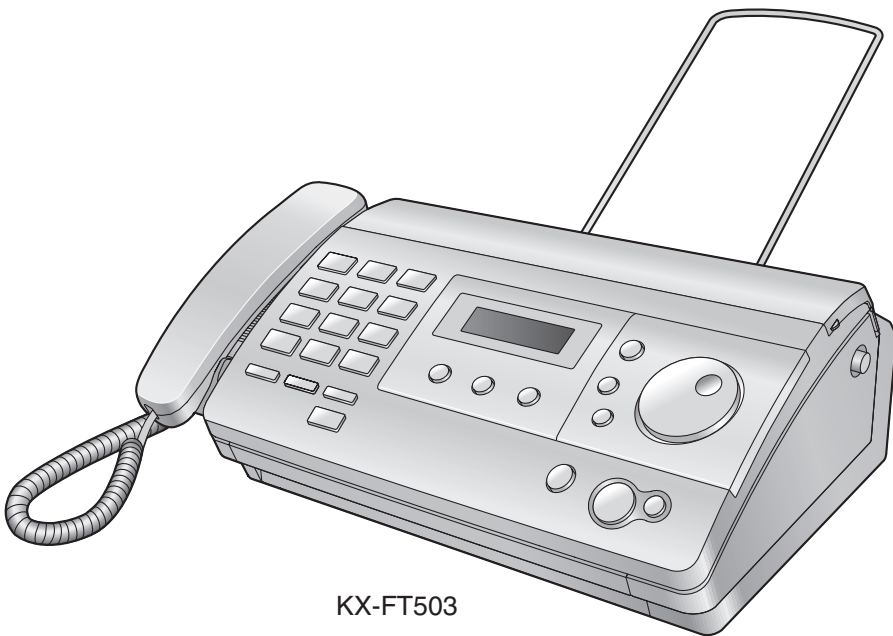


Panasonic[®]

Operating Instructions

Personal Facsimile

Model No. **KX-FT502ML**
KX-FT503ML



KX-FT503

Thank you for purchasing a Panasonic fax machine.

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

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

1. Installation and Quick Start

Accessories

1.1 Included accessories	3
--------------------------------	---

Connections and Set up

1.2 Connections	3
1.3 Recording paper	4

Quick Start

1.4 Fax sending / Copying	5
1.5 Fax receiving	5

2. Important Information

Important safety instructions

2.1 For your safety	6
2.2 Important safety instructions	7
2.3 For best performance	7

3. Preparation

Location of Controls

3.1 Location of Controls	9
--------------------------------	---

Finding the Controls

3.2 Overview	9
--------------------	---

Volume

3.3 Adjusting volume	9
----------------------------	---

Initial Programming

3.4 Dialling mode	10
3.5 Date and time	10
3.6 Your logo	10
3.7 Your fax number	11

4. Telephone

Making and Answering Calls

4.1 Phonebook	12
---------------------	----

Caller ID

4.2 Caller ID service	12
4.3 Viewing and calling back using caller information	13
4.4 Editing a caller's telephone number before calling back	13
4.5 Erasing caller information	14
4.6 Storing caller information into the phonebook	14

Dial Lock

4.7 Setting the dial lock feature	14
---	----

5. Fax

Sending Faxes

5.1 Sending a fax manually	16
5.2 Documents you can send	16
5.3 Sending a fax using the phonebook	17
5.4 Broadcast transmission	17

Voice Contact

5.5 Talking to the other party after fax transmission or reception	18
--	----

Receiving Faxes

5.6 Selecting the way to use your fax machine .	18
---	----

5.7 Receiving a fax manually – Auto answer OFF	19
5.8 Receiving a fax automatically – Auto answer ON	20
5.9 Receive polling	20
5.10 Junk fax prohibitor (preventing fax reception from undesired callers)	20

6. Copy

Copying

6.1 Making a copy	22
-------------------------	----

7. Programmable Features

Features Summary

7.1 Programming	23
7.2 Basic features	23
7.3 Advanced features	23

8. Help

Reports and Displays

8.1 Report messages	28
8.2 Display messages	28

Troubleshooting

8.3 When a function does not work, check here	30
---	----

Jams

8.4 Recording paper jams	33
8.5 Document jams – sending	33

Cleaning

8.6 Document feeder / scanner glass cleaning ..	34
8.7 Thermal head cleaning	34

9. General Information

Printed Reports

9.1 Reference lists and reports	36
---------------------------------------	----

Useful information

9.2 Useful information	36
------------------------------	----

Specifications

9.3 Specifications	37
--------------------------	----

10. Index

10.1 Index	38
------------------	----

1.1 Included accessories

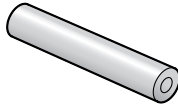
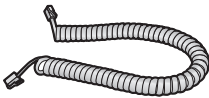
① Telephone line cord

② Handset



③ Handset cord

④ Recording paper*¹



⑤ Paper stacker
(KX-FT503 only)

⑥ Operating instructions



*¹ Use only 216 mm × max. 30 m recording paper.

Note:

- If any items are missing or damaged, contact the place of purchase.
- Save the original carton and packing materials for future shipping and transportation of the unit.
- After unpacking the product, take care of the packing materials and/or power plug cap appropriately.

1.2 Connections

Important:

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

① Paper stacker (KX-FT503 only)

- Make sure the paper stacker must not touch the wall.
- The paper stacker may not be shown in all illustrations in these operating instructions.

② Power cord

- Connect to the power outlet (220 V - 240 V, 50/60 Hz).

③ Telephone line cord

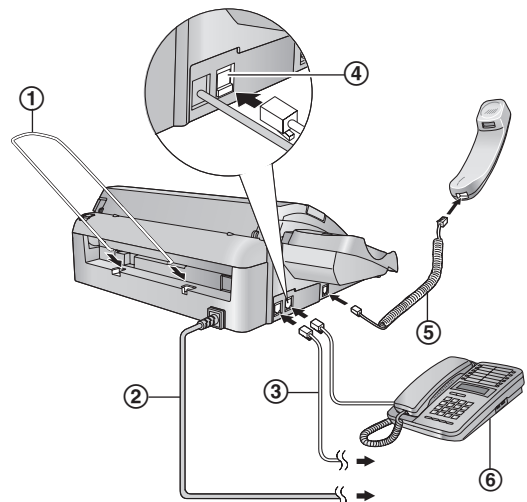
- Connect to [LINE] jack and a single telephone line jack.

④ [EXT] jack

- Remove the stopper if attached.

⑤ Handset cord

⑥ Extension telephone (not included)



* The pictured model is KX-FT503.

Caution:

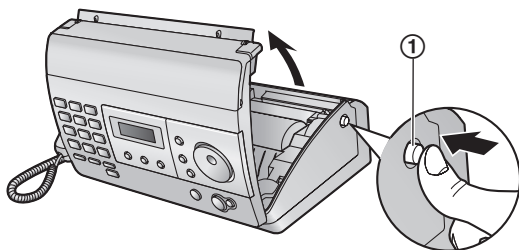
- When you operate this product, the power outlet should be near the product and easily accessible.
- Be sure to use the telephone line cord supplied with this unit.
- Do not extend the telephone line cord.
- Keep the unit away from walls as far as possible to prevent a recording paper jam.

Note:

- Before you can make calls, the dialling mode setting may need to be changed (page 10).

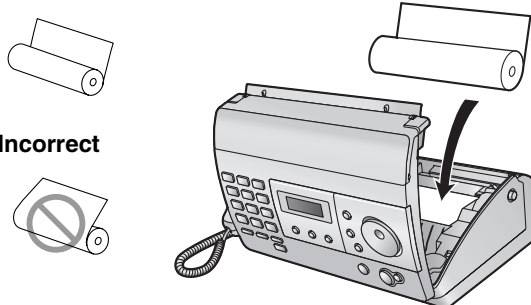
1.3 Recording paper

- ❶ Open the top cover by pressing the top cover release button (❶).



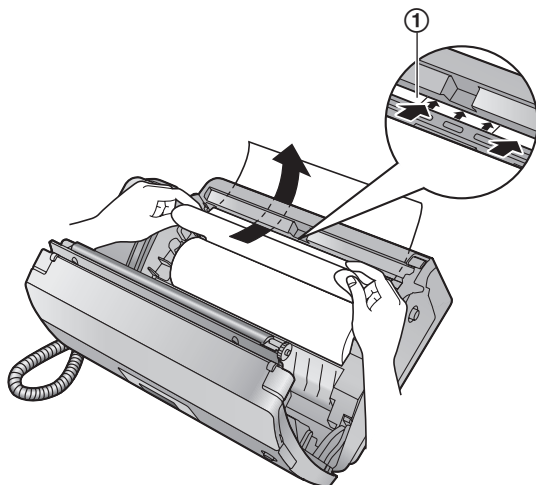
- ❷ Install the recording paper.

Correct

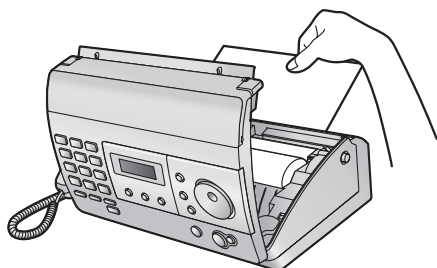


Incorrect

- ❸ Insert the leading edge of the paper into the opening above the thermal head (❶).

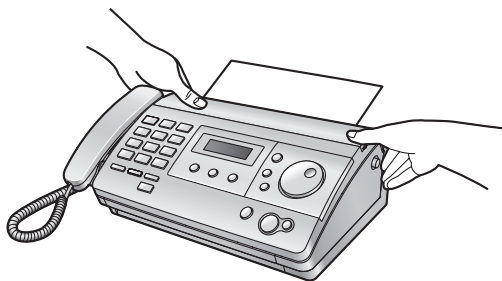


- ❹ Pull the paper out of the unit.



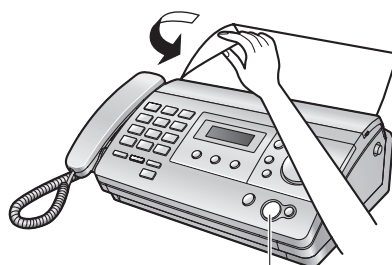
- Make sure that there is no slack in the paper roll.

- ❺ Close the top cover securely by pushing down on both sides.



- ❻ For KX-FT502:

Press **[Fax/Start]**, then tear off the excess paper by pulling it towards you.



[Fax/Start]

For KX-FT503:

Press **[Fax/Start]** to cut the paper.



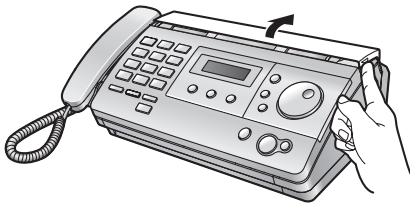
[Fax/Start]

Note:

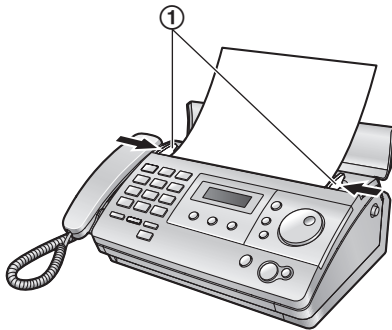
- If the paper is secured with glue or tape, cut approximately 15 cm from the beginning of the roll before installing it.
- When the power cord is connected, a message is printed each time the top cover is opened then closed. If the recording paper is installed upside down, the message will not be printed. Install the paper correctly.

1.4 Fax sending / Copying

- ❶ Open the document feeder tray.

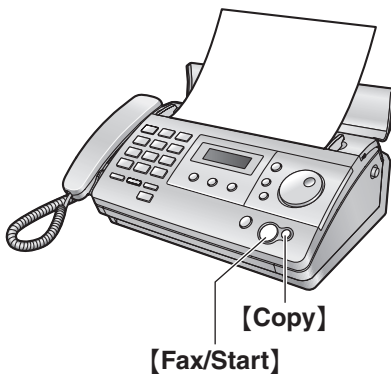


- ❷ Adjust the document guides (❶), and insert the document FACE DOWN.



- ❸ **To send a fax:**
Dial the fax number and press **[Fax/Start]**.

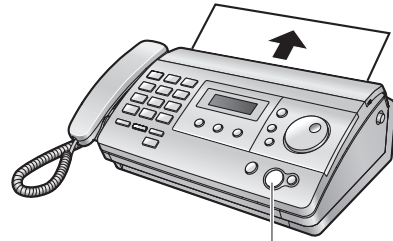
To make a copy:
Press **[Copy]**.



- For further details to send a fax, see page 16.
For further details to make a copy, see page 22.

1.5 Fax receiving

- ❶ Lift the handset to answer the call.
- ❷ To receive a fax document, press **[Fax/Start]**.



[Fax/Start]

- For further details, see page 19.
- You can select how you want the unit to receive calls according to your needs (page 18).

2.1 For your safety

To prevent severe injury and loss of life/property, read this section carefully before using the unit to ensure proper and safe operation of your unit.

- The following symbols are used to classify and describe the level of hazard and injury caused when the denotation is disregarded and improper use is performed.



WARNING

Denotes a potential hazard that could result in serious injury or death.



CAUTION

Denotes hazards that could result in minor injury or damage to the unit.

- The following symbols are used to classify and describe the type of instructions to be observed.



This type of symbol is used to alert users to a specific operating procedure that must not be performed.



This type of symbol is used to alert users to a specific operating procedure that must be emphasized in order to operate the unit safely.



WARNING

Power and ground connection



Unplug this unit from power outlets if it emits smoke, an abnormal smell or makes unusual noise. These conditions can cause fire or electric shock. Confirm that smoke has stopped and contact an authorised service centre.



Use only the power source marked on the unit. If you are not sure of the type of power supplied to your home, consult your dealer or local power company.



For safety purposes this unit is equipped with a grounded plug. If you do not have this type of outlet, please have one installed. Do not ignore this safety feature by tampering with the plug.



Do not place objects on the power cord. Install the unit where no one can step or trip on the cord.



Do not overload power outlets and extension cords. This can result in the risk of fire or electric shock.



Completely insert the AC adaptor/power plug into the power outlet. Failure to do so may cause electric shock and/or excessive heat resulting in a fire.



Regularly remove any dust, etc. from the AC adaptor/power plug by pulling it from the power outlet, then wiping with a dry cloth. Accumulated dust may cause an insulation defect from moisture, etc. resulting in a fire.



Never touch the plug with wet hands. Danger of electric shock exists.

Installation



Place the unit securely on a stable levelled surface. Serious damage and/or injury may result if the unit falls.



To prevent the risk of fire or electrical shock, do not expose this product to rain or any type of moisture.

Operating safeguards



Unplug this unit from power outlets before cleaning. Do not use liquid or aerosol cleaners.



Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating. Never place the unit near radiators, or in a place where proper ventilation is not provided.



Never push any objects through slots in this unit. This may result in the risk of fire or electric shock. Never spill any liquid on the unit.



To reduce the risk of electric shock, do not disassemble this unit. Take the unit to an authorised service centre when service is required. Opening or removing covers may expose you to dangerous voltage or other risks. Incorrect reassembly can cause electric shock when the unit is subsequently used.



Follow all warnings and instructions marked on this unit.



Do not spill liquids (detergents, cleansers, etc.) onto the telephone line cord plug, or allow it to become wet at all. This may cause a fire. If the telephone line cord plug becomes wet, immediately pull it from the telephone wall jack, and do not use.



Unplug this unit from power outlets and refer servicing to an authorised service centre when the following conditions occur:

- If the power cord is damaged or frayed.
- If the unit has been exposed to rain or water, or liquid has been spilled into the unit. Do not use a microwave oven to speed up the drying process of any parts of the unit to avoid permanent damage.
- If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions. Improper adjustment may require extensive work by an authorised service centre.
- If the unit has been dropped or physically damaged.
- If the unit exhibits a distinct change in performance.



CAUTION

Installation and relocation



Never install telephone wiring during a lightning storm.



Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.



Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.



Use caution when installing or modifying telephone lines.

LED light

CLASS 1 LED PRODUCT



Do not view directly with optical instruments.

CIS's LED light properties

LED radiation output : Max. 1 mW

Wavelength : Yellowish Green 570 nm typical

Emission duration : Continuous

2.2 Important safety instructions

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

1. Do not use this unit near water, for example near a bathtub, wash bowl, kitchen sink, etc.
2. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of an electric shock from lightning.
3. Do not use this unit to report a gas leak, when in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

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.

2.3 For best performance

Location

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

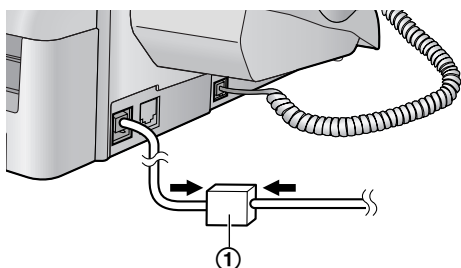
Environment

- 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.

2. Important Information

Connection

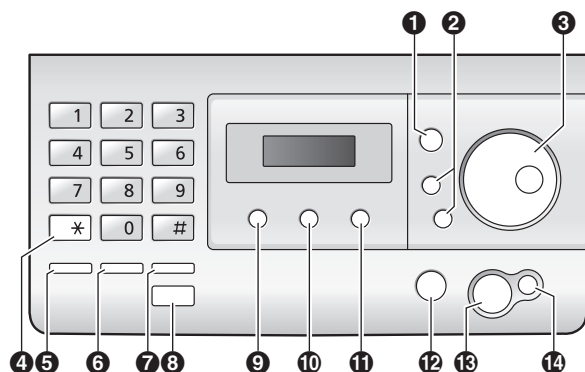
- If any other device is connected to the same telephone line, this unit may disturb the network condition of the device.
- If you use the unit with a computer and your internet provider instructs you to install a filter (①), please connect it as follows.



Routine care

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

3.1 Location of Controls



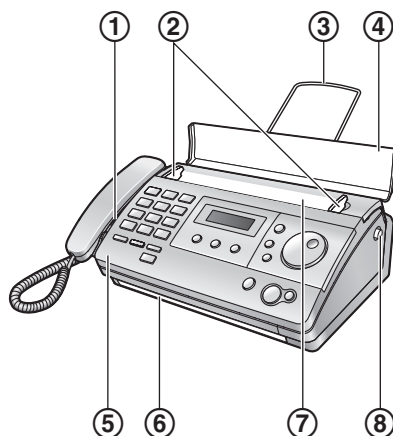
- 1 [Menu]**
 - To initiate or exit programming.
- 2 [Volume]/[+]/[-]**
 - To adjust volume (page 9).
 - To move the cursor.
- 3 [Easy Dial]/[Phonebook]**
 - To search for a stored item (page 12, 17).
 - To select features or feature settings during programming (page 23).
 - To open a phonebook.
- 4 [Tone]**
 - To change from pulse to tone temporarily during dialling when your line has rotary pulse services.
- 5 [Redial/Pause]**
 - To redial the last number dialled. If the line is busy when you make a phone call using the **[Monitor]** button, or when you send a fax, the unit will automatically redial the number 2 or more times.
 - To insert a pause during dialling.
- 6 [Flash]**
 - To access special telephone services or for transferring extension calls.
- 7 [Handset Mute]**
 - To mute your voice during a conversation. Press again to resume the conversation.
- 8 [Monitor]**
 - To initiate dialling without lifting the handset.
- 9 [Auto Answer]**
 - To turn the auto answer setting ON/OFF (page 18).
- 10 [Caller ID]**
 - To use Caller ID features (page 13).
- 11 [Broadcast]**
 - To transmit a document to multiple parties (page 17).
- 12 [Stop]**
 - To stop an operation or programming session.
 - To erase a character/number (page 11). Press and hold to erase all characters/numbers.
- 13 [Fax/Start]/[Set]**

- To start sending or receiving a fax.
- To store a setting during programming.

14 [Copy]

- To copy a document (page 22).

3.2 Overview



* The pictured model is KX-FT503.

- 1 Speaker**
- 2 Document guides**
- 3 Paper stacker (KX-FT503 only)**
 - The paper stacker may not be shown in all illustrations in these operating instructions.
- 4 Document feeder tray**
- 5 Top cover**
- 6 Document exit**
- 7 Document entrance**
- 8 Top cover release button**

3.3 Adjusting volume

Ringer volume

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

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

To turn the ringer OFF

1. Press **[-]** repeatedly to display **"RINGER OFF=OK?"**.
2. Press **[Set]**.
 - When a call is received, the unit will not ring and will display **"INCOMING CALL"**.
 - To turn the ringer back ON, press **[+]**.

Handset receiver volume

While using the handset, press **[+]** or **[-]**.

Monitor volume

While using the monitor, press **[+]** or **[-]**.

3.4 Dialling mode

If you cannot dial (page 16), change this setting depending on your telephone line service. For tone dial service, select “TONE” (default). For rotary pulse dial service, select “PULSE”.

- 1 Press [Menu].
- 2 Press [Set].
- 3 Rotate [Easy Dial] to display the following.

DIAL MODE
SET OR ↺

- 4 Press [Set].
- 5 Rotate [Easy Dial] to display the desired setting.
- 6 Press [Set].
- 7 Press [Menu].

3.5 Date and time

You must set the date and time.

- The other party’s fax machine will print the date and time on each page you send according to your unit’s date and time setting.
- The accuracy of the clock is approximately ±60 seconds a month.
- If a power failure occurs, the date and time setting may be lost. If the correct date and time is not displayed after the power has been restored, set the date and time again.

- 1 Press [Menu].
- 2 Press [Set] to display “SET DATE & TIME”.
- 3 Press [Set].
 - The cursor (■) will appear on the display.

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

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

Example: 3 August, 2010
Press [0][3] [0][8] [1][0].

D: 03/M: 08/Y: 10
TIME: 00:00

- 5 Enter the current hour/minute by selecting 2 digits for each. Press [✖] repeatedly to select “AM”, “PM”, or 24-hour time entry.
 - When neither “AM” nor “PM” are displayed, 24-hour time entry is selected.

Example: 15:20 (24-hour time entry)
Press [1][5] [2][0].

D: 03/M: 08/Y: 10
TIME: 15:20

- 6 Press [Set].
- 7 Press [Menu].

To correct a mistake

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

If you have subscribed to a Caller ID service

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

- To use this feature, make sure the time adjustment is set to “AUTO” (feature #33 on page 24).
- If the time has not previously been set, Caller ID will not adjust the clock.

3.6 Your logo

Your logo will be printed on the top of each page sent from your unit.

The logo can be your name or the name of your company.

- 1 Press [Menu].
- 2 Press [Set].
- 3 Rotate [Easy Dial] to display “YOUR LOGO”.
- 4 Press [Set].
 - The cursor (■) will appear on the display.

LOGO=■

- 5 Enter your logo, up to 30 characters. See the following character table for details.
- 6 Press [Set].
- 7 Press [Menu].

To select characters with the dial keypad

Keypad	Characters
[1]	Space # & ' () * , - . / 1
[2]	A B C 2
	a b c 2
[3]	D E F 3
	d e f 3
[4]	G H I 4
	g h i 4
[5]	J K L 5
	j k l 5
[6]	M N O 6
	m n o 6
[7]	P Q R S 7
	p q r s 7

Keypad	Characters
[8]	T U V 8
	t u v 8
[9]	W X Y Z 9
	w x y z 9
[0]	Space 0
[*]	To change uppercase or lowercase letter.
[Flash]	To enter a hyphen.
[Stop]	To delete a digit.

Note:

- To enter another character that is located on the same dial key, press [►] to move the cursor to the next space.

To change uppercase or lowercase letters

Pressing the [*] button will change to uppercase or lowercase letters alternately.

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].

3.7 Your fax number

Your fax number will be printed on the top of each page sent from your unit.

- Press [Menu].
- Press [Set].
- Rotate [Easy Dial] to display “YOUR FAX NO.”.
- Press [Set].
 - The cursor (■) will appear on the display.

NO. = ■

- Enter your fax number, up to 20 digits.

Example: NO. = 1234567 ■

- Press [Set].
- Press [Menu].

Note:

- The [*] button enters a “+” and the [≡] button enters a space.

Example: +234 5678

Press [*][2][3][4][≡][5][6][7][8].

- To enter a hyphen in a telephone number, press [Flash].

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].

4.1 Phonebook

The phonebook allows you to make calls without having to dial manually. You can store 110 names and telephone numbers to the phonebook.

- You can also send faxes using the phonebook (page 17).

4.1.1 Storing phonebook items

- 1 Press **[Menu]** repeatedly to display “PHONEBOOK SET”.
- 2 Press **[✕]** 2 times.
 - The display shows the number of items in the phonebook briefly.
- 3 Enter the name, up to 16 characters (see page 10 for instructions).
- 4 Press **[Set]**.
- 5 Enter the telephone number, up to 24 digits.
- 6 Press **[Set]**.
 - To program other items, repeat steps 3 to 6.
- 7 Press **[Menu]**.

Helpful hints:

- You can confirm the stored items by printing the telephone number list (page 36).

To correct a mistake

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

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

4.1.2 Making a phone call using the phonebook

Before using this feature, store the desired names and telephone numbers in the phonebook (page 12).

- 1 Rotate **[Easy Dial]** to display the desired item.
- 2 Lift the handset or press **[Monitor]**.
 - The unit will start dialling automatically.

To search for a name by initial

Example: “LISA”

1. Rotate **[Easy Dial]** to enter the phonebook.
2. Press **[5]** repeatedly to display any name with the initial “L” (see the character table, page 10).
 - To search for symbols (not letters or numbers), press **[1]**.
3. Rotate **[Easy Dial]** to the right to display “LISA”.
 - To stop the search, press **[Stop]**.
 - To dial the displayed party, lift the handset or press **[Monitor]**.

4.1.3 Editing a stored item

- 1 Rotate **[Easy Dial]** to display the desired item.
- 2 Press **[Menu]**.
- 3 Press **[✕]**.
 - If you do not need to edit the name, skip to step 5.
- 4 Edit the name. For further details, see the storing procedure on page 12.
- 5 Press **[Set]**.
 - If you do not need to edit the telephone number, skip to step 7.
- 6 Edit the telephone number. For further details, see the storing procedure on page 12.
- 7 Press **[Set]**.

4.1.4 Erasing phonebook items

Erasing a specific stored item

1. Rotate **[Easy Dial]** to display the desired item.
2. Press **[Menu]**.
3. Press **[⇄]**.
 - To cancel erasing, press **[Stop]**.
4. Press **[Set]**.

Erasing all stored items

1. Press **[Menu]** repeatedly to display “PHONEBOOK SET”.
2. Press **[✕]**.
3. Press **[⇄]**.
 - To cancel erasing, press **[Stop]**.
4. Rotate **[Easy Dial]** to display the desired setting.
5. Press **[Set]** 2 times.

4.2 Caller ID service

This unit is compatible with Caller ID service offered by your local telephone company. To use this feature, you must subscribe to Caller ID service.

Important:

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

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

- FAX ring setting (feature #06 on page 23)
- TEL/FAX ring setting (feature #78 on page 26)

4.2.1 How Caller ID is displayed

When an outside call is received, the calling party's telephone number or name will be displayed. You then have the option of whether or not to answer the call. The unit will automatically store caller information (telephone number, name, date and time of the call) from the 30 most recent callers. Caller information is stored by the most recent to the oldest call. When the 31st call is received, the oldest call is deleted.

Caller information can be viewed on the display one item at a time (page 13) or confirmed by printing the Caller ID list (page 36).

Note:

- Caller information can be displayed up to 16 digits/characters.
- When caller information is received and it matches a telephone number stored in the unit's phonebook, 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 36.
- To print automatically after every 30 new calls, activate feature #26 (page 24).

4.3 Viewing and calling back using caller information

You can easily view caller information and call back.

Important:

- **Calling back will not be possible if the dial lock feature is activated (page 14).**
- **If the area code of the received telephone number is the same as yours, the area code may need to be deleted before calling back. This may only apply to some areas. To edit the number, see page 13.**

The display will show the number of new calls in standby mode.

Example:

10 CALLS 10:59AM

- 1 Press **[Caller ID]**.

- 2 Rotate **[Easy Dial]** to the right to search from the recently received caller information.
 - If you rotate **[Easy Dial]** to the left, the display order will be reversed.
- 3 Lift the handset or press **[Monitor]** to return the call.
 - The unit will start dialling automatically.
 - To send a fax, insert the document FACE DOWN and press **[Fax/Start]**.

To change the way caller information is displayed

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

4.3.1 Symbols and operations for caller information

What "✓" means

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

If the same person calls more than once

The number of times the same caller called ("×2" to "×9") will be displayed. Only the date and time of the most recent call will be stored.

Display while viewing

- When the unit could not receive a name, the display will show "NO NAME RCVD".
- When no calls have been received, the display will show "NO ITEMS STORED".

To stop viewing

Press **[Stop]**.

4.4 Editing a caller's telephone number before calling back

- 1 Press **[Caller ID]**.
- 2 Rotate **[Easy Dial]** to display the desired item.
- 3 Press **[Caller ID]** to display the telephone number.
- 4 To insert a number in front of the telephone number, press the desired dial key ([0] to [9]).
 - You can also initiate the editing mode by pressing **[✕]**.
- 5 Lift the handset or press **[Monitor]** to call back the edited number.
 - The unit will start dialling automatically.
 - To send a fax, insert the document FACE DOWN and press **[Fax/Start]**.

Note:

- The edited telephone number will not be saved as caller information. To store it into the phonebook, see page 14.

4. Telephone

To correct a mistake

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

To delete a number

Press [◀] or [▶] to move the cursor to the number you want to delete and press [Stop].

To insert a number

1. Press [◀] or [▶] to move the cursor to the position to the right of where you want to insert the number.
2. Enter the number.

4.5 Erasing caller information

Erasing all caller information

1. Press [Menu] repeatedly to display "CALLER SETUP".
2. Press [Set].
 - "CALL LIST ERASE" will be displayed.
3. Press [Set].
 - To cancel erasing, press [Stop] 3 times.
4. Press [Set].
5. Press [Stop].

Erasing specific caller information

1. Press [Caller ID].
2. Rotate [Easy Dial] to display the desired item.
3. Press [◀].
 - To cancel erasing, press [Stop] 2 times.
4. Press [Set].
 - To erase other items, repeat steps 2 to 4.
5. Press [Stop].

4.6 Storing caller information into the phonebook

Important:

- This feature is not available if the caller information does not include a telephone number.
- 1 Press [Caller ID].
 - 2 Rotate [Easy Dial] to display the desired item.
 - 3 Press [Menu].
 - 4 If a name is required, enter up to 16 characters for the name (page 10).
 - If you do not need to edit the name, skip to step 5.
 - 5 Press [Set].
 - If the number requires editing, see page 13.

- 6 Press [Set].

Note:

- You can confirm the stored items in the phonebook by printing the telephone number list (page 36).
- To edit a name, see page 12.

4.7 Setting the dial lock feature

Dial lock feature allows you to prevent others from making calls.

During the setting procedure of this feature;

- you must store a PIN (Personal Identification Number). This PIN is required when turning OFF dial lock.
- you must store at least one telephone number for emergency purpose. Up to 3 telephone numbers can be stored.

When the dial lock is activated, only numbers stored as emergency numbers can be dialled.

- 1 Press [Menu] repeatedly to display "DIAL LOCK".
- 2 Press [Set].
- 3 Enter a 2-4 digit PIN using the dial keys 0-9.
 - Please note your PIN. If you forget your PIN, consult your nearest Panasonic service centre.
- 4 Press [Set].
- 5 Enter an emergency telephone number, up to 24 digits.
- 6 Press [Set].
- 7 If necessary, enter a second emergency telephone number.
 - If you do not need to enter, skip to step 8.
- 8 Press [Set].
- 9 If necessary, enter a third emergency telephone number.
 - If you do not need to enter, skip to step 10.
- 10 Press [Set].

Note:

- You can also enter an emergency telephone number using [Easy Dial] in steps 5, 7 and 9. Rotate [Easy Dial] to display the desired item, then press [Set].

To correct an emergency telephone number

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

- To delete a digit, move the cursor to the number you want to delete, and press [Stop].
- To erase all of the digits, press and hold [Stop].
- Phonebook items cannot be corrected.

To make an emergency call

1. Press **[Monitor]** or lift the handset while the unit displays “**DIAL LOCK**”.
2. Rotate **[Easy Dial]** to display the desired emergency telephone number.
 - To stop the search, press **[Stop]** or replace the handset.
3. Press **[Set]**.
 - The unit will start dialling automatically.

Note:

- If any documents are in the document entrance, the unit will start fax transmission.

To turn OFF dial lock

1. Press **[Menu]** repeatedly to display “**DIAL LOCK**”.
2. Press **[Set]**.
3. Enter your PIN.
4. Press **[Set]**.

5.1 Sending a fax manually

- 1 Open the document feeder tray, then adjust the width of the document guides to fit the actual size of the document.
- 2 Insert the document (up to 10 pages) **FACE DOWN** until a single beep is heard and the unit grasps the document.
 - If the document guides are not adjusted to fit the document, re-adjust them.
- 3 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution.
- 4 Lift the handset or press **[Monitor]**.
- 5 Dial the fax number.
- 6 **When a fax tone is heard:**
Press **[Fax/Start]**.

When the other party answers your call:

Ask them to press their start button. When the fax tone is heard, press **[Fax/Start]**.
If you pressed **[Monitor]** in step 4, lift the handset before speaking.

Note:

- After pressing **[Fax/Start]**, you can replace the handset.

To select the resolution

Select the desired resolution according to the type of document.

- “**STANDARD**”: For printed or typewritten documents with normal-sized characters.
- “**FINE**”: For documents with small print.
- “**SUPER FINE**”: For documents with very small print. This setting is effective only when the other party has a compatible fax machine.
- “**PHOTO**”: For documents containing photographs, shaded drawings, etc.
 - Using the “**FINE**”, “**SUPER FINE**” and “**PHOTO**” settings will increase transmission time.
 - If the resolution setting is changed during feeding, it will be effective from the next page.

To redial the last number

1. Press **[Redial/Pause]**.
2. Press **[Fax/Start]**.
 - If the line is busy, the unit will automatically redial the number 2 or more times.
 - To cancel redialling, press **[Stop]**.

To send more than 10 pages at a time

Insert the first 10 pages of the document. Add the other pages (up to 10 at a time) on top of the previously inserted pages before the last page feeds into the unit.

To predial a fax number

You can dial the fax number first before inserting the document. This is convenient if you need to refer to the document for the other party's fax number.

1. Enter the fax number.
2. Insert the document.
3. Press **[Fax/Start]**.

To stop transmission

Press **[Stop]**.

Printing a sending report

A sending report provides you with a printed record of transmission results. To print sending reports, make sure feature #04 is activated (page 23). For an explanation of the messages, see page 28.

Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print manually, see page 36. To print automatically after every 30 new fax transmissions and receptions, make sure feature #22 is activated (page 23). For an explanation of the messages, see page 28.

5.2 Documents you can send

Minimum document size

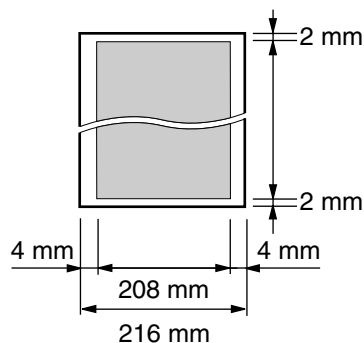
128 mm in width, 128 mm in length

Maximum document size

216 mm in width, 600 mm in length

Effective scanning area

- Shaded area will be scanned.



Document weight

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

Note:

- Remove clips, staples or other fasteners.
- Do not send or copy documents that are on the following types of paper: (Make a copy of the document using another copier and send the copy.)
 - Chemically treated paper such as carbon or carbonless duplicating paper

- Electrostatically charged paper
- Badly curled, creased or torn paper
- Paper with a coated surface
- Paper with a faint image
- Paper with printing on the opposite side that can be seen through the other side, such as newsprint.
- Check that ink, paste or correction fluid has dried completely.
- To send a document with a width of less than 210 mm, we recommend using a copy machine to copy the original document onto A4 or letter-sized paper, then sending the copied document.

5.3 Sending a fax using the phonebook

Before using this feature, store the desired names and telephone numbers into the phonebook (page 12).

- 1 Open the document feeder tray, then adjust the width of the document guides to fit the actual size of the document.
- 2 Insert the document (up to 10 pages) **FACE DOWN** until a single beep is heard and the unit grasps the document.
 - If the document guides are not adjusted to fit the document, re-adjust them.
- 3 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution (page 16).
- 4 Rotate **[Easy Dial]** to display the desired item.
- 5 Press **[Fax/Start]**.

Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number 2 or more times.

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

If your unit does not send a fax

- Confirm that you have entered the number correctly, and that the number is a fax number.
- Confirm that the other party's fax machine is answering by turning ON the connecting tone feature (feature #76 on page 26).

5.4 Broadcast transmission

By storing phonebook items (page 12) into the broadcast memory, you can send the same document to multiple parties (up to 20). Your programmed items will remain in the broadcast memory, allowing frequent re-use.

- Phonebook items can be stored into the broadcast memory.

5.4.1 Programming items into the broadcast memory

- 1 Press **[Menu]** repeatedly to display “**BROADCAST SET**”.
- 2 Press **[⇄]**.
- 3 Press **[✕]**.
- 4 Rotate **[Easy Dial]** to display the desired item and press **[Set]**.
 - To add other items, repeat this step (up to 20 items).
- 5 Press **[Set]**.
- 6 Press **[Stop]** 2 times.

Note:

- Confirm the stored items by printing a broadcast programming list (page 36).

5.4.2 Erasing a stored item from the broadcast memory

- 1 Press **[Menu]** repeatedly to display “**BROADCAST SET**”.
- 2 Press **[⇄]** 2 times.
- 3 Rotate **[Easy Dial]** to display the desired item.
 - To cancel erasing, press **[Stop]**.
- 4 Press **[Set]** 2 times.
 - To erase other items, repeat steps 3 to 4.
- 5 Press **[Stop]**.

Note:

- Confirm the stored items by printing a broadcast programming list (page 36).

5.4.3 Sending the same document to pre-programmed parties

- 1 Insert the document **FACE DOWN**.
- 2 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution (page 16).
- 3 Press **[Broadcast]**.
 - The document will be fed into the unit and scanned into memory. The unit will then send the data to each party, calling each number sequentially.
 - After transmission, the stored document will be erased from memory automatically, and the unit will automatically print a report (**Broadcast sending report**).

Note:

- If you select “**FINE**”, “**SUPER FINE**” or “**PHOTO**” resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, sending will be cancelled.

5. Fax

- If a party is busy or does not answer, it will be skipped and redialled later 2 or more times.

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

You can also select a one-time group of parties to send the same document to. After transmission, this group will be deleted.

1. Insert the document.
2. Rotate **[Easy Dial]** to display “<ONE TIME BROAD>”.
3. Press **[Set]** to start programming the parties you want to send the document to.
4. Rotate **[Easy Dial]** to display the desired item and press **[Set]**.
 - To program other items, repeat this step (up to 20 items).
 - If you program the wrong item, press **[Stop]** to erase the item.
5. Press **[Fax/Start]** to start transmission to the programmed parties.

To cancel broadcast transmission

1. Press **[Stop]** repeatedly until “SEND CANCELLED?” is displayed.
2. Press **[Set]**.

Note:

- You can confirm the cancelled recipients on the Broadcast reports that will be printed after the cancellation is completed.

5.5 Talking to the other party after fax transmission or reception

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

Important:

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

5.5.1 Initiating voice contact

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

Note:

- When your unit rings while using this feature, the ring will sound slightly different than the ring heard when a call is received.

- If you initiate voice contact while sending a fax and the other party answers, your unit will ring after all of the documents have been sent.
- If you initiate voice contact while receiving a fax and the other party answers, your unit will ring after the current page has been received.

5.5.2 Receiving a request for voice contact

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

Note:

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

5.6 Selecting the way to use your fax machine

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

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

5.6.1 Use only as a fax (FAX ONLY mode)

Your situation

You have a separate telephone line just for faxes.

Setup

Set the fax machine to FAX ONLY mode (page 20) by pressing **[Auto Answer]** repeatedly.

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

How faxes are received

All incoming calls will be answered as faxes.

5.6.2 Use mostly as a telephone (TEL mode)

Your situation

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

Setup

Set the fax machine to TEL mode (page 19) by pressing **[Auto Answer]** repeatedly.

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

Note:

- Make sure feature #73 is set to “TEL” beforehand (page 26).

How to receive phone calls and faxes

You have to answer all calls manually.

To receive a fax, press **[Fax/Start]**.

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

Your situation

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

Setup

Set the fax machine to TEL/FAX mode (page 19) by pressing **[Auto Answer]** repeatedly.

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

Note:

- Make sure feature #73 is set to “**TEL/FAX**” beforehand (page 26).

How phone calls and faxes are received

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

5.7 Receiving a fax manually – Auto answer OFF

5.7.1 Activating TEL mode

- 1 Make sure feature #73 is set to “**TEL**” beforehand (page 26).
- 2 Press **[Auto Answer]** repeatedly to display the following.

TEL MODE

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

Note:

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

How to receive phone calls and faxes

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

How to receive phone calls and faxes with an extension telephone

If you have another telephone connected to 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**.

- The fax machine will start fax reception.

3. Replace the handset.

Note:

- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON beforehand (feature #41 on page 25). The default setting is ON.

To stop receiving

Press **[Stop]**.

5.7.2 Activating TEL/FAX mode

- 1 Make sure feature #73 is set to “**TEL/FAX**” beforehand (page 26).
- 2 Press **[Auto Answer]** repeatedly to display the following.

TEL/FAX MODE

- The **[Auto Answer]** indicator turns OFF.
- 3 The ringer volume setting should be ON (page 9).

How phone calls and faxes are received

1. “**INCOMING CALL**” will be displayed but the unit will not ring.
2. The unit will wait for the duration of **2 rings** before answering the call.
 - The number of rings is determined by the “**TEL/FAX delayed ring setting**” (feature #78 on page 26).
 - During this time, an extension telephone will ring.
3. The unit will answer the call and try to detect a fax calling tone.

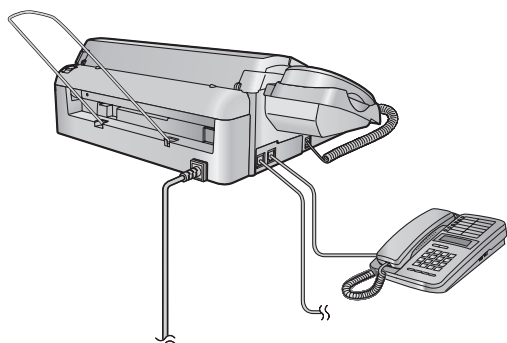
When a fax calling tone is detected

The unit receives the fax automatically without ringing.

When a fax calling tone is not detected

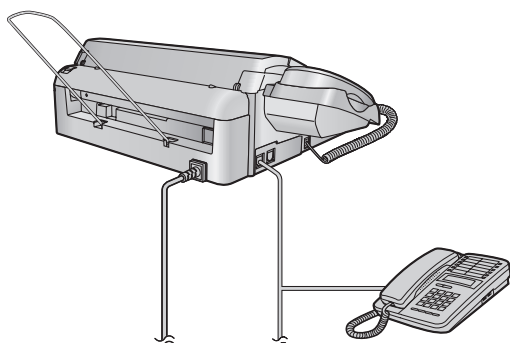
- ① The unit will ring. You may answer the call.
 - To answer using the handset of the unit, lift the handset and talk to the other party.

- To answer using another telephone connected to the **[EXT]** jack of this unit, lift the handset, then press **[Stop]** on the unit to talk to the other party.



* The pictured model is KX-FT503.

- To answer using another telephone connected to the same telephone line as this unit, lift the handset and press **[*][0]** (default auto disconnection code, feature #49 on page 25) to talk to the other party.



* The pictured model is KX-FT503.

- Callers will hear a ring back tone different from the one generated by the telephone company.
- ② If you do not answer the call, the unit will activate the fax function.
- Some fax machines do not generate fax calling tones when sending faxes, therefore the unit will try to receive a fax even if no fax calling tone is detected.

5.8 Receiving a fax automatically – Auto answer ON

5.8.1 Activating FAX ONLY mode

Press **[Auto Answer]** repeatedly to display the following.

FAX ONLY MODE

- The **[Auto Answer]** indicator 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 #06 on page 23).

5.9 Receive polling

This feature allows you to retrieve a document by calling an available polling service. Therefore you pay for the call.

Make sure that no documents are fed into your unit.

- 1 Press **[Menu]** repeatedly to display “**POLLING**”.
- 2 Press **[Set]**.
- 3 Dial the fax number.
Using dial keys ([0] to [9], [*] or [#]):
Enter the fax number.

Using phonebook:

Rotate **[Easy Dial]** to display the desired item.

- 4 Press **[Fax/Start]**.
 - The unit will start fax reception.

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

If you subscribe to Caller ID service (page 12), this feature prevents fax reception from calls that do not show caller information.

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

Important:

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

5.10.1 Activating the junk fax prohibitor

- 1 Press **[Menu]** repeatedly to display “**JUNK FAX PROH.**”.
- 2 Press **[Set]** to display “**JUNK FAX MODE**”.
- 3 Press **[Set]**.
- 4 Rotate **[Easy Dial]** to select “**ON**”.
- 5 Press **[Set]**.
- 6 Press **[Menu]**.

5.10.2 Storing undesired callers

You can register up to 10 undesired numbers from the Caller ID list (page 13) if you do not wish to receive faxes from them.

- 1 Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
- 2 Press **[Set]**.
- 3 Rotate **[Easy Dial]** to display “JUNK LIST SET”.
- 4 Press **[Set]**.
- 5 Rotate **[Easy Dial]** to display the item you wish to prevent the fax reception from.
- 6 Press **[Set]**.
- 7 Press **[Stop]** to exit.

To display the junk fax prohibitor list

1. Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[Set]**.
3. Rotate **[Easy Dial]** to display “JUNK LIST DISP.”.
4. Press **[Set]**.
5. Rotate **[Easy Dial]** to display the item.
6. Press **[Menu]** to exit.

To print the junk fax prohibitor list

1. Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[Set]**.
3. Rotate **[Easy Dial]** to display “JUNK LIST PRINT”.
4. Press **[Set]**.
5. Press **[Menu]** to exit.

To erase an item from the junk fax prohibitor list

1. Press **[Menu]** repeatedly to display “JUNK FAX PROH.”.
2. Press **[Set]**.
3. Rotate **[Easy Dial]** to display “JUNK LIST DISP.”.
4. Press **[Set]**.
5. Rotate **[Easy Dial]** to display the desired item.
6. Press **[<]**.
 - To cancel erasing, press **[Stop]**, then press **[Menu]**.
7. Press **[Set]**.
8. Press **[Menu]**.

6.1 Making a copy

- 1 Open the document feeder tray, then adjust the width of the document guides to fit the actual size of the document.
- 2 Insert the document (up to 10 pages) **FACE DOWN** until a single beep is heard and the unit grasps the document.
 - If the document guides are not adjusted to fit the document, re-adjust them.
- 3 If necessary, press **[+]** or **[-]** repeatedly to select the desired resolution.
- 4 Press **[Copy]**.
 - The unit will start copying.

Note:

- When you copy a multiple-page document which is longer than A4 size paper (approx. 300 mm), we recommend you insert one page at a time.
- Any document which can be sent as a fax can also be copied (page 16).
- The copied recording paper comes out somewhat longer than the document size.

To select the resolution

Select the desired resolution according to the type of document.

- “**FINE**”: For printed or typewritten documents with small print.
- “**SUPER FINE**”: For documents with very small print.
- “**PHOTO**”: For documents containing photographs, shaded drawings, etc.
- If you select “**STANDARD**”, copying will be done using “**FINE**” mode.

To stop copying

Press **[Stop]**.

7.1 Programming

- 1 Press **[Menu]**.
- 2 Press **[#]** and the 2-digit code (page 23 to page 27).
- 3 Rotate **[Easy Dial]** to display the desired setting.
 - This step may be slightly different depending on the feature.
- 4 Press **[Set]**.
- 5 To exit programming, press **[Menu]**.

To cancel programming

Press **[Menu]** to exit.

7.2 Basic features

Feature/Code	Selection
Setting the date and time [#][0][1]	Enter the date and time using the dial keypad. See page 10 for details.
Setting your logo [#][0][2]	Enter your logo using the dial keypad. See page 10 for details.
Setting your fax number [#][0][3]	Enter your fax number using the dial keypad. See page 11 for details.
Printing a sending report [#][0][4]	To print a sending report for fax transmission results (page 16). [0] "OFF" : The sending reports will not be printed. [1] "ON" : A sending report will be printed after every transmission. [2] "ERROR" (default): A sending report will be printed only when fax transmission fails.
Changing the ring setting in FAX ONLY mode [#][0][6]	To change the number of rings before the unit answers a call in FAX ONLY mode. You can select "1", "2" (default), "3", "4", "5", "6", "7", "8" or "9".
Setting the dialling mode [#][1][3]	See page 10 for details.
Setting the ringer tone [#][1][7]	To set the ringer tone from one of 3 patterns for outside calls. You can select "TONE 1" (default), "TONE 2" or "TONE 3".

7.3 Advanced features

Feature/Code	Selection
Setting the journal report to print automatically [#][2][2]	[0] "OFF" : The unit will not print a journal report, but will keep a record of the last 30 fax transmissions and receptions. [1] "ON" (default): The unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 16).

7. Programmable Features

Feature/Code	Selection
Sending documents overseas [⏏][2][3]	<p>If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax.</p> <p>This feature improves the reliability by reducing the transmission speed.</p> <p>[0] “OFF”: Deactivates this feature.</p> <p>[1] “NEXT FAX”: This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting.</p> <p>[2] “ERROR” (default): When the previous fax transmission fails and you wish to re-send the document.</p> <p>Note:</p> <ul style="list-style-type: none">• This feature is not available for broadcast transmission.• Calling charges may be higher than usual.
Sending a fax at a specific time [⏏][2][5]	<p>This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time.</p> <p>[0] “OFF” (default) [1] “ON”</p> <p>To send a document:</p> <ol style="list-style-type: none">1. Insert the document.2. If necessary, press [+] or [-] repeatedly to select the desired resolution (page 16).3. Press [Menu].4. Press [⏏], then [2][5].5. Rotate [Easy Dial] to select “ON”.6. Press [Set].7. Enter the fax number (page 17).8. Press [Set].9. Enter the transmission start time.<ul style="list-style-type: none">• If you select 12-hour time entry when you set the date and time (page 10), press [*] repeatedly to select “AM” or “PM”.• If you selected 24-hour time entry when you set the date and time (page 10), the time is set using 24-hour time entry.10. Press [Set].11. Press [Menu]. <ul style="list-style-type: none">• To cancel after programming, press [Stop] then [Set].
Setting the Caller ID list to print automatically [⏏][2][6]	<p>[0] “OFF” (default): The Caller ID list will not be printed, but the unit will keep a record of the information for the last 30 different callers.</p> <p>[1] “ON”: The Caller ID list will be printed automatically each time the unit logs 30 different callers (page 13).</p>
Setting the time adjustment [⏏][3][3]	<p>Using this feature, the unit's date and time setting will be automatically adjusted when caller information is received.</p> <p>[1] “AUTO”: The date and time setting will be automatically adjusted.</p> <p>[2] “MANUAL” (default): Deactivates this features.</p>

Feature/Code	Selection
Receiving oversized documents [Ⓜ][3][6]	<p>To slightly reduce the received fax image when printing, so that the received document will be approximately the same length as the original document.</p> <p>[0] “OFF”: Deactivates this feature.</p> <p>[1] “ON” (default): The received fax image will be printed slightly smaller than the original image.</p> <p>Note:</p> <ul style="list-style-type: none"> A slight margin will be added to the printed documents, and therefore if this feature is turned OFF, the received document will be slightly longer than the original document.
Changing the display contrast [Ⓜ][3][9]	<p>[1] “NORMAL” (default): For normal contrast.</p> <p>[2] “DARKER”: Used when the display contrast is too light.</p>
Changing the fax activation code [Ⓜ][4][1]	<p>If you wish to use an extension telephone (page 19) to receive faxes, activate this feature and program the activation code.</p> <p>[0] “OFF”</p> <p>[1] “ON” (default)</p> <ol style="list-style-type: none"> Press [Menu]. Press [Ⓜ], then [4][1]. Rotate [Easy Dial] to select “ON”. Press [Set]. Enter your code (2 to 4 digits) using the dial keys [0]-[9], [*] and [Ⓜ]. <ul style="list-style-type: none"> The default code is “*#9”. Press [Set]. Press [Menu].
Setting the memory reception alert [Ⓜ][4][4]	<p>To alert you with a beeping sound when a received fax document is stored into memory due to some existing problem.</p> <p>The slow beeps will continue until you clear the printing problem and make sure the unit is supplied with enough paper to print the stored document.</p> <p>[0] “OFF”: Deactivates this feature.</p> <p>[1] “ON” (default): You will be alerted to a reception problem by a beeping sound.</p>
Setting friendly reception [Ⓜ][4][6]	<p>To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep).</p> <p>[0] “OFF”: You have to press [Fax/Start] for fax reception.</p> <p>[1] “ON” (default): You do not have to press [Fax/Start] for fax reception.</p>
Setting the auto disconnection [Ⓜ][4][9]	<p>To answer a call with another telephone connected to the same telephone line as the unit in TEL/FAX mode (page 19), activate this feature and program the code.</p> <p>[0] “OFF”</p> <p>[1] “ON” (default)</p> <ol style="list-style-type: none"> Press [Menu]. Press [Ⓜ], then [4][9]. Rotate [Easy Dial] to select “ON”. Press [Set]. Enter your code 2 to 4 digits, using 0-9 and [*]. <ul style="list-style-type: none"> The default code is “*0”. Press [Set]. Press [Menu].

Feature/Code	Selection
Setting the scan contrast [Ⓜ][5][8]	<p>To send or copy a document with faint or dark writing, set this feature before starting transmission or copying.</p> <p>[1] “NORMAL” (default): Used for normal writing. [2] “LIGHT”: Used for dark writing. [3] “DARKER”: Used for faint writing.</p> <p>Note:</p> <ul style="list-style-type: none"> This feature is not valid if you select “PHOTO” resolution for sending (page 16) or copying (page 22) a document.
Setting the print contrast [Ⓜ][5][9]	<p>To adjust the darkness of received or copied documents.</p> <p>[1] “NORMAL” (default): Normal contrast. [2] “DARKER”: Darker contrast.</p>
Setting the Error Correction Mode (ECM) [Ⓜ][6][8]	<p>This feature is available when the transmitting/receiving fax machines are ECM compatible.</p> <p>[0] “OFF”: Deactivates this feature. [1] “ON” (default): If there is an error during fax transmission / reception, the unit will support the communication.</p> <p>Note:</p> <ul style="list-style-type: none"> You cannot change the setting when received documents are in memory.
Setting recall/flash time [Ⓜ][7][2]	<p>The recall/flash time depends on your telephone exchange or host PBX. You can select “900ms”, “700ms” (default), “600ms”, “400ms”, “300ms”, “250ms”, “200ms”, “160ms”, “110ms”, “100ms”, “90ms” or “80ms”.</p> <p>Note:</p> <ul style="list-style-type: none"> If the unit is connected via a PBX, this setting may need to be changed in order for PBX functions (transferring a call, etc.) to work correctly. Consult your PBX supplier for the correct setting.
Changing the receiving mode in the manual answer setting [Ⓜ][7][3]	<p>[1] “TEL” (default): Telephone mode (page 19) [2] “TEL/FAX”: Telephone/Fax mode (page 19)</p>
Setting the connecting tone [Ⓜ][7][6]	<p>If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine.</p> <p>[0] “OFF”: Deactivates this feature. [1] “ON” (default): You will hear connecting tones.</p> <ul style="list-style-type: none"> If the ring back tone continues, the other party's machine may not be a fax machine or may have run out of paper. Check with the other party. The connecting tone volume cannot be adjusted.
Changing the TEL/FAX delayed ring setting [Ⓜ][7][8]	<p>If you use an extension telephone in TEL/FAX mode, select the desired number of times the extension telephone rings before the unit answers the call. You can select “1”, “2” (default), “3”, “4”, “5”, “6”, “7”, “8” or “9”. See page 19 for details.</p>

Feature/Code	Selection
Resetting advanced features to their default settings [*][8][0]	[0] “NO” (default) [1] “YES” To reset the advanced features: <ol style="list-style-type: none">1. Press [Menu].2. Press [*], then [8][0].3. Rotate [Easy Dial] to select “YES”.4. Press [Set].5. Press [Set] again.6. Press [Menu]. Note: <ul style="list-style-type: none">• The emergency telephone numbers stored in the dial lock feature (page 14) will be saved.• The ECM selection (feature #68 on page 26) will not be reset.

8.1 Report messages

To indicate the unit's fax transmission/reception status, one of the following messages will be printed on the sending and journal reports (page 16).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	<ul style="list-style-type: none"> • A transmission or reception error occurred. Try again or check with the other party.
	43 44	<ul style="list-style-type: none"> • A line problem occurred. Connect the telephone line cord to a different jack and try again. • An overseas transmission error occurred. Try using the overseas mode (feature #23 on page 24).
DOCUMENT JAMMED	-----	<ul style="list-style-type: none"> • The document is jammed. Remove the jammed document (page 33).
ERROR-NOT YOUR UNIT	54 59 70	<ul style="list-style-type: none"> • A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	-----	<ul style="list-style-type: none"> • The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	-----	<ul style="list-style-type: none"> • The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 4) or clear the jammed paper (page 33).
NO DOCUMENT	-----	<ul style="list-style-type: none"> • The document was not fed into the unit properly. Re-insert it and try again.
OTHER FAX NOT RESPONDING	-----	<ul style="list-style-type: none"> • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's fax machine rings too many times. Send the fax manually (page 16). • The other party's machine is not a fax machine. Check with the other party. • The number you dialled is not in service.
PRESSED THE STOP KEY	-----	<ul style="list-style-type: none"> • [Stop] was pressed, and fax transmission or reception was cancelled.
OK	-----	<ul style="list-style-type: none"> • Fax transmission or reception was successful.

8.2 Display messages

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

Display	Cause & Solution
"CALL SERVICE"	<ul style="list-style-type: none"> • There is something wrong with the unit. Contact our service personnel.
"CHECK DOCUMENT"	<ul style="list-style-type: none"> • The document was not fed into the unit properly. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 34) and try again. • Attempted to send a document longer than 600 mm. Press [Stop] to remove the document. Divide the document into two or more sheets and try again.

Display	Cause & Solution
“COVER OPEN” “CHECK PAPER”	<ul style="list-style-type: none"> ● The cover is open. Close it and press [Fax/Start] to clear the message. ● The unit has run out of recording paper. Install recording paper (page 4) and press [Fax/Start] to clear the message.
“FAX IN MEMORY”	<ul style="list-style-type: none"> ● The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 37.
“FAX MEMORY FULL”	<ul style="list-style-type: none"> ● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 4) or clear the jammed paper (page 33). ● When performing broadcast transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually.
“MODEM ERROR”	<ul style="list-style-type: none"> ● There is something wrong with the unit’s modem. Contact our service personnel.
“NO FAX REPLY”	<ul style="list-style-type: none"> ● The other party’s fax machine is busy or has run out of recording paper. Try again.
“PAPER JAMMED” “CHECK STACKER” ^{*1}	<ul style="list-style-type: none"> ● A recording paper jam occurred. Clear the jammed paper (page 33). <p>^{*1} Make sure the paper stacker is inserted (page 3) (KX-FT503 only).</p>
“PHONEBOOK FULL”	<ul style="list-style-type: none"> ● There is no space to store new items in the phonebook. Erase unnecessary items (page 12).
“PLEASE WAIT”	<ul style="list-style-type: none"> ● The unit is checking and initializing the paper. Wait for a moment while the check is completed.
“POLLING ERROR”	<ul style="list-style-type: none"> ● The other party’s fax machine does not support polling. Check with the other party.
“REDIAL TIME OUT”	<ul style="list-style-type: none"> ● The other party’s fax machine is busy or has run out of recording paper. Try again.
“REMOVE DOCUMENT”	<ul style="list-style-type: none"> ● The document is jammed. Remove the jammed document (page 33). ● Press [Stop] to eject the jammed document.
“TRANSMIT ERROR”	<ul style="list-style-type: none"> ● A transmission error occurred. Try again.
“UNIT OVERHEATED”	<ul style="list-style-type: none"> ● The unit is too hot. Stop using the unit for a while and let the unit cool down.

8.3 When a function does not work, check here

If you still have difficulties after following the instructions in this section, reset the unit. To reset the unit, disconnect the power cord, then reconnect it.

8.3.1 Initial settings

Problem	Cause & Solution
I cannot hear a dial tone.	<ul style="list-style-type: none"> • The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 3). • If you use a splitter to connect the unit, remove the splitter and connect the unit to the wall jack directly. If the unit operates properly, check the splitter. • Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. • The power cord or telephone line cord is not connected. Check the connections. • If you connected the fax machine through a computer modem, connect the fax machine directly to a telephone line jack.
I cannot make calls.	<ul style="list-style-type: none"> • The dialling mode setting may be wrong. Change the setting (feature #13 on page 10).
The unit does not ring.	<ul style="list-style-type: none"> • The ringer volume is turned OFF. Adjust it (page 9).

8.3.2 General

Problem	Cause & Solution
The other party complains they only hear a fax tone and cannot talk.	<ul style="list-style-type: none"> • FAX ONLY mode is set. Tell the other party the number is only used for faxes. • Change the receiving mode to TEL mode (page 19) or TEL/FAX mode (page 19).
During programming, I cannot enter the code or ID number.	<ul style="list-style-type: none"> • All or part of the numbers are the same as another code or ID. Change the number: <ul style="list-style-type: none"> – fax activation code: feature #41 on page 25. – auto disconnection: feature #49 on page 25.
The unit beeps.	<ul style="list-style-type: none"> • The recording paper has run out. Press [Stop] to stop the beeps and install recording paper.
Caller information is not displayed.	<ul style="list-style-type: none"> • You have not subscribed to Caller ID service. • The caller requested not to send his/her information.
While viewing caller information, the display returns to standby mode.	<ul style="list-style-type: none"> • Do not pause for over 3 minutes while searching.

8.3.3 Fax – sending

Problem	Cause & Solution
I cannot send documents.	<ul style="list-style-type: none"> • The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 3). • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party does not have a fax machine. Check with the other party. • The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 16).
I cannot send a fax overseas.	<ul style="list-style-type: none"> • Use the overseas transmission mode of feature #23 (page 24). • Add two pauses at the end of the telephone number or dial manually.
The other party complains that letters on their received document are distorted or not clear.	<ul style="list-style-type: none"> • If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services. • Another telephone on the same line is off the hook. Hang up the telephone and try again. • Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine. • Adjust the scan contrast using feature #58 (page 26).
The other party complains that black lines, white lines or smudges appear on their received document.	<ul style="list-style-type: none"> • The scanner glass, white plate or rollers are dirty with correction fluid, etc. Clean them (page 34). Please do not insert a document before correction fluid has dried completely.

8.3.4 Fax – receiving

Problem	Cause & Solution
I cannot receive documents.	<ul style="list-style-type: none"> • The telephone line cord is connected to the [EXT] jack on the unit. Connect to the [LINE] jack (page 3). • The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 4) or clear the jammed paper (page 33).
I cannot receive documents automatically.	<ul style="list-style-type: none"> • The receiving mode is set to TEL mode. Change the receiving mode to TEL/FAX mode (page 19) or FAX ONLY mode (page 20). • The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #06 on page 23).
The display shows "CONNECTING", but faxes are not received.	<ul style="list-style-type: none"> • The receiving mode is set to FAX ONLY mode and the incoming call is not a fax. Change the receiving mode to TEL mode (page 19) or TEL/FAX mode (page 19).
A blank sheet is ejected.	<ul style="list-style-type: none"> • The recording paper is not installed correctly. Make sure that the shiny side of the paper is facing down and re-install the paper (page 4). • The other party placed the document in their fax machine the wrong way. Check with the other party.
The printing quality is poor.	<ul style="list-style-type: none"> • The thermal head is dirty. Clean it (page 34). • Adjust the print contrast using feature #59 (page 26). • 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.

Problem	Cause & Solution
The other party complains that they cannot send a document.	<ul style="list-style-type: none">• The receiving mode is set to TEL mode. Receive the document manually (page 19) or change the receiving mode to TEL/FAX mode (page 19) or FAX ONLY mode (page 20).• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 4) or clear the jammed paper (page 33).
I cannot select the desired receiving mode.	<ul style="list-style-type: none">• If you want to set FAX ONLY mode, press [Auto Answer] repeatedly to select FAX ONLY mode.• If you want to set TEL mode or TEL/FAX mode, set the desired mode using #73 (page 26) and press [Auto Answer] repeatedly to select the desired mode.
When an extension telephone is connected, I cannot receive documents by pressing [*][#][9].	<ul style="list-style-type: none">• You must set remote fax activation to ON (feature #41 on page 25) beforehand.• Press [*][#][9] firmly.• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Install paper (page 4) or clear the jammed paper (page 33).

8.3.5 Copying

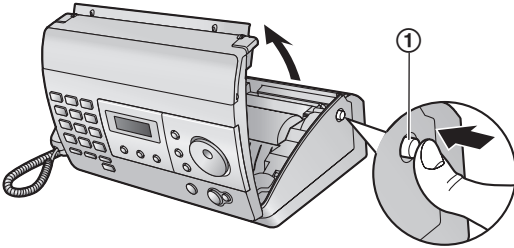
Problem	Cause & Solution
The unit will not make a copy.	<ul style="list-style-type: none">• You cannot make a copy during programming.• You cannot make a copy during a telephone conversation.
A black line, a white line or smudge appears on the copied document.	<ul style="list-style-type: none">• The scanner glass, white plate or rollers are dirty with correction fluid, etc. Clean them (page 34). Please do not insert a document before correction fluid has dried completely.
The copied document is blank.	<ul style="list-style-type: none">• The recording paper is not installed correctly. Make sure that the shiny side of the paper is facing down and re-install the paper (page 4).
The copied image is distorted.	<ul style="list-style-type: none">• Adjust the width of the document guides to fit the actual size of the document.
The printing quality is poor.	<ul style="list-style-type: none">• The thermal head is dirty. Clean it (page 34).• Adjust the print contrast using feature #59 (page 26).

8.3.6 If a power failure occurs

- The unit will not function.
- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- If delayed transmission (feature #25 on page 24) is programmed and power failure prevents the document from being sent at the set time, the transmission may be cancelled.
- If any fax documents are stored in the memory, they will be lost. When power is restored, a power down report will be printed stating which documents in memory have been erased.
- The date and time setting may be lost. If the correct date and time is not displayed after the power has been restored, set the date and time again (page 10).

8.4 Recording paper jams

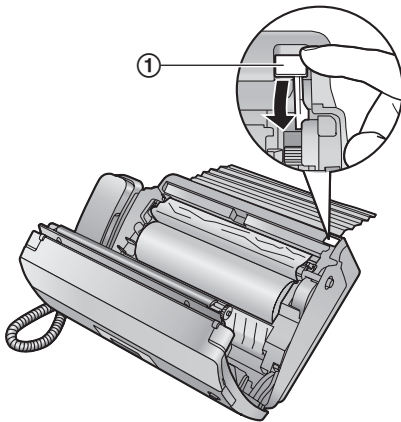
- 1 Open the top cover by pressing the top cover release button (①).



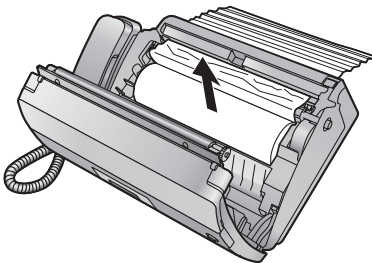
- 2 For KX-FT502:
Skip to step 3.

For KX-FT503:

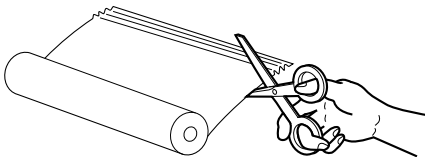
- Pull the cutter release lever (①) forward.
- The paper cutter will be released.



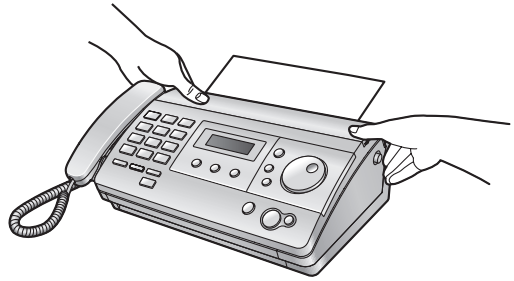
- 3 Remove the recording paper.



- 4 Cut off the wrinkled portion.



- 5 Install the recording paper and close the top cover securely by pushing down on both sides (see page 4 for details).

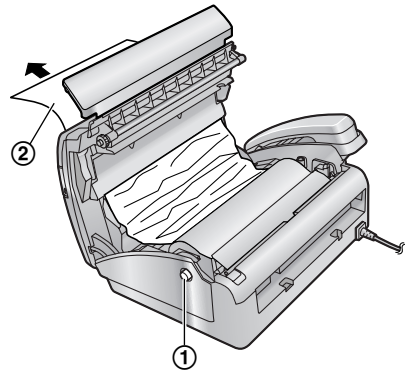


Note:

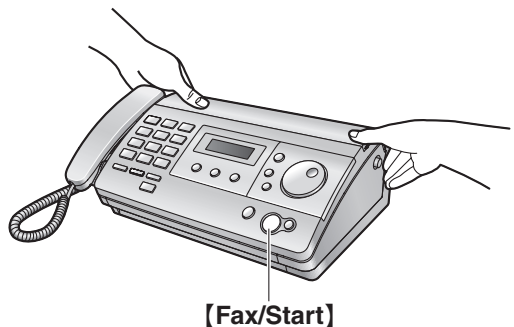
- Make sure the paper stacker is inserted (page 3) (KX-FT503 only).

8.5 Document jams – sending

- 1 Open the top cover by pressing the top cover release button (①) and remove the jammed document carefully (②).



- 2 Close the top cover securely by pushing down on both sides, then press **[Fax/Start]**.



Note:

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

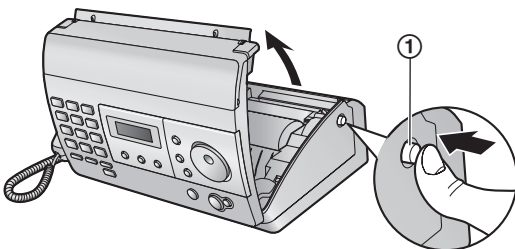


8.6 Document feeder / scanner glass cleaning

Clean the document feeder when:

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

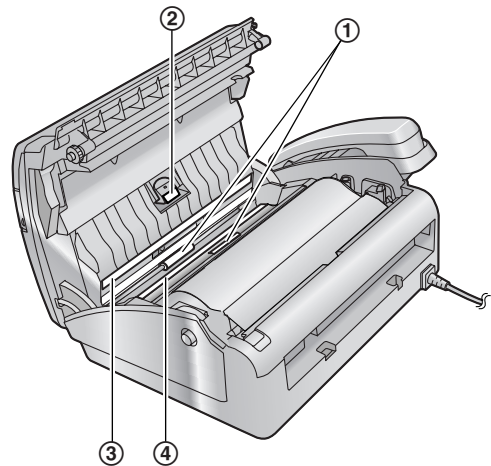
- 1 Disconnect the power cord and the telephone line cord.
- 2 Open the top cover by pressing the top cover release button (1).



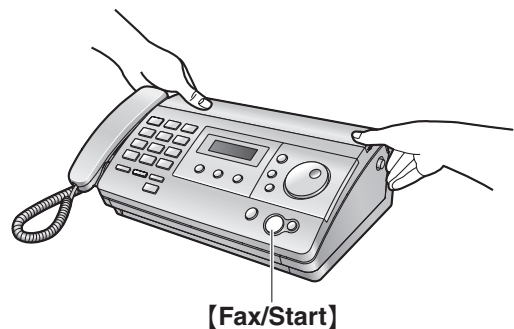
- 3 Clean the document feeder rollers (1) and rubber flap (2) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly. Clean the white plate (3) and scanner glass (4) with a soft and dry cloth.

Caution:

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



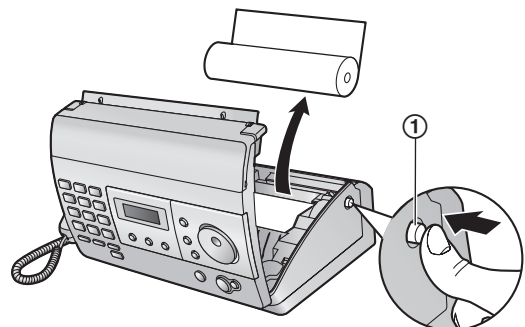
- 4 Connect the power cord and the telephone line cord.
- 5 Close the top cover securely by pushing down on both sides, then press **[Fax/Start]**.



8.7 Thermal head cleaning

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

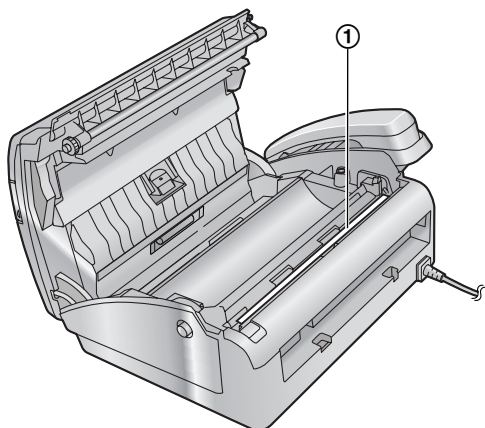
- 1 Disconnect the power cord and the telephone line cord.
- 2 Open the top cover by pressing the top cover release button (1) and remove the recording paper.



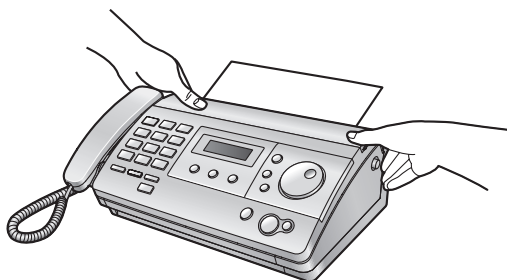
- 3 Clean the thermal head (①) with a cloth moistened with isopropyl rubbing alcohol, and let all parts dry thoroughly.

Caution:

- To prevent a malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly.



- 4 Connect the power cord and the telephone line cord.
- 5 Install the recording paper and close the top cover securely by pushing down on both sides (see page 4 for details).



9.1 Reference lists and reports

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

Setup list:

provides you with the current settings of the programming features (page 23 to page 27).

Telephone number list:

provides you with names and numbers which are stored in the phonebook. It also provides the emergency telephone numbers stored in the dial lock feature.

Journal report:

keeps records of fax transmission and reception. This report can be printed automatically after every 30 fax communications (feature #22 on page 23).

Broadcast programming list:

provides you with names and numbers which are stored in the broadcast memory (page 17).

Printer test:

allows you to check the print quality of your unit. If the test print has a smudge, or blurred points or lines, clean the thermal head (page 34).

Caller ID list:

keeps records of the last 30 different callers after subscribing to a Caller ID service. To print automatically after every 30 callers, activate feature #26 (page 24).

- 1 Press **[Menu]** repeatedly to display “**PRINT REPORT**”.
- 2 Press **[Set]**.
- 3 Rotate **[Easy Dial]** to display the desired item.
- 4 Press **[Set]** to start printing.
 - To stop printing, press **[Stop]**.
- 5 Press **[Menu]**.

9.2 Useful information

9.2.1 User record (for your future reference)

Date of purchase
Serial number (found on the rear of the unit)
Dealer's name and address
Dealer's telephone number

Attach your sales receipt here.

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.

9.3 Specifications

■ Applicable lines:

Public Switched Telephone Network

■ Document size:

Max. 216 mm in width, Max. 600 mm in length

■ Effective scanning width:

208 mm

■ Recording paper size:

216 mm × max. 30 m roll

■ Effective printing width:

208 mm

■ Transmission time^{*1}:

Approx. 12 s/page (ECM-MMR Memory transmission)^{*2}

■ Scanning density:

Horizontal: 8 pels/mm

Vertical: 3.85 lines/mm - in standard resolution,

7.7 lines/mm - in fine/photo resolution,

15.4 lines/mm - in super fine resolution

■ Photo resolution:

64-level

■ Scanner type:

Contact Image Sensor

■ Printer type:

Thermal printing

■ Data compression system:

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

■ Modem speed:

9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback

■ Operating environment:

5 °C - 35 °C, 20 % - 80 % RH (Relative Humidity)

■ Dimensions:

Approx. height 123 mm × width 352 mm × depth 224 mm

■ Mass (Weight):

KX-FT502: Approx. 2.7 kg

KX-FT503: Approx. 2.8 kg

■ Power consumption:

Standby: Approx. 1.5 W

Transmission: Approx. 13 W

Reception: Approx. 30 W (When receiving a 20 % black document)

Copy: Approx. 35 W (When copying a 20 % black document)

Maximum: Approx. 110 W (When copying a 100 % black document)

■ Power supply:

220 V - 240 V AC, 50/60 Hz

■ Fax memory capacity^{*3}:

Approx. 28 pages of memory reception

(Based on the ITU-T No. 1 Test Chart in standard resolution, without using the Error Correction Mode.)

■ CIS's LED light properties:

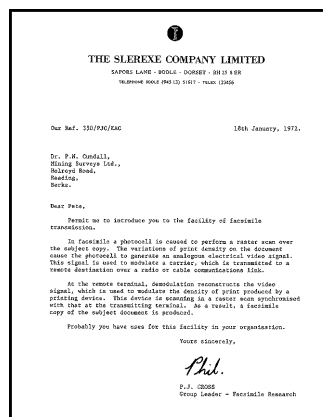
LED radiation output: Max. 1 mW

Wavelength: Yellowish Green 570 nm typical

Emission duration: Continuous

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

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 suffix in the model number will be omitted in these instructions.
- Most figures shown in these instructions are based on a KX-FT502.

10.1 Index

- # #01 Date and time: 10
- #02 Your logo: 10
- #03 Your fax number: 11
- #04 Sending report: 16, 23
- #06 FAX ring setting: 23
- #13 Dialling mode: 10, 23
- #17 Ringer tone: 23
- #22 Automatic journal report: 16, 23
- #23 Overseas mode: 24
- #25 Delayed transmission: 24
- #26 Automatic Caller ID list: 24
- #33 Time adjustment: 24
- #36 Receiving reduction: 25
- #39 Display contrast: 25
- #41 Fax activation code: 25
- #44 Memory reception alert: 25
- #46 Friendly reception: 25
- #49 Auto disconnection: 25
- #58 Scan contrast: 26
- #59 Print contrast: 26
- #68 ECM selection: 26
- #72 Recall/flash time: 26
- #73 Manual answer mode: 26
- #76 Connecting tone: 26
- #78 TEL/FAX ring setting: 26
- #80 Set default: 27
- A** Accessories: 3
- Advanced features: 23
- Auto disconnection: 25
- B** Basic features: 23
- Broadcast transmission: 17
- C** Caller ID: 12
- Caller ID list: 13, 24, 36
- Character entry: 10
- Cleaning: 34
- Connecting tone: 26
- Connections: 3
- Copy: 22
- D** Date and time: 10
- Delayed transmission: 24
- Dialling mode: 10, 23
- Dial lock: 14
- Display contrast: 25
- Display messages: 28
- Document size: 16
- E** ECM selection: 26
- Extension telephone: 19
- F** Fax activation code: 25
- Fax number: 11
- FAX ONLY mode: 18, 20
- Flash time: 26
- Friendly reception: 25
- J** Jams
- Document: 33
- Recording paper: 33
- Journal report: 16, 23
- Junk fax prohibitor: 20
- L** Logo: 10
- M** Manual answer setting: 26
- Memory reception alert: 25
- O** Overseas mode: 24
- P** Phonebook
- Making a phone call: 12
- Sending faxes: 17
- Storing: 12
- Polling: 20
- Power failure: 32
- Print contrast: 26
- Programming: 23
- R** Recall time: 26
- Receiving faxes
- Automatically: 20
- Manually: 19
- Receiving reduction: 25
- Recording paper: 4
- Redialling: 16, 17
- Reports
- Broadcast programming: 36
- Broadcast sending: 17
- Caller ID list: 13, 24, 36
- Journal: 16, 23, 36
- Power down: 32
- Printer test: 36
- Sending: 16, 23
- Setup: 36
- Telephone number: 36
- Reset: 27, 30
- Resolution: 16, 22
- Ringer tone: 23
- Ring setting
- FAX ONLY: 23
- TEL/FAX: 26
- S** Scan contrast: 26
- Sending faxes
- Broadcast: 17
- Manually: 16
- Phonebook: 17
- Sending report: 16, 23
- Storing
- Broadcast: 17
- Phonebook: 12
- T** TEL/FAX mode: 19
- TEL mode: 18, 19
- Time adjustment: 24
- V** Voice contact: 18
- Volume: 9

Notes

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