▼▲**]: “ON” → [OK/SET]
 3. Press [**⊙**/STOP] to exit.
-

Storing undesired callers



You can register up to 20 undesired numbers from the Caller ID list (page 95) if you do not wish to receive faxes from them.

1. [**≡**/MENU] (repeatedly): “JUNK FAX PROH.”
 2. [**▶**] (repeatedly): “JUNK LIST SET” → [OK/SET]
 3. [**▼▲**]: Display the party you do not want to receive faxes from. → [OK/SET]
 4. Press [**⊙**/STOP] repeatedly to exit.
-



Other useful features for junk fax prohibitor**To display the junk fax prohibitor list**

1. **[/MENU]** (repeatedly): “JUNK FAX PROH.”
2. **[▶]** (repeatedly): “JUNK LIST DISP.” → **[OK/SET]**
3. **[▼▲]**: Display the items on the list.
4. Press **[/STOP]** to exit.

To print the junk fax prohibitor list

1. **[/MENU]** (repeatedly): “JUNK FAX PROH.”
2. **[▶]** (repeatedly): “JUNK LIST PRINT” → **[OK/SET]**
3. Press **[/STOP]** repeatedly to exit.

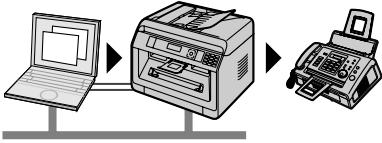
To erase an item from the junk fax prohibitor list

1. **[/MENU]** (repeatedly): “JUNK FAX PROH.”
2. **[▶]** (repeatedly): “JUNK LIST DISP.” → **[OK/SET]**
3. **[▼▲]**: Display the desired item. → **[◀]**
4. **[OK/SET]** → **[/MENU]**

8.6 Advanced Fax features

8.6.1 Sending an electronic document as a fax message from your computer (PC fax sending)

You can send an electronic document as a fax message from your computer.



- 1 Open the document you want to send.
- 2 Select **[Print]** from the menu.
- 3 Select the PCFAX unit's name as the active printer.
- 4 Click **[Print]**.
- 5 Enter the fax number using the keypad display or the address book.
- 6 **[Send]**

Note:

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

To prevent sending a fax to the wrong destination

1. Start Multi-Function Station. → **[Application]** → **[PC FAX]**
2. **[Tools]** → **[Function Setup]**
3. Select the desired setting from the **[Send]** list.

[Display the Fax Send confirmation for every transmission]	The confirmation dialogue box of the fax number is displayed before sending a fax.
[Do not enter a fax number directly]	You can only select fax numbers stored in the address book.
[Re-enter to confirm the fax number]	When entering the fax number using the dial keypad display, re-entry of the number is required.

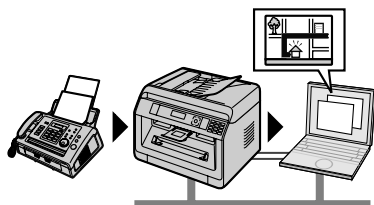
4. **[OK]**

Note:

- For details about each function, click **[Help]**.

8.6.2 Receiving a fax on your computer (PC fax reception)

You can receive a fax document on your computer.



To activate this feature, set the following beforehand:

1. Activate the PC fax setting (feature #442).
 1. **[MENU/MENU]** → **[*][4][4][2]**
 2. **[▼▲]**: Select “ALWAYS” or “CONNECTED”. → **[OK/SET]** → **[MENU/MENU]**
 - See the PC fax setting (feature #442) for details about the selections.
2. Deactivate the fax preview mode (feature #448) (LAN supported models only). (🔗)
 1. **[MENU/MENU]** → **[*][4][4][8]** → **[0]** → **[OK/SET]** → **[MENU/MENU]**
3. Set the computer setting for the PC fax reception (feature #443) (LAN supported models only). (🔗)
 1. **[MENU/MENU]** → **[*][4][4][3]** → **[OK/SET]**
 2. **[▼▲]**: Select the desired computer. → **[OK/SET]** → **[MENU/MENU]**
 - You can display IP address of the selected computer by pressing **[▶]**.
 - If the unit is not connected to the LAN, the computer connected to the unit by USB is assigned as the default computer for PC fax reception.
4. **[📞/FAX AUTO ANSWER]** (repeatedly): Turn the auto answer setting ON.
5. Start Multi-Function Station. → **[Application]** → **[PC FAX]**
 - When a fax call is received, your computer will receive a document through the unit.

Viewing a received document

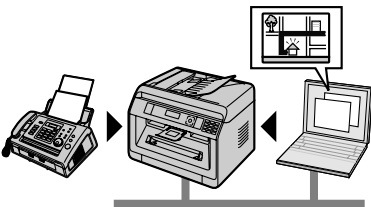
1. Select **[Received Log]** in **[Communication Log]**.
2. Click the item you want to view.
3. Click the **[View]** icon in the toolbar.
 - If a received fax document is stored in the unit’s memory, click **[Receive a Fax]** beforehand.

Note:

- You can view, print or transfer the received document using your computer.
- Messages transferred to your computer will be deleted from the unit.

8.6.3 Web fax preview (LAN supported models only) (🔗)

You can display a received fax document in your web browser without printing, and print or save the necessary document after you confirm the image.

**To activate this feature, set the following beforehand:**

1. Set the web fax preview access code.
 1. **[MENU/MENU]** → **[*][4][5][0]** → **[OK/SET]**
 2. Enter the programming password (feature #155). → **[OK/SET]**
 3. Enter the web fax preview access code, up to 8 characters, using the English alphabet and numbers. → **[OK/SET]**
 - The following symbols can also be entered using **[0]** or **[1]**.
! @ # \$ % ^ & ' (. - _ { }
2. Activate the fax preview mode (feature #448).
 1. **[MENU/MENU]** → **[*][4][4][8]** → **[1]** → **[OK/SET]** → **[MENU/MENU]**
3. Activate the notification for fax reception (feature #451) (recommended).
 - See page 89 for details.

8. Fax

Note:

- When the notification for fax reception is activated, the selected computer will receive a notification when the memory becomes full of received documents.
- When web fax preview is activated, the fax documents are stored in memory. The memory may become full of received documents, so delete documents from the memory as soon as possible after viewing or printing them.
- When web fax preview is activated, the PC fax setting (feature #442) will be deactivated.
- You can change the web fax preview access code (feature #450).

Displaying a received fax document on the web browser

Important:

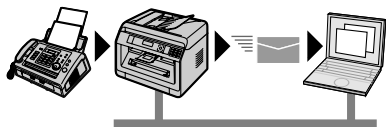
- **Make sure that the unit is idle.**
1. Start Multi-Function Station.
 2. **[Device]** → **[Configuration Web Page]**
 3. Select the **[Web Fax Preview]** from the menu.
 4. Enter the web fax preview access code (feature #450). → **[OK]**
 - A list of the received fax documents will be displayed.
 5. Click the desired icon to preview, print or save a fax document.
 - While previewing the document, you can manipulate the fax document (Example: enlarge, rotate etc.).
 6. Close the web browser.

Note:

- The display speed depends on the contents and size of the document.
- The received fax document is saved as an image file (PDF format). Adobe Reader is required to view it.
- “√” on the display means the image has already been viewed, printed or saved.
- You can delete images showing “√”.
 - To delete a document after viewing a fax document in step 5, click **[List]** to go back to the list.
 - To delete a document after printing or saving a fax document in step 5, click **[Reload]** to update the list.

8.6.4 Transferring faxes to email address (LAN supported models only)

You can automatically transfer a received fax document (fax to email feature) to one or more email addresses. Transferred messages will not be deleted from the unit.



Useful information:

If you are away from the unit for a long period of time, we recommend the following.

1. Set this feature.
2. Also activate PC FAX (page 82), and keep your computer turned ON.
 - For PC FAX, start Multi-Function Station. → **[Application]** → **[PC FAX]**

In this case, data will be transferred to your computer using PC FAX feature, then the transferred data will be deleted from your unit automatically. The same data will also be sent to your email address, so you can check your messages daily, preventing the unit from running out of paper/memory etc.

To activate this feature, set the following beforehand:

1. Set the unit to FAX ONLY mode.
[FAX ONLY MODE] (repeatedly): “**FAX ONLY MODE**”
2. Program the email server settings.
 1. Start Multi-Function Station.
 2. **[Device]** → **[Configuration Web Page]** → **[Network]**

3. Type “root” as the user name, then enter the programming password (feature #155). → [OK]
4. Select the [EMAIL FEATURE] from the menu.
5. Click [Edit] next to [EMAIL SERVER].
6. Enter email address (from), email server information, and time zone. → [Submit]
3. Register email destinations (recommended).
 1. [Device] → [Configuration Web Page] → [Directory]
 2. Type “root” as the user name, then enter the programming password (feature #155). → [OK]
 3. Select the [ADDRESS BOOK] from the menu.
 4. Click [Edit] next to the desired item you want to register or edit. → [Submit]
4. Activate the fax to email feature, and set the destinations.
 1. [Device] → [Configuration Web Page] → [Device]
 2. Type “root” as the user name, then enter the programming password (feature #155). → [OK]
 3. Select the [FAX FEATURE] from the menu.
 4. Select [ON] from the [FAX AUTO EMAIL] drop-down list.
 5. Click [Edit] next to [DESTINATION].
 6. Click [Address Book] next to the desired destination.
 7. Click the name that you want to send the received fax documents to. → [Submit]
 8. Close the web browser.

To check the status of the last 15 transfers

1. Start Multi-Function Station.
2. [Device] → [Configuration Web Page] → [Device]
3. Type “root” as the user name, then enter the programming password (feature #155). → [OK]
4. Select the [FAX FEATURE] from the menu.
5. Click [List] next to [RESULT].

8.7 Programming features: Fax

Feature	Code	Description	Default key
TEL/FAX delayed ring count	#212	If you use an extension telephone in TEL/FAX mode, select the desired number of times the extension telephone rings before the unit answers the call. Note: <ul style="list-style-type: none"> • See page 77 for details. • For EU models users: If you change the location setting (feature #114), the TEL/FAX delayed ring count will be reset to “2”. If necessary, select the desired ring count again. 	[2]
Turning the AUTO ANSWER	#319	See page 77 for details.	[1]
Sending report	#401	To print a sending report. <ul style="list-style-type: none"> – “OFF”: Sending reports will not be printed. – “ON”: A sending report will be printed after every fax transmission. – “ERROR”: A sending report will be printed only when fax transmission fails. 	–
Automatic journal report	#402	When this feature is activated, the unit will print a journal report automatically after every 30 new fax transmissions and receptions.	[1]
Manual answer mode	#404	To change the receiving mode in the manual answer setting.	[1]
Default fax resolution	#405	To change the default resolution setting for fax. Note: <ul style="list-style-type: none"> • If you select “FINE”, “SUPER FINE” or “PHOTO” resolution, transmission time will increase. 	[1]
Duplex print setting for fax reception	#407	To set the duplex print for fax reception. You can select the long or short edge, or deactivate this feature.	[0]
Overseas mode	#411	If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax. This feature improves the reliability by reducing the transmission speed. Calling charges may be higher than usual. <ul style="list-style-type: none"> – “OFF”: Deactivates this feature. – “NEXT FAX”: This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. – “ERROR”: When the previous fax transmission fails and you want to re-send the document. Note: <ul style="list-style-type: none"> • This feature is not available for broadcast transmission. 	[2]
Delayed send	#412	To reserve fax transmission up to 24 hours in advance of the desired time. Set the original before activating this menu. Note: <ul style="list-style-type: none"> • The document will be scanned into memory. The unit will then send the data at the specified time. You cannot use this feature for another fax transmission until the former sending is completed. • To cancel this setting after programming, press [⏻/STOP] while the unit is idle, and then press [OK/SET]. 	–

Feature	Code	Description	Default key
ECM selection	#413	To set the Error Correction Mode (ECM). This feature is available when the sending / receiving fax machines are ECM compatible. When this feature is activated, fax transmission / reception will be carried out so that the errors do not occur.	[1]
Connecting tone	#416	If you often have trouble when sending faxes, activating this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine. Note: <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 cannot be adjusted individually. 	[1]
Maximum fax speed	#418	To set the maximum fax speed (14.4 kbps/33.6 kbps). The fax speed may be lower than the selected speed depending on your line.	[2]
Quick scan mode	#419	To enable quick scan mode. When this feature is activated, the unit will scan the document and store it into memory first, then the unit will start sending the documents.	[0]
Confirming the destination	#420	To confirm the destination before sending a fax. When it is activated, you can send a fax after confirming the destination. When the displayed destination is correct, press [◇/START] to send the fax.	[0]
Dial keypad entry restriction	#421	If you want to restrict dialling fax numbers manually using the dial keypad (to avoid misdialling, for example), activate this feature. Note: <ul style="list-style-type: none"> ● When this feature is activated, <ul style="list-style-type: none"> – you cannot make redial calls to fax numbers entered using the dial keypad. – the fax number re-entry setting (feature #422) will be deactivated. 	[0]
Fax number re-entry	#422	When this feature is activated, if you dial a fax number manually using the dial keypad, you have to re-enter the number and press [◇/START]. When the 2nd entry number matches the 1st entry number, you can send the fax.	[0]
Dial tone detection	#423	When this feature is activated, a dial tone of sending faxes is detected to check if the line is connected before starting transmission. If a dial tone is not detected, the unit enters redial standby.	[1]
Confirming the next document	#424	When this feature is activated, after the document is scanned using the automatic document feeder during fax memory transmission, the message shows to confirm the next document. Insert the next document and press [OK/SET]. → [◇/START]	[0]
Activating the Distinctive Ring feature	#430	To activate the Distinctive Ring feature. See page 100 for details.	[0]
Setting the ring pattern for fax (Distinctive Ring feature)	#431	To set the ring pattern for fax (Distinctive Ring feature). See page 101 for details. <ul style="list-style-type: none"> – “A”: Standard ring (one long ring) – “B”: Double ring (two short rings) – “C”: Triple ring (short-long-short rings) – “D”: Other triple ring (short-short-long rings) – “B-D”: The fax will respond to all calls with ring tone patterns “B”, “C”, and “D”. 	[5]

8. Fax

Feature	Code	Description	Default key
Auto reduction	#432	To receive a fax document that is longer than your recording paper. When this feature is activated, the unit will fit received documents onto your recording paper.	[1]
Fax activation code	#434	If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code. When entering the code, use the dial keypad. <ul style="list-style-type: none"> The default code is “*#9”. <p>Important:</p> <ul style="list-style-type: none"> The fax activation code must be different from the code that you programmed on the answering machine. 	–
Auto disconnection	#435	To answer a call with an extension telephone in TEL/FAX mode, activate this feature and program the code. <ul style="list-style-type: none"> The default code is “*0”. 	–
Silent fax ring count	#436	To change the number of times the unit rings while in TEL/FAX mode. <p>Note:</p> <ul style="list-style-type: none"> See page 77 for details. 	[3]
Memory reception alert	#437	To alert you with a beeping sound when a received fax document is stored into memory. <p>Note:</p> <ul style="list-style-type: none"> If documents are stored into memory due to some printing problem, the beeps will continue until you solve the problem. If a message is displayed, see page 102 to page 105 for directions on printing out the stored documents. Make sure the unit is supplied with enough paper to print the stored document. If documents are stored into memory due to activating the web fax preview (feature #448), the unit will not beep. However, the unit will start to beep when the memory is nearly full (LAN supported models only). (☞) 	[1]
Friendly reception	#438	To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep). When this feature is activated, you do not have to press [☞/START], and then [2] for fax reception.	[1]
PC fax setting	#442	If you wish to receive a fax to a computer, activate this feature and run [PC FAX] from Multi-Function Station. This feature is available only when the fax preview mode is turned OFF (feature #448) (LAN supported models only). (☞) <ul style="list-style-type: none"> – “OFF”: Deactivates this feature. – “ALWAYS”: If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will store received documents into memory, and then transfer the data after recognition of the computer connection. – “CONNECTED”: If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will print the data. 	–
PC fax reception	#443	To select the computer that will be used for receiving a fax. See page 83 for details.	–
Fax preview mode	#448	To set the fax preview mode. See page 83 for details.	[0]
Web fax preview access code	#450	To set the web fax preview access code. After entering the programming password (feature #155), enter the access code (up to 8 characters, using the English alphabet and numbers). <ul style="list-style-type: none"> The following symbols can also be entered using [0] or [1]. ! @ # \$ % ^ & ' (. - _ { } 	–

Feature	Code	Description	Default key
Fax receive notify	#451	<p>When this feature is activated, the computer connected to your unit using USB/LAN*¹ will receive a notification when a fax document is received.</p> <p>*1 LAN supported models only (☞)</p> <p>Note:</p> <ul style="list-style-type: none"> ● When connecting to the LAN (☞): Register computers to which fax reception notifications will be sent through the web browser interface. <p>Select the PC to send fax reception notification message to (up to 6 destinations).</p> <ol style="list-style-type: none"> 1. Start Multi-Function Station. 2. [Device] → [Configuration Web Page] → [Device] 3. Type “root” as the user name, then enter the programming password (feature #155). → [OK] 4. Select the [FAX FEATURE] from the menu. 5. Select [ON] from the [RECEIVE NOTIFY] drop-down list. 6. Click [Edit] next to [RECEIVE PC LIST]. 7. Click [List] next to the desired destination. 8. Click the desired PC from the list. → [Submit] 9. Close the web browser. 	[0]
Fax to email address setting	#452	If you wish to transfer a received fax document to desired email address, activate this feature (page 84).	[0]
All received fax erase	#458	<p>To erase all received fax memory.</p> <ul style="list-style-type: none"> ● Disconnect the following cables before activating this feature. <ul style="list-style-type: none"> – Telephone line cord – USB cable – LAN cable (LAN supported models only) (☞) 	–
Set fax features to default	#459	To reset fax features to their default settings.	–

9.1 Availability of the network feature

Important:

- The network feature (LAN or wireless LAN) may not be available for your unit. See "📖 List of available features and equipment" on page 3 whether your unit has the feature.

9.2 Programming features: LAN

Feature	Code	Description	Default key
DHCP mode	#500	When this feature is activated, the following will be allocated automatically using a DHCP (Dynamic Host Configuration Protocol) server. <ul style="list-style-type: none"> – IP address – Subnet mask – Default gateway 	[1]
IP address	#501	To set the IP address for the LAN connection. This feature is available when feature #500 is deactivated.	–
Subnet mask	#502	To set the Subnet mask for the LAN connection. This feature is available when feature #500 is deactivated.	–
Default gateway	#503	To set the default gateway for the LAN connection. This feature is available when feature #500 is deactivated.	–
DNS server #1	#504	To set the primary DNS server for the LAN connection. This feature is available when feature #500 is deactivated.	–
DNS server #2	#505	To set the secondary DNS server for the LAN connection. This feature is available when feature #500 is deactivated.	–
Machine name	#507	To set the machine name. Enter the name of the unit to recognize on the LAN, up to 15 characters, using the English alphabet and numbers. <ul style="list-style-type: none"> • The first and last letter must be an English alphabet or numbers. • Hyphen can also be entered using [1]. <p>Note:</p> <ul style="list-style-type: none"> • In order to recognize the unit on the LAN, the default name of the unit is assigned automatically. If you change the name, assign a unique name to avoid overlapping. 	–
MAC address	#508	To display the MAC address of the unit.	–
Bonjour	#513	To set the Bonjour feature.	[1]
Network status	#526	To view the network status. See page 91 for details.	–
IP filtering	#532	When this feature is activated, the unit will deny/approve access from the pre-programmed IP patterns. You can program whether to deny or approve IP addresses. Up to 4 patterns each for IPv4 and IPv6 can be programmed through the web browser interface (page 93).	[0]
Auto IP	#533	To set the IP address automatically for the LAN connection. This feature is available when feature #500 is activated. When this feature is activated, IP address will be allocated automatically without using a DHCP (Dynamic Host Configuration Protocol) server.	[0]
HTTPD	#534	To set HTTPD for the LAN connection. When this feature is activated, you can access to the web server.	[1]

Feature	Code	Description	Default key
IPv6 protocol	#535	When this feature is activated, IPv6 protocol can be used. After installing the printer driver, be sure to change the port to IPv6 protocol. You can check the IPv6 protocol address by printing the “ SETUP LIST ” (page 95). Note: <ul style="list-style-type: none"> To activate this feature, you need to turn the power switch of the unit OFF, then ON. 	[0]
WINS server #1	#538	To set the primary WINS server for the LAN connection. This feature is available when feature #500 is deactivated.	–
WINS server #2	#539	To set the secondary WINS server for the LAN connection. This feature is available when feature #500 is deactivated.	–
Address book editing on web	#567	When this feature is activated, you can check and edit the address book through the web browser interface.	[1]
Caller ID list on web	#568	When this feature is activated, you can check the Caller ID list through the web browser interface (page 95).	[1]
Journal on web	#569	When this feature is activated, you can check the journal report through the web browser interface (page 95).	[1]
All FTP/SMB address erase	#578	To erase all FTP destinations and SMB folder destinations stored in the unit. <ul style="list-style-type: none"> Disconnect the following cables before activating this feature. <ul style="list-style-type: none"> Telephone line cord USB cable LAN cable 	–
LAN mode	#580	To select LAN mode. Important: <ul style="list-style-type: none"> To set this feature, make sure that: <ul style="list-style-type: none"> The unit is in standby mode. The document is not set to the automatic document feeder. The recording paper is not set to the manual tray. The delayed send feature is not activated (feature #412). 	[1]
Wireless status	#581	If feature #580 is set to Wireless LAN, you can check the status of the wireless LAN connection by pressing [▼] or [▲].	–
WPS-PBC	#582	To set up the wireless LAN connection using WPS-PBC. This feature is the same feature as pressing the [WPS] button. See page 21 for details.	–
WPS-PIN	#583	To set up the wireless LAN connection using WPS-PIN. See page 21 for details.	–
SSID search	#584	To set up the wireless LAN connection by finding the SSID automatically on the network. See page 22 for details.	–
Manual setup for wireless	#585	To set up the wireless LAN connection by entering the required information manually. See page 22 for details.	–
Wireless restore	#586	To restore all wireless LAN connection settings.	–

9.2.1 Network status codes

You can confirm the detailed network status when a message is displayed during PC scan, or when a network feature does not work properly.

1 [MENU] → [⌘][5][2][6] → [OK/SET]

- The network status code is indicated.

2 [MENU]

9. Network

Code	Status	Cause	Solution
000	Not connected	The unit is not connected correctly to the network.	Check the connections (page 19).
110	Offline	IP address is not configured.	Configure the IP address.
112	Offline	IP address is not determined, because the IP configuration is not correct.	Correct the configuration of IP address information.
113	Offline	IP address is not determined, because the IP address is duplicated.	Change the IP address.
121	Offline	The unit is allocating an IP address automatically using a DHCP server.	—
128	Offline	There is no response from the DHCP server, or DHCP server error is occurred.	Consult your network administrator.
131	Offline	The unit is allocating an IP address automatically using an Auto IP.	—
210	Online	The network is online by configuring the IP address manually.	—
220	Online	The network is online by allocating the IP address using a DHCP.	—
230	Online	The network is online by allocating the IP address using an Auto IP.	—
342	Online	NetBIOS is not working, because NetBIOS name is not correct.	Correct the machine name (feature #507).
343	Online	NetBIOS is not working, because NetBIOS name is duplicated others.	Change the machine name (feature #507).
344	Online	Cannot resolve the NetBIOS name between other networks, because there is no specified WINS server.	Consult your network administrator.
352	Online	Bonjour is not working, because Bonjour hostname is not correct.	Correct the machine name (feature #507).
353	Online	Bonjour is not working, because Bonjour hostname is duplicated others.	Change the machine name (feature #507).
354	Online	Bonjour is not working, because Bonjour service name is not correct.	Correct the Bonjour service name (page 93).
355	Online	Bonjour is not working, because Bonjour service name is duplicated others.	Change the Bonjour service name (page 93).
801-999	System error	The system error is occurred.	Contact our service personnel.

9.3 Network features

- 1 Start Multi-Function Station.
- 2 [Device] → [Configuration Web Page] → [Network]
- 3 Type “root” as the user name, then enter the programming password (feature #155). → [OK]

Feature	Menu	Selection
Setting the LAN features	[LAN FEATURE]	Enter the LAN feature settings. See page 90 for details.

Feature	Menu	Selection
Setting the IP filtering	[LAN FEATURE]	Enter the IP filtering information. <ol style="list-style-type: none"> 1. Select the [LAN FEATURE] from the menu. 2. Click [Edit] next to [IP FILTERING]. 3. Click [Edit] next to [FILTER (IPv4)]/[FILTER (IPv6)]. 4. Change the mode and edit IP filtering information. → [Submit] 5. Close the web browser.
Setting the proxy server	[LAN FEATURE]	Enter the proxy server information for Google® Cloud Print™. Consult your service provider or network administrator for details.
Setting the community name for SNMP	[SNMP]	Enter the SNMP community name. Consult your service provider or network administrator for details.
Setting the location where you use this unit	[SNMP]/[BONJOUR]	Enter the location information of the unit.
Setting the service name for Bonjour	[BONJOUR]	Enter the Bonjour service name.
Displaying the link local address for IPv6	[IPv6]	The link local address will be displayed.
Displaying the IPv6 address for auto configuration	[IPv6]	The IP address for auto configuration will be displayed.
Setting the IP address for IPv6	[IPv6]	Enter the IP address for IPv6. Consult your service provider or network administrator for details.
Setting the default router for IPv6	[IPv6]	Enter the default router address for IPv6. Consult your service provider or network administrator for details.
Setting the information for scan to FTP	[FTP FEATURE]	Enter the FTP server information to send scanned images from the unit to an FTP server. For details about this feature, see the scanning chapter.
Setting the information for scan to SMB	[SMB FEATURE]	Enter the SMB folder information to send scanned images from the unit to an SMB folder. For details about this feature, see the scanning chapter.
Setting the email server information for scan to email address	[EMAIL FEATURE]	Enter the email server information to send scanned image from the unit via an email. For details about feature, see the scanning chapter.
Setting the email server information for fax to email address	[EMAIL FEATURE]	Enter the email server information to send fax message from the unit via an email. For details about feature, see the fax chapter.
Setting the email server information for error notify	[EMAIL FEATURE]	Enter the email server information to send error notify from the unit via an email. <ol style="list-style-type: none"> 1. Select the [EMAIL FEATURE] from the menu. 2. Click [Edit] next to [EMAIL SERVER]. 3. Enter email address (from), email server information, and time zone. 4. [Submit] 5. Close the web browser.
Setting the error notify feature	[EMAIL FEATURE]	[ENABLED]: The unit will send an email to registered destinations when a problem occurs. [DISABLED] (default): Deactivates this feature.

9. Network

Feature	Menu	Selection
Registering destinations for the error notify feature	[EMAIL FEATURE]	<ol style="list-style-type: none">1. Select the [EMAIL FEATURE] from the menu.2. Click [Edit] next to [DESTINATION].3. Enter the email address to which error notifications will be sent and select the types of problems.<ul style="list-style-type: none">– [LIFE WARNING]: A warning indicating that the toner cartridge or drum cartridge needs to be replaced soon.– [MEDIA PATH ERROR]: An error indicating that there is a problem with an input tray.– [LIFE ERROR]: An error indicating that the toner cartridge or drum cartridge needs to be replaced.4. [Submit]5. Close the web browser.

10.1 Reference lists and reports

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

Lists/Reports	KX-MB2110	KX-MB2120	KX-MB2130	KX-MB2168
	KX-MB2117	KX-MB2128	KX-MB2137 KX-MB2138	KX-MB2170 KX-MB2177 KX-MB2178
"SETUP LIST"	●	●	●	●
"ADDRESS LIST"	●	●	●	●
"JOURNAL REPORT"	—	●	●	●
"BROADCAST LIST"	—	●	●	●
"PRINTER TEST"	●	●	●	●
"CALLER ID LIST"	—	●*1	●*1	●*1
"FTP SERVER LIST"	●	—	●	●
"SMB FOLDER LIST"	●	—	●	●
"WLAN STATUS LIST"	—	—	—	●
"DEPT. PRINT COUNT"	●	●	●	●
"QUICK-JOB LIST"	●	●	●	●

*1 Only for models that support the Caller ID feature. (📞)

- 1 [📄]/MENU (repeatedly): "PRINT REPORT"
- 2 [◀▶]: Display the desired item.
- 3 Press [OK/SET] to start printing. → [📄]/MENU

To check the Caller ID list through the web browser interface (LAN and Caller ID supported models only) (📞)

Important:

- **Make sure the Caller ID list on web is set to "ENABLED" beforehand (feature #568).**
1. Start Multi-Function Station.
 2. [Device] → [Configuration Web Page] → [Device]
 3. Type "root" as the user name, then enter the programming password (feature #155). → [OK]
 4. Select [FAX FEATURE] from the menu.
 5. Click [List] next to [CALLER ID].
 6. The Caller ID list will be displayed.
 7. Close the web browser.

To check the journal report through the web browser interface (LAN and fax supported models only) (📞)

Important:

- **Make sure the journal on web is set to "ENABLED" beforehand (feature #569).**
1. Start Multi-Function Station.
 2. [Device] → [Configuration Web Page] → [Device]
 3. Type "root" as the user name, then enter the programming password (feature #155). → [OK]
 4. Select [FAX FEATURE] from the menu.
 5. Click [List] next to [JOURNAL].
 6. The journal report will be displayed.
 7. Close the web browser.

10. Other Useful Features

10.2 Mode restriction

You can restrict output by enabling department codes.

Only users who know the department code can:

- make a copy
- print a document

Note:

- You can set department codes and restriction settings for individual departments (up to 10 departments).
- To use the mode restriction feature, do not allow many people to know the administrator code.

10.2.1 Setting the mode restriction

Activating the mode restriction

1. [MENU] → [F1][5][4] → [OK/SET]
2. Enter the administrator code (feature #151). → [OK/SET]
3. [1] → “ON”
 - [0] → “OFF”
4. [OK/SET] → [MENU]

Setting mode restriction for departments

Important:

- **Make sure feature #154 is set to “ON” beforehand.**

1. [MENU] (repeatedly): “DEPARTMENT SETUP” → [▶]
2. Enter the administrator code (feature #151). → [OK/SET]
3. [◀▶]: “NEW” → [OK/SET]
4. Enter the name, up to 16 characters (see page 45 for character entry). → [OK/SET]
5. Enter a 4-digit department code using 0-9. → [OK/SET]
6. If necessary, change the “PRINT” or “COPY” setting.
[▼▲]: Select the desired setting. → [OK/SET]
7. [MENU]

Editing mode restriction for departments

Important:

- **Make sure feature #154 is set to “ON” beforehand.**

1. [MENU] (repeatedly): “DEPARTMENT SETUP” → [▶]
2. Enter the administrator code (feature #151). → [OK/SET]
3. [◀▶]: “EDIT” → [OK/SET]
4. [▼▲]: Display the desired item. → [MENU] → [*/Tone]
5. Edit the name if necessary. → [OK/SET]
6. Edit the department code if necessary. → [OK/SET]
7. Edit the department settings if necessary.
[▼▲]: Select the desired setting. → [OK/SET]
8. [STOP] → [MENU]

Erasing a stored item

Important:

- **Make sure feature #154 is set to “ON” beforehand.**

1. [MENU] (repeatedly): “DEPARTMENT SETUP” → [▶]
2. Enter the administrator code (feature #151). → [OK/SET]
3. [◀▶]: “EDIT” → [OK/SET]
 - To erase all items:

- [◀▶]: “ERASE ALL” → [OK/SET] → [OK/SET] → [⏻/STOP]
4. [▼▲]: Display the desired item. → [☰/MENU] → [⏻]
 - To cancel erasing, press [⏻/STOP]. 5. [OK/SET] → [☰/MENU]

10.2.2 Counter view and print for departments

Viewing the count number of copies/prints for departments

1. [☰/MENU] → [⏻][4][7][9] → [OK/SET]
2. Enter the administrator code (feature #151). → [OK/SET]
3. [▼▲◀▶]: Select the desired item. → [☰/MENU]

Printing a report of the count number of copies/prints for departments

1. [☰/MENU] (repeatedly): “PRINT REPORT”
2. [◀▶]: “DEPT. PRINT COUNT” → [OK/SET]
3. Enter the administrator code (feature #151). → [OK/SET]
4. [☰/MENU]

Resetting the counters for departments

1. [☰/MENU] (repeatedly): “DEPARTMENT SETUP” → [▶]
2. Enter the administrator code (feature #151). → [OK/SET]
3. [◀▶]: “RESET COUNTER” → [OK/SET]
4. [OK/SET] → [⏻/STOP]
 - To cancel resetting, press [⏻/STOP].

Note:

- The count numbers of copies/prints will be reset only when the mode restriction (feature #154) is activated.

10.3 QUICK-JOB feature

You can pre-program frequently used scan/copy types (up to 3 for each). The following setting items can be pre-programmed:

Scan	Copy
Job name	Job name
Scanning mode	Page layout
PC selection ^{*1}	Number
Scan type	Original size
Scan size	Input tray
Resolution	Zoom rate
File format	Resolution
Brightness	Duplex
Contrast	Edge
–	Margin

*1 LAN supported models only (LAN)

Programming the QUICK-JOB items

1. Set the unit to a desired mode (scan or copy).
2. [☰/QUICK-JOB]
3. [▼▲]: Select the desired setting.
4. [◀▶]: Select the desired item.

10. Other Useful Features

5. [▼▲]: Select the desired setting. → [OK/SET]
 - To set other items, repeat steps 4 and 5.
 - The dial keypad can be used for the setting, depending on the item.
6. Press [⏻/STOP] repeatedly to exit.

Scanning/making copies using the pre-programmed setting

1. Set the unit to a desired mode (scan or copy).
2. [📄/QUICK-JOB]
3. [▼▲]: Select the desired setting number (1-3).
4. [▶/START]

Note:

- You can print the QUICK-JOB list (page 95).

10.4 Cloud print

You can print contents from your smart phone, tablet device or computer etc, via Google Cloud Print™ service.

Important:

- **This unit must be registered to Google Cloud Print™ service beforehand.**

Registering the unit to Google Cloud Print™

1. Start Multi-Function Station.
2. [Device] → [Configuration Web Page] → [Network]
3. Type "root" as the user name, then enter the programming password (feature #155). → [OK]
4. Select [CLOUD] from the menu.
5. Click [Register] next to [REGISTRATION].
6. Check [I have agreed to "Terms and Conditions of Use".], and then click [Register].
7. Register to Google Cloud Print™.
 - Google account information may be required for registration.

Printing via Google Cloud Print™ service

1. Open the document you want to print from the application supported Google Cloud Print™.
2. Start the printing procedure.
 - This procedure varies depending on the application you are using. For details about how to perform the printing procedure, refer to the documentation for your application.
3. Select the unit's name as the active printer.
 - Change the printer settings if necessary.
4. Complete the printing procedure.
 - The document will be printed from the unit.

10.5 Secure Print

You can assign a password for printing from your computer. This feature enables you to control when the print starts so that your confidential or sensitive documents will not be open for viewing or taken away.

- 1 Open the document you want to print.
- 2 Select [Print] from the menu.
- 3 Select the unit's name as the active printer.
- 4 Click [Preferences], then click the [Job Type] tab.
- 5 Check [Secure Print].
 - You can enter a desired job name in [Job Name], up to 15 characters. If not entered, the application itself will assign the job a name.
- 6 Click [OK].

- 7 Click **[Print]**.
- The dialogue box to assign a password will be displayed only at the first time. Enter the desired 4-digit password, and then click **[OK]**.

Note:

- The Secure Print icon is displayed in the task tray. Click this icon to start the Secure Print application that can manage printing jobs.

To print the secured documents from the unit

1. **[🔒/SECURE PRINT]**
2. **[▼▲]**: Select the desired computer's name. → **[OK/SET]**
3. Enter the secure print password you assigned on your computer. → **[OK/SET]**
4. **[▼▲]**: Select the desired print job. → **[OK/SET]**
 - To select multiple print jobs, repeat this step.
 - If your computer is not active, jobs are not displayed.
5. Press **[🔑/START]** to start printing.

Note:

- If you forget the password in step 3, delete all print jobs using your computer, assign a new password, then start printing again.

10.6 Talking to the other party after fax transmission or reception

You can talk to the other party after sending or receiving a fax (**voice contact feature**). This will save the added expense and time of making another call.

Important:

- **This feature is available only for RU models.**
- **This feature can be used only if the other party's fax machine is equipped with a voice contact feature.**

10.6.1 Initiating voice contact

- 1 Press **[🔊/MONITOR]** while sending or receiving a fax.
 - Your unit will display **"VOICE STANDBY"**. The other party's fax machine will ring.
 - When the other party answers, your unit will ring and **"PLEASE PICK UP"** will be displayed.
- 2 Lift the handset to start talking.

Note:

- When your unit rings while using this feature, the ring will sound slightly different than the ring heard when a call is received.
- If you initiate voice contact while sending a fax and the other party answers, your unit will ring after all of the documents have been sent.
- If you initiate voice contact while receiving a fax and the other party answers, your unit will ring after the current page has been received.

10.6.2 Receiving a request for voice contact

- 1 If the other party initiates voice contact, your unit will ring and **"PLEASE PICK UP"** will be displayed.
- 2 Lift the handset within 10 seconds and start talking.

Note:

- If you do not answer within 10 seconds after your unit starts ringing, the line will be disconnected.

10.6.3 Sending multiple pages using the scanner glass while talking to the other party

- 1 While talking to the other party, set the original, then press **[🔑/START]** → **[1]**
- 2 Replace the handset.

10. Other Useful Features

- 3 Press [M/MONITOR] while sending the 1st page.
 - Your unit will display “VOICE STANDBY”. After the other party has received the 1st page, your unit will ring and “PLEASE PICK UP” will be displayed. Lift the handset to talk to the other party again.
- 4 Repeat steps 1 to 3 until all fax pages are sent.
- 5 Replace the handset to end the conversation.

10.7 Distinctive Ring service

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

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

Important for CX models users:

- Not available when Tunisia is selected in feature #114.

Information for HK models users:

- This feature is called Duplex Ring service (ring detection feature). When you subscribe to this service, your telephone company will assign you a new fax number and will also tell you the assigned ring pattern. Please complete the following setup on your unit to identify the assigned ring pattern.

10.7.1 Using two or more phone numbers on a single telephone line

To activate this feature, set the following beforehand:

- 1 [M/MENU] → [F][4][3][0] → [1] → [OK/SET] → [M/MENU]

Note:

- While the Distinctive Ring feature is activated, you cannot change the receiving mode.

How phone calls and faxes are received (for models other than HK)

If the incoming call is for the fax number, the unit will ring with the assigned ring pattern and automatically start fax reception.

If the incoming call is for the phone number, the unit will continue ringing.

- If an external telephone answering machine is connected, set the ring count of the answering machine to more than 2.

How phone calls and faxes are received (HK models only)

The unit will recognize incoming faxes on the second ring pattern and answer automatically. For phone calls, the unit will ring as a normal call.

- If an external telephone answering machine is connected, set the ring count of the answering machine to more than 2.

10.7.2 Using three or more phone numbers on a single telephone line

- Not available for HK models.

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

Example: Using three phone numbers

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



To use one phone number for the fax, program the ring pattern assigned for the fax (feature #431). In the example, the ring pattern assigned for fax is a triple ring, so you should program “c” (triple ring).

10.7.3 Programming the ring pattern assigned for fax

- Not available for HK models.
- 1 Set feature #430 to “ON”.
 - 2 **[MENU]** → **[#][4][3][1]**
 - 3 **[▼▲]**: Select the desired ring pattern assigned for fax. → **[OK/SET]** → **[MENU]**

11.1 Report messages (Fax supported models only)

To indicate the unit's fax transmission/reception status, one of the following messages will be printed on the sending and journal reports (page 95).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	<ul style="list-style-type: none"> A transmission or reception error occurred. Try again or check with the other party.
	43 44	<ul style="list-style-type: none"> A line problem occurred. Connect the telephone line cord to a different jack and try again. An overseas transmission error occurred. Try using the overseas mode (feature #411).
DOCUMENT JAMMED	----	<ul style="list-style-type: none"> Remove the jammed document (page 120).
ERROR-NOT YOUR UNIT	53 54 59 70	<ul style="list-style-type: none"> A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	----	<ul style="list-style-type: none"> The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	----	<ul style="list-style-type: none"> The memory is full of received documents due to a lack of recording paper or a recording paper jam. Load paper (page 25) or remove the jammed paper (page 117). If the PC fax setting (feature #442) is set to "ALWAYS", check the connection between the computer and the unit. If the fax preview mode (feature #448) is set to "ON", use the web browser on the computer connected via the LAN to view, print or save the documents, and then erase unnecessary documents (page 84). 
NO DOCUMENT / FAILED PICKUP	----	<ul style="list-style-type: none"> The document was not fed into the unit properly. Re-insert it and try again. The ADF top cover is not fully closed. Push firmly on the front and rear edges of the ADF top cover, and then feed the document again.
OTHER FAX NOT RESPONDING	----	<ul style="list-style-type: none"> The other party's fax machine is busy or has run out of recording paper. Try again. The other party's fax machine rings too many times. Send the fax manually (page 74). The other party's machine is not a fax machine. Check with the other party. The number you dialed is not in service.
PRESSED THE 'STOP' KEY	----	<ul style="list-style-type: none"> /STOP was pressed and fax communication was cancelled.
THE COVER WAS OPENED	----	<ul style="list-style-type: none"> The front cover was opened. Close it and try again.
OK	----	<ul style="list-style-type: none"> Fax transmission or reception was successful.

11.2 General messages

To indicate the unit's status, one or more of the following messages will appear on the display.

Display	Cause & Solution
"CALL SERVICE"	<ul style="list-style-type: none"> There is something wrong with the unit. Contact our service personnel.
"CHANGE DRUM"	<ul style="list-style-type: none"> There is something wrong with the drum cartridge. Replace the drum cartridge and the toner cartridge.
"CHECK DOCUMENT"	<ul style="list-style-type: none"> The document was not fed into the unit properly. Remove the document, and then press [STOP] to clear the message. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 123) and try again. The ADF top cover is not fully closed. Push firmly on the front and rear edges of the ADF top cover, and then feed the document again.
"CHECK DRUM"	<ul style="list-style-type: none"> The drum cartridge is not inserted properly. Re-insert it correctly (page 17).
"CHECK PAPER #1"	<ul style="list-style-type: none"> Recording paper is not installed or the standard input tray has run out of paper. Install paper (page 26). Recording paper was not fed into the unit properly. Re-insert the recording paper (page 26). The standard input tray is not installed or is not inserted completely. Insert the standard input tray into the unit.
"CHECK PAPER TRAY #1"	<ul style="list-style-type: none"> The loaded recording paper is not the appropriate size. Load recording paper of the size that is shown on the display. If this message is often displayed, also change the recording paper size setting (feature #380). The recording paper size setting (feature #380) is set to "B5 (ISO)", "B5 (JIS)" or "16K", so received faxes will have been stored into memory. Change the recording paper size setting and load the appropriate recording paper. <p>Note:</p> <ul style="list-style-type: none"> "#1": Check the standard input tray. The displayed paper size depends on the recording paper size setting (feature #380). "#2": Check the manual tray. The displayed paper size depends on the recording paper size setting (feature #381).
"CHECK PICK UP INPUT TRAY #2"	<ul style="list-style-type: none"> Recording paper was not fed into the unit properly. Re-insert the recording paper (page 120).
"CHECK REAR COVER"	<ul style="list-style-type: none"> The rear cover is open. Close it.
"COOL DOWN FUSER PLEASE WAIT"	<ul style="list-style-type: none"> The unit is cooling down the fuser unit. Wait for a while.
"DRUM LIFE LOW"	<ul style="list-style-type: none"> The drum cartridge is reaching the end of its life. If you don't have a new drum cartridge and toner cartridge handy you should buy one as soon as possible as your current cartridge is near the end of its useful life.
"DRUM LIFE OVER"	<ul style="list-style-type: none"> The drum cartridge has reached the end of its useful life. Replace the drum cartridge and the toner cartridge immediately.
"EMAIL SIZE OVER"	<ul style="list-style-type: none"> When performing scan to email address, the number of scanned pages or the file size of the scanned data has exceeded the limitation. Divide the document into sections.
"FAX IN MEMORY"	<ul style="list-style-type: none"> The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 126.
"FAX PREVIEW"	<ul style="list-style-type: none"> If the fax preview mode (feature #448) is set to "ON", <ul style="list-style-type: none"> view, print or save the received fax documents using a web browser on a computer connected via the LAN, and then erase the unnecessary documents (page 84). turn the setting to "OFF". The fax documents stored in memory will be printed automatically.

11. Help

Display	Cause & Solution
"FILE SIZE OVER"	<ul style="list-style-type: none">● When performing scan to FTP server or scan to SMB folder, the number of scanned pages or the file size of the scanned data has exceeded the limitation. Divide the document into sections.
"FRONT COVER OPEN"	<ul style="list-style-type: none">● The front cover is open. Close it.
"KEEP COPYING"	<ul style="list-style-type: none">● Copying has stopped due to some existing problem (Example: a lack of recording paper or a recording paper jam). See the other displayed message instructions to continue copying.
"LOW TEMP."	<ul style="list-style-type: none">● The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area.
"MEMORY FULL"	<ul style="list-style-type: none">● When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually.● When making a copy, the document being stored exceeded the memory capacity of the unit. Press [STOP] to clear the message. Divide the document into sections.● There is no space to store new items in the address book. Erase unnecessary items (page 47).
"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.
"OUT OF PAPER INPUT TRAY #2"	<ul style="list-style-type: none">● Recording paper is not loaded in the manual tray. Load paper (page 31).
"PAPER IN TRAY #2"	<ul style="list-style-type: none">● The recording paper is installed in the manual tray (page 31).
"PAPER JAMMED" "OPEN REAR COVER" "OPEN FRONT COVER"	<ul style="list-style-type: none">● A recording paper jam occurred. Remove the jammed paper (page 117).● Remove the protective sheet from the drum cartridge (page 17).
"PCFAX"	<ul style="list-style-type: none">● If the PC fax setting (feature #442) is set to "ALWAYS",<ul style="list-style-type: none">– check the connection between the computer and the unit.– check that the computer is turned on.
"PLEASE WAIT"	<ul style="list-style-type: none">● The unit is warming up. Wait for a while.
"POLLING ERROR"	<ul style="list-style-type: none">● The other party's fax machine does not offer the polling function. Check with the other party.
"REDIAL TIME OUT"	<ul style="list-style-type: none">● The other party's fax machine is busy or has run out of recording paper. Try again.
"REMOVE DOCUMENT"	<ul style="list-style-type: none">● The document is jammed. Remove the jammed document (page 120).● Attempted to send or copy a document longer than 600 mm using the automatic document feeder. Remove the document, and then press [STOP] to clear the message. Divide the document into two or more sheets and try again.● The ADF top cover is not fully closed. Push firmly on the front and rear edges of the ADF top cover, and then feed the document again.
"REMOVE PAPER IN REAR SIDE"	<ul style="list-style-type: none">● Recording paper is remained in the rear side. Remove the recording paper from the rear side.
"REMOVE PAPER IN INPUT TRAY #2"	<ul style="list-style-type: none">● Recording paper is installed in the manual tray when trying to receive faxes or print reports. Remove the recording paper from the manual tray.

Display	Cause & Solution
"RX MEMORY FULL"	<ul style="list-style-type: none"> • The memory is full of received documents due to a lack of recording paper or a recording paper jam. Load paper (page 25) or remove the jammed paper (page 120). • If the PC fax (feature #442) is set to "ALWAYS", <ul style="list-style-type: none"> – check the connection between the computer and the unit. – check that the computer is turned on. • If the fax preview mode (feature #448) is set to "ON", <ul style="list-style-type: none"> – view, print or save the received fax documents using the web browser on the computer connected via the LAN, and then erase the unnecessary documents (page 84). – turn the setting to "OFF". The fax documents stored in memory will be printed automatically.
"SLEEP"	<ul style="list-style-type: none"> • After the unit has been in power save mode (feature #403) for up to 5 minutes, the unit will enter sleep mode. Press any key to put the unit in standby for the next process. <p>Note:</p> <ul style="list-style-type: none"> • The unit may not enter sleep mode when beeping for alert or displaying an error message.
"TONER EMPTY"	<ul style="list-style-type: none"> • The toner is empty. Replace the toner cartridge immediately.
"TONER LOW"	<ul style="list-style-type: none"> • The toner is reaching the end of its life. You will need to replace the toner cartridge soon.
"TRANSMIT ERROR"	<ul style="list-style-type: none"> • A transmission error occurred. Try again.

For G models:

Display	Cause & Solution
"MEM. NEAR FULL"	<ul style="list-style-type: none"> • The memory is nearly full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 25) or clear the jammed paper (page 117).
"RECEIVE ERROR"	<ul style="list-style-type: none"> • A reception error occurred.

11.3 Interface messages

Display	Cause & Solution
"CONNECT ERROR"	<ul style="list-style-type: none"> • IP address of the server or network configuration is incorrect. Consult your network administrator. • The server is down. Consult your network administrator.
"DATA ERROR"	<ul style="list-style-type: none"> • The cable between the unit and the computer is not connected correctly. Check the connections (page 19, 23). • IP address of the server or network configuration is incorrect. Consult your network administrator. • Your computer may not have enough memory. Change to a lower resolution for scanning and try again. • The email server configuration requires authentication. Check the configuration of the email server. • SMB folder is read only. Consult your network administrator.
"LOGIN ERROR"	<ul style="list-style-type: none"> • Login name or password of the server is incorrect or you do not have permission to login to the server. Consult your network administrator.
"NAME ERROR"	<ul style="list-style-type: none"> • The server name is incorrect. Consult your network administrator. • The server is down. Consult your network administrator to activate the server.

11. Help

Display	Cause & Solution
"OFFLINE"	<ul style="list-style-type: none">● The cable between the unit and the computer is not connected correctly. Check the connections (page 19, 23).● Check that the computer is turned ON.
"PATH ERROR"	<ul style="list-style-type: none">● The path of FTP server or SMB folder is incorrect. Consult your network administrator.
"PC ACCESS ERROR"	<ul style="list-style-type: none">● Check that the computer is turned ON.● The Multi-Function Station's scan application is not running correctly on the computer. Restart your computer and try again.● If your computer is busy, close other applications.● Your firewall software is blocking the LAN connection. Disable the firewall software or change the firewall settings to allow the unit access to your computer.
"PC FAIL OR BUSY"	<ul style="list-style-type: none">● The cable between the unit and the computer is not connected correctly. Check the connections (page 19, 23).● The computer has some kind of problem. (Example: Make sure that the computer is turned on.)● The Multi-Function Station's scan application is not running correctly on the computer. Restart your computer and try again.


11.4 When a function does not work

11.4.1 General

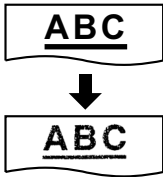
Problem	Cause & Solution
The unit does not work.	<ul style="list-style-type: none">● Check the connections (page 19, 23).
The recording paper exit fills up quickly or the recording paper does not stack properly in the recording paper exit.	<ul style="list-style-type: none">● High humidity may cause the recording paper to curl. Try turning the paper over and re-inserting it. If paper curl is excessive, please remove it from the recording paper exit. If you still have this problem, please try with freshly unpacked paper.
I cannot adjust the volume, display items stored in the address book.	<ul style="list-style-type: none">● The unit is set to scan mode or copy mode. Set the unit to fax mode. If you still have this problem, contact our service personnel.
A printing error is displayed while using the following. <ul style="list-style-type: none">– PC FAX (☎)– Remote Control– Wireless LAN setting tool (☎)	<ul style="list-style-type: none">● The printer driver is used for PC FAX, Remote Control and wireless LAN setting tool. Transmission errors will be displayed as printing errors.
Multi-Function Station does not work properly.	<ul style="list-style-type: none">● If the USB cable is connected to a USB hub, connect the cable directly to the USB interface connector on your computer.● Make sure you have installed the latest Service Pack available for the version of Windows installed on your computer. See the Microsoft web site for details.● Check that your computer has enough memory and hard disk space. If your computer warns that there is insufficient memory, close other applications. If there is not enough space on the hard disk, delete unnecessary files.● Uninstall Multi-Function Station once, and re-install it.

Problem	Cause & Solution
I cannot install or uninstall Multi-Function Station.	<ul style="list-style-type: none"> Some of the files needed to install or uninstall Multi-Function Station may be corrupted. Use the MfsCleaner utility (found on the supplied CD-ROM) to solve the problem. <ol style="list-style-type: none"> Insert the supplied CD-ROM into your CD-ROM drive. <ul style="list-style-type: none"> The setup program will start automatically. [Tools] → [Cleanup Tool] Click [Clean], and then click [Yes] to restart the computer. <p>Note:</p> <ul style="list-style-type: none"> To install Multi-Function Station again, see page 22.
I cannot view the operating instructions using Multi-Function Station.	<ul style="list-style-type: none"> Install the operating instructions on your computer beforehand (page 24).
I cannot find the unit in the [Target Device] or [Device Select] dialogue box when operating the following functions. <ul style="list-style-type: none"> Scanning Remote Control PC FAX (📠) Device Monitor 	<ul style="list-style-type: none"> The printer driver has not been installed. Install it on your computer (page 22).
I forgot the password for feature programming via remote operation.	<ul style="list-style-type: none"> You may have changed the feature programming password. If you do not remember it, assign a new programming password using feature #155. When required to enter the current password, enter “0101” instead.
I forgot the current administrator code for mode restriction settings (feature #151).	<ul style="list-style-type: none"> You may have changed the administrator code. If you do not remember it, assign a new password using feature #151. When required to enter the current password, enter “0101” instead.
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"> fax activation code: feature #434 auto disconnection: feature #435
Email related functions do not work properly (LAN supported models only). (📧)	<ul style="list-style-type: none"> For environments where SSL/TLS encryption is required to send email, activate SSL in the email server settings.

11.4.2 Printing problems

Problem	Cause & Solution
Recording paper is wrinkled or folded when printed. 	<ul style="list-style-type: none"> Make sure that the recording paper is loaded properly (page 25). Try turning the recording paper over or rotating it 180 degrees.

11. Help

Problem	Cause & Solution
<p>The printing quality is poor (e.g. has smudges, blurred points or lines).</p>  <p>The diagram consists of two rectangular boxes, one above the other. The top box contains the letters 'ABC' in a bold, serif font, but they are significantly blurred and have a soft, greyish halo around them. A thick black arrow points downwards from the top box to the bottom box. The bottom box also contains the letters 'ABC' in the same bold, serif font, but they are much sharper and clearer, with distinct black outlines and no halo.</p>	<ul style="list-style-type: none"> ● Some paper has instructions recommending which side to print on. Try turning the recording paper over. ● You may have used paper with a cotton and/or fibre content that is over 20 %, such as letterhead or resume paper. ● The recording paper is too damp. Use new paper.
<p>I changed the recording paper, but the printing quality is still poor.</p>	<ul style="list-style-type: none"> ● The glass or rollers are dirty with correction fluid, etc. Clean them (page 122, 123). Please do not insert a document before correction fluid has dried completely. ● The toner save mode of feature #482 is ON. ● The remaining toner is low. Replace the toner cartridge. ● To check the drum cartridge life and quality, please print the printer test list (page 95). If printing quality is still poor, replace the toner cartridge and drum cartridge.
<p>A blank sheet is ejected.</p>	<ul style="list-style-type: none"> ● You placed the document facing the wrong way when using the copier. ● The other party placed the document in their fax machine the wrong way. Check with the other party (fax supported models only). (☞)
<p>Coloured and grey objects are printed in black instead of greyscale when printing from Microsoft PowerPoint® or other applications.</p>	<ul style="list-style-type: none"> ● Select [Color] or remove the check next to [Grayscale] in the print dialogue so that coloured or grey objects will be printed in greyscale properly.
<p>When using the unit as a printer, the printing result is distorted.</p>	<ul style="list-style-type: none"> ● When your unit is connected to the computer by USB, if you cancel printing using your computer, then immediately re-start printing, the printing result may be distorted. To avoid this, you must wait for 60 seconds before re-printing.
<p>The toner is not fixed on the recording paper ejected from the rear side.</p>	<ul style="list-style-type: none"> ● The green levers inside the rear cover are in the released position. Push up the green levers to their original positions. Also, be sure to close the rear cover after printing.
<p>I forgot the password for the Secure Print feature.</p>	<ul style="list-style-type: none"> ● You may have changed the password. If you do not remember it, run the Secure Print application, then delete all print jobs. Click the [Setup] button, then enter the new password into the [Setup] dialogue.
<p>I cannot find my computer or print job in the display of the unit when using the Secure Print feature.</p>	<ul style="list-style-type: none"> ● Printing from your application is not finished. Please confirm that the print job exists in the list of the Secure Print application. ● Make sure your computer is not powered off, in sleep mode, or logged off.


11.4.3 Scanner

Problem	Cause & Solution
I cannot scan.	<ul style="list-style-type: none"> ● When scanning at a high resolution, a large amount of available memory is required. If your computer warns that there is insufficient memory, close other applications and try again. ● Select a lower resolution and try again. ● Reduce the scanning area and try again. <ol style="list-style-type: none"> 1. To preview the scanned image, click [Preview]. 2. You can drag the frame to specify the scanning area. 3. Click [Scan] to start scanning. ● The unit is in use. Try again later. ● There is not enough space on the hard disk. Delete unnecessary files and try again. ● Check the connection between the computer and the unit (page 19, 23). ● Restart the computer, and try again. ● You attempted to scan a document longer than the paper size which you set. Change the setting or divide the document into the appropriate paper size, and try again.
The document is not fed into the unit when using the unit as a scanner (automatic document feeder only). (🖨️)	<ul style="list-style-type: none"> ● Remove the document in the automatic document feeder and re-insert it.
Even after clicking [Cancel], scanning continues.	<ul style="list-style-type: none"> ● Please wait. It may take a while for the cancel request to be accepted.
The name of the desired computer is not displayed on the unit when scanning documents from the unit (LAN supported models only). (🖨️)	<ul style="list-style-type: none"> ● The printer driver has not been installed. Install it on your computer (page 22). ● The PC name list up feature has been set to [Off]. Set [PC name list up on device] to [On] (page 36). ● The maximum number of computers on the LAN is connected to the unit (up to 30 computers). Set [PC name list up on device] to [Off] on the other computers (page 36).
Stripes (fringes) occur on the result of scanning (copying).	<ul style="list-style-type: none"> ● Interference fringes (moire) may occur depending on the relationship between the type of the original document and scanning (copying) resolution. Particularly, it may occur when scanning printed materials (magazines, brochures, etc.). This is a normal symptom for scanners. However, changing the resolution may improve it.

11.4.4 Copier

Problem	Cause & Solution
The unit will not make a copy.	<ul style="list-style-type: none"> You cannot make a copy during programming. Make the copy after programming. The document was not set properly (page 32). Recording paper is not loaded or the unit has run out of paper. Load paper (page 25).
Letters on the copied documents are not clear.	<ul style="list-style-type: none"> The original document is too dark or too light. Change the contrast (page 63) and try again.
The copied documents are too dark and cannot be read.	<ul style="list-style-type: none"> You used a coloured paper as a document. Change the contrast (page 63) and make a lighter copy of the document, using “TEXT” resolution (page 63).



11.4.5 Fax

Problem	Cause & Solution
I cannot send documents.	<ul style="list-style-type: none"> The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 19). 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 74). Set the maximum fax speed to “14 . 4kbps” (feature #418).
I cannot send a fax overseas.	<ul style="list-style-type: none"> Use the overseas transmission mode (feature #411). Add two pauses at the end of the telephone number or dial manually.
The other party complains that letters on their received document are distorted.	<ul style="list-style-type: none"> If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services. Another telephone on the same line is off the hook. Hang up the extension telephone and try again.
The other party complains about the quality of their received documents.	<ul style="list-style-type: none"> Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine. If the copied image is not clear, too dark, or black and white lines or smudges appear, refer to “11.4.2 Printing problems”, page 107. The original document is too dark or too light. Change the contrast (page 74) and try again.
The other party complains that received documents are too dark and cannot be read.	<ul style="list-style-type: none"> You used a coloured paper as a document. Change the contrast (page 63) and make a lighter copy of the document, using “TEXT” resolution (page 63), and try again.
I cannot receive documents.	<ul style="list-style-type: none"> The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 19). The PC fax setting (feature #442) is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 82). The fax preview mode (feature #448) is activated and the received fax documents are automatically stored in memory. View the received documents using the web browser on the computer connected via the LAN (page 84). Set the maximum fax speed to “14 . 4kbps” (feature #418). Recording paper is installed in the manual tray. Remove the recording paper from the manual tray. 

Problem	Cause & Solution
I cannot receive the whole document (LAN supported models only). (☎)	<ul style="list-style-type: none"> ● The fax to email address (feature #452) is activated. In this case, only faxes within the fax memory capacity (page 126) can be received. Deactivate the feature, then ask the other party to resend the document.
I cannot receive documents automatically.	<ul style="list-style-type: none"> ● The receiving mode is set to TEL mode. Set to FAX ONLY mode (page 76) or TEL/FAX mode (☎) (page 77). ● The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #210).
The display shows “CONNECTING”, but faxes are not received.	<ul style="list-style-type: none"> ● The incoming call is not a fax. Change the receiving mode to TEL mode (page 76) or TEL/FAX mode (☎) (page 77).
The printing quality of the received documents is poor.	<ul style="list-style-type: none"> ● If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. ● If documents cannot be copied properly, refer to “11.4.2 Printing problems”, page 107.
The other party complains that they cannot send a document.	<ul style="list-style-type: none"> ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Load paper (page 25) or remove the jammed paper (page 117). ● If the PC fax setting (feature #442) is set to “ALWAYS”, check the connection between the computer and the unit. ● If the fax preview mode (feature #448) is set to “ON”, use the web browser on the computer connected via the LAN to view, print or save the documents, and then erase unnecessary documents (page 84). ● The unit is not in FAX ONLY mode. Press [☎/☎/FAX AUTO ANSWER] repeatedly to turn ON the [☎/☎/FAX AUTO ANSWER] light.
I cannot select the desired receiving mode.	<ul style="list-style-type: none"> ● If you want to set FAX ONLY mode: <ul style="list-style-type: none"> – press [☎/☎/FAX AUTO ANSWER] repeatedly to turn ON the [☎/☎/FAX AUTO ANSWER] light. ● If you want to set TEL/FAX mode (☎): <ol style="list-style-type: none"> 1. Select TEL/FAX mode using feature #404. 2. Press [☎/☎/FAX AUTO ANSWER] repeatedly to turn OFF the [☎/☎/FAX AUTO ANSWER] light. ● If you want to set TEL mode: <ol style="list-style-type: none"> 1. Select TEL mode using feature #404. (This step is only for models that support TEL/FAX mode. (☎)) 2. Press [☎/☎/FAX AUTO ANSWER] repeatedly to turn OFF the [☎/☎/FAX AUTO ANSWER] light.
When an extension telephone is connected, I cannot receive documents by pressing [*][#][9].	<ul style="list-style-type: none"> ● You must set remote fax activation to ON (feature #434) beforehand. ● Press [*][#][9] firmly. ● You may have changed the remote fax activation code from [*][#][9] (default setting). Verify the remote fax activation code (feature #434).

Problem	Cause & Solution
I cannot hear a dial tone.	<ul style="list-style-type: none"> ● The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 19). ● If you use a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler. ● Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. ● The power cord or telephone line cord is not connected. Check the connections (page 19). ● If you connected the unit through a computer modem, connect the unit directly to a telephone line jack.
I cannot make calls.	<ul style="list-style-type: none"> ● The dialling mode setting may be wrong. Change the setting (feature #120).
The unit does not ring.	<ul style="list-style-type: none"> ● The ringer volume is turned OFF. Adjust it (page 16).
The other party complains they only hear a fax tone and cannot talk.	<ul style="list-style-type: none"> ● FAX ONLY mode is set (page 76). Tell the other party the number is only used for faxes. ● Change the receiving mode to TEL mode (page 76) or TEL/FAX mode (☎) (page 77).
The [●/REDIAL] or [Ⓢ] button does not function properly.	<ul style="list-style-type: none"> ● If this button is pressed during dialling, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialled will be redialled.
I cannot receive a fax document on the computer.	<ul style="list-style-type: none"> ● Make sure the following features are set beforehand. <ul style="list-style-type: none"> – PC fax reception (feature #442) – Computer setting for the PC fax reception (feature #443)
I cannot display a received fax document on the web browser (LAN supported models only). (☎)	<ul style="list-style-type: none"> ● Make sure the following features are set beforehand. <ul style="list-style-type: none"> – Web fax preview mode (feature #448) – Web fax preview access code (feature #450) ● You cannot display a received fax document on the web browser during printing, copying or scanning. Try again after printing, copying or scanning.
I cannot erase a received fax document on the web browser (LAN supported models only). (☎)	<ul style="list-style-type: none"> ● View, print or save a received fax document before erasing (page 84).

11.4.6 Network (LAN supported models only)

Problem	Cause & Solution												
<p>I cannot operate the following functions.</p> <ul style="list-style-type: none"> – PC printing – Scanning – Remote Control – PC FAX  – Device Monitor – Secure Print 	<ul style="list-style-type: none"> ● Confirm the LED via the LAN port of the main board. If the LED is glowing or blinking, network access is working correctly. If the LED is not glowing or blinking, confirm the LAN cable (Category 5 (Cat-5) Ethernet cable) is connected to the LAN port of the main board correctly. ● If the LED is blinking and you cannot perform the desired operation, the IP address of the unit may have changed. To detect the IP address, click [IP Change] in the connection error message dialogue. <ul style="list-style-type: none"> ● The IP address for the unit will be detected. <p>Note:</p> <ul style="list-style-type: none"> ● If the IP address cannot be detected, enter it manually (feature #501). The IP address of the computer and the unit must be in the same local IP address class as shown below. Set the IP address in the range of the number specified in the class corresponding to your local network scale. <table border="1" data-bbox="532 720 1267 962"> <thead> <tr> <th>Class</th> <th>Subnet mask</th> <th>IP address</th> </tr> </thead> <tbody> <tr> <td>Class A</td> <td>255.0.0.0</td> <td>10.0.0.1 - 10.255.255.254</td> </tr> <tr> <td>Class B</td> <td>255.255.0.0</td> <td>172.xx.0.1 - 172.xx.255.254*¹</td> </tr> <tr> <td>Class C</td> <td>255.255.255.0</td> <td>192.168.xx.1 - 192.168.xx.254*²</td> </tr> </tbody> </table> <p>*1 “xx” should be the same value for the unit and for the computer, as shown in the following example. Example: 172.16.0.1 - 172.16.255.254 (The available range of “xx” is 16 - 31)</p> <p>*2 “xx” should be the same value for the unit and for the computer, as shown in the following example. Example: 192.168.0.1 - 192.168.0.254 (The available range of “xx” is 0 - 255)</p> <ul style="list-style-type: none"> ● Your firewall software is blocking the connection. Disable the firewall software or change the firewall settings to make the Multi-Function Station work properly. ● If feature #580 has been set to “OFF”, change the setting to “WIRED” or “WIRELESS”. If feature #580 has been set to “WIRELESS”, refer to “11.4.7 Wireless LAN ” on page 114. ● Make sure the network is configured correctly. Consult your network administrator. 	Class	Subnet mask	IP address	Class A	255.0.0.0	10.0.0.1 - 10.255.255.254	Class B	255.255.0.0	172.xx.0.1 - 172.xx.255.254* ¹	Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254* ²
Class	Subnet mask	IP address											
Class A	255.0.0.0	10.0.0.1 - 10.255.255.254											
Class B	255.255.0.0	172.xx.0.1 - 172.xx.255.254* ¹											
Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254* ²											
<p>The unit does not appear in the [Select a Network Device] dialogue box when installing Multi-Function Station.</p>	<ul style="list-style-type: none"> ● Your firewall software is blocking the connection and the setup program may not list any units. Consult your network administrator and temporarily disable the firewall software. ● The unit is connected to another network segment and the setup program may not list any units. Make sure the network is configured correctly. Consult your network administrator. 												

Problem	Cause & Solution
<p>The [Windows Security Alert] dialogue box appears and asks if I want to block [PCCMFLPD] and I cannot operate the following functions after installing the Microsoft Windows XP Service Pack 2 or later.</p> <ul style="list-style-type: none"> – PC printing – Scanning – Remote Control – PC FAX (☎) – Device Monitor – Secure Print 	<ul style="list-style-type: none"> ● Click [Keep Blocking] and run the Windows Firewall Setting Tool to allow the data transmission for Multi-Function Station (page 115).

11.4.7 Wireless LAN

Problem	Cause & Solution
<p>The network name (SSID) of the wireless access point cannot be detected.</p>	<ul style="list-style-type: none"> ● The wireless access point is configured to not show the network name (SSID). Enter the network name (SSID) manually (feature #585). ● Place the unit and your wireless access point close together, and then try to configure again. ● If appliances that generate magnetic waves (microwave ovens, digital cordless telephones, etc.) or other wireless LAN devices are located near by: <ul style="list-style-type: none"> – Keep the above devices away from the unit and your wireless access point. – Temporarily turn the power of the above devices off.
<p>I cannot find the network name (SSID) and/or network key.</p>	<ul style="list-style-type: none"> ● Confirm the setting information of your wireless access point. For details about the procedure, refer to the documentation for your wireless access point.
<p>The unit cannot be connected to the wireless access point.</p>	<ul style="list-style-type: none"> ● Place the unit and your wireless access point close together, and then try to configure again. ● If appliances that generate magnetic waves (microwave ovens, digital cordless telephones, etc.) or other wireless LAN devices are located near by: <ul style="list-style-type: none"> – Keep the above devices away from the unit and your wireless access point. ● The settings for your wireless access point are wrong. Confirm the setting information of your wireless access point, and then try configuring again. For details about the procedure, refer to the documentation for your wireless access point. ● Your wireless access point is configured to limit access from certain devices. Confirm the settings of your wireless access point.
<p>Wireless communication is slow and/or unstable.</p>	<ul style="list-style-type: none"> ● If there are obstacles between the unit and your wireless access point, move the unit as close as possible to your wireless access point. ● If appliances that generate magnetic waves (TVs, microwave ovens, digital cordless telephones, etc.) are located nearby, keep the unit and your wireless access point away from the above devices.

11.4.8 Using an answering machine

Problem	Cause & Solution
I cannot receive documents automatically.	<ul style="list-style-type: none"> Your greeting message on the answering machine is too long. Shorten the message. Record a message less than 10 seconds long. The answering machine rings too many times. Set to 1 or 2 rings.
I cannot receive voice messages.	<ul style="list-style-type: none"> Check if the answering machine is turned ON and connected to the unit properly (page 78). Set the number of rings on the answering machine to 1 or 2.
I pressed the remote access code to access the answering machine remotely, but the line was disconnected.	<ul style="list-style-type: none"> The code may include “#” which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include “#”.

11.4.9 If a power failure occurs

- The unit will not function.
- Any documents currently in the memory (i.e. during copying, PC printing) will be lost.

Fax supported models only (☎):

- 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.
- Documents during fax transmission or fax reception will be lost.
- When power is restored, a power down report will be printed out stating which fax items in the memory have been erased.

11.4.10 Firewall setting tool for Microsoft Windows users (LAN supported models only) (📄)

After installing Microsoft Windows XP Service Pack 2 or later/Windows Vista/Windows 7, you will not be able to use the following functions because the Windows Firewall feature will be activated and block the connection.

- Device Monitor
- LPD Manager (Network communication tool)

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

- Insert the CD-ROM that is supplied with the unit into your CD-ROM drive.
 - If the **[Select Language]** dialogue box appears, select the desired language that you want to use with this software. Click **[OK]**.
- [Tools]** → **[Windows Firewall Setting]**
- [Add to the exceptions list]** → **[OK]** → **[OK]**

To confirm the security settings (For Windows XP users)

- [Control Panel]** → **[Security Center]**
- [Windows Firewall]**
- Click the **[Exceptions]** tab.
- Confirm that **[Panasonic Trap Monitor Service]** and **[Panasonic LPD]** are displayed and checked on the **[Programs and Services]** list.

To confirm the security settings (For Windows Vista users)

- [Control Panel]** → **[Security Center]**
- [Windows Firewall]**
- [Change settings]**
- [Continue]**
- Click the **[Exceptions]** tab.
- Confirm that **[Panasonic Trap Monitor Service]**, **[Panasonic LPD Manager]** and **[Panasonic LPD]** are displayed and checked on the **[Program or port]** list.

11. Help

To confirm the security settings (For Windows 7/Windows 8 users)

1. [Control Panel] → [System and Security] → [Windows Firewall] → [Advanced settings]
2. [Inbound Rules]
3. Confirm that [Panasonic Trap Monitor Service], [Panasonic LPD Manager] and [Panasonic LPD] are displayed and checked on the [Inbound Rules] list.

11.4.11 Notice for KX-MB200/KX-MB700/KX-FLB880 series users

If you have already installed KX-MB200/KX-MB700/KX-FLB880 series Multi-Function Station on your computer, use the following instructions to modify or add the printer driver, which changes after installing this series' Multi-Function Station.

You can modify or add a printer driver, as follows:

- 1 Start Windows and insert the KX-MB200/KX-MB700/KX-FLB880 series CD-ROM into your CD-ROM drive.
 - If the [Select Language] dialogue box appears, select the desired language that you want to use with this software. Click [OK].
- 2 [Modify]
- 3 Select [Modify Utilities] or [Add Multi-Function Station Driver]. Then follow the on-screen instructions.

Important:

- For users of versions prior to 1.12, download the latest software as follows, then install it. [Start] → [All Programs] → [Panasonic] → the unit's name → [Support Web Page]. Then follow the on-screen instructions.

12.1 Recording paper jam

12.1.1 When the recording paper has jammed inside of the unit

The display will show the following:

– “PAPER JAMMED”



“OPEN REAR COVER”

“OPEN FRONT COVER”

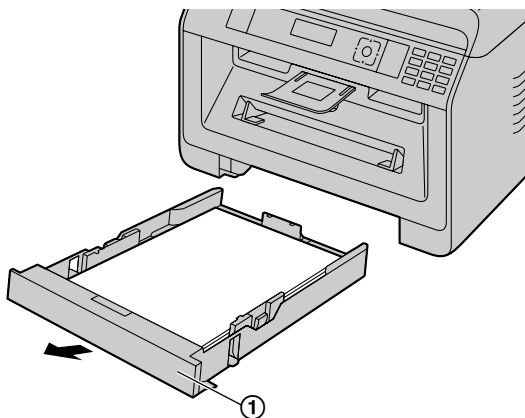
Caution:

- Do not pull out the jammed paper forcibly.



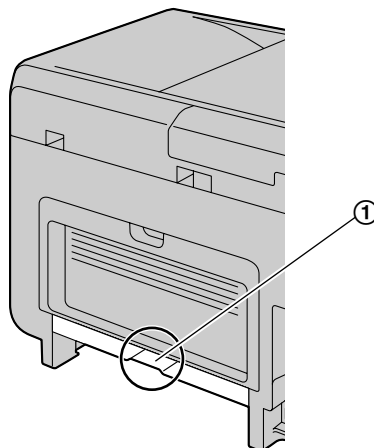
Important:

- Pull the standard input tray (①) until it clicks into place, then pull it completely out, lifting the front part of the tray.

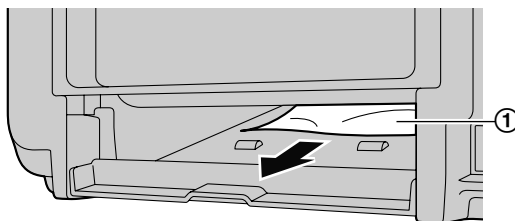


Case 1: When the recording paper has jammed near inside the unit, near the bottom.

1. Push down the indentation (①) and release the bottom cover.



2. Remove the jammed paper (①).

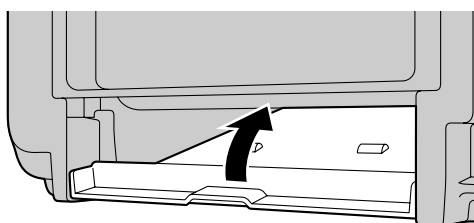


- The jammed paper may be fit to the bottom of the unit.

3. Close the bottom cover until it locks into place.

Important:

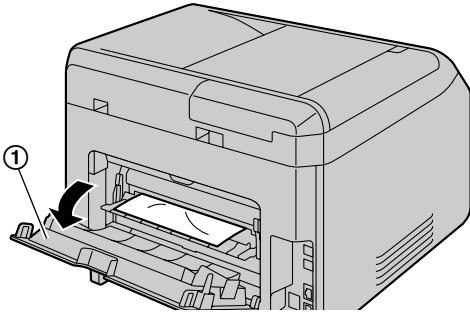
- Make sure that the bottom cover is completely closed.



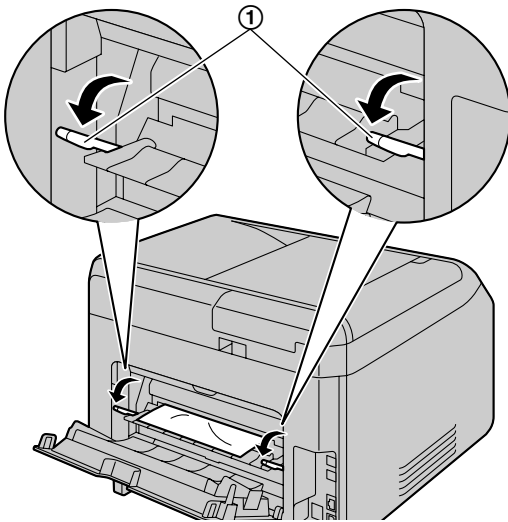
12. Paper Jams

Case 2: When the recording paper has jammed inside the rear cover.

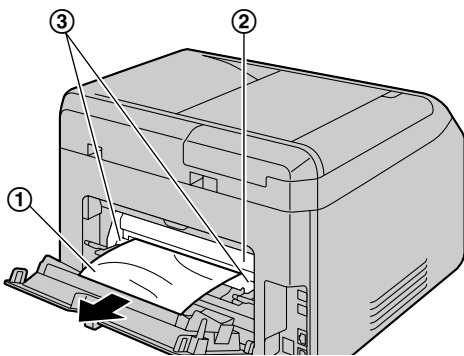
1. Open the rear cover (①).



2. Push down both green levers (①) until they stop.



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

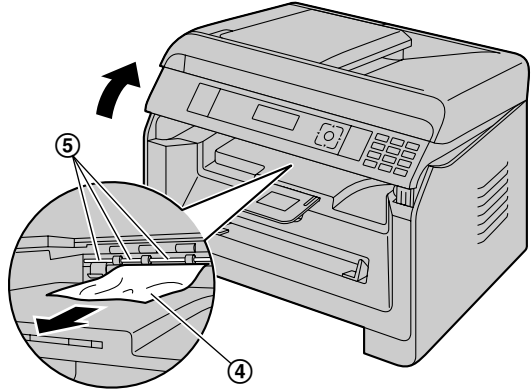


Caution:

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

Note:

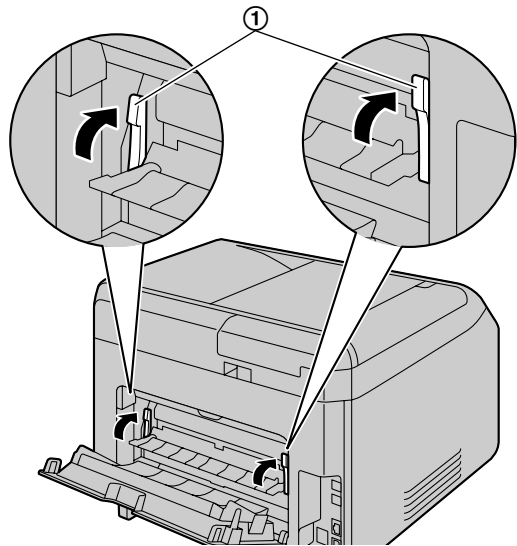
- The area near the rear cover (③) may also get warm.
- If the recording paper cannot be removed from rear side, expand the paper exit, and then remove the jammed paper (④). After removing it, replace the paper exit to the original position.



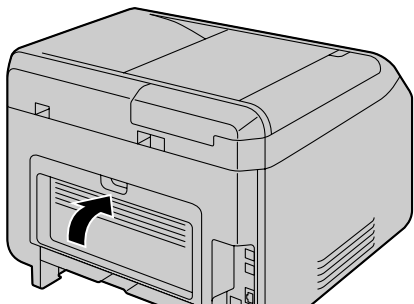
Caution:

- Near the recording paper exit roller shaft (⑤) gets hot. Do not touch it.

4. Push up the green levers (①) to the original position.

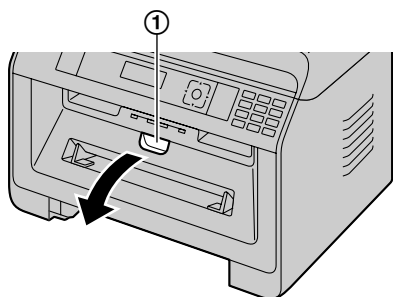


5. Close the rear cover firmly.

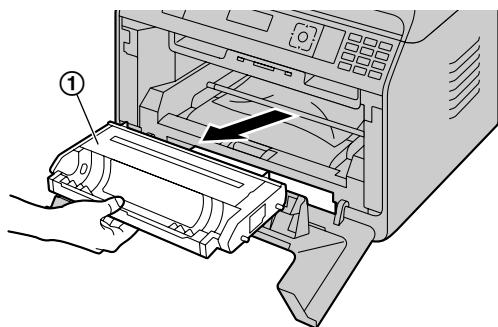


Case 3: When the recording paper has jammed inside the front cover.

1. Open the front cover by holding the indentation (①).

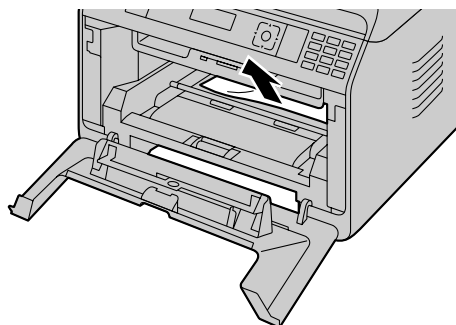
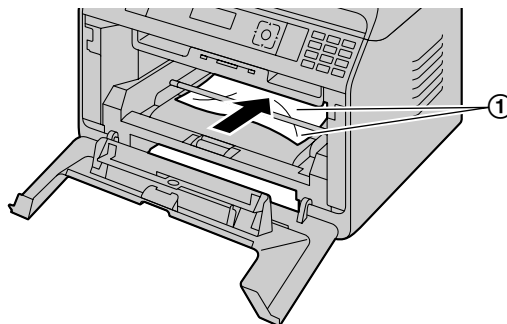


2. Remove the drum cartridge (①).

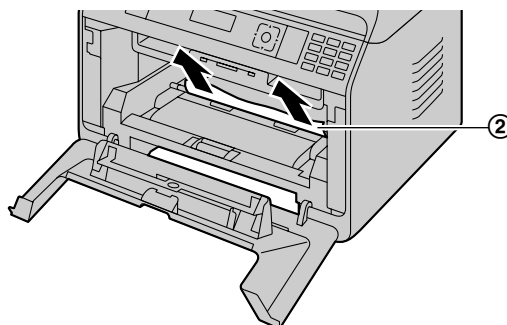


3. Open the rear cover and push down the green levers.
 - See step 1 and 2 on "Case 2: When the recording paper has jammed inside the rear cover.", page 118.

4. Remove the jammed paper.
 - If the bottom edge of the recording paper (①) is sticking out, push the recording paper towards the back to release it, and then pull it out.



- If the top edge of the recording paper (②) is sticking out, pull it out by holding the front part of the jammed paper.



- After the jammed paper has been removed, re-insert the drum cartridge into the unit.
5. Close the front cover to clear the error message, then insert the standard input tray.
 6. Push up the green levers and close the rear cover.
 - See step 4 and 5 on "Case 2: When the recording paper has jammed inside the rear cover.", page 118.

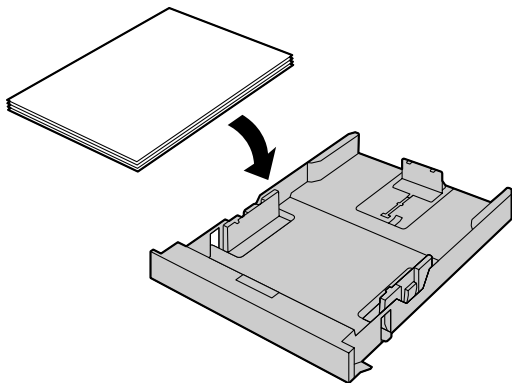
12. Paper Jams

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

The display will show the following:

– “CHECK PAPER #1 PRESS START”

- 1 Pull the standard input tray completely out.
- 2 Re-load the recording paper.



- 3 Insert the standard input tray into the unit.

Note:

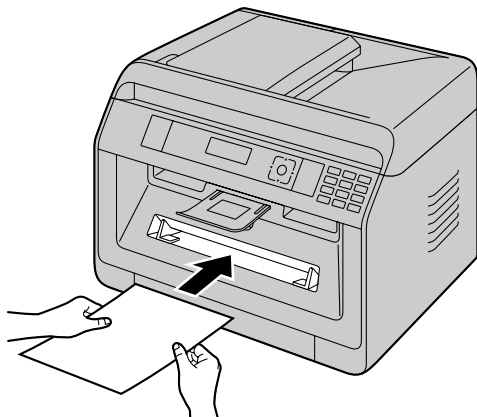
- If the message is still displayed, check the recording paper specifications and load the recording paper again. See page 26 for details.

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

The display will show the following.

– “CHECK PICK UP INPUT TRAY #2”

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



Note:

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

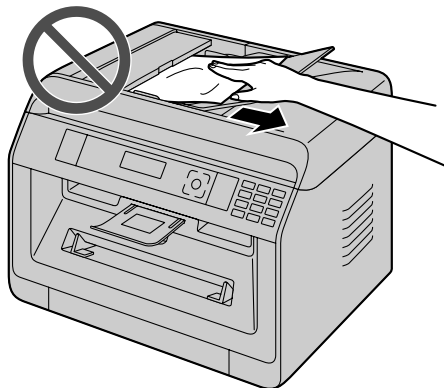
12.2 Document jams (Automatic document feeder)

The display will show the following:

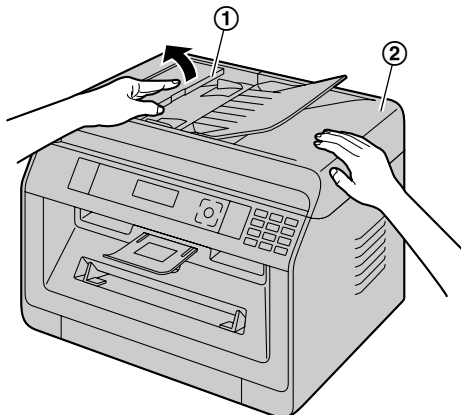
– “REMOVE DOCUMENT”

Caution:

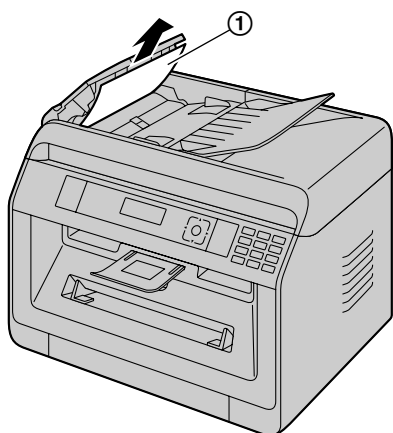
- Do not pull out the jammed document forcibly before lifting the ADF cover.



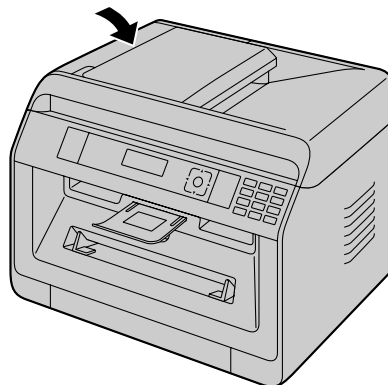
- 1 Open the ADF cover (①) while holding down the document cover (②).



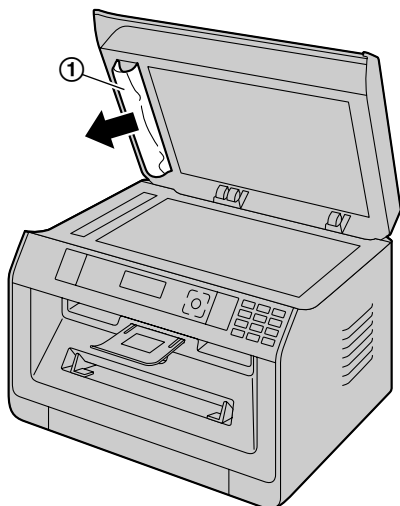
- 2 Remove the jammed document (①) carefully.
When the document has jammed near the document entrance:



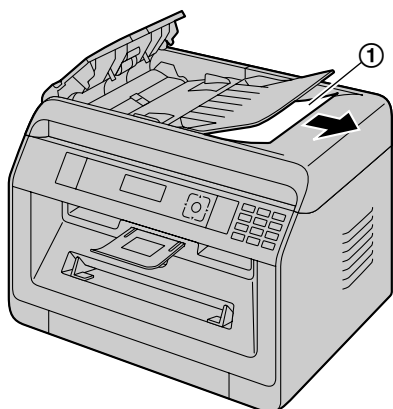
- 3 Close the ADF cover.



- If you cannot remove the jammed document (①), open the document cover, remove the document, then close the document cover.



When the document has jammed near the document exit:



- Press [STOP] to clear the message.

13. Cleaning

13.1 Cleaning the white plates and glass

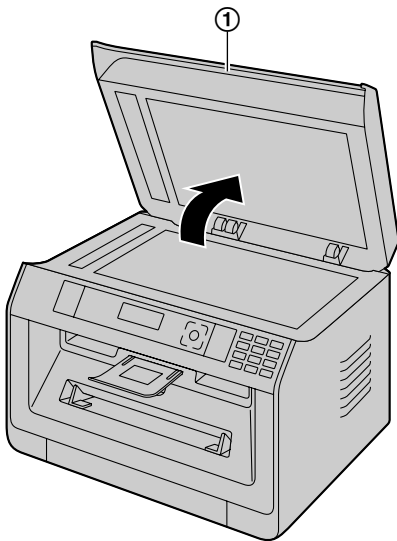
Clean the white plates and glass when a black line, a white line or a dirty pattern appears on:

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

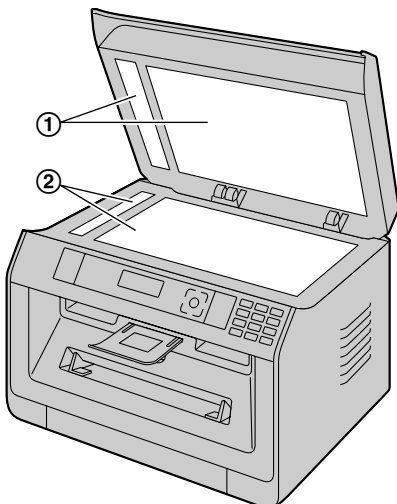
Caution:

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

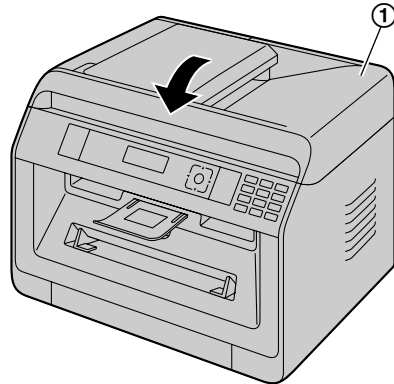
1 Open the document cover (①).



2 Hold the document cover while cleaning the white plates (①) and the scanner glass (②).



3 Close the document cover (①).



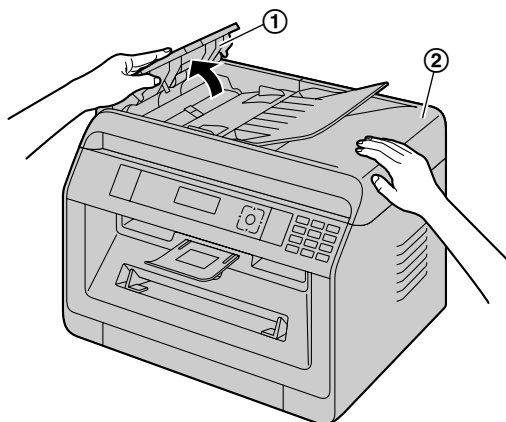
13.2 Cleaning the document feeder rollers

Clean the rollers when documents frequently misfeed, or when a line or a dirty pattern appears on documents.

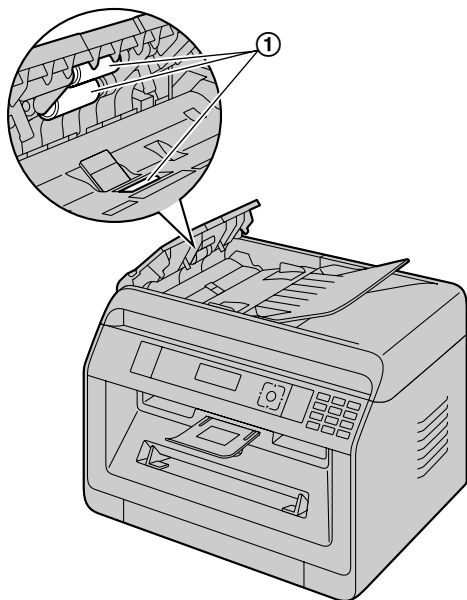
Caution:

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

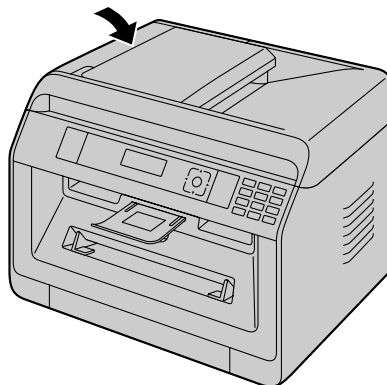
- Turn the power switch OFF.
- Open the ADF cover (①) while holding down the document cover (②).



- Clean the document feeder rollers (①) with a cloth moistened with water, and let all parts dry thoroughly.



- Close the ADF cover.

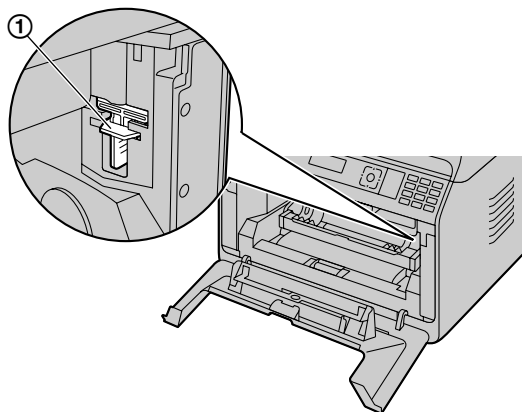


- Turn the power switch ON.

13.3 Cleaning the drum cartridge

Important:

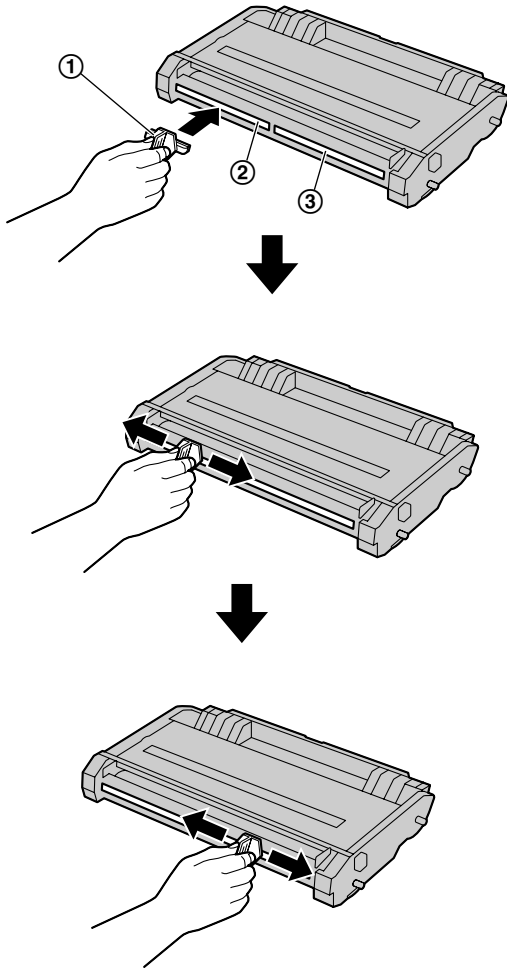
- If the groove of the drum cartridge is dirty, lines or dirty patterns may appear on printed sheets. Be sure to remove any toner remaining on the inside of the drum cartridge to maintain the print quality.
- The cleaner for the drum cartridge is pre-installed in the unit. Open the front cover, and remove the cleaner (①) attached on the right side of the unit.



- Insert the cleaner (①) into the left groove (②) and move it from side to side at least 3 times to clean the

13. Cleaning

inside of the drum cartridge. Repeat this for the right groove (③).



Note:

- Be sure to clean all the way to the edge of each groove.
- After cleaning, replace the cleaner to the original place.

14.1 Specifications

Item		Specifications
Printer type		Laser Printer
Memory capacity (for operation and storing memory)		KX-MB2110/KX-MB2120/KX-MB2128/KX-MB2130/ KX-MB2138/KX-MB2168/KX-MB2170/KX-MB2178: 64 MB KX-MB2117/KX-MB2137/KX-MB2177: 128 MB
Power supply		AG/CX/HK/ML/RU/SX models: 220-240 V AC, 50/60 Hz EU/G/HX/JT models: 220-240 V AC, 50 Hz LA models: 120-127 V AC, 60 Hz TW models: 110 V AC, 60 Hz
Power consumption	Sleep* ¹	KX-MB2110/KX-MB2117: Less than 3.3 W ² Less than 3.5 W ³ KX-MB2120/KX-MB2128: Less than 3.3 W KX-MB2130/KX-MB2137/KX-MB2138: Less than 3.3 W ² Less than 3.5 W ³ KX-MB2168/KX-MB2170/KX-MB2177/KX-MB2178: Less than 3.3 W ² Less than 3.5 W ³ Less than 4.2 W ⁴
	Ready	Approx. 65 W
	Copy	Approx. 500 W
	Maximum	Approx. 1,000 W (When the fuser lamp turns on)
Dimensions (Width × Depth × Height)		Approx. 410 mm × 400 mm × 320 mm (Width is 447 mm when the handset unit is installed.)* ⁵
Mass (Weight)		Approx. 12 kg
Operating environment		10 °C - 32.5 °C, 20 % - 70 % RH (Relative Humidity)
Maximum monthly duty cycle		12,000 printed pages* ⁶
Scanner type		Colour Contact Image Sensor (CIS)
Document size	Scanner glass	Width: Max. 216 mm Length: Max. 297 mm
	Automatic document feeder (ADF)	Width: Max. 216 mm/Min. 128 mm Length: Max. 600 mm/Min. 128 mm
Effective scanning width		208 mm
Effective printing width		Letter/Legal: 208 mm A4: 202 mm
Scanning resolution		Up to 600 × 1,200 dpi (Optical) Up to 19,200 × 19,200 dpi (Interpolated)

14. General Information

Item		Specifications
CIS's LED light properties	LED radiation output	Max. 1 mW
	Wavelength	Red: 624 nm typical Green: 525 nm typical Blue: 470 nm typical
	Emission duration	Continuous
Scan to email address memory capacity*7		5 MB in total (including the header and email message) or 100 pages, whichever limit is reached first.
Scan to FTP server memory capacity*7		10 MB in total or 100 pages, whichever limit is reached first.
Scan to SMB folder memory capacity*7		10 MB in total or 100 pages, whichever limit is reached first.
Applicable lines*8		Public Switched Telephone Network
Modem speed*8		33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback
Fax resolution*8	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
Transmission time*8*9		Approx. 4 s/page (ECM-MMR Memory transmission)*10
Data compression system*8		Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)
Fax memory capacity*8		3.0 MB in total Approx. 80 pages of memory reception Approx. 150 pages of memory transmission (Based on the ITU-T No. 1 Test Chart in standard resolution.)
Printing resolution		KX-MB2110/KX-MB2120/KX-MB2128/KX-MB2130/ KX-MB2138/KX-MB2168/KX-MB2170/KX-MB2178: 600 × 600 dpi KX-MB2117/KX-MB2137/KX-MB2177: 2,400 × 600 dpi
Print speed (pages per minute) (Approx.)	Simplex	A4: 26 ppm Letter: 27 ppm
	Duplex	A4: 24 ppm Letter: 25 ppm
Laser diode properties	Laser output	Max. 10 mW
	Wavelength	760 nm - 800 nm
	Emission duration	Continuous
Computer interface		USB*11*12
		LAN (10 Base-T/100 Base-TX)*7*11
		Wireless LAN (IEEE802.11b/g/n)*13
Copy resolution		Up to 600 × 600 dpi
Copy speed*14		A4: Up to 26 cpm (copies per minute) Letter: Up to 27 cpm (copies per minute)

Item		Specifications
Wireless LAN*13	Antenna	1 × 1 (Diversity)
	Transmission method	SISO (Single Input/Single Output) - OFDM, OFDM, DSSS
	Communication standard	IEEE802.11n/b/g
	Frequency range (centre frequency)/ Channel	2.412 GHz - 2.472 GHz (1 - 13ch)
	Data transfer rate*15	IEEE802.11n: 6.5 - 72.2 Mbps IEEE802.11g: 6 - 54 Mbps IEEE802.11b: 1 - 11 Mbps
	Access method	Infrastructure mode/ad hoc mode
	Security*16	WPA/WPA2-PSK (TKIP/AES) Open System (WEP64/WEP128)
	WPS	PBC method (push button method), PIN method (PIN code method)

*1 Based on IEC 62301 standard.

*2 Only when connected via USB interface and LAN mode (feature #580) is OFF.

*3 Only when connected to a wired LAN.

*4 Only when connected to a wireless LAN.

*5 Only for models that include a handset unit. See page 10 if your unit has a handset.

*6 KX-MB2117/KX-MB2137/KX-MB2177: 30,000 printed pages

*7 Only for models that support LAN connection. (☞)

*8 Only for models that support the fax feature. (☞)

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

*10 Transmission speed is based on the ITU-T No. 1 Test Chart with original mode. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.

*11 To assure continued emission limit compliance:

- use only shielded Type-A male/Type-B male USB cable (Example: Hi-Speed USB 2.0 certified cable).
- use only shielded LAN cable (Category 5 (Cat-5) Ethernet cable). (☞)

*12 To protect the unit, use only shielded USB cable in areas where thunderstorms occur.

*13 Only for models that support wireless LAN. (☞)

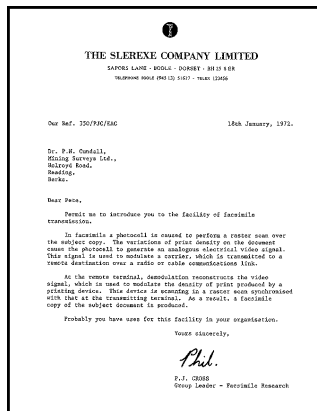
*14 G models only: Up to 12 cpm (copies per minute)

*15 The actual line speed may be different depending on the network environment and the wireless devices connected.

*16 Depending on the wireless router (wireless access point) used, connections may not be possible between the unit and the wireless router. When connecting with 802.11n, select WPA-PSK (AES) or WPA2-PSK (AES) for security.

14. General Information

ITU-T No.1 Test Chart



Recording paper specifications

Item			Specifications
Standard input tray	Paper size	Simplex	A4, Letter, Legal, B5 (ISO/JIS), 16K, 216 × 330, 216 × 340
		Duplex	A4, Letter, Legal, 216 × 330, 216 × 340
	Paper type	Simplex	Plain paper/Thin paper
		Duplex	
	Paper weight	Simplex	60 g/m ² to 105 g/m ²
		Duplex	
Manual tray	Paper size	Simplex	<ul style="list-style-type: none"> A4, Letter, A5, Legal, B5 (ISO/JIS), 16K, 216 × 330, 216 × 340, Custom*¹ Envelope #10/Envelope DL/Envelope YOUKEI #4/Envelope CHOUKEI #3/Envelope CHOUKEI #4
		Duplex	A4, Letter, Legal, 216 × 330, 216 × 340
	Paper type	Simplex	Plain paper/Thin paper/Thick paper/Label/Envelope
		Duplex	Plain paper/Thin paper
	Paper weight	Simplex	60 g/m ² to 220 g/m ²
		Duplex	60 g/m ² to 105 g/m ²

*1 When printing with the computer, custom size recording paper can also be used.

– 210-216 × 279-356 mm

Tray load sheets

Tray type	Paper type	Tray load sheets (Paper feed)* ¹	Tray load sheets (Paper eject)* ²
Standard input tray	Thin paper (60 g/m ² to 75 g/m ²)	250* ³	100* ⁵
	Plain paper (75 g/m ² to 80 g/m ²)	250* ³	100* ⁵
	Plain paper (80 g/m ² to 90 g/m ²)	230* ³	100* ⁵
	Plain paper (90 g/m ² to 105 g/m ²)	200* ³	100* ⁵

Tray type	Paper type	Tray load sheets (Paper feed) ^{*1}	Tray load sheets (Paper eject) ^{*2}
Manual tray	Thin paper (60 g/m ² to 75 g/m ²)	1	100 ^{*5}
	Plain paper (75 g/m ² to 105 g/m ²)	1	100 ^{*5}
	Thick paper (105 g/m ² to 220 g/m ²)	1	1 ^{*4}
	Label	1	1 ^{*4}
	Envelope	1	1 ^{*4}

*1 If you load more than the specified amount of paper, a paper jam may occur and the paper may be damaged.

*2 The number of sheets may vary depending on the usage environment.

*3 Depending on the type of paper, the loaded paper may exceed the upper limit mark. In this case, remove some paper from the tray.

*4 Thick paper and special media will be printed out from the rear side. In this case, remove each paper/media after printing.

*5 The number of sheets that can be held in the paper exit area may vary depending on the specifications of the paper.

14. General Information

Paper size

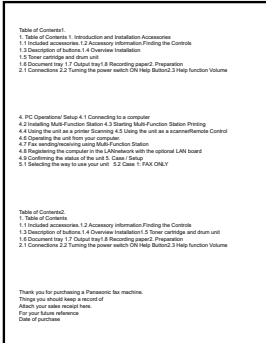
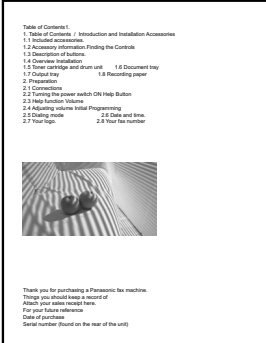
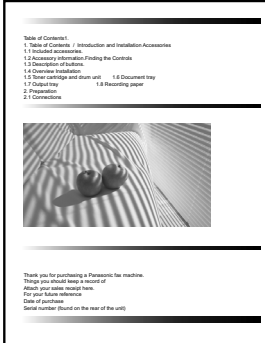
(width × length)

Item		Specifications
Plain paper/Thin paper/Thick paper/Label	A4	210 × 297 mm
	A5	148 × 210 mm
	Letter	216 × 279 mm
	Legal	216 × 356 mm
	B5 (ISO)	176 × 250 mm
	B5 (JIS)	182 × 257 mm
	16K	195 × 270 mm
	216 × 330	216 × 330 mm
	216 × 340	216 × 340 mm
	Custom size	210-216 × 279-356 mm
Envelope	Envelope #10	104.7 × 241.3 mm
	Envelope DL	110 × 220 mm
	Envelope YOUKEI #4	105 × 235 mm
	Envelope CHOUKEI #3	120 × 235 mm
	Envelope CHOUKEI #4	90 × 205 mm

Toner cartridge life

The toner cartridge needs to be replaced regularly. Toner cartridge life depends on the amount of content in a printed document as below. The page counts are on the basis of “ISO/IEC 19752”^{*1} when printing A4/Letter size paper with the default print density setting. The level of toner consumption varies depending on the type of document. Please refer to below example.

*1 “ISO/IEC 19752” is the global standard related to “Method for the determination of toner cartridge yield for monochromatic electrographic printers and multi-function devices that may contain printer components” issued by ISO (International Organization for Standardization).

Example 1	Example 2	Example 3
 <p>Number of approximate prints: 2,000</p>	 <p>Number of approximate prints: 1,000</p>	 <p>Number of approximate prints: 700</p>

Note:

- There are various factors that determine the actual toner cartridge life, such as temperature, humidity, type of paper, how much toner you use, or the number of pages per print job. The actual number of pages your toner cartridge will print may be significantly less than this estimate if your unit is often used for printing a small number of pages per job. Because many of the factors that determine the actual toner cartridge life cannot be controlled, we cannot guarantee a minimum number of pages that will be printed by your toner cartridge.
- The number of pages changes with the depth, thickness and size of the characters.
- The number of pages changes with the printing pages per job, if almost jobs are only 1 page per job, toner cartridge life may be reduced approx. 30 % from above example 1.
- If you turn on the toner save feature, the toner cartridge will last approx. 20 % longer.

Drum life

The drum cartridge needs to be replaced regularly. The maximum drum life is approx. 10,000 A4/Letter size single-sided pages.

Note:

- There are various factors that determine the actual drum cartridge life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job. The actual number of pages your drum cartridge will print may be significantly less than this estimate if your unit is often used for printing small number of pages per job. Because many of the factors that determine the actual drum cartridge life cannot be controlled, we cannot guarantee a minimum number of pages that will be printed by your drum cartridge.
- If machine shows “**DRUM LIFE OVER**” on the display, drum cartridge has almost reached the end of its life. In this case, machine will not stop printing, but we strongly recommend that you replace the drum cartridge to avoid poor print quality.

Waste disposal method

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

14.2 Information of copyrights and licences (LAN supported models only)

- * "This product includes software developed by the OpenSSL Project
* for use in the OpenSSL Toolkit. (<http://www.openssl.org/>)"
 - *
 - * "This product includes software developed by the OpenSSL Project
* for use in the OpenSSL Toolkit (<http://www.openssl.org/>)"
 - *
 - * "This product includes cryptographic software written by
* Eric Young (ey@cryptsoft.com)"
 - * The word 'cryptographic' can be left out if the routines from the library
* being used are not cryptographic related :-).
 - *
 - * "This product includes software written by Tim Hudson (tjh@cryptsoft.com)"
- This product includes any other Open Source Software.
 - For information of copyrights and licences of the Open Source Software as stated above, refer to the "Manual/Agreement" folder in the supplied CD-ROM.

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