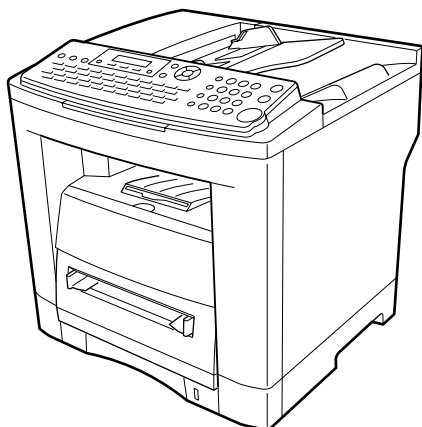
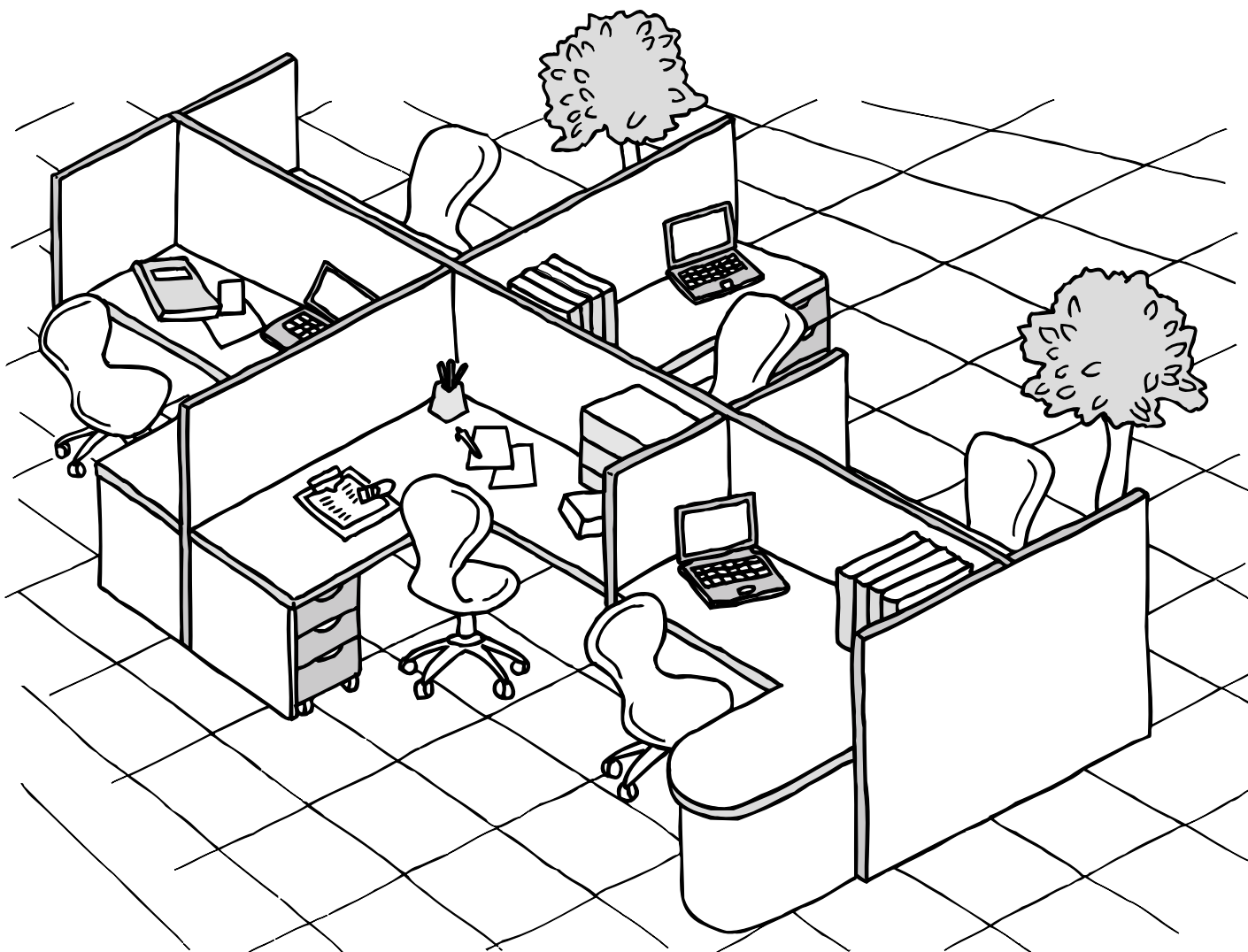


# Panasonic®



## Operating Instructions (For Facsimile and Copy Functions) Facsimile

Model No. **UF-7950**  
**UF-6950**



# Panafax

Before operating this machine, please carefully read this manual, and keep this documentation in a safe place for future reference.

English

Getting To Know  
Your Machine

Facsimile Features

Copy Features

Setting Your Machine

Printing Journals  
and Lists

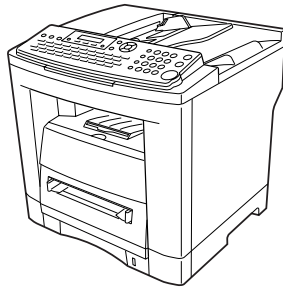
Problem Solving

Appendix



# Getting To Know Your Machine

## Useful Office Functions



### Fax

- Plain Paper High-speed Super G3 compatible Fax with JBIG compression.

### Copy

- Copy up to Legal size originals.
- Capable of copying text/halftone originals.

### Email

- Email Function capability when the optional Internet Fax/Email/Network Scanner Module is installed.

### Scan or File

- Scanner capability when the optional Internet Fax/Email/Network Scanner Module is installed.
- Scanning resolution up to 600 dpi

### Print

- Printer resolution 300 or 600 dpi

### Application Software

- Document Manager
- Document Viewer
- Network Scanner
- Utilities  
(Network Status Monitor, Address Book Editor, Network Configuration Editor)
- Panafax Desktop

The following Operating Instructions are included in the CD and refer it for detailed information.

#### <Facsimile and Copy>

Use the information provided on the enclosed CD (Operating Instructions) for a Facsimile and Copy function requires intervention.

**For example:** How to send/receive a Fax, make copies, add paper, replace the toner cartridge, etc.

#### <Internet Fax/Email and Network Scan>









Use the information provided on the enclosed CD (Operating Instructions) for an optional Internet Fax/Email and Network Scan functions.

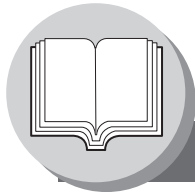
**For example:** How to send/receive an Email/Scanned Document(s), or when a trouble message appears, etc.

#### <Print & Other Advanced Functions>

Use the information provided on the enclosed CD (Document Management System) for Network Printer, Editing Directory Dialing Feature, Device Settings, Network Status Monitor, and/or Document Management System.

## Operating Instructions Outline

- 
**Getting To Know Your Machine**
  - Precautions (See pages 9-19)
  - Quick Operation Chart, Adding Paper (See pages 22-27)
  - Problem Solving, Memory Capacity, Replacing Toner Cartridge, Removing a Misfed Paper, Error Codes (U Code/J Code) (See pages 27-33)
- 
**Before Starting**
  - Control Panel Key/Indicator Names (See pages 36, and 37)
- 
**Facsimile Features**
  - Operating Instructions for facsimile (See pages 38-87)
- 
**Copy Features**
  - Operating Instructions for making copies (See pages 88-93)
- 
**Setting Your Machine**
  - Changing the Initial Machine Modes
  - Facsimile Settings (See pages 94-121)
- 
**Printing Journals and Lists**
  - Transaction Journal (See pages 122, and 123)
  - Communication Journal (See pages 124, and 125)
  - One-Touch/Abbreviated and Directory Search List (See pages 126, and 127)
  - Program List (See pages 128, and 129)
  - Fax Parameter List (See pages 130, and 131)
- 
**Problem Solving**
  - Troubleshooting/Machine Care (See pages 132-137)
  - Replacing the Battery (See page 136)
- 
**Appendix**
  - Specifications, Options and Supplies, etc. (See pages 138-149)



# Getting To Know Your Machine

## Symbols/Icons

The following Symbols/Icons are used throughout this Operating Instructions manual.



Place original(s) on the ADF



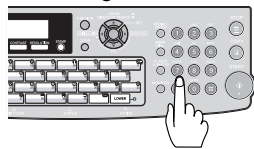
Press any Key on the Control Panel

Press Key



Input numbers with keypad

- Dialing, Number of Copies, etc.



Input text with QWERTY keyboard

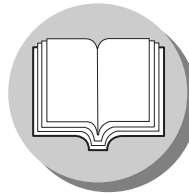
- Station Name, Directory Search, etc.



Go to next step



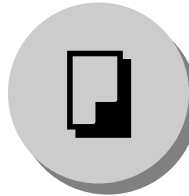
Go to next step (below)



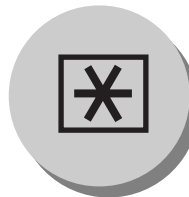
Getting to know your machine Before starting



When sending/receiving document(s)



When making copies



When setting the machine modes



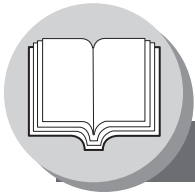
When printing the journals or lists



Problem solving



Appendix (Specifications, Index)

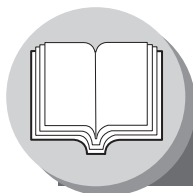


# Getting To Know Your Machine

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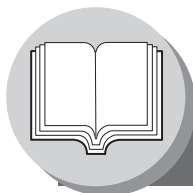
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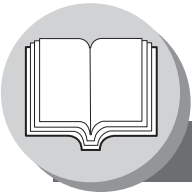
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# Getting To Know Your Machine

## Precautions

### For Your Safety

To prevent severe injury and loss of life, read this section carefully before using your machine to ensure proper, and safe operation of your machine.

- This section explains the graphic symbols used in this manual.



**WARNING:**

Denotes a potential hazard that could result in serious injury or death.



**CAUTION:**

Denotes hazards that could result in minor injury or damage to the machine.

- This section also explains the graphic symbols used in this manual.



These symbols are used to alert operators to a specific operating procedure that must not be performed.



These symbols are used to alert operators to a specific operating procedure that must be emphasized in order to operate the machine safely.

### Installation and Relocation Cautions

## CAUTION



Do not place the machine near heaters or volatile, flammable, or combustible materials such as curtains that may catch fire.



Do not place the machine in a hot, humid, dusty, or poorly ventilated environment. Prolonged exposure to these adverse conditions can cause fire or electric shocks.



Place the machine on a level, and sturdy surface that can withstand a weight of 48.5 lb (22 kg). If tilted, the machine may tip-over and cause injuries.



When relocating the machine, contact your authorized Panasonic dealer.



When moving the machine, be sure to unplug the power cord from the outlet. If the machine is moved with the power cord attached, it can cause damage to the cord which could result in fire, or electric shock.

### Power and Ground Connection Cautions

## WARNING



Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can draw a significant amount of current that can generate heat, and eventually cause fire over an extended period of time.



Always use the power cord provided with your machine. When an extension power cord is required, always use a properly rated cord.

- 120 V/15 A

If you use a cord with an unspecified current rating, the machine or plug may emit smoke, or become hot to the touch externally.



Do not attempt to rework, pull, bend, chafe, or otherwise damage the power cord. Do not place a heavy object on the cord. A damaged cord can cause fire, or electric shocks.



Never touch a power cord with wet hands. Danger of electric shock exists.



If the power cord is damaged, or insulated wires are exposed, contact your authorized Panasonic dealer for a replacement. Using a damaged cord can cause fire, or electric shocks.



# Getting To Know Your Machine

## Precautions



Stop operation immediately if your machine produces smoke, excessive heat, unusual noise, smell, or if water is spilt onto the machine. These conditions can cause fire. Immediately switch Off, and unplug the machine, and contact your authorized Panasonic dealer.



Do not disconnect, or reconnect the machine while it is on. Disconnecting a live connector can deform the plug, and cause fire.



When disconnecting the machine, grasp the plug instead of the cord. Forcibly pulling on a cord can damage it, and cause fire or electric shock.



When the machine is not used over an extended period of time, switch it Off, and unplug it. If an unused machine is left connected to a power source for a long period, degraded insulation can cause electric shocks, current leakage, or fire.



Be sure to switch Off, and unplug the machine before accessing the interior of the machine for cleaning, maintenance, or fault clearance. Access to a live machine's interior can cause electric shock.



Be sure to switch Off, and unplug the machine before accessing the interior of the machine for accessing interface cables, maintenance, or fault clearance. Access to a live machine's interior can cause electric shock.



Once a month, unplug the machine, and check the power cord for the following. If you notice any unusual condition, contact your authorized Panasonic dealer.

- The power cord is plugged firmly into the receptacle.
- The plug is not excessively heated, rusted, or bent.
- The plug, and receptacle are free of dust.
- The cord is not cracked, or frayed.

## Others

- The machine has a built-in circuit for protection against lightning-induced surge current. However, if lightning strikes in your neighborhood, switch Off the machine. Disconnect the power cord from the machine, and reconnect only when the lightning has stopped.
- If you notice flickering, or distorted images, or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off, and if the interference disappears, the machine is the cause of the radio interference. Perform the following procedure until the interference is corrected.
  - Move the machine, the TV, and/or radio away from each other.
  - Reposition, or reorient the machine, the TV, and/or radio.
  - Unplug the machine, the TV, and/or radio, and replug them into outlets that operate on different circuits.
  - Reorient the TV, and/or radio antennas, and cables until the interference stops. For an outdoor antenna, ask your local electrician for support.
  - Use a coaxial cable antenna.

## Operating Safeguards

### **WARNING**



Do not touch areas where these caution labels are attached to, the surface may be very hot, and cause severe burns.



Do not place any liquid container such as a vase, or coffee cup on the machine. Spilt water can cause fire, or shock hazard.



Do not place any metal parts such as staples, or clips on the machine. If metal, and flammable parts get into the machine, they can short-circuit internal components, and cause fire, or electric shocks.



If debris (metal or liquid) gets into the machine, switch Off, and unplug the machine. Contact your authorized Panasonic dealer. Operating a debris-contaminated machine can cause fire, or an electric shock.











Never open, or remove machine covers that are secured with screws unless specifically instructed in the "Operating Instructions". A high-voltage component can cause electric shocks.



Do not try to alter the machine configuration, or modify any parts. An unauthorized modification can cause smoke or fire.

## CAUTION




-  Do not place a magnet near the safety switch of the machine. A magnet can activate the machine accidentally, resulting in injuries.
-  Do not use a highly flammable spray, or solvent near the machine. It can cause fire.
-  Never touch a labelled area found on, or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it yourself to avoid injuries, or burns. Switch Off the machine immediately, and contact your authorized Panasonic dealer.
-  Do not use conductive paper, e.g. folding paper, carbonic paper, and coated paper. When a paper jam occurs, they can cause a short circuit, and fire.
-  Do not place any heavy object on the machine. An off-balance machine can tip-over, or the heavy object can fall, causing damage and/or injuries.
-  Keep the room ventilated when using the machine for an extended period of time to minimize the ozone density in the air.
-  Pull out paper trays slowly to prevent injuries.
-  When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult, or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch Off the machine immediately, and contact your authorized Panasonic dealer.

### Others




- When clearing a paper jam, or other fault, follow the appropriate procedure given in the Operating Instructions.

### Consumable Safeguards

## WARNING

-  Never throw a toner cartridge into an open flame. Toner remaining in the cartridge can cause an explosion, and you can get burnt.
-  Never throw toner or a waste toner container, or a toner cartridge into an open flame. It can cause an explosion and you can get burnt.
-  Keep button batteries/verification stamp out of the reach of children. If a button battery/stamp is swallowed accidentally, get medical treatment immediately.

## CAUTION

-  Never heat the drum cartridge, or scratch its surface. A heated, or scratched drum can be hazardous to your health.
-  Be sure to use the specified type of batteries only.
-  Ensure that batteries are installed with correct polarity. Incorrectly installed batteries can burst or leak, resulting in spillage or injuries.



# Getting To Know Your Machine

## Precautions

### For Your Safety

- The maximum power consumption is 1000 W.  
A properly wired (grounded), dedicated, 15A, 120V AC outlet is required. Do not use an extension cord.  
The power cord on this machine must be used to disconnect the main power.  
Please ensure that the machine is installed near a wall outlet and is easily accessible.

**Caution Note:** Unplug the power cord from the wall outlet before removing covers.

### Supplies

- Store the Toner Cartridge and paper in cool areas with low humidity.
  - Panasonic recommends using high quality 16 - 28 lb paper (Sheet Bypass: 16 - 44 lb), using an inferior paper may cause excessive paper curl, requiring you to empty out the Output Tray more often to avoid paper jams.
  - For optimum performance, it is recommended that only Panasonic Brand supplies are used in the machine.
  - Certain types of transparency film may not be compatible, and may damage your machine.  
Consult with an authorized Panasonic dealer for advice regarding non-standard paper types.  
(Panasonic has tested "3M CG3300" transparency film and found it to be compatible.)
- Use of other than genuine Panasonic supplies can damage the printer. Be sure to use only genuine Panasonic Toner Cartridge (UG-5550) designed for optimum performance.  
Average yield for the UG-5550 is approximately 10,000 pages (3% coverage).

**Note:** Average yield is based on 3% coverage of the printable area with repetitive printing of 10 pages (Letter/A4 size, single side printing, default density). The yield of a Toner Cartridge varies depending on the coverage, temperature, humidity, media, etc. Therefore, the average yield cannot be guaranteed. Continuously printing 10% coverage of printable area will reduce the yield of the Toner Cartridge to about half as compared to 3% coverage printing. The maximum yield of the Toner Cartridge will not exceed 11,500 pages.

### Installation

- The machine should not be installed in areas with the following conditions:
  - Extremely high or low temperature and humidity.  
**Ambient conditions:**  
Temperature: 50 – 86 °F  
Relative humidity: 30 – 80 %
  - Where temperature and humidity can change rapidly, causing condensation.
  - Direct exposure to sunlight.
  - In areas of high dust concentration.
  - In areas with chemical fume concentration.
  - With unstable, or uneven conditions (floors, etc.).
  - Directly in the air conditioning flow.
  - In areas of poor ventilation.
  - In areas with extreme vibration.

### Illegal Copies

**It is unlawful to make copies of certain documents.**

Copying certain documents may be illegal in your country. Penalties of fines, and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.

- Currency
- Bank notes and checks
- Bank and government bonds, and securities
- Passports, and identification cards
- Copyright material, or trademarks without the consent of the owner
- Postage stamps, and other negotiable instruments

**This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.**

#### Notice:

Install your machine near a supervised area to prevent illegal copies from being made.

## Ventilation

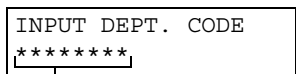
- The machine should be installed in a well-ventilated area to minimize the ozone density in the air.

## Handling

- Do not turn the Power Switch Off, or open the Front Cover during copying/printing.
- Energy Saver Mode Notice
  - When using the Printer Function (USB Local and Network Connections), we recommend that you leave the Energy Saver Mode in the initial factory default setting (Sleep mode). (See page 92)
- Key Operator Password
  - The Initial Machine Modes can be checked, or changed with the Function Modes, however, these modes require the Key Operator Password.

**For Key Operator:** When setting up this machine, please consult with your authorized Panasonic dealer, and decide on the Key Operator Password together, then record it, and keep it in a safe place for future reference.

- Dept. (DEPARTMENT) Code



INPUT DEPT. CODE  
\*\*\*\*\*

1 to 8-digit

When the Department Counter function is set up, the Dept. (Department) Code input screen is displayed on the LCD Display. A registered Department Code (1 to 8-digit) is required to gain access to each secured function, or the secured Fax/Scanner function(s) cannot be used. Please consult with the Key Operator regarding the Department Code(s) for the desired function.

### Procedures:

(1) Input a registered department code (1 to 8-digit).

- Number of Copies  
The maximum number of copies is up to 999 (3 digit with keypad). During the copy mode, if entering 4-8 digit numbers, these numbers will be interpreted as being a Fax phone number, causing the machine to switch to the Fax mode.
- Auto Reset Timer  
As the initial setting for Auto Reset Time is 1 minute, selected operation mode returns to default operation mode (Fax) after 1 minute, if you wish to change this Auto Reset Time, set to Fax Parameter No.121. (See pages 112)



# Getting To Know Your Machine

## Precautions

### ■ Laser Safety

#### LASER SAFETY

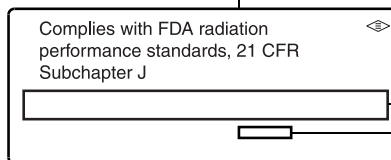
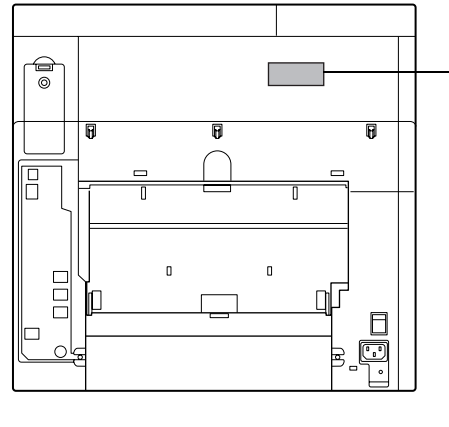
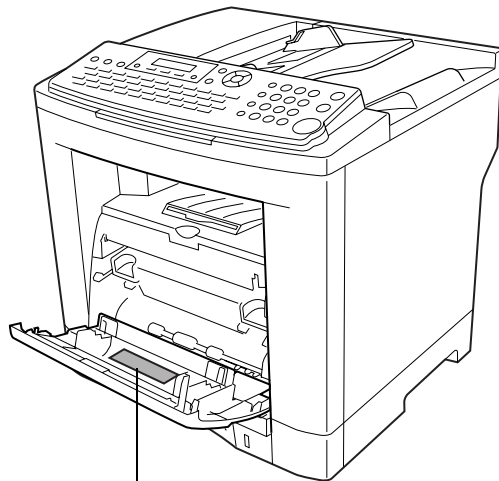
This machine employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.

#### CAUTION:

USE OF CONTROLS, ADJUSTMENTS OR PERFORMANCE PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.



### ■ Caution Label



Manufacturer's  
Name and Address  
Factory ID

CAUTION : CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED. AVOID EXPOSURE TO THE BEAM.  
ATTENTION : Rayonnement laser classe 3B invisible en cas d'ouverture et de défaut de sécurité. EXPOSITION DANGEREUSE AU FAISCEAU.  
Vorsicht : Um bei geöffnetem Deckel den Austritt von Klasse 3B unsichtbare Laserstrahlung zu verhindern, muss die Stromversorgung des Lasers unterbrochen werden.  
PRECAUCIÓN : RADIACIÓN LASER DE CLASE 3B INVISIBLE CUANDO SE ABRE LA PUERTA CON EL BLOQUEO INVALIDADO. EVITE LA EXPOSICIÓN A LOS RAYOS.  
VAROITUS : LUOKKA 3B NÄKYMÄTÖNTÄ JA VAARALLISTA LASERSÄTEILYÄ. JOS LAITTEEN KANSI AVATAAN KESKEN SKANNAUKSEN JA SUOJALUKITUS OHITETAAN, VÄLTÄ SUORAA ALTISTUMISTA SÄTEELLE.  
ADVARSEL : KLASSE 3B USYNLIG LASERSTRÅLING NÄR ÅBEN OG SIKKERHEDSLÅS BRYDES. UNDGÅ EKSPONERING FOR STRÅLEN.  
ADVARSEL : KLASSE 3B USYNLIG LASERSTRÅLING NÄR MASKINEN ER ÅPEN OG SIKKERHETSLÅS BRYTES. UNNGÅ EKSPONERING FOR STRÅLEN.  
VARNING : CLASS 3B OSYNLIG LASER ÖPPEN OCH NÄR SÄKERHETSSPÄRRAR ÄR URKOPPLADE. UNDVIK EXPONERING AV LASER  
注意 : 当打开本机及连锁装置失效时, 为防止CLASS 3B不可见激光照射, 请勿暴露在光柱下。  
주의 : 커버(덮개)가 열려 있거나 인터록이 파손된 경우 눈에 보이지 않는 클래스3B의 레이저 광선이 유출될 수 있습니다. 레이저 광선에 노출되지 않도록 주의 하십시오. FBS8932B

 **CAUTION**

Denotes hazards that could result in minor injury or damage to the machine.

- TO REDUCE THE RISK OF SHOCK OR FIRE, USE ONLY NO. 26 AWG OR LARGER TELEPHONE LINE CABLE.
- DISCONNECT ALL POWER TO THE MACHINE BEFORE COVER(S) ARE REMOVED. REPLACE THE COVER(S) BEFORE THE MACHINE IS RE-ENERGIZED.

 **IMPORTANT SAFETY INSTRUCTIONS**

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

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

SAVE THESE INSTRUCTIONS FOR FUTURE REFERENCE.



As an ENERGY STAR<sup>®</sup> Partner, Panasonic has determined that this product meets the ENERGY STAR<sup>®</sup> guidelines for energy efficiency.

This voluntary program specifies certain energy consumption and usage standards. This product will automatically "power down" after a specified period of non-use. The use of this ENERGY STAR<sup>®</sup> compliant product will reduce energy consumption and ultimately benefit the environment.

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



# Getting To Know Your Machine

## Precautions

### FCC Notice for Users in USA

#### **WARNING**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

1. Reorient or relocate the receiving antenna.
2. Relocate the fax machine with respect to receiver or other equipment.
3. Connect the fax machine into outlet on a circuit different from that to which the receiver is connected.
4. Consult the dealer or an experienced radio/TV technician for help.

**Warning:** To assure continued compliance, use only USB shielded interface cable when connecting this product to host computer. Also, any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party: Panasonic Corporation of North America  
One Panasonic Way, Secaucus, NJ 07094

FCC Inquiries Only: Panasonic Communications Company of North America/  
Technical Support Department  
Three Panasonic Way, Secaucus, NJ 07094  
1-800-225-5329 (see **Note** below)  
Email: [consumerproducts@us.panasonic.com](mailto:consumerproducts@us.panasonic.com)

**Note:** For Technical Support, please contact your Authorized Panasonic dealer.  
This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

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

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

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



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

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

The optional Handset Kit is hearing aid compatible.

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

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

Connection to party line service is subject to state tariffs. (Contact the state public utility commission, public service commission or corporation commission for information.)

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your company or a qualified installer.

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

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

In order to program this information into your facsimile machine, you should refer to page 106 in this Operating Instructions to complete the steps.

**Example of Header Format (DATE and TIME, LOGO, ID Number setting)**

MMM-dd-yyyy 09:00	PANASONIC	201 348 7000	P.001/005
↑	↑	↑	
1) Date and Time	2) LOGO	3) ID Number	



# Getting To Know Your Machine

## Precautions

### Notice to Users in Canada

#### NOTICE

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

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

#### CAUTION

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

#### NOTICE

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada Technical Specifications were met. It does not imply that Industry Canada approved the equipment.

On the rear panel of this equipment is a label that contains, among other information, the Registration Number and Ringer Equivalence Number (REN) for this equipment.

The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all devices does not exceed five.

## Avis

Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication. Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêche pas la dégradation du service dans certaines situations.

Les réparations de ce matériel doivent être effectuées par un centre d'entretien canadien autorisé désigné par le fournisseur. La compagnie de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuées par l'utilisateur ou à cause de mauvais fonctionnement.

Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, sont raccordé ensemble. Cette précaution est particulièrement importante dans les régions rurales.

## Avertissement

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

## Avis

Le présent matériel est conforme aux spécifications techniques d'Industrie Canada applicables au matériel terminal. Cette conformité est confirmée par le numéro d'enregistrement. Le sigle IC, placé devant le numéro d'enregistrement, signifie que l'enregistrement s'est effectué conformément à une déclaration de conformité et indique que les spécifications techniques d'Industrie Canada ont été respectées. Il n'implique pas qu'Industrie Canada a approuvé le matériel.

Sur le panneau arrière de cet appareil se trouve une étiquette, sur laquelle est indiqué, entre autres, le numéro d'enregistrement et le Numéro d'Équivalence de Sonnerie (REN) pour cet appareil.

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



# Getting To Know Your Machine

## Connecting the Cables

### ACTIVITY Lamp

Blinks when there is data traffic on the LAN.

### LAN Connection Jack (10BASE-T/100BASE-TX)

### LAN Cable (10BASE-T/100BASE-TX Cable)

Insert the plug until a click is heard. (LAN cable is not included with the product.) Purchase a Category 5 Cable, compliant with EIA/TIA 568-A-5 standard.

### 10BASE-T/100BASE-TX Ethernet Hub

Ethernet LAN (10BASE-T/100BASE-TX Cable Not included)

### USB Port

See Operating Instructions (For Document Management System and Printer)

### LINK Lamp

Illuminates when connected to the LAN. Lamp will not turn ON if LAN cable is defective (contains breaks).

Power Cord (Included)

### Optional Telephone Handset Jack

Connect the Telephone Line Cable from the Optional Handset Kit into the HANDSET jack on the back of the machine.

### Power Switch

After connecting all Cables and Power Cord, turn the Power Switch on the back of the machine to the ON ( I ) position.

### External Telephone Jack

You can connect an additional standard single line telephone to the machine. To connect a telephone, remove the protective tab on the TEL jack.

### Telephone Line Jack

Plug one end of the Telephone Line Cable into the telephone jack supplied by the telephone company, and the other end into the LINE jack on the back of the machine. (Refer to the Dialing Method. See page 94.)

RJ-11C Telephone Jack

### Optional 2nd Telephone Line Jack

(Optional G3 Communication Port Kit (UE-407026) is required.)

## Directory Search and Quick Name Search

"**Directory Search**" function works with the following database to run the search for fax phone numbers, and email addresses by name.

- LDAP Directory Server on your local area network
- Your machine's Auto-Dialer (Address Book or One-Touch/ABBR.)

If your machine is programmed with your LDAP server's address (see the User Parameters (Internet Parameters) section in Operating Instructions (For Internet Fax/Email and Network Scan Functions)) "Directory Search" runs the search with LDAP database first, and then search within the Auto-Dialer. If LDAP server is not programmed only the Auto-Dialer will be searched.

"**Directory Search**" allows the entry of multiple letters from the QWERTY keyboard to narrow down the search to quickly find the name off the large database such as LDAP server, or the optional 1,000-station Auto-Dialer.

"**Quick Name Search**" function works with the machine's Auto-Dialer only. Simply by pressing the first letter of your searching name repeatedly, the names beginning with that letter appear one by one in the LCD display. This may be much easier, and quicker to find your searching station than using One-Touch/ABBR. auto-dialer.

This also works to find the programmed communications such as Group Dialing, Deferred Transmission, etc. by name.

## Dual G3 Communication Ports (requires Optional G3 Communication Port Kit)

The optional G3 Communication Port kit maximizes the benefit of your machine by providing a 2nd high-speed Super G3 communication line capability. It is like having two facsimiles machines in one. Each line can be used independently by taking advantage of simultaneous transmission/reception, or one line can be utilized exclusively for transmission, and the other for reception. Either way, the waiting time to perform Multi-Transmissions will be reduced in half.

Setup the Dialing Method (Tone or Pulse) for each port before using the machine. (See page 94)

By the default the machine selects the available telephone line for transmission automatically. To change the Home position of the Telephone Line Selection to either Line-1 or Line-2, change the Fax Parameter No. 88 (**LINE SELECTION**) accordingly. (See page 112)

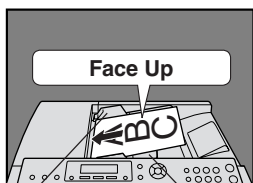


# Getting To Know Your Machine

## Operation Chart

### ■ Sending Documents

1



\*Hold the center of the guides while adjusting the width.

**NOTE:**

Do not attempt to send/scan an original shorter than 4.7 inches (120 mm). See page 24 "Using the ADF".

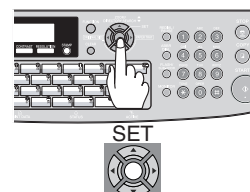
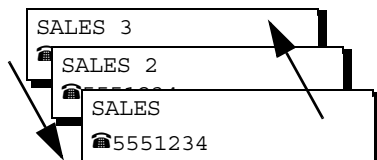
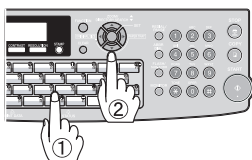
ENTER STATION(S)  
THEN PRESS START 00%

Make sure that the above message is shown on the display. If not, press the STOP key.

<b>Original Guides*</b>	Max. 100 pages	<b>Original Size:</b>
Adjust to the original's width.	(Letter size originals)	Invoice - Legal
	(See page 24)	

3a

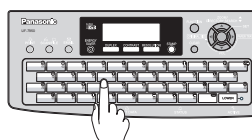
**Quick Name Search Dialing (see Note 2)**  
(When Fax Parameter No. 119 is set to "2:Quick Name Search", see page 112.)



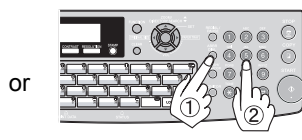
Enter the first letter of the name you wish to search. Press repeatedly until the desired name is shown on the LCD display.  
Ex: "S" (See Note 4)

3b

**One-Touch/ABBR. Dialing (see Note 2)**  
(When Fax Parameter No. 119 is set to "1:One-Touch", see page 112.)



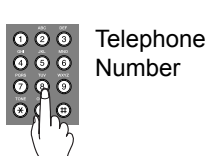
(See page 40)



ABBR DIAL + ABBR No. (3-digit)

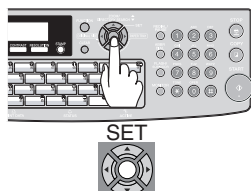
3c

**Manual Number Dialing (Up to 50 Stations)**



Telephone Number

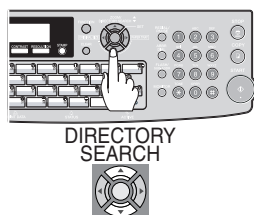
+



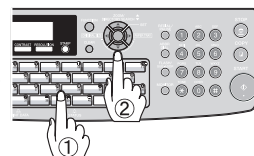
SET

3d

**Directory Search Dialing (see Note 2)**



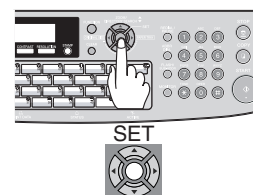
DIRECTORY SEARCH



ENTER LETTER(S)  
SA

[100] SALES 3
[005] SALES 2
[001] SALES
5551234

Enter the first letter(s) of the name you wish to search.  
Ex: "SA" (See Note 4)



SET

2

Select the desired Transmission setting.  
(See the column on the right)

( **3a** ) Quick Name Search Dialing  
or

( **3b** ) One-Touch/ABBR. Dialing  
and/or

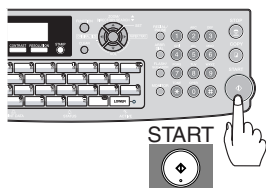
( **3c** ) Manual Number Dialing  
and/or

( **3d** ) Directory Search Dialing

4

The same document(s) can be sent to multiple stations. Select multiple stations as shown in Step 3a (3b), 3c and/or 3d, and then press

**START** .



The document(s) is stored into memory with a file number. Then the machine starts sending the document(s).

### Transmission Settings

**CONTRAST** Adjust the Contrast of the scanned image data by pressing cursor keys (◀/▶).

← Lighter Normal Darker →

CONTRAST  
- [■■■] +

**RESOLUTION** (See Note 3)

**STANDARD** for standard originals  
**FINE** for detailed originals  
**S-FINE** for finer detailed originals  
**600 dpi** for 600 dpi detailed originals  
**HALFTONE (FINE)** for photo originals with Fine Resolution  
**HALFTONE (S-FINE)** for photo originals with S-Fine Resolution  
**HALFTONE (600 dpi)** for photo originals with 600 dpi Resolution

**STAMP** **Verification Stamp**  
ON : The light is lit.  
OFF : The light is off.

### Dialing No. Indication Sample

When Fax Parameter No. 119 is set to "1:One-Touch". (See page 112)

<ABBR No.>

[001] SALES  
☎5551234

<One-Touch>

<01↑>SALES ↑:Upper Side  
☎5551234 ↓:Lower Side

When Fax Parameter No. 119 is set to "2:Quick Name Search". (See page 112)

SALES  
☎5551234

### NOTE

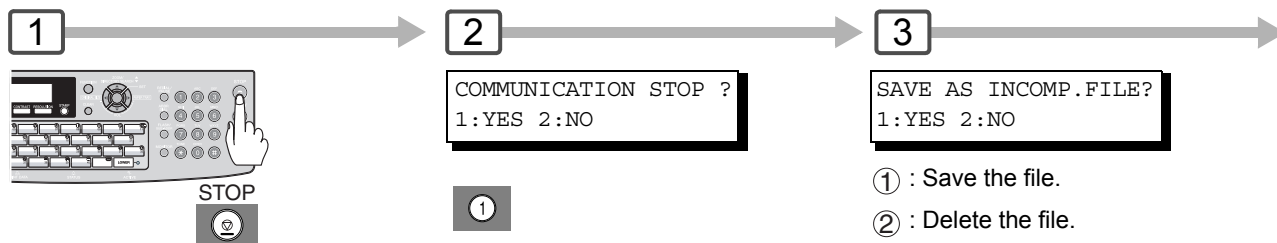
1. If your machine sounds an alarm (pi-pi-pi) in Step 3 above, this indicates that the Dialer is Full (More than 50 transmission job reservations have been already reserved).
2. Auto Dialer (Address Book/One-Touch/ABBR.) is only available when stations are registered. (See page 96, and 98)
3. You can search for another name starting with the same character by scrolling with the Cursor Keys (▼/▲).



# Getting To Know Your Machine

## Operation Chart

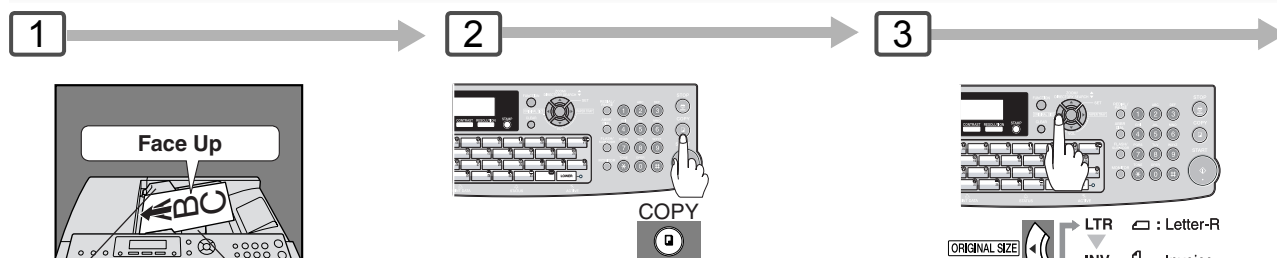
### ■ To Stop the Transmission



**NOTE:** To select the Comm. Journal printout condition, change the setting of Fax Parameter No. 12. (See page 110)

- If Fax Parameter No. 31 (**Incomplete File Save**) is set to "Valid". (See page 111)
- To retry an Incomplete File, (see page 82).

### ■ Making Copies



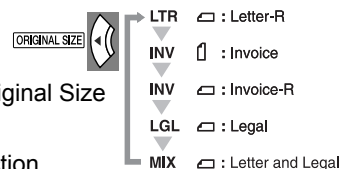
**Original Guides\*** Max. 100 pages  
Adjust to the original's width.  
(Letter size originals)

\*Hold the center of the guides while adjusting the width.

**Original Size:** Invoice - Legal

#### NOTE:

1. The default original size is "LETTER".  
If you use the Multi-Size Feeding function, change the default original size to "MIX" in the Copier Settings (For Key Operator), Parameter No. 13 (**ORIGINAL SIZE**). (See page 117)
2. This function is available only when the optional Tray-2 is installed, and both Legal and Letter-R size papers are loaded in Tray-1 and Tray-2 respectively.



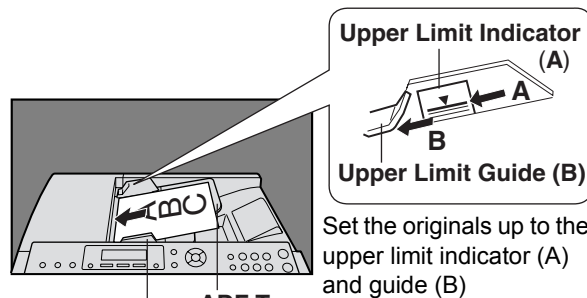
### ■ Using the ADF

#### Originals that cannot be used

- Post Cards, Drawing Papers, Transparencies, Labelling Papers, Heavyweight Papers, Thin Art Papers, Film, Thermal papers

#### Inappropriate Originals

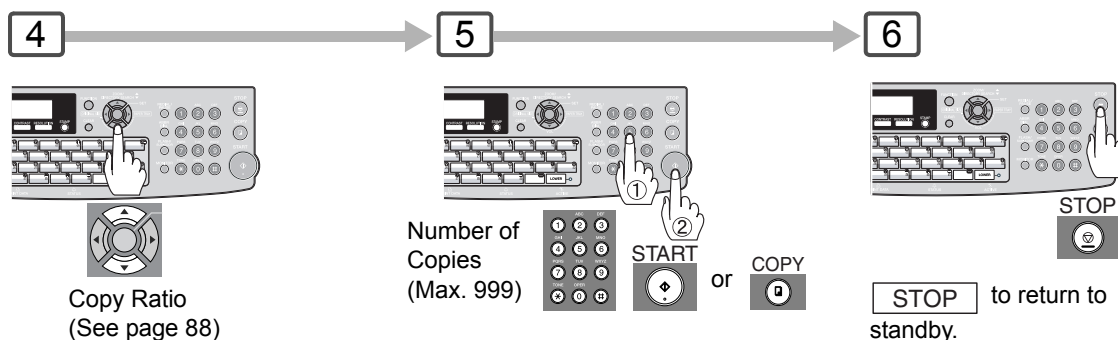
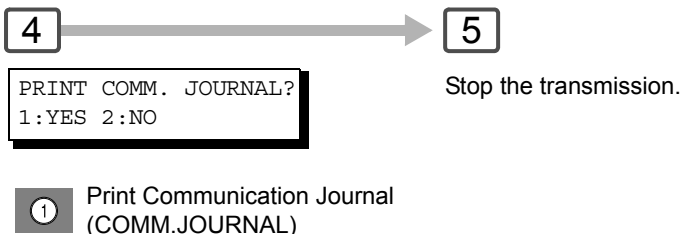
- Paper with a smooth surface such as glossy, and coated papers
- Originals with a Lead Edge that is ripped, creased, folded, punched, or glued
- Mix-sized Originals (except a combination of Legal and Letter)
- Post-it Notes
- Pressure sensitive, or carbon backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer
- Originals with fresh White-Out (Liquid paper correction fluid)



#### NOTE:

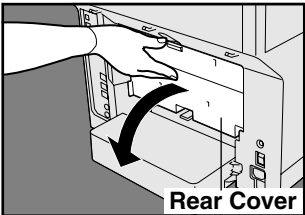
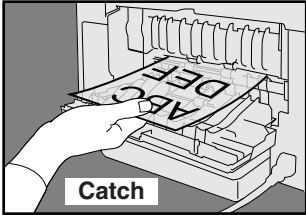
Do not attempt to send/scan an original shorter than 4.7 inches (120 mm).





**NOTE:**  
When the desired copy size paper is not loaded in the paper tray(s), use the Sheet Bypass (see page 92).

■ Copying onto Transparency Film (OHP), Thick (Heavy) Paper Stock, etc. (except Thin paper)

Before Pressing the Start Key	Making Copies
 <p>Rear Cover</p>	 <p>Catch</p>
<p>① Open the Rear Cover. ② Catch the ejected copy (do not pull). ③ Close the Rear Cover.</p> <p><b>NOTE:</b> Do not open the Rear Cover when copying Thin paper as it may cause a paper jam.</p>	



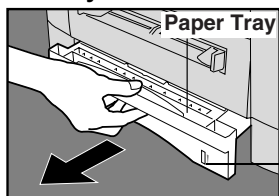
# Getting To Know Your Machine

## Operation Chart

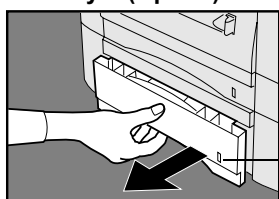
### ■ Adding Paper (Paper Trays: Tray-1 and Tray-2)

1

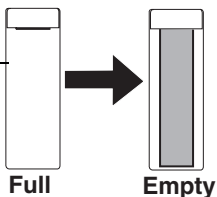
For Tray-1



For Tray-2 (Option)

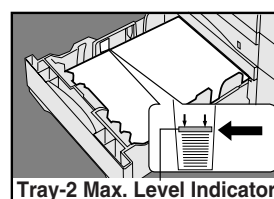
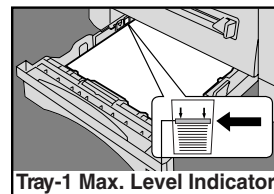


The Paper Level Indicator (Orange) moves down as paper level declines, warning you that the paper is running out.



**NOTE:** When "ADD PAPER" message appears on the display, either Tray-1 or Tray-2 has run out of paper, or it's not closed firmly (see page 33). Replenish the paper in the tray(s), or ensure that the tray(s) are closed.

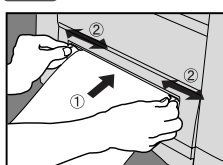
2



### ■ Adding Paper (Sheet Bypass)

Copying on Special Paper, etc.

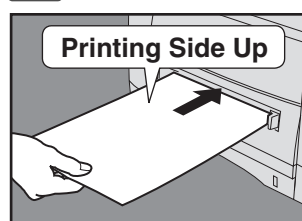
1



- ① Feed 1 sheet of paper at a time.  
Paper Weight: 16 – 44 lb
- ② Adjust the width guides.  
Incorrect adjustment may cause the paper to wrinkle, misfeed, or skew.

**NOTE:** For envelope printing details refer to the Panasonic-DMS Operating Instructions manual included on the CD.

2



Do not press START until the LCD display indicates "Paper Size" plus an "\*". Press the "\*" key to select another size. (See page 92)

3

**For Tray-1**

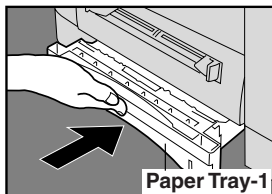
Load Paper : Printing Side Down

**Paper Weight**

1-Sided Copy : 16 – 28 lb

2-Sided Copy : 20 – 24 lb

Paper Capacity : 250 Sheets (20 lb)



Paper Tray-1

**For Tray-2**

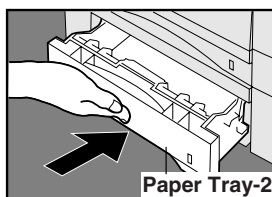
Load Paper : Printing Side Down

**Paper Weight**

1-Sided Copy : 16 – 28 lb

2-Sided Copy : 20 – 24 lb

Paper Capacity : 550 Sheets (20 lb)



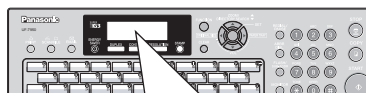
Paper Tray-2

**Firmly close the Paper Tray.****NOTE:**

1. To prevent paper jams or other problems, adjust the paper guides (Length & Width) when adding paper into the tray.
2. When changing the paper size, see page 118.
3. Make sure that the paper is set properly and that it does not exceed the Tray-1/Tray-2 Max. Level Indicator.

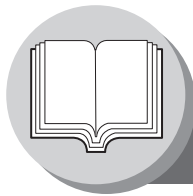
**■ Problem Solving****NOTE:**

- 1) Feeding paper into the Sheet Bypass at the same time when the copying/printing has started and paper is feeding from either Tray 1 or Tray 2, will show "**REMOVE MISFED PAPER J00**" message on the LCD display. When this occurs, remove the paper from the Sheet Bypass to reset the jam indication then resume copying/printing.
- 2) Do not leave a paper in the Sheet Bypass as paper jam indication may display.

**Adding Paper****Replacing Toner Cartridge** (See page 28)**Removing a Misfed Paper** (See page 30)**U## (User Error Code)** (See page 32)**J## (Jam Error Code)** (See page 32)**E## (Machine Error Code)**

(Call your authorized Panasonic dealer)

**Maximum Copies Limitation** (See page 33)



# Getting To Know Your Machine

## Operation Chart

### ■ Problem Solving

#### ■ Replacing Toner Cartridge

Low Toner message will follow this progression:  
(Order the Toner Cartridge using the Order Form. (See Note below)  
Replace the Toner Cartridge before the Toner runs out.)

TONER IS RUNNING LOW  
U13

**Toner is Low\*.**  
Machine can make less than 500 prints\*\*.

WARNING!! TONER LOW  
LESS THAN 50 PAGES

**Toner is Nearly Empty.**  
Machine can make less than 50 prints\*.

OUT OF TONER  
U13

**Toner is Empty.**  
Machine stops.

\* Shake the toner cartridge well, or this message may display.  
\*\* Based on 3% print coverage.  
(See page 12)

#### NOTE:

To order a Toner Cartridge, print the Order Form using the following procedures, and Fax it to your Authorized Panasonic dealer.

Press **FUNCTION** on the Panel.

FUNCTION (1-9)  
ENTER NO. OR ∨ ^

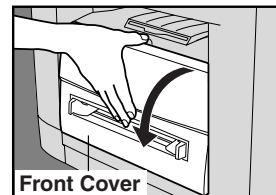
Press **7** **8** **SET** **3**.

3: TONER ORDER FORM?  
PRESS SET TO PRINT

Press **SET** to print the Order Form.

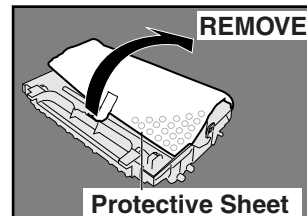
(Operate with the Power Switch in "ON" position)

**1** →



Front Cover

**5** →



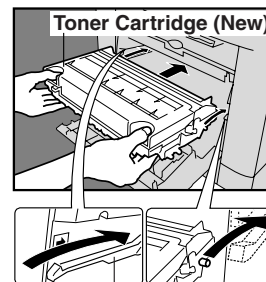
Protective Sheet

#### CAUTION:

Be careful not to scratch the surface of the OPC Drum (Green), and not to touch it with bare hands. The OPC Drum is sensitive to light.

To prevent optical exposure problems, do not expose the OPC Drum to direct sunlight or bright light.

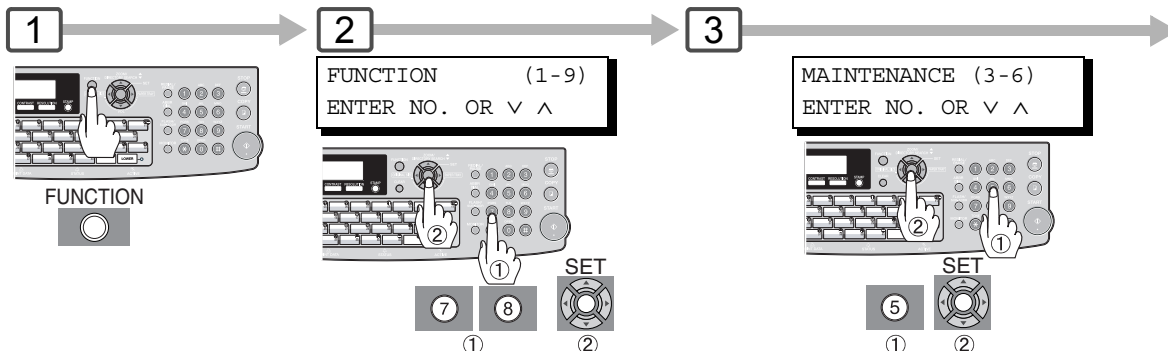
**9** →

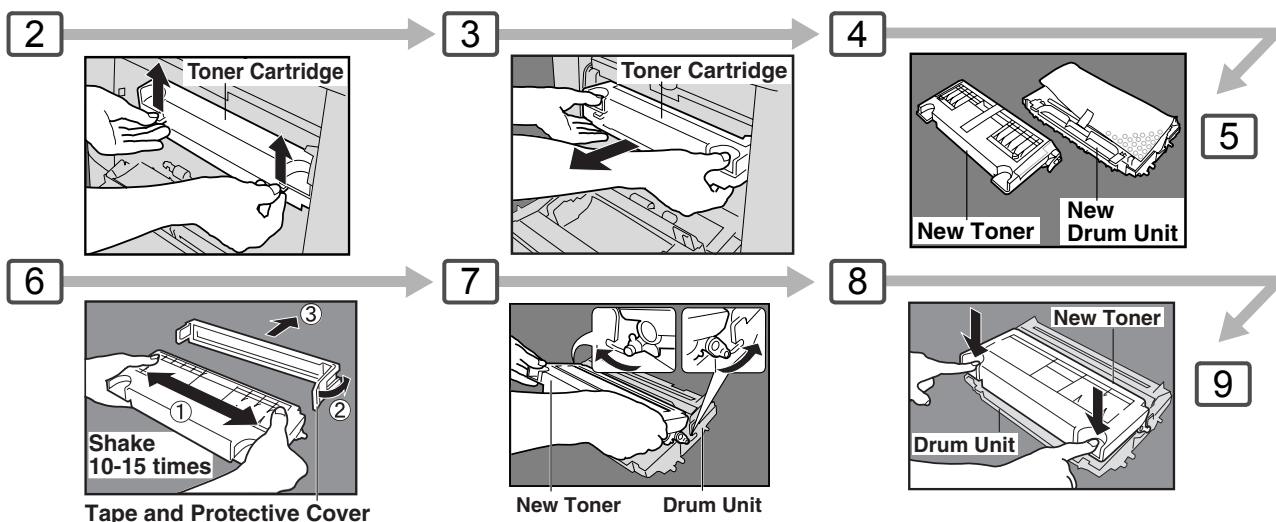


Guide Rails

Place the Toner Cartridge over the Guide Rails, and insert it until it stops.

If "2:NO" is selected in Step 12 on page 29:



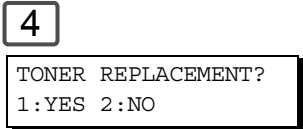
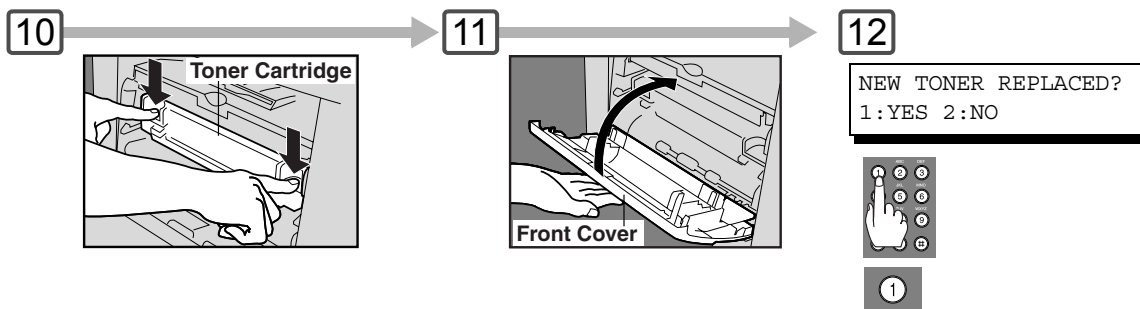


**ATTENTION:**

- Shake the toner cartridge well, as toner may accumulate on one side during transportation.
- For optimum print quality, use the genuine Panasonic Toner Cartridge. Store Toner Cartridge in a cool dark place. Do not remove the protective cover until you are ready to use it.

**NOTE:**

Return the replaced Toner Cartridge to your Authorized Panasonic dealer.



**NOTE:**

1. If "2:NO" is selected, the image density may be inadequate, and may cause Copy/Print quality issues.
2. This message is not displayed if you change the toner cartridge after the "OUT OF TONER" is displayed.



# Getting To Know Your Machine

## Operation Chart

### ■ Problem Solving

#### ■ Removing a Misfed Paper (Paper Feed/Paper Transport/Automatic Duplex Unit Area)

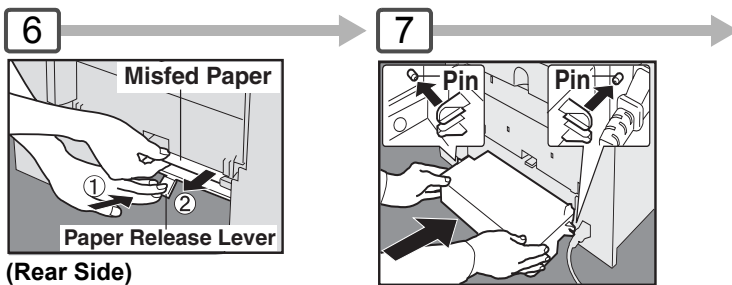
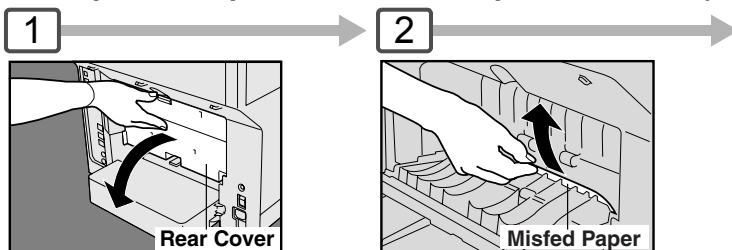


REMOVE MISFED PAPER  
J44

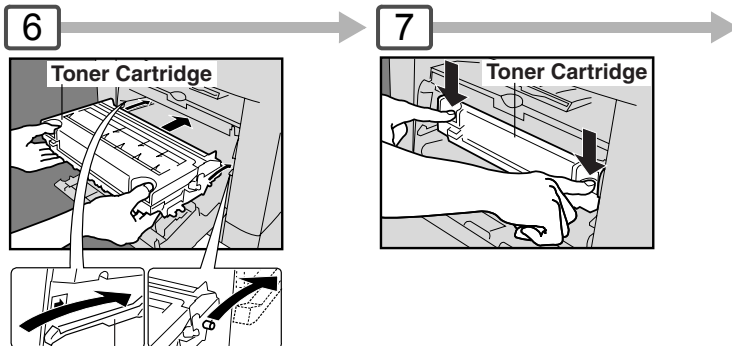
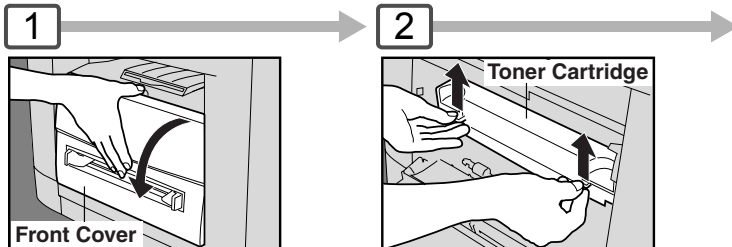
J43, J44, J82, J83:

#### NOTE:

The J## Code indicates the most probable Jam location. If the jam message reappears after the jam is cleared, paper is most likely jammed at other location(s). Check the Jam Error Codes Table on page 32 for other check points, and remove all misfed paper.



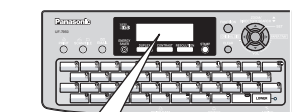
J01, J02, J43, J44, J80:



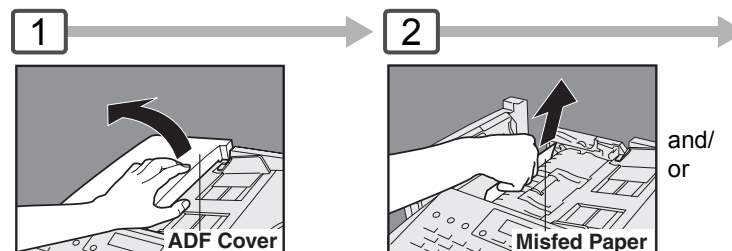
#### Guide Rail

Place the Toner Cartridge over the Guide Rails, and insert it until it stops.

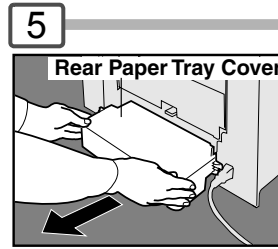
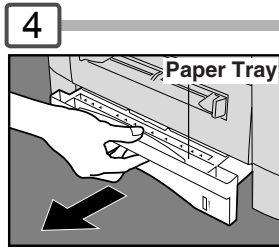
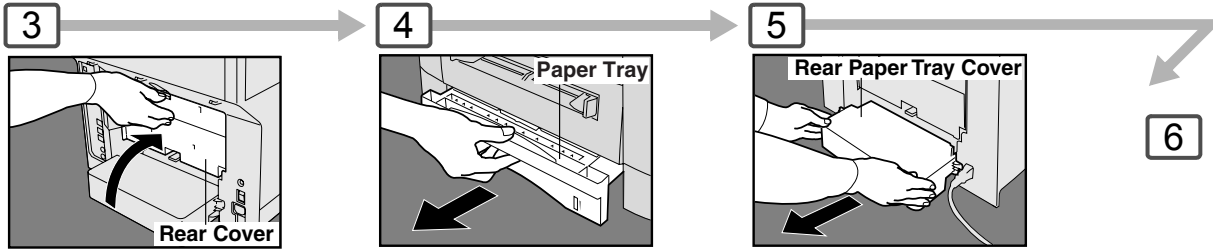
#### ■ Removing a Misfed Paper (ADF) : J71, J72, J74, J75, J92, J93



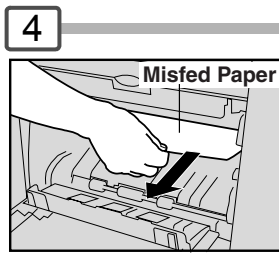
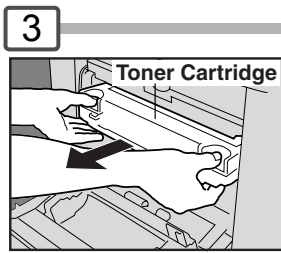
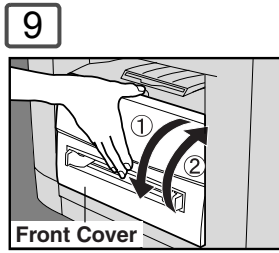
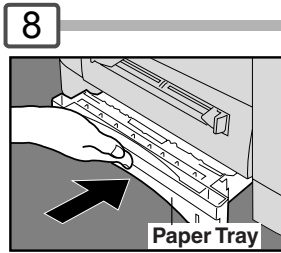
Ex: REMOVE MISFED PAPER  
J92



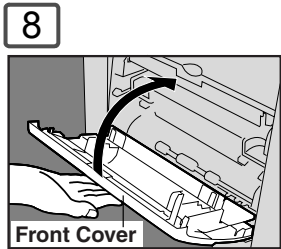
Remove Misfed Paper.



6

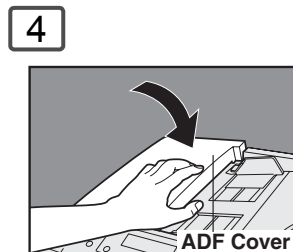
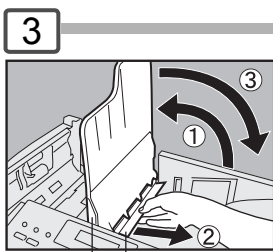


6



**CAUTION:**

Do not scratch, or touch the surface of the OPC Drum (Green) with bare hands. The OPC Drum is sensitive to light. To prevent optical exposure problems, do not expose the OPC Drum to direct sunlight, or bright light.



ADF Tray

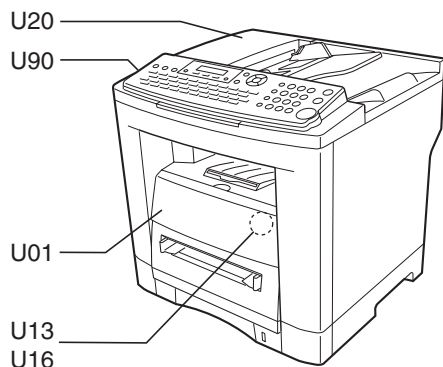


# Getting To Know Your Machine

## Operation Chart

### ■ Problem Solving

#### ■ User Error Codes (U Code)



Code	Check Points	Code	Check Points
U01	Front Cover is open.	U20	ADF Cover is open.
U13	Low Toner, or Out of Toner. (See page 28)	U90	Battery requires replacement. (See page 136)
U16	Toner Cartridge is not installed correctly.		

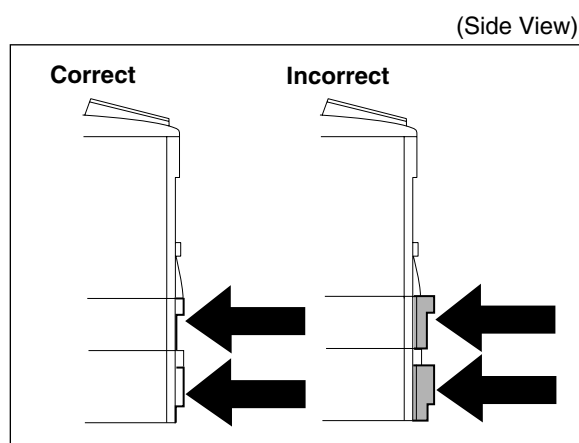
#### ■ Jam Error Codes (J Code)

Code	Check Points	Code	Check Points
J00	Remove paper from the Sheet Bypass.	J71, J72, J74, J75, J92, J93	Remove misfed paper(s) in the ADF. (See page 30)
J01, J02	Pull out the paper tray(s), and remove the jammed paper from the tray(s). (See page 30) Check to make sure the Paper Guides are properly adjusted in the tray(s). (See page 118)		
J43, J44, J80, J82, J83	Remove misfed paper(s) inside the machine. (See page 30)		

#### NOTE

1. The J## Code indicates the most probable Jam location. If the jam message reappears after the jam is cleared, paper is most likely jammed at other location(s). Check the Jam Error Codes Table above for other check points, and remove all misfed paper.
2. Make sure that the Jam Error Code disappears after removing the misfed paper.
3. The Jam Error Code will not disappear if the paper is still jammed in the machine. Check again, and remove all misfed paper.



**ATTENTION**

When the optional Paper Tray-2 is installed, and either Paper Tray (Tray-1 or Tray-2) is not closed firmly, paper jam may occur.

**NOTE:** When the optional Tray-2 is installed, and the same size of paper is loaded in both trays, the paper will be supplied from Paper Tray-2 first. This is the default setting, if you wish to change the setting, please consult with your authorized Panasonic dealer.

**To make copies from the Sheet Bypass**

1. Set the original(s) on the ADF.
2. Press .
3. Set a sheet of paper into the Sheet Bypass.
4. **PRESS** "\*" appears in the upper row of the LCD display.
5. If you wish to make multiple copies from the Sheet Bypass (Thick media), input the desired number of copies first, and press . After each media sheet is processed, a "**BYPASS ADD PAPER**" prompt message will appear on LCD display, insert an additional media into the Sheet Bypass (one-at-the-time) until your copy job is completed.

**Adding Paper / Tray-2**

Always remove all paper from Tray-2, fan and straighten remaining paper before replenishing paper. This helps prevent multiple sheets of paper from feeding through the Tray-2 at one time, thus reducing paper jams.

**Maximum Copies Limitation**

After setting the maximum allowed number of copies (see page 117), consult with your Key Operator when the total copy count reaches the designated limit.

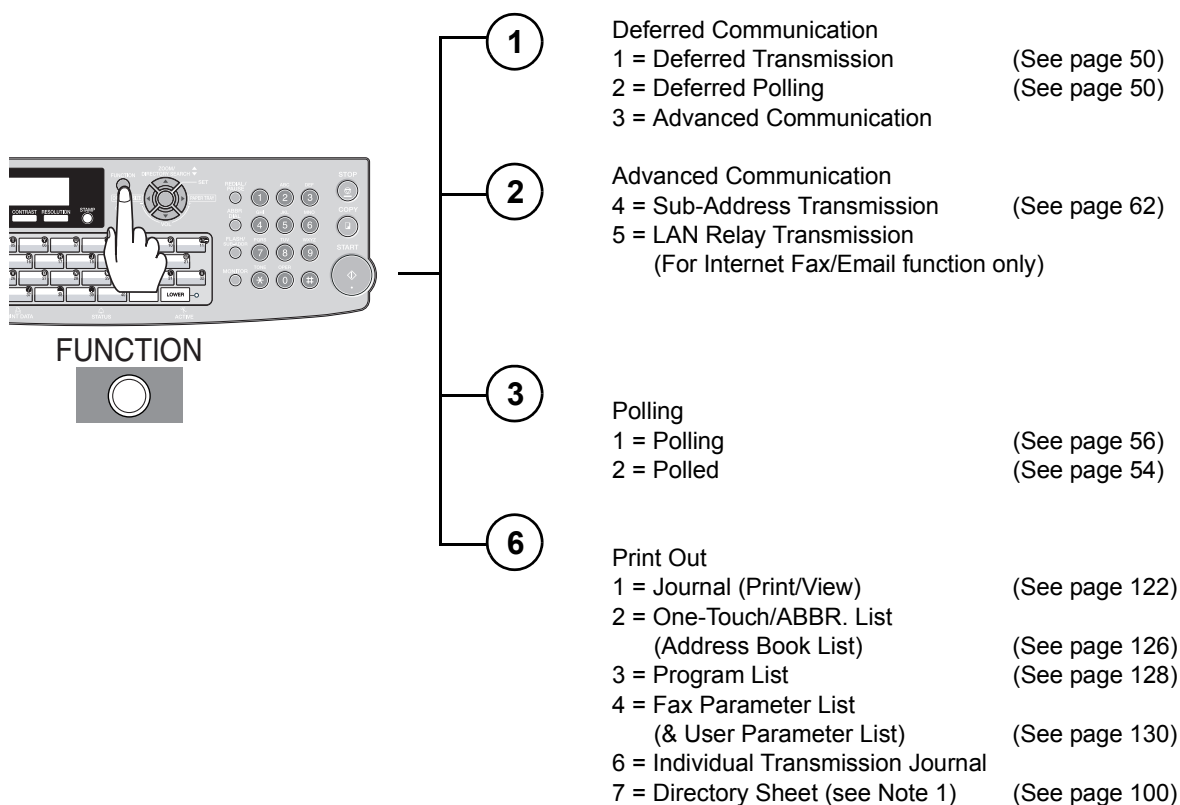


# Getting To Know Your Machine

## Mode Setting

### ■ Using the Functions

The following functions can be started by first pressing **FUNCTION** and then entering the function number, or by pressing or scroll key repeatedly until the desired function appears on the LCD display.



#### NOTE

1. Available when Fax Parameter No.119 is set to "1:One-Touch". (See page 112)
2. The Select Mode (**FUNCTION** ) settings can be temporarily changed for the current communication. Upon its completion, however, these parameters are returned to their preset default values (Home position). You can change the Home position of these settings in the Fax Parameters mode. (See page 108)

- 7** Set Mode
- 1 = User Parameters (See page 106)
    - Date & Time
    - Logo
    - Character ID
    - ID Number (Fax Telephone Number)
  - 2 = One-Touch/Abbreviated Numbers (Address Book) (see Note 1) (See page 96)
  - 3 = Program Keys (See page 58)
  - 4 = Fax Parameters (See page 108)
  - 8 = Maintenance = Toner Order Form/Toner Replacement/ LCD Brightness (see Note 3) (See page 28)
- 8** Select Mode (see Note 2)
- 1 = Communication Journal = OFF/ON/INC (See page 124)
  - 2\* = Delivery Notice = OFF/ON\*
  - 3 = Cover Sheet = OFF/ON (See page 64)
  - 5 = RCV to Memory = OFF/ON/PRINT
  - 6\* = File Type and Name = TIFF/PDF\*
  - 9 = Memory Transmission = OFF/ON (See page 38, and 42)
- (\*: 2 and 6 for Internet Fax/Email function only)
- 9** Edit File Mode
- 1 = File List (Print/View) (See page 76)
  - 2 = Change Start Time/Station (See page 78)
  - 3 = Delete File (See page 78)
  - 4 = Print File (See page 80)
  - 5 = Add Document (See page 80)
  - 6 = Retry Incomplete File (See page 82)

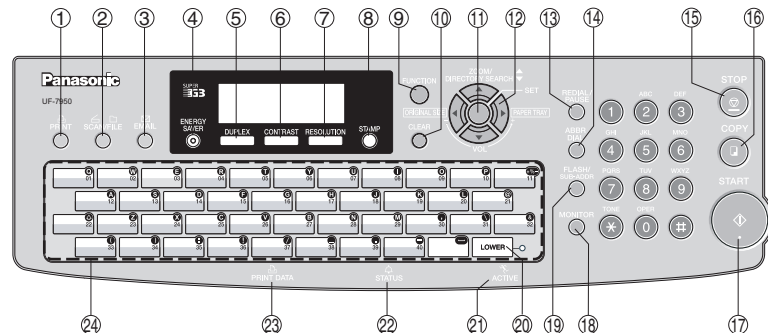
**NOTE**

3. To adjust the character brightness of the LCD display, press **FUNCTION** **7** **8** **SET**, **6** **SET**, and then press **◀** or **▶** until the desired brightness is achieved.















# Getting To Know Your Machine

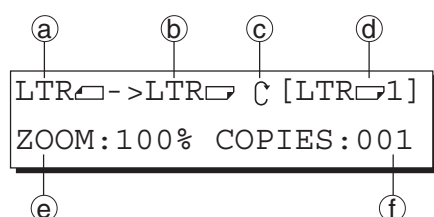
## Control Panel



No.	Icon	Contents	No.	Icon	Contents
1		<b>PRINT Key</b> Used for Printer function.	2		<b>SCAN/FILE Key</b> Used for optional Network Scanner Function. (Available if the optional Internet Fax/Email/Network Scanner Module (UE-404090) is installed.)
3		<b>EMAIL Key</b> Used to select the EMAIL mode. (Available if the optional Internet Fax/Email/Network Scanner Module (UE-404090) is installed.)	4		<b>ENERGY SAVER Key</b> Used to switch the machine into energy saving.
5		<b>DUPLEX Key</b> Used to scan the document(s) on both faces.	6		<b>CONTRAST Key</b> To adjust the Exposure manually. (See page 23)
7		<b>RESOLUTION Key</b> Used to set Standard, Fine, Super-Fine, 600 dpi, or Halftone (Fine, Super Fine, 600 dpi). (See page 23)	8		<b>STAMP Key</b> Used to turn the verification stamp ON or OFF. Lights when the verification stamp is set to ON. (See page 110, Fax Parameter No. 04)
9		<b>FUNCTION Key</b> Used to start or select the function, and subfunctions. These functions are explained in detail on page 34.	10		<b>CLEAR Key</b> Clears the number, or character on the LCD display. Go back to the previous LCD screen, and function as Back Space key.
11		<b>SET Key</b> Used to set operations.			
12		<b>Cursor Keys</b> <ul style="list-style-type: none"> <li>Adjust the Monitor, and Ringer volume.</li> <li>Move the cursor while entering numbers, and characters.</li> <li>Search the station name for Quick Name Search, and Directory Search Dialing.</li> <li>Confirm the entered station for multi-station communication.</li> <li>Select functions.</li> <li>Confirm the current communication modes (e.g. Page number, ID, Dialed Telephone number, or Email address, File number) when the machine is ON LINE.</li> </ul> To select the zoom (Copy) ratio, etc. Use to select original size, etc.			
		<b>ORIGINAL SIZE Key</b> Used to select the original size manually.			
		<b>PAPER TRAY Key</b> Selects the paper tray.			

No.	Icon	Contents	No.	Icon	Contents
13		<b>REDIAL/PAUSE Key</b> Used to enter a pause when programming, or dialing a telephone number, or to redial the last dialed number. (See page 40)	14		<b>ABBR DIAL Key</b> Used to start Abbreviated Dialing. (See page 22)
15		<b>STOP Key</b> Press to abort the current operation, and reset selected mode(s) (Email/Copy/Scanner Functions), and return to the Facsimile Function.	16		<b>COPY Key</b> Used for Copy function.
17		<b>START Key</b> Press this key to start activation.	18		<b>MONITOR Key</b> Used to start On-Hook Dialing.
19		<b>FLASH/SUB-ADDR Key</b> Used to enter the Sub-Address, or to access some features of your PBX.	20		<b>LOWER Key</b> Used to switch either upper, or lower row of the One-Touch Key. (See page 98)
21		<b>ACTIVE LED (GREEN)</b> <b>Flashes:</b> When machine is active. <b>Lights:</b> When the received fax message is in memory.	22		<b>STATUS LED (RED)</b> Lights/Flashes when trouble occurs. <b>Lights:</b> Machine detected a trouble status • No paper in the selected tray, or toner has run out. • Machine detected trouble, such as paper misfed or jammed. <b>Flashes:</b> Machine detected an alarm status • No paper in the Tray. (Tray not selected) • Toner is getting low, etc.
23		<b>PRINT DATA LED (GREEN)</b> <b>Flashes:</b> When receiving printing data. <b>Lights:</b> While printing.			
24		<b>QWERTY Keyboard (Character Keyboard)</b> • Used to input the Characters. • Used for One-Touch Keys. • Used to enter a symbol for the LOGO, Character ID, Station Name, and for the Email address. Use ▼ or ▲ to select the desired symbol(s). • ⬆ key is used as a Shift key to enter Uppercase, or Lowercase letters as required.			

**LCD Display (Copy Function)**



- a) Original Size
- b) Copy Size  
Select the zoom (Copy) ratio with the Cursor Keys (▼ / ▲).
- c) Scanned data will be rotated.
- d) Paper Size in Paper Tray ("PRESS\*" indicates Sheet Bypass is to be used.)
- e) Zoom Ratio
- f) Number of Copies



# Facsimile Features

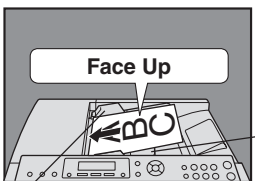
## Sending Documents

### General Description

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

### Memory Transmissions

**1**



Face Up

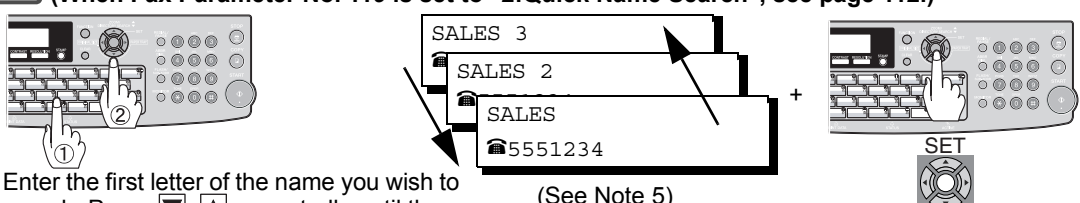
\*Hold the center of the guides while adjusting the width.

Max. 100 pages  
(Letter size originals)

ENTER STATION(S)  
THEN PRESS START 00%

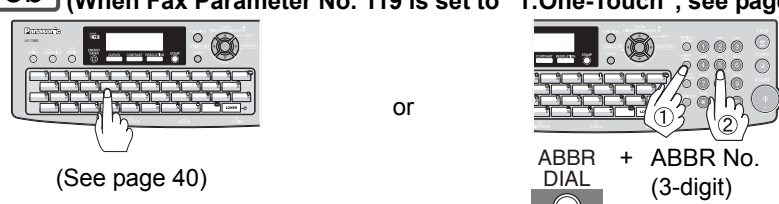
Make sure that the above message is shown on the display.  
If not, press the STOP key.

**3a** Quick Name Search Dialing (see Note 2)  
(When Fax Parameter No. 119 is set to "2:Quick Name Search", see page 112.)



Enter the first letter of the name you wish to search. Press  $\nabla$   $\blacktriangle$  repeatedly until the desired name is shown on the LCD display.  
Ex: "S"

**3b** One-Touch/ABBR. Dialing (see Note 2)  
(When Fax Parameter No. 119 is set to "1:One-Touch", see page 112.)

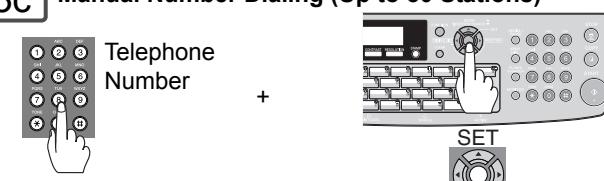


(See page 40)

or

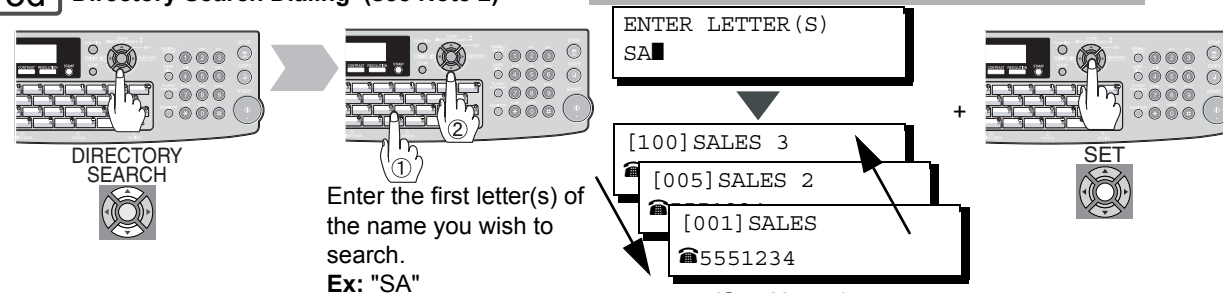
ABBR DIAL + ABBR No. (3-digit)

**3c** Manual Number Dialing (Up to 50 Stations)



Telephone Number

**3d** Directory Search Dialing (see Note 2)



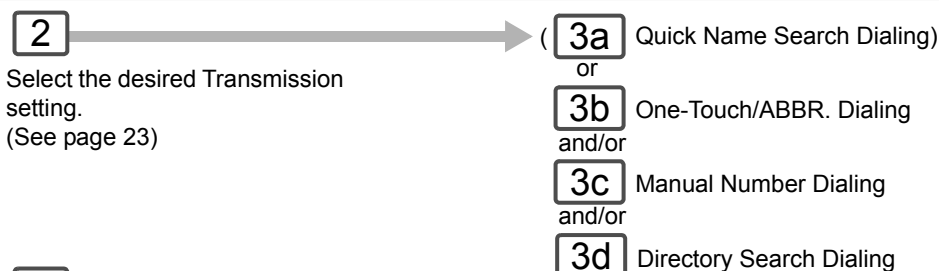
ENTER LETTER(S)  
SA

[100] SALES 3  
[005] SALES 2  
[001] SALES  
5551234

Enter the first letter(s) of the name you wish to search.  
Ex: "SA"

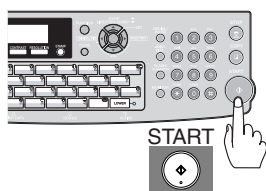
### NOTE

- If you need to dial a prefix to get an outside line, dial it first, then press **PAUSE** to enter a pause (represented by a "-") before dialing the full number.  
Ex: 9 **PAUSE** 5551234  
Or use "Dial Prefix" function to automatically add the prefix (see page 86).
- Auto Dialer (Address Book/One-Touch/ABBR.) is only available when stations are registered. (See page 96, and 98)



Select the desired Transmission setting.  
 (See page 23)

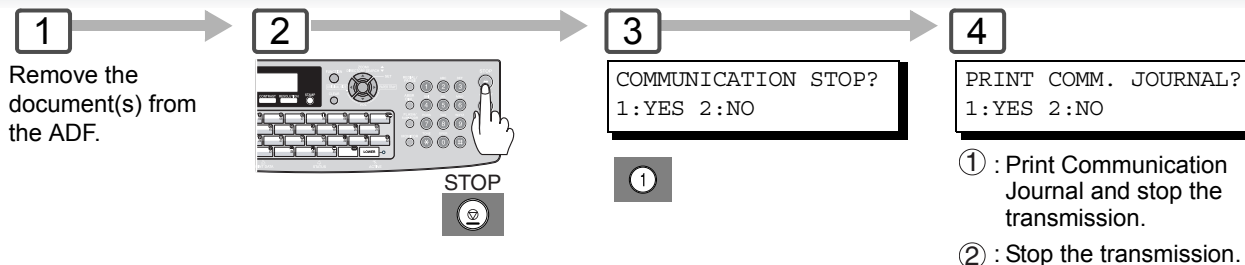
**4**  
 The same document(s) can be sent to multiple stations. Select multiple stations as shown in Step 3a (3b), 3c and/or 3d, and then press **START**.



The document(s) is stored into memory with a file number. Then the machine starts sending the document(s).

- If memory overflow occurs while storing originals, the machine will stop, and the remaining originals will remain on the ADF. In the factory default setting (Fax Parameter No. 82 (**Quick Memory XMT**)) is set to **"Valid"**, the machine will transmit the stored documents automatically when transmitting to one station. If Fax Parameter No. 82 is set to **"Invalid"**, and transmitting to one station, the machine will change the transmission mode from Memory to Direct XMT automatically when it detects that memory overflow will occur. If set to **"Valid"**, and transmitting to multiple stations, the machine will show **"MEMORY FULL"** and prompts you whether to transmit the successfully stored documents, or to cancel the transmission.  
 Press ① **"YES"** to cancel, or press ② **"NO"** to transmit. If no action is taken within 10 seconds, the machine will start transmitting the stored documents. If memory overflows while storing 1st page, use Direct Transmission.
- An Information Code will be displayed if the transmission has failed, or there was no answer at the receiving side after the last automatic redial. The document stored for the transmission will be erased from the memory automatically, and the information code is printed for the transmission on the Communication Journal (COMM. JOURNAL).  
 If you need to retain the incomplete documents even after the last redial, change the Fax Parameter No. 31 (**INC. FILE SAVE**) to **"Valid"** in advance. (See page 111)  
 To retry the incomplete documents, refer to page 82.

**■ To Stop the Transmission**



**NOTE**

3. If you are using Pulse dialing, and you wish to change to Tone dialing in the middle of dialing, press **TONE** (represented by a "/").  
 The dialing mode will be changed from Pulse to Tone after dialing the digit "/".  
**Ex:** 9 **PAUSE** **TONE** 5551234
4. When transmitting at S-Fine or 600 dpi, there is a possibility that printing quality may deteriorate at the remote station due to its reception capability. If this occurs, re-send with Direct Transmission or use "Fine" Resolution.
5. You can search for another name starting with the same character by scrolling with the Cursor Keys (▼/▲).

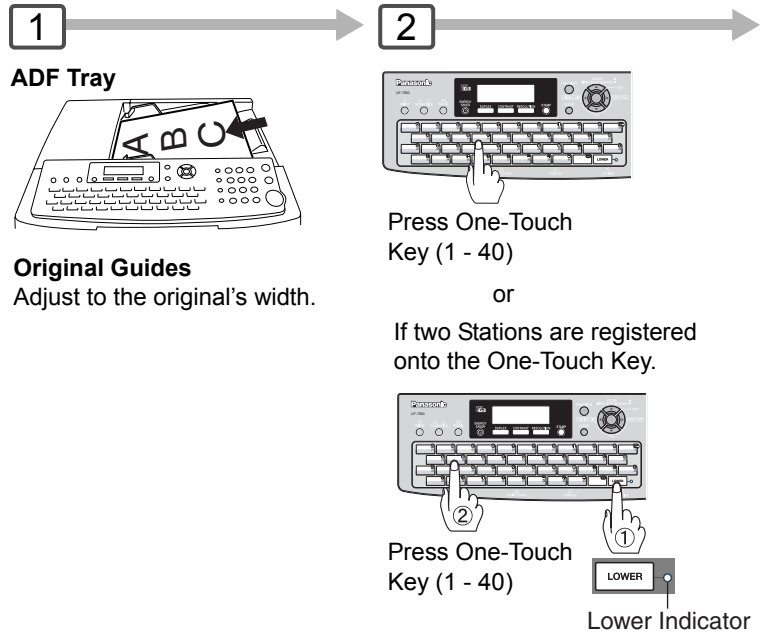


# Facsimile Features

## Sending Documents

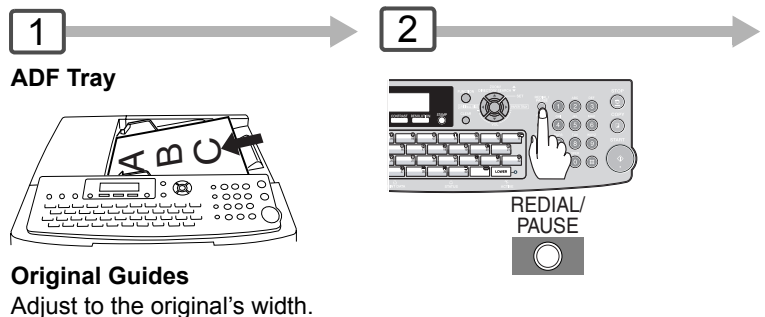
### ■ Using One-Touch Dialing

(When Fax Parameter No.119 is set to "1:One-Touch", see page 112.)  
One-Touch Dialing can be used when the Telephone Number(s) are registered in the One-Touch Keys up to 80 stations (2 stations with each One-Touch Key, 1 - 40).



### ■ Redialing the Last Dialed Numbers

Last dialed numbers (max. 5 numbers) will be recorded, and can be used for redialing.





3

Lower Indicator is OFF.

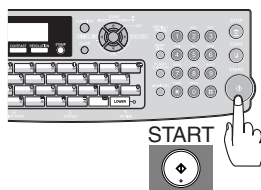
<13↑> SALES 01  
 0123456789001

Lower Indicator is lit.

<13↓> SALES 02  
 0123456789012

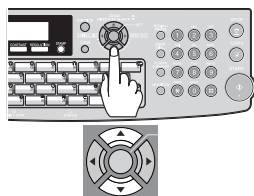
When selecting other station(s), repeat Step 2.

4

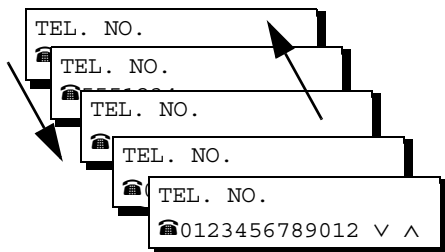


The document(s) is stored into memory with a file number. Then starts sending the document(s).

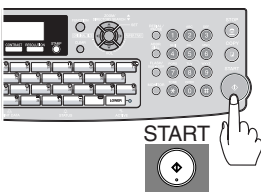
3



Select the number.  
 (▼/▲)



4



The document(s) is stored into memory with a file number. Then starts sending the document(s).



# Facsimile Features

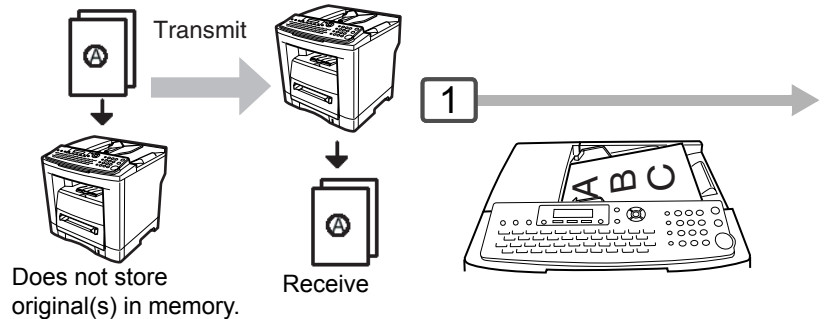
## Sending Documents

### Direct Transmission Reservation (Priority Transmission Reservation)

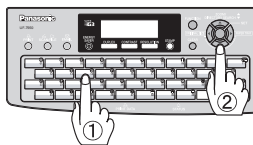
If you are in a rush to send an urgent document, however, there are many files in the memory, use Direct Transmission Reservation to send. The urgent document(s) will be sent immediately after the current communication is finished.

If your machine's memory is full, use Direct Transmission.

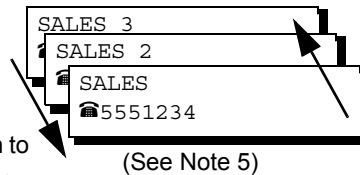
**Note:** You cannot send document(s) to multiple stations in this case.



### 5a Quick Name Search Dialing (see Note 2) (When Fax Parameter No. 119 is set to "2:Quick Name Search", see page 112.)



Enter the first letter of the name you wish to search. Press repeatedly until the desired name is shown on the LCD display.  
Ex: "S"

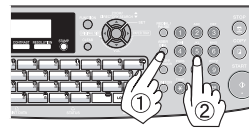


### 5b One-Touch/ABBR. Dialing (see Note 2) (When Fax Parameter No. 119 is set to "1:One-Touch", see page 112.)

There is no need to press the START Key in Step 6.



or



When the Telephone Number(s) are registered in the One-Touch/Abbreviated Dialing.

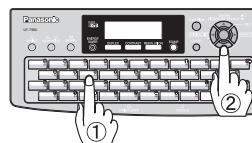
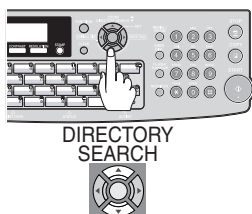
ABBR DIAL + ABBR No. (3-digit)

### 5c Manual Number Dialing

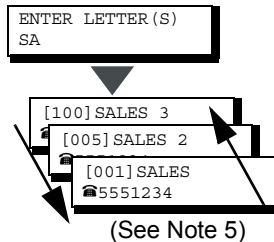


Telephone Number (Up to 36 digits)

### 5d Directory Search Dialing (see Note 2)

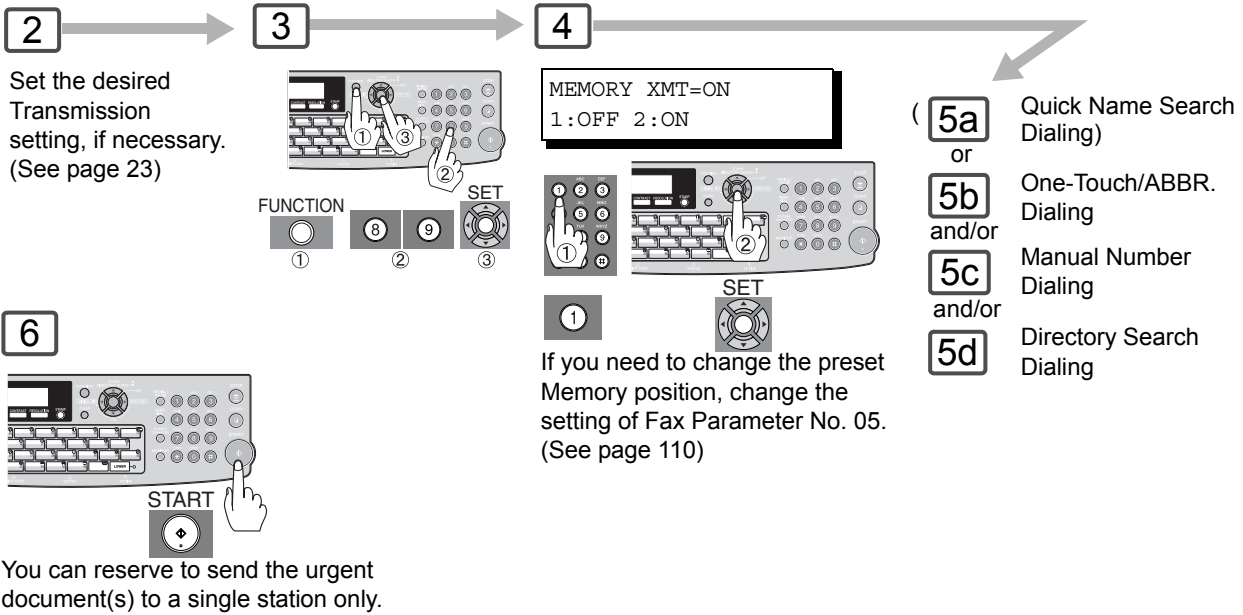


Enter a letter(s) of a name you wish to search.  
Ex: "SA"

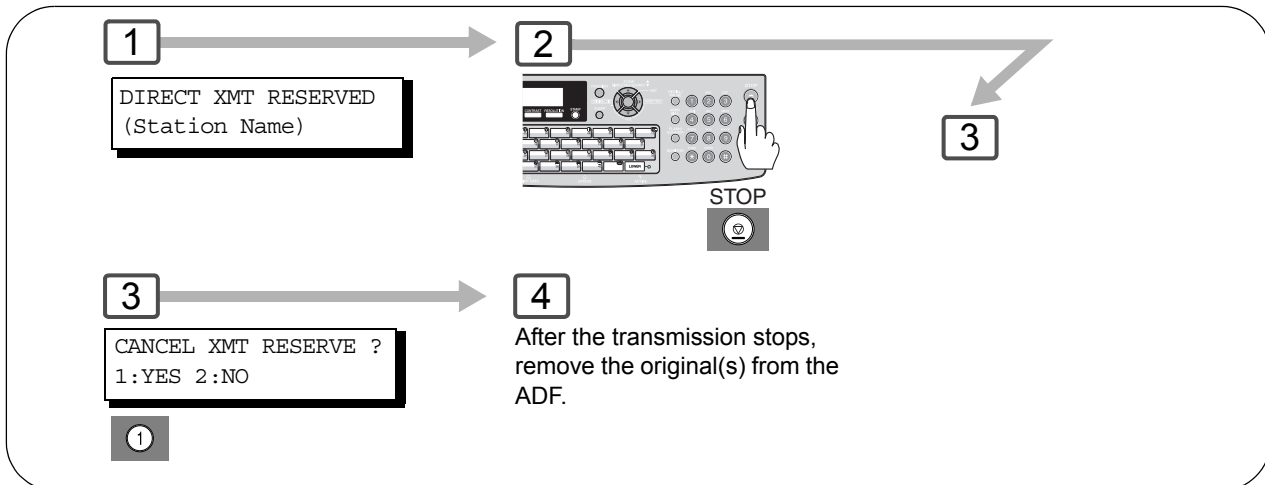


### NOTE

1. If you need to dial a prefix to get an outside line, dial it first, then press **PAUSE** to enter a pause (represented by a "-") before dialing the full number.  
Ex: 9 **PAUSE** 5551234  
Or use "Dial Prefix" function to automatically add the prefix (see page 86).
2. Auto Dialer (Address Book/One-Touch/ABBR.) is only available when stations are registered. (See page 96, and 98)
3. To stop the transmission, see page 39.



### ■ Canceling the Direct Transmission Reservation



**NOTE**

- If you are using Pulse dialing, and you wish to change to Tone dialing in the middle of dialing, press **TONE** (represented by a "/>). The dialing mode will be changed from Pulse to Tone after dialing the digit "/).
- Ex:** 9 **PAUSE** **TONE** 5551234
- You can search for another name starting with the same character by scrolling with the Cursor Keys (**▼**/**▲**).

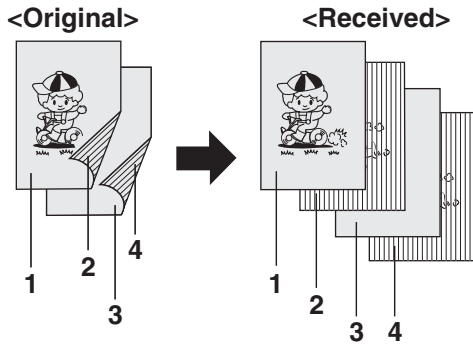


# Facsimile Features

## Sending Documents

### ■ Duplex Sending

2-Sided originals can be sent as page orders.

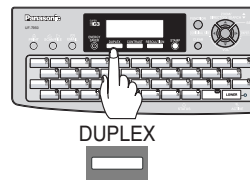


1

ADF Tray



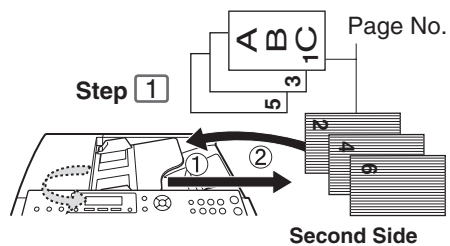
2



6

INSERT SECOND SIDE  
ORIENTATION AS IS

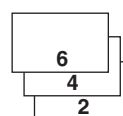
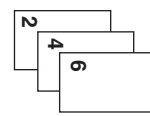
Place the second side of the original(s) of Step 1 in the order, and direction as ejected.

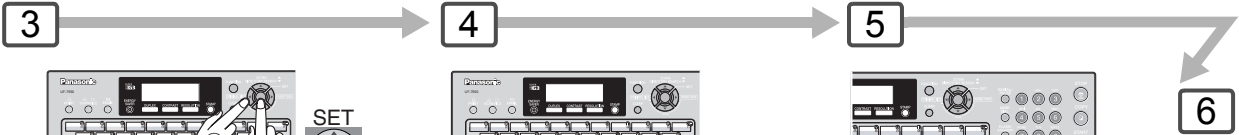


Even Number pages.

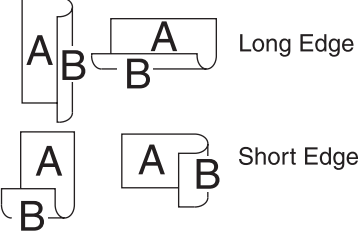
Long Edge  
Originals

Short Edge  
Originals



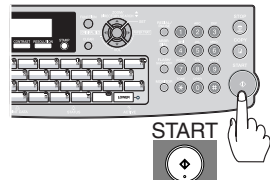


Press ◀ or ▶ to select binding position. (Select within 10 sec.)



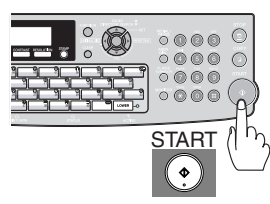
Enter Station(s).

- Quick Name Search
- One-Touch/ABBR. Dialing
- Manual Number Dialing
- Directory Search Dialing (For details, see page 38)



**7**

PRESS START TO CONTINUE



**NOTE:**  
 If the page count for the Back side does not match the page count for the Front side (i.e. when 2-Sided original(s) are double-fed), **"SIDE 1&2 PAGE COUNTS DO NOT MATCH!"** and **"RESCAN ORIGINALS START WITH 1ST SIDE"** will be displayed, and all scanned data will be cancelled. If this occurs, restart from Step 1, and Steps 4 to 7.

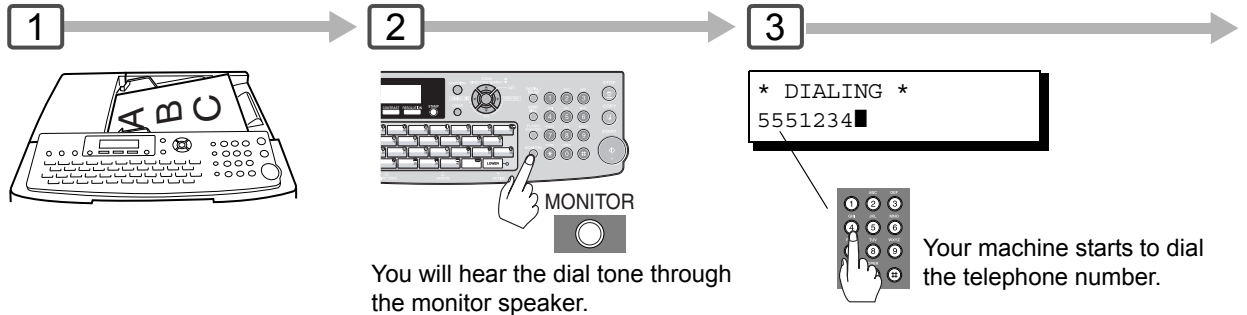
Real Time, and Quick Memory Transmission features are not available.



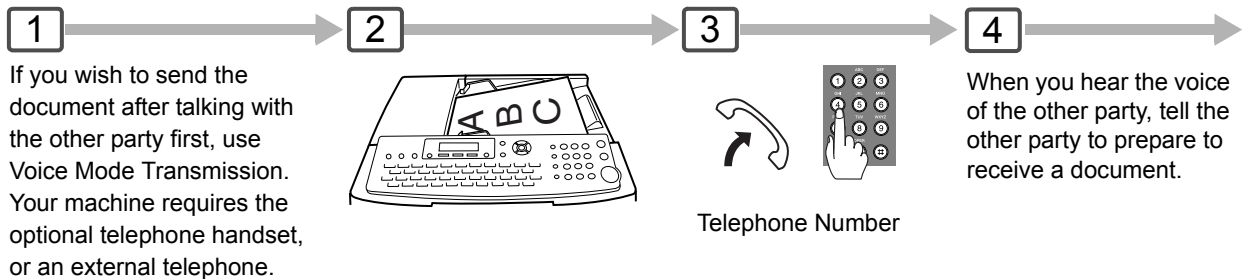
# Facsimile Features

## Sending Documents

### ■ On-Hook Dialing



### ■ Off-Hook Dialing (Voice Mode Transmission)

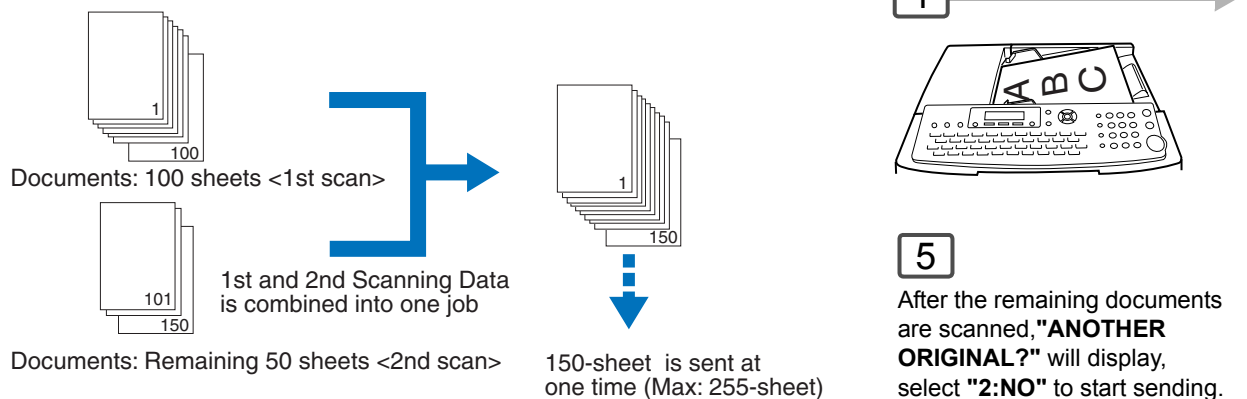


### ■ Job Build

If the total document number of the job that you wish to send exceeds the maximum capacity of the ADF of 100 sheets (20 lb), change the setting of the Fax Parameter No. 133 (**Job Build**) to "On" in advance. (See page 113; the Example below, and Notes 4 and 5.)

You can also scan the documents manually one at a time.

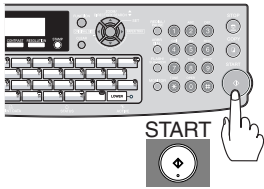
**Ex:** (one 150-sheet job is split into 2 scan jobs)



#### NOTE

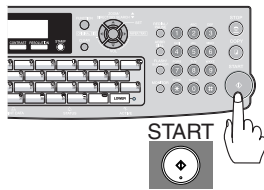
- If you need to dial a prefix to get an outside line, dial it first, then press **PAUSE** to enter a pause (represented by a "-") before dialing the full number.  
**Ex:** 9 **PAUSE** 5551234  
Or use "Dial Prefix" function to automatically add the prefix (see page 86).
- If you are using Pulse dialing, and you wish to change to Tone dialing in the middle of dialing, press **TONE** (represented by a "/").  
The dialing mode will be changed from Pulse to Tone after dialing the digit "/".  
**Ex:** 9 **PAUSE** **TONE** 5551234

4



Then when you hear a beep, press **START** .

5



Then when you hear a beep, press **START** and hang up the handset.

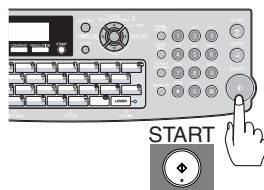
2

ENTER STATION(S)  
THEN PRESS START 00%

- Enter the stations.
- Quick Name Search
  - One-Touch/ABBR. Dialing
  - Manual Number Dialing
  - Directory Search Dialing  
(For details, see page 38)

3

(Station name)  
5551234



Press **START** .

4



5

After the 1st Scan, you can place the remaining 50 documents on the ADF within 5 minutes to continue sending, the machine will display **"ANOTHER ORIGINAL?"**. Place the remaining 50 documents on the ADF and select **"1:YES"**. (If you place the documents within 5 seconds after the 1st Scan, the next scan will start immediately without displaying any notice.)

**NOTE**

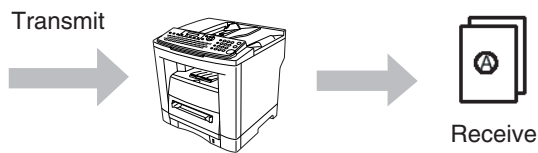
3. Off-Hook Dialing is not available with the second telephone line (Line-2).
4. Quick Memory Transmission features are not available when using the Job Build.
5. Job Build features are not available if the Duplex sending is selected.
6. If you do not place the next documents within 5 minutes in step 4, your machine will send the already scanned documents automatically.



# Facsimile Features

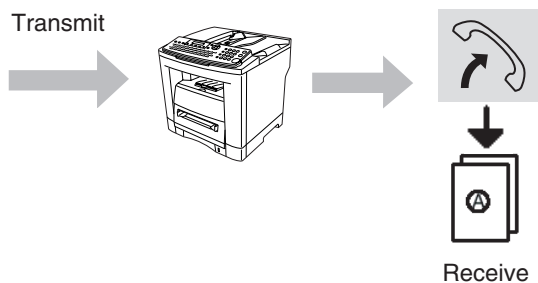
## Receiving Documents

### Automatic Reception



Documents are received automatically.

### Manual Reception

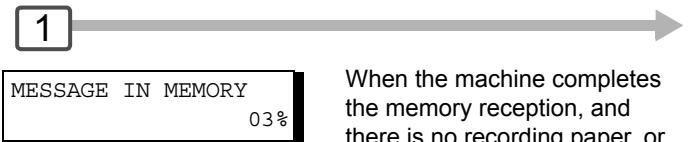


To receive documents manually, change the Fax Parameter No. 17 (**Receive Mode**) to **"Manual"**. (See page 110)



### Substitute Memory Reception

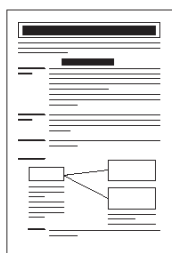
If the recording paper runs out, jams, or if the toner runs out during reception, the machine automatically starts receiving documents into its image data memory. Stored documents will be printed automatically after replenishing the recording paper, toner, or clearing the jam. (See Notes 1, 2 and 3)



When the machine completes the memory reception, and there is no recording paper, or toner, this error message appears on the display.

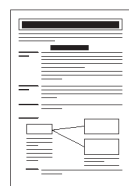
### Print Reduction Setting

Transmitted Document



Oversized Document

Received Document



Reduced to fit the loaded paper size (See Note 4)

#### Automatic Reduction

Based on the document length, your machine will automatically calculate the suitable reduction ratio (70% to 100%). Set Parameter No. 24 (**Print Reduction**) to **"Auto"**. (See page 111)

#### Fixed Reduction

Pre-determine the reduction ratio from 70% to 100% in 1% increments.

- a) Set Parameter No. 24 (**Print Reduction**) to **"Fixed"**.
- b) Set Parameter No. 25 (**Reduction Ratio**). (See page 111)

#### NOTE

1. If the memory overflows, the machine will stop receiving, and release the communication line. The document(s) stored in the memory up to that moment will be printed out.
2. If you wish to turn off the substitute reception function, change the setting of Fax Parameter No. 22 to **"Invalid"**. (See page 110)
3. The machine cannot print the received documents from the Sheet Bypass.

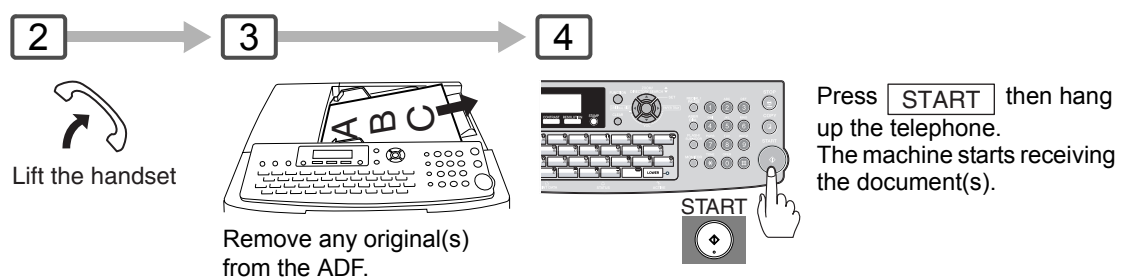


## ■ 2-Sided Receiving

Set Fax Parameter No. 95 (**DUPLEX PRINT**) to "Valid". (See page 112)

Under the following conditions your machine cannot receive 2-Sided transmissions. It will automatically change to a 1-Sided reception.

- When receiving Legal size document(s) with 600 dpi Resolution.
- When the machine detects memory overflow.



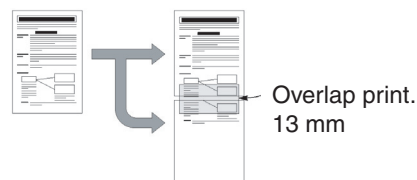
### 2

Replenish the recording paper, toner, or clear the jam.  
The document(s) stored in memory will be automatically printed.

<b>Ex:</b>	A4 to A4	96%
	A4 to Letter	90%
	Letter to Letter	96%
	Legal to Letter	75%

### NOTE

4. If the received document is extremely long (over 39% longer than the recording paper), the document is divided into separate pages. (When printing on separate pages, the bottom 0.5 in (13 mm) of the 1st page's data will overlap on top of the next page.)





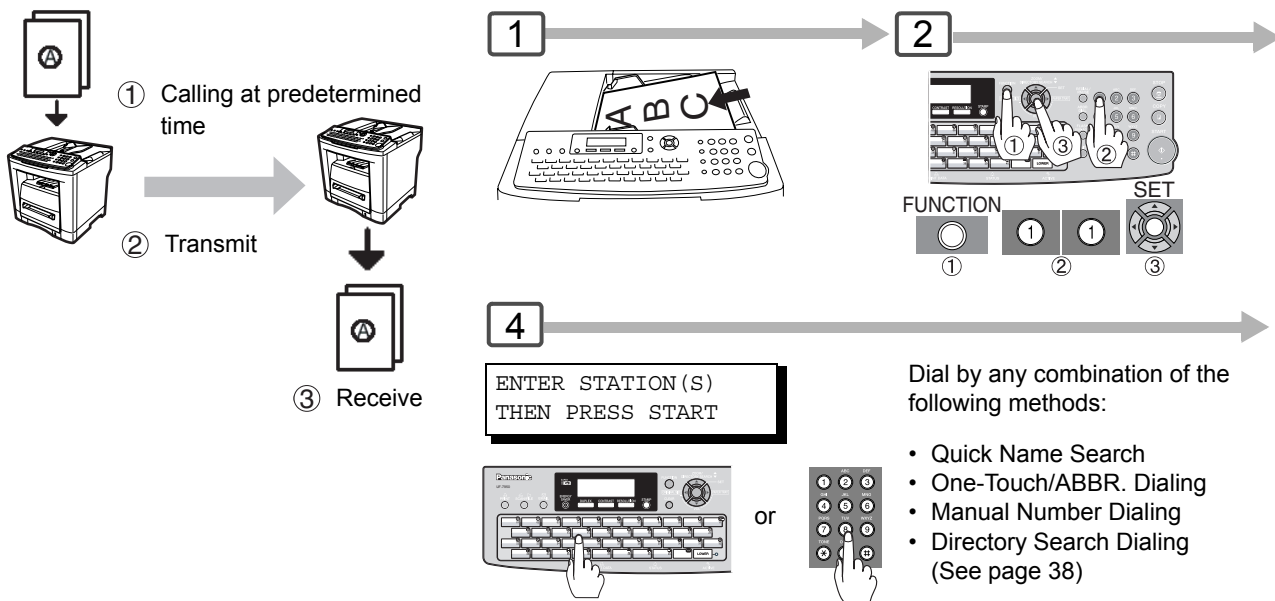
# Facsimile Features

## Timer Controlled Communications

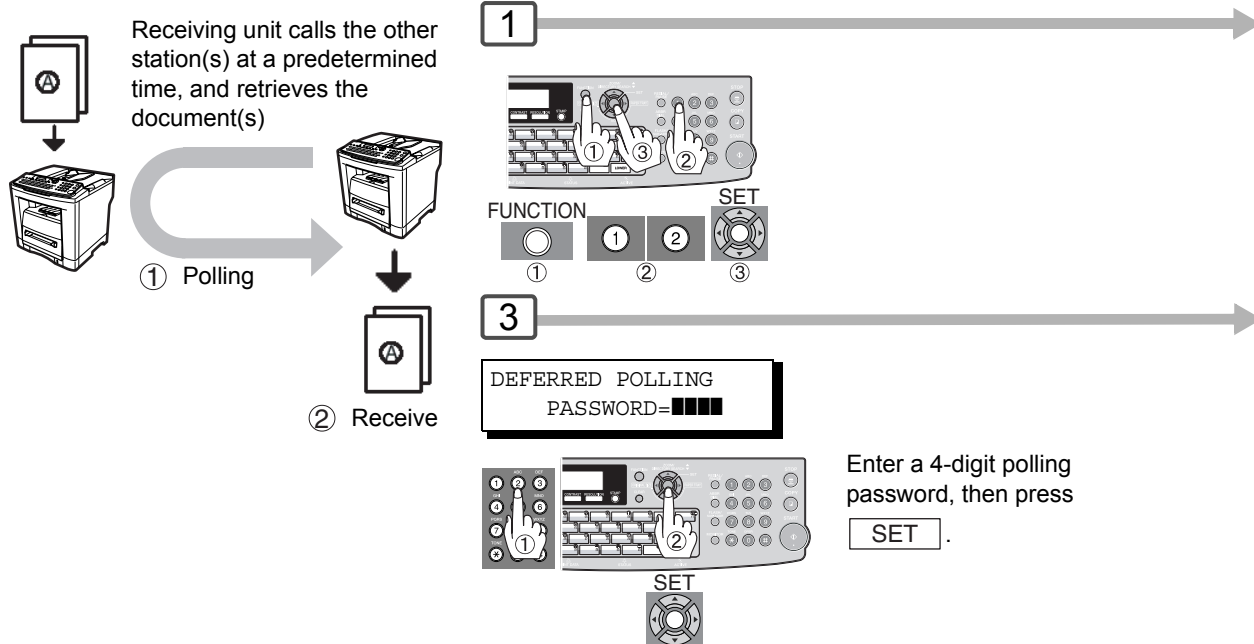
### General Description

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

### Deferred Transmission



### Deferred Polling



**NOTE**

1. To change or cancel the Deferred Communication settings, see page 78.

**3**

DEFERRED XMT  
START TIME ■ :

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

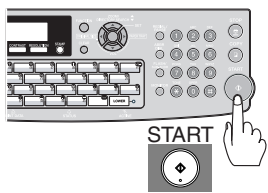
Ex: ②③③① and **SET**

**4**



**5**

(Station name)  
☎5551234



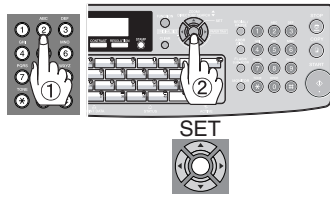
**2**

DEFERRED POLLING  
START TIME ■ :

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

Ex: ②③③① and **SET**

**3**



**4**

ENTER STATION(S)  
THEN PRESS START

Dial by any combination of the following methods:

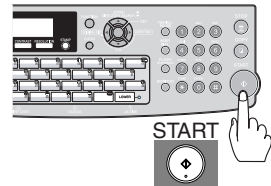
- Quick Name Search
- One-Touch/ABBR. Dialing
- Manual Number Dialing
- Directory Search Dialing (See page 38)

**5**

(Station name)  
☎5551234



or



**NOTE**

2. If you enter a wrong number, press **CLEAR** then reenter the correct number.



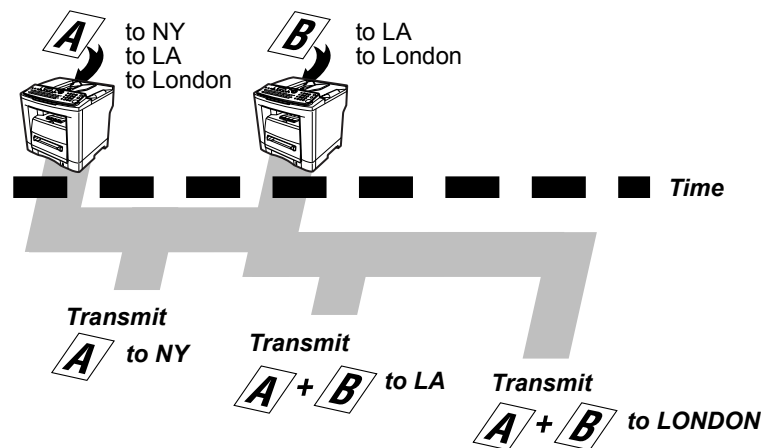
# Facsimile Features

## Batch Transmission

### ■ General Description

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

### ■ Real-Time Batch Transmission



#### NOTE

1. The machine cannot Batch a file(s) that is/are under "Waiting to Redial" status, or is currently being sent, but it will Batch files that have not been dialed.

During memory transmission, this machine searches its memory for reserved files (up to 5 files) to transmit to the same destination, automatically batching, and transmitting them in a single phone call.



# Facsimile Features

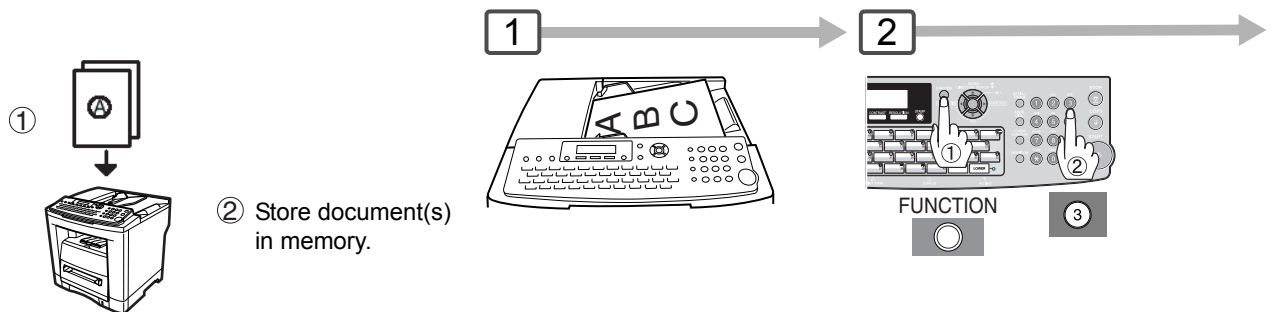
## Polling

### ■ General Description

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

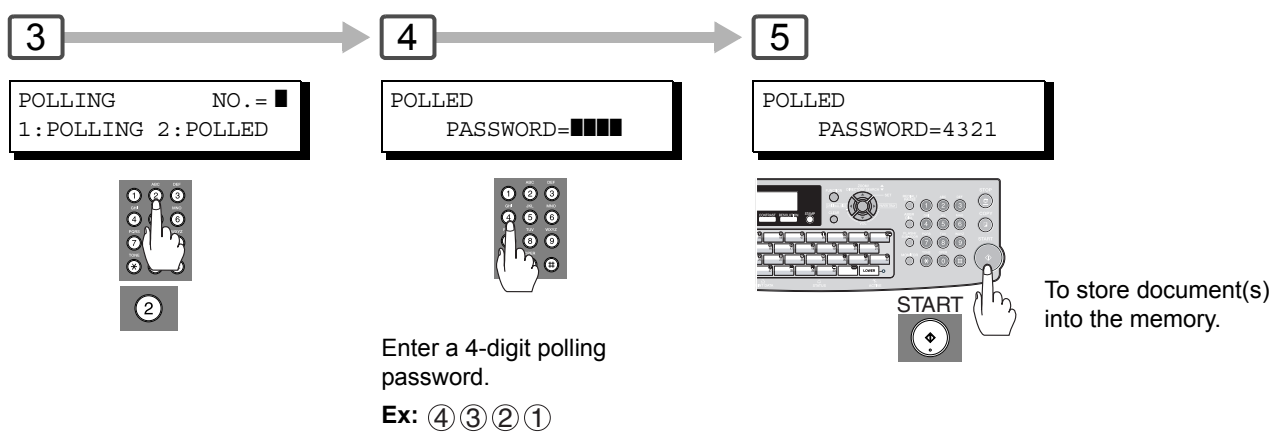
### ■ Preparing to be Polled

To allow other stations to poll your machine, you must prepare your machine by storing a document into memory. Be sure to set the polling password before storing the document into memory. After being polled, the documents stored in the memory will be erased automatically. To retain the documents in memory so that they can be polled repeatedly change the Fax Parameter No. 27 (**POLLED FILE SAVE**) to "Valid". (See page 111)



#### NOTE

1. You can still send, or receive documents even when the machine is set to be polled.
2. Only 1 polled file can be stored in memory. If you need to add document(s) into the same polled file, see page 80.
3. To delete a polled file, see page 78.
4. If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. (See page 111)  
You can still change the password temporarily by overwriting it with a new one.



**NOTE**

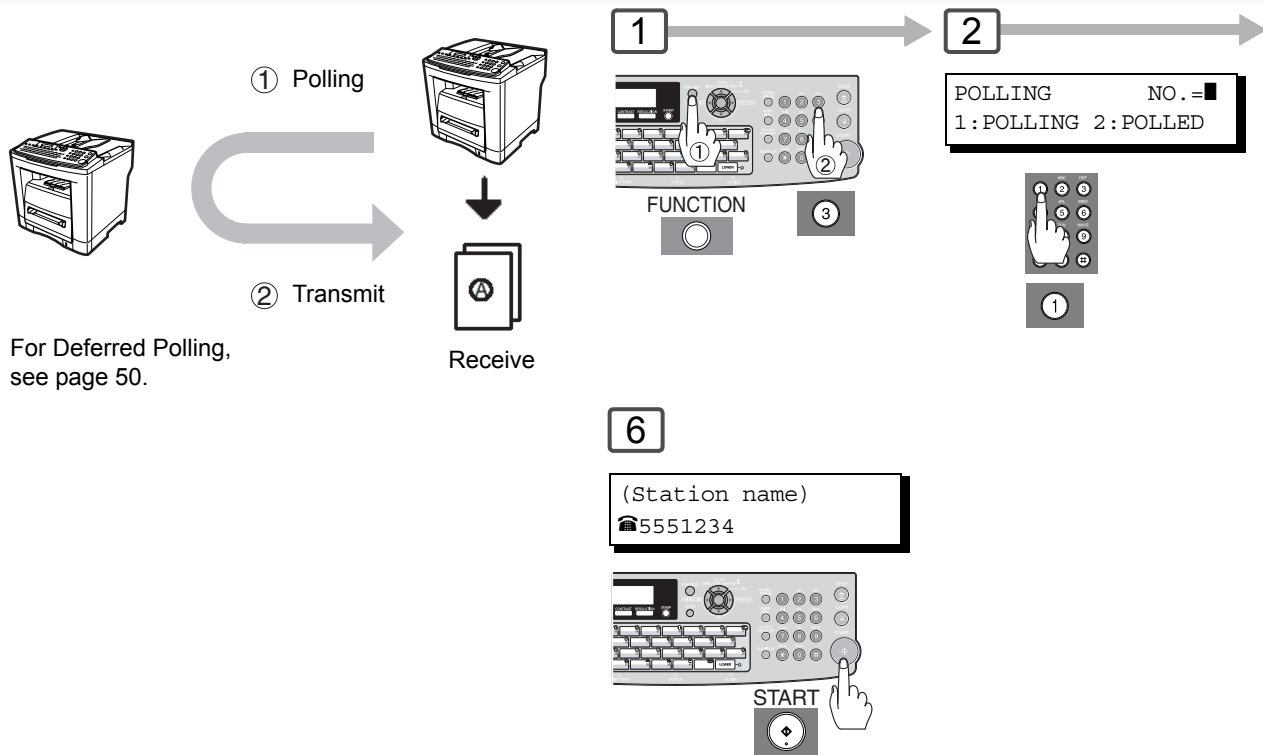
- 5. If a password is not set in the polled station, you may poll the other station even though your machine has a password.



# Facsimile Features

## Polling

### ■ Poll Documents from Another Station

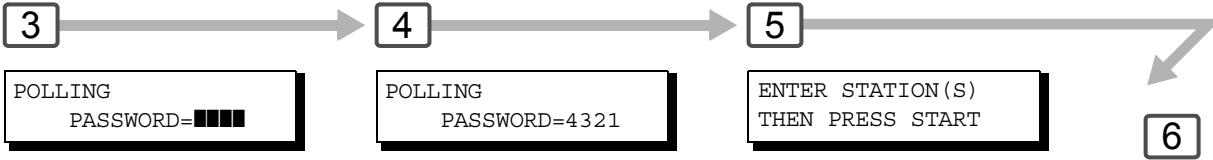


For Deferred Polling,  
see page 50.

#### NOTE

1. You can still send, or receive documents even when the machine is set to be polled.
2. If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. (See page 111)  
You can still change the password temporarily by overwriting it with a new one.





POLLING  
PASSWORD=■■■■



Enter a 4-digit polling password.

Ex: ④③②①

POLLING  
PASSWORD=4321



SET

ENTER STATION(S)  
THEN PRESS START

- Enter the stations.
- Quick Name Search
  - One-Touch/ABBR. Dialing
  - Manual Number Dialing
  - Directory Search Dialing  
(For details, see page 38)

6



# Facsimile Features

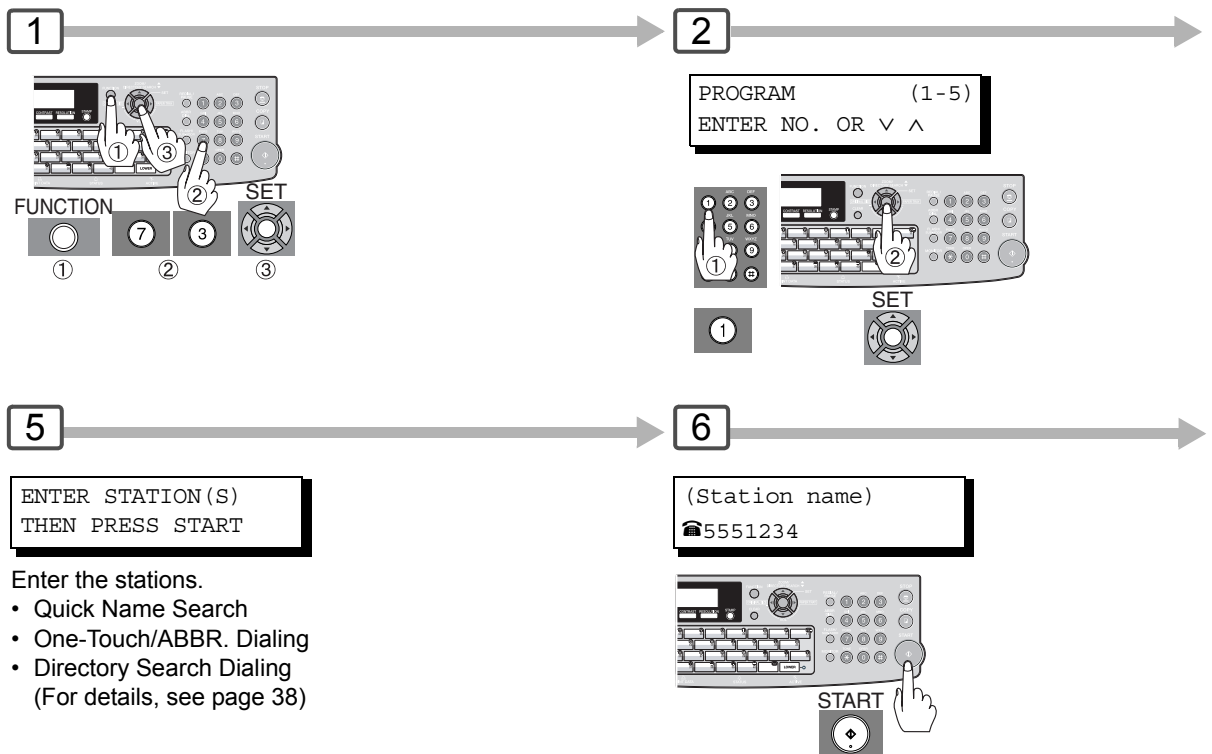
## Program Keys

### General Description

Your machine has "Program Keys" for your convenience, where each key can be programmed with a frequently used function. For instance, these "keys" are useful if you regularly send, or poll the same group of stations. You can use these "keys" to program a group key, a group of stations to be polled, a deferred transmission.

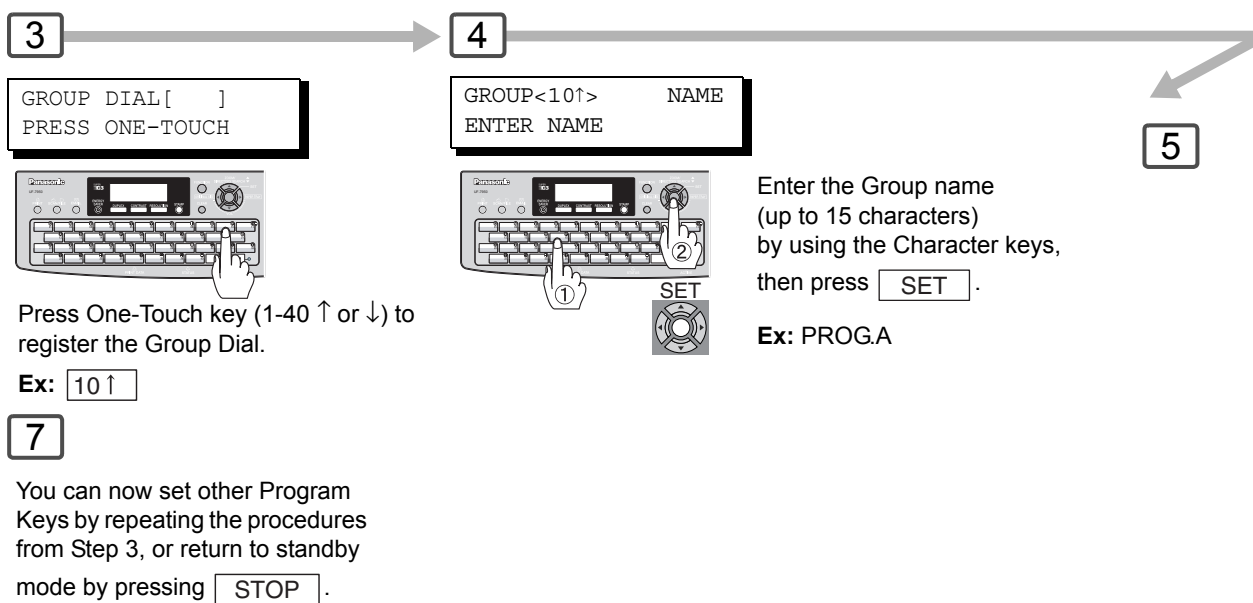
### Setting for Group Dialing

The Program Keys are useful if you frequently need to send or poll the same group of stations.



#### NOTE

1. The "Program Key" cannot be modified, or erased until the communication using it has finished. To change or erase the settings, cancel the communication first by using the Edit File Mode. (See page 78)



## NOTE

2. To print a Program List, see page 128.
3. When the Group Dial is registered, the Group Dial mark will display on the LCD, and print on the Directory Sheet.



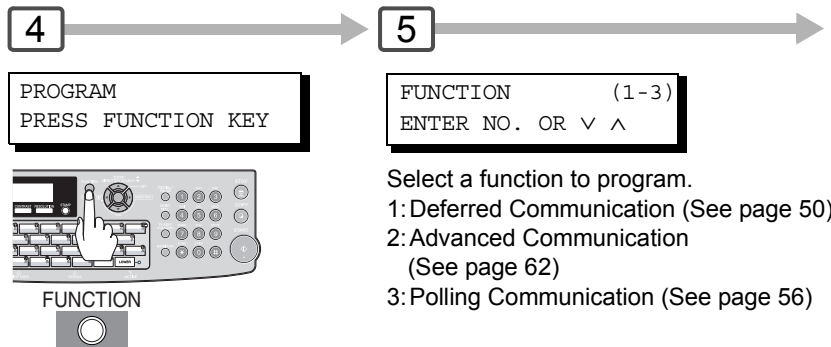
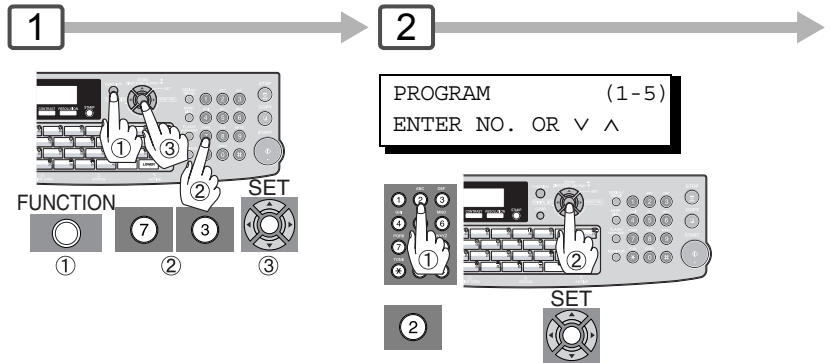
# Facsimile Features

## Program Keys

### ■ Setting Programmed Communication

Use "Program Keys" to store multiple stations to be polled, or to set up a deferred transmission.

(This example is when the Fax Parameter No. 119 is set to "2:Quick Name Search" (See page 112).)



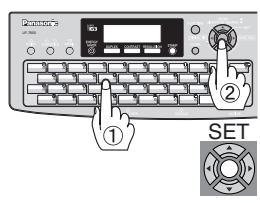
### ■ Changing the Program Key Setting

To change the below Program key settings, follow the procedure on setting a program key on pages 58 to 61.

- Start time, or station(s) for deferred transmission
- Station(s) for normal polling
- Start time, or station(s) for deferred polling
- Station(s) for group dialing

#### NOTE

1. Press **FUNCTION** **7** **3** **SET** **4** to modify (**5**: delete) a Group Dialing or Program Dial.
2. The Group Dialing and Program Key cannot be changed, or erased until the communication has finished. To change, or erase the settings, cancel the communication first by using the Edit File Mode. (See page 78)



Enter the program name (up to 15 characters) by using the Character keys, then press **SET** .

**Ex:** PROG.A

**6**

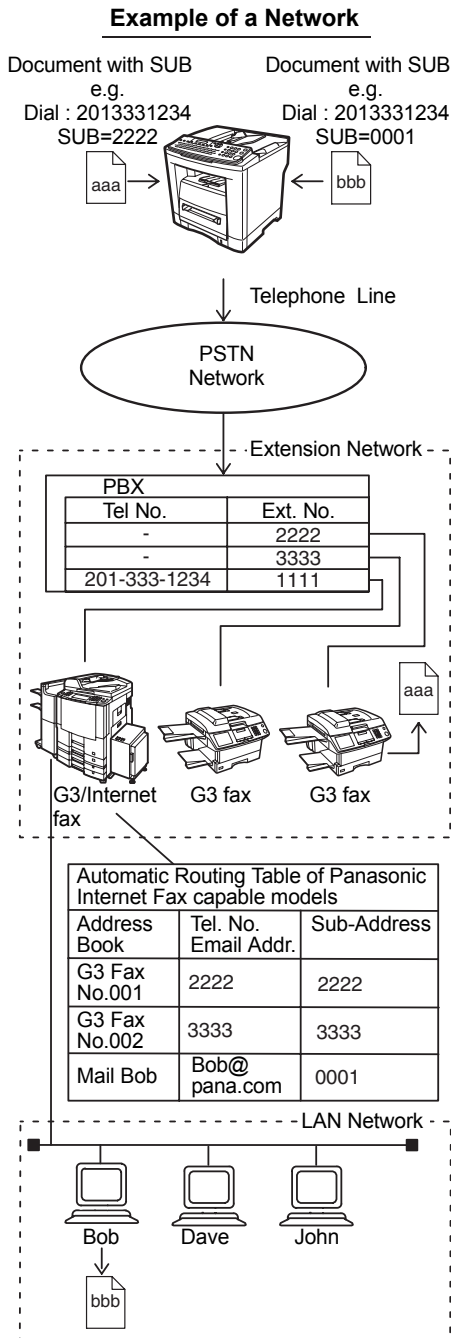
You can now set other Program Keys by repeating the procedures from Step 3, or return to standby mode by pressing **STOP** .

**NOTE** 3. To print a Program List, see page 128.



# Facsimile Features

## Sub-Addressing

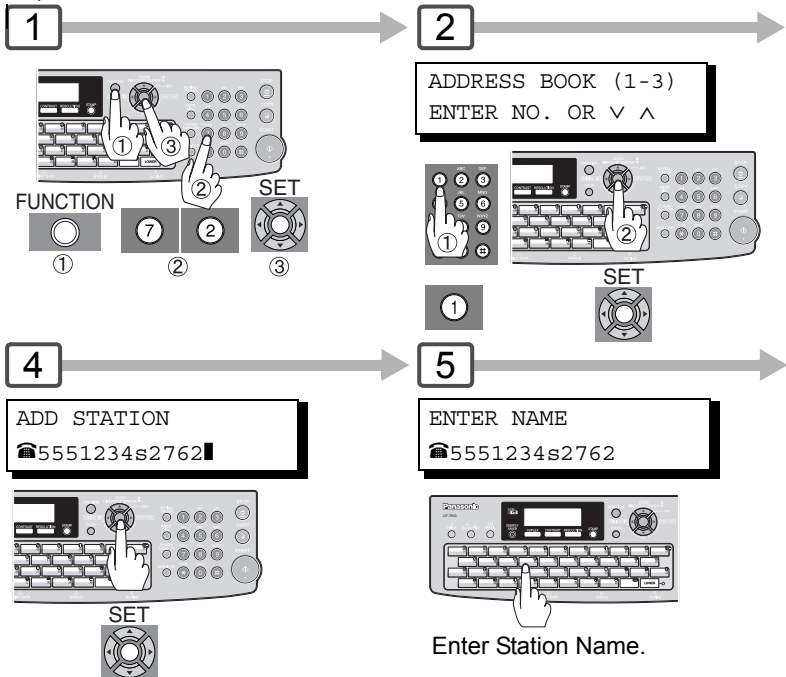


### ■ Sending a Fax with Sub-Address



### ■ Setting the Sub-Address into an Address Book

(When Fax Parameter No.119 is set to "2:Quick Name Search", see page 112.)



#### Compatibility with Other Machines

- Sub-Addressing Transmission: DF-1100/DP-135FP/150FP/150FX/190/1810F/1820E/1820P/2000/2310/2330/2500/3000/3010/3030/3510/3520/3530/4510/4520/4530/6010/6020/6030/DX-600/800/1000/2000/FP-D250F/D350F/UF-332/333/342/344/490/550/590/560/585/595/770/790/880/885/890/895/990/6950/7000/7100/7950/8000/8100/9000 (see note 4)
- Sub-Addressing Reception: DX-600/800/UF-6950/7000/7100/7950/8000/8100/9000 and DP-1810F/1820E/1820P/2000/2310/2330/2500/3000/3010/3030/3510/3520/3530/4510/4520/4530/6010/6020/6030 with Internet Fax.

#### NOTE

1. **SUB-ADDR** separates the Sub-address from the Telephone number, and is indicated by an "s" in the display.
2. Manual Off-Hook, or On-Hook Dialing cannot be used with the Sub-addressing Transmission.

**2** → **3**

TEL. NO.      FLASH/  
SUB-ADDR      Sub. Addr.

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

START

Send the document(s) with Sub-Addressing information. (See Note 5)

**3** → **4**

ADD STATION  
ENTER TEL. NO.

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

**6**

SALES DEPT  
5551234s2762

You can send the document using an Address Book Dialing with a preset Sub-Address.

(When Fax Parameter No. 119 is set to "1:One-Touch", you can set as One-Touch/ABBR Dialing.)

SET      STOP

**NOTE**

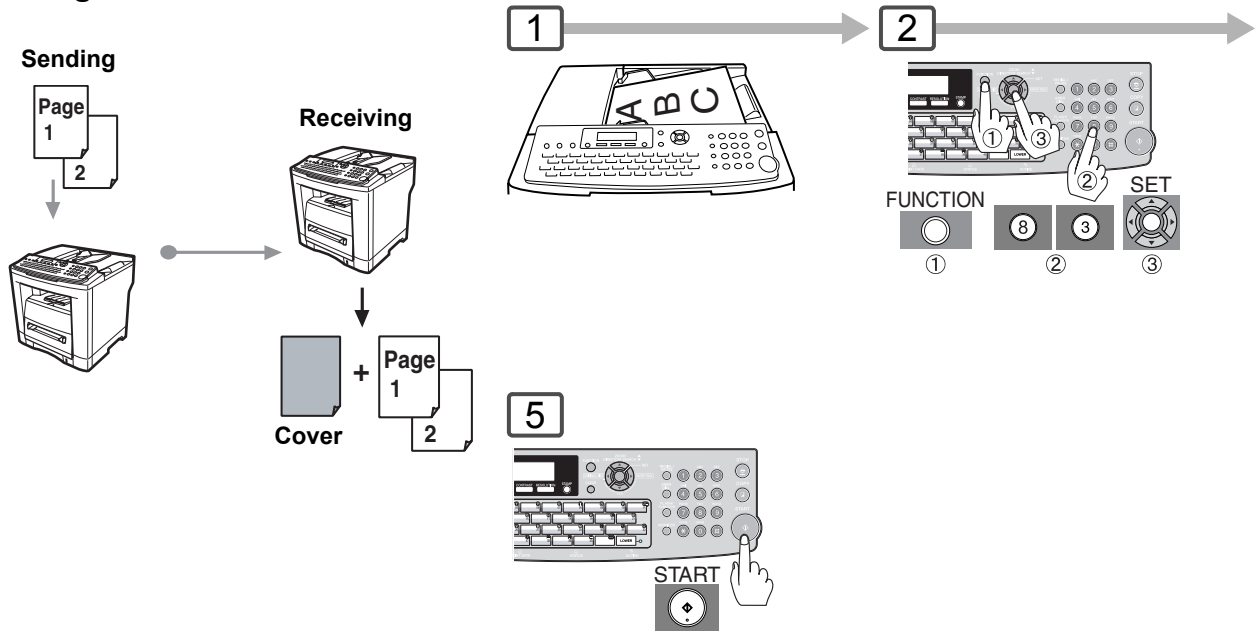
3. UF-788 with PC Interface Option, or Option ROM installed.
4. The Sub-Address Password will be sent when Fax Parameter No. 53 (**Sub-Address Password**) is set. (See page 111)
5. You can change a Sub-Address Password temporarily by using **FUNCTION** ② ④ **SET**.



# Facsimile Features

## Fax Cover Sheet

### Using the Fax Cover Sheet



### Sample Fax Cover Sheet

```

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

      (1)
      MMM-dd-yyyy 15:00

      (2)
      Message To:
      [ - - - - - ]
      SALES DEPT.
      [ - - - - - ]

      (3)
      Message From:
      [ - - - - - ]
      PANASONIC
      201 555 1212
      [ - - - - - ]

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

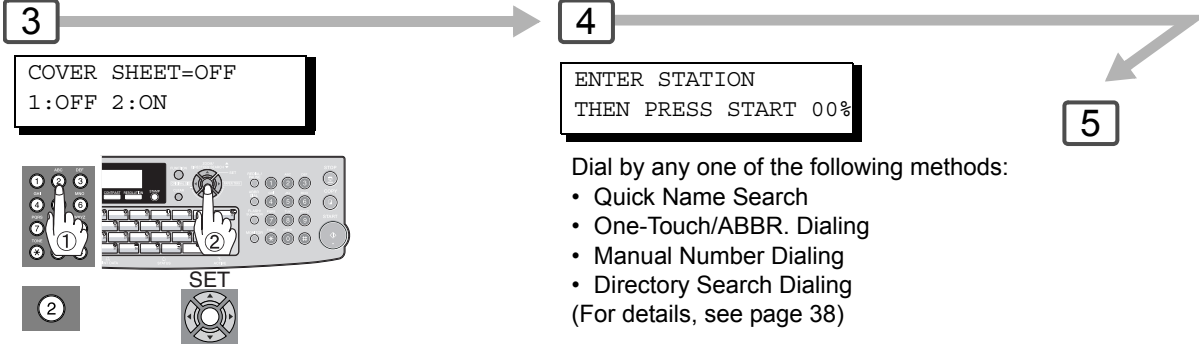
### Explanation of Contents

- (1) Starting time of communication.
- (2) Recorded name in the Address Book station.
- (3) Your LOGO (up to 25 characters), and ID Number (up to 20 digits).
- (4) The number of pages to follow.

### NOTE

1. The Fax Cover Sheet is not counted in the number of pages column of the Journal.
2. To change the preset Fax Cover Sheet setting, change the setting of Fax Parameter No. 56, see page 112.





**NOTE**

3. When the Fax Cover Sheet setting is set to On, the Quick Memory Transmission feature is disabled.

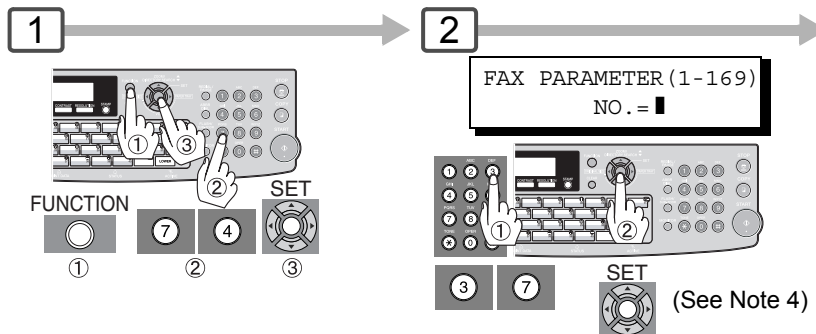
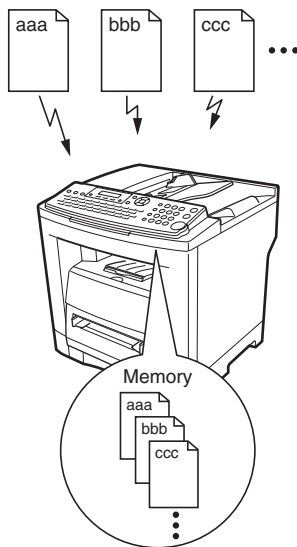


# Facsimile Features

## Receive To Memory

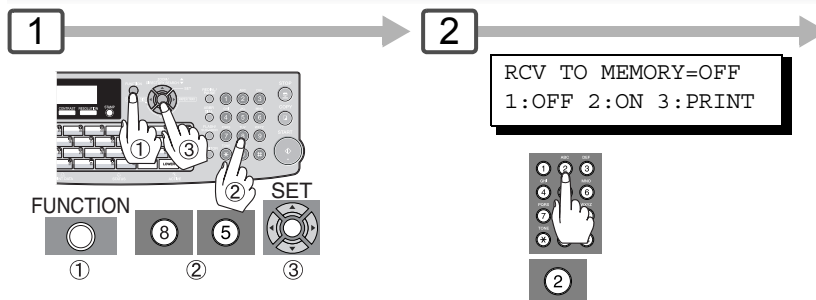
### Setting RCV To Memory Password

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



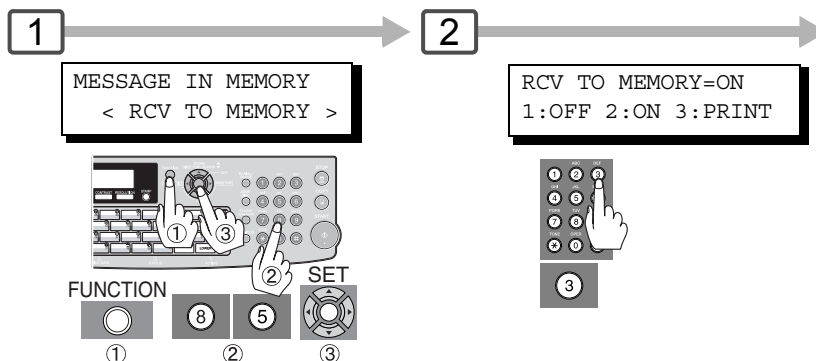
**NOTE:**  
When "Internet Fax/Email/Network Scanner Module" option is installed, Fax Parameters are 1-182.

### Setting the RCV To Memory



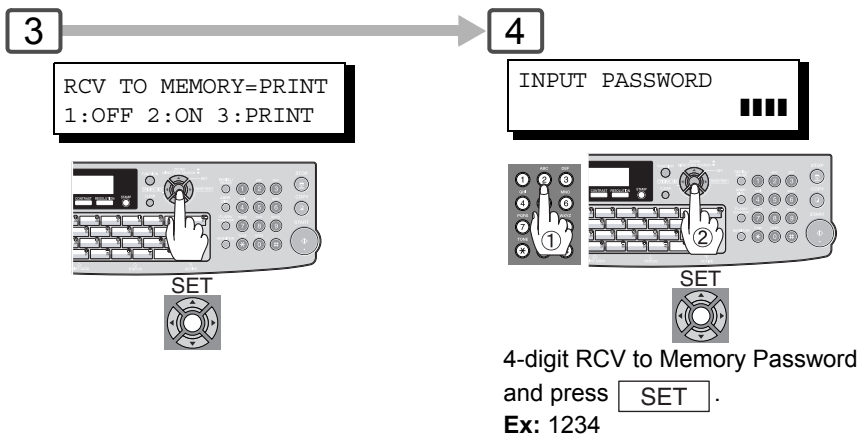
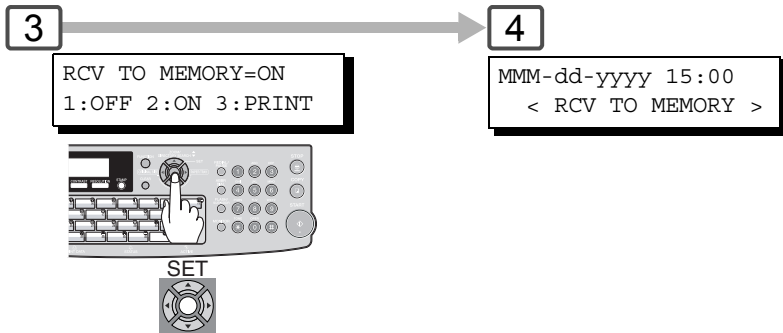
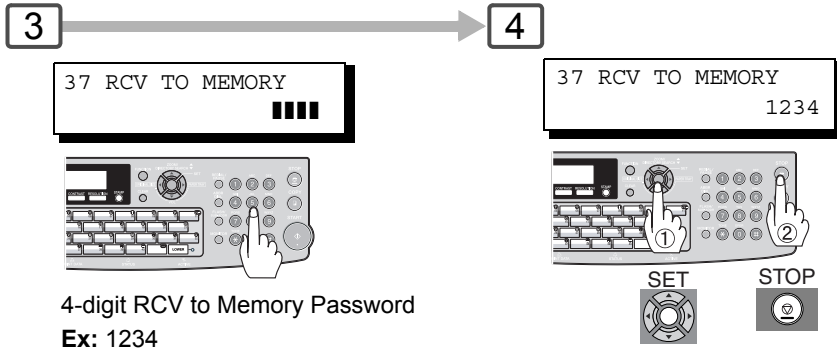
### Printing Documents

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



#### NOTE

1. When the memory overflows, the machine will stop receiving, and release the line. The machine will not answer the next incoming call until there is space available in memory.
2. We recommend that optional SD Memory Card is installed when this function is used. (See page 140)
3. If the password has not been set, your machine will not prompt you to enter the password. The document(s) will be printed immediately after pressing press **SET** in Step 3.



**NOTE**

4. Once the RCV TO MEMORY feature is set to "ON", the password cannot be changed (Fax Parameter No. 37 will not be selectable on the LCD display). If you wish to change the password, set the RCV TO MEMORY feature to "OFF" first. Then change the password.



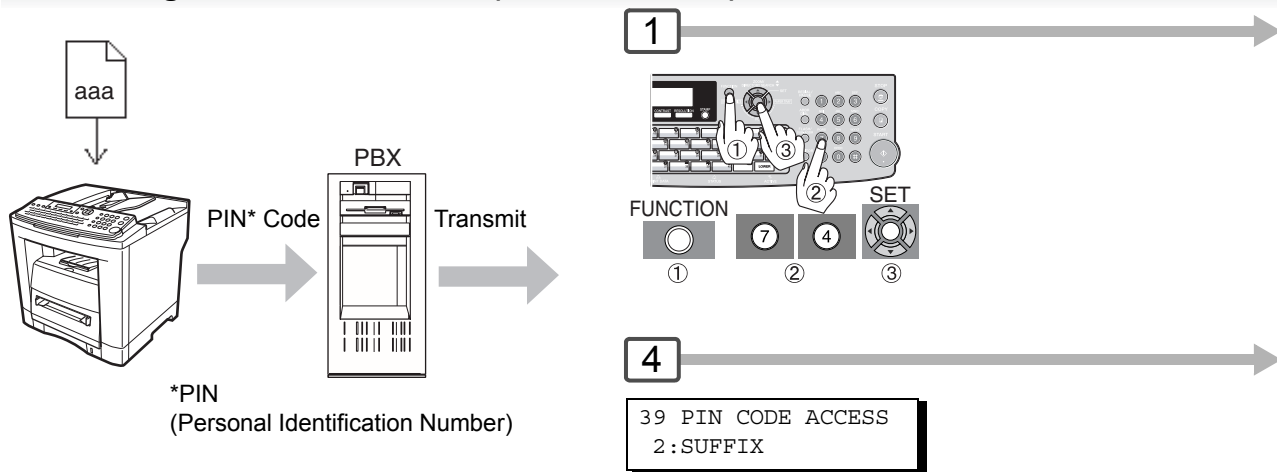
# Facsimile Features

## PIN Code Access

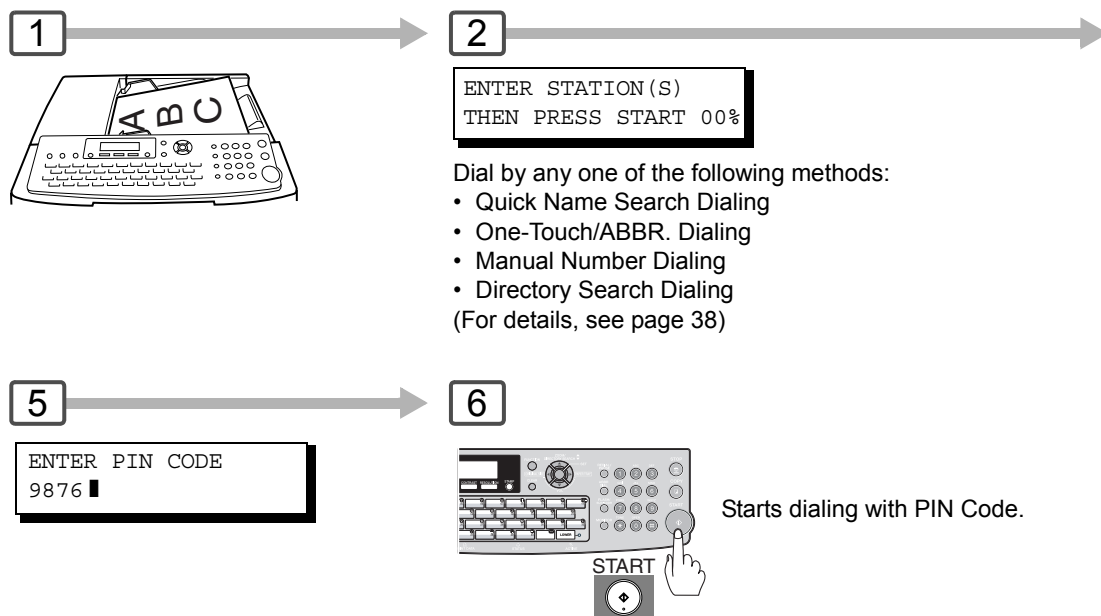
### General Description

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

### Selecting the Access Method (Prefix or Suffix)

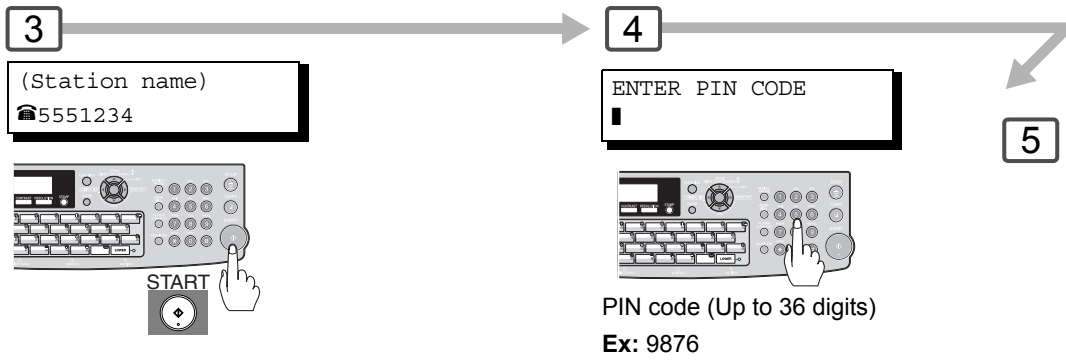
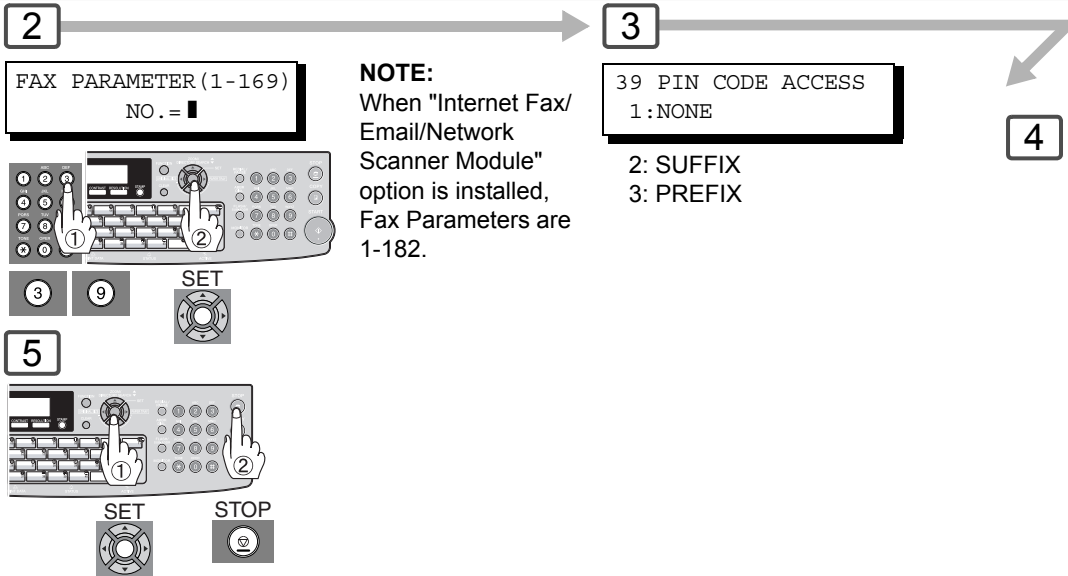


### Dialing with a PIN Code



**NOTE**

1. The PIN Code is shown as "█" on the display when dialing the number for security.





# Facsimile Features

## Department Code

### General Description

This operation requires the user to input a preset Department Code (8-digit maximum) before transmission. The Department Name of the selected Department Code is printed on the Header of each page sent, COMM. Journal, and Individual Transmission Journal.

When the Department Code is set, the Transaction Journal will be sorted by the Department Code number (1 - 50) when it is printed.

### Setting the Department Code

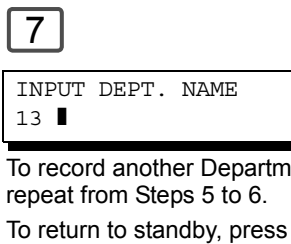
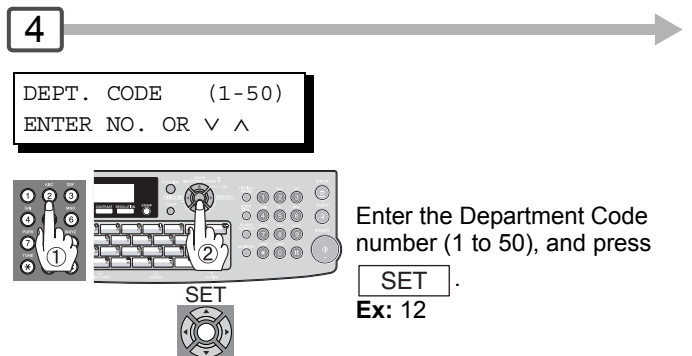
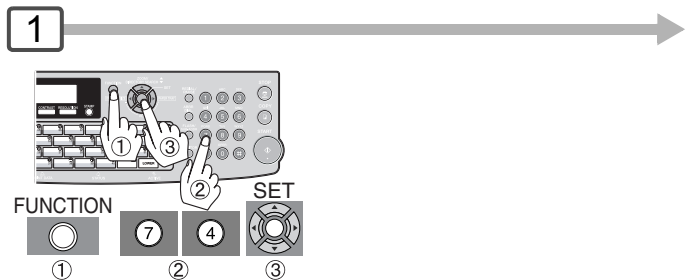


Requires the input of a preset Department Code (8-digit).



Department Code is printed.

Reception



### NOTE

1. The Department Code List can be printed out with the Fax Parameter List. To enable the printing of the Department Code List, change the setting of Fax Parameter No. 77 (Department Code) to "Valid" in advance. (See pages 72)

**2**

FAX PARAMETER (1-169)  
NO. = █

**NOTE:**  
When "Internet Fax/  
Email/Network  
Scanner Module"  
option is installed,  
Fax Parameters are  
1-182.

**3**

77 DEPARTMENT CODE  
1: INVALID

**4**

2: VALID

**5**

INPUT DEPT. NAME  
12 █

**6**

INPUT DEPT. CODE  
12 █

**7**

Department Name (Up to 25 characters), and  
press **SET** .  
**Ex:** PANASONIC

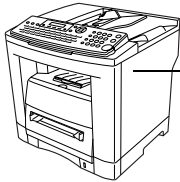
Up to 8-digit Department Code  
**Ex:** 12345678



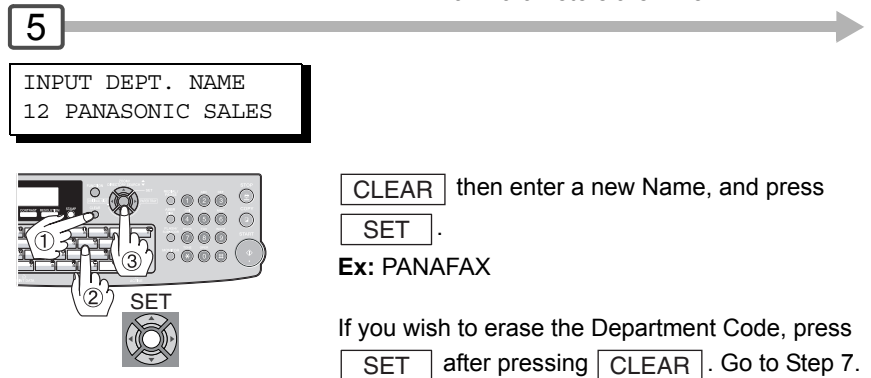
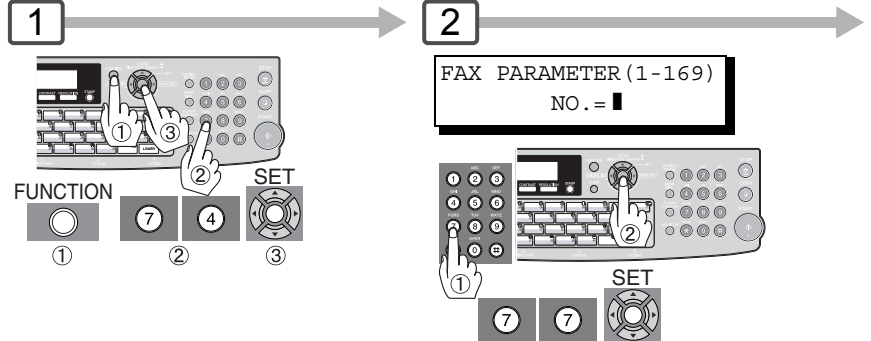
# Facsimile Features

## Department Code

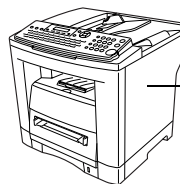
### Changing or Erasing the Department Code



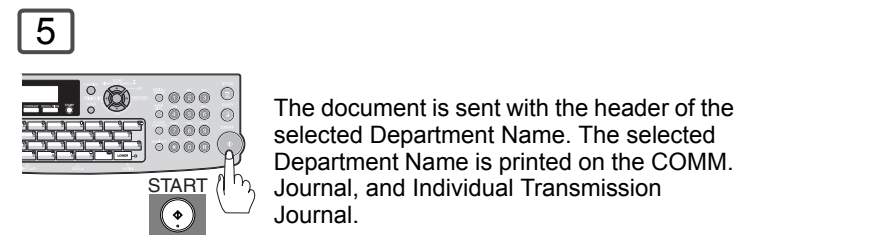
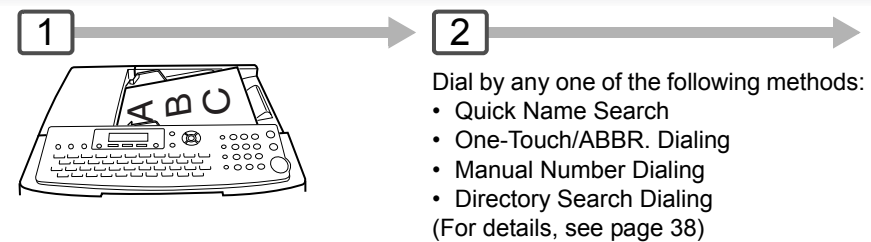
Requires the input of a preset Department Code (8-digit).



### Sending Document with Department Code



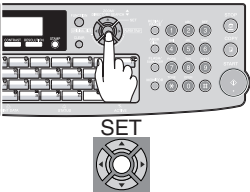
Requires the input of a preset Department Code (8-digit).





**3**

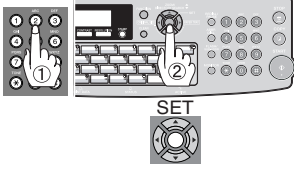
77 DEPARTMENT CODE  
2:VALID



SET

**4**

DEPT. CODE (1-50)  
ENTER NO. OR ∨ ^



SET

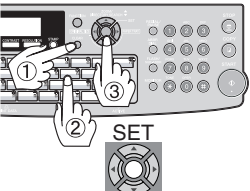
**5**

Enter the Department Code number you wish to change or erase (1 to 50), and press **SET**.

Ex: 12

**6**

INPUT DEPT. CODE  
12 (Previous Code)



**7**

INPUT DEPT. NAME  
13 ■

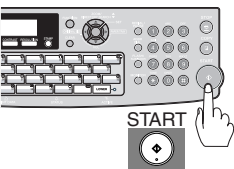
To change or erase another Department Code, repeat from Steps 5 to 7.  
To return to standby, press **STOP**.

**CLEAR** then enter a new Department Code, and press **SET**.

Ex: 12345678

**3**


(Station name)  
551234



START

**4**

INPUT DEPT. CODE  
■



8-digit Department Code  
Ex: 12345678

**5**



# Facsimile Features

## Department Code

### ■ Printing a Department Code Journal

#### Sample Department Code Journal / Originated Calls

```
***** -DEPT CODE JOURNAL- ***** DATE MMM-dd-yyyy ***** TIME 15:00 *** P.01

ORIGINATED CALLS
MMM-dd TO MMM-dd (1)
(2) (3)
TOTAL PAGES = 000038 TOTAL TIME = 00:23:56

(4) (5)
01: Panafax Sales
-----
NO. COMM. PAGES FILE DURATION X/R IDENTIFICATION DATE TIME DIAGNOSTIC
001 OK 005 00:05:13 XMT ☎ 5551234 MMM-dd 15:10 C0044903C0000
021 OK 021/021 019 00:10:15 XMT SALES DIV. MMM-dd 18:10 C0044903C0000
(6) (7)
TOTAL PAGES = 000026 TOTAL TIME = 00:15:28

02: Panafax Service
-----
NO. COMM. PAGES FILE DURATION X/R IDENTIFICATION DATE TIME DIAGNOSTIC
019 OK 001/001 017 00:00:13 XMT ☎ 5551234 MMM-dd 10:10 C0044903C0000
030 OK 011/011 045 00:08:15 XMT SERVICE DEPT. MMM-dd 13:10 C0044903C0000

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

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

#### Sample Department Code Journal / Received Calls

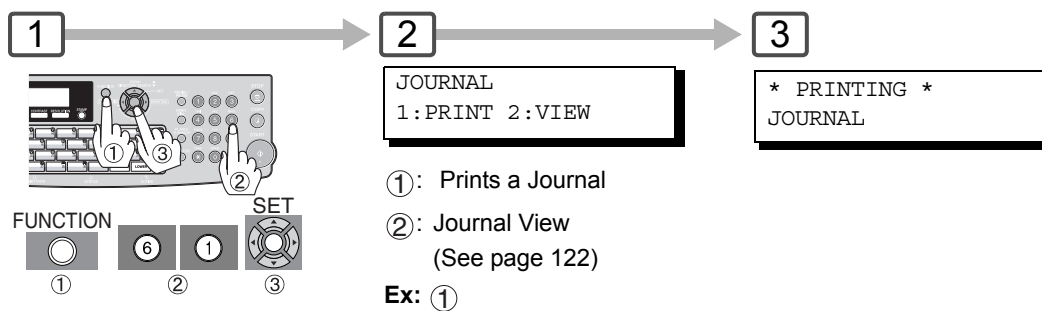
```
***** -DEPT CODE JOURNAL- ***** DATE MMM-dd-yyyy ***** TIME 15:00 *** P.02

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

NO. COMM. PAGES FILE DURATION X/R IDENTIFICATION DATE TIME DIAGNOSTIC
055 OK 005 00:05:13 RCV 4445678 MMM-dd 12:10 C0044903C0000
056 OK 005/005 020 00:08:15 RCV 111 222 333 MMM-dd 19:15 C0044903C0000

070 OK 001 017 00:00:13 RCV 44567345 MMM-dd 10:10 C0044903C0000

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



### Explanation of Contents

- (1) Period date of this journal.
- (2) Number of total pages transmitted/received for this machine.
- (3) Total transmitted/received time for this machine.
- (4) Department Code Number.
- (5) Department Name.
- (6) Total number of pages transmitted for this department.
- (7) Total transmitted time for this department.



# Facsimile Features

## Edit File Mode

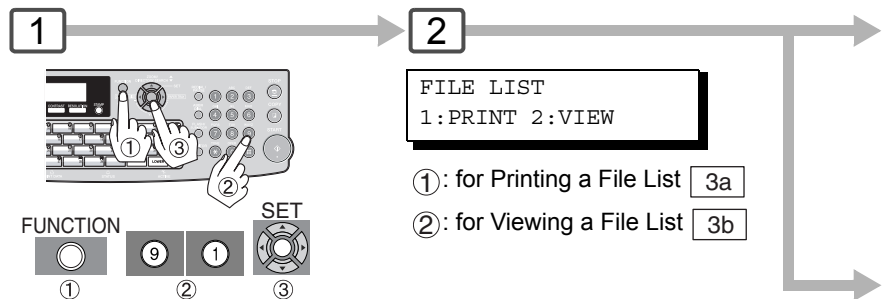
### General Description

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

After reserving the communication job as "FILES" in memory, you may need to change the settings of the communication(s) while it is still in memory.

This section describes how to use the file editing features.

### Printing or Viewing a List



### Sample File List (when Fax Parameter No. 119 is set to "2:Quick Name Search", see page 112.)

```

***** -FILE LIST- ***** DATE MMM-dd-yyyy ***** TIME 15:00 *****
(1) (2) (3) (4) (5) (6)
FILE COMM. TYPE CREATED TIME START TIME PAGES DESTINATION(S)
No.
001 DEFERRED XMT MMM-dd 13:20 20:30 [SALES ]
002 MEM. DEF. XMT MMM-dd 13:20 22:30 003 [AMERICA ] [ASIA ]
-PANASONIC -
***** UF-xxxx ***** -HEAD OFFICE - ***** 201 555 1212- *****

```

### Explanation of Contents

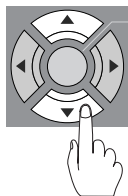
- (1) File number : If the file is now being executed, a "\*" is indicated on the left of the file number.
- (2) Communication type
- (3) Created date/time : Date/time when these files are created.
- (4) Executing time : If the file is a Timer Controlled Communication, the start time is printed in this column. If the file is an incomplete file, "INCOMP" is printed in this column.
- (5) Number of stored page(s)
- (6) Destination : Station Name/ABBR. No./One-Touch No./Manual Dialing No./Email Address

3a

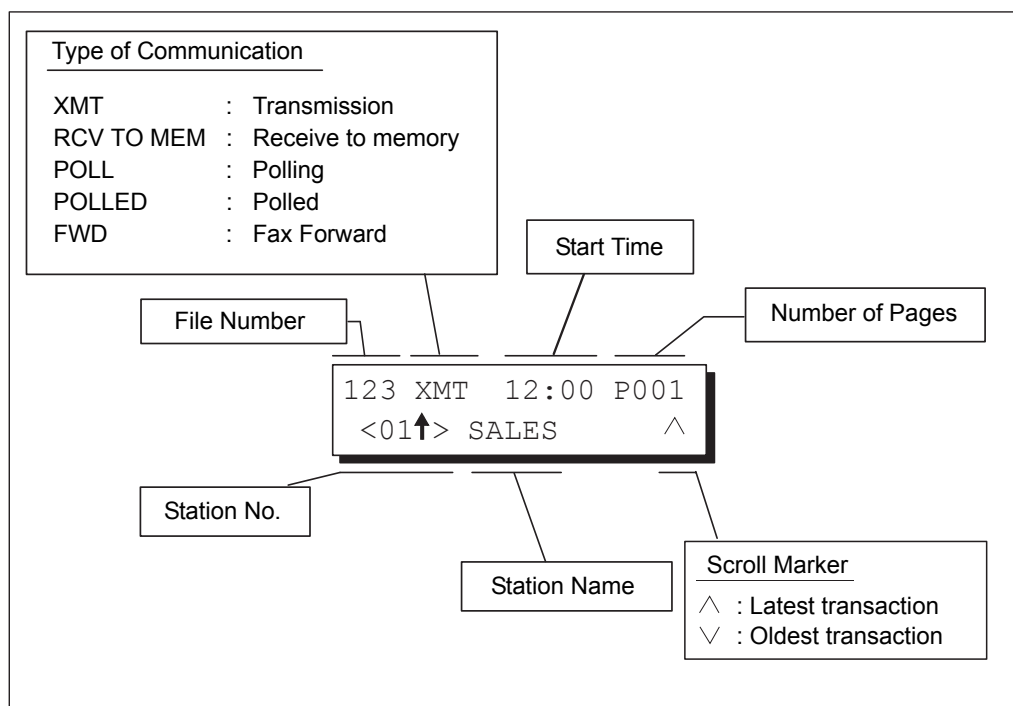
\* PRINTING \*  
FILE LIST

3b

USE THE ∨ ^ KEYS TO  
SCROLL EACH FILE



Sample Display



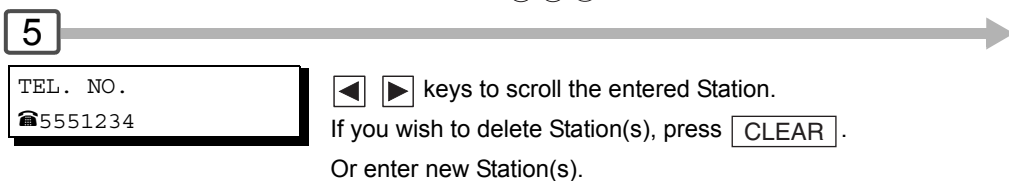
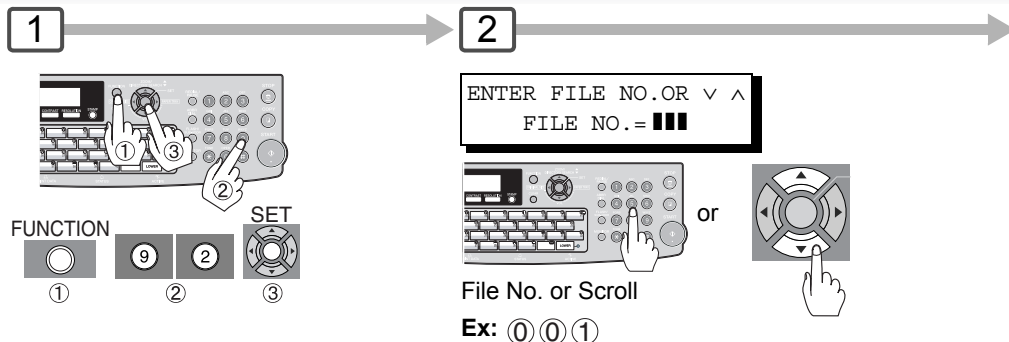


# Facsimile Features

## Edit File Mode

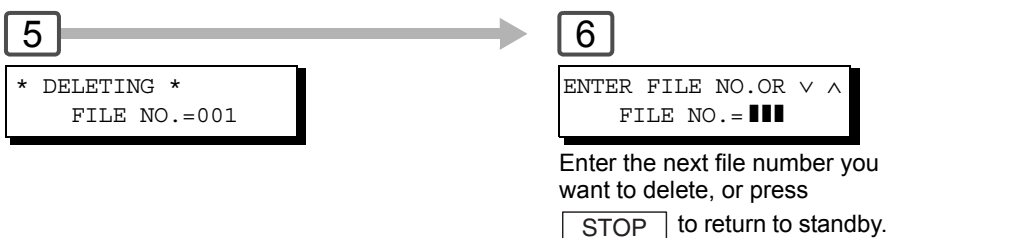
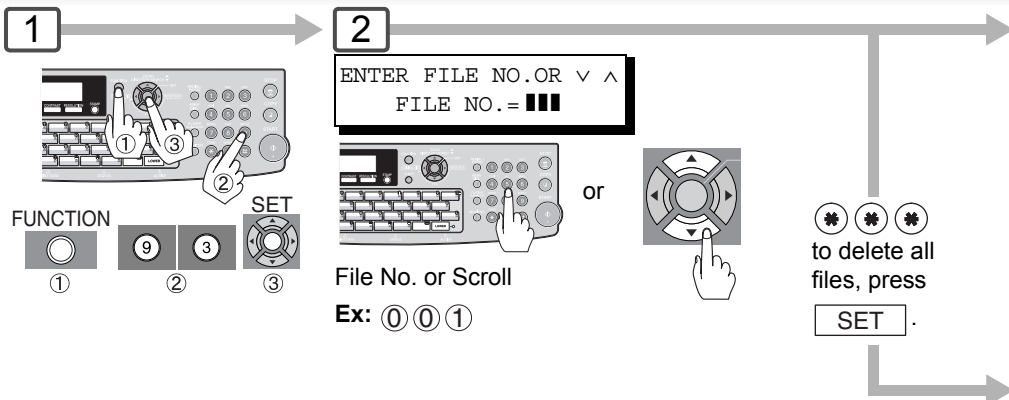
### Changing the Start Time or the Station of a File

Use the following procedure to change the start time, and/or stations in a communication file.



### Deleting a File

Use the following procedure to delete the file from memory. (See Note 1)

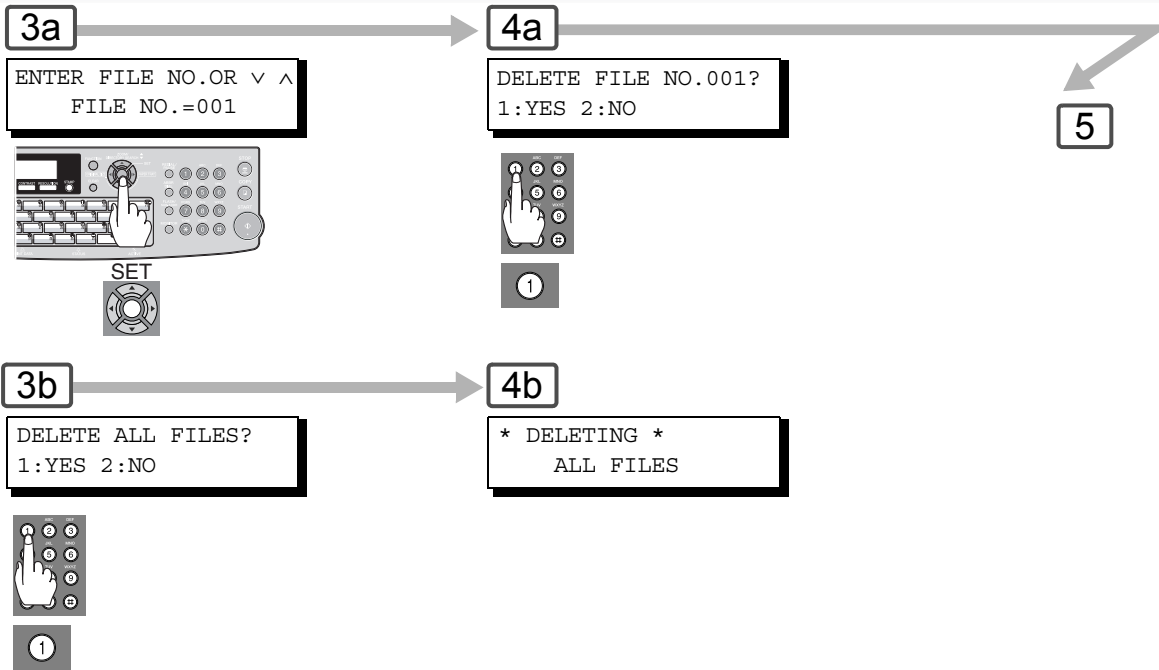
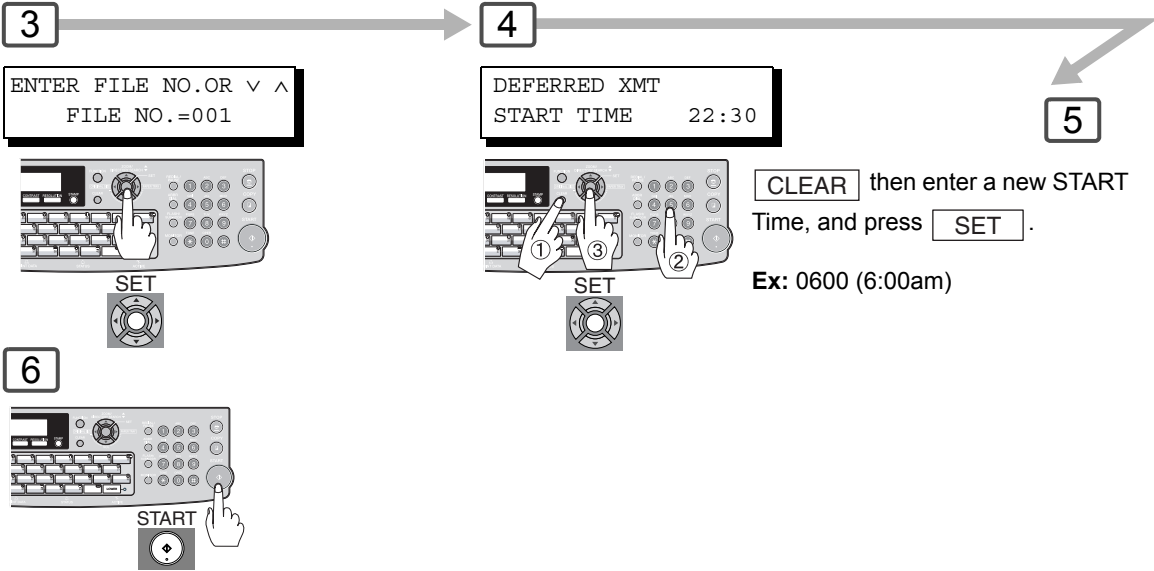


#### NOTE

1. Your machine cannot delete the file while it is being sent.
2. If the file is not an incomplete file, the following message is shown on the display.

SET DEFERRED COMM. ?  
1: YES 2: NO

Press ① to change the file type to deferred communication.



**NOTE**

3. If you edit the file that is saved as an incomplete file, after selecting ② in Note2, then press **START** in Step 6, your machine will prompt you whether to execute the file immediately. The display shows:

RETRY INCOMP FILE?  
1: YES 2: NO

Press ① to execute the file immediately.

4. If using "DELETE ALL FILES", it takes several minutes.

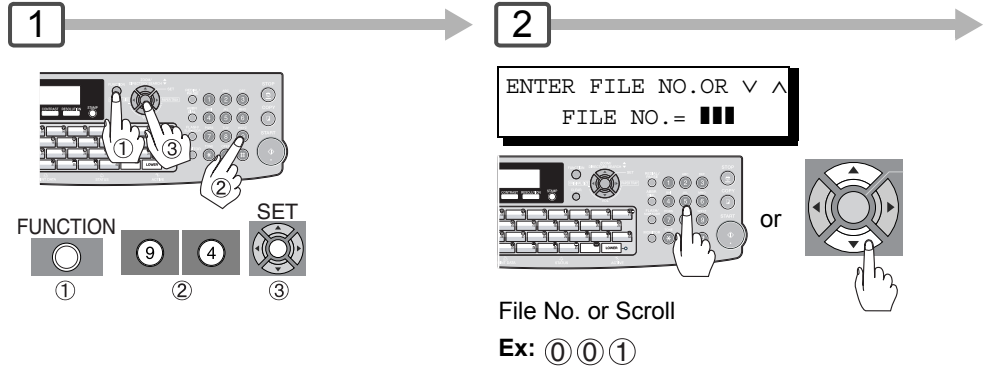


# Facsimile Features

## Edit File Mode

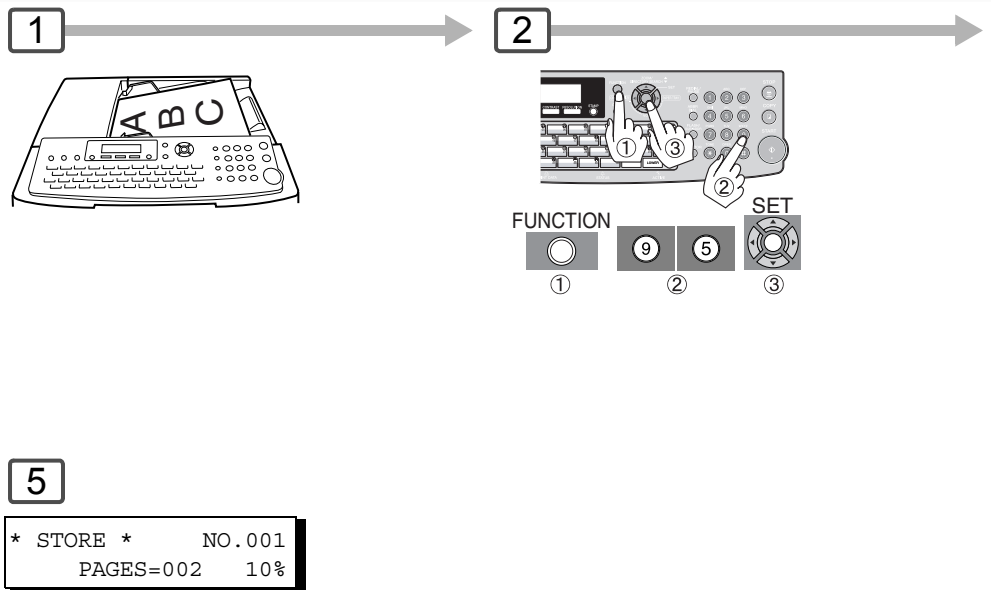
### ■ Printing Out a File

Use the following procedure to print the contents of the communication file.



### ■ Adding Documents into a File

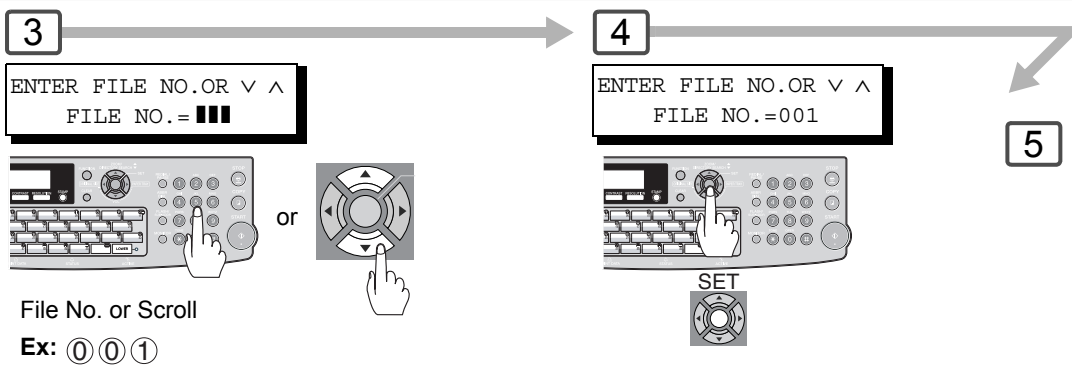
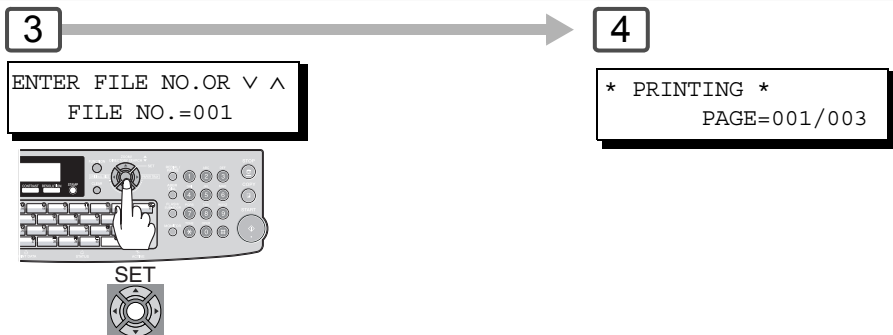
Use the following procedure to add documents into the file.



#### NOTE

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







# Facsimile Features

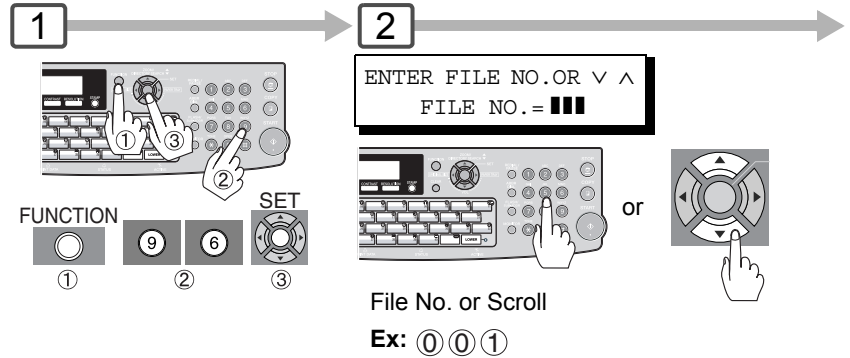
## Edit File Mode

### ■ Retry an Incomplete File

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

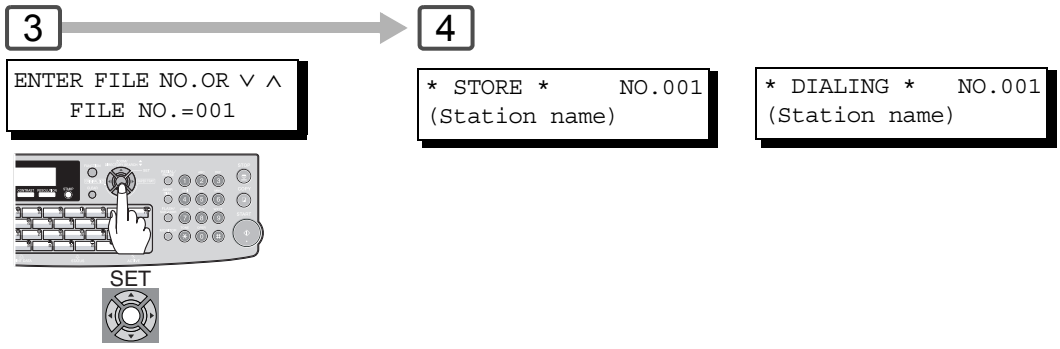
If you need to retain the document even if the communication failed, change the setting of Fax Parameter No. 31 (**Incomplete File Save**) to "**Valid**" in advance. (See page 111)

Use the following procedure to retry the incomplete file.



#### NOTE

1. If you set Fax Parameter No. 31 to "**Valid**", all incomplete files will remain in memory. To avoid memory overflow, please check the memory content frequently.





# Facsimile Features

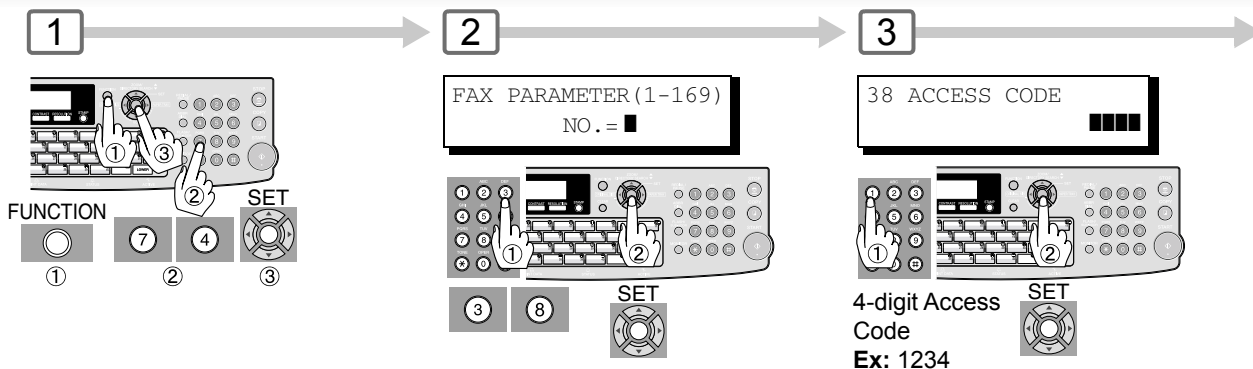
## Access Code

### ■ General Description

The Access Code prevents an unauthorized user from operating the machine. Once a 4-digit Access Code is registered, no one can operate the machine without entering the correct access code.

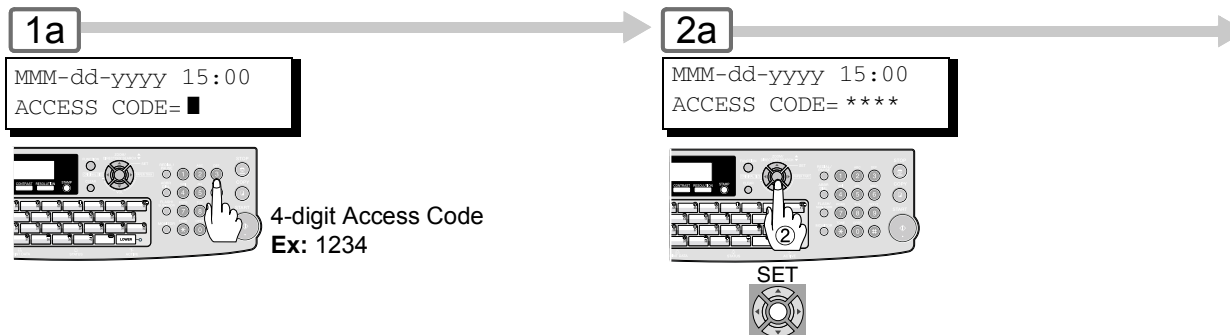
Automatic Receiving, however, is always available. After you complete any operation, such as mode setting, or transmission, and the display returns to standby, you have to reenter the access code in order to use the machine again. Registering the Access Code does not affect the use of the machine in any other way.

### ■ Setting the Access Code

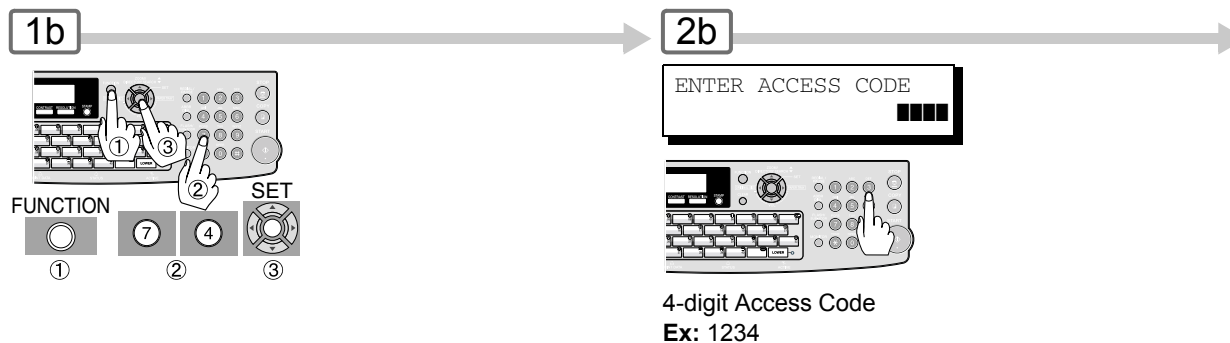


### ■ Operating FAX with the Access Code

#### Restrict all Operations



#### Restrict the Operation of Setting/Printing the Fax Parameters



#### NOTE

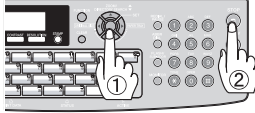
- To erase the Access Code, enter the Access Code, and press **SET** and follow the procedure, then press **CLEAR**, **SET** and **STOP**.

**4** → **5**

38 ACCESS CODE  
1:ALL 1234

Select Restriction Level.  
1: All;  
or  
2: Parameters;  
**Ex: 2: Parameters**

38 ACCESS CODE  
2:PARAMETERS 1234



SET
STOP

→ **4**

MMM-dd-yyyy 15:00  
00%

or

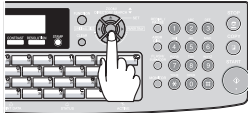
FAX PARAMETER(1-169)  
NO. = █

Now you can operate the machine normally.

**NOTE:**  
When "Internet Fax/Email/Network Scanner Module" option is installed, Fax Parameters are 1-182.

**3b**

ENTER ACCESS CODE  
\*\*\*\*



SET



# Facsimile Features

## Dial Prefix

### General Description

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

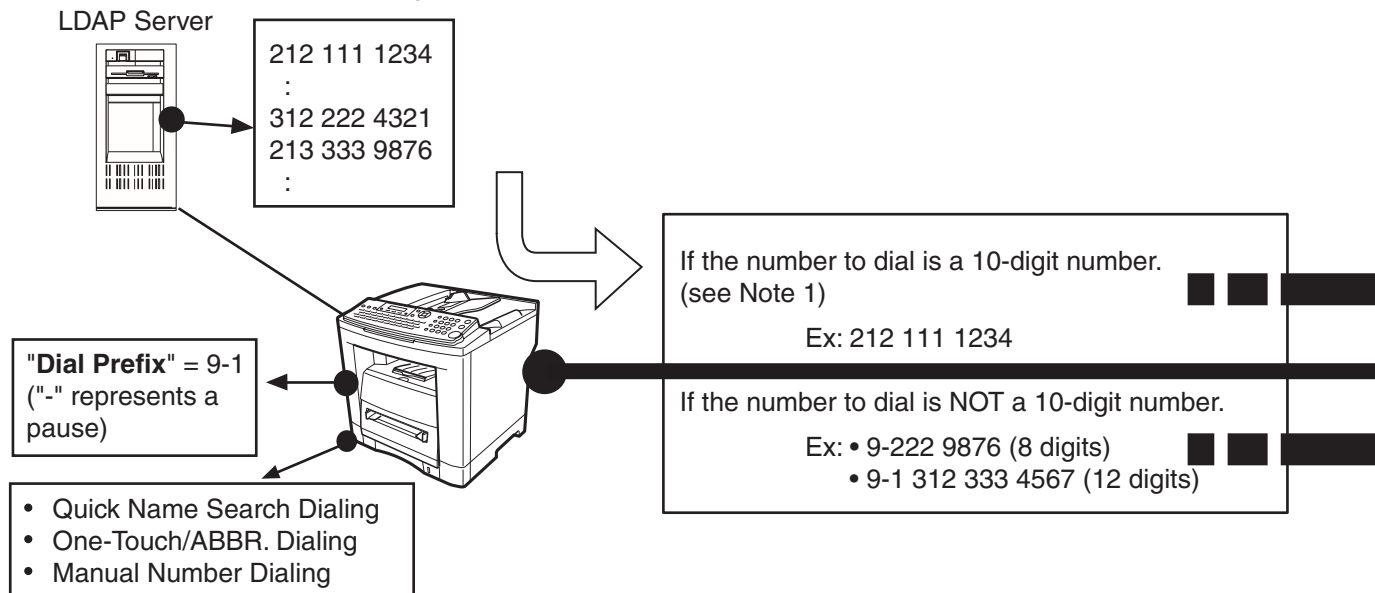
- LDAP database search for fax phone numbers (Directory Search)
- Import an existing fax phone number list in CSV file format (Network Address Book Editor software)

Since the phone numbers in such database are usually 10-digit numbers that are not the same as the numbers to be actually dialed through your PBX.

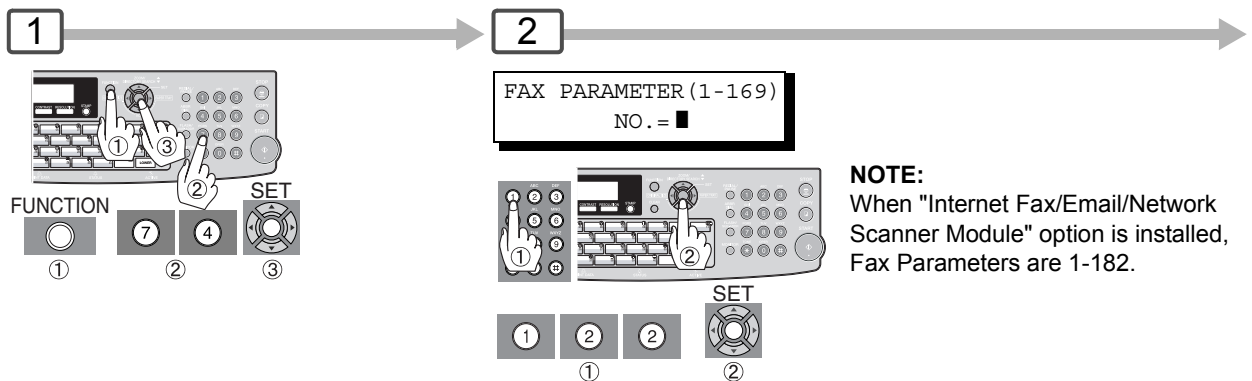
(Example)

- A fax phone number in the database → 212 555 1234
- A fax phone number to be dialed via PBX, if you are outside 212 calling area → 9+ PAUSE +1+212 555 1234

Dial prefix function allows you to program a Dial Prefix including PBX Dial-out Prefix (e.g. "9"), and Long Distance Call Code (=1) and pre-programmed Dial Prefix will be automatically dialed only when the fax phone number is a 10-digit number so that you can utilize the existing database without modifying them. To enable this function, the Fax Parameter No.122 is to be set to "Valid". (See page 113)

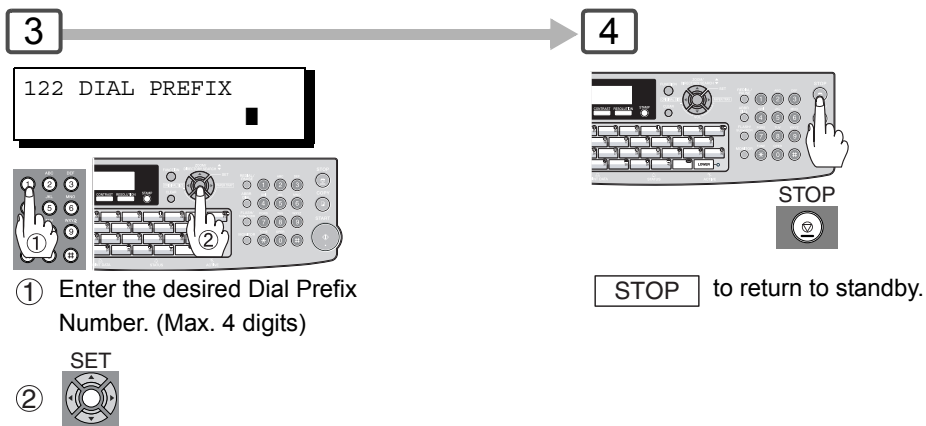
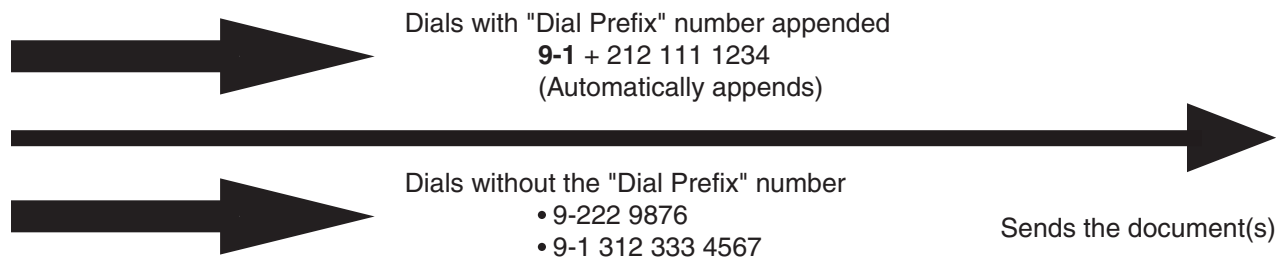


### Setting the Dial Prefix



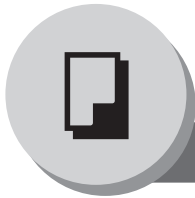
#### NOTE

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



**NOTE**

2. This function is not available when using On-Hook Dialing, or Off-Hook Dialing either with the optional handset, or an external telephone set.

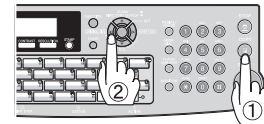
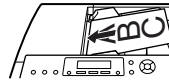
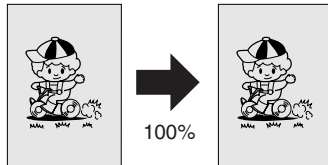


# Copy Features

## Basic Copy

### ■ Copying the Same Size Originals (1:1)

Copy size is automatically selected.

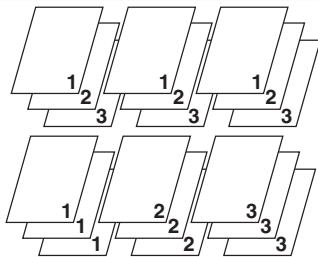


- ① COPY
- ② ORIGINAL SIZE
- LTR : Letter-R
- INV : Invoice
- INV : Invoice-R
- LGL : Legal
- MIX : Letter and Legal (See Note 1)

### ■ Multi-Size Feeding (MIX)

Use this function when copying mixed (Legal & Letter) size originals through the ADF. The original's size is automatically detected, and copied in full size. (See Note 2)

### ■ Sort Mode



**Sort**  
Multiple sets of copies will be made, and sorted in the original's page order.

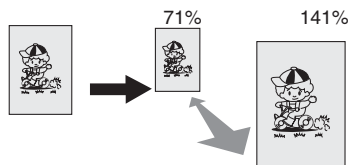
**Non-Sort**  
Multiple copies of each original will be made non sorted.

**NOTE:**  
Initial Sort Mode settings can be selected within the Function Settings. (See page 116) Copier Setting No. 10 to "2:Sort"

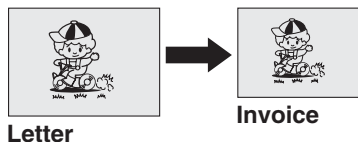
### ■ Copying with Variable or Preset Zoom Ratios

#### Variable Zoom Ratios

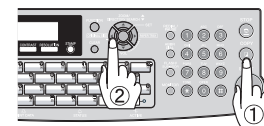
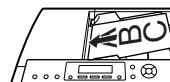
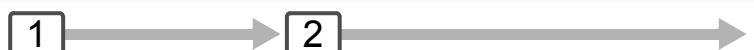
Copies with variable zoom ratios from 71% to 141%, in 1% increments.



#### Preset Ratios (ex: Reduction)



**NOTE:**  
When the paper size is indicated "\*\*\*\*\*", load paper into the Sheet Bypass. (See page 26)

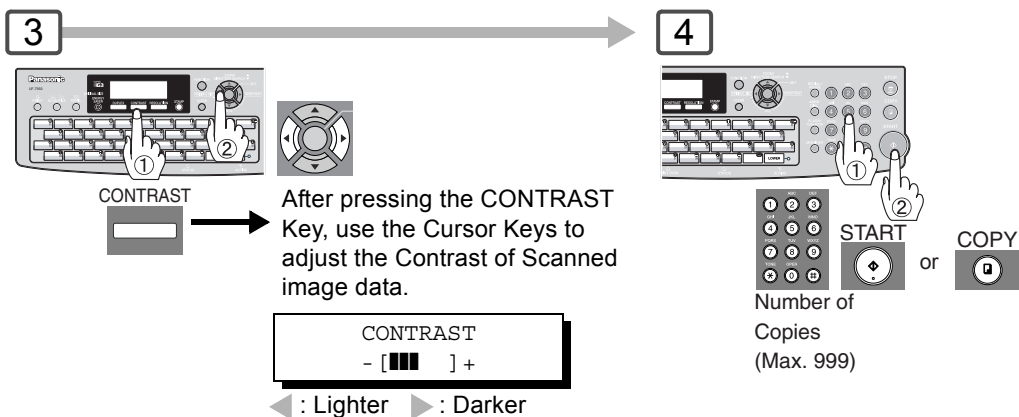


- ① COPY
- ② ORIGINAL SIZE
- LTR : Letter-R
- INV : Invoice
- INV : Invoice-R
- LGL : Legal
- MIX : Letter and Legal (See Note 1)

**NOTE**

1. This function is available only when the optional Tray-2 is installed, and both Legal and Letter-R size papers are loaded in Tray-1 and Tray-2 respectively.





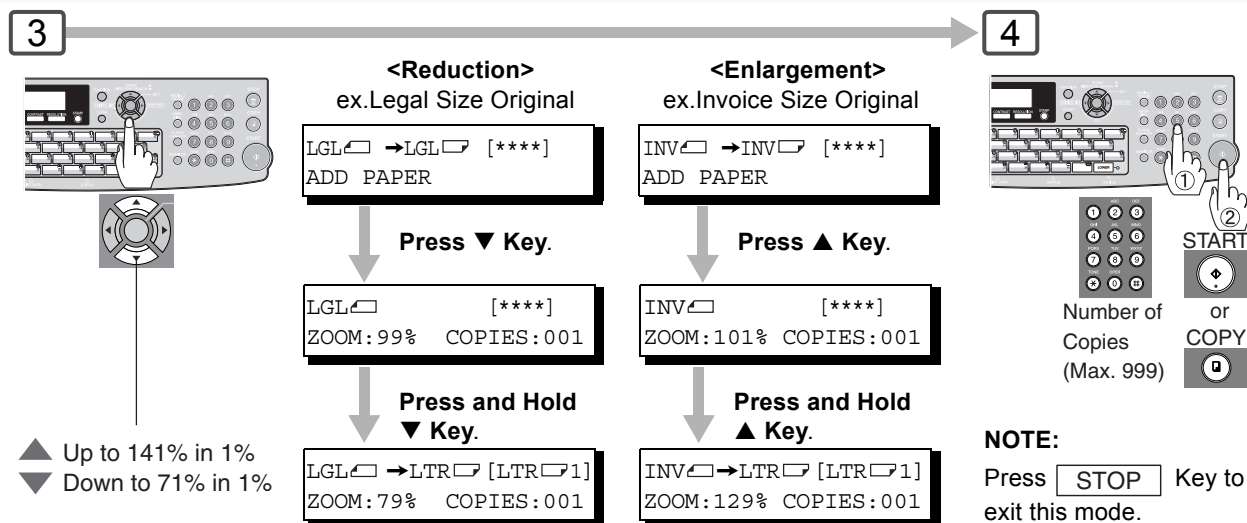
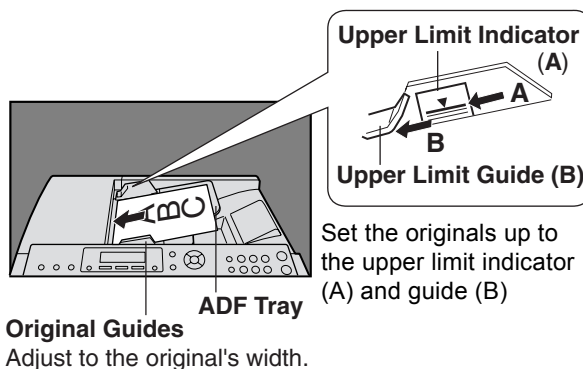
### ■ Using the ADF

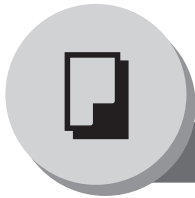
#### Originals that cannot be used

- Post Cards, Drawing Papers, Transparencies, Labelling Papers, Heavyweight Papers, Thin Art Papers, Film, Thermal papers

#### Inappropriate Originals

- Paper with a smooth surface such as glossy, and coated papers
- Originals with a Lead Edge that is ripped, creased, folded, punched, or glued.
- Mixed width Originals
- Post-it Notes
- Pressure sensitive, or carbon backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer
- Originals with fresh White-Out (Liquid paper correction fluid)



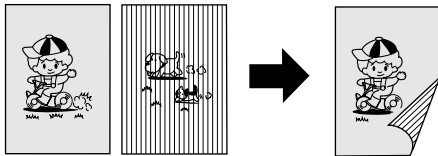


# Copy Features

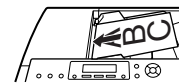
## Creative Features

### 1→2 Copy

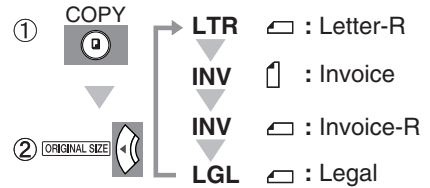
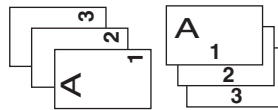
1-Sided → 2-Sided Copy



**NOTE:**  
When using the Sheet Bypass, 1→2 Copy function is not available.

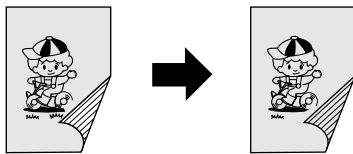


Portrait Landscape

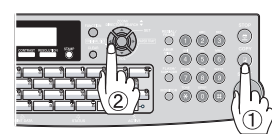
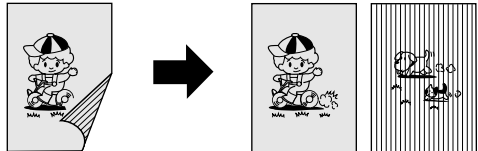


### 2→2 Copy, 2→1 Copy

2 → 2 Copy 2-Sided → 2-Sided Copy

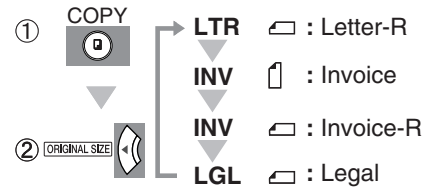
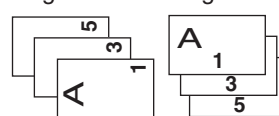


2 → 1 Copy 2-Sided → 1-Sided Copy



Odd Number Pages.

Long Edge Originals Short Edge Originals

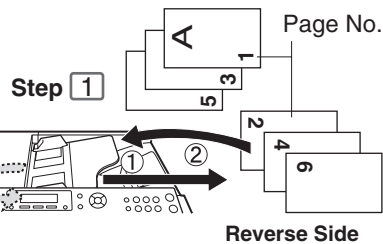


**NOTE:**  
When using the Sheet Bypass, 2→2 Copy function is not available.



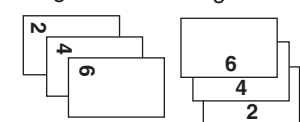
6 INSERT SECOND SIDE ORIENTATION AS IS

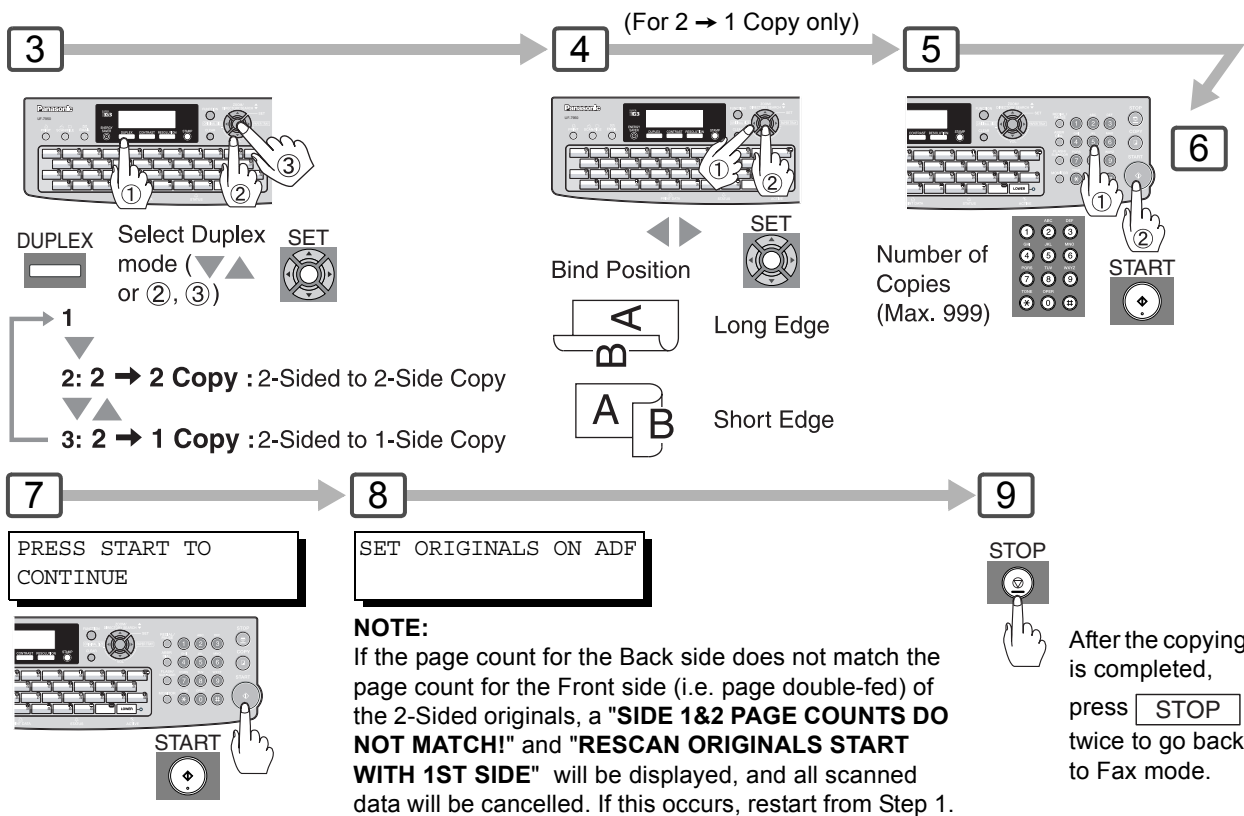
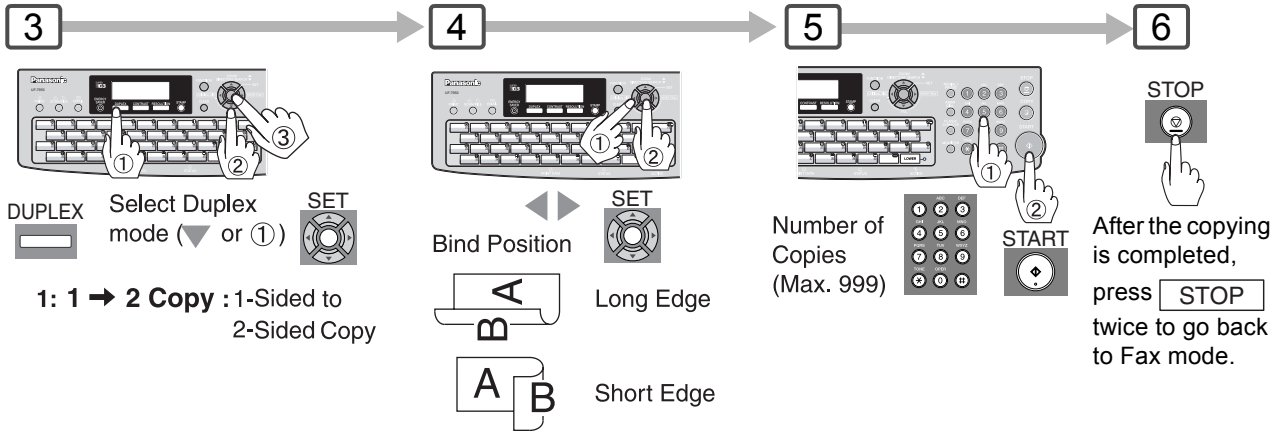
Place the second side of the original(s) of Step 1 in the order, and direction as ejected.

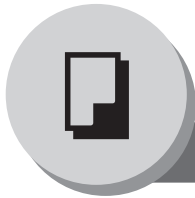


Even Number Pages.

Long Edge Originals Short Edge Originals





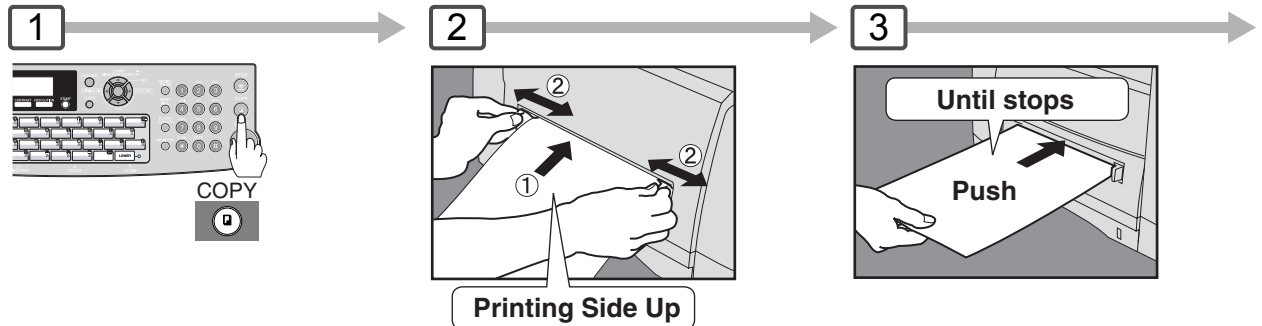


# Copy Features

## Other Features

### ■ Changing the Paper Size (Sheet Bypass)

The Sheet Bypass is designed to accommodate B5, A5, A4, FLS1, FLS2, Invoice, Letter, Legal Size paper, and Transparency Film.



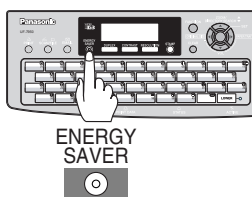
- ① Feed a sheet of paper at a time.  
Paper Weight: 16 - 44 lb
- ② Adjust the width guides.  
Incorrect adjustment may cause the paper to wrinkle, misfeed, or skew.

### ■ Energy Saver (Power Saver Mode, Sleep/Shutdown Mode)

These modes save power while the machine is not in use. You can select desired save mode, and timer in Fax Parameter No. 34. (See page 111)

#### Power Saver Mode

To enter



or Automatically enters the Power Saver Mode after 10 minutes (default setting) from the last operation.

ENERGY SAVER  
Flashes : Power Saver Mode

To Exit



#### Sleep/Shutdown Mode

##### • Sleep Mode

Automatically enters the Sleep Mode after 3 minutes from the last operation. (Except UF-7950: 10 minutes.)

##### • Shutdown Mode

Automatically enters the Shutdown Mode after 10 minutes from the last operation.

##### NOTE:

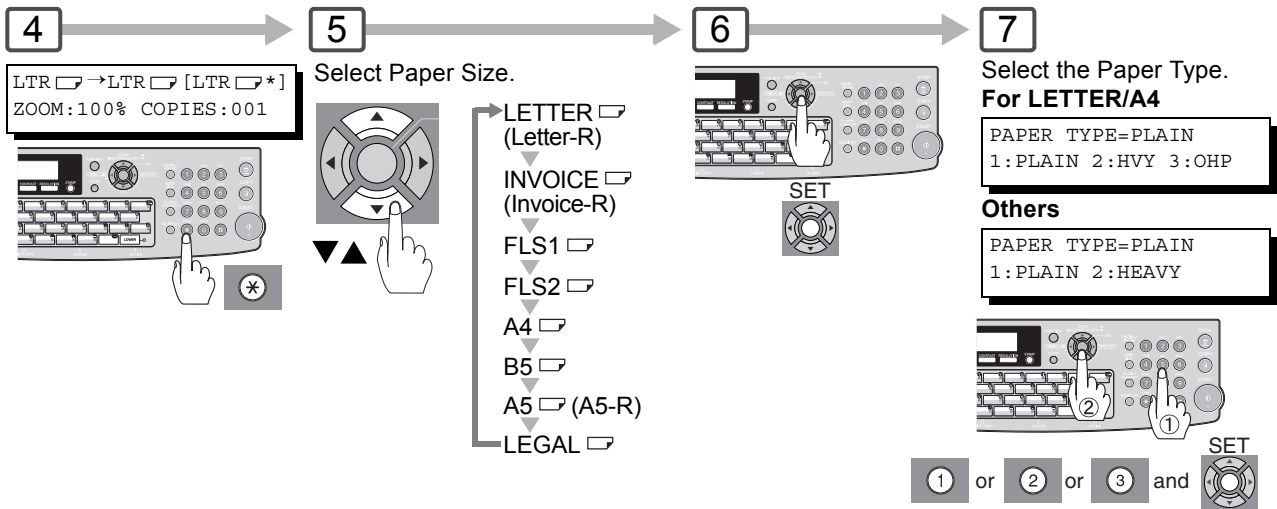
To adjust the default Mode timer, see page 111.

ENERGY SAVER  
Lights : Sleep/Shutdown Mode

To Exit



Modes	Power Consumption	Warm Up Time
Normal Operation	Approx. 13 W	—
Power Saver	Approx. 12 W	Approx. 19 sec.
Sleep	Approx. 7 W	Approx. 19 sec.
Shutdown	Approx. 1 W	Approx. 19 sec.



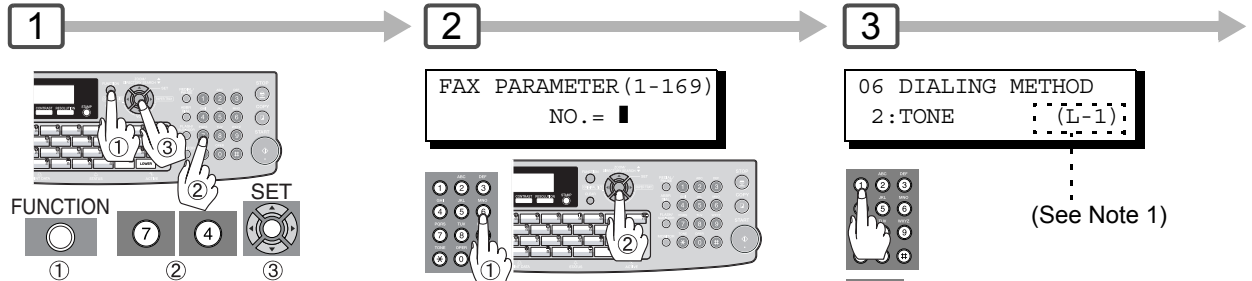
**NOTE:**  
 "3:OHP" selection is displayed only when Letter or A4 paper size is selected.  
 (See page 25)



# Setting Your Machine

## Adjusting the Volume and Dialing Method (Tone or Pulse)

### ■ Setting the Dialing Method (Tone or Pulse)



(See Note 1)

① : for PULSE

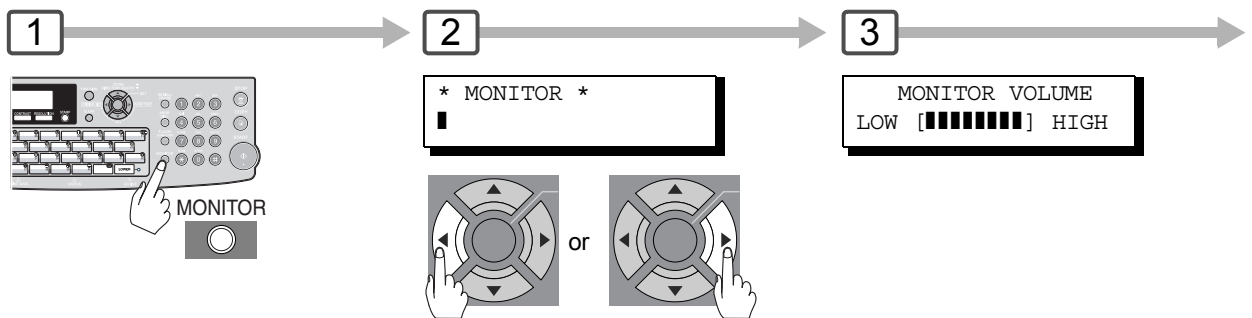
② : for TONE

Ex: ①

#### NOTE:

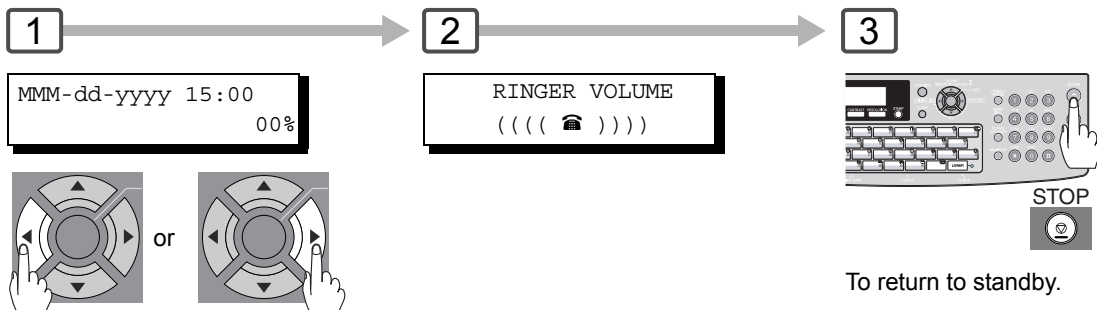
When "Internet Fax/Email/Network Scanner Module" option is installed, Fax Parameters are 1-182.

### ■ Setting the Monitor Volume



repeatedly to raise, or lower the volume.

### ■ Setting the Ringer Volume



To return to standby.

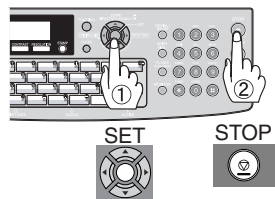
repeatedly to raise, or lower the volume.

#### NOTE

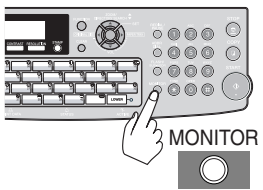
1. This message is displayed when optional G3 Communication Port Kit is installed.
2. If you are using Pulse dialing, and you wish to change to Tone dialing in the middle of dialing, press **TONE** (represented by a "/"). The dialing method will be changed from Pulse to Tone after dialing the digit "/".

4

06 DIALING METHOD  
1:PULSE (L-1)



4



To return to standby.



# Setting Your Machine

## Programming Auto Dialer

### General Description

Your machine has 2 types of Auto Dialers. The default dialer can be selected by changing the setting of Fax Parameter No. 119 "QWERTY KEYBOARD".

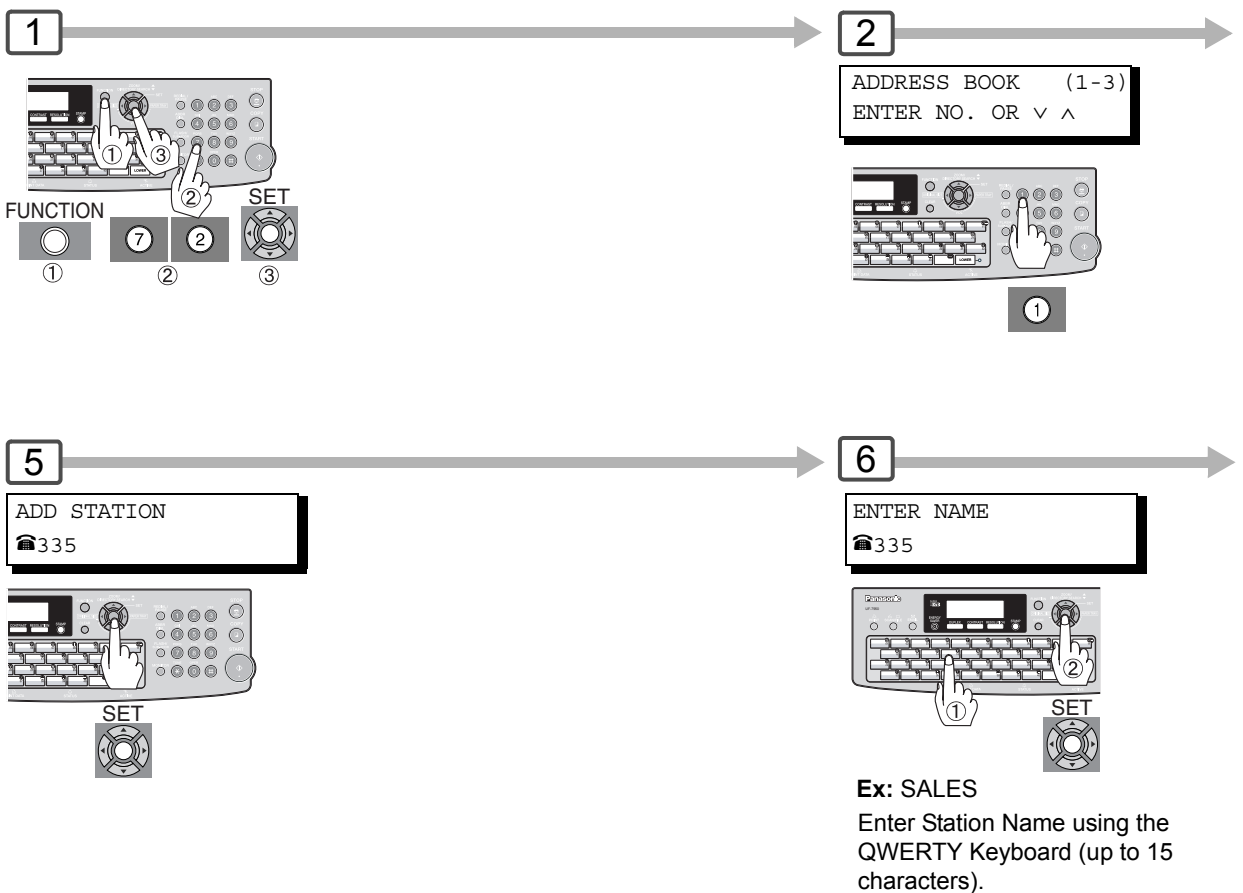
When the setting is set to:

"1:One-Touch" : You can manually select the desired One-Touch Key, ABBR Dialing, and the Program Key.

"2:Quick Name Search" : You can select the station by searching the Station Name, and the Program Name.

### Programming Address Book Dialing

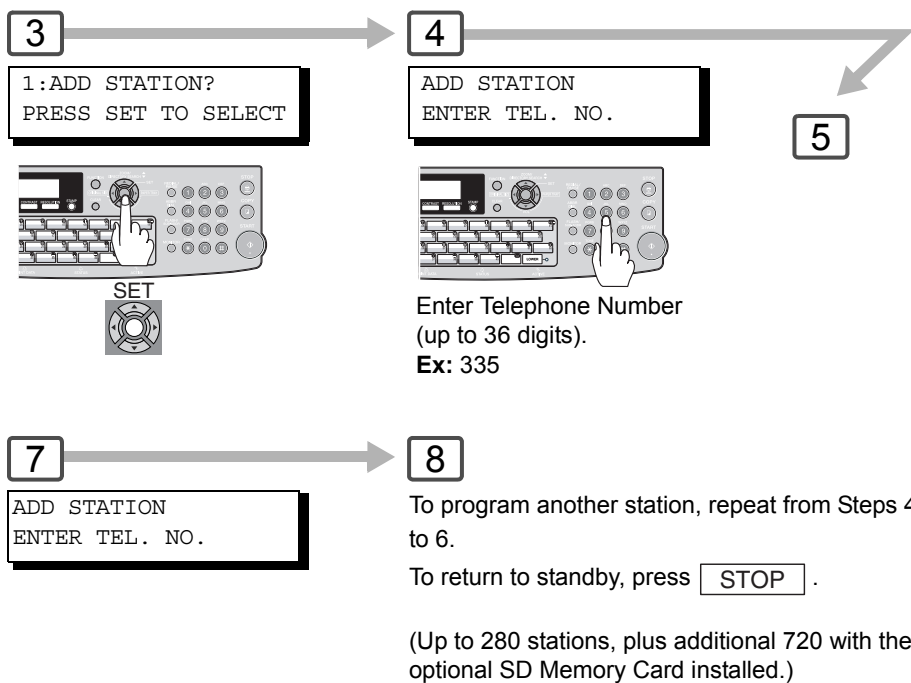
(When Fax Parameter No.119 is set to "2:Quick Name Search", see page 112.)



#### NOTE

1. When using Address Book Dialing, the ABBR Number Dialing cannot be used.
2. If you need to dial a prefix to get an outside line, enter it first and then press **PAUSE**.  
A hyphen "-" is displayed for pause, or utilize "Dial Prefix" function to automatically add the prefix (see page 86).





**NOTE**

3. Use **MONITOR** to enter a space between the numbers to make it easier to read.
4. To correct a mistake, use **◀** or **▶** to move the cursor to the right side of the incorrect number; press **CLEAR** then re-enter the correct number.

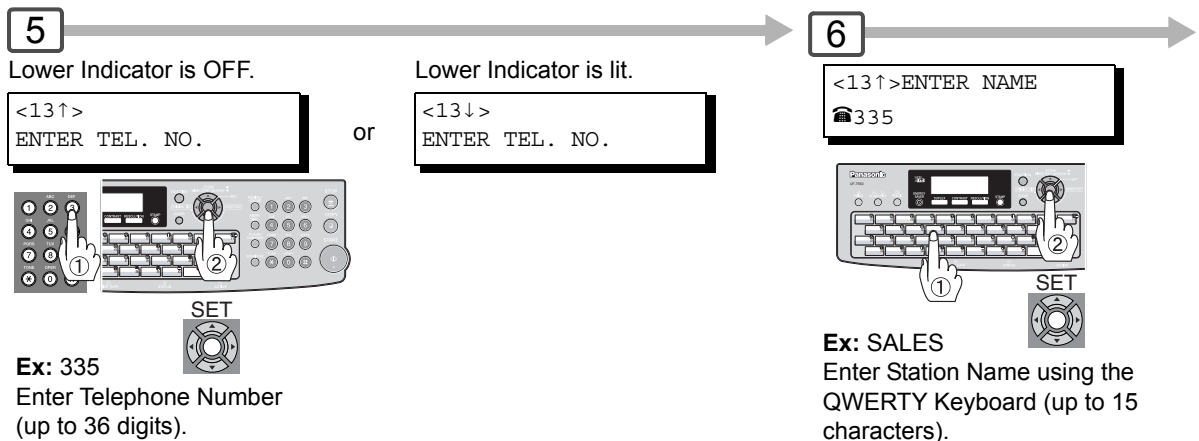
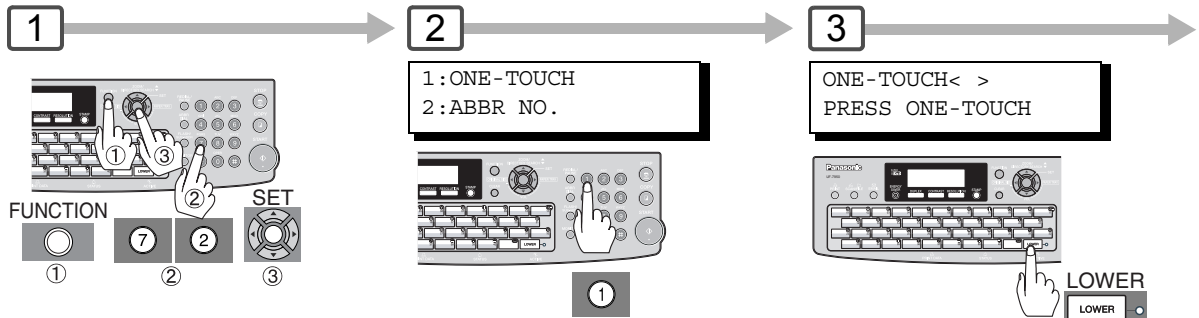


# Setting Your Machine

## Programming Auto Dialer

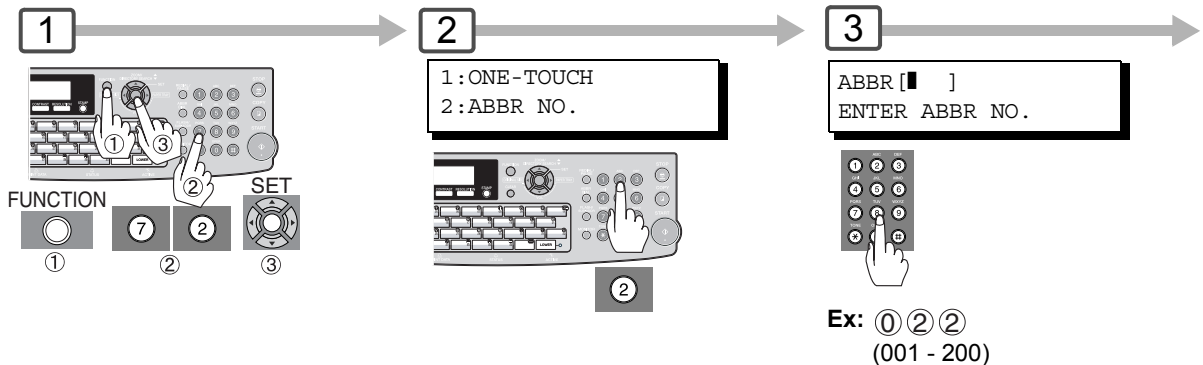
### ■ Entering One-Touch Dialing Numbers

(When Fax Parameter No. 119 is set to "1:One-Touch", see page 112.)



### ■ Entering Abbreviated Dialing Numbers

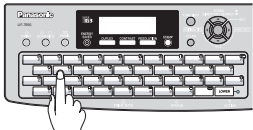
(When Fax Parameter No. 119 is set to "1:One-Touch", see page 112.)



**4** →

ONE-TOUCH< >  
 PRESS ONE-TOUCH

**5**



Select One-Touch.

Ex: 13

**7**

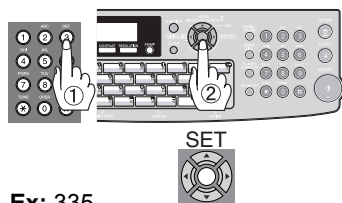
ONE-TOUCH< >  
 PRESS ONE-TOUCH

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

STOP .

**4** →

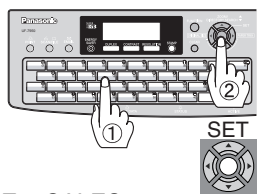
[022]  
 ENTER TEL. NO.



Ex: 335  
 Enter Telephone Number  
 (up to 36 digits).

**5** →

[022] ENTER NAME  
 335



Ex: SALES  
 Enter Station Name using  
 the QWERTY Keyboard  
 (up to 15 characters).

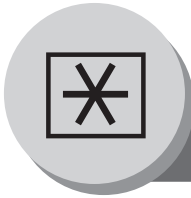
**6**

ABBR [■ ]  
 ENTER ABBR NO.

To record another number,  
 repeat Steps 3 to 5.  
 To return to standby, press

STOP .

(Up to 200 stations, plus additional  
 720 with the optional SD Memory  
 Card installed.)

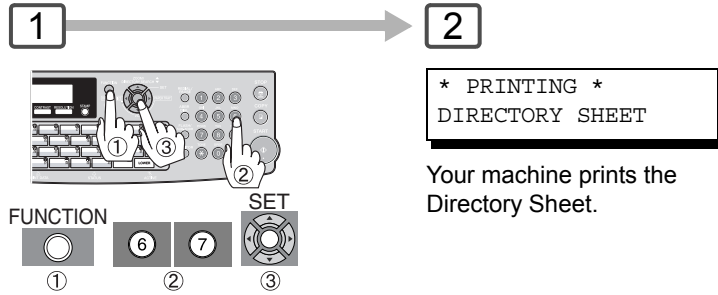


# Setting Your Machine

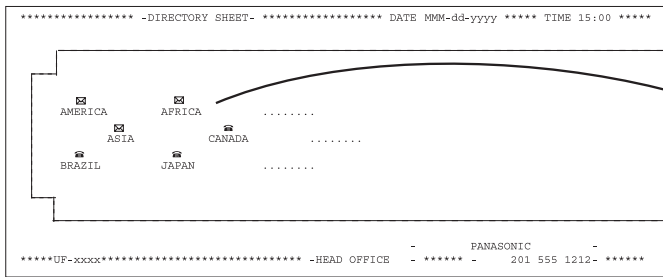
## Programming Auto Dialer

### ■ Printing the Directory Sheet

After programming the One-Touch dialing numbers, you can print the Directory Sheet which includes each station's name. This sheet is available when the Fax Parameter No.119 is set to "1:One-Touch". (See page 112)

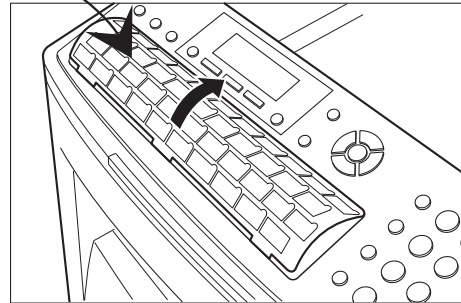


## Directory Sheet Sample






Cut the Directory Sheet along the dashed lines, and insert into the Directory Holder.

**Note:** It may be necessary to trim the edges a bit further for the sheet to fit into the holder better.



## Explanation of Contents

-  : Telephone Number is programmed
-  : Email Address is programmed
-  : Group Dial is programmed
- (None) : Program Key is not programmed

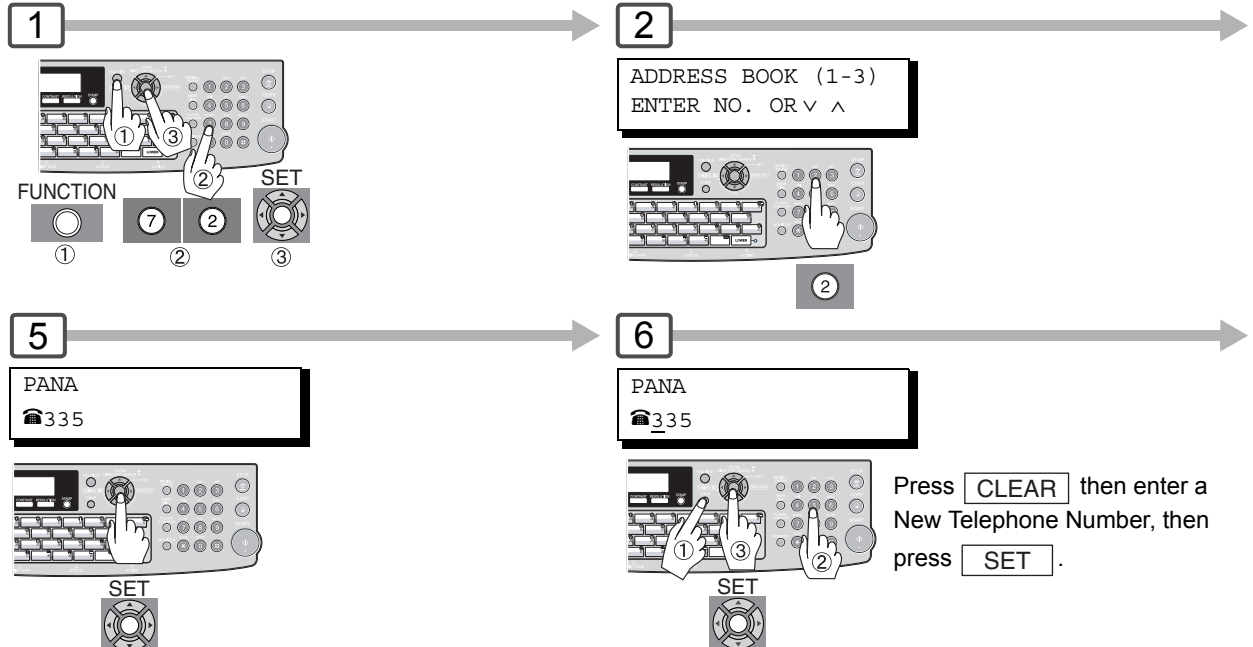


# Setting Your Machine

## Programming Auto Dialer

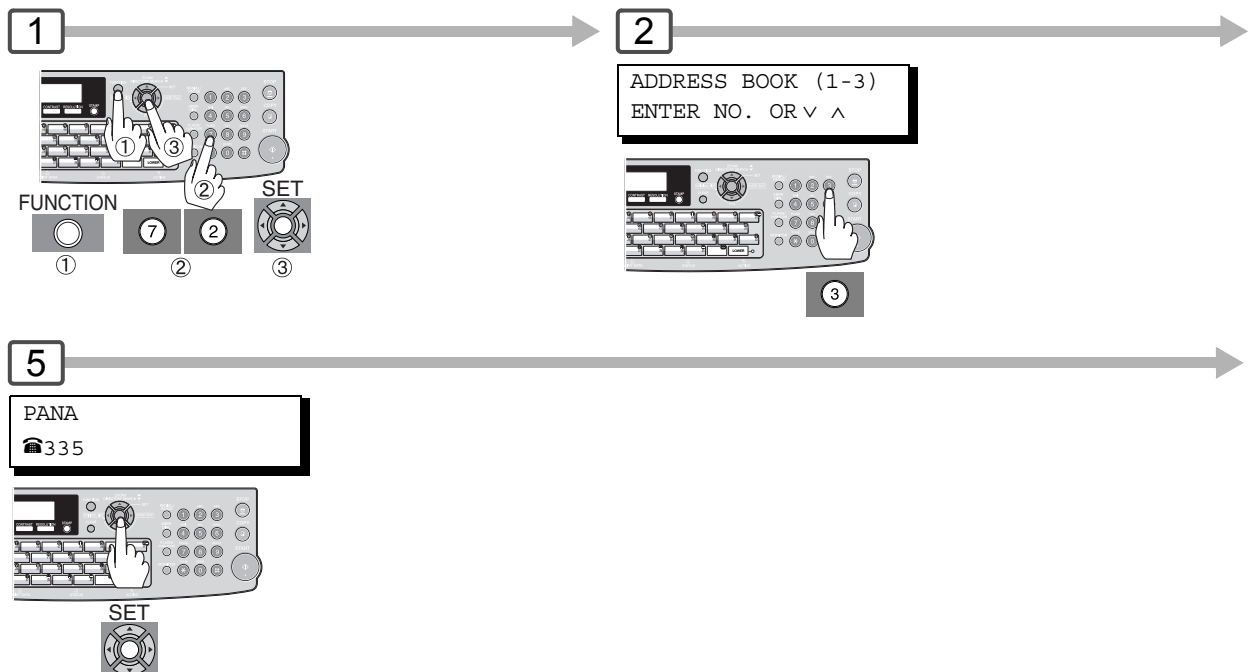
### Address Book Modification

(When Fax Parameter No. 119 is set to "2:Quick Name Search", see page 112.)



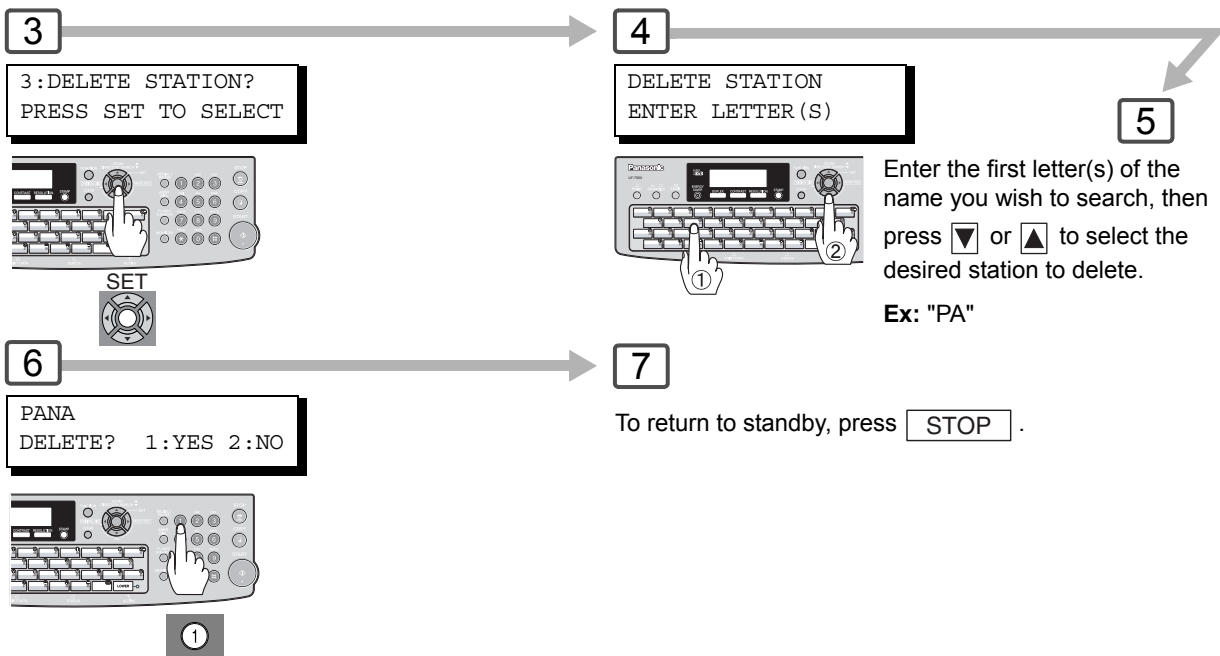
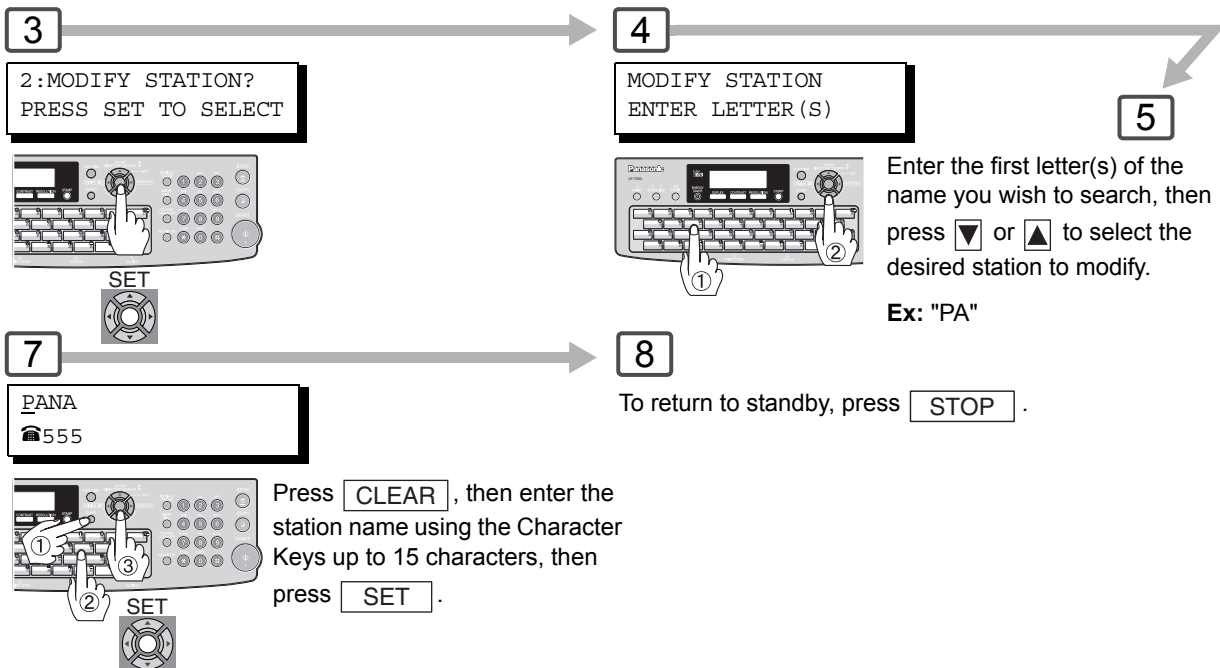
### Address Book Deletion

(When Fax Parameter No. 119 is set to "2:Quick Name Search", see page 112.)



#### NOTE

1. If you need to dial a prefix to get an outside line, enter it first and then press PAUSE. A hyphen "-" is displayed for pause, or utilize "Dial Prefix" function to automatically add the prefix (see page 86).
2. Use MONITOR to enter a space between the numbers to make it easier to read.



**NOTE**

3. To correct a mistake, use or to move the cursor to the right side of the incorrect number; press **CLEAR** then re-enter the correct number.
4. If the Auto Dialer has been used for a communication reservation, the settings cannot be changed, or deleted until the communication has finished. To change or delete the settings, cancel the communication first by using the Edit File Mode. (See page 78)



# Setting Your Machine

## Programming Auto Dialer

### ■ Changing or Erasing the Settings of the One-Touch/Abbreviated Dialing Numbers

(When Fax Parameter No. 119 is set to "1:One-Touch", see page 112.)

**1** → **2**

**Ex:** ②

**4a** →

To change

Press **CLEAR**, then enter a new telephone number(s), or email address, then press **SET**.

**4b** →

To erase


#### NOTE

1. If you need to dial a prefix to get an outside line, enter it first and then press **PAUSE**. A hyphen "-" is displayed for pause, or utilize "Dial Prefix" function to automatically add the prefix (see page 86).
2. Use **MONITOR** to enter a space between the numbers to make it easier to read.
3. To correct a mistake, use **◀** or **▶** to move the cursor to the right side of the incorrect number; press **CLEAR** then re-enter the correct number.



**3**

ABBR [ ]  
 ENTER ABBR NO.

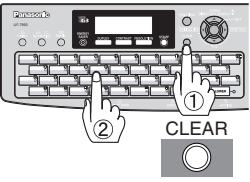
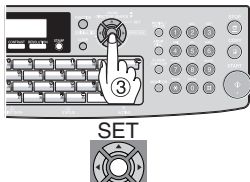


**4a** To change  
or  
**4b** To erase

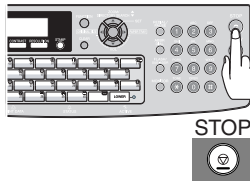
Ex: 001

**5a** → **6a**

[001] SALES DEPT  
 9-555 3456


+


ABBR [ ]  
 ENTER ABBR NO.



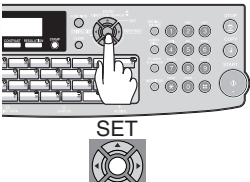
To return to standby.

Press **CLEAR**, then enter the station name using the QWERTY Keyboard (up to 15 characters), then press **SET**.

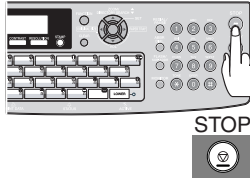
Ex: PANAFAX

**5b** → **6b**

[001] SALES DEPT  
 ENTER TEL. NO.



ABBR [ ]  
 ENTER ABBR NO.



To return to standby.

**NOTE**

4. If the Auto Dialer has been used for a communication reservation, the settings cannot be changed, or deleted until the communication has finished. To change or delete the settings, cancel the communication first by using the Edit File Mode. (See page 78)



# Setting Your Machine

## User Parameters (For Facsimile)

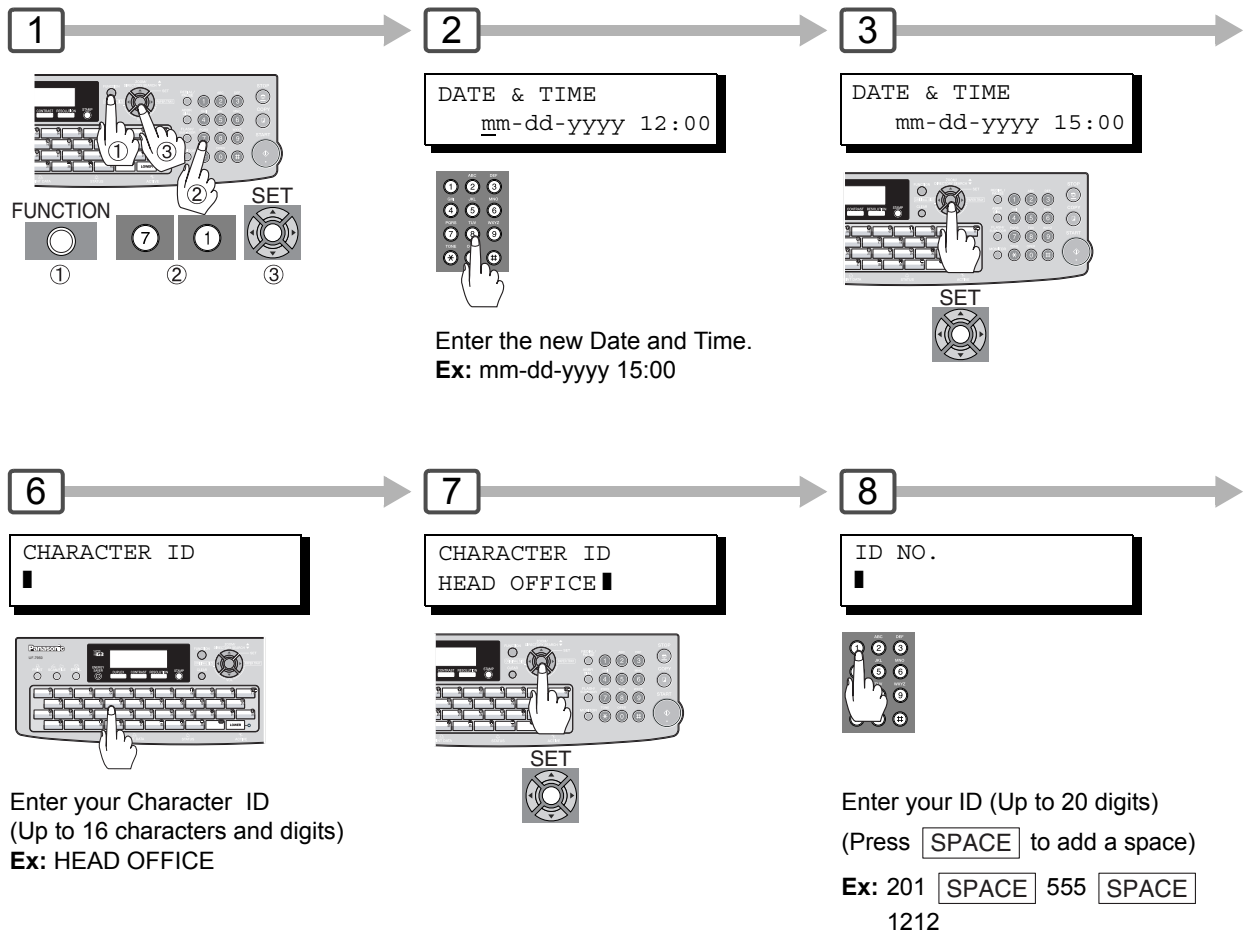
### General Description

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

These parameters can be programmed via your PC by using the Configuration Editor included in the Panasonic Document Management System CD with the machine.

Follow the Operating Instructions included in the Panasonic Document Management System CD.

### Setting the User Parameters




#### NOTE

1. Special characters, such as Å, Ä, Ö, Ü, Æ, è and é cannot be used for Character ID.
2. To correct a mistake, use **◀** or **▶** to move the cursor to the right side of the incorrect number or character, press **CLEAR** then re-enter the correct number or character. If you wish to clear all numbers or characters, press **CLEAR** when the cursor is positioned at the beginning of the number or character field.
3. The current Date & Time must be set because it is required by the Telephone Consumer Act of 1991. (For details, see FCC NOTICE at the beginning of these Operating Instructions.) (See page 17)
4. Your Company Name or your name must be set as your LOGO because it is required by the Telephone Consumer Act of 1991. (For details, see FCC NOTICE at the beginning of these Operating Instructions.) (See page 17)

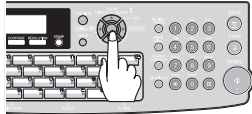
**4** → **5** → **6**

LOGO  
█




Enter your LOGO  
(Up to 25 characters and numbers)  
**Ex:** PANASONIC

LOGO  
PANASONIC █

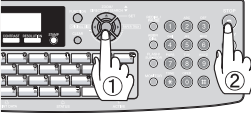


SET





**9**

ID NO.  
201 555 1212 █



SET      STOP

To return to standby.

Exits the User Parameter Mode.  
(Programming other User Parameters is not necessary to use the Facsilime Function.)

**NOTE**

5. You may use **TONE** to enter a "+" character at the beginning of the ID number to indicate the following digit(s) for your country code.  
**Ex:** +1 201 555 1212    +1 for U.S.A. country code.  
           +81 3 111 2345    +81 for Japan country code.
6. Your Fax Telephone Number must be set as your ID Number because it is required by the Telephone Consumer Act of 1991. (For details, see FCC NOTICE at the beginning of these Operating Instructions.) (See page 17)



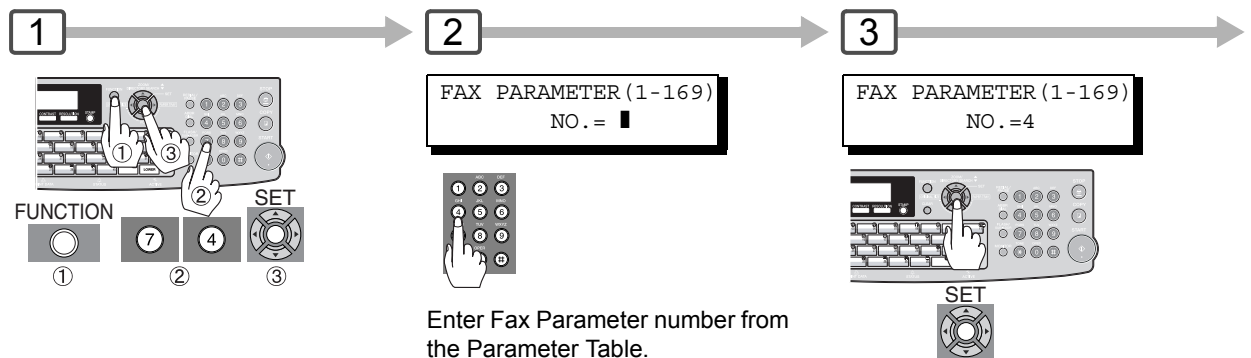
# Setting Your Machine

## Fax Parameters

### ■ General Description

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

### ■ Setting the Fax Parameters



Enter Fax Parameter number from the Parameter Table.

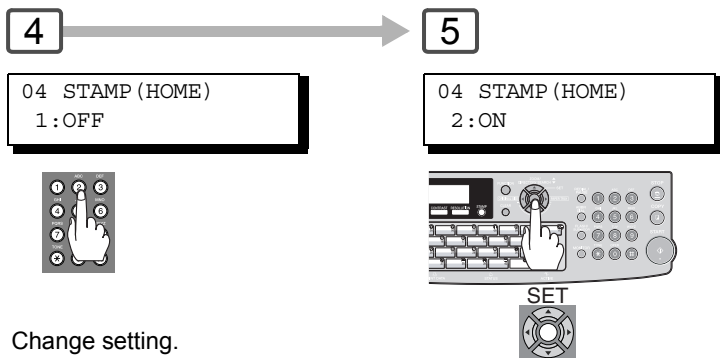
**Ex:** ④

**NOTE:**

When "Internet Fax/Email/Network Scanner Module" option is installed, the Fax Parameter range extends 1 to 182.

**NOTE**

1. To scroll the Fax Parameters in Step 2, press ▼ or ▲.
2. To print out a Fax Parameter List, see page 130.



Change setting.

Ex: ② for "ON"

To set another parameter, press **CLEAR** to return to Step 2 or press **STOP** to return to standby.

**NOTE**

3. Fax Parameter setting mode is accessible only when the machine is in the standby.



# Setting Your Machine

## Fax Parameters

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
001	CONTRAST (HOME)	1	Lightest	Setting the home position for the CONTRAST.
		2	Lighter	
		*3	Normal	
		4	Darker	
		5	Darkest	
002	RESOLUTION (HOME)	*1	Standard	Setting the home position for the RESOLUTION.
		2	Fine	
		3	S-Fine	
		4	600dpi	
		5	Halfone (Fine)	
		6	Halfone (S-Fine)	
		7	Halfone (600dpi)	
004	STAMP (HOME)	*1	Off	Setting the home position for the STAMP. To select the stamp function when document is stored in memory, see Fax Parameter No. 28.
		2	On	
005	MEMORY (HOME)	1	Off	Setting the home position for the MEMORY.
		*2	On	
006	DIALING METHOD	1	Pulse	Selecting the dialing method.
		*2	Tone	
007	HEADER PRINT	*1	Inside	Selecting the printing position of the header. <b>Inside</b> : Inside TX copy area. <b>Outside</b> : Outside TX copy area. <b>No print</b> : Header is not printed.
		2	Outside	
		3	No print	
008	HEADER FORMAT	*1	Logo, ID No.	Selecting the header format.
		2	From To	
009	RCV'D TIME PRINT	*1	Invalid	Selecting whether the machine prints the received date & time, remote ID, percentage of reduction and page number on the bottom of each received document.
		2	Valid	
010	KEY/BUZZER VOLUME	1	Off	Selecting the key touch beep sound.
		*2	Soft	
		3	Loud	
012	COMM. JOURNAL	1	Off	Selecting the home position of printout mode for COMM. Journal Off/Always/Inc. only. <b>Off</b> : Does not print <b>Always</b> : Always prints <b>Inc. Only</b> : Prints only when communication has failed.
		2	Always	
		*3	Inc. Only	
013	AUTO JOURNAL PRINT	1	Invalid	Selecting whether the machine prints the journal automatically after every 200 transactions.
		*2	Valid	
014	FILE ACCEPTANCE REPORT	*1	Invalid	Selecting whether the machine prints the file acceptance journal. If you set this parameter to valid, a journal will be printed out after a new job is stored in the memory.
		2	Valid	
017	RECEIVE MODE	1	Manual	Setting the reception mode to automatic or manual.
		*2	Auto	
022	SUBSTITUTE RECEIVE	1	Invalid	Selecting whether the machine receives to memory when the recording paper runs out, toner runs out or the recording paper is jammed.
		*2	Valid	
023	REC. PAPER SIZE		(----)	Selecting the Paper Tray and paper size. (See page 118)

No.	Parameter	Setting Number	Setting	Comments
024	PRINT REDUCTION	1	Fixed	Selecting print reduction mode.
		*2	Auto	<b>Fixed</b> : Reduce received document according to setting of Parameter No. 25. <b>Auto</b> : Reduce received document according to the length of received documents.
025	REDUCTION RATIO	70	70%	Selecting the fixed print reduction ratio from 70% to 100%. This parameter functions only when the fixed print reduction is selected on Fax Parameter No. 24.
		----	----	
		*100	100%	
026	POLLING PASSWORD		(----	Setting a 4-digit password for secured polling.
027	POLLED FILE SAVE	*1	Invalid	Selecting whether the machine retains the polled document in memory even after the document is polled once.
		2	Valid	
028	STAMP AT MEMORY XMT	1	Invalid	Selecting whether the machine stamps the original documents when storing the documents into memory. (depending on the Stamp setting on the Control Panel. If the setting is "Invalid", the machine will not stamp even if the Stamp LED light is ON)
		*2	Valid	
031	INCOMPLETE FILE SAVE	*1	Invalid	Selecting whether the machine retains the document in memory if the document is not successfully transmitted.
		2	Valid	
034	ENERGY SAVER MODE	1	Invalid	Select an Energy Saver mode and time. <b>1</b> : Invalid / <b>2</b> : Power Saver / <b>3</b> : Sleep / <b>4</b> : Shutdown <b>Mode timer</b> : 1-240 min.
		2	Power Save	
		*3	Sleep	
		4	Shutdown	
035	DAYLIGHT TIME	1	Off	Set Daylight Time according to your local regulation. <b>Off</b> : Daylight Time is not applied <b>Mar 2<sup>nd</sup></b> : From 2 a.m. on the 2 <sup>nd</sup> Sunday of March to 2 a.m. on the 1 <sup>st</sup> Sunday of November <b>Note</b> : The date setting shown above reflects the New Regulation starting in 2007. In 2006, the Daylight Time will end on the Last Sunday of October. <b>April 1<sup>st</sup></b> : From 2 a.m. on the 1 <sup>st</sup> Sunday of April to 2 a.m. on the Last Sunday of October
		*2	Mar 2 <sup>nd</sup>	
		3	Apr 1 <sup>st</sup>	
036	RING PATTERN DETECT (DRD) (See page 115, Note 2)	*1	Invalid	All ring patterns.
		2	Valid	Select a ring pattern for automatic answering. <b>1</b> : A Standard ring pattern. <b>2</b> : B Double ring pattern. <b>3</b> : C Triple ring pattern (Short-Short-Long). <b>4</b> : D All other triple ring patterns, except the type C described above.
037	RECEIVE TO MEMORY		(----	Enter a 4-digit password used to print out the received document in memory by using F8-5 (RCV TO MEMORY). When F8-5 is set to On, this parameter will not be shown on the LCD display. If you wish to change the password, F8-5 is set to Off first.
038	ACCESS CODE		(----	Enter a 4-digit Access Code to secure the machine from unauthorized use. (See page 84)
039	PIN CODE ACCESS	*1	None	Selecting the access method (Prefix or Suffix) to dial a number with PIN Code.
		2	Suffix	
		3	Prefix	
052	DIAGNOSTIC PASSWORD		(----	Setting the password for Remote Diagnostic Mode. Please ask your Panasonic Authorized Dealer for details.
053	SUB ADDRESS PASSWORD		(----	Setting a password (up to 20 digits) for secured sub-address communication.
054	FAX FORWARD	*1	Invalid	Selecting whether the machine performs Fax Forwarding to the specified destination.
		2	Valid	

Continued on the next page...



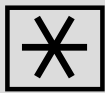
# Setting Your Machine

## Fax Parameters

No.	Parameter	Setting Number	Setting	Comments
056	COVER SHEET	*1	Off	Setting the home position of the Cover Sheet parameter in the Select Mode. (See page 64)
		2	On	
058	LANGUAGE	*1	A-ENGLISH	Selects the default message language for the display.
		2	C-FRENCH	
		3	SPANISH	
077	DEPARTMENT CODE	*1	Invalid	Selecting whether the machine performs the Department Code operation.
		2	Valid	
082	QUICK MEMORY XMT	1	Invalid	Selecting whether the machine performs Quick Memory Transmission. <b>Invalid</b> : Stores all documents into memory first before dialing the telephone number. <b>Valid</b> : Starts dialing the telephone number immediately after storing the first page. (This feature is not available when the Fax Parameter No. 133 ( <b>Job Build</b> ) is set to "2:On". )
		*2	Valid	
088	LINE SELECTION	*1	Auto	Selecting the transmitting telephone line when the optional G3 Communication Port Kit is installed. <b>Auto</b> : Selects the available telephone line for transmission automatically. <b>Line-1</b> : Selects Line-1 as the only transmitting telephone line. <b>Line-2</b> : Selects Line-2 as the only transmitting telephone line. <b>Note:</b> Regardless of the setting selection above, the unit will answer and receive on both telephone lines.
		2	Line-1	
		3	Line-2	
095	DUPLEX PRINT**	*1	Invalid	Selecting whether the machine performs duplex print when receiving the document via G3 Fax or Internet Fax.
		2	Valid	
097	SPECIAL TRAY No.1 - 2	*1	None	Select a Special Tray that will not be used for printing received faxes (Tray 1 or 2). One Tray must always be available for receiving faxes. This setting is available when the optional 2nd Paper Feed Module is installed.
		2	Tray 1	
		3	Tray 2	
099	MEMORY SIZE (SD Memory Card)	-	-	Displays the amount of memory size.
118	FAX FUNCTION DETECT	1	Invalid	Setting the number of digits required to determine the entered number is a Fax Telephone number. Upon detecting the specified number of digits, the machine will automatically switch to the FAX Mode when it is in the Copier Mode.
		2	4-Digit	
		3	5-Digit	
		*4	6-Digit	
		5	7-Digit	
		6	8-Digit	
119	QWERTY KEYBOARD	*1	One-Touch	Selecting whether the QWERTY Keyboard functions as One-Touch Dialing Keys or as Quick Name Search Keys of the station name. <b>One-Touch</b> : Each key (1~40) is assigned with an Email Address or a Telephone Number for quick dialing. <b>Quick NameSearch</b> : Entering the first letter of the station name for quick name search of the programmed station and quick dialing.
		2	Quick Name Search	
121	AUTO RESET TIMER	1	Off	Selecting whether the control panel reset time.
		2	30 sec.	
		*3	1 min.	
		4	2 min.	
		5	3 min.	
		6	4 min.	



No.	Parameter	Setting Number	Setting	Comments
122	DIAL PREFIX		(----	Setting the Dial Prefix number (Max. 4-digits). When the machine detects a 10-digit telephone number (excluding any characters; such as "-") being dialed, it will automatically append the preset Dial Prefix number. When the telephone number is Less or More than 10-digits in length, the Dial Prefix number is not appended.
126	USER AUTHENTICATION**	-	Copy	Setting the User Authentication modes.
		-	Fax	
		-	Printer	
		-	Scanner	
127	ID TIMEOUT**	1	Auto Reset Time	Selecting the Timeout Setting for user authentication feature.
		*2	After Every Job	
128	LOGON ATTEMPTS**	-	0 to 9 times	Setting the number of logon attempts for user authentication feature.
129	LOCKOUT TIME**	-	1 to 60 min.	Setting the Lockout Time for user authentication feature.
130	AUTH METHOD**	1	Clear Text	Selecting the Authentication Method for user authentication feature.
		*2	NTLM	
131	JOB TRACKING**	*1	Invalid	Selecting whether the machine performs Job Tracking for user authentication feature.
		2	Valid	
132	VIA FAX SERVER**	*1	Invalid	Selecting whether to enable the RightFax Server for user authentication feature.
		2	Valid	
133	JOB BUILD	*1	Off	Selecting whether the machine performs Job Build when the total number of documents exceed the maximum capacity of the ADF, or when scanning the documents manually one at a time. (See page 46) (The Quick Memory Transmission feature (Fax Parameter No. 82) is not available when the Job Build is set to "2:On". )
		2	On	
140	LAN RELAY XMT REQUEST**	*1	Invalid	Selecting whether the machine performs LAN Relay XMT Request.
		2	Valid	
142	RELAY XMT** (a.k.a. LAN RELAY STATION on UF-770i)	1	Invalid	Selecting whether the machine accepts and performs G3 relayed transmission. (Relay Station Functions)
		*2	Valid	
143	RELAY XMT REPORT**	1	Off	Setting how the COMM. Journal for relayed transmission is sent to the originator. <b>Off</b> : Don't send. <b>Always</b> : Always send. <b>Inc. Only</b> : Send only if communication has failed.
		*2	Always	
		3	Inc. Only	
144	EMAIL CHARACTER SET**	1	Japanese	Selecting the Character Set when receiving or sending email text.
		*2	English	
145	SENDER SELECTION**	*1	Invalid	Selecting a pre-programmed sender's name and email address before each transmission.
		2	Valid	
146	POP TIMER**	----	0 to 60 min.	Setting the time interval for the machine to check for email on the POP Server. (0 = Does not check the POP Server for email.)
		*3		
147	AUTO POP RCV**	1	Invalid	Selecting whether the machine automatically downloads an email from the POP Server.
		*2	Valid	
148	DELETE POP RCV EMAIL**	1	Invalid	Selecting whether the email will be deleted automatically after retrieval from the POP Server.
		*2	Valid	
149	DELETE POP ERROR EMAIL**	*1	Invalid	Selecting whether to delete the email that includes an incompatible file attachment from the POP Server.
		2	Valid	



# Setting Your Machine

## Fax Parameters

No.	Parameter	Setting Number	Setting	Comments
150	IFAX RETURN RECEIPT**	1	Invalid	Selecting whether to send a return receipt when receiving from another Panasonic Internet Fax.
		*2	Valid	
151	EMAIL HEADER FORMAT**	1	All	Selecting the header information to print when an email is received. (Normally used for Troubleshooting. It shows the path of the email transmission before arriving at your machine.)
		*2	Subject/From/To	
		3	Off	
152	SUB-ADDRESS ROUTING**	*1	Invalid	Selecting whether to automatically route a received email using ITU-T sub-address.
		2	Valid	
153	TSI ROUTING**	*1	Invalid	Selecting whether to route a received fax to an email address preprogrammed in Phone Book using the originating fax's Numeric ID (TSI frame information).
		2	Valid	
154	ROUTING HEADER FORMAT**	*1	Originator	Selecting the type of email header to be included in the "From" field of each routed faxes. <b>Originator</b> : The originating fax machine's TSI will appear in the "From" field of the routed email. <b>Relay Station</b> : The routing station's email address will appear in the "From" field of the routed email.
		2	Relay Station	
155	PRINT ROUTED DOCUMENT**	*1	Inc. Only	Selecting whether a received fax to be routed is always printed or only when the routing operation fails.
		2	Always	
156	PRINT FORWARDED DOCUMENT**	*1	Inc. Only	Selecting whether a memory received fax or email to be forwarded is always printed or only when forwarding is incomplete.
		2	Always	
157	TRANSACTION JOURNAL**	*1	Invalid	Selecting whether the machine sends a transaction journal to the pre-programmed email address.
		2	Valid	
158	PC REMOTE UPDATE**	*1	Invalid	Selecting whether the machine will accept commands from an email application, to: (a) Program the Internet Parameters (b) Program the Auto Dialer (c) Allow retrieval of the Journal
		2	Valid	
159	SUBJECT LINE ENTRY**	*1	Invalid	Selecting whether the "Subject" line can be programmed during each transmission.
		2	Valid	
160	DEFAULT DOMAIN**	1	Invalid	Selecting whether the machine accepts to insert the Default Domain when entering Manual Number Dialing.
		*2	Valid	
161	DNS SERVER	1	Invalid	Selecting whether to use the DNS Server for the Internet communication.
		*2	Valid	
162	TIFF VIEWER URL**	1	None	Selecting whether to include the URL address in the email message body.
		*2	English	
		3	English+Japanese	
163	ROUTING HEADER**	*1	Invalid	Selecting whether to add the Header Print information of the Routing Station on the top edge of each routed pages.
		2	Valid	
164	IFAX XMT HEADER** (Email only)	*1	Included	Selecting whether to include the header when sending a document to an address in the same Domain as specified in the Default Domain parameter. (This is useful when using the machine to scan documents back to your PC) <b>Note:</b> When sending to a Domain other than as specified in the Default Domain parameter, the header will be included regardless of the selection.
		2	Not included	
168	CC/BCC STATION**	*1	Invalid	Selecting whether to allow the CC/BCC email address(es) to be entered.
		2	Valid	

No.	Parameter	Setting Number	Setting	Comments
169	DHCP CLIENT	1	Invalid	Select whether the machine would automatically acquire the Network Parameters from the DHCP Server. (Such as IP Address, Subnet Mask, Default Gateway IP Address, etc.) <b>Note:</b> If you change the setting of this parameter, the machine will reboot automatically.
		*2	Valid	
170	SMTP AUTHENTICATION** (See Note 3)	*1	Invalid	If you transmit to the SMTP server, user name and password are used for authentication. Selecting "Valid" allows you to set up the user name and password.
		2	Valid	
171	POP BEFORE SMTP** (See Note 3)	*1	Invalid	If you transmit to the SMTP server, POP user name and POP password are used for authentication.
		2	Valid	
172	DIRECT IFAX XMT**	*1	Invalid	Selecting whether to be prompted during Phone Book registration if the station you are programming is to receive Internet Fax directly without going through a Mail Server.
		2	Valid	
173	DELIVERY NOTICE** (HOME)	*1	Off	Setting the home position of whether to request a Message Disposition Notification (MDN) for a delivery processing confirmation indicating that the message (email) was read, when sending an email/Internet Fax. This setting will be the default value for the Function Select Mode (F8-2).
		2	On	
174	APOP AUTHENTICATION** (See Note 3)	*1	Invalid	This parameter allows you to encrypt the protocol for the POP password security when connecting with the POP server.
		2	Valid	
177	XMT FILE TYPE **	1	TIFF	Selecting whether the document(s) are converted to TIFF-F or PDF format when Scanning-to-Email, or TIFF-F format when sending to an Internet Fax. The default is "PDF" as PDF has become the industry standard for exchanging documents from computer to computer (Scan-to-Email). However, neither PDF format can be used for Internet Faxing (Internet Fax to Internet Fax) as current Internet Fax specifications do not support these file formats, and TIFF-F format must be used when sending to an Internet Fax machine. (This setting can be temporarily changed when sending an Internet Fax with the Select Mode (F8-6) "XMT FILE TYPE/NAME".)
		*2	PDF	
182	SEND COMM. JOURNAL**	*1	Print	Selecting whether the Communication Journal is printed, emailed or both. <b>Print</b> : Prints <b>Email</b> : Emails to the address selected in the Sender Selection. <b>Both</b> : Prints and Emails.
		2	Email	
		3	Both	

## NOTE

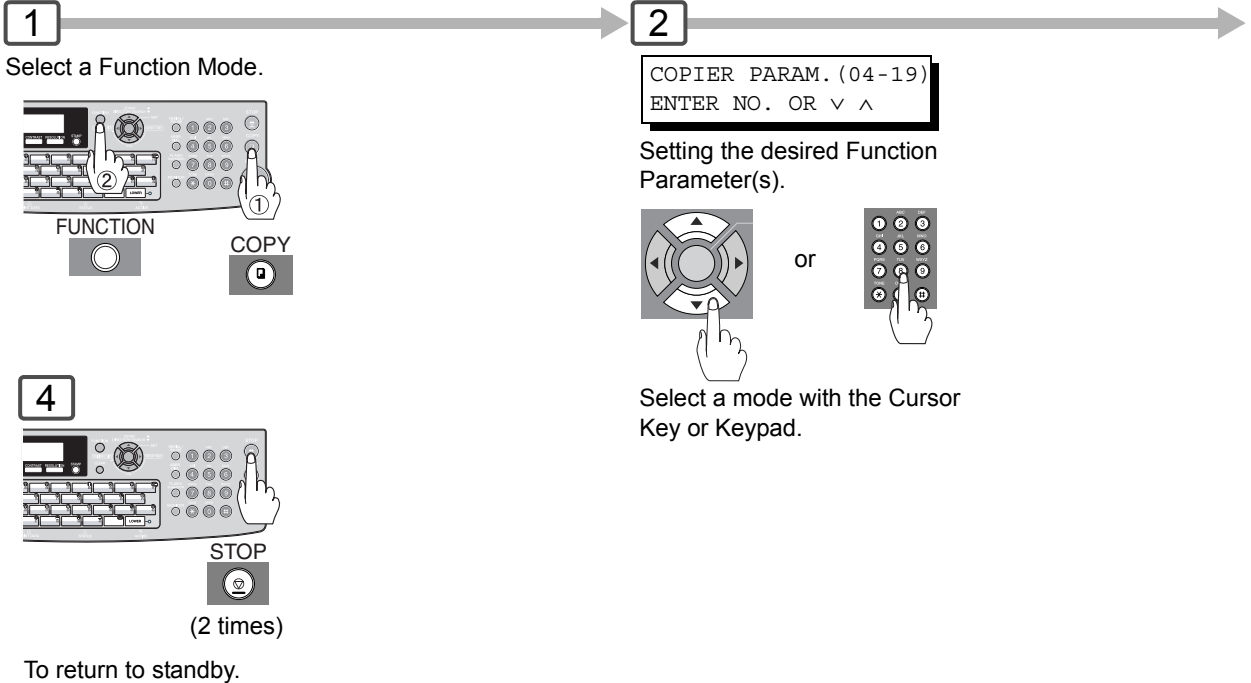
1. The setting numbers marked with an asterisk (\*) indicates the factory standard setting.
2. This parameter supports an optional telephone service "Distinctive Ring Service" provided by your local telephone company. It allows up to 4 different telephone numbers to be assigned on a single telephone line with a distinctive ring for each telephone number. By selecting the appropriate ring pattern associated with the telephone number assigned for your fax machine. It can differentiate and answer the incoming call on the fax number. All other calls on the other telephone numbers will not be answered. This optional service from your local phone company is also called Custom Ringing, Distinctive Ringing, Ident-a-call, Ident-a-ring, Personalized Ringing, RingMaster, RingMate, Selective Ringing, Smart Ring or something similar. Check with your local telephone company on the availability of this service in your area.
3. "Valid" can be selected when the SMTP server or the POP server support these capabilities.
4. Parameters marked with "\*" are displayed only when optional G3 Communication Port Kit is installed.



# Setting Your Machine

## Copier Parameters

### Setting the Copier Parameters

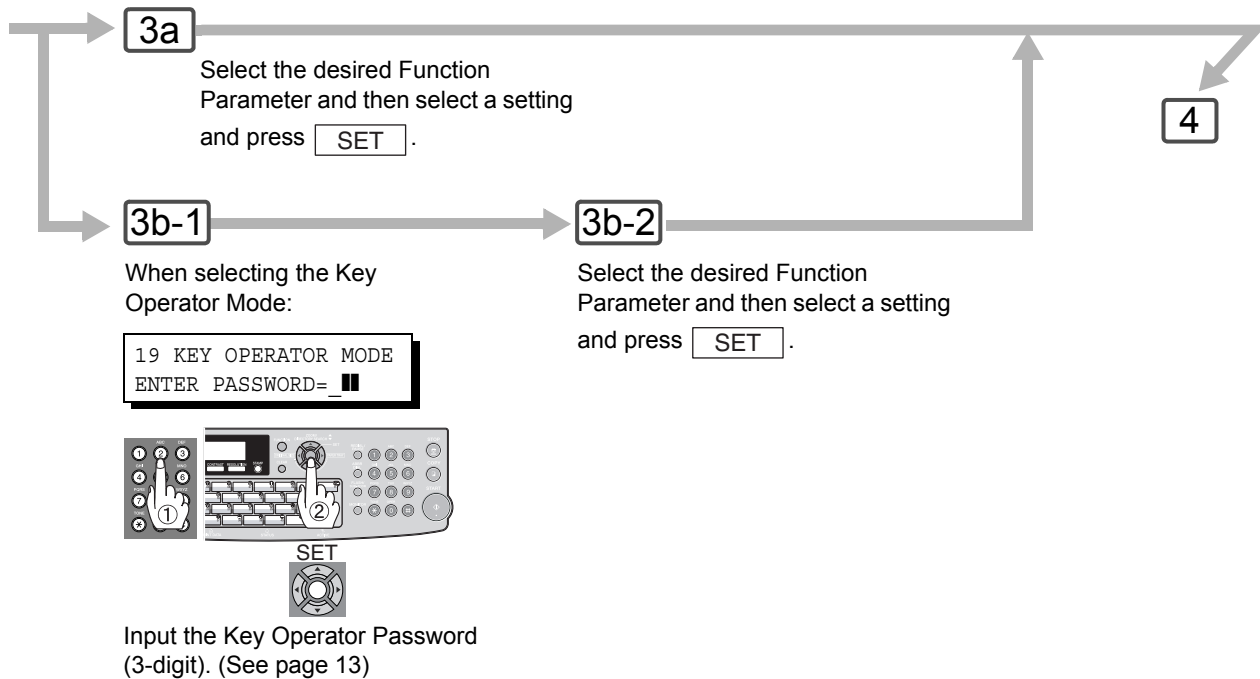


### Copier Settings

No.	Modes	Function	Initial Setting
04	2-SIDED MODE DEF.	Selects the default duplex priority mode. 1:OFF / 2:1→2 / 3:2→2	1:OFF
09	AUTO EXPOSURE	Sets the auto exposure setting. 1:INVALID / 2:VALID	2:VALID
10	SORT PRIORITY ADF	Selects the sort priority when using the ADF. 1:NON-SORT / 2:SORT	2:SORT
12	1→2 BINDING DEF.	Selects the binding location for 1→2 Copy. 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
13	2→1 BINDING DEF.	Selects the binding location for 2→1 Copy. 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
19	KEY OPERATOR MODE	Inputs the key operator password. ENTER PASSWORD = ■■■	

#### NOTE

1. Please refer to the appropriate operating instructions manual for function settings on options.
2. Function setting is accessible only when the machine is in standby.



The Following Parameter Settings Require the Input of the Key Operator Password:

**■ Copier Settings (For Key Operator)**

No.	Modes	Function	Initial Setting
00	COPY SETTING LIST	Prints the copier settings list. PRESS SET TO PRINT	
01	HALFTONE (HOME)	Selects the default Halftone setting. 1:OFF / 2:ON	1:OFF
02	CONTRAST	Selects the contrast setting for the Text mode. 1-5	3
04	HALFTONE CONTRAST	Selects the contrast setting for the Photo mode. 1-5	3
05	MAX. COPY SETTING	Determines the maximum number of copies/sets allowed to be copied. 1-999	999
08	MEM. FULL ACTION	Selects the action to take during memory full condition. 1:PRINT / 2:CANCEL	1:PRINT
09	TONER SAVE	Selects the toner save in Text mode. 1:OFF / 2:ON	1:OFF
11	TONER SAVE (HT)	Selects the toner save in Halftone mode. 1:OFF / 2:ON	1:OFF
13	ORIGINAL SIZE	Selects the default original size setting LTR / INV / INV-R / LGL / MIX (LTR: Letter-R, INV: Invoice, LGL: Legal, MIX: Letter and Legal)	LTR

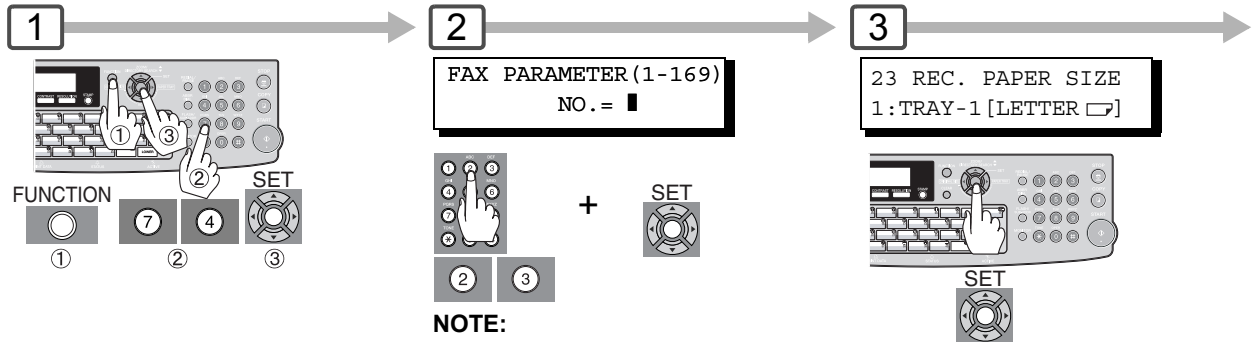


# Setting Your Machine

## Changing the Paper Size

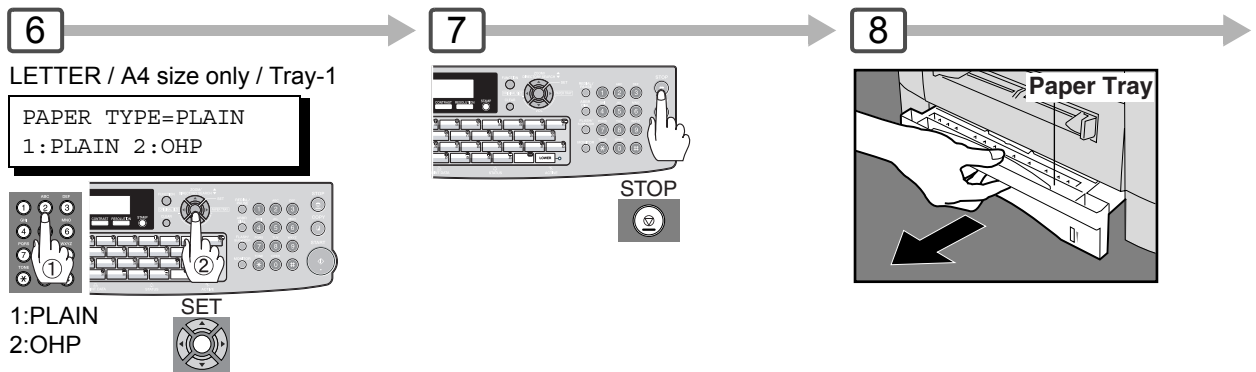
### ■ Changing the Paper Size (Paper Tray)

The Paper Trays are designed to accommodate Letter, A4 and Legal Size paper.

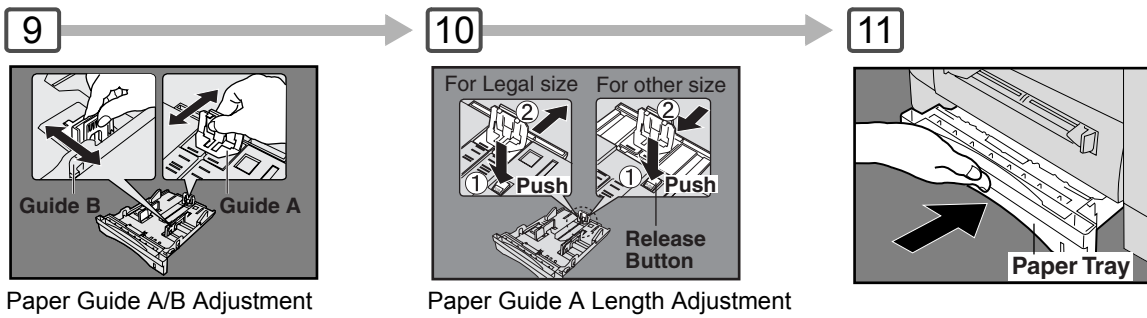
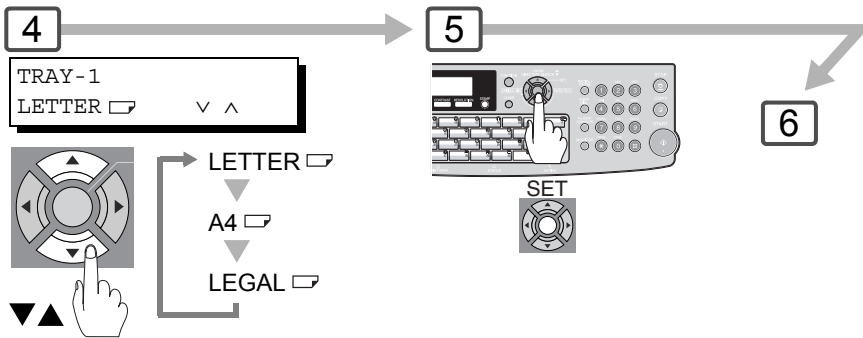


**NOTE:**

When "Internet Fax/Email/Network Scanner Module" option is installed, the Fax Parameter range extends 1 to 182.



When the optional 2nd Paper Feed Module (TRAY-2) is installed, press the SET Key once, and repeat Steps 4 and 5.

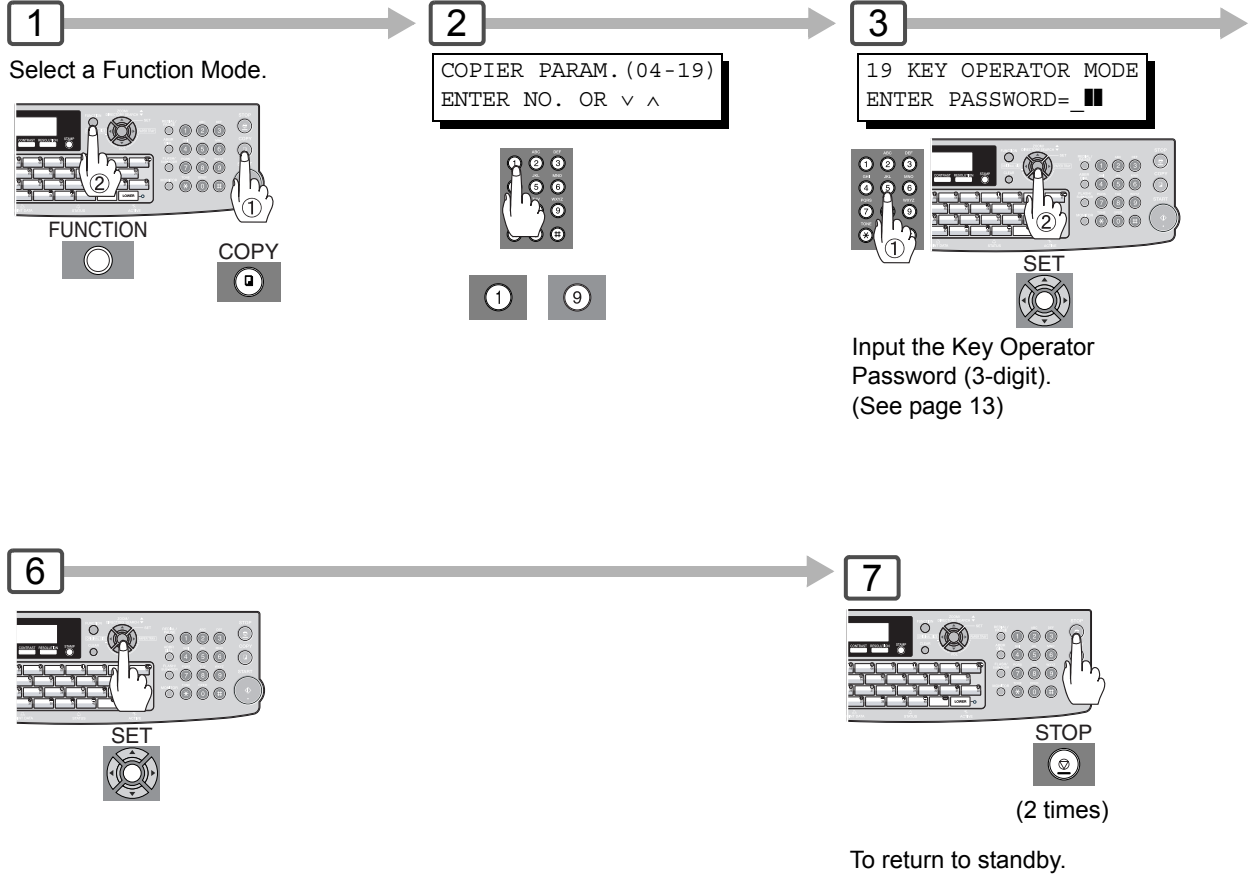




# Setting Your Machine

## Changing the Original Size

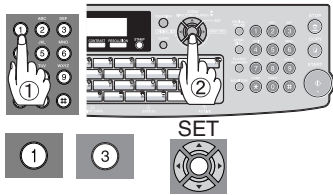
### ■ Changing the Default Original Size (For Copier)





4

KEY OPR. MODE (00-13)  
ENTER NO. OR v ^



5

ORIGINAL SIZE  
LTR  v ^



- LTR  : Letter-R
- INV  : Invoice
- INV  : Invoice-R
- LGL  : Legal
- MIX  : Letter and Legal

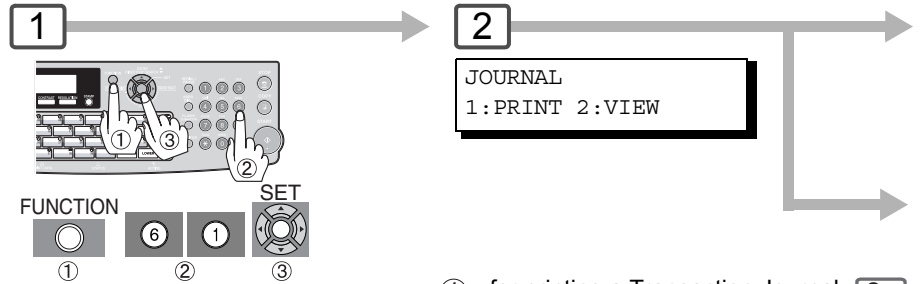
6



# Printing Journals and Lists

## 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 (see Note 1), or you can print, or view it manually by using the following procedure:



- ① : for printing a Transaction Journal 3a
- ② : for viewing a Transaction Journal 3b

### Sample Transaction Journal

							(1)	(2)		
***** -JOURNAL- ***** DATE MMM-dd-yyyy ***** TIME 15:00 ***** P.01										
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
NO.	COMM.	PAGES	FILE	DURATION	X/R	IDENTIFICATION	DATE	TIME	DIAGNOSTIC	
001	OK	001/001	149	00:00:52	XMT	☎215	MMM-dd	20:04	C8444B0577000	
002	--	001/001	151	00:00:02	XMT	TEST	MMM-dd	20:07	01 STN(S) LAN	
003	--	003/003	153	00:00:20	XMT	fax@nwfax1	MMM-dd	20:09	01 STN(S) LAN	
004	OK	003	154	00:00:21	RCV	fax@nwfax1.rdmg.mgcs	MMM-dd	20:10	LAN	
005	OK	001	155	00:00:19	RCV	215	MMM-dd	20:11	C0542B0577000	
006	634	000/003	156	00:00:00	XMT	◆☎216	MMM-dd	20:14	0000000000000	
007	408 *	003		00:02:14	XMT	◆☎217	MMM-dd	21:17	0040440A30080	
} } } } }										
049	OK	000/001	159	00:00:07	XMT	TEL XMT	MMM-dd	20:18	CA40462000000	
050	OK	001/001	160	00:00:16	XMT	TEL XMT	MMM-dd	20:19	C8444B0577000	
<< CONTINUE >>										
(13)										
-PANASONIC -										
***** UF-xxxx ***** -HEAD OFFICE - *****							201 555 1212- *****			
(15)							(14)			

### Sample Display

Date & Time

Communication Result

01/12 10:00 OK P01

XMT ☎ 5551234 ^

Type of Communication

**XMT** : Transmission  
**RCV** : Reception  
**POL** : Polling  
**PLD** : Polled  
**FWD** : Fax Forward  
**RMT** : Remote Diagnostic

Received ID, recorded name, dialed telephone number, or email address

Number of pages successfully transmitted or received.

Scroll Marker

^ : Latest transaction  
 v : Oldest transaction  
 ■ : Only 1 transaction

### NOTE

1. If you wish to disable the automatic printing of the Transaction Journal, change the setting of Fax Parameter No. 13 to "Invalid". (See page 110)

122

3a



```
* PRINTING *
JOURNAL
```


3b-1

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

3b-2



```
USE THE v ^ KEYS TO
SCROLL EACH RECORD
```

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

 to return to standby.

Ex: ②

### Explanation of Contents

- (1) Printout Date : MMM-dd-yyyy, represents the month-day-year.
- (2) Printout Time
- (3) Journal Number
- (4) Communication Result : "OK" indicates that the communication was successful.  
"M-OK" indicates that the memory reception was successful.  
"BUSY" indicates that the communication has failed because of busy line.  
"STOP" indicates that  was pressed during communication.  
"P-OK" indicates that memory overflow, or document misfeeding occurred while storing the documents into memory for transmission, but the successfully stored document(s) was sent.  
"R-OK" indicates that the Relayed XMT was successful.  
"B-OK" indicates that the Batch Transmission was successful.  
"- ." indicates LAN transmission.  
"3-digit Info Code" (see page 134) indicates that the communication has failed.
- (5) Number of Pages Transmitted or Received : The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.  
Asterisk "\*" indicates that the quality of some received copies may be poor.
- (6) File Number : 001 to 999 (If the document is stored into memory, a file number is assigned for each communication.)
- (7) Duration of Communication
- (8) Type of Communication : "XMT" means Transmission  
"RCV" means Reception  
"POL" means Polling  
"PLD" means Polled  
"FWD" means Fax Forward  
"RMT" means Remote Diagnostic
- (9) Remote Station Identification : Name : Recorded name in One-Touch or ABBR. Numbers or remote station's Character ID.  
 number : Dialed telephone number.  
Number : Remote station's ID number.  
◆ indicates that the Second Telephone Line (Line-2) was used for the communication.  
Email address
- (10) Communication Date
- (11) Communication Start Time
- (12) Diagnostic : For service personnel only
- (13) Own LOGO : Up to 25 characters
- (14) Own ID Number : Up to 20 digits
- (15) Own Character ID : Up to 16 characters

**NOTE**

2. An Email transmission sent to multiple locations is recorded as a single transaction on the Journal.



# Printing Journals and Lists

## Communication Journal (COMM. JOURNAL)

The Communication Journal (COMM. JOURNAL) lets you verify whether the transmission or polling was successful. You may select the printout condition (Off/Always/Incomplete Only) in Fax Parameter No. 12.

### Sample COMM. JOURNAL

```

***** - COMM. JOURNAL - ***** DATE MMM-dd-yyyy **** TIME 15:00 **** P.01

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

FILE NO.= 050 (4)

(5)  (6)  (7)  (8)  (9)  (10)
STN  COMM. ONE-TOUCH/ STATION NAME/EMAIL ADDRESS/TELEPHONE NO.  PAGES  DURATION
NO.  ABBR NO.
001  OK   <01↑>    SERVICE DEPT.                001/001  00:01:30
002  OK   <02↑>    SALES DEPT.                  001/001  00:01:25
003  407  <03↑>    ACCOUNTING DEPT.            000/001  00:01:45
004  BUSY  ☎       021 111 1234                000/001  00:00:00

- PANASONIC -
***** UF-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,
Mino Surveys Ltd

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

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

Probably you have uses for this facility in your organisation.



Yours sincerely,

Phil.

P.J. CROSS
Group Leader - Facsimile Research

```

## Explanation of Contents

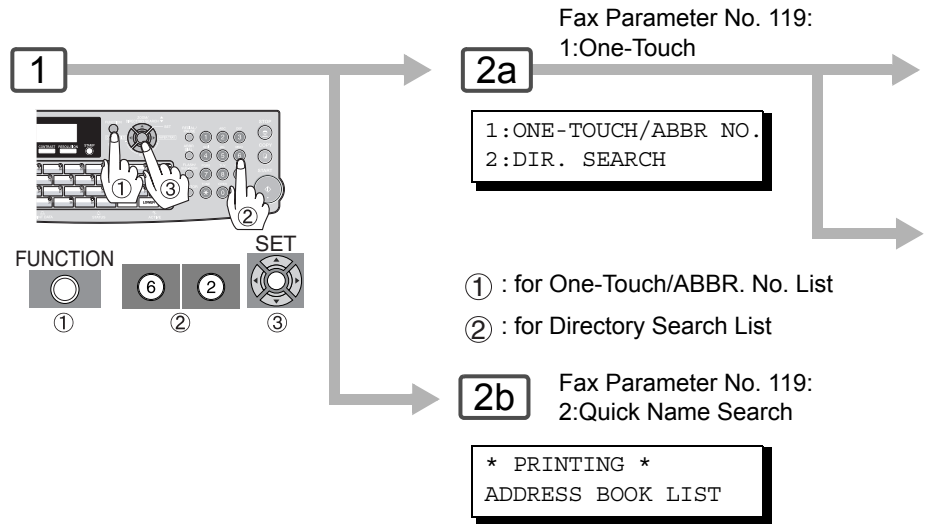
- (1) Indication of Communication Mode
- (2) Start Time of Communication
- (3) End Time of Communication
- (4) File Number : 001 to 999 (When the communication is stored into memory, a file number is assigned for each communication.)
- (5) Station Number : Sequential number of the Stations.
- (6) Communication Result : "OK" indicates that the communication was successful.  
 "M-OK" indicates that memory reception 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 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.  
 "- -" indicates LAN transmission.  
 "3-digit Info Code" (see page 134) indicates that the communication has failed. In this case, the machine will print the attached report with first page of your document as shown on the previous page.
- (7) One-Touch/Abbreviated Number or  Symbol :  mark indicates dialed by direct number dialing.
- (8) Recorded Name in the Auto Dialer, Direct Dialing Number, or Email Address
- (9) Number of Pages Transmitted : The 3-digit number is the number of pages successfully transmitted. When the documents are stored into memory, two 3-digit numbers will appear.  
 The first 3-digit number represents the number of pages successfully transmitted.  
 The second 3-digit number represents the total number of pages that were attempted to be transmitted.
- (10) Duration of Communication



# Printing Journals and Lists

## One-Touch/Abbreviated and Directory Search List

To print an Address Book List or One-Touch/Abbreviated Number, and Directory Search List of the telephone numbers you have stored.



### Sample Address Book List

Email Address and (3), (5) to (7) are not printed when the optional Internet Fax/Email/Network Scanner Module is not installed.

```

***** -ADDRESS BOOK LIST- ***** DATE MMM-dd-yyyy ***** TIME 11:11 *** P.01
(8) (2) (3)
STATION NAME EMAIL ADDRESS / TELEPHONE NO. (7)
ROUTING SUB-ADDR (5) ROUTING TSI (6) RELAY ADDR (ABBR NO.)

[B] Bob Jones jonesb@abcdefg.com
123456 201 555 1212

[J] Jane Smith ☎201 555 1212
1212 212 555 1234 [010]

John Smith ☎201 555 3456
4452 +1 201 123 4567 [009]

[P] PAnafax2 panafax2@rdnn.mgcs.mei.co.jp
1773 +81 0467 5251 1234

[P] Panafax1 panafax1@rdmg.mgcs.mei.co.jp
4827 +81 03 5251 1234

NO. OF STATIONS = 005 (4)

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

### Explanation of Contents

- (1) One-Touch number or Abbreviated number : <nn>= One-Touch number, [nnn] = Abbreviated number
- (2) Station name recorded in the machine : Up to 15 characters
- (3) Telephone number recorded in the machine : Up to 36 digits (Telephone number)
- Email address recorded in the machine : Up to 60 characters (Email address)
- ☎number : Telephone Number programmed into One-Touch / ABBR NO.
- (4) Number of recorded One-Touch and ABBR. numbers
- (5) Routing Sub-address : Up to 20 digits
- (6) Routing TSI : Up to 20 digits
- (7) Relay Address : 3-digit
- (8) The first letter of station name recorded in your machine

3a

\* PRINTING \*  
ONE-TOUCH/ABBR LIST

3b

\* PRINTING \*  
DIR. SEARCH LIST

**Sample ABBR. Number List**

```
***** -ABBR NO. LIST- ***** DATE MMM-dd-yyyy ***** TIME 11:11 *** P.01
(1) (2) (3)
ABBR STATION NAME EMAIL ADDRESS / TELEPHONE NO. (7)
NO. ROUTING SUB-ADDR (5) ROUTING TSI (6) RELAY ADDR (ABBR NO.)

[001] John Smith 201 555 3456
4452 +1 201 123 4567 [009]

[002] Jane Smith 201 555 1212
1212 212 555 1234 [010]

[003] Bob Jones jonesb@abcdefg.com
123456 201 555 1212

[004] Panafax1 panafax1@rdmg.mgcs.mei.co.jp
4827 +81 03 5251 1234

[005] Panafax2 panafax2@rdnn.mgcs.mei.co.jp
1773 +81 0467 5251 1234

NO. OF STATION = 005(4)
-PANASONIC
***** UF-xxxx *****-HEAD OFFICE - ***** - 201 555 1212- *****
```

**Sample One-Touch List**

```
***** -ONE-TOUCH LIST- ***** DATE MMM-dd-yyyy ***** TIME 11:11 *** P.01
(1) (2) (3)
ONE- STATION NAME EMAIL ADDRESS / TELEPHONE NO. (7)
TOUCH ROUTING SUB-ADDR (5) ROUTING TSI (6) RELAY ADDR (ABBR NO.)

<01↑> John Smith 201 555 3456
4452 +1 201 123 4567 [001]

<02↑> Jane Smith 201 555 1212
1212 212 555 1234 [002]

<03↑> Bob Jones jonesb@abcdefg.com
123456 201 555 1212

<04↑> Panafax1 panafax1@rdmg.mgcs.mei.co.jp
4827 +81 03 5251 1234

<05↑> Panafax2 panafax2@rdnn.mgcs.mei.co.jp
1773 +81 0467 5251 1234

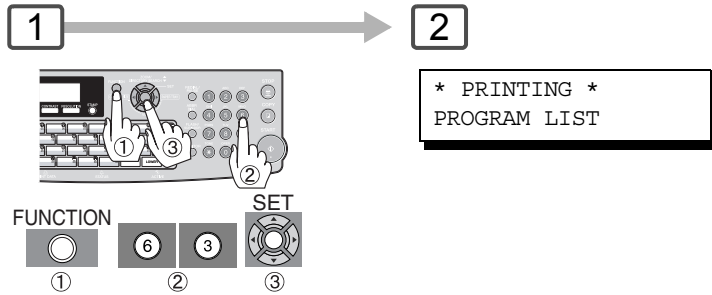
NO. OF STATION = 05 (4)
↑ = UPPER (01-40) ↓ = LOWER (01-40)
-PANASONIC
***** UF-xxxx *****-HEAD OFFICE - ***** - 201 555 1212- *****
```



# Printing Journals and Lists

## Program List

To print a Program List of the Dialing Patterns that you have previously entered into the Program Keys, and One-Touch Dialer.



### Sample Program List

(When the Fax Parameter No. 119 is set to "2:Quick Name Search".)

```
***** -PROGRAM LIST- ***** DATE MMM-dd-yyyy ***** TIME 15:00 *****
```

(1)	(2)	(3)	(4)	(5)
[P]	PROGRAM NAME PROG.A PROG.B	TYPE POLL GROUP	TIMER ---- ----	DESTINATION(S) [SALES1 ] [SALES2 ] [PANASONIC1 ] [PANASONIC2 ]
[T]	TIMER POLL TIMER XMT	POLL XMT	19:00 12:00	[TIMER POLL ] [TIMER XMT ]
				- PANASONIC -
***** UF-xxxx ***** -HEAD OFFICE - ***** 201 555 1212- *****				

### Sample Program List

(When the Fax Parameter No. 119 is set to "1:One-Touch".)

```
***** -PROGRAM LIST- ***** DATE MMM-dd-yyyy ***** TIME 15:00 *****
```

(1)	(2)	(3)	(4)	(5)
PROGRAM	PROGRAM NAME	TYPE	TIMER	ABBR NOS.
<03↑>	TIMER XMT	XMT	12:00	[001]
<03↓>	TIMER POLL	POLL	19:00	[002]
<05↑>	PROG. A	POLL	----	[001] [002]
<05↓>	PROG. B	ABBR/GRP	----	[001] [002] [003]
↑ = UPPER (01-40) ↓ = LOWER (01-40)				- PANASONIC -
***** UF-xxxx ***** -HEAD OFFICE - ***** 201 555 1212- *****				



### Explanation of Contents

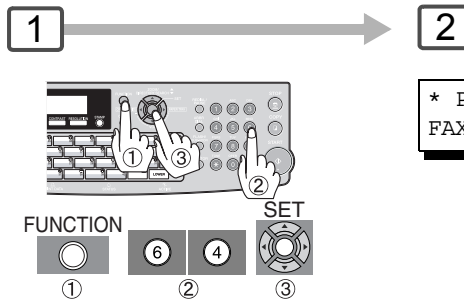
- (1) The first letter of station name recorded in your machine  
Program key
- (2) Program Name : Up to 15 characters
- (3) Type of Communication : "XMT" indicates transmission.  
"POLL" indicates polling.  
"ABBR/GRP" indicates that the Program key is programmed as a Group or One-Touch key.  
"POP" indicates that the Program key is programmed as a POP access key.
- (4) Timer : Indicates the starting time.  
"----" indicates that the Program key contains "non-deferred" program.
- (5) Destination(s) numbers recorded in the Program key : One-Touch/ABBR. numbers  
Telephone number or email address



# Printing Journals and Lists

## Fax Parameter List

To Print a Fax Parameter List:



\* PRINTING \*  
FAX PARAMETER LIST

### Sample Fax Parameter List

```

***** -FAX PARAMETER LIST- ***** DATE MMM-dd-yyyy ***** TIME 15:00 ***** P.01

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

(6)001    CONTRAST (HOME)  (1:Lightest - 3:Normal - 5:Darkest)  3      3
*002     RESOLUTION (HOME)  1:Standard 2:Fine 3:S-Fine  1      1
  )      )
  )      )
169      DHCP CLIENT      (1:INVALID 2:VALID)  2      2

                                           -PANASONIC -

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

### Explanation of Contents

- (1) Parameter Number
- (2) Description : "(HOME)" means home position setting.
- (3) Selection
- (4) Current setting : "----" indicates code, or the password is not set.
  
- (5) Standard setting : Factory preset standard setting
- (6) Changed setting : "\*" indicated that the Factory preset setting was changed.



# Problem Solving

## Troubleshooting / Maintenance

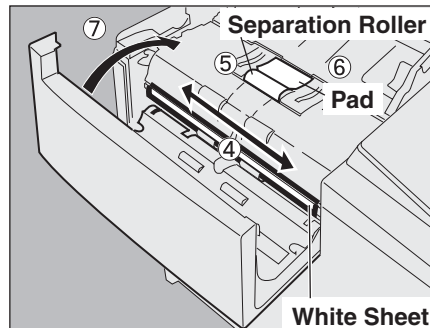
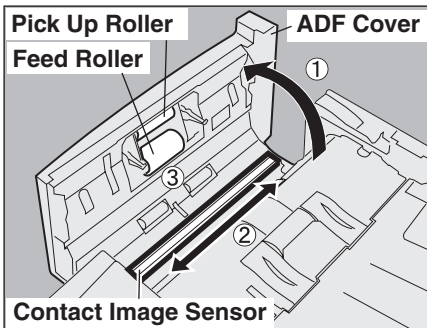
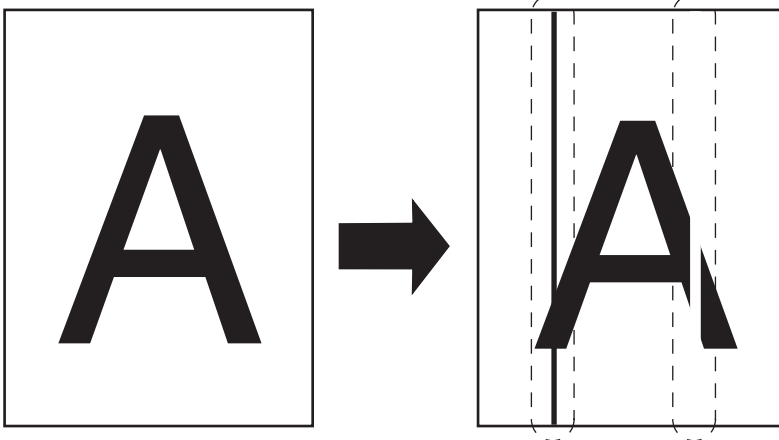
If You Have Any of These Problems

Mode	Symptom	Possible Cause / Action	Page
<b>During Transmission or Making Copies</b>	Document doesn't feed/multiple feed	<ol style="list-style-type: none"> <li>1. Check that your document is free of staples and paper clips, and that it is not greasy or torn.</li> <li>2. Check that your document is the right type to send through an ADF by consulting.</li> <li>3. Check that the document is loaded properly.</li> </ol>	22
	Does not stamp (For Facsimile)	Check Fax Parameter No. 04 and No. 28 settings.	110 111
	Stamp too light (For Facsimile)	Replace stamp or refill ink.	136
<b>Transmission Copy Quality or Copies Quality</b>	Vertical lines on the transmitted/copied document	Check own copy quality. If copy is OK, your machine has no problem, report to the receiving party that they have a problem. If copy is NG, clean the Document Scanning Area.	--
<b>During Reception or Making Copies</b>	No recording paper	Replenish the recording paper.	26
	Recording paper misfed	Remove the misfed paper.	30
	Recording paper doesn't advance into machine	Make sure that there is paper in the Paper Tray. Follow the instructions for loading paper.	26
	Recording paper doesn't eject after printing	Check to see if the recording paper is jammed inside of the machine.	30
	Document auto reduction doesn't work	Check Print Reduction settings.	48
	Out of toner	Replace the Toner Cartridge.	28
<b>Communication</b>	No dial tone	<ol style="list-style-type: none"> <li>1. Check the connection of the telephone line.</li> <li>2. Check the telephone line.</li> </ol>	20
	No auto answer	<ol style="list-style-type: none"> <li>1. Check the connection of the telephone line.</li> <li>2. Check the Reception mode setting. (Fax Parameter No. 17)</li> <li>3. If the Fax Parameter No. 13 (<b>Auto Journal Print</b>) is set to "Valid" (default setting) and the machine is printing the received document(s) from memory, which also happens to be the 200th transaction, the machine will not automatically answer until the Transaction Journal completes printing.</li> </ol>	20 48
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble and solution.	134

Mode	Symptom	Possible Cause / Action	Page
No Machine Operation	No machine operation	To reset the machine, turn "Off" the Power Switch for a few seconds, then turn it "On" again.	--

### ■ Machine Care

When lines, or voids as shown in the example on the right appear on marked Copies/Scanned Images, the scanning area may be dirty.



- ① Open the ADF Cover.
- ② Wipe marks off on the Contact Image Sensor with a dry soft cloth.
- ③ Clean the Pick Up/Feed Rollers with a well-wrung damp cloth (with water).
- ④ Wipe marks off on the White Sheet with a dry soft cloth.
- ⑤ Clean the Separation Roller with a well-wrung damp cloth (with water).
- ⑥ Clean the Pad with a soft dry cloth.
- ⑦ Close the ADF Cover.



# Problem Solving

## Information Code

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

Info. Code	Meaning	Possible Action	Page
030	Document is misfeeding.	1. Reload the document properly. 2. Remove the document jam. 3. Adjust ADF.	30
031	Document is too long or jammed. Document length exceeds 39.4 inches (1 meter). The length limitation for 600 dpi, is subject to the available Memory size. 600 dpi (Max. Length is 24 inches (600 mm))	1. Reload the document properly. 2. Remove the document jam.	30
061	ADF Cover is open.	Close the ADF Cover.	--
212	Communication error occurred while receiving or transmitting.	Check with the other party.	--
400	During initial connection, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and send again.	--
401	Remote station required a Receiving Password to receive the document. Remote station does not have Confidential Mailbox.	Check the remote station.	--
402	During initial connection, communication error occurred.	Reload the document and send again.	--
403	No polling capability at the remote side.	Ask remote side to set "POLLED=ON".	--
404/405	During initial connection, communication error occurred.	Reload the document and send again.	--
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.	--
408/409	Remote side confirms previous page(s) is(are) 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.	56
412	No data from the transmitting side.	Check with the other party.	--
414	Polling password does not match.	Check the polling password.	56
415	Polling transmission error.	Check the polling password.	56
416/417	Received data has too many errors.	Check with the other party.	--
420/421	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.	--
427	Interface is incompatible.	Check with the other party.	--
433	Communication error occurred while receiving or transmitting.	Check with the other party.	--

Info. Code	Meaning	Possible Action	Page
434	Communication error occurred while receiving.	Check with the other party.	--
436/490	Received data has too many errors.	Check with the other party.	--
459	Communication error occurred while receiving.	Check with the other party.	--
494	Communication error occurred while receiving.	Check with the other party.	--
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.	--
505	Polling transmission error.	1. Check with the other party. 2. Check the polling setting.	--
540/541/ 542/543	Communication error occurred while transmitting.	1. Reload the document and send again. 2. Check with the other party.	--
550	Telephone line disconnected.	Check with the other party.	--
554/555	Communication error occurred while receiving.	Check with the other party.	--
580	Sub-address transmission to a machine that has no Sub-address function.	Check the remote station.	62
623	No document loaded on the ADF.	Reload the document and send again.	--
630	Redial was not successful due to a busy line.	Reload the document and send again.	--
634	Redial was not successful due to no response from the called station or wrong number dialed.  <b>Note:</b> If busy tone was not detected, the machine will only redial once.	Check the telephone number and send again.	--
638	Power failure occurred during the communication.	Check the power cord and plug.	--
870	Memory overflow occurred while storing documents into memory for transmission.	1. Transmit documents without storing them into memory first. Use Direct Transmission when using G3 Fax Communication. 2. Install Optional Memory (SD Memory Card).	42 140

**NOTE**

1. After identifying the problem, and taking the recommended action, if the Information Codes keep reoccurring or Information Codes that appear on your machine but are not listed above, please contact your local Panasonic Authorized Dealer.



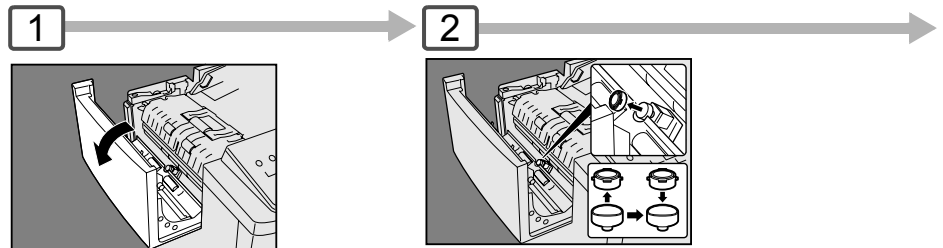
# Problem Solving

## Verification Stamp

### ■ Verification Stamp

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

#### To remove the stamp



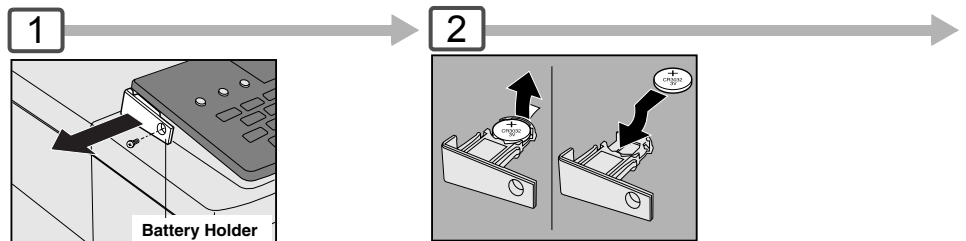
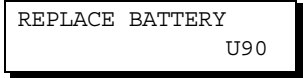
Open the ADF Cover.

Remove the Stamp. Replace the stamp with a new one, or refill the stamp with a few drops of the specified ink into the back of the stamp. (See Note 1)

**Verification Stamp Order No.: DZHT000027**

### ■ Replacing the Battery

The machine has an internal battery (Product No.: CR2032) which maintains the date and time. In the event the battery requires replacement, a message will be displayed.



- ①: Turn the Power Switch on the Back Side of the machine to the OFF position.
- ②: Remove a Screw and the Battery Holder.

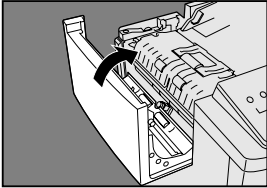
"+" side of battery should be facing upwards.  
(Observe the polarity, see CAUTION in the next page)

#### NOTE

1. Please contact your local Authorized Panasonic Dealer to purchase a new stamp.
2. Stamp ink refills can be purchased from a stationary store. Use blue Shachihata "X" Stamp ink (No. 22113) or its equivalent.

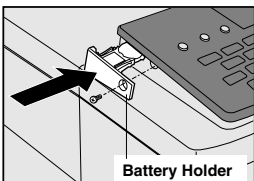


3



Close the ADF Cover.

3



- ①: Reinstall the Battery Holder and fasten the Screw.
- ②: Turn the Power Switch on the Back Side of the machine to the ON position.

4

If the clock is flashing on the LCD Display, follow the procedures on page 106 to reset the clock.

**NOTE:**

The service life of the battery is approximately 1 year under normal use.

**CAUTION**

Denotes hazards that could result in minor injury or damage to the machine.  
THIS PRODUCT CONTAINS A LITHIUM BATTERY. REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. "IMPROPER USE OR REPLACEMENT MAY CAUSE OVERHEATING, RUPTURE OR EXPLOSION RESULTING IN INJURY OR FIRE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS AND LOCAL REGULATION"

**Notice: California only:**

This product contains a CR Coin Cell Lithium Battery which contains Perchlorate Material - special handling may apply. See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)

**CAUTION**

Keep button battery/verification stamp and small parts out of reach of children to prevent choking or poisoning. If a button battery/verification stamp is swallowed accidentally, get medical treatment immediately.



# Appendix

## Specifications

<b>Type</b>	Desktop
<b>Acceptable Originals</b>	Sheets (Invoice - Legal size)
<b>Copying Method</b>	Laser Electrophotography
<b>Scanning Method</b>	Contact Image Sensor
<b>Fusing Method</b>	Heat Roller
<b>Imaging Method</b>	1 Component Non Magnetic Dry Toner Contact Developing
<b>Resolution</b>	Max. 600 dpi
<b>Operation Panel</b>	LCD Display
<b>Copy Size</b>	Legal - Letter via Paper Tray / Legal - Invoice via Sheet Bypass
<b>Void Area</b>	Max. 0.2" (5 mm)
<b>Warm Up Time</b>	Less than 19 seconds (68°F/20°C)
<b>First Copy Time</b>	<b>UF-7950</b> : Less than 19 seconds (Letter, from 1st Tray) <b>UF-6950</b> : Less than 25 seconds (Letter, from 1st Tray)
<b>Multi-Copy Speed (Letter size)</b>	<b>UF-7950</b> : 18.5 cpm <b>UF-6950</b> : 14.5 cpm
<b>Enlargement Ratios</b>	101% to 141% in 1% increments
<b>Reduction Ratios</b>	99% to 71% in 1% increments
<b>Paper Feed</b>	Paper Trays (250 sheets (20lb) Standard + 550 sheets (20lb) Option) + Single Sheet Bypass • Transparency film should be loaded into the standard paper tray (Tray-1; up to 20 sheets) or use the Sheet Bypass (1 sheet).
<b>Paper Weight</b>	<b>Paper Tray</b> : 16 - 28 lb (60 - 105 g/m <sup>2</sup> ) [1-Sided Copy] 20 - 24 lb (75 - 90 g/m <sup>2</sup> ) [2-Sided Copy] <b>Bypass</b> : 16 - 44 lb (60 - 165 g/m <sup>2</sup> )
<b>Quantity Selector</b>	Max. 999 sheets (Output Tray capacity is 150 sheets)
<b>Electrical Consumption</b>	AC 120V, 60Hz, 8A
<b>Power Consumption</b>	<b>Transmission</b> : Approx. 21 W <b>Reception</b> : Approx. 860 W <b>Maximum</b> : 1000 W
<b>Dimensions (W x D x H)</b>	17.7 x 16.5 x 17.6 inches (450 x 418 x 448 mm)
<b>Mass (Weight)</b>	48.5 lb (22 kg)
<b>Operating Environment</b>	<b>Temperature</b> : 50 - 86°F (10 - 30°C) [Temperature should be 80°F (27°C) or less at 80% RH] <b>Relative Humidity</b> : 30 - 80% [Humidity should be 70% or less at 86°F (30°C)]

\*When used only with Panasonic's recommended Letter size paper.

## For G3 Facsimile

<b>Compatibility</b>	ITU-T Group 3
<b>Coding Scheme</b>	JBIG, MH, MR, MMR (Conforms to ITU-T Recommendations)
<b>Modem Type</b>	ITU-T V.34, V.17, V.29, V.27 ter and V.21
<b>Modem Speed</b>	33600 - 2400 bps
<b>Document Size</b>	Invoice/A5 - Letter/A4 <b>Max</b> : 8.5 x 39.4 in (216 x 1000 mm) (with operator's assistance) <b>Min</b> : 5.5 x 8.5 in (Invoice)
<b>Effective Scanning Width</b>	8.3 inches (212 mm)
<b>Scanner Resolution</b>	<b>Horizontal</b> : 203 pels/inch (8 pels/mm) : Standard and Fine Resolution : 406 pels/inch (16 pels/mm) : Super Fine Resolution : 600 dpi : 600 dpi Resolution <b>Vertical</b> : 98 lines/inch (3.85 lines/mm) : Standard Resolution : 196 lines/inch (7.7 lines/mm) : Fine Resolution : 391 lines/inch (15.4 lines/mm) : Super Fine Resolution : 600 dpi : 600 dpi Resolution
<b>One-Touch/Abbreviated Dialing Memory Capacity</b>	200 Stations (ABBR No.) + 80 Stations (One-Touch or Program key) + 50 Stations (Direct Dialing) (plus additional 720 stations with the optional SD Memory Card installed) Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name.
<b>Image Memory Capacity</b>	<b>Base Memory</b> UF-6950 : 180 pages UF-7950 : 720 pages (Base on ITU-T Image No.1 using Standard Resolution) (See page 147)
<b>FCC Registration Number</b>	US:ACJFA32BUF-8000
<b>Ringer Equivalence</b>	3.2B



# Appendix

## Specifications

### ADF (Standard)

Tray Capacity	Letter, Invoice : 100 sheets (20 lb / 75 g/m <sup>2</sup> )
Paper Size	Invoice/Letter/Legal
Paper Weight	14 - 28 lb (50 - 105 g/m <sup>2</sup> )
Electrical Requirements	Supplied from the machine

### 2nd Paper Feed Module (DA-DS188) (Option)

Paper Size	Letter/Legal
Paper Weight	16 - 28 lb (60 - 105 g/m <sup>2</sup> ) [1-Sided Copy] 20 - 24 lb (75 - 90 g/m <sup>2</sup> ) [2-Sided Copy]
Electrical Requirements	Supplied from the machine
Dimensions (W x D x H)	17.7 x 15.1 x 5.5 inches (450 x 383 x 140 mm)
Mass (Weight)	11 lb (5 kg)

### Options and Supplies

Part Name	Part No.	Remarks
2nd Paper Feed Module	DA-DS188	For Additional Paper Feeding (Tray-2)
G3 Communication Port Kit	UE-407026	For Additional telephone line (UF-7950 only)
Handset Kit	UE-403171	Telephone Handset Kit
Internet Fax/Email/Network Scanner Module	UE-404090	For Network Scan and Email Function
Toner Cartridge	UG-5550-AUC	All in one cartridge
SD Memory Card		<ul style="list-style-type: none"> <li>• Only Genuine 32MB to 512MB SD Memory Card (with a SD trademark) can be used.</li> <li>• High speed data transfer type is recommended.</li> <li>• The SD Memory Card will be formatted to the proprietary format used in this machine. Please note that ALL the files will be lost after formatting.</li> </ul> <p>Please contact your local authorized Panasonic dealer for more details about purchase, and installation of the SD Memory Card.</p> <p>Panasonic part numbers for the SD Memory Cards are as follows:            RP-SD032B*** (32MB)            RP-SD064B*** (64MB)            RP-SD128B*** (128MB)            RP-SDH256*** (256MB)            RP-SDK512*** (512MB)</p> <p>***- letters vary depending on the product destination.</p>

memo



# Appendix

## Glossary

<b>Access Code</b>	A 4-digit programmable access code that prevents unauthorized operation of your machine.
<b>ADF (Automatic Document Feeder)</b>	The mechanism that delivers a stack of document pages to the scanner one page at a time.
<b>Address Book</b>	The ability to store full phone numbers or email addresses into the dialer and then utilizing a single keystroke to speed dial that number/email address in the future.
<b>Address Book Dialing</b>	The ability to dial an entire telephone number/email address by pressing one key.
<b>Auto Print Reduction</b>	The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
<b>Automatic Reception</b>	The mode that allows you to receive fax documents without user intervention.
<b>Batch Transmission</b>	The ability to accumulate different document files for the same destination(s) to be transmitted in a single phone call.
<b>BPS (Bits Per Second)</b>	The amount of data that is transmitted over the phone line. Your machine can start at each Max. Modem speed and automatically steps down to suitable speed depending on the phone line condition and the receiving machines capabilities. (Max. Modem Speed is 33600 BPS)
<b>CCITT</b>	Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
<b>Character ID</b>	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your machine.
<b>Character Keys</b>	The keys that are used to enter letters and symbols for various programming functions.
<b>Client</b>	Clients are computers that run software programs used to contact and obtain data from Server software program on another computer, often across a great distance.
<b>Coding Scheme</b>	The data compression method used by facsimile machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR), Modified Modified Read (MMR) and Joint Bi-level Image experts Group (JBIG) coding schemes.
<b>Comm. Journal</b>	Refers to either the Communication Journal (Comm. Journal), or Relay Transmission Report.
<b>Contrast</b>	Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.
<b>Cover Sheet</b>	A Fax Cover Sheet can be attached to your transmit document(s) that shows the recipient's name, originator's name and number of pages attached.
<b>DDD (Direct Distance Dialing)</b>	A telephone service that allows unassisted dialing, no operator assistance is required.
<b>Deferred Polling</b>	The ability to retrieve documents from other stations at a later time.
<b>Deferred Transmission</b>	The ability to send documents to other stations at a later time.

<b>Department Code</b>	This operation require the user to input a preset 8-digit Department Code before transmission. The Department Name of selected Department Code is printed on the Header of each page sent, Cover Sheet, Comm. Journal and Individual Transmission Journal.
<b>Direct Dialing</b>	The method of dialing where you enter the entire telephone number or email address through the QWERTY keyboard.
<b>Directory Search Dialing</b>	Allows you to dial a full telephone number or email address by searching the station's name entered in the Address Book.
<b>Directory Sheet</b>	The list that contains the station names that are programmed into your machine.
<b>DTMF (Dual Tone Multi-Frequency)</b>	Dialing method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialing.
<b>Duplex Scan</b>	The ability to scan both sides of 2-sided original(s) for transmission.
<b>ECM (Error Correction Mode)</b>	The ability to correct transmission errors as detected during the transmitting phone call.
<b>End Receiving Station</b>	In a relay network, the final station designated to receive the document.
<b>Energy-Saver Mode</b>	Saves energy by consuming less power than when in standby mode by turning off the fuser unit after the specified time.
<b>Fax Forward</b>	The ability to forward all incoming faxes to the specified station registered in the Address Book.
<b>Fax Parameter List</b>	The list that contains the home FAX parameters settings that you have programmed into your machine.
<b>FAX/TEL Auto Switching</b>	The ability to share a single telephone line for both fax and voice usage.
<b>File</b>	A task that has been stored into the memory of your machine. Examples are deferred transactions.
<b>Fixed Print Reduction</b>	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
<b>Function</b>	The control panel key that will be utilized to begin an operation or configuration of a feature.
<b>G3 Mode (Group 3)</b>	Refers to the standards and transmission capabilities of the current generation of facsimile machines.
<b>Group Dialing</b>	The ability to program many telephone numbers and/or email addresses into a single station so that many locations can be dialed in sequence utilizing a single keystroke.
<b>Handshaking</b>	The exchange of a group of control signals that communicate between the transmitter and receiver. These signals determine the condition at which communication can occur.
<b>Header</b>	A row of information that is transmitted by the sending machine and printed on the top of each page by the receiving machine. This identifies the transmitting machine and information about the transmission, such as time and date.



# Appendix

## Glossary

<b>Image Memory Capacity</b>	This signifies the amount of memory available in your machine to store pages of documents. Unit of measurement is based on the ITU-T Image No.1.
<b>Index Keys</b>	A series of alphabetized keys for easy access to the stations programmed in the Address Book.
<b>Individual Transmission Journal</b>	A report that is printed by the transmitter stating information regarding the last document transaction.
<b>Information Code</b>	A code that is internally generated by your machine stating a specific operational error or machine failure.
<b>Initial Sending Station</b>	In a relay network, the station that is originating the document transmission.
<b>ITU-T</b>	International Telecommunication Union - Telecommunication, formerly known as C.C.I.T.T.
<b>ITU-T Image No. 1</b>	An industry standard document that allows comparisons of the transmission speeds and capabilities of facsimile machines.
<b>Journal</b>	A report that is printed by your machine listing the last 200 transactions.
<b>Key Name</b>	An alternate to the station name that can be programmed for each Address Book dialing key. (By default it displays the first 15 characters of the station Name)
<b>Keypad</b>	A group of numeric keys located on your control panel.
<b>LCD</b>	Liquid Crystal Display. The display area of your machine.
<b>LOGO</b>	Your programmed company name or identification up to 25 alphanumeric characters.
<b>Manual Reception</b>	A mode that requires operator intervention to receive an incoming document.
<b>Memory Transmission</b>	The documents are scanned into memory before actual connection to the phone line for transmission.
<b>Modem</b>	A device that converts signals from your machine into signals that can be transmitted over telephone lines.
<b>Multi-station Transmission</b>	The ability to broadcast the same set of documents to a programmed number of locations.
<b>Multiple Logo</b>	The user can select one of 25 preset LOGOs before a transmission.
<b>Off-Hook Dialing</b>	The direct dialing of a telephone number with the handset out of the cradle or "off the hook".
<b>On-Hook Dialing</b>	The direct dialing of a telephone number with the handset in the cradle or "on the hook".
<b>Overlap Printing</b>	Documents too long to be reduced are automatically printed on two pages with approximately 0.5" (13 mm) overlap.
<b>Panasonic Super Smoothing</b>	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.



<b>Photo</b>	A scanning technique to distinguish levels of gray from black and white. Your machine can detect up to 256 levels of gray in photo mode.
<b>Polling</b>	The ability to retrieve a document from another facsimile machine.
<b>Polling Password</b>	A 4-digit programmed code that enables the security of a document being polled.
<b>Print Collation</b>	The ability to stack received documents in the correct order.
<b>Print Reduction Modes</b>	The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
<b>Program Keys</b>	Keys that are defined for storing a sequence of stations to be dialed or polled.
<b>PSTN</b>	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
<b>Qwerty Keyboard</b>	A keyboard on the Control Panel that is used to enter letters and symbols for various programming functions.
<b>Receiving Password</b>	A 4-digit password is required to be entered before a document is received.
<b>Relay Transmission Report</b>	A report that contains information regarding the last relayed transmission.
<b>Relayed Transmission</b>	Sending a document to a relay station, which in turn, sends the document to the end receiving station.
<b>Resolution</b>	Relates to the number of dots scanned or printed per certain square. The quality of the image increases as the number of dots per certain square increases.
<b>Selective Reception</b>	A function that can be set so that your machine will receive from only those machines programmed into your dialer.
<b>Sleep Mode</b>	The lowest power state that the machine enters after the specified time without actually turning Off.
<b>Station Name</b>	Alphanumeric ID which can be programmed for each phone number/email address in the Auto Dialer.
<b>Stored Documents</b>	Documents that have been scanned and now are stored in your machine's memory.
<b>Sub-address</b>	ITU-T recommendation for further routing, forwarding or relaying of incoming faxes.
<b>Sub-address Password</b>	ITU-T recommendation for additional security that corresponds to the Sub-address.
<b>Substitute Memory Reception</b>	Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.
<b>Transmission Password</b>	A 4-digit password is required to be entered before a document is transmitted.
<b>Transmission Reservation</b>	The ability to preset a telephone number so that you may reserve a transmission while your machine is performing another function.



# Appendix

## Glossary

<b>User Parameter</b>	Programmed parameters that provide information to other stations. Examples are logo, character ID, date and time.
<b>Verification Stamp</b>	An user selectable transmission verification stamp can be placed on scanned documents that are successfully transmitted or stored in memory.
<b>View Mode - File List</b>	Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List.
<b>View Mode - Journal</b>	Allows you to view the brief contents of the journal through the LCD display without having to print the journal.

## ITU-T Image No. 1

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



### THE SLEREXE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

Our Ref. 350/PJC/EAC

18th January, 1972.

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

Dear Pete,

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

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

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

Probably you have uses for this facility in your organisation.

Yours sincerely,

P.J. CROSS  
Group Leader - Facsimile Research



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NAME OF RESELLER \_\_\_\_\_

SERIAL NO. \_\_\_\_\_

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