

This pictured model is KX-MB3010.

# Panasonic<sup>®</sup>

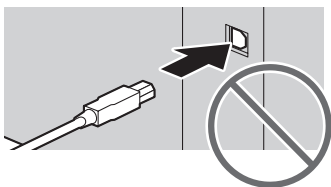
## Operating Instructions

Multi-Function Printer

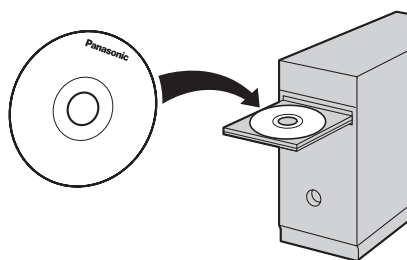
Model No. **KX-MB3010**  
**KX-MB3020**

**Do NOT connect the unit to a computer with the USB cable until prompted by the Multi-Function Station (CD-ROM).**

1



2



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

**KX-MB3020 only:**

- This unit is compatible with Caller ID. You must subscribe to the appropriate service offered by your service provider/telephone company.

---

**Thank you for purchasing a Panasonic product.**

**You can select English or Spanish for the 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 55.

**Caution:**

- Do not rub or use an eraser on the printed side of 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 figures shown in these operating instructions are based on a KX-MB3010.

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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.

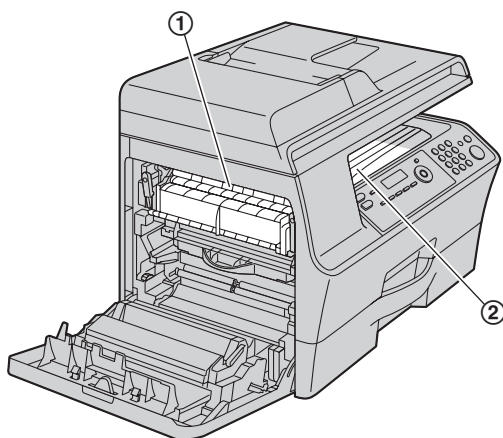
### Fuser unit



During or immediately after printing, the fuser unit (①) gets hot. This is normal. Do not touch the fuser unit.

### Note:

- The area near the recording paper exit (②) may also get warm. This is normal.



## For best performance

### Toner cartridge and drum cartridge

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

### Toner cartridge

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

### Drum cartridge

- Read the instructions on page 10 before you begin installation of the drum cartridge. After you have read

them, open the drum cartridge protection bag. The drum cartridge contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:

- Do not expose the drum cartridge to light for more than 3 minutes.
- Do not touch or scratch the black drum surface.
- Do not place the drum cartridge near dust or dirt, or in a high humidity area.
- Do not expose the drum cartridge to direct sunlight.
- To extend the life of the drum cartridge, the power switch 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

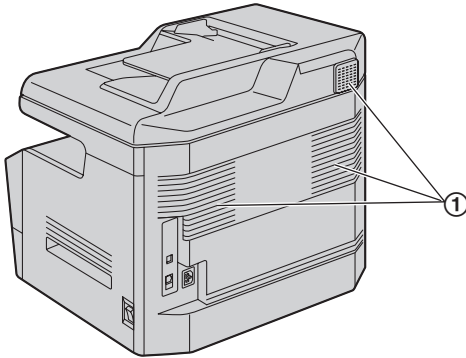
- To prevent static electricity damage to the interface connectors or other electrical components inside the unit, touch a grounded metal surface before touching the components.

### 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.
- During the printing process, heat is used to fuse toner onto the page. As a result, it is normal for the machine to produce an odor during and shortly after printing. Be sure to use this unit in an area with proper ventilation.

## Important Information

- 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).



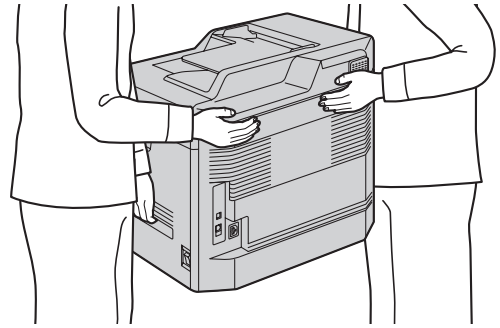
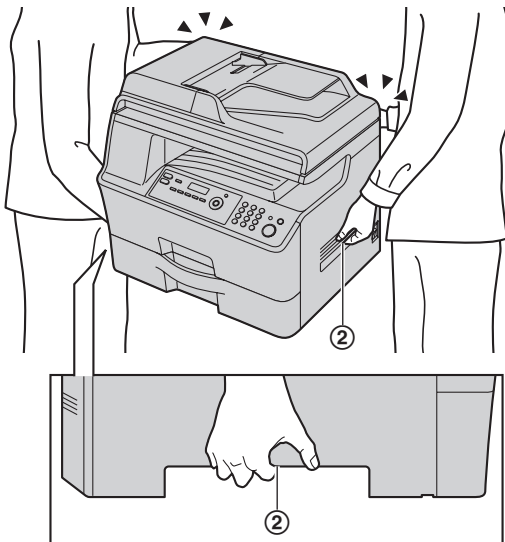
### Routine care

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

### Moving the unit

The unit is heavy. It is highly recommended that two people handle this unit.

When moving the unit, hold both of the side grips (②).



## 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.

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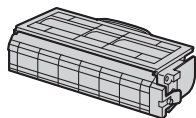
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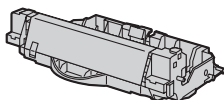
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## 1.1 Supplied accessories

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



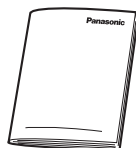
- ② Drum cartridge (KX-FAD452)<sup>\*2</sup>



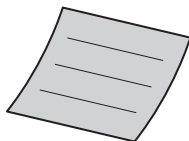
- ③ CD-ROM (PNJKMB3020Z)<sup>\*2</sup>



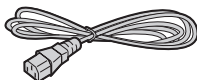
- ④ Quick reference guide (English–PNQW1644Z)<sup>\*2</sup> (Spanish–PNQW1645Z)<sup>\*2</sup>



- ⑤ Quick installation guide (PNQW1661Z)<sup>\*2</sup>



- ⑥ Power cord (PNJA1021Z or PFJA03A028Z)<sup>\*2</sup>



- ⑦ **KX-MB3020 only**  
Telephone line cord (PFJA02B002Y)<sup>\*2</sup>



\*1 Prints about 1,000 pages at ISO/IEC 19752 standard page.

\*2 Parts 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 cartridge and drum cartridge.

### ■ Replacement accessory

#### – Toner cartridge

- **Model No. (Part No.): KX-FAT451**
- Prints about 5,000 pages at ISO/IEC 19752 standard page.

#### – Drum cartridge

- **Model No. (Part No.): KX-FAD452**

### ■ Optional accessory

#### – Lower input tray (page 74)

- **Model No. (Part No.): KX-FAP106**

### Note:

- ISO/IEC 19752 standard is as follows:
  - Environment: 23 ± 2 °C (73 ± 3 °F) / 50 ± 10% RH
  - Print mode: Continuous printing

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

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:

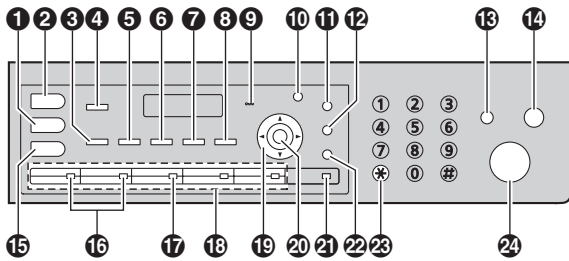
- your name, shipping address and telephone number
- credit card type, number, expiration date and your signature
- part number and quantity

### To place an order by telephone

Telephone: (800) 332-5368

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

## 1.3 Button descriptions



\* The pictured model is KX-MB3020.

### 1 [Copy]

- To switch to copy mode (page 17, 34).

### 2 [Scan]

- To switch to scan mode (page 17, 30).

### 3 [Collate]

- To make a collated copy (page 36).

### [Directory] (KX-MB3020 only)

- To initiate the navigator directory (page 43, 45).

### 4 [Duplex]

- To make duplex copy (page 36).

### 5 [Contrast]

- To select a contrast when copying (page 34).
- To select a contrast when sending a fax (KX-MB3020 only) (page 41).

### 6 [Resolution]

- To select a resolution when copying (page 34).
- To select a resolution when sending a fax (KX-MB3020 only) (page 41).

### 7 [Zoom]

- To enlarge or reduce a document when copying (page 35).

### [Quick Scan] (KX-MB3020 only)

- To store a scanned document into memory, and then send it (page 42).

### 8 [Page Layout]

- To make various page layout copies (page 37).

### [Caller ID] (KX-MB3020 only)

- To use Caller ID features (page 51).

### 9 For beep sounds (KX-MB3010 only)

- Key beeps etc. will be heard.

### 10 [Menu]

- To start or exit programming.

### 11 [Redial][Pause] (KX-MB3020 only)

- To redial the last number dialed. If the line is busy when you send a fax, the unit will automatically redial the number 1 time.
- To insert a pause during dialing.

### 12 [Flash] (KX-MB3020 only)

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

### 13 [Fax Auto Answer] (KX-MB3020 only)

- To turn the auto answer setting ON/OFF (page 46).

### [Power Save] (KX-MB3010 only)

- To set the unit to the power save mode manually.

### 14 [Stop]

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

### 15 [Fax] (KX-MB3020 only)

- To switch to fax mode (page 17, 41).

### 16 [Broadcast] (KX-MB3020 only)

- To send a document to multiple parties (page 44).

### 17 [Manual Broad] (KX-MB3020 only)

- To send a document to multiple parties by using the dial keypad (page 44).

### 18 Station keys (KX-MB3020 only)

- To use the one-touch dial feature (page 42, 43).

### 19 Navigator key

- To select desired settings.
- To adjust the volume (KX-MB3020 only) (page 19).
- To search for a stored item (KX-MB3020 only) (page 43).

### 20 [Set]

- To store a setting during programming.

### 21 [Lower] (KX-MB3020 only)

- To select station 6–10 for the one-touch dial feature (page 42, 43).

### 22 [Monitor] (KX-MB3020 only)

- 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.

### 23 [Tone] (KX-MB3020 only)

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

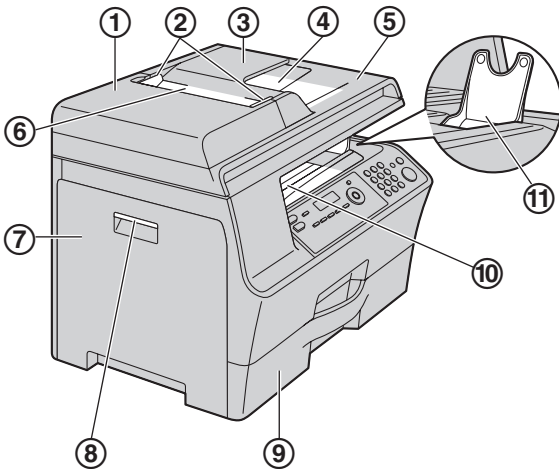
### 24 [Start]

- To copy a document (page 34).
- To scan a document (push scan) (page 30).
- To send a fax (KX-MB3020 only) (page 41).



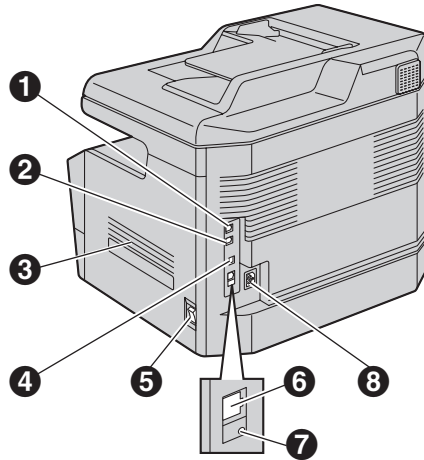
## 1.4 Overview

### 1.4.1 Front view



- ① **ADF (Automatic Document Feeder) cover**
- ② **Document guides**
- ③ **Document tray**
- ④ **Document exit**
- ⑤ **Document cover**
- ⑥ **Document entrance**
- ⑦ **Left cover**
- ⑧ **Left cover open lever**
- ⑨ **Standard input tray**
- ⑩ **Recording paper exit**
  - The unit can hold up to approximately 100 sheets of printed paper. Remove the printed paper before the recording paper exit becomes full.
- ⑪ **A4/letter paper stacker**
  - We recommend to open the A4/letter paper stacker when using A4 or letter-size recording paper. Do not open it when using legal-size recording paper.
  - For A4-size, slide the stacker to the rightmost position, then open it. For letter-size, just open the stacker (no need to slide it).
  - The A4/letter paper stacker may not be shown in all illustrations.

### 1.4.2 Rear view



\* The pictured model is KX-MB3020.

- ① **Telephone line jack (KX-MB3020 only)**
- ② **External telephone jack (KX-MB3020 only)**
- ③ **Speaker (KX-MB3020 only)**
- ④ **USB interface connector**
- ⑤ **Power switch**
- ⑥ **LAN interface connector**
  - 10Base-T/100Base-TX
- ⑦ **LED**
- ⑧ **Power inlet**

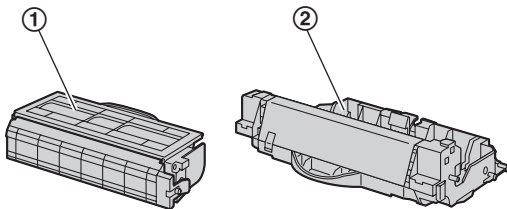
## 1.5 Toner cartridge and drum cartridge

The supplied toner cartridge is a starter toner cartridge.

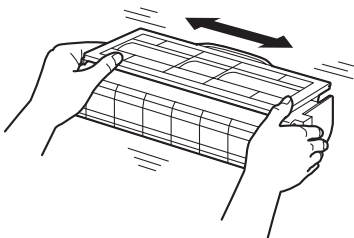
### Caution:

- Read the following instructions before you begin installation. After you have read them, open the drum cartridge protection bag. The drum cartridge contains a photosensitive drum. Exposing it to light may damage the drum. Once you have opened the protection bag:
  - Do not expose the drum cartridge to light for more than 3 minutes.
  - Do not touch or scratch the black drum surface inside of the drum cartridge.
  - Do not place the drum cartridge near dust or dirt, or in a high humidity area.
  - Do not expose the drum cartridge to direct sunlight.
- Do not leave the toner cartridge out of the protection bag for a long time. It will decrease the toner life.
- 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 cartridge.
- Do not add toner to the toner cartridge.

- 1 Remove the toner cartridge (①) and drum cartridge (②) from the protection bags.

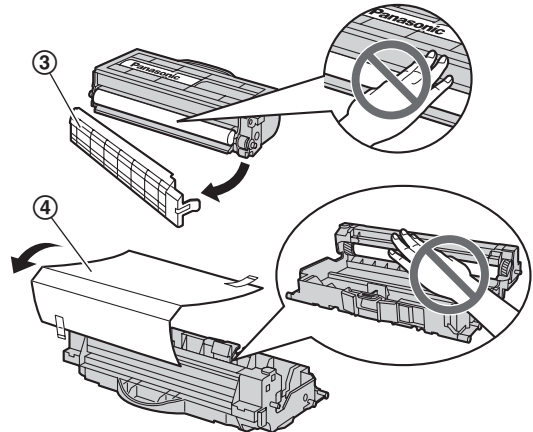


- 2 Shake the toner cartridge horizontally more than 5 times.

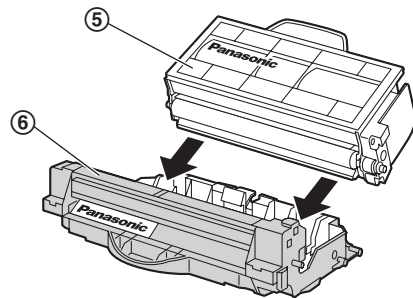


- 3 Detach the protective cover (③) from the toner cartridge, and remove the protective sheet (④) from the drum cartridge.

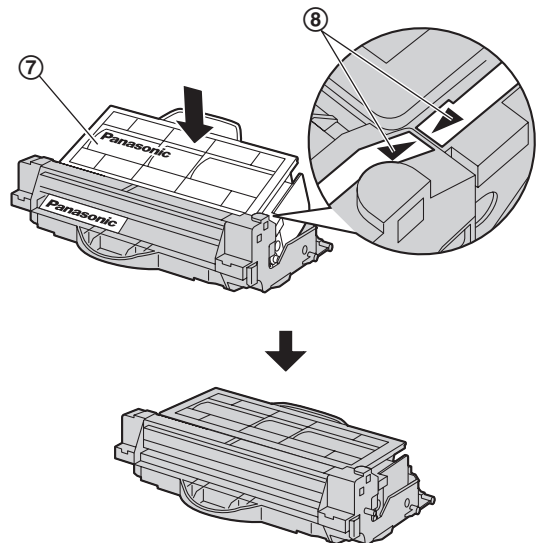
- Do not touch or scratch the black drum or toner surfaces.



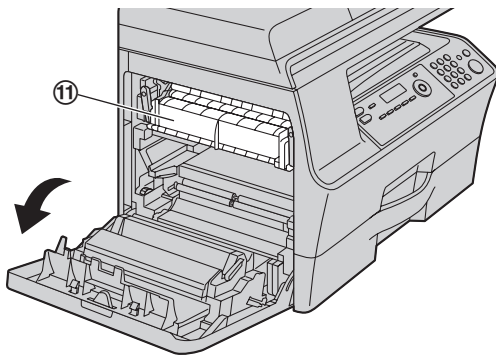
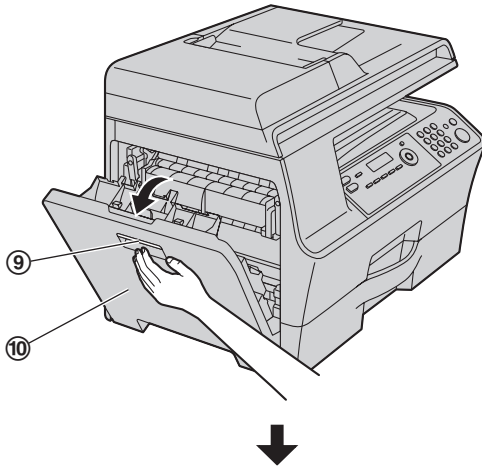
- 4 Insert the toner cartridge (⑤) into the drum cartridge (⑥) from the upper angle.



- 5 Push down the toner cartridge (⑦) to lock into place.
  - Make sure that the triangles (⑧) match to install the toner cartridge correctly.



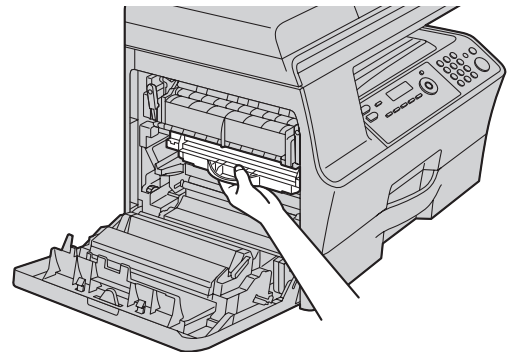
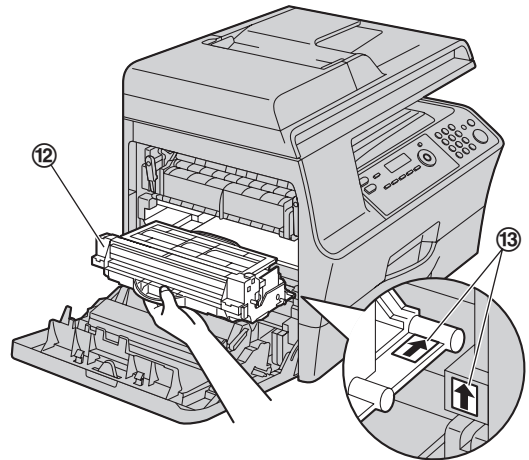
- 6 Hold the left cover release lever (9), and then pull open the left cover (10).



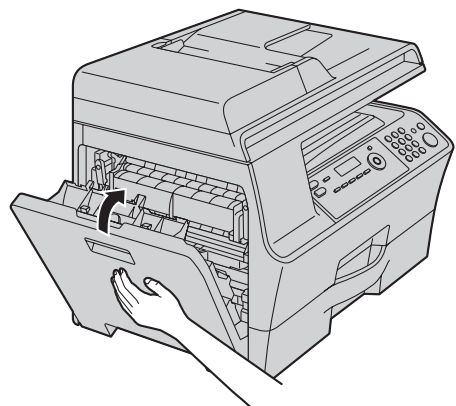
**Caution:**

- During or immediately after printing, the fuser unit (11) gets hot. Wait until the fuser unit cools down.

- 7 Install the drum and toner unit (12) by holding the center handle.
- Make sure that the arrows (13) match to install the drum and toner unit correctly.



- 8 Close the left cover.



**When to replace the toner cartridge and the drum cartridge**

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

## 1. Introduction and Installation

- "TONER LOW"
- "TONER EMPTY"

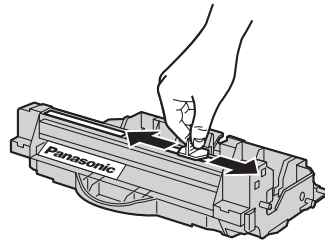
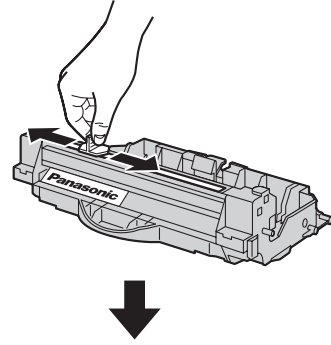
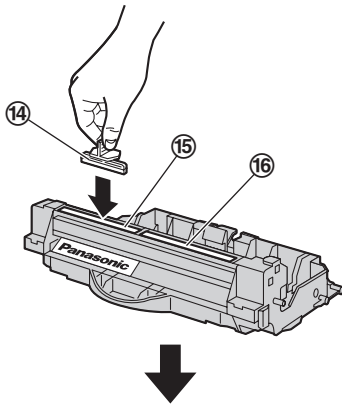
### Note:

- To check the drum life and quality, please print the printer test list (page 98) and refer to page 100 for information on the drum life. If printing quality is still poor or "**REPLACE DRUM CHANGE SUPPLIES**" appears on the display, replace the toner cartridge and drum cartridge.
- To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge and drum cartridge**. See page 7 for accessory information.
- See page 100 for information on toner life and drum life.

### Cleaning the drum cartridge

#### Important:

- If the groove of the drum cartridge is dirty, lines or dirty patterns may appear on printed sheets. Be sure to remove any toner remaining on the inside of the drum cartridge to maintain the print quality.
- A cleaner for the drum cartridge is supplied with the replacement toner cartridge. If you replace only the toner cartridge, clean the drum cartridge using the cleaner.
- Insert the cleaner (14) into the left groove (15) and move it from side to side at least 3 times to clean the inside of the drum cartridge. Repeat this for the right groove (16).



#### Note:

- Be sure to clean all the way to the edge of each groove.

#### Waste disposal method

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

#### Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 57). The toner cartridge will last approximately 20 % longer. This feature may lower the print quality.

## 1.6 Recording paper

The standard input tray unit can hold:

- Up to 520 sheets of 75 g/m<sup>2</sup> (20 lb) paper.
- Up to 470 sheets of 80 g/m<sup>2</sup> (21 lb) paper.
- Up to 410 sheets of 90 g/m<sup>2</sup> (24 lb) paper.
- Up to 100 sheets of 105 g/m<sup>2</sup> (28 lb) paper.
- Up to 25 transparencies.\*<sup>1</sup>
- Up to 25 labels.\*<sup>1</sup>

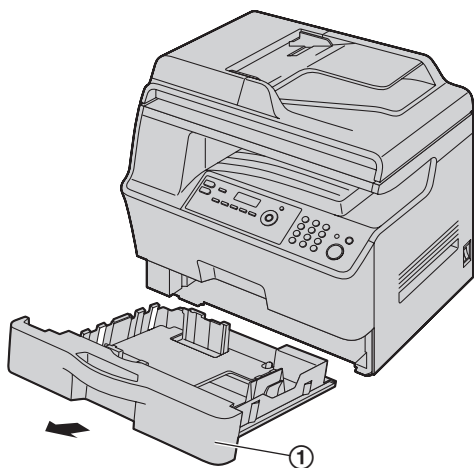
\*1 Only when using the unit as a printer. See page 28 for details.

● Please refer to page 99 for information on recording paper.

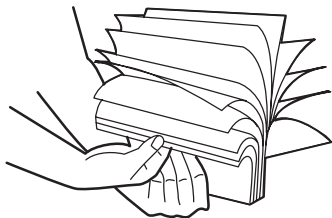
● **The unit is set for printing letter-size plain paper by default.**

- **To use A4 or legal-size paper, change the recording paper size setting (feature #380 on page 57).**
- **To use thin or thick paper, change the recording paper type setting (feature #383 on page 57).**

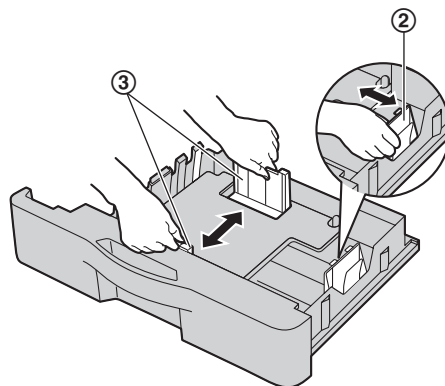
**1** Pull the standard input tray (①) until it clicks into place, then pull it completely out, lifting the front part of the tray.



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



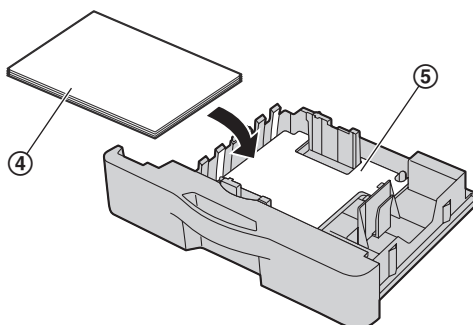
**3** Pinch the right side of the recording paper guide (②), then slide it to match the paper size mark. Pinch the front and back recording paper guides (③) at the same time, then slide them together to match the paper size mark.



**4** Load the paper, print-side up (④).

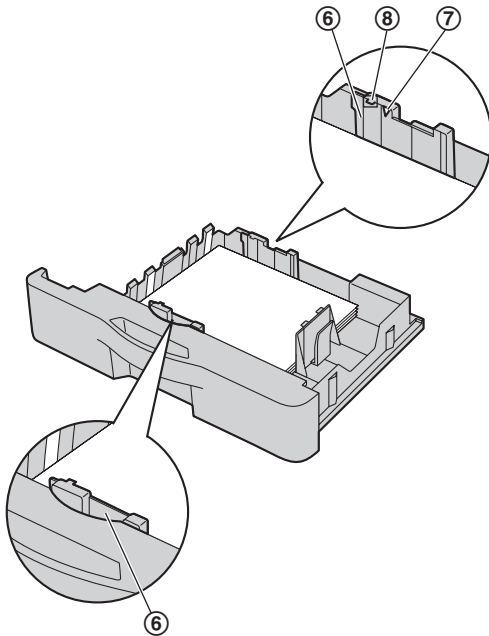
**Important:**

- **Push down to lock the plate (⑤) in the standard input tray, if it has come up.**

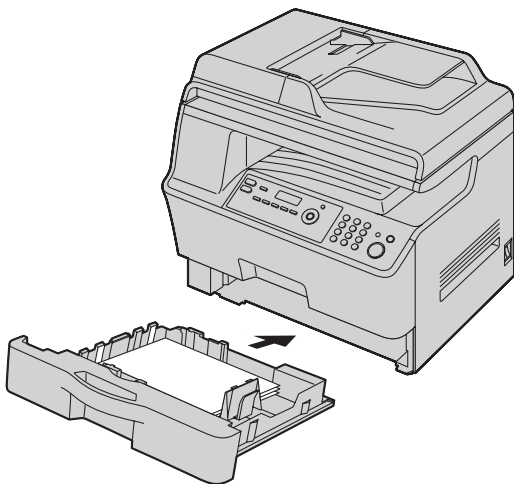


## 1. Introduction and Installation

- Make sure that the recording paper guides (⑥) are at the paper size mark and the recording paper is under the paper limit mark (⑦). The paper should not be loaded over the tab (⑧).



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

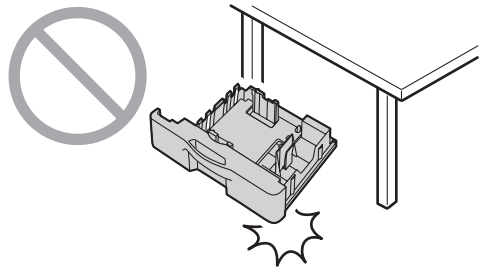


### Note:

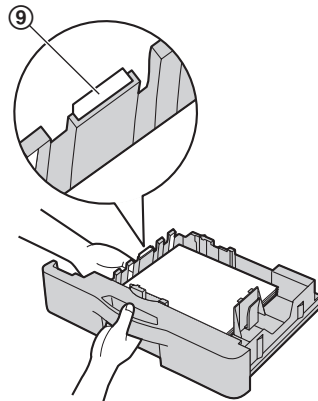
- If the paper is not loaded correctly, re-adjust the paper guides, or the paper may jam.
- If the standard input tray does not close, the plate in the standard input tray may not be in the locked position. Push the paper down and make sure that the paper is lying flat in the standard input tray.

### Caution for the standard input tray

- Do not drop the standard input tray.



- Hold the standard input tray with both hands when removing or installing. The standard input tray weighs approximately 4.8 kg (10.6 lb) when fully loaded with recording paper. Do not touch the plate (⑨) on the left side of the standard input tray.

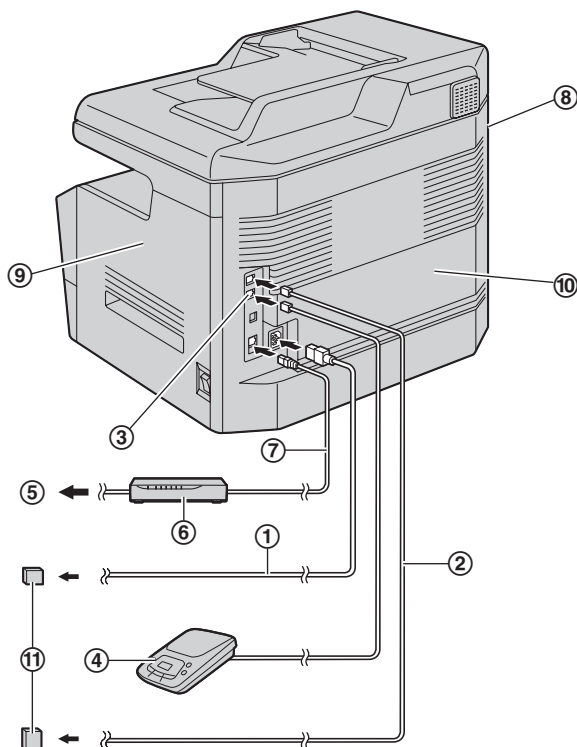


**Approx. 4.8 kg (10.6 lb)**

## 2.1 Connections

### Caution:

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



\* The pictured model is KX-MB3020.

- Power cord
  - Connect to a power outlet (120 V, 60 Hz).
- Telephone line cord\*<sup>1</sup>
  - Connect to a single telephone line jack (RJ11).
- [EXT] jack\*<sup>1</sup>
  - You can connect an answering machine or an extension telephone. Remove the stopper if attached.
- Answering machine (not supplied)\*<sup>1</sup>
- To the internet
- Network router/Network hub (not supplied)
  - Also connect networked computers.
- LAN cable (not supplied)
  - To assure continued emission limit compliance, use only shielded LAN cable (category 5 straight cable).

\*<sup>1</sup> KX-MB3020 only

### IMPORTANT NOTICE FOR THE USB CONNECTION

- DO NOT CONNECT THE UNIT TO A COMPUTER WITH THE USB CABLE UNTIL PROMPTED BY THE MULTI-FUNCTION STATION (page 23).

### Note:

- Do not place any objects within the following distance:
  - Left side (8): 40 cm (15<sup>3</sup>/<sub>4</sub> inches)
  - Right side (9) and back side (10): 10 cm (4 inches)
- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device (KX-MB3020 only).
- A telephone handset cannot be connected directly to this unit. To talk to the other party, please connect an extension telephone (KX-MB3020 only).

### Using surge protectors

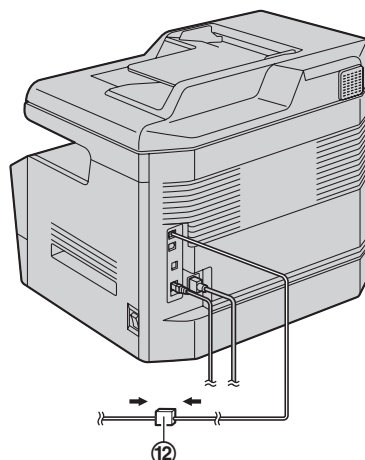
- The warranty does not cover damage due to power line surges or lightning. For additional protection, we recommend using a surge protector (11).

### 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 disadvantages relating to it.

### If the unit shares a single telephone line with a DSL service (KX-MB3020 only)

Fax transmission/reception may be disturbed, noise interference may be heard during telephone conversations, or Caller ID (page 51) may not function properly. Please attach a DSL filter (12) to the telephone line cord of the unit to prevent this. A DSL filter may be provided by your DSL service provider.

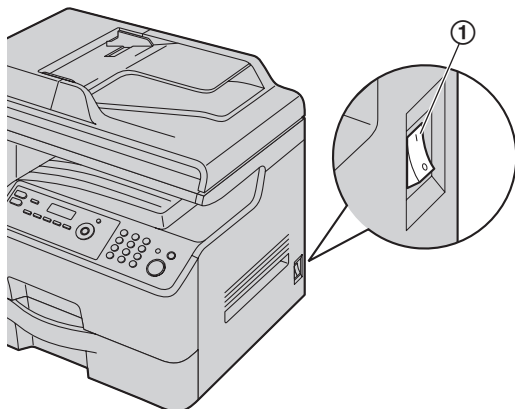


\* The pictured model is KX-MB3020.

## 2. Preparation

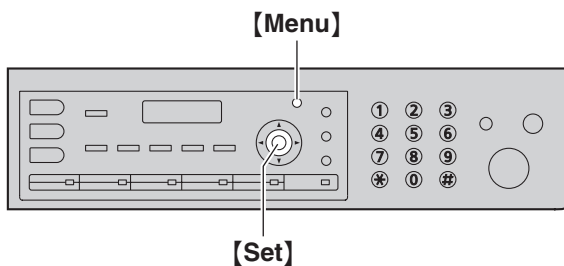
### 2.2 Turning the power switch ON

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



### 2.3 Dialing mode (KX-MB3020 only)

If you cannot dial (page 41), change this setting according to your telephone line service.

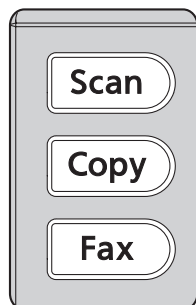


- 1 [Menu]**
- 2** Press **[\*][1][2][0]** to display “DIALING MODE”.
- 3** Press **[1]** or **[2]** to select the desired setting.  
**[1]** “PULSE”: For rotary/pulse dial service.  
**[2]** “TONE” (default): For tone dial service.
- 4 [Set]**
- 5** Press **[Menu]** to exit.



## 2.4 Selecting the operation mode (Scan/Copy) (Fax: KX-MB3020 only)

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



\* The pictured model is KX-MB3020.

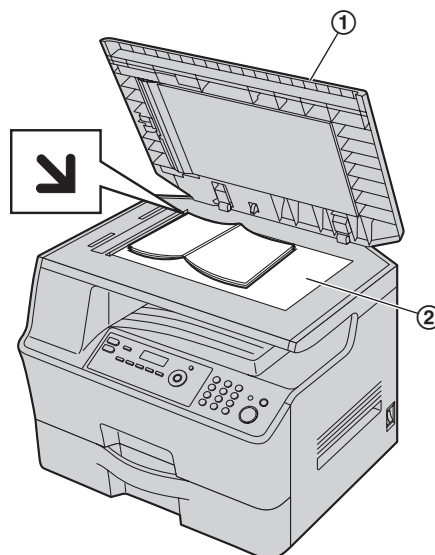
- **[Scan]**: Select this mode when using the unit as a scanner (page 30).
- **[Copy]**: Select this mode when using the unit as a copier (page 34).
- **[Fax]** (KX-MB3020 only): Select this mode when using the unit as a fax machine (page 41).

### Note:

- The default operation mode is the copy mode.
- You can change the default operation mode (feature #463 on page 57) and the timer before returning to the default operation mode (feature #464 on page 57) (KX-MB3020 only).

## 2.5 Setting the original

### 2.5.1 Using the scanner glass



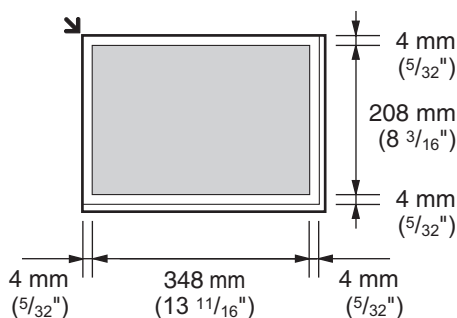
- 1 Open the document cover (①).
- 2 Place the document **FACE DOWN** on the scanner glass (②), aligning the top left of the document with the corner to which the ↙ mark points.
- 3 Close the document cover.

### Note:

- Confirm that there are no documents in the automatic document feeder.
- Place the original onto the scanner glass gently. To avoid malfunction, do not press down too firmly.
- If the original is a thick book, do not close the document cover.
- Confirm that any ink, paste or correction fluid has dried completely.
- Effective scanning area is as follows:

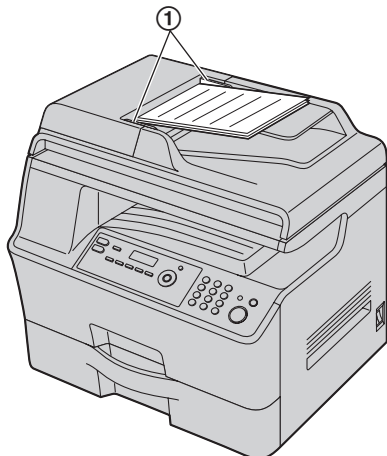
#### Effective scanning area

- Shaded area will be scanned.



## 2. Preparation

### 2.5.2 Using the automatic document feeder

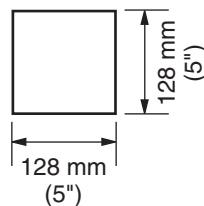


- 1 Insert the document (up to 50 pages) FACE UP into the feeder until a single beep is heard.
- 2 Adjust the width of the document guides (①) to fit the actual size of the document.

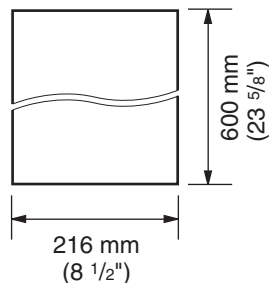
#### Note:

- Confirm that there are no documents on the scanner glass.
- Confirm that any ink, paste or correction fluid has dried completely.
- Remove clips, staples or other fasteners.
- Do not insert the following types of documents (Make a copy of the document using the scanner glass and set the copy instead.):
  - Chemically treated paper such as carbon or carbonless duplicating paper
  - Electrostatically charged paper
  - Badly curled, creased or torn paper
  - Paper with a coated surface
  - Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- The total height of the documents when laid flat, must be less than 5 mm ( $\frac{3}{16}$ " ). If the documents exceed the capacity of the automatic document feeder, they may fall or cause a jam in the feeder.
- To set a document with a width of less than 210 mm ( $8\frac{1}{4}$ " ), we recommend using the scanner glass to copy the original document onto A4 or letter-size paper, then setting the copied document for better results.
- Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using the scanner glass and set the copy.
- Available document size, document weight and effective scanning area are as follows:

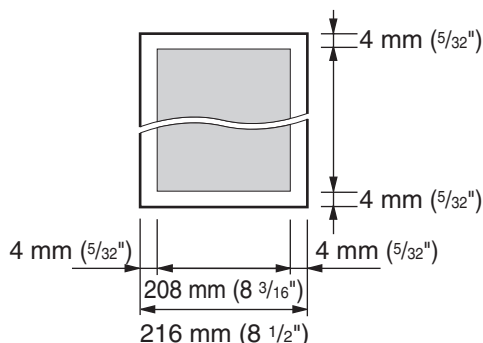
#### Minimum document size



#### Maximum document size



#### Effective scanning area



- Shaded area will be scanned.
- When using the unit as a scanner (page 30, 32), the effective scanning length depends on the selected paper size.

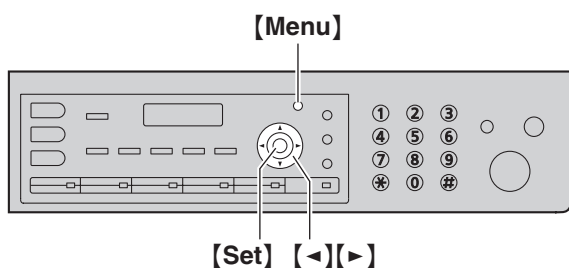
#### Document weight

- 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)

## 2.6 Help function (KX-MB3020 only)

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"

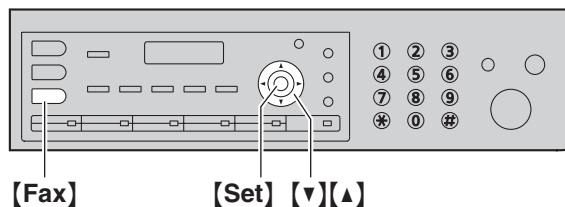


- 1** Press **[Menu]** repeatedly to display "HELP".
- 2** Press **[◀]** or **[▶]** repeatedly to display the desired item. → **[Set]**
- 3** Press **[Menu]** to exit.

## 2.7 Adjusting the volume (KX-MB3020 only)

### 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 **[▼]** or **[▲]**.

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

### To turn the ringer OFF

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

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

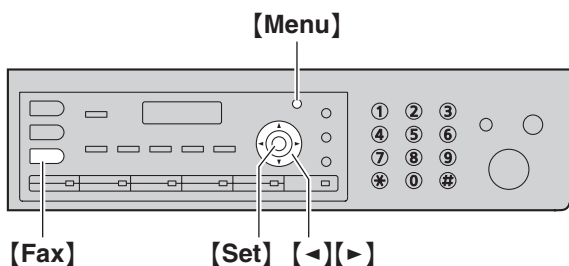
### Monitor volume

While using the monitor, press **[▼]** or **[▲]**.

## 2. Preparation

### 2.8 Date and time

We recommend you to set the date and time. The other party will receive your unit's date and time as the header information.



\* The pictured model is KX-MB3020.

#### 1 [Menu] → [Ⓜ][1][0][1] → [Set]

M: 01/D: 01/Y: 09  
TIME: 12:00AM

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

**Example: August 10, 2009 10:15 PM (12 hour clock format)**

##### 1. Press [0][8] [1][0] [0][9] [1][0] [1][5].

M: 08/D: 10/Y: 09  
TIME: 10:15AM

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

#### 3 [Set]

#### 4 Press [Menu] to exit.

#### Note:

- To check the current date and time setting, press [Fax] to temporarily change the unit to the fax mode (KX-MB3020 only).
- Your unit's date and time will be used as the header information for the following:
  - When sending as an attached file to email destination directly from this unit (Scan to email address) (page 31).
  - When sending faxes (page 41) (KX-MB3020 only).
- If the date and time is not set correctly, the other party will receive an incorrect date and time as their header. This may confuse the other party.

#### To correct a mistake

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

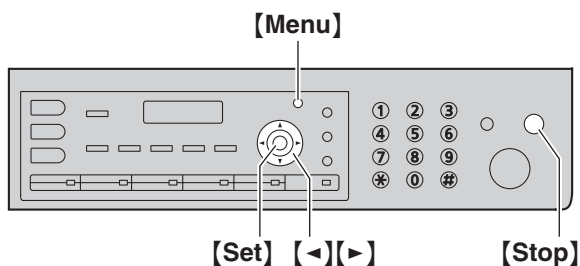
#### If you have subscribed to a Caller ID service (KX-MB3020 only)

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 56).

## 2.9 Your logo (KX-MB3020 only)

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 72 for character entry). → **[Set]**
- 3 Press **[Menu]** to exit.

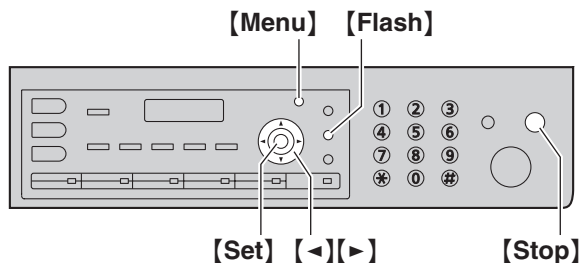
### To correct a mistake

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

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

## 2.10 Your fax number (KX-MB3020 only)

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]**.

### 2.11 Configuring the unit to access the LAN

You can print documents, scan documents, receive faxes or send faxes (KX-MB3020 only) using a computer on the LAN. To enable these features, you need to set the IP address, subnet mask, and default gateway for the unit.

#### Important:

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

#### 2.11.1 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, turn the power switch ON.
  - The IP address, subnet mask, and default gateway will be set automatically.
- 2 Install Multi-Function Station on the computer that you want to use it with. See page 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 network access and configuration troubles.

#### 2.11.2 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 **[F4][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.

#### 2.11.3 Setting the computer for PC fax reception (KX-MB3020 only)

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

##### Important:

- Make sure the PC fax setting is set to “ALWAYS” or “CONNECTED” beforehand (feature #442 on page 62).
- Make sure the fax preview mode is turned OFF beforehand (feature #448 on page 50).

- 1 **[Menu]** → **[F4][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 25).

## 2.12 Installing Multi-Function Station

### 2.12.1 Required computer environment

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

- Printing on plain paper, thin and thick paper, transparencies and labels
- Scanning documents and converting an image into text with Readiris OCR software
- Scanning from other applications for Microsoft® Windows® that support TWAIN scanning and WIA scanning (Windows XP/Windows Vista®, USB connection only)
- Storing, editing or erasing items in directories using your computer (KX-MB3020 only)
- Programming the features using your computer
- Sending, receiving fax documents using your computer (KX-MB3020 only)

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

#### Operating System:

Windows 98/Windows Me/Windows 2000/Windows XP/Windows Vista

#### CPU:

Windows 98/Windows Me/Windows 2000: Pentium® II or higher processor

Windows XP: Pentium III or higher processor

Windows Vista: Pentium 4 or higher processor

#### RAM:

Windows 98/Windows Me: 64 MB (128 MB or more recommended)

Windows 2000/Windows XP: 128 MB (256 MB or more recommended)

Windows Vista: 512 MB (1,024 MB 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)

#### 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 straight cable).
- 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.

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

- **Install Multi-Function Station (CD-ROM) before connecting the unit to a computer with the USB cable. If the unit is connected to a computer with the USB cable before installing Multi-Function Station, the [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 using KX-MB200/KX-MB700/KX-FLB880 series, see page 88.**

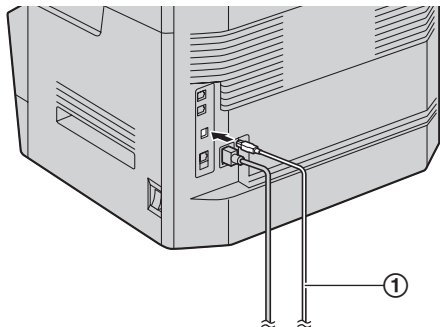
- 1 Start Windows and exit all other applications.
  - For Windows 2000, Windows XP and Windows Vista users, you must be logged in as an administrator in order to install Multi-Function Station.
- 2 Insert the supplied CD-ROM into your CD-ROM drive.
  - If the [Select Language] dialog box appears, select 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 automatically.
- 4 When the setup program starts, follow the on-screen instructions.
  - Readiris OCR software (page 31) and Device Monitor (page 73) 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. Preparation

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



\* The pictured model is KX-MB3020.

- 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:

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

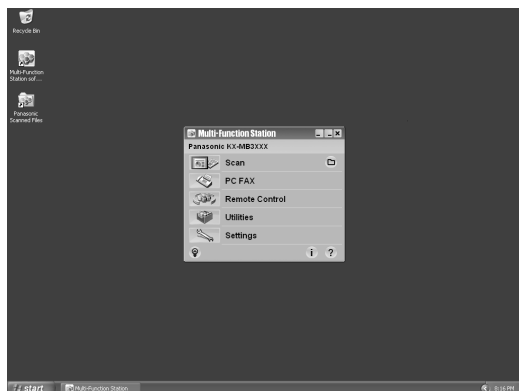
**[Start]** → **[All Programs]** or **[Programs]** → **[Panasonic]** → the unit's name → **[Uninstall]**. Then follow the on-screen instructions.



## 2.13 Starting Multi-Function Station

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

- Multi-Function Station will appear.



\* The pictured model is KX-MB3020.

### [Scan] (page 32)

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

### [PC FAX] (KX-MB3020 only)

- To send a document created on the computer as a fax message (page 46).
- To display a fax document received on the computer (page 49).

### [Remote Control] (page 72)

- To program the features.
- To store, edit or erase items in directories.\*1
- To view items in the journal report or Caller ID list.\*1
- To store caller information into directories.\*1
- To store or erase items for broadcast transmission.\*1

\*1 KX-MB3020 only

### [Utilities]

- To start Multi-Function Viewer (page 32).
- To start Device Monitor (page 73).
- To start OCR application (page 31).
- To start the configuration web page (page 54, 73) (LAN connection only).

### [Settings] (page 25)

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

### [?]

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

### [?]

- To display usage tips.

### [i]

- To display information about Multi-Function Station.

### Note:

- You can confirm if the unit is connected to your computer by using Device Monitor (page 73).
- 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] (LAN connection only): To select whether or not your computer name is displayed on the unit.
- [PC name] (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 undesired computer.

### To select the default Email software

The default Email software is used when using "4.1.3 Scan to Email", page 30.

You can select the default Email 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 Email software such as [Outlook Express], etc. → [OK]

#### For Windows XP:

1. [Start] → [Control Panel] → [Internet Options] → [Programs] → [E-mail]

## 2. Preparation

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2. Select the desired MAPI-compliant Email software such as [**Outlook Express**], etc. → [**OK**]

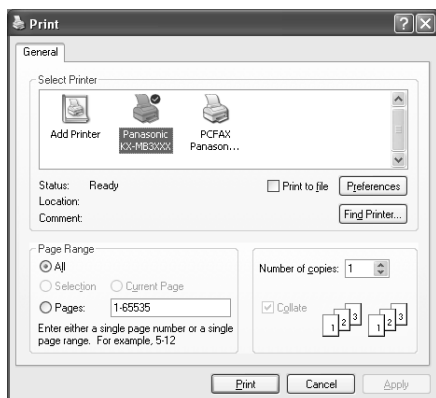
### For Windows Vista:

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 Email software such as [**Windows Mail**], etc. 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.



\* The pictured model is KX-MB3020.

### 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:

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 73.
- To load paper, see page 13.
- For details about the paper specifications, see page 99.
- If a printing error occurs, the Device Monitor (page 73) 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, duplex, etc.

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

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

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

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

**[Support]**: Version information.

### Note:

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

Recording paper type	Media type
<b>Plain paper</b> 75 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (20 lb to 24 lb)	<b>[Plain Paper]</b>
<b>Thin paper</b> 64 g/m <sup>2</sup> to 75 g/m <sup>2</sup> (17 lb to 20 lb)	<b>[Thin Paper]</b>
<b>Thick paper</b> 90 g/m <sup>2</sup> to 165 g/m <sup>2</sup> (24 lb to 44 lb)	<b>[Thick Paper]</b>
<b>Transparency</b>	<b>[Transparency]</b>
<b>Label</b>	<b>[Label]</b>

- When printing from a computer, the printer properties setting overrides the following unit's programming features:
  - Media type setting (feature #383 on page 57)
  - Toner save setting (feature #482 on page 57)

### 3.1.1 Duplex printing

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

- Plain paper and thin paper can be used.

- 1 Open the document you want to print.
- 2 Select **[Print...]** from the **[File]** menu.
- 3 Select the unit's name as the active printer.
  - For Windows 2000 users, go to step 5.

#### 4 For Windows 98/Windows Me:

**[Properties]**

#### For Windows XP/Windows Vista:

**[Preferences]**

- 5 Click the **[Basic]** tab.
- 6 Select the desired duplex layout. → **[OK]**
  - Select **[None]** to deactivate this feature.
  - You can also change the duplex margin.

### 3. Printer

7 Click **[Print]** or **[OK]**.

#### 3.1.2 Printing on special media

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

- Please refer to page 99 for information on recording paper.
- To load paper, see page 13.

#### To print on transparencies

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

##### 3M® CG3300/CG5000

- Do not stack more than 25 transparencies at a time.
- After printing, place transparencies on a flat surface to cool and to prevent them 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:

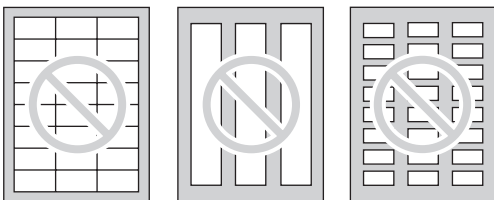
##### Avery®

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

##### XEROX®

LWH100/LWH110/LWH120/LWH130/LWH140

- Make sure the print side is **FACE UP** when loading the labels.
- Do not stack more than 25 labels at a time.
- 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:

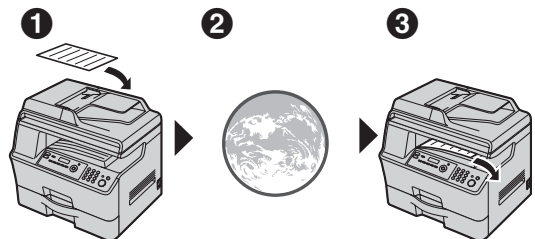


## 3.2 Printing a received email attachment automatically (LAN connection only)

If you configure the POP server settings beforehand, the unit will automatically print files attached to an email that are sent from a compatible unit via the Internet (**scan to email print**). This is useful if you want to print only attached files, without checking your emails.

#### Important:

- The unit does not print email messages.
- The unit will only print attached files sent from a compatible unit, which can send emails directly (without using a computer).
- The attachment file formats that can be printed are as follows:
  - TIFF
  - JPEG
  - PDF (Image type only. Such as files scanned from the unit, or scanned from the computer using Multi-Function Viewer.)
- Received emails and the attached files will be deleted automatically after printing.



① Send from a compatible multi-function unit (Example: “4.1.5 Scan to email address (LAN connection only)”, page 31)

② Email is sent via the Internet (email server)

③ Receiving unit prints attached files

1 Start Multi-Function Station.

2 **[Utilities]** → **[Configuration Web Page]** → **[Network Configuration]**

3 Type “root” as the user name, then enter the password (feature #155 on page 56). → **[OK]**

4 Click the **[SCAN TO EMAIL PRINT]** tab.

5 Set each item.

#### To activate this feature:

Select **[ENABLED]** next to **[SCAN TO EMAIL PRINT]**. → **[Submit]**

#### To set the email server information:

1. Click **[Edit]** next to **[EMAIL SERVER]**.

2. Enter the email server and POP server information. → **[Submit]**

6 Close the web browser.

**Note:**

- This feature can be programmed only through the web browser interface (page 54).
- To view the recent scan to email print information, click [**List**] next to [**EMAIL PRINT LOG**] (page 71).
- If the attached file is too large or is in an unsupported format, it will not be printed properly.
- You can change the email checking interval (page 70) or header print setting (page 71).
- Consult your service provider or network administrator for details.

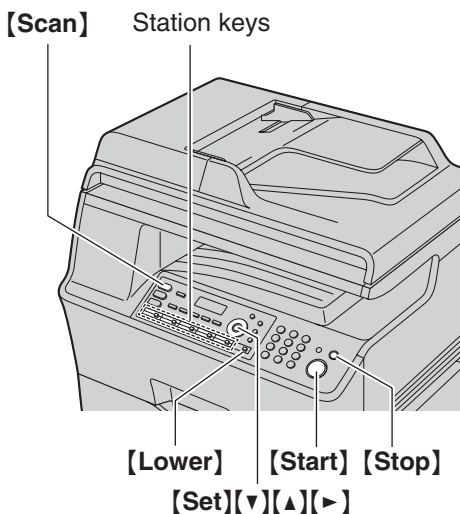
### 4.1 Scanning from the unit (Push Scan)

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

- Viewing using Multi-Function Viewer (Viewer)
- Saving as a file to your computer (File)
- Sending as an attached file to email destination from your computer (Email)
- Using OCR software (OCR)
- Sending as an attached file to email destination directly from this unit (Email address)
- Sending to an FTP server (FTP)

#### Note:

- You can set the desired scan mode for push scan beforehand (feature #493 on page 66).
- When scanning a document, we recommend using the scanner glass rather than the automatic document feeder for better results.
- Do not open the document cover when scanning a document with the automatic document feeder.



\* The pictured model is KX-MB3020.

#### 4.1.1 Scan to Multi-Function Viewer

- 1 Set the original (page 17).
- 2 **[Scan]**
- 3 Press **[v]** or **[^]** repeatedly to select “VIEWER”. → **[Set]**
- 4 **For USB connection:**  
Press **[v]** or **[^]** repeatedly to select “USB HOST”. → **[Set]**

#### For LAN connection:

Press **[v]** 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 **[v]** or **[^]** repeatedly to select the desired setting. → **[Set]**
- 6 **[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 file will start.

#### Note:

- To stop scanning, see page 73.
- You can save the images in TIFF, JPEG, BMP or PDF formats.
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 25).

#### 4.1.2 Scan to save as a file

- 1 Set the original (page 17).
- 2 **[Scan]**
- 3 Press **[v]** or **[^]** repeatedly to select “FILE”. → **[Set]**
- 4 **For USB connection:**  
Press **[v]** or **[^]** repeatedly to select “USB HOST”. → **[Set]**

#### For LAN connection:

Press **[v]** 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 **[v]** or **[^]** repeatedly to select the desired setting. → **[Set]**
- 6 **[Start]**
  - The scanned image will be automatically saved in the folder selected in the **[Settings]** window. To change the folder, see page 25.

#### Note:

- To stop scanning, see page 73.
- You can save the images in TIFF, JPEG, BMP or PDF formats.

#### 4.1.3 Scan to Email

You can send the scanned image as an email attachment using email software on your computer.

- 1 Set the original (page 17).
- 2 **[Scan]**
- 3 Press **[v]** or **[^]** repeatedly to select “EMAIL”. → **[Set]**

**4 For USB connection:**

Press [▼] or [▲] repeatedly to select “USB HOST”.  
→ [Set]

**For LAN connection:**

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]

**6 [Start]**

- The email software will automatically start and the scanned image will be attached to a new email message.

**Note:**

- To select the default email software, see page 25.
- To stop scanning, see page 73.
- You can save the images in TIFF, JPEG or PDF formats.
- The scanned image will be automatically saved in the folder selected in the [Settings] window (page 25).

**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 17).

**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:**

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]

**6 [Start]**

- The scanned image will be displayed in the OCR window after scanning.

**Note:**

- To stop scanning, see page 73.
- You can save the images in TIFF, JPEG or BMP formats.
- For detailed instructions about OCR, select [Help].
- The scanned image will be automatically saved in the folder selected in the [Settings] window (page 25).

**4.1.5 Scan to email address (LAN connection only)**

You can send the scanned image as an attachment without using email software.

**Important:**

- **Program the email server, SMTP server settings (page 66) and the email destinations (page 66) beforehand.**

**1** Set the original (page 17).

**2 [Scan]**

**3** Press [▼] or [▲] repeatedly to select “EMAIL ADDRESS”. → [Set]

**4** Enter the destination email address.

**Using station 1–5 (KX-MB3020 only):**

Press the desired station key.

**Using station 6–10 (KX-MB3020 only):**

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 email address using the dial keypad (page 72).

**5 [Set]**

**6** If necessary, change the scanning settings. Press [▶], press [▼] or [▲] repeatedly to select the desired setting. → [Set]

**7 [Start]**

- The scanned image will be sent as an email attachment directly from this unit.

**Note:**

- To stop scanning, see page 73.
- You can save the images in TIFF, JPEG or PDF formats.
- You can search for an email address by initial.

**Example: “LISA”**

1. Perform steps 1 to 3 on “4.1.5 Scan to email address (LAN connection only)”, page 31.
2. Press [5] repeatedly to display any name with the initial “L” (see page 72 for character entry).
  - To search for symbols, press [✕].
3. Press [▼] or [▲] repeatedly to display “LISA”.
  - To stop the search, press [Stop].

- You can easily send scanned image to the desired destinations using station keys (KX-MB3020 only). To use this feature, register email addresses to station keys beforehand (page 66).

**1.** Set the original (page 17).

### 2. [Scan]

### 3. Using station 1–5:

Press the desired station key.

### Using station 6–10:

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

### 4. [Set] → [Start]

## 4.1.6 Scan to FTP server (LAN connection only)

You can send the scanned image to a folder on an FTP server.

### Important:

- Program the FTP server settings beforehand (page 67).

1 Set the original (page 17).

### 2 [Scan]

3 Press [**▼**] or [**▲**] repeatedly to select “**FTP SERVER**”. → [**Set**]

4 Press [**▼**] or [**▲**] repeatedly to select the destination 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**]

### 6 [Start]

- The scanned image will be automatically saved in the selected folder on the FTP server.

### Note:

- To stop scanning, see page 73.
- You can save the images in TIFF, JPEG or PDF formats.
- To display the scanned image, download the data to your computer beforehand.

## 4.2 Scanning from a computer (Pull Scan)

### Note:

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

### 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 17).

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 is being scanned, click [**Cancel**].

### Note:

- You can change the scanning settings beforehand for each application (page 25).
- When you point to an application icon, the scanning settings for that application are displayed as a tooltip.
- The scanned image will be automatically saved in the folder selected in the [**Settings**] window (page 25).

### 4.2.2 Using Multi-Function Viewer

1 Set the original (page 17).

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**]. You can drag the frame to specify the scanning area. If you change the scan settings, click [**Preview**] to refresh the scanned image. If you use the automatic document feeder, only the first page will be previewed. When you need to refresh the scanned image, set the document to preview again.

6 [**Scan**]

- If you preview the scanned image using the automatic document feeder in step 5, set the document again and click [**Scan**].



- The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning.
- To save the scanned image, select **[Save As ...]** from the **[File]** menu.
- To cancel scanning while the document is 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 **[Target Device]**, click **[Select...]** to select the unit from the list, and then click **[OK]**.  
The **[Select...]** button will not be displayed when there is only one printer driver installed.
- You can move, copy and delete a file or page.

---

### 4.2.3 Using other applications

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

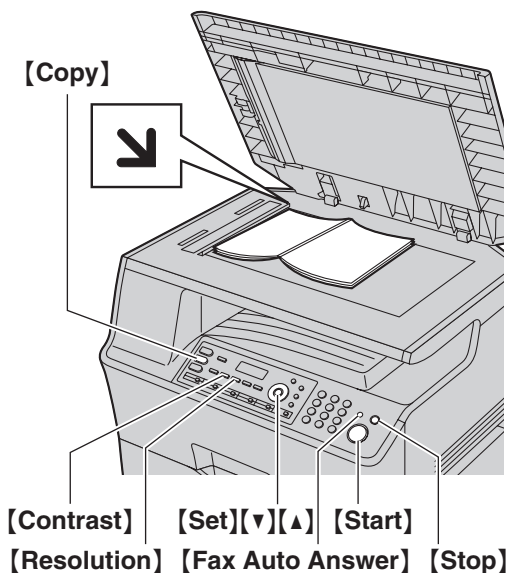
- 1 Set the original (page 17).
- 2 Start an application that supports TWAIN or WIA scanning.
- 3 **For TWAIN scanning:**  
Select **[Acquire Image...]** from the **[File]** menu.  
**For WIA scanning:**  
Select **[From Scanner or Camera...]** from the **[File]** menu.
  - The unit's name dialog box 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 document is being scanned, click **[Cancel]**.

**Note:**

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

## 5.1 Making a copy

### 5.1.1 Using the scanner glass



\* The pictured model is KX-MB3020.

- 1 If the **[Copy]** light is OFF, turn it ON by pressing **[Copy]**.
- 2 Set the original (page 17).
- 3 If necessary, change the resolution and contrast according to the type of document.
  - To select the resolution, see page 34.
  - To select the contrast, see page 34.
- 4 If necessary, enter the number of copies (up to 99).
- 5 **[Start]**
  - If the copy input tray prompt (feature #471 on page 63) is activated, select the desired recording paper size by pressing **[▼]** or **[▲]** repeatedly, then press **[Start]** again.
  - 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 73.
- You can change the default operation mode (feature #463 on page 57) and the timer before returning to the default operation mode (feature #464 on page 57) (KX-MB3020 only).
- If the **[Fax Auto Answer]** light is ON, the unit can receive faxes automatically even when in the copy mode (KX-MB3020 only).

**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 63).

**To select the contrast**

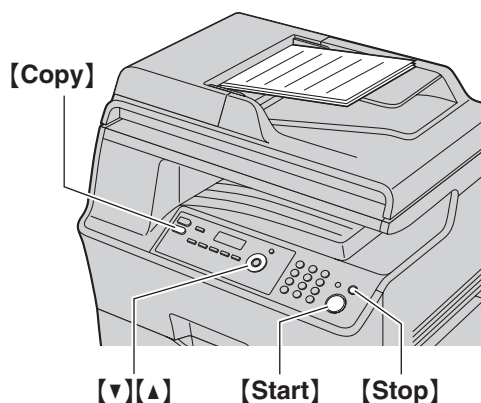
Adjust this setting depending on the darkness or lightness of the document. 5 levels (low to high) are available.

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

**Note:**

- You can hold the previous contrast setting (feature #462 on page 57).

## 5.1.2 Using the automatic document feeder



- 1 If the **[Copy]** light is OFF, turn it ON by pressing **[Copy]**.
- 2 Set the original (page 18).
- 3 If necessary, change the resolution and contrast according to the type of document.
  - To select the resolution, see page 34.
  - To select the contrast, see page 34.
- 4 If necessary, enter the number of copies (up to 99).
- 5 **[Start]**
  - If the copy input tray prompt (feature #471 on page 63) is activated, select the desired recording paper size by pressing **[▼]** or **[▲]** repeatedly, then press **[Start]** again.
  - 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 73.

## 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 17).
- 2 Press **[Zoom]** repeatedly to select the zoom rate that fits the size of your document and recording paper.
  - “**ZOOM** =100%”<sup>\*1</sup>
  - “50%”
  - “200%”


<sup>\*1</sup> Press **[▼]** or **[▲]** repeatedly to change the zoom rate by 1 % at a time from “25%” to “400%”. You can also enter the desired percentage specifically by using the dial keys.

  - Additional zoom rates can be selected according to the recording paper size setting (feature #380 on page 57 or feature #382 on page 57).

Feature #380/#382 setting	Additional zoom rate
“LETTER”	“A4 ▶ LTR” “LGL ▶ LTR”
“A4”	“LTR ▶ A4” “LGL ▶ A4”
“LEGAL”	–

- 3 **[Set]**
- 4 If necessary, enter the number of copies (up to 99).  
→ **[Start]**
- 5 After you finish copying, press **[Stop]** to reset this feature.

### Note:

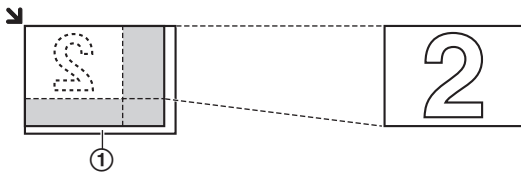
- Zoom copy is not available for the following features:
  - Quick ID copy feature (page 37)
  - Easy repeat feature (page 37)
  - Poster feature (page 38)
  - N in 1 feature (page 38)
  - Separate N in 1 feature (page 39)
  - Booklet feature (page 39)
- You can hold the previous zoom setting (feature #468 on page 63).
- **When using the scanner glass**, the unit will only enlarge the right top corner of the document starting from the  mark on the unit.
- **When using the automatic document feeder**, 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.

## 5. Copier

### Example: 150 % enlarged copy

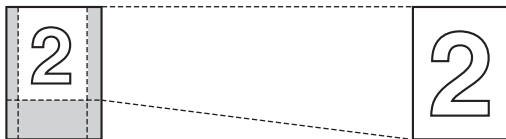
#### Using the scanner glass (①):

Original document                      Enlarged copy



#### Using the automatic document feeder:

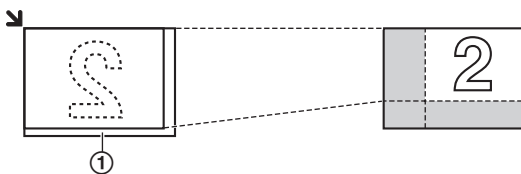
Original document                      Enlarged copy



### Example: 70 % reduced copy

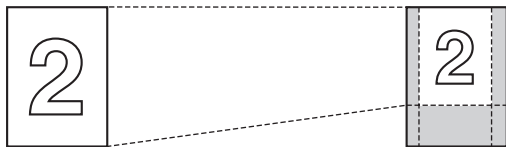
#### Using the scanner glass (①):

Original document                      Reduced copy



#### Using the automatic document feeder:

Original document                      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 17).
- 2 Press **[Collate]** repeatedly to display "ON".
- 3 **[Set]**
- 4 Enter the number of copies (up to 99).
- 5 **When using the scanner glass:**
  1. **[Start]**
    - The unit will scan 1 page.
  2. Place the next document on the scanner glass and press **[Set]**. Repeat this until you have scanned all pages, and then press **[Start]**.

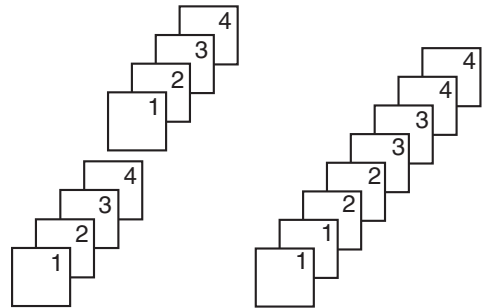
- The unit will start copying.

#### When using the automatic document feeder:

##### **[Start]**

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

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



Collated pages

Uncollated pages

#### Note:

- The unit will store the documents into memory while collating the copies. If memory becomes full while storing, the unit will only print out the stored pages.
- You can hold the previous collate setting (feature #469 on page 63).

#### Proof set feature

To make 1 set of a collated copy first, press **[Collate]** repeatedly to display "PROOF SET" (step 2 on "5.2.2 Collate copy", page 36). The unit will make 1 set of a collated copy and stop temporarily so you can check whether the copy was made as you expected. 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 Duplex copy

You can make 2-sided copies of 1-sided documents.

- A4, letter or legal-size recording paper (plain and thin) can be used.

- 1 Set the original (page 17).
- 2 **[Duplex]**
- 3 Press **[v]** or **[^]** repeatedly to select the desired binding.
  - "LONG EDGE"



– “SHORT EDGE”



- Select “OFF” to deactivate this feature.

#### 4 [Set]

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

#### 6 When using the scanner glass:

##### 1. [Start]

- The unit will scan 1 page.

2. Place the next document on the scanner glass and press [Set].

- The unit will start copying.

#### When using the automatic document feeder:

##### [Start]

7 After you finish copying, press [Stop] to reset this feature.

#### Note:

- Duplex copy is not available for the quick ID copy feature (page 37), easy repeat feature (page 37) or poster feature (page 38).
- You can save the previous duplex setting (feature #470 on page 63).

### 5.2.4 Quick ID copy feature / Easy repeat feature (Scanner glass only)

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

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

#### Note:

- The copied documents will not be reduced to fit the recording paper, and useful for copying small sized documents such as business cards.

1 Set the original (page 17).

- To make a landscape copy, set the original in landscape direction. To make a portrait copy, set the original in portrait direction.
- The scanning area changes according to the selected setting in step 4. See the following table for details. The shaded area will be scanned.

#### 2 [Page Layout]

3 Press [▼] or [▲] repeatedly to select “QUICK ID COPY” or “EASY REPEAT”. → [Set]

4 Press [▼] or [▲] repeatedly to select the number of original documents from “2 in 1”, “4 in 1” or “8 in 1”. → [Set]

- For quick ID copy feature, go to the next step.
- For easy repeat feature, go to step 6.

5 Press [▼] or [▲] repeatedly to select the page layout from “LANDSCAPE” or “PORTRAIT”. → [Set]

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

#### 7 Quick ID copy feature:

##### 1. [Start]

- The unit will scan 1 page.

2. Place the next document on the scanner glass and press [Set]. Repeat this until all the documents are scanned.

- The unit will start copying.
- You can press [Start] anytime to start copying.

#### Easy repeat feature:

##### [Start]

8 After you finish copying, press [Stop] to reset this feature.

#### For quick ID copy feature

Original document	Page layout
<p>“2 in 1”</p>	<p>“LANDSCAPE”</p> <p>“PORTRAIT”</p>
<p>“4 in 1”</p>	<p>“LANDSCAPE”</p> <p>“PORTRAIT”</p>
<p>“8 in 1”</p>	<p>“LANDSCAPE”</p> <p>“PORTRAIT”</p>

## For easy repeat feature

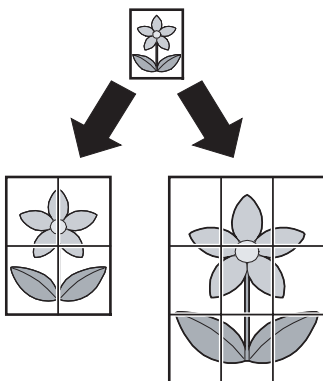
Original document	Page layout
<p>"2 in 1"</p>	
<p>"4 in 1"</p>	
<p>"8 in 1"</p>	

### Note:

- You can save the previous page layout setting (feature #467 on page 63).

## 5.2.5 Poster feature (Scanner glass only)

You can make copies divided into 4 ("2 × 2") or 9 ("3 × 3") sections to make enlarged copies of the individual sections. You can then glue them together to make a poster.



- Set the original (page 17).
- [Page Layout]**
- Press **[▼]** or **[▲]** repeatedly to select "POSTER". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select "2 × 2" or "3 × 3". → **[Set]**
- If necessary, enter the number of copies (up to 99). → **[Start]**
- After you finish copying, press **[Stop]** to reset this feature.

### Note:

- You can save the previous page layout setting (feature #467 on page 63).

## 5.2.6 N in 1 feature

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

- Set the original (page 17).
  - To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.
- [Page Layout]**
- Press **[▼]** or **[▲]** repeatedly to select "N in 1". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the number of original documents from "2 in 1", "4 in 1" or "8 in 1". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the layout from "PORTRAIT" or "LANDSCAPE". → **[Set]**
- If necessary, enter the number of copies (up to 99).
- When using the scanner glass:**

### 1. [Start]

- The unit will scan 1 page.




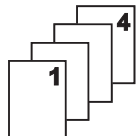


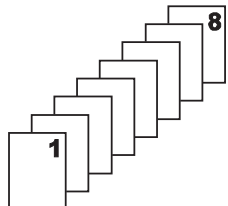


### 2. Place the next document on the scanner glass and press [Set]. Repeat this until all the documents are scanned.

- The unit will start copying.
- You can press **[Start]** anytime to start copying.

### When using the automatic document feeder:

#### [Start]

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

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

**Note:**

- You can save the previous page layout setting (feature #467 on page 63).

**Separate N in 1 feature (Scanner glass only)**

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

- Set the original (page 17).
- [Page Layout]**
- Press **[▼]** or **[▲]** repeatedly to select "SEPARATE N in 1". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the number of original documents from "2 in 1" or "4 in 1". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the page layout of the original document from "PORTRAIT" or "LANDSCAPE". → **[Set]**
- If necessary, enter the number of documents (up to 99). → **[Start]**
- After you finish copying, press **[Stop]** to reset this feature.

**5.2.7 Booklet feature**

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

- Set the original (page 17).
- [Page Layout]**
- Press **[▼]** or **[▲]** repeatedly to select "BOOKLET". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the desired binding direction from "LEFT BIND" or "RIGHT BIND". → **[Set]**
- Press **[▼]** or **[▲]** repeatedly to select the desired binding pages.
  - "1": To make a booklet with every 4 documents printed as separate blocks.
  - "ALL": To make a booklet with all documents printed as 1 block.
- [Set]**
- If necessary, enter the number of documents (up to 99).
  - Multiple copies will be collated automatically.
- When using the scanner glass:**
  - [Start]**
    - The unit will scan 1 page.
  - Place the next page on the scanner glass and press **[Set]**. Repeat this until you have scanned all pages.
  - If "1" is selected in step 5, the unit will start copying.
    - You can press **[Start]** anytime to start copying.
    - For multiple copies, press **[Start]** to start copying.

If "ALL" is selected in step 5, press **[Start]** to start copying.

**When using the automatic document feeder:**  
**[Start]**

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

**Note:**

- You can save the previous page layout setting (feature #467 on page 63).

**5.2.8 Copy reservation**

You can make a copy reservation under the following conditions:

- while the unit is printing documents from your computer.
  - while the unit is printing received fax documents (KX-MB3020 only).
- Set the original (page 17).

## 5. Copier

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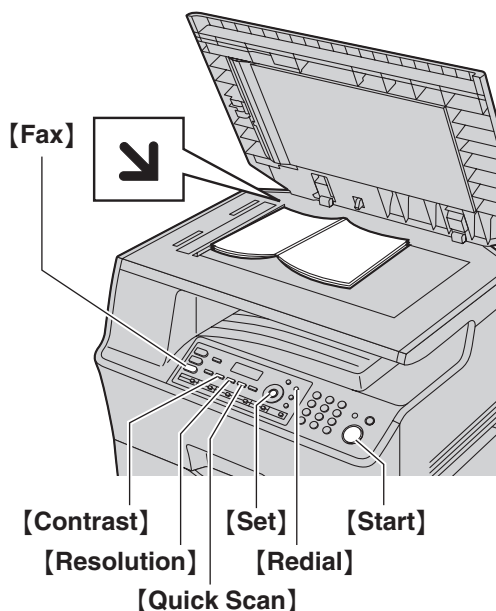
- 2 While “PC PRINTING” or “PRINTING” (KX-MB3020 only) is displayed, press **[Copy]**.
- 3 Make necessary settings such as number of copies, resolution, zoom features and page layout features.  
→ **[Start]**
  - “COPY RESERVED” will be displayed. The unit will start copying after the current printing job.



## 6.1 Sending a fax manually

### 6.1.1 Using the scanner glass

By using the scanner glass, you can send a page from booklets or small size paper that cannot be sent with the automatic document feeder.



- 1 If the **[Fax]** light is OFF, turn it ON by pressing **[Fax]**.
- 2 Set the original (page 17).
- 3 If necessary, change the resolution and contrast according to the type of document.
  - To select the resolution, see page 41.
  - To select the contrast, see page 41.
- 4 Dial the fax number.
  - To send a single page, go to step 7.
  - To send multiple pages, go to the next step.
- 5 Press **[Quick Scan]** to scan the document into memory.
  - Wait until “SCAN: PRESS SET” “SEND: PRESS START” is displayed.
- 6 Place the next page on the scanner glass. → **[Set]**
  - To send more pages, repeat this step.
- 7 **[Start]**

#### Note:

- To stop sending, see page 73.
- You can change the default operation mode (feature #463 on page 57) and the timer before returning to the default operation mode (feature #464 on page 57).

#### 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

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

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

#### Note:

- You can save the previous contrast setting (feature #462 on page 57).

#### To redial the last number

##### [Redial]

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

#### Note:

- To stop sending, see page 73.

#### Reserving the fax transmission (Dual Access)

You can reserve a 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. **When using the scanner glass**, press **[Quick Scan]**. The unit will scan 1 page. Place the next document on the scanner glass and press **[Set]**. Repeat this until all the documents are scanned, then press **[Start]**.  
**When using the automatic document feeder**, press **[Start]**.
  - If the document exceeds the memory capacity, the 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 59). For an explanation of error messages, see page 76.

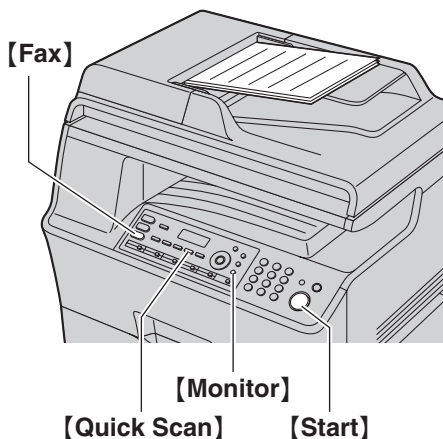
#### Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 98. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #402 is

## 6. Fax (KX-MB3020 only)

activated (page 59). For an explanation of error messages, see page 76.

### 6.1.2 Using the automatic document feeder



- 1 If the **[Fax]** light is OFF, turn it ON by pressing **[Fax]**.
- 2 Set the original (page 18).
- 3 If necessary, change the resolution and contrast according to the type of document.
  - To select the resolution, see page 41.
  - To select the contrast, see page 41.
- 4 **[Monitor]**
- 5 Dial the fax number. → **[Start]**

#### Note:

- To stop sending, see page 73.
- Do not open the document cover when sending a fax with the automatic document feeder.

#### Pre-dialing a fax number

1. Enter the fax number.
2. Set the original (page 18). → **[Start]**

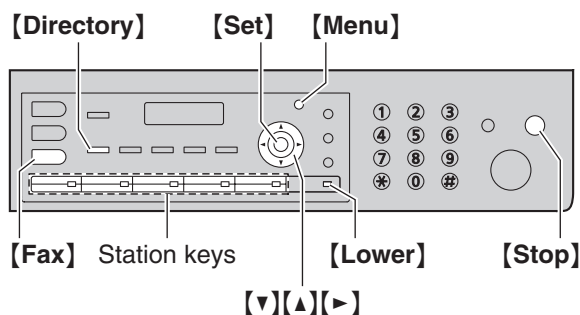
#### Sending from memory (Quick scan feature)

1. Set the original (page 18).
2. Enter the fax number. → **[Quick Scan]**

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

The unit provides the one-touch dial feature (10 items) and navigator directory (300 items).

- Station 1 to 3 can be used alternatively as broadcast keys (page 44).
- Make sure that the **[Fax]** light is ON.



### 6.2.1 Storing one-touch dial item

- 1 Press **[Menu]** repeatedly to display "DIRECTORY SET".
- 2 Select the desired station key.  
**For station 1–3:**
  1. Press the desired station key.
  2. Press **[v]** or **[^]** repeatedly to select "DIAL MODE". → **[Set]****For station 4–5:**  
Press the desired station key.  
**For station 6–10:**  
Press **[Lower]**, then press the desired station key.
- 3 Enter the name, up to 16 characters (see page 72 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.

### 6.2.2 Storing navigator directory items

- 1 Press **[Menu]** repeatedly to display "DIRECTORY SET". → **[>]**
- 2 Enter the name, up to 16 characters (see page 72 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.

### 6.2.3 Editing a stored item

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

### 6.2.4 Erasing a stored item

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

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

Before using this feature, store the desired names and telephone numbers into the one-touch dial feature and navigator directory (page 42).

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

### 6.3.1 Using the scanner glass

- 1 Set the original (page 17).
- 2 If necessary, change the resolution (page 41) and the contrast (page 41).
- 3 Enter the fax number.

#### Using station 1–5:

Press the desired station key.

#### Using station 6–10:

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

#### Using navigator directory:

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

- To send a single page, go to step 6.
- To send multiple pages, go to the next step.

- 4 Press **[Quick Scan]** to scan the document into memory.
- 5 Place the next page. → **[Set]**
  - To send more pages, repeat this step.
- 6 **[Start]**

#### 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 72 for character entry).
  - To search for symbols, press **[\*]**.
4. Press **[▼]** or **[▲]** repeatedly to display "LISA".
  - To stop the search, press **[Stop]**.

#### 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 73.

### 6.3.2 Using the automatic document feeder

- 1 Set the original (page 18).
- 2 If necessary, change the resolution (page 41) and the contrast (page 41).

- 3 Enter the fax number using one-touch dial or navigator directory.
- 4 **[Start]**

### 6.4 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 42).

**Manual broadcast:** Store items using one-touch dial or navigator directory (page 42). 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 station 1–3. The one-touch dial function will be canceled.
- Make sure that the **[Fax]** light is ON.

#### 6.4.1 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 station 1–5:**

Press the desired station key.

**Using station 6–10:**

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]**

## 6.4.2 Adding a new item into the broadcast memory

### 1 [Directory]

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

3 Press [▼] or [▲] repeatedly to display the 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.

## 6.4.3 Erasing a stored item from the broadcast memory

### 1 [Directory]

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

3 Press [▼] or [▲] repeatedly to display the item you want to erase.  
 ● To cancel erasing, press [Stop].

4 [Set] → [Set] → [Stop]

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

### To send the same document using the scanner glass

1. Set the original (page 17).
2. If necessary, change the resolution (page 41) and the contrast (page 41).
3. Press [Broadcast] (1–2) or [Manual Broad].  
 ● To send a single page, go to step 5.  
 ● To send multiple pages, go to the next step.
4. Place the next page. → [Set]  
 ● To send more pages, repeat this step.
5. [Start]

#### Note:

- To stop sending, see page 73.
- 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).

### To send the same document using the automatic document feeder

1. Set the original (page 18).
2. If necessary, change the resolution (page 41) and the contrast (page 41).
3. Press [Broadcast] (1–2) or [Manual Broad].

## 6.5 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:

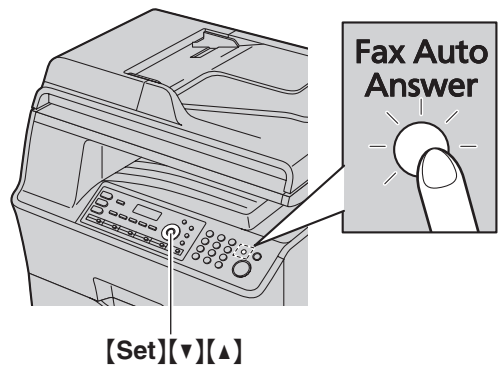
- To stop sending, see page 73.
- If the document exceeds the memory capacity of the unit, sending will be canceled.
- For details, see the help file by selecting **[?]** from Multi-Function Station.
- Click **[Select...]** to change the active unit.

## 6.6 Receiving a fax automatically – Auto answer ON

### 6.6.1 Activating FAX ONLY mode

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

- The display will show the ring count in FAX ONLY mode. If you wish to change it, press **[▼]** or **[▲]** repeatedly to display the desired setting, and press **[Set]**.
- The **[Fax 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 56).

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

See page 53.

## 6.7 Receiving a fax manually – Auto answer OFF

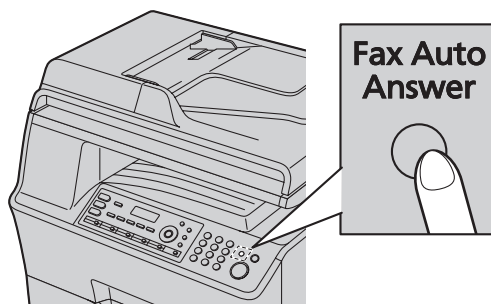
### Important:

- Use this mode with an extension telephone.

### 6.7.1 Activating TEL mode

Set the unit to TEL mode by pressing **[Fax Auto Answer]** repeatedly to display “TEL MODE”.

- The **[Fax 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 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.

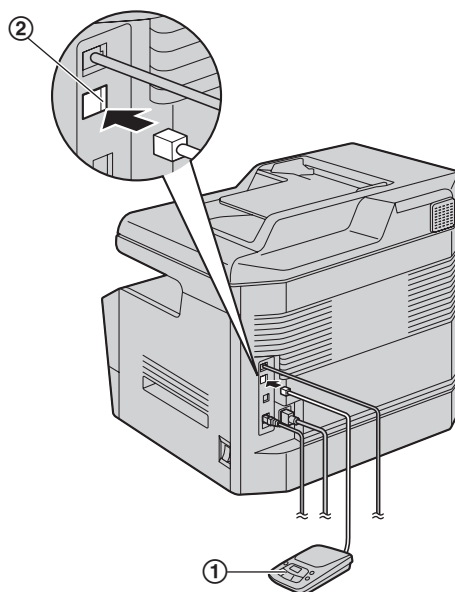
### Note:

- To stop receiving, see page 73.
- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434 on page 61) beforehand. The default setting is ON.

## 6.8 Using the unit with an answering machine

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

1. Connect the answering machine (①).
  - An answering machine is not supplied.
  - Remove the stopper (②) if attached.



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 that is under 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, both machines will not function correctly.
4. Activate the answering machine.
5. Set the unit to the desired receiving mode (page 46).
  - If you set it to **FAX ONLY** mode, **change the ring setting in FAX ONLY mode to “5 EXT. TAM” (feature #210 on page 56)**.
6. Make sure each of the following are unique:
  - the remote access code of the answering machine
  - the fax activation code (feature #434 on page 61)
  - 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 machine will answer the call.
2. The caller can leave a message after the greeting message.
3. The caller presses [**\***][**#**][**9**] (pre-selected fax activation code).
  - The unit will activate the fax function.
4. The caller presses the start button to send a document.

### Note:

- To use this feature, make sure remote fax activation is turned ON (feature #434 on page 61). 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.

---

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

If you subscribe to Caller ID service (page 51), this feature prevents fax reception from calls that do not show caller information.  
Additionally, the unit will not accept faxes originating from numbers that match the ones on a programmable junk fax prohibitor list.

### Important:

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

---

### 6.9.1 Activating the junk fax prohibitor

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

---

### 6.9.2 Storing undesired callers

You can register up to 20 undesired numbers from the Caller ID list (page 51) 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 do not want to receive faxes 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]

## 6.10 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).

### Important:

- Make sure the PC fax setting is set to “ALWAYS” or “CONNECTED” beforehand (feature #442 on page 62).
- Make sure the computer setting for the PC fax reception is set beforehand (feature #443 on page 22).
- Make sure the fax preview mode is turned OFF beforehand (feature #448 on page 50).

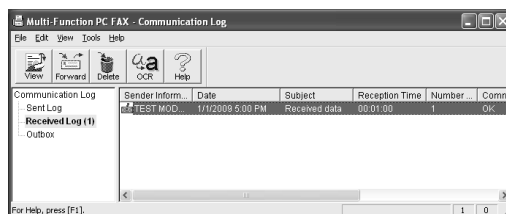
- 1 Press [Fax Auto Answer] repeatedly to turn the auto answer setting ON (page 46).
- 2 Start Multi-Function Station. → [PC FAX]
- 3 When a fax call is received, your computer will receive a document through the unit.

### 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 the [View] icon in the toolbar.
  - The received fax will be displayed.

### If a received fax document is stored in the unit's memory

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 the PC fax setting (feature #442 on page 62) is activated, the received fax document will be automatically transferred to the computer.

---

## 6.11 Web fax preview (LAN connection only)

You can display a received fax document on the web browser, and print or save the necessary document after you confirm the image.

### Important:

- **Web fax preview will not be activated when using the unit for the first time. To activate this feature, set the following:**
  - “6.11.1 Activating the fax preview mode”, page 50.
  - “6.11.2 Programming the web fax preview access code”, page 50.

---

### 6.11.1 Activating the fax preview mode

- 1 **[Menu]** → **[⏏][4][4][8]**
- 2 Press **[1]** to select “ON”.
  - Press **[0]** to select “OFF”.
- 3 **[Set]** → **[Menu]**

### Note:

- If you select “ON”, the PC fax setting (feature #442 on page 62) will be deactivated.

---

### 6.11.2 Programming the web fax preview access code

- 1 **[Menu]** → **[⏏][4][5][0]** → **[Set]**
- 2 Enter the password (feature #155 on page 56). → **[Set]**
- 3 Enter the web fax preview access code, up to 8 characters, using the English alphabet and numbers (see page 72 for character entry).
  - The following symbols can also be entered.  
! @ # \$ % ^ & ' ( . - \_ { }
- 4 **[Set]** → **[Menu]**

### Note:

- If the web fax preview access code is not programmed (blank), the web fax preview feature will not be activated.

---

### 6.11.3 Displaying a received fax document on the web browser

### Important:

- **Make sure that the unit is idle.**

- 1 Start Multi-Function Station.
- 2 **[Utilities]** → **[Configuration Web Page]** → **[Device Configuration]**
- 3 Type “root” as the user name, then enter the password (feature #155 on page 56). → **[OK]**
- 4 Select the **[WEB FAX PREVIEW]** tab.

- 5 Enter the web fax preview access code (feature #450 on page 50). → **[Submit]**
  - A list of the received fax documents will be displayed.
- 6 Click the desired icon to preview, print or save a fax document.
  - While previewing the document, you can handle the fax document (Example: enlarge, rotate etc.).
- 7 Close the web browser.

### Note:

- The display speed depends on the contents and size of the document.
- The received fax document is saved as an image file (PDF format). Adobe Reader is required to view it.

---

### What “√” means

“√” on the display means the image has already been viewed, printed or saved.

- To delete a document after viewing a fax document in step 6, click **[Back]** to go back to the list. You can delete images showing “√”.
- To delete a document after printing or saving a fax document in step 6, click **[Reload]** to update the list. You can delete images showing “√”.

## 7.1 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 56)
  - The name display service may not be available in some areas. For further information, please contact your telephone company.

### 7.1.1 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 on the display (page 51) or print the entire Caller ID list (page 98).

- 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 98.
- To print automatically after every 30 new calls, activate feature #216 (page 56).

## 7.2 Viewing and calling back using caller information

- 1 If the **[Fax]** light is OFF, turn it ON by pressing **[Fax]**. → **[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 41.

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

While displaying the desired caller information, press **[Caller ID]** repeatedly to change name/telephone number information.

### 7.2.1 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)

\*1 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 52.

## 7.3 Erasing caller information

### 7.3.1 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]**

### 7.3.2 Erasing specific caller information

- Make sure that the **[Fax]** light is ON.
- 1 **[Caller ID]**
  - 2 Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[◀]** → **[Set]** → **[Stop]**

## 7.4 Storing caller information

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

- Make sure that the **[Fax]** light is ON.
- 1 **[Caller ID]**
  - 2 Press **[▼]** or **[▲]** repeatedly to display the desired item.
  - 3 **[Menu]**
  - 4 Select the station key or navigator directory.  
**For station 1–3:**
    1. Press the desired station key.
    2. Press **[▼]** or **[▲]** repeatedly to select “**DIAL MODE**”. → **[Set]** → **[Set]****For station 4–5:**

Press the station key. → **[Set]**

**For station 6–10:**

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 43.
- 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 44).

## 8.1 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.**

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

### 8.2.1 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 continue ringing.

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





## 8.3 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 53). 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”

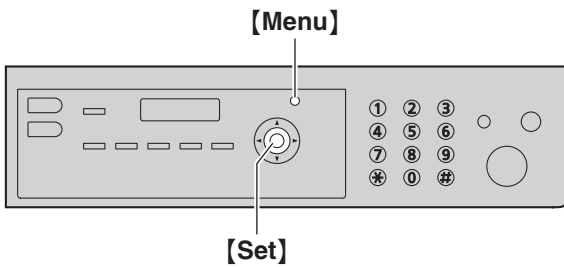
**Note:**

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

## 8.4 Programming the ring pattern assigned for fax

- 1 Set feature #430 to “ON” (page 53).
- 2 **[Menu]** → **[#][4][3][1]**
- 3 Press **[1]** to **[5]** to select the ring pattern assigned for fax. → **[Set]** → **[Menu]**

### 9.1 Programming



- 1 **[Menu]**
- 2 Press **[\*\*]** and the 3-digit code (page 55 to page 69).
- 3 Press the appropriate selection to display the desired setting.
  - This step will vary depending on the feature.
- 4 **[Set]**
- 5 Press **[Menu]** to exit.

#### To select features through the web browser interface (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]**: network features
3. Type “root” as the user name, then enter the password (feature #155 on page 56). → **[OK]**
4. Select the desired feature tab at the top of the right frame.
5. Change the settings or edit information.
  - This step will vary 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]**.

## 9.2 Basic features

Feature/Code	Selection
<b>Setting the quick setup</b> <b>[#][1][0][0]</b> <b>(KX-MB3020 only)</b>	<p>You can print out the quick fax setup guide and select the desired receiving mode depending on your situation.</p> <p>[1] “<b>FAX ONLY</b>” (default): Use only as a fax (page 46).  [2] “<b>DIST. RING</b>”: With the Distinctive Ring service (page 53).  [3] “<b>EXT. TAM</b>”: With an external telephone answering machine (page 47).  [4] “<b>EXT. TEL</b>”: Mostly phone calls (page 47).</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][1][0][0]</b></li> <li>2. <b>[Set]</b></li> <li>3. Press <b>[Set]</b> again to print the quick fax setup guide. <ul style="list-style-type: none"> <li>• If you do not wish to print it, press <b>[Stop]</b>.</li> </ul> </li> <li>4. Press <b>[1]</b> to <b>[4]</b> to display the desired setting.</li> <li>5. <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the date and time</b> <b>[#][1][0][1]</b>	Enter the date and time using the dial keypad. See page 20 for details.
<b>Setting your logo</b> <b>[#][1][0][2]</b> <b>(KX-MB3020 only)</b>	Enter your logo using the dial keypad. See page 21 for details.
<b>Setting your fax number</b> <b>[#][1][0][3]</b> <b>(KX-MB3020 only)</b>	Enter your fax number using the dial keypad. See page 21 for details.
<b>Selecting the language</b> <b>[#][1][1][0]</b>	<p>The display and reports will be in the selected language.</p> <p>[1] “<b>ENGLISH</b>” (default): English is used.  [2] “<b>SPANISH</b>”: Spanish is used.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][1][1][0]</b></li> <li>2. Press <b>[1]</b> or <b>[2]</b> to select the desired language. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Setting the dialing mode</b> <b>[#][1][2][0]</b> <b>(KX-MB3020 only)</b>	<p>[1] “<b>PULSE</b>”  [2] “<b>TONE</b>” (default)  See page 16 for details.</p>
<b>Setting flash time</b> <b>[#][1][2][1]</b> <b>(KX-MB3020 only)</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] “<b>NORMAL</b>” (default)  [2] “<b>DARKER</b>”</p>

## 9. Programmable Features

Feature/Code	Selection
<b>Changing the password for feature programming via remote operation</b> <b>[#][1][5][5]</b>	<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 a web browser.</li> </ul>
<b>Setting the toner maintenance time</b> <b>[#][1][5][8]</b>	<p>The unit will automatically activate for maintenance, once every 24 hours. Because this is to prevent the toner from solidifying, the noise that the unit makes during maintenance cannot be stopped. However, if the unit’s noise bothers you, you can change the start time.</p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][1][5][8]</b> → <b>[Set]</b></li> <li>2. Enter the maintenance start time. <ul style="list-style-type: none"> <li>• The default time is “12:00AM”.</li> <li>• Press <b>[*]</b> repeatedly to select “AM” or “PM”.</li> </ul> </li> <li>3. <b>[Set]</b> → <b>[Menu]</b></li> </ol>
<b>Resetting all features (and deleting all data in memory)</b> <b>[#][1][5][9]</b>	<p>Before you dispose of, transfer or return the product, activate this feature to reset all programmable features and to delete all data stored in memory.</p> <p><b>KX-MB3020 only:</b> Phonebook (or caller information) and fax transmission data (journal report and faxes received in memory) will be deleted.</p> <p><b>[0]</b> “NO” (default)  <b>[1]</b> “YES”</p> <ul style="list-style-type: none"> <li>• Disconnect the telephone line cord (KX-MB3020 only), USB cable and LAN cable before activating this feature.</li> </ul> <p><b>To reset all features:</b></p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][1][5][9]</b></li> <li>2. Press <b>[1]</b> to select “YES”. → <b>[Set]</b></li> <li>3. Press <b>[1]</b> to select “YES”. → <b>[Set]</b></li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• The counter view (feature #484 on page 58) will not be reset.</li> </ul>
<b>Setting the ringer pattern</b> <b>[#][1][6][1]</b> <b>(KX-MB3020 only)</b>	<p><b>[1]</b> “A” (default)  <b>[2]</b> “B”  <b>[3]</b> “C”</p>
<b>Changing the ring count in FAX ONLY mode</b> <b>[#][2][1][0]</b> <b>(KX-MB3020 only)</b>	<p><b>[1]</b> “1”  <b>[2]</b> “2”  <b>[3]</b> “3” (default)  <b>[4]</b> “4”  <b>[5]</b> “5 EXT. TAM” (External Telephone Answering Machine)</p>
<b>Setting the Caller ID list to print automatically</b> <b>[#][2][1][6]</b> <b>(KX-MB3020 only)</b>	<p><b>[0]</b> “OFF” (default): The unit will not print the Caller ID list, but will keep records of the information for the last 30 callers.  <b>[1]</b> “ON”: The unit will print the Caller ID list automatically after every 30 new calls (page 51).</p>
<b>Setting the time adjustment</b> <b>[#][2][2][6]</b> <b>(KX-MB3020 only)</b>	<p>Using this feature, the unit’s date and time setting will be automatically adjusted when caller information is received.</p> <p><b>[1]</b> “AUTO” (default): The date and time setting will be automatically adjusted.  <b>[2]</b> “MANUAL”: Deactivates this feature.</p>



Feature/Code	Selection
Setting the recording paper size in the standard input tray [ <b>#</b> ][3][8][0]	<p>[1] "LETTER" (default): Letter-size paper  [2] "A4": A4-size paper  [3] "LEGAL": Legal-size paper</p>
Setting the recording paper size in the lower input tray [ <b>#</b> ][3][8][2]	<p>This feature will be displayed only when the lower input tray is installed (page 74).</p> <p>[1] "LETTER" (default): Letter-size paper  [2] "A4": A4-size paper  [3] "LEGAL": Legal-size paper</p>
Setting the recording paper type [ <b>#</b> ][3][8][3]	<p>[1] "PLAIN PAPER" (default): 75 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (20 lb to 24 lb) paper.  [2] "THIN PAPER": 64 g/m<sup>2</sup> to 75 g/m<sup>2</sup> (17 lb to 20 lb) paper.  [3] "THICK PAPER": 90 g/m<sup>2</sup> to 165 g/m<sup>2</sup> (24 lb to 44 lb) paper.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This setting is valid for both the standard input tray and the lower input tray.</li> <li>• "THICK PAPER" will not be displayed if any of the paper input tray settings are changed to "#2" or "#1+#2": <ul style="list-style-type: none"> <li>– fax (feature #440 on page 62) (KX-MB3020 only).</li> <li>– copy (feature #460 on page 63).</li> <li>– PCL<sup>®</sup> (feature #760 on page 64) (KX-MB3020 only).</li> <li>– scan to email print feature (feature #565 on page 69).</li> </ul> </li> </ul>
Setting the waiting time for the power save mode [ <b>#</b> ][4][0][3]	<p>To set the length of time before the unit enters power save mode.</p> <p>[1] "5min": 5 minutes  [2] "15min" (default): 15 minutes  [3] "30min": 30 minutes  [4] "1h": 1 hour</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• When in power save mode, the unit needs to preheat the fuser unit before it can begin printing.</li> </ul>
Holding the previous contrast setting [ <b>#</b> ][4][6][2]	<p>[0] "DISABLED" (default): Deactivates this feature.  [1] "ENABLED": The unit will hold the previous setting.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• The previous setting will be held individually for copying.</li> <li>• The previous setting will be held individually for sending faxes (KX-MB3020 only).</li> </ul>
Setting the default operation mode [ <b>#</b> ][4][6][3] (KX-MB3020 only)	<p>To select the default operation mode when the selected time of the mode timer (feature #464) passes.</p> <p>[1] "COPY" (default): Copy mode is selected as default.  [2] "FAX": Fax mode is selected as default.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You cannot select the scan mode using this feature.</li> </ul>
Setting the default operation mode timer [ <b>#</b> ][4][6][4] (KX-MB3020 only)	<p>To set the timer before returning to the default operation mode (feature #463).</p> <p>[0] "OFF": Deactivates this feature.  [1] "30s": 30 seconds  [2] "1min" (default): 1 minute  [3] "2min": 2 minutes  [4] "5min": 5 minutes</p>
Setting toner save feature [ <b>#</b> ][4][8][2]	<p>[0] "OFF" (default): Deactivates this feature.  [1] "ON": The toner cartridge will last longer.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• This feature may lower the print quality by reducing toner consumption.</li> <li>• This setting is valid for copying, and when the unit automatically prints reports/lists.</li> <li>• This setting is invalid for printing received faxes.</li> </ul>

## 9. Programmable Features

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Feature/Code	Selection
<b>Viewing the counter</b> 【#】【4】【8】【4】	To confirm the count number of prints. 1. 【Menu】 → 【#】【4】【8】【4】 2. 【Set】 → 【Menu】

### 9.3 Fax features (KX-MB3020 only)

Feature/Code	Selection
<b>Erasing all items stored for the one-touch dial and navigator directory</b> <b>[#][2][8][9]</b>	<b>[0]</b> "NO" (default) <b>[1]</b> "YES" <ul style="list-style-type: none"> <li>Disconnect the telephone line cord, USB cable and LAN cable before activating this feature.</li> </ul> <b>To erase all items:</b> <b>1. [Menu] → [#][2][8][9]</b> <b>2. Press [1] to select "YES". → [Set]</b> <b>3. Press [1] to select "YES". → [Set] → [Menu]</b>
<b>Printing a confirmation report</b> <b>[#][4][0][1]</b>	<b>[0]</b> "OFF": Confirmation reports will not be printed. <b>[1]</b> "ON": A confirmation report will be printed after every fax transmission. <b>[2]</b> "ERROR" (default): A confirmation report will be printed only when fax transmission fails.
<b>Setting the journal report to print automatically</b> <b>[#][4][0][2]</b>	<b>[0]</b> "OFF": The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions. <b>[1]</b> "ON" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 41).
<b>Sending documents overseas</b> <b>[#][4][1][1]</b>	<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. This feature improves the reliability by reducing the transmission speed.</p> <b>[0]</b> "OFF": Deactivates this feature. <b>[1]</b> "NEXT FAX": This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. <b>[2]</b> "ERROR" (default): When the previous fax transmission fails and you wish to re-send the document. <b>Note:</b> <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>

## 9. Programmable Features

Feature/Code	Selection
<p><b>Sending a fax at a specific time</b>  <b>[#][4][1][2]</b></p>	<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><b>[0]</b> "OFF" (default)  <b>[1]</b> "ON"</p> <p><b>To send a document:</b></p> <ol style="list-style-type: none"> <li>If the <b>[Fax]</b> light is OFF, turn it ON by pressing <b>[Fax]</b>.</li> <li>Set the original (page 17).</li> <li>If necessary, change the resolution (page 41) and the contrast (page 41).</li> <li><b>[Menu]</b> → <b>[#][4][1][2]</b></li> <li>Press <b>[1]</b> to select "ON". → <b>[Set]</b></li> <li>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 "6.3.1 Using the scanner glass", page 43. (When using navigator directory, you do not have to press <b>[Directory]</b> before pressing <b>[v]</b> or <b>[▲]</b>.)</li> </ul> </li> <li><b>[Set]</b></li> <li>Enter the transmission start time. <ul style="list-style-type: none"> <li>Press <b>[*]</b> repeatedly to select "AM" or "PM".</li> </ul> </li> <li><b>When using the scanner glass</b>, press <b>[Set]</b>. → <b>[Start]</b>  <b>When using the automatic document feeder</b>, press <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 this setting after programming, press <b>[Stop]</b> while the unit is idle, and then press <b>[Set]</b>.</li> </ul>
<p><b>Setting the Error Correction Mode (ECM)</b>  <b>[#][4][1][3]</b></p>	<p>This feature is available when the sending / receiving fax machines are ECM compatible.</p> <p><b>[0]</b> "OFF": Deactivates this feature.  <b>[1]</b> "ON" (default): Fax transmission / reception will be carried out so that the errors do not occur.</p>
<p><b>Setting the connecting tone</b>  <b>[#][4][1][6]</b></p>	<p>If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine.</p> <p><b>[0]</b> "OFF": Deactivates this feature.  <b>[1]</b> "ON" (default): You will hear connecting tones.</p> <p><b>Note:</b></p> <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>
<p><b>Setting the maximum fax speed</b>  <b>[#][4][1][8]</b></p>	<p><b>[1]</b> "14.4Kbps"  <b>[2]</b> "33.6Kbps" (default)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The fax speed maybe lower than the selected speed depending on your line.</li> </ul>
<p><b>Activating the Distinctive Ring feature</b>  <b>[#][4][3][0]</b></p>	<p><b>[0]</b> "OFF" (default)  <b>[1]</b> "ON"</p> <p>See page 53 for details.</p>

Feature/Code	Selection
<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 53 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": The unit will print received documents at their original size. <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. <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>• If documents are stored into memory due to some printing problem, the beeps will continue until you solve the problem. If an error message is displayed, see page 77 to page 79 for directions on printing out the stored documents. Make sure the unit is supplied with enough paper to print the stored document.</li> <li>• If documents are stored into memory due to activating the web fax preview (feature #448 on page 50), the unit will not beep. However, the unit will start to beep when the memory is nearly full.</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> , and then <b>[2]</b> for fax reception. <b>[1]</b> "ON" (default): You do not have to press <b>[Start]</b> , and then <b>[2]</b> for fax reception.

## 9. Programmable Features

Feature/Code	Selection
<b>Setting the paper input tray to use for printing received faxes</b> <b>[#][4][4][0]</b>	<p>This feature will be displayed only when the lower input tray is installed (page 74).</p> <p><b>[1]</b> “#1”: Standard input tray  <b>[2]</b> “#2”: Lower input tray  <b>[3]</b> “<b>AUTO</b>” (default): The unit will automatically select the standard input tray or the lower input tray according to the paper size of the received faxes.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● To select “#2”, select “<b>PLAIN PAPER</b>” or “<b>THIN PAPER</b>” for the recording paper type setting (feature #383 on page 57).</li> <li>● Even if you select “<b>AUTO</b>”, recording paper will always be fed from the standard input tray if “<b>THICK PAPER</b>” is selected for the recording paper type setting (feature #383 on page 57).</li> </ul>
<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>This feature is available when the fax preview mode is turned OFF (feature #448 on page 50).</p> <p><b>[0]</b> “<b>OFF</b>” (default): Deactivates this feature.  <b>[1]</b> “<b>ALWAYS</b>”: If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will store received documents in memory, and then transfer the data after recognition of the connection.  <b>[2]</b> “<b>CONNECTED</b>”: If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will print the data.</p>
<b>Setting the computer for PC fax reception</b> <b>[#][4][4][3]</b>	<p>To select the computer that will be used for receiving a fax. See page 22 for details.</p>
<b>Sending legal size documents using the scanner glass</b> <b>[#][4][4][5]</b>	<p><b>[0]</b> “<b>OFF</b>” (default): Deactivates this feature.  <b>[1]</b> “<b>NEXT FAX</b>”: Legal-size documents can be sent for the next fax transmission using the scanner glass. After transmission, this setting will turn OFF automatically.  <b>[2]</b> “<b>ALWAYS</b>”: Legal-size documents can be sent using the scanner glass anytime.</p>
<b>Setting the fax preview mode</b> <b>[#][4][4][8]</b>	<p>See page 50 for details.</p>
<b>Setting the web fax preview access code</b> <b>[#][4][5][0]</b>	<p>See page 50 for details.</p>
<b>Resetting fax features to their default settings</b> <b>[#][4][5][9]</b>	<p><b>[0]</b> “<b>NO</b>” (default)  <b>[1]</b> “<b>YES</b>”</p> <p><b>To reset the fax features:</b></p> <ol style="list-style-type: none"> <li>1. [<b>Menu</b>] → [#][4][5][9]</li> <li>2. Press [1] to select “<b>YES</b>”. → [<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 22) will not be reset.</li> <li>● If you select “<b>YES</b>”, the unit will print the received fax documents that have been stored into memory.</li> </ul>

## 9.4 Copy features

Feature/Code	Selection
<b>Setting the paper input tray to use for copy</b> [#][4][6][0]	<p>This feature will be displayed only when the lower input tray is installed (page 74).</p> <p>[1] “#1” (default): Standard input tray            [2] “#2”: Lower input tray            [3] “#1+#2”</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• To select “#2”, select “PLAIN PAPER” or “THIN PAPER” for the recording paper type setting (feature #383 on page 57).</li> <li>• To select “#1+#2”,               <ul style="list-style-type: none"> <li>– select the same paper size for the standard input tray (feature #380 on page 57) and lower input tray (feature #382 on page 57). If either is changed, “#1” will be selected automatically.</li> <li>– select “PLAIN PAPER” or “THIN PAPER” for the recording paper type setting (feature #383 on page 57).</li> </ul> </li> <li>• If the copy input tray prompt (feature #471 on page 63) is activated, it overrides this feature.</li> </ul>
<b>Changing the default copy resolution</b> [#][4][6][1]	<p>To change the default resolution setting for copying.</p> <p>[1] “TEXT/PHOTO” (default): For documents containing both text and photographs.            [2] “TEXT”: For documents containing only text.            [3] “PHOTO”: For documents containing photographs, shaded drawings, etc.</p>
<b>Holding the previous page layout setting</b> [#][4][6][7]	<p>[0] “DISABLED” (default): Deactivates this feature.            [1] “ENABLED”: The unit will hold the previous setting.</p>
<b>Holding the previous zoom setting</b> [#][4][6][8]	<p>[0] “DISABLED” (default): Deactivates this feature.            [1] “ENABLED”: The unit will hold the previous setting.</p>
<b>Holding the previous collate setting</b> [#][4][6][9]	<p>[0] “DISABLED” (default): Deactivates this feature.            [1] “ENABLED”: The unit will hold the previous setting.</p>
<b>Holding the previous duplex setting</b> [#][4][7][0]	<p>[0] “DISABLED” (default): Deactivates this feature.            [1] “ENABLED”: The unit will hold the previous setting.</p>
<b>Setting the paper input tray prompt for copy</b> [#][4][7][1]	<p>This feature will be displayed only when the lower input tray is installed (page 74).</p> <p>[0] “OFF”: Deactivates this feature.            [1] “AUTO” (default): When making a copy, you will be prompted to select the desired paper input tray if the recording paper size setting is different for the standard input tray (feature #380 on page 57) and the lower input tray (feature #382 on page 57).            [2] “ALWAYS”: When making a copy, you will always be prompted to select the desired paper input tray.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• When prompted, select the desired paper input tray by pressing [▼] or [▲] repeatedly, then press [Start].</li> <li>• Even if “AUTO” or “ALWAYS” is selected, this feature will not be activated if the recording paper type setting (feature #383 on page 57) is set to “THICK PAPER”. Change the setting to “PLAIN PAPER” or “THIN PAPER” beforehand.</li> </ul>

## 9.5 PC print features

Feature/Code	Selection
<b>Setting the paper input tray in PCL</b> [⏏][7][6][0] (KX-MB3020 only)	This feature will be displayed only when the lower input tray is installed (page 74). [1] “#1” (default): Standard input tray [2] “#2”: Lower input tray [3] “#1+#2” <b>Note:</b> <ul style="list-style-type: none"> <li>• To select “#2”, select “PLAIN PAPER” or “THIN PAPER” for the recording paper type setting (feature #383 on page 57).</li> <li>• To select “#1+#2”,                             <ul style="list-style-type: none"> <li>– select the same paper size for the standard input tray (feature #380 on page 57) and lower input tray (feature #382 on page 57). If either is changed, “#1” will be selected automatically.</li> <li>– select “PLAIN PAPER” or “THIN PAPER” for the recording paper type setting (feature #383 on page 57).</li> </ul> </li> </ul>
<b>Setting the number of copies in PCL</b> [⏏][7][6][2] (KX-MB3020 only)	1. [Menu] → [⏏][7][6][2] → [Set] 2. Enter the number of copies from “001” to “999”, using the dial keypad. <ul style="list-style-type: none"> <li>• The default setting is “001”.</li> </ul> 3. [Set] → [Menu]
<b>Setting the recording paper size in PCL</b> [⏏][7][6][3] (KX-MB3020 only)	[1] “LETTER” (default): Letter-size paper [2] “A4”: A4-size paper [3] “LEGAL”: Legal-size paper
<b>Setting the image reduction feature in PCL</b> [⏏][7][6][4] (KX-MB3020 only)	[0] “OFF”: Deactivates this feature. [1] “ON” (default): The document resolution will be automatically reduced when the data size is too large to print. <b>Note:</b> <ul style="list-style-type: none"> <li>• This feature may lower the print quality by reducing the resolution.</li> </ul>
<b>Setting the recording paper direction in PCL</b> [⏏][7][6][5] (KX-MB3020 only)	[1] “PORTRAIT” (default): The document will be printed in portrait direction. [2] “LANDSCAPE”: The document will be printed in landscape direction.
<b>Setting the A4 wide feature in PCL</b> [⏏][7][6][6] (KX-MB3020 only)	You can change the margin and printable area of A4-size recording paper so that 80 characters in 10 cpi font may be printed on a line. [0] “OFF” (default): Deactivates this feature. [1] “ON”: The margin and printable area of A4 recording paper will be changed.
<b>Setting the line per page in PCL</b> [⏏][7][6][7] (KX-MB3020 only)	To set the number of lines per page in PCL printing. 1. [Menu] → [⏏][7][6][7] → [Set] 2. Enter the number of lines per page from “005” to “128”, using the dial keypad. <ul style="list-style-type: none"> <li>• The default setting is “060”.</li> </ul> 3. [Set] → [Menu]
<b>Setting the font source in PCL</b> [⏏][7][6][8] (KX-MB3020 only)	This feature is available when the downloaded font is registered to the unit. [1] “RESIDENT” (default): The document will be printed using resident font. [2] “DOWNLOAD FONT”: The document will be printed using download font.



Feature/Code	Selection
<b>Setting the font number in PCL</b> <b>[#][7][6][9]</b> <b>(KX-MB3020 only)</b>	To set the font number to be used in PCL printing. The unit assigns a number to each font. 1. <b>[Menu]</b> → <b>[#][7][6][9]</b> → <b>[Set]</b> 2. Enter the font number from “000” to “054”, using the dial keypad. <ul style="list-style-type: none"> <li>• The default setting is “000”.</li> </ul> 3. <b>[Set]</b> → <b>[Menu]</b> <b>Note:</b> <ul style="list-style-type: none"> <li>• If the font source in PCL (feature #768 on page 64) is set to “<b>DOWNLOAD FONT</b>”, the default setting is “001”.</li> <li>• To print the font list, see page 98.</li> </ul>
<b>Setting the font pitch/point in PCL</b> <b>[#][7][7][0]</b> <b>(KX-MB3020 only)</b>	To set the font pitch/point to be used in PCL printing. 1. <b>[Menu]</b> → <b>[#][7][7][0]</b> → <b>[Set]</b> 2. Enter the font pitch from “00.44” to “99.99”, or the point from “004.00” to “999.75”, using the dial keypad. <ul style="list-style-type: none"> <li>• The default pitch is “10.00” and the default point is “012.00”.</li> <li>• The setting will be either font pitch or point depending on the font number selected in feature #769 (page 65).</li> </ul> 3. <b>[Set]</b> → <b>[Menu]</b>
<b>Setting the symbol set in PCL</b> <b>[#][7][7][1]</b> <b>(KX-MB3020 only)</b>	To set the symbol set to be used in PCL printing. 1. <b>[Menu]</b> → <b>[#][7][7][1]</b> 2. Press <b>[▼]</b> or <b>[▲]</b> repeatedly to display the desired symbol set. → <b>[Set]</b> → <b>[Menu]</b>
<b>Setting the line breaks in PCL</b> <b>[#][7][7][2]</b> <b>(KX-MB3020 only)</b>	To set each behavior when receiving CR, LF, and FF codes. <b>[1]</b> “ <b>CR/LF/FF</b> ” (default): CR=CR, LF=LF, FF=FF <b>[2]</b> “ <b>CR+LF/LF/FF</b> ”: CR=CR+LF, LF=LF, FF=FF <b>[3]</b> “ <b>CR/CR+LF/CR+FF</b> ”: CR=CR, LF=CR+LF, FF=CR+FF
<b>Setting the waiting time for auto continue mode</b> <b>[#][7][7][3]</b> <b>(KX-MB3020 only)</b>	To set the length of time before the unit recovers if a memory overflow occurs. <b>[1]</b> “ <b>OFF</b> ” (default): Deactivates this feature. <b>[2]</b> “ <b>20s</b> ”: 20 seconds <b>[3]</b> “ <b>30s</b> ”: 30 seconds <b>[4]</b> “ <b>60s</b> ”: 60 seconds <b>[5]</b> “ <b>90s</b> ”: 90 seconds <b>[6]</b> “ <b>120s</b> ”: 120 seconds
<b>Changing the data timeout setting</b> <b>[#][7][7][4]</b>	The unit will automatically print the remaining data in memory when the computer does not send data to the unit during the set time. 1. <b>[Menu]</b> → <b>[#][7][7][4]</b> → <b>[Set]</b> 2. 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> 3. <b>[Set]</b> → <b>[Menu]</b>
<b>Setting mutual A4/letter print</b> <b>[#][7][7][6]</b>	This feature allows printing in A4-size even if letter-size recording paper is loaded, and vice versa. <b>[0]</b> “ <b>OFF</b> ”: Deactivates this feature. <b>[1]</b> “ <b>ON</b> ” (default): Printing is possible between A4/letter-size.

## 9.6 Scan features

Feature/Code	Selection
<p><b>Setting the scan mode for Push Scan</b>  <b>[#][4][9][3]</b></p>	<p><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> “EMAIL”: The scanned image will be saved for email attachment.  <b>[4]</b> “OCR”: The scanned image will be displayed in the OCR window.  <b>[5]</b> “EMAIL ADDRESS”: The scanned image will be sent as an attachment without using email software.  <b>[6]</b> “FTP SERVER”: The scanned image will be sent to the pre-programmed folder on the FTP server.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● Following selections will be displayed only when the server setting is programmed through the web browser interface in advance. <ul style="list-style-type: none"> <li>– “EMAIL ADDRESS” will be displayed when the email server setting is programmed (page 66).</li> <li>– “FTP SERVER” will be displayed when the FTP server setting is programmed (page 67).</li> </ul> </li> </ul>
<p><b>Holding the previous scanning parameter for Push Scan</b>  <b>[#][4][9][4]</b></p>	<p><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.</p>
<p><b>Setting the information for scan to email address (LAN connection only)</b></p> <ul style="list-style-type: none"> <li>● This feature can be programmed only through the web browser interface.</li> </ul>	<p>When you send scanned files as email attachments directly from this unit, you need to program the email server and SMTP server settings beforehand. Consult your service provider or network administrator for details.</p> <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 56). → <b>[OK]</b></li> <li>4. Select the <b>[SCAN FEATURE]</b> tab.</li> <li>5. Click <b>[Edit]</b> next to <b>[EMAIL SERVER]</b>.</li> <li>6. Enter the email server and SMTP server information. → <b>[Submit]</b></li> <li>7. Close the web browser.</li> </ol>
<p><b>Registering the scan to email address destinations (LAN connection only)</b></p> <ul style="list-style-type: none"> <li>● This feature can be programmed only through the web browser interface.</li> </ul>	<p>When you send scanned files as email attachments directly from this unit, you can register email destinations (up to 300 destinations) for the unit through the web browser interface in advance.</p> <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 56). → <b>[OK]</b></li> <li>4. Select the <b>[SCAN FEATURE]</b> tab.</li> <li>5. Click <b>[Edit]</b> next to <b>[SEND USER]</b>.</li> <li>6. Click <b>[Edit]</b> next to the desired scan to email user.</li> <li>7. Enter the name and email address. <ul style="list-style-type: none"> <li>● Select the station key number from the drop-down list if necessary (KX-MB3020 only).</li> </ul> </li> <li>8. <b>[Submit]</b></li> <li>9. Close the web browser.</li> </ol>

Feature/Code	Selection
<p><b>Setting the information for scan to FTP (LAN connection only)</b></p> <ul style="list-style-type: none"><li>• This feature can be programmed only through the web browser interface.</li></ul>	<p>When you send scanned files to an FTP server, you can register FTP destinations (up to 6 destinations) to the unit through the web browser interface.</p> <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 “<b>root</b>” as the user name, then enter the password (feature #155 on page 56). → <b>[OK]</b></li><li>4. Select the <b>[SCAN FEATURE]</b> tab.</li><li>5. Click <b>[Edit]</b> next to <b>[FTP SERVER]</b>.</li><li>6. Click <b>[Edit]</b> next to the desired FTP server.</li><li>7. Enter the server name, IP address, folder directory, etc. → <b>[Submit]</b></li><li>8. Close the web browser.</li></ol> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>• If you do not enter a folder directory in step 7, the scanned image will be saved in the root folder.</li></ul>

## 9.7 LAN features

Feature/Code	Selection
<b>LAN setting with a DHCP server</b> <b>[#][5][0][0]</b>	<p><b>[0]</b> “DISABLED”: Deactivates this feature.</p> <p><b>[1]</b> “ENABLED” (default): The following will be allocated automatically using a DHCP (Dynamic Host Configuration Protocol) server.</p> <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>	<p>This feature is available when feature #500 is deactivated.</p> <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>	<p>This feature is available when feature #500 is deactivated.</p> <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>	<p>This feature is available when feature #500 is deactivated.</p> <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>	<p>This feature is available when feature #500 is deactivated.</p> <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>	<p>This feature is available when feature #500 is deactivated.</p> <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, using the English alphabet and numbers (see page 72 for character entry). <ul style="list-style-type: none"> <li>• The following symbols can also be entered.  ! @ # \$ % ^ &amp; ' ( . - _ { }</li> </ul> </li> <li>3. <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>

Feature/Code	Selection
<b>Approving users for the LAN connection</b> <b>[#][5][3][2]</b>	<p><b>[0]</b> “DISABLED” (default): Deactivates this feature.</p> <p><b>[1]</b> “ENABLED”: The unit will deny/approve access from the pre-programmed IP patterns. You can program whether to deny or approve IP addresses. Up to 4 patterns each for IPv4 and IPv6 can be programmed through the web browser interface.</p> <ol style="list-style-type: none"> <li>1. Start Multi-Function Station.</li> <li>2. <b>[Utilities]</b> → <b>[Configuration Web Page]</b> → <b>[Network Configuration]</b></li> <li>3. Type “root” as the user name, then enter the password (feature #155 on page 56). → <b>[OK]</b></li> <li>4. Select the <b>[LAN FEATURE]</b> tab.</li> <li>5. Click <b>[Edit]</b> next to <b>[APPROVED USERS]</b>.</li> <li>6. Click <b>[Edit]</b> next to <b>[FILTER(IPv4)]/[FILTER(IPv6)]</b>.</li> <li>7. Change the mode and edit IP filtering information. → <b>[Submit]</b></li> <li>8. Close the web browser.</li> </ol>
<b>Setting the IP address automatically for the LAN connection</b> <b>[#][5][3][3]</b>	<p>This feature will be displayed only when feature #500 is activated.</p> <p><b>[0]</b> “DISABLED” (default): Deactivates this feature.</p> <p><b>[1]</b> “ENABLED”: IP address will be allocated automatically without using a DHCP (Dynamic Host Configuration Protocol) server.</p>
<b>Setting HTTPD for the LAN connection</b> <b>[#][5][3][4]</b>	<p><b>[0]</b> “DISABLED”: Denies access to the web browser.</p> <p><b>[1]</b> “ENABLED” (default): Allows access to the web browser.</p>
<b>IPv6 protocol</b> <b>[#][5][3][5]</b>	<p><b>[0]</b> “DISABLED” (default): Deactivates this feature.</p> <p><b>[1]</b> “ENABLED”: IPv6 protocol can be used. After installing the printer driver, be sure to change the port to IPv6 protocol. You can check the IPv6 protocol address by printing the “SETUP LIST” (page 98).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• To activate this feature, you need to turn the power switch of the unit OFF, then ON.</li> </ul>
<b>Setting the paper input tray to use for the scan to email print feature</b> <b>[#][5][6][5]</b>	<p>This feature will be displayed only when the lower input tray is installed (page 74).</p> <p><b>[1]</b> “#1” (default): Standard input tray</p> <p><b>[2]</b> “#2”: Lower input tray</p> <p><b>[3]</b> “#1+#2”</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• To select “#2”, select “PLAIN PAPER” or “THIN PAPER” for the recording paper type setting (feature #383 on page 57).</li> <li>• To select “#1+#2”, <ul style="list-style-type: none"> <li>– select the same paper size for the standard input tray (feature #380 on page 57) and lower input tray (feature #382 on page 57). If either is changed, “#1” will be selected automatically.</li> <li>– select “PLAIN PAPER” or “THIN PAPER” for the recording paper type setting (feature #383 on page 57).</li> </ul> </li> </ul>
<b>Erasing all email addresses stored in the unit</b> <b>[#][5][7][8]</b>	<p><b>[0]</b> “NO” (default)</p> <p><b>[1]</b> “YES”</p> <ul style="list-style-type: none"> <li>• Disconnect the telephone line cord (KX-MB3020 only), USB cable and LAN cable before activating this feature.</li> </ul> <p><b>To erase all email addresses:</b></p> <ol style="list-style-type: none"> <li>1. <b>[Menu]</b> → <b>[#][5][7][8]</b></li> <li>2. Press <b>[1]</b> to select “YES”. → <b>[Set]</b></li> <li>3. Press <b>[1]</b> to select “YES”. → <b>[Set]</b> → <b>[Menu]</b></li> </ol>

### 9.8 Network features (LAN connection only)

These features can be programmed through the web browser interface.

Feature	Tab	Selection
Setting the LAN features	[LAN FEATURE]	Enter the LAN feature settings. See page 68 for details.
Setting the community name for SNMP	[SNMP]	Enter the SNMP community name. Consult your service provider or network administrator for details.
Setting the location where you use this unit	[SNMP]	Enter the location information of the unit.
Displaying the link local address for IPv6	[IPv6]	The link local address will be displayed.
Displaying the IPv6 address for auto configuration	[IPv6]	The IP address for auto configuration will be displayed.
Setting the IP address for IPv6	[IPv6]	Enter the IP address for IPv6. Consult your service provider or network administrator for details.
Setting the default router for IPv6	[IPv6]	Enter the default router address for IPv6. Consult your service provider or network administrator for details.
Setting the information for scan to FTP	[FTP FEATURE]	Enter the FTP server information to send scanned images from the unit to an FTP server. See page 67 for details.
Setting the information for scan to email address	[EMAIL FEATURE]	Enter the email server and SMTP server information to send scanned images from the unit via an email. See page 66 for details.
Registering the scan to email address destinations	[EMAIL FEATURE]	Register email address destinations (up to 300 destinations) for the unit. See page 66 for details.
Setting the error notify feature	[ERROR NOTIFY]	[ENABLED]: The unit will send an email to registered destinations when a problem occurs. [DISABLED] (default): Deactivates this feature.
Setting the email server information for the error notify feature	[ERROR NOTIFY]	Enter the email server and SMTP server information to send error notification emails to.
Registering destinations for the error notify feature	[ERROR NOTIFY]	Enter the email address to which error notifications will be sent and select the types of problems. [LIFE WARNING]: A warning indicating that the toner cartridge or drum cartridge needs to be replaced soon. [MEDIA PATH ERROR]: An error indicating that there is a problem with the paper input tray. [LIFE ERROR]: An error indicating that the toner cartridge or drum cartridge needs to be replaced.
Setting the scan to email print feature	[SCAN TO EMAIL PRINT]	[ENABLED]: The unit will automatically print email attachment that it receives. [DISABLED] (default): Deactivates this feature. See page 28 for details.
Setting the email checking interval	[SCAN TO EMAIL PRINT]	Enter the desired email checking interval for the scan to email print feature.

Feature	Tab	Selection
<b>Setting the header print option</b>	<b>[SCAN TO EMAIL PRINT]</b>	<b>[ENABLED]</b> (default): The unit will print the header information along with the received email attachments. <b>[DISABLED]</b> : Deactivates this feature.
<b>Setting the email server information for the scan to email print feature</b>	<b>[SCAN TO EMAIL PRINT]</b>	When you use the scan to email print feature, you need to program the POP server settings beforehand. See page 28 for details.
<b>Displaying the scan to email print list</b>	<b>[SCAN TO EMAIL PRINT]</b>	The information for the 30 most recently received emails will be displayed.

### 10.1 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] (KX-MB3020 only)	Hyphen
[Zoom]	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 Numbers
  - ③ Symbols
  - 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.

### 10.2 Status of the unit

#### 10.2.1 Using Remote Control

You can easily operate the following functions from your computer.

- Programming the features (page 55)

#### KX-MB3020 only:

- Storing, editing or erasing items in directories (page 42)
- Storing or erasing items for broadcast transmission (page 44)
- Viewing items in the journal report (page 41)
- Saving the journal report to your computer
- Viewing items in the Caller ID list (page 51)
- Storing caller information into directories (page 52)
- Saving the Caller ID list on your computer

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



\* The pictured model is KX-MB3020.

- 2 Select the desired tab (KX-MB3020 only).
  - 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 56). → [**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.

### 10.2.2 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.

### 10.2.3 Using the web browser (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]**.

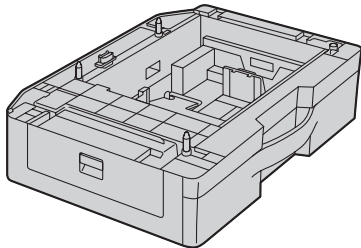
## 10.3 Canceling the operations

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

- 1 **[Stop]**
  - “**USER STOPPED**” is displayed.
  - If “**USER STOPPED**” is not displayed, go to step 2.
- 2 **To cancel printing:**  
Press **[Stop]** repeatedly to display “**STOP PRINTING?**”.  
**To cancel scanning (KX-MB3020 only):**  
Press **[Stop]** repeatedly to display “**STOP SCANNING?**”.  
**To cancel copying:**  
Press **[Stop]** repeatedly to display “**STOP COPYING?**”.  
**To cancel sending or receiving faxes (KX-MB3020 only):**  
Press **[Stop]** repeatedly to display “**STOP FAX?**”.  
**To cancel broadcast transmission (KX-MB3020 only):**  
Press **[Stop]** repeatedly to display “**BROAD CANCELED?**”.  
**To cancel fax redialing (KX-MB3020 only):**  
Press **[Stop]** repeatedly to display “**SEND CANCELED?**”.
- 3 **[Set]**

### 10.4 Lower input tray (optional)

You can add the lower input tray. See page 7 for accessory information.



The lower input tray can hold:

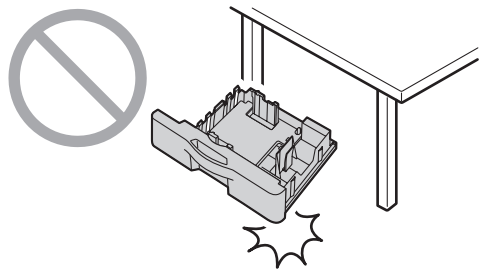
- Up to 520 sheets of 75 g/m<sup>2</sup> (20 lb) paper.
- Up to 470 sheets of 80 g/m<sup>2</sup> (21 lb) paper.
- Up to 410 sheets of 90 g/m<sup>2</sup> (24 lb) paper.
- **The unit is set for printing letter-size plain paper by default.**
  - To use A4 or legal-size paper, change the recording paper size setting (feature #382 on page 57).
  - To use thin paper, change the recording paper type setting (feature #383 on page 57).

**Important:**

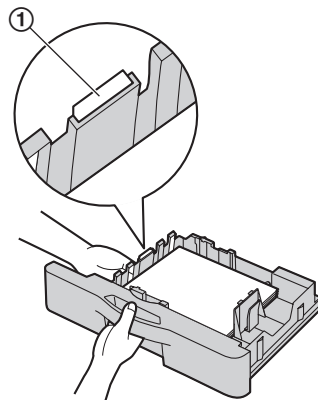
- Before starting installation of the lower input tray, be sure to turn the power switch OFF. For more details about the installation, please refer to the installation guide for the lower input tray.
- After installation, you can select the lower input tray to be used for the following:
  - Paper input tray setting for faxing (feature #440 on page 62) (KX-MB3020 only).
  - Paper input tray setting for copying (feature #460 on page 63).
  - Paper input tray in PCL (feature #760 on page 64) (KX-MB3020 only).
  - Paper input tray setting for the scan to email print feature (feature #565 on page 69).
- To use the lower input tray with your computer, you need to change the printer properties. See page 75 for details.

**Caution for the lower input tray**

- Do not drop the lower input tray.



- Hold the lower input tray with both hands when removing or installing. The lower input tray weighs approximately 4.8 kg (10.6 lb) when fully loaded with recording paper. Do not touch the plate (①) on the left side of the lower input tray.



**Approx. 4.8 kg (10.6 lb)**

- Do not position the unit in a location where it is unstable or subject to vibrations. The unit weighs approximately 35 kg (77 lb) when the lower input tray is installed and fully loaded with recording paper.

---

## 10.5 Setting the lower input tray

To use the lower input tray with your computer, proceed as follows.

**1** [Start]

**2** Open the printer window.

**For Windows 98/Windows Me/Windows 2000:**

[Settings] → [Printers]

**For Windows XP Professional:**

[Printers and Faxes]

**For Windows XP Home:**

[Control Panel] → [Printers and Other Hardware] → [Printers and Faxes]

**For Windows Vista:**

[Control Panel] → [Printers]

**3** Select the unit's name.

**4** **For Windows 98/Windows Me/Windows 2000/Windows XP:**

Select [Properties] from the [File] menu.

- The printer properties window will appear.

**For Windows Vista:**

Select [Properties] from the [Organize] menu.

- The printer properties window will appear.

**5** Click [Auto Configuration] on the [Device] tab.  
→ [OK]

- The lower input tray will be automatically detected.
  - For [Number of Input Tray], [2] will be selected.

If the setting is not changed automatically, change it manually.

**6** [OK]

## 11.1 Error messages – Reports (KX-MB3020 only)

If a problem occurs during fax transmission or reception, one of the following messages will be printed on the confirmation and journal reports (page 41).

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 59).</li> </ul>
<b>DOCUMENT JAMMED</b>	-----	<ul style="list-style-type: none"> <li>● Remove the jammed document (page 95).</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. Load paper (page 13) or remove the jammed paper (page 89).</li> <li>● If the PC fax setting (feature #442 on page 62) is set to "<b>ALWAYS</b>", check the connection between the computer and the unit.</li> <li>● If the fax preview mode (feature #448 on page 50) is set to "<b>ON</b>", view, print or save the documents on the web browser, and then erase unnecessary documents (page 50).</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 41).</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 left 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>

## 11.2 Error messages – Display

If the unit detects a problem, 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 cartridge. Replace the drum cartridge and the toner cartridge.</li> </ul>
“CHECK DOCUMENT”	<ul style="list-style-type: none"> <li>The document was not fed into the unit properly. Remove the document, and then press <b>[Stop]</b> to clear the message. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 97) and try again.</li> </ul>
“CHECK DRUM”	<ul style="list-style-type: none"> <li>The drum cartridge is not inserted properly. Re-insert it correctly (page 10).</li> </ul>
“CHECK INSTALL INPUT TRAY #1”	<ul style="list-style-type: none"> <li>The paper input tray is not installed correctly. Pull out the paper input tray and re-insert it.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>“#1”: Standard input tray</li> <li>“#2”: Lower input tray</li> <li>“#1+#2”: Standard input tray and lower input tray</li> </ul>
“CHECK PAPER”	<ul style="list-style-type: none"> <li>The recording paper size setting and/or the loaded recording paper is not appropriate. <ul style="list-style-type: none"> <li>The recording paper size is not the same as the size selected for copy.</li> <li>The recording paper size is not the same as the size selected when printing from the PC.</li> <li>The recording paper size is not the same as the size selected for receiving a fax (KX-MB3020 only).</li> </ul> </li> </ul> <p>Change the recording paper size setting (feature #380 on page 57 or feature #382 on page 57), and load the appropriate recording paper.</p>
“CHECK PICK UP INPUT TRAY #1”	<ul style="list-style-type: none"> <li>Recording paper was not fed into the unit properly. Load the paper again (page 94).</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>“#1”: Standard input tray</li> <li>“#2”: Lower input tray</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 43).</li> </ul>
“DRUM LIFE LOW REPLACE SOON”	<ul style="list-style-type: none"> <li>The drum life is near to an end. Replace the drum cartridge as soon as possible.</li> </ul>
“EMAIL SIZE OVER”	<ul style="list-style-type: none"> <li>When performing scan to email address, the total file size of scanned data exceeded the file size limitation. Divide the document into sections.</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 99.</li> <li>If the PC fax setting (feature #442 on page 62) is set to “ALWAYS”, <ul style="list-style-type: none"> <li>check the connection between the computer and the unit.</li> <li>check that the computer is turned ON.</li> </ul> </li> <li>If the fax preview mode (feature #448 on page 50) is set to “ON”, <ul style="list-style-type: none"> <li>view, print or save the received fax documents, and then erase the unnecessary documents (page 50).</li> <li>turn the setting to “OFF”. The fax documents stored in memory will be printed automatically.</li> </ul> </li> </ul>

## 11. Help

Display	Cause & Solution
"FILE SIZE OVER"	<ul style="list-style-type: none"><li>When performing scan to FTP server, the total file size of scanned data exceeded the file size limitation. Divide the document into sections.</li></ul>
"KEEP COPYING"	<ul style="list-style-type: none"><li>Copying has stopped due to some existing problem (Example: a lack of recording paper or a recording paper jam). See the other displayed message instructions to continue copying.</li></ul>
"LEFT COVER OPEN"	<ul style="list-style-type: none"><li>The left cover is open. Close it.</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.</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 INPUT TRAY #1"	<ul style="list-style-type: none"><li>Recording paper is not loaded or the paper input tray has run out of paper. Load paper (page 13).</li><li>Recording paper was not fed into the unit properly. Load the paper again (page 13).</li></ul> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>"#1": Standard input tray</li><li>"#2": Lower input tray</li><li>"#1+#2": Standard input tray and lower input tray</li></ul>
"PAPER JAMMED"	<ul style="list-style-type: none"><li>A recording paper jam occurred. See the other displayed message instructions to remove the jammed paper (page 89).</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 15, 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>
"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 95).</li><li>Attempted to send or copy a document longer than 600 mm (23<sup>5</sup>/<sub>8</sub>" ) using the automatic document feeder. 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 cartridge's service life is finished. Replace the drum cartridge immediately.</li></ul>

Display	Cause & Solution
"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. Load paper (page 13) or remove the jammed paper (page 89).</li> <li>● If the PC fax setting (feature #442 on page 62) is set to "ALWAYS", <ul style="list-style-type: none"> <li>– check the connection between the computer and the unit.</li> <li>– check that the computer is turned ON.</li> </ul> </li> <li>● If the fax preview mode (feature #448 on page 50) is set to "ON", <ul style="list-style-type: none"> <li>– view, print or save the received fax documents, and then erase the unnecessary documents (page 50).</li> <li>– turn the setting to "OFF". The fax documents stored in memory will be printed automatically.</li> </ul> </li> </ul>
"SCANNER POSITION ERROR"	<ul style="list-style-type: none"> <li>● There is something wrong with the scanner position. Turn the power switch OFF, then ON. If the problem cannot be solved, contact our service personnel.</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 to an 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>
"TRAY #2 LEFT COVER OPEN"	<ul style="list-style-type: none"> <li>● The left cover of the lower input tray is open (page 74). Close it.</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>

## 11.3 When a function does not work

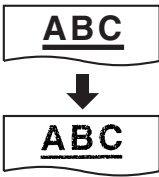
### 11.3.1 General

Problem	Cause & Solution
The unit does not work.	<ul style="list-style-type: none"> <li>Check the connections (page 15, 24).</li> </ul>
The recording paper exit becomes full quickly or the recording paper does not stack properly at the recording paper exit.	<ul style="list-style-type: none"> <li>High humidity may cause the recording paper to curl. Try turning the paper over and re-inserting it. If the curl on the paper is heavy, please remove it from the recording paper exit. If you still have this problem, contact our service personnel.</li> </ul>
I cannot adjust the volume, display items stored in one-touch dial and navigator directory or display Caller ID information (KX-MB3020 only).	<ul style="list-style-type: none"> <li>The unit is set to scan mode or copy mode. Press <b>[Fax]</b> to switch modes. If you still have this problem, contact our service personnel.</li> </ul>
A printing error is displayed while using PC FAX and Remote Control (KX-MB3020 only).	<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>
Multi-Function Station does not work properly.	<ul style="list-style-type: none"> <li>If the USB cable is connected to a USB hub, connect the cable directly to the USB port on your computer.</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>
I cannot install or uninstall Multi-Function Station.	<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>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><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>Click <b>[Clean]</b>, and 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>
I cannot view the operating instructions using Multi-Function Station.	<ul style="list-style-type: none"> <li>Install the operating instructions on your computer beforehand (page 24).</li> </ul>



Problem	Cause & Solution
<p>I cannot find the unit in the [Target Device] or [Device Select] dialog box when operating the following functions.</p> <ul style="list-style-type: none"> <li>– Scanning</li> <li>– Remote Control</li> <li>– PC FAX (KX-MB3020 only)</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>
<p>I forgot the password for feature programming via remote operation.</p>	<ul style="list-style-type: none"> <li>● You may have changed the feature programming password. If you do not remember it, assign a new password using feature #155 (page 56). When required to enter the current password, enter “0101” instead.</li> </ul>

### 11.3.2 Printing problems

Problem	Cause & Solution
<p>The printing quality is poor (e.g. has smudges, blurred points or lines).</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> </ul>
<p>I changed the recording paper, but the printing quality is still poor.</p>	<ul style="list-style-type: none"> <li>● The glass or rollers are dirty with correction fluid, etc. Clean them (page 96, 97). Please do not insert a document before correction fluid has dried completely.</li> <li>● The toner save mode of feature #482 is ON (page 57).</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 98). If printing quality is still poor, replace the toner cartridge and drum cartridge.</li> </ul>
<p>A blank sheet is ejected.</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 (KX-MB3020 only).</li> </ul>
<p>Colored and gray objects are printed in black instead of grayscale when printing from Microsoft PowerPoint or other applications.</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>When using the unit as a printer, the printing result is distorted.</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>

Problem	Cause & Solution								
<b>I cannot find the PCL driver (KX-MB3020 only).</b>	<ul style="list-style-type: none"> <li>The PCL driver can be found in the following folder on the supplied CD-ROM.</li> </ul> <table border="1"> <thead> <tr> <th>Operating system</th> <th>Folder path</th> </tr> </thead> <tbody> <tr> <td>Windows 98/ Windows Me</td> <td>"D:\Drivers\Object\Printer\Win98Me\PCL"</td> </tr> <tr> <td>Windows 2000/ Windows XP/ Windows Vista</td> <td>"D:\Drivers\Object\Printer\WinVistaXp2k\PCL"</td> </tr> <tr> <td>Windows XP Professional x64 Edition/ Windows Vista x64</td> <td>"D:\Drivers\Object\Printer\WinVistaXp_x64\PCL"</td> </tr> </tbody> </table> <p>(where "D" is the drive letter of your CD-ROM drive)</p> <p>For more details, refer to:  <a href="http://panasonic.net/pcc/support/fax/mfp-faq.htm">http://panasonic.net/pcc/support/fax/mfp-faq.htm</a></p>	Operating system	Folder path	Windows 98/ Windows Me	"D:\Drivers\Object\Printer\Win98Me\PCL"	Windows 2000/ Windows XP/ Windows Vista	"D:\Drivers\Object\Printer\WinVistaXp2k\PCL"	Windows XP Professional x64 Edition/ Windows Vista x64	"D:\Drivers\Object\Printer\WinVistaXp_x64\PCL"
Operating system	Folder path								
Windows 98/ Windows Me	"D:\Drivers\Object\Printer\Win98Me\PCL"								
Windows 2000/ Windows XP/ Windows Vista	"D:\Drivers\Object\Printer\WinVistaXp2k\PCL"								
Windows XP Professional x64 Edition/ Windows Vista x64	"D:\Drivers\Object\Printer\WinVistaXp_x64\PCL"								

### 11.3.3 Scanner

Problem	Cause & Solution
<b>I cannot scan.</b>	<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 15, 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>
<b>The document is not fed into the unit when using the unit as a scanner.</b>	<ul style="list-style-type: none"> <li>Remove the document in the automatic document feeder and re-insert it.</li> </ul>
<b>Even after clicking [Cancel], scanning continues.</b>	<ul style="list-style-type: none"> <li>Please wait. It may take a while for the cancel request to be accepted.</li> </ul>
<b>The name of the desired computer is not displayed on the unit when scanning documents from the unit (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 [Off]. Set [PC name list up on device] to [On] (page 25).</li> <li>The maximum number of computers on the LAN is connected to the unit (up to 30 computers). Set [PC name list up on device] to [Off] on the other computers (page 25).</li> <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>

### 11.3.4 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 loaded or the unit has run out of paper. Load paper (page 13).</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 34) 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 34) and make a lighter copy of the document, using “<b>TEXT</b>” resolution (page 34).</li> </ul>

### 11.3.5 Fax (KX-MB3020 only)

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 15).</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 41).</li> <li>Set the maximum fax speed to “<b>14 . 4Kbps</b>” (feature #418 on page 60).</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 59).</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, or black and white lines or smudges appear, refer to “11.3.2 Printing problems”, page 81.</li> <li>The original document is too dark or too light. Change the contrast (page 41) and try again.</li> </ul>
<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 34) and make a lighter copy of the document, using “<b>TEXT</b>” resolution (page 34), and try again.</li> </ul>

Problem	Cause & Solution
<b>I cannot receive documents.</b>	<ul style="list-style-type: none"> <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 53).</li> </ul> </li> <li>● The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 15).</li> <li>● The PC fax setting (feature #442 on page 62) is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 49).</li> <li>● The fax preview mode (feature #448 on page 50) is activated and the received fax documents are automatically stored in memory. View the received documents on the web browser (page 50).</li> <li>● Set the maximum fax speed to “14.4Kbps” (feature #418 on page 60).</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 [Fax Auto Answer] repeatedly to turn ON the [Fax Auto Answer] 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 56).</li> <li>● Make sure that the Distinctive Ring of feature #430 is set properly (page 53). 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. Set to TEL mode. Press [Fax Auto Answer] repeatedly to turn OFF the [Fax Auto Answer] 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 “11.3.2 Printing problems”, page 81.</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. Load paper (page 13) or remove the jammed paper (page 89).</li> <li>● If the PC fax setting (feature #442 on page 62) is set to “ALWAYS”, check the connection between the computer and the unit.</li> <li>● If the fax preview mode (feature #448 on page 50) is set to “ON”, view, print or save the documents, and then erase unnecessary documents (page 50).</li> <li>● The unit is not in FAX ONLY mode. Press [Fax Auto Answer] repeatedly to turn ON the [Fax Auto Answer] 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 [Fax Auto Answer] repeatedly to turn ON the [Fax Auto Answer] light.</li> </ul> </li> <li>● If you want to set TEL mode: <ul style="list-style-type: none"> <li>– press [Fax Auto Answer] repeatedly to turn OFF the [Fax Auto Answer] light.</li> </ul> </li> <li>● The Distinctive Ring of feature #430 is activated (page 53).</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 61) 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 61).</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 15).</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 15).</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 16).</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 19).</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 46). 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 53).</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 53).</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 61).</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 62)</li> <li>– Computer setting for the PC fax reception (feature #443 on page 22)</li> </ul> </li> </ul>
<b>I cannot display a received fax document on the web browser.</b>	<ul style="list-style-type: none"> <li>● Make sure the following features are set beforehand. <ul style="list-style-type: none"> <li>– Fax preview mode (feature #448 on page 50)</li> <li>– Web fax preview access code (feature #450 on page 50)</li> </ul> </li> <li>● You cannot display a received fax document on the web browser during printing, copying or scanning. Try again after printing, copying or scanning.</li> </ul>
<b>I cannot erase a received fax document on the web browser.</b>	<ul style="list-style-type: none"> <li>● View, print or save a received fax document before erasing (page 50).</li> </ul>

## 11.3.6 Network

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 (KX-MB3020 only)</li> <li>- Device Monitor</li> </ul>	<ul style="list-style-type: none"> <li>● Confirm the LED via the LAN port of the main board. If the LED is glowing or blinking, network access is working correctly. If the LED is not glowing or blinking, confirm the LAN cable (category 5 straight cable) is connected to the LAN port of the main board correctly.</li> <li>● If the LED is blinking and you cannot perform the desired operation, the IP address of the unit may have changed. To detect the IP address, 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 68). 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="537 757 1270 1025"> <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><sup>*1</sup> "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><sup>*2</sup> "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 (KX-MB3020 only)</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 87).</li> </ul>

### 11.3.7 Using an answering machine (KX-MB3020 only)

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 less than 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 47).</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 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>

### 11.3.8 If a power failure occurs

- The unit will not function.
- If any documents are stored in the memory (i.e. during copying, PC printing), they will be lost.

#### KX-MB3020 only:

- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- Documents during fax transmission or fax reception will be lost.
- When power is restored, a power down report will be printed out stating which fax items in the memory have been erased.

### 11.3.9 Firewall setting tool for Microsoft Windows XP Service Pack 2 or later/Windows Vista users (LAN connection only)

After installing Microsoft Windows XP Service Pack 2 or later/Windows Vista, 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.

## 11. Help

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- 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.
- 

### 11.3.10 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 for modifying or adding printer driver change after installing the KX-MB3000 series Multi-Function Station. You can modify or add a printer driver, as follows.

- 1 Start Windows and insert the KX-MB200/KX-MB700/KX-FLB880 series CD-ROM into your CD-ROM drive.
  - If the [Select Language] 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:

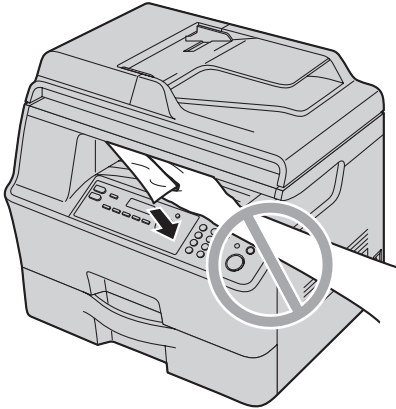
- For users of versions prior to 1.12, download the latest software as follows, then activate it. [Start] → [All Programs] or [Programs] → [Panasonic] → the unit's name → [Support Web Page]. Then follow the on-screen instructions.



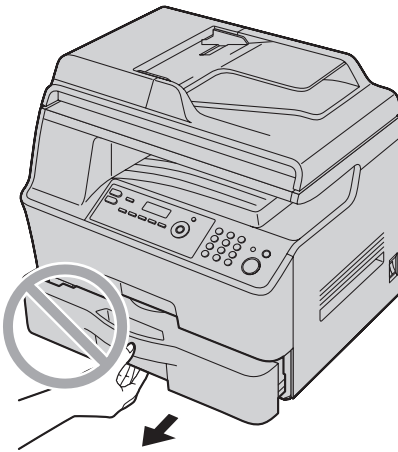
## 12.1 Recording paper jam

### Caution:

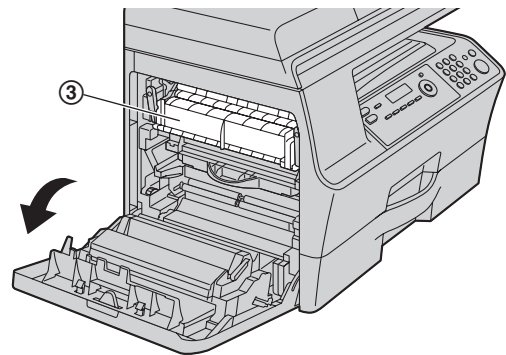
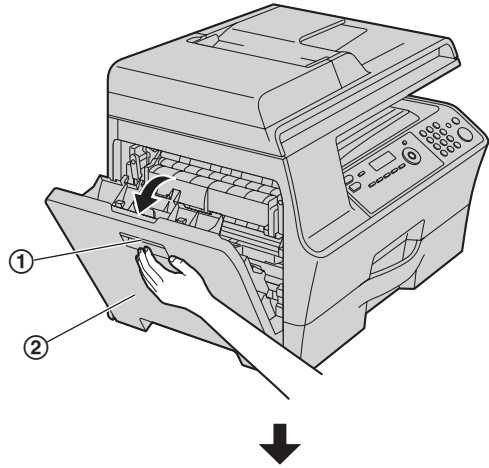
- Do not pull out the jammed paper forcibly before opening the left cover.



- Do not open the paper input tray before opening the left cover as the jammed paper may be pulled and the jam may get worse.



- Hold the left cover open lever (①), and then pull open the left cover (②).



### Caution:



- During or immediately after printing, the fuser unit (③) gets hot. Wait until the fuser unit cools down before removing the jammed paper.

### 12.1.1 When the recording paper has jammed inside of the unit

The display will show the following.

“PAPER JAMMED”



“OPEN LEFT COVER HOT CAUTION”

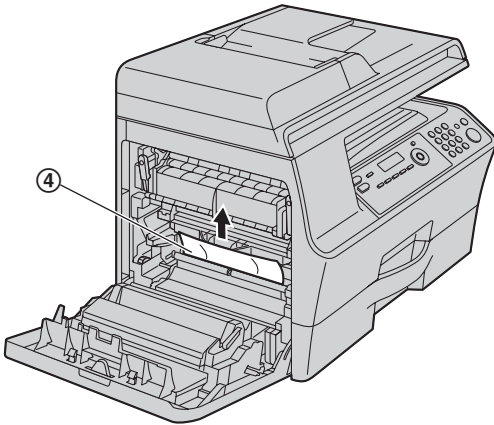
## 12. Paper Jams

- 2** Remove the jammed paper.
- If paper is jammed inside the left cover, see case 1 to case 5 (page 90 to page 92).
  - If paper is not jammed inside the left cover, see case 6 (page 92).

### Case 1:

**When the recording paper has jammed near the rollers:**

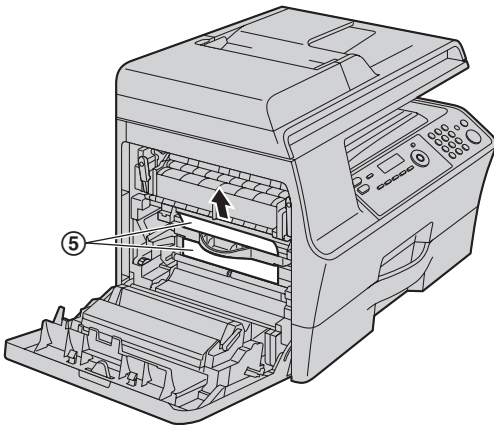
Remove the jammed paper (④) carefully by pulling it upward.



### Case 2:

**When the recording paper has jammed near the drum and toner unit:**

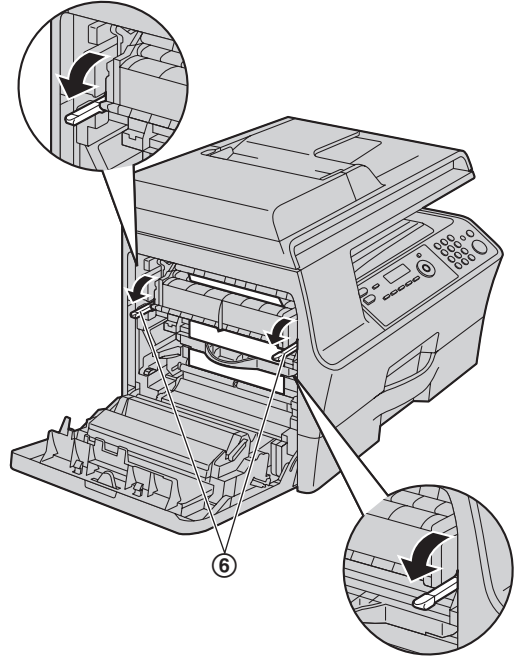
Remove the jammed paper (⑤) carefully by pulling it upward.



### Case 3:

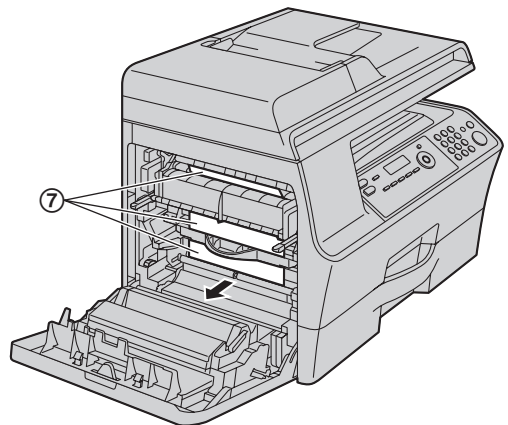
**When the recording paper has jammed near the fuser unit:**

1. Push down both green levers (⑥) until they stop.



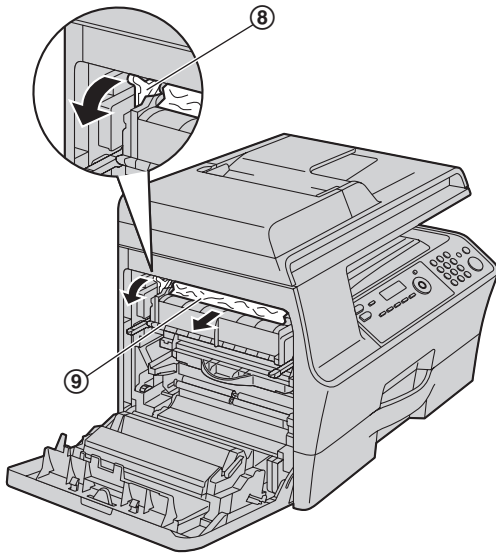
2. **When the recording paper has jammed inside the fuser unit:**

Remove the jammed paper (⑦) carefully by pulling it toward you.

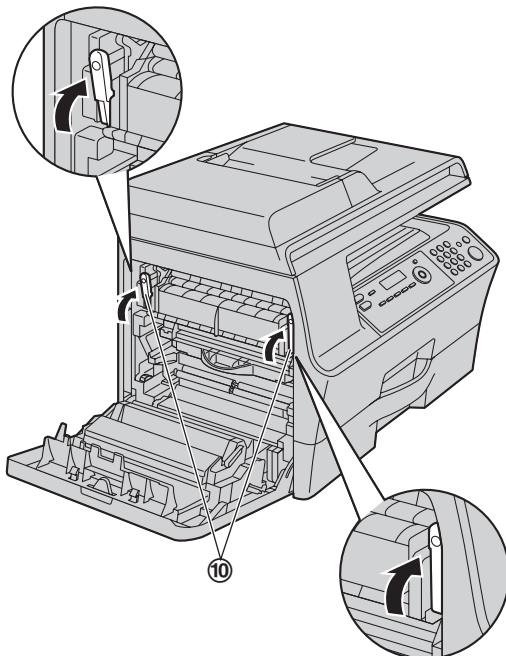


**When the recording paper has jammed over the fuser unit:**

Push down the upper green lever (⑧), and remove the jammed paper (⑨) carefully by pulling it toward you.



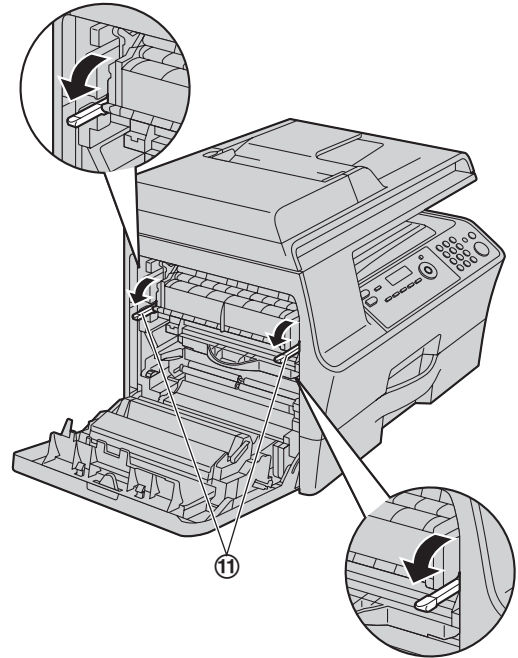
3. Push up the green levers (⑩) to the original position.



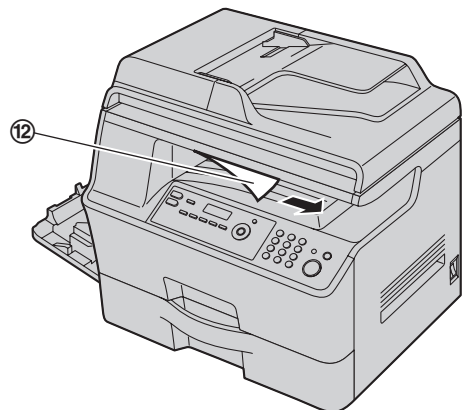
**Case 4:**

**When the recording paper has jammed near the recording paper exit:**

1. Push down both green levers (⑪) until they stop.

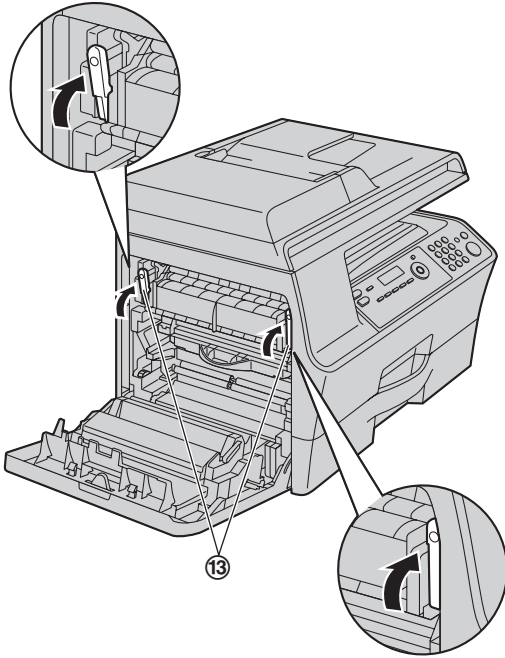


2. Remove the jammed paper (⑫) carefully by pulling it rightward.

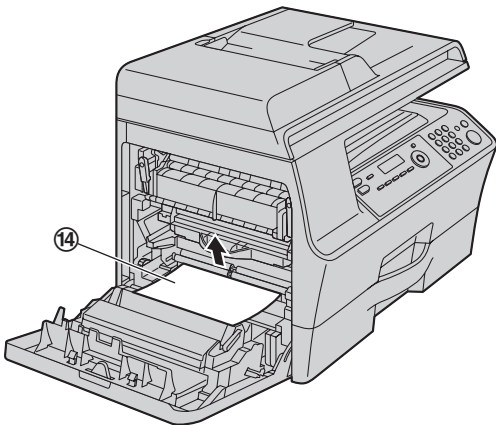


## 12. Paper Jams

3. Push up the green levers (13) to the original position.

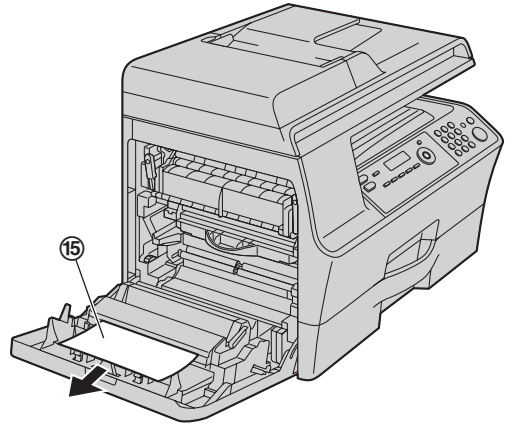


- Case 5:**  
**When the recording paper has jammed inside of the automatic duplex unit:**  
**When the recording paper has jammed near the roller:**  
Remove the jammed paper (14) carefully by pulling it upward.



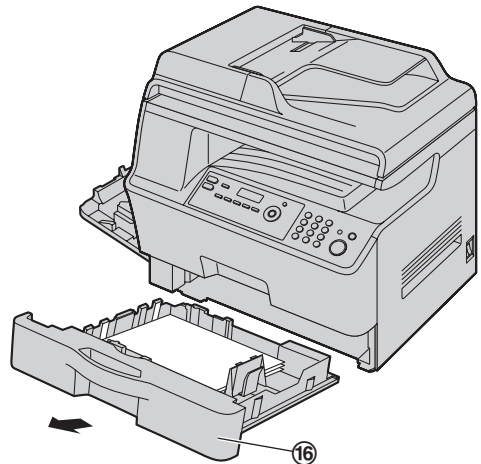
- When the recording paper has jammed near the automatic duplex unit:**

Remove the jammed paper (15) carefully by pulling it toward you.

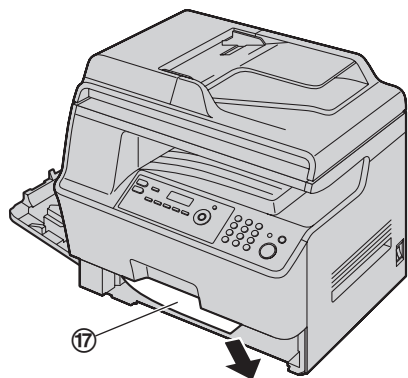


- Case 6:**  
**When the recording paper has jammed near the standard input tray:**

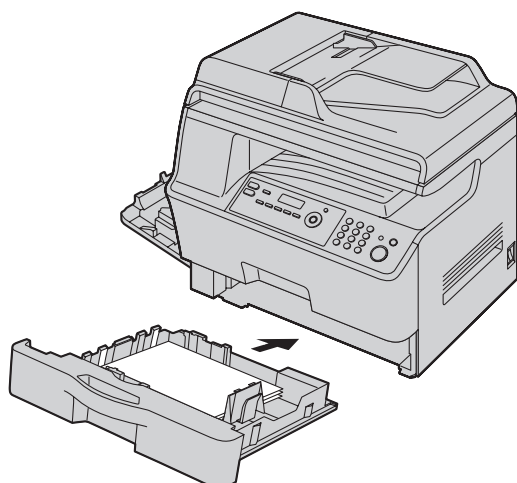
1. Pull the standard input tray (16) until it clicks into place, then pull it completely out, lifting the front part of the tray.



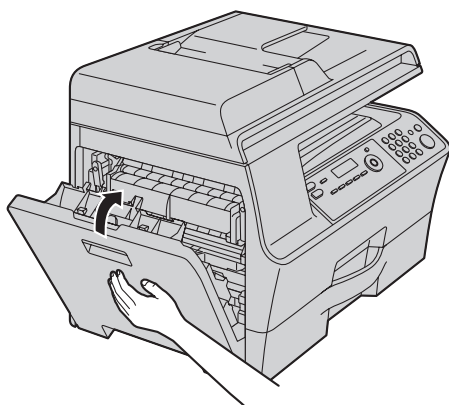
2. Remove the jammed paper (17) carefully by pulling it toward you.



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



- 3 Close the left cover.



### 12.1.2 When the recording paper has jammed near the lower input tray

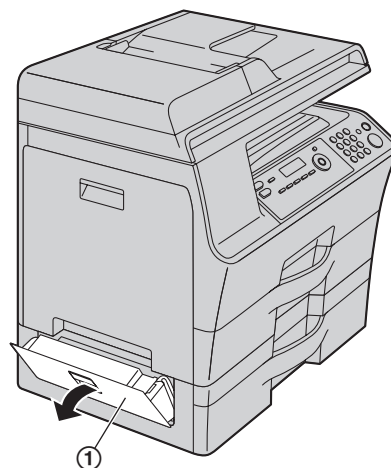
The display will show the following.

“PAPER JAMMED”

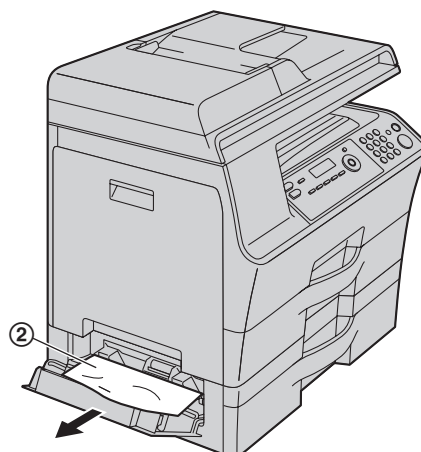


“OPEN TRAY #2 LEFT COVER”

- 1 Open the cover (1) at the left side of the lower input tray.

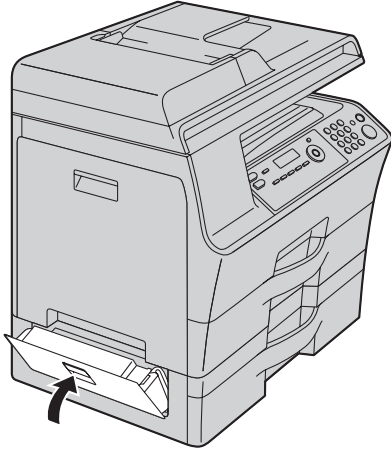


- 2 Remove the jammed paper (2).



## 12. Paper Jams

- 3 Close the cover at the left side of the lower input tray.

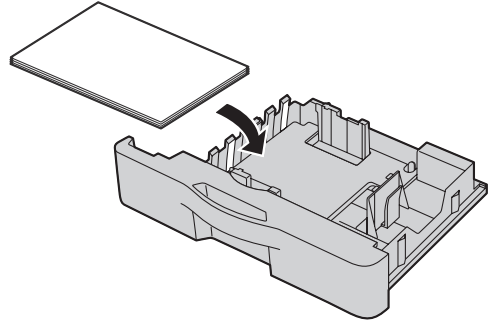


### 12.1.3 When the recording paper is not fed into the unit properly

The display will show the following.

- “CHECK PICK UP INPUT TRAY #1” (standard input tray)
- “CHECK PICK UP INPUT TRAY #2” (lower input tray)

- 1 Pull the paper input tray until it clicks into place, then pull it completely out, lifting the front part of the tray. Remove the recording paper and straighten.
- 2 Re-load the recording paper.



- 3 Insert the paper input tray into the unit, lifting the front part of the tray. Then push it completely into the unit.

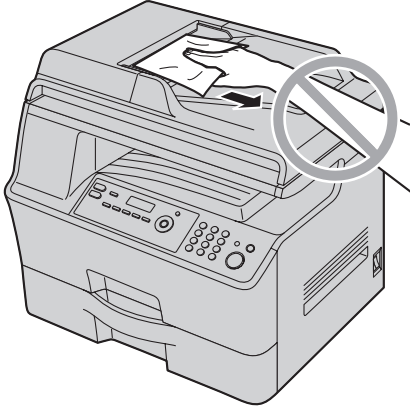
**Note:**

- If the error message is still displayed, check the recording paper specifications and load the recording paper again. See page 13 and page 74 for details.

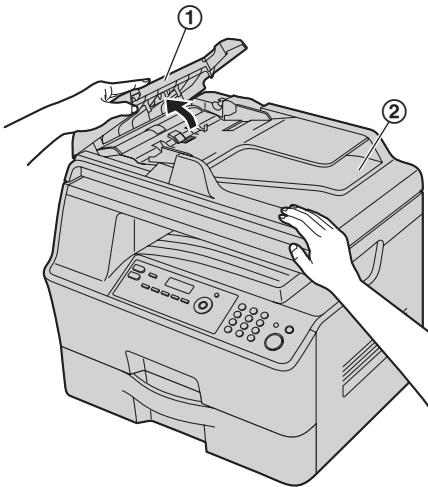
## 12.2 Document jams (Automatic document feeder)

### Caution:

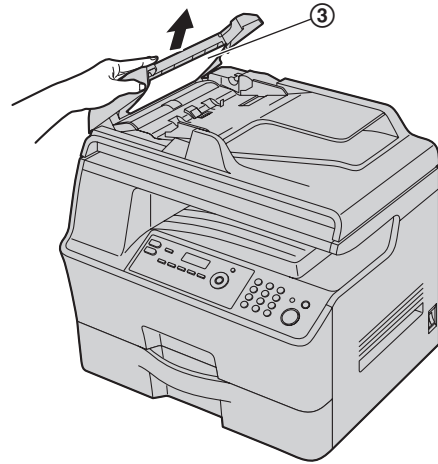
- Do not pull out the jammed document forcibly before lifting the ADF cover.



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

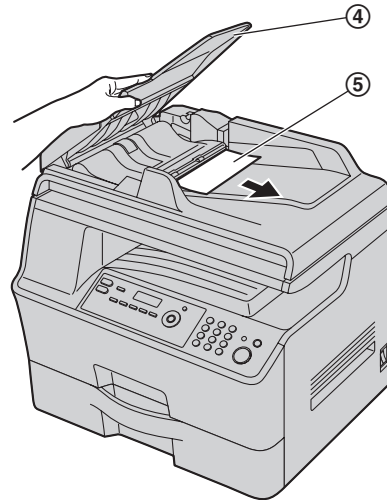


- When the document has jammed near the document entrance:  
Remove the jammed document (③) carefully.

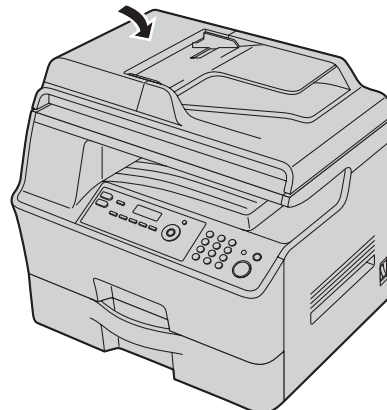


### When the document has jammed near the document exit:

Open the document tray (④) and remove the jammed document (⑤) carefully.



- Close the ADF cover.



- Press **[Stop]** to clear the message.

## 13. Cleaning

### 13.1 Cleaning the white plates and glass

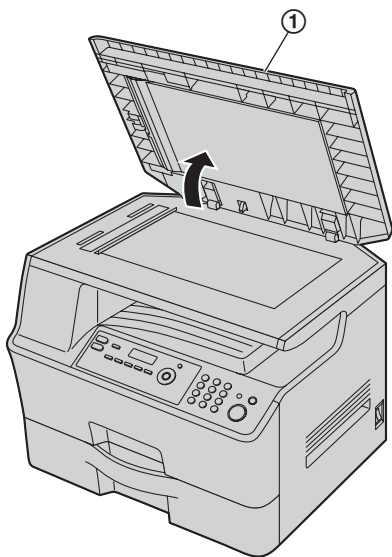
Clean the white plates and glass when a black line, a white line or a dirty pattern appears on:

- your recording paper,
- the original document,
- the scanned data, or
- the fax document received by the other party (KX-MB3020 only).

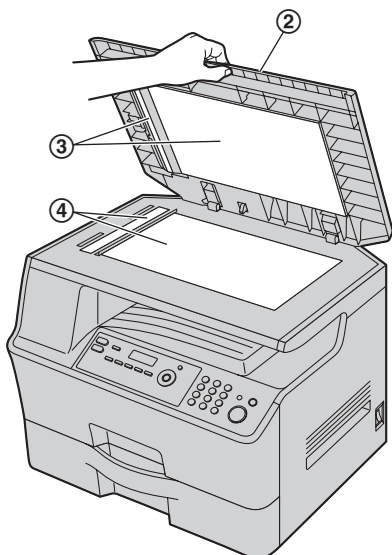
#### Caution:

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

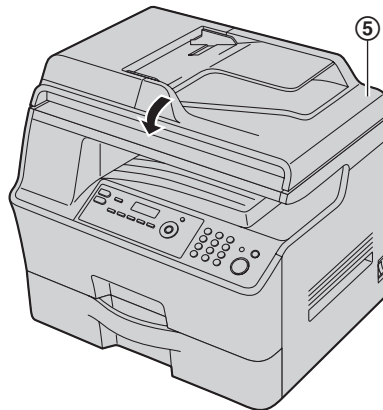
- 1 Open the document cover (①).



- 2 Hold the document cover (②) while cleaning the white plates (③) and the scanner glass (④).



- 3 Close the document cover (⑤).





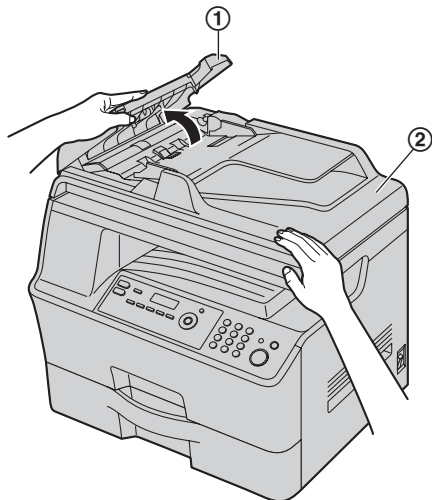
## 13.2 Cleaning the document feeder rollers

Clean the rollers when the document frequently misfeeds.

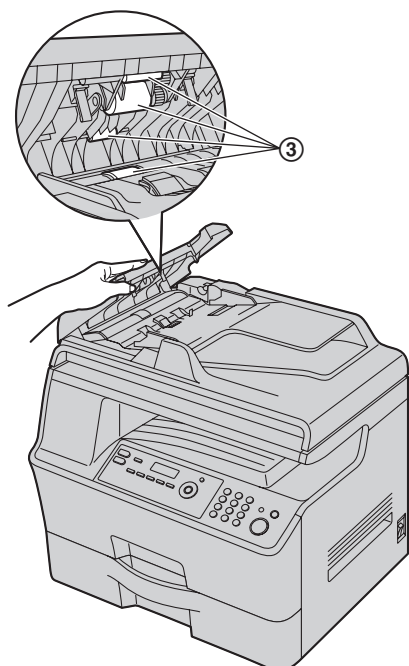
### Caution:

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

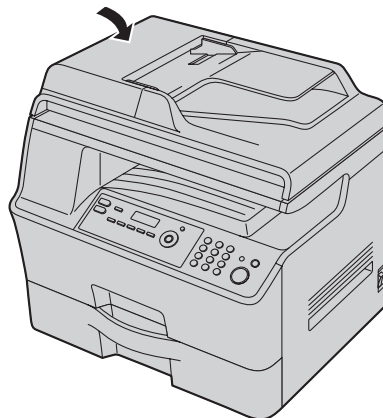
- 1 Turn the power switch OFF.
- 2 Open the ADF cover (①) while holding the document cover (②).



- 3 Clean the document feeder rollers (③) with a cloth moistened with water, and let all parts dry thoroughly.



- 4 Close the ADF cover.



- 5 Turn the power switch ON.

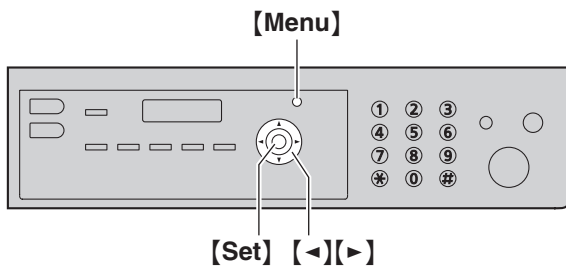
## 14. General Information

### 14.1 Reference lists and reports

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

- "SETUP LIST"
- "TEL NO. LIST"\*1
- "JOURNAL REPORT"\*1
- "BROADCAST LIST"\*1
- "PRINTER TEST"
- "CALLER ID LIST"\*1
- "PCL FONT LIST"\*1
- "ADDRESS LIST"
- "FTP SERVER LIST"

\*1 KX-MB3020 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]**

### 14.2 Specifications

#### ■ Applicable lines\*1:

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\*2:

Approx. 4 s/page (ECM-MMR Memory transmission)\*3

#### ■ Scanning density:

##### Scanning resolution:

Up to 600 × 2,400 dpi (Optical)

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

##### Copy resolution:

Up to 600 × 600 dpi

##### Fax resolution\*1:

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

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

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

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

##### ■ Photo resolution:

64-level

##### ■ Scanner type:

Color Contact Image Sensor

##### ■ Printer type:

Laser Printer

##### ■ Data compression system\*1:

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

##### ■ Modem speed\*1:

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. width 530 mm × depth 460 mm × height 480 mm (20<sup>7</sup>/<sub>8</sub>" × 18<sup>1</sup>/<sub>8</sub>" × 18<sup>7</sup>/<sub>8</sub>" )

##### ■ Mass (Weight):

Approx. 24 kg (53 lb)

##### ■ Power consumption:

Standby: Approx. 7.5 W

Preheat: Approx. 80 W

Copy: Approx. 600 W

Maximum: Approx. 1,150 W (When the fuser lamp turns on)

##### ■ Power supply:

120 V AC, 60 Hz

**Memory capacity**

(for operation and storing memory):

64 MB

**Fax memory capacity\*1:**

6 MB in total

Approx. 300 pages of memory reception  
(max. 255 pages per one reception)

Approx. 150 pages of memory transmission  
(Based on the ITU-T No. 1 Test Chart in standard resolution, without using the Error Correction Mode.)

**Scan to email address memory capacity:**

5 MB in total (including the header and email message)

**Scan to FTP server memory capacity:**

10 MB in total

**Laser diode properties:**

Laser output: Max. 6.5 mW

Wavelength: 760 nm – 800 nm

Emission duration: Continuous

**Print speed:**

Letter: Approx. 35 ppm (pages per minute)

A4: Approx. 32 ppm (pages per minute)

**Printing resolution:**

Standard: Up to 2,400 × 600 dpi (True: 600 × 600 dpi)

Fine: Up to 2,400 × 600 dpi (True: 1,200 × 600 dpi)

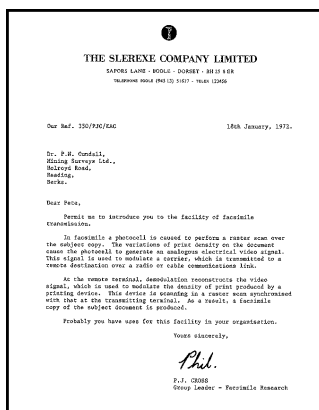
Enhance: Up to 2,400 × 1,200 dpi (True: 1,200 × 1,200 dpi)

\*1 KX-MB3020 only

\*2 Transmission speed depends on the contents of the pages, resolution, telephone line conditions and capability of the other party's machine.

\*3 Transmission speed is based on the ITU-T No. 1 Test Chart with original mode. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.

**ITU-T No.1 Test Chart**



**Note:**

- Design and specifications are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.
- The accuracy of the clock is approximately ±60 seconds a month.

**Recording paper specifications**

**Plain paper/Thin paper size:**

Letter: 216 mm × 279 mm (8<sup>1</sup>/<sub>2</sub>" × 11")

Legal: 216 mm × 356 mm (8<sup>1</sup>/<sub>2</sub>" × 14")

A4: 210 mm × 297 mm (8<sup>1</sup>/<sub>4</sub>" × 11<sup>11</sup>/<sub>16</sub>")

**Thick paper/Transparency/Label size:**

Letter: 216 mm × 279 mm (8<sup>1</sup>/<sub>2</sub>" × 11")

A4: 210 mm × 297 mm (8<sup>1</sup>/<sub>4</sub>" × 11<sup>11</sup>/<sub>16</sub>")

**Recording paper weight:**

Simplex: 64 g/m<sup>2</sup> to 165 g/m<sup>2</sup> (17 lb to 44 lb)

Duplex: 64 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (17 lb to 24 lb)

**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.
- 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.

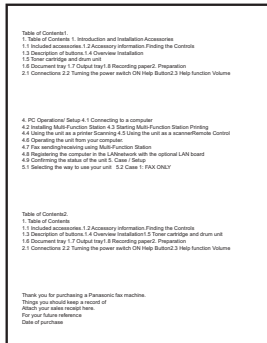
## 14. General Information

### Toner life

Toner cartridge life depends on the amount of content in a printed document. Toner cartridge life varies in actual usage. The following is the approximate number of pages that the toner cartridge can print according to the various printing examples.

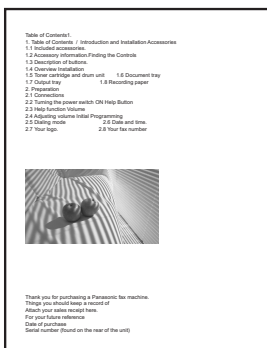
#### Example 1

Approx. 5,000 pages can be printed.



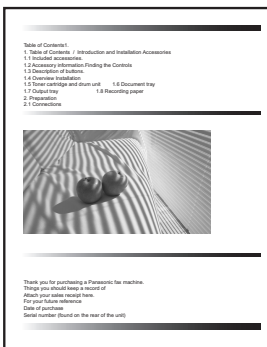
#### Example 2

Approx. 2,500 pages can be printed.



#### Example 3

Approx. 1,700 pages can be printed.



#### Note:

- There are various factors that determine the actual toner cartridge life, such as temperature, humidity, type of paper and how much toner you use for the number of pages per print job. The actual number of pages your toner cartridge will print may be significantly less than this estimate if your unit is

often used for printing small number of pages per job. Because many of the factors that determine the actual toner cartridge life cannot be controlled, we cannot guarantee a minimum number of pages that will be printed by your toner cartridge.

- The number of pages changes with the depth, thickness and size of the characters.
- If you turn on the toner save feature, the toner cartridge will last approx. 20 % longer.

### Drum life

The drum cartridge needs to be replaced regularly. The maximum drum life is approx. 15,000 pages.

#### Note:

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

### Waste disposal method

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

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- JPEG

This software is based in part on the work of the Independent JPEG Group.

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## Notes

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## Notes

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



\*MB301 0\*