Panasonic®

Operating Instructions
(For Facsimile and Internet Fax)
Digital Colour Imaging Systems

Model No. DP-C405 / C305 / C265

Copying

Scanning

Printing

Email

Facsimile

Internet Fax

WORKIO™

Before operating this machine, please carefully read this manual,
and keep this documentation in a safe place for future reference.
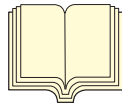(Illustration shows optional accessories that may not be installed on your machine.)

English

Operating Instructions

The following Operating Instruction manuals are included with this machine. Please refer to the appropriate manual and keep all manuals for future reference. If you lose the manual, contact the authorized Panasonic dealer.
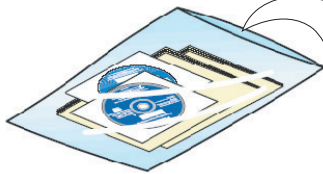
Accessories

Operating Instructions (For Setting Up)
This manual contains essential information for setting up the machine.
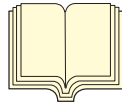
Operating Instructions (For Basic Operations)
This manual contains essential information for proper operation of the machine.
It describes basic Copy, Print, Facsimile/Internet Fax, Scan/Email, and other functions.
For a more detailed explanation of each function, please refer to the Operating Instruction manuals included on two CD-ROM as illustrated below.

Operating Instructions CD
Contains manuals with detailed information for Copy, Facsimile/Internet Fax, Scan/Email functions, Function Parameters and User Authentication.

Document Management System CD
Contains the Panasonic Document Management System Application software, and manuals with detailed information for the Print function, and Panasonic Document Management System Application software.

Operating Instructions CD

Copy Function
Describes how to make a Colour Copy with creative features.

Facsimile and Internet Fax Function
(The Facsimile function is available when the optional G3 Fax Communication Board is installed.)
Describes how to send/receive a Facsimile/Internet Fax, and describes the course of action to take when a trouble message appears, etc.

Scan and Email Function
Describes how to scan and how to send Email through the machine.

Function Parameters
Describes how to change the default settings of each function using the Control Panel of the machine.

User Authentication
Describes how to enable and use the User Authentication function.

Document Management System CD

Print Function
Describes how to print with colour and change the default printer settings, and describes the course of action to take when a problem message appears, etc.

Application Software
Describes how to use the application software.
Ex: Panafax Desktop, Fax Driver, Quick Image Navigator, Device Monitor/ Device Explorer, Network Config/ Add Editor

Conventions

Icons

The following icons are used in this manual.

Icon	Description
ATTENTION	Indicates important information that must be read in detail.
NOTE	Indicates reference information.

Notation

The following notation is used in this manual.

Notation	Description
For Keys and Buttons	Hard buttons on the Control Panel are depicted as ******** key, and soft buttons on the Touch Panel Display are depicted as "**xxx**". **Ex**: Press the **Start** key and select "**More Menus**".

Table of Contents

Chapter 1 Getting To Know Your Machine

Chapter 2 Basic Fax Transmission

Chapter 3 Convenient Fax Features

Chapter 4 Fax Reception

Chapter 5 Internet Fax

Chapter 6 Handling Communication Reservation Files

Chapter 7 Program Destinations/Program Keys

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Chapter 8 Reading Reports/Lists

Chapter 9 Solving Problems

Chapter 10 Appendix

Memo

Menu Map

The main screen and menu for Fax features are as follows.

Address Book Screen
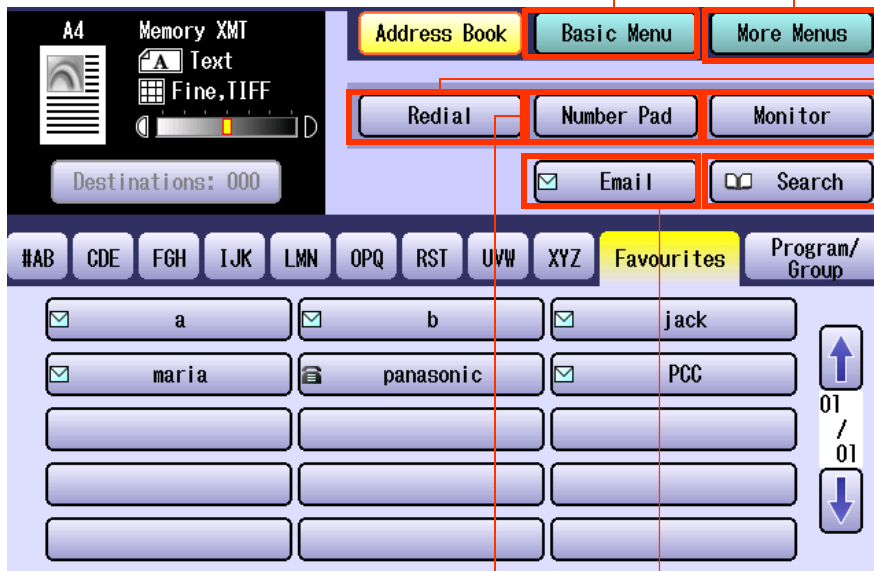
Basic Menu:
See page 11.

More Menus:
See page 12.

Redial:
See page 23.

Monitor:
See page 28.

Number Pad Screen
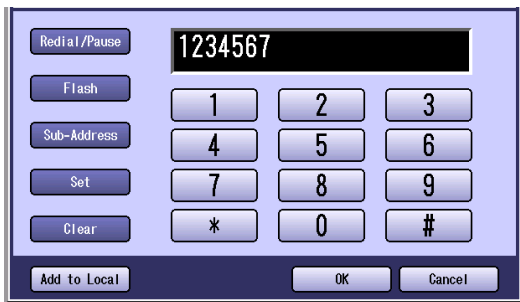
Refer to **Manual Dialling** (see page 16).

Search Screen

Refer to **Searching for a Destination** (see page 20).

Email Screen

Refer to **Sending an Email Procedure** (see page 110).

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Basic Menu Screen
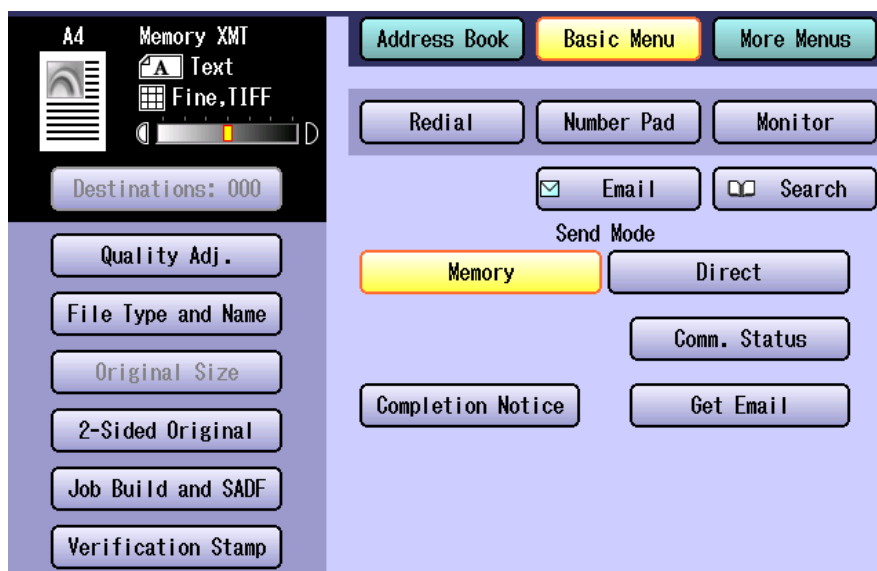
- Quality Adj. (**Setting Original Quality** : See page 30)
- File Type and Name (**Setting a File Type and a File Name** : See page 124)
- Original Size (**Setting the Original Size** : See page 34)
- 2-Sided Original (**Transmitting 2-Sided Originals** : See page 36)
- Job Build and SADF (**Job Build and SADF** : See page 42)
- Verification Stamp (**Verification Stamp** : See page 38)
- Memory (**Transmitting a Document Stored in Memory** : See page 40)
- Direct (**Direct Transmission** : See page 44)
- Comm. Status (**Verifying Communication Status** : See page 46)
- Completion Notice (**Using a Completion Notice** : See page 131)
- Get Email (**Receiving an Email** : See page 132)

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More Menus > Advanced Comm. Screen

- **Deferred Comm.**   Transmit (**Deferred Transmission** : See page 56)

  Polling (**Deferred Polling** : See page 58)

- **Polling**   Polling (**Polling** : See page 60)

  Polled (**Storing Documents to be Polled** : See page 62)

- **Advanced Comm.**   Mail Box (**Using a Mailbox (Confidential Communication)** : See page 64)

  Sub Address Transmit (**Sub-Address Communication** : See page 72)

  Lan Relay XMT (**Relayed Transmission from Internet Fax** : See page 154)

More Menus > Select Mode Screen
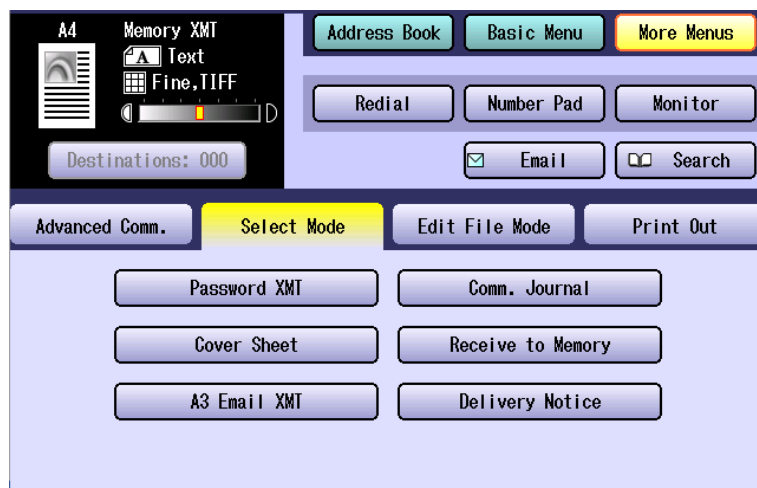
- Password XMT (**Password Transmission** : See page 77)

- Comm. Journal (**Printing Communication Journal** : See page 80)

- Cover Sheet (**Transmitting a Document with a Cover Sheet** : See page 82)

- Receive to Memory (**Receive to Memory** : See page 94)

- A3 Email XMT (**Emailing an A3-Sized Document** : See page 126)

- Delivery Notice (**Setting Message Delivery Notice (MDN)** : See page 128)

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More Menus > Edit File Mode Screen
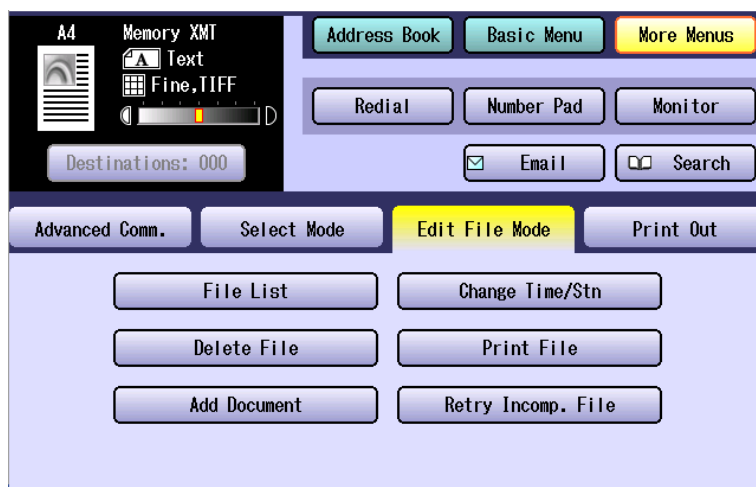
- File List (**Displaying a Communication Reservation File List** : See page 164)

- Change Time/Stn (**Editing Communication Reservations** : See page 166)

- Delete File (**Deleting a Communication Reservation File** : See page 168)

- Print File (**Printing a Communication Reservation File** : See page 169)

- Add Document (**Adding Documents to a Communication Reservation File** : See page 170)

- Retry Incomp. File (**Resending an Incomplete Document** : See page 171)

More Menus > Print Out Screen
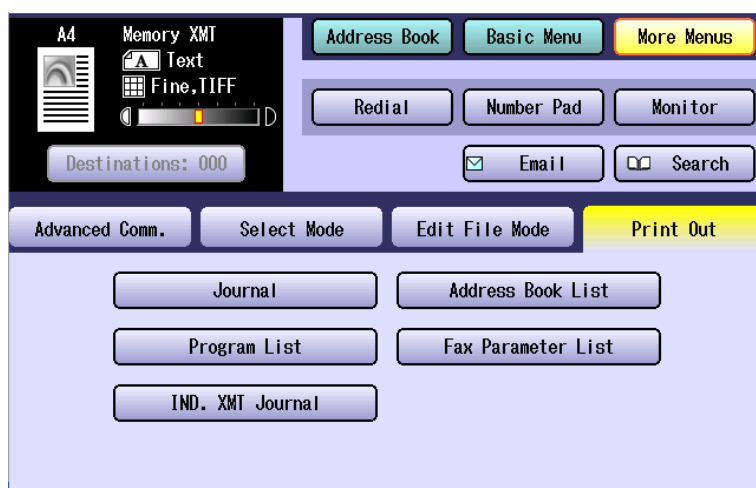
- Journal (**Transaction Journal** : See page 192)

- Address Book List (**Address Book List** : See page 200)

- Program List (**Program List** : See page 202)

- Fax Parameter List (**Fax Parameter List** : See page 204)

- IND. XMT Journal (**Individual XMT Journal** : See page 206)

Fax Transmission Procedure

The basic procedure of transmitting a fax on this machine is as follows.

1 Place original(s).
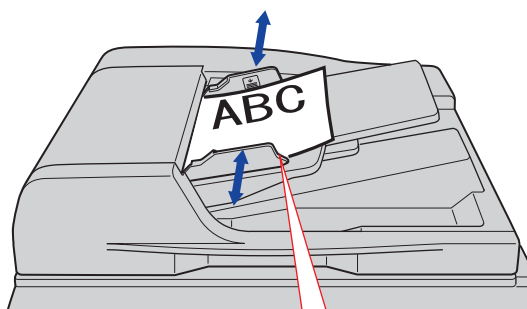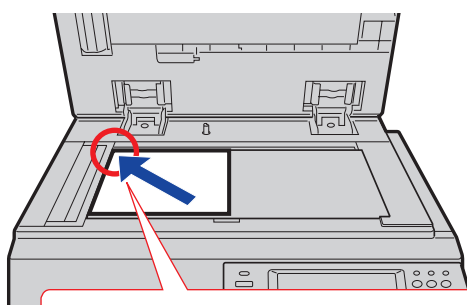
Face up. Up to 100 sheets
(80 g/m^2 / A4)

Face down. Align with the top
left corner. Close ADF.

- Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

- If the available memory is not sufficient, Memory transmission may not be possible. If this happens, use Direct transmission instead. Refer to **Direct Transmission** (see page 44).

2 Press the **Fax** key to open the Fax screen.
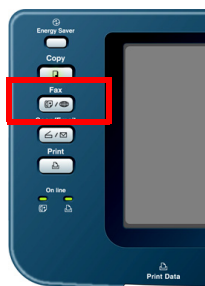
Select "**Basic Menu**" if additional settings are required.

Used memory
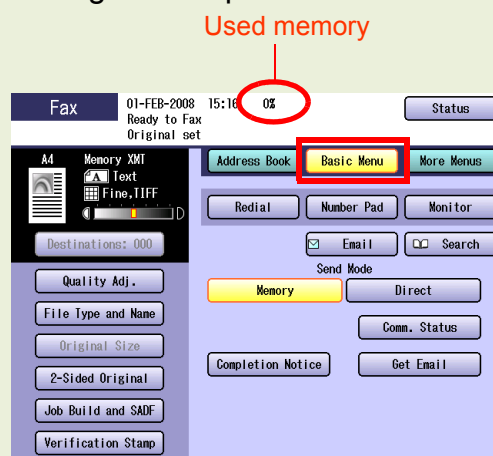
- **Setting Original Quality** (See page 30)
- **Setting the Original Size** (See page 34)
- **Transmitting 2-Sided Originals** (See page 36)
- **Job Build and SADF** (See page 42)
- **Verification Stamp** (See page 38)
- **Transmitting a Document Stored in Memory** (See page 40)
- **Direct Transmission** (See page 44)
- **Verifying Communication Status** (See page 46)

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3 Enter the fax number using the Keypad, or select a destination.
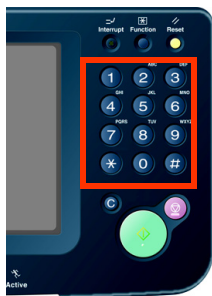
or
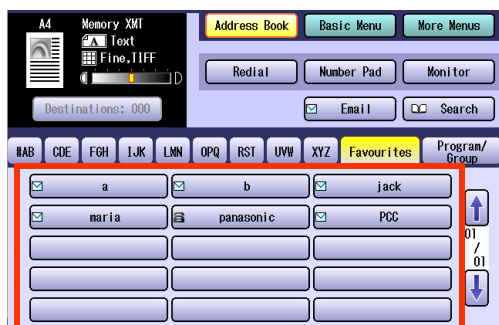
- Refer to **Entering a Destination** (see page 16).

4 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

NOTE

- For instructions on how to cancel a transmission, refer to **Cancelling a Communication** (see page 52).

- When sending from the Platen Glass, place the next original and follow the instructions displayed on the Touch Panel Display.

- A communication journal is printed if the transmission fails (**Ex**: Remote station is busy).

- Press the **Reset** key to return the machine to the initial screen of the current active mode.

- If the line is busy, the number is automatically redialled. The call waiting message appears on the display while auto-dialling.

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Entering a Destination

Stations can be entered by using the following methods or a combination of these:

| Manual Dialling | Enter the telephone number directly. (See below) |

| Using the Address Book | Use the pre-programmed Address Book. |

Use a Key Name (See page 18)

Select from "Favourites" (See page 18)

Use Group Dialling (See page 19)

| Searching for a Destination | Search the Address Book or the Global directory service (LDAP). |

Search through the Address Book (Local Search) (See page 20)

Search through the LDAP Server (LDAP Search) (See page 21)
(This feature is available in certain countries only.)

| Redialling | Use the last dialled remote station. (See page 23) |

Manual Dialling

To enter a destination telephone number, follow the steps below.

---NOTE---

● This function is not available when the Function Parameter "**136 Restrict Direct Dial**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**".

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1 Follow the step 1 and 2 on page 14.

2 Enter the fax number using the Keypad.

The Number Pad screen opens automatically.

● Telephone number field is limited to 36-digit in length.

● For transmission to additional destinations, enter their fax numbers, and then select "**Set**" after each destination. When you finish entering the last destination's fax number, select "**OK**". (Do not select "**Set**" at this time.)

● When the Function Parameter "**137 Re-enter Direct Dial**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**", enter the fax number twice for manual dialling. For more details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● To confirm the destinations, select "**Destinations: ###**" on the upper left corner of the screen.

● If you make a mistake, select "**Clear**" to delete entries one digit at a time.

● Fax number entry is also possible from the "**Number Pad**" in the Address Book screen, instead of the Control Panel Keypad.

❑ Number Pad Screen
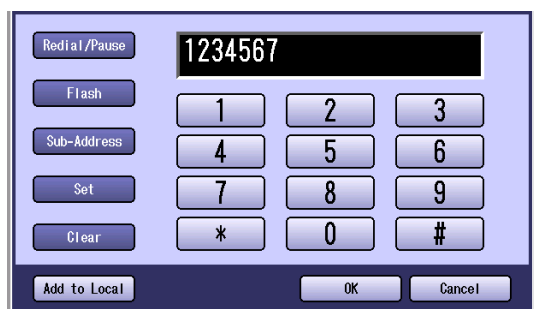
Redial/Pause	Inserts a pause each time it is selected. The pause is represented by a "-" symbol.
Flash	Used to access some features of your PBX.
Sub-Address	Select when entering a sub-address number. The sub-address is represented by an "s" symbol.
Set	Select when entering additional destinations. ● Do not select "**Set**" for a single destination.
Clear	Select "**Clear**" to delete an erroneous entry, one digit at a time.

❑ Using "**Redial/Pause**"

● If you are using a PBX, enter the external access number first, and then select "**Redial/Pause**" before entering the fax number.

Ex:
Enter 9 for the outside access number, select "**Redial/Pause**", and then enter the fax number.

$$9-5551234$$

Pause symbol

❑ Using "∗"

● This feature is available in certain countries only.

● A "/" symbol appears when "**Tone**" is changed to "**Pulse**" in "**06 Dialling Method**".

● The standard setting for "**06 Dialling Method**" is "**Tone**".

Ex:
After entering 9, select "∗" to switch to tone dialling.

$$9 ∕ 5551234$$

Tone symbol

❑ Using "**Sub-Address**"

● Select "**Sub-Address**" to enter a sub-address destination after the fax number. Refer to **Sub-Addressed Transmission Using Manual Dialling** (see page 75).

Ex:
After entering 4, select "**Sub-Address**", and then enter the Sub-address.

$$5551234_s1234$$

Sub-address symbol

3 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

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Using the Address Book

■ Use a Key Name

If a destination is registered in the Address Book, it can be selected by using a Key Name.

ATTENTION
- The fax numbers must be pre-programmed into the Address Book. Refer to **Adding a Fax Number into the Address Book** (see page 173).

1 Follow the step 1 and 2 on page 14.

2 Select the Key Name tab.

3 Select the desired destination.

- To cancel a choice, select the same destination again.
- To enter additional destinations, repeat steps 2 and 3.
- To confirm the destinations, select "**Destinations: ###**" on the upper left corner of the screen.

4 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

■ Select from "Favourites"

If a destination is registered as a Favourite in the Address Book, it can be selected using the "**Favourites**" tab.

ATTENTION
- The fax numbers must be pre-programmed into the Address Book. Refer to **Adding a Fax Number into the Address Book** (see page 173).

1 Follow the step 1 and 2 on page 14.

2 Select "**Favourites**" to display the Favourites screen.

3 Select the desired destination.

- To cancel a choice, select the same destination again.
- For transmission to additional destinations, press the relevant keys.
- To confirm the destinations, select "**Destinations: ###**" on the upper left corner of the screen.

4 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

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◼ Use Group Dialling

For transmission to multiple destinations using group dialling, follow the steps below.

(ATTENTION)

● The group dialling button must be pre-programmed. Refer to **Setting for Group Dialling** (see page 183).

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1 Follow the step 1 and 2 on page 14.

2 Select "**Program/Group**".
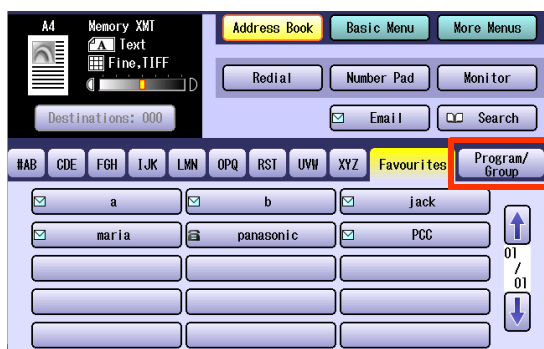
3 Select the button for the desired destination group.
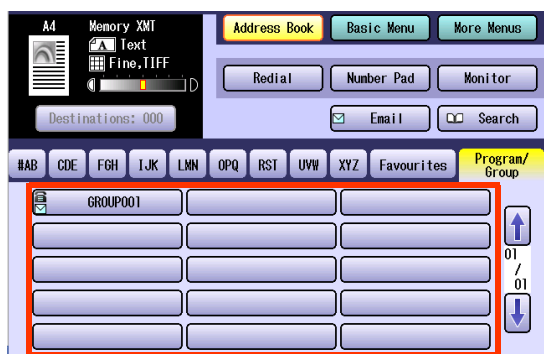
● To cancel a choice, select the same destination again.

● To confirm the destinations, select "**Destinations: ###**" on the upper left corner of the screen.

4 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

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Searching for a Destination

■ Search through the Address Book (Local Search)

Select "**Search**" to look through the Address Book for the desired destination by the entry name.

NOTE

● Select "**Global**" to search fax numbers or Email addresses in the LDAP server (see page 21).

● This feature is available in certain countries only.

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1 Follow the step 1 and 2 on page 14.

2 Select "**Search**".

3 Enter the first few letters of the Key Name you are searching for.

The search result appears.
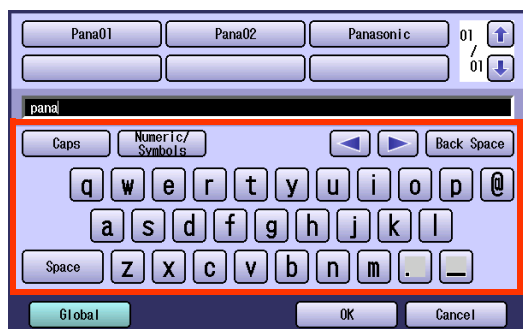
● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

4 Select a destination, and then select "**OK**".
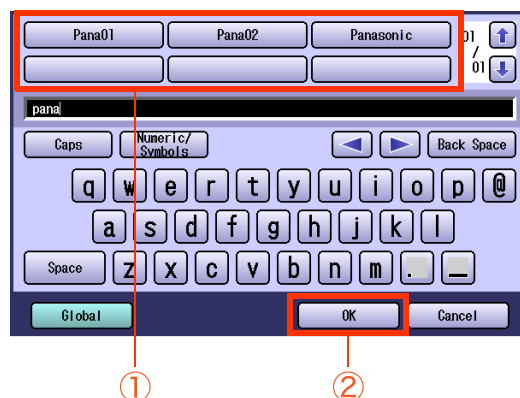
● Select ⬆ or ⬇ to scroll the search results.

● Multiple destinations cannot be selected at a time.

5 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

■ Search through the LDAP Server (LDAP Search)

LDAP search is a feature that searches through the Address Book of an LDAP server on the network for fax numbers or Email addresses.

Select "**Global**" on the displayed screen to use the LDAP Search feature.

Contact your network administrator to check whether the LDAP Search feature is available in your particular environment.

NOTE

● This feature is available in certain countries only.

● The LDAP server must be configured before use. For more details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

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1 Follow the step 1 and 2 on page 14.
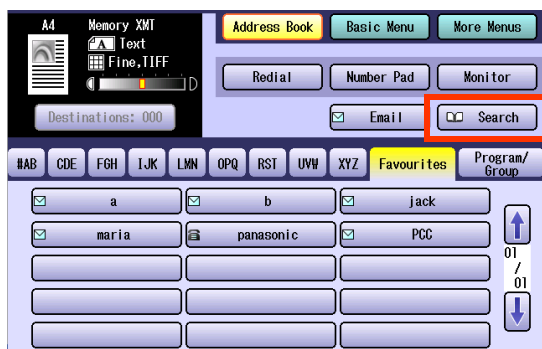
2 Select "**Search**".

3 Select "**Global**".

4 Enter a search letter, and then select "**Search**".

The search result appears.

① ②
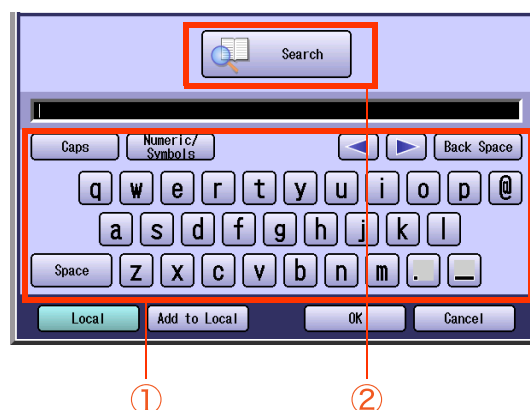
● You can search for station names, Email addresses, and fax numbers.

● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● A message appears if there are more than 100 matches.
Select "**Yes**" to search by a more detailed keyword.
Select "**No**" to continue the search.

● Select "**Local**" to exit the LDAP search screen.

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5 Select "**Fax Number**" to display a list of destinations.

6 Select a destination, and then select "**OK**".

① ②
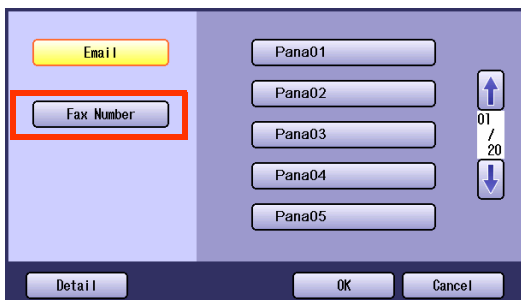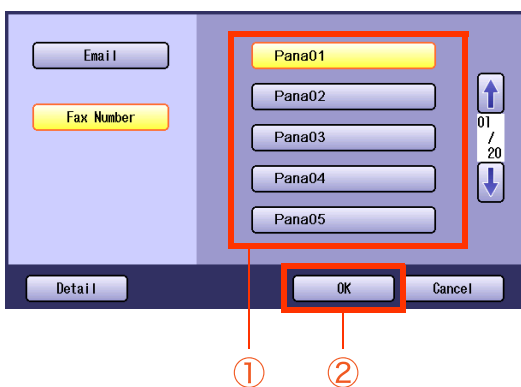
● Only one destination can be selected.

● You can change the entry screen by selecting "**Email**" or "**Fax Number**".

● Select ⬆ or ⬇ to scroll the search results.

● Select "**Detail**" to open the more detailed information screen.

Select "**Close**" to exit the detailed information screen.

● To cancel a search operation, select "**Cancel**".

● A message appears if an error occurs during the search.

● To add the found destination to the Address Book, select "**Add to Local**" on the LDAP search screen, enter an entry name, and then select "**OK**". (If you are using a PBX, you need to register a telephone number with the dial prefix.)
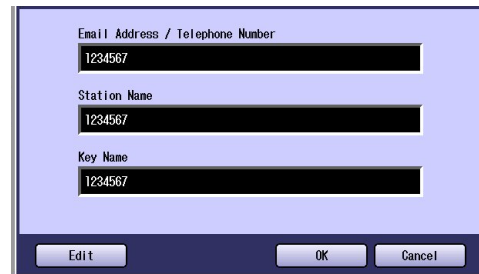
7 Select "**OK**", and then press the **Start** key.

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Redialling

To redial the most recently dialled number, follow the steps below.

NOTE
- The "**Redial**" button cannot be used when the Function Parameter "**136 Restrict Direct Dial**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**".

1 Follow the step 1 and 2 on page 14.

2 Select "**Redial**".
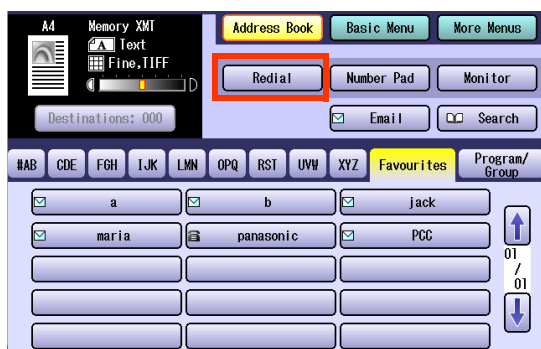
3 Confirm that this is the fax number that you want to send to, and then select "**OK**".
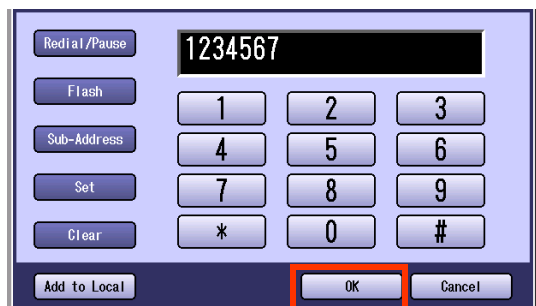
- When the Function Parameter "**137 Re-enter Direct Dial**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**", a message appears on the Number Pad screen prompting to re-enter the fax number for confirmation.

4 Press the **Start** key.

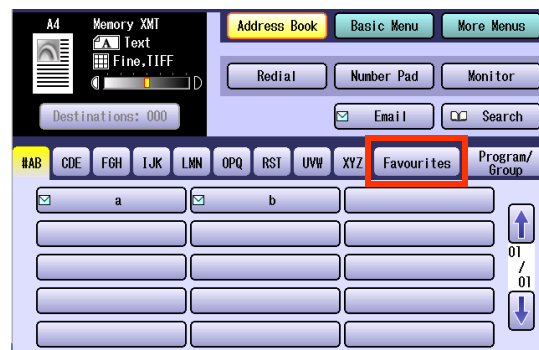The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

# Preventing Accidental Transmission to Multiple Destinations

This function can prevent accidental transmission of documents to multiple destinations. It is useful when sending documents to a single destination.

Setting the Function Parameter "**117 Multi Station (HOME)**" (Fax/Email Settings > Fax Parameters) to "**Off**" or "**Invalid**" can prevent accidental transmission of documents to multiple destinations.

When "**117 Multi Station (HOME)**" is set to "**Off**", the "**Multi Station**" button is displayed on the Touch Panel Display.

NOTE

● For instructions on how to set the Function Parameter "**117 Multi Station (HOME)**" to "**Off**" or "**Invalid**", refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● An error message appears if you select multiple destinations when the "**Multi Station**" button is displayed in blue or the Function Parameter "**117 Multi Station (HOME)**" is set to "**Invalid**".

■ Temporarily Enabling Transmission to Multiple Destinations

Even when the Function Parameter "**117 Multi Station (HOME)**" (Fax/Email Settings > Fax Parameters) is set to "**Off**", the transmission to multiple destinations can be enabled temporarily.

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1   Select "**Multi Station**".
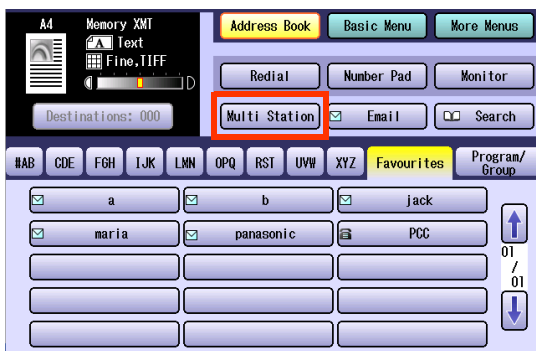
The "**Multi Station**" button changes to yellow, and the document can be sent to multiple destinations.

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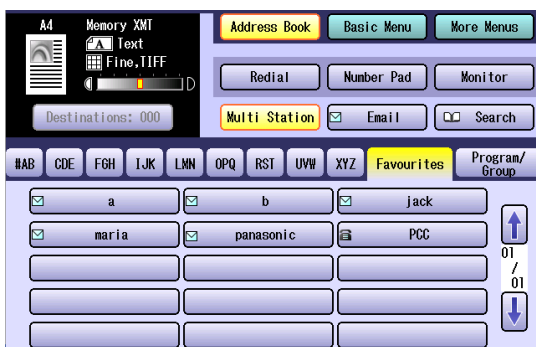
Confirming the Destination

■ Confirming the Destination

You can confirm the entered destinations.

1 Select "**Destinations: ###**".
(###: Number of selected addresses)
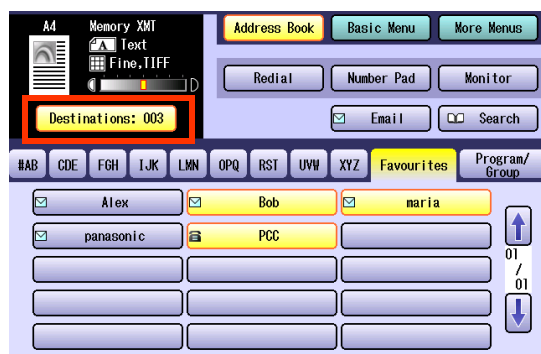
2 Select the desired field button, and confirm destinations.
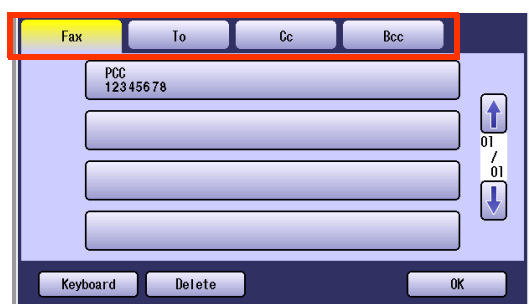
- To add a destination, select "**OK**", and then select the desired destination.
- To delete a destination, select a destination, and then select "**Delete**" and "**Yes**".
- Only Email addresses entered directly as a destination can be edited using the onscreen Keyboard.

3 Select "**OK**".

■ When Confirmation of the Destinations is Always Required

When the Function Parameter "**125 Confirm Stations**" (Fax/Email Settings > Fax Parameters) is set, a message prompting the confirmation of destinations appears if the **Start** key is pressed before the destinations are confirmed.

NOTE

- For instructions on how to set the Function Parameter "**125 Confirm Stations**", refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

1 When the message appears, select "**Close**".

2 Select "**Destinations: ###**".
(###: Number of selected addresses)

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3 Select the desired field button, and confirm destinations.

| Fax | To | Cc | Bcc |

PCC
12345678

01
/
01

Keyboard   Delete   OK

- To add a destination, select "**OK**", and then select the desired destination. Select "**Destinations: ###**" to confirm the destinations again.

- To delete a destination, select a destination, and then select "**Delete**" and "**Yes**".

4 Select "**OK**", and then press the **Start** key.

- The original(s) are stored into memory with a file number. Then the Fax transmission starts.

Memo

Transmission with Destination Monitoring

Select "**Monitor**" on the Touch Panel Display to obtain a dial tone. This feature is called "On-hook dialling".

To monitor the status of a remote station, follow the steps below.

NOTE

● This function is not available when the Function Parameter "**137 Re-enter Direct Dial**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**".

---

1 Place original(s).

- ● If the Platen Glass is used, only one page can be transmitted at a time.
- ● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Monitor**".
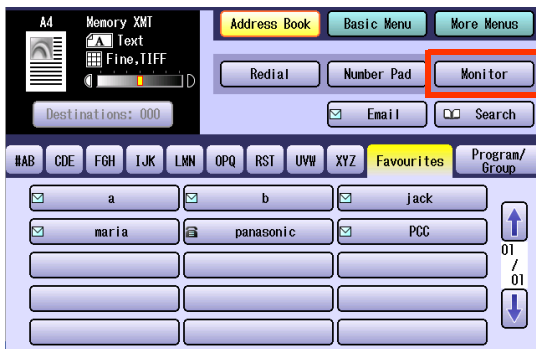
The Monitor screen appears, and you will hear a dialling tone through the monitor speaker.

4 Enter the fax number of the destination.
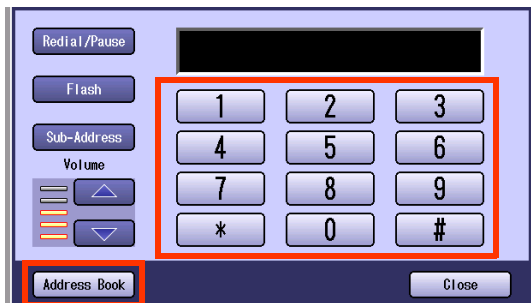
- ● When the Function Parameter "**136 Restrict Direct Dial**" is set to "**Valid**", manual input of fax numbers is not available. Select a destination from the "**Address Book**".

△	Raises the monitor volume.
▽	Lowers the monitor volume.
Redial/Pause	Select once to recall the last dialled fax number. Select twice to insert a pause (dialling interval).

5 When you hear a beep, press the **Start** key.

- ● For instructions on how to cancel a transmission, refer to **To Cancel Direct Transmission:** (see page 53).
- ● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Talking to the Remote Party Before Transmission

If an external telephone is connected to your machine, you can send a fax after talking to the remote party on the phone. Follow the steps below.

1 Place original(s).

- If the Platen Glass is used, only one page can be transmitted at a time.

- Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Lift the handset of the external telephone.

4 Dial the telephone number.

5 Talk to the remote party, and then tell the other party to get ready for receiving fax.

6 When a beep is heard, press the **Start** key, and then place the handset back on the cradle.

Transmission starts.

- For instructions on how to cancel a transmission, refer to **To Cancel Direct Transmission:** (see page 53).

Setting Original Quality

■ Original Type

Original type can be specified to suit your needs. You can select from text-only original, photo-only original, or original in which text and photos are mixed.

Select "**Text/Photo**" when text and photos are mixed on a single page or are mixed on multiple pages to be sent.

Text   Photo   Text/Photo
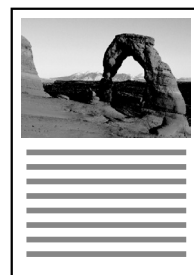
■ Density

Adjust the density according to your requirements.
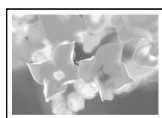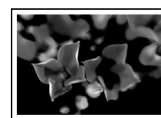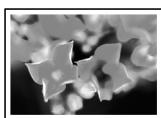
Lighter   Darker

■ Resolution

Adjust the resolution according to your requirements.

Ordinary original   Original containing small characters or graphics   Original containing detailed drawings or text
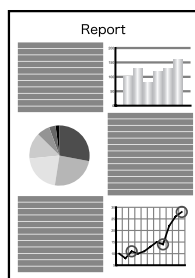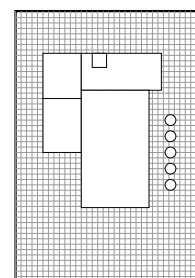
Std   Fine   Fine, S-Fine, or 600dpi

(NOTE)

● The standard setting can be changed by setting the Function Parameters "**03 Original (HOME)**", "**01 Density (HOME)**", and "**02 Resolution (HOME)**" (Fax/Email Settings > Fax Parameters).
For instructions on how to change the setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

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1 Place original(s).

- Refer to **Placing Originals (Facsimile/Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Basic Menu**".
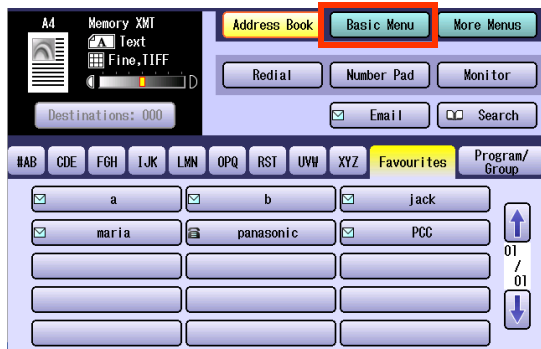
4 Select "**Quality Adj.**".
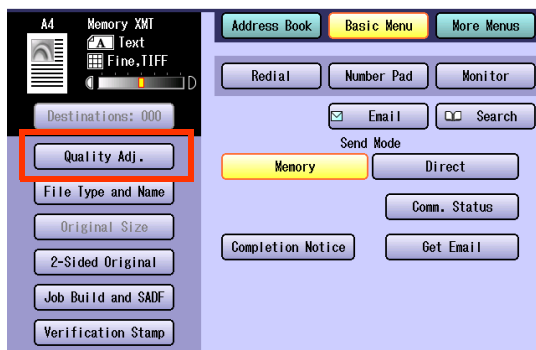
5 Adjust the original quality, and then select "**OK**".

① ②
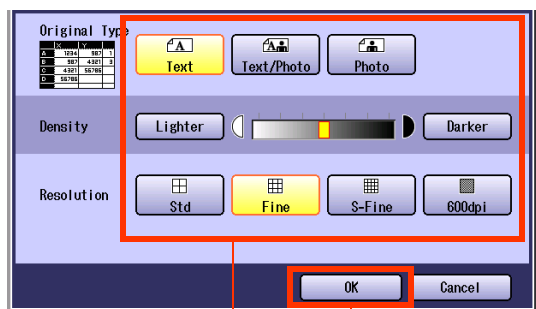
❑ Original Type

Text	Select for text-only originals.
Text/Photo	Select for originals in which text and photos are mixed.
Photo	Select for photo-only originals.

- If a photo original is scanned in the "**Text**" mode, the scanned image can be indistinguishable in the halftone area.
- When "**Text/Photo**" or "**Photo**" is selected, you cannot select the "**Std**" Resolution setting.

❑ Density

Lighter	Each time it is selected, the density level is decreased, brightening the printed colour.
Darker	Each time it is selected, the density level is increased, darkening the printed colour.

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Chapter 2   Basic Fax Transmission

❏ Resolution

⊞ **Std**	Select for ordinary originals.
⊞ **Fine**	Select for originals containing small characters or graphics.
⊞ **S-Fine**	Select for fine originals containing detailed drawings or text.
▪ **600dpi**	

- ● The finer an original to be scanned, the more information needs to be transmitted, thus, requiring a longer communication time.

- ● If "**S-Fine**" or "**600dpi**" is selected, and the receiving station does not support these resolutions, originals will be transmitted with resolution of the receiver's capability.

6   Select "**Address Book**", and then select a destination.
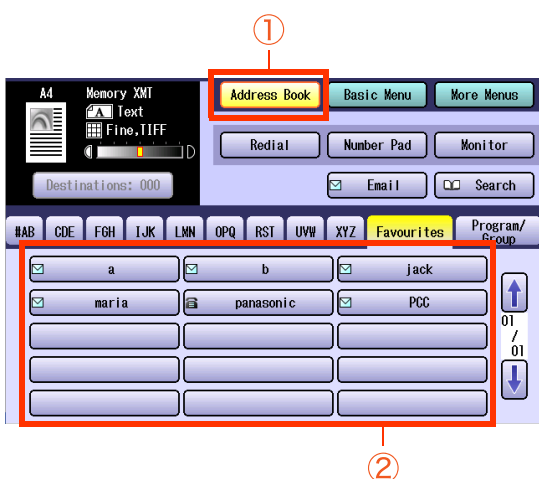
- ● Refer to **Entering a Destination** (see page 16).

7   Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

Memo

Setting the Original Size

The original's size is usually detected automatically when an original is placed on the Platen Glass.

If the size is not detected automatically, or you would like to change the detected size, you can set the Original Size manually by following the procedure below.

Original size is not detected automatically.

Icon of the original is not displayed.

Original size is not detected correctly.

Detected Size

NOTE
● This feature is not available when the original is loaded on the ADF.

1 Place an original on the Platen Glass.
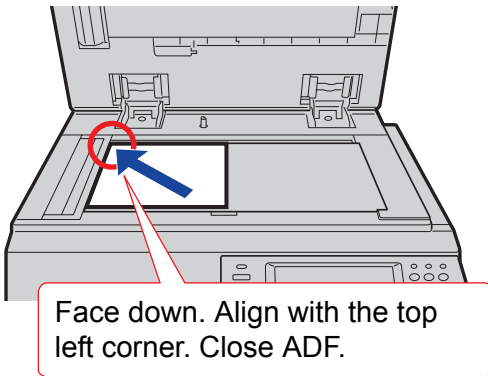
Face down. Align with the top left corner. Close ADF.

● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.
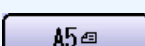
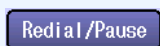**3** Select "**Basic Menu**".

4 Select "**Original Size**".
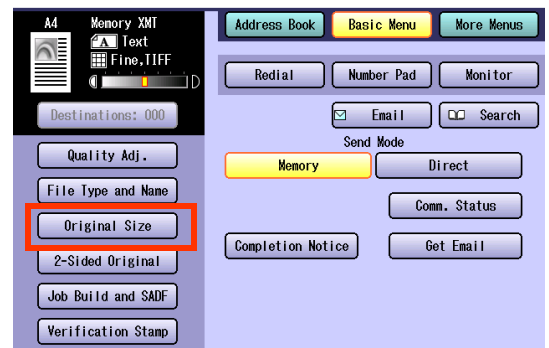
5 Select the Original Size, and then select "**OK**".

A3⏎	A3
B4⏎	B4
A4 ⏎	A4
A4⏎	A4-R
A5 ⏎	A5
A5⏎	A5-R

6 Set "**Quality Adj**." as required.

● Refer to **Setting Original Quality** (see page 30).

7 Select "**Address Book**", and then select a destination.

①

A4	Memory XMT	Address Book	Basic Menu	More Menus
	Text Fine,TIFF	Redial	Number Pad	Monitor
	Destinations: 000		Email	Search

#AB CDE FGH IJK LMN OPQ RST UVW XYZ **Favourites** Program/ Group

a	b	jack
maria	panasonic	PCC

01 / 01

②
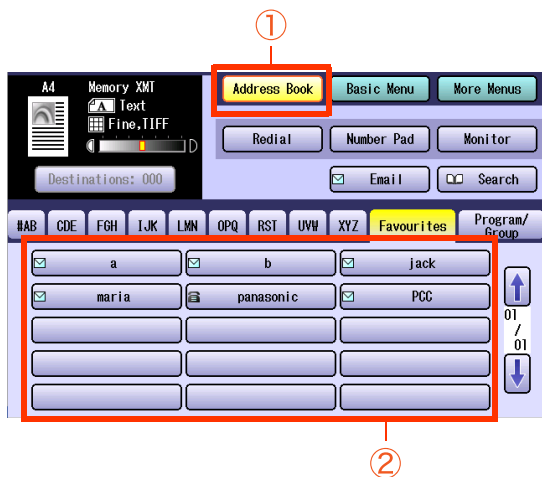
● Refer to **Entering a Destination** (see page 16).

8 Press the **Start** key.

The original(s) are stored into memory with a file number.

NOTE

● The Confirmation screen appears each time an original is scanned.

● When the last original is scanned, select "**No**" to start transmission.

Yes	No

Chapter 2   Basic Fax Transmission

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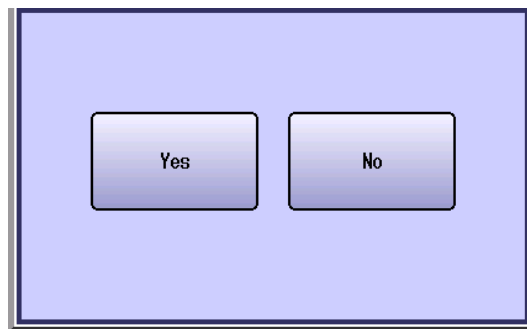
Transmitting 2-Sided Originals

2-sided originals loaded in the ADF are scanned automatically with a specified binding edge position, and transmitted.

Two binding edge selections are available:

- Long Edge: 2-sided scanning is aligned to the long edge of the original.
- Short Edge: 2-sided scanning is aligned to the short edge of the original.
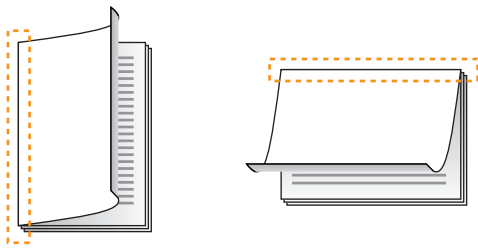
Long Edge   Short Edge
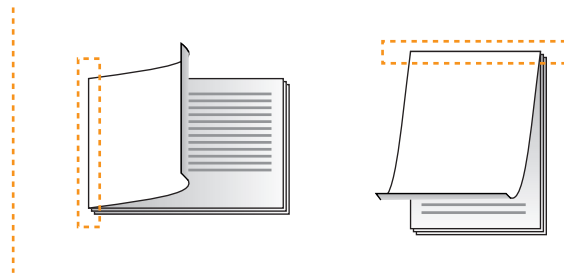
NOTE

● This feature works only when originals are loaded in the ADF.

● The Verification Stamp feature does not work when 2-Sided scanning is selected.

1 Place original(s) on the ADF.
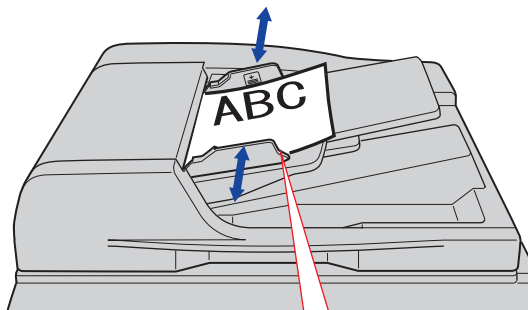
Face up. Up to 100 sheets
(80 g/m^2 / A4)

● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Basic Menu**".

4 Select "**2-Sided Original**".

5 Select a binding position, and then select "**OK**".

Long Edge	Select when the binding position is on the long side of the original.
Short Edge	Select when the binding position is on the short side of the original.

6 Set "**Quality Adj.**" as required.

- Refer to **Setting Original Quality** (see page 30).

7 Select "**Address Book**", and then select a destination.

- Refer to **Entering a Destination** (see page 16).

8 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

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Verification Stamp

This function confirms successful transmission or storage into the memory by stamping at the bottom of each successfully transmitted original(s) with a small "**x**" mark.

Report

Ex: Scanning Direction

Verification Stamp
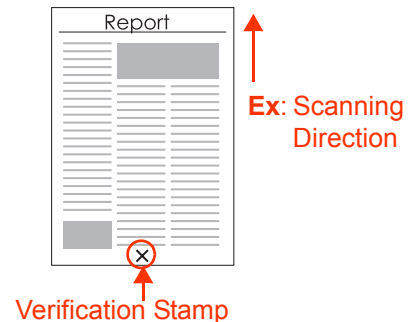
NOTE

● The scanned document(s) are stamped after feeding through the ADF.

● The standard setting of the Verification Stamp is "**Off**". The stamp setting can be changed with the Function Parameter "**04 Stamp (HOME)**" (Fax/Email Settings > Fax Parameters). For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● The machine can be configured not to stamp the documents stored in the memory by changing the setting of the Function Parameter "**28 Stamp at Memory XMT**" (Fax/Email Settings > Fax Parameters). For instructions on how to configure the verification stamp, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● The Verification Stamp function is available when scanning documents with the ADF.

ATTENTION

● Because the verification stamp cannot be deleted, be careful not to use the verification stamp when transmitting important document(s).

---

1 Place original(s) on the ADF.

● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Basic Menu**".
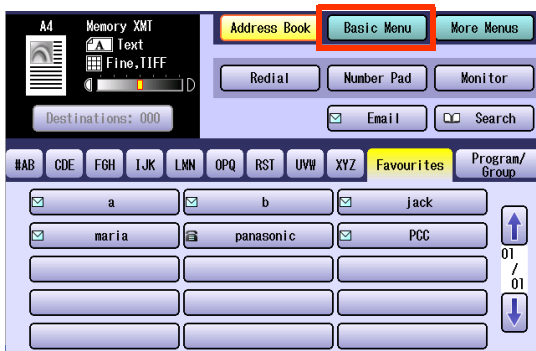
4 Select "**Verification Stamp**".
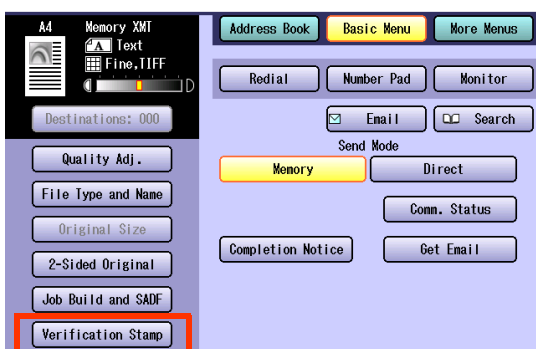
5 Set "**Quality Adj.**" as required.

● Refer to **Setting Original Quality** (see page 30).

6 Select "**Address Book**", and then select a destination.

① ②
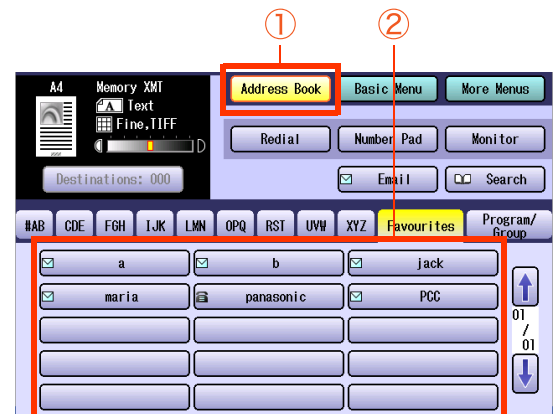
● Refer to **Entering a Destination** (see page 16).

7 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

● The setting of the "**Verification Stamp**" is returned to Off after the transmission is completed.

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Memo

Transmitting a Document Stored in Memory

Documents can be quickly scanned and stored in the memory before transmission.

This feature allows you to send the documents to multiple destinations without having to scan the same documents over again. It also allows you to retrieve your original(s) immediately without having to wait for the Fax transmission to complete.

In addition to the Memory transmission, the machine supports the Direct transmission feature. In Direct transmission, a document is transmitted without storing it into the memory.

Memory Transmission

Quick Memory Transmission

Stores all the original(s) into memory first, and then starts its transmission.

Starts transmitting when the first page is stored in the memory.

Original(s)

Original(s)

Destination machine(s)
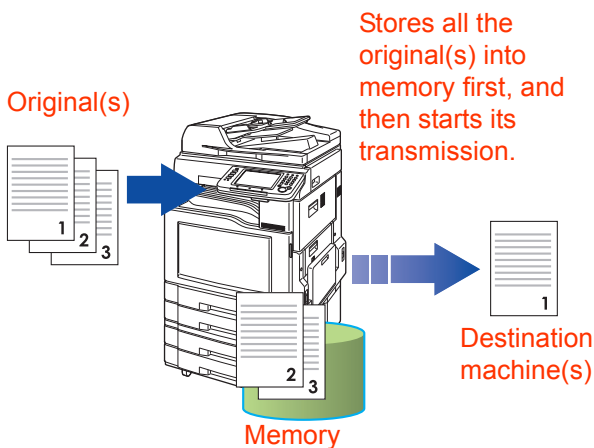
Destination machine(s)
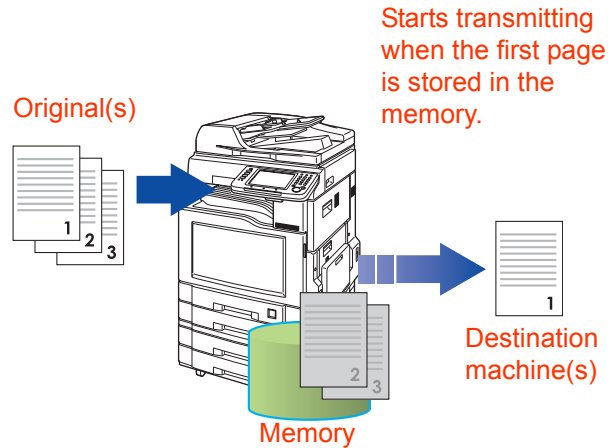
Memory

Memory

NOTE

● If the memory overflows while original(s) are being scanned for transmission to a single destination, the machine will operate in the following manner:

❑ If the Quick Memory Transmission feature is set to "**Valid**" in Function Parameters

The document is transmitted up to the portion that was stored into the memory.

❑ If the Quick Memory Transmission feature is set to "**Invalid**" in Function Parameters

The document is transmitted up to the portion that was stored in the memory, and then switches to Direct transmission and transmits the remaining original(s) in the ADF during the same phone call.

● If the memory overflows while original(s) are being scanned for transmission to multiple destinations, a message appears asking whether to transmit the successfully stored documents in memory or to cancel the transmission. Select "**Yes**" to start transmitting, or "**No**" to cancel. If no action is taken within 10 seconds, the machine will start transmitting the stored documents.

● The transmission of a document terminates if memory overflows when the first page is transmitted.

● The standard setting of Memory transmission is "**On**" and it can be changed with the Function Parameter "**05 Memory (HOME)**" (Fax/Email Settings > Fax Parameters). For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● The Function Parameter "**82 Quick Memory XMT**" (Fax/Email Settings > Fax Parameters) can be configured to start transmitting a document when the first page is stored. This transmission mode is called "Quick Memory Transmission". The standard setting of Quick Memory transmission is "**Valid**". For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● Your machine is preset to transmit all documents from memory.

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To send documents using Memory transmission, follow the steps below. (This is an example when the Direct transmission is set as default in the Function Parameters.)

1 Place original(s).

- Refer to **Placing Originals (Facsimile/Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.
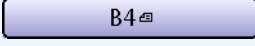
2 Press the **Fax** key.

3 Select "**Basic Menu**".
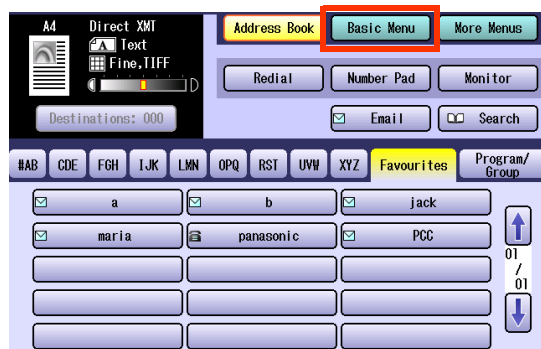
4 Select "**Memory**".
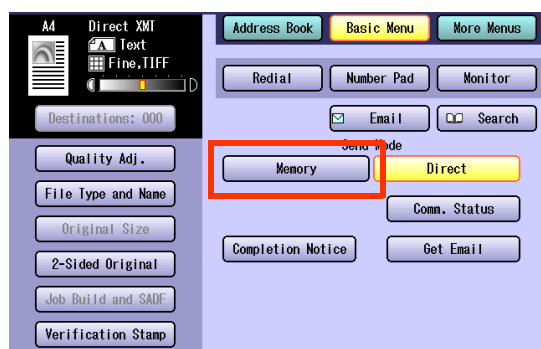
5 Set "**Quality Adj.**" as required.

- Refer to **Setting Original Quality** (see page 30).

6 Select "**Address Book**", and then select a destination.
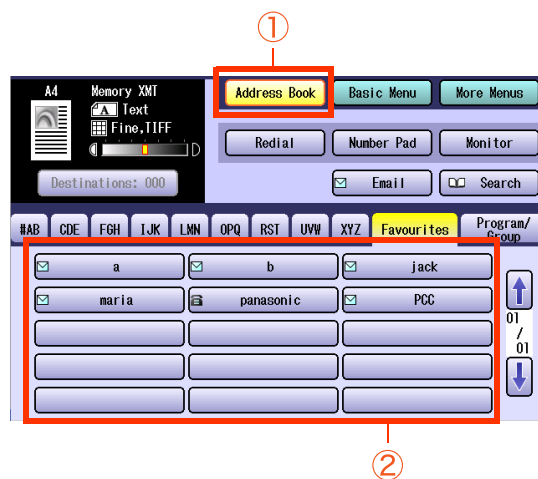
- Refer to **Entering a Destination** (see page 16).

7 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

- For instructions on how to cancel a transmission, refer to **Cancelling a Communication** (see page 52).

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Job Build and SADF

The Job Build and SADF setting enables to scan sets of originals that exceed the maximum capacity of ADF. Special originals (thin paper, etc.) can be fed from the ADF for Memory transmission.

This function is available when "**Job Build and SADF**" is selected in the "**Basic Menu**".

NOTE

● The standard setting of "**133 Job Build and SADF Mode**" is set to "**No**". For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● This function is available when the Function Parameter "**05 Memory (HOME)**" (Fax/Email Settings > Fax Parameters) is set to "**On**".

● The Function Parameter "**82 Quick Memory XMT**" (Fax/Email Settings > Fax Parameters) is not available for this function.

● Up to 255 pages can be stored. When the number of pages exceeds 255, the memory overfull message will be displayed. Select "**Yes**" to start transmitting, or "**No**" to cancel.
If no action is taken within 5 seconds, the machine will start transmitting the stored originals.

1 Place original(s).
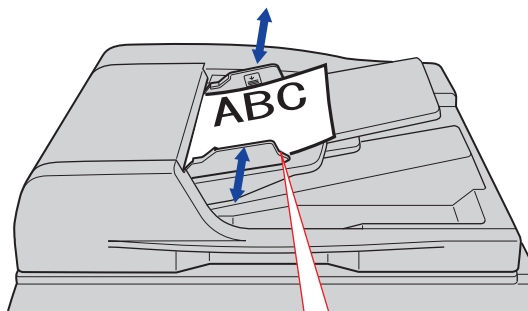
Face up. Up to 100 sheets (80 g/m^2 / A4)

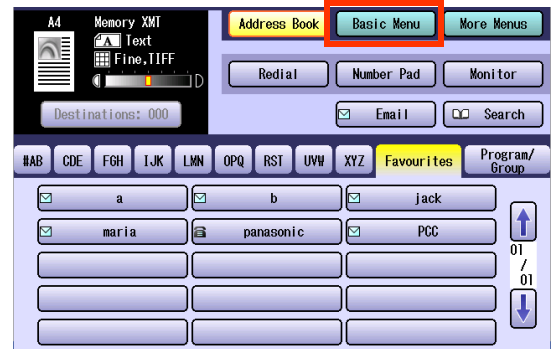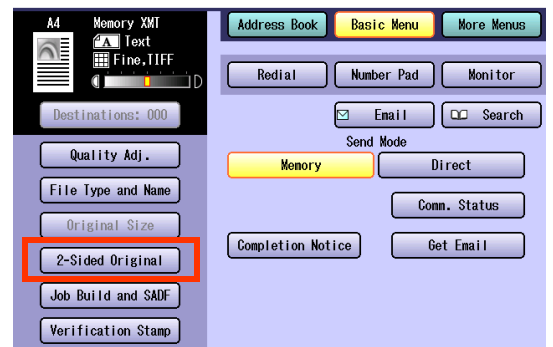● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.
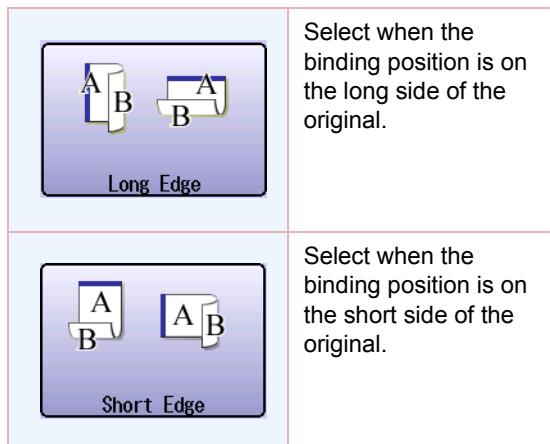
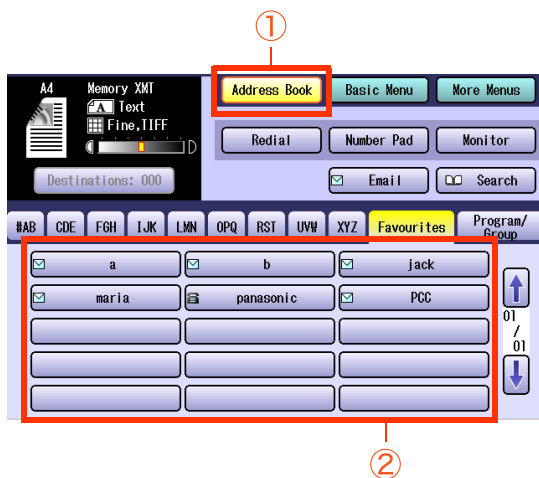*2* Press the **Fax** key.

3 Select "**Basic Menu**".
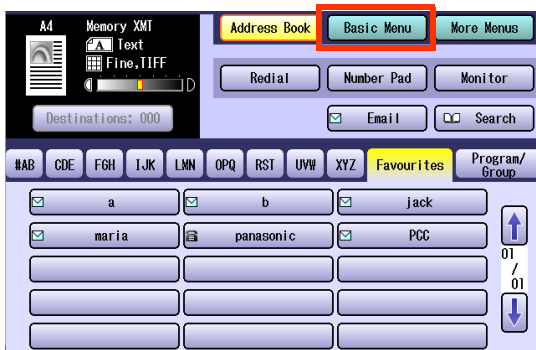
4 Select "**Job Build and SADF**".
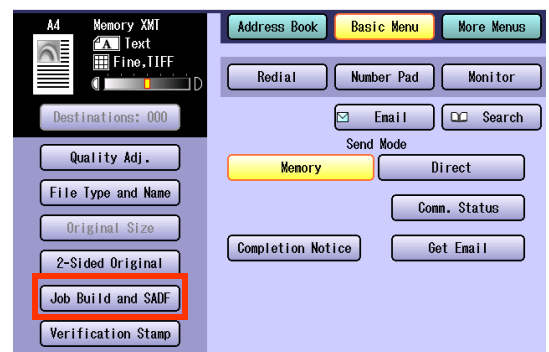
5 Set "**Quality Adj.**" as required.

● Refer to **Setting Original Quality** (see page 30).

6 Select "**Address Book**", and then select a destination.
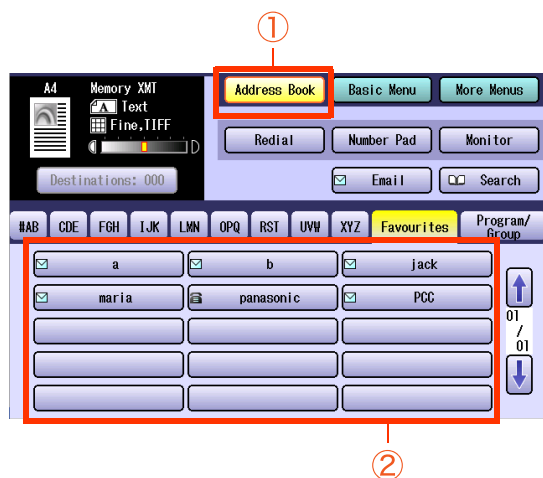
● Refer to **Entering a Destination** (see page 16).

7 Press the **Start** key.

The original(s) are stored into memory with a file number.

● For instructions on how to cancel a transmission, refer to **Cancelling a Communication** (see page 52).

8 If you have another original(s), place the next original(s) within 5 seconds after the last original is scanned.

Face up. Up to 100 sheets (80 g/m^2 / A4)
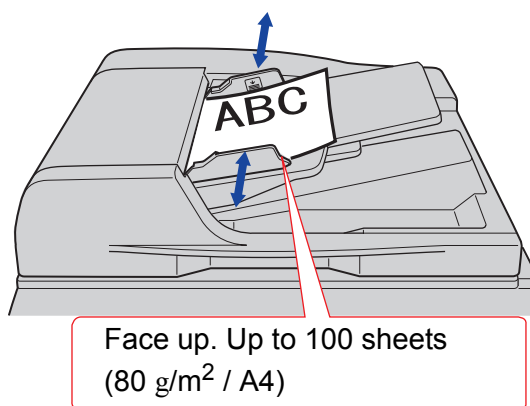
● If you do not place the next original(s) within 5 seconds, the message "Another Original?" will be displayed.
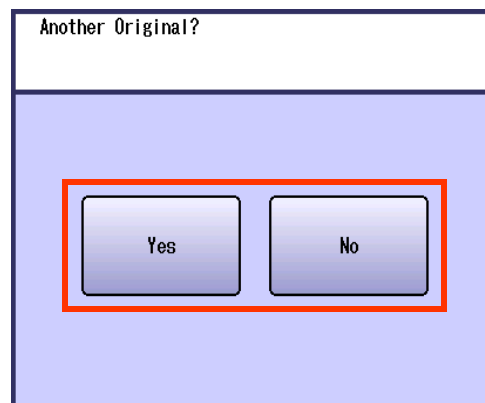
Yes	Select to place another original(s).
No	Select to start transmission.

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Direct Transmission

Documents can be transmitted immediately on scanning without storing into memory. Direct transmission is more convenient in situations as shown below.

❑ When you want to send the documents right away.
❑ When you want to send a large amount of documents.

Original(s)

To a single destination
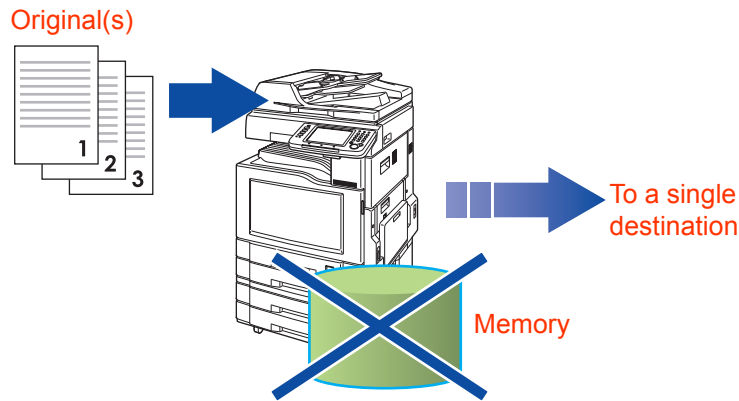
Memory

NOTE

● Direct transmission cannot be used to send documents to multiple destinations.

● Memory transmission may switch automatically to Direct transmission when memory overflow occurs during document scanning.

● Memory transmission is the standard setting on the machine, however, it can be changed to Direct transmission with the setting "**05 Memory (HOME)**". For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

1 Place original(s).

● Refer to **Placing Originals (Facsimile/Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Basic Menu**".
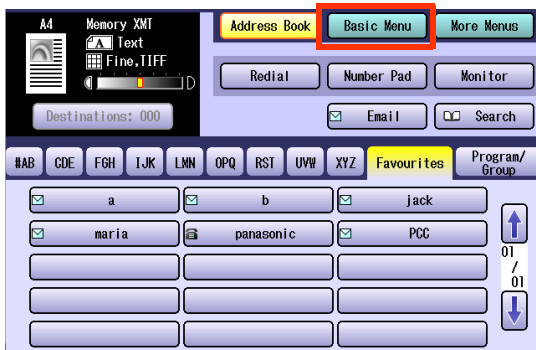
*4* Select "**Direct**".
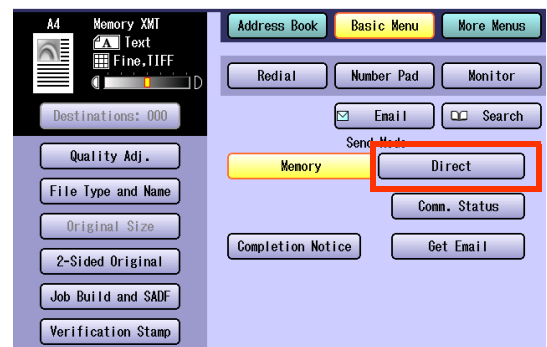
5 Set "**Quality Adj.**" as required.

● Refer to **Setting Original Quality** (see page 30).

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6 Select "**Address Book**", and then select a destination.
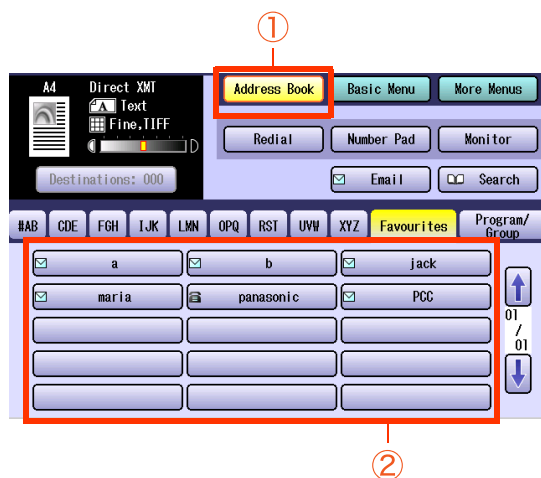
● Refer to **Entering a Destination** (see page 16).

7 Press the **Start** key.

Transmission starts immediately upon scanning.

● For instructions on how to cancel a transmission, refer to **To Cancel Direct Transmission:** (see page 53).

Verifying Communication Status

To verify the communication status, follow the steps below.

1   Press the **Fax** key.

2   Select "**Basic Menu**".
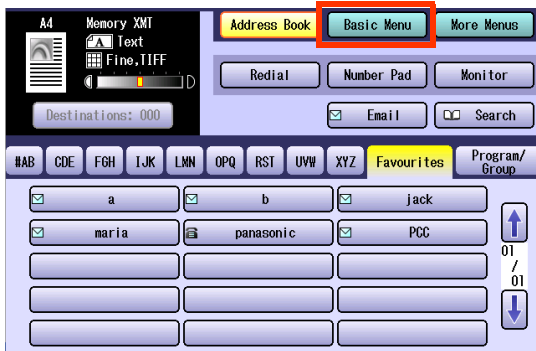
3   Select "**Comm. Status**" while the call session is in progress.
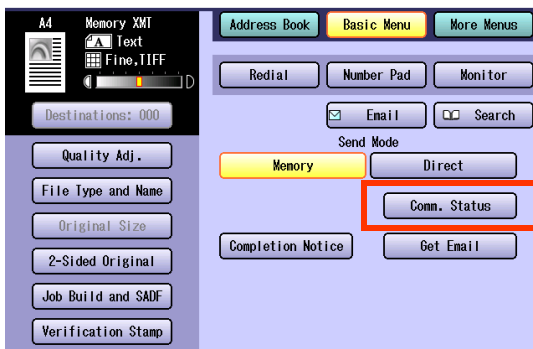
4   Verify the communication status.
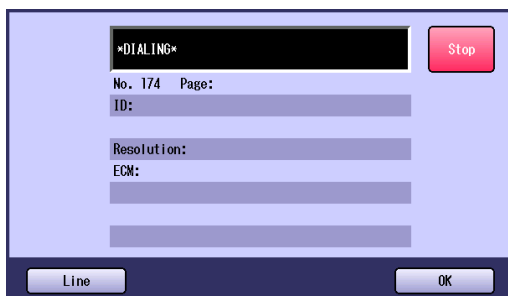
5   When the verification is completed, select "**OK**".

Rotated Transmission

If an A4/Letter-sized document is loaded in the portrait position, it could be interpreted as an A3/Ledger size on the receiving station. To avoid this misinterpretation, the machine is configured to support Rotated transmission.

Set the Function Parameter "**78 Rotation XMT**" (Fax/Email Settings > Fax Parameters) to "**Valid**". This allows an A4/Letter-size document to be rotated by 90 degrees automatically when they are loaded in the portrait position, so that it is transmitted in the same orientation as it would have been loaded in the landscape position.

NOTE

● The standard setting of "**78 Rotation XMT**" is set to "**Valid**". For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● The Rotated Transmission feature only works with Memory transmissions, but not with Direct transmissions.

■ **Rotation XMT set to "Valid"**
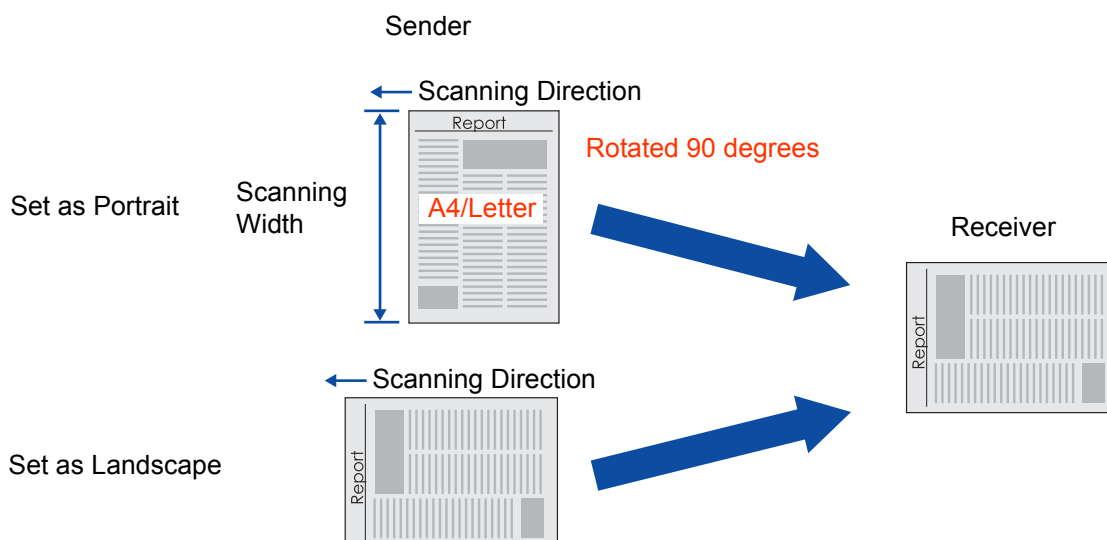
■ **Rotation XMT set to "Invalid"**

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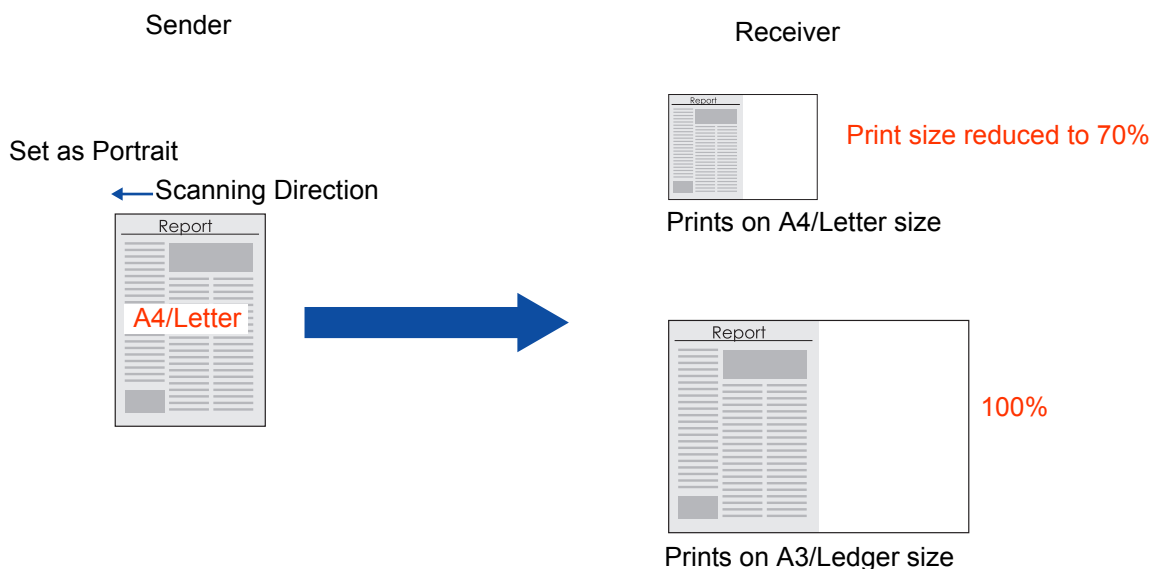
Batch Transmission

The Batch Transmission feature is useful in controlling the reduction of transmission time and telephone costs. In a Batch transmission job, the machine sorts documents bound for the same destination(s), and collectively handles them as one reserved document (file) to be transmitted in a single call.

There are two types of Batch transmissions available:

• Real Time Batch Transmission:

During the Memory transmission, your machine searches the memory for reserved files (up to 4 files) to transmit to the same destination, and automatically batches, and then transmits them in a single call.

NOTE

● The machine cannot batch files that are waiting for redialling or currently being sent, but will batch files that are pending to be dialled.

• Delayed Batch Transmission:

This feature requires the scheduling of the time for the Batch transmission into a Program key in advance. All transmission(s) using this Program key are batched and transmitted at the registered time.

Ex. Real Time Batch Transmission
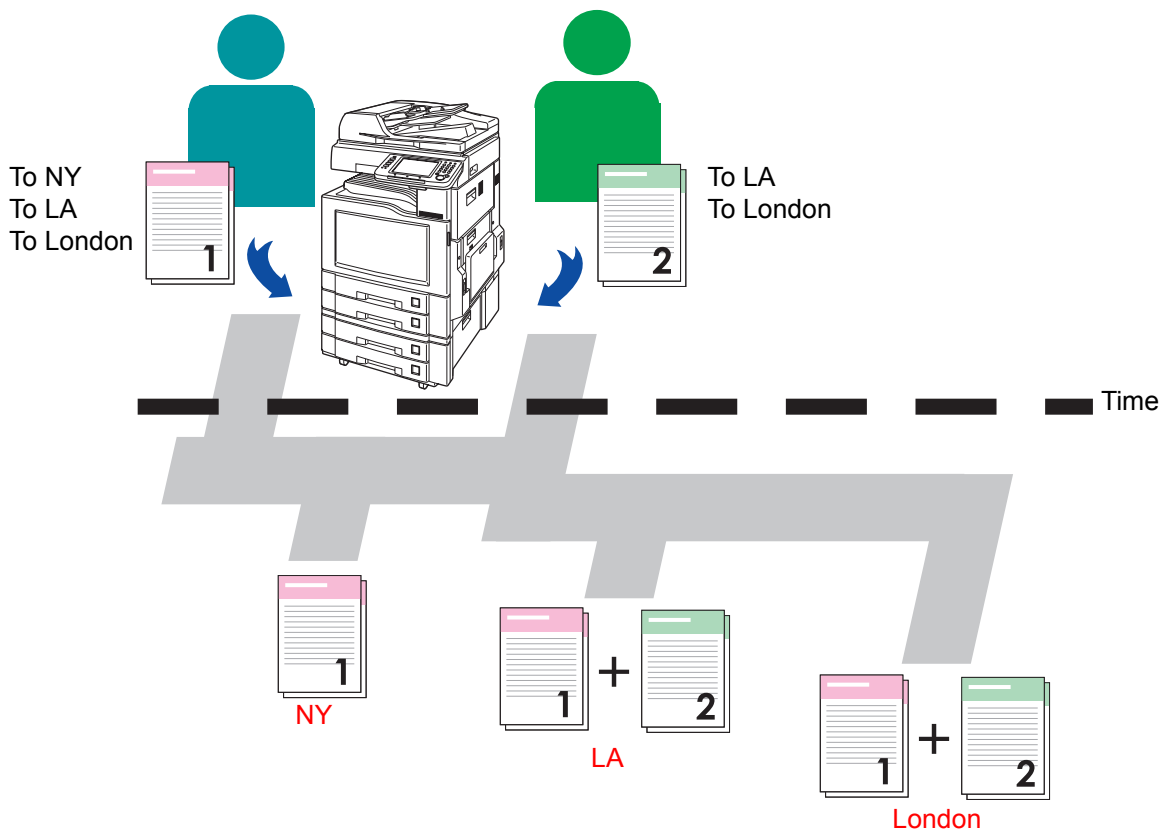
Getting an Outside Line Using PIN Code Access

If your PBX requires a PIN (Personal Identification Number) code to access an external line, your machine can be set to prompt the user to enter the PIN code before dialling.

This function is available when the Function Parameter "**39 PIN Code Access**" (Fax/Email Settings > Fax Parameters) is set to "**Suffix**" or "**Prefix**".

When "**39 PIN Code Access**" is set to "**Prefix**", the dialling procedure is as follows.
(Available for some countries only.)

> NOTE
> - This feature is available in certain countries only.
>
> - This feature is not available when dialling from a connected external telephone.
>
> - The standard setting of "**39 PIN Code Access**" is set to "**None**". For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

---

1 Place original(s).

- Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Set "**Quality Adj.**" as required.

- Refer to **Setting Original Quality** (see page 30).

4 Select "**Address Book**", and then select a destination.
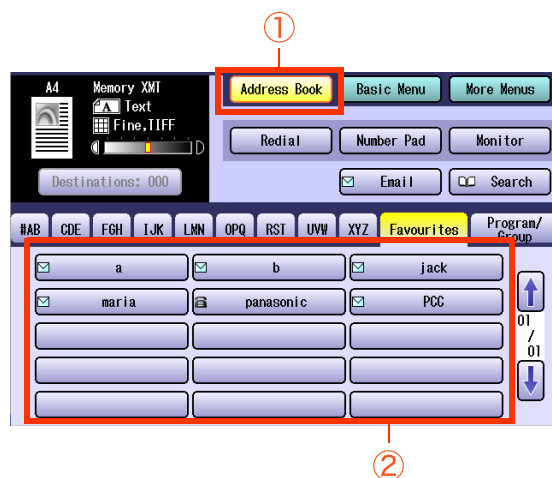
- Refer to **Entering a Destination** (see page 16).

5 Press the **Start** key.

6 Enter a PIN code, and then select "**OK**". (Up to 36 digits)
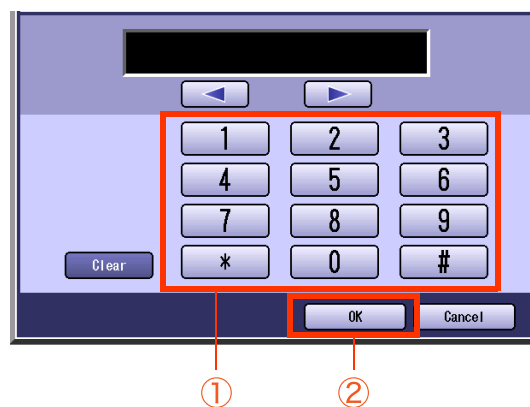
The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

Using Program Keys

If frequently used communication tasks are pre-programmed onto a respective program dialling button, the programmed operating sequence can be recalled by simply selecting the assigned button.

Program dialling not only simplifies repetitive and complex operational sequences but also prevents operator errors.

To use a Program key, follow the steps below.

> **NOTE**
>
> ● To use this feature, the operating sequence must be programmed onto the button in advance.
>   Refer to **Setting for Program Dialling** (see page 181).
>
> ● To check what operation was pre-programmed onto a program button, confirm by printing the program list.
>   Refer to **Printing the Program List** (see page 188).

1 Place original(s).

>   ● Refer to **Placing Originals (Facsimile/
>   Internet Fax)** in the Operating Instructions
>   (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Program/Group**".

4 Select the Program key.

5 Press the **Start** key.

Communication starts, or original(s) are stored into memory.

Memo

Cancelling a Communication

To cancel a communication, follow the steps below.

To Cancel Memory Transmission:

1   Press the **Fax** key.

2   Press the **Stop** key while the communication is in progress.

3   Select "**Yes**" to stop a communication.
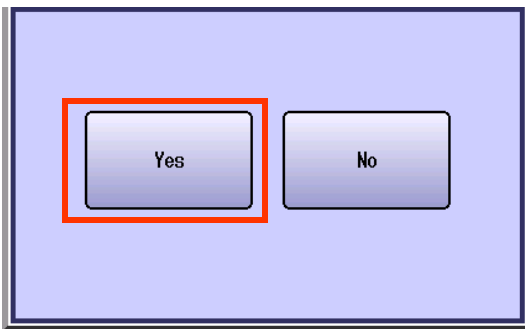
4   Select "**Yes**" to print a communication journal, or "**No**" if a communication journal is not desired.
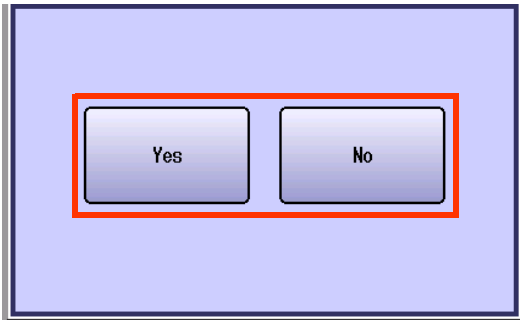
To Cancel Direct Transmission:

1   Press the **Stop** key while the communication is in progress.

2   Select "**Yes**" to stop a communication.
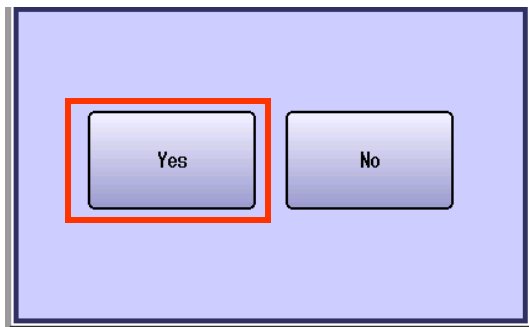
3   Remove the document.

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Dial Prefix

Your machine has the following functions to utilize your existing fax phone numbers database:

• LDAP database search for fax phone numbers (Directory Search)

• Import an existing fax phone number list in CSV file format (Network Address Book Editor software)

The phone numbers in the database are usually 10-digit numbers (It differs in each countries' specifications) that are not in the format of phone numbers actually dialled through a PBX.

Ex: (In the case of 10-digit number in the database.)

• A fax phone number in the database is shown as 212 555 1234

• A long distance fax phone number format that is dialled via a PBX, is as 9+1+212 555 1234

The Dial Prefix function allows you to program a Dial Prefix including a PBX Dial-out Prefix (e.g. "**9**") and the Long Distance Call Code (=1). The pre-programmed Dial Prefix will be automatically dialled only when the fax phone number is a 10-digit number, allowing you to utilize the existing database without modifying it.

To enable this function, enter the Dial Prefix number in "**122 Dial Prefix**". For more details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

NOTE

● This feature is available in certain countries only.

● Only numbers (0 to 9) will be counted for 10 digits. Any other characters or symbols (such as "**-**" will be ignored.)

● This function is not available when using Monitor dialling or Off-hook dialling with either the optional handset or an external telephone set.

212 111 1234
⋮
312 222 4321
213 333 9876
⋮

If the number to dial is a 10-digit number (See Note)
Ex: 212 111 1234

Dials with the dial prefix number appended
9-1 + 212 111 1234
(Automatically appended)

Sends the document(s)

If the number to dial is NOT a 10-digit number
Ex: 9-222 9876 (8 digits)
9-1 312 333 4567 (12 digits)

Dials without the dial prefix number
9-222 9876
9-1 312 333 4567

Dial prefix = 9-1
("**-**" represents a pause)

・Address Book Dialling
・Manual Number Dialling
・LDAP Search Dialling

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1 Press the **Function** key to open the Function Parameters screen.

2 Select "**Fax/Email Settings**".

3 Select "**04 Key Operator Mode**".

```
0 - 4
  00    Address Book
  01    Program Keys
  02
  03
  04    Key Operator Mode
                                    01
                                    /
                                    01
                              Close
```

4 Enter the Key Operator password, and then select "**OK**".

```
 Caps   Numeric/          ◄  ►  Back Space
        Symbols
 q w e r t y u i o p @
 a s d f g h j k l
 z x c v b n m . _
              Space
                    OK      Cancel
              ①          ②
```

● If you make a mistake, press the **Clear** key or "**Back Space**" to delete.

5 Select "**01 Fax Parameters**".

```
0 - 4
  00    User Parameters
  01    Fax Parameters
  02
  03
  04
                                    01
                                    /
                                    01
                              Close
```

6 Select "**120-159**".

```
0 - 39   40 - 79   80 - 119   120- 159   160- 184
  00    Print FaxParameterList
  01    Density (HOME)          0
  02    Resolution (HOME)       Fine          01
  03    Original (HOME)         Text          /
  04    Stamp (HOME)            Off           37
                                    Close
```

● You can also proceed to step 8 by entering 122 with the Keypad and pressing the **Start** key.

7 Select "**122 Dial Prefix**".

```
0 - 39   40 - 79   80 - 119   120- 159   160- 184
  120
  121
  122   Dial Prefix                         25
  123                                       /
  124                                       37
                                    Close
```
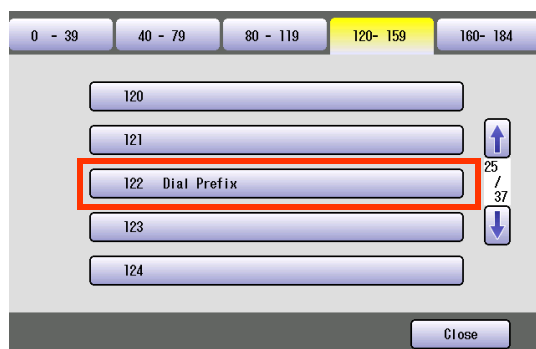
8 Enter the Dial Prefix Number (4-digit), and then select "**OK**".

```
                    ◄        ►
            1      2      3
            4      5      6
  Pause     7      8      9
  Clear            0
                    OK      Cancel
              ①          ②
```
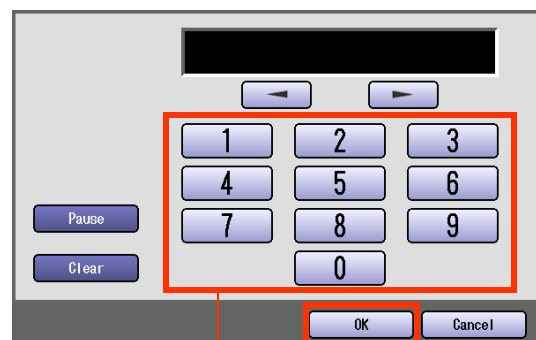
● If you make a mistake, select "**Clear**" to delete.

● Press the **Reset** key to return the machine to the initial screen of the current active mode.

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Time Controlled Communication (Deferred)

Deferred Transmission

The time must be pre-programmed in advance to send document(s) to a single or multiple destinations at a deferred time within the next 24 hours.

The document is scanned and stored in memory as a reserved document until the pre-programmed time lapses. The transmission starts at the pre-programmed time.

11:00   21:00

Programmed to transmit at 21:00   Transmitted
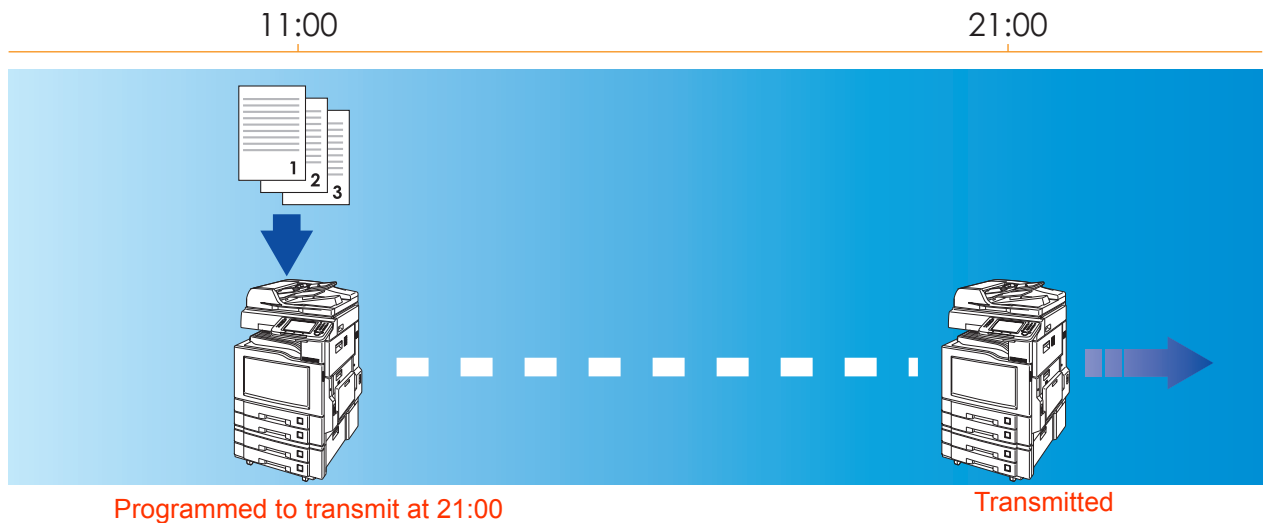
NOTE
● Up to 50 built-in timers can be set for deferred communication.

1 Place original(s).

● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**More Menus**".
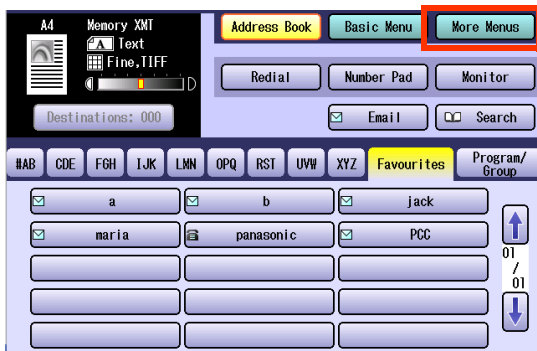
4 Select "**Transmit**".
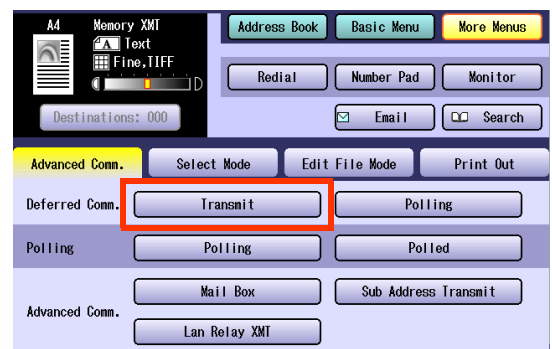
5 Set the deferred time, and then select "**OK**".
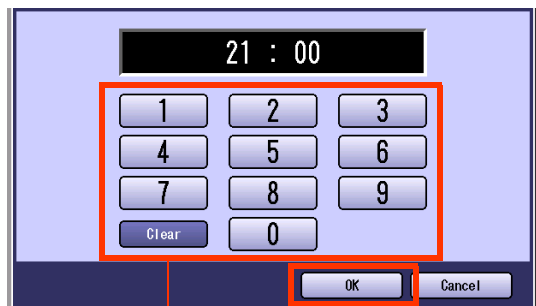
- Set the time in the 24-hour format.
  Ex: 21: 00
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.

6 Set "**Quality Adj.**" as required.

- Refer to **Setting Original Quality** (see page 30).

7 Select a destination.
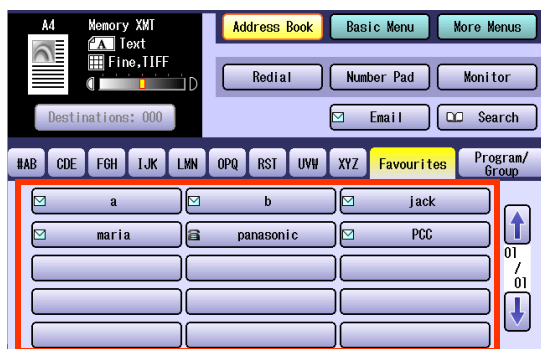
- Refer to **Entering a Destination** (see page 16).

8 Press the **Start** key.

Document(s) are stored into memory.

- The programmed deferred communication time can be modified.
  For instructions on how to modify the communication time, refer to **Editing Communication Reservations** (see page 166).

- It you need to delete a reserved communication file, or to cancel a time-controlled communication, refer to **Deleting a Communication Reservation File** (see page 168).

- A communication journal is printed if the transmission fails for any reason.
  (**Ex**: Remote station was busy.)
  Refer to **Printing a Communication Reservation File** (see page 169) and **Communication Journal** (see page 196).

- Press the **Reset** key to return the machine to the initial screen of the current active mode.

Deferred Polling

If Polling is requested with a deferred time, it will start polling at the pre-programmed time.

Receiver   Pre-programmed Communication Time **18:00**   Sender

Request to Poll

Document(s)

Memory
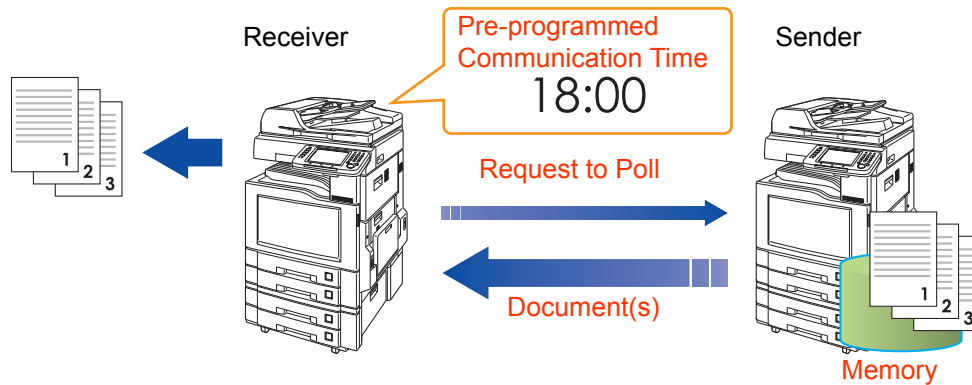
● Up to 50 built-in timers can be set for deferred communication.

● Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll important documents.

● If a password is not set in the polled station, you may poll the other station even though your machine has a password.

● For instructions on how to use polling without a pre-programmed time, refer to **Polling** (see page 60).

1   Press the **Fax** key.

2   Select "**More Menus**".
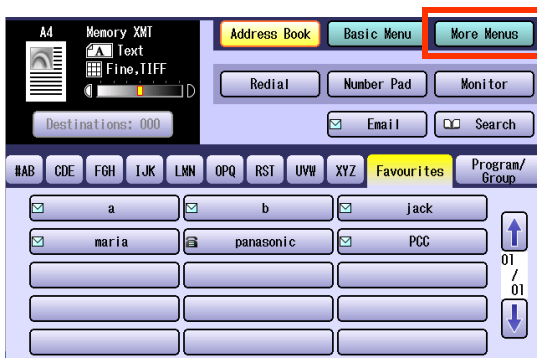
3   Select "**Polling**" in "**Deferred Comm.**"
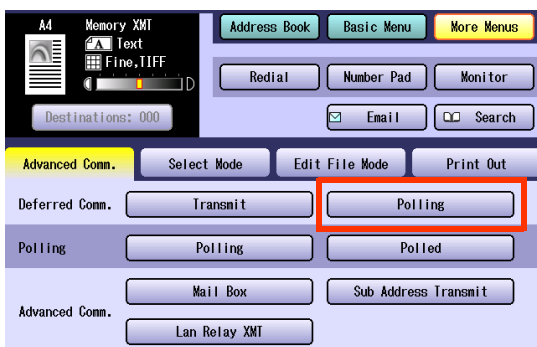
4   Enter a communication time, and then select "**OK**".

18 : 00

① ②
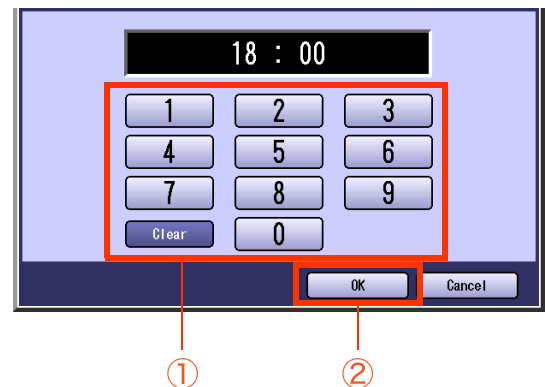
● Enter the time in the 24-hour format.
   Ex: 18: 00

● If you make a mistake, select "**Clear**" to delete entries one digit at a time.

5 If a password is required, enter the password, and then select "**OK**".
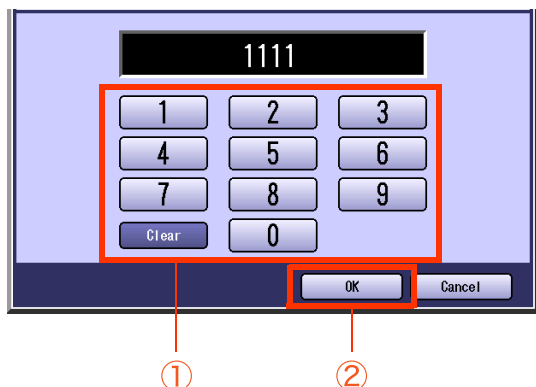
- If you have set the polling password in the Function Parameter "**26 Polling Password**" (Fax/Email Settings > Fax Parameters), the password will appear on the display.
  You can still change the password temporarily by overwriting it with a new one.

6 Select a destination.
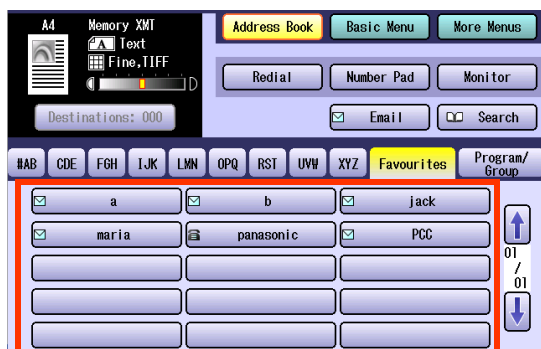
- Refer to **Entering a Destination** (see page 16).

7 Press the **Start** key.

Polling starts when the pre-programmed time is reached.

- The programmed deferred communication time can be modified.
  For instructions on how to modify the communication time, refer to **Editing Communication Reservations** (see page 166).

- If you need to delete a reserved communication file, or cancel a time-controlled communication, refer to **Deleting a Communication Reservation File** (see page 168).

Polling

Polling

Polling is a process of calling the other station(s) for document retrieval. The other station must know in advance that you will call, and must prepare document(s) by storing them into the memory. To ensure security, establish a polling password that is shared by the other station ahead of time.

The receiving station initiates the call, therefore, it pays for the communication charges.

Receiver   Sender

Request to Poll

Document(s)

Memory
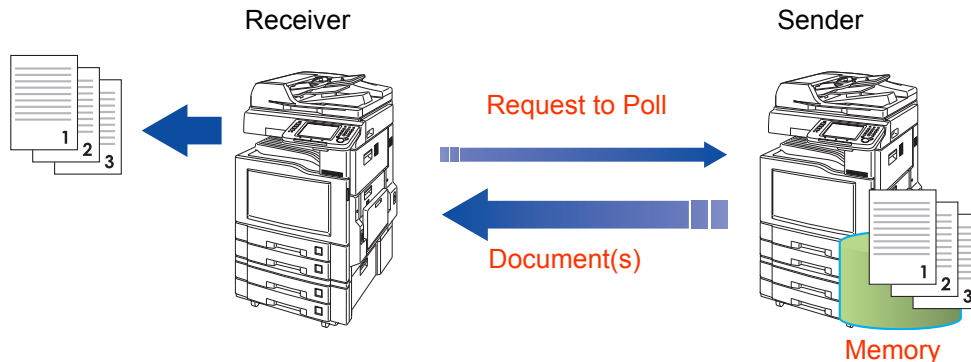
> **NOTE**
> ● For instructions on how to use deferred polling, refer to **Deferred Polling** (see page 58).
>
> ● Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll important documents.
>
> ● If a password is not set in the polled station, you may poll the other station even though your machine has a password.

1 Press the **Fax** key.

2 Select "**More Menus**".

3 Select "**Polling**" in "**Polling**".

4 If a password is required, enter the password, and then select "**OK**".
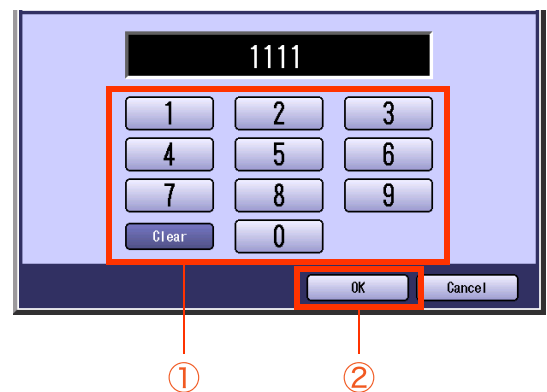
① ②

● If you have set the polling password in the Function Parameter "**26 Polling Password**" (Fax/Email Settings > Fax Parameters), the password will appear on the display.
You can still change the password temporarily by overwriting it with a new one.

5 Select a destination.
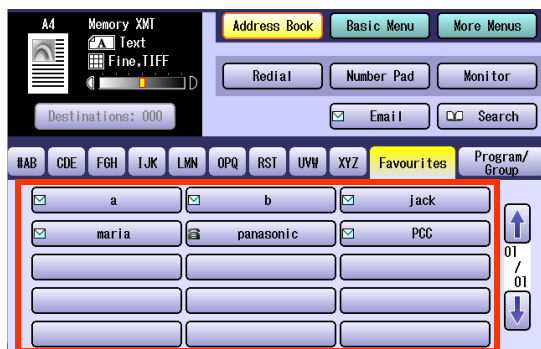
- Refer to **Entering a Destination** (see page 16).

6 Press the **Start** key.

Polling starts.

Storing Documents to be Polled

Being Polled is the process of automatically transmitting document(s) upon receiving the polling request from the receiving station.

You must prepare your machine by storing document(s) into memory ahead of time.

To ensure security, set the polling password that is shared with the receiving station.

The receiving station initiates the call, therefore, it pays for the communication charges.

Sender (Waiting for Polling request)

Store document(s) into memory.

Memory
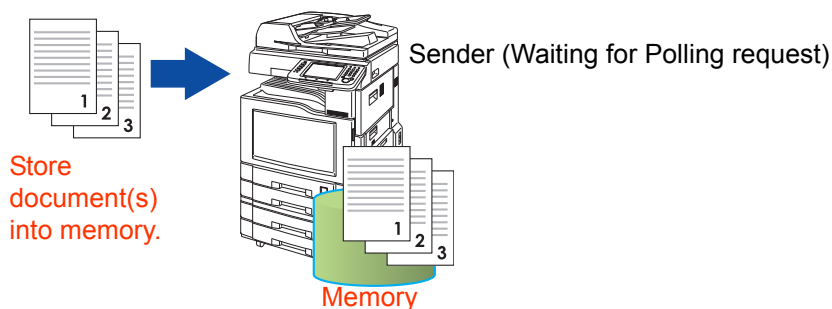
NOTE

● Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll important documents.

● If a password is not set in the polled station, you may poll the other station even though your machine has a password.

---

1   Place original(s).

● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2   Press the **Fax** key.

3   Select "**More Menus**".
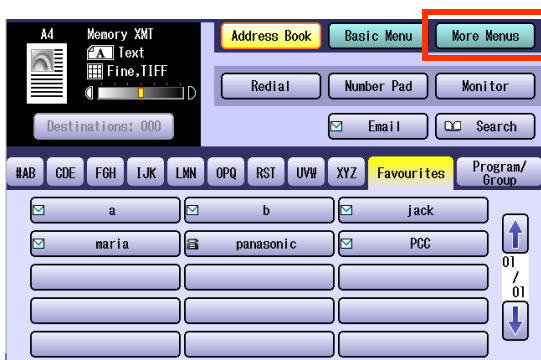
4   Select "**Polled**" in "**Polling**".
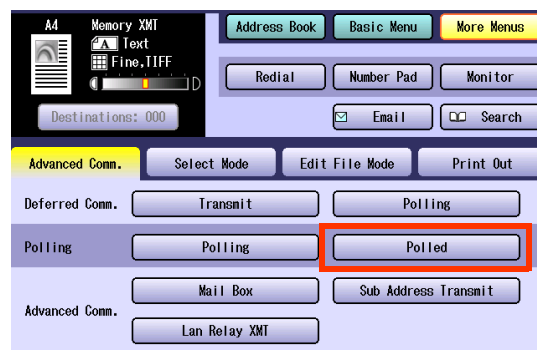
5   If a password is required, enter the password, and then select "**OK**".

The scanned document is stored in the memory as a polled file ready for transmission upon receiving a polling request.

- You can still send or receive documents even when the machine is setup to be polled.
- To delete a polled file, refer to **Deleting a Communication Reservation File** (see page 168).
- Only 1 polled file can be stored in memory. If you need to add document(s) into the same polled file, refer to **Adding Documents to a Communication Reservation File** (see page 170).
- If you have set the polling password in the Function Parameter "**26 Polling Password**" (Fax/Email Settings > Fax Parameters), the password will appear on the display.
  You can still change the password temporarily by overwriting it with a new one.
- After being polled, the documents stored in the memory will be erased automatically. To retain the documents in memory so that they can be polled repeatedly, change the setting of the Function Parameter "**27 Polled File Save**" (Fax/Email settings > Fax Parameters) to "**Valid**".

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Using a Mailbox (Confidential Communication)

What is Confidential Communication?

The confidential mailbox allows communication with other compatible models using a 4-digit confidential code. The Confidential Mailbox feature receives document(s) with a confidential code in the memory. These documents can only be printed by the person who has the correct confidential code.

- A confidential reception report is printed whenever confidential documents are received on the machine.
- 49 mailboxes are available on the machine.
- Mailbox passwords are 4-digit.

This section explains how to transmit, poll, store, delete, and print confidential documents.

Confidential Polling and Confidential Polled transmission can be performed using mailboxes. For instructions on how to use these, refer to **Confidential Polling** (see page 66) and **Storing Documents for Confidential Polling** (see page 67).

ATTENTION
- This feature works only if the remote station is any one of the following Panasonic models.

DP-180	DP-190	DP-1820E	DP-1820P	DP-2330	DP-3030	DP-3530	DP-4530
DP-6030	DP-8020P	DP-8020E	DP-8035	DP-8045	DP-8060	DP-C213	DP-C262
DP-C263	DP-C264	DP-C265	DP-C305	DP-C322	DP-C323	DP-C354	DP-C405
DX-800							
UF-6000	UF-9000						

NOTE
- Confidential reception requires establishing the password (4-digit) between the sender and the receiver before reception.

Confidential Transmission

To transmit a confidential document, follow the steps below.

NOTE
● You must have a mailbox password (4-digit) setup and shared with the receiving machine.

1 Place original(s).

● Refer to **Placing Originals (Facsimile/Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**More Menus**".

4 Select "**Mail Box**".

5 Select "**Transmit**".

6 Enter the mailbox password (4-digit), and then select "**OK**".

● If you make a mistake, select "**Clear**" to delete entries one digit at a time.

7 Set "**Quality Adj.**" as required.

● Refer to **Setting Original Quality** (see page 30).

8 Select a destination.


● Refer to **Entering a Destination** (see page 16).

● Select an address, except the address registered for Relayed transmission.

9 Press the **Start** key.

The original(s) are stored into memory with a file number. Then starts dialling the telephone number.

Confidential Polling

1 Press the **Fax** key.

2 Select "**More Menus**".
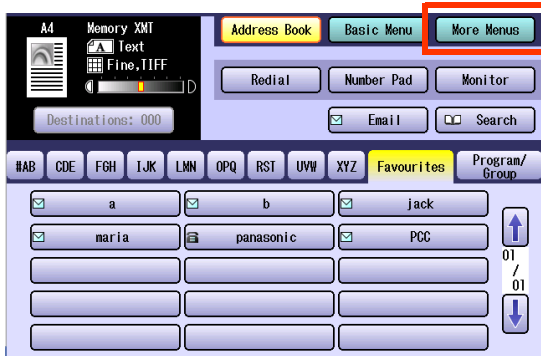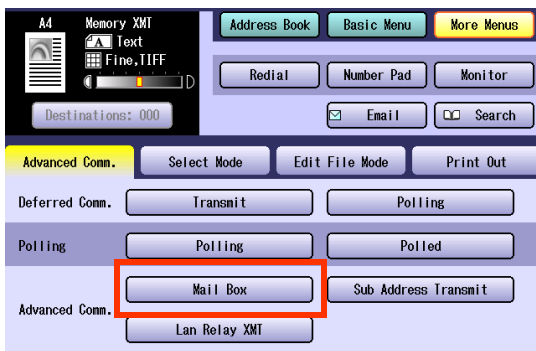
3 Select "**Mail Box**".

4 Select "**Polling**".
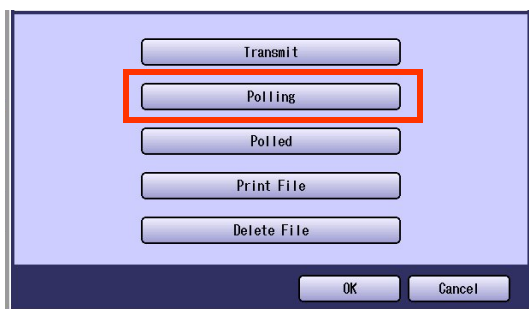
5 Enter the mailbox password (4-digit), and then select "**OK**".
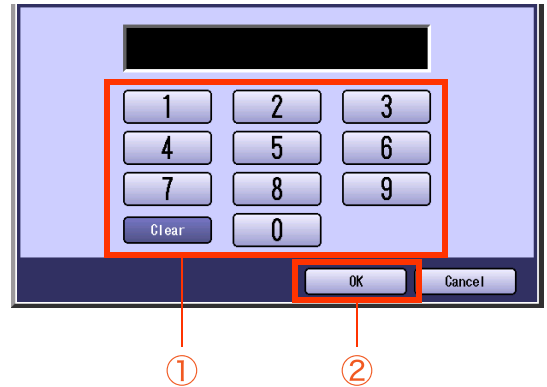
● If you make a mistake, select "**Clear**" to delete entries one digit at a time.

6 Select a destination.
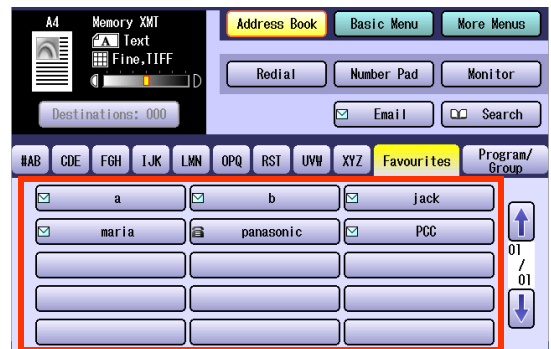
● Refer to **Entering a Destination** (see page 16).

● Select an address, except the address registered for Relayed transmission.

7 Press the **Start** key.

Confidential mailbox polling starts.

● For instructions on how to cancel confidential mailbox polling, refer to **Cancelling a Communication** (see page 52).

Storing Documents for Confidential Polling

1 Place original(s).

- ● Refer to **Placing Originals (Facsimile/Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**More Menus**".
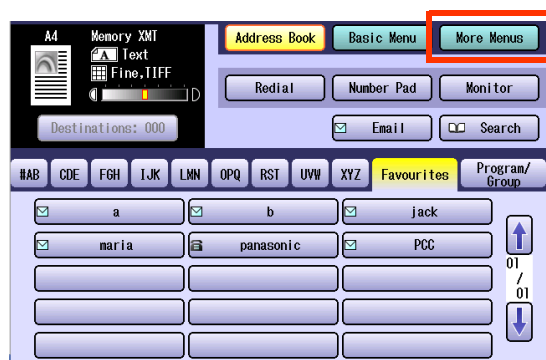
4 Select "**Mail Box**".

5 Select "**Polled**".

6 Enter the mailbox password (4-digit), and then select "**OK**".
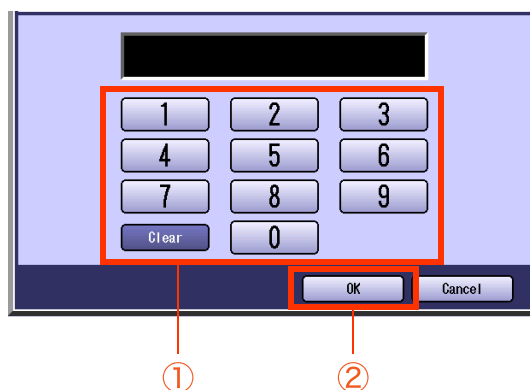
The documents are stored in the mailbox, and will be transmitted upon receiving the confidential polling request.

- ● For instructions on how to delete a confidential document polled for transmission, refer to **Deleting a Confidential Document** (see page 70).
- ● If you make a mistake, select "**Clear**" to delete entries one digit at a time.

Printing a Received Confidential Document

When confidential documents are received, a confidential reception report is printed. This section explains how to read a confidential reception report and print the received confidential documents.

(NOTE)

● After a received confidential document is printed, it is deleted from the mailbox.

● If the machine receives documents having the same password, they are stored into the same mailbox.

● 49 mailboxes are available.

■ Confidential Reception Report

```
                                             (1)
**************** -Conf. RCV Report- **************** Date dd-MMM-yyyy ***** Time 15:00 ********

            ** Notice Of Confidential Document Held **

   (2)           (3)                      (4)                (5)
  File No.      Received From            Pages              Time Received

    040        PANAFAX                    001                dd-MMM 15:00
                                                  (6)
                                              -PANASONIC              -
                          (7)                              (8)
*****DP-XXXX************************ -HEAD OFFICE    - ***** -     201 555 1212- *********
```

No.	Item	Explanation
(1)	Date/Time	The date and time at which the confidential reception report is printed
(2)	File No.	The number automatically assigned to a confidential document in the order of its reception (001 to 999)
(3)	Sender ID	Transmitting station's ID
(4)	Page(s)	Total number of pages of the confidential document
(5)	Receive Time	The date and time at which the confidential document was received
(6)	Logo	Logo (up to 25 characters)
(7)	Character ID	Character ID (up to 16 characters)
(8)	Numeric ID	Numeric ID (up to 20 digits)

■ Printing a Received Confidential Document

To print a received confidential document, follow the steps below.

NOTE

● After a received confidential document is printed, it is deleted from the mailbox.

1 Press the **Fax** key.

2 Select "**More Menus**".
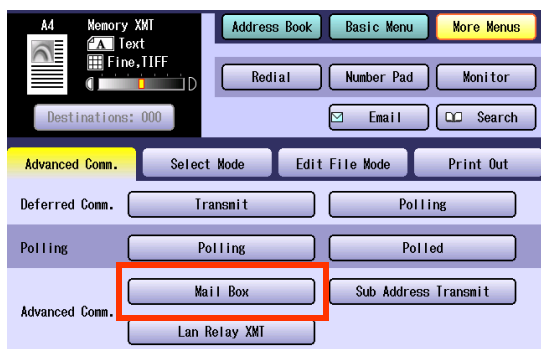
3 Select "**Mail Box**".

4 Select "**Print File**".
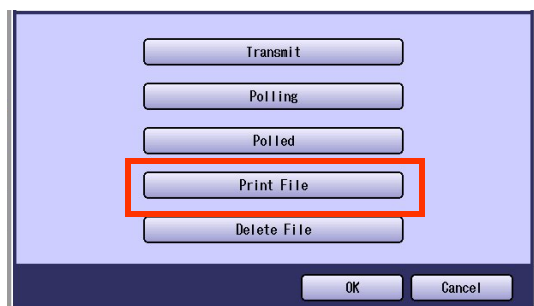
5 Enter the mailbox password (4-digit), and then select "**OK**".
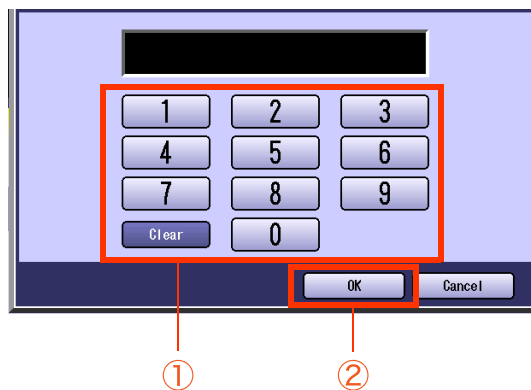
The document is printed and deleted from the mailbox.

● If you make a mistake, select "**Clear**" to delete entries one digit at a time.

● To delete confidential documents from a mailbox, refer to **Deleting a Confidential Document** (see page 70).

Deleting a Confidential Document

To delete a confidential document in a mailbox, follow the steps below.

1 Press the **Fax** key.

2 Select "**More Menus**".
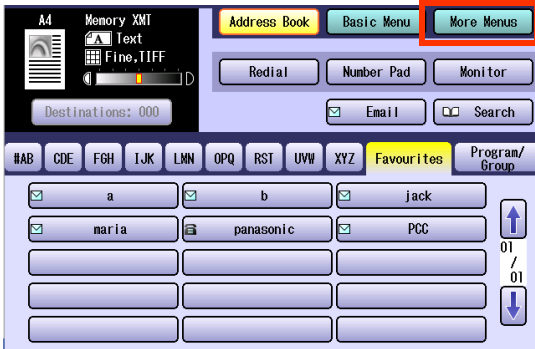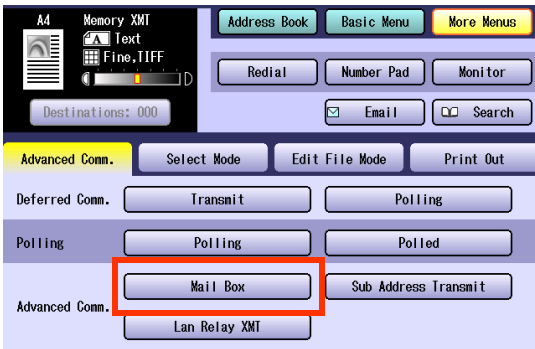
3 Select "**Mail Box**".

4 Select "**Delete File**".
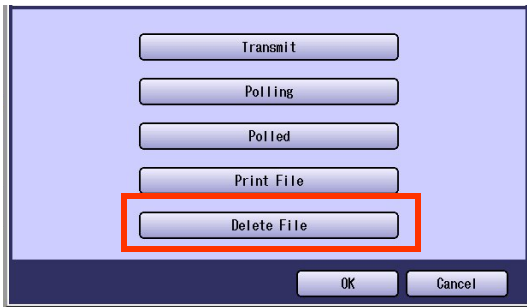
5 Enter the mailbox password (4-digit), and then select "**OK**".
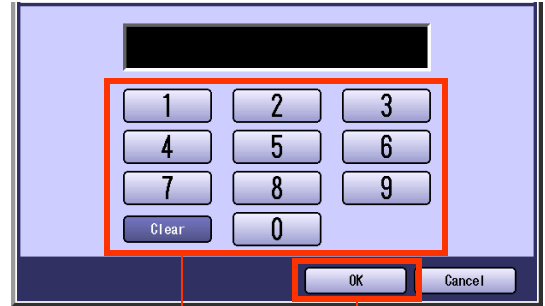
Documents in the mailbox are deleted.

● If you make a mistake, select "**Clear**" to delete entries one digit at a time.

Memo

Sub-Address Communication

The Sub-addressing function allows further routing, forwarding, or relaying of document(s) to the desired destinations when used in combination with Internet Fax.

What is Sub-Addressing?

Sub-addressing is a T.30 communications protocol recommended by ITU-T.

- A centre machine supporting the Memory feature is required on the fax network to implement sub-addressed communications. For more details, contact your local authorized Panasonic dealer.

- In a sub-addressed communication, the sub-addressing information must be checked between the sender and the receiver beforehand (sub-address is limited up to 20 digits).

- On this machine, select "**Sub Address Transmit**" from the "**More Menus**" to initiate sub-addressed communication.

- Sub-addressing allows documents received by the centre machine to be forwarded to computers on the network, Internet fax, or other fax stations. Refer to **Inbound Routing** (see page 138).

> NOTE
> - ITU-T : International Telecommunication Union-Telecommunication Standardization Sector
> - T.30 : Telecommunications standard

■ Example of a Network Using Sub-Addressing

Sender 1	
Telephone number	2013331234
Sub-Address	2222

Sender 2	
Telephone number	2013331234
Sub-Address	0001

Centre Machine
Tel: 2013331234

Tel: 0001

No. A

0002

No. B

0003

No. C

Address Book		
	Telephone number	**Sub-Address**
G3 FAX No. A	0001	2222
G3 FAX No. B	0002	2222
G3 FAX No. C	0003	0001

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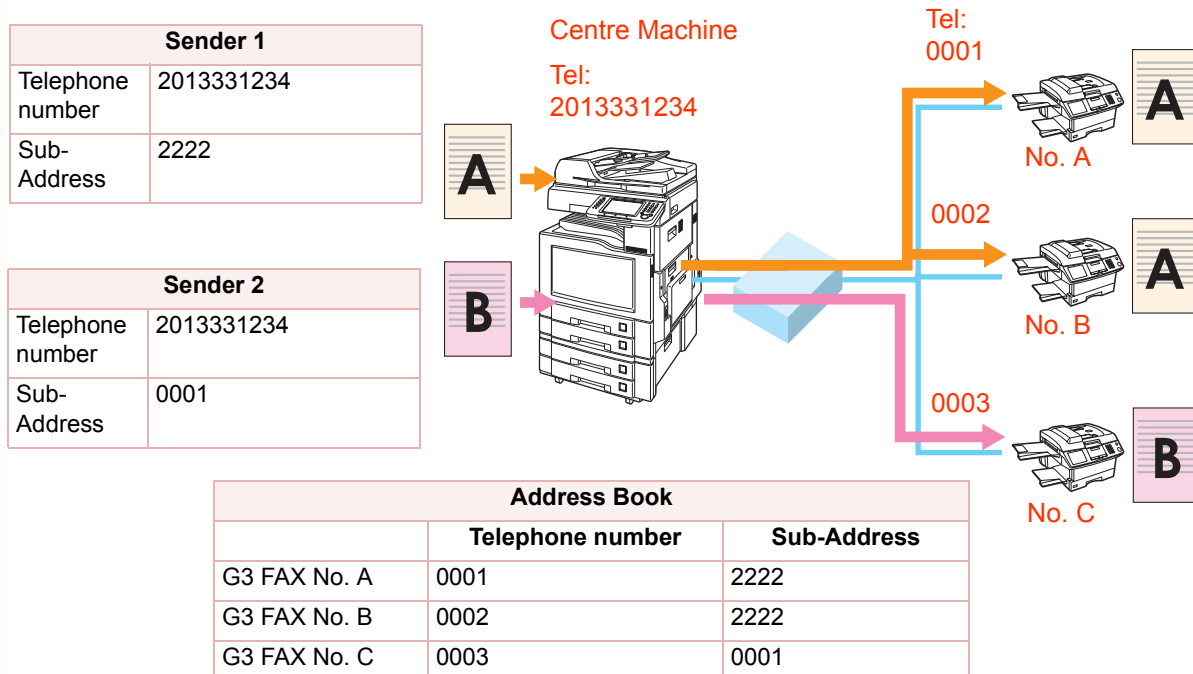
Sub-Addressed Transmission Using Address Book

To transmit a document by sub-addressing, follow the steps below.

NOTE
- This feature cannot be used when dialling from the external telephone. Refer to **Talking to the Remote Party Before Transmission** (see page 29).

1 Place original(s).

- Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**More Menus**".
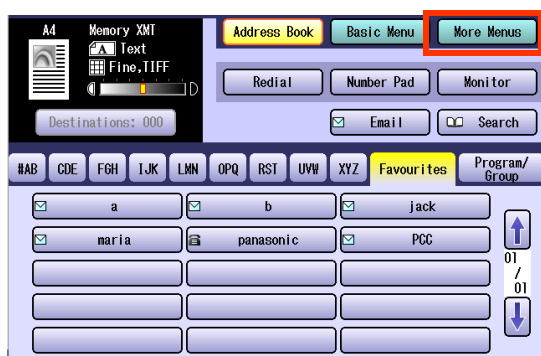
4 Select "**Sub Address Transmit**".
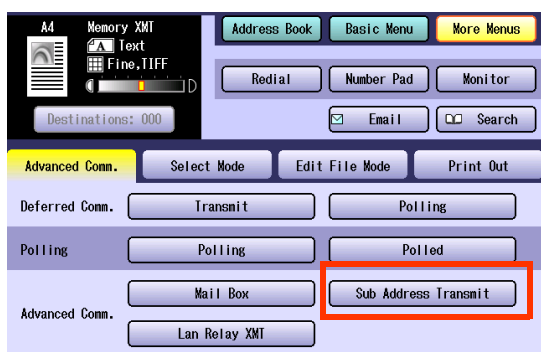
5 Enter a sub-address, and then select "**OK**".

- The sub-address can be up to 20 digits.
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.

6 Enter the password, and then select "**OK**".
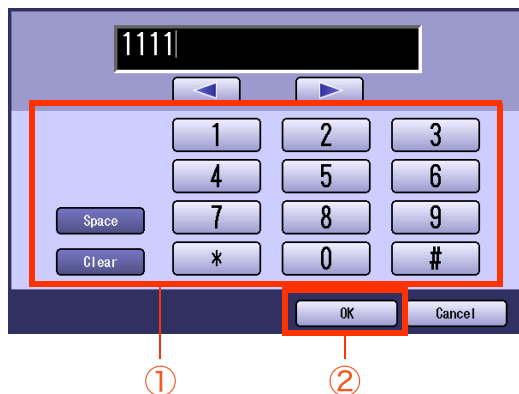
- The password can be up to 20 digits in length.
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.

7 Set "**Quality Adj.**" as required.

- Refer to **Setting Original Quality** (see page 30).

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8 Select a destination.
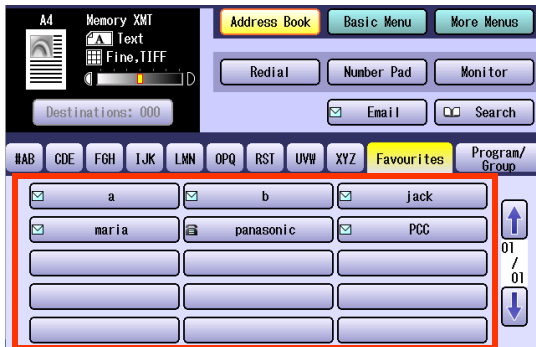
- Refer to **Entering a Destination** (see page 16).
- Select an address, except the address registered for Relayed transmission.

9 Press the **Start** key.

Sub-addressed transmission starts.

Sub-Addressed Transmission Using Manual Dialling

To enter a sub-address directly from the Keypad, follow the steps below.

<table><tr><td>NOTE</td></tr></table>

- This function is not available when the Function Parameter "**136 Restrict Direct Dial**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**".

- This feature does not work when dialling from the external telephone. Refer to **Talking to the Remote Party Before Transmission** (see page 29).

- If you use sub-addressed transmission frequently, the sub-address can be pre-programmed into the Address Book to facilitate future communications. For additional details, refer to **Adding a Fax Number into the Address Book** (see page 173).

1 Place original(s).

- Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.
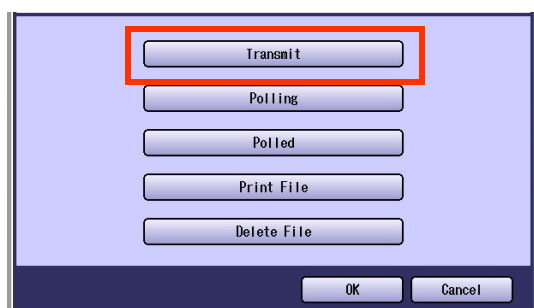
2 Press the **Fax** key.

3 Set "**Quality Adj.**" as required.
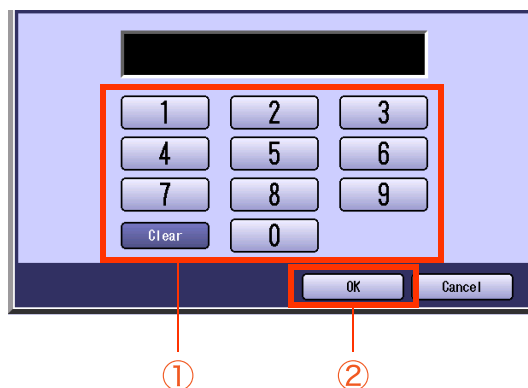
- Refer to **Setting Original Quality** (see page 30).

4 Enter the fax number using the Keypad.

- The Number Pad screen opens automatically.

- If you make a mistake, press the **Clear** key to delete entries one digit at a time.

- When the Function Parameter "**137 Re-enter Direct Dial**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**", enter the fax number twice for manual dialling. For more details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

5 Select "**Sub-Address**".
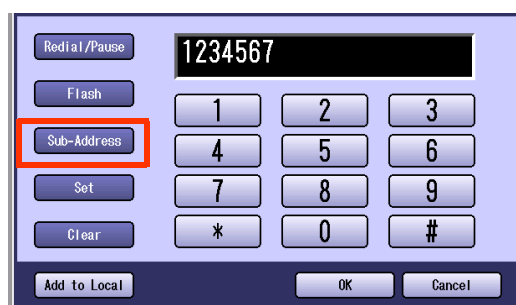
- The letter "s" appears on the display.

6 Enter a sub-address.
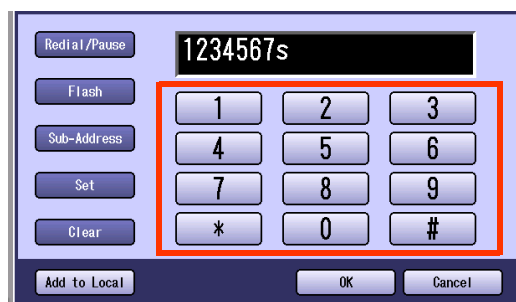
- The telephone number and sub-address field can be up to 36 digits in length. However, the sub-address itself is limited to 20 digits.

- If you need to enter a sub-address containing a blank space (**Ex**: 123 456), input the sub-address from "**Advanced Comm.**" > "**Sub-Address Transmit**" (see page 73).

- If you make a mistake, select "**Clear**" to delete entries one digit at a time.

7 Press the **Start** key.

Sub-addressed transmission starts.

Password Communication

What is Password Communication?

Password communications, including Password transmission and Password reception prevents your machine from sending a fax to a wrong station or receiving a fax from an unauthorized station. You can set Password transmission and Password reception independently, or both together.

To use Password transmission, you must set a 4-digit transmission password in advance. The password must be shared with the other compatible Panasonic machine(s). If the transmission password in your machine does not match the transmission password in other compatible Panasonic machine(s), the transmission will fail.

The standard setting of the Function Parameter "**43 Password-Transmit**" (Fax/Email Settings > Fax Parameters) is set to "**Off**". To utilize Password transmission, change the standard setting to "**On**". For instructions on how to change the standard setting, refer to **Setting Password-Protected Transmission** (see page 78).

Ex : Password Transmission

Sender   Receiver

Transmission
Password:
1234

Transmission
Password:
1234

(ATTENTION)

● This feature works only if the remote station is any one of the following Panasonic models.

DP-180	DP-190	DP-1820E	DP-1820P	DP-2330	DP-3030	DP-3530	DP-4530
DP-6030	DP-8020P	DP-8020E	DP-8035	DP-8045	DP-8060	DP-C213	DP-C262
DP-C263	DP-C264	DP-C265	DP-C305	DP-C322	DP-C323	DP-C354	DP-C405
DX-800							
UF-6000	UF-9000						

Password Transmission

To utilize the Password-protected Transmission feature, follow the steps below.

● You must set the password (4-digit) in the Function Parameter "**43 Password-Transmit**" (Fax/Email Settings > Fax Parameters) in advance.

1 Place original(s).

● Refer to **Placing Originals (Facsimile/Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**More Menus**".
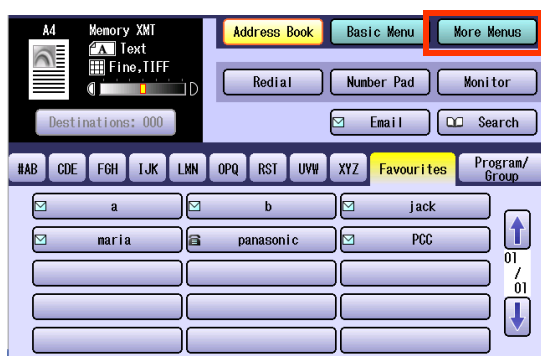
4 Select "**Select Mode**".
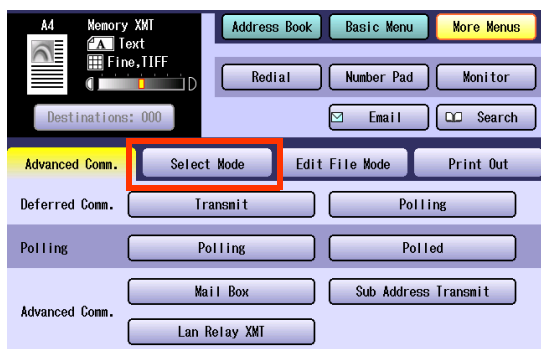
5 Select "**Password XMT**".
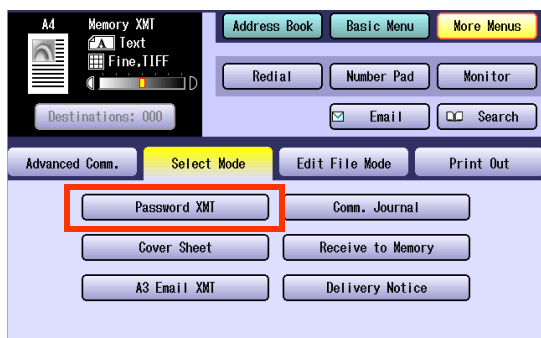
6 Select "**On**", and then select "**OK**".
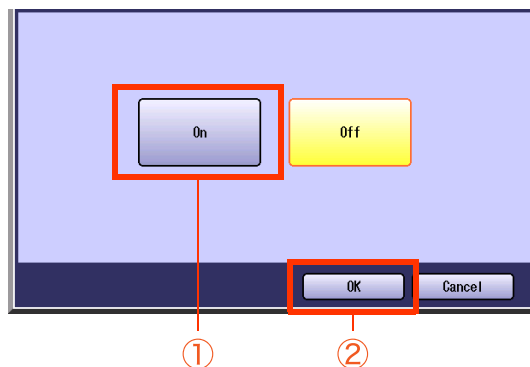
On	Select to perform Password-protected transmission.
Off	Select not to perform Password-protected transmission.

7 Set "**Quality Adj.**" as required.
● Refer to **Setting Original Quality** (see page 30).

8 Select a destination.

● Refer to **Entering a Destination** (see page 16).
● Select an address, except the address registered for Relayed transmission.

9 Press the **Start** key.

Password-protected transmission starts.
● The transmission fails if the password of both units does not match.

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Setting Password-Protected Transmission

To always utilize Password-protected transmissions, follow the steps below.

NOTE
- You must program a password (4-digit) in advance.

1 Press the **Function** key to open the Function Parameters screen.

2 Select "**Fax/Email Settings**".

3 Select "**04 Key Operator Mode**".

```
0 - 4
   00   Address Book
   01   Program Keys            01
   02                           / 01
   03
   04   Key Operator Mode
                        Close
```

4 Enter the Key Operator password, and then select "**OK**".

```
********
 Caps   Numeric/          ◄  ►  Back Space
        Symbols
  q w e r t y u i o p @
   a s d f g h j k l
    z x c v b n m . _
            Space
              OK    Cancel
        ①            ②
```

- If you make a mistake, press the **Clear** key or "**Back Space**" to delete.

5 Select "**01 Fax Parameters**".

```
0 - 4
   00   User Parameters
   01   Fax Parameters          01
   02                           / 01
   03
   04
                        Close
```

6 Select "**40-79**".

```
0 - 39  | 40 - 79 | 80 - 119 | 120- 159 | 160- 184
   00   Print FaxParameterList
   01   Density (HOME)        0          ↑
   02   Resolution (HOME)     Fine       01
   03   Original (HOME)       Text       / 37
   04   Stamp (HOME)          Off        ↓
                            Close
```
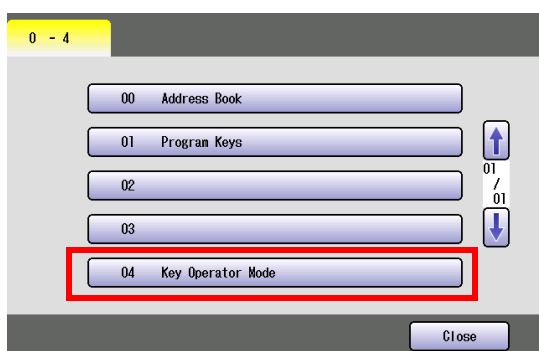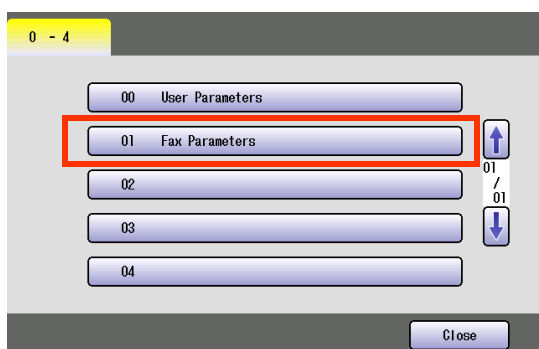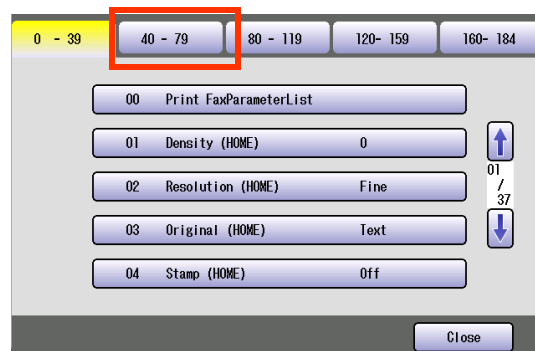
- You can also proceed to step 8 by entering 43 with the Keypad and pressing the **Start** key.

7 Select "**43 Password-Transmit**".

```
0 - 39 | 40 - 79 | 80 - 119 | 120- 159 | 160- 184
   40
   41                                   ↑
   42   Conf. File Save    Invalid      09
   43   Password-Transmit               / 37
   44   Password-Receive                ↓
                            Close
```

8 Enter the password (4-digit), and then select "**OK**".

```
    _____
     1    2    3
     4    5    6
     7    8    9
    Clear  0
              OK    Cancel
     ①         ②
```
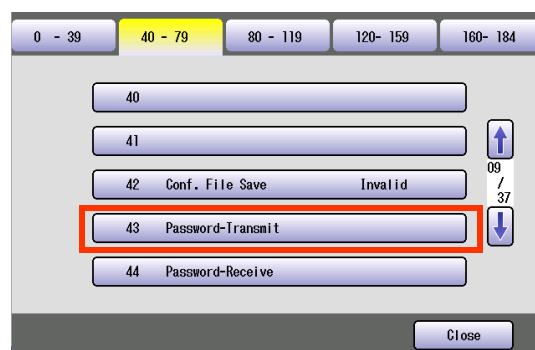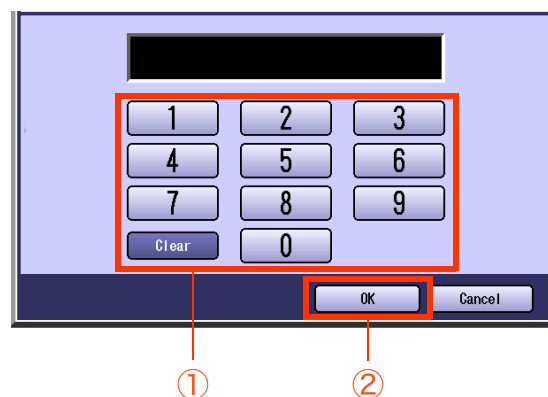
- If you make a mistake, select "**Clear**" to delete.

9 Select "**On**" or "**Off**", and select "**OK**".
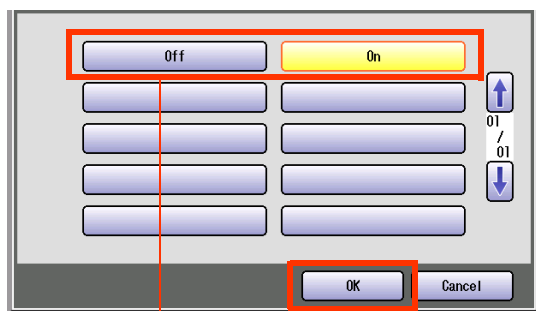
- ●You can change the setting temporarily in "**Password XMT**" of "**More Menus**" for each transmission (see page 77).
- ●Press the **Reset** key to return the machine to the initial screen of the current active mode.

Printing Communication Journal

The communication journal can be printed at the end of each transmission communication.

- If "**Comm. Journal**" is set to "**On**" in "**More Menus**", a communication journal is printed at the end of each transmission communication.

- For instructions on how to read the communication journal, refer to **Communication Journal** (see page 196).

```
************* - Comm. Journal- **************** Date dd-MMM-yyyy ** Time 15:00 *********

  Mode =   Memory Transmission                  Start = dd-MMM 14:50       End = dd-MMM 15:00

    File No.= 050


  STN    Comm. Key Name          Station Name/Email Address/Telephone No.  Pages      Duration
  No.
  001    OK   [SERVICE      ] SERVICE DEPT                                001/001   00:01:30
  002    OK   [SALES DEPT    ] SERVICE DEPT                                001/001   00:01:25
  003    407  [ACCOUNTING    ] SERVICE DEPT                                000/001   00:01:45
  004    Busy ☎               021 111 1234                                000/001   00:00:00
                                                              - PANASONIC -
*************DP-XXXX ************* - HEAD OFFICE      - ****** - 201 555 1212 - *******
```

THE SLEREXE COMPANY LIMITED

SAPORS LANE . BOOLE . DORSET . BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 . TELEX 123456

```
    Our Ref. 350/PJC/EAC                      18th January, 1972.


    Dr. P.N.Cundall,
    Mining Surveys Ltd.,
    Holroyd Road
```
```
                        tions of print density,
  cause the photocell to generate an analogous electrical video signal.
  this signal is used to modulate a carrier, which is transmitted to
  remote destination over a radio or cable communications link.

      At the remote terminal, demodulation reconstructs the video
  signal, white is used to modulate the density of print produced by a
  printing device.  This device is scanning in a raster scan synchronised
  with that at the transmitting terminal.  As a result, a facsimile
  copy of the subject document is produced.

      Probably you have used for this facility in your organisation.

              Yours sincerely,


              Phil.

  P.J. CROSS
  Group Leader - facsimile Research
```

NOTE

- Your machine is preset to print the communication journal only when transmission has failed. Refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- The document image for the Direct transmissions is not printed in the communication journal.

1 Place original(s).

- Refer to **Placing Originals (Facsimile/Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**More Menus**".
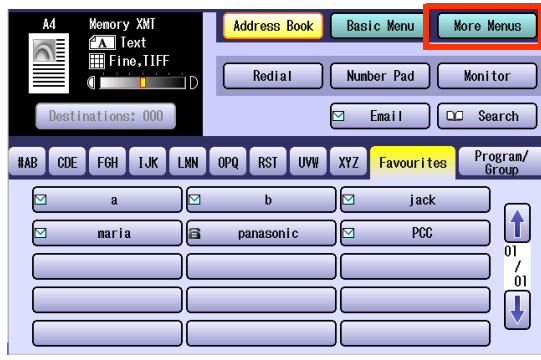
4 Select "**Select Mode**".
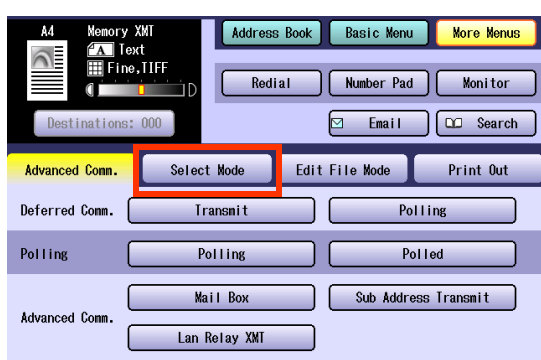
5 Select "**Comm. Journal**".
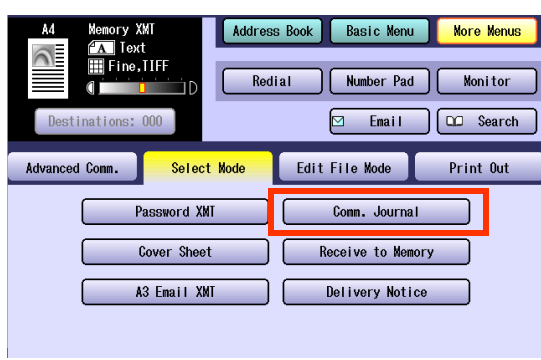
6 Select "**On**", "**Off**", or "**Inc Only**", and then select "**OK**".
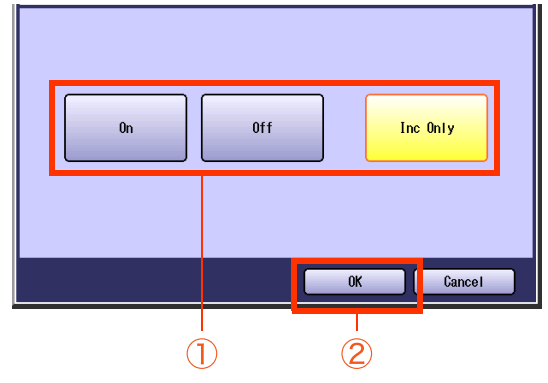
On	Select to print a communication journal after each transmission.
Off	Select not to print a communication journal.
Inc Only	Select to print a communication journal only when transmission has failed.

7 Set "**Quality Adj.**" as required.

- Refer to **Setting Original Quality** (see page 30).

8 Select a destination.
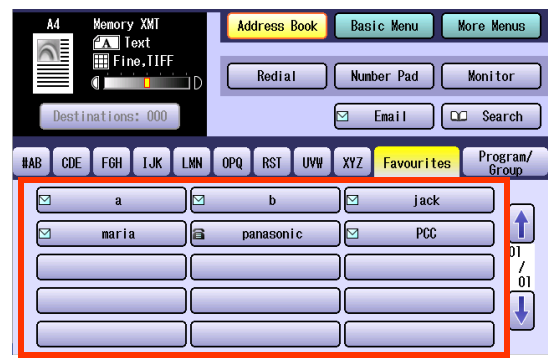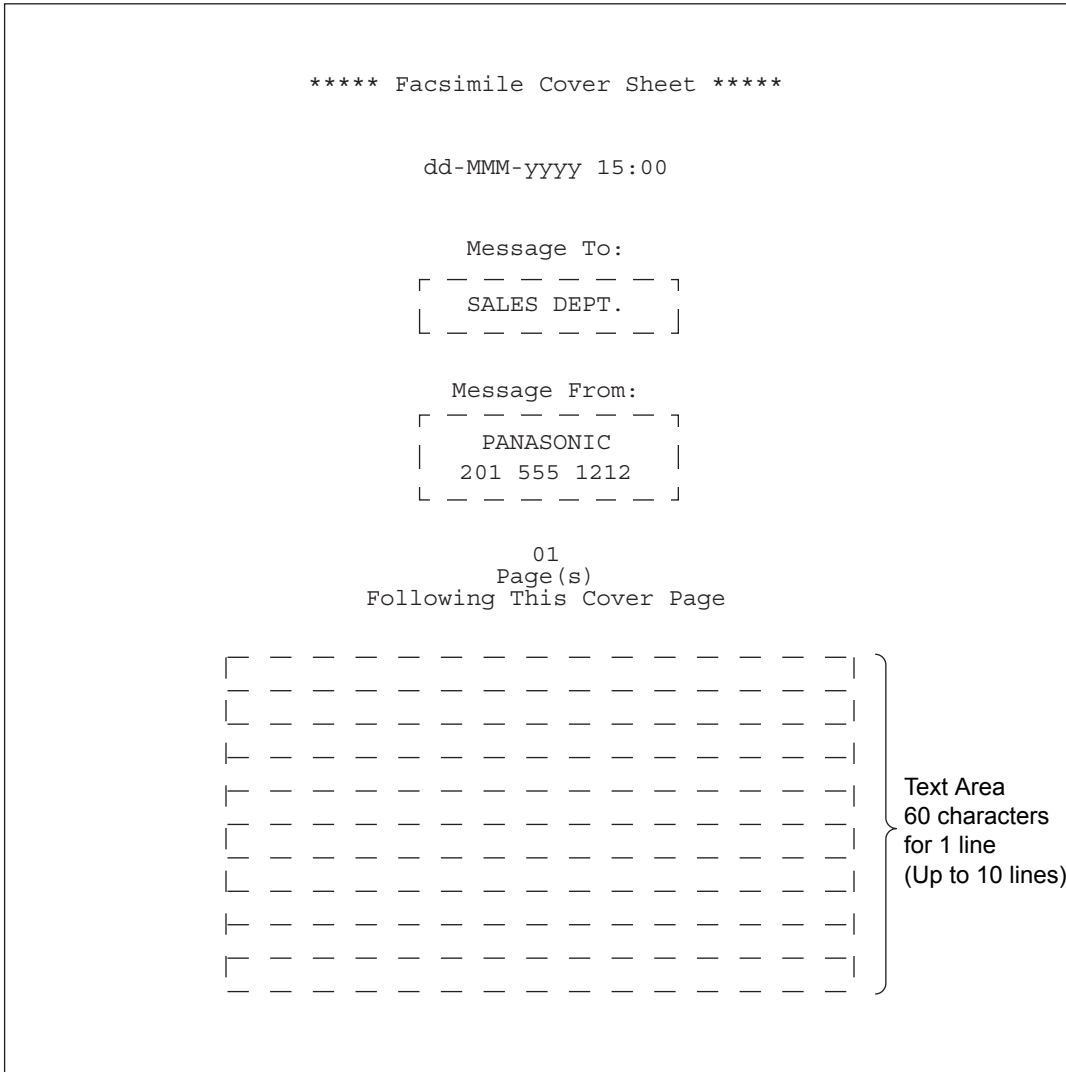
- Refer to **Entering a Destination** (see page 16).

9 Press the **Start** key.

Transmitting a Document with a Cover Sheet

Documents can be transmitted with a cover sheet stating the date and time of the transmission, destination station name, and total number of pages.

Sample Fax Cover Sheet

```
               ***** Facsimile Cover Sheet *****


                      dd-MMM-yyyy 15:00


                        Message To:
          ┌ ─ ─ ─ ─ ─ ─ ─ ┐
          │   SALES DEPT.        │
          └ ─ ─ ─ ─ ─ ─ ─ ┘

                       Message From:
          ┌ ─ ─ ─ ─ ─ ─ ─ ┐
          │    PANASONIC         │
          │   201 555 1212       │
          └ ─ ─ ─ ─ ─ ─ ─ ┘

                          01
                        Page(s)
                Following This Cover Page
```

Text Area
60 characters
for 1 line
(Up to 10 lines)

1 Place original(s).

- Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**More Menus**".

4 Select "**Select Mode**".

5 Select "**Cover Sheet**".

6 Select "**On**", and then select "**OK**".

	Select to attach a cover sheet.
	Select not to attach a cover sheet.

7 Set "**Quality Adj.**" as required.

- Refer to **Setting Original Quality** (see page 30).

8 Select a destination.

- Refer to **Entering a Destination** (see page 16).

9 Press the **Start** key.

The transmission of the document with a cover sheet starts.

83

Receiving Documents

There are two ways to receive fax calls on this machine.

Automatic Reception

The machine receives documents automatically. The machine answers all incoming calls (including voice calls).

Manual Reception

When your telephone rings, lift the handset of the external telephone. If you hear a beep from the phone, it means someone wants to initiate a fax call. Or, if the caller answers and says he/she wants to initiate a fax call, press the **Start** key and then hang up the handset. Refer to **Manual Reception** (see page 85).

Automatic Reception

This mode is recommended when the telephone line is used only for fax.

• Set the Function Parameter "**17 Receive Mode**" (Fax/Email Settings > Fax Parameters) to "**Auto**".

• When an incoming call is received, the machine starts receiving documents automatically.

Manual Reception

When your machine is set to this mode, it will not receive documents automatically. After you answered the call, you can receive a fax.

• Set the Function Parameter "**17 Receive Mode**" (Fax/Email Settings > Fax Parameters) to "**Manual**".

1 When your telephone rings, lift the external telephone handset.

2 If a document is loaded on the ADF, remove it.

3 When you hear a beep, press the **Start** key.

4 Hang up the phone.

● If you hang up the phone before pressing the **Start** key, the telephone connection will be terminated.

85

Print Reduction and Duplex Recording

Print Reduction

This machine can use Letter, Legal, A4, B4 or A3 size plain paper for recording. Sometimes, oversized documents sent to you by the other parties cannot be printed within a single page. If this happens, the document will be divided into separate pages.

This machine is equipped with the Print Reduction function to solve this problem. You may select the most appropriate setting described below.

■ When Print Reduction is Set to "Auto"

If the Function Parameter "**24 Print Reduction**" (Fax/Email Settings > Fax Parameters) is set to "**Auto**", it prints incoming documents reduced in size from 70 to 100% (in increments of 1%) to fit them within the preset paper size according to the length.

Standard-sized document → Standard size

Long document → Reduced automatically to standard size
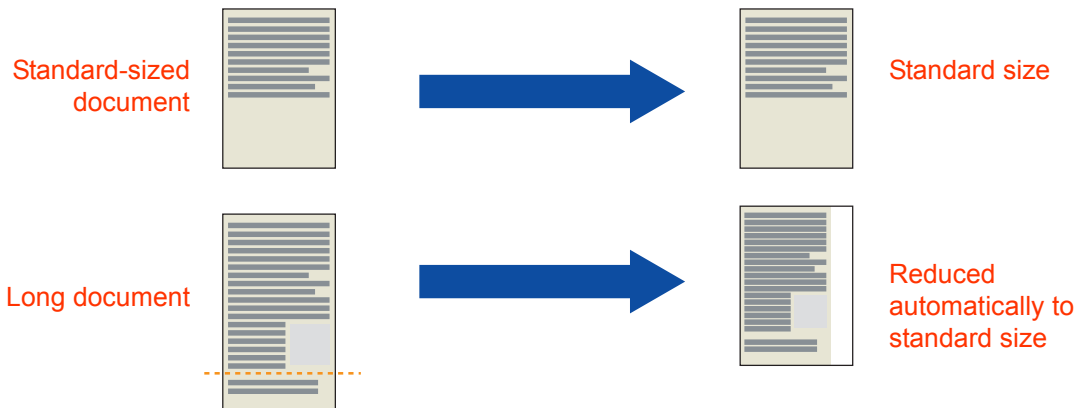
NOTE

● The standard setting of "**24 Print Reduction**" is set to "**Auto**". For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● When the machine receives a long document (longer than the paper size by 39% or more), it prints the document in multiple pages with the 10 mm (0.39") of the bottom margin of the first page overlapping the 10 mm (0.39") top margin of the next page.

■ **When Print Reduction is Set to "Fixed"**

With the Function Parameter "**24 Print Reduction**" (Fax/Email Settings > Fax Parameters) set to "**Fixed**", the machine prints all incoming documents reduced at the reduction ratio pre-programmed in the Function Parameter "**25 Reduction Ratio**" (Fax/Email Settings > Fax Parameters). The fixed reduction ratio can be programmed between 70 and 100% (in increments of 1%).

Standard-sized document	Reduced at a specified reduction ratio
Long document	Reduced at a specified reduction ratio
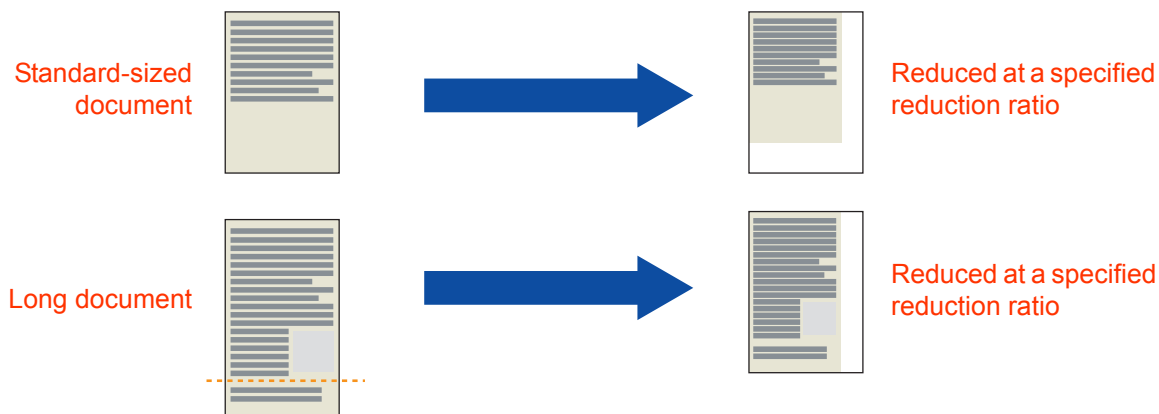
NOTE

● The standard setting of "**25 Reduction Ratio**" is set to "**100**" (%).
For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Duplex Recording

When the Function Parameter "**95 Duplex Print**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**", the received multi documents are printed on both sides of paper.

(Letter or A4 Originals only)
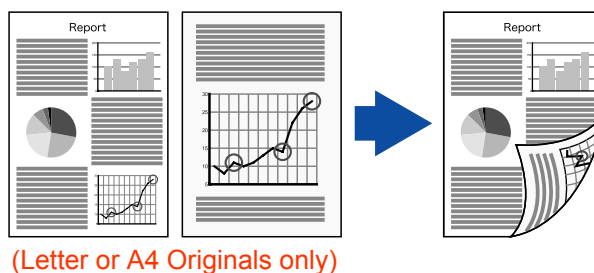
NOTE

● The standard setting of "**95 Duplex Print**" is set to "**Invalid**".
For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

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Substitute Memory Reception

When your machine cannot print an incoming document for some reasons, such as when it runs out of paper/toner, or paper has jammed, the received document is saved in memory automatically. This feature is called "Substitute Memory Reception".

When a received document is saved in memory as substitute memory reception, the message "Message in Memory" appears on the Touch Panel Display.

The saved documents will be printed automatically when you replenish the paper and toner and/or clear the jammed paper.

If a document has been saved in memory due to substitute memory reception

```
Fax          01-FEB-2008  15:15   0%
             Ready to Fax
             Message in Memory

             Memory XMT          Address Book   Basic
             A  Text
             Fine,TIFF
             ◁━━━━┃━━━▷         Redial       Numb

             Destinations: 000                ☑   E

#AB  CDE  FGH  IJK  LMN  OPQ  RST  UVW  XYZ
```

⎯ NOTE ⎯

● The available memory size is limited. Replenish the paper and toner and/or clear the jammed paper before the memory becomes full.

● The standard setting of the Function Parameter "**22 Substitute RCV**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**".
For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Memo

Convenient Reception Features

This machine supports certain convenient-to-use reception features. Program these features as required.

Selective Reception

Your machine has the Selective Reception function which can prevent receiving unnecessary documents (junk fax and direct mail, etc.).

Before receiving the document, the last 4 digits of the ID number received from the sending machine will be compared with the last 4 digits of the telephone number programmed in the Address Book of each station. When a match is found, your machine will start receiving the document. If a match is not found, your machine will cancel the reception.

Receiver

Address Book	
Station name	Fax number
A	xxxx1234
B	xxxx5678

Sender A (ID No: xxxx1234)

Sender B (ID No: xxxx4321)

NOTE

● The standard setting of the Function Parameter "**46 Select Receive**" (Fax/Email Settings > Fax Parameters) is set to "**Invalid**". For instructions on how to enable the Selective Reception feature, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● This feature requires the registration of all possible sending stations in the Address Book. Refer to **Adding a Fax Number into the Address Book** (see page 173).

● Selective reception will not work if the fax number is not set in the sender's numeric ID, or the sender's numeric ID is not programmed at all. You need to advice to include the fax number (fax telephone number) in the numeric ID to the sender who you want to receive faxes from.

● The remote machines to which you send faxes may also have the Selective Reception feature pre-programmed.

Fax Forwarding

This feature allows all incoming faxes to be forwarded to the station registered in the Address Book. It is convenient when you want to receive fax calls at a location away from your office (such as your home) at night or during holidays.
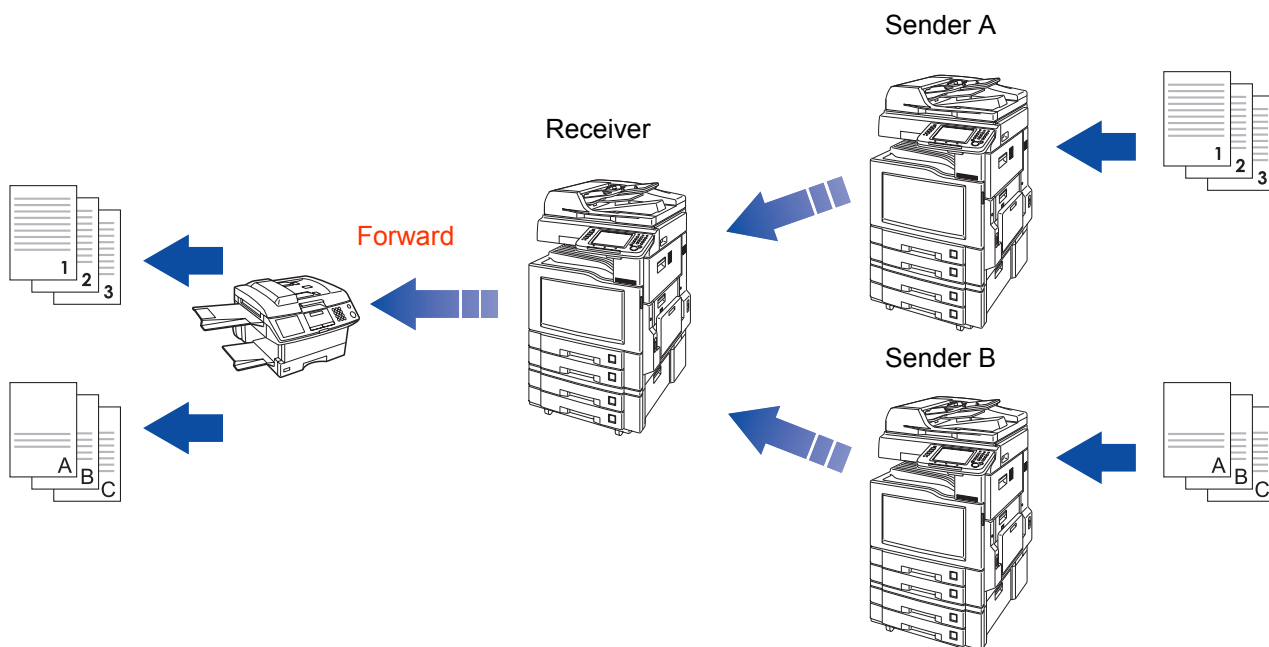
Receiver

Sender A

Forward

Sender B

NOTE

● The standard setting of the Function Parameter "**54 Fax Forward**" (Fax/Email Settings > Fax Parameters) is set to "**Invalid**". For instructions on how to enable the Fax Forward feature, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● When the Fax Forward feature is set, the station programmed in the Address Book is restricted from editing. To change a programmed destination, follow the steps below.

   1. Set the Function Parameter "**54 Fax Forward**" (Fax/Email Settings > Fax Parameters) to "**Invalid**".

   2. Change the station entered in the Address Book or pre-programmed in the program dialling.

   3. Reset the Function Parameter "**54 Fax Forward**" (Fax/Email Settings > Fax Parameters) to "**Valid**".

● When Fax forwarding fails, for example, calling a busy station, the received document will be printed and is deleted from the memory.

● Fax forwarding will be disabled if the machine has 5% or less of memory remaining.

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Password-Reception

Password reception will prevent receiving fax from unauthorized stations.

To use the Password Reception function, you must set a 4-digit receiving password in advance. The password must be shared with the other compatible Panasonic machine(s). If the password in your machine does not match the receiving password in the other compatible Panasonic machine(s), the reception will fail.

Password reception can be enabled by programming the Function Parameter "**44 Password-Receive**" (Fax/Email Settings > Fax Parameters). Refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Receiver   Sender

Reception   Reception
Password: Password:
1234   1234

(ATTENTION)
● This feature works only if the remote station is any one of the following Panasonic models.

DP-180	DP-190	DP-1820E	DP-1820P	DP-2330	DP-3030	DP-3530	DP-4530
DP-6030	DP-8020P	DP-8020E	DP-8035	DP-8045	DP-8060	DP-C213	DP-C262
DP-C263	DP-C264	DP-C265	DP-C305	DP-C322	DP-C323	DP-C354	DP-C405
DX-800							
UF-6000	UF-9000						

(NOTE)
● The standard setting of the Function Parameter "**44 Password-Receive**" (Fax/Email Settings > Fax Parameters) is set to "**Off**". For instructions on how to enable the Password Reception feature, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

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Junk Fax Filter

This machine can filter incoming faxes to prevent receiving unnecessary documents (junk fax, etc.).

Before receiving the document, the sender's numeric ID (fax number) will be compared to the numbers registered as junk fax numbers in the receiving station. If the fax number is found in the registry, the machine will cancel the reception.

Receiver   Sender A (ID No: 123456789)

Station Name	Fax Number	Junk Fax Number
A	123456789	1234567890
B	987654321	987654321

Sender B (ID No: 987654321)
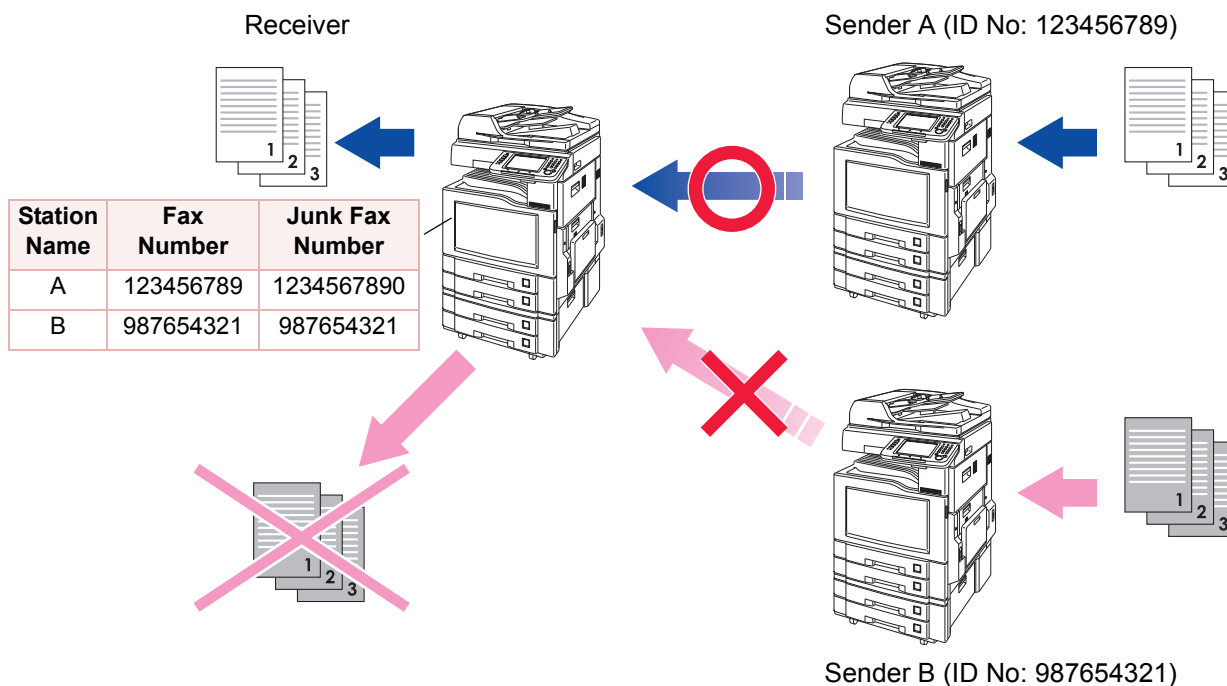
NOTE

- The standard setting of the Function Parameter "**135 Junk Fax Filter (00 Junk Fax Filter)**" (Fax/Email Settings > Fax Parameters) is set to "**Invalid**". For instructions on how to enable the Junk Fax Filter feature, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- This feature requires the registration of junk fax numbers. For more information, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- This machine receives documents from senders whose fax number is not registered in the numeric ID if "**135 Junk Fax Filter (01 Receive without ID No.)**" is set to "**Valid**". For more information, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- The sender's numeric ID and received time can be printed on the faxes. For more information, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

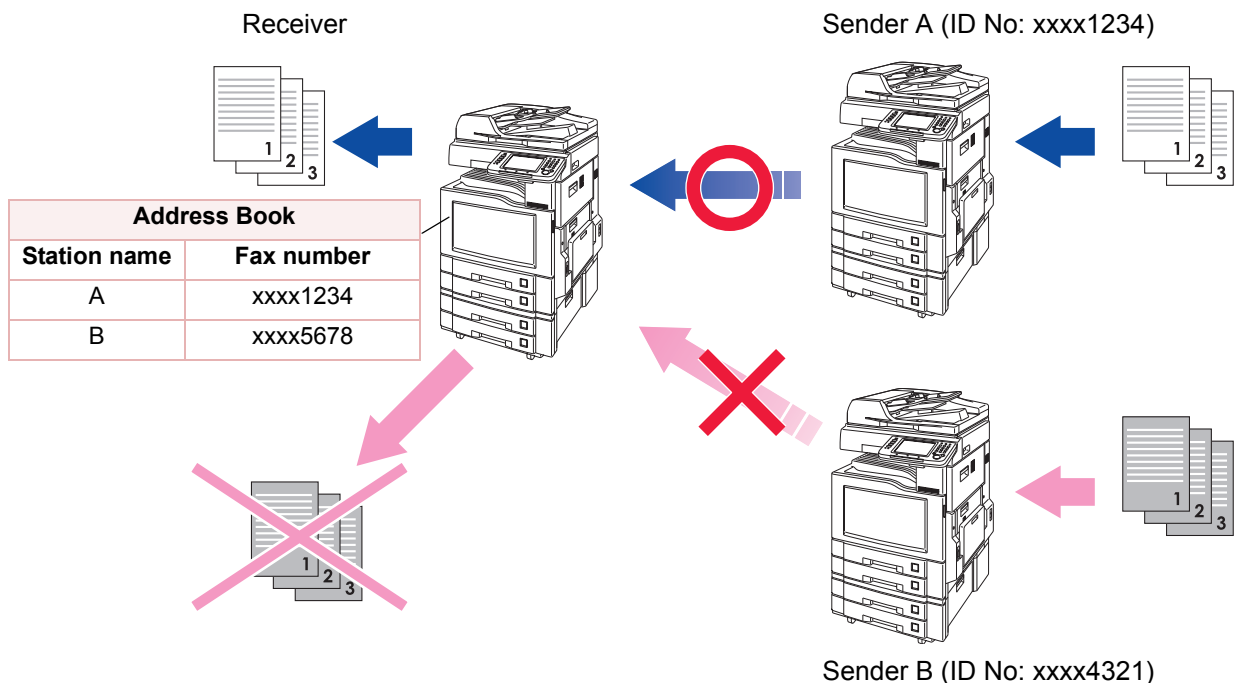- The remote machines you send faxes to may also have set the Junk Fax Filter function.

Receive to Memory

What is Memory Reception?

Memory reception allows all incoming documents to be stored in memory, instead of printing them onto the output tray.

● If the Memory Reception feature has been set in Function Parameters, the message "Receive to Memory" appears on the Touch Panel Display.

● Documents received in memory are printed when the pre-programmed password is entered. The received documents are deleted from memory when the printing completes.

This section explains how to program memory reception, and print documents received into the memory.

Receiver   Sender
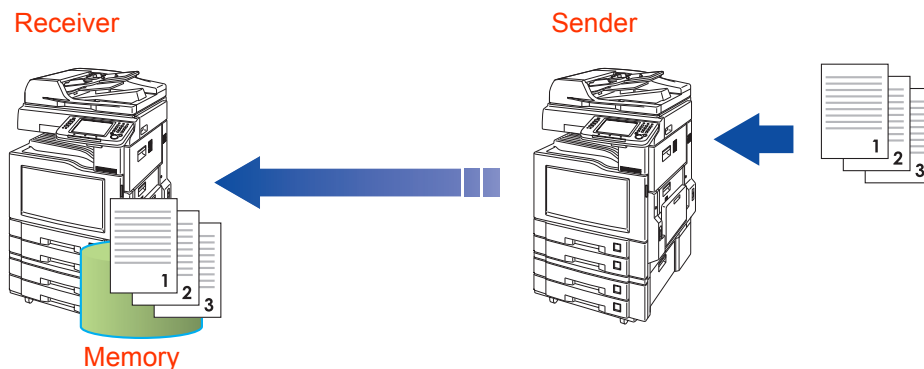
Memory

NOTE

● The standard setting of "**Receive to Memory**" is set to "**Off**" in "**More Menus**".

● You can set the password in Function Parameters (Fax/Email Settings > Fax Parameters).

● When memory becomes full, the memory reception is aborted and the communication is cancelled. Pages already received in memory can be printed.

● Once memory is full, incoming documents can no longer be received into memory.

● If "**Receive to Memory**" has been set to "**On**", the memory reception password cannot be changed in Function Parameters. To change the password, follow the steps below.

1. Set "**Receive to Memory**" to "**Off**" in "**More Menus**".

2. Change the password of the Function Parameter "**37 Receive to Memory**" (Fax/Email Settings > Fax Parameters).

3. Set "**Receive to Memory**" to "**On**" in "**More Menus**".

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Programming Memory Reception

To enable memory reception, follow the steps below.

1 Press the **Fax** key.

2 Select "**More Menus**".
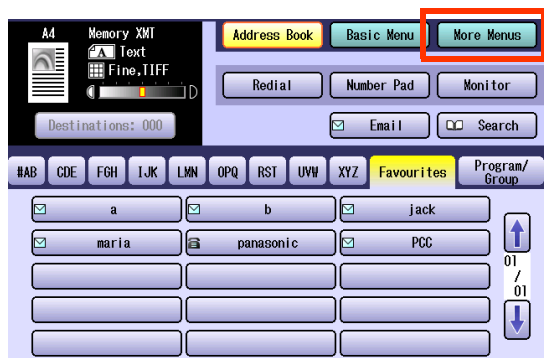
3 Select "**Select Mode**".
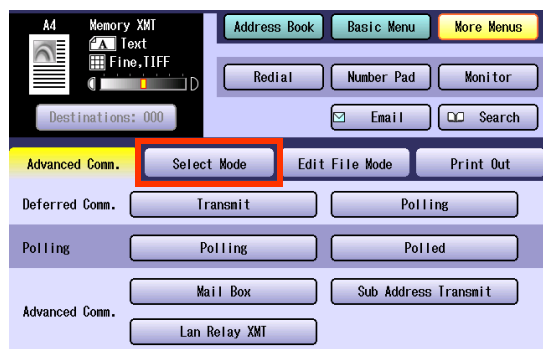
4 Select "**Receive to Memory**".

5 Select "**On**", and then "**OK**".

Memory reception is programmed.
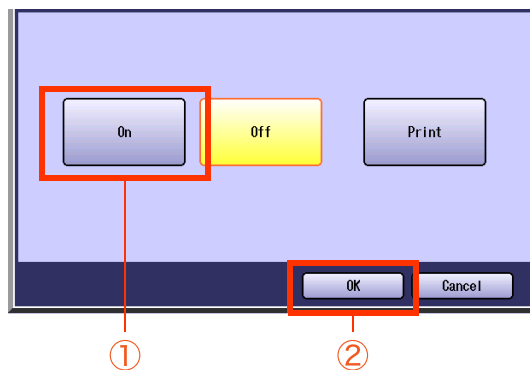
On	Select to enable memory reception.
Off	Select to cancel memory reception.
Print	Select to print a document received in memory.

Printing a Document Received in Memory

When a document is received in memory, a message is displayed.

Fax	01-FEB-2008 15:15 0%
	Ready to Fax
	Message in Memory
Memory XMT	
Text	Address Book	Basic
Fine,TIFF	
	Redial	Numb
Destinations: 000	
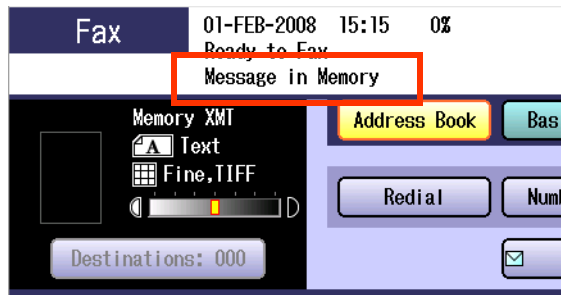
To print a document received in memory, follow the steps below.

1   Press the **Fax** key.

2   Select "**More Menus**".
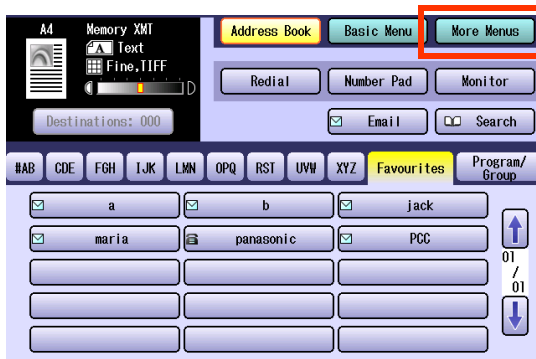
3   Select "**Select Mode**".
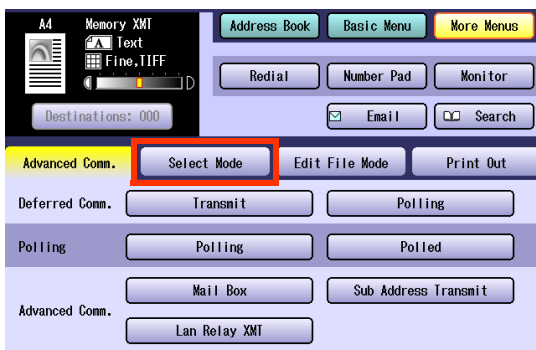
4   Select "**Receive to Memory**".
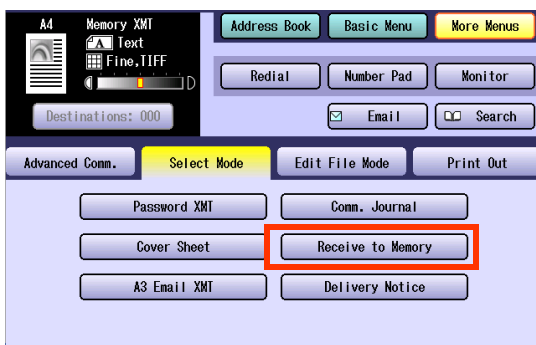
5   Select "**Print**", and then "**OK**".
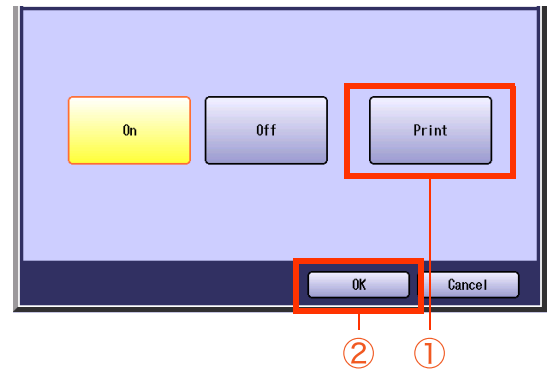
On		Select to enable memory reception.
Off		Select to disable memory reception.
Print		Select to print a document received in memory.

6 If a password is pre-programmed, enter the password (4-digit), and then select "**OK**".
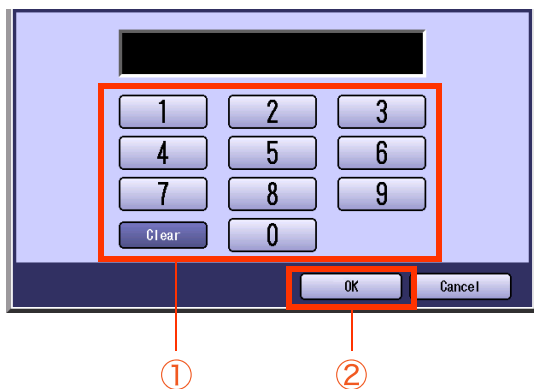
- ● This screen appears when the password is set in the Function Parameter "**37 Receive to Memory**" (Fax/Email Settings > Fax Parameters).

- ● If you make a mistake, select "**Clear**" to delete entries one digit at a time.

What is Internet Fax?

What is Internet Fax?

It is a feature whereby scanned documents are transmitted to Internet Fax or to computers as Email. Internet Fax communicates via an Intranet or the Internet without using the telephone line.

This machine can be connected to 10Base-T/100Base-TX Ethernet LAN (local area network).
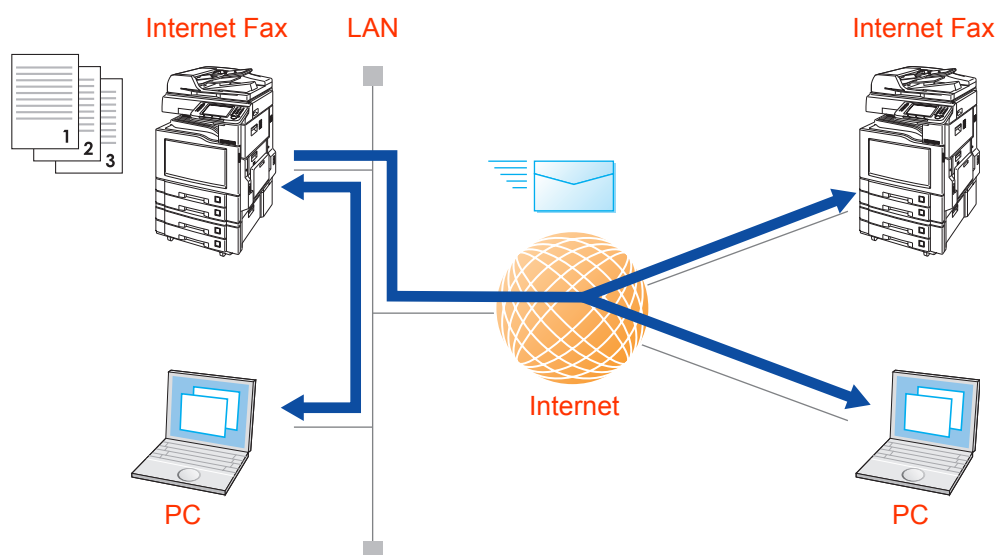
■ Sending Email

Scanned documents can be transmitted to an Internet Fax or a remote computer as files attached to an Email.

> NOTE
● Refer to **Sending Email** (see page 100).

● Scanned documents are transmitted as attached files in the TIFF or PDF format.
The PDF format can be used only for transmitting documents from an Internet Fax to computers.

● The remote PC must support MIME to receive file attachment in the TIFF or PDF format.

■ Receiving Email

When Email is received from an Internet Fax or a computer, the Email message is printed automatically with the image of the attached file.

> NOTE
● Refer to **Receiving Email** (see page 101).

■ Routing

You can forward fax documents or Email to an Internet Fax or to networked computers.

> NOTE
> ● Refer to **Inbound Routing** (see page 101).

■ Transmitting to a Fax via a Relay Station (Relay Transmission)

Email can be transmitted as normal fax documents via a relay station. Email can also be broadcasted.

> NOTE
> ● Refer to **Relay Transmission** (see page 102).

Using the Internet Fax Feature

To use the Internet Fax feature, a network cable must be connected to the machine, and the network environment must be properly configured in Function Parameters.

For setup instructions, refer to **Preparing to Use Internet Fax** (see page 108).

What Internet Fax Can Do

This section introduces the functions of the Internet Fax feature.

The Internet Fax feature not only sends and receives Email but also forwards fax documents via a telephone line and broadcasts them via a relay station.

Sending Email

A scanned document can be transmitted to an Internet Fax or a remote computer as an Email file attachment. Attached files must be in either of the following formats:

- **Internet Fax**   : TIFF format (TIFF-F)
- **Computer**   : Select either TIFF (TIFF-F) format or PDF format.
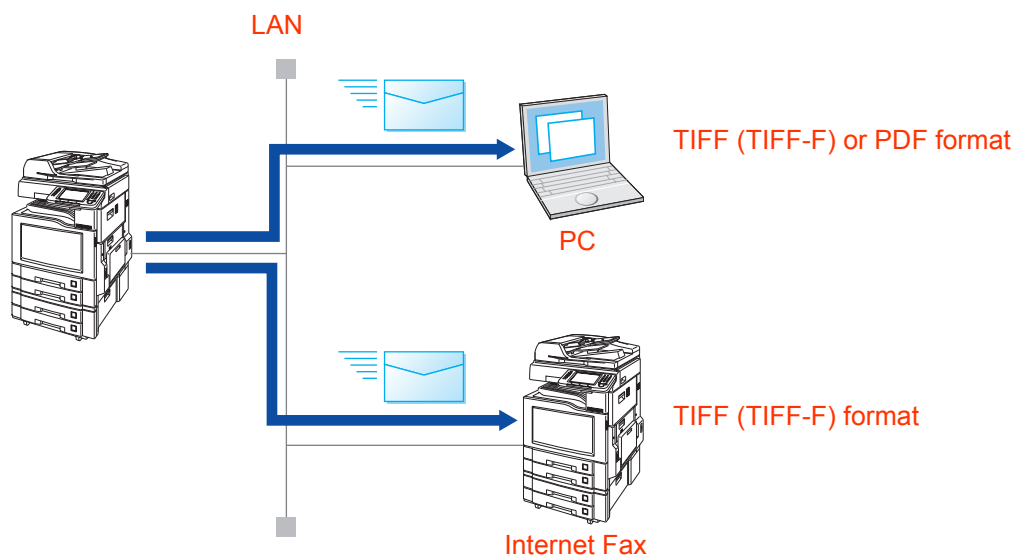
NOTE
● For more details on sending Email, refer to **Sending an Email Procedure** (see page 110).

100

Receiving Email

When this machine receives Email from an Internet Fax or a computer, it starts printing the Email automatically. If the Email has an attached file in a format that is not supported by the machine, an error message is printed to alert you that the machine cannot print the Email.
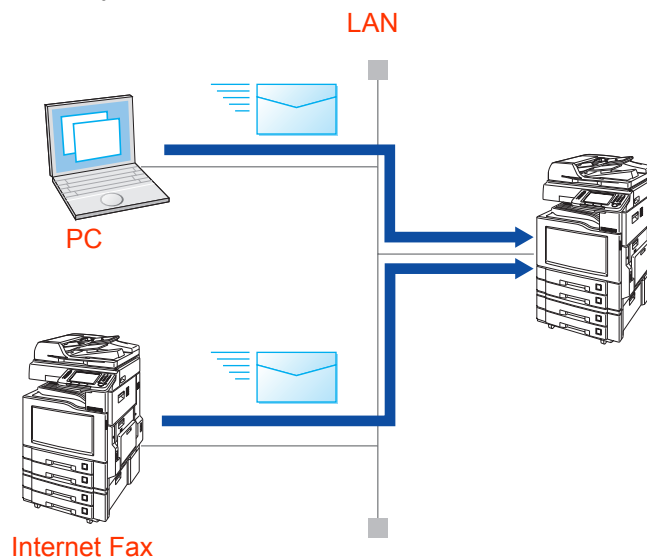
NOTE
● For instructions on how to receive Email, refer to **Receiving an Email** (see page 132).

Inbound Routing

A document received from a G3 fax station via a telephone line can be forwarded to a remote computer on the network, an Internet Fax, or G3 fax. The forwarding destination can be specified by sub-addressing, or the numeric ID of a fax station.
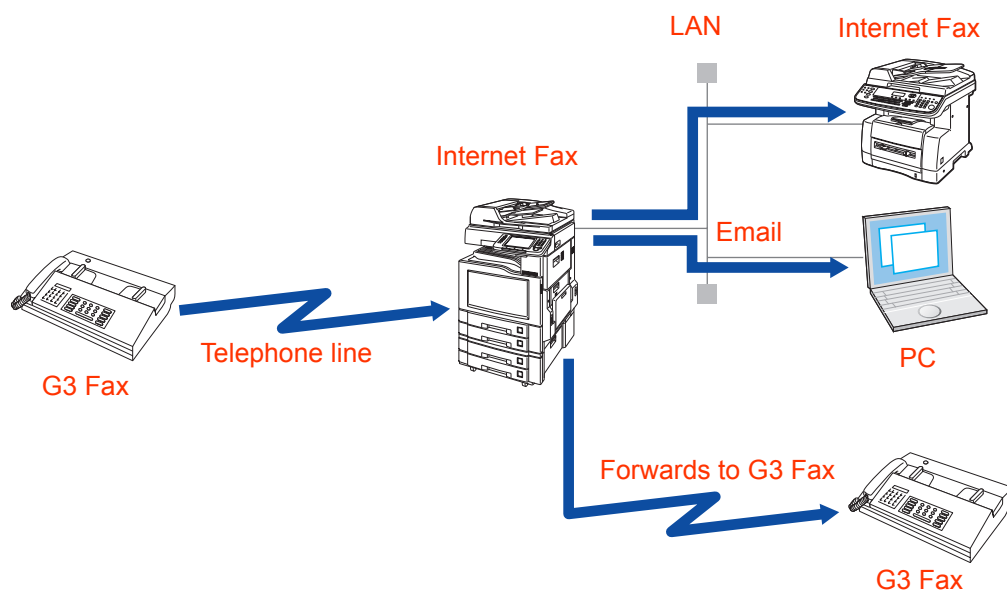
NOTE
● For more details about routing, refer to **Inbound Routing** (see page 138).

Relay Transmission

The Internet Relayed Transmission feature can save your time and transmission costs if you need to send the same documents to multiple G3 fax machines. This is especially true if the transmissions are long distance.

You can send documents to any G3 fax machine by using the Internet via a LAN from your machine to another relay station. You can also send an Email with attached TIFF-F file(s) to any G3 fax machine from your PC using your current Email application through a relay station.

To convert applications, such as spread sheet, into a TIFF-F format file, however, requires you to first download the software (TIFF converter) from the web site listed below.

http://panasonic.co.jp/pcc/en

Ex. Internet Relay Transmission

LAN

Internet Fax

PC

Server   Internet   Internet Fax

G3 Fax

G3 Fax

Transfers to
G3 Fax

G3 Fax
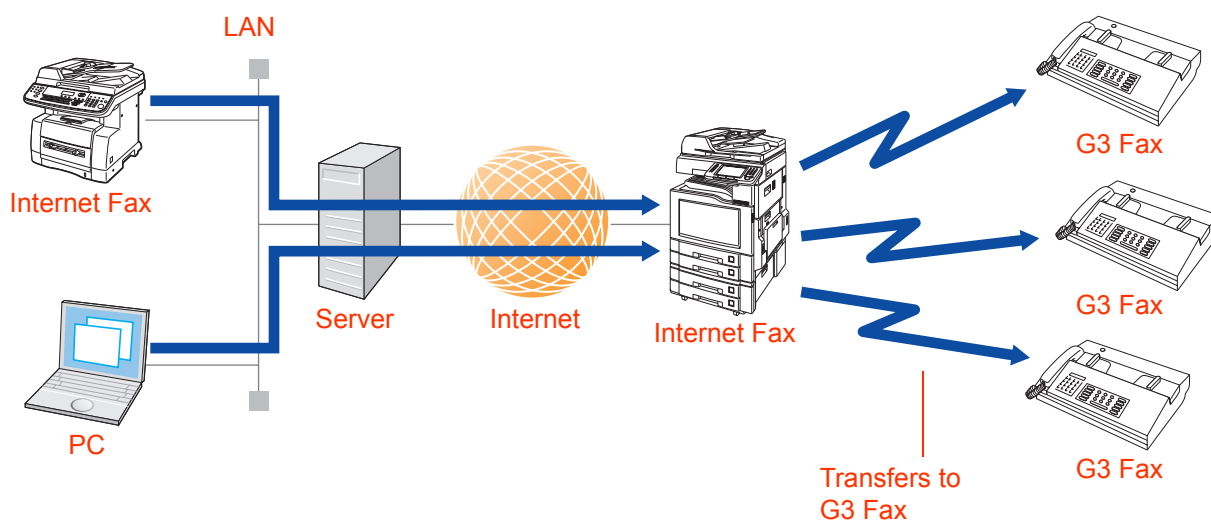
ATTENTION

● When requesting Relay transmission from a computer, it is necessary to transmit the file in the TIFF-F format.

● An application software is available from the download site. Refer to **Convenient Application Software** (see page 158).

NOTE

● For more details on the Relay Transmission feature, refer to **Using the Relay Feature** (see page 144).

102

Message Delivery Notice (MDN)

If the sender (Internet Fax) desires a processing confirmation, it must request a Message Delivery Notice when sending the message to a device supporting the notification function.

Several Email applications such as Eudora® and Outlook® Express support and are able to respond to the delivery confirmation notification sent from the Internet Fax, as well as sending a request for notification to the Internet Fax by Email applications that support MDN (Message Disposition Notifications) function.

■ If the Receiving Station is an Internet Fax Station

A Message Delivery Notice (MDN) with communication capability notice is returned to the sender.

■ If the Receiving Station is a Computer

An MDN response Email message is transmitted to the sender.
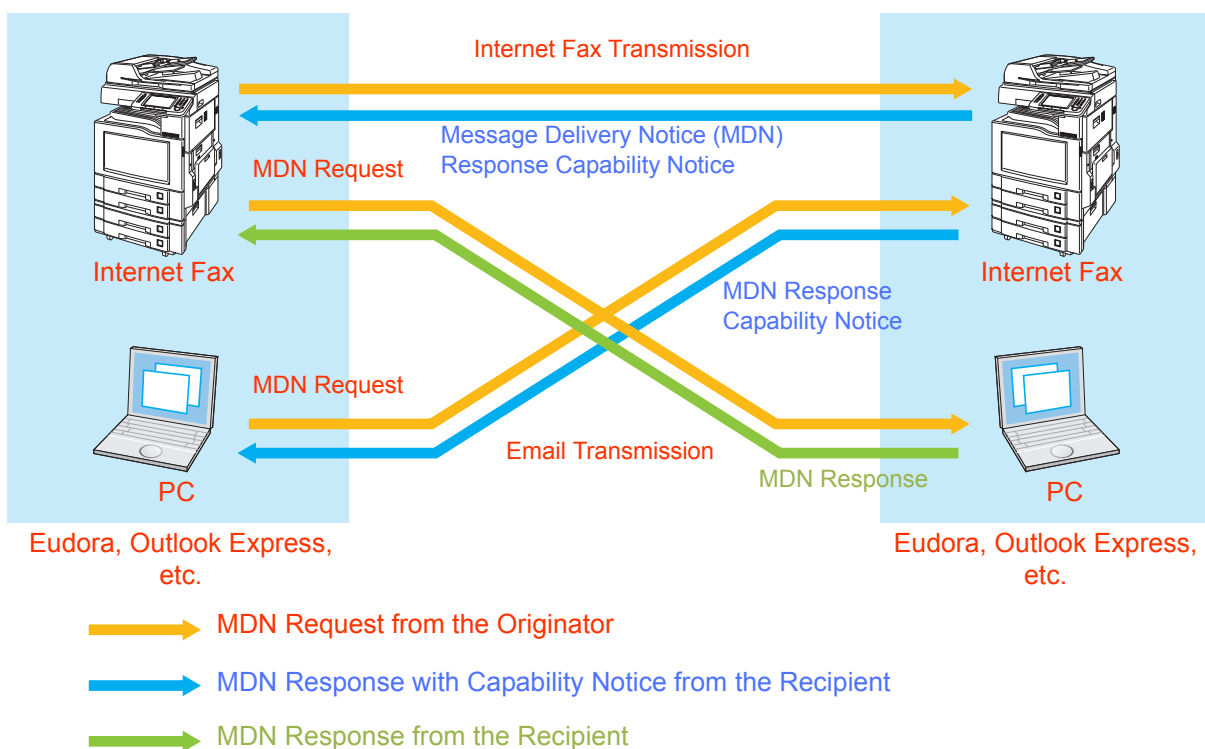
NOTE

● This feature can be used when the receiving station supports the Message Delivery Notice (MDN) feature.

● To enable this feature, refer to **Setting Message Delivery Notice (MDN)** (see page 128).

103

Direct Internet Fax Transmission (Using Direct SMTP)

Email is normally distributed by an SMTP mail server using Simple Mail Transfer Protocol (SMTP).

In common cases, only Internet Email and Web service are permitted into the corporate intranet, and corporate network administrators are extremely unwilling to open the firewall for other incoming services, since each opened path represents additional potential security threats.

The Direct Internet Fax feature enables documents to be directly exchanged between Internet Fax stations without the intervention of an SMTP mail server. This will reduce workload of SMTP mail server.

Use of this feature requires that IP Addresses always have to be kept unique. Certain information, such as the domain name of this machine, also needs to be properly pre-programmed in the DNS server.

To use the Direct Internet Fax feature, set the Function Parameter "**172 Direct IFax XMT**" (Fax/Email Settings > Fax Parameters) to "**Valid**".

NOTE
● For more details on the network configuration, contact your network administrator.

Internet Fax   Internet Fax

Direct SMTP

LAN

SMTP Server

104
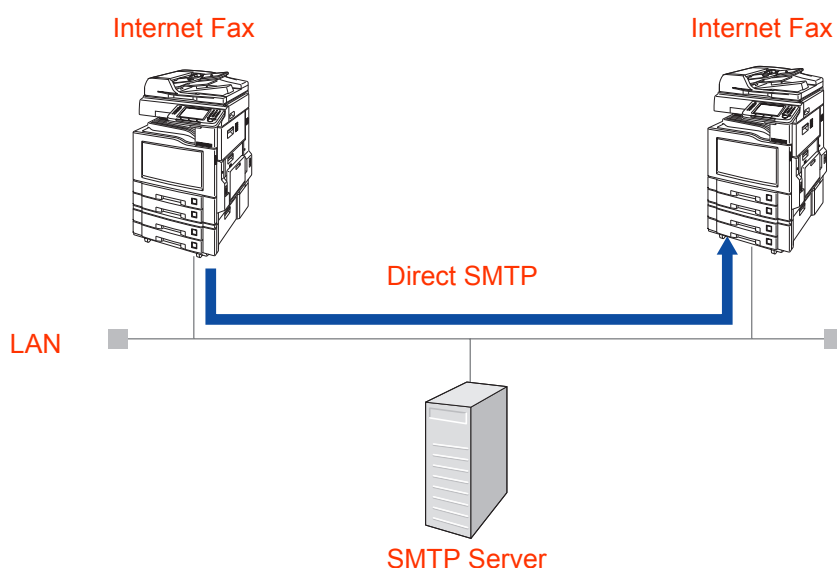
Memo

Tips for Internet Fax

Your machine uses the same communication protocols as Email: the Simple Mail Transfer Protocol (SMTP).

The differences from a standard G3 fax communication using the Public Switched Telephone Network (PSTN) are as follows.

■ Differences between Internet Fax and Fax Stations on the Telephone Line

Fax stations connected to the telephone line transmit data over a telephone line at their own expenses.

Internet Fax, on the other hand, breaks down image data into packets, and transmits them from a LAN to the Internet or an Intranet without using a telephone line, thus the telephone bills on long-distance calls can be saved.

■ When Email Transmission Fails

- Your machine does not directly connect to the final destination, but rather connects to a mail server via LAN. Therefore, if a document cannot be correctly transmitted due to an error, the error mail may be returned from the mail server to your machine.

- Error mail may take a long time to return (20 to 30 minutes normally) depending on the location of the remote stations, the degree of line congestion on the Internet, or the network configuration and so on.

- Depending on the mail server, it is possible that erroneous mail is not returned at all. Therefore, when transmitting important or time sensitive documents, it is recommended that you follow up with a telephone call to confirm reception.

- Documents may not be transmitted to a remote station correctly if the remote station's mailer does not support MIME. Error mail may be returned depending on the type of the remote mail server.

- Documents consisting of multiple pages or including a large amount of image data may not be transmitted.

> (NOTE)
> ● If the Function Parameter "**172 Direct IFax XMT**" (Fax/Email Settings > Fax Parameters) has been set to "**Valid**", documents are directly transmitted to Email addresses pre-programmed in the Address Book.
>
> ● This machine supports the Message Delivery Notice (MDN) feature. Program this feature when you want to make sure whether the Email you sent has reached the receiving station successfully. For more details, refer to **Message Delivery Notice (MDN)** (see page 103).

■ Telephone Calls Cannot Be Made via LAN

- Your machine can only make a phone call using a regular telephone line (if an external telephone is connected to your machine).

- Fax communication cannot be performed using Voice Over IP network communication.

■ Dual Port Communication

Your machine has dual port capability allowing simultaneous G3 fax communication over a telephone line (PSTN) and LAN Communication.

■ Transmission Resolution

In view of PC transmission, the standard setting of the resolution is set to "**Fine**". If required, this setting can be changed to "**Std**" (see page 30).

■ Receive Internet Email Messages

- Your machine can receive text Email from a PC, and print ANSI characters. It will print a "■" symbol if an unrecognized character is received.

- Received Email font and character size are fixed, and cannot be changed.

- Text Email will be printed at about 72 lines per page. It is recommended that you use A4/Letter size recording paper.

- Documents cannot be transmitted correctly if the destination mail server does not support the MIME protocol. Erroneous mail may not be returned depending on the mail server.

■ Sending a Document to a PC via LAN

When transmitting a document to an Email address, the following instructions are sent as text message in addition to the TIFF-F formatted image file.

Image data in the TIFF-F format has been attached to this Email. You can download the TIFF-F Image Viewer from the following URL addresses.

http://panasonic.co.jp/pcc/en

● If the document(s) are sent in the PDF format, the following message is shown instead.
"Image data in PDF format has been attached to this email."

■ Relay Transmission

To prevent unauthorized stations from getting access to your relay station for Internet Relayed transmission, you must set up your network security. Enter the relay station name, which is concealed from the final destinations, and a manager's Email address for notification of all Internet Relayed transmissions.

■ Transmitted File Type Setting

PDF can be selected for file type attachment from "**File Type and Name**" in "**Basic Menu**".

The PDF format can be chosen when sending scanned documents as an Email to a remote computer.

If a document is transmitted to an Internet Fax in the PDF format, the receiving Internet Fax station cannot print the attached file, resulting in an error.

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Preparing to Use Internet Fax

To use the Internet Fax feature, your machine needs to be set up properly on your network. Please contact your network administrator for actual network setup.

Copy the Important Information form found at the end of the Operating Instructions (For Setting Up), and ask your network administrator to complete the information on the form.

Program Network Parameters

The following network parameters need to be programmed on your machine by referring to the Operating Instructions (For Setting Up) of provided booklet, and important information received from your network administrator.

■ **Network Parameters**

• TCP/IP Address of your machine

• TCP/IP Subnet Mask of your machine

• TCP/IP Address of the Default Gateway

• Host Name

• TCP/IP Address of the DNS Server (if not available, see Note)

• Email Address of your machine (see Note)

• Name or IP Address of the Default SMTP Mail Server

• SMTP Authentication Name (when the authentication with the SMTP server is required)

• SMTP Authentication Password (when the authentication with the SMTP server is required)

To program the above items, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM as well.

NOTE

● The Email address format can be same as your regular Email address. If your Email address is popuser001@panasonic.com, your machine's Email address can be Internet_Fax@panasonic.com.

● By default the machine requires the IP Address of the DNS server and prompts you to enter the SMTP server name.

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■ Sending Email (This machine ► Other Internet Fax machine or PC)

This machine ► Other Internet Fax machine or PC

Internet Fax   SMTP Server

LAN

Internet Fax   or   PC   POP Server

←	SMTP
←	POP3
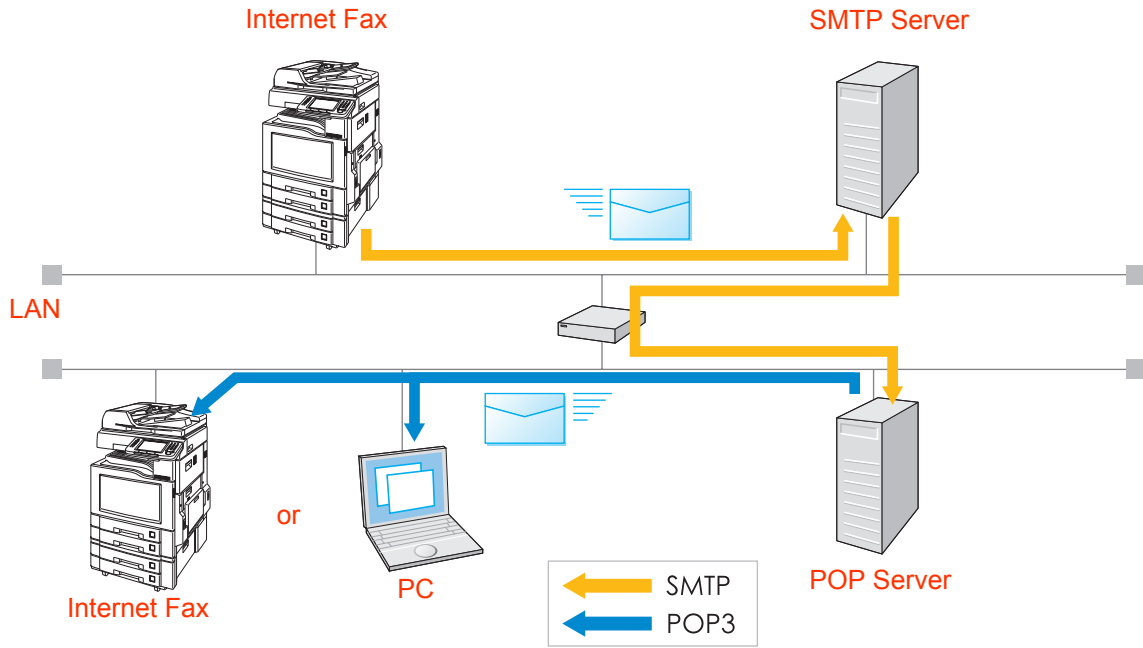
Sending an Email Procedure

The basic operation to send an Email is as follows.

> **NOTE**
> ● Email addresses and Fax stations can be mixed while entering the destinations.
>   Email would be transmitted to an Email address destination, while normal fax documents would be transmitted to a fax destination.

1 Place original(s).
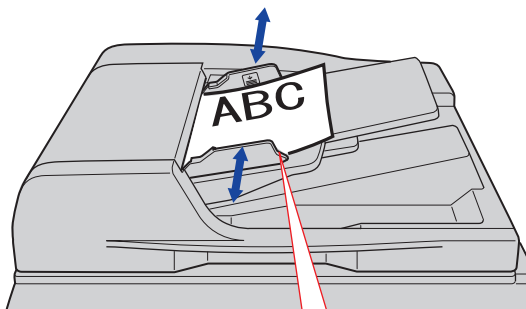
Face up. Up to 100 sheets (80 g/m^2 / A4)
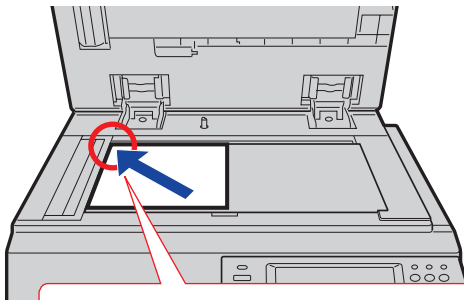
Face down. Align with top left corner. Close ADF.

● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key to open the Fax screen.

Select "**Basic Menu**" if additional settings are required.

Used memory
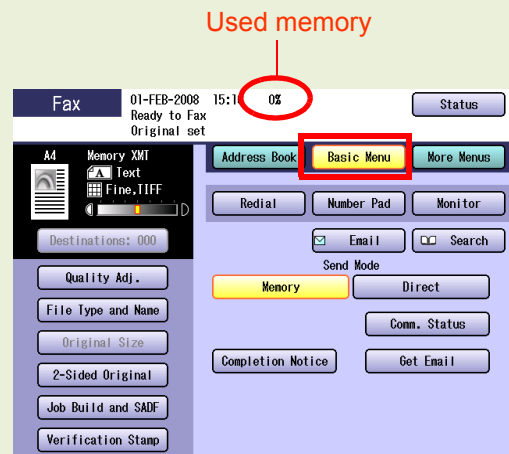
● **Setting Original Quality** (see page 30)
● **Setting a File Type and a File Name** (see page 124)

  The PDF format can be used only for transmitting Email to remote computers.

  Send Email in the TIFF format to an Internet Fax.

Select "**More Menus**" if additional settings are required.
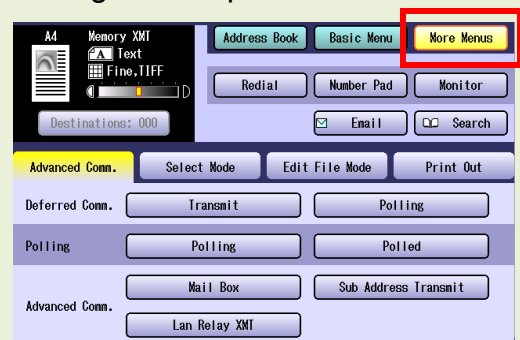
● **Emailing an A3-Sized Document** (see page 126)
● **Setting Message Delivery Notice (MDN)** (see page 128)
● **Relayed Transmission from Internet Fax** (see page 154)

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3 Select "**Email**".
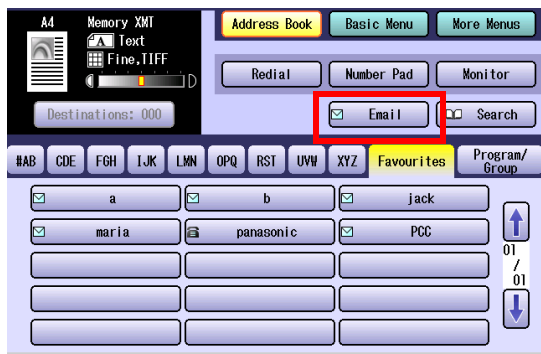
4 Enter an Email address by selecting "**Keyboard**", or select a pre-programmed Email address.

- ● Refer to **Entering an Email Address** (see page 112).
- ● Refer to **Using Cc, Bcc and From** (see page 120).

5 Press the **Start** key.
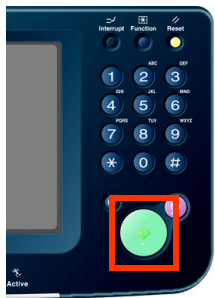
The original(s) are stored into memory with a file number. Then the Email transmission starts.

- ● If the transmission fails, an error mail is delivered from the mail server and printed on this machine.
  The error mail including an error message and an image of the first page of the transmitted document is received.
  Refer to **When Email Transmission Fails** (see page 130).
- ● For instructions on how to cancel a transmission, refer to **Cancelling a Communication** (see page 52).
- ● When sending from the Platen Glass, place the next original, and follow the instructions described on the Touch Panel Display.
- ● Press the **Reset** key to return the machine to the initial screen of the current active mode.

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Entering an Email Address

Email addresses can be entered by any of the following methods:

Using the Onscreen Keyboard   Enter the Email address directly (see below).

Using the Address Book   Use the pre-programmed Address Book.

└── Use a Key Name (See page 114)

└── Select from "Favourites" (See page 114)

└── Use Group Dialling (See page 115)

Searching for Destinations   Search the Address Book or Global Directory Service (LDAP).

└── Search through the Address Book (Local Search) (See page 116)

(Search by the first letter of a Station Name)

└── Search through the LDAP Server (LDAP Search) (See page 117)

Using the Onscreen Keyboard

To enter an Email address directly from the onscreen Keyboard, follow the steps below.

NOTE

● This function is not available when the Function Parameter "**136 Restrict Direct Dial**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**".

1 Follow the step 1 and 2 on page 110.

2 Select "**Email**".
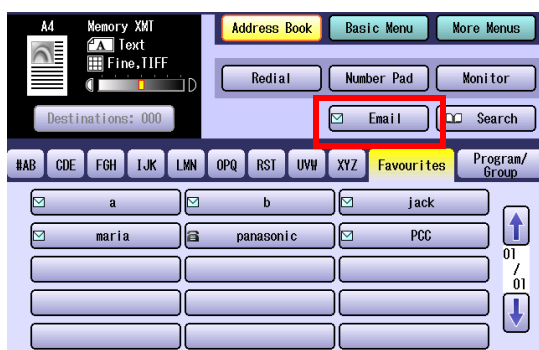
3 On the Email screen, select "**Keyboard**".

4 Enter an Email address, and then select "**OK**".
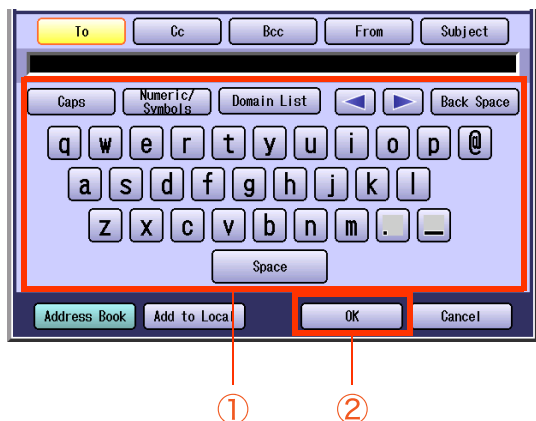
- ●Each Email address can be up to 60 characters long.

- ●For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

- ●To set multiple Email addresses, repeat steps 3 and 4.

- ●If you make a mistake, select "**Back Space**" to delete one digit at a time, or move the cursor to the beginning of the field, and then press the **Clear** key to delete the entire entry.

- ●When the Function Parameter "**137 Re-enter Direct Dial**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**", enter the email address twice. For more details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

There are three ways to enter Email addresses:

❏ Enter an Email Address Directly

Enter an entire Email address from the onscreen Keyboard.

❏ Use the Default Domain

When you enter an Email address, you can use the Default Domain if the Default Domain is pre-programmed in the machine beforehand.

　①Enter the part of the Email address to the left of @, and then select "**OK**".

The default domain is automatically added to the Email address when the Email is sent.

Ex:

Input characters: abc

Sending Email Address: abc@panasonic.com

❏ Use the Domain List

When you enter an Email address, you can use the Domain List if you have pre-programmed the domain name you wish to enter.

　①Enter the Email address up to @, and then select "**Domain List**".

　②Select a domain name from the pre-programmed domain list.

Ex:

Input character string: abc@

Selected from the domain list: abc@panasonic.com

5 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

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Using the Address Book

■ Use a Key Name

If an Email address is pre-programmed in the Address Book, it can be selected by using a Key Name.

NOTE

● To use the Address Book, it is necessary to have Email addresses added to the Address Book in Function Parameters. Refer to **Adding an Email Address to Address Book** (see page 175).

1 Follow the step 1 and 2 on page 110.

2 Select a Key Name tab.

3 Select the Email address you want to send to.
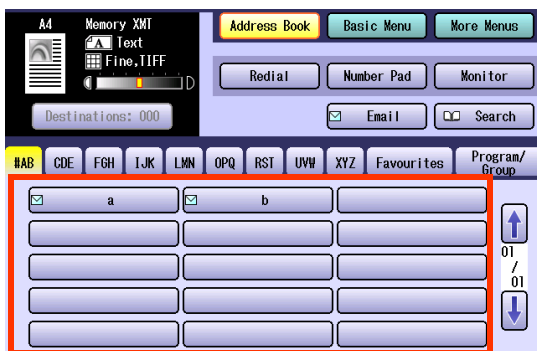
● Select the same destination to cancel a choice.

● To enter additional Email addresses, repeat steps 2 and 3.

4 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

■ Select from "Favourites"

If an Email address is pre-programmed in the "**Favourites**", it can be selected from "**Favourites**".

NOTE

● To use the Address Book, it is necessary to have Email addresses added to the Address Book in Function Parameters. Refer to **Adding an Email Address to Address Book** (see page 175).

● If there are any Email addresses added in the "**Favourites**", the Address Book opens the "**Favourites**" tab first.

1 Follow the step 1 and 2 on page 110.

2 Select "**Favourites**".

3 Select the Email address you want to send to.
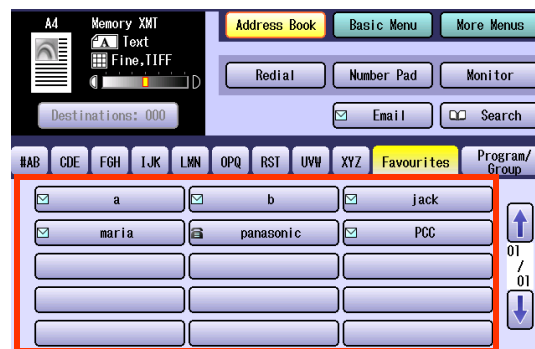
● Select the same destination to cancel a choice.

● To add more Email addresses, select other addresses.

4 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

■ **Use Group Dialling**

For transmission to multiple destinations with group dialling, follow the steps below.

NOTE
● To use a Group button, group dialling needs to be programmed in Function Parameters. Refer to **Setting for Group Dialling** (see page 183).

1 Follow the step 1 and 2 on page 110.

2 Select "**Program/Group**".
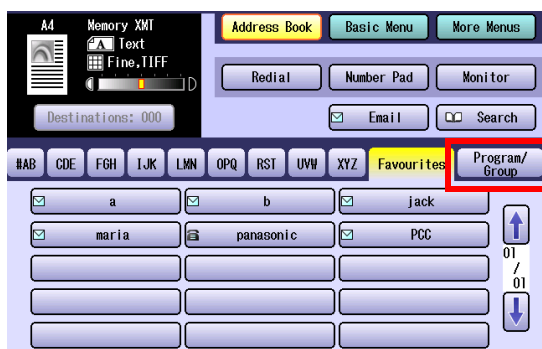
3 Select the Group you want to send to.
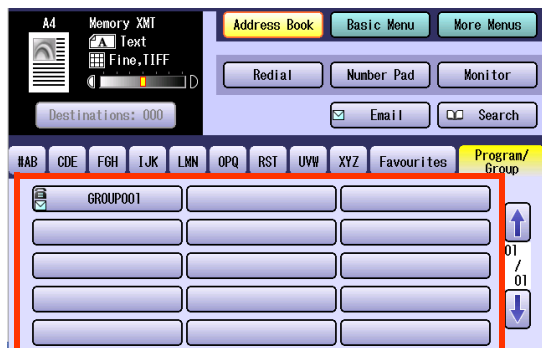
● Select the same destination again to cancel a choice.

4 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

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Searching for Destinations

■ Search through the Address Book (Local Search)

The Email address of a remote station programmed in the Address Book can be searched by its entry name.

1 Follow the step 1 and 2 on page 110.

2 Select "**Search**".

3 Enter the character string you want to search for.

● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

The Email addresses that match the character string are displayed.

4 Select the destination to which you want to send to, and then select "**OK**".
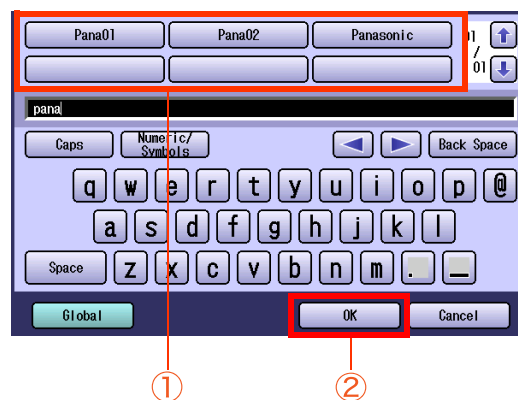
● Select ↑ or ↓ to scroll through the search results.

5 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

■ Search through the LDAP Server (LDAP Search)

LDAP search is a feature that searches through the Address Book on an LDAP server on a network for fax numbers or Email addresses.

To find out whether the LDAP Search feature works in your particular environment, contact your network administrator.

NOTE

● An LDAP server must be configured before the LDAP search facility can be used. For more details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● This feature is available in certain countries only.

1 Follow the step 1 and 2 on page 110.
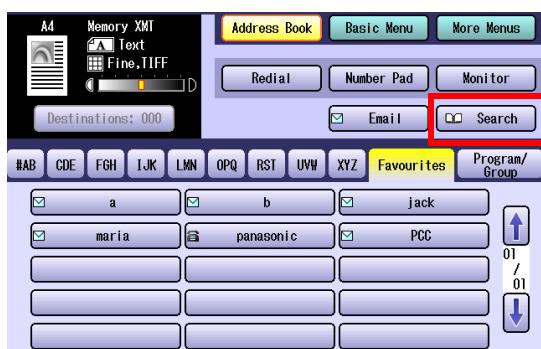
2 Select "**Search**".

3 Select "**Global**".

4 Enter a name or characters to search, and then select "**Search**".
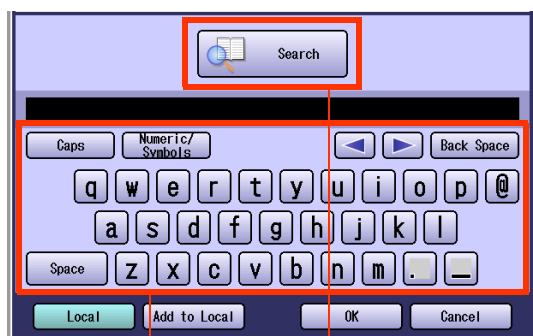
The search result appears.

● Email addresses and fax numbers can be searched.

● Select "**Local**" to return to the Address Book search screen.

● A message appears if there are more than 100 matches.
Select "**Yes**" to search by a more detailed keyword.
Select "**No**" to continue the search.

● A message appears if an error occurs while searching.

5 Select "**Email**".

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6 Select a destination, and then select "**OK**".
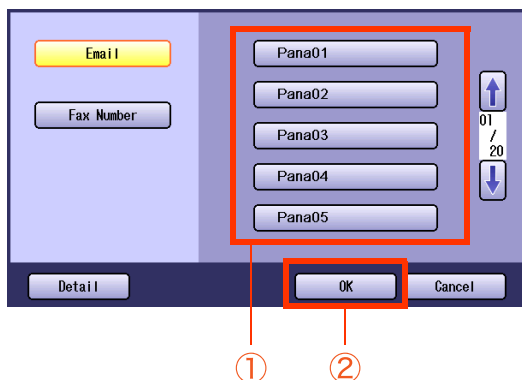
- ● Only one Email address can be selected at a time.
- ● You can switch between the Email Addresses and Fax Number list by selecting "**Email**" or "**Fax Number**" on the screen.
- ● Select ⬆ or ⬇ to scroll through the search results.
- ● Select "**Detail**" to open the more detailed information screen. Select "**Close**" to exit the detailed information screen.

- ● To cancel a search, select "**Cancel**".
- ● To add the found Email address into the Address Book, select "**Add to Local**" on the LDAP search screen.
  Enter the entry name, and then select "**OK**".

7 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

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Memo

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Using Cc, Bcc and From

When creating an Email, you have the option of setting *Cc* and *Bcc* as its destinations, and entering a subject.

If the use of *From* has been enabled in Function Parameters, the machine can transmit an Email with Email addresses entered in *From* other than its own Email address.

NOTE

● *Cc* .... Carbon Copy

● *Bcc* .... Blind Carbon Copy

● If the Message Delivery Notice feature is set to "**On**", all Emails are sent as *To* even if they are pre-programmed as **Cc/Bcc.** For more details on the Message Delivery Notice feature, refer to **Setting Message Delivery Notice (MDN)** (see page 128).

Example of the receiving station
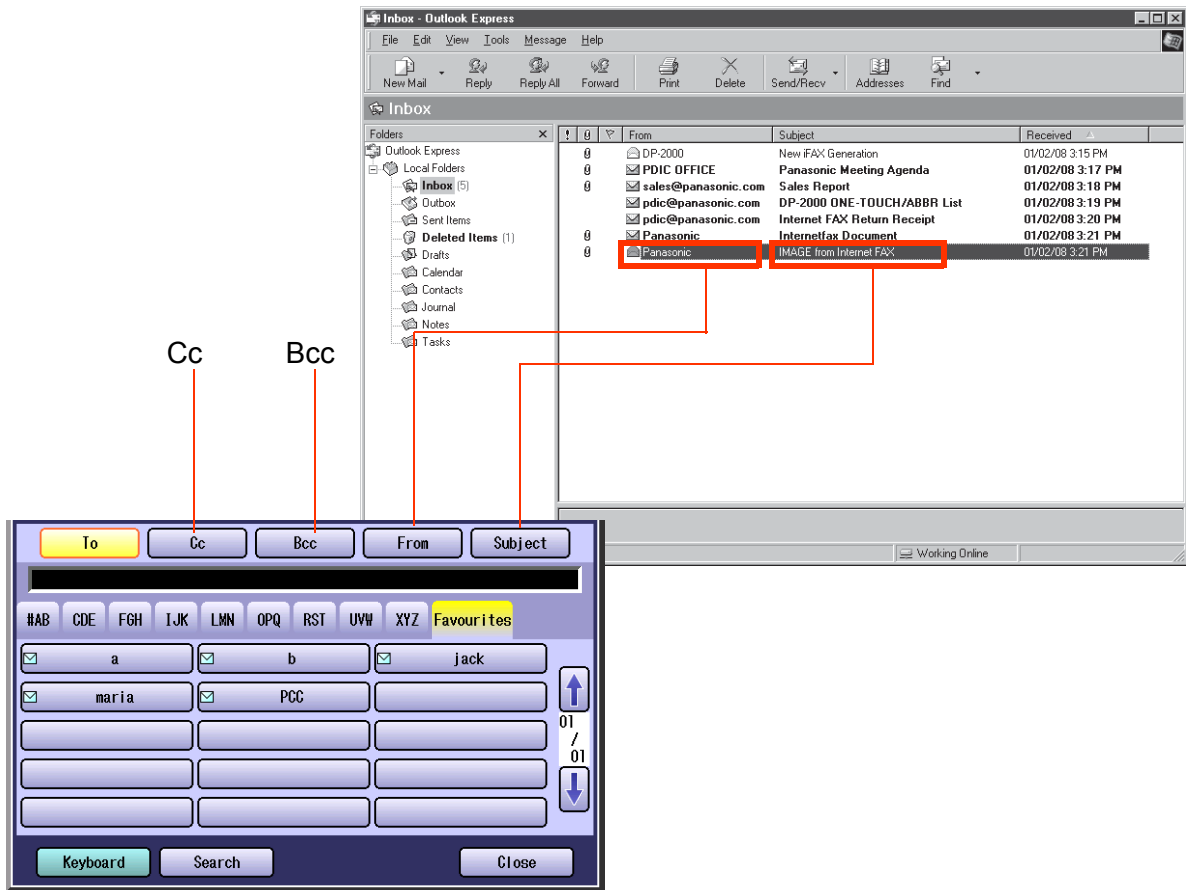
Setting Cc and Bcc

To set *Cc* and *Bcc* as Email destinations, follow the steps below.

1 On the Email screen, select "**Cc**" or "**Bcc**". (See pages 111 and 120)

2 Select an Email address, and then select "**Close**".

① ②
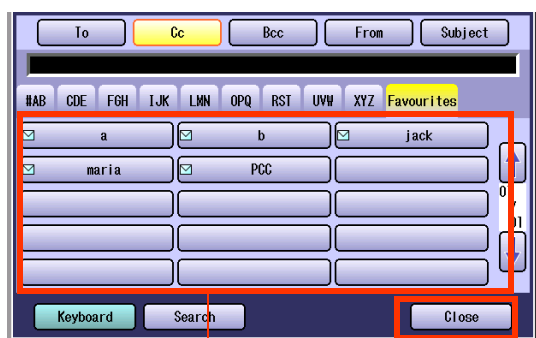
● For instructions on how to set an Email address, refer to **Entering an Email Address** (see page 112).

3 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

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Setting *From* Field

The *From* field preset in the machine can be changed by selecting "**From**" on the Email screen. To set the *From* field, follow the steps below.

● If "**145 Sender Selection**" is set to "**Valid**", you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select "**From**" on the Email screen, the sender list will not be displayed.
For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

1   On the Email screen, select "**From**".
(See pages 111 and 120)

2   Enter a sender name, or select a sender Email address, and then select "**Close**".
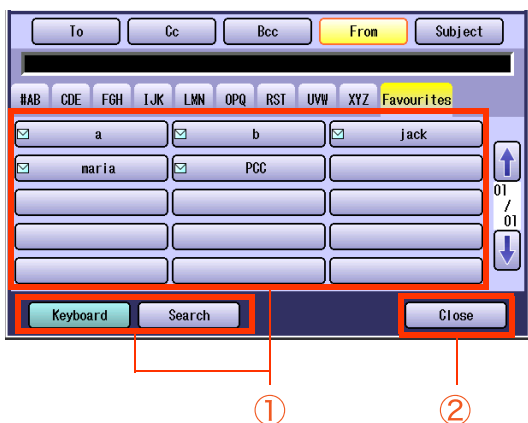
① ②

3   Press the **Start** key.

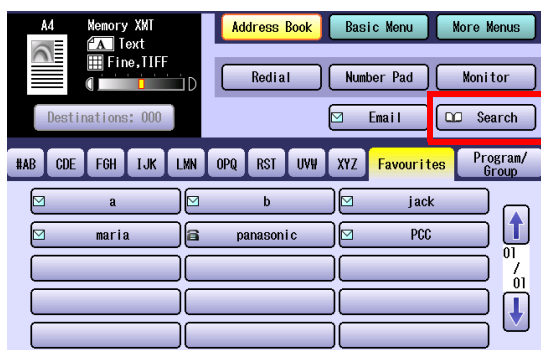The original(s) are stored into memory with a file number. Then the Email transmission starts.

● When "**145 Sender Selection**" is set to "**Valid**", and if you do not select "**From**", the Sender Selection list will be displayed after pressing the **Start** key. Select a Sender, and then select "**OK**".

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Setting Subject

Every time you send an Email, you can enter its subject manually. To enter a subject, follow the steps below.

NOTE

● The default subject is preset if the Function Parameter "**21 Default Subject**" (Fax/Email Settings > User Parameters) has been set. For programming instructions, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

1 On the Email screen, select "**Subject**". (See pages 111 and 120)
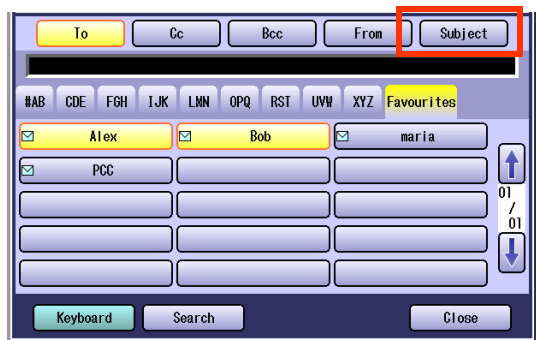
2 Enter a subject, and then select "**OK**".
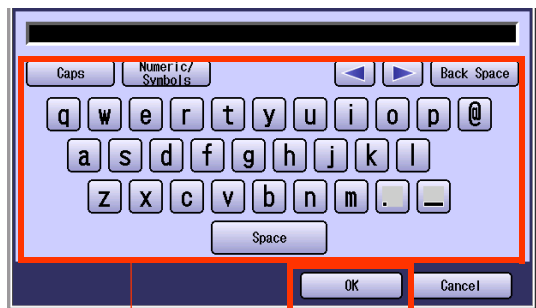
● The subject field is up to 40 characters in length.
● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
● If you make a mistake, select "**Back Space**" to delete one character at a time, or move the cursor to the beginning of the field, and then press the **Clear** key to delete the entire entry.

3 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

Confirming the Destination

You can confirm the entered destinations.

1 Select "**Destinations: ###**". (###: Number of selected addresses)
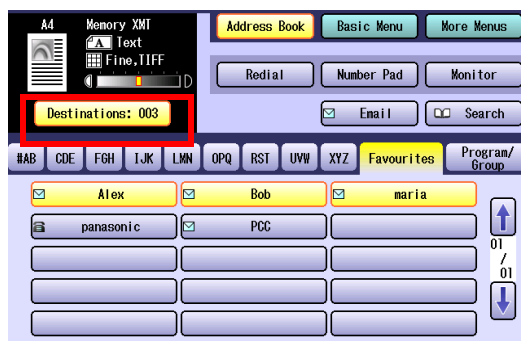
2 Select the desired field button, and confirm destinations.

● To delete a destination, select a destination, and then select "**Delete**" and "**Yes**".

3 Select "**OK**".

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Setting a File Type and a File Name

Documents can be scanned into the PDF or TIFF format, and renamed as well.

> NOTE
> ● Internet Fax does not support the PDF format. If a document is transmitted to an Internet Fax in the PDF format, the Internet Fax at the receiving station cannot print the images, resulting in an error.
> ● The file is automatically named "**Image.tif**" unless you rename the attached file.

1 Place original(s).

　　● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Basic Menu**".
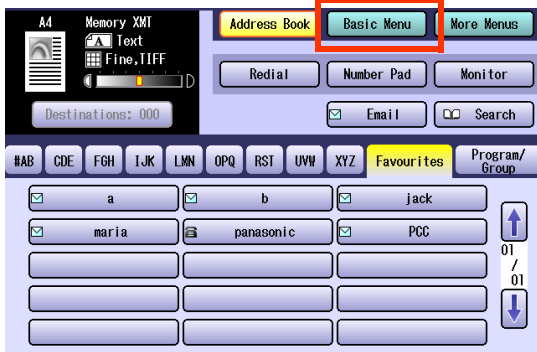
4 Select "**File Type and Name**".
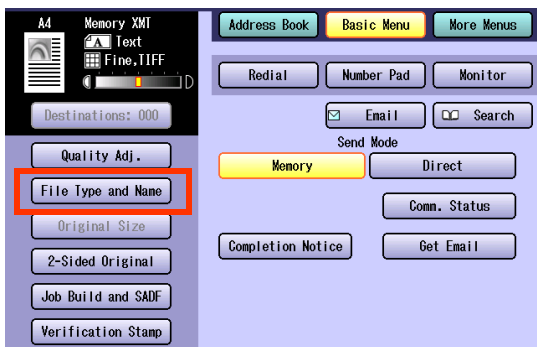
5 Select a file type.
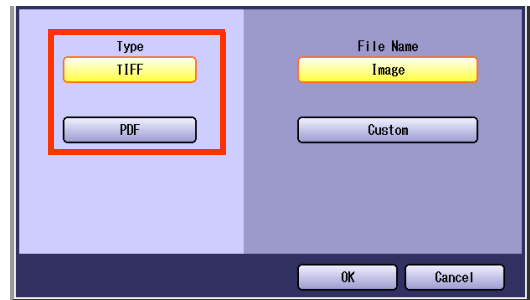
TIFF	Select to transmit in the TIFF format.
PDF	Select to transmit in the PDF format (monochrome). Can be used only if the receiving station is a computer.

6 To rename the file, select "**Custom**".
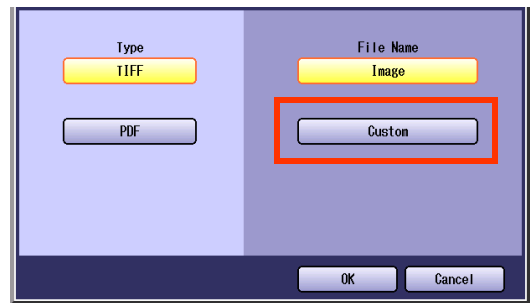
Image	Select to transmit by using the standard name, "image.tif" or "image.pdf".
Custom	Select to rename the file.

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7 Enter a filename, and then select "**OK**".
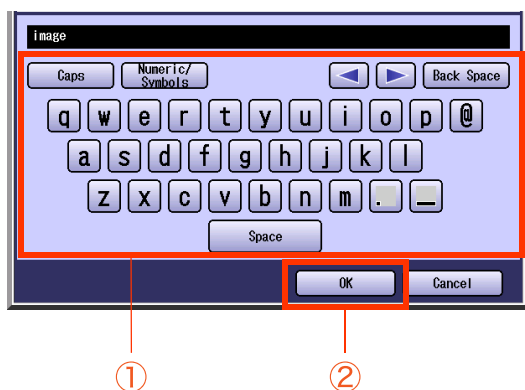
- ● The filename can be up to 20 characters long.
- ● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- ● If you make a mistake, select "**Back Space**" to delete one character at a time, or move the cursor to the beginning of the field, and then select the **Clear** key to delete the entire entry.

8 Select "**Address Book**", and then set an Email address.
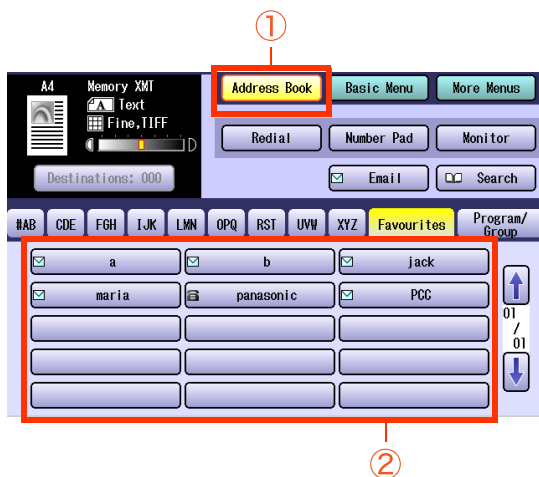
- ● Refer to **Entering an Email Address** (see page 112).

9 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

Emailing an A3-Sized Document

Receiving stations may not receive large documents depending on the recording capability (paper size).

If you want to transmit a document larger than A4, such as an A3 size, by using the Internet Fax feature, check the paper size capability of the receiving station before transmission. If the receiving station is capable of receiving an A3-sized document, you can send the document without reducing the size.

NOTE

- When "**A3 Email XMT**" is not set to "**On**", the document will be reduced according to the setting of the Function Parameter "**141 LAN XMT Reduce**" (Fax/Email Settings > Fax Parameters). For more details on document size reduction, refer to the table below.
- For information about programming the Function Parameter "**141 LAN XMT Reduce**", refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

■ Document Sizes and Transmitted/Received Document Sizes

When a document larger than A4, such as an A3 size, is transmitted by Internet Fax, it is reduced in size as described in the table below. Whether the document is reduced or not depends on the setting of "**A3 Email XMT**" in "**More Menus**".

Document size	Transmitted/Received document size		
	"**A3 Email XMT**" has been set to "**On**".	"**A3 Email XMT**" has been set to "**Off**".	
		The Function Parameter "**141 LAN XMT Reduce**" has been set to "**Invalid**".	The Function Parameter "**141 LAN XMT Reduce**" has been set to "**Valid**".
A3	A3	B4	A4
B4	B4	B4	A4
A4	A4	A4	A4

1   Place original(s).

- Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2   Press the **Fax** key.

3   Select "**More Menus**".

4   Select "**Select Mode**".

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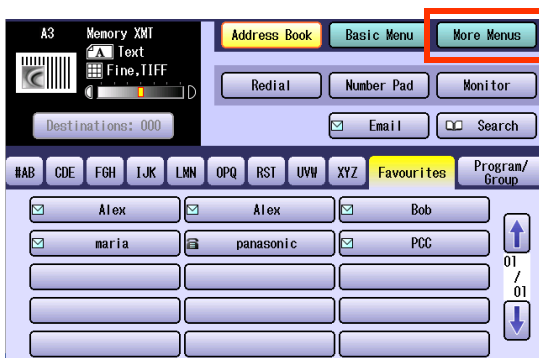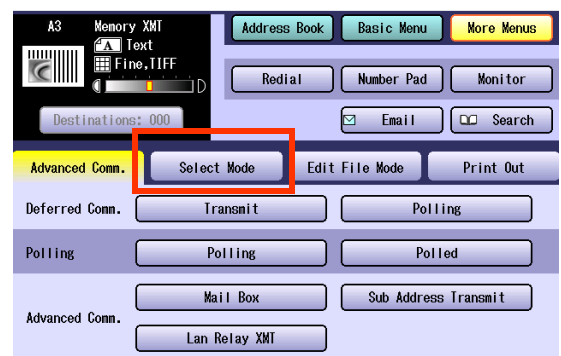
5 Select "**A3 Email XMT**".
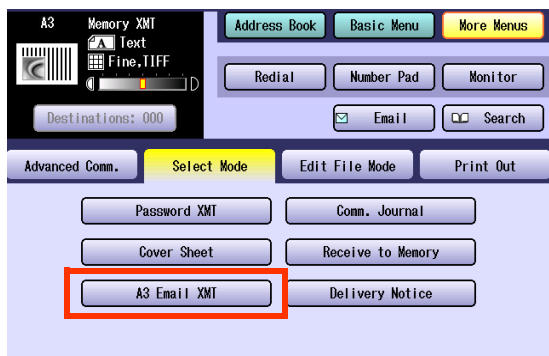
6 Select "**On**", and then select "**OK**".
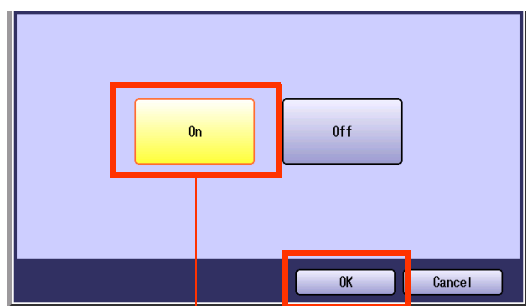
On	The document is transmitted at the same ratio scale as it has been scanned.
Off	The document is transmitted, reduced in size according to the setting of the Function Parameter "**141 LAN XMT Reduce**" (Fax/Email Settings > Fax Parameters).

7 Select "**Address Book**", and then set an Email address.
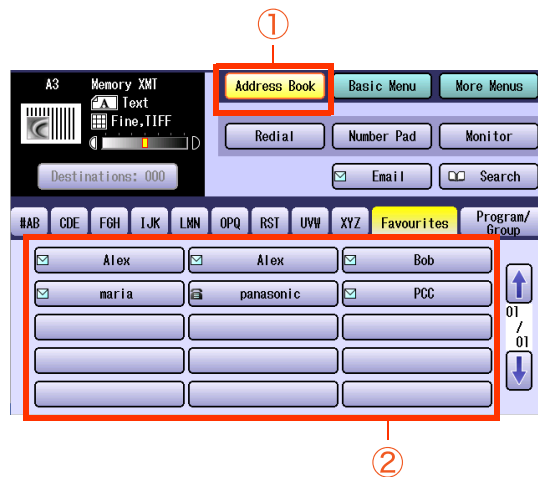
● Refer to **Entering an Email Address** (see page 112).

8 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

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Setting Message Delivery Notice (MDN)

To enable Message Delivery Notice feature, follow the procedures below.

1 Place original(s).

● Refer to **Placing Originals (Facsimile/Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**More Menus**".
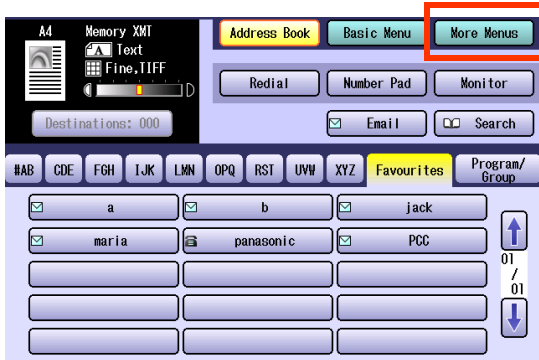
4 Select "**Select Mode**".
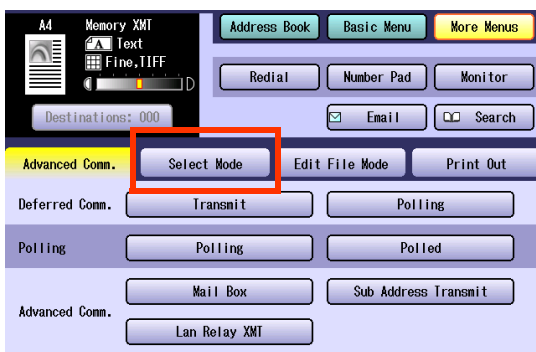
5 Select "**Delivery Notice**".

6 Select "**On**", and then select "**OK**".

① ②
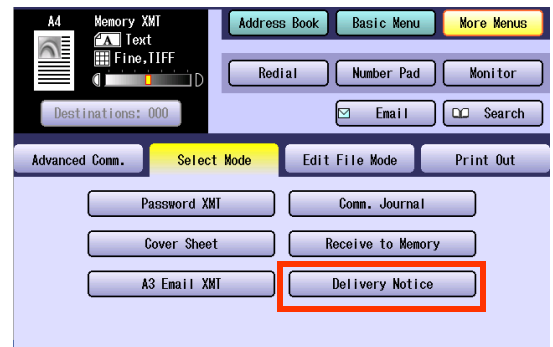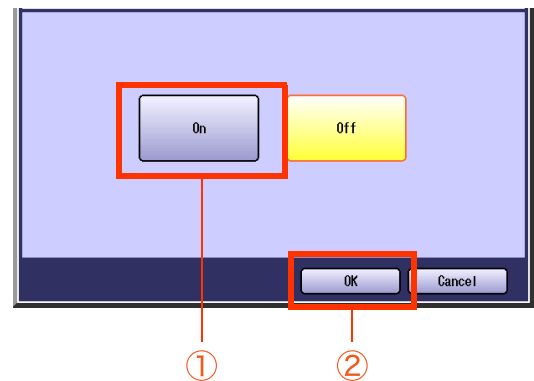
On	Message Delivery Notice (MDN) request is enabled.
Off	Message Delivery Notice (MDN) request is disabled.

7 Select "**Address Book**", and then set an Email address.
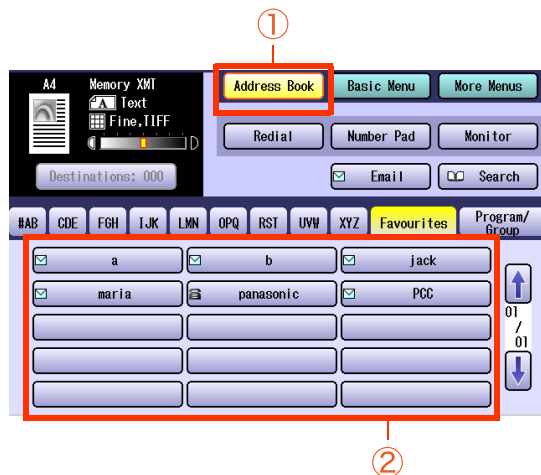

- ●Refer to **Entering an Email Address** (see page 112).

8 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

When the Email is opened at the receiving station, a delivery notice will be emailed automatically.

When Email Transmission Fails

If the Email fails to reach its destination, an error mail is returned from the mail server, and is printed on the machine. The error mail includes an error message, and the image of the first page of the transmitted document to alert the sender the conditions of the failure.

Failure Report Sample (Unknown User)

```
Received: from localhost (localhost) by ifeifl.rdmg.mgcs.mei.co.jp (8.6.12/3.4W3) with
internal id OAA24381; FRI, 01 FEB 2008 14:52:57 +0900
Date: FRI, 01 FEB 2008 14:52:57 +0900
From: Mail Delivery Subsystem <MAILER-DAEMON@ifeifl.rdmg.mgcs.mei.co.jp>
Subject: Returned mail: User unknown
Message-Id: <200011120552.OAA243B1@ifeifl.rdmg.mgcs.mei.co.jp>
To: <fax@nwpc31.rdmg.mgcs.mei.co.jp>

The original message was received at FRI, 01 FEB 2008 14:52:54 +0900
from nwpc31.rdmg.mgcs.mei.co.jp [172.21.22.51]

    ----- The following addresses had delivery problems -----
<error@nwr39.rdmg.mgcs.mei.co.jp>  (unrecoverable error)

    ----- Transcript of session follows -----
.... while talking to nwr39.rdmg.mgcs.mei.co.jp.:
>>> RCPT To:<error@nwr39.rdmg.mgcs.mei.co.jp>
<<< 550 <error@nwr39.rdmg.mgcs.mei.co.jp>... User unknown
550 <error@nwr39.rdmg.mgcs.mei.co.jp>... User unknown

    ----- Original message follows -----
Return-Path: fax@nwpc31.rdmg.mgcs.mei.co.jp
Received: from nwpc31.rdmg.mgcs.mei.co.jp (Internet FAX) (nwpc31.rdmg.mgcs.mei.co.jp [172.21
.22.51]) by ifeifl.rdmg.mgcs.mei.co.jp (8.6.12/3.4W3) with SMTP id OAA24380 for <error@nwr39
.rdmg.mgcs.mei.co.jp>; FRI, 01 FEB 2008 14:52:54 +0900
Message-ID: <200011120552.OAA24380@ifeifl.rdmg.mgcs.mei.co.jp>
Mime-Version: 1.0
Content-Type: image/tiff
Content-Transfer-Encoding: base64
Content-Disposition: attachment; filename="image.tif"
Content-Description: image.tif
X-Mailer: Internet FAX, MGCS
Date: FRI, 01 FEB 2008 14:49:00 +0900
From: iFAX <fax@nwpc31.rdmg.mgcs.mei.co.jp>
Subject: IMAGE from Internet FAX
To: error@nwr39.rdmg.mgcs.mei.cp.jp


                              5
01-FEB-2008 14:49        iFAX                                        P.01/01



                THE  SLEREXE  COMPANY  LIMITED

                SAPORS LANE · BOOLE · DORSET · BH 25 8 ER
                TELEPHONE BOOLE (945 13) 51617 · TELEX 123456




Our Ref. 350/PJC/EAC                                18th January, 1972.
```

Using a Completion Notice

The Completion Notice feature notifies your computer when Email or Fax transmission is completed.

ATTENTION
- Before using this function, install the Panasonic Document Management System and PCL Printer Driver, and then set up each software.
- Refer to **Completion Notice Function** in the Operating Instructions (For Setting Up) of provided booklet.

1 Place original(s).

- Refer to **Placing Originals (Facsimile/Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Basic Menu**".

4 Select "**Completion Notice**".
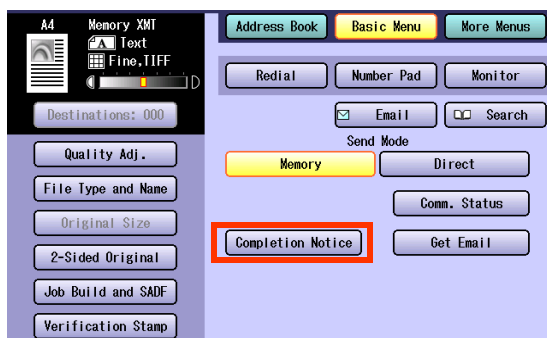
5 Select a computer to be informed, and then select "**OK**".

6 Select "**Email**".
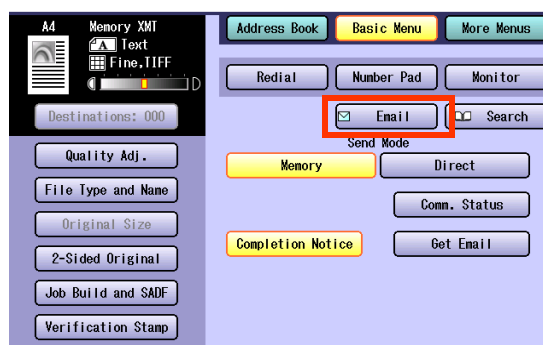
7 Set an Email address.
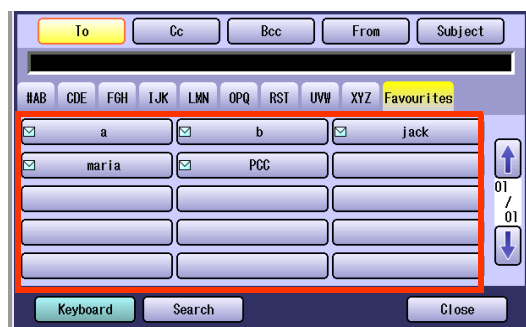
- Refer to **Entering an Email Address** (see page 112).

8 Press the **Start** key.

The original(s) are stored into memory with a file number. Then the Email transmission starts.

When the Email is sent, completion notice is also sent to the computer.

Receiving an Email

If the machine connects to a network as a POP client, it can receive Email either automatically or manually. The Email reception method from a POP server varies depending on the POP settings programmed in Function Parameters.

Configuring to Receive Email

Program the following parameters in Function Parameters (Fax/Email Settings > Fax Parameters) to receive Email:

| Item Name	Setting
"**146 POP Timer**"	Set the time interval for checking the Email on POP server. • Set an interval between 0 and 60 minutes. • An interval setting of 0 minutes would not retrieve Email automatically.
"**147 Auto POP Receive**"	Set whether to send queries to the POP server periodically. • If there is Email, it is retrieved and printed. • If this parameter is set to "**Invalid**", only the number of the incoming Email messages on the POP server appears on the display.
"**148 Del POP Receive Mail**"	Set whether to delete the Email from the server after it has been retrieved.
"**149 Del POP Error Mail**"	Set whether to delete Email from the server when the attached file is in a format that cannot be printed.

(NOTE)

● For instructions on how to configure the POP server, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● With POP manual reception pre-programmed on a Program key, POP Email can be retrieved by a user name other than the one pre-programmed as local station information.

Receiving Email Automatically

With "**147 Auto POP Receive**" set to "**Valid**", and POP acquisition interval set between 1 and 60 minutes in Function Parameters (Fax/Email Settings > Fax Parameters), queries are transmitted to the POP server periodically to check for new Emails.

If there is Email on the POP server when a query is transmitted, it is retrieved and printed automatically.

Receiving Email Manually

With the Function Parameter "**147 Auto POP Receive**" (Fax/Email Settings > Fax Parameters) set to "**Invalid**", Email is received manually.

NOTE
- With POP acquisition interval set between 1 and 60 minutes, queries are transmitted to the POP server periodically to check for new Emails, and the number of the incoming Email messages on the server appears on the display.

---

1 Press the **Fax** key.

2 Check for incoming mail(s).

3 Select "**Basic Menu**".
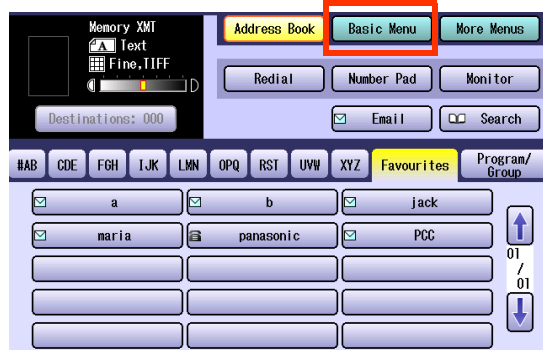
4 Select "**Get Email**".
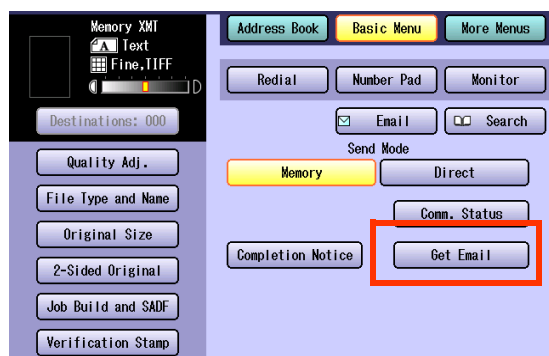
The retrieved Email is printed.

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Receiving Email with the Program Key

This function allows others to share your machine to retrieve their Emails from the POP server by pre-programming their POP user names and POP passwords into the Program keys. They will be able to retrieve Emails by simply pressing the corresponding Program key.

NOTE

● If security is of a great concern, and it is necessary to prevent unauthorized personnel from retrieving your Email from the POP server, leave the POP password field blank when programming the Program key.
By leaving it blank, the machine will prompt you to enter the POP password when the Program key is pressed to retrieve Emails.

● For instructions on how to program POP reception on a Program key, refer to **Programming Email Manual Reception on Program Keys** (see page 189).

1   Press the **Fax** key.

2   Select "**Program/Group**".
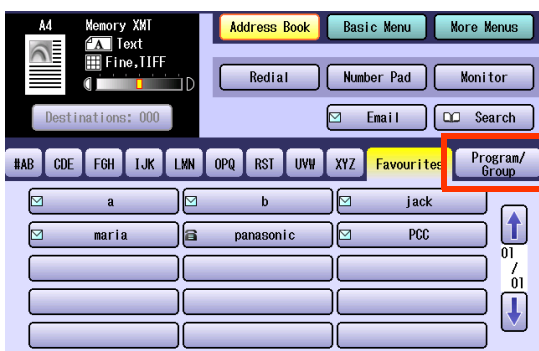
3   Select the Program key on which POP reception is pre-programmed.
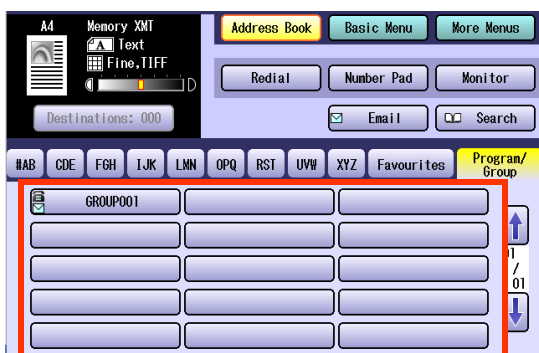
When the POP Account name entry prompt window opens, enter the POP Account name, and then enter the password.

The Email is retrieved and printed.

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Memo

Receiving an Email on a Computer

This section explains how to receive Emails transmitted from the machine to a computer, and also explains the Emails forwarded from the machine to a computer.

Receiving Email on Your Computer

A sample screen shot of a mailer that has received Email from an Internet Fax is shown below.
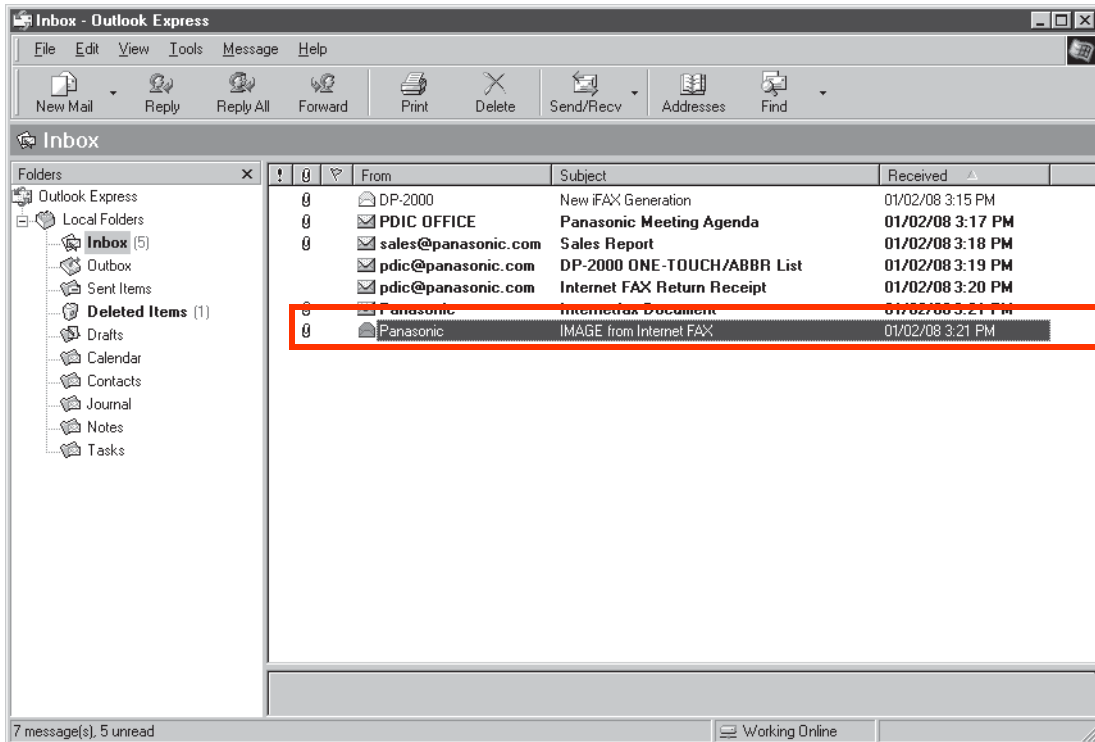
For your reference, the above example is from Outlook Express Inbox running under Microsoft®
Windows®.
If you are using a different Email application software, please refer to your application's user manual.

<div>NOTE</div>

● For more details on how to view Email on your computer, refer to the user manual for your mailer or viewer.

● In the screen shot above, the Email transmitted from Internet Fax has the subject "IMAGE from Internet Fax".
Email title can be modified if required.

Opening Email

When you open an Email received from Internet Fax, the screen as shown below is displayed.
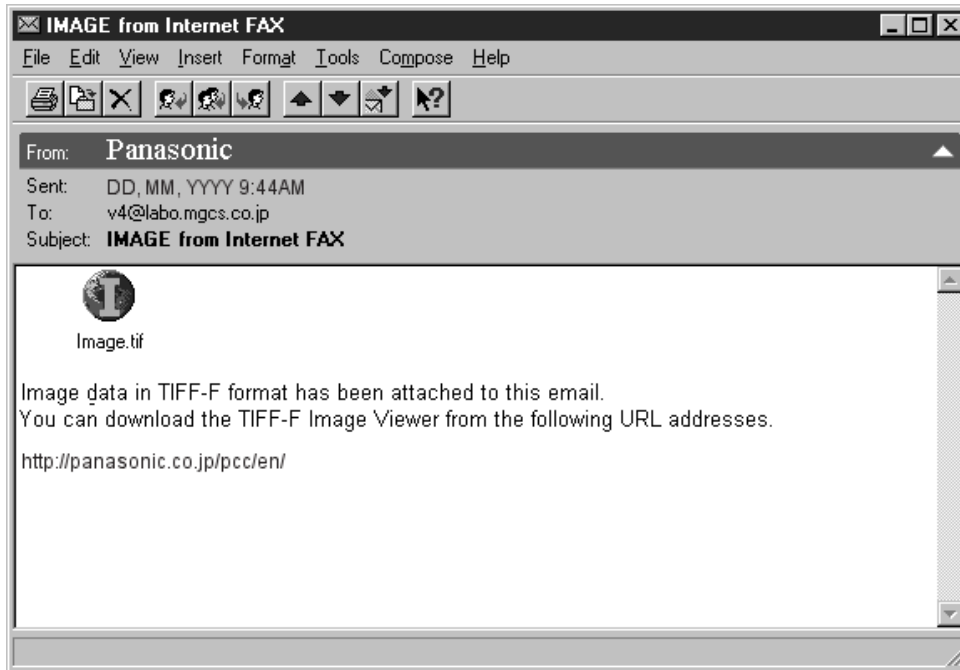
● For your reference, the above example is from Windows Messaging running under Microsoft Windows.

● To run the viewer, please refer to your application's user manual. The attached file is composed of TIFF-F (Tagged Image File Format with Modified Hoffman coded image). TIFF viewers come in many flavours, a majority of TIFF viewers will open and view this file, however, some viewers may not support this format.

● You can download the TIFF-F Image Viewer into your PC from the following URL address.

http://panasonic.co.jp/pcc/en

● License agreement of Panasonic's TIFF-F Image Viewer application
You must carefully read the license agreement before installing the TIFF-F Viewer application on your PC. If you do not agree to all the terms of this agreement, do not use the software and destroy all of the copies thereof.
You must assume full responsibility for selection of the software, and its operation/non-operation and results obtained therefrom.

● If you receive an Email (Internet Fax) with a PDF file attached, the following text message is shown in the Email body.
"Image data in PDF format has been attached to this email."

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Inbound Routing

What is Inbound Routing?

Using the Inbound Routing feature, your machine can route documents received from a G3 fax machine to Email address(s) or Internet Fax machine(s) connected to a LAN as an Email, as well as to other G3 fax machine(s) over the telephone line.

<div>NOTE</div>

● For more details on the types of fax that work with routing, contact your local authorized Panasonic dealer.

● If no sub-address is specified, your machine tries to match the originating fax machine's numeric ID (TSI) with the TSI routing within its auto dialler, and will route the documents to the corresponding stations Email address(s) and/or telephone number(s).

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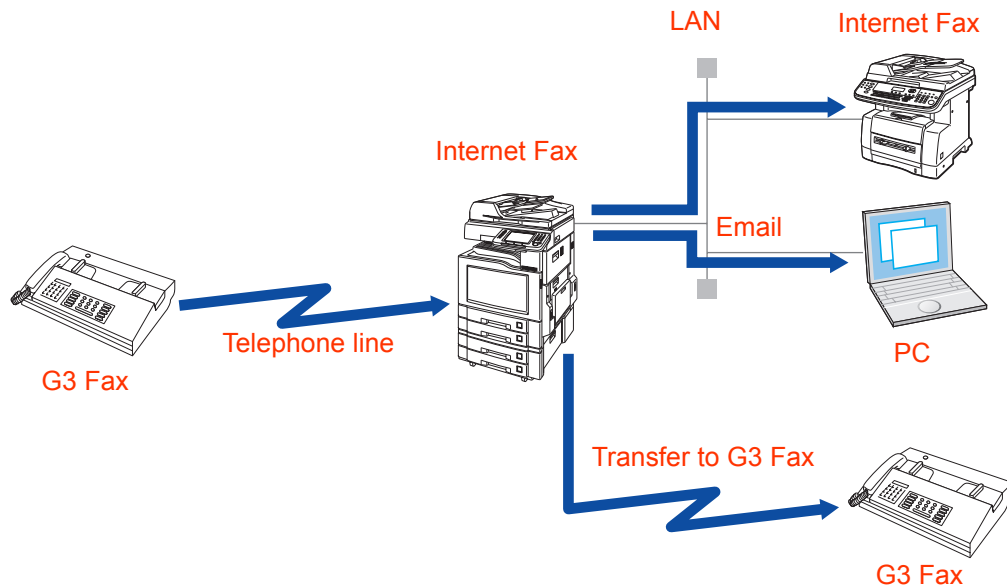
Routing Setup Flow

Before the Inbound Routing feature can be used, the Function Parameters and Address Book programming is required.

> ## Configure your machine for Internet Fax (see page 108)
>
> ## Set required parameters to "Valid" in Function Parameters
>
> To use sub-addressing..........................Set the Function Parameter "**152 Sub-Addr Routing**" (Fax/Email Settings > Fax Parameters) to "**Valid**".
>
> To use a numeric ID...............................Set the Function Parameter "**153 TSI Routing**" (Fax/Email Settings > Fax Parameters) to "**Valid**".
>
> (NOTE)
> ● Refer to **Settings for Inbound Routing** (see page 140).

> ## Program the transferring station in the Address Book
>
> Program Internet Fax or a remote computer as a transferring destination.
> (Program the Email address of the transferring destination in the Address Book.)
>
> Program a G3 fax station as a transferring destination.
> (Program the fax number of the transferring destination in the Address Book.)
>
> (NOTE)
> ● Refer to **Programming the Address Book for Inbound Routing** (see page 141).

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Settings for Inbound Routing

To use the Inbound Routing feature, program the following parameters to meet the type of routing in Function Parameters (Fax/Email Settings > Fax Parameters):

Routing type	Explanation	Function Parameters
Routing by sub-addressing	Set this parameter to perform an ITU-T sub-address query within its auto dialler, and to route the received document(s) to corresponding stations Email address(s) or telephone number(s).	Set "**152 Sub-Addr Routing**" to "**Valid**".
Routing by the numeric ID of a sending fax station	Set this parameter to perform a numeric ID (TSI frame information) query within its auto dialler, and to route the received document(s) to the corresponding stations Email address(s) or telephone number(s).	Set "**153 TSI Routing**" to "**Valid**".
To set the From field	Use this parameter to select the type of Email header to be included in the "**From**" field of each routed faxes. **Originator (Origi):** The originating fax machine's TSI will appear in the "**From**" field of the routed Email. **Relay Station (Rly Stn):** The routing station's Email address will appear in the "**From**" field of the routed Email.	Program "**154 Route Header FMT**".
To program printout of received documents	Select whether to print all documents received on this machine ("**Always**"), or print them only if inbound routing fails ("**Inc Only**").	Program "**155 Print Routed Doc**".

⬭ NOTE

● For more operational details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Programming the Address Book for Inbound Routing

To use the Inbound Routing feature, program the transferring destination in the Address Book.

NOTE
● For instructions on how to register the Address Book, refer to **Address Book** (see page 172).

1 Press the **Function** key.
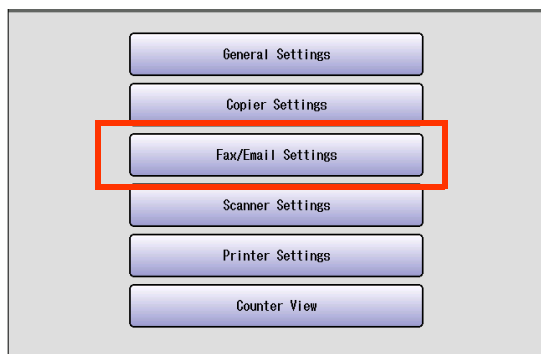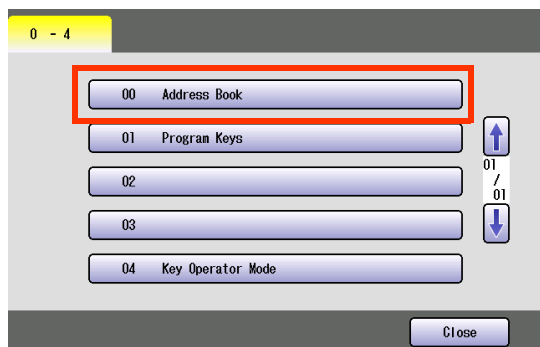
2 Select "**Fax/Email Settings**".

General Settings
Copier Settings
Fax/Email Settings
Scanner Settings
Printer Settings
Counter View

3 Select "**00 Address Book**".

0 - 4

00	**Address Book**
01	Program Keys
02	
03	
04	Key Operator Mode

01 / 01

Close

4 Select "**02 Add Email Address**".

0 - 4

00	Print Address Book List
01	Add Telephone Number
02	**Add Email Address**
03	Modify Station
04	Delete Station

01 / 01

Close

5 Enter an Email Address, and then select "**OK**".

bob@pcc.com

| Caps | Numeric/ Symbols | Domain List | ◄ | ► | Back Space |

q w e r t y u i o p @
a s d f g h j k l
z x c v b n m . _
Space

Global   OK   Cancel

① ②
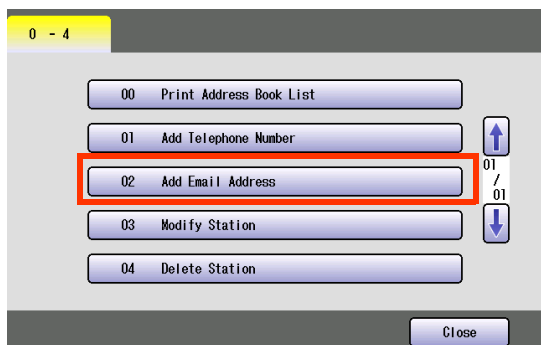
● For instructions on how to enter Email addresses, refer to **Entering an Email Address** (see page 112).
● Enter an Email address up to 60 characters.

6 Enter a station name, and then select "**OK**".
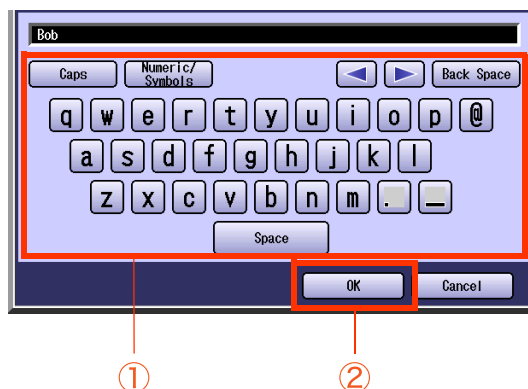
Bob

| Caps | Numeric/ Symbols | | ◄ | ► | Back Space |

q w e r t y u i o p @
a s d f g h j k l
z x c v b n m . _
Space

OK   Cancel

① ②

● Enter a station name up to 15 characters.
● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

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7 Enter a Key Name, and then select "**OK**".

① ②

- ●Key Names are used to select the destinations on the Touch Panel Display.
- ●For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

8 Select "**IFax**", and then select "**OK**".
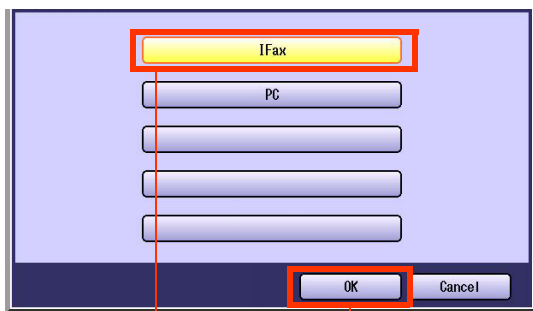
① ②

- ●If you wish to use it in the Email Address Book for both of the Scan/Email mode and Fax mode, select "**PC**".

9 Select whether to add the Email address to "**Favourites**".
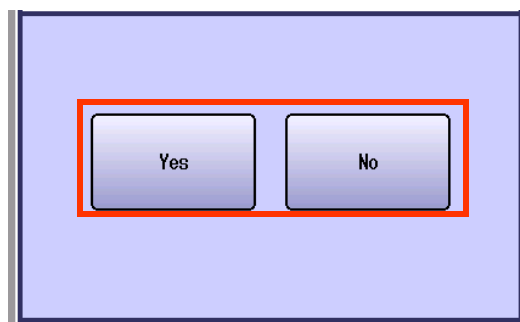
	Select to display the station in "**Favourites**".
	Select not to display the station in "**Favourites**".

10 To enable sub-addressed routing, enter a sub-address, and then select "**OK**".

① ②

- ●This screen appears when the Function Parameter "**152 Sub-Addr Routing**" (Fax/Email Settings > Fax Parameters) has been set to "**Valid**".

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11 To enable routing by a numeric ID, enter a numeric ID, and then select "**OK**".
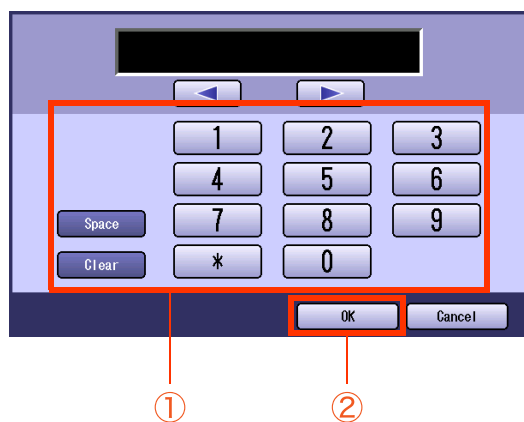
- ● This screen appears when the Function Parameter "**153 TSI Routing**" (Fax/Email Settings > Fax Parameters) has been set to "**Valid**".

- ● Press the **Reset** key to return the machine to the initial screen of the current active mode.

The Email address is added to the Address Book.

Using the Relay Feature

What is the Relay Feature?

From your PC or machine, you can send documents to the End Receiving Station(s) via an Internet Relay Station.

After the relay station completes its transmission to the End Receiving Station, your PC or machine receives a COMM. Journal from the relay station. This COMM. Journal confirms whether the Internet or Intranet Relayed transmission was successful.

■ Example 1: Internet Relay Network
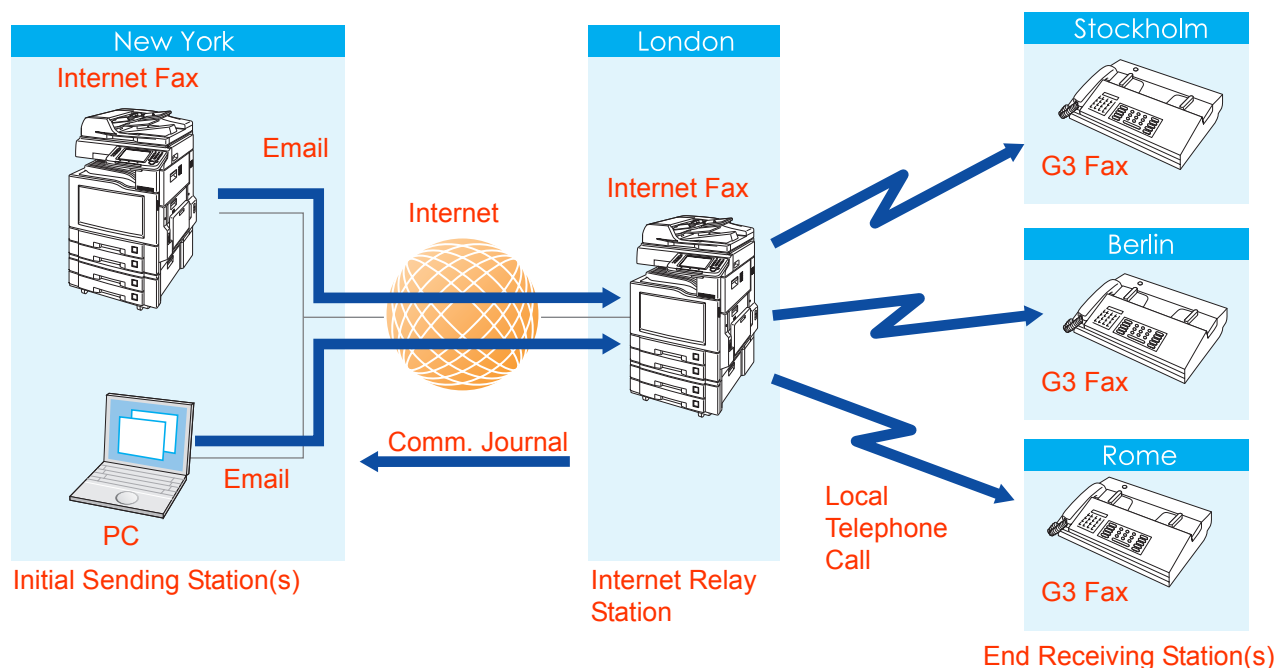
Initial Sending Station(s)

Send Email to a relay station (Internet Fax supporting the Relay feature) using the Internet Fax feature to request a Relayed transmission.

NOTE

● The LAN Relayed transmissions request can be made easier by having the relay station pre-programmed in the Address Book.

● TIFF image files can be attached to Email when it is transmitted from a computer.

● For more details on the Relayed Transmission Report (Communication Journal) and the Fax Relay log, refer to **Result of Relayed Transmission** (see page 160).

Internet Relay Station

Sends Email received from the initial sending station to an end receiving station (a fax station connected to the telephone line: **Ex**: Stockholm/Berlin/Rome) as a fax document.
If multiple end receiving stations are specified, the Email is broadcasted to them.

Each time a relay station completes a transmission, it transmits a Relayed Transmission Report (Communication Journal) to the initial sending station to designate its Relayed transmission request, and emails a Fax Relay log to the administrator's computer at the relay station.

End Receiving Station(s)

On receiving a fax document from the relay station, the mail header and mail text will be printed on the first page, and the file attachment (TIFF) on the next, and subsequent pages.

■ Example 2: Intranet Relaying Network
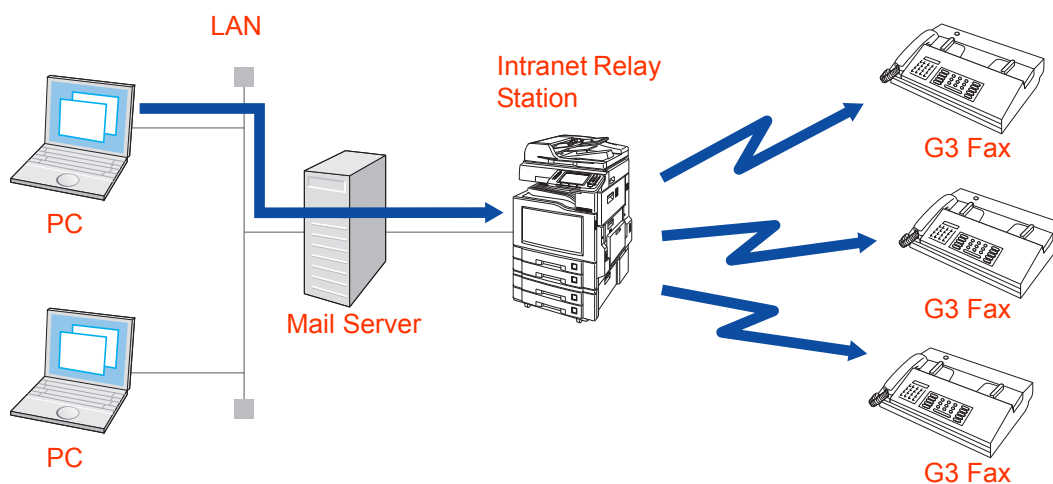
Computer (PC)

Sends Emails to Intranet Relay Station via mail server.

NOTE
● For operating instructions on how to request Relayed transmission from a computer, refer to **Relayed Transmission from PC** (see page 156).

Mail Server

• Forwards Email to the Intranet Relay Station.

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Setting up a Relayed Transmission Network

This section explains how to set up a relayed broadcasting network.

■ **What is the Hardware Configuration?**

A relay network needs the following kinds of equipment:

- Internet Fax or computer (Initial Sending Station)
- Internet Fax supporting the Relayed Transmission feature (Relay Station)
- G3 fax station connected to the telephone line (End Receiving Station)

■ **What is the Communication Charge?**

- Email is transmitted from the initial sending station to the relay station via Internet, saving both the time and charges on long-distance calls.
- A telephone charge accrues on the Fax transmission from the relay station to the end receiving station.

■ **How can I confirm the completion of a transmission?**

- When the relay station completes a transmission to the receiving station, it transmits a Relayed Transmission Report (Communication Journal) to the initial sending station to report the completion of a Fax transmission.
- The relay station also emails a Fax Relay log to the administrator's computer at the relay station.

■ **How to Program?**

- Program required network parameters in your machine. (See page 108)
- To use the Relayed Transmission feature, program the required function parameters in **Function Parameters for Relay Stations** (see page 150) and **Settings for Initial Sending Station** (see page 151).
A sample network is shown on the next page.
- Add relay station and end receiving station to Address Book by referring **Sample Entries in Address Book** (see pages 148 and 149) and **Adding End Receiving Stations for Relayed Transmission** (see pages 152 and 153). To set up Relayed transmission network properly, consult authorized Panasonic dealer.

Example of a Relayed Transmission Network

An example of a Relayed transmission network using relay stations at two locations is shown below.

- This network has an initial sending station (New York) connected to relay stations (London and Singapore).

- Documents are transmitted from the relay stations (London/Singapore) to end receiving stations (Stockholm, Rome, Tokyo, Hong Kong, Sydney and others) via the telephone lines.

- This network uses relay stations at two locations.

- A single Relayed transmission request made from the initial sending station (New York) allows a document to be transmitted to the end receiving stations (Stockholm, Rome, Tokyo, Hong Kong, Sydney and others) via the relay stations (London, Singapore).

New York
Email Address: ifax@newyork.panasonic.com
Host Name: newyork
Relay XMT Password: usa-rly

London
Email Address: ifax@london.panasonic.co.uk
Host Name: london
Relay XMT Password: uk-rly

Stockholm
Tel. No.: 46 8 111 1234

Berlin
Tel. No.: 46 611 111 1234

Rome
Tel. No.: 39 6 111 1234

Tokyo
Tel. No.: 81 33 111 1234

Hong Kong
Tel. No.: 852 23123456

Sydney
Tel. No.: 61 2 111 1234

Wellington
Tel. No.: 64 4 111 1234

Singapore
Email Address: ifax@singapore.panasonic.co.sg
Host Name: singapore
Relay XMT Password: sg-rly

London

New York

Singapore

Sample Entries in Address Book

■ Table 1: Initial Sending Station (New York)

- Telephone number   :   212 111 1234
- Email address (SMTP)   :   ifax@newyork.panasonic.com
- Host name   :   newyork
- Relay XMT password   :   usa-rly

Station Name	Email Address/Telephone Number	Relay Station Address
London	ifax@london.panasonic.co.uk	_____
Stockholm	46 8 111 1234	"**London Relay**"
Singapore	ifax@singapore.panasonic.co.sg	_____
Tokyo	81 33 111 1234	"**Singapore Relay**"
London Relay	uk-rly@london.panasonic.co.uk	_____
Singapore Relay	sg-rly@singapore.panasonic.co.sg	_____
Rome	39 6 111 1234	"**London Relay**"
Hong Kong	852 23123456	"**Singapore Relay**"
Sydney	61 2 111 1234	"**Singapore Relay**"

■ Table 2: Relay Station (London)

- Telephone number   :   71 111 1234
- Email address (SMTP)   :   ifax@london.panasonic.co.uk
- Host name   :   london
- Relay XMT password   :   uk-rly

Station Name	Email Address/Telephone Number	Relay Station Address
New York	ifax@newyork.panasonic.com	_____
Stockholm	46 8 111 1234	"**London Relay**"
Singapore	ifax@singapore.panasonic.co.sg	_____
Tokyo	81 33 111 1234	"**Singapore Relay**"
Singapore Relay	sg-rly@singapore.panasonic.co.sg	_____
Rome	39 6 111 1234	"**London Relay**"
Hong Kong	852 23123456	"**Singapore Relay**"
Sydney	61 2 111 1234	"**Singapore Relay**"
London Relay	uk-rly@london.panasonic.co.uk	_____

■ **Table 3: Relay Station (Singapore)**

- Telephone number   :   65 111 1234
- Email address (SMTP)   :   ifax@singapore.panasonic.co.sg
- Host name   :   singapore
- Relay XMT password   :   sg-rly

Station Name	Email Address/Telephone Number	Relay Station Address
London	ifax@london.panasonic.co.uk	————
Stockholm	46 8 111 1234	"**London Relay**"
New York	ifax@newyork.panasonic.com	————
Tokyo	81 33 111 1234	"**Singapore Relay**"
London Relay	uk-rly@london.panasonic.co.uk	————
Rome	39 6 111 1234	"**London Relay**"
Hong Kong	852 23123456	"**Singapore Relay**"
Sydney	61 2 111 1234	"**Singapore Relay**"
Singapore Relay	sg-rly@singapore.panasonic.co.sg	————

Function Parameters for Relay Stations

Program the following parameters to use this machine as a relay station in Function Parameters:

Item	Required Function Parameters	Explanation
1	Fax Parameters "**142 Relay XMT**"	Selecting whether the machine will accept and perform G3 Relayed transmission. • **Invalid** Machine will not accept a Relay XMT request. • **Valid** Machine will accept a Relay XMT request.
2	Fax Parameters "**143 Relay XMT Report**"	Selecting how the COMM. Journal for Relayed transmission is sent to the originator. • **Off** Does not send. • **Always** The COMM. Journal is always sent after a Relay communication is completed or has failed. • I**nc Only** The COMM. Journal is sent if the Relay communication to the destination has failed.
3	User Parameters "**36 Relay XMT Password**"	Enter a Relay XMT Password (up to 10 characters) to be used for the protection against unauthorized (outside) stations from accessing your machine to relay messages to a G3 fax machine via PSTN. This password should be given out to authorized people only. NOTE ● Program "**36 Relay XMT Password**" to enable this machine to work as a relay station. As the relay password is transmitted in the header of Email, it should be differentiated from the Email address used by Email or Internet Fax. A relay password pre-programmed in this way would be easy to identify when Internet Fax is received.
4	User Parameters 40 to 49 "**Relay Domain (01)**" to "**Relay Domain (10)**"	Register up to 10 Domain Names (up to 30 characters) that your machine will accept Relayed transmission. Requests to relay a message to another G3 fax machine via PSTN. **Ex**: Registered Domain Names (01): panasonic.co.jp (02): abc.iFax.com (03): panasonic.com NOTE ● To increase network security by protecting from third party access to the relay station, enter a relay-permitted domain name and an administrator Email address for every relay station. ● If the whole domain name is left blank, Internet Fax will receive Relayed transmission requests from all the domain names.

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Item	Required Function Parameters	Explanation
5	User Parameters "**37 Manager's Email Addr**"	Register the department manager's Email address for supervising, and cost control purposes. Once registered, the machine will send an Email notification to the Email address for each Relayed XMT Request received from a remote station. The following information is sent. (**From**: The Email address of the originating station.) (**To**: The telephone number of the destination G3 fax machine.)

NOTE

● For more Function Parameters details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Settings for Initial Sending Station

To use the machine as an initial sending station, program the following parameters in Function Parameters:

Item	Required Function Parameters	Explanation
1	Fax Parameters "**140 LAN RLY XMT Request**"	Select "**Valid**" to use this machine as an initial sending station. • **Invalid** Select to disable Relayed transmission. • **Valid** Select to enable Relayed transmission.

Adding End Receiving Stations for Relayed Transmission

You can add end receiving stations to the Address Book by the following procedure.

> **NOTE**
> ● If broadcasting to multiple end receiving stations is required, use group dialling (see page 183).
>
> ● The Function Parameter "**140 LAN RLY XMT Request**" (Fax/Email Settings > Fax Parameters) must have been set to "**Valid**" to have a LAN Relayed transmission request pre-programmed in the Address Book. For more operational details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
>
> ● For instructions on registration in the Address Book, refer to **Address Book** (see page 172).
>
> ● You cannot use the address registered for Relayed transmission for Confidential communication, Sub-address communication, and Password transmission. Register an address without a relayed station (see page 173).

1 Press the **Function** key.
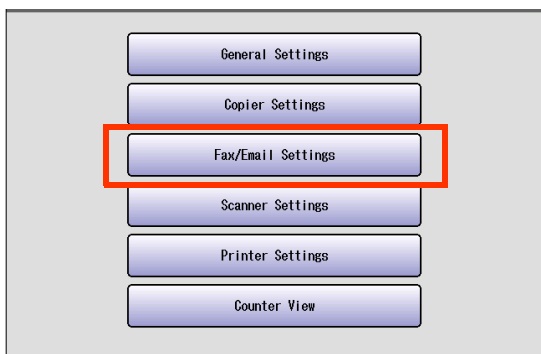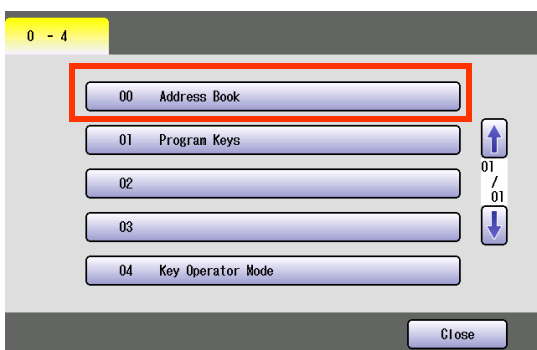
2 Select "**Fax/Email Settings**".

General Settings
Copier Settings
Fax/Email Settings
Scanner Settings
Printer Settings
Counter View

3 Select "**00 Address Book**".

0 - 4

00	Address Book
01	Program Keys
02	
03	
04	Key Operator Mode

01 / 01

Close

4 Select "**01 Add Telephone Number**".

0 - 4

00	Print Address Book List
01	Add Telephone Number
02	Add Email Address
03	Modify Station
04	Delete Station

01 / 01

Close

5 Enter a fax number, and then select "**OK**".

46 8 111 1234

Pause
Flash
Sub-Address
Space
Clear

1	2	3
4	5	6
7	8	9
*	0	#

Global   OK   Cancel

① ②

● Select "**Clear**" to delete the fax number one digit at a time.

● For instructions on how to enter fax numbers, refer to **Manual Dialling** (see page 16).

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6 Enter a station name, and then select "**OK**".

① ②
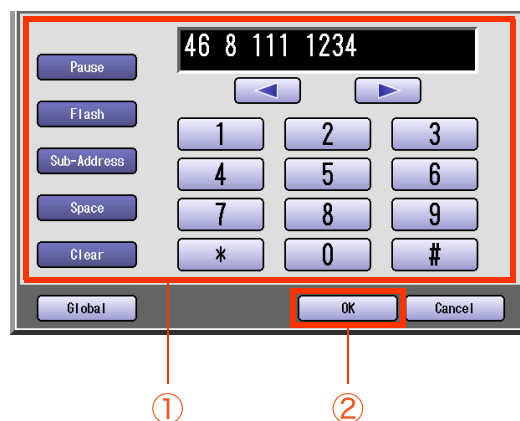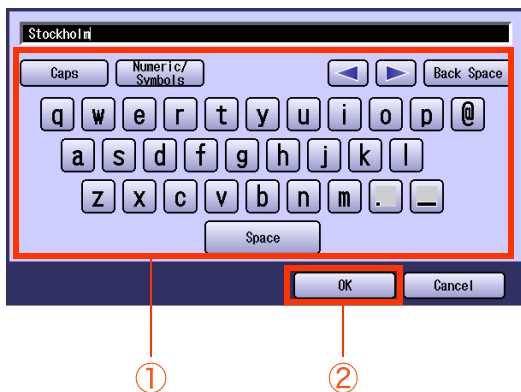
- Enter a station name up to 15 characters.
- For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

7 Enter a Key Name, and then select "**OK**".

① ②
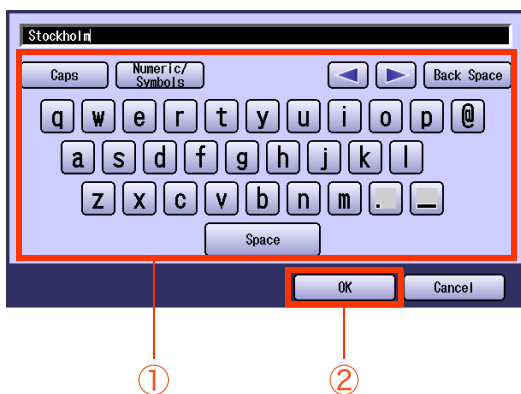
- Key Names are displayed on the Touch Panel Display to select destinations.
- For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

8 Select whether to add a station to "**Favourites**".
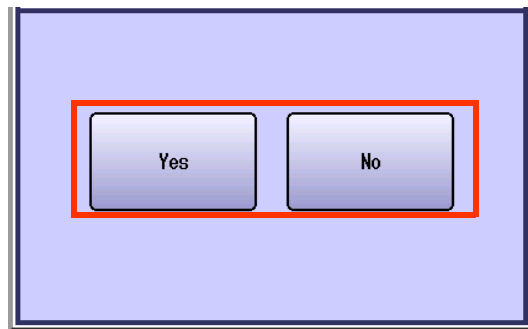
Yes	Select to show the station in "**Favourites**".
No	Select not to show the station in "**Favourites**".

9 Select a relay station or enter the Email address of a relay station, and then select "**OK**".
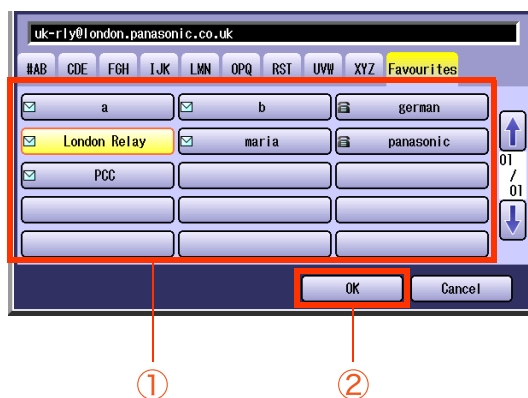
① ②

- This screen appears when the Function Parameter "**140 LAN RLY XMT Request**" (Fax/Email Settings > Fax Parameters) has been set to "**Valid**".
- Only one destination can be programmed as a relay station.
- Press the **Reset** key to return the machine to the initial screen of the current active mode.
- Before you select a relay station, you must pre-program an Email address with "**36 Relay XMT Password**" as the user name. As follows;
  "**Relay XMT Password "@" the host and domain names registered with the DNS server**"
  Ex: sg-rly@singapore.panasonic.co.sg

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Relayed Transmission from Internet Fax

Documents can be transmitted to fax stations on the telephone line via Internet Fax relay stations.
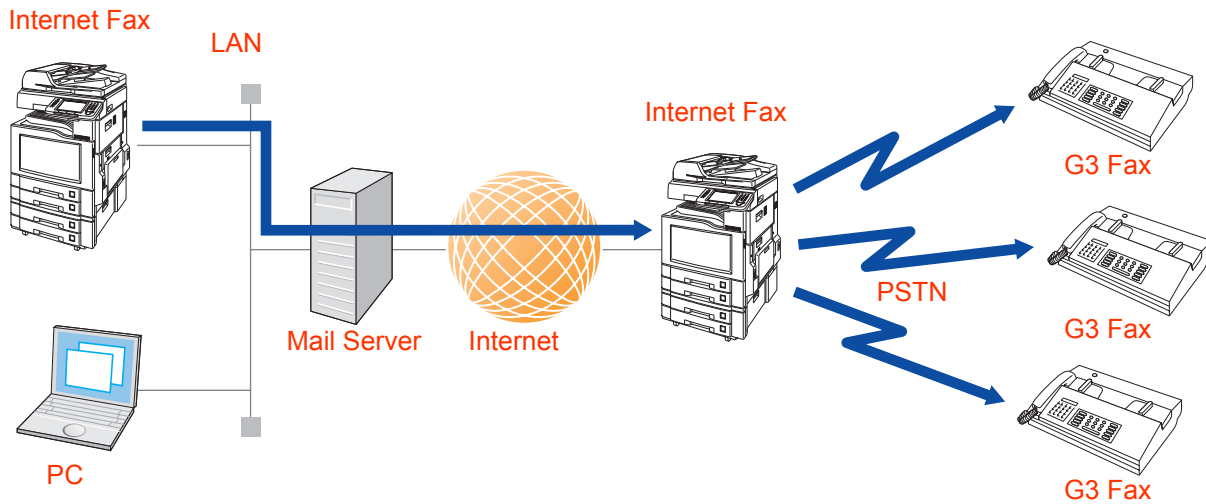
NOTE

● This function is available when the Function Parameter "**140 LAN RLY XMT Request**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**".

---

1   Place original(s).

● Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2   Press the **Fax** key.

3   Select "**More Menus**".
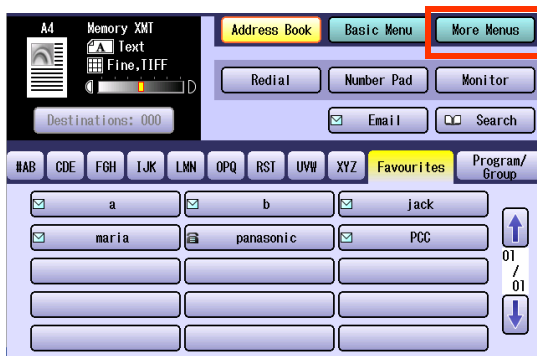
4   Select "**Lan Relay XMT**".
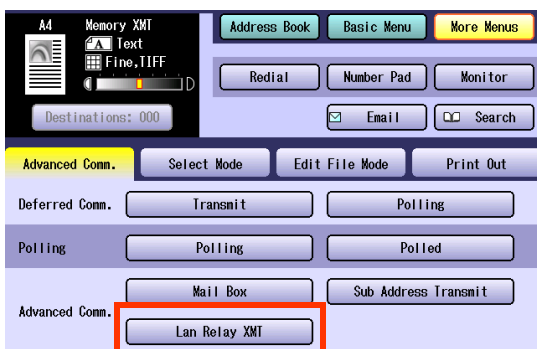
5   Select a relay station or enter the Email address of the relay station.
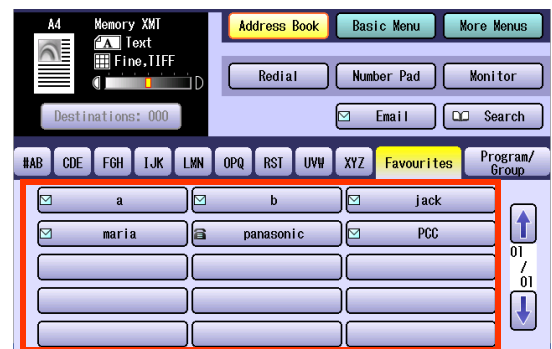
● Only one destination can be programmed as a relay station.

● For instructions on how to enter destinations, refer to **Entering an Email Address** (see page 112).

6   Press the **Start** key.

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7 Select an end receiving station to which the relay station relays.
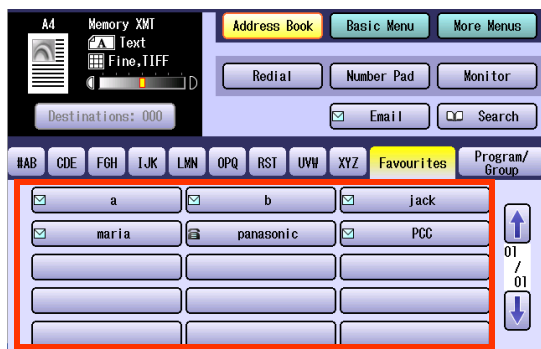
- ● For instructions on how to enter destinations, refer to **Entering a Destination** (see page 16).
- ● Multiple stations can be programmed as end receiving stations.

8 Press the **Start** key.

Email is sent to the relay station with the fax number of the end receiving station.

When the relay station completes the transmission to the end receiving station, a communication journal is delivered.

- ● If the transmission fails, an error response is delivered from the mail server and printed on this machine.
  The error response contains an error message and a copy of the first page of the document to alert you of the transmission failure.
  For more details, refer to **When Email Transmission Fails** (see page 130).

NOTE

- ● Relayed transmission requests can be pre-programmed in the Address Book beforehand to ease later operational complexities. Refer to **Adding End Receiving Stations for Relayed Transmission** (see page 152).

Relayed Transmission from PC

Using your Email application, you can send any document(s) from your PC as a TIFF-F attachment to one or multiple G3 fax machines automatically through the Internet Relay Station.
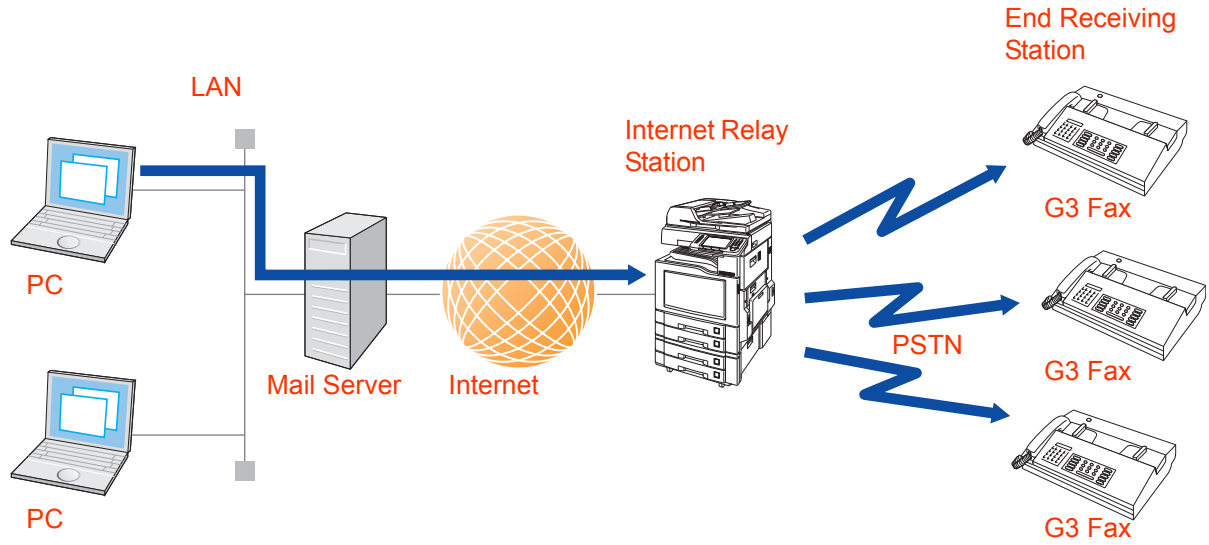
The Internet Relay Station (your machine) must be properly setup with all the required parameters.

Requesting a Relayed Transmission from a Computer

Requesting a Relayed transmission, fill the field in your mailer that corresponds to the destination (To) in the following manner:

Sample entry:

sg-rly#8133111234@singapore.panasonic.co.sg

Entry example	Explanation
sg-rly	Enter the Relay XMT Password. (It must match the Relay XMT Password pre-programmed in the relay station.)
#8133111234	Enter the telephone number of the fax station. In addition to the telephone number, Address Book information may be entered between # and @. If a pause is required for dialling an outside line from an extension by using a PBX (exchange) or similar equipment, enter a hyphen (-) in place of the fax number.
After @	The host and domain names registered with the DNS server.

NOTE

- When Relayed transmission completes, a communication journal is emailed to the initial sending station, and a Fax Relay log is emailed to the administrator computer that is pre-programmed in "**37 Manager's Email Addr**" of the relay station.

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Convenient Application Software

■ TIFF Converter

The TIFF converter is an application that converts files created in another application to the Internet Fax-ready TIFF format.

Files created by MS-Word or Excel$^®$ (*.doc and *.xls) cannot be transmitted by Internet Fax as Email attachments in their original form.

To transmit files created by MS-Word or Excel from a computer to Internet Fax, it is necessary to have them converted to the Internet Fax-ready TIFF format using the TIFF converter.

> NOTE
> ● Normally, select 200 dpi as a resolution for the conversion. When you are sending a detailed graphic documents to a Panasonic Internet Fax, you can specify 600 dpi resolution for better clarity.

■ TIFF Converter Mail Linking Program

A TIFF Converter Mail Linking Program is an add-in program for the TIFF converter that links the Email client for MAPI to the TIFF converter for the Internet Fax.

Before sending a printed image as Email from the application to the Internet Fax, you have to convert the file into the format that the Internet Fax is allowed to receive, and print as an Email using the TIFF file creation function. You also have to send that file to the Internet Fax as an attached document.

TIFF Converter Mail Linking Program allows you to automatically create TIFF files by pressing one button from the TIFF converter for the Internet Fax.

You can download the Panasonic's TIFF converter and TIFF Converter Mail Linking Program, and their respective user's guide from the following URL. Click IFAXVIW (TIFF Viewer), and download the required software.

http://panasonic.co.jp/pcc/en

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Memo

Result of Relayed Transmission

When the Relayed Transmission feature is used, two reports as described below are transmitted from the relay station to the initial sending station, and administrator's computer confirming the results of a Relayed transmission.

■ Relayed Transmission Report (communication journal)

When a relay station completes a Relayed transmission, it transmits a Relayed Transmission Report (Communication Journal) to the initial sending station to report the relay result.

The Relayed Transmission Report (Communication Journal) is transmitted when the Function Parameter "**143 Relay XMT Report**" has been set to "**Always**" or "**Inc Only**".

```
*************** - Comm. Journal - ****************** Date dd-MMM-yyyy ***** Time 15:00 ********
  (1)                                          (2)                    (3)

Mode = Relayed Transmission             Start=dd-MMM 15:00      End=dd-MMM 15:00

   File No.= 050 (4)

 (5)      (6)      (7)                 (8)                              (9)       (10)

STN      Comm.    Key Name            Station Name/Email Address/Telephone No.  Pages    Duration
No.
001      R-OK     [STOCKHOLM      ] STOCKHOLM                          001/001   00:00:15
002      R-OK     [ROME           ] ROME                              001/001   00:00:15

                                              - PANASONIC -

*****DP-xxxxx************************** - HEAD OFFICE    - ****** - 201 555 1212 - **********
```

No.	Item	Explanation
(1)	Indication of communication mode	Indication of communication mode
(2)	Start time of communication	Start time of communication
(3)	End time of communication	End time of communication
(4)	File number	001 to 999 (When the communication is stored into the memory, a file number is assigned for each communication.)
(5)	Station number	Sequential number of the stations
(6)	Communication result	Communication result "**R-OK**" indicates that the Relayed XMT Request was successful. "**3-digit Info Code**" indicates that the communication has failed.
(7)	Key name	The display will appear different, depending on your PC settings.
(8)	Recorded name in the Address Book, direct dialling number, or Email address	Recorded name in the Address Book, direct dialling number, or Email address

No.	Item	Explanation
(9)	Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into the memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
(10)	Duration of Communication	Duration of Communication.

■ Fax Relay Log Email

Each time a relay station completes a transmission, it emails a Fax Relay log to the administrator computer that is pre-programmed in "**37 Manager's Email Addr**".
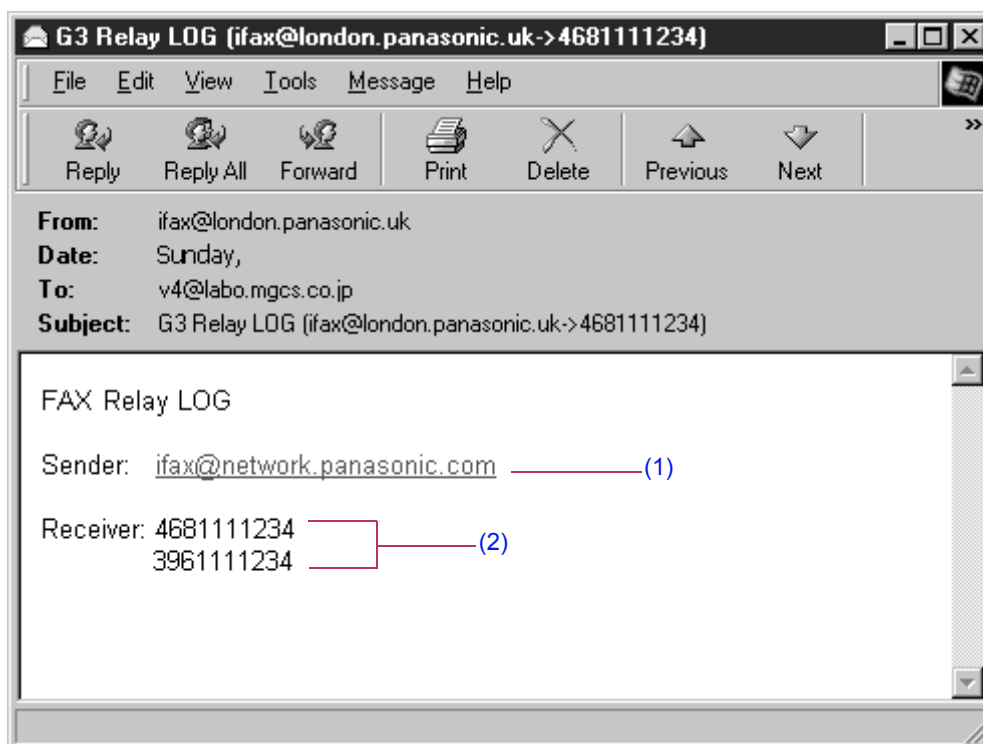
No.	Explanation
(1)	Email address of the sender's Internet Fax or PC
(2)	Fax telephone number of the end receiving station

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Useful Terms to Remember

DHCP (Dynamic Host Configuration Protocol)

DHCP is a protocol for dynamically assigning IP Addresses to Internet Fax and client PCs. With DHCP, an Internet Fax can automatically acquire a unique IP Address each time it connects to a network making IP Address management an easier task for network administrators. When an Internet Fax logs on to the network, the DHCP server selects an IP Address from a master list, and assigns it to the system.

If you wish to enable the Direct Internet Fax transmission on your Internet Fax, a static (reserved by a network administrator) IP Address and configurations must be used instead of the DHCP operation. Contact authorized Panasonic dealer. (See page 104)

SMTP Authentication

Since the Internet debuted as an electronic infrastructure of global dimensions, the communications equipment market has been growing at a phenomenal rate. Yet, technologies help enhance Internet security are yet to come. There are some reasons.

1. Internet mail is a multi-hop (multi-protocol, multi-device) structure, so transmission line-based security is typically difficult to implement.

2. No exclusive technologies recommended by the Internet Fax standards are available.

3. Encryption-based authentication systems are presently available as standard solutions that drive system enhancement and integrity. Such an authentication entry has been embedded in an authentication feature, such as SASL (Simple Authentication and Security Layer).

Many Internet service providers (ISPs) support authentication methods in one form or another. The authentication options provided by this machine are as follows:

1. SMTP Authentication Extension Service (SMTP AUTH) - while sending
   When users log on, they are authenticated by their user name and password, thereby preventing unauthorized users from sending or relaying faxes.

2. APOP authentication service (APOP) - while receiving
   A scheme of password encryption used for receiving Email

3. POP before SMTP
   To allow prior access to a POP3 server specified before the start of transmission to grant the permission to use the SMTP server

Memo

Editing a Communication Reservation File

Your machine has a document image memory which enables you to reserve Memory transmission, Memory Deferred transmission, Memory Polling and so on.

After reserving the communications in memory, you may need to change the settings of the communication(s) while it is still in memory. This section describes how to use the file editing features.

Displaying a Communication Reservation File List

To display a communication reservation file list, follow the steps below.

1 Press the **Fax** key.

2 Select "**More Menus**".
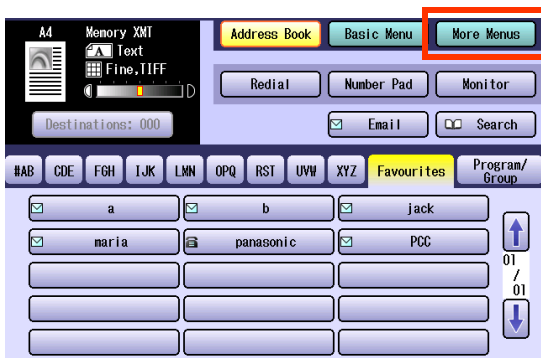
3 Select "**Edit File Mode**".
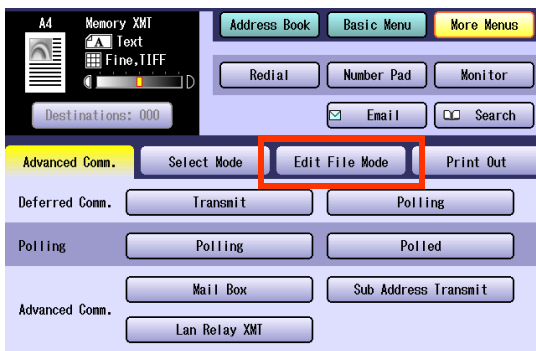
4 Select "**File List**".
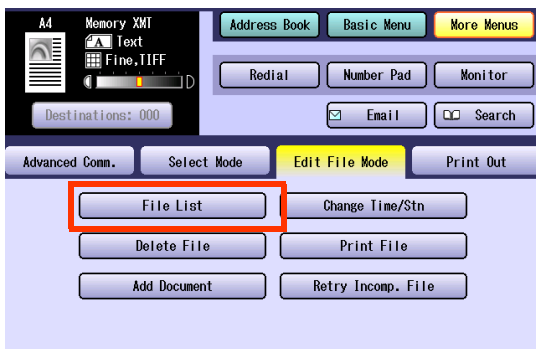
5 Select ↑ or ↓ to display the communication reservation file.
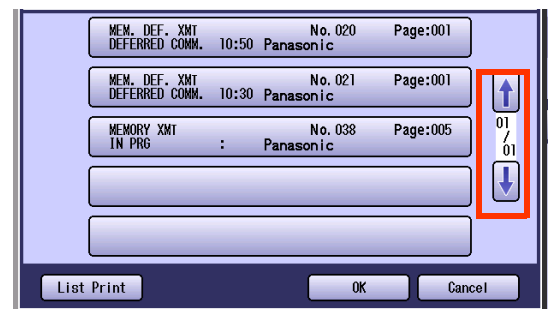
6 To print the communication reservation report, select "**List Print**".
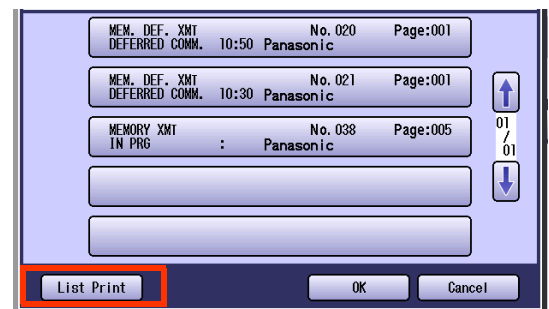
7 When the verification has completed, select "**OK**".
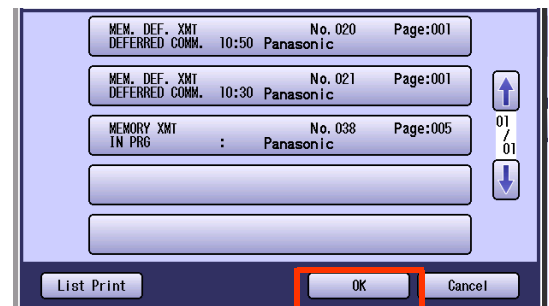
● Press the **Reset** key to return the machine to the initial screen of the current active mode.

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Reading the Reservation Report

Items covered in the reservation report are as follows.

```
*************** -File List- ********************* Date dd-MMM-yyyy ***** Time 09:11 ********
(1)      (2)                (3)              (4)       (5)    (6)
File   Comm. Type         Created Time     Start Time  Pages  Destination(s)
No.

 020   Mem. Def. XMT     dd-MMM 19:54        10:50     001   [pana03         ]

 021   Mem. Def. XMT     dd-MMM 19:56        10:30     001   [pana01         ] [pana03         ]

*038   Memory XMT        dd-MMM 09:02                  005   [pana_Lanrelay  ]


                                                   - PANASONIC         -

***** DP-xxxx ********************* - HEAD OFFICE    - ***** - 201 555 1212 - **************
```

No.	Item	Explanation
(1)	File Number	If the file is now being executed, an "*" is indicated on the left of the file number.
(2)	Communication Type	Communication type (for example, Polled transmission, Polling reception, and Memory transmission)
(3)	Created date/time	Date/time that these files were stored
(4)	Start time	If the file is a time-controlled communication, the start time is printed in this column. If the file is an incomplete file, "**Incomp**" is printed in this column.
(5)	Page(s)	The number of stored page(s)
(6)	Destination(s)	Key name(s)/Manual dialling location(s)

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Editing Communication Reservations

To change the start time and/or stations in a communication file, follow the steps below.

NOTE

● Communication reservations for the documents being transmitted cannot be modified.

1 Press the **Fax** key.

**2** Select "**More Menus**".
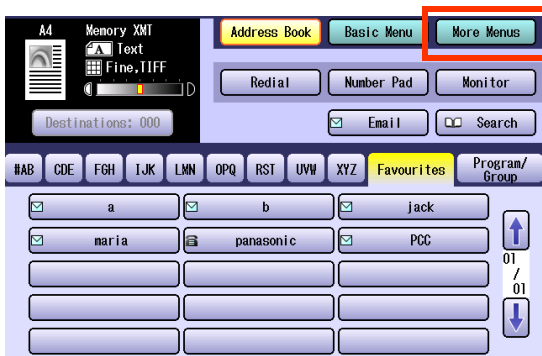
3 Select "**Edit File Mode**".
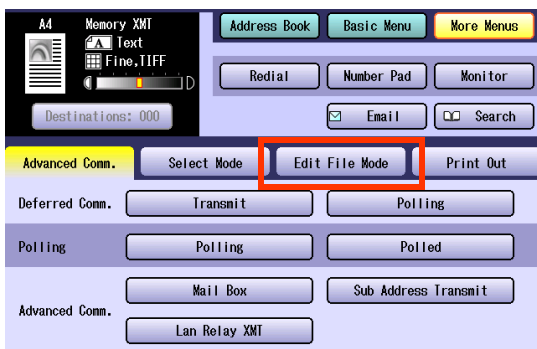
4 Select "**Change Time/Stn**".
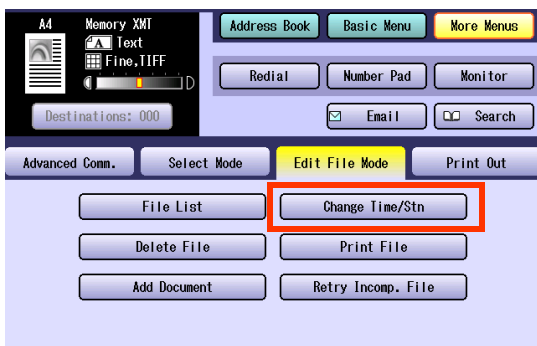
5 Select ⬆ or ⬇ to display a communication reservation file to be edited.
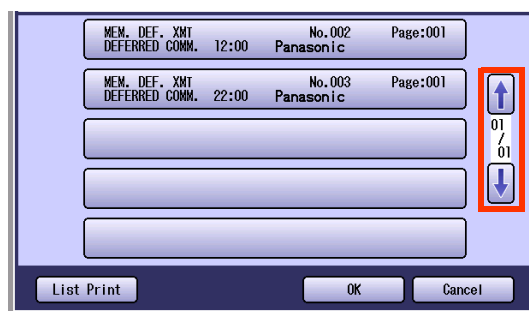
6 Select a communication reservation file, and then select "**OK**".
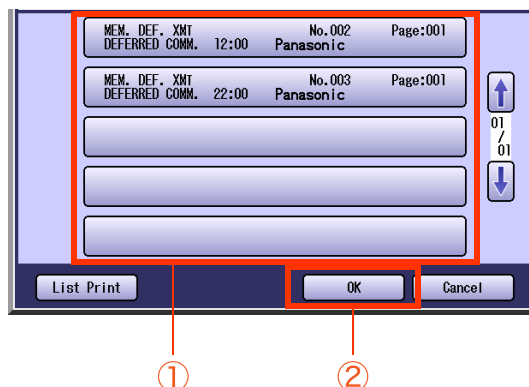
7 Edit the communication time, and then select "**OK**".
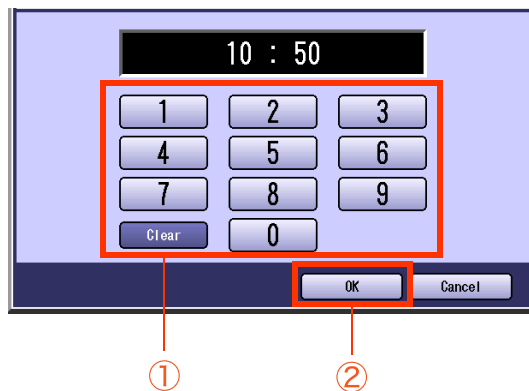
● To leave the communication time unchanged, select "**OK**".

● If you make a mistake, select "**Clear**" to delete entries one digit at a time.

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8 Edit the destination.

- To delete a destination(s), select "**Delete**", and then go to step 10.

- To add destination(s), select "**Add**", and then go to step 9.

9 Select the destination, and then select "**OK**".
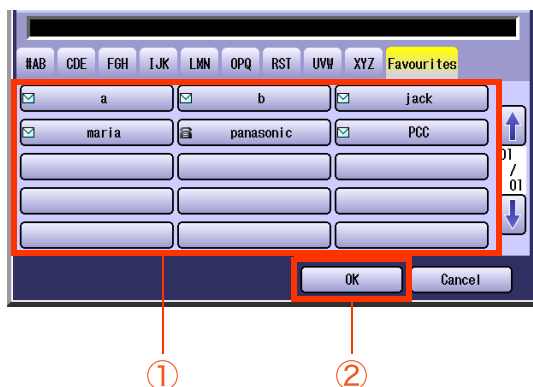
10 When the change completes, select "**OK**".

- Press the **Reset** key to return the machine to the initial screen of the current active mode.

Deleting a Communication Reservation File

To delete a file in memory, follow the steps below.

NOTE

● Your machine cannot delete the file while it is being sent.

1 Press the **Fax** key.

2 Select "**More Menus**".
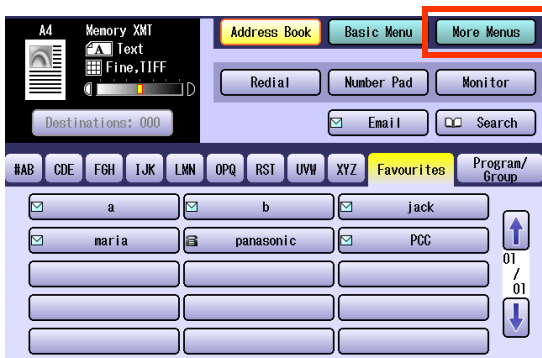
3 Select "**Edit File Mode**".
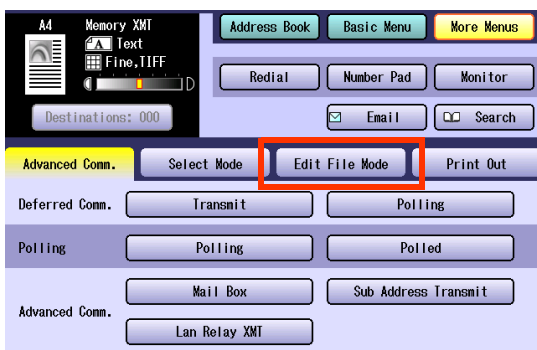
4 Select "**Delete File**".
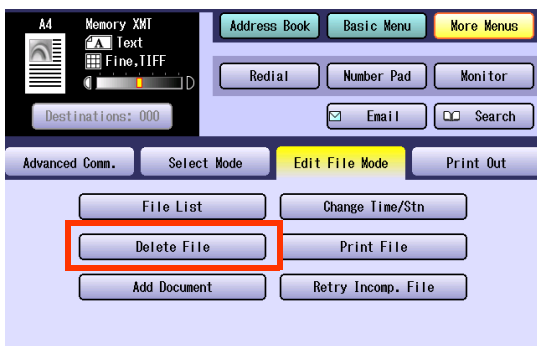
5 Select ⬆ or ⬇ to display a communication reservation file to be deleted.

6 Select a communication reservation file, and then select "**OK**".

① ②
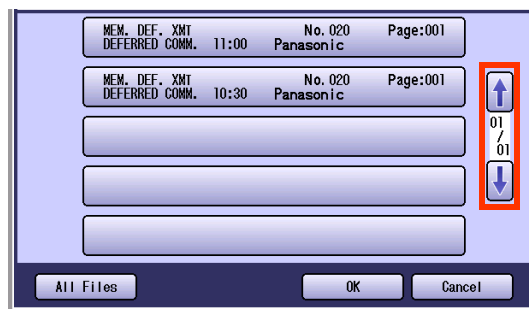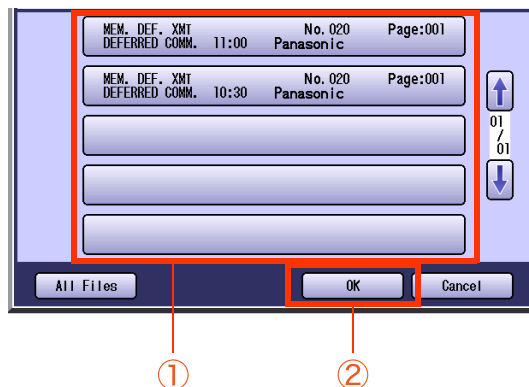
● Select "**All Files**" to select all communication reservation files.
● To cancel the deletion, select "**Cancel**".

7 Select "**Yes**".
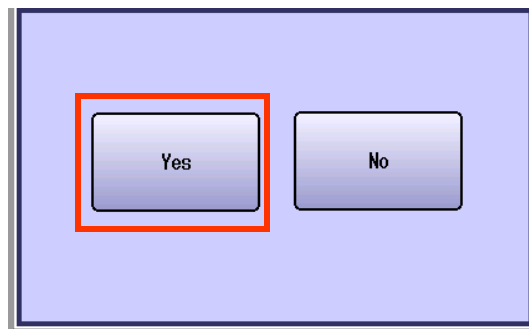
● To cancel the deletion, select "**No**".
● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Printing a Communication Reservation File

Communication reservation files stored in memory can be printed.

NOTE

- Your machine cannot print the document while it is being sent.

1 Press the **Fax** key.

2 Select "**More Menus**".
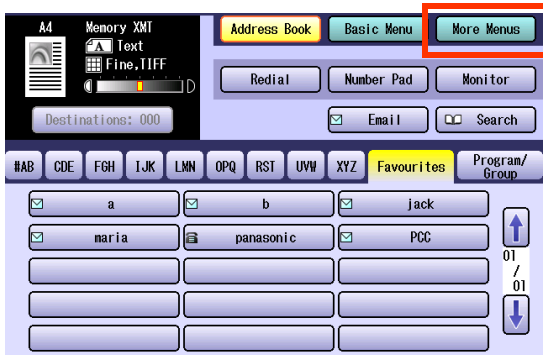
3 Select "**Edit File Mode**".
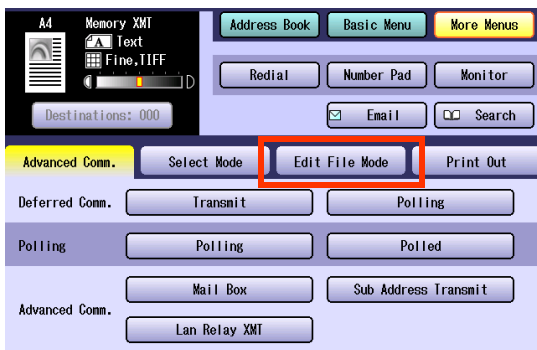
4 Select "**Print File**".
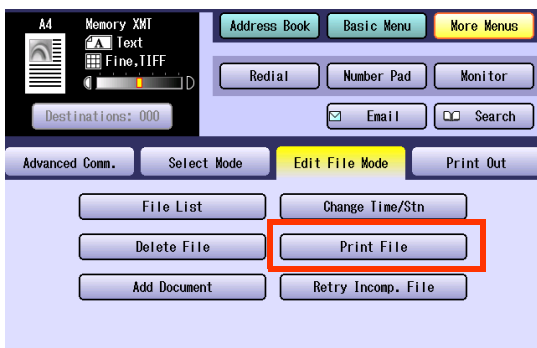
5 Select ⬆ or ⬇ to display the communication reservation file you want to print.
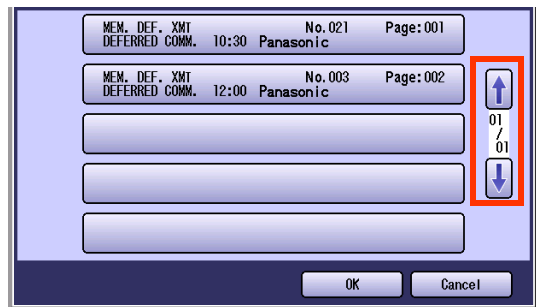
6 Select a communication reservation file to be printed, and then select "**OK**".

① ②
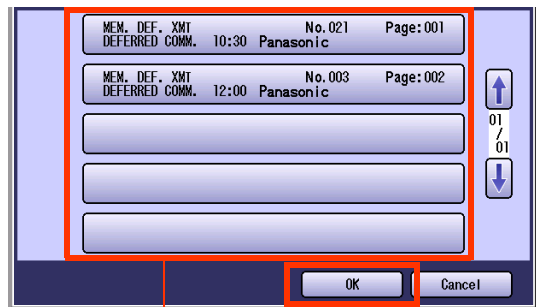
- To cancel the print, select "**Cancel**".
- Selected communication reservation file is printed.
- Press the **Reset** key to return the machine to the initial screen of the current active mode.

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Adding Documents to a Communication Reservation File

Documents can be added to a communication reservation file stored in memory.

NOTE

●Your machine cannot add the document into the file while it is being sent, waiting to redial, or trying to send the incomplete file.

1 Place the additional document.

●Refer to **Placing Originals (Facsimile/ Internet Fax)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**More Menus**".
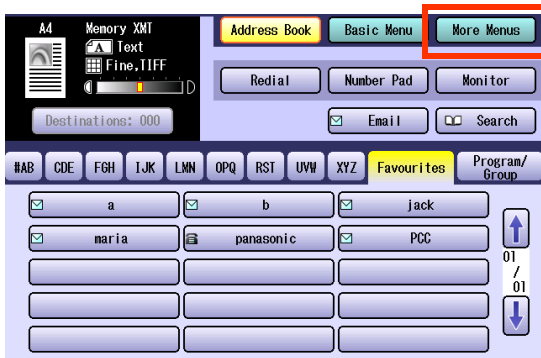
4 Select "**Edit File Mode**".
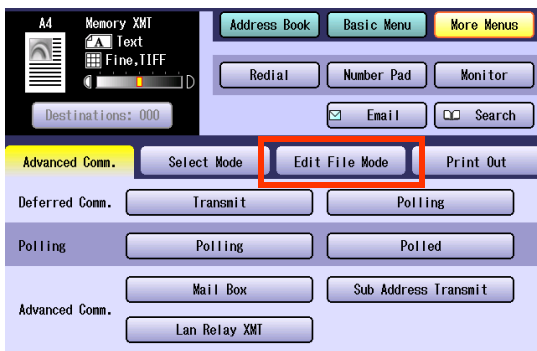
5 Select "**Add Document**".
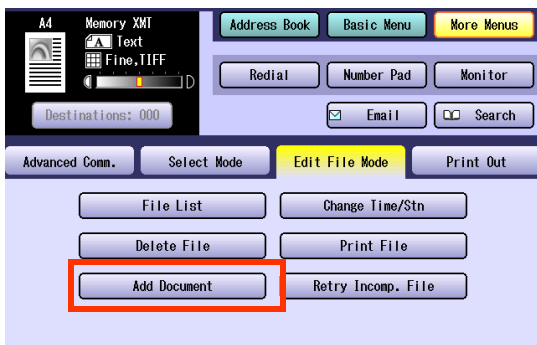
6 Select ⬆ or ⬇ to display the communication reservation file to which you want to add documents.
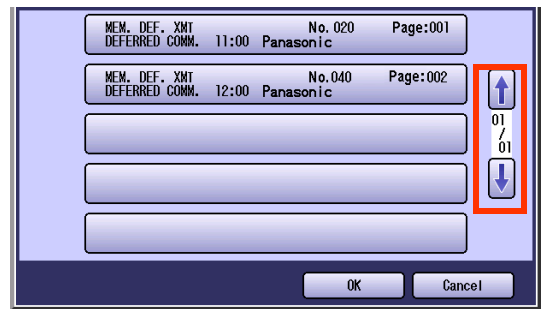
7 Select a communication reservation file to which pages are added, and then select "**OK**".
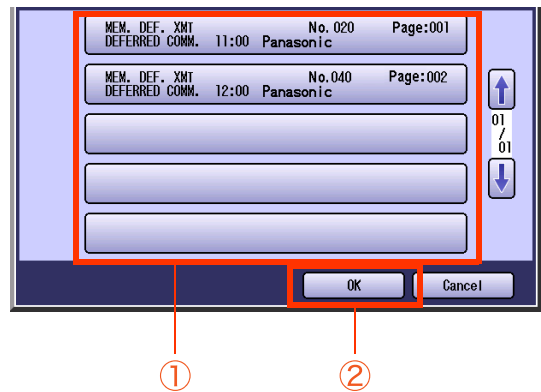
●To cancel the page addition, select "**Cancel**".

8 Your machine stores the documents.

Resending an Incomplete Document

With the Function Parameter "**31 Incomplete File Save**" (Fax/Email Settings > Fax Parameters) set to "**Valid**", documents that could not be transmitted due to a communication error (such as the remote station busy or not responding) can be stored in memory as incomplete files.

This section explains how to resend incomplete files stored in memory.

NOTE

● The standard setting of "**31 Incomplete File Save**" is set to "**Invalid**". For instructions on how to modify the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

● If the Function Parameter "**31 Incomplete File Save**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**", all incomplete files remain in the memory each time a communication error occurs. To avoid memory overflow, retry to send the incomplete file from time to time.

1 Press the **Fax** key.

2 Select "**More Menus**".

3 Select "**Edit File Mode**".
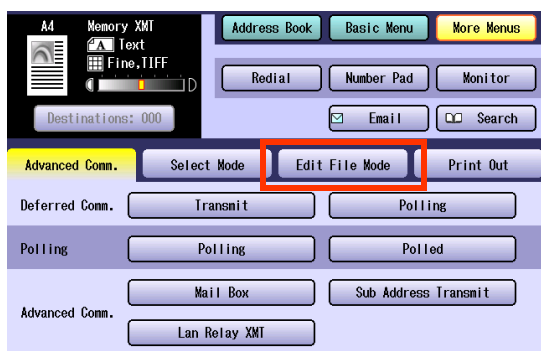
4 Select "**Retry Incomp. File**".
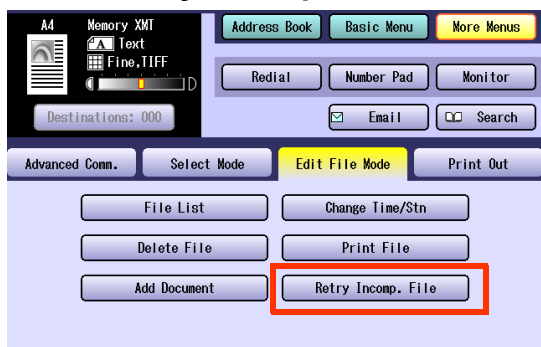
5 Select ⬆ or ⬇ to find the incomplete file that you want to resend.

● To send all incomplete files, select "**Select All**".

6 Select the incomplete file that you want to resend, and then select "**OK**".

The communication error file is resent.

①　②
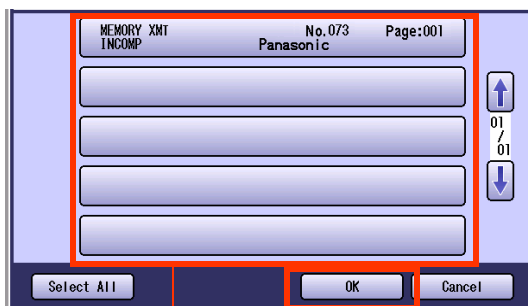
● To cancel the resend, select "**Cancel**".

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Address Book

What is Address Book?

With the fax numbers or Email addresses of remote stations programmed in the Address Book, the stations can be selected with a single operation on their button appearing on the Touch Panel Display.

Name tab

Remote
Station button

Favourites
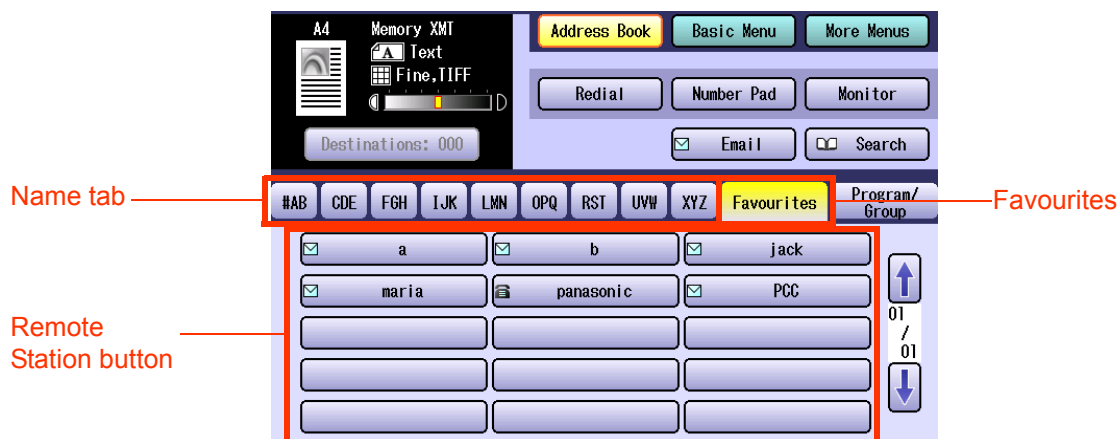
NOTE

● For instructions on how to set fax numbers or Email addresses using the Address Book, refer to **Entering a Destination** (see page 16) and **Entering an Email Address** (see page 112).

Items Allowed for Entry in the Address Book

No.	Item	Explanation	
1	Fax number	Set a fax number in the Address Book. Up to 36 characters	
2	Email address	Set an Email address in the Address Book. Up to 60 characters	
3	Station name	Remote station name. Up to 15 characters	
4	Key Name	Set a Key Name to display on the Touch Panel Display for selecting destination. Up to 15 characters	
5	Favourites	Select to show a programmed destination in "**Favourites**".	
6	Relay Station	Set the Email address of a relay station.	Displays if the feature has been programmed in Function Parameters (Fax/Email Settings).
7	Sub-address	Program sub-address for Inbound Routing.	
8	TSI	Program ID number for Inbound Routing.	

Adding a Fax Number into the Address Book

To add a fax number to the Address Book, follow the steps below.

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".

General Settings

Copier Settings

Fax/Email Settings

Scanner Settings

Printer Settings

Counter View

3 Select "**00 Address Book**".

0 - 4

00   Address Book

01   Program Keys

02

03

04   Key Operator Mode

01 / 01

Close

4 Select "**01 Add Telephone Number**".

0 - 4

00   Print Address Book List

01   Add Telephone Number

02   Add Email Address

03   Modify Station

04   Delete Station

01 / 01

Close

5 Enter a fax number, and then select "**OK**".

46 8 111 1234

Pause   Flash   Sub-Address   Space   Clear

1 2 3
4 5 6
7 8 9
* 0 #

Global   OK   Cancel

① ②
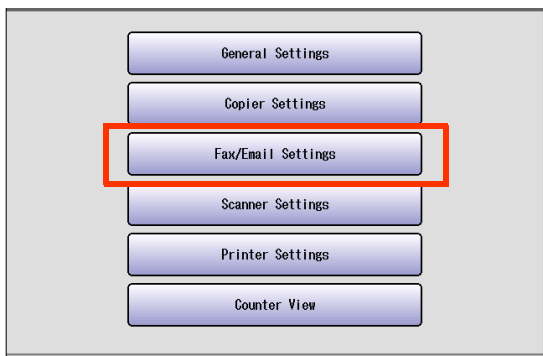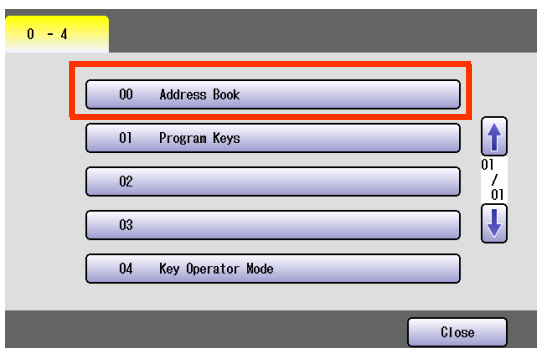
● Select "**Clear**" to delete the fax number one digit at a time.

● For instructions on how to enter fax numbers, refer to **Manual Dialling** (see page 16).

6 Enter a station name, and then select "**OK**".

Stockholm

Caps   Numeric/Symbols   ◄ ►   Back Space

q w e r t y u i o p @
a s d f g h j k l
z x c v b n m . _
Space

OK   Cancel

① ②

● Enter a station name up to 15 characters.

● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

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7 Enter Key Name, and then select "**OK**".

① ②

- Key Names are used to select destinations on the Touch Panel Display. (Up to 15 characters)
- For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

8 Select whether to add the station to "**Favourites**".
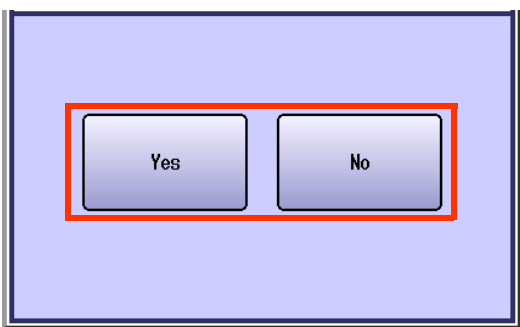
Yes	Select to show the station in "**Favourites**".
No	Select not to show the station in "**Favourites**".

9 Set the Email address of a relay station, and then select "**OK**".
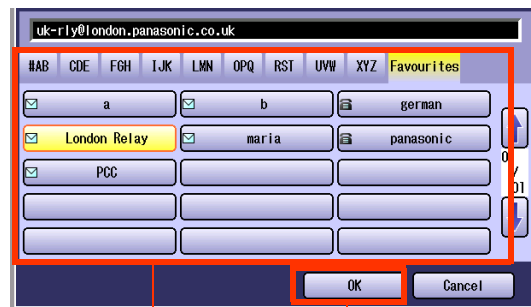
① ②

- This screen appears when the Function Parameter "**140 LAN RLY XMT Request**" (Fax/Email Settings > Fax Parameters) has been set to "**Valid**".

10 To enable sub-addressed routing, enter a sub-address, and then select "**OK**".
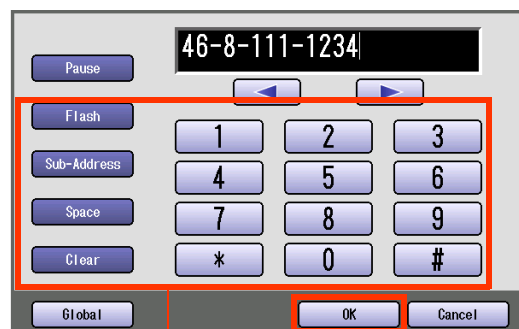
① ②

- This screen appears when the Function Parameter "**152 Sub-Addr Routing**" (Fax/Email Settings > Fax Parameters) has been set to "**Valid**".

11 To enable routing by the sender's numeric ID, enter the numeric ID, and then select "**OK**".

① ②

- This screen appears when the Function Parameter "**153 TSI Routing**" (Fax/Email Settings > Fax Parameters) has been set to "**Valid**".
- Press the **Reset** key to return the machine to the initial screen of the current active mode.

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Adding an Email Address to Address Book

To add an Email address to the Address Book, follow the steps below.

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".

```
General Settings
Copier Settings
Fax/Email Settings
Scanner Settings
Printer Settings
Counter View
```

3 Select "**00 Address Book**".

```
0 - 4

00    Address Book
01    Program Keys
02
03
04    Key Operator Mode
                                    01
                                    /
                                    01
                              Close
```

4 Select "**02 Add Email Address**".

```
0 - 4

00    Print Address Book List
01    Add Telephone Number
02    Add Email Address
03    Modify Station
04    Delete Station
                                    01
                                    /
                                    01
                              Close
```

5 Enter an Email Address, and select "**OK**".

```
bob@pcc.com

Caps  Numeric/  Domain List  ◄  ►  Back Space
      Symbols
  q  w  e  r  t  y  u  i  o  p  @
   a  s  d  f  g  h  j  k  l
    z  x  c  v  b  n  m  .  _
              Space
Global                    OK      Cancel
```
 ① ②

● For instructions on how to enter Email addresses, refer to **Entering an Email Address** (see page 112).

● Enter an Email address up to 60 characters.

● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

6 Enter a station name, and then select "**OK**".
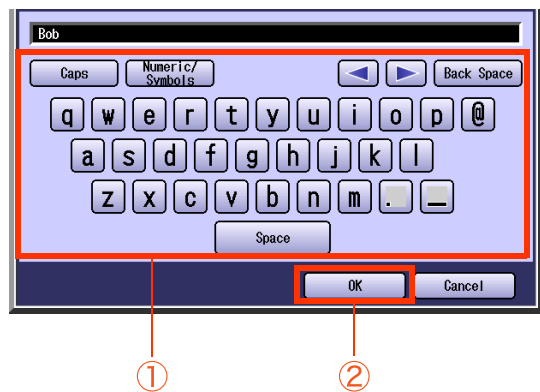
```
Bob

Caps  Numeric/           ◄  ►  Back Space
      Symbols
  q  w  e  r  t  y  u  i  o  p  @
   a  s  d  f  g  h  j  k  l
    z  x  c  v  b  n  m  .  _
              Space
                          OK      Cancel
```
 ① ②

● Enter a station name up to 15 characters.

● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

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7 Enter a Key Name, and then select "**OK**".

- ● Key Names are used to select destinations on the Touch Panel Display.
- ● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

8 Select "**IFax**", and then select "**OK**".

- ● If you wish to use it in the Email Address Book for both of the Scan/Email mode and Fax mode, select "**PC**".

9 Select whether to add the station to "**Favourites**".

	Select to display the station in "**Favourites**".
	Select not to display the station in "**Favourites**".

10 To enable sub-addressed routing, enter a sub-address, and then select "**OK**".

- ● This screen appears when the Function Parameter "**152 Sub-Addr Routing**" (Fax/Email Settings > Fax Parameters) has been set to "**Valid**".

11 To enable routing by the sender's numeric ID, enter the numeric ID, and then select "**OK**".
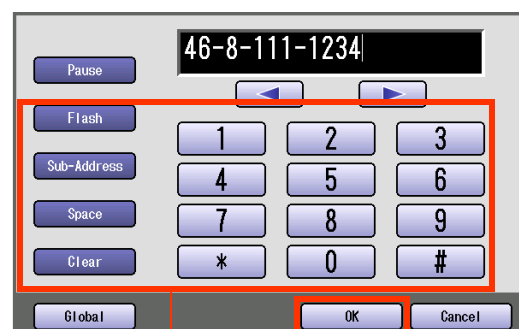

- ● This screen appears when the Function Parameter "**153 TSI Routing**" (Fax/Email Settings > Fax Parameters) has been set to "**Valid**".
- ● Press the **Reset** key to return the machine to the initial screen of the current active mode.

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Editing Address Book

To edit the station in the Address Book, follow the steps below.

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".

General Settings
Copier Settings
Fax/Email Settings
Scanner Settings
Printer Settings
Counter View

3 Select "**00 Address Book**".

```
0 - 4
00   Address Book
01   Program Keys          01
02                         /
03                         01
04   Key Operator Mode
                           Close
```
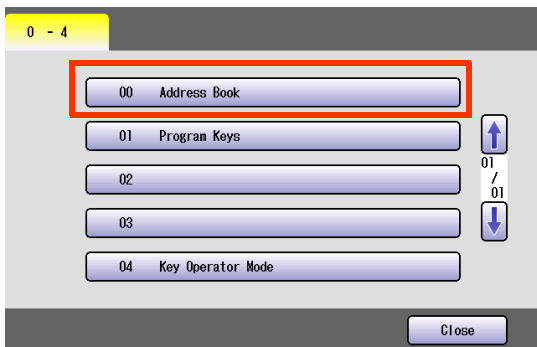
4 Select "**03 Modify Station**".
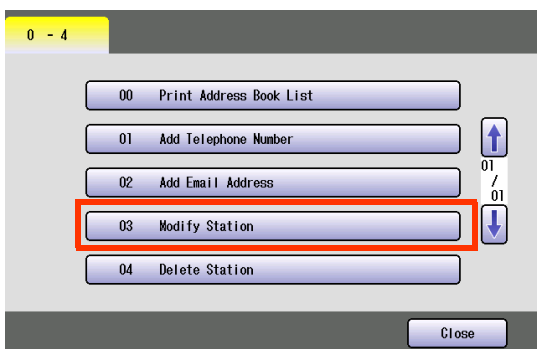
```
0 - 4
00   Print Address Book List
01   Add Telephone Number      01
02   Add Email Address         /
03   Modify Station            01
04   Delete Station
                               Close
```

5 Select the station you want to edit, and then select "**OK**".

```
#AB  CDE  FGH  IJK  LMN  OPQ  RST  UVW  XYZ  Favourites
☑    a        ☑    b        ☑    jack
☑    maria    ☑    PCC                      01
                                            /
                                            01
                              OK    Cancel
```
① ②
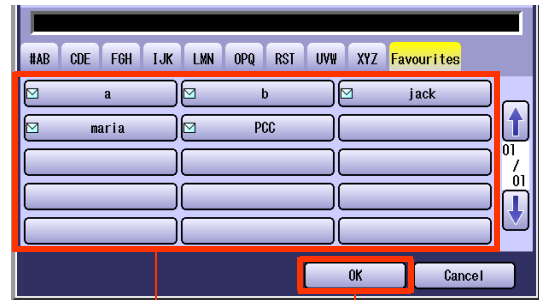
- Select the same button again to cancel a choice.

6 Edit the station.

- For more information, refer to **Adding a Fax Number into the Address Book** (see page 173) and **Adding an Email Address to Address Book** (see page 175).
- Press the **Reset** key to return the machine to the initial screen of the current active mode.

Deleting a Destination from Address Book

To delete a remote station from the Address Book, follow the steps below.

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".

```
General Settings
Copier Settings
Fax/Email Settings
Scanner Settings
Printer Settings
Counter View
```

3 Select "**00 Address Book**".

```
0 - 4
00   Address Book
01   Program Keys
02
03
04   Key Operator Mode
                              Close
```
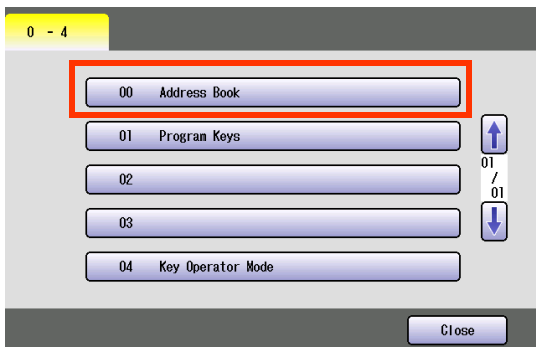
4 Select "**04 Delete Station**".

```
0 - 4
00   Print Address Book List
01   Add Telephone Number
02   Add Email Address
03   Modify Station
04   Delete Station
                              Close
```
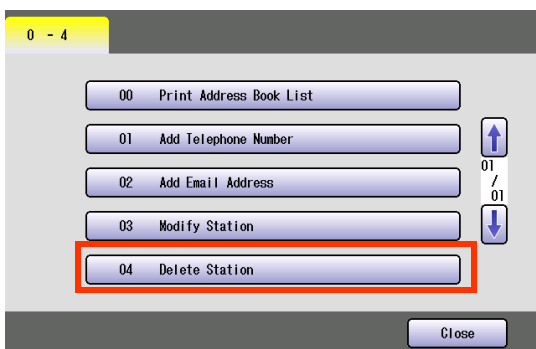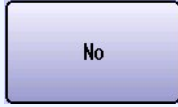
5 Select the station you want to delete from the Address Book, and then select "**OK**".

```
#AB CDE FGH IJK LMN OPQ RST UVW XYZ Favourites
   a          b          jack
   maria      PCC

                           OK    Cancel
```
① ②
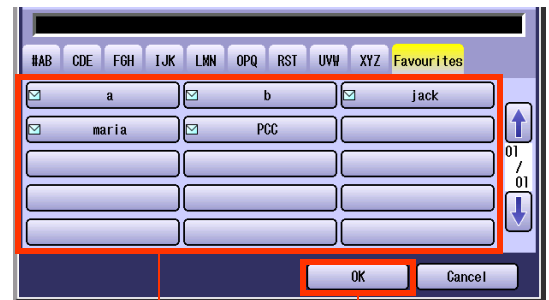
- ● Only one station can be selected at a time.
- ● Select the same button again to cancel a choice.

6 Select "**Yes**".

```
        Yes          No
```
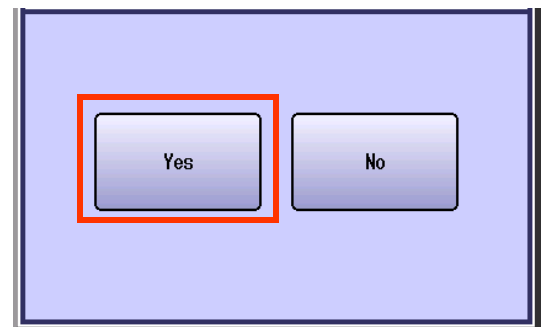
Yes	Select to delete the selected station.
No	Select to cancel the deletion.

- ● Press the **Reset** key to return the machine to the initial screen of the current active mode.

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Printing the Address Book List

To print the Address Book list, follow the steps below.

NOTE

● The Address Book list can also be printed by selecting "**Print Out**" in "**More Menus**" (see page 200).

● For more details about items in the Address Book list, refer to **Reading Address Book List** (see page 201).

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".

General Settings
Copier Settings
Fax/Email Settings
Scanner Settings
Printer Settings
Counter View

3 Select "**00 Address Book**".

0 - 4

00	Address Book
01	Program Keys
02	
03	
04	Key Operator Mode

01 / 01

Close
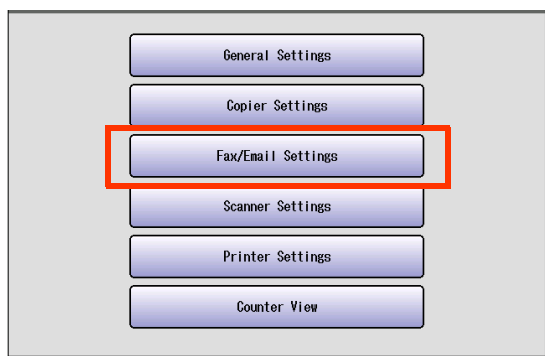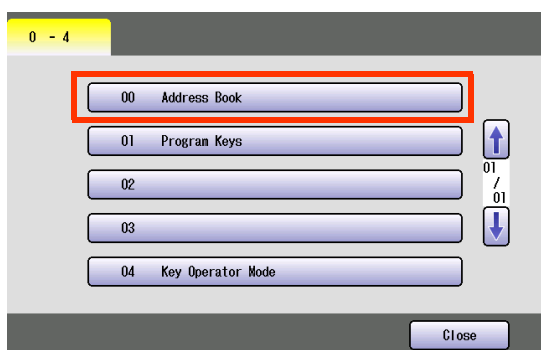
4 Select "**00 Print Address Book List**".

0 - 4

00	Print Address Book List
01	Add Telephone Number
02	Add Email Address
03	Modify Station
04	Delete Station

01 / 01

Close

5 Select "**Start**", and then select "**OK**".

Stop   Start

01 / 01

OK   Cancel

① ②
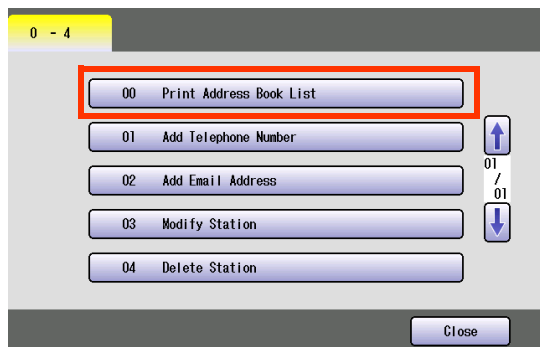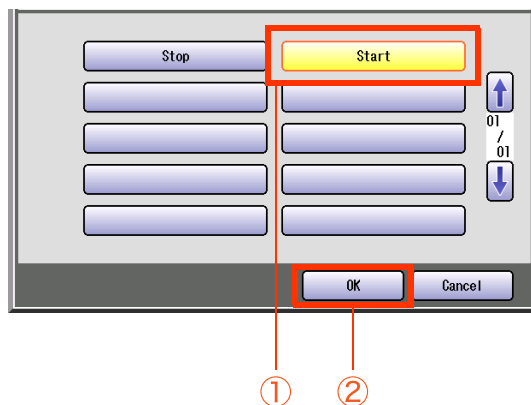
The Address Book list is printed.

● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Program Keys

What is Program Key?

There are three ways to use the Program key:

■ Using for Program Dialling

You can set communication sequences or destinations which you often use.

■ Using for Group Dialling

Multiple destinations can be selected from the Address Book, and pre-programmed on a single Program key for group dialling.

■ Using as Email Reception Key

This function allows others to share your machine to retrieve their Emails from the POP server by pre-programming their POP user names and POP passwords into the Program keys. They will be able to retrieve their Emails by simply pressing the corresponding Program key.
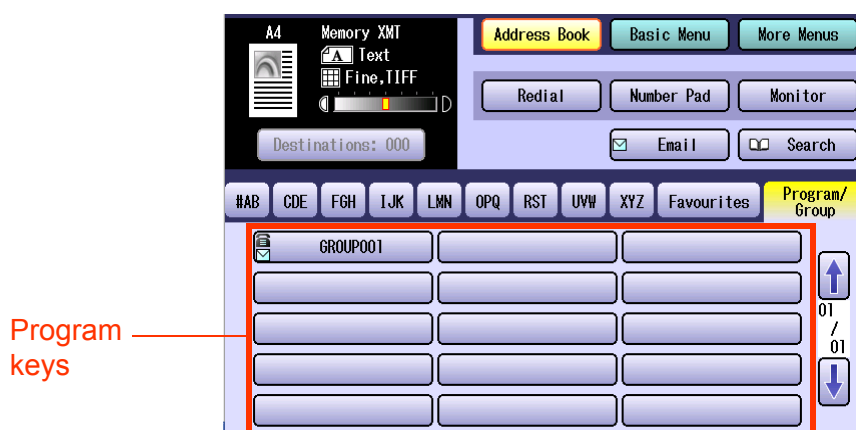
Program keys

NOTE

● For instructions on how to use Program keys, refer to **Using Program Keys** (see page 50).

Programmable Items

The following items can be programmed on a Program key:

No.	Item	Explanation
1	Key name	Name of a program
2	Communication feature	Program communication features and destinations on program dialling.

Setting for Program Dialling

To program a communication feature on a Program key, follow the steps below.

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".


```
General Settings
Copier Settings
Fax/Email Settings
Scanner Settings
Printer Settings
Counter View
```

3 Select "**01 Program Keys**".


```
0 - 4
00    Address Book
01    Program Keys
02
03
04    Key Operator Mode
                        01
                        /
                        01
                        Close
```

4 Select "**02 Program Dial**".


```
0 - 4    5 - 9
00    Print Program List
01    Group Dial
02    Program Dial
03    Modify Group Dial
04    Delete Program/GRP
                        01
                        /
                        02
                        Close
```

5 Enter a program dial name, and then select "**OK**".

① ②

- Enter a name up to 15 characters.
- For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

6 Enter a Key Name, and then select "**OK**".

① ②

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Chapter 7   Program Destinations/Program Keys

7 Program each desired feature.

- Deferred Communication
  Transmit (See page 56)
  Polling (See page 58)

- Polling (See page 60)

- Advanced Communication
  MailBox (See page 64)
  Sub-Address Transmit (See page 72)
  Lan Relay XMT (See page 154)

Memory XMT	Address Book	Basic Menu	More Menus
A Text			
Fine.TIFF	Redial	Number Pad	Monitor
Destinations: 000		Email	Search

Advanced Comm.	Select Mode	Edit File Mode	Print Out
Deferred Comm.	Transmit		Polling
Polling	Polling		Polled
Advanced Comm.	Mail Box		Sub Address Transmit
	Lan Relay XMT		

8 Press the **Start** key.

The program dial is programmed.

- Press the **Reset** key to return the machine to the initial screen of the current active mode.

Setting for Group Dialling

To program multiple destinations on a Program key, follow the steps below.

> **NOTE**
> ● For instructions on how to edit pre-programmed station, refer to **Editing Address Book** (see page 177).
> ● For instructions on how to delete pre-programmed station, refer to **Deleting a Destination from Address Book** (see page 178).
> ● For instructions on how to print the program list, refer to **Printing the Program List** (see page 188).
> ● To program multiple destinations, each destination must be programmed in advance.

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".
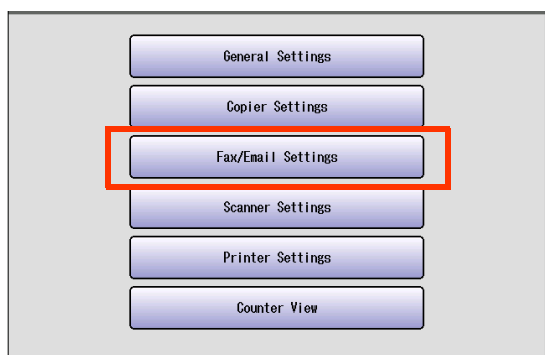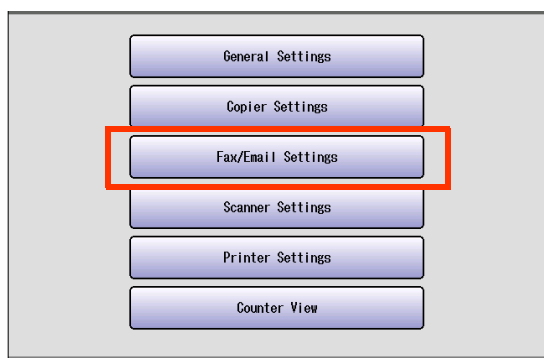
3 Select "**01 Program Keys**".
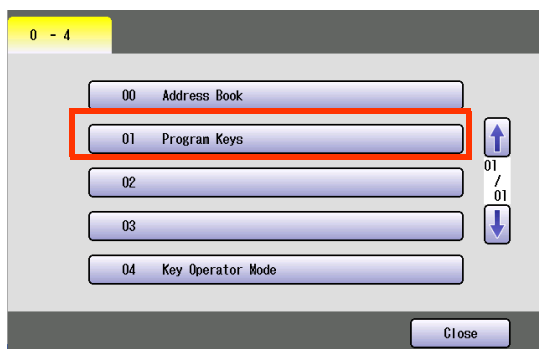
4 Select "**01 Group Dial**".

5 Enter a group dialling name, and then select "**OK**".
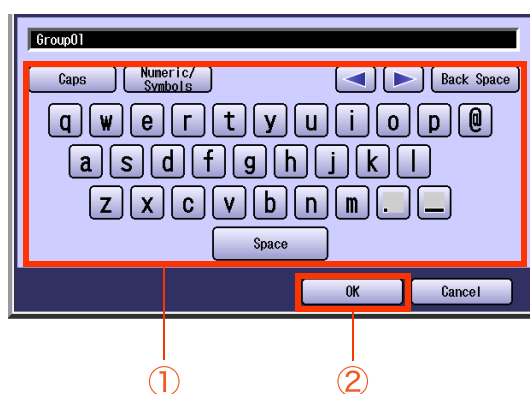
① ②

● Enter a name up to 15 characters.
● For instructions on using the onscreen Keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

6 Enter Key Name, and then select "**OK**".

① ②

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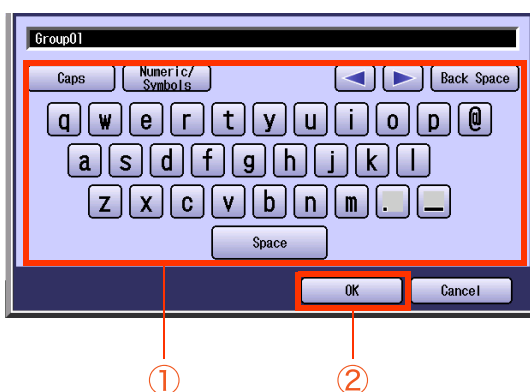
7 Select the destinations to be programmed, and then select "**OK**".

① ②
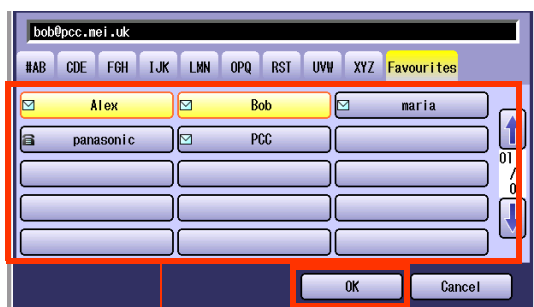
The group dialling is programmed.

● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Editing a Group Dialling

To edit a group dialling, follow the steps below.

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".

| General Settings |
| Copier Settings |
| Fax/Email Settings |
| Scanner Settings |
| Printer Settings |
| Counter View |

3 Select "**01 Program Keys**".

```
0 - 4
   00    Address Book
   01    Program Keys
   02
   03
   04    Key Operator Mode
                              Close
```

4 Select "**03 Modify Group Dial**".

```
0 - 4     5 - 9
   00    Print Program List
   01    Group Dial
   02    Program Dial
   03    Modify Group Dial
   04    Delete Program/GRP
                              Close
```

5 Select the Group Dial button you want to edit, and then select "**OK**".

```
#AB  CDE  FGH  IJK  LMN  OPQ  RST  UVW  XYZ  Program/Group
     Group01        Pop01         Program01
                                        OK    Cancel
```
① ②

● Select the same button again to cancel a choice.

6 To rename a group dial name, enter a new name, and then select "**OK**".

```
Group01
Caps  Numeric/Symbols        ◄  ►  Back Space
q w e r t y u i o p @
a s d f g h j k l
z x c v b n m . _
           Space
                  OK    Cancel
```
① ②

7 To rename a group dial key name, enter a new name, and then select "**OK**".

```
Group01
Caps  Numeric/Symbols        ◄  ►  Back Space
q w e r t y u i o p @
a s d f g h j k l
z x c v b n m . _
           Space
                  OK    Cancel
```
① ②

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Chapter 7 Program Destinations/Program Keys

8   Select the destination to be
programmed, and then select "**OK**".
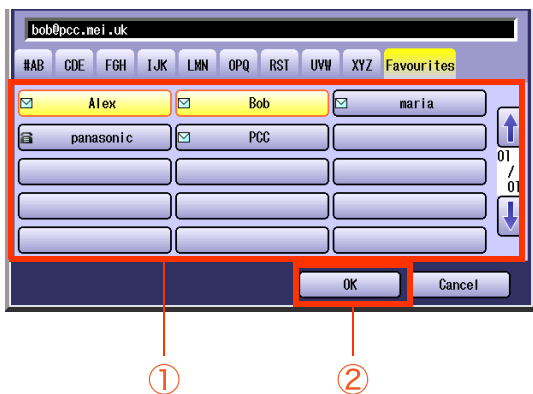
① ②

● Press the **Reset** key to return the machine
to the initial screen of the current active
mode.

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Deleting the Program Key Setting

To delete a program dialling or group dialling destination, follow the steps below.

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".

> General Settings
> Copier Settings
> Fax/Email Settings
> Scanner Settings
> Printer Settings
> Counter View

3 Select "**01 Program Keys**".

> 0 - 4
> 00 Address Book
> 01 Program Keys
> 02
> 03
> 04 Key Operator Mode
> 01 / 01
> Close

4 Select "**04 Delete Program/GRP**".

> 0 - 4   5 - 9
> 00 Print Program List
> 01 Group Dial
> 02 Program Dial
> 03 Modify Group Dial
> 04 Delete Program/GRP
> 01 / 02
> Close

5 Select a Program key, and then select "**OK**".

> #AB CDE FGH IJK LMN OPQ RST UVW XYZ Program/Group
> Group01   Pop01   Program01
> 01 / 01
> OK   Cancel
> ①   ②

● Select the same button again to cancel a choice.

6 Select "**Yes**".

> Yes   No
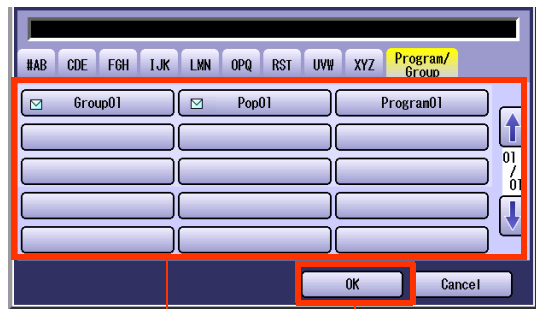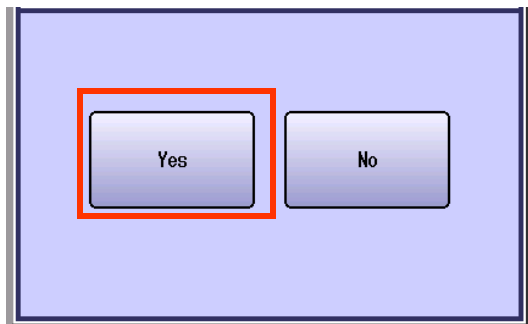
Yes	Select to delete the Program key.
No	Select to cancel the deletion.

● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Printing the Program List

To print the program list, follow the steps below.

NOTE
- The program list can also be printed by selecting "**Print Out**" in "**More Menus**" (see page 202).
- For more details about the items in the program list, refer to **Reading Program List** (see page 203).
- To program multiple destinations, each destination must be programmed in advance.

*1* Press the **Function** key.

2 Select "**Fax/Email Settings**".

General Settings
Copier Settings
Fax/Email Settings
Scanner Settings
Printer Settings
Counter View

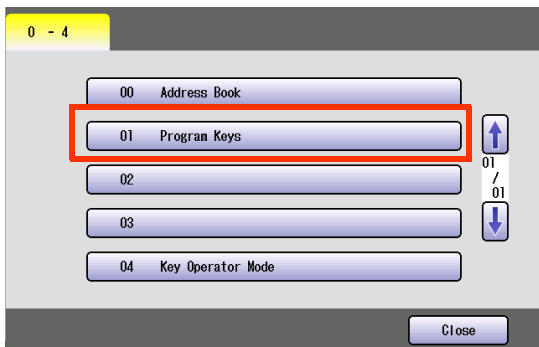*3* Select "**01 Program Keys**".

0 - 4
00 Address Book
01 Program Keys
02
03
04 Key Operator Mode
Close
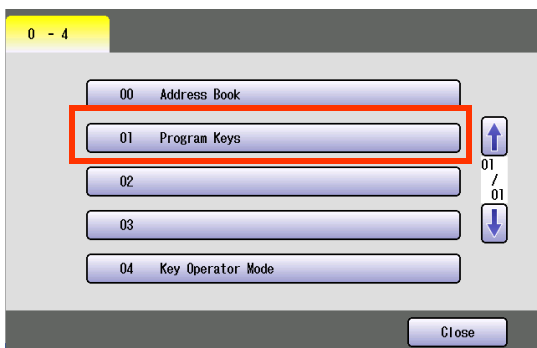
4 Select "**00 Print Program List**".

0 - 4   5 - 9
00 Print Program List
01 Group Dial
02 Program Dial
03 Modify Group Dial
04 Delete Program/GRP
Close

5 Select "**Start**", and then select "**OK**".

Stop   Start
01 / 01
OK   Cancel

① ②
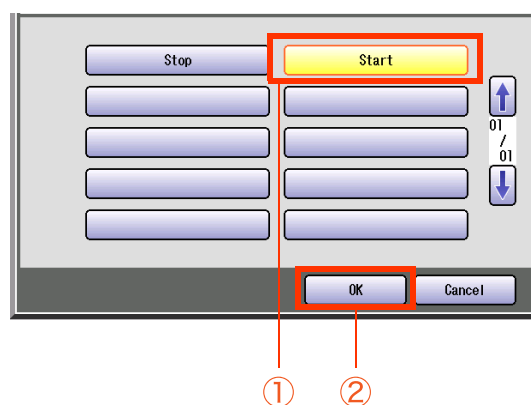
The program list is printed.
- Press the **Reset** key to return the machine to the initial screen of the current active mode.

Programming Email Manual Reception on Program Keys

When this machine is connected to a POP server, POP Account name and password other than the machine's one can be programmed for a Program key to receive Emails.

To enter an Email address and a password, follow the steps below.

NOTE

● If you leave a password blank in step 8, a password prompt window will appear upon POP reception. In order to strengthen the security, you are advised to leave a password blank.

● For instructions on how to print the program list, refer to **Printing the Program List** (see page 188).

● To program multiple destinations, each destination must be programmed in advance.

---

1 Press the **Function** key.

2 Select "**Fax/Email Settings**".

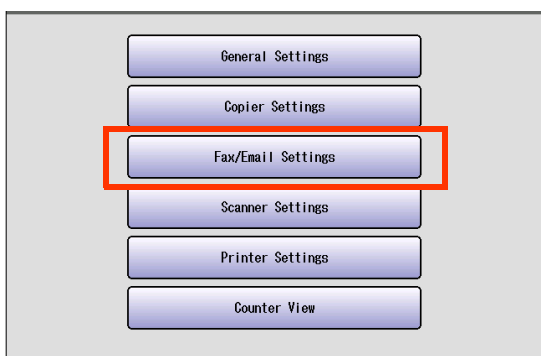General Settings
Copier Settings
Fax/Email Settings
Scanner Settings
Printer Settings
Counter View

3 Select "**01 Program Keys**".

0 - 4

00 Address Book
01 Program Keys
02
03
04 Key Operator Mode

01 / 01

Close

4 Select "**5-9**".

0 - 4   5 - 9

00 Print Program List
01 Group Dial
02 Program Dial
03 Modify Group Dial
04 Delete Program/GRP

01 / 02

Close
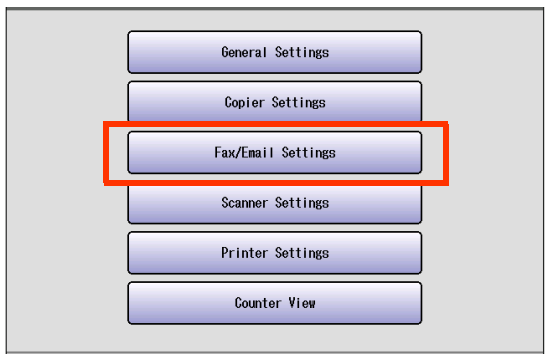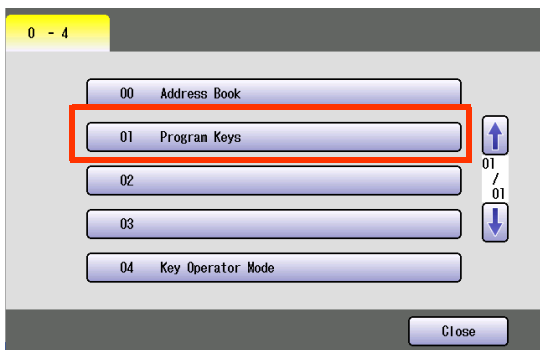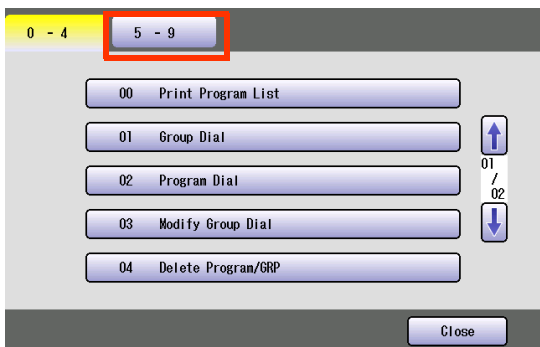
5 Select "**05 Manual POP RCV**".

0 - 4   5 - 9

05 Manual POP RCV
06
07
08
09

02 / 02

Close
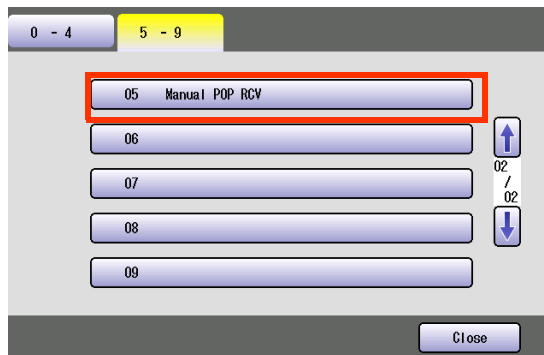
6 Enter a POP Account name, and then select "**OK**".

Caps | Numeric/Symbols | ◄ | ► | Back Space
q w e r t y u i o p @
a s d f g h j k l
z x c v b n m . _
Space

OK | Cancel

① ②

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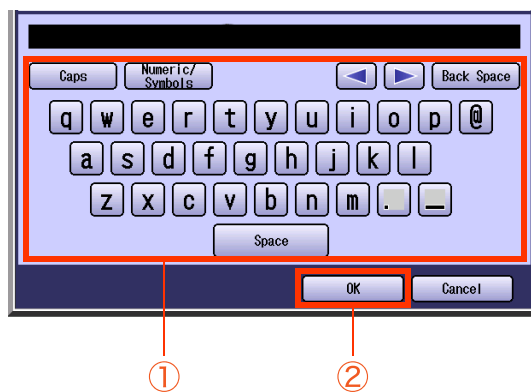
7 Enter a Key Name (program button name), and then select "**OK**".

① ②

8 Enter the password, and then select "**OK**".

① ②
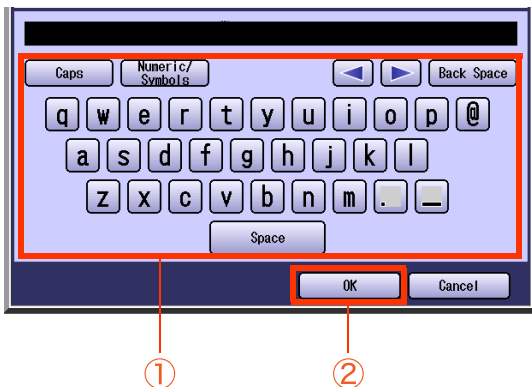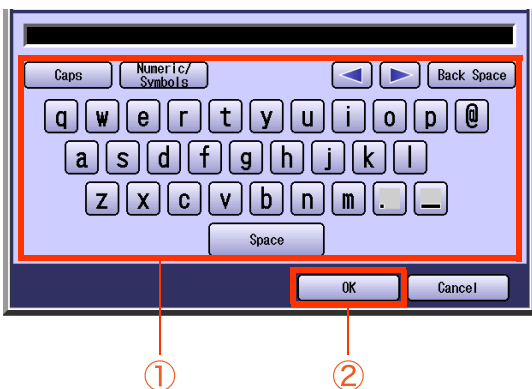
9 Select "**Invalid**" or "**Valid**", and then select "**OK**".

① ②
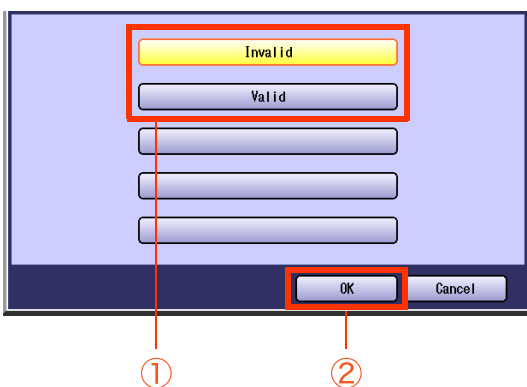
Invalid	Select to leave Email on the POP server after it has been received.
Valid	Select to delete Email from the POP server after it has been received.

The POP Reception feature is programmed.

● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Memo

Transaction Journal

The "**Journal**" is a record of the last 200 transactions (a transaction is recorded each time you send or receive a document). It is printed automatically after every 200 transactions, or you can print or view it manually by using the following procedure.

- Regardless of the setting of the Function Parameter "**13 Auto Print JRNL**" (Fax/Email Settings > Fax Parameters), a transaction journal can be printed by selecting "**Journal**" from "**More Menus**".

- Select "**XMT Only (View)**" or "**All (View)**" in "**Journal**" from "**More Menus**" to verify the transaction result on the Touch Panel Display.

This section explains how to print manually, view and read the transaction journal on the Touch Panel Display.

NOTE

● The standard setting of "**13 Auto Print JRNL**" is "**Valid**". For instructions on how to modify the Journal setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Printing Transaction Journal

To print the transaction journal, follow the steps below.

1   Press the **Fax** key.

2   Select "**More Menus**".
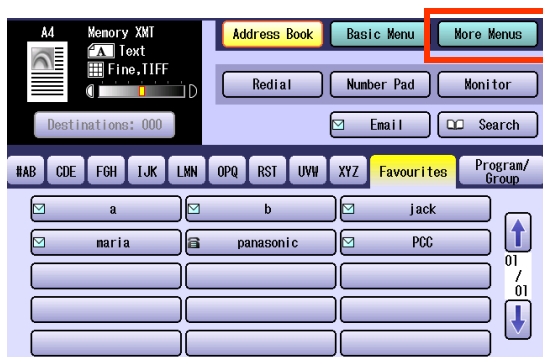
3   Select "**Print Out**".
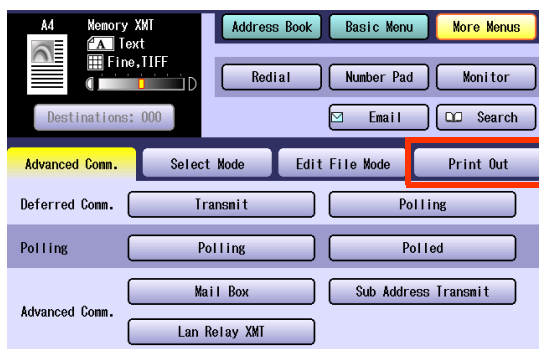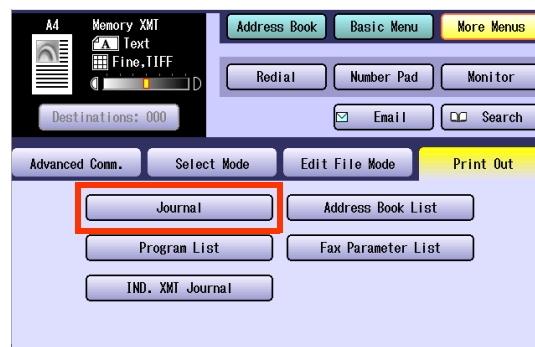
4   Select "**Journal**".

5   Select "**List Print**".

The transaction journal will be printed.
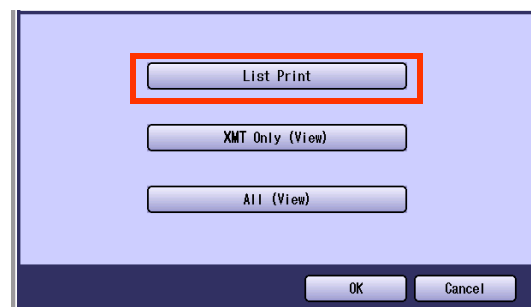
● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Viewing Communication Results on Touch Panel Display

To view the communication results on the Touch Panel Display, follow the steps below.

1 Press the **Fax** key.

2 Select "**More Menus**".
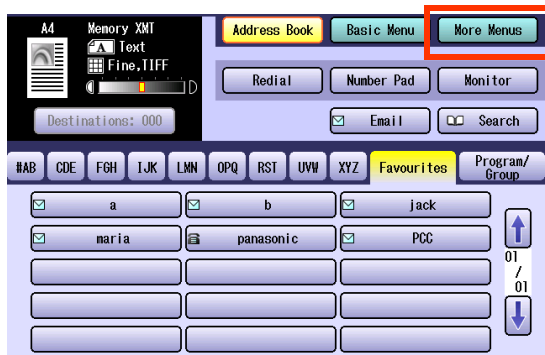
3 Select "**Print Out**".
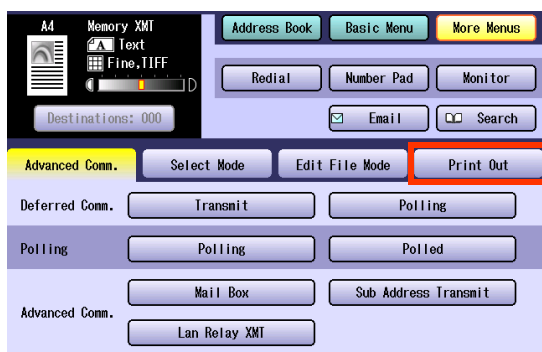
4 Select "**Journal**".

5 Select "**XMT Only (View)**" or "**All (View)**".

Communication results will be displayed.

XMT Only (View)	Select to view only the transmission result.
All (View)	Select to view both the transmission and reception results.

6 When the verification completes, select "**OK**".
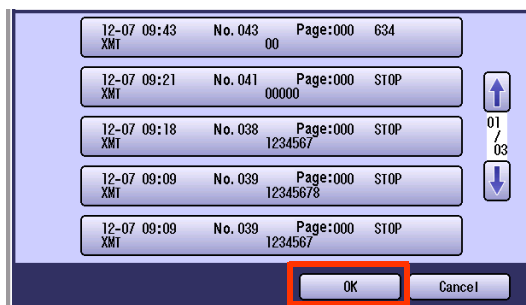
● Press the **Reset** key to return the machine to the initial screen of the current active mode.

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Reading Transaction Journal

Items in the transaction journal are listed below.

```
                                                        (1)                (2)
**************** -Journal- ************************** Date dd-MMM-yyyy**** Time 15:00 ***** P.01

  (3)   (4)    (5)     (6)    (7)       (8)  (9)                     (10)     (11)     (12)
  No.   Comm.  Pages   File   Duration  X/R  Identification          Date     Time     Diagnostic

  001   OK     001/002 149    00:00:52  XMT  ☎  215                  dd-MMM   20:04    C8444B0577000
  002   --     001/001 151    00:00:02  XMT  TEST                    dd-MMM   20:07    001 STN(S)LAN
  003   --     003/003 153    00:00:20  XMT  fax@nwfax1              dd-MMM   20:09    001 STN(S)LAN
  004   OK     003/003 154    00:00:21  RCV  fax@nwfax1.rdmg.mgcs    dd-MMM   20:10            LAN
  005   OK     001     155    00:00:19  XMT  215                     dd-MMM   20:11    C0542B0577000
  006   634    000/003 156    00:00:00  XMT  ☎  215                  dd-MMM   20:14    0800420000000
  007   408    *003            00:02:14  XMT  ☎  215                  dd-MMM   21:17    0040440A30080
  008   JUNK   000     157    00:00:00  RCV  01234567890             dd-MMM   21:19    C800000000000

  049   OK     000/001 159    00:00:07  XMT  TEL XMT                 dd-MMM   20:14    0800420000000
  050   OK     001/001 160    00:00:16  XMT  TEL XMT                 dd-MMM   20:19    CB444BG577000
                                  <<  Continue  >>
                                                    (13)
                                                   -PANASONIC                      -
 *******  DP-XXXX ****************** -HEAD OFFICE     - ***** -         201 555 1212- *********
                                  (15)                                     (14)
```

No.	Item	Explanation
(1)	Printout date	The date at which the Transaction Journal printed
(2)	Printout time	Printout time
(3)	Journal number	Journal number
(4)	Communication result	"**OK**" indicates that the communication was successful. "**Busy**" indicates that the communication has failed because of busy line. "**Stop**" indicates that the **Stop** key was pressed during communication. "**JUNK**" indicates that the communication was cancelled. "**P-OK**" indicates that memory overflow occurred while storing the documents into the memory for transmission but successfully stored document(s) was sent. "**R-OK**" indicates that the Relayed XMT was successful. "**B-OK**" indicates that the Batch transmission was successful. "**M-OK**" indicates that the memory reception/substitute reception was successful. "**- -**" indicates LAN transmission. "**3-digit Info Code**" indicates that the communication has failed. Refer to **Information Codes** (see page 212).

No.	Item	Explanation
(5)	Pages	Number of pages transmitted or received. The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into the memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted. Asterisk "*" indicates that the quality of some received copies was poor.
(6)	File number	001 to 999 (When the communication is stored into the memory, a file number is assigned for each communication.)
(7)	Duration of communication	Duration of communication
(8)	Type of communication	"**XMT**" means Transmission. "**RCV**" means Reception. "**POL**" means Polling. "**PLD**" means Polled. "**FWD**" means Fax Forward.
(9)	Remote station identification	Name : Recorded name in the Address Book or remote station's character ID. ☎ number : Dialled telephone number. (PIN code will not be shown) Number : Remote station's ID number. Email address
(10)	Communication date	Communication date
(11)	Communication Start time	Communication start time
(12)	Diagnostic	For service personnel only
(13)	Own LOGO	Up to 25 characters
(14)	Own ID number	Up to 20 digits
(15)	Own character ID	Up to 16 characters

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Communication Journal

This is a report that is printed at the end of each transaction to keep a record of the communication result.

- A communication journal is printed when the Function Parameter "**12 Comm. Journal (HOME)**" (Fax/Email Settings > Fax Parameters) has been set to "**Always**" or "**Inc Only**".

  If set to "**Always**"

  A communication journal will be printed when a transaction completes or fails.

  If set to "**Inc Only**"

  A communication journal will be printed only when a transaction has failed, for example, due to a communication error.

- Even when the communication journal is set to "**Off**" in "**More Menus**" > "**Select Mode**", you may also configure the machine to print a communication journal individually. For more operational details, refer to **Printing Transaction Journal** (see page 192).

- If a Memory transmission has failed, for example, due to a communication error, an image of the first page of the document transmitted is covered in the communication journal, but not for Direct transmissions.

This section explains how to read the communication journal.

> NOTE

- The standard setting of the Function Parameter "**12 Comm. Journal (HOME)**" (Fax/Email Settings > Fax Parameters) is "**Inc Only**". For instructions on how to enable the COMM. Journal feature, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Items that are covered in the communication journal are listed below.

```
************* -Comm. Journal- ***************** Date dd-MMM-yyyy ** Time 15:00 ********
   (1)                                     (2)                  (3)
  Mode= Memory Transmission               Start = dd-MMM 14:50   End = dd-MMM 15:00

    File No.= 050 (4)

   (5)     (6)   (7)              (8)                          (9)     (10)
  STN    Comm. Key Name          Station Name/Email Address/Telephone No.  Pages   Duration
  No.
  001    OK   [SERVICE      ]   SERVICE DEPT                   001/001 00:01:30
  002    OK   [SALES DEPT   ]   SERVICE DEPT                   001/001 00:01:25
  003    407  [ACCOUNTING   ]   SERVICE DEPT                   000/001 00:01:45
  004    Busy ☎                 021 111 1234                   000/001 00:00:00

                                                    - PANASONIC -
 *************DP-XXXX ************** - HEAD OFFICE     - ****** - 201 555 1212 - *******
```

THE SLEREXE COMPANY LIMITED

SAPORS LANE . BOOLE . DORSET . BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 . TELEX 123456

```
    Our Ref. 350/PJC/EAC                         18th January, 1972.


    Dr. P.N.Cundall,
    Mining Surveys Ltd.,
    Holroyd Road
```

```
                              tions of print density
    cause the photocell to generate an analogous electrical video signal.
    this signal is used to modulate a carrier, which is transmitted to
    remote destination over a radio or cable communications link.

       At the remote terminal, demodulation reconstructs the video
    signal, white is used to modulate the density of print produced by a
    printing device.  This device is scanning in a raster scan synchronised
    with that at the transmitting terminal.  As a result, a facsimile
    copy of the subject document is produced.

       Probably you have used for this facility in your organisation.

               Yours sincerely,


               Phil.

               P.J. CROSS
               Group Leader - facsimile Research
```

No.	Item	Explanation
(1)	Indication of communication mode	Indication of communication mode
(2)	Start time of communication	Start time of communication
(3)	End time of communication	End time of communication
(4)	File number	001 to 999 (When the communication is stored into the memory, a file number is assigned for each communication.)
(5)	Station number	Sequential number of the stations

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No.	Item	Explanation
(6)	Communication result	"**OK**" indicates that the communication was successful.
		"**Busy**" indicates that the communication has failed because of busy line.
		"**Stop**" indicates that the **Stop** key was pressed during communication.
		"**P-OK**" indicates that memory overflow occurred while storing the documents into the memory for transmission but successfully stored document(s) was sent.
		"**R-OK**" indicates that the Relayed XMT was successful.
		"**B-OK**" indicates that the Batch transmission was successful.
		"**M-OK**" Indicates that the memory reception/ substitute reception was successful.
		"**- -**" indicates LAN transmission.
		"**3-digit Info Code**" indicates that the communication has failed. Refer to **Information Codes** (see page 212). In this case, the machine will print the attached report with the first page of your document as shown on the previous page.
(7)	Key name or ☎ mark	☎ mark indicates dialling by direct number dialling.
(8)	Recorded name in the Address Book, direct dialling number, or Email address	Recorded name in the Address Book, direct dialling number, or Email address
(9)	Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into the memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
(10)	Duration of communication	Duration of Communication

Memo

Address Book List

This section explains how to print and read the Address Book list.
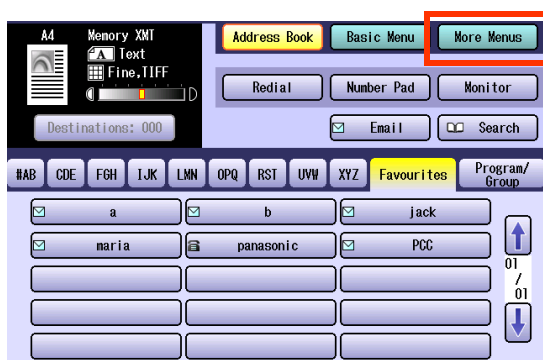
Printing Address Book List

To print the Address Book list, follow the steps below.

> NOTE
> ● The Address Book list can also be printed by programming "**Fax/Email Settings > Fax Parameters**" in Function Parameters.

1 Press the **Fax** key.
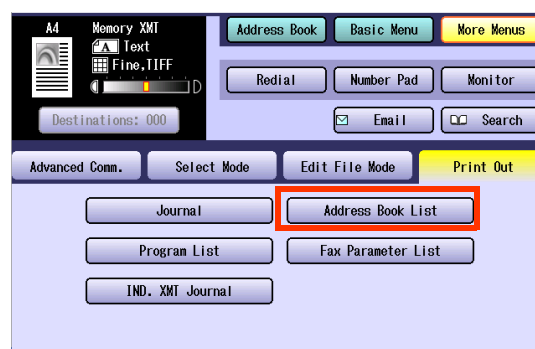
2 Select "**More Menus**".

3 Select "**Print Out**".

4 Select "**Address Book List**".

The Address Book list will be printed.
● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Reading Address Book List

Items in the Address Book list are listed below.

```
************* -Address Book List- ***************** Date dd-MMM-yyyy ***** Time 15:00 ********
(1) (2)                      (3)                  (4)
   Key Name               Station Name   Email Address / Telephone No.
                          Routing Sub-Addr (6)  Routing TSI (7)      Relay Addr(8)

[B] [Bob Jones    ]    Bob Jones      Jonesb@abcdefg.com
                       123456         201 555 1212
[J] [John Smith   ]    John Smith     ☎   201 555 3156
    [John Smith   ]    1234           +1 201 123 4567              [RELAY1]
    [John Smith   ]    John Smith     ☎   201 555 3156
                       1212           212 555 1234                 [RELAY2]
[P] [Panafax1     ]    Panafax1       Panafax1@Panasonic.com.co.jp
                       4827           +81 03 5251 1234
    [Panafax2     ]    Panafax1       Panafax2@Panasonic.com.co.jp
                       1773           +81 0467 5251 1234

     No. of Stations = 05   (5)


                                                    -PANASONIC            -

***** DP-XXX************************** -HEAD OFFICE    - ***** -      201 555 1212- *******
```

No.	Item	Explanation
(1)	The first letter of station name recorded in your machine	The first letter of station name recorded in your machine
(2)	Key name recorded in the machine	Up to 15 characters
(3)	Station name recorded in the machine	Up to 15 characters
(4)	Email address recorded in the machine	Up to 60 characters (Email address)
	Telephone number recorded in the machine	Up to 36 digits (Telephone number)
(5)	Number of recorded Address Book stations	Telephone number/Email address programmed for the Address Book
(6)	Routing Sub-address	Up to 20 digits
(7)	Routing TSI	Up to 20 digits
(8)	Relay address	Relay address

201

Program List

This section explains how to print and read the program list.
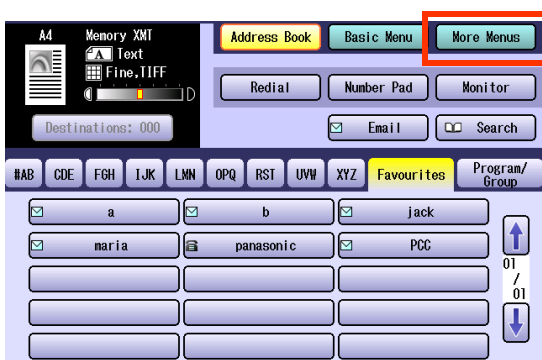
Printing Program List

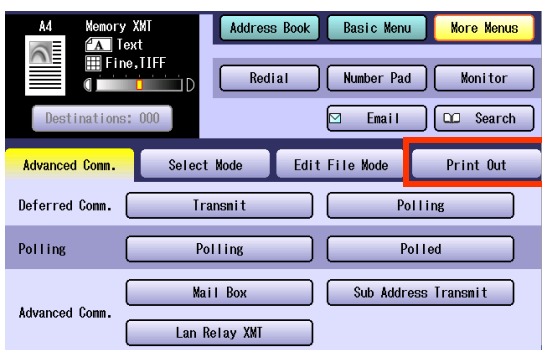To print the program list, follow the steps below.

> **NOTE**
> ● The program list can also be printed by programming "**Fax/Email Settings > Fax Parameters**" in the Function Parameters.

---

1   Press the **Fax** key.

2   Select "**More Menus**".

3   Select "**Print Out**".

4   Select "**Program List**".

The program list will be printed.

● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Reading Program List

Items in the program list are listed below.

```
*************** -Program List- ****************** Date dd-MMM-yyyy ***** Time  15:00 **********
  (1)                (2)              (3)                (4)
  Key Name           Program Name     Type     Timer    Destination(s)

  [TEST         ] TEST                Group    -----    [PANAFAX       ][SALE DEPT      ]
  [ACCOUNT      ] ACCOUNT             POP      -----     Delete Email  : Invalid      (5)
  [ACC          ] ACC                 POP      -----     Delete Email  : Valid
  [PROG.B       ] PROG.B              Group    -----    [PANAFAX       ][PANASONIC     ]

                                                         -PANASONIC

******* DP-XXXX********************** -HEAD OFFICE    - ***** -        201 555 12121 *********
```

No.	Item	Explanation
(1)	Key name	Key name
(2)	Program name	Up to 15 characters
(3)	Type of communication	"**Group**" indicates that the Program key is programmed as a group key. "**POP**" indicates that the Program key is programmed as an Email Manual Reception key.
(4)	Destinations	Destinations programmed in the Program key
(5)	Deletion of received Email	"**Valid**" means that the received Email will be deleted. "**Invalid**" means that the received Email will be retained.

203

Fax Parameter List

This section explains how to print and read the Fax Parameter list.
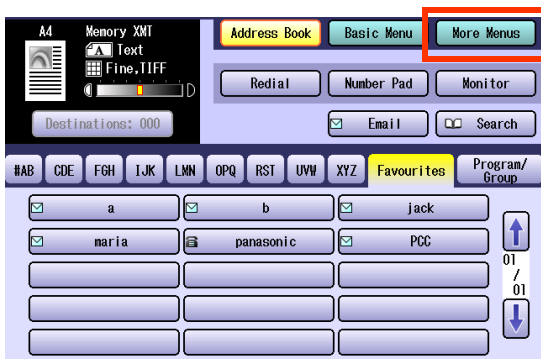
Printing Fax Parameter List

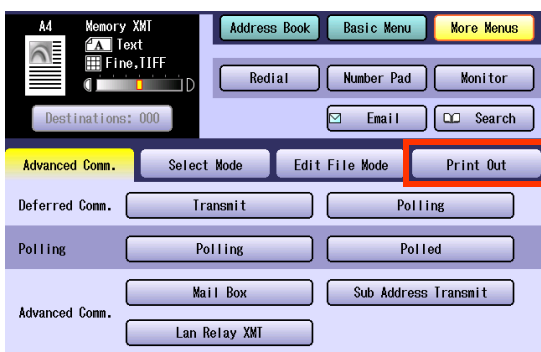To print the Fax Parameter list, follow the steps below.

> **NOTE**
> ● The fax parameter list can also be printed by programming "**00 Print FaxParameterList**" (Fax/Email Setting > Fax Parameters) in the Function Parameters.
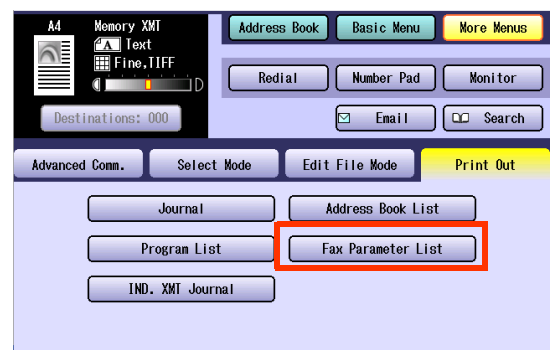
1 Press the **Fax** key.

2 Select "**More Menus**".

3 Select "**Print Out**".

4 Select "**Fax Parameter List**".

The Fax Parameter list will be printed.

● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Reading Fax Parameter List

Items in the Fax Parameter list are listed below.

```
************** -Fax Parameter List- ************** Date dd-MMM-yyyy ***** Time 15:00 ***** P.01

    (1)      (2)                        (3)                                 (4)          (5)
    No. Description                 Selection                           Current      Standard
                                                                        Setting      Setting

    000 Print FaxParameterlist
(6) 001 Density(HOME)              (-3  -2  -1  0  1  2  3)              0            0
  * 002 Resolution(HOME)          (STD Fine S-Fine)                     STD          Fine




                                                     -PANASONIC

  ***** DP XXXX********************** -HEAD OFFICE   - ***** -     201 555 12121 *********
```

| No.	Items	Explanation
(1)	Parameter number	Parameter number
(2)	Description	"(HOME)" means home position setting.
(3)	Selection	Selection
(4)	Current setting	"----" indicates the code or password is not set. When the code or password is set, it is shown by asterisk(*).
(5)	Standard setting	Factory preset standard setting
(6)	Changed setting	"*" indicates that the factory preset setting has been changed.

205

Individual XMT Journal

This section explains how to print and read the individual XMT journal.

The individual XMT journal is useful when saving sent jobs or checking the detailed communication information. Only the latest sent result is printed.
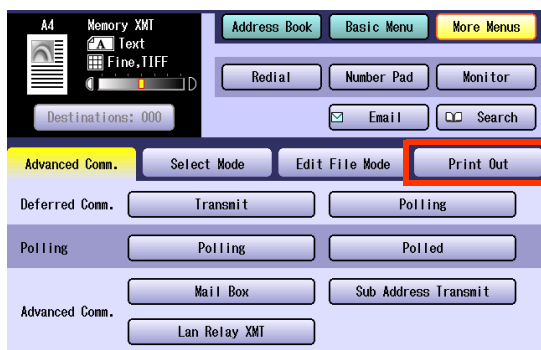
Printing Individual XMT Journal

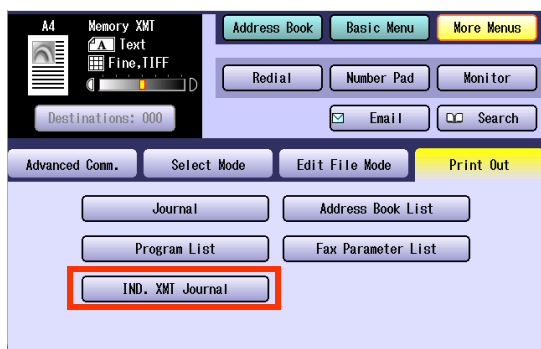To print the individual XMT journal, follow the steps below.

1 Press the **Fax** key.

2 Select "**More Menus**".
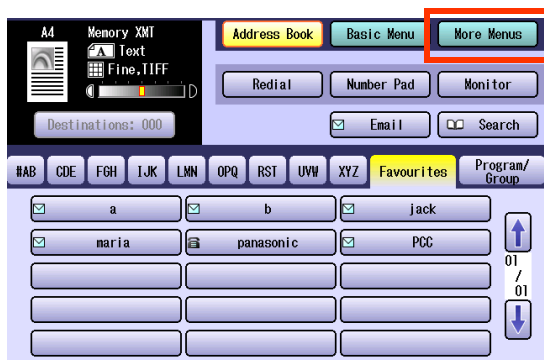
3 Select "**Print Out**".

4 Select "**IND. XMT Journal**".

The individual XMT journal will be printed.

● Press the **Reset** key to return the machine to the initial screen of the current active mode.

Reading Individual XMT Journal

Items in the individual XMT journal are listed below.

```
*************** -IND. XMT Journal- **************** Date dd-MMM-yyyy ***** Time 15:00 ********

         (1)  Date/Time      = dd-MMM-yyyy 00:02

         (2)  Journal No.    = 035

         (3)  Comm. Result   = OK

         (4)  Page(s)        = 001/001

         (5)  Duration       = 09:00:01

         (6)  File No.       = 053

         (7)  Mode           = Memory Transmission

         (8)  Destination    = ☎ 0123456789

         (9)  Received ID    = 0001

        (10)  Resolution     = Std


                                        - PANASONIC           -

    ******DP-XXXX ************************* - HEAD OFFICE - ***** - 201 555 1212 - ***************
```

No.	Item	Explanation
(1)	Date/Time	The date and time when the individual XMT journal is printed
(2)	Journal No.	Journal number
(3)	Communication result	"**OK**" indicates that the communication was successful. "**Busy**" indicates that the communication has failed because of busy line. "**Stop**" indicates that the **Stop** key was pressed during communication. "**P-OK**" indicates that memory overflow occurred while storing the documents into the memory for transmission but successfully stored document(s) was sent. "**R-OK**" indicates that the Relayed XMT was successful. "**B-OK**" indicates that the Batch transmission was successful. "**M-OK**" indicates that the memory reception/ substitute reception was successful. "**- -**" indicates LAN transmission. "**3-digit Info Code**" indicates that the communication has failed. Refer to **Information Codes** (see page 212). In this case, the machine will print the attached report with the first page of your document as shown on the previous page.
(4)	Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into the memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.

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No.	Item	Explanation
(5)	Duration	Duration of the communication
(6)	File No.	File number
(7)	Mode	Communication mode
(8)	Destination	Email address or fax number of the remote station
(9)	Received ID	Received ID of the fax
(10)	Resolution	Resolution that the fax was transmitted

Memo

Tips for Solving Problems

If you encounter the problems, please check following items.

Problem	Symptom	Action	Refer to
While sending	A document does not feed, or multiple pages are fed at the same time.	• Check that the document does not have staples or clips attached to it and that it is not smeared or broken. • Check if the document is loaded properly.	————
	Does not stamp.	Verify the settings of the Function Parameters "**04 Stamp (HOME)**" (Fax/Email Settings > Fax Parameters) and "**28 Stamp at Memory XMT**".	Operating Instructions (For Function Parameters)
	The verification stamp image appears too light.	Replace the verification stamp.	**Replacing the Verification Stamp** (See page 220)
	Vertical lines appear in a transmitted document.	Make a copy on this machine and check the image quality. If the copy is OK, notify the receiving station at fault. If there are any problems with the copy, clean the document scanning surface area.	————
	Document is transmitted as blank paper.	• Check if the document is loaded properly. • Make a copy on this machine and check image quality. If the copy is OK, notify the receiving station at fault. If there are any problems with the copy, clean the document scanning surface area.	————
	Document is misfeeding.	1. Remove the jammed document according to the error code displayed on the Touch Panel Display. 2. The machine cannot send overlong document. Confirm the document length according to the guidelines shown below. • Document length exceeds 2 meters in "**Std**" and "**Fine**" mode. • Document length exceeds 1.38 meters in "**S-Fine**" and "**600dpi**" mode.	Operating Instructions (For Basic Operations)

Problem	Symptom	Action	Refer to
While receiving	Paper out	An error massage will appear on the display if the machine has run out of the paper while receiving a document. Load paper.	———
	Paper jam	If paper jam occurs, an error code is displayed. Remove the jammed paper.	Operating Instructions (For Basic Operations)
	Paper does not feed.	Check if the Paper Tray is loaded with paper. Load paper as directed by relevant instructions.	Operating Instructions (For Basic Operations)
	Paper is not exited at the end of a print job.	Check if the paper has jammed in the machine.	Operating Instructions (For Basic Operations)
	The Automatic Print Reduction feature does not work.	Check the setting of the Function Parameter "**24 Print Reduction**" (Fax/Email Settings > Fax Parameters).	Operating Instructions (For Function Parameters)
Communicating	No dial tone heard	• Check the telephone line connection. • Check the telephone line.	**Checking the Telephone Line** (See page 219)
	The machine does not receive automatically.	• Check the telephone line connection. • Check the receive mode settings. • If the Function Parameter "**13 Auto Print JRNL**" (Fax/Email Settings > Fax Parameters) is set to "**Valid**", and the machine is printing the received document(s) from memory, which also happens to be the 200th transaction, the machine will not answer automatically until the Transaction Journal completes printing.	Operating Instructions (For Function Parameters)
	Cannot send or receive.	An error code appears on the display. See the error code table and identify the problem.	**Information Codes** (See page 212)
Operation	Operation rejected	Turn OFF the machine momentarily, and then turn it ON again.	———

Information Codes

In the event of communication failures, information codes appear in the transmission result or transaction journal.

When an information code is displayed, take necessary action as recommended in the table below. For definitions of the information code not found here, refer to the **User (U)/Jam (J)/Machine (E) Error Codes** in the Operating Instructions (For Basic Operations) of provided booklet.

Info. code	Problem	Action						Refer to
030	Document is misfeeding.	Reload the document properly. Remove the document jam. Adjust the Original Guides.						
031	Document is too long or jammed. Document length exceeds 2 meters in "**Std**" and "**Fine**" mode only. The length limitation for "**Super Fine**" and "**600dpi**" mode is subject to the available memory size.	Reload the document properly. Remove the document jam.						Operating Instructions (For Basic Operations)

Sub-table within code 031 Action:

	600dpi (Max. Length)		Super Fine (Max. Length)	
	2-Sided (Long Edge)	2-Sided (Short Edge) 1-Sided	2-Sided (Long Edge)	2-Sided (Short Edge) 1-Sided
A3	486 mm (19 in)	1387 mm (54 in)	730 mm (28 in)	1387 mm (54 in)
B4	577 mm (22 in)		866 mm (34 in)	
A4	684 mm (26 in)		1027 mm (40 in)	

Info. code	Problem	Action	Refer to
061	ADF Cover is open.	Close the ADF Cover.	
400	During initial handshake, receiving station did not respond or a communication error occurred.	Check with the other party. Reload the document and send again.	
401	Remote station required a receiving password to receive the document. Remote station does not have Confidential Mailbox.	Check the remote station.	
402	During initial handshake, communication error occurred.	Reload the document and send again.	
403	No polling capability at the remote side.	Ask remote side to set to be polled.	
404/405	During initial handshake, communication error occurred.	Reload the document and send again.	
406	Transmission password does not match. Receiving password does not match. Received from an unauthorized station in the Selective Reception mode.	Check the password or telephone number in Address Book.	**Editing Address Book** (See page 177)

Info. code	Problem	Action	Refer to
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.	————
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and send again.	————
410	Communication cancelled by the transmitting side.	Check with the other party.	————
411	Polling password does not match.	Check the polling password.	Operating Instructions (For Function Parameters)
412	No data from the transmitting side	Check with the other party.	————
414	Polling password does not match.	Check the polling password.	Operating Instructions (For Function Parameters)
415	Polling transmission error	Check the polling password.	Operating Instructions (For Function Parameters)
416/417/418/419	Received data has too many errors.	Check with the other party.	————
420/421	Machine goes to the receiving mode, but receives no command from the transmitting side.	Remote side misdial. Check with the other party.	————
422/427	Interface is incompatible.	Check with the other party.	————
430/434	Communication error occurred while receiving.	Check with the other party.	————
436/490	Received data has too many errors.	Check with the other party.	————
456	Unit received a confidential document or was requested to be polled of a confidential document under any of following conditions. 1. Not enough space in memory to receive the confidential document. 2. Confidential Mailbox is full. 3. While printing received document. Unit was requested to relay a document.	Print a confidential document. Wait until the unit finishes printing.	**Printing a Received Confidential Document** (See page 68)
492/493/494	Communication error occurred while receiving.	Check with the other party.	————

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Info. code	Problem	Action	Refer to
495	Telephone line disconnected.	Check with the other party.	————
501/502/503/504	Communication error occurred using the internal V.34 modem.	Check with the other party.	————
540/541/542/543/544	Communication error occurred while transmitting.	Reload the document and send again. Check with the other party.	————
550	Telephone line disconnected.	Check with the other party.	————
552/553/554/555	Communication error occurred while receiving.	Check with the other party.	————
580	Sub-address transmission to a unit that has no Sub-address function.	Check the remote station.	————
581	Sub-address Password transmission to a unit that has no Password Sub-address function.	Check the remote station.	————
623	No document is loaded in the ADF.	Resend the documents.	————
630	Redial was not successful due to a busy line.	Reload the document and send again.	————
631/700	During dialling, the **Stop** key was pressed.	Reload the document and send again.	————
634	Redial was not successful due to no response from the called station or wrong number dialled. If a dial tone is not detected, the machine does not transmit. **Note**: If busy tone was not detected, the machine will only redial once.	Check the telephone number, and send again. Change the setting of the Function Parameter "**68 Dial Tone Check**" (Fax/Email Settings > Fax Parameters) to "**Off**".	Operating Instructions (For Function Parameters)
638	Power failure occurred during the communication.	Check the power cord and plug.	————
711	Incorrect LDAP settings	Check the LDAP server name, LDAP log-in name, LDAP password, and LDAP search base.	Operating Instructions (For Function Parameters)
712	Incorrect Email address	Check the registered Email address. Check the IP Address of the SMTP server with the network administrator.	Operating Instructions (For Setting Up)
714	Cannot log on to the LAN.	Check the 10Base-T/100Base-TX cable connection. An unexpected LAN problem occurred. Contact the network administrator.	Operating Instructions (For Setting Up)
715	TCP/IP connection timed out.	Check the Internet Fax parameter settings. Verify the IP Address, Default Gateway IP Address, and SMTP server IP Address.	Operating Instructions (For Setting Up)

Info. code	Problem	Action	Refer to
716	Cannot log on to the designated SMTP server.	Check the SMTP server IP Address setting. Contact the network administrator.	Operating Instructions (For Setting Up)
717	Incomplete SMTP Protocol transmission. SMTP server's hard disk may be full.	SMTP server is defective. Contact the network administrator.	————
718	Page Memory overflow occurred while receiving printing data. The paper size selected within your application to print is larger than the paper size loaded in the cassette(s).	Check the document size and resolution. Ask originator to re-send in a supported size and resolution.	————
719	Received data via LAN is in a format that is not supported.	Ask the originator to re-send with a supported file attachment format: • In the TIFF-F format • Image data conforming to recording paper size	————
720	Cannot connect to the POP server (incorrect POP server IP Address). POP server is down.	Check the POP server IP Address. Contact the network administrator.	Operating Instructions (For Setting Up)
721	Cannot connect to the POP server (user name or password error).	Check the POP user name and password, or the APOP settings. Contact the network administrator.	Operating Instructions (For Setting Up)
722	Failed to obtain IP Address from the DHCP server.	Check the 10Base-T/100Base-TX cable connection. Confirm that the Internet Parameter, and the DHCP server are correctly configured before turning on, or turning off the power. Contact the network administrator.	Operating Instructions (For Setting Up)
725	DNS server connection timed out. DNS server is down.	Check the DNS server IP Address. Contact the network administrator.	Operating Instructions (For Setting Up)
726	Received an error response from the DNS server.	Check the POP server name. Check the SMTP server name.	Operating Instructions (For Setting Up)
728	Communication error occurred with the SMTP Direct transmission.	Check the remote station.	————
729	Failed to authenticate (SMTP Authentication) when connecting with the SMTP server.	Check the SMTP authentication user name and password. Contact the network administrator.	Operating Instructions (For Function Parameters)
730	Cannot retrieve the Journal or program the Internet Parameters and the Auto Dialler remotely via Email from a PC.	Check that the Fax Parameter "**158 PC Remote Update**" is set to "**Valid**".	Operating Instructions (For Function Parameters)
731	The dialler buffer for manual dialling was full (70 stations) when the Relay transmission request was received.	Request the originator to re-send the Relay transmission request after the reserved communication is finished.	————

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Info. code	Problem	Action	Refer to
800/814/816/825	Unit was requested to relay a document or Confidential Communication but has no capability.	Check with the other party.	———
815	Mailbox is full.	Delete confidential documents.	**Deleting a Confidential Document** (See page 70)
826	The received sub-address is not pre-programmed in the Address Book.	Check entries in the Address Book. Check the entry of the sub-address of the remote station.	**Address Book** (See page 172)
850	The Relay transmission was cancelled at a relay station because the Relay XMT passwords did not match.	Check the password.	Operating Instructions (For Function Parameters)
870	Memory overflow occurred while storing documents into memory for transmission.	Transmit documents without storing into memory. Add SD Memory Card in the machine.	**Direct Transmission** (See page 44) Operating Instructions (For Basic Operations)

Memo

Power Failure

■ Power Failure

The fax display remains off for the duration of a power failure, and you cannot send or receive documents.

Problem			Condition
FAX	• When a power failure occurs • While a power failure persists	Send a fax.	• The fax transmission is aborted. Resend when power recovers. • You cannot send a fax.
		Receive a fax.	• The fax reception is aborted. Ask the remote party to resend when power recovers. • You cannot receive a fax.
	When power recovers	Send a fax.	The fax transmission is start again when power recovers, if there is transmission data in memory.
		Memory content.	Transmission and transmission data stored in memory is preserved intact.
		Data pre-programmed or preset on your machine.	Data pre-programmed or preset in the address book, and on program dialling, Function Parameters are preserved through the power failure.
When External Telephone is connected	• When a power failure occurs • While a power failure persists	• You are talking to a remote party. • Make phone calls. Receiving phone calls.	Please confirm the specification of your external telephone.

⌖ NOTE

●If a power failure occurs while scanning a document, the scan is cancelled. Rescan the document when power recovers. If a power failure occurs while sending a document from memory, the fax or document will be resent immediately upon recovery.

●The notice above only applies when the machine is connected to the Public Telephone Network. Please check the specification of PBX, if it is connected to it.

Checking the Telephone Line

If you do not hear a dial tone when "**Monitor**" is selected after pressing the **Fax** key, or the incoming call does not ring on your machine (no automatic receive), check the telephone line by following the procedures below.

1 Unplug the Telephone Line Cable from the telephone jack that was supplied by the telephone company.
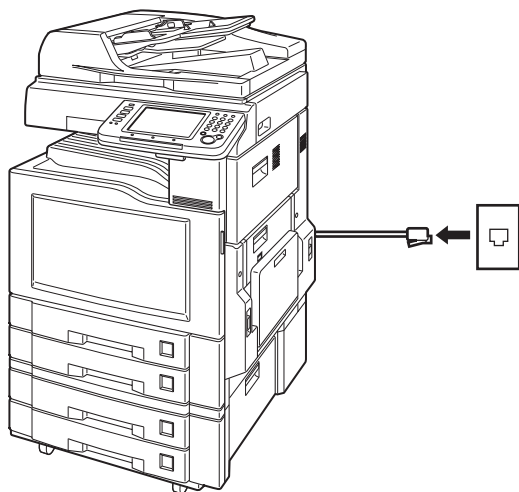
2 Plug a different regular telephone into the same telephone jack.
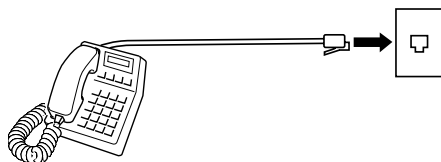
3 Check for a dial tone through the handset. If there is still no dial tone, report it to your local telephone company.
or
Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

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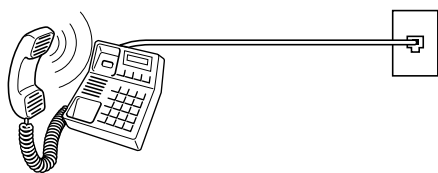
Replacing the Verification Stamp

To replace the verification stamp, follow the steps below.

> **NOTE**
> ● **DZHT000027** (for USA and Canada)
> ● **DZHT000004** (for other countries)

1 Open the ADF Cover.
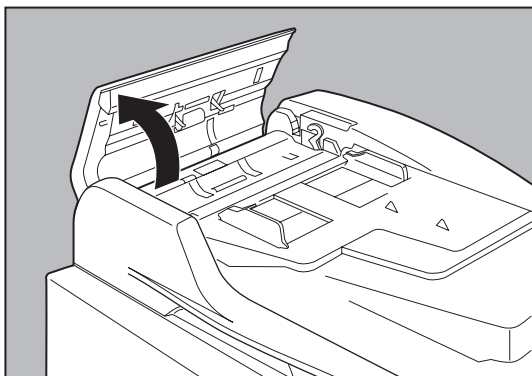
2 Open the Inner Cover while holding the green-labeled tab.
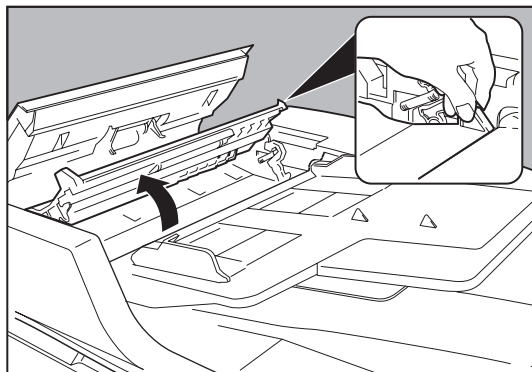
3 Lift up the ADF Tray.
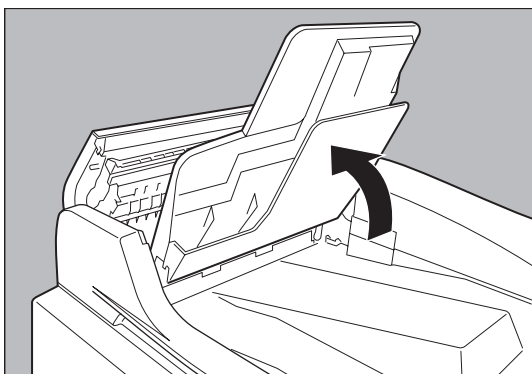
4 Open the Exit Guide while holding the green-labeled tab.
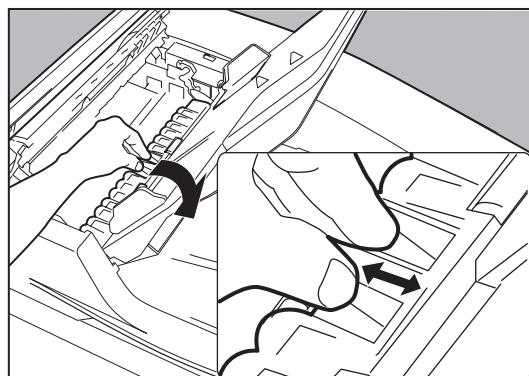
5 Remove by pulling the Stamp Assembly upward.

6 Remove the Stamp. Replace the stamp with a new one, or refill the stamp with a few drops of the specified ink onto the back of the stamp.
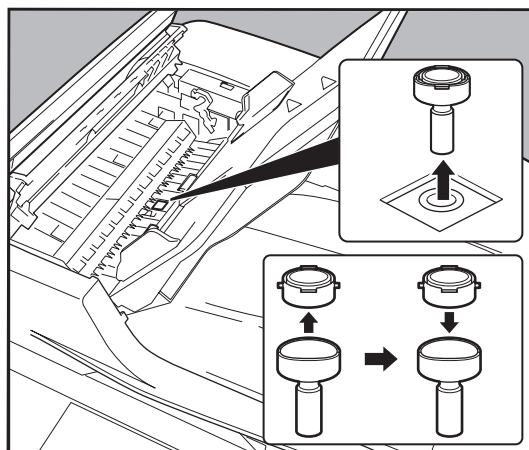
7 Reinstall the Stamp Assembly.

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For Service, Call:

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