

# OPERATING INSTRUCTION

Telephone Answering System with Facsimile

MODEL NO.

# KX-F80



# Panasonic

Please read before use.

**Thank you for purchasing the Panasonic Telephone-Answering System with Facsimile.**

**Before reading these instructions, please read the INSTALLATION MANUAL.**

**You can then easily install the unit and configure it properly.**

**Since this unit functions as a Facsimile, an Answering Machine and a Telephone, you can receive both voice-messages and documents utilizing one telephone line.**

## **INTRODUCTION**

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### **Speaking With the Other Party, and then Transmitting/Receiving a Document (Manual Receiving Mode)**

With the automatic telephone/facsimile switching feature, you can switch between telephone and facsimile functions without redialing.

So, if you are in the middle of a conversation and want to transmit/receive a document, simply push the START button. Then facsimile transmission/reception will take place automatically.

### **Recording a Voice-Message and Receiving a Document (Auto Receiving Mode)**

The unit will automatically function as an answering machine or a facsimile depending on the caller's choice.  
(voice-message/document)

When a call is received during your absence, the unit will play your Outgoing Message (OGM), and then be ready to record a voice-message and/or receive a document (Auto Receiving Mode). In this mode, you may speak with the other party and transmit/receive a document manually.

#### **HELPFUL HINTS:**

- **If a caller wishes to transmit a document after recording a voice-message;**  
advise the caller to "Push the ASTERISK (\*) button to send a document after recording your voice-message."
- **If a caller wishes to record a voice-message after sending a document;**  
advise the caller to "Make a call reservation following a voice contact procedure on your facsimile during transmission." The unit will start playing the OGM again, then be able to record a voice-message.

# INTRODUCTION (cont.)

## Setting Auto Receiving Mode

1

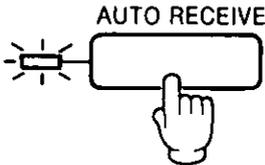
Record your Outgoing Message.

2



Set the FUNCTION selector to the ANS/FAX position.

3



Push the AUTO RECEIVE button.

- The AUTO RECEIVE indicator will light.
- When a call is received, the unit will be ready to record a voice-message and/or receive a document.

## FUNCTION Selector

### ■ ANS/FAX position

When you use the unit as an answering machine and a facsimile in the Auto Receiving mode, set to the ANS/FAX position.



The unit will automatically switch between an answering machine and a facsimile.

If the caller's voice is not heard within 5 seconds of the end of your OGM, the unit will switch itself to the facsimile mode to receive a document.

If the caller's voice is heard, the unit will function as an answering machine.

### ■ FAX position

When you use the unit as a facsimile machine only in the Auto Receiving mode, set to the FAX position.

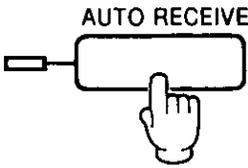


When a call is received, the unit will function as a facsimile machine only.

**The unit requires regular maintenance.**

**For further details, refer to "MAINTENANCE" in INSTALLATION MANUAL on pages 16 and 17.**

## Setting Manual Receiving Mode



Push the AUTO RECEIVE button.

- The AUTO RECEIVE indicator will go out.
- In this mode, you may speak with the other party and transmit/receive a document manually.

## Features

This portable unit is small enough to carry with you when you are on business.

### (Transporting your Facsimile unit)

- Whenever you move your facsimile unit, you should FIRST remove the recording paper. This will prevent the roll from unraveling during transportation. Replace the paper when you have re-installed the unit, according to the instructions on the unit. Be sure that there is not any slack in the paper roll, as this could cause the unit to jam during use.
- Seven seconds after you turning on the Power Switch, the unit will automatically record the OGM from the cassette tape to the microchip.

### Multi-function system utilizing single telephone line:

- Allows you to speak with a caller and/or receive a document.
- Automatically records a caller's message and/or receives a document during your absence.

### Facsimile:

- CCITT G III communication compatibility
- One-Touch transmission with automatic dialer
- Superb image quality
- Up to letter size

### Answering Machine:

#### •AUTO-LOGIC

Automatically rewinds, plays back messages, stops at the last message and provides for answering the next call, at the touch of a button.

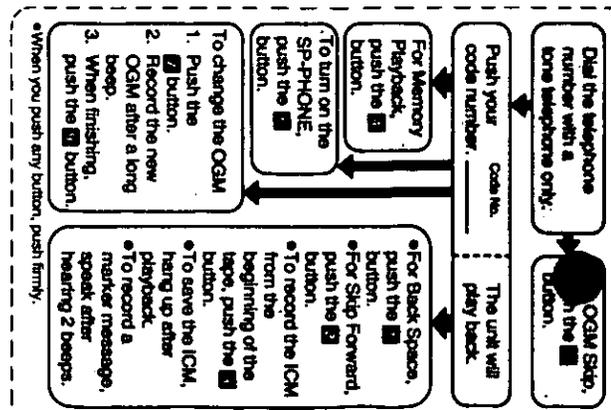
- Recordable OGM chip
- Beeperless remote control with touch-tone phone

### Integrated Telephone System:

- Built-in speakerphone
- One-Touch dialing
- Automatic redial up to 15 times

### Copier Function:

- Clear copy





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# SYSTEM SET UP

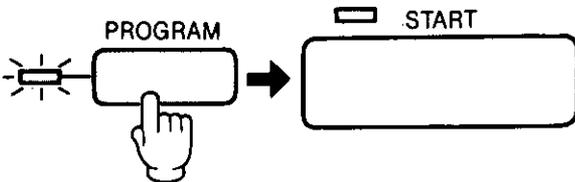
## Initial Set-Up

- To use the unit as both an answering machine and a facsimile, you should first record an **Outgoing Message**. Refer to page 9.
- Before using the unit, confirm whether the following functions are set to the correct parameter. For further details, refer to the **INSTALLATION MANUAL**.

SENDER ID =  
CPC MODE =  
DIAL SPEED =  
TONE DETECT =  
TX SPEED =  
ID HEADING =

You can print out the "SYSTEM SET UP LIST", "HOW TO SET UP" and "HOW TO PROGRAM PHONE NO."

- To obtain a printout:

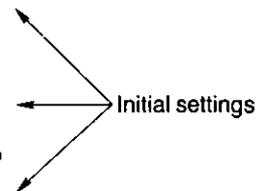


Push **PROGRAM**, and then push **START**.

- The following list will be printed.

<< SYSTEM SET UP LIST >>

```
#01 SENDER ID =
#02 REMOTE ID = 111
#03 REC TIME = VOX (1 = VOX 2 = 1MIN )
#04 CPC MODE = A (1 = A 2 = B )
#05 DIAL SPEED = 10 PPS (1 = 10 PPS 2 = 20 PPS )
#06 TONE DETECT = OFF (1 = ON 2 = OFF )
#07 TX REPORT = OFF (1 = ON 2 = ERROR 3 = OFF )
#08 TX SPEED = 9600BPS (1 = 9600BPS 2 = 4800BPS)
#09 ID HEADING = ON (1 = ON 2 = OFF )
#10 PRINT TEL LIST
#11 PRINTER TEST
#12 RESET USER PROGRAMMABLE FUNCTIONS (#02 TO #09)
#9000* (SERVICE DATA SET UP)
```



--<< HOW TO SET UP >>--

1. PUSH "PROGRAM"
2. PUSH "#" THEN "CODE NO. (01-12)"
3. ENTER DESIRED VALUE
4. PUSH "PROGRAM" TO STORE YOUR SELECTION  
OR PUSH "START" FOR #10,11,12
5. PUSH "PROGRAM" AGAIN TO END SET UP

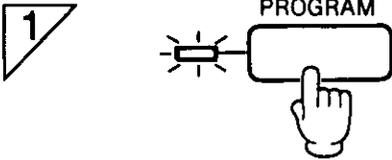
--<<HOW TO PROGRAM PHONE NO. >>--

1. CHECK "DIALING MODE" SELECTOR
2. PUSH "PROGRAM"
3. PUSH "DIRECT CALL" STATION  
ENTER PHONE NO.
5. PUSH "PROGRAM" TO STORE PHONE NO.  
TO STORE IN SUCCESSION, REPEAT STEP 3 TO 5
6. PUSH "PROGRAM" TO END SET UP

## Changing Parameters

You can select the desired function directly by pushing the “#” key and corresponding CODE NO. (01 through 09).

■ **Example:** To select the CPC mode setting



Push **PROGRAM**.

- The PROGRAM indicator will light.



Push “#”, then push “0” and “4”.

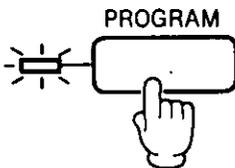
- The PROGRAM indicator will go out.



■ Push “1” to set to “A”

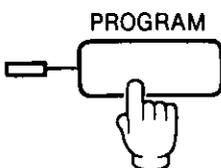


■ Push “2” to set to “B”



Push **PROGRAM** to store your selection.

- The PROGRAM indicator will light.



Push **PROGRAM** to end the operation.

- The PROGRAM indicator will go out.

# SYSTEM SET UP (cont.)

## Recording an Outgoing Message (OGM)

To use the unit as both an answering machine and a facsimile, you should first record your Outgoing Message.

- **Recordable OGM chip:** The OGM will be stored on a voice-recordable microchip.
- **Your OGM is limited to 16 seconds.**
- Prepare and practice your announcement before you record it.
- When you replace the tape, you must record your OGM again.

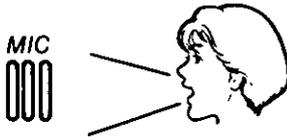
1



Push **OGM REC** until a beep is heard, then release it.

- The IN USE indicator will light.

2



Speak immediately, clearly and loudly into the microphone, approximately 8 inches away.

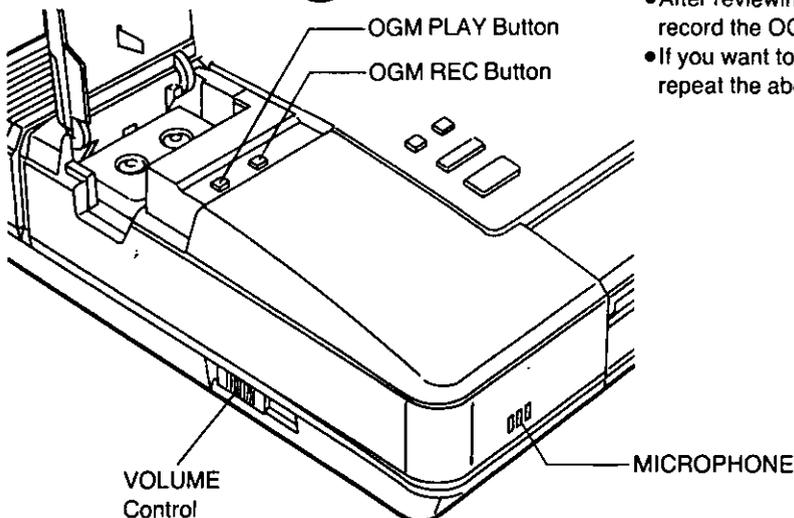
- For optimum performance, record the OGM within 12 seconds.
- Do not pause for over 2 seconds while recording
- 6 seconds before the end of the recording time, the IN USE indicator will start flashing to warn you.

3



When recording is finished, push **OGM REC** again.

- The unit will play back the OGM to confirm your message. Adjust the **VOLUME** control to an audible level.
- After reviewing, the unit will rewind the tape to record the OGM onto the tape as a backup.
- If you want to change your OGM, simply repeat the above procedure.



## Checking Your OGM



Push **OGM PLAY**.

- The OGM will be played back.

## Samples of OGM

"This is Panasonic Company. To send a FAX, push the asterisk (\*) button. To leave a message, speak after the long beep."

"This is Panasonic Company. To send a FAX, push the asterisk (\*) button. To leave a message, speak **up to 1 minute** after the long beep."

### NOTE:

- Please record your OGM using the examples shown. Remember that the caller will have to push the asterisk button to begin transmission.
- The unit may be set to record an unlimited incoming message in the "VOX" position or an incoming message limited to 1 minute in the "1 minute" position of the recording time. The 2 sample OGMs above correspond to these 2 conditions.
- If someone is unable to transmit a document to you after several tries, we recommend the following.
  - (i) Shorten your OGM (e.g. "To send a FAX, push the asterisk button."), and ask them to try again.
  - (ii) Set the FUNCTION selector to the FAX position if transmission cannot be done by using step shown in (i) above.

## OGM Backup

After recording your OGM on the microchip, it will be recorded onto the tape from the microchip as a backup.

If a power failure takes place or the POWER switch is set to OFF, the OGM recorded on the microchip will be erased. 7 seconds after the power is restored, the unit will automatically re-record the OGM onto the microchip using the OGM recorded on the tape.



***How to Operate  
as a Facsimile Machine***

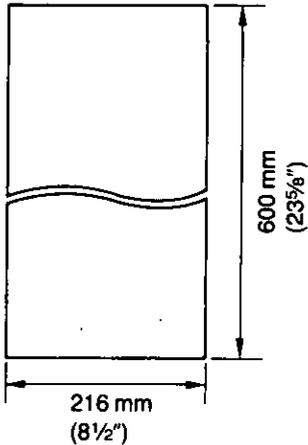
# BEFORE SENDING DOCUMENTS

## Transmissible Document

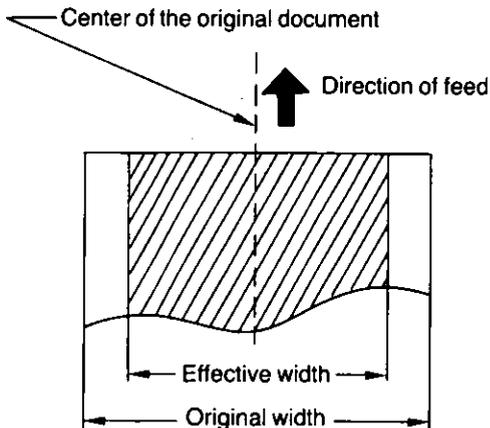
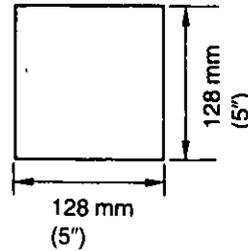
The unit can transmit documents with the following sizes, weight and textures.

- Original width is 128 mm (5") to 216 mm (8½").
- Effective width is up to 208 mm (8¾").
- Weight of transmissible document is 12 to 24 pounds.

### Maximum document size



### Minimum document size



### NOTE:

A document which is over 600 mm (23⅝") cannot be transmitted. This will be indicated by the lighting of the ALARM indicator and the sounding of the alarm. If this happens, slide and hold the RELEASE lever backward, then remove the document.

---

Do not feed the following types of documents into the unit or they may jam. Make copies of the documents, and feed the copies into the unit.

**Make the copy using a copier machine to transmit a legible document for the following originals:**

- Paper with chemically treated surfaces such as carbon-blackened paper or carbonless duplicating paper
- Heavily curled, creased or torn paper
- Paper with a coated surface
- Small size paper such as a slip or voucher
- Thin paper (less than 12 pounds)
  
- Thick paper (over 24 pounds)
- When the contrast between the printed letter and the background is small
- When the letters printed on the back side can be seen from the front of the paper (e.g. newspaper)

**Remove clips, staples or other similar objects from original documents before feeding them into the unit.**

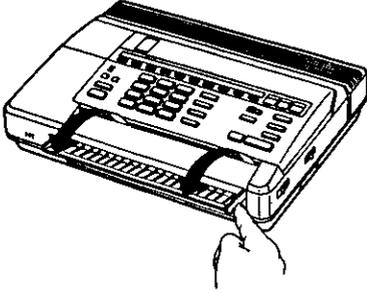
**Let ink or paste on documents dry completely before feeding them into the unit.**

# MANUAL TRANSMISSION AND RECEPTION

## Manual Transmission

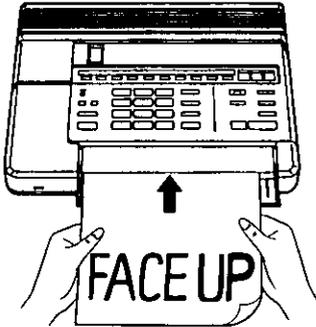
### Document Loading

1



Open the document tray using the raised tab on the right hand side.

2



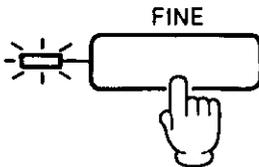
Place the document **face up** with its left edge along the paper guide, and then slide it in.

- If you are sending two or more pages, you must send each page separately.

To insert a document firmly hold it with both hands approx. 3 to 5 inches from the top as pictured. Before releasing the document, pull back slightly to make sure that it is being held firmly.

### Setting Resolution

3

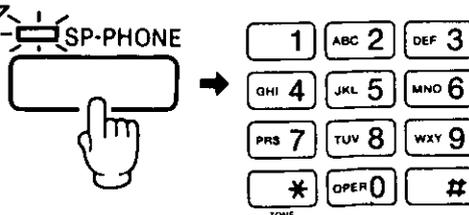


Push **FINE** to change the scanning line density if necessary.

- **FINE** mode is indicated by the FINE indicator.
- **FINE** is suitable for originals written with small characters.
- **STANDARD** is suitable for printed or typewritten originals with normal size characters.

### Dialing

4

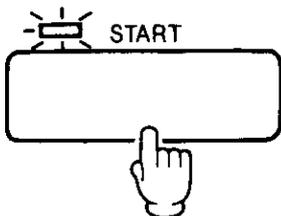


Push **SP-PHONE**, and then dial the **facsimile telephone number**.

- Do not lift the external telephone handset during dialing, otherwise the line will be disconnected.

## Transmission

5

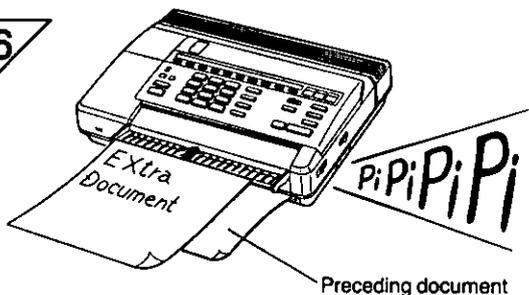


When the "BEEP" (answering carrier tone) is heard, push **START**.

- The START indicator will light.
- It will change from a flashing to a steady light, and then the document will begin to transmit.
- To stop transmission, push the STOP/CLEAR button.

## Adding Extra Pages—If you are sending two or more pages

6

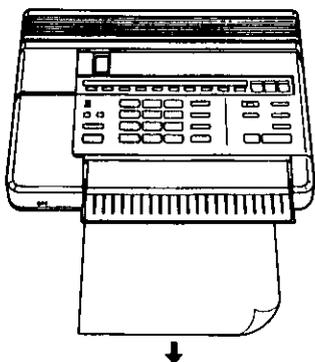


Insert the next page before the end of the four beeps.

- When the unit is ready to send an extra page, 4 beeps will be heard.

## Ending Transmission

7



When the document has been sent, the line will be disconnected automatically.

- The START indicator will go out.

### NOTE:

- Begin by transmitting the FAX CORRESPONDENCE leaflet (included) to several of your business associates to confirm that your unit is functioning correctly, and to inform them of the procedure for transmitting documents and/or recording voice-messages on your unit.
- Even while you are talking with the other party using the external telephone, you can send your document to the other party by simply pushing the START button. The conversation will be interrupted temporarily during transmitting your document, and you can resume it without any operation.

# MANUAL TRANSMISSION AND RECEPTION (cont.)

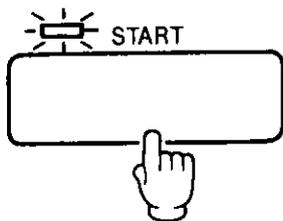
## Manual Reception

1



When the phone rings, push **SP-PHONE** to answer the call.

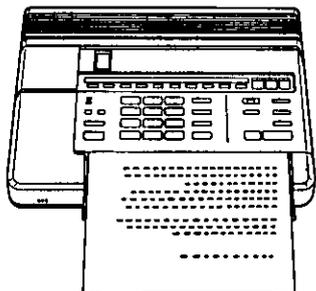
2



Push **START** to receive a document.

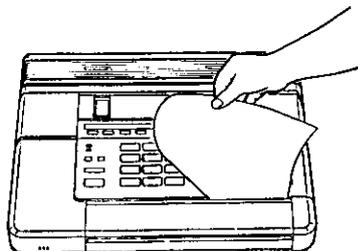
- The **START** indicator will change from a flashing to a steady light, and then the unit will begin to receive a document.

3



When the reception is completed, the **START** indicator will go out.

4



Tear off the received facsimile.

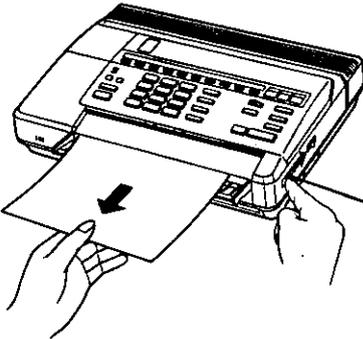
# Removing Jammed Document during Transmission

1

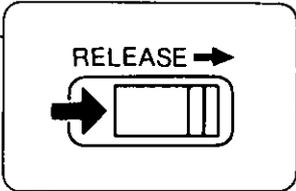


Push **STOP/CLEAR** to stop transmission.

2



Slide and hold the **RELEASE** lever backward, then remove the jammed document.



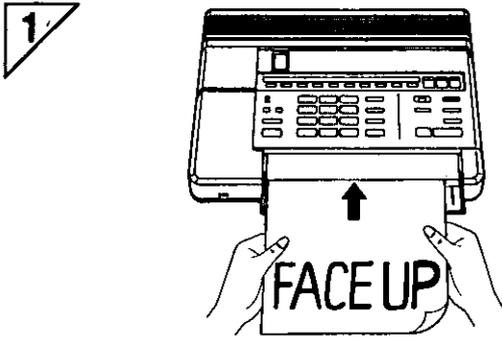
FACSIMILE

# TRANSMITTING DOCUMENTS USING ONE-TOUCH DIALING

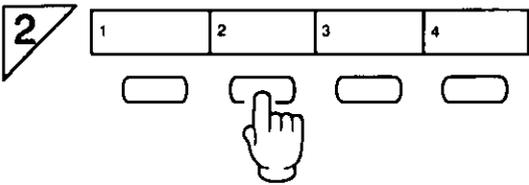
## Transmitting

For convenience, you can program up to ten facsimile or voice telephone numbers into 10 DIRECT CALL stations.

The following method will let the unit dial and transmit a single document automatically.



Load the document.



Push the **DIRECT CALL** station that was programmed with the facsimile telephone number that wish to transmit to.

- The unit will dial, and then start transmission automatically.
- If you are sending two or more pages, insert the next page before the end of the four beeps.
- To stop transmission, push the STOP/CLEAR button.

To fill in the memory card with station names for one-touch transmission, refer to page 1-10.

## Automatic Redialing

When the line is busy, the unit will automatically redial the number up to 6 times within 10-minute period.

### NOTE:

If you dial the wrong number, push the STOP/CLEAR button, and then start all over again. When dialing with manual operation, automatic redialing is not performed.

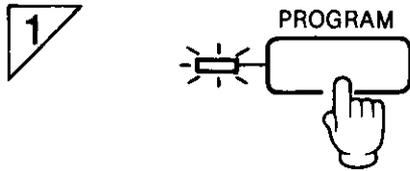
## Programming One-Touch Dialing Numbers

You can program up to 10 facsimile numbers. Each number can be up to 30 digits (1 through 0, #, \*, PAUSE, FLASH, SECRET and HYPHEN) long.

Be sure the SP-PHONE indicator is off while programming.

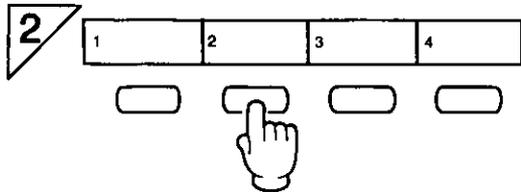
### Example:

Program the facsimile number 123-4567 into the station 2.



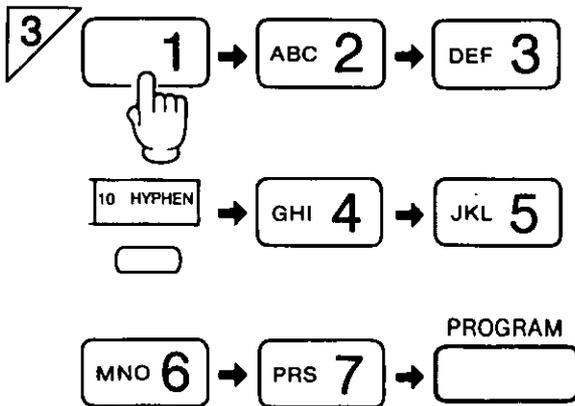
Push **PROGRAM**.

- The PROGRAM indicator will light.



Push a **DIRECT CALL station**.  
(e.g. If the station number is 2.)

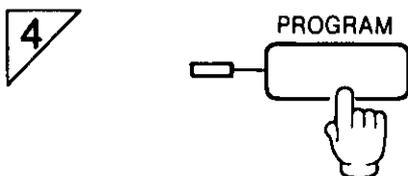
- The PROGRAM indicator will go out.



Enter the facsimile telephone number, and then push **PROGRAM** to register it into memory.

(e.g. If the facsimile number is 123-4567.)

- The PROGRAM indicator will light.
- Correcting an error while programming;** push the STOP/CLEAR button, and then repeat from step 2.
- To enter facsimile numbers in succession;** repeat steps 2 and 3.
- Pushing the HYPHEN button once counts as 2 digits.



After programming all the numbers, push **PROGRAM**.

- The PROGRAM indicator will go out.

To obtain a list of stored phone numbers;  
See page 1-19.

# TRANSMITTING A DOCUMENT USING ONE-TOUCH DIALING (cont.)

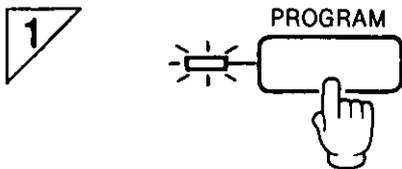
## Programming as Secret Numbers

This function is useful for keeping a facsimile number (or a portion of it) secret, when you print out the list of facsimile numbers.

Be sure the SP-PHONE Indicator is off while programming.

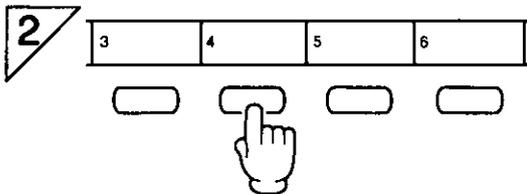
### Example:

Program the facsimile number 654-3210 into the station 4 as a secret number.

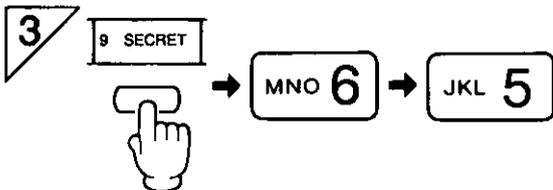


Push **PROGRAM**.

- The PROGRAM indicator will light.

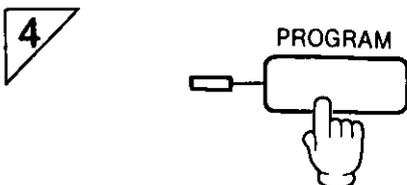
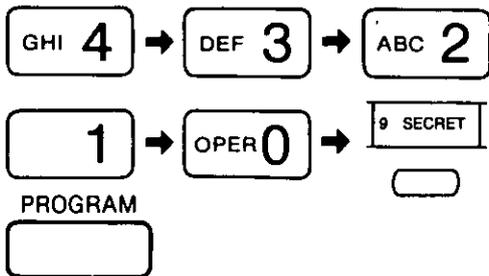


Push the desired **DIRECT CALL** station.  
(e.g. If the station is 4.)



Push **SECRET** (station 9), the telephone number, **SECRET**, then push **PROGRAM**.

- Correcting an error while programming;** push the STOP/CLEAR button, and then repeat from step 2.
- Pushing the SECRET button once counts as 2 digits.



After programming all the numbers, push **PROGRAM**.

- The PROGRAM indicator will go out.

## ***Confirming a Number***

Enter the same number into the same station. When you push the PROGRAM button, a confirmation tone is heard.

**Twice:**

The entry is the same as what was previously entered.

**Once:**

The entry is different from the one that was previously registered. Repeat the programming procedure.

## ***Correcting an Error while Programming***

Push the STOP/CLEAR button instead of pushing the PROGRAM button, and then enter the correct number. If a number was previously stored at this station, it will remain intact.

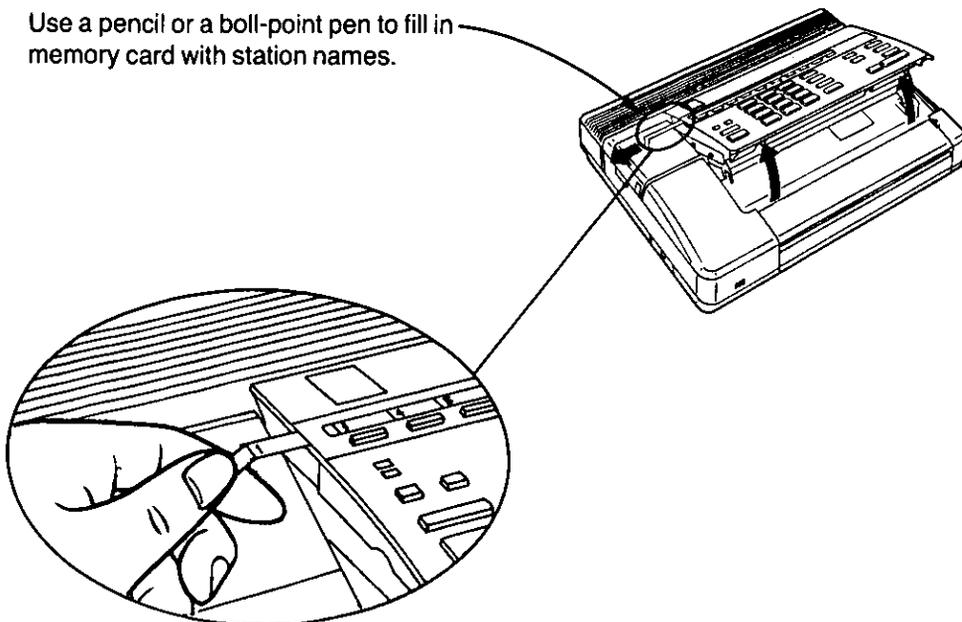
## ***Erasing a Stored Number***

While registering, push the DIRECT CALL station, and then push the PROGRAM button without entering the facsimile number.

## ***You may also Use the DIRECT CALL Station as Phone Number Station.***

Refer to "Making a Call Using One-Touch Dialing" on page 3-2.

Use a pencil or a ball-point pen to fill in memory card with station names.



# AUTOMATIC RECEIVING

The KX-F80 can receive documents either automatically or manually.

When set to automatic, you can receive documents and/or voice-messages without the need for manual operations.

The unit has two Auto Receiving mode;

- A) You can use the unit as both an answering and a facsimile machine
- B) You can use the unit as a facsimile machine only

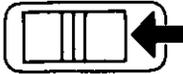
## ***Setting Up for Receiving Voice-Messages and Documents (Using as an Answering and a Facsimile Machine)***

You should first record an **Outgoing Message (OGM)**.

Refer to "SYSTEM SET UP (Recording an Outgoing Message)" on page 9.

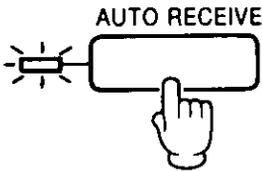
1

ANS/FAX • • FAX



Set **FUNCTION** to the **ANS/FAX** position.

2



Push **AUTO RECEIVE**.

- The **AUTO RECEIVE** indicator will light.

- When a call is received, the unit will begin playing back your OGM. Then the unit will automatically function as an answering machine or a facsimile depending on the caller's choice.
- If the caller's voice is not detected, the unit will automatically enter facsimile mode.

## Setting Up for Receiving Documents (Using as a Facsimile Machine Only)

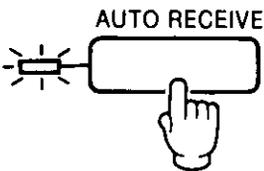
When a call is received, the unit will produce the answering carrier tone to receive a document. Then the unit will receive a document automatically. At this time, your OGM will not be played.

1



Set FUNCTION to the **FAX** position.

2



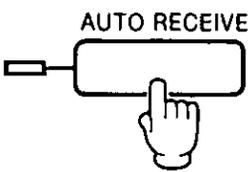
Push **AUTO RECEIVE**.

- The AUTO RECEIVE indicator will light.

## Setting Manual Receiving Mode

You can answer the calls manually.

Push **AUTO RECEIVE**.



- The AUTO RECEIVE indicator will go out.

## Setting Auto Receiving Mode Remotely

Call your unit, and let the telephone ring 15 times. The unit will go into the Auto Receiving mode. You can then hang up.

# TRANSMITTING TO YOUR KX-F80 FROM A REMOTE LOCATION

## *Transmitting Documents and Recording Your Message (from Tone Remote Phone)*

1



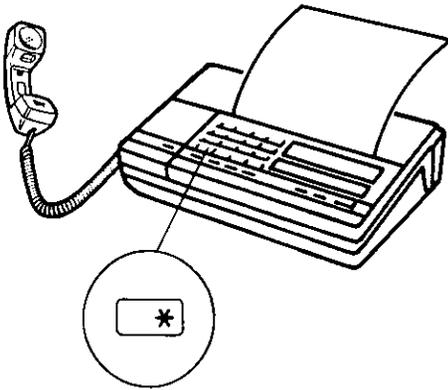
Call your unit.

2



**Record your message** after the long beep following your OGM.

3



When recording is finished, push “\*” to change your KX-F80 to facsimile mode.

- Start transmission.

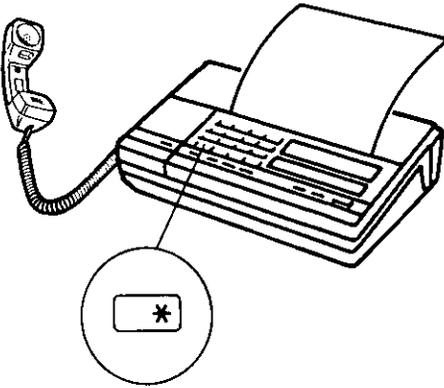
## Transmitting Documents Only (from Tone Remote Phone)

1



Call your unit.

2



When your OGM starts, push "\*" to change your KX-F80 to facsimile mode.

- Start transmission.

## Transmitting Documents and Recording Your Message (from Pulse Remote Phone)

When the calling facsimile machine have Voice-contact function, you can record your messages.

1. Call your unit.
2. While the OGM is playing, push your mute button or cover the mouthpiece of your handset.
3. Start transmission after hearing the answering carrier tone.
4. Making a call reservation (e.g....lift the handset) **during transmission of a document.**
5. Record your message after the long beep following your OGM.

## Transmitting Documents Only (from Pulse Remote Phone)

1. Call your unit.
2. While the OGM is playing, push your mute button or cover the mouthpiece of your handset.
3. Start transmission after hearing the answering carrier tone.

# VOICE CONTACT

## Initiating Voice Contact During Transmission/Reception

While you are transmitting or receiving documents, you may wish to speak with the other party. If the other party's unit is equipped with a voice contact feature, you can initiate voice contact as follows.

1



Push **SP-PHONE** or lift the telephone handset while transmitting or receiving documents.

- The SP-PHONE indicator will light to indicate that the voice contact has been activated.

2



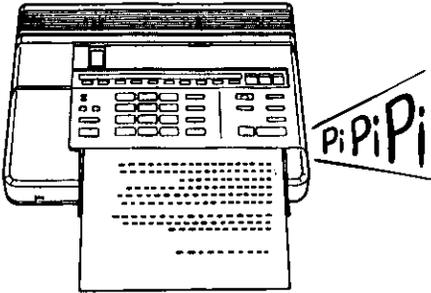
When the other party answers, start speaking.

- **If you initiate voice contact during transmission;**  
you will be able to speak after all of the documents have been transmitted. The other party's unit will ring or beep depending on the type of unit they have.
- **If you initiate voice contact during receipt of a documents;**  
you will be able to speak after receiving the current page of the document. The other party's unit will ring or beep depending on the type of unit they have, after the current page has been sent.
- If may happen that the voice contact cannot be done because of the type of the voice contact provided with the other party's unit.

## Receiving a Request for Voice Contact

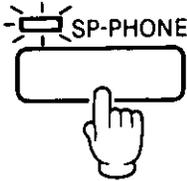
If the other party tries to contact you during transmission or reception of a document, the unit will beep.

1



Several beeps will be heard.

2



Push **SP-PHONE**.

3



Start speaking.

### NOTE:

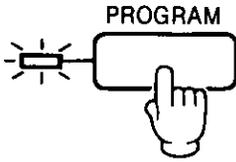
If you do not answer within 10 seconds after hearing several beeps indicating the request for voice contact, one of two conditions will occur;

- When the FUNCTION selector is set to the FAX position, the unit will hang up.
- When the FUNCTION selector is set to the ANS/FAX position and the unit is in the Auto Receiving mode, the unit will play back your OGM, and record the voice-message. If the unit is in the manual receiving mode, the unit will hang up.

# INDIVIDUAL TRANSMISSION (TX) REPORT

Each time a document is transmitted, this function will cause a record of the transmission to be printed. Once this function is set to ON, it will remain ON until it is switched OFF. This function is preset to the "OFF" position.

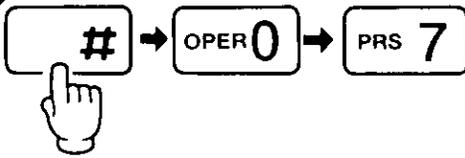
1



Push **PROGRAM**.

- The PROGRAM indicator will light.

2

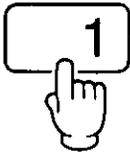


Push "#", then push "0" and "7" for TX report setting.

3

Push the button as follows.

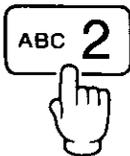
To turn on TX Report



Push "1".

- The report will always be printed to let you know if the transmission was successful or not.

To turn on TX (ERROR) Report



Push "2".

- The report will be printed only when the transmission was not successful.

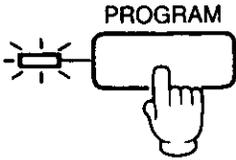
To turn off TX Report



Push "3".

- The report will not be printed.

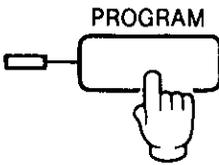
4



Push **PROGRAM** to store your selection.

- The PROGRAM indicator will light.

5



Push **PROGRAM** to end the operation.

- The PROGRAM indicator will go out.

**TRANSMISSION REPORT EXAMPLE**

```
<< TX REPORT >>
OTHER FACSIMILE = 854817503
PAGES = 01      RESULT = OK
```

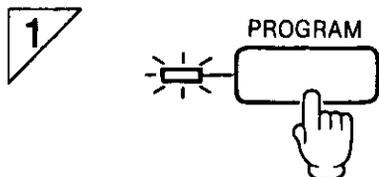
```
<< TX REPORT >>
OTHER FACSIMILE = 854817503
PAGES = 01      RESULT = 02
```

When an error occurs, the following codes will be printed.

CODE	DESCRIPTION
01	
02	When transmission is interrupted by pushing the STOP/CLEAR button.
03	When a document is jammed or does not feed into the unit. Check paper path.
04	When transmission/reception error occurs.

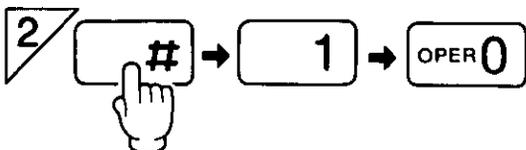
# PRINTING OUT A LIST OF STORED NUMBERS

The TEL LIST can be printed on request.

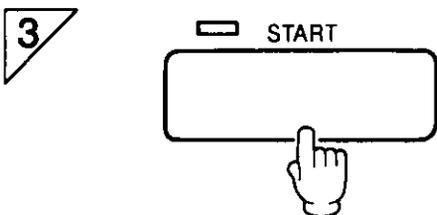


Push **PROGRAM**.

- The PROGRAM indicator will light.



Push “#”, and then push “1” and “0”.



Push **START**.

- The unit will start printing.

## TEL LIST EXAMPLE

<< TEL NO. LIST >>

01	T222-2222	06	T111-1111
02	T123-4567	07	T999
03	T800-447-4700	08	T123-[ ]
04	T[ ]	09	T[ ]-7890
05	T333-3333	10	

**Secret Phone No.**

### Explanation of TEL LIST

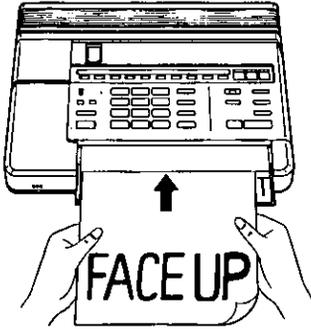
- T...When you enter the telephone number with setting the DIALING MODE selector to the TONE position.
- R...When you enter the telephone number with setting the DIALING MODE selector to the PULSE position.

03 R526-3057

# MAKING A COPY

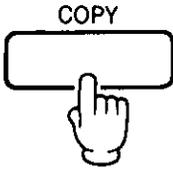
The unit may also be used to make a single copy. Any documents which can be transmitted can be copied.

1



Load the document.

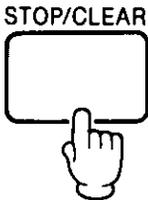
2



Push COPY.

FACSIMILE

## Interrupting a Copy



Push STOP/CLEAR.

- The document will be ejected.

### NOTE:

Weight and/or size of usable copy documents are the same as transmissible document.



## ***How to Operate as an Answering Machine***

**To use the unit as an answering machine, you should first record your Outgoing Message. Refer to page 9.**

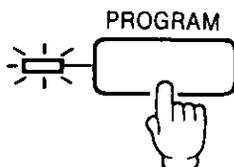
# PREPARING THE ANSWERING MACHINE

## Selecting the Callers' Recording Time

The recording time length for Incoming Messages can be set to "VOX" or "1 MIN".  
The callers' recording time is preset to "VOX".

Be sure the SP-PHONE indicator is off while programming.

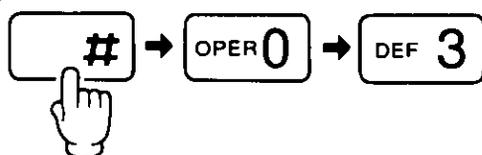
1



Push **PROGRAM**.

- The PROGRAM indicator will light.

2



Push "#", then push "0" and "3" for recording time setting.

- The PROGRAM indicator will go out.

3

Enter your selection as follows.

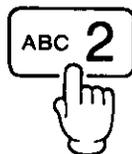
To set to "VOX"



Push "1".

- The unit will record for as long as caller speaks.

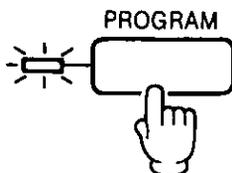
To set to "1 minute"



Push "2".

- The unit will record up to 1 minute.

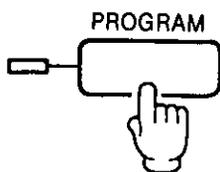
4



Push **PROGRAM** to store your selection.

- The PROGRAM indicator will light.

5



Push **PROGRAM** again to end the operation.

- The PROGRAM indicator will go out.

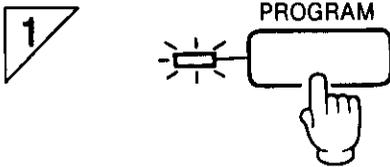
## Selecting the Remote Code Number for Remote Operation

A remote code helps to protect from you unauthorized persons accessing your unit and retrieving your messages. **The remote code number has been preset to 111 at the factory.** However, you may choose another code from within the following ranges:

**Single Digit** 1 to 9  
**Double Digit** 11 to 99  
**Triple Digit** 111 to 999

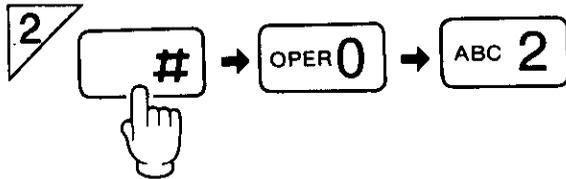
### Example:

The remote code is 123.



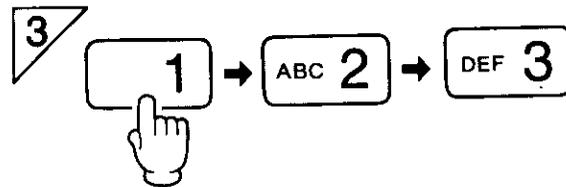
Push **PROGRAM**.

- The PROGRAM indicator will light.

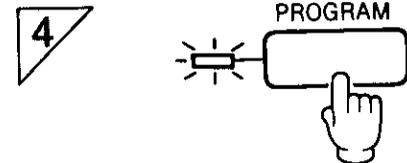


Push "#", then push "0" and "2" for remote code setting.

- The PROGRAM indicator will go out.

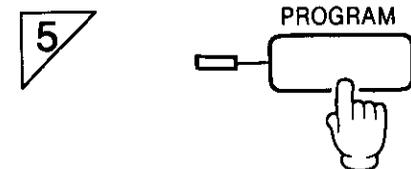


Enter the desired remote code number.  
(e.g. If the remote code is 123.)



Push **PROGRAM** to store your selection.

- The PROGRAM indicator will light.



Push **PROGRAM** again to end the operation.

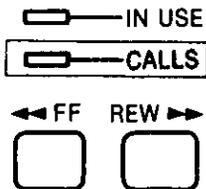
- The PROGRAM indicator will go out.

### NOTE:

**You cannot use codes which contain zero (0).** We recommend that you do not use seven (7) as a code number, since this number is used as the OGM re-recording command for the remote operation.

# OPERATING THE ANSWERING MACHINE

## Call Counter

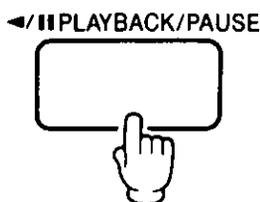


When a voice-message has been recorded, the **CALLS** indicator will flash.

(i. e. Three flashes followed by a pause means that 3 messages were received.)

In the case of a power interruption, the **CALLS** indicator will flash slowly after the power is restored.

## Playing Back Voice-Messages



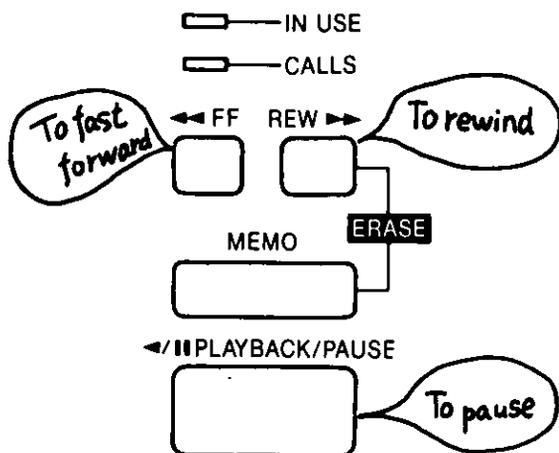
Push **PLAYBACK/PAUSE**.

### **AUTO-LOGIC (One-Touch Operation):**

At the touch of the **PLAYBACK/PAUSE** button, the unit will play all the recorded messages. At the end of the last message, the tape will stop, then 3 beeps will be heard. After 7 seconds, the unit will reset itself to the Auto Receiving mode.

**All calls will be saved automatically.**

## While Listening to the Messages



■ **To pause the tape temporarily;** push the **PLAYBACK/PAUSE** button. The **IN USE** indicator will flash. The tape will pause until you restart it by pushing it again.

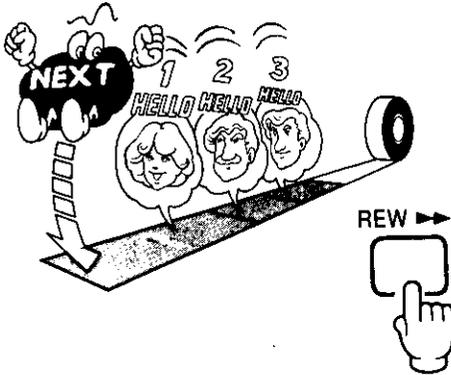
■ **To rewind the tape;** push the **REW** button.

■ **To fast forward the tape;** push the **FF** button.

## Resetting the Tape after Listening to the Messages

After reviewing the messages, the unit will reset itself to the Auto Receiving mode.

### To Record Future Message from the Beginning of the Tape



Push **REW**.

- The unit will rewind the tape, and future messages will be recorded over the old messages.

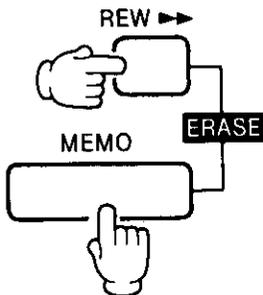
### To Record Future Message after the Last Message

Leave the unit as it is.

- The old messages are saved automatically.

## Erasing Recorded Messages

After reviewing the messages, you can erase them.



Push **REW** and **MEMO** simultaneously until a series of short beeps is heard.

- The messages will be erased while the tape is rewinding.
- The tape can be erased at high speed even if the record-prevention (knock-out) tabs have been removed.

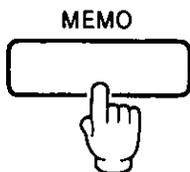


# OPERATING THE ANSWERING MACHINE (cont.)

## Recording a Message Memo

You may record a message memo any time at office on the tape. It will be recorded as if it were an Incoming call and **will be played back if the unit is interrogated remotely** or when the **PLAYBACK/PAUSE** button is pushed.

1



Push **MEMO** until a beep is heard.

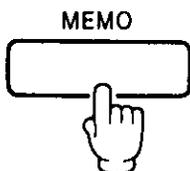
- The IN USE indicator will light.

2



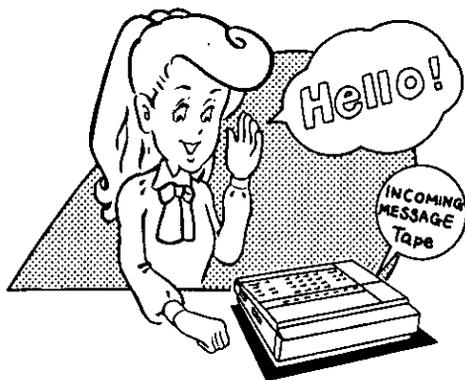
Speak into the **microphone**, approximately 8 inches away.

3



When recording is finished, push **MEMO** again.

- The IN USE indicator will go out.
- The CALLS indicator will flash to show that your message was recorded.



## Saving Recorded Messages

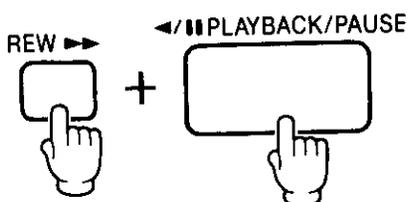
You can save the desired messages.

1



Play back the tape through the message you want to save, and push **PLAYBACK/PAUSE** to pause it.

2



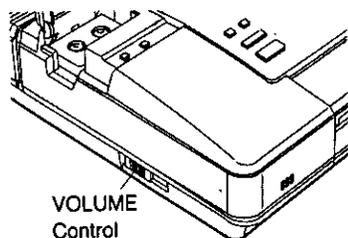
Push **PLAYBACK/PAUSE** and **REW** simultaneously.

- The IN USE indicator will go out.
- Future messages will be recorded after the messages you have saved.

## Monitoring Incoming Calls

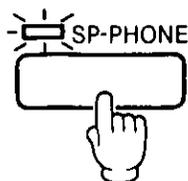
While an Incoming message is being recorded, you can monitor it through the built-in speaker.

1



Adjust **SPEAKER VOLUME**.

2

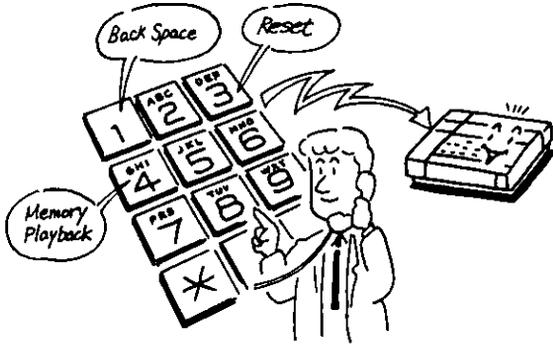


If you want to talk to the caller, push **SP-PHONE** or lift the external telephone handset and talk.

- The unit will stop recording automatically.

# HOW TO OPERATE FROM A REMOTE PHONE

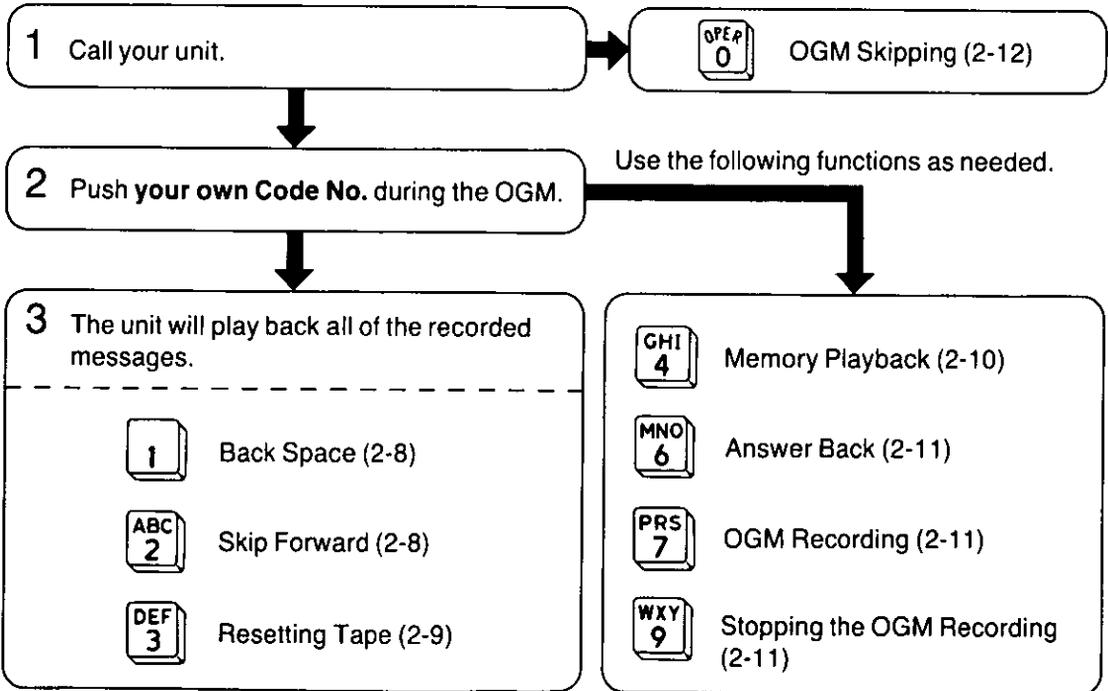
On the following pages, we will explain following features:



- Playing Back Messages
- Back Space
- Skip Forward
- Resetting Tape for Future Messages
- Playing Back Newly-Recorded Messages (Memory Playback)
- Recording a Marker Message
- Turning On the Speakerphone (Answer Back)
- Re-Recording the Outgoing Message
- Skipping the OGM for ICM Recording
- Turning On the Auto Receiving Mode

You can retrieve the recorded incoming messages from a remote location with a tone telephone.

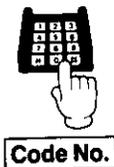
## Summary of Remote Control Functions



## Playing Back Messages

You can listen to the recorded messages by simply pushing your own code number.

1.



Push the **Code No.** during the OGM.

- A beep will sound, then other beeps will sound to tell you the number of recorded messages up to 8 times.
- You will hear all the messages.

2.



Listen to the messages.

- 3 beeps will be heard after the last message is played back.

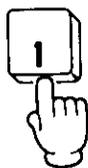
3.



Hang up.

- All calls will be saved automatically.

## Back Space



Push "1".

- The tape will be rewound for approximately 15 seconds corresponding to the playback time.

## Skip Forward



Push "2".

- The tape will be skipped forward for approximately 15 seconds corresponding to the playback time.

# HOW TO OPERATE FROM A REMOTE PHONE (cont.)

## Resetting Tape for Future Messages

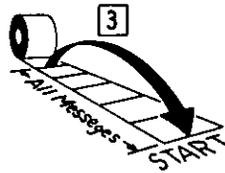
After retrieving the messages, you can reset the tape and record future messages from the beginning of the tape.

After all the messages have been played back or while they are playing



Push "3".

- The unit will rewind the tape and reset itself.



If you have used the Memory Playback

1



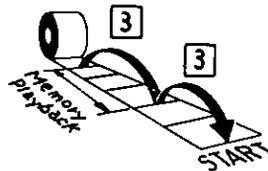
Push "3".

- The unit will rewind the tape to the beginning of the newly-recorded messages and a beep will be heard.

2



Push "3" again.



If you have reset the tape by mistake



Push "2" after the tape has been reset (one beep).

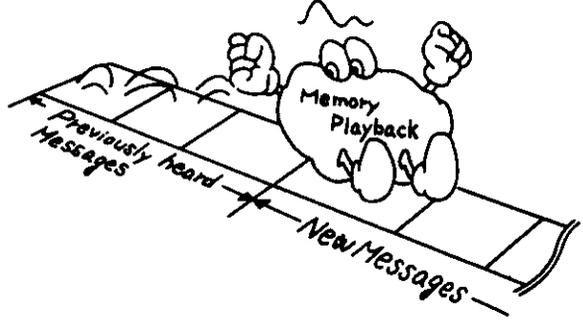
- The unit will advance the tape to the end of the recorded messages.

## Playing Back Newly-Recorded Messages (Memory Playback)

When you have already heard the messages from a remote phone, you can skip them and only listen to the newly-recorded ones.



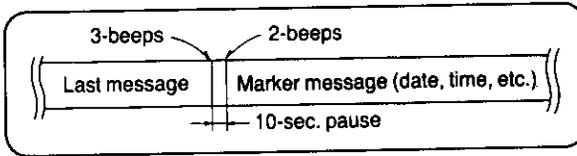
Push "4".



## Recording a Marker Message

After reviewing all the messages, you can leave your index message on the tape. It will be heard by anyone retrieving messages.

- 3 beeps will be heard after the last message, followed by a 10-second pause, and then 2 more beep tones.



1



Speak immediately after the last 2 beeps.

2



When recording is finished, hang up.

# HOW TO OPERATE FROM THE REMOTE PHONE (cont.)

## Turning On the Speakerphone (Answer Back)

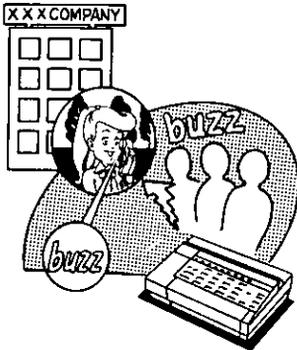
You may monitor sounds in the room where the unit is installed by turning on the speakerphone on remotely. You can speak with anyone in the room, even if they cannot reach the unit.



Push "6".

- The speakerphone of your unit will be turned on.
- You can monitor the room for 30 seconds.
- To monitor further, push "6" again within 10 seconds of one beep.

## If you want to talk to the other party in the room:



Ask the other party to push the SP-PHONE button, and then start the conversation.

- If no one pushes the SP-PHONE button, the line will terminate after 30 seconds.
- To use this Answer Back function, position the SPEAKER VOLUME control for normal use, otherwise it may be difficult for anyone to hear you from the speaker.

## Re-Recording the Outgoing Message

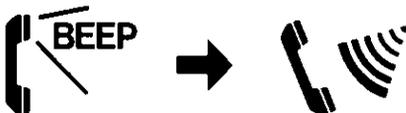
You can record a new Outgoing Message from a remote phone.

1



Push "7".

2



After hearing a long beep, **speak clearly and loudly** for up to 16 seconds.

3



When recording is finished, push "9".

- The new OGM will be played back. So you can check or amend it.

### NOTE:

If you pause for over 2 seconds while recording, you will hear a series of warning tones (6 beeps). If this happens, repeat from step 1.

## Skipping the OGM for ICM Recording

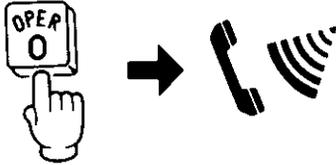
If you would like to leave a message on your unit, but do not want to listen to your OGM before doing so, you can switch directly to the Incoming Message (recording) mode.

1



Call your unit.

2



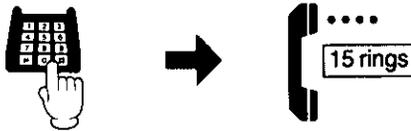
Push "0" during OGM (instead of your Code No.).

- One beep will be heard and the unit will go directly to the recording mode.
- After hearing a long beep, speak clearly and loudly to record your message.

## Turning On the Auto Receiving Mode

You may turn the unit on from a remote phone using any telephone.

1



Call your unit, and wait for 15 rings.

- The unit will answer.

2



After hearing the OGM or the beep tones, and then hang up.

- If the **FUNCTION** selector is set to the **ANS/FAX** position, the OGM will be heard.
- If the **FUNCTION** selector is set to the **FAX** position, you will hear several "beeps" (answering carrier tone).

### NOTE:

If you hear 6 beep tones after your OGM, the tape is full. Reset the tape. Refer to the procedure of "Resetting Tape for Future Messages" on page 2-9.



***How to Operate  
as a Telephone***

# MANUAL DIALING AND RECEIVING

## Making a Call

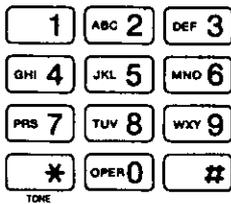
1



Push **SP-PHONE**.

- The SP-PHONE indicator will light.

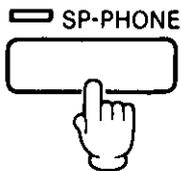
2



Dial the phone number, and then speak.

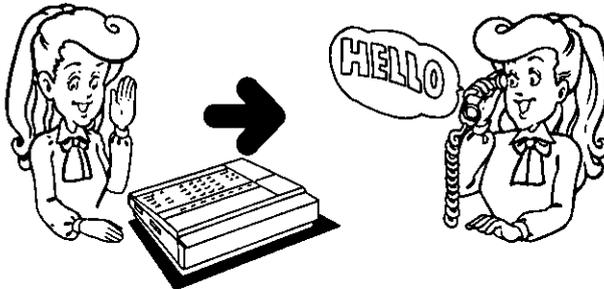
- By lifting the external telephone handset during a conversation, you can speak through the handset.

3



When finished, push **SP-PHONE** again.

- The SP-PHONE indicator will go out.
- If you use the external telephone handset, hang up the handset.



### HELPFUL HINTS FOR HANDS-FREE OPERATION:

- If it is difficult to hear the other party's voice;  
Raise the sound level using the **SPEAKER VOLUME** control.
- If the other party has difficulty hearing you;  
Lower the sound level.
- Absorbing echoes;  
Use this unit in a room which has curtains or carpeting.
- To avoid lost or broken conversations;  
If you and the other party speak at the same time, parts of your conversation will be lost.  
To avoid this, speak alternately.

## Receiving a Call

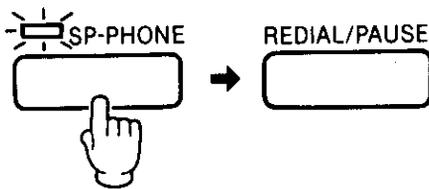


When the phone rings, push **SP-PHONE** to answer the call.

- The SP-PHONE indicator will light.

## Automatic Redialing

You can redial the last dialed number.



Push **SP-PHONE**, then push **REDIAL**.

- The unit will redial the last dialed number up to 15 times within 10-minute period.
- During the pause between each redialing, the SP-PHONE indicator will flash slowly.
- To cancel the automatic redialing;** push the FLASH button.

## Making a Call Using One-Touch Dialing

You may also use the DIRECT CALL station as a phone number station.

### Example:

The phone number was registered in the DIRECT CALL station 3.

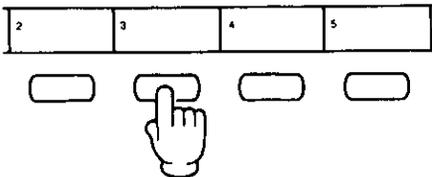
1



Push **SP-PHONE**.

- The SP-PHONE indicator will light.

2



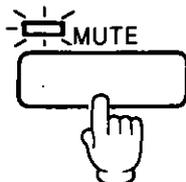
Push **DIRECT CALL**.

- The unit will dial the registered number.

# OTHER FEATURES

## Mute Operation

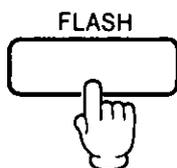
Use this feature when you do not want your voice to be heard by the other party.



Push **MUTE**.

- The MUTE indicator will light.
- **To resume the conversation;** push the MUTE button again. The MUTE indicator will go out.

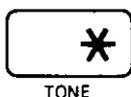
## Flash Button Usage



You can access some of the features of your host PBX by using the FLASH button. This is done by pushing the FLASH button lightly when required.

"FLASH" can also be registered in memory the same as "Programming One-Touch Dialing Numbers" on page 1-8.

## Tone Button Usage



If you wish to change from PULSE to TONE while dialing, you may do so by pushing the "**POUND SIGN (\*)**" button instead of changing the **DIALING MODE selector**.

- When you hang up, the unit will automatically return to the pulse mode.
- Pushing the TONE button counts as 1 digit while registering.

## Combination Dialing

Any of the following dialing combinations is possible.

- Automatic and manual dialing
- Pulse and tone dialing
- Plural memory stations

## Outside Line or Computer Accessed Line (Pause Button Usage)

Using the PAUSE button function during a dial operation is helpful when accessing an outside or a computer accessed long distance service.

**One pause is required when waiting for an outside dial tone.**

**Example:**



Line access number.

- Some PBXs require this pause during automatic redialing.

**Two pauses are required when waiting for a computer tone from long distance service companies such as MCI, SPRINT, METRO and others.**

**Example:**

**Local access telephone number for the alternate long distance service company:**

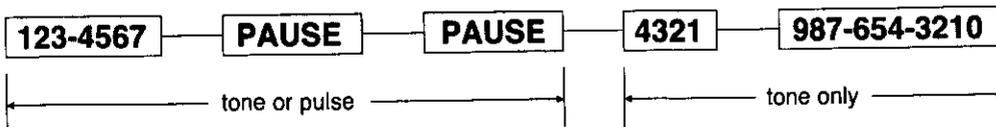
123-4567

**Authorization number:**

4321

**Long distance number:**

987-654-3210



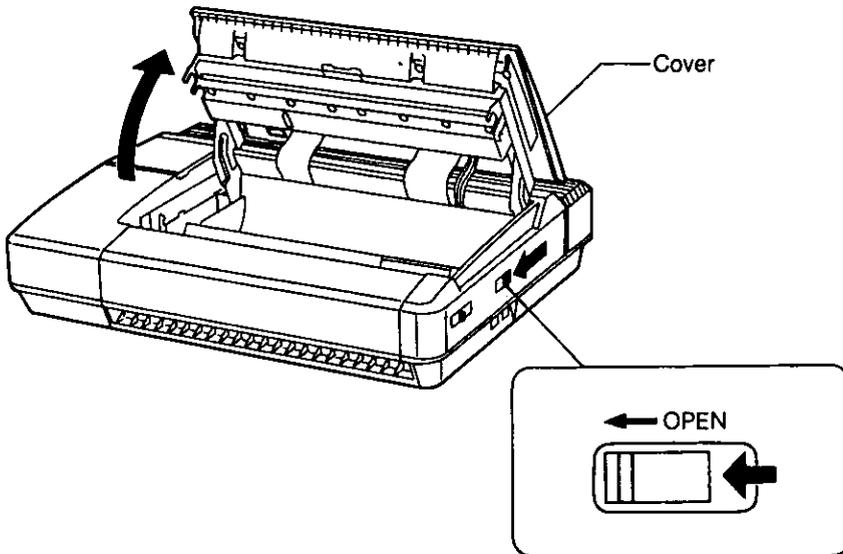
- The above numbers are used as examples only.
- Pushing the PAUSE button once counts as 1 digit.
- A maximum of 30 digits may be used.

## ***General Information***

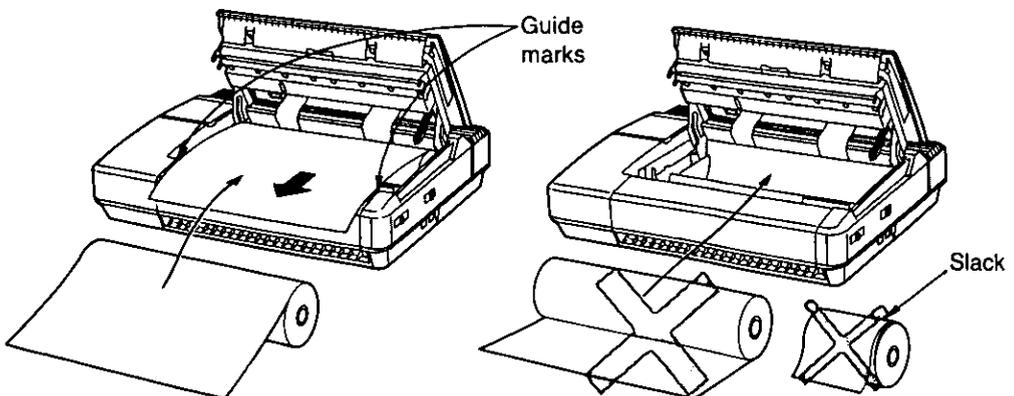
# RECORDING PAPER INSTALLATION

Replace the recording paper roll when the red end mark appears on the both sides of the paper. When the roll is empty, your facsimile will stop receiving and the PAPER OUT indicator will light.

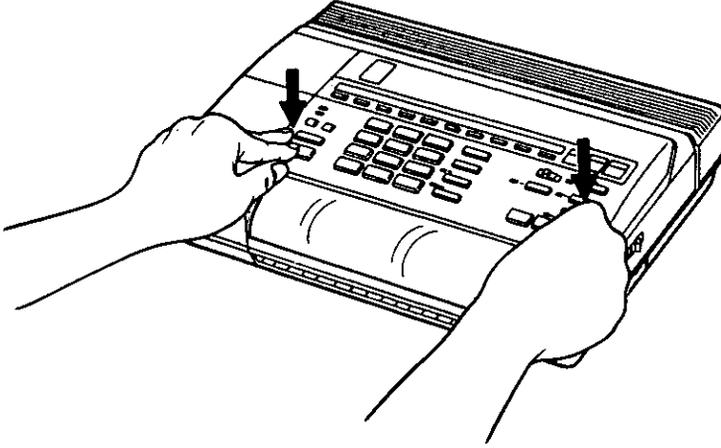
- 1 Slide **LATCH** in the direction of the arrow to open the cover.



- 2 Install the roll as shown so that it feeds from the top of the roll and a few inches of the paper extend out of the unit.
  - Make sure that the roll is correctly installed. If it is reversed, no messages will be recorded.
  - To insure proper printing, make sure that the roll has no slack.
  - Align the recording paper with two guide marks.



- 
- 3** Close the cover carefully by pressing both ends of it until you hear the cover lock into position ("click").



**CAUTION:**

You should only use Panasonic recording paper (KX-A101) as the print quality may otherwise be reduced or excessive thermal head wear may occur.

# TROUBLESHOOTING GUIDE

## ALARM AND PAPER OUT INDICATORS

### PROBLEM

### CAUSE AND REMEDY

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>■ When the PAPER OUT Indicator lights;</li><li>■ When the ALARM indicator lights during copying and receiving;</li><li>■ When the ALARM indicator lights;</li><li>■ When the ALARM indicator lights and the unit does not function (overheat);</li><li>■ When the ALARM indicator lights during transmission;</li><li>■ When the ALARM indicator flashes after transmission;</li></ul> | <p>The recording paper is finished, replace it.</p> <p>A recording paper jammed during reception.</p> <ul style="list-style-type: none"><li>● Confirm that the cover of the unit is closed firmly.</li><li>● The OGM is not recorded.</li></ul> <p>Leave the unit as it is. Operation will automatically resume as soon as the unit has cooled. Do not unplug the unit.</p> <ul style="list-style-type: none"><li>● When you transmit a document which is longer than 600 mm (23 5/8"), the alarm may sound.</li><li>● A document jams during transmission.</li><li>● If you have call waiting service, it may have been activated by another telephone call. Re-connect the unit to a line that does not have call waiting service.</li></ul> <p>The document was not transmitted, try again. Confirm by examining the TX report.</p> |
|--|--|

## FACSIMILE

### PROBLEM

### CAUSE AND REMEDY

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>■ Recording image is scratchy and cannot be read completely.</li><li>■ The document is not pulled into the unit.</li><li>■ The recording paper jams during reception.</li></ul> | <p>The sender transmitted a light density document. Have the other sender darken the document (e.g. by copying) then have them transmit it again.</p> <p>To insert a document firmly hold it with both hands approx. 3 to 5 inches from the top. If feeding cannot be done, clean the paper roller.</p> <p>Make sure that the recording paper has no slack.</p> |
|---|---|

## FACSIMILE (cont.)

### PROBLEM

### CAUSE AND REMEDY

- **The other party complains that documents are being received with distorted letters.**
  - If you have call waiting service, it may have been activated by another telephone call. Re-connect the unit to a line that does not have call waiting service.
  - Someone may have used a telephone connected in parallel with the unit. Avoid connecting the same line for the unit and other telephone.
  
- **The unit has been set the Auto Receiving mode, but a document cannot be received automatically.**

Confirm whether you have recorded the following OGM-"To send a FAX, push the asterisk button." or not. See page 9.
  
- **The START indicator flashes for about 40 seconds after the unit receives a call automatically, but nothing is recorded.**

The caller hung up during or immediately after the playing of the OGM. This may occur if the disconnect signal is not transmitted from the Central Office, and your unit is in normal condition.
  
- **The unit does not operate properly.**

Turn the POWER switch off, then turn it on again.
  
- **When I receive or copy a document whose background is very dark or containing photographs, the unit may produce a high tone.**

This is quite normal.
  
- **Problems receiving international facsimiles.**
  - Refer to the INSTALLATION MANUAL, page 13 and 14.
  - Shorten OGM to 10 seconds or less.
  - G III receiving speed may need to be set to 4800 bps.
  - CED frequency may need to be set to 1100 Hz.
  
- **I cannot transmit the document by using the ONE-TOUCH transmission and a long beep is heard.**

Someone is using the external telephone.

## ANSWERING MACHINE

- **When the CALL indicator flashes slowly;**

A power failure has occurred, confirm whether the voice messages are recorded on the tape or not.

## ANSWERING MACHINE (cont.)

### PROBLEM

### CAUSE AND REMEDY

- |   |   |
|---|---|
| <p>■ The unit does not work when I push buttons.</p> <p>■ The unit has been set to the Auto Receiving mode, but no voice messages have been recorded.</p> <p>■ When the tape is played back, the sound level is low, even if the SPEAKER VOLUME control is turned up fully.</p> <p>■ I have played back all the recorded messages and I want to record the next call after the last previously recorded messages.</p> <p>■ I push the buttons of a remote phone, but the unit does not respond.</p> <p>■ Some voice messages have not been fully recorded.</p> <p>■ When the caller hangs up after leaving message, the tape does not stop.</p> | <p>Turn the POWER switch off, then turn it on again.</p> <p>●The microcassette is broken (cut, worn out or twisted) or not inserted. Replace the cassette with a new one.</p> <p>●Change the FUNCTION selector to the ANS/FAX position.</p> <p>Clean the heads. See "MAINTENANCE" on page 16 in INSTALLATION MANUAL.</p> <p>When the AUTO RECEIVE indicator lights, leave the unit as it is. When the indicator is off, push the AUTO RECEIVE button. The unit will be ready to record the next phone call.</p> <p>Make sure that you use the correct code number.</p> <p>Set the CPC to "B". See "PROGRAMMING FUNCTIONS" on page 10 in INSTALLATION MANUAL.</p> <p>Vox detect time need to be set to 4 seconds. See "SERVICE FUNCTIONS FOR FACSIMILE" on pages 13 and 14 in INSTALLATION MANUAL.</p> |
|---|---|

## TELEPHONE

### PROBLEM

### CAUSE AND REMEDY

- |   |   |
|---|---|
| <p>■ The unit does not ring.</p> <p>■ The caller suddenly cannot hear my voice during a conversation.</p> | <p>The RINGER VOLUME selector is set to "OFF". Should be set to the HIGH or LOW position.</p> <p>Look at the MUTE indicator. If it is lit, push the MUTE button to resume the conversation.</p> |
|---|---|

# GLOSSARY OF TERMS

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**AUTO-LOGIC:**

At the touch of the PLAYBACK/PAUSE button, the unit will automatically rewind, play back all the recorded messages and stop. After 7 seconds, the unit will reset itself to the Auto Receiving Mode.

**Auto Receiving Mode:**

When a call is received, the unit will automatically answer, record voice-messages and/or receive documents.

**CPC (Calling Party Control):**

Calling party control enables the unit to detect when a caller hangs up.

**FLASH:**

If you connect your unit to a PBX, you may access some features of your PBX by using the FLASH button instead of the hookswitch.

**ICM:**

Incoming Message

**OGM:**

Outgoing Message

**TX Report (Transmission Report):**

Each time a document is transmitted, this function will cause a record of the transmission to be printed.

**Voice Contact:**

While you are transmitting or receiving documents, you wish to speak with the other party. You can do so after transaction without redialing.

**VOX:**

Voice Activated Circuit

The caller can leave a message for any length of time for as long as he/she continues to speak.

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