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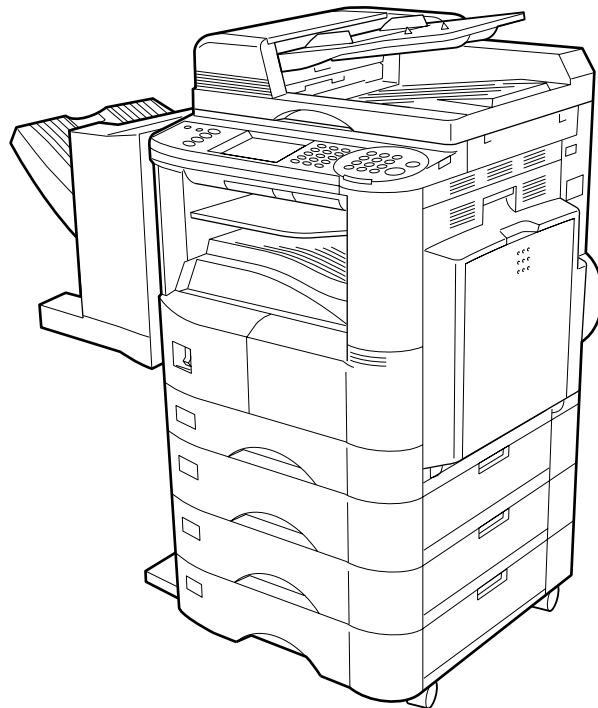
## Operating Instructions (For Facsimile)

# 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



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

English

## IMPORTANT INFORMATION

When requesting information, supplies or service always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the machine as shown below. For your convenience, space is provided below to record information you may need in the future.

Model No.

---

Serial No.

---

Date of Purchase

---

Dealer

---

Address

---

Telephone Number

(    )    -

---

Supplies Telephone Number

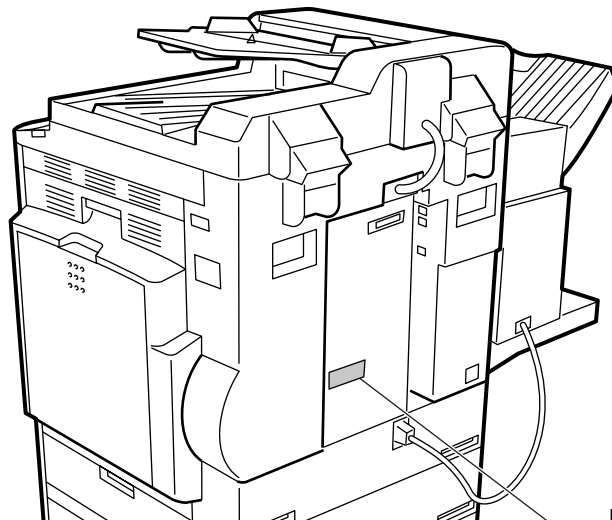
(    )    -

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Service Telephone Number

(    )    -

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Model and Serial  
Number

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The contents of these Operating Instructions are subject to change without notice.

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## Safety Information



### Declaration of Conformity (DoC)

"Hereby Matsushita Graphic Communication Systems, Inc./ Panasonic Testing Centre (Europe) GmbH (PTC), declares that this (G3 Facsimile Equipment) 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.

## 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.



## Safety Information

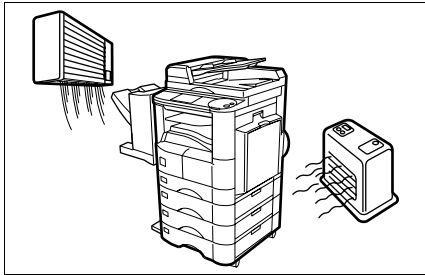
### IMPORTANT SAFETY INSTRUCTIONS

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:

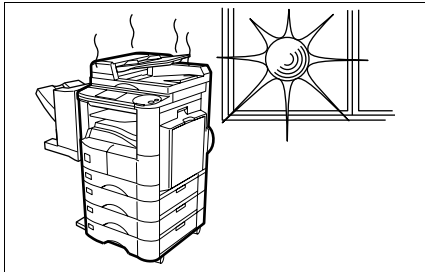
- DO NOT USE THIS PRODUCT NEAR WATER, FOR EXAMPLE, NEAR A BATH TUB, WASH BOWL, KITCHEN SINK OR LAUNDRY TUB, IN A WET BASEMENT OR NEAR A SWIMMING POOL.
- AVOID USING A TELEPHONE (OTHER THAN A CORDLESS TYPE) DURING AN ELECTRICAL STORM. THERE MAY BE A REMOTE RISK OF ELECTRIC SHOCK FROM LIGHTNING.
- DO NOT 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.

## Safety Information

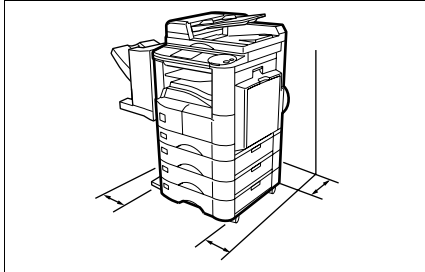
**⚠ CAUTION** denotes hazards that could result in minor injury or damage to the machine.



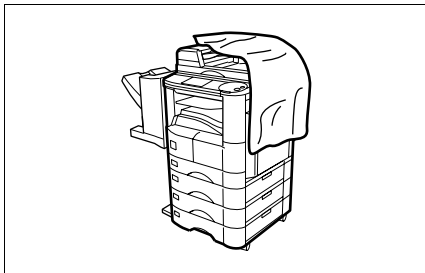
Do not install the machine near heating or an air conditioning unit.



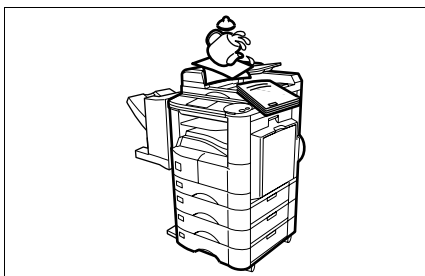
Avoid exposure to direct sunlight.



Install the machine on a flat surface, leave at least 10 cm of space between the machine and other objects.



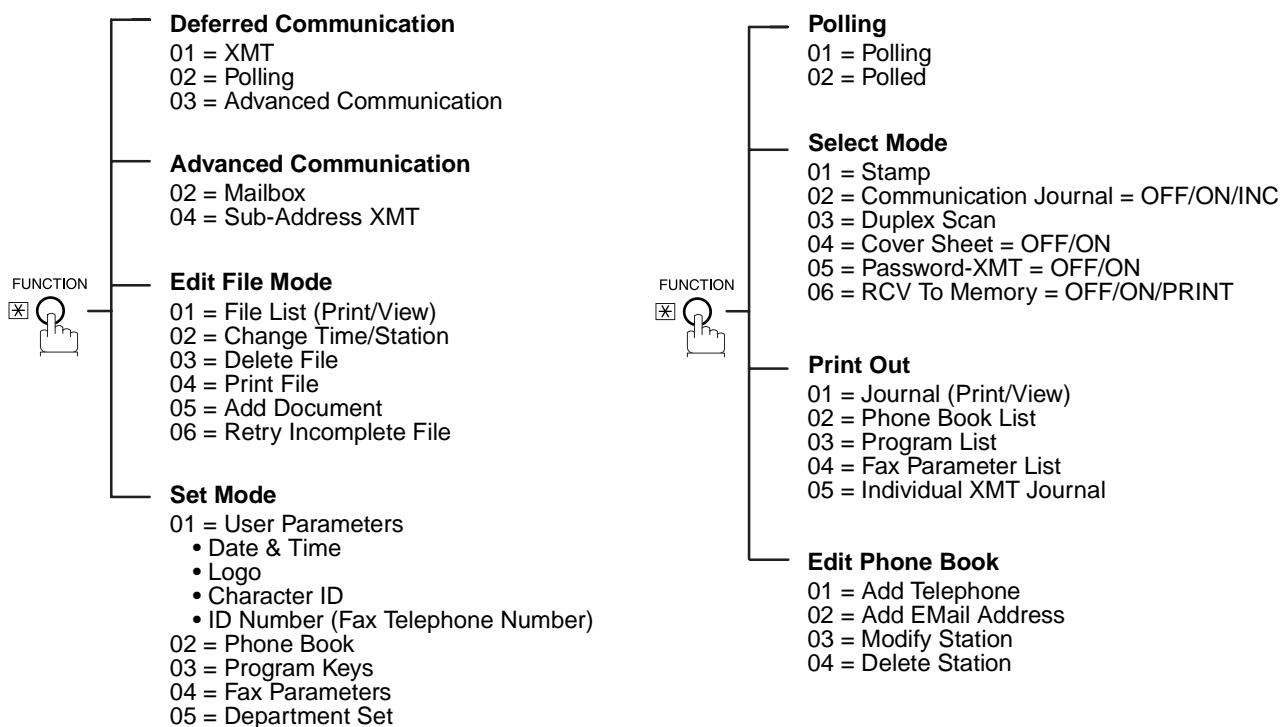
Do not block the ventilation openings.



Do not place heavy objects or spill liquids on the machine.

## Function Key

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



## 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 inserted into a live socket outlet. 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.

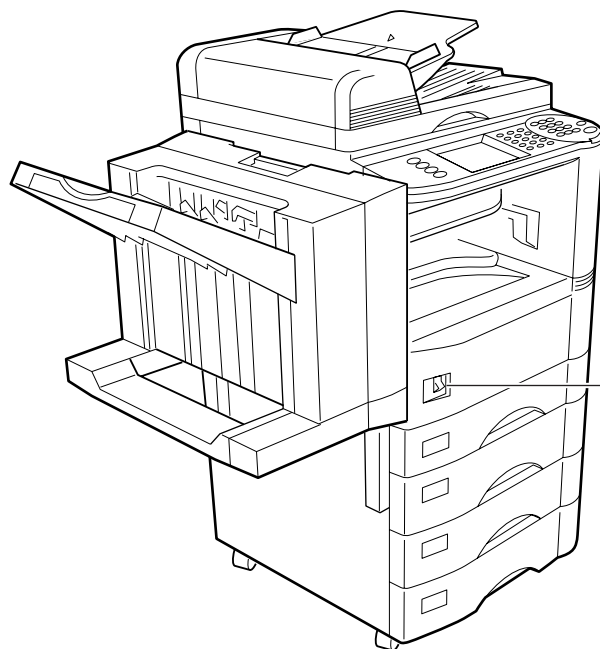
As the colours of the wires in the mains lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug. Proceed as follows.

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  $\perp$  or coloured green or 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.

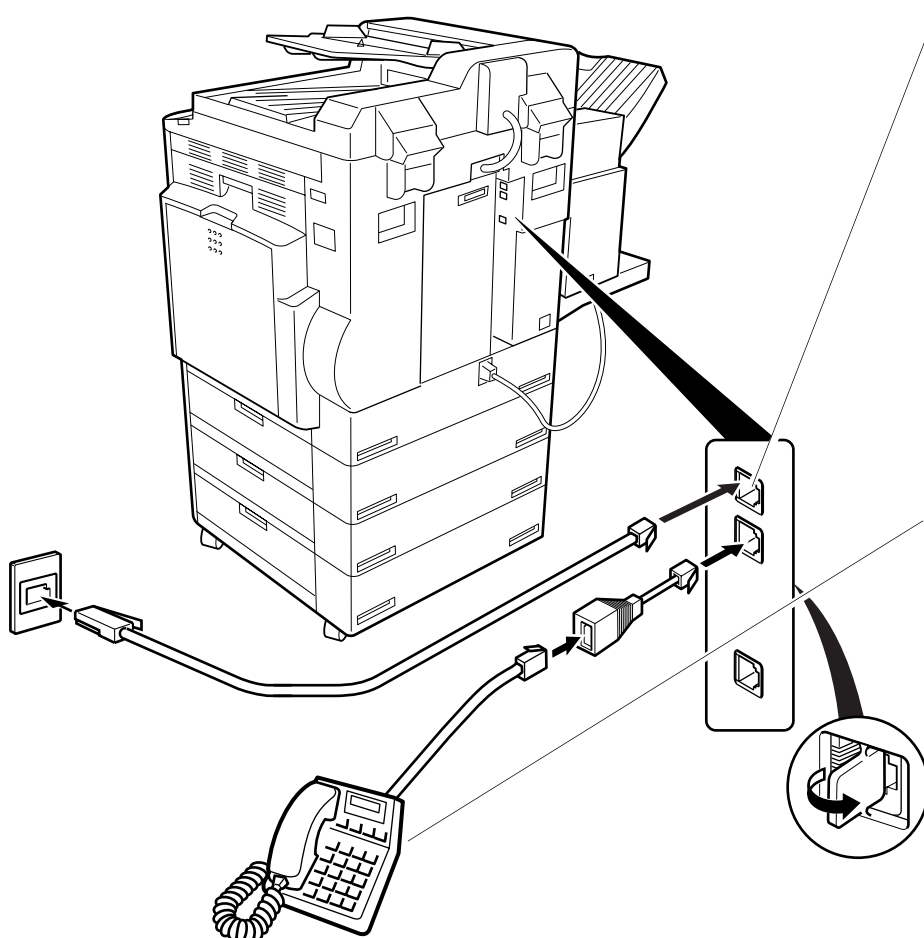
The wire which is coloured brown must be connected to the terminal which is marked with the letter L or coloured red or brown.

## External View



### Power switch

- After connecting all cables and Power Cord, turn the power switch ON.



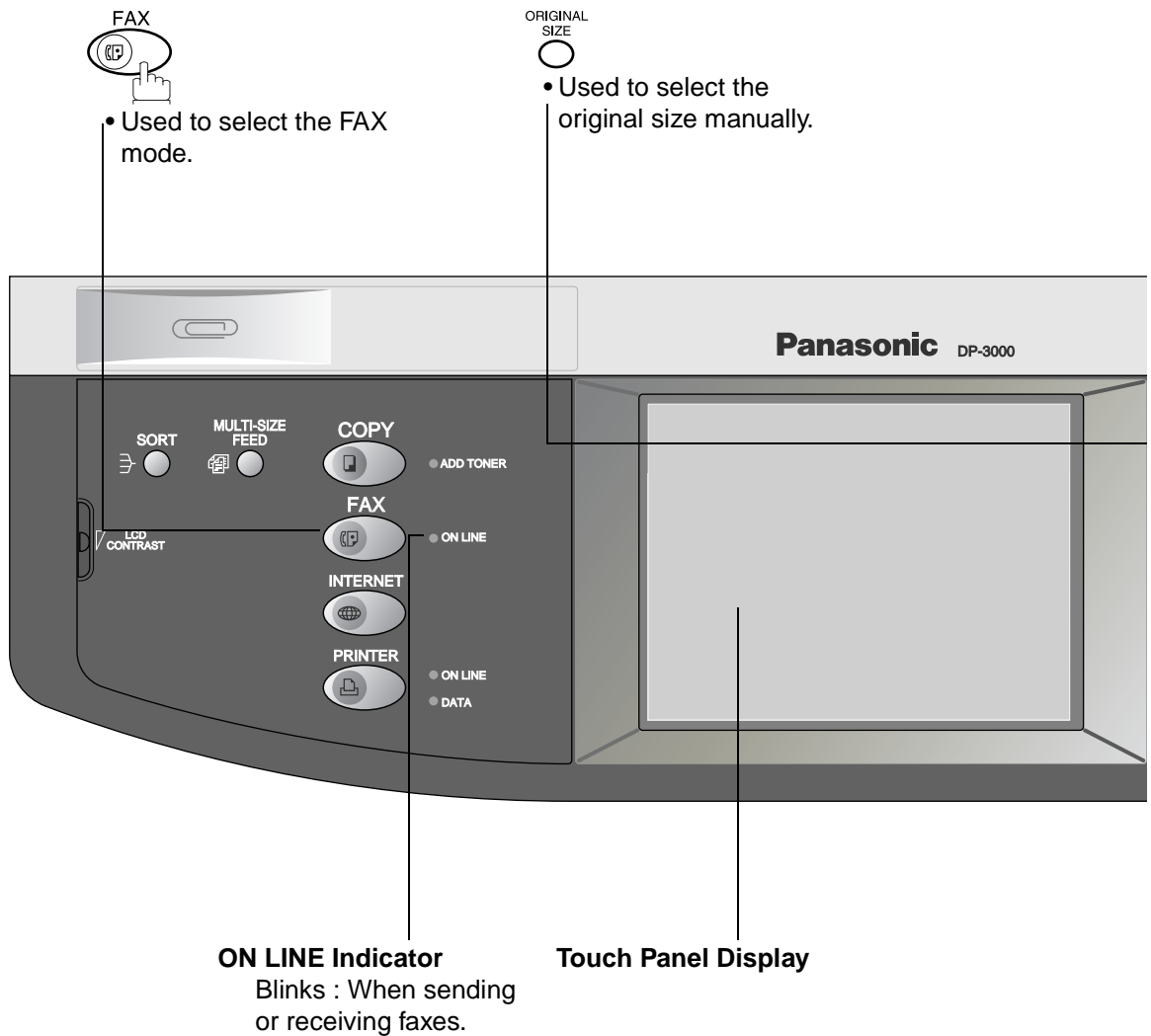
### Telephone Line Jack

- 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.

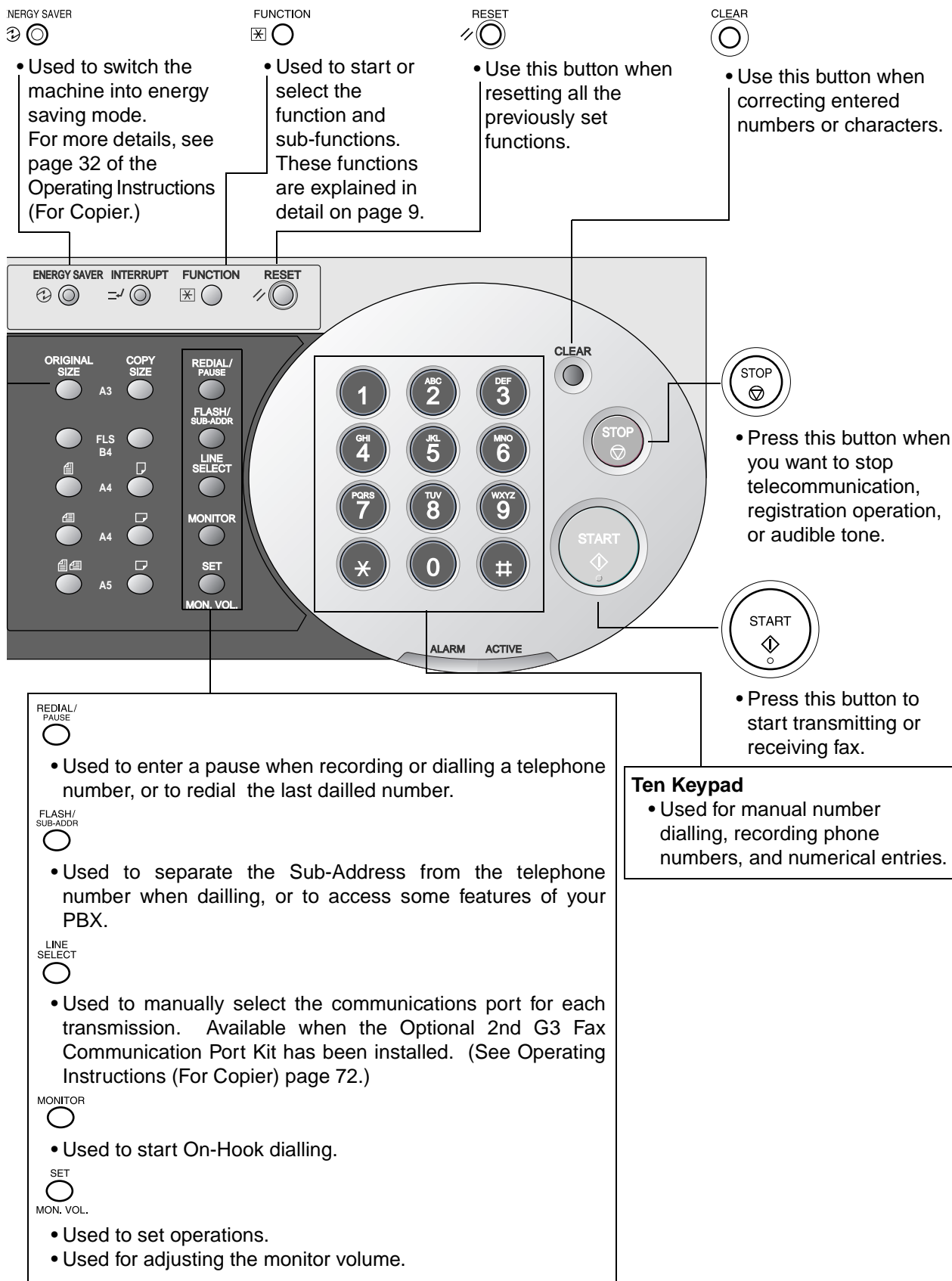
### External Telephone (Optional)

- 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.

## Control Panel



## Control Panel




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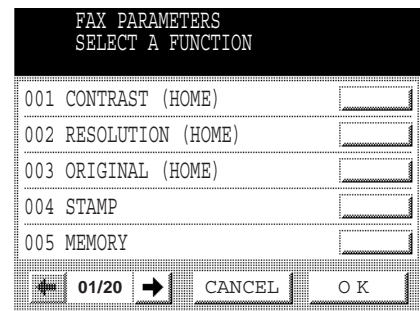
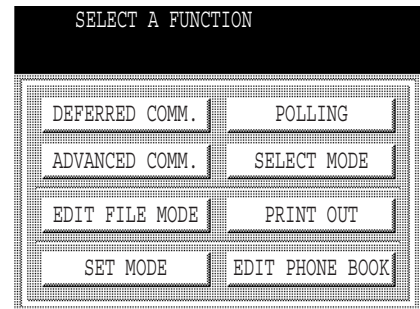




## Adjusting the Volume

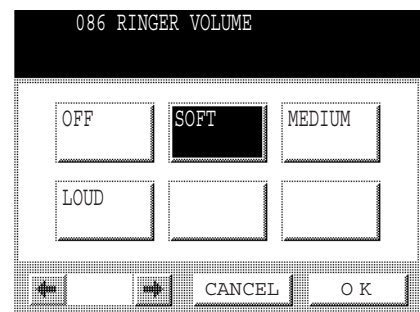
You can adjust the monitor and ringer volume on your machine. The built-in speaker enables you to hear the dial tone, dialling signals, and busy tone. The ringer sounds when your machine receives a call.

### Setting The Ringer Volume

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



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



**4** Select the desired setting for the Ringer Volume.




#### NOTE

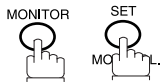
1. You can also adjust the volume of the key touch tone and the volume of the buzzer in the Fax Parameter No. 010 (KEY/BUZZER VOLUME). (See page 33)

## Adjusting the Volume

### Setting the Monitor Volume

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

**1**



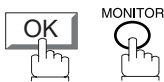
You will hear the dial tone through the speaker.



**2**

Press ◀ or ▶ repeatedly to raise or lower the Volume.

**3**




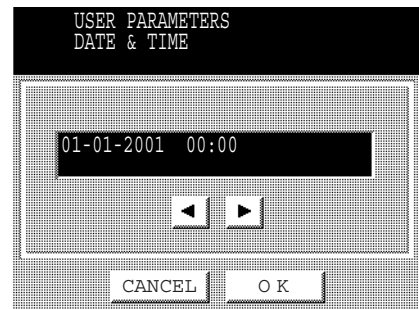
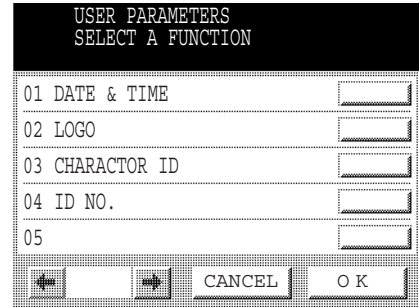
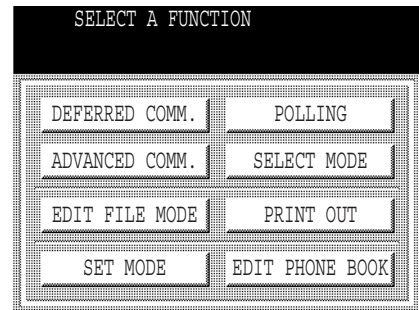
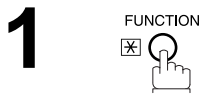
# User Parameters

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".



## User Parameters

4

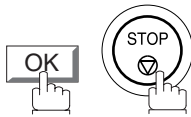
Enter the new date and time.

Ex: ① ⑤            Date    : 15th  
     ① ⑧            Month : August  
     ② ① ① ①       Year   : 2001  
     ① ⑤ ① ①       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.



5




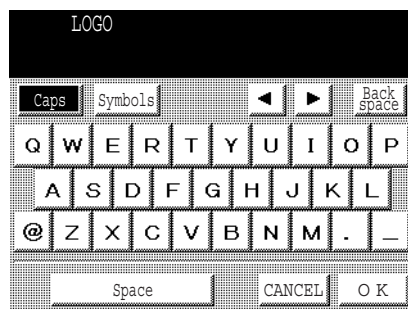
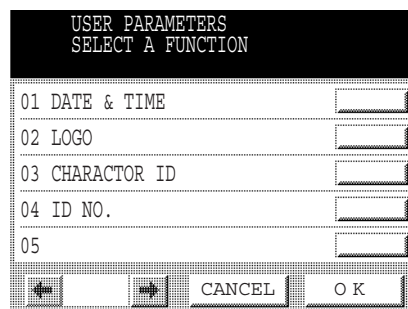
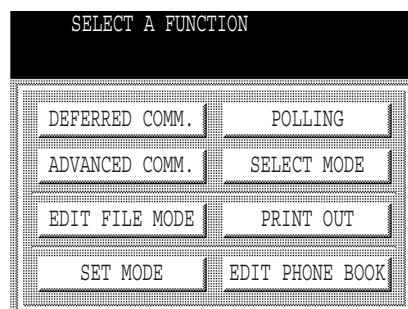
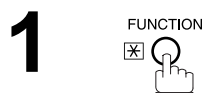
# User Parameters

## 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  to select the "FAX MODE".

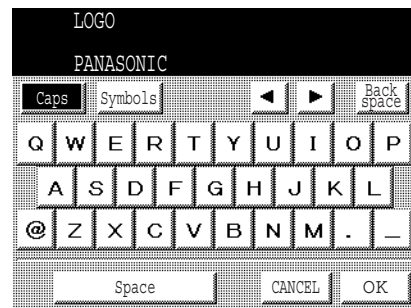


## User Parameters

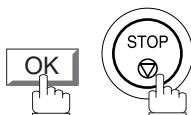
- 4** Enter your LOGO (max. 25 characters and digits) by using the QWERTY keyboard.

**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.




**5**



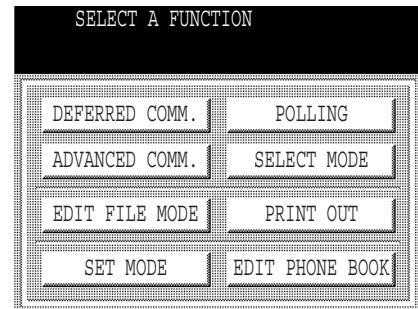
## User Parameters

### Setting Your Character ID

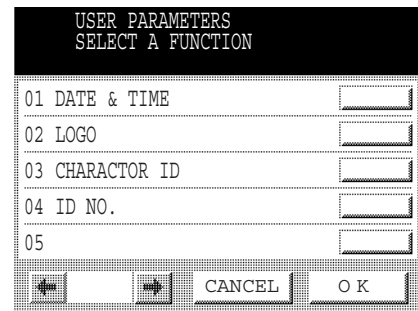
If the remote machine has Character ID capabilities, when you are sending or receiving, your Character ID will appear on the remote machine's display and the remote machine's Character ID will appear on your display.

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

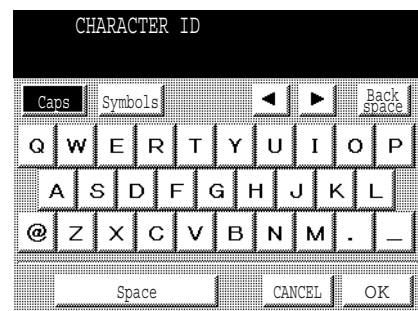
1



2



3

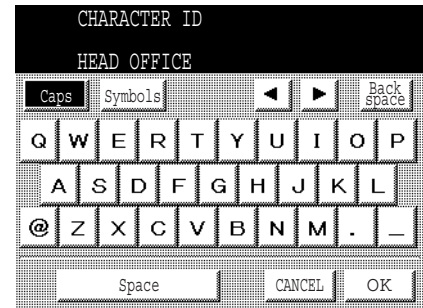


## User Parameters

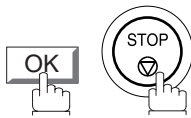
**4** Enter your Character ID (max. 16 characters and digits) by using the QWERTY keyboard.

**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.



**5**






## User Parameters

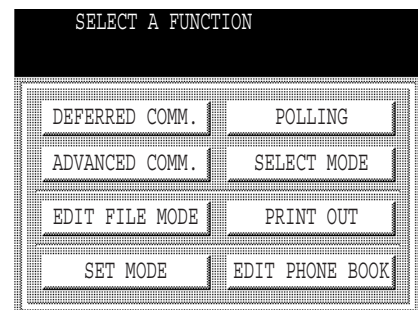
### Setting Your ID Number (Fax Telephone Number)

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.

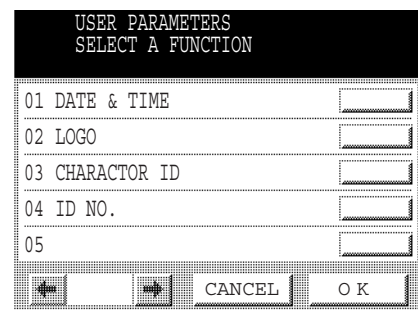
We suggest you use your facsimile telephone number as your ID number. (max. 20 digits)

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

1



2



3

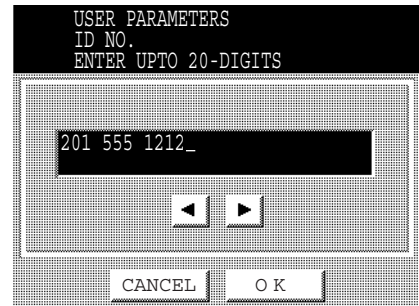


## User Parameters

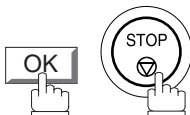
- 4** Enter your ID (max. 20 digits) by using the Ten Keypad and the **MONITOR** key to enter a space between numbers..

**Ex:** ② ① 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.



**5**



### NOTE

1. You may use \* to enter a "+" character at the beginning of the ID number to indicate the following digit(s) for your country code.


**Ex** :+1 201 555 1212      +1 for U.S.A. country code.  
+81 3 111 2345          +81 for Japan country code.

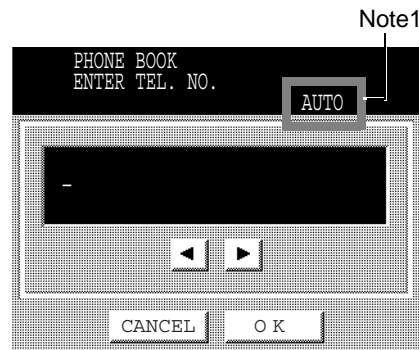
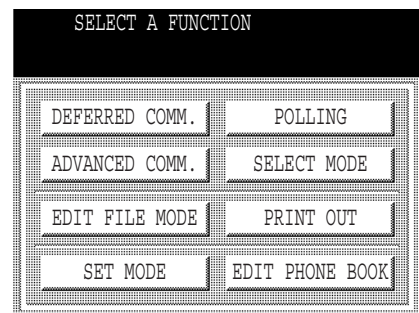
# Phone Book

## 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

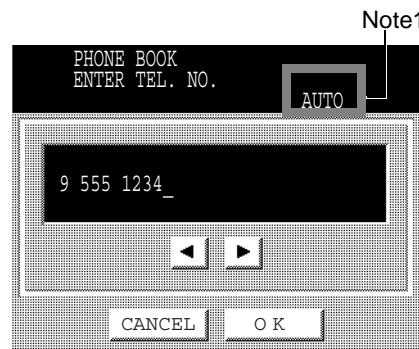
Make sure that the FAX lamp is ON. If not, press  to select the "FAX MODE".



**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**

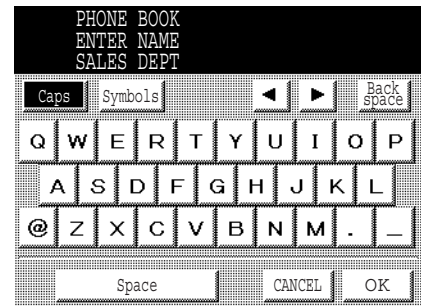
## Phone Book

4



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

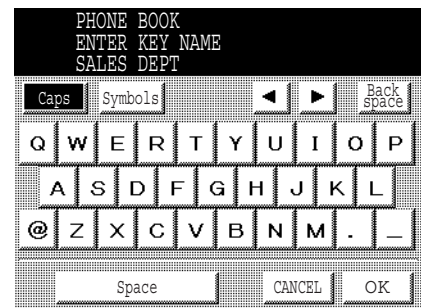
Ex:



5



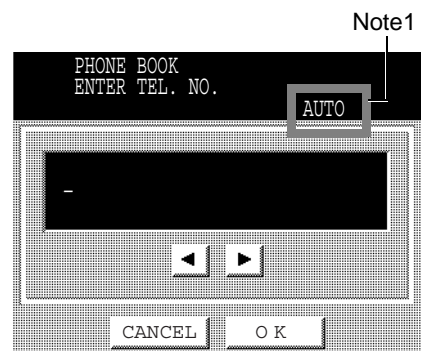
then enter the key name (up to 10 characters) .  
(By default, the key name is the first 10 characters of the station's name. If you do not want to change it, press  .)



6



To record another number, repeat Steps 3 to 6.  
To return to standby, press .



### NOTE

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

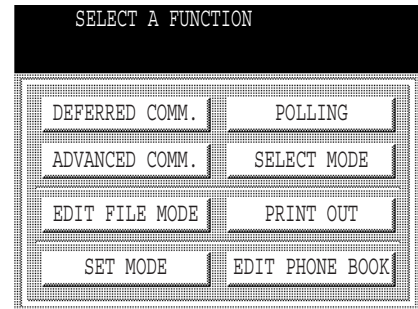
# Phone Book

## Editing the Phone Book

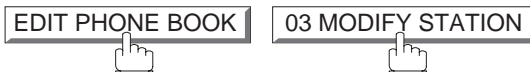
If you have to change or erase any of the Speed dialling numbers, follow the steps below.

To change the settings of a Speed dialling number

1



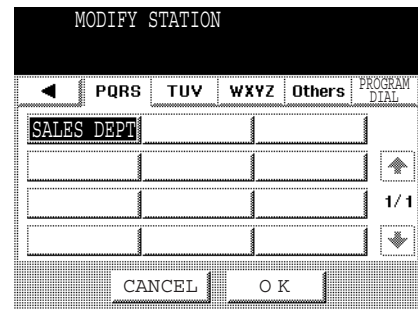
2



3

Select the station you wish to change.

Ex: SALES DEPT

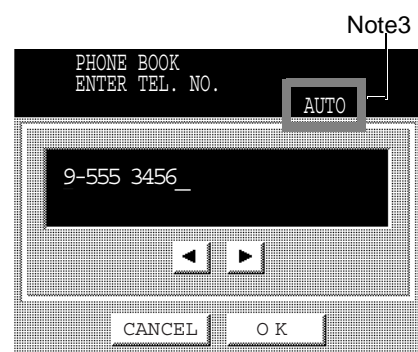


4



then enter a new telephone number. (See Note 1)

Ex: 9 PAUSE 5 5 5 MONITOR 3 4 5  
6



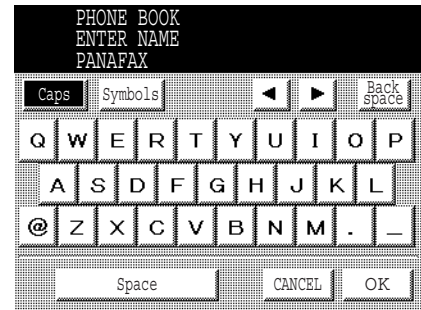
## Phone Book

5



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

Ex: P A N A F A X

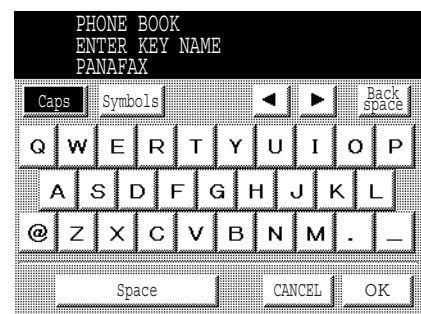


6



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

Ex: P A N A F A X



7



To return to standby, press **STOP**.

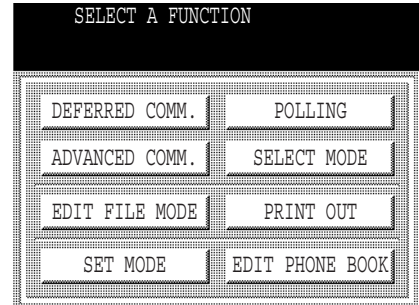
### NOTE

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, cancel 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.

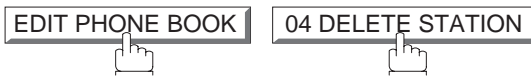
# Phone Book

To erase an entry from the Phone Book

1



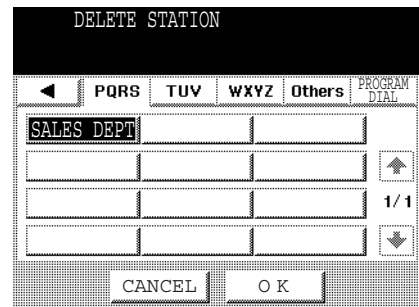
2



3

Enter the station you wish to erase.

Ex: SALES DEPT



4



## Phone Book

5



To return to standby, press .

### NOTE

1. If the Phone Book dialling number has been used for a communication reservation, the settings cannot be changed or erased until the communication has finished.


To change or erase the settings, cancel the communication first by Edit File Mode. (See page 93)




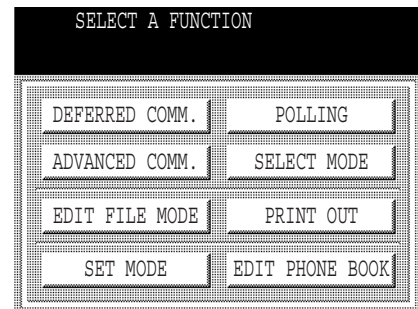
## Customizing Your Machine

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.

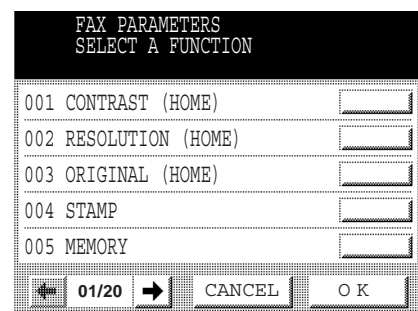
### Setting the Fax Parameters



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


**1** 



**2**  



**3** Press  or  to scroll the display to the desired Fax Parameter. (See pages 33 to 36)

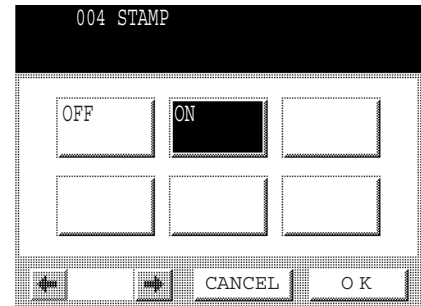
Ex: 

## Customizing Your Machine

4

Enter the new setting value.

Ex:



5



To set another parameter, press  to return to Step 3 or press  to return to standby.

### NOTE


1. To scroll the display to the desired Fax Parameters in Step 3, press ◀ or ▶.
2. To print out a Fax Parameter List, see page 164.

## Customizing Your Machine

### 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.<br>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.<br>Inside : Inside TX copy area.<br>Outside : Outside TX copy area.<br>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.<br>Off : Does not print<br>Always : Always prints<br>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.<br>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.<br>Fixed: Reduce received document according to setting of Parameter No. 25.<br>Auto: Reduce received document according to the length of received originals.   |
|     |                        | 2              | Auto    |   |
| 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.<br>(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 <b>FUNCTION</b> <b>SELECT MODE</b> <br><b>06 RCV TO MEMORY</b> .<br>When <b>06 RCV TO MEMORY</b> 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.   |

## Customizing Your Machine

| 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<br>[See Note 2] | 1              | Print          | Selecting how the machine will execute the receiving Fax document(s).<br>Print : Print the received document(s).<br>Upload & Print : Print the received document(s) and upload it's file.<br>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)<br><br>Invalid: Stores all documents into memory first before dialling the telephone number.<br>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).<br>Inner 1 : Received document(s) exit to the Bottom Output Tray.<br>Inner 2 : Received document(s) exit to the Upper Output Tray (Blue).<br>Outer  |
|     |                                 | 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<br>[See Note 3]  | 1              | Auto           | Setting the home position for the Telephone Line selection.<br><br>Auto: Selects the available telephone line for transmission automatically.<br>Line 1: Selects this as the default telephone line, unless manually selecting an alternate phone line.<br>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.<br>Inner 1 : The List printout exits to the Bottom Output Tray.<br>Inner 2 : The List printout exits to the Upper Output Tray (Blue).<br>Outer   |
|     |                                 | 2              | Inner 2        |   |
|     |                                 | 3              | Outer          |   |
| 095 | DUPLEX PRINT                    | 1              | Invalid        | Selecting whether the machine performs duplex print.  |
|     |                                 | 2              | Valid          |   |

## Customizing Your Machine

| No. | Parameter                     | Setting Number | Setting | Comments   |
|-----|-------------------------------|----------------|---------|--|
| 097 | SPECIAL TRAY<br>No.1 - 3      | 1              | None    | Select up to 3 Special Trays that will not be used for printing received faxes.<br>(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<br>(Flash Memory) | -              | -       | Displays the amount of base and optional memory installed.<br>(Base Memory + Optional Memory)  |

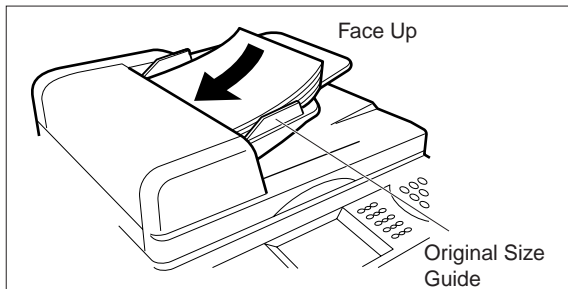
### NOTE

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.

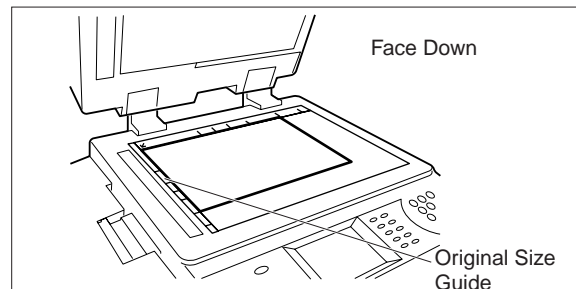
## Loading Originals

### How To Load Originals

#### 1. On the ADF / Inverting ADF



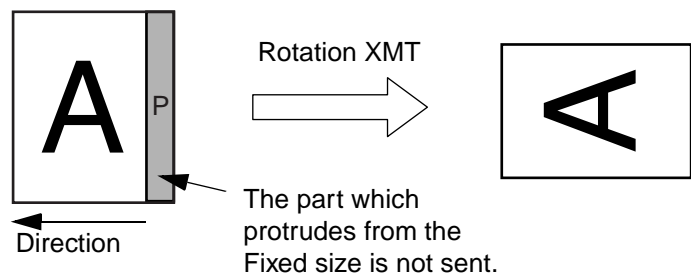
#### 2. On the Platen Glass



- 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).



### Flatbed Scanning

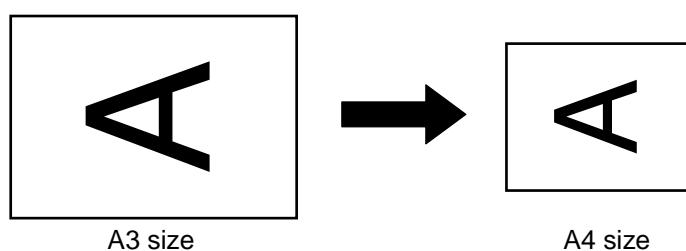
When a book or an original is placed on the Platen Glass, the message "ANOTHER ORIGINAL?" is shown on the LCD display when  is pressed and the scanning is completed.

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



## Basic Transmission Settings

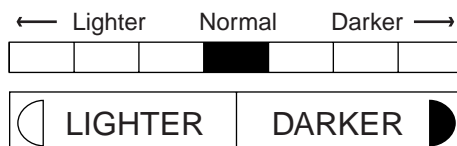
You can temporarily change the transmission settings either before or after you place the original on the ADF. These settings are as follows:

- 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.

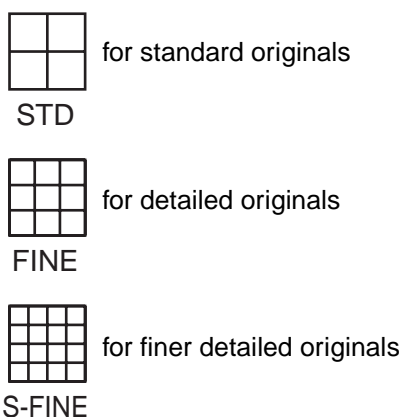
### Contrast

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 an original with darker contrast, change the setting to **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.



#### 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.



## Basic Transmission Settings

### 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.



for text only originals



for text and photo originals



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 (

).

#### 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)

# Basic Transmission Settings

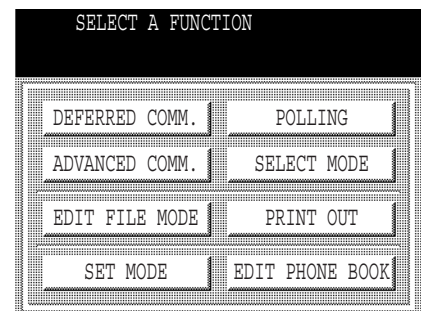
## Communication Journal (Comm. Journal)

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

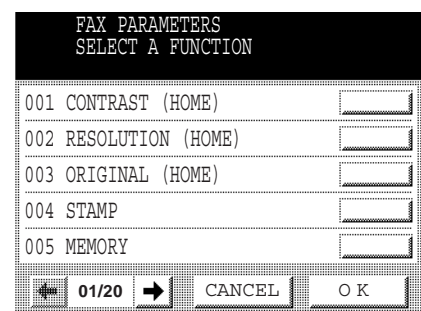
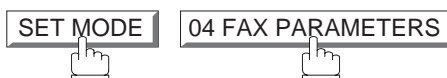
- When COMM. JOURNAL = **OFF** : a Communication Journal will not print.
- When COMM. JOURNAL = **ON** : a Communication Journal will print automatically after every communication.
- When COMM. JOURNAL = **INC.** : a Communication Journal will print only if the communication has failed.

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

1



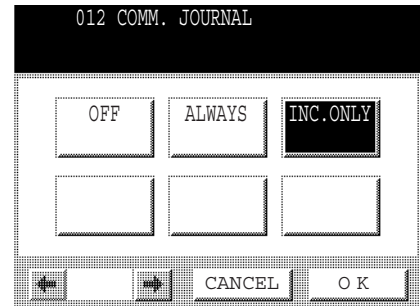
2



## Basic Transmission Settings

3

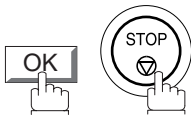
Press ◀ or ▶ to scroll the display to the desired Fax Parameter.



4

Select the desired setting.

5



## 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.

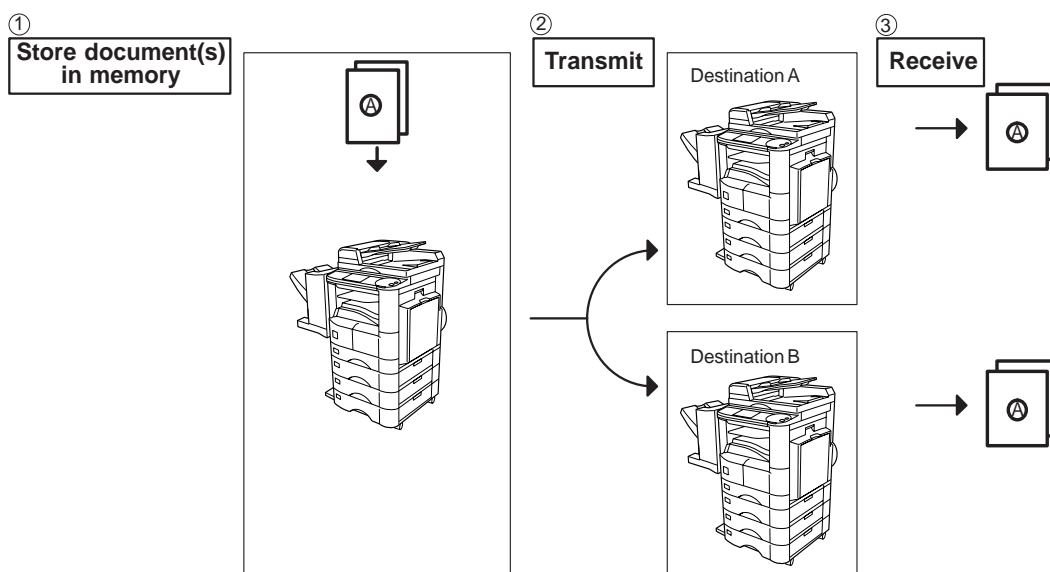
Use Voice Mode Transmission if:

- 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.



## Sending Documents

### NOTE

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 cancel 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 .

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
```

# 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  to select the "FAX MODE".

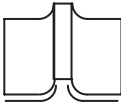
### 1a



Place original(s) face up on the ADF.

or

### 1b



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

### 2

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

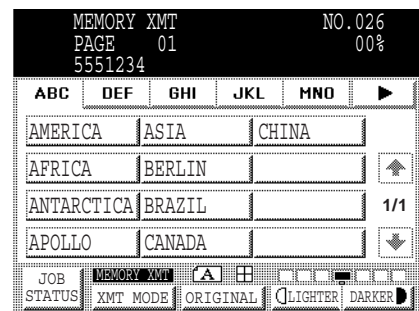
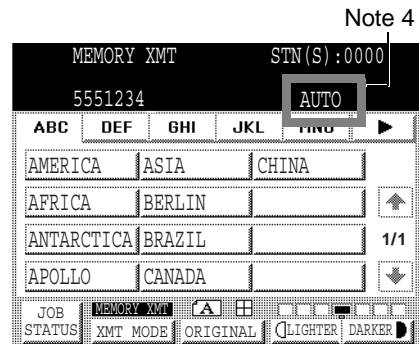
Ex: ⑤ ⑤ ⑤ ① ② ③ ④

- 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.

### 3



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.



## Sending Documents

### NOTE

1. If you want to specify two or more destinations,  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  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.

# 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  to select the "FAX MODE".

**1a**



Place original(s) face up on the ADF.

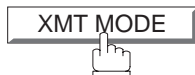
or

**1b**



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

**2**



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

**3**

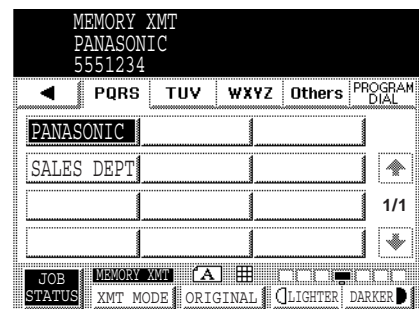
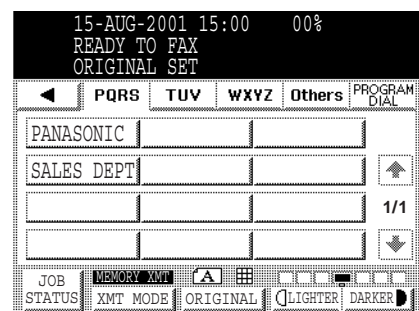
Press the appropriate Index key.

Ex:  **PQRS**

**4**



Press the key name for the desired station.

Ex: **PANASONIC**

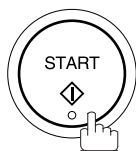




## Sending Documents

- 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**



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)


# Sending Documents

## 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


1b



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

2



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

3

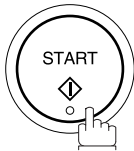
Enter a telephone number from the keypad or select a station from the Phone Book.

Ex: (5) (5) (5) (1) (2) (3) (4)



## Sending Documents

# 4



Your machine starts to dial the telephone number.



### 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.

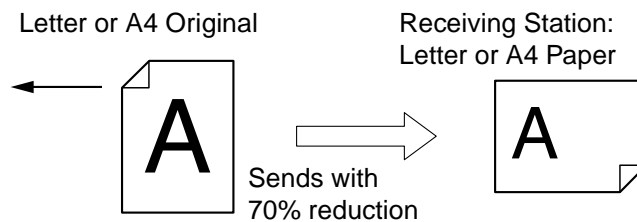
## Sending Documents

### Rotated Transmission

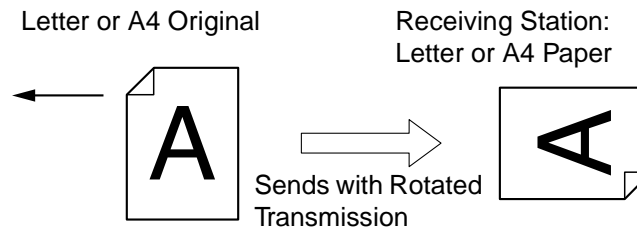
Letter or A4 Original(s) are placed in a Portrait (←) direction, the document(s) will be rotated by 90° and then transmitted in a Landscape (←) direction. The document(s) will be printed the same size as the transmitted originals at the Receiving Station.

#### Rotation XMT Fax Parameter set to:

- Invalid



- Valid

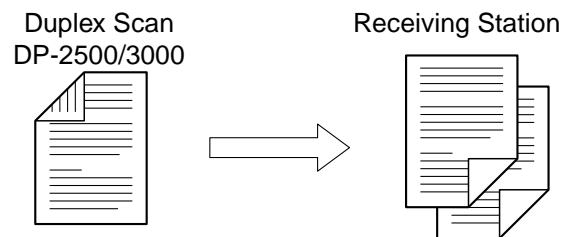


### Double-Sided Transmission (Receiving)

This machine has duplex SCAN & PRINT capabilities.

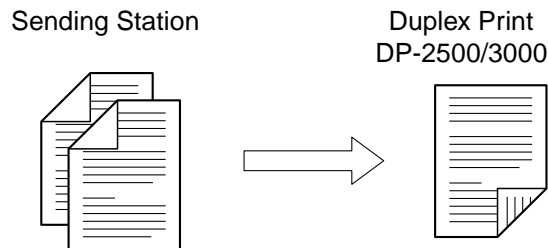
#### Duplex Scan Select Mode set to:

- Duplex Scan = ON



#### Duplex Print Fax Parameter set to:

- Duplex Print = Valid




#### NOTE

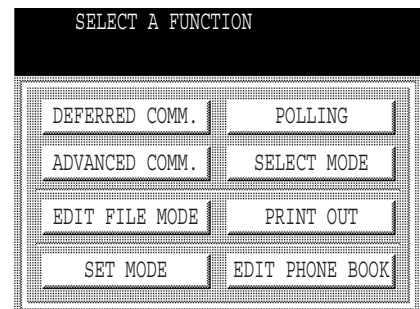
1. Rotation XMT requires the use of Memory Transmission.
2. Verification Stamp is disabled during Duplex Scan.

# Sending Documents

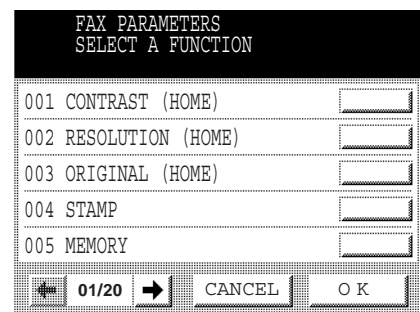
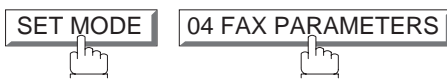
## Setting the Rotation XMT

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



1

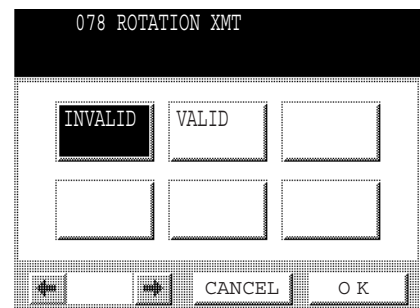


2



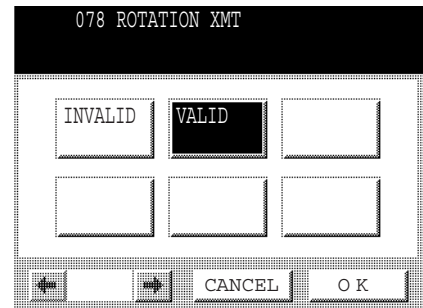
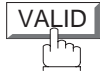
3

Press  or  to scroll the display to the desired Fax Parameter.

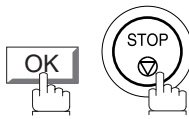


## Sending Documents

4




5



# Sending Documents

## Duplex Scan

### Sending Document(s) Using Duplex Scan

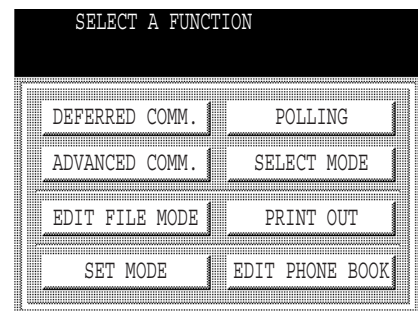
Make sure that the FAX lamp is ON. If not, press  to select the "FAX MODE".

1

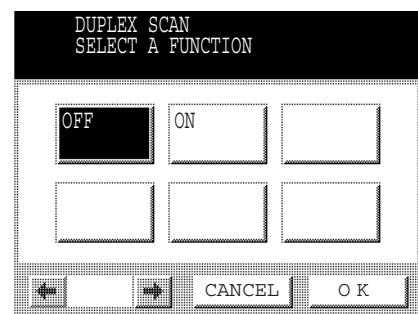


Place original(s) on the ADF.

2

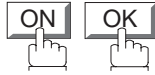


3



## Sending Documents

4

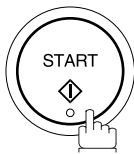


5

Dial by any combination of the following methods:

- Manual Number Dialling, press  after each station is entered. (Up to 70 stations)
- Phone Book Dialling. (Up to 200 stations)

6




### NOTE

1. The Duplex Scan function will reset back to OFF after the communication is completed.
2. Duplex Scan is only available with the inverting ADF option.

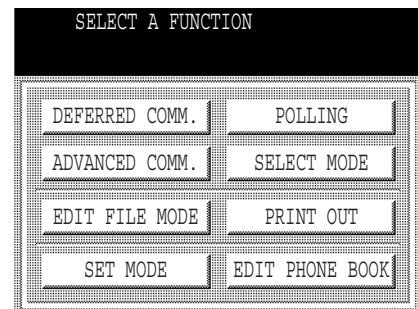


# Sending Documents

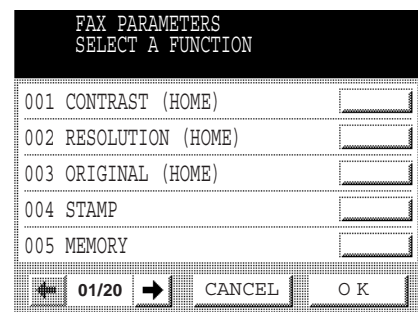
## Setting Duplex Print

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



1

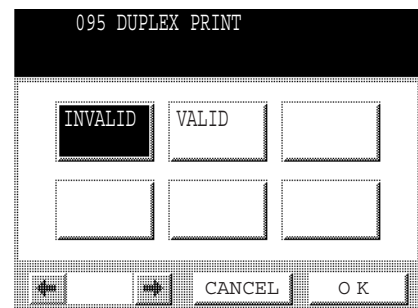


2



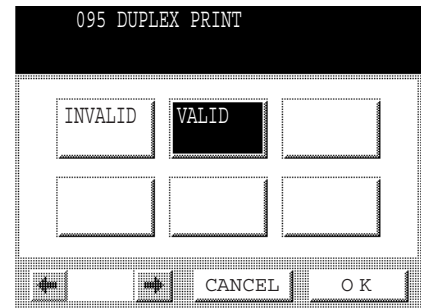
3

Press  or  to scroll the display to the desired Fax Parameter.

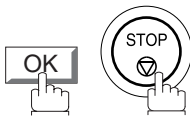


## Sending Documents

4



5




# 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.

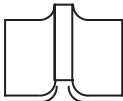
Make sure that the FAX lamp is ON. If not, press  to select the "FAX MODE".

**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: (5) (5) (5) (1) (2) (3) (4)

**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,

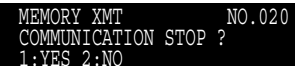


and hang up the handset.



### NOTE

1. 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 Communication Journal will not print regardless of the printout mode setting of the Communication Journal.

2. The Second Telephone Line (Line-2) is not available for Off-Hook Dialling.

# Sending Documents

## On-Hook Dialling

For On-Hook Dialling, follow the steps below.



Place original(s) face up on the ADF.

or



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



You will hear dial tone through the monitor speaker.



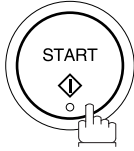
**3** Dial the telephone number from the keypad.

Ex: (5) (5) (5) (1) (2) (3) (4)

## Sending Documents

4

When you hear a beep,



### 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.

# Sending Documents

## 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.



Place original(s) face up on the ADF.

or



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



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

**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)



## Sending Documents

5



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

### NOTE

1. To cancel 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.

**3**



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





## Sending Documents

- 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.)

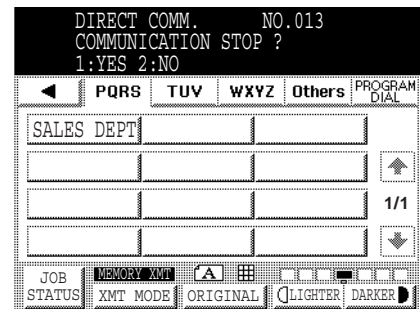
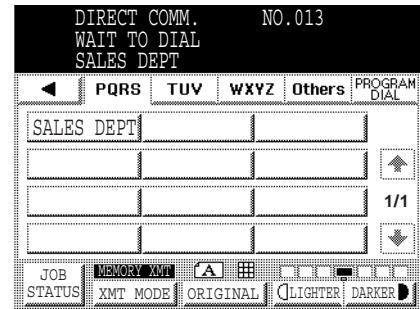
**Ex: 555 1234**

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 cancel the direct transmission reservation

- 1** Make sure that the document is on the ADF.



- 3**
- 
- The icon shows a circular button with the number "1" inside. A hand is shown pressing the button.
- and then remove the original from ADF.

# Sending Documents

## 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.



### Manual Redialling

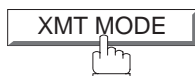
You can also redial the last dialled number manually by pressing **REDIAL** key.

1



Set original(s) face down.

2



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

3



4



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.

## 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).

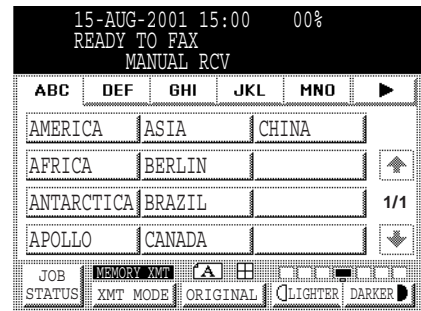
### Automatic Reception

Your machine will receive documents 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.





# Receiving Documents

## 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%

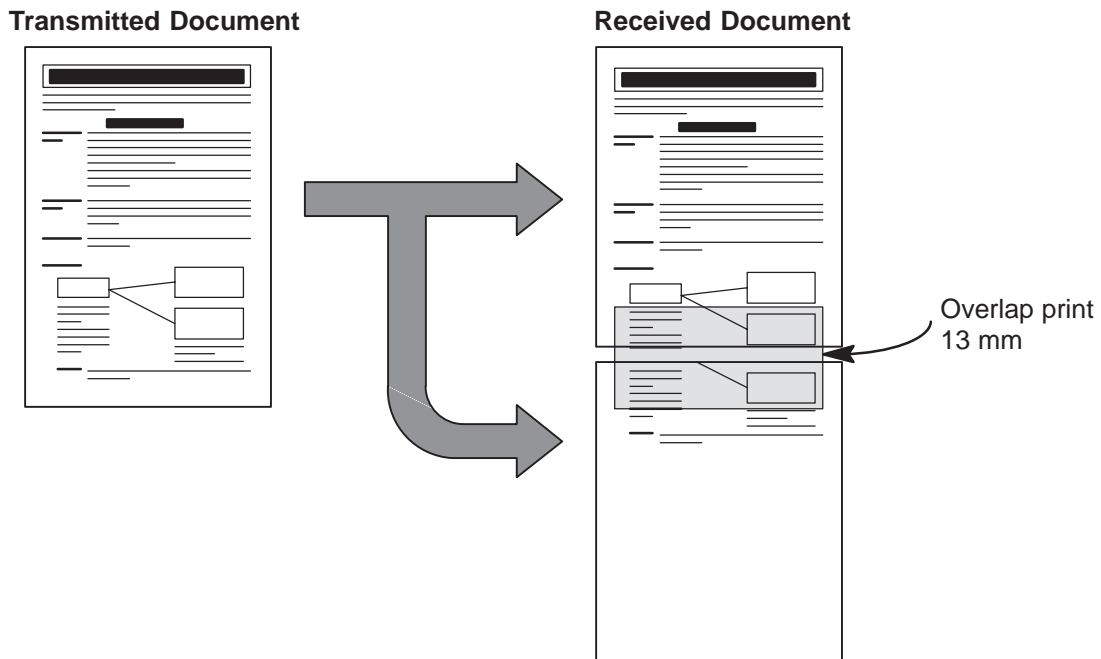
### NOTE

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.



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

#### NOTE

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.

## Receiving Documents

### Substitute Memory Reception

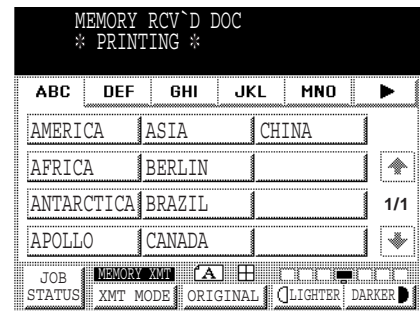
If the recording paper runs out or jams or if the toner runs out during reception, the machine automatically starts receiving documents into its image data memory. Stored documents are printed automatically after replacing the recording paper or the toner cartridge. (See Note 1 and 2)

- 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.



- 2 Install the recording paper or replace the toner cartridge.

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



#### 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.

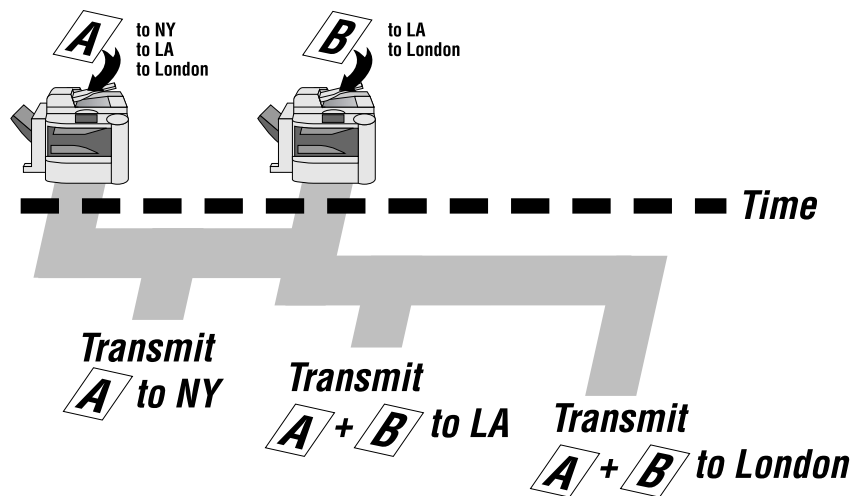


## Batch Transmission

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.

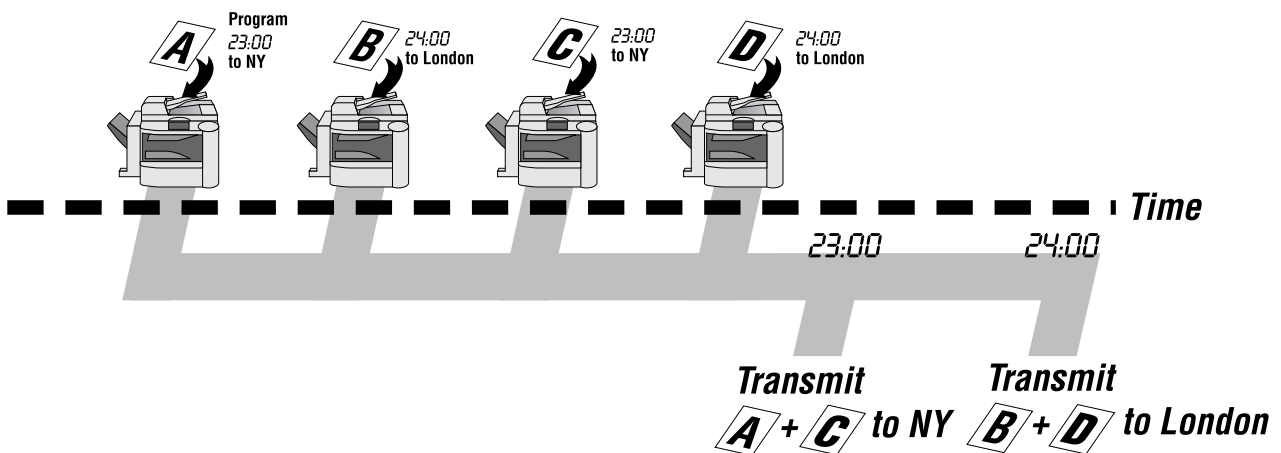
### Real-Time Batch Transmission

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.

# 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  to select the "FAX MODE".

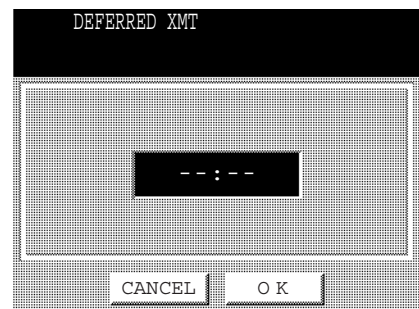
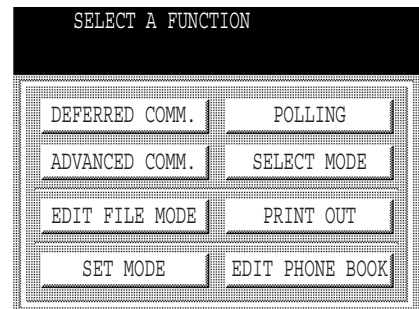


Place original(s) face up on the ADF.

or

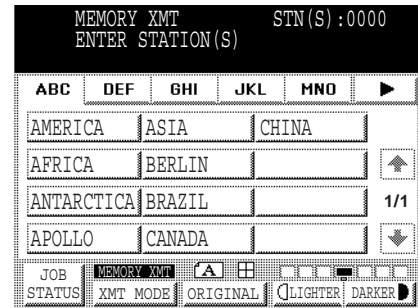


Place a book or an original face down on the Platen Glass.



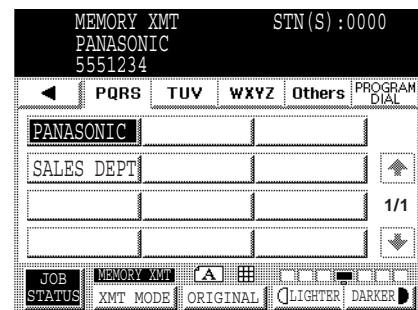
## Timer Controlled Communications

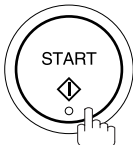
- 4** Enter the start time from the keypad and press **OK**.  
(Use a 4-digit, 24-hour clock)  
**Ex:** **2 3 3 0** (11:30 p.m.) and press **OK**.



- 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**




- 6**  to store document(s) into memory.

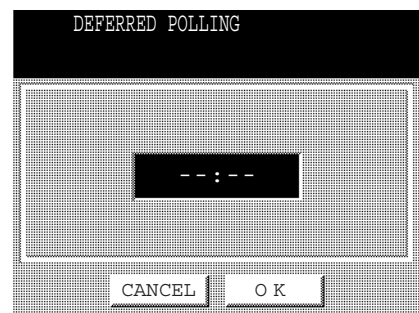
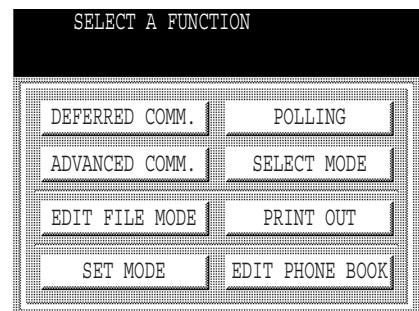
### NOTE

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.

# Timer Controlled Communications

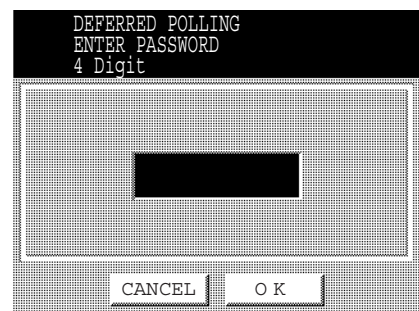
## Deferred Polling

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



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

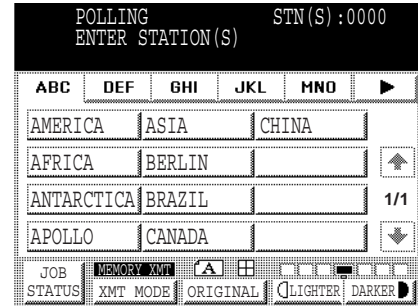
Ex:     (3:30 a.m.) and press  .



## Timer Controlled Communications

**4** Enter a 4-digit polling password and press **[OK]**.

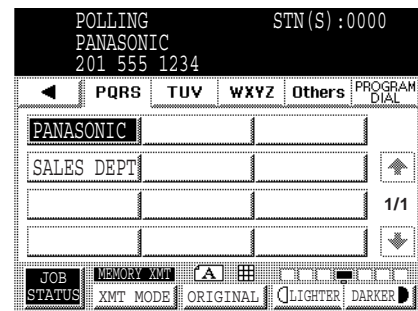
Ex: **[9][8][7][6]** and press **[OK]**



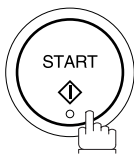
**5** Dial by any combination of the following methods:

- Manual Number Dialling, press **[SET]** after each station is entered (up to 70 stations)
- Phone Book Dialling (up to 200 stations)

Ex: **[PANASONIC]**



**6**




### NOTE

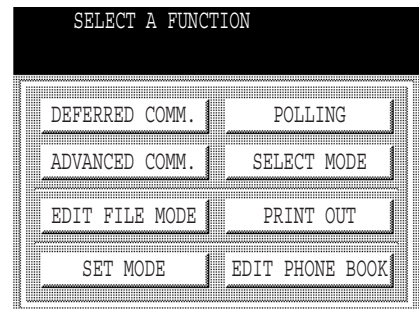
1. If you enter a wrong time in Step 3, press **[CLEAR]**, then re-enter the correct time.
2. To change or cancel the Deferred Communication settings, see page 91 and 93.

# Timer Controlled Communications

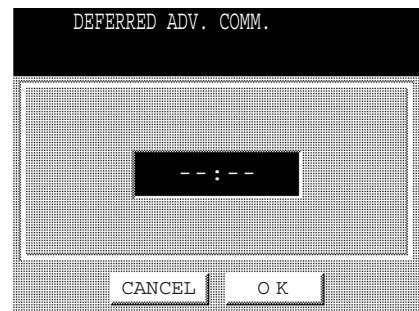
## Deferred Advanced Communication

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

1



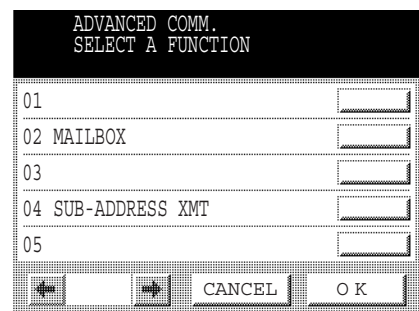
2



3

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

Ex:     (11:30 p.m.) and press



4

Setting each Function:


- Mailbox (see page 134 to 144)
- Sub-Address XMT (see page 145 to 151)

## 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  to select the "FAX MODE".

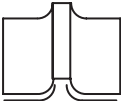
**1a**



Place original(s) face up on the ADF.

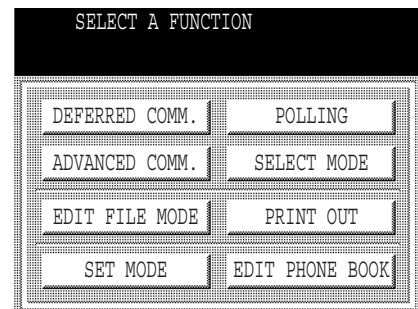
or

**1b**



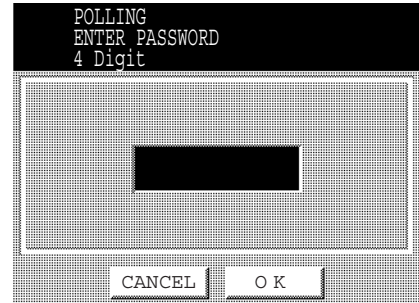
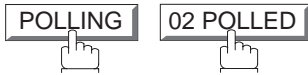
Place a book or an original face down on the Platen Glass.

**2**



## Polling

3



4

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

**Ex:** ④ ③ ② ① and press **OK**  
The document(s) are stored into memory.



### 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.

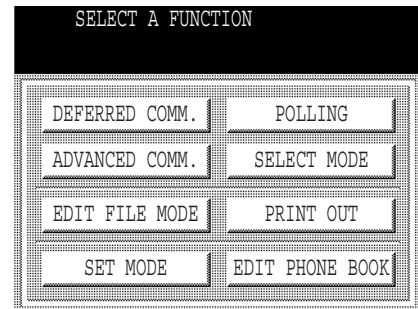


# Polling

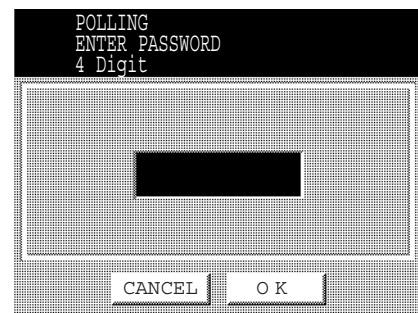
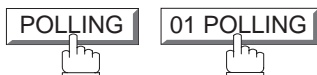
## Polling Documents from Another Station

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



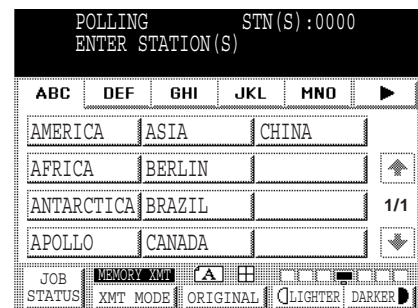
2



3

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

Ex: ① ① ① ① and press **OK**



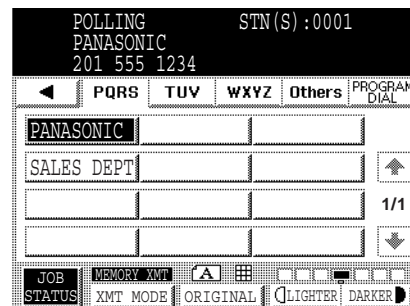
## Polling

# 4

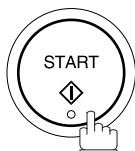
Dial by any combination of the following methods:

- Manual Number Dialling, press **SET** after each station is entered (up to 70 stations)
- Phone Book Dialling (up to 200 stations)

Ex: **PANASONIC**



# 5



### NOTE


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

# Program Keys

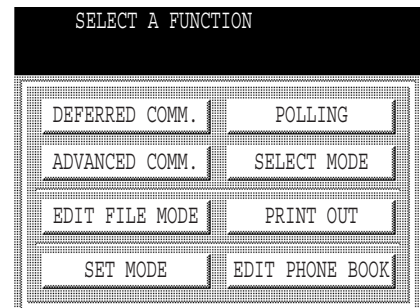
Your fax machine has special Program Keys. These keys are useful if you frequently need to send or poll the same group of stations. You can use these keys to store a One group key, a sequence of stations to be polled, a deferred transmission or polling sequence or an additional Phone Book Dialling station.

## Setting for Group Dialling

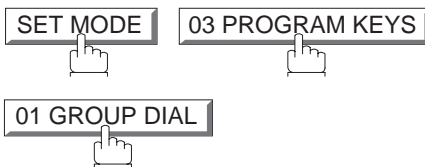
To set a Program Key for Group Dialling

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

1



2



3

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

Ex: GROUP.A and press .



## Program Keys

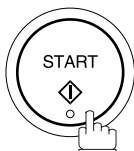
- 4** Enter a Key Name (up to 10 characters) and press **OK**.



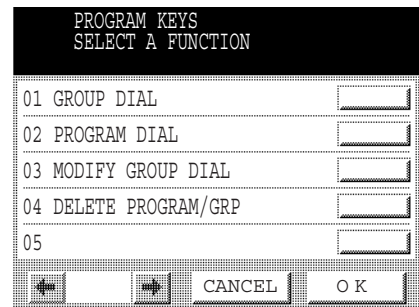
- 5** Enter the Phone Book Dialling.  
If you find an error, press **CLEAR** to erase the displayed station.



**6**




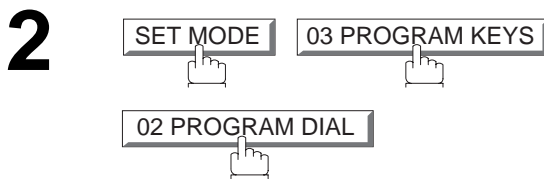
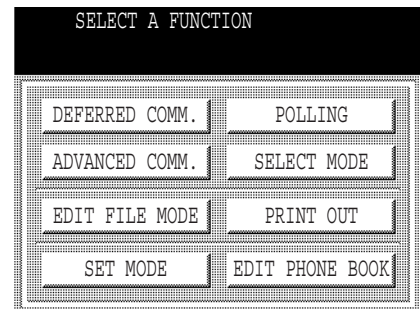
You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing **STOP**.



# Program Keys

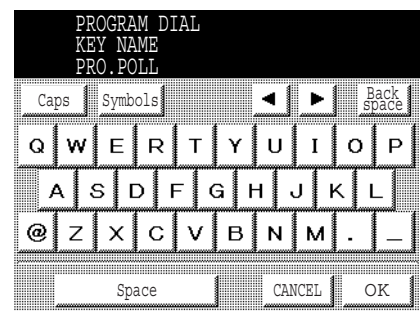
## Setting for Program Dial

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



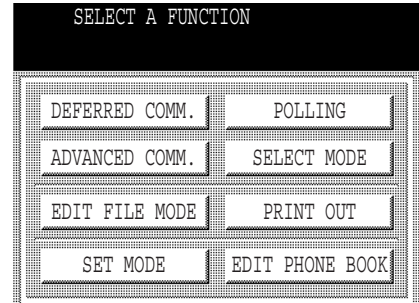
**3** Enter the Program Name (up to 15 characters) and press .

Ex: PRO.POLL and press .



## Program Keys

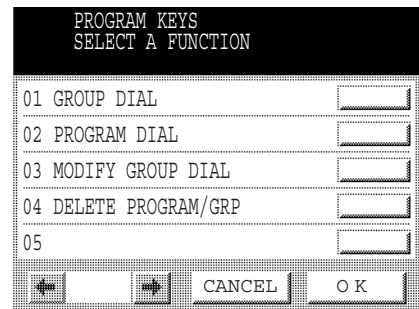
- 4** Enter the Program Key Name (up to 10 characters) and press .



- 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 .




# Program Keys

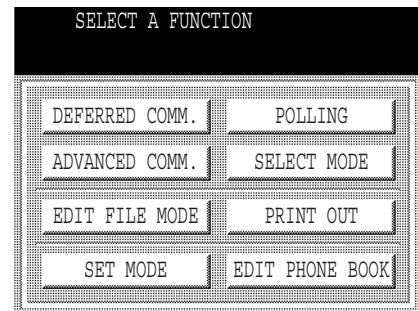
## Editing for Group Dialling

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

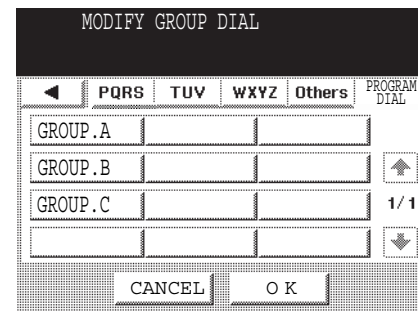
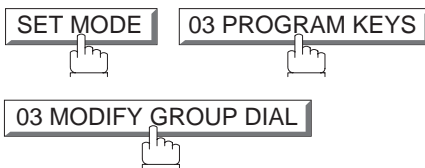
### To change the setting of Group Dialling

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

1



2



3

Enter the Group Dial you wish to change and press

.

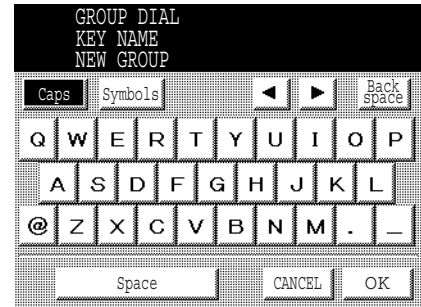
Ex:  and press



## Program Keys

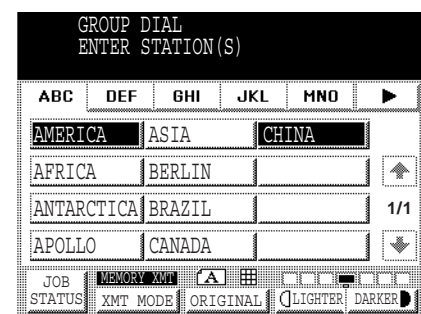
**4** Enter the new Group Name (up to 15 characters) and press **OK**. (See Note 1)

Ex: NEW GROUP and press **OK**



**5** Enter the new Key Name (up to 10 characters) and press **OK**. (See Note 1)

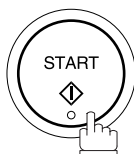
Ex: NEW GROUP and press **OK**



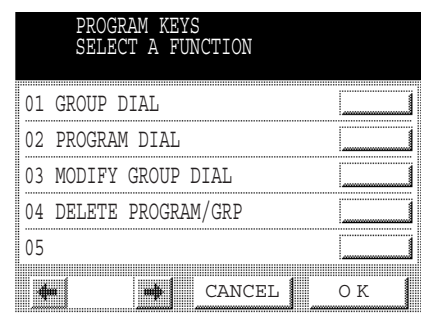
**6** Edit the Phone Book Dialling. Press the Phone Book Dialling you wish to enter or erase the displayed station.



**7**



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



### NOTE

1. If you make a mistake, use **◀** or **▶** to move the cursor one space beyond the incorrect character, press **CLEAR** then re-enter a new character.
2. The Group Dialling cannot be changed or erased until the communication has finished. To change or erase the settings, cancel the communication first by Edit File Mode. (See page 91)

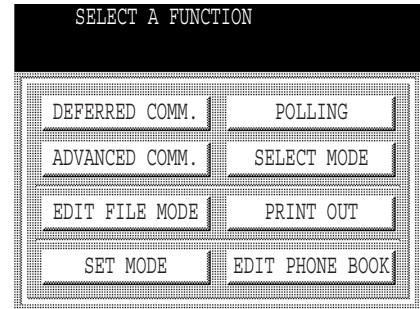


# Program Keys

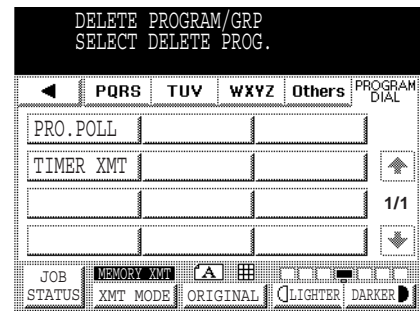
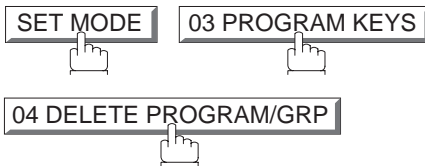
## Erasing the Program Key Settings

To erase the settings in a Program Key

1



2



3

Press the Program key you want to erase.

Ex: PRO.POLL



## Program Keys

4



5

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

| PROGRAM KEYS<br>SELECT A FUNCTION     |                                   |
|---------------------------------------|-----------------------------------|
| 01 GROUP DIAL                         | <input type="text"/>              |
| 02 PROGRAM DIAL                       | <input type="text"/>              |
| 03 MODIFY GROUP DIAL                  | <input type="text"/>              |
| 04 DELETE PROGRAM/GRP                 | <input type="text"/>              |
| 05                                    | <input type="text"/>              |
| <input type="button" value="←"/>      | <input type="button" value="→"/>  |
| <input type="button" value="CANCEL"/> | <input type="button" value="OK"/> |

### NOTE

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


## 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.

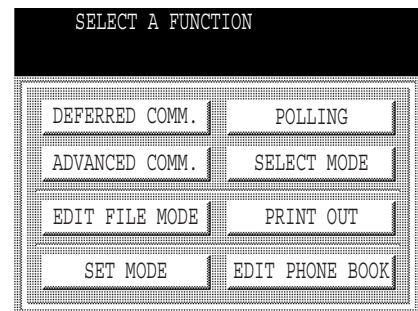
After reserving the communications in memory, you may need to change the settings of the communication(s) while it is still in memory. This section describes how to use the file editing features.

### Printing or Viewing a File List

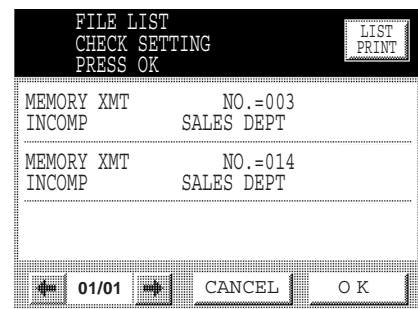
The contents of the communication settings may have to be modified or deleted. To verify the contents, follow the steps below to print or view a file list.

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

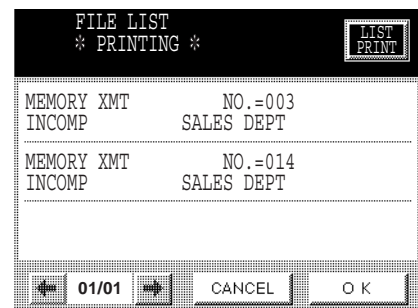
1





2



3a



3b

 or  repeatedly until the display shows a file you want to view.

## 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.

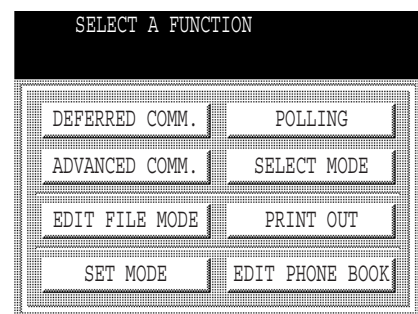
## Edit File Mode

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

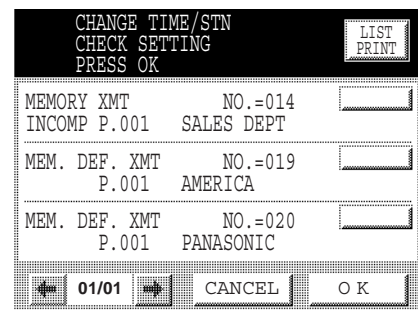
To change the start time and/or stations in a communication file, follow the steps below.

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

1



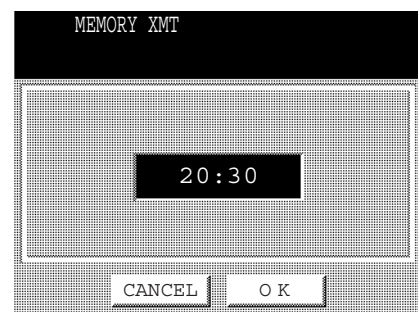
2



3

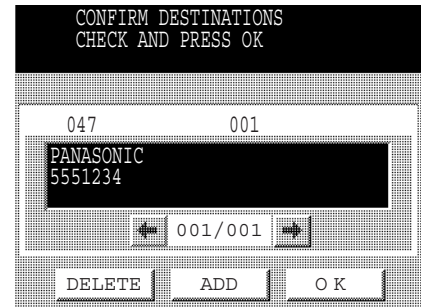
Select the file that you want to change and press

.



## Edit File Mode

- 4** Enter a new start time and press **OK**.



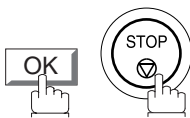
- 5** To delete the station(s), press **◀** or **▶** key until the station you want to delete appears. Then press **DELETE**.

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**



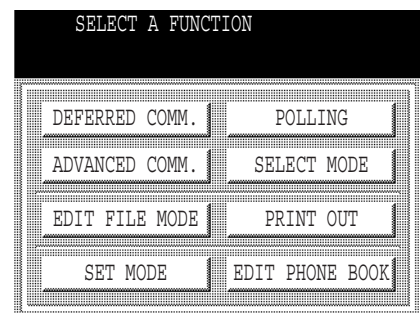
# Edit File Mode

## Deleting a File

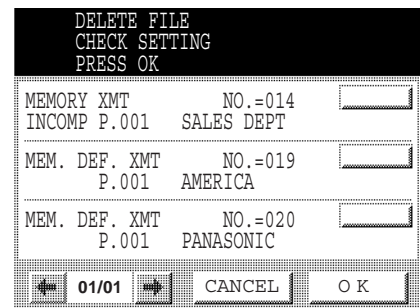
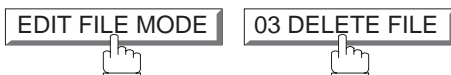
To delete the file in memory, follow the steps below.

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

1



2



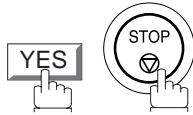
3

Select the file that you want to delete and press .



## Edit File Mode

4



### NOTE

1. Your machine cannot delete the file while it is being sent.
2. If you want to delete all files in Step 3, press  with no file selected (except the file in progress).  
The following message is shown on the display.




Press  to delete all files.



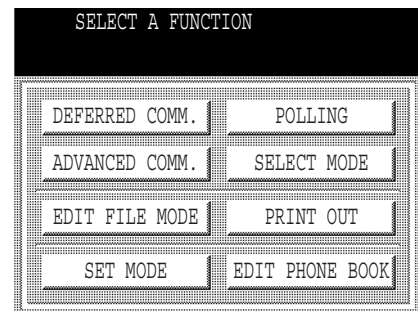
## Edit File Mode

### Printing Out a File

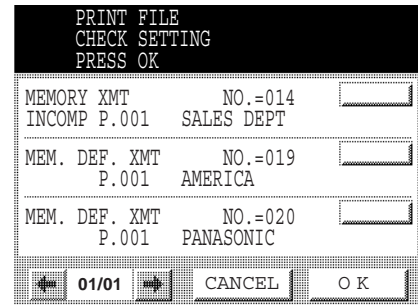
To print the contents of the communication file, follow the steps below.

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

1



2



3

Select the file that you want to print and press

.

## Edit File Mode

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

---


### NOTE

1. *Your machine cannot print the file while it is being sent.*

## 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".

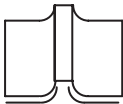
1a



Place original(s) face up on the ADF.

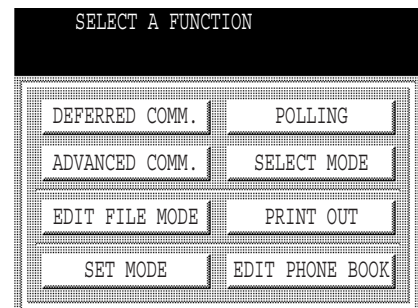
or

1b

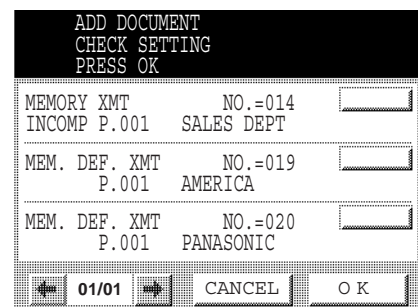


Place a book or an original face down on the Platen Glass.

2



3



## Edit File Mode

- 4** Select the file that you want to add document(s) to and press .
- 5** Your machine will start storing the document(s) into a file.

---

### NOTE

1. Your machine cannot add document(s) into the file while it is being sent or waiting to redial.


## Edit File Mode

### Retry an Incomplete File

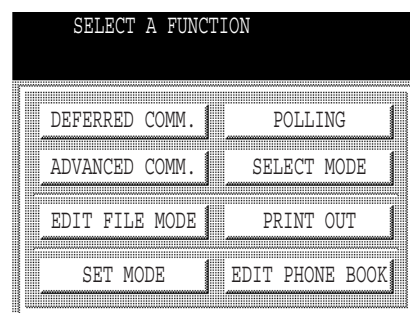
If a memory communication has been unsuccessful due to a busy line or no answer, the document(s) you stored is automatically erased from memory after the last redial.

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)

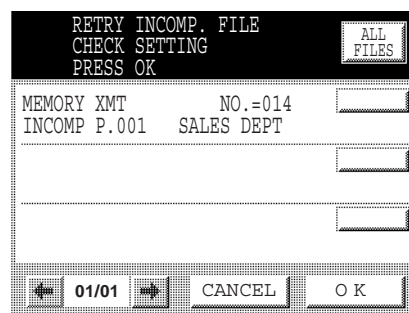
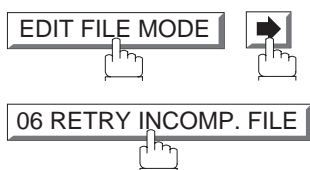
To retry the incomplete file, print a File List first to verify the file number. (See page 89)  
Then, follow the steps below.

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

1




2



## Edit File Mode

- 3** Select the file that you want to retry.

```
RETRY INCOMP. FILE
CHECK SETTING
PRESS OK
ALL FILES
MEMORY XMT NO.=014
INCOMP P.001 SALES DEPT
01/01 CANCEL OK
```

- 4**  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 OK
```


### 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).

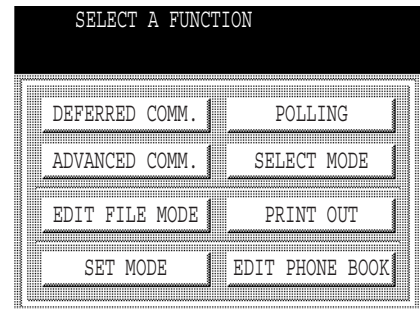
# Receive To Memory

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.

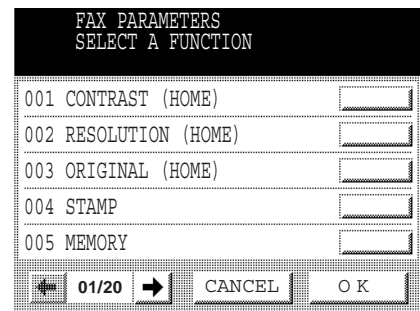
## Setting the RCV To Memory Password

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



1

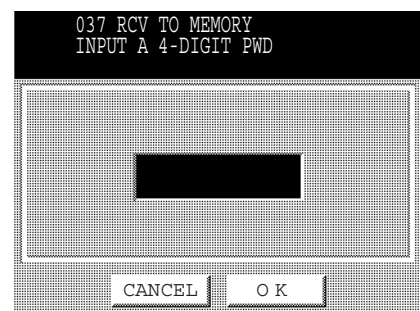


2




3

Press  or  to scroll the display to the desired Fax Parameter.

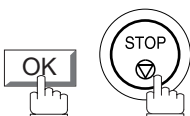


4

Enter a 4-digit RCV to Memory Password and then press .


Ex:    

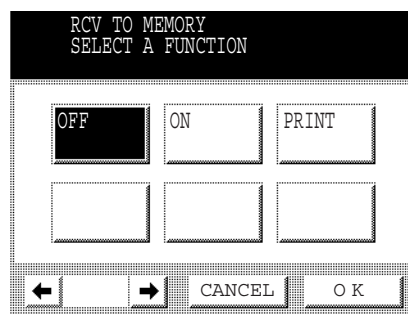
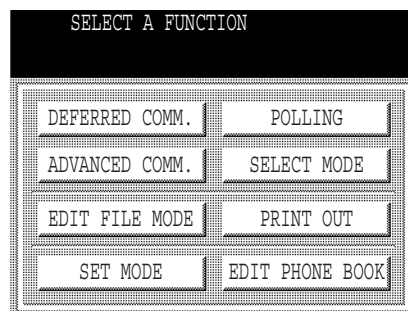
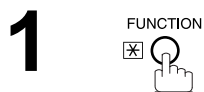
5



# Receive To Memory

## Setting RCV To Memory

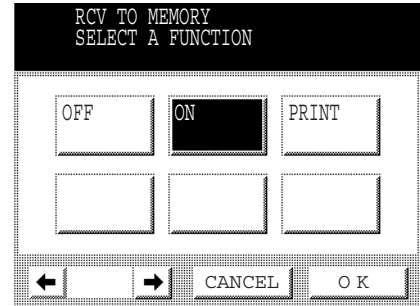
Make sure that the FAX lamp is ON. If not, press  to select the "FAX MODE".





## Receive To Memory

3



4



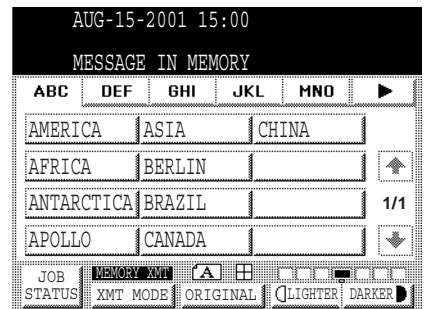
### NOTE

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 page 174 on Image Memory Capacity.


# Receive To Memory

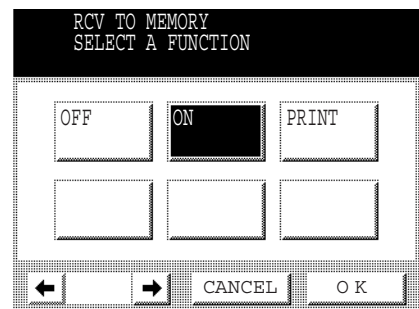
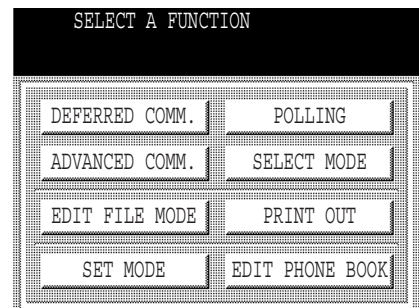
## Printing Documents

After receiving documents with the Receive To Memory feature, the following message will appear on the display.



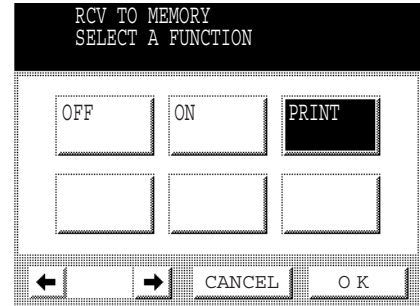
To print the document(s), follow the steps below.

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

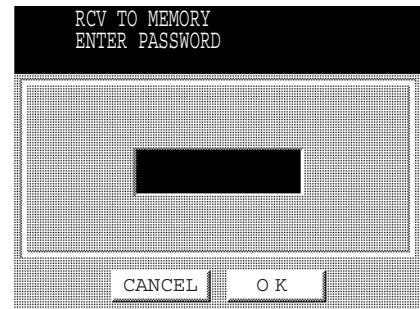


## Receive To Memory

3



4



5

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

Ex: ① ② ③ ④ and press

6

Machine will start to print the document(s).

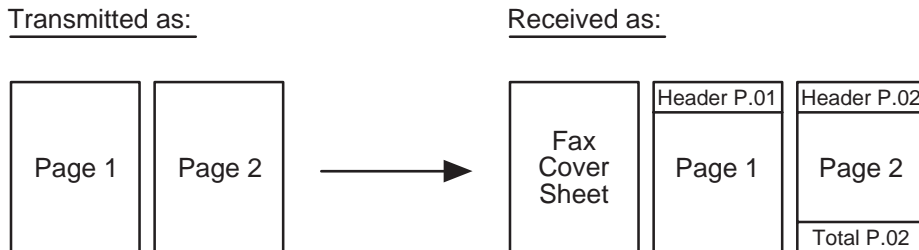
### NOTE

1. If the password has not been set, your machine will not prompt you to enter the password. The document(s) will be printed immediately after pressing  in Step 4.
2. Once the RCV TO MEMORY feature is set to "On", the password cannot be changed (Fax Parameter No. 037 will not be selectable on the LCD display). If you wish to change the password, set the RCV TO MEMORY feature to "Off" first. Then change the password. (See page 101)

# 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.



## 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  to select the "FAX MODE".

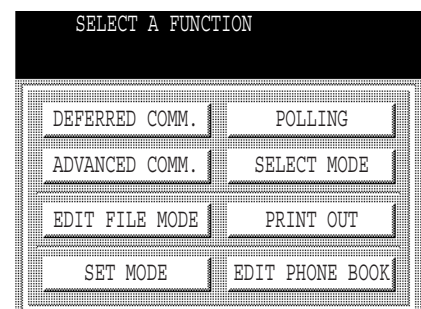
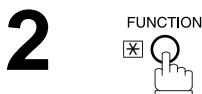


Place original(s) face up on the ADF.

or

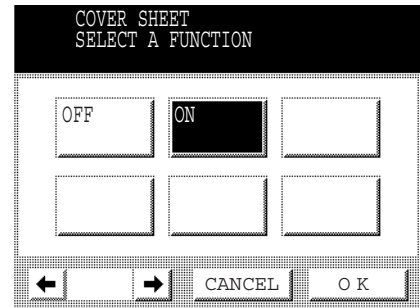
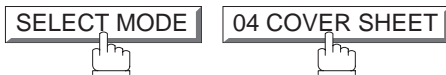


Place a book or an original face down on the Platen Glass.

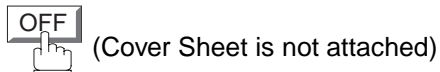


## Fax Cover Sheet

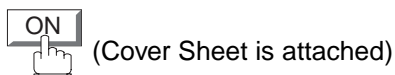
3



4



or



5



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.

# 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.

# Department Code

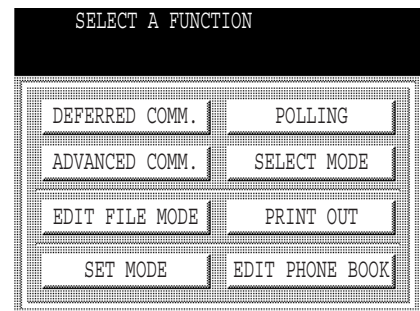
## General Description

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.

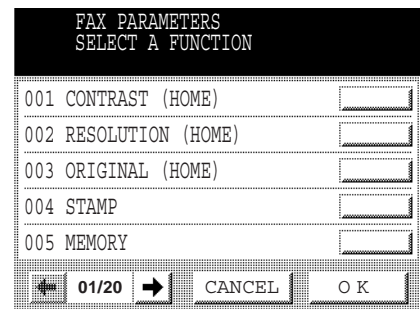
## Setting the Department Code

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



1

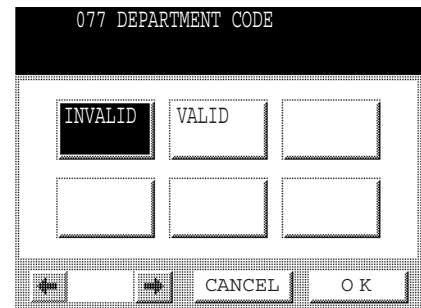


2

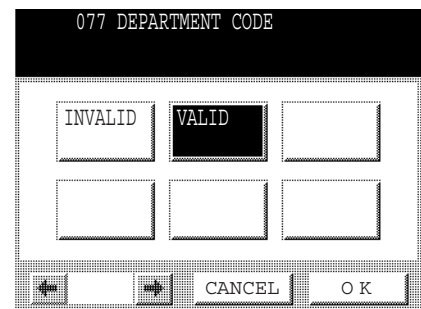




## Department Code

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







- 4**  



- 5**  


### NOTE

1. Use  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 , ,  in order to erase the previous journal contents.

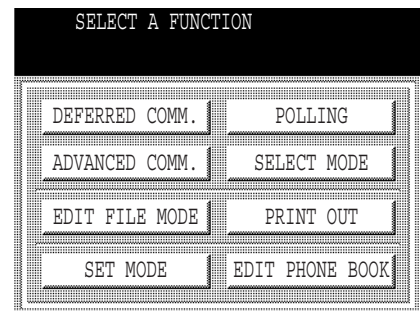


# Department Code

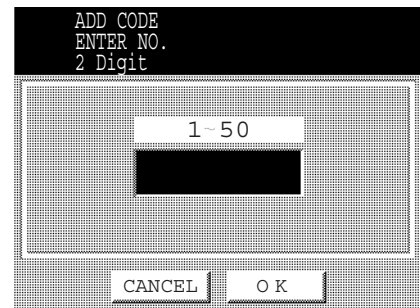
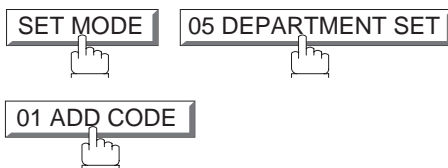
## Setting the Department Code Name

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

1



2



3

Enter Department Code Number and press .

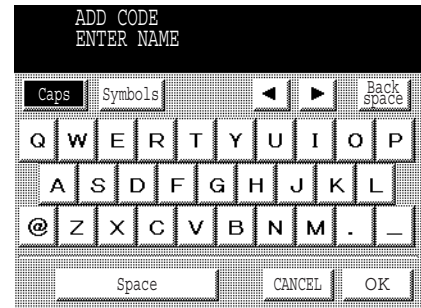
Ex:   and press .



## Department Code

**4** Enter a 4-digit Department Code and press .

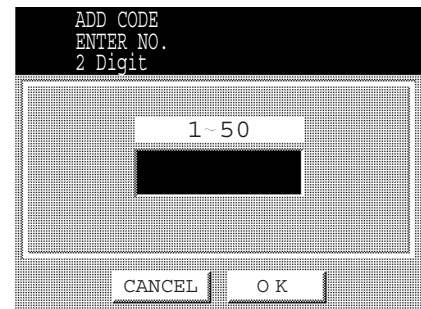
**Ex:**     and press .



**5** Enter your Department Name (max. 25 characters and digits).

And press .

**Ex:** DEPT.1 and press .




**6** To record another Department Code, repeat Steps 3 to 5. To return to standby, press .

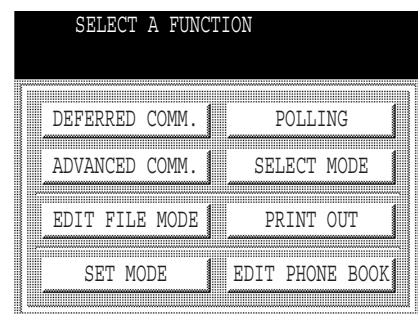
# Department Code

## Changing the Department Code

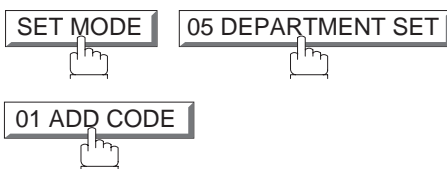
If you have to change any of the Department Codes, follow the steps below.

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

1



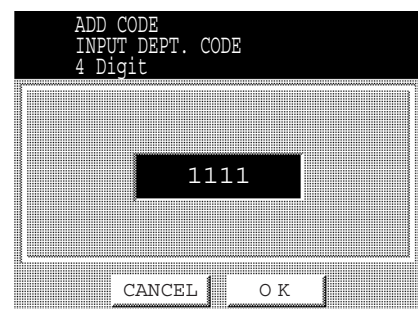
2



3

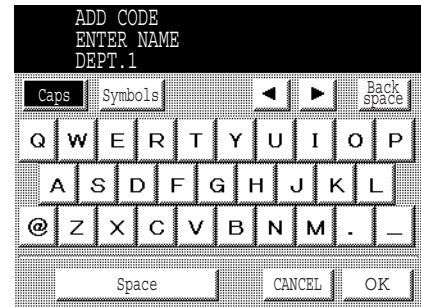
Enter Department Code Number that you wish to change and press .


Ex:   and press .



## Department Code

- 4** Enter New Department Code and press .




- 5**  then enter a new Department Name and press .

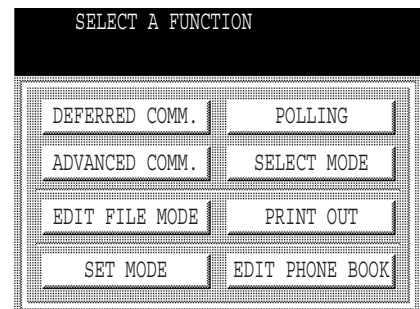
- 6** To change another Department Code, repeat Steps 3 to 5.  
To return to standby, press .

# Department Code

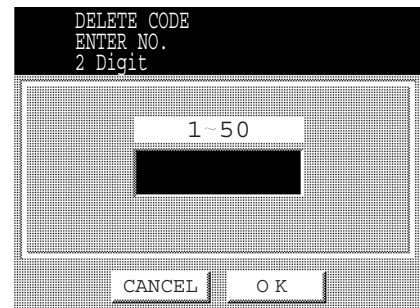
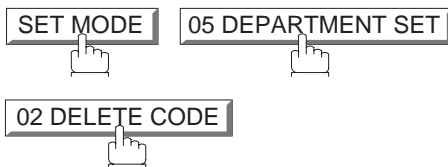
## Deleting the Department Code

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

1



2



3

Enter Department Code you wish to delete and press .

Ex:   and press .



## Department Code

**4** Enter the Department Code and press  .

**Ex:**     and press  .



**5**

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

## Department Code

### Sending a Document with Department Code

1



Set original(s) face down.

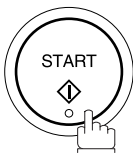
2

Dial by any combination of the following methods:

- Manual Number Dialling, press  after each station is entered (up to 70 stations)
- Phone Book Dialling (up to 200 stations)

Ex:

3

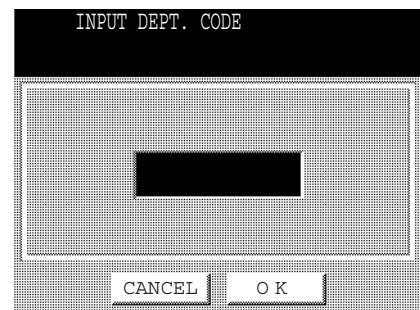
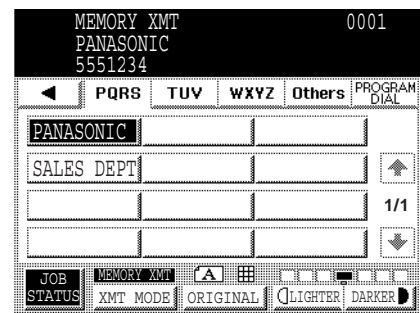


4

Enter a 4-digit Department Code and press .

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.



## Department Code

### Sending a Document with Department Code (Voice Mode Transmission)

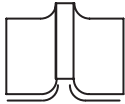
**1a**



Place original(s) face up on the ADF.

or

**1b**

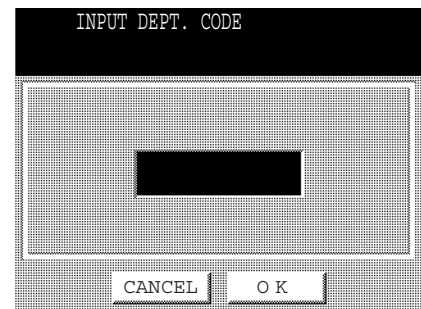


Place a book or an original face down on the Platen Glass.

**2**

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

Ex: **MONITOR**



**3**

Enter a 4-digit Department Code and press **OK**.

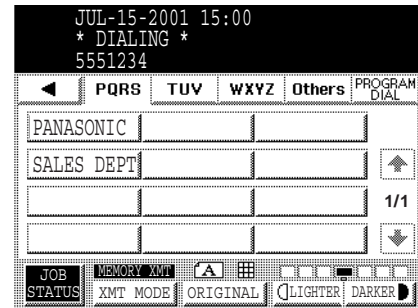
Ex: ① ② ③ ④ and press **OK**



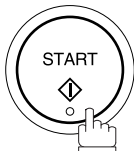
## Department Code

**4** Dial the telephone number from the keypad.

Ex: (5) (5) (5) (1) (2) (3) (4)



**5** When you hear a beep,



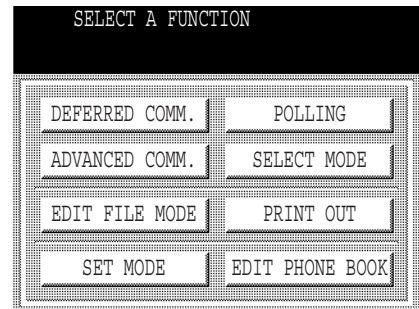
The document is sent with the header of the selected Department Name. The selected Department Name is printed on the COMM. Journal, Individual Transmission Journal and Cover Sheet.

# Department Code

## Printing a Department Code List

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

1



2



# Department Code

## 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)<br>NUMBER | (2)<br>DEPARTMENT NAME | (3)<br>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

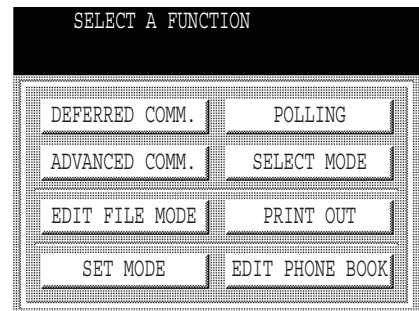
- (1) Department Code Number : 01-50
- (2) Department Name : Up to 25 characters
- (3) Department Code : 4 digits

# Department Code

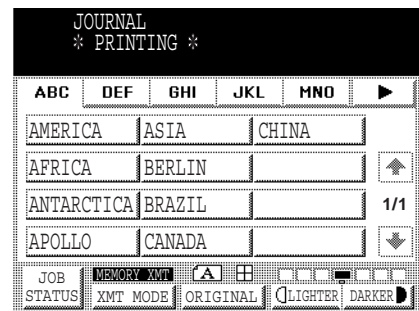
## Printing a Department Code Journal

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



2



# Department Code

## 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 - \*\*\*\*\*

## 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.


# Selective Reception

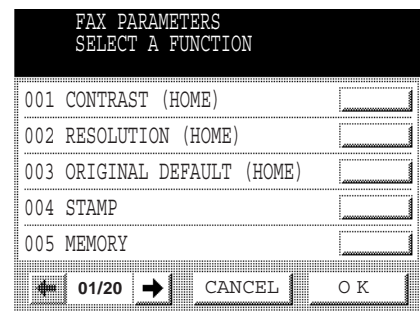
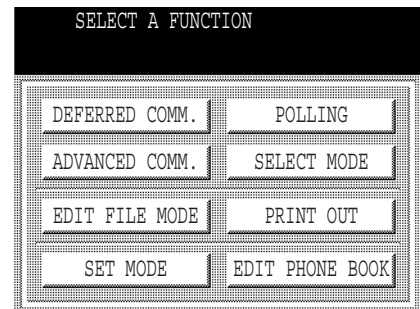
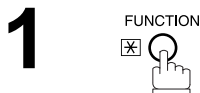
Your machine has a special feature, Selective Reception, which can prevent the receiving of unnecessary documents (i.e. junk fax, direct mail, etc.).



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.

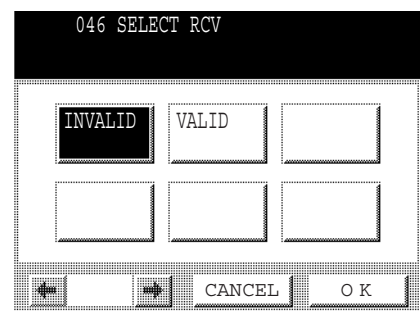
When a match is found, your machine will start receiving the document(s). If a match is not found, your machine will cancel the reception and an Information Code 406 will be recorded on the Journal.

## Setting the Selective Reception

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

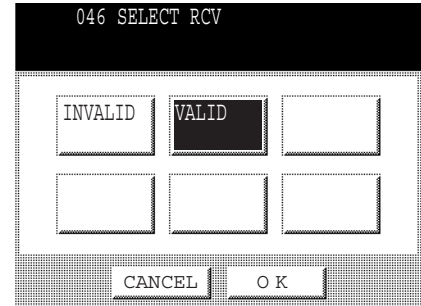
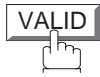


**3** Press  or  to scroll the display to the desired Fax Parameter.

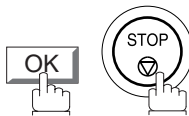


## Selective Reception

4



5



### NOTE

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.



# 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   | Required.  |
| UF-560   | Please refer to the individual Operating Instructions of |
| UF-585   | each model.  |
| 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  |  |

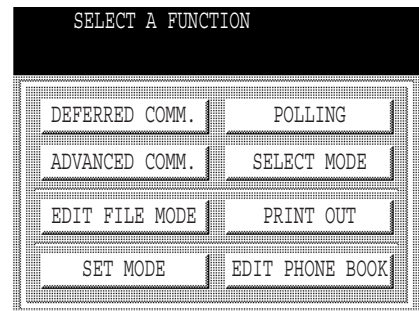
# Password Communications

## Setting Password Transmission

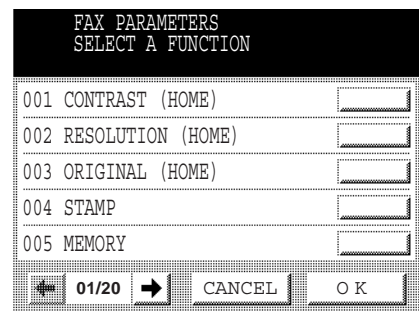
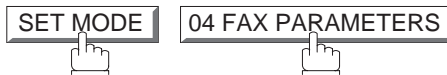
To set transmission password and parameter

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



1



2




3

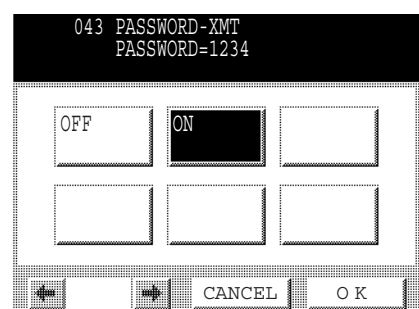
Press  or  to scroll the display to the desired Fax Parameter.



4

Enter a 4-digit Transmission Password and press .

Ex: ① ② ③ ④ and press .



## Password Communications

5



(password is not checked)

or



(password is checked)

6




### NOTE

1. You can change the setting temporarily by using **FUNCTION** **SELECT MODE** **05 PASSWORD-XMT** for each transmission. See page 132 for details.
2. To change the password, press **CLEAR** in Step 4. Then re-enter a new one.

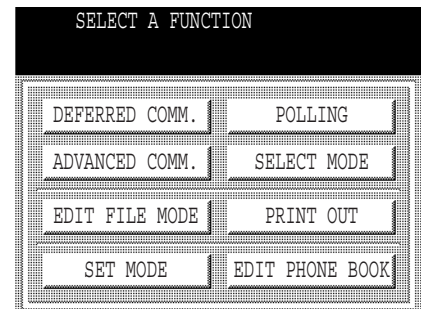
# Password Communications

## Setting Password Reception

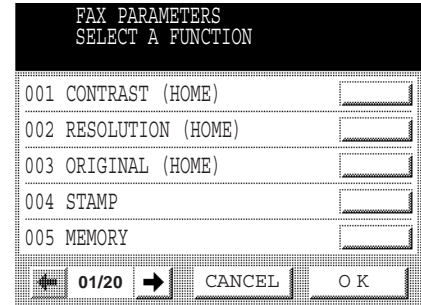
To set receiving password and parameter

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



1

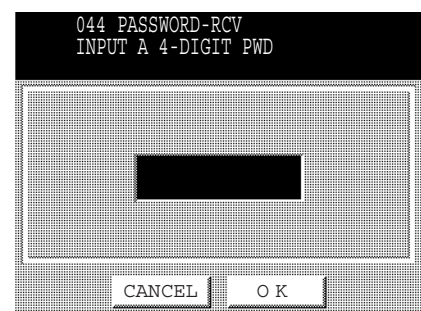


2



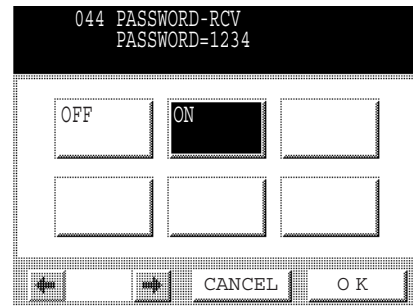
3



Press  or  to scroll the display to the desired Fax Parameter.





## Password Communications

- 4** Enter a 4-digit Receiving Password and press **OK** .  
Ex: **1** **2** **3** **4** and **OK** .



- 5**  (password is not checked)  
or  
 (password is checked)

- 6**  


### 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.

# Password Communications

## Using Password Transmission

To use Password Transmission, you can set the **PASSWORD-XMT** "OFF" or "ON" for each Transmission by following the procedure below.

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

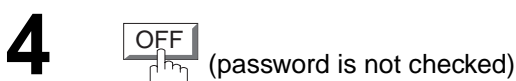
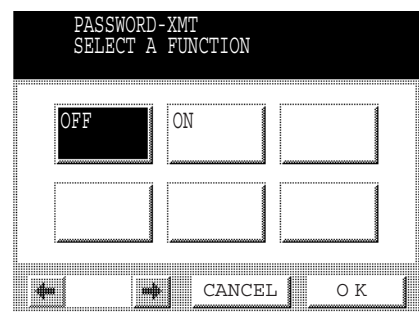
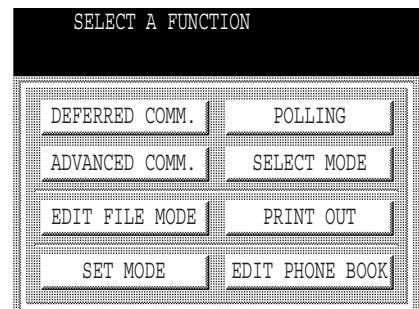
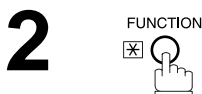


Place original(s) face up on the ADF.

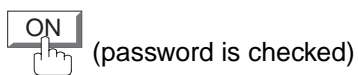
or



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



or



## Password Communications

5



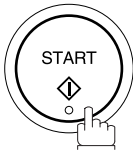
6

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



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.

## 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.

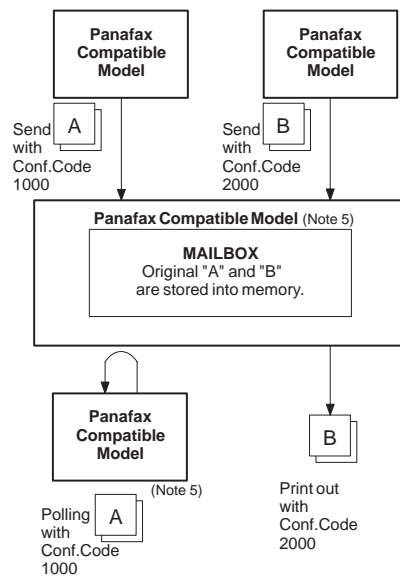


Figure 1 : Confidential Mailbox

### 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 | Not Required.    |
| UF-332           | UF-333  | UF-342  | UF-344  | UF-550  | UF-560  | UF-585 |                  |
| 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.



## Confidential Mailbox

### Sending a Confidential Document to a Remote Station's Mailbox

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

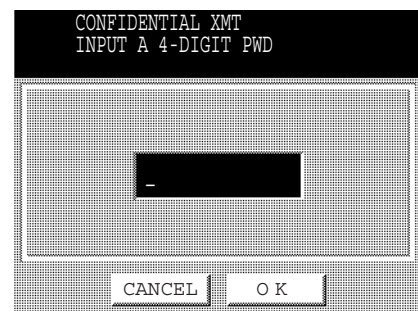
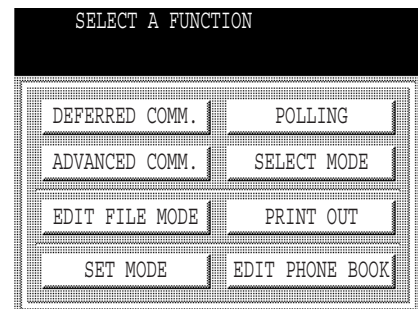


Place original(s) face up on the ADF.

or



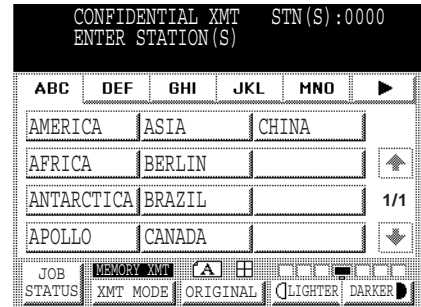
Place a book or an original face down on the Platen Glass.



## Confidential Mailbox

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

Ex: **2 2 3 3** and press **OK**

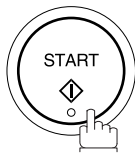


**5** Dial by any one of the following methods:

- Manual Number Dialling, press **SET** after each station is entered (up to 70 stations)
- Phone Book Dialling (up to 200 stations)

Ex: **PANASONIC**

**6**



**7**

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


### NOTE

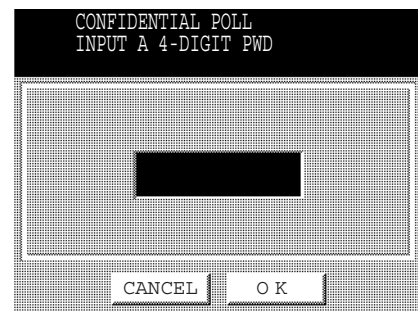
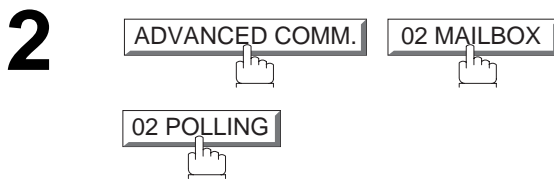
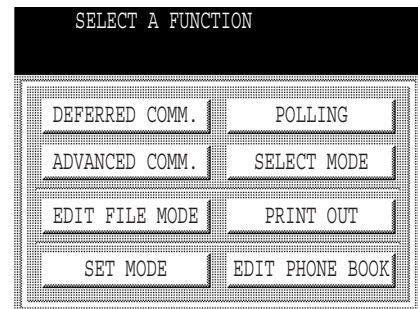
1. If the receiving station has a Network Password, you must set the same password, shared by the receiving station, to send confidential fax. (See pages 143 and 144)

# Confidential Mailbox

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

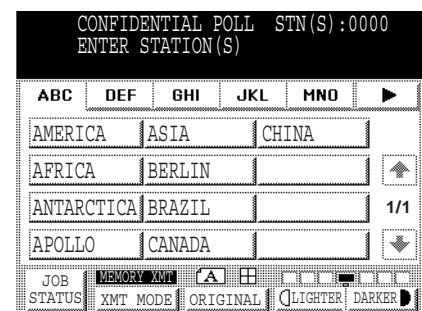
After you have been informed that someone has transmitted confidential document(s) to a remote station's mailbox, you can poll the confidential document(s) from the remote station by following the procedure below.

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



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

Ex:     and press



**4** Dial by any one of the following methods:

- Manual Number Dialling, press  after each station is entered. (Up to 70 stations)
- Phone Book Dialling. (Up to 200 stations)

Ex:

## Confidential Mailbox

5



---

### NOTE

1. *The confidential file will be erased automatically at the center station after being polled.*

## Confidential Mailbox

### 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


#### 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)

# 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  to select the "FAX MODE".

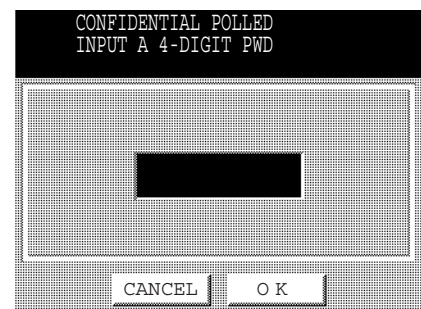
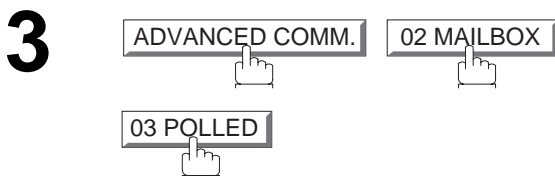
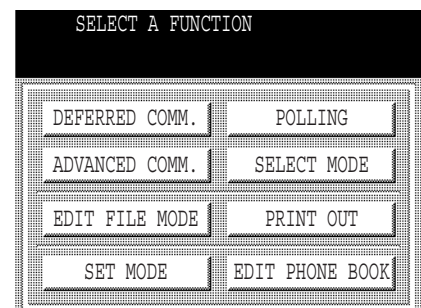
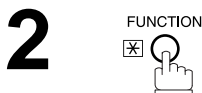


Place original(s) face up on the ADF.

or



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



## Confidential Mailbox

**4**

Enter a 4-digit Confidential Code and then press .

Ex:     and press .

**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".*

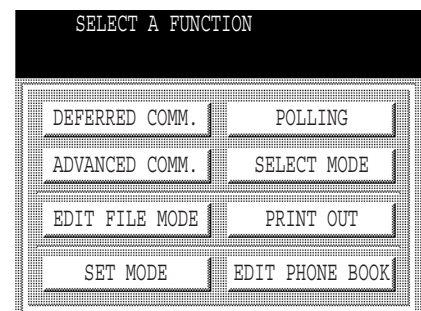
## Confidential Mailbox

### Printing a Confidential Document from Your Machine's Mailbox

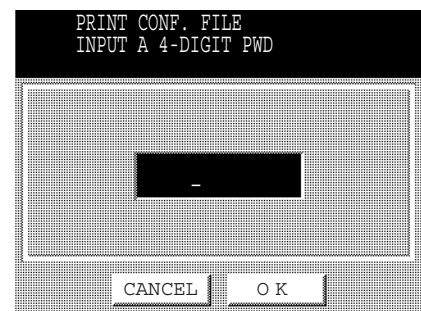
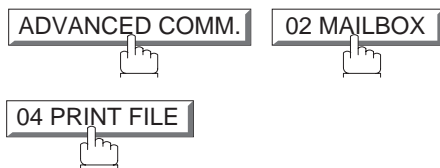
After you have been notified that someone has transmitted a confidential document into your machine's mailbox, use the following procedure to print the confidential document(s).

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

1



2



3

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

Ex:     and press .

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".




# Confidential Mailbox

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

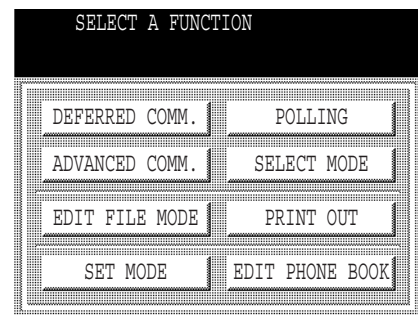
If your memory becomes full, or you just want to clean out your confidential documents, you may delete one or more confidential faxes stored in your machine by using the following procedure.

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.

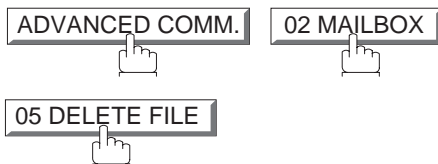
### To delete a file using the Confidential Code

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

1



2




3

Enter a 4-digit Confidential Code and then press .

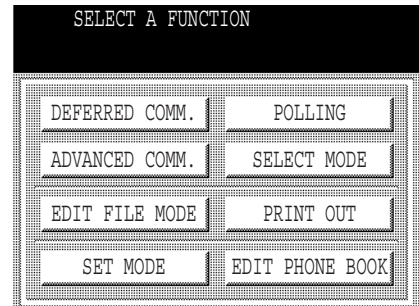
Ex:     and press .

# Confidential Mailbox

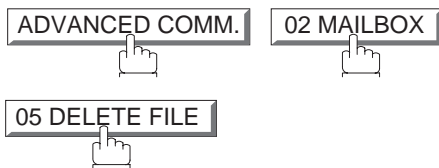
To delete all confidential files from memory

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

1



2



3



4

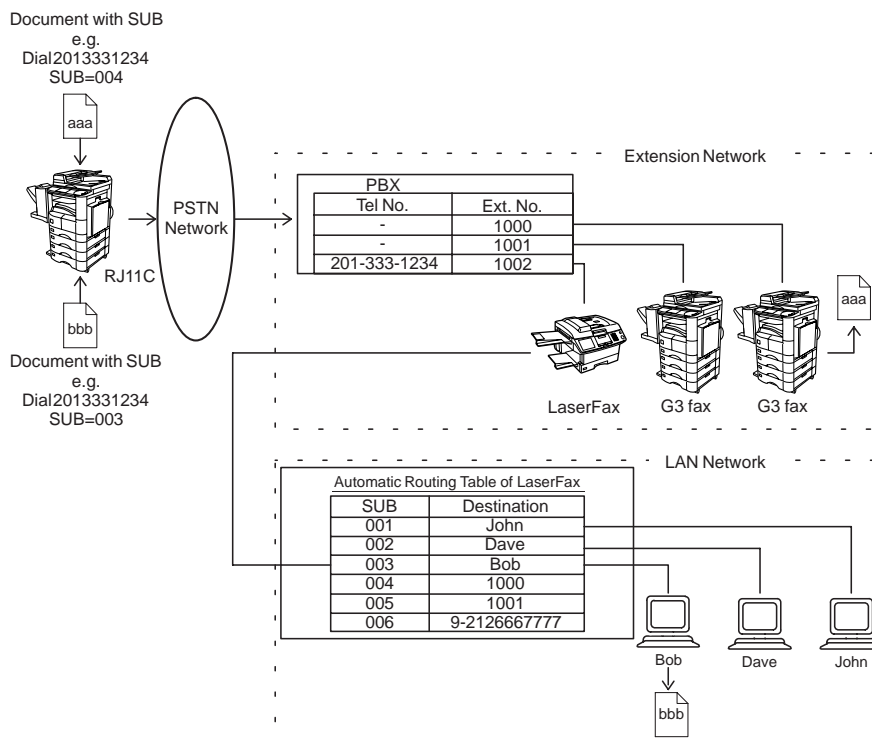


# Sub-Addressing

## 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



### 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

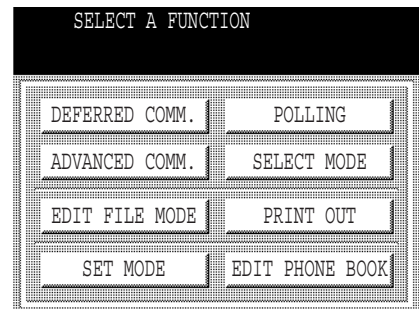
1. LaserFAX is trademarks of Wordcraft International Ltd.
2. UF-788 with PC Interface Option or the Option ROM installed.

# Sub-Addressing

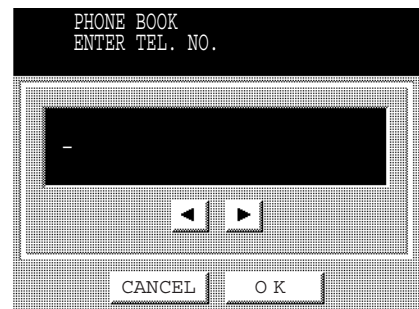
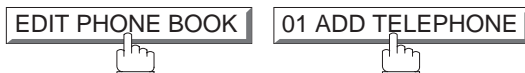
## Setting the Sub-Address into a Phone Book Numbers

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

1



2



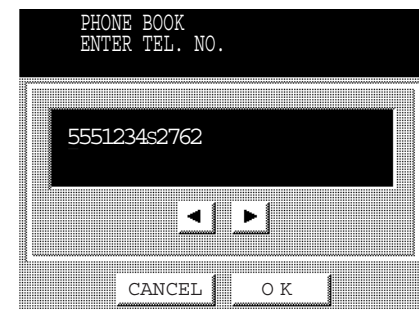
3

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: ⑤ ⑤ ⑤ ① ② ③ ④

**SUB-ADDR** ② ⑦ ⑥ ②

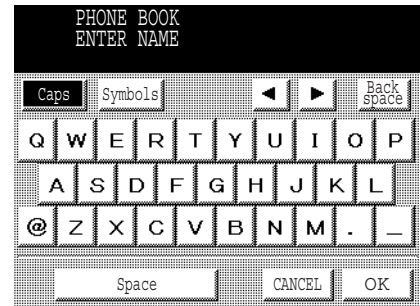


## Sub-Addressing

4



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



5



### NOTE


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

## 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  to select the "FAX MODE".

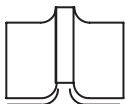
**1a**



Place original(s) face up on the ADF.

or

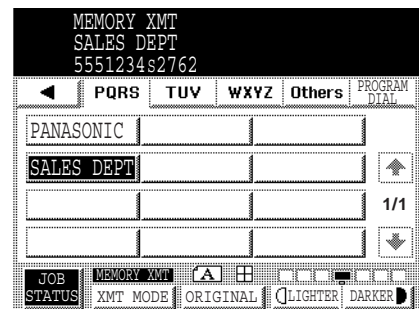
**1b**



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

**2**

Ex: SALES DEPT



**3**




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.

## 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  to select the "FAX MODE".

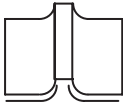
1a



Place original(s) face up on the ADF.

or

1b



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

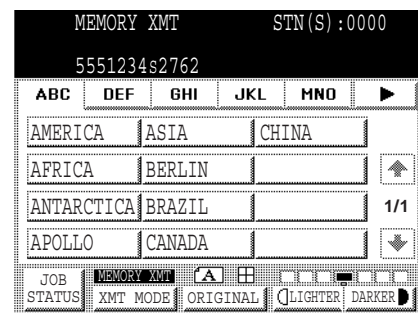
2

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)

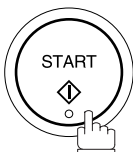
**Ex:** Telephone number = 5551234, Sub-Address=2762

Enter as: ⑤ ⑤ ⑤ ① ② ③ ④

**SUB-ADDR** ② ⑦ ⑥ ②



3




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.

#### 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.

## Sub-Addressing

### Use Sub-Address temporarily

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

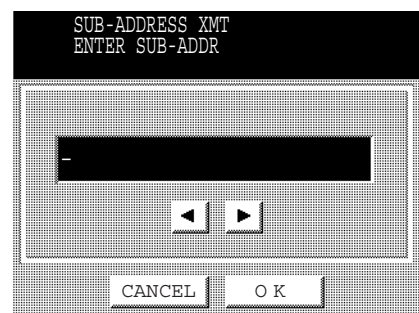
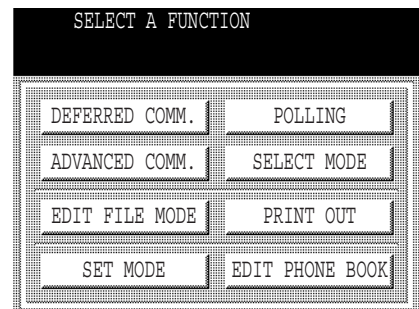
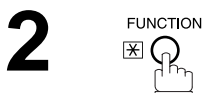


Place original(s) face up on the ADF.

or



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





## Sub-Addressing

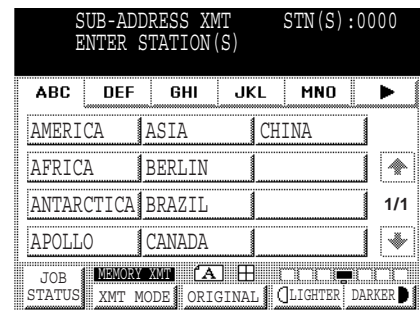
**4** Enter the Sub-Address (up to 20 digits) and then press **OK**.

Ex: **2 7 6 2** and press **OK**



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

Ex: **1 2 3 4 5** and press **OK**



**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)

**7**




This page is intentionally left blank.

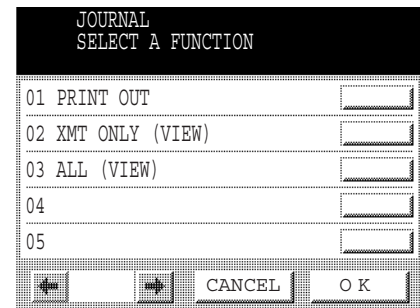
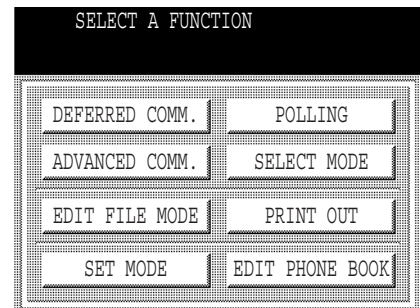
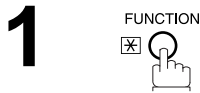
# Journals and Lists

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:




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

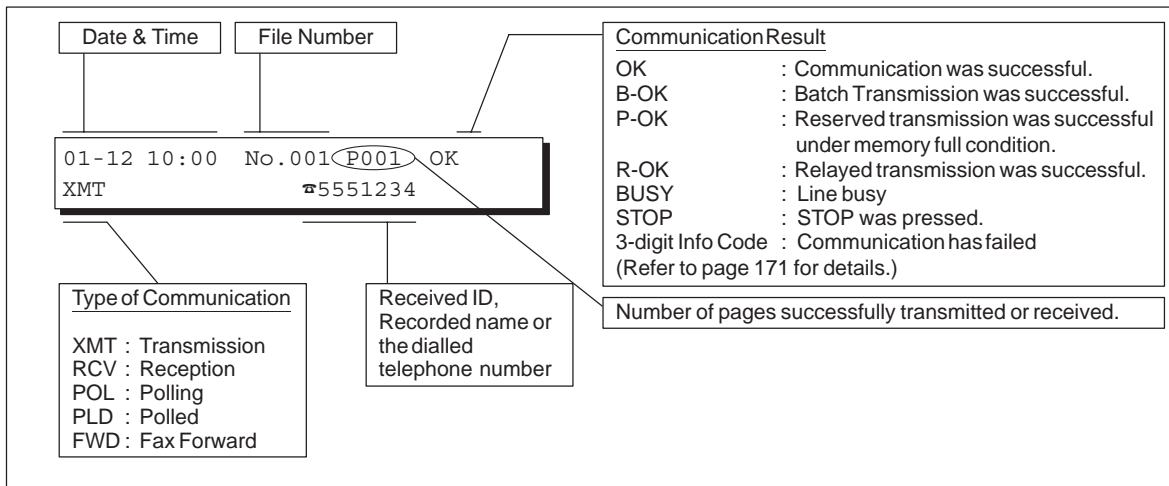


## Journals and Lists

**3b**  for viewing transmission transactions only

**3c**  to view all transactions

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




### 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)

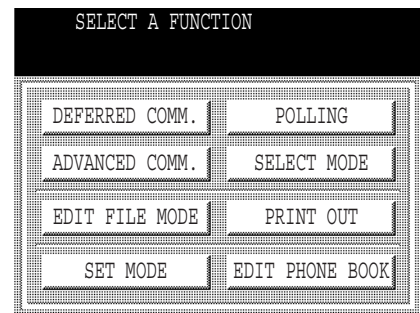
# Journals and Lists

## Individual Transmission Journal (Ind. XMT Journal)

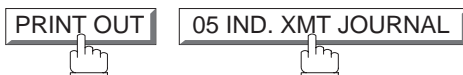
An Individual Transmission Journal contains the information on the latest transmission.

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

1



2



# Journals and Lists

## Sample Transaction Journal

| ***** -JOURNAL- *****                   |       |         |      |          |     |                  |        |       |               |
|---|-------|---------|------|----------|-----|------------------|--------|-------|---------------|
| (1) (2)                                 |       |         |      |          |     |                  |        |       |               |
| 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 - *****              |       |         |      |          |     |                  |        |       |               |
| (15) 201 555 1212- ***** (14)           |       |         |      |          |     |                  |        |       |               |

## Sample Individual Transmission Journal (Ind. XMT Journal)

| ***** -IND. XMT JOURNAL- *****          |   |                               |  |  |  |  |  |  |  |
|---|---|-------------------------------|--|--|--|--|--|--|--|
| (1) (2)                                 |   |                               |  |  |  |  |  |  |  |
| 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 / [ABCDEFGH] |                               |  |  |  |  |  |  |  |
| (18)                                    | RECEIVED ID =                                   |                               |  |  |  |  |  |  |  |
| (19)                                    | RESOLUTION = STD                                |                               |  |  |  |  |  |  |  |
| (20)                                    | LINE NUMBER = 2                                 |                               |  |  |  |  |  |  |  |
| (13)                                    |   |                               |  |  |  |  |  |  |  |
| -PANASONIC -                            |   |                               |  |  |  |  |  |  |  |
| ***** -HEAD OFFICE - *****              |   |                               |  |  |  |  |  |  |  |
| (15) 201 555 1212- ***** (14)           |   |                               |  |  |  |  |  |  |  |

## 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 : Dialed 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

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

FILE NO.= 050 (4)

| (5)<br>STN NO. | (6)<br>COMM. | (7)<br>KEY NAME | (8)<br>STATION NAME/TEL NO. | (9)<br>PAGES | (10)<br>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

... variations of print density ...  
cause the photocell to generate an analogous electrical video signal.  
This signal is used to modulate a carrier, which is transmitted to 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



## Journals and Lists


### 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

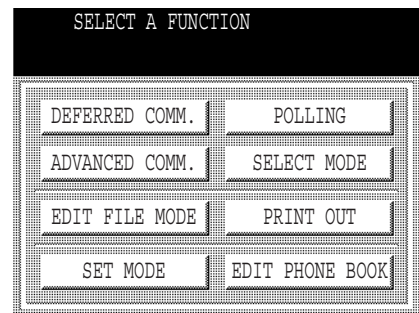
# Journals and Lists

## Phone Book List

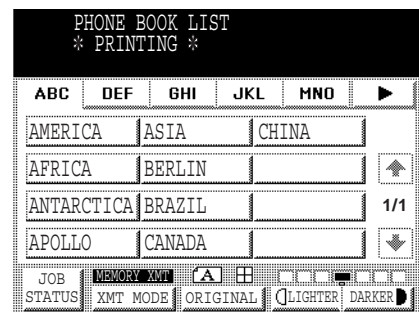
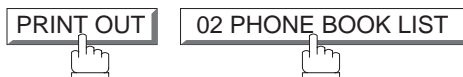
To print a Phone Book List of the telephone numbers you have stored

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

1



2



# Journals and Lists

## 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.)

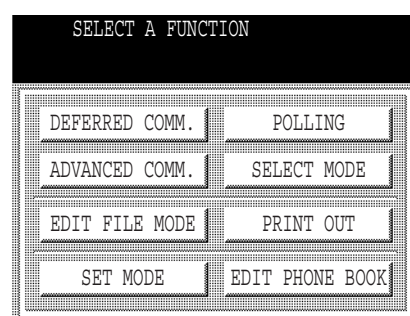
# Journals and Lists

## Group and Program List

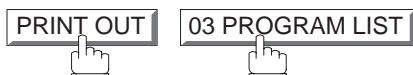
To print a Group and Program List of the Dialling Patterns that you have previously entered into the Program Keys.

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

1



2



# 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).

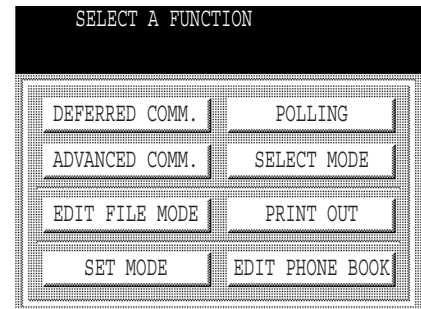
# Journals and Lists

## FAX Parameter List

To print a FAX Parameter List:

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

1



2








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## Troubleshooting

### If You Have Any of These Problems

| Mode                      | Symptom  | Cause / Action   | Page   |
|---------------------------|--|--|--------|
| During Transmission       | Document doesn't feed/multiple feeds   | <ol style="list-style-type: none"> <li>1. Check that your document is free of staples and paper clips, and that it is not greasy or torn.</li> <li>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.</li> <li>3. Check that the document is loaded properly.</li> </ol> | 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.<br>(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               | <ol style="list-style-type: none"> <li>1. Check the connection of the telephone line.</li> <li>2. Check the telephone line.</li> </ol>  | 9         |
|                   | No auto answer             | <ol style="list-style-type: none"> <li>1. Check the connection of the telephone line.</li> <li>2. Check the Reception mode setting.</li> <li>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.</li> </ol> | 171<br>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         |

# 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.<br>2. Reload the document(s) and send again.   | --                |
| 401                | Remote station required a Receiving Password to receive the original.<br>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.<br>Receiving Password does not match.<br>Received from an unauthorized station in Selective Reception mode.  | Check the password or the telephone number in the Phone Book.   | 125<br>128<br>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<br>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.<br>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                | <ul style="list-style-type: none"> <li>• Unit received a confidential document or was requested to be polled of a confidential document under any of following conditions.               <ol style="list-style-type: none"> <li>1) Not enough space in memory to receive the confidential document.</li> <li>2) Confidential Mailbox is full.</li> <li>3) While printing received document(s).</li> </ol> </li> <li>• Unit was requested to relay a document.</li> </ul> | <ol style="list-style-type: none"> <li>1. Print a File List and check the contents.</li> <li>2. Wait until unit finishes printing.</li> </ol> | 89                |
| 492/493<br>494     | Communication error occurred while receiving.  | Check with the other party.   | --                |
| 495                | Telephone line disconnected.   | Check with the other party.   | --                |

## Troubleshooting

| Info. Code                | Meaning  | Action   | Page     |
|---------------------------|--|--|----------|
| 501/502                   | Communication error occurred using the internal V.34 Modem.  | Check with the other party.  | --       |
| 540/541<br>542<br>543/544 | Communication error occurred while transmitting.   | 1. Reload the document(s) and send again.<br>2. Check with the other party.              | --       |
| 550                       | Telephone line disconnected.   | Check with the other party.  | --       |
| 552/553<br>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, <b>STOP</b> 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 dialed.<br><br><b>Note:</b> 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.<br>2. Install Optional Memory Card. | 48<br>-- |

### NOTE

- 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) )

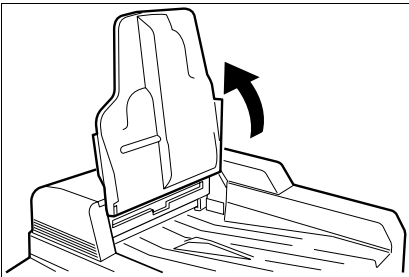
## Troubleshooting

### Verification Stamp

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

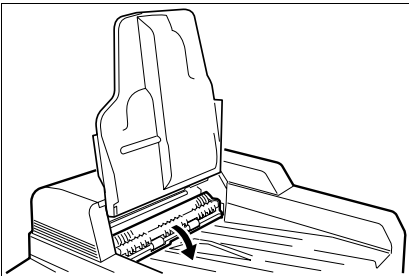
To remove the stamp

1



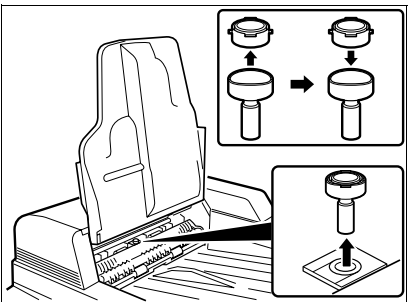
Open the ADF Input Tray.

2



Open the ADF Exit Cover.

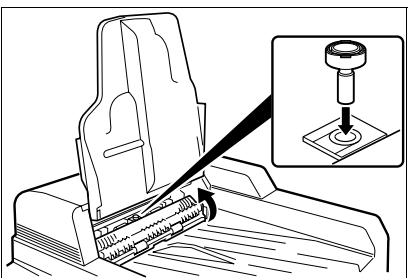
3



(1) Remove by pulling the Stamp Assembly upward.

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

4



Reinstall the Stamp Assembly.

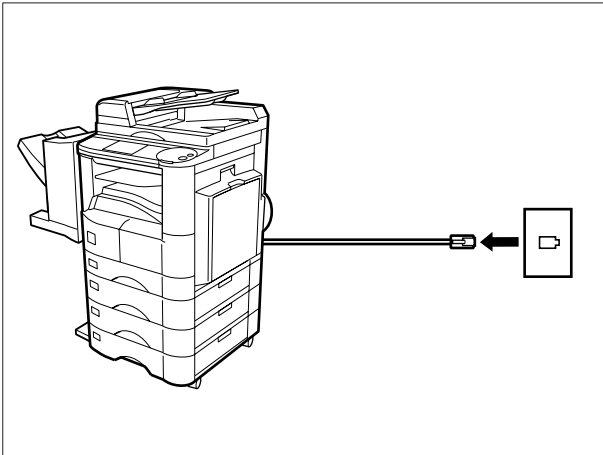
#### NOTE

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

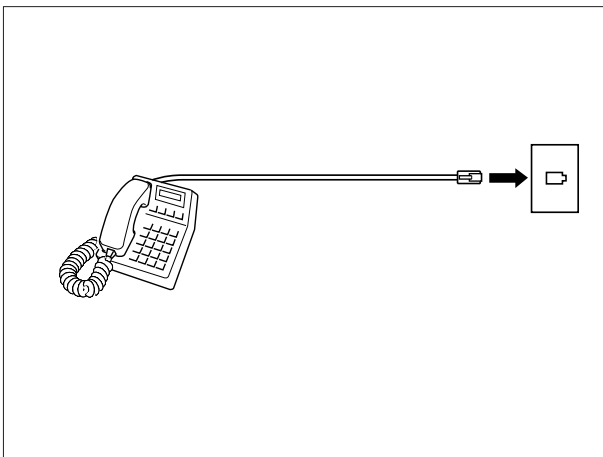
If you do not hear a dial tone when the **MONITOR** key is pressed or the incoming call does not ring on your machine (No automatic receive).

**1**



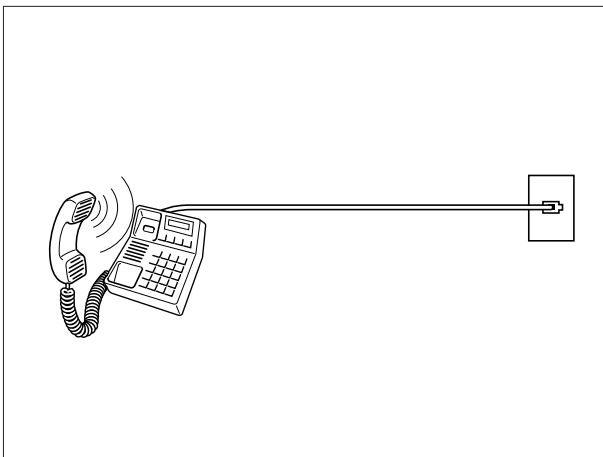
Unplug the Telephone Line Cable from the telephone jack that was supplied by the telephone company.

**2**



Plug a different regular telephone into the same telephone jack.

**3**

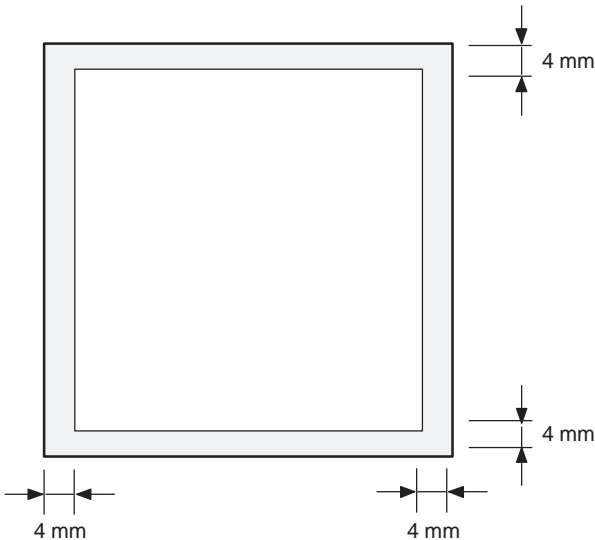


Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

or

Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

## Specifications

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

## Specifications

|                                    |   |                    |           |                                    |           |                                    |           |
|------------------------------------|---|--------------------|-----------|------------------------------------|-----------|------------------------------------|-----------|
| <b>Phone Book Memory Capacity</b>  | 200 stations<br>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   |                    |           |                                    |           |                                    |           |
| <b>Image Memory Capacity</b>       | <table border="1" data-bbox="595 633 1273 801"> <tr> <td data-bbox="595 633 1031 689"><b>Base Memory</b></td> <td data-bbox="1031 633 1273 689">120 pages</td> </tr> <tr> <td data-bbox="595 689 1031 745"><b>with 4 MB Flash Memory Card</b></td> <td data-bbox="1031 689 1273 745">440 pages</td> </tr> <tr> <td data-bbox="595 745 1031 801"><b>with 8 MB Flash Memory Card</b></td> <td data-bbox="1031 745 1273 801">760 pages</td> </tr> </table> <p data-bbox="595 824 1350 857">(Based on ITU-T Image No. 1 chart, using Standard Resolution)</p> | <b>Base Memory</b> | 120 pages | <b>with 4 MB Flash Memory Card</b> | 440 pages | <b>with 8 MB Flash Memory Card</b> | 760 pages |
| <b>Base Memory</b>                 | 120 pages   |                    |           |                                    |           |                                    |           |
| <b>with 4 MB Flash Memory Card</b> | 440 pages   |                    |           |                                    |           |                                    |           |
| <b>with 8 MB Flash Memory Card</b> | 760 pages   |                    |           |                                    |           |                                    |           |
| <b>Power Consumption</b>           | Normal Operation Mode : Approx. 175 Wh<br>Energy-Saver Mode : Approx. 67 Wh<br>Sleep Mode : Approx. 3.5 Wh<br>Maximum : Approx. 1.4 kW  |                    |           |                                    |           |                                    |           |



## 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).

## Glossary

|  |   |
|--|---|
| <b>ADF<br/>(Automatic Original Feeder)</b> | The mechanism that delivers a stack of original pages to the scanner one page at a time.  |
| <b>Automatic Reception</b>                 | The mode that allows you to receive fax documents without user intervention.  |
| <b>Auto Print Reduction</b>                | 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.          |
| <b>Batch Transmission</b>                  | The ability to accumulate different document files for the same destination(s) to be transmitted in a single phone call.  |
| <b>BPS<br/>(Bits Per Second)</b>           | 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.<br>(Max. Modem Speed is 33600 BPS) |
| <b>C.C.I.T.T.</b>                          | Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.   |
| <b>Character ID</b>                        | A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.   |
| <b>Coding Scheme</b>                       | 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.   |
| <b>Comm. Journal</b>                       | Refers to either the Communication Journal, Relay Transmission Report, or the Confidential XMT Report.  |
| <b>Confidential RCV Report</b>             | The report that gives you information about a confidential document(s) that is held in your machine's memory.   |
| <b>Contrast</b>                            | Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.  |
| <b>Cover Sheet</b>                         | 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.   |
| <b>DDD<br/>(Direct Distance Dialling)</b>  | A telephone service that allows unassisted dialling, no operator assistance is required.  |
| <b>Deferred Polling</b>                    | The ability to retrieve documents from other stations at a later time.  |
| <b>Deferred Transmission</b>               | The ability to send documents to other stations at a later time.  |
| <b>Department Code</b>                     | 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.                  |
| <b>Direct Dialling</b>                     | The method of dialling where you enter the entire telephone number through the keypad.  |
| <b>DTMF (Dual Tone Multi-Frequency)</b>    | Dialling method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialling.   |

## Glossary

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

## Glossary

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

## Glossary

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

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