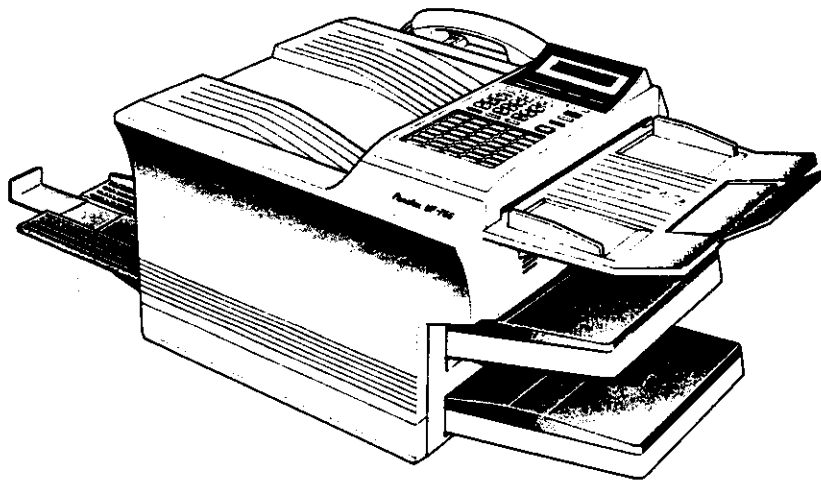


Panafax UF-766

USER'S GUIDE



Panasonic®

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 is located on the rear of the machine. For your convenience, space is provided below to record the information you may need in the future.

MODEL NO. UF-766

SERIAL NO.

Date of Purchase

Dealer

Address

Telephone Number

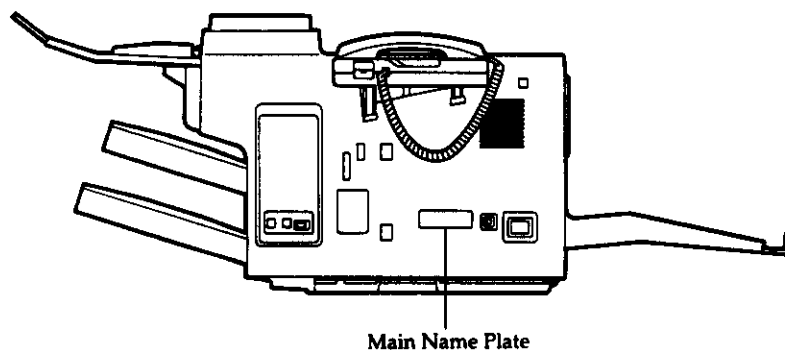
() -

Supplies Telephone Number

() -

Service Telephone Number

() -



Rear View

© 1992 by Matsushita Graphic Communication Systems, Inc.
All rights reserved.
Printed in Japan.

The contents of this manual are subject to change without notice.

Please tear off this sheet carefully along the perforation.

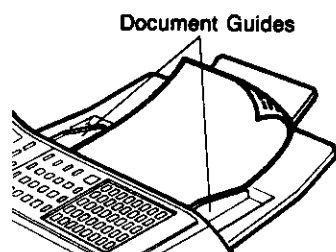
Panafax UF-766 Quick Guide

16-APR-1992 15:00
00%

Display shows in the standby mode. Start every session in the standby mode. If you make a mistake, or are not sure of the current mode, press **STOP** to return to the standby mode.

To Transmit

Set documents face down
and adjust document guides.

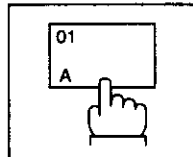


If necessary, change or select the following before dialling.

RESOLUTION		STD (Standard) → FINE → \$ FINE (Super-FINE)
ORIGINAL		NORMAL → DARK → LIGHT
HALF TONE		HALF TONE=OFF → QUALITY → FAST
STAMP		STAMP=ON → OFF
TOTAL PAGES		TOTAL PAGES= → Enter Number 1-255

DOCUMENT SET
ENTER STATION(S) 00%

One-Touch Dialling



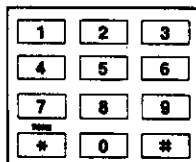
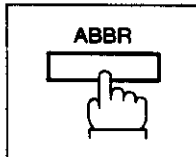
01 ~ 32
A

Transmit to other
location(s)?

No

Yes

Abbreviated Dialling



Two-digit
ABBR. NO.

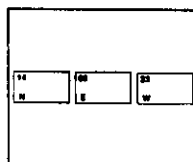
0 0 ~ 9 9

Transmit to other
location(s)?

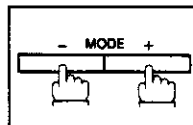
No

Yes

Directory Search Dialling



Enter beginning of
Station Name



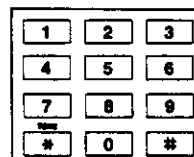
DIRECTORY SEARCH
<05> (Station Name)

Transmit to other
location(s)?

No

Yes

Full Number Dialling

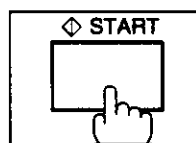


Input Telephone Number

Transmit to other
location(s)?
(up to 3 full number
stations can be
selected.)

No

Yes



* STORE * NO 001
PAGES 005 05%

UF-766 will store the document to memory and transmit.
If the line is busy, the machine automatically redials
up to twice at 3 minute intervals.

Panafax UF-766

Other Operations

Deferred XMT

Set document → **FUNCTION** → **1** → **1** → Enter Start Time → Enter Station(s) → **START**

Polled

Set document → **FUNCTION** → **3** → **2** → Enter temporary password → **START**

Polling

FUNCTION → **3** → **1** → Enter temporary password → **START** → Enter Station(s) → **START**

Making Single copy

Set document → **COPY** → **START**

Making Multiple copy

Set document → **COPY** → Enter No. of copies Max. 255 → **START**

Printouts, Journal and List

Journal

FUNCTION → **6** → **1** → **START**

Fax Parameter List

FUNCTION → **6** → **4** → **START**

One Touch/ABBR. NO. List

FUNCTION → **6** → **2** → **START** → **1**

Individual Transmission Journal

FUNCTION → **6** → **6** → **START**

Directory Search List

FUNCTION → **6** → **2** → **START** → **2**

Maintenance Report

FUNCTION → **6** → **7** → **START**

Program List

FUNCTION → **6** → **3** → **START**

User Parameter List

FUNCTION → **6** → **8** → **START**

File Management

Print out File List

FUNCTION → **9** → **1** → **START**

Change Time or Station

FUNCTION → **9** → **2** → **START** → Enter File NO. → **START** → Change Time or Station → **START**

Delete File

FUNCTION → **9** → **3** → **START** → Delete All Files → **1** → **START**
Enter File NO. → **START**

Print File

FUNCTION → **9** → **4** → **START** → Enter File NO. → **START**

If You Have Trouble

INFORMATION CODE

INCOMPLETE
INFO. CODE = 633

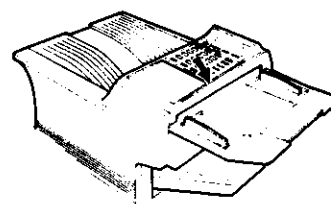
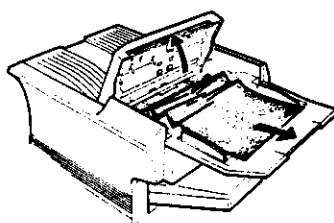
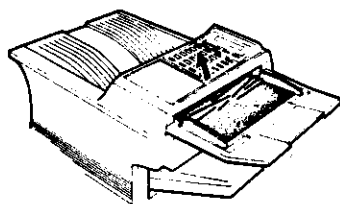
If something unusual occurs, press DISPLAY key, the display may show INFO. CODE. For example, INFO. CODE = 633 means redial was not successful because of a busy line. For other codes, see User's Guide.

CLEARING A DOCUMENT JAM

1. To clear the jam, open the Transmitting Cover.

2. Remove the jammed paper.

3. Close the Transmitting Cover gently.



CLEARING A RECORDING PAPER JAM

Info. Code

Action

001, 005

Remove paper cassette and jammed paper.

002

Open receiving cover, remove developer unit, drum unit and jammed paper.

003

Open receiving cover, remove jammed paper from fuser area.

Safety Information

DANGER

denotes an immediately hazard that could result in serious injury or death.

INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCK DEFEATED.

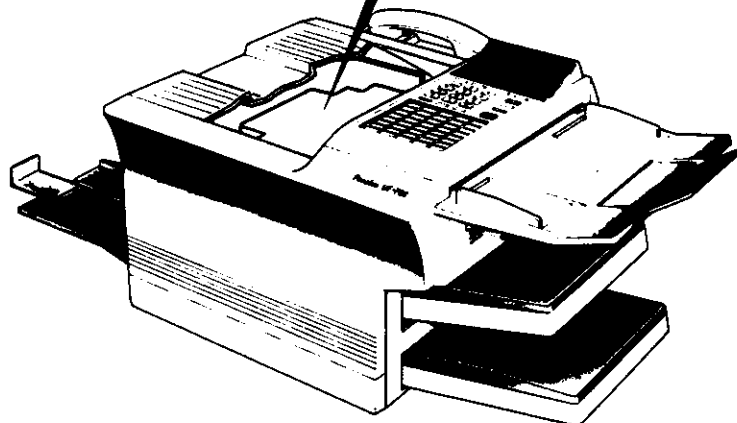
AVOID DIRECT EXPOSURE TO BEAM.

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.

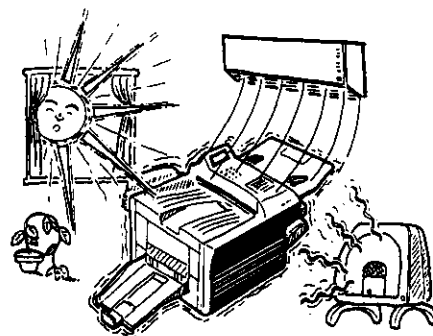
CAUTION -Invisible laser radiation when open and interlock defeated. AVOID EXPOSURE TO BEAM.	VORSICHT -Unsichtbare Laserstrahlung, wenn Abdeckung geöffnet und Sicherheitsverriegelung überbrückt. NICHT DEM STRAHL AUSSETZEN.	ATTENTION -Rayonnement laser invisible dangereux en cas d'ouverture et lorsque la sécurité est neutralisée. EXPOSITION DANGEREUSE AU FAISCEAU.	PELIGRO -Cuando se abre y se invalida el bloqueo, se producen radiaciones invisibles de láser. EVÍTESE LA EXPOSICIÓN DIRECTA A TALES RAYOS.	
--	---	--	---	---



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

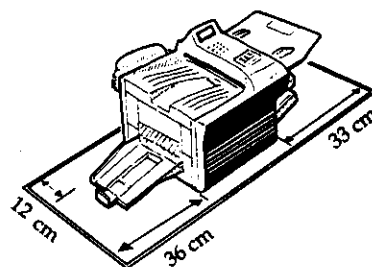
1. Do not install the machine near heating or air conditioning units.

2. Avoid exposure to direct sunlight.



3. Install the machine on a flat surface. Proper clearance should be provided around the machine.

- Space of 33 cm or more to the right of the machine
- Space of 11 cm or more to the rear of the machine
- Space of 36 cm or more to the left of the machine

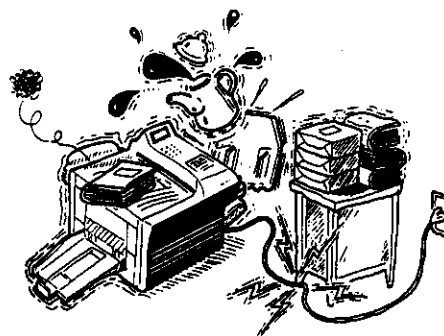


4. Do not place heavy objects or spill liquids on the machine.

5. Do not step on or set anything on the power cord.

6. When you know that a thunderstorm is coming, we recommend that you:

- (1) Unplug the telephone line lead from the phone socket.
- (2) Unplug the power supply lead from the AC outlet.



Contents

Safety Information

About Your Fax Machine

The Parts and Controls	3
Installation	4
Preparing for Initial Operation	8
	18

Basic Features

Function Key List	23
Loading Documents	24
Sending Documents	25
Receiving Documents	27
Making Photocopies	34
Making Temporary Transmission Adjustments	37
Using Your Machine's Telephone	38
	41

Advanced Features

Transmission to Multiple Stations	43
Polling	44
Using the Timer	45
Using Program Keys	49
Timer Batch Transmission	51
Using Passwords	57
Using Fax Access Codes	58
Using Department Codes	61
Edit File Mode	63
Fax Parameters	65
Lists and Reports	68
	72

Specialized Features

Sending Documents Via a Relay Network	83
Using Confidential Communications	84
	94

Problem Solving **103**

If You Have Any of These Problems	104
Information Codes	105
Troubleshooting	107
Repacking the Machine	121

Supplementary Information **123**

Sorting Priority	124
Lists and Reports Explanation	125
Specifications	128
Options and Supplies	131

The UF-766 is one of the most advanced models in the Panafax family of G3/G2-compatible desktop facsimile (fax) machines.

It features a dual access mode, which allows you to simultaneously perform one operation while the machine is executing another and built-in memory that allows storage of several pages of information. The machine also offers a full range of speed dialling techniques designed to make sending faxes easier, faster, and more economical. In addition, this machine uses laser beam printing for high picture quality and high-speed printout.

Anyone can learn how to use the most frequently used features with a few minutes of practice. However, because the UF-766 has the capacity to perform so many different functions, not everyone will need to learn every feature.

The *UF-766 User's Guide* will help you to use your UF-766 quickly and easily. The table of contents shows where to find information on every feature. Although we recommend that you at least review each section briefly, you may only need to read the sections that concern the feature(s) you are interested in.

About Your Fax Machine

Read this section to get started using your fax machine. The first chapter contains a short introduction to the UF-766 Fax Machine. The second chapter tells you how to set up your fax machine and connect it to a telephone line and AC power source.

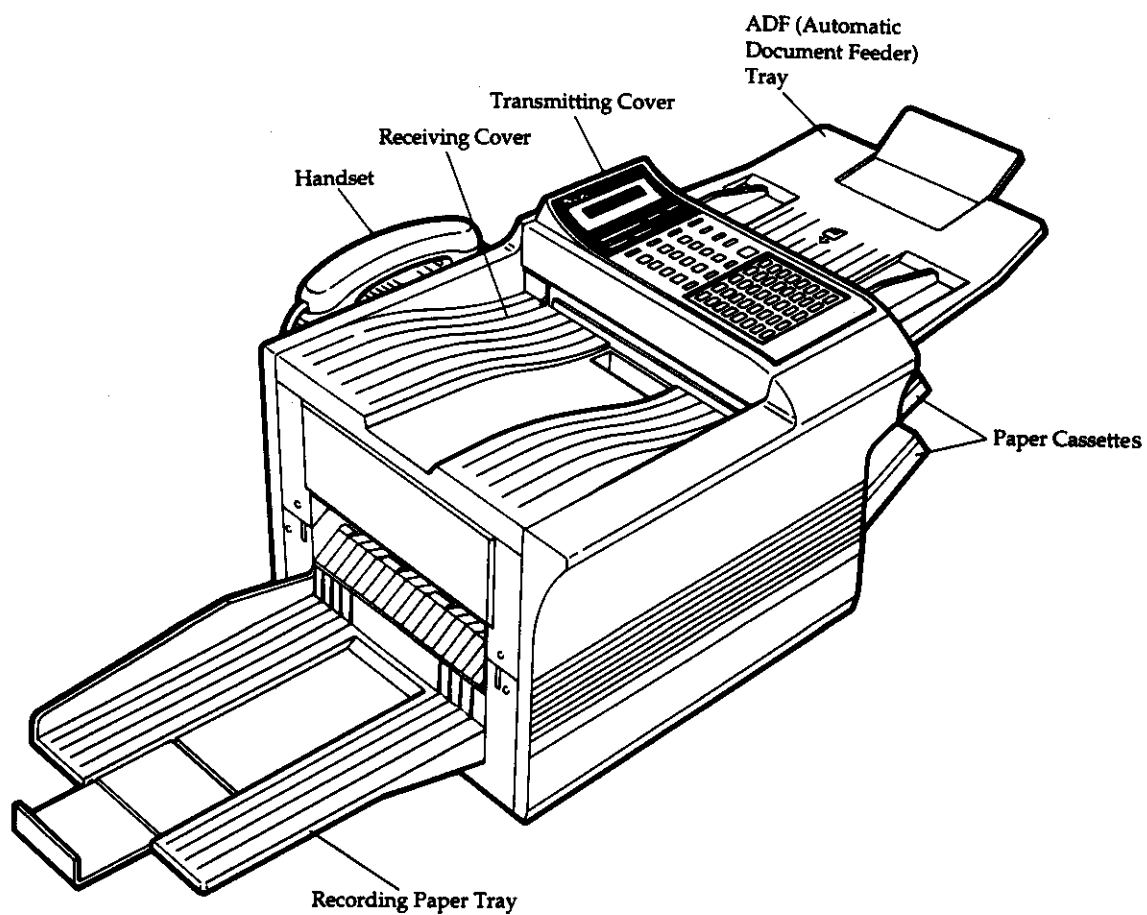
The contents and page numbers of this chapter are given below.

The Parts and Controls	4	Connecting the Telephone Line and the	
External View	4	Power Supply Leads	17
Control Panel	5	Adjusting Volume	18
Installation	8	Ringer Volume	18
Accessories	8	Monitor Volume	18
Installing the Printer Accessories	9	Preparing for Initial Operation	19
Installing the Developer Unit	9	User Parameters	19
Installing the Drum Unit	11	Setting Date, Time, LOGO and ID	20
Installing the Trays	13	Setting Dialling Type	21
ADF Tray	13	Setting Recording Paper Size	21
Recording Paper Tray	13	Entering One-Touch/Abbreviated	
Loading the Paper Cassettes	14	Dialling Numbers	22
Installing the Handset	16		

Before setting up your UF-766 Fax Machine, you should learn a little about it. Read the following sections to identify the UF-766 parts and controls and to become familiar with its features.

The Parts and Controls

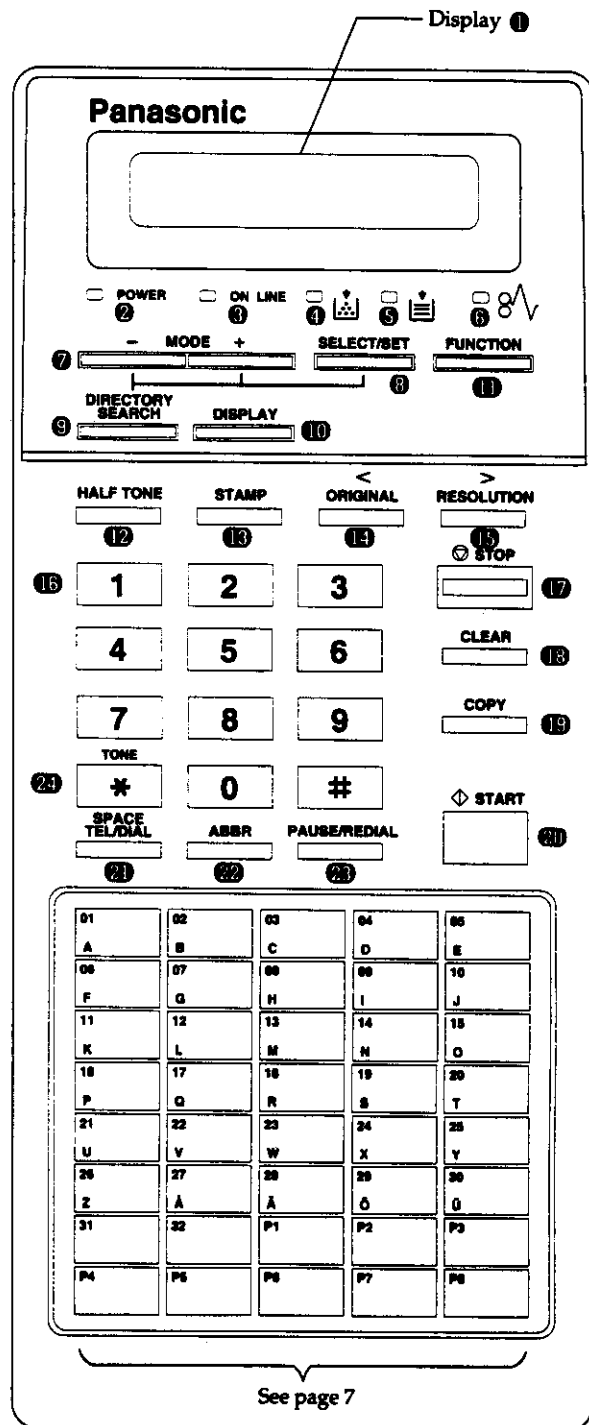
External View



Control Panel

- ① **LCD Display**
Shows date and time, or the current operation.
- ② **POWER Lamp**
Lights when the power is ON.
- ③ **ON LINE Lamp**
Lights when the machine is receiving or transmitting.
- ④ **NO TONER Lamp**
Lights when the toner has run out.
- ⑤ **NO PAPER Lamp**
Lights when one or both cassettes are empty or not installed.
- ⑥ **PAPER JAM Lamp**
Lights when a recording paper jam occurs.
- ⑦ **MODE [-] and MODE [+]**
Used to set total pages, reception mode, etc. Also used to select sub-functions (i.e., instead of pressing the sub-function number key, you can scroll in opposite directions by pressing either key repeatedly).
- ⑧ **SELECT/SET**
Used to change basic transmission settings.
- ⑨ **DIRECTORY SEARCH**
Used to search for a station name.
- ⑩ **DISPLAY**
This machine is provided with a dual access mode (see Note). After communication begins the date and time will reappear. Press this key to check the current status of the machine.
- ⑪ **FUNCTION**
Used to start or set the machine's functions.

✓ **Note:** The dual access feature allows you to perform two operations at the same time. Documents can be stored into memory when the machine is dialling, receiving or transmitting from memory.



ABOUT YOUR FAX MACHINE

- 12** **HALFTONE**
Provides OFF, QUALITY or FAST settings for halftone documents.
- 13** **STAMP**
Used to set the verification stamp ON or OFF.
- 14** **ORIGINAL** (CONTRAST)
Used to set Normal, Dark, or Light. Also serves as an arrow key (<), together with **RESOLUTION** (>), to move the cursor over recorded numbers and characters.
- 15** **RESOLUTION**
Used to set Normal, Fine, or Super-Fine. Also used as an arrow key (>), together with **ORIGINAL** (<), to move the cursor over recorded numbers and characters.
- 16** **Keypad**
Used for manually entering a telephone number, and selecting functions.
- 17** **STOP**
Used to cancel operations. When this key is pressed, the machine will return to standby.
- 18** **CLEAR**
Used to erase previously entered input.
- 19** **COPY**
Used to make copies of documents.
- 20** **START**
Used to start or to set operations.
- 21** **SPACE TEL/DIAL**
Used to start manual dialling, or to enter a space in recorded telephone numbers.
- 22** **ABBR**
Used to start Abbreviated dialling.
- 23** **PAUSE/REDIAL**
Used to start redialling, or to enter a pause when recording or dialling a telephone number.
- 24** **tone**
Used to switch the dialling method from pulse dialling to tone dialling.

One-Touch Keys (01 - 32)

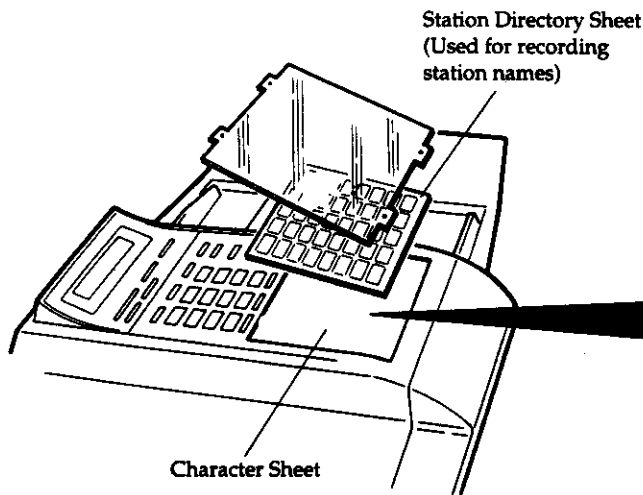
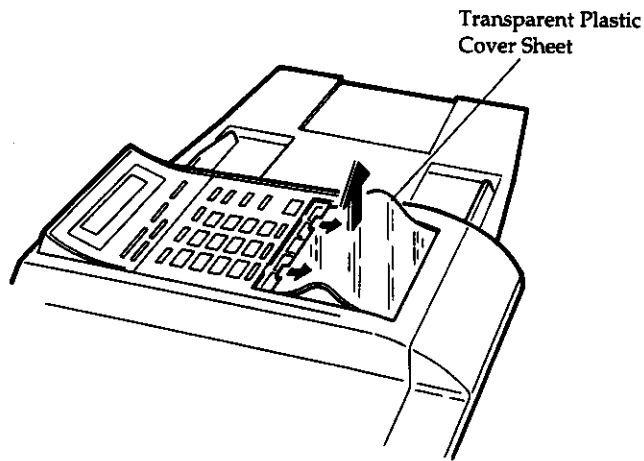
Used for One-Touch dialling.

Program Keys (P1 - P8)

Used to record long dialling procedures, group number keys, and extra One-Touch keys.

Character Keys

The One-Touch keys on the control panel also serve as character and symbol input keys, which are used to record your LOGO and other station names. The character key layout is printed on the panel under the station directory sheet, which can be removed as shown below.



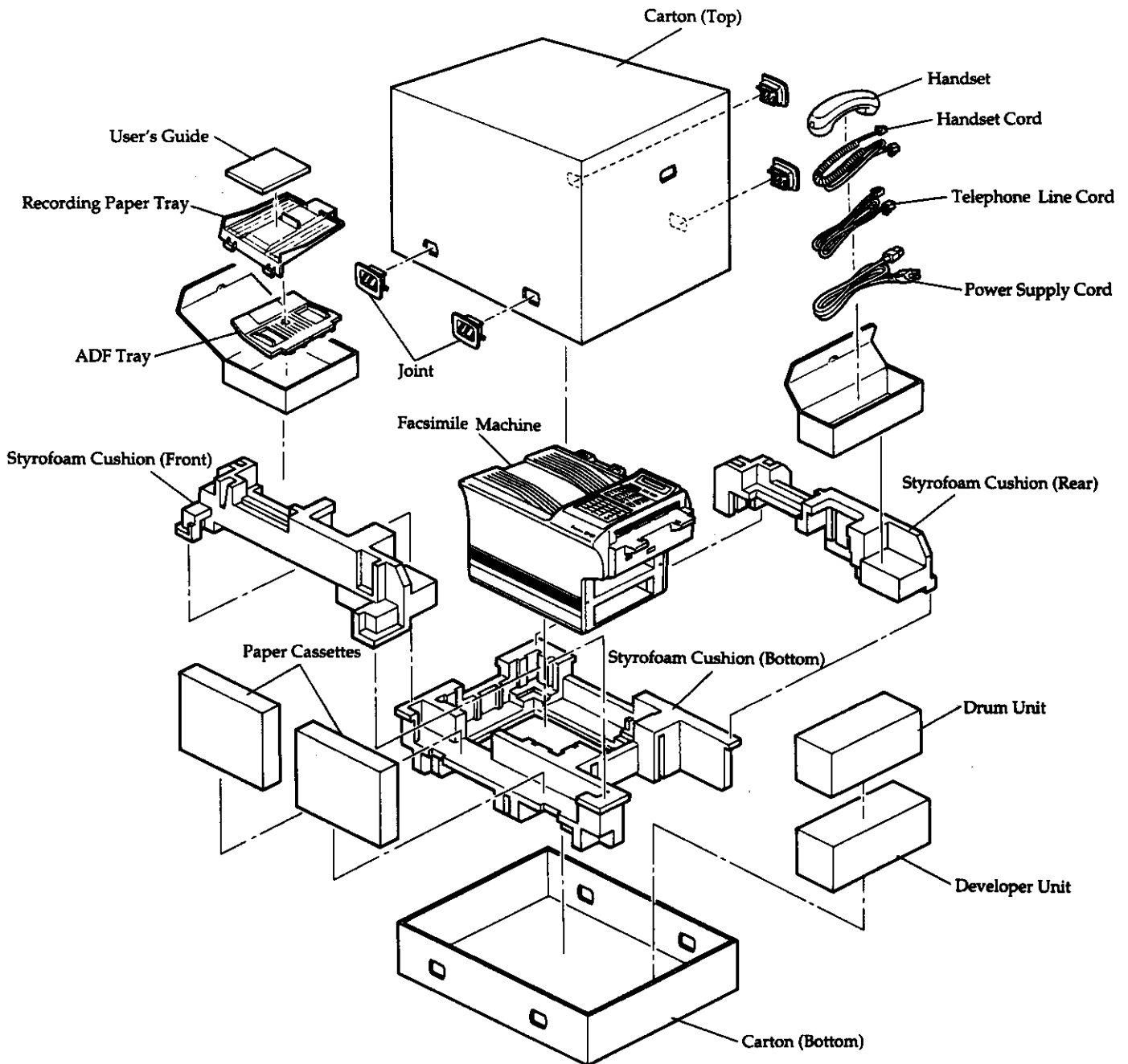
01 a / A	02 b / B	03 c / C	04 d / D	05 e / E
06 f / F	07 g / G	08 h / H	09 i / I	10 j / J
11 k / K	12 l / L	13 m / M	14 n / N	15 o / O
16 p / P	17 q / Q	18 r / R	19 s / S	20 t / T
21 u / U	22 v / V	23 w / W	24 x / X	25 y / Y
26 z / Z	27 & / A	28 & / A	29 & / O	30 & / U
31 + / -	32 / &	P1 & / (	P2 & /)	P3 / .
P4 / ,	P5 / .	P6	P7 SPACE	P8 UPPER / LOWER

Whenever One-Touch keys are changed to the character key mode (to record your LOGO and station names), use the **P8 UPPER / LOWER** key to switch between upper-case and lower-case characters.

Installation

Accessories

Inspect the machine for any shipping damage and check that you have all accessories illustrated.

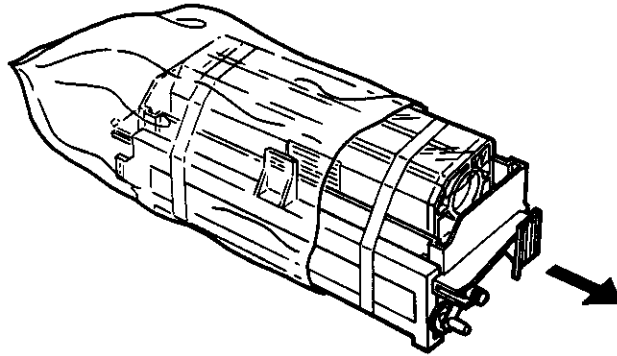


Installing the Printer Accessories

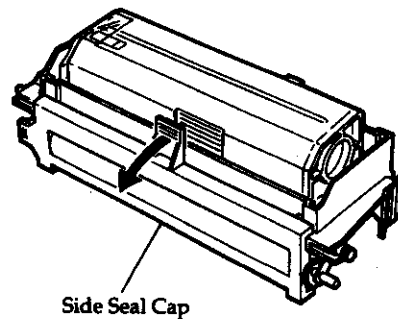
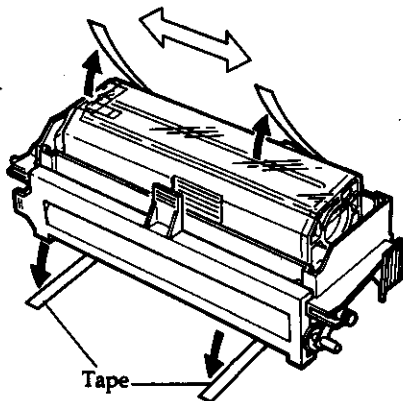
These accessories are supplied and need to be replaced when they have reached the replacement period. Remove the drum unit and developer unit from their boxes before installing.

Installing the Developer Unit

- 1 Remove the developer unit from the protective bag.



- 2 Remove the tape, gently shake the developer unit to the right and left horizontally several times to even the developer level. Remove the side seal cap.

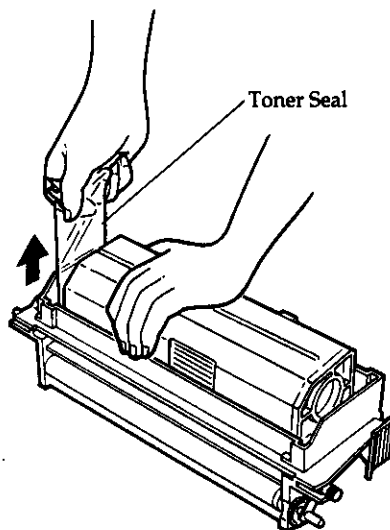


IMPORTANT

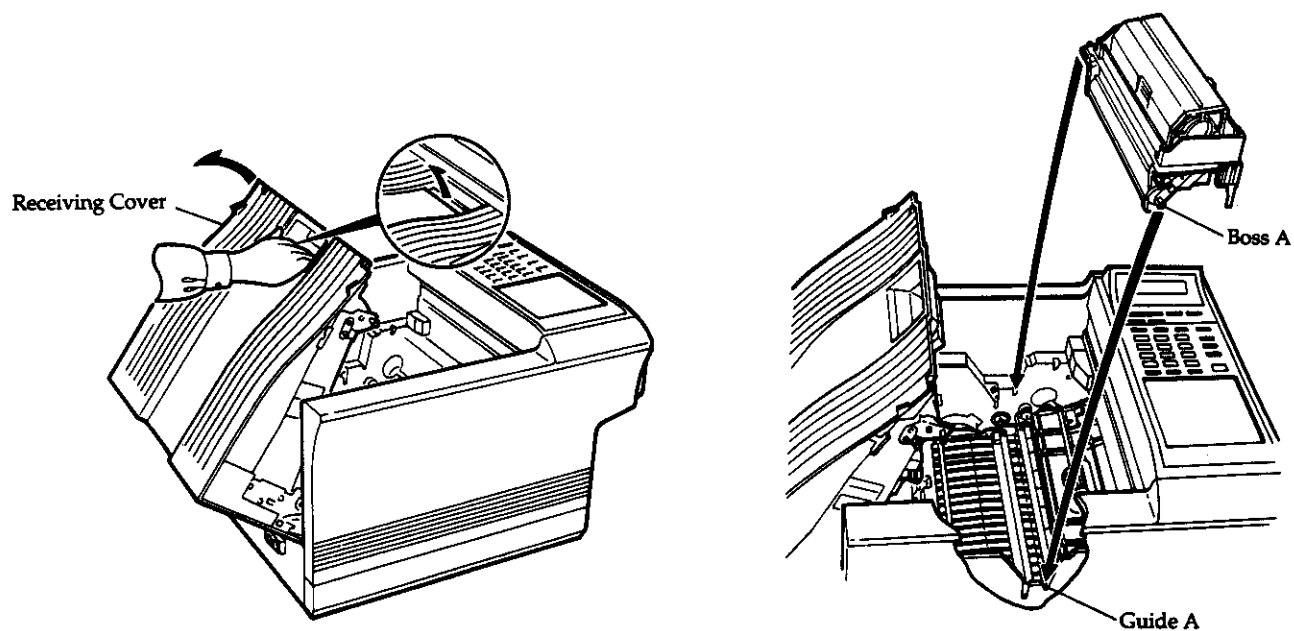
- Always keep the developer unit level after removing the side seal cap to avoid spilling any toner.
- Do not remove the toner cartridge from the developer unit.
- Do not operate the machine without the developer unit otherwise received document will be blank.

ABOUT YOUR FAX MACHINE

- 3** Press down on the toner cartridge with one hand and gently pull out the toner seal.

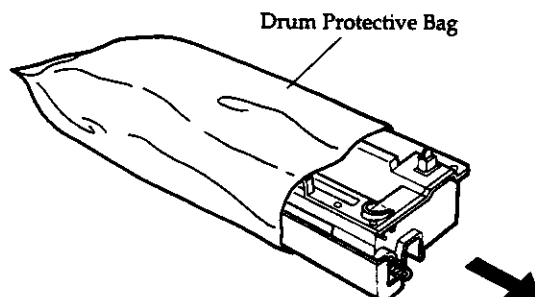


- 4** Open the receiving cover by pulling up the lock release lever and lifting it until it stops. Install the developer unit into the machine gently, align boss A with guide A on the chassis.



Installing the Drum Unit

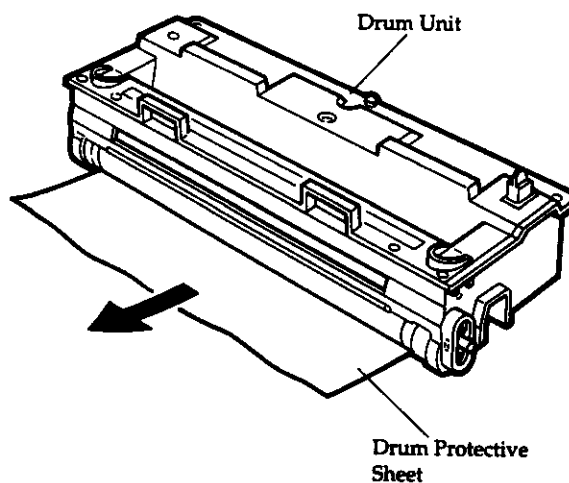
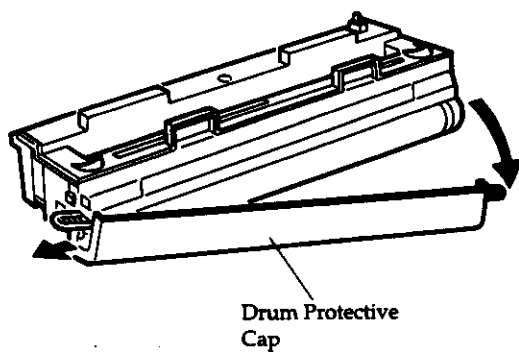
- 1 Remove the drum unit from the protective bag.



CAUTION

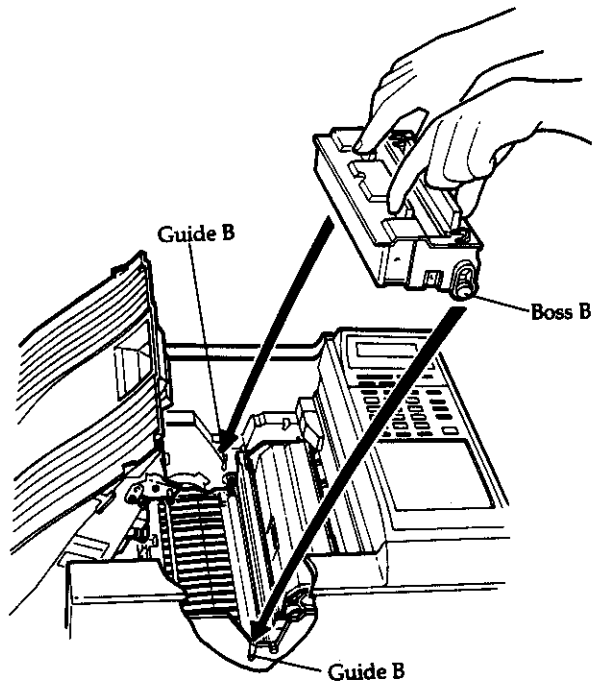
- Do not expose the drum unit to ambient room light or sunlight for more than 5 minutes. It must be covered with the black plastic drum protective sheet.
- Do not place the drum unit near a window.
- Do not touch the green drum surface.
- Keep the drum unit away from dust or dirt.
- Do not place the drum unit in a high-humidity or high-temperature area.

- 2 Remove the drum protective cap and remove the drum protective sheet.



ABOUT YOUR FAX MACHINE

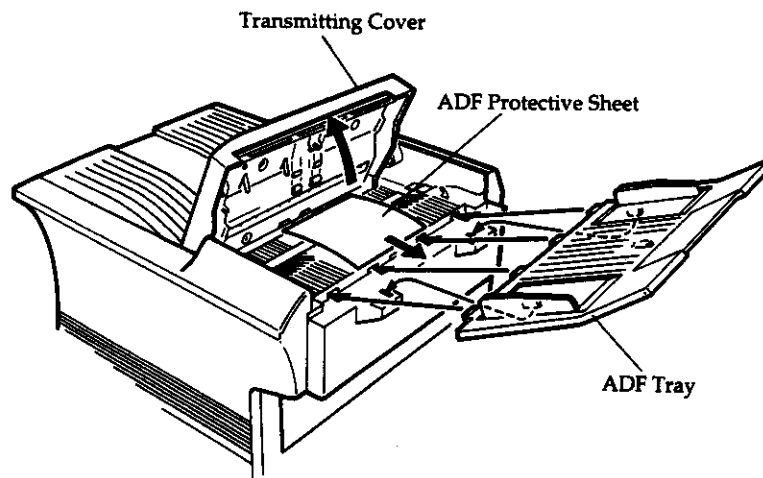
- 3** Align boss B with guide B on the chassis and install the drum unit into the machine.



Installing the Trays

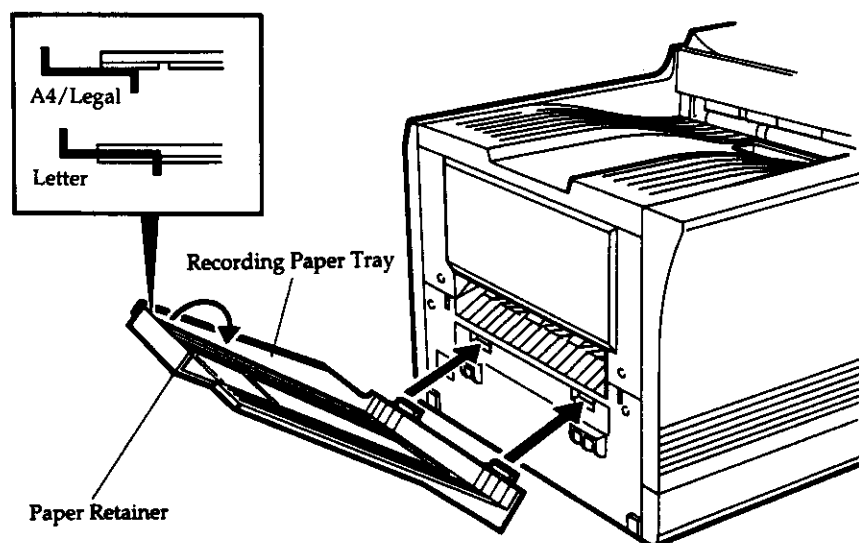
ADF Tray

- 1 Open the transmitting cover by pulling up on the edge of the cover. Remove the ADF protective sheet.
- 2 Install the ADF tray by inserting the tabs into the holes.



Recording Paper Tray

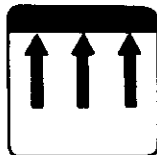
Install the recording paper tray by inserting the tabs into the holes on the left side of your machine. When using A4 or legal size paper in either paper cassette, put the paper retainer to the A4 or legal position.



Loading the Paper Cassettes

This machine is provided with two adjustable cassettes. This allows for easy selection of either A4-size, letter-size or legal-size paper.

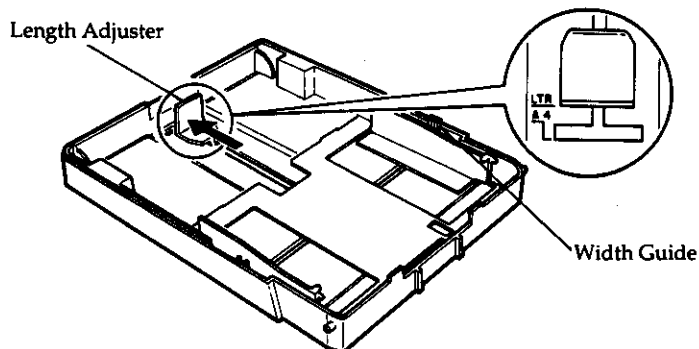
- Use general-purpose photo copying paper (see page 130 for detailed paper specifications).
- Do not load different types of paper or paper thickness at the same time; this may cause paper jamming.
- Most paper has instructions recommending the side to be printed. Make sure you load the paper with the print side up.
- Make sure the height of the paper does not exceed the limit mark (see below) on the paper cassette.



- 1** Remove the paper cassette and cover. Move the paper width guides outward until they reach the side walls of the paper cassette.

For A4-size paper:

- 2a** Move the paper length adjuster outward until it stops at the A4 position.

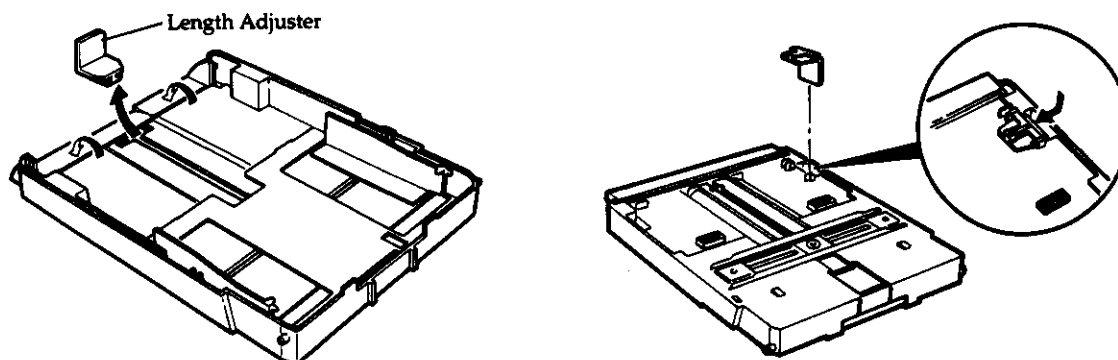


For letter-size paper:

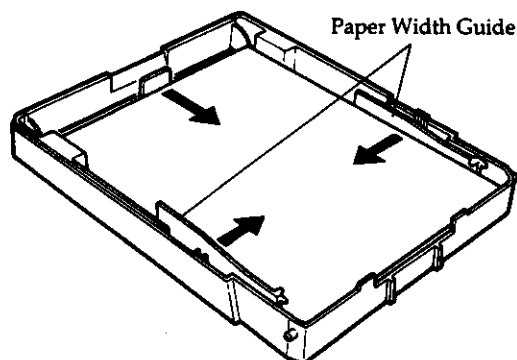
- 2b** Move the paper length adjuster outward until it clicks into the LTR position.

For legal-size paper:

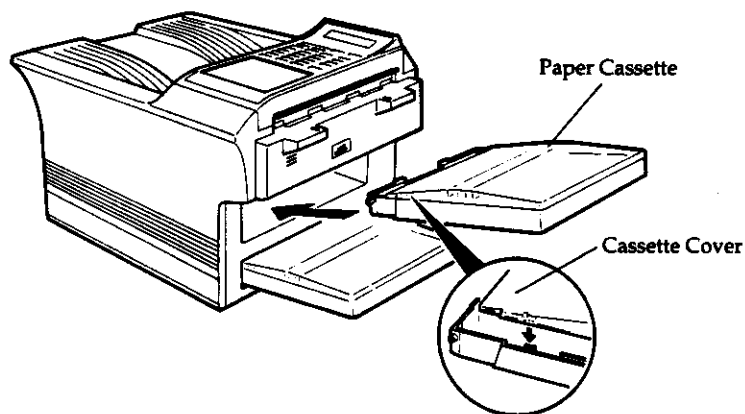
- 2c** Remove the paper length adjuster by sliding it to the end of the cassette. Then unlatch the extension plate. The paper length adjuster should be stored on the underside of the paper cassette.



- 3 Fan the stack of paper and place it into the paper cassette.
- 4 Move the paper width guides so that the paper is squarely positioned in the paper cassette.



- 5 Install the paper cassette cover.
- 6 Install the paper cassette into the machine.



☒ **Note:**

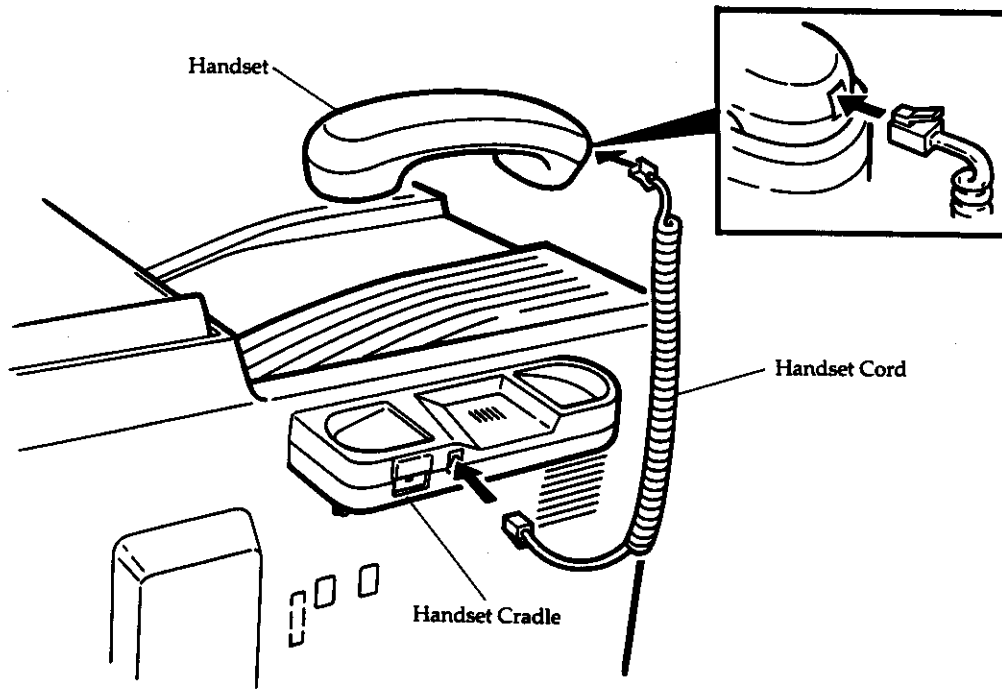
1. The machine will operate normally with only one cassette installed.
2. If both cassettes are installed and adjusted for the same paper size, the machine uses recording paper from the upper cassette first.

IMPORTANT

The paper size that you are using in both cassettes must be set in fax parameters 45 and 46 before you use your machine (see page 21). Both are preset at the factory for A4-size paper.

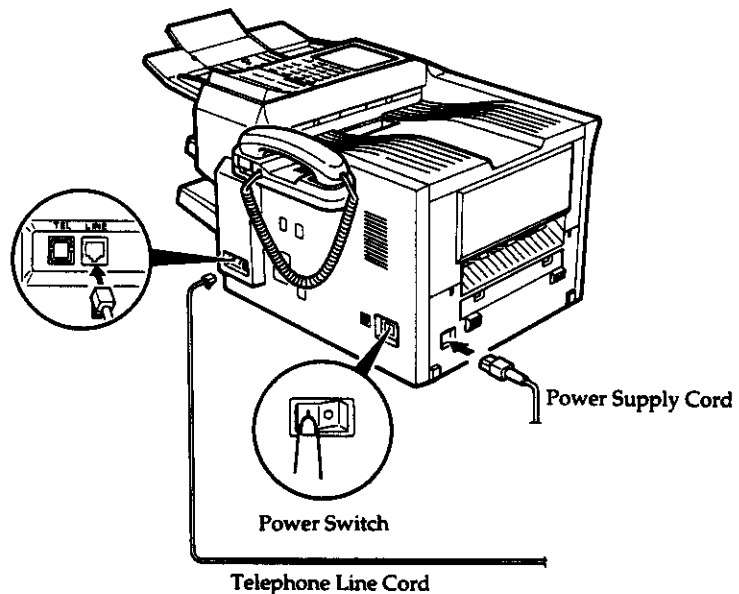
Installing the Handset

Insert the plug on one end of the handset cord into the handset cradle. Insert the plug on the other end into the handset. Place the handset on the cradle.



Connecting the Telephone Line and the Power Supply Leads

- 1 Plug one end of the telephone line lead into the telephone socket supplied by the telephone company and the other end into the line socket on the rear of the machine.
- 2 Plug one end of the power supply lead into the receptacle on the left side of the machine and the other end into an ordinary three-prong AC outlet.



Turn the power switch to the "I" position to turn ON the power. The POWER lamp on the control panel will light up and the standby display (date and time) will appear after a short period of time.



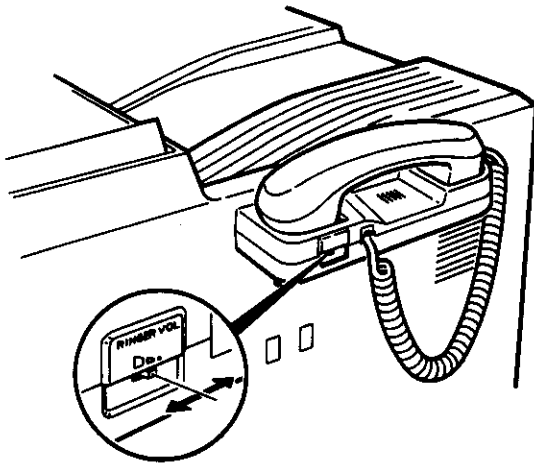
You should keep the power ON at all times for receiving documents from other locations.

- ☒ **Note:**
1. To connect an external telephone to the machine, break off the protective tab for the TEL socket on the rear panel.
 2. The line connecting method, the type of the telephone line lead vary depending on the country.

Adjusting the Volume

Ringer Volume

You can adjust the ringer volume so that the fax machine rings at a comfortable level when it receives a call. Move the **RINGER VOLUME** control on the handset cradle to the level desired, either high, normal, or off.

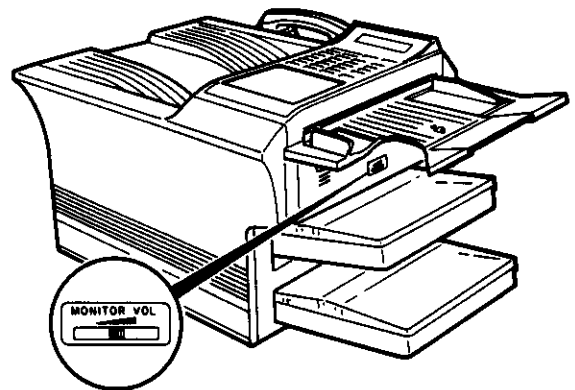


Monitor Volume

When the fax machine is making a call, you hear the dial tone, the dialling signals, and the ring-back tone or busy signal through the built-in speaker.

You also hear the called person's voice through the speaker if the other station is set to manual reception.

Slide the **MONITOR VOLUME** lever on the right side of the machine to adjust the volume to a comfortable level.



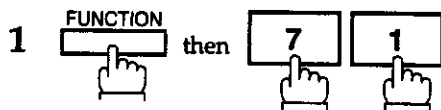
Your fax machine has several basic settings (user parameters) to help you keep records of the documents you sent or received and simplify dialling. For example, the built-in clock keeps the exact date and time and your LOGO and ID help identify you when you send or receive documents. If a power failure occurs, a built-in battery will back up this information for up to about one month (when it is fully charged).

Preparing for Initial Operation

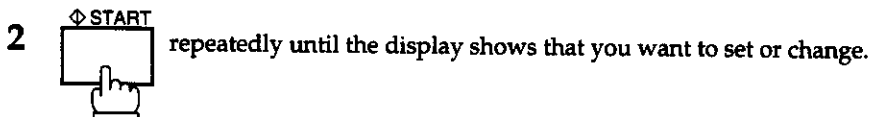
User Parameters

Date and Time	At standby the display will show the date and time. Once the standby display is set, it will automatically be updated.
LOGO	The LOGO helps identify you to someone who receives your document.
Character ID and Numeric ID	The Character ID and Numeric ID identify you to the party you are communicating with. We suggest you use your telephone number and station name as your ID. Once communication begins, your display will show the other party's ID.
Dialling Method	Your machine can operate with either of two dialling methods (pulse or tone). It is preset to pulse dialling at the factory. Contact your telephone company if you are not sure of the type of line you have.
Recording Paper Size	Your machine can use either A4-size, letter-size or legal-size recording paper. Before using your machine, you must set both upper and lower recording paper sizes using fax parameters 45 and 46. These settings should relate to the recording paper sizes in the upper and lower cassettes. If not, a paper jam may occur or received data may be lost.
One-Touch/Abbreviated Numbers	One-Touch and Abbreviated dialling numbers are two fast ways of dialling full telephone numbers. Up to 140 frequently called numbers can be entered into memory, along with the name of the station. The entered One-Touch and Abbreviated dialling numbers are sorted following the order shown on page 124.

Setting Date, Time, LOGO and ID



USER PARAMETERS



DATE & TIME
1-01-1900 12:00

3 Enter the new date and time.

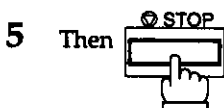
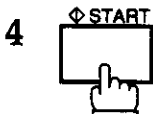
- day (2 digits)
- month (2 digits)
- year (4 digits)
- hour (24-hour clock)
- minute (2 digits)

Example:

To set 16 April, 1992, 15:00

1 6 0 4 1 9 9 2 1 5 0 0

If you made a mistake, use the  or  to move the cursor to the incorrect number, and enter the new number over it.



if you want to return to standby.

LOGO

3 Enter your LOGO (up to 25 characters and digits) by using the character keys (see page 7).

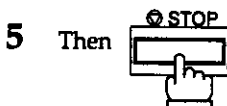
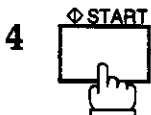
Example:

To set "Panafax HQ"

P UPPER/LOWER a n a f a x
UPPER/LOWER SPACE H Q

If you made a mistake, use the  or  to move the cursor to the incorrect character, and then overwrite.

To delete all characters, move the cursor to the first character pressing the  or  and press **CLEAR** key.



if you want to return to standby.

Character ID: CHARACTER ID

3 Enter your ID (up to 16 characters) by using the character keys.

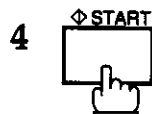
Example:

To set TOKYO OFFICE

T O K Y O SPACE O F F I C E

If you made a mistake, use the  or  to move the cursor to the incorrect character, and then overwrite.

To delete all characters, move the cursor to the character to be changed pressing the  or  and press **CLEAR** key.



Press **STOP** to return to standby.

Numeric ID: ID NO.

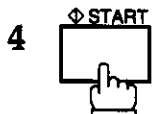
3 Enter your ID (up to 20 digits) by using the ten-key pad and **SPACE**.

Example:

To set 41 111 2222

4 1 SPACE 1 1 1
SPACE 2 2 2 2

If you made a mistake, press **CLEAR**.



POLLING PASSWORD

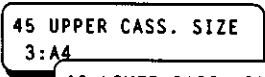
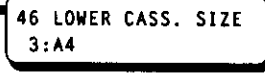
See page 45 to enter a password or press **STOP** to return to standby.

Setting Dialling Type

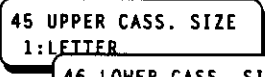
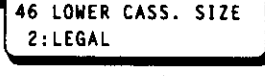
- 1  then  
- 2  
- 3  
(fax parameter number) then 
- 4 Enter the new setting code.
 - Enter  for tone.
 - Enter  for pulse.
- 5  then  to return to standby.

Setting Recording Paper Size

- 1  then  
- 2  
- 3 Enter the fax parameter number.
 - Enter  and  to set the upper cassette paper size.
 - Enter  and  to set the lower cassette paper size.

If you entered a wrong number, press **CLEAR** and then re-enter the correct number.
- 4  

 The default setting message will appear.
- 5 Enter the paper size number.
 - Enter  to use letter-size paper.
 - Enter  to use legal-size paper.
 - Enter  to use A4-size paper.

Example: To set letter-size paper in upper cassette:
 Enter .
 To set legal-size paper in lower cassette:
 Enter .

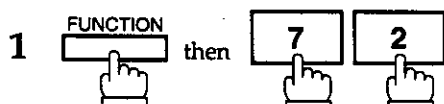


- 6  then  to return to standby.

Entering One-Touch/Abbreviated Dialling Numbers

If you use a number regularly to save yourself time entering the whole number each time you dial, you can either assign it to a One-Touch number or an Abbreviated number.

A total of up to 140 One-Touch and Abbreviated numbers may be entered.

- Abbreviated dialling numbers [00 - 99]: Max. 100
- One-Touch dialling numbers [01 - 32]
- Program keys [P1 - P8] (are available to enter as a One-Touch dialling number; see page 55)



Go to Step 3a: One-Touch dialling number
Go to Step 3b: Abbreviated dialling number

To enter a One-Touch dialling number:

3a Press a One-Touch key (01 - 32).

Example: One-Touch key



<07>TELEPHONE NO.

To enter an Abbreviated number:

3b  and two keys on the keypad to enter any code from 00 to 99.

Example: **ABBR** then enter **62**

[62]TELEPHONE NO.

4 Enter fax telephone number (up to 36 digits) including pauses and spaces.

Example: **9 PAUSE 3 8 0 SPACE 2 7 6 5**

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.

Use **SPACE** to enter a space between digits to make the number easier to read.

If you input a wrong number in Step 4, press **CLEAR** to erase the number before the cursor, then re-enter the correct number.

5 To set the number, 

6 To enter the receiving station's name (up to 15 characters), use the One-Touch/character keys (see page 7).
Example: **P A N A S O N I C**

7 To set the name, 

- 8
- To add numbers: Repeat Steps 3a/3b through 7.
 - To change the setting: Press **START** repeatedly to return to Step 2 and enter the same One-Touch or Abbreviated number.
 - To return to standby mode: Press **STOP**.

When you want to confirm your settings, print out a One-Touch/Abbreviated number list referring to page 73.

Basic Features

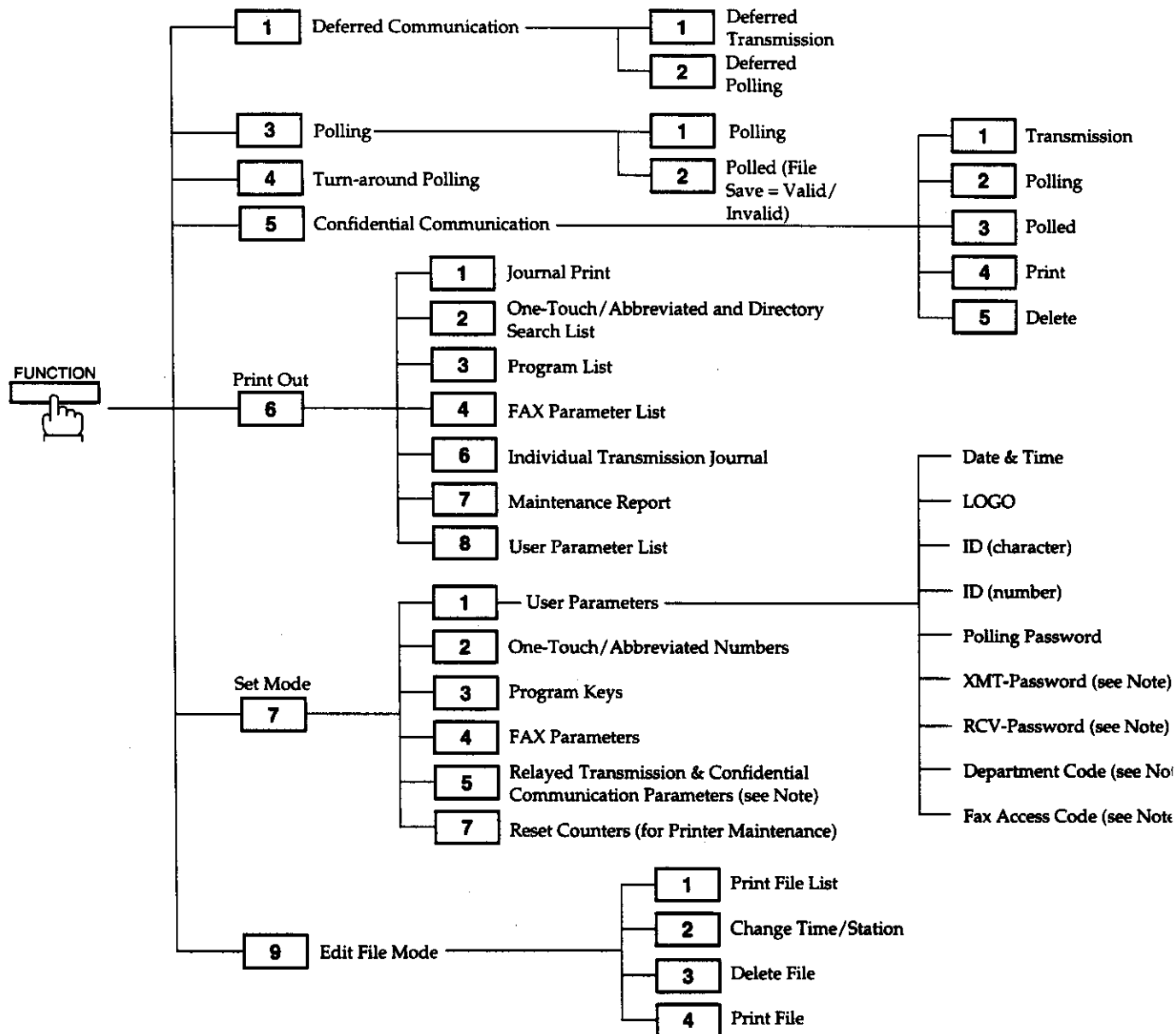
Read this section to begin using the basic easy-to-use features of the UF-766: sending faxes, receiving faxes, and using the telephone.

The contents and page numbers of this chapter are given below.

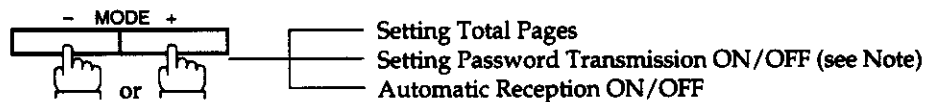
Function Key List	24	Manual Reception	34
Loading Documents	25	How to Set Manual Reception	34
Documents You Cannot Send	25	What to Do When Your Telephone Rings	34
How to Load Documents	26	Memory Reception	34
Sending Documents	27	Receiving Oversize Documents	35
Memory Transmission	27	Running Out of Recording	
One-Touch Dialling	27	Paper (Substitute Reception)	36
Abbreviated Dialling	28	Making Photocopies	37
Directory Search Dialling	29	Making Temporary	
Full Number Dialling	30	Transmission Adjustments	38
How to Cancel a Memory Transmission	30	Setting Resolution	38
Direct Transmission	31	Setting Original (Contrast)	38
On-Hook Dialling	31	Using the Halftone Setting	39
Off-Hook Dialling	31	Using the Verification Stamp	39
Priority XMT Reservation	32	Printing Total Page Numbers	40
Redialling	33	Using Your Machine's Telephone	41
Receiving Documents	34	Making a Phone Call	41
Automatic Reception	34	Voice Contact Request	41
		Answering a Voice Contact Request	41

Function Key List

This machine has a variety of functions to assist you in operating the unit efficiently. Select a function by pressing **FUNCTION** and entering the number corresponding to the function as shown below.



Before starting communication you can set or see the following items using **MODE** or **MODE** .



☒ **Note:** If the Fax Parameter is not preset to Valid Position, which enables you to use the function, the display will not show the function.

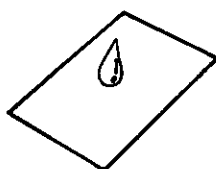
Loading Documents

In general, your machine will send any document printed on A4-size, letter-size or legal-size paper, or on paper up to 257 x 364 mm (B4 size).

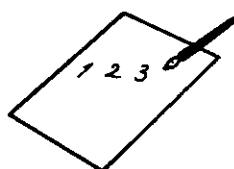
Documents You Cannot Send

You must never try to send the following documents:

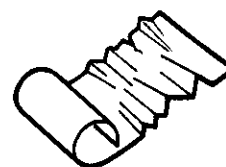
Wet



Covered with wet ink or paste



Wrinkled, curled, or folded



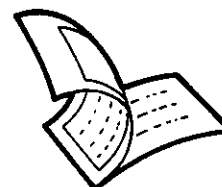
Too thin (e.g., onionskin, airmail paper, pages from some magazines, etc.)



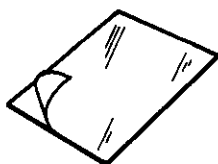
Too thick (e.g., card, etc.)

	metric	inch
Single Sheet	0.06 to 0.15 mm	0.0024 to 0.006 inch
Multi-Sheet	0.08 to 0.13 mm	0.0031 to 0.006 inch

Chemically processed (e.g., pressure-sensitive paper, carbon-coated paper, etc.) or made of cloth or metal

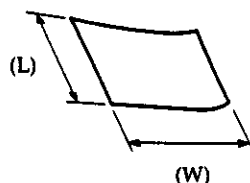


Coated (e.g., glossy paper, etc.)



Smaller than

metric	inch
148(W) x 73(L) mm	5.8(W) x 2.9(L) inch



To transmit these kinds of documents, make a photocopy first, then transmit the copy instead.

How to Load Documents

Make sure that your document is free of staples and paper clips, and is not torn or creased.

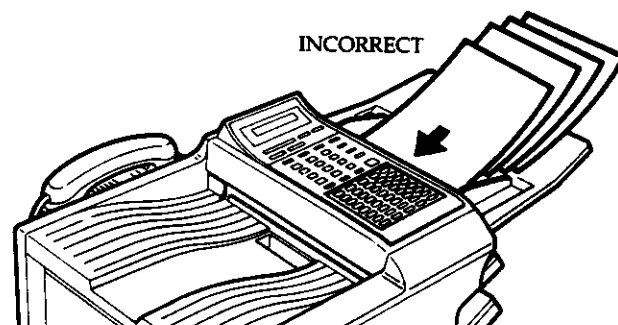
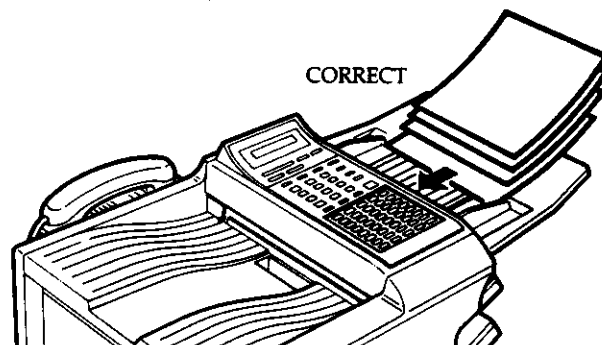
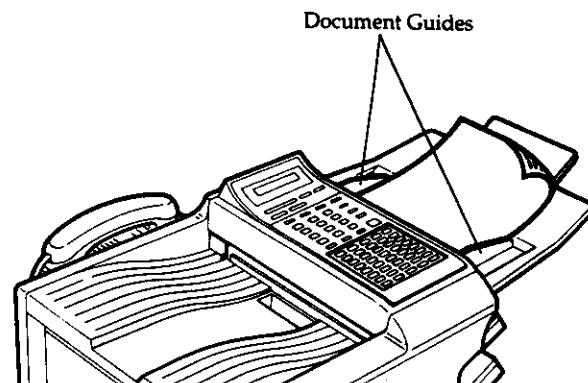
- 1 Place the document face down on the ADF tray with the top edge going into the machine until it stops.
- 2 Adjust the sliding Document Guides to ensure that the document is centred on the ADF tray.

If you are sending two or more pages, make sure that the bottom sheet enters first. You can stack up to 30 sheets on the ADF tray at one time.

When you set a document on the ADF tray, the display message changes from date and time to

DOCUMENT SET
ENTER STATION(S) 00%

If you want to send more pages, you can place them on the top of the last page on the ADF tray once transmission has started, as long as you do not have more than 30 sheets on the ADF tray at any one time.



Sending Documents

There are two transmission methods.

- Direct transmission—Real time transmission from ADF
- Memory transmission—The machine stores the documents into memory and then transmits the stored documents automatically.

The UF-766 is designed with an advanced dual memory access feature, which allows the machine to continue to store other documents while transmitting from memory or receiving. You do not have to wait around until transmission or reception is completed. All stored documents will be transmitted on a first come first served basis. The transmission progress can be monitored by printing out a file list.

If you use direct transmission, the dual memory access feature cannot be used.

Other advantages of memory transmission are:

- The same document can be transmitted to multiple stations.
- Quick scanning of each page.
- All pages are numbered automatically with the total page number being transmitted to the receiving station.
- If communications fail when transmitting from memory, your machine will retransmit the remaining unsuccessful page(s) automatically.

Memory Transmission

One-Touch Dialling

- 1 Place the document face down on the ADF and adjust the document guides.

- 2 Press a One-Touch key.

Example: One-Touch key 20

- 3  START

(If you do not press **START**, the document(s) will be stored into memory 5 seconds after pressing a One-Touch key.)

The machine stores the document in memory with a file number, then begins to dial.

STORE	NO.001
PAGES=001	05%
16-APR-1992 15:00	
10%	

When the other station answers:

A beep sound is heard through the speaker and the ON LINE lamp lights. The document is transmitted (when the other station is set to automatic reception).

When transmission ends, the ON LINE lamp goes off. The machine prints out a memory transmission journal (see page 75) when COMM. JOURNAL in fax parameter is set to "2". The document in memory will be erased automatically.

If the line is busy: refer to redialling on page 33.

Directory Search Dialling

- 1 Place the document face down on the ADF and adjust the document guides.



ENTER LETTERS
█

- 3 Enter the station name (up to 15 digits) you want to search for, then press **MODE** **+** or **-**.

Example: Search for "NEW ORLEANS" in the directory table shown on page 124.

- (1) Enter full station name "NEW ORLEANS."

ENTER LETTERS
NEW ORLEANS █

Press **CLEAR** to correct if necessary. Characters are erased one at a time to the left each time **CLEAR** is pressed.

Press **MODE** **+** or **-** to start searching.

The machine searches for name recognition between the entered and registered station name, the station name appears on the display, if registered.

DIRECTORY SEARCH
[23]NEW ORLEANS

- (2) If part of a station name is entered and there are several registered station names beginning with the same letters, the machine displays the first station name corresponding to the entered letters in the directory table.

Enter "NEW" to search for "NEW ORLEANS".

ENTER LETTERS
NEW █

Press **MODE** **+** or **-** to start searching.

The machine displays "NEW JERSEY", which is the first station name that begins with the entered letters.

DIRECTORY SEARCH
[19]NEW JERSEY

The "NOT FOUND" message appears if the name is not registered.

When you do not enter anything to search for, "ALASKA" appears.

- 4 Press **MODE** **+** or **-** repeatedly until the desired station appears.

All registered station names will appear sequentially.

Press **MODE** **+** to scroll up or **MODE** **-** to scroll down from the currently displayed station name.

When transmitting to multiple stations, select the required station name and press **SELECT/SET**.

Do not press **START** in Step 5.

- 5 when you want to dial the selected station.

The machine stores the document in memory with a file number, then begins to dial.

STORE NO.003
PAGES-001
16-APR-1992 15:00
10%

When the other station answers:

A beep sound is heard through the speaker and the ON LINE lamp lights. The document is transmitted (when the other station is set to automatic reception).

When transmission ends, the ON LINE lamp goes off. The machine prints out a memory transmission journal (see page 75) when COMM. JOURNAL in fax parameter is set to "2". The document in memory will be erased automatically.

If the line is busy: refer to redialling on page 33.

BASIC FEATURES

Full Number Dialling

- 1 Place the document face down on the ADF and adjust the document guides.
- 2 Enter a number using the keypad.

Example: **5 5 5 1 2 3 4**

When transmitting to multiple stations, enter each telephone number and press **SELECT/SET**.

Do not press **START** in Step 3 (see Note).

3



The document is stored into memory with a file number, then the machine begins to dial.

STORE NO.001
PAGES=003 35%
16-APR-1992 15:00
10%

When the other station answers:

A beep sound is heard through the speaker and the ON LINE lamp lights. The document is sent (when the other station is set to automatic reception).

When transmission ends, the ON LINE lamp goes off. The machine prints out a memory transmission journal (see page 75) when COMM. JOURNAL in fax parameter is set to "2". The document in memory will be erased automatically.

If the line is busy: refer to redialling on page 33.

☒ **Note:** You can enter up to 3 full telephone numbers.

How to Cancel a Memory Transmission

If you wish to cancel the reserved memory transmission documents, this can be done while the machine is dialling the remote station or while it is transmitting the document.

- 1 Press **DISPLAY** to confirm whether the ID number or dialling number on the display is the one you want to cancel.

You can check ID, transmitted page and station name or telephone number using **MODE** **+** or **-** key.

- 2 Press **STOP** when the selected number or dialling number is shown on the display.

COMMUNICATIN STOP ?
1:YES 2:NO

- 3 Enter **1** to cancel the transmission.

While Dialling

DIALLING
STOPPED

While Transmitting

ON LINE *MEM.XMT*
STOPPED

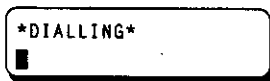
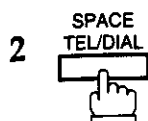
The current transmission will be cancelled and erased from memory. A communication journal is printed out showing the results of the cancelled transmission. If multiple files have been stored, they will remain in memory and be transmitted.

☒ **Note:** **DISPLAY** button is varied when the ON LINE lamp is lit.

Direct Transmission

On-Hook Dialling

- 1 Place the document face down on the ADF and adjust the document guides.



- 3 Dial by using any of the following methods:

- One-Touch dialling
- ABBR dialling
- Full number dialling

Example: **ABBR** then enter **2 0**

The machine begins to dial.

When the other station answers:

A beep sound is heard through the speaker and the document is transmitted (when the other station is set to automatic reception).

The machine will transmit the document(s) from the ADF.

If the line is busy: refer to redialling on page 33.

Off-Hook Dialling

- 1 Place the document face down on the ADF and adjust the document guides.

- 2 Lift the handset.



- 3 Use the keypad to dial a number.

Example: **5 5 5 1 2 3 4**

- 4 When you hear a beep sound,  then replace the handset.

When the other station answers:

A beep sound is heard through the speaker and the document is transmitted (when the other station is set to automatic reception).

The machine will transmit the document(s) from the ADF.

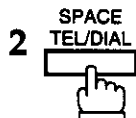
If the line is busy:

Replace the receiver. Then try again several minutes later by pressing **REDIAL**.

Priority XMT Reservation

If you wish to transmit a document using direct transmission, but the machine is currently receiving or transmitting a document stored in memory, you can use the priority transmission function. This function allows the document placed on the ADF to be transmitted immediately after the current memory transmission or reception. The priority transmission function can only be used if the display is showing either "DATE & TIME" or "DOCUMENT SET".

- 1 Place the document face down on the ADF and adjust the document guides.



ADF XMT RESERVE
ENTER STATION

- ☒ **Note:** If not in "DATE & TIME" or "DOCUMENT SET" (i.e. on-line) the operator can press **DISPLAY** and then **TEL/DIAL** to access Operator Calling mode (see page 41).

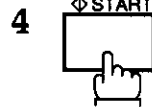
- 3 Dial by using any of the following methods:

- One-Touch dialling
- ABBR dialling
- Full number dialling

Example: One-Touch key

01

ADF XMT RESERVE
<01> 123 45678



DOCUMENT SET
ADF XMT RESERVED

The document on the ADF is transmitted immediately after the current memory transmission or reception is over.

Redialling

If the number you dialled is busy or there is no answer, your machine waits 3 minutes and then automatically redials the number for you up to twice.

If no contact is made after the last redial, the machine prints out a memory transmission journal or an individual transmission journal depending on the setting of fax parameter 41 (see page 71).

INCOMPLETE
INFO.CODE=630

You can use **REDIAL** after dialling a number using any of the following:

- One-Touch dialling
- ABBR dialling
- Directory search dialling
- Full number dialling
- Redialling

Your machine will redial the last number a total of three times.

Your machine is provided with both automatic reception and manual reception modes. The selection of reception mode is made by using the MODE key. The received document(s) are stored into memory if memory reception is set to valid (see page 70).

Receiving Documents

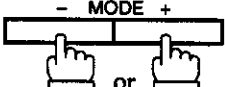
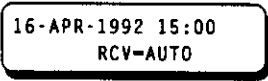
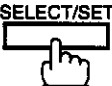
Automatic Reception

When your fax machine is preset to receive documents automatically, do not answer the telephone when it rings. The machine will soon begin receiving.

Manual Reception

How to Set Manual Reception

If there is only one telephone line in your office and you wish to use the telephone line for both fax and voice, connect your telephone to the machine (see page 17) and then set the machine to manual reception.

- 1   until the mode you want appears.
- 2   to toggle between RCV=AUTO and RCV=MANUAL.
- 3 To return to standby, 

What to Do When Your Telephone Rings

- 1 Lift the handset. If you hear a beep ... beep ... beep sound, it means someone wants to send a fax. Or, if the caller answers and says he/she wants to send a fax, then ...
- 2 Remove document from the ADF, if any.  The machine starts receiving the document.
- 3 Replace the handset.

Memory Reception

If memory reception is set to valid, the machine starts receiving document(s) into its memory. When the machine finishes the memory reception, the message "MESSAGE IN MEMORY" blinks.

If an error occurs while receiving, the documents received prior to the error are stored in memory.

To print out the received document(s) stored in memory:



The document(s) will be printed out and erased from memory after the printing is completed.

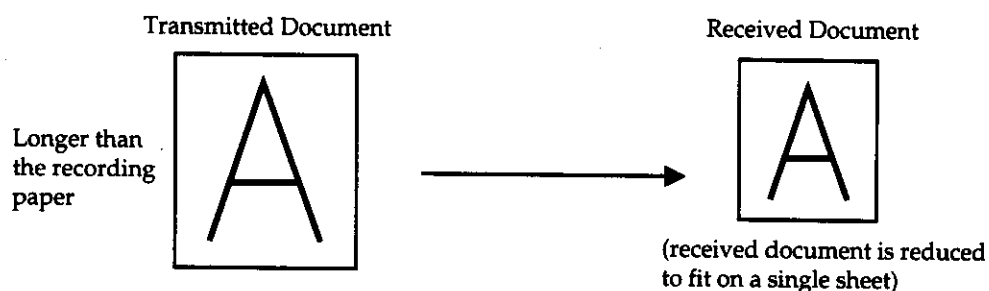
Receiving Oversize Documents

You can use either A4-size, letter-size or legal-size recording paper. The size being used must be set in fax parameters 45 and 46. When the size is set smaller than that of the sending stations' document, the machine prints according to the value set in fax parameter 33 (REDUCTION RCV).

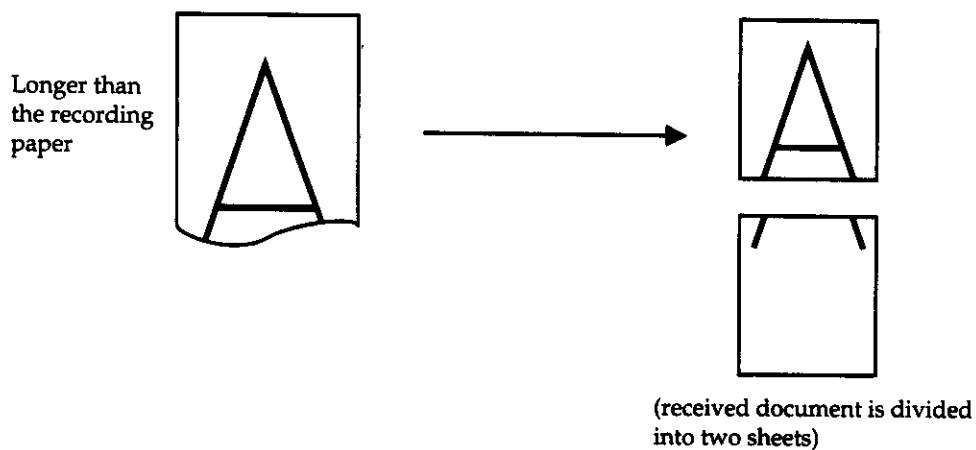
Automatic Reduction Mode

This mode is available when REDUCTION RCV is set to "valid". The received document is automatically reduced and printed out.

Reduction ratio is from 95% to 75%



Reduction ratio is less than 75%



Full-Size Printing Mode

When REDUCTION RCV in fax parameter 33 is set to "invalid", the machine will print without reduction. In this case, if the received document is longer than the recording paper, the received document is divided onto two sheets.

- ☒ **Note:** *If the part of a document that would be printed on the second sheet is normally blank, you can set fax parameter 34 (OVERSIZED PAGE) to discard this portion and print only the first sheet. The area to be discarded can be set to either 10, 20, or 30 mm (see page 70). Even when fax parameter 34 is set to discard, when the received document is longer than the specified discard length, it will be printed out on a second sheet.*

Running Out of Recording Paper (Substitute Reception)

The machine automatically starts receiving into its memory if any of the following conditions occur while receiving documents or making copies.

- Both upper and lower recording paper run out (NO PAPER lamp lights)
- Toner runs out (NO TONER lamp lights)
- Disposed toner in the drum unit becomes full
- Recording paper jams (PAPER JAM lamp lights)
- Receiving cover or transmitting cover is open

When the memory overflows, the machine stops receiving and releases the communication line. The document(s) received in the memory up to that time are stored and then printed out automatically when the printer is ready.

- 1** When the machine finishes the memory reception, an information code appears on the display.

NO RECORDING PAPER
INFO.CODE=010

RECORDING PAPER JAM
INFO.CODE=001

REPLACE DRUM UNIT
INFO.CODE=046

NO TONER
INFO.CODE=041

- 2** To clear the problem, do one of the following:

- Install recording paper (see page 13).
- Replace the toner cartridge (see page 114).
- Replace the drum unit (see page 113).
- Clear the recording paper jam (see pages 107-110).
- Close the cover.

- 3** When the printer is ready, the machine will automatically start printing out the document(s) stored in memory. The memory will be erased. Stored document(s) are printed out from the top of the page that resulted in an incomplete recording.

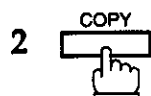
- ☒ **Note:** *If power is turned OFF, document(s) stored in memory will be kept for about 30 minutes. When power is recovered, the machine will check whether the document stored in memory is normal or not. When the memory data is not normal, a power failure report (see page 80) and journal (see page 74) will be printed out automatically. Check the journal for M OK marks. "M OK" indicates that the receiving documents have been lost because of a power failure. Ask the calling party to send the lost document again. The report and journal are not printed out when there are no document(s) stored in memory.*

Before you transmit a document, you can make a copy of it to see what it will probably look like after it is transmitted. If you want to make two or more copies of a document, the machine first stores the document in memory.

Making Photocopies

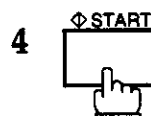
- 1 Place the document face down on the ADF and adjust the document guides. When making a copy, your machine automatically selects Fine resolution unless you change the setting.

If necessary, adjust **RESOLUTION**, **ORIGINAL**, and **HALF TONE** (see pages 38 - 39).



COPY
NO.OF COPY ■

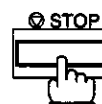
- 3 Enter the number of copies (max. 255).



The machine begins making a copy.

COPY
NO.OF COPY-001/005

To stop the copy process,



When you make multiple copies of a multi-page document, copies are made page by page.

- ☒ **Note:** When you make a copy larger than the recording paper and the REDUCTION COPY in fax parameter 39 is set to "valid", the copy is reduced as described on page 35.

The following settings can be changed before or after you place documents on the ADF. After you finish transmission, your machine will automatically return to the preset settings. You can also change these settings during transmission.

Making Temporary Transmission Adjustments

Setting Resolution

Your machine is preset to Standard resolution, which is suitable for general documents. Use Fine or Super-Fine for documents with small print or fine detail.



repeatedly until the display shows the setting you want.

DOCUMENT SET
RESOLUTION-STD

(STD = Standard)
or

DOCUMENT SET
RESOLUTION-FINE

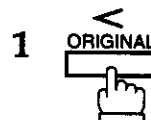
DOCUMENT SET
RESOLUTION-S FINE

(S FINE = Super-Fine)

☒ **Note:** To change the preset resolution setting, see page 68.

Setting Original (Contrast)

Your machine is preset to Normal contrast. If you have to send a document with low contrast, you may obtain better results by changing the setting to Dark. If you have to send a document with high contrast, it may be wise to change the setting to Light.



repeatedly until the display shows the setting you want.

DOCUMENT SET
ORIGINAL-NORMAL

or

DOCUMENT SET
ORIGINAL-DARK

or

DOCUMENT SET
ORIGINAL-LIGHT

☒ **Note:** To change the preset contrast setting, see page 68.

Using the Halftone Setting

The halftone setting is useful when sending halftone photographs or illustrations with grey tones. Your machine is preset to HALF TONE=OFF. You can select either QUALITY (64 step adjustments) or FAST (16 step adjustments).



DOCUMENT SET
HALF TONE=OFF

2 To change the setting,



until the display you want appears.

DOCUMENT SET
HALF TONE=QUALITY

OR

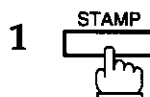
DOCUMENT SET
HALF TONE=FAST

Press **COPY** to test the new setting.

Using the Verification Stamp

When you transmit the document by using direct transmission, the verification stamp helps you to confirm successful transmissions by putting a small ⊗ mark at the bottom of each successfully transmitted page. Your machine is preset to STAMP=ON.

If you wish the verification stamp to operate when storing documents in memory, see Setting Fax Parameters (page 68).



DOCUMENT SET
STAMP=ON

2 To change the setting,



DOCUMENT SET
STAMP=OFF

☒ **Note:** To change the preset stamp setting, see page 68.

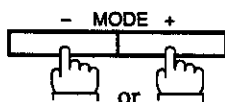
Printing Total Page Numbers

The page number will be printed at the top of each page you send. You can also set the total number of pages you send so that it will be printed on each page in addition to the page number (e.g., 001/005, 002/005, etc.).

This setting is not required for memory transmission. The machine automatically performs this function.

When you transmit the document by using direct transmission, you can set the total number of pages.

1



until the mode you want to set appears.

DOCUMENT SET
TOTAL PAGES ■

2

Enter any number from 1 – 255.

Using Your Machine's Telephone

Making a Phone Call

You can use the handset on your machine to make regular calls. To do so, lift the handset and dial a full number just as if you were using an ordinary telephone. If you wish, you can also use One-Touch/Abbreviated keys.

1 Lift the handset, then dial by using one of the following methods:

- One-Touch dialling
- ABBR dialling
- Full number dialling

Example: One-Touch key



Voice Contact Request

You may want to talk to the other party over the telephone after sending or receiving documents. To do so, perform Step 1 while the machine is still sending or receiving.

1  ; the current machine's status appears on the display.

Example:

Transmitting

Receiving

ON LINE *MEM.XMT*

ON LINE *RCV*

2 

ON LINE *MEM.XMT*TEL

ON LINE *RCV* TEL

When sending/receiving is completed and the other party answers the voice contact request, you will hear a beep-beep-beep sound coming through the machine.

ON LINE *MEM.XMT*TEL
OPERATOR CALLING

ON LINE *RCV* TEL
OPERATOR CALLING

3 Lift the handset and talk.

☒ **Note:** Press **DISPLAY** to see the ID or dialling number on the display and make sure that the current transmission is the line which you want to contact.

Answering a Voice Contact Request

When you hear a beep-beep-beep sound coming through the machine, it means you are receiving a voice contact request. Lift the handset and talk.

BASIC FEATURES

Advanced Features

Read the chapters in this section if you want to use some of the more interesting features offered by the UF-766 Fax Machine. These chapters explain that your UF-766 does much more than simply sending and receiving.

The contents and page numbers of this chapter are given below.

Transmission to Multiple Stations	44	How to Clear a Fax Access Code	62
Polling	45	Using Department Codes	63
How to Prepare to Be Polled	45	Setting the Department Codes	63
Setting the Polling Password	45	How to Use the Machine	
Polled	46	after You Set Department Codes	64
How to Poll	47	How to Clear Department Codes	64
Turn-around Polling		Edit File Mode	65
(Combined Transmission and Polling)	48	Printing Out File List	65
Using the Timer	49	Changing Time or Stations	66
Deferred Transmission	49	Deleting a File	67
Deferred Polling	50	Printing a File	67
Using Program Keys	51	Fax Parameters	68
Setting Program Keys	51	Changing Fax Parameters	68
Deferred Transmission	52	Fax Parameter Table	69
Normal Polling	53	Lists and Reports	72
Deferred Polling	54	How to Print Out Lists and Reports	73
Group Dialling	55	Samples of Lists and Reports	74
One-Touch Dialling	55	Journal	74
How to Erase or Change		Memory Transmission Journal	75
Program Key Settings	56	Individual Transmission Journal	75
Timer Batch Transmission	57	One-Touch List	76
Using Passwords	58	Abbreviated Number List	76
How to Activate the Password		Directory Search List	77
Communication Function	59	Program List	78
Setting Transmission Password		Fax Parameter List	78
and Receiving Password	60	User Parameter List	79
How to Use Password Transmission	60	Batch Communication Journal	79
Using Fax Access Codes	61	Power Failure Report	80
How to Set a Fax Access Code	61	Maintenance Report	80
How to Use the Machine After		Department Code Journal	81
You Set a Fax Access Code	62		

This machine can easily transmit a document to multiple locations using memory transmission.

Transmission to Multiple Stations

1 Place the document face down on the ADF and adjust the document guides.

2 Enter station(s) by using any combination of the following methods:

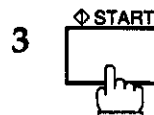
- One-Touch key
- ABBR and 2-digits
- Directory search
- Full number dialling
- Program key

You can enter up to 143 stations (including a maximum of 3 full telephone numbers).

Example: One-Touch key  then **ABBR** and **7**
6

To review the entered station(s) before proceeding, press **MODE**  or . If you find an error, press **CLEAR**.

☒ **Note:** If the Program key is set for timer-controlled communication or polling, it can not be used in this procedure.

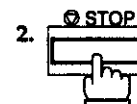


The machine stores the document in memory with a file number, then begins to dial automatically.

STORE	NO.015
PAGES-001	01%
16-APR-1992 15:00	
10%	

To cancel this transmission:

1.  to confirm whether the dialling number or ID on the display is same as you want to cancel.



COMMUNICATION STOP?
1:YES 2:NO

The machine will ask for confirmation on the display.

Enter **1** to cancel this transmission. The rest of the transmission will be cancelled and the document(s) stored in memory will be erased automatically.

If no contact is made, the machine will print out a memory transmission journal (COMM. JOURNAL) (see page 75) when COMM. JOURNAL in fax parameter is set to "2". The document(s) stored in the memory will be erased automatically.

This machine provides a choice of two polling procedures: normal polling and turn-around polling. The station that dials is called the polling station, and the station to be polled is called the polled station.

Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll for important documents.

Polling

How to Prepare to Be Polled

Setting the Polling Password

You will need to set a polling password shared by the other station before you perform a polling operation. If you do not set a polling password when you are setting the user parameters, you can set a temporary polling password during the polling operation. The temporary password is erased after polling.

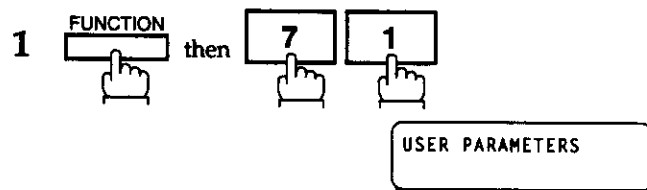
Setting the Fax Parameter

The station to be polled must know in advance that a polling station will be calling, and therefore must have a document in memory.

As a standard setting the polled file in the memory will be erased after the document was polled.

You can set the polled file to be retained in the memory after the document was polled (see fax parameter 4 on page 69).

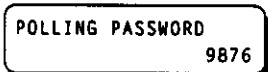
Setting the Polling Password



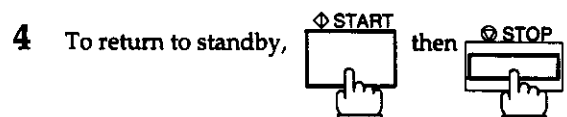
repeatedly until the polling password appears on the display.



Example: 



If you make a mistake in Step 3, use the  or  to move the cursor to the incorrect number, and then enter the new number over it. To erase the password, press **CLEAR**.



☒ **Note:** If the password is not set at the other station, you can poll the other station even though your machine has a password.

Polled

When your machine has been set to POLLED FILE
SAVE=Valid in fax parameter 4, the preparation to be polled
is as follows:

- 1 Place the document face down on the ADF and adjust the document guides.

- 2  then 

POLLING
1:POLLING 2:POLLED

- 3 

The polling password
appears if it has been
previously set.

POLLED
PASSWORD=1234

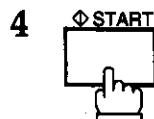
The temporary polling
password setting message
appears if it has not been
previously set.

POLLED
PASSWORD=■■■■

Enter a temporary polling
password if required.

Example:    

POLLED
PASSWORD=7890



The machine stores the
document in the memory
automatically with a file
number.

STORE NO.001
PAGES=005 15%
16-APR-1992 15:00
10%

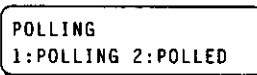
When your machine receives a polling request, the
document(s) stored in memory will be sent. Whether the
document in memory is erased automatically or not
depends on the setting in fax parameter 4 (see page 69).

To erase the document(s) from memory before being
polled, you must select file delete in the Edit File Mode
(see page 67).

How to Poll

The following procedure allows you to poll one station or up to 140 stations. If you want to poll two or more stations, you must use One-Touch or Abbreviated numbers.

When polling ends, a multistation communication journal is automatically printed out when COMM. JOURNAL in fax parameter 41 is set to "2". This journal lists the stations polled and indicates whether polling was successful or not.

1  then  

2  for polling.

The polling password appears if it has been previously set.

POLLING
PASSWORD=1234

A temporary polling password message appears if it has not been previously set.

POLLING
PASSWORD=■■■■

Enter a temporary polling password if required.

Example:    

POLLING
PASSWORD=4321

3 

POLLING
ENTER STATION(S)

4 Enter station(s) by using any combination of the following methods:

- One-Touch key
- ABBR and 2-digits
- Directory search
- Full number dialling

Example: Press , then enter  and  and One-Touch key 

POLLING
[35](Station name)

To erase or change stations set in Step 2 or 3, press

.

To erase the entered stations, use   or  to show the required station, then press .

5 

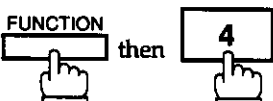
If a polled station is busy or does not answer, it will be skipped and the next station will be polled. The skipped station(s) will be redialled up to twice after all registered stations have been polled.

The received document is stored into memory if memory reception has been set to "Valid" in Fax Parameter 35.

Turn-around Polling (Combined Transmission and Polling)

This procedure lets you do two operations with one call, automatically. First, your machine will send a document to a station, and then it will poll the same station.

- 1 Place the document face down on the ADF and adjust the document guides.

- 2  then 

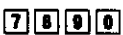
The polling password appears when it has been previously set.

XMT & POLLING
PASSWORD-1234

A temporary polling password setting message appears if it has not been previously set.

XMT & POLLING
PASSWORD-■■■■

Enter a temporary polling password if required.

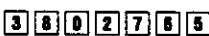
Example: 

XMT & POLLING
PASSWORD-7890

- 3 

- 4 Enter the station number using one of the following methods:

- One-Touch key
- ABBR and 2-digits
- Directory search
- Full number dialling

Example:  XMT & POLLING
3802765

- 5 

The received document is stored into memory if memory reception has been set to "Valid" in Fax Parameter 35.

You can send a document to one or more stations at any preset time within the next 24 hours. Up to 32 built-in timers can be used for deferred transmission and deferred polling.

Using the Timer

Deferred Transmission

- 1 Place the document face down on the ADF and adjust the document guides.

- 2  then 

DEFERRED COMM. NO. 
1:XMT 2:POLLING

- 3  to select XMT (deferred transmission).

START TIME 

If the 32 timers have already been used, the message "TIMER REGISTER FULL" will appear.

- 4 Enter the start time (four digits, 24-hour clock) using the keypad.

Example:    
(11:30 p.m.)

START TIME 23:30
ENTER STATION(S) 

If you enter the wrong time, press **CLEAR** and then re-enter the correct time.

- 5 Enter station(s) by using any combination of the following methods:

- One-Touch key
- ABBR and 2-digits
- Directory search
- Program key

Example: One-Touch key  then One-Touch key 

START TIME 23:30
<02>(Station name) 

START TIME 23:30
<05>(Station name) 

To erase the entered stations, use **MODE**  or  to show the required station, then press **CLEAR**.

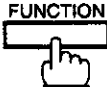
- 6 

The documents are stored into the memory automatically with a file number.

STORE NO.001
PAGES=001 11%

To change the setting, you must select Edit File Mode (see page 66).

Deferred Polling

1  then 

DEFERRED COMM. NO. 
1:XMT 2:POLLING

2  to select polling.

If the 32 timers have already been used, the message "TIMER REGISTER FULL" will appear.

The polling password appears when it has been previously set.

POLLING
PASSWORD=1234

A temporary polling password setting message appears if it has not been previously set.

POLLING
PASSWORD=

Enter a temporary polling password if required.

Example:    

POLLING
PASSWORD=7890

3 

4 Enter the start time (four digits, 24-hour clock) using the keypad.

Example:    
(2:30 a.m.)

START TIME 02:30
ENTER STATION(S) 

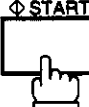
5 Enter station(s) by using any combination of the following methods:

- One-Touch key
- ABBR and 2-digits
- Directory search
- Program key

Example: One-Touch key  then  and  

START TIME 02:30
<10>(Station name) 

START TIME 02:30
[15](Station name) 

6 

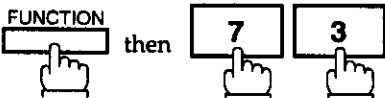
To change the setting, you must select Edit File Mode (see page 66).

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

Using Program Keys

Setting Program Keys

To set a number or a group of numbers in a Program key, follow the procedure below.

- 1  then
- 2 

- 3 Press one of the Program keys **P1** to **P8**.

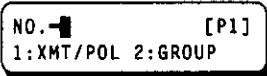
Example: **P1**

NO.  [P1]
1: PROG. 2: ONE-TOUCH

Now you can choose one Program key mode out of the following five modes.

- Deferred Transmission: Go to Step 4a (see page 52).
- Normal Polling: Go to Step 4b (see page 53).
- Deferred Polling: Go to Step 4c (see page 54).
- Group Dialling: Go to Step 4d (see page 55).
- One-Touch Dialling: Go to Step 4e (see page 55).

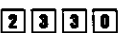
Deferred Transmission

4a  

5a  

6a  to select XMT (deferred transmission). 

7a Enter the start time (four digits, 24-hour clock) using keypad.

Example:  

(11:30 p.m.)

8a Enter station(s) by using any combination of the following methods:

- One-Touch key
- ABBR and 2-digits

Example: One-Touch key  

Add more station numbers, if necessary.

You may use **MODE**  or  to review the station(s) entered before going to the next step.

If you find an error, press **CLEAR** to erase the displayed station.

9a To store the starting time and station numbers,



10a Enter the program name using One-Touch/character keys (max. 15 characters) (see page 7).

Example:  

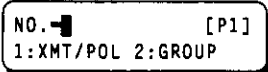
11a To store the program name, 

You can now set another Program key by repeating the procedure from Step 3.

Press **STOP** to return to standby.

To perform the setting: Place the document on the ADF, then press the Program key.

Normal Polling

4b  

5b  

6b  for polling.

The polling password appears when it has been previously set.

POLLING
PASSWORD=1234

A temporary polling password setting message appears if it has not been previously set.

POLLING
PASSWORD=■■■■

Enter a temporary polling password if required.

Example: 7 8 9 0

POLLING
PASSWORD=7890

7b 

DEFERRED POLL [P1]
1:YES 2:NO NO. [P1]

8b  for normal polling.

9b Enter station(s) by using any combination of the following methods:

- One-Touch key
- ABBR and 2-digits

Example: One-Touch key

05

ENTER STN(S) [P1]
<05>(Station name) ■

Add more station numbers, if necessary.

You may use **MODE**  or  to review the station(s) entered before going to the next step.

If you find an error, press **CLEAR** to erase the displayed station.

10b To store the station numbers,  

11b Enter the program name using One-Touch/character keys (max. 15 characters) (see page 7).
Example: **P R O G . A**

PROGRAM NAME [P1]
PROG.A ■

12b To store the program name, 

You can now set another Program key by repeating the procedure from Step 3.

Press **STOP** to return to standby.

To perform the setting: Press the Program key.

Deferred Polling

4c



NO. [P1]
1:XMT/POL 2:GROUP

5c



NO. [P1]
1:XMT 2:POLLING

6c



for polling.

The polling password appears when it has been previously set.

POLLING
PASSWORD-1234

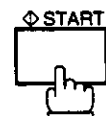
A temporary polling password setting message appears if it has not been previously set.

POLLING
PASSWORD-■■■■

Enter a temporary polling password if required.

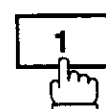
Example: 7 8 9 0

7c



DEFERRED POLL [P1]
1:YES 2:NO NO. [P1]

8c



for deferred polling.

START TIME ■ :

9c

Enter the start time using four digits.

Example: 2 2 0 0 (10:00 p.m.)

10c

Enter station(s) by using any combination of the following methods:

- One-Touch key
- ABBR and 2-digits

Example: ABBR and 1 2

START TIME 22:00
[12](Station name) ■

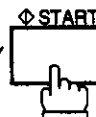
Add more station numbers, if necessary.

You may use **MODE** + or - to review the station(s) entered before going to the next step.

If you find an error, press **CLEAR** to erase the displayed station.

11c

To store the station numbers,



12c

Enter the program name using One-Touch/character keys (max. 15 characters) (see page 7).

Example: P R O G . A

PROGRAM NAME [P1]
PROG. A ■

13c

To store the program name,

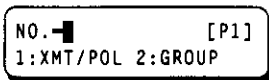


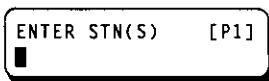
You can now set another Program key by repeating the procedure from Step 3.

Press **STOP** to return to standby.

To perform the setting: Make sure that no document is on the ADF, then press the Program key.

Group Dialling

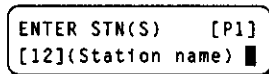
4d  

5d  

6d Enter station(s) by using any combination of the following methods:

- One-Touch key
- ABBR and 2-digits

Example: One-Touch key  or **ABBR** and  



Add more station numbers, if necessary.

You may use **MODE**  or  to review the station(s) entered before going to the next step.

If you find an error, press **CLEAR** to erase the displayed station.

7d To store the station numbers, 

8d Enter the program name using One-Touch/character keys (max. 15 characters) (see page 7).

Example: **P R O G . A**



9d To store the program name, 

You can now set another Program key by repeating the procedure from Step 3.

Press **STOP** to return to standby.

To perform the setting: Place the document on the ADF, then press the Program key and **START**.

One-Touch Dialling

4e  for One-Touch number. 

5e Enter the fax machine telephone number (up to 36 digits).

Example:  **SPACE**    **SPACE**   
    

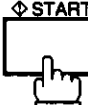
6e To store the telephone number, 



7e Enter the station name using One-Touch/character keys (max. 15 characters) (see page 7).

Example: **N Y SPACE O F F I C E**



8e To store the station name, 

You can now set another Program key by repeating the procedure from Step 3.

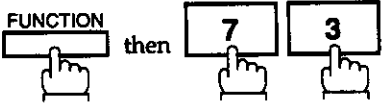
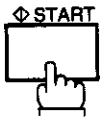
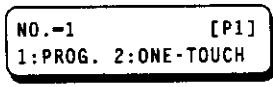
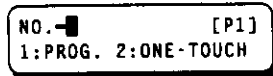
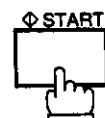
Press **STOP** to return to standby.

When you want to check your settings, print out a program list (see page 73).

To perform the setting: Place the document on the ADF, then press the Program key and **START**.

How to Erase or Change Program Key Settings

To erase the settings in a Program key:

- 1  then  
- 2  
- 3 Press the Program key you want to erase.
Example: **P1** 
- 4  
- 5  

You can now erase another Program key by repeating the procedure from Step 3, or, press **STOP** to return to standby.

To change the settings in a Program key, see page 51.

- 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 for One-Touch dialling

Password communication, including password transmission and password reception, will prevent your machine from sending a document to a wrong station or receiving a document from unauthorized stations. You can set password transmission and password reception independently, or both together.

Using Passwords

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

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

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

If you stored several documents at different times using the same Program key that is programmed to perform deferred transmission, these documents will be arranged in one file. The file can then be transmitted by dialling only once.

Timer Batch Transmission

1 Place the document face down on the ADF and adjust the document guides.

2 Press a Program key you programmed for deferred transmission.

Example: **[P2]** (programmed for transmitting to Panafax at 11:00 p.m.)

DOCUMENT SET
[P2] PANAFAX

The first document will be stored in memory.

STORE NO.015
PAGES-003 05%

3 Place the second document face down on the ADF.

4 Press Program key **[P2]**.

DOCUMENT SET
[P2] PANAFAX

5 The second document will also be stored in memory.

STORE NO.017
PAGES-004 10%

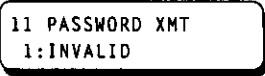
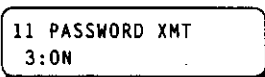
At 11:00 p.m., your machine will begin to dial. The first and second documents that were stored into memory will both be transmitted on the same deferred call.

The machine will then print out a batch communication journal automatically (see page 79) when an error occurs.

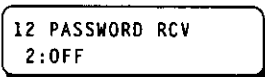
How to Activate the Password Communication Function

Password transmission and password reception are preset to "invalid" in your machine. To change the fax parameter, follow the procedure below.

- 1  then  
- 2 

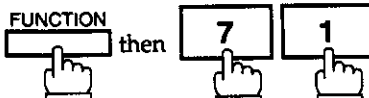
- 3 Enter the parameter number.
 Enter  , then press .

- 4 To set password transmission:
 Enter  for "Invalid". Enter  for "OFF" setting (no password check) or enter  for "ON" setting (check password).
 Example: Enter .


- 5 

- 6 To set password reception:
 Enter  for "OFF" setting (no password check) or enter  for "ON" setting (check password).
 Example: Enter .

- 7  then  to return to standby.

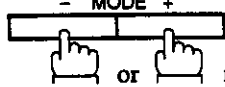
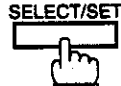
Setting Transmission Password and Receiving Password

To set transmission password and receiving password, follow the procedure below.

- 1  then  
 - 2  repeatedly. 
 - 3 Enter a four-digit transmission password.
Example: 
 - 4 To set the transmission password,  
 - 5 Enter a four-digit receiving password.
Example: 
 - 6 To set the receiving password, 
- To return to standby, 

How to Use Password Transmission

To start password transmission, set PASSWD-XMT to ON following the procedure below.

- 1 Place the document face down on the ADF and adjust the document guides.
- 2  or  repeatedly. 
- 3  

To turn PASSWD-XMT to OFF, press  again.

- 4 Enter station(s) by using any combination of the following methods:

- One-Touch key
- ABBR and 2-digits
- Directory search
- Full number dialling

Example:  and 

If your machine's transmission password coincides with the other stations' XMT PASSWORD, your machine starts sending the document.

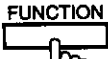
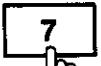
When transmission is completed, PASSWD-XMT returns to OFF setting.

The fax access code prevents an unauthorized user from operating the machine. Once a four-digit fax access code is registered, no one can operate the machine without entering the correct access code. Automatic reception, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to re-enter the access code in order to use the machine again. Registering the fax access code does not affect the use of the machine in any other way.

Using Fax Access Codes

How to Set a Fax Access Code

Before you use the fax access code function, be sure to set fax parameter 20 to the valid position (see pages 68 - 70).

- 1  then  

USER PARAMETERS

- 2  repeatedly.

FAX ACCESS CODE

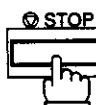
- 3 Enter a four-digit fax access code.

Example:    

FAX ACCESS CODE
5555

- 4 To set the code,   then .

- 5 To return to standby,



16-APR-1992 15:00
AC-

How to Use the Machine After You Set a Fax Access Code

- 1 Enter the fax access code.

16-APR-1992 15:00
AC=

Example: **5 5 5 5** (The entered code is not displayed.)

16-APR-1992 15:00
AC=

- 2 

16-APR-1992 15:00
00%

If the fax access code you just entered coincides with the code set in the machine, the display "AC=" will disappear. If not, the machine returns to standby.

- 3 You can now use the machine for any normal operation.
- 4 After you complete any operation, the machine will return to standby. To use the machine again, re-enter the fax access code.

16-APR-1992 15:00
AC=

- ☒ **Note:** The department code(s) have a higher priority than the fax access code. Therefore, if both fax access code and department code(s) are set, you do not have to enter the fax access code to operate the machine, the department code is all that is required.

How to Clear a Fax Access Code

- 1 Enter the fax access code.

16-APR-1992 15:00
AC=

Example: **5 5 5 5**

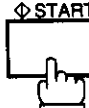
16-APR-1992 15:00
AC=

- 2 

16-APR-1992 15:00
00%

- 3  then  

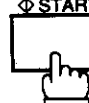
USER PARAMETERS

- 4  repeatedly.

FAX ACCESS CODE
555

- 5 

FAX ACCESS CODE

- 6   then 

- 7 To return to standby, 

The department code function allows you to restrict the machines usage to individual users (departments).

The UF-766 can be set with up to 20 department codes. When department codes are set, each user must enter the four-digit code before any operation. All four-digit codes are recorded on the journal printout.

Using Department Codes

Setting the Department Codes

- 1 then
- 2
- 3 then
- 4 to set "VALID".
- 5 then

- 6 then
- 7

until the department code setting message appears.
 - 8 Enter a four-digit department code.
Example:
 - 9
 - 10 Enter a department name (max. 10 characters).
Example:
 - 11
To set another department code, go to Step 8.
 - 12 To return to standby,

How to Use the Machine After You Set Department Codes

- 1 Enter the department code.

16-APR-1992 15:00
DEPT. CODE=

Example: 1 2 3 4 (The entered code is not displayed.)

16-APR-1992 15:00
DEPT. CODE=

- 2



16-APR-1992 15:00
00%

If the department code you just entered coincides with the code set in the machine, the display "DEPT. CODE=" will disappear. If not, the machine returns to standby.

- 3 You can now use the machine for any normal operation.

- 4 After you complete any operation, the machine will return to standby. To use the machine again, re-enter the department code.

16-APR-1992 15:00
DEPT. CODE=

How to Clear Department Codes

- 1 Enter the department code.

16-APR-1992 15:00
DEPT. CODE=

Example: 1 2 3 4

16-APR-1992 15:00
DEPT. CODE=

- 2



16-APR-1992 15:00
00%

- 3



USER PARAMETERS

- 4



repeatedly.

DEPT. CODE=

- 5

Enter the department code you wish to clear.

Example: 7 8 9 0

- 6



DEPT. CODE=7890
NAME=MARKETING

- 7



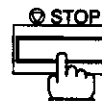
DEPT. CODE=890
NAME=

- 8



- 9

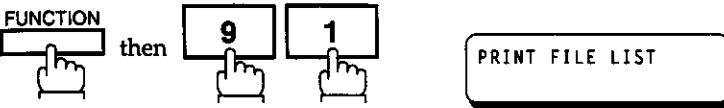
To return to standby,



Edit File Mode

Printing Out File List

The contents of the file created in the timer communication setting and the polled file stored in memory may have to be modified or deleted. To verify the contents of an existing file, a file list can be printed out. Follow the procedure below to print out the file list.

- 1 
- 2 

The machine starts printing a list of files and returns to standby mode after printing out.

***** -FILE LIST- *****						(1)	(2)	(3)
						DATE 16-APR-1992	****	TIME 21:57 *** P.1
(4)	(14)	(5)	(6)	(7)	(8)			
FILE NO.	COMM. TYPE	CREATE TIME	START TIME	PAGES	DESTINATION(S)			
002	DEFERRED XMT	16-APR 16:30	21:00	001	[01],[02],[03],[04],[05]			
012	DEFERRED POLL	16-APR 18:00	21:15		[88],[04]			
017	DEFERRED XMT	16-APR 20:26	22:45	003	[P7]			
029	POLLED	16-APR 20:40		002				
044	MEMORY RCV	16-APR 20:50		001				
051	DEFERRED XMT	16-APR 20:55	22:45	005	[P6]			
052	DEFERRED XMT	16-APR 21:18	23:30	010	[00],[01],[02],[03],[04],[05]			
					[06],[07],[08],[09],[10],[11]			
					[12],[13],[14],[15],[16],[17]			
					[18],[19],[20],[21],[22],[23]			
					(9)			
					-UF-766 London-			
					(10)			
***** -LONDON OFFICE						*****	-212 111 1234	- *****

See pages 125 to 127 for an explanation of each item.

Changing Time or Stations

Follow these steps to change the time and/or stations in a transmission file or a polling file created using the deferred communication setting.

- 1 **FUNCTION** then **9** **2**

CHANGE TIME/STATION

- 2 **START**

CHANGE TIME/STATION
FILE NO. **---**

- 3 Enter the file number (three digits) to be changed.
Example: **0** **4** **5**

- 4 **START**

START TIME 23:00
[05]TORONTO

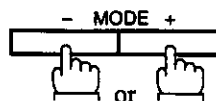
- 5 **CLEAR** to delete the time.

START TIME :
[05]TORONTO

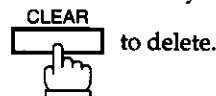
Enter a new time.

Example: **2** **2** **3** **0** (10:30 p.m.)

- 6 To delete the station,



or



until the station you want to delete appears.

to delete.

START TIME 22:30
[12]CHICAGO

- 7 To add a station name, enter the station name you want to add.

Example: **ABBR** and **2** **3**

START TIME 22:30
[23]NEW YORK

- 8 **START** to set.

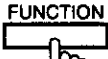
DEFERRED XMT 22:30
[23]NEW YORK

☒ **Note:** You cannot change time and stations for this file if you set deferred communication using Program keys.

Deleting a File

There are two types of file deleting, one is to delete a specific file and the other is to delete all files in memory.

Follow these steps to delete a file in memory.

1  then  



2 

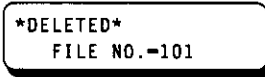


To delete a file:

3a Enter the file number you want to delete.

Example:   

4a 



To delete all files:

3b 



• Enter  to delete all files, then



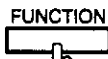
• Enter  to cancel this operation.

The "DELETING" message appears, and the machine returns to the standby mode.



Printing a File

Follow these steps to print the contents of the timer transmission file.

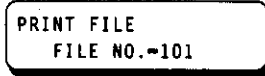
1  then  



2 



3 Enter the file number (three digits) to print.
Example:   



4 

The "PRINTING" message appears until printing is completed. The machine prints out the image data stored in the file and returns to the standby mode.

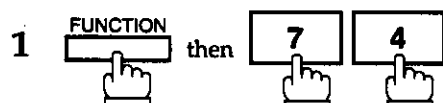


☒ **Note:** The contents of the file are not erased automatically after completing the printout.

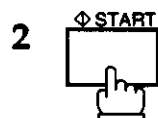
Some parameters, such as the resolution, original (contrast), and verification stamp parameters, can be temporarily changed by simple key operations just before a transmission is made. When the transmission ends, however, these parameters return to their preset values. Other parameters can be changed only by the procedure described below.

Fax Parameters

Changing Fax Parameters



FAX PARAMETERS



FAX PARAMETER
NO. 

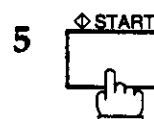
- 3 Enter a fax parameter number from the parameter table (see pages 69 to 71).
Example:  then  for RESOLUTION.

01 RESOLUTION
1: STANDARD

- 4 Enter the new setting value.
Example:  for FINE.

01 RESOLUTION
2: FINE

To cancel the digit entered, press  and then start again from Step 2.



02 ORIGINAL
1: NORMAL

- 6 You can now return to Step 3 to set the next parameter.
Press  to return to standby mode.

To print out a fax parameter list, see page 73.

Fax Parameter Table

Setting numbers marked with an asterisk (*) indicate standard factory settings.

Parameter Number	Parameter	Setting Number	Setting	Comments
01	Resolution	1*	Standard	Setting home position of the resolution mode.
		2	Fine	
		3	Super Fine	
02	Original (Contrast)	1*	Normal	Setting home position of the original contrast mode.
		2	Dark	
		3	Light	
03	Stamp	1	OFF	Setting home position of the stamp function On/Off.
		2*	ON	
04	Polled File Save	1*	Invalid	Selecting whether the machine can be polled for files repeatedly. • Invalid : deletes the document after it is polled. • Valid : document not deleted after it is polled.
		2	Valid	
05	Journal Print	1	OFF	Selecting whether the machine prints the journal automatically after every 32 transactions.
		2*	Automatic Print	
06	Header Print	1*	Inside	Selecting printing position of the header Inside : inside the document area. Outside: outside the document area. None : header is not printed.
		2	Outside	
		3	None	
07	Dialling Method	1	Tone	Selecting whether the machine dials by pulse (rotary) or tone method.
		2*	Pulse	
08	Relayed XMT Request	1*	Invalid	Selecting whether the machine performs the relayed transmission request function.
		2	Valid	
09	Confidential Parameter	1*	OFF	Selecting whether the machine checks the confidential communication parameter.
		2	ON	
10	Key/Buzzer Volume	1*	Soft	Selecting whether the key/buzzer volume is soft or loud.
		2	Loud	

ADVANCED FEATURES

Parameter Number	Parameter	Setting Number	Setting	Comments
11	Password XMT	1*	Invalid	Selecting whether the machine performs and checks the XMT-password of the receiving station when transmitting.
		2	OFF	
		3	ON	
12	Password RCV	1*	Invalid	Selecting whether the machine performs and checks the RCV-password of the transmitting station when receiving.
		2	OFF	
		3	ON	
18	Stamp MEM. XMT	1*	OFF	Selecting whether the machine stamps the original document when storing into memory. Selecting whether the machine stamps the original document when storing into memory (See Note 1).
		2	ON	
20	Fax Access Code	1*	Invalid	Selecting whether the machine uses a 4-digit password to prevent unauthorized use of the machine.
		2	Valid	
21	Header Print Format	1*	From to	Selecting the header text for fax transmission. The header can either indicate FROM-TO, or the sending station's LOGO and ID.
		2	LOGO ID No.	
22	RCV'D Time Print	1*	Invalid	Selecting whether the machine prints received time, page # and remote ID on each received page.
		2	Valid	
32	Initial Operator Call	1	OFF	Selecting whether the machine sounds operator call when no fax signal is received in the fax mode.
		2*	ON	
33	Reduction RCV	1	Invalid	Selecting whether the machine reduces the printed copy automatically to fit the size of the recording paper used when receiving.
		2*	Valid	
34	Oversized Page (See Note 2)	1*	No Discard	Setting the amount of remaining data to be discarded when an oversized document is received.
		2	10mm	
		3	20mm	
		4	30mm	
35	RCV to Memory	1*	Invalid	Selecting whether the machine receives document(s) into memory.
		2	Valid	
39	Reduction Copy	1	Invalid	Selecting whether the machine reduces the printed copy automatically to fit the size of the recording paper when copying.
		2*	Valid	

Parameter Number	Parameter	Setting Number	Setting	Comments
41	Comm. Journal	1	Off	Selecting whether the machine prints out a Comm. journal (memory transmission) or XMT journal (direct transmission). • Always: prints out after every transmission ends. • Inc. Only: prints out only when an error occurs
		2	Always	
		3*	Inc. Only	
43	Conf. RCV Report	1	Off	Selecting whether the machine prints out a confidential RCV report automatically.
		2*	Automatic	
45	Upper Cassette Rec. Paper Size	1	Letter	Selecting which recording paper size is used in upper and lower cassettes.
		2	Legal	
		3*	A4	
46	Lower Cassette Rec. Paper Size	1	Letter	
		2	Legal	
		3*	A4	
47	Department Codes	1*	Invalid	Selecting whether the department code function can be performed.
		2	Valid	



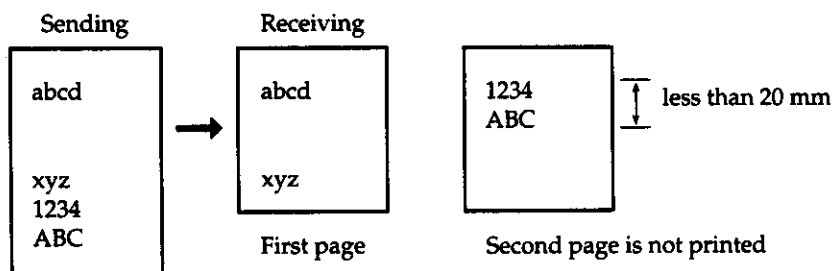
Note:

1. When you set this parameter to ON, parameter 03 on page 70 must also be set to ON.

2. Reduction RCV

This function is available when REDUCTION RCV or REDUCTION COPY is set to "invalid". It is to control printing on the second page depending on the setting value in this parameter when the document is divided into two pages.

Example: The parameter is set to 20 mm.



The machine compares the length that was set in parameter 34 with the remaining length to be printed on the second page and discards the data to be printed if the length is shorter than the setting value.

To help you maintain records of the documents you send and receive, as well as lists of the numbers you record, your fax machine is equipped to print out the following reports and lists.

Lists and Reports

Journal (see page 74)

The journal is a record of the last 32 transactions (a transaction is performed each time you send or receive a document). It is printed out automatically after every 32 transactions, but you can print it out manually at any time.

Memory Transmission Journal (COMM. JRNL) or Individual Transmission Journal (XMT JRNL) (see page 75)

A memory transmission journal is printed out when you transmit your document in memory transmission. An individual transmission journal is printed out when you use direct transmission. Whether the document is printed out automatically depends on the setting of fax parameter 41 (see page 71). If no transmission has been made within the last 32 transactions, an individual transmission journal with blank contents is printed out.

One-Touch/Abbreviated Dialling Number or Directory Search List (see pages 76 and 77)

A list of all the fax numbers you have recorded under One-Touch/Abbreviated dialling numbers and directory search list.

Program List (see page 78)

A list of all the dialling patterns programmed in the Program keys.

Fax Parameter List (see page 78)

A list of the fax parameters.

User Parameter List (see page 79)

A list of the user parameters.

Batch Communication Journal (BATCH COMM. JOURNAL) (see page 79)

A batch transmission journal is printed out automatically when a transmission error occurs.

Power Failure Report (see page 80)

If a power failure occurs for more than 30 minutes, the document information stored in the machine's memory will be lost. In this case, a power failure report will be printed out automatically after the power is returned. The report is not printed out when there are no documents stored in the memory.

Maintenance Report (see page 80)

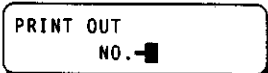
This report shows you the status of printer components (e.g., the ozone filter). It tells you whether these components need to be replaced.

Department Code Journal (see pages 81 and 82)

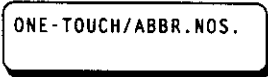
If the department code in fax parameters is set to "valid", three kinds of department code journals are printed out automatically after printing out the 32-transaction journal.

All contents of the journal will be erased automatically after printing out.

How to Print Out Lists and Reports

1  then  

2 • Transaction journal printout: Enter  and go to Step 3b. 

• One-Touch/Abbreviated dialling number or directory search list: Enter  and go to Step 3a. 

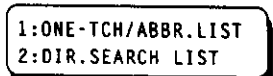
• Program list: Enter  and go to Step 3b. 

• Fax parameter list: Enter  and go to Step 3b. 

• Individual transmission journal: Enter  and go to Step 3b. 

• Maintenance report: Enter  and go to Step 3b. 

• User parameter list: Enter  and go to Step 3b. 

3a  

- One-Touch/Abbreviated list: Enter  to print out.
- Directory search list: Enter  to print out.

3b 

The message "PRINTING" is displayed and the machine returns to standby mode after printing out.

Department code journal will be printed out automatically after the 32-transaction journal is printed when the department code is set to "valid".

Samples of Lists and Reports

An explanation of each item can be found on pages 125 to 127.

Journal

***** -JOURNAL- *****										
						(1)	(2)			
						DATE 16-APR-1992 **** TIME 15:00 *****				
(11)	(12)	(7)	(4)	(13)	(14)	(15)	(16)	(17)		
NO.	COM	PAGES	FILE	DURATION	X/R	IDENTIFICATION	DATE	TIME	DIAGNOSTIC	
01	OK	002		00:01'06	XMT	Paris Office	16-APR	10:44	840480AC7800	
02	S OK	000		00:00'20	XMT		16-APR	10:45	A40480AC7800	
03	OK	001		00:03'19	RCV	GROUP2	16-APR	10:47	010220200000	
04	OK	002		00:01'07	XMT	Central Office	16-APR	10:53	840480AC7800	
05	OK	005/005	001	00:02'38	XMT	(18) T 0466 23 1689	16-APR	10:57	840480AC7800	
06	OK	*002		00:01'09	RCV	London B.O.	16-APR	11:04	050280AC7800	
07	407	000		00:00'46	XMT	Tokyo B.O.	16-APR	11:07	840480AC7800	
08	M OK	001		00:00'25	RCV	703 121 2234	16-APR	11:30	050251AC7820	
32	OK	005/005	002	00:02'52	XMT	T 555 6949	16-APR	12:32	840480AC7800	
						(9)				
						-UF-766				
					(10)	(10)				
***** -SALES OFFICE					- **** -212 111 1234					*****

Memory Transmission Journal

```

(1)      (2)      (3)
***** -COMM. JOURNAL- ***** DATE 16-APR-1992 **** TIME 23:20 *** P.1

(14)      (28)      (28)
MODE - TRANSMISSION      START - 16-APR 23:11      END - 16-APR 23:30

(4)
FILE NO. - 004

(11) (12) (23)      (15)      (7)      (27)      (27)
NO.  COM  ABBR.NO.  STATION NAME/  PAGES  PRG.NO.  PROGRAM NAME
      TELEPHONE NO.
01   OK   [01]      London      005/005  [P1]     Europe
02   OK   [02]      Geneva      005/005  [P1]     Europe
03   OK   [15]      San Francisco 005/005  [P3]     North America
04   INC  [16]      Vancouver   001/005  [P3]     North America
05   OK   [27]      New York H.Q. 005/005
06   OK      011 81 3 111 1234 005/005

(9)
-UF-766 -

(10)      (10)
***** -SALES OFFICE - **** -212 111 1234 - *****

```

Individual Transmission Journal

```

(1)      (2)
***** -JOURNAL- ***** DATE 16-APR-1992 **** TIME 15:00 *****

(16) DATE/TIME      - 16-APR 15:00
(11) JOURNAL NO.    - 15
(12) COMM.RESULT    - OK
(7)  PAGES          - 001/001
(4)  FILE NO.       - 004
(13) DURATION       - 00:01'58
(14) MODE           - MEMORY XMT
(15) STATION NAME   - SEATTLE
(19) TELEPHONE NO.  - 206 708 9111
(20) RECEIVED ID    - 971 2345
(21) RESOLUTION     - STANDARD
      (22)
      VOICE CONTACT REQUESTED

(9)
-UF-766 -

(10)      (10)
***** -SALES OFFICE - **** -212 111 1234 - *****

```

ADVANCED FEATURES

One-Touch List

(1)			(2)	(3)
***** -ONE-TOUCH LIST- *****			DATE 16-APR-1992	**** TIME 12:00 *** P.1
(23)	(15)	(19)		
ABBR.NO.	STATION NAME	TELEPHONE NO.		
<01>	Portland	503 111 1234		
<02>	Nashville	615 111 1234		
<03>	Houston	713 111 1234		
<04>	Washington	703 111 1234		
<05>	Charleston	304 111 1234		
<06>	Stamford	203 111 1234		
<07>	Miami	305 111 1234		
<08>	Atlanta	404 111 1234		
			(9)	
			-UF-766	-
			(10)	(10)
***** -SALES OFFICE			- **** -212 111 1234	- *****

Abbreviated Number List

(1)			(2)	(3)
***** -ABBR. NO. LIST- *****			DATE 16-APR-1992	**** TIME 12:00 *** P.2
(23)	(15)	(19)		
ABBR.NO.	STATION NAME	TELEPHONE NO.		
[01]	Chicago	312 111 1234		
[02]	Detroit	312 111 1234		
[03]	Minneapolis	612 111 1234		
[04]	St. Louis	314 111 1234		
[05]	Denver	303 111 1234		
[06]	Seattle	206 111 1234		
[07]	San Francisco	415 111 1234		
[08]	Los Angeles	213 111 1234		
NO. OF STATIONS - 16			(25)	
			(9)	
			-UF-766	-
			(10)	(10)
***** -SALES OFFICE			- **** -212 111 1234	- *****

Directory Search List

***** DIRECTORY SEARCH LIST ***** (1) (2) (3)
 DATE 16-APR-1992 ***** TIME 15:00 *** P.1

(15) STATION NAME	(23) ABBR.NO.	(19) TELEPHONE NO.
ALASKA	[50]	907 212 1234
ALASKA NO.2	[90]	907 212 1334
BOSTON	[60]	617 312 2347
CINCINNATI	[35]	513 414 5678
DALLAS	[32]	214 222 1212
DALLAS NO.2	[01]	214 222 1213
DENVER	<10>	323 101 3411
LONDON	[19]	213 792 1111
LOS ANGELES	<18>	714 847 3112
NASHVILLE	<27>	615 763 2411
NEBRASKA	[33]	402 504 1331
NEW JERSEY	<23>	201 422 2222
NEW ORLEANS	[42]	504 313 0900
NEW YORK	<03>	212 224 2020
NEWPORT	[23]	804 531 1111
NORFOLK	[89]	203 711 4010
SAN FRANCISCO	[06]	415 601 1234
SEATTLE	[P5]	206 708 9111

(25)
 NO. OF STATIONS - 18

(9)
 -UF-766 -

(10) (10)
 ***** -SALES OFFICE - ***** -212 111 1234 - *****

ADVANCED FEATURES

Program List

***** -PROGRAM LIST- *****					(1)	(2)	(3)
					DATE 16-APR-1992	TIME 15:00	*** P.1
(27)	(27)	(14)	(6)	(23)			
PROGRAM	PROGRAM NAME	TYPE	TIMER	ABBR.NOS.			
[P1]	PROGRAM 1	XMT	22:00	[01],[02],[04],[06],[08]			
[P2]	PROGRAM 2	POLL	10:00	<01>,<02>,<03>			
[P4]	PROGRAM 3	GROUP	-	[01],[02],[03],[04],[05],[06],[07]			
[P5]		ONE-TCH					
					(9)	-UF-766	-
					(10)	(10)	
***** -SALES OFFICE					- *****	-212 111 1234	- *****

Fax Parameter List

***** -FAX PARAMETERS LIST- * DATE 16-APR-1992 **** TIME 15:00 *****							(1)	(2)
(26)	PARAMETER NO. & PARAMETER						(26)	(26)
							CURRENT	STANDARD
							SETTING	SETTING
01	RESOLUTION	(1:Standard	2:Fine	3:S.Fine)			1	1
02	ORIGINAL	(1:Normal	2:Dark	3:Light)			1	1
03	STAMP	(1:Off	2:On)				2	2
04	POLLED FILE SAVE	(1:Invalid	2:Valid)				1	1
05	JOURNAL PRINT	(1:Off	2:Automatic Print)				2	2
06	HEADER PRINT	(1:Inside	2:Outside	3:None)			1	1
07	DIALLING METHOD	(1:Tone	2:Pulse)				1	2
08	RELAY XMT REQUEST	(1:Invalid	2:Valid)				1	1
09	CONF. PARAMETER	(1:Off	2:On)				2	1
10	KEY/BUZZER VOLUME	(1:Soft	2:Loud)				1	1
11	PASSWORD XMT	(1:Invalid	2:Off	3:On)			1	1
12	PASSWORD RCV	(1:Invalid	2:Off	3:On)			1	1
18	STAMP at MEM. XMT	(1:Off	2:On)				1	1
20	FAX ACCESS CODE	(1:Invalid	2:Valid)				1	1
21	HEADER PRINT FORMAT	(1:FROM to	2:LOGO ID No.)				1	1
22	RCV'D TIME PRINT	(1:Invalid	2:Valid)				1	1
32	INITIAL OPR. CALL	(1:Off	2:On)				2	2
33	REDUCTION RCV	(1:Invalid	2:Valid)				1	2
34	OVERSIZED PAGE	(1:No Discard	2:10mm	3:20mm 4:30mm)			1	1
35	RCV to MEMORY	(1:Invalid	2:Valid)				1	1
39	REDUCTION COPY	(1:Invalid	2:Valid)				2	2
41	COMM. JOURNAL	(1:Off	2:Always	3:Inc. Only)			3	3
43	CONF. RCV PRINT	(1:Off	2:Automatic Print)				2	2
45	UPPER CASS. SIZE	(1:Letter	2:Legal	3:A4)			3	3
46	LOWER CASS. SIZE	(1:Letter	2:Legal	3:A4)			3	3
47	DEPARTMENT CODE	(1:Invalid	2:Valid)				1	1
							(9)	
							-UF-766	-
							(10)	(10)
***** -SALES OFFICE							- *****	-212 111 1234 - *****

User Parameter List

***** -USER PARAMETERS LIST- *****		(1)	(2)
		DATE 16-APR-1992	TIME 23:20
DATE & TIME	- 16-APR-1992 23:11		
(24)LOGO	- UF-766		
(24)CHARACTER ID	- SALES OFFICE		
(24)ID NO.	- +212 555 1234		
(24)POLLING PASSWORD	- 1234		
(24)XMT-PASSWORD	- 9876		
(24)RCV-PASSWORD	- 4567		
(24)FAX ACCESS CODE	- 5678		
(24)DEPARTMENT CODES	NAME	CODE	
	SALES 1	- 1010	
	SALES 2	- 1020	
(24)OPTION MEMORY	MARKETING	- 5050	
	- NONE		
		(9)	
		-UF-766	-
***** -SALES OFFICE		(10)	(10)
		- ****	-212 111 1234 - *****

Batch Communication Journal

***** -BATCH COMM. JOURNAL- *****		(1)	(2)	(3)
		DATE 16-APR-1992	TIME 23:27	*** P.1
BATCHED FILES	(4) FILE NO.	(29) CREATE TIME	(7) PAGES	
	015	16-APR 10:45	003	
	017	16-APR 14:50	004	

BATCH	FILE	021	007	
	(4)		(7)	
(4) MODE - BATCH TRANSMISSION		(28) START - 16-APR 23:00	(28) END - 16-APR 23:27	
(14) FILE NO. - 021				
(11) NO.	(12) COM	(23) ABBR.NO.	(15) STATION NAME	(7) PAGES
				(27) PRG.NO.
				(27) PROGRAM NAME
01	OK	<30>	Chicago	007/007 [P7] Panafax
				(9)
				-UF-766 -
***** -SALES OFFICE		(10)	(10)	
		- ****	-212 111 1234 - *****	

ADVANCED FEATURES

Power Failure Report

```

(1) (2)
***** -PWR FAILURE REP.- ***** DATE 16-APR-1992 **** TIME 14:19 *****

POWER FAILURE OCCURRED

(30)
FROM *** 16-APR-1992 13:45 ***

(30)
TO *** 16-APR-1992 14:19 ***

(9)
-UF-766 -

(10) (10)
***** -SALES OFFICE - **** -212 111 1234 - *****
```

Maintenance Report

```

(1) (2)
***** -MAINTENANCE REPORT- ***** DATE 16-APR-1992 **** TIME 15:00 *****

(31) DRUM UNIT - OK
(31) DEVELOPER UNIT - CHANGE(REPLACEMENT SCHEDULE REACHED)
(31) OZONE FILTER - CHANGE(REPLACEMENT SCHEDULE REACHED)
(31) FUSER UNIT - OK
(31) TRANS. CORONA UNIT - OK

(32) DRUM COUNTER - 012345
(32) DEVELOPER COUNTER - 098765
(32) OZONE FILTER COUNTER - 970000
(32) FUSER UNIT COUNTER - 270000
(32) TRANSFER CORONA COUNTER - 300000
(33) TOTAL PRINTED PAGES - 123456

(9)
-UF-766 -

(10) (10)
***** -SALES OFFICE - **** -212 111 1234 - *****
```



Note: When the message "CHANGE" is printed on the fuser or transfer corona unit, please contact your service personnel. The replacement of both units is only for service personnel.

Department Code Journal

(1)Detail Journal/Originated Calls

(1) (2) (3)

***** -JOURNAL- ***** DATE 16-APR-1992 **** TIME 16:10 *** P.1

ORIGINATED CALLS
(34)
01-APR → 16-APR
(35) (35)

TOTAL PAGES = 000325 TOTAL TIME = 04'13"18

(36)
ACCOUNTING

(11)	(12)	(7)	(4)	(13)	(14)	(15)	(16)	(17)
NO.	COM	PAGES	FILE	DURATION	X/R	IDENTIFICATION	DATE	TIME
001	630	000/005	014	00:00'00	XMT	<01> NEW JERSEY	16-APR	10:35 888888888888
007	OK	014/014	018	00:09'15	XMT	TEL 1 201 555 9999	16-APR	15:01 888888888888
008	OK	014/014	018	00:09'20	XMT	[50] SAN FRANCISCO	16-APR	15:13 888888888888
009	OK	014/014	018	00:09'19	XMT	<10> HOUSTON	16-APR	15:35 888888888888
010	407	010/014	018	00:07'13	XMT	<24> ATLANTA	16-APR	15:45 888888888888
				(35)	(35)			
				TOTALS:000052	00:35'07			

SALES

002	407	003/005	016	00:02'15	XMT	<05> LOS ANGELES	16-APR	11:10 888888888888
003	OK	002/005	016	00:01'06	XMT	<05> LOS ANGELES	16-APR	11:22 888888888888
013	S-OK	001		00:03'06	XMT	<06> BOSTON	16-APR	16:41 888888888888
119	OK	014/014	103	00:09'15	XMT	[10] ABC CORP.	16-APR	15:56 888888888888
				TOTALS:000020	00:15'42			

SERVICE

05	OK	023		00:25'06	XMT	[20] CHICAGO	16-APR	13:33 888888888888
15	OK	007/007	021	00:05'06	XMT	[30] TOKYO	16-APR	23:00 888888888888
16	407	005/007	021	00:03'56	XMT	[40] OSAKA	16-APR	23:06 888888888888
17	630	000/007	021	00:00'00	XMT	[40] OSAKA	16-APR	23:27 888888888888
				TOTALS:000035	00:34'08			

(9)
-UF-766 -

(10) (10)
***** -SALES OFFICE - ***** -212 111 1234 - ***

(2)Detail Journal/Received Calls

(1) (2) (3)

***** -JOURNAL- ***** DATE 16-APR-1992 **** TIME 16:10 *** P.2

RECEIVED CALLS
(34)
01-APR → 16-APR
(35) (35)

TOTAL PAGES = 000035 TOTAL TIME = 04'33"15

(11)	(12)	(7)	(4)	(13)	(14)	(15)	(16)	(17)
NO.	COM	PAGES	FILE	DURATION	X/R	IDENTIFICATION	DATE	TIME
04	OK	003		00:13'15	RCV	516 420 0055	16-APR	11:40 888888888888
06	OK	028		00:19'58	RCV	LOS ANGELES	16-APR	14:10 888888888888
14	OK	012		00:09'46	RCV	415 666 8888	16-APR	16:56 888888888888
				(9)				
				-UF-766				
				(10)	(10)			
				***** -SALES OFFICE	***** -212 111 1234 - ***			

ADVANCED FEATURES

(3)Summary Journal

***** -JOURNAL- *****			(1)	(2)	(3)
DATE 16-APR-1992			****	TIME 16:10	*** P.3
SUMMARY OF ORIGINATED CALLS					
(34)					
01-APR → 16-APR					
DEPARTMENT NAME	TOTAL PAGES	TOTAL TIME			
ACCOUNTING	000003	00:26'03			
SALES	000005	00:35'07			
SERVICE	000004	00:34'08			
TOTAL	000012	01:35'18			
	(37)	(37)			
			(9)		
			-UF-766	-	
*****			(10)	(10)	
-SALES OFFICE			- ***	-212 111 1234	- ***

Specialized Features

Read this section if you are interested in using relay networks or confidential communications for your documents.

The contents and page numbers of this chapter are given below.

Sending Documents Via		
a Relay Network	84	
Relay Network	84	
Setting Up Your Machine		
for Relayed Transmission	88	
Sending a Document by		
Relayed Transmission	91	
Printouts and Reports	92	
Using Confidential Communications	94	
Confidential Mailbox	94	
Confidential Network Communication	95	
UF-766 Compatibility with		
Other Machines	96	
Setting Up Your Machine		
for Confidential Communication	97	
Sending a Confidential		
Document to a UF-766	98	
Printing Out Confidential		
Documents Received in Your		
UF-766 Memory	98	
Sending a Confidential		
Document to a Centre Station	99	
Polling Confidential		
Documents from a Centre Station	99	
Storing Confidential Documents		
in Your Machine's Memory	100	
Deleting a Stored		
Confidential Document	100	
Confidential XMT Report	101	

Relayed transmission is a feature that can save you time and transmission costs if you need to send the same document to several fax stations at the same time. This is especially true if the transmissions are long distance.

Sending Documents Via a Relay Network

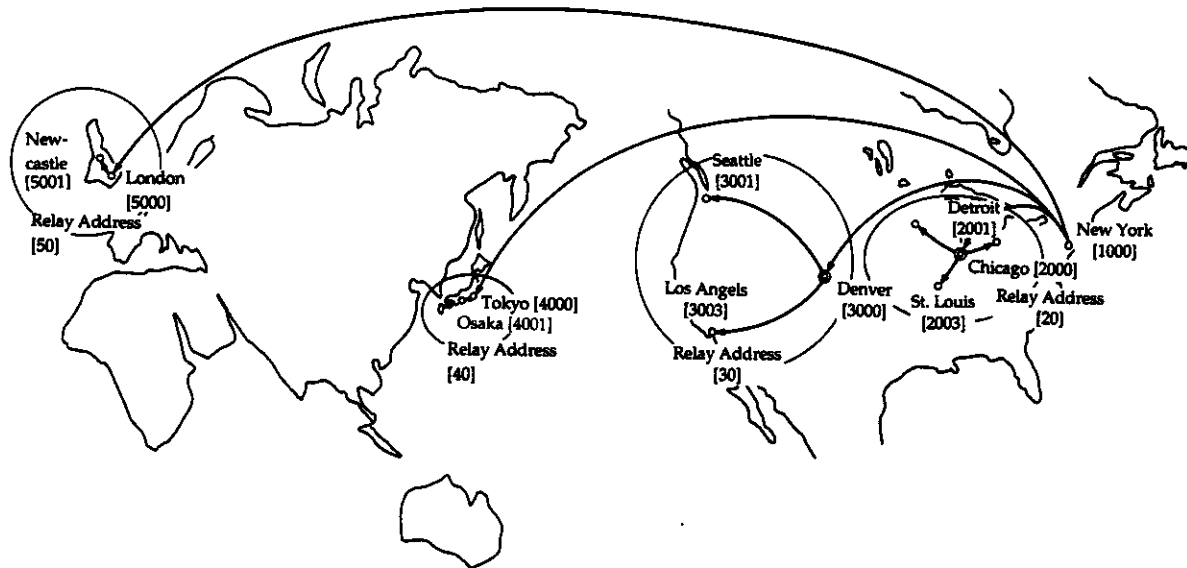
Relay Network

A relay network is a group of fax machines programmed to communicate with each other via a relay station. In this case, "programmed" means that certain numbers have been stored in the memory of each machine. These numbers, also called parameters, are needed to identify the machines in the network.

Because the UF-766 can only serve as an initial sending station or end receiving station in a relay network, it is assumed that you will not have to establish the network yourself. All you have to do is follow the procedure described here, and certain instructions provided by the network organizer (usually the person controlling the relay station). You should know, however, what kind of network you are going to connect to, and how it works. A sample network is shown on the following pages.

The following illustrates a sample network as seen from New York. Chicago and Denver are relay stations connected to New York. Detroit, Minneapolis, St. Louis, Seattle, San Francisco, and Los Angeles are end receiving stations.

Sample Network A



With this simple network using two relay stations, you can send a document with one operation to any combination of stations in the network via the Chicago relay station and/or Denver relay station. If New York only transmits to one station, for example, then the document will go directly to the station or indirectly via the relay station depending on the one-station XMT parameter you preset.

☒ **Note:** The number of end receiving stations that can be reached by a relay transmission is limited by the memory capacity of the initial sending machine; that is, your machine cannot make a relay transmission to more than 140 end receiving stations. This is enough, however, to allow more than one relay network to be set up.

SPECIALIZED FEATURES

The following are sample parameter tables for Network A.

Sample Parameter Table for New York

One-Touch / ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One-Station XMT
	New York	212 111 1234	—	—	1000	
01	Chicago	312 111 1234	20	YES	2000	Direct
02	Detroit	313 111 1234	20	NO	2001	Direct
03	St. Louis	314 111 1234	20	NO	2002	Direct
04	Denver	303 111 1234	30	YES	3000	Direct
05	Seattle	206 111 1234	30	NO	3001	Relay
06	Los Angeles	213 111 1234	30	NO	3003	Relay
07	Tokyo	041 345 1999	40	YES	4000	Direct
08	Osaka	041 451 1717	40	NO	4001	Relay
09	London	008 445 5555	50	YES	5000	Direct
10	Newcastle	008 555 5555	50	NO	5001	Relay

Sample Parameter Table for Chicago

One-Touch / ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One-Station XMT
	Chicago	312 111 1234	20	—	2000	
01	Detroit	313 111 1234	20	—	2001	—
02	St. Louis	612 111 1234	20	NO	2002	—
03	Denver	303 111 1234	20	NO	3000	Direct
04	New York	212 111 1234	—	—	1000	—

Sample Parameter Table for Denver

One-Touch / ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One-Station XMT
	Denver	303 111 1234	30	—	3000	
01	Seattle	206 206 1234	30	YES	3001	Direct
02	Los Angeles	213 111 1234	30	NO	3003	Relay
03	New York	212 111 1234	—	—	1000	—

Sample Parameter Table for Tokyo

One-Touch / ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One-Station XMT
	Tokyo	041 345 1999	40	—	4000	—
01	Osaka	041 451 1717	40	—	4001	—
02	New York	212 111 1234	—	—	1000	—

Sample Parameter Table for London

One-Touch / ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One-Station XMT
	London	008 445 5555	50	—	5000	—
01	Newcastle	008 555 5555	50	—	5001	—
02	New York	212 111 1234	—	—	1000	—

Setting Up Your Machine for Relayed Transmission

To set up your machine for relayed transmission, use the procedures on the following pages to set the eight parameters listed below. Some parameters (e.g., relayed XMT fax parameter) are only set once, but others must be set separately for each station in the relay network.

Relayed XMT Fax Parameter

This switches the relayed XMT function to ON or OFF.

Own Telephone Number

Your full telephone number should be entered.

Network Address

End receiving station telephone numbers set in an initial sending station may be different from the numbers set at the relay station. To send a fax to an end receiving station via the relay station, each station in the network must be identified with a certain code that does not vary depending on where you call from. The code is the network address, which consists of a four-digit number and is assigned to a One-Touch/Abbreviated number.

Network Password

The network password is a four-digit number that prevents unauthorized (outside) stations from accessing the relay station and using its memory. Every station in the network should set the same network password.

One-Touch/Abbreviated Numbers

The One-Touch or Abbreviated number you set must represent the fax number of a particular station in the network as seen from your station.

Relay Station Parameter (Yes/No)

Set "Yes" if the particular station you are recording is a relay station. If you are connected to more than one relay station in series, set "Yes" only for the first relay station.

Relay Address

The relay address is a two-digit number that identifies the relay station your machine will use. Your machine may be connected to more than one relay station in parallel, but when you use relayed XMT your machine will only send documents to the relay station identified by the relay address.

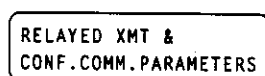
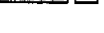
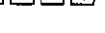
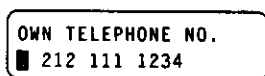
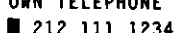
One-Station XMT (Relay/Direct) Parameter

If you send a document to only one end receiving station, you can set your machine to transmit directly to that station without going through the relay station by selecting "Direct." Set "Relay" if you always want to go through the relay station.

To set the relayed XMT fax parameters:

- 1  then  
- 2  
- 3 Enter the fax parameter number 08.
 then  
- 4 Enter setting number 2.
 
- 5  then  to return to standby.

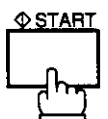
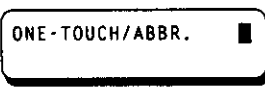
To set your own telephone number, your own network address, and the network password:

- 1  then   
- 2  
Enter your facsimile telephone number (max. 36 digits).
Example:         
    
- 3  
Enter your network address (four digits).
Example:    
- 4  
Enter the network password (four digits).
Example:    
- 5  

- 6 To return to standby, 

SPECIALIZED FEATURES

To set a One-Touch/Abbreviated dialling number, network address, relay station parameter (Yes/No), and one-station XMT (relay/direct) parameter:

1  then  

2  

3 Press a One-Touch key or **ABBR** and two digits.

Example: One-Touch key 

Enter called station's number.

Example:     
       

4  

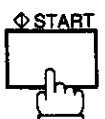
Enter called station's name.

Example:       

5  

6 Enter the called station's network address.

Example:    

7  

If the recorded station is the first relay station, press

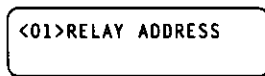
.

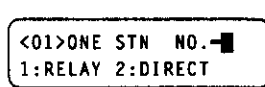
If not, press .

Example: .

8 Enter the two-digit relay address.

Example:  .



9  

In case the station you have just recorded will be used for one-station transmission, you can preset the transmission route: Enter  for transmission via the relay station, enter  for direct transmission.

10 Repeat Steps 3 through 7 to enter the numbers for other stations, or return to standby by pressing **STOP**.

Print out a list of One-Touch/Abbreviated numbers to confirm that you have recorded everything correctly. For the printout operation, refer to page 73.

Sending a Document by Relayed Transmission

Once you have recorded all the necessary parameters in accordance with the relay network you belong to, you can send a document to two or more stations in the network system automatically, by using the procedure below. The operation is the same as multistation transmission.

Once you have set up your network and are connected to a relay station, you can send faxes from the machine's memory.

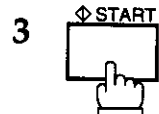
1 Place the document face down on the ADF and adjust the document guides.

2 Enter station(s) by using any combination of the following methods:

- One-Touch key
- ABBR and 2-digits
- Directory search
- Program key

Example: **[P1]** then One-Touch key 27

DOCUMENT SET
<27>(Station name)



STORE
NO.014

PAGES=001
01%

16-APR-1992 15:00
10%

First the machine stores the document in memory. Then it dials the relay station and sends the document.

After the transmission ends, your machine prints out a RELAY XMT REPORT automatically and returns to standby.

After the relay station finishes its transmission to the end receiving stations, your machine prints out a RELAY XMT RESULT report sent back by the relay station and returns to standby.

Printouts and Reports

When you use relayed transmission, your machine will print out the following two reports to help you check and keep track of your faxes.

Relay XMT Report (COMM. JOURNAL)

When your machine finishes transmitting to the relay station, it will print out a RELAY XMT REPORT when COMM. JRNL in fax parameter 41 is set to "2" to tell you what it did and whether it was successful or not.

Result Report

When the relay station finishes transmitting the fax it received from you to the end receiving station(s) in your network and/or the relay station in another network, it will print out a RELAY XMT RESULT report telling you what it did and whether it was successful or not.

16-APR-1992 13:50 FROM Chicago TO LONDON (38) P.001/001

***** -RESULT REPORT- ***** (1) (2) (3)
 DATE 16-APR-1992 TIME 13:50 P.1
 (14)
 MODE - RELAY TRANSMISSION

REQUEST RCV'D TIME - 16-APR 13:20 (40) START - 16-APR 13:21 (41) END - 16-APR 13:50 (42)
 NUMBER OF PAGE(S) - 001 (7)
 FILE NO. - 045 (4)

** REQUESTING STATION **

- LONDON - (39)
 TELEPHONE NUMBER - 307 432 1211 (43)
 NETWORK ADDRESS - 2001 (44)

(45) NO.	(12) COMM.	(46) DESTINATION(S)	(7) PAGE(S)	(44) RLY STN
001	OK	2000 Chicago	001/001	
002	OK	2002 Detroit	001/001	
003	OK	2003 Minneapolis	001/001	
004	INC	2004 St. Louis	001/001	
005	R-OK	3000 Denver	001/001	30/3000
006	R-OK	3001 Seattle	001/001	30/3000
007	R-OK	3002 San Francisco	001/001	30/3000
008	R-OK	3003 Los Angeles	001/001	30/3000
009	R-OK	3004 Belfast	001/001	30/3000

** RELAY STATION ** (47)

-BIRMINGHAM
 TELEPHONE NUMBER - 021 111 1234
 RELAY ADDRESS - 20
 NETWORK ADDRESS - 2000

(9)
 -UF-650 New York-

(10)
 ***** -212 111 1234 - *****
 TOTAL P.001

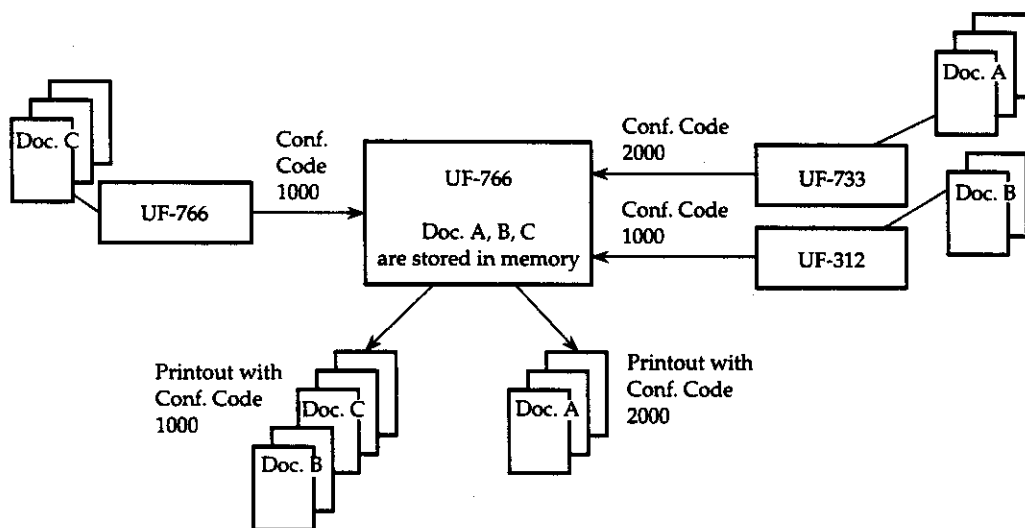
☒ Note: If you transmit via more than one relay station, you will receive separate result reports.

The UF-766 is equipped with two confidential communication features that ensure that the confidential information you send is received only by the person with the correct confidential code.

Using Confidential Communications

Confidential Mailbox

The confidential mailbox feature can be used as a mailbox to communicate with other UF-766, UF-733 or UF-312 and future models using a four-digit confidential code. The confidential mailbox feature receives document(s) with a confidential code into memory. These document(s) can only be printed by the person who has the correct confidential code.

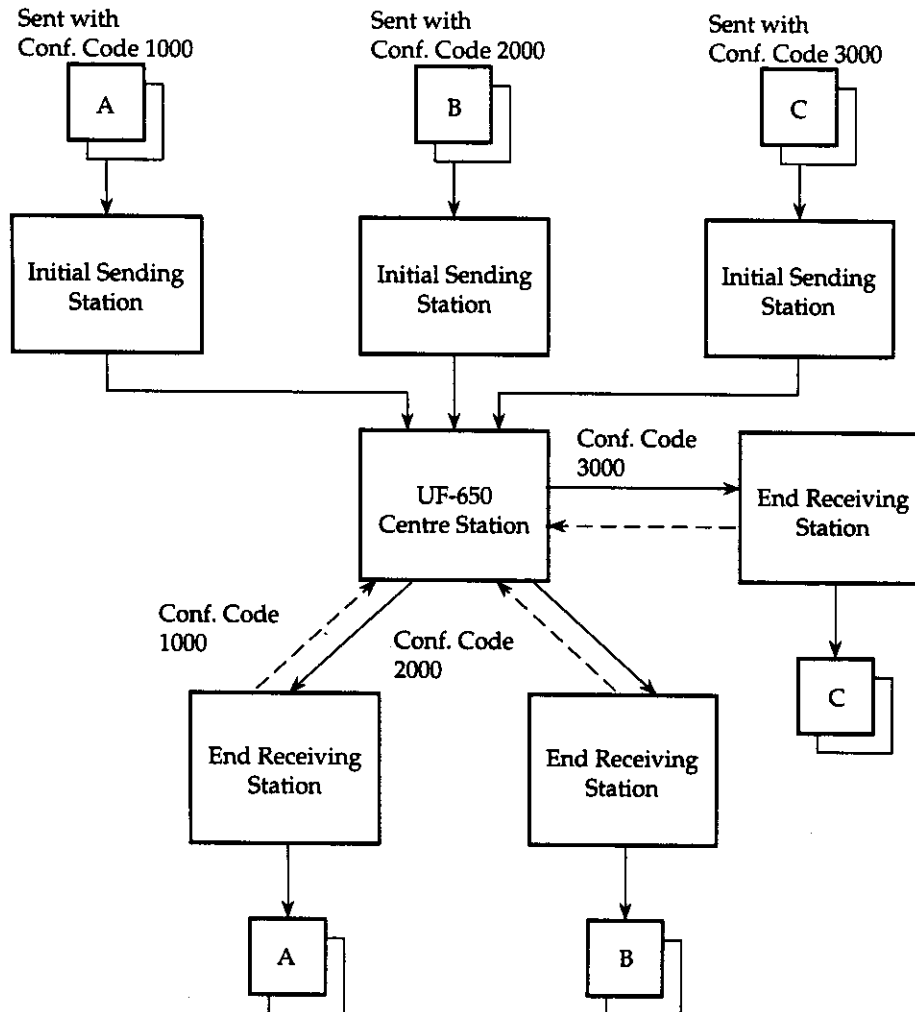


Confidential Mailbox

☒ **Note:** When a received document has the same confidential code as another file in memory, it will be added to the same file.

Confidential Network Communication (via a Centre Station)

The confidential network communication requires a centre station such as a UF-650 to communicate with other Panafax models that have confidential communication features. First the initial sending station sends a confidential document to the centre station together with a confidential code. The document will remain in the centre station's memory until polled by the end receiving station. In the example given below, the end receiving station must know the confidential code attached to the document.



Sending Confidential Faxes via a Centre Station

If a UF-650 or UF-620 is the centre station, more than one document can be stored in the same memory file using the same confidential code. That is, you can keep adding faxes to the file, just like putting mail in a mailbox, until the memory is full. If a UF-640 is the centre station, you cannot add a fax to the file that has the same confidential code attached with a file already stored in the memory. Whichever station you use, you can create more than one file (each file having a different confidential code).

Once you have polled or printed out the confidential document from the centre station, the document is automatically erased from the centre station's memory.

The stored confidential document(s) will be available to be polled by the end receiving station.

UF-766 Compatibility with Other Machines

The following table shows the kind of fax machines that can make up a relay network or confidential communications network. Note that the UF-766 can serve as an initial sending station or end receiving station.

Relay Network/Confidential Communications Network Compatibility Requirements

Station	Compatible Model	Special Settings
Initial Sending Station	Panafax 145	Required. Please refer to the individual user's guides of each machine.
	Panafax 155	
	UF-140	
	UF-150	
	UF-160, UF-160M	
	UF-170	
	UF-250	
	UF-260, UF-270	
	UF-270M	
	UF-300	
	UF-312	
	UF-620	
	UF-640, UF-650	
	UF-750, UF-750D	
	UF-733, UF-766	
Relay Station	UF-620	
	UF-640, UF-650	
Confidential Mailbox	UF-766, UF-733, UF-312	Not required
End Receiving Stations	Relayed communication CCITT G2, G3 compatible machines.	Required
Confidential Communications	Same as initial sending station	Please refer to the individual user's guides of each machine

☒ **Note:** If UF-620 and UF-650 are the relay stations, more than one document can be stored in the same memory file using the same confidential code. That is, you can keep adding faxes to the file, just like putting mail in a mailbox, until the memory is full. If UF-640 is the relay station, you cannot add a fax to the file that has the same confidential code attached with a file already stored in memory. Whichever station you use, you can also create more than one file, each with a different confidential code.

Once you have polled or printed out the confidential fax from the relay station, the fax is automatically erased from memory.

Setting Up Your Machine for Confidential Communication

To use the confidential communication feature, you must first set the confidential communication fax parameters described below. The following four settings need to be set when the centre machine is a UF-620, UF-640, or UF-650. Then, every time you actually send a confidential document, you must set a confidential code.

Confidential Fax Parameter

This switches the confidential parameter to ON or OFF (see Note 2).

Own Telephone Number

Your full telephone number should be entered (see Note 2).

Network Password and Polling Password

You may use a network password and polling password (see Note 1) to prevent outside fax machine(s) from using the confidential communication network. The same password must be provided to all the machines inside the network (see Note 2).

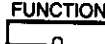
Confidential Code

A four-digit code, which you must assign to each confidential fax you send. It identifies the fax when it is stored in the centre station. The receiving party must know the code in order to poll the fax from the centre station.

 Note:

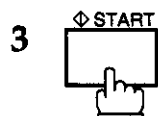
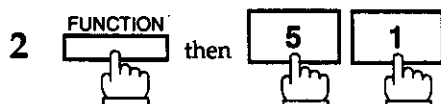
1. To set polling password, see page 45.
2. When using a confidential mailbox, you need not set the first three items listed above.

To set the confidential parameter;

- 1  then  
- 2  
- 3 Enter the fax parameter number 9.  then  
- 4 Enter setting number 2.  then  
- 5 To return to standby, 

Sending a Confidential Document to a UF-766

- 1 Place the document face down on the ADF and adjust the document guides.



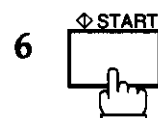
CONFIDENTIAL XMT
CONF.CODE-■■■■

- 4 Enter a confidential code (four digits).
Example: **2 2 4 4**, then press **START** to set.

- 5 Enter the receiving station's number by pressing either:

- One-Touch key
- ABBR and 2-digits
- Directory search

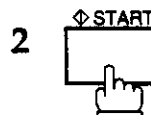
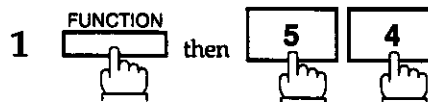
Example: One-Touch key 



If necessary, inform the receiving party of the confidential fax and tell them the confidential code to print out the document.

Printing Out Confidential Documents Received in Your UF-766 Memory

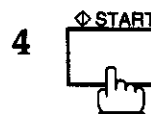
After you have been informed that someone has transmitted a confidential document to your machine, use the following procedure to print out the document.



PRINT CONF. FILE
CONF.CODE-■■■■

- 3 Enter the confidential code of the document you want to print.

Example: **1 1 2 3**



PRINTING
MEMORY STORED FILE

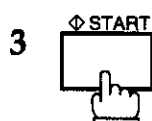
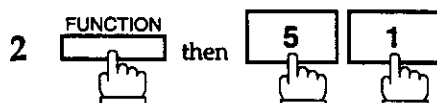
The machine will print the confidential document.

- ☒ **Note:** The received confidential document will be erased automatically after printing.

Sending a Confidential Document to a Centre Station

Use the following procedure to store a fax in the machines confidential mailbox.

- 1 Place the document face down on the ADF and adjust the document guides.



CONFIDENTIAL XMT
CONF.CODE-■■■■

- 4 Enter a confidential code (four digits).

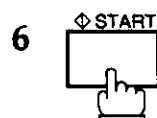
Example:    , then press **START** to set.

CONFIDENTIAL XMT
ENTER STATION

- 5 Enter the centre station's number by pressing either:

- One-Touch key
- ABBR and 2-digits
- Directory search
- Full number dialling

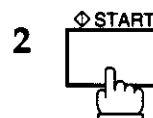
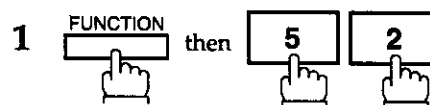
Example: One-Touch key



If necessary, inform the receiving party of the confidential fax and tell them the confidential code to print out the document.

Polling Confidential Documents from a Centre Station

After you have been informed that someone has transmitted a confidential document to a centre station, you can retrieve the document from the centre station's memory in the following way.



CONFIDENTIAL POLL
CONF.CODE-■■■■

- 3 Enter a confidential code (four digits).

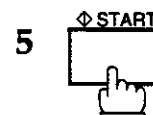
Example:    , then press **START** to set.

CONFIDENTIAL POLL
ENTER STATION

- 4 Enter the centre station's number by pressing either:

- One-Touch key
- ABBR and 2-digits
- Directory search
- Full number dialling

Example: One-Touch key



The machine begins dialling the centre station and, when it answers, retrieves the confidential fax.



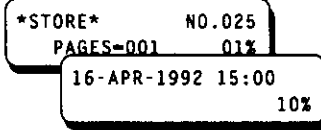
Note: The polled confidential file in the centre station will be erased automatically after being polled.

Storing Confidential Documents in Your Machine's Memory

Use the following procedure to store a fax in a confidential mailbox in your machine. Once the confidential fax is stored in your machine's memory, it can be polled by other machines.

- 1 Place the document face down on the ADF and adjust the document guides.
- 2  then  

- 3 

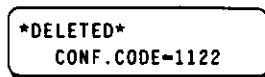
- 4 Enter a confidential code (four digits).
Example:    
- 5 

The machine will store the document.

If necessary, inform the receiving party of the confidential fax and tell them the confidential code and the relay station you stored the document to.

Deleting a Stored Confidential Document

If your memory becomes full, or you just want to clean out your files, you may delete one or more confidential documents stored in your machine using the following procedure. To do so, however, you must know the confidential code of the document you want to delete.

- 1 Make sure no documents are on the ADF.
- 2  then  

- 3 
- 4 Enter the confidential code of the document you want to delete.
Example:    
- 5 

The machine deletes the document.

Confidential XMT Report (COMM. JOURNAL)

Sample Printout

```

(1)          (2)
***** -COMM. JOURNAL- ***** DATE 16-APR-1992 ***** TIME 10:20 *****

(14)          (28)          (28)
MODE - CONFIDENTIAL-XMT      START - 16-APR 10:20      END - 16-APR 10:20

(11) (12)      (23)      (15)      (7)      (27)      (27)      (44)
NO.  COM  ABBR./NTWK  STATION NAME  PAGES  PRG. NO.  PROGRAM NAME  RLY STN

01   R-OK  [05]/3000   Denver      001                      [05]/3000

(9)
-UF-766 -

(10)          (10)
***** -SALES OFFICE - **** -212 111 1234 - *****

```

SPECIALIZED FEATURES

Problem Solving

It is important for you to take good care of your fax machine. Proper care will insure that the UF-766 will do a good job for you. Read this section to learn about maintenance procedures, specifications, and to order options and supplies for your fax machine.

The contents and page numbers of this chapter are given below.

If You Have Any of These Problems	104		
Information Codes	105		
Troubleshooting	107		
Clearing a Recording Paper Jam	107		
Paper Jam 001, 005	108		
Paper Jam 002	109		
Paper Jam 003	110		
Clearing a Document Jam	111		
Replacing the Printer Supplies	112		
Replacing the Drum Unit	113		
Replacing the Developer Unit and Toner Cartridge	114		
		Replacing the Cleaning Pad	115
		Replacing the Ozone Filter	116
		Resetting the Counter	117
		Refilling or Replacing the Verification Stamp	118
		Cleaning the Inside of the Transmitting Cover	119
		Cleaning the Inside of Your Machine	120
		Repacking the Machine	121

If You Have Any of These Problems

During Transmission

Document feeding trouble/loading document(s)	see pages 25-26
Document jam	see pages 111
XMT copy quality is abnormal	see page 119
Copy with black line(s)	see page 119
All blank copy	see Note 1
Communication trouble	see Note 2
Verification stamp trouble	
⊗ mark is too light	see page 118
No ⊗ mark	see page 118

During Receiving

No automatic receive	
"MANUAL RCV" on display	see page 34
Both recording paper cassettes are empty	see page 14
Recording paper jam	see pages 107-110
RCV copy quality is abnormal	see page 120
Blank copy	Check that the developer unit is installed properly. If still having problems, see Note 3.
Blank or black streaks	see Note 1
Communication trouble	see Note 2
No Unit Operation	
No power	see page 17
"DOOR OPEN" is displayed	see page 105 (Code 060)



Note:

1. Report to service personnel.
2. Check with the other party or try again.
3. Check if the other party sent the wrong side of the document. If not, report to service personnel.

When something unusual occurs, press **DISPLAY**. The display may show one of the information codes below. These will help you solve the problem.

Information Codes

Information Code	Meaning	Action
001/005	Lower or upper cassette recording paper jam near the feed area.	Remove jammed paper. (See page 108)
002	Recording paper jam near transfer or fuser area.	Remove jammed paper. (See page 109)
003	Recording paper jam near exit area	Remove jammed paper. (See page 110)
010	Both recording paper cassettes are empty or set improperly.	Reload recording paper. (See page 14)
013	Recording paper size is smaller than setting.	Check fax parameters 45 and 46. (See page 68)
021/022	Printing system is abnormal.	Turn the power switch OFF and then ON. If the system still doesn't work well, call your service personnel.
030	Document misfeeding.	1. Reload the document properly. (See page 26) 2. Remove document jam. (See page 111)
031	Document paper is too long or jammed. Document length exceeds 1 meter.	1. Reload the document properly. (See page 26) 2. Remove document jam. (See page 111)
041	No toner.	Replace toner cartridge. (See pages 112 and 114)
042	No drum unit.	Install the drum unit. (See pages 112-113)
046	Replace drum unit.	Set new drum unit. (See pages 112-113)
055	Printing system is abnormal.	Turn the power switch OFF and then ON. If the system still doesn't work well, call your service personnel.
060	Door or cover is open.	Close the transmitting or receiving cover.
400/464	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and try again.
402/404/405/432	During initial handshake, communication failure occurred.	Reload the document and try again.
403	No polling capability at the remote side.	Ask remote side to set polled function "ON".
407/463/469	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and transmit again.

PROBLEM SOLVING

Information Code	Meaning	Action
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and transmit again.
410	Invalid command received.	
411/414	Polling password does not match.	Check polling password.
412	No data from the transmitting side.	Check with the other party.
415	Polling transmission error.	Check polling password.
416/417/418/419/436/490	Received data has too many errors.	Check with the other party.
420	Machine goes to receiving mode, but 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.
430/434/459/492/493/494/552/553/554/555	Communication error occurred while receiving.	Check with the other party.
451/458/495/550	Telephone line disconnected.	Check with the other party.
452	XMT or RCV password does not match.	Check XMT or RCV password. Check with the other party.
457	Transmission failed.	Remote unit doesn't have relayed transmission and confidential communication capability. Check with the other party.
465/466/467/468/469	Group 2 transmission mode error.	1. Reload the document and try again. 2. Check with the other party.
473/474/476/478/479/480/481/483/485	Group 2 reception mode error.	Check with the other party.
540/541/542/543/544	Communication error occurred while transmitting.	1. Reload the document and try again. 2. Check with the other party.
623	No document was on the ADF.	Reload the document and try again.
630/633	The last redial was not successful due to a busy line or no response from the called station.	Reload the document and try again.
870	Memory overflow.	When using substitute reception, reload recording paper.
879	Memory error (registering more than 256 files).	Turn the power switch OFF and then ON.

Re-read the Safety Information provided on the front part of this user's guide before performing any maintenance or troubleshooting. Only perform maintenance or troubleshooting procedures if you fully understand the information given.

Troubleshooting

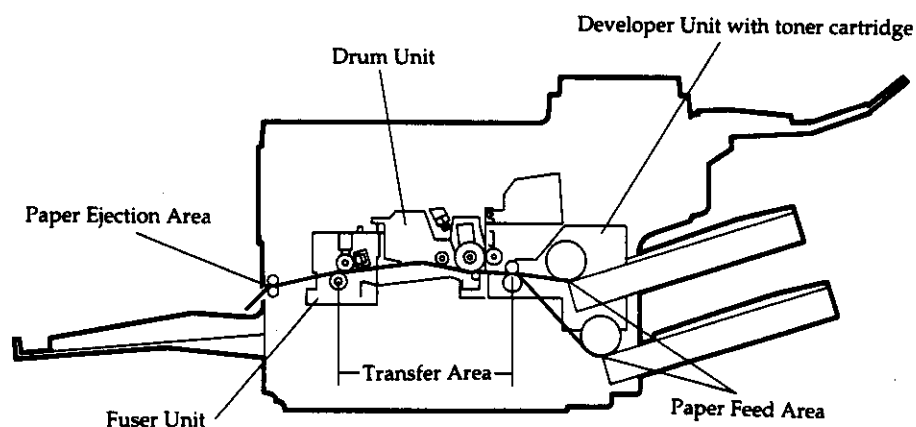
IMPORTANT

Do not turn off the power to the machine more than 30 minutes to do any troubleshooting, especially one that occurs while substitute reception or memory transmission are in progress. The data received will be lost.

Clearing a Recording Paper Jam

When recording paper has jammed somewhere within the machine, the PAPER JAM lamp lights. Whenever it lights, check the three locations below in the order shown and remove any jammed paper.

- Paper feed area
- Paper transfer/fuser area
- Paper ejection area

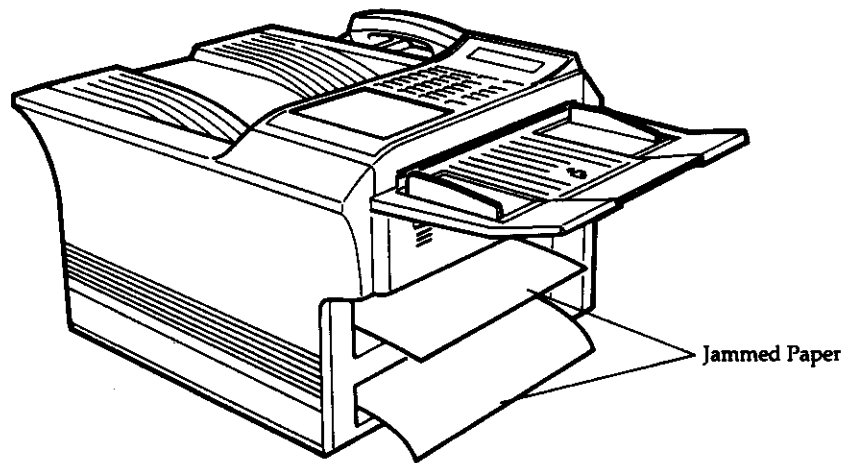


PROBLEM SOLVING

Paper Jam 001, 005

When a paper jam occurs in the lower or upper paper feed area, the display will show information code "001" or "005".

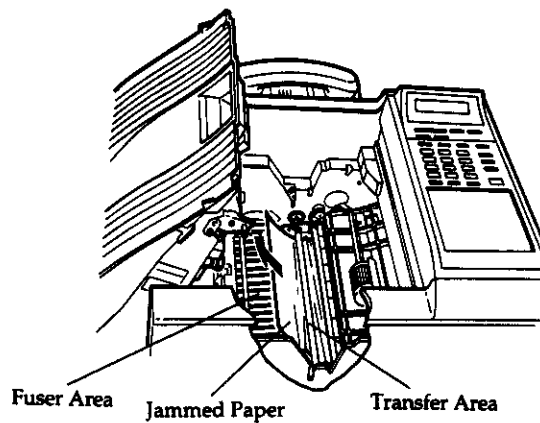
- 1 Remove the paper cassette, then remove the jammed paper.
- 2 Reinstall the paper cassette.



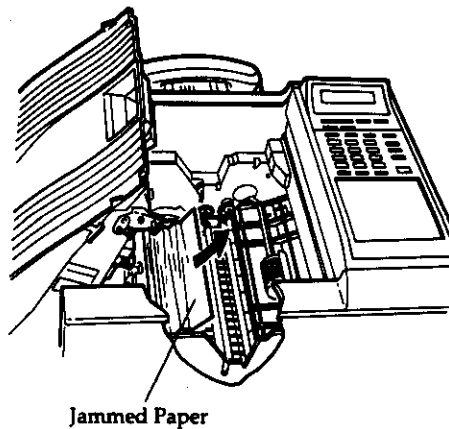
Paper Jam 002**⚠ CAUTION**

- The fuser is hot; do not touch it.
- Avoid getting toner on your hands.
- Do not touch the green drum surface.

- 1 Open the receiving cover by pulling up the lock release lever and lifting it until it stops. If the paper is in the transfer area, remove the developer unit and remove the jammed paper.



- 2 Check for paper in the fuser area. If the paper is in the fuser area, remove the drum unit and remove the jammed paper.

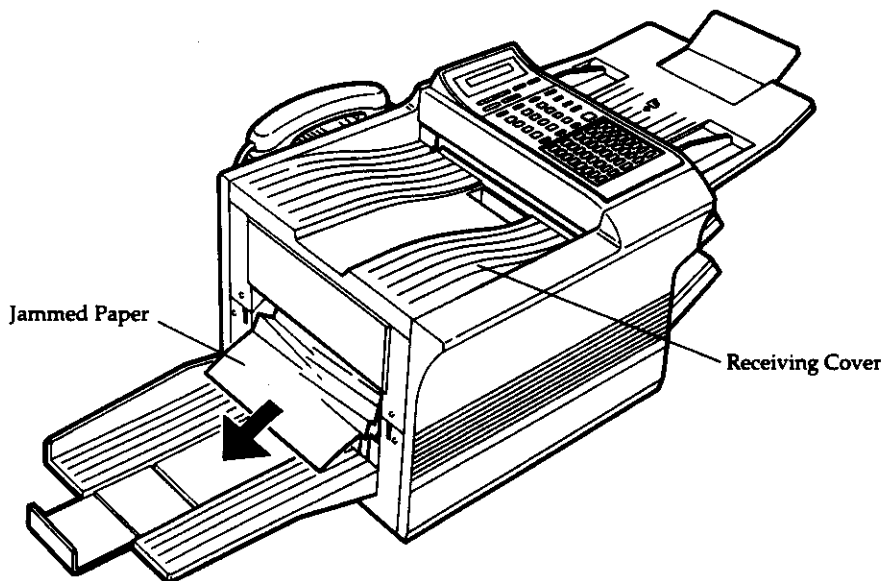


- 3 After removing the jammed paper, reinstall the developer/drum unit. Close the receiving cover until it locks into position.

Paper Jam 003

When a paper jam occurs in the paper ejection area, the display will show information code "003".

- 1 Open the receiving cover by pulling up the lock release lever and lifting it until it stops.
- 2 Remove the jammed paper by pulling it gently in the direction of the arrow. Be careful as the paper ejection area may be hot.

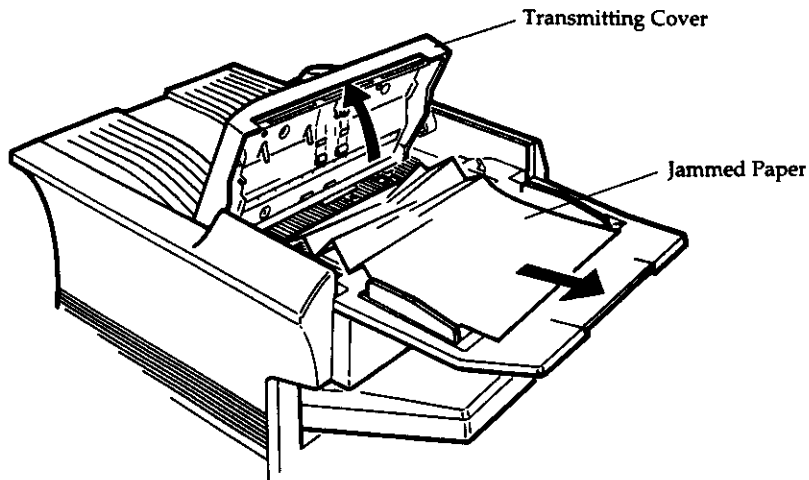


☒ **Note:** Be sure to pull jammed paper gently. Do not pull it quickly. If the paper is pulled too fast, the next sheet of paper may catch on the roller in the paper ejection area.

Clearing a Document Jam

If a document becomes jammed in the machine, the display will show "DOCUMENT JAM" and information code 030 or 031.

- 1 To clear the jam, open the transmitting cover, and remove the jammed paper.



- 2 Close the transmitting cover gently until the cover locks into position (you will hear a "click" sound).

Replacing the Printer Supplies

The drum unit, developer unit, and ozone filter require periodic replacement. The maintenance report tells you when to do so.

Replacement of the printer accessories and ozone filter should be performed under the following schedules.

Unit Name	Reference Information	Remarks
Drum Unit	Maintenance report	
Toner Cartridge	Maintenance report NO TONER lamp on the control panel lights. Error information code "041" on the LCD display	
Developer Unit	Maintenance report	
Cleaning Pad		Replace together with a toner cartridge.
Ozone Filter	Maintenance report	

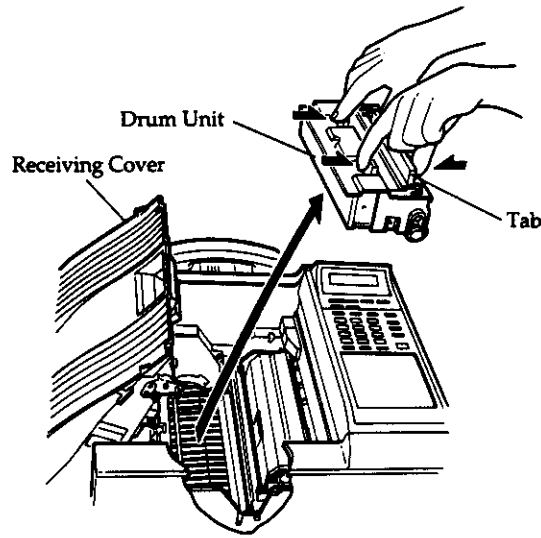
IMPORTANT

Reset the counter (drum, developer and ozone filter) after replacing the unit. The resetting procedure is shown on page 117.

Replacing the Drum Unit

Never expose the drum unit to ambient room light or sunlight while replacing it. The drum contains a photosensitive surface. Exposing it to light may damage the drum.

- 1 Open the receiving cover.
- 2 Lift the drum unit by the four tabs as shown below.



- 3 Install a new drum unit (see page 11).
- 4 Close the receiving cover gently until it locks into position.
- 5 Reset the drum counter (see page 117).

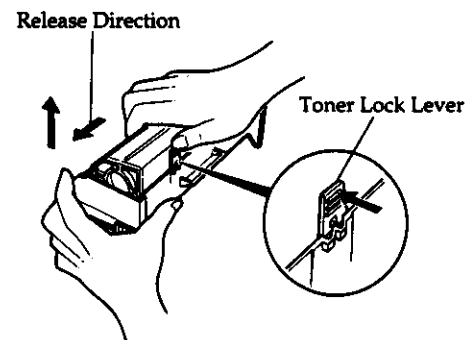
Replacing the Developer Unit and Toner Cartridge

Replacing the developer unit

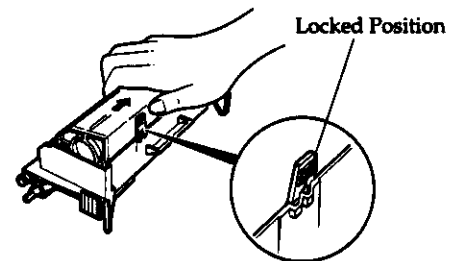
- 1 Open the receiving cover.
- 2 Remove the old developer unit.
Always keep the developer unit flat to avoid toner being spilled.
- 3 Install the new developer unit (see page 9).
- 4 Close the receiving cover.
- 5 Reset the developer counter (see page 117).

Replacing the toner cartridge

- 1 Open the receiving cover.
- 2 Remove the developer unit.
Always keep the developer unit flat to avoid toner being spilled.
- 3 Push the toner lock lever and move it in the released direction as shown below until the lock is released. Lift the toner cartridge.



- 4 Mount the new toner cartridge on the developer unit.
Move the toner cartridge to the locked position.



- 5 Gently remove the toner seal (see page 10).
- 6 Reinstall the developer unit.
- 7 Close the receiving cover.

☒ **Note:** Clean the inside of the machine before or after replacing a new toner cartridge and developer unit.

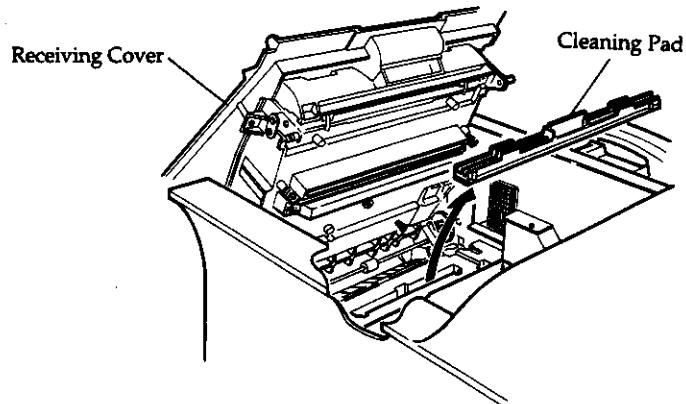
IMPORTANT

Do not operate the machine without the developer unit otherwise received document will be blank.

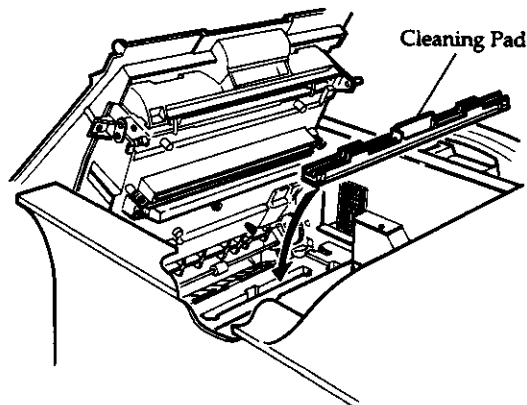
Replacing the Cleaning Pad

At the same time you replace the toner cartridge, you should also replace the cleaning pad.

- 1 Open the receiving cover.
- 2 Remove the old cleaning pad.



- 3 Install a new cleaning pad.

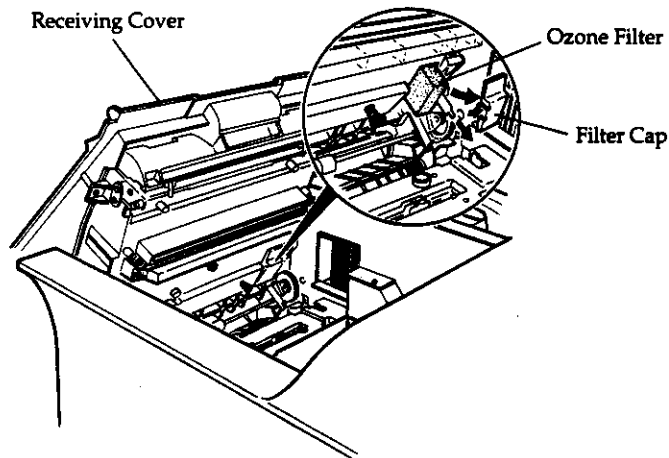


- 4 Close the receiving cover.

Replacing the Ozone Filter

At the same time you replace the drum unit, you should also replace the Ozone Filter.

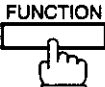
- 1 Open the receiving cover.
- 2 Remove the filter cover, pushing the filter cap toward the rear panel. Remove the ozone filter.

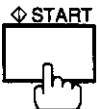


- 3 Install a new ozone filter and place the ozone filter cover back into position.
- 4 Close the receiving cover.
- 5 Reset the ozone filter counter (see page 117).

Resetting the Counter

It is important that each counter be reset when supplies are replaced. If not, the machine will be unable to accurately report the status of the supplies.

- 1  then   

- 2  until the counter message you want to reset appears.

Example:

Drum Unit

Developer Unit

Ozone Filter

DRUM UNIT
COUNTER=12020

DEVELOPER UNIT
COUNTER=90020

OZONE FILTER
COUNTER=12020

Fuser Unit

Transfer
Corona Unit

FUSER UNIT
COUNTER=90010

TRANSFER CORONA UNIT
COUNTER=90005

(see Note)

(see Note)

- 3  then 

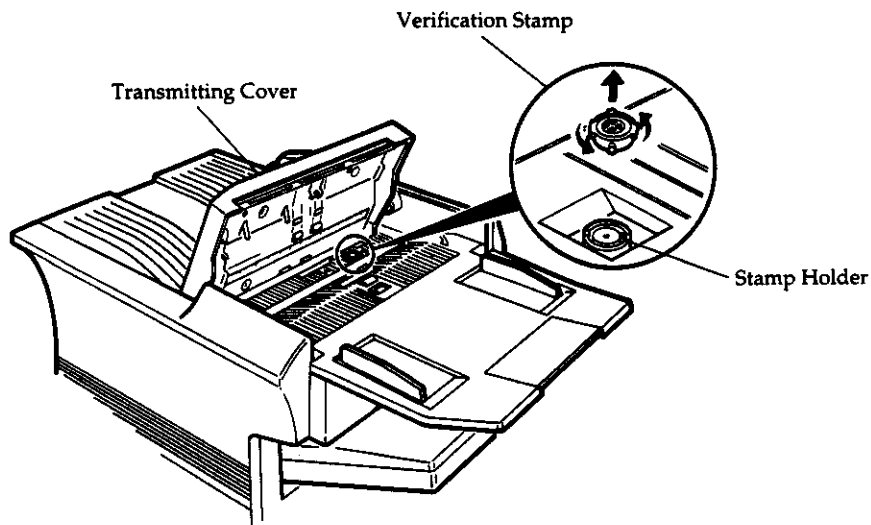
To return to standby mode: press **STOP**.

☒ **Note:** Only for service personnel.

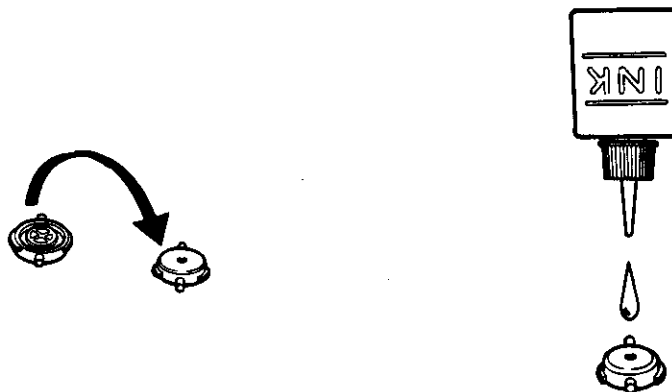
Refilling or Replacing the Verification Stamp

The verification stamp contains ink. When the stamp appears faded or hard to read, the stamp should be refilled or replaced.

- 1 Open the transmitting cover. Remove the verification stamp from the stamp holder.



- 2a Refill the stamp by placing a few drops of specified ink into it. Give the ink a few hours to spread. Make sure that the ink does not spill from the stamp when it is turned over. Then reset the stamp into the holder.

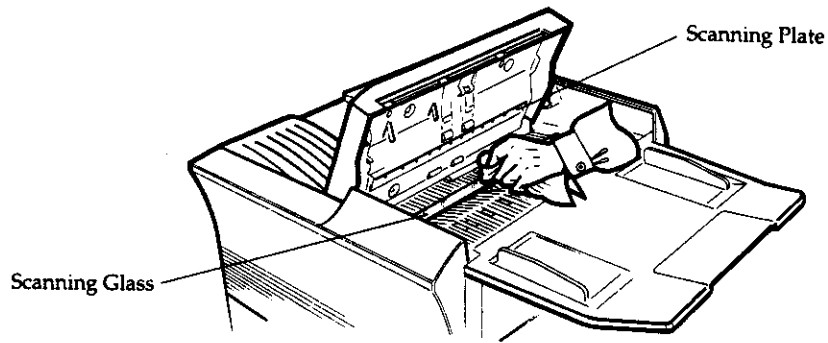


- 2b Replace the stamp by installing a new stamp in the stamp holder.
- 3 After the stamp has been refilled or replaced, close the transmitting cover.

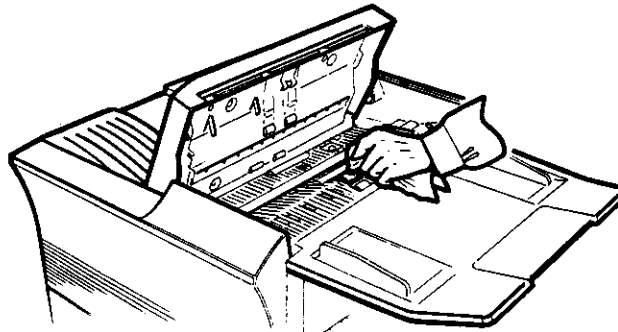
☒ **Note:** Please contact your local Panasonic dealer to purchase a new stamp. Its order No. is given on page 131.

Cleaning the Inside of the Transmitting Cover

- 1 Open the transmitting cover.
- 2 Wipe the surface of the scanning glass and scanning plate (white) gently with a soft cloth or gauze soaked with ethyl alcohol.



- 3 Clean the read guide roller (dark blue) with a soft cloth soaked with ethyl alcohol while rotating the roller with your fingers.



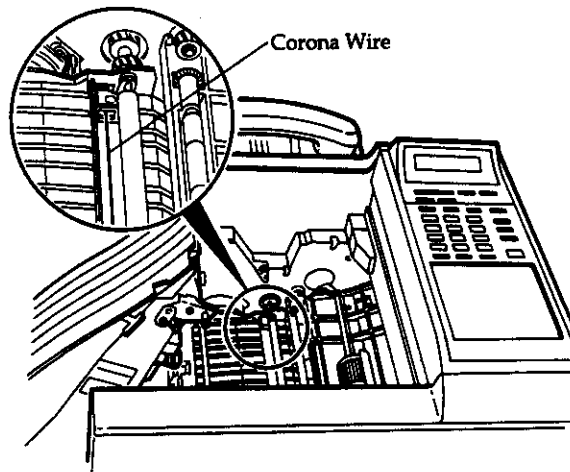
☒ **Note:** Be sure to use a clean cloth since the scanning glass and the scanning plate can be easily scratched.

Cleaning the Inside of Your Machine

After replacing the toner cartridge or developer unit, clean the inside of your machine by wiping any visible toner away with a cotton swab.

CAUTION

Don't touch the green drum surface and corona wire.



Repacking the Machine

Should you need to transport or relocate the machine, please follow the instructions below to prepare your machine for shipping.

IMPORTANT

Damage caused by improper packing may result in a service charge to repair the unit or to clean spilled toner.

- 1 Disconnect the machine from the AC outlet and telephone socket.
- 2 Remove the ADF tray, recording paper tray, and both paper cassettes.
- 3 Open the receiving cover. Remove the drum unit and developer unit.
- 4 Reattach the side seal cap to the developer unit and tape around the developer unit to avoid spreading toner (see page 9).
- 5 Pack the developer unit with toner cartridge in the original developer unit carton, and store it in a clean and dark place.
- 6 Remove the drum unit and reattach the drum protective cap. Put it in the original drum unit carton and store it in a clean and dark place.
- 7 Refer to the diagram under unpacking to replace the unit into the box (see page 8).

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for students to write their solutions to the problems listed on the left.

Supplementary Information

This section describes the following supplementary information.

Sorting Priority	124
Lists and Reports Explanation	125
Specifications	128
Hardware Specifications	128
Paper Specifications	130
Options and Supplies	131

Sorting Priority

High ← → Low					
Space	High	A	High	À	High
#	↑	B	↑	Á	↑
&	↑	C	↑	Â	↑
'	↑	:	↑	Ã	↑
(	↑	Y	↑	Ä	↑
)	↑	Z	↑	Å	↑
*	↑		↑	ä	↑
+	↑	a	↑	å	↑
-	↑	b	↑	ä	↑
,	↑	c	↑	ö	↑
.	↑	:	↑	ü	↑
/	↑	y	↑	é	↑
0	↑	z	↑	all space	↑
1	↑		↑		↑
2	↑		↑		↑
:	↑		↑		↑
8	↑		↑		↑
9	Low		Low		Low

Example: In the case of the following station names being entered

- (1) #AA and A sp A
#AA is looked for prior to A sp A.
- (2) ZZZ and sp AA
sp AA is looked for prior to ZZZ.
- (3) AA and dd
AA is looked for prior to dd.

Example:

Station Name	Phone Number
ALASKA	907 212 1234
BOSTON	617 312 2347
CINCINNATI	513 414 5678
DENVER	303 101 3411
LOS ANGELES (see Note)	714 792 1111 (Abbreviated dialling)
LOS ANGELES (see Note)	213 847 3112 (One-Touch dialling)
LOS ANGELES (see Note)	213 711 2111 (Program key setting)
NEBRASKA	402 504 1331
NEW JERSEY	201 422 2222
NEW ORLEANS	504 313 0900
NEW YORK	212 531 1111
NEWPORT	203 224 2020
SAN FRANCISCO	415 601 1234

☒ **Note:** If two or more same station names are entered, they are sorted in alphabetical order and are stored in the directory table in the machine.

Lists and Reports Explanation

No.	Item	Explanation
(1)	Printout date	Month-day-year (only U.S.A.) Day-month-year (except U.S.A.)
(2)	Printout time	Hour:minute
(3)	Number of page	
(4)	File number	001 - 999
(5)	Create time	Indicates when a file was created Month-day (only U.S.A.) hour: minute Day-month (except U.S.A.) hour:minute
(6)	Start time	Indicates the start time.
(7)	Pages	Number of pages included in a file transmitted/received In case of transmitting/receiving: XXX or XXX/YYY (memory transmission) XXX: indicates the number of pages successfully transmitted. YYY: indicates the total of pages in memory. ZZZ: indicates the first page number transmitted from memory. Example: PAGE 002/005 two pages of five were sent successfully but three pages of five were not sent. Asterisk "*" indicates that the quality of some received copies was poor.
(8)	Destination	Station name to be transmitted
(9)	Own LOGO	Up to 25 characters
(10)	Own ID	Character ID: Up to 16 characters Numeric ID: Up to 20 digits
(11)	Communication number	1-32 (does not always start with 1 when printed out manually) Memory transmission journal up to 140
(12)	Communication result	"OK" indicates that the transmission was successful. "S OK" indicates that STOP was pressed during communication. "M OK" indicates that the substitute transmission message in memory was not printed out. "INC" indicates that the transmission was incomplete. Three-digit information code (see pages 105 - 106) appears when there was a problem.
(13)	Duration of communication	Hour:minute:second
(14)	Type of communication	"XMT" means Transmission. "POLL" means Polling. "GRP" indicates that the program key is programmed as a group key. "DEFERRED XMT" means deferred transmission. Transmission Reception Batch transmission "CONFIDENTIAL" means that document was received into the confidential mailbox. "MEMORY XMT" means memory transmission.

SUPPLEMENTARY INFORMATION

No.	Item	Explanation
(15)	Remote station name	A name indicates station name recorded in this machine. A number indicates remote station's ID or telephone number. Group 2, 3 indicates that the remote station ID was a CCITT G2, G3 machine.
(16)	Communication duration	Month-day (only U.S.A.) hour:minute Day-month (except U.S.A.)
(17)	Diagnostic	For service personnel only
(18)	Dialling method	"T" indicates full number dialling or One-Touch/ABBR dialling with no recorded station name.
(19)	Telephone number	Up to 36 digits
(20)	Received ID	Remote ID
(21)	Resolution	See page 38.
(22)	Call back message	Appears when voice contact was requested.
(23)	ABBR number/One-Touch number/ Network Address	<nn> One-Touch number [nn] ABBR number [nn]/xxx(network address)
(24)	User Parameter	LOGO (see page 19.) Character ID (see page 19.) Numeric ID (see page 19.) Polling Password (see page 45.) XMT/RCV Password (see page 60.) Fax Access Code (see page 61.) Department Code (see page 63.) Image Memory Capacity (see page 129.)
(25)	Number of recorded ABBR and One-Touch numbers	Maximum of 140 stations
(26)	Fax parameter number and its setting	See pages 69 - 71.
(27)	Program number and name	P1 - P8 (Up to 15 characters)
(28)	Transmission start and end date/time	Month-day (only U.S.A.) Day-month (except U.S.A.) Hour: minute
(29)	Stored date/time for batch file	Month-day (only U.S.A.) Day-month (except U.S.A.) Hour: minutes
(30)	Power failure and return date and time	Month-day-year (only U.S.A.) Day-month-year (except U.S.A.) Hour: minute
(31)	Replacement schedule	"OK" indicates that the drum unit, developer unit, ozone filter, fuser unit and transfer corona unit should not be replaced. "CHANGE" indicates that each unit should be replaced.
(32)	Supplies counter	Displays the number of sheets printed by each supply unit.
(33)	Total pages	Indicates the total number of sheets printed in unit.
(34)	Period	Month-day (only U.S.A.) Day-month (except U.S.A.) Minute:second

No.	Item	Explanation
(35)	Number of total pages transmitted and total transmission time for each department	
(36)	Department code/name	Up to 20
(37)	Total transmission page and time	Summation of each page and time
(38)	Relay station's LOGO	
(39)	LOGO of the end receiving station	
(40)	The time when the relayed fax is accepted by the relayed station	Month: day: hour: minute (U.S.A) Day: month: hour: minute (except U.S.A)
(41)	The time when the initial sending station transmitted to relayed station	Month: day: hour: minute (U.S.A) Day: month: hour: minute (except U.S.A)
(42)	The time when the station sent back the relay result	Month: day: hour: minute (U.S.A) Day: month: hour: minute (except U.S.A)
(43)	Telephone number of the initial sending station	
(44)	Relay address and network address	Initial or end station
(45)	Number of the end receiving stations	
(46)	Relay address/net work address and station name	Up to 36 digits
(47)	Relay station's LOGO, Telephone number and Network address	

Specifications

Hardware Specifications

Compatibility	CCITT Group 3, Group 2
Scanning method	Transmitter: CCD Receiver: Laser printing on plain paper
Document size	MAX.: 280mm x 1000mm (with operator's assistance) MIN.: 148mm x 73mm
Document thickness	Single sheet: 0.06mm to 0.15mm Multiple sheets: 0.08mm to 0.13mm
ADF capacity	MAX.: 30 sheets
Effective scanning width	G3: 208mm 252mm (Reduction) G2: 205mm 240mm (Reduction)
Recording paper size	A4: 210mm x 297mm Letter: 216mm x 279mm Legal: 216mm x 356mm
Recording paper capacity	200 sheets/cassette x 2
Recording size	A4: 201mm x 288mm Letter: 207mm x 270mm Legal: 207mm x 346mm
Resolution	Horizontal: G3 8 pels/mm G2 3.85 pels/mm Vertical: G3 3.85 lines/mm (Standard) 7.7 lines/mm (Fine) 15.4 lines/mm (Super-Fine) G2 3.85 lines/mm
Coding scheme	MH, MR, MMR, MWS
Modem speed	14400, 12000, 9600, 7200, 4800, 2400 and 300 bps
Modem	G3: V.17, V.33, V.29, V.27ter with fallback function, and V.21 G2: AM-PM-VSB

Power supply	AC 220 ~ 240V, 50/60 Hz, Single Phase
Power consumption	Approx. 520W
Dimensions	348mm (H) x 512mm (W) x 410mm (D) (excluding trays, cassette, and other projections)
Weight	Approx. 19 kg (excluding toner and paper cassette)
Operating environment	Temperature: 10 to 32.5 °C (50 to 90.5 °F) Relative humidity: 20% to 80%
Abbreviated dialling memory	140 stations (including 32 One-Touch keys and 7 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	Approx. 50 pages Approx. 110 pages (with 1MB, Option) Approx. 170 pages (with 2MB, Option) (Based on CCITT Test Chart No.1 using Standard Resolution)

Paper Specifications

Basic Weight:	Photo Copying Paper 60 to 90 g/m ² (16 to 24 pounds)
Thickness:	3.7 to 5.5 mils (1 mil = 1/1000")
Moisture Content:	4% to 6%
Smoothness:	100 to 300 Sheffield
Acid Content:	5.5 pH minimum
Fusing Compatibility:	Must not scorch, melt, offset material, or release hazardous emissions when heated to 200 °C (392 °F) for 0.1 second
Cutting Dimensions:	±0.0313 inch of nominal, corners 90° ± 4°
Grain:	Long grain
Cut Edge Conditions:	Cut with sharp blades, no paper dust
Ash Content:	Not to exceed 10%
Curl:	No allowable curl toward side to be imaged (printed)
Packing:	Polylaminated moisture-proof ream wrap
Size:	A4: 210 mm x 297 mm Letter: 216 mm x 279 mm Legal: 216 mm x 356 mm

Never use the following paper:

- Extremely smooth or shiny paper or paper that is highly textured
- Coated papers
- Letterhead using low temperature or thermography.

These materials may transfer onto the fusing roller and cause damage. Any pre-printed paper should use this compatible with 200 °C for 0.1 second.

- Damage or wrinkle paper, or paper with irregularities such as tabs, staples, etc.
- Multipart forms or carbonless paper.
- Paper with a cotton and/or fiber content over 20 %.

Options and Supplies

Please contact your local Panasonic dealer for availability.

Options

- | | |
|------------------------------------|---------------------|
| 1. Expansion Memory PC Board, 1 MB | Order No. UE-303005 |
| 2. Expansion Memory PC Board, 2 MB | Order No. UE-303006 |
| 3. V.24/Encryption Interface | Order No. UE-304001 |

Supplies

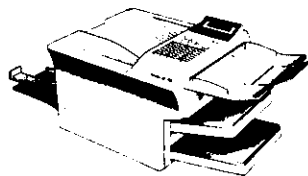
- | | |
|--|-------------------|
| 1. Toner Kit (and Cleaning Pad) | Order No. KX-P453 |
| 2. Developer Unit (with Toner Cartridge) | Order No. KX-PDP4 |
| 3. Drum Unit (and Ozone Filter) | Order No. KX-PDM4 |
| 4. Verification Stamp | Order No. FX13-2B |

Facsimile Number Directory

Name

Number

This image shows a full page of primary-ruled paper designed for handwriting practice. It features two vertical columns of horizontal dashed lines. Each column contains 20 rows of these lines, providing a guide for letter height and placement. The paper is otherwise blank, with no margins or additional markings.



Panafax
UF-766