

# Panasonic®

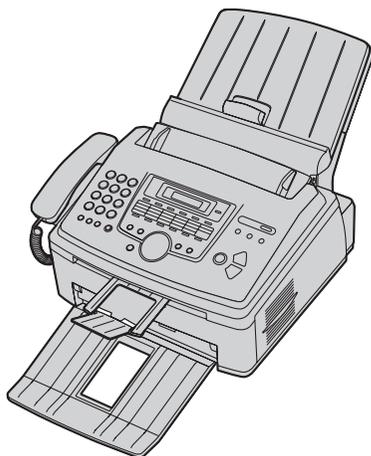
## Operating Instructions

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Multi-Function Laser Fax

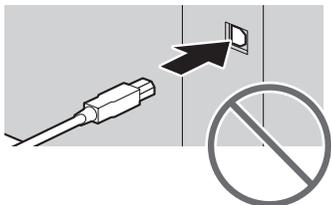
Model No. **KX-FLM661**

**KX-FLM671**

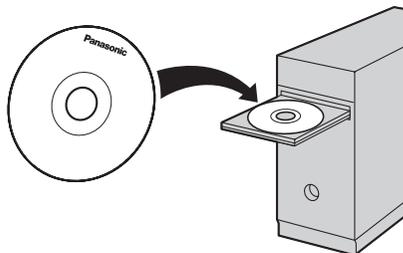


**Do NOT connect the unit to a computer with the USB cable until prompted to do so during the setup of Multi-Function Station (CD-ROM).**

1



2



**For hearing or speech impaired TTY users, TTY: 1-877-833-8855**

- This unit is compatible with Caller ID. Subscription to the appropriate service through your service provider/telephone company is required.

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**Thank you for purchasing a Panasonic fax machine.**

**You can select the English or Spanish language.**

The display and reports will be in the selected language. The default setting is English. If you want to change the setting, see feature #110 on page 50.

**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:**

- 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.

**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.

**For U.S.A. only:** Please visit

[www.panasonic.com/environmental](http://www.panasonic.com/environmental) for more information.

**Note:**

- Most illustrations shown in these operating instructions are based on a KX-FLM661.

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## For your safety

### Laser radiation



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

### 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 : Green 515 nm typical  
Emission duration : Continuous

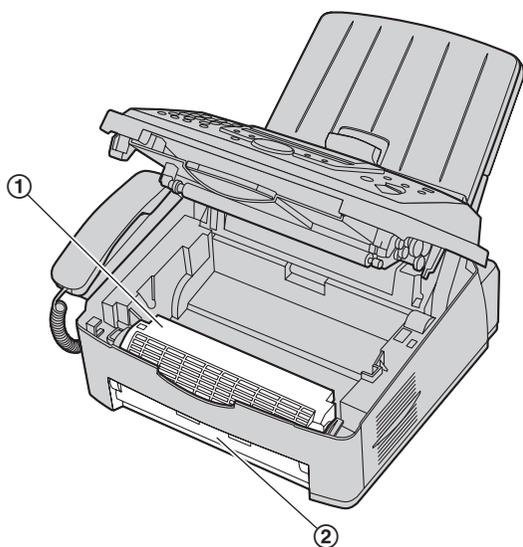
### Fuser unit



The fuser unit (①) gets hot. Do not touch it.

#### Note:

- During or immediately after printing, the area near the recording paper exit (②) also gets warm. This is normal.



## For best performance

### Toner cartridge and drum unit

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

### Toner cartridge

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

### Drum unit

- Read the instructions on page 10 before you begin installation of the drum unit. After you have read them, open the drum unit protective bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protective bag:
  - Do not expose the drum unit to light for more than 5 minutes.
  - Do not touch or scratch the green drum surface.
  - Do not place the drum unit near dust or dirt, or in a high humidity area.
  - Do not expose the drum unit to direct sunlight.
- To extend the life of the drum unit, the unit should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.

### Location

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

### Static electricity

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

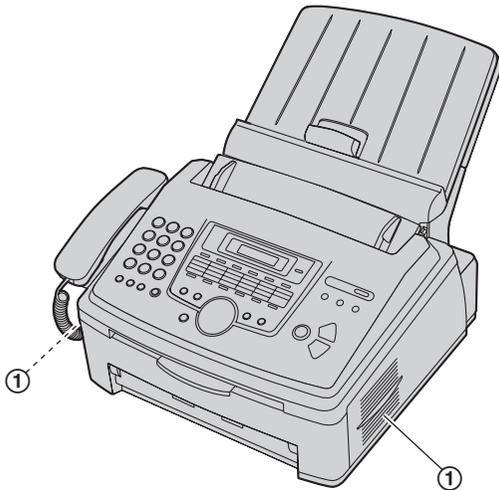
### Environment

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

## Important Information

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- Do not place any objects within 10 cm (4 inches) of the right, left and back sides of the unit.
- Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).



### Routine care

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

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## Illegal copies

- **It is unlawful to make copies of certain documents.**

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

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

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

### Notice:

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

## 1. Introduction and Installation

### Accessories

- 1.1 Supplied accessories ..... 7
- 1.2 Accessory information ..... 8

### Finding the Controls

- 1.3 Button descriptions ..... 8
- 1.4 Overview ..... 9

### Installation

- 1.5 Toner cartridge and drum unit ..... 10
- 1.6 Paper tray and paper tray cover ..... 12
- 1.7 Paper stacker ..... 13
- 1.8 Document stacker ..... 14
- 1.9 Handset cord ..... 14
- 1.10 Recording paper ..... 15

## 2. Preparation

### Connections and Setup

- 2.1 Connections ..... 17
- 2.2 Dialing mode ..... 18
- 2.3 Selecting the operation mode (Fax/Copy/Scan) ..... 18

### Document Requirements

- 2.4 Setting the original ..... 19

### Help

- 2.5 Help function ..... 20

### Volume

- 2.6 Adjusting the volume ..... 20

### Initial Programming

- 2.7 Date and time ..... 21
- 2.8 Your logo ..... 21
- 2.9 Your fax number ..... 22
- 2.10 Configuring the unit to access the LAN (KX-FLM671 only) ..... 22
- 2.11 Installing Multi-Function Station ..... 23
- 2.12 Starting Multi-Function Station ..... 25

## 3. Printer

### Printer

- 3.1 Printing from Windows applications ..... 27

## 4. Scanner

### Scanner

- 4.1 Scanning from the unit (Push Scan) ..... 30
- 4.2 Scanning from a computer (Pull Scan) ..... 32

## 5. Copier

### Copy

- 5.1 Making a copy ..... 33
- 5.2 More copying features ..... 34

## 6. Telephone

### Automatic Dialing

- 6.1 Storing items for the one-touch dial feature and navigator directory ..... 36

- 6.2 Making a phone call using one-touch dial feature or navigator directory ..... 36

## 7. Fax

### Sending Faxes

- 7.1 Sending a fax manually ..... 38
- 7.2 Sending a fax using one-touch dial feature and navigator directory ..... 39
- 7.3 Broadcast transmission ..... 40
- 7.4 Sending a computer document as a fax message from your computer ..... 41

### Receiving Faxes

- 7.5 Receiving a fax automatically – Auto answer ON ..... 41
- 7.6 Receiving a fax manually – Auto answer OFF ..... 42
- 7.7 Using the unit with an answering machine ..... 43
- 7.8 Junk fax prohibitor (preventing fax reception from undesired callers) ..... 44
- 7.9 Receiving a fax on your computer ..... 45

## 8. Caller ID

### Caller ID

- 8.1 Caller ID service ..... 46
- 8.2 Viewing and calling back using caller information ..... 46
- 8.3 Erasing caller information ..... 46
- 8.4 Storing caller information ..... 47

## 9. Distinctive Ring

### Distinctive Ring

- 9.1 Distinctive Ring service ..... 48
- 9.2 Using two or more phone numbers on a single telephone line ..... 48
- 9.3 Using three or more phone numbers on a single telephone line ..... 48
- 9.4 Programming the ring pattern assigned for fax ..... 48

## 10. Programmable Features

### Features Summary

- 10.1 Programming ..... 49
- 10.2 Basic features ..... 50
- 10.3 Fax features ..... 53
- 10.4 Copy features ..... 56
- 10.5 PC print features ..... 56
- 10.6 Scan features ..... 57
- 10.7 LAN features (KX-FLM671 only) ..... 58
- 10.8 Network features (KX-FLM671, LAN connection only) ..... 60

## 11. Useful Information

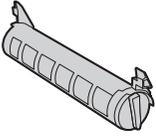
### Useful Information

- 11.1 Character entry ..... 61
- 11.2 Status of the unit ..... 61

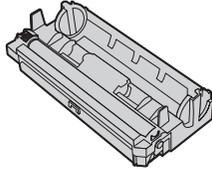
11.3 Canceling the operations.....	62
<b>12.Help</b>	
<b>Reports and Displays</b>	
12.1 Report messages .....	63
12.2 Display messages .....	64
<b>Troubleshooting</b>	
12.3 When a function does not work .....	66
<b>13.Paper Jams</b>	
<b>Jams</b>	
13.1 Recording paper jam .....	74
13.2 Document jams – sending .....	77
<b>14.Cleaning</b>	
<b>Cleaning</b>	
14.1 Cleaning the inside of the unit .....	78
<b>15.General Information</b>	
<b>Printed Reports</b>	
15.1 Reference lists and reports .....	80
<b>Specifications</b>	
15.2 Specifications .....	80
<b>Copyrights</b>	
15.3 Information of copyrights and licenses (KX- FLM671 only) .....	83
<b>16.Index</b>	
16.1 Index.....	90

## 1.1 Supplied accessories

- ① Toner cartridge (starter)\*<sup>1</sup>



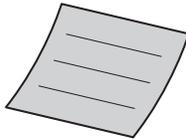
- ② Drum unit (KX-FA84)\*<sup>3</sup>



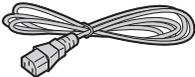
- ③ Important information guide (English–PNQW2392Z)\*<sup>3</sup> (Spanish–PNQW2393Z)\*<sup>3</sup>



- ④ Quick installation guide (PNQW1060Y)\*<sup>3</sup>



- ⑤ Power cord (PNJA1022Z)\*<sup>3</sup>



- ⑥ Telephone line cord (PFJA02B002Y)\*<sup>3</sup>



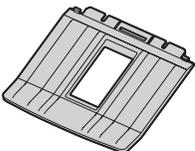
- ⑦ Handset (PFJXE0841Z)\*<sup>3</sup>



- ⑧ Handset cord (PFJA1029Z)\*<sup>3</sup>



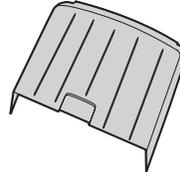
- ⑨ Paper stacker (PFKS1096Z1)\*<sup>3</sup>



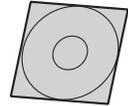
- ⑩ Paper tray (PFKS1108Z1)\*<sup>3</sup>



- ⑪ Paper tray cover\*<sup>2</sup> (PFKV1100Z1)\*<sup>3</sup>



- ⑫ CD-ROM (PNJKFLM672Z)\*<sup>3</sup>



\*1 Prints about 800 letter-size pages with a 5 % coverage (page 82).

\*2 No need to install when using legal paper.

\*3 Part numbers are subject to change without notice.

**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.

### 1.2 Accessory information

Accessories for this unit can be ordered online, by fax, or by telephone.

To ensure that the unit operates properly, we recommend the use of Panasonic toner and drum unit.

– **Replacement toner cartridge**<sup>\*1</sup>

- **Model No. (Part No.): KX-FA83**

– **Replacement drum unit**<sup>\*1</sup>

- **Model No. (Part No.): KX-FA84**

\*1 Prints about 2,500 sheets of letter-size pages with a 5 % coverage using KX-FA83.

#### To place an order online (for customers in the U.S.A. or Puerto Rico)

Visit our web site:

<http://www.panasonic.com/mfpsupplies>

- For questions regarding online orders:

**Email:**

[customerservice@shop.us.panasonic.com](mailto:customerservice@shop.us.panasonic.com)

**Telephone: (800) 405-0652**

#### To place an order by fax

**Fax: (800) 237-9080**

Include:

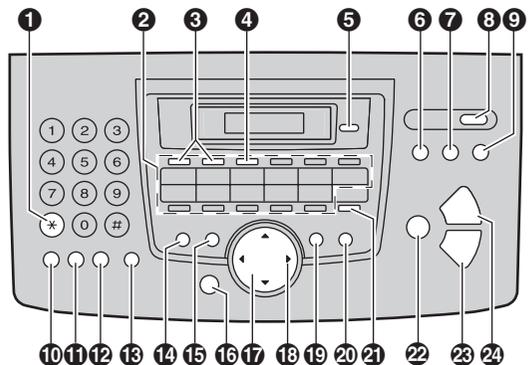
- your name, shipping address and telephone number
- credit card type, number, expiration date and your signature
- part number and quantity

#### To place an order by telephone

**Telephone: (800) 332-5368**

(Monday - Friday 9 am to 9 pm, EST.)

### 1.3 Button descriptions



#### ① [Tone]

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

#### ② [Station keys]

- To use the one-touch dial feature (page 36, 39).

#### ③ [Broadcast]

- To send a document to multiple parties (page 40).

#### ④ [Manual broad]

- To send a document to multiple parties by storing using the dial keypad (page 40).

#### ⑤ [Caller ID]

- To use Caller ID features (page 46).

#### ⑥ [Fax]

- To switch to the fax mode (page 18, 38).

#### ⑦ [Copy]

- To switch to the copy mode (page 18, 33).

#### ⑧ [Auto Answer]

- To turn the auto answer setting ON/OFF (page 41).

#### ⑨ [Scan]

- To switch to the scan mode (page 18, 30).

#### ⑩ [Redial][Pause]

- To redial the last number dialed. If the line is busy when you make a phone call using the **[Monitor]** button, or when you send a fax, the unit will automatically redial the number 1 time.
- To insert a pause during dialing.

#### ⑪ [Handset Mute]

- To mute your voice to the other party during a conversation. Press again to resume the conversation.

#### ⑫ [Flash]

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

**13 [Monitor]**

- To initiate dialing.  
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 [Quick Scan]**

- To store a scanned document into memory, and then send it (page 38).

**15 [Resolution]**

- To select a resolution (page 33, 38).

**16 [Menu]**

- To start or exit programming.

**17 Navigator key**

- To select desired settings.
- To adjust the volume (page 20).
- To search for a stored item (page 36, 39).

**18 [Directory]**

- To initiate the navigator directory (page 36, 40).

**19 [Contrast]**

- To select a contrast (page 33, 38).

**20 [Enhanced Copy]**

- To make a collated copy (page 34).
- To enlarge or reduce a document (page 34).
- To make N in 1 copy (page 35).

**21 [Lower]**

- To select stations 12–22 for the one-touch dial feature (page 36, 39).

**22 [Set]**

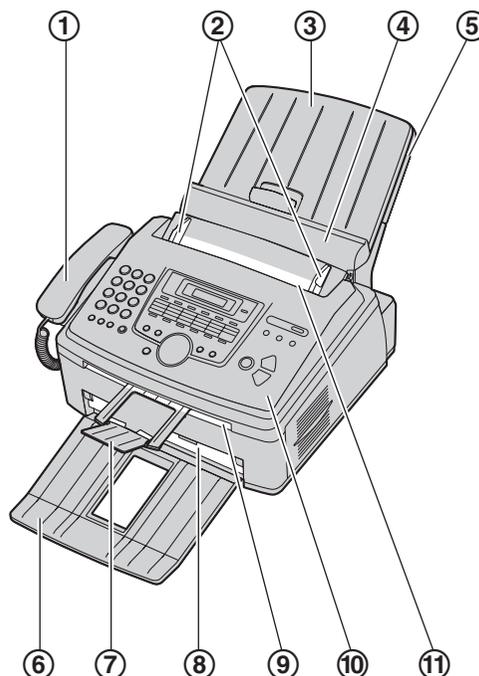
- To store a setting during programming.

**23 [Start]**

- To copy a document (page 33).
- To scan a document (page 30).
- To send or receive a fax (page 38, 42).

**24 [Stop]**

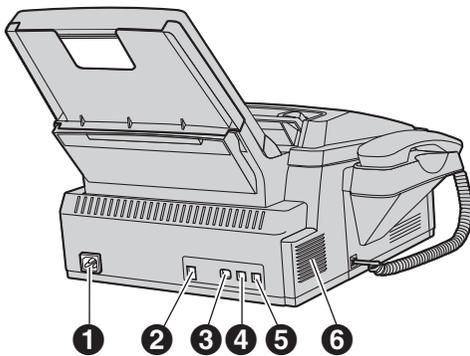
- To stop an operation or programming session.
- To erase a character/number.

**1.4 Overview****1.4.1 Front view**

- ① Handset
- ② Document guides
- ③ Paper tray cover
- ④ Tension plate
- ⑤ Paper tray
- ⑥ Paper stacker<sup>\*1</sup>
- ⑦ Document stacker<sup>\*1</sup>
- ⑧ Recording paper exit
- ⑨ Document exit
- ⑩ Front cover
- ⑪ Document entrance

\*1 The paper stacker and document stacker may not be shown in all illustrations.

## 1.4.2 Rear view

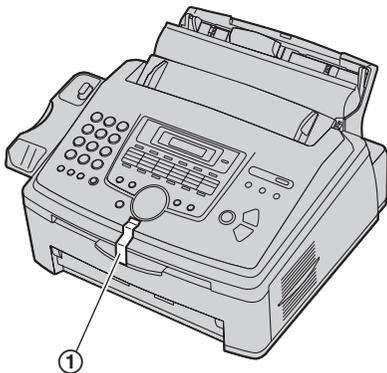


\* The pictured model is KX-FLM671.

- ❶ Power inlet
- ❷ USB interface connector
- ❸ LAN interface connector (KX-FLM671 only)
- ❹ External telephone jack
- ❺ Telephone line jack
- ❻ Speaker

### Removing the shipping tape

Remove the shipping tape (❶) before installation.



#### Note:

- Shipping tape positions are subject to change without notice.

## 1.5 Toner cartridge and drum unit

The supplied toner cartridge is a starter toner cartridge.

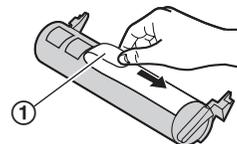
### Caution:

- Read the following instructions before you begin installation. After you have read them, open the drum unit protective bag. The drum unit contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protective bag:
  - Do not expose the drum unit to light for more than 5 minutes.
  - Do not touch or scratch the green drum surface.
  - Do not place the drum unit near dust or dirt, or in a high humidity area.
  - Do not expose the drum unit to direct sunlight.
- We cannot be responsible for any damage to the unit or degradation of print quality which may occur from the use of a non-Panasonic toner cartridge and drum unit.
- Do not leave the toner cartridge out of the protective bag for a long time. It will decrease the toner life.
- Do not add toner to the toner cartridge.

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

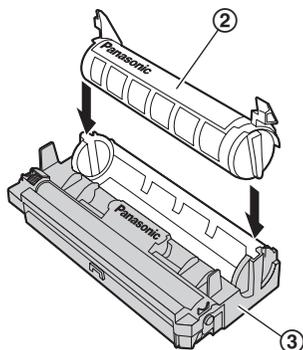


- 2 Remove the toner cartridge and drum unit from the protective bags. Peel off the seal (❶) from the toner cartridge.

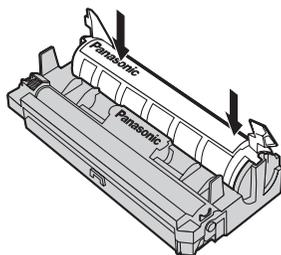


- Do not touch or scratch the green drum surface.

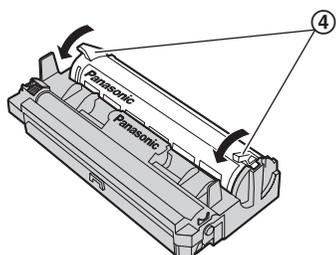
- 3** Place the toner cartridge (②) into the drum unit (③) vertically.



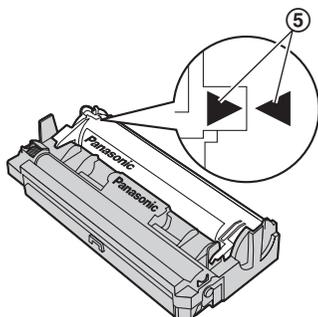
- 4** Firmly press down the toner cartridge to snap into position.



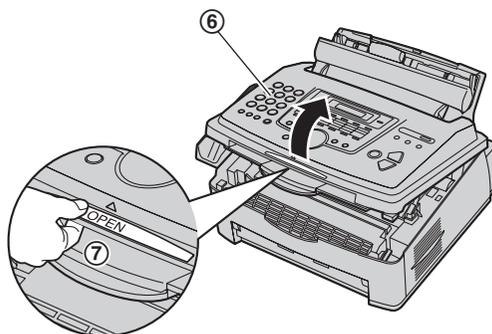
- 5** Turn the two levers (④) on the toner cartridge firmly.



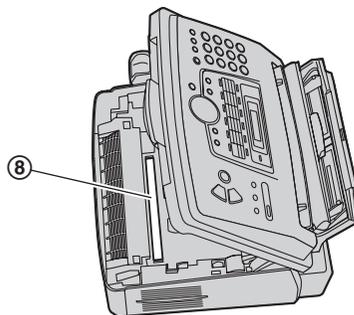
- 6** Make sure that the arrows (⑤) match to install the toner cartridge correctly.



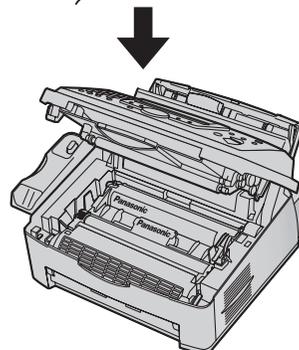
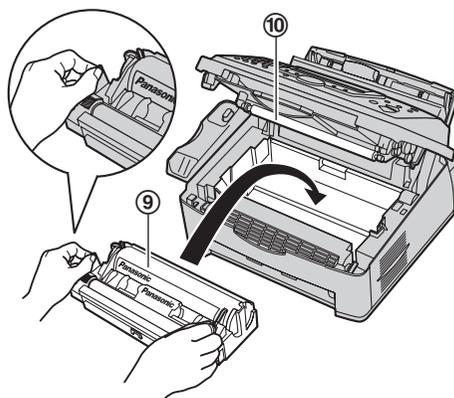
- 7** Lift open the front cover (⑥), holding OPEN (⑦).



- If the lower glass (⑧) is dirty, clean it with a soft and dry cloth.



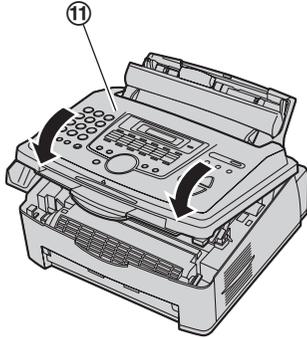
- 8** Install the drum and toner unit (⑨) by holding the tabs.



- Do not touch the transfer roller (⑩).

## 1. Introduction and Installation

- 9 Close the front cover (11) by pushing down on both sides, until locked.



### When to replace the toner cartridge and the drum unit

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

- "TONER LOW"
- "TONER EMPTY"

- To check the drum life and quality, please print the printer test list (page 80) and refer to page 82 for information on the drum life. If printing quality is still poor or "REPLACE DRUM" appears on the display, replace the toner cartridge and drum unit.
- To maintain print quality and machine life, we recommend you to clean slots and openings (page 4) and the inside of the unit (page 78) when replacing the toner cartridge and/or drum unit.

### Note:

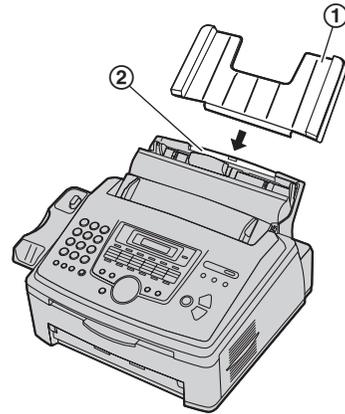
- To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge (Model No. KX-FA83) and drum unit (Model No. KX-FA84)**. See page 8 for accessory information.

### Toner save feature

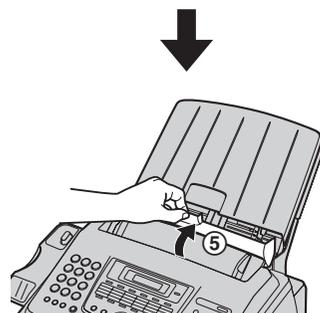
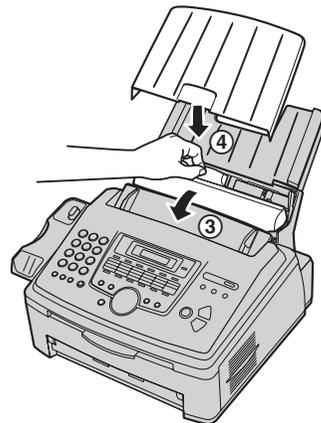
If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 52). The toner cartridge will last approximately 40 % longer. This feature may lower the print quality.

## 1.6 Paper tray and paper tray cover

- 1 Insert the paper tray (1) into the slot (2) on the back of the unit.



- 2 Pull the tension plate forward (3) and attach the paper tray cover (4), then push the tension plate back (5).



- When you use legal paper, do not attach the paper tray cover.

**Note:**

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

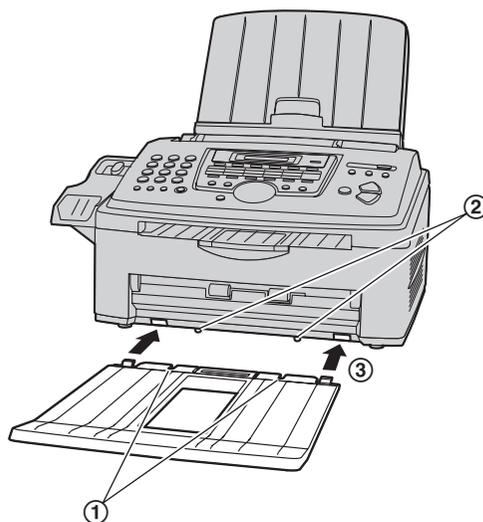
**To remove the paper tray**

Pull the paper tray forward in the direction of the arrow.



## 1.7 Paper stacker

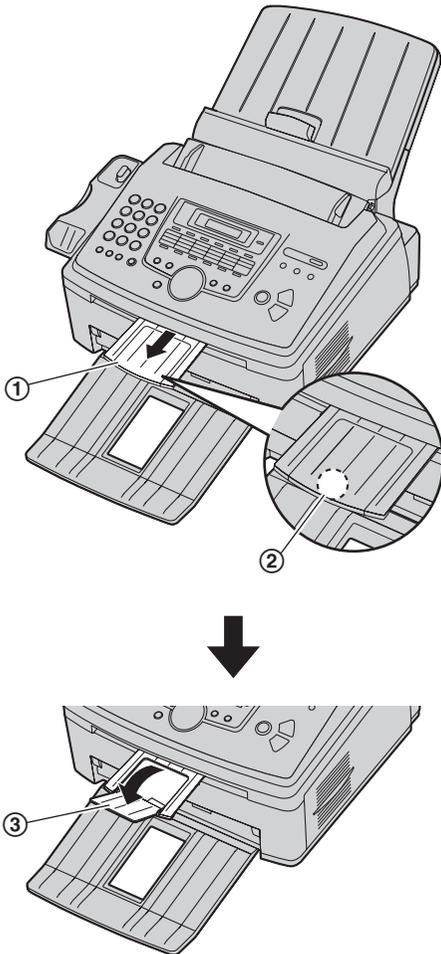
Line up the slots (①) in the paper stacker with the pegs (②) on the bottom of the unit, then insert the two tabs of the paper stacker into the slots on the unit (③).

**Note:**

- Do not place the unit in an area where the paper stacker may be easily bumped into.
- Document and recording paper will be ejected from the front of the unit. Do not place anything in front of the unit.
- The paper stacker can hold up to approximately 100 sheets of printed paper. Remove the printed paper before the paper stacker becomes full.

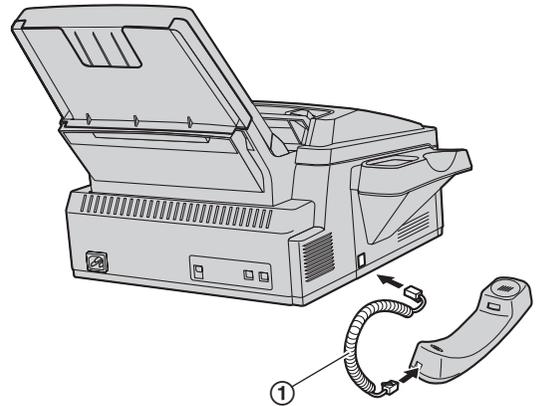
### 1.8 Document stacker

Pull the document stacker (①) forward gently until it clicks into place, then press the center part of the document stacker (②) to open the extender (③).



### 1.9 Handset cord

Connect the handset cord (①).



## 1.10 Recording paper

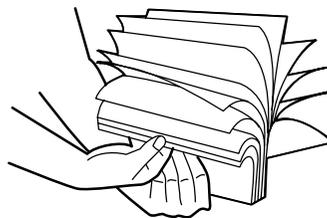
The unit can hold:

- Up to 250 sheets of 60 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (16 lb to 20 lb) paper.
- Up to 230 sheets of 80 g/m<sup>2</sup> (21 lb) paper.
- Up to 200 sheets of 90 g/m<sup>2</sup> (24 lb) paper.
- Please refer to page 81 for information on recording paper.
- **The unit is set for printing letter-size paper by default. If you want to use A4 or legal-size paper, change the setting (feature #380 on page 51).**

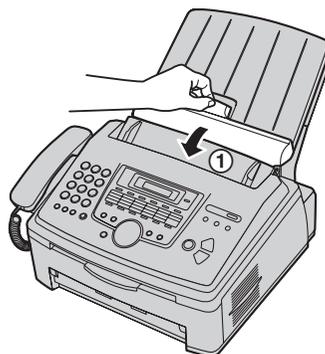
### Note for recording paper:

- 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 fiber content that is over 20 %, such as letterhead paper or paper used for resumes
  - Extremely smooth or shiny paper, or paper that is highly textured
  - Coated, damaged or wrinkled paper
  - Paper with foreign objects attached, such as tabs or staples
  - Paper that has dust, lint or oil stains
  - Paper that will melt, vaporize, discolor, scorch or emit dangerous fumes near 200 °C (392 °F), such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
  - Moist paper
  - Inkjet paper
- 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.
- Avoid double-sided printing.
- Do not use paper printed from this unit for double-sided printing with other copiers or printers. This may cause paper jams.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.
- 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.

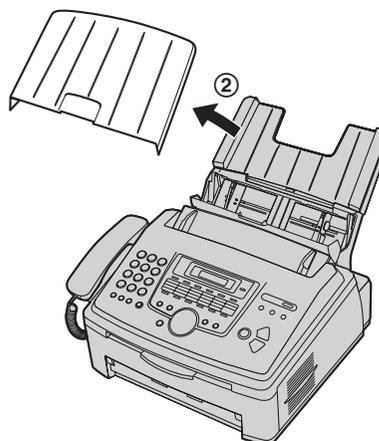
- 1 Before inserting a stack of paper, fan the paper to prevent paper jams.



- 2 Pull the tension plate forward (①).

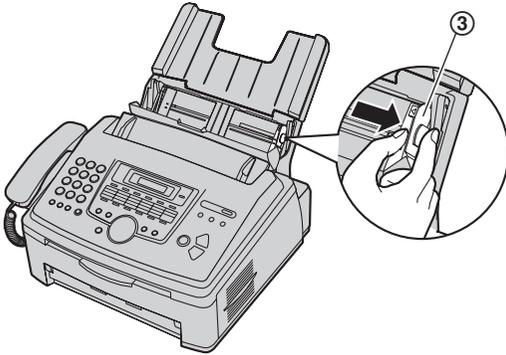


- 3 Remove the paper tray cover (②).

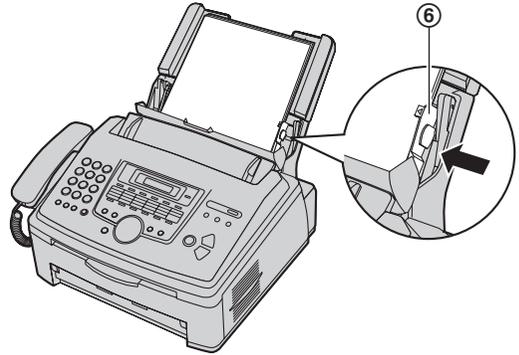


## 1. Introduction and Installation

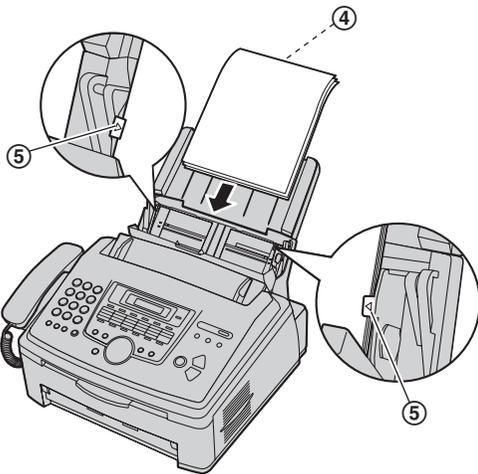
- 4 Pinch the right side of the recording paper guides (③), then slide it open to its full width.



- 6 Adjust the width to the size of the recording paper by sliding the right side of the guides (⑥).



- 5 Insert the paper, print-side down (④).



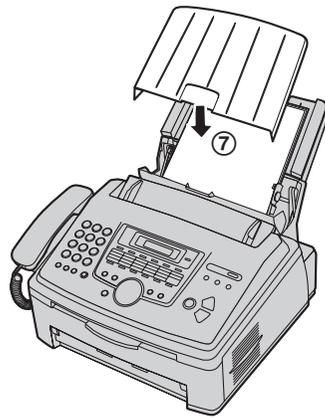
- The paper should not be over the tabs (⑤).
- If the paper is not inserted correctly, re-adjust the paper, or the paper may jam.

**Correct**

**Incorrect**



- 7 Attach the paper tray cover (⑦).



- 8 Push the tension plate back (⑧).



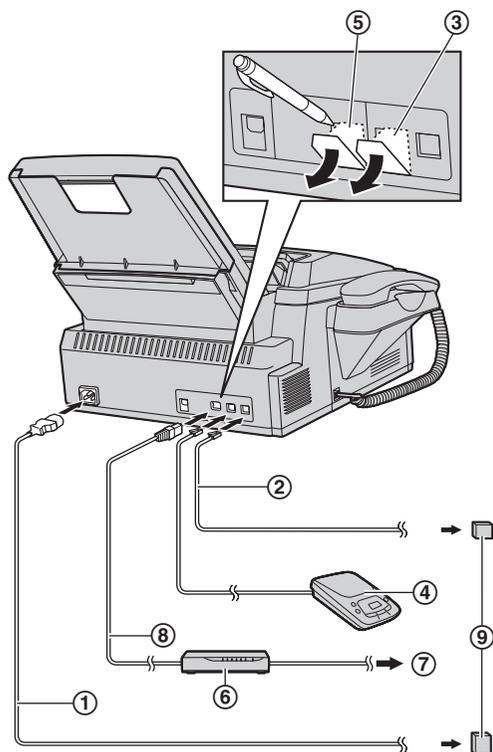
## 2.1 Connections

### Caution:

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

- ① Power cord
  - Connect to a power outlet (120 V, 60 Hz).
- ② Telephone line cord
  - Connect to a single telephone line jack (RJ11C).
- ③ [EXT] jack
  - You can connect an answering machine or an extension telephone. Remove the protective sheet if attached.
- ④ Answering machine (not supplied)
- ⑤ LAN interface connector\*<sup>1</sup>
  - Remove the protective sheet if attached.
- ⑥ Network router/Network hub (not supplied)\*<sup>1</sup>
  - Also connect networked computers.
- ⑦ To the Internet\*<sup>1</sup>
- ⑧ LAN cable (not supplied)\*<sup>1</sup>
  - To assure continued emission limit compliance, use only shielded LAN cable (Category 5 (Cat-5) Ethernet cable).

\*1 KX-FLM671 only



\* The pictured model is KX-FLM671.

### IMPORTANT NOTICE FOR THE USB CONNECTION

- DO NOT CONNECT THE USB CABLE UNTIL PROMPTED TO DO SO DURING THE SETUP OF MULTI-FUNCTION STATION (page 23).

### Note:

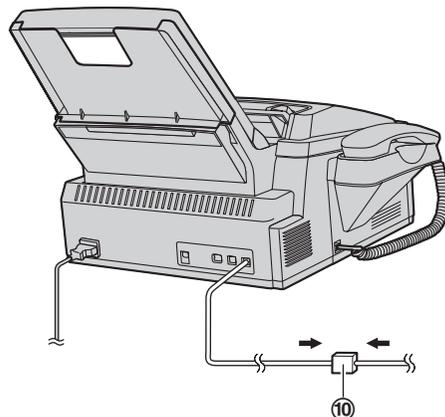
- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.

### Using surge protectors

- The warranty does not cover damage due to power line surges or lightning. For additional protection, we recommend using a surge protector (9).

### If the unit shares a single telephone line with a DSL service (KX-FLM671 only)

Fax transmission/reception may be unreliable, noise interference may be heard during telephone conversations, or Caller ID (page 46) may not function properly. Please attach a DSL filter (10) to the telephone line cord of the unit to prevent this. A DSL filter may be available from your DSL service provider.



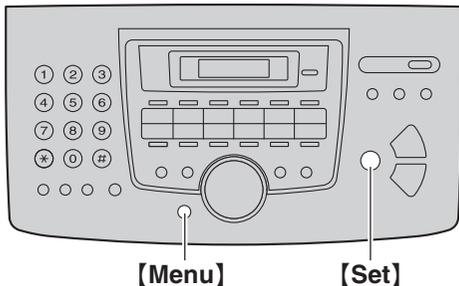
\* The pictured model is KX-FLM671.

### Using network router/network hub

- We recommend using network routers/network hubs (6) 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.

### 2.2 Dialing mode

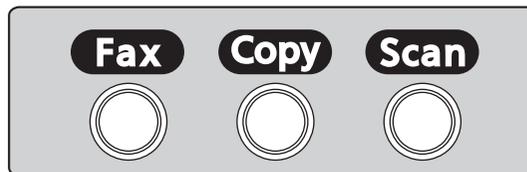
If you cannot dial (page 36, 38), change this setting according to your telephone line service.



- 1 **[Menu]**
- 2 Press **[\*][1][2][0]** to display "DIALING MODE".
- 3 Press **[1]** or **[2]** to select the desired setting.  
**[1]** "PULSE": For rotary/pulse dial service.  
**[2]** "TONE" (default): For tone dial service.
- 4 **[Set]**
- 5 Press **[Menu]** to exit.

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

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

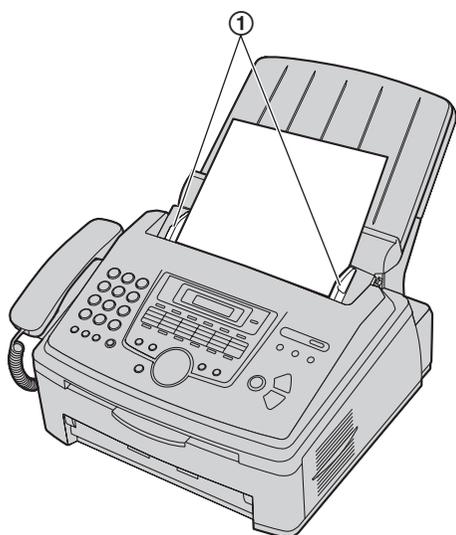


- **[Fax]**: Select this mode when using the unit as a fax machine (page 38).
- **[Copy]**: Select this mode when using the unit as a copier (page 33).
- **[Scan]**: Select this mode when using the unit as a scanner (page 30).

#### Note:

- The default operation mode is the fax mode.
- You can change the default operation mode (feature #463 on page 51) and the timer before returning to the default operation mode (feature #464 on page 51).

## 2.4 Setting the original

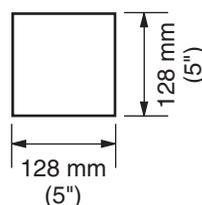


- 1 Adjust the width of the document guides (①) to fit the actual size of the document.
- 2 Insert the document (up to 20 pages) FACE DOWN into the feeder until a single beep is heard and the unit grasps the document.

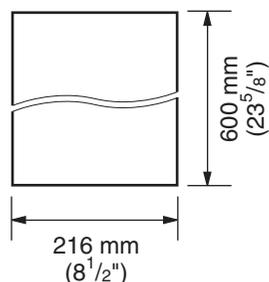
### Note:

- Check 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 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 a faint image
  - Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- To set a document with a width of less than 210 mm ( $8\frac{1}{4}$ " ), we recommend using a copy machine to copy the original document onto A4 or letter-size paper, then setting the copied document.
- Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using a copy machine and set the copy.
- Available document size, document weight and effective scanning area are as follows:

### Minimum document size

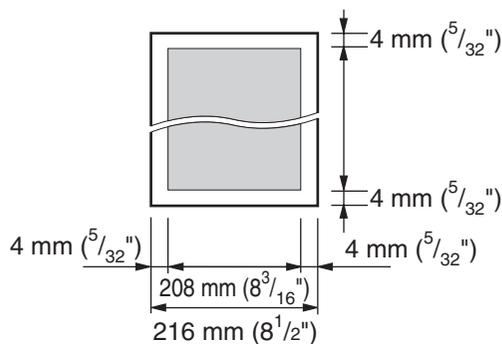


### Maximum document size



### Effective scanning area

- Shaded area will be scanned.



### Document weight

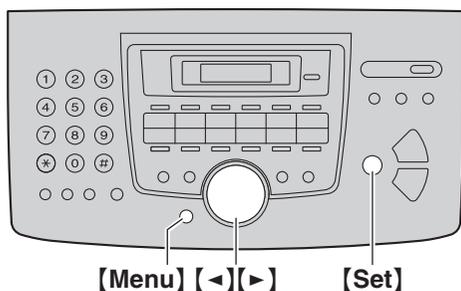
- Single sheet:  
45 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (12 lb to 24 lb)
- Multiple sheets:  
60 g/m<sup>2</sup> to 80 g/m<sup>2</sup> (16 lb to 21 lb)

## 2. Preparation

### 2.5 Help function

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

- "BASIC SETTINGS"
- "FEATURE LIST"
- "DIRECTORY"
- "FAX SND/RCV"
- "COPIER"
- "Q and A"
- "ERRORS"
- "REPORTS"
- "CALLER ID"

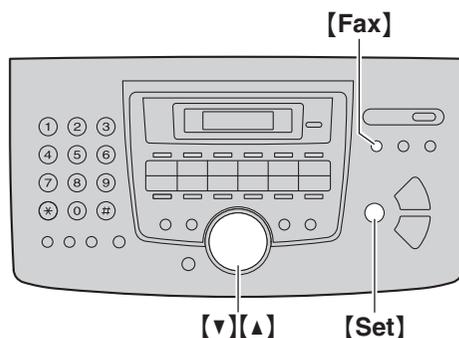


- 1 Press **[Menu]** repeatedly to display "HELP".
- 2 Press **[<-]** or **[>-]** repeatedly to display the desired item. → **[Set]**
- 3 Press **[Menu]** to exit.

### 2.6 Adjusting the volume

#### Important:

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



#### Ringer volume

While the unit is idle, press **[v]** or **[^]**.

- The ringer volume can only be adjusted if there are no documents in the document entrance. Confirm that there are no documents in the entrance.

#### To turn the ringer OFF

Press **[v]** repeatedly to display "RINGER OFF= OK?". → **[Set]**

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

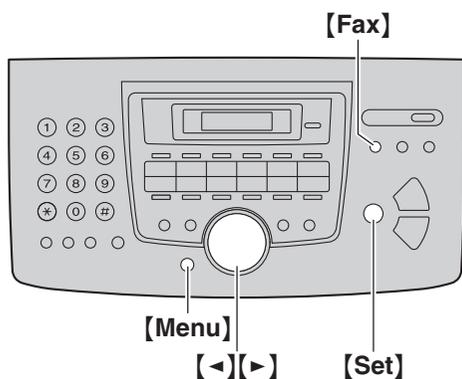
#### Handset receiver volume

While using the handset, press **[v]** or **[^]**.

#### Monitor volume

While using the monitor, press **[v]** or **[^]**.

## 2.7 Date and time



- 1 [Menu] → [#][1][0][1] → [Set]

M: 01/D: 01/Y: 10
TIME: 12:00AM

- 2 Enter the current month/date/year/hour/minute by selecting 2 digits for each.

**Example: August 10, 2010 10:15 PM (12 hour clock format)**

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

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

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

- 3 [Set]

- 4 Press [Menu] to exit.

### Note:

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

### To correct a mistake

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

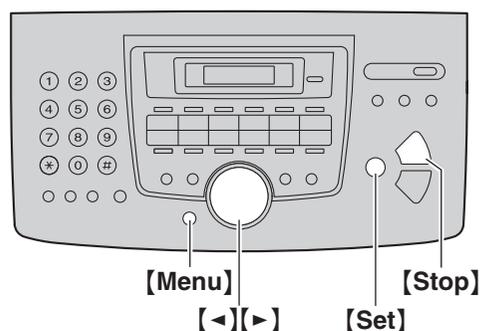
### If you have subscribed to a Caller ID service

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

- If the time has not previously been set, Caller ID will not adjust the clock.
- You can turn this feature OFF (feature #226 on page 51).

## 2.8 Your logo

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



- 1 [Menu] → [#][1][0][2] → [Set]

LOGO=
-------

- 2 Enter your logo, up to 30 characters (see page 61 for character entry). → [Set]

- 3 Press [Menu] to exit.

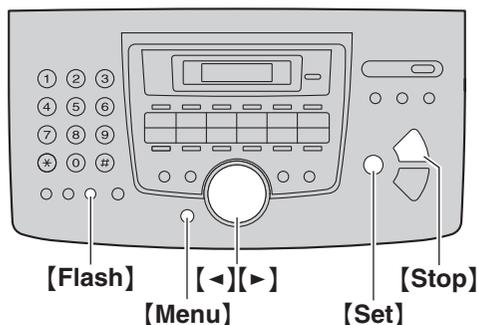
### To correct a mistake

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

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

### 2.9 Your fax number

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



- 1 **[Menu]** → **[\*][1][0][3]** → **[Set]**

NO. = ■

- 2 Enter your fax number, up to 20 digits.
  - To enter a "+", press **[\*]**.
  - To enter a space, press **[\*]**.
  - To enter a hyphen, press **[Flash]**.
  - To erase a number, press **[Stop]**.

- 3 **[Set]**

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

#### To correct a mistake

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

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

### 2.10 Configuring the unit to access the LAN (KX-FLM671 only)

You can print documents, scan documents, receive faxes or send faxes using a computer connected to the LAN. 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.**

#### 2.10.1 Setting up automatically with a DHCP server

##### Your situation:

- When only one unit is connected to the LAN.

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

- 1 After connecting the LAN cable to the unit and the computer, connect the power cord.
  - The IP address, subnet mask, and default gateway will be set automatically.
- 2 Install Multi-Function Station on the computer that you want to use it with. See page 23 for details.

##### Note:

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

#### 2.10.2 Setting up manually

##### Your situation:

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

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

- 1 **[Menu]**
- 2 Press **[\*][5][0][0]** to display "DHCP".
- 3 Press **[0]** to select "DISABLED". → **[Set]**
- 4 Set each item.

##### For the IP address:

1. Press **[5][0][1]** to display "IP ADDRESS".
2. **[Set]** → Enter the IP address of the unit. → **[Set]**

##### For the subnet mask:

1. Press **[5][0][2]** to display "SUBNET MASK".

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

**For the default gateway:**

1. Press **[5][0][3]** to display “DEFAULT GATEWAY”.
2. **[Set]** → Enter the default gateway of the network. → **[Set]**

5 Press **[Menu]** to exit.

6 Install Multi-Function Station on the computer that you want to use it with. See page 23 for details.

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

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

### 2.10.3 Setting the computer for PC fax reception

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

- Make sure PC fax setting is set to “ALWAYS” or “CONNECTED” beforehand (feature #442 on page 55).

1 **[Menu]** → **[⏏][4][4][3]** → **[Set]**

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

3 Press **[Menu]** to exit.

**Note:**

- If the unit is not connected to the LAN, the computer connected to the unit by USB is assigned as the default computer for PC fax reception.
- To select the desired computer easily, change the PC name beforehand (page 26).

## 2.11 Installing Multi-Function Station

### 2.11.1 Required computer environment

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

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

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

**Operating System:**

Windows 98/Windows Me/Windows 2000/Windows XP/Windows Vista®/Windows 7

**CPU:**

Windows 98: Pentium® 90 MHz or higher processor  
Windows Me: Pentium 150 MHz or higher processor  
Windows 2000: Pentium 166 MHz or higher processor  
Windows XP: Pentium 300 MHz or higher processor  
Windows Vista/Windows 7: Pentium 4 or higher processor

**RAM:**

Windows 98: 24 MB (32 MB or more recommended)  
Windows Me: 32 MB (64 MB or more recommended)  
Windows 2000: 64 MB or more  
Windows XP: 128 MB or more  
Windows Vista: 512 MB or more  
Windows 7: 1 GB (2 GB or more recommended)

**Other Hardware:**

CD-ROM drive  
Hard disk drive with at least 150 MB of available space  
USB interface  
LAN interface (10Base-T/100Base-TX) (KX-FLM671 only)

**Other:**

Internet Explorer® 5.0 or later

**Warning:**

- To assure continued emission limit compliance:
  - use only shielded USB cable (Example: Hi-Speed USB 2.0 certified cable).
  - use only shielded LAN cable (Category 5 (Cat-5) Ethernet cable) (KX-FLM671 only).
- To protect the unit, use only shielded USB cable in areas where thunderstorms occur.

**Note:**

- A USB cable is not supplied. Please purchase a shielded Type-A male/Type-B male USB cable.

### 2.11.2 Installing Multi-Function Station on a computer

- Install Multi-Function Station (CD-ROM) before connecting the unit to a computer with USB cable. If the unit is connected to a computer with USB cable before installing Multi-Function Station, the [Found New Hardware Wizard] dialog box will appear. Click [Cancel] to close it.
- The screenshots shown in these instructions are for Windows XP and are included for reference only.
- The screenshots shown in these instructions may differ slightly from those of the actual product.
- Software features and appearance are subject to change without notice.
- If you are also using KX-MB200/KX-MB700/KX-FLB880 series, see page 73.

- 1 Start Windows and exit all other applications.
  - For Windows 2000, Windows XP, Windows Vista and Windows 7 users, you must be logged in as an administrator in order to install Multi-Function Station.
- 2 Insert the supplied CD-ROM into your CD-ROM drive.
  - If the [Select Language] dialog box appears, select the language that you want to use with this software. Click [OK].
  - If the installation does not start automatically: Click [Start]. Choose [Run...]. Type "D:\install" (where "D" is the drive letter of your CD-ROM drive). Click [OK].  
(If you are not sure what the drive letter is for your CD-ROM drive, use Windows Explorer and look for the CD-ROM drive.)

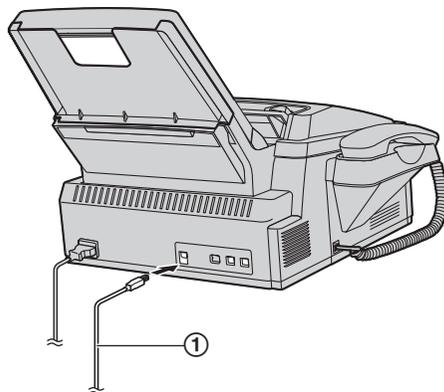
#### 3 [Easy Installation]

- The installation will start.
- 4 When the setup program starts, follow the on-screen instructions.
    - Readiris OCR software (page 31) and Device Monitor (page 62) will also be installed.
  - 5 The [Connect Type] dialog box appears.

#### For USB connection:

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

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



\* The pictured model is KX-FLM671.

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

#### For LAN connection (KX-FLM671 only):

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

#### Important notice

If you are using Windows XP, Windows Vista or Windows 7, a message may appear after connecting the unit with the USB cable. This is normal and the software will not cause any difficulties with your operating system. You can continue the installation with no problem. This kind of message is displayed:

- **For Windows XP users**

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

- **For Windows Vista/Windows 7 users**

"Would you like to install this device software?"

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

For Windows 2000, Windows XP, Windows Vista and Windows 7 users, you must be logged in as an administrator in order to modify Multi-Function Station.

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

**To uninstall the software**

For Windows 2000, Windows XP, Windows Vista and Windows 7 users, you must be logged in as an administrator in order to uninstall Multi-Function Station.

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

## 2.12 Starting Multi-Function Station

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

- Multi-Function Station will appear.

**[Scan] (page 32)**

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

**[PC FAX]**

- To send a document created on the computer as a fax message (page 41).
- To display a fax document received on the computer (page 45).

**[Remote Control] (page 61)**

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

**[Utilities]**

- To start Multi-Function Viewer (page 32).
- To start Device Monitor (page 62).
- To start OCR application (page 31).
- To start the configuration web page (page 49, 62) (KX-FLM671, LAN connection only).

**[Settings] (page 26)**

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

**[?]**

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

**[Lightbulb]**

- To display usage tips.

**[i]**

- To display information about Multi-Function Station.

## 2. Preparation

---

### Note:

- You can confirm if the unit is connected to your computer by using Device Monitor (page 62).
- 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]**: To select the display type of the launcher.
- **[OCR Path]**: To select the OCR software.
- **[PC name list up on device]** (KX-FLM671, LAN connection only): To select whether or not your computer name is displayed on the unit.
- **[PC name]** (KX-FLM671, LAN connection only): The computer name that will be displayed on the unit.

#### [Scan]

- **[Save to]**: To select the folder where the scanned image will be saved.
- **[Viewer][File][Email][OCR][Custom]**: To change scanning settings for Multi-Function scan application.

### Note:

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

---

### To select the default E-mail software

The default E-mail software is used when using "4.1.3 Scan to E-mail", page 30.

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

#### For Windows 98/Windows Me/Windows 2000:

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

#### For Windows XP:

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

#### For Windows Vista:

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

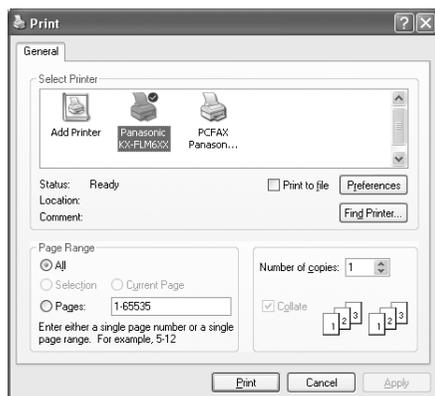
#### For Windows 7:

1. **[Start]** → **[Control Panel]** → **[Network and Internet]** → **[Internet Options]** → **[Programs]** → **[Set programs]** → **[Set program access and computer defaults]**
2. **[Custom]**
3. Select the desired MAPI-compliant E-mail software from **[Choose a default e-mail program]**. → **[OK]**

## 3.1 Printing from Windows applications

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

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



### Note:

- For Microsoft PowerPoint®, select **[Color]** or remove the check next to **[Grayscale]** in the print dialog so that colored or gray objects will be printed in grayscale properly.

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

#### For Windows 98/Windows Me:

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

#### For Windows 2000:

Click the desired tab and change the printer settings.

#### For Windows XP/Windows Vista/Windows 7:

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

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

### Note:

- To stop printing from the unit, see page 62.
- To load paper, see page 15, 28.
- For details about the paper specifications, see page 81.
- If a printing error occurs, the Device Monitor (page 62) will start automatically and display the error information.

### Setting the printer properties

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

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

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

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

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

**[Effects]**: Watermark, overlay.

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

**[Support]**: Version information.

### Note:

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

#### For envelopes:

Select **[Envelope #10]** or **[Envelope DL]** on the **[Basic]** tab for paper size.

#### For transparencies and labels:

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

- When printing from a computer, the toner save feature on the **[Quality]** tab overrides the unit's toner save setting (feature #482 on page 52).

### 3. Printer

#### 3.1.1 Printing on special media

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

- Please refer to page 81 for information on recording paper.

##### To print on transparencies

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

##### 3M® CG3300/CG5000

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

##### To print on labels

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

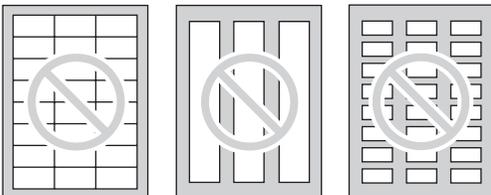
##### Avery®

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

##### XEROX®

LWH100/LWH110/LWH120/LWH130/LWH140

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

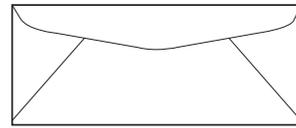


##### To print on envelopes

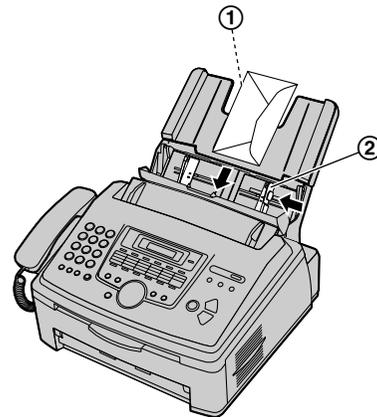
Use envelopes designed for laser printing. We recommend the following:

- High quality envelopes of 90 g/m<sup>2</sup> (24 lb) paper,
- Envelopes that have thin, sharply creased leading edges,
- Envelopes that have diagonal seams, and

- Envelopes with a moisture content of 4 % to 6 % by weight.



- You can load 10 envelope of 90 g/m<sup>2</sup> (24 lb) paper at a time for printing, print-side down.
- Insert envelopes, print-side down (①), then adjust the recording paper guides (②).



- Remove each envelope after printing.

##### Note:

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

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

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



Side seam construction



Peel-off strip



Multiple flaps



Twisted



Curled



Bent-edged



Waved



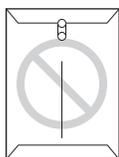
Dog-eared



Self adhesive

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

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



Clasp



Transparent window

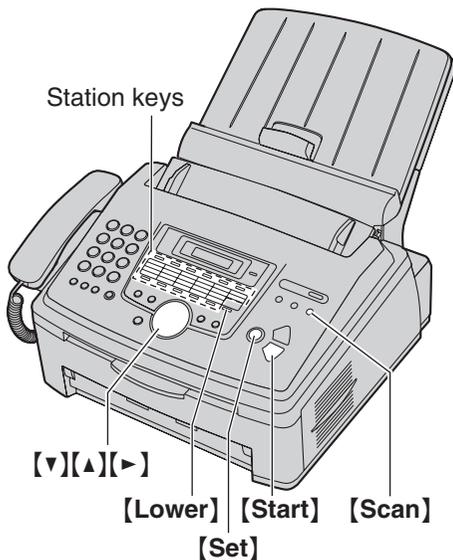
## 4.1 Scanning from the unit (Push Scan)

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

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

**Note:**

- You can set the desired scan mode for push scan beforehand (feature #493 on page 57).
- The scanned image will be automatically saved in the folder selected in the [Settings] window.
- If you select black/white for scan type, the contrast will not be set.



### 4.1.1 Scan to Multi-Function Viewer

- 1 Set the original (page 19).
- 2 [Scan]
- 3 Press [▼] or [▲] repeatedly to select “VIEWER”. → [Set]
- 4 **For USB connection:**  
Press [▼] or [▲] repeatedly to select “USB HOST”. → [Set]  
**For LAN connection (KX-FLM671 only):**  
Press [▼] or [▲] repeatedly to select the computer to which you want to send the scanned image. → [Set]
- 5 If necessary, change the scanning settings. Press [▶], press [▼] or [▲] repeatedly to select the desired setting. → [Set] → [Start]

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

**Note:**

- To stop scanning, see page 62.
- You can save the images in TIFF, JPEG, BMP or PDF formats.

### 4.1.2 Scan to save as a file

- 1 Set the original (page 19).
- 2 [Scan]
- 3 Press [▼] or [▲] repeatedly to select “FILE”. → [Set]
- 4 **For USB connection:**  
Press [▼] or [▲] repeatedly to select “USB HOST”. → [Set]  
**For LAN connection (KX-FLM671 only):**  
Press [▼] or [▲] repeatedly to select the computer to which you want to send the scanned image. → [Set]
- 5 If necessary, change the scanning settings. Press [▶], press [▼] or [▲] repeatedly to select the desired setting. → [Set] → [Start]
  - The scanned image will be automatically saved in the folder selected in the [Settings] window. To change the folder, see page 26.

**Note:**

- To stop scanning, see page 62.
- You can save the images in TIFF, JPEG, BMP or PDF formats.

### 4.1.3 Scan to E-mail

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

- 1 Set the original (page 19).
- 2 [Scan]
- 3 Press [▼] or [▲] repeatedly to select “E-MAIL”. → [Set]
- 4 **For USB connection:**  
Press [▼] or [▲] repeatedly to select “USB HOST”. → [Set]  
**For LAN connection (KX-FLM671 only):**  
Press [▼] or [▲] repeatedly to select the computer to which you want to send the scanned image. → [Set]
- 5 If necessary, change the scanning settings. Press [▶], press [▼] or [▲] repeatedly to select the desired setting. → [Set] → [Start]
  - The e-mail software will automatically start and the scanned image will be attached to a new e-mail message.

**Note:**

- To select the default E-mail software, see page 26.
- To stop scanning, see page 62.
- You can save the images in JPEG or PDF formats.

**To send the scanned image via e-mail server (KX-FLM671, LAN connection only)**

You can send the scanned image as an attachment without using e-mail software. To select the e-mail destination easily, register e-mail addresses through the web browser interface beforehand (page 57).

**Important:**

- **Program the SMTP server setting beforehand (page 60).**

1. Set the original (page 19).
2. **[Scan]**
3. Press **[▼]** or **[▲]** repeatedly to select “**E-MAIL**”. → **[Set]**
4. Press **[▼]** or **[▲]** repeatedly to select “**E-MAIL SERVER**”. → **[Set]**
5. Enter the destination e-mail address.  
**Using stations 1-11:**  
 Press the desired station key.  
**Using stations 12-22:**  
 Press **[Lower]**, then press the desired station key.  
**Using navigator key:**  
 Press **[▼]** or **[▲]** repeatedly to select the desired destination.  
**Using dial keypad:**  
 Press **[Set]**, then enter the e-mail address using the dial keypad (page 61).
6. **[Set]**
7. If necessary, change the scanning settings. Press **[▶]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[Set]** → **[Start]**

**Note:**

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

**4.1.4 Scan to OCR**

With OCR software, you can convert an image into text data that can be edited with word processing software. Readiris OCR software can be installed when installing Multi-Function Station.

- 1 Set the original (page 19).
- 2 **[Scan]**
- 3 Press **[▼]** or **[▲]** repeatedly to select “**OCR**”. → **[Set]**
- 4 **For USB connection:**  
 Press **[▼]** or **[▲]** repeatedly to select “**USB HOST**”. → **[Set]**

**For LAN connection (KX-FLM671 only):**

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

- 5 If necessary, change the scanning settings. Press **[▶]**, press **[▼]** or **[▲]** repeatedly to select the desired setting. → **[Set]** → **[Start]**
  - The scanned image will be displayed in the OCR window after scanning.

**Note:**

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

---

### 4.2 Scanning from a computer (Pull Scan)

---

#### 4.2.1 Using Multi-Function scan application

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

- 1 Set the original (page 19).
- 2 Start Multi-Function Station. → [**Scan**]
- 3 Click the desired application icon.
  - When you click [**Custom**], the pre-programmed application starts.
  - To cancel scanning while the documents are being scanned, click [**Cancel**].

**Note:**

- You can change the scanning settings beforehand for each application (page 26).
- By pointing to an application icon, scanning settings are displayed as tooltip.

---

#### 4.2.2 Using Multi-Function Viewer

- 1 Set the original (page 19).
- 2 Start Multi-Function Station.
- 3 [**Utilities**] → [**Viewer**]
  - [**Multi-Function Viewer**] will appear.
- 4 Click the [**Scan**] icon in the [**Multi-Function Viewer**] window.
  - The unit's name dialog box will appear.
- 5 If necessary, change the scanning settings on your computer.
  - To preview the scanned image, click [**Preview**]. Only the first page will be previewed. You can drag the frame to specify the scanned area. If you change the scan settings, click [**Preview**] to refresh the scanned image. Set the document again before refreshing the scanned image.
  - If you select [**Black/White**] for scan mode, the contrast will not be set.
- 6 [**Scan**]
  - If you preview the scanned image in step 5, set the document again and click [**Scan**].
  - The scanned image will be displayed in the [**Multi-Function Viewer**] window after scanning.
  - To save the scanned image, select [**Save As ...**] from the [**File**] menu.
  - To cancel scanning while the documents are being scanned, click [**Cancel**].

**Note:**

- You can display images in applications that support TIFF, JPEG, PCX, DCX and BMP formats.

- You can save images in TIFF, JPEG, PCX, DCX, BMP or PDF formats.
- If the [**Select...**] button is displayed in the [**Target Device**], click the [**Select...**] to select the unit from the list, then click [**OK**].

The [**Select...**] button will not be displayed when the only one printer driver has been installed.
- You can move, copy and delete a file or page.

---

#### 4.2.3 Using other applications

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

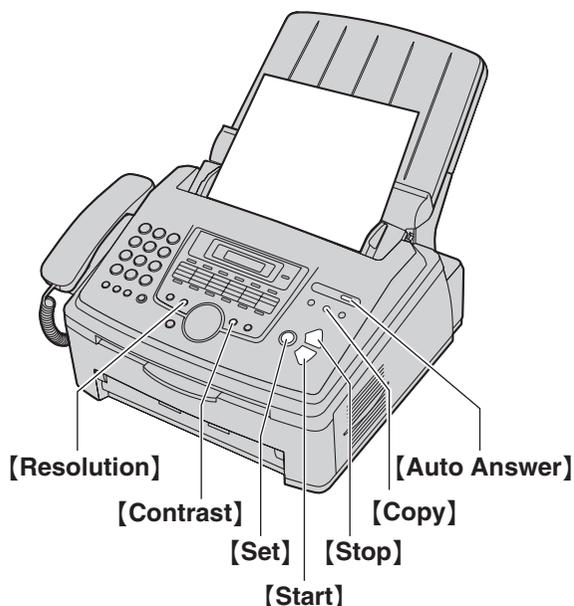
- 1 Set the original (page 19).
- 2 Start an application that supports TWAIN scanning.
- 3 Select [**Acquire Image...**] from the [**File**] menu.
  - The unit's name dialog box will appear.
- 4 If necessary, change the scanning settings on your computer. → [**Scan**]
  - The scanned image will be displayed in the application window after scanning.
  - To cancel scanning while the documents are being scanned, click [**Cancel**].

**Note:**

- Depending on the application used, the appearance may differ slightly.
- If the [**Select...**] button is displayed in the [**Target Device**], click the [**Select...**] to select the unit from the list, then click [**OK**].

The [**Select...**] button will not be displayed when the only one printer driver has been installed.

## 5.1 Making a copy



- 1 If the **[Copy]** light is OFF, turn it ON by pressing **[Copy]**.
- 2 Set the original (page 19).
- 3 If necessary, change the resolution and contrast according to the type of document.
  - To select the resolution, see page 33.
  - To select the contrast, see page 33.
- 4 If necessary, enter the number of copies (up to 99).
- 5 **[Start]**
  - The unit will start copying.
- 6 After you finish copying, press **[Stop]** to reset the settings you set in step 3 and 4.

### Note:

- To stop copying, see page 62.
- You can change the default operation mode (feature #463 on page 51) and the timer before returning to the default operation mode (feature #464 on page 51).
- If the **[Auto Answer]** light is ON, the unit can receive faxes automatically even when in the copy mode.

### To select the resolution

1. Press **[Resolution]** repeatedly.
  - “**TEXT/PHOTO**”: For both text and photographs.
  - “**TEXT**”: For text only.
  - “**PHOTO**”: For photographs, shaded drawings, etc.
2. **[Set]**

### Note:

- You can change the default resolution (feature #461 on page 56).

### To select the contrast

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

Press **[Contrast]** repeatedly. → **[Set]**

### Note:

- You can hold the previous contrast setting (feature #462 on page 51).

## 5.2 More copying features

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

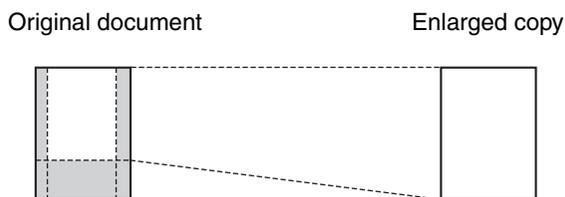
### 5.2.1 Zoom copy (enlargement / reduction)

- 1 Set the original (page 19).
- 2 **[Enhanced Copy]**
- 3 Press **[◀]** or **[▶]** repeatedly to select “ZOOM”. → **[Set]**
- 4 Press **[Enhanced Copy]** repeatedly to select the zoom rate that fits the size of your document and recording paper.
  - “ZOOM =100%”
  - “50%”
  - “200%”
  - “LTR ▶ A4”
  - “A4 ▶ LTR”
  - “LGL ▶ A4”
  - “LGL ▶ LTR”
  - If you select “ZOOM =100%”, press **[▼]** or **[▲]** repeatedly to change the enlargement / reduction rate by 1 % at a time from “25%” to “400%”.  
You can also enter the desired percentage specifically by using the dial keys.
- 5 **[Set]**
- 6 If necessary, enter the number of copies (up to 99). → **[Start]**
- 7 After you finish copying, press **[Stop]** to reset this feature.

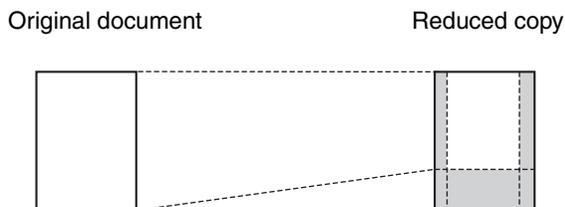
**Note:**

- Zoom copy is not available for N in 1 feature (page 35).
- You can hold the previous zoom setting (feature #468 on page 56).
- The unit will only enlarge the center of the upper part of the document. To make an enlarged copy of the bottom of the document, turn the document around, and then make a copy.

#### Example: 150 % enlarged copy



#### Example: 70 % reduced copy

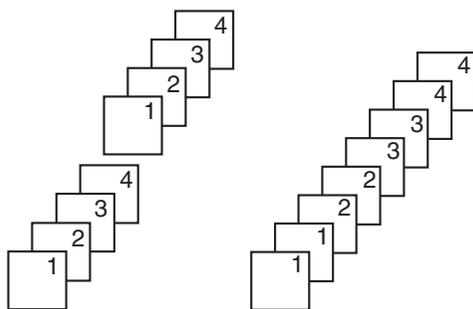


### 5.2.2 Collate copy

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

- 1 Set the original (page 19).
- 2 **[Enhanced Copy]**
- 3 Press **[◀]** or **[▶]** repeatedly to select “COLLATE”. → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to display “ON”. → **[Set]**
- 5 Enter the number of copies (up to 99). → **[Start]**
- 6 After you finish copying, press **[Stop]** to reset this feature.

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



**Note:**

- The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages.
- You can hold the previous collate setting (feature #469 on page 56).

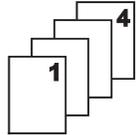
### Proof set feature

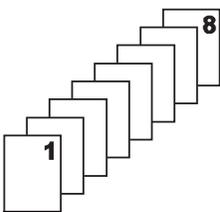
To make 1 set of collate copy first, set the original and enter necessary settings for collate copy (step 2 to 3 on “5.2.2 Collate copy”, page 34). Press **[▼]** or **[▲]** repeatedly to display “**PROOF SET**” (step 4 on “5.2.2 Collate copy”, page 34). The unit will make 1 set of collate copy and stop temporarily so you can check whether the copy is made as you expected. If the copy is correct, press **[Start]** to continue copying. If the copy is not correct, press **[Stop]** and start again from the beginning.

### 5.2.3 N in 1 feature

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

- 1 Set the original (page 19).
  - To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.
- 2 **[Enhanced Copy]**
- 3 Press **[◀]** or **[▶]** repeatedly to select “**N in 1**”. → **[Set]**
- 4 Press **[▼]** or **[▲]** repeatedly to select the number of original documents from “**2 in 1**”, “**4 in 1**” or “**8 in 1**”. → **[Set]**
- 5 Press **[▼]** or **[▲]** repeatedly to select the layout from “**PORTRAIT**” or “**LANDSCAPE**”. → **[Set]**
- 6 If necessary, enter the number of copies (up to 99). → **[Start]**
- 7 After you finish copying, press **[Stop]** to reset this feature.

Original document	Page layout
“2 in 1” 	“PORTRAIT”  “LANDSCAPE” 
“4 in 1” 	“PORTRAIT”  “LANDSCAPE” 

Original document	Page layout
“8 in 1” 	“PORTRAIT”  “LANDSCAPE” 

#### Note:

- You can save the previous N in 1 setting (feature #467 on page 56).

### 5.2.4 Copy reservation

You can reserve your copy;

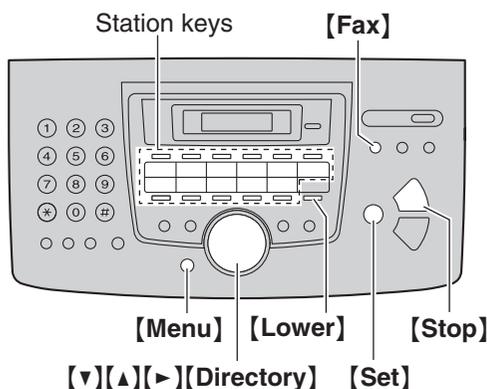
- while the unit is printing documents from your computer.
- while the unit is printing received fax documents.

- 1 Set the original (page 19).
- 2 While “**PC PRINTING**” or “**PRINTING**” is displayed, press **[Copy]**.
- 3 Make necessary settings such as number of copies, resolution, zoom features and N in 1 features. → **[Start]**
  - “**COPY RESERVED**” will be displayed. The unit will start copying after the current printing job.

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

The unit provides the one-touch dial feature (22 items) and navigator directory (300 items).

- Station 1 to 3 can be used alternatively as broadcast keys (page 40).
- Make sure that the **[Fax]** light is ON.



#### 6.1.1 Storing one-touch dial item

- 1 Press **[Menu]** repeatedly to display "DIRECTORY SET".
- 2 Select the desired station key.

**For stations 1–3:**

1. Press one of the station keys.

Example: 

STATION 1	[v]
DIAL MODE	[^]

2. **[Set]**

**For stations 4–11:**

Press one of the station keys.

**For stations 12–22:**

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

- 3 Enter the name, up to 16 characters (see page 61 for character entry). → **[Set]**
- 4 Enter the telephone number, up to 32 digits. → **[Set]**
  - To program other items, repeat steps 2 to 4.
- 5 **[Stop]**

**Note:**

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

#### 6.1.2 Storing navigator directory items

- 1 Press **[Menu]** repeatedly to display "DIRECTORY SET". → **[>]**

- 2 Enter the name, up to 16 characters (see page 61 for character entry). → **[Set]**
- 3 Enter the telephone number, up to 32 digits. → **[Set]**
  - To program other items, repeat steps 2 to 3.
- 4 **[Menu]**

**Note:**

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

#### 6.1.3 Editing a stored item

- 1 **[Directory]**
- 2 Press **[v]** or **[^]** repeatedly to display the desired item. → **[Menu]** → **[\*]**
- 3 Edit the name if necessary. → **[Set]**
- 4 Edit the telephone number if necessary. → **[Set]**

#### 6.1.4 Erasing a stored item

- 1 **[Directory]**
- 2 Press **[v]** or **[^]** repeatedly to display the desired item. → **[Menu]** → **[#]**
  - To cancel erasing, press **[Stop]**.
- 3 **[Set]**

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

Before using this feature, store the desired names and telephone numbers in one-touch dial feature and navigator directory (page 36).

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

#### 6.2.1 Using one-touch dial feature

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

**For stations 1–11:**

Press the desired station key.

**For stations 12–22:**

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

- The unit will start dialing automatically.

#### 6.2.2 Using the navigator directory

- 1 Press **[Directory]**.
  - Confirm that there are no documents in the document entrance.
- 2 Press **[v]** or **[^]** repeatedly to display the desired item.
- 3 Press **[Monitor]** or lift the handset.

- The unit will start dialing automatically.

---

**To search for a name by initial**

**Example:** “LISA”

**1. [Directory]**

2. Press [▼] or [▲] to initiate the navigator directory.

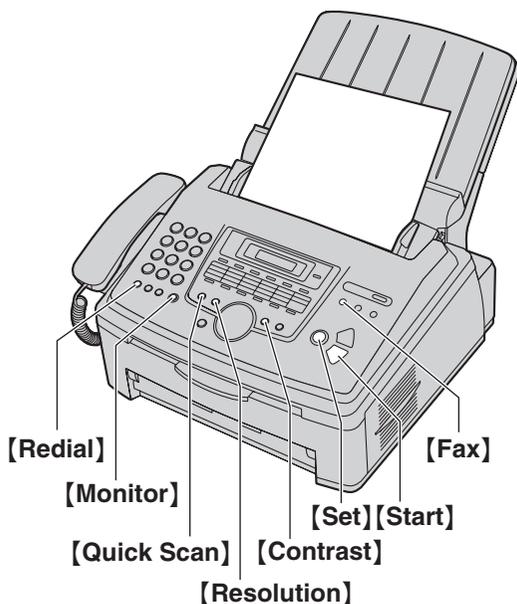
3. Press [5] repeatedly to display any name with the initial “L” (see page 61 for character entry).

- To search for symbols, press [✖].

4. Press [▼] or [▲] repeatedly to display “LISA”.

- To stop the search, press [Stop].
- To dial the displayed party, press [Monitor] or lift the handset.

## 7.1 Sending a fax manually



- 1 If the **[Fax]** light is OFF, turn it ON by pressing **[Fax]**.
- 2 Set the original (page 19).
- 3 If necessary, change the resolution and contrast according to the type of document.
  - To select the resolution, see page 38.
  - To select the contrast, see page 38.
- 4 **[Monitor]**
- 5 Dial the fax number.
- 6 **When a fax tone is heard:**  
Press **[Start]**.

### When the other party answers your call:

Lift the handset and ask them to press their start button. When the fax tone is heard, press **[Start]**.

### Note:

- After pressing **[Start]**, you can replace the handset.
- To stop sending, see page 62.
- You can change the default operation mode (feature #463 on page 51) and the timer before returning to the default operation mode (feature #464 on page 51).

### To select the resolution

1. Press **[Resolution]** repeatedly.
  - “**STANDARD**”: For normal-sized characters.
  - “**FINE**”: For small-sized characters.
  - “**SUPER FINE**”: For very small-sized characters.

- “**PHOTO**”: For photographs, shaded drawings, etc.

### 2. **[Set]**

- Using the “**FINE**”, “**SUPER FINE**” and “**PHOTO**” settings will increase transmission time.

### To select the contrast

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

Press **[Contrast]** repeatedly. → **[Set]**

### Note:

- You can hold the previous contrast setting (feature #462 on page 51).

### To redial the last number

**[Redial]** → **[Start]**

- If the line is busy, the unit will automatically redial the number 1 time.

### Note:

- To stop sending, see page 62.

### To send more than 20 pages at a time

Insert the first 20 pages of the document. Add the other pages (up to 20 at a time) on top of the previously inserted pages while the last page is being fed into the unit.

### Pre-dialing a fax number

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

### Sending from memory (Quick scan feature)

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

### Reserving the fax transmission (Dual Access)

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

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

1. Set the original during fax reception or fax memory transmission.
2. Enter the fax number using the dial keypad, one-touch dial or navigator directory.
3. Press **[Quick Scan]** or **[Start]**.
  - If the document exceeds the memory capacity, reservation for that document will be canceled. You must send the entire document manually.

### Printing a confirmation report

A confirmation report provides you with a printed record of transmission results. To print confirmation reports, make sure feature #401 is activated (page 53). For an explanation of the messages, see page 63.

### Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 80. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #402 is activated (page 53). For an explanation of the messages, see page 63.

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

Before using this feature, store the desired names and telephone numbers into one-touch dial feature and navigator directory (page 36).

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

- 1 Set the original (page 19).
- 2 If necessary, change to the desired resolution (page 38) and the desired contrast (page 38).
- 3 Enter the fax number.

#### Using stations 1–11:

Press the desired station key.

#### Using stations 12–22:

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

#### Using navigator directory:

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

- 4 **[Start]**

### Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number 1 time.

#### Note:

- To stop sending, see page 62.

## 7.3 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 as follows.

**Broadcast:** Store items using one-touch dial or navigator directory (page 36).

**Manual broadcast:** Store items using one-touch dial or navigator directory (page 36). You can also use the dial keypad to store items manually.

Your programmed items will remain in the broadcast memory, allowing frequent re-use.

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

### 7.3.1 Programming items into the broadcast memory

**1** Press **[Menu]** repeatedly to display “**DIRECTORY SET**”.

**2** Select the desired broadcast key.

**For BROADCAST 1–2:**

**1. [Broadcast]**

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

**For MANUAL BROADCAST:**

**1. [Manual broad]**

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

**3 [Set]**

**4** Program items.

**Using stations 1–11:**

Press the desired station key.

**Using stations 12–22:**

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

**Using navigator directory:**

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

**Using the dial keypad (only for manual broad):**

Enter the fax number. → **[Set]**

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

**5 [Set]**

- To program another broadcast key, repeat steps 2 to 5.

**6 [Stop]**

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

**1 [Directory]**

**2** Press **[▼]** or **[▲]** repeatedly to display the desired broadcast memory (“**<BROADCAST1>**”, “**<BROADCAST2>**” or “**<MANUAL BROAD>**”). → **[Menu]** → **[✕]**

**3** Press **[▼]** or **[▲]** repeatedly to display the desired item you want to add. → **[Set]**

- To add other items, repeat this step (up to 20 items).

**4 [Stop]**

**Note:**

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

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

**1 [Directory]**

**2** Press **[▼]** or **[▲]** repeatedly to display the desired broadcast memory (“**<BROADCAST1>**”, “**<BROADCAST2>**” or “**<MANUAL BROAD>**”). → **[Menu]** → **[#]**

**3** Press **[▼]** or **[▲]** repeatedly to display the desired item you want to erase.

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

**4 [Set] → [Set] → [Stop]**

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

**1** Set the original (page 19).

**2** If necessary, change to the desired resolution (page 38) and the desired contrast (page 38).

**3** Press **[Broadcast]** (1–2) or **[Manual broad]**.

**Note:**

- To stop sending, see page 62.
- If you select “**FINE**”, “**SUPER FINE**” or “**PHOTO**” resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, sending will be canceled.
- If a party is busy or does not answer, it will be skipped and redialed later 1 time.
- After transmission, the unit will automatically print a report (**broadcast sending report**).

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

You can access the fax function from a Windows application using Multi-Function Station. For example, to send a document created from WordPad, proceed as follows.

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



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

### Note:

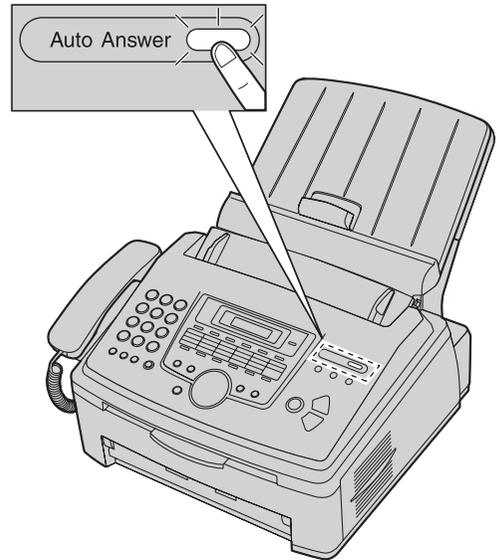
- To stop sending, see page 62.
- If the document exceeds the memory capacity of the unit, sending will be canceled.
- For details, see the help file by selecting [**?**] from Multi-Function Station.
- Click **[Select...]** to change the active unit.

## 7.5 Receiving a fax automatically – Auto answer ON

### 7.5.1 Activating FAX ONLY mode

Press **[Auto Answer]** repeatedly to display “**FAX ONLY MODE**”.

- The **[Auto Answer]** light turns ON.



### How faxes are received

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

### Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #210 on page 51).

### If you have subscribed to a Distinctive Ring service

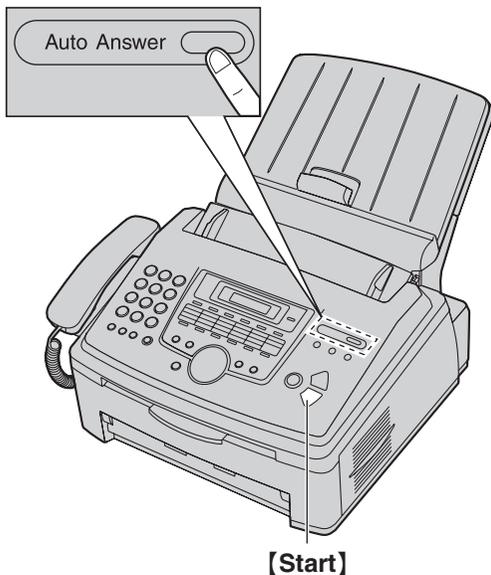
See page 48.

### 7.6 Receiving a fax manually – Auto answer OFF

#### 7.6.1 Activating TEL mode

Press **[Auto Answer]** repeatedly to display “**TEL MODE**”.

- The **[Auto Answer]** light turns OFF.



**Note:**

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

#### How to receive phone calls and faxes

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

**Note:**

- To stop receiving, see page 62.

#### How to receive faxes with an extension telephone

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

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

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

3. Replace the handset.

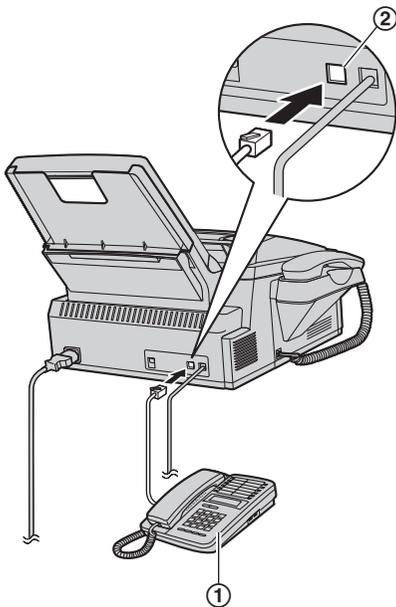
**Note:**

- To stop receiving, see page 62.
- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434 on page 54) beforehand. The default setting is ON.

## 7.7 Using the unit with an answering machine

### 7.7.1 Setting up the unit and an answering machine

- 1 Connect the answering machine (①).
  - Answering machine is not supplied. The illustration is just an example.
  - Remove the protective sheet (②) if attached (page 17).



- 2 Set the number of rings on the answering machine to 4 rings or less.
  - This will allow the answering machine to answer the call first.
- 3 Record a greeting message on the answering machine.
  - We recommend you record a message up to 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, neither machine will function correctly.
- 4 Activate the answering machine.
- 5 Set the unit to the desired receiving mode (page 41).
  - If you set to FAX ONLY mode, **change the ring count in FAX ONLY mode to "5 EXT. TAM" (feature #210 on page 51).**
- 6 Make sure each of the following is unique:
  - the remote access code of the answering machine
  - the fax activation code (feature #434 on page 54)
  - remote access to your phone company's Voice Mail (if you subscribed)

#### Note:

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

#### Receiving a voice message and fax document in one call

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

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

#### Note:

- To use this feature, make sure remote fax activation is turned ON (feature #434 on page 54). The fax activation code can also be changed.
- If there is no room left in the memory of your answering machine, the unit may not be able to receive documents. See the operating instructions of the answering machine and erase unnecessary messages.

---

### 7.8 Junk fax prohibitor (preventing fax reception from undesired callers)

If you subscribe to Caller ID service (page 46), this feature prevents fax reception from calls that do not show caller information.

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

#### Important:

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

---

#### 7.8.1 Activating the junk fax prohibitor

- 1 Press **[Menu]** repeatedly to display “JUNK FAX PROH.”. → **[▶]**
- 2 Press **[▼]** or **[▲]** repeatedly to select “ON”. → **[Set]**
- 3 Press **[Stop]** to exit.

---

#### 7.8.2 Storing undesired callers

You can register up to 20 undesired numbers from the Caller ID list (page 46) if you do not wish to receive faxes from them.

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

---

#### To display the junk fax prohibitor list

1. Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[▶]** repeatedly to display “JUNK LIST DISP.”. → **[Set]**
3. Press **[▼]** or **[▲]** to display the items on the list.
4. Press **[Stop]** to exit.

---

#### To print the junk fax prohibitor list

1. Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[▶]** repeatedly to display “JUNK LIST PRINT”. → **[Set]**
3. Press **[Stop]** to exit.

---

#### To erase an item from the junk fax prohibitor list

1. Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.

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

## 7.9 Receiving a fax on your computer

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

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

- PC fax reception (feature #442 on page 55)
- Computer setting for the PC fax reception (feature #443 on page 23) (KX-FLM671, LAN connection only)

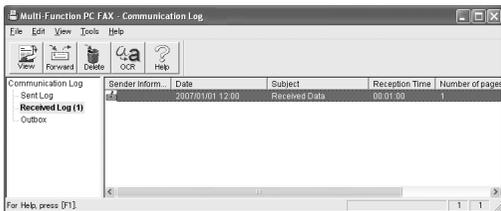
- 1 Press **[Auto Answer]** repeatedly to turn the auto answer setting ON (page 41).
- 2 Start Multi-Function Station. → **[PC FAX]**
- 3 When a fax call is received, your computer will receive a document through the unit.

### Note:

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

### Viewing a received document

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



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

### If the unit's memory stores a received fax document

You can load the document into your computer.

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

### 8.1 Caller ID service

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

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

- FAX ring count (feature #210 on page 51)
  - The name display service may not be available in some areas. For further information, please contact your telephone company.

#### 8.1.1 How Caller ID is displayed

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

The unit will automatically store caller information (name, telephone number and date and time of the call) from the 30 most recent calls. It is possible to view caller information one at a time on the display (page 46) or print the entire Caller ID list (page 80).

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

#### To confirm caller information by printing the Caller ID list

- To print manually, see page 80.
- To print automatically after every 30 new calls, activate feature #216 (page 51).

### 8.2 Viewing and calling back using caller information

- 1 **[Caller ID]**
- 2 Press **[▼]** to search from the recently received caller information.
  - If you press **[▲]**, the display order will be reversed.
  - To send a fax, see page 38.
- 3 Press **[Monitor]** or lift the handset to return the call.

#### To change the way caller information is displayed

Press **[Caller ID]** repeatedly after step 2 to change name/telephone number information.

#### 8.2.1 Symbols and operations for caller information

##### What “√” means

“√” on the display means the call has already been viewed or answered.

##### To stop viewing

Press **[Stop]**.

##### To edit a telephone number before calling back/storing

While displaying a desired caller information, press **[✳]** repeatedly. Each time you press **[✳]**, the telephone number will be changed as follows:

- ① 1 – Area code – Local telephone number (“1” added)<sup>\*1</sup>
- ② Local telephone number only (area code omitted)
- ③ Area code – Local telephone number<sup>\*1</sup>
- ④ 1 – Local telephone number (“1” added and area code omitted)

<sup>\*1</sup> If the received caller information does not include an area code, this pattern is not available.

- To store the number in one-touch dial or navigator directory, follow from step 3 of the storing procedure on page 47.

### 8.3 Erasing caller information

#### 8.3.1 Erasing all caller information

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

### 8.3.2 Erasing specific caller information

- 1 **[Caller ID]**
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[◀]** → **[Set]** → **[Stop]**

### 8.4 Storing caller information

#### 8.4.1 Storing in the one-touch dial feature and navigator directory

- 1 **[Caller ID]**
- 2 Press **[▼]** or **[▲]** repeatedly to display the desired item.
- 3 **[Menu]**
- 4 Select the station key or navigator directory.
 

**For stations 1–3:**

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

**For stations 4–11:**  
Press the station key. → **[Set]**

**For stations 12–22:**  
Press **[Lower]**, then press the desired station key. → **[Set]**

**For navigator directory:**  
Press **[◀]** or **[▶]**. → **[Set]**
- 5 **[Set]**

**Note:**

- To edit a name or number, see page 36.
- If you assign an item to a station key which already contains an item, the previous item will be replaced.
- Station 1 to 3 can be used alternatively as broadcast keys (page 40).

## 9. Distinctive Ring

### 9.1 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.**

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

#### 9.2.1 Activating the Distinctive Ring feature

- 1 **[Menu]** → **[\*][4][3][0]**
- 2 Press **[1]** to select “ON”.
  - Press **[0]** to select “OFF”.
- 3 **[Set]** → **[Menu]**

**Note:**

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

#### How phone calls and faxes are received

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 keep on ringing.

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

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

You may wish to use three or more phone numbers for a single telephone line. 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 on page 48). In the example, the ring pattern assigned for fax is a triple ring, so you should program “c” (triple ring).

Ring pattern	Selection
Standard ring (one long ring)  1st ring                  2nd ring	<b>[1]</b> “A”
Double ring (two short rings)  1st ring                  2nd ring	<b>[2]</b> “B”
Triple ring (short-long-short rings)  1st ring                  2nd ring	<b>[3]</b> “C”
Other triple ring (short-short-long rings)  1st ring                  2nd ring	<b>[4]</b> “D”

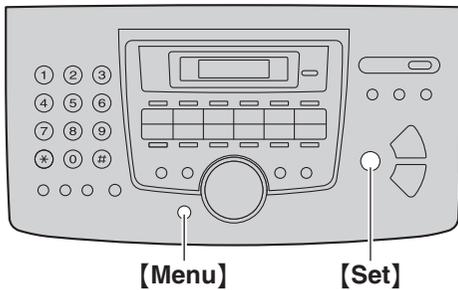
**Note:**

- The default setting is **[5]** “B-D”. The fax will respond to all calls with ring tone patterns “B”, “C” and “D”.

### 9.4 Programming the ring pattern assigned for fax

- 1 Set feature #430 to “ON” (page 48).
- 2 **[Menu]** → **[\*][4][3][1]**
- 3 Press **[1]** to **[5]** to select the ring pattern assigned for fax. → **[Set]** → **[Menu]**

## 10.1 Programming



- 1 **[Menu]**
- 2 Press **[ $\uparrow$ ]** and the 3-digit code (page 50 to page 59).
- 3 Press the desired selection to display the desired setting.
  - This step may be slightly different depending on the feature.
- 4 **[Set]**
- 5 Press **[Menu]** to exit.

### To select features through the web browser interface (KX-FLM671, LAN connection only)

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

1. Start Multi-Function Station. → **[Utilities]** → **[Configuration Web Page]**
  - You can also access the unit by entering its IP address on the web browser.
2. Select the desired category from the menu bar.
  - [Device Configuration]**: features of the unit
  - [Network Configuration]**: features of the network
3. Type “root” as the user name, then enter the password (feature #155 on page 51). → **[OK]**
4. Select the desired feature tab at the top of the right frame.
5. Change the settings or edit information.
  - This step may be slightly different depending on the feature.
6. **[Submit]**
  - The new data will be transferred to the unit.
7. Close the web browser.

#### Note:

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

## 10.2 Basic features

Feature/Code	Selection
<b>Setting the quick setup</b> <b>[#][1][0][0]</b>	<p>You can print out the quick fax setup guide and select the desired receiving mode depending on your situation.</p> <p>[1] “FAX ONLY” (default): Use only as a fax (page 41).                      [2] “DIST. RING”: With the Distinctive Ring service (page 48).                      [3] “EXT. TAM”: With an external telephone answering machine (page 43).                      [4] “TEL ONLY”: Mostly phone calls (page 42).</p> <ol style="list-style-type: none"> <li>1. [Menu] → [#][1][0][0]</li> <li>2. [Set]</li> <li>3. Press [Set] again to print the quick fax setup guide.                             <ul style="list-style-type: none"> <li>• If you do not wish to print it, press [Stop].</li> </ul> </li> <li>4. Press [1] to [4] to display the desired setting.</li> <li>5. [Set] → [Menu]</li> </ol>
<b>Setting the date and time</b> <b>[#][1][0][1]</b>	<p>Enter the date and time using the dial keypad. See page 21 for details.</p>
<b>Setting your logo</b> <b>[#][1][0][2]</b>	<p>Enter your logo using the dial keypad. See page 21 for details.</p>
<b>Setting your fax number</b> <b>[#][1][0][3]</b>	<p>Enter your fax number using the dial keypad. See page 22 for details.</p>
<b>Selecting the language</b> <b>[#][1][1][0]</b>	<p>The display and reports will be in the selected language.</p> <p>[1] “ENGLISH” (default): English is used.                      [2] “SPANISH”: Spanish is used.</p> <ol style="list-style-type: none"> <li>1. [Menu] → [#][1][1][0]</li> <li>2. Press [1] or [2] to select the desired language. → [Set] → [Menu]</li> </ol>
<b>Setting the dialing mode</b> <b>[#][1][2][0]</b>	<p>[1] “PULSE”                      [2] “TONE” (default)                      See page 18 for details.</p>
<b>Setting flash time</b> <b>[#][1][2][1]</b>	<p>The flash time depends on your telephone exchange or host PBX.</p> <p>[0] “900ms”                      [1] “700ms” (default)                      [2] “600ms”                      [3] “400ms”                      [4] “300ms”                      [5] “250ms”                      [6] “200ms”                      [7] “160ms”                      [8] “110ms”                      [9] “100ms”                      [*] “90ms”                      [#] “80ms”</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Changing the LCD display contrast</b> <b>[#][1][4][5]</b>	<p>[1] “NORMAL” (default)                      [2] “DARKER”</p>

Feature/Code	Selection
<b>Changing the password for feature programming via remote operation</b> [#][1][5][5]	<ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][1][5][5]</b> → <b>[Set]</b></li> <li>2. Enter the current password. → <b>[Set]</b> <ul style="list-style-type: none"> <li>• The default password is “1234”.</li> </ul> </li> <li>3. Enter a new 4-digit password using 0–9. → <b>[Set]</b></li> <li>4. Enter the new password again. → <b>[Set]</b> → <b>[Menu]</b></li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• It is recommended that you change this password from the default password.</li> <li>• This password is also used for feature programming via web browser (KX-FLM671, LAN connection only).</li> </ul>
<b>Setting the ringer pattern</b> [#][1][6][1]	<ol style="list-style-type: none"> <li>[1] “A” (default)</li> <li>[2] “B”</li> <li>[3] “C”</li> </ol>
<b>Changing the ring count in FAX ONLY mode</b> [#][2][1][0]	<ol style="list-style-type: none"> <li>[1] “1”</li> <li>[2] “2”</li> <li>[3] “3” (default)</li> <li>[4] “4”</li> <li>[5] “5 EXT. TAM” (External Telephone Answering Machine)</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If you are using the unit with an answering machine, set to more than 4 (page 43).</li> </ul>
<b>Setting the Caller ID list to print automatically</b> [#][2][1][6]	<ol style="list-style-type: none"> <li>[0] “OFF” (default): The unit will not print the Caller ID list, but will keep records of the information for the last 30 callers.</li> <li>[1] “ON”: The unit will print the Caller ID list automatically after every 30 new calls (page 46).</li> </ol>
<b>Setting the time adjustment</b> [#][2][2][6]	<p>Using this feature, the unit’s date and time setting will be automatically adjusted when caller information is received.</p> <ol style="list-style-type: none"> <li>[1] “AUTO” (default): The date and time setting will be automatically adjusted.</li> <li>[2] “MANUAL”: Deactivates this feature.</li> </ol>
<b>Setting the recording paper size</b> [#][3][8][0]	<ol style="list-style-type: none"> <li>[1] “LETTER”(default): Letter-size paper</li> <li>[2] “A4”: A4-size paper</li> <li>[3] “LEGAL”: Legal-size paper</li> </ol>
<b>Holding the previous contrast setting</b> [#][4][6][2]	<ol style="list-style-type: none"> <li>[0] “DISABLED” (default): Deactivates this feature.</li> <li>[1] “ENABLED”: The unit will hold the previous setting.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• The previous setting will be held individually for copying and sending faxes.</li> </ul>
<b>Setting the default operation mode</b> [#][4][6][3]	<p>To select the default operation mode when the selected time of the mode timer (feature #464) passes.</p> <ol style="list-style-type: none"> <li>[1] “COPY”: Copy mode is selected as default.</li> <li>[2] “FAX” (default): Fax mode is selected as default.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You cannot select the scan mode using this feature.</li> </ul>
<b>Setting the default operation mode timer</b> [#][4][6][4]	<p>To set the timer before returning to the default operation mode (feature #463).</p> <ol style="list-style-type: none"> <li>[0] “OFF”: Deactivates this feature.</li> <li>[1] “30s”: 30 seconds</li> <li>[2] “1min” (default): 1 minute</li> <li>[3] “2min”: 2 minutes</li> <li>[4] “5min”: 5 minutes</li> </ol>

## 10. Programmable Features

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Feature/Code	Selection
<b>Setting toner save feature</b> [#][4][8][2]	<b>[0]</b> “OFF” (default): Deactivates this feature. <b>[1]</b> “ON”: The toner cartridge will last longer. <b>Note:</b> <ul style="list-style-type: none"><li>• This feature may lower the print quality by reducing toner consumption.</li></ul>

## 10.3 Fax features

Feature/Code	Selection
<b>Printing a confirmation report</b> [Ⓜ][4][0][1]	<p>[0] "OFF": Confirmation reports will not be printed.</p> <p>[1] "ON": A confirmation report will be printed after every fax transmission.</p> <p>[2] "ERROR" (default): A confirmation report will be printed only when fax transmission fails.</p>
<b>Setting the journal report to print automatically</b> [Ⓜ][4][0][2]	<p>[0] "OFF": The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions.</p> <p>[1] "ON" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 39).</p>
<b>Sending documents overseas</b> [Ⓜ][4][1][1]	<p>If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax.</p> <p>This feature improves the reliability by reducing the transmission speed.</p> <p>[0] "OFF": Deactivates this feature.</p> <p>[1] "NEXT FAX": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting.</p> <p>[2] "ERROR" (default): When the previous fax transmission fails and you wish to re-send the document.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This feature is not available for broadcast transmission.</li> <li>• Calling charges may be higher than usual.</li> </ul>
<b>Sending a fax at a specific time</b> [Ⓜ][4][1][2]	<p>This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time.</p> <p>[0] "OFF" (default)</p> <p>[1] "ON"</p> <p><b>To send a document:</b></p> <ol style="list-style-type: none"> <li>1. If the <b>[Fax]</b> light is OFF, turn it ON by pressing <b>[Fax]</b>.</li> <li>2. Set the original (page 19).</li> <li>3. If necessary, change to the desired resolution (page 38) and the desired contrast (page 38).</li> <li>4. <b>[Menu]</b> → [Ⓜ][4][1][2]</li> <li>5. Press [1] to select "ON". → <b>[Set]</b></li> <li>6. Enter the fax number. <ul style="list-style-type: none"> <li>• To enter an item using one-touch dial feature and navigator directory, see step 3 on "7.2 Sending a fax using one-touch dial feature and navigator directory", page 39. (When using navigator directory, you do not have to press <b>[Directory]</b> before pressing [▼] or [▲].)</li> </ul> </li> <li>7. <b>[Set]</b></li> <li>8. Enter the transmission start time. <ul style="list-style-type: none"> <li>• Press [✳] repeatedly to select AM or PM.</li> </ul> </li> <li>9. <b>[Set]</b> <ul style="list-style-type: none"> <li>• The document will be fed into the unit and 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.</li> </ul> </li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• To cancel after programming, press <b>[Stop]</b> while the unit is idle, and then press <b>[Set]</b>.</li> </ul>

## 10. Programmable Features

Feature/Code	Selection
<b>Setting the Error Correction Mode (ECM)</b> <b>[#][4][1][3]</b>	This feature is available when the sending / receiving fax machines are ECM compatible. <b>[0]</b> "OFF": Deactivates this feature. <b>[1]</b> "ON" (default): If there is an error during fax transmission / reception, the unit will support the communication.
<b>Setting the connecting tone</b> <b>[#][4][1][6]</b>	If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine. <b>[0]</b> "OFF": Deactivates this feature. <b>[1]</b> "ON" (default): You will hear connecting tones. <b>Note:</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The connecting tone volume cannot be adjusted.</li> </ul>
<b>Activating the Distinctive Ring feature</b> <b>[#][4][3][0]</b>	<b>[0]</b> "OFF" (default) <b>[1]</b> "ON" See page 48 for details.
<b>Setting the ring pattern for fax (Distinctive Ring feature)</b> <b>[#][4][3][1]</b>	<b>[1]</b> "A" <b>[2]</b> "B" <b>[3]</b> "C" <b>[4]</b> "D" <b>[5]</b> "B-D" (default) See page 48 for details.
<b>Setting auto reduction feature</b> <b>[#][4][3][2]</b>	To receive a fax document that is longer than your recording paper. <b>[0]</b> "OFF": Deactivates this feature. <b>[1]</b> "ON" (default): The unit will fit received documents onto your recording paper.
<b>Changing the fax activation code</b> <b>[#][4][3][4]</b>	If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code. <b>Important:</b> <ul style="list-style-type: none"> <li>• <b>The fax activation code must be different from the code that you programmed on the answering machine.</b></li> </ul> <b>[0]</b> "OFF" <b>[1]</b> "ON" (default) <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][4][3][4]</b></li> <li>2. Press <b>[1]</b> to select "ON". → <b>[Set]</b></li> <li>3. Enter your code from 2 to 4 digits, using 0–9, <b>[*]</b> and <b>[#]</b>.               <ul style="list-style-type: none"> <li>• The default code is "*#9".</li> <li>• Do not enter "0000".</li> </ul> </li> <li>4. <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the memory reception alert</b> <b>[#][4][3][7]</b>	To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem. <b>[0]</b> "OFF": Deactivates this feature. <b>[1]</b> "ON" (default): You will hear a beeping sound. <b>Note:</b> <ul style="list-style-type: none"> <li>• The slow beeps will continue until you solve the printing problem and make sure the unit is supplied with enough paper to print the stored document.</li> </ul>
<b>Setting friendly reception</b> <b>[#][4][3][8]</b>	To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep). <b>[0]</b> "OFF": You have to press <b>[Start]</b> for fax reception. <b>[1]</b> "ON" (default): You do not have to press <b>[Start]</b> for fax reception.

Feature/Code	Selection
<b>Receiving a fax into the computer</b> <b>[#][4][4][2]</b>	<p>If you wish to receive a fax into the computer, activate this feature and run <b>[PC FAX]</b> from Multi-Function Station.</p> <p><b>[0]</b> “OFF” (default): Deactivates this feature.</p> <p><b>[1]</b> “ALWAYS”: If the unit recognizes the connection to the computer, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will store a received document in the memory once, then transfer the data after recognition of the connection.</p> <p><b>[2]</b> “CONNECTED”: If the unit recognizes the connection to the computer, it will transfer a received document to the computer. If the unit cannot recognize the connection, it will print out the data.</p>
<b>Setting the computer for PC fax reception (KX-FLM671, LAN connection only)</b> <b>[#][4][4][3]</b>	<p>To select the computer that will be used for receiving a fax. See page 23 for details.</p>
<b>Resetting fax features to their default settings</b> <b>[#][4][5][9]</b>	<p><b>[0]</b> “NO” (default)</p> <p><b>[1]</b> “YES”</p> <p><b>To reset the fax features:</b></p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][4][5][9]</b></li> <li>2. Press <b>[1]</b> to select “YES”. → <b>[Set]</b> → <b>[Set]</b> → <b>[Menu]</b></li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• The PC fax reception (feature #443 on page 23) will not be reset.</li> </ul>

### 10.4 Copy features

Feature/Code	Selection
<b>Changing the default copy resolution</b> [Ⓜ][4][6][1]	To change the default resolution setting for copying. [1] “TEXT/PHOTO”: For documents containing both text and photographs. [2] “TEXT” (default): For documents containing only text. [3] “PHOTO”: For documents containing photographs, shaded drawings, etc.
<b>Holding the previous N in 1 setting</b> [Ⓜ][4][6][7]	[0] “DISABLED” (default): Deactivates this feature. [1] “ENABLED”: The unit will hold the previous setting.
<b>Holding the previous zoom setting</b> [Ⓜ][4][6][8]	[0] “DISABLED” (default): Deactivates this feature. [1] “ENABLED”: The unit will hold the previous setting.
<b>Holding the previous collate setting</b> [Ⓜ][4][6][9]	[0] “DISABLED” (default): Deactivates this feature. [1] “ENABLED”: The unit will hold the previous setting.

### 10.5 PC print features

Feature/Code	Selection
<b>Changing the data timeout setting</b> [Ⓜ][7][7][4]	The unit will automatically print the remaining data in memory when the computer does not send data to the unit during the set time. <ol style="list-style-type: none"><li>[Menu] → [Ⓜ][7][7][4] → [Set]</li><li>Enter the desired data timeout setting from “005” seconds to “600” seconds, using the dial keypad.<ul style="list-style-type: none"><li>The default setting is “060” seconds.</li></ul></li><li>[Set] → [Menu]</li></ol>

## 10.6 Scan features

Feature/Code	Selection
<b>Setting the scan mode for Push Scan</b> <b>[#][4][9][3]</b>	<b>[1]</b> “VIEWER” (default): The scanned image will be displayed in the <b>[Multi-Function Viewer]</b> window. <b>[2]</b> “FILE”: The scanned image will be saved as a file. <b>[3]</b> “E-MAIL”: The scanned image will be saved for e-mail attachment. <b>[4]</b> “OCR”: The scanned image will be displayed in the OCR window.
<b>Holding the previous scanning parameter for Push Scan</b> <b>[#][4][9][4]</b>	<b>[0]</b> “DISABLED” (default): Deactivates this feature. <b>[1]</b> “ENABLED”: The unit will hold the previous scan settings for each mode of push scan; scan type, resolution, file format, brightness, contrast, scan size.
<b>SMTP setting for scan to e-mail (via e-mail server) (KX-FLM671, LAN connection only)</b>	This feature can be programmed only through the web browser interface (page 60).
<b>Registering the scan to e-mail destinations (via e-mail server) (KX-FLM671, LAN connection only)</b> <ul style="list-style-type: none"> <li>• This feature can be programmed only through the web browser interface.</li> </ul>	When you send scanned files via the e-mail server, you can register e-mail destinations (up to 30 destinations) for the unit through the web browser interface in advance. <ol style="list-style-type: none"> <li>1. Start Multi-Function Station.</li> <li>2. <b>[Utilities]</b> → <b>[Configuration Web Page]</b> → <b>[Device Configuration]</b></li> <li>3. Type “root” as the user name, then enter the password (feature #155 on page 51). → <b>[OK]</b></li> <li>4. Select the <b>[SCAN FEATURE]</b> tab.</li> <li>5. Click <b>[Edit]</b> next to <b>[SCAN TO E-MAIL]</b>.</li> <li>6. Click <b>[Edit]</b> next to the desired scan to e-mail user.</li> <li>7. Enter name and e-mail address, and then select the station key number from the drop-down list if necessary. → <b>[Submit]</b></li> <li>8. Close the web browser.</li> </ol>

## 10.7 LAN features (KX-FLM671 only)

Feature/Code	Selection
<b>LAN setting with a DHCP server</b> <b>[#][5][0][0]</b>	<b>[0]</b> “DISABLED”: Deactivates this feature. <b>[1]</b> “ENABLED” (default): The following will be allocated automatically using a DHCP (Dynamic Host Configuration Protocol) server. <ul style="list-style-type: none"> <li>– IP address</li> <li>– Subnet mask</li> <li>– Default gateway</li> </ul>
<b>Setting the IP address for the LAN connection</b> <b>[#][5][0][1]</b>	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][1]</b> → <b>[Set]</b></li> <li>2. Enter the IP address of the unit on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the Subnet mask for the LAN connection</b> <b>[#][5][0][2]</b>	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][2]</b> → <b>[Set]</b></li> <li>2. Enter the subnet mask of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the default gateway for the LAN connection</b> <b>[#][5][0][3]</b>	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][3]</b> → <b>[Set]</b></li> <li>2. Enter the default gateway of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the primary DNS server for the LAN connection</b> <b>[#][5][0][4]</b>	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][4]</b> → <b>[Set]</b></li> <li>2. Enter the primary DNS server of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the secondary DNS server for the LAN connection</b> <b>[#][5][0][5]</b>	This feature is available when feature #500 is deactivated. <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][5]</b> → <b>[Set]</b></li> <li>2. Enter the secondary DNS server of the network on the LAN using the dial keypad. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the machine name</b> <b>[#][5][0][7]</b>	<ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][7]</b> → <b>[Set]</b></li> <li>2. Enter the name of the unit to recognize on the LAN, up to 15 characters (see page 61 for character entry). → <b>[Set]</b> → <b>[Menu]</b></li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● 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.</li> </ul>
<b>Displaying the MAC address of the unit</b> <b>[#][5][0][8]</b>	<ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][0][8]</b> → <b>[Set]</b></li> <li>2. The MAC address of the unit will be displayed. → <b>[Menu]</b></li> </ol>
<b>Approved users for the LAN connection</b> <b>[#][5][3][2]</b>	<b>[0]</b> “DISABLED” (default): Deactivates this feature. <b>[1]</b> “ENABLED”: The unit will deny/approve access from the pre-programmed IP patterns. Whether to deny or approve, and up to 4 patterns can be programmed through the web browser interface (page 49).
<b>Setting the IP address automatically for the LAN connection</b> <b>[#][5][3][3]</b>	This feature will be displayed only when feature #500 is activated. <b>[0]</b> “DISABLED” (default): Deactivates this feature. <b>[1]</b> “ENABLED”: IP address will be allocated automatically without using a DHCP (Dynamic Host Configuration Protocol) server.

Feature/Code	Selection
<b>Setting HTTPD for the LAN connection</b> [#][5][3][4]	[0] "DISABLED": Denies access to the web browser. [1] "ENABLED" (default): Allows access to the web browser.

### 10.8 Network features (KX-FLM671, LAN connection only)

These features can be programmed only by through the web browser interface.

Feature	Tab	Selection
Setting the location where you use this unit	[LAN FEATURE]	Enter the location information of the unit.
SMTP setting for scan to e-mail (via e-mail server)	[E-MAIL FEATURE]	Enter the SMTP server information to send scanned image from the unit via e-mail server. Consult your service provider or network administrator for details.
Setting the error notify feature	[ERROR NOTIFY]	[ENABLED]: The unit will send an e-mail to registered destinations when the printing problem occurs. [DISABLED] (default): Deactivates this feature.
SMTP setting for error notify feature	[ERROR NOTIFY]	Enter the SMTP server information to send an error notify e-mail.
Registering destinations for error notify feature	[ERROR NOTIFY]	Enter the e-mail address to which error notify will be sent, and select the type of problems. [LIFE WARNING]: A warning indicating that the toner cartridge or drum unit needs to be replaced soon. [MEDIA PATH ERROR]: An error indicating that there is a problem with the paper tray. [LIFE ERROR]: An error indicating that the toner cartridge or drum unit needs to be replaced.

**Note:**

- See the following sections for details on these related features:
  - Change password (feature #155 on page 51)
  - DHCP mode (feature #500 on page 58)
  - IP address (feature #501 on page 58)
  - Subnet mask (feature #502 on page 58)
  - Default gateway (feature #503 on page 58)
  - DNS server #1 (feature #504 on page 58)
  - DNS server #2 (feature #505 on page 58)
  - Machine name (feature #507 on page 58)
  - Approved users (feature #532 on page 58)
  - Auto IP (feature #533 on page 58)
  - HTTPD (feature #534 on page 59)

## 11.1 Character entry

The dial keypad is used to enter characters and numbers.

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

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

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

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

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

## 11.2 Status of the unit

### 11.2.1 Using Remote Control

You can easily operate the following functions from your computer.

- Programming the features (page 50)
- Storing, editing or erasing items in directories (page 36)
- Storing or erasing items for broadcast transmission (page 40)
- Viewing items in the journal report (page 39)
- Saving the journal report on your computer
- Viewing items in the Caller ID list (page 46)
- Storing caller information into directories (page 47)
- Storing the Caller ID list as the computer file

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



- 2 Select the desired tab.
  - The latest data in the unit will be displayed.
- 3 Perform the desired operation.
  - For details about each function, click [**Help**].
  - To stop the operation, click [**Cancel**].
- 4 [**OK**]
  - You can also click [**Apply**] to continue the next operation without closing the window.
- 5 Enter the password (feature #155 on page 51). → [**OK**]
  - The new data will be transferred to the unit and the window will close.

#### Note:

- Some of the features cannot be programmed from your computer.
- For details, see the help file by selecting [**?**] from Multi-Function Station.
- When another person is adjusting stored data in the unit, it may be overwritten. Make sure the unit is not currently being used for the same function.

### 11.2.2 Using Device Monitor

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

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

#### Note:

- Additional information (toner and recording paper status, unit information, etc.) will be displayed in **[Status]** tab by clicking **[Advanced Information]**.
- 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 **[?]** from Multi-Function Station.

### 11.2.3 Using the web browser (KX-FLM671, LAN connection only)

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

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

#### Note:

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

### 11.3 Canceling the operations

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

- 1 **[Stop]**
  - “**USER STOPPED**” is displayed.
  - When “**USER STOPPED**” is not displayed, go to step 2.
- 2 **To cancel printing:**  
Press **[Stop]** repeatedly to display “**STOP PRINTING?**”.  
**To cancel scanning:**  
Press **[Stop]** repeatedly to display “**STOP SCANNING?**”.  
**To cancel copying:**  
Press **[Stop]** repeatedly to display “**STOP COPYING?**”.  
**To cancel sending or receiving faxes:**  
Press **[Stop]** repeatedly to display “**STOP FAX?**”.  
**To cancel broadcast transmission:**  
Press **[Stop]** repeatedly to display “**BROAD CANCELED?**”.  
**To cancel fax redialing:**  
Press **[Stop]** repeatedly to display “**SEND CANCELED?**”.
- 3 **[Set]**

## 12.1 Report messages

To indicate the unit's fax transmission/reception status, one of the following messages will be printed on the sending and journal reports (page 38).

Message	Code	Cause & Solution
<b>COMMUNICATION ERROR</b>	40-42 46-72 FF	<ul style="list-style-type: none"> <li>● A transmission or reception error occurred. Try again or check with the other party.</li> </ul>
	43 44	<ul style="list-style-type: none"> <li>● A line problem occurred. Connect the telephone line cord to a different jack and try again.</li> <li>● An overseas transmission error occurred. Try using the overseas mode (feature #411 on page 53).</li> </ul>
<b>DOCUMENT JAMMED</b>	-----	<ul style="list-style-type: none"> <li>● Remove the jammed document (page 77).</li> </ul>
<b>ERROR-NOT YOUR UNIT</b>	53 54 59 70	<ul style="list-style-type: none"> <li>● A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.</li> </ul>
<b>JUNK FAX PROH. REJECT</b>	-----	<ul style="list-style-type: none"> <li>● The junk fax prohibitor feature of this unit rejected fax reception.</li> </ul>
<b>MEMORY FULL</b>	-----	<ul style="list-style-type: none"> <li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or remove the jammed paper (page 74).</li> <li>● If feature #442 is set to "ALWAYS" (page 55), check the connection between the computer and the unit.</li> </ul>
<b>NO DOCUMENT / FAILED PICKUP</b>	-----	<ul style="list-style-type: none"> <li>● The document was not fed into the unit properly. Re-insert it and try again.</li> </ul>
<b>OTHER FAX NOT RESPONDING</b>	-----	<ul style="list-style-type: none"> <li>● The other party's fax machine is busy or has run out of recording paper. Try again.</li> <li>● The other party's fax machine rings too many times. Send the fax manually (page 38).</li> <li>● The other party's machine is not a fax machine. Check with the other party.</li> <li>● The number you dialed is not in service.</li> </ul>
<b>PRESSED THE 'Stop' KEY</b>	-----	<ul style="list-style-type: none"> <li>● <b>[Stop]</b> was pressed and fax communication was canceled.</li> </ul>
<b>THE COVER WAS OPENED</b>	-----	<ul style="list-style-type: none"> <li>● The front cover was opened. Close it and try again.</li> </ul>
<b>OK</b>	-----	<ul style="list-style-type: none"> <li>● Fax transmission or reception was successful.</li> </ul>

## 12.2 Display 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"> <li>There is something wrong with the unit. Contact our service personnel.</li> </ul>
"CHANGE DRUM"	<ul style="list-style-type: none"> <li>There is something wrong with the drum unit. Replace the drum unit and the toner cartridge.</li> </ul>
"CHECK DOCUMENT"	<ul style="list-style-type: none"> <li>The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 78) and try again.</li> </ul>
"CHECK DRUM"	<ul style="list-style-type: none"> <li>The drum unit is not inserted properly. Re-insert it correctly (page 10).</li> </ul>
"CHECK PICK UP"	<ul style="list-style-type: none"> <li>Recording paper was not fed into the unit properly. Re-insert the recording paper (page 76).</li> </ul>
"COVER OPEN"	<ul style="list-style-type: none"> <li>The front cover is open. Close it.</li> </ul>
"DIRECTORY FULL"	<ul style="list-style-type: none"> <li>There is no space to store new items in navigator directory. Erase unnecessary items (page 36).</li> </ul>
"DRUM LIFE LOW REPLACE SOON"	<ul style="list-style-type: none"> <li>The drum life is near its end. Replace the drum unit as soon as possible.</li> </ul>
"FAX IN MEMORY"	<ul style="list-style-type: none"> <li>The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 81.</li> <li>If feature #442 is set to "<b>ALWAYS</b>" (page 55), check the connection between the computer and the unit.</li> </ul>
"KEEP COPYING"	<ul style="list-style-type: none"> <li>Copying has stopped due to a lack of recording paper or a recording paper jam. See the other displayed message instructions to continue copying.</li> </ul>
"LOW TEMP."	<ul style="list-style-type: none"> <li>The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area. While the unit cannot be operated, the received documents are temporarily stored into the memory, and will be printed out automatically when the unit warms up.</li> </ul>
"MEMORY FULL"	<ul style="list-style-type: none"> <li>When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually.</li> <li>When making a copy, the document being stored exceeded the memory capacity of the unit. Press <b>[Stop]</b> to clear the message. Divide the document into sections.</li> </ul>
"MODEM ERROR"	<ul style="list-style-type: none"> <li>There is something wrong with the unit's modem. Contact our service personnel.</li> </ul>
"NO FAX REPLY"	<ul style="list-style-type: none"> <li>The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
"OUT OF PAPER"	<ul style="list-style-type: none"> <li>Recording paper is not installed or the unit has run out of paper. Install paper (page 15).</li> <li>Recording paper is not fed into the unit properly. Re-install paper (page 15).</li> </ul>
"PAPER JAMMED"	<ul style="list-style-type: none"> <li>A recording paper jam occurred. Remove the jammed paper (page 74).</li> </ul>
"PC FAIL OR BUSY"	<ul style="list-style-type: none"> <li>The cable or the computer power cord is not connected correctly. Check the connections (page 17, 24).</li> <li>The software is not running on the computer. Restart the software and try again.</li> </ul>
"PLEASE WAIT"	<ul style="list-style-type: none"> <li>The unit is warming up. Wait for a while.</li> </ul>

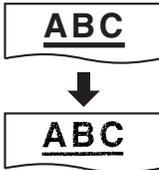
Display	Cause & Solution
"REDIAL TIME OUT"	<ul style="list-style-type: none"> <li>● The other party's fax machine is busy or has run out of recording paper. Try again.</li> </ul>
"REMOVE DOCUMENT"	<ul style="list-style-type: none"> <li>● The document is jammed. Remove the jammed document (page 77).</li> <li>● Attempted to send or copy a document longer than 600 mm (23<sup>5</sup>/<sub>8</sub>" ). Press <b>[Stop]</b> to remove the document. Divide the document into two or more sheets and try again.</li> </ul>
"REPLACE DRUM CHANGE SUPPLIES"	<ul style="list-style-type: none"> <li>● The drum unit's service life is finished. Replace the drum unit immediately.</li> </ul>
"RX MEMORY FULL"	<ul style="list-style-type: none"> <li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or remove the jammed paper (page 74).</li> <li>● If feature #442 is set to "<b>ALWAYS</b>" (page 55), check the connection between the computer and the unit.</li> </ul>
"TONER EMPTY" ↓ "CHANGE SUPPLIES"	<ul style="list-style-type: none"> <li>● The toner's service life is finished. Replace the toner cartridge immediately.</li> </ul>
"TONER LOW" ↓ "CHANGE SUPPLIES"	<ul style="list-style-type: none"> <li>● The toner's service life is near its end. Replace the toner cartridge as soon as possible.</li> </ul>
"TRANSMIT ERROR"	<ul style="list-style-type: none"> <li>● A transmission error occurred. Try again.</li> </ul>
"WARMING UP"	<ul style="list-style-type: none"> <li>● The inside of the unit is cold. Let the unit warm up. Wait for a while.</li> </ul>
"WRONG PAPER"	<ul style="list-style-type: none"> <li>● The fax message was printed on paper which is shorter than letter-size paper. Use appropriate size paper (page 81).</li> </ul>

## 12.3 When a function does not work

### 12.3.1 General

Problem	Cause & Solution
<b>The unit does not work.</b>	<ul style="list-style-type: none"> <li>• Check the connections (page 17, 24).</li> </ul>
<b>I cannot adjust the volume or display items stored in one-touch dial and navigator directory.</b>	<ul style="list-style-type: none"> <li>• The unit is set to the scan mode or copy mode. Press <b>[Fax]</b> to switch modes. If you still have this problem, contact our service personnel.</li> </ul>
<b>A printing error is displayed while using PC FAX and Remote Control.</b>	<ul style="list-style-type: none"> <li>• The printer driver is used for PC FAX and Remote Control. Transmission errors will be displayed as printing errors.</li> </ul>
<b>Multi-Function Station does not work properly.</b>	<ul style="list-style-type: none"> <li>• If you connect the USB cable to a USB hub, connect it to the USB port of your computer directly.</li> <li>• 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.</li> <li>• If you have any other multifunction software installed on your computer, uninstall it.</li> <li>• 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.</li> <li>• Uninstall Multi-Function Station once, and re-install it.</li> </ul>
<b>I cannot install or uninstall Multi-Function Station.</b>	<ul style="list-style-type: none"> <li>• 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"> <li>1. Insert the supplied CD-ROM into your CD-ROM drive. <ul style="list-style-type: none"> <li>• The setup program will start automatically.</li> </ul> </li> <li>2. <b>[Tools]</b> → <b>[Cleanup Tool]</b> <ul style="list-style-type: none"> <li>• The <b>[MfsCleaner]</b> window will appear.</li> </ul> </li> <li>3. Click <b>[Clean]</b>, then click <b>[Yes]</b> to restart the computer.</li> </ol> </li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• To install Multi-Function Station again, see page 23.</li> </ul>
<b>I cannot view the operating instructions using Multi-Function Station.</b>	<ul style="list-style-type: none"> <li>• Install the operating instructions to your computer beforehand (page 25).</li> </ul>
<b>I cannot find the unit in the [Target Device] or [Device Select] dialog box when operating the following functions.</b> <ul style="list-style-type: none"> <li>– Scanning</li> <li>– Remote Control</li> <li>– PC FAX</li> <li>– Device Monitor</li> </ul>	<ul style="list-style-type: none"> <li>• The printer driver has not been installed. Install it on your computer (page 23).</li> </ul>

### 12.3.2 Printing problems

Problem	Cause & Solution
<p><b>The printing quality is poor.</b></p> 	<ul style="list-style-type: none"> <li>● Some paper has instructions recommending which side to print on. Try turning the recording paper over.</li> <li>● You may have used paper with a cotton and/or fiber content that is over 20 %, such as letterhead or resume paper.</li> <li>● The recording paper is too damp. Use new paper.</li> <li>● The remaining toner is low. Replace the toner cartridge.</li> <li>● To check the drum life and quality, please print the printer test list (page 80). If printing quality is still poor, replace the toner cartridge and/or drum unit.</li> <li>● The toner save mode of feature #482 is ON (page 52).</li> </ul>
<p><b>A blank sheet is ejected.</b></p>	<ul style="list-style-type: none"> <li>● You placed the document facing the wrong way when using the copier.</li> <li>● The other party placed the document in their fax machine the wrong way. Check with the other party.</li> </ul>
<p><b>Black lines, white lines or smudges appear on the printed documents.</b></p>	<ul style="list-style-type: none"> <li>● The glass or rollers are dirty with correction fluid, etc. Clean them (page 78). Please do not insert a document before correction fluid has dried completely.</li> </ul>
<p><b>Colored and gray objects are printed in black instead of grayscale when printing from Microsoft PowerPoint or other applications.</b></p>	<ul style="list-style-type: none"> <li>● Select [<b>Color</b>] or remove the check next to [<b>Grayscale</b>] in the print dialog so that colored or gray objects will be printed in grayscale properly.</li> </ul>
<p><b>When using the unit as a printer, the printing result is distorted.</b></p>	<ul style="list-style-type: none"> <li>● Your unit is connected to the computer by USB. After canceling printing using your computer, you must wait for 60 seconds before re-printing to avoid distorted printing.</li> </ul>

### 12.3.3 Scanner

Problem	Cause & Solution
<p><b>I cannot scan.</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The unit is in use. Try again later.</li> <li>● There is not enough space on the hard disk. Delete unnecessary files and try again.</li> <li>● Check the connection between the computer and the unit (page 17, 24).</li> <li>● Restart the computer, and try again.</li> <li>● 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.</li> </ul>
<p><b>The document is not fed into the unit when using the unit as a scanner.</b></p>	<ul style="list-style-type: none"> <li>● Remove the document and re-insert it.</li> </ul>
<p><b>Even after clicking [Cancel], scanning continues.</b></p>	<ul style="list-style-type: none"> <li>● Please wait. It may take a while for the cancel request to be accepted.</li> </ul>

Problem	Cause & Solution
<b>The name of the desired computer will not be displayed on the unit when scanning documents from the unit (KX-FLM671, LAN connection only).</b>	<ul style="list-style-type: none"> <li>• The printer driver has not been installed. Install it on your computer (page 23).</li> <li>• The PC name list up feature has been set to <b>[Off]</b>. Set <b>[PC name list up on device]</b> to <b>[On]</b> (page 26).</li> <li>• The maximum number of computers on the LAN is connected to the unit (up to 30 computers). Set <b>[PC name list up on device]</b> to <b>[Off]</b> on the other computers (page 26).</li> <li>• The IP address of the unit may have changed. To detect the IP address, proceed as follows.  <b>[Start]</b> → <b>[All Programs]</b> or <b>[Programs]</b> → <b>[Panasonic]</b> → the unit's name → <b>[IP Address Checker]</b> <ul style="list-style-type: none"> <li>• The IP address for the unit will be detected.</li> </ul> </li> </ul>

### 12.3.4 Copier

Problem	Cause & Solution
<b>The unit will not make a copy.</b>	<ul style="list-style-type: none"> <li>• You cannot make a copy during programming. Make the copy after programming.</li> <li>• The document was not fed into the unit properly. Re-insert the document.</li> <li>• Recording paper is not installed or the unit has run out of paper. Install paper (page 15).</li> </ul>
<b>Letters on the copied documents are not clear.</b>	<ul style="list-style-type: none"> <li>• The original document is too dark or too light. Change the contrast (page 33) and try again.</li> </ul>
<b>The copied documents are too dark and cannot be read.</b>	<ul style="list-style-type: none"> <li>• You used a colored paper as a document. Change the contrast (page 33) and make a lighter copy of the document, using <b>"TEXT"</b> resolution (page 33).</li> </ul>

### 12.3.5 Fax

Problem	Cause & Solution
<b>I cannot send documents.</b>	<ul style="list-style-type: none"> <li>• The telephone line cord is connected to the <b>[EXT]</b> jack on the unit. Connect to the <b>[LINE]</b> jack (page 17).</li> <li>• The other party's fax machine is busy or has run out of recording paper. Try again.</li> <li>• The other party's machine is not a fax machine. Check with the other party.</li> <li>• The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 38).</li> </ul>
<b>I cannot send a fax overseas.</b>	<ul style="list-style-type: none"> <li>• Use the overseas transmission mode (feature #411 on page 53).</li> <li>• Add two pauses at the end of the telephone number or dial manually.</li> </ul>
<b>The other party complains that letters on their received document are distorted.</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Another telephone on the same line is off the hook. Hang up the extension telephone and try again.</li> </ul>
<b>The other party complains about the quality of their received documents.</b>	<ul style="list-style-type: none"> <li>• Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine. If the copied image is not clear, too dark, black and white lines or smudges appear, refer to "12.3.2 Printing problems", page 67.</li> <li>• The original document is too dark or too light. Change the contrast (page 38) and try again.</li> </ul>

Problem	Cause & Solution
<b>The other party complains that received documents are too dark and cannot be read.</b>	<ul style="list-style-type: none"> <li>● You used a colored paper as a document. Change the contrast (page 33) and make a lighter copy of the document, using “<b>TEXT</b>” resolution (page 33), and try again.</li> </ul>
<b>I cannot receive documents.</b>	<ul style="list-style-type: none"> <li>● The telephone line cord is connected to the [<b>EXT</b>] jack on the unit. Connect to the [<b>LINE</b>] jack (page 17).</li> <li>● You may have subscribed to a voice mail service due to service packs offered by your telephone company. Fax reception may not be possible when voice mail is activated so we recommend you to: <ul style="list-style-type: none"> <li>– contact your telephone company and request to deactivate voice mail service, or</li> <li>– subscribe to a Distinctive Ring service (page 48).</li> </ul> </li> <li>● Feature #442 is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 45).</li> </ul>
<b>I cannot receive documents automatically.</b>	<ul style="list-style-type: none"> <li>● The receiving mode is set to TEL mode. Set to FAX ONLY mode. Press [<b>Auto Answer</b>] repeatedly to turn ON the [<b>Auto Answer</b>] light.</li> <li>● The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #210 on page 51).</li> <li>● Make sure that the Distinctive Ring of feature #430 is set properly (page 48). If you do not subscribe to the Distinctive Ring service offered by your local telephone company, this feature should be OFF.</li> </ul>
<b>The display shows “CONNECTING . . . .”, but faxes are not received.</b>	<ul style="list-style-type: none"> <li>● The incoming call is not a fax. Change the receiving mode to TEL mode. Press [<b>Auto Answer</b>] repeatedly to turn OFF the [<b>Auto Answer</b>] light.</li> </ul>
<b>The printing quality of the received documents is poor.</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● If documents can not be copied properly, refer to “12.3.2 Printing problems”, page 67.</li> </ul>
<b>The other party complains that they cannot send a document.</b>	<ul style="list-style-type: none"> <li>● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 15) or remove the jammed paper (page 74).</li> <li>● If feature #442 is set to “<b>ALWAYS</b>” (page 55), check the connection between the computer and the unit.</li> <li>● The unit is not in FAX ONLY mode. Press [<b>Auto Answer</b>] repeatedly to turn ON the [<b>Auto Answer</b>] light.</li> </ul>
<b>I cannot select the desired receiving mode.</b>	<ul style="list-style-type: none"> <li>● If you want to set FAX ONLY mode: <ul style="list-style-type: none"> <li>– press [<b>Auto Answer</b>] repeatedly to turn ON the [<b>Auto Answer</b>] light.</li> </ul> </li> <li>● If you want to set TEL mode: <ul style="list-style-type: none"> <li>– press [<b>Auto Answer</b>] repeatedly to turn OFF the [<b>Auto Answer</b>] light.</li> </ul> </li> <li>● The Distinctive Ring of feature #430 is activated (page 48).</li> </ul>
<b>When an extension telephone is connected, I cannot receive documents by pressing [*][#][9].</b>	<ul style="list-style-type: none"> <li>● You must set remote fax activation to ON (feature #434 on page 54) beforehand.</li> <li>● Press [*][#][9] firmly.</li> <li>● You may have changed the remote fax activation code from [*][#][9] (default setting). Verify the remote fax activation code (feature #434 on page 54).</li> </ul>

Problem	Cause & Solution
<b>I cannot hear a dial tone.</b>	<ul style="list-style-type: none"> <li>● The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 17).</li> <li>● 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.</li> <li>● 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.</li> <li>● The power cord or telephone line cord is not connected. Check the connections (page 17).</li> <li>● If you connected the unit through a computer modem, connect the unit directly to a telephone line jack.</li> </ul>
<b>I cannot make calls.</b>	<ul style="list-style-type: none"> <li>● The dialing mode setting may be wrong. Change the setting (feature #120 on page 18).</li> </ul>
<b>The unit does not ring.</b>	<ul style="list-style-type: none"> <li>● The ringer volume is turned OFF. Adjust it (page 20).</li> </ul>
<b>The other party complains they only hear a fax tone and cannot talk.</b>	<ul style="list-style-type: none"> <li>● FAX ONLY mode is set (page 41). Tell the other party the number is only used for faxes.</li> <li>● If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 48).</li> </ul>
<b>The [Redial] or [Pause] button does not function properly.</b>	<ul style="list-style-type: none"> <li>● If this button is pressed during dialing, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialed will be redialed.</li> </ul>
<b>The receiving mode does not function properly.</b>	<ul style="list-style-type: none"> <li>● Distinctive Ring is set (feature #430 on page 48).</li> </ul>
<b>Whenever I try to retrieve my voice mail messages, I am interrupted by the fax tone.</b>	<ul style="list-style-type: none"> <li>● You are probably entering [*][#][9]. This is the default setting for the fax activation code. If you use a voice mail service, turn the fax activation feature OFF or reprogram the activation code (feature #434 on page 54).</li> </ul>
<b>I cannot receive a fax document on the computer.</b>	<ul style="list-style-type: none"> <li>● Make sure the following features are set beforehand.               <ul style="list-style-type: none"> <li>– PC fax reception (feature #442 on page 55)</li> <li>– Computer setting for the PC fax reception (feature #443 on page 23)</li> </ul> </li> </ul>

### 12.3.6 Network (KX-FLM671, LAN connection only)

Problem	Cause & Solution												
<p><b>I cannot operate the following functions.</b></p> <ul style="list-style-type: none"> <li>- PC printing</li> <li>- Scanning</li> <li>- Remote Control</li> <li>- PC FAX</li> <li>- Device Monitor</li> </ul>	<ul style="list-style-type: none"> <li>● The IP address of the unit may have changed. To detect the IP address, proceed as follows. [Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [IP Address Checker] <ul style="list-style-type: none"> <li>● The IP address for the unit will be detected.</li> </ul> </li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● If the IP address cannot be detected, enter it manually (feature #501 on page 58). 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.</li> </ul> <table border="1" data-bbox="539 610 1273 877"> <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<sup>*1</sup></td> </tr> <tr> <td>Class C</td> <td>255.255.255.0</td> <td>192.168.xx.1 - 192.168.xx.254<sup>*2</sup></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"> <li>● Your firewall software is blocking the connection. Disable the firewall software or change the firewall settings to make the Multi-Function Station work properly.</li> <li>● LAN features can be used when the unit and the computer are connected in same network segment only. Make sure the network is configured correctly. Consult your network administrator.</li> </ul>	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 <sup>*1</sup>	Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254 <sup>*2</sup>
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 <sup>*1</sup>											
Class C	255.255.255.0	192.168.xx.1 - 192.168.xx.254 <sup>*2</sup>											
<p><b>The unit does not appear in the [Select a Network Device] dialog box when installing Multi-Function Station.</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> </ul>												

Problem	Cause & Solution
<p><b>The [Windows Security Alert] dialog 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.</b></p> <ul style="list-style-type: none"> <li>– PC printing</li> <li>– Scanning</li> <li>– Remote Control</li> <li>– PC FAX</li> <li>– Device Monitor</li> </ul>	<ul style="list-style-type: none"> <li>● Click [<b>Keep Blocking</b>] and run the Windows Firewall Setting Tool to allow the data transmission for Multi-Function Station (page 72).</li> </ul>

### 12.3.7 Using an answering machine

Problem	Cause & Solution
<p><b>I cannot receive documents automatically.</b></p>	<ul style="list-style-type: none"> <li>● Your greeting message on the answering machine is too long. Shorten the message. Record a message up to 10 seconds long.</li> <li>● The answering machine rings too many times. Set to 1 or 2 rings.</li> </ul>
<p><b>I cannot receive voice messages.</b></p>	<ul style="list-style-type: none"> <li>● Check if the answering machine is turned ON and connected to the unit properly (page 43).</li> <li>● Set the number of rings on the answering machine to 1 or 2.</li> </ul>
<p><b>I pressed the remote access code to access the answering machine remotely, but the line was disconnected.</b></p>	<ul style="list-style-type: none"> <li>● 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 “#”.</li> </ul>
<p><b>Callers complain that they cannot send a document.</b></p>	<ul style="list-style-type: none"> <li>● There is no room left in the memory of your answering machine to record voice messages. See the operating instructions of the answering machine and erase unnecessary messages.</li> <li>● You set the answering machine to only give a greeting message.</li> </ul>

### 12.3.8 If a power failure occurs

- The unit will not function.
- If any documents are stored in the memory (i.e. during copy, PC printing, fax transmission or fax reception), they will be lost.
- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- When power is restored, a power down report will be printed out stating which fax items in the memory have been erased.

### 12.3.9 Firewall setting tool for Microsoft Windows XP Service Pack 2 or later/Windows Vista/Windows 7 users (KX-FLM671, LAN connection 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.

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

- If the [Select Language] dialog box appears, select the desired language that you want to use with this software. Click [OK].

## 2 [Tools] → [Windows Firewall Setting]

- The [Windows Firewall Setting Tool] window will appear.

## 3 [Add to the exceptions list] → [OK] → [OK]

### To confirm the security settings (For Windows XP users)

#### 1. [Start] → [Control Panel] → [Security Center]

- The [Windows Security Center] window will appear.

#### 2. [Windows Firewall]

- The [Windows Firewall] dialog box will appear.

#### 3. Click the [Exceptions] tab.

#### 4. 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)

#### 1. [Start] → [Control Panel] → [Security Center]

- The [Windows Security Center] window will appear.

#### 2. [Windows Firewall]

- The [Windows Firewall] dialog box will appear.

#### 3. [Change settings]

- The [User Account Control] dialog box will appear.

#### 4. [Continue]

#### 5. Click the [Exceptions] tab.

#### 6. Confirm that [Panasonic Trap Monitor Service], [Panasonic LPD Manager] and [Panasonic LPD] are displayed and checked on the [Program or port] list.

### To confirm the security settings (For Windows 7 users)

#### 1. [Start] → [Control Panel] → [System and Security] → [Windows Firewall] → [Advanced settings]

- The [Windows Firewall with Advanced Security] window will appear.

#### 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.

## 12.3.10 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, the instructions of modifying or adding printer driver change after installing KX-FLM660/KX-FLM670 series Multi-Function Station.

You can modify or add 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] dialog box appears, select the desired language that you want to use with this software. Click [OK].
- 2 [Easy installation]
- 3 [Modify] → [Next]
- 4 Select [Modify Utility] or [Add Printer Driver]. → [Next]. Then follow the on-screen instructions.

#### Important:

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

## 13. Paper Jams

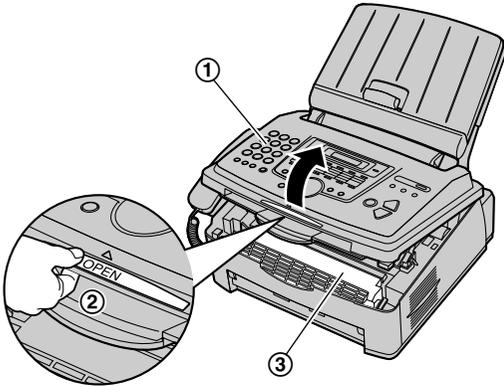
### 13.1 Recording paper jam

The display will show the following:

- “PAPER JAMMED”

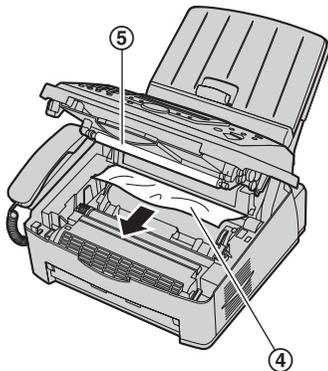
#### 13.1.1 When the recording paper has jammed near the drum and toner unit

- 1 Lift open the front cover (①), holding OPEN (②).



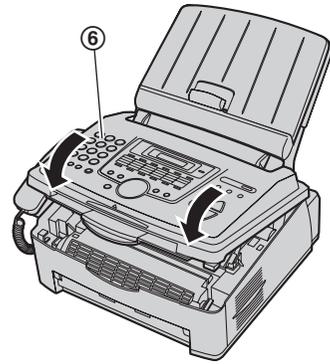
**Caution:**  
The fuser unit (③) gets hot. Do not touch it.

- 2 Remove the jammed paper (④) carefully by pulling it toward you.



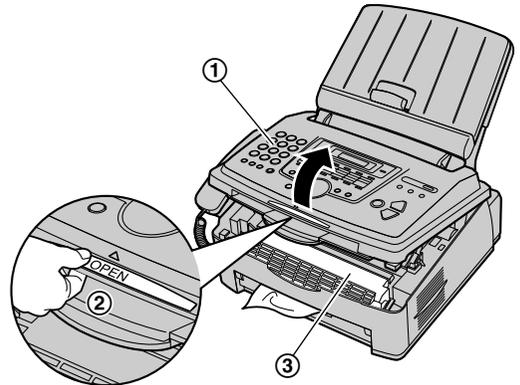
- Do not touch the transfer roller (⑤).

- 3 Close the front cover (⑥) by pushing down on both sides, until locked.



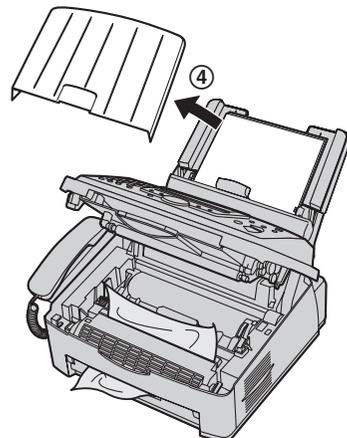
#### 13.1.2 When the recording paper has jammed near the recording paper exit

- 1 Lift open the front cover (①), holding OPEN (②).

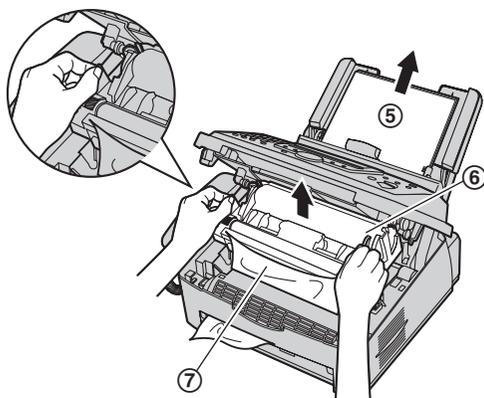


**Caution:**  
The fuser unit (③) gets hot. Do not touch it.

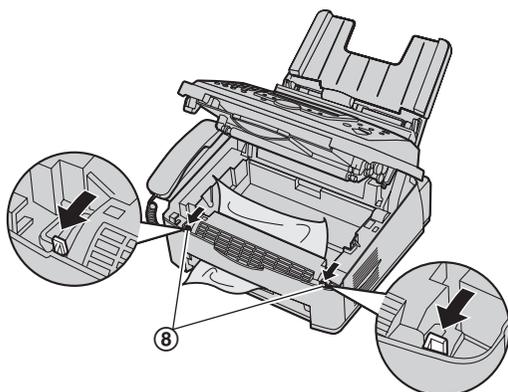
- 2 Remove the paper tray cover (④).



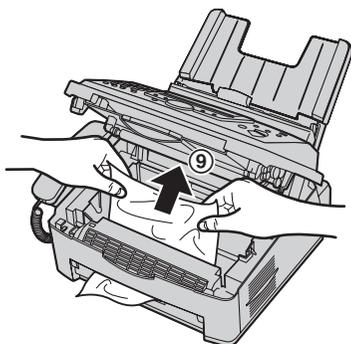
- 3** Remove the recording paper (⑤), then remove the drum and toner unit (⑥) to allow the jammed paper (⑦) to pull free from the rear cabinet.



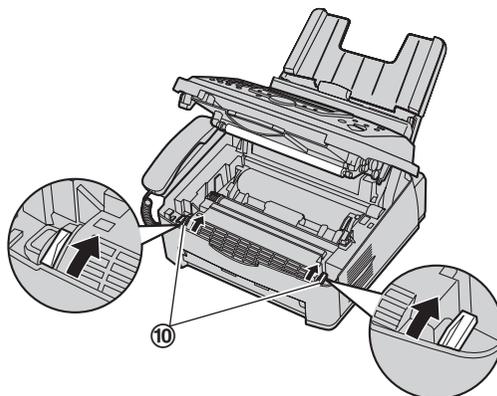
- 4** Lift both green levers (⑧) forward until they stop.



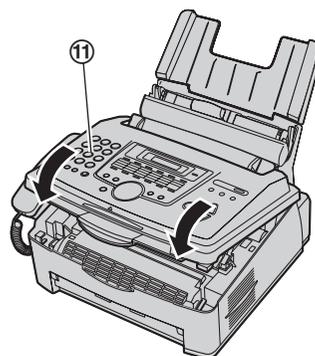
- 5** Remove the jammed paper (⑨) from the fuser unit by pulling it upwards carefully, then install the drum and toner unit.



- 6** Push back the green levers (⑩) to the original position.

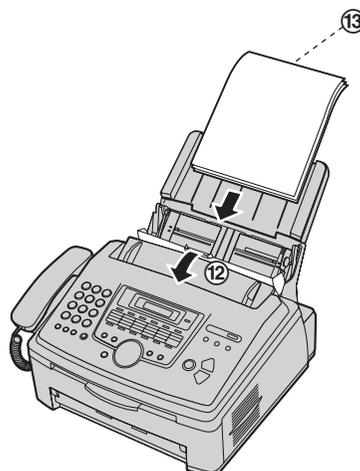


- 7** Close the front cover (⑪) by pushing down on both sides, until locked.



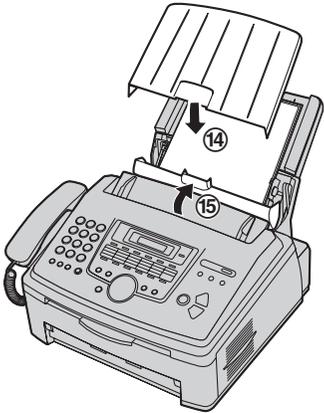
- 8** Pull the tension plate forward (⑫), then re-insert the recording paper (⑬).

- Before re-inserting, make sure to fan and straighten the recording paper.



## 13. Paper Jams

- 9 Attach the paper tray cover (14), then push back the tension plate (15).

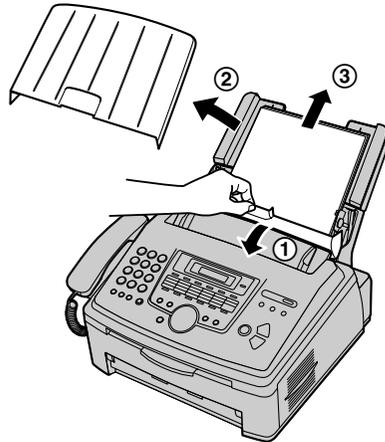


### 13.1.3 When the recording paper is not fed into the unit properly

The display will show the following:

- “CHECK PICK UP”

- 1 Pull the tension plate forward (1), then remove the paper tray cover (2). Remove the recording paper (3).

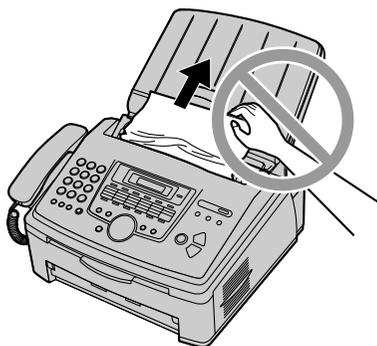


- 2 Re-insert the recording paper. Attach the paper tray cover, then push back the tension plate (see steps 7 to 8 on page 16).
- Before re-inserting, make sure to fan and straighten the recording paper.

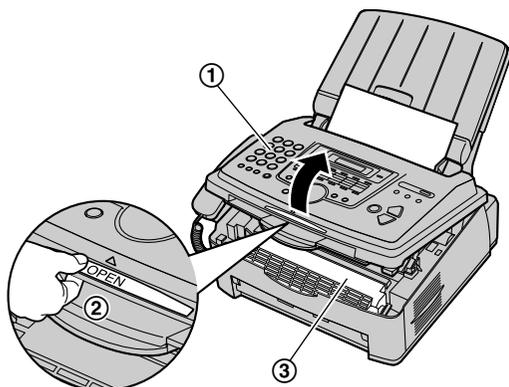
## 13.2 Document jams – sending

### Caution:

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

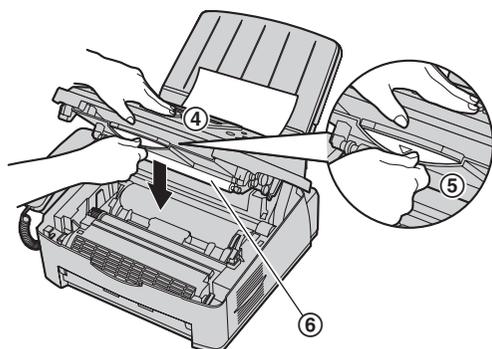


- Lift open the front cover (①), holding OPEN (②).



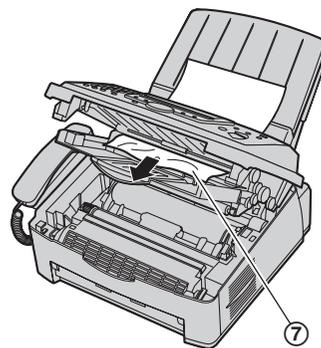
**Caution:**  
The fuser unit (③) gets hot. Do not touch it.

- Hold the center part of the front cover (④), and pull open the inner cover (⑤).

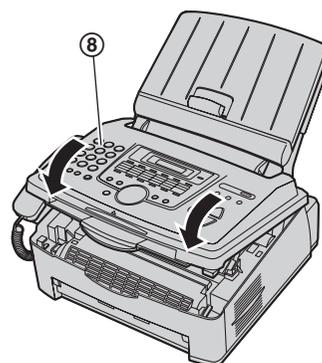


- Do not touch the transfer roller (⑥).

- Remove the jammed document carefully (⑦).



- Push back the inner cover.
- Close the front cover (⑧) by pushing down on both sides, until locked.



## 14. Cleaning

### 14.1 Cleaning the inside of the unit

Clean the inside of the unit when:

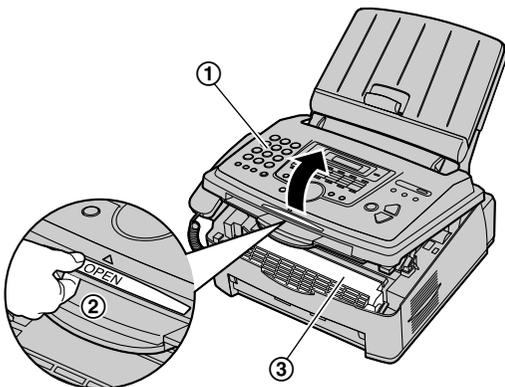
- Documents frequently misfeed.
- Black line, a white line or a dirty pattern appear on the original document when sending or copying.

#### Caution:

- Be careful when handling the drum and toner unit. See the caution for the drum unit on page 10 for details.
- Do not use paper products, such as paper towels or tissues, to clean the inside of the unit.

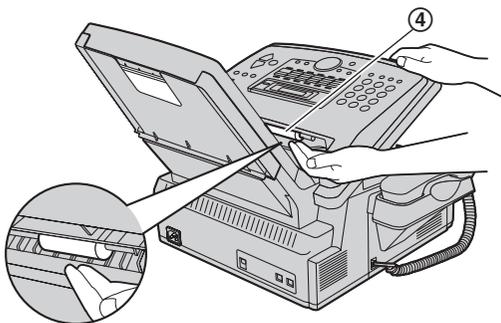
1 Disconnect the power cord and the telephone line cord.

2 Lift open the front cover (①), holding OPEN (②).

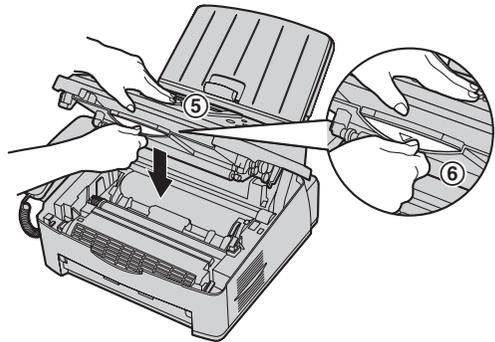


**Caution:**  
The fuser unit (③) gets hot. Do not touch it.

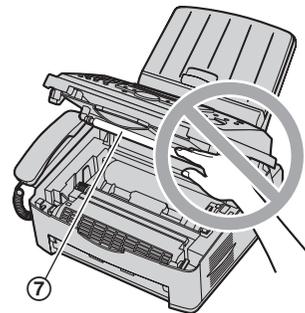
3 Clean the document separation roller (④) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.



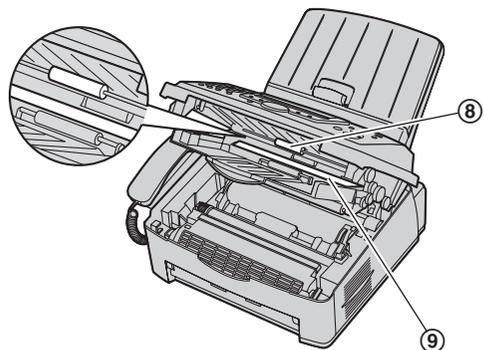
4 Hold the center part of the front cover (⑤), and pull open the inner cover (⑥).



- Do not touch the transfer roller (⑦).

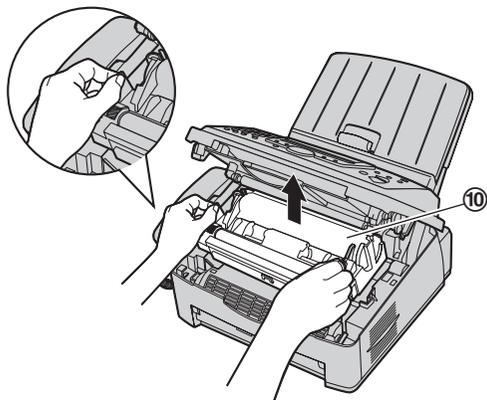


5 Clean the document feeder roller (⑧) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.  
Clean the upper glass (⑨) with a soft and dry cloth.

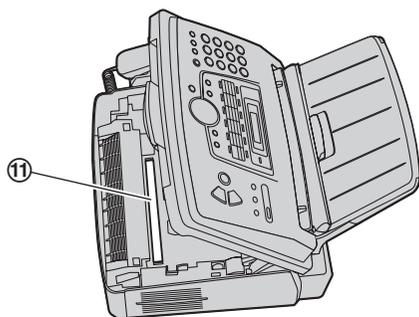


6 Push back the inner cover.

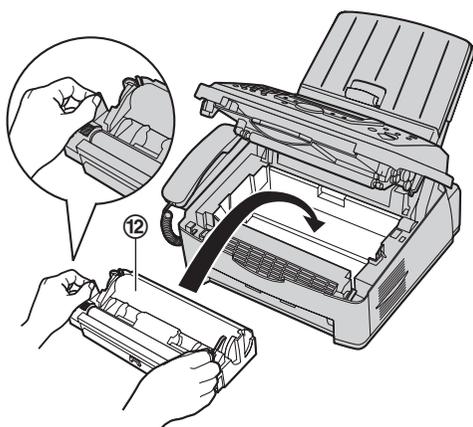
- 7 Remove the drum and toner unit (10) by holding the two tabs.



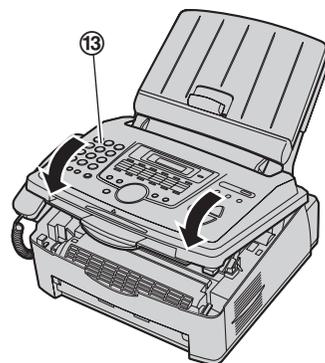
- 8 Clean the lower glass (11) with a soft and dry cloth.



- 9 Re-install the drum and toner unit (12) by holding the tabs.



- 10 Close the front cover (13) by pushing down on both sides, until locked.



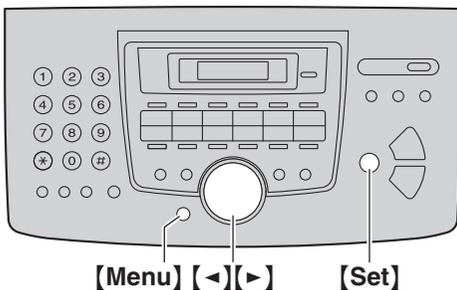
- 11 Reconnect the power cord and the telephone line cord.

### 15.1 Reference lists and reports

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

- "SETUP LIST"
- "TEL NO. LIST"
- "JOURNAL REPORT"
- "BROADCAST LIST"
- "PRINTER TEST"
  - If the test print has smudges, or blurred points or lines, clean the inside of the unit (page 78). If printing quality is still poor, replace the toner cartridge and drum unit.
- "CALLER ID LIST"
- "ADDRESS LIST"\*1

\*1 KX-FLM671 only



- 1 Press **[Menu]** repeatedly to display "PRINT REPORT".
- 2 Press **[◀]** or **[▶]** repeatedly to display the desired item.
- 3 Press **[Set]** to start printing. → **[Menu]**

### 15.2 Specifications

■ **Applicable lines:**

Public Switched Telephone Network

■ **Document size:**

Max. 216 mm (8<sup>1</sup>/<sub>2</sub>" ) in width, Max. 600 mm (23<sup>5</sup>/<sub>8</sub>" ) in length

■ **Effective scanning width:**

208 mm (8<sup>3</sup>/<sub>16</sub>" )

■ **Effective printing width:**

Letter/Legal: 208 mm (8<sup>3</sup>/<sub>16</sub>" )

A4: 202 mm (7<sup>15</sup>/<sub>16</sub>" )

■ **Transmission time** \*1:

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

■ **Scanning density:**

**Scanning resolution:**

Up to 203 × 392 dpi (Optical)

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

**Copy resolution:**

Up to 600 × 600 dpi

**Fax resolution:**

Horizontal: 8 pels/mm (203 pels/inch)

Vertical: 3.85 lines/mm (98 pels/inch) -in standard resolution,

7.7 lines/mm (196 pels/inch) -in fine/photo resolution,

15.4 lines/mm (392 pels/inch) -in super fine resolution

■ **Photo resolution:**

64-level

■ **Scanner type:**

Monochrome Contact Image Sensor

■ **Printer type:**

Laser Printer

■ **Data compression system:**

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

■ **Modem speed:**

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

■ **Operating environment:**

10 °C – 32.5 °C (50 °F – 90.5 °F), 20 % – 70 % RH (Relative Humidity)

■ **Dimensions:**

Approx. height 370 mm × width 430 mm × depth 480 mm (14<sup>9</sup>/<sub>16</sub>" × 16<sup>15</sup>/<sub>16</sub>" × 18<sup>7</sup>/<sub>8</sub>" )

■ **Mass (Weight):**

Approx. 9.4 kg (20.7 lb)

■ **Power consumption:**

Standby: Approx. 7.5 W

Transmission: Approx. 18 W

Reception: Approx. 300 W

Copy: Approx. 310 W

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



# 15. General Information

## Toner life

Toner life depends on the amount of content in a received, copied or printed document. The following is the approximate relationship between coverage and toner life for replacement toner cartridge (Model No. KX-FA83). Toner life varies in actual usage.

### 5 % coverage

Approx. 2,500 sheets of letter-size paper can be printed.

Table of Contents

- 1 Table of Contents
- 1 Introduction
- 1.1 Installation and Installation Accessories
- 1.2 Troubleshooting
- 1.3 Accessory Information Finding the Contents
- 1.4 Declaration of Author
- 1.5 Copyright Information
- 1.6 User's Manual
- 1.7 Document tray
- 1.8 Document tray
- 1.9 Document tray
- 1.10 Document tray
- 1.11 Document tray
- 1.12 Document tray
- 1.13 Document tray
- 1.14 Document tray
- 1.15 Document tray
- 1.16 Document tray
- 1.17 Document tray
- 1.18 Document tray
- 1.19 Document tray
- 1.20 Document tray
- 1.21 Document tray
- 1.22 Document tray
- 1.23 Document tray
- 1.24 Document tray
- 1.25 Document tray
- 1.26 Document tray
- 1.27 Document tray
- 1.28 Document tray
- 1.29 Document tray
- 1.30 Document tray
- 1.31 Document tray
- 1.32 Document tray
- 1.33 Document tray
- 1.34 Document tray
- 1.35 Document tray
- 1.36 Document tray
- 1.37 Document tray
- 1.38 Document tray
- 1.39 Document tray
- 1.40 Document tray
- 1.41 Document tray
- 1.42 Document tray
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- 1.44 Document tray
- 1.45 Document tray
- 1.46 Document tray
- 1.47 Document tray
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- 1.67 Document tray
- 1.68 Document tray
- 1.69 Document tray
- 1.70 Document tray
- 1.71 Document tray
- 1.72 Document tray
- 1.73 Document tray
- 1.74 Document tray
- 1.75 Document tray
- 1.76 Document tray
- 1.77 Document tray
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- 1.89 Document tray
- 1.90 Document tray
- 1.91 Document tray
- 1.92 Document tray
- 1.93 Document tray
- 1.94 Document tray
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Table of Contents

- 1 Table of Contents
- 1 Introduction
- 1.1 Installation and Installation Accessories
- 1.2 Troubleshooting
- 1.3 Accessory Information Finding the Contents
- 1.4 Declaration of Author
- 1.5 Copyright Information
- 1.6 User's Manual
- 1.7 Document tray
- 1.8 Document tray
- 1.9 Document tray
- 1.10 Document tray
- 1.11 Document tray
- 1.12 Document tray
- 1.13 Document tray
- 1.14 Document tray
- 1.15 Document tray
- 1.16 Document tray
- 1.17 Document tray
- 1.18 Document tray
- 1.19 Document tray
- 1.20 Document tray
- 1.21 Document tray
- 1.22 Document tray
- 1.23 Document tray
- 1.24 Document tray
- 1.25 Document tray
- 1.26 Document tray
- 1.27 Document tray
- 1.28 Document tray
- 1.29 Document tray
- 1.30 Document tray
- 1.31 Document tray
- 1.32 Document tray
- 1.33 Document tray
- 1.34 Document tray
- 1.35 Document tray
- 1.36 Document tray
- 1.37 Document tray
- 1.38 Document tray
- 1.39 Document tray
- 1.40 Document tray
- 1.41 Document tray
- 1.42 Document tray
- 1.43 Document tray
- 1.44 Document tray
- 1.45 Document tray
- 1.46 Document tray
- 1.47 Document tray
- 1.48 Document tray
- 1.49 Document tray
- 1.50 Document tray
- 1.51 Document tray
- 1.52 Document tray
- 1.53 Document tray
- 1.54 Document tray
- 1.55 Document tray
- 1.56 Document tray
- 1.57 Document tray
- 1.58 Document tray
- 1.59 Document tray
- 1.60 Document tray
- 1.61 Document tray
- 1.62 Document tray
- 1.63 Document tray
- 1.64 Document tray
- 1.65 Document tray
- 1.66 Document tray
- 1.67 Document tray
- 1.68 Document tray
- 1.69 Document tray
- 1.70 Document tray
- 1.71 Document tray
- 1.72 Document tray
- 1.73 Document tray
- 1.74 Document tray
- 1.75 Document tray
- 1.76 Document tray
- 1.77 Document tray
- 1.78 Document tray
- 1.79 Document tray
- 1.80 Document tray
- 1.81 Document tray
- 1.82 Document tray
- 1.83 Document tray
- 1.84 Document tray
- 1.85 Document tray
- 1.86 Document tray
- 1.87 Document tray
- 1.88 Document tray
- 1.89 Document tray
- 1.90 Document tray
- 1.91 Document tray
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- 1.93 Document tray
- 1.94 Document tray
- 1.95 Document tray
- 1.96 Document tray
- 1.97 Document tray
- 1.98 Document tray
- 1.99 Document tray
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Table of Contents

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- 1 Introduction
- 1.1 Installation and Installation Accessories
- 1.2 Troubleshooting
- 1.3 Accessory Information Finding the Contents
- 1.4 Declaration of Author
- 1.5 Copyright Information
- 1.6 User's Manual
- 1.7 Document tray
- 1.8 Document tray
- 1.9 Document tray
- 1.10 Document tray
- 1.11 Document tray
- 1.12 Document tray
- 1.13 Document tray
- 1.14 Document tray
- 1.15 Document tray
- 1.16 Document tray
- 1.17 Document tray
- 1.18 Document tray
- 1.19 Document tray
- 1.20 Document tray
- 1.21 Document tray
- 1.22 Document tray
- 1.23 Document tray
- 1.24 Document tray
- 1.25 Document tray
- 1.26 Document tray
- 1.27 Document tray
- 1.28 Document tray
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- 1.41 Document tray
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- 1.43 Document tray
- 1.44 Document tray
- 1.45 Document tray
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- 1.47 Document tray
- 1.48 Document tray
- 1.49 Document tray
- 1.50 Document tray
- 1.51 Document tray
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- 1.55 Document tray
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- 1.58 Document tray
- 1.59 Document tray
- 1.60 Document tray
- 1.61 Document tray
- 1.62 Document tray
- 1.63 Document tray
- 1.64 Document tray
- 1.65 Document tray
- 1.66 Document tray
- 1.67 Document tray
- 1.68 Document tray
- 1.69 Document tray
- 1.70 Document tray
- 1.71 Document tray
- 1.72 Document tray
- 1.73 Document tray
- 1.74 Document tray
- 1.75 Document tray
- 1.76 Document tray
- 1.77 Document tray
- 1.78 Document tray
- 1.79 Document tray
- 1.80 Document tray
- 1.81 Document tray
- 1.82 Document tray
- 1.83 Document tray
- 1.84 Document tray
- 1.85 Document tray
- 1.86 Document tray
- 1.87 Document tray
- 1.88 Document tray
- 1.89 Document tray
- 1.90 Document tray
- 1.91 Document tray
- 1.92 Document tray
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- 1.94 Document tray
- 1.95 Document tray
- 1.96 Document tray
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- 1.98 Document tray
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## Note:

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

## Drum life

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

## Waste disposal method

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

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**16.1 Index**

- # #100 Quick setup: 50
- #101 Date and time: 21
- #102 Your logo: 21
- #103 Your fax number: 22
- #110 Language: 50
- #120 Dialing mode: 18
- #121 Flash time: 50
- #145 LCD display contrast: 50
- #155 Change password: 51
- #161 Ringer pattern: 51
- #210 FAX ring count: 51
- #216 Automatic Caller ID list: 46
- #226 Time adjustment: 51
- #380 Paper size: 51
- #401 Confirmation report: 38, 53
- #402 Automatic journal report: 39, 53
- #411 Overseas mode: 53
- #412 Delayed send: 53
- #413 ECM selection: 54
- #416 Connecting tone: 54
- #430 Distinctive Ring: 48
- #431 Fax ring pattern: 48
- #432 Auto reduction: 54
- #434 Fax activation code: 54
- #437 Memory reception alert: 54
- #438 Friendly reception: 54
- #442 PC fax setting: 55
- #443 PC fax reception: 23
- #459 Set fax features to default: 55
- #461 Default copy resolution: 56
- #462 Contrast hold: 51
- #463 Default operation mode: 51
- #464 Mode timer: 51
- #467 N in 1 hold: 56
- #468 Zoom hold: 56
- #469 Collate hold: 56
- #482 Toner save: 12, 52
- #493 Scan mode: 57
- #494 Scan parameter hold: 57
- #500 DHCP mode: 58
- #501 IP address: 58
- #502 Subnet mask: 58
- #503 Default gateway: 58
- #504 DNS server #1: 58
- #505 DNS server #2: 58
- #507 Machine name: 58
- #508 MAC address: 58
- #532 Approved users: 58
- #533 Auto IP: 58
- #534 HTTPD: 59
- #774 Data timeout: 56
- A** Address list: 80
- Answering machine: 43
- Approved users (Feature #532): 58
- Auto IP (Feature #533): 58
- Auto reduction (Feature #432): 54
- B** Basic features: 50
- Broadcast programming list: 80
- Broadcast transmission: 40
- C** Caller ID
- Calling back: 46
- Storing: 47
- Caller ID list (Feature #216): 46
- Character entry: 61
- Cleaning: 78
- Collate hold (Feature #469): 56
- Confirmation report: 38, 53
- Connecting tone (Feature #416): 54
- Connections: 17
- LAN: 17
- USB: 24
- Contrast hold (Feature #462): 51
- Copy: 33
- Collation: 34
- Enlarge: 34
- N in 1: 35
- Proof set: 35
- Reduce: 34
- Reserve: 35
- Copy features: 56
- D** Data timeout (Feature #774): 56
- Date and time (Feature #101): 21
- Default copy resolution (Feature #461): 56
- Default gateway (Feature #503): 58
- Default operation mode (Feature #463): 51
- Delayed transmission (Feature #412): 53
- DHCP mode (Feature #500): 58
- Dialing mode (Feature #120): 18
- Directory: 36
- Display contrast (Feature #145): 50
- Display messages: 64
- Distinctive Ring service (Feature #430): 48
- DNS server #1 (Feature #504): 58
- DNS server #2 (Feature #505): 58
- Document size: 19
- Drum life: 82
- Drum unit: 10
- E** ECM selection (Feature #413): 54
- Envelope: 28
- Extension telephone: 42
- F** Fax activation code (Feature #434): 54
- Fax features: 53
- Fax number (Feature #103): 22
- FAX ONLY mode: 41
- FAX ring count (Feature #210): 51
- Flash time (Feature #121): 50
- Friendly reception (Feature #438): 54
- H** Help: 20
- HTTPD (Feature #534): 59
- I** IP address (Feature #501): 58
- J** Jams
- Document: 77

- Recording paper: 74
- Journal report (Feature #402): 39, 80
- Junk fax prohibitor: 44
- L** Label: 28
- LAN features: 58
- Language (Feature #110): 50
- Logo (Feature #102): 21
- M** MAC address (Feature #508): 58
- Machine name (Feature #507): 58
- Memory reception alert (Feature #437): 54
- Mode timer (Feature #464): 51
- Multi-Function Station software
  - Activating: 25
  - Installing: 23
  - Uninstalling: 25
- N** Navigator directory
  - Making a phone call: 36
  - Sending faxes: 39
  - Storing: 36
- Network features: 60
- N in 1 hold (Feature #467): 56
- O** OCR software: 31
- One-touch dial
  - Making a phone call: 36
  - Sending faxes: 39
  - Storing: 36
- Overseas mode (Feature #411): 53
- P** Paper size (Feature #380): 51
- Password (Feature #155): 51
- PC fax reception (Feature #443): 23
- PC fax setting (Feature #442): 55
- PC print features: 56
- Power failure: 72
- Printer test list: 80
- Programming: 49
- Pull scan: 32
  - Scan application: 32
  - Viewer: 32
- Push scan: 30
  - E-mail: 30
  - File: 30
  - OCR: 31
  - Viewer: 30
- Q** Quick scan: 38
- Quick setup (Feature #100): 50
- R** Receiving faxes
  - Automatically: 41
  - Manually: 42
- Recording paper: 15
- Recording paper size: 81
- Redialing: 38, 39
- Reports
  - Address: 80
  - Broadcast programming: 80
  - Broadcast sending: 40
  - Caller ID: 51, 80
- Journal: 39, 63, 80
- Power down: 72
- Printer test: 80
- Sending: 38, 53
- Setup: 80
  - Telephone number: 80
- Reset fax features (Feature #459): 55
- Resolution: 33, 38
- Ring count
  - FAX ONLY (Feature #210): 51
- Ringer pattern (Feature #161): 51
- Ring pattern for Distinctive Ring (Feature #431): 48
- S** Scan features: 57
- Scan mode (Feature #493): 57
- Scan parameter hold (Feature #494): 57
- Sending faxes
  - Broadcast: 40
  - From memory: 38
  - Manually: 38
  - Navigator directory: 39
  - One-touch dial: 39
- Set fax default (Feature #459): 55
- Setup list: 80
- Storing
  - Broadcast: 40
  - Navigator directory: 36
  - One-touch dial: 36
- Subnet mask (Feature #502): 58
- T** Telephone number list: 80
- TEL mode: 42
- Toner cartridge: 10
- Toner life: 82
- Toner save (Feature #482): 12, 52
- Transparency: 28
- V** Volume: 20
- Z** Zoom hold (Feature #468): 56

For hearing or speech impaired TTY users, TTY: 1-877-833-8855



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