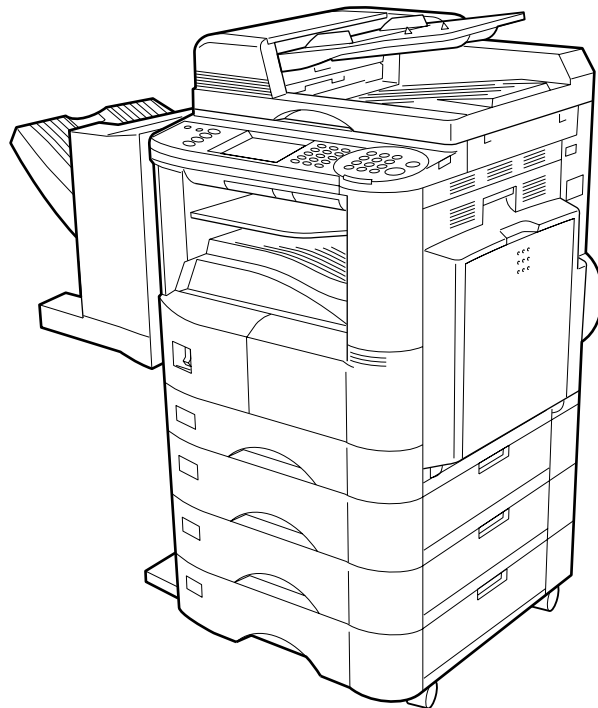# Panasonic®

Digital Copier

Operating Instructions (For Facsimile)

DP-2500/3000

Options
DA-AR250/AS200/DS200/DS205/DS210/DS215/FG230/FG231/FK200/FK210/FS200/FS205/MD200
DA-NE200/PC200/PC210/SM08B/SM16B/SM28B/UC200/XN200/XT200; UE-410047/410048/403171

GETTING TO KNOW YOUR MACHINE

INSTALLING YOUR MACHINE

PROGRAMMING YOUR MACHINE

BASIC OPERATIONS

ADVANCED FEATURES

NETWORK FEATURES

PRINTOUT JOURNALS AND LISTS

PROBLEM SOLVING

APPENDIX

Before operating this equipment, please read these instructions completely and keep these operating instructions for future reference.

English

Model and Serial Number

Table of Contents

1

Table of Contents

Advanced Features

Table of Contents

Network Feature

Printout Journals and Lists

Problem Solving

Appendix

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4

Safety Information

CE
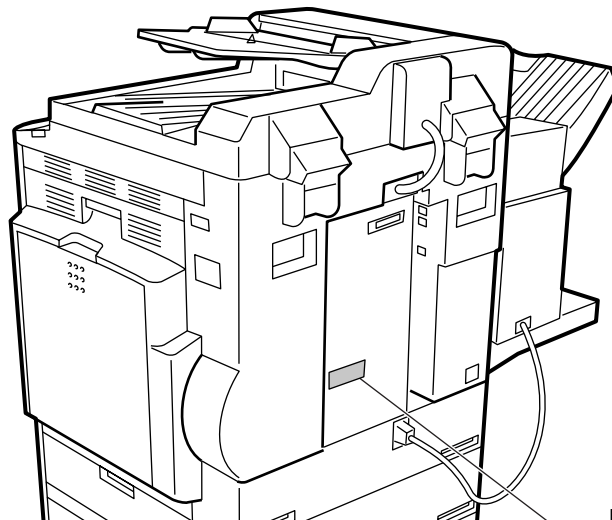
Declaration of Conformity (DoC)
"Hereby Matsushita Graphic Communication Systems, Inc./ Panasonic Testing Centre (Europe) GmbH (PTC), declares that this (G3 Facsimile Equippment) is in compliance with the essential requirements and other relevant provisions of the Directive 1999/5/EC"

Hint:
If you want to get a copy of the original DoC of our products which relates to the R&TTE, please contact to our web address: http://doc.panasonic-tc.de.

Network Compatibility
This product, Model DP-2500/3000 with DA-FG230/FG231-** (** means country suffixes as table below), is designed as to work with an analogue Public Switched Telephone Network (PSTN) in the each country.

**	Country	**	Country	**	Country	**	Country
AA	Austria	AJ	Spain	EE	Italy	AB	U.K./Ireland
AD	Denmark	AM	Switzerland	AR	Belgium	AG	Germany
AF	Finland	AN	Norway	AS	Sweden	YG	Greece
AH	The Netherlands	AP	Portugal	AV	France		

⚠ **WARNING** denotes a potential hazard that could result in serious injury or death.

- TO PREVENT FIRE OR SHOCK, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

- TO MINIMIZE THE POSSIBILITY OF SHOCK OR DAMAGE TO THE MACHINE, IT MUST BE PROPERLY GROUNDED.

- THIS PRODUCT CONTAINS HAZARDOUS RADIATION. IF YOU DO NOT FOLLOW THESE INSTRUCTIONS OR USE CONTROLS, MAKE ADJUSTMENTS OR PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN, YOU MAY EXPOSE YOURSELF TO HAZARDOUS RADIATION.

- WHEN YOU OPERATE THIS EQUIPMENT, THE SOCKET-OUTLET SHOULD BE NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.

- MAKE SURE THAT THE MACHINE IS INSTALLED IN A SPACIOUS OR WELL VENTILATED ROOM SO AS NOT TO INCREASE THE AMOUNT OF OZONE IN THE AIR. SINCE OZONE IS HEAVIER THAN AIR, IT IS RECOMMENDED THAT AIR AT FLOOR LEVEL BE VENTILATED.

- PLUG POWER SUPPLY CORD INTO ORDINARY AC OUTLET BEFORE CONNECTING TELEPHONE LINE CORD. DISCONNECT TELEPHONE LINE CORD BEFORE UNPLUGGING POWER SUPPLY CORD FROM AC OUTLET.

- DISCONNECT THE EQUIPMENT IMMEDIATELY SHOULD IT EVER SUFFER PHYSICAL DAMAGE WHICH RESULTS IN THE INTERNAL PARTS BECOMING ACCESSIBLE IN NORMAL USE. IN THIS INSTANCE USERS SHOULD HAVE THE EQUIPMENT REPAIRED OR DISPOSE OF.

- IF THE POWER SUPPLY CORD AND/OR TELEPHONE LINE CORD OF THIS EQUIPMENT ARE DAMAGED, THEY MUST BE REPLACED BY THE SPECIAL CORDS SUPPLIED BY AN AUTHORIZED PANASONIC SERVICE CENTRE.

5

Safety Information

⚠ **CAUTION**   denotes hazards that could result in minor injury or damage to the machine.

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.
  REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.

- WHEN YOU KNOW THAT A THUNDERSTORM IS COMING, WE RECOMMEND THAT YOU:

  (1) UNPLUG THE TELEPHONE LINE CORD FROM THE PHONE JACK.
  (2) TURN OFF THE POWER AND UNPLUG THE POWER SUPPLY CORD FROM AC OUTLET.

- THIS EQUIPMENT MAY NOT NECESSARILY PROVIDE FOR THE EFFECTIVE HAND-OVER OF A CALL TO OR FROM A TELEPHONE CONNECTED TO THE SAME LINE.

- THE OPERATION OF THIS EQUIPMENT ON THE SAME LINE AS TELEPHONES OR OTHER EQUIPMENT WITH AUDIBLE WARNING DEVICES OR AUTOMATIC RING DETECTORS WILL GIVE RISE TO BELL TINKLE OR NOISE AND MAY CAUSE FALSE TRIPPING OF THE RING DETECTOR. SHOULD SUCH PROBLEM OCCUR, THE USER IS NOT TO CONTACT TELECOM (TELEPHONE COMPANY) FAULTS SERVICE.

- TO REDUCE THE RISK OF SHOCK OR FIRE, USE ONLY NO. 26 AWG OR LARGER TELEPHONE LINE CABLE.

- DISCONNECT ALL POWER TO THE MACHINE BEFORE COVER(S) ARE REMOVED. REPLACE THE COVER(S) BEFORE THE UNIT IS RE-ENERGIZED.

6

Safety Information

⚠ IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

• DO NOT USE THIS PRODUCT NEAR WATER, FOR EXAMPLE, NEAR A BATH TUB, WASH BOWL, KITCHEN SINK OR LAUNDRY TUB, IN A WET BASEMENT OR NEAR A SWIMMING POOL.

• AVOID USING A TELEPHONE (OTHER THAN A CORDLESS TYPE) DURING AN ELECTRICAL STORM. THERE MAY BE A REMOTE RISK OF ELECTRIC SHOCK FROM LIGHTNING.

• DO NOT USE THE TELEPHONE TO REPORT A GAS LEAK IN THE VICINITY OF THE LEAK.

• USE ONLY THE POWER CORD AND BATTERIES INDICATED IN THIS MANUAL. DO NOT DISPOSE OF BATTERIES IN A FIRE, THEY MAY EXPLODE. CHECK WITH LOCAL CODES FOR POSSIBLE SPECIAL DISPOSAL INSTRUCTIONS.

7

Safety Information

⚠ CAUTION   denotes hazards that could result in minor injury or damage to the machine.
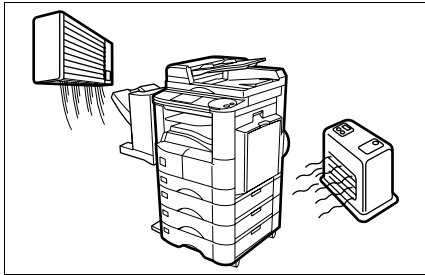
Do not install the machine near heating or an air conditioning unit.
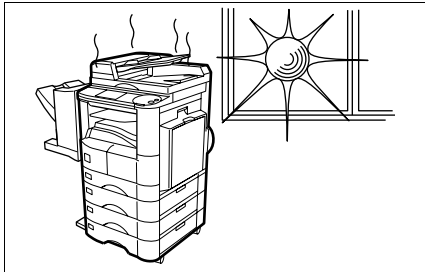
Avoid exposure to direct sunlight.
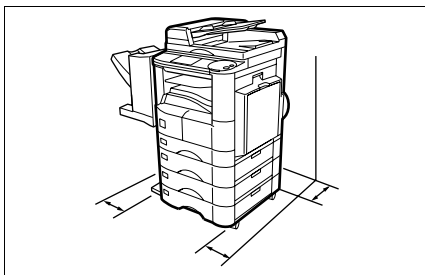
Install the machine on a flat surface, leave at least 10 cm of space between the machine and other objects.
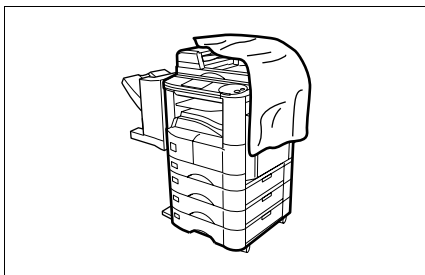
Do not block the ventilation openings.
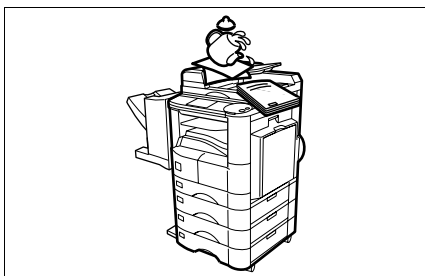
Do not place heavy objects or spill liquids on the machine.

8

Function Key

Any function can be started by first pressing FUNCTION and then select the desired function on the display.

FUNCTION
⌘

Deferred Communication
01 = XMT
02 = Polling
03 = Advanced Communication

Advanced Communication
02 = Mailbox
04 = Sub-Address XMT

Edit File Mode
01 = File List (Print/View)
02 = Change Time/Station
03 = Delete File
04 = Print File
05 = Add Document
06 = Retry Incomplete File

Set Mode
01 = User Parameters
  • Date & Time
  • Logo
  • Character ID
  • ID Number (Fax Telephone Number)
02 = Phone Book
03 = Program Keys
04 = Fax Parameters
05 = Department Set

FUNCTION
⌘

Polling
01 = Polling
02 = Polled

Select Mode
01 = Stamp
02 = Communication Journal = OFF/ON/INC
03 = Duplex Scan
04 = Cover Sheet = OFF/ON
05 = Password-XMT = OFF/ON
06 = RCV To Memory = OFF/ON/PRINT

Print Out
01 = Journal (Print/View)
02 = Phone Book List
03 = Program List
04 = Fax Parameter List
05 = Individual XMT Journal

Edit Phone Book
01 = Add Telephone
02 = Add EMail Address
03 = Modify Station
04 = Delete Station

9

External View

WARNING FOR FLEXIBLE CORD

If the fitted moulded plug is unsuitable for the socket outlet in your home then the fuse should be removed and the plug cut off and disposed of safely.

There is a danger of several electrical shock if the cut off plug is in serted into a live socket outolet. If a new plug is to be fitted please observe the wiring code as below. If in any doubt please consult a qualified electrician.

Use a fuse as approved by ASTA or BSI to BS1362.

Always replace the fuse cover, never use the plug with the fuse cover omitted.

IMPORTANT

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

Green or Green & Yellow = Earth.

Blue = Neutral. Brown = Live.

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

The wire which is coloured green or green & yellow must be connected to the terminal in the plug which is marked with the letter E or by the earth symbol ⊥ or coloured green of green & yellow.

The wire which is coloured blue must be connected to the terminal which is marked with the letter **N** or coloured black or blue.

The wire which is coloured brown must be connected to the terminal which is marked with the letter **L** or coloured red or brown.

10

External View
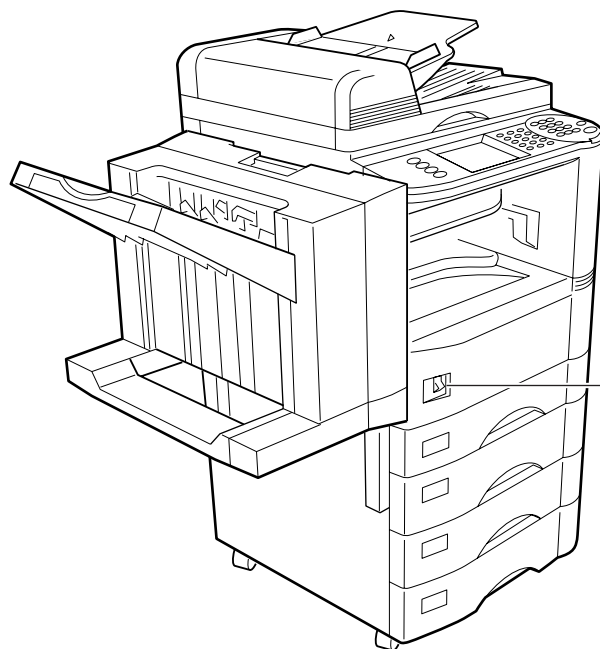
Power switch
• After connecting all cables
and Power Cord, turn the
power switch ON.
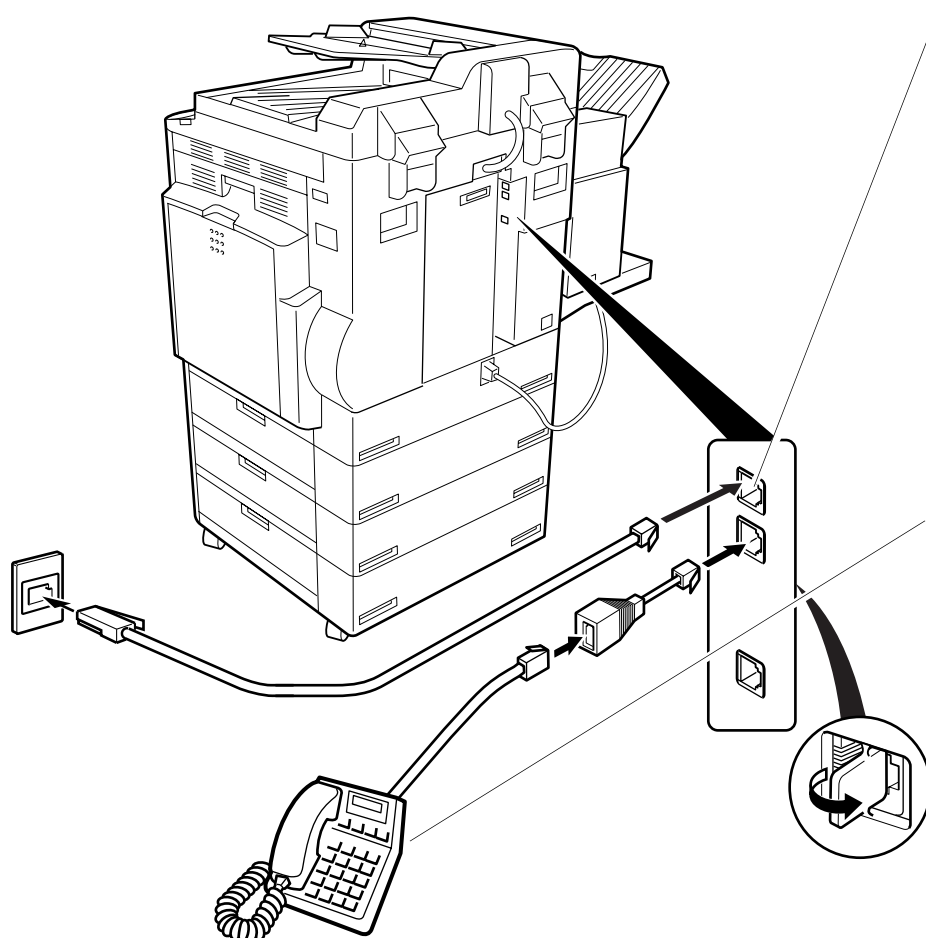
Telephone Line Jack
• Plug one end of the
telephone line cable into
the telephone jack supplied
by the telephone company
and the other end into the
LINE jack on the Rear of
the machine.
Warning : This apparatus
must be properly grounded
through an ordinary AC
outlet.

**External Telephone
(Optional)**
• You can connect an
additional standard single
line telephone to the
machine. To connect the
telephone, break off the
protective tab on the TEL
jack.

11

FAX

• Used to select the FAX mode.

ORIGINAL SIZE

• Used to select the original size manually.

Panasonic DP-3000

SORT

MULTI-SIZE FEED

COPY

● ADD TONER

LCD CONTRAST

FAX

● ON LINE

INTERNET

PRINTER

● ON LINE
● DATA

ON LINE Indicator
Blinks : When sending or receiving faxes.

Touch Panel Display

12
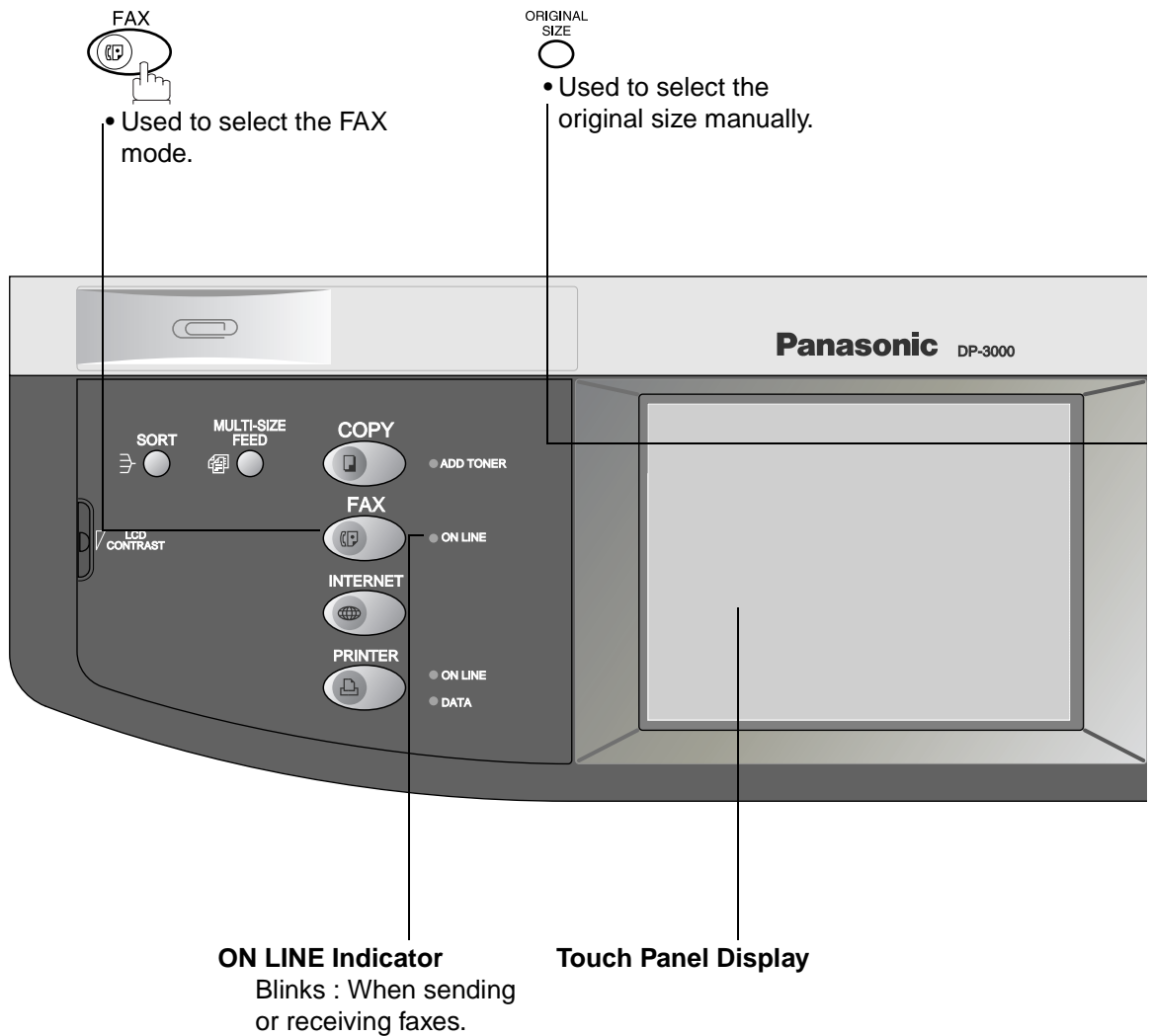
Control Panel

NERGY SAVER

• Used to switch the machine into energy saving mode. For more details, see page 32 of the Operating Instructions (For Copier.)

FUNCTION

• Used to start or select the function and sub-functions. These functions are explained in detail on page 9.

RESET

• Use this button when resetting all the previously set functions.

CLEAR

• Use this button when correcting entered numbers or characters.
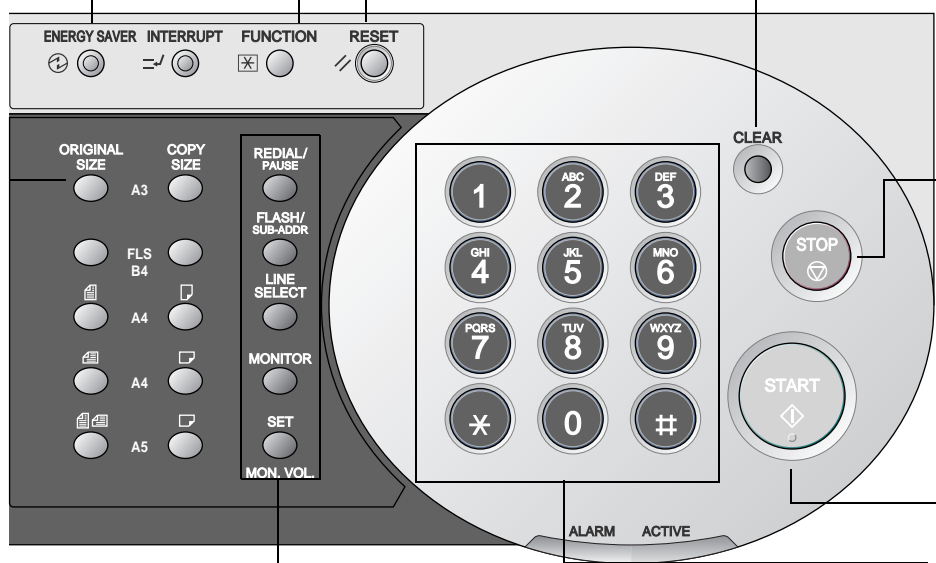
STOP

• Press this button when you want to stop telecommunication, registration operation, or audible tone.

START

• Press this button to start transmitting or receiving fax.

Ten Keypad
• Used for manual number dialling, recording phone numbers, and numerical entries.

REDIAL/
PAUSE

• Used to enter a pause when recording or dialling a telephone number, or to redial the last dailled number.

FLASH/
SUB-ADDR

• Used to separate the Sub-Address from the telephone number when dailling, or to access some features of your PBX.

LINE
SELECT

• Used to manually select the communications port for each transmission. Available when the Optional 2nd G3 Fax Communication Port Kit has been installed. (See Operating Instructions (For Copier) page 72.)

MONITOR

• Used to start On-Hook dialling.

SET
MON. VOL.

• Used to set operations.
• Used for adjusting the monitor volume.

13

14

This page is intentionally left blank.

Adjusting the Volume

You can adjust the monitor and ringer volume on your machine. The built-in speaker enables you to hear the dial tone, dialling signals, and busy tone. The ringer sounds when your machine receives a call.

Setting The Ringer Volume

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.      SELECT MODE

EDIT FILE MODE        PRINT OUT

  SET MODE        EDIT PHONE BOOK
```

2 SET MODE   04 FAX PARAMETERS

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST (HOME)
002 RESOLUTION (HOME)
003 ORIGINAL (HOME)
004 STAMP
005 MEMORY

    01/20        CANCEL      O K
```

3 Press ◀ or ▶ to scroll the display to the desired Fax Parameter.

086 RINGER VOLUME

```
086 RINGER VOLUME

OFF       SOFT      MEDIUM

LOUD

            CANCEL      O K
```
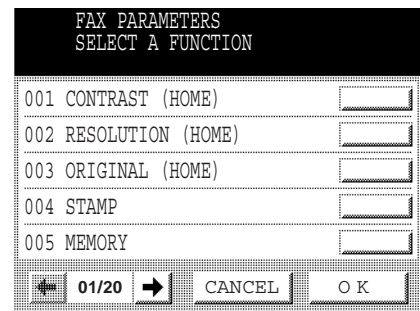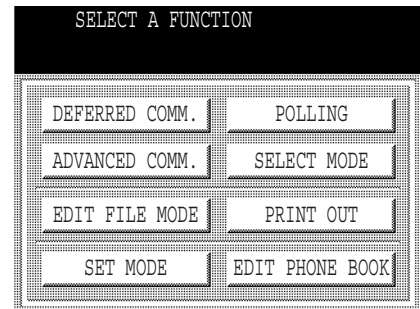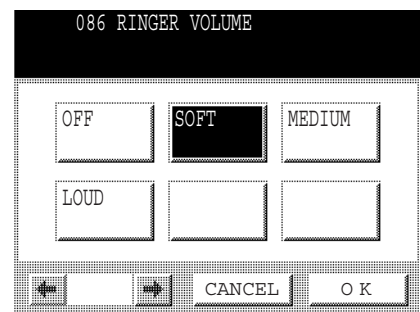
4 Select the desired setting for the Ringer Volume.

5 OK   STOP
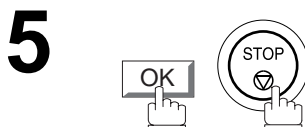
NOTE

> 1. You can also adjust the volume of the key touch tone and the volume of the buzzer in the Fax Parameter No. 010 (KEY/BUZZER VOLUME). (See page 33)

15

Adjusting the Volume

Setting the Monitor Volume

Make sure that the FAX lamp is ON. If not, press FAX to select the "FAX MODE".

1 MONITOR   SET
MODEL.
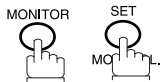
You will hear the dial tone through the speaker.

```
15-AUG-2001 15:00
❊ MONITOR ❊

>>>>>>>

◄  ►

CANCEL    O K
```

2 Press ◄ or ► repeatedly to raise or lower the Volume.

3 OK   MONITOR

16
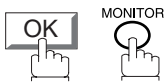
User Parameters

Your facsimile machine has several basic settings (User Parameters) to help you keep records of the documents you send or receive. For example, the built-in clock keeps the current date and time, and your LOGO and ID Number help to identify you when you send or receive documents.

Setting the Date and Time

At standby the display will show the date and time. Once the standby display is set, it will automatically be updated.

Make sure that the FAX lamp is ON. If not, press to select the "FAX MODE".

1 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING

ADVANCED COMM.     SELECT MODE

EDIT FILE MODE      PRINT OUT

SET MODE       EDIT PHONE BOOK
```

2 SET MODE   01 USER PARAMETERS

```
USER PARAMETERS
SELECT A FUNCTION

01 DATE & TIME          _____
02 LOGO                 _____
03 CHARACTOR ID         _____
04 ID NO.               _____
05                      _____
  ⬅       ➡     CANCEL    O K
```

3 01 DATE & TIME

```
USER PARAMETERS
DATE & TIME

01-01-2001  00:00

    ◄   ►

   CANCEL     O K
```

17
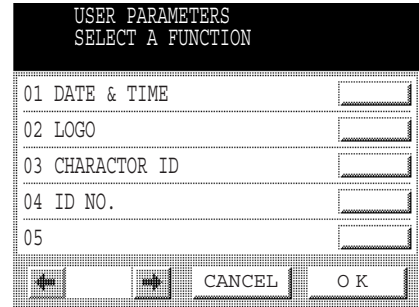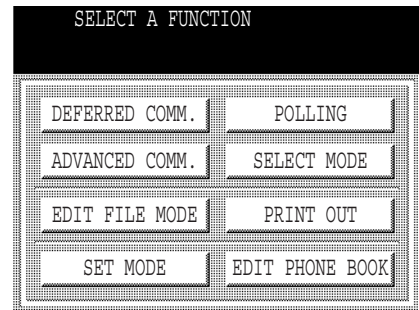
4 Enter the new date and time.

Ex: ①⑤   Date : 15th
    ⓪⑧   Month : August
    ②⓪⓪①   Year : 2001
    ①⑤⓪⓪   Time : 3:00 PM

If you make a mistake, use ◄ or ► to move the cursor over the incorrect number, then overwrite it with a correct one.

```
USER PARAMETERS
DATE & TIME


 15-08-2001  15:00

       ◄   ►

    CANCEL    O K
```

5 [OK]   (STOP)
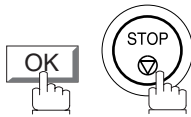
User Parameters

Setting Your LOGO

When you send a document, your LOGO appears on the top of the copy printed out at the other station.

The LOGO helps to identify you to someone who receives your transmission.

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1   FUNCTION
⊛

```
SELECT A FUNCTION

  DEFERRED COMM.        POLLING
  ADVANCED COMM.      SELECT MODE
  EDIT FILE MODE       PRINT OUT
      SET MODE      EDIT PHONE BOOK
```

2   [SET MODE]   [01 USER PARAMETERS]

```
USER PARAMETERS
SELECT A FUNCTION

01 DATE & TIME            _____
02 LOGO                   _____
03 CHARACTOR ID           _____
04 ID NO.                 _____
05                        _____
  ◄═     ═►     CANCEL      O K
```

3   [02 LOGO]

```
        LOGO

 Caps  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       CANCEL   O K
```

19
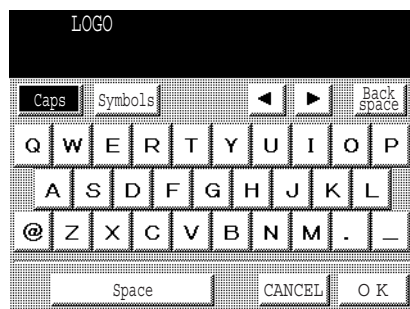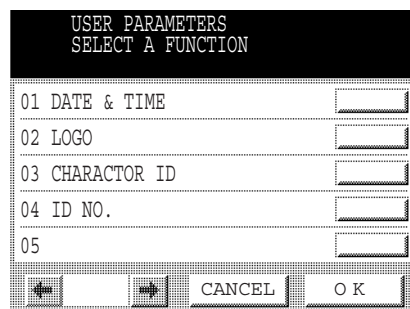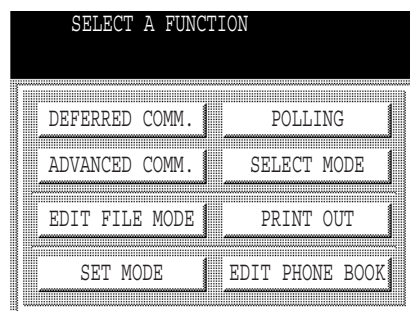
User Parameters

4 Enter your LOGO (max. 25 characters and digits) by using the QWERTY keyboard.

Ex: P A N A S O N I C

If you make a mistake, use ◀ or ▶ to move the cursor one space beyond the incorrect character, press CLEAR then re-enter the new character.

```
LOGO

PANASONIC
 Caps   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          CANCEL   OK
```

5 OK STOP

20

User Parameters

Setting Your Character ID

If the remote machine has Character ID capabilities, when you are sending or receiving, your Character ID will appear on the remote machine's display and the remote machine's Character ID will appear on your display.

Make sure that the FAX lamp is ON. If not, press ⊙ (FAX) to select the "FAX MODE".

1 ⊛ FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE      PRINT OUT
   SET MODE         EDIT PHONE BOOK
```

2 SET MODE   01 USER PARAMETERS

```
USER PARAMETERS
SELECT A FUNCTION

01 DATE & TIME
02 LOGO
03 CHARACTOR ID
04 ID NO.
05
      ⬅    ➡    CANCEL    O K
```

3 03 CHARACTER ID

```
CHARACTER ID

Caps  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        CANCEL   OK
```

21

4 Enter your Character ID (max. 16 characters and digits) by using the QWERTY keyboard.

Ex: |H||E||A||D| |SPACE| |O||F||F||I||C||E|

If you make a mistake, use |◄| or |►| to move the cursor one space beyond the incorrect character, press |CLEAR| then re-enter the new character.

```
CHARACTER ID

HEAD OFFICE
Caps  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        CANCEL   OK
```

5

|OK| STOP
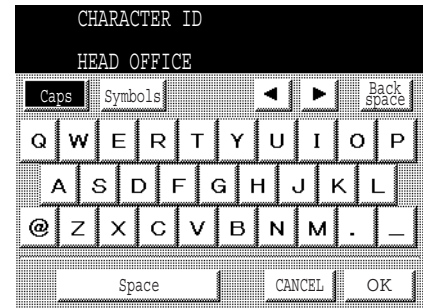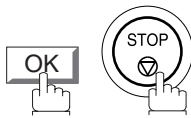
User Parameters

Setting Your ID Number (Fax Telephone Number)

If the remote machine does not have a Character ID but it has an ID Number, when sending or receiving, your ID Number will appear on the remote machine's display and their ID Number will appear on your display.

We suggest you use your facsimile telephone number as your ID number. (max. 20 digits)

Make sure that the FAX lamp is ON. If not, press **FAX** to select the "FAX MODE".

1 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.       POLLING
ADVANCED COMM.     SELECT MODE
EDIT FILE MODE      PRINT OUT
SET MODE       EDIT PHONE BOOK
```

2 SET MODE   01 USER PARAMETERS

```
USER PARAMETERS
SELECT A FUNCTION

01 DATE & TIME
02 LOGO
03 CHARACTOR ID
04 ID NO.
05
          CANCEL    O K
```

3 04 ID NO.

```
USER PARAMETERS
ID NO.
ENTER UPTO 20-DIGITS




     ◀  ▶


     CANCEL    O K
```

23
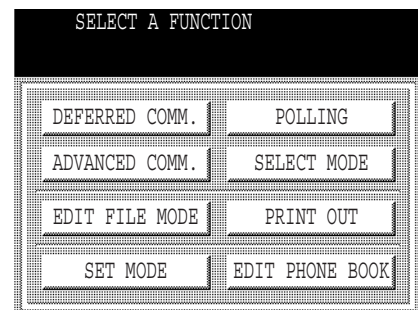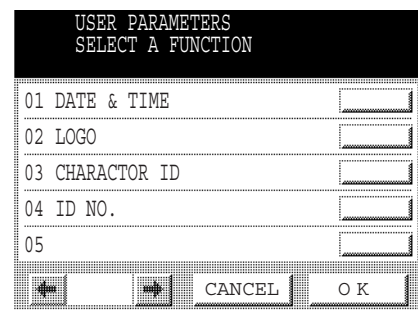
4

Enter your ID (max. 20 digits) by using the Ten Keypad and the MONITOR key to enter a space between numbers..

Ex: ② ⓪ ① MONITOR ⑤ ⑤ ⑤
MONITOR ① ② ① ②

If you make a mistake, use ◄ or ► to move the cursor one space beyond the incorrect number, press CLEAR then re-enter the new number.

```
USER PARAMETERS
ID NO.
ENTER UPTO 20-DIGITS


201 555 1212_


◄  ►

CANCEL   O K
```

5

OK   STOP

24
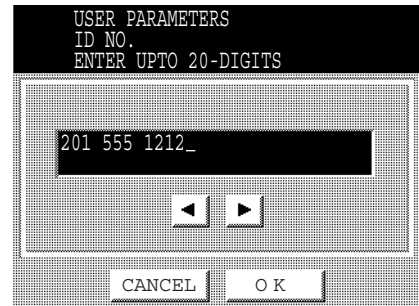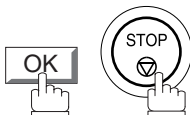
Adding Telephone Numbers

The Phone Book contains Speed dialling numbers. To use this dialling method, you must first store the telephone number(s) using the following procedure.

To add a Telephone Number, follow the steps below

Make sure that the FAX lamp is ON. If not, press FAX to select the "FAX MODE".

1 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE       PRINT OUT
SET MODE          EDIT PHONE BOOK
```

2 EDIT PHONE BOOK   01 ADD TELEPHONE

Note1

```
PHONE BOOK
ENTER TEL. NO.            AUTO

_

           ◄    ►

CANCEL       O K
```
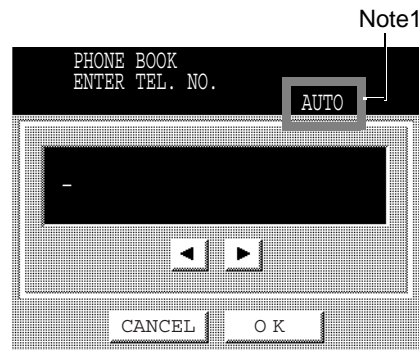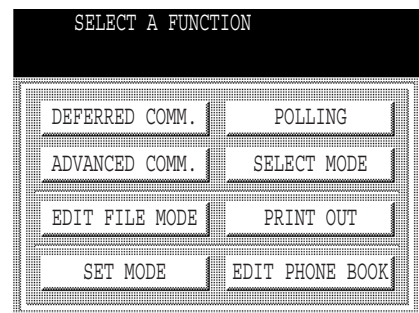
3 Enter the telephone number.
(up to 36 digits including pauses and spaces)

- If your machine has the 2nd G3 Fax Communication Port Kit installed, you can pre-select which telephone line should be used for this station by pressing the LINE SELECT key.
If "AUTO" is selected, the machine will automatically select the available telephone line.

Ex: ⑨ MONITOR ⑤ ⑤ ⑤ MONITOR ① ②
③ ④

Note1

```
PHONE BOOK
ENTER TEL. NO.            AUTO

9 555 1234_

           ◄    ►

CANCEL       O K
```

25

4 OK
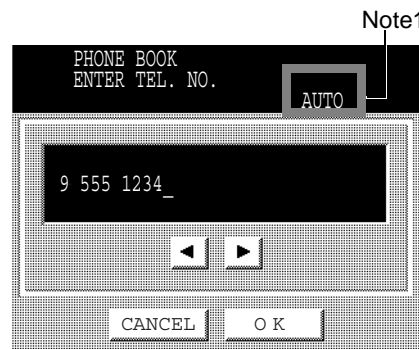
then enter the station name by using the QWERTY keyboard.
(up to 15 characters)

Ex: S A L E S SPACE D E P T

```
PHONE BOOK
ENTER NAME
SALES DEPT
Caps  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      CANCEL  OK
```

5 OK
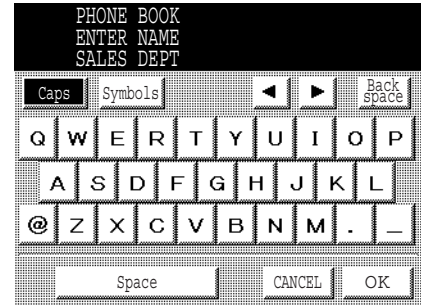
then enter the key name (up to 10 characters) .
 (By default, the key name is the first 10 characters of the station's name. If you do not want to change it, press OK .)

```
PHONE BOOK
ENTER KEY NAME
SALES DEPT
Caps  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      CANCEL  OK
```

Note1

6 OK
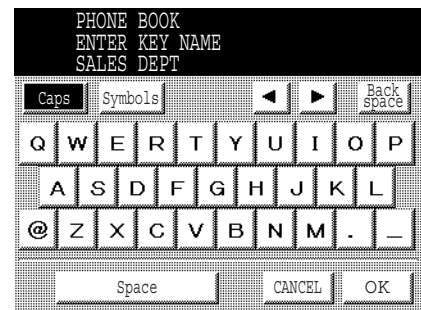
To record another number, repeat Steps 3 to 6.
To return to standby, press STOP .
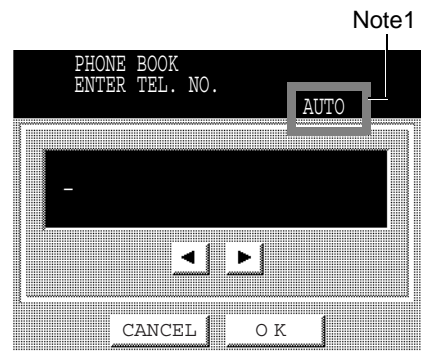
```
PHONE BOOK
ENTER TEL. NO.
                    AUTO

  _

      ◄  ►

    CANCEL    O K
```

26

Phone Book

Editing the Phone Book

If you have to change or erase any of the Speed dialling numbers, follow the steps below.

To change the settings of a Speed dialling number

1   FUNCTION
         ✳ 👆

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.     SELECT MODE
EDIT FILE MODE      PRINT OUT
SET MODE        EDIT PHONE BOOK
```

2 EDIT PHONE BOOK   03 MODIFY STATION
       👆   👆
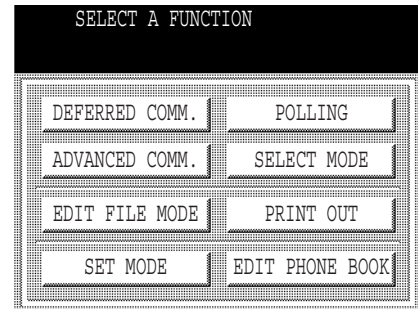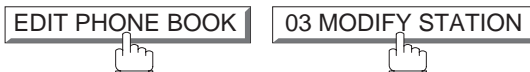
3 Select the station you wish to change.

   Ex: SALES DEPT

```
MODIFY STATION

◄  PQRS  TUV  WXYZ  Others  PROGRAM DIAL
SALES DEPT
                                    ⬆
                                   1/1
                                    ⬇
     CANCEL      O K
```

4 OK
       👆
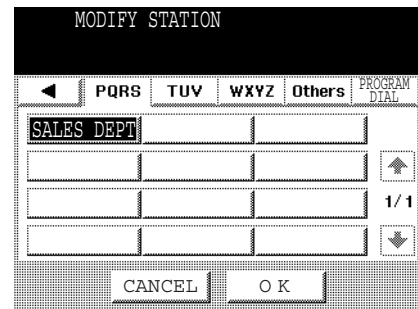
then enter a new telephone number. (See Note 1)
   Ex: ⑨ PAUSE ⑤ ⑤ ⑤ MONITOR ③ ④ ⑤
       ⑥

Note3

```
PHONE BOOK
ENTER TEL. NO.
                            AUTO

9-555 3456_

          ◄  ►

     CANCEL      O K
```

27

5   OK
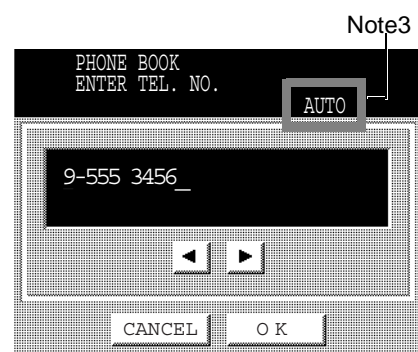
then enter a new station name. (See Note 1)

Ex: P A N A F A X

```
PHONE BOOK
ENTER NAME
PANAFAX

Caps  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          CANCEL    OK
```

6   OK
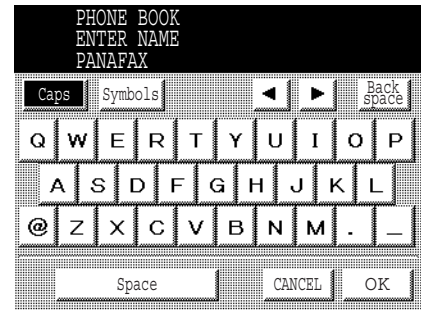
then enter a new key name. (See Note 1)

Ex: P A N A F A X

```
PHONE BOOK
ENTER KEY NAME
PANAFAX

Caps  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          CANCEL    OK
```

7   OK
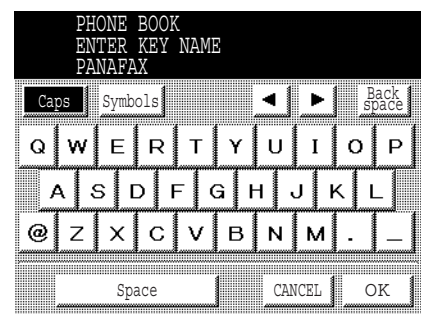
To return to standby, press   STOP .

NOTE

1. *If you make a mistake, use* ◄ *or* ► *to move the cursor beyond the incorrect number, press* CLEAR *then re-enter the new number.*
2. *The Phone Book cannot be changed or erased until the communication has finished.*
   To change or erase the settings, cancell the communication first by Edit File Mode. (See page 93)
3. *This field (AUTO, Line-1 or Line-2) appears only when the 2nd G3 Fax Communication Port Kit is installed.*

28

Phone Book

To erase an entry from the Phone Book

1   FUNCTION
         ✳

```
  SELECT A FUNCTION


 ┌──────────────┐ ┌──────────────┐
 │DEFERRED COMM.│ │   POLLING    │
 └──────────────┘ └──────────────┘
 ┌──────────────┐ ┌──────────────┐
 │ADVANCED COMM.│ │ SELECT MODE  │
 └──────────────┘ └──────────────┘
 ┌──────────────┐ ┌──────────────┐
 │EDIT FILE MODE│ │  PRINT OUT   │
 └──────────────┘ └──────────────┘
 ┌──────────────┐ ┌──────────────┐
 │   SET MODE   │ │EDIT PHONE BOOK│
 └──────────────┘ └──────────────┘
```

2   EDIT PHONE BOOK   04 DELETE STATION

```
      DELETE STATION


 ABC  DEF  GHI  JKL  MNO  ▶
┌─────────┐┌──────┐┌──────┐
│AMERICA  ││ASIA  ││CHINA │
└─────────┘└──────┘└──────┘   ┌───┐
┌─────────┐┌──────┐┌──────┐   │ ⬆ │
│AFRICA   ││BERLIN││      │   └───┘
└─────────┘└──────┘└──────┘
┌─────────┐┌──────┐┌──────┐   1/1
│ANTARCTICA││BRAZIL││     │
└─────────┘└──────┘└──────┘   ┌───┐
┌─────────┐┌──────┐┌──────┐   │ ⬇ │
│APOLLO   ││CANADA││      │   └───┘
└─────────┘└──────┘└──────┘
       ┌──────┐ ┌─────┐
       │CANCEL│ │ O K │
       └──────┘ └─────┘
```
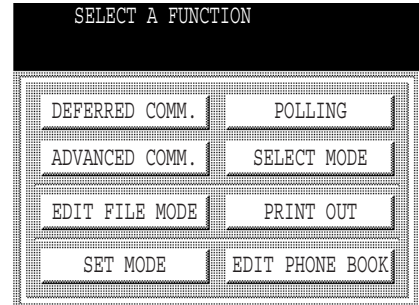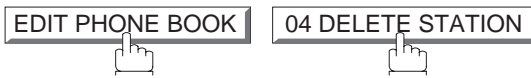
3   Enter the station you wish to erase.

Ex: | SALES DEPT |
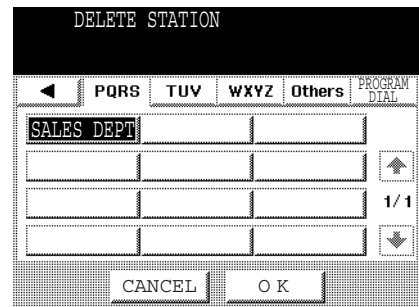
```
      DELETE STATION

                              PROGRAM
 ◀  PQRS  TUV  WXYZ  Others    DIAL
┌─────────┐┌──────┐┌──────┐
│SALES DEPT││      ││     │
└─────────┘└──────┘└──────┘   ┌───┐
┌─────────┐┌──────┐┌──────┐   │ ⬆ │
│         ││      ││      │   └───┘
└─────────┘└──────┘└──────┘
┌─────────┐┌──────┐┌──────┐   1/1
│         ││      ││      │
└─────────┘└──────┘└──────┘   ┌───┐
┌─────────┐┌──────┐┌──────┐   │ ⬇ │
│         ││      ││      │   └───┘
└─────────┘└──────┘└──────┘
       ┌──────┐ ┌─────┐
       │CANCEL│ │ O K │
       └──────┘ └─────┘
```

4   OK

```
      DELETE STATION
      SALES DEPT
      9 555 1234
 ◀  PQRS  TUV  WXYZ  Others PROGRAM


        ┌─────────────────┐
        │                 │
        │     DELETE?     │
        │                 │
        └─────────────────┘

       ┌──────┐   ┌──────┐
       │  NO  │   │ YES  │
       └──────┘   └──────┘
```

29

5 YES

To return to standby, press STOP.

Your facsimile machine has a variety of adjustable Fax Parameters. These parameters, listed in the Parameter Table, are preset for you and do not need to be changed. If you do want to make a change, read the table carefully. Some parameters, such as the Resolution, Contrast, and Verification Stamp parameters, can be temporarily changed by simple key operation just before a transmission is made. When the transmission ends, however, these parameters return to their preset values (Home position). Other parameters can only be changed by the procedure described below.

Setting the Fax Parameters

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 FUNCTION ✻

```
SELECT A FUNCTION

DEFERRED COMM.     POLLING
ADVANCED COMM.     SELECT MODE
EDIT FILE MODE     PRINT OUT
SET MODE         EDIT PHONE BOOK
```

2 SET MODE   04 FAX PARAMETERS

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST (HOME)
002 RESOLUTION (HOME)
003 ORIGINAL (HOME)
004 STAMP
005 MEMORY
    01/20       CANCEL     O K
```
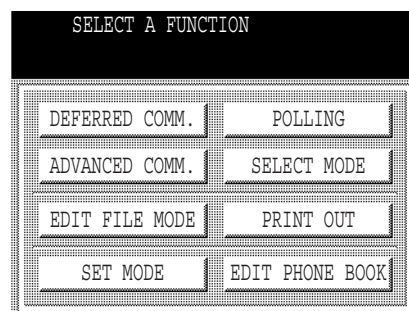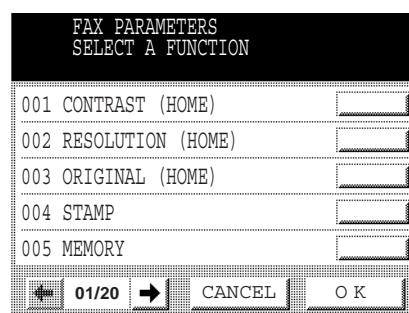
3 Press ◀ or ▶ to scroll the display to the desired Fax Parameter. (See pages 33 to 36)

Ex: 004 STAMP

PROGRAMMING YOUR MACHINE

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4   Enter the new setting value.

    Ex: ON

```
004 STAMP

  OFF        ON

          CANCEL      O K
```

5   OK
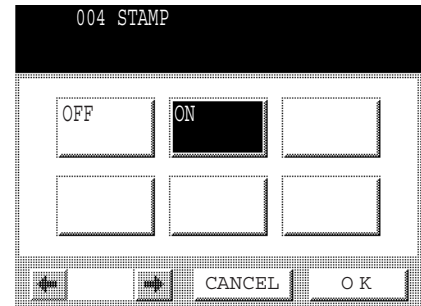
To set another parameter, press CANCELL to return to Step 3 or press STOP to return to standby.

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Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
001	CONTRAST	1	Lighter	Setting the home position for the CONTRAST.
		4	Normal	
		7	Darker	
002	RESOLUTION	1	Standard	Setting the home position for the RESOLUTION.
		2	Fine	
		3	S-Fine	
003	ORIGINAL	1	TEXT	Setting the home position for the ORIGINAL.
		2	TEXT/PHOTO	
		3	PHOTO	
004	STAMP	1	Off	Setting the home position of the STAMP. To select the stamp function when the document is stored in memory, see Fax Parameter No. 28.
		2	On	
005	MEMORY	1	Off	Setting the home position for the MEMORY.
		2	On	
007	HEADER PRINT	1	Inside	Selecting the printing position of the header. Inside : Inside TX copy area. Outside : Outside TX copy area. No print : Header is not printed.
		2	Outside	
		3	No print	
008	HEADER FORMAT	1	Logo, ID No.	Selecting the header format.
		2	From To	
009	RCV'D TIME PRINT	1	Invalid	Selecting whether the machine prints the received date & time, remote ID, percentage of reduction and page number on the bottom of each received document.
		2	Valid	
010	KEY/BUZZER VOLUME	1	Off	Selecting the volume of the Key/Buzzer tone.
		2	Soft	
		3	Medium	
		4	Loud	
012	COMM. JOURNAL	1	Off	Selecting the home position for the printing mode of the COMM. Journal Off/Always/INC. Off : Does not print Always : Always prints Inc. Only: When communication has failed.
		2	Always	
		3	Inc. Only	
013	AUTO JOURNAL PRINT	1	Invalid	Selecting whether the machine prints the journal automatically after every 100 transactions.
		2	Valid	
014	FILE ACCEPTANCE REPORT	1	Invalid	Selecting whether the machine prints the file acceptance journal. If you set this parameter to valid, a report will print after the document is stored into memory.
		2	Valid	

Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
017	RECEIVE MODE	1	Manual	Setting the reception mode to automatic or manual.
		2	Auto	
022	SUBSTITUTE RCV	1	Invalid	Selecting whether the machine receives to memory when the recording paper runs out, toner runs out or the recording paper is jammed.
		2	Valid	
024	PRINT REDUCTION	1	Fixed	Selecting the print reduction mode. Fixed: Reduce received document according to setting of Parameter No. 25.
		2	Auto	Auto: Reduce received document according to the length of received originals.
025	REDUCTION RATIO	70	70%	Selecting the fixed print reduction ratio from 70% to 100%. This parameter functions only when the fixed print reduction is selected on Fax Parameter No. 24.
		----	----	
		100	100%	
026	POLLING PASSWORD		(----)	Setting a 4-digit password for secured polling. (See page 77)
027	POLLED FILE SAVE	1	Invalid	Selecting whether the machine retains the polled document(s) in memory even after the document(s) is polled once.
		2	Valid	
028	STAMP AT MEM. XMT	1	Invalid	Selecting whether the machine stamps the originals when storing into memory. (depending on the Stamp setting on the Control Panel)
		2	Valid	
031	INCOMPLETE FILE SAVE	1	Invalid	Selecting whether the machine retains the document in memory if it is not successfully transmitted.
		2	Valid	
033	XMT REDUCTION	1	Invalid	Selecting whether the machine performs reduction when the transmitting original is wider than the recording paper used at the receiving machine.
		2	Valid	
037	RCV TO MEMORY		(----)	Enter a 4-digit password for printing the received document(s) in memory by using FUNCTION SELECT MODE ▶ 06 RCV TO MEMORY . When 06 RCV TO MEMORY is set to ON, this parameter is not selectable on the LCD display. (See page 104)
042	CONF. POLLED FILE SAVE	1	Invalid	Selecting whether the machine saves the confidential polled file even after the file is polled once.
		2	Valid	
043	PASSWORD-XMT	1	Off	Setting a 4-digit XMT-Password and selecting whether the machine performs and checks the XMT-Password of the receiving station when transmitting. (See page 128)
		2	On	
044	PASSWORD-RCV	1	Off	Setting a 4-digit RCV-Password and selecting whether the machine performs and checks the RCV-Password of the transmitting station when receiving. (See page 130)
		2	On	
046	SELECT RCV	1	Invalid	Selecting whether the machine performs selective reception. (See page 125)
		2	Valid	
052	DIAGNOSTIC PASSWORD		(----)	Setting the password for Remote Diagnostic Mode. Please ask your Panasonic Authorized Dealer for details.

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No.	Parameter	Setting Number	Setting	Comments
053	SUB-ADDRESS PASSWORD		(----)	Setting a 20-digit password for secured sub-address communication.
056	COVER SHEET	1	Off	Setting the home position for the Cover Sheet parameter in the Select Mode. (See page 106)
		2	On	
063	PC-FAX RCV MODE [See Note 2]	1	Print	Selecting how the machine will execute the receiving Fax document(s). Print : Print the received document(s). Upload & Print : Print the received document(s) and upload it's file. Upload : Upload the received document file.
		2	Upload & Print	
		3	Upload	
077	DEPARTMENT CODE	1	Invalid	Selecting whether the machine performs the Multiple Logo or Department Code operation. (See page 109)
		2	Valid	
078	ROTATION XMT	1	Invalid	Selecting whether the machine performs rotation transmission.
		2	Valid	
082	QUICK MEMORY XMT	1	Invalid	Selecting whether the machine performs Quick Memory Transmission. (See page 44 to 47) Invalid: Stores all documents into memory first before dialling the telephone number. Valid: Starts dialling the telephone number immediately after storing the first page.
		2	Valid	
085	RCV OUTPUT TRAY	1	Inner 1	Selecting the Output Tray home position for received document(s). Inner 1 : Received document(s) exit to the Bottom Output Tray. Inner 2 : Received document(s) exit to the Upper Output Tray (Blue).
		2	Inner 2	
		3	Outer	
086	RINGER VOLUME	1	Off	Setting the home position of the ringer volume when your machine receives a call.
		2	Soft	
		3	Medium	
		4	Loud	
088	LINE SELECTION [See Note 3]	1	Auto	Setting the home position for the Telephone Line selection. Auto: Selects the available telephone line for transmission automatically. Line 1: Selects this as the default telephone line, unless manually selecting an alternate phone line. Line 2: Selects this as the default telephone line, unless manually selecting an alternate phone line.
		2	Line 1	
		3	Line 2	
089	LIST OUTPUT TRAY	1	Inner 1	Selecting the Output Tray home position for List printout. Inner 1 : The List printout exits to the Bottom Output Tray. Inner 2 : The List printout exits to the Upper Output Tray (Blue).
		2	Inner 2	
		3	Outer	
095	DUPLEX PRINT	1	Invalid	Selecting whether the machine performs duplex print.
		2	Valid	

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No.	Parameter	Setting Number	Setting	Comments
097	SPECIAL TRAY No.1 - 3	1	None	Select up to 3 Special Trays that will not be used for printing received faxes. (You can specify one Tray (1 ~ 4) for each selection No. 1, No. 2 and/or No. 3)
		2	Tray 1	
		3	Tray 2	
		4	Tray 3	
		5	Tray 4	
099	MEMORY SIZE (Flash Memory)	-	-	Displays the amount of base and optional memory installed. (Base Memory + Optional Memory)

NOTE

1. *The standard settings are printed on the Fax Parameter List. To print out Fax Parameter List, see page 164.*
2. *This parameter is available only when the Parallel Port Interface Option is installed.*
3. *This parameter is available only when the G3 Communication Port Option is installed.*

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Loading Originals

How To Load Originals

1. On the ADF / Inverting ADF

Face Up

Original Size Guide

2. On the Platen Glass

Face Down

Original Size Guide
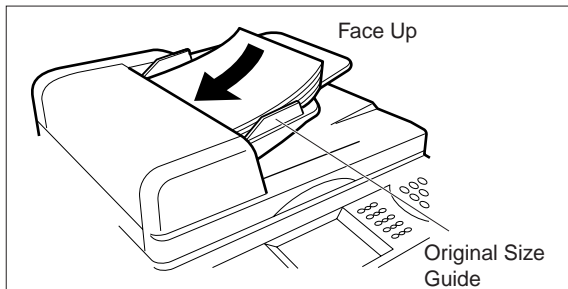
- Place the original(s) Face Up on the ADF until the leading edge placed into the machine stops.
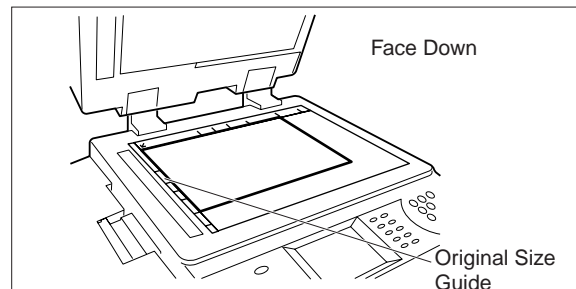
- Place a book or an original Face Down on the Platen Glass, aligning it with the arrow mark on the original size guides.

Sending Non-Standard Size Originals

When transmitting non-standard size document(s), the machine may perform Rotate Transmission automatically and not transmit the portion of the document that exceeds the standard size ("P" portion).

A P

Direction

Rotation XMT

A

The part which protrudes from the Fixed size is not sent.
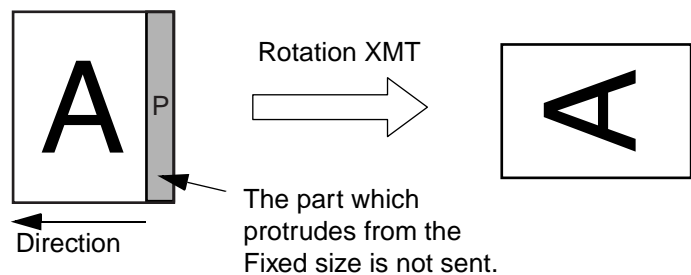
Flatbed Scanning

When a book or an original is placed on the Platen Glass, the message "ANOTHER ORIGINAL?" is shown on the LCD display when START is pressed and the scanning is completed.

- If you wish to store another page, press YES and place another original, then press START.

- If NO is pressed, the machine starts to dial the telephone number.

NOTE

> 1. When an oversized original is sent to another machine, sometimes, it is reduced in accordance with the other party's recording paper size.

EX:

A3 size

A4 size

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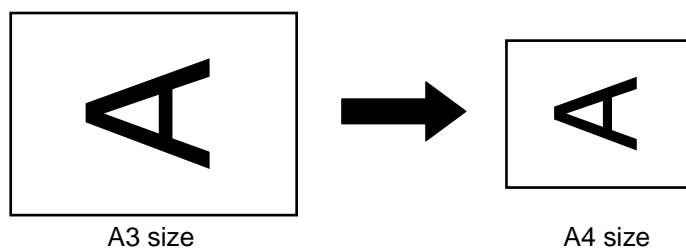
Basic Transmission Settings

You can temporarily change the transmission settings either before or after you place the original on the ADF. These settings are as follows:

- Contrast
- Resolution
- Original (Text/Photo)
- Stamp

- Communication Journal
- Duplex Scan
- Cover Sheet
- Password-XMT

After the document(s) have been sent, your machine will automatically return to the preset settings.

Contrast

Your machine is preset to **Normal** contrast. If you wish to send an original with lighter contrast, change the setting to **Lighter**. If you wish to send a original with darker contrast, change the setting to **Darker**.

```
⟵ Lighter    Normal    Darker ⟶
```

| ◖ LIGHTER | DARKER ◗ |
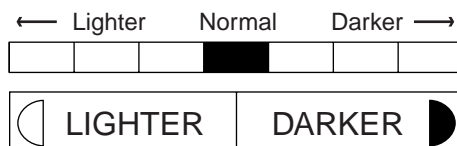
Resolution

Your machine is preset to Standard resolution, which is suitable for most originals. If you want to send it with more detail, change the setting to Fine or Super-Fine.

for standard originals

STD

for detailed originals

FINE

for finer detailed originals

S-FINE
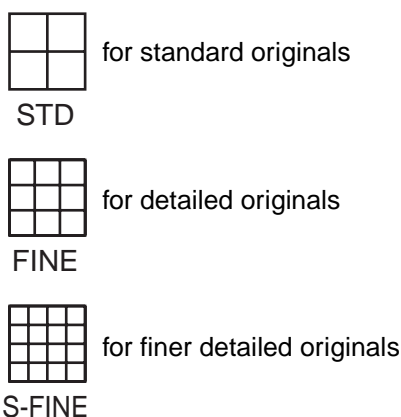
(**NOTE**)

1. *To change the preset Contrast position, change the setting of Fax Parameter No. 001. (See page 33)*
2. *To change the preset Resolution position, change the setting of Fax Parameter No. 002. (See page 33)*
3. *If you send a photographic original with gray tones, set the Resolution to Fine or S-Fine (406 x 391 dpi) and the Original setting to Text/Photo or Photo. The reproduction of the received document will be determined by the capability of the remote station.*

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Original (Text/Photo)

The Original setting is useful when sending photographs or illustrations with gray tones. Your machine is preset to "TEXT". You can select either "TEXT/PHOTO" or "PHOTO" mode.

A TEXT	for text only originals
A 👤 TEXT/PHOTO	for text and photo originals
👤 PHOTO	for photo or illustration originals

Verification Stamp

The Verification Stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small ⊗ mark.

You can temporarily change the stamp setting to either "Off" or "On" by using the Select Mode (FUNCTION SELECT MODE 01 STAMP).

NOTE

1. *When you store document(s) into memory, the Verification Stamp will stamp on the original if it is successfully stored into memory. In this case the Verification Stamp is not a confirmation that the document was successfully transmitted. If you wish to disable the use of the Verification Stamp when storing document(s) into memory, change the setting of Fax Parameter No. 028. (See page 34)*
2. *To change the preset Verification Stamp setting, change the Fax Parameter No. 004. (See page 33)*

39

Basic Transmission Settings

Communication Journal (Comm. Journal)

A Communication Journal lets you verify if the transmission was successful. You can select the condition to print the Communication Journal as follows.

When COMM. JOURNAL = **OFF** : a Communication Journal will not print.

When COMM. JOURNAL = **ON** : a Communication Journal will print automatically after every communication.

When COMM. JOURNAL = **INC.** : a Communication Journal will print only if the communication has failed.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".
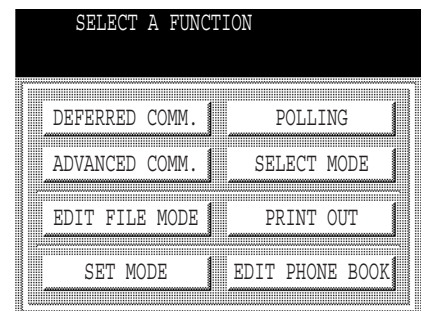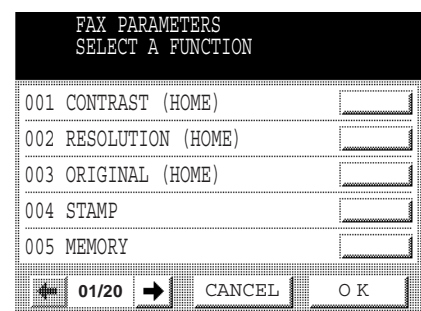
1 FUNCTION

```
SELECT A FUNCTION

┌─────────────────┐  ┌─────────────────┐
│ DEFERRED COMM.  │  │     POLLING     │
└─────────────────┘  └─────────────────┘
┌─────────────────┐  ┌─────────────────┐
│ ADVANCED COMM.  │  │   SELECT MODE   │
└─────────────────┘  └─────────────────┘
┌─────────────────┐  ┌─────────────────┐
│ EDIT FILE MODE  │  │    PRINT OUT    │
└─────────────────┘  └─────────────────┘
┌─────────────────┐  ┌─────────────────┐
│    SET MODE     │  │ EDIT PHONE BOOK │
└─────────────────┘  └─────────────────┘
```

2 SET MODE   04 FAX PARAMETERS

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST (HOME)      ┌──────┐
002 RESOLUTION (HOME)    ┌──────┐
003 ORIGINAL (HOME)      ┌──────┐
004 STAMP                ┌──────┐
005 MEMORY               ┌──────┐
 ◄  01/20  ►   CANCEL      O K
```

40

3 Press ◀ or ▶ to scroll the display to the desired Fax Parameter.

012 COMM. JOURNAL

```
    012 COMM. JOURNAL


   OFF      ALWAYS    INC.ONLY




  ◀    ▶   CANCEL    O K
```
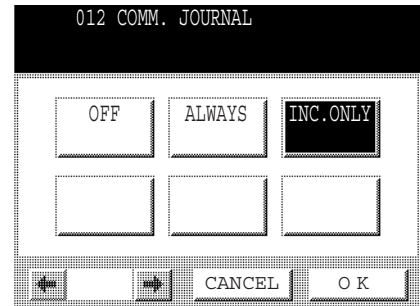
4 Select the desired setting.

5 OK   STOP
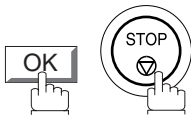
Sending Documents

You can choose either Memory or Direct Transmission.

Use Memory Transmission if:
- You want to send the document(s) to multiple stations.
- You have to retrieve the original immediately.
- You want to take advantage of Multi-Tasking function.
- You want to take advantage of Batch Transmission.

Use Direct Transmission if:
- The memory is full.
- You want to send the document(s) immediately.

Use Voice Mode Transmission if:
- You want to send the document(s) after talking with the other party first.
- You want to send the document(s) after listening to a voice prompting.

Memory Transmission

Your machine quickly stores the document(s) into the machine's memory.
Then, starts to dial the telephone number.
If the transmission fails, your machine will re-transmit the remaining unsuccessful page(s) automatically.

① **Store document(s) in memory**   ② **Transmit**   Destination A   ③ **Receive**

Destination B

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BASIC OPERATIONS
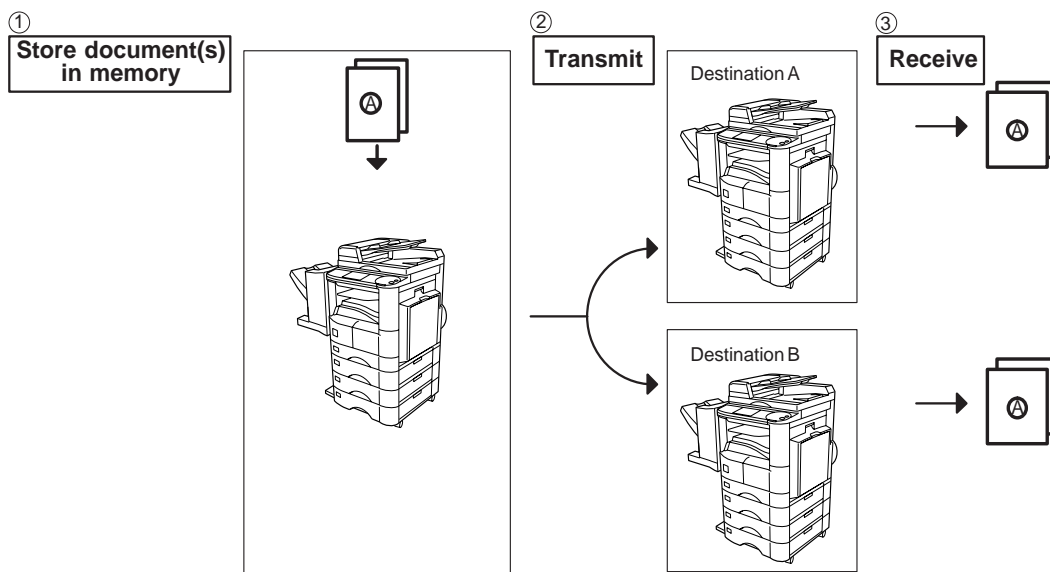
1. *While storing the File Number of the document(s) being stored is shown at the upper right corner of the display. It is also printed on the Communication Journal (COMM. JOURNAL), Transaction Journal and File List. The percentage of memory used is shown on the lower right corner of the display after each page is stored.*

```
MEMORY XMT            NO.026
PAGE    01             00%
5551234
```

2. *If memory overflow occurs while storing the document(s), the page will be ejected. The machine will show "MEMORY FULL" on the display. You will need to reload the last page that was ejected back on the ADF and send the remaining document(s) again when the memory becomes available.*

```
MEMORY XMT
✳ MEMORY FULL ✳
```

If Fax Parameter No. 082 (Quick Memory XMT) is set to "Invalid", the machine stores all the document(s) into memory first before transmitting.

After storing each document, the machine checks the available memory to prevent memory overflow and stops storing additional documents if the stored data approaches a certain percentage* (around 80%).

Then the machine dials and sends the memory stored document(s) first and continues the transmission of the remaining document(s) from the ADF during the same phone call.

If transmitting to multiple stations or if memory overflows while storing a document, the machine prompts you whether to transmit the successfully stored documents or to cancel the transmission. Press ① to cancell or press ② to transmit.

For image memory capacity, see the Specifications page. (See page 173)

If no action is taken within 10 seconds, the machine will start transmitting the stored documents.

* The percentage varies and is dependent on the type of documents you are storing, machine settings or whether an optional memory card is installed.

3. *An Information Code will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial.*

The document(s) stored for this transmission will be erased from the memory automatically and an information code is printed for the transmission on the Communication Journal (COMM. JOURNAL).

If you need to retain the incomplete document(s) even after the last redial, change Fax Parameter No. 031 (INC. FILE SAVE) to "Valid" in advance. (See page 34) To retry the incomplete document(s), refer to page 99.

4. *To stop the transmission, press* ⌞ STOP ⌟*.*
The display shows:

```
MEMORY XMT         NO.020
COMMUNICATION STOP ?
1:YES 2:NO
```

Press ① to stop the transmission. The document(s) you stored will be erased automatically.

If you do not want to erase the document(s), change the setting of Fax Parameter No. 031 (INC. FILE SAVE) to "Valid" in advance. (See page 34)

Then the following display will appear and you can select whether to save the file as an incomplete file for editing and/or retry later, or delete the file manually.

```
MEMORY XMT         NO.020
SAVE AS INCOMP. FILE?
1:YES 2:NO
```

5. *If you would like to print a Communication Journal (COMM. JOURNAL) after stopping a transmission, press ①
when the display shows:*

```
MEMORY XMT         NO.020
PRINT COMM. JOURNAL?
1:YES 2:NO
```

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Sending Documents

Manual Number Dialling

To dial the telephone number manually, follow the steps below.

Make sure that the FAX lamp is ON. If not, press 🔘(FAX) to select the "FAX MODE".

1a Place original(s) face up on the ADF.

or

1b Place a book or an original face down on the Platen Glass.

```
15-AUG-2001 15:00
READY TO FAX
ORIGINAL SET
ABC   DEF   GHI   JKL   MNO   ▶
AMERICA    ASIA      CHINA
AFRICA     BERLIN              ⬆
ANTARCTICA BRAZIL              1/1
APOLLO     CANADA              ⬇
JOB    MEMORY XMT  A ⊞ ▢▢▢▬▢▢
STATUS XMT MODE ORIGINAL  LIGHTER DARKER
```

2 Enter a telephone number from the keypad.
(up to 36 digits)
You can also designate more than one destination.

Ex: ⑤ ⑤ ⑤ ① ② ③ ④

• If your machine does have the 2nd G3 Fax Communication Port Kit installed, the machine will automatically select the available telephone line for transmission (indicated by "AUTO" on the LCD display). If you wish, you can change which telephone line the machine should use by selecting Line-1 or Line-2 with the ⌊LINE SELECT⌋ key on the Control Panel.

Note 4

```
MEMORY XMT         STN(S):0000
5551234                 AUTO
ABC   DEF   GHI   JKL   MNO   ▶
AMERICA    ASIA      CHINA
AFRICA     BERLIN              ⬆
ANTARCTICA BRAZIL              1/1
APOLLO     CANADA              ⬇
JOB    MEMORY XMT  A ⊞ ▢▢▢▬▢▢
STATUS XMT MODE ORIGINAL  LIGHTER DARKER
```
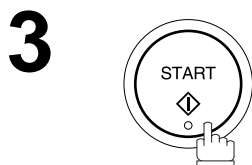
3 START

The document(s) begin to store into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 3)
The remaining page(s) continue to store into memory.

```
MEMORY XMT            NO.026
PAGE    01              00%
5551234
ABC   DEF   GHI   JKL   MNO   ▶
AMERICA    ASIA      CHINA
AFRICA     BERLIN              ⬆
ANTARCTICA BRAZIL              1/1
APOLLO     CANADA              ⬇
JOB    MEMORY XMT  A ⊞ ▢▢▢▬▢▢
STATUS XMT MODE ORIGINAL  LIGHTER DARKER
```

44
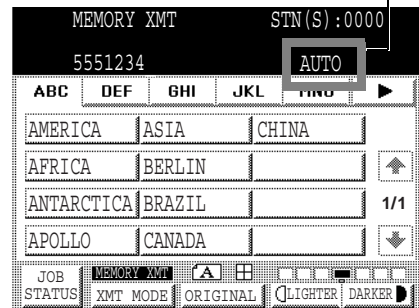
NOTE

1. *If you want to specify two or more destinations,* $\boxed{\text{SET}}$ *after completing the full telephone number so you can select another destination.*

2. *If you need a special access number to get an outside line, dial it first then press* $\boxed{\text{PAUSE}}$ *to enter a pause (represented by a "-") before dialling the full number.*
   Ex: 9 PAUSE 5551234

3. *This feature is called "**Quick Memory Transmission**". If you wish to store All the original(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to " Invalid". (See page 35)*

4. *This field (AUTO, Line-1 or Line-2) appears only when the 2nd G3 Fax Communication Port Kit is installed.*

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Sending Documents

Phone Book Dialling

Phone Book dialling allows you to dial a full telephone number by pressing a key name that was pre-programmed in the Phone Book. If you want to send the same document(s) to multiple stations, you can save time in feeding the document(s) by using memory transmission. That is, you can store the document(s) into memory and then send it to the desired station(s) automatically.

Make sure that the FAX lamp is ON. If not, press the **FAX** button to select the "FAX MODE".

1a Place original(s) face up on the ADF.

or

1b Place a book or an original face down on the Platen Glass.

```
15-AUG-2001 15:00
READY TO FAX
ORIGINAL SET
┌─────┬─────┬─────┬─────┬─────┬──►
│ ABC │ DEF │ GHI │ JKL │ MNO │
├─────┴───┬─┴───┬─┴─────┬───────┤
│AMERICA  │ASIA │CHINA  │       │
├─────────┼─────┼───────┤   ▲   │
│AFRICA   │BERLIN│      │       │
├─────────┼─────┼───────┤  1/1  │
│ANTARCTICA│BRAZIL│     │       │
├─────────┼─────┼───────┤   ▼   │
│APOLLO   │CANADA│      │       │
├─────┬───┴─────┴───┬───┴───────┤
│ JOB │ MEMORY XMT  │(A)        │
│STATUS│XMT MODE│ORIGINAL│LIGHTER DARKER│
└──────────────────────────────┘
```

2 [XMT MODE]

Make sure that "MEMORY XMT" is displayed, if "DIRECT XMT" appears, press [XMT MODE] to change to Memory Transmission.

3 Press the appropriate Index key.

Ex: [►] [PQRS]

```
15-AUG-2001 15:00    00%
READY TO FAX
ORIGINAL SET
┌───┬─────┬─────┬─────┬──────┬───────┐
│ ◄ │PQRS │ TUV │WXYZ │Others│PROGRAM│
│   │     │     │     │      │ DIAL  │
├───┴─────┴─────┴─────┴──────┴───────┤
│PANASONIC │         │         │     │
├──────────┼─────────┼─────────┤     │
│SALES DEPT│         │         │  ▲  │
├──────────┼─────────┼─────────┤     │
│          │         │         │ 1/1 │
├──────────┼─────────┼─────────┤     │
│          │         │         │  ▼  │
├─────┬────┴────┬────┴────┬────┴─────┤
│ JOB │MEMORY XMT│(A)      │          │
│STATUS│XMT MODE│ORIGINAL│LIGHTER DARKER│
└──────────────────────────────────────┘
```

4 Press the key name for the desired station.

Ex: [PANASONIC]

```
MEMORY XMT
PANASONIC
5551234
┌───┬─────┬─────┬─────┬──────┬───────┐
│ ◄ │PQRS │ TUV │WXYZ │Others│PROGRAM│
│   │     │     │     │      │ DIAL  │
├───┴─────┴─────┴─────┴──────┴───────┤
│PANASONIC │         │         │     │
├──────────┼─────────┼─────────┤     │
│SALES DEPT│         │         │  ▲  │
├──────────┼─────────┼─────────┤     │
│          │         │         │ 1/1 │
├──────────┼─────────┼─────────┤     │
│          │         │         │  ▼  │
├─────┬────┴────┬────┴────┬────┴─────┤
│ JOB │MEMORY XMT│(A)      │          │
│STATUS│XMT MODE│ORIGINAL│LIGHTER DARKER│
└──────────────────────────────────────┘
```
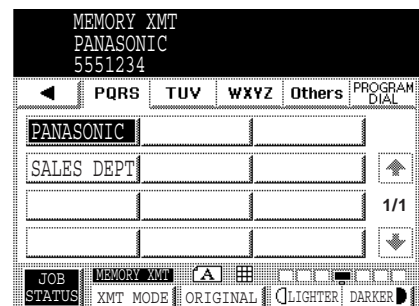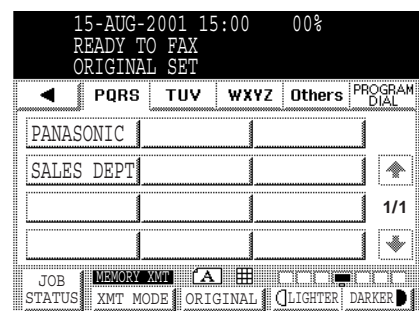
5 If the key name for the station that you want to send to is not displayed on the LCD, press ⬆ or ⬇ to scroll to the desired display page.
You can select multiple destinations (up to 270).
(Manual Number Dialling: 70 stations, Phone Book Dialling: 200 stations)

6

START

The original(s) begin to store into memory with a file number.
The machine starts dialling the telephone number immediately after storing the first page. (See Note 1)
The remaining page(s) continue to store into memory.

NOTE

1. This feature is called "**Quick Memory Transmission**". If you wish to store All the document(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to " Invalid". (See page 35)

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Direct Transmission

If your machine's memory is full or you wish to send the document(s) immediately, use Direct Transmission.

Manual Number Dialling (Direct Transmission)

To dial the telephone number manually, follow the steps below.

Make sure that the FAX lamp is ON. If not, press ⊚ to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

or

```
15-AUG-2001 15:00
READY TO FAX
ORIGINAL SET
ABC   DEF   GHI   JKL   MNO    ▶
AMERICA    ASIA    CHINA
AFRICA     BERLIN          ⬆
ANTARCTICA BRAZIL          1/1
APOLLO     CANADA          ⬇
JOB    MEMORY XMT  (A) ⊞
STATUS XMT MODE ORIGINAL LIGHTER DARKER
```

1b

Place a book or an original face down on the Platen Glass.

2 ☐ XMT MODE ☐

Make sure that "DIRECT XMT" is displayed, if "MEMORY XMT" appears, press XMT MODE to change to Direct Transmission.

```
15-AUG-2001 15:00     00%
READY TO FAX
ORIGINAL SET
ABC   DEF   GHI   JKL   MNO    ▶
AMERICA    ASIA    CHINA
AFRICA     BERLIN          ⬆
ANTARCTICA BRAZIL          1/1
APOLLO     CANADA          ⬇
JOB    DIRECT XMT  (A) ⊞
STATUS XMT MODE ORIGINAL LIGHTER DARKER
```
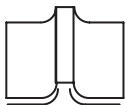
3 Enter a telephone number from the keypad or select a station from the Phone Book.

Ex: ⑤ ⑤ ⑤ ① ② ③ ④

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Sending Documents

4

START

Your machine starts to dial the telephone number.
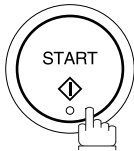
```
DIRECT COMM.        NO.027
* DIALING *
5551234
ABC   DEF   GHI   JKL   MNO   ▶
AMERICA    ASIA      CHINA
AFRICA     BERLIN              ⬆
ANTARCTICA BRAZIL              1/1
APOLLO     CANADA              ⬇
JOB     DIRECT XMT  A  ⊞  ▯▯▯▮▯▯▯
STATUS  XMT MODE ORIGINAL  ◖LIGHTER DARKER◗
```

NOTE

1. If you need a special access number to get an outside line, dial it first then press ⌐PAUSE⌐ *to enter a pause (represented by a "-") before dialling the full number.*
   Ex: 9 PAUSE 5551234

2. To stop the transmission, press ⌐STOP⌐ *.*
   The display shows:

```
DIRECT COMM.        NO.027
COMMUNICATION STOP?
1:YES 2:NO
```

Press ① *to stop the transmission. The Communication Journal will not print regardless of the printout mode setting of the Communication Journal.*

49

Rotated Transmission

Letter or A4 Original(s) are placed in a Portrait(←☐) direction, the document(s) will be rotated by 90° and then transmitted in a Landscape (←☐) direction. The document(s) will be printed the same size as the transmitted originals at the Receiving Station.

Rotation XMT Fax Parameter set to:

• **Invalid**

Letter or A4 Original   Receiving Station:
                                         Letter or A4 Paper

Sends with
70% reduction

• **Valid**

Letter or A4 Original   Receiving Station:
                                         Letter or A4 Paper

Sends with Rotated
Transmission
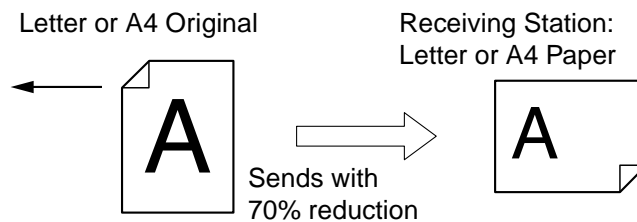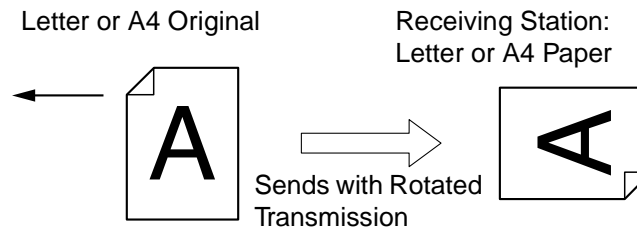
Double-Sided Transmission (Receiving)

This machine has duplex SCAN & PRINT capabilities.

Duplex Scan Select Mode set to:

• **Duplex Scan = ON**

Duplex Scan   Receiving Station
DP-2500/3000
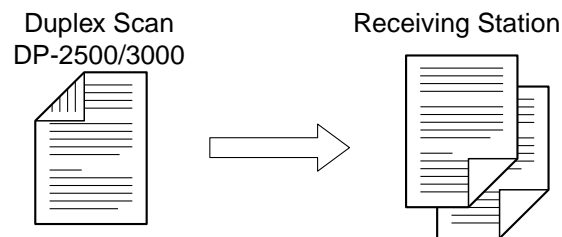
Duplex Print Fax Parameter set to:

• **Duplex Print = Valid**

Sending Station   Duplex Print
                             DP-2500/3000
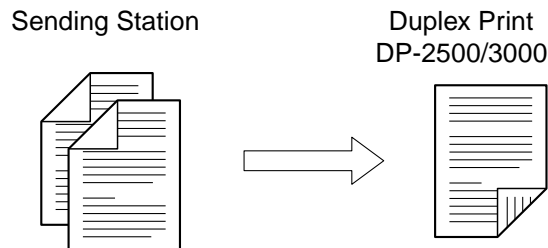
NOTE

1. *Rotation XMT requires the use of Memory Transmission.*
2. *Verification Stamp is is disabled during Duplex Scan.*

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Sending Documents

Setting the Rotation XMT

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".
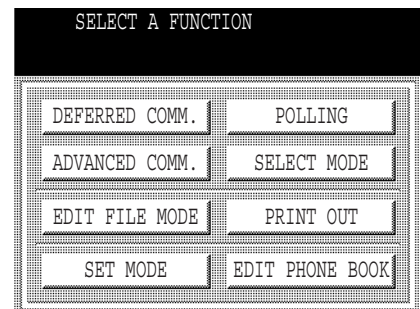
1 FUNCTION
⊞

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE      PRINT OUT
SET MODE            EDIT PHONE BOOK
```

2 SET MODE   04 FAX PARAMETERS

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST (HOME)
002 RESOLUTION (HOME)
003 ORIGINAL (HOME)
004 STAMP
005 MEMORY

◀  01/20  ▶    CANCEL    O K
```

3 Press ◀ or ▶ to scroll the display to the desired Fax Parameter.

078 ROTATION XMT

```
078 ROTATION XMT

INVALID   VALID

◀       ▶    CANCEL    O K
```

51

4   VALID

```
078 ROTATION XMT

┌─────────┐ ┌─────────┐ ┌─────────┐
│ INVALID │ │  VALID  │ │         │
└─────────┘ └─────────┘ └─────────┘
┌─────────┐ ┌─────────┐ ┌─────────┐
│         │ │         │ │         │
└─────────┘ └─────────┘ └─────────┘
      ┌──┐        ┌──┐ ┌────────┐ ┌──────┐
      │⇐ │        │⇒ │ │ CANCEL │ │ O K  │
      └──┘        └──┘ └────────┘ └──────┘
```

5   OK   STOP
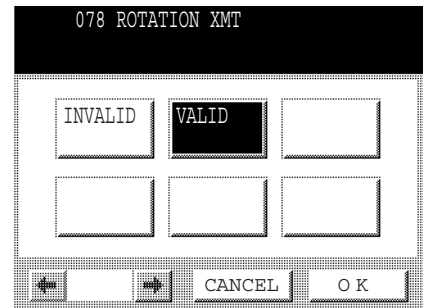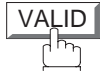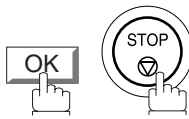
Duplex Scan

Sending Document(s) Using Duplex Scan

Make sure that the FAX lamp is ON. If not, press ⬭ FAX to select the "FAX MODE".

1   Place original(s) on the ADF.

2   FUNCTION
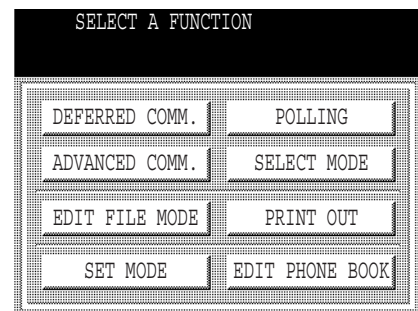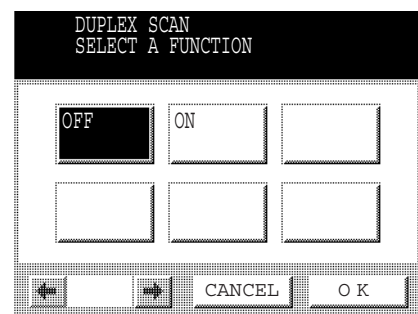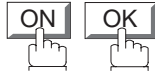
```
SELECT A FUNCTION

┌──────────────────┐  ┌──────────────────┐
│ DEFERRED COMM.   │  │    POLLING       │
└──────────────────┘  └──────────────────┘
┌──────────────────┐  ┌──────────────────┐
│ ADVANCED COMM.   │  │  SELECT MODE     │
└──────────────────┘  └──────────────────┘
┌──────────────────┐  ┌──────────────────┐
│ EDIT FILE MODE   │  │   PRINT OUT      │
└──────────────────┘  └──────────────────┘
┌──────────────────┐  ┌──────────────────┐
│   SET MODE       │  │ EDIT PHONE BOOK  │
└──────────────────┘  └──────────────────┘
```

3   ⌐SELECT MODE¬   ⌐03 DUPLEX SCAN¬

```
DUPLEX SCAN
SELECT A FUNCTION

┌──────┐ ┌──────┐ ┌──────┐
│ OFF  │ │  ON  │ │      │
└──────┘ └──────┘ └──────┘
┌──────┐ ┌──────┐ ┌──────┐
│      │ │      │ │      │
└──────┘ └──────┘ └──────┘

◄═   ═►    CANCEL    O K
```

BASIC OPERATIONS

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4   ON   OK

```
15-AUG-2001 15:00    00%
READY TO FAX
ORIGINAL SET
┌─────┬─────┬─────┬─────┬─────┬──▶
│ ABC │ DEF │ GHI │ JKL │ MNO │
├──────────┬──────────┬──────────┤
│ AMERICA  │ ASIA     │ CHINA    │
├──────────┼──────────┼──────────┤ ◆
│ AFRICA   │ BERLIN   │          │
├──────────┼──────────┼──────────┤ 1/1
│ ANTARCTICA│ BRAZIL  │          │
├──────────┼──────────┼──────────┤ ◆
│ APOLLO   │ CANADA   │          │
├─────┬──────────┬─────────┬──────┤
│ JOB │ DIRECT XMT│ A  ⊞   │ ◀LIGHTER DARKER▶
│STATUS│ XMT MODE │ORIGINAL │
```

5   Dial by any combination of the following methods:
- Manual Number Dialling, press   SET   after each station is entered.
  (Up to 70 stations)
- Phone Book Dialling. (Up to 200 stations)

6   START
        ◇
        ○
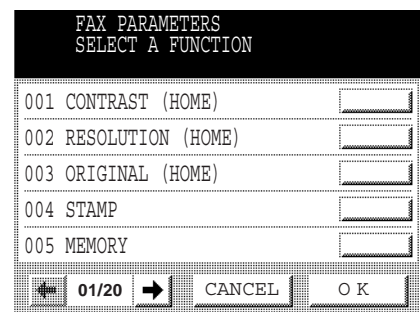
54
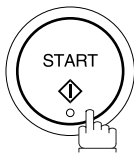
Sending Documents

Setting Duplex Print

Make sure that the FAX lamp is ON. If not, press _{FAX} (⊡) to select the "FAX MODE".
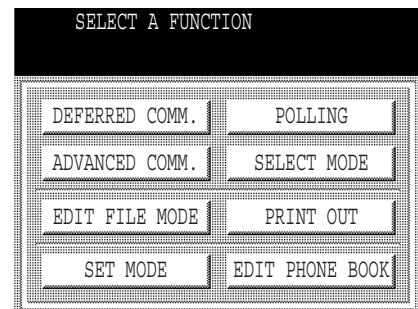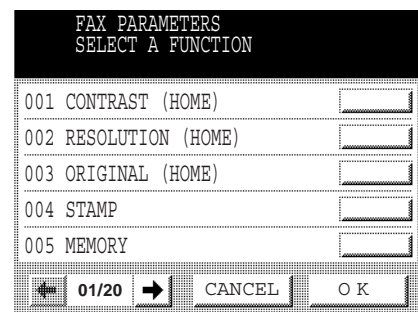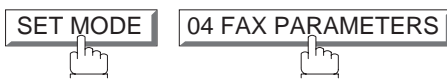
1 ⊠ FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.       POLLING
ADVANCED COMM.     SELECT MODE
EDIT FILE MODE      PRINT OUT
    SET MODE     EDIT PHONE BOOK
```

2 | SET MODE | | 04 FAX PARAMETERS |

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST (HOME)
002 RESOLUTION (HOME)
003 ORIGINAL (HOME)
004 STAMP
005 MEMORY

⬅ 01/20 ➡   CANCEL   O K
```
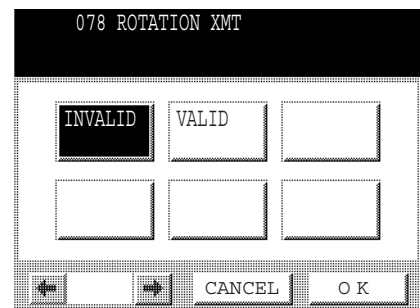
3 Press ⬅ or ➡ to scroll the display to the desired Fax Parameter.

| 095 DUPLEX PRINT |

```
095 DUPLEX PRINT

INVALID   VALID

⬅      ➡   CANCEL   O K
```

55

4 VALID

```
095 DUPLEX PRINT

┌──────────┐ ┌──────────┐ ┌──────────┐
│ INVALID  │ │ VALID    │ │          │
└──────────┘ └──────────┘ └──────────┘
┌──────────┐ ┌──────────┐ ┌──────────┐
│          │ │          │ │          │
└──────────┘ └──────────┘ └──────────┘
   ⬅    ➡    CANCEL      O K
```

5 OK STOP
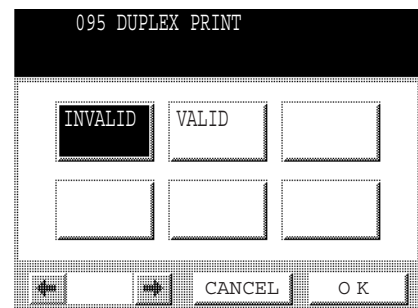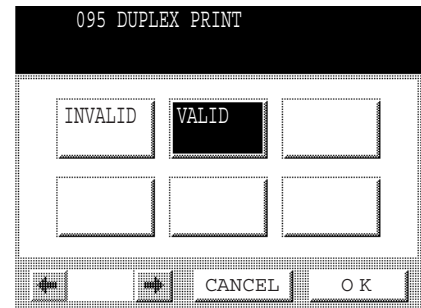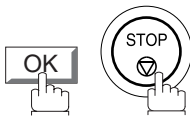
Sending Documents

Voice Mode Transmission

If you wish to send the document(s) after talking with other party first, use Voice Mode Transmission. Your machine requires an optional fax handset or an external telephone.

Off-Hook Dialling

For Off-Hook Dialling, follow the steps below.

Make sure that the FAX lamp is ON. If not, press the FAX button to select the "FAX MODE".

1a Place original(s) face up on the ADF.

or
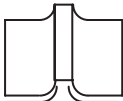
1b Place a book or an original face down on the Platen Glass.

2 Lift or the external telephone and dial the telephone number from the keypad or use Phone Book Dialling.

Ex: ⑤⑤⑤①②③④

3 When you hear the voice of the other party, tell the other party to prepare to receive a document(s).

Then, when you hear a beep,
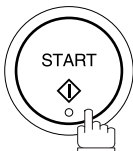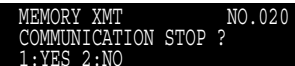
START

and hang up the handset.

```
XMT
ON LINE
┌─────┬─────┬─────┬─────┬─────┬───┐
│ ABC │ DEF │ GHI │ JKL │ MNO │ ▶ │
├─────┴┬────┴─┬───┴─┬───┴─────┴───┤
│AMERICA│ ASIA │ CHINA│              │
├───────┼──────┼──────┤           ┌─┤
│AFRICA │BERLIN│      │           │⬆│
├───────┼──────┼──────┤           ├─┤
│ANTARCTICA│BRAZIL│   │           │1/1│
├───────┼──────┼──────┤           ├─┤
│APOLLO │CANADA│      │           │⬇│
├───┬───┴──────┴┬──┬──┴───────────┴─┤
│JOB│MEMORY XMT │A │                 │
│STATUS│XMT MODE│ORIGINAL│LIGHTER DARKER│
└───┴───────────┴──┴─────────────────┘
```

BASIC OPERATIONS

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Sending Documents

On-Hook Dialling

For On-Hook Dialling, follow the steps below.

1a Place original(s) face up on the ADF.

or
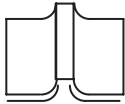
1b Place a book or an original face down on the Platen Glass.

2 MONITOR

You will hear dial tone through the monitor speaker.

```
15-AUG-2001 15:00      00%
      ☀ MONITOR ☀

ABC    DEF    GHI    JKL    MNO    ▶

AMERICA    ASIA      CHINA
AFRICA     BERLIN                     ⬆
ANTARCTICA BRAZIL                    1/1
APOLLO     CANADA                     ⬇

JOB    MEMORY XMT  (A) ⊞ ▭▭▭▬▭▭
STATUS XMT MODE ORIGINAL (LIGHTER DARKER▶
```

3 Dial the telephone number from the keypad.

Ex: ⑤ ⑤ ⑤ ① ② ③ ④

Sending Documents

4   When you hear a beep,

START

NOTE

1. *If you need a special access number to get an outside line, dial it first then press* PAUSE *to enter a pause (represented by a "-") before dialling the full number.*
   Ex: 9 PAUSE 5551234
2. *The Second Telephone Line (Line-2) is not available for On-Hook Dialling.*

59

Transmission Reservation

You can do the following while sending document(s) from memory or receiving document(s).
• Reserve the next transmission into memory. (Up to 50 different files)
• Reserve a priority transmission.

Memory Transmission Reservation (Multi-Tasking)

If your machine is on-line busy transmitting from memory, receiving or printing received documents, you can reserve a transmission by the following procedure.

1   Your machine is on-line, the ON LINE lamp is blinking or printing received documents.

2a   Place original(s) face up on the ADF.

```
┌──────────────────────────────────────────────┐
│ 15-AUG-2001 15:00      00%                     │
│ READY TO FAX                                   │
│ ORIGINAL SET                                   │
│ ABC │ DEF │ GHI │ JKL │ MNO │    ►            │
│ AMERICA    │ ASIA   │ CHINA  │                │
│ AFRICA     │ BERLIN │        │          ⬆     │
│ ANTARCTICA │ BRAZIL │        │          1/1   │
│ APOLLO     │ CANADA │        │          ⬇     │
│ JOB    │ DIRECT XMT │ A │ ⊞ │□□□ ▬ □□          │
│ STATUS │ XMT MODE │ ORIGINAL │ LIGHTER DARKER │
└──────────────────────────────────────────────┘
```

or

2b   Place a book or an original face down on the Platen Glass.

3   XMT MODE

Make sure that "MEMORY XMT" is displayed, if "DIRECT XMT" appears, press XMT MODE to change to Memory Transmission.

```
┌──────────────────────────────────────────────┐
│ 15-AUG-2001 15:00      00%                     │
│ READY TO FAX                                   │
│ ORIGINAL SET                                   │
│ ABC │ DEF │ GHI │ JKL │ MNO │    ►            │
│ AMERICA    │ ASIA   │ CHINA  │                │
│ AFRICA     │ BERLIN │        │          ⬆     │
│ ANTARCTICA │ BRAZIL │        │          1/1   │
│ APOLLO     │ CANADA │        │          ⬇     │
│ JOB    │ MEMORY XMT │ A │ ⊞ │□□□ ▬ □□          │
│ STATUS │ XMT MODE │ ORIGINAL │ LIGHTER DARKER │
└──────────────────────────────────────────────┘
```

4   Dial by any combination of the following methods:
• Manual Number Dialling, press   SET   after each station is entered.
(Up to 70 stations)
• Phone Book Dialling. (Up to 200 stations)

60

5

START

Your machine will store the document(s) into memory.

NOTE

1. To cancell the memory transmission reservation, see page 93.
2. If the same station has been reserved with different files, the files will be combined and executed in a single transmission (Batch Transmission). (See page 71)

Sending Documents

Direct Transmission Reservation (Priority Transmission Reservation)

If you are in a rush to send an urgent document, however there are many files in the memory, use Direct Transmission Reservation to send the urgent document. The urgent document will be sent immediately after the current communication is finished.
Note that you cannot send document(s) to multiple stations.

To reserve your machine for sending the urgent documents

1 Your machine is on-line, the ON LINE lamp is blinking or printing received documents.

2a
Place original(s) face up on the ADF.

or

2b
Place a book or an original face down on the Platen Glass.
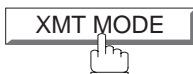
```
15-AUG-2001 15:00      00%
READY TO FAX
ORIGINAL SET
ABC   DEF   GHI   JKL   MNO   ▶
AMERICA    ASIA     CHINA
AFRICA     BERLIN              ⬆
ANTARCTICA BRAZIL             1/1
APOLLO     CANADA              ⬇
JOB     MEMORY XMT  (A) ⊞ □□□▬□□
STATUS  XMT MODE ORIGINAL (LIGHTER DARKER
```

3 XMT MODE

Make sure that "DIRECT XMT" is displayed, if "MEMORY XMT" appears, press XMT MODE to change to Direct Transmission.

```
15-AUG-2001 15:00      00%
READY TO FAX
ORIGINAL SET
ABC   DEF   GHI   JKL   MNO   ▶
AMERICA    ASIA     CHINA
AFRICA     BERLIN              ⬆
ANTARCTICA BRAZIL             1/1
APOLLO     CANADA              ⬇
JOB     DIRECT XMT  (A) ⊞ □□□▬□□
STATUS  XMT MODE ORIGINAL (LIGHTER DARKER
```

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4 Dial by using any one of the following methods:
- Manual Number Dialling and press ⎡START⎤
- Phone Book Dialling
  (For details, see pages 44 to 47.)

Ex: 555 1234

You can make reservation to send an urgent document to a single station only.
A message "DIRECT XMT RESERVED" will be shown on the display.

To cancell the direct transmission reservation

1 Make sure that the document is on the ADF.

```
DIRECT COMM.        NO.013
WAIT TO DIAL
SALES DEPT
◄   PQRS   TUV   WXYZ   Others  PROGRAM
                                  DIAL
SALES DEPT
                                        ⬆
                                      1/1
                                        ⬇
JOB      MEMORY XMT  [A] ⊞  ☐☐☐■☐☐☐
STATUS  XMT MODE  ORIGINAL  (|LIGHTER DARKER|)
```

2 (STOP)

```
DIRECT COMM.        NO.013
COMMUNICATION STOP ?
1:YES 2:NO
◄   PQRS   TUV   WXYZ   Others  PROGRAM
                                  DIAL
SALES DEPT
                                        ⬆
                                      1/1
                                        ⬇
JOB      MEMORY XMT  [A] ⊞  ☐☐☐■☐☐☐
STATUS  XMT MODE  ORIGINAL  (|LIGHTER DARKER|)
```
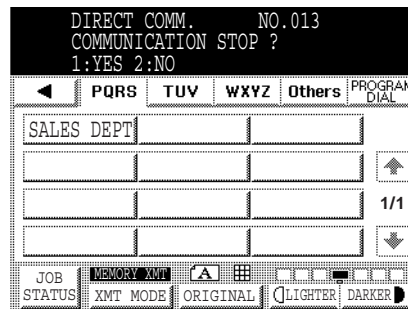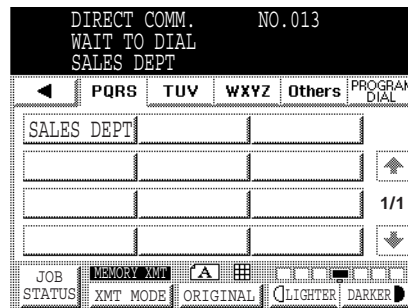
3 (1) and then remove the original from ADF.

BASIC OPERATIONS

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Redialling
Automatic Redialling

If a busy line is detected, the machine will redial the number up to 3 times at 3 minute interval. However, if a busy line is not detected, the machine will redial only one time. During that time, a message will appear as shown to the right.

A file number is shown in the upper right hand corner of the display if it is a memory transmission file.

```
MEMORY XMT          NO.014
WAIT TO DIAL
SALES DEPT
 ABC    DEF   GHI   JKL   MNO   ▶
 AMERICA   ASIA     CHINA
 AFRICA    BERLIN                ⬆
 ANTARCTICA BRAZIL              1/1
 APOLLO    CANADA                ⬇
 JOB   MEMORY XMT  Ⓐ ⊞
 STATUS XMT MODE ORIGINAL (LIGHTER DARKER▶
```
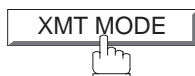
Manual Redialling

You can also redial the last dialled number manually by pressing REDIAL key.

1

Set original(s) face down.

2   XMT MODE

Make sure that "MEMORY XMT" is displayed, if "DIRECT XMT" appears, press XMT MODE to change to Memory Transmission.

3   REDIAL/
        PAUSE

```
MEMORY XMT          STN(S):0000
   9 555 1234
 ABC    DEF   GHI   JKL   MNO   ▶
 AMERICA   ASIA     CHINA
 AFRICA    BERLIN                ⬆
 ANTARCTICA BRAZIL              1/1
 APOLLO    CANADA                ⬇
 JOB   MEMORY XMT  Ⓐ ⊞
 STATUS XMT MODE ORIGINAL (LIGHTER DARKER▶
```
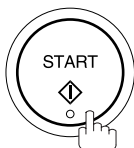
4   START

The document(s) are stored into memory with a file number. Then the machine dials the last dialled number.

(**NOTE**)

    1. While the unit is displaying "WAIT TO DIAL", you can press REDIAL *to start redialling immediately.*

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Receiving Documents

Your machine is provided with both automatic and manual reception modes. The selection of either reception mode is made with Fax Parameter No. 017 (RECEIVE MODE).

Automatic Reception

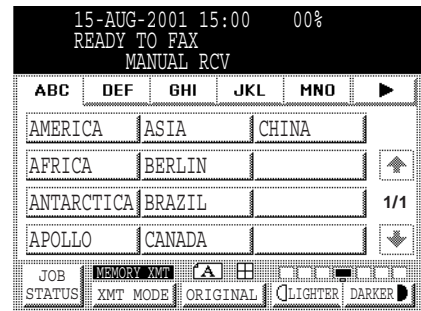Your machine will receive documets automatically if the Fax Parameter No. 017 (RECEIVE MODE) is set to "Auto". (See page 34)

Manual Reception

You may wish to receive documents manually if you use the telephone line in your office primarily as a personal telephone and occasionally for your facsimile machine.
To receive documents manually, change the Fax Parameter No. 017 (RECEIVE MODE) to "Manual" (See page 34) and the following message will be shown on the display.

```
 15-AUG-2001 15:00    00%
        READY TO FAX
         MANUAL RCV
 ABC | DEF | GHI | JKL | MNO | ►
 AMERICA   ASIA      CHINA
 AFRICA    BERLIN              ⬆
 ANTARCTICA BRAZIL             1/1
 APOLLO    CANADA              ⬇
 JOB    MEMORY XMT  A  ⊞  ▯▯▯▮▯▯▯
 STATUS XMT MODE ORIGINAL  LIGHTER DARKER
```

Receiving Documents

To receive documents manually

1
When the telephone rings, lift the handset.
(See Note 1)
If you hear a beep, the sound tells you that
someone wants to send a document(s).

```
15-AUG-2001 17:49    00%
READY TO FAX
PHONE OFF HOOK
ABC   DEF   GHI   JKL   MNO   ▶
AMERICA   ASIA    CHINA
AFRICA    BERLIN                ⬆
ANTARCTICA BRAZIL              1/1
APOLLO    CANADA                ⬇
JOB    MEMORY XMT  A ⊞  □□□■□□□
STATUS XMT MODE ORIGINAL (LIGHTER DARKER)
```
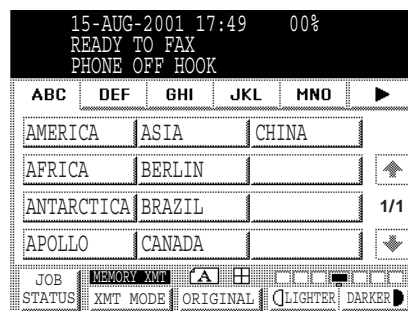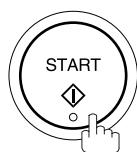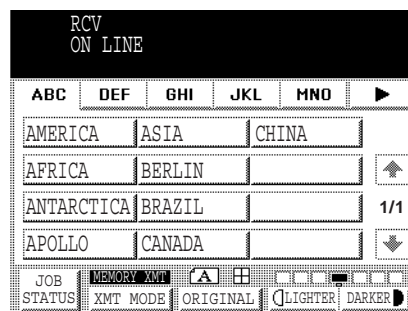
2
Remove any documents from the ADF.

3

START
◇

Your machine starts receiving the document(s).

```
RCV
ON LINE
ABC   DEF   GHI   JKL   MNO   ▶
AMERICA   ASIA    CHINA
AFRICA    BERLIN                ⬆
ANTARCTICA BRAZIL              1/1
APOLLO    CANADA                ⬇
JOB    MEMORY XMT  A ⊞  □□□■□□□
STATUS XMT MODE ORIGINAL (LIGHTER DARKER)
```

4
Hang up the telephone.

NOTE

1. *Your machine requires an optional fax handset or an external telephone connected to the TEL jack on the rear of the machine.*
2. *If you receive a document in Super Fine resolution (406 x 391 dpi), it might be divided into multiple pages with no reduction.*

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Print Reduction

This machine can use each Fixed size plain paper for recording.   Sometimes, oversized documents sent to you by the other parties cannot be printed within a single page. When this occurs, the document will be divided into separate pages.

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

1.Automatic Reduction

Each received document is first stored in memory. Based on the document length, your machine will automatically calculate a suitable reduction ratio (Letter & A4: 70% to 100%, Ledger & A3: 80% to 100%) to print the entire document on a single page. If the received document is extremely long (over 39% longer than the recording paper), the original will be divided into separate pages and will print without reduction.

2. Fixed Reduction

You can pre-determine the reduction ratio from 70% to 100% in 1% steps. The received document(s) will be reduced to the fixed ratio regardless of size.

Selecting the Print Reduction Mode

Set the Fax Parameters as shown below. (See page 34)
1. To set the Automatic Reduction mode.
   (1) No. 024 Print Reduction set to "Auto".

2. To set the Fixed Reduction mode.
   (1) No. 024 Print Reduction set to "Fixed".
   (2) No. 025 Reduction Ratio set to any number between 70% through 100%. (See Note 1)
      EX: A4 to A4 - 96%
        A4 to Letter - 90%
   Letter to Letter - 96%
        Legal to Letter - 75%

NOTE

> *1. If the sending side is set to print the header on the outside of the copy area, more reduction ratio will be required.*

Receiving Documents

Receiving Oversize Documents

If the received document is extremely long (over 39% longer than the recording paper), the document will be divided into separate pages. When printing on separate pages, the bottom 13 mm of first page will be overlapped on top of the next page.

Transmitted Document   **Received Document**
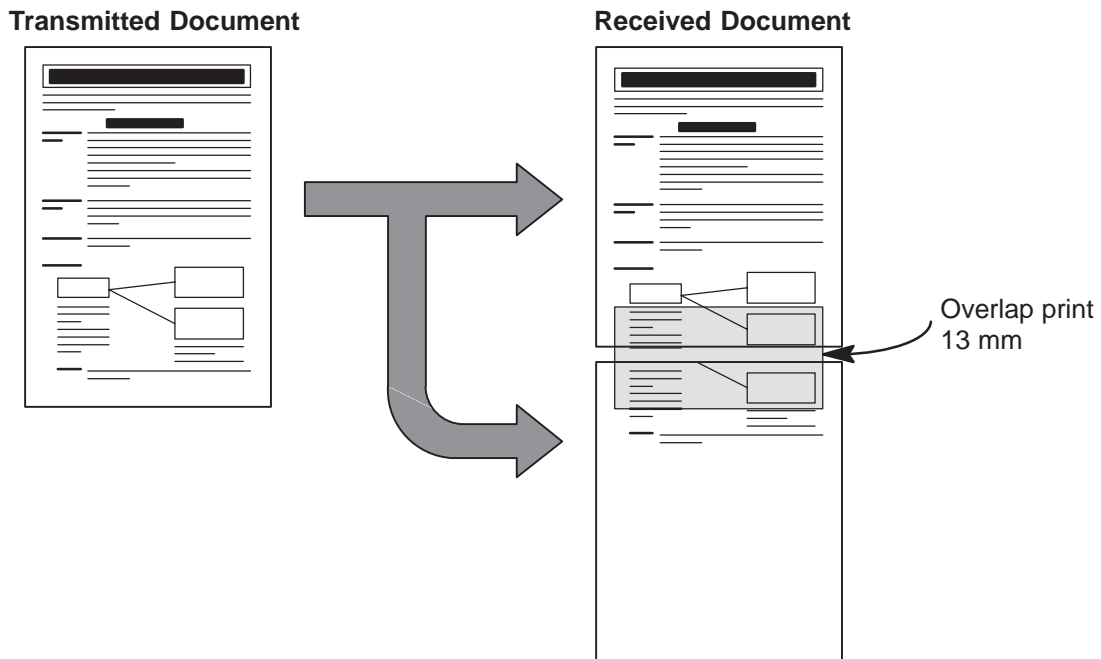
Overlap print
13 mm

The received document is divided
into two sheets with overlap printing.

1. *If the reduction method is set to Automatic Reduction mode, the document prints with no reduction when printing separate pages. If the reduction method is set to Fixed Reduction mode, the printed document is reduced by the ratio set in Fax Parameter No. 025.*
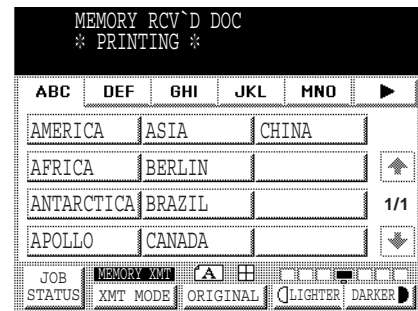
68

Substitute Memory Reception

If the recording paper runs out or jams or if the toner runs out during reception, the machine automatically starts receiving documents into its image data memory. Stored documents are printed automatically after replacing the recording paper or the toner cartridge. (See Note 1 and 2)

1 When the machine finishes the memory reception and there is no recording paper or toner, add Paper or Out of Toner Indicator appears on the display.

```
 ±    15-AUG-2001 15:00      01%
|▣|   READY TO FAX
      MESSAGE IN MEMORY
 ABC   DEF   GHI   JKL   MNO    ▶

 AMERICA   ASIA     CHINA
 AFRICA    BERLIN                      ⬆
 ANTARCTICA BRAZIL              1/11
 APOLLO    CANADA                      ⬇
  JOB   MEMORY XMT  [A] ⊞ □□□▬□□
 STATUS XMT MODE  ORIGINAL (LIGHTER DARKER)
```

2 Install the recording paper or replace the toner cartridge.

The machine will automatically start printing the document(s) stored in the memory.

```
      MEMORY RCV`D DOC
      ☀ PRINTING ☀
 ABC   DEF   GHI   JKL   MNO    ▶

 AMERICA   ASIA     CHINA
 AFRICA    BERLIN                      ⬆
 ANTARCTICA BRAZIL              1/1
 APOLLO    CANADA                      ⬇
  JOB   MEMORY XMT  [A] ⊞ □□□▬□□
 STATUS XMT MODE  ORIGINAL (LIGHTER DARKER)
```

BASIC OPERATIONS

NOTE

> 1. *If the memory overflows, the machine will stop receiving and release the communication line.*
>   *The document(s) stored in the memory up to that moment will be printed.*
> 2. *If you wish to turn off the substitute reception function, change the setting of Fax Parameter No. 022 to "Invalid".*
>   *(See page 34)*

This page is intentionally left blank.

70

Batch Transmission

To reduce transmission time and cost, this feature allows your machine to accumulate different documents for the same destination(s) to be transmitted in a single phone call.

Real-Time Batch Transmission

During memory transmission, your machine searches its memory for reserved files (up to 5 files) to transmit to the same destination, automatically batching and transmitting them in a single phone call.
The following is an example of Real-time Batch Transmission. (See Note 1)
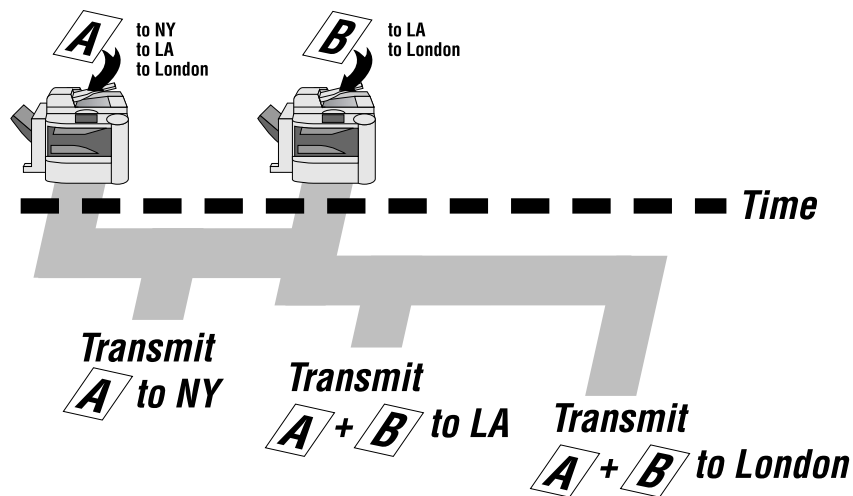
Delayed Batch Transmission

Assign a time for batch transmission to a Program Key in advance. All transmission(s) using the Program Key are batched and transmitted at the reserved time.
The following is an example of Delayed Batch Transmission.
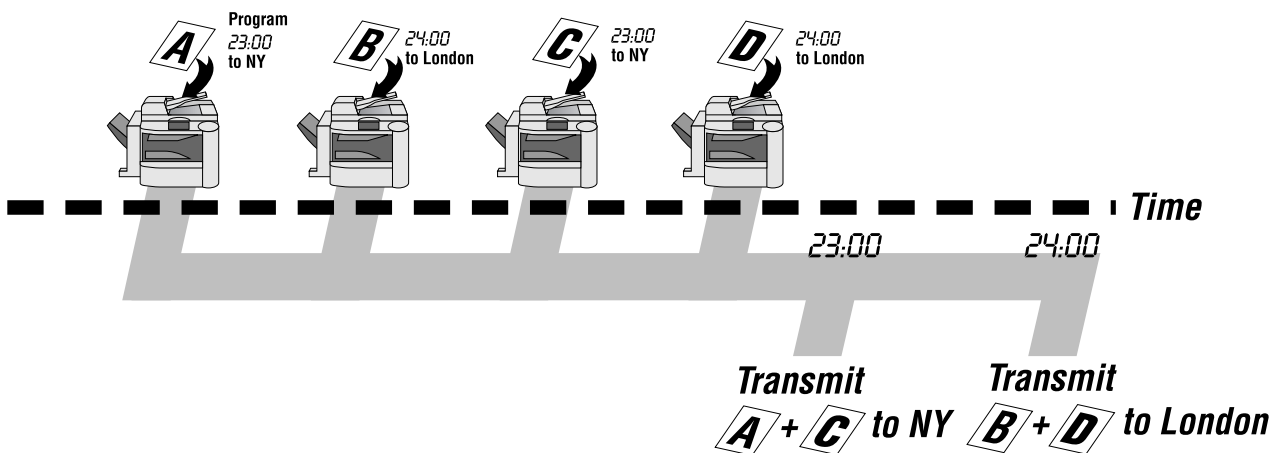
NOTE

> 1. The machine can not Batch to a file(s) that is/are Waiting to Redial or is currently being sent, but it will Batch to files that are pending to dial.

71

Timer Controlled Communications

You can send document(s) to one or multiple stations at any preset time within the next 24 hours. Up to 50* built-in timers can be set for deferred transmission, deferred polling and deferred Advanced Communications.

Deferred Transmission

Make sure that the FAX lamp is ON. If not, press $\overset{\text{FAX}}{\textcircled{\scriptsize{\text{(T)}}}}$ to select the "FAX MODE".
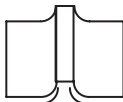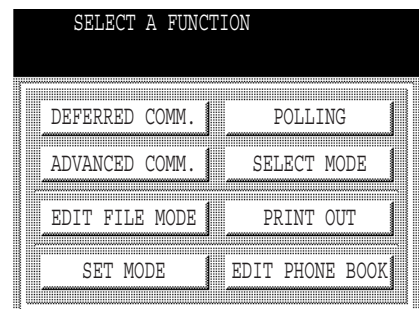
1a

Place original(s) face up on the ADF.

or

1b

Place a book or an original face down on the Platen Glass.

2 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING

ADVANCED COMM.     SELECT MODE

EDIT FILE MODE      PRINT OUT

SET MODE         EDIT PHONE BOOK
```
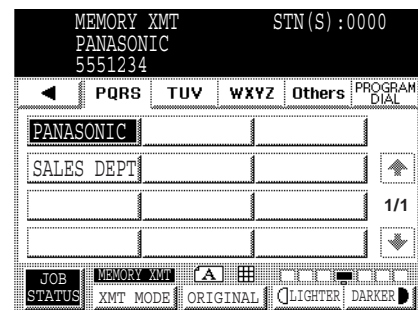
3 DEFERRED COMM.   01 XMT
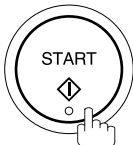
```
DEFERRED XMT




        --:--



CANCEL     O K
```

72

4

Enter the start time from the keypad and press ⬜OK⬜.
(Use a 4-digit, 24-hour clock)

Ex: ②③③⓪ (11:30 p.m.) and press ⬜OK⬜.

```
MEMORY XMT          STN(S):0000
ENTER STATION(S)

ABC   DEF   GHI   JKL   MNO   ▶
AMERICA    ASIA     CHINA
AFRICA     BERLIN              ⬆
ANTARCTICA BRAZIL              1/1
APOLLO     CANADA              ⬇
JOB     MEMORY XMT  A  ⊞
STATUS  XMT MODE  ORIGINAL  (LIGHTER DARKER)
```

5

Dial by any combination of the following methods:
• Manual Number Dialling, press ⬜SET⬜ after
  each station is entered (up to 70 stations)
• Phone Book Dialling (up to 200 stations)

Ex: PANASONIC

```
MEMORY XMT          STN(S):0000
PANASONIC
5551234

◀   PQRS  TUV  WXYZ  Others PROGRAM
                                DIAL
PANASONIC
SALES DEPT                    ⬆
                              1/1
                              ⬇
JOB    MEMORY XMT  A  ⊞
STATUS XMT MODE  ORIGINAL  (LIGHTER DARKER)
```

6

START
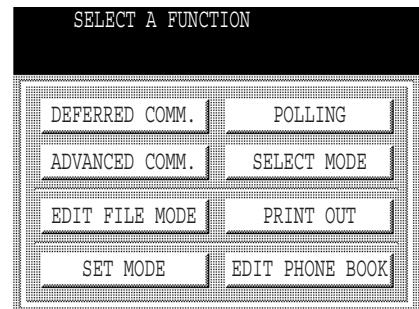◇

to store document(s) into memory.

NOTE

1. *If you enter a wrong time in Step 4, press* ⬜CLEAR⬜ *then re-enter the correct time.*
2. *To change or cancel the Deferred Communication settings, see page 91 and 93.*
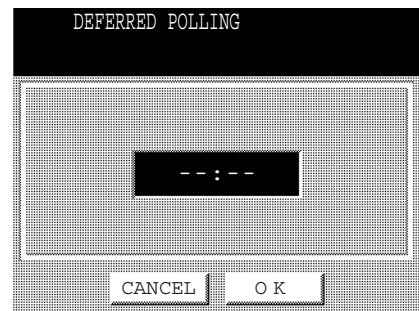
73

Timer Controlled Communications

Deferred Polling

Make sure that the FAX lamp is ON. If not, press the FAX button to select the "FAX MODE".

1 FUNCTION
⊠

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.      SELECT MODE

EDIT FILE MODE       PRINT OUT

SET MODE          EDIT PHONE BOOK
```

2 DEFERRED COMM. 02 POLLING

```
DEFERRED POLLING




        - - : - -



      CANCEL      O K
```

3 Enter the start time from the keypad and press ⎡ OK ⎤.
(Use a 4-digit, 24-hour clock)

Ex: ⓪ ③ ③ ⓪ (3:30 a.m.) and press ⎡ OK ⎤.

```
DEFERRED POLLING
ENTER PASSWORD
4 Digit






      CANCEL      O K
```

74
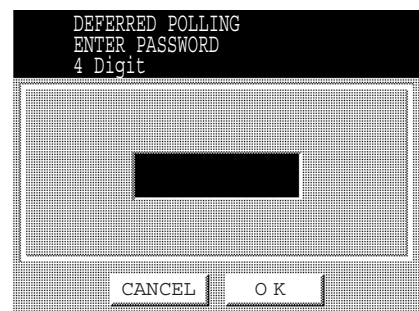
Timer Controlled Communications

4

Enter a 4-digit polling password and press $\boxed{\text{OK}}$.

Ex: ⑨ ⑧ ⑦ ⑥ and press $\boxed{\text{OK}}$
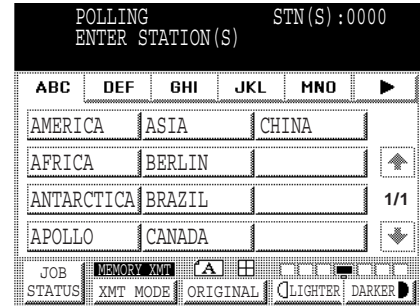
```
POLLING              STN(S):0000
ENTER STATION(S)

 ABC    DEF    GHI    JKL    MNO     ▶

AMERICA   ASIA     CHINA
AFRICA    BERLIN                      ⬆
ANTARCTICA BRAZIL                    1/1
APOLLO    CANADA                      ⬇

 JOB    MEMORY XMT  (A) ⊞  ▯▯▯▮▯▯
STATUS  XMT MODE  ORIGINAL ◖LIGHTER DARKER◗
```

5

Dial by any combination of the following methods:
* Manual Number Dialling, press $\boxed{\text{SET}}$ after each station is entered (up to 70 stations)
* Phone Book Dialling (up to 200 stations)

Ex: $\boxed{\text{PANASONIC}}$

```
POLLING              STN(S):0000
PANASONIC
201 555 1234
 ◀    PQRS   TUV   WXYZ  Others PROGRAM
                                  DIAL
PANASONIC
SALES DEPT                          ⬆
                                   1/1
                                    ⬇

 JOB    MEMORY XMT  (A) ⊞  ▯▯▯▮▯▯
STATUS  XMT MODE  ORIGINAL ◖LIGHTER DARKER◗
```

6

START
◇
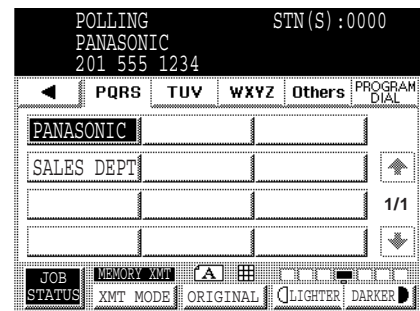
ADVANCED
FEATURES

NOTE

1. *If you enter a wrong time in Step 3, press* $\boxed{\text{CLEAR}}$ *, then re-enter the correct time.*
2. *To change or cancell the Deferred Communication settings, see page 91 and 93.*

75

Timer Controlled Communications

Deferred Advanced Communication

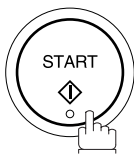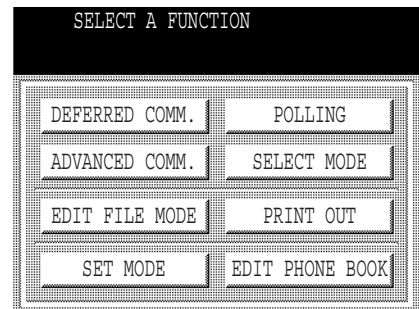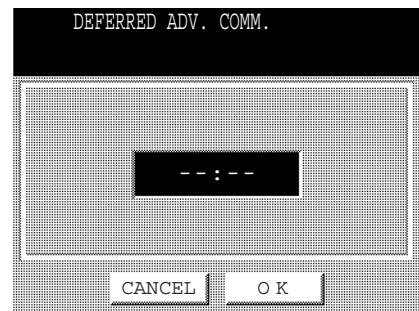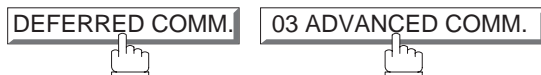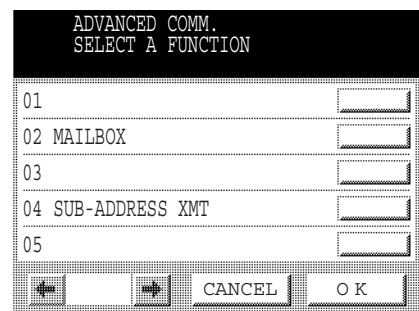Make sure that the FAX lamp is ON. If not, press ⓒ to select the "FAX MODE".

1 FUNCTION
⊠ 👆

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.     SELECT MODE
EDIT FILE MODE      PRINT OUT
SET MODE        EDIT PHONE BOOK
```

2 | DEFERRED COMM. | | 03 ADVANCED COMM. |
👆   👆

```
DEFERRED ADV. COMM.




        --:--


    CANCEL      O K
```

3 Enter the start time from the keypad and press ⌐OK⌐.
(Use a 4-digit, 24-hour clock)

Ex: ②③③⓪(11:30 p.m.) and press ⌐OK⌐

```
ADVANCED COMM.
SELECT A FUNCTION

01
02 MAILBOX
03
04 SUB-ADDRESS XMT
05
⬅    ➡    CANCEL    O K
```

4 Setting each Function:
• Mailbox (see page 134 to144)
• Sub-Address XMT (see page 145 to 151)

76

Polling

Polling means calling other station(s) to retrieve document(s). The other station must know in advance that you will call and must have the document(s) set on the ADF or stored in the memory. You may need to set a polling password, shared by the other station, to ensure security.

Preparing to be Polled

In order to let other stations poll your machine, you must prepare your machine with a document(s) stored in memory. Be sure to set the polling password before storing the document(s) into memory. After being polled, the document(s) stored in memory will be erased automatically. To retain the document(s) in memory so that they can be polled repeatedly change Fax Parameter No. 027 (POLLED FILE SAVE) to "Valid".

Make sure that the FAX lamp is ON. If not, press the **FAX** button to select the "FAX MODE".

1a Place original(s) face up on the ADF.

or

1b Place a book or an original face down on the Platen Glass.

2 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.       SELECT MODE

EDIT FILE MODE        PRINT OUT

SET MODE         EDIT PHONE BOOK
```

ADVANCED FEATURES

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3 POLLING   02 POLLED

```
POLLING
ENTER PASSWORD
4 Digit




        CANCEL      O K
```
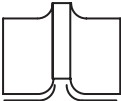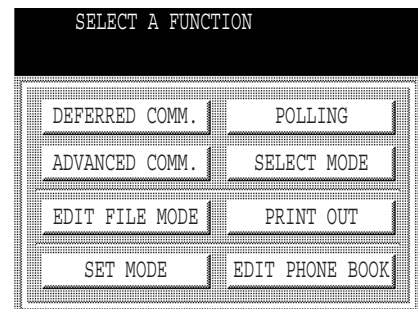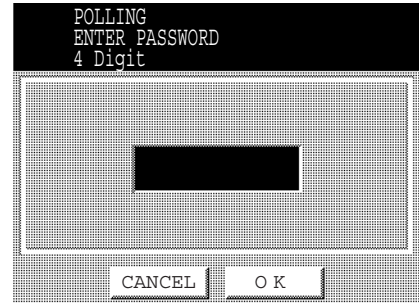
4 Enter a 4-digit polling password and then press OK .
(See Note 3)

Ex: ④③②① and press OK
The document(s) are stored into memory.

```
* STORE *          NO.007
PAGE 01            01%

ABC   DEF   GHI   JKL   MNO   ▶
AMERICA   ASIA     CHINA
AFRICA    BERLIN            ⬆
ANTARCTICA BRAZIL           1/1
APOLLO    CANADA            ⬇
JOB     MEMORY XMT  A  ⊞ □□□▬□□□
STATUS  XMT MODE ORIGINAL ◖LIGHTER DARKER◗
```
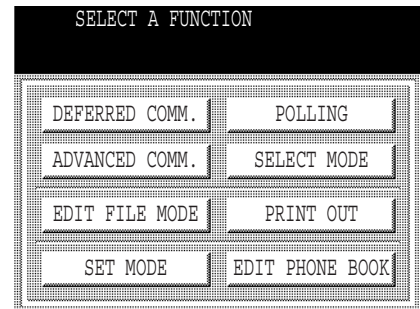

NOTE

1. *You can still send or receive documents even when the machine is set to be polled.*
2. *Only 1 polled file can be stored in memory. If you need to add document(s) into the same polled file, see page97.*
3. *If you have set the polling password in Fax Parameter No. 026, the password will appear on the display.*
   You can still change the password temporarily by overwriting it with a new one.
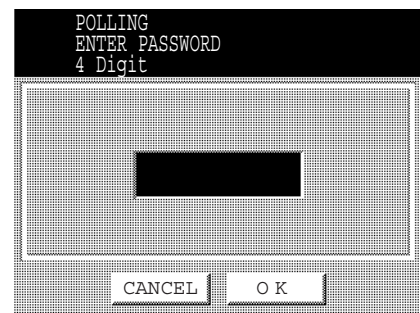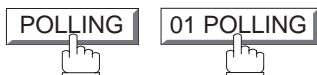
78

Polling

Polling Documents from Another Station

The following procedure lets you poll documents from one or multiple stations. Be sure to set the polling password before polling. (See page 34)

1   FUNCTION
⊠

```
SELECT A FUNCTION

 DEFERRED COMM.       POLLING

 ADVANCED COMM.     SELECT MODE

 EDIT FILE MODE      PRINT OUT

  SET MODE         EDIT PHONE BOOK
```

2   POLLING   01 POLLING

```
POLLING
ENTER PASSWORD
4 Digit




       ▬▬▬▬▬▬


       CANCEL    O K
```

3   Enter a 4-digit polling password and then press
OK . (See Note 1)

Ex: ① ① ① ① and press OK

```
POLLING          STN(S):0000
ENTER STATION(S)

 ABC   DEF   GHI   JKL   MNO   ▶

AMERICA   ASIA    CHINA
AFRICA    BERLIN                    ⬆
ANTARCTICA BRAZIL                  1/1
APOLLO    CANADA                    ⬇

 JOB   MEMORY XMT   A  ⊞
STATUS  XMT MODE  ORIGINAL  (LIGHTER DARKER▶
```

79
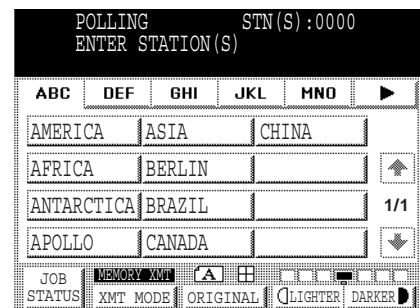
Polling
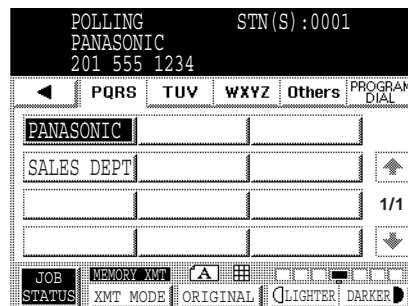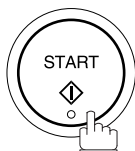
4
Dial by any combination of the following methods:
- Manual Number Dialling, press ⎡ SET ⎤ after each station is entered (up to 70 stations)
- Phone Book Dialling (up to 200 stations)

Ex: ⎡PANASONIC⎤

```
POLLING          STN(S):0001
PANASONIC
201 555 1234
◄   PQRS   TUV   WXYZ  Others PROGRAM
                                 DIAL
PANASONIC
SALES DEPT                          ⬆
                                   1/1
                                    ⬇
JOB    MEMORY XMT   A  ⊞  □□□■□□□
STATUS XMT MODE ORIGINAL ◖LIGHTER DARKER◗
```

5

---

1. *If a password is not set in the polled station, you may poll the other station even though your machine has a password.*
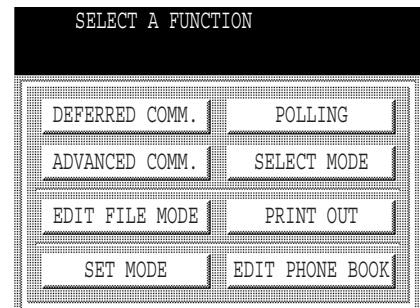
80

Program Keys

Your fax machine has special Program Keys. These keys are useful if you frequently need to send or poll the same group of stations. You can use these keys to store a One group key, a sequence of stations to be polled, a deferred transmission or polling sequence or an additional Phone Book Dialling station.
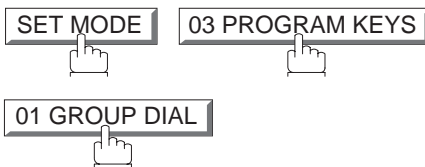
Setting for Group Dialling

To set a Program Key for Group Dialling

Make sure that the FAX lamp is ON. If not, press ⊙ to select the "FAX MODE".

1 FUNCTION
⊠ ◯

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.      SELECT MODE

EDIT FILE MODE       PRINT OUT

SET MODE          EDIT PHONE BOOK
```

2 SET MODE   03 PROGRAM KEYS

01 GROUP DIAL

```
GROUP DIAL
ENTER GROUP NAME

Caps  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      CANCEL   OK
```

3 Enter the Group Name (up to 15 characters) and press OK.

Ex: GROUP.A and press OK

```
GROUP DIAL
KEY NAME
GROUP.A

Caps  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      CANCEL   OK
```

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Program Keys

4 Enter a Key Name (up to 10 characters) and press OK .

```
GROUP DIAL
ENTER STATION(S)
─────────────────────────────
ABC  │ DEF │ GHI │ JKL │ MNO │ ▶
─────────────────────────────
AMERICA  │ ASIA   │ CHINA  │
AFRICA   │ BERLIN │        │  ⬆
ANTARCTICA│ BRAZIL │       │  1/1
APOLLO   │ CANADA │        │  ⬇
─────────────────────────────
JOB    │MEMORY XMT│ [A] ⊞ │□□□▬□□□
STATUS │XMT MODE│ORIGINAL│◖LIGHTER DARKER◗
```

5 Enter the Phone Book Dialling.
If you find an error, press CLEAR to erase the displayed station.
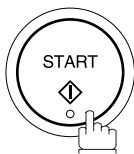
```
GROUP DIAL      STN(S):0000
CHINA
101010
─────────────────────────────
ABC  │ DEF │ GHI │ JKL │ MNO │ ▶
─────────────────────────────
AMERICA  │ ASIA   │ CHINA  │
AFRICA   │ BERLIN │        │  ⬆
ANTARCTICA│ BRAZIL │       │  1/1
APOLLO   │ CANADA │        │  ⬇
─────────────────────────────
JOB    │MEMORY XMT│ [A] ⊞ │□□□▬□□□
STATUS │XMT MODE│ORIGINAL│◖LIGHTER DARKER◗
```

6

START
◇

You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing STOP .

```
PROGRAM KEYS
SELECT A FUNCTION
─────────────────────────────
01 GROUP DIAL           │____│
02 PROGRAM DIAL         │____│
03 MODIFY GROUP DIAL    │____│
04 DELETE PROGRAM/GRP   │____│
05                      │____│
─────────────────────────────
 ◀▦▦ │   │ ▦▦▶ │ CANCEL │ O K
```
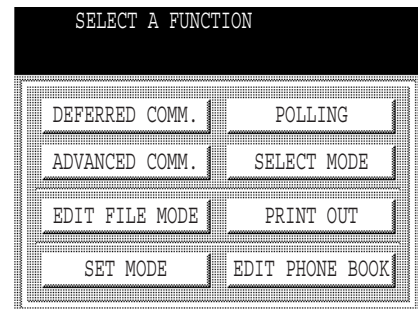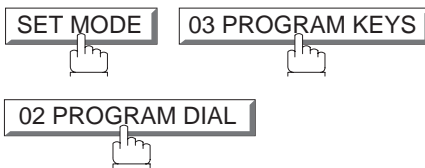
82
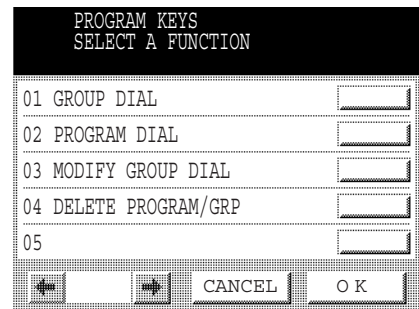
Program Keys

Setting for Program Dial

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1   FUNCTION
⊗

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.      SELECT MODE

EDIT FILE MODE        PRINT OUT

  SET MODE         EDIT PHONE BOOK
```

2 | SET MODE | | 03 PROGRAM KEYS |

| 02 PROGRAM DIAL |

```
PROGRAM DIAL
ENTER PROGRAM NAME

Caps  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         CANCEL   OK
```

3   Enter the Program Name (up to 15 characters) and
press ⎣ OK ⎦.

Ex: PRO.POLL and press ⎣ OK ⎦

```
PROGRAM DIAL
KEY NAME
PRO.POLL

Caps  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         CANCEL   OK
```

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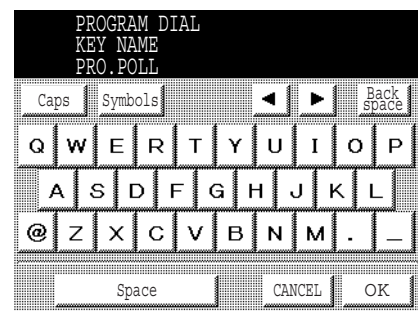
Program Keys

4 Enter the Program Key Name (up to 10 characters) and press ⎣ OK ⎦.

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.    SELECT MODE
EDIT FILE MODE      PRINT OUT
    SET MODE      EDIT PHONE BOOK
```
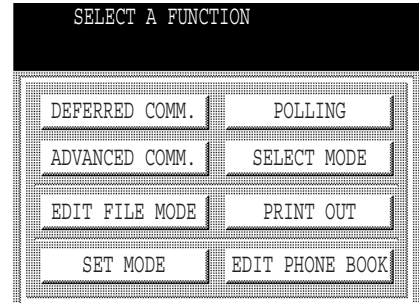
5 Program each Function.

- Deferred Communication (See page 72)
- Advanced Communication (See page 76)
- Polling Communication (See page 77)

6 You can now set other Program Keys by repeating the procedures from step 3, or return to standby by pressing ⎣ STOP ⎦.

```
PROGRAM KEYS
SELECT A FUNCTION

01 GROUP DIAL              _____
02 PROGRAM DIAL            _____
03 MODIFY GROUP DIAL       _____
04 DELETE PROGRAM/GRP      _____
05                         _____
  ◄█    █►  CANCEL    O K
```
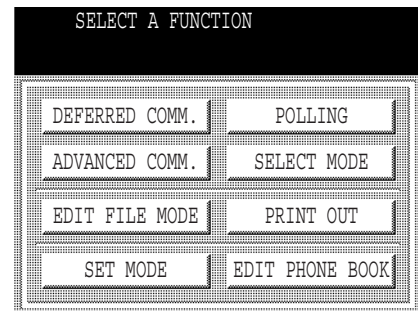
84
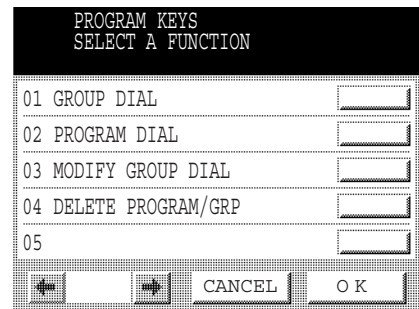
Program Keys

Editing for Group Dialling

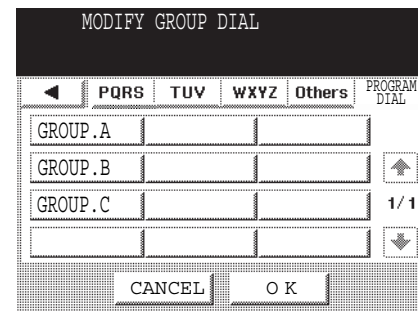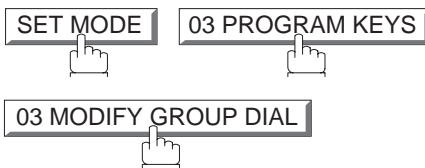If you have to change or erase any of the Group Dialling, follow the steps below.

To change the setting of Group Dialling

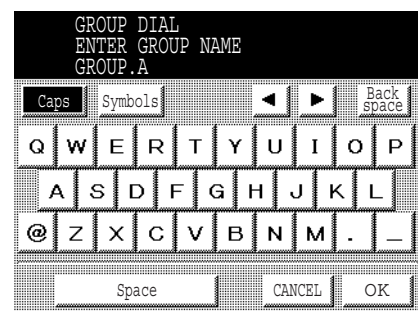Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 ✳ FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.       SELECT MODE
EDIT FILE MODE        PRINT OUT
SET MODE          EDIT PHONE BOOK
```

2 SET MODE   03 PROGRAM KEYS

03 MODIFY GROUP DIAL

```
MODIFY GROUP DIAL

◄  PQRS  TUV  WXYZ  Others  PROGRAM
                                    DIAL
GROUP.A
GROUP.B                              ⬆
GROUP.C                             1/1
                                     ⬇
     CANCEL      O K
```

3 Enter the Group Dial you wish to change and press OK .

Ex: GROUP.A and press OK

```
GROUP DIAL
ENTER GROUP NAME
GROUP.A

Caps  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        CANCEL   OK
```

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4   Enter the new Group Name (up to 15 characters) and press ☐OK☐ . (See Note 1)

Ex: NEW GROUP and press ☐OK☐

```
GROUP DIAL
KEY NAME
NEW GROUP

[Caps] [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         CANCEL   OK
```
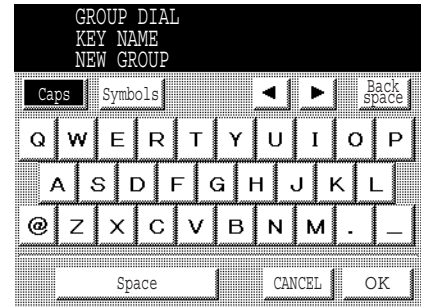
5   Enter the new Key Name (up to 10 characters) and press ☐OK☐ . (See Note 1)

Ex: NEW GROUP and press ☐OK☐

```
GROUP DIAL
ENTER STATION(S)

ABC │ DEF │ GHI │ JKL │ MNO │ ▶

AMERICA   ASIA        CHINA

AFRICA    BERLIN                   ⬆

ANTARCTICA BRAZIL            1/1

APOLLO    CANADA                   ⬇

JOB    MEMORY XMT  (A) ▦ ☐☐☐▬☐☐☐
STATUS  XMT MODE  ORIGINAL (LIGHTER DARKER)
```
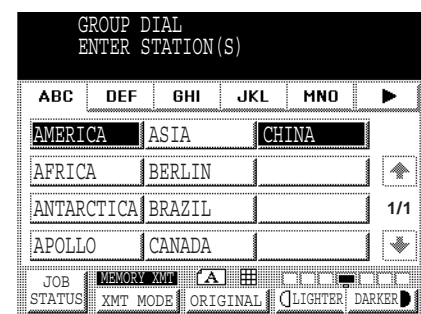
6   Edit the Phone Book Dialling.
Press the Phone Book Dialling you wish to enter or erase the displayed station.
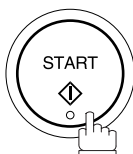
```
GROUP DIAL    STN(S):0000
APOLLO
202020

ABC │ DEF │ GHI │ JKL │ MNO │ ▶

AMERICA   ASIA        CHINA

AFRICA    BERLIN                   ⬆

ANTARCTICA BRAZIL            1/1

APOLLO    CANADA                   ⬇

JOB    MEMORY XMT  (A) ▦ ☐☐☐▬☐☐☐
STATUS  XMT MODE  ORIGINAL (LIGHTER DARKER)
```

7

START ◇

You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing ☐STOP☐ .

```
PROGRAM KEYS
SELECT A FUNCTION

01 GROUP DIAL            _____

02 PROGRAM DIAL          _____

03 MODIFY GROUP DIAL     _____

04 DELETE PROGRAM/GRP    _____

05                       _____

⬅      ➡   CANCEL   O K
```
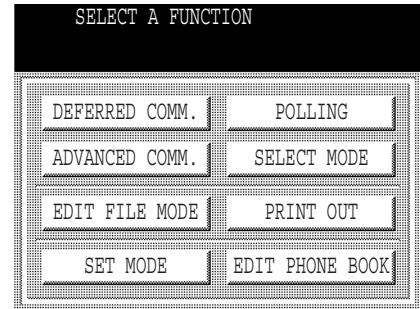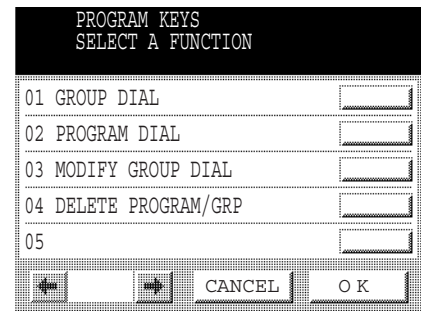

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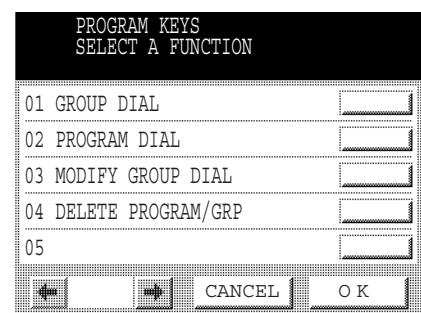
Program Keys

Erasing the Program Key Settings

To erase the settings in a Program Key

1 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE       PRINT OUT
   SET MODE        EDIT PHONE BOOK
```

2 SET MODE   03 PROGRAM KEYS

04 DELETE PROGRAM/GRP

```
DELETE PROGRAM/GRP
SELECT DELETE PROG.

◄   PQRS  TUV  WXYZ  Others  PROGRAM
                                 DIAL
PRO.POLL
TIMER XMT                        ⬆
                                1/1
                                 ⬇
JOB    MEMORY XMT   A  ⊞
STATUS  XMT MODE  ORIGINAL  (LIGHTER DARKER)
```
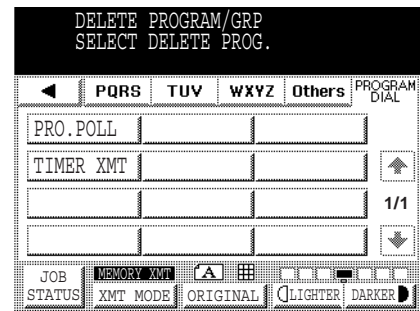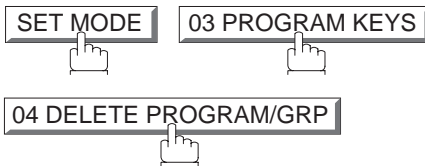
3 Press the Program key you want to erase.

Ex: PRO.POLL

```
DELETE PROGRAM/GRP
PRO.POLL

◄   PQRS  TUV  WXYZ  Others  PROGRAM

         DELETE?


         NO        YES
```

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4   YES

5   You can now erase other Program Keys by repeating the procedures from Step 3, or return to standby by pressing   STOP .

```
┌─────────────────────────────────┐
│ PROGRAM KEYS                    │
│ SELECT A FUNCTION               │
├─────────────────────────────────┤
│ 01 GROUP DIAL          [_____] │
│ 02 PROGRAM DIAL        [_____] │
│ 03 MODIFY GROUP DIAL   [_____] │
│ 04 DELETE PROGRAM/GRP  [_____] │
│ 05                     [_____] │
│ [←]  [→]   [CANCEL]   [ O K ]   │
└─────────────────────────────────┘
```

NOTE

1. *The Program Key cannot be changed or erased until the communication has finished. To change or erase the settings, cancell the communication first by Edit File Mode. (See page 91)*

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Edit File Mode

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.
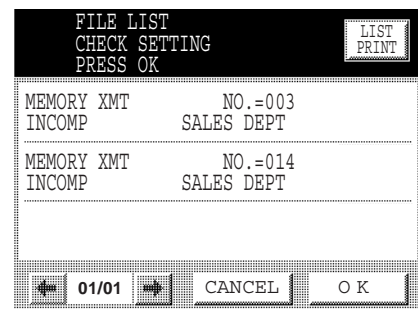
Printing or Viewing a File List

The contents of the communication settings may have to be modified or deleted. To verify the contents, follow the steps below to print or view a file list.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 FUNCTION ✻

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.       SELECT MODE

EDIT FILE MODE        PRINT OUT

SET MODE           EDIT PHONE BOOK
```

2 EDIT FILE MODE   01 FILE LIST

```
FILE LIST                    LIST
CHECK SETTING                PRINT
PRESS OK

MEMORY XMT          NO.=003
INCOMP          SALES DEPT

MEMORY XMT          NO.=014
INCOMP          SALES DEPT


◀  01/01  ▶    CANCEL      O K
```

3a LIST PRINT

```
FILE LIST                    LIST
✻ PRINTING ✻                 PRINT

MEMORY XMT          NO.=003
INCOMP          SALES DEPT

MEMORY XMT          NO.=014
INCOMP          SALES DEPT


◀  01/01  ▶    CANCEL      O K
```
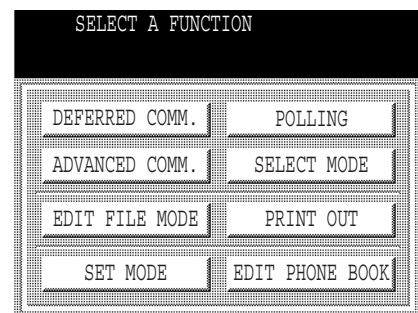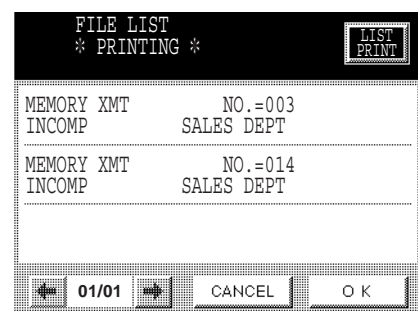
3b ◀ or ▶ repeatedly until the display shows a file you want to view.

ADVANCED FEATURES

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Edit File Mode

4b

Sample File List

```
*************** -FILE LIST- ********************* DATE 15-AUG-2001 ***** TIME 15:00 *********

(1)    (2)                (3)           (4)         (5)    (6)
FILE   COMM. TYPE      CREATED TIME START TIME   PAGES DESTINATION(S)
 No.

001   DEFERRED XMT    15-AUG 13:20    20:30           [PANAFAX]

002   MEM. DEF. XMT   15-AUG 13:20    22:30     003   [SALES DEPT] [TOKYO]

                                                      -PANASONIC             -

********************************* -HEAD OFFICE    - ***** -      201 555 1212- *********
```

Explanation of Contents

(1)	File number	: If the file is now being executed, an "*" is indicated on the left of the file number.
(2)	Communication type	
(3)	Stored date/time	: Date/time that these files were stored.
(4)	Executing time	: If the file is a Timer Controlled Communication, the start time is printed in this column. If the file is an incomplete file, "INCOMP" is printed in this column.
(5)	Number of stored page(s)	
(6)	Destination	: Phone Book Dialling No./Manual Dialling No.

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Edit File Mode

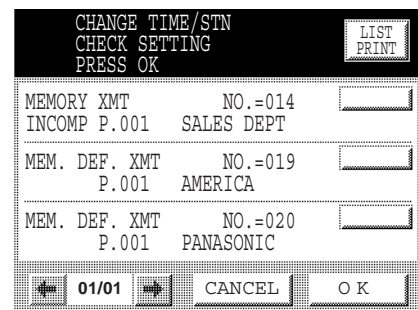### Changing the Start Time or the Station of a File

To change the start time and/or stations in a communication file, follow the steps below.

Make sure that the FAX lamp is ON. If not, press FAX to select the "FAX MODE".
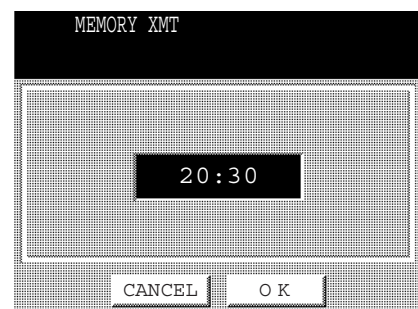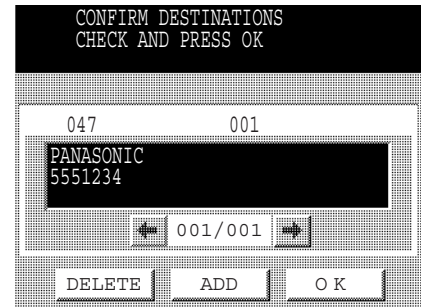
1   FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE        PRINT OUT
SET MODE          EDIT PHONE BOOK
```

2   EDIT FILE MODE   02 CHANGE TIME/STN

```
CHANGE TIME/STN                LIST
CHECK SETTING                  PRINT
PRESS OK

MEMORY XMT          NO.=014
INCOMP P.001    SALES DEPT

MEM. DEF. XMT       NO.=019
       P.001    AMERICA

MEM. DEF. XMT       NO.=020
       P.001    PANASONIC

⇐  01/01  ⇒     CANCEL     O K
```
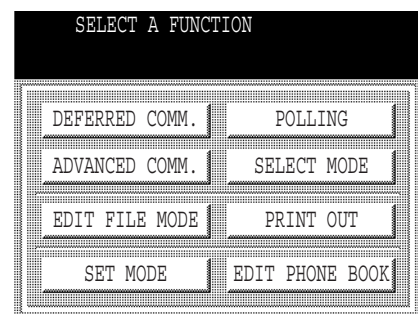
3   Select the file that you want to change and press
        OK .

```
MEMORY XMT




            20:30




    CANCEL       O K
```

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4   Enter a new start time and press ⎕OK⎕.

```
CONFIRM DESTINATIONS
CHECK AND PRESS OK

 047            001
PANASONIC
5551234
              ⬅ 001/001 ➡
 DELETE    ADD      O K
```

5   To delete the station(s), press ◀ or ▶ key until the station you want to delete appears. Then press ⎕DELETE⎕.

     or

To add additional station(s), press ⎕ADD⎕ and select the station(s) that you want to add from the Phone Book.
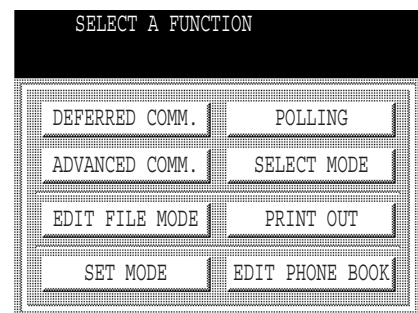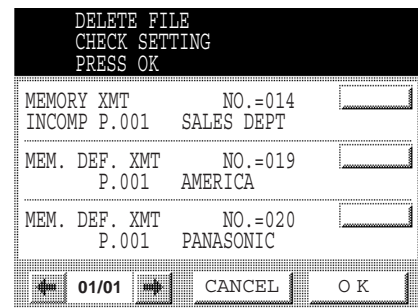
When finished, press

6   OK   STOP

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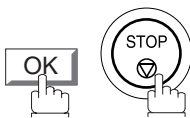
Edit File Mode

Deleting a File

To delete the file in memory, follow the steps below.

Make sure that the FAX lamp is ON. If not, press [FAX button] to select the "FAX MODE".
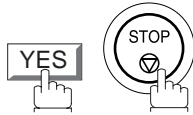
1 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE        PRINT OUT
   SET MODE        EDIT PHONE BOOK
```

2 EDIT FILE MODE   03 DELETE FILE

```
DELETE FILE
CHECK SETTING
PRESS OK

MEMORY XMT          NO.=014
INCOMP P.001    SALES DEPT

MEM. DEF. XMT       NO.=019
        P.001   AMERICA

MEM. DEF. XMT       NO.=020
        P.001   PANASONIC

⬅ 01/01 ➡    CANCEL       O K
```
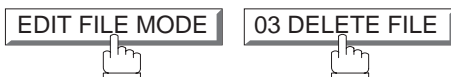
3 Select the file that you want to delete and press [OK].

```
DELETE FILE
MEM. DEF. XMT            020



        DELETE?


      NO        YES
```

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4   YES   STOP

```
DELETE FILE
                    000


           DELETE ALL FILE?



       NO          YES
```
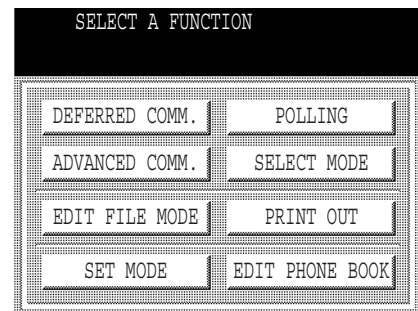
Press YES *to delete all files.*
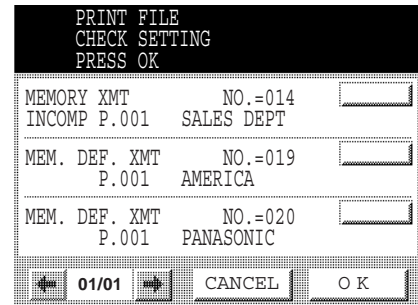
Printing Out a File

To print the contents of the communication file, follow the steps bellow.

Make sure that the FAX lamp is ON. If not, press [FAX icon] to select the "FAX MODE".

1 [FUNCTION button icon]

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.      SELECT MODE

EDIT FILE MODE        PRINT OUT

SET MODE         EDIT PHONE BOOK
```

2 [EDIT FILE MODE] [04 PRINT FILE]

```
PRINT FILE
CHECK SETTING
PRESS OK

MEMORY XMT          NO.=014
INCOMP P.001    SALES DEPT

MEM. DEF. XMT        NO.=019
        P.001    AMERICA

MEM. DEF. XMT        NO.=020
        P.001    PANASONIC

⬅ 01/01 ➡    CANCEL      O K
```

3 Select the file that you want to print and press
[OK] .

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4 Your machine will print the file. The document(s)
will remain in memory even after printing the file.

Edit File Mode

Adding Documents Into a File

To add document(s) into the file, follow the steps bellow.

Make sure that the FAX lamp is ON. If not, press to select the "FAX MODE".
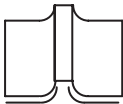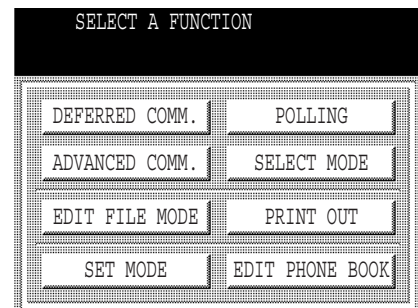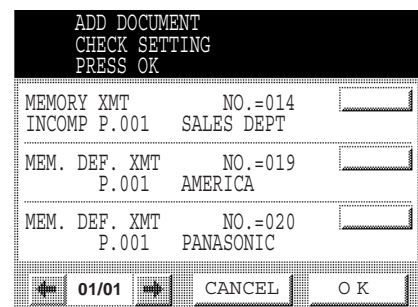
1a

Place original(s) face up on the ADF.

or

1b

Place a book or an original face down on the Platen Glass.

2 FUNCTION

```
      SELECT A FUNCTION


   DEFERRED COMM.        POLLING

   ADVANCED COMM.      SELECT MODE

   EDIT FILE MODE       PRINT OUT

     SET MODE       EDIT PHONE BOOK
```

3 EDIT FILE MODE   05 ADD DOCUMENT

```
    ADD DOCUMENT
    CHECK SETTING
    PRESS OK

 MEMORY XMT       NO.=014
 INCOMP P.001   SALES DEPT

 MEM. DEF. XMT       NO.=019
        P.001    AMERICA

 MEM. DEF. XMT       NO.=020
        P.001    PANASONIC

  ⟵ 01/01 ⟶   CANCEL    O K
```

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Edit File Mode

4 Select the file that you want to add document(s) to and press $\boxed{\text{OK}}$.

5 Your machine will start storing the document(s) into a file.

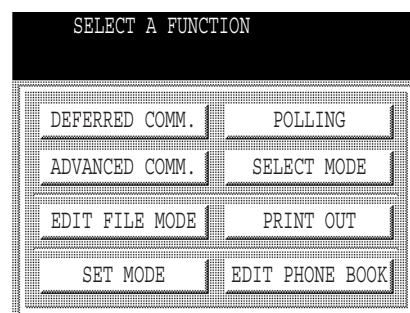**98**

Edit File Mode

Retry an Incomplete File

If a memory communication has been unsuccessful due to a busy line or no answer, the document(s) you stored is automatically erased from memory after the last redial.

If you need to retain the document(s) even if the communication failed, change the setting of Fax Parameter No. 031 (INC. FILE SAVE) to Valid in advance. (See page 34)
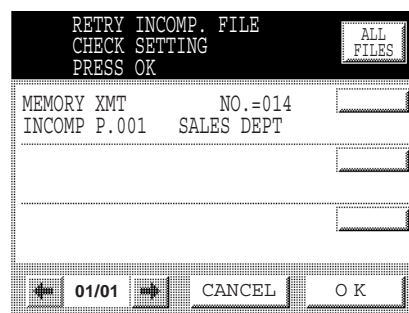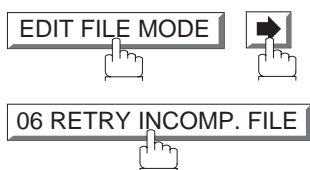
To retry the incomplete file, print a File List first to verify the file number. (See page 89)
Then, follow the steps below.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1   FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.      SELECT MODE

EDIT FILE MODE        PRINT OUT

SET MODE         EDIT PHONE BOOK
```

2   EDIT FILE MODE ➡

06 RETRY INCOMP. FILE

```
RETRY INCOMP. FILE          ALL
CHECK SETTING               FILES
PRESS OK

MEMORY XMT        NO.=014
INCOMP P.001    SALES DEPT



 ⬅ 01/01 ➡   CANCEL    O K
```

3 Select the file that you want to retry.

```
RETRY INCOMP. FILE        ALL
CHECK SETTING             FILES
PRESS OK

MEMORY XMT          NO.=014   ▬▬▬
INCOMP P.001    SALES DEPT



◄▌ 01/01 ▐►   CANCEL     O K
```

4 [OK]

Your machine will retry the file and start dialling immediately.

```
✳ STORE ✳ COMPLETED
PAGE=     01
SALES DEPT

MEMORY XMT          NO.=014   ▬▬▬
IN PRG P.001    SALES DEPT



◄▌ 01/01 ▐►   CANCEL     O K
```

(**NOTE**)

> 1. To confirm or change the entered telephone number for the file, see page 89 and 91.
>
> 2. If you set Fax Parameter No.031 to Valid, all incomplete files will remain in memory. To avoid memory overflow, please check the memory content frequently. We recommend that an optional flash memory card is installed when this function is used. See the Operating Instructions (For Copier).
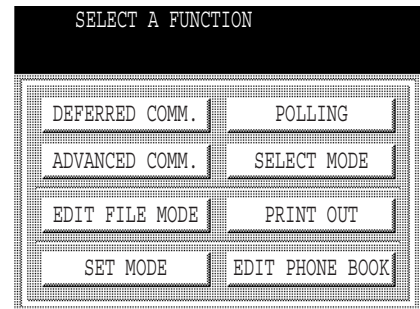
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Receive To Memory

This feature is used to secure all received documents by storing them into memory. To print the document(s) received in memory, the authorized operator must enter the correct password.
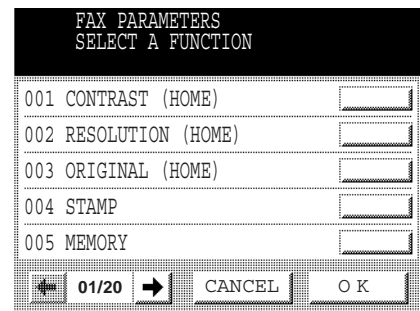
Setting the RCV To Memory Password

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1
FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.        SELECT MODE
EDIT FILE MODE        PRINT OUT
SET MODE              EDIT PHONE BOOK
```

2 SET MODE   04 FAX PARAMETERS

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST (HOME)
002 RESOLUTION (HOME)
003 ORIGINAL (HOME)
004 STAMP
005 MEMORY
         01/20    CANCEL    O K
```

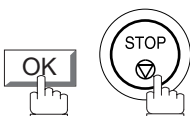**3** Press ◀ or ▶ to scroll the display to the desired Fax Parameter.

037 RCV TO MEMORY

```
037 RCV TO MEMORY
INPUT A 4-DIGIT PWD




         CANCEL    O K
```
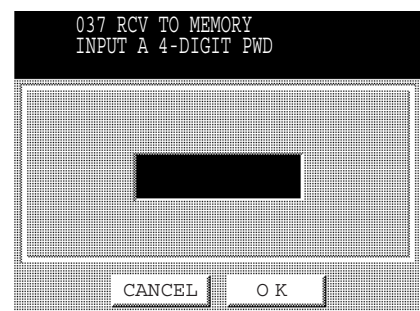
4 Enter a 4-digit RCV to Memory Password and then press OK.
Ex: ① ② ③ ④

5 OK   STOP

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Receive To Memory

Setting RCV To Memory

Make sure that the FAX lamp is ON. If not, press $\overset{\text{FAX}}{\textcircled{\tiny{\text{IP}}}}$ to select the "FAX MODE".

1 FUNCTION
    ⊠ ◯

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.      SELECT MODE

EDIT FILE MODE        PRINT OUT

  SET MODE         EDIT PHONE BOOK
```

2 SELECT MODE   ►   06 RCV TO MEMORY

```
RCV TO MEMORY
SELECT A FUNCTION

OFF       ON       PRINT




←    →    CANCEL    O K
```

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3 ON

```
RCV TO MEMORY
SELECT A FUNCTION

┌──────┐  ┌──────┐  ┌──────┐
│ OFF  │  │ ON   │  │ PRINT│
└──────┘  └──────┘  └──────┘

┌──────┐  ┌──────┐  ┌──────┐
│      │  │      │  │      │
└──────┘  └──────┘  └──────┘

← │ → │ CANCEL │ O K
```

4 OK

```
AUG-15-2001 15:00    01%
READY TO FAX
   < RCV TO MEMORY>
ABC │ DEF │ GHI │ JKL │ MNO │ ►

AMERICA │ ASIA │ CHINA │
AFRICA │ BERLIN │        │  ▲
ANTARCTICA │ BRAZIL │    │  1/1
APOLLO │ CANADA │        │  ▼

JOB     MEMORY XMT   A  ⊞
STATUS  XMT MODE  ORIGINAL  LIGHTER DARKER
```

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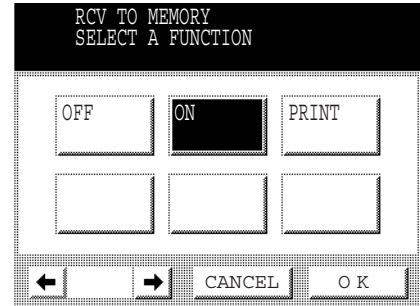**NOTE**

1. *When the memory overflows, the machine will stop receiving and release the line. The machine will not answer the next incoming call until there is space available in memory.*
2. *We recommend that optional flash memory card is installed when this function is used. See page174 on Image Memory Capacity.*
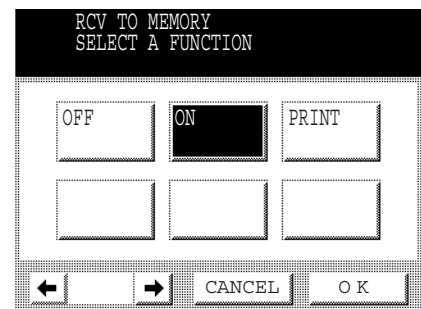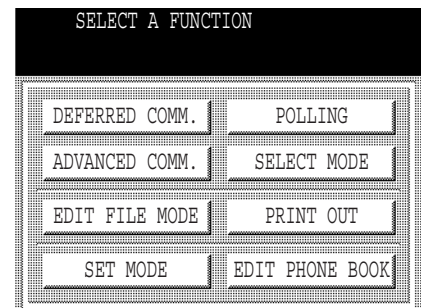
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Receive To Memory

Printing Documents

After receiving documents with the Receive To Memory feature, the following message will appear on the display.
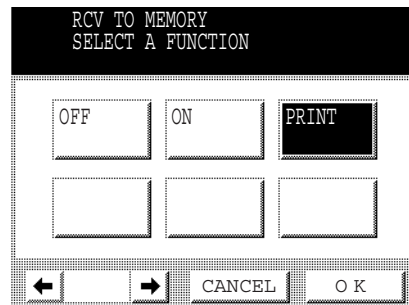
```
AUG-15-2001 15:00

MESSAGE IN MEMORY
┌─────┬─────┬─────┬─────┬─────┬───┐
│ ABC │ DEF │ GHI │ JKL │ MNO │ ► │
├─────┴─────┴─────┴─────┴─────┴───┤
│ AMERICA   ASIA     CHINA        │
│ AFRICA    BERLIN             ⬆  │
│ ANTARCTICA BRAZIL            1/1 │
│ APOLLO    CANADA             ⬇  │
├────────────────────────────────┤
│ JOB  MEMORY XMT  A  ▦           │
│STATUS XMT MODE ORIGINAL LIGHTER DARKER►│
└────────────────────────────────┘
```

To print the document(s), follow the steps below.

FAX

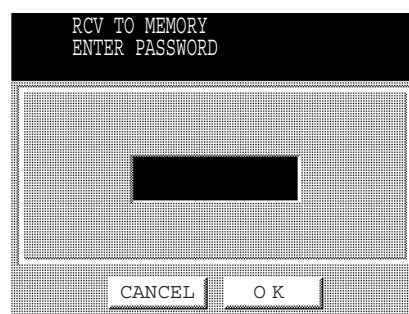Make sure that the FAX lamp is ON. If not, press 🔘 to select the "FAX MODE".

1 FUNCTION
⊞ 🔘

```
SELECT A FUNCTION

┌──────────────┐ ┌──────────────┐
│ DEFERRED COMM.│ │   POLLING    │
└──────────────┘ └──────────────┘
┌──────────────┐ ┌──────────────┐
│ ADVANCED COMM.│ │ SELECT MODE  │
└──────────────┘ └──────────────┘
┌──────────────┐ ┌──────────────┐
│ EDIT FILE MODE│ │  PRINT OUT   │
└──────────────┘ └──────────────┘
┌──────────────┐ ┌──────────────┐
│   SET MODE   │ │EDIT PHONE BOOK│
└──────────────┘ └──────────────┘
```

2 SELECT MODE   ►   06 RCV TO MEMORY

```
RCV TO MEMORY
SELECT A FUNCTION

┌──────┐ ┌──────┐ ┌──────┐
│ OFF  │ │ ON   │ │PRINT │
└──────┘ └──────┘ └──────┘
┌──────┐ ┌──────┐ ┌──────┐
│      │ │      │ │      │
└──────┘ └──────┘ └──────┘

← │    │ → │ CANCEL │ O K
```

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Receive To Memory

3 PRINT

```
RCV TO MEMORY
SELECT A FUNCTION

 OFF       ON       PRINT



 ←    →   CANCEL    O K
```

4 OK

```
RCV TO MEMORY
ENTER PASSWORD




          CANCEL    O K
```

5 Enter the password to print the document(s) and
then press OK .
(See Note 1)

Ex: ① ② ③ ④ and press OK

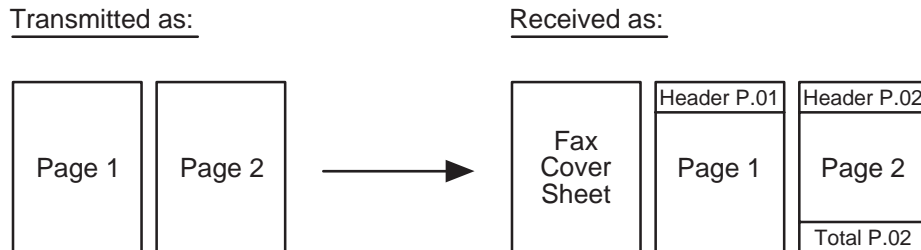**6** Machine will start to print the document(s).

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ADVANCED
FEATURES

Fax Cover Sheet

General Description

A Fax Cover Sheet can be automatically attached to your transmit document(s) that shows the recipient's name, originator's name and the number of pages attached.

Transmitted as:

Page 1	Page 2

Received as:

Fax Cover Sheet	Header P.01 Page 1	Header P.02 Page 2 Total P.02

To Use the Fax Cover Sheet

To attach a Fax Cover Sheet to a transmission, follow the procedure below.

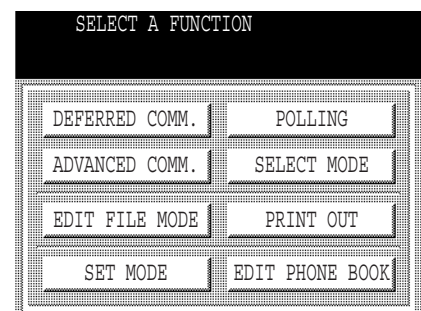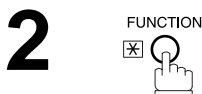Make sure that the FAX lamp is ON. If not, press **FAX** to select the "FAX MODE".
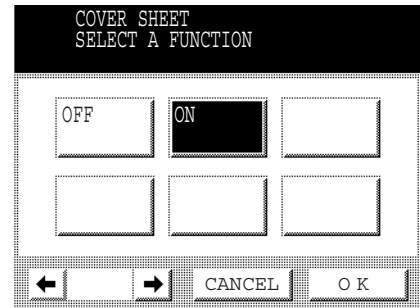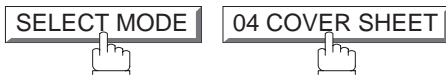
1a Place original(s) face up on the ADF.

or

1b Place a book or an original face down on the Platen Glass.

2 FUNCTION

```
        SELECT A FUNCTION

   DEFERRED COMM.        POLLING

   ADVANCED COMM.      SELECT MODE

   EDIT FILE MODE       PRINT OUT

     SET MODE        EDIT PHONE BOOK
```

106

Fax Cover Sheet

3 SELECT MODE   04 COVER SHEET

```
COVER SHEET
SELECT A FUNCTION

OFF      ON

←      →      CANCEL      O K
```

4 OFF (Cover Sheet is not attached)

or

ON (Cover Sheet is attached)

5 OK

```
15-AUG-2001 15:00    01%
READY TO FAX
ORIGINAL SET
ABC    DEF    GHI    JKL    MNO    ▶
AMERICA    ASIA      CHINA
AFRICA     BERLIN              ⬆
ANTARCTICA BRAZIL              1/1
APOLLO     CANADA              ⬇
JOB     MEMORY XMT   (A) ⊞
STATUS  XMT MODE  ORIGINAL  (LIGHTER DARKER)
```
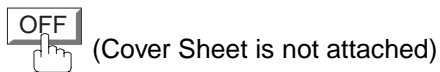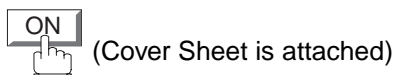
6 Dial the station(s) you wish to send the document(s) to.

Ex: PANASONIC   START

NOTE

1. *To change the preset Fax Cover Sheet Setting, change the setting of Fax Parameter No. 056 (See page 35).*
2. *This function is available for memory or direct transmission modes.*
3. *The Fax Cover Sheet is not counted in the number of pages column of the journals.*

ADVANCED FEATURES

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Fax Cover Sheet

Fax Cover Sheet Sample

```
                    ***** FACSIMILE COVER SHEET *****

                                  (1)
                           15-AUG-2001 15:00




                                  (2)
                             Message To:

         ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
         │                                               │
         │                  SALES DEPT.                  │
         │                                               │
         └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘


                                  (3)
                            Message From:

         ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
         │                   PANASONIC                   │
         │                 201 555 1212                  │
         └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘


                                  (4)
                                   02
                                Page(s)
                       Following This Cover Page
```

Explanation of contents

(1) Starting time of communication.

(2) Recorded name in the Phone Book or dialled telephone number.

(3) Your LOGO (up to 25 characters) and ID Number. (Up to 20 digits)

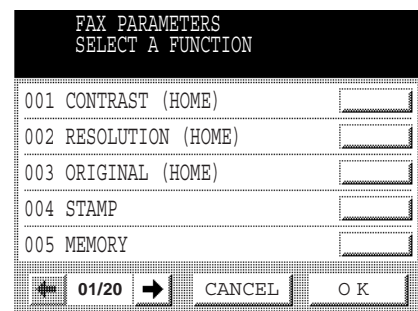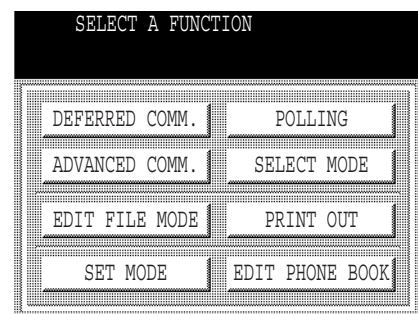(4) The number of pages to follow. This information is not shown when transmitting by Direct Transmission Mode.

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Department Code

General Description

This operation requires the user to input a preset 4-digit Department Code before transmission. The Department Name of the selected Department Code is printed on the Header of each page sent, Cover Sheet, COMM. Journal and Individual Transmission Journal. When the Department Code is set, the Transaction Journal will be sorted by the Department Code number (01 - 50) when it is printed.
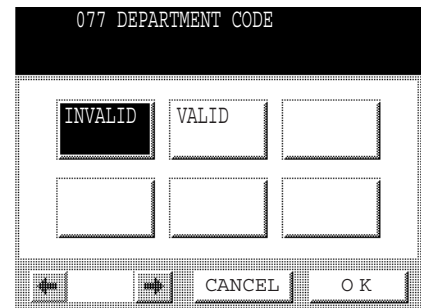
Setting the Department Code

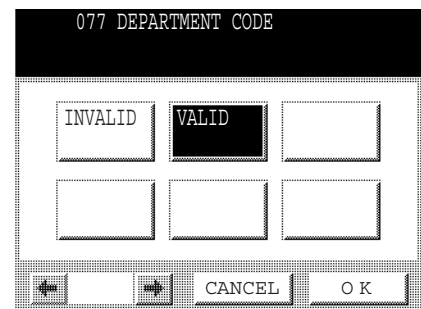Make sure that the FAX lamp is ON. If not, press $\begin{smallmatrix}\text{FAX}\\\textcircled{\textcircled{\tiny ID}}\end{smallmatrix}$ to select the "FAX MODE".

1 FUNCTION

```
SELECT A FUNCTION

  DEFERRED COMM.      POLLING
  ADVANCED COMM.    SELECT MODE
  EDIT FILE MODE      PRINT OUT
    SET MODE      EDIT PHONE BOOK
```

2 SET MODE   04 FAX PARAMETERS

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST  (HOME)
002 RESOLUTION (HOME)
003 ORIGINAL  (HOME)
004 STAMP
005 MEMORY
  ◀ 01/20 ▶   CANCEL    O K
```

3 Press ◀ or ▶ to scroll the display to the desired Fax Parameter.

077 DEPARTMENT CODE

```
┌─────────────────────────────────┐
│     077 DEPARTMENT CODE          │
├─────────────────────────────────┤
│  ┌──────┐ ┌──────┐ ┌──────┐      │
│  │INVALID│ │VALID │ │      │      │
│  └──────┘ └──────┘ └──────┘      │
│  ┌──────┐ ┌──────┐ ┌──────┐      │
│  │      │ │      │ │      │      │
│  └──────┘ └──────┘ └──────┘      │
│  ◀    ▶      CANCEL    O K        │
└─────────────────────────────────┘
```

4 VALID

```
┌─────────────────────────────────┐
│     077 DEPARTMENT CODE          │
├─────────────────────────────────┤
│  ┌──────┐ ┌──────┐ ┌──────┐      │
│  │INVALID│ │VALID │ │      │      │
│  └──────┘ └──────┘ └──────┘      │
│  ┌──────┐ ┌──────┐ ┌──────┐      │
│  │      │ │      │ │      │      │
│  └──────┘ └──────┘ └──────┘      │
│  ◀    ▶      CANCEL    O K        │
└─────────────────────────────────┘
```

5 OK   STOP

NOTE

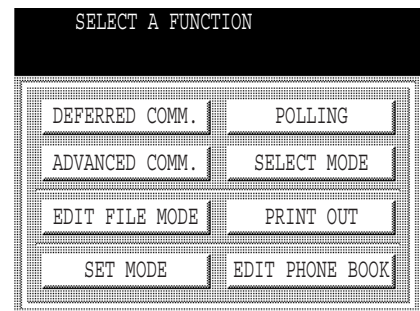1. Use COPY to copy the default LOGO which is set in the User Parameters. You can add the department name following the default LOGO.
2. When enabling the Dept. Code feature for the first time, it is important to print the Journal by pressing FUNCTION, PRINT OUT, 04 FAX PARAMETER LIST in order to erase the previous journal contents.

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Department Code

Setting the Department Code Name
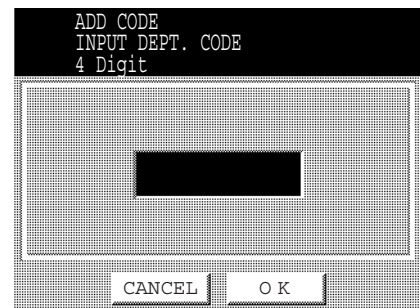
Make sure that the FAX lamp is ON. If not, press $\underset{\text{FAX}}{\textcircled{\tiny \textcircled{\tiny \text{II}}}}$ to select the "FAX MODE".

1 FUNCTION
       ✳ ◯

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.      SELECT MODE

EDIT FILE MODE        PRINT OUT

  SET MODE         EDIT PHONE BOOK
```

2 SET MODE   05 DEPARTMENT SET

01 ADD CODE

```
ADD CODE
ENTER NO.
2 Digit



       1~50


   CANCEL      O K
```
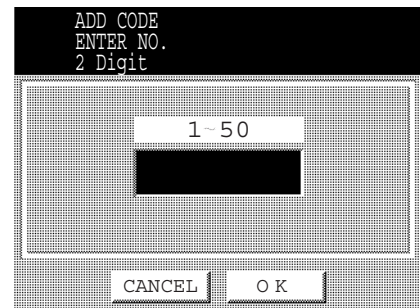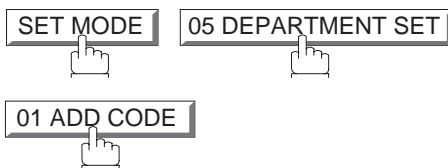
3 Enter Department Code Number and press OK .

Ex: ⓪ ① and press OK

```
ADD CODE
INPUT DEPT. CODE
4 Digit




   CANCEL      O K
```

ADVANCED FEATURES

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4 Enter a 4-digit Department Code and press ⎡OK⎤.

Ex: ① ① ① ① and press ⎡OK⎤

```
ADD CODE
ENTER NAME
┌────┐┌───────┐          ┌─┐┌─┐  ┌─────┐
│Caps││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    │   │CANCEL││OK│
      └────────────┘   └──────┘└──┘
```
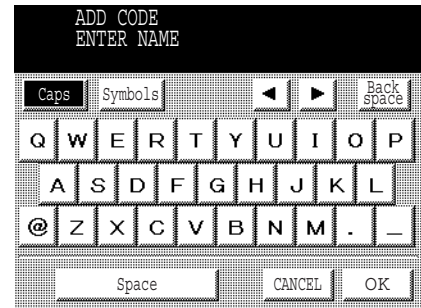
5 Enter your Department Name (max. 25 characters and digits).
And press ⎡OK⎤.

Ex: DEPT.1 and press ⎡OK⎤

```
ADD CODE
ENTER NO.
2 Digit

          ┌──────────┐
          │   1~50   │
          └──────────┘
          ┌──────────┐
          │          │
          └──────────┘

      ┌────────┐   ┌──────┐
      │ CANCEL │   │ O K  │
      └────────┘   └──────┘
```
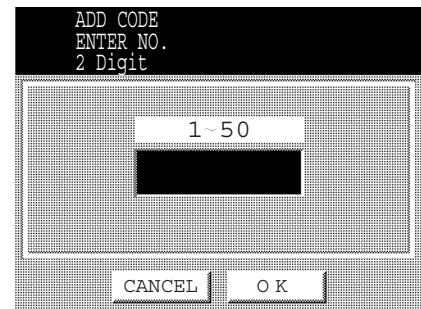
6 To record another Department Code, repeat Steps 3 to 5. To return to standby, press ⎡STOP⎤.
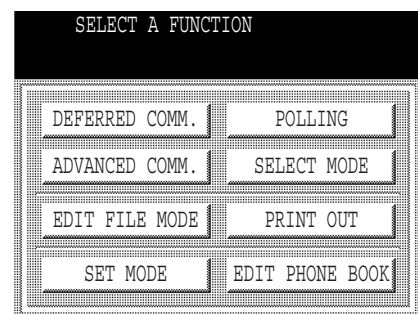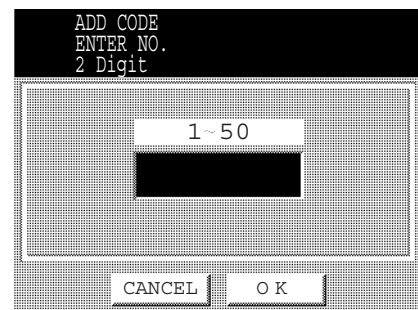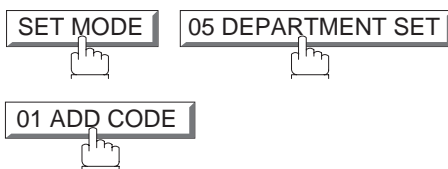
112

Department Code

Changing the Department Code

If you have to change any of the Department Codes, follow the steps below.

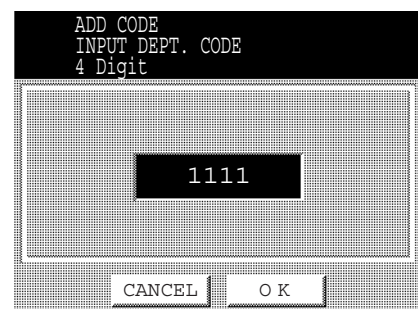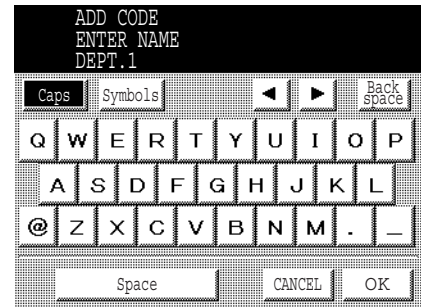Make sure that the FAX lamp is ON. If not, press $\overset{\text{FAX}}{\textcircled{\text{□}}}$ to select the "FAX MODE".

1 $\overset{\text{FUNCTION}}{\boxtimes \mathcal{Q}}$

```
┌──────────────────────────────────┐
│ SELECT A FUNCTION                 │
│                                   │
│ ┌──────────────┐ ┌──────────────┐ │
│ │DEFERRED COMM.│ │   POLLING    │ │
│ └──────────────┘ └──────────────┘ │
│ ┌──────────────┐ ┌──────────────┐ │
│ │ADVANCED COMM.│ │ SELECT MODE  │ │
│ └──────────────┘ └──────────────┘ │
│ ┌──────────────┐ ┌──────────────┐ │
│ │EDIT FILE MODE│ │  PRINT OUT   │ │
│ └──────────────┘ └──────────────┘ │
│ ┌──────────────┐ ┌──────────────┐ │
│ │   SET MODE   │ │EDIT PHONE BOOK│ │
│ └──────────────┘ └──────────────┘ │
└──────────────────────────────────┘
```

2   SET MODE   05 DEPARTMENT SET

01 ADD CODE

```
┌──────────────────────────────────┐
│ ADD CODE                          │
│ ENTER NO.                         │
│ 2 Digit                           │
│                                   │
│             1~50                  │
│          ▅▅▅▅▅▅▅▅                 │
│                                   │
│     ┌────────┐  ┌────────┐        │
│     │ CANCEL │  │  O K   │        │
│     └────────┘  └────────┘        │
└──────────────────────────────────┘
```

3   Enter Department Code Number that you wish to change and press OK .

Ex: ⓪ ① and press OK

```
┌──────────────────────────────────┐
│ ADD CODE                          │
│ INPUT DEPT. CODE                  │
│ 4 Digit                           │
│                                   │
│          ▅▅▅▅▅▅▅▅                 │
│          ▅ 1111 ▅                 │
│          ▅▅▅▅▅▅▅▅                 │
│                                   │
│     ┌────────┐  ┌────────┐        │
│     │ CANCEL │  │  O K   │        │
│     └────────┘  └────────┘        │
└──────────────────────────────────┘
```

ADVANCED FEATURES

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4 Enter New Department Code and press ⌑OK⌐.

```
ADD CODE
ENTER NAME
DEPT.1
Caps  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         CANCEL   OK
```

5 CLEAR
⌾

then enter a new Department Name and press
⌑OK⌐.

6 To change another Department Code, repeat Steps 3 to 5.
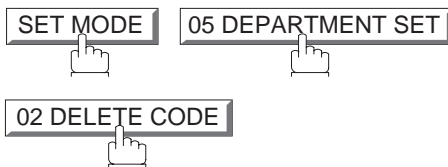To return to standby, press ⌑STOP⌐.

Department Code

Deleting the Department Code

Make sure that the FAX lamp is ON. If not, press ⓒ (FAX) to select the "FAX MODE".

1 FUNCTION
⊠ 🖑

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.    SELECT MODE
EDIT FILE MODE      PRINT OUT
   SET MODE      EDIT PHONE BOOK
```

2 SET MODE   05 DEPARTMENT SET

02 DELETE CODE

```
DELETE CODE
ENTER NO.
2 Digit

        1~50

   CANCEL     O K
```
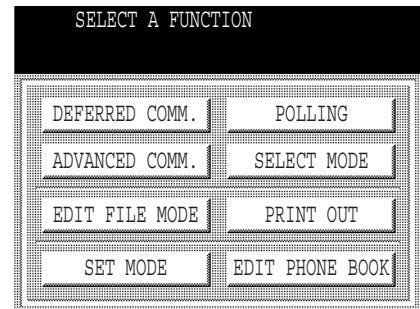
3 Enter Department Code you wish to delete and press OK .

Ex: ⓪ ① and press OK

```
DELETE CODE
ENTER PASSWORD

   CANCEL     O K
```

ADVANCED FEATURES

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4 Enter the Department Code and press [OK].

Ex: ① ① ① ① and press [OK]

```
DELETE CODE
DELETE CODE 01


      DELETE?


    NO        YES
```

5 [YES]

6 To delete another Department Code, repeat Steps 3 to 5.
To return to standby, press [STOP].

116

Department Code

Sending a Document with Department Code

1 Set original(s) face down.

2 Dial by any combination of the following methods:
- Manual Number Dialling, press SET after each station is entered (up to 70 stations)
- Phone Book Dialling (up to 200 stations)

Ex: PANASONIC

```
MEMORY XMT                    0001
PANASONIC
5551234
◀   PQRS   TUV   WXYZ  Others PROGRAM
                                DIAL
PANASONIC
SALES DEPT                           ⬆
                                    1/1
                                     ⬇
JOB    MEMORY XMT   Ⓐ ⊞   ▯▯▯▮▯▯▯
STATUS XMT MODE ORIGINAL ◖LIGHTER DARKER◗
```

3 START

```
INPUT DEPT. CODE




CANCEL      O K
```
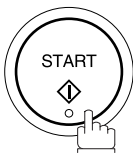
4 Enter a 4-digit Department Code and press OK .

5 The document is sent with the header of the selected Department Name. The selected Department Name is printed on the COMM. Journal, Individual Transmission Journal and Cover Sheet.

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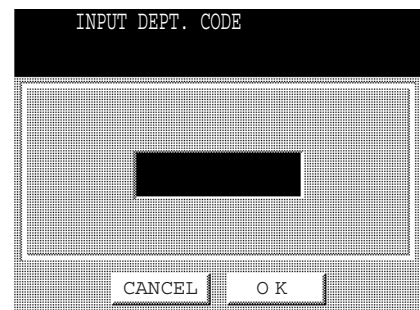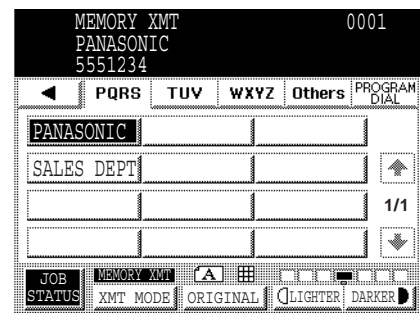
Department Code

Sending a Document with Department Code (Voice Mode Transmission)

1a

Place original(s) face up on the ADF.

or

1b
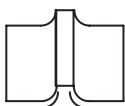
Place a book or an original face down on the Platen Glass.

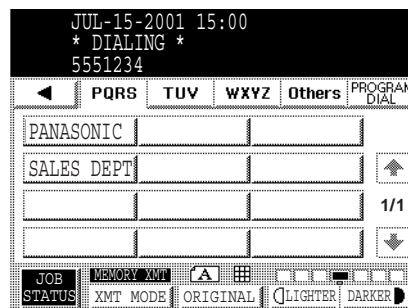**2** Lift the external telephone or press MONITOR.

Ex: MONITOR

```
INPUT DEPT. CODE




         [          ]



    CANCEL      O K
```
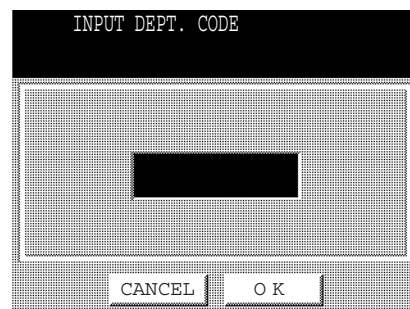
3 Enter a 4-digit Department Code and press OK.
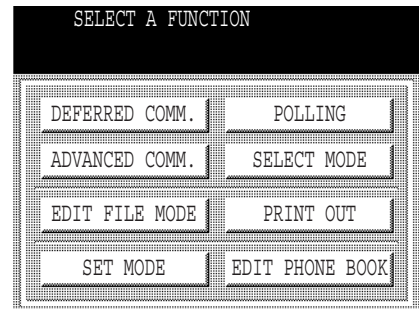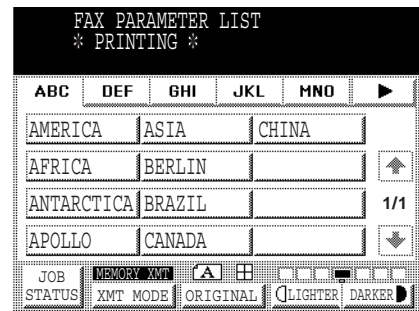
Ex: ① ② ③ ④ and press OK

118

Department Code

4

Dial the telephone number from the keypad.
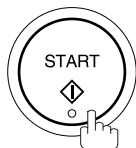
Ex: ⑤ ⑤ ⑤ ① ② ③ ④

```
JUL-15-2001 15:00
* DIALING *
5551234
```

◄ | **PQRS** | **TUV** | **WXYZ** | **Others** | PROGRAM DIAL

PANASONIC		
SALES DEPT			⬆
			1/1
			⬇

JOB STATUS | MEMORY XMT / XMT MODE | Ⓐ / ORIGINAL | ◖LIGHTER | DARKER◗

5

When you hear a beep,

START ◇ ○

The document is sent with the header of the selected Department Name. The selected Department Name is printed on the COMM. Journal, Individual Transmission Journal and Cover Sheet.

ADVANCED FEATURES

119

Department Code

Printing a Department Code List

The Department Code List will print after the Fax Parameter List.

1   FUNCTION
⊛

```
┌─────────────────────────────────┐
│        SELECT A FUNCTION         │
│                                  │
│ ┌──────────────┐ ┌─────────────┐ │
│ │DEFERRED COMM.│ │   POLLING   │ │
│ └──────────────┘ └─────────────┘ │
│ ┌──────────────┐ ┌─────────────┐ │
│ │ADVANCED COMM.│ │ SELECT MODE │ │
│ └──────────────┘ └─────────────┘ │
│ ┌──────────────┐ ┌─────────────┐ │
│ │EDIT FILE MODE│ │  PRINT OUT  │ │
│ └──────────────┘ └─────────────┘ │
│ ┌──────────────┐ ┌─────────────┐ │
│ │   SET MODE   │ │EDIT PHONE BOOK│ │
│ └──────────────┘ └─────────────┘ │
└─────────────────────────────────┘
```

2   PRINT OUT   04 FAX PARAMETER LIST

```
┌─────────────────────────────────┐
│ FAX PARAMETER LIST               │
│ ☀ PRINTING ☀                     │
│ ┌────┬────┬────┬────┬────┬────┐  │
│ │ABC │DEF │GHI │JKL │MNO │ ▶  │  │
│ ├────┴────┴────┴────┴────┴────┤  │
│ │AMERICA │ASIA    │CHINA    │   │
│ ├────────┼────────┼────────┐ ▲ │
│ │AFRICA  │BERLIN  │        │   │
│ ├────────┼────────┤        1/1 │
│ │ANTARCTICA│BRAZIL│        │   │
│ ├────────┼────────┤        │ ▼ │
│ │APOLLO  │CANADA  │        │   │
│ ├──────┬─────────┬─────────────┤│
│ │ JOB  │MEMORY XMT│ A  ⊞      │  │
│ │STATUS│XMT MODE│ORIGINAL│◁LIGHTER DARKER▷│
│ └──────┴─────────┴─────────────┘│
└─────────────────────────────────┘
```

120

Sample Department Code List (Prints following the Fax Parameter List)

```
*************** -FAX PARAMETER LIST- ************** DATE 15-AUG-2001 ***** TIME 15:00 *** P.02

        DEPARTMENT CODE LIST

    (1)          (2)                          (3)
    NUMBER       DEPARTMENT NAME              DEPARTMENT CODE

    01           Panafax Sales                0001
    02           Panafax Service              0002
    03           Panafax Accounting           0003



    50           Panafax Engineering          0050


                                              -PANASONIC              -
*********************************** -HEAD OFFICE  - ********* -    201 555 1212 - ********
```

Explanation of contents

(1) Department Code Number   : 01-50

(2) Department Name   : Up to 25 characters

(3) Department Code   : 4 digits

Department Code

Printing a Department Code Journal

When the Department Code is set, the Transaction Journal will be sorted by the Department Code number when it is printed. All contents of the Journal will be erased automatically after being printed.

1 FUNCTION
⊛ 🖐

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE        PRINT OUT
   SET MODE         EDIT PHONE BOOK
```

2 PRINT OUT   01 JOURNAL   01 PRINT OUT

```
JOURNAL
* PRINTING *

ABC   DEF   GHI   JKL   MNO   ▶
AMERICA   ASIA    CHINA
AFRICA    BERLIN                ⬆
ANTARCTICA BRAZIL              1/1
APOLLO    CANADA               ⬇
JOB    MEMORY XMT  [A] ⊞  □□□■□□□
STATUS XMT MODE ORIGINAL (LIGHTER DARKER)
```

122

Sample Department Code Journal / Originated Calls

```
*************** -JOURNAL- ************************ 15-AUG-2001 15:00 ***** TIME 15:00 *** P.01

        ORIGINATED CALLS
        13-AUG TO 15-AUG (1)
         (2)                      (3)
        TOTAL PAGES = 000038   TOTAL TIME = 00:23:56

(4)    (5)
 01: Panafax Sales
----------------------------------
NO.  COMM.  PAGES    FILE   DURATION  X/R    IDENTIFICATION     DATE     TIME      DIAGNOSTIC

01    OK   005             00:05:13  XMT   ☎ 5551234          13-AUG   15:10   C0044903C0000
21    OK   021/021  019   00:10:15  FWD    FAX FORWARD        13-AUG   18:10   C0044903C0000
             (6)                     (7)
        TOTAL PAGES = 000026   TOTAL TIME = 00:15:28

 02: Panafax Service
----------------------------------
NO.  COMM.  PAGES    FILE   DURATION  X/R    IDENTIFICATION     DATE     TIME      DIAGNOSTIC

19    OK   001/001  017   00:00:13  XMT   ☎ 5551234          14-AUG   10:10   C0044903C0000
30    OK   011/011  045   00:08:15  XMT    SERVICE DEPT.      15-AUG   13:10   C0044903C0000

        TOTAL PAGES = 000012   TOTAL TIME = 00:08:28

                                              -PANASONIC                -
************************************* -HEAD OFFICE  - ********* -     201 555 1212 - ********
```

123

Department Code

Sample Department Code Journal / Received Calls

```
*************** -JOURNAL- ************************ DATE 15-AUG-2001 15:00 ***** TIME 15:00 *** P.02

         RECEIVED CALLS
         13-AUG TO 15-AUG (1)
          (2)                    (3)
         TOTAL PAGES = 000011   TOTAL TIME = 00:13:41

NO.   COMM. PAGES    FILE   DURATION  X/R    IDENTIFICATION          DATE    TIME       DIAGNOSTIC

55    OK    005             00:05:13  RCV    4445678                 13-AUG  12:10    C0044903C0000
56    OK    005/005  020    00:08:15  PLD    111 222 333             13-AUG  19:15    C0044903C0000


70    OK    001      017    00:00:13  RCV    44567345                14-AUG  10:10    C0044903C0000


                                                        -PANASONIC              -
******************************** -HEAD OFFICE  - ********* -    201 555 1212 - ********
```

Explanation of contents

(1) Period date of this journal

(2) Number of total pages transmitted/received for this machine.

(3) Total transmitted/received time for this machine.

(4) Department Code Number   : 01-50

(5) Department Name

(6) Number of total pages transmitted/received for this department.

(7) Total transmitted/received time for this department.

124

Selective Reception

Your machine has a special feature, Selective Reception, which can prevent the receiving of unnecessary documents (i.e. junk fax, direct mail, etc.).

Before receiving the document(s), 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 each Phone Book station.
When a match is found, your machine will start receiving the document(s). If a match is not found, your machine will cancell the reception and an Information Code 406 will be recorded on the Journal.

Setting the Selective Reception

Make sure that the FAX lamp is ON. If not, press the **FAX** button to select the "FAX MODE".
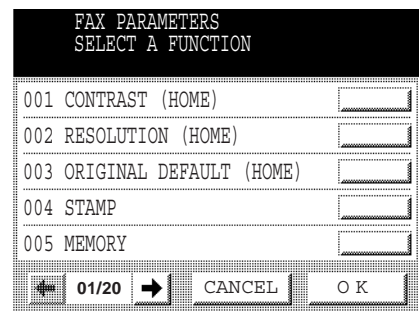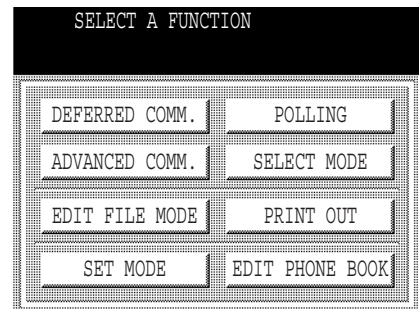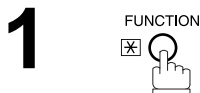
1   FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING

ADVANCED COMM.     SELECT MODE

EDIT FILE MODE      PRINT OUT

SET MODE        EDIT PHONE BOOK
```

2   SET MODE   04 FAX PARAMETERS

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST (HOME)          ____
002 RESOLUTION (HOME)        ____
003 ORIGINAL DEFAULT (HOME)  ____
004 STAMP                    ____
005 MEMORY                   ____

◀  01/20  ▶   CANCEL    O K
```

3   Press ◀ or ▶ to scroll the display to the desired Fax Parameter.

046 SELECT RCV

```
046 SELECT RCV


INVALID   VALID




◀      ▶    CANCEL    O K
```

125

4   VALID

```
046 SELECT RCV

 INVALID    VALID

          CANCEL    O K
```

5   OK   STOP

---
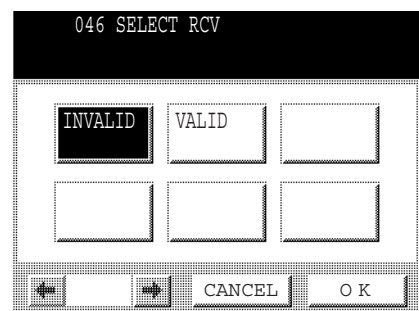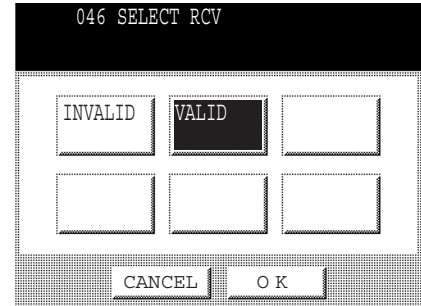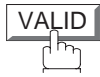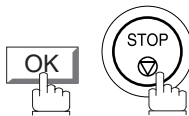
1. *When the Selective Reception is set, your machine can receive only from those stations which are programmed in the Phone Book.*
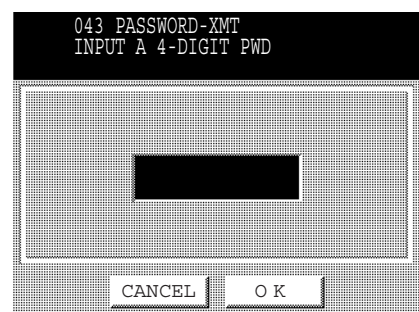2. *If your ID number has not been set, your machine might not be able to receive from some models.*
   To set your ID number, see page 23.

126

Password Communications

General Description

Password Communications, including Password Transmission and Password Reception will prevent your machine from sending a fax to a wrong station or receiving a fax from an unauthorized stations. 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 other compatible Panafax machine(s). If the transmission password in your machine does not match the transmission password in the other compatible Panafax machine(s), the transmission will fail. You can select password transmission by setting using FUNCTION - SELECT MODE - 05 (PASSWORD-XMT) to "ON" when you send an original.

To use Password Reception, you must set a 4-digit receiving password in advance. The password must be shared with the other compatible Panafax machine(s). If the password in your machine does not match the receiving password in the other compatible Panafax machine(s), the reception will fail. Once you set password reception and set the parameter to **"ON"**, it stays until you change the setting to **"OFF"**.

Compatibility with Other Machines

You can only use password transmission and reception with another Panafax compatible machine(s) listed below.

Model	Special Settings
DF-1100 DP-2000 DP-2500 DP-3000 FP-D250F FP-D350F UF-160 UF-160M UF-170 UF-260 UF-270 UF-270M UF-280M UF-300 UF-312 UF-322 UF-550 UF-560 UF-585 UF-595 UF-650 UF-733 UF-744 UF-745 UF-750 UF-750D UF-755 UF-755e UF-766 UF-770 UF-788 UF-880 UF-885 UF-895 UF-M500	Required. Please refer to the individual Operating Instructions of each model.

127

Password Communications

Setting Password Transmission

To set transmission password and parameter

Make sure that the FAX lamp is ON. If not, press ⌖ (FAX) to select the "FAX MODE".

1

FUNCTION
⊛ ◯

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.       SELECT MODE
EDIT FILE MODE        PRINT OUT
SET MODE           EDIT PHONE BOOK
```

2 SET MODE   04 FAX PARAMETERS

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST (HOME)
002 RESOLUTION (HOME)
003 ORIGINAL (HOME)
004 STAMP
005 MEMORY
⬅ 01/20 ➡   CANCEL    O K
```

3 Press ⬅ or ➡ to scroll the display to the desired Fax Parameter.

043 PASSWORD-XMT

```
043 PASSWORD-XMT
INPUT A 4-DIGIT PWD




CANCEL    O K
```
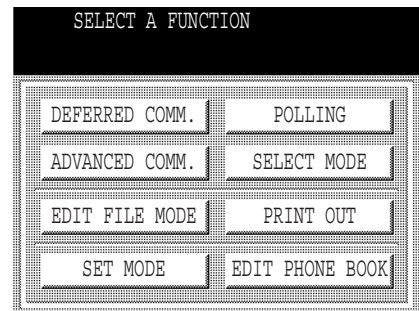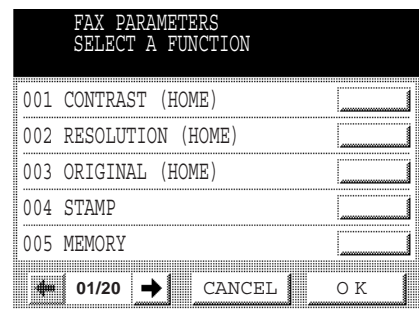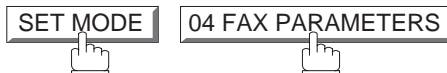
4 Enter a 4-digit Transmission Password and press ⌈OK⌋.
Ex: ①②③④ and press ⌈OK⌋.

```
043 PASSWORD-XMT
PASSWORD=1234

OFF        ON


⬅      ➡   CANCEL    O K
```

128

5 OFF (password is not checked)

or

ON (password is checked)

6 OK (STOP)
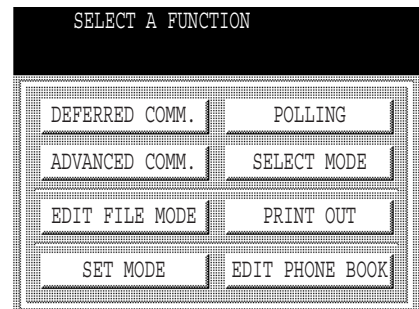
NETWORK
FEATURE

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Password Communications

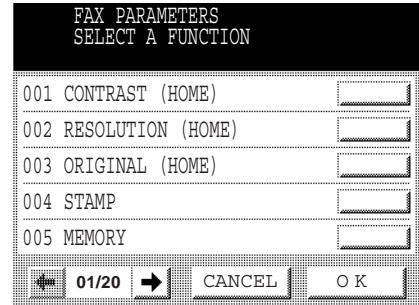### Setting Password Reception

To set receiving password and parameter

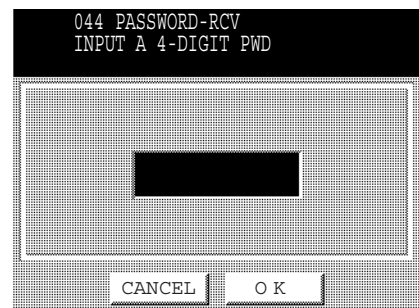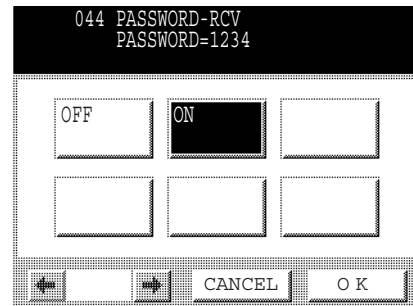Make sure that the FAX lamp is ON. If not, press 　⃝　 to select the "FAX MODE".

1 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.     SELECT MODE
EDIT FILE MODE      PRINT OUT
SET MODE         EDIT PHONE BOOK
```

2 SET MODE   04 FAX PARAMETERS

```
FAX PARAMETERS
SELECT A FUNCTION

001 CONTRAST (HOME)
002 RESOLUTION (HOME)
003 ORIGINAL (HOME)
004 STAMP
005 MEMORY
 ⬅ 01/20 ➡   CANCEL    O K
```

3 Press ⬅ or ➡ to scroll the display to the desired Fax Parameter.

044 PASSWORD-RCV

```
044 PASSWORD-RCV
INPUT A 4-DIGIT PWD




CANCEL    O K
```

130

4 Enter a 4-digit Receiving Password and press ⌐OK⌐.

Ex: ① ② ③ ④ and ⌐OK⌐.

```
044 PASSWORD-RCV
    PASSWORD=1234
```

OFF	ON	

◀━   ━▶   CANCEL   O K

5 ⌐OFF⌐ (password is not checked)

or

⌐ON⌐ (password is checked)

6 ⌐OK⌐ (STOP)

NOTE

1. *Once you set the parameter, you cannot select the parameter, "**OFF**" or "**ON**", for each reception. It is always "**OFF**" or "**ON**" until you change the setting.*

2. *To change the password, press ⌐CLEAR⌐ in Step 4. Then re-enter a new one.*

NETWORK
FEATURE

131

Password Communications

Using Password Transmission

To use Password Transmission, you can set the $\boxed{\text{PASSWORD-XMT}}$ "OFF" or "ON" for each Transmission by following the procedure below.

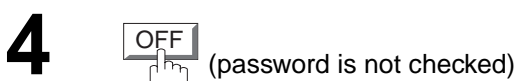Make sure that the FAX lamp is ON. If not, press the FAX button to select the "FAX MODE".
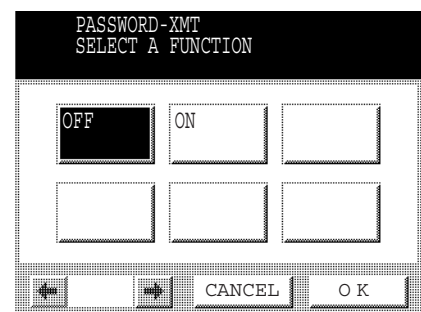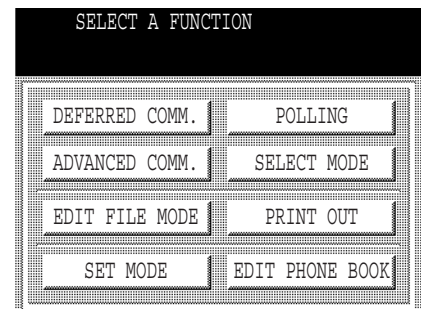
1a

Place original(s) face up on the ADF.

or

1b

Place a book or an original face down on the Platen Glass.

2 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.     POLLING

ADVANCED COMM.     SELECT MODE

EDIT FILE MODE     PRINT OUT

SET MODE      EDIT PHONE BOOK
```

3 $\boxed{\text{SELECT MODE}}$ $\boxed{\text{05 PASSWORD-XMT}}$

```
PASSWORD-XMT
SELECT A FUNCTION

OFF        ON




              CANCEL    O K
```

4 $\boxed{\text{OFF}}$ (password is not checked)

or

$\boxed{\text{ON}}$ (password is checked)

132

5 OK

```
15-AUG-2001 15:00    01%
READY TO FAX
ORIGINAL SET
ABC   DEF   GHI   JKL   MNO   ▶
AMERICA    ASIA     CHINA
AFRICA     BERLIN                    ⬆
ANTARCTICA BRAZIL                    1/1
APOLLO     CANADA                    ⬇
JOB    MEMORY XMT   [A] ⊞    [  ][  ]■[  ]
STATUS  XMT MODE  ORIGINAL  [(]LIGHTER DARKER[)]
```
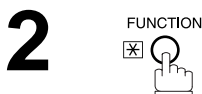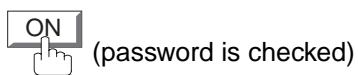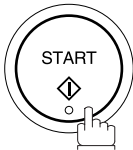
6 Dial by any combination of the following methods:
- Manual Number Dialling, press [SET] after each station is entered (up to 70 stations)
- Phone Book Dialling (up to 200 stations)

Ex: [PANASONIC]

7 START
◇

If your machine's Transmission Password coincides with the other station's Transmission Password, your machine starts sending the documents. When transmission is completed, PASSWORD-XMT returns to the original setting (**"OFF"** or **"ON"**).

Using Password Reception

There is no additional operation required once you set the parameter by following the procedure on page 130. The parameter, **"OFF"** or **"ON"**, cannot be selected for each reception. It is always **"OFF"** or **"ON"** until you change the setting.

NETWORK
FEATURE

133

Confidential Mailbox

Your machine is equipped with two Confidential Communication features which ensure that the Confidential information you send is received only by the person with the correct confidential code.

Confidential Mailbox

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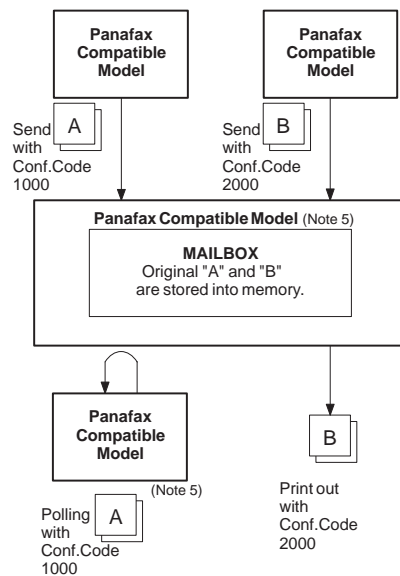

Figure 1 : Confidential Mailbox

Compatibility with Other Machines

Table 1 shows a list of compatible Panafax models which have the Confidential Mailbox feature. It also shows whether or not special settings are required.

Table 1 : Confidential Mailbox Requirement

Compatible Model							Special Settings
DF-1100	DP-2000	DP-2500	DP-3000	UF-280M	UF-312	UF-322	
UF-332	UF-333	UF-342	UF-344	UF-550	UF-560	UF-585	Not Required.
UF-595	UF-733	UF-744	UF-745	UF-755	UF-755e	UF-766	
UF-770	UF-788	UF-880	UF-885	UF-895			

NOTE

1. *If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.*
2. *Up to 20 Mailbox files can be stored in memory. So, you can receive the confidential fax using 20 different confidential codes.*
3. *If the memory overflows, the machine will stop receiving and release the line.*
4. *We recommend that optional flash memory card be installed when this function is used. (See page 174) on Image Memory Capacity.*
5. *If confidential faxes were received in the mailbox of UF-733, you cannot poll those documents. The UF-733 is designed to print the received confidential document(s) locally only.*

134

Confidential Mailbox

Sending a Confidential Document to a Remote Station's Mailbox

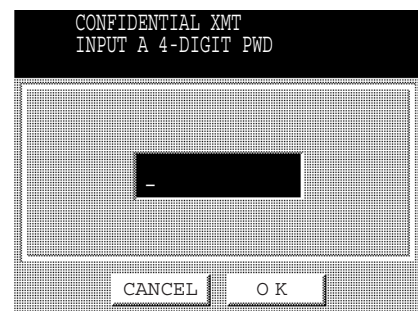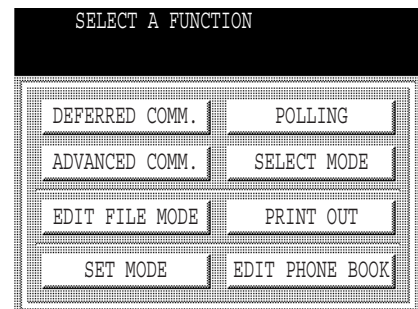Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a Place original(s) face up on the ADF.

or

1b Place a book or an original face down on the Platen Glass.

2 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE      PRINT OUT
SET MODE            EDIT PHONE BOOK
```

3 ADVANCED COMM.   02 MAILBOX   01 XMT

```
CONFIDENTIAL XMT
INPUT A 4-DIGIT PWD




       -


CANCEL      O K
```

135

Confidential Mailbox

4 Enter a 4-digit Confidential Code and press $\boxed{\text{OK}}$.

Ex: ② ② ③ ③ and press $\boxed{\text{OK}}$

```
CONFIDENTIAL XMT    STN(S):0000
ENTER STATION(S)

ABC | DEF | GHI | JKL | MNO | ▶

AMERICA   ASIA      CHINA
AFRICA    BERLIN              ⬆
ANTARCTICA BRAZIL             1/1
APOLLO    CANADA              ⬇

JOB      MEMORY XMT   A  ▦
STATUS  XMT MODE ORIGINAL  LIGHTER DARKER
```
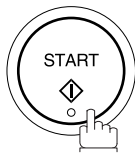
5 Dial by any one of the following methods:
- Manual Number Dialling, press $\boxed{\text{SET}}$ after each station is entered (up to 70 stations)
- Phone Book Dialling (up to 200 stations)

Ex: $\boxed{\text{PANASONIC}}$

6

START
◇

7 If necessary, contact the receiving person and tell them the Confidential Code.


$\boxed{\text{NOTE}}$

1. If the receiving station has a Network Password, you must set the same password, shared by the receiving station, to send confidential fax. (See pages 143 and 144)
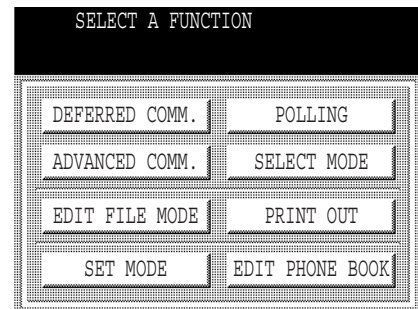
136

Confidential Mailbox

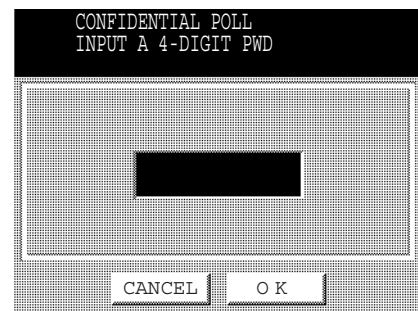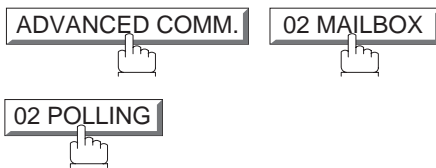### Polling a Confidential Document from a Remote Station's Mailbox

After you have been informed that someone has transmitted confidential document(s) to a remote station's mailbox, you can poll the confidential document(s) from the remote station by following the procedure below.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".
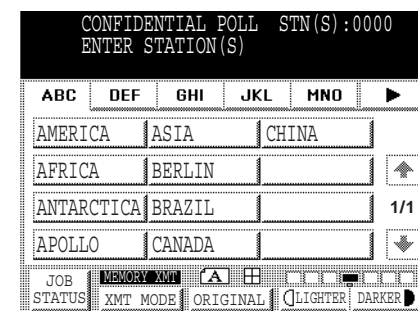
1 FUNCTION

```
SELECT A FUNCTION

┌─────────────────┐  ┌─────────────────┐
│ DEFERRED COMM.  │  │    POLLING      │
└─────────────────┘  └─────────────────┘
┌─────────────────┐  ┌─────────────────┐
│ ADVANCED COMM.  │  │  SELECT MODE    │
└─────────────────┘  └─────────────────┘
┌─────────────────┐  ┌─────────────────┐
│ EDIT FILE MODE  │  │   PRINT OUT     │
└─────────────────┘  └─────────────────┘
┌─────────────────┐  ┌─────────────────┐
│    SET MODE     │  │ EDIT PHONE BOOK │
└─────────────────┘  └─────────────────┘
```

2 ADVANCED COMM.   02 MAILBOX

02 POLLING

```
CONFIDENTIAL POLL
INPUT A 4-DIGIT PWD




      ┌──────────┐
      │          │
      └──────────┘


    ┌────────┐  ┌──────┐
    │ CANCEL │  │ O K  │
    └────────┘  └──────┘
```

3 Enter a 4-digit Confidential Code and press OK .

Ex: ② ② ③ ③ and press OK

```
CONFIDENTIAL POLL  STN(S):0000
ENTER STATION(S)

 ABC │ DEF │ GHI │ JKL │ MNO │ ►
┌─────────┐┌─────────┐┌────────┐
│ AMERICA ││ ASIA    ││ CHINA  │
├─────────┤├─────────┤├────────┤  ┌──┐
│ AFRICA  ││ BERLIN  ││        │  │⬆ │
├─────────┤├─────────┤├────────┤  └──┘
│ANTARCTICA││ BRAZIL ││        │   1/1
├─────────┤├─────────┤├────────┤  ┌──┐
│ APOLLO  ││ CANADA  ││        │  │⬇ │
└─────────┘└─────────┘└────────┘  └──┘
 JOB  │MEMORY XMT│ A │⊞│▭▭▭■▭▭▭
STATUS│XMT MODE│ORIGINAL│LIGHTER DARKER
```

4 Dial by any one of the following methods:
- Manual Number Dialling, press SET after each station is entered. (Up to 70 stations)
- Phone Book Dialling. (Up to 200 stations)

Ex: PANASONIC

NETWORK FEATURE

137

5

138

Receiving a Confidential Document into Your Machine's Mailbox

No special setting is required, your machine comes with this feature ready to use. Your machine receives a confidential fax the same way it receives a normal fax message. When receiving the confidential fax, the display shows the following message (CONF. RCV REPORT) and prints the Confidential Receive Report.

Sample CONF. RCV Report

```
*********************-CONF. RCV REPORT- ***********DATE 15-AUG-2001 *****TIME 15:00 ***********

                 ** NOTICE OF CONFIDENTIAL DOCUMENT HELD **

     (1)         (2)                     (3)            (4)
    FILE NO.    RECEIVED FROM           PAGES          TIME RECEIVED

     040        PANAFAX                 001            15-AUG 15:00


                                        -PANASONIC               -

*******************************-HEAD OFFICE    -**** -      201 555 1212- *******************
```

Explanation of contents

(1) File number   : 001 to 999

(2) Received remote station's ID   : Character ID or Numeric ID

(3) Number of pages received

(4) Received date and time

NETWORK FEATURE

NOTE

> 1. If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.
> 2. Up to 20 Mailbox files can be stored in memory. So, you can receive the confidential fax using 20 different confidential codes.
> 3. If the memory overflows, the machine will stop receiving and release the line.
> 4. You can verify whether the unit has received a confidential fax by printing the File List. (See page 89)

139

Confidential Mailbox

Storing a Confidential Document in Your Machine's Mailbox

Use the following procedure to store a document(s) into a confidential mailbox in your machine. Once the confidential document(s) is stored in your machine, it can be polled by another machine.

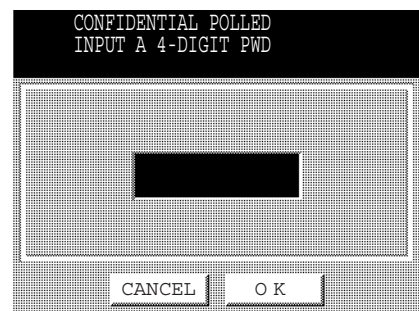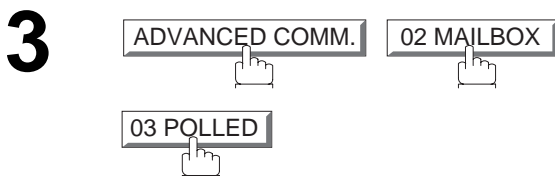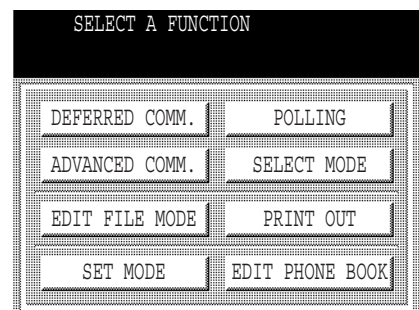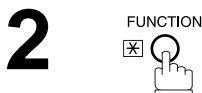Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a Place original(s) face up on the ADF.

or

1b Place a book or an original face down on the Platen Glass.

2 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.     SELECT MODE
EDIT FILE MODE      PRINT OUT
SET MODE       EDIT PHONE BOOK
```

3 ADVANCED COMM.   02 MAILBOX

03 POLLED

```
CONFIDENTIAL POLLED
INPUT A 4-DIGIT PWD




CANCEL      O K
```

140

4   Enter a 4-digit Confidential Code and then press ⬜OK⬜.

     Ex: ②②③③ and press ⬜OK⬜

5   The document(s) will be stored into memory.
     If necessary, contact the receiving party of the confidential document(s) and tell them the confidential code needed to poll the documents.

⬭ **NOTE** ⬮

     1. The confidential file will be erased automatically after being polled.
     If you wish to retain the confidential file even after being polled, change the setting of Fax Parameter No. 042 (CONF. POLLED FILE SAVE) to "Valid".
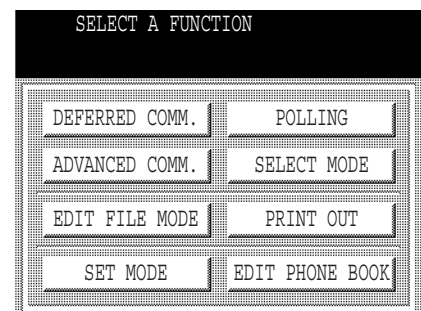
Confidential Mailbox

Printing a Confidential Document from Your Machine's Mailbox
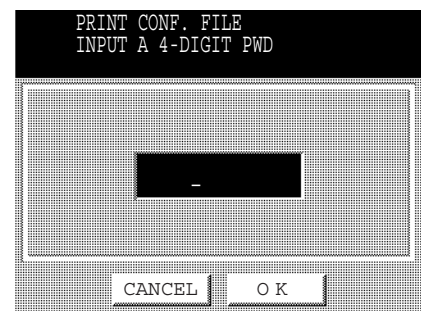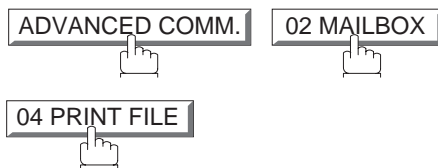
After you have been notified that someone has transmitted a confidential document into your machine's mailbox, use the following procedure to print the confidential document(s).

Make sure that the FAX lamp is ON. If not, press ⓕ **FAX** to select the "FAX MODE".

1 ✳ FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.     SELECT MODE
EDIT FILE MODE      PRINT OUT
    SET MODE      EDIT PHONE BOOK
```

2 ADVANCED COMM.   02 MAILBOX

04 PRINT FILE

```
PRINT CONF. FILE
INPUT A 4-DIGIT PWD



        _


CANCEL      O K
```

3 Enter the Confidential Code of the document you want to print and then press OK .

Ex: ② ② ③ ③ and press OK

4 The machine will print the confidential document(s).

NOTE

> 1. The confidential file will be erased automatically after being printed even if the setting of Fax Parameter No. 042 (CONF. POLLED FILE SAVE) is changed to "Valid".

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Confidential Mailbox

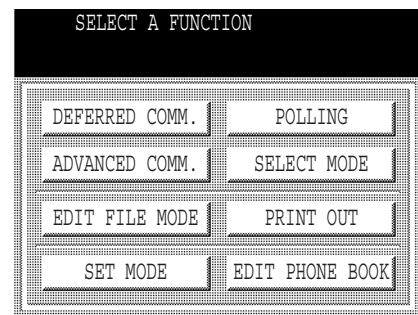### Deleting a Confidential Document Stored in Your Machine's Mailbox

If your memory becomes full, or you just want to clean out your confidential documents, you may delete one or more confidential faxes stored in your machine by using the following procedure.
There are two types of methods for deleting the confidential file(s), one is to delete the file individually by its Confidential Code, and the other is to delete all confidential files in memory.
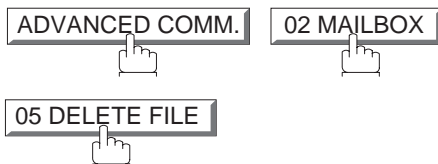
To delete a file using the Confidential Code

Make sure that the FAX lamp is ON. If not, press ⊚ (FAX) to select the "FAX MODE".

1 FUNCTION
⊛ ◯

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE       PRINT OUT
SET MODE         EDIT PHONE BOOK
```

2 | ADVANCED COMM. | | 02 MAILBOX |

| 05 DELETE FILE |

```
DELETE CONF. FILE
INPUT A 4-DIGIT PWD



        _


CANCEL      O K
```

3 Enter a 4-digit Confidential Code and then press
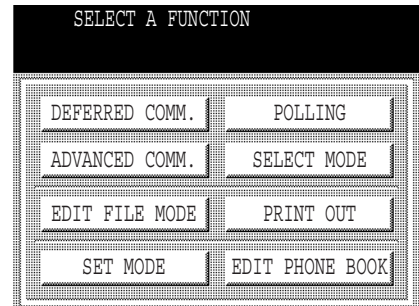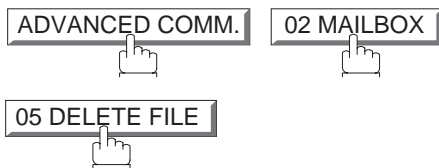| OK |.

Ex: ② ② ③ ③ and press | OK |.

Confidential Mailbox

To delete all confidential files from memory

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 FUNCTION
✳

```
SELECT A FUNCTION

DEFERRED COMM.    POLLING
ADVANCED COMM.    SELECT MODE
EDIT FILE MODE    PRINT OUT
SET MODE          EDIT PHONE BOOK
```

2 ADVANCED COMM.   02 MAILBOX

05 DELETE FILE

```
DELETE CONF. FILE
INPUT A 4-DIGIT PWD



            -



       CANCEL    O K
```

3 OK

```
DELETE CONF. FILE



   DELETE ALL FILES?



       NO      YES
```
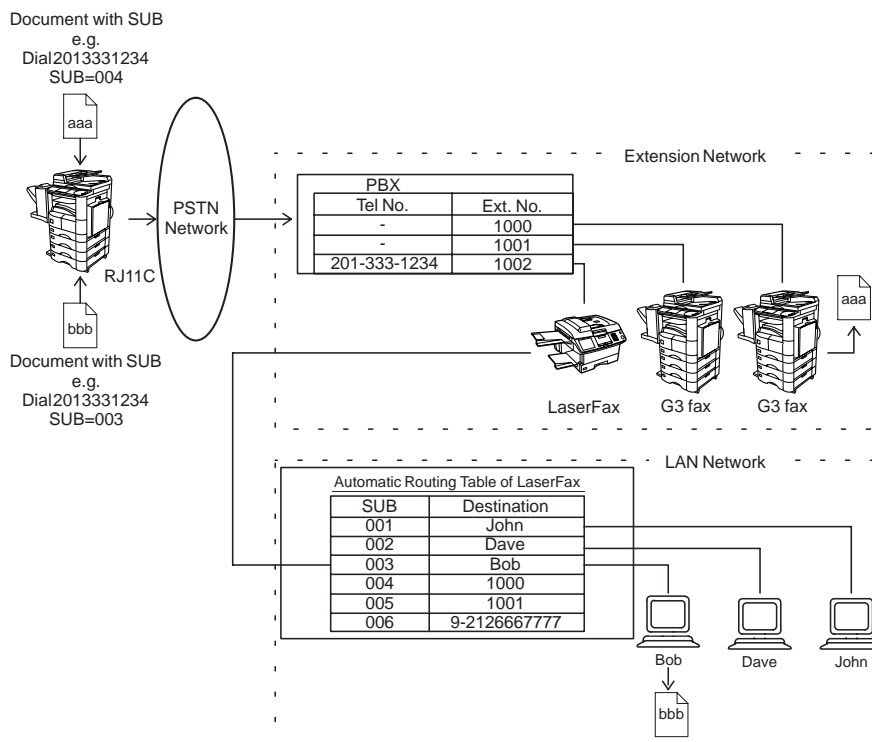
4 YES

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General Description

The Sub-Addressing function allows you further routing, forwarding or relaying of document(s) to the desired recipient(s) when used in combination with the Networking version of LaserFAX software. This function conforms to the ITU-T recommendation for T. Routing-Facsimile Routing utilizing the Sub-Address.

Example of a Network

Document with SUB
e.g.
Dial2013331234
SUB=004

aaa

RJ11C

PSTN
Network

bbb

Document with SUB
e.g.
Dial2013331234
SUB=003

Extension Network

PBX	
Tel No.	Ext. No.
-	1000
-	1001
201-333-1234	1002

aaa

LaserFax   G3 fax   G3 fax

LAN Network

Automatic Routing Table of LaserFax

SUB	Destination
001	John
002	Dave
003	Bob
004	1000
005	1001
006	9-2126667777

Bob   Dave   John

bbb

Compatibility with Other Machines
- Sub-Addressing Transmission:DF-1100/DP-2000/DP-2500/DP-3000/DX-1000/2000/FP-D250F/D350F/UF-
   332/333/342/344/550/560/585/595/770/788/880/885/895 (see Note 2)
- Sub-Addressing Reception: DX-1000/2000 and DF-1100/UF-342/344/550/560/585/595/770/788/880 with
   PC Interface using the Networking version of LaserFAX software.

Sub-Addressing Transmission Methods
You can send a document with Sub-Address information to the desired recipient by the following methods.
- By registering the Sub-Address information into the Phone Book Numbers.
- By specifying the Sub-Address information in the Manual Number Dialling Mode.

Setting of Routing, Forwarding or Relaying
You can customize the Automatic Routing to any combination of LAN (Local Area Network), PSTN
(Public Switched Telephone Network) or PBX Extension with LaserFAX Routing Table (please refer to the
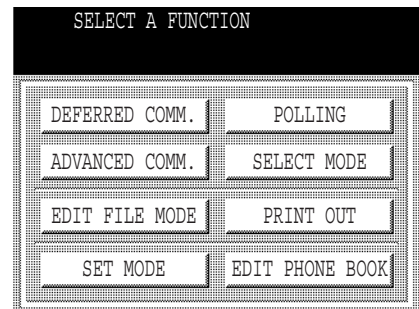LaserFAX User Manual).

NOTE

> 1. LaserFAX is trademarks of Wordcraft International Ltd.
> 2. UF-788 with PC Interface Option or the Option ROM installed.

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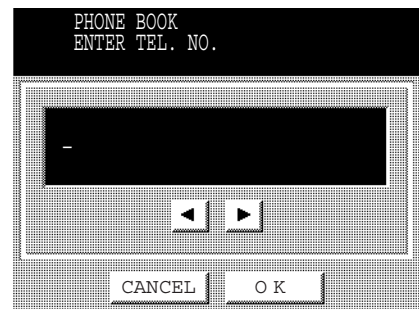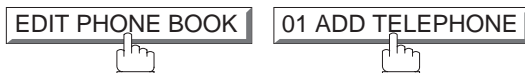## Sub-Addressing

Setting the Sub-Address into a Phone Book Numbers

Make sure that the FAX lamp is ON. If not, press (FAX button) to select the "FAX MODE".

1 FUNCTION
⊠

```
    SELECT A FUNCTION

  ┌──────────────┐ ┌──────────────┐
  │DEFERRED COMM.│ │   POLLING    │
  └──────────────┘ └──────────────┘
  ┌──────────────┐ ┌──────────────┐
  │ADVANCED COMM.│ │ SELECT MODE  │
  └──────────────┘ └──────────────┘
  ┌──────────────┐ ┌──────────────┐
  │EDIT FILE MODE│ │  PRINT OUT   │
  └──────────────┘ └──────────────┘
  ┌──────────────┐ ┌──────────────┐
  │   SET MODE   │ │EDIT PHONE BOOK│
  └──────────────┘ └──────────────┘
```

2 EDIT PHONE BOOK   01 ADD TELEPHONE

```
  PHONE BOOK
  ENTER TEL. NO.

  ┌────────────────────────┐
  │ _                      │
  │                        │
  │            ◄  ►        │
  └────────────────────────┘
      CANCEL    O K
```
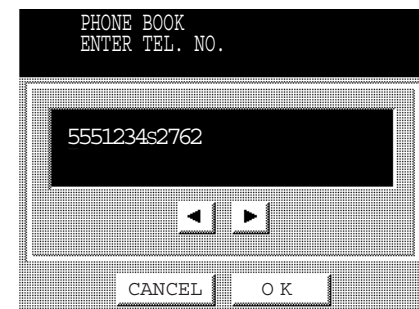
3 Enter the telephone number, press SUB-ADDR
then enter the Sub-Address. (Up to 20 digits)
(Up to 36 digits including telephone number,
pauses, spaces, FLASH and Sub-Address.)

Ex: Telephone number = 5551234**,**
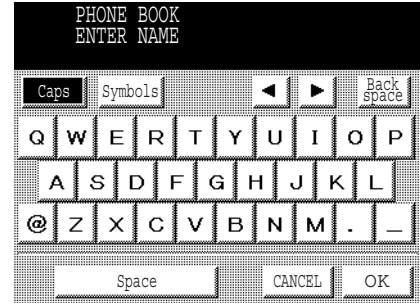Sub-Address =2762

Enter as: ⑤⑤⑤①②③④
 SUB-ADDR ②⑦⑥②

```
  PHONE BOOK
  ENTER TEL. NO.

  ┌────────────────────────┐
  │ 5551234s2762           │
  │                        │
  │            ◄  ►        │
  └────────────────────────┘
      CANCEL    O K
```

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4   OK

And then continue to enter the station name and
key name.

```
PHONE BOOK
ENTER NAME

Caps   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         CANCEL   OK
```

5   STOP

NOTE

1. SUB-ADDR *separates the Sub-Address from the Telephone number and is indicated by an "s" in the display.*

NETWORK FEATURE

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Sub-Addressing

Sending a Fax with Sub-Address

Using the Phone Book Dialling Numbers

The operation is the same as for normal dialling.

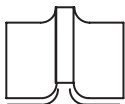Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1a
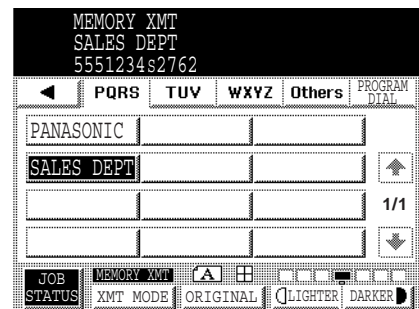
Place original(s) face up on the ADF.

or

1b

Place a book or an original face down on the Platen Glass.

2   **Ex:** SALES DEPT

```
MEMORY XMT
SALES DEPT
5551234s2762
◄ | PQRS | TUV | WXYZ | Others | PROGRAM DIAL
PANASONIC |        |        |
SALES DEPT |        |        | ⬆
           |        |        | 1/1
           |        |        | ⬇
JOB    MEMORY XMT  [A] ▦  ▯▯▯ ▬ ▯▯▯
STATUS XMT MODE ORIGINAL (LIGHTER DARKER▶
```

3   START

The document is stored into memory and your machine starts to dial the number of the station and sends the document(s) with Sub-Addressing information.

148

Sub-Addressing

Using Manual Number Dialling

Use SUB-ADDR to separate the Telephone number and the Sub-Address.

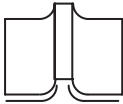Make sure that the FAX lamp is ON. If not, press ⟨FAX⟩ to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

or

1b

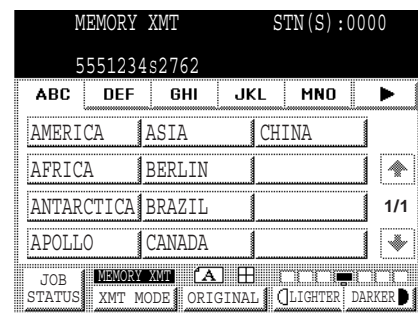Place a book or an original face down on the Platen Glass.

2 Enter the telephone number, press SUB-ADDR then enter the Sub-Address (up to 20 digits). (Up to 36 digits including telephone number, pauses, spaces, FLASH and Sub-Address)
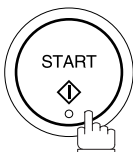
Ex: Telephone number = 5551234, Sub-Address=2762

Enter as: ⑤⑤⑤①②③④
SUB-ADDR ②⑦⑥②

```
MEMORY XMT          STN(S):0000
   5551234s2762
ABC  | DEF | GHI | JKL | MNO  | ▶
AMERICA   | ASIA    | CHINA
AFRICA    | BERLIN  |              ⬆
ANTARCTICA| BRAZIL  |            1/1
APOLLO    | CANADA  |              ⬇
JOB    | MEMORY XMT | [A] ⊞
STATUS | XMT MODE | ORIGINAL | ◖LIGHTER DARKER◗
```

3

START

The documnet is stored into memory and your machine starts to dial the number of the station and sends the document(s) with Sub-Addressing information.

NETWORK FEATURE

NOTE

1. FLASH *separates the Sub-Address from the Telephone number and is indicated by an "s" in the display.*
2. *Manual Off-Hook or On-Hook Dialling cannot be used with the Sub-Addressed Transmission.*
3. *The Sub-Address is not transmitted during Manual Redial Mode.*

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Sub-Addressing

Use Sub-Address temporarily

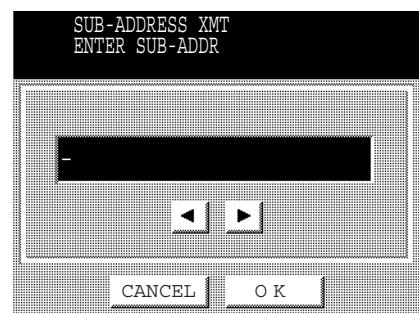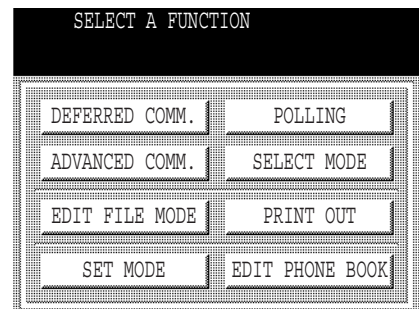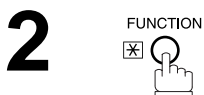Make sure that the FAX lamp is ON. If not, press the FAX button to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

or

1b

Place a book or an original face down on the Platen Glass.

2 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.       SELECT MODE
EDIT FILE MODE        PRINT OUT
   SET MODE        EDIT PHONE BOOK
```

3 ADVANCED COMM.   04 SUB-ADDRESS XMT

```
SUB-ADDRESS XMT
ENTER SUB-ADDR



    ◄   ►


    CANCEL    O K
```

150

4 Enter the Sub-Address (up to 20 digits) and then press ⃞OK⃞.

Ex: ②⑦⑥② and press ⃞OK⃞

```
SUB-ADDRESS XMT
ENTER PASSWORD

        ◄   ►

     CANCEL      O K
```

5 Enter the Password (max 20 digit) and then press ⃞OK⃞.

Ex: ①②③④⑤ and press ⃞OK⃞
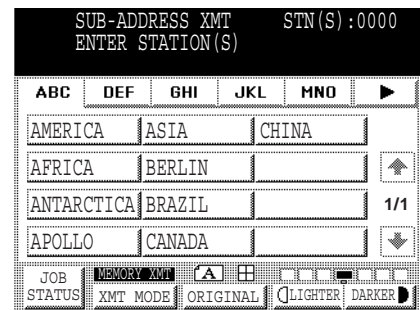
```
SUB-ADDRESS XMT      STN(S):0000
ENTER STATION(S)

ABC  DEF  GHI  JKL  MNO   ►
AMERICA   ASIA     CHINA
AFRICA    BERLIN              ⬆
ANTARCTICA BRAZIL            1/1
APOLLO    CANADA              ⬇
JOB   MEMORY XMT  [A] ⊞
STATUS  XMT MODE  ORIGINAL (LIGHTER DARKER)
```

6 Dial by any combination of the following methods.
 • Manual Number Dialling, press ⃞SET⃞ after each station is entered.
   (Up to 70 stations)
 • Phone Book Dialling. (Up to 200 stations)

7
```
START
 ◇
```

NETWORK FEATURE

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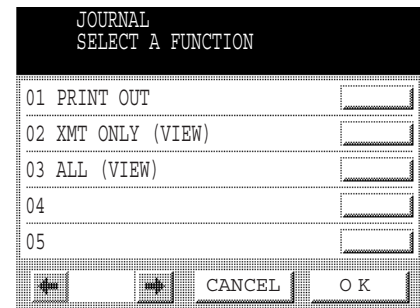This page is intentionally left blank.
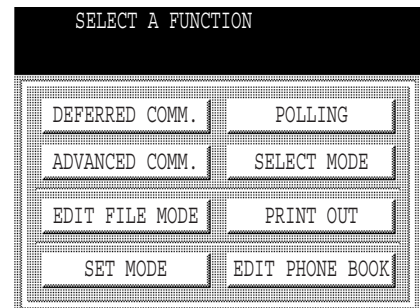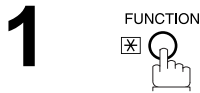
152

Journals and Lists

To help you maintain records of the documents you sent and received, as well as lists of the numbers you record, your facsimile machine is equipped to print the following journals and lists: Transaction Journal, Individual Transmission Journal, Communication Journal, Phone Book List, Program List, Fax Parameter List and File List.

Transaction Journal

The "Journal" is a record of the last 100 transactions (a transaction is recorded each time you send or receive a document). It prints automatically after every 100 transactions (See Note 1) or you can print or view it manually by using the following procedure:

FAX

Make sure that the FAX lamp is ON. If not, press ⓒⓟ to select the "FAX MODE".

1   FUNCTION
⊛

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING
ADVANCED COMM.    SELECT MODE
EDIT FILE MODE      PRINT OUT
   SET MODE       EDIT PHONE BOOK
```

2   PRINT OUT   01 JOURNAL

```
JOURNAL
SELECT A FUNCTION

01 PRINT OUT          _____
02 XMT ONLY (VIEW)    _____
03 ALL (VIEW)         _____
04                    _____
05                    _____
 ⬅    ➡    CANCEL     O K
```

3a   01 PRINT OUT   to print a Journal

153

3b 02 XMT ONLY for viewing transmission transactions only

3c 03 ALL to view all transactions

You can view the transactions in the journal by pressing ◀ or ▶. Press STOP to return to standby.

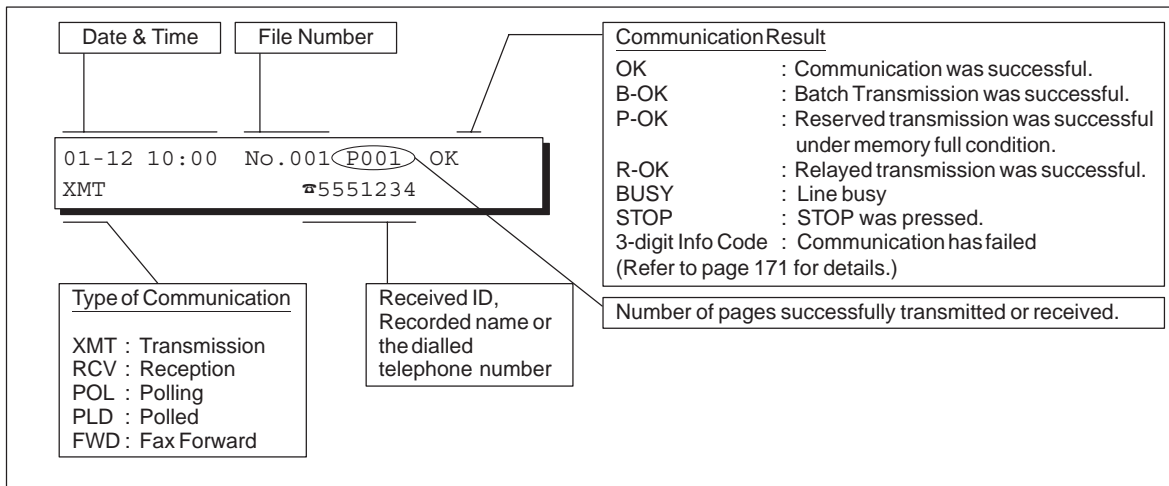| Date & Time	File Number	Communication Result	
		OK	: Communication was successful.
		B-OK	: Batch Transmission was successful.
		P-OK	: Reserved transmission was successful under memory full condition.
01-12 10:00 No.001 P001 OK		R-OK	: Relayed transmission was successful.
XMT ☎5551234		BUSY	: Line busy
		STOP	: STOP was pressed.
		3-digit Info Code	: Communication has failed
		(Refer to page 171 for details.)	

Type of Communication

XMT : Transmission
RCV : Reception
POL : Polling
PLD : Polled
FWD : Fax Forward

Received ID, Recorded name or the dialled telephone number

Number of pages successfully transmitted or received.

NOTE

1. *If you wish to disable the automatic printing of the Transaction Journal, change the setting of Fax Parameter No. 013 to "Invalid". (See page 33)*
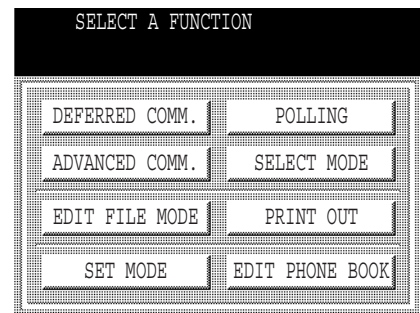
154

Journals and Lists

Individual Transmission Journal (Ind. XMT Journal)

An Individual Transmission Journal contains the information on the latest transmission.

Make sure that the FAX lamp is ON. If not, press (FAX icon) to select the "FAX MODE".

1   FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING

ADVANCED COMM.     SELECT MODE

EDIT FILE MODE       PRINT OUT

SET MODE         EDIT PHONE BOOK
```

2   PRINT OUT   05 IND. XMT JOURNAL

```
IND. XMT JOURNAL
* PRINTING *

ABC   DEF   GHI   JKL   MNO   ▶

AMERICA   ASIA     CHINA

AFRICA    BERLIN                ⬆

ANTARCTICA BRAZIL               1/1

APOLLO    CANADA                ⬇

JOB    MEMORY XMT   A ⊞  ☐☐☐■☐
STATUS  XMT MODE  ORIGINAL  (LIGHTER  DARKER)
```

PRINTOUT
JOURNALS AND
LISTS

Journals and Lists

Sample Transaction Journal

```
                                                    (1)                    (2)
***************** -JOURNAL- ************************ DATE 15-AUG-2001 ***** TIME 15:00 *********

  (3)   (4)    (5)    (6)    (7)      (8)    (9)            (10)    (11)    (12)
  NO.  COMM.  PAGES  FILE  DURATION  X/R  IDENTIFICATION    DATE    TIME    DIAGNOSTIC

  01   B-OK   005/005       00:00:22  XMT  SERVICE DEPT.    14-AUG  17:35   C0044903C0000
              002/002  001
              003/003  002
  02   OK     003      003  00:01:17  RCV  111 222 333      14-AUG  17:41   C0044903C0000
  03   OK     001      004  00:00:31  XMT  ACCOUNTING DEPT. 14-AUG  17:50   C0044903C0000
  04   630    000/005  005  00:00:00  XMT  ☎342345676       14-AUG  17:57   0800420000000
  05   STOP   000      006  00:00:34  XMT  ☎12324567        14-AUG  18:35   0210260200000
  06   OK     001/001  007  00:00:20  XMT  ☎44567345        14-AUG  18:44   C8044B03C0000
  07   408    *003     008  00:02:14  XMT  ☎2345678         14-AUG  18:55   0040440A30080


  48   OK     002/002  049  00:00:31  XMT  ☎0245674533      15-AUG  08:35   C8044B03C1000
  49   OK     003/003  050  00:01:32  XMT  ☎0353678980      15-AUG  08:57   C8044B03C1000

                                                 (13)
                                                 -PANASONIC              -

*********************************** -HEAD OFFICE   - ***** -        201 555 1212- *********
                                   (15)                             (14)
```

Sample Individual Transmission Journal (Ind. XMT Journal)

```
                                                    (1)                    (2)
************** -IND. XMT JOURNAL- **************** DATE 15-AUG-2001 ***** TIME 15:00 *********

 (10)(11)       DATE/TIME    = 15-AUG-2001 09:00

    (3)         JOURNAL No.  = 21

    (4)         COMM. RESULT = OK

    (5)         PAGE(S)      = 001

    (7)         DURATION     = 00:00:16

    (6)         FILE No.     = 010

   (16)         MODE         = MEMORY TRANSMISSION

   (17)         DESTINATION  = [PANAFAX] / 555 1234 /[ABCDEFG]

   (18)         RECEIVED ID  =

   (19)         RESOLUTION   = STD

   (20)         LINE NUMBER  = 2

                                        (13)
                                        -PANASONIC              -

****************************-HEAD OFFICE   -*******-        201 555 1212- ****************
                            (15)                           (14)
```

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Journals and Lists

Explanation of contents

(1) Printout date

(2) Printout time

(3) 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 **STOP** was pressed during communication.

"B-OK" indicates that the Batch Transmission was successful.

(All batched files are listed below the batched transaction.)

"M-OK" indicates that the substitute reception message in memory was not printed.

"P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission but successfully stored document(s) was sent.

"R-OK" indicates that the Relayed XMT or Confidential Communication was successful.

"3-digit Info Code" (See page 169) indicates that the communication has failed.

(5) 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 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 (If the communication is stored into memory, a file number is assigned for each communication.)

(7) 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 Phone Book. Numbers or remote station's Character ID.

☎ number : Dialled telephone number (PIN code will not be shown)

Number : Remote station's ID number.

"◆" means communicated from optional 2nd G3 Fax Communication Port Kit. (Line-2)

(10) Communication date

(11) 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

(16) Type of communication : Transmission or memory transmission

(17) Destination : If a Phone Book Number was used for transmission:

Phone Book Number/Telephone Number/Recorded Name

If not : Telephone number

(18) Received remote station's ID : Character ID or ID number

(19) Resolution: : "STD" means Standard resolution

"FINE" means Fine resolution

"S-FINE" means Super-Fine resolution

(20) Line Number

157

Journals and Lists

Communication Journal (Comm. Journal)

The Communication Journal (Comm. Journal) lets you verify whether the transmission or polling was successful. You may select the printout condition (Off/Always/Inc. Only) in Fax Parameter No. 012.

Sample Comm. Journal

```
************** - COMM. JOURNAL - ***************** DATE 15-AUG-2001 **** TIME 15:00 ********

   (1)                                    (2)                     (3)
  MODE = MEMORY TRANSMISSION             START=15-AUG 14:50      END=15-AUG 15:00

      FILE NO.= 050 (4)

  (5)      (6)    (7)         (8)                    (9)         (10)
  STN NO.  COMM.  KEY NAME    STATION NAME/TEL NO.   PAGES       DURATION

   001     OK    [SERVICE   ]  SERVICE DEPT.         001/001     00:01:30
   002     OK    [SALES DEPT]  SALES DEPT.           001/001     00:01:25
   003     407   [ACCOUNTING]  ACCOUNTING DEPT.      000/001     00:01:45
   004     BUSY     ☎          021 111 1234          000/001     00:00:00


                                                 - PANASONIC -

*********************************** - 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

```
the         variations of print density on
cause the photocell to generate an analogous electrical video signal.
This signal is used to modulate a carrier, which is transmitted to a
remote destination over a radio or cable communications link.

    At the remote terminal, demodulation reconstructs the video
signal, which 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 uses for this facility in your organisation.

                        Yours sincerely,


                        Phil.

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

158

Explanation of contents

(1) Indicates the communication mode

(2) Start time of communication

(3) End time of communication

(4) File number
: 001 to 999 (When the communication is stored into memory, a file number is assigned for each communication.)

(5) Station number
: Sequential number of the Stations.

(6) Communication result
: "OK" indicates that the communication was successful.
"BUSY" indicates that the communication has failed because of busy line.
"STOP" indicates that **STOP** was pressed during communication.
"B-OK" indicates that the Batch Transmission was successful.
"M-OK" indicates that the substitute reception message in memory was not printed.
"P-OK" indicates that memory overflow or original misfeeding occurred while storing the document(s) into memory for transmission but successfully stored document(s) was sent.
"R-OK" indicates that the Relayed XMT or Confidential Communication was successful.
"3-digit Info Code" (See page 169) indicates that the communication has failed. In this case, the machine will print the attached report with first page of your document as shown on the previous page.

(7) Abbreviated number or ☎ mark
: ☎ mark indicates dialled by direct number dial.

(8) Recorded name in One-Touch, ABBR. or direct dialling number

(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 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

Journals and Lists

Phone Book List

To print a Phone Book List of the telephone numbers you have stored

Make sure that the FAX lamp is ON. If not, press the FAX button to select the "FAX MODE".

1 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.        POLLING
ADVANCED COMM.      SELECT MODE
EDIT FILE MODE        PRINT OUT
SET MODE          EDIT PHONE BOOK
```

2 PRINT OUT   02 PHONE BOOK LIST

```
PHONE BOOK LIST
* PRINTING *

ABC   DEF   GHI   JKL   MNO   ▶

AMERICA   ASIA      CHINA
AFRICA    BERLIN           ⬆
ANTARCTICA BRAZIL          1/1
APOLLO    CANADA           ⬇

JOB     MEMORY XMT
STATUS  XMT MODE  ORIGINAL  LIGHTER DARKER
```

160
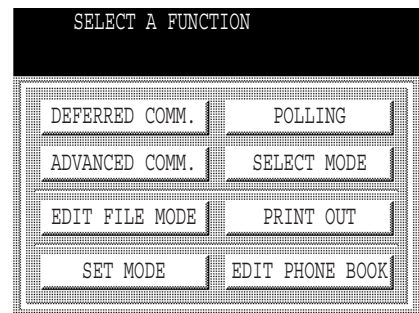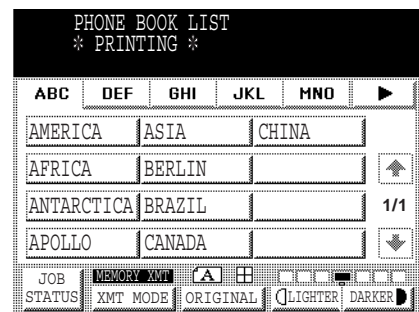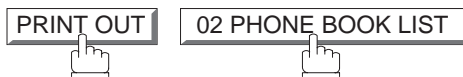
Sample Phone Book List

```
*************** -PHONE BOOK LIST- **************** DATE 15-AUG-2001 ***** TIME 15:00 ****P.01

(1)    (2)               (3)              (4)                                        (6)
       KEY NAME          STATION NAME   TELEPHONE NO.                                LINE

[A]   [ACCOUNTING]      ACCOUNTING DEPT 313 333 3456                                 AUTO

[E]   [ENG. DEPT.]      ENG. DEPT.      888 555 1234                                 AUTO

[P]   [PURCHASE  ]      PURCHASE DEPT   555 666 2345                                 L-1

[R]   [REGULATION]      REGULATION DEPT 777 333 3456                                 L-2

[S]   [SALES DEPT]      SALES DEPT.     121 555 1234                                 AUTO
      [SERVICE   ]      SERVICE DEPT    222 666 2345                                 AUTO


      NO. OF STATIONS = 006     (5)


                                                    -PANASONIC              -

 ********************************** -HEAD OFFICE   - ***** -      201 555 1212 - *********
```

Explanation of contents

(1) The first letter of key name recorded in your machine

(2) Key name recorded in the machine   : Up to 10 characters

(3) Station name recorded in the machine   : Up to 15 characters

(4) Telephone number recorded in the machine   : Up to 36 digits

(5) Number of recorded Phone Book numbers

(6) Telephone Line used   : AUTO, L-1, L-2 (Indicates the Telephone Line (L-1 = Line-1, L-2 = Line-2) that was used for the communication.)

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Journals and Lists

Group and Program List

To print a Group and Program List of the Dialling Patterns that you have previously entered into the Program Keys.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 FUNCTION

```
SELECT A FUNCTION

DEFERRED COMM.      POLLING

ADVANCED COMM.    SELECT MODE

EDIT FILE MODE     PRINT OUT

   SET MODE      EDIT PHONE BOOK
```

2 PRINT OUT   03 PROGRAM LIST

```
PROGRAM LIST
  ✻ PRINTING ✻

ABC   DEF   GHI   JKL   MNO   ▶

AMERICA   ASIA    CHINA

AFRICA    BERLIN                ⬆

ANTARCTICA BRAZIL              1/1

APOLLO    CANADA                ⬇

JOB    MEMORY XMT   [A] ⊞ □□□■□□□
STATUS  XMT MODE  ORIGINAL (LIGHTER DARKER▶
```

162
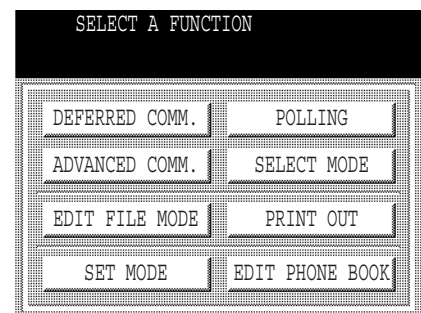
Journals and Lists

Sample Group and Program List

```
*************** -PROGRAM  LIST- ******************* DATE 15-AUG-2001 ***** TIME 15:00 ****P.01

 (1)            (2)               (3)      (4)      (5)
 KEY NAME       PROGRAM NAME      TYPE     TIMER    DESTINATION(S)

 [GROUP1    ] PROG. A             GROUP    -----    [PANAFAX][PANASONIC]
 [GROUP2    ] PROG. B             GROUP    -----    [PANAFAX][PANASONIC][SALES DEPT]
 [TIMER POLL] TIMER POLL          POLL     19:00    [PANASONIC]
 [TIMER XMT ] TIMER XMT           XMT      12:00    [PANAFAX]


                                                    -PANASONIC               -

 ********************************* -HEAD OFFICE    - ***** -      201 555 1212- *********
```

Explanation of contents

(1) Key name	:	Up to 10 characters
(2) Program name	:	Up to 15 characters
(3) Type of communication	:	"XMT" indicates transmission. "POLL" indicates polling. "GROUP" indicates that the Program key is programmed as a group key.
(4) Timer	:	Indicates the starting time. "---- " indicates that the Program key contains "non-deferred" program.
(5) Destination(s)	:	The destination's station name(s).

Journals and Lists

FAX Parameter List

To print a FAX Parameter List:

FAX

Make sure that the FAX lamp is ON. If not, press ⊚ to select the "FAX MODE".

1   FUNCTION
⊡ ◯

```
SELECT A FUNCTION

  DEFERRED COMM.        POLLING

  ADVANCED COMM.      SELECT MODE

  EDIT FILE MODE       PRINT OUT

     SET MODE        EDIT PHONE BOOK
```

2   PRINT OUT   04 FAX PARAMETER LIST

```
FAX PARAMETER LIST
 ※ PRINTING ※

 ABC   DEF   GHI   JKL   MNO   ▶

 AMERICA   ASIA    CHINA
 AFRICA    BERLIN                  ⬆
 ANTARCTICA BRAZIL                 1/1
 APOLLO    CANADA                  ⬇

 JOB    MEMORY XMT   A  ⊞ □□□▬□□
 STATUS  XMT MODE  ORIGINAL  ◖LIGHTER DARKER◗
```

164
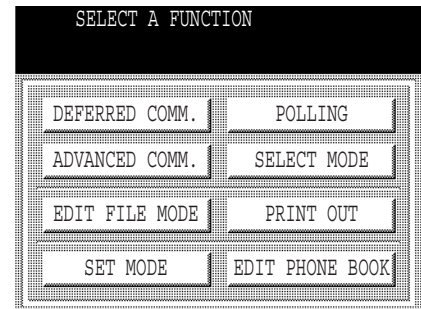
Sample FAX Parameter List

```
*************** -FAX PARAMETER LIST- ************* DATE 15-AUG-2001 ***** TIME 15:00 *** P.01

(1)           (2)                    (3)                                   (4)          (5)
PARAMETER    DESCRIPTION           SELECTION                            CURRENT      STANDARD
 NUMBER                                                                 SETTING      SETTING

(7)001    CONTRAST   (HOME)     (1:Lighter ●●●●●●●●●●●●● 7:Darker)        4            4
 * 002    RESOLUTION (HOME)     (1:Standard  2:Fine     3:S-Fine)        2            1
   003    ORIGINAL   (HOME)     (1:Text      2:T/P      3:Photo)         1            1




   099    MEMORY SIZE (FLASH)                                         (2MB + 4MB) (6)


                                                    -PANASONIC              -

 ********************************* -HEAD OFFICE   - ***** -    201 555 1212- *********
```

Explanation of contents

(1) Parameter
number

(2) Description : "(HOME)" means home position
setting.

(3) Selection

(4) Current setting : "----" indicates code or password is not
set. When the code or password is set,
it is shown in parenthesis.

(5) Standard setting : Factory preset standard setting

(6) Memory size : (Base memory + option memory)

(7) Changed setting : "*" indicates that the Factory preset
setting was changed.

This page is intentionally left blank.

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If You Have Any of These Problems

Mode	Symptom	Cause / Action	Page
During Transmission	Document doesn't feed/multiple feeds	1. Check that your document is free of staples and paper clips, and that it is not greasy or torn. 2. Check that your document is the right type to send through an ADF by consulting the list on "Originals You Cannot Send". If your document has the characteristics listed, use the Platen instead. 3. Check that the document is loaded properly.	37
	Does not stamp	Check Fax Parameter No. 004 and No. 028 settings.	33, 34
	Stamp too light	Replace stamp or refill ink.	169
Transmission Copy Quality	Vertical lines on the transmitted document	Check own copy quality. If copy is OK, your machine has no problem, report to the receiving party that they have a problem. If copy is NG, clean the Scanning Area.	--
	Transmitted document is blank		
During Reception	🔲 : Add Paper	Replenish the recording paper.	--
	Recording paper misfeed	Remove the misfed paper. (See Operating Instructions (for Copier page 58))	--
	Recording paper doesn't advance into machine	Make sure that there is paper in the Paper Tray(s). Follow the instructions for loading paper.	--
	Recording paper doesn't eject after printing	Check to see if the recording paper has misfed inside of the machine.	--
	Document auto reduction doesn't work	Check Print Reduction settings.	67
	🔲 : Add Toner	Replace the Toner Cartridge.	--
	🔲 : No Waste Toner Box	Install the Waste Toner Box.	--

Troubleshooting

Mode	Symptom	Cause / Action	Page
Communication	No dial tone	1. Check the connection of the telephone line. 2. Check the telephone line.	9
	No auto answer	1. Check the connection of the telephone line. 2. Check the Reception mode setting. 3. If the Fax Parameter No. 013 (AUTO JOURNAL PRINT) is set to "Valid" (default setting) and the machine is printing the received document(s) from memory, which also happens to be the 100th transaction, the machine will not auto answer until the Transaction Journal completes printing.	171 65
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble.	169
No Unit Operation	No unit operation	To reset the machine, turn-off the Power Switch for a few seconds then turn it on again.	9

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Troubleshooting

Information Codes

When something unusual occurs, the display may show one of the Information Codes listed below. These will help you to identify and correct the problem.

Info. Code	Meaning	Action	Page
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document(s) and send again.	--
401	Remote station required a Receiving Password to receive the original. Remote station does not have Confidential Mailbox.	Check the remote station.	--
402	During initial handshake, communication error occurred.	Reload the document(s) and send again.	--
403	No polling capability at the remote side.	Ask remote side to set "POLLED=ON".	--
404/405	During initial handshake, communication error occurred.	Reload the document(s) and send again.	--
406	Transmission Password does not match. Receiving Password does not match. Received from an unauthorized station in Selective Reception mode.	Check the password or the telephone number in the Phone Book.	125 128 130
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 aborted on the transmitting side.	Check with the other party.	--
411	Polling password does not match.	Check the polling password.	34
412	No data from the transmitting side.	Check with the other party.	--
414	Polling password does not match.	Check the polling password.	34
415	Polling transmission error.	Check the polling password.	34
416/417 418/419	Received data has too many errors.	Check with the other party.	--
420/421	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. 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(s). • Unit was requested to relay a document.	1. Print a File List and check the contents. 2. Wait until unit finishes printing.	89
492/493 494	Communication error occurred while receiving.	Check with the other party.	--
495	Telephone line disconnected.	Check with the other party.	--

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Troubleshooting

Info. Code	Meaning	Action	Page
501/502	Communication error occurred using the internal V.34 Modem.	Check with the other party.	--
540/541 542 543/544	Communication error occurred while transmitting.	1. Reload the document(s) and send again. 2. 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.	145
581	Sub-Address Password transmission to a unit that has no Password Sub-Address function.	Check the remote station.	145
630	Redial was not successful due to a busy line.	Reload the document(s) and send again.	--
631	During dialling, **STOP** was pressed.	Reload the document(s) and send again.	--
634	Redial was not successful due to no response from the called station or wrong number dailled. **Note:** If busy tone was not detected, the machine will only redial once.	Check the telephone number and send again.	--
638	Power failure occurred during the communication.	Check the power cord and plug.	--
870	Memory overflow occurred while storing document(s) into memory for transmission.	1. Transmit document(s) without storing into memory. 2. Install Optional Memory Card.	48 --

---

NOTE

1. *After identifying the problem and verifying the recommended action, if the Information Codes keep reoccurring or for help on Information Codes that appear on your machine but are not listed above, please contact your local Authorized Panasonic Dealer.*
(For mechanical failures, see the Troubleshooting section in the Operating Instructions (For Copier page 66))

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Verification Stamp

The Verification Stamp contains ink. When the stamp mark appears faded or hard to see, the stamp should be replaced.

To remove the stamp

1
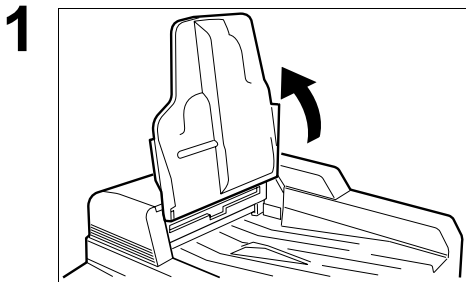
Open the ADF Input Tray.

2
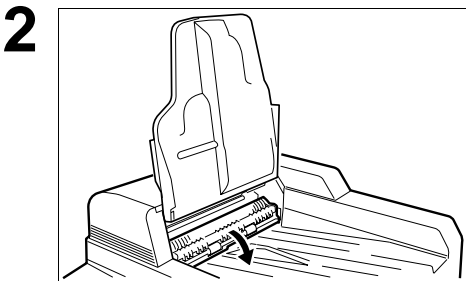
Open the ADF Exit Cover.

3
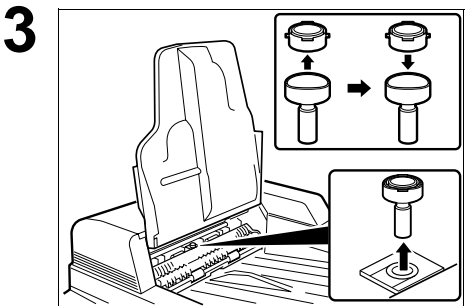
(1) Remove by pulling the Stamp Assembly upward.

(2) Remove the Stamp. Replace the stamp with a new one.

4
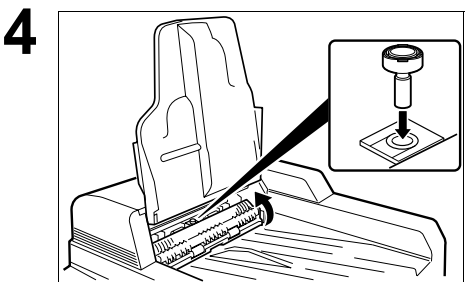
Reinstall the Stamp Assembly.

PROBLEM SOLVING

NOTE

> 1. Please contact your local Authorized Panasonic Dealer to purchase a new stamp. See page 72 of the Operating Instructions (For Copier) for order number.

Troubleshooting

If you do not hear a dial tone when the ⌊MONITOR⌋ key is pressed or the incoming call does not ring on your machine (No automatic receive).

1
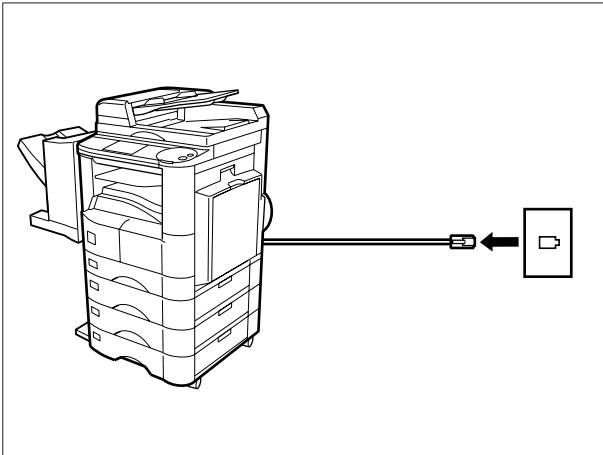
Unplug the Telephone Line Cable from the telephone jack that was supplied by the telephone company.

2
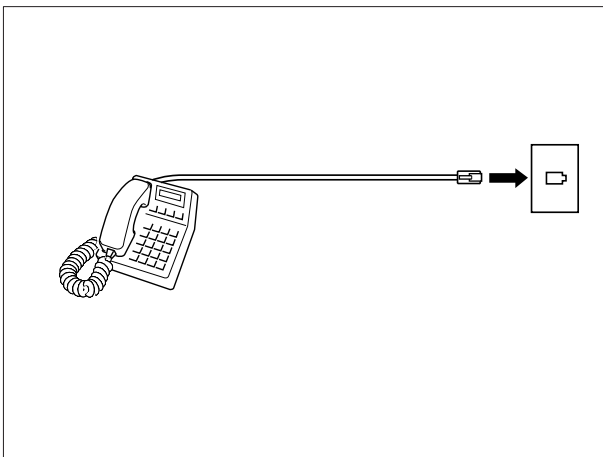
Plug a different regular telephone into the same telephone jack.

3
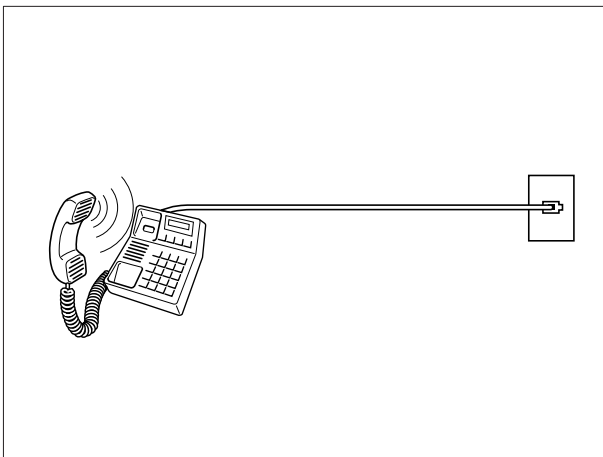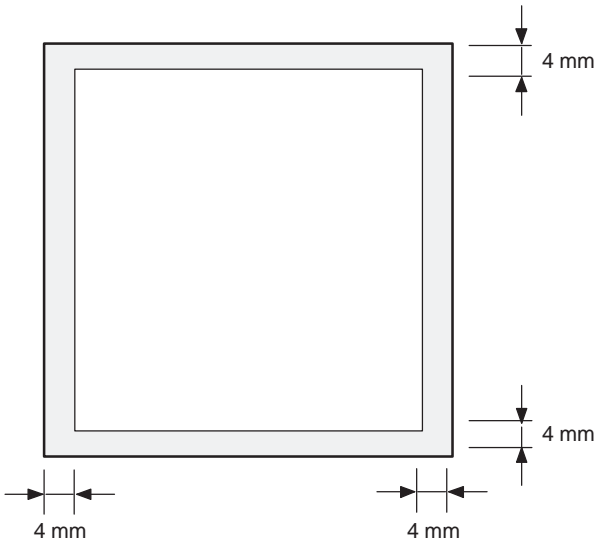
Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

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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Specifications

Compatibility	ITU-T Group 3
Coding Scheme	JBIG, MH, MR, MMR (Conforms to ITU-T Recommendations)
Modem Type	ITU-T V.34, V.17, V.33, V.29, V.27ter and V.21
Modem Speed	33600 - 2400 bps
Original Size	A3/FLS•B4/A4/A5
Original Thickness	0.07 mm (50g/m^2) - 0.15 mm (110 g/m^2)
ADF Capacity (Automatic Document Feeder)	Up to 50 sheets (A4, A5 : 64 g/m^2) Up to 30 sheets (A3, FLS•B4 : 64 g/m^2)
Scanning Method	Sheet Feeding or Flatbed with CCD type image sensor
Effective Scanning Width	292 mm
Scanner Resolution	Horizontal: 8 pels/mm : Standard and Fine Resolution : 16 pels/mm : Super Fine Resolution Vertical : 3.85 lines/mm : Standard Resolution : 7.7 lines/mm : Fine Resolution : 15.4 lines/mm : Super Fine Resolution
Print Margin	 4 mm 4 mm 4 mm 4 mm

APPENDIX

Specifications

Phone Book Memory Capacity	200 stations Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name
Image Memory Capacity	

Base Memory	120 pages
with 4 MB Flash Memory Card	440 pages
with 8 MB Flash Memory Card	760 pages

(Based on ITU-T Image No. 1 chart, using Standard Resolution)

Power Consumption	Normal Operation Mode : Approx. 175 Wh Energy-Saver Mode : Approx. 67 Wh Sleep Mode : Approx. 3.5 Wh Maximum : Approx. 1.4 kW

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Options and Supplies

The DP-2500/3000 is a digital photocopier which can produce images with great clarity. Furthermore, its copying functionality can also be greatly enhanced by the addition of specially selected options and supplies.
For a list of available options and supplies, see the Operating Instructions (For Copier).

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APPENDIX

Glossary

ADF **(Automatic Original Feeder)**	The mechanism that delivers a stack of original pages to the scanner one page at a time.
Automatic Reception	The mode that allows you to receive fax documents without user intervention.
Auto Print Reduction	The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
Batch Transmission	The ability to accumulate different document files for the same destination(s) to be transmitted in a single phone call.
BPS **(Bits Per Second)**	The amount of data that is transmitted over the phone line. Your machine can start at the Max. Modem speed and automatically steps down to suitable speed depending on the phone line condition and the receiving machines capabilities. (Max. Modem Speed is 33600 BPS)
C.C.I.T.T.	Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
Character ID	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.
Coding Scheme	The data compression method used by facsimile machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR), Modified Modified Read (MMR) and Joint Bi-level Experts Group (JBIG) coding schemes.
Comm. Journal	Refers to either the Communication Journal, Relay Transmission Report, or the Confidential XMT Report.
Confidential RCV Report	The report that gives you information about a confidential document(s) that is held in your machine's memory.
Contrast	Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.
Cover Sheet	A Fax Cover Sheet can be attached to your transmit document(s) that shows the recipient's name, originator's name and number of pages attached.
DDD **(Direct Distance Dialling)**	A telephone service that allows unassisted dialling, no operator assistance is required.
Deferred Polling	The ability to retrieve documents from other stations at a later time.
Deferred Transmission	The ability to send documents to other stations at a later time.
Department Code	This operation require the user to input a preset 4-digit Department Code before transmission. The Department Name of selected Department Code is printed on the Header of each page sent, Cover Sheet, Comm. Journal and Individual Transmission Journal.
Direct Dialling	The method of dialling where you enter the entire telephone number through the keypad.
DTMF (Dual Tone Multi-Frequency)	Dialling method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialling.

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Glossary

Duplex Scan	The ability to scan both sides of 2-sided original(s) for transmission.
ECM (Error Correction Mode)	The ability to correct transmission errors as detected during the transmitting phone call.
End Receiving Station	In a relay network, the final station designated to receive the document(s).
FAX Parameter List	The list that contains the home Fax Parameter settings that you have programmed into your machine.
F.C.C.	Federal Communications Commission. The U.S. Government organization that regulates communications originating or terminating in the United States.
File	A task that has been stored into the memory of your unit. Examples are deferred transactions.
Fixed Print Reduction	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
Function	The control panel key that will be utilized to begin an operation or configuration of a feature.
G3 Mode (Group 3)	Refers to the standards and transmission capabilities of the current generation of facsimile machines.
Group Dialling	The ability to program many telephone numbers into a single station so that many locations can be dialled in sequence utilizing a single keystroke.
Handshaking	The exchange of a group of control signals that communicate between the transmitter and receiver. These signals determine the condition at which communication can occur.
Header	A row of information that is transmitted by the sending machine and printed on the top of each page by the receiving unit. This identifies the transmitting unit and information about the transmission, such as time and date.
ITU-T	International Telecommunication Union - Telecommunication, formerly known as C.C.I.T.T.
ITU-T Image No. 1	An industry standard original that allows comparisons of the transmission speeds and capabilities of facsimile machines.
ID	A programmable address of up to 20 digits identifying your machine.
Image Memory Capacity	This signifies the amount of memory available in your machine for storing pages of documents. All page units of measure are based on the ITU-T Image No.1.
Index Keys	A series of alphabetized keys for easy access to the stations programmed in the Phone Book.
Individual Transmission Journal	A report that is printed by the transmitting unit stating information regarding the last document transaction.
Industry Canada (D.O.C)	Department of Communications. The Canadian Government organization that regulates communications originating or terminating in Canada.
Information Code	A code that is internally generated by your Fax machine stating a specific operational error or machine failure.

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Glossary

Initial Sending Station	In a relay network, the station that is originating the original transmission.
Journal	A report that is printed by your unit listing the last 100 transactions.
Key Name	An alternate to the station name that can be programmed for each Phone Book dialling number key. (By default it displays the first 10-characters of the station Name)
Keypad	A group of numeric keys located on your control panel.
LCD	Liquid Crystal Display. The display area of your machine.
Manual Reception	A mode that requires operator intervention to receive an incoming document.
Memory Transmission	The documents are scanned into memory before actual connection to the phone line for transmission.
Modem	A device that converts signals from your fax machine into signals that can be transmitted over telephone lines.
Multi-Station Transmission	The ability to broadcast the same set of documents to a programmed number of locations.
Off-Hook Dialling	The direct dialling of a telephone number with the optional handset out of the cradle or "off the hook."
On-Hook Dialling	The direct dialling of a telephone number with the optional handset in the cradle or "on the hook."
Overlap Printing	Documents too long to be reduced are automatically printed on two pages with approximately 13 mm overlap.
Panasonic Super Smoothing	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.
Phone Book Number	The ability to store full phone numbers into the dialer and then utilizing a single keystroke to speed dial that number in the future.
Photo	A scanning technique to distinguish levels of gray from black and white. Your machine can detect up to 256 levels of gray in photo mode.
Polling	The ability to retrieve document(s) from another facsimile machine.
Polling Password	A 4-digit programmed code that enables the security of document(s) being polled.
Print Reduction Modes	The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
Program Keys	Keys that are defined for storing a sequence of stations to be dialled or polled.
Protocol	A protocol is the special set of rules for communicating that the end points in a telecommunication connection use when they send signals back and forth. Both end points must recognize and observe the protocol.
PSTN	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
Qwerty Keyboard	A keyboard on the Touch Panel Display that is used to enter letters and symbols for various programming functions.

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Glossary

Receiving Password	A 4-digit password that is checked before a document is received.
Relay Transmission Report	A report that contains information regarding the last document transmission to a relay station.
Rotation XMT	The document is set as ($\leftarrow$ ☐), the image is rotated by 90º and then transmitted as ($\leftarrow$ ☐) .
Selective Reception	A function that can be set so that your unit will receive from only those machines programmed into your dialer.
Station Name	Alphanumeric ID which can be programmed for each Phone Book dialling number.
Stored Originals	Documents that have been scanned and now are stored in your machine's memory.
Sub-Address	ITU-T recommendation for further routing, forwarding or relaying of incoming faxes.
Sub-Address Password	ITU-T recommendation for additional security that corresponds to the Sub-Address.
Substitute Memory Reception	Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.
Transmission Reservation	The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function.
Transmission Password	A 4-digit password that is checked when a document is transmitted.
User Parameter	Programmed parameters that provide information to other stations. Examples are logo, character ID, date and time.
Verification Stamp	A user selectable transmission verification stamp that stamps an "X" mark on the scanned documents that are successfully transmitted or stored in memory.
View Mode - File List	Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List.
View Mode - Journal	Allows you to view the brief contents of the journal through the LCD display without having to print the journal.

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U

V

X

Facsimile Telephone Number Directory

Name	Telephone Number

For Service Call: _____

English

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