Panasonic

Operating Instructions

(For Facsimile and Internet Fax)

Digital Color Imaging Systems

Model No. DP-C354 / C264

Model No. DP-C323 / C263 / C213

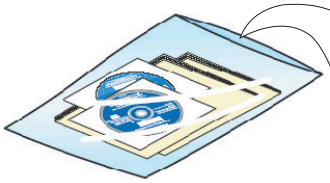
WORKIO™

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

English

Operating Instructions

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



Accessories

Operating Instructions (For Setting Up)

This manual contains essential information for setting up the machine.

Operating Instructions (For Basic Operations)

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

Operating Instructions CD

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

Document Management System CD

Contains the PDMS Application Software, and manuals with detailed information for the Print function, and PDMS Application software.

Operating Instructions CD

Copy Function

Describes how to make a Color Copy with creative features.

Facsimile and Internet Fax Function

(These functions are available when optional G3 Fax Board/ Internet Fax Module is installed.)
Describes how to send/receive a Facsimile/Internet Fax, or describes the course of action to take when a trouble message appears, etc.

Scan and Email Function

(Standard on DP-C354/C264, for DP-C323/C263/C213 when the optional Network Scanner/Email Module, Hard Disk Drive, Main Memory, and Image Memory are installed.)
Describes how to scan, and send an Email.

Function Parameters

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

User Authentication

Describes how to enable and use the user authentication function.

Document Management System CD

Print Function

Describes how to print with color, change default printer settings, or describes the course of action to take when a problem message appears, etc.

Application Software

Describes how to use the application software.
Ex: Web Device Monitor, Panafax Desktop, Document Manager/ Viewer, Client Device Monitor, Network Config/Add Editor, Network Setup Tool, Embedded Web Launcher

Conventions

Icons

The following icons are used in this manual.

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

Notation

The following notations are used in this manual.

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

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Memo

Menu Map

The main screen, and menu for Fax features are as follows:

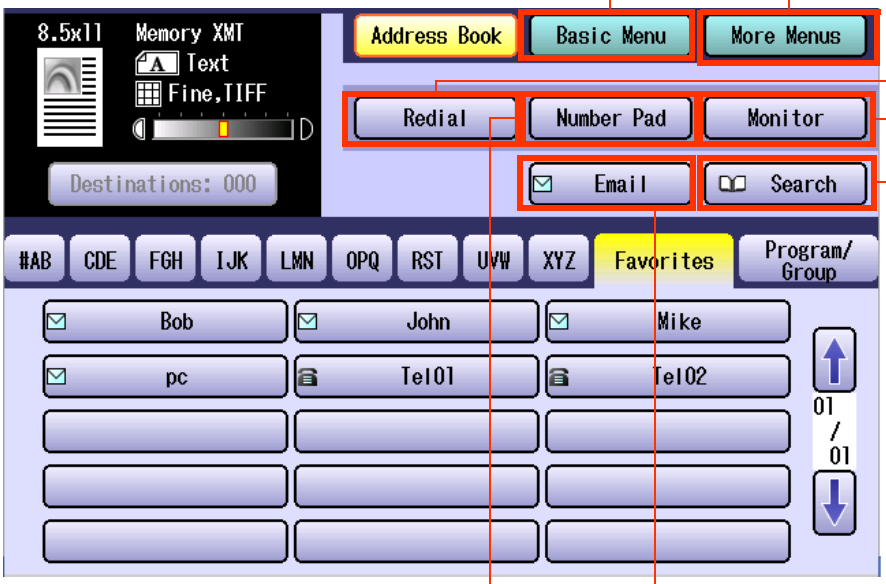
Basic Menu:
See page 11.

More Menus:
See page 12.

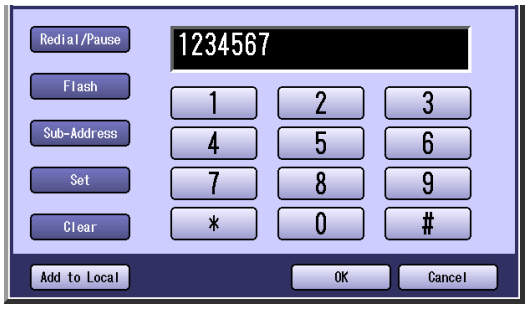
Redial:
See page 23.

Monitor:
See page 24.

Address Book Screen



Number Pad Screen



Refer to **Manual Dialing** (see page 16)

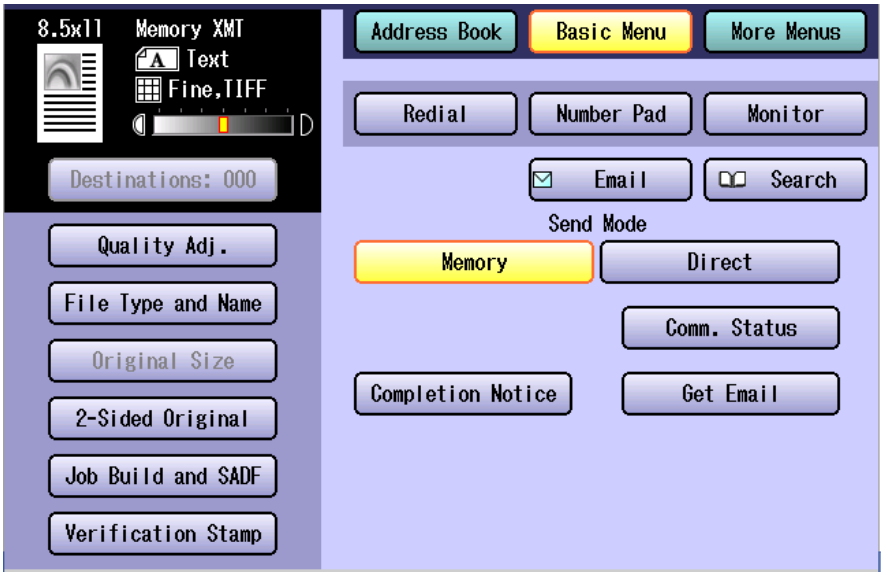
Search Screen

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

Email Screen

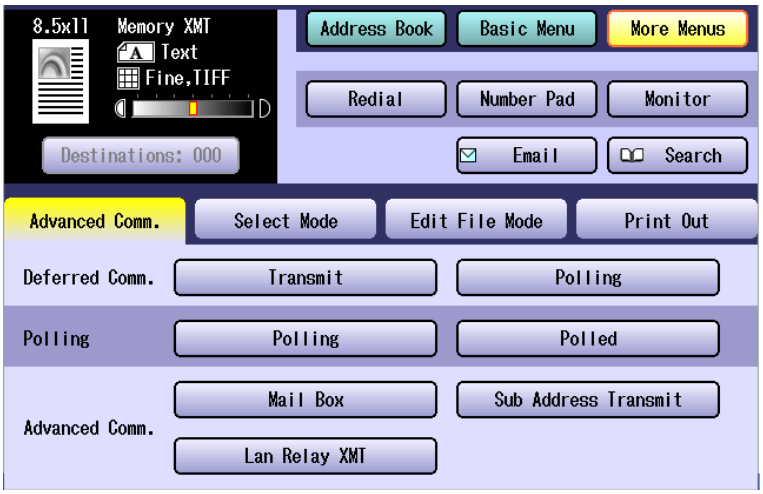
Refer to **Sending an Email Procedure** (see page 106)

Basic Menu Screen



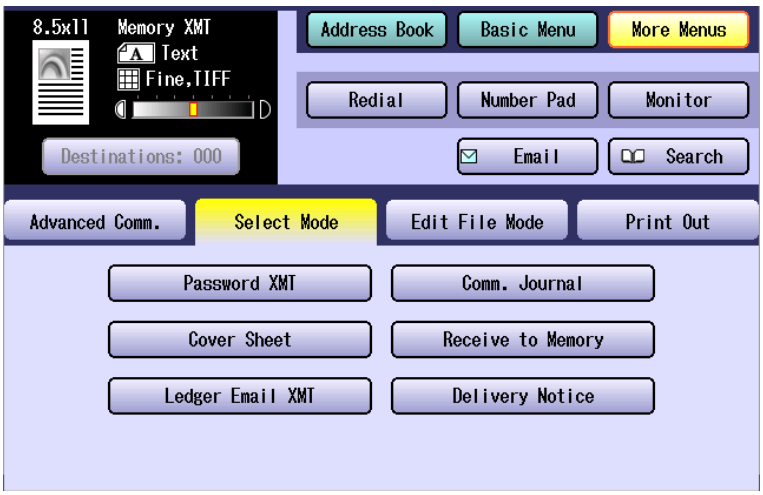
- Quality Adj. (**Setting Original Quality** : See page 26)
- File Type and Name (**Setting a File Type and a Filename** : See page 120)
- Original Size (**Setting the Original Size** : See page 30)
- 2-Sided Original (**Transmitting 2-Sided Originals** : See page 32)
- Job Build and SADF (**Job Build and SADF** : See page 38)
- Verification Stamp (**Verification Stamp** : See page 34)
- Memory (**Transmitting a Document Stored in Memory** : See page 36)
- Direct (**Direct Transmission** : See page 40)
- Comm. Status (**Verifying Communication Status** : See page 42)
- Completion Notice (**Using a Completion Notice** : See page 127)
- Get Email (**Receiving an Email** : See page 128)

More Menus > Advanced Comm. Screen



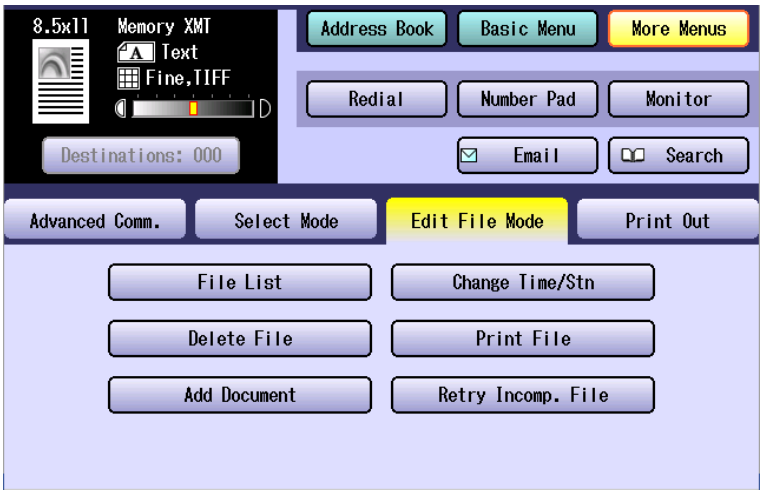
- **Deferred Comm.** Transmit (**Deferred Transmission** : See page 52)
  Polling (**Deferred Polling** : See page 54)
- **Polling** Polling (**Polling** : See page 56)
  Polled (**Storing Documents to be Polled** : See page 58)
- **Advanced Comm.** Mail Box (**Using a Mailbox (Confidential Communication)** : See page 60)
  Sub Address Transmit (**Sub-Address Communication** : See page 68)
  Lan Relay XMT (**Relayed Transmission From Internet Fax** : See page 150)

More Menus > Select Mode Screen



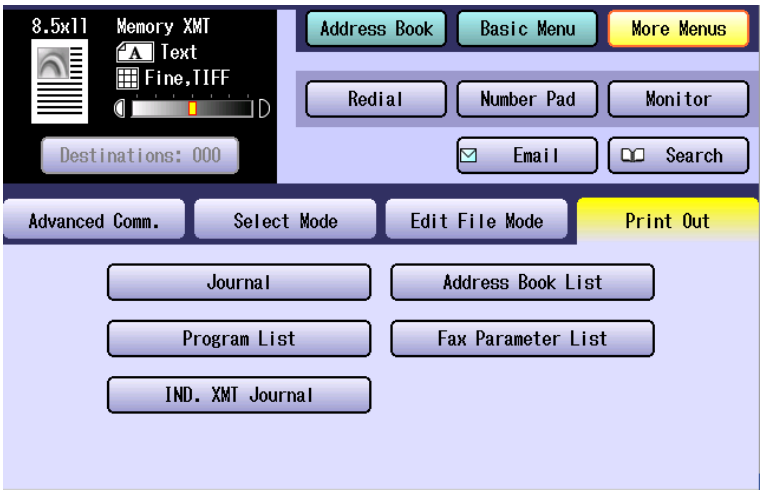
- Password XMT (**Password Transmission** : See page 73)
- Comm. Journal (**Printing Communication Journal** : See page 76)
- Cover Sheet (**Transmitting a Document with a Cover Sheet** : See page 78)
- Receive to Memory (**Receive to Memory** : See page 90)
- Ledger Email XMT (**Emailing a Ledger-Sized Document** : See page 122)
- Delivery Notice (**Setting Message Delivery Notice (MDN)** : See page 124)

More Menus > Edit File Mode Screen



- File List (**Displaying a Communication Reservation File List** : See page 160)
- Change Time/Stn (**Editing Communication Reservations** : See page 162)
- Delete File (**Deleting a Communication Reservation File** : See page 164)
- Print File (**Printing a Communication Reservation File** : See page 165)
- Add Document (**Adding Documents to a Communication Reservation File** : See page 166)
- Retry Incomp. File (**Resending an Incomplete Document** : See page 167)

More Menus > Print Out Screen

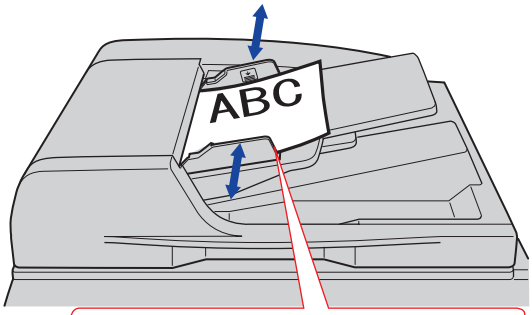


- Journal (**Transaction Journal** : See page 188)
- Address Book List (**Address Book List** : See page 196)
- Program List (**Program List** : See page 198)
- Fax Parameter List (**Fax Parameter List** : See page 200)
- IND. XMT Journal (**Individual XMT Journal** : See page 202)

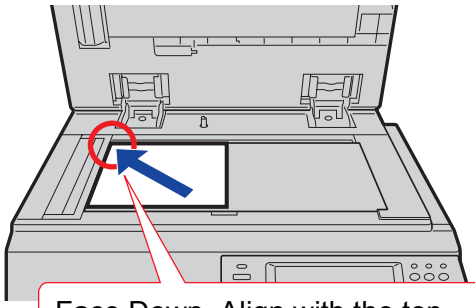
Fax Transmission Procedure

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

1 Place original(s).



Face Up. Up to 85 sheets (20 lb / Letter).



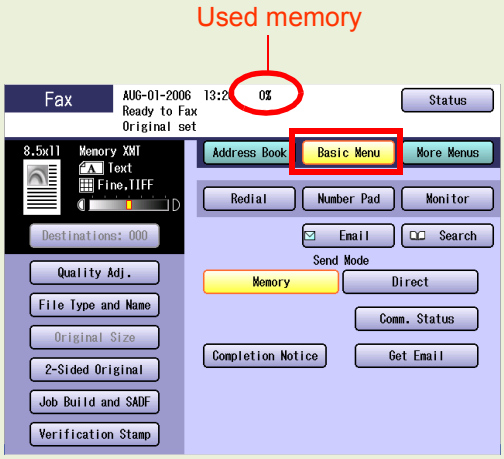
Face Down. Align with the top left corner. Close ADF.

- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.
- If the available memory is not sufficient, Memory transmission may not be possible. If this happens, use direct transmission instead.

Refer to **Direct Transmission** (see page 40).

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

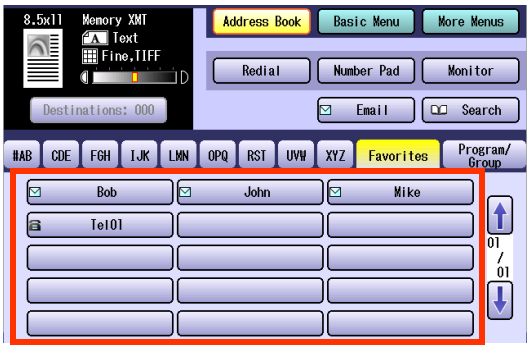
Select "**Basic Menu**" if additional settings are required.



- **Setting Original Quality** (See page 26)
- **Setting the Original Size** (See page 30)
- **Transmitting 2-Sided Originals** (See page 32)
- **Job Build and SADF** (See page 38)
- **Verification Stamp** (See page 34)
- **Transmitting a Document Stored in Memory** (See page 36)
- **Direct Transmission** (See page 40)
- **Verifying Communication Status** (See page 42)

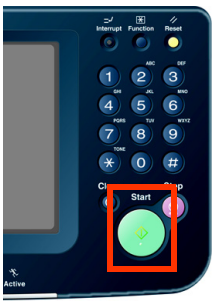
3 Enter the fax number using the keypad, or select a destination.

or



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

4 Press the **Start** key.



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

NOTE

- For instructions on how to cancel a transmission, refer to **Canceling a Communication** (see page 48).
- When copying from the Platen Glass, place the next original and follow the instructions displayed on the touch panel display.
- A communication journal is printed if the transmission fails (**Ex**: Remote station is busy).
- Press **Reset** key to return the machine to the initial screen of the current active mode.
- If the line is busy, the number is automatically redialed. The call waiting message appears on the display while in auto-dialing.

Entering a Destination

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

- **Manual Dialing** — Enter the telephone number directly. (See page 16)
- **Using the Address Book** — Use the pre-programmed Address Book.
  - Use a Key Name (See page 18)
  - Search through "**Favorites**" (See page 18)
  - Use Group Dialing (See page 19)
- **Searching for a Destination** — Search the Address Book, or the Global directory service (LDAP)
  - Search through the Address Book (Local Search) (See page 20)
  - Search through the LDAP Server (LDAP Search) (See page 21)
- **Redialing** — Use the last dialed remote station. (See page 23)

Manual Dialing

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

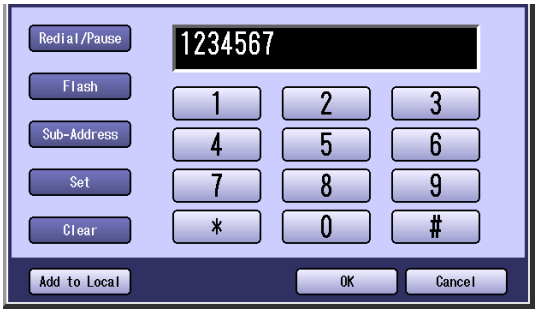
1 Follow the step 1 and 2 on page 14.

2 Enter the fax number using the keypad.

The Number Pad screen opens automatically.

- Telephone number field is limited to 36-digit in length.
- For transmission to additional destinations, enter their fax numbers, and then select "**Set**" after each destination. When you finish entering the last destination's fax number, select "**OK**". (Do not select **"Set"** at this time.)
- Select "**Destinations:###**" to confirm your designated destinations.
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.
- Fax number entry is also possible from the "**Number Pad**" in the Address Book screen, instead of the control panel keypad.

❑ Number Pad Screen



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

❑ Using "**Redial/Pause**"

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

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

9−5551234
Pause symbol

❑ Using "✱"

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

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

Ex:
After entering 9, select "✱" to switch to tone dialing.

9/5551234
Tone symbol

❑ Using "**Sub-Address**"

● Select "**Sub-Address**" to enter a sub-address destination after the fax number. Refer to **Sub-Address Communication** (see page 68).

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

5551234s1234
Sub-Address symbol

3 Press the **Start** key.

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

Using the Address Book

■ Use a Key Name

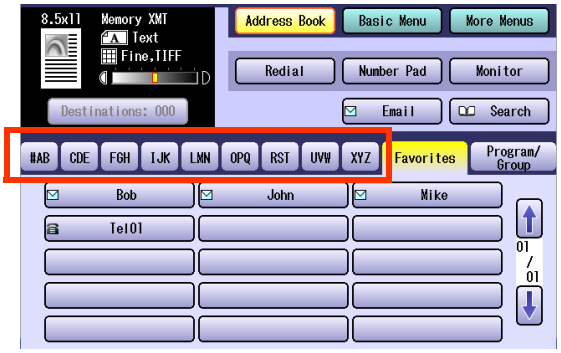
If a destination is registered in the address book, it can be selected by using a Key Name.

ATTENTION

- The fax numbers must be pre-programmed into the address book. Refer to **Adding a Fax Number into the Address Book** (see page 169).

1 Follow the step 1 and 2 on page 14.

2 Select the Key Name tab.



3 Select the desired destination.

- To cancel a choice, select the same destination again.
- To enter additional destinations, repeat Steps 2 and 3.
- Select "**Destinations:###**" to confirm your designated destinations.

4 Press the **Start** key.

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

■ Search through "Favorites"

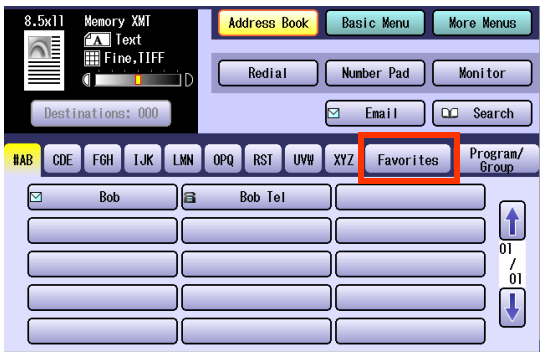
If a destination is registered as a Favorite in the address book, it can be selected using the "**Favorites**" tab.

ATTENTION

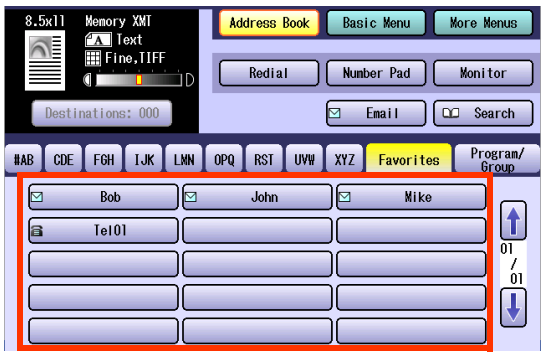
- The fax numbers must be pre-programmed into the address book. Refer to **Adding a Fax Number into the Address Book** (see page 169).

1 Follow the step 1 and 2 on page 14.

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



3 Select the desired destination.



- To cancel a choice, select the same destination again.
- For transmission to additional destinations, continue pressing the relevant keys.
- Select "**Destinations:###**" to confirm your designated destinations.

4 Press the **Start** key.

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

■ Use Group Dialing

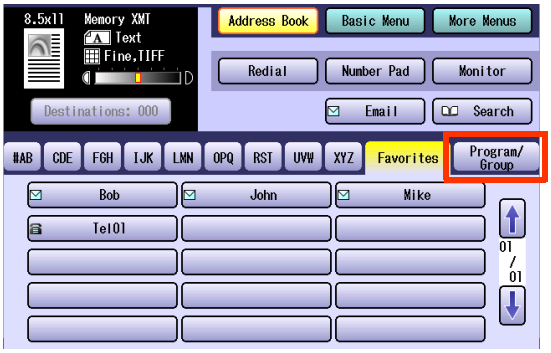
For transmission to multiple destinations using group dialing, follow the steps below:

ATTENTION

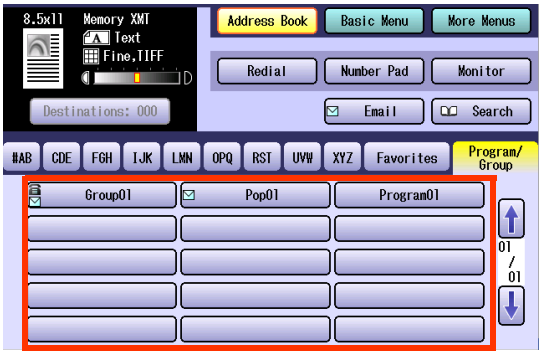
- The group dialing button must be pre-programmed. Refer to **Setting for Group Dialing** (see page 179).

1 Follow the step 1 and 2 on page 14.

2 Select "**Program/Group**".



3 Select the button for the desired destination group.



- To cancel a choice, select the same destination again.

4 Press the **Start** key.

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

Searching for a Destination

■ Search through the Address Book (Local Search)

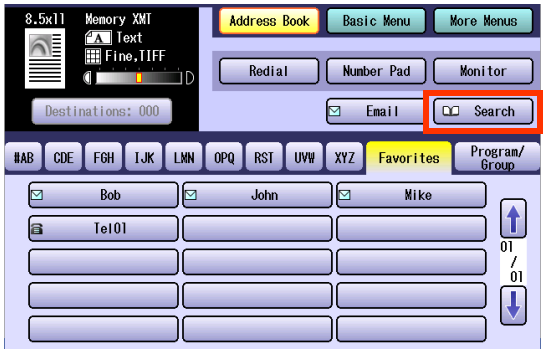
Select "**Search**" to look through the address book for the desired destination by the entry name.

NOTE

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

1 Follow the step 1 and 2 on page 14.

2 Select "**Search**".

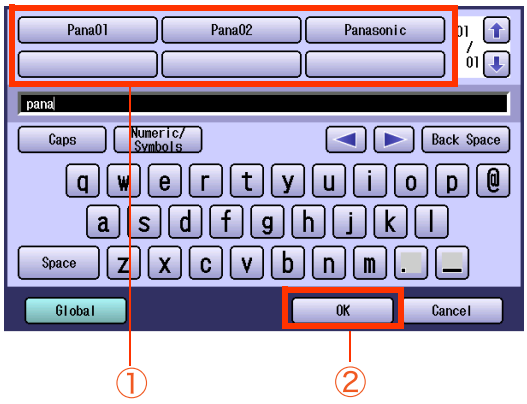


3 Enter the first letter you want to search for.

The search result appears.

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

4 Choose a destination, and then select "**OK**".



- Select ↑ or ↓ to scroll the search results.
- Multiple destinations cannot be selected at a time.

5 Press the **Start** key.

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

■ Search through the LDAP Server (LDAP Search)

LDAP search is a feature that searches through the address book of an LDAP server on the network for fax numbers or Email Addresses.

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

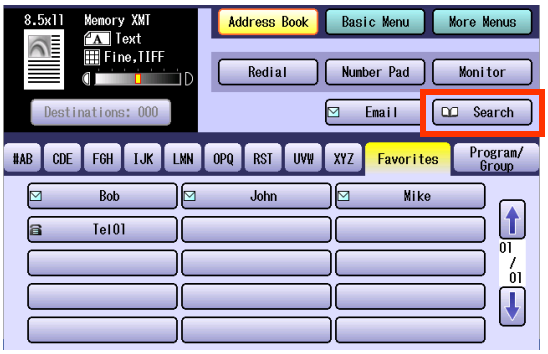
Contact your network administrator to check whether the LDAP search feature is available in your particular environment.

NOTE

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

1 Follow the step 1 and 2 on page 14.

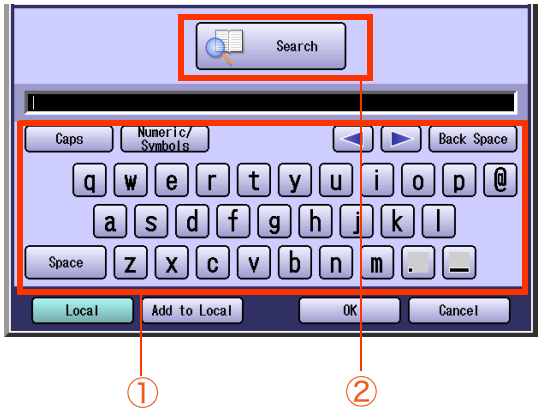
2 Select "**Search**".



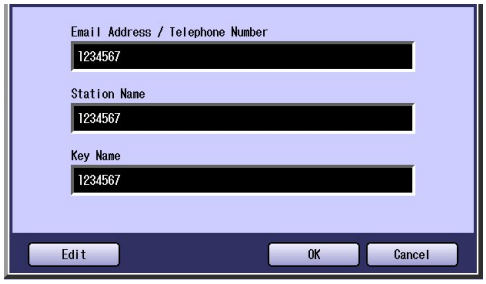
3 Select "**Global**".

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

The search result appears.

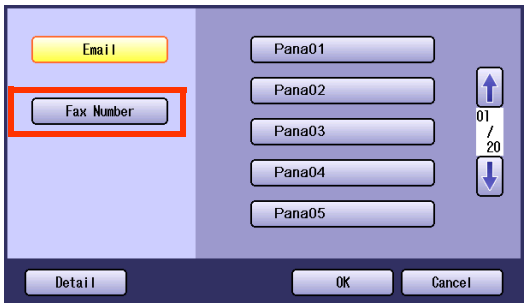


- You can search for the Station names, Email addresses, and Fax numbers.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Select "**Local**" to exit to the LDAP search screen.
- To add the found destination to the address book, select "Add to Local" on the displayed screen, enter an entry name, and then select "**OK**". (If you are using a PBX, you need to register a telephone number with the dial refix.

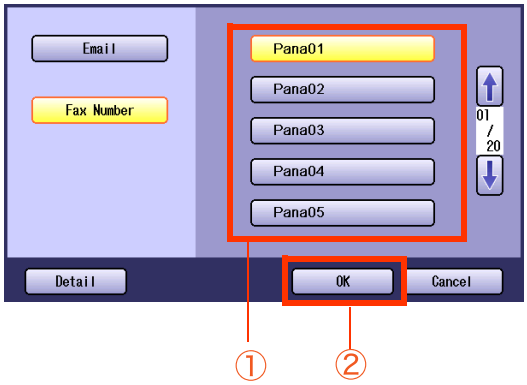


Continue on the next page...

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



6 Choose a destination, and then select “**OK**”.



- Only one destination can be selected.
- You can change the entry screen by selecting “Email” or “Fax Number”.
- Select ▲ or ▼ to scroll the search results.
- Select “**Detail**” to open a more detailed information screen.

Select “**Close**” to exit to the failed information screen.

- To cancel a search operation, select “**Cancel**”.
- If there are more than 100 matches, a dialog box prompts for confirmation whether to continue searching.
  Select “**Yes**” to continue searching.
  To abort the search with 100 matches, select “**No**”.
- A message appears if an error occurs during the search.

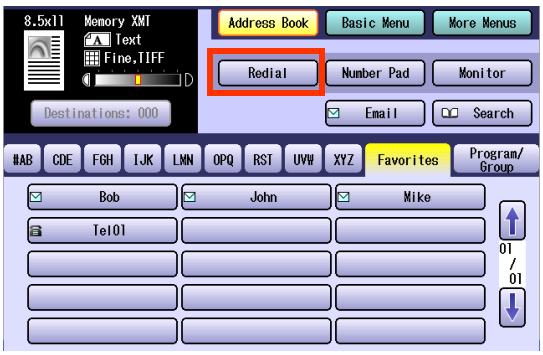
7 Press the **Start** key.

Redialing

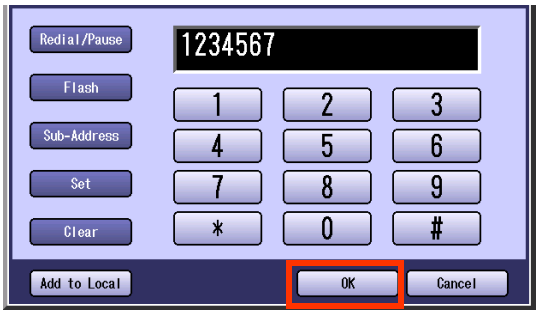
To redial the most recently dialed number, follow the steps below:

1 Follow the step 1 and 2 on page 14.

2 Select “**Redial**”.



3 Confirm that this is the fax number that you want to send to, and then select “**OK**”.



4 Press the **Start** key.

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

Transmission with Destination Monitoring

Select “**Monitor**” on the touch-panel screen to obtain a dial tone. This feature is called “on-hook dialing.”

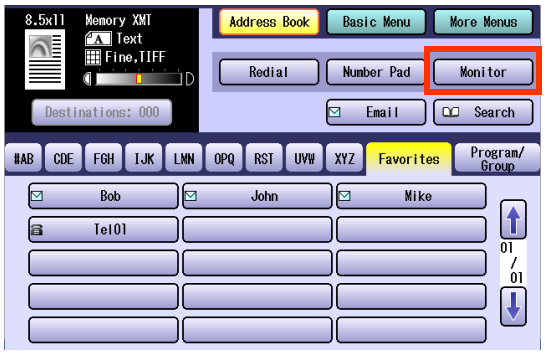
To monitor the status of a remote station, follow the steps below:

1 Place Original(s).

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

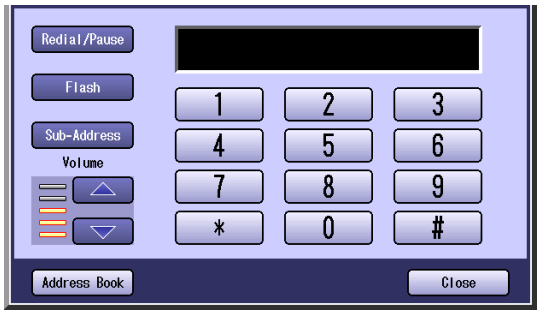
2 Press the **Fax** key.

3 Select “**Monitor**”.



The monitor screen appears, and you will hear a dialing tone through the monitor speaker.

4 Enter the fax number of the destination.



	Raises the monitor volume.
	Lowers the monitor volume.
Redial/Pause	Select once to recall the last dialed fax number. Select twice to insert a pause (dialing interval).

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

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

- For instructions on how to cancel a transmission, refer to **Canceling a Communication** (see page 48).
- Press **Stop** key to return the machine to the initial screen of the current active mode.

Talking to the Remote Party Before Transmission

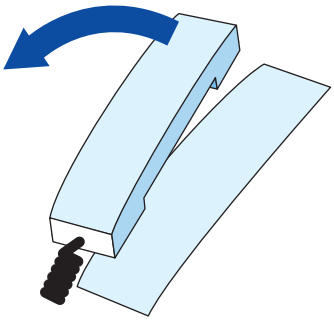
If an external telephone is connected to your machine, you can send a fax after talking to the remote party on the phone. Follow the steps below:

1 Place Original(s).

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

2 Press the **Fax** key.

3 Lift the handset of the external telephone.



4 Dial the telephone number using the keypad.

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

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

Transmission starts.

- For instructions on how to cancel a transmission, refer to **Canceling a Communication** (see page 48).

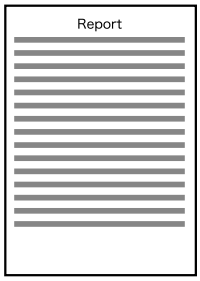
Setting Original Quality

■ Original Type

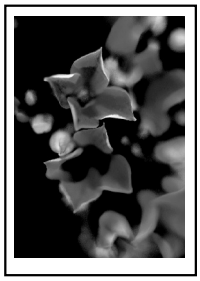
Original type can be specified to suit your needs, you can select from, text-only original, photo-only original or original in which text and photos are mixed.

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

Text



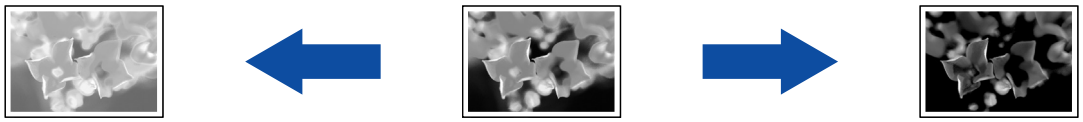
Photo



Text/Photo

■ Density

Adjust the density according to your requirements.

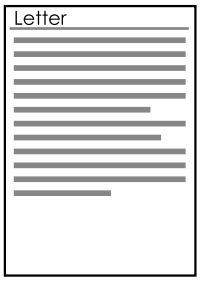


Lighter　　Darker

■ Resolution

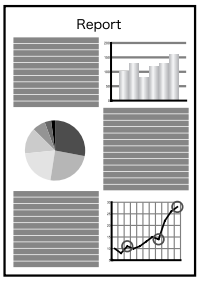
Adjust the resolution according to your requirements.

Ordinary original



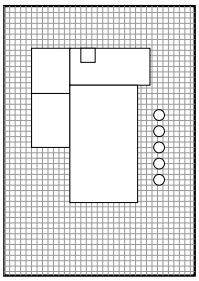
Std

Original containing small characters or graphics.



Fine

Original containing detailed drawings or text



Fine, S-Fine, or 600dpi

NOTE

The standard setting can be changed by the setting **"03 Original (HOME)"**, "**01 Density (HOME)**", "**02 Resolution (HOME)**" in Function Parameters (Fax/Email Settings> Fax Parameters).

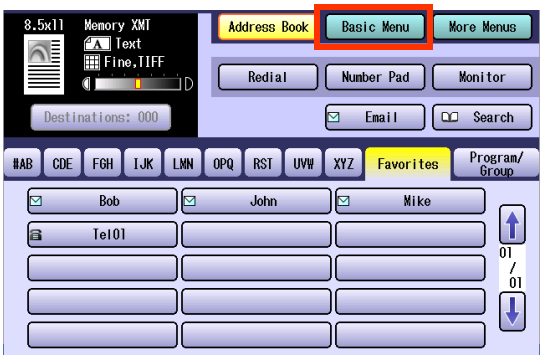
For instructions on how to change the setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

1 Place Original(s).

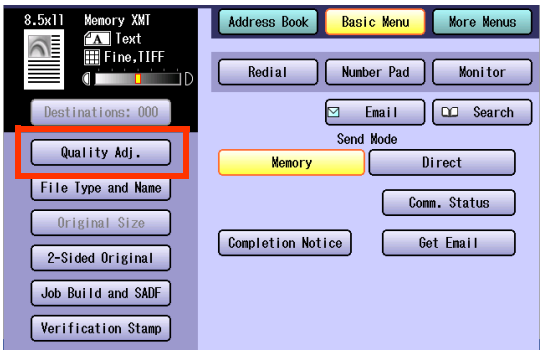
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

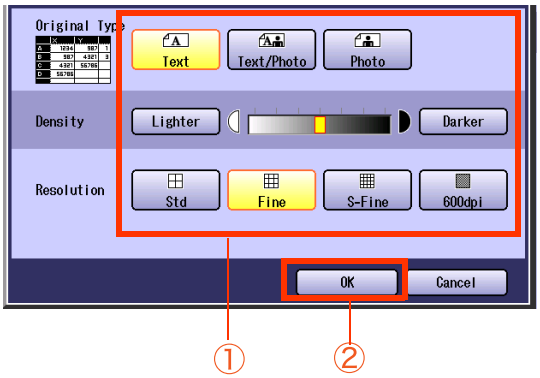
3 Select "**Basic Menu**".



4 Select "**Quality Adj.**".



5 Adjust the original quality, and then select "**OK**".



❑ Original Type

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

- If a photo original is scanned in "**Text**" mode, the scanned image can be indistinguishable in the halftone area.

❑ Density

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

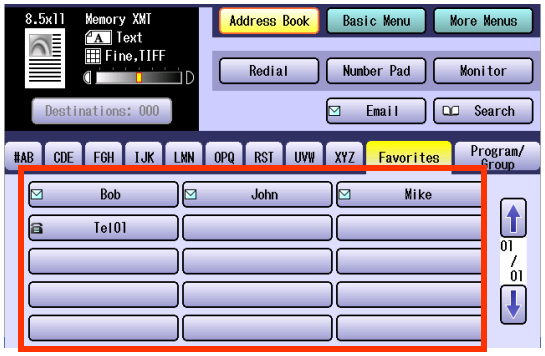
Continue on the next page...

❑ Resolution

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

- The finer a original to be scanned, the more information needs to be transmitted, thus, requiring a longer communication time.
- If "**S-Fine**" or "**600dpi**" is selected, and the receiving station does not support these resolutions, originals will be transmitted with resolution of the receiver's capability.

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



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

7 Press the **Start** key.

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

Memo

Setting the Original Size

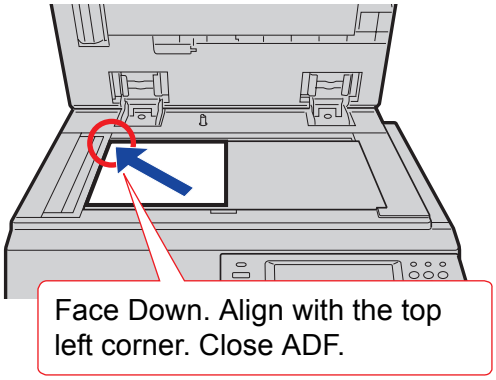
The Original Size is usually detected automatically when an original is placed on the platen.

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

NOTE

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

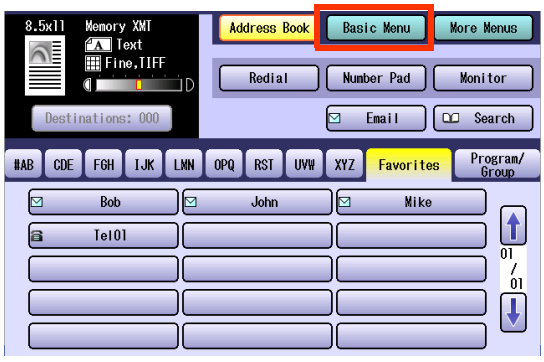
1 Place original(s) on the platen.



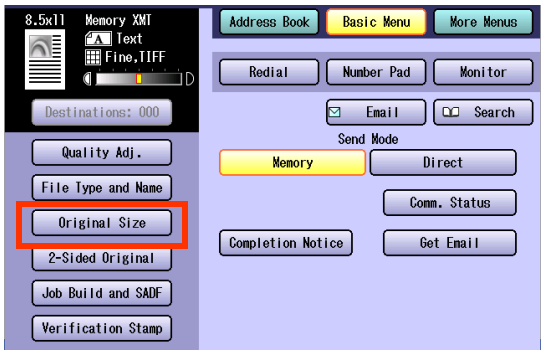
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select “**Basic Menu**”.



4 Select “**Original Size**”.



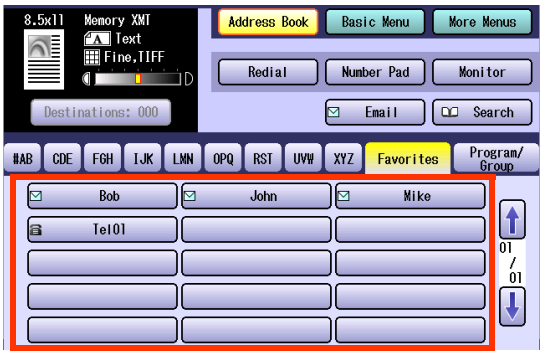
5 Choose the original size, and then select "**OK**".

11x17	LEDGER
Legal	LEGAL
8.5x11	LETTER
8.5x11	LETTER-R
5.5x8.5	INVOICE
5.5x8.5	INVOICE-R

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

- Refer to **Setting Original Quality** (see page 26).

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



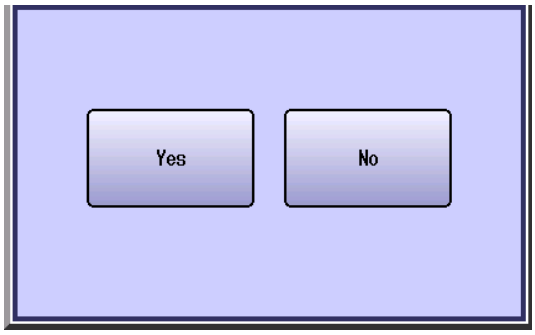
- Refer to **Entering a Destination** (see page 16).

8 Press the **Start** key.

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

NOTE

- The confirmation screen appears each time an original is scanned.
- When the last original is scanned, select "**No**" to start transmission.



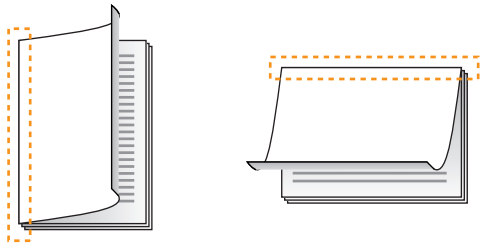
Transmitting 2-Sided Originals

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

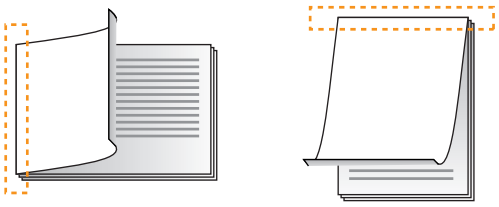
Two binding edge selections are available:

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

Long Edge



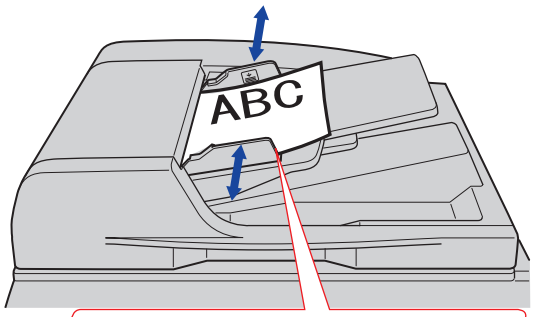
Short Edge



NOTE

- This feature works only when originals are loaded in the ADF.
- The verification stamp feature does not work when a 2-sided scanning is selected.

1 Place Original(s).

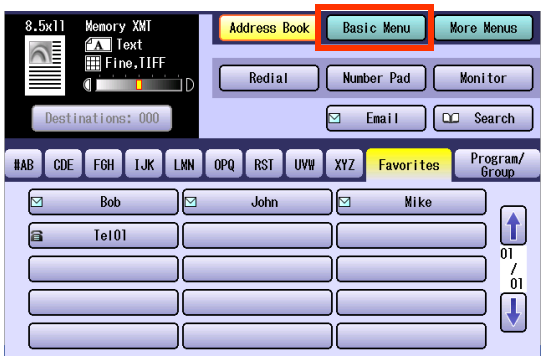


Face Up. Up to 85 sheets
(20 lb / Letter).

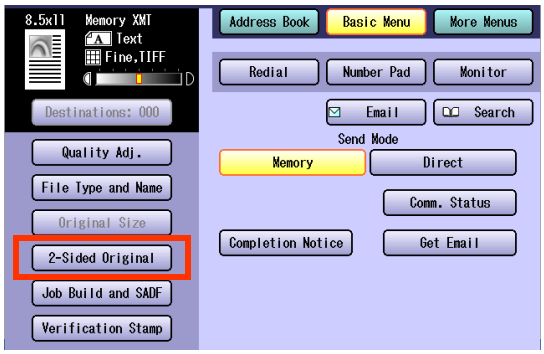
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

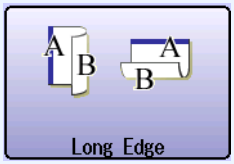
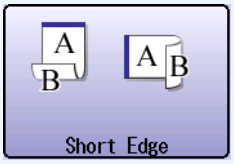
3 Select “**Basic Menu**”.



4 Select “**2-Sided Original**”.



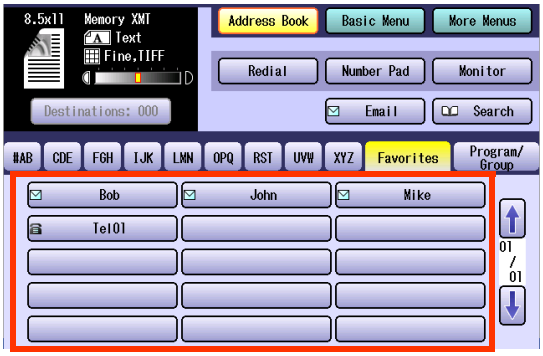
5 Select a binding position, and then select “**OK**”.

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

6 Set “**Quality Adj.**” as required.

- Refer to **Setting Original Quality** (see page 26).

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



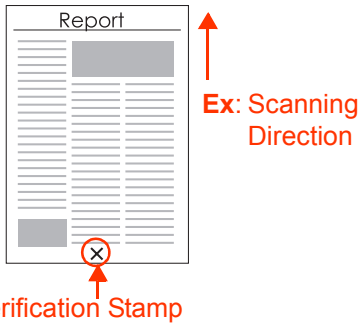
- Refer to **Entering a Destination** (see page 16).

8 Press the **Start** key.

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

Verification Stamp

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



NOTE

- The standard setting of the verification is “**Off**”. The stamp setting can be changed with “**04 Stamp (HOME)**” in Function Parameters (Fax/Email Settings> Fax Parameters). For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- The machine can be configured not to stamp the documents stored in the memory by changing the setting “**28 Stamp at Memory XMT**” in Function Parameters (Fax/Email Settings> Fax Parameters). For instructions on how to configure the verification stamp, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Verification Stamp function is only available when scanning documents with the ADF.

ATTENTION

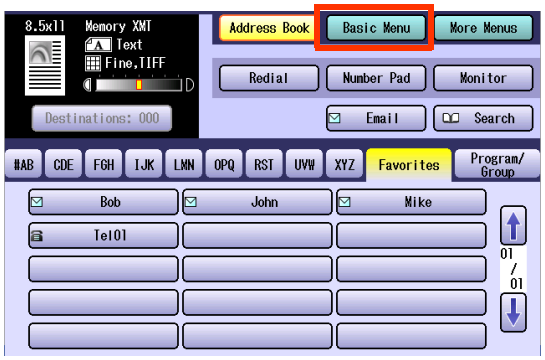
- Because the verification stamp cannot be deleted, be careful not to use the verification stamp when transmitting important document(s).

1 Place Original(s).

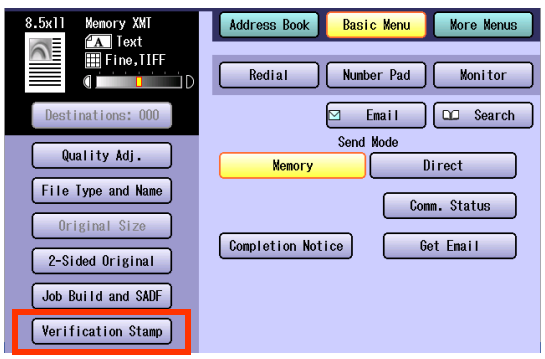
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select “**Basic Menu**”.



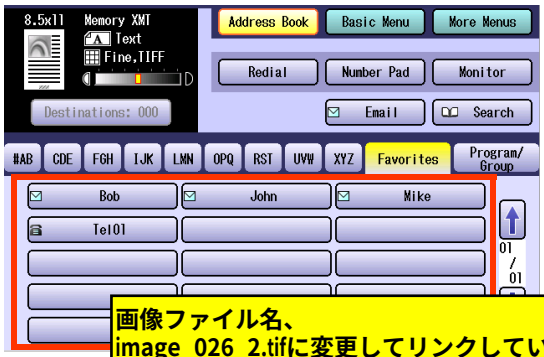
4 Select “**Verification Stamp**”.



5 Set “**Quality Adj.**” as required.

- Refer to **Setting Original Quality** (see page 26).

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



画像ファイル名、image_026_2.tifに変更してリンクしています。

- Refer t
16).

7 Press the **Start** key.

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

- The setting of the “**Verification Stamp**” is returned to the “**Off**” position after the transmission is completed.

Memo

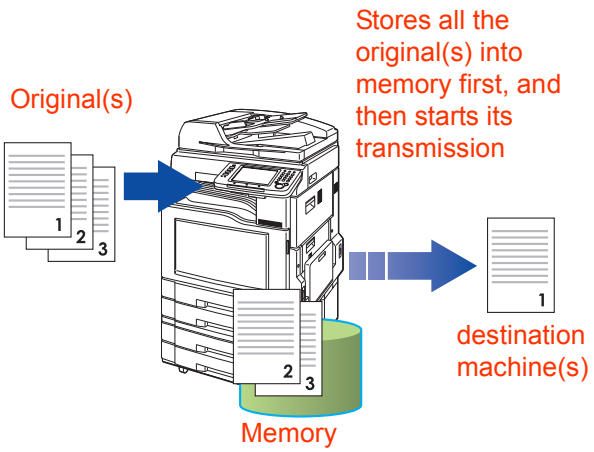
Transmitting a Document Stored in Memory

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

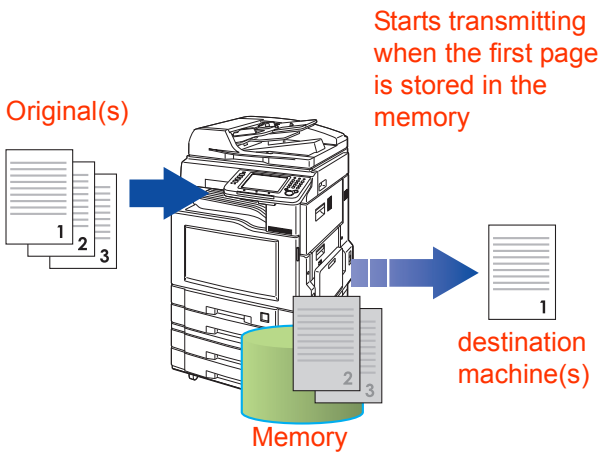
This feature allows you to send the documents to multiple destinations without having to scan the same documents over again. It also allows you to retrieve your original(s) immediately without having to wait for the fax transmission to complete.

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

Memory Transmission



Quick Memory Transmission



NOTE

- If the memory overflows while original(s) are being scanned for transmission to a single destination, the machine will operate in the following manner:
  - ❑ If the quick memory transmission feature is set to "**Valid**" in Function Parameters

    The document is transmitted up to the portion that was stored into the memory.
  - ❑ If the quick memory transmission feature is set to "**Invalid**" in Function Parameters

    The document is transmitted up to the portion that was stored in the memory, and then switches to direct transmission and transmits the remaining original(s) in the ADF during the same phone call.
- If the memory overflows while original(s) are being scanned for transmission to multiple destinations, a message appears asking whether to transmit the successfully stored documents in memory or to cancel the transmission. Select "**Yes**" to start transmitting, or "**No**" to cancel. If no action is taken within 10 seconds, the machine will start transmitting the stored documents.
- The transmission of a document terminates if memory overflows when the first page is transmitted.
- The standard setting of Memory Transmission is "**On**", and it can be changed with "**05 Memory (HOME)**" in Function Parameters (Fax/Email Settings> Fax Parameters). For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- This "**82 Quick Memory XMT**" in Function Parameters (Fax/Email Settings> Fax Parameters) can be configured to start transmitting a document when the first page is stored. This transmission mode is called "quick memory transmission." The standard setting of Quick Memory Transmission is "**Valid**". For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Your machine is preset to transmit all documents from memory.

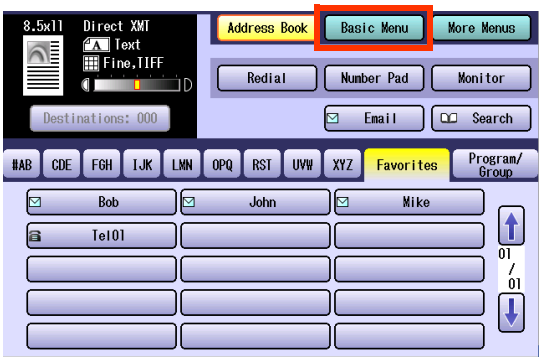
To send documents using memory transmission, follow the steps below. (This is an example when the direct transmission is set as default in the Function Parameters.)

1 Place Original(s).

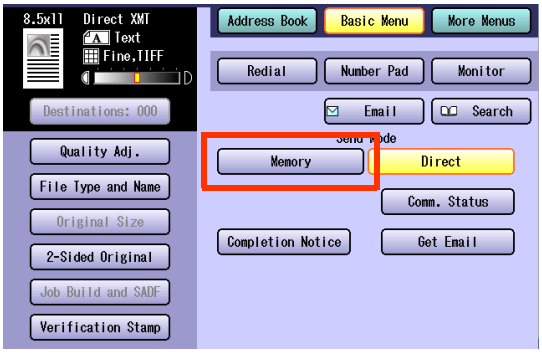
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Basic Menu**".



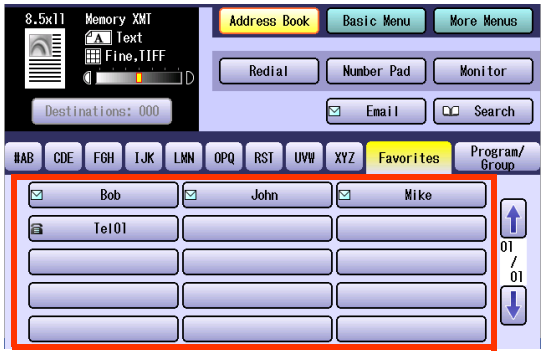
4 Select "**Memory**".



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

- Refer to **Setting Original Quality** (see page 26).

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



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

7 Press the **Start** key.

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

- For instructions on how to cancel a transmission, refer to **Canceling a Communication** (see page 48).

Job Build and SADF

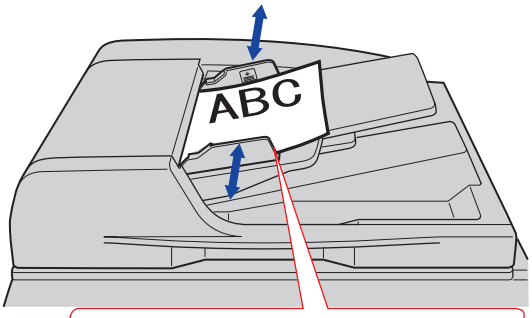
Job Build and SADF setting enables to scan sets of originals that exceed the maximum capacity of ADF. Special originals (like thin paper, etc.) can be fed from the ADF for Memory Transmission.

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

NOTE

- The standard setting of "**133 Job Build and SADF Mode**" is set to "**No**". For instruction on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- This function is only available when "**05 Memory (HOME)**" in Fax/Email Settings >Fax Parameters is set to "**On**".
- Function Parameters (Fax/Email Settings>Fax Parameters) "**82 Quick Memory XMT**" is not available for this function.
- Up to 255 pages can be stored. When the number of pages exceeds 255, the memory overfull message will be displayed. Select "**Yes**" to start transmitting, or "**No**" to cancel.
  If no action is taken within 5 seconds, the machine will start transmitting the stored originals.

1 Place Original(s).

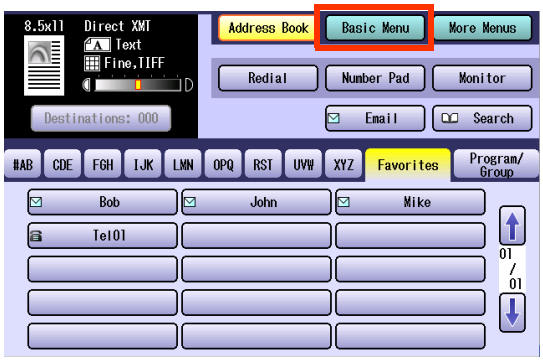


Face Up. Up to 85 sheets (20 lb / Letter).

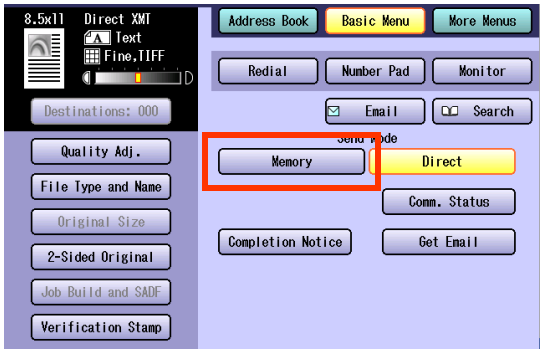
- Refer to **Placing Originals (Facsimile/ Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

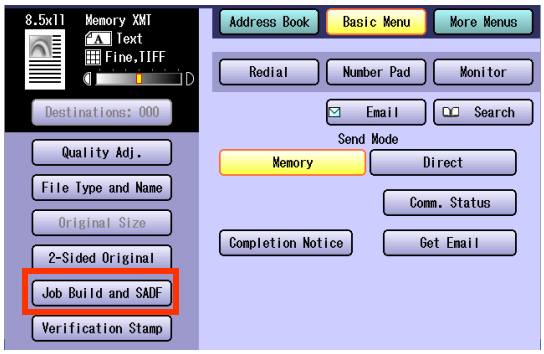
3 Select "**Basic Menu**".



4 Select "**Memory**".



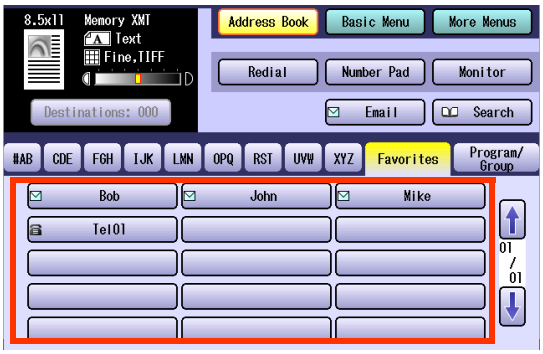
5 Select "**Job Build and SADF**".



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

- Refer to **Setting Original Quality** (see page 26)

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



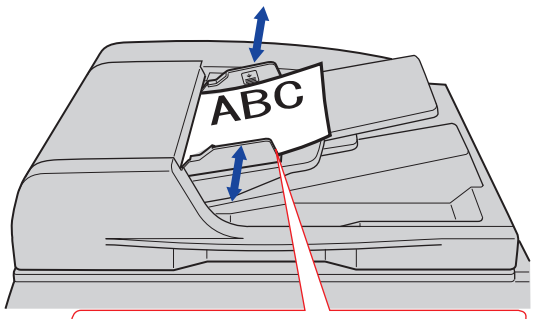
- Refer to **Entering a Destination** (see page 16)

8 Press the **Start** key.

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

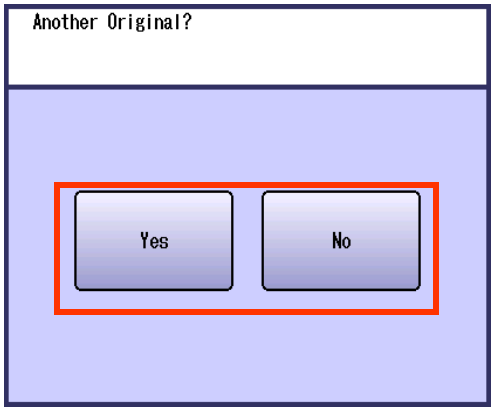
- For instructions on how to cancel a transmission, refer to **Canceling a Communication** (see page 48)

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



Face Up. Up to 85 sheets (20 lb / Letter).

- If you do not place the next original(s) within 5 seconds, a message “**Another Original?**” will be displayed.

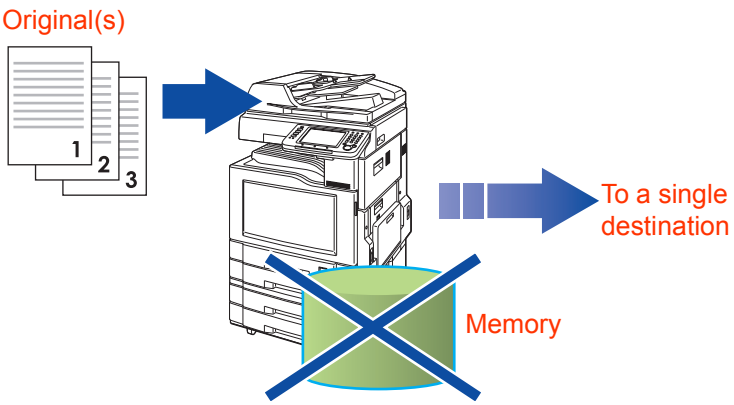


Yes	Select to place another original(s).
No	Select to start transmission.

Direct Transmission

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

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



NOTE

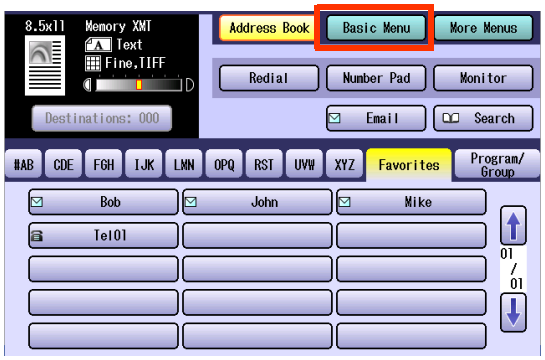
- Direct transmission cannot be used to send documents to multiple destinations.
- Memory transmission may switch automatically to direct transmission when memory overflow occurs during document scanning.
- Memory transmission is the standard setting on the machine, however, it can be changed to direct transmission with the setting "**05 Memory (HOME)**". For instructions on how to change the standard setting, refer to **Fax/ Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

1 Place Original(s).

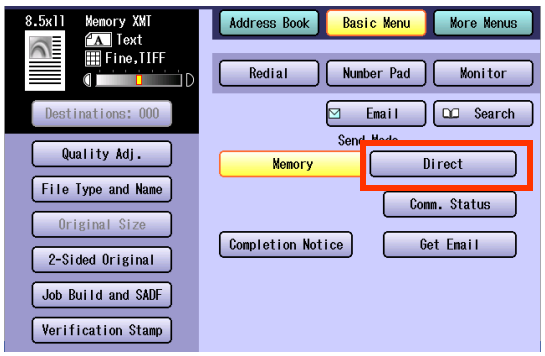
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

3 Select "**Basic Menu**".



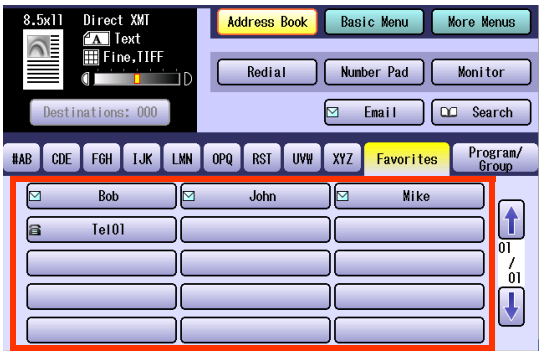
4 Select "**Direct**".



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

- Refer to **Setting Original Quality** (see page 26).

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



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

7 Press the **Start** key.

Transmission starts immediately upon scanning.

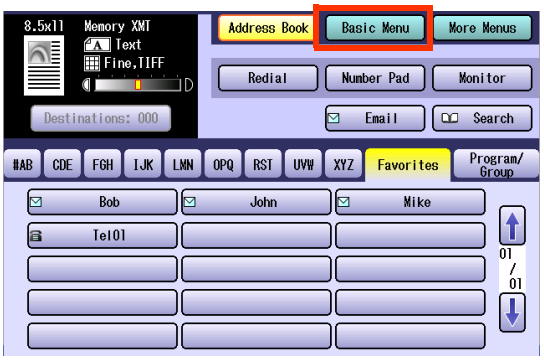
- For instructions on how to cancel a transmission, refer to **Canceling a Communication** (see page 48).

Verifying Communication Status

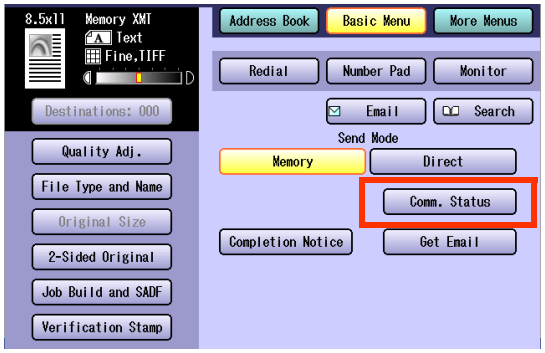
To verify the communication status, follow the steps below:

1 Press the **Fax** key.

2 Select "**Basic Menu**".

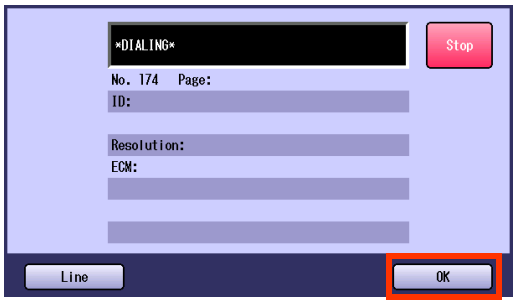


3 Select "**Comm. Status**" while the call session is in progress.



4 Verify the communication status.

5 When the verification is completed, select "**OK**".



Rotated Transmission

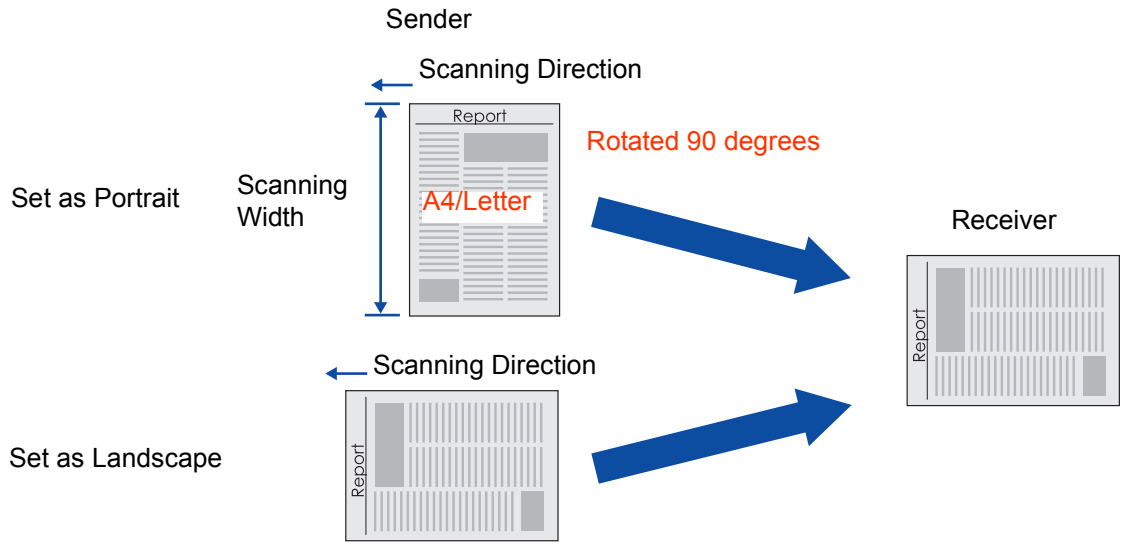
If an A4/Letter-sized document is loaded in a portrait position, it could be interpreted as an A3/Ledger size on the receiving station. To avoid this misinterpretation, the machine is configured to support rotated transmission.

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

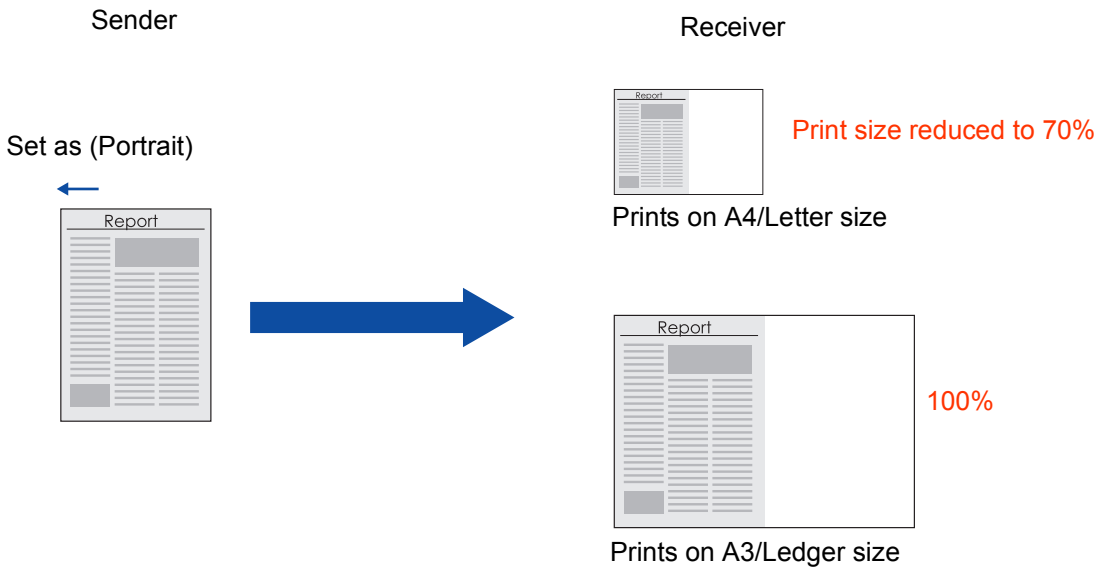
NOTE

- The standard setting of "**78 Rotation XMT**" is set to "**Valid**". For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- The rotated transmission feature only works with memory transmissions, and not with direct transmissions.

■ Rotation XMT set to "Valid"



■ Rotation XMT set to "Invalid"



Batch Transmission

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

There are two types of batch transmissions available:

- Real Time Batch Transmission:

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

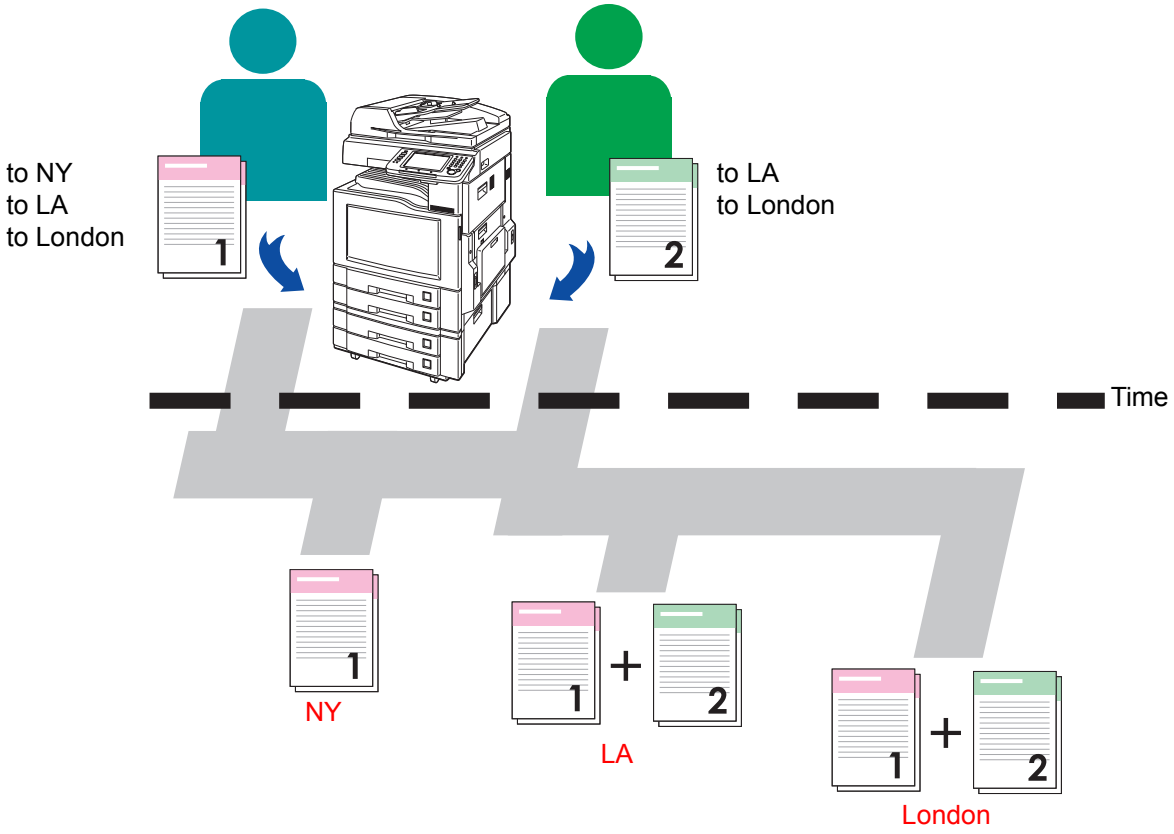
  NOTE

  ● The machine cannot batch a file(s) that is/are waiting for redialing, or are currently being sent, but will batch files that are pending to be dialed.

- Delayed Batch Transmission:

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

Ex. Real Time Batch Transmission



Getting an Outside Line Using PIN Code Access

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

This function is available when "**39 PIN Code Access**" in Fax/Email Settings> Fax Parameters is set to "**Suffix**" or "**Prefix**".

When "**39 PIN Code Access**" is set to "**Prefix**", the dialing procedure is as follows.

NOTE

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

1 Place Original(s).

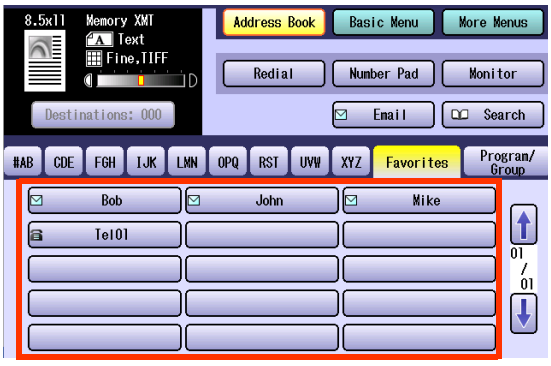
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** Key.

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

- Refer to **Setting Original Quality** (see page 26).

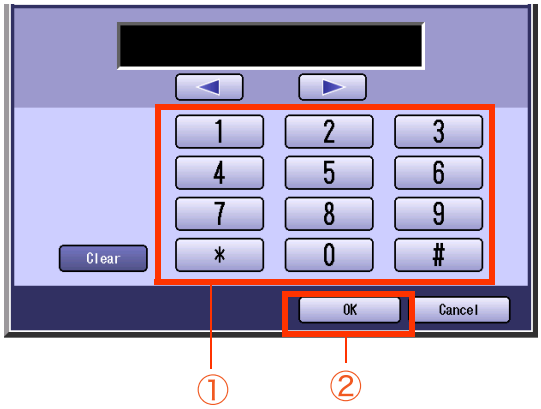
4 Select "**Address Book**", and then select a destination.



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

5 Press the **Start** key.

6 Enter a PIN Code, and then select "**OK**". (Up to 36 digits).



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

Using Program Keys

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

Program dialing does not only simplify repetitive, or complex operational sequences but also prevent operator errors.

To use a program key, follow the steps below:

NOTE

- To use this feature, the operating sequence must be programmed onto the button in advance. Refer to **Setting for Program Dialing** (see page 177).
- To check what operation was pre-programmed onto a program button, confirm by printing the program list. Refer to **Printing the Program List** (see page 184).

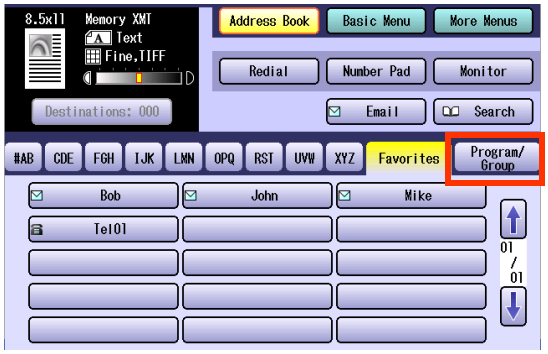
---

1 Place Original(s).

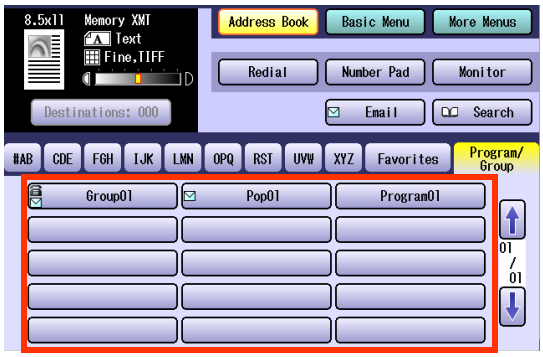
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

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



4 Select the program key.



5 Press the **Start** Key.

Communication starts, or stores original(s) into memory.

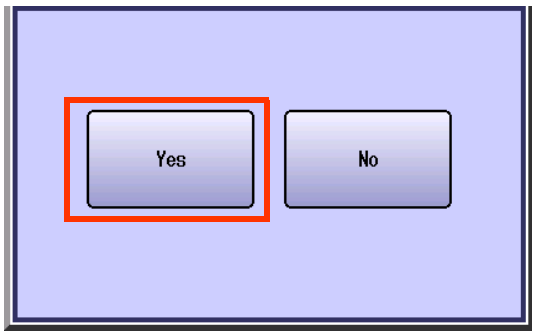
Memo

Canceling a Communication

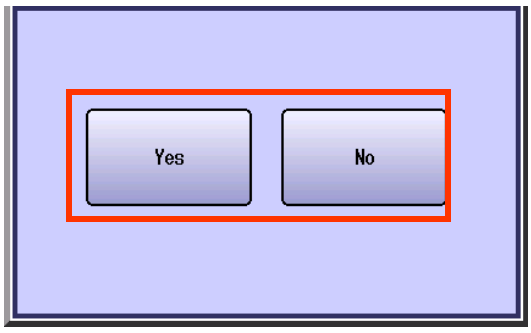
To cancel a communication, follow the steps below:

To cancel Memory Transmission:

1. Press the **Fax** key.
2. Press the **Stop** key while the communication is in progress.
3. Select "**Yes**" to stop a communication.



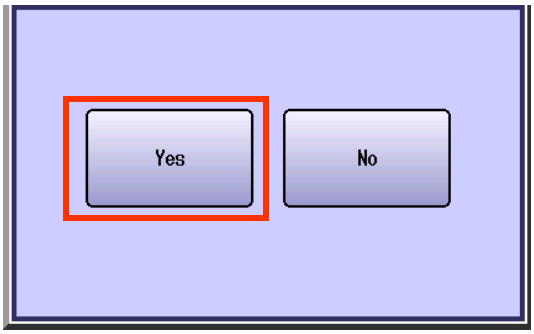
4. Select "**Yes**" to print a communication journal, or "**No**" if a communication journal is not desired.



To cancel Direct Transmission:

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

2 Select "**Yes**" to stop a communication.



3 Remove the document.

Dial Prefix

Your machine has the following functions to utilize your existing Fax Phone Numbers database.

- LDAP database search for fax phone numbers (Directory Search)
- Import an existing fax phone number list in CSV file format (Network Address Book Editor software)

Since the phone numbers in such database are usually 10-digit numbers that are not in the format of numbers that are actually dialed through your PBX.

Ex:

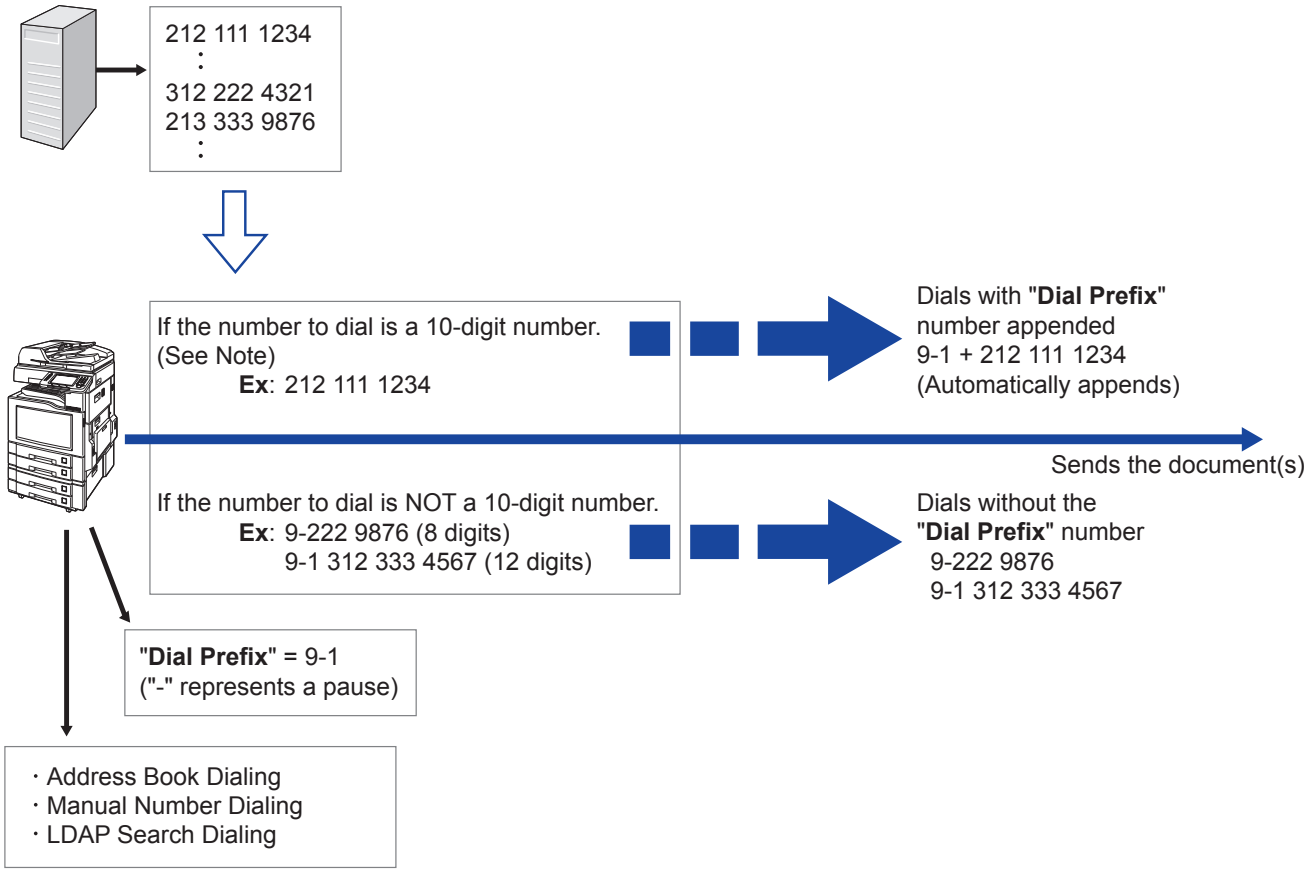
- A fax phone number in the database is shown as 212 555 1234
- A long distance fax phone number format that is dialed via a PBX, is as 9+1+212 555 1234

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

To enable this function, enter the Dial Prefix number of “**122 Dial Prefix**”. For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

NOTE

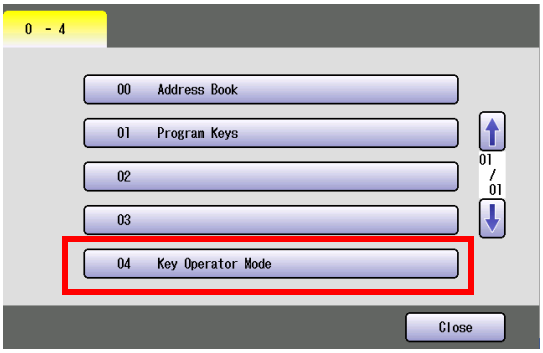
- Only numbers (0 to 9) will be counted for 10 digits. Any other characters or symbols (such as “-” will be ignored.)
- This function is not available when using Monitor Dialing, or Off-hook dialing with either the optional handset or an external telephone set.



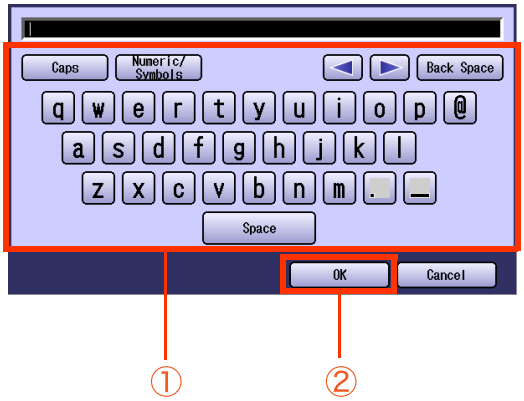
1 Press the **Function** key to open the Function Parameters screen.

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

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

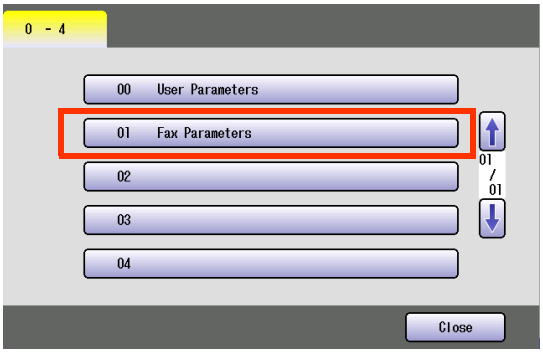


4 Enter the key operator mode Password, and then select "**OK**".

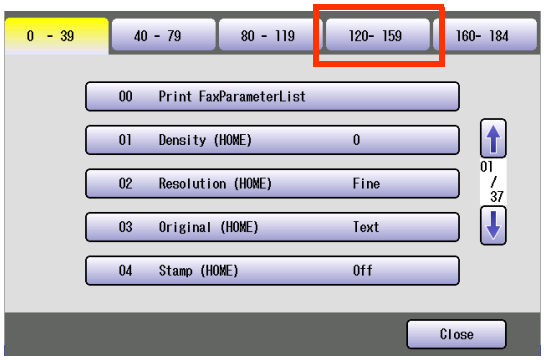


- If you make a mistake, press **Clear** key or "**Back Space**" to delete.

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

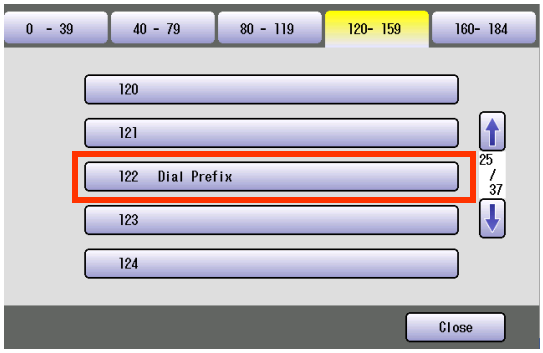


6 Select "**120-159**".

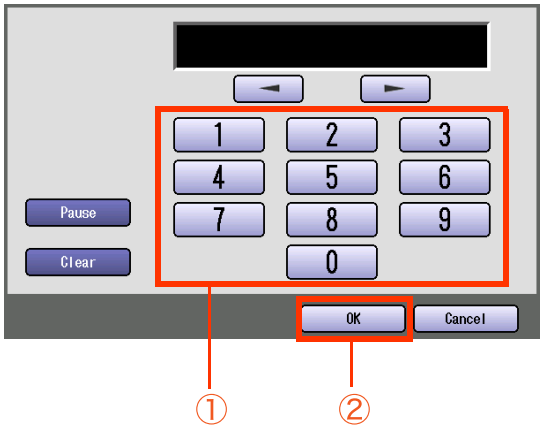


- You can also proceed to Step 8 by entering 122 from the keypad and pressing the Start key.

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



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



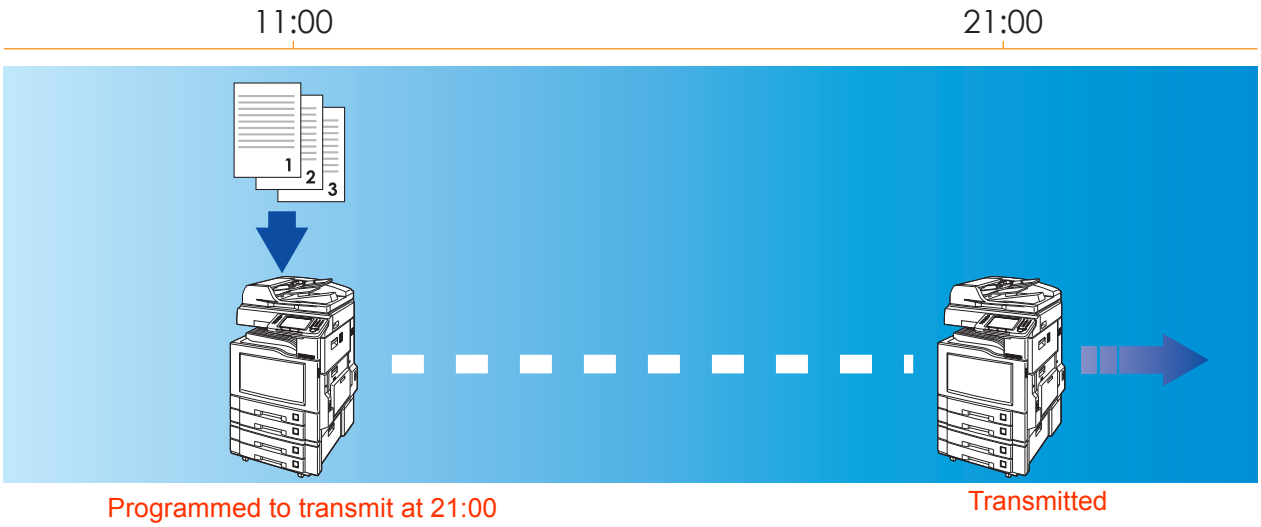
- If you make a mistake, select "**Clear**" to delete.
- Press **Reset** key to return the machine to the initial screen of the current active mode.

Time Controlled Communication (Deferred)

Deferred Transmission

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

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



NOTE

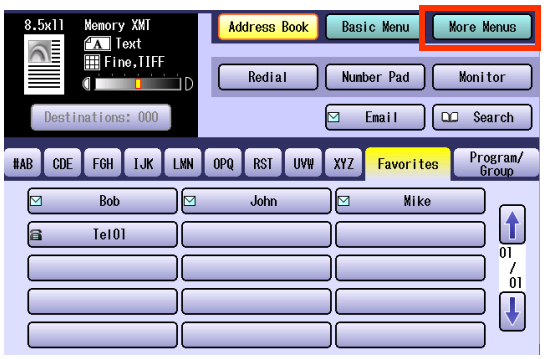
Up to 50 built-in timers can be set for deferred communication.

1 Place Original(s).

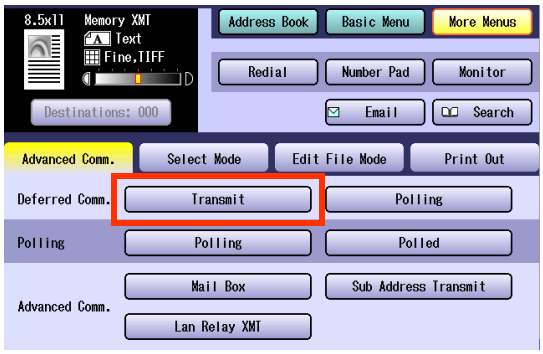
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

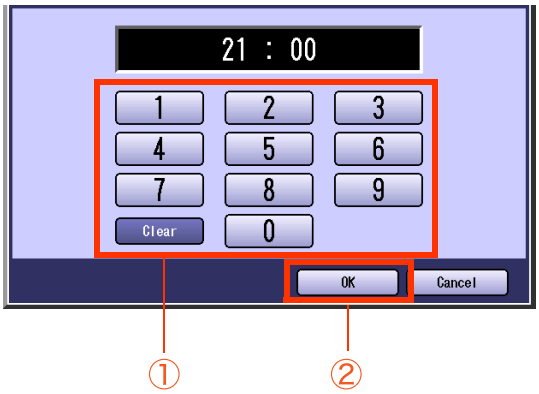
3 Select "**More Menus**".



4 Select "**Transmit**".



5 Set the deferred time, and then select "**OK**".

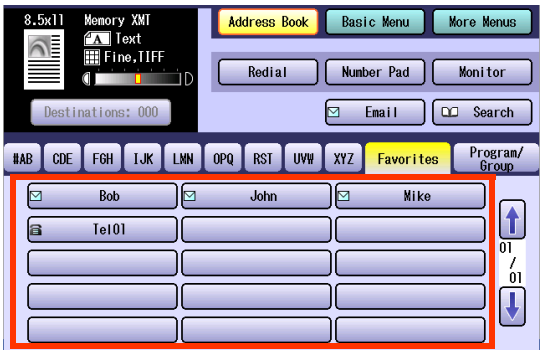


- Set the time in a 24-hour format.
  Ex: 21: 00
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.

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

- Refer to **Setting Original Quality** (see page 26).

7 Select a destination.



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

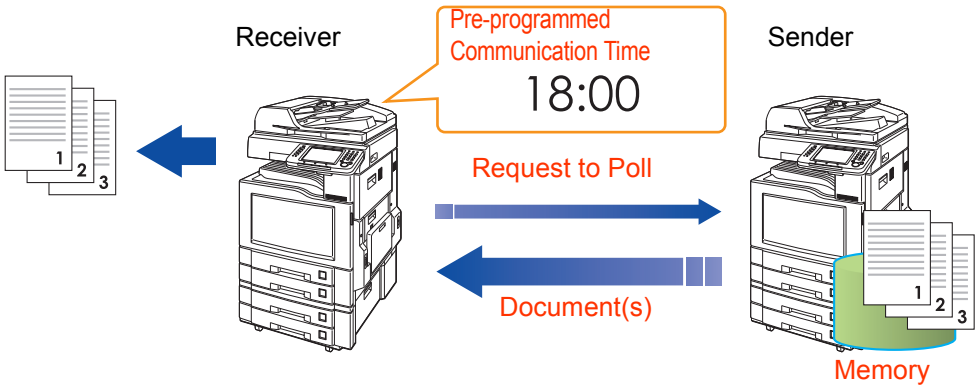
8 Press the **Start** key.

Document(s) are stored into memory.

- The programmed deferred communication time can be modified.
  For instructions on how to modify the communication time, refer to **Editing Communication Reservations** (see page 162).
- It you need to delete a reserved communication file, or to cancel a timer-controlled communication, refer to **Deleting a Communication Reservation File** (see page 164).
- A communication journal is printed if the transmission fails for any reason.
  (**Ex**: Remote station was busy)
  Refer to **Printing a Communication Reservation File** (see page 165), **Communication Journal** (see page 192).
- Press **Reset** key to return the machine to the initial screen of the current active mode.

Deferred Polling

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

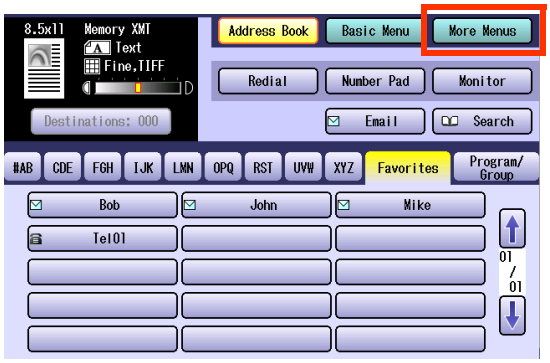


NOTE

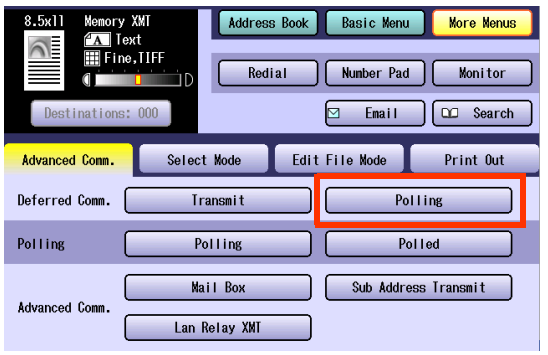
- Up to 50 built-in timers can be set for deferred communication.
- For instructions on how to use polling without a pre-programmed time, refer to **Polling** (see page 56).

1 Press the **Fax** key.

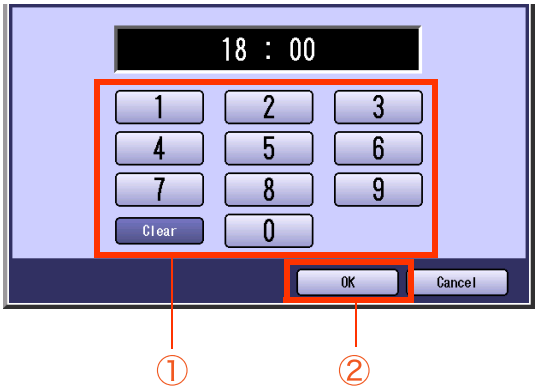
2 Select "**More Menus**".



3 Select "**Polling**" in "**Deferred Comm.**"

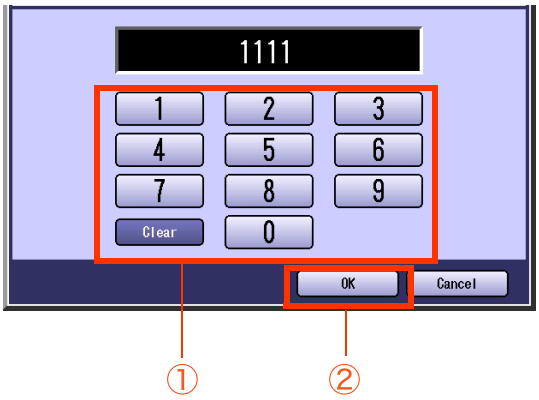


4 Enter a communication time, and then select "**OK**".



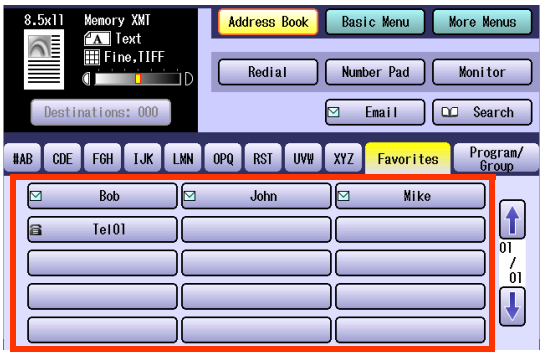
- Enter the time in a 24-hour format.
  Ex: 18: 00
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.

5 If a password is required, enter the password, and then select "**OK**".



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

6 Select a destination.



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

7 Press the **Start** key.

Polling starts when the pre-programmed time is reached.

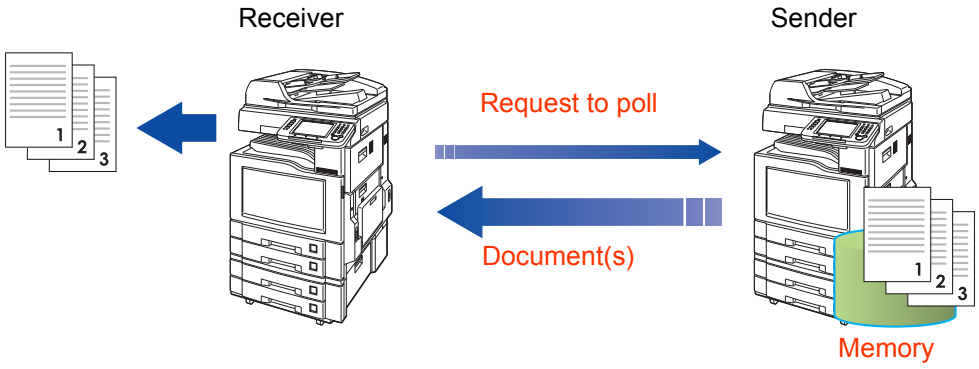
- If you need to delete a reserved communication file, or cancel a timer controlled communication, refer to **Deleting a Communication Reservation File** (see page 164).
- The Programmed deferred communication time can be modified. For instructions on how to modify the communication time, refer to **Editing Communication Reservations** (see page 162)

Polling

Polling

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

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

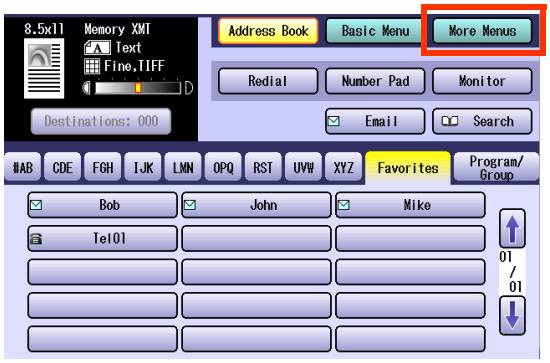


NOTE

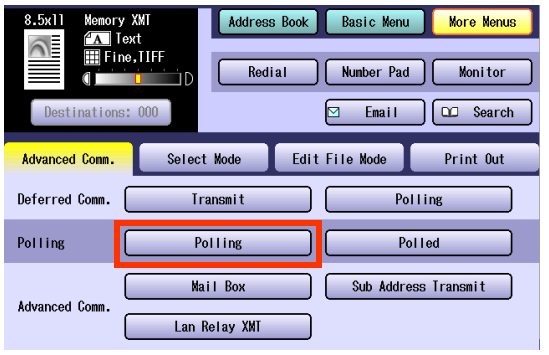
- For instruction on how to use deferred polling, refer to **Deferred Polling** (see page 54).

1 Press the **Fax** key.

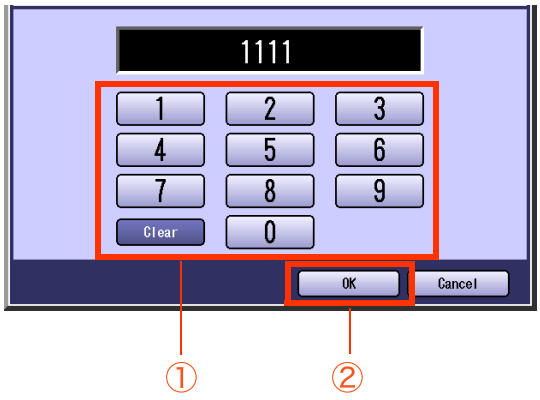
2 Select "**More Menus**".



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

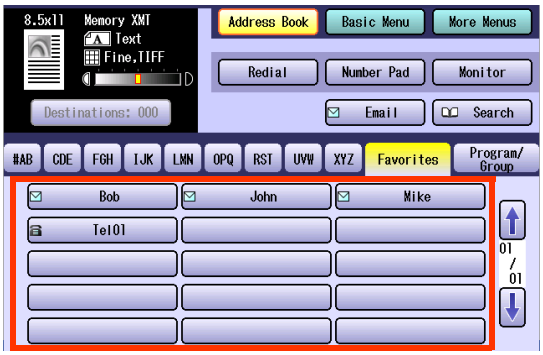


4 If a password is required, enter the password, and then select "**OK**".



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

5 Select a destination.



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

6 Press the **Start** key.

Polling starts.

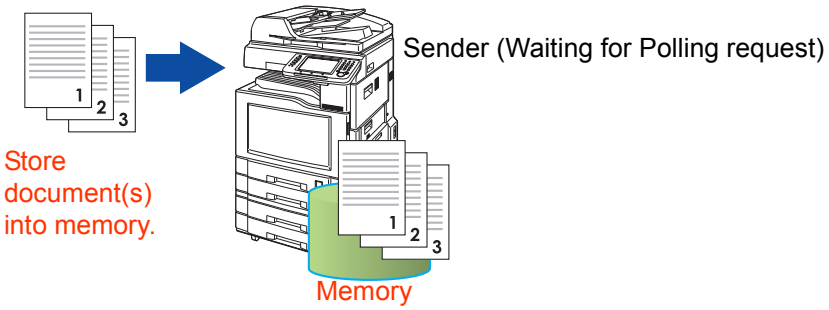
Storing Documents to be Polled

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

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

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

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

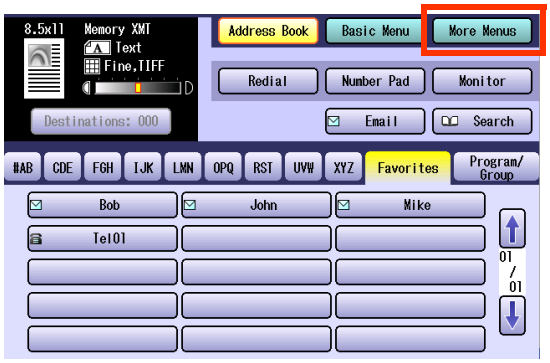


1 Place Original(s).

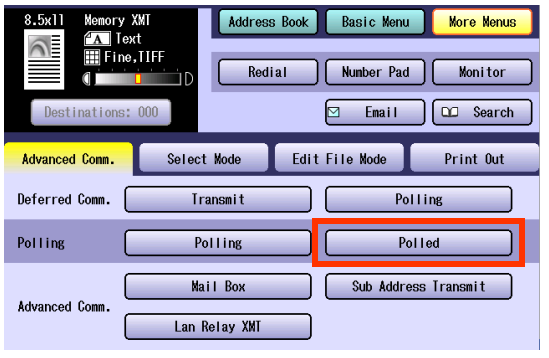
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

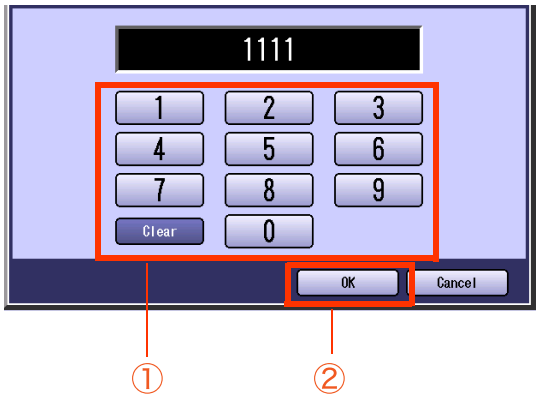
3 Select "**More Menus**".



4 Select "**Polled**" in "**Polling**".



5 If a password is required, enter the password, and then select "**OK**".



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

- You can still send, or receive documents even when the machine is setup to be polled.
- To delete a polled file, refer to **Deleting a Communication Reservation File** (see page 164).
- Only 1 polled file can be stored in memory. If you need to add document(s) into the same polled file, refer to **Adding Documents to a Communication Reservation File** (see page 166).
- If you have set the polling password in "**26 Polling Password**" in Function Parameters (Fax/Email Settings> Fax Parameters), the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.

- After being polled, the documents stored in the memory will be erased automatically. To retain the documents in memory so that they can be polled repeatedly change by setting "**27 Polled File Save**" to "**Valid**" in Function Parameters (Fax/Email settings> Fax Parameters).

Using a Mailbox (Confidential Communication)

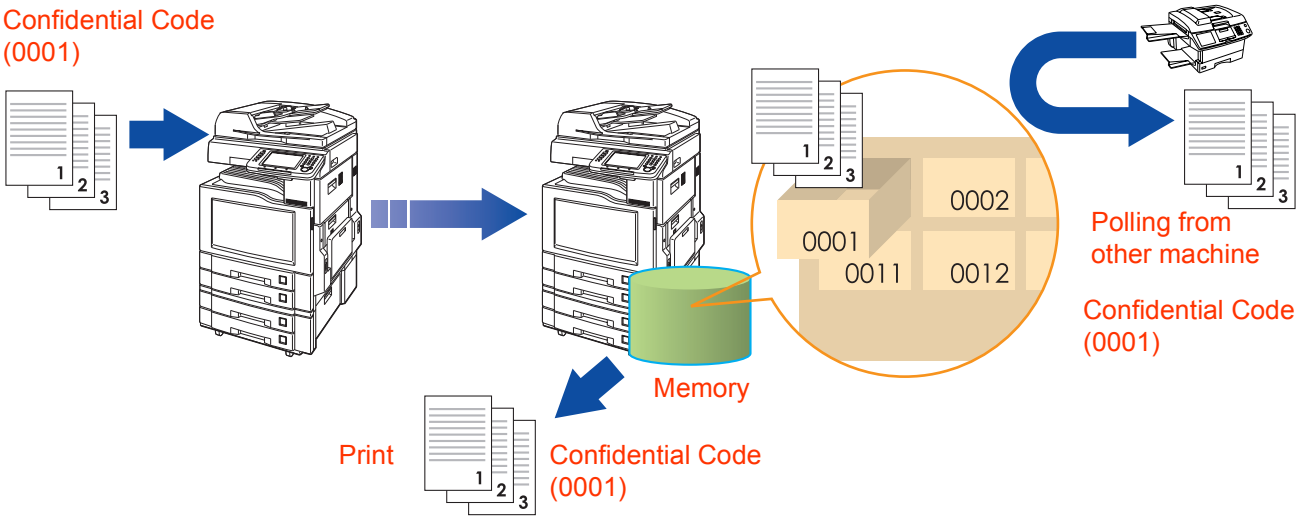
What is Confidential Communication?

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

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

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

Confidential polling and confidential polled transmission can be performed using mailboxes. For instructions on how to use these, refer to **Confidential Polling** (see page 62), **Storing Documents for Confidential Polling** (see page 63).



ATTENTION

This feature works only if the remote station is any one of the following compatible models:

DF-1100	DP-180	DP-190	DP-1810F	DP-1820F	DP-1820E	DP-2000	DP-2310
DP-2330	DP-2500	DP-3000	DP-3010	DP-3030	DP-3510	DP-3520	DP-3530
DP-4510	DP-4520	DP-4530	DP-6010	DP-6020	DP-6030	DP-C213	DP-C262
DP-C263	DP-C264	DP-C322	DP-C323	DP-C354			
DX-600	DX-800						
UF-280M	UF-312	UF-322	UF-332	UF-333	UF-342	UF-344	UF-550
UF-560	UF-585	UF-590	UF-595	UF-733	UF-744	UF-745	UF-755
UF-755e	UF-766	UF-770	UF-780	UF-788	UF-790	UF-880	UF-885
UF-890	UF-895	UF-990	UF-9000				

NOTE

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

Confidential Transmission

To transmit a confidential document, follow the steps below:

NOTE

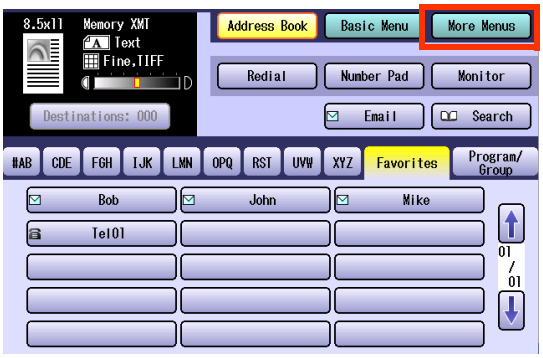
You must have a mailbox password (4-digit) setup, and shared with the receiving machine.

1 Place Original(s).

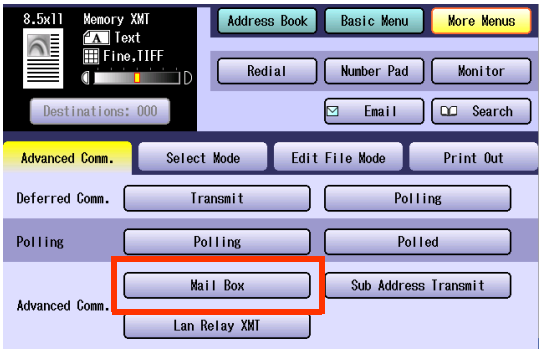
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

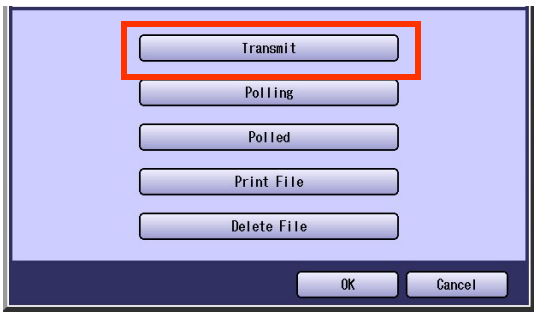
3 Select “**More Menus**”.



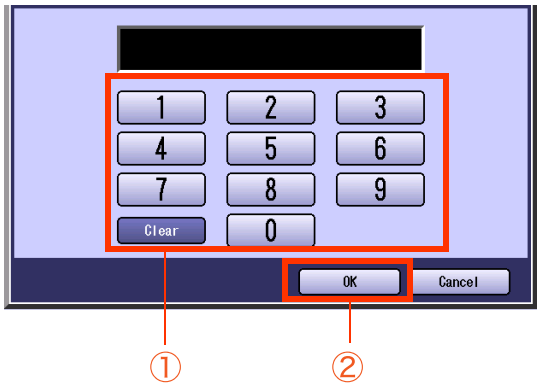
4 Select “**Mail Box**”.



5 Select “**Transmit**”.



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

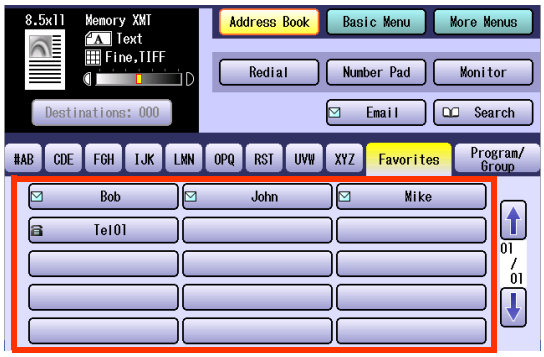


- If you make a mistake, select “**Clear**” to delete entries one digit at a time.

7 Set “**Quality Adj.**” as required.

- Refer to **Setting Original Quality** (see page 26).

8 Select a destination.



- Refer to **Entering a Destination** (see page 16).
- Choose an address, except the address registered for Relayed Transmission.

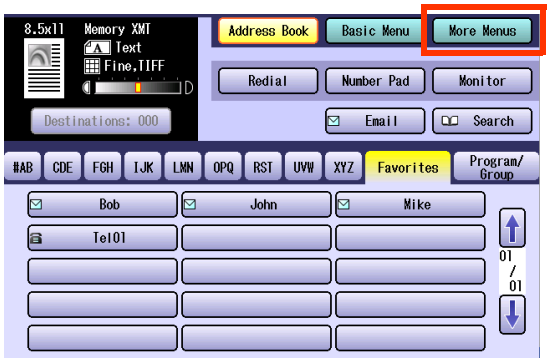
9 Press the **Start** key.

The original(s) are stored into memory with a file number. And then starts dialing the telephone number.

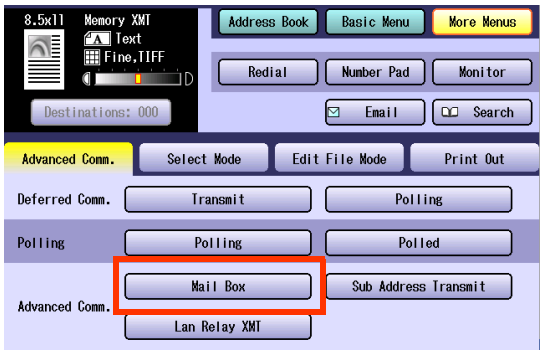
Confidential Polling

1 Press the **Fax** key.

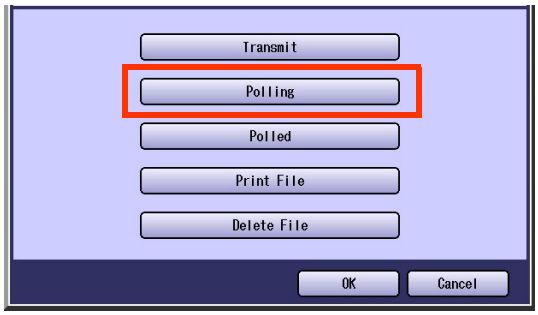
2 Select "**More Menus**".



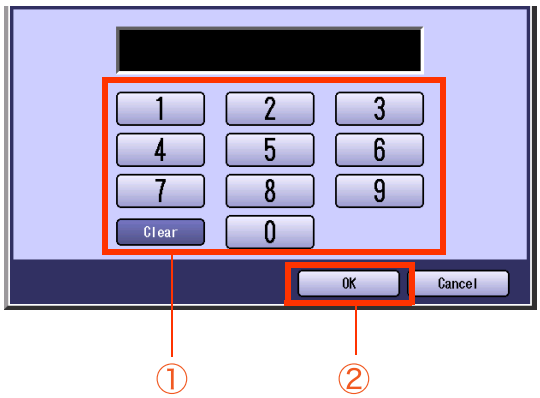
3 Select "**Mail Box**".



4 Select "**Polling**".

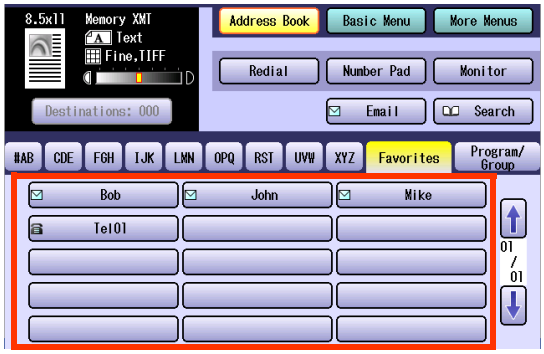


5 Enter the mailbox password (4-digit), and then select "**OK**".



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

6 Select a destination.



- Refer to **Entering a Destination** (see page 16).
- Choose an address, except the address registered for Relayed Transmission.

7 Press the **Start** key.

Confidential mailbox polling starts.

- For instructions on how to cancel confidential mailbox polling, refer to **Canceling a Communication** (see page 48).

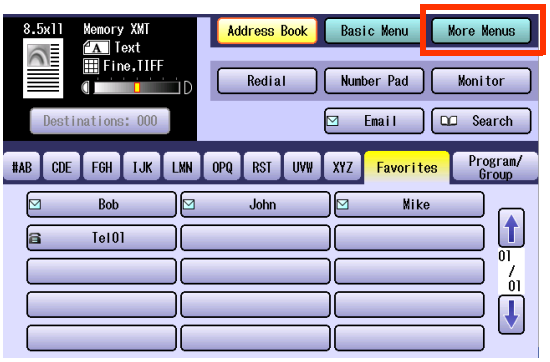
Storing Documents for Confidential Polling

1 Place Original(s).

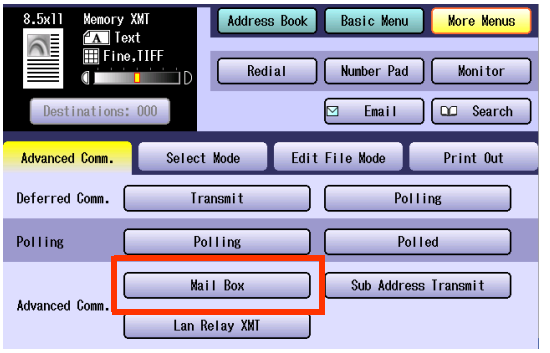
- Refer to **Placing Originals (Facsimile/ Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

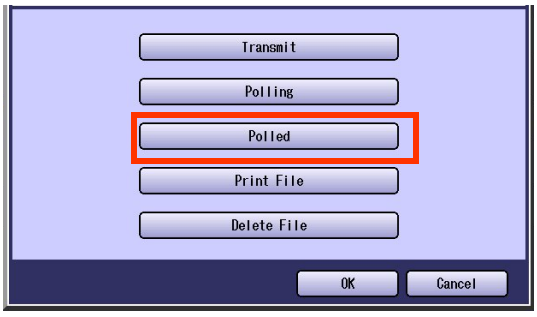
3 Select "**More Menus**".



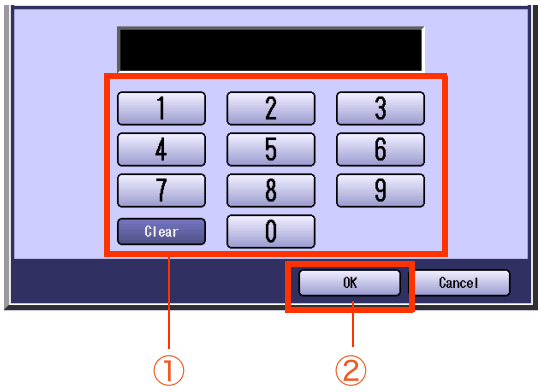
4 Select "**Mail Box**".



5 Select "**Polled**".



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



The documents are stored in the mailbox, and will be transmitted upon receiving the confidential polling request.

- For instructions on how to delete a confidential document polled for transmission, refer to **Deleting a Confidential Document** (see page 66).
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.

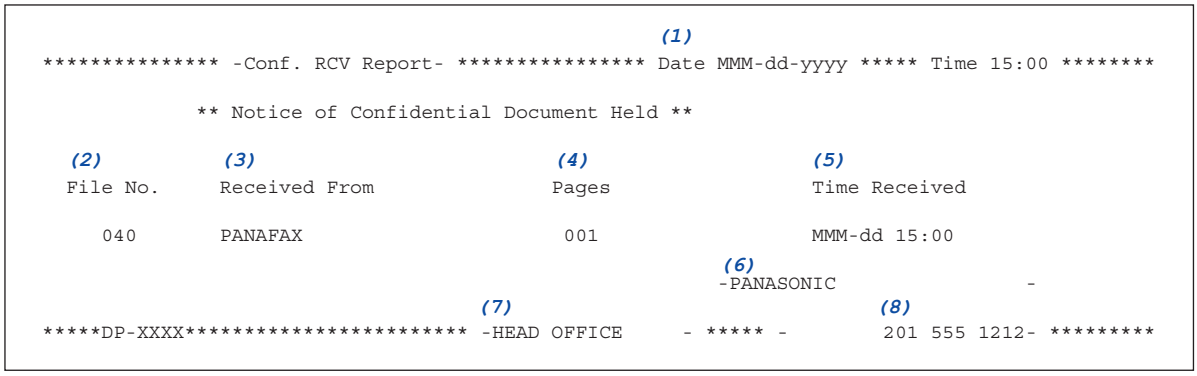
Printing a Received Confidential Document

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

NOTE

- After a received confidential document is printed, it is deleted from the mailbox.
- If the machine receives documents having the same password, they are stored into the same mailbox.
- Up to 49 mailboxes are available.

■ Confidential Reception Report



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

■ Printing a Received Confidential Document

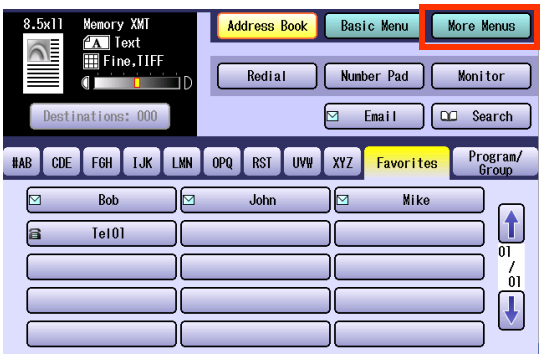
To print a received confidential document, follow the steps below:

NOTE

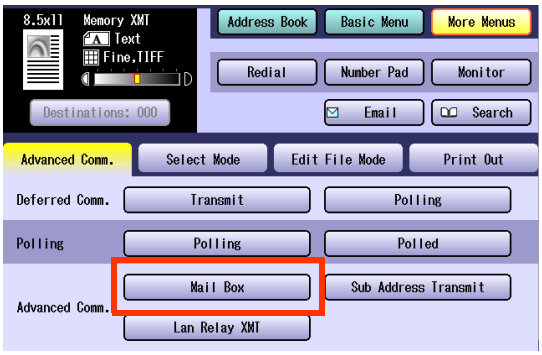
- After a received confidential document is printed, it is deleted from the mailbox.

1 Press the **Fax** key.

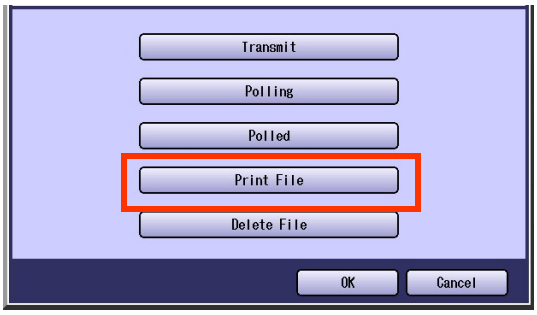
2 Select "**More Menus**".



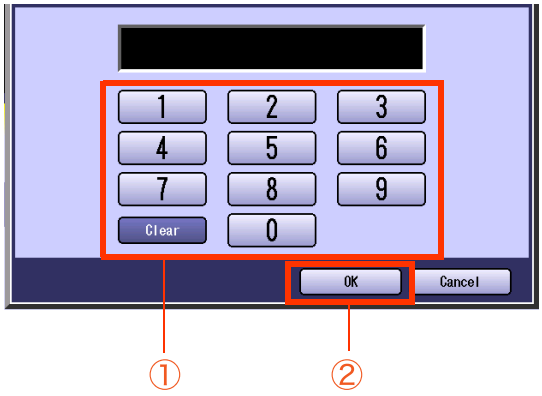
3 Select "**Mail Box**".



4 Select "**Print File**".



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



The document is printed, and deleted from the mailbox.

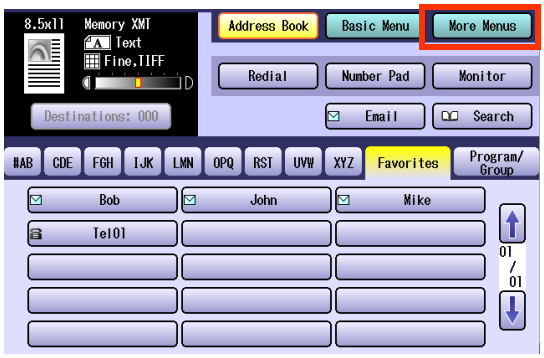
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.
- To delete confidential documents from a mailbox, refer to **Deleting a Confidential Document** (see page 66).

Deleting a Confidential Document

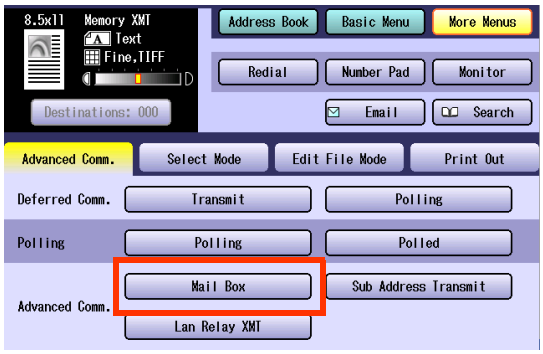
To delete a confidential document in a mailbox, follow the steps below:

1 Press the **Fax** key.

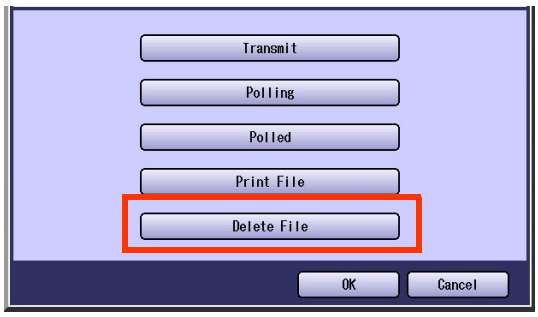
2 Select "**More Menus**".



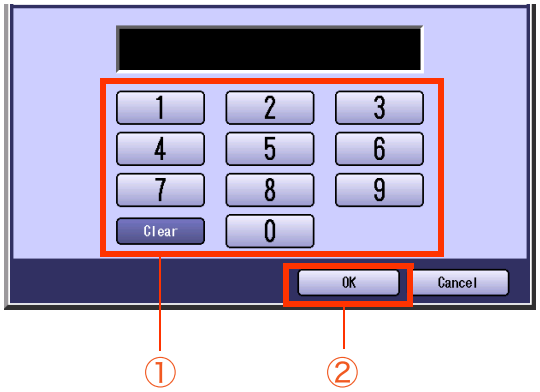
3 Select "**Mail Box**".



4 Select "**Delete File**".



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



Documents in the mailbox are deleted.

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

Memo

Sub-Address Communication

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

What is Sub-Addressing?

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

- A center machine supporting a memory feature is required on the fax network to implement sub-addressed communications. For more details, contact your local authorized Panasonic dealer.
- In a sub-addressed communication, the sub-addressing information must be checked between the sender, and the receiver beforehand (sub-address is limited up to 20 digits).
- On this machine, select "**Sub Address Transmit**" from the "**More Menus**" to initiate sub-addressed communication.
- Sub-Addressing allows documents received by the Center Machine to be forwarded to computers on the network, to Internet fax, or to other fax stations. Refer to **Inbound Routing** (see page 134).

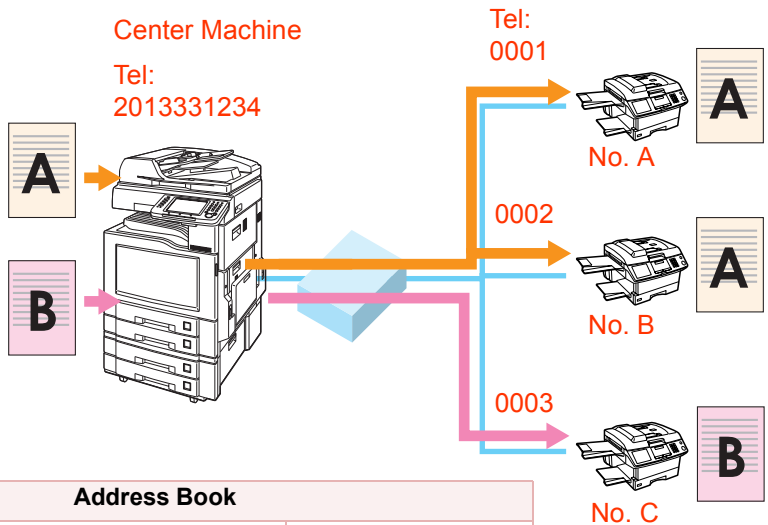
NOTE

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

Example of a Network Using Sub-Addressing

Sender 1	
Telephone number	2013331234
Sub-Address	2222

Sender 2	
Telephone number	2013331234
Sub-Address	0001



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

Sub-Addressed Transmission using Address Book

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

NOTE

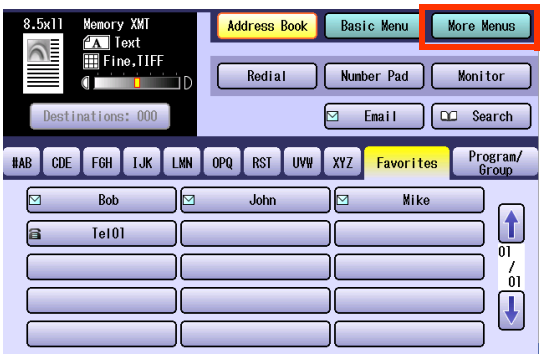
- This feature cannot be used when dialing from the external telephone. Refer to **Talking to the Remote Party Before Transmission** (see page 25).

1 Place Original(s).

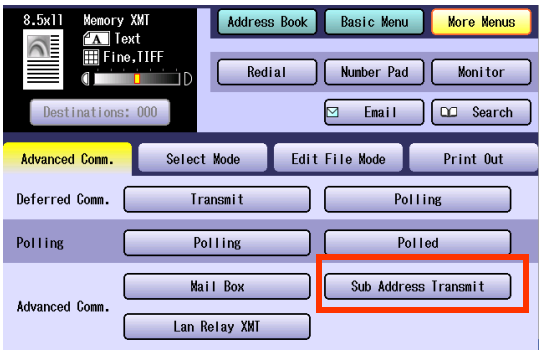
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

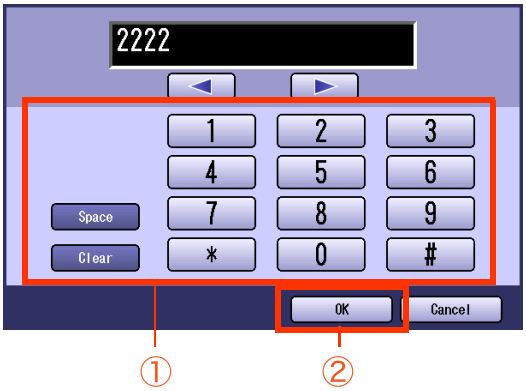
3 Select "**More Menus**".



4 Select "**Sub Address Transmit**".

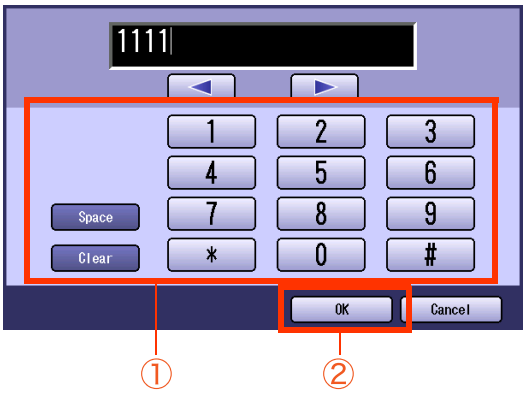


5 Enter a sub-address, and then select "**OK**".



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

6 Enter the password, and then select "**OK**".



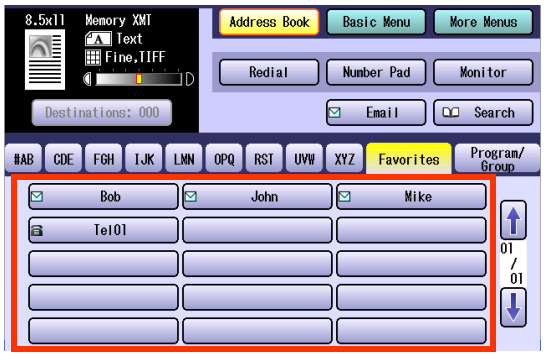
- The password can be up to 20 digits in length.
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.

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

- Refer to **Setting Original Quality** (see page 26).

Continue on the next page...

8 Select a destination.



- Refer to **Entering a Destination** (see page 16).
- Choose an address, except the address registered for Relayed Transmission.

9 Press the **Start** key.

Sub-Addressed transmission starts.

Sub-Addressed Transmission using Manual Dialing

To enter a sub-address directly from the keypad, follow the steps below:

NOTE

- This feature does not work when dialing from the external telephone. Refer to **Talking to the Remote Party Before Transmission** (see page 25).
- If you use sub-addressed transmission frequently, the sub-address can be pre-programmed into the address book to facilitate future communications. For additional details, refer to **Adding a Fax Number into the Address Book** (see page 169).

1 Place Original(s).

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

2 Press the **Fax** key.

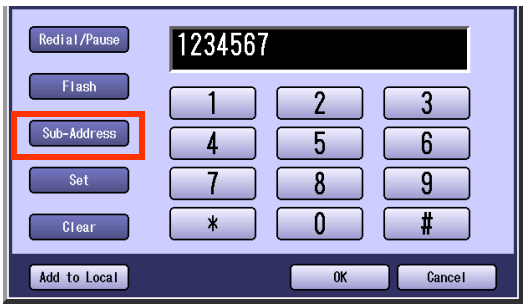
3 Set "**Quality Adj.**" as required.

- Refer to **Setting Original Quality** (see page 26).

4 Enter the fax number using the keypad.

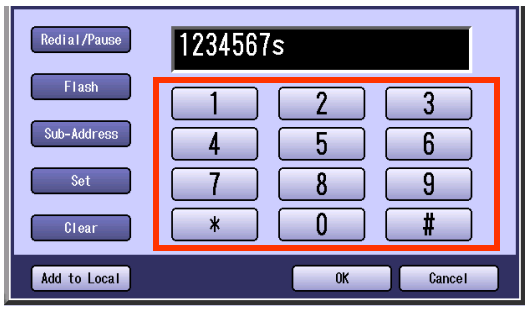
- The Number Pad screen opens automatically.
- If you make a mistake, press **Clear** key to delete entries one digit at a time.

5 Select "**Sub-Address**".



- The letter "s" appears on the display.

6 Enter a sub-address.



- The telephone number and sub-address field can be up to 36 digits in length. However, the sub-address itself is limited to 20 digits.
- If you need to enter a sub-address containing a blank space (**Ex**: 123 456), input the sub-address from "**Advanced Comm.**" > "**Sub-Address Transmit**" (see page 69)
- If you make a mistake, select "**Clear**" to delete entries one digit at a time.

7 Press the **Start** key.

Sub-Addressed transmission starts.

Password Communication

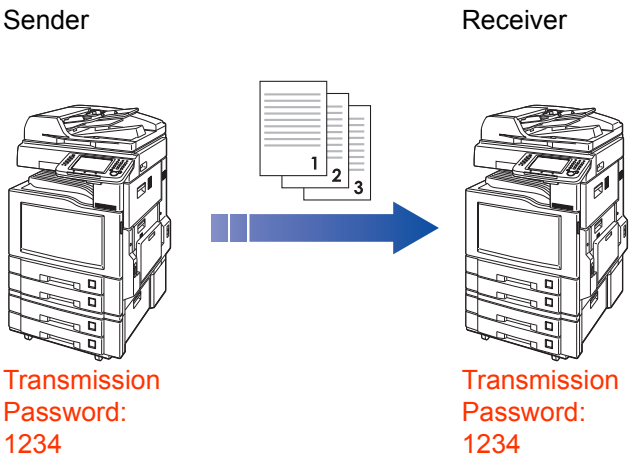
What is Password Communication?

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

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

The standard setting of "**43 Password-Transmit**" is set to "**Off**" in Function Parameters (Fax/Email Settings> Fax Parameters). To utilize Password XMT, change the standard setting to "**On**". For instructions on how to change the standard setting, refer to **Setting Password-Protected Transmission** (see page 74).

Ex : Password Transmission



ATTENTION

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

DF-1100	DP-180	DP-190	DP-1810F	DP-1820E	DP-1820F	DP-2000	DP-2310
DP-2330	DP-2500	DP-3000	DP-3010	DP-3030	DP-3510	DP-3520	DP-3530
DP-4510	DP-4520	DP-4530	DP-6010	DP-6020	DP-6030	DP-C213	DP-C262
DP-C263	DP-C264	DP-C322	DP-C323	DP-C354			
DX-600	DX-800						
FP-D250F	FP-D350F						
UF-160	UF-160M	UF-170	UF-180	UF-190	UF-260	UF-270	UF-270M
UF-280M	UF-300	UF-312	UF-322	UF-550	UF-560	UF-585	UF-590
UF-595	UF-650	UF-733	UF-745	UF-750	UF-750D	UF-755	UF-755e
UF-766	UF-770	UF-780	UF-788	UF-790	UF-880	UF-885	UF-890
UF-895	UF-990	UF-9000	UF-M500				

Password Transmission

To utilize the password-protected transmission feature, follow the steps below:

ATTENTION

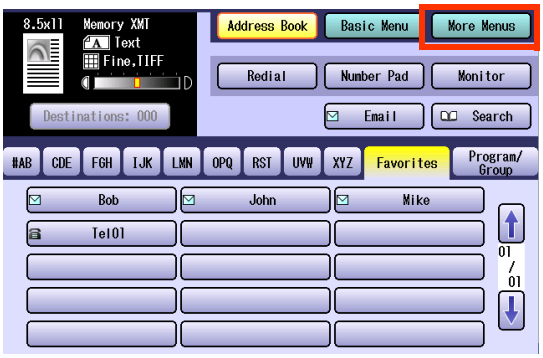
- You must set the password (4-digit) in the "**43 Password-Transmit**" setting in advance, in Function Parameters (Fax/Email Settings> Fax Parameters).

1 Place Original(s).

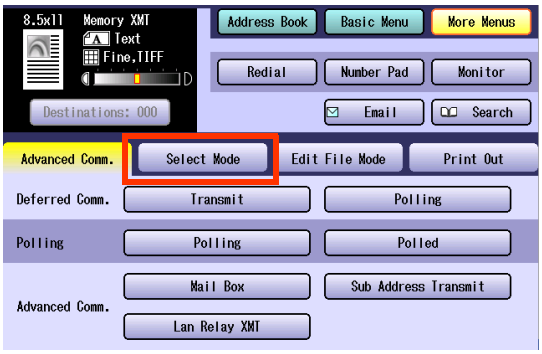
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

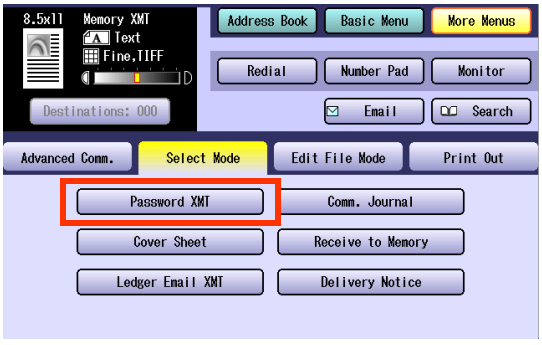
3 Select "**More Menus**".



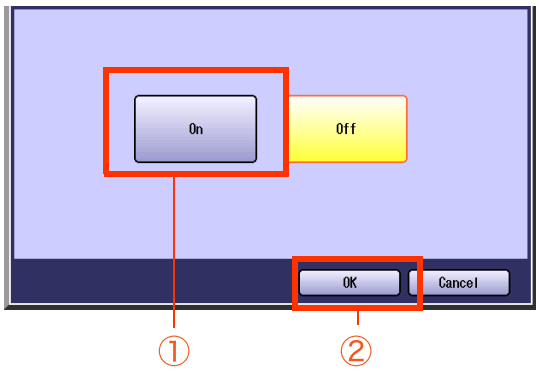
4 Select "**Select Mode**".



5 Select "**Password XMT**".



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

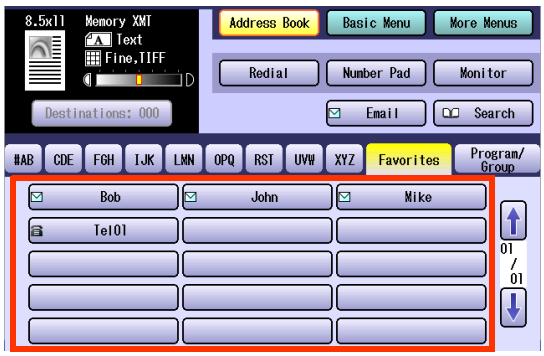


On	Select to perform Password-Protected Transmission.
Off	Select not to perform Password-Protected Transmission

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

- Refer to **Setting Original Quality** (see page 26).

8 Select a destination.



- Refer to **Entering a Destination** (see page 16).
- Choose an address, except the address registered for Relayed Transmission.

9 Press the **Start** key.

Password-protected transmission starts.

- The transmission fails if the password of both units does not match.

Setting Password-Protected Transmission

To always utilize password-protected transmissions, follow the steps below:

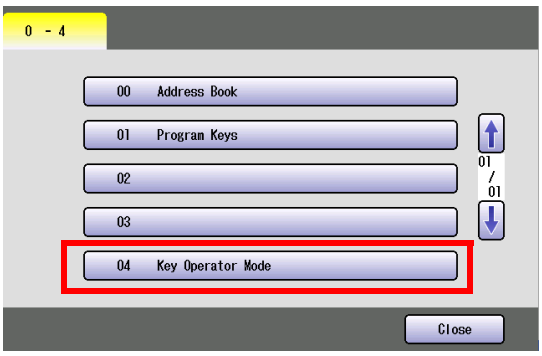
NOTE

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

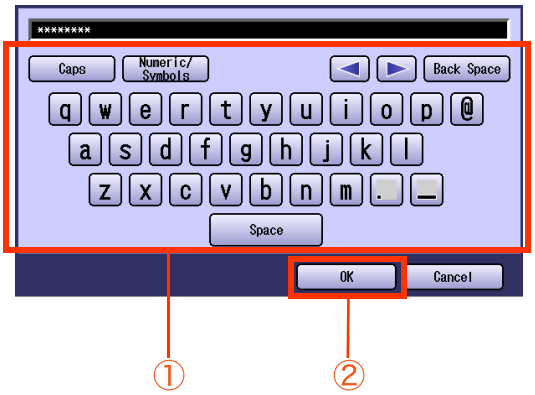
1 Press the **Function** key to open the Function Parameters screen.

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

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

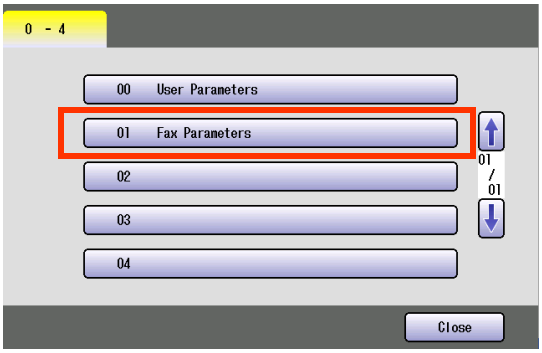


4 Enter the key operator mode Password, and then select "**OK**".

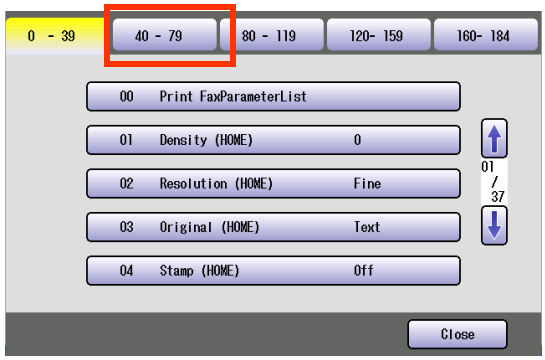


- If you make a mistake, press **Clear** key or "**Back Space**" to delete.

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

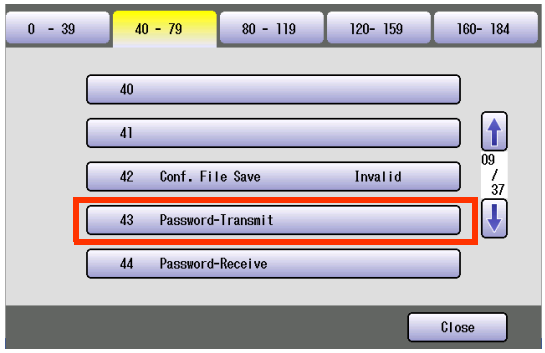


6 Select "**40-79**".

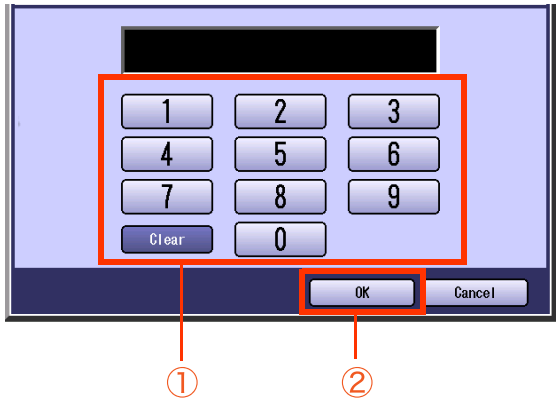


- You can also proceed to Step 8 by entering 43 from the keypad and pressing the Start key.

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

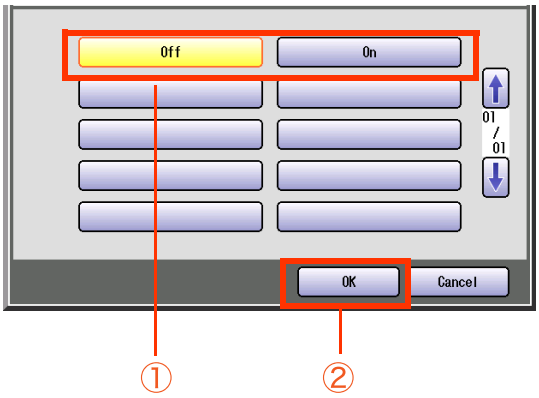


8 Enter the password (4-digit), and then select "**OK**".



- If you make a mistake, select "**Clear**" to delete.

9 Select “**On**” or “**Off**”, and select “**OK**”.

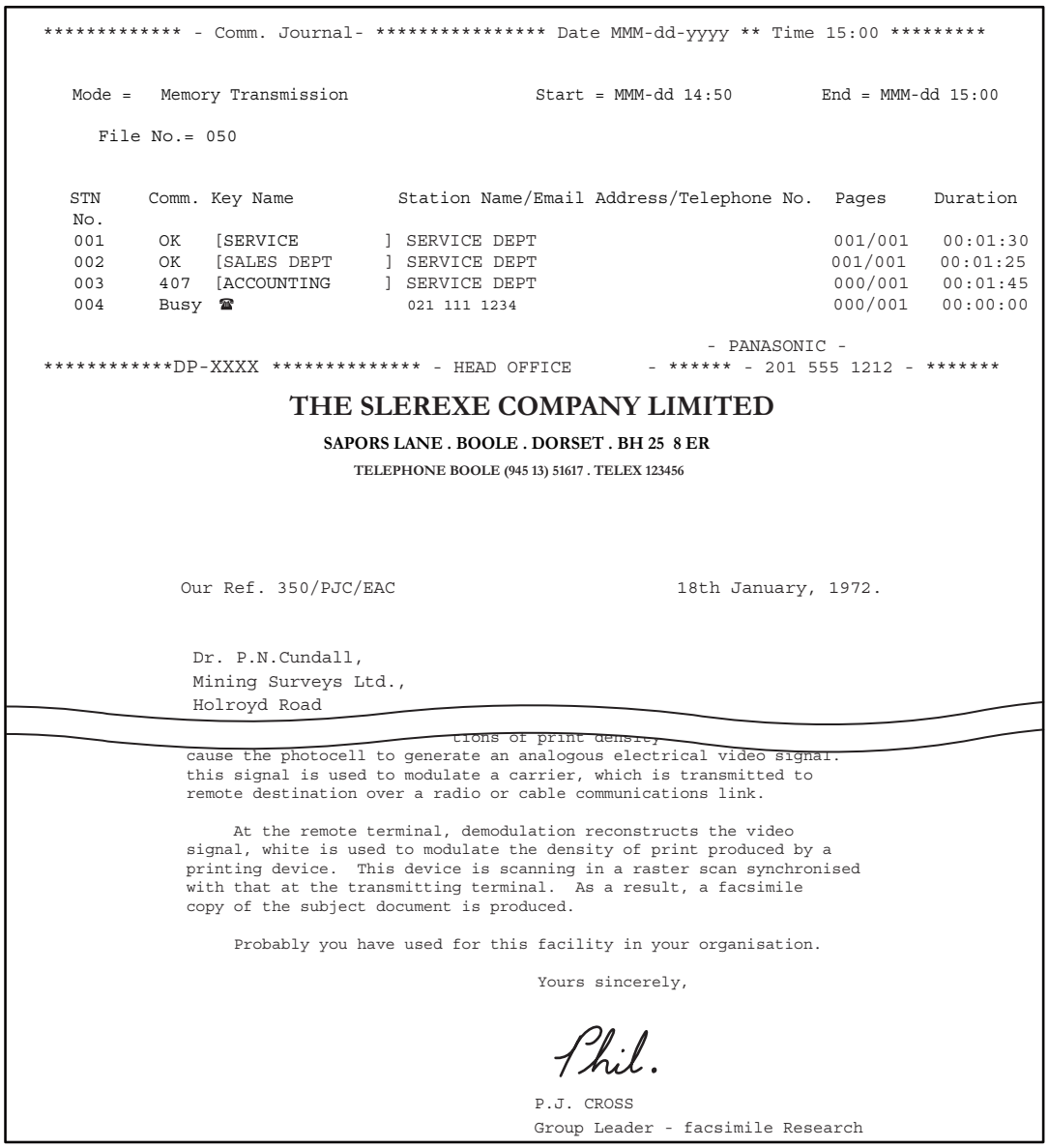


- Press **Reset** key to return the machine to the initial screen of the current active mode.
- You can change the setting temporarily by using the “**Password XMT**” in the “**More Menus**” for each transmission (see page 73).

Printing Communication Journal

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

- If the "**Comm. Journal**" is set to "**On**" in the "**More Menus**", a communication journal is printed at the end of each transmission communication.
- For instructions on how to read the communication journal, refer to **Communication Journal** (see page 192).



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

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

File No.= 050

STN No.	Comm.	Key Name	Station Name/Email Address/Telephone No.	Pages	Duration
001	OK	[SERVICE]	SERVICE DEPT	001/001	00:01:30
002	OK	[SALES DEPT]	SERVICE DEPT	001/001	00:01:25
003	407	[ACCOUNTING]	SERVICE DEPT	000/001	00:01:45
004	Busy	☎	021 111 1234	000/001	00:00:00

- PANASONIC -

**********DP-XXXX ********** - HEAD OFFICE - ****** - 201 555 1212 - *******

THE SLEREXE COMPANY LIMITED

SAPORS LANE . BOOLE . DORSET . BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 . TELEX 123456

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

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

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

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

Probably you have used for this facility in your organisation.

Yours sincerely,

Phil.

P.J. CROSS
Group Leader - facsimile Research

NOTE

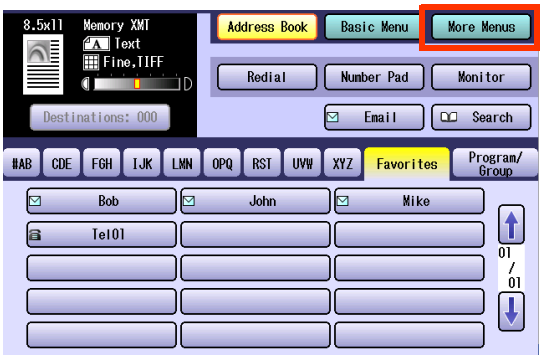
- Your machine is preset to print the communication journal only when transmission has failed. Refer to **Fax/ Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- The document image for the direct transmissions is not printed in the communication journal.

1 Place Original(s).

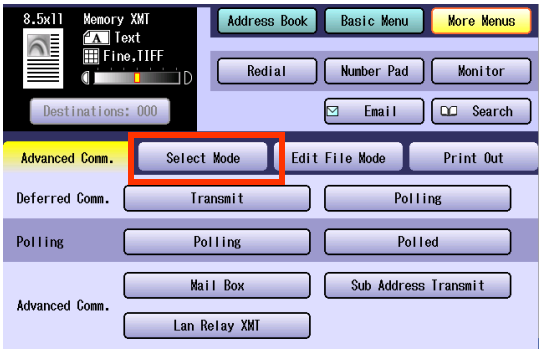
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

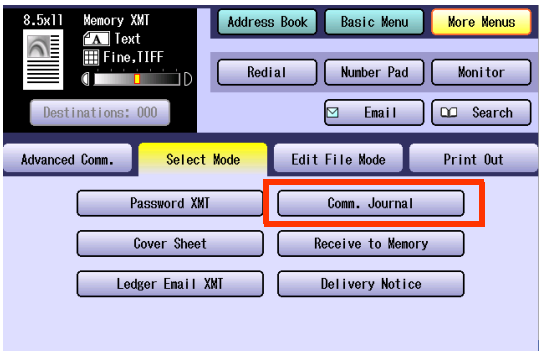
3 Select "**More Menus**".



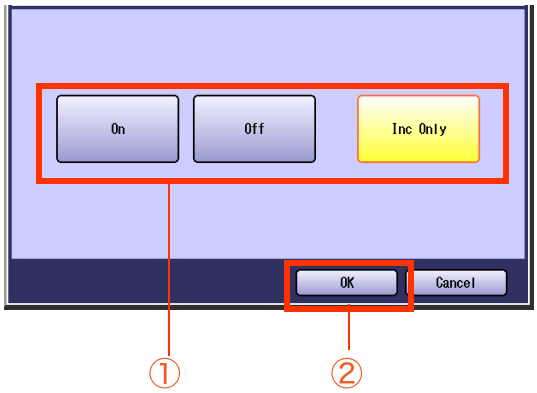
4 Select "**Select Mode**"



5 Select "**Comm. Journal**".



6 Select "**On**", "**Off**", or "**Inc Only**", and then select "**OK**".

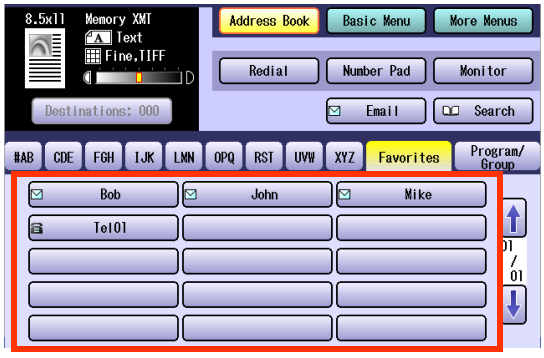


On	Select to print a Communication Journal after each transmission.
Off	Select not to print a Communication Journal.
Inc Only	Select to print a Communication Journal only when transmission has failed.

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

- Refer to **Setting Original Quality** (see page 26).

8 Select a destination.



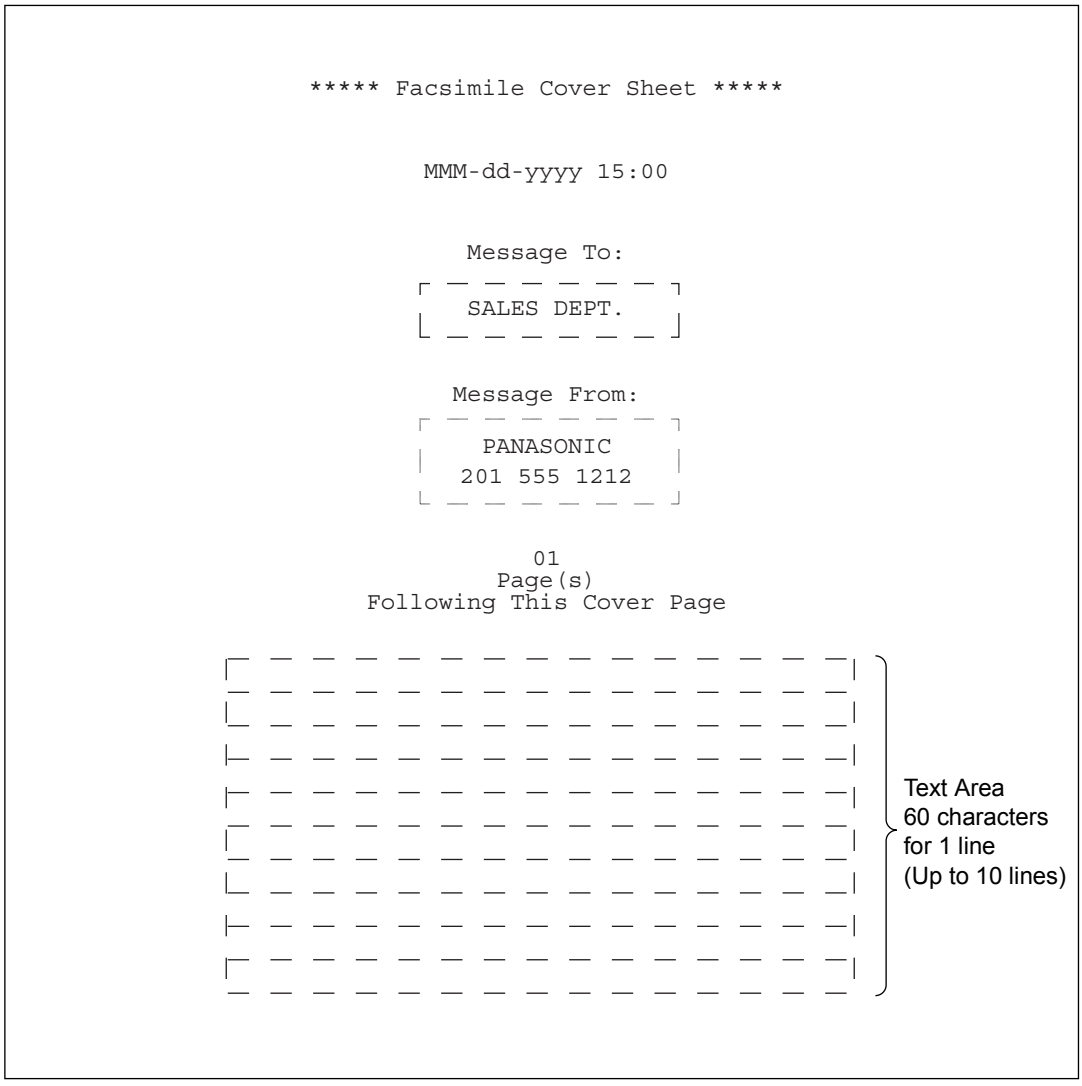
- Refer to **Entering a Destination** (see page 16).

9 Press the **Start** key.

Transmitting a Document with a Cover Sheet

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

Sample Fax Cover Sheet



NOTE

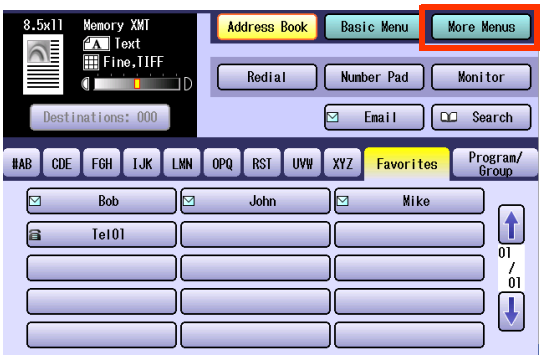
- The cover sheet is excluded from the total page count in the transaction journal.
- The cover sheet can be printed with texts programmed by users. (Up to 10 lines are available.)
- 60 characters can be programmed for 1 line, and up to 600 characters can be printed on the cover sheet.
- Characters are written from the side of left. (The dotted lines will not be printed.)
- The standard setting of a cover sheet can be changed with "**56 Cover Sheet (HOME)**" in Function Parameters (Fax/Email Settings > Fax Parameters). To modify the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

1 Place Original(s).

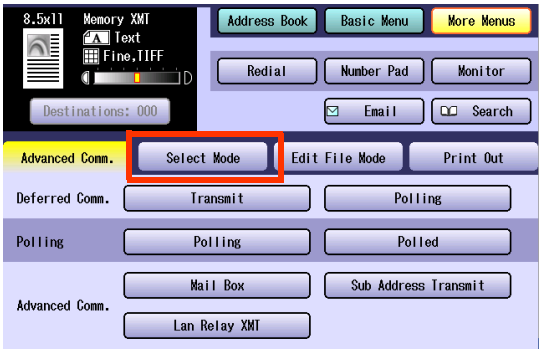
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

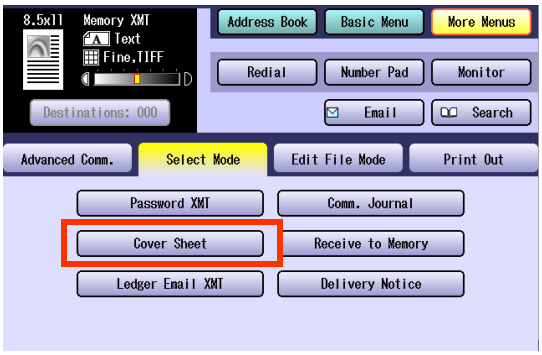
3 Select "**More Menus**".



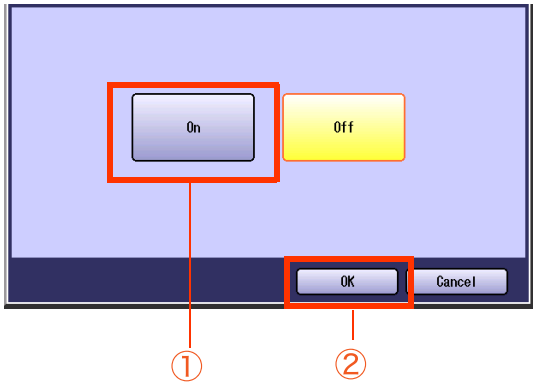
4 Select "**Select Mode**".



5 Select "**Cover Sheet**".



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

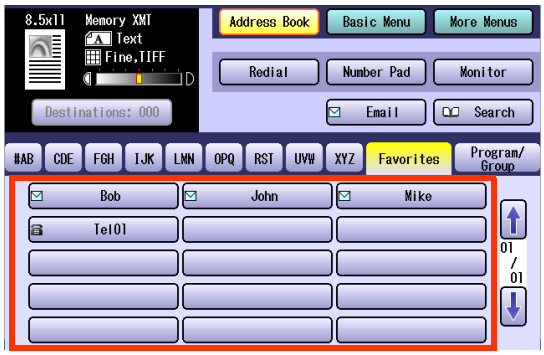


On	Select to attach a cover sheet.
Off	Select not to attach a cover sheet.

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

- Refer to **Setting Original Quality** (see page 26).

8 Select a destination.



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

9 Press the **Start** key.

The transmission of the document with a cover sheet starts.

Receiving Documents

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

Automatic Reception

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

Manual Reception

When your telephone rings, lift the handset of the external telephone. If you hear a beep from the phone, it means someone wants to initiate a fax call. Or, if the caller answers and says he/she wants to initiate a fax call, press the **Start** key and then hang up the handset. Refer to **Manual Reception** (see page 81).

Automatic Reception

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

- Set "**17 Receive Mode**" to "**Auto**" in Function Parameters (Fax/Email Settings> Fax Parameters).
- When an incoming call is received, the machine starts receiving it automatically.

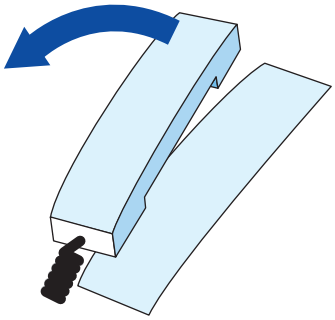
Manual Reception

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

- Set "**17 Receive Mode**" to "**Manual**" in Function Parameters (Fax/Email Settings > Fax Parameters).
- When an incoming call is received, lift the external telephone handset. If you hear a beep press from the phone, press the **Start** key and hang up the handset to start receiving the incoming fax.

---

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



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

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

4 Hang up the phone.

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

Print Reduction and Duplex Recording

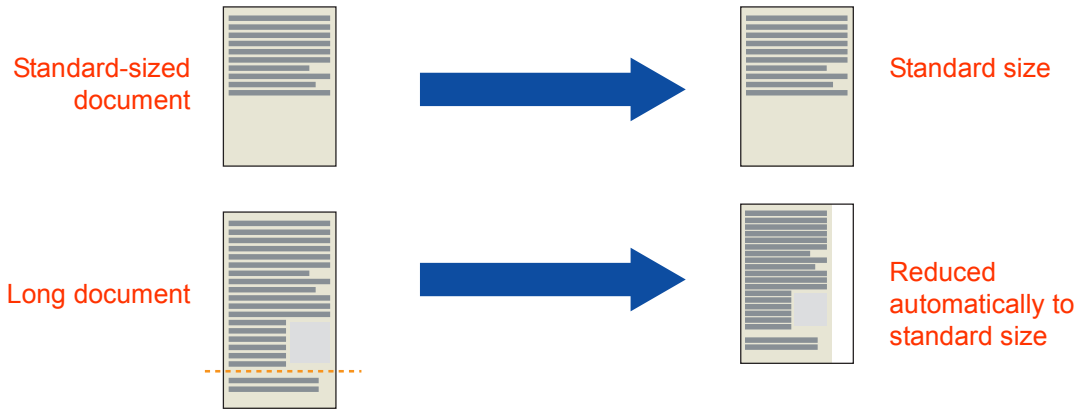
Print Reduction

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

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

■ When Print Reduction is set to "Auto"

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

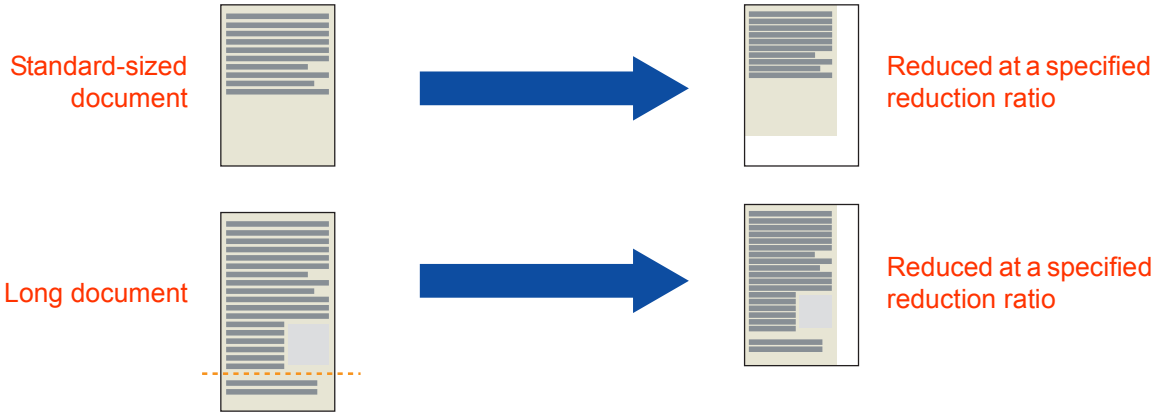


NOTE

- The standard setting of "**24 Print Reduction**" is set to "**Auto**". For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- When the machine receives a long document (longer than the paper size by 39% or more), it prints the document in multiple pages with the 10-mm (0.39 in) of the bottom margin of the first page overlapping the 10-mm (0.39 in) top margin of the next page.

■ When Print Reduction is Set to "Fixed"

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

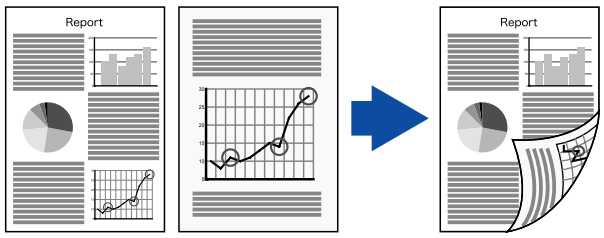


NOTE

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

Duplex Recording

When "**95 Duplex Print**" in Fax/Email Settings > Fax Parameters is set to "**Valid**", the received multi document transmissions are printed on both sides of paper.



(Letter or A4 Originals only)

NOTE

The standard setting of "**95 Duplex Print**" is set to "**Invalid**". When changing the setting, refer to **Fax/Email Setting** in Function Parameters on the provided CD-ROM.

Substitute Memory Reception

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

When a received document is saved in memory as substitute memory reception, the message “Message in Memory” appears on the touch panel display.

The saved documents will print automatically when you replenish the paper, toner, or clear the jammed paper.

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

NOTE

- The available memory size is limited. Replenish the paper, toner, or clear the jammed paper before the memory becomes full.
- The standard setting of “**22 Substitute RCV**” is set to “**Valid**” in Function Parameters (Fax/Email Settings> Fax Parameters).
  For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

Memo

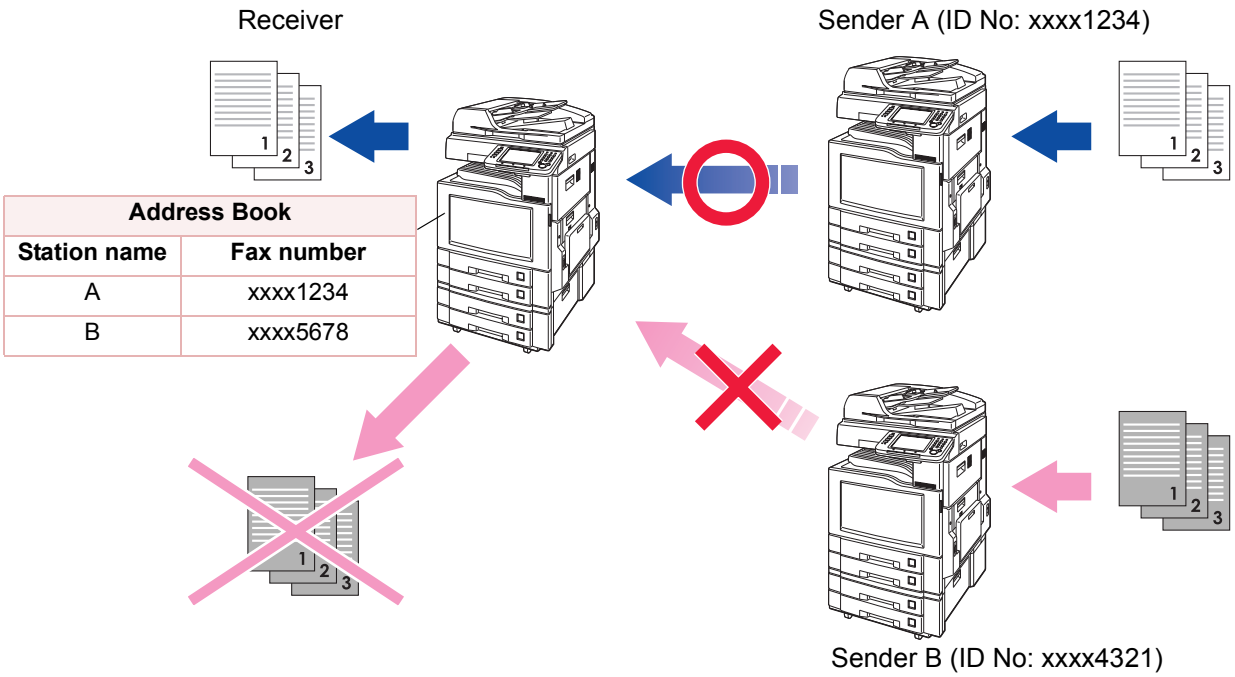
Convenient Reception Features

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

Selective Reception

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

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

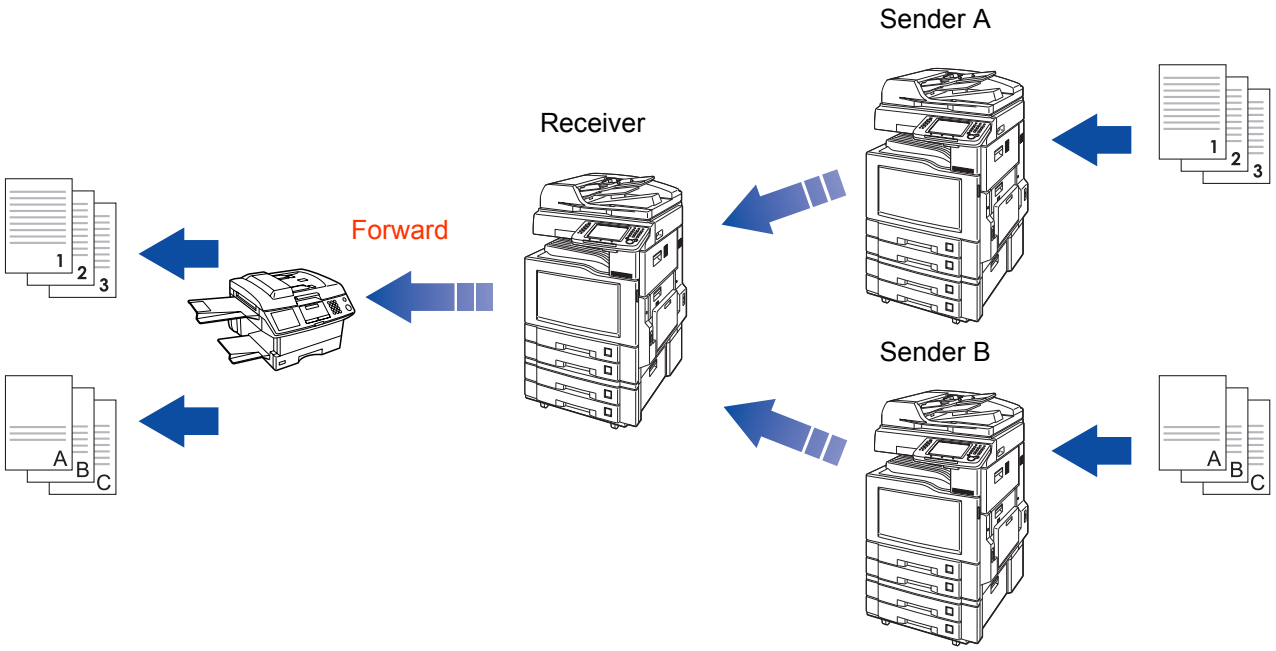


NOTE

- The standard setting of "**46 Select Receive**" is set to "**Invalid**" in Function Parameters (Fax/Email Settings> Fax Parameters). For instructions on how to enable the selective reception feature, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- This feature requires the registration of all possible sending stations in your address book. Refer to **Adding a Fax Number into the Address Book** (see page 169).
- Selective reception will not work if the fax number is not set in the sender's numeric ID, or the sender's numeric ID is not programmed at all. You need to advice to include the fax number (fax telephone number) in the Numeric ID to the sender who you want to receive faxes from.
- The remote machines to which you send faxes may also have the selective reception feature pre-programmed.

Fax Forwarding

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



NOTE

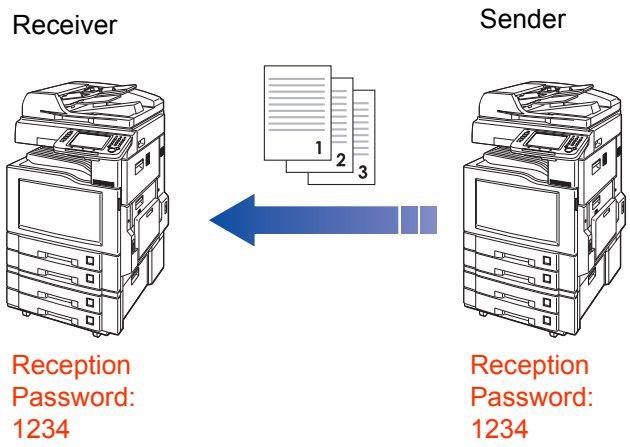
- The standard setting of "**54 Fax Forward**" is set to "**Invalid**" in Function Parameters (Fax/Email Settings> Fax Parameters). For instructions on how to enable the fax forwarding feature, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- When the Fax Forward feature is set, the station programmed in the address book is restricted from editing. To change a programmed destination, follow the steps below:
  1. Set "**54 Fax Forward**" to "**Invalid**" in Function Parameters (Fax/Email Settings> Fax Parameters).
  2. Change the station entered in an address book or pre-programmed in the program dialing.
  3. Reset "**54 Fax Forward**" to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters).
- When Fax Forwarding fails, for example, calling a busy station, the received document will be printed and is deleted from the memory.
- Fax Forwarding will be disabled if the machine has 5% or less of memory remaining.

Password-Reception

Password reception will prevent receiving fax from unauthorized stations.

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

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



ATTENTION

This feature works only if the remote station is any one of the following models:

DF-1100	DP-180	DP-190	DP-1810F	DP-1820E	DP-1820F	DP-2000	DP-2310
DP-2330	DP-2500	DP-3000	DP-3010	DP-3030	DP-3510	DP-3520	DP-3530
DP-4510	DP-4520	DP-4530	DP-6010	DP-6020	DP-6030	DP-C213	DP-C262
DP-C263	DP-C264	DP-C322	DP-C323	DP-C354			
DX-600	DX-800						
FP-D250F	FP-D350F						
UF-160	UF-160M	UF-170	UF-180	UF-190	UF-260	UF-270	UF-270M
UF-280M	UF-300	UF-312	UF-322	UF-550	UF-560	UF-585	UF-590
UF-595	UF-650	UF-733	UF-745	UF-750	UF-750D	UF-755	UF-755e
UF-766	UF-770	UF-780	UF-788	UF-790	UF-880	UF-885	UF-890
UF-895	UF-990	UF-9000	UF-M500				

NOTE

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

Memo

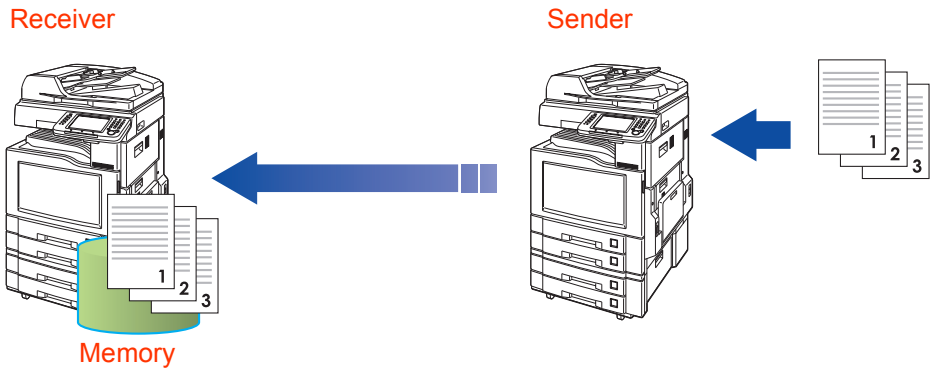
Receive to Memory

What is Memory Reception?

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

- If the memory reception feature has been set to "**On**" in Function Parameters, the message **Receive to Memory** appears on the touch-panel display.
- Documents received in memory are printed when the pre-programmed password is entered. The received documents are deleted from memory when their printing completes.

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



NOTE

- The standard setting of "**Receive to Memory**" is set to "**Off**" in "**More Menus**".
- You can set the password in Function Parameters (Fax/Email Settings> Fax Parameters).
- When memory becomes full, the memory reception is aborted and the communication is canceled. Pages already received in memory can be printed.
- Once memory is full, incoming documents can no longer be received into memory.
- If the memory reception feature has been set to "**On**", the memory reception password cannot be changed in Function Parameters. To change the password, follow the steps below:

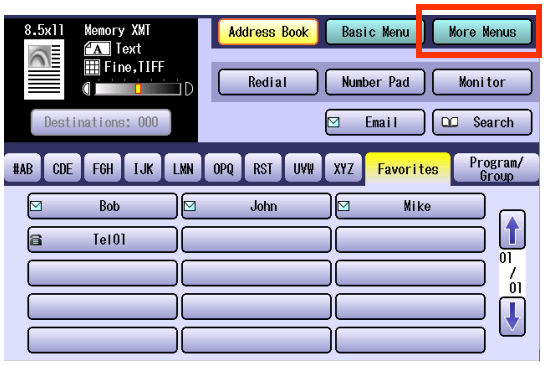
  1. Set the memory reception feature in "**More Menus**" to "**Off**".
  2. Change the password of "**37 Receive to Memory**" in Function Parameters (Fax/Email Settings> Fax Parameters).
  3. Set the memory reception feature to "**On**" in "**More Menus**".

Programming Memory Reception

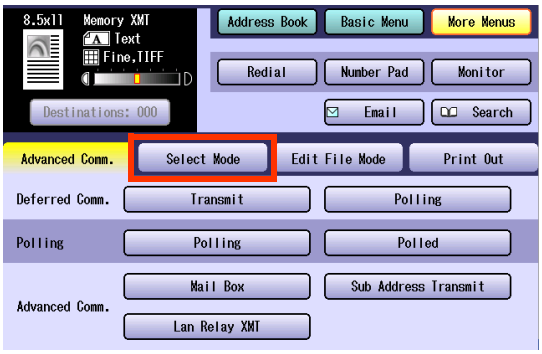
To enable memory reception, follow the steps below:

1 Press the **Fax** key.

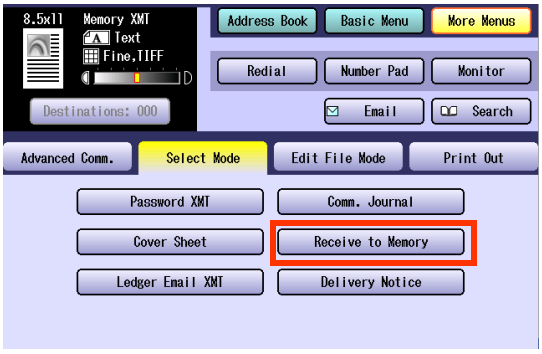
2 Select "**More Menus**".



3 Select "**Select Mode**".

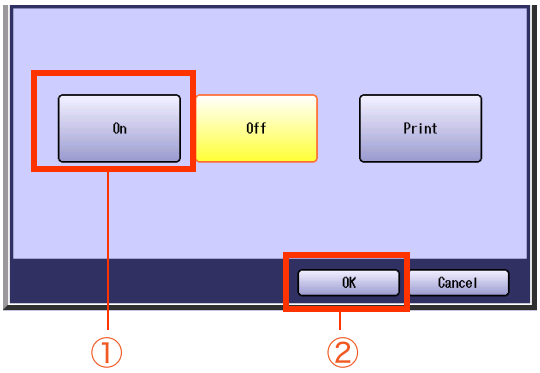


4 Select "**Receive to Memory**".



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

Memory reception is programmed.



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

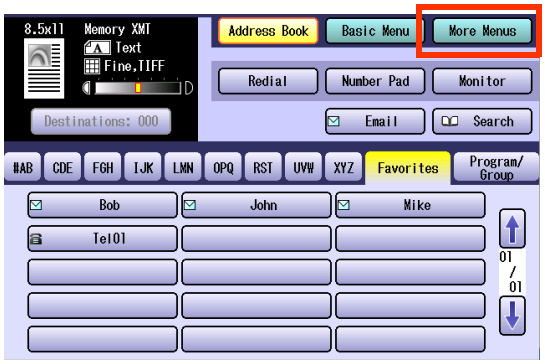
Printing a Document Received in Memory

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

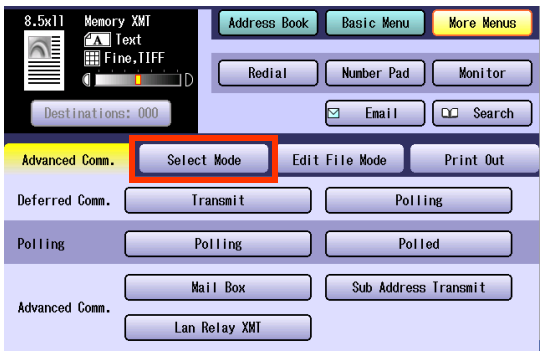
To print a document received in memory, follow the steps below:

1 Press the **Fax** key.

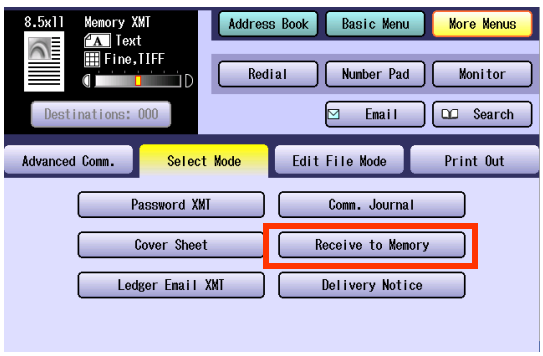
2 Select "**More Menus**".



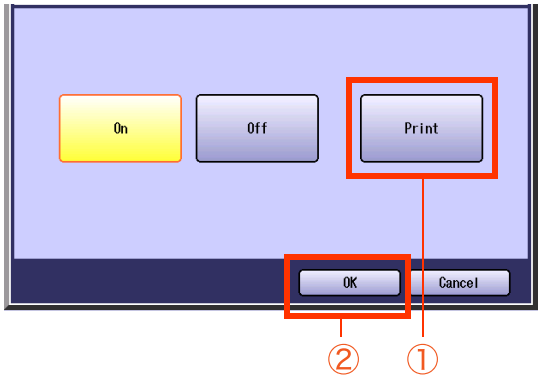
3 Select "**Select Mode**".



4 Select "**Receive to Memory**".

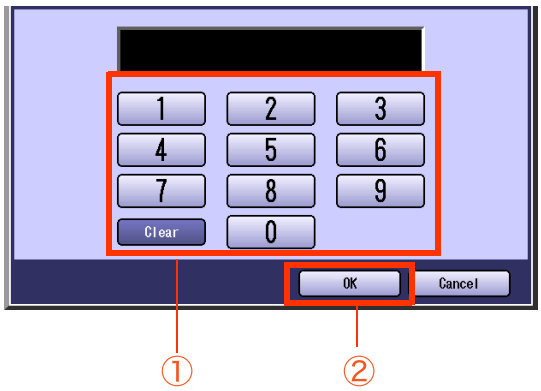


5 Select "**Print**", and then "**OK**".



On	Select to enable memory reception.
Off	Select to disable memory reception.
Print	Select to print a document received in memory.

6 If a password is pre-programmed, enter the password (4-digit), and then select “**OK**”.



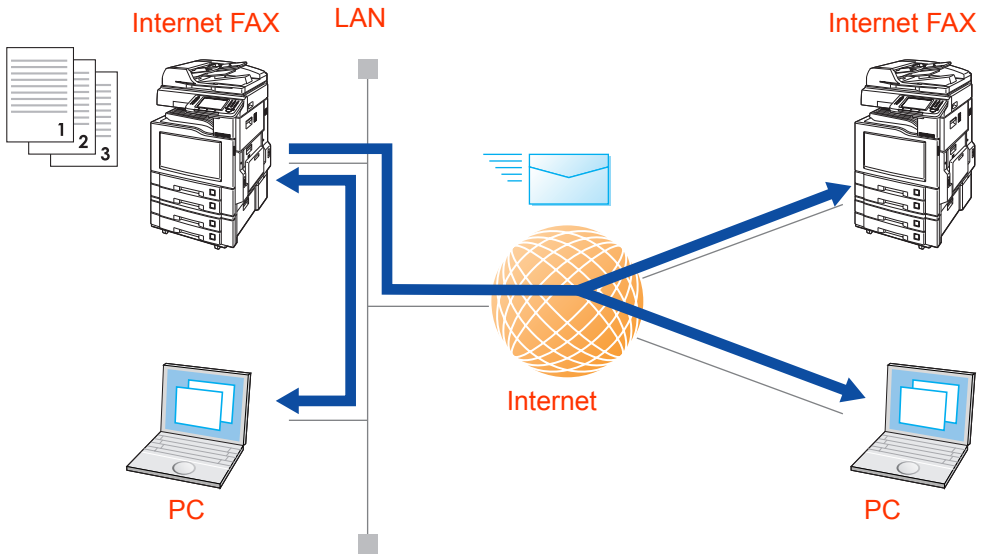
- This screen appears when the password is set in “**37 Receive to Memory**” in Function Parameters (Fax/Email Settings> Fax Parameters).
- If you make a mistake, select “**Clear**” to delete entries one digit at a time.

What is Internet Fax?

What is Internet Fax?

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

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



■ Sending Email

Scanned documents can be transmitted to an Internet Fax, or to a remote computer as files attached to the e-mail.

NOTE

- Refer to **Sending Email** (see page 96).
- Scanned documents can be transmitted only as attached files in TIFF or PDF format. The PDF format can be used only for transmitting documents from the Internet Fax to computers.
- The remote PC must support MIME to receive file attachment in TIFF or PDF format.

■ Receiving Email

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

NOTE

- Refer to **Receiving Email** (see page 97).

Routing

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

NOTE

- Refer to **Inbound Routing** (see page 97).

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

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

NOTE

- Refer to **Relay Transmission** (see page 98).

Using the Internet Fax Feature

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

For setup instructions, refer to **Preparing to Use Internet Fax** (see page 104).

What Internet Fax Can Do

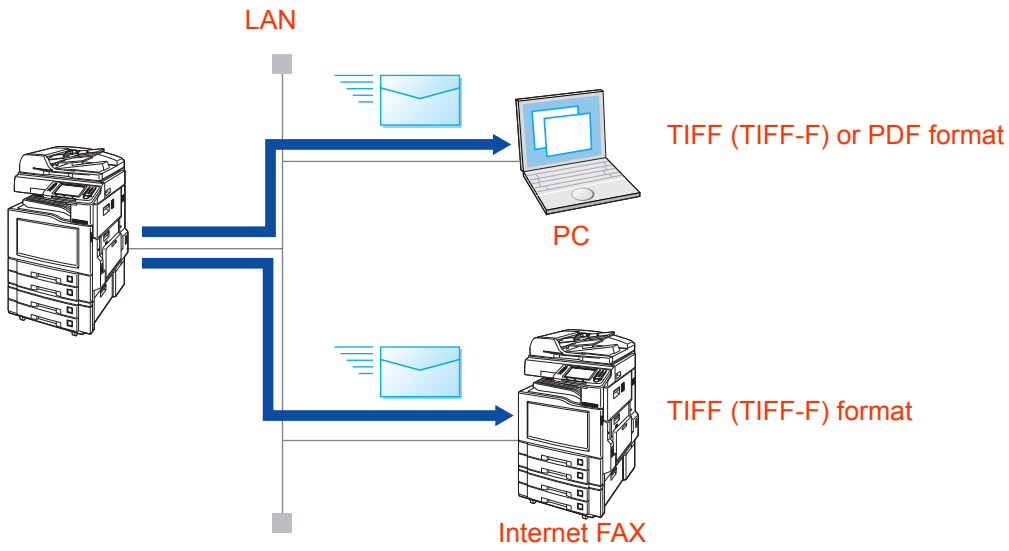
This section introduces the functions of the Internet Fax feature.

The Internet Fax features does not only offer sending, and receiving Email but forwarding fax documents via a telephone line, or broadcasting them via a relay station.

Sending Email

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

- **Internet Fax** : TIFF format (TIFF-F)
- **Computer** : Choose either TIFF (TIFF-F) format or PDF format.

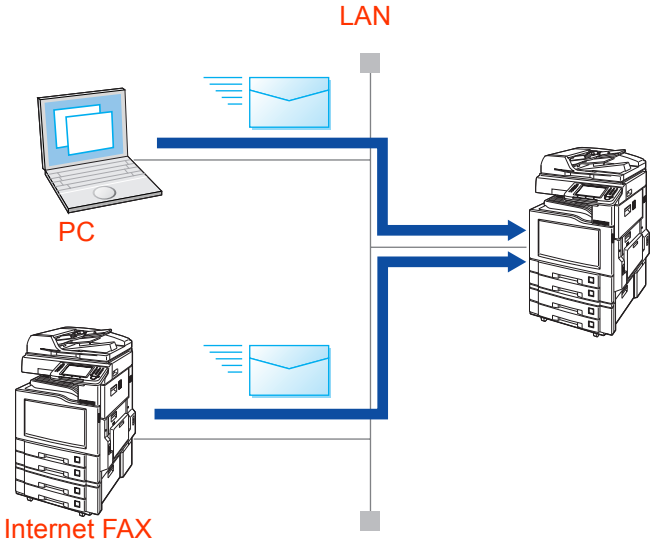


NOTE

- For more details on sending Email, refer to **Sending an Email Procedure** (see page 106).

Receiving Email

When this machine receives Email from an Internet Fax or from a computer, it starts printing the Email automatically. If the Email has an attached file in a format that is not supported by the machine, an error message is printed to alert you that the machine cannot print the Email.

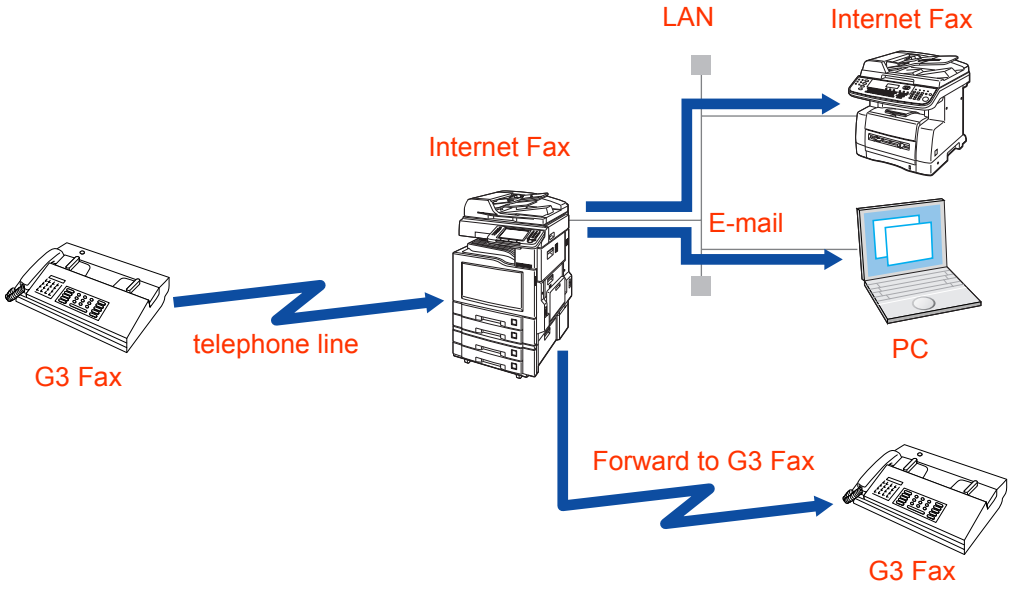


NOTE

- For instructions on how to receive Email, refer to **Receiving an Email** (see page 128).

Inbound Routing

A document received from a G3 fax station via a telephone line can be forwarded to a remote computer on the network, or to an Internet Fax. The forwarding destination can be specified by sub-addressing, or the numeric ID of a fax station.



NOTE

- For more details about routing, refer to **Inbound Routing** (see page 134).

Relay Transmission

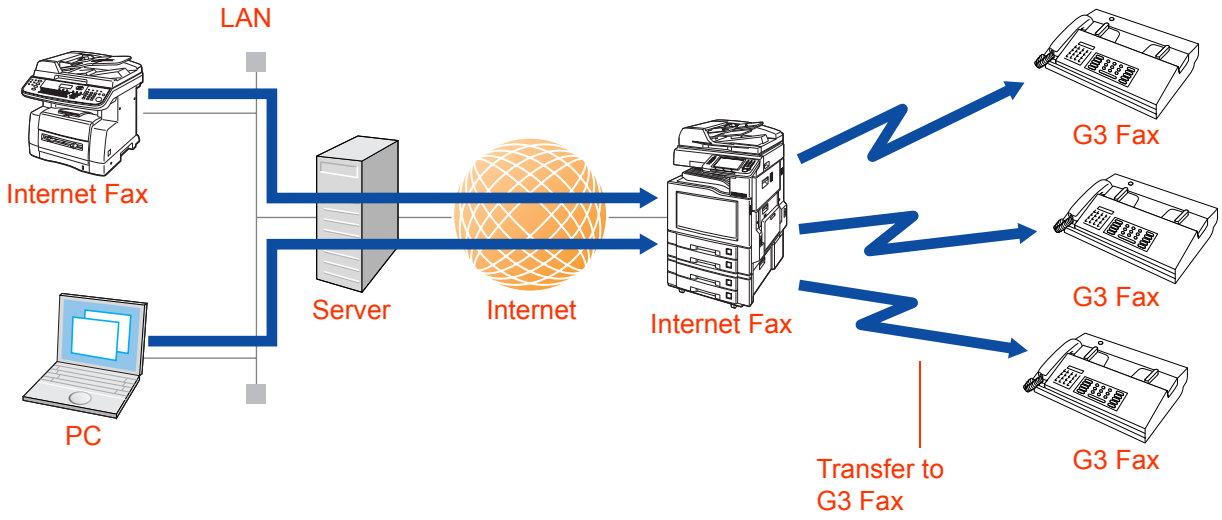
The Internet Relayed Transmission Feature can save your time and transmission costs if you need to send the same documents to multiple G3 fax machines. This is especially true if the transmissions are long distance.

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

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

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

Ex. Internet Relay Transmission



ATTENTION

- When requesting Relay Transmission from a computer, it is necessary to transmit the file in the TIFF-F format.
- An application software is available from the download site. Refer to **Convenient Application Software** (see page 154).

NOTE

- For more details on the Relay Transmission feature, refer to **Using the Relay Feature** (see page 140).

Message Delivery Notice (MDN)

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

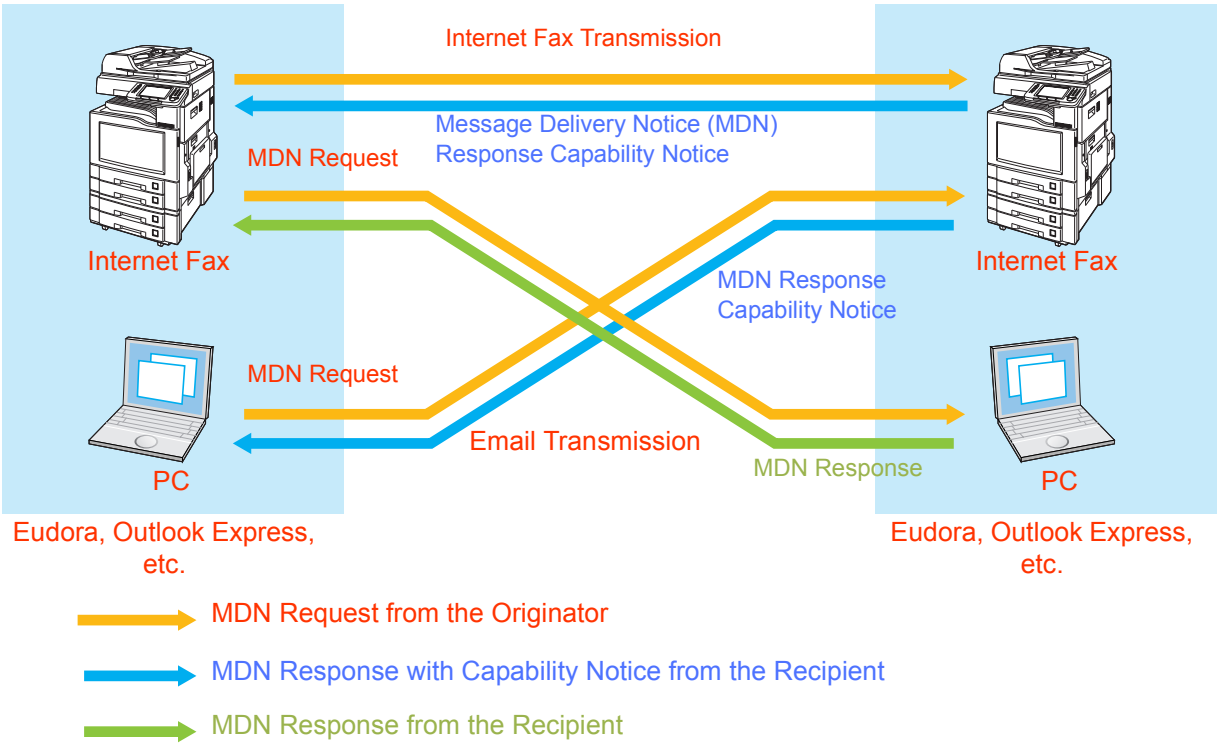
Several Email applications such as Eudora, and Outlook Express support and are able to respond to the delivery confirmation notification sent from the Internet Fax. As well as sending a request for notification to the Internet Fax by Email applications that support MDN (Message Delivery Notice) function.

If the receiving station is an Internet Fax station

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

If the receiving station is a computer

An MDN response Email message is transmitted to the sender.



NOTE

- This feature can be used when the receiving station supports the Message Delivery Notice (MDN) feature.
- To enable this feature, refer to **Setting Message Delivery Notice (MDN)** (see page 124).

Direct Internet Fax Transmission (Using Direct SMTP)

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

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

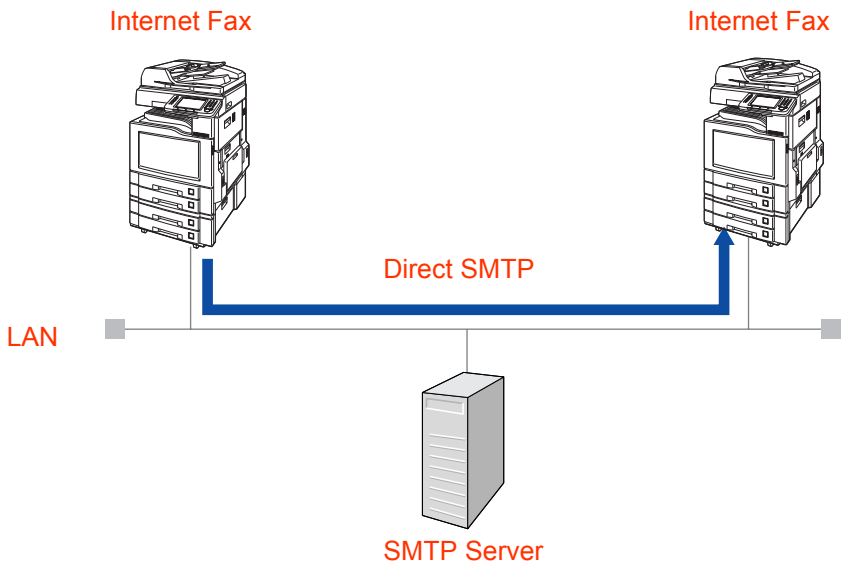
The direct Internet Fax feature enables documents to be directly exchanged between Internet Fax stations without the intervention of an SMTP mail server. This will reduce workload of SMTP mail server.

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

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

NOTE

- For more details about network configuration, contact your network administrator.



Memo

Tips for Internet Fax

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

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

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

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

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

■ When Email Transmission Fails

- Your machine does not directly connect to the final destination, but rather connects to a Mail Server via LAN. Therefore, if a document cannot be correctly transmitted due to an error, the erroneous mail may be returned from the Mail Server to your machine.
- Error mail may take a long time to return (20 to 30 minutes normally) depending on the location of the remote stations, the degree of line congestion on the Internet, or the network configuration and so on.
- Depending on the Mail Server, it is possible that erroneous mail is not returned at all. Therefore, when transmitting important or time sensitive documents, it is recommended that you follow up with a telephone call to confirm reception.
- Documents may not be transmitted to a remote station correctly if the remote station's mailer does not support MIME. Error mail may be returned depending on the type of the remote mail server.
- Documents consisting of multiple pages, or including a large amount of image data may not be transmitted.

NOTE

- If "**172 Direct IFax XMT**" has been set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters), documents are directly transmitted to Email Addresses pre-programmed in the address book.
- This machine supports the Message Delivery Notice (MDN) feature. Program this feature when you want to make sure whether the Email you sent has reached the receiving station successfully. For more details, refer to **Message Delivery Notice (MDN)** (see page 99).

■ Telephone Calls Cannot Be Made via LAN

- Your machine can only make a phone call using a regular telephone line (if an external telephone is connected to your machine).
- Fax communication cannot be performed using Voice Over IP network communication.

Dual Port Communication

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

Transmission Resolution

In view of PC transmission, the standard setting of the resolution is set to "**Fine**" mode. If required, this setting can be changed to "**Std**". (See page 26)

Receive Internet Email Messages

- Your machine can receive text Email from a PC, and print ANSI characters. It will print a "■" symbol if an unrecognized character is received.
- Received Email font and character size are fixed, and cannot be changed.
- Text Email will be printed at about 72 lines per page. It is recommended that you use A4/Letter size recording paper.
- Documents cannot be transmitted correctly if the destination Mail Server does not support the MIME protocol. Erroneous mail may not be returned depending on the Mail Server.

Sending a Document to a PC via LAN

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

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

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

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

Relay Transmission

To prevent unauthorized stations from getting access to your Relay Station for Internet Relayed Transmission, you must set up your Network security. Enter the Relay Station Name, which is concealed from the final destinations, and a Manager's Email Address for notification of all Internet Relayed Transmissions.

Transmitted File Type Setting

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

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

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

Preparing to Use Internet Fax

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

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

Program Network Parameters

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

■ Network Parameters

- TCP/IP Address of your machine
- TCP/IP Subnet Mask of your machine
- TCP/IP Address of the Default Gateway
- Host Name
- TCP/IP Address of the DNS Server (if not available, see Note)
- Email Address of your machine (see Note)
- Name or IP Address of the Default SMTP Mail Server
- SMTP Authentication Name (when the authentication with the SMTP server is required)
- SMTP Authentication Password (when the authentication with the SMTP server is required)

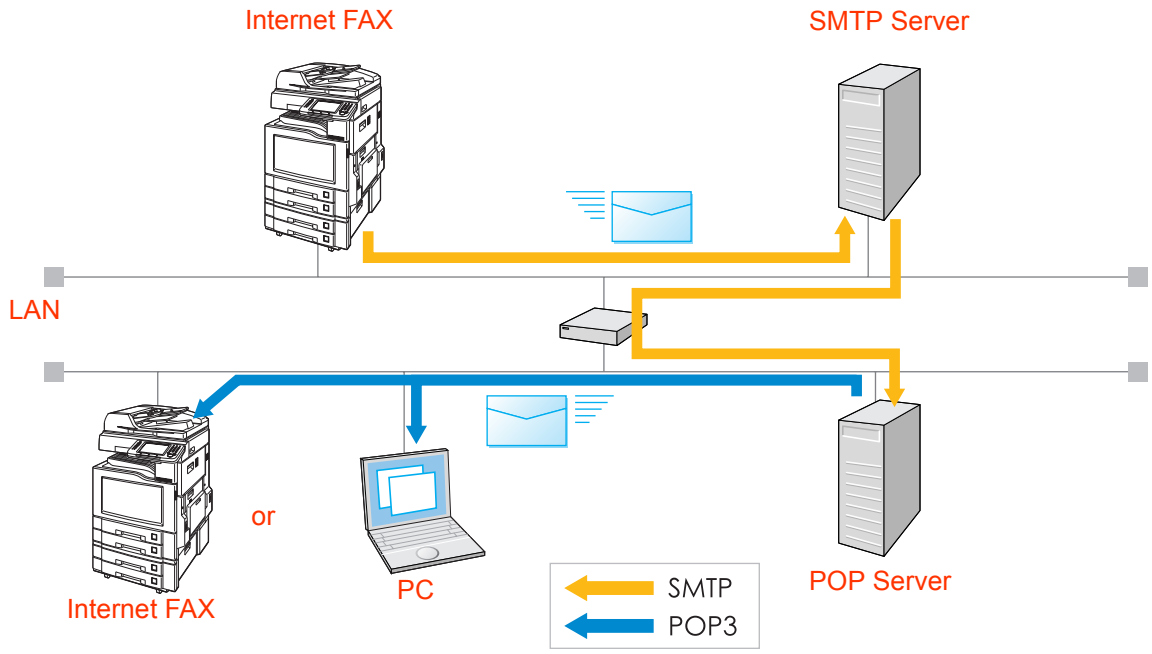
To program the above items, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM as well.

NOTE

- The email address format can be same as your regular email address. If your email address is popuser001@panasonic.com, your machine's email address can be Internet_Fax@panasonic.com.
- By default the machine requires the IP Address of the DNS Server and prompts you to enter the SMTP Server Name.

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

This machine ➤ Other Internet Fax machine or PC



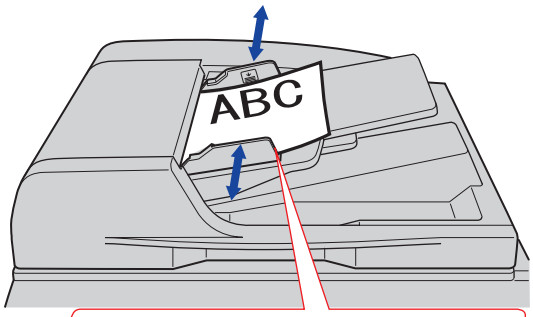
Sending an Email Procedure

The basic operation to send an Email is as follows:

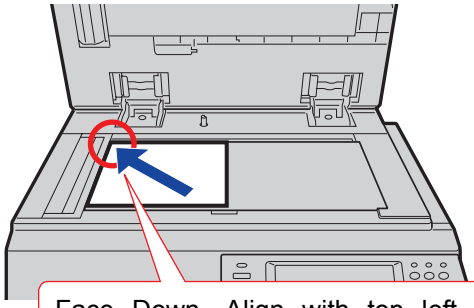
NOTE

- Email Addresses and Fax Stations can be mixed while entering the destinations.
  Email would be transmitted to an Email Address destination, while normal fax documents would be transmitted to a fax destination.

1 Place original(s).



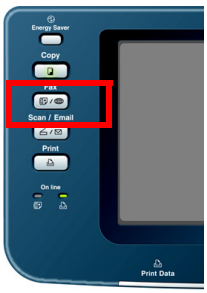
Face Up. Up to 85 sheets (20 lb / Letter).



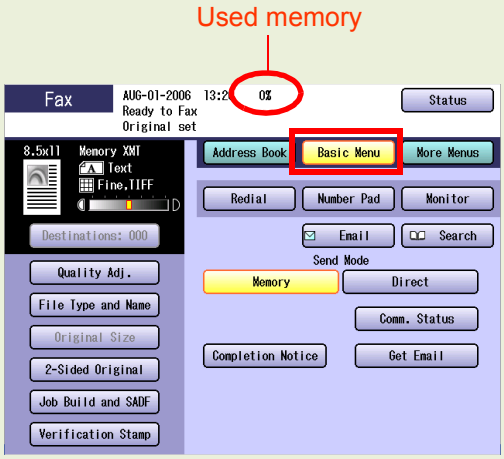
Face Down. Align with top left corner. Close ADF.

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

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



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

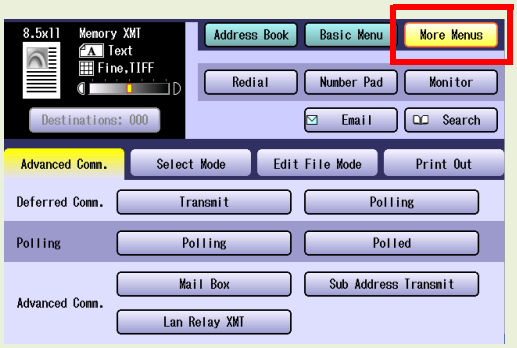


- **Setting Original Quality** (see page 26)
- **Setting a File Type and a Filename** (see page 120)

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

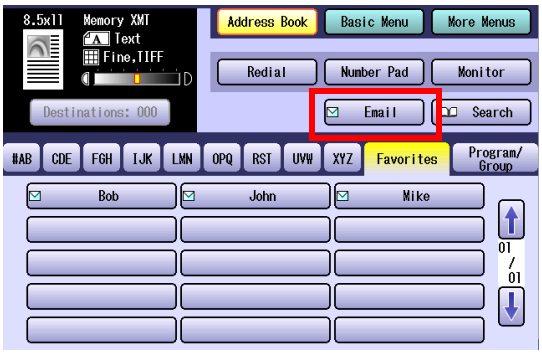
  Send Email in TIFF format to an Internet Fax.
- **Setting Message Delivery Notice (MDN)** (see page 124)

Select "**More Menus**" if additional settings are required.



- **Emailing a Ledger-Sized Document** (see page 122)
- **Relayed Transmission From Internet Fax** (see page 150)

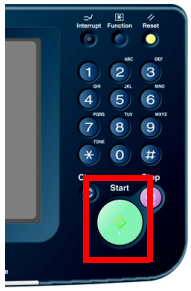
3. Select “**Email**”.



4. Enter an Email Address by selecting “**Keyboard**”, or select a pre-programmed Email Address.

- Refer to **Entering an Email Address** (see page 108).
- Refer to **Using Cc, Bcc and From** (see page 116).

5. Press the **Start** key.



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

- If the transmission fails, an error response is delivered from the mail server, and printed on this machine.
  The error mail including an error message, and an image of the first page of the transmitted document is received.
  Refer to **When E-mail Transmission Fails** (see page 126).
- For instructions on how to cancel a transmission, refer to **Canceling a Communication** (see page 48).
- When sending from the Platen Glass, place the next original and follow the instructions described on the touch panel display.
- Press **Reset** key to return the machine to the initial screen of the current active mode.

Entering an Email Address

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

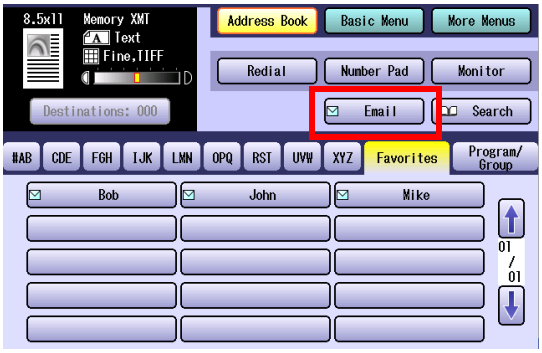
- **Using the Onscreen Keyboard** — Enter the Email Address directly. (See page 109)
- **Using the Address Book** — Use the pre-programmed Address Book.
  - Use a Key Name (See page 110)
  - Search through “Favorites” (See page 110)
  - Use Group Dialing (See page 111)
- **Searching for Destinations** — Search the Address Book, or the Global Directory Service (LDAP)
  - Search through the Address Book (Local Search) (See page 112)
    (Search by the first letter of a Station Name)
  - Search through the LDAP server (LDAP Search) (See page 113)

Using the Onscreen Keyboard

To enter an Email Address directly from the onscreen keyboard, follow the steps below:

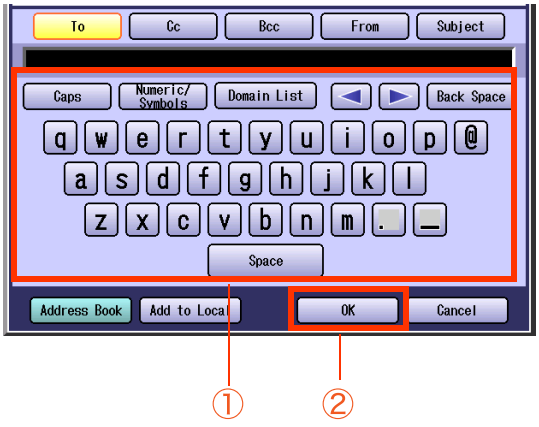
1 Follow the step 1 and 2 on page 106.

2 Select "**Email**".



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

4 Enter an Email Address, and then select "**OK**".



- Each Email Address can be up to 60 characters long.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- To set multiple Email Addresses, follow the steps below:
  ①Enter the first Email Address, and then select "**OK**".
  ②Enter the next Email Address, and then select "**OK**".
  ③Repeat the Steps above until you finish entering all Email Addresses.
- If you make a mistake, select "**Back Space**" to delete one digit at a time, or move the cursor to the beginning of the field, and then press **Clear** key to delete the entire entry.

There are three ways to enter Email Addresses:

❑ Enter an Email Address Directly

Enter an entire Email Address from the onscreen keyboard.

❑ Use the Default Domain

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

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

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

Ex:

Input characters: abc

Sending Email Address: abc@panasonic.com

❑ Use the Domain List

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

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

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

Ex:

Input character string: abc@

Selected from the domain list: abc@panasonic.com

5 Press the **Start** key.

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

Using the Address Book

■ Use a Key Name

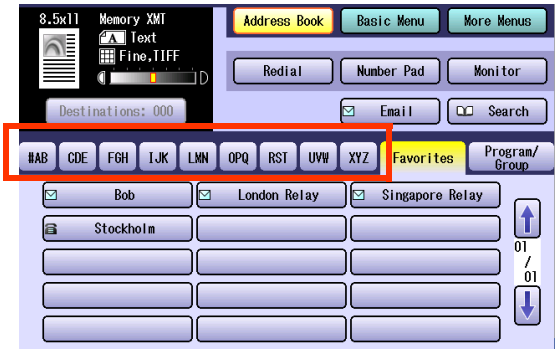
If an Email Address is pre-programmed in the address book, it can be selected by using a Key Name.

NOTE

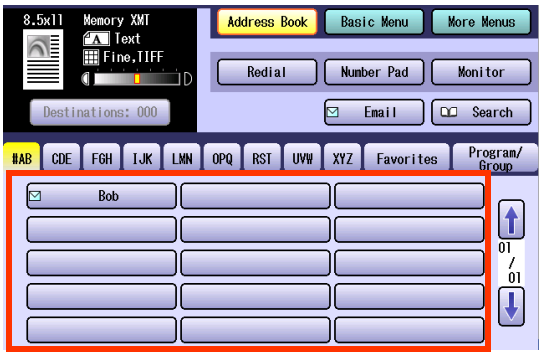
- To use the address book, it is necessary to have Email Addresses added to the address book in Function Parameters. Refer to **Adding an Email Address to Address Book** (see page 171).

1 Follow the step 1 and 2 on page 106.

2 Select a Key Name tab.



3 Select the Email Address you want to send to.



- Select the same destination to cancel a choice.
- To enter additional Email Addresses, repeat Step 2 and 3.

4 Press the **Start** key.

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

■ Search through “Favorites”

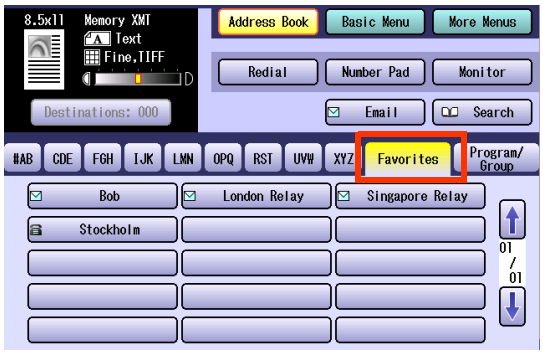
If an Email Address is pre-programmed in the “**Favorites**”, it can be selected from “**Favorites**”.

NOTE

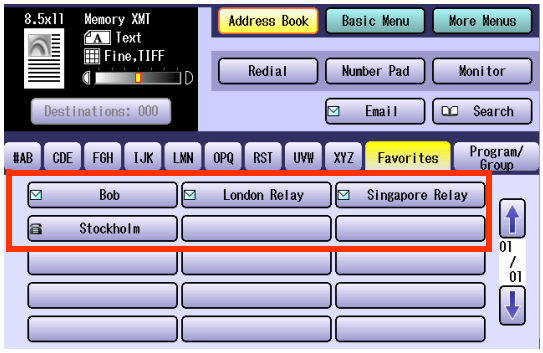
- To use the address book, it is necessary to have Email Addresses added to the address book in Function Parameters. Refer to **Adding an Email Address to Address Book** (see page 171).
- If there are any Email Addresses added in the “**Favorites**”, the address book opens the “**Favorites**” tab first.

1 Follow the step 1 and 2 on page 106.

2 Select “**Favorites**”.



3 Select the Email Address you want to send to.



- Select the same destination to cancel a choice.
- To set more Email Addresses, select other addresses.

4 Press the **Start** key.

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

■ Use Group Dialing

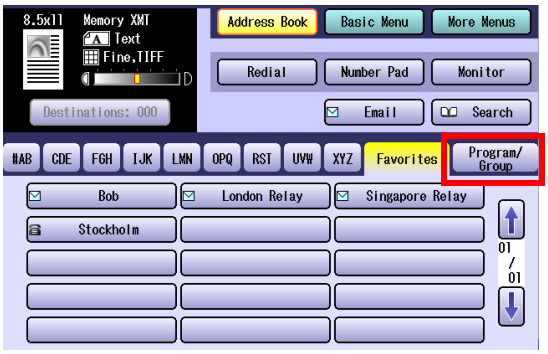
For transmission to multiple destinations with group dialing, follow the steps below.

NOTE

- To use a Group button, group dialing needs to be programmed in Function Parameters. Refer to **Setting for Group Dialing** (see page 179).

1 Follow the step 1 and 2 on page 106.

2 Select "**Program/Group**".



3 Select the Group you want to send to.

- Select the same destination again to cancel a choice.

4 Press the **Start** key.

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

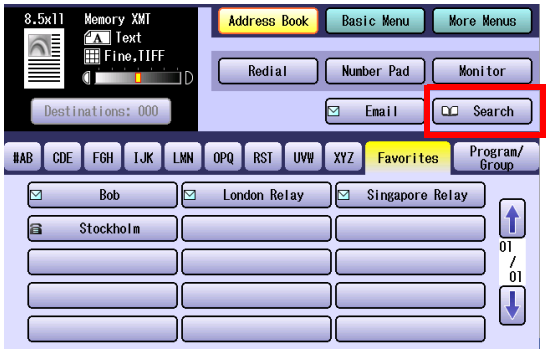
Searching for Destinations

■ Search through the Address Book (Local Search)

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

1 Follow the step 1 and 2 on page 106.

2 Select “**Search**”.

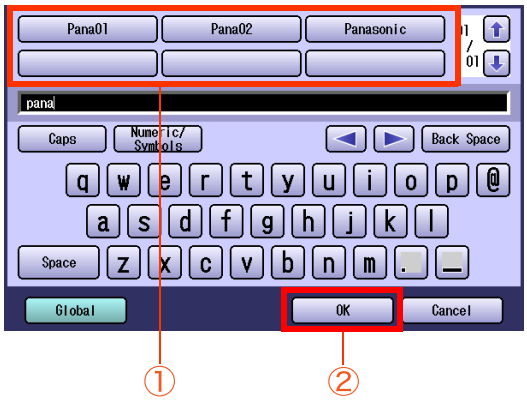


3 Enter the character string you want to search for.

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

The Email Addresses that match the character string are displayed.

4 Select the destination to which you want to send to, and then select “**OK**”.



- Select ⬆ or ⬇ to scroll through the search results.

5 Press the **Start** key.

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

■ Search through the LDAP server (LDAP Search)

LDAP search is a feature that searches through the address book on an LDAP Server on a network, for Fax Numbers, or Email Addresses.

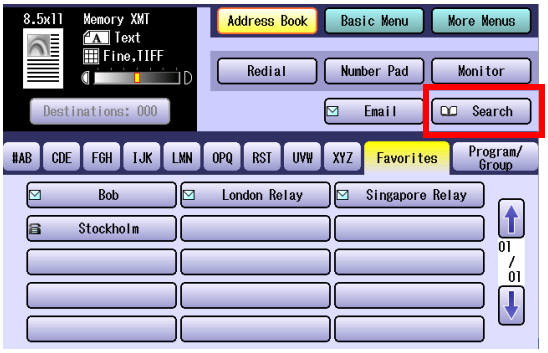
To find out whether the LDAP search feature works in your particular environment, contact your network administrator.

NOTE

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

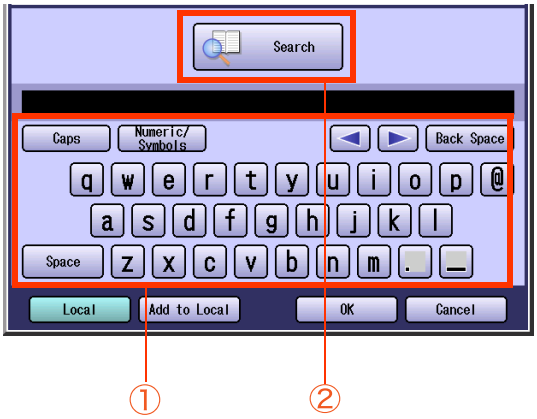
1 Follow the step 1 and 2 on page 106.

2 Select “**Search**”.



3 Select “**Global**”.

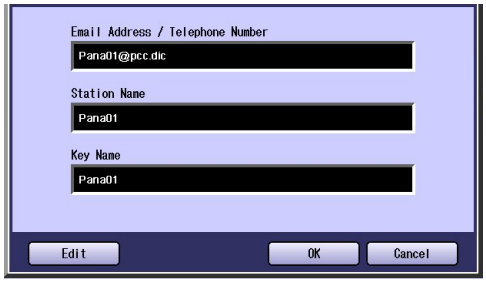
4 Enter a name or characters to search, and then select “**Search**”.



The search result appears.

NOTE

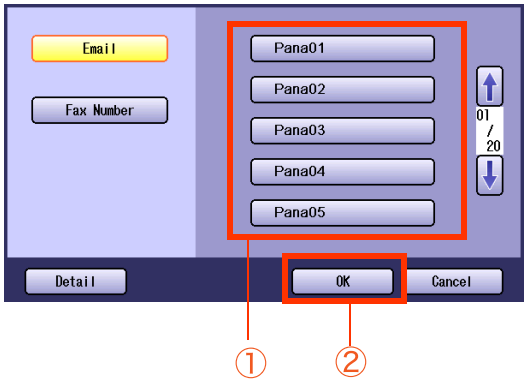
- Email addresses and fax numbers can be searched.
- Select “**Local**” to return to the address book search screen.
- If there are more than 100 matches, a dialog box opens asking you if you want to continue new search. Select “**Yes**” to continue searching.
  To abort the search with 100 matches, select “**No**”.
- A message appears if an error occurs while searching.
- To add the found Email Address into the address book, select “**Add to Local**”.
  Enter the entry name, and then select “**OK**”.



5 Select “**Email**”.

Continue on the next page...

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



- Only one Email Address can be selected at a time.
- You can switch between the Email Addresses, and Fax Numbers list by selecting "**Email**" or "**Fax Number**" button on the screen.
- Select ▲ or ▼ to scroll through the search results.
- Select "**Detail**" to open the screen shown below offering you more detailed information. Select "**Close**" to exit to the information screen.

- To cancel a search, select "**Cancel**".

7 Press the **Start** key.

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

Memo

Using Cc, Bcc and From

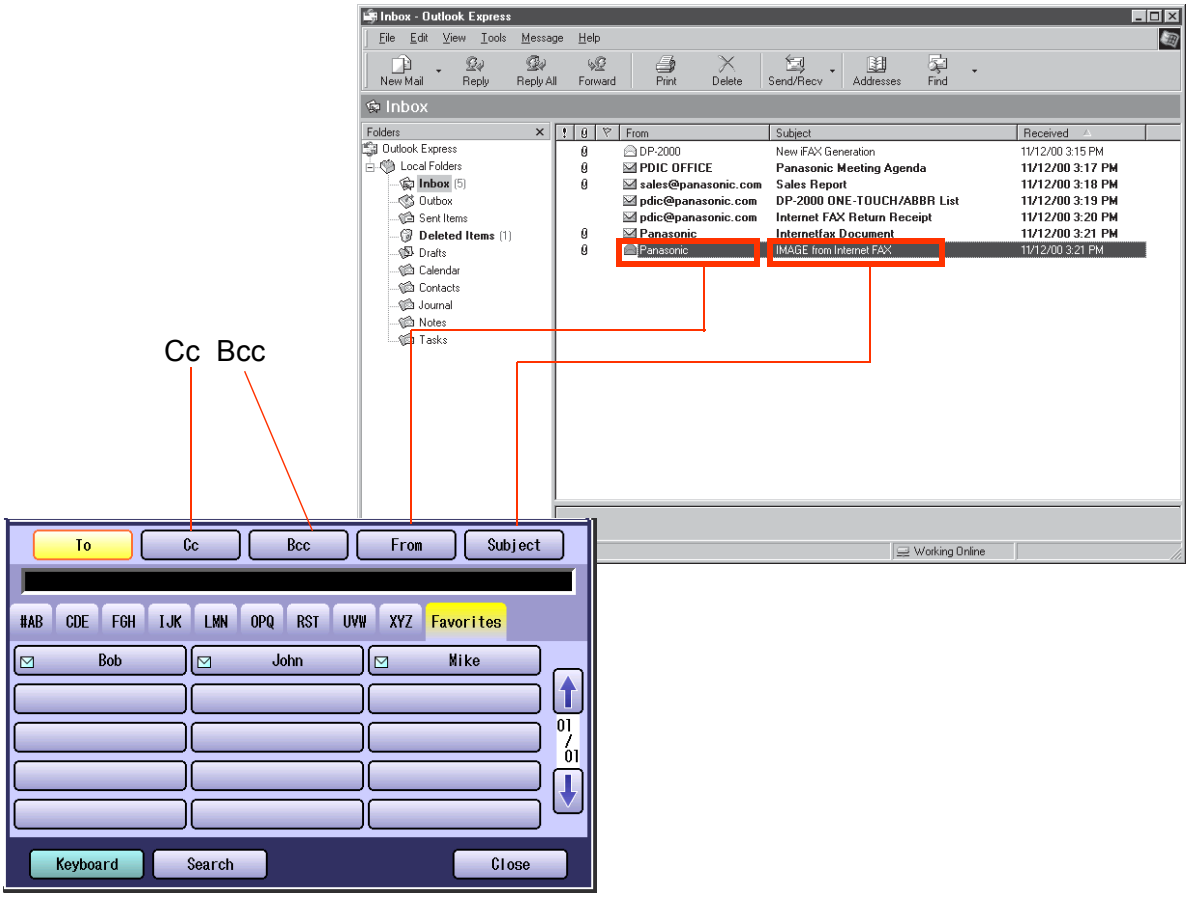
When creating an Email, you have the option of setting ***Cc*** and ***Bcc*** as its destinations, and entering a subject.

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

NOTE

- ***Cc*** ..... Carbon Copy
- ***Bcc*** ..... Blind Carbon Copy
- If the Message Delivery Notice feature is set to "**On**", all the Emails are sent as ***To*** even if they are pre-programmed as **Cc/Bcc.** For more details on the Message Delivery Notice feature, refer to **Setting Message Delivery Notice (MDN)** (see page 124).

An Example of the receiving station

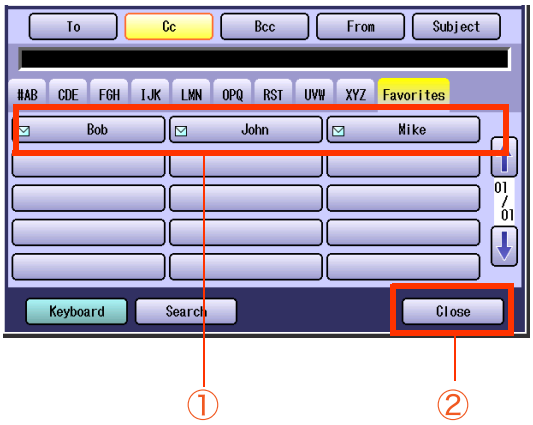


Setting Cc and Bcc

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

1 On the Email screen, select "**Cc**" or "**Bcc**". (See page 107, and 116)

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



- For instructions on how to set an Email Address, refer to **Entering an Email Address** (see page 108).

3 Press the **Start** key.

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

Setting *From* field

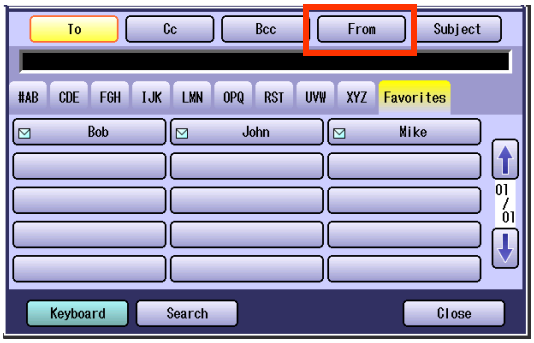
The ***From*** field is preset in the Machine, you can change the ***From*** field by selecting "**From**" on the Email screen. To set ***From*** field, follow the steps below:

NOTE

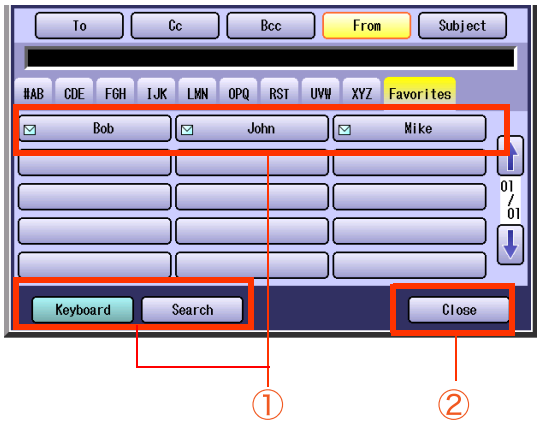
If "**145 Sender Selection**" is set to "**Valid**", you can preset up to 25 sender names. You can select from the sender list when sending an Email. However, if you select "**From**" on the Email screen, the sender list will not be displayed.

For more details on this setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

1 On the Email screen, select "**From**". (See page 107, and 116)



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



3 Press the **Start** key.

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

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

Setting Subject

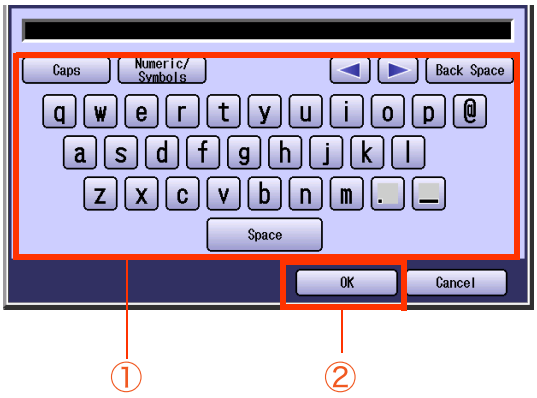
Every time you send an Email, you can enter its subject manually. To enter a subject, follow the steps below:

NOTE

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

1 On the Email screen, select "**Subject**". (See pages 107, and 116)

2 Enter a subject, and then select "**OK**".



- The subject field is up to 40 characters in length.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- If you make a mistake, select "**Back Space**" to delete one character at a time, or move the cursor to the beginning of the field, and then press **Clear** key to delete the entire entry.

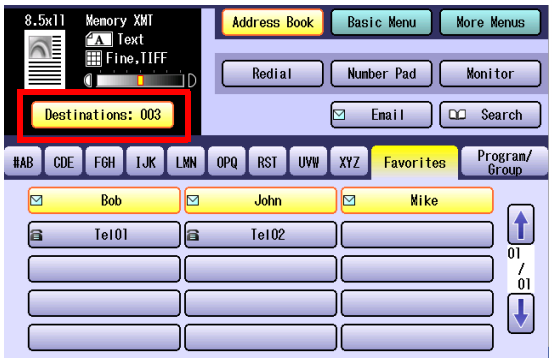
3 Press the **Start** key.

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

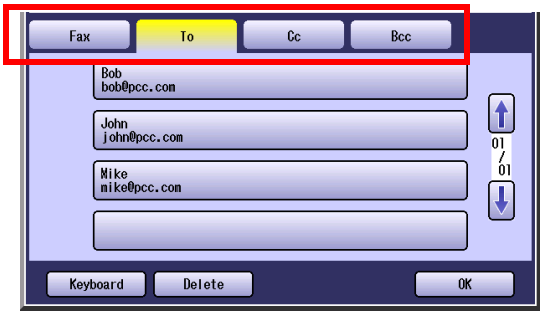
Confirming the Destination

You can confirm the entered destinations.

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



2 Select the desired field button, and confirm destinations.



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

Setting a File Type and a Filename

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

NOTE

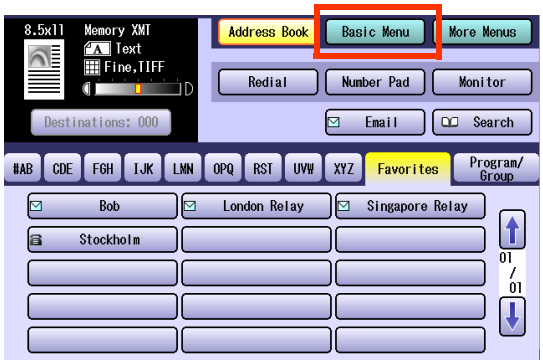
- Internet Fax does not support the PDF format. If a document is transmitted to an Internet Fax with the PDF format, the Internet Fax at the receiving station would be unable to print the images, resulting in an error.
- The file is automatically named “Image.tif” unless you rename the attached file.

1 Place Original(s).

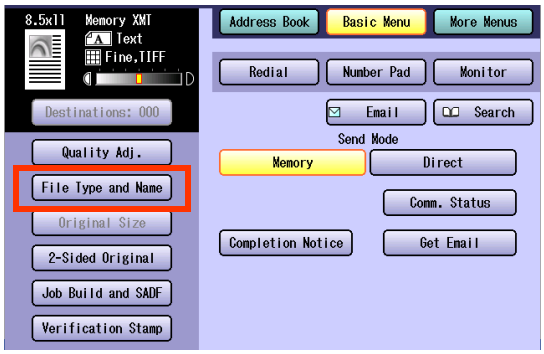
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

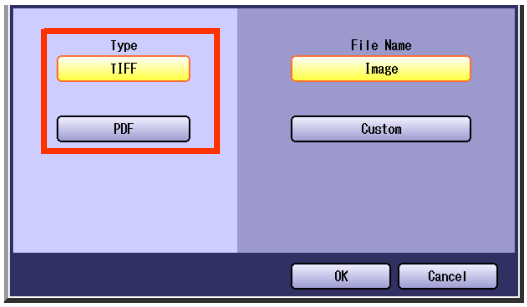
3 Select “**Basic Menu**”.



4 Select “**File Type and Name**”.



5 Select a file type.



TIFF	Select to transmit in the TIFF format.
PDF	Select to transmit in the PDF format (monochrome). Can be used only if the receiving station is a computer.

6 To rename the file, select “**Custom**”.

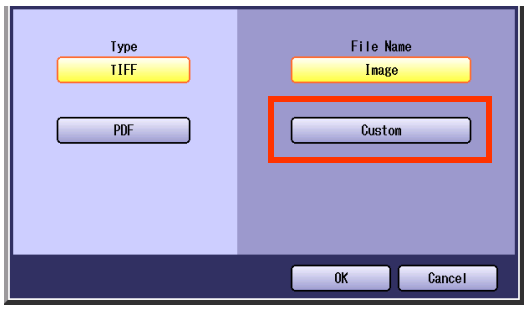
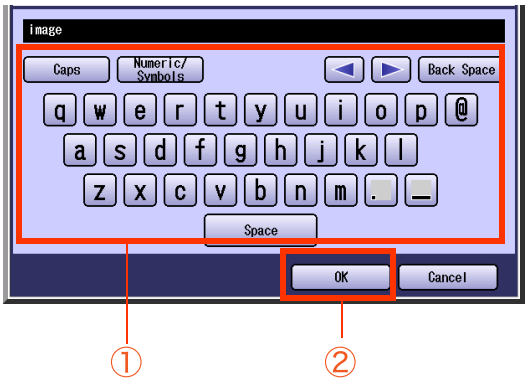


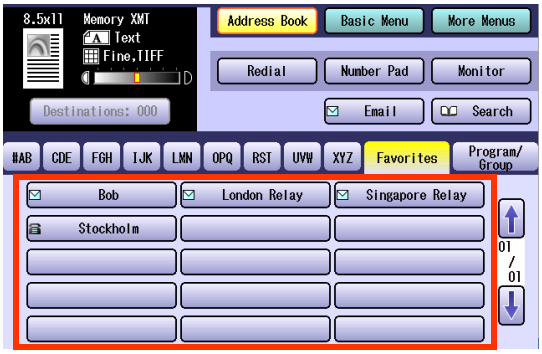
Image	Select to transmit by using the standard name of image.tif or image.pdf.
Custom	Select to rename the file.

7 Enter a filename, and then select "**OK**".



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

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



- Refer to **Entering an Email Address** (see page 108).

9 Press the **Start** key.

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

Emailing a Ledger-Sized Document

Receiving stations may not receive large documents, it depends on their recording capability (paper size).

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

NOTE

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

■ Document Sizes and Transmitted/Received Document Sizes

When a document is larger than A4/Letter, such as a Ledger size, is transmitted by Internet Fax, it is reduced in size as described in the table below. Whether the document is reduced or not depends on the setting of Ledger Email XMT and the Function Parameters.

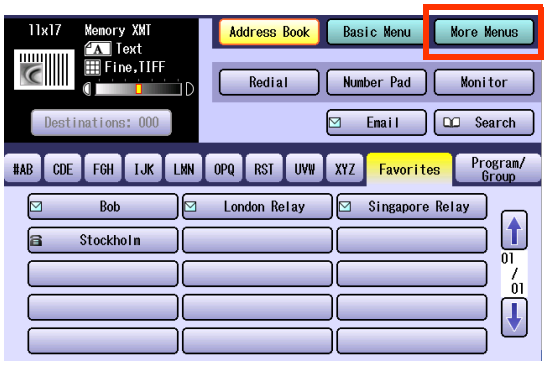
Document size	**Transmitted/Received document size**		
	"**Ledger Email XMT**" has been set to "**On**"	"**Ledger Email XMT**" has been set to "**Off**"	
		"**141 LAN XMT Reduce**" has been set to "**Invalid**" in Function Parameters	"**141 LAN XMT Reduce**" has been set to "**Valid**" in Function Parameters
Ledger	Ledger	B4	A4/Letter
B4	B4	B4	A4/Letter
A4/Letter	A4/Letter	A4/Letter	A4/Letter

1 Place Original(s).

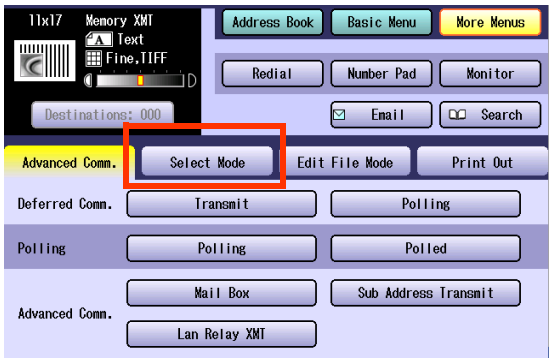
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

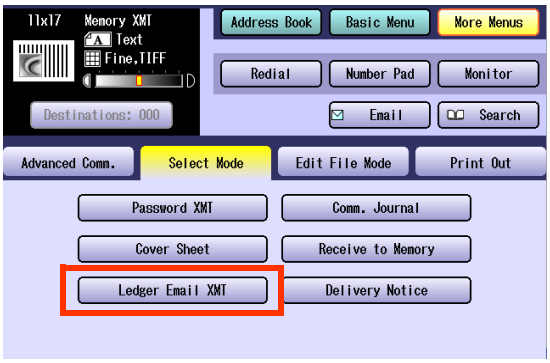
3 Select "**More Menus**".



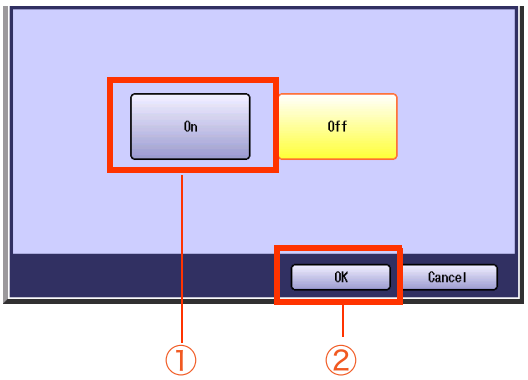
4 Select "**Select Mode**".



5 Select “**Ledger Email XMT**”.

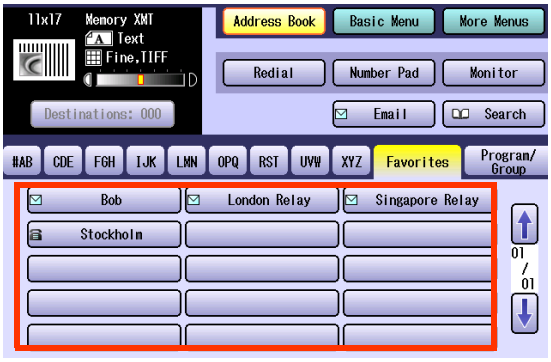


6 Select “**On**”, and then select “**OK**”.



On	The document is transmitted at the same ratio scale as it has been scanned.
Off	The document is transmitted, reduced in size according to the setting of “**141 LAN XMT Reduce**” pre-programmed in Function Parameters (Fax/Email Settings> Fax Parameters).

7 Set an Email Address.



- Refer to **Entering an Email Address** (see page 108).

8 Press the **Start** key.

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

Setting Message Delivery Notice (MDN)

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

NOTE

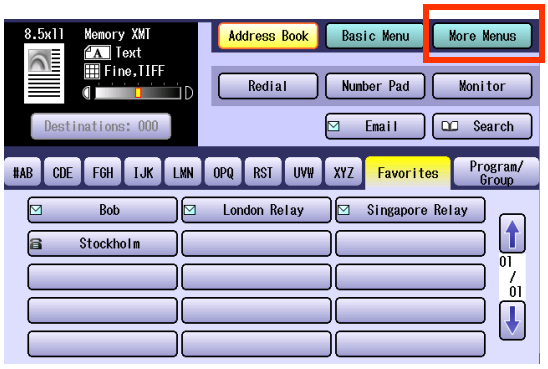
- Standard setting of "**173 Delivery Notice**" can be changed in Function Parameters (Fax/Email Settings> Fax Parameters). For instructions on how to change the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

1 Place Original(s).

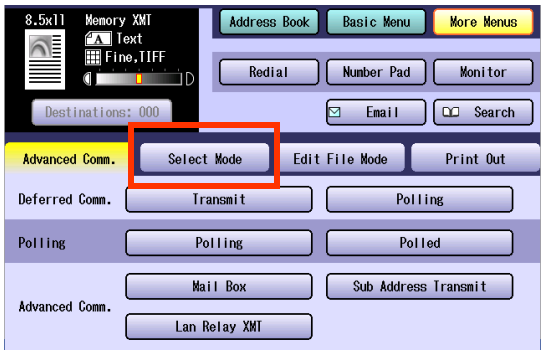
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

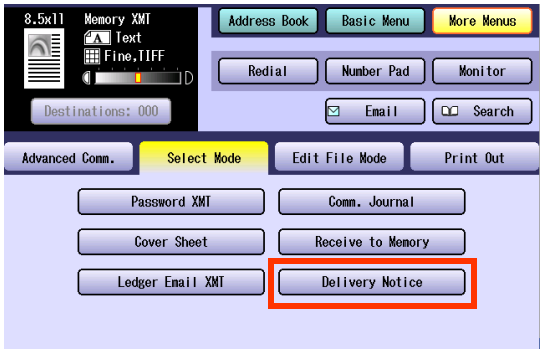
3 Select "**More Menus**".



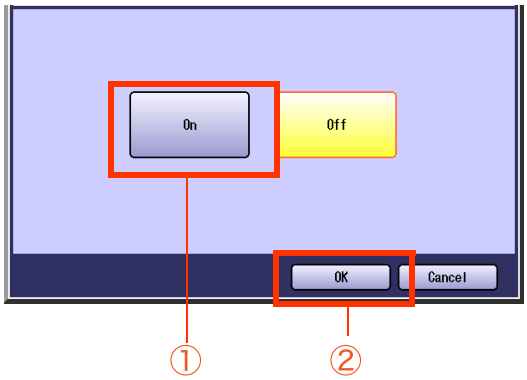
4 Select "**Select Mode**".



5 Select "**Delivery Notice**".

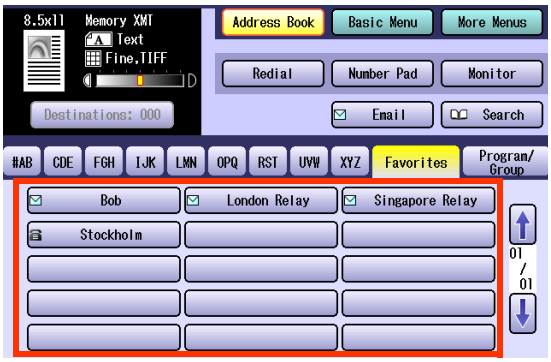


6 Select "**On**", and then select "**OK**".



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

7 Set an Email Address.



- Refer to **Entering an Email Address** (see page 108).

8 Press the **Start** key.

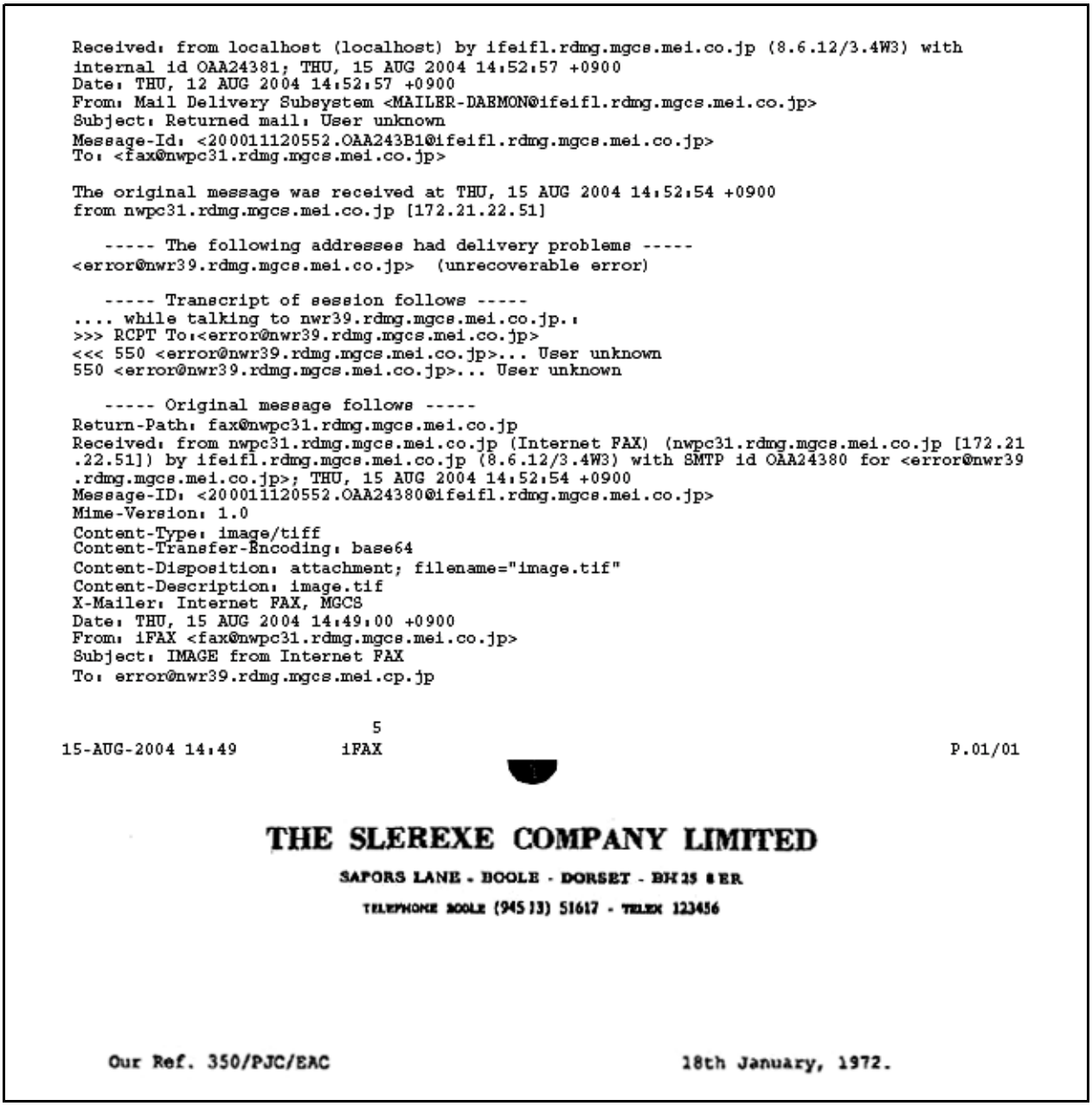
The original(s) are stored into memory with a file number. Then starts email transmission.

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

When E-mail Transmission Fails

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

Failure Report Sample (Unknown User)



```
Received: from localhost (localhost) by ifeifl.rdmg.mgcs.mei.co.jp (8.6.12/3.4W3) with
internal id OAA24381; THU, 15 AUG 2004 14:52:57 +0900
Date: THU, 12 AUG 2004 14:52:57 +0900
From: Mail Delivery Subsystem <MAILER-DAEMON@ifeifl.rdmg.mgcs.mei.co.jp>
Subject: Returned mail: User unknown
Message-Id: <200011120552.OAA243B1@ifeifl.rdmg.mgcs.mei.co.jp>
To: <fax@nwpc31.rdmg.mgcs.mei.co.jp>

The original message was received at THU, 15 AUG 2004 14:52:54 +0900
from nwpc31.rdmg.mgcs.mei.co.jp [172.21.22.51]

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

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

   ----- Original message follows -----
Return-Path: fax@nwpc31.rdmg.mgcs.mei.co.jp
Received: from nwpc31.rdmg.mgcs.mei.co.jp (Internet FAX) (nwpc31.rdmg.mgcs.mei.co.jp [172.21
.22.51]) by ifeifl.rdmg.mgcs.mei.co.jp (8.6.12/3.4W3) with SMTP id OAA24380 for <error@nwr39
.rdmg.mgcs.mei.co.jp>; THU, 15 AUG 2004 14:52:54 +0900
Message-ID: <200011120552.OAA24380@ifeifl.rdmg.mgcs.mei.co.jp>
Mime-Version: 1.0
Content-Type: image/tiff
Content-Transfer-Encoding: base64
Content-Disposition: attachment; filename="image.tif"
Content-Description: image.tif
X-Mailer: Internet FAX, MGCS
Date: THU, 15 AUG 2004 14:49:00 +0900
From: iFAX <fax@nwpc31.rdmg.mgcs.mei.co.jp>
Subject: IMAGE from Internet FAX
To: error@nwr39.rdmg.mgcs.mei.cp.jp

                              5
15-AUG-2004 14:49          iFAX                                    P.01/01

THE SLEREXE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH25 8ER

TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

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

Using a Completion Notice

The Completion Notice feature notifies your computer when the sending Email, or Fax Transmission is completed.

ATTENTION

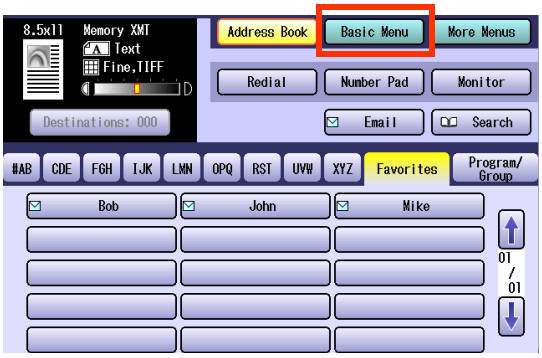
- Before using this function, install the Panasonic Document Management System and PCL Printer Driver, and then set up each software.
- Refer to Completion Notice in the Operating Instructions (For Setting Up) of provided booklet.

1 Place Original(s).

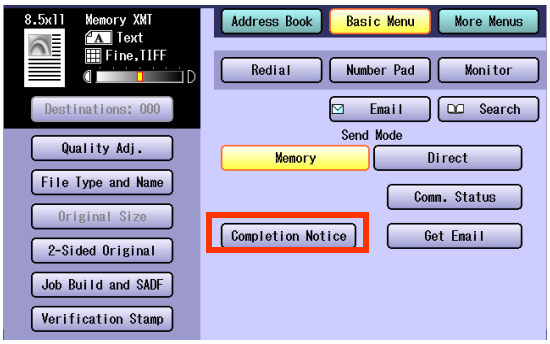
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

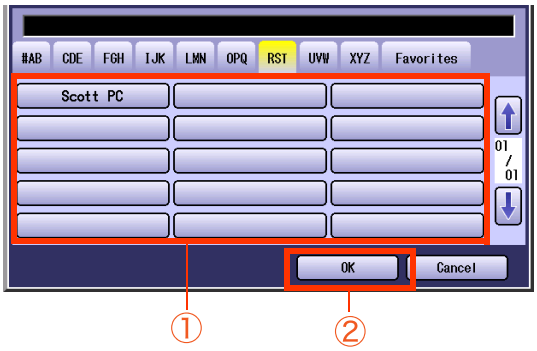
3 Select "**Basic Menu**".



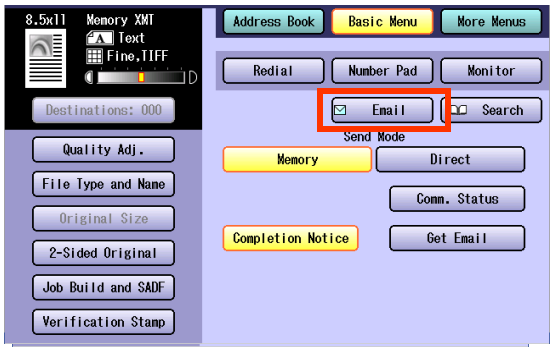
4 Select "**Completion Notice**".



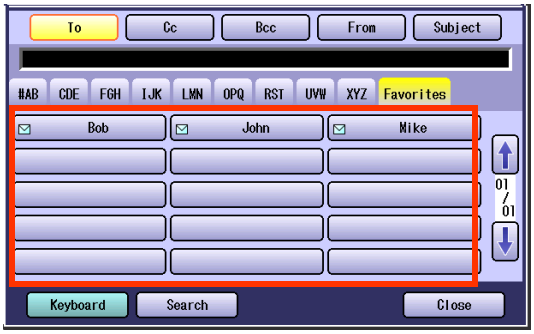
5 Select a computer to be informed, and then select "**OK**".



6 Select "**Email**"



7 Set an Email Address.



- Refer to **Entering an Email Address** (see page 108).

8 Press the **Start** key.

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

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

Receiving an Email

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

Configure to Receive Email

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

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

NOTE

- For instructions on how to configure the POP Server, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- With POP manual reception pre-programmed on a program key, POP Email can be retrieved by a user name other than the one pre-programmed as local station information.

Receiving Email Automatically

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

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

Receiving Email Manually

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

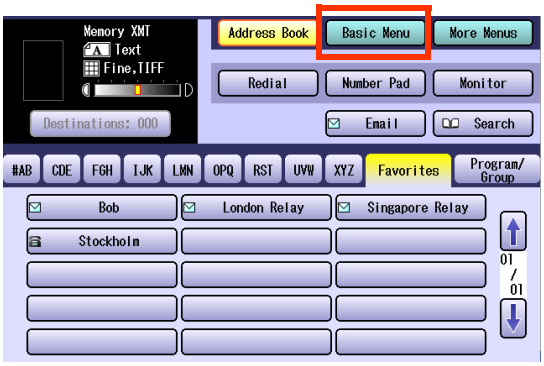
NOTE

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

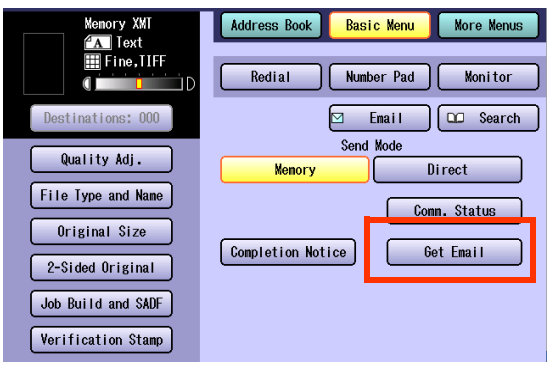
1 Press the **Fax** key.

2 Check for incoming mail(s).

3 Select "**Basic Menu**".



4 Select "**Get Email**".



The retrieved Email is printed.

Receiving Email with the Program Key

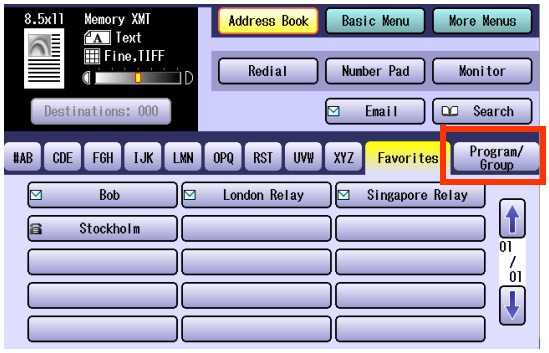
This function allows others to share your machine to retrieve their Emails from the POP Server by pre-programming their POP User Names, and POP Passwords into the Program Keys. They will be able to retrieve their Emails by simply pressing the associated Program Key.

NOTE

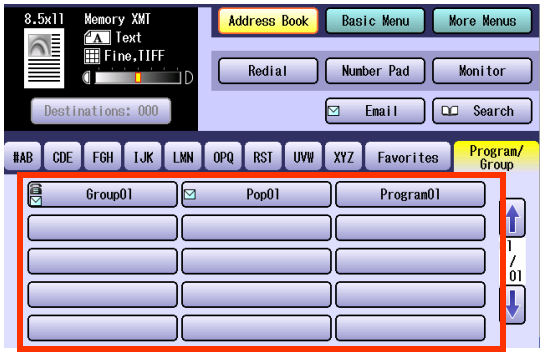
- If security is of a great concern, and it is necessary to prevent unauthorized personnel from retrieving your Email from the POP Server, leave the POP Password field blank when programming the Program Key. By leaving it blank, the machine will prompt you to enter the POP Password when the Program Key is pressed to retrieve mail.
- For instructions on how to program POP reception on program key, refer to **Programming Email Manual Reception on Program Keys** (see page 185).

1 Press the **Fax** key.

2 Select "**Program/Group**".



3 Select the program key on which POP reception is pre-programmed.



When the POP Account name entry prompt window opens, enter the POP Account name, and then enter the password.

The Email is retrieved, and printed.

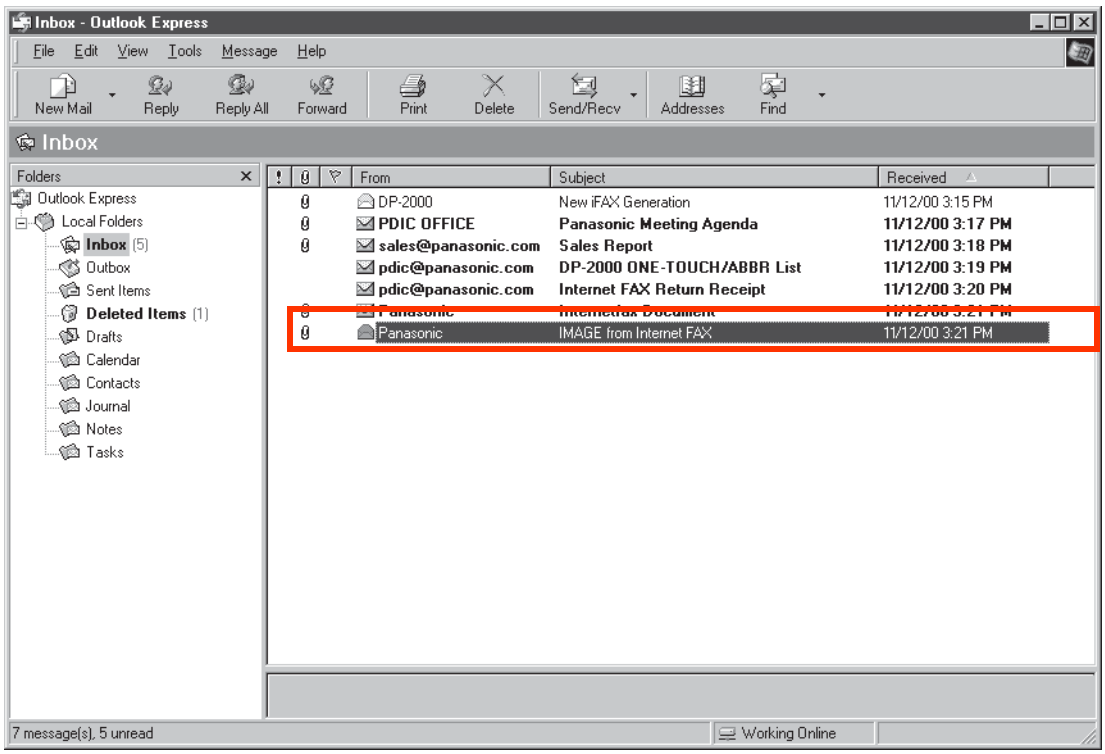
Memo

Receiving an Email on a Computer

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

Receiving Email on Your Computer

A sample screen shot of a mailer that has received Email from an Internet Fax is shown below.



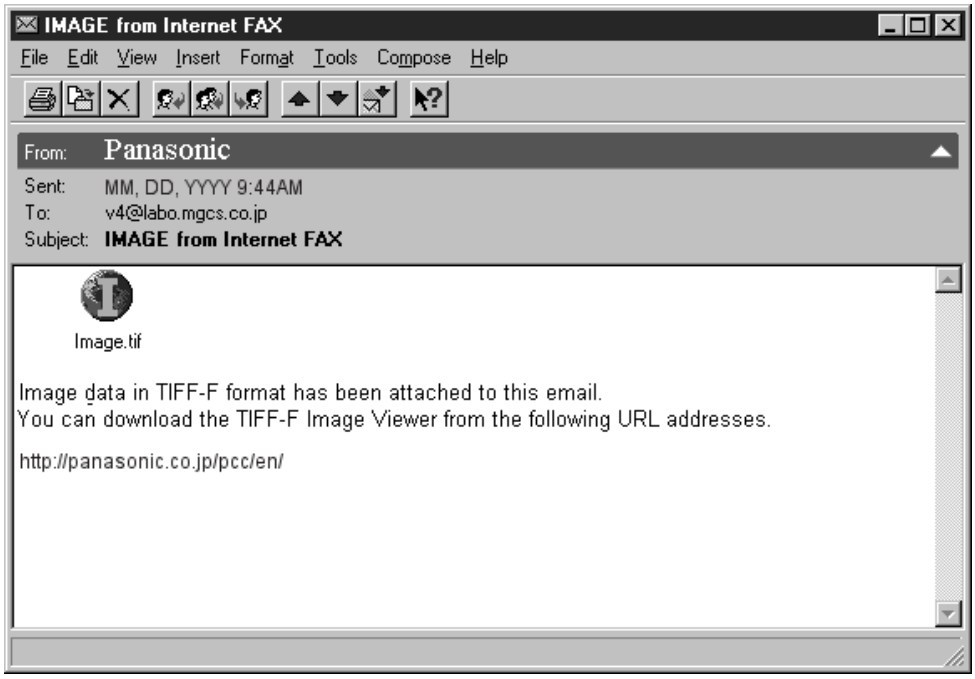
For your reference, the above example is from Outlook Express Inbox running under Microsoft® Windows.
If you are using a different Email application software, please refer to your application's User Manual.

NOTE

- For more details on how to view Email on your computer, refer to the User Manual for your mailer or viewer.
- In the screen shot above, the Email transmitted from Internet Fax has the subject "IMAGE from Internet Fax". Email title can be modified if required.

Opening Email

When you open an Email received from Internet Fax, the screen as shown below is displayed.



- For your reference, the above example is from Windows Messaging running under Microsoft® Windows.
- To run the Viewer, please refer to your application's User Manual. The attached file is composed of TIFF-F (Tagged Image File Format with Modified Hoffman coded image). TIFF Viewers come in many flavors, a majority of TIFF Viewers will open and view this file, however, a handful of Viewers may not support this format.
- You can download the TIFF-F Image Viewer into your PC from the following URL address;

  http://panasonic.co.jp/pcc/en/
- License agreement of Panasonic's TIFF-F Image Viewer application
  You must carefully read the license agreement before installing the TIFF-F Viewer application on your PC. If you do not agree to all the terms of this agreement, do not use the software and destroy all of the copies thereof.
  You must assume full responsibility for selection of the software, and its operation/non-operation and results obtained therefrom.
- If you receive an Email (Internet Fax) with a PDF file formatted attachment, the following text message is shown in the Email body.
  "Image data in PDF format has been attached to this email."

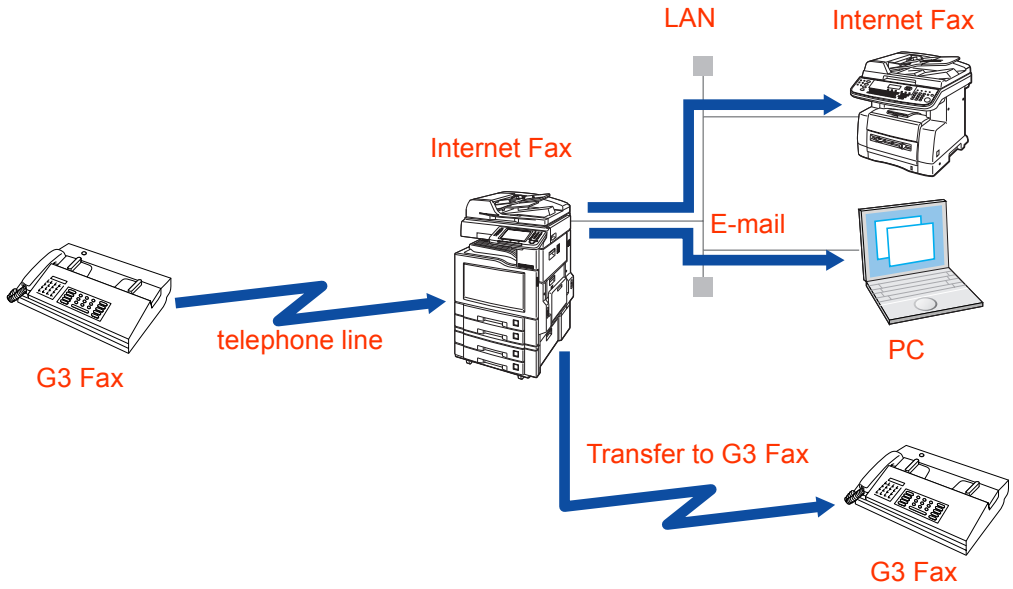
Inbound Routing

What is Inbound Routing?

Using the Inbound Routing feature, your machine can route documents received from a G3 fax machine to Email Address(s), or to Internet Fax machine(s) connected to a LAN as an Email, as well as to other G3 Fax machine(s) over the telephone line.

NOTE

- For more details on the types of fax that work with routing, contact your local authorized Panasonic dealer.
- If no sub-address is specified, your machine tries to match the originating fax machine's Numeric ID (TSI) with the TSI routing within its auto dialer, and will route the documents to the corresponding stations Email Address(s) and/or telephone number(s).



Routing Setup Flow

Before the inbound routing feature can be used, the Function Parameters and Address Book programming is required.

Configure your machine for Internet Fax (see page 104)

Set required parameters to "Valid" in Function Parameters

To use sub-addressing..... Set "**152 Sub-Addr Routing**" to "**Valid**" in Function Parameters (Fax/Email Settings > Fax Parameters)

To use a numeric ID..... Set "**153 TSI Routing**" to "**Valid**" in Function Parameters (Fax/Email Settings > Fax Parameters)

NOTE

- Refer to **Settings for Inbound Routing** (see page 136).

Program the transferring station in the address book

Program Internet Fax, or a remote computer as a transferring destination
(Program the Email Address of the transferring destination in the address book)

Program a G3 Fax station as a transferring destination
(Program the fax number of the transferring destination in the address book)

NOTE

- Refer to **Programming the Address Book for Inbound Routing** (see page 137).

Settings for Inbound Routing

To use the inbound routing feature, program the following parameters to meet the type of routing in Function Parameters (Fax/Email Settings>Fax Parameters):

Routing type	Explanation	Function Parameters
Routing by sub-addressing	Set this parameter to perform an ITU-T sub-address query within its auto dialer, and to route the received document(s) to corresponding stations Email Address(s) or telephone number(s).	Set "**152 Sub-Addr Routing**" to "**Valid**"
Routing by the numeric ID of a sending fax station	Set this parameter to perform a Numeric ID (TSI frame information) query within its auto dialer, and to route the received document(s) to the corresponding stations Email Address(s) or telephone number(s).	Set "**153 TSI Routing**" to "**Valid**"
To set the From field	Use this parameter to select the type if email header to be included in the "From" field of each routed faxes. **Originator (Origi):** The originating fax machine's TSI will appear in the "From" field of the routed email. **Relay Station (Rly Stn):** The routing station's email address will appear in the "From" field of the routed email.	Program "**154 Route Header FMT**"
To program printout of received documents	Select whether to print all documents received on this machine (Always), or print them only if inbound routing fails (Inc Only).	Program "**155 Print Routed Doc**"

NOTE

- For more operational details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

Programming the Address Book for Inbound Routing

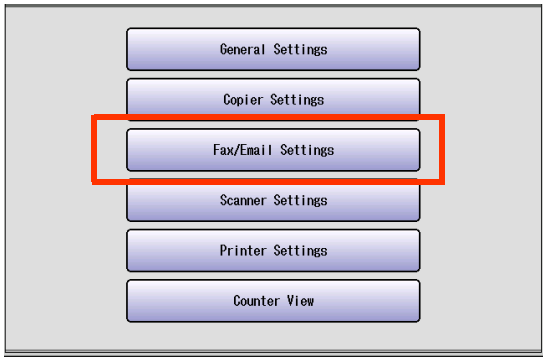
To use the inbound routing feature, program the transferring destination in the address book.

NOTE

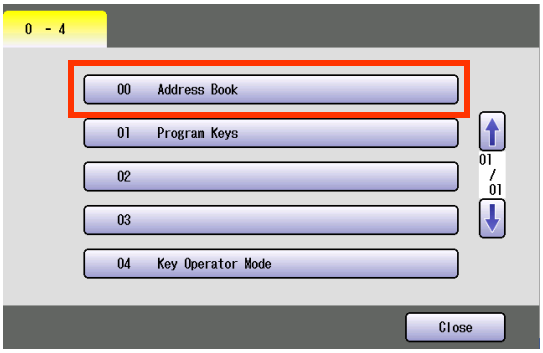
- For instructions on how to register the address book, refer to **Address Book** (see page 168).

1 Press the **Function** key.

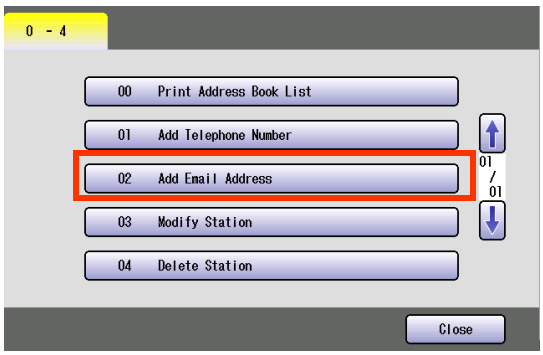
2 Select "**Fax/Email Settings**".



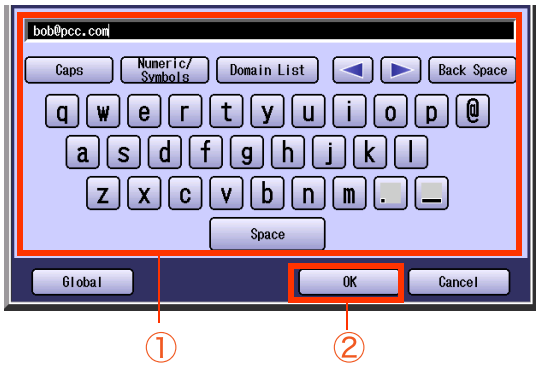
3 Select "**00 Address Book**".



4 Select "**02 Add Email Address**".

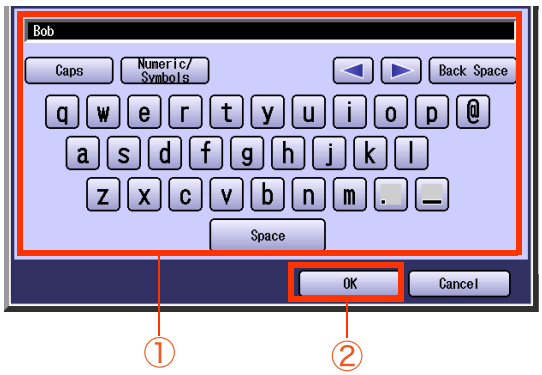


5 Enter an Email address, and then select "**OK**".



- For instructions on how to enter Email addresses, refer to **Entering an Email Address** (see page 108).
- Enter an Email address up to 60 characters.

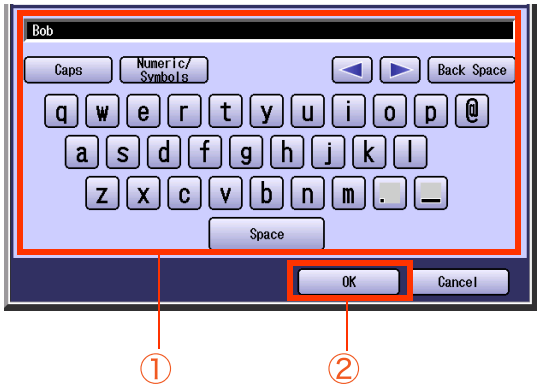
6 Enter a station name, and then select "**OK**".



- Enter a station name up to 15 characters.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

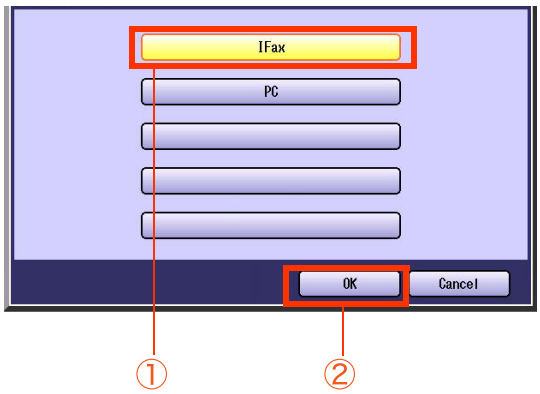
Continue on the next page...

7 Enter a Key Name, and then select "**OK**".



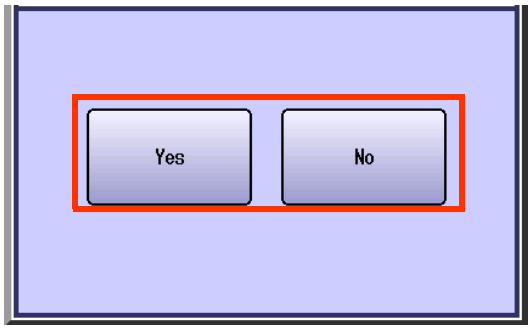
- Key Names are used to select the destinations on the touch-panel display.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

8 Select "**IFax**", and then select "**OK**".



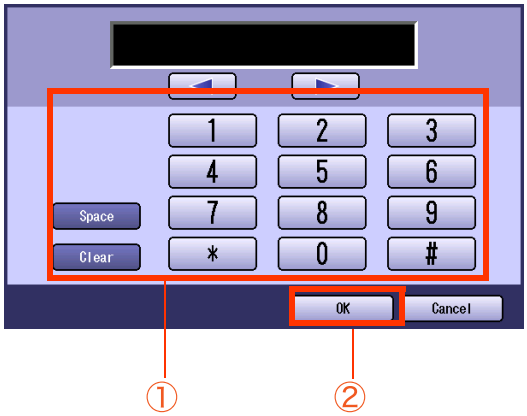
- If you wish to use it in the Email Address Book of Scan/Email mode and Fax mode both, select "**PC**".

9 Select whether to add the Email address to "**Favorites**".



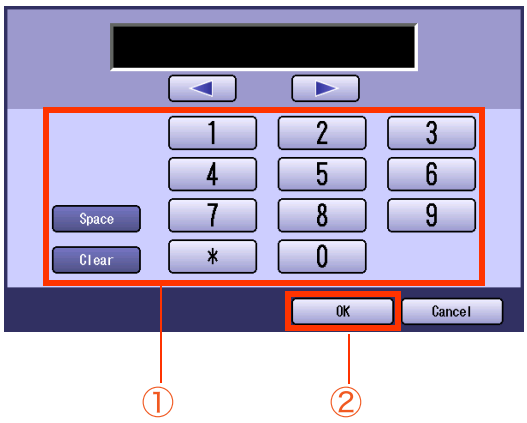
Yes	Select to display the station in "**Favorites**".
No	Select not to display the station in "**Favorites**".

10 To enable sub-addressed routing, enter a sub-address, and then select "**OK**".



- This screen appears when "**152 Sub-Addr Routing**" has been set to "**Valid**" in Function Parameters (Fax/Email Settings>Fax Parameters).

11 To enable routing by a numeric ID, enter a numeric ID, and then select "**OK**".



- This screen appears when "**153 TSI Routing**" has been set to "**Valid**" in Function Parameters (Fax/Email Settings>Fax Parameters).
- Press **Reset** key to return the machine to the initial screen of the current active mode.

The Email Address is added to the Address Book.

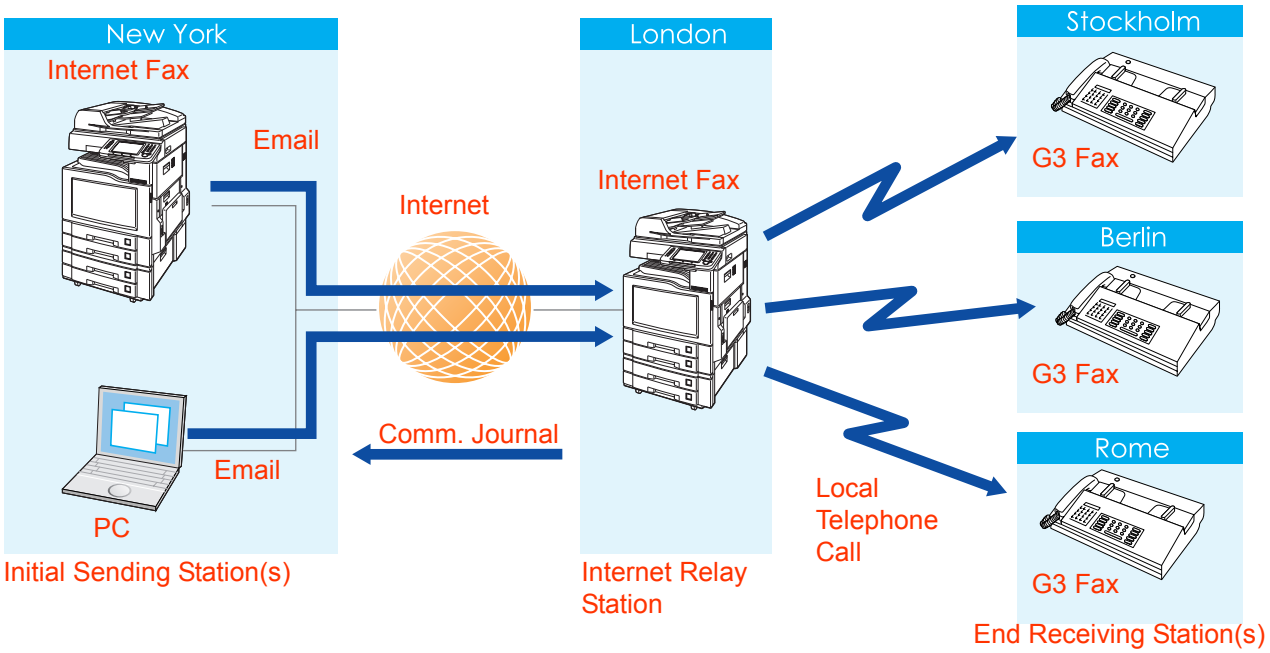
Using the Relay Feature

What is the Relay Feature?

From your PC or your machine, you can send documents to the End Receiving Station(s) via an Internet Relay Station.

After the Relay Station completes its transmission to the End Receiving Station, your PC or your machine receives a COMM. Journal from the Relay Station. This COMM. Journal confirms whether the Internet, or Intranet Relayed Transmission was successful.

■ Example 1: Internet Relay Network



Initial Sending Station (s)

- Send Email to a relay station (Internet Fax supporting the relay feature) using the Internet Fax feature to request a relayed transmission.

NOTE

- The LAN relayed transmissions request can be made easier by having the relay station pre-programmed in the address book.
- TIFF image files can be attached to the Email when it is transmitted from a computer.
- For more details on the Relayed Transmission Report (Communication Journal) and the Fax Relay Log, refer to **Result of Relayed Transmission** (see page 156).

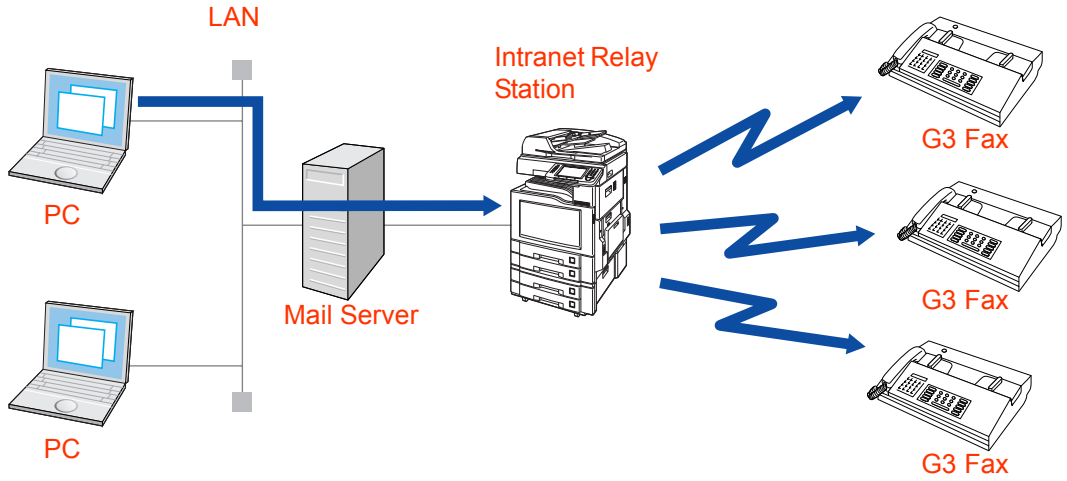
Relay Station

- Sends Email received from the initial sending station to an end receiving station (a fax station connected to the telephone line: **Ex**: Stockholm/Berlin/Rome) as a fax document.
  If multiple end receiving stations are specified, the Email is broadcasted to them.
- Each time a relay station completes a transmission, it transmits a Relayed Transmission Report (Communication Journal) to the initial sending station to designate its relayed transmission request, and Emails a Fax Relay Log to the administrator's computer at the relay station.

End Receiving Station(s)

- On receiving a fax document from the relay station, the mail header and mail text will be printed on the first page, and the file attachment (TIFF) on the next, and subsequent pages.

■ Example 2: Intranet Relaying Network



Computer (PC)

- Send Emails to Intranet Relay Station via Mail Server.

NOTE

- For operating instructions on how to request relayed transmission from a computer, refer to **Relayed Transmission From PC** (see page 152).

Mail Server

- Forwards Email to the Intranet Relay Station.

Setting up a Relayed Transmission Network

This section explains how to set up a relayed broadcasting network.

What is the Hardware Configuration?

A relay network needs the following kinds of equipment:

- Internet Fax or computer (Initial Sending Station)
- Internet Fax supporting the relayed transmission feature (Relay Station)
- G3 fax station connected to the telephone line (End Receiving Station)

What is the Communication Charge?

- Email is transmitted from the initial sending station to the relay station via Internet, saving both the time and charges on long-distance calls.
- A telephone charge accrues on the fax transmission from the relay station to the end receiving station.

How can I confirm the completion of a transmission?

- When the relay station completes a transmission to the receiving station, it transmits a Relayed Transmission Report (Communication Journal) to the initial sending station to report the completion of a fax transmission.
- The relay station also Emails a Fax Relay Log to the administrator's computer at the relay station.

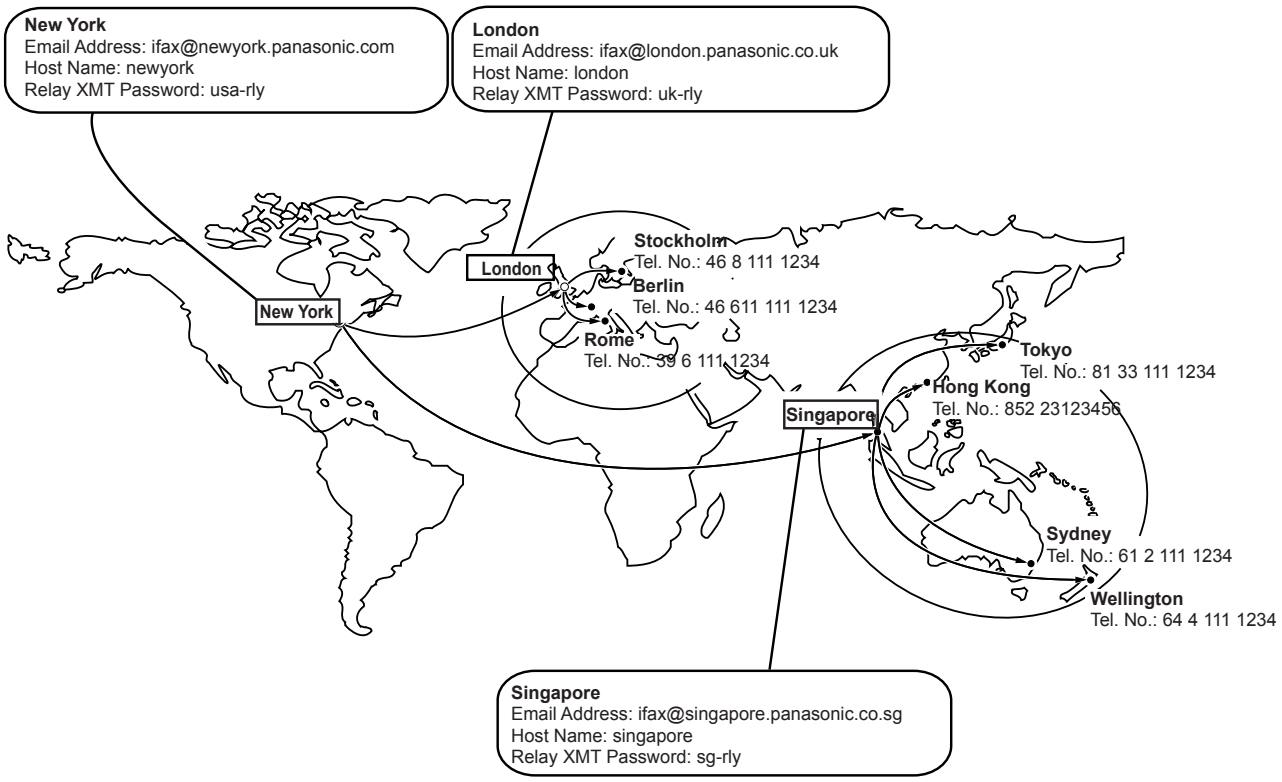
How to Program?

- Program required network parameters in your machine. (See page 104)
- To use the relayed transmission feature, program the required function parameters in **Function Parameters for Relay Stations** (see page 146), and **Settings for Initial Sending Station** (see page 147).
  A sample network is shown on the next page.
- Add Relay Station and End Receiving Station to Address Book by referring **Sample Entries in Address Book** (see page 144, and 145) and **Adding End Receiving Stations for Relayed Transmission** (see page 148, and 149). To set up relayed transmission network properly, consult authorized Panasonic dealer.

Example of a Relayed Transmission Network

An example of a relayed transmission network using relay stations at two locations is shown below.

- This network has an initial sending station (New York) connected to relay stations (London and Singapore).
- Documents are transmitted from the relay stations (London/Singapore) to end receiving stations (Stockholm, Rome, Tokyo, Hong Kong, Sydney and others) via the telephone lines.
- This network uses relay stations at two locations.
- A single relayed transmission request made from the initial sending station (New York) allows a document to be transmitted to the end receiving stations (Stockholm, Rome, Tokyo, Hong Kong, Sydney and others) via the relay stations (London, Singapore).



Sample Entries in Address Book

Table 1: Initial Sending Station (New York)

- Telephone number : 212 111 1234
- Email address (SMTP) : ifax@newyork.panasonic.com
- Host name : newyork
- Relay XMT password : usa-rly

Station Name	Email Address/Telephone Number	Relay Station Address
London	ifax@london.panasonic.co.uk	
Stockholm	46 8 111 1234	“London Relay”
Singapore	ifax@singapore.panasonic.co.sg	
Tokyo	81 33 111 1234	“Singapore Relay”
London Relay	uk-rly@london.panasonic.co.uk	
Singapore Relay	sg-rly@singapore.panasonic.co.sg	
Rome	39 6 111 1234	“London Relay”
Hong Kong	852 23123456	“Singapore Relay”
Sydney	61 2 111 1234	“Singapore Relay”

Table 2: Relay Station (London)

- Telephone number : 71 111 1234
- Email Address (SMTP) : ifax@london.panasonic.co.uk
- Host name : london
- Relay XMT password : uk-rly

Station Name	Email Address/Telephone Number	Relay Station Address
New York	ifax@newyork.panasonic.com	
Stockholm	46 8 111 1234	“London Relay”
Singapore	ifax@singapore.panasonic.co.sg	
Tokyo	81 33 111 1234	“Singapore Relay”
Singapore Relay	sg-rly@singapore.panasonic.co.sg	
Rome	39 6 111 1234	“London Relay”
Hong Kong	852 23123456	“Singapore Relay”
Sydney	61 2 111 1234	“Singapore Relay”
London Relay	uk-rly@london.panasonic.co.uk	

Table 3: Relay Station (Singapore)

- Telephone number : 65 111 1234
- Email Address (SMTP) : ifax@singapore.panasonic.co.sg
- Host name : singapore
- Relay XMT password : sg-rly

Station Name	Email Address/Telephone Number	Relay Station Address
London	ifax@london.panasonic.co.uk	———
Stockholm	46 8 111 1234	“London Relay”
New York	ifax@newyork.panasonic.com	———
Tokyo	81 33 111 1234	“Singapore Relay”
London Relay	uk-rly@london.panasonic.co.uk	———
Rome	39 6 111 1234	“London Relay”
Hong Kong	852 23123456	“Singapore Relay”
Sydney	61 2 111 1234	“Singapore Relay”
Singapore Relay	sg-rly@singapore.panasonic.co.sg	———

Function Parameters for Relay Stations

Program the following parameters to use this machine as a relay station in Function Parameters:

Item	Required function Parameters	Explanation
1	Fax Parameters “**142 Relay XMT**“	Selecting whether the machine will accept and perform G3 relayed transmission. • **Invalid** Machine will not accept a Relay XMT request. • **Valid** Machine will accept a Relay XMT request.
2	Fax Parameters “**143 Relay XMT Report**“	Selecting how the COMM. Journal for relayed transmission is sent to the originator. • **Off** Do not send. • **Always** The COMM. Journal is always sent after a Relay Communication is completed or has failed. • **Inc Only** The COMM. Journal is sent if the Relay Communication to the destination has failed.
3	User Parameters “**36 Relay XMT Password** “	Enter a Relay XMT Password (up to 10 characters) to be used for the protection against unauthorized (outside) stations from accessing your machine to relay messages to a G3 fax machine via PSTN. This password should be given out to authorized people only. NOTE ● Program “Relay XMT Password” to enable this machine to work as a relay station. As the relay password is transmitted in the header of Email, it should be differentiated from the Email Address as used by Email or Internet Fax. A relay password pre-programmed in this way would be easy to identify when Internet Fax is received.
4	User Parameters 40 to 49 “**Relay Domain (01)**“to “**Relay Domain (10)**“	Register up to 10 Domain Names (up to 30 characters) that your machine will accept Relayed Transmission. Requests to relay a message to another G3 fax machine via PSTN. **Ex**: Registered Domain Names (01): panasonic.co.jp (02): abc.iFax.com (03): panasonic.com NOTE ● To increase network security by protecting from third party access to the relay station. Enter a relay-permitted domain name, and an administrator Email Address for every relay station. ● If the whole domain name is left blank, Internet Fax will receive relayed transmission requests from all the domain names.

Item	Required function Parameters	Explanation
5	User Parameters “**37 Manager’s Email Addr**”	Register the Department Manager’s Email Address for supervising, and cost control purposes. Once registered, the machine will send an Email notification to the Email Address for each Relayed XMT Request received from a remote station. The following information is sent. (**From**: The Email Address of the originating station.) (**To**: The telephone number of the destination G3 fax machine.)

NOTE

For more Function Parameters details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

Settings for Initial Sending Station

To use the machine as an initial sending station, program the following parameters in Function Parameters:

Item	Required function Parameters	Explanation
1	Fax Parameters “**140 LAN RLY XMT Request**”	Select “Valid” to use this machine as an initial sending station. • **Invalid** Select to disable relayed transmission. • **Valid** Select to enable relayed transmission.

Adding End Receiving Stations for Relayed Transmission

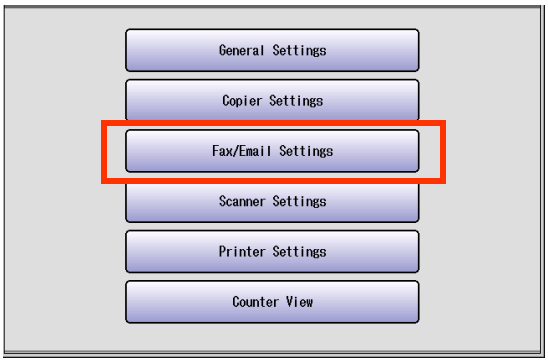
You can add end receiving stations to the Address Book by the following procedure.

NOTE

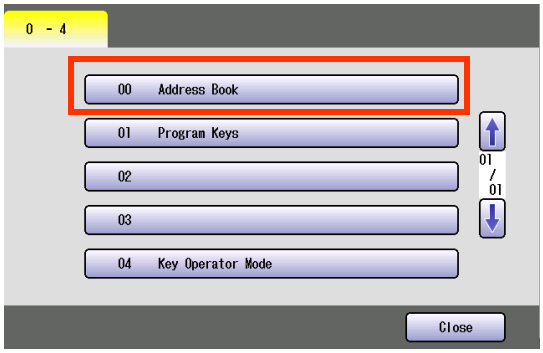
- If broadcasting to multiple end receiving stations is required, use group dialing. (See page 179)
- "**140 LAN RLY XMT Request**" must have been set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters) to have a LAN relayed transmission request pre-programmed in the address book. For more operational details, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- For instructions on registration in the address book, refer to **Address Book** (see page 168).
- You cannot use the address registered for Relayed Transmission for Confidential Communication, Sub-Address Communication, and Password Transmission. Register an address without a relayed station. (See page 169)

1 Press the **Function** key.

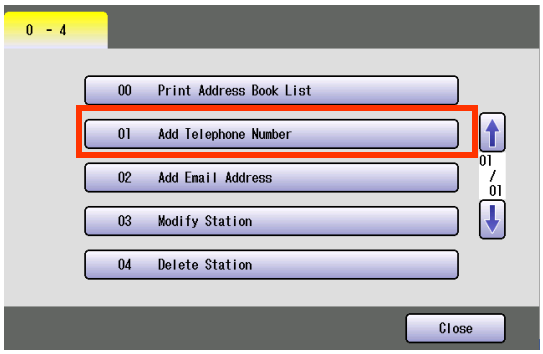
2 Select "**Fax/Email Settings**".



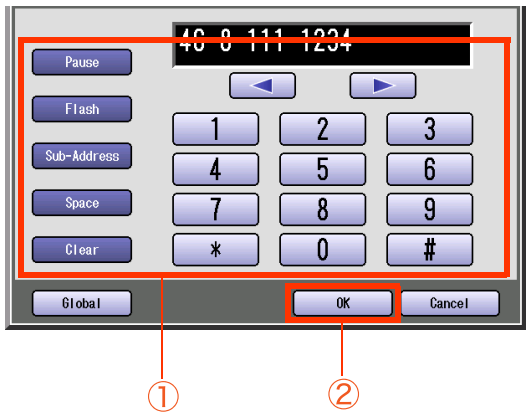
3 Select "**00 Address Book**".



4 Select "**01 Add Telephone Number**".

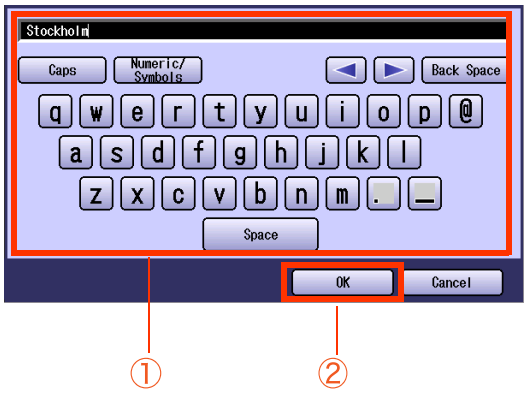


5 Enter a fax number, and then select "**OK**".



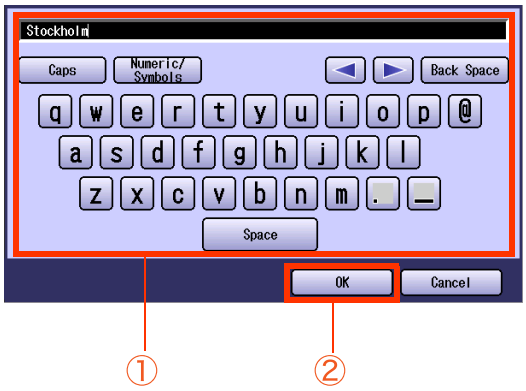
- Select "**Clear**" to delete the fax number one digit at a time.
- For instructions on using the onscreen keyboard, refer to **Manual Dialing** (see page 16).

6 Enter a station name, and then select "**OK**".



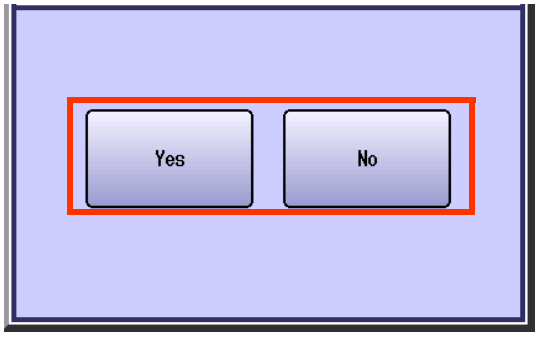
- Enter a station name up to 15 characters.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

7 Enter a Key Name, and then select "**OK**".



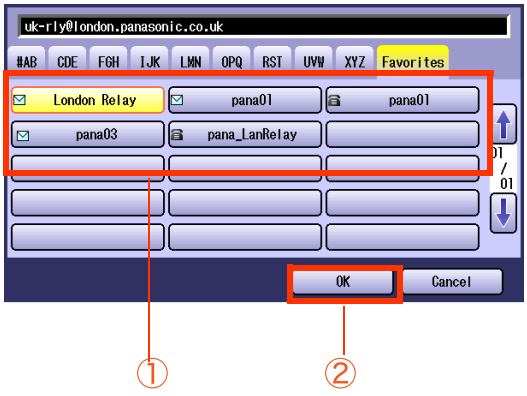
- Key Names are displayed on the touch-panel display to select destinations.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

8 Select whether to add a station to "**Favorites**".



Yes	Select to show the station in "**Favorites**".
No	Select not to show the station in "**Favorites**".

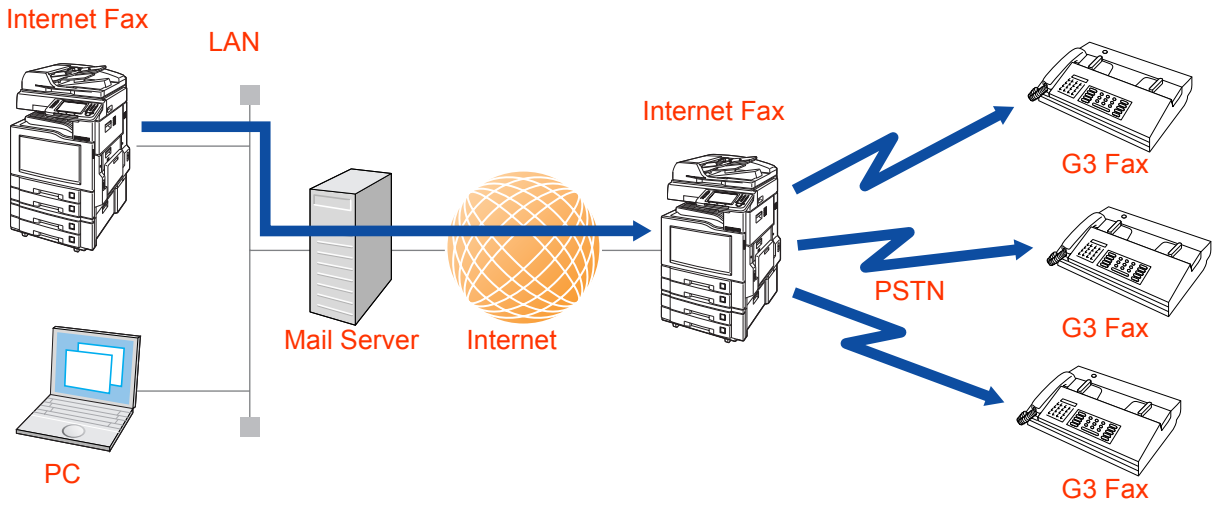
9 Select a relay station or enter the Email address of a relay station, and then select "**OK**".



- This screen appears when "**140 LAN RLY XMT Request**" has been set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters).
- Only one destination can be programmed as a relay station.
- Press **Reset** key to return the machine to the initial screen of the current active mode.
- Before you select a relay station, you must pre-program an Email address with Relay XMT Password as the user name. As follows; "Relay XMT Password "@" the host and domain names registered with the DNS server"
  Ex: sg-rly@singapore.panasonic.co.sg

Relayed Transmission From Internet Fax

Documents can be transmitted to fax stations on the telephone line via Internet Fax relay stations.

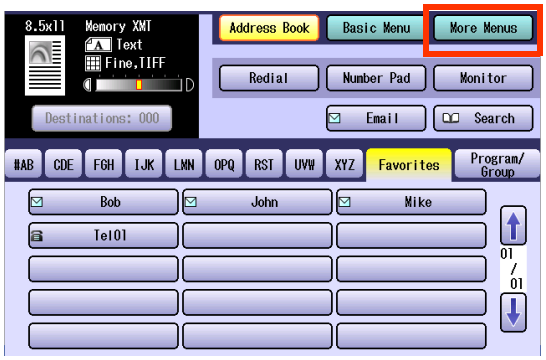


1 Place Original(s).

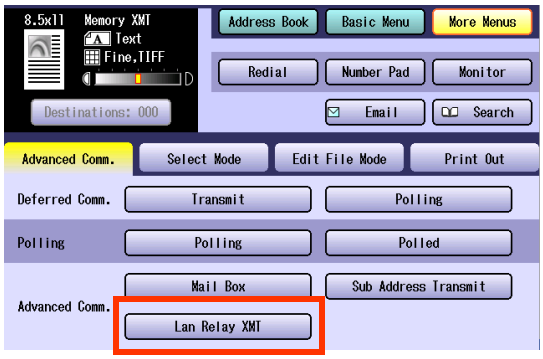
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

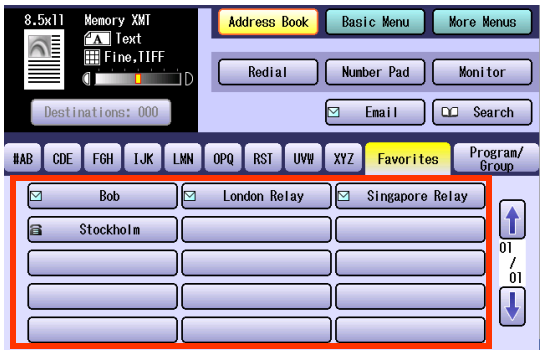
3 Select "**More Menus**".



4 Select "**Lan Relay XMT**".



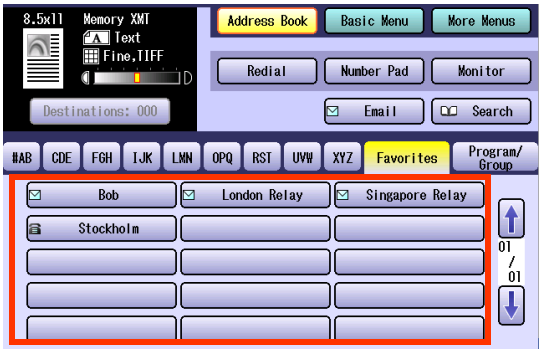
5 Select a Relay Station or enter the Email Address of the relay station.



- Only one destination can be programmed as a relay station.
- For instructions on how to enter destinations, refer to **Entering an Email Address** (see page 108).

6 Press the **Start** key.

7 Select an end receiving station to which the relay station relays.



- For instructions on how to enter destinations, refer to **Entering a Destination** (see page 16).
- Multiple stations can be programmed as end receiving stations.

8 Press the **Start** key.

Email is sent to the relay station, together with the fax number of the end receiving station.

When the relay station completes the transmission to the end receiving station, a communication journal is delivered.

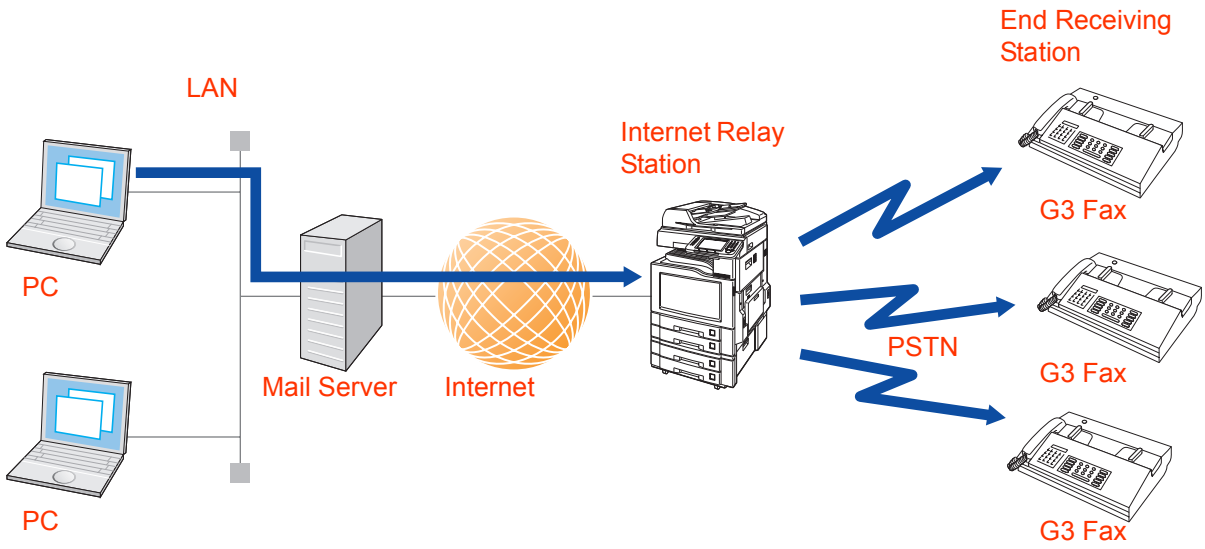
- If the transmission fails, an error response is delivered from the mail server and is printed on this machine.
  The error response contains an error message and a copy of the first page of the document to alert you of the transmission failure.
  For more details, refer to **When E-mail Transmission Fails** (see page 126).

NOTE

- Relayed transmission requests can be pre-programmed in the address book beforehand to ease later operational complexities. Refer to **Adding End Receiving Stations for Relayed Transmission** (see page 148).

Relayed Transmission From PC

Using your Email application, you can send any document(s) from your PC as a TIFF-F attachment to one or multiple G3 Fax machines automatically through the Internet Relay Station.



The Internet Relay Station (your machine) must be properly setup with all the required parameters.

Requesting a Relayed Transmission from a Computer

Requesting a relayed transmission, fill the field in your mailer that corresponds to the destination (To) in the following manner:

Sample entry:

sg-rly#8133111234@singapore.panasonic.co.sg

Entry example	Explanation
sg-rly	Enter the Relay XMT Password. (It must match the Relay XMT Password pre-programmed in the relay station.)
#8133111234	Enter the telephone number of the fax station. In addition to the telephone number, address book information may be entered between # to @. If a pause is required in dialing an outside line from an extension by using a PBX (exchange) or similar equipment, enter a hyphen (-) in place of the fax number.
After @	The host and domain names registered with the DNS server.

NOTE

- When relayed transmission completes, a communication journal is Emailed to the initial sending station, and a fax relay log is emailed to the administrator computer that is pre-programmed in "**37 Manager's Email Addr**" of the relay station.

Convenient Application Software

■TIFF Converter

The TIFF converter is an application that converts files created in another application to the Internet Fax-ready TIFF format.

Files created by MS-Word, or Excel (*.doc and *.xls) cannot be transmitted by Internet Fax as Email attachments in their original form.

To transmit files created by MS-Word, or Excel from a computer to Internet Fax, it is necessary to have them converted to the Internet Fax-ready TIFF format using the TIFF converter.

NOTE

- Normally, select 200 dpi as a resolution for the conversion. When you are sending a detailed graphic documents to a Panasonic Internet Fax, you can specify 600dpi resolution for better clarity.

■TIFF Converter Mail Linking Program

A TIFF Converter Mail Linking Program is an add-in program for the TIFF Converter that links the Email client for MAPI to the TIFF converter for the Internet FAX.

Before sending a printed image as Email from the application to the Internet FAX, you have to convert the file into the format that the Internet FAX is allowed to receive, and print as an Email using the TIFF file creation function. You also have to send that file to the Internet FAX as an attached document.

TIFF Converter Mail Linking Program allows you to automatically create TIFF files by pressing one button from the TIFF Converter for the Internet FAX.

You can download the Panasonic's TIFF Converter, and TIFF Converter Mail Linking Program, and their respective User's Guide from the following URL. Click IFAXVIW (TIFF Viewer), and download the required software.

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

Memo

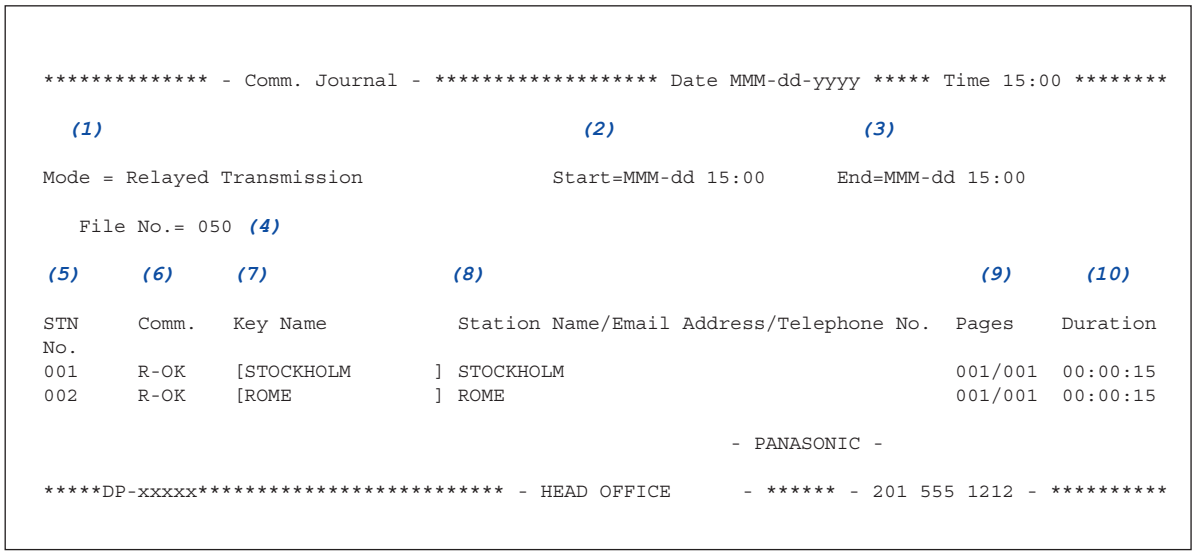
Result of Relayed Transmission

When the relayed transmission feature is used, two reports as described below are transmitted from the relay station to the initial sending station, and administrator's computer confirming the results of a relayed transmission.

■ Relayed Transmission Report (communication journal)

When a relay station completes a relayed transmission, it transmits a Relayed Transmission Report (Communication Journal) to the initial sending station to report the relay result.

The Relayed Transmission Report (Communication Journal) is transmitted when "**143 Relay XMT Report**" has been set to "**Always**" or "**Inc Only**" in Function Parameters.



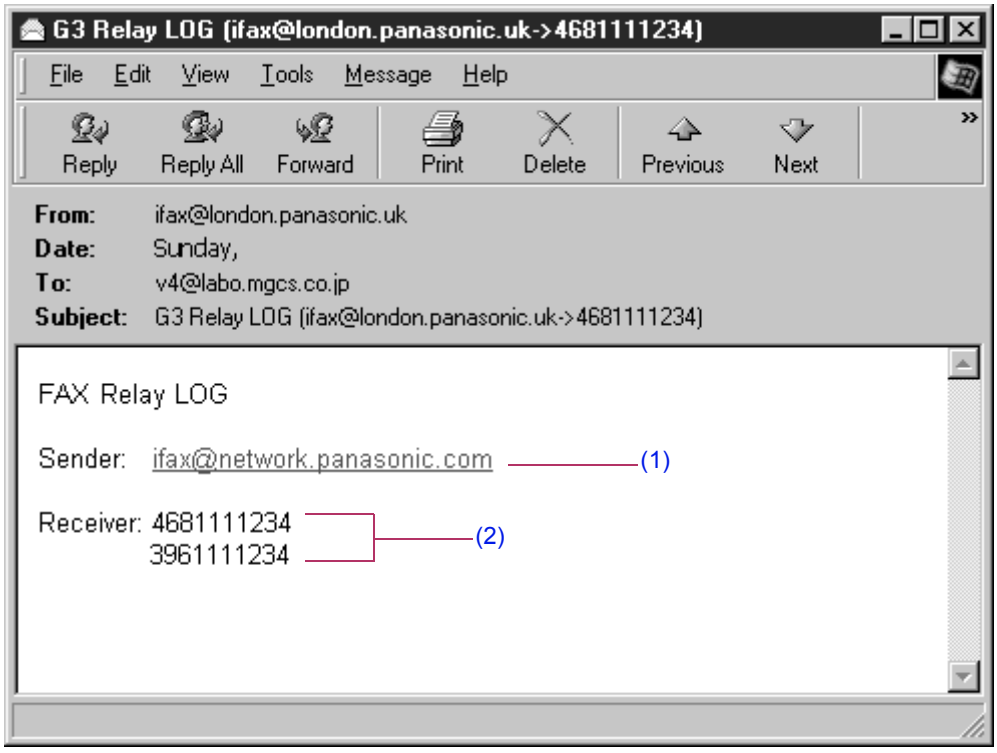
```
************** - Comm. Journal - ******************* Date MMM-dd-yyyy ***** Time 15:00 ********

  (1)                                        (2)                    (3)

Mode = Relayed Transmission                Start=MMM-dd 15:00      End=MMM-dd 15:00

   File No.= 050  (4)

 (5)     (6)     (7)                (8)                                          (9)      (10)

STN     Comm.   Key Name            Station Name/Email Address/Telephone No.  Pages    Duration
No.
001     R-OK    [STOCKHOLM        ] STOCKHOLM                                 001/001  00:00:15
002     R-OK    [ROME             ] ROME                                      001/001  00:00:15

                                                          - PANASONIC -

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

No.	Item	Explanation
(1)	Indication of communication mode	Indication of communication mode.
(2)	Start time of communication	Start time of communication.
(3)	End time of communication	End time of communication.
(4)	File number	001 to 999 (When the communication is stored into the memory, a file number is assigned for each communication.)
(5)	Station number	Sequential number of the Stations.
(6)	Communication result	Communication result "R-OK" indicates that the Relayed XMT Request was successful. "3-digit Info Code" indicates that the communication has failed.
(7)	Key name or ☎ mark	☎ mark indicates dialing by direct number dialing.
(8)	Recorded name in the Address Book, direct dialing number, or Email Address	Recorded name in the Address Book, direct dialing number, or Email Address.

No.	Item	Explanation
(9)	Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into the memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
(10)	Duration of Communication	Duration of Communication.

■ Fax Relay Log Email

Each time a relay station completes a transmission, it Emails a Fax Relay Log to the administrator computer that is pre-programmed in "**37 Manager's Email Addr**".



No.	Explanation
(1)	Email address of the sender's Internet Fax or PC.
(2)	Fax telephone number of the end receiving station.

Useful Terms to Remember

DHCP (Dynamic Host Configuration Protocol)

DHCP is a protocol for dynamically assigning IP addresses to Internet Fax and client PCs. With DHCP, an Internet Fax can automatically acquire a unique IP address each time it connects to a network making IP address management an easier task for network administrators. When an Internet Fax logs on to the network, the DHCP server selects an IP address from a master list, and assigns it to the system.

If you wish to enable the Direct Internet Fax Transmission on your Internet Fax, a static (reserved by a Network Administrator) IP address and configurations must be used instead of the DHCP operation, contact Authorized Panasonic dealer. (See page 100)

SMTP Authentication

Since the Internet debuted as an electronic infrastructure of global dimensions, the communications equipment market has been growing at a phenomenal rate. Yet, technologies help enhance Internet security are yet to come. There are some reasons.

1. Internet mail is a multi-hop (multi-protocol, multi-device) structure, so transmission line-based security is typically difficult to implement.
2. No exclusive technologies recommended by the Internet Fax standards are available.
3. Encryption-based authentication systems are presently available as standard solutions that drive system enhancement and integrity. Such an authentication entry has been embedded in a authentication feature, such as SASL (Simple Authentication and Security Layer).

Many Internet service providers (ISPs) support authentication methods in one form or another. The authentication options provided by this machine are as follows:

1. SMTP Authentication Extension Service (SMTP AUTH) - while sending
   When users log on, they are authenticated by their user name and password, thereby preventing unauthorized users from sending, or relaying faxes.
2. APOP authentication service (APOP) - while receiving
   A scheme of password encryption used for receiving Email.
3. POP before SMTP
   To allow prior access to a POP3 server specified before the start of transmission to grant the permission to use the SMTP server.

Memo

Editing a Communication Reservation File

Your machine has a document image memory which enables you to reserve memory transmission, memory deferred transmission, memory polling and so on.

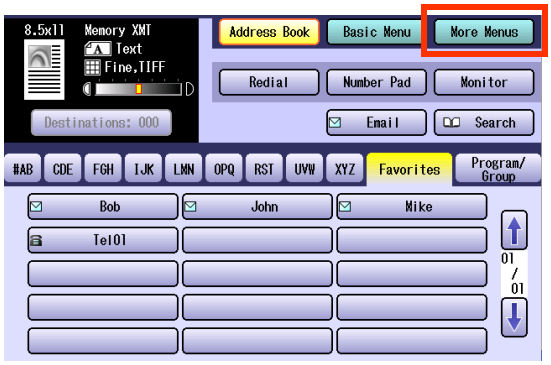
After reserving the communications in memory, you may need to change the settings of the communication(s) while it is still in memory. This section describes how to use the file editing features.

Displaying a Communication Reservation File List

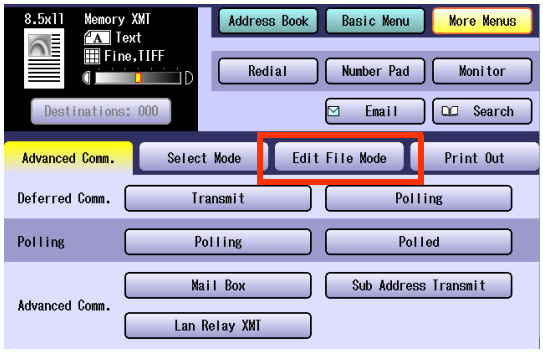
To display a communication reservation file list, follow the steps below:

1 Press the **Fax** key.

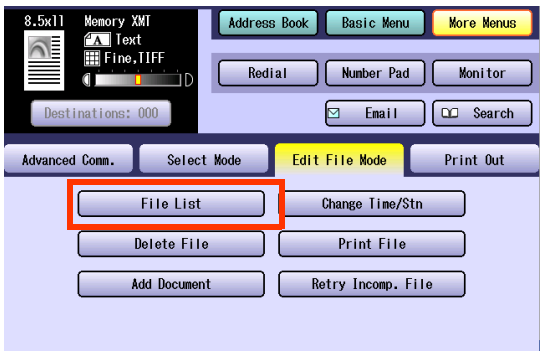
2 Select "**More Menus**".



3 Select "**Edit File Mode**".

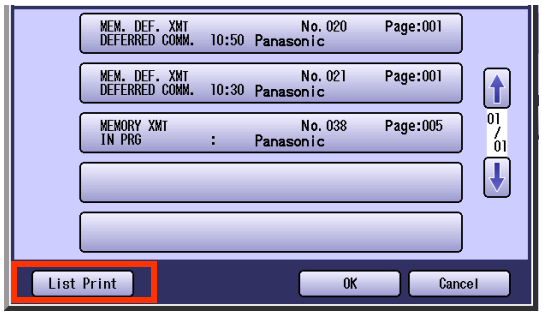


4 Select "**File List**".

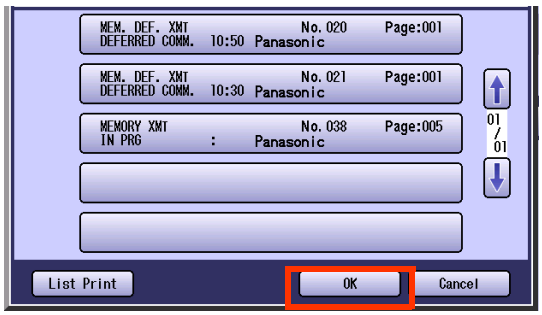


5 Select ▲ or ▼ to display the communication reservation file.

6 To print the communication reservation report, Select "**List Print**".



7 When the verification has completed, Select "**OK**".



8 To return to standby, press the **Reset** key.

Reading the Reservation Report

Items covered in the reservation report are as follows:

```
*************** -File List- ********************** Date MMM-dd-yyyy ***** Time 09:11 ********
(1)   (2)              (3)           (4)         (5)   (6)
File  Comm. Type       Created Time  Start Time  Pages Destination(s)
 No.

 020  Mem. Def. XMT    MMM-dd 19:54   10:50      001   [pana03         ]

 021  Mem. Def. XMT    MMM-dd 19:56   10:30      001   [pana01         ] [pana03         ]

*038  Memory XMT       MMM-dd 09:02              005   [pana_Lanrelay  ]


                                                        - PANASONIC         -

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

No.	Item	Explanation
(1)	File Number	If the file is now being executed, an “*” is indicated on the left of the file number.
(2)	Communication Type	Communication type (for example, polled transmission, polling reception and memory transmission).
(3)	Created date/time	Date/time that these files were stored.
(4)	Start time	If the file is a Timer Controlled Communication, the start time is printed in this column. If the file is an incomplete file, “Incomp” is printed in this column.
(5)	Page(s)	The number of stored page(s).
(6)	Destination	Key name(s)/ Manual dialing location(s).

Editing Communication Reservations

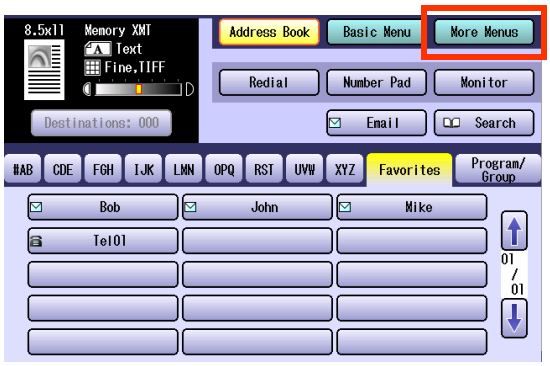
To change the start time and/or stations in a communication file, follow the steps below.

NOTE

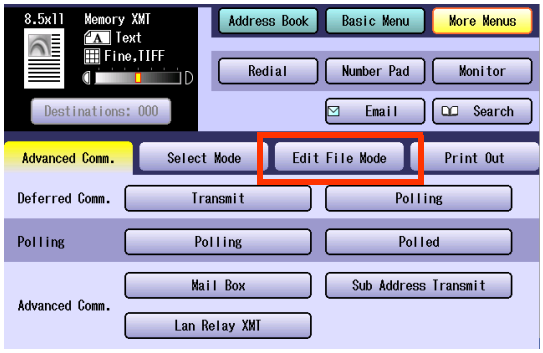
- Communication reservations for the documents being transmitted cannot be modified.

1 Press the **Fax** key.

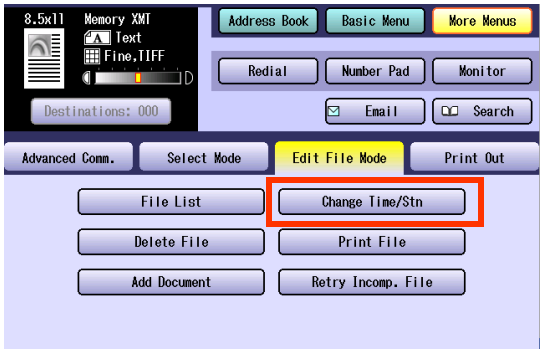
2 Select "**More Menus**".



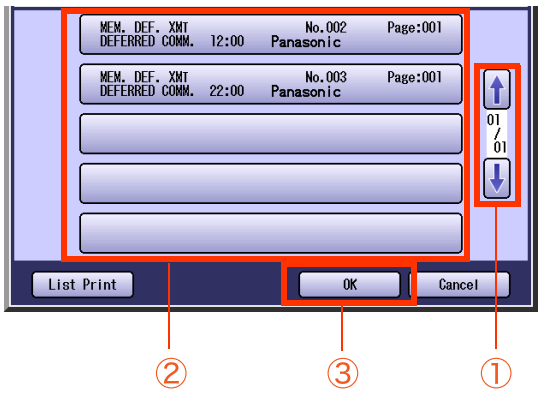
3 Select "**Edit File Mode**".



4 Select "**Change Time/Stn**".

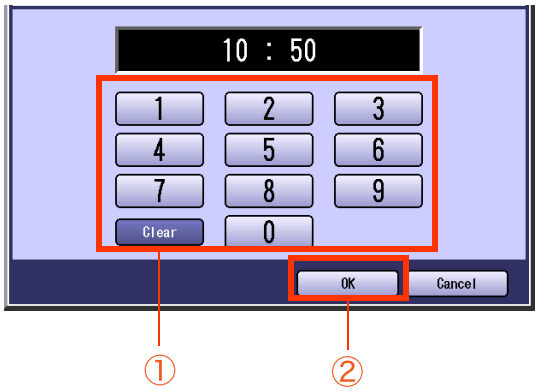


5 Select ▲ or ▼ to display a communication reservation file to be edited, and then select "**OK**".



- If you do not need to program a timer controlled communication, go to step 7.

6 Edit the communication time, and then select "**OK**".

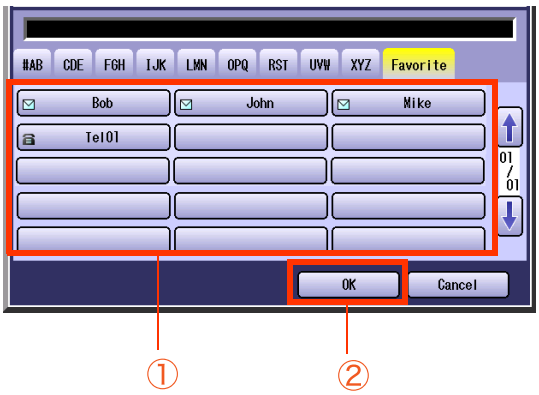


- To leave the communication time unchanged, Select "**OK**".
- Select "**Clear**" to delete the input time, one digit at a time.

7 Edit the destination.

- To delete a destination(s), select "**Delete**", and then go to step 9.
- To add destination(s), select "**Add**", and then go to step 8.

8 Select the destination, and then select "**OK**".



9 When the change completes, select "**OK**".

10 To return to standby, press the **Reset** key.

Deleting a Communication Reservation File

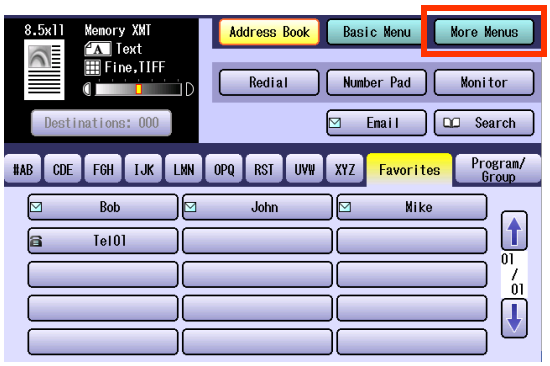
To delete a file in memory, follow the steps below.

NOTE

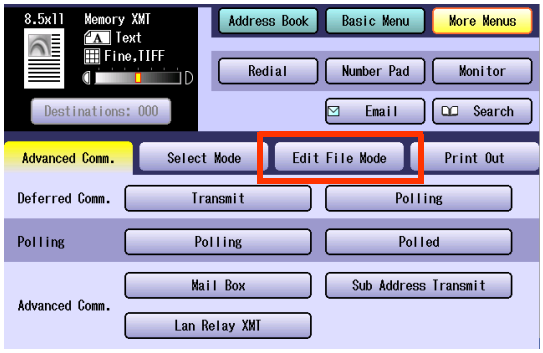
- Your machine cannot delete the file while it is being sent.

1 Press the **Fax** key.

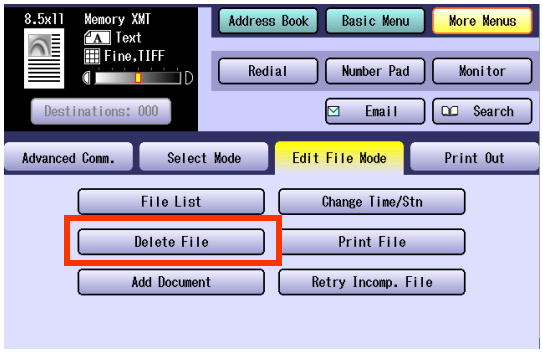
2 Select "**More Menus**".



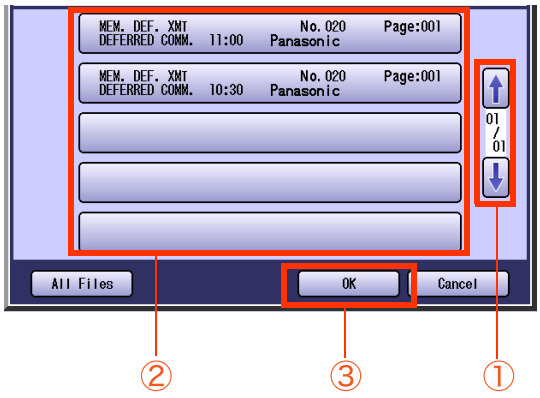
3 Select "**Edit File Mode**".



4 Select "**Delete File**".

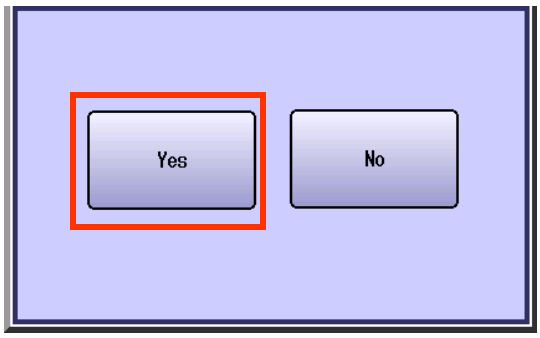


5 Select ↑ or ↓ to display a communication reservation file to be deleted, and then select "**OK**".



- Select "**All Files**" to select all communication reservation files.
- To cancel the deletion, select "**Cancel**".

6 Select "**Yes**".



- To cancel the deletion, Select "**No**".

7 To return to standby, press the **Reset** key.

Printing a Communication Reservation File

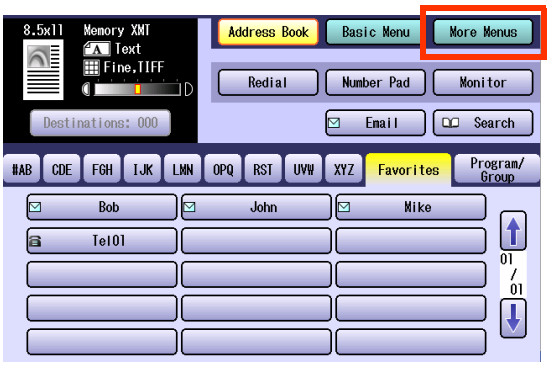
Communication reservation files stored in memory can be printed.

NOTE

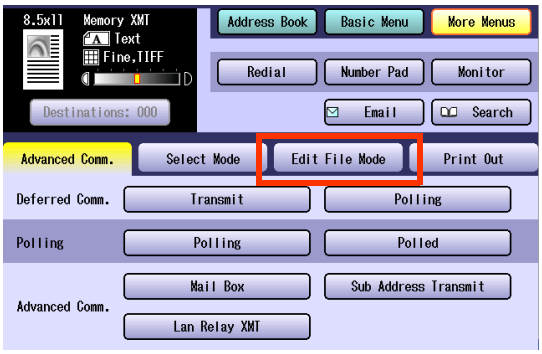
- Your machine cannot print the document while it is being sent.

1 Press the **Fax** key.

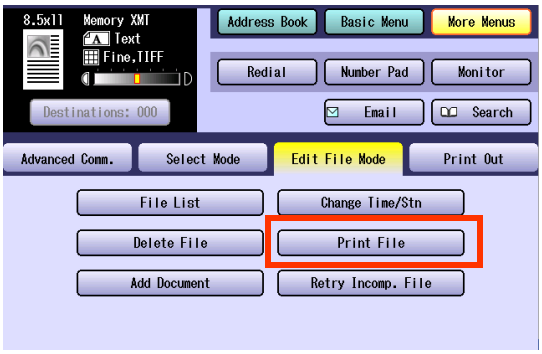
2 Select “**More Menus**”.



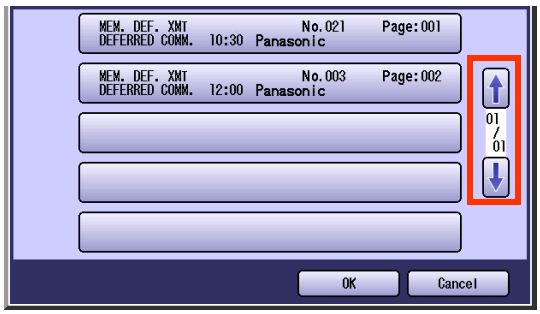
3 Select “**Edit File Mode**”.



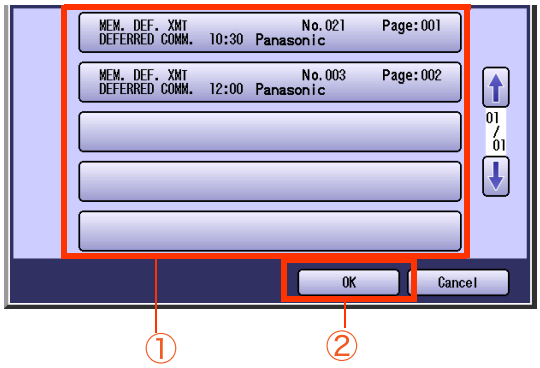
4 Select “**Print File**”.



5 Select ↑ or ↓ to display the communication reservation file you want to print.



6 Select a communication reservation file to be printed, and then select “**OK**”.



- To cancel the print, select “**Cancel**”.

7 Selected communication reservation file is printed.

8 To return to standby, press **Reset** key.

Adding Documents to a Communication Reservation File

Documents can be added to a communication reservation file stored in memory.

NOTE

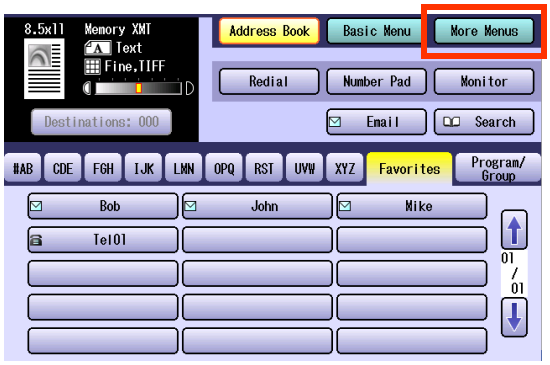
- Your machine cannot add the document into the file while it is being sent, waiting to redial, or trying to send the incomplete file.

1 Place the additional Document.

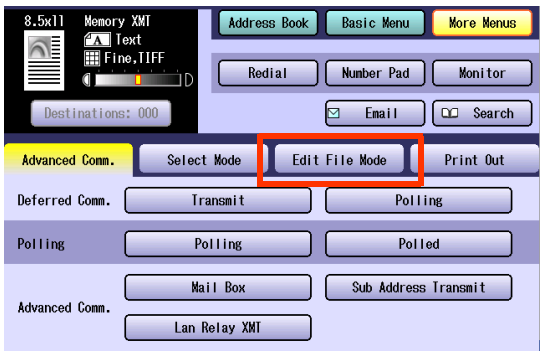
- Refer to **Placing Originals (Facsimile/Internet Fax) in the Operating Instructions** (For Basic Operations) of provided booklet.

2 Press the **Fax** key.

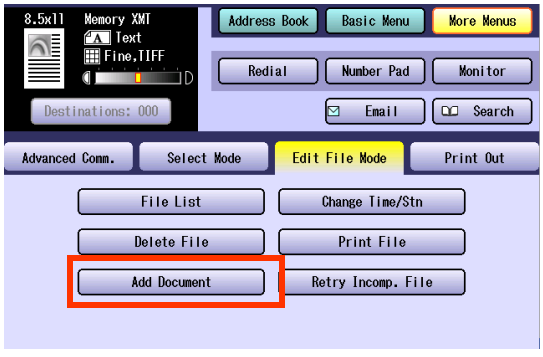
3 Select "**More Menus**".



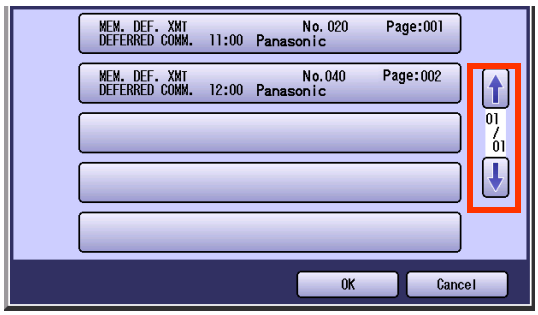
4 Select "**Edit File Mode**".



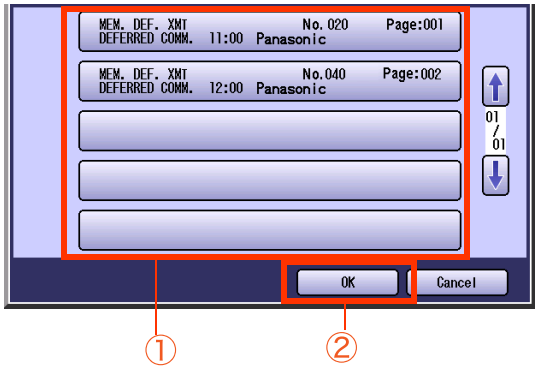
5 Select "**Add Document**".



6 Select ↑ or ↓ to display the communication reservation file to which you want to add documents.



7 Select a communication reservation file to which pages are added, and then select "**OK**".



- To cancel the page addition, select "**Cancel**".

8 Your machine stores the documents.

Resending an Incomplete Document

With "**31 Incomplete File Save**" set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters), documents that could not be transmitted due to a communication error (such as the remote station busy or not responding) can be stored in memory as incomplete files.

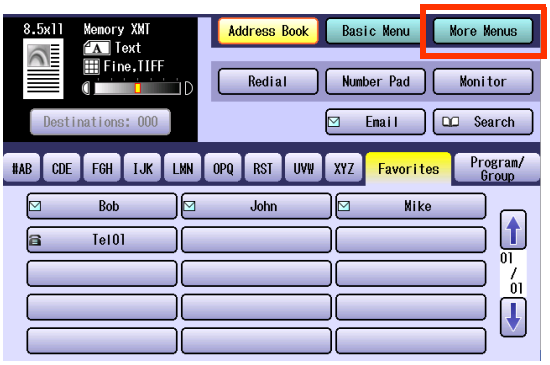
This section explains how to resend incomplete files stored in memory.

NOTE

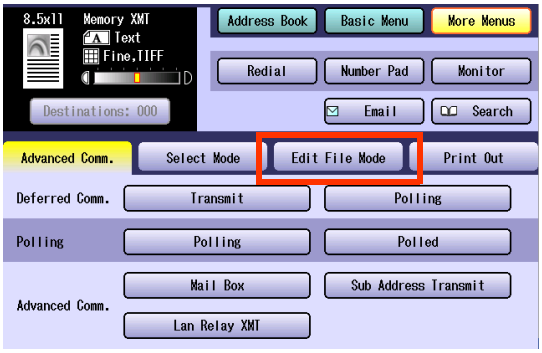
- The standard setting of "**31 Incomplete File Save**" is set to "**Invalid**". For instructions on how to modify the standard setting, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- If "**31 Incomplete File Save**" is set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters), all incomplete files remain in the memory each time a communication error occurs. To avoid memory overflow, retry to send the incomplete file from time to time.

1 Press the **Fax** key.

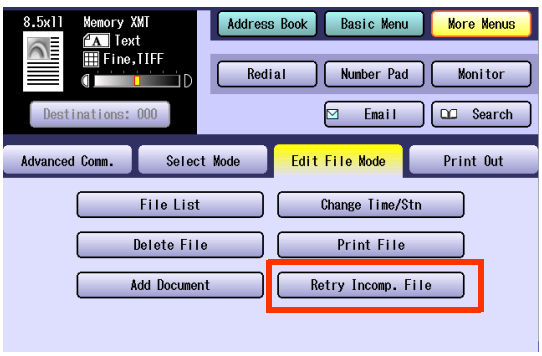
2 Select "**More Menus**".



3 Select "**Edit File Mode**".



4 Select "**Retry Incomp. File**".

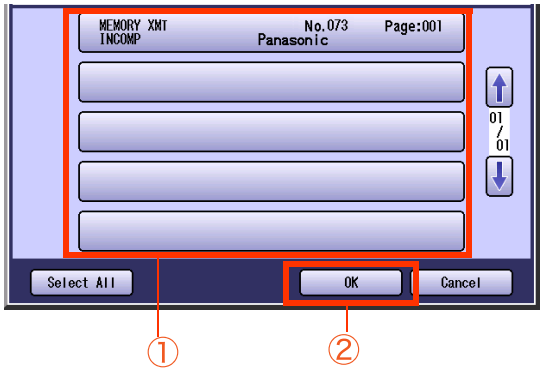


5 Select ↑ or ↓ to find the incomplete file that you want to resend.

- To send all incomplete files, select "**Select All**".

6 Select the incomplete file that you want to resend, and then select "**OK**".

The communication error file is resent.

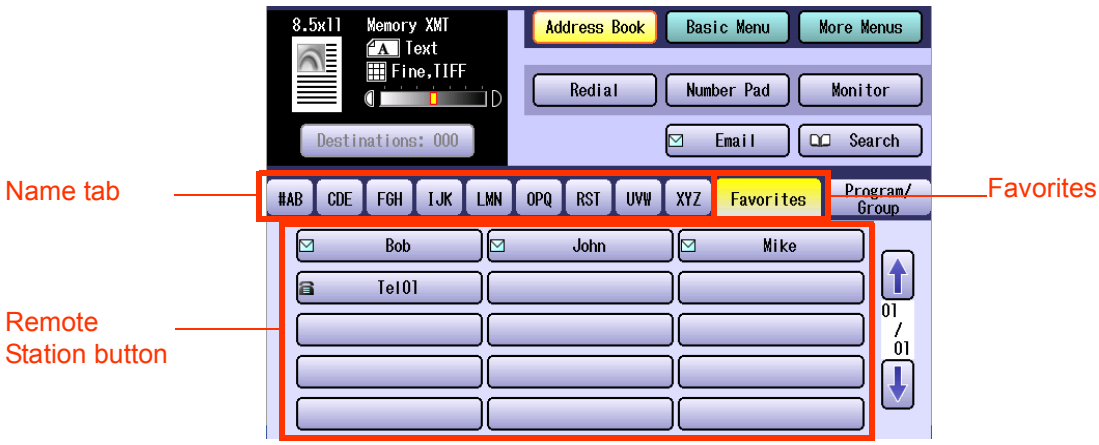


- To cancel the resend, select "**Cancel**".

Address Book

What is Address Book?

With the Fax Numbers, or Email Addresses of remote stations programmed in the address book, the stations can be selected with a single operation on their button appearing on the touch-panel display.



NOTE

For instructions on how to set Fax Numbers or Email Addresses using the address book, refer to **Entering a Destination** (see page 16), **Entering an Email Address** (see page 108).

Items Allowed for Entry in the Address Book

No.	Item	Explanation	
1	Fax number	Set a fax number in the address book. Up to 36 characters.	
2	Email address	Set an Email Address in the address book. Up to 60 characters.	
3	Station name	Remote station name. Up to 15 characters.	
4	Key Name	Set a Key Name to display on the touch-panel display for selecting destination. Up to 15 characters.	
5	Favorites	Select to show a programmed destination in touch-panel “**Favorites**”.	
6	Relay Station	Set the Email Address of a relay station.	Displays if the feature has been programmed in Function Parameters (Fax/ Email Settings).
7	Sub-Address	Program sub-address for Inbound Routing.	
8	TSI	Program ID number for Inbound Routing.	

Adding a Fax Number into the Address Book

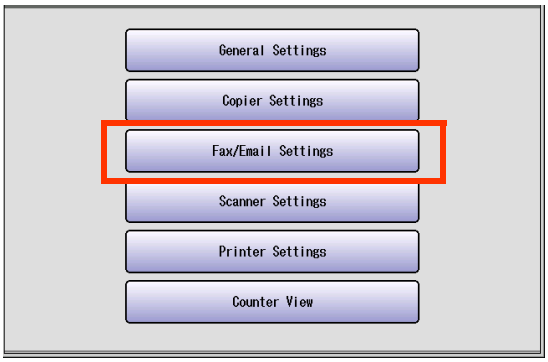
To add a fax number to the address book, follow the steps below:

NOTE

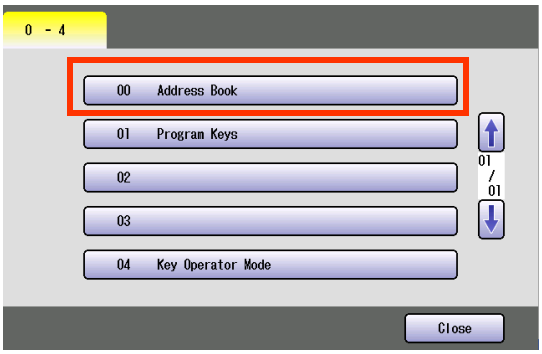
- For instructions on how to edit the station in the address book, refer to **Editing Address Book** (see page 173).
- For instructions on how to delete the station from the address book, refer to **Deleting a Destination from Address Book** (see page 174).

1 Press the **Function** key.

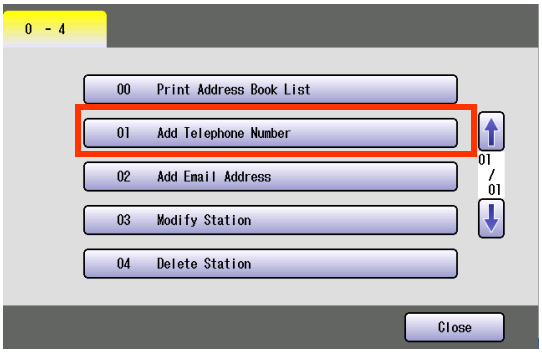
2 Select "**Fax/Email Settings**".



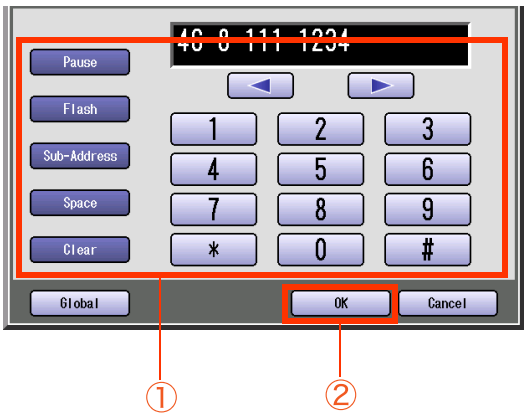
3 Select "**00 Address Book**".



4 Select "**01 Add Telephone Number**".

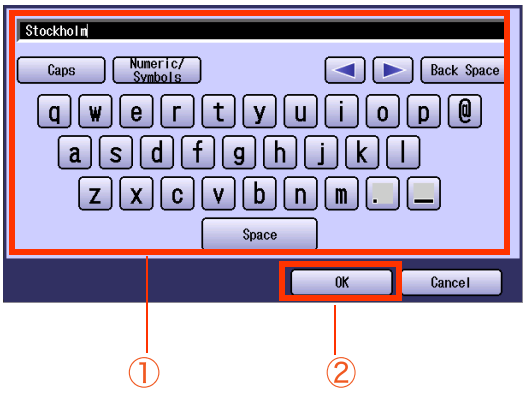


5 Enter a fax number, and then select "**OK**".



- Select "**Clear**" to delete the fax number one digit at a time.
- For instructions on how to enter fax numbers, refer to **Manual Dialing** (see page 16).

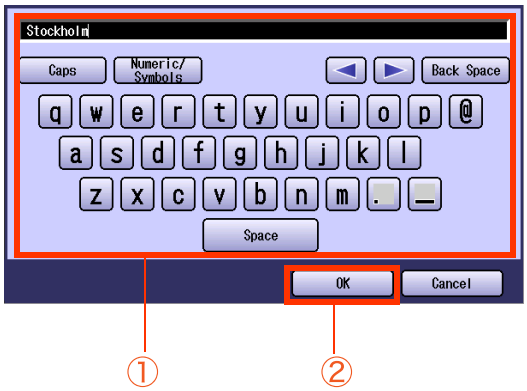
6 Enter a station name, and then select "**OK**".



- Enter a station name up to 15 characters.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

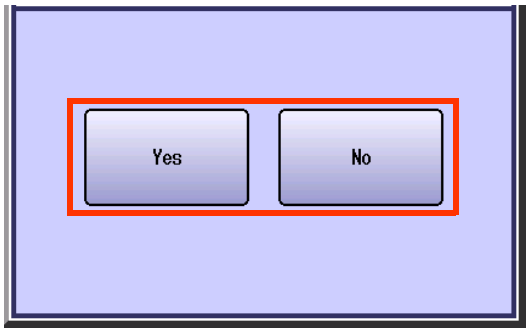
Continue on the next page...

7 Enter Key Name, and then select "**OK**".



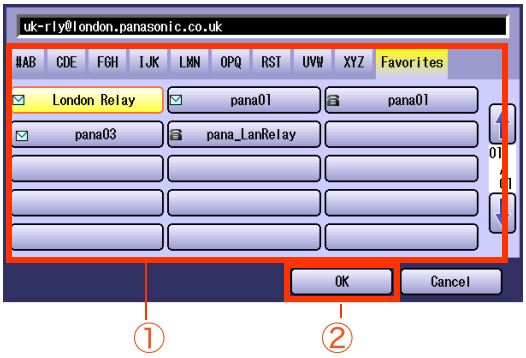
- Key Names are used to select destinations on the touch-panel display. (Up to 15 characters.)
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

8 Select whether to add the station to "**Favorites**".



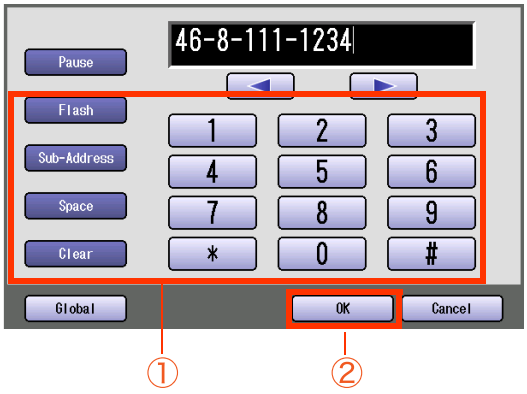
Yes	Select to show the station in "**Favorites**".
No	Select not to show the station in "**Favorites**".

9 Set the Email Address of a relay station, and then select "**OK**".



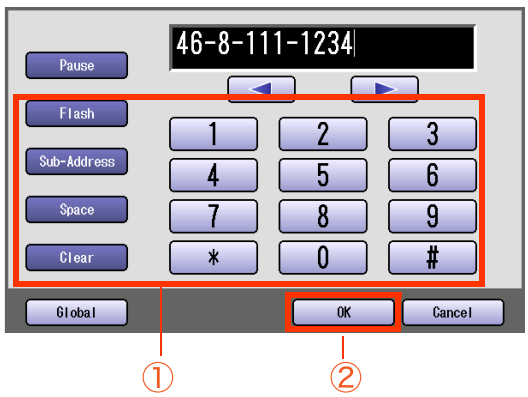
- This screen appears when "**140 LAN RLY XMT Request**" has been set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters).

10 To enable sub-addressed routing, enter a sub-address, and then select "**OK**".



- This screen appears when "**152 Sub-Addr Routing**" has been set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters).

11 To enable routing by the sender's numeric ID, enter the numeric ID, and then select "**OK**".



- This screen appears when "**153 TSI Routing**" has been set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters).
- Press **Reset** key to return the machine to the initial screen of the current active mode.

Adding an Email Address to Address Book

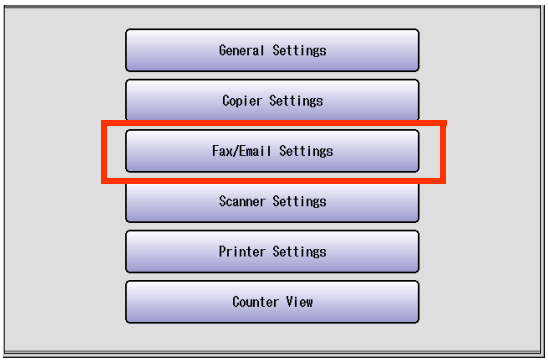
To add an Email Address to the address book, follow the steps below:

NOTE

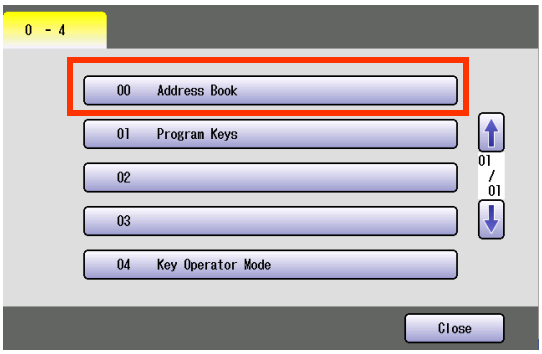
- For instructions on how to edit the station in the address book, refer to **Editing Address Book** (see page 173).
- For instructions on how to delete the station from the address book, refer to **Deleting a Destination from Address Book** (see page 174).

1 Press the **Function** key.

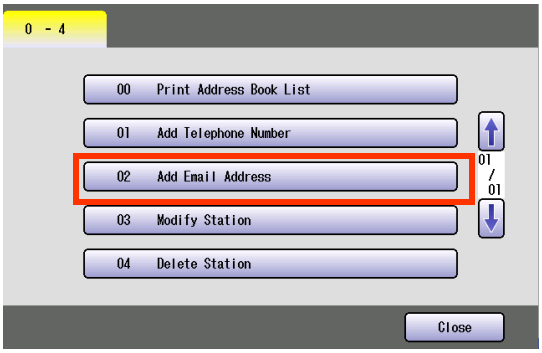
2 Select "**Fax/Email Settings**".



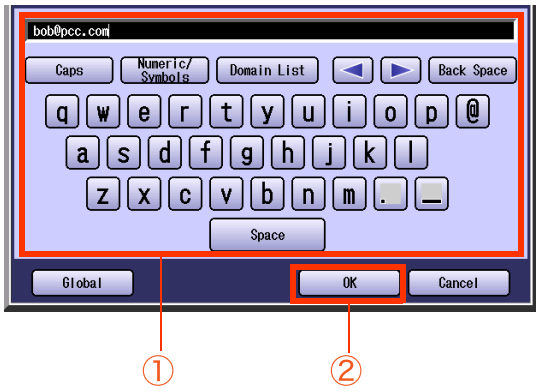
3 Select "**00 Address Book**".



4 Select "**02 Add Email Address**".

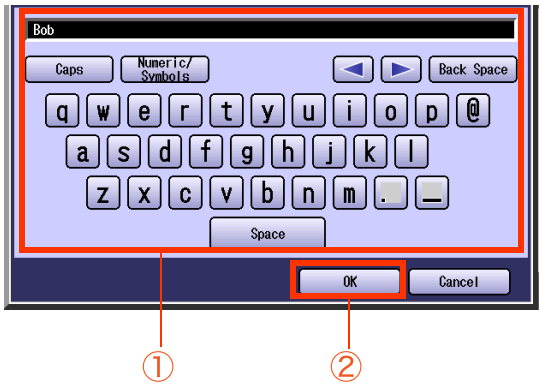


5 Enter an Email Address, and select "**OK**".



- For instructions on how to enter Email Addresses, refer to **Entering an Email Address** (see page 108).
- Enter an Email Address up to 60 characters.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

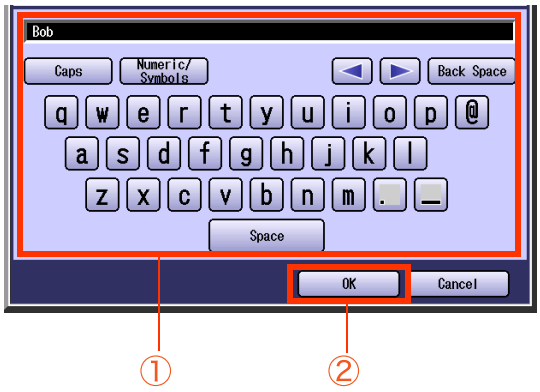
6 Enter a station name, and then select "**OK**".



- Enter a station name up to 15 characters.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

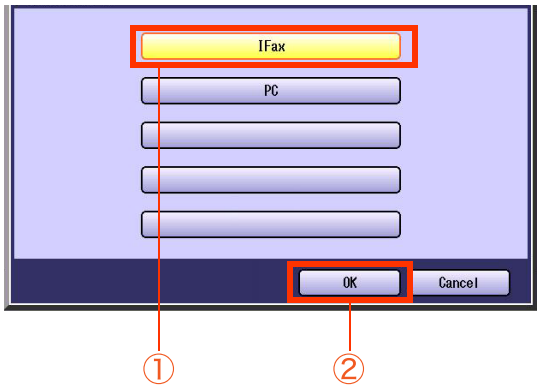
Continue on the next page...

7 Enter a Key Name, and then select "**OK**".



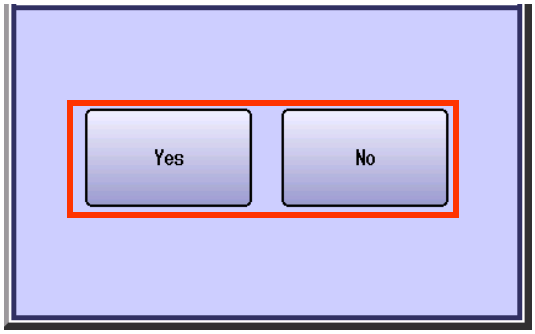
- Key Names are used to select destinations on the touch-panel display.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

8 Select "**IFax**", and then select "**OK**".



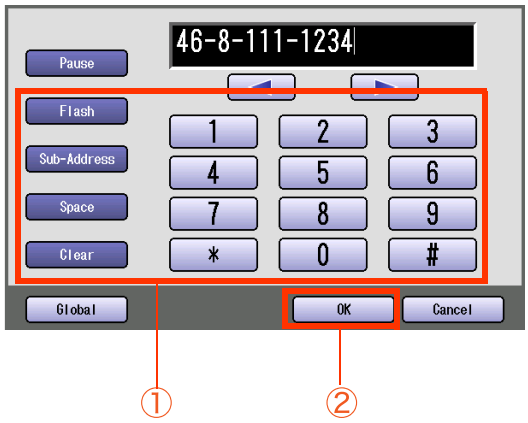
- If you wish to use it in the Email Address Book of Scan/Email mode, and Fax mode both, select "**PC**".

9 Select whether to add the station to "**Favorites**".



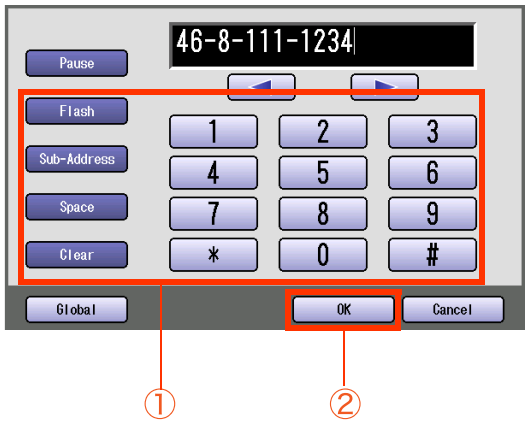
Yes	Select to display the station in "**Favorites**".
No	Select not to display the station in "**Favorites**".

10 To enable sub-addressed routing, enter a sub-address, and then select "**OK**".



- This screen appears when "**152 Sub-Addr Routing**" has been set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters).

11 To enable routing by the sender's numeric ID, enter the numeric ID, and then select "**OK**".



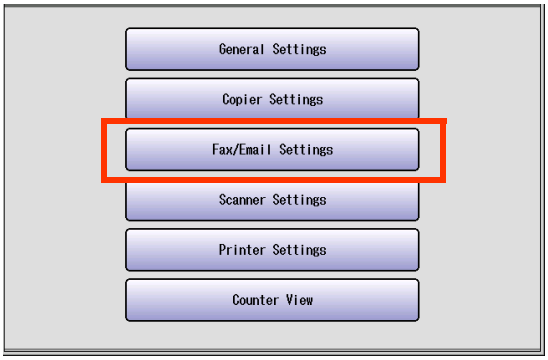
- This screen appears when "**153 TSI Routing**" has been set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters).
- Press **Reset** key to return the machine to the initial screen of the current active mode.

Editing Address Book

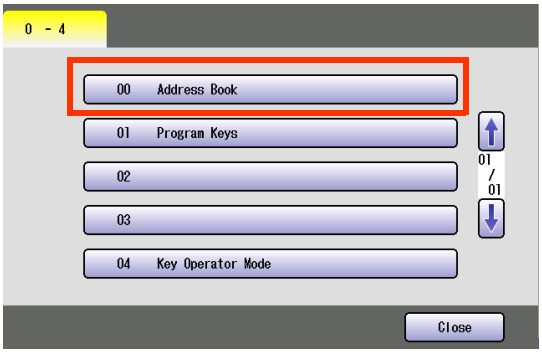
To edit the station in the address book, follow the steps below:

1 Press the **Function** key.

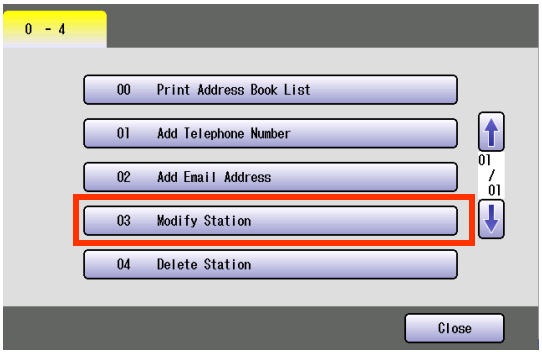
2 Select "**Fax/Email Settings**".



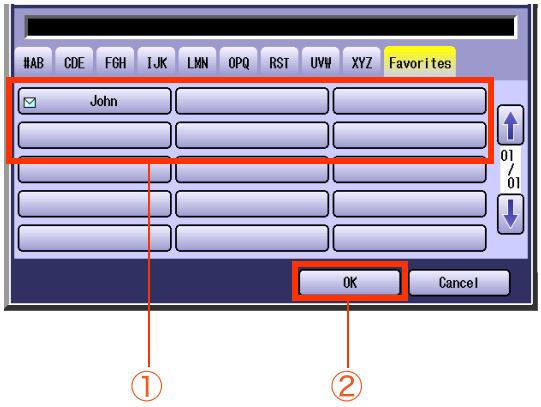
3 Select "**00 Address Book**".



4 Select "**03 Modify Station**".



5 Select the station you want to edit, and then select "**OK**".



- Select the same button again to cancel a choice.

6 Edit the station.

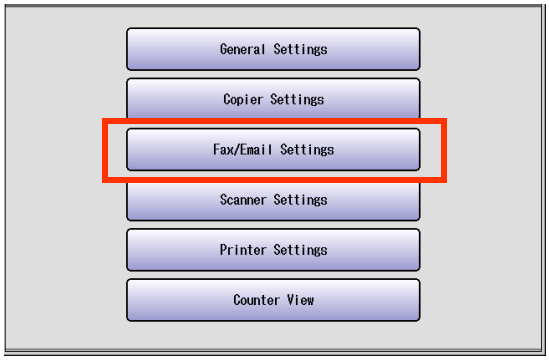
- For more information, refer to **Adding a Fax Number into the Address Book** (see page 169) and **Adding an Email Address to Address Book** (see page 171).
- Press **Reset** key to return the machine to the initial screen of the current active mode.

Deleting a Destination from Address Book

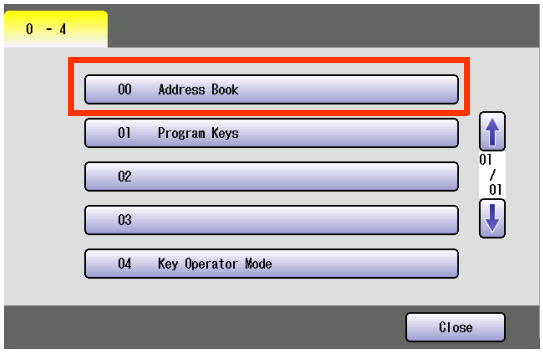
To delete a remote station from the address book, follow the steps below:

1 Press the **Function** key.

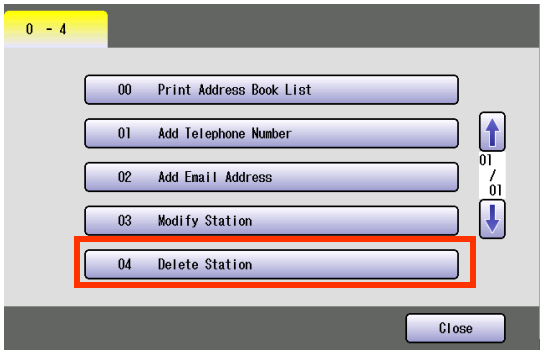
2 Select "**Fax/Email Settings**".



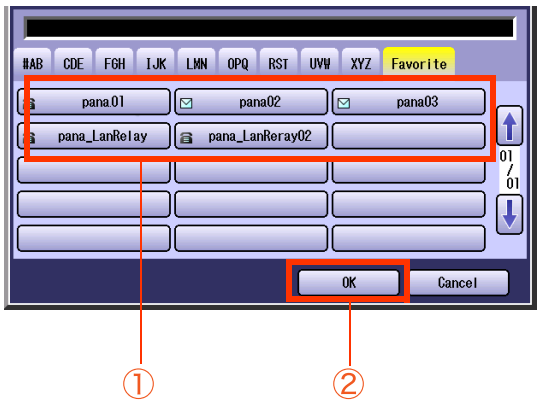
3 Select "**00 Address Book**".



4 Select "**04 Delete Station**".

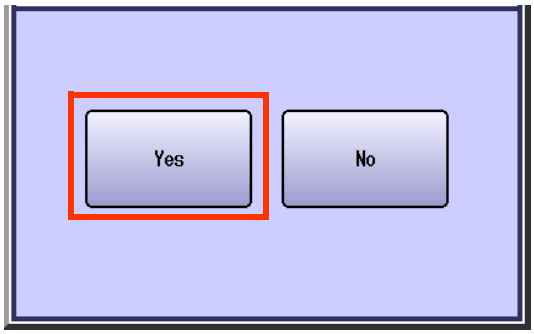


5 Select the station you want to delete from the address book, and then select "**OK**".



- Select the same button again to cancel a choice.

6 Select "**Yes**".



Yes	Select to delete the selected station.
No	Select to cancel the deletion.

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

Printing the Address Book List

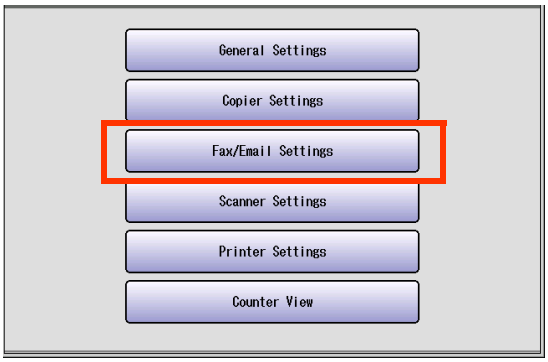
To print the address book list, follow the steps below:

NOTE

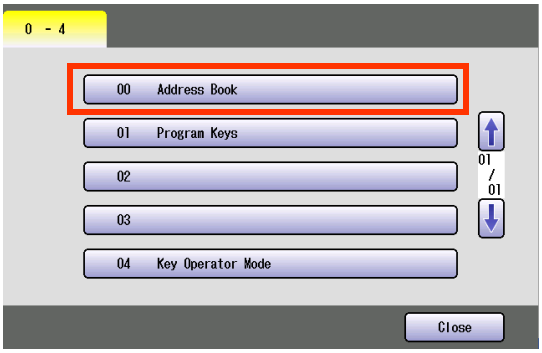
- The address book list can also be printed by selecting "**Print Out**" in "**More Menus**" (see page 196).
- For more details about items in the address book list, refer to **Reading Address Book List** (see page 197).

1 Press the **Function** key.

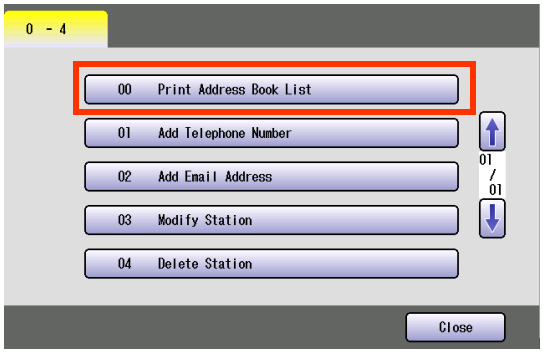
2 Select "**Fax/Email Settings**".



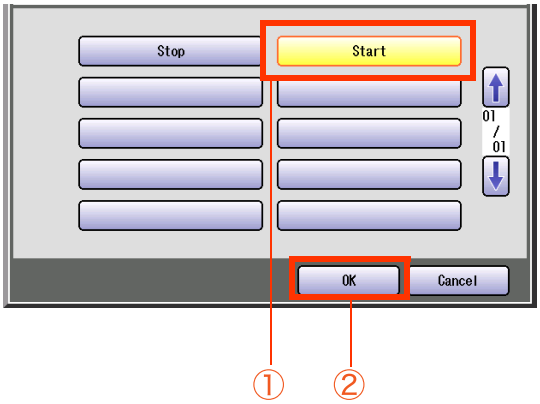
3 Select "**00 Address Book**".



4 Select "**00 Print Address Book List**".



5 Select "**Start**", and then select "**OK**".



The address book list is printed.

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

Program Keys

What is Program Keys?

There are three ways to use the program key, as follows:

■ Using for Program Dialing

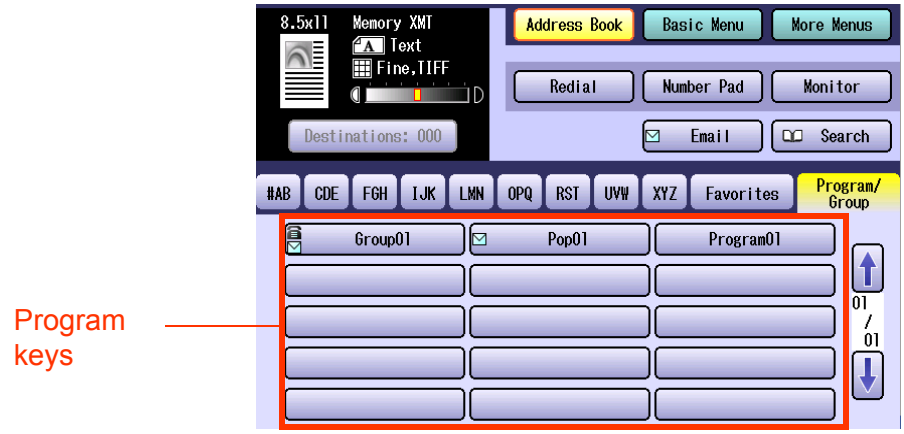
You can set communication sequences, or destinations which you often use.

■ Using for Group Dialing

Multiple destinations can be selected from the address book, and pre-programmed on a single program key for group dialing.

■ Using as Email reception Key

This function allows others to share your machine to retrieve their Emails from the POP Server by pre-programming their POP User Names, and POP Passwords into the Program Keys. They will be able to retrieve their Emails by simply pressing the associated Program Key.



NOTE

● For instructions on how to use program keys, refer to **Using Program Keys** (see page 46).

Programmable Items

The following items can be programmed on program key:

No.	Item	Explanation
1	Key name	Name of a program.
2	Communication feature	Program communication features and destinations on program dialing.

Setting for Program Dialing

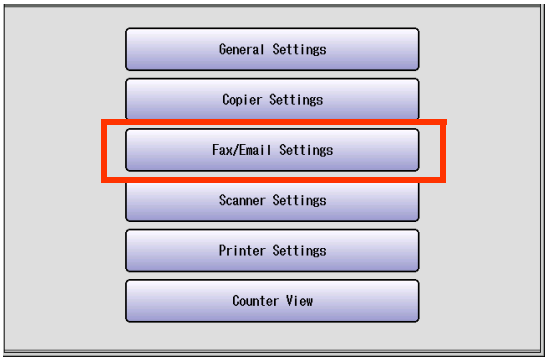
To program a communication feature on program key, follow the steps below:

NOTE

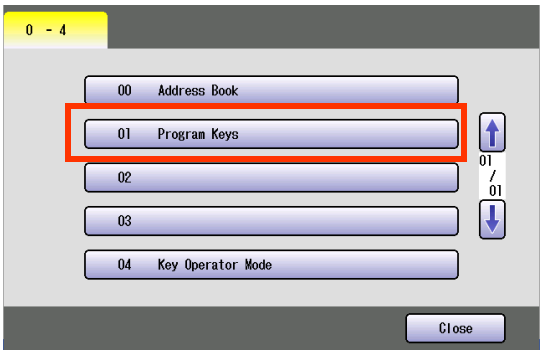
- For instructions on how to edit pre-programmed station, refer to **Editing Address Book** (see page 173).
- For instructions on how to delete pre-programmed station, refer to **Deleting a Destination from Address Book** (see page 174).
- For instruction how to print the program list, refer to **Printing the Program List** (see page 184).

1 Press the **Function** key.

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

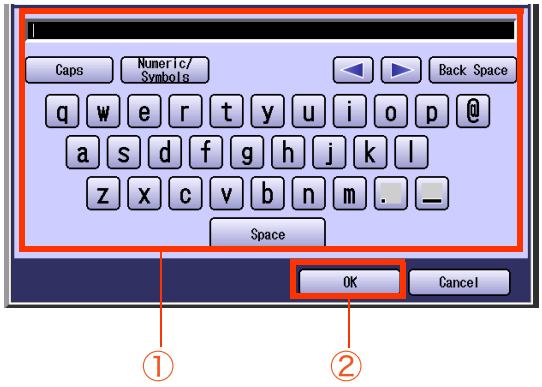


3 Select "**01 Program Keys**".



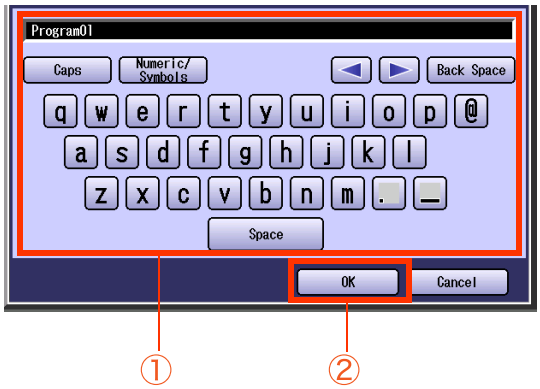
4 Select "**02 Program Dial**".

5 Enter a program dial name, and then select "**OK**".



- Enter a name up to 15 characters.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

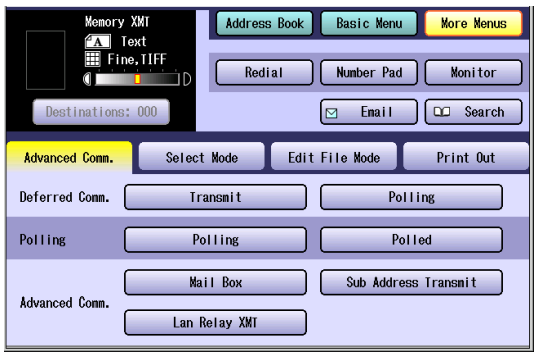
6 Enter a Key Name, and then select "**OK**".



Continue on the next page...

7 Program each desired feature.

- Deferred Communication
  Transmit (See page 52)
  Polling (See page 54)
- Polling (See page 56)
- Advanced Communication
  MailBox (See page 60)
  Sub Address Transmit (See page 68)
  Lan Relay XMT (See page 150)



8 Press the **Start** key.

The program dial is programmed.

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

Setting for Group Dialing

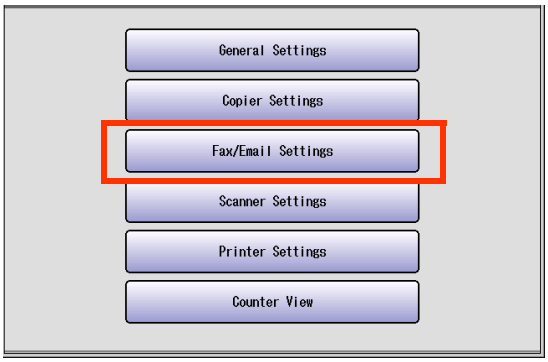
To program multiple destinations on program key, follow the steps below:

NOTE

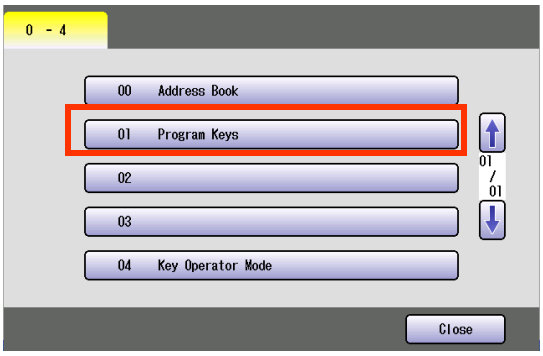
- For instructions on how to edit pre-programmed station, refer to **Editing Address Book** (see page 173).
- For instructions on how to delete pre-programmed station, refer to **Deleting a Destination from Address Book** (see page 174).
- For instruction how to print the program list, refer to **Printing the Program List** (see page 184).
- To program multiple destinations, each destination must be programmed in advance.

1 Press the **Function** key.

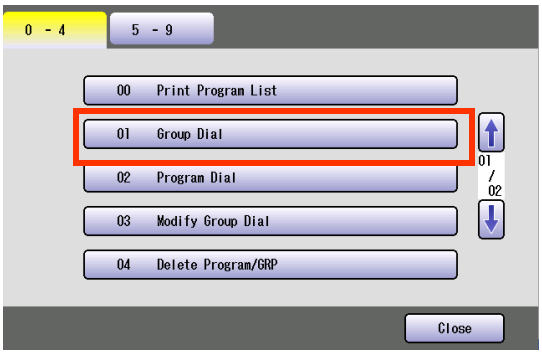
2 Select "**Fax/Email Settings**".



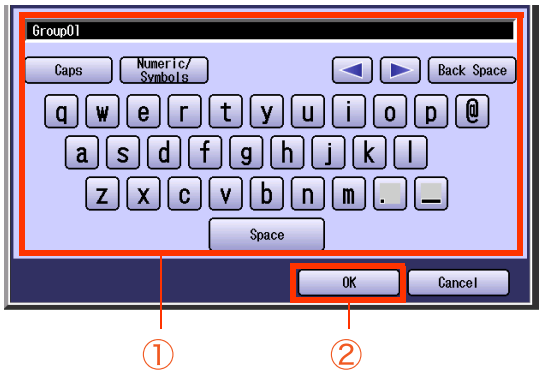
3 Select "**01 Program Keys**".



4 Select "**01 Group Dial**".

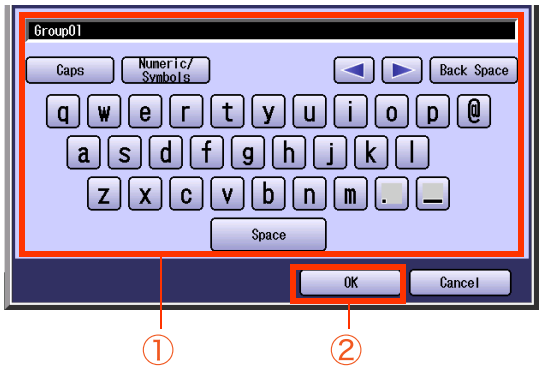


5 Enter a group dialing name, and then select "**OK**".



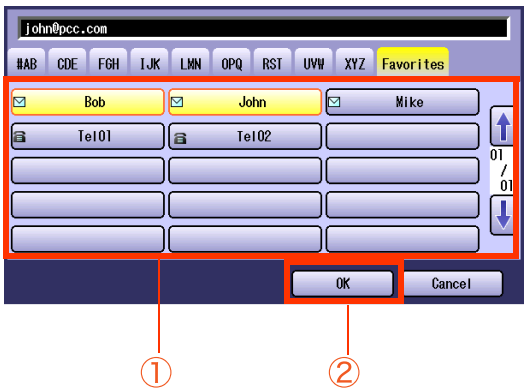
- Enter a name up to 15 characters.
- For instructions on using the onscreen keyboard, refer to **Before Starting** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

6 Enter Key Name, and then select "**OK**".



Continue on the next page...

7 Select the destinations to be programmed, and then select “**OK**”.



The group dialing is programmed.

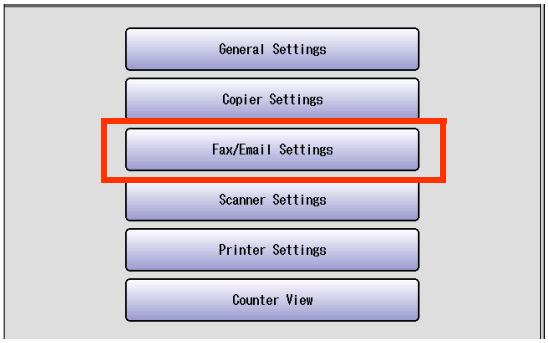
- Press **Reset** key to return the machine to the initial screen of the current active mode.

Editing a Group Dialing

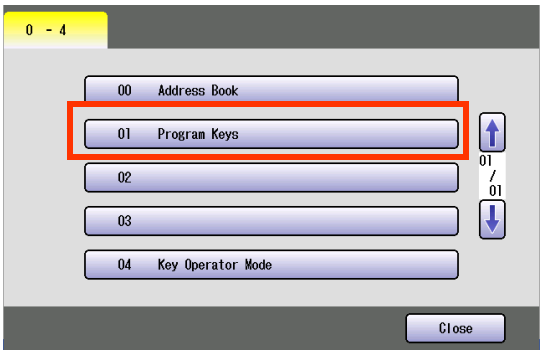
To edit a group dialing, follow the steps below:

1 Press the **Function** key.

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

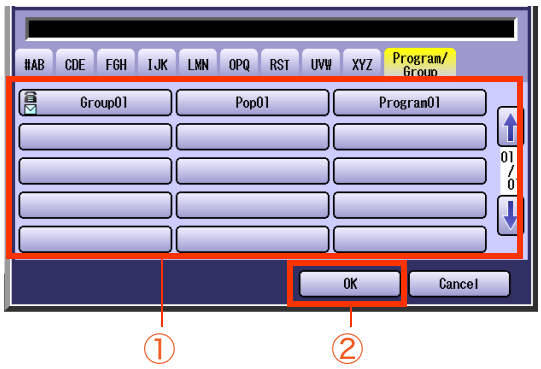


3 Select "**01 Program Keys**".



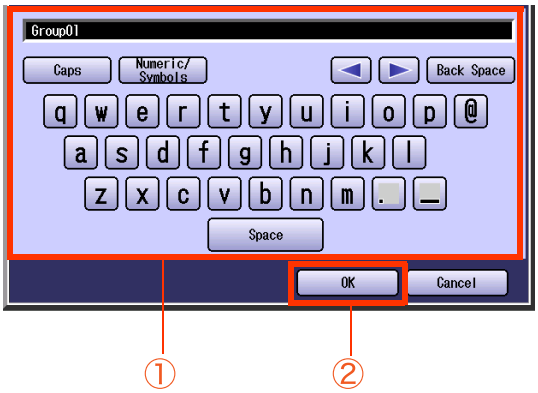
4 Select "**03 Modify Group Dial**".

5 Select the Group Dial button you want to edit, and then select "**OK**".

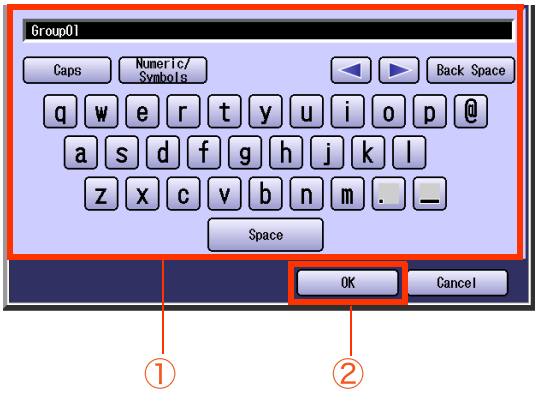


- Select the same button again to cancel a choice.

6 To rename a group dial name, enter a new name, and then select "**OK**".

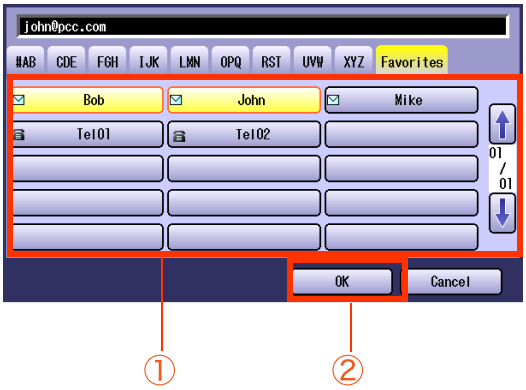


7 To rename a group dial key name, enter a new name, and then select "**OK**".



Continue on the next page...

8 Select the destination to be programmed, and then select “**OK**”.



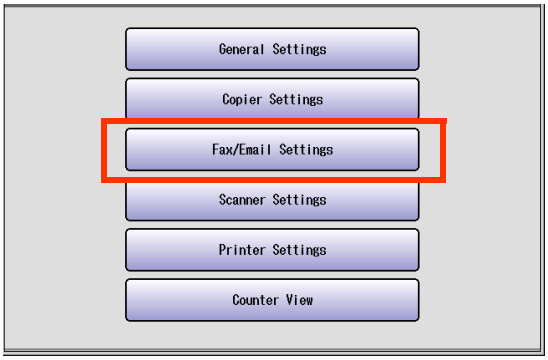
- Press **Reset** key to return the machine to the initial screen of the current active mode.

Deleting the Program Key setting

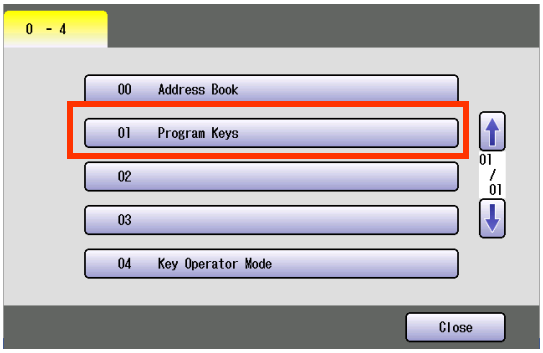
To delete a program dialing, or group dialing destination, follow the steps below:

1 Press the **Function** key.

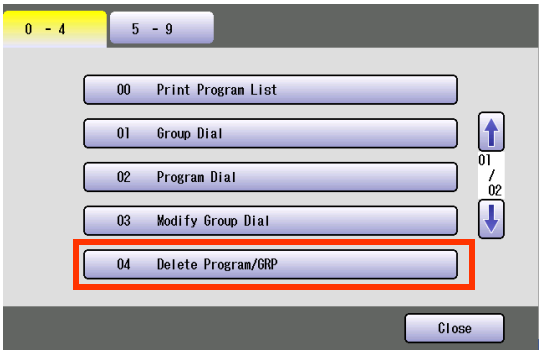
2 Select "**Fax/Email Settings**".



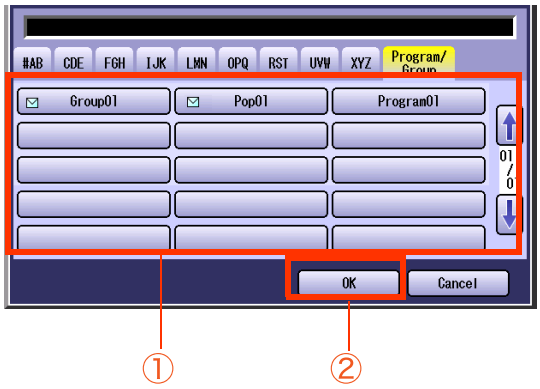
3 Select "**01 Program Keys**".



4 Select "**04 Delete Program/GRP**".

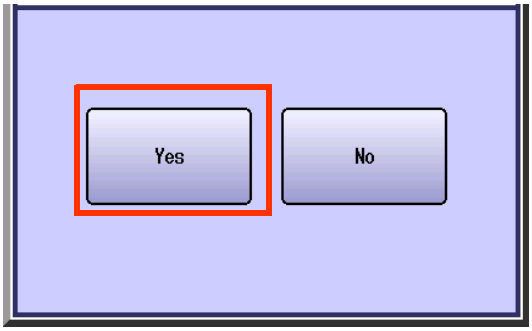


5 Select a program Key, and then select "**OK**".



- Select the same button again to cancel a choice.

6 Select "**Yes**".



Yes	Select to delete the program key
No	Select to cancel the deletion.

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

Printing the Program List

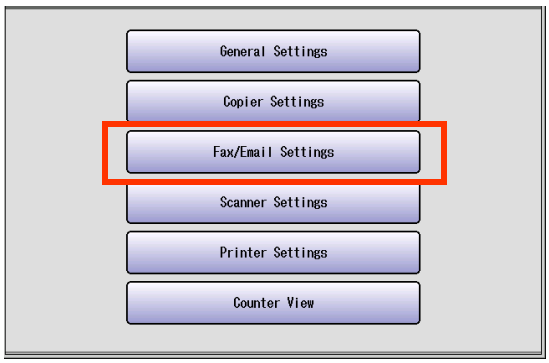
To print the program list, follow the steps below:

NOTE

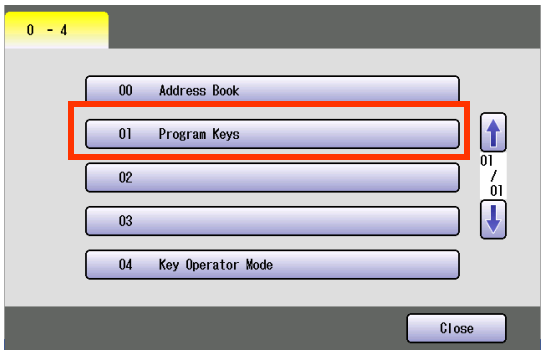
- The program list can also be printed by selecting "**Print Out**" in "**More Menus**" (see page 198).
- For more details about the items in the program list, refer to **Reading Program List** (see page 199).
- To program multiple destinations, each destination must be programmed in advance.

1 Press the **Function** key.

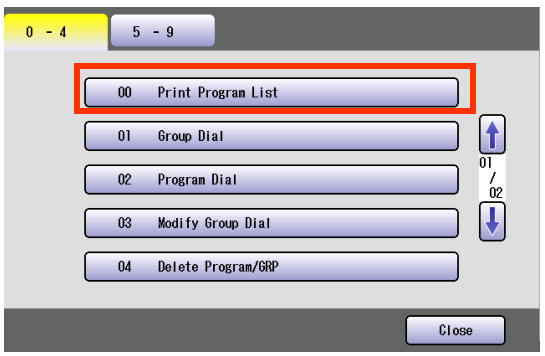
2 Select "**Fax/Email Settings**".



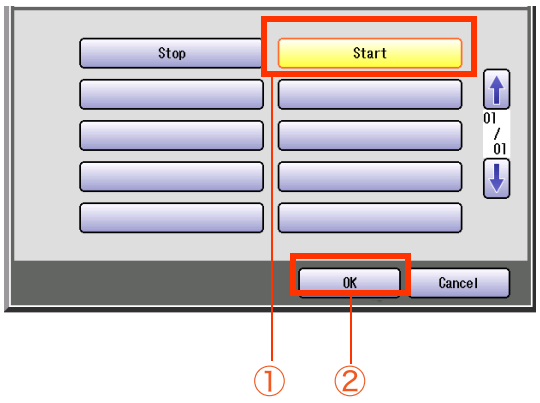
3 Select "**01 Program Keys**".



4 Select "**00 Print Program List**".



5 Select "**Start**", and then select "**OK**".



The program list is printed.

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

Programming Email Manual Reception on Program Keys

When this machine is connected to a POP Server, POP Account name and password other than the machine's one can be programmed for a program key to receive Emails.

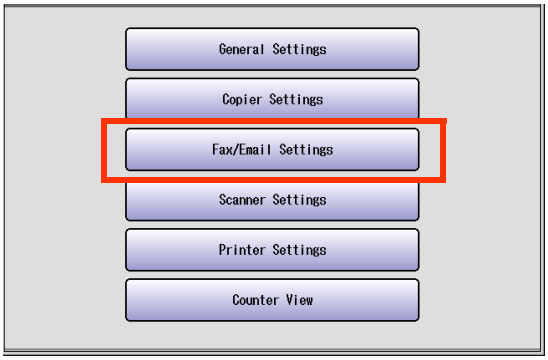
To enter an Email Address and a password, follow the steps below:

NOTE

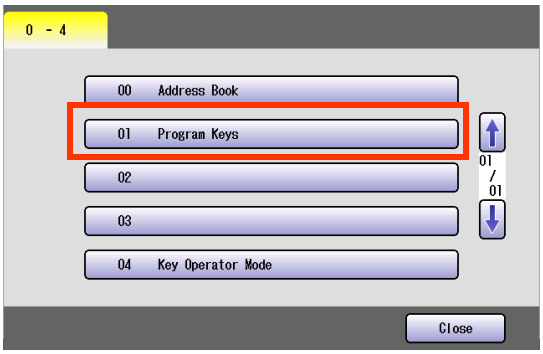
- If you leave a password blank in Step 8, a password prompt window will appear upon POP reception. In order to strengthen the security, you are advised to leave a password blank.
- For instruction how to print the program list, refer to **Printing the Program List** (see page 184).
- To program multiple destinations, each destination must be programmed in advance.

1 Press the **Function** key.

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

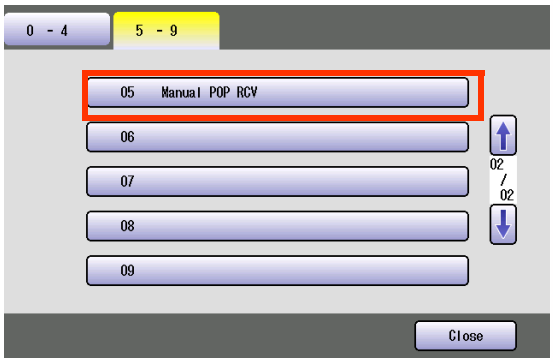


3 Select "**01 Program Keys**".

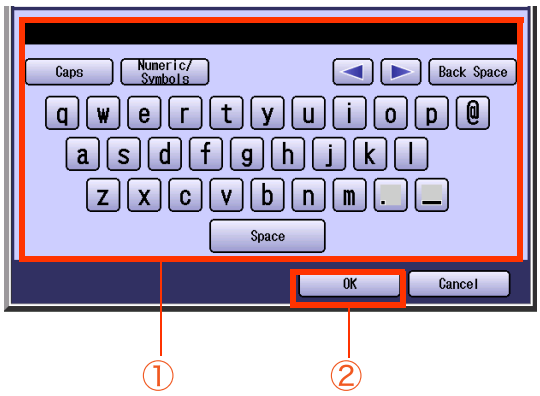


4 Select "**5-9**".

5 Select "**05 Manual POP RCV**".

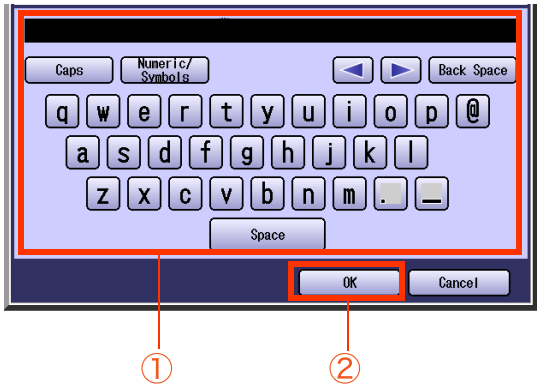


6 Enter a POP Account name, and then select "**OK**".

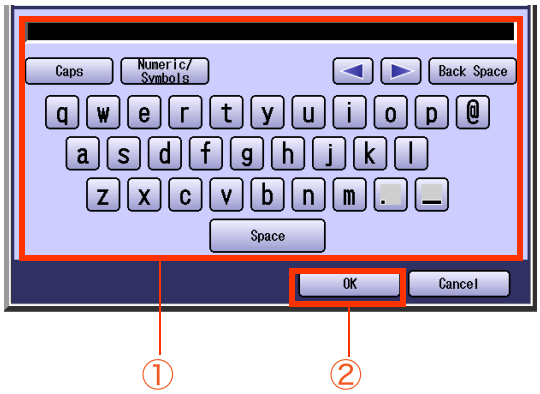


Continue on the next page...

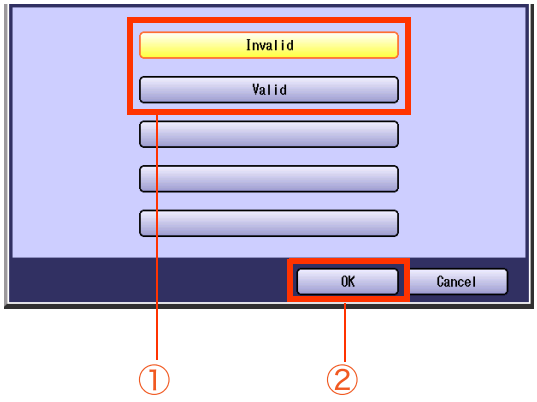
7 Enter a key name (program button name), and then select "**OK**".



8 Enter the password, and then select "**OK**".



9 Select "**Invalid**" or "**Valid**", and then select "**OK**".



Invalid	Select to leave Email on the POP Server after it has been received.
Valid	Select to delete Email from the POP Server after it has been received.

The POP reception feature is programmed.

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

Memo

Transaction Journal

The “Journal” is a record of the last 200 transactions (a transaction is recorded each time you send or receive a document). It is printed automatically after every 200 transactions, or you can print or view it manually by using the following procedure.

- Regardless of the “**13 Auto Print JRNL**” setting in Function Parameters (Fax/Email Settings>Fax Parameters), a transaction journal can be printed by selecting “**Journal**” from “**More Menus**”.
- Select “**XMT Only (View)**” or “**All (View)**” in the “**Journal**” from “**More Menus**” to verify the transaction result on the touch-panel display.

This section explains how to print manually, view and read the transaction journal on the touch-panel display.

NOTE

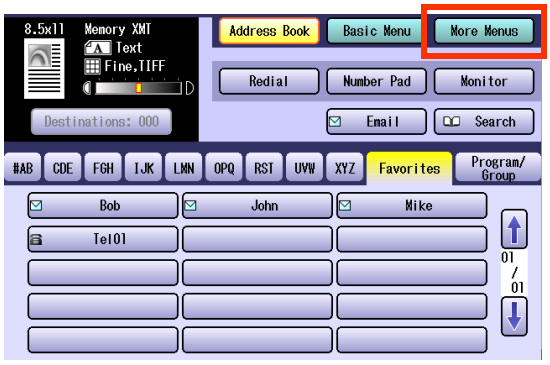
- The standard setting of “**13 Auto Print JRNL**” is “**Valid**”. For instructions on how to modify. Journal feature, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on provided CD-ROM.

Printing Transaction Journal

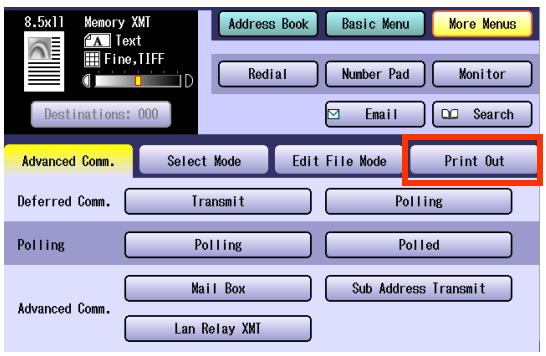
To print the transaction journal, follow the steps below:

1 Press the **Fax** key.

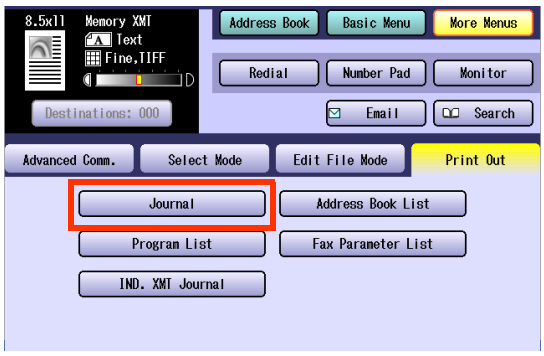
2 Select “**More Menus**”.



3 Select “**Print Out**”.

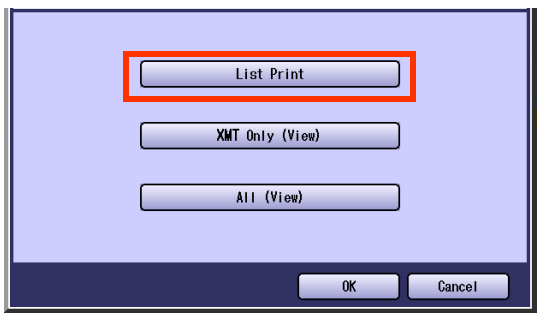


4 Select “**Journal**”.



5 Select “**List Print**”.

The transaction journal will be printed.



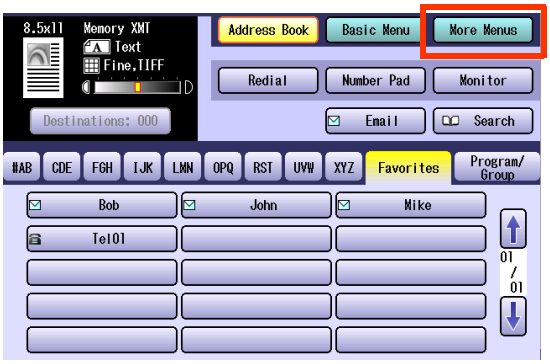
- Press **Reset** key to return the machine to the initial screen of the current active mode.

Viewing Communication Results on Touch-Panel Display

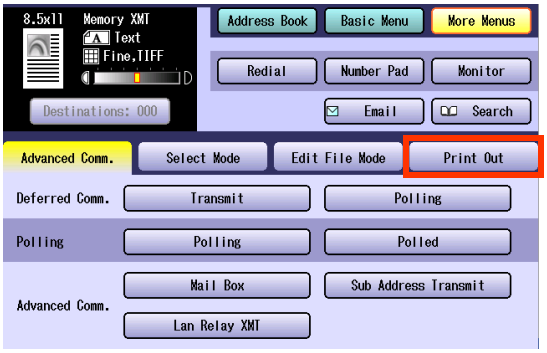
To view the communication results on the touch-panel display, follow the steps below:

1 Press the **Fax** key.

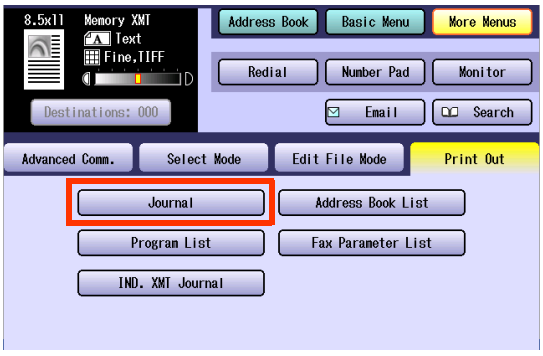
2 Select "**More Menus**".



3 Select "**Print Out**".

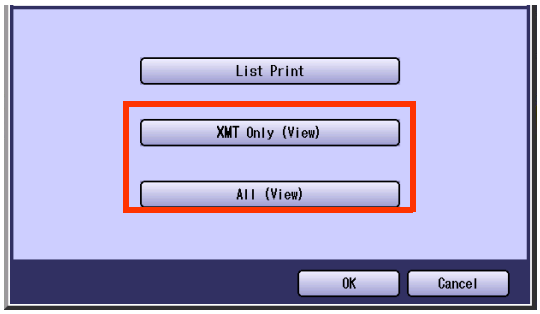


4 Select "**Journal**".



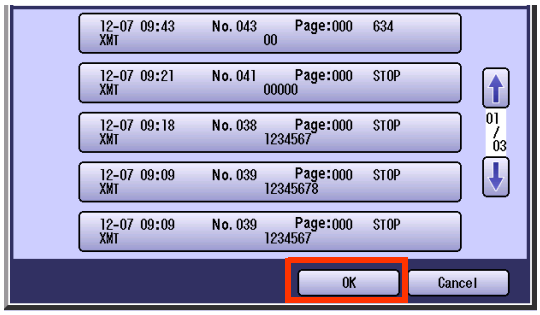
5 Select "**XMT Only (View)**" or "**All (View)**".

Communication results will be displayed.



XMT Only (View)	Select to view only the transmission result.
All (View)	Select to view both the transmission, and reception results.

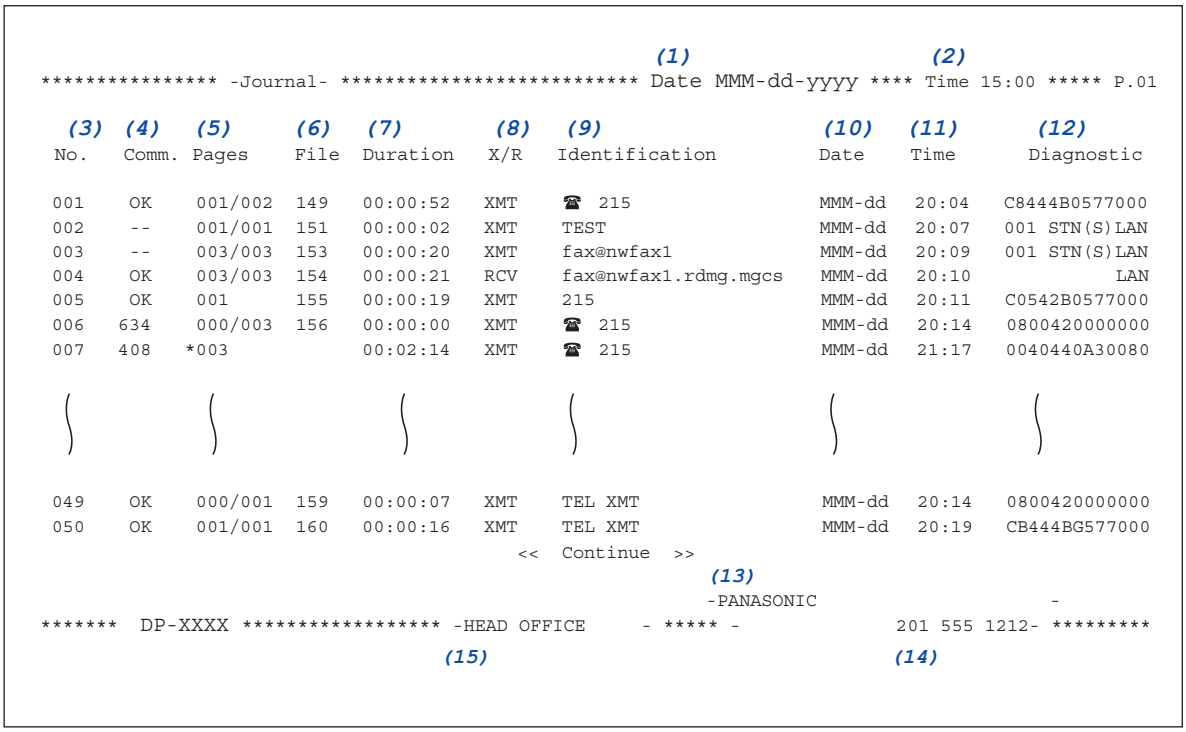
6 When the verification completes, select "**OK**".



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

Reading Transaction Journal

Items in the transaction journal are listed below.



No.	Item	Explanation
(1)	Printout date	The date and time at which the Transaction Journal printed.
(2)	Printout time	Printout time.
(3)	Journal number	Journal number.
(4)	Communication result	“OK” indicates that the communication was successful. “Busy” indicates that the communication has failed because of busy line. “Stop” indicates that STOP was pressed during communication. “P-OK” indicates that memory overflow occurred while storing the documents into the memory for transmission but successfully stored document(s) was sent. “R-OK” indicates that the Relayed XMT was successful. “B-OK” indicates that the Batch Transmission was successful. “M-OK” Indicates that the memory reception/ substitute reception was successful. “- -” indicates LAN transmission. “3-digit Info Code” indicates that the communication has failed. Refer to **Information Codes** (see page 208).

No.	Item	Explanation
(5)	Pages	Number of pages transmitted or received. The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into the memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted. Asterisk "*" indicates that the quality of some received copies was poor.
(6)	File number	001 to 999 (When the communication is stored into the memory, a file number is assigned for each communication.)
(7)	Duration of communication	Duration of communication.
(8)	Type of communication	"XMT" means Transmission "RCV" means Reception "POL" means Polling "PLD" means Polled "FWD" means Fax Forward
(9)	Remote station identification	Name : Recorded name in the Address Book or remote station's Character ID. ☎number : Dialed telephone number. (PIN code will not be shown) Number : Remote station's ID number. Email address
(10)	Communication date	Communication date.
(11)	Communication Start time	Communication Start time.
(12)	Diagnostic	For service personnel only
(13)	Own LOGO	Up to 25 characters
(14)	Own ID number	Up to 20 digits
(15)	Own Character ID	Up to 16 characters

Communication Journal

This is a report that is printed at the end of each transaction to keep a record of the communication result.

- A communication journal is printed when the "**12 Comm. Journal (HOME)**" has been set to "**Always**" or "**Inc Only**" in Function Parameters (Fax/Email Settings> Fax Parameters).

  If set to "**Always**"

  A communication journal will be printed when a transaction completes or fails.

  If set to "**Inc Only**"

  A communication journal will be printed only when a transaction has failed, for example, due to a communication error.

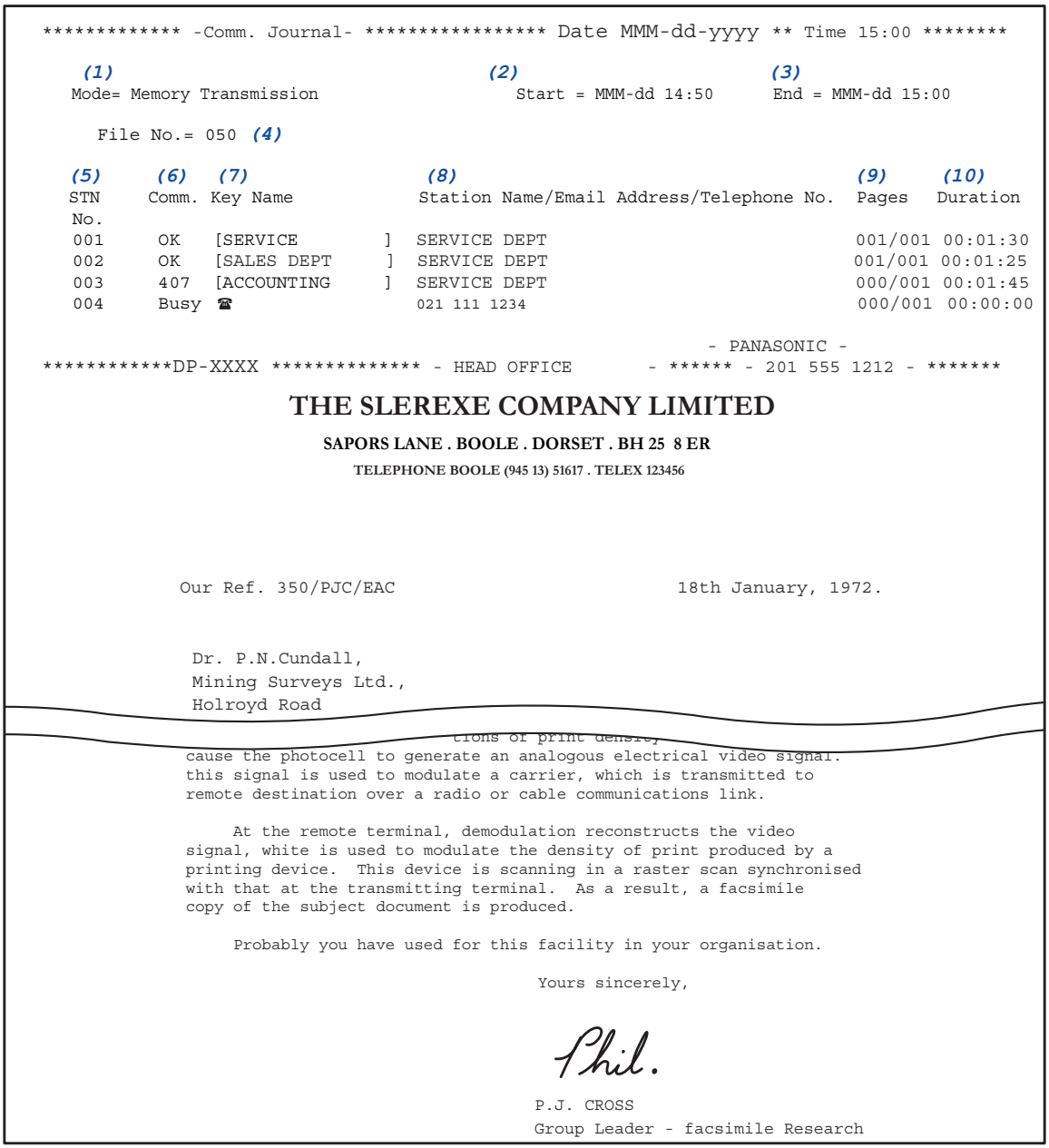
- Even with the communication journal is set to "**Off**" in More menus/Select Mode, you may also configure the machine to print a communication journal individually. For more operational details, refer to **Printing Transaction Journal** (see page 188).
- If a memory transmission has failed, for example, due to a communication error, an image of the first page of the document transmitted is covered in the communication journal, but not for direct transmissions.

This section explains how to read the communication journal.

NOTE

The standard setting of "**12 Comm. Journal (HOME)**" is "**Inc Only**" in Function Parameters (Fax/Email Settings> Fax Parameters). For instructions on how to enable the COMM. Journal feature, refer to **Fax/Email Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

Items that are covered in the communication journal are listed below.



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

(1) Mode= Memory Transmission (2) Start = MMM-dd 14:50 (3) End = MMM-dd 15:00

File No.= 050 (4)

(5) STN No.	(6) Comm.	(7) Key Name	(8) Station Name/Email Address/Telephone No.	(9) Pages	(10) Duration
001	OK	[SERVICE]	SERVICE DEPT	001/001	00:01:30
002	OK	[SALES DEPT]	SERVICE DEPT	001/001	00:01:25
003	407	[ACCOUNTING]	SERVICE DEPT	000/001	00:01:45
004	Busy	☎	021 111 1234	000/001	00:00:00

- PANASONIC -

**********DP-XXXX ********** - HEAD OFFICE - ****** - 201 555 1212 - *******

THE SLEREXE COMPANY LIMITED

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TELEPHONE BOOLE (945 13) 51617 . TELEX 123456

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

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

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

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

Probably you have used for this facility in your organisation.

Yours sincerely,

Phil.

P.J. CROSS
Group Leader - facsimile Research

No.	Item	Explanation
(1)	Indication of communication mode	Indication of communication mode.
(2)	Start time of communication	Start time of communication.
(3)	End time of communication	End time of communication.
(4)	File number	001 to 999 (When the communication is stored into the memory, a file number is assigned for each communication.)
(5)	Station number	Sequential number of the Stations.

No.	Item	Explanation
(6)	Communication result	"OK" indicates that the communication was successful. "Busy" indicates that the communication has failed because of busy line. "Stop" indicates that STOP was pressed during communication. "P-OK" indicates that memory overflow occurred while storing the documents into the memory for transmission but successfully stored document(s) was sent. "R-OK" indicates that the Relayed XMT was successful. "B-OK" indicates that the Batch Transmission was successful. "M-OK" Indicates that the memory reception/ substitute reception was successful. "- -" indicates LAN transmission. "3-digit Info Code" indicates that the communication has failed. Refer to **Information Codes** (see page 208). In this case, the machine will print the attached report with first page of your document as shown on the previous page.
(7)	Key name or ☎ mark	☎ mark indicates dialing by direct number dialing.
(8)	Recorded name in the Address Book, direct dialing number, or Email Address	Recorded name in the Address Book, direct dialing number, or Email Address.
(9)	Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into the memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
(10)	Duration of Communication	Duration of Communication.

Memo

Address Book List

This section explains how to print, and read the address book list.

Printing Address Book List

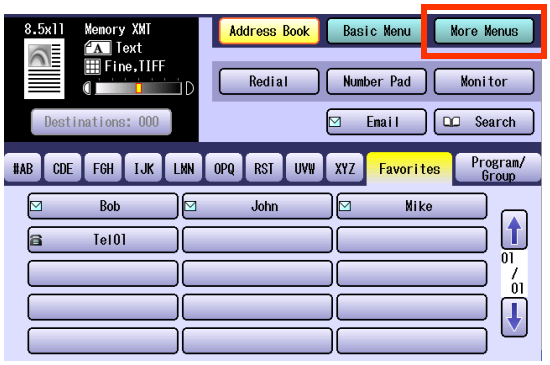
To print an address book list, follow the steps below:

NOTE

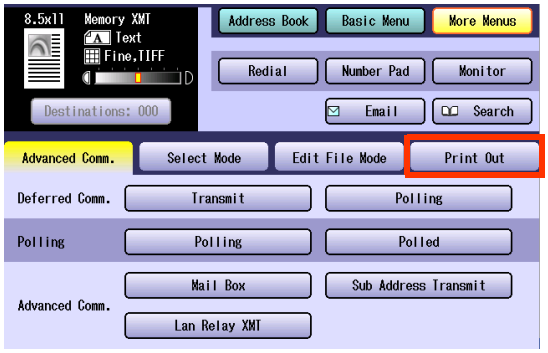
The address book list can also be printed by programming “Fax/Email Settings> Fax Parameters” in Function Parameters.

1 Press the **Fax** key.

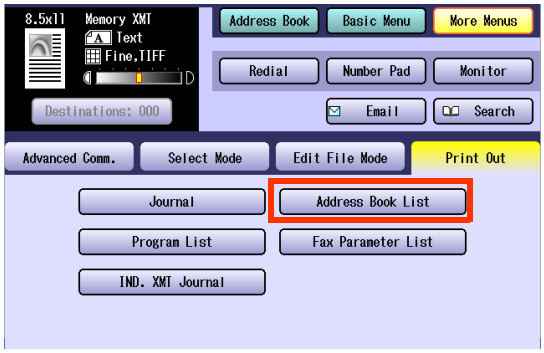
2 Select “**More Menus**”



3 Select “**Print Out**”.



4 Select “**Address Book List**”.



The address book list will be printed.

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

Reading Address Book List

Items in the address book list are listed below.

```
************* -Address Book List- ***************** Date MMM-dd-yyyy ***** Time 15:00 ********
(1) (2)                 (3)                    (4)
   Key Name             Station Name     Email Address / Telephone No.
                        Routing Sub-Addr (6)  Routing TSI (7)      Relay Addr (8)

[B] [Bob Jones      ]    Bob Jones        Jonesb@abcdefg.com
                         123456           201 555 1212
[J] [John Smith     ]    John Smith       ☎  201 555 3156
                         1234             +1 201 123 4567             [RELAY1]
    [John Smith     ]    John Smith       ☎  201 555 3156
                         1212             212 555 1234                [RELAY2]
[P] [Panafax1       ]    Panafax1         Panafax1@Panasonic.com.co.jp
                         4827             +81 03 5251 1234
    [Panafax2       ]    Panafax1         Panafax2@Panasonic.com.co.jp
                         1773             +81 0467 5251 1234

      No. of Stations = 05  (5)

                                                              -PANASONIC                -

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

No.	Item	Explanation
(1)	The first letter of station name recorded in your machine	The first letter of station name recorded in your machine.
(2)	Key name recorded in the machine	Up to 15 characters
(3)	Station name recorded in the machine	Up to 15 characters
(4)	Email address recorded in the machine Telephone number recorded in the machine	Up to 60 characters (Email address) Up to 36 digits (Telephone number)
(5)	Number of recorded Address Book stations	Telephone Number/Email Address programmed for the Address Book
(6)	Routing Sub-Address	Up to 20 digits
(7)	Routing TSI	Up to 20 digits
(8)	Relay Address	Relay Address

Program List

This section explains how to print, and read the program list.

Printing Program List

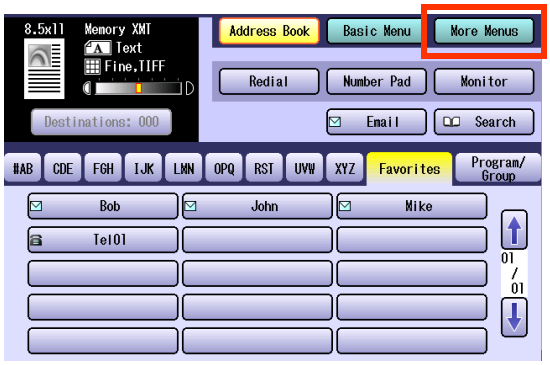
To print the program list, follow the steps below:

NOTE

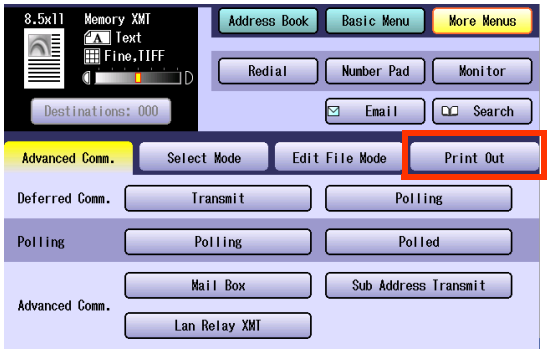
The program list can also be printed by programming “Fax/Email Settings> Fax Parameters” in the Function Parameters.

1 Press the **Fax** key.

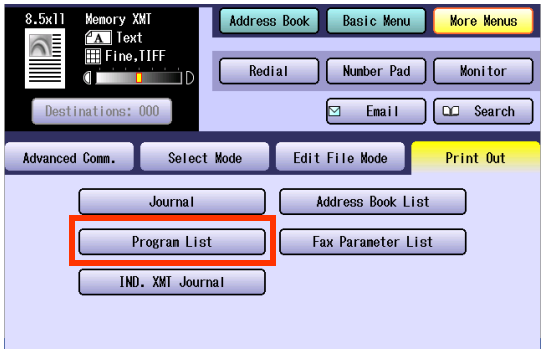
2 Select “**More Menus**”.



3 Select “**Print Out**”.



4 Select “**Program List**”.



The program list will be printed.

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

Reading Program List

Items in the program list are listed below.

```
*************** -Program List- ****************** Date MMM-dd-yyyy ***** Time  15:00 **********

 (1)              (2)              (3)              (4)
 Key Name         Program Name     Type      Timer  Destination(s)

 [TEST          ] TEST             Group     -----  [PANAFAX        ][SALE DEPT      ]
 [ACCOUNT       ] ACCOUNT          POP       -----   Delete Email  : Invalid      (5)
 [ACC           ] ACC              POP       -----   Delete Email  : Valid
 [PROG.B        ] PROG.B           Group     -----  [PANAFAX        ][PANASONIC      ]

                                                                   -PANASONIC

******* DP-XXXX********************** -HEAD OFFICE     - ***** -        201 555 12121 *********
```

No.	Item	Explanation
(1)	Key name	Key name.
(2)	Program name	Up to 15 characters
(3)	Type of communication	“Group” indicates that the Program key is programmed as a group key. “POP” indicates that the Program key is programmed as an Email Manual Reception key.
(4)	Destinations	Destinations programmed into the Program Key.
(5)	Deletion of received Email	“Valid” means that the received Email will be deleted. “Invalid” means that the received Email will be retained.

Fax Parameter List

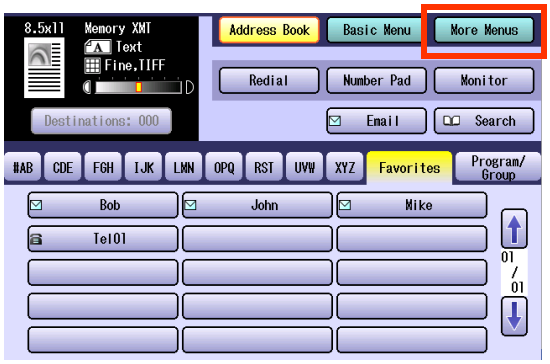
This section explains how to print, and read the fax parameter list.

Printing Fax Parameter List

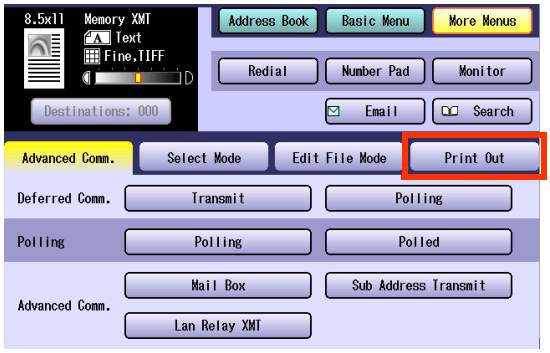
To print the fax parameter list, follow the steps below:

1 Press the **Fax** key.

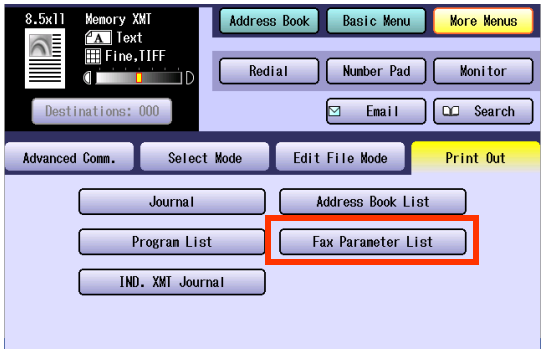
2 Select "**More Menus**".



3 Select "**Print Out**".



4 Select "**Fax Parameter List**".

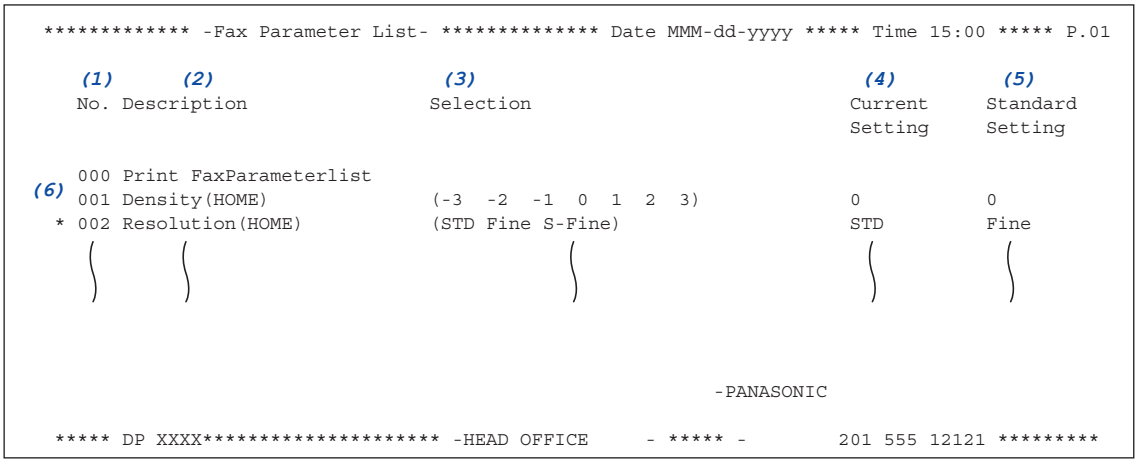


The fax parameter list will be printed.

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

Reading Fax Parameter List

Items in the fax parameter list are listed below.



No.	Items	Explanation
(1)	Parameter number	Parameter number.
(2)	Description	“(HOME)” means home position setting.
(3)	Selection	Selection.
(4)	Current setting	“----” indicates the code or password is not set. When the code or password is set, it is shown by asterisk(*).
(5)	Standard setting	Factory preset standard setting.
(6)	Changed setting	“*” indicates that the Factory preset setting was changed.

Individual XMT Journal

This section explains how to print, and read the individual XMT journal.

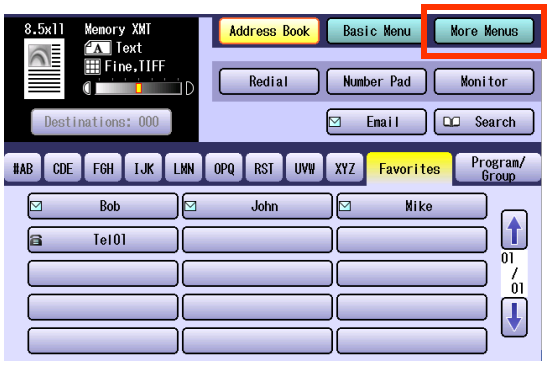
The individual XMT journal is useful when saving send jobs, or checking the detailed information of the communication.

Printing Individual XMT Journal

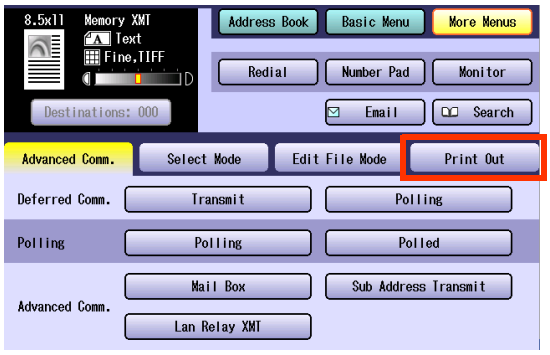
To print the individual XMT journal, follow the steps below:

1 Press the **Fax** key.

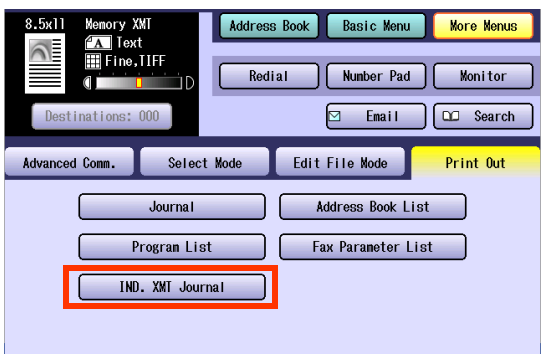
2 Select "**More Menus**".



3 Select "**Print Out**".



4 Select "**IND. XMT Journal**".



The individual XMT journal will be printed.

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

Reading Individual XMT Journal

Items in the individual XMT journal are listed below.

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

        (1) Date/Time      = MMM-dd-yyyy 00:02
        (2) Journal No.    = 035
        (3) Comm. Result   = OK
        (4) Page(s)        = 001/001
        (5) Duration       = 09:00:01
        (6) File No.       = 053
        (7) Mode           = Memory Transmission
        (8) Destination    = ☎ 0123456789
        (9) Received ID    = 0001
       (10) Resolution     = Std

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

No.	Item	Explanation
(1)	Date/Time	The date and time when the individual XMT journal is printed.
(2)	Journal No.	Journal number.
(3)	Communication result	“OK” indicates that the communication was successful. “Busy” indicates that the communication has failed because of busy line. “Stop” indicates that STOP was pressed during communication. “P-OK” indicates that memory overflow occurred while storing the documents into the memory for transmission but successfully stored document(s) was sent. “R-OK” indicates that the Relayed XMT was successful. “B-OK” indicates that the Batch Transmission was successful. “M-OK” Indicates that the memory reception/ substitute reception was successful. “- -” indicates LAN transmission. “3-digit Info Code” indicates that the communication has failed. Refer to **Information Codes** (see page 208). In this case, the machine will print the attached report with first page of your document as shown on the previous page.
(4)	Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into the memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.

No.	Item	Explanation
(5)	Duration	Duration of the communication.
(6)	File No.	File number.
(7)	Mode	Communication mode.
(8)	Destination	Email address or fax number of the remote station.
(9)	Received ID	Received ID of the fax.
(10)	Resolution	Resolution that the fax was transmitted.

Memo

Tips for Solving Problems

If you encounter the problems, please check following items.

Problem	Symptom	Action	Refer to
While sending	A document does not feed, or multiple pages are fed at the same time.	• Check that the document does not have staples or clips attached to it and that it is not smeared or broken. • Check if the document is loaded properly.	———
	Does not stamp.	Verify the settings of "**04 Stamp (HOME)**" and "**28 Stamp at Memory XMT**" in Function Parameters (Fax/Email Settings> Fax Parameters).	Operating Instructions (For Function Parameters)
	The verification stamp image appears too light.	Replace the verification stamp.	**Replacing the Verification Stamp** (See page 216)
	Vertical lines appear in a transmitted document.	Make a copy on this machine and check its image quality. If the copy is OK, notify the receiving station at fault. If copy is NG, clean the document scanning surface area.	———
	Document is transmitted as blank paper.	• Check if the document is loaded properly. • Make a copy on this machine and check its image quality. If the copy is OK, notify the receiving station at fault. If copy is NG, clean the document scanning surface area.	———
	Document is misfeeding.	1. Remove the jammed document according to the error code displayed on the Touch-Panel Display. 2. The machine cannot send long Document. Confirm the Document length according to the guidelines shown below. • Document length exceeds 78.8 inches (2 meters) in "**Std**" and "**Fine**" mode. • Document length exceeds 19.7 inches (0.5 meters) in "**S-Fine**" mode. • Document length exceeds 11.8 inches (0.3 meters) in "**600 dpi**" mode. (The Resolution will change to S-Fine automatically when sending longer than A4 size, and 2-Sided documents.)	Operating Instructions (For Basic Operations)

Problem	Symptom	Action	Refer to
While receiving	Paper out	An error massage will appear on the display if the machine has run out of the paper while receiving a document. Load paper.	———
	Paper jam	If paper jam occurs, an error code is displayed. Remove the jammed paper.	Operating Instructions (For Basic Operations)
	Paper does not feed.	Check if the paper tray is loaded with paper. Load paper as directed by relevant instructions.	Operating Instructions (For Basic Operations)
	Paper is not exited at the end of a print job.	Check to see if the paper has not jammed in the machine.	Operating Instructions (For Basic Operations)
	The automatic print reduction feature does not work.	Check the setting of "**24 Print Reduction**" in Function Parameters (Fax/Email Settings> Fax Parameters).	Operating Instructions (For Function Parameters)
Communicat-ing	No dial tone heard	• Check the telephone line connection. • Check the telephone line.	**Checking the Telephone Line** (See page 215)
	The machine won't receive automatically	• Check the telephone line connection. • Check the receive mode settings. • If "**13 Auto Print JRNL**" set to "**Valid**" in Function Parameters (Fax/Email Settings> Fax Parameters), and the machine is printing the received document(s) from memory, which also happens to be the 200th transaction, the machine will not auto answer until the Transaction Journal completes printing.	Operating Instructions (For Function Parameters)
	Cannot send or receive	An error code appears on the display. See the error code table and identify the problem.	**Information Codes** (See page 208)
Operation	Operation rejected	Switch off the machine for seconds, and then turn it on again.	———

Information Codes

In the event of communication failures, Information Codes appear in the transmission result, or in the transaction journal.

When an Information Code is displayed, take necessary action as recommended in the table below. For definitions of the Information Code not found here, refer to the **User (U)/Jam (J)/Machine (E) Error Codes** in the Operating Instructions (For Basic Operations) of provided booklet.

<table>
<tr><th>Info. code</th><th>Problem</th><th>Action</th><th>Refer to</th></tr>
<tr><td>030</td><td>Document is misfeeding.</td><td>Reload the document properly.
Remove the document jam.
Adjust Original Guide.</td><td>_____</td></tr>
<tr><td>031</td><td>Document is too long or jammed.
Document length exceeds 78.8 inches (2 meters) in “Std” and “Fine” mode only. The length limitation for “Super Fine” and “600dpi” mode, is subject to the available Memory size.</td><td>Reload the document properly.
Remove the document jam.
<table>
<tr><th></th><th colspan="2">600dpi (Max. Length)</th><th colspan="2">Super Fine (Max. Length)</th></tr>
<tr><th></th><th>2-Sided (Long Edge)</th><th>2-Sided (Short Edge) 1-Sided</th><th>2-Sided (Long Edge)</th><th>2-Sided (Short Edge) 1-Sided</th></tr>
<tr><td>A3/ Ledger</td><td>*20 in (528 mm)</td><td>25 in (639 mm)</td><td>20 in (528 mm)</td><td>60 in (1534 mm)</td></tr>
<tr><td>B4</td><td>*25 in (633 mm)</td><td>30 in (779 mm)</td><td>25 in (633 mm)</td><td>72 in (1827 mm)</td></tr>
<tr><td>A4/ Letter</td><td>11 in (300 mm)</td><td>35 in (894 mm)</td><td>28 in (728 mm)</td><td>78 in (2000 mm)</td></tr>
</table>
* In this case, the machine switches to “Super Fine” mode.</td><td>Operating Instructions (For Basic Operations)</td></tr>
<tr><td>061</td><td>ADF Cover is open.</td><td>Close the ADF Cover.</td><td>_____</td></tr>
<tr><td>400</td><td>During initial handshake, receiving station did not respond or a communication error occurred.</td><td>Check with the other party.
Reload the document and send again.</td><td>_____</td></tr>
<tr><td>401</td><td>Remote station required a Receiving Password to receive the document. Remote station does not have Confidential Mailbox.</td><td>Check the remote station.</td><td>_____</td></tr>
<tr><td>402</td><td>During initial handshake, communication error occurred.</td><td>Reload the document and send again.</td><td>_____</td></tr>
<tr><td>403</td><td>No polling capability at the remote side.</td><td>Ask remote side to set to be polled.</td><td>_____</td></tr>
<tr><td>404/405</td><td>During initial handshake, communication error occurred.</td><td>Reload the document and send again.</td><td>_____</td></tr>
<tr><td>406</td><td>Transmission Password does not match.
Receiving Password does not match.
Received from an unauthorized station in Selective Reception mode.</td><td>Check the password, or the telephone number in Address Book.</td><td>Editing Address Book (See page 173)</td></tr>
</table>

Info. code	Problem	Action	Refer to
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.	_____
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and send again.	_____
410	Communication aborted by the transmitting side.	Check with the other party.	_____
411	Polling password does not match.	Check the polling password.	Operating Instructions (For Function Parameters)
412	No data from the transmitting side.	Check with the other party.	_____
414	Polling password does not match.	Check the polling password.	Operating Instructions (For Function Parameters)
415	Polling transmission error.	Check the polling password.	Operating Instructions (For Function Parameters)
416/417/418/419	Received data has too many errors.	Check with the other party.	_____
420/421	Machine goes to receiving mode, but receives no command from the transmitting side.	Remote side misdial. Check with the other party.	_____
422/427	Interface is incompatible.	Check with the other party.	_____
430/434	Communication error occurred while receiving.	Check with the other party.	_____
436/490	Received data has too many errors.	Check with the other party.	_____
456	Unit received a confidential document or was requested to be polled of a confidential document under any of following conditions. 1.Not enough space in memory to receive the confidential document. 2.Confidential Mailbox is full. 3.While printing received document. Unit was requested to relay a document.	Print a confidential document. Wait until unit finishes printing.	**Printing a Received Confidential Document** (See page 64)
492/493/494	Communication error occurred while receiving.	Check with the other party.	_____

Info. code	Problem	Action	Refer to
495	Telephone line disconnected.	Check with the other party.	_____
501/502/503/504	Communication error occurred using the internal V.34 Modem.	Check with the other party.	_____
540/541/542/543/544	Communication error occurred while transmitting.	Reload the document and send again. Check with the other party.	_____
550	Telephone line disconnected.	Check with the other party.	_____
552/553/554/555	Communication error occurred while receiving.	Check with the other party.	_____
580	Sub-address transmission to a unit that has no Subaddress function.	Check the remote station.	_____
581	Sub-address Password transmission to a unit that has no Password Sub-address function.	Check the remote station.	_____
623	No document is loaded in the ADF.	Resend the documents.	_____
630	Redial was not successful due to a busy line.	Reload the document and send again.	_____
631/700	During 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. If a dial tone is not detected, the machine does not transmit. **Note**: If busy tone was not detected, the machine will only redial once.	Check the telephone number, and send again. Change the setting of "**68 Dial Tone Check**" is set to "**Off**" in Function Parameters (Fax/Email Settings> Fax Parameters).	Operating Instructions (For Function Parameters)
638	Power failure occurred during the communication.	Check the power cord and plug.	_____
711	Incorrect LDAP settings.	Check the LDAP Server Name, LDAP Log in Name, LDAP password, LDAP Search Base.	Operating Instructions (For Function Parameters)
712	Incorrect email address.	Check the registered email address. Check the IP Address of the SMTP Server with the Network Administrator.	Operating Instructions (For Setting Up)
714	Cannot log on to the LAN.	Check the 10Base-T/100Base-TX cable connection. An unexpected LAN problem occurred. Contact the Network Administrator.	Operating Instructions (For Setting Up)
715	TCP/IP connection timed out.	Check the Internet Fax parameter settings. Verify the IP Address, Default Gateway IP Address, SMTP Server IP Address.	Operating Instructions (For Setting Up)

Info. code	Problem	Action	Refer to
716	Cannot logon to the designated SMTP Server.	Check the SMTP Server IP Address setting. Contact the Network Administrator.	Operating Instructions (For Setting Up)
717	Incomplete SMTP Protocol transmission. SMTP Server's hard disk may be full.	SMTP Server is defective. Contact the Network Administrator.	———
718	Page Memory Overflow occurred while receiving printing data. The paper size selected within your application to print is larger than the paper size loaded in the cassette(s).	Check the document size and resolution. Ask originator to re-send in a supported size and resolution.	———
719	Received data via LAN is in a format that is not supported.	Ask the originator to re-send with a supported file attachment format: * In a TIFF-F format. * Image data conforming to recording paper size.	———
720	Cannot connect to the POP Server. (Incorrect POP Server IP Address) POP Server is down.	Check the POP Server IP Address. Contact the Network Administrator.	Operating Instructions (For Setting Up)
721	Cannot connect to the POP Server. (User Name or Password error)	Check the POP User Name, and Password, or the APOP settings. Contact the Network Administrator.	Operating Instructions (For Setting Up)
722	Failed to obtain IP address from the DHCP server.	Check the 10Base-T/100Base-TX cable connection. Confirm that the Internet Parameter, and the DHCP server are correctly configured before turning on, or turning off the power. Contact the Network Administrator.	Operating Instructions (For Setting Up)
725	DNS Server connection timed out. DNS Server is down.	Check the DNS Server IP Address. Contact the Network Administrator.	Operating Instructions (For Setting Up)
726	Received an error response from the DNS Server.	Check the POP Server Name. Check the SMTP Server Name.	Operating Instructions (For Setting Up)
728	Communication error occurred with the SMTP Direct transmission.	Check the remote station.	———
729	Failed to authenticate (SMTP Authentication) when connecting with the SMTP server.	Check the SMTP Authentication. User Name and Password. Contact the Network Administrator.	Operating Instructions (For Function Parameters)
730	Cannot retrieve the Journal nor program the Internet Parameters and the Auto Dialer remotely via email from a PC.	Check that the Fax Parameter "**158 PC Remote Update**" is set to "**Valid**".	Operating Instructions (For Function Parameters)
731	The dialer buffer for manual dialing was full (70 stations) when the Relay Transmission Request was received.	Request the originator to re-send the Relay Transmission Request after the reserved communication is finished.	———

Info. code	Problem	Action	Refer to
800/814/816/825	Unit was requested to relay a document or Confidential Communication but has no capability.	Check with the other party.	———
815	Mailbox is full.	Delete confidential documents.	**Deleting a Confidential Document** (See page 66)
826	The received sub-address is not pre-programmed in the address book.	Check entries in the address book. Check the entry of the sub-address of the remote station.	**Address Book** (See page 168)
870	Memory overflow occurred while storing documents into memory for transmission.	Transmit documents without storing into memory. Add SD Memory Card in the machine.	**Direct Transmission** (See page 40) Operating Instructions (For Basic Operations)

Memo

Power Failure

■ Power Failure

The fax display remains off for the duration of a power failure, and you cannot send or receive documents.

Problem	Condition	Result
When a power failure occurs	You are talking to a remote party.	You can continue talking (external telephone connection).
	You are sending a fax.	The fax transmission is aborted. Resend when power recovers.
	You are receiving a fax.	The fax reception is aborted. Ask the remote party to resend when power recovers.
While a power failure persists	Make phone calls.	Possible with the external telephone connection.
	Receive phone calls.	Possible with the external telephone connection
	Send a fax.	You cannot send a fax.
	Receive a fax.	You cannot receive a fax.
When power recovers	Memory content.	Transmission and transmission data stored in memory is preserved intact.
	Data pre-programmed or preset on your machine.	Data pre-programmed or preset in the address book, and on program dialing, Function Parameters are preserved through the power failure.

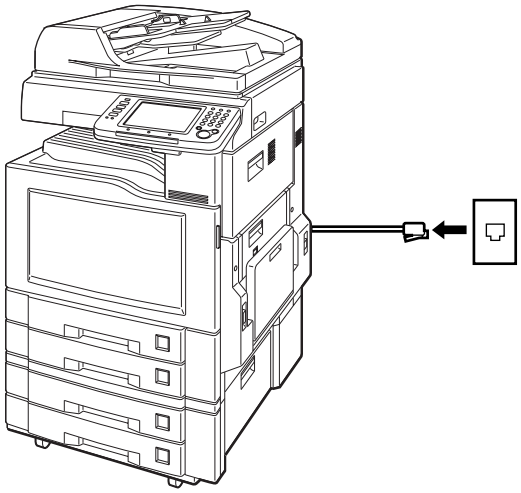
NOTE

If a power failure occurs while scanning a document, the scan is canceled. Rescan the document when power recovers. If a power failure occurs while sending a document from memory, the fax or document will be resent immediately upon recovery.

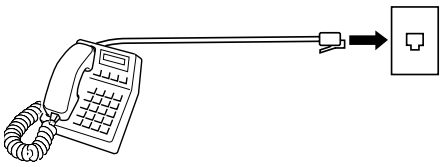
Checking the Telephone Line

If you do not hear a dial tone when the “**Monitor**” is selected after pressing **Fax** key, or the incoming call does not ring on your machine (No automatic receive), please check the telephone line by following the procedures below.

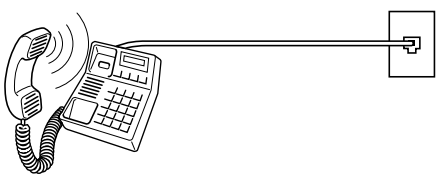
1 Unplug the Telephone Line Cable from the telephone jack that was supplied by the telephone company.



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



3 Check for a dial tone through the handset. If there is still no dial tone, report it to your local telephone company.
or
Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.



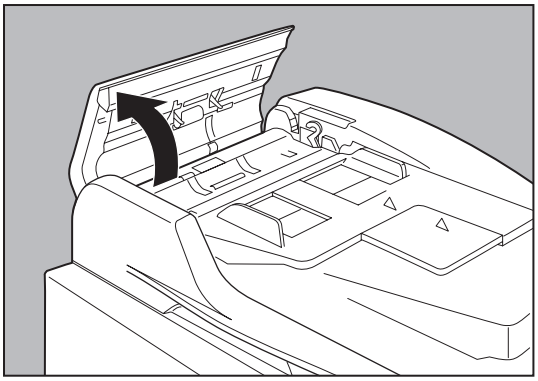
Replacing the Verification Stamp

To replace the verification stamp, follow the steps below:

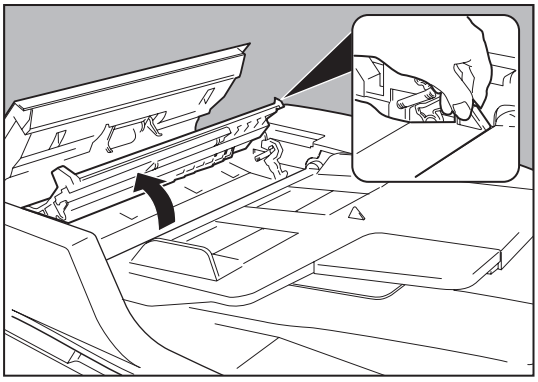
NOTE

- **DZHT000027** (for USA and Canada)
- **DZHT000004** (for other countries)

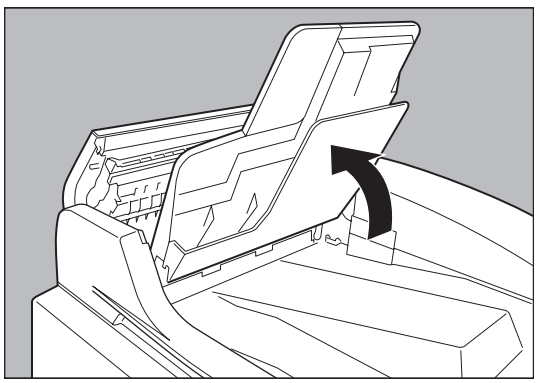
1 Open the ADF Cover.



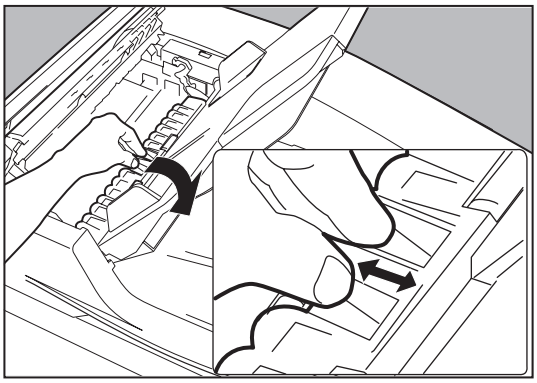
2 Open the Inner Cover while holding the green-labeled tab.



3 Lift up the ADF Tray.

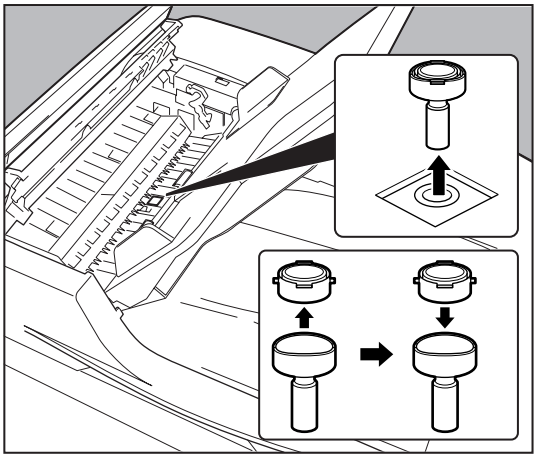


4 Open the Exit Guide while holding the green-labeled tab.

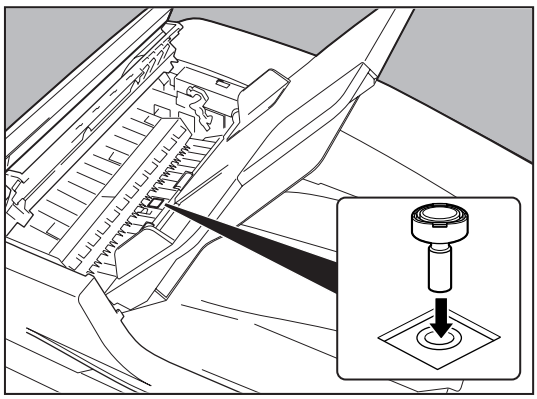


5 Remove by pulling the Stamp Assembly upward.

6 Remove the Stamp. Replace the stamp with a new one, or refill the stamp with a few drops of the specified ink onto the back of the stamp.



7 Reinstall the Stamp Assembly.



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