

# Panasonic<sup>®</sup>

## Facsimile Operating Instructions (For User Authentication)

Model No. **UF-7000/7100/8000/8100**



### Panafax

Before operating this machine, please read this manual completely and keep this manual for future reference.

English

General Description

Using Machine (for User)

Setting Machine

Administrator Login

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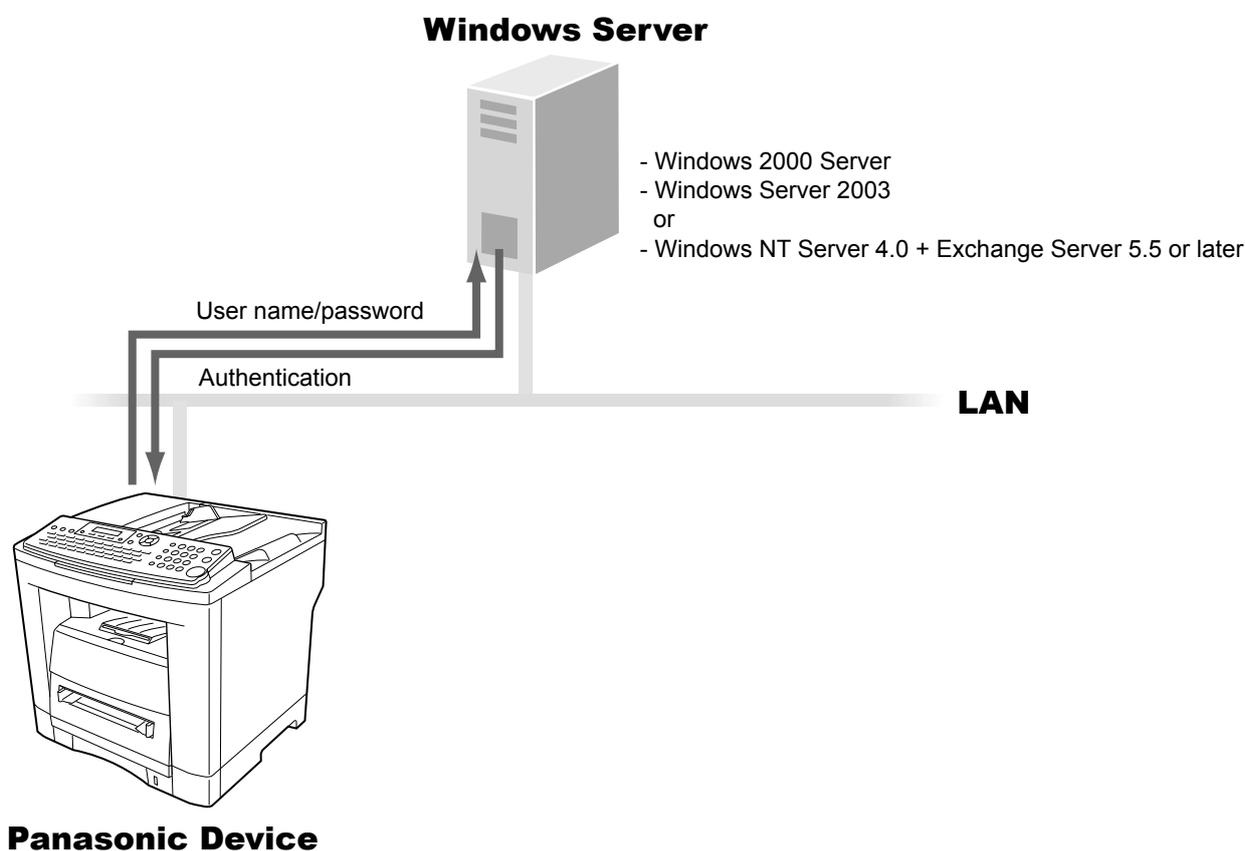
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## User Authentication

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 functions (copying, faxing, scanning, and printing).

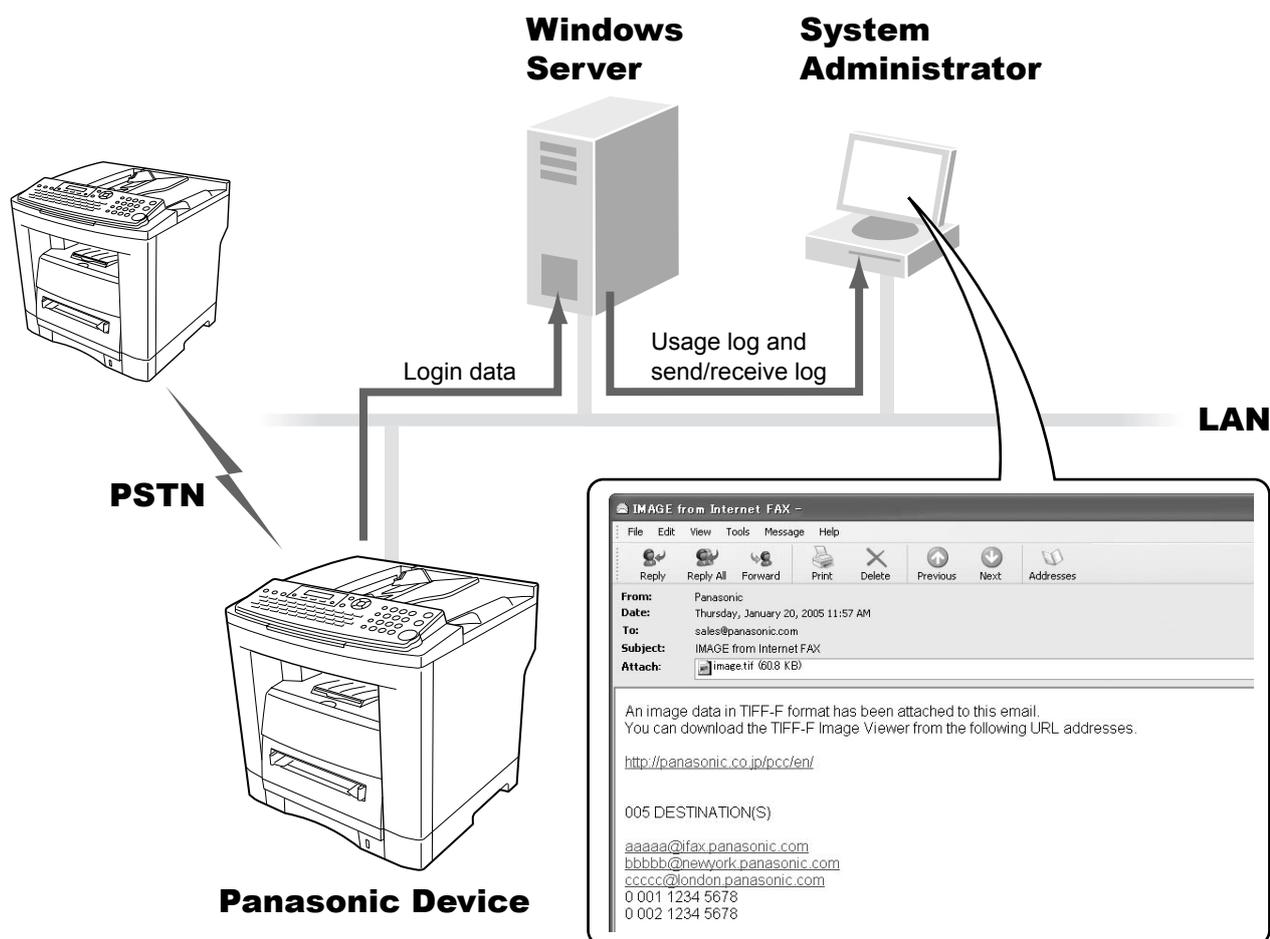
#### NOTE

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/E-mail/Internet Fax module (UE-404090) is installed.*

## Job Tracking

When 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 26)

• The following jobs are only tracked with this function.

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

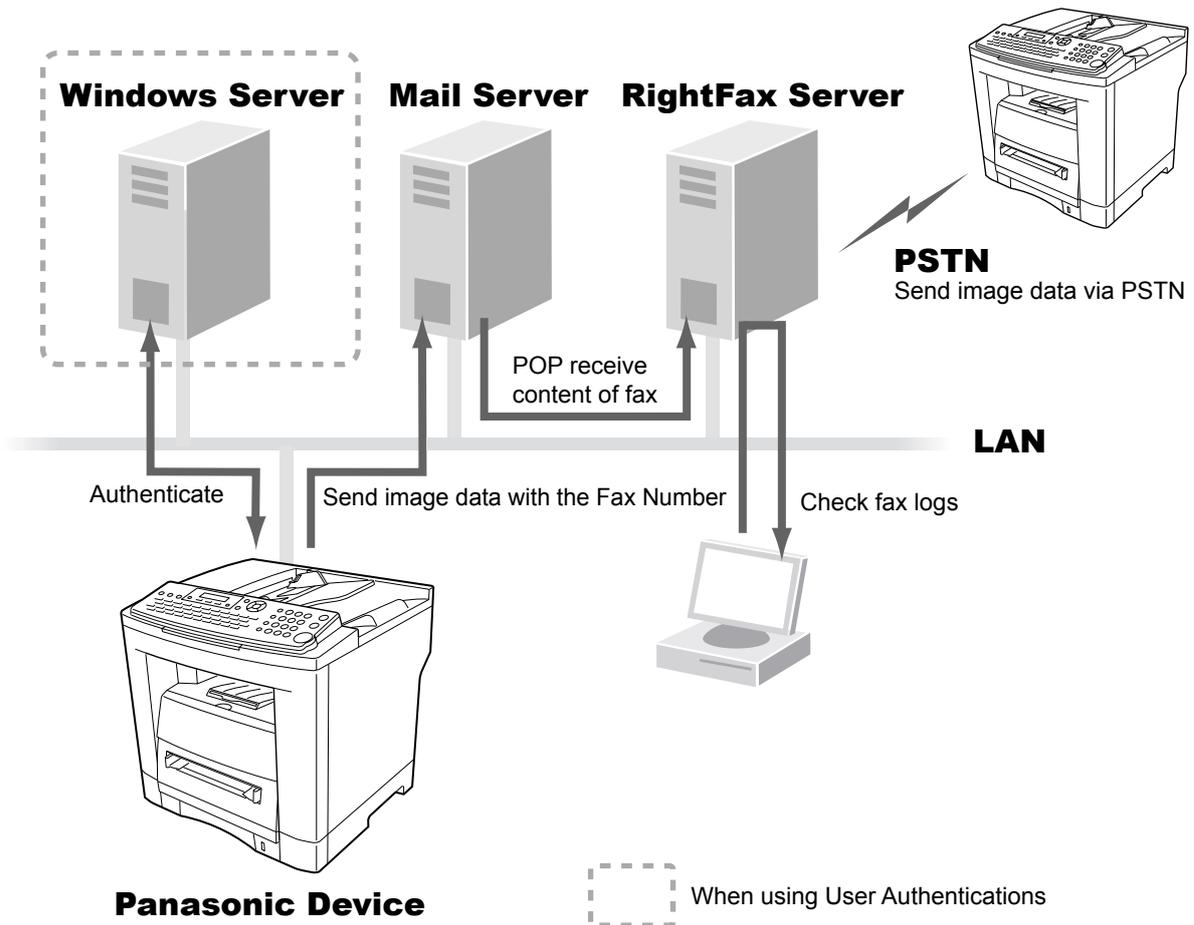
### NOTE

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/E-mail/Internet Fax module (UE-404090) is installed.

## RightFax Server

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

When using 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/E-mail/Internet Fax module (UE-404090) is installed.

# Memo

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

Users must enter login name and the password before using the devices which User Authentication function is 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 functions (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 press **SET**. (Up to 40 characters)

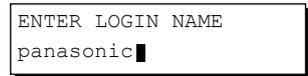
The user name is **NOT** case-sensitive.

Ex: panasonic

**Note:**

Accepts following characters.

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



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

The password is case-sensitive.

Ex: pana

**Note:**

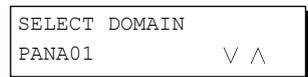
Accepts following characters.

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



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

Ex: PANA01



## 5 This completes authentication.

MMM-DD-YYYY 16:30  
00%

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

**Note:**

- One of the following messages appears if authentication fails.

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 find 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"><li>• IP Address</li><li>• Subnet Mask</li><li>• Default Gateway IP Address</li><li>• DNS Server Addresses</li></ul>

- Authentication is cancelled if no operation is performed on the machine within a certain time after authentication completes. 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	<p>&lt;When the user authentication is not enabled&gt;            Logo and Email Address of this device.            or            Name and Email Address selected with <b>Sender Selection</b> function.</p> <p>&lt;When the user authentication is enabled&gt;            Name of the authenticated user registered with Windows Server.</p>

- 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 scan the document, and start sending.

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

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

ENTER NAME:  
 |

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

1 STN(S) ARE SET  
 ADD MORE OR START

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

\*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:**

The access code set here 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.

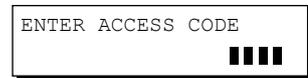
**6** Press **STOP** to return to standby.

MMM-DD-YYYY 16:30  
00%

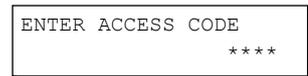
# Authentication Setting

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

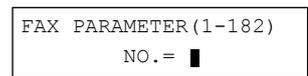
1 Press **FUNCTION** (7) (4) **SET**.



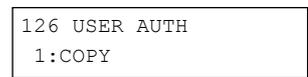
2 Enter the access code (4-digit) set for the machine, and press **SET**.



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



4 Select the function where authentication is required.

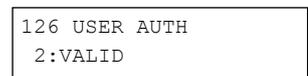


- ① **SET** : Selects the copy function.
- ② **SET** : Selects the fax function.
- ③ **SET** : Selects the printer function.
- ④ **SET** : Selects the scanner function.

**Note:**

The **Sender Selection** feature is not enabled if the fax function is set to require the 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** : Disable authentication.
- ② **SET** : Enable 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 press .

```
ADMIN. PASSWORD
ENTER PASSWORD
```



Enter the administrator password, and press .

**Note:**

*The administrator name and password set here is required in subsequent setup operations (see page 24). Please keep it in a safe place.*

**7** The next function appears (Return to step 4).

To continue setting, press **SET**, select ① (INVALID) or ② (VALID) for each function, and press **SET**.

126 USER AUTH  
2:FAX



Press **SET**.

126 USER AUTH  
1:INVALID



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

126 USER AUTH  
3:PRINTER



Press **SET**.

126 USER AUTH  
1:INVALID



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

126 USER AUTH  
4:SCANNER



Press **SET**.

126 USER AUTH  
1:INVALID



Select ① (INVALID) or ② (VALID), and 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 NT 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) set for the machine, and 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 NT 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 NT 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) or the IP Address on the Step 7.*

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

ENTER DOMAIN NAME  
02 ■

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

**Note:**

- 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.*
- 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.

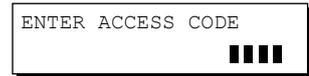
**Note:**

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.

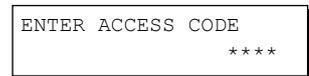
See "Administrator Login" on page 24 for Logging in as the system administrator.

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

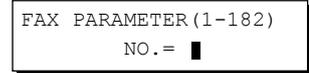
**1** Login to the machine, and press **FUNCTION** (7) (4) **SET**.



**2** Enter the access code (4-digit) set for the machine, and 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 operation performed after authentication 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.

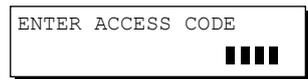
**Note:**

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.

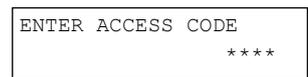
See "Administrator Login" on page 24 for Logging in as the system administrator.

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

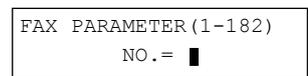
**1** Login to the machine, and press **FUNCTION** **7** **4** **SET**.



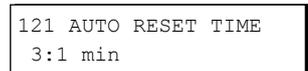
**2** Enter the access code (4-digit) set for the machine, and press **SET**.



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



**4** Select the timeout for canceling authentication.



**1** **SET** : (OFF) Do not cancel authentication 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.

# Lockout 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 and the lockout time (minutes).

**Note:**

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

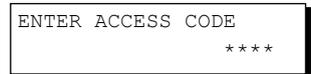
See "Administrator Login" on page 24 for Logging in as the system administrator.

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

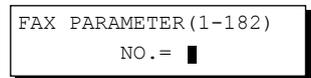
**1** Login to the machine, and press **FUNCTION** (7) (4) **SET**.



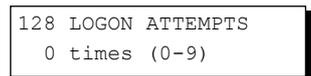
**2** Enter the access code (4-digit) set for the machine, and press **SET**.



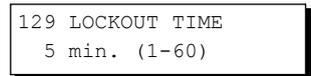
**3** Press (1) (2) (8), and then press **SET**.



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



**5** Enter the lockout time (1 to 60), and then press **SET**.



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

# Authentication Method Setting

This specifies which authentication method is to be used by the User Authentication function.

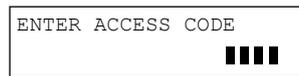
**Note:**

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

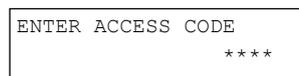
See "Administrator Login" on page 24 for Logging in as the system administrator.

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

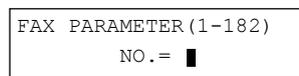
**1** Login to the machine, and press **FUNCTION** **7** **4** **SET**.



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



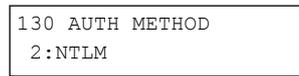
**3** **1** **3** **0**, and then press **SET**.



**4** Select the authentication method.

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

**2** **SET** : Selects NTLM.



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

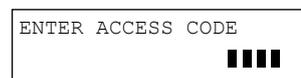
# Job Tracking Setting

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.

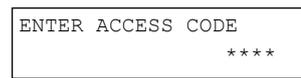
**Note:**

- Before performing this setup, you first need to register the destination Email address for the log in One-Touch/ABBR. keys. 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 24 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.

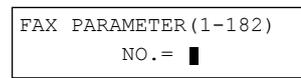
**1** Login to the machine, and press **FUNCTION** (7) (4) **SET**.



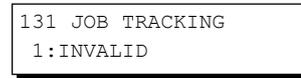
**2** Enter the access code (4-digit) set for the machine, and press **SET**.



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



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



(1) **SET** : Disables Job Tracking.

(2) **SET** : Enables Job Tracking.

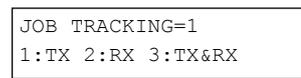
If you selected (2) (VALID), next specify the type of log to record and the Email address to which it is to be sent.

**5** Select the type of log to record.

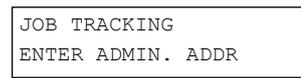
(1) **SET** : (TX) Record sending only.

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

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

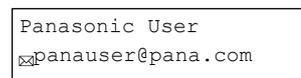


**6** A prompt appears for entering the destination Email address.



**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 One-Touch/ABBR. keys.



**8** Press **SET**.

Continued on the next page...

**9** Select the way to printout 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) Printout only if the log was unable to be sent to the specified destination.

②  SET : (ON) Always printout.

**10** Press  STOP to return to standby.

# RightFax Server Setting

This enables or disables the RightFax server.

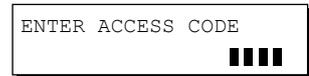
**Note:**

- 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 24 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 below, and then send the Email to the RightFax Server.

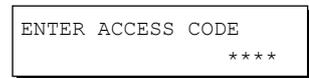
Ex: "Ifax=5551212/name=Jane/"<rightfax@pana.com>



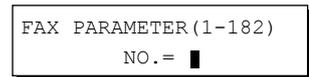
**1** Login to the machine, and press **FUNCTION** (7) (4) **SET**.



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

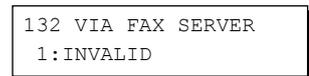


**3** Press (1) (3) (2), and then press **SET**.



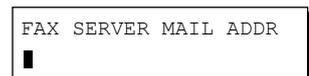
**4** Enable ("VALID") or disable ("INVALID") the RightFax server.

- (1) **SET** : Disable the RightFax server.
- (2) **SET** : Enable the RightFax server.

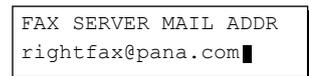


When you enable the RightFax server for the first time, you also need to enter the Email address of the server.

**5** A prompt appears for entering the Email address.



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



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

# Administrator Login

This authenticates 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 press .

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

```
ENTER LOGIN NAME
panasonic█
```

**3** Enter the password, and 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 authentication.

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

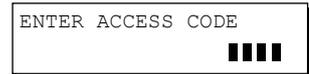
# Administrator Name & Password

The user name and password for the system administrator are set 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.

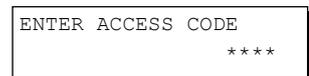
**Note:**

*You must login to the machine before you can change settings. See the following sections for details about how to login. See "Administrator Login" on page 24 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 press **FUNCTION** (7) (1) **SET**.



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



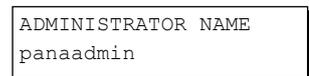
**3** Press **▲**, and select "ADMINISTRATOR NAME".



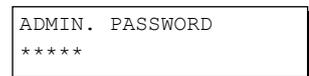
**4** The currently set administrator name is displayed.



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

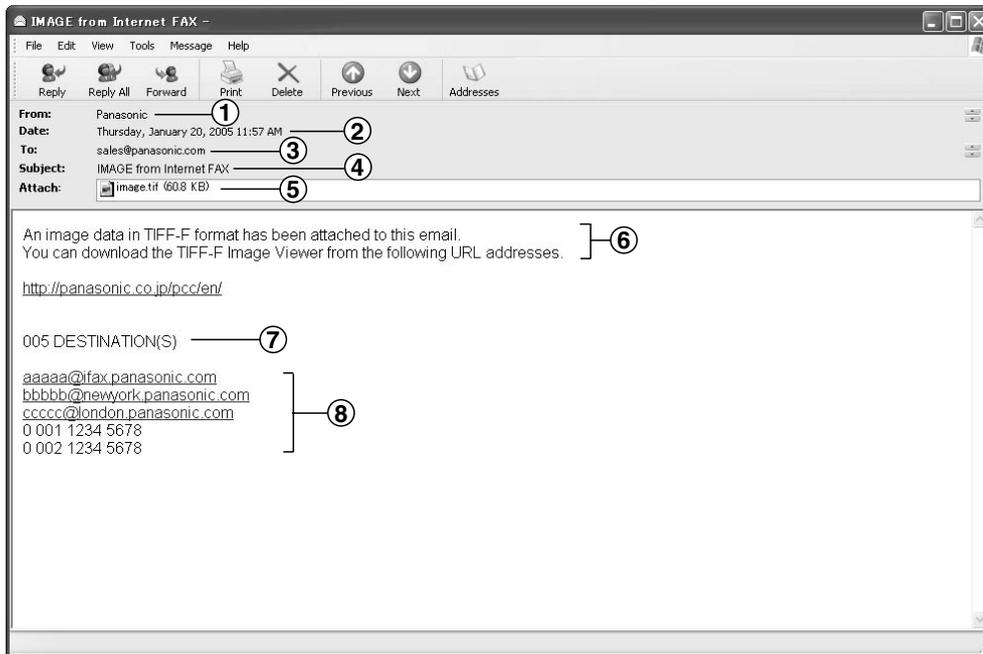


**6** Enter the administrator password, and press **SET**.  
The password is case-sensitive.



**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 <b>Sender's ID Unknown</b> (In case of the remote station is 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 21)	
4.	Fixed Title		
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

**USA Only**

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