# Panasonic®

Digital Copier

## Operating Instructions (For Facsimile)

# DP-150FX

**Options**
**UE-403171-AU**
**UE-410045/410046/410047**

GETTING TO KNOW YOUR MACHINE

INSTALLING YOUR MACHINE

PROGRAMMING YOUR MACHINE

BASIC OPERATIONS

ADVANCED FEATURES

NETWORK FEATURES

PRINTING JOURNALS AND LISTS

MAINTENANCE

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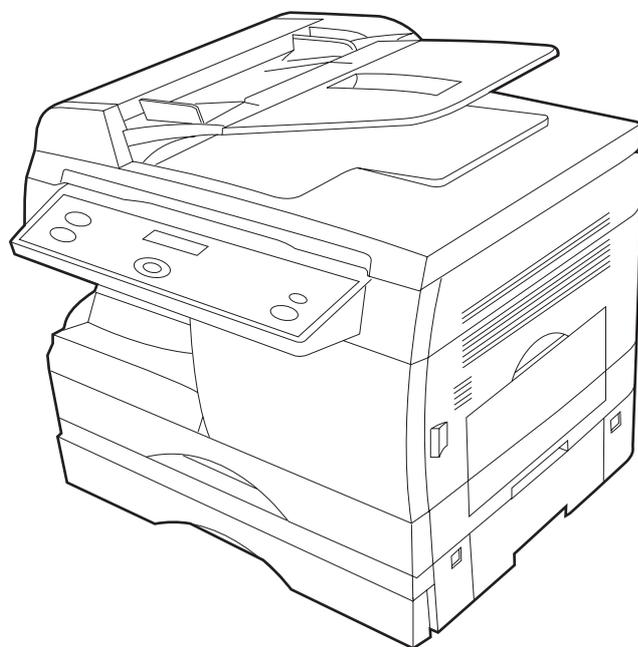
Before operating this equipment, please read these instructions completely and keep these operating instructions for future reference.

② 

**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.

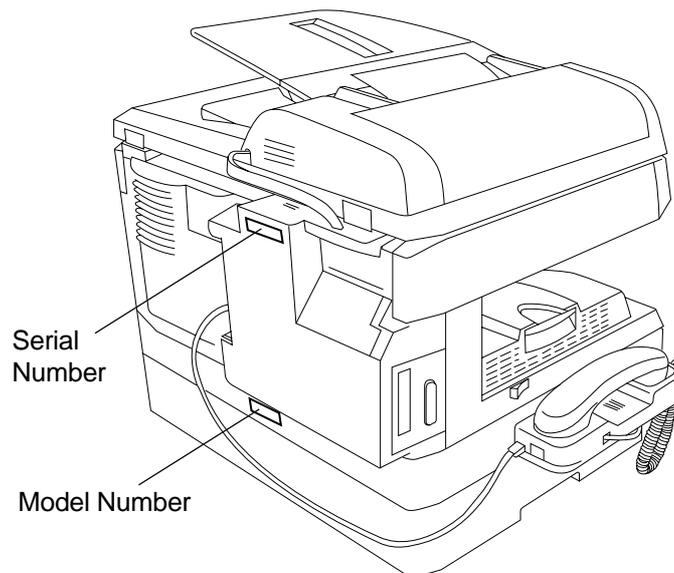Serial No.

Date of Purchase

Dealer

Address

Telephone Number
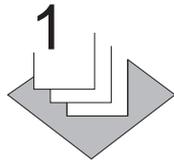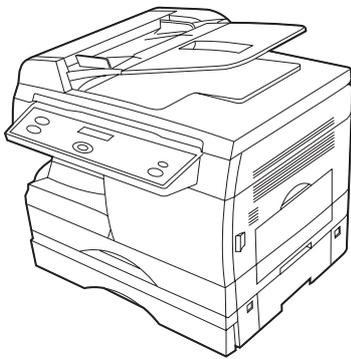(          )            -

Supplies Telephone Number
(          )            -

Service Telephone Number
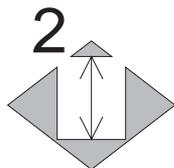(          )            -

Serial
Number

Model Number

## Useful for office, more than 4 functions

**1**

**Copier**
- Can copy up to Legal size.
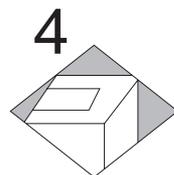- Available to copy text/photos/halftones originals.

**2**

**Facsimile**
- Plain paper Super G3 compatible Fax.
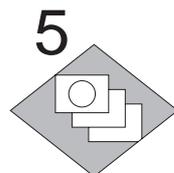- Can be used as a regular telephone with optional handset.

**3**

**Printer**
- Digital printer controller standard, printer resolution 300 or 600 dpi.

**4**

**Scanner**
- Black & White original scanner standard, scan resolution at up to 400 dpi.

**5**

**Application Software**
- Includes: Standard as well are, an Edit Directory Dialing Feature, Deviception).
  Settings, Status Monitor and Document Management System.

## DP-150FX Operating Instructions

This copier includes 3 operating instruction manuals, please use the correct manual when operator intervention is necessary.

| | |
|---|---|
| <Copier> | Use the information provided in this manual whenever a copier function requires intervention. For example: how to make copies, add paper, replace the toner cartridge, etc... |
| <Facsimile> | Use the information provided in the DP-150FX Facimile Operating Instructions manual whenever a fax function requires intervention. For example: how to send/receive a fax, or when a trouble message appears, etc... |
| <Printer> & <Other Advanced Functions> | Use the information provided on the enclosed CD for an explanation of how to use as a Printer, Scanner, Edit Directory Dialing Feature, Device Settings, Status Monitor, and/or Document Management System. |

**3**

## Operation Chart (For Facsimile)

### ■ How to Load Originals

(1) On the ADF
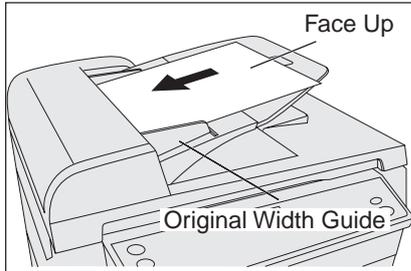
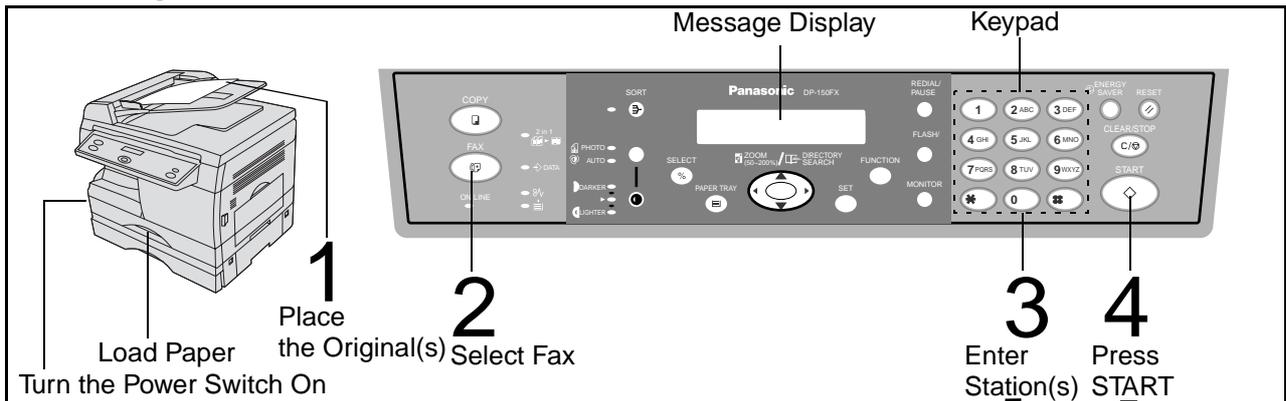Face Up

Original Width Guide

Place the original(s) Face Up on the ADF until the leading edge placed into the machine stops.
Adjust the Original Width Guides to center the original(s) on the ADF.

(2) On the Platen Glass (Flatbed)

Original Size Guides
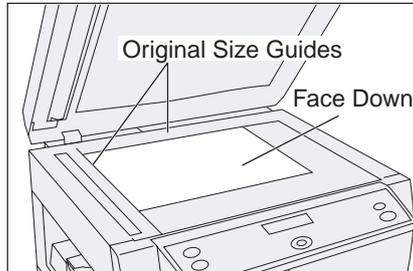
Face Down

Place a book or an original Face Down on the Platen Glass, aligning it with the arrow mark on the Original Size Guides.

### ■ Basic Operation

Message Display    Keypad

**1** Turn the Power Switch On / Load Paper

**2** Place the Original(s) / Select Fax

**3** Enter Station(s)

**4** Press START

---

**How to Dial (Manual Number Dialing)**

Enter the station number using the keypad.

```
TEL. NO.
5551234
```
(Max: 36 digits)

If you enter an incorrect number, press CLEAR/STOP to delete the last entry then re-enter the correct number.

---

When the original is placed on the Platen Glass.

This message appears.

```
 ORIGINAL=LETTER
PRESS START
```

Press ▼ or ▲ to select the size of the original.
Then, press START to start scanning.

```
SCAN ANOTHER PAGE?
1:YES 2:NO
```

If you have more than one original, press "1" (YES) and place another original on the Platen Glass, then press START. If there are no other originals, press "2" (NO).

# Table of Contents

# Table of Contents

## Basic Operations

## Advanced Features

## Network Features

## Printout Journals And Lists

## Maintenance

## Appendix

## Energy Star

The DP-150FX complies with Tier 2 of the Environmental Protection Agency's Energy Star Program. This voluntary program specifies certain energy consumption and usage standards for copiers. These copiers will automatically "power down" after a specified period of non-use. The use of these Energy Star compliant copiers will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please see your authorized Panasonic dealer for more details.

## Precautions

# For your safety

## ■ Laser safety

**LASER SAFETY**
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.
**CAUTION:**
USE OF CONTROLS, ADJUSTMENTS OR PERFORMANCE PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.

## ■ Caution Labels
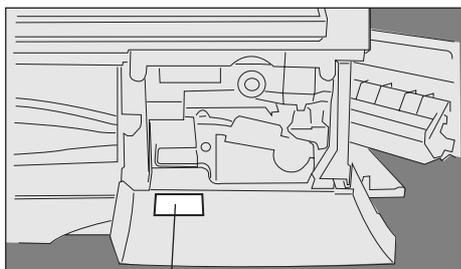


DANGER-Invisible laser radiation when open and interlock defeated.

AVOID DIRECT EXPOSURE TO BEAM.          FFPTE2479
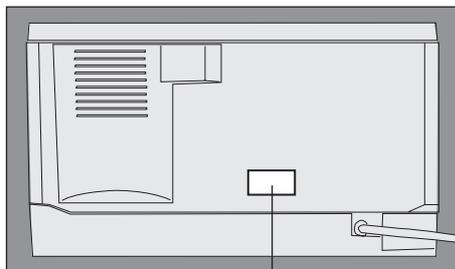


Product complies with DHHS Rules 21 CFR Subchapter J in effect at date of manufacture.
Matsushita Graphic Communication Systems, Inc.
Utsunomiya, Tochigi, Japan
MANUFACTURED:

Label when manufactured in Japan.

Product complies with DHHS Rules 21 CFR Subchapter J in effect at date of manufacture.
Matsushita Business Machine Corporation of the Philippines
Taytay, Rizal, Philippines
MANUFACTURED:

Label when manufactured in Philippines.

**9**

## Precautions

### Handing
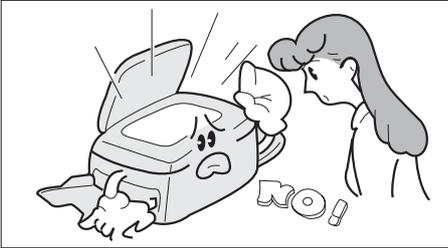
- **Do not look directly at exposure lamp when copying.**
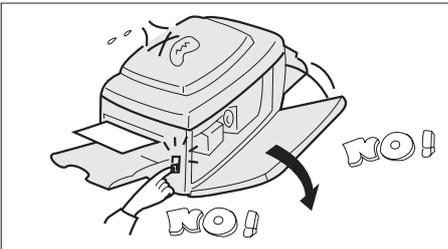
- **Do not turn the power switch off or open the front panel during copying or printing.**

- **Do not drop paper clips or other metal objects into the copier.**

### Toner and Paper
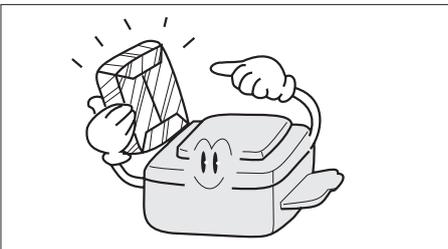
- **Store toner, developer and paper in cool areas with low humidity.**

- **High quality paper of 16 lbs. - 24 lbs. (15 - 34 lbs. via sheet bypass) may be used.**

- **For optimum performance, it is recommended that only Panasonic Brand supplies be used in the copier.**

### Ventilation
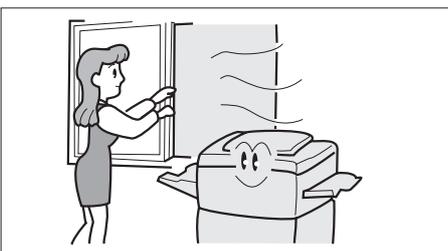
- **The copier should be installed in a well-ventilated area to minimize the ozone density in the air.**

## Precautions

### Installation
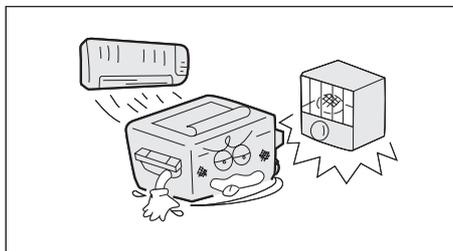


■ **The copier should not be installed in areas with the following conditions:**

• **Extremely high or low temperature and humidity. Proper ambient conditions are:**
  **Temperature:** 50ºF - 86ºF
  **Relative humidity:** 30% - 80%

• **Where temperature and humidity can change rapidly, causing condensation.**

• **Direct exposure to sunlight.**

• **Directly in the air conditioning flow.**

• **In areas of high dust concentration.**

• **In areas of poor ventilation.**

• **In areas with chemical fume concentration.**

• **In areas with extreme vibration.**

• **With unstable or uneven conditions (floors, etc.).**



---

NOTE

1. *The power consumption is 1.0 kW.*
   *A properly wired (with ground), dedicated, 15A, 120V AC outlet is required. Do not use an extension cord.*
   *The main plug on this equipment must be used to disconnect the main power. Please ensure that the socket outlet is installed near the equipment and shall be easily accessible.*

## External View

### ■ Front & Right Side View

**Exit Tray**  **Control Panel**  **ADF (Automatic Document Feeder)**

**Right Cover**

**Sheet Bypass**

**Release Button**

**2nd Paper Feed Module
(Optional)**

Push here when closing the Right Cover

**Power Switch**

**ON**  **OFF**

**Paper Tray**  **Front Cover**
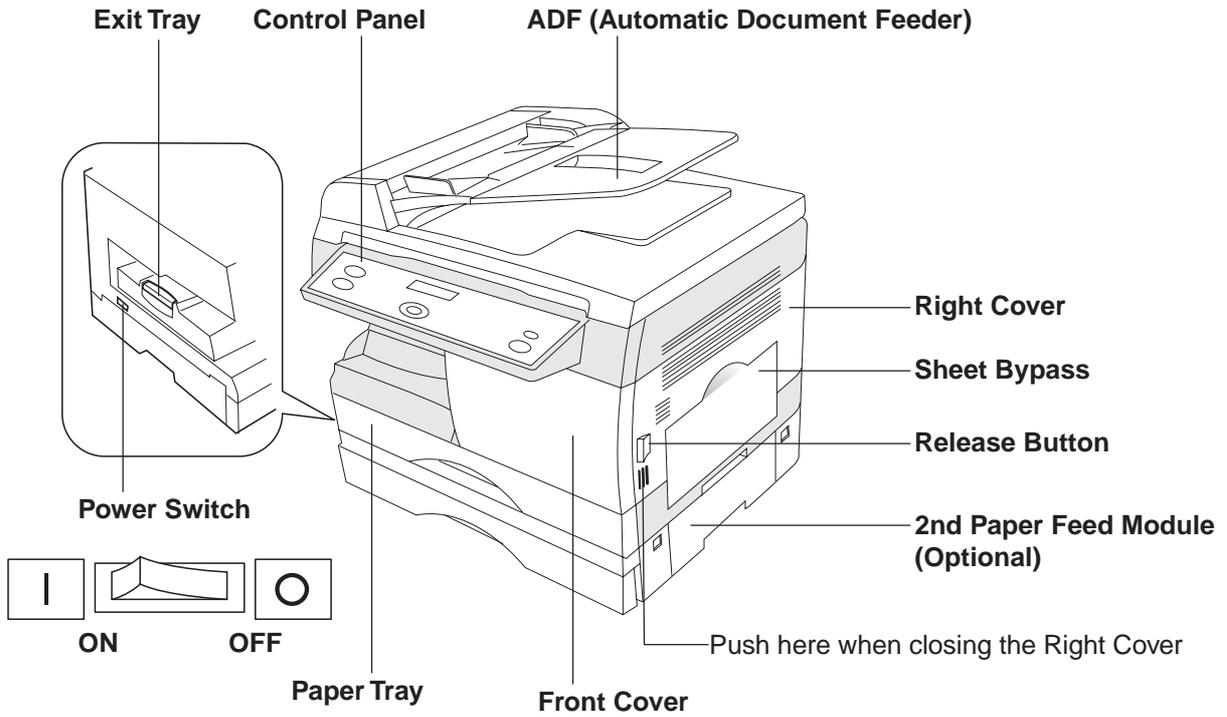
## Overview

■ **Rear & Left Side View**

Do not block the ventilation openings

**Telephone Line Jack** ⎯⎯⎯⎯⎯ LINE

**External Telephone Jack** ⎯⎯⎯⎯ TEL

**Handset Kit
(Optional)**

**Optional Telephone Handset Jack** ⎯⎯⎯ HANDSET

**13**
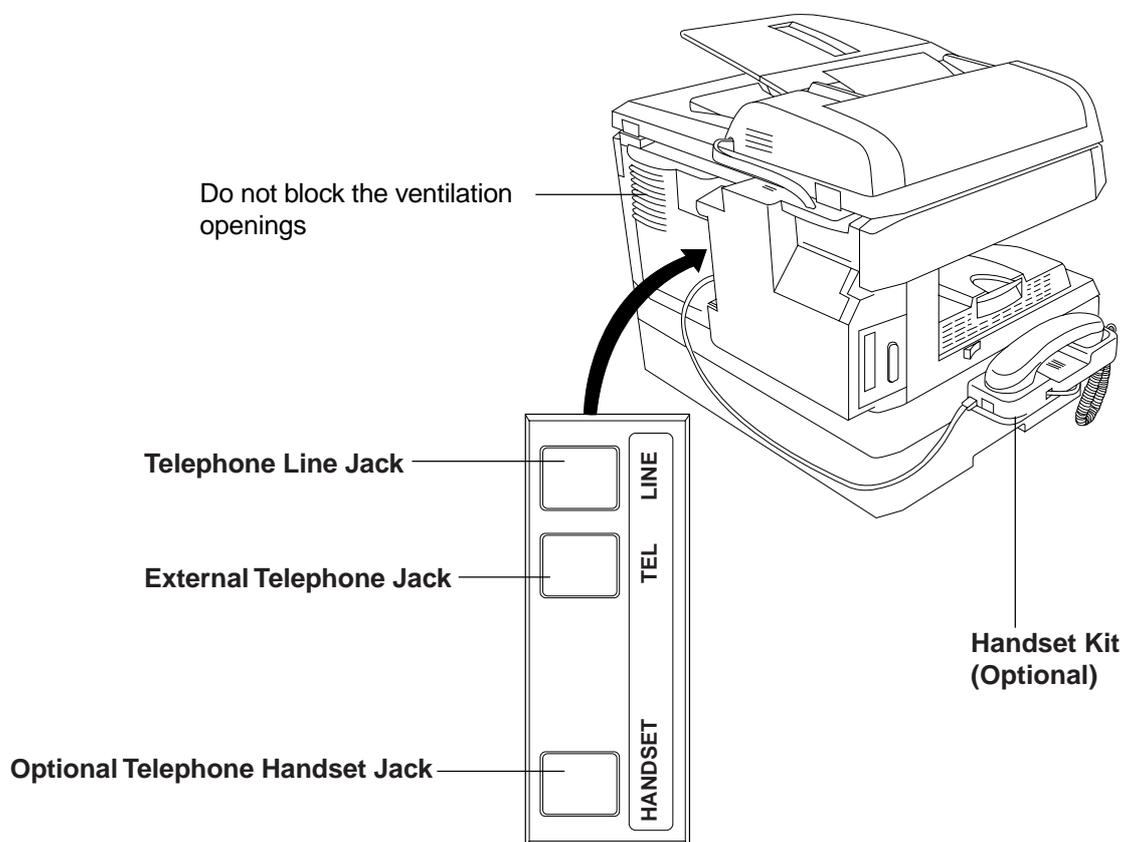
## Control panel

### ■ Keys and Indicators (For Facsimile)

**MESSAGE DISPLAY**
• Displays the date and time, or the current

**FAX**
• Used to select the FAX mode.

**COPY**
• Used to select the COPY mode.

**ZOOM/DIRECTORY SEARCH/ VOLUME**
• Used to adjuct the Copy Zoom ratio from 50 - 200%. (▲ ▼)
• Used to adjust the monitor and ringer volume. (◄►)
• Used to search the station name for Directory Search Dialing. (▲ ▼)

**DATA Indicator**
• Lights when the data is stored in memory.

**ON LINE Indicator**
• Lights when sending and receiving faxes or Data.

**PAPER MISFEED Indicator**
• Lights when paper misfeeds.

**ADD PAPER Indicator**
• Lights when paper runs out.

**Original (Photo/Auto)**
• Used to adjust the halftone to Photo or Auto. (See page 40)

**CONTRAST**
• Used to adjust the contrast to Normal, Darker or Lighter. (See page 40)

**14**

## Overview

**FUNCTION**
• Used to start or select functions.

**ENERGY SAVER**
• Used to switch the machine into energy saving mode.

**RESET**
• Used to reset all temporary settings to the initial power-on default.

FX

REDIAL/
PAUSE

ENERGY
SAVER          RESET

1      2 ABC    3 DEF

CLEAR/STOP

FLASH/
SUB-ADDR

4 GHI    5 JKL    6 MNO

C/⊘

ORY
H       FUNCTION

7 PQRS    8 TUV    9 WXYZ

START

MONITOR

SET

✳TONE    0 -/()    #

**SET**
• Used to set operations.

**TONE**
• Used to temporarily change the dialing mode to Tone when pulse mode is set.

**START**
• Used to start operations.

**CLEAR/STOP**
• Used to cancel operations.

**REDIAL/PAUSE**
• Used to enter a pause when recording or dialing a telephone number, or to redial the last dialed number.

**FLASH/SUB-ADDR**
• Used to separate the Sub-address from the telephone number when dialing, or to access some features of your PBX.

**MONITOR**
• Used to start On-Hook Dialing.

## Selecting the Fax or Copy Mode

You can set the Power ON default mode to either Fax or Copy Mode. (See page 37)
Factory Standard Setting is Copy Mode.



Copy Mode indicator
• Can receive Fax documents while Copy key is lit.

Fax Mode indicator
• Can send document(s) when the fax function is selected.

---

**NOTE**

*1. Beep sound indicates unavailable combined operations.*

## Setting the Dialing Method (Tone or Pulse)

Your machine can operate with either of two dialing methods (Tone or Pulse), depending on the type of telephone line you are connected to.  If you need to change the dialing method to Tone or Pulse, follow the procedure below
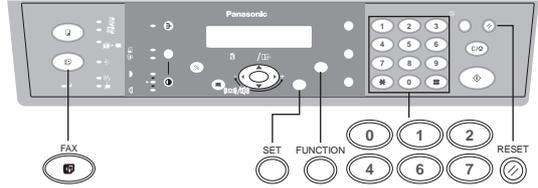
Make sure that the FAX Mode indicator is ON.  If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1** FUNCTION  **7**

```
SET MODE      (1-6)
ENTER NO. OR ∨ ∧
```

**2** **4** SET

```
FAX PARAMETER(02-99)
        NO.=■
```

**3** **0** **6** SET

```
06 DIALING METHOD
 2:TONE
```

**4** **1** for "PULSE".

```
06 DIALING METHOD
 1:PULSE
```

or

or

**2** for "TONE".

```
06 DIALING METHOD
 2:TONE
```

**5** SET  RESET

**17**

## Adjusting the Volume

### Setting the Monitor and / or Ringer Volume

You can adjust the monitor and ringer volume on your machine. The built-in speaker enables you to hear the dial tone, dialing signals, and busy tone. The ringer sounds when your machine receives a call.
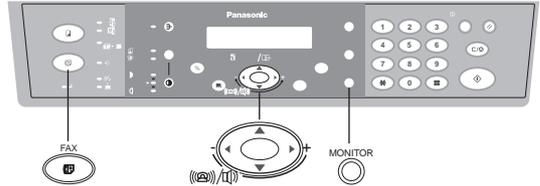
Make sure that the FAX Mode indicator is ON.  If not, press FAX to select the "FAX MODE".

### Setting the Monitor Volume

**1** MONITOR

You will hear the dial tone through the speaker.

```
* MONITOR *
■
```

**2** repeatedly to raise the volume.

```
    MONITOR VOLUME
LOW  [■■■■■■■] HIGH
```

or

repeatedly to lower the volume.

```
    MONITOR VOLUME
LOW  [       ] HIGH
```

**3** MONITOR
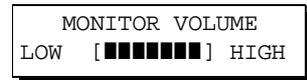
# Adjusting the Volume

## Setting the Ringer Volume

**1** Standby

```
OCT-12-2000 15:00
                00%
```

**2**
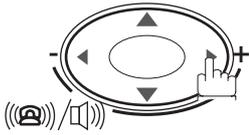
repeatedly to raise the volume.

```
RINGER VOLUME
 ((( ☎ )))
```

or
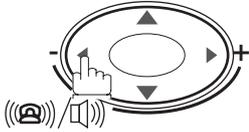
repeatedly to lower the volume.

```
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. 10 (KEY/BUZZER VOLUME). (See page 35)*

## How To Enter Characters

To enter characters or symbols for the Station Name  (See page 25), Logo  (See page 22), Character ID  (See page 23), etc., follow the steps below.



FAX                SET    MONITOR                CLEAR/STOP
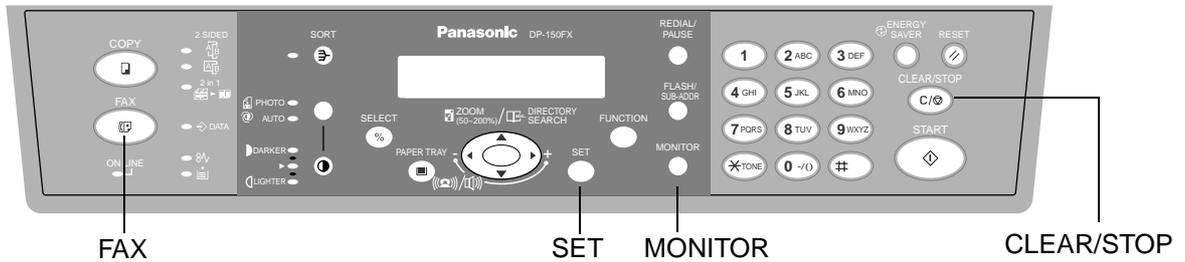
• Use ⓪ to ⑨ to enter characters and symbols. The keypad assignment for the characters and symbols is shown below.

**Ex:** LOGO

```
LOGO
PANASONIC■
```

Cursor
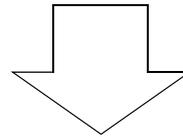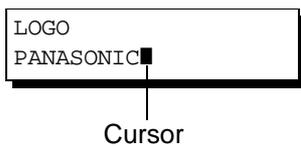
To enter "PANASONIC"

| Character | Keypad | Key Strokes |
|-----------|--------|-------------|
| P | 7 | 1 |
| A | 2 | 1 |
| N | 6 | 2 |
| A | 2 | 1 |
| S | 7 | 4 |
| O | 6 | 3 |
| N | 6 | 2 |
| I | 4 | 3 |
| C | 2 | 3 |

SET

|  | Characters and number of key strokes |||||||||||||||
|--|----|---|---|---|---|---|---|---|---|----|----|----|----|----|
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 1 | 1 | | | | | | | | | | | | | |
| 2 | A | B | C | a | b | c | 2 | | | | | | | |
| 3 | D | E | F | d | e | f | 3 | | | | | | | |
| 4 | G | H | I | g | h | i | 4 | | | | | | | |
| 5 | J | K | L | j | k | l | 5 | | | | | | | |
| 6 | M | N | O | m | n | o | 6 | | | | | | | |
| 7 | P | Q | R | S | p | q | r | s | 7 | | | | | |
| 8 | T | U | V | t | u | v | 8 | | | | | | | |
| 9 | W | X | Y | Z | w | x | y | z | 9 | | | | | |
| 0 -/() | - | / | ( | ) | . | , | ' | : | ; | & | + | = | 0 | |

• Select and continue pressing the appropriate key on the keypad until the desired Character / Symbol is displayed, then select another key on the keypad to enter other Characters / Symbols. If the next Character / Symbol that you wish to enter falls on the same key, press ▶, to set the first Character / Symbol first before continuing.  Press  SET  to complete the registration.

**Ex: To set "O" and "N", the ⑥ key is used for both**
**Characters.  Set as follows:** ⑥ ⑥ ⑥ ▶ ⑥ ⑥  SET

• To delete a Character / Symbol, press  CLEAR/STOP

• To enter a space, press  MONITOR

## 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.
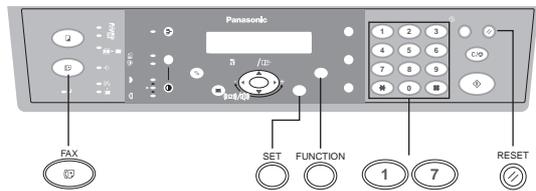
### Setting the Date and Time

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 Mode indicator is ON. If not, press $\boxed{FAX}$ to select the "FAX MODE".

**1** FUNCTION  7

```
SET MODE       (1-6)
ENTER NO. OR ∨ ∧
```

**2** 1

```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

**3** SET
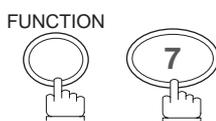
```
DATE & TIME
  ■1-01-1999 00:00
```

**4** Enter the new date and time.

**Ex:** ① ⓪     Month   : October
    ① ②       Date     : 12th
    ② ⓪ ⓪ ⓪   Year     : 2000
    ① ⑤ ⓪ ⓪   Time     : 3:00 PM

```
DATE & TIME
  10-12-2000 15:00
```

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

**5** SET   RESET

---
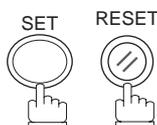
**NOTE**

> 1. The clock of your machine is equipped with D.S.T. (Daylight Saving Time) system. So, your clock will automatically set the time forward from 2:00 AM to 3:00 AM on the first Sunday of April and set the time back from 2:00 AM to 1:00 AM on the last Sunday of October.
> If your state does not use the D.S.T. system, change the Fax Parameter No. 35 (DAYLIGHT TIME) to "Invalid" . (See page 36)
> 2. The current Date & Time must be set because it is required by the Telephone Consumer Act of 1991. (For details, see FCC NOTICE at the end of this Operating Instructions)

## 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 document.
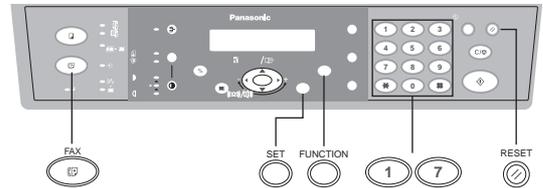
Make sure that the FAX Mode indicator is ON.  If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1**  FUNCTION  **7**

```
SET MODE      (1-6)
ENTER NO. OR ∨ ∧
```

**2**  **1**

```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

**3**  SET

repeatedly until display shows;

```
LOGO
■
```

**4**  Enter your LOGO (max. 25 characters and digits) by using the keypad  (See page 20).
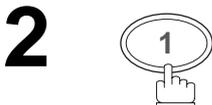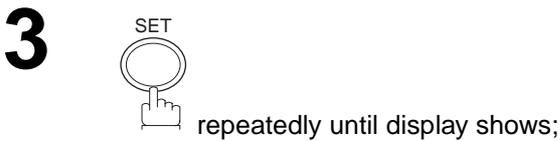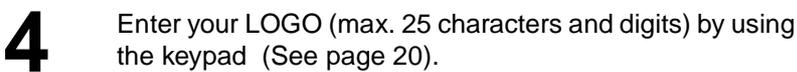
**Ex:** PANASONIC

```
LOGO
PANASONIC■
```

**5**  SET  RESET

---
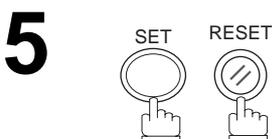
1. *Your Company Name or your name must be set as your LOGO because it is required by the Telephone Consumer Act of 1991. (For details, see FCC NOTICE at the end of this Operating Instructions)*

## 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.
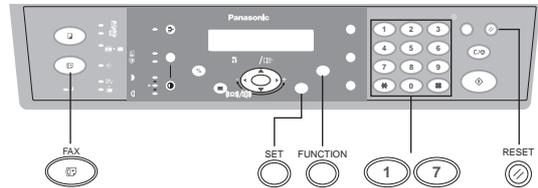
FAX          SET   FUNCTION          1      7          RESET

Make sure that the FAX Mode indicator is ON.  If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1**  FUNCTION      **7**

```
SET MODE     (1-6)
ENTER NO. OR ∨ ∧
```

**2**  **1**

```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

**3**  SET

```
CHARACTER ID
■
```
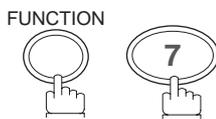
repeatedly until display shows;

**4**  Enter your Character ID (max. 16 characters and digits)
by using the keypad  (See page 20).

**Ex:** HEAD OFFICE

```
CHARACTER ID
HEAD OFFICE■
```

**5**  SET   RESET

## Setting Your ID Number (Fax Telephone Number)

If the remote machine does not have a Character ID but 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)
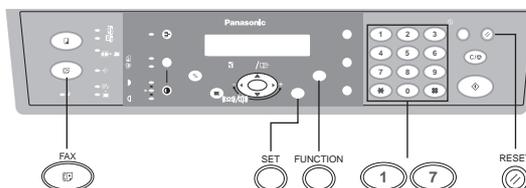
Make sure that the FAX Mode indicator is ON.  If not, press FAX to select the "FAX MODE".

**1** FUNCTION **7**

```
SET MODE      (1-6)
ENTER NO. OR ∨ ∧
```

**2** **1**

```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

**3** SET

repeatedly until display shows;

```
ID NO.
■
```

**4** Enter your ID (max. 20 digits) by using the keypad and MONITOR .
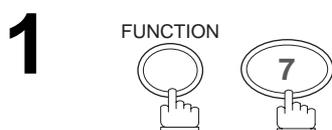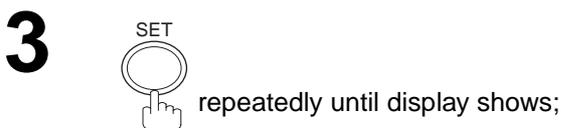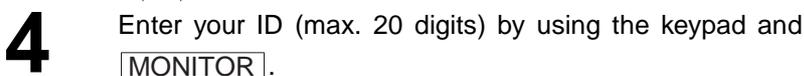
**Ex:** ② ⓪ ① MONITOR ⑤ ⑤ ⑤
MONITOR ① ② ① ②

```
ID NO.
201 555 1212■
```

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

**5** SET   RESET

---
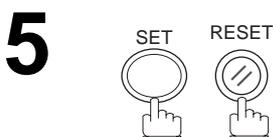
**NOTE**

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.
2. Your Fax Telephone Number must be set as your ID Number because it is required by the Telephone Consumer Act of 1991. (For details, see FCC NOTICE at the end of this Operating Instructions)
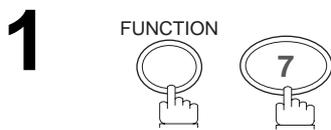
## Directory Search Dialing

### Entering the Directory Search Dialing

To use the Directory Search Dialing, you must first store the station names and their telephone numbers using the following procedure.
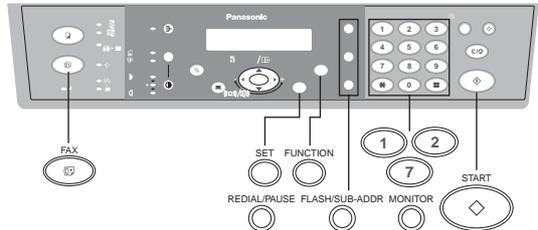
Make sure that the FAX Mode indicator is ON. If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1** FUNCTION ⬭ **7**

```
SET MODE      (1-6)
ENTER NO. OR ∨∧
```

**2** **2** SET

```
DIR. STN. DIAL (1-3)
ENTER NO. OR ∨∧
```

**3** **1**

```
1:ADD STATION
PRESS SET TO SELECT
```

**4** SET

```
REGISTERED ENTRIES
STN(S):0   GROUPS:0
```

↓3 sec. later

```
ENTER NAME
▮
```

**5** Enter the station name from the keypad (up to 15 characters). (See Note below and page 20)

**Ex:** $\boxed{S}\boxed{A}\boxed{L}\boxed{E}\boxed{S}\boxed{\text{MONITOR}}\boxed{D}\boxed{\blacktriangleright}\boxed{E}\boxed{P}\boxed{T}$

```
ENTER NAME
SALES DEPT▮
```

**6** SET

```
ENTER TEL. NO.
▮
```

**7** Enter the telephone number
(up to 36 digits including pauses and spaces).

Ex: ⑨ |REDIAL/PAUSE| ⑤⑤⑤
|MONITOR| ①②③④

Select and continue pressing the appropriate key on the keypad until the desired Character / Symbol is displayed, then select another key on the keypad to enter other Characters / Symbols.
If the next Character / Symbol that you wish to enter falls on the same key, press ▶, to set the first Character / Symbol first before continuing.  Press |  SET  | to complete the registration.

**Ex:** To set "O" and "N", the ▶ key is used for both Characters.  Set as follows:
⑥⑥⑥⑥▶⑥⑥ |  SET  |

**8** START
◇
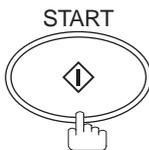
To record another station, repeat steps 5 to 8.
To return to standby, press |RESET|.

```
ENTER TEL. NO.
9-555 1234■
```

```
REGISTERED ENTRIES
STN(S):1   GROUPS:0
```

↓3.0 sec. later

```
ENTER NAME
■
```

## Directory Search Dialing

## Changing Directory Search Dialing

If you have to change any of the Directory Search Dialing
Stations, follow the steps below.
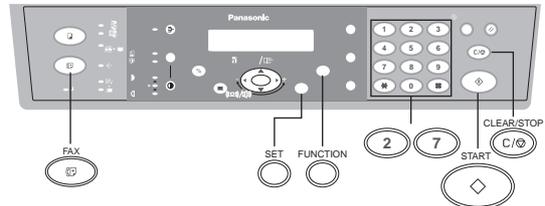
Make sure that the FAX Mode indicator is ON.  If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1** FUNCTION **7** **2** SET

```
DIR. STN. DIAL (1-3)
ENTER NO. OR ∨ ∧
```

**2** **2**

```
2:MODIFY STATION
PRESS SET TO SELECT
```

**3** SET

```
REGISTERED ENTRIES
STN(S):15  GROUPS:3
```

↓3.0 sec. later

```
PRESS ∨ ∧ TO SELECT
THEN SET TO MEMORY
```

**4** Use ▼ or ▲ to search the station you wish to change.

SET

```
ENTER NAME
PANASONIC
```

**5** CLEAR/STOP

C/▢

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

```
ENTER NAME
PANAFAX
```

**Ex:** $\boxed{P}\boxed{A}\boxed{N}\boxed{A}\boxed{F}\boxed{A}\boxed{X}$

**6** SET

```
ENTER TEL. NO.
9-555 1234
```

**27**

**7** CLEAR/STOP

C/⊘

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

```
ENTER TEL. NO.
9-555-3456
```

**Ex:** ⑨ REDIAL/PAUSE ⑤ ⑤ ⑤
MONITOR ③ ④ ⑤ ⑥
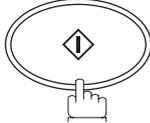
**8** START

⟨◇⟩

```
PANAFAX
9-555 3456
```

To return to standby, press RESET

---

NOTE

1. *If you make a mistake, use* ◀ *or* ▶ *to move the cursor beyond the incorrect number, press* CLEAR/STOP
   *then re-enter the new number.*
2. *If the Directory Search Dialing Station 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 66)*

### Erasing the Directory Search Dialing

If you have to erase any of the Directory Search Dialing
Stations, follow the steps below.
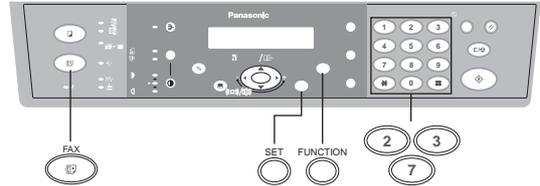
Make sure that the FAX Mode indicator is ON.  If not, press FAX to select the "FAX MODE".

**1**  FUNCTION    **7**    **2**    SET

```
DIR. STN. DIAL (1-3)
ENTER NO. OR ∨∧
```

**2**  **3**

```
3:DELETE STATION
PRESS SET TO SELECT
```

**3**  SET

```
REGISTERED ENTRIES
STN(S):15  GROUPS:3
```

↓3.0 sec. later

```
PRESS ∨∧ TO SELECT
THEN SET TO DELETE
```

**4**  Use ▼ or ▲ to search the station you wish to delete.

SET

```
PANAFAX
PRESS SET TO CONFIRM
```

**5**  SET

```
REGISTERED ENTRIES
STN(S):14 GROUPS:3
```

↓3.0 sec. later

```
PRESS ∨∧ TO SELECT
THEN SET TO DELETE
```

To return to standby, press RESET.

```
3:DELETE STATION
PRESS SET TO SELECT
```

(When all stations were
deleted)

---

**NOTE**

1. If the Directory Search Dialing Station 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 66)

**29**

## Setting Up Group Dialing

To set a Group Dialing, follow the steps below.
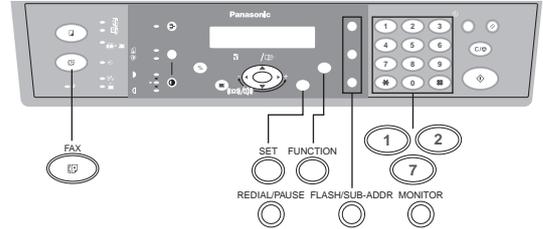
Make sure that the FAX Mode indicator is ON. If not, press FAX to select the "FAX MODE".

**1** FUNCTION **7**

```
SET MODE      (1-6)
ENTER NO. OR ∨∧
```

**2** **3** SET

```
DIR. GROUP DIAL(1-3)
ENTER NO. OR ∨∧
```

**3** **1**
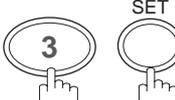
```
1:ADD GROUP
PRESS SET TO SELECT
```

**4** SET

```
REGISTERED ENTRIES
STN(S):0   GROUPS:0
```

↓3.0 sec. later

```
ENTER NAME
■
```

**5** Enter a Group name using character keys
(up to 15 characters). (See page 20)

```
ENTER NAME
SALES DEPT
```

**Ex:** S A L E S MONITOR D ▶ E P T

**6** SET

```
ENTER TEL. NO. 01/01
■
```

**7** Enter the telephone number
(up to 36 digits including pauses and spaces).

```
ENTER TEL. NO. 01/01
9-555 1234■
```

**Ex:** 9 REDIAL/PAUSE 5 5 5 MONITOR 1 2 3 4

**8** SET

```
ENTER TEL. NO. 02/02
■
```

Enter the next telephone number and press START (up to 10
telephone numbers).
To record another Group, repeat steps 5 to 8 (up to 10 Groups).

To return to standby, press RESET .

## Changing Group Dialing

If you have to change the Group Dialing, follow the steps below.
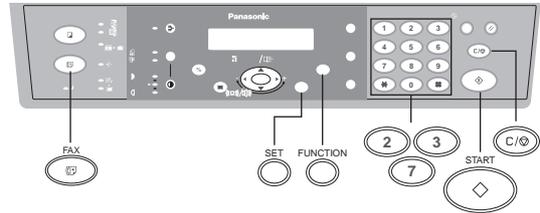
Make sure that the FAX Mode indicator is ON.  If not, press FAX to select the "FAX MODE".

**1** FUNCTION  7  3  SET

```
DIR.GROUP DIAL (1-3)
ENTER NO. OR ∨∧
```

**2** 2

```
2:MODIFY GROUP
PRESS SET TO SELECT
```

**3** SET

```
REGISTERED ENTRIES
STN(S):15  GROUPS:3
```

↓3.0 sec. later

```
PRESS ∨∧ TO SELECT
THEN SET TO MEMORY
```

**4** Use ▼ or ▲ to search the Group you wish to change.

SET

```
ENTER NAME
PANASONIC
```

**5** CLEAR/STOP

C/⊘

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

```
ENTER NAME
PANAFAX█
```

**Ex:** P A N A F A X

**6** SET

```
ENTER TEL. NO. 01/03
555 1234
```

**31**

**7** Use ▼ or ▲ to search a telephone number you wish to change.

**8** CLEAR/STOP

(C/⊘)

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

```
ENTER TEL.NO.(01/03)
9-555 3456
```

**Ex:** ⑨ REDIAL/PAUSE ⑤⑤⑤ MONITOR ③④

⑤⑥

**9** START

◇

To return to standby, press RESET

## Directory Search Dialing

### Erasing Group Dialing

If you have to erase a Group, follow the steps below.
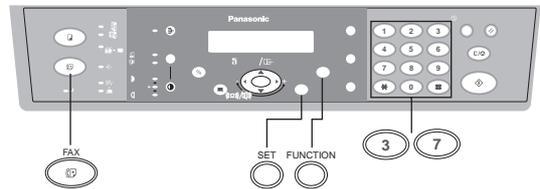
Make sure that the FAX Mode indicator is ON.  If not, press  FAX  to select the "FAX MODE".

**1**  FUNCTION  **7**  **3**  SET

```
DIR.GROUP DIAL (1-3)
ENTER NO. OR ∨∧
```

**2**  **3**

```
3:DELETE GROUP
PRESS SET TO SELECT
```

**3**  SET

```
REGISTERED ENTRIES
STN(S):15  GROUPS:3
```

↓3.0 sec. later

```
PRESS ∨∧ TO SELECT
THEN SET TO DELETE
```

**4**  Use ▼ or ▲ to search the Group name you wish to change.

SET

```
PANASONIC        <G>
PRESS SET TO CONFIRM
```

**5**  SET

```
REGISTERED ENTRIES
STN(S):15  GROUPS:2
```

↓3.0 sec. later

```
PRESS ∨∧ TO SELECT
THEN SET TO DELETE
```

To delete another Group, repeat steps 4 to 5.

```
3:DELETE GROUP
PRESS SET TO SELECT
```

(When all stations were deleted)

---

**NOTE**

1. If the Group 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 66)

## Setting the Fax Parameters

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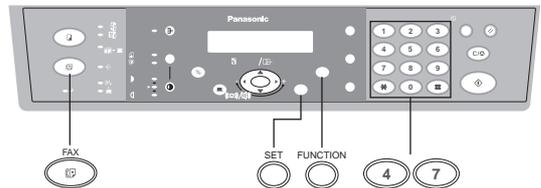
Make sure that the FAX Mode indicator is ON. If not, press FAX to select the "FAX MODE".

**1** FUNCTION    **7**

```
SET MODE     (1-6)
ENTER NO. OR ∨ ∧
```

**2** **4** SET

```
FAX PARAMETER(02-99)
        NO.=█
```

**3** Enter Fax Parameter number from the Parameter Table. (See pages 35 to 37)

```
FAX PARAMETER(02-99)
        NO.=02
```

**Ex:** ⓪② for **RESOLUTION**

**4** SET

```
02 RESOLUTION
 1:STANDARD
```

**5** Enter the new setting value.

```
02 RESOLUTION
 2:FINE
```

**Ex:** ② for **FINE**

**6** SET

```
05 MEMORY
 2:ON
```

To set another parameter, press CLEAR/STOP to return to step 3 or press RESET to return to standby.

---

**NOTE**

1. To scroll the Fax Parameters in steps 2 or 4, press ▼ or ▲.
2. To print out a Fax Parameter List, see page 87.

# Fax Parameters

## Fax Parameter Table

| No. | Parameter | Setting Number | Setting | Comments |
|-----|-----------|----------------|---------|----------|
| 02 | RESOLUTION | *1 | Standard | Setting the home position for the RESOLUTION. |
|    |            | 2  | Fine |  |
|    |            | 3  | S-Fine |  |
| 05 | MEMORY | 1 | Off | Setting the home position for the MEMORY. |
|    |        | *2 | On |  |
| 06 | DIALING METHOD | 1 | Pulse | Selecting the dialing method. |
|    |                | *2 | Tone |  |
| 07 | 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 |  |
| 08 | HEADER FORMAT | *1 | Logo, ID No. | Selecting the header format. |
|    |               | 2 | From To |  |
| 10 | KEY/BUZZER VOLUME | 1 | Off | Selecting the volume of the Key/Buzzer tone. |
|    |                   | *2 | Soft |  |
|    |                   | 3 | Loud |  |
| 12 | COMM. JOURNAL | 1 | Off | Selecting the home position of printout mode for COMM. Journal Off/Always/INC.<br>Off : Does not print<br>Always : Always prints<br>Inc. only : Prints only when communication has failed. |
|    |               | 2 | Always |  |
|    |               | *3 | Inc. only |  |
| 13 | AUTO JOURNAL PRINT | 1 | Invalid | Selecting whether the machine prints the journal automatically after every 40 transactions. |
|    |                    | *2 | Valid |  |
| 17 | RECEIVE MODE | 1 | Manual | Setting the reception mode to automatic or manual. |
|    |              | *2 | Auto |  |
| 22 | SUBSTITUTE RCV | 1 | Invalid | Selecting whether the machine receives to memory when recording paper runs out, toner runs out or recording paper is jammed. |
|    |                | *2 | Valid |  |
| 24 | PRINT REDUCTION | 1 | Fixed | Selecting 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 documents. |
|    |                 | *2 | Auto |  |
| 25 | REDUCTION RATIO | 70 | 70% | Selecting fixed print reduction ratio from 70% to 100%. This parameter functions only when fixed print reduction is selected on Fax Parameter No. 24. |
|    |                 | ---- | ---- |  |
|    |                 | *100 | 100% |  |
| 26 | POLLING PASSWORD |  | (----) | Setting a 4-digit password for secured polling. (See page 63) |

Continued on the next page.

# Fax Parameters

| No. | Parameter | Setting Number | Setting | Comments |
|---|---|---|---|---|
| 34 | ENERGY SAVE TIMER | 1 | 5 min. | To reduce the power consumption in standby, your machine is designed to power down to the Energy Saver Mode and Sleep Mode after a specified period of inactivity.  You may change the delay time to enter into each mode as required. |
|  |  | *2 | 15 |  |
|  |  | 3 | 30 |  |
|  |  | 4 | 60 | Energy Saver Mode: Saves energy by consuming less power than when in standby mode by turning off the fuser unit after a specified time. |
|  |  | 5 | 90 |  |
|  |  | 6 | 120 |  |
|  |  | 7 | 180 | Sleep Mode:    This is the lowest power state the machine enters after the specified time without actually turning off. |
|  |  | 8 | 240 |  |
|  | SLEEP DELAY TIMER | 1 | 5 min. |  |
|  |  | *2 | 30 |  |
|  |  | 3 | 60 |  |
|  |  | 4 | 90 |  |
|  |  | 5 | 180 |  |
|  |  | 6 | 240 |  |
| 35 | DAYLIGHT TIME | 1 | Invalid | Selecting whether the clock adjusts for Daylight Saving Time automatically. The built-in clock will advance 1 hour at 2:00 am on the first Sunday in April and fallback 1 hour at 2:00 am on the last Sunday in October. |
|  |  | *2 | Valid |  |
| 36 | RING PATTERN (DRD) (See Note 2) | *1 | Invalid | All ring patterns. |
|  |  | 2 | Valid | Select a ring pattern for automatic answering.<br>1: A    Standard ring pattern.<br>2: B    Double ring pattern.<br>3: C    Triple ring pattern (Short-Short-Long).<br>4: D    All other triple ring pattern, except the type C described above. |
| 37 | RCV TO MEMORY |  | (----) | Enter a 4-digit password used to print out the received document in memory by using F8-2 (RCV TO MEMORY).  When F8-2 is set to On, this parameter will not be shown on the LCD display.  (See page 67) |
| 39 | PIN CODE ACCESS | *1 | None | Selecting the access method (Prefix or Suffix) to dial a number with PIN Code.  (See page 72) |
|  |  | 2 | Suffix |  |
|  |  | 3 | Prefix |  |
| 52 | DIAGNOSTIC PASSWORD |  | (----) | Setting the password for Remote Diagnostic Mode.  Please ask your Panasonic Authorized Dealer for details. |
| 53 | SUB-ADDRESS PASSWORD |  | (----) | Setting a 20-digit password for secured sub-address communication. |

## Fax Parameters

| No. | Parameter | Setting Number | Setting | Comments |
|---|---|---|---|---|
| 58 | LANGUAGE | *1 | A-English | Selecting the language to be shown on the display and reports. |
| | | 2 | C-French | |
| | | 3 | Spanish | |
| 61 | FAX/COPY MODE | 1 | Fax | Setting the home position to either FAX or COPY Mode during standby. The "Remain" setting means continuation of the last mode used (either FAX or COPY Mode). |
| | | *2 | Copy | |
| | | 3 | Remain | |
| 63 | PC-FAX RCV MODE | *1 | Print | Selecting how to the machine will execute the receiving Fax document(s). Print: Print the received document(s). Upload & Print: Print the received document(s) and upload it's file. Upload: Upload the received document file. |
| | | 2 | Uplad & Print | |
| | | 3 | Uplad | |
| 99 | MEMORY SIZE (Flash Memory) | - | - | Displays the amount of base and optional memory installed. (Base Memory + Optional Memory) |

---

**NOTE**

1. *Setting number marked with an asterisk (*) indicates the factory standard setting.*
2. *This parameter supports an optional telephone service "Distinctive Ring Service" provided by your local telephone company. It allows up to 4 different telephone numbers to be assigned on a single telephone line with a distinctive ring for each telephone number. By selecting the appropriate ring pattern associated with the telephone number assigned for your fax machine. It can differentiate and answer the incoming call on the fax number. All other calls on the other telephone numbers will not be answered. This optional service from your local phone company is also called Custom Ringing, Distinctive Ringing, Ident-a-call, Ident-a-ring, Personalized Ringing, RingMaster, RingMate, Selective Ringing, Smart Ring or something similar. Check with your local telephone company on the availability of this service in your area.*

This page is intentionally left blank.

# Loading Documents

(1) On the ADF
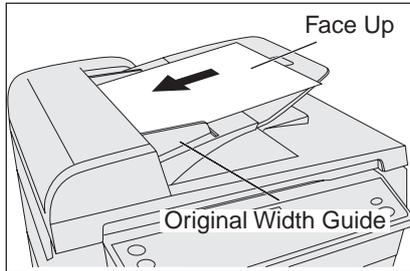


Face Up

Original Width Guide

Place the original(s) Face Up on the ADF until the leading edge placed into the machine stops.
Adjust the Original Width Guides to center the original(s) on the ADF.

(2) On the Platen Glass (Flatbed)



Original Size Guides
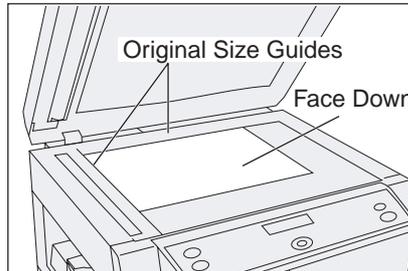
Face Down

Place a book or an original Face Down on the Platen Glass, aligning it with the arrow mark on the Original Size Guides.

### ADF

Original Size: Invoice, Letter, and Legal
ADF Capacity: Up to 30 pages (20 lbs)
Paper Weight: 12-24 lbs.
Paper Type: Plain Paper

### Platen (Original Glass)

Original Size: Invoice to Legal
Use only dry originals
Cover transparencies with white paper
Gently raise and lower the Platen
Cover or ADF

### Documents not suitable for ADF

Wet
Covered with wet ink or paste
Wrinkled, curled or folded paper
Too thick   (Ex: cardboard or post card)
Too thin    (Ex: onionskin, airmail paper, pages
                  from some magazines, etc.)
Chemically processed paper (Ex: pressure-
                  sensitive paper, carbon-coated
                  paper, etc.)
Coated (Ex: glossy paper, etc.)
Made of cloth or metal
Stapled or clipped paper

**Use the Platen for these kinds of originals or make a copy first then transmit the copy instead.**

### Effective Scanning Size



0.20" (5 mm)

0.20" (5 mm)
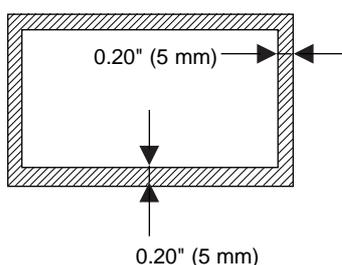
The print margin is 0.20 inch (5 mm). Letters within the dark areas (indicated by the arrows) will not be printed. Do not write letters within 0.39 inch (10 mm) area from the head or foot of the document as it may be covered by the Header and Footer information (Company Name, Date, Logo, etc.).

**39**

## Basic Transmission Settings

## Original (Photo/Text)/Contrast/Resolution

You can temporarily change the transmission settings either before or after you place the original on the ADF or Platen Glass.
After your original has been sent, your machine will automatically return to the preset settings.

### Original (Photo/Text)

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

PHOTO ○ → PHOTO ☀ → PHOTO ○

AUTO ☀ → AUTO ○ → AUTO ○

Auto Selection     Photograph     Manual
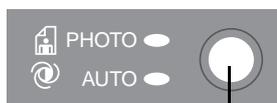
Switches with every push of the key

### 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**

DARKER

LIGHTER

Normal    Dark    Darker    Lighter    Light
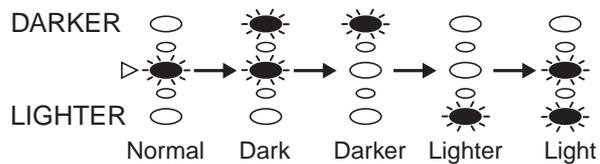
(▷ : Normal)  Switches with every push of the key

## Basic Transmission Settings

### Resolution

Your machine is preset to Standard resolution, which is suitable for most documents. Use Fine or Super Fine for detailed originals. To temporarily change the Resolution, follow the steps below.
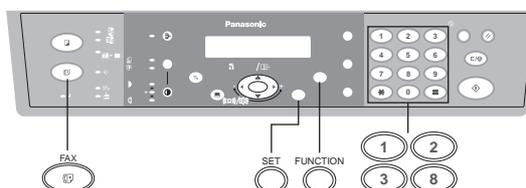
When you set RESOLUTION = **STANDARD** : For normal original(s)
(Factory Default)

When you set RESOLUTION = **FINE** : For detailed original(s)
Ex: Newspapers

When you set RESOLUTION = **S-FINE** : For finer detailed original(s)

Make sure that the FAX Mode indicator is ON. If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1** FUNCTION  **8**

```
SELECT MODE   (1-3)
ENTER NO. OR ∨ ∧
```

**2** **1**

```
2:RESOLUTION ?
PRESS SET TO SELECT
```

**3** SET

```
RESOLUTION=STANDARD
1:STD 2:FINE 3:SFINE
```

```
RESOLUTION=STANDARD
1:STD 2:FINE 3:SFINE
```

**1** for "STANDARD".

or

or

**2** for "FINE"

or

```
RESOLUTION=FINE
1:STD 2:FINE 3:SFINE
```

or

**3** for "S-FINE"

```
RESOLUTION=S-FINE
1:STD 2:FINE 3:SFINE
```

**4** SET

---

**NOTE**

1. To change the preset Resolution position, change the setting of Fax Parameter No. 02. (See page 35)

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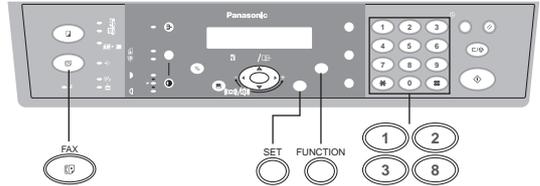
When you set COMM. JOURNAL = **OFF**: a Communication Journal will not print.

When you set COMM. JOURNAL = **ON** : a Communication Journal prints automatically after every communication.

When you set COMM. JOURNAL = **INC.**: a Communication Journal prints only if the communication has failed.

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

**1** FUNCTION  8

```
SELECT MODE   (1-3)
ENTER NO. OR ∨ ∧
```

**2** 1  SET

```
1:COMM. JOURNAL ?
PRESS SET TO SELECT
```

**3** 1

for "OFF".

```
COMM. JOURNAL=OFF
1:OFF 2:ON 3:INC
```

or

or

2

for "ON" (Always prints).

```
COMM. JOURNAL=ON
1:OFF 2:ON 3:INC
```

or

or

3

for "INCOMPLETE" only.

```
COMM. JOURNAL=INC
1:OFF 2:ON 3:INC
```

**4** SET

**NOTE**

1. To change the preset Comm. Journal condition, change the setting of Fax Parameter No. 12. (See page 35)

## Sending Documents

You can choose either Memory or Direct Transmission.

Use Memory Transmission if:
- You want to send the document to multiple stations.
- You have to retrieve the original(s) immediately.
- You want to take advantage of Dual Operation design.

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.

---

**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.*
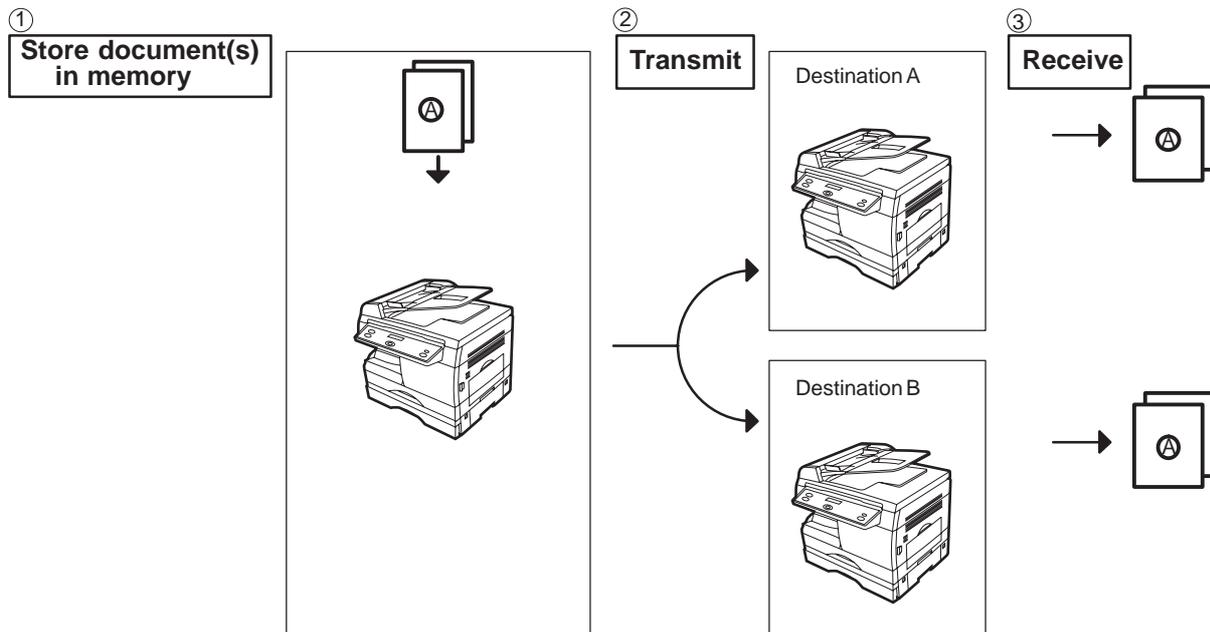
```
* STORE *      NO.003
      PAGES=002   10%
```
```
TOTAL PAGES=005   30%
```

2. *If memory overflow occurs while storing documents, the remaining documents on the ADF will be ejected. 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.*
   *See the Specifications on page 100 for the image memory capacity.*
   *If no action is taken within 10 seconds, the machine will start transmitting the stored documents.*
   *\* The percentage varies and its dependent on the type of documents you are storing, machine settings or whether an optional memory card is installed.*

```
OUT OF MEMORY
 INFO. CODE=870
```
```
15 PAGES COMPLETED
DELETE? 1:YES 2:NO
```

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

```
INCOMPLETE
 INFO. CODE=XXX
```

4. *To stop the transmission, press* $\boxed{\text{STOP}}$ .
   *The display shows:*

```
COMMUNICATION STOP?
1:YES 2:NO
```

   *Press "1" to stop the transmission. The document you stored will be erased automatically.*

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

```
PRINT COMM. JOURNAL?
1:YES 2:NO
```

## Sending Documents

### Manual Number Dialing

To dial the telephone number manually, follow the steps below.
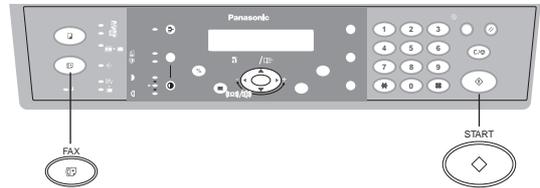
Make sure that the FAX Mode indicator is ON. If not, press FAX to select the "FAX MODE".

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

```
ENTER STATION(S)
THEN PRESS START 00%
```

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

```
OCT-12-2000 15:00
                 00%
```

**2**   Enter a telephone number from the keypad.

**Ex:** ⑤ ⑤ ⑤ ① ② ③ ④

```
TEL. NO.
5551234█
```

**3**   START
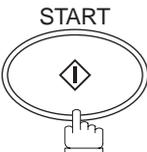
### ADF Scanning

**4a** All document(s) are stored into memory with a file number. Then, the machine starts dialing the telephone number.

```
* STORE *     NO.002
      PAGES=001  05%
```

```
* DIALING *   NO.002
5551234
```

### Platen Glass (Flatbed) Scanning

**4b** When an original is placed on the Platen Glass, the display is as shown to the right.

```
 ORIGINAL=LETTER
PRESS START
```

(1) Press ▼ or ▲ to select the size of the original on the Platen Glass and press  START  to store the document.

```
* STORE *     NO.002
      PAGES=001  05%
```

```
SCAN ANOTHER PAGE?
1:YES 2:NO
```

(2) To store another original into memory, press "1" to select "YES".
If there are no other originals, press "2" to select "NO". (See Note 3)
If "YES" is selected, set the size of the original and press  START .

If "NO" is selected, the machine starts to dial the telephone number.

```
* DIALING *   NO.002
5551234
```

---

**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 dialing the full number.*
   ***Ex: 9 PAUSE 5551234***
2. *If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing, press*  TONE  *(represented by a "/").*
   *The dialing mode will be changed from Pulse to Tone after dialing the digit "/".*
   ***Ex: 9 PAUSE TONE 5551234***
3. *If no action is taken within 60 seconds, the machine will start dialing.*

## Sending Documents

### Directory Search Dialing

Directory Search Dialing allows you to dial a full telephone number by searching the station's name.

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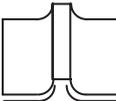
**1a**

Set the original(s) face up on the ADF.

```
ENTER STATION(S)
THEN PRESS START 00%
```

**1b**

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

```
OCT-12-2000 15:00
               00%
```

**2**

or

```
PANASONIC
5551234
```

repeatedly until the display shows the station name you want to send to.

**3**

START

**47**
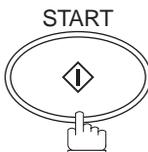
### ADF Scanning

**4a** All document(s) are stored into memory with a file number. Then, the machine starts dialing the telephone number.

```
* STORE *      NO.002
     PAGES=001   05%
```

```
* DIALING *    NO.002
PANASONIC
```

### Platen Glass (Flatbed) Scanning

**4b** When an original is placed on the Platen Glass, the display is as shown to the right.

```
 ORIGINAL=LETTER
PRESS START
```

(1) Press ▼ or ▲ to select the size of the original on the Platen Glass and press ⌐START⌐ to store the document.

```
*STORE*        NO.002
     PAGES=001   05%
```

```
SCAN ANOTHER PAGE?
1:YES 2:NO
```

(2) To store another original into memory, press "1" to select "YES".
If there are no other originals, press "2" to select "NO". (See Note 1)
If "YES" is selected, set the size of the original and press ⌐START⌐.

If "NO" is selected, the machine starts to dial the telephone number.
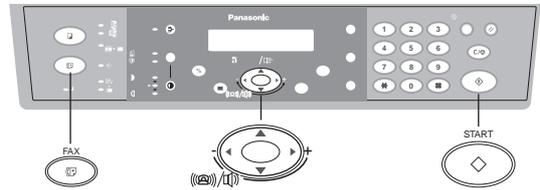
```
* DIALING *    NO.002
PANASONIC
```

---

**NOTE**

*1. If no action is taken within 60 seconds, tlhe machine will start dialing.*

## Sending Documents

## Multi-Station Transmission (Broadcasting)

If you have 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 station(s) automatically. (See Note 1)
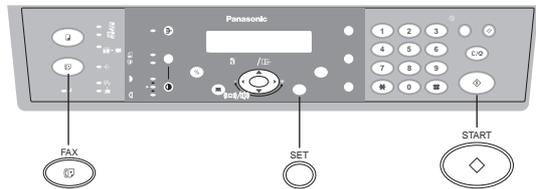
Make sure that the FAX Mode indicator is ON. If not, press FAX to select the "FAX MODE".
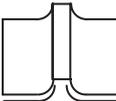
**1a** Set the original(s) face up on the ADF.
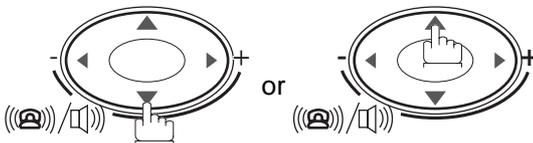
```
ENTER STATION(S)
THEN PRESS START 00%
```

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

```
OCT-12-2000 15:00
                00%
```

**2** Dial by any combination of the following methods (Up to 10 stations):
- Manual Number Dialing, press SET after each station is entered
- Directory Search Dialing, press SET after each station is entered
(For details, see pages 45 to 48.)

**Ex:** ⑤⑤⑤①②③④
SET

```
TEL. NO.
5551234
```

⑤⑤⑤③④⑤⑥

If you want to confirm the number of stations you have entered, press ◄ or ►.

```
TEL. NO.
5553456
```

```
 2 STN(S) ARE SET
ADD MORE OR START
```

**3** START

---

### ADF Scanning

**4a** All document(s) are stored into memory with a file number. Then, the machine starts dialing the telephone numbers in sequence.

```
* STORE *     NO.001
      PAGES=001  01%
```

```
* STORE * COMPLETED
TOTAL PAGE=005   25%
```

```
* DIALING *    NO.001
5551234
```

### Platen Glass (Flatbed) Scanning

**4b** When an original is placed on the Platen Glass, the display is as shown to the right

```
ORIGINAL=LETTER
PRESS START
```

(1) Press ▼ or ▲ to select the size of the original on the Platen Glass and press ⌐START⌐ to store the document.

```
* STORE *      NO.002
          PAGES=001
```

```
SCAN ANOTHER
1:YES 2:NO
```

(2) To store another original into memory, press "1" to select "YES".
If there are no other originals, press "2" to select "NO". (See Note 2)
If "YES" is selected, set the size of the original and press ⌐START⌐.

If "NO" is selected, the machine starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```

---

**NOTE**

1. *You can review the stations you entered in step 2 before storing your document(s) into memory by pressing ▼ or ▲. Press ⌐CLEAR/STOP⌐ to clear an entered station or group shown on the display if needed.*

2. *If no action is taken within 60 seconds, the machine will start dialing.*

## Sending Documents

### Direct Transmission

If your machine's memory is full or you wish to send the document immediately, use Direct Transmission.
(To use Direct Transmission, you must change the Fax Parameter No. 05 (MEMORY) setting to "OFF" in advance. (See page 35 and Note 1 below)



FAX

START
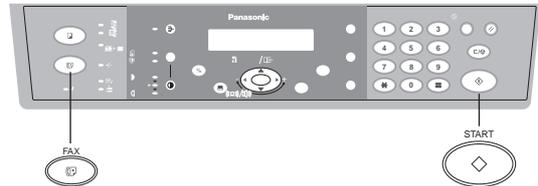
### Manual Number Dialing (Direct Transmission)

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

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

**1a**



Set the original(s) face up on the ADF.

```
ENTER STATION
```

**1b**



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

```
SEP-12-2000 15:00
                00%
```

**2** Enter a telephone number from the keypad.

**Ex:** ⑤⑤⑤①②③④

```
PRESS START TO DIAL
5551234█
```

**3**
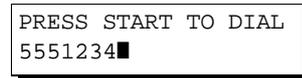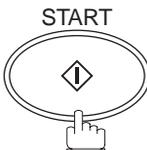
START



Your machine starts to dial the telephone number.

---

**NOTE**

1. After the Direct Transmission is completed, reset the Fax Parameter No. 05 (MEMORY) setting to "ON" (factory default position).

### ADF Scanning

**4a** The machine starts to dial the telephone number.

```
* DIALING *
5551234
```

### Platen Glass (Flatbed) Scanning

**4b** When an original is placed on the Platen Glass, the display is as shown to the right.

Press ▼ or ▲ to select the size of the original on the Platen Glass and press [START] to start dialing.

```
 ORIGINAL=LETTER
PRESS START
```

---

**NOTE**

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

2. If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing, press [TONE] (represented by a "/").
   The dialing mode will be changed from Pulse to Tone after dialing the digit "/".
   **Ex: 9 PAUSE TONE 5551234**

3. To stop the transmission, press [CLEAR/STOP].
   The display shows:

```
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

### Directory Search Dialing (Direct Transmission)

Directory Search Dialing allows you to dial a full telephone number by searching the station's name.
(To use Direct Transmission, you must change the Fax Parameter No. 05 (MEMORY) setting to "OFF" in advance.
(See page 35 and Note 1 below)

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

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

```
ENTER STATION
```

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

```
OCT-12-2000 15:00
              00%
```

**2**   or   repeatedly until the display shows the station name you want to send to.

```
PANASONIC
5551234
```
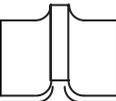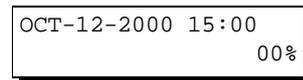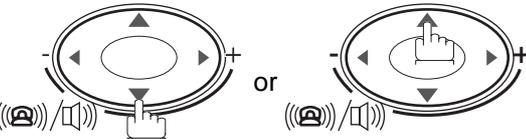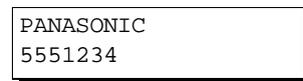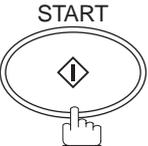
**3**   START

The full number (e.g. 5551234) will be dialed.

#### ADF Scanning

**4a**   The machine starts to dial the telephone number.
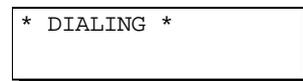
```
* DIALING *
```

#### Platen Glass (Flatbed) Scanning

**4b**   When an original is placed on the Platen Glass, the display is as shown to the right.

Press ▼ or ▲ to select the size of the original on the Platen Glass and press START to start dialing.

```
 ORIGINAL=LETTER
PRESS START
```

```
* DIALING *
PANASONIC
```

---
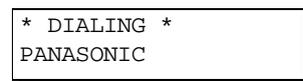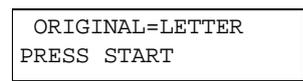
> **NOTE**
>
> 1. *After the Direct Transmission is completed, reset the Fax Parameter No. 05 (MEMORY) setting to "ON" (factory default position).*

## Voice Mode Transmission

If you wish to send the document after talking with other party first, use Voice Mode Transmission. Your machine requires an optional fax handset or an external telephone.
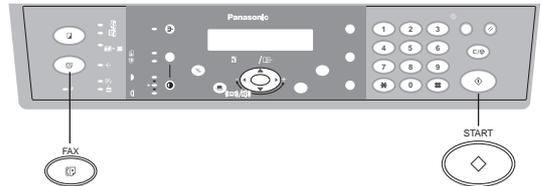
### Off-Hook Dialing

For Off-Hook Dialing, follow the steps below.

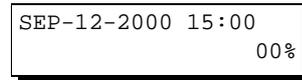Make sure that the FAX Mode indicator is ON. If not, press FAX to select the "FAX MODE".

**1**     Set the original(s) face up on the ADF.

```
ENTER STATION(S)
THEN PRESS START 00%
```

**2** Lift the fax handset or the external telephone and dial the telephone number from the keypad or use Directory Search Dialing.

**Ex:** ⑤ ⑤ ⑤ ① ② ③ ④

```
* PHONE OFF HOOK *
                00%
```

```
* DIALING *
5551234■
```

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

Then, when you hear a beep,

START
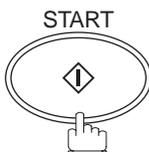
and hang up the handset.

```
ON LINE * XMT *
```

----

( **NOTE** )

1. To stop the transmission, press CLEAR/STOP .
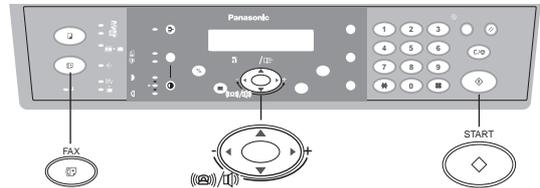   The display shows:

   ```
   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. Voice Mode Transmission is only available from the ADF. If you need to send pages from a Book or originals that can not be fed through the ADF, make a copy on the Platen Glass first then use the ADF for Voice Mode Transmission.

## Sending Documents

### On-Hook Dialing

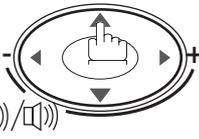For On-Hook Dialing, follow the steps below.
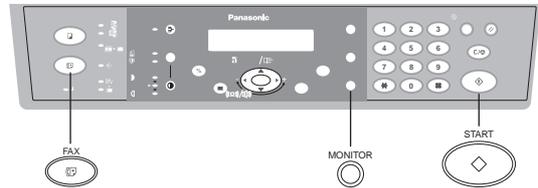
Make sure that the FAX Mode indicator is ON.  If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1**   Set the original(s) face up on the ADF.

```
ENTER STATION(S)
THEN PRESS START 00%
```

**2**   MONITOR

You will hear dial tone through the monitor speaker.

```
* MONITOR *
■
```

**3**   Dial the telephone number from the keypad or use Directory Search Dialing.

**Ex:** ⑤ ⑤ ⑤ ① ② ③ ④

```
* DIALING *
5551234■
```

**4**   When you hear a beep,
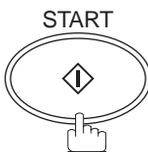
START

```
ON LINE * XMT *
```

---

( **NOTE** )

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

2. If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing, press $\boxed{\text{TONE}}$ (represented by a "/").
   The dialing mode will be changed from Pulse to Tone after dialing the digit "/".
   ***Ex: 9 PAUSE TONE 5551234***

3. On-Hook Dialing is only available from the ADF.  If you need to send pages from a Book or originals that can not be fed through the ADF, make a copy on the Platen Glass first then use the ADF for Voice Mode Transmission.

# Transmission Reservation

You can reserve the next transmission into memory (up to 5 different files) while sending a document from memory or receiving a document.
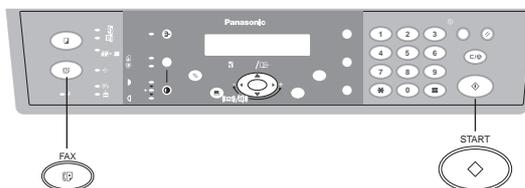
## Memory Transmission Reservation (Multi-tasking)

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

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

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

```
ON LINE * MEM.XMT *
ID:(Identification)
```

```
ON LINE * RCV *
ID:(Identification)
```

```
ON LINE
     PC MODE
```

```
* PRINTING *
MEMORY RCV'D DOC
```

```
ENTER STATION(S)
THEN PRESS START 00%
```

**2** Set the original(s) face up on the ADF.

**3** Dial by any combination of the following methods (up to 10 stations):
  • Manual Number Dialing, press SET after each station is entered
  • Directory Search Dialing, press SET after each station is entered
    (For details, see pages 45 to 48.)

  **Ex:** ⑤⑤⑤①②③④

```
TEL. NO.
5551234
```

**4** START
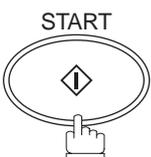
Your machine will store the original(s) into memory.

```
* STORE *     NO.005
     PAGES=001  01%
```

```
* STORE * COMPLETED
TOTAL PAGES=005  25%
```

---

**NOTE**

> 1. To cancel the memory transmission reservation, see page 66.
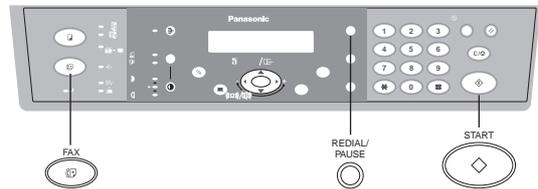
# Redialing

## Automatic Redialing

If a busy line is detected, the machine will redial the number up to 5 times at 3 minutes 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.

```
WAIT TO DIAL  NO.001
(Telephone number)
```

## Manual Redialing

You can also redial the last dialed number manually by pressing $\boxed{\text{REDIAL/PAUSE}}$ key.

**To redial the last dialed number through memory**

Make sure that the FAX Mode indicator is ON. If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1** Set the original(s) face up on the ADF.

```
ENTER STATION(S)
THEN PRESS START 00%
```

**2** REDIAL/ PAUSE

```
TEL. NO.
5551234
```

**3** START
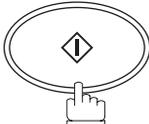
The document(s) are stored into memory with a file number. Then the machine dials the last dialed number.

```
* STORE *      NO.002
    PAGES=001   01%
```

```
* DIALING *   NO.002
5551234
```

---

**NOTE**

*1. While the unit is displaying "WAIT TO DIAL", you can press* $\boxed{\text{REDIAL/PAUSE}}$ *to start redialing immediately.*

**57**

## Reception

Your machine is provided with both automatic and manual reception modes. The selection of either reception mode is made with Fax Parameter No. 17 (RECEIVE MODE).
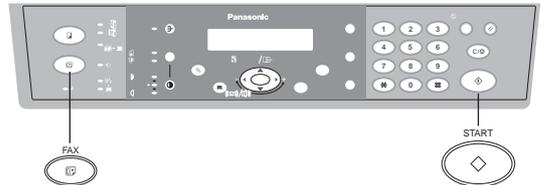
### Automatic Reception

Your machine will receive documents automatically if the Fax Parameter No. 17 (RECEIVE MODE) is set to "Auto". (See page 35)

### 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. 17 (RECEIVE MODE) to "Manual" (See page 35) and the following message will be shown on the display.

```
OCT-12-2000 15:00
   MANUAL RCV    00%
```

**To receive documents manually**

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

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

```
* PHONE OFF HOOK *
```

**2** Remove any original(s) from the ADF.

**3** START

```
ON LINE * RCV *
```
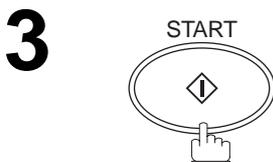
Your machine starts receiving the document(s).

**4** Hang up the telephone.

---

**NOTE**

1. *Your machine requires an optional fax handset or an external telephone connected to the TEL jack on the rear of the machine.*

**58**

## Receiving Documents

# Print Reduction

This machine can use Letter, Legal or A4 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 the suitable reduction ratio (70% 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 document will be divided into separate pages and 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 Fax Parameters as shown below.  (See page 35)
1. To set the Automatic Reduction mode.
    (1) No. 24 Print Reduction set to "Auto".

2. To set the Fixed Reduction mode.
    (1) No. 24 Print Reduction set to "Fixed".
    (2) No. 25 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 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 0.4 in (10 mm) of first page will be overlapped on top of the next page.
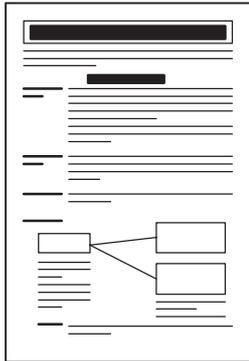
**Transmitted Document**                          **Received Document**
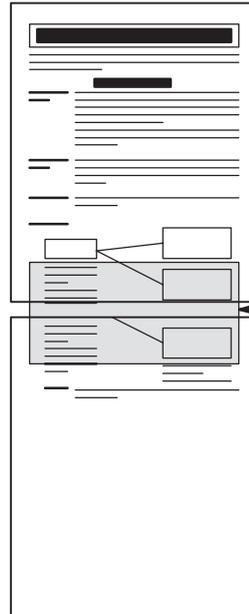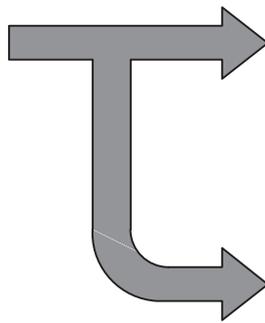
Overlap print.
0.4 in (10 mm)

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

**NOTE**

> 1. *If the reduction method is set to the 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. 25.*

## 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 ADD TONER indicator appears on the display.
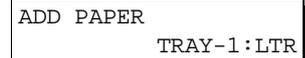
```
ADD PAPER
            TRAY-1:LTR
```

```
ADD TONER
```

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

The machine will automatically start printing the document(s) stored in the memory.
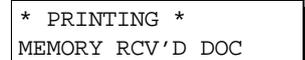
```
* PRINTING *
MEMORY RCV'D DOC
```

**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. 22 to "Invalid".*
   *(See page 35)*

This page is intentionally left blank.

## Polling

### Setting the Polling Password

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.
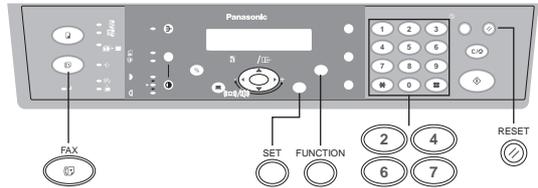
If the polling password does not match with the polled station, your polling request will be refused
automatically.

To set the polling password, follow the steps below.

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

**1** FUNCTION **7**

```
SET MODE      (1-6)
ENTER NO. OR ∨ ∧
```

**2** **4** SET

```
FAX PARAMETER(02-99)
           NO.=■
```

**3** **2** **6** SET

```
26 POLLING PASSWORD
              ████
```

**4** Enter a 4-digit polling password.

**Ex:** ① ② ③ ④

```
26 POLLING PASSWORD
              1234
```

**5** SET RESET

---
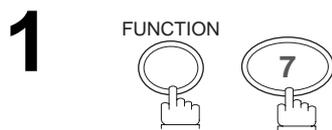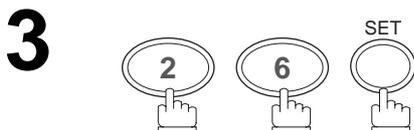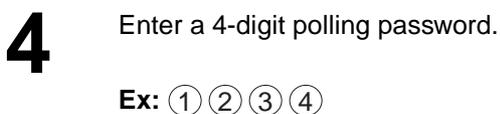
**NOTE**

> 1. Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll
>    important documents.
> 2. If a password is not set in the polled station, you may poll the other station even though your machine has a
>    password.

## Polling

### To Poll Documents from Another Station

The following procedure lets you poll a document from one or multiple stations.  Be sure to set the polling password before polling.  (See page 63)
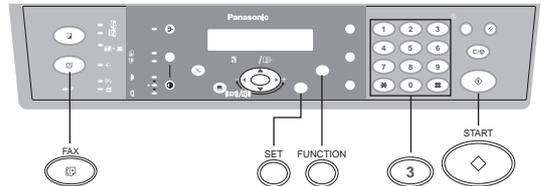
Make sure that the FAX Mode indicator is ON.  If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1**  FUNCTION  **3**
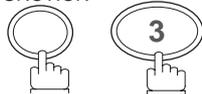
```
POLLING ?
PRESS SET TO SELECT
```

**2**  SET

```
POLLING
    PASSWORD=1234
```

**3**  Enter a 4-digit polling password. (See Note 1)

**Ex:** (1)(1)(1)(1)

```
POLLING
    PASSWORD=1111
```

**4**  SET

```
ENTER STATION(S)
THEN PRESS START
```

**5** Dial by any combination of the following methods (up to 10 stations):
- Manual Number Dialing, press [ SET ] after each station is entered (For datails, see pages 45 and 46)
- Directory Search Dialing, press [ SET ] after each station is entered (For details, see pages 47 to 48.)

**Ex:** ⑤ ⑤ ⑤ ① ② ③ ④

```
TEL. NO.
5551234
```

**6** Confirm the selected station(s) (See Note 2)

**7** START
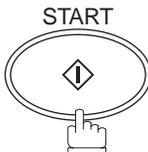
```
* STORE *    NO.001
```

---

**NOTE**

1. *If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.*
2. *You can review the entered stations in step 5 by pressing ◄ or ► keys, press [ CLEAR/STOP ] to erase the displayed station or group as needed.*

## Edit File Mode

### Deleting a File

To delete the reserved file(s) in memory, follow the steps below.

**1** FUNCTION **9**
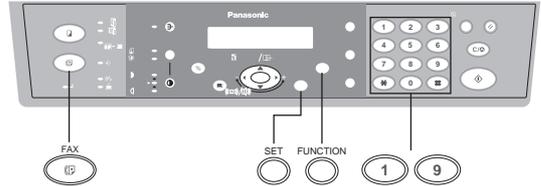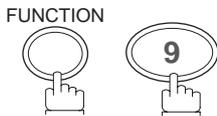
```
9:DELETE FILE ?
PRESS SET TO SELECT
```

**2** SET

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=■■■
```

**3** Enter the file number or use ▼ or▲ to select the file that you want to delete.

**Ex:** ⓪⓪① (See Note 2)

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=001
```

**4** SET

```
DELETE FILE  NO.001?
1:YES 2:NO
```

**5** **1**

```
* DELETING *
    FILE NO.=001
```

Enter the next file number you want to delete or press CLEAR/STOP to return to standby.

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=■■■
```

---

**NOTE**

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

2. *Enter ✻ ✻ ✻ as the file number and press* SET *to delete all files (except the file in progress). The following message is shown on the display.*

```
DELETE ALL FILES?
1:YES 2:NO
```

*Press "1" to delete all files.*

## Receive To Memory

## Setting RCV To Memory Password/Setting RCV to Memory

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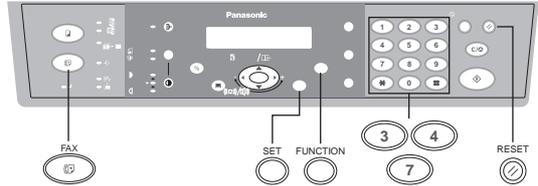
### Setting the RCV To Memory Password

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

**1** FUNCTION  **7**

```
SET MODE       (1-6)
ENTER NO. OR ∨ ∧
```

**2** **4**  SET
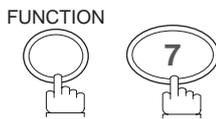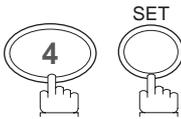
```
FAX PARAMETER(02-99)
        NO.=∎
```

**3** **3** **7**  SET
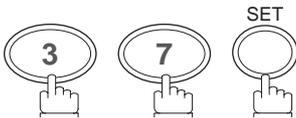
```
37 RCV TO MEMORY
            ∎∎∎∎
```

**4** Enter a 4-digit RCV to Memory Password.
**Ex:** ① ② ③ ④

```
37 RCV TO MEMORY
            1234
```

**5** SET  RESET

**67**
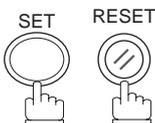
## Receive To Memory

### Setting RCV To Memory

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

**1** FUNCTION  8

```
SELECT MODE    (1-3)
ENTER NO. OR ∨ ∧
```

**2** 3  SET
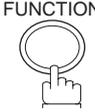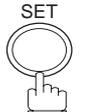
```
RCV TO MEMORY=OFF
1:OFF 2:ON 3:PRINT
```

**3** 2

```
RCV TO MEMORY=ON
1:OFF 2:ON 3:PRINT
```

**4** SET

```
OCT-12-2000  15:00
  < RCV TO MEMORY >
```

---

**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 100 on Image Memory Capacity.*

## Receive To Memory

### Printing Out Documents
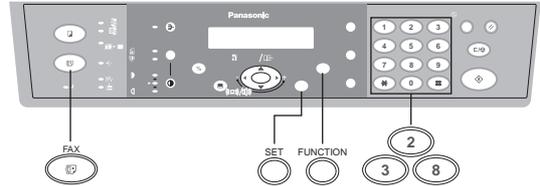
After receiving document(s) with the Receive To Memory feature, the following message will appear on the display.

```
MESSAGE IN MEMORY
  < RCV TO MEMORY >
```

To print the document(s), follow the steps below. (See Note 1 and 2)

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

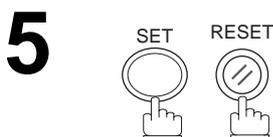**1**  FUNCTION  8

```
SELECT MODE    (1-3)
ENTER NO. OR ∨ ∧
```

**2**  2  SET

```
RCV TO MEMORY=ON
1:OFF 2:ON 3:PRINT
```

**3**  3
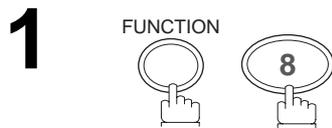
```
RCV TO MEMORY=PRINT
1:OFF 2:ON 3:PRINT
```

**4**  SET

```
INPUT PASSWORD
              ▮▮▮▮
```

**5** Enter the password to print the document(s).
(See Note 1)

```
INPUT PASSWORD
                1234
```

**Ex:** ① ② ③ ④

**6** SET

```
* PRINTING *
MEMORY RCV'D DOC
```

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   SET   in step 4.
2. Once the RCV TO MEMORY feature is set to "On", the password cannot be changed (Fax Parameter No. 37 will not be shown on the LCD display). If you wish to change the password, set RCV TO MEMORY feature to "Off" first (Password is required). Then change the password. (See page 67)

## Distinctive Ring Detector (DRD)

Your machine has a special feature in conjunction with an optional service provided by many local telephone companies. It can distinguish up to 4 telephone numbers with a corresponding ring pattern identifying each number. "DRD" lets you provide multiple phone numbers, one for your fax, business or personal use with only one single phone line.

Please check with your local telephone company on the availability of this service in your area.

Your machine can be programmed to respond to only 1 of the 4 distinctive ring patterns. To select the corresponding ring pattern for your fax number, refer to the Fax Parameter Table on page 36.

The following table shows a typical example with 4 telephone numbers on a single phone line.

| Telephone No. | Usage | Distinctive Ring Sound | Ring Pattern |
|---|---|---|---|
| 555-1111 | Business | Riiing...............................Riiing................................ | Type A, Standard Ring |
| 555-2222 | Fax | Ring...Ring......................Ring...Ring........................ | Type B, Double Ring |
| 555-3333 | Personal | Ring...Ring...Riiing............Ring...Ring...Riiing............. | Type C, Triple Ring (Short-Short-Long) |
| 555-4444 | Teenager | Ring...Riiing...Ring............Ring...Riiing...Ring............. | Type D, Triple Ring (All other than type C) |

(see Note 1)

The following illustration shows a typical set up, with your machine set to detect Type B (double ring) ring pattern.

**At Your Location with Distinctive Ring Service**

*Ring..Ring.............Ring..Ring*
*A person recognizes the call is for the fax machine by the double ring pattern sound.*

*Ring..Ring.............Ring..Ring*
*The fax machine distinguishes the call is for the fax by the double ring pattern and answers automatically.*

Fax No. "555-2222"

*Ring..Ring.............Ring..Ring*
*A person recognizes the call is for the fax machine by the double ring pattern sound.*

Dialing "555-2222"

**NETWORK FEATURE**

NOTE

1."Riiing" means a long ringing sound and "Ring" means a short ringing sound.

## 71

## PIN Code Access

If your PBX requires a PIN (**P**ersonal **I**dentification **N**umber) code to get an outside line, your machine can be set to prompt the user to enter a PIN code before any dialing.
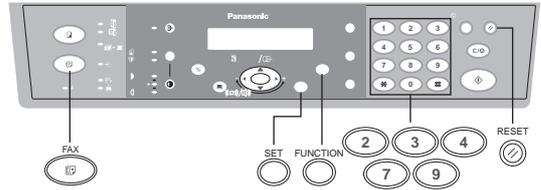
### Selecting the Access Method (Prefix or Suffix)

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

**1** FUNCTION  7

```
SET MODE      (1-6)
ENTER NO. OR ∨ ∧
```

**2** 4  SET

```
FAX PARAMETER(02-99)
       NO.=■
```

**3** 3  9  SET

```
39 PIN CODE ACCESS
1:NONE
```

**4** 2
for suffix code.
or
3
for prefix code.

```
39 PIN CODE ACCESS
2:SUFFIX
```

```
39 PIN CODE ACCESS
3:PREFIX
```

**5** SET  RESET

## PIN Code Access
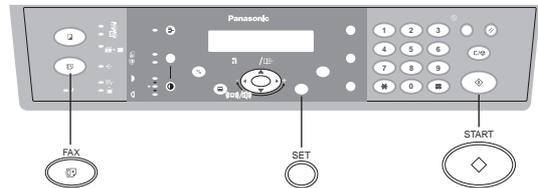


### Dialing with a PIN Code

Make sure that the FAX Mode indicator is ON.  If not, press $\boxed{\text{FAX}}$ to select the "FAX MODE".

**1a**

Set the original(s) face up on the ADF.

```
ENTER STATION(S)
THEN PRESS START 00%
```

**1b**

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

```
OCT-12-2000 15:00
                  00%
```

**2** Dial by any combination of the following methods (up to 10 stations):
- Manual Number Dialing, press $\boxed{\text{SET}}$ after each station is entered
- Directory Search Dialing, press $\boxed{\text{SET}}$ after each station is entered
  (For details, see pages 45 to 48.)

**Ex:** ⑤⑤⑤①②③④

SET ⭕

⑤⑤⑤③④⑤⑥

If you want to confirm the number of stations you have entered, press ◄ or ►.

```
TEL. NO.
5551234
```

```
TEL. NO.
5553456
```

```
 2 STN(S) ARE SET
ADD MORE OR START
```
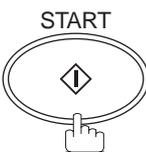
**3** START
⬦

```
ENTER PIN CODE
■
```

**4** Enter the PIN code.

**5**

START

◇
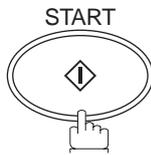
### ADF Scanning

**6a** All document(s) are stored into memory with a file number. Then the machine starts dialing the telephone numbers in sequence.

```
* STORE *      NO.001
        PAGES=001  01%
```

```
* STORE * COMPLETED
TOTAL PAGE=005   25%
```

```
* DIALING *   NO.001
(Station name)
```

### Platen Glass (Flatbed) Scanning

**6b** When an original is placed on the Platen Glass, the display is as shown to the right.

```
 ORIGINAL=LETTER
PRESS START
```

(1) Press ▼ or ▲ to select the size of the original on the Platen Glass and press START to store the document.

```
* STORE *      NO.002
        PAGES=001  05%
```

```
SCAN ANOTHER PAGE?
1:YES 2:NO
```

(2) To store another original into memory, press "1" to select "YES".
If there are no other originals, press  "2" to select "NO". (See Note 3)
If "YES" is selected, set the size of the original and press START .

If "NO" is selected, the machine starts to dial the telephone number.

```
* DIALING *   NO.002
5551234
```

---

**NOTE**

1. *The PIN code is shown as " ▊ " on the display when dialing the number.*
2. *This feature is not available when dialing a number by using Off-Hook or On-Hook Direct Dialing mode.*
3. *If no action is taken within 60 seconds, the machine will start dialing.*

## Sub-Addressing

## General Description

The Sub-Addressing function allows you to further routing or 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**
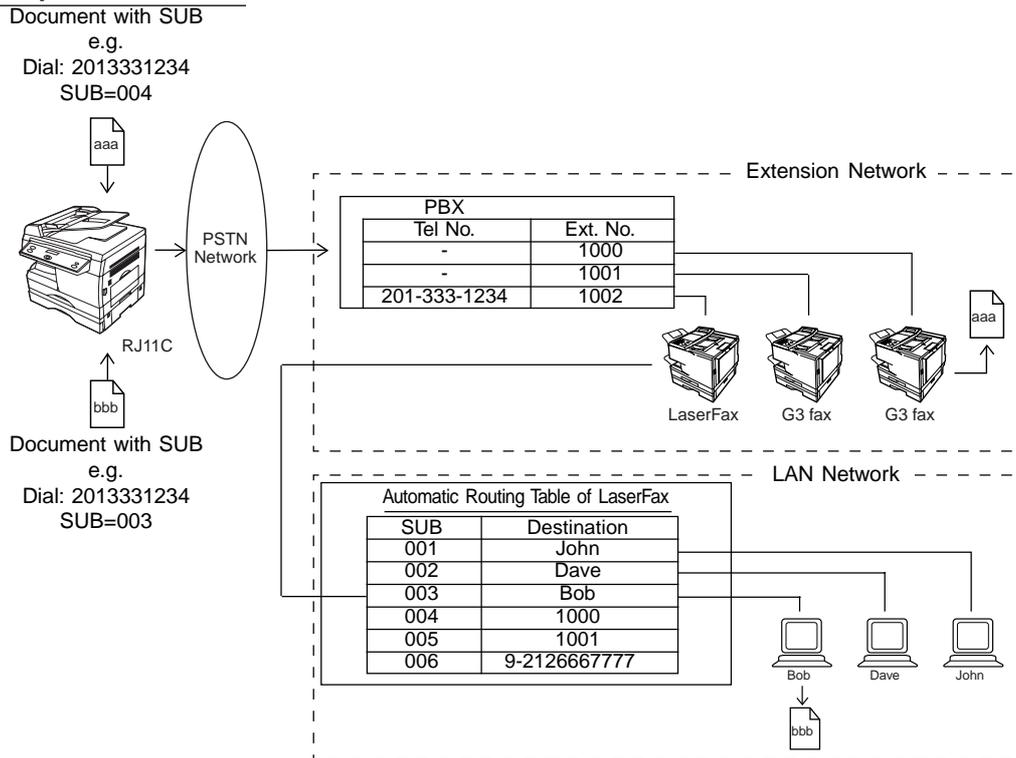
**Compatibility with Other Machines**

- Sub-Addressing Transmission: DF-1100/DP-150FX/2500/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,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 Directory Search Dialing.
- By specifying the Sub-address information in the Manual Number Dialing 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 a registered trademark of Wordcraft International Ltd.
2. UF-788 with PC Interface Option or the Option ROM installed.

NETWORK FEATURE

**75**

## Sub-Addressing

### Setting the Sub-Address into the Directory Search Dialing Numbers

Make sure that the FAX Mode indicator is ON.  If not, press FAX to select the "FAX MODE".
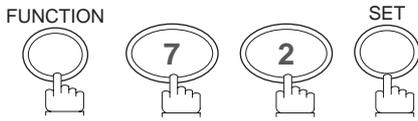
**1** FUNCTION  **7**  **2**  SET

```
DIR. STN. DIAL (1-3)
ENTER NO. OR ∨ ∧
```

**2** **1**

```
1:ADD STATION
PRESS SET TO SELECT
```

**3** SET

```
REGISTERED ENTRIES
STN(S):0 GROUP:0
```

↓3.0 sec. later

```
ENTER NAME
■
```

**4** Enter the station name.

**5** SET

```
ENTER TEL. NO.
■
```

Enter the telephone number, press FLASH/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

FLASH/SUB-ADDR  ② ⑦ ⑥ ②

```
ENTER TEL. NO.
5551234s2762■
```

**6** START  RESET

---

## Sub-Addressing

### Sending a FAX with Sub-Address

**Using Directory Search Dialing**
The operation is the same as for normal dialing

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

**1a**

Set document(s) face up on the ADF.
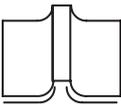
```
ENTER STATION(S)
THEN PRESS START 00%
```

**1b**

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

```
OCT-12-2000 15:00
               00%
```

**2**

or
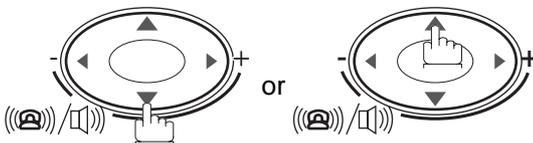
repeatedly until the display shows the station name you want to send to.

```
PANASONIC
5551234s2762
```

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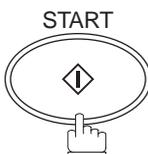
The document(s) are stored into memory and your machine starts to dial the number of the station and sends the document(s) with Sub-Addressing information.

```
* STORE *   NO. 001
    PAGES=001   01%
```

### Using Manual Number Dialing

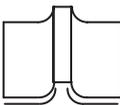Use | FLASH/SUB-ADDR | to separate the Telephone number and the Sub-Address

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

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

```
ENTER STATION(S)
THEN PRESS START 00%
```

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

```
OCT-12-2000 15:00
                 00%
```

**2**   Enter the telephone number, press | FLASH/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
| FLASH/SUB-ADDR | ② ⑦ ⑥ ②

```
TEL. NO.
5551234s2762▮
```
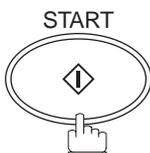
**3**   START

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

```
* STORE *    NO. 001
    PAGES=001   01%
```

---

**NOTE**

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

2. *Manual Off-Hook or On-Hook Dialing cannot be used with the Sub-Addressing Transmission.*

3. *The Sub-Address is not transmitted during Manual Redial Mode.*

## 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, Communication Journal, Directory Search Dialing List and Fax Parameter List.
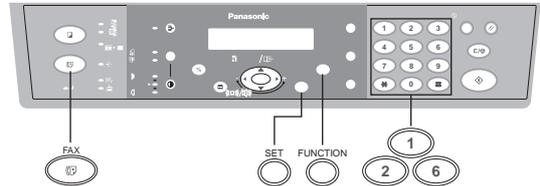
### Transaction Journal

The "Journal" is a record of the last 40 transactions (a transaction is recorded each time you send or receive a document). It prints automatically after every 40 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 FAX to select the "FAX MODE".

**1**  FUNCTION  6

```
PRINT OUT     (1-4)
ENTER NO. OR ∨ ∧
```

**2**  1  SET

```
JOURNAL
1:PRINT 2:VIEW
```

**3a**  1

to print a Journal

```
* PRINTING *
JOURNAL
```

**3b**  2

to view a Journal

```
JOURNAL VIEW
1:XMT ONLY 2:ALL
```

**4** Select the view mode.

① to view transmission transactions only

② to view all transactions

**Ex:** ②

You can view the transactions in the journal by pressing

▼ or ▲. Press  STOP  to return to standby.

```
USE THE ∨ ∧ KEYS TO
SCROLL EACH RECORD
```

| Date & Time | | Communication Result |
| --- | --- | --- |
| | | OK : Communication was successful. |
| | | P-OK : Reserved transmission was successful under memory full condition. |
| | | BUSY : Line busy |
| `10/12 10:00   OK P01` | | STOP : STOP was pressed. |
| `XMT ☎ 5551234      ∧` | | 3-digit Info Code : Communication has failed |
| | | (Refer to page 89 for details.) |

Type of Communication

XMT : Transmission
RCV : Reception
POL : Polling

Received ID,
Recorded name or
the dialed
telephone number

Number of pages successfully transmitted or received.

Scroll Marker

∧ : Latest transaction
∨ : Oldest transaction
■ : Only 1 transaction

---

**NOTE**

1. *If you wish to disable the automatic printing of the Transaction Journal, change the setting of Fax Parameter No. 13 to "Invalid". (See page 35)*

**Sample Transaction Journal**

```
                                            (1)                   (2)
****************** –JOURNAL– ************************* DATE OCT-12-2000 ***** 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    OK    005/005        00:00:22   RPOL    SERVICE DEPT.      OCT-11  17:35   C0044903C0000
              004/004
              001
  02    OK    003     003    00:01:17   RCV    111 222 333         OCT-11  17:41   C0044903C0000
  03    OK    001     004    00:00:31   XMT    ACCOUNTING DEPT.    OCT-11  17:50   C0044903C0000
  04    630   000/005 005    00:00:00   XMT    %342345676          OCT-11  17:57   0800420000000
  05    STOP  000     006    00:00:34   XMT    %12324567           OCT-11  18:35   0210260200000
  06    OK    001/001 007    00:00:20   XMT    %44567345           OCT-11  18:44   C8044B03C0000
  07    408   *003    008    00:02:14   XMT    %2345678            OCT-11  18:55   0040440A30080



  48    OK    002/002 049    00:00:31   XMT    📧0245674533        OCT-12  08:35   C8044B03C1000
  49    OK    003/003 050    00:01:32   XMT    %0353678980         OCT-12  08:57   C8044B03C1000

                                               (13)
                                               -PANASONIC                    -

*********************************** –HEAD OFFICE   – ***** –          201 555 1212– *********
                                    (15)                              (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.
"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.
"3-digit Info Code"  (See page 89) 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

(9)   Remote station identification : Name : Recorded name in the Directory Search Dialing or remote station's Character ID.
✆ number : Dialed telephone number (PIN code will not be shown)
Number : Remote station's ID number.

(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 Directory Search Dialing Number wa used for transmission:
Directory Search Dialing 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

# 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 Function 8-1 or Fax Parameter No. 12.

**Sample COMM. JOURNAL**

```
************** - COMM. JOURNAL - ***************** DATE OCT-12-1999 **** TIME 15:00 *********

  (1)                                        (2)                      (3)
 MODE = MEMORY TRANSMISSION                   START=OCT-12 14:50       END=OCT-12 15:00

     FILE NO.= 050 (4)

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

  001     OK      SERVICE DEPT.   021 123 4567    001/001     00:01:30
  002     OK      SALES DEPT.     021 321 6754    001/001     00:01:25
  003     407     ACCOUNTING DEPT 021 133 1234    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 on
cause the photocell to generate an analogous electrical video signal.
This signal is used to modulate a carrier, which is transmitted to a
remote destination over a radio or cable communications link.

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

     Probably you have uses for this facility in your organisation.

                    Yours sincerely,


                    Phil.

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

**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.
"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.
"3-digit Info Code"  (See page 89) indicates that the communication has failed. In this case, the machine will print the attached report with the image of the first page of your document as shown on the previous page.

(7) Station name

(8) TEL 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

### Directory Search Dialing List
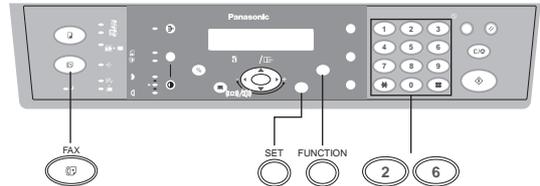
To print the Directory Search Dialing List you have stored.

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

**1** FUNCTION  **6**

```
PRINT OUT     (1-4)
ENTER NO. OR ∨ ∧
```

**2** **2**
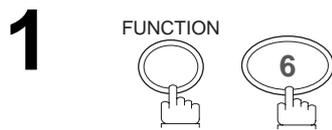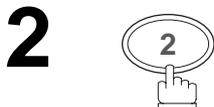
```
2:DIR. DIAL LIST ?
PRESS SET TO PRINT
```

**3** SET

```
* PRINTING *
DIRECTORY DIAL LIST
```

## Journals and Lists

**Sample Directory Dial List**

```
************** - DIRECTORY DIAL LIST - ***************** DATE OCT-12-2000 **** TIME 15:00 ********

   (1)                                               (2)
    STATION NAME                                      TELEPHONE NO.

    ACCOUNTING DEPT                                   313 333 3456
    ENG. DEPT.                                        888 555 1234
    SALES. DEPT.                  <G>
                                             [1/2]   121 555 1234
                                             [2/2]   222 666 2345

    NO. OF STATIONS = 002 (3)
    GROUP          = 001 (4)


                                                -PANASONIC            -

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

### Explanation of contents

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

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

(3) Number of recorded Directory Search Dialing Stations

(4) Number of recorded Group Dialing

## Journals and Lists

## FAX Parameter List
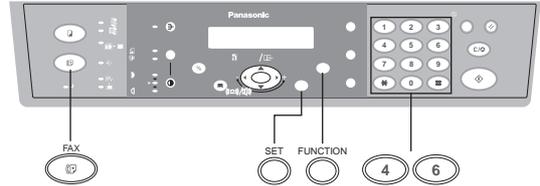


To print a FAX Parameter List:

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

**1**  FUNCTION ⊙  6
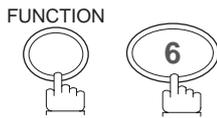
```
PRINT OUT      (1-4)
ENTER NO. ∨ ∧
```

**2**  4

```
4:FAX PARAM. LIST?
PRESS SET TO PRINT
```

**3**  SET ⊙

```
* PRINTING *
FAX PARAMETER LIST
```

## Journals and Lists

**Sample FAX Parameter List**

```
*************** -FAX PARAMETER LIST- ************** DATE OCT-12-2000 ***** TIME 15:00 ********

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

 *02           RESOLUTION (HOME)     (1:Standard   2:Fine     3:S-Fine)        2           1
  05           MEMORY     (HOME)     (1:Off        2:On)                        2           2




  99           MEMORY SIZE (FLASH)                                                     (1MB + 4MB) (6)


                                                            -PANASONIC              -

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

**Explanation of contents**

(1) Parameter number

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

(3) Selection

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

(5) Standard setting    : Factory preset standard setting

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

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

## 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 and send again. | -- |
| 401 | Remote station required a Receiving Password to receive the document.<br>Remote station does not have Confidential Mailbox. | Check the remote station. | -- |
| 402 | During initial handshake, communication error occurred. | Reload the document and send again. | -- |
| 403 | No polling capability at the remote side. | Ask remote side to set "POLLED=ON". | -- |
| 404/405 | During initial handshake, communication error occurred. | Reload the document and send again. | -- |
| 406 | Receiving Password does not match. | Check the password or the telephone number in the Directory Search Dialing List. | 67 |
| 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 by the transmitting side. | Check with the other party. | -- |
| 411 | Polling password does not match. | Check the polling password. | 63 |
| 412 | No data from the transmitting side. | Check with the other party. | -- |
| 414 | Polling password does not match. | Check the polling password. | 63 |
| 415 | Polling transmission error. | Check the polling password. | 63 |
| 416/417 418/419 | Received data has too many errors. | Check with the other party. | -- |
| 420/421 | Machine goes to receiving mode, but receives no command from the transmitting side. | 1. Remote side misdial.<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. | -- |
| 492/493 494 | 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. | -- |
| 540/541 542 543/544 | Communication error occurred while transmitting. | 1. Reload the document(s) and send again. 2. Check with the other party. | -- |
| 550 | Telephone line disconnected. | Check with the other party. | -- |
| 552/553 554/555 | Communication error occurred while receiving. | Check with the other party. | -- |
| 580 | Sub-Address transmission to a unit that has no Sub-Address function. | Check the remote station. | 75 |
| 581 | Sub-Address Password transmission to a unit that has no Password Sub-Address function. | Check the remote station. | 75 |
| 601 | ADF Paper Feed Cover was opened during ADF transmission. | Close the ADF Paper Feed Cover and send again. | 94 |
| 623 | No document loaded on the ADF. | Reload the document and send again. | -- |
| 630 | Redial was not successful due to a busy line. | Reload the document and send again. | -- |
| 631 | During dialing, **STOP** was pressed. | Reload the document and send again. | -- |
| 634 | Redial was not successful due to no response from the called station or wrong number dialed.<br><br>**Note:** If busy tone was not detected, the machine will only redial once. | Check the telephone number and send again. | -- |
| 638 | Power failure occurred during the communication. | Check the power cord and plug. | -- |
| 870 | Memory overflow occurred while storing document(s) into memory for transmission. | 1. Transmit document(s) without storing into memory. 2. Install Optional Memory Card. | 51<br><br>101 |

---

**NOTE**

1. *After identifying the problem and verifying the recommended action, if the information Codes keep reoccurring or for help on Information Codes that appear on your machine but are not listed above, please contact your local Panasonic Authorized Dealer.*
   *(For mechanical failures, see the Troubleshooting section in the Operating Instructions (For Copier) P.32)*

# Troubleshooting

## If You Have Any of These Problems

| Mode | Symptom | Cause / Action | page |
|---|---|---|---|
| **During Standby** | "JAN-01-1999" appears on the display. | The battery is not installed or the battery is completely discharged. Install a New battery and reset the clock. | 93 |
| **During Transmission** | Document doesn't feed/multiple feeds | 1. Check that your document is free of staples and paper clips, and that it is not greasy or torn.<br>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 Glass instead. | 39<br><br>39 |
| | Document jam | "REMOVE MISFED ORIG. IN ADF" will appear on the display if the document jams. | -- |
| **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 Document Scanning Area. | 94 |
| | Transmitted document is blank | 1. Make sure the document is set face up on the ADF and face down on the Platen Glass.<br>2. 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 Document Scanning Area. | 94 |
| **During Reception** | No recording paper | "ADD PAPER" will appear on the display if the paper runs out. | 94 |
| | Recording paper jam | The information code 001, 002, 003, 007 or 008 will appear on the display if the paper jams. | 94 |
| | Recording paper doesn't advance into machine | Make sure that there is paper in the Paper Tray. Follow the instructions for loading paper. | -- |
| | Recording paper doesn't eject after printing | Check to see if the recording paper is jammed inside of the machine. | 94 |
| | Recording papers are not stacked in sequence. Machine does not print from the last page received. | If memory becomes full during reception, the machine will start to print from the 1st received page. We recommend that optional flash memory card is installed if this symptom occurs frequently. | 101 |
| | Document auto reduction doesn't work | Check Print Reduction settings. | 59 |
| | Out of toner | "ADD TONER" will appear on the display if the Toner Cartridge runs out of toner. | 94 |

**MAINTENANCE**

## Troubleshooting

| Mode | Symptom | Cause / Action | page |
|---|---|---|---|
| **Print Copy Quality** | Vertical lines printing on the received document | Print a Journal report (e.g. FUNCTION, 6, 1 , SET and 1) and check the quality to make sure whether your machine has trouble.<br>If the Journal report quality is OK, your machine has no problem, report to the sending party that they have a problem. If copy is NG, replace the Toner Cartridge. | 79<br><br>94 |
| | Fuzzy print | 1. Make sure you are using the correct paper for the best possible print quality.<br>2. Try reversing the recording paper to the other side. | -- |
| | Missing dots or lines/ inconsistent darkness within print | 1. Make sure you are using the correct paper for the best possible print quality.<br>2. Replace the Toner Cartridge. | --<br><br>94 |
| | Fading print | Your Toner Cartridge may be running out of toner.  Replace the Toner Cartridge. | 94 |
| | Faint print | You may need to choose a different paper for the best possible print quality. | -- |
| **Communication** | No dial tone | 1. Check the connection of the telephone line.<br>2. Check the telephone line. | 97 |
| | No auto answer | 1. Check the connection of the telephone line.<br>2. Check the Reception mode setting.<br>3. If the Fax Parameter No. 13 (AUTO JOURNAL PRINT) is set to "Valid" (default setting) and the machine is printing the received document from memory, which also happens to be the 40th transaction, the machine will not auto answer until the Transaction Journal completes printing. | 97<br>58 |
| | Cannot transmit or receive | An information code will be shown on the display.  Refer to the information code table to find out the trouble. | 89 |
| **No Unit Operation** | No unit operation | To reset the machine, turn-off the Power Switch for a few seconds then turn it on again. | -- |

## Adding Paper

See Operating Instructions (For Copier) P.23

## Adding Toner

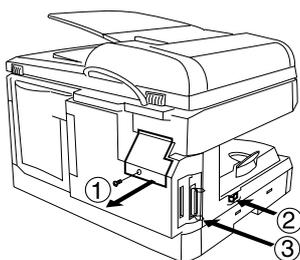See Operating Instructions (For Copier) P.25

## Removing Paper Jams

See Operating Instructions (For Copier) P.29 ~ 31
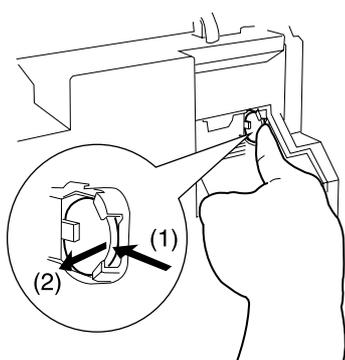
## Replacing the Lithium Battery

When "JAN-01-1999" appears on the display, replace the Lithium Battery by following the procedure below.

**1**

① Remove the Rear Access Cover. (1 Screw)

② Turn the Power Switch to the "O" (OFF) position.

③ Discharge the static electricity by touching the parallel printer connector.

**2**

④ Remove the Lithium Battery from the battery holder.

**3**
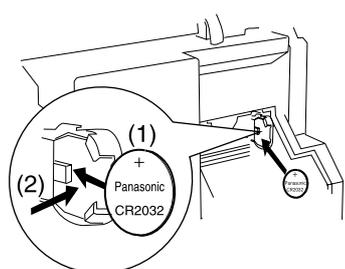
⑤ Install a New Lithium Battery into the battery holder.

### ⚠ CAUTION

**denotes hazards that could result in minor injurie or damage to the machine.**

- Keep the Lithium Battery away from small children.
- To prevent damage to the machine, ensure that the (+) positive polarity (Panasonic Logo) is facing towards you.
- Replace only with the same (Panasonic CR2032), or equivalent type.
- Dispose of used battery according to the instructions of your Local Solid Waste Officials.

⑥ Reinstall the Rear Access Cover. (1 Screw)

⑦ Turn the Power Switch to the "I" (ON) position.

⑧ Reset the Date and Time (see page 21).

MAINTENANCE

## Cleaning the Document Scanning Area

**Copier Care**

• Wipe marks off with cloth and a neutral detergent.
• Wipe again with a dry cloth.

**Scanning Area Care**

If the receiving party reports that the received documents were black, or contain black lines, try making a copy on your unit to verify.
If the copy is black or has black lines, the Document Scanning Area is probably dirty and must be cleaned.
If document misfeeding occurs frequently, clean the feeding roller.
• Wipe the area gently with soft cloth after wringing it dry.

**1** Open the Paper Feed Cover and wipe the Paper Feed Roller gently.
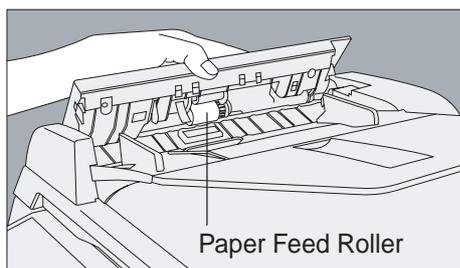
Paper Feed Roller

**3** Open the ADF and wipe the Platen Glass and the Platen Cover gently.

Platen Cover

Platen Glass
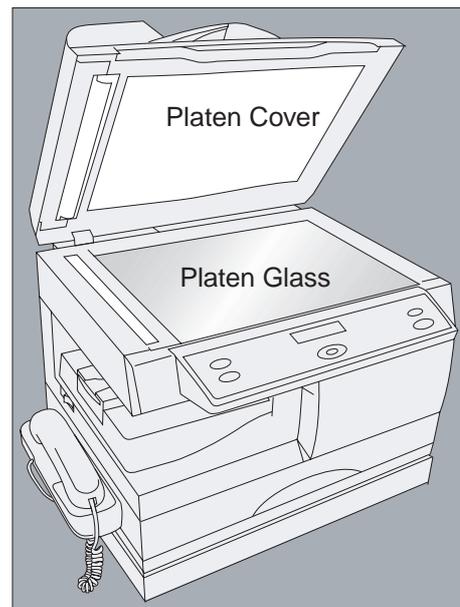
**2** Close the Paper Feed Cover securely.

**4** Close the ADF.

**NOTE**

1. Be careful not to scratch the scanning area.

### Cleaning the Printer Roller

If you find toner on the back of the recording paper, the printer roller in the fuser unit is probably dirty.
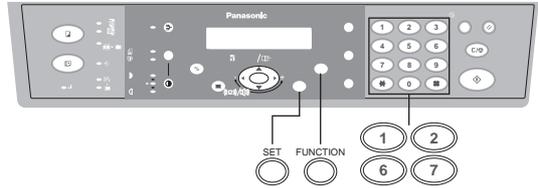
To clean the printer roller

**1** FUNCTION   **7**   **6**   SET

```
CLEANING CHARTS
1:PRINT 2:CLEAN
```

**2** **1**
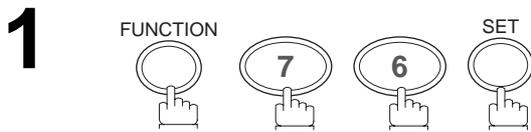
```
* PRINTING *
CLEANING CHARTS
```

The machine will print out 3 Cleaning Charts.
Then, return to standby.

```
                <PRINTER ROLLER CLEANING CHART>

    HOW TO LOAD THE CLEANING CHARTS
    1.OPEN THE PAPER TRAY
      (If multiple tray configuration, OPEN THE UPPER PAPER TRAY)
    2.SET THESE 3 CLEANING CHARTS IN THE PAPER TRAY FACE DOWN
    3.CLOSE THE PAPER TRAY
    4.PRESS [FUNCTION][7][6][SET][2] TO START CLEANING
    5.DISPOSE OF THE CLEANING CHARTS




          *** SET THIS END TOWARDS THE RIGHT, FACE DOWN ***
```
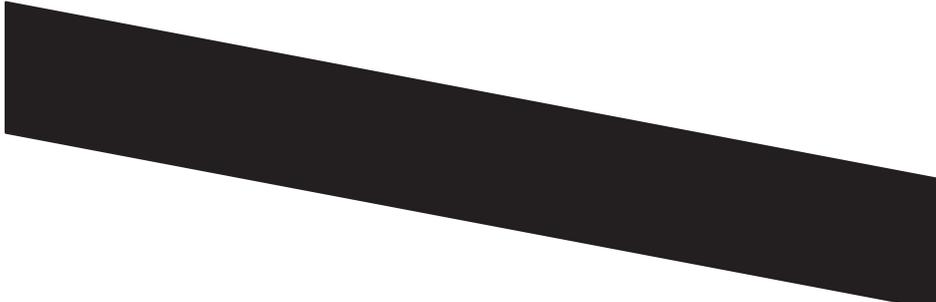
**3** Load the Cleaning Charts into the paper tray face down.
(See Note 1)

**4** FUNCTION  **7**  **6**  SET

```
CLEANING CHARTS
1:PRINT 2:CLEAN
```

**5** **2**
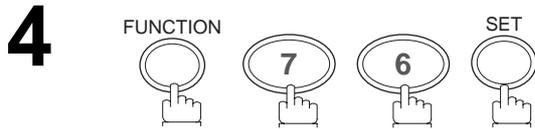
```
* CLEANING *
PRINTER ROLLER
```

The Machine will feed the charts and clean the printer roller.

---

**NOTE**

1. *If you have installed the optional paper tray(s), load the Cleaning Charts into the upper paper tray.*

## Checking the Telephone Line

### Checking the Telephone Line

If you do not hear a dial tone when the MONITOR key is pressed, nor through the telephone connected to the machine or when the telephone does not ring (No automatic receive).

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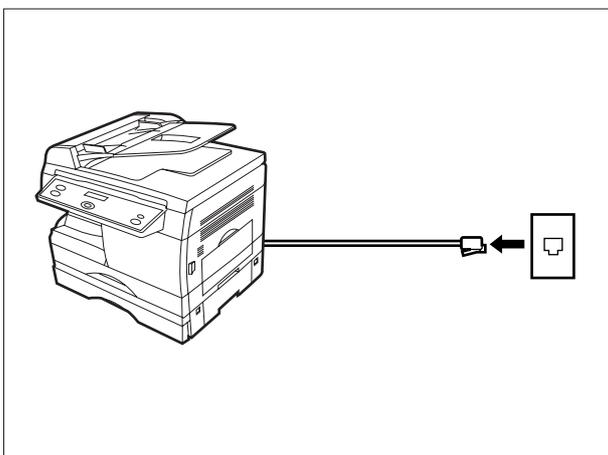
Unplug the Telephone Line Cable from the telephone jack that was supplied by the telephone company.

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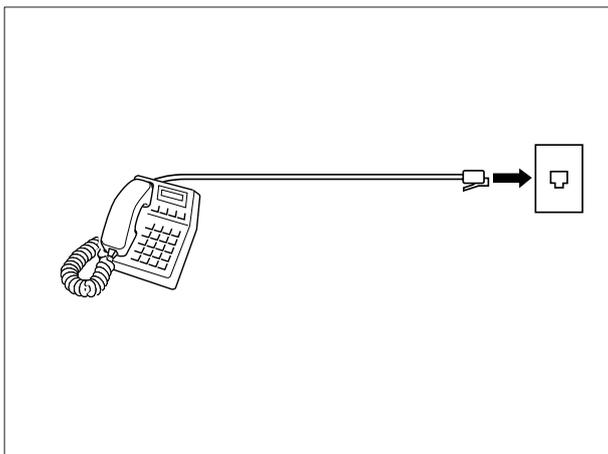
Plug a different regular telephone into the same telephone jack.

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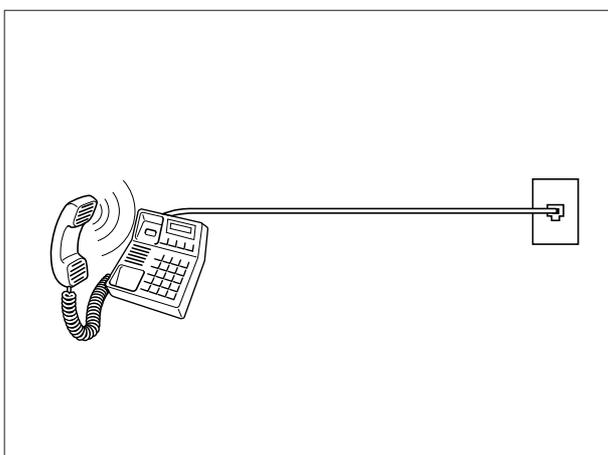
Check for dial tone through the handset.  If there is still no dial tone, report it to your local telephone company.

or

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

This page is intentionally left blank.

## Specifications

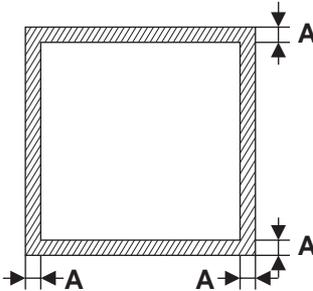| | |
|---|---|
| **Compatibility** | ITU-T Group 3 |
| **Coding Scheme** | MH, MR, MMR<br>(Conforms to ITU-T Recommendations) |
| **Modem Type** | ITU-T V.34, V.17, V.29, V.27 ter and V.21 |
| **Modem Speed** | 33600 ~ 2400 bps |
| **Original Size (ADF)** | B4/Legal/Letter/Invoice<br>Max. Original Size  Platen Glass : B4 (10.1 in x 14.3 in)<br>                       ADF           : 10.1 in x 6 ft<br>Min. Original Size    Platen Glass : No minimum<br>                       ADF           : 5.1 in x 5.8 in |
| **Original Thickness (ADF)** | 0.0024 (12 lbs) - 0.0049 (24 lbs) |
| **ADF Capacity<br>(Automatic Document<br>Feeder)** | Built-in, Up to 30 pages |
| **Scanning Method** | Sheet Feeding or Flatbed with CCD type image sensor |
| **Effective Scanning Width** | 10.0 in (257 mm) |
| **Scanner Resolution** | Horizontal: 203 pels/inch (8 pels/mm)     : Standard and Fine<br>                                             Resolution<br>            : 406 pels/inch (16 pels/mm)    : Super Fine Resolution<br>Vertical     : 98 lines/inch (3.85 lines/mm)  : Standard Resolution<br>            : 196 lines/inch (7.7 lines/mm)  : Fine Resolution<br>            : 391 lines/inch (15.4 lines/mm): Super Fine Resolution |
| **Recording Method** | Laser/Electrostatic photographic method |
| **Recording Paper** | Plain Paper |
| **Printer Resolution** | 600 dpi |
| **Recording Paper Size** | Legal/Letter/Invoice |
| **Effective Recording Size** | Legal  :    8.1" x 13.6" (205.7 x 345.4 mm)<br>Letter  :    8.1" x 10.6" (205.7 x 269.2 mm)<br>Invoice:    5.1" x 8.1" (129.5 x 205.7 mm) |
| **Print Margin** | <br>A  5 mm margin on each side of paper<br><br>A : 0.20 inch (5 mm) |

Specifications are subject to change without notice.

## Specifications

| | |
|---|---|
| **Recording Paper Capacity** | 250 sheet paper tray, plus 50 sheet bypass |
| **Directory Search Dialing Memory Capacity** | 100 stations (10 group dialing are included. Each group dialing can register up to 10 stations.)<br>Each station can register up to 36 digits for each telephone number (including pauses, spaces, Flash, sub-address and tone) and up to 15 characters for each station name |
| **Image Memory Capacity** | Base Memory 60 pages<br>with 1 MB Flash Memory Card 120 pages<br>with 2 MB Flash Memory Card 180 pages<br>with 4 MB Flash Memory Card 300 pages<br>(Based on ITU-T Image No. 1 chart, using Standard Resolution) |
| **Power Supply** | AC 120V ± 10%, 60 Hz ± 5%, 12A |
| **Power Consumption** | Energy Saver Mode : Approx. 35 W<br>Sleep Mode : Approx. 1.5 W<br>Maximum : Approx. 1.0 kW |
| **Dimensions** | 19.5" (W) x 19.2" (D) x 15.1" (H) (with ADF) |
| **Weight** | 50 lbs |
| **Operating Environment** | Temperature: 50 to 90 °F (10 to 30 °C)<br>Relative Humidity: 20 ~ 90 %<br>[If the Temperature is less than 60 °F (20 °C), the Relative Humidity: 30 ~ 90 %] |
| **FCC Registration Number** | BTL JPN-35338-FA-E |
| **Ringer Equivalence** | USA : 2.0B          Canada: 0.9 |

Specifications are subject to change without notice.

---

NOTE

1. The left and right print margin is 0.22 in (5.5 mm) when printing a Letter or Legal size document with 600 dpi from a PC using the Parallel Port Interface Kit.

# Options and Supplies

Please contact your local Panasonic dealer for availability.

### A. Options:

| Order No. | Picture | Description |
|---|---|---|
| UE-403171-AU | | Handset Kit |
| UE-410045 | | Expansion Flash Memory Card, 1 MB |
| UE-410046 | | Expansion Flash Memory Card, 2 MB |
| UE-410047 | | Expansion Flash Memory Card, 4 MB |

APPENDIX

## Installing the Handset Kit

**1**
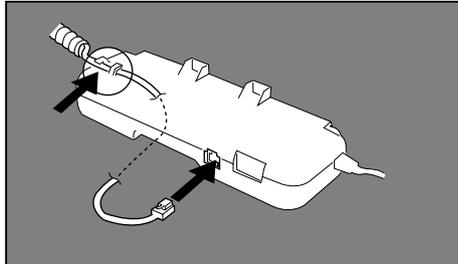
Turn the Power Switch OFF when installing the handset kit.
Remove the handset kit out of the carton.
Connect the handset cord to the handset cradle.

**2**
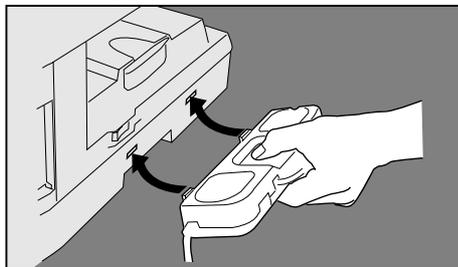
Hook the projections of the handset cradle into square holes on the left side of the machine.

**3**
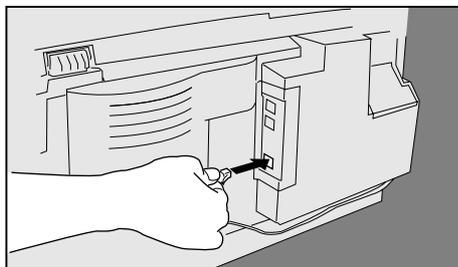
Connect the cable from the handset cradle into the HANDSET jack on the rear of the machine.

**4**
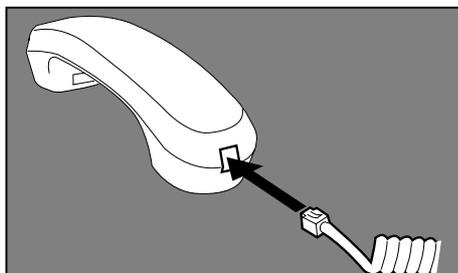
Connect the handset cord into the receiver.
Place the receiver on the cradle.
Turn the Power Switch ON.

**NOTE**

*1. Turn the Power Switch OFF when installing the handset kit.*

## Options and Supplies

## Expansion Flash Memory Card

Installing the Expansion Flash Memory Card (1 MB: UE-410045, 2 MB: UE-410046, 4 MB: UE-410047)

Before installing, make sure that there is no document file(s) stored in memory.  To confirm, observe the standby display while the machine is in the FAX Mode and ensure that "00%" percentage is shown.
When the memory card is installed, the machine initializes the document memory, and erases all contents stored in the document memory.

Memory
Card Cover

Card Slot
(Copier left
rear side)
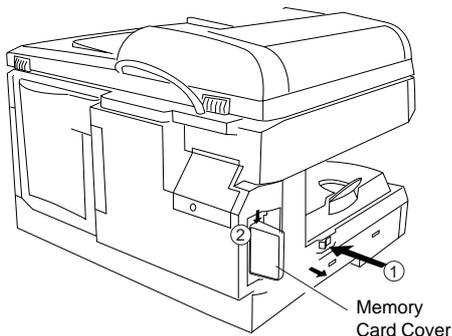
Memory
Card Cover

① Turn the Power Switch OFF.

② Remove the Memory Card Cover.

③ Gently insert the Memory Card into the card slot.

Important:  The Panasonic logo on the Memory
Card must be facing toward the
front of the copier.

### ⚠ CAUTION

• Do not install or remove the memory card while the
power switch is ON.
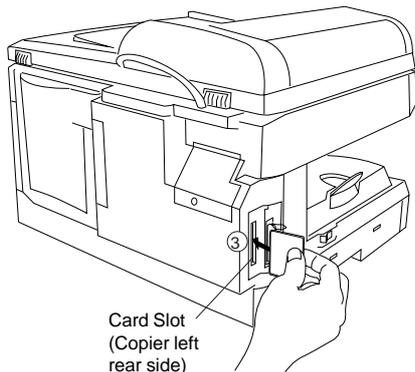
④ Re-install the Memory Card Cover.

⑤ Turn the Power Switch ON.

⑥ Print the Fax Parameter List (See page 87) and
confirm that the memory size on Fax Parameter
No. 99.  (See page 37 and the Note 1 below)

---
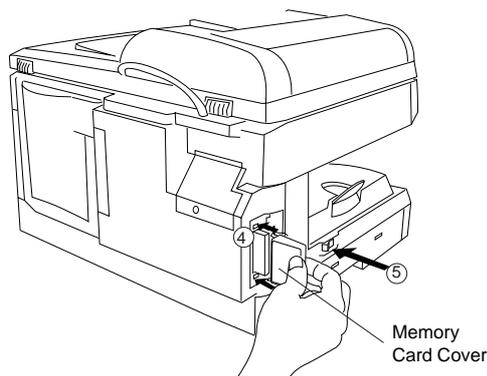
NOTE

1. Document(s) stored in memory will be lost if the Memory Card is removed.

## FCC Notice for User in USA

### ⚠ WARNING

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the Operating Guide, may cause harmful interference to radio communications.
Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Any unauthorized changes or modifications to this equipment would void the users authority to operate this device.

Ask your telephone company or installer to install the jack suitable for your device if such is not available.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most, but not all areas, the sum of the REN's of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with FCC.

Your telephone company may make changes in it's facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this telephone equipment, please contact the manufacturer's authorized service agency for information on obtaining service or repairs. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

### ⚠ WARNING

For protection against the risk of electric shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service provided by the telephone company nor connected to party lines.

---

### NOTE

1. *This equipment complies with Part 68 of the FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment.*
   *You must, upon request, provide this information to your telephone company.*

## FCC Notice for User in USA

The telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission the following information:

1) Date and Time of transmission; and,
2) Identification of either business, business entity or individual sending the message: and,
3) Telephone number of either the sending machine, business, business entity or individual.

In order to program this information into your facsimile machine, you should refer to:
- For Date and Time                          (See page 21)
- For Logo, Character ID and ID Number (See page 22 to 24)

### Example of Header Format (LOGO, ID Number setting)

```
OCT-12-2000 09:00              PANASONIC               201 348 7000          P.01/05

        ⬆                          ⬆                       ⬆

1) Date and Time              2) LOGO                  3) ID Number
```

## Notice for User in Canada

### NOTICE

The Industry Canada Label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.
Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together.
This precaution may be particularly important in rural areas.

### ⚠ CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

### NOTICE

The ringer equivalence number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the ringer equivalence numbers of all the devices does not exceed 5.

## Notice for User in Canada

### Avis

L'étiquette de Industrie Canada identifie le matériel homologué.  Cette étiquette certifie que le matériel est conforme à certaines normes de protection, d'exploitation et de sécurité des réseaux de télécommunications.  Le Ministère n'assure toutefois pas que le matériel fonctionnera à la satisfaction de l'utilisateur.  Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication.  Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêche pas la dégradation du service dans certaines situations.  Les réparations de matériel  homologué doivent être effectuées par un centre d'entretien canadien autorisé désigné par le fournisseur.  La compagnie de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuées par l'utilisateur ou à cause de mauvais fonctionnement.  Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, sont raccordé ensemble.  Cette précaution est particulièrement importante dans les régions rurales.

### ⚠ Avertissement

L'utilisateur ne doit pas tenter de faire ces raccordements lui-même; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

### Avis

L'indice d'équivalence de la sonnerie (IES) assigné à chaque dispositif terminal indique le nombre maximal de terminaux qui peuvent être raccordés à une interface.  La terminaison d'une interface téléphonique peut consister en une combinaison de quelques dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

# Glossary

**ADF
(Automatic Document Feeder)**

The mechanism that delivers a stack of document pages to the scanner one page at a time.

**Auto Print Reduction**

The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.

**Batch Transmission**

The ability to accumulate different documents for the same destination(s) to be transmitted in a single phone call.

**Character ID**

A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.

**Coding Scheme**

The data compression method used by facsimile machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR), Modified Modified Read (MMR) and Joint Bi-level Experts Group (JBIG) coding schemes.

**Comm. Journal**

Refers to either the Communication Journal or Relay Transmission Report.

**Contrast**

Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.

**DDD
(Direct Distance Dialing)**

A telephone service that allows unassisted dialing, no operator assistance is required.

**Direct Dialing**

The method of dialing where you enter the entire telephone number through the keypad.

**Directory Search Dialing**

Allows you to dial a full telephone number by searching the station's name entered in the One-Touch keys or Abbreviated dialing numbers.

**DTMF (Dual Tone Multi-Frequency)**

Dialing method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialing.

**ECM (Error Correction Mode)**

The ability to correct transmission errors as detected during the transmitting phone call.

**Energy-Saver Mode**

Saves energy by consuming less power than when in standby mode by turning off the fuser unit after the specified time.

**FAX Parameter List**

The list that contains the home FAX parameters settings that you have programmed into your machine.

**F.C.C.**

Federal Communications Commission. The U.S. Government organization that regulates communications originating or terminating in the United States.

**File**

A task that has been stored into the memory of your unit. Examples are deferred transactions.

**Fixed Print Reduction**

The method that allows you to determine one reduction rate, such as 90%~100%, for all incoming documents.

**G3 Mode (Group 3)**

Refers to the standards and transmission capabilities of the current generation of facsimile machines.
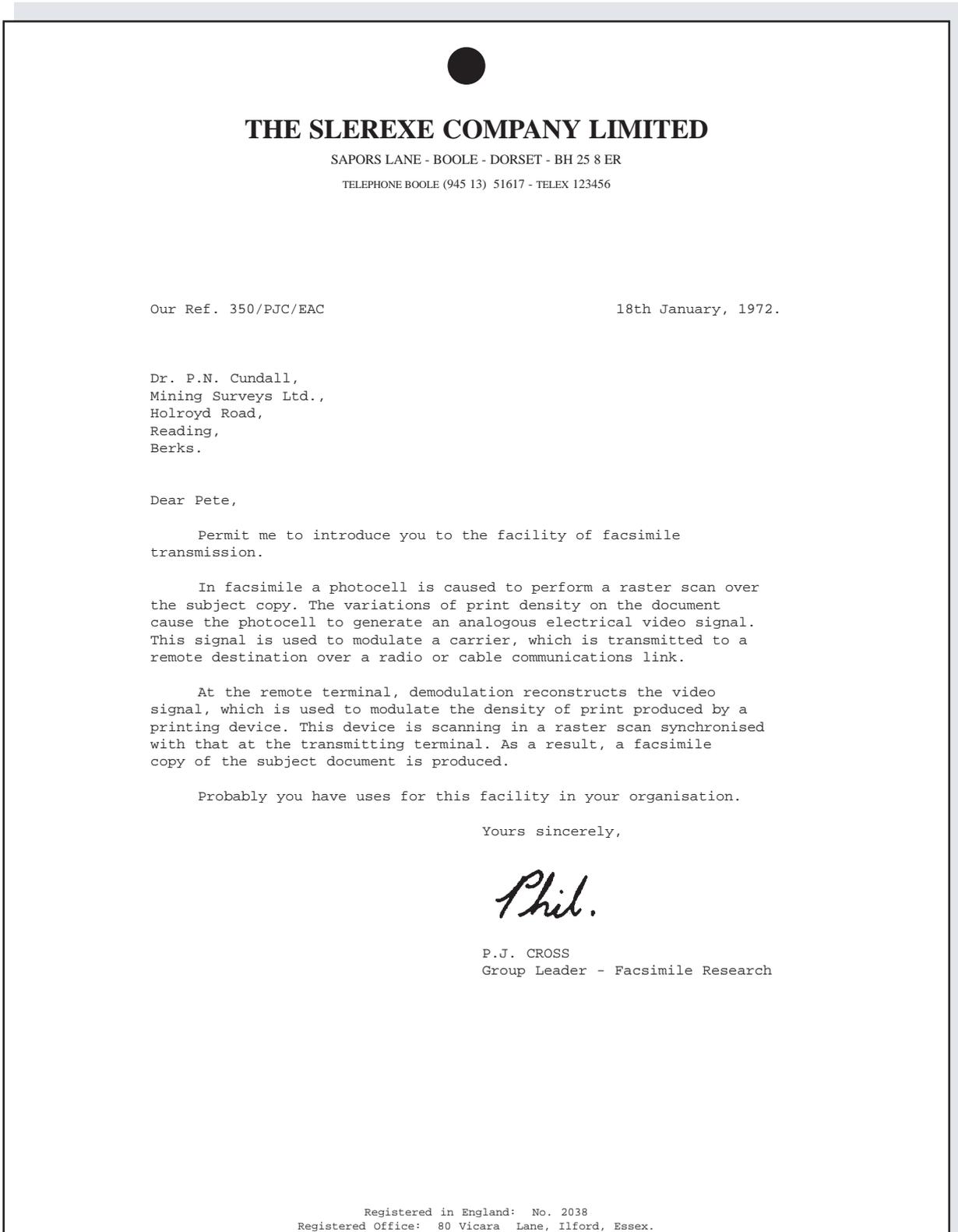
## Glossary

| | |
|---|---|
| **Group Dialing** | The ability to program many telephone numbers into a single station so that many locations can be dialed in sequence utilizing a single keystroke. |
| **Header** | A row of information that is transmitted by the sending machine and printed on the top of each page by the receiving unit. This identifies the transmitting unit and information about the transmission, such as time and date. |
| **ITU-T** | International Telecommunication Union - Telecommunication. |
| **ITU-T Image No.1** | An industry standard document that allows comparisons of the transmission speeds and capabilities of facsimile machines. |
| **ID** | A programmable address of up to 20 digits identifying your machine. |
| **Image Memory Capacity** | This signifies the amount of memory available in your unit capable of storing pages of documents. All page units of measure are based on the ITU-T Image No.1. |
| **Industry Canada (D.O.C)** | Department of Communications. The Canadian Government organization that regulates communications originating or terminating in Canada. |
| **Information Code** | A code that is internally generated by your Fax stating a specific operational error or machine failure. |
| **Journal** | A report that is printed by your unit listing the last 40 transactions. |
| **Keypad** | A group of numeric keys located on your control panel. |
| **LOGO** | Your programmed company name or identification up to 25 alphanumeric characters. |
| **Manual Reception** | A mode that requires operator intervention to receive an incoming document. |
| **Memory Transmission** | The documents are scanned into memory before actual connection to the phone line for transmission. |
| **Modem** | A device that converts signals from your fax machine into signals that can be transmitted over telephone lines. |
| **Multi-Station Transmission** | The ability to broadcast the same set of documents to a programmed number of locations. |
| **Off-hook Dialing** | The direct dialing of a telephone number with the handset out of the cradle or "off the hook". |
| **On-hook Dialing** | The direct dialing of a telephone number by pressing MONITOR Key. |
| **Polling** | The ability to retrieve a document from another facsimile machine. |
| **Polling Password** | A 4-digit programmed code that enables the security of a document being polled. |
| **Print Reduction Modes** | The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine. |

| | |
|---|---|
| **Protocol** | A protocol is the special set of rules for communicating that the end points in a telecommunication connection use when they send signals back and forth. Both end points must recognize and observe the protocol. |
| **PSTN** | Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities. |
| **Resolution** | Relates to the number of dots scanned or printed per certain square. The quality of the image increases as the number of dots per certain square increases. |
| **Selective Reception** | A function that can be set so that your unit will receive from only those machines programmed into your dialer. |
| **Station Name** | Alphanumeric ID which can be programmed for each One-Touch dialing and Abbreviated dialing number. |
| **Stored Documents** | Documents that have been scanned and now are stored in your machine's memory. |
| **Sub-Address** | ITU-T recommendation for further routing, forwarding or relaying of incoming faxes. |
| **Sub-Address Password** | ITU-T recommendation for additional security that corresponds to the Sub-address. |
| **Substitute Memory Reception** | Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner. |
| **Transmission Reservation** | The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function. |
| **Transmission Password** | A 4-digit password that is checked when a document is transmitted. |
| **User Parameter** | Programmed parameters that provide information to other stations. Examples are logo, character ID, date and time. |
| **View Mode - File List** | Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List. |
| **View Mode - Journal** | Allows you to view the brief contents of the journal through the LCD display without having to print the journal. |

All specifications are based on the ITU-T Image No. 1 (The sample shown below is not to scale).

## THE SLEREXE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

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

Dr. P.N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

      Permit me to introduce you to the facility of facsimile
transmission.

      In facsimile a photocell is caused to perform a raster scan over
the subject copy. The variations of print density on the document
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

Registered in England:  No. 2038
Registered Office:  80 Vicara  Lane, Ilford, Essex.

This page is intentionally left blank.

# INDEX

For Service, Call: _____