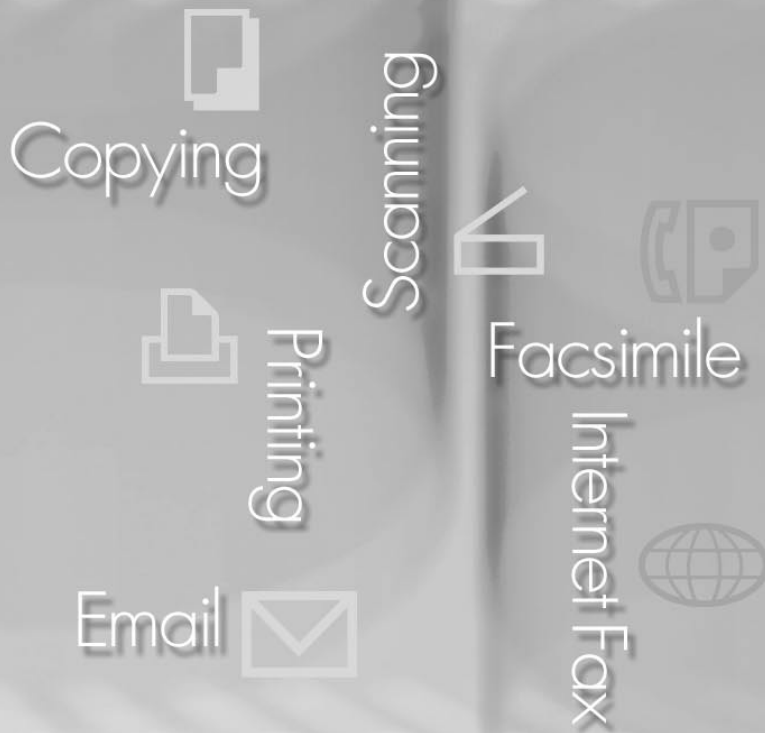


Panasonic[®]

Operating Instructions (For User Authentication) 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

General Description

Using Machine (for User)

Setting Machine

Appendix

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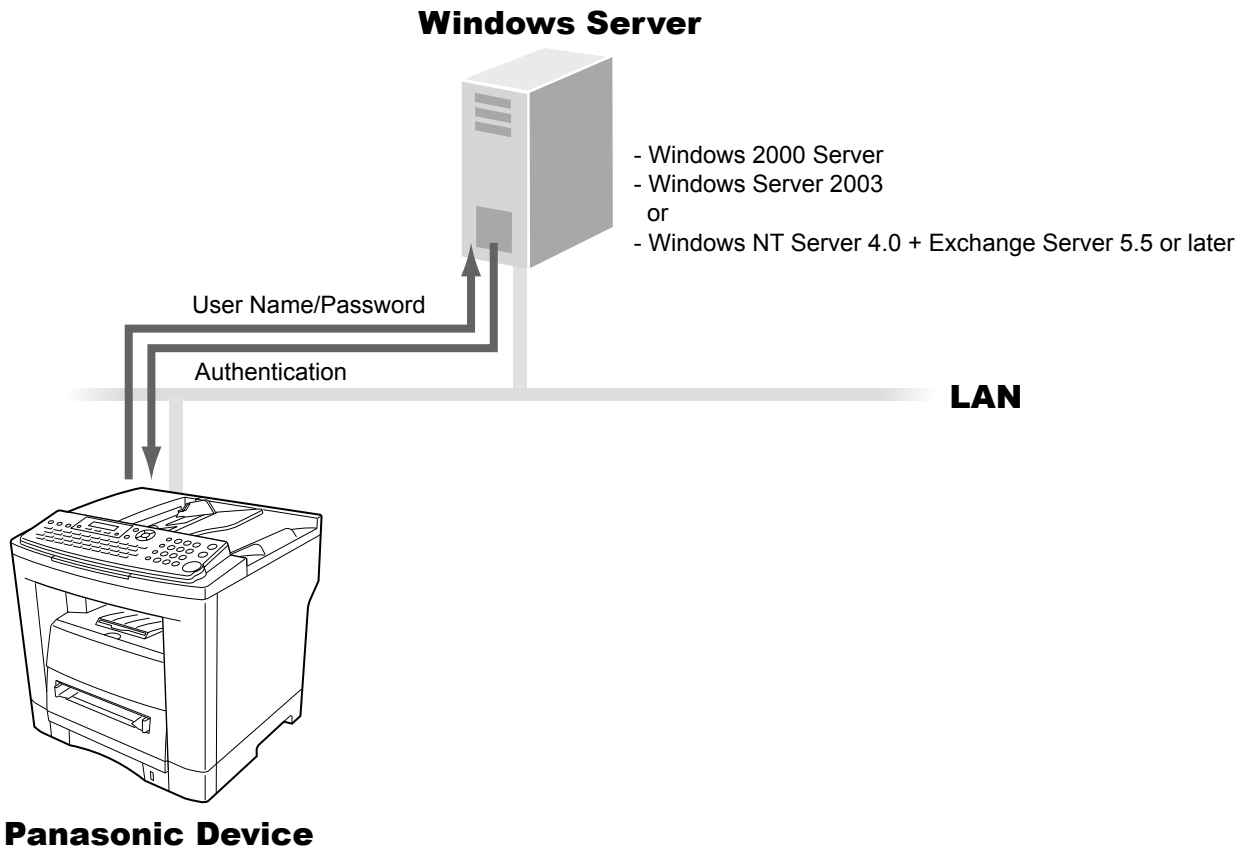
The contents of these Operating Instructions are subject to change without notice.

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User Authentication

The User Authentication works for the devices under the management of the Windows Server. As a result, users must be authenticated before they can use the functions of the machine (copying, faxing, scanning, and printing). The supported authentication protocol is NTLM v2.



Users

- Users login to the Panasonic machine using their Windows account (user name and password).

System administrator

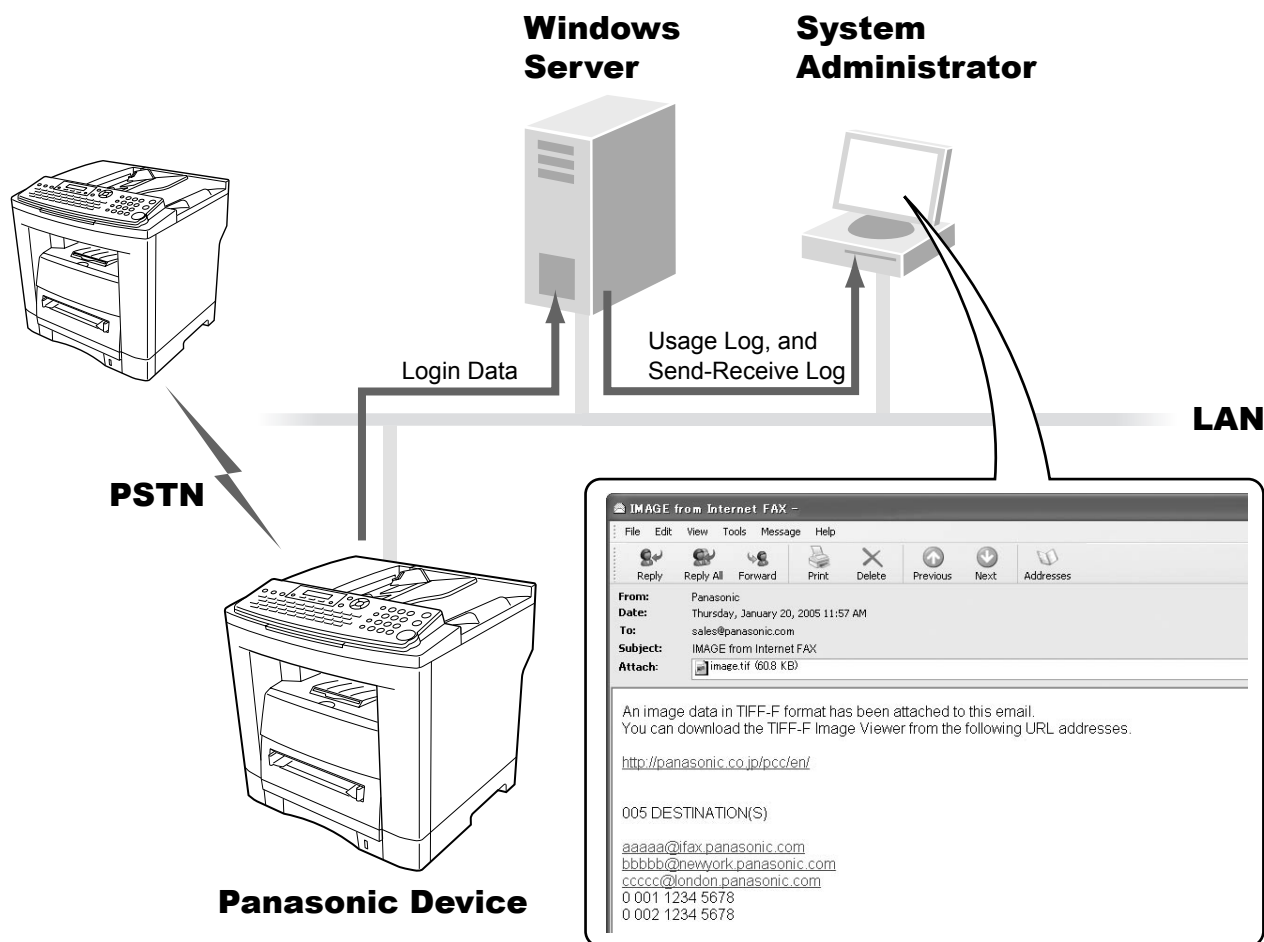
- The system administrator can manage user accounts by using the Windows Server.
- User authentication can be set independently for each function (copying, faxing, scanning, and printing).

NOTE

1. *NTLM authentication is a user authentication protocol used in the Windows NT family of operating systems. NTLM uses a challenge/response method, and operates in such a way that the password is not sent across the network in clear text. In Windows 2000, this protocol can also be used to maintain compatibility between client and server.*
2. *This feature is available if the optional Network Scanner/Email/Internet Fax module (UE-404090) is installed.*

Job Tracking

While using User Authentication, it is also possible to use the Job Tracking function as well. The Job Tracking function allows the system administrator to receive a machine usage log, and send/receive log via Email. The Email to the administrator includes the name of the machine user, destination, and communication time, together with the image of the document that was sent or received.



(See page 28)

. The following jobs are only tracked with this function.

1. Fax Transmission and Reception via PSTN.
2. Email Transmission to an Internet Fax, or a PC.
3. Reception from an Internet Fax, or a PC.

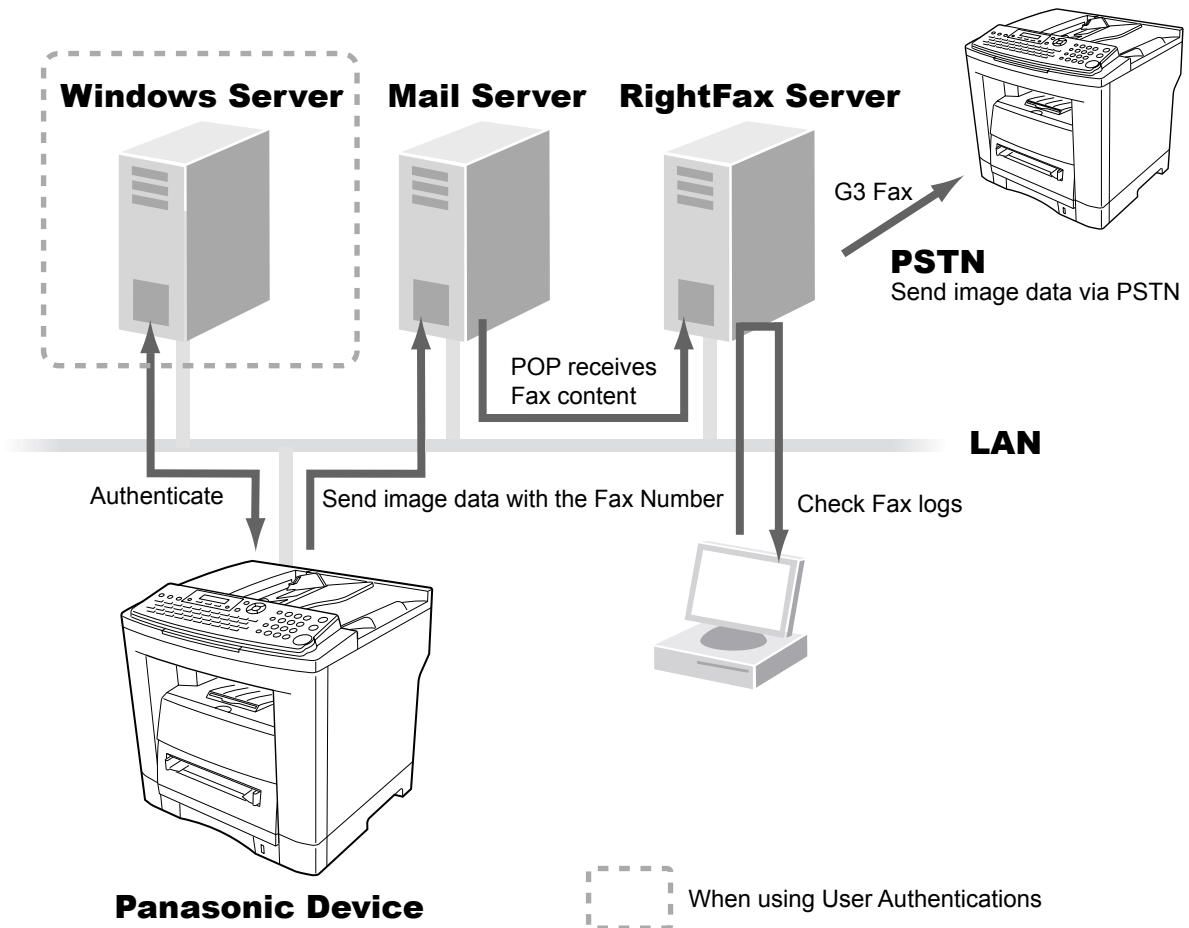
NOTE

1. When the Job Tracking function is enabled, the following functions are not available.
 - Manual Reception
 - On-Hook Dialing
 - Fax Forward (Fax Parameter No. 54)
 For details, refer to the Operating Instructions for Facsimile and Copy Functions.
2. This feature is available if the optional Network Scanner/Email/Internet Fax module (UE-404090) is installed.

RightFax Server

By enabling the RightFax Server function, all the faxes will be sent via the RightFax Server. All the fax logs can be easily be managed by a single server.

When using it with the User Authentication function, it will increase the security by controlling the usage and identifying the users.



- The fax document to be sent is passed to the RightFax server via Email.
- A user who sends a fax from a Panasonic machine can receive a send confirmation report on the PC from the RightFax server.

NOTE

1. When the RightFax function is enabled, the following functions are not available.
 - Deferred Polling
 - Sub-Address Transmission
 - LAN Relay Transmission
 - Polling
 - Fax Cover Sheet
 - Direct Transmission

The document(s) is always stored into memory when sending the document(s).
For details, refer to the Operating Instructions for Facsimile and Copy Functions.
2. Requires RightFax Ver. 8.0 or later.
3. This feature is available if the optional Network Scanner/Email/Internet Fax module (UE-404090) is installed.

Memo

Login Procedure (Using Copy/Fax/Scanner/Printer)

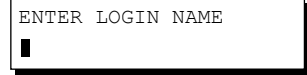
Users must enter the login name and the password before using any device which has the User Authentication function enabled. Authentication is performed using the user's Windows account.

- 1 A login prompt appears if user authentication is enabled.

Note:

User authentication can be set independently for each function (copying, faxing, scanning, and printing).

If user authentication is disabled for the fax function, the control panel displays the standby message, and the login prompt only appears when a function that requires authentication is selected.



Standby Message

- 2 Enter your user name, and then press **SET**. (Up to 40 characters)

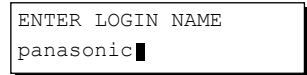
The user name is **NOT** case-sensitive.

Ex: panasonic

Note:

Accepts following characters.

*, & () : ! / _ . - + % = ' " \$; < > ? [] ^ ` { | } * # and alphanumeric characters*



- 3 Enter your password, and then press **SET**. (Up to 40 characters)

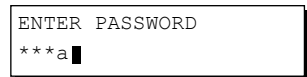
The password is case-sensitive.

Ex: pana

Note:

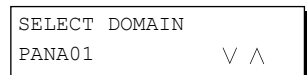
Accepts following characters.

*, \ & () : ! / _ . - + % = ' " \$; < > ? [] ^ ` { | } * # and alphanumeric characters*



- 4 Press **▲** or **▼** to select the domain, and then press **SET**.

Ex: PANA01



5 This completes the authentication.

MMM-DD-YYYY 16:30
00%

After completing the authentication, you can use the selected function (copying, faxing, scanning, or printing) .

Note:

- If the authentication fails, one of the following messages may appear.

Message	Explanation
LOGIN FAILED	The login failed. Check your user name and password. Check whether the Date and Time is set properly.
LOGON ATTEMPTS EXCEEDED	The system has been locked because the permitted number of login attempts has been exceeded. Please contact the system administrator.
CONNECTION FAILED	Unable to connect to the authentication server. Please contact the system administrator.
PROTOCOL ERROR	Unable to connect to the authentication server. Please contact the system administrator.
SERVER NOT FOUND	Unable to locate the authentication server. Check whether the DNS Domain Name is set properly (see page 16). Check whether the Internet Parameters are set properly. <ul style="list-style-type: none">• IP Address• Subnet Mask• Default Gateway IP Address• DNS Server Addresses

- Authentication is cancelled if no operation is performed on the machine within a certain period of time after authentication is completed. In this case, you need to perform user authentication again before you can use the machine. The system administrator can specify the ID Timeout Period. See "ID Timeout Setting" on page 17 for details.
- The system administrator can specify whether authentication is required independently for each machine function (copying, faxing, scanning, and printing). See "Authentication Setting" on page 13 for details.

Sending a Document via RightFax

When the RightFax server is used to send a fax, the following details are entered in the recipient (TO) field, and sender (FROM) field.

Field	Content
Recipient	Station Name registered for One-Touch or ABBR. dialing. If manual number dialing is used, you can enter the user name from the control panel.
Sender	When the user authentication is not enabled Logo and Email Address of this device. or Name and Email Address selected with the Sender Selection function.
	When the user authentication is enabled Name of the authenticated user registered with the Windows Server.

- 1 Login, and then set document(s) on the ADF.

Note:

If you need to login, see "Login Procedure" on page 8 for details.

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

- 2 Specify the recipient.

Ex: 5551234

Note:

Quick Name Search dialing, One-Touch/ABBR. dialing, and Directory Search dialing can be used to specify the recipient. For details, refer to the Operating Instructions for Facsimile and Copy Functions.

```
TEL. NO.
5551234
```

- 3 Press **START** to starts scanning, and then sending the document.

When using manual number dialing, press **SET** instead of **START** to enter the recipient's name. (Up to 15 characters)

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

- 4 Enter the name, and then press **SET**.

```
ENTER NAME

```

- 5 When you press **START**, the machine starts scanning, and then sending the document.

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

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

Memo

Access Code Setting

Before you can setup the User Authentication, Job Tracking, or RightFax Server function, you first need to set the machine's access code.

Note:

To clear the access code, change the setting of the User Authentication (Fax Parameter No. 126, USER AUTH) and RightFax Server (Fax Parameter No. 132, VIA FAX SERVER) parameters to Invalid first.

1 Press **FUNCTION** (7) (4) **SET**.

FAX PARAMETER(1-182)
NO.= ■

2 Press (3) (8) **SET**.

38 ACCESS CODE
■■■■

3 Enter a 4-digit number to set as the access code.

38 ACCESS CODE
1234

Note:

This access code is required in subsequent setup operations. Please keep it in a safe place.

4 Press **SET**.

38 ACCESS CODE
1:ALL 1234

5 Press (2) **SET**.

38 ACCESS CODE
2:PARAMETERS 1234

Note:

When using the functions, you must always select (2) (PARAMETERS) when setting up the access code function.

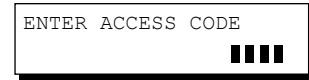
6 Press **STOP** to return to standby.

MMM-DD-YYYY 16:30
00%

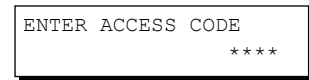
Authentication Setting

The system administrator can enable/disable the user authentication for each function (copying, faxing, scanning, and printing).

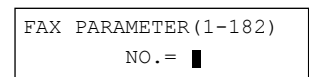
1 Press **FUNCTION** (7) (4) **SET**.



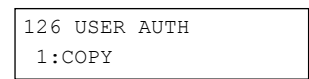
2 Enter the access code (4-digit) setup for the machine, and then press **SET**.



3 Press (1) (2) (6), and then press **SET**.



4 Select the function where authentication is required.

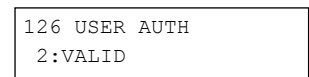


- ① **SET** : Selects the Copy function.
- ② **SET** : Selects the Fax function.
- ③ **SET** : Selects the Printer function.
- ④ **SET** : Selects the Scanner function.

Note:

The **Sender Selection** feature is not enabled if the fax function is setup to require user authentication.
For details, refer to the *Operating Instructions for Internet Fax/Email and Network Scanner Functions*.

5 Select "VALID" to use authentication or "INVALID" to disable authentication.



- ① **SET** : Disables authentication.
- ② **SET** : Enables authentication.

When user authentication is enabled for the first time, you also need to specify the TIME ZONE, system administrator's name, and password.

Continued on the next page...

6 Specify the TIME ZONE, the system administrator name, and password.

```
TIME ZONE
USE < OR > TO SCROLL
```



Press or to select the Time Zone.

```
TIME ZONE
GMT-5 Eastern US&CN
```



Press .

```
ADMINISTRATOR NAME
ENTER NAME
```



Enter the administrator name you wish to use, and then press .

```
ADMIN. PASSWORD
ENTER PASSWORD
```



Enter the administrator password, and then press .

Note:

The administrator name, and password set here are required in subsequent setup operations (see page 26). Please keep it in a safe place.

7 The next function appears (return to step 4).

To continue with the setup, press **SET**, select ① (INVALID) or ② (VALID) for each function, and then press **SET**.

```
126 USER AUTH
2:FAX
```



Press **SET**.

```
126 USER AUTH
1:INVALID
```



Select ① (INVALID) or ② (VALID), and then press **SET**.

```
126 USER AUTH
3:PRINTER
```



Press **SET**.

```
126 USER AUTH
1:INVALID
```



Select ① (INVALID) or ② (VALID), and then press **SET**.

```
126 USER AUTH
4:SCANNER
```



Press **SET**.

```
126 USER AUTH
1:INVALID
```



Select ① (INVALID) or ② (VALID), and then press **SET**.

```
127 ID TIMEOUT
1:AUTO RESET TIME
```

8 Press **STOP** to return to standby.

```
MMM-DD-YYYY 16:30
00%
```

Registration of Domain Name

This sets the NetBIOS domain names, and DNS suffix to use for user authentication.

1 Press **FUNCTION** **7** **1** **SET**.

ENTER ACCESS CODE
■■■■

2 Enter the access code (4-digit) setup for the machine, and then press **SET**.

ENTER ACCESS CODE

3 Press **▲**, and select "AUTH DOMAIN".

DATE & TIME
09-01-2005 12:00

4 Press **SET**.

AUTH DOMAIN
PRESS SET TO SELECT

5 A prompt appears for you to set the NetBIOS domain names. You can set up to 10 domain names. Press **▲** or **▼** to select the entry number ("01" to "10").

ENTER DOMAIN NAME
01 ■

6 Enter the NetBIOS domain name, and then press **SET**. (Up to 15 characters)

ENTER DOMAIN NAME
01 PANA01 ■

7 Enter the DNS domain name, and then press **SET**. (Up to 60 characters)

ENTER DNS DOMAIN
01 panasonic.com ■

Note:

If your Windows network is configured with Windows NT Server 4.0 and Exchange Server 5.5, enter the Exchange Server Name (FQDN), on the Step 7.

8 The next number entry field appears (return to step 5). Enter the next domain name if required.

ENTER DOMAIN NAME
02 ■

9 Press **STOP** to return to standby.

Note:

- 1. The User Authentication function becomes enabled after you perform "Access Code Setting", "Authentication Setting", and "Domain Name Registration", the control panel display changes from the standby message to the login prompt.*
- 2. Make sure that the Host Name has been set properly. For details, refer to the Operating Instructions for Internet Fax/Email and Network Scan Functions.*

ID Timeout Setting

If the ID Timeout Setting is set to "AUTO RESET TIME", authentication is cancelled if no operation is performed on the machine for a specified time period after performing authentication. The ID timeout period is set by the "AUTO RESET TIME Setting" on page 18.

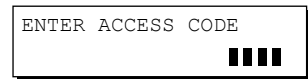
Note:

When the User Authentication function is enabled, you must login to the machine to change settings. See the following sections for details about how to login.

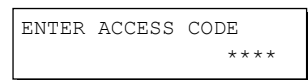
See "Administrator Login" on page 26 for Logging in as the system administrator.

See "Login Procedure" on page 8 for Logging in as a user.

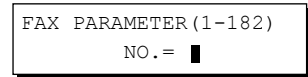
1 Login to the machine, and then press **FUNCTION** **7** **4** **SET**.



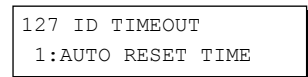
2 Enter the access code (4-digit) set for the machine, and then press **SET**.



3 Press **1** **2** **7**, and then press **SET**.



4 Select the ID Timeout setting.



1 **SET** : (AUTO RESET TIME) An authenticated user will be logged out if no operation is performed on the machine for a specified time after performing authentication.

2 **SET** : (AFTER EVERY JOB) An authenticated user will be logged out when the performing operation is completed.

5 Press **STOP** to return to standby.

Auto Reset Time Setting

This sets the ID timeout period when "AUTO RESET TIME" is selected for the ID Timeout Setting.

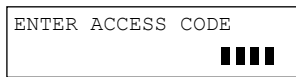
Note:

When the User Authentication function is enabled, you must login to the machine to change settings. See the following sections for details about how to login.

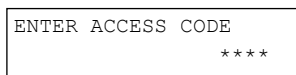
See "Administrator Login" on page 26 for Logging in as the system administrator.

See "Login Procedure" on page 8 for Logging in as a user.

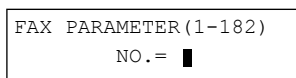
1 Login to the machine, and then press **FUNCTION** **7** **4** **SET**.



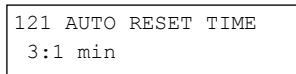
2 Enter the access code (4-digit) set for the machine, and then press **SET**.



3 Press **1** **2** **1**, and then press **SET**.



4 Select the timeout for canceling authentication.



- 1** **SET** : (OFF) If "OFF" is selected, the authentication will not time out, regardless of the elapsed time.
- 2** **SET** : 30 seconds
- 3** **SET** : 1 minute
- 4** **SET** : 2 minutes
- 5** **SET** : 3 minutes
- 6** **SET** : 4 minutes

5 Press **STOP** to return to standby.

Logon Attempts Setting

The system is locked if the permitted number of logon attempts is exceeded during the user authentication. This sets the number of permitted number of logon attempts.

Note:

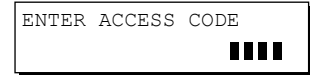
When the User Authentication function is enabled, you must login to the machine to change settings.

See the following sections for details about how to login.

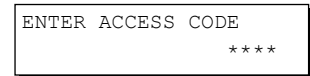
See "Administrator Login" on page 26 for Logging in as the system administrator.

See "Login Procedure" on page 8 for Logging in as a user.

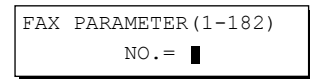
1 Login to the machine, and then press **FUNCTION** (7) (4) **SET**.



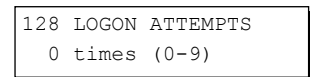
2 Enter the access code (4-digit) set for the machine, and then press **SET**.



3 Press (1) (2) (8), and then press **SET**.



4 Enter the number of logon attempts ((0) to (9)), and then press **SET**.
Unlimited logon attempts is allowed if you set (0).



5 Press **STOP** to return to standby.

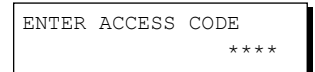
Lockout Time Setting

This sets the time period (minutes) for the system lockout when the permitted number of logon attempts is exceeded during the user authentication. Wait for the Lockout Time period to lapse before you are permitted to login to user authentication.

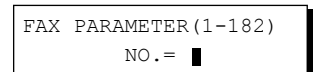
1 Login to the machine, and then press **FUNCTION** (7) (4) **SET**.



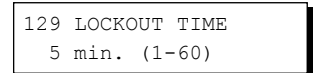
2 Enter the access code (4-digit) set for the machine, and then press **SET**.



3 Press (1) (2) (9), and then press **SET**.



4 Enter the number of logon attempts ((1) to (6) (0)), and then press **SET**.



5 Press **STOP** to return to standby.

Authentication Method Setting

This specifies which authentication method to use by the User Authentication function.

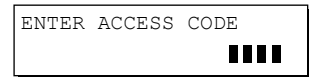
Note:

When the User Authentication function is enabled, you must login to the machine to change settings. See the following sections for details about how to login.

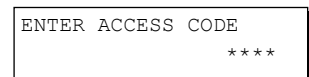
See "Administrator Login" on page 26 for Logging in as the system administrator.

See "Login Procedure" on page 8 for Logging in as a user.

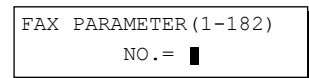
1 Login to the machine, and then press **FUNCTION** (7) (4) **SET**.



2 Enter the access code (4-digit) set for the machine, and then press **SET**.



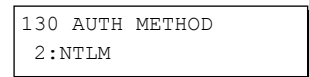
3 (1) (3) (0), and then press **SET**.



4 Select the authentication method.

(1) **SET** : Selects CLEAR TEXT.

(2) **SET** : Selects NTLM.



5 Press **STOP** to return to standby.

Job Tracking Setting

This enables or disables Job Tracking. If Job Tracking is enabled, also set the type of log to record, and the Email address to which it is to be sent.

Note:

- Before performing this setup, you first need to register the destination Email address for the log in the Auto Dialers. Furthermore, change the setting of the Fax Forward (Fax Parameter No. 54, FAX FORWARD) parameter to Invalid.
- Set the POP Parameters so as to receive the emails automatically when using the Job Tracking function. Otherwise, your machine cannot receive any emails.

Make sure that the Fax Parameters are **NOT** set as below.

Auto POP Receive (Fax Parameter No. 147) : Invalid

POP Timer (Fax Parameter No. 146) : 0 minute

- When the User Authentication function is enabled, you must login to the machine to change settings. See the following sections for details about how to login.

See "Administrator Login" on page 26 for Logging in as the system administrator.

See "Login Procedure" on page 8 for Logging in as a user.

- The Job Tacking Settings are cleared if the Authentication Setting of all functions is changed to Invalid.

1 Login to the machine, and then press **FUNCTION** ⑦ ④ **SET**.

ENTER ACCESS CODE
■■■■

2 Enter the access code (4-digit) set for the machine, and then press **SET**.

ENTER ACCESS CODE

3 Press ① ③ ①, and then **SET**.

FAX PARAMETER(1-182)
NO.= ■

4 Enable ("VALID") or disable ("INVALID") the Job Tracking function.

① **SET** : Disables Job Tracking.

② **SET** : Enables Job Tracking.

131 JOB TRACKING
1:INVALID

If you selected ② (VALID), next specify the type of log to record, and the Email address to which it is to be sent.

5 Select the type of log to record.

① **SET** : (TX) Records sending only.

② **SET** : (RX) Records receiving only.

③ **SET** : (TX&RX) Records sending and receiving.

JOB TRACKING=1
1:TX 2:RX 3:TX&RX

6 A prompt appears for entering the destination Email address.

JOB TRACKING
ENTER ADMIN. ADDR

7 Specify the Email address to which to send the log.
Select the destination Email address to which to send the log from the addresses previously set in the Auto Dialers.

Panasonic User
✉panauser@pana.com

8 Press **SET** twice. (In case the Fax Parameter No. 119, Qwerty Keyboard, is set to **One-Touch**, press **SET** once.)

9 Select the printout method for the received document(s). This parameter is only enabled if the **RX** or **TX&RX** is selected on the step 5.

```
RX LOCAL PRINT=1
1:INC. 2:ON (ALWAYS)
```

- ① SET : (INC) Prints only if the log was unable to be sent to the specified destination.
- ② SET : (ON) Always prints.

10 Press STOP to return to standby.

RightFax Server Setting

This setting enables, or disables the RightFax server.

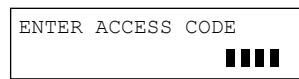
Note:

- When the User Authentication function is enabled, you must login to the machine to change any setting. See the following sections for details about how to login.
See "Administrator Login" on page 26 for Logging in as the system administrator.
See "Login Procedure" on page 8 for Logging in as a user.
- The machine will generate the Email Address in the format as shown below, and then send the Email to the RightFax Server.

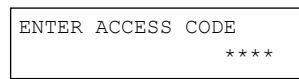
Ex: "lfax=5551212/name=Jane/"<rightfax@pana.com>

Fax Number Station Name Email Address of the RightFax Server

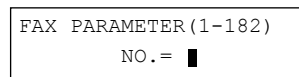
1 Login to the machine, and then press **FUNCTION** (7) (4) **SET**.



2 Enter the access code (4-digit) set for the machine, and then press **SET**.

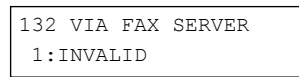


3 Press (1) (3) (2), and then press **SET**.



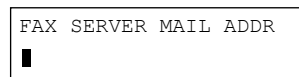
4 Enable ("VALID"), or disable ("INVALID") the RightFax server.

- (1) **SET** : Disables the RightFax server.
- (2) **SET** : Enables the RightFax server.

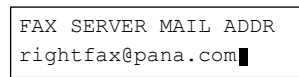


When you enable the RightFax server for the first time, you also need to enter the Email address of the server.

5 A prompt appears for entering the Email address.



6 Enter the Email address of the RightFax server, and then press **SET**.
(Up to 60 characters)



7 Press **STOP** to return to standby.

Memo

Administrator Login

This confirms the system administrator who manages the Panasonic machine. After logging in to the machine, the system administrator can set up the authentication function.

Note:

Refer to *Authentication Setting* (see page 13) for the registration of Administrator's Name and Password.

- 1** The login prompt appears if the user authentication function has been enabled.

```
ENTER LOGIN NAME
█
```

- 2** Enter the administrator name, and then press .
The administrator name is **NOT** case-sensitive.

```
ENTER LOGIN NAME
panasonic█
```

- 3** Enter the password, and then press .
The password is case-sensitive.

```
ENTER PASSWORD
***a█
```

- 4** Press or to select "LOCAL MACHINE", and then press .

```
SELECT DOMAIN
LOCAL MACHINE  ▾ ▸
```

- 5** This completes the authentication.

```
MMM-DD-YYYY 16:30
                                00%
```

Administrator Name & Password

The user name, and password for the system administrator are established in "Authentication Setting" on page 13 when user authentication is enabled for the first time. Use the following procedure if you subsequently wish to change the system administrator name, or password.

Note:

You must login to the machine before you can change any setting. See the following sections for details about how to login. See "Administrator Login" on page 26 for Logging in as the system administrator. See "Login Procedure" on page 8 for Logging in as a user.

1 Login to the machine, and then press **FUNCTION** **7** **1** **SET**.

```
ENTER ACCESS CODE
      █ █ █ █
```

2 Enter the access code (4-digit) set for the machine, and then press **SET**.

```
ENTER ACCESS CODE
      * * * *
```

3 Press **▲**, and select "ADMINISTRATOR NAME".

```
DATE & TIME
      09-01-2005 12:00
```

4 The currently set administrator name is displayed.

```
ADMINISTRATOR NAME
      panasonic
```

5 Enter the new administrator name, and then press **SET**.
The name is **NOT** case-sensitive.

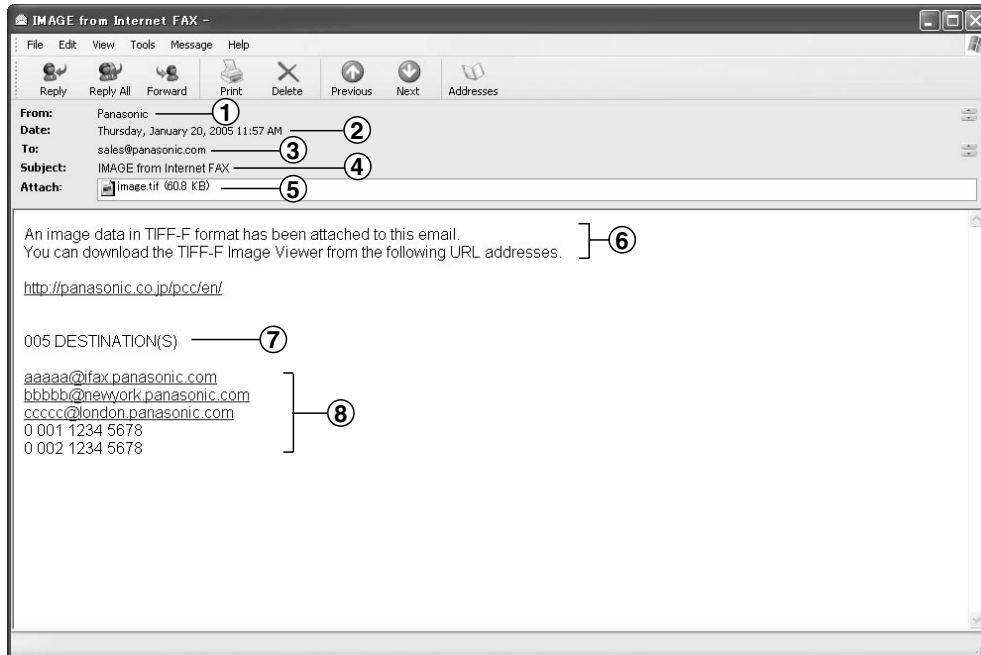
```
ADMINISTRATOR NAME
      panaadmin
```

6 Enter the administrator password, and then press **SET**.
The password is case-sensitive.

```
ADMIN. PASSWORD
      * * * * *
```

7 Press **STOP** to return to standby.

Description of Job Tracking Notice



Job Type	Fax Transmission via PSTN Email Transmission to Internet Fax / PC	Reception via PSTN	Reception from Internet Fax / PC
1.	Sender's Name or Login Name in the User Authentication	Fax: ID Number of the remote station or Sender's ID Unknown (In case the remote station has not registered the ID number.)	FWD: Sender's Email Address
2.	Transmitted Date and Time	Received Date and Time	
3.	Sender's Email Address, or Machine's Email Address	Recipient's Email Address (as set in the Job Tracking Setting, see page 22)	
4.	Subject	Default Subject of the machine, or specified subject with Subject Line Entry function. If no subject is entered, the following subject is shown instead. IMAGE from Internet FAX	
5.	Transmitted document(s)	Received document(s)	Received document(s) * Email Body Text is included in the attached file as image.
6.	Fixed Message		
7.	Number of Destination(s)	None	
8.	Transmitted Address(es)	None	

Memo

The serial number is located on the label on the rear of the machine. For your convenience, record the number below and keep this documentation along with your proof of purchase, in the event of a theft or for future reference.

MODEL NO. _____

NAME OF RESELLER _____

SERIAL NO. _____

DATE OF PURCHASE _____

■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