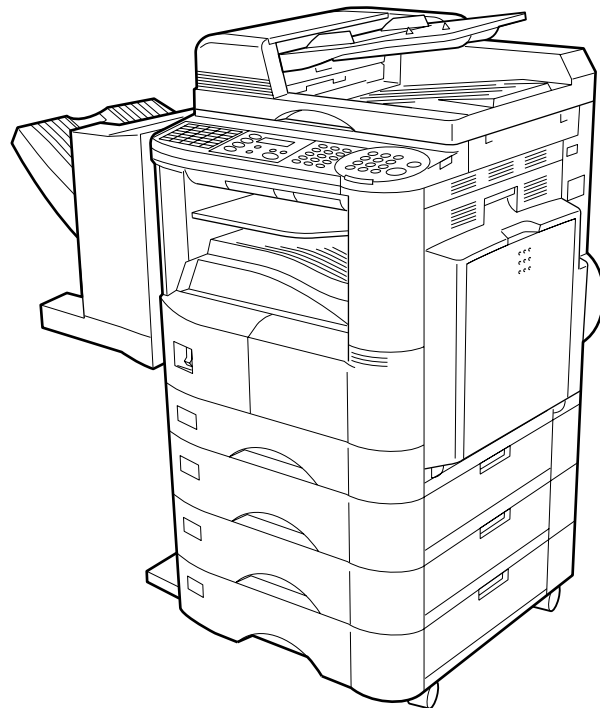# Panasonic®

Digital Copier

Operating Instructions (For Facsimile)

DP-2000

Options
DA-AR250/AS200/DS200/DS210/FG230/FG231/FK200/FK210/FS200/MD200
DA-NE200/PC200/PC210/SM08B/SM16B/SM28B/UC200/XN200/XT200; UE-410047/410048/403171

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

English

IMPORTANT INFORMATION

When requesting information, supplies or service always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the machine as shown below. For your convenience, space is provided below to record information you may need in the future.

Model No.
_____

Serial No.
_____

Date of Purchase
_____

Dealer
_____

Address
_____

Telephone Number
(   )   -
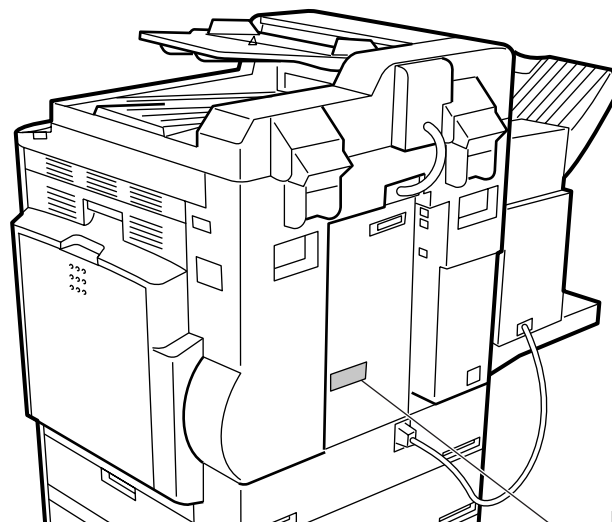_____

Supplies Telephone Number
(   )   -
_____

Service Telephone Number
(   )   -

Model and Serial Number

Table of Contents

Getting to Know Your Machine

Installing your Machine

Programming Your Machine

Basic Operations

1

Basic Operations (Continued)

Advanced Features

Advanced Features (Continued)

Network Features

Printout Journals and Lists

Problem Solving

Appendix

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4

Safety Information

Declaration of Conformity (DoC)
"Hereby Matsushita Graphic Communication Systems, Inc. / Panasonic Testing Centre (Europe) GmbH (PTC), declares that this G3 Facsimile equipment is in compliance with the essential requirements and other relevant provisions of the Directive 1999/5/EC"

Hint:
If you want to get a copy of the original DoC of our products which relates to the R&TTE, please contact our web address: http://doc.panasonic-tc.de

Network Compatibility
This product, Model DP-2000 with DA-FG230/FG231-** (** means country suffixes as table below), is designed as to work with an analogue Public Switched Telephone Network (PSTN) in the each country.

**	Country	**	Country	**	Country	**	Country
AA	Austria	AJ	Spain	AQ	Ireland	EE	Itary
AD	Denmark	AM	Switzerland	AR	Belgium	YG	Greece
AF	Finland	AN	Norway	AS	Sweden	AB	UK
AH	The Netherlands	AP	Portugal	AV	France	AG	Germany

⚠ WARNING denotes a potential hazard that could result in serious injury or death.

- TO PREVENT FIRE OR SHOCK, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.
- TO MINIMIZE THE POSSIBILITY OF SHOCK OR DAMAGE TO THE MACHINE, IT MUST BE PROPERLY GROUNDED.
- THIS PRODUCT CONTAINS HAZARDOUS RADIATION. IF YOU DO NOT FOLLOW THESE INSTRUCTIONS OR USE CONTROLS, MAKE ADJUSTMENTS OR PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN, YOU MAY EXPOSE YOURSELF TO HAZARDOUS RADIATION.
- WHEN YOU OPERATE THIS EQUIPMENT, THE SOCKET-OUTLET SHOULD BE NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.
- MAKE SURE THAT THE MACHINE IS INSTALLED IN A SPACIOUS OR WELL-VENTILATED ROOM SO AS NOT TO INCREASE THE AMOUNT OF OZONE IN THE AIR. SINCE OZONE IS HEAVIER THAN AIR, IT IS RECOMMENDED THAT AIR AT FLOOR LEVEL BE VENTILATED.
- PLUG POWER SUPPLY CORD INTO ORDINARY AC OUTLET BEFORE CONNECTING TELEPHONE LINE CORD. DISCONNECT TELEPHONE LINE CORD BEFORE UNPLUGGING POWER SUPPLY CORD FROM AC OUTLET.
- DISCONNECT THE EQUIPMENT IMMEDIATELY SHOULD IT EVER SUFFER PHYSICAL DAMAGE WHICH RESULTS IN THE INTERNAL PARTS BECOMING ACCESSIBLE IN NORMAL USE. IN THIS INSTANCE USERS SHOULD HAVE THE EQUIPMENT REPAIRED OR DISPOSE OF.
- IF THE POWER SUPPLY CORD AND/OR TELEPHONE LINE CORD OF THIS EQUIPMENT ARE DAMAGED, THEY MUST BE REPLACED BY THE SPECIAL CORDS SUPPLIED BY AN AUTHORIZED PANASONIC SERVICE CENTRE.

⚠ CAUTION denotes hazards that could result in minor injury or damage to the machine.

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED OR DISPOSED IN A FIRE.
  REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.

1 When you know that a thunderstorm is coming, we recommend that you:
   (1) Unplug the telephone line cord from the phone jack.
   (2) Turn off the power and unplug the power supply cord from AC outlet.

5

Safety Information

2 This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.

3 The operation of this equipment on the same line as telephones or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problem occur, the user is not to contact telecom (telephone company) faults service.

• 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 UNIT 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.

Safety Information

⚠ **CAUTION** denotes hazards that could result in minor injury or damage to the machine.
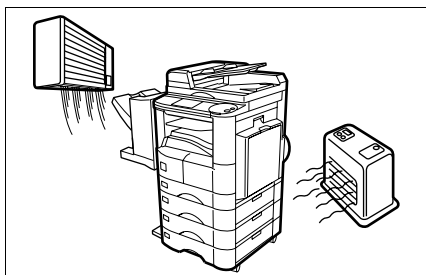
Do not install the machine near heating or an air conditioning unit.
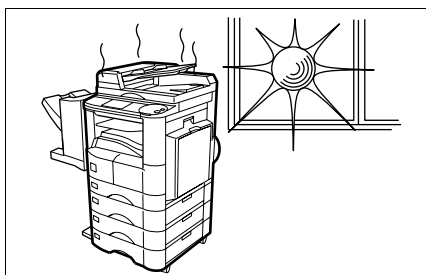
Avoid exposure to direct sunlight.
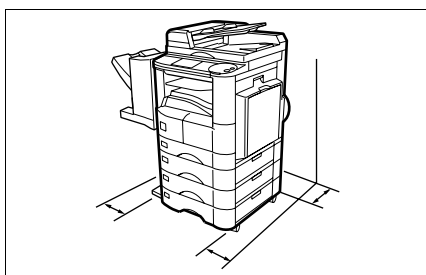
Install the machine on a flat surface, leave at least 10 cm of space between the machine and other objects.
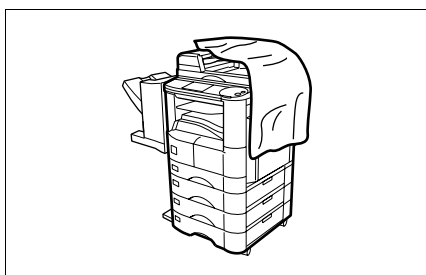
Do not block the ventilation openings.
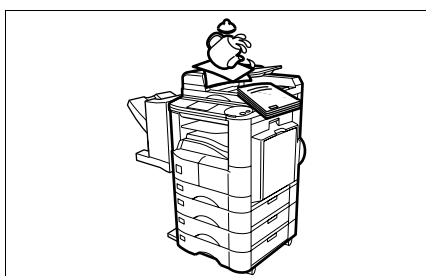
Do not place heavy objects or spill liquids on the machine.

7

Function Key

Any function can be started by first pressing FUNCTION and then enter the function number, or by pressing ▼ or ▲ scroll key repeatedly until the desired function appears on the display.

FUNCTION
✽

① Deferred Communication
1 = XMT
2 = Polling
3 = Advanced Communication

② Advanced Communication
2 = Confidential Communication
4 = Sub-Address XMT

③ Polling
1 = Polling
2 = Polled

⑥ Printout
1 = Journal (Print/View)
2 = One-Touch/Abbreviated/
       Directory Search List
3 = Program List
4 = Fax Parameter List
5 = Not used
6 = Individual XMT Journal
7 = Directory Sheet

FUNCTION
✽

⑦ Set Mode
1 = User Parameters
   • Date & Time
   • Logo
   • Character ID
   • ID Number (Fax Telephone Number)
2 = One-Touch/Abbreviated Numbers
3 = Program Keys
4 = Fax Parameters

⑧ Select Mode
1 = Communication Journal = OFF/ON/INC
2 = Duplex Scan = OFF/ON
3 = Cover Sheet = OFF/ON
4 = Password-XMT = OFF/ON (See Note 1)
5 = RCV to Memory = OFF/ON/PRINT

⑨ Edit File Mode
1 = File List (Print/View)
2 = Change Time/Station
3 = Delete File
4 = Print File
5 = Add Document
6 = Retry Incomplete File

External View

Power switch
• After connecting all cables and the Power Cord, turn the power switch ON.
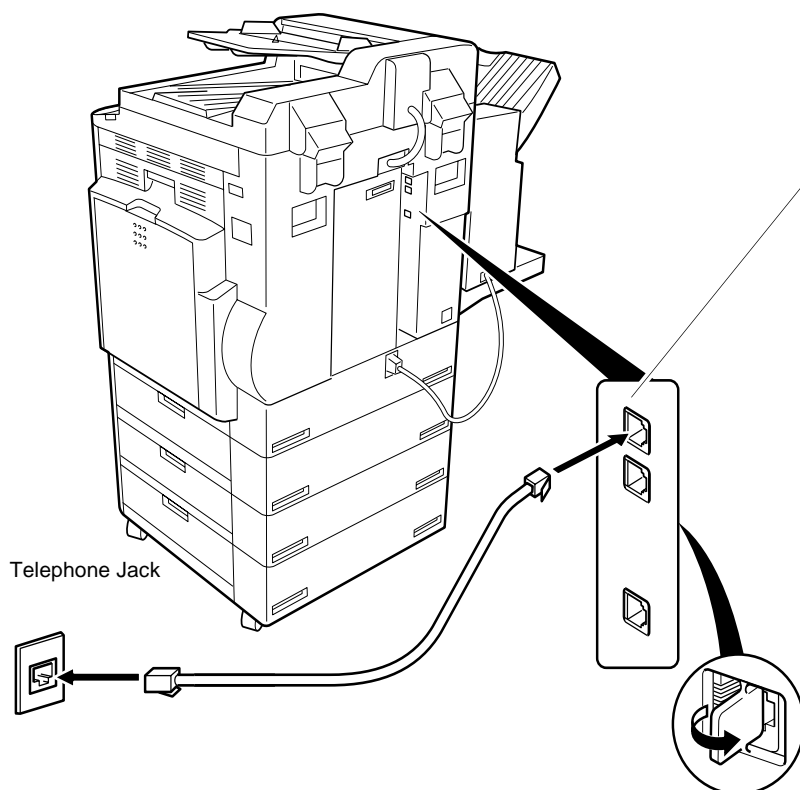
Telephone Line Jack
• Plug one end of the telephone line cable into the telephone jack supplied by the telephone company and the other end into the LINE jack on the back of the machine.

Telephone Jack

9

MEMORY IN
• Used to store a job in memory (See operating Instructions For Copier, page 25) Also used to enter "." (period) while entering LOGO, character ID and station name.

STAMP M1
• Used to turn the verification stamp ON or OFF. (See page 35) Also used to enter "-" (dash) while entering LOGO, character ID and station name.

MEM XMT M2
• Used to select either memory or direct communication. (See page 37 to 43) Also used to enter "_" (underscore) while entering LOGO, character ID and station name.

FAX
• Used to select the FAX mode.

ON LINE Indicator
Blinks : When sending or receiving faxes.

LCD Display
Indicates date and time, or the current operation.

MULTI-SIZE FEED 2SIDED COPY 1SIDED COPY SORT STAPLE SHIFT ENERGY S

Panasonic DP-2000

COPIED BLANK OHP — MEMORY IN — STAMP M1 — MEM XMT M2

2 in 1 a 2PAGE COPY b BOOK c EDGE d MARGIN e

01 f 02 g 03 h 04 i 05 j
06 k 07 l 08 m 09 n 10 o
11 p 12 q 13 r 14 s 15 t
16 u 17 v 18 w 19 x 20 y
P1 z P2 @ P3 SPACE P4 SYMBOLS P5 CAPS

FINE S-FINE RESOLUTION LINE SELECT

COPY
FAX ON LINE OUTPUT TRAY
INTERNET
PRINTER ON LINE DATA PAPER TRAY

PHOTO TEXT/PHOTO TEXT
DIRECTORY SEARCH
LIGHTER DARKER ZOOM/VOL

ORIGIN SIZE

One-Touch Keys (01-20)
• Used for One-Touch Dialling. (See page 41 and 48)

Program Keys (P1-P5)
• Used to record long dialling procedures or Group Dialling Number keys. (See page 76 to 84)

Character key
• One-Touch Keys and Program Keys also serve as character and symbol input keys which are used to record your LOGO, character ID and station name. The character key template is printed on the panel under the directory sheet cover.

RESOLUTION
• Used to set Standard, Fine, Super-Fine. (See page 34)

LINE SELECT
• Used to manually select the communications port for each transmission. Available when the Optional 2nd G3 Fax Communication Port Kit has been installed. (See Operating Instructions (For Copier))

DIRECTORY SEARCH
• Used to search for a station name. (See page 43 and 50)

P3 SPACE
• Used to insert a space while entering LOGO, character ID and station name.

P4 SYMBOLS
• Used to enter a symbol (, ' & ( ) : + / % Å å Ä ä Ö ö Ü ü È è É é Æ æ Ñ) for LOGO, character ID and station name. Use ▼ or ▲ to select the symbols.

P5 CAPS
• Used to switch between upper and lower character set.
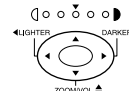
LIGHTER DARKER ZOOM/VOL
Used for the following:
• Adjust the CONTRAST.
• Adjust the monitor and ringer volume. (See page 13 to 14)
• Move the cursor while entering numbers and characters.
• Search the station name for Directory Search Dialling.
• Confirm the entered station for multi-station communication.
• Select functions.
• Confirm the current communication modes (e.g. Page number, ID, Dialed Telephone number, File number) when the unit is ON LINE.

Control Panel
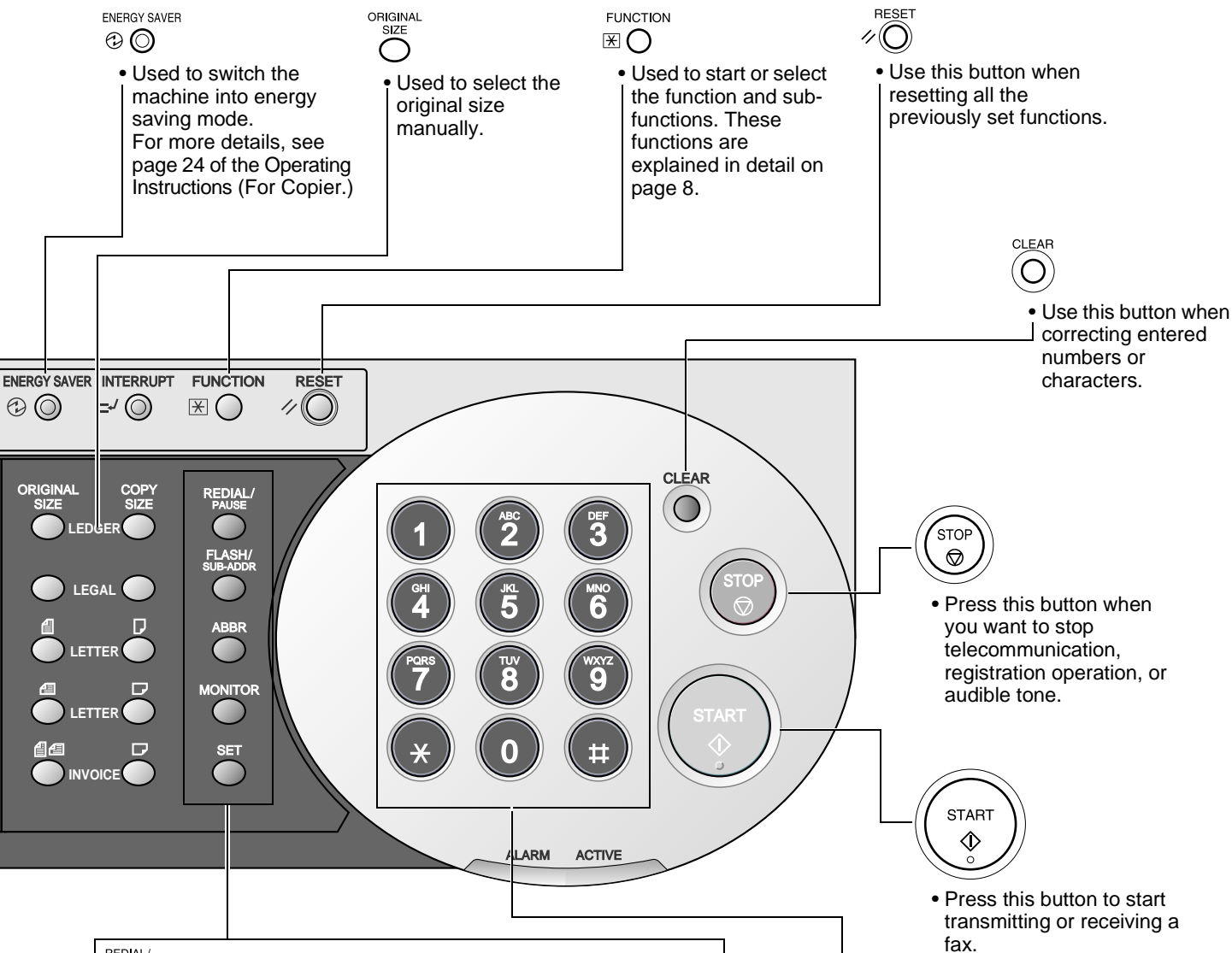
ENERGY SAVER

• Used to switch the machine into energy saving mode. For more details, see page 24 of the Operating Instructions (For Copier.)

ORIGINAL SIZE

• Used to select the original size manually.

FUNCTION

• Used to start or select the function and sub-functions. These functions are explained in detail on page 8.

RESET

• Use this button when resetting all the previously set functions.

CLEAR

• Use this button when correcting entered numbers or characters.

ENERGY SAVER   INTERRUPT   FUNCTION   RESET

ORIGINAL SIZE — LEDGER   COPY SIZE
LEGAL
LETTER
LETTER
INVOICE

REDIAL/PAUSE
FLASH/SUB-ADDR
ABBR
MONITOR
SET

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
*	0	#

CLEAR

STOP

• Press this button when you want to stop telecommunication, registration operation, or audible tone.

START

• Press this button to start transmitting or receiving a fax.

ALARM   ACTIVE

REDIAL/PAUSE

• Used to enter a pause when recording or dialling a telephone number, or to redial the last dialed number.

FLASH/SUB-ADDR

• Used to separate the Sub-Address from the telephone number when dialling, or to access some features of your PBX.

ABBR

• Used to start Abbreviated Dialling. (See page 42 and 49)

MONITOR

• Used to start On-Hook Dialling. (See page 57)

SET

• Used to set operations.

Keypad
• Used for manual number dialling, recording phone numbers, and numerical entries.

This page is intentionally left blank.

Adjusting the Volume

You can adjust the monitor and ringer volume on your machine. The built-in speaker enables you to hear the dial tone, dialling signals, and busy tone. The ringer sounds when your machine receives a call.

Setting the Monitor Volume

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

1 MONITOR

You will hear the dial tone through the speaker.

```
* MONITOR *
■
```

2 repeatedly to raise the volume.

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

or

repeatedly to lower the volume.

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

3 MONITOR

NOTE

> 1. You can also adjust the volume of the key touch tone and the volume of the buzzer in the Fax Parameter No. 010 (KEY/BUZZER VOLUME).   (See page 28)

Adjusting the Volume

Setting the Ringer Volume

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

FAX

1   Standby

```
12-NOV-2000 15:00
               00%
```
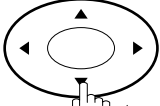
2   repeatedly to raise the volume.

ZOOM/VOL

```
RINGER VOLUME
 (((( ☎ ))))
```

    or

 repeatedly to lower the volume.

ZOO

```
RINGER VOLUME
     ☎
```

3

STOP

14
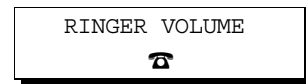
User Parameters

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

Setting the Date and Time

At standby the display will show the date and time. Once the standby display is set, it will automatically be updated.

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

1 FUNCTION ✳ / PQRS 7

```
SET MODE       (1-4)
ENTER NO. OR ∨ ∧
```

2 1

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

3 SET
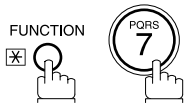
```
DATE & TIME
 ∎1-01-2000 00:00
```

4 Enter the new date and time.

Ex:	①②	Date	: 12th
	①①	Month	: November
	②⓪⓪⓪	Year	: 2000
	①⑤⓪⓪	Time	: 3:00 PM

```
DATE & TIME
  12-11-2000 15:00
```

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

5 SET STOP

Setting Your LOGO

When you send a document, your LOGO appears on the top of the copy printed out at the other station.

The LOGO helps to identify you to someone who receives your document.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 FUNCTION ✳ (7 PQRS)

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 (1)

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

3 SET repeatedly until display shows;

```
LOGO
■
```

4 Enter your LOGO (max. 25 characters and digits) by using the Character keys (See page 10).

Ex: P A N A S O N I C

```
LOGO
PANASONIC■
```

If you make a mistake, use ◄ or ► to move the cursor

beyond the incorrect character, press CLEAR then re-enter the new character.
If more than 19 characters are entered, the left side characters will scroll off the display.

5 SET (STOP)

User Parameters

Setting Your Character ID

If the remote machine has a Character ID capabilities, when you are sending or receiving, your Character ID will appear on the remote machine's display and the remote machine's Character ID will appear on your display.

FAX

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

1   FUNCTION   PQRS
         ✱   7

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2   1

```
1:USER PARAMETERS?
PRESS SET TO SELECT
```
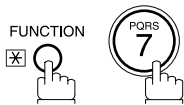
3   SET   repeatedly until display shows;

```
CHARACTER ID
▮
```

4   Enter your Character ID (max. 16 characters and digits) by using the Character keys (See page 10).

Ex: H E A D SPACE O F F I C E

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

```
CHARACTER ID
HEAD OFFICE▮
```

5   SET   STOP
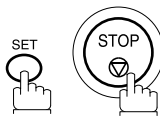
NOTE

1. The special characters of Å, å, Ä, ä, Ö, ö, Ü, ü, È, è, É, é, Æ, æ and Ñ cannot be used for Character ID.

Setting Your ID Number (Fax Telephone Number)

If the remote machine does not have a Character ID but it has an ID Number, when sending or receiving, your ID Number will appear on the remote machine's display and their ID Number will appear on your display.

We suggest you use your facsimile telephone number as your ID number. (max. 20 digits)

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

1 FUNCTION ✳ ⑦PQRS

```
SET MODE       (1-4)
ENTER NO. OR ∨ ∧
```

2 ①

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

3 SET repeatedly until display shows;
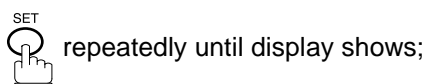
```
ID NO.
■
```

4 Enter your ID (max. 20 digits) by using the key pad and SPACE.

Ex: ② ⓪ ① SPACE ⑤ ⑤ ⑤ SPACE ① ② ① ②

```
ID NO.
201 555 1212■
```

If you make a mistake, use ◄ or ► to move the cursor beyond the incorrect number, press CLEAR then re-enter the new number.

5 SET STOP
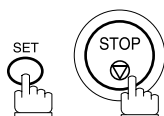
NOTE

> 1. You may use ✱ to enter a "+" character at the beginning of the ID number to indicate the following digit(s) for your country code.
>   **Ex :** +1 201 555 1212   +1 for U.S.A. country code.
>   +81 3 111 2345   +81 for Japan country code.

One-Touch/Abbreviated Dialling Numbers

Entering One-Touch/Abbreviated Dialling Numbers

One-Touch and Abbreviated Dialling are two fast ways of dialling full telephone numbers. To use these dialling methods, you must first store the telephone number using the following procedure.

To enter a One-Touch key, follow the steps below

1 FUNCTION * / PQRS 7

```
SET MODE      (1-4)
ENTER NO. OR ∨∧
```

2 ABC 2 / SET

```
1:ONE-TOUCH
2:ABBR NO.
```

3 1

```
ONE-TOUCH<   >
PRESS ONE-TCH OR ∨∧
```

4 Ex:

```
<01>
ENTER TEL. NO.
```

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

```
<01>
9-555 1234█
```

Ex: ⑨ PAUSE ⑤ ⑤ ⑤ SPACE ① ② ③ ④

6 SET

```
<01> ENTER NAME
9-555 1234
```

7 Enter the station name using character keys
(up to 15 characters).

```
<01> SALES DEPT█
9-555 1234
```

Ex: S A L E S SPACE D E P T
• If your machine does not have the 2nd G3 Fax Communication Port Kit installed, proceed to Step 10.

Note1

8 SET

```
LINE SELECTION:AUTO
1:L-1 2:L-2 3:AUTO
```

• If your machine has the 2nd G3 Fax Communication Port Kit installed, you can pre-select which telephone line should be used for this station by pressing "①, ② or ③".
• If "AUTO" (default) is selected, the machine will automatically select the available telephone line.

Continued on the next page...

9 Select the telephone line to be used for the communication.

```
LINE SELECTION=L-2
1:L-1 2:L-2 3:AUTO
```

Ex: ② for "L-2" (Line 2, Second Telephone line)

10 SET

```
ONE-TOUCH<   >
PRESS ONE-TCH OR ∨∧
```

To record another number, repeat step 4 to 10.
To return to standby, press STOP .

---

1. *This field (AUTO, Line-1 or Line-2) appears only when the 2nd G3 Fax Communication Port Kit is installed.*

One-Touch/Abbreviated Dialling Numbers

To set an Abbreviated Dialling Number, follow the steps below

1 FUNCTION ✳ 7(PQRS)

```
SET MODE      (1-4)
ENTER NO. OR ∨∧
```

2 2(ABC) SET

```
1:ONE-TOUCH
2:ABBR NO.
```

3 2(ABC)

```
ABBR.[■ ]
ENTER NO. OR ∨∧
```

4 **Ex:** ⓪②② (001 to 175)

```
[022]
ENTER TEL. NO.
```

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

Ex: ⑨ PAUSE ⑤⑤⑤ SPACE ②③④⑤

```
[022]
9-555 2345■
```

6 SET

```
[022]ENTER NAME
9-555 2345
```

7 Enter the station name using character keys
(up to 15 characters).

Ex: A C C O U N T I N G
• If your machine does not have the 2nd G3 Fax
Communication Port Kit installed, proceed to Step 10.

```
[022]ACCOUNTING■
9-555 2345
```

Note4

8 SET

```
LINE SELECTION=AUTO
1:L-1 2:L-2 3:AUTO
```

• If your machine has the 2nd G3 Fax Communication Port
Kit installed, you can pre-select which telephone line
should be used for this station by pressing "①, ② or
③".
• If "AUTO" (default) is selected, the machine will
automatically select the available telephone line.

9 Select the telephone line to be used for the
communication.

```
LINE SELECTION=L-2
1:L-1 2:L-2 3:AUTO
```

Ex: ② for "L-2" (Line 2, Second Telephone line)

21

10 SET 🖱️

```
ABBR.[■  ]
ENTER NO. OR ∨∧
```

To record another number, repeat step 4 to 10.

To return to standby, press ⌊ STOP ⌋.

---

1. *If you require a special access number to get an outside line, enter it first and then press* ⌊PAUSE⌋*.*
   A hyphen "-" is displayed for pause.
2. *Use* ⌊SPACE⌋ *or* ⌊MONITOR⌋ *to enter a space between the numbers to make it easier to read.*
3. *You can search for an unused One-Touch key or ABBR. number by pressing* ▼ *or* ▲ *in step 3 or 4.*
4. *This field (AUTO, Line-1 or Line-2) appears only when the 2nd G3 Fax Communication Port Kit is installed.*

One-Touch/Abbreviated Dialling Numbers

Changing or Erasing One-Touch/Abbreviated Dialling Numbers

If you have to change or erase any of the One-Touch/Abbreviated dialling numbers, follow the steps below.

To change the settings of a One-Touch/ABBR. dialling number

1
FUNCTION
✳
PQRS 7
ABC 2
SET

```
1:ONE-TOUCH
2:ABBR NO.
```

2
Select ① for One-Touch Dialling number
Select ② for ABBR. Dialling Number

```
ONE-TOUCH<   >
PRESS ONE-TCH OR ∨∧
```

Ex: ①

3
Ex: [01]

```
<01> SALES DEPT
9-555 1234
```

4
CLEAR

```
<01> SALES DEPT
ENTER TEL. NO.
_
```

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

Ex: ⑨ PAUSE ⑤ ⑤ ⑤ SPACE ③ ④ ⑤ ⑥

```
<01> SALES DEPT
9-555 3456■
```

5
SET

```
<01> SALES DEPT
9-555 3456
```

6
CLEAR

```
<01> ENTER NAME
9-555 3456
```

Ex: P A N A F A X

```
<01> PANAFAX■
9-555 3456
```

Note3
```
LINE SELECTION=AUTO
1:L-1 2:L-2 3:AUTO
```

7
SET

• If your machine has the 2nd G3 Fax Communication Port Kit installed, you can pre-select which telephone line should be used for this station by pressing "①, ② or ③".
• If "AUTO" (default) is selected, the machine will automatically select the available telephone line.

8
Select the telephone line to be used for the communication.

```
LINE SELECTION=L-2
1:L-1 2:L-2 3:AUTO
```

Ex: ② for "L-2" (Line 2, Second Telephone line)

9   SET

```
ONE-TOUCH<   >
PRESS ONE-TCH OR ∨∧
```

To record another number, repeat step 3 to 9.

To return to standby, press ⌷ STOP ⌷.
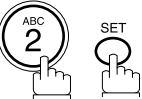
---

1. *If you make a mistake, use* ◄ *or* ► *to move the cursor beyond the incorrect number, press* ⌷CLEAR⌷ *then re-enter the new number.*

2. *If the One-Touch/Abbreviated dialling number has been used for a communication reservation, the settings cannot be changed or erased until the communication has finished.*
   To change or erase the settings, cancel the communication first by Edit File Mode. (See page 85)

3. *This field (AUTO, Line-1 or Line-2) appears only when the 2nd G3 Fax Communication Port Kit is installed.*

One-Touch/Abbreviated Dialling Numbers

To erase the settings of One-Touch/ABBR. Dialling number
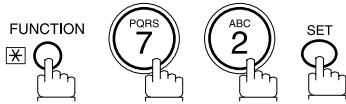
1   FUNCTION ✻   PQRS 7   ABC 2   SET

```
1:ONE-TOUCH
2:ABBR NO.
```

2   Select ① for One-Touch Dialling number
Select ② for ABBR. Dialling Number

Ex: ①

```
ONE-TOUCH<   >
PRESS ONE-TCH OR ∨∧
```

3   Enter the station you wish to erase.

Ex: 01

```
<01> SALES DEPT
9-555 1234
```

4   CLEAR

```
<01> SALES DEPT
ENTER TEL. NO.
```

5   SET

```
ONE-TOUCH<   >
PRESS ONE-TCH OR ∨∧
```

To return to standby, press ⌐STOP⌐.

NOTE

1. *If the One-Touch/Abbreviated dialling number has been used for a communication reservation, the settings cannot be changed or erased until the communication has finished.*
   To change or erase the settings, cancel the communication first by Edit File Mode. (See page 89)

One-Touch/Abbreviated Dialling Numbers

Printing Out a Directory Sheet

After programming a one-touch dialling number, you can print out the directory sheet which includes the first 12 characters of each station name. Cut along the dotted line and place it over the One-Touch key under the Directory Sheet Cover. To print out a directory sheet, follow the steps below.

1   FUNCTION ✳   MNO 6
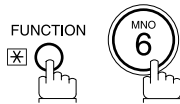
```
PRINT OUT      (1-7)
ENTER NO. OR ∨ ∧
```

2   PQRS 7   SET
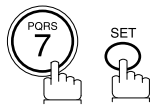
```
* PRINTING *
DIRECTORY SHEET
```

Your machine prints out the directory sheet.

```
****************** -DIRECTORY SHEET- ****************** DATE  12-NOV-2000 ***** TIME 15:00 *****
                         dotted line

    01           02           03           04           05
    SALES DEPT   ENG. DEPT    ACCT. DEPT   EXPORT DEPT
    06           07           08           09           10


    11           12           13           14           15


    16           17           18           19           20


    P1           P2           P3           P4           P5
 *
   *
       *
          *
              *
                                        -PANASONIC            -
******************************************** -HEAD OFFICE   - ***** -    201 555 1212- *******
```

Directory Sheet Cover
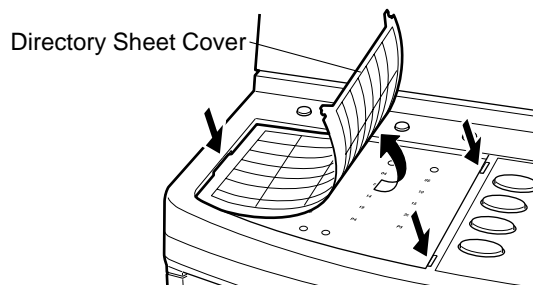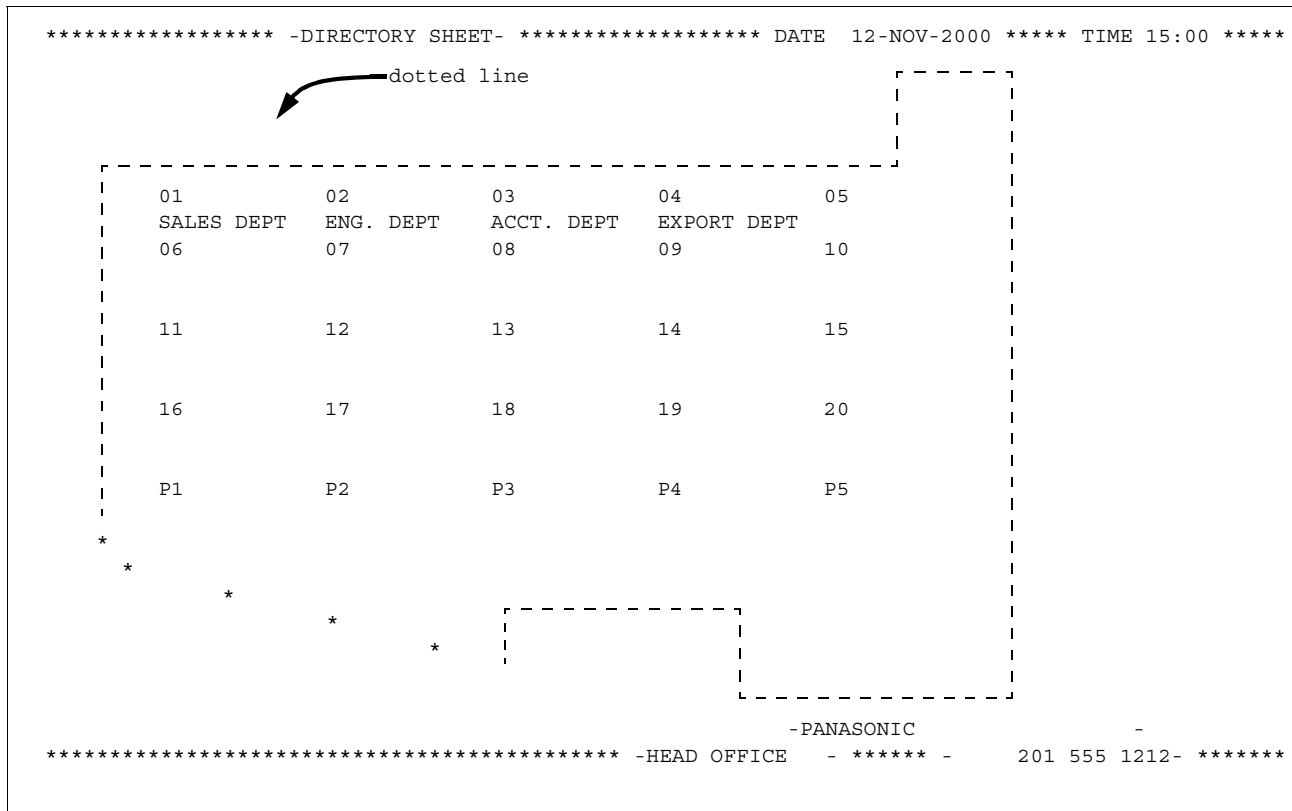
Customizing Your Machine
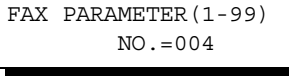
Your facsimile machine has a variety of adjustable Fax Parameters. These parameters, listed in the Parameter Table, are preset for you and do not need to be changed. If you do want to make a change, read the table carefully. Some parameters, such as the Resolution, Contrast, and Verification Stamp parameters, 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

Make sure that the FAX lamp is ON. If not, press [FAX (⊙)] to select the "FAX MODE".

1 FUNCTION [✳] [PQRS 7]

```
SET MODE      (1-4)
ENTER NO. OR ∨∧
```

2 [GHI 4] [SET]

```
FAX PARAMETER(1-99)
         NO.=■
```
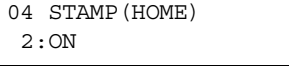
3 Enter Fax Parameter number from the Parameter Table.
(See page 28 to 31)

Ex: ⓪ ⓪ ④ for **STAMP**

```
FAX PARAMETER(1-99)
        NO.=004
```

4 [SET]

```
04 STAMP(HOME)
 1:OFF
```

5 **Ex:** ② for **ON**

```
04 STAMP(HOME)
 2:ON
```

6 [SET]

```
05 MEMORY(HOME)
 2:ON
```

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

NOTE

1. To scroll the Fax Parameters in Step 2 or 4, press ▼ or ▲.
2. To print a Fax Parameter List, see page 141.

Customizing Your Machine

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
001	CONTRAST	1	Lightest	Setting the home position for the CONTRAST.
		2	Lighter	
		3	Normal	
		4	Darker	
		5	Darkest	
002	RESOLUTION	1	Standard	Setting the home position for the RESOLUTION.
		2	Fine	
		3	S-Fine	
003	ORIGINAL	1	TEXT	Setting the home position for the ORIGINAL.
		2	TEXT/PHOTO	
		3	PHOTO	
004	STAMP	1	Off	Setting the home position of the STAMP. To select the stamp function when the document is stored in memory, see Fax Parameter No. 28.
		2	On	
005	MEMORY	1	Off	Setting the home position for the MEMORY.
		2	On	
007	HEADER PRINT	1	Inside	Selecting the printing position of the header. Inside : Inside TX copy area. Outside : Outside TX copy area. No Print : Header does 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 page.
		2	Valid	
010	KEY/BUZZER VOLUME	1	Off	Selecting the volume of the Key/Buzzer tone.
		2	Soft	
		3	Medium	
		4	Loud	
012	COMM. JOURNAL	1	Off	Selecting the home position for the printing mode of the COMM. Journal Off/Always/INC. Off : Does not print Always : Always prints Inc. 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 100 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 report will print after the document is stored into memory.
		2	Valid	

Continued on the next page...

Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
017	RECEIVE MODE	1	Manual	Setting the reception mode to automatic or manual.
		2	Auto	
022	SUBSTITUTE RCV	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	
024	PRINT REDUCTION	1	Fixed	Selecting the print reduction mode. Fixed: Reduce received document according to setting of Parameter No. 25. Auto: Reduce received document according to the length of received originals.
		2	Auto	
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. (See page 73)
027	POLLED FILE SAVE	1	Invalid	Selecting whether the machine retains the polled document(s) in memory even after the document(s) is polled once.
		2	Valid	
028	STAMP AT MEM. XMT	1	Invalid	Selecting whether the machine stamps the originals when storing into memory. (depending on the Stamp setting on the Control Panel)
		2	Valid	
031	INCOMPLETE FILE SAVE	1	Invalid	Selecting whether the machine retains the document in memory if it is not successfully transmitted.
		2	Valid	
033	XMT REDUCTION	1	Invalid	Selecting whether the machine performs reduction when the transmitting original is wider than the recording paper used at the receiving machine.
		2	Valid	
037	RCV TO MEMORY		(----)	Enter a 4-digit password for printing the received document(s) in memory by using F8-5 (RCV TO MEMORY). When F8-5 (RCV TO MEMORY) is set to ON, this parameter is not selectable on the LCD display. (See page 93)
042	CONF. POLLED FILE SAVE	1	Invalid	Selecting whether the machine saves the confidential polled file even after the file is polled once.
		2	Valid	
043	PASSWORD-XMT	1	Off	Setting a 4-digit XMT-Password and selecting whether the machine performs and checks the XMT-Password of the receiving station when transmitting. (See page 111)
		2	On	
044	PASSWORD-RCV	1	Off	Setting a 4-digit RCV-Password and selecting whether the machine performs and checks the RCV-Password of the transmitting station when receiving. (See page 112)
		2	On	
046	SELECT RCV	1	Invalid	Selecting whether the machine performs selective reception. (See page 109)
		2	Valid	
048	TELEPHONE LINE	1	PSTN	Selecting the type of line connected.
		2	PBX	
049	PSTN ACCESS CODE		(----)	Setting PSTN Access Code. (max. 4 digits)

Continued on the next page...

Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
052	DIAGNOSTIC PASSWORD		(----)	Setting the password for Remote Diagnostic Mode. Please ask your Panasonic Authorized Dealer for details.
053	SUB-ADDRESS PASSWORD		(----)	Setting a 20-digit password for secured sub-address communication.
056	COVER SHEET	1	Off	Setting the home position for the Cover Sheet parameter in the Select Mode. (See page 96)
		2	On	
063	PC-FAX RCV MODE [See Note 2]	1	Print	Selecting how the machine will execute the receiving Fax document(s).
		2	Upload & Print	Print : Print the received document(s).
		3	Upload	Upload & Print : Print the received document(s) and upload it's file.
				Upload : Upload the received document file.
077	DEPARTMENT CODE	1	Invalid	Selecting whether the machine performs the Department Code operation. (See page 99)
		2	Valid	
078	ROTATION XMT	1	Invalid	Selecting whether the machine performs rotation transmission.
		2	Valid	
082	QUICK MEMORY XMT	1	Invalid	Selecting whether the machine performs Quick Memory Transmission. (See page 39 to 43)
		2	Valid	Invalid: Stores all documents into memory first before dialling the telephone number.
				Valid: Starts dialling the telephone number immediately after storing the first page.
085	FAX OUTPUT TRAY	1	Inner 1	Selecting the Output Tray home position for received document(s).
		2	Inner 2	Inner 1 : Received document(s) exit to the Bottom Output Tray.
		3	Outer	Inner 2 : Received document(s) exit to the Upper Output Tray (Blue).
088	LINE SELECTION [See Note 3]	1	Auto	Setting the home position for the Telephone Line selection.
		2	Line-1	Auto: Selects the available telephone line for transmission automatically.
				Line-1: Selects this as the default telephone line, unless manually selecting an alternate phone line.
		3	Line-2	Line-2: Selects this as the default telephone line, unless manually selecting an alternate phone line.
089	LIST OUTPUT TRAY	1	Inner 1	Selecting the Output Tray home position for List printout.
		2	Inner 2	Inner 1 : The List printout exits to the Bottom Output Tray.
		3	Outer	Inner 2 : The List printout exits to the Upper Output Tray (Blue).
095	DUPLEX PRINT	1	Invalid	Selecting whether the machine performs duplex print.
		2	Valid	
097	SPECIAL TRAY NO.1 - 3	1	None	Select up to 3 Special Trays that will not be used for printing received faxes (4-Tray configuration). One Tray must always be available for receiving Faxes.
		2	Tray 1	(You can specify one Tray (1 ~ 4) for each selection No. 1, No. 2 and/or No. 3)
		3	Tray 2	
		4	Tray 3	
		5	Tray 4	

| No.	Parameter	Setting Number	Setting	Comments
099	MEMORY SIZE (Flash Memory)	-	-	Displays the amount of base and optional memory installed. (Base Memory + Optional Memory)

NOTE

1. *The standard settings are printed on the Fax Parameter List. To print out Fax Parameter List, (See page 141).*
2. *This parameter is available only when the Parallel Port Interface Option is installed.*
3. *This parameter is available only when the G3 Communication Port Option is installed.*
4. *The contents of Fax Parameter may differ depending on the each country's regulation or specification.*

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Loading Originals

How To Load Originals

1. On the ADF / Inverting ADF

Face Up

Original Size Guide

2. On the Platen Glass

Face Down

Original Size Guide
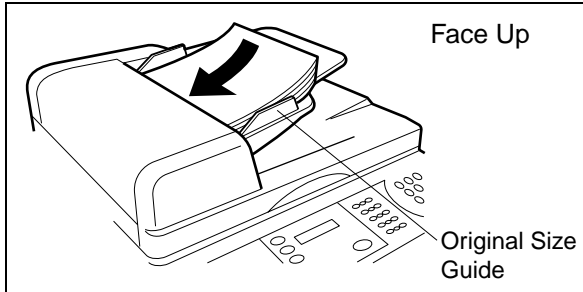
• Place the original(s) Face Up on the ADF until the leading edge placed into the machine stops.
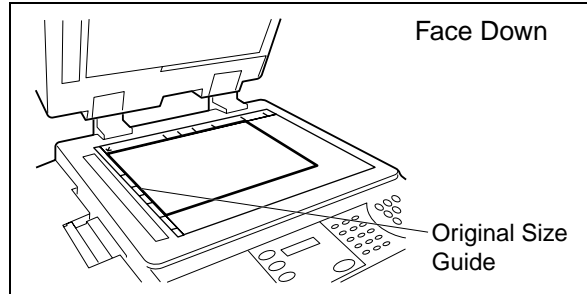
• Place a book or an original Face Down on the Platen Glass, aligning it with the arrow mark on the original size guides.

Sending Non-Standard Size Originals

When transmitting non-standard size document(s), the machine may perform Rotate Transmission automatically and not transmit the portion of the document that exceeds the standard size ("P" portion). (See Note 1)

Rotation XMT

The part which protrudes from the Fixed size is not sent.

Direction
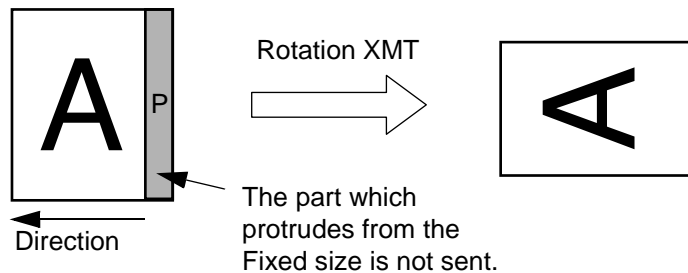
Flatbed Scanning

When a book or an original is placed on the Platen Glass, the message "ANOTHER ORIGINAL?" is shown on the LCD display when $\boxed{\text{START}}$ is pressed and the scanning is completed.

• If you wish to store another page, press $\boxed{\text{YES}}$ and place another original, then press $\boxed{\text{START}}$.
• If $\boxed{\text{NO}}$ is pressed, the machine starts to dial the telephone number.

NOTE

> 1. When an oversized original is sent to another machine, sometimes, it is reduced in accordance with the other party's recording paper size.
>
> **EX:**

A3 size

A4 size

33
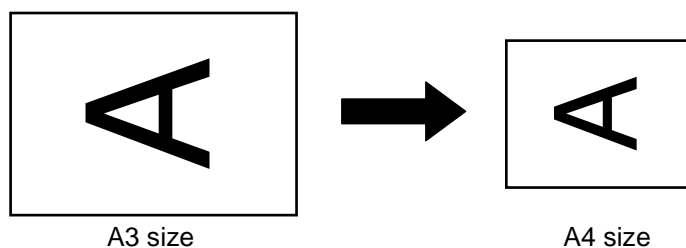
Basic Transmission Settings

You can temporarily change the transmission settings either before or after you place the original on the ADF. These settings are as follows:
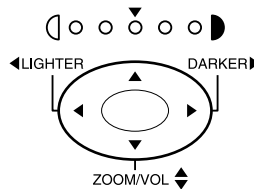
- Contrast
- Resolution
- Original (Text/Photo)
- Stamp

- Communication Journal
- Duplex Scan
- Cover Sheet
- Password-XMT

After the document(s) have been sent, your machine will automatically return to the preset settings.

Contrast

Your machine is preset to **Normal** contrast. If you wish to send an original with lighter contrast, change the setting to **Lighter**. If you wish to send a original with darker contrast, change the setting to **Darker**.

Press CONTRAST to:

Resolution

Your machine is preset to Standard resolution, which is suitable for most originals. If you want to send it with more detail, change the setting to Fine or Super-Fine.

Press RESOLUTION to:

for standard originals

for detailed originals

for finer detailed originals
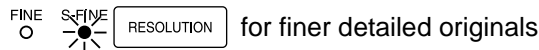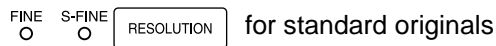
NOTE

1. *To change the preset Contrast position, change the setting of Fax Parameter No. 001. (See page 28)*
2. *To change the preset Resolution position, change the setting of Fax Parameter No. 002. (See page 28)*
3. *If you send a photographic original with gray tones, set the Resolution to Fine or S-Fine (406 x 391 dpi) and the Original setting to Text/Photo or Photo. The reproduction of the received document will be determined by the capability of the remote station.*
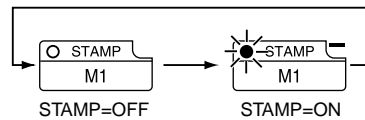
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Basic Transmission Settings

Original (Text/Photo)

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

○ PHOTO
○ TEXT/PHOTO
● TEXT   for text only originals

○ PHOTO
● TEXT/PHOTO   for text and photo originals
○ TEXT

● PHOTO
○ TEXT/PHOTO   for photo or illustration originals
○ TEXT
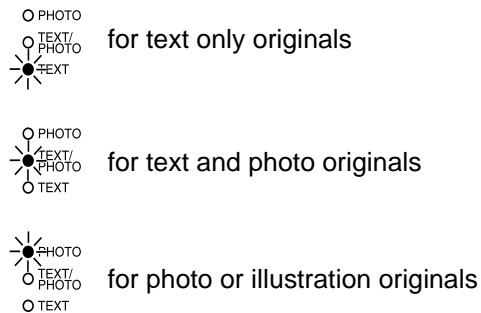
Verification Stamp

The Verification Stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small ⊗ mark.

○ STAMP
M1   →   ● STAMP
                         M1

STAMP=OFF   STAMP=ON

BASIC OPERATIONS

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Communication Journal (COMM. JOURNAL)

A Communication Journal lets you verify if the transmission was successful. You can select the condition to print the Communication Journal as follows.

When you set COMM. JOURNAL = **OFF**:   a Communication Journal will not be printed out.

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

When you set COMM. JOURNAL = **INC.**:   a Communication Journal is printed out automatically only if the communication has failed.

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

1 FUNCTION ✳ 8 TUV

```
SELECT MODE    (1-5)
ENTER NO. OR ∨ ∧
```

2 1 SET

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

3 1 for "OFF".

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

or

2 ABC for "ON" (Always print out).

or

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

or

3 DEF for "INCOMPLETE" only.

or

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

4 SET

Sending Documents

You can choose either Memory or Direct Transmission.

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

Use Direct Transmission if:
- The memory is full.
- You want to send the document immediately.
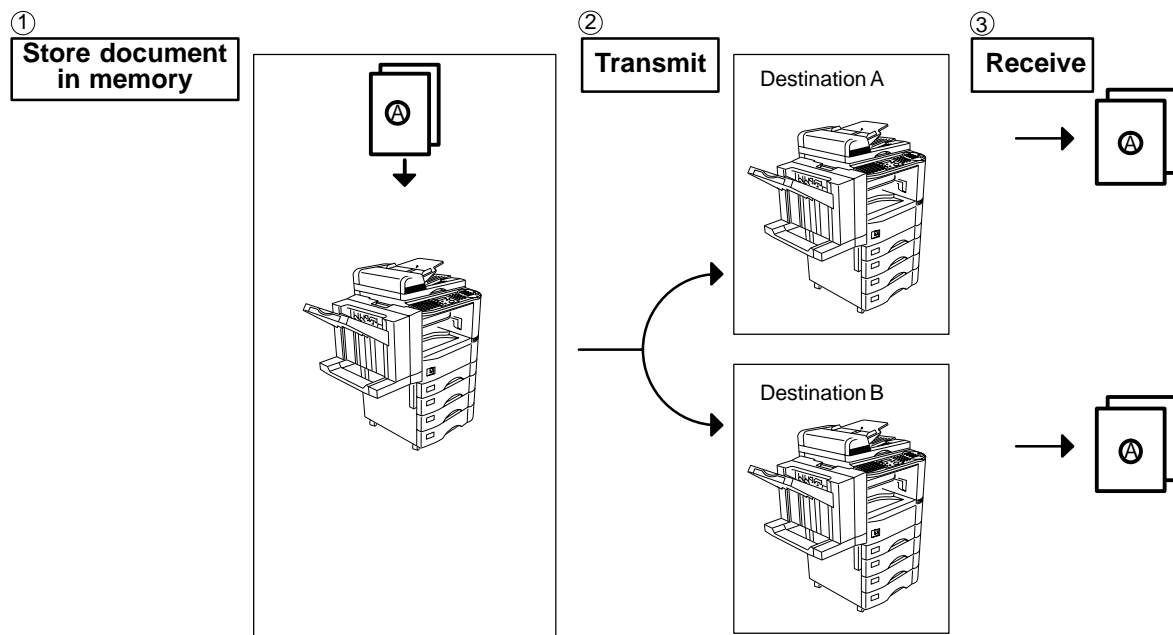
Use Voice Mode Transmit if:
- You want to send the document after talking with the other party.
- You want to send the document after listening to a voice prompting.

Memory Transmission

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

① **Store document in memory**

② **Transmit** Destination A

③ **Receive**

Destination B

BASIC OPERATIONS

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NOTE

1. *While storing the File Number of the document being stored is shown at the upper right corner of the display while storing the document. It is also printed on the Communication Journal (COMM. JOURNAL), Transaction Journal and File List. The percentage of memory used is shown on the lower right corner of the display after each page is stored.*

```
* STORE *      NO.003
     PAGES=002   10%
```

```
* STORE * COMPLETED
TOTAL PAGES=005   30%
```

2. *If memory overflow occurs while storing documents, the current and remaining documents on the ADF will be ejected. The machine will show "OUT OF MEMORY" on the display and prompt you whether to transmit the successfully stored documents or to cancel the transmission. Press ① to cancel or press ② to transmit.*
   If Fax Parameter No. 082 (Quick Memory XMT) is set to "Invalid", the machine stores all the documents into memory first before transmitting.
   After storing each document, the machine checks the available memory to prevent memory overflow and stops storing additional document(s) if the stored data approaches a certain percentage (around 80%).*
   Then the machine dials and sends the memory stored documents first and continues the transmission of the remaining document(s) from the ADF during the same phone call.
   If transmitting to multiple stations or if memory overflows while storing a document, the machine prompts you whether to transmit the successfully stored documents or to cancel the transmission. Press ① to cancel or press ② to transmit.
   See the Specifications on page (See page 150.) for the image memory capacity.
   If no action is taken within 10 seconds, the machine will start transmitting the stored documents.
   * The percentage varies and its dependent on the type of documents you are storing, machine settings or whether an optional memory card is installed.

```
OUT OF MEMORY
  INFO. CODE=870
```

```
15 PAGES COMPLETED
DELETE? 1:YES 2:NO
```

3. *An Information Code will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial.*
   The document stored for this transmission will be erased from the memory automatically and the information code is printed for the transmission on the Communication Journal (COMM. JOURNAL).
   If you need to retain the incomplete documents even after the last redial, change Fax Parameter No. 031 (INC. FILE SAVE) to "Valid" in advance. (See page 29) To retry the incomplete documents, refer to page 92.

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

4. *To stop the transmission, press* `STOP`.
   The display shows:

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

   Press ① to stop the transmission. The document you stored will be erased automatically.
   If you do not want to erase the documents, change the setting of Fax Parameter No. 031 (INC. FILE SAVE) to "Valid" in advance. (See page 29)
   Then the following display will appear and you can select whether to save the file as an incomplete file for editing and retry, or delete the file manually.

```
SAVE AS INCOMP.FILE?
1:YES 2:NO
```

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

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

38

Sending Documents

Manual Number Dialling

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

Make sure that the FAX lamp is ON. If not, press ⓕ (FAX) to select the "FAX MODE".
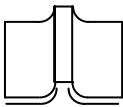
1a

Place original(s) face up on the ADF.

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

or

1b

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

2

Make sure that the MEMORY lamp is on.

If not, press ⌷MEM XMT⌷ to set "On".

3 Enter a telephone number from the keypad.

Ex: ⑤ ⑤ ⑤ ① ② ③ ④
- If your machine does have the 2nd G3 Fax Communication Port Kit installed, the machine will automatically select the available telephone line for transmission (indicated by "AUTO" on the LCD display).
- If you wish, you can change which telephone line the machine should use by selecting Line-1 or Line-2 with the ⌷LINE SELECT⌷ key on the Control Panel.
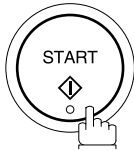
Note3

```
TEL. NO.      (AUTO)
5551234█
```

Continued on the next page...

4

START

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

The document(s) begin to store into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 3)
The remaining page(s) continue to store into memory.

```
* DIALLING *   NO.002
5551234
```

1. *If you need a special access number to get an outside line, dial it first then press* PAUSE *to enter a pause (represented by a "-") before dialling the full number.*
   Ex: 9 PAUSE 5551234
2. *This feature is called "**Quick Memory Transmission**". If you wish to store All the document(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to " Invalid". (See page 30)*
3. *This field (AUTO, Line-1 or Line-2) appears only when the 2nd G3 Fax Communication Port Kit is installed.*

One-Touch Dialling

One-Touch Dialling allows you to dial a full telephone number by pressing a single key. To set up the One-Touch keys, see page 21.

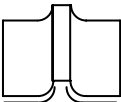Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a

Place original(s) face up on the ADF.
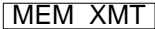
ENTER STATION(S)
THEN PRESS START 00%

or

1b

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

2

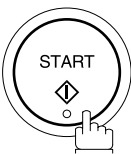Make sure that the MEMORY lamp is on.

If not, press ⎡MEM XMT⎤ to set "On".

3 Press a One-Touch key.

Ex: 01

<01>(Station name)
5551234

4

START

* STORE *   NO.002
    PAGES=001   05%

The document(s) begin to store into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 1)
The remaining page(s) continue to store into memory.

* DIALLING * NO.002
(Station name)

NOTE

> 1. This feature is called "**Quick Memory Transmission**". If you wish to store All the document(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to "Invalid".   (See page 30)

BASIC
OPERATIONS

Abbreviated Dialling

Abbreviated dialling is a speedy way to dial a frequently dialed telephone number by preprogramming the telephone number into the built-in auto-dialer with a 3-digit abbreviated code. To program an abbreviated dialling number, see page 21.

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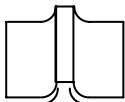
1a

Place original(s) face up on the ADF.

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

or

1b

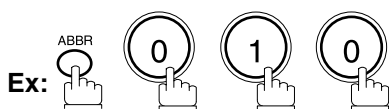Place a book or an original face down on the Platen Glass.

2

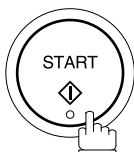Make sure that the MEMORY lamp is on.

If not, press MEM XMT to set "On".

3 Press ABBR then enter a 3-digit code.

```
[010](Station name)
5553456
```

Ex: ABBR 0 1 0

4 START

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

The document(s) begin to store into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 1)
The remaining page(s) continue to store into memory.

```
* DIALLING *  NO.002
(Station name)
```

NOTE

1. This feature is called "**Quick Memory Transmission**". If you wish to store All the document(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to "Invalid".   (See page 30)

Sending Documents

Directory Search Dialling

Directory Search dialling allows you to dial a full telephone number by searching the station name entered in One-Touch keys or Abbreviated dialling numbers.

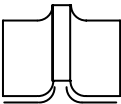Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

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

or

1b

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

2

Make sure that the MEMORY lamp is on.

If not, press MEM XMT to set "On".

3

DIRECTORY SERCH
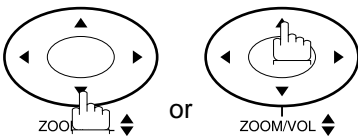
```
ENTER LETTER(S)
■
```

4

Enter the full station name or part of a station name by using the Character keys.   (See page 10)

```
ENTER LETTER(S)
PANA■
```

Ex: P A N A for searching **PANASONIC**

5

 or

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

```
[010] PANASONIC
5553456
```

BASIC OPERATIONS

6

START

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

The document(s) begin to store into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 1)
The remaining page(s) continue to store into memory.

```
* DIALLING *  NO.002
PANASONIC
```

NOTE

1. *This feature is called "**Quick Memory Transmission**". If you wish to store All the document(s) into memory first before transmitting, change the Fax Parameter No. 082 (QUICK MEMORY XMT) to "Invalid".   (See page 30)*

Multi-Station Transmission (Broadcasting)

If you have to send the same document(s) to multiple stations, you can save time in feeding the document(s) by using memory transmission. That is, you can store the document(s) into memory and then send it to the station(s) automatically. (see Note 1)

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

1a

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

Place original(s) face up on the ADF.

or

1b

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

2
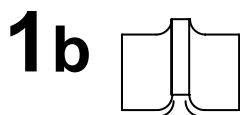
Make sure that the MEMORY lamp is on.

If not, press MEM XMT to set "On".

3 Dial by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered (Up to 70 stations)
- Directory Search Dialling, press SET after each station is entered
  (For details, see page 39 to 43.)

Ex:

```
<01>(Station name)
5551234
```

```
[010](Station name)
5553456
```
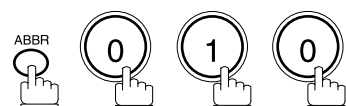
If you want to confirm the number of stations you have entered, press SET .

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

4

START

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

```
* STORE * COMPLETED
TOTAL PAGE=005    25%
```
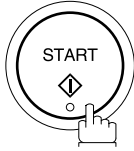
All document(s) are stored into memory with a file
number. (See Note 2)
Then starts dialling the telephone numbers in sequence.

```
* DIALLING *  NO.002
(Station name)
```

NOTE

1. *You can review the stations you entered in step 3 before storing your document into memory by pressing ▼ or*
   ▲. Press CLEAR *to clear an entered station or group shown on the display if needed.*
1. *The* **"Quick Memory Transmission"** *is disabled if multiple stations are set.*

Direct Transmission

If your machine's memory is full or you wish to send the document immediately, use Direct Transmission.

Manual Number Dialling (Direct Transmission)

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

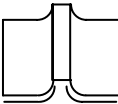Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

or

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

1b

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

2

MEM XMT
M2

Make sure that the lamp goes off.
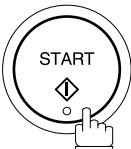
```
ENTER STATION
THEN PRESS START 00%
```

Note3

3

Enter a telephone number from the keypad.

Ex: 5 5 5 1 2 3 4

```
TEL NO.         (AUTO)
5551234■
```

4

START

Your machine starts to dial the telephone number.

```
* DIALLING *
5551234
```

NOTE

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

2. To stop the transmission, press STOP .
   The display shows:

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

   Press 1 to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.

3. This field (AUTO, Line-1 or Line-2) appears only when the 2nd G3 Fax Communication Port Kit is installed.

BASIC OPERATIONS

One-Touch Dialling (Direct Transmission)

One-Touch Dialling allows you to dial a full telephone number by pressing a single key. To set up the One-Touch keys, see page 19.

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

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

or

1b

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

2

Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00%
```

3 Press a One-Touch key.

Ex:

The display will show the One-Touch number and station name. The full number (e.g. 5551234) will then be dialed.

```
<01>(Station name)
5551234
```

```
* DIALLING *
(Station name)
```

Sending Documents

Abbreviated Dialling (Direct Transmission)

Abbreviated dialling is a speedy way to dial a frequently dialed telephone number by preprogramming the telephone number into the built-in auto-dialer with a 3-digit abbreviated code. To program an abbreviated dialling number, see page 21.

Make sure that the FAX lamp is ON. If not, press ⓒ to select the "FAX MODE".
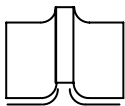
1a

Place original(s) face up on the ADF.

or

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

1b

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

2

MEM XMT
M2

Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00%
```

3

Press ABBR then enter a 3-digit code.

ABBR (0) (1) (0)

The display will show the ABBR number and station name. The full number (e.g. 5553456) will then be dialed.

```
[010](Station name)
5553456
```

```
* DIALLING *
(Station name)
```

Directory Search Dialling (Direct Transmission)

Directory Search dialling allows you to dial a full telephone number by searching the station name entered in One-Touch keys or Abbreviated dialling numbers.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".
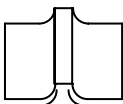
1a

Place original(s) face up on the ADF.

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

or

1b

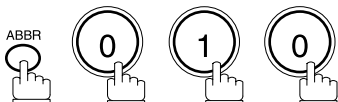Place a book or an original face down on the Platen Glass.

2

Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00
```

3

DIRECTORY SERCH

```
ENTER LETTER(S)
■
```
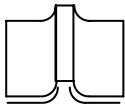
4 Enter the full station name or part of a station name by using the Character keys.   (See page 10)

Ex: P A N A for searching **PANASONIC**

```
ENTER LETTER(S)
PANA■
```

5

ZOO ♦   or   ZOOM/VOL ♦
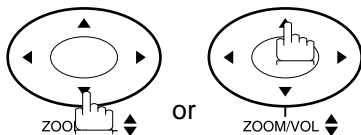
repeatedly until display shows the station name you want to send to.

```
[010]PANASONIC
5553456
```

6

START
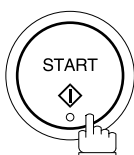
The full number (e.g. 5553456) will be dialed.

```
* DIALLING *
PANASONIC
```

Rotated Transmission

Letter or A4 Original(s) are placed in a Portrait($\leftarrow \square$) direction, the document(s) will be rotated by 90° and then transmitted in a Landscape ($\leftarrow \square$) direction. The document(s) will be printed the same size as the transmitted originals at the Receiving Station.

Rotation XMT Fax Parameter set to:

• **Invalid**

Letter or A4 Original

Receiving Station: Letter or A4 Paper

Sends with 70% reduction

• **Valid**

Letter or A4 Original

Receiving Station: Letter or A4 Paper

Sends with Rotated Transmission
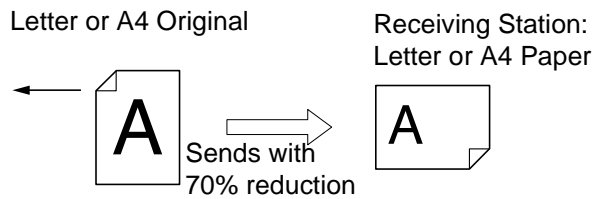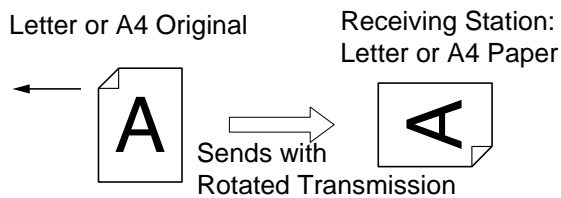
Double-Sided Transmission (Receiving)

This machine has duplex SCAN & PRINT capabilities.

Duplex Scan Select Mode set to:
• **Duplex Scan = ON**

Duplex Scan DP-2000

Receiving Station
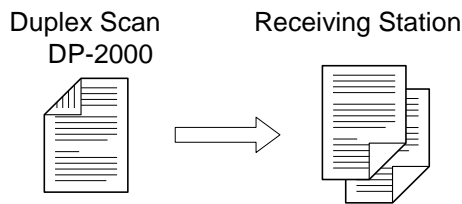
Duplex Print Fax Parameter set to:

• **Duplex Print = Valid**

Sending Station

Duplex Print DP-2000
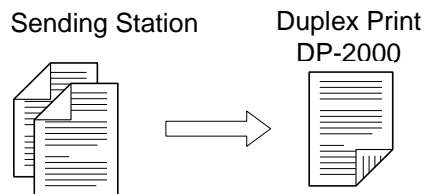
NOTE

1. *Rotation XMT requires the use of Memory Transmission.*
2. *Verification Stamp is disabled during Duplex Scan.*

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Setting Rotation Transmission

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1 FUNCTION ✳ PQRS 7

```
SET MODE     (1-4)
ENTER NO. OR ∨∧
```

2 GHI 4 SET

```
FAX PARAMETER 1-99
        NO.=█
```

3 0 PQRS 7 TUV 8 SET
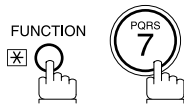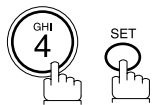
```
078 ROTATION XMT
 1:INVALID
```

4 ABC 2

```
078 ROTATION XMT
 2:VALID
```

5 STOP

Sending Documents

Duplex Scan

Sending Document(s) Using Duplex Scan

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

or

1b

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

2 FUNCTION ✱ TUV 8

```
SELECT MODE (1-5)
ENTER NO. OR ∨ ∧
```

3 ABC 2 SET
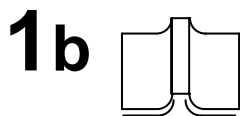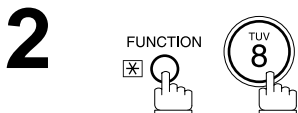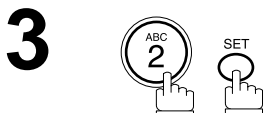
```
DUPLEX SCAN=OFF
1:OFF 2:ON
```

4 ABC 2 SET
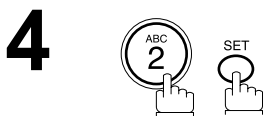
```
ENTER STATION(S)
THEN PRESS START 00%
```

5 Dial by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered
  (Up to 70 stations)
- Directory Search Dialling, press SET after each station is entered
  (For details, see page 39 to 43.)

Continued on the next page...

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6
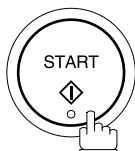
NOTE

1. *The Duplex Scan function will reset back to OFF after the communication is completed.*
2. *Duplex Scan is only available with the inverting ADF option.*

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Sending Documents

Setting Duplex Print

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1 FUNCTION [*] [7 PQRS]

```
SET MODE     (1-4)
ENTER NO. OR ∨ ∧
```

2 [4 GHI] SET
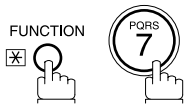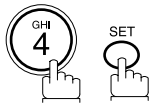
```
FAX PARAMETER(1-99)
        NO.=▮
```

3 [0] [9 WXYZ] [5 JKL] SET
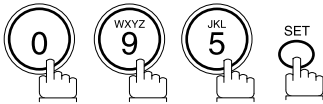
```
095 DUPLEX PRINT
 1:INVALID
```

4 [2 ABC]

```
095 DUPLEX PRINT
 2:VALID
```

5 SET STOP
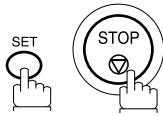
Voice Mode Transmission

If you wish to send the document after talking with other party, use Voice Mode Transmission. Your machine requires an external telephone.

Off-Hook Dialling

For Off-Hook Dialling, follow the steps below.

Make sure that the FAX lamp is ON. If not, press ⟨FAX⟩ to select the "FAX MODE".

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

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

or

1b
Place a book or an original face down on the Platen Glass.
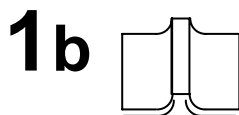
2
Lift the external telephone and dial the telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

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

```
ON LINE * XMT *
```

Then, when you hear a beep,
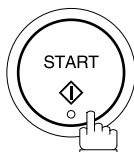
START

and hang up the handset.

NOTE

1. To stop the transmission, press ⟨STOP⟩.
   The display shows:

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

   Press ① to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.
2. The second Telephone Line (L-2) is not available for Off-Hook Dialling.

Sending Documents

On-Hook Dialling

For On-Hook Dialling, follow the steps below.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

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

or

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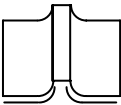
Place a book or an original face down on the Platen Glass.

2 MONITOR

You will hear dial tone through the monitor speaker.

```
* MONITOR *
■
```

3 Dial the telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

```
* DIALLING *
5551234■
```

4 When you hear a beep,

START

```
ON LINE * XMT *
```

NOTE

> 1. *If you need a special access number to get an outside line, dial it first then press* PAUSE *to enter a pause (represented by a "-") before dialling the full number.*
> ***Ex: 9 PAUSE 5551234***
> 2. *The second Telephone Line (L-2) is not available for On-Hook Dialling.*

Transmission Reservation

You can do the following while sending a document from memory or receiving a document.
• Reserve the next transmission into memory for up to 70 different files.
• Reserve a priority transmission.

Memory Transmission Reservation (Multi-tasking)

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

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

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

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

```
ON LINE
    PC MODE
```

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

2a

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

Place original(s) face up on the ADF.

or

2b

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

3

Make sure that the MEMORY lamp is on.
If not, press MEM XMT to set "On".

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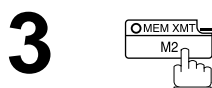
Sending Documents

4
Dial by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling

- Manual Number Dialling, press [SET] after each station is entered
  (Up to 70 stations)

- Directory Search Dialling, press [SET] after each station is entered
  (For details, see page 39 to 43.)

Ex: 01

```
<01>(Station name)
5551234
```

5

START
◇
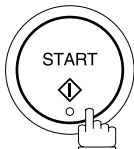
Your machine will store the document(s) into memory.

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

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

BASIC OPERATIONS

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. The urgent document will be sent immediately after the current communication is finished.
Note that you cannot send documents to multiple stations.

To reserve your machine for sending urgent documents

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

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

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

```
ON LINE * PC MODE *
```

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

2a Place original(s) face up on the ADF.

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

or

2b Place a book or an original face down on the Platen Glass.

3 MEM XMT / M2   Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00%
```

Continued on the next page...

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4 Dial by using any one of the following methods:
- One-Touch Dialling
- Abbreviated Dialling

- Manual Number Dialling and press START

- Directory Search Dialling and press START
  (For details, see pages 39 to 43.)

```
<01>(Station name)
5551234
```

Ex: 01

You can reserve sending an urgent document to a single station only.
A message "DIRECT XMT RESERVED" will be shown on the display.

```
DIRECT XMT RESERVED
<01>(Station name)
```

To cancel the direct transmission reservation

1 Make sure the document is on the ADF.

```
DIRECT XMT RESERVED
<01>(Station name)
```

2 STOP

```
CANCEL XMT RESERVE?
1:YES 2:NO
```

3 1 and then remove the document from ADF.

Redialling

Automatic Redialling

If a busy line is detected, the machine will redial the number up to 5 times at 3 minutes interval. However, if a busy line is not detected, the machine will redial only one time. During that time, a message will appear as shown to the right.
A file number is shown in the upper right hand corner of the display if it is a memory transmission file.

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

Manual Redialling

You can also redial the last dialed number manually by pressing REDIAL key.
To redial the last dialed number through memory

Make sure that the FAX lamp is ON. If not, press (with FAX) to select the "FAX MODE".

1 Set document(s) face down.
Make sure that the MEMORY lamp is on.

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

2 REDIAL/ PAUSE

```
TEL. NO.
5551234
```

3 START
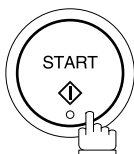
The document is stored into memory with a file number.
Then dials the last dialed number.

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

```
* DIALLING *  NO.002
5551234
```

NOTE

1. While the unit is displaying "WAIT TO DIAL", you can press REDIAL *to start redialling immediately.*

Sending Documents

To redial the last dialed number through the ADF

1

Set document(s) face down.

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

2

⊙MEM XMT M2 Make sure that the lamp goes off.

```
ENTER STATION
THEN PRESS START 00%
```

3

REDIAL/PAUSE   START
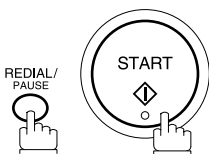
Your machine starts to dial the last dialed number.

```
TEL NO.
5551234
```

```
* DIALLING *
5551234
```

NOTE

1. While the unit is displaying "WAIT TO DIAL", you can press REDIAL *to start redialling immediately.*

Receiving Documents

Your machine is provided with both automatic and manual reception modes. The selection of either reception mode is made with Fax Parameter No. 017 (RECEIVE MODE).

Automatic Reception

Your machine will receive documents automatically if the Fax Parameter No. 017 (RECEIVE MODE) is set to "Auto". (See page 29)

Manual Reception

You may wish to receive documents manually if you use the telephone line in your office primarily as a personal telephone and occasionally for your facsimile machine.
To receive documents manually, change the Fax Parameter No. 017 (RECEIVE MODE) to "Manual" (See page 29) and the following message will be shown on the display.

```
NOV-12-2000 15:00
       MANUAL RCV  00%
```
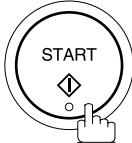
To receive documents manually

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

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

2 Remove any documents from the ADF.

3 START

Your machine starts receiving the document.

```
ON LINE * RCV *
```

4 Hang up the telephone.

NOTE

> 1. *Your machine requires an external telephone connected to the TEL jack on the left rear cover of the machine.*
> 2. *If you receive a document with Super Fine resolution (406 pels/inch x 391 lines/inch), it might be divided into multiple pages with no reduction.*

Receiving Documents

Print Reduction

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

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

- **1.Automatic Reduction**

Each page of a received document is first stored in memory. Based on the document length, your machine will automatically calculate the suitable reduction ratio (70% to 100%) to print the entire document on a single page. If the received document is extremely long (over 39% longer than the recording paper), the document will be divided into separate pages and print without reduction.

- **2. Fixed Reduction**

You can pre-determine the reduction ratio from 70% to 100% in 1% steps. The document(s) you receive will be reduced to the fixed ratio regardless of size.

Selecting the Print Reduction Mode

Set Fax Parameters as shown below.   (See page 28)
1. To set Automatic Reduction mode.
(1) No. 24 Print Reduction set to "Auto".

2. To set Fixed Reduction mode.
(1) No. 24 Print Reduction set to "Fixed".
(2) No. 25 Reduction Ratio set to any number between 70% through 100%. (See Note 1)

EX:	A4 to A4 - 96%
	A4 to Letter - 90%
	Letter to Letter - 96%
	Legal to Letter - 75%

<u>NOTE</u>

1. If the sending side is set to print the header on the outside of the copy area, more reduction ratio will be required.

Receiving Oversize Documents

If the received document is extremely long (over 39% longer than the recording paper), the document will be divided into separate pages. When printing on separate pages, the bottom 13 mm of first page will be overlapped on top of the next page.
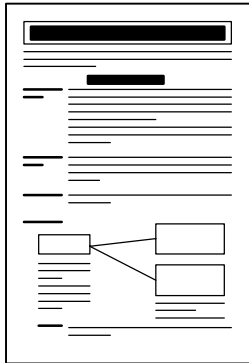
Transmitted Document   **Received Document**
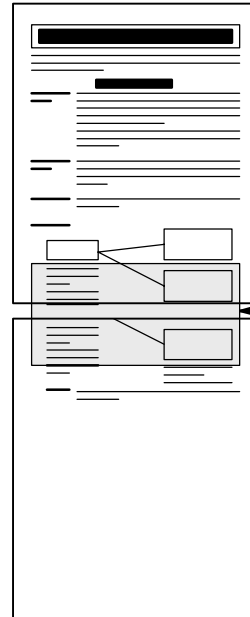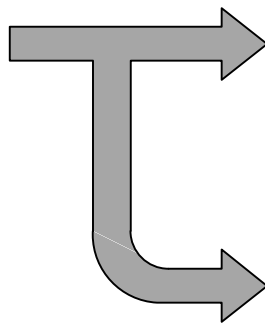
Overlap print.
13 mm

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

Substitute Memory Reception

If the recording paper runs out or jams or if the toner runs out during reception, the machine automatically starts receiving documents into its image data memory. Stored documents are printed automatically after replacing the recording paper or the toner cartridge. (See Note 1 and 2)

1 When the machine finishes the memory reception and there is no recording paper or toner, an Information Code appears on the display.

```
ADD PAPER
```

```
OUT OF TONER
REPLACE CARTRIDGE
```

2 Install the recording paper or replace the toner cartridge.

The machine will automatically start printing the document stored in the memory.

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

BASIC OPERATIONS

NOTE

1. *If the memory overflows, the machine will stop receiving and release the communication line. The document(s) stored in memory up to that moment will be printed.*
2. *If you wish to turn off the substitute reception function, change the setting of Fax Parameter No.022 to "Invalid".*

This page is intentionally left blank.

Batch Transmission

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

During memory transmission, your 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.
The following is an example of Real-time Batch Transmission. (See Note 1)
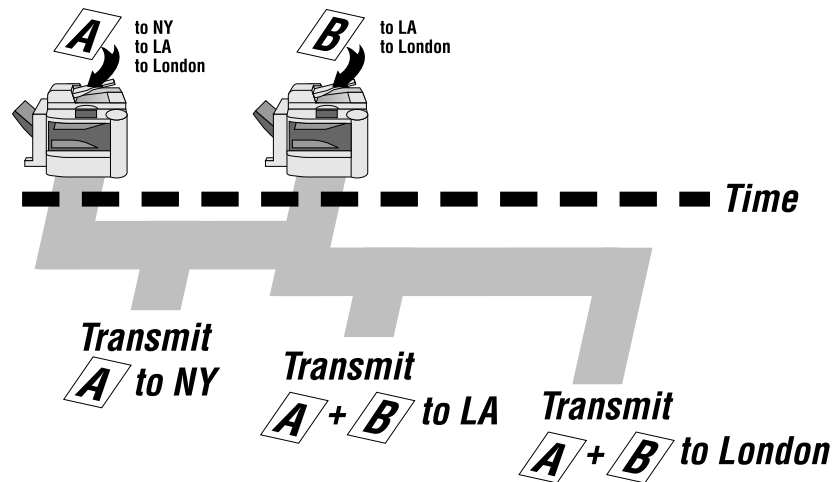
Delayed Batch Transmission

Assign a time for batch transmission to a Program Key in advance. All transmission(s) using the Program Key are batched and transmitted at the reserved time.
The following is an example of Delayed Batch Transmission.
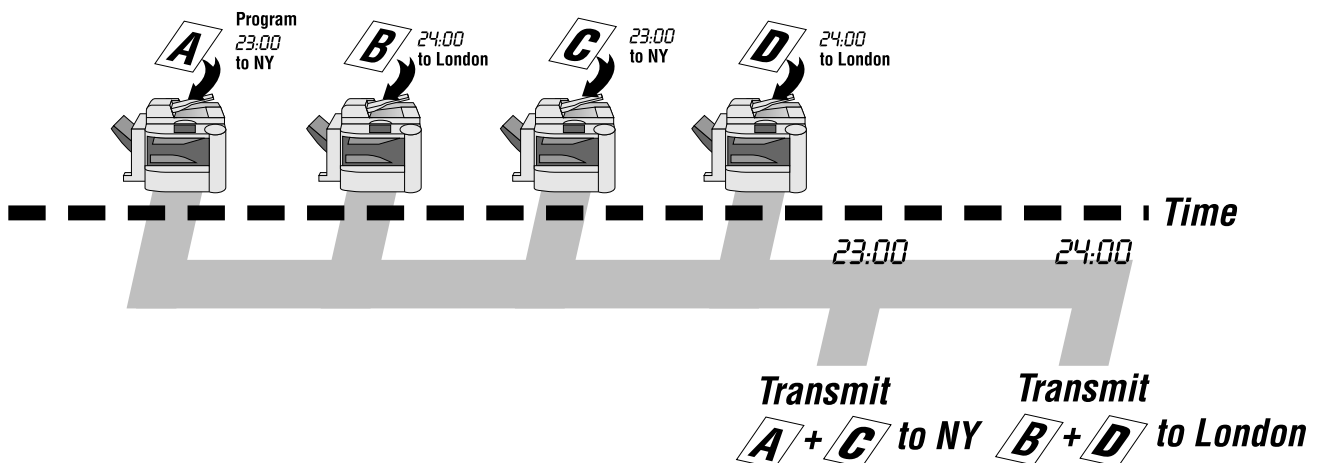
NOTE

> 1. The machine can not Batch to a file(s) that is/are Waiting to Redial or is currently being sent, but it will Batch to files that are pending to dial.

Timer Controlled Communications

You can send a document 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 transmission and deferred polling.

Deferred Transmission

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

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

or

1b

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

2 FUNCTION ✱ 1
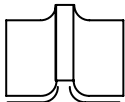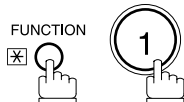
```
DEFERRED COMM. (1-3)
ENTER NO. OR ∨ ∧
```

3 1 SET
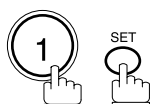
```
DEFERRED XMT
START TIME     ▮ :
```

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

Ex: ② ③ ③ ⓪ (11:30 p.m.) and ○(SET)

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

5 Dial by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered
  (Up to 70 stations)
- Directory Search Dialling, press SET after each station is entered
  (For details, see page 39 to 43.)

```
<01>(Station name)
5551234
```

Ex: `01`

6
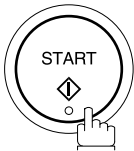
START
◇

to store documents into the memory.

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

```
* STORE *  COMPLETED
TOTAL PAGES=005  30%
```

ADVANCED
FEATURES

Deferred Polling

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

1 FUNCTION ✻   1
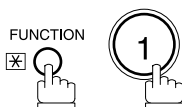
```
DEFERRED COMM. (1-3)
ENTER NO. OR ∨ ∧
```

2 ABC 2   SET
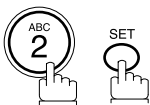
```
DEFERRED POLLING
START TIME     ▮ :
```

Continued on the next page...

---

1. If you enter a wrong number in Step 4, press CLEAR then re-enter the right number.
2. To change or cancel the Deferred Communication settings, see page 87 and 89.
3. When you reserve a deferred transmission without storing document into memory, the following message will be shown on the display after pressing START in the last step.

```
DEF DIRECT XMT RSV'D
<01>(Station name)
```

3 Enter the start time from the keypad.
(Use a 4-digit, 24-hour clock)

Ex: ⓪③③⓪ (3:30 a.m.) and ⬛ SET ⬛

```
DEFERRED POLLING
     PASSWORD=▮▮▮▮
```

4 Enter a 4-digit polling password.

Ex: ⑨⑧⑦⑥ and ⬛ SET ⬛

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

5 Dial by any combination of the following methods:
• One-Touch Dialling
• Abbreviated Dialling

• Manual Number Dialling, press ⬛ SET ⬛ after each station is entered
  (Up to 70 stations)

• Directory Search Dialling, press ⬛ SET ⬛ after each station is entered
  (For details, see page 39 to 43.)

Ex: [01]

```
<01>(Station name)
5551234
```

6

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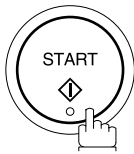
```
* STORE *     NO.001
```

NOTE

1. *If you enter a wrong number in Step 3, press* ⬛CLEAR⬛ *, then re-enter the right number.*
2. *To change or cancel the Deferred Communication settings, see page 87 and 89.*

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Polling

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

Setting the Polling Password

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

To set the polling password, follow the steps below.
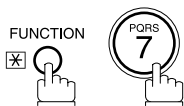
Make sure that the FAX lamp is ON. If not, press (⌐) FAX to select the "FAX MODE".

1 FUNCTION ⊛ PQRS 7

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2 GHI 4 SET

```
FAX PARAMETER(1-99)
        NO.=■
```

3 0 ABC 2 MNO 6 SET

```
26 POLLING PASSWORD
               ■■■■
```
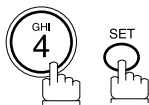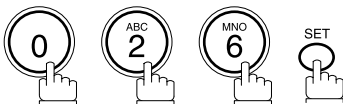
4 Enter a 4-digit polling password.

Ex: ① ② ③ ④

```
26 POLLING PASSWORD
               1234
```

5 SET STOP
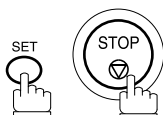
ADVANCED FEATURES

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Polling

Preparing to be Polled

In order to let other stations poll your machine, you must prepare your machine with a document stored in 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 Fax Parameter No. 027 (POLLED FILE SAVE) to "Valid".

Make sure that the FAX lamp is ON. If not, press the **FAX** button to select the "FAX MODE".
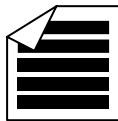
1a Place original(s) face up on the ADF.

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

or

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

2 FUNCTION ✳ / DEF 3
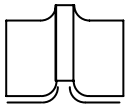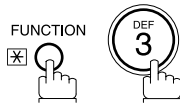
```
POLLING        NO.=▇
1:POLLING 2:POLLED
```

3 ABC 2

```
POLLED
   PASSWORD=1234
```

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

Ex: ④ ③ ② ①

```
POLLED
   PASSWORD=4321
```

5 START

```
* STORE *     NO.015
     PAGES=001   01%
```

The document(s) will be stored into memory.

```
* STORE * COMPLETED
TOTAL PAGES=005  24%
```

NOTE

1. *You can still send or receive documents even when 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 91.*
3. *If you have set the polling password in Fax Parameter No. 026, the password will appear on the display.*
   You can still change the password temporarily by overwriting it with a new one.

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Polling

To Poll Documents from Another Station

The following procedure lets you poll a document from one or multiple stations. Be sure to set the polling password before polling.   (See page 73)

1
FUNCTION ✳ / DEF 3
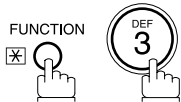
```
POLLING        NO.=■
1:POLLING 2:POLLED
```

2
1

```
POLLING
   PASSWORD=1234
```

3
Enter a 4-digit polling password. (See Note 2)

Ex: 1 1 1 1

```
POLLING
   PASSWORD=1111
```

4
SET

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

5
Dial by any combination of the following methods:
• One-Touch Dialling

• Abbreviated Dialling

• Manual Number Dialling, press ⬚SET⬚ after each station is entered
(Up to 70 stations)

• Directory Search Dialling, press ⬚SET⬚ after each station is entered
(For details, see page 39 to 43.)

Ex: 01

```
<01>(Station name)
5551234
```

6
START

```
* STORE *     NO.001
```

NOTE

1. *You can review the entered stations in step 5 by pressing ▼ or ▲ key, press ⬚CLEAR⬚ to erase the displayed station or group as needed.*
2. *If you have set the polling password in Fax Parameter No. 026, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.*

Program Keys

Your fax machine has special Program Keys. These keys are useful if you frequently need to send or poll the same group of stations. You can use these keys to store a One-Touch group key, a sequence of stations to be polled, a deferred transmission or polling sequence or an additional One-Touch key.

Setting for Group Dialling

To set a Program Key for Group Dialling

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 FUNCTION ✳ PQRS 7 DEF 3 SET

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

2 1 SET

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3 **Ex:** P1 Z

```
PROGRAM[P1]     NAME
ENTER NAME
```
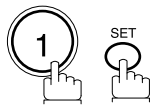
4 Enter the station name (up to 15 characters) by using the Character keys.   (See page 10)

Ex: PROG.A and ☐ SET ☐

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

5 Enter the station numbers by using One-Touch Key or ☐ABBR☐ and 3-digit code.

Ex: 01 f and ABBR 0 1 0

```
<01>(Station name)
5551234
```
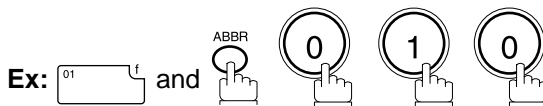
You may use the ▼ or ▲ keys to review the entered station(s) before going to next step. If you find an error, press ☐CLEAR☐ to erase the displayed station.

```
[010](Station name)
5553456
```
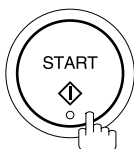
6 START ◇ ○

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

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

Program Keys

Setting for Deferred Transmission

To set a Program Key for deferred transmission

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1 FUNCTION ✱ (7) PQRS (3) DEF SET

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

2 (2) ABC SET

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3 Ex: P1   Z

```
PROGRAM[P1]      NAME
ENTER NAME
```

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 10)

Ex: PROG.A and [SET]

```
PROGRAM[P1]
PRESS FUNCTION KEY
```

5 FUNCTION ✱ (1) (1) SET
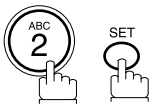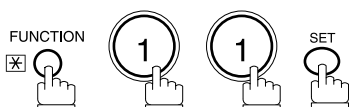
```
DEFERRED XMT
START TIME     ▮ :
```

6 Enter the starting time using 4 digits.

Ex: ② ③ ③ ⓪ (11:30 p.m.) and [SET]

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

7 Enter the stations by any combination of the following
methods:
• One-Touch Dialling
• Abbreviated Dialling

• Directory Search Dialling, press ⌐ SET ⌐ after each station is
entered
(For details, see page 39 to 43.)

Ex: ⌐01 ⌐

```
<01>(Station name)
5551234
```

8

START
◇

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

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

Setting for Deferred Polling

To set a program Key for deferred polling

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

1 FUNCTION ⊠ PQRS 7 DEF 3 SET

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

2 ABC 2 SET

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3 Ex: P1 Z

```
PROGRAM[P1]    NAME
ENTER NAME
```

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 10)

Ex: PROG.A and SET

```
PROGRAM[P1]
PRESS FUNCTION KEY
```

5 FUNCTION ⊠ 1 ABC 2 SET
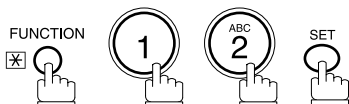
```
DEFERRED POLLING
START TIME     ▮:
```

6 Enter the starting time.

Ex: ② ② ⓪ ⓪ (10:00 p.m.) and SET

```
DEFERRED POLLING
   PASSWORD=▮▮▮▮
```

7 Enter a 4-digit polling password.

Ex: ① ① ① ① and SET
The polling password appears if it has been previously set.

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

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8 Enter the station(s) by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
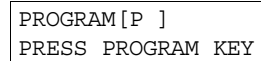
- Directory Search Dialling, press ⌷ SET ⌷ after each station is entered
(For details, see page 39 to 43.)

Ex: ⌷ 01 ⌷

```
<01>(Station name)
5551234
```

9

START
◇

```
PROGRAM[P ]
PRESS PROGRAM KEY
```
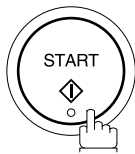
You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing ⌷ STOP ⌷.

Setting for Normal Polling

To set a program Key for normal polling

Make sure that the FAX lamp is ON. If not, press [FAX button] to select the "FAX MODE".

1 FUNCTION ✱ PQRS 7 DEF 3 SET

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

2 ABC 2 SET

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3 **Ex:** P1 Z

```
PROGRAM[P1]     NAME
ENTER NAME
```

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 10)

Ex: PROG.A and SET

```
PROGRAM[P1]
PRESS FUNCTION KEY
```

5 FUNCTION ✱ DEF 3
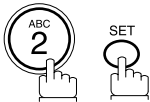
```
POLLING
   PASSWORD=████
```

6 Enter a 4-digit polling password.

Ex: ① ① ① ① and SET

The polling password appears if it has been previously set.

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

Continued on the next page...

ADVANCED FEATURES

7 Enter the station(s) by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling

- Directory Search Dialling, press ⌷ SET ⌷ after each station is entered
  (For details, see page 39 to 43.)

Ex: ⌷01⌷

```
<01>(Station name)
5551234
```

8

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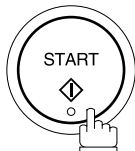
You can now set other Program Keys by repeating the procedures from Step 3, or return to standby by pressing ⌷ STOP ⌷.

```
PROGRAM[P ]
PRESS  PROGRAM KEY
```

Program Keys

Setting for One-Touch Key

To set a program key for one-touch key

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

1 FUNCTION ✳ PQRS 7 DEF 3 SET

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

2 DEF 3 SET

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3 Ex: P1 Z

```
PROGRAM[P1]     NAME
ENTER NAME
```

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 10)

Ex: PROG.A and [SET]

```
[P1] PROG.A
ENTER TEL. NO.
```

5 Enter a telephone number (up to 36 digits including pauses and spaces).

Ex: ⑨ [PAUSE] ⑤ ⑤ ⑤ [SPACE] ① ② ③ ④

```
[P1] PROG.A
9-555 1234■
```

6 START ◇

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

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

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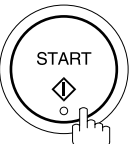
Program Keys

Changing or Erasing the Program Key Settings

To change the settings in a Program Key, follow the procedure on setting a Program Key on pages 76 to 83.
- 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 dialling
- Telephone number and station name for One-Touch key

To erase the settings in a program key

1 FUNCTION ✳ / PQRS 7 / DEF 3 / SET

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

2 GHI 4 / SET
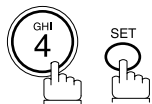
```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3 Press the Program key you want to erase.

Ex: P1   Z

```
PROGRAM[P1]
DELETE? 1:YES 2:NO.
```
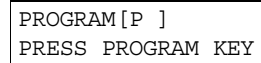
4 1

```
* DELETING *
PROGRAM[P1]
```

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

```
PROGRAM[P ]
PRESS PROGRAM KEY
```

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Edit File Mode

Your machine has a document image memory which enables you to reserve memory transmission, memory deferred transmission, memory polling and so on.
After reserving the communications in memory, you may need to change the settings of the communication(s) while it is still in memory. This section describes how to use the file editing features.

Printing a File List

The contents of the communication settings may have to be modified or deleted. To verify the contents, follow the steps below to print a file list.

Make sure that the FAX lamp is ON. If not, press ⬚ᶠᴬˣ to select the "FAX MODE".

1 FUNCTION ✳ / WXYZ 9

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

2 1

```
1:FILE LIST?
PRESS SET TO SELECT
```

3 SET

```
FILE LIST
1:PRINT 2:VIEW
```

4 1

```
* PRINTING *
FILE LIST
```

Sample File List

```
*************** -FILE LIST- ********************* DATE 12-NOV-2000 ***** TIME 15:00 ********

(1)     (2)                 (3)            (4)         (5)     (6)
FILE    COMM. TYPE          CREATED TIME START TIME   PAGES   DESTINATION(S)
 No.

001     DEFERRED XMT        12-NOV 13:20 20:30                [001]

002     MEM. DEF. XMT       12-NOV 13:20 22:30        003     [011] [012] [013] [016] [017]

                                                              -PANASONIC              -

********************************* -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) Stored date/time	:	Date/time that these files were stored.
(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	:	ABBR. No./One-Touch No./Manual Dialling No.

Edit File Mode

Viewing the Contents of a File List

To view the contents of a file list on the display without printing it, follow the steps below.
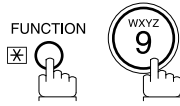
1 FUNCTION ✳ / WXYZ 9

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

2 1

```
1:FILE LIST?
PRESS SET TO SELECT
```

3 SET

```
FILE LIST
1:PRINT 2:VIEW
```

4 ABC 2

```
USE THE ∨ ∧ KEYS TO
SCROLL EACH FILE
```
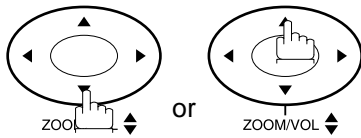
5 ZOOM ⬍ or ZOOM/VOL ⬍ repeatedly until the display shows a file you want to edit.

Sample display

Type of File	
XMT:	Transmission
POLL:	Polling
POLLED:	Polled
RCV TO MEM:	Receive to Memory
CONF. MAIL:	Conf. RCV / Conf. Polled
PC JOB:	PC Interface Job (Option)
FILE XMT:	File Transmission
JOURNAL:	Journal / Report

Status	
nn:nn:	Start time
IN PRG:	In progress
REDIAL:	Waiting to redial
INCOMP:	Incomplete file

```
001 XMT 10:00 P010
<01>(Station name)
```

File Number   Entered station   Number of pages

6 STOP

Edit File Mode

Changing the Start Time or the Station of a File

To change the start time and/or stations in a communication file, follow the steps below.
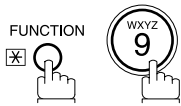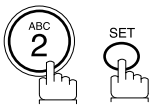
1   FUNCTION ✳   9 (WXYZ)

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

2   2 (ABC)   SET

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

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

Ex: ⓪ ⓪ ①

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

4   SET (See Note 2)
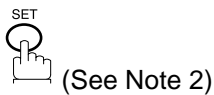
```
DEFERRED XMT
START TIME      22:30
```

5   Enter a new start time.

Ex: ⓪ ⑥ ⓪ ⓪ (6:00 a.m.)
(If you do not have to change the time, skip to step 6.)

```
DEFERRED XMT
START TIME      06:00
```

6   SET

```
TEL. NO.
5551234
```

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7 To delete the station(s), press ▼ or ▲ key until the station you want to delete appears. Then press CLEAR.

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

or

Enter the station(s) you want to add.

Ex: 01 SET

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

8 START
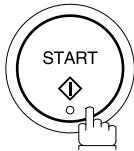
NOTE

1. *Your machine cannot change the start time and/or stations in the file while it is being sent or waiting to redial.*
2. *If the file is not a Deferred Communication File, the following message is shown on the display.*

```
SET DEFERRED COMM.?
1:YES 2:NO
```

Press ① to change the type of the file for deferred communication file.

3. *If you edit the file that is saved as an incomplete file, after pressing* START *in step 8, 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.

Edit File Mode

Deleting a File

To delete the file in memory, follow the steps below.
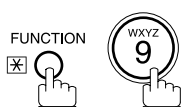
Make sure that the FAX lamp is ON. If not, press FAX ⒤ to select the "FAX MODE".

1 FUNCTION ✳ WXYZ 9

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

2 DEF 3 SET

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

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

Ex: ⓪ ⓪ ① (See Note 2)

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

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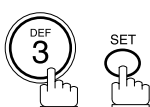
```
DELETE FILE  NO.001?
1:YES 2:NO
```

5 ①

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

Enter the next file number you want to delete or press ⎡STOP⎤ to return to standby.

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

NOTE

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

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

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

Press ① to delete all files.

Printing a File

To print the contents of the communication file, follow the steps below.

Make sure that the FAX lamp is ON. If not, press (🔲) FAX to select the "FAX MODE".

1 FUNCTION 🔲 9 WXYZ

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

2 4 GHI   SET

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

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

Ex: ⓪ ⓪ ①

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

4 SET
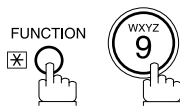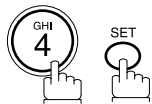
Your machine will print the file. The document(s) will remain in memory even after printing the file.

```
* PRINTING *
     PAGE=001/003
```

NOTE

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

Adding Documents into a File

To add documents into the file, follow the steps bellow.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

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

or

1b

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

2 FUNCTION ✳ WXYZ 9
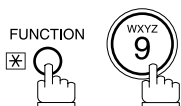
```
EDIT FILE MODE (1-6)
ENTER NO. OR ∨ ∧
```

3 JKL 5   SET

```
ENTER FILE NO.OR ∨ ∧
    FILE NO.=███
```
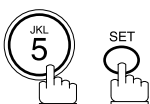
Enter the file number or use ▼ or ▲ to select the file
that you want to add.

Ex: ⓪ ⓪ ①

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

4 SET

Your machine will start storing the document(s) into a file.

```
* STORE *     NO.001
    PAGES=001   10%
```

NOTE

> 1. Your machine cannot add the document into the file while it is being sent or waiting to redial.

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. 031 (INC. FILE SAVE) to Valid in advance.   (See page 29)

To retry the incomplete file, print a File List first to verify the file number.   (See page 85)
Then, follow the steps below.
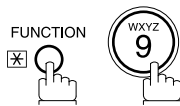
Make sure that the FAX lamp is ON. If not, press ⓒ to select the "FAX MODE".

1 FUNCTION ✳ 9 WXYZ

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

2 6 MNO SET

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

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

Ex: ⓪ ⓪ ①

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

4 SET

```
* STORE *     NO.001
```
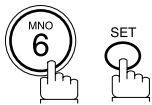
Your machine will retry the file and start dialling immediately.

```
* DIALLING *  NO.001
PANASONIC
```

NOTE

> 1. To confirm or change the entered telephone number for the file, see page 85 and 87.
> 2. If you set Fax Parameter No.031 to Valid, all incomplete files will remain in the memory. To avoid memory overflow, please check the memory content frequently. We recommend that optional flash memory card is installed when this function is used. See the Operating Instructions (For Copier).

Receive To Memory

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

Setting the RCV To Memory Password

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

1
FUNCTION ✳ PQRS 7

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2
GHI 4   SET

```
FAX PARAMETER (1-99)
        NO.=■
```

3
0   DEF 3   PQRS 7   SET
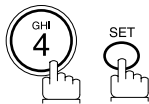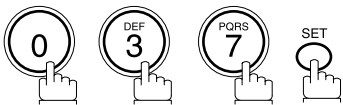
```
37 RCV TO MEMORY
              ■■■■
```

4
Enter a 4-digit RCV to Memory Password.

Ex: ① ② ③ ④

```
37 RCV TO MEMORY
              1234
```

5
SET   STOP

93
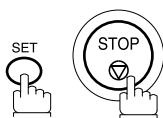
Setting RCV To Memory

Make sure that the FAX lamp is ON. If not, press (⌹) to select the "FAX MODE".

1 FUNCTION ⌧ TUV 8

```
SELECT MODE    (1-5)
ENTER NO. OR ∨ ∧
```

2 JKL 5 SET
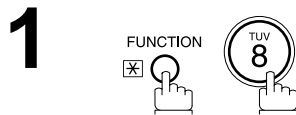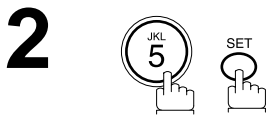
```
RCV TO MEMORY=OFF
1:OFF 2:ON 3:PRINT
```

3 ABC 2

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

4 SET

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

NOTE

1. *When the memory overflows, the machine will stop receiving and release the line. The machine will not answer the next incoming call until there is space available in the memory.*
2. *We recommend that optional flash memory card is installed when this function is used. See the Operating Instructions (For Copier).*

Receive To Memory

Printing Documents

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

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

To print the documents, follow the steps below.

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

1 FUNCTION ✱ TUV 8
```
SELECT MODE    (1-5)
ENTER NO. OR ∨ ∧
```
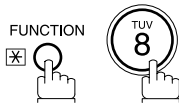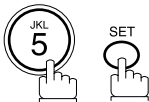
2 JKL 5 SET
```
RCV TO MEMORY=ON
1:OFF 2:ON 3:PRINT
```

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

4 SET
```
INPUT PASSWORD
            ▮▮▮▮
```

5 Enter the password to print the documents.
(See Note 1)

```
INPUT PASSWORD
                1234
```

Ex: ① ② ③ ④

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

Machine will start to print the documents.

NOTE

> 1. If the password has not been set, your machine will not prompt you to enter the password.
>   The documents will be printed immediately after pressing SET in step 4.
> 2. Once the RCV TO MEMORY feature is set to "On", the password cannot be changed (Fax Parameter No. 037
>   will not be shown on the LCD display). If you wish to change the password, set RCV TO MEMORY feature to
>   "Off" first. Then change the password. (See page 94)

General Description

A Fax Cover Sheet can be automatically attached to your transmit document(s) that shows the recipient's name, originator's name and the number of pages attached.

Transmitted as: Received as:

| Page 1 | Page 2 |

Header P.01 | Header P.02

Fax Cover Sheet | Page 1 | Page 2

Total P.02
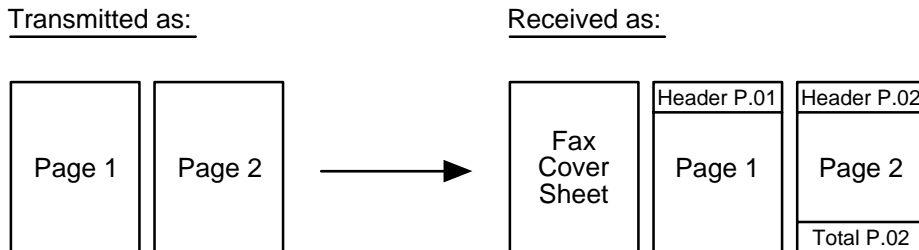
Using the Fax Cover Sheet

To attach a Fax Cover Sheet to a transmission, follow the procedure below.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

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

or

1b

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

2 FUNCTION ✱ TUV 8

```
SELECT MODE    (1-5)
ENTER NO. OR ∨ ∧
```

3 DEF 3 SET

```
COVER SHEET=OFF
1:OFF 2:ON
```
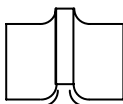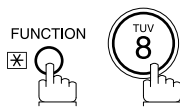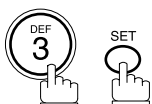
4   1   or "OFF" (Cover Sheet is not attached)

```
COVER SHEET=OFF
1:OFF 2:ON
```

or

or

2 ABC   for "ON" (Cover Sheet is attached)

```
COVER SHEET=ON
1:OFF 2:ON
```

5   SET

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

6   Dial by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press   SET   after each station is entered
  (Up to 70 stations)
- Directory Search Dialling, press   SET   after each station is entered
  (For details, see page 39 to 43.)

Ex: ⌐01⌐

```
<01>(Station name)
5551234
```

7   START
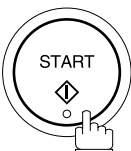
NOTE

1. To change the preset Fax Cover Sheet Setting, change the setting of Fax Parameter No. 056, see page 30.
2. This function is available for memory or direct transmission modes.
3. The Fax Cover Sheet is not counted in the number of pages column of the journals.
4. When the Fax Cover Sheet setting is set to On, the Quick Memory XMT feature is disabled.

Fax Cover Sheet

Fax Cover Sheet Sample

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

                (1)
           12-NOV-2000 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 One-Touch, ABBR. No. or dialed telephone number.

(3) Your LOGO (up to 25 characters) and ID Number. (Up to 20 digits)

(4) The number of pages to follow. This information is not shown when transmitting by Direct Transmission Mode.

General Description

This operation requires the user to input a preset 4-digit Department Code before transmission. The Department Name of the selected Department Code is printed on the Header of each page sent, Cover Sheet, COMM. Journal and Individual Transmission Journal. When the Department Code is set, the Transaction Journal will be sorted by the Department Code number (01 - 50) when it is printed.
If you wish to prevent unauthorized persons from setting, changing or erasing the Department Code settings, you should set the Access Code to restrict these settings.
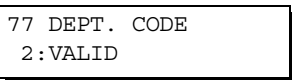
Setting the Department Code

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

1 FUNCTION ⊞ / PQRS 7

```
SET MODE       (1-4)
ENTER NO. OR ∨ ∧
```

2 GHI 4 / SET

```
FAX PARAMETER (1-99)
        NO.=█
```

3 0 / PQRS 7 / PQRS 7 / SET

```
77 DEPT. CODE
 1:INVALID
```

4 ABC 2

```
77 DEPT. CODE
 2:VALID
```

5 SET

```
DEPT. CODE   (01-50)
ENTER NO. OR ∨ ∧
```

6 Enter Department Code number.

Ex: 1 2 (01 to 50)

```
INPUT DEPT. NAME
12 █
```

Continued on the next page...

ADVANCED FEATURES

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7 Enter your Department Name (max. 25 characters and digits) by using Character keys. (See page 10)

Ex: P A N A S O N I C SPACE
S A L E S (See Note 1)

```
INPUT DEPT. NAME
12 PANASONIC SALES█
```

8 ⬆️ SET

```
INPUT DEPT. CODE
            ████
```

9 Enter a 4-digit Department Code.

Ex: ① ② ③ ④

```
INPUT DEPT. CODE
1234
```

10 ⬆️ SET

```
INPUT DEPT. NAME
13 █
```

To record another Department Code, repeat step 6 to 10.
To return to standby, press STOP.

Changing or Erasing the Department Code

If you have to change or erase any of the Department Codes, follow the steps below.

Make sure that the FAX lamp is ON. If not, press ⊚ (FAX) to select the "FAX MODE".

1 FUNCTION ⊛ PQRS 7

```
SET MODE      (1-4)
ENTER NO. OR ∨ ∧
```

2 GHI 4 SET

```
FAX PARAMETER(1-99)
        NO.=∎
```

3 0 PQRS 7 PQRS 7 SET
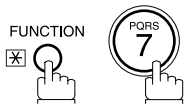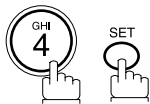
```
77 DEPT. CODE
 2:VALID
```

4 SET

```
DEPT. CODE  (01-50)
ENTER NO. OR ∨ ∧
```

5 Enter the Department Code number you wish to change or erase.

```
INPUT DEPT. NAME
12 PANASONIC SALES
```

Ex: ① ② (01 to 50)

Continued on the next page...

ADVANCED
FEATURES

6 CLEAR

then enter a new LOGO. (See Note 1 and 2)

Ex: P A N A F A X SPACE
    S A L E S
or just go to step 10 to erase the Department Code.

```
INPUT DEPT. NAME
12 ■
```

```
INPUT DEPT. NAME
12 PANAFAX SALES■
```

7 SET

```
INPUT DEPT. CODE
            1234
```

8 CLEAR

Then enter a new Department Code.

Ex: ⑤ ⑥ ⑦ ⑧

```
INPUT DEPT. CODE
            ■■■■
```

```
INPUT DEPT. CODE
            5678
```

9 SET

To change or erase another Department Code, repeat
steps 6 to 10. To return to standby, press STOP .

```
INPUT DEPT. NAME
13 ■
```

Department Code

Sending a Document with Department Code

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1a

Place original(s) face up on the ADF.

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

or

1b

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

2 Dial by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press ⌐SET⌐ after each station is entered
  (Up to 70 stations)
- Directory Search Dialling, press ⌐SET⌐ after each station is entered
  (For details, see page 39 to 43.)

Ex: 01

```
<01>(Station name)
5551234
```

3 START
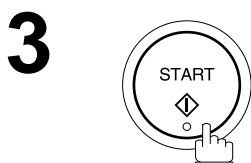
```
INPUT DEPT. CODE
         ▮▮▮▮
```

4 Enter a 4-digit Department Code.
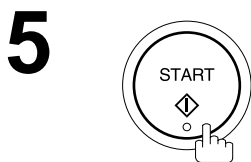
Ex: ① ② ③ ④

```
INPUT DEPT. CODE
            1234
```

5 START

The document is sent with the header of the selected Department Name. The selected Department Name is printed on the COMM. Journal, Individual Transmission Journal and Cover Sheet.

ADVANCED FEATURES

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Department Code

Sending a Document with Department Code (Voice Mode Transmission)

1a

Place original(s) face up on the ADF.

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

or

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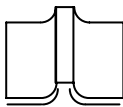
Place a book or an original face down on the Platen Glass.

2 Lift the external telephone or press ⌈MONITOR⌉.

Ex: Press ⌈MONITOR⌉

```
INPUT DEPT. CODE
              ▪▪▪▪
```

3 Enter a 4-digit Department Code.

Ex: ①②③④

```
INPUT DEPT. CODE
1234
```

4 SET

```
* MONITOR *
▪
```

5 Dial the telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

```
* DIALLING *
5551234▪
```

6 When you hear a beep,

START
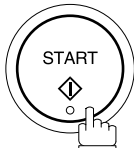
```
ON LINE * XMT *
```

The document is sent with the header of the selected Department Name. The selected Department Name is printed on the COMM. Journal, Individual Transmission Journal and Cover Sheet.

Printing a Department Code List

The Department Code List will be printed following the Fax Parameter List.

1   FUNCTION ⊛   MNO 6

```
PRINT OUT      (1-7)
ENTER NO. OR ∨ ∧
```

2   GHI 4   SET
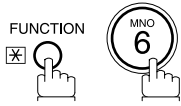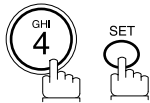
```
* PRINTING *
FAX PARAMETER LIST
```

Sample Department Code List (Prints following the Fax Parameter List)

```
*************** -FAX PARAMETER LIST- ************** DATE 12-NOV-2000 ***** TIME 15:00 *** P.02

        DEPARTMENT CODE LIST

    (1)          (2)                        (3)
    NUMBER       DEPARTMENT NAME       DEPARTMENT CODE

    01           Panafax Sales         0001
    02           Panafax Service       0002
    03           Panafax Accounting    0003



    50           Panafax Engineering   0050


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

Explanation of contents

(1) Department Code Number   : 01-50

(2) Department Name   : Up to 25 characters

(3) Department Code   : 4 digits

Printing a Department Code Journal

When the Department Code is set, the Transaction Journal will be sorted by the Department Code number when it is printed. All contents of the Journal will be erased automatically after being printed.

1 FUNCTION ⊠ MNO 6

```
PRINT OUT      (1-7)
ENTER NO. OR ∨ ∧
```

2 1 SET

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

3 1
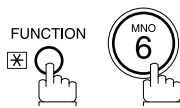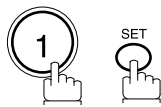
```
* PRINTING *
JOURNAL
```

Sample Department Code Journal / Originated Calls

```
*************** -JOURNAL- ************************* DATE 12-NOV-2000 ***** TIME 15:00 *** P.01


        ORIGINATED CALLS
        10-NOV TO 12-NOV (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

01   OK   005           00:05:13  XMT  ☎ 5551234      10-NOV 15:10  C0044903C0000
21   OK   021/021 019   00:10:15  FWD   FAX FORWARD    10-NOV 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

19   OK   001/001 017   00:00:13  XMT  ☎ 5551234      11-NOV 10:10  C0044903C0000
30   OK   011/011 045   00:08:15  XMT   SERVICE DEPT.  12-NOV 13:10  C0044903C0000

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

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

Continued on the next page...

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Sample Department Code Journal / Received Calls

```
*************** -JOURNAL- ************************ DATE 12-NOV-2000 ***** TIME 15:00 *** P.02

         RECEIVED CALLS
         10-NOV TO 12-NOV (1)
          (2)                    (3)
         TOTAL PAGES = 000011   TOTAL TIME = 00:13:41

 NO.   COMM.  PAGES    FILE DURATION  X/R    IDENTIFICATION          DATE    TIME    DIAGNOSTIC

 55    OK    005            00:05:13  RCV    4445678                 10-NOV  12:10   C0044903C0000
 56    OK    005/005  020  00:08:15  PLD    111 222 333             10-NOV  19:15   C0044903C0000


 70    OK    001      017  00:00:13  RCV    44567345                11-NOV  10:10   C0044903C0000


                                                      -PANASONIC                -
 ********************************* -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   : 01-50

(5) Department Name

(6) Number of total pages transmitted/received for this department.

(7) Total transmitted/received time for this department.

This page is intentionally left blank.

Selective Reception

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

Before receiving the document, the last 4 digits of the ID Number received from the sending machine will be compared with the last 4 digits of the telephone number programmed in each One-Touch or Abbreviated station. When a match is found, your machine will start receiving the document. If a match is not found, your machine will cancel the reception and an Information Code 406 will be recorded on the Journal.

Setting the Selective Reception.

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1 FUNCTION [✳] [7 PQRS]

```
SET MODE       (1-4)
ENTER NO. OR ∨ ∧
```

2 [4 GHI] [SET]

```
FAX PARAMETER(1-99)
        NO.=▉
```

3 [4 GHI] [6 MNO] [SET]

```
46 SELECT RCV
 1:INVALID
```

4 [2 ABC]

```
46 SELECT RCV
 2:VALID
```

5 [SET] [STOP]

NOTE

1. When the Selective Reception is set, your machine can receive only from those stations which are programmed in the built-in auto-dialer.
2. If your ID number has not been set, your machine might not be able to receive from some models.
   To set your ID number, see page 18.

Password Communications

General Description

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

To use Password Transmission, you must set a 4-digit transmission password in advance. The password must be shared with other compatible Panafax machine(s). If the transmission password in your machine does not match the transmission password in the other compatible Panafax machine(s), the transmission will fail. You can select password transmission by setting Function 8-4 (PASSWORD-XMT) to "**ON**" when you send a document.

To use Password Reception, you must set a 4-digit receiving password in advance. The password must be shared with the other compatible Panafax machine(s). If the password in your machine does not match the receiving password in the other compatible Panafax machine(s), the reception will fail. Once you set password reception and set the parameter to **"ON"**, it stays until you change the setting to **"OFF"**.

Compatibility with Other Machines

You can only use password transmission and reception with another Panafax compatible machine(s) listed below.

Model	Special Settings
DF-1100 DP-2000 DP-2500 FP-D250F FP-D350F UF-160 UF-160M UF-170 UF-260 UF-270 UF-270M UF-280M UF-300 UF-312 UF-322 UF-550 UF-560 UF-585 UF-595 UF-650 UF-733 UF-744 UF-745 UF-750 UF-750D UF-755 UF-755e UF-766 UF-770 UF-788 UF-880 UF-885 UF-895 UF-M500	Required. Please refer to the individual User's Guide of each model.

Password Communications

Setting Password Transmission

To set transmission password and parameter,

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1
FUNCTION ✱ PQRS 7

```
SET MODE        (1-4)
ENTER NO. OR ∨ ∧
```

2
GHI 4 SET

```
FAX PARAMETER(1-99)
         NO.=▪
```

3
0 GHI 4 DEF 3 SET
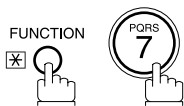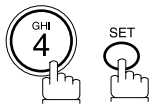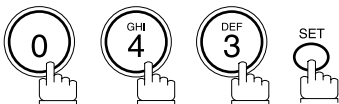
```
43 PASSWORD-XMT
              ▪▪▪▪
```

4
Enter a 4-digit Transmission Password.

Ex: ① ② ③ ④ and press [SET]

```
43 PASSWORD-XMT
 1:OFF        1234
```

5
1 for "OFF" (password is not checked)

or

ABC 2 for "ON" (password is checked)

```
43 PASSWORD-XMT
 1:OFF        1234
```

or

```
43 PASSWORD-XMT
 2:ON         1234
```

6
SET STOP

NETWORK
FEATURES
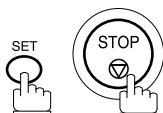
> **NOTE**
>
> 1. You can change the setting temporarily by using FUNCTION 8-4 (PASSWORD-XMT) for each transmission. See page 113 for details.
> 2. To change the password, press [CLEAR] in step 4. Then re-enter a new one.

Password Communications

Setting Password Reception
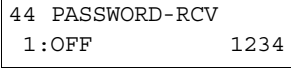
To set receiving password and parameter,

Make sure that the FAX lamp is ON. If not, press $\overset{FAX}{\textcircled{\tiny{D}}}$ to select the "FAX MODE".

1 FUNCTION $\underset{*}{\bigcirc}$ $\overset{PQRS}{\bigcirc{7}}$

```
SET MODE      (1-4)
ENTER NO. OR ∨ ∧
```

2 $\overset{GHI}{\bigcirc{4}}$ SET $\bigcirc$

```
FAX PARAMETER(1-99)
         NO.=■
```

3 $\bigcirc{0}$ $\overset{GHI}{\bigcirc{4}}$ $\overset{GHI}{\bigcirc{4}}$ SET $\bigcirc$

```
44 PASSWORD-RCV
              ■■■■
```
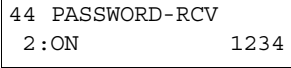
4 Enter a 4-digit Receiving Password.

Ex: ①②③④ and press ⎣ SET ⎦

```
44 PASSWORD-RCV
 1:OFF        1234
```

5 $\bigcirc{1}$ for "OFF" (password is not checked)

or

$\overset{ABC}{\bigcirc{2}}$ for "ON" (password is checked)

```
44 PASSWORD-RCV
 1:OFF        1234
```

or

```
44 PASSWORD-RCV
 2:ON         1234
```

6 SET $\bigcirc$ $\overset{STOP}{\textcircled{\scriptsize{▽}}}$

NOTE

1. *Once you set the parameter, you cannot select the parameter, "OFF" or "ON", for each reception. It is always "OFF" or "ON" until you change the setting.*
2. *To change the password, press* ⎣CLEAR⎦ *in step 4. Then re-enter a new one.*

Password Communications

Using Password Transmission

To use Password Transmission, you can select PASSWORD-XMT "OFF" or "ON" for each Transmission by following the procedure below.

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

1a

Place original(s) face up on the ADF.

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

or

1b

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

2   FUNCTION ✳   TUV 8

```
SELECT MODE    (1-5)
ENTER NO. OR ∨ ∧
```

3   GHI 4   SET
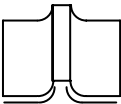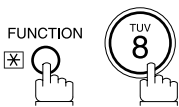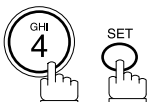
```
PASSWD-XMT=OFF
1:OFF 2:ON
```

4   1 for "OFF" (password is not checked)

```
PASSWD-XMT=OFF
1:OFF 2:ON
```

or

ABC 2 for "ON" (password is checked)

or

```
PASSWD-XMT=ON
1:OFF 2:ON
```

5   SET

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

6 Dial by any combination of the following methods:
- One-Touch Dialling
- Abbreviated Dialling

- Manual Number Dialling, press ⌷ SET ⌷ after each station is entered
  (Up to 70 stations)

- Directory Search Dialling, press ⌷ SET ⌷ after each station is entered
  (For details, see page 39 to 43.)

Ex: [01]

```
<01>(Station name)
5551234
```

7

START
◇

If your machine's Transmission Password coincides with the other station's Transmission Password, your machine starts sending the document.
When transmission is completed, PASSWORD-XMT returns to standard setting (**"OFF"** or **"ON"**).

Using Password Reception

There is no additional operation required once you set the parameter by following the procedure on page 112. The parameter, **"OFF"** or **"ON"**, cannot be selected for each reception. It is always **"OFF"** or **"ON"** until you change the setting.

Confidential Mailbox

Your machine is equipped with two Confidential Communication features which ensure that the Confidential information you send is received only by the person with the correct confidential code.

Confidential Mailbox

The confidential mailbox feature can be used as a mailbox to communicate with other compatible models using a 4-digit confidential code. The Confidential Mailbox feature receives document(s) with a confidential code into memory. These documents can only be printed by the person who has the correct confidential code.
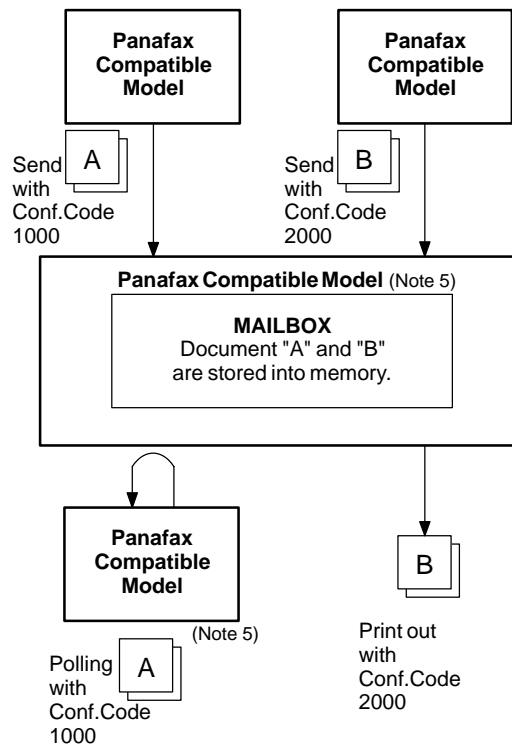
Figure 1 : Confidential Mailbox

Compatibility with Other Machines

Table 1 shows a list of compatible Panafax models which have the Confidential Mailbox feature. It also shows whether or not special settings are required.

Table 1 : Confidential Mailbox Requirement

Compatible Model							Special Settings
DF-1100	DP-2000	DP-2500	UF-280M	UF-312	UF-322	UF-332	
UF-333	UF-342	UF-344	UF-550	UF-560	UF585	UF595	Not Required.
UF-733	UF-744	UF-745	UF-755	UF-755e	UF-766	UF-770	
UF-788	UF-880	UF-885	UF-895				

NOTE

1. If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.
2. Up to 20 Mailbox files can be stored in memory. So, you can receive the confidential fax using 20 different confidential codes.
3. If the memory overflows, the machine will stop receiving and release the line.
4. We recommend that optional flash memory card be installed when this function is used. See page 150 on Image Memory Capacity.
5. If confidential faxes were received in the mailbox of UF-733, you cannot poll those documents. The UF-733 is designed to print the received confidential document locally only.

Confidential Mailbox

Sending a Confidential Document to a Remote Station's Mailbox

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

1a

Place original(s) face up on the ADF.

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

or

1b

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

2 FUNCTION ✳ | 2 ABC | 2 ABC | SET

```
CONF. COMM.    (1-5)
ENTER NO. OR ∨ ∧
```

3 1 | SET
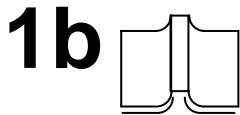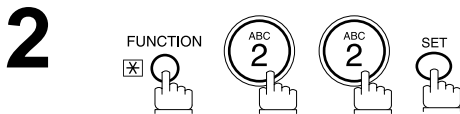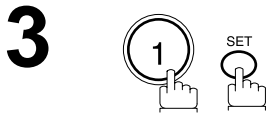
```
CONFIDENTIAL XMT
  CONF.CODE=████
```

4 Enter a 4-digit Confidential Code.

Ex: ② ② ③ ③

```
CONFIDENTIAL XMT
  CONF.CODE=2233
```

5 SET

```
ENTER STATION
THEN PRESS START
```

6 Dial by any one of the following methods:
• One-Touch Dialling
• Abbreviated Dialling
• Manual Number Dialling
• Directory Search Dialling

Ex: 01

```
<01>(Station name)
5551234
```

7

START
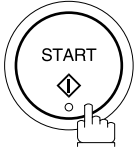
If necessary, inform the receiving person and tell them the Confidential Code.

Confidential Mailbox

Polling a Confidential Document from a Remote Station's Mailbox

After you have been informed that someone has transmitted a confidential document to a remote station's mailbox, you can poll the confidential document from the remote station by following the procedure below.

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 FUNCTION ⚹   ABC 2   ABC 2   SET

```
CONF. COMM.    (1-5)
ENTER NO. OR ∨ ∧
```

2 ABC 2   SET
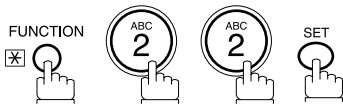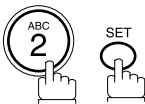
```
CONFIDENTIAL POLL
  CONF.CODE=▮▮▮▮
```

3 Enter a 4-digit Confidential Code.

Ex: ② ② ③ ③

```
CONFIDENTIAL POLL
  CONF.CODE=2233
```

4 SET

```
ENTER STATION
THEN PRESS START
```

5 Dial by any one of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling
- Directory Search Dialling

Ex: 01

```
<01>(Station name)
5551234
```

6 START

> **NOTE**
>
> *1. The confidential file will be erased automatically at the center station after being polled.*

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Confidential Mailbox

Receiving a Confidential Document to Your Machine's Mailbox

No special setting is required, your machine comes with this feature ready to use. Your machine receives a confidential fax the same way it receives a normal fax message. When receiving the confidential fax, the display shows the following message (CONF. RCV REPORT) and prints out the Confidential Receive Report.

```
MESSAGE IN MAIL BOX
```

Sample CONF. RCV Report

```
*********************-CONF. RCV REPORT- **********DATE NOV-12-2000 *****TIME 15:00 **********

               ** NOTICE OF CONFIDENTIAL DOCUMENT HELD **

     (1)         (2)                    (3)            (4)
     FILE NO.    RECEIVED FROM          PAGES          TIME RECEIVED

      040        PANAFAX                001            12-NOV 15:00


                                           -PANASONIC                -

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

Explanation of contents

(1) File number	:	001 to 999
(2) Received remote station's ID	:	Character ID or Numeric ID
(3) Number of pages received	:	
(4) Received date and time	:	

Confidential Mailbox

Storing a Confidential Document in Your Machine's Mailbox

Use the following procedure to store a document in a confidential mailbox in your machine. Once the confidential document is stored in your machine, it can be polled by another machine.

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

1a

Place original(s) face up on the ADF.

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

or

1b

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

2 FUNCTION ✳ / ABC 2 / ABC 2 / SET

```
CONF. COMM.    (1-5)
ENTER NO. OR ∨ ∧
```

3 DEF 3 / SET
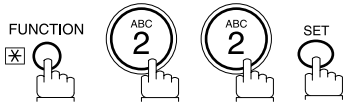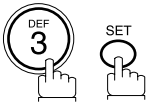
```
CONFIDENTIAL POLLED
  CONF.CODE=▮▮▮▮
```

4 Enter a 4-digit Confidential Code.

Ex: ② ② ③ ③

```
CONFIDENTIAL POLLED
  CONF.CODE=2233
```

5 SET

The document(s) will be stored into memory.
If necessary, inform the receiving party of the confidential document and tell them the confidential code needed to poll the document.

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

NOTE

> 1. The confidential file will be erased automatically after being polled.
>   If you wish to retain the confidential file even after being polled, change the setting of Fax Parameter No. 042 (CONF. POLLED FILE SAVE) to "Valid".

Confidential Mailbox

Printing a Confidential Document from Your Machine's Mailbox

After you have been notified that someone has transmitted a confidential document to your machine's mailbox, use the following procedure to print the confidential document.

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1 FUNCTION [✳] [2 ABC] [2 ABC] [SET]

```
CONF. COMM.    (1-5)
ENTER NO. OR ∨ ∧
```

2 [4 GHI] [SET]
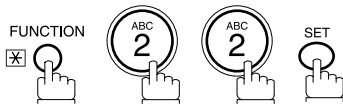
```
PRINT CONF. FILE
  CONF.CODE=■■■■
```

3 Enter the Confidential Code of the document you want to print.

Ex: ② ② ③ ③

```
PRINT CONF. FILE
  CONF.CODE=2233
```

4 [SET]

The machine will print the confidential documents.

```
* PRINTING *
        PAGE=001/001
```

NETWORK FEATURES

NOTE

> 1. The confidential file will be erased automatically after being printed out even if the setting of Fax Parameter No. 042 (CONF. POLLED FILE SAVE) is changed to "Valid".

Deleting a Confidential Document Stored in Your Machine's Mailbox

If your memory becomes full, or you just want to clean out your confidential documents, you may delete one or more confidential faxes stored in your machine by using the following procedure.
There are two types of confidential file deletions, one is to delete the file individually by its Confidential Code, and the other is to delete All confidential files in memory.

To delete a file using confidential code

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

1 FUNCTION ✱ ABC 2 ABC 2 SET

```
CONF. COMM.    (1-5)
ENTER NO. OR ∨ ∧
```

2 JKL 5 SET
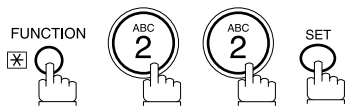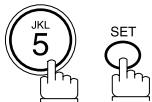
```
DELETE CONF. FILE
  CONF.CODE=████
```

3 Enter a 4-digit Confidential Code.

Ex: ② ② ③ ③

```
DELETE CONF. FILE
  CONF.CODE=2233
```

4 SET

```
* DELETING *
  CONF.CODE=2233
```

Confidential Mailbox

To delete all confidential files in memory

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1   FUNCTION ✳   ABC 2   ABC 2   SET

```
CONF. COMM.    (1-5)
ENTER NO. OR ∨ ∧
```

2   JKL 5   SET

```
DELETE CONF. FILE
  CONF.CODE=▮▮▮▮
```

3   SET
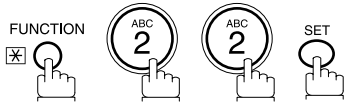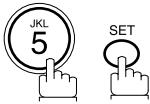
```
DELETE ALL CONF.
 FILES? 1:YES 2:NO
```

4   1

```
* DELETING *
  ALL CONF. FILES
```

Sub-Addressing

General Description

The Sub-Addressing function allows you further routing, forwarding or relaying of document(s) to the desired recipient(s) when used in combination with the Networking version of LaserFAX software. This function conforms to the ITU-T recommendation for T. Routing-Facsimile Routing utilizing the Sub-Address.

Example of a Network
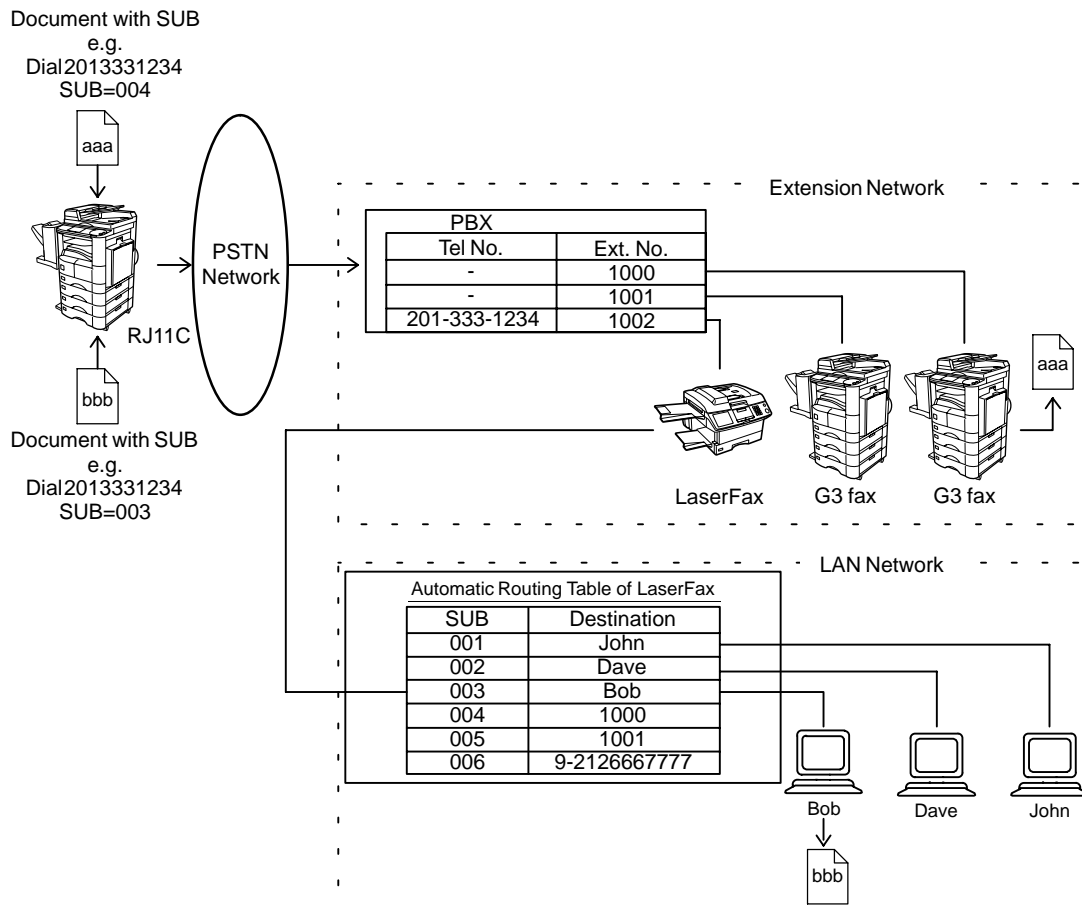
Compatibility with Other Machines
- Sub-Addressing Transmission: DF-1100/DP-150FP/2000/2500/DX-1000/2000/FP-D250F/D350F/UF-332/333/342/344/550/560/585/595/770/788/880/885/895 (see Note 2)
- Sub-Addressing Reception: DX-1000/2000 and DF-1100/UF-342/344/550/560/585/595/770/788/880 with PC Interface using the Networking version of LaserFAX software.

Sub-Addressing Transmission Methods
You can send a document with Sub-Address information to the desired recipient by the following methods.
- By registering the Sub-Address information into the Phone Book Numbers.
- By specifying the Sub-Address information in the Manual Number Dialling Mode.

Setting of Routing, Forwarding or Relaying
You can customize the Automatic Routing to any combination of LAN (Local Area Network), PSTN (Public Switched Telephone Network) or PBX Extension with LaserFAX Routing Table (please refer to the LaserFAX User Manual).

NOTE

> 1. LaserFAX is trademarks of Wordcraft International Ltd.
> 2. UF-788 with PC Interface Option or the Option ROM installed.

Sub-Addressing

To set the Sub-Address into a One-Touch/ABBR. dialling Numbers

Make sure that the FAX lamp is ON. If not, press (FAX) to select the "FAX MODE".

1 FUNCTION ✱ PQRS 7 ABC 2 SET

```
1:ONE-TOUCH
2:ABBR NO.
```

2 ① to select "One-Touch".

or

② to select "ABBR.NO.".

```
ONE-TOUCH<   >
PRESS ONE-TCH OR ∨ ∧
```

Ex: ①
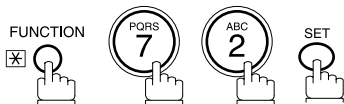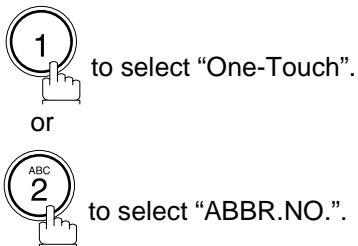
3 **Ex:** 01

```
<01>
ENTER TEL. NO.
```

4 Enter the telephone number, press ⎡FLASH⎤ then enter the Sub-Address. (Up to 20 digits)
(Up to 36 digits including telephone number, pauses, spaces, FLASH and Sub-Address)

```
<01>
5551234s2762▪
```

Ex: Telephone number = 5551234, Sub-Address =2762

Enter as: ⑤ ⑤ ⑤ ① ② ③ ④
⎡FLASH⎤ ② ⑦ ⑥ ②

5 SET

```
<01> SALES DEPT▪
5551234s2762
```
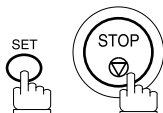
Enter the station name. (See page 19)

6 SET STOP

NETWORK FEATURES

NOTE

1. ⎡FLASH⎤ *separates the Sub-Address from the Telephone number and is indicated by an "s" in the display.*

Sub-Addressing

To send a Document with Sub-Address

Using One-Touch/ABBR. Number Dialling

The operation is the same as for normal dialling

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

1a

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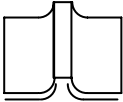
```
ENTER STATION(S)
THEN PRESS START 00%
```

or

1b

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

2 Ex:

```
<01> (Station name)
5551234s2762
```
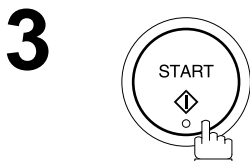
3 START

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

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

Sub-Addressing

Using Manual Number Dialling

Use FLASH to separate the Telephone number and the Sub-Address.

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

1a

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

Place original(s) face up on the ADF.

or

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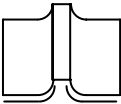
Place a book or an original face down on the Platen Glass.

2 Enter the telephone number, press FLASH then enter the Sub-Address (up to 20 digits).
(Up to 36 digits including telephone number, pauses, spaces, FLASH and Sub-Address)

```
TEL. NO.
5551234s2762■
```

Ex: Telephone number = 5551234, Sub-Address=2762

Enter as: ⑤ ⑤ ⑤ ① ② ③ ④
FLASH ② ⑦ ⑥ ②

3
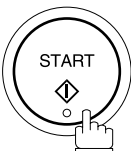
START

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

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

NOTE

1. FLASH *separates the Sub-Address from the Telephone number and is indicated by an "s" in the display.*
2. *Manual Off-Hook or On-Hook Dialling cannot be used with the Sub-Addressing Transmission.*
3. *The Sub-Address is not transmitted during Manual Redial Mode.*

This page is intentionally left blank.

To help you maintain records of the documents you sent and received, as well as lists of the numbers you record, your facsimile machine is equipped to print the following journals and lists: Transaction Journal, Individual Transmission Journal, Communication Journal, One-Touch/Abbreviated/Directory Search No. List, Program List, Fax Parameter List, Directory Sheet and File List.

Transaction Journal

The "Journal" is a record of the last 100 transactions (a transaction is recorded each time you send or receive a document). It is printed automatically after every 100 transactions (See Note 1) or you can print or view it manually by using the following procedure:

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

1 FUNCTION ✳ MNO 6

```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

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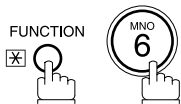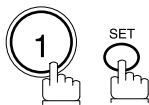
```
JOURNAL
1:PRINT 2:VIEW
```

3a 1 for print a Journal

```
* PRINTING *
JOURNAL
```

3b ABC 2 for view a Journal

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

4 Select the view mode.

① to view transmission transactions only

② to view all transactions

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

Ex: ②
You can view the transactions in the journal by pressing
▼ or ▲. Press STOP to return to standby.

```
┌─────────────────┐                              ┌──────────────────────────────────────────────┐
│  Date & Time    │                              │ Communication Result                         │
└─────────────────┘                              │                                              │
                                                 │ OK          : Communication was successful.  │
                                                 │ B-OK        : Batch Transmission was successful. │
        ┌──────────────────────────┐             │ P-OK        : Reserved transmission was successful │
        │ 01/12 10:00    OK P01    │             │               under memory full condition.   │
        │ XMT ☎ 5551234        ∧  │             │ R-OK        : Relayed transmission was successful. │
        └──────────────────────────┘             │ BUSY        : Line busy                       │
                                                 │ STOP        : STOP was pressed.               │
                                                 │ 3-digit Info Code : Communication has failed  │
                                                 │ (Refer to page 145 for details.)             │
                                                 └──────────────────────────────────────────────┘
                                                 ┌──────────────────────────────────────────────┐
                                                 │ Number of pages successfully transmitted or received. │
                                                 └──────────────────────────────────────────────┘
 ┌───────────────────────┐  ┌────────────────┐   ┌──────────────────────────────┐
 │ Type of Communication │  │ Received ID,   │   │ Scroll Marker                │
 │                       │  │ Recorded name or│  │                              │
 │ XMT : Transmission    │  │ the dialed     │   │ ∧ : Latest transaction       │
 │ RCV : Reception       │  │ telephone number│  │ ∨ : Oldest transaction       │
 │ POL : Polling         │  └────────────────┘   │ ■ : Only 1 transaction       │
 │ PLD : Polled          │                       └──────────────────────────────┘
 │ FWD : Fax Foward      │
 └───────────────────────┘
```

---

1. *If you wish to disable the automatic print of the Transaction Journal, change the setting of Fax Parameter No. 013 to "Invalid". (See page 28)*

Individual Transmission Journal (IND. XMT JOURNAL)

An Individual Transmission Journal contains the information on the latest transmission.

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1 FUNCTION [*] MNO [6]

```
PRINT OUT     (1-7)
ENTER NO. OR ∨ ∧
```

2 MNO [6]
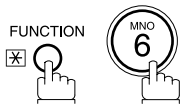
```
6:IND. XMT JOURNAL?
PRESS SET TO PRINT
```

3 SET

```
* PRINTING *
IND. XMT JOURNAL
```

Sample Transaction Journal

```
                                                     (1)                      (2)
***************** -JOURNAL- ************************ DATE 12-NOV-2000 ***** TIME 15:00 *********

  (3)   (4)    (5)     (6)    (7)      (8)    (9)                (10)     (11)    (12)
  NO.   COMM.  PAGES   FILE   DURATION X/R    IDENTIFICATION     DATE     TIME    DIAGNOSTIC

  01    B-OK   005/005        00:00:22 XMT    SERVICE DEPT.      11-NOV   17:35   C0044903C0000
               002/002  001
               003/003  002
  02    OK     003      003   00:01:17 RCV    111 222 333        11-NOV   17:41   C0044903C0000
  03    OK     001      004   00:00:31 XMT    ACCOUNTING DEPT.   11-NOV   17:50   C0044903C0000
  04    630    000/005  005   00:00:00 XMT    ☎342345676         11-NOV   17:57   0800420000000
  05    STOP   000      006   00:00:34 XMT    ☎12324567          11-NOV   18:35   0210260200000
  06    OK     001/001  007   00:00:20 XMT    ☎44567345          11-NOV   18:44   C8044B03C0000
  07    408    *003     008   00:02:14 XMT    ☎2345678           11-NOV   18:55   0040440A30080



  48    OK     002/002  049   00:00:31 XMT ◆ ☎0245674533         12-NOV   08:35   C8044B03C1000

  49    OK     003/003  050   00:01:32 XMT ◆ ☎0353678980         12-NOV   08:57   C8044B03C1000

                                                    (13)
                                                  -PANASONIC                   -

************************************* -HEAD OFFICE   - ***** -        201 555 1212- *********
                                     (15)                                (14)
```

Sample Individual Transmission Journal (IND. XMT JOURNAL)

```
                                         (1)                      (2)
************** -IND. XMT JOURNAL-  **************** DATE 12-NOV-2000 ***** TIME 15:00 *********

(10)(11)      DATE/TIME    = 12-NOV-2000 09:00

   (3)        JOURNAL No.  = 21

   (4)        COMM. RESULT = OK

   (5)        PAGE(S)      = 001

   (7)        DURATION     = 00:00:16

   (6)        FILE No.     = 010

  (16)        MODE         = MEMORY TRANSMISSION

  (17)        DESTINATION  = [001] / 555 1234 /ABCDEFG

  (18)        RECEIVED ID  =

  (19)        RESOLUTION   = STD


  (20)        LINE NUMBER  = 2
                                      (13)
                                           -PANASONIC              -

*****************************-HEAD OFFICE    -*******-     201 555 1212- ****************
                              (15)                          (14)
```

Continued on the next page...

Journals and Lists

Explanation of contents

(1) Printout date

(2) Printout time

(3) Journal number

(4) Communication result : "OK" indicates that the communication was successful.
"BUSY" indicates that the communication has failed because of busy line.
"STOP" indicates that **STOP** was pressed during communication.
: "B-OK" indicates that the Batch Transmission was successful.
: (All batched files are listed below the batched transaction.)
"P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission but successfully stored document(s) was sent.
"R-OK" indicates that the Relayed XMT or Confidential Communication was successful.
"3-digit Info Code" (See page 145) indicates that the communication has failed.

(5) Number of pages transmitted or received : The 3-digit number is the number of pages successfully transmitted or received.
When the documents are stored into memory, two 3-digit numbers will appear.
The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
Asterisk "*" indicates that the quality of some received copies was poor.

(6) File number : 001 to 999 (If the communication is stored into memory, a file number is assigned for each communication.)

(7) Duration of communication

(8) Type of communication : "XMT" means Transmission
"RCV" means Reception
"POL" means Polling
"PLD" means Polled
"FWD" means Fax Forward

(9) Remote station identification : Name : Recorded name in One-Touch or ABBR. Numbers or remote station's Character ID.
☎ number : Dialed telephone number (PIN code will not be shown)
Number : Remote station's ID number.
"◆" means communicated from optional 2nd G3 Fax Communication Port Kit. (Line-2)

(10) Communication date

(11) Communication Start time

(12) Diagnostic : For service personnel only

(13) Own LOGO : Up to 25 characters

(14) Own ID number : Up to 20 digits

(15) Own Character ID : Up to 16 characters

(16) Type of communication : Transmission or memory transmission

(17) Destination : If a One-Touch or ABBR was used for the transmission:
One-Touch or ABBR. No./Telephone Number/Recorded Name
If not : Telephone number

(18) Received remote station's ID : Character ID or ID number

(19) Resolution: : "STD" means standard resolution
"FINE" means fine resolution
"S-FINE" means super fine resolution

(20) Line Number

134

Communication Journal (COMM. JOURNAL)

The Communication Journal (COMM. JOURNAL) lets you verify whether the transmission or polling was successful. You may select the printout condition (Off/Always/Inc. only) in Function 8-1 or Fax Parameter No. 12.

Sample COMM. JOUR

```
************** - COMM. JOURNAL - ***************** DATE 12-NOV-2000 **** TIME 15:00 *********

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

      FILE NO.= 050  (4)

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

   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 -

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

THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 · TELEX 123456

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

Dr. P.N. Cundall,
Mining Surveys Ltd

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

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

    Probably you have uses for this facility in your organisation.

                    Yours sincerely,


                    Phil.

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

Journals and Lists

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.
"◆" means communicated from optional 2nd G3 Fax Communication Port Kit. (Line-2)

(6) Communication result : "OK" indicates that the communication was successful.
"BUSY" indicates that the communication has failed because of busy line.
"STOP" indicates that **STOP** was pressed during communication.
"B-OK" indicates that the Batch Transmission was successful.
"P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission but successfully stored document(s) was sent.
"R-OK" indicates that the Relayed XMT or Confidential Communication was successful.
"3-digit Info Code" (See page 145) 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) Abbreviated number or ☎ mark : ☎ mark indicates dialed by direct number dial.

(8) Recorded name in One-Touch, ABBR. or direct dialling number

(9) Number of pages transmitted or received : The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.

(10) Duration of Communication

One-Touch/Abbreviated and Directory Search List

To print a One-Touch/Abbreviated Number and Directory Search List of the telephone numbers you have stored.

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

1   FUNCTION ✳   MNO 6

```
PRINT OUT      (1-7)
ENTER NO. OR ∨ ∧
```
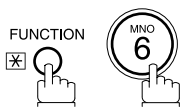
2   ABC 2

```
2:ONE-TCH/ABBR LIST?
PRESS SET TO PRINT
```

3   SET

```
1:ONE-TOUCH/ABBR.NO.
2:DIR.SEARCH
```

4   1   for One-Touch/ABBR. Number List

```
* PRINTING *
ONE-TOUCH/ABBR.LIST
```

ABC 2   for Directory Search List

```
* PRINTING *
DIR. SEARCH LIST
```

Journals and Lists

Sample One-Touch List

```
*************** -ONE-TOUCH LIST- ****************** DATE 12-NOV-2000 ***** TIME 15:00 ********

(1)                 (2)              (3)                             (5)
ONE-TOUCH           STATION NAME     TELEPHONE NO.                   LINE

<01>                SERVICE DEPT.    121 555 1234                    AUTO
<02>                SALES DEPT.      222 666 2345                    L-1
<03>                ACCOUNTING DEPT  313 333 3456                    L-2

NO. OF STATIONS = 03 (4)


                                                    -PANASONIC             -


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

Sample ABBR. Number List

```
*************** -ABBR. NO. LIST- ****************** DATE 12-NOV-2000 ***** TIME 15:00 ********

(1)                 (2)              (3)                             (5)
ABBR  NO.           STATION NAME     TELEPHONE NO.                   LINE

[001]               ENG. DEPT.       888 555 1234                    AUTO
[002]               PURCHASE DEPT.   999 666 2345                    L-1
[003]               REGULATION DEPT  777 333 3456                    L-2

NO. OF STATIONS = 003



                                                   -PANASONIC              -


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

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Sample Directory Search List

```
*************** -DIR. SEARCH LIST- **************** DATE 12-NOV-2000 ***** TIME 15:00 ********

(11)  (2)                      (1)            (3)                              (5)
      STATION NAME        ABBR  NO.       TELEPHONE NUMBER                  LINE

[A]   ACCOUNTING DEPT     <03>            313 333 3456                     L-2

[E]   ENG. DEPT.          [001]           888 555 1234                     L-1

[P]   PURCHASE DEPT       [002]           555 666 2345                     L-2

[R]   REGULATION DEPT     [003]           777 333 3456                     AUTO

[S]   SALES DEPT.         <01>            121 555 1234                     L-1
      SERVICE DEPT        <02>            222 666 2345                     AUTO


      NO. OF STATIONS = 006       (4)


                                              -PANASONIC              -

************************************* -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

(4) Number of recorded One-Touch and ABBR. numbers

(5) Telephone Line Used   : AUTO, L-1, L-2 (Indicates the Telephone Line (L-1=Line1, L-2=Line-2) that was used for the communication.)
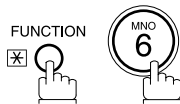
Program List

To print a Program List of the Dialling Patterns that you have previously entered into the Program Keys.

Make sure that the FAX lamp is ON. If not, press ⊙ᴼ to select the "FAX MODE".

1 FUNCTION ✱ MNO 6

```
PRINT OUT      (1-7)
ENTER NO. OR ∨ ∧
```

2 DEF 3

```
3:PROGRAM LIST?
PRESS SET TO PRINT
```

3 SET

```
* PRINTING *
PROGRAM LIST
```

Sample Program List

```
*************** -PROGRAM  LIST- ******************** DATE 12-NOV-2000 ***** TIME 15:00 ********

 (1)        (2)                 (3)       (4)       (5)
 PROGRAM    PROGRAM NAME        TYPE      TIMER     ABBR. NOS.

   [P1]     TIMER XMT           XMT       12:00     [001]
   [P2]     TIMER POLL          POLL      19:00     [002]
   [P3]     PROG. A             POLL      -----     [001] [002]
   [P8]     PROG. B             ABBR/GRP  -----     [001] [002] [003]


                                                    -PANASONIC              -

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

Explanation of contents

(1) 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 key.
                                     "ONE-TOUCH" indicates that the Program key is programmed as a One-Touch key.

(4) Timer   : Indicates the starting time.
                                     "---- " indicates that the Program key contains "non-deferred" program.

(5) Numbers recorded in the program   : One-Touch/ABBR. numbers

FAX Parameter List

To print out a FAX Parameter List:

Make sure that the FAX lamp is ON. If not, press [FAX] to select the "FAX MODE".

1　FUNCTION [*]　MNO [6]

```
PRINT OUT      (1-7)
ENTER NO. OR ∨ ∧
```

2　GHI [4]

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

3　SET

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

Sample FAX Parameter List

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

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

(7)001         CONTRAST   (HOME)     (1:Lightest------------- 5:Darkest)       3          3
 * 002         RESOLUTION (HOME)     (1:Standard   2:Fine     3:S-Fine)        2          1
   003         ORIGINAL   (HOME)     (1:Text       2:T/P      3:Photo)         1          1


   099         MEMORY SIZE (FLASH)                                         (2MB + 4MB) (6)

                                                    -PANASONIC              -

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

Explanation of contents

(1) Parameter number

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

(3) Selection

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

(5) Standard setting　：Factory preset standard setting

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

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

This page is intentionally left blank.

If You Have Any of These Problems

Mode	Symptom	Cause / Action	Page
During Transmission	Document doesn't feed/multiple feeds	1. Check that your document is free of staples and paper clips, and that it is not greasy or torn. 2. Check that your document is the right type to send through an ADF by consulting the list on "Originals You Cannot Send". If your document has the characteristics listed, use the Platen instead. 3. Check that the document is loaded properly.	33
	Does not stamp	Check Fax Parameter No. 004 and No. 028 settings.	28, 29
	Stamp too light	Replace stamp or refill ink.	147
Transmission Copy Quality	Vertical lines on the transmitted document	Check own copy quality. If copy is OK, your machine has no problem, report to the receiving party that they have a problem. If copy is NG, clean the Scanning Area.	--
	Transmitted document is blank		
During Reception	⬇ : Add Paper	Replenish the recording paper.	--
	Recording paper misfeed	Remove the misfed paper. (See Operating Instructions (for Copier) P.58)	--
	Recording paper doesn't advance into machine	Make sure that there is paper in the Paper Tray(s). Follow the instructions for loading paper.	--
	Recording paper doesn't eject after printing	Check to see if the recording paper has misfed inside of the machine.	--
	Document auto reduction doesn't work	Check Print Reduction settings.	65
	⬇ : Add Toner	Replace the Toner Cartridge.	--
	⬇ : No Waste Toner Box	Install the Waste Toner Box.	--

Troubleshooting

Mode	Symptom	Cause / Action	Page
Communication	No dial tone	1. Check the connection of the telephone line. 2. Check the telephone line.	148
	No auto answer	1. Check the connection of the telephone line. 2. Check the Reception mode setting. 3. If the Fax Parameter No. 013 (AUTO JOURNAL PRINT) is set to "Valid" (default setting) and the machine is printing the received document(s) from memory, which also happens to be the 100th transaction, the machine will not auto answer until the Transaction Journal completes printing.	148 64
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble.	145
No Unit Operation	No unit operation	To reset the machine, turn-off the Power Switch for a few seconds then turn it on again.	9

144

Information Codes

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

Info. Code	Meaning	Action	Page
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document(s) and send again.	--
401	Remote station required a Receiving Password to receive the original. Remote station does not have Confidential Mailbox.	Check the remote station.	--
402	During initial handshake, communication error occurred.	Reload the document(s) and send again.	--
403	No polling capability at the remote side.	Ask remote side to set "POLLED=ON".	--
404/405	During initial handshake, communication error occurred.	Reload the document(s) and send again.	--
406	Transmission Password does not match. Receiving Password does not match. Received from an unauthorized station in Selective Reception mode.	Check the password or the telephone number in One-Touch or Abbreviated No. Station.	109 111 112
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.	--
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and send again.	--
410	Communication aborted on the transmitting side.	Check with the other party.	--
411	Polling password does not match.	Check the polling password.	73
412	No data from the transmitting side.	Check with the other party.	--
414	Polling password does not match.	Check the polling password.	73
415	Polling transmission error.	Check the polling password.	73
416/417 418/419	Received data has too many errors.	Check with the other party.	--
420/421	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.	--
422/427	Interface is incompatible.	Check with the other party.	--
430/434	Communication error occurred while receiving.	Check with the other party.	--
436/490	Received data has too many errors.	Check with the other party.	--
456	• Unit received a confidential document or was requested to be polled of a confidential document under any of following conditions. 　1) Not enough space in memory to receive the confidential document. 　2) Confidential Mailbox is full. 　3) While printing received document(s). • Unit was requested to relay a document.	1. Print a File List and check the contents. 2. Wait until unit finishes printing.	85
492/493 494	Communication error occurred while receiving.	Check with the other party.	--
495	Telephone line disconnected.	Check with the other party.	--

Continued on the next page...

Troubleshooting

Info. Code	Meaning	Action	Page
501/502	Communication error occurred using the internal V.34 Modem.	Check with the other party.	--
540/541 542 543/544	Communication error occurred while transmitting.	1. Reload the document(s) and send again. 2. Check with the other party.	--
550	Telephone line disconnected.	Check with the other party.	--
552/553 554/555	Communication error occurred while receiving.	Check with the other party.	--
580	Sub-Address transmission to a unit that has no Sub-Address function.	Check the remote station.	124
581	Sub-Address Password transmission to a unit that has no Password Sub-Address function.	Check the remote station.	124
630	Redial was not successful due to a busy line.	Reload the document(s) and send again.	--
631	During dialling, **STOP** was pressed.	Reload the document(s) and send again.	--
634	Redial was not successful due to no response from the called station or wrong number dialed. **Note:** If busy tone was not detected, the machine will only redial once.	Check the telephone number and send again.	--
638	Power failure occurred during the communication.	Check the power cord and plug.	--
870	Memory overflow occurred while storing document(s) into memory for transmission.	1. Transmit document(s) without storing into memory. 2. Install Optional Memory Card.	47 --

---

NOTE

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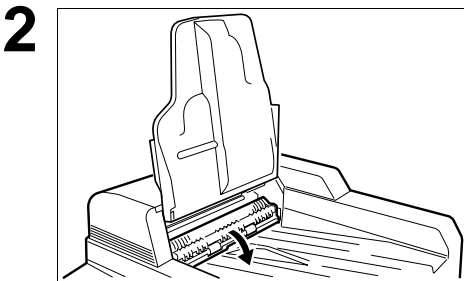
Verification Stamp

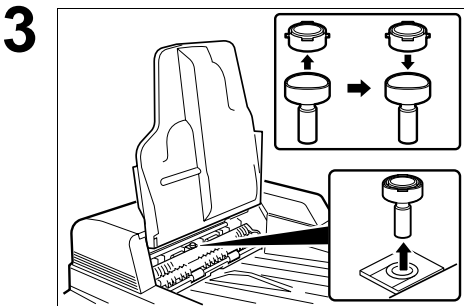The Verification Stamp contains ink. When the stamp mark appears faded or hard to see, the stamp should be replaced.
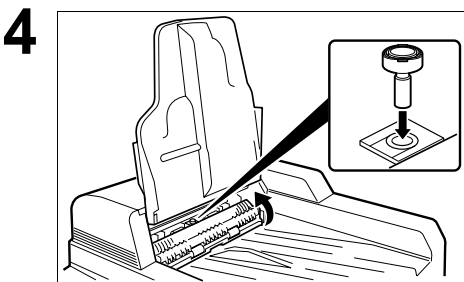
To remove the stamp

1
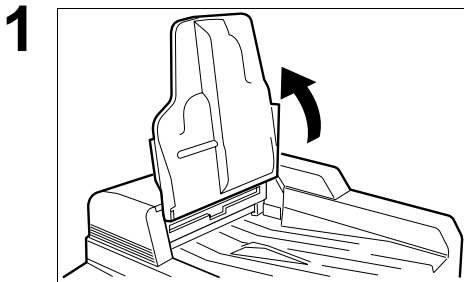
Open the ADF Input Tray.

2

Open the ADF Exit Cover.

3

(1) Remove by pulling the Stamp Assembly upward.

(2) Remove the Stamp. Replace the stamp with a new one.
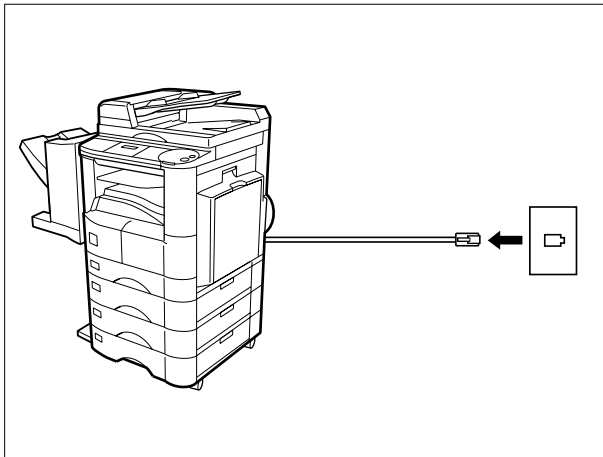
4

Reinstall the Stamp Assembly.

NOTE

> 1. Please contact your local Authorized Panasonic Dealer to purchase a new stamp. See the Operating Instructions (For Copier) for order number.

Troubleshooting

Checking the Telephone Line

If you do not hear a dial tone when the [MONITOR] key is pressed or the incoming call does not ring on your machine (No automatic receive).

1

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

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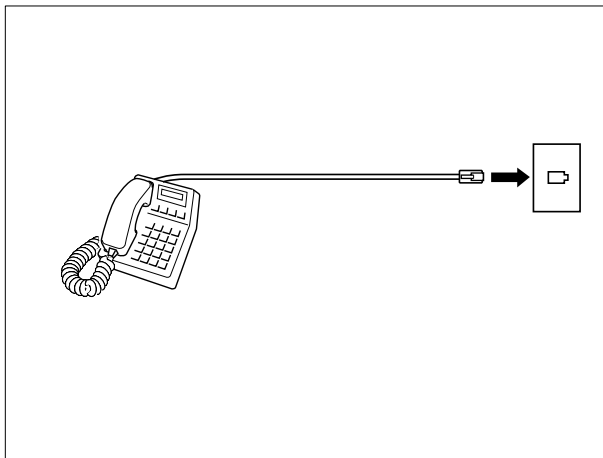
Plug a different regular telephone into the same telephone jack.

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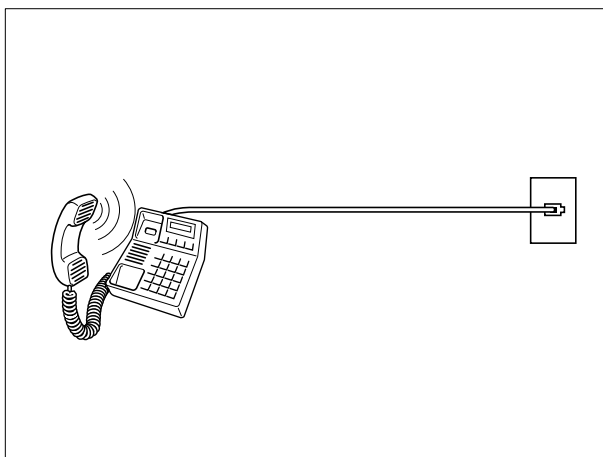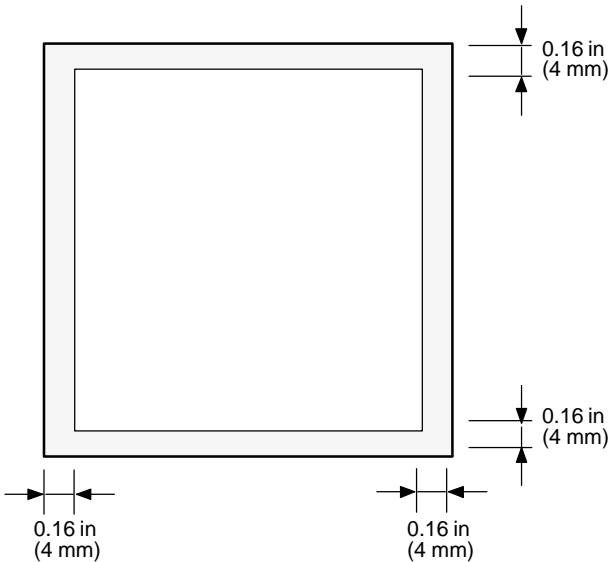
Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

or

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

Specifications

Compatibility	ITU-T Group 3
Coding Scheme	JBIG, MH, MR, MMR (Conforms to ITU-T Recommendations)
Modem Type	ITU-T V.34, V.17, V.33, V.29, V.27 ter and V.21
Modem Speed	33600 - 2400 bps
Original Size	A3/FLS•B4/A4/A5
Original Thickness	0.07mm (50g/m^2) - 0.15mm (110g/m^2)
ADF Capacity (Automatic Document Feeder)	Up to 50 sheets (A4, A5: 64g/m^2) Up to 30 sheets (A3, FLS•B4 : 64 g/m^2)
Scanning Method	Sheet Feeding or Flatbed with CCD type image sensor
Effective Scanning Width	292 mm
Scanner Resolution	Horizontal: 8 pels/mm : Standard and Fine Resolution : 16 pels/mm : Super Fine Resolution Vertical : 3.85 lines/mm : Standard Resolution : 7.7 lines/mm : Fine Resolution : 15.4 lines/mm : Super Fine Resolution
Print Margin	0.16 in (4 mm)

Continued on the next page...

Specifications

One-Touch / Abbriviated Dialling Memory Capacity	200 stations (including 20 One-touch and 5 program keys) 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
Image Memory Capacity	

Base Memory	120 pages
with 4 MB Flash Memory Card	440 pages
with 8 MB Flash Memory Card	760 pages

(Based on ITU-T Image No. 1 chart, using Standard Resolution)

Power Consumption	Normal Operation Mode : 165 Wh Energy-Saver Mode : 70 Wh Sleep Mode : 3.5 Wh Maximum : 1.5 kW

Options and Supplies

The DP-2000 is a digital photocopier which can produce images with great clarity. Furthermore, its copying functionality can also be greatly enhanced by the addition of specially selected options and supplies.
For a list of available options and supplies, see the Operating Instructions (For Copier).

Glossary

|	
ADF (Automatic Document Feeder)	The mechanism that delivers a stack of original pages to the scanner one page at a time.
Automatic Reception	The mode that allows you to receive fax documents without user intervention.
Auto Print Reduction	The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
Batch Transmission	The ability to accumulate different document files for the same destination(s) to be transmitted in a single phone call.
BPS (Bits Per Second)	The amount of data that is transmitted over the phone line. Your machine can start at the 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)
C.C.I.T.T.	Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
Character ID	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.
Coding Scheme	The data compression method used by facsimile machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR), Modified Modified Read (MMR) and Joint Bi-level Experts Group (JBIG) coding schemes.
Comm. Journal	Refers to either the Communication Journal, Relay Transmission Report, or the Confidential XMT Report.
Confidential RCV Report	The report that gives you information about a confidential document(s) that is held in your machine's memory.
Contrast	Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.
Cover Sheet	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.
DDD (Direct Distance Dialling)	A telephone service that allows unassisted dialling, no operator assistance is required.
Deferred Polling	The ability to retrieve documents from other stations at a later time.
Deferred Transmission	The ability to send documents to other stations at a later time.
Department Code	This operation require the user to input a preset 4-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.

Glossary

Direct Dialling	The method of dialling where you enter the entire telephone number through the keypad.
DTMF (Dual Tone Multi-Frequency)	Dialling method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialling.
Duplex Scan	The ability to scan both sides of 2-sided original(s) for transmission.
ECM (Error Correction Mode)	The ability to correct transmission errors as detected during the transmitting phone call.
End Receiving Station	In a relay network, the final station designated to receive the document(s).
FAX Parameter List	The list that contains the home Fax Parameter settings that you have programmed into your machine.
F.C.C.	Federal Communications Commission. The U.S. Government organization that regulates communications originating or terminating in the United States.
File	A task that has been stored into the memory of your unit. Examples are deferred transactions.
Fixed Print Reduction	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
Function	The control panel key that will be utilized to begin an operation or configuration of a feature.
G3 Mode (Group 3)	Refers to the standards and transmission capabilities of the current generation of facsimile machines.
Group Dialling	The ability to program many telephone numbers into a single station so that many locations can be dialed in sequence utilizing a single keystroke.
Handshaking	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.
Header	A row of information that is transmitted by the sending machine and printed on the top of each page by the receiving unit. This identifies the transmitting unit and information about the transmission, such as time and date.
ITU-T	International Telecommunication Union - Telecommunication, formerly known as C.C.I.T.T.
ITU-T Image No. 1	An industry standard original that allows comparisons of the transmission speeds and capabilities of facsimile machines.
ID	A programmable address of up to 20 digits identifying your machine.
Image Memory Capacity	This signifies the amount of memory available in your machine for storing pages of documents. All page units of measure are based on the ITU-T Image No.1.
Individual Transmission Journal	A report that is printed by the transmitting unit stating information regarding the last document transaction.
Industry Canada (D.O.C)	Department of Communications. The Canadian Government organization that regulates communications originating or terminating in Canada.

Glossary

Information Code	A code that is internally generated by your Fax machine stating a specific operational error or machine failure.
Initial Sending Station	In a relay network, the station that is originating the original transmission.
Journal	A report that is printed by your unit listing the last 100 transactions.
Keypad	A group of numeric keys located on your control panel.
LCD	Liquid Crystal Display. The display area of your machine.
Manual Reception	A mode that requires operator intervention to receive an incoming document.
Memory Transmission	The documents are scanned into memory before actual connection to the phone line for transmission.
Modem	A device that converts signals from your fax machine into signals that can be transmitted over telephone lines.
Multi-Station Transmission	The ability to broadcast the same set of documents to a programmed number of locations.
Off-Hook Dialling	The direct dialling of a telephone number with the optional handset out of the cradle or "off the hook."
On-Hook Dialling	The direct dialling of a telephone number with the optional handset in the cradle or "on the hook."
One-Touch Dialling	The ability to dial an entire telephone number by pressing one key.
Overlap Printing	Documents too long to be reduced are automatically printed on two pages with approximately 13 mm overlap.
Panasonic Super Smoothing	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.
Photo	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.
Polling	The ability to retrieve document(s) from another facsimile machine.
Polling Password	A 4-digit programmed code that enables the security of document(s) being polled.
Print Reduction Modes	The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
Program Keys	Keys that are defined for storing a sequence of stations to be dialed or polled.
Protocol	A protocol is the special set of rules for communicating that the end points in a telecommunication connection use when they send signals back and forth. Both end points must recognize and observe the protocol.
PSTN	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
Receiving Password	A 4-digit password that is checked before a document is received.
Relay Transmission Report	A report that contains information regarding the last document transmission to a relay station.

Glossary

Rotation XMT	The document is set as ($\leftarrow \square$), the image is rotated by 90º and then transmitted as ($\leftarrow \square$) .
Selective Reception	A function that can be set so that your unit will receive from only those machines programmed into your dialer.
Station Name	Alphanumeric ID which can be programmed for each One-Touch and Abbreviated dialling number.
Stored Originals	Documents that have been scanned and now are stored in your machine's memory.
Sub-Address	ITU-T recommendation for further routing, forwarding or relaying of incoming faxes.
Sub-Address Password	ITU-T recommendation for additional security that corresponds to the Sub-Address.
Substitute Memory Reception	Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.
Transmission Reservation	The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function.
Transmission Password	A 4-digit password that is checked when a document is transmitted.
User Parameter	Programmed parameters that provide information to other stations. Examples are logo, character ID, date and time.
Verification Stamp	A user selectable transmission verification stamp that stamps an "X" mark on the scanned documents that are successfully transmitted or stored in memory.
View Mode - File List	Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List.
View Mode - Journal	Allows you to view the brief contents of the journal through the LCD display without having to print the journal.

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Facsimile Telephone Number Directory

Name	Telephone Number

For Service Call: _____

English