

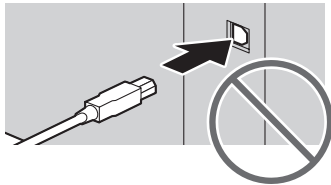
Quick Reference Guide

Multi-Function Printer

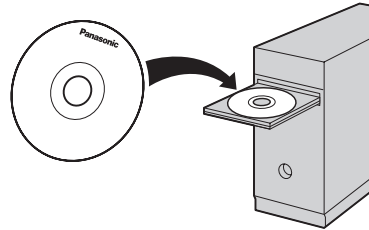
Model No. **DP-MB300**

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

1



2



Accessory information:

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.): DQ-TCB008-X
- Drum cartridge
 - Model No. (Part No.): DQ-DCB020-X

■ Optional accessory

- Lower input tray
 - Model No. (Part No.): DA-LCB350

The supplied Setup CD-ROM provides the Operating Instructions in PDF format with a detailed description on how to use the unit. Adobe® Reader® is required to view them. Please read before using the unit and save for future reference.

You can select English, German, Spanish or Portuguese 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 the operating instructions (feature #110).

Location selection:

Designed to be used in the United Kingdom and Ireland, Germany, Spain and Portugal according to the location setting feature.

The default setting is UK. To change the location setting, see the operating instructions (feature #114).

- **Be sure to use the telephone line cord supplied with this unit.**

Sales and Support Information (for UK only) Customer Care Centre

- For customers within the UK:
0844 844 3878 (for fax machine)
0844 844 3867 (for MFP)
- For customers within the Republic of Ireland:
01 6130082 (for fax machine)
01 2898255 (for MFP)
- Visit our website for product information
- E-mail: customer.care@panasonic.co.uk

Direct Sales at Panasonic UK

- Order accessory and consumable items for your product with ease and confidence by phoning our Customer Care Centre Monday - Thursday 9:00am - 5:30pm, Friday 9:30am - 5:30pm (Excluding public holidays).
- Or go on line through our Internet Accessory ordering application at www.panasonic.co.uk.
- Most major credit and debit cards accepted.
- All enquires transactions and distribution facilities are provided directly by Panasonic UK Ltd.
- It couldn't be simpler!
- Also available through our Internet is direct shopping for a wide range of finished products, take a browse on our website for further details.

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.

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.

Caution:

- **When you operate this product, the power outlet should be near the product and easily accessible.**
- The maximum sound pressure level is 70 dB (A) or less as per EN ISO 7779 (for Germany only).
- In the event of problems, you should contact your equipment supplier in the first instance.
- This equipment is designed for use on the UK and Republic of Ireland analogue telephone network.

Declaration of Conformity:

- Panasonic Communications Co., Ltd. declares that this equipment is in compliance with the essential requirements and other relevant provisions of Radio & Telecommunications Terminal Equipment (R&TTE) Directive 1999/5/EC. Declarations of Conformity for the relevant Panasonic products described in this manual are available for download by visiting:
<http://www.doc.panasonic.de>

Contact to Authorised Representative:
Panasonic Testing Centre
Panasonic Marketing Europe GmbH
Winsbergring 15, 22525 Hamburg, Germany

ENERGY STAR:

- As an ENERGY STAR® Partner, Panasonic has determined that this product meets the ENERGY STAR guidelines for energy efficiency. ENERGY STAR is a U.S. registered mark.



Trademarks:

- Adobe and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.
- All other trademarks identified herein are the property of their respective owners.

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1.1 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 be performed carefully.



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



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 defeat 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.



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.



Never touch the plug with wet hands. There is a danger of electric shock.

Installation



Place the unit securely on a stable, level 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.



Make sure that the unit is installed in a well ventilated room so as not to increase density of ozone in the air. Since ozone is heavier than air, it is recommended that air at floor level be ventilated.

Operating safeguards



Turn the power switch OFF 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 socket, and do not use.



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

- If the power cord is damaged or frayed.
- If liquid has been spilled into the unit.
- If the unit has been exposed to rain or water.
- 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.

USB cable/LAN cable



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).



Installation and relocation



After moving the unit from cold areas to warmer areas, wait approximately 30 minutes before turning on the power switch to allow the unit to adjust to the ambient temperature. If the power switch is turned on too soon after a sudden climate change, condensation may form inside the unit, causing malfunction.



Never turn the unit upside down or sideways when moving it.



Never install telephone wiring during a lightning storm.



Never install telephone sockets in wet locations unless the socket 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.



Do not position the unit in a location where it is unstable or subject to vibrations.

Laser radiation

CLASS 1 LASER PRODUCT



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

See the operating instructions for the Laser diodes properties.

LED light

CLASS 1M LED PRODUCT



Do not view directly with optical instruments.

See the operating instructions for the LED light of CIS properties.

1. Important Information

Fuser unit



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

Note:

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

Toner cartridge

Avoid ingestion, inhalation, eye or skin contact.

- If ingestion occurs, drink several glasses of water to dilute stomach contents.
- If inhalation occurs, exit the area immediately into the fresh air.
- If skin contact occurs, wash thoroughly with soap and cold water, then air dry. Do not use hot water or hair dryer.
- If eye contact occurs, flush thoroughly with water.
- In all cases, seek medical treatment if adverse symptoms occur.



1.2 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.

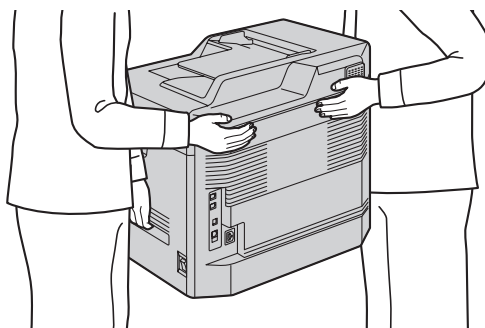
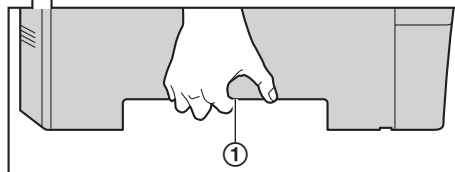
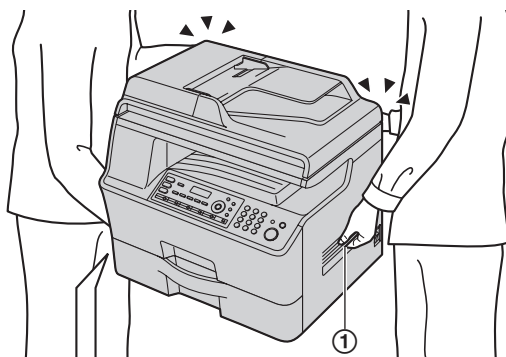
SAVE THESE INSTRUCTIONS

1.3 For best performance

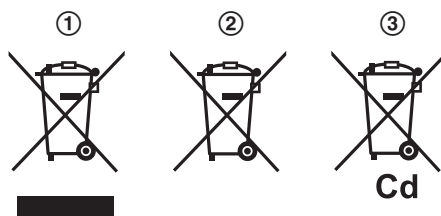
Moving the unit

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

When moving the unit, hold both of the side grips (①).



1.4 Information for Users on Collection and Disposal of Old Equipment and used Batteries



These symbols (①, ②, ③) on the products, packaging, and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directives 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For business users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on Disposal in other Countries outside the European Union

These symbols (①, ②, ③) are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Note for the battery symbol

This symbol (②) might be used in combination with a chemical symbol (③). In this case it complies with the requirement set by the Directive for the chemical involved.

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

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

Notice:

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

1.6 Important Information (for UK users)

The connection to the telecommunication systems must not be hard wired and must be unplugged before the earth is disconnected.

Method of connection

This apparatus is connected to the exchange line or PABX/PMBX extension by the new standard British Telecom plug and socket. Arrangements for provision of this type of termination can be made through the nearest British Telecom Sales Office.

This apparatus may be connected to the following types of installation.

- a) For connection to the public switched telephone network (PSTN) and compatible PBX (Private Branch Exchange), which use DTMF signalling. (Please consult your supplier for an up to date list of compatible PBX's.)
- b) The apparatus can be used on extension sockets connected to a direct exchange line (D.E.L.).
- c) This apparatus is suitable for connection to the telecommunication system directly or via compatible private branch exchange as an extension. The supplier of the apparatus should be consulted for an up to date list of PBX's with which the apparatus is compatible.

It cannot be guaranteed that the apparatus will operate under all possible conditions of connection to compatible PBX's.

- This apparatus is suitable for connection to a PBX with or without initial proceed indication.
- This apparatus is suitable for connection to a PBX with or without secondary proceed indication.

Any cases of difficulty should be referred in the first instance to the supplier of the apparatus.

- d) The apparatus must not be connected in the following manner:
 - As an extension to a pay phone
 - As a party line with shared service



NOTES:

- If you experience any problems with the normal use of your apparatus, you should unplug it from the telephone outlet and connect a known working telephone in its place. If the known working telephone still gives problems, then please contact the customer service department of your PSTN operator (e.g. BT etc.). If it operates properly, then the problems are likely to be a fault in your apparatus. In this case, consult your supplier for advice.
- Your PSTN operator may charge you if they attend a service call that is not due to apparatus supplied by them.

For your safety

This appliance is supplied with a moulded three pin mains plug for your safety and convenience.

Should the fuse need to be replaced please ensure that the replacement fuse is of the same rating and that it is approved by ASTA or BSI to BS1362.

Check for ASTA mark  or the BSI mark  on the body of the fuse.

If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.

If you lose the fuse cover the plug must not be used until a replacement cover is obtained.

A replacement fuse cover can be purchased from your local Panasonic dealer.

IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR HOME THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY. THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.

If a new plug is to be fitted please observe the wiring code as shown below.

If in any doubt please consult a qualified electrician.


WARNING: THIS APPLIANCE MUST BE EARTHED.

IMPORTANT:

The wires in this mains lead are coloured in accordance with the following code:

Green-and-Yellow:	Earth
Blue:	Neutral
Brown:	Live

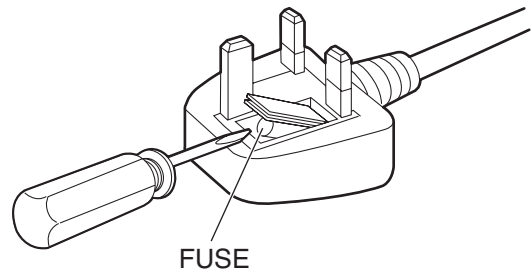
As the colours of the wire in the mains lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows.

The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked with the letter E or by the Earth symbol  or coloured GREEN or GREEN-AND-YELLOW.

The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.

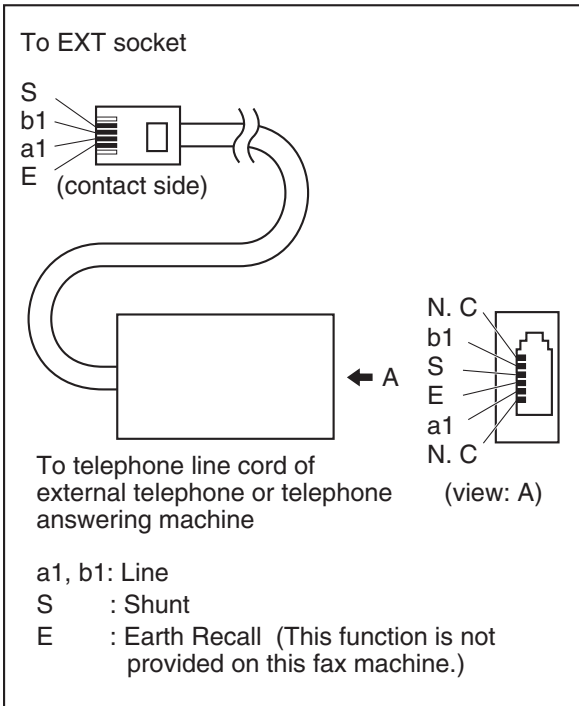
The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with letter L or coloured RED.

How to replace the fuse: Open the fuse compartment with a screwdriver and replace the fuse (and fuse cover).



1.7 Extension telephone adaptor for UK

When using the unit with an external answering machine, please purchase an extension telephone adaptor.



- "POLLING ERROR"
- "PLEASE WAIT"
- "REDIAL TIME OUT"
- "REMOVE DOCUMENT"
- "REPLACE DRUM CHANGE SUPPLIES"
- "RX MEMORY FULL"
- "SCANNER POSITION ERROR"
- "TONER EMPTY"
- "CHANGE SUPPLIES"
- "TONER LOW"
- "CHANGE SUPPLIES"
- "TRANSMIT ERROR"
- "TRAY #2 LEFT COVER OPEN"
- "WARMING UP"

1.8 Error messages – Display

If the unit detects a problem, one or more of the following messages will appear on the display. See the operating instructions for details.

- "CALL SERVICE"
- "CHANGE DRUM"
- "CHECK DOCUMENT"
- "CHECK DRUM"
- "CHECK INSTALL INPUT TRAY #1"
- "CHECK PAPER"
- "CHECK PICK UP INPUT TRAY #1"
- "DIRECTORY FULL"
- "DRUM LIFE LOW REPLACE SOON"
- "EMAIL SIZE OVER"
- "FAX IN MEMORY"
- "FILE SIZE OVER"
- "KEEP COPYING"
- "LEFT COVER OPEN"
- "LOW TEMP."
- "MEMORY FULL"
- "MODEM ERROR"
- "NO FAX REPLY"
- "OUT OF PAPER INPUT TRAY #1"
- "PAPER JAMMED"
- "PC FAIL OR BUSY"

1.9 Condition of guarantee

1. This machine is supplied with a one year swap out warranty. Please retain your Proof of Purchase and Packaging in the unlikely event that your machine should require attention. For further information, please contact following:
 - For UK: 0844 844 3878 (for fax machine) / 0844 844 3867 (for MFP)
 - For the Republic of Ireland: 01 6130082 (for fax machine) / 01 2898255 (for MFP)
 In addition you can visit our web site at www.panasonic.co.uk
2. This warranty is in addition to and does not in any way affect any statutory or other right of consumer purchasers. This warranty relates only to product used within Mainland Great Britain, please refer to your dealer warranty information relating to use elsewhere within the United Kingdom and Ireland.
3. You should complete the registration form overleaf and fax it to us with 7 days of purchase; failure to do so may result in delays in providing warranty service.
4. This warranty covers breakdowns due to design or manufacturing faults; it does not apply to damage, however caused, wear or tear, neglect, incorrect adjustment or repair, or to any items of limited natural life.
5. This warranty does not cover consumables, i.e. ink films, film refills, ink cartridges, toner cartridges, drum units, paper and paper loads or any optional accessories which may have been purchased either at the same time as, or subsequent to, the main unit. Such accessories should be returned to the point of purchase if found to be faulty.
6. In the event of a failure, please take the following action;
 - a) Refer to the "Help" section of your instruction manual in order to identify and possibly correct the problem:
 - b) If the problem is not resolved after referring to the user guide, please contact our customer helpline:
 - For UK: 0844 844 3878 (for fax machine) / 0844 844 3867 (for MFP)
 - For the Republic of Ireland: 01 6130082 (for fax machine) / 01 2898255 (for MFP)
7. In the event the helpline cannot resolve the problem, a like for like exchange FAX/MFP will be despatched. The helpline operator will give you specific instructions on how the exchange will be executed. Failure to comply with these instructions may result in delay and cost to you.
8. The exchange FAX/MFP will be delivered in a customised case by courier. It is the customer's responsibility to promptly remove the exchange FAX/MFP and insert the faulty FAX/MFP in the case provided for collection, to enable the courier to return it to Panasonic.
9. The exchange FAX/MFP is to be regarded as a like for like exchange under warranty and the balance of the warranty period will transfer to the exchange unit. The purchaser's sole and exclusive remedy under this guarantee against Panasonic is for the repair or replacement of the appliance or any defective parts and no other remedy, including, but not limited to; incidental or consequential damage or loss of whatsoever nature shall be available to the purchaser.
10. Where the original FAX/MFP is found to be faulty as a result of unauthorised repairs or modifications or damage either by accident, misuse or improper installation then Panasonic reserves the right to charge the customer a contribution towards repair costs.
11. If at any time during the guarantee period any parts of the appliance are replaced with parts not supplied or approved by us or of an objective quality, safe and suitable for the appliance, or has been dismantled or repaired by any person not authorised by us, we shall have the right to terminate this guarantee in whole or in part immediately without further notice.
12. This warranty applies to the original purchaser only and is not transferable.
13. The warranty period applicable to this product shall be 12 months from the date of purchase.
14. This product is designed for use only on the United Kingdom and Ireland's Public Switched Telephone Network and should be used only for normal purposes and in accordance with standard operating instructions (applies to models with telephone/fax function only).

Please keep these Operating Instructions with your receipt.

Panasonic Business Systems U.K.

Receipt No. _____	Date of Purchase _____
Model No. DP-MB300 _____	Serial No. _____

CE 0682

Sales Department:

Panasonic Business Systems U.K.
Panasonic House, Willoughby Road, Bracknell, Berkshire, RG12 8FP

Manufacturer:

Panasonic Communications Co., Ltd.
1-62, 4-chome, Minoshima, Hakata-ku, Fukuoka 812-8531, Japan

Global web site:

<http://www.panasonic.net/>



MB300-EU

PNQW1811ZA CM0409DY0-EU