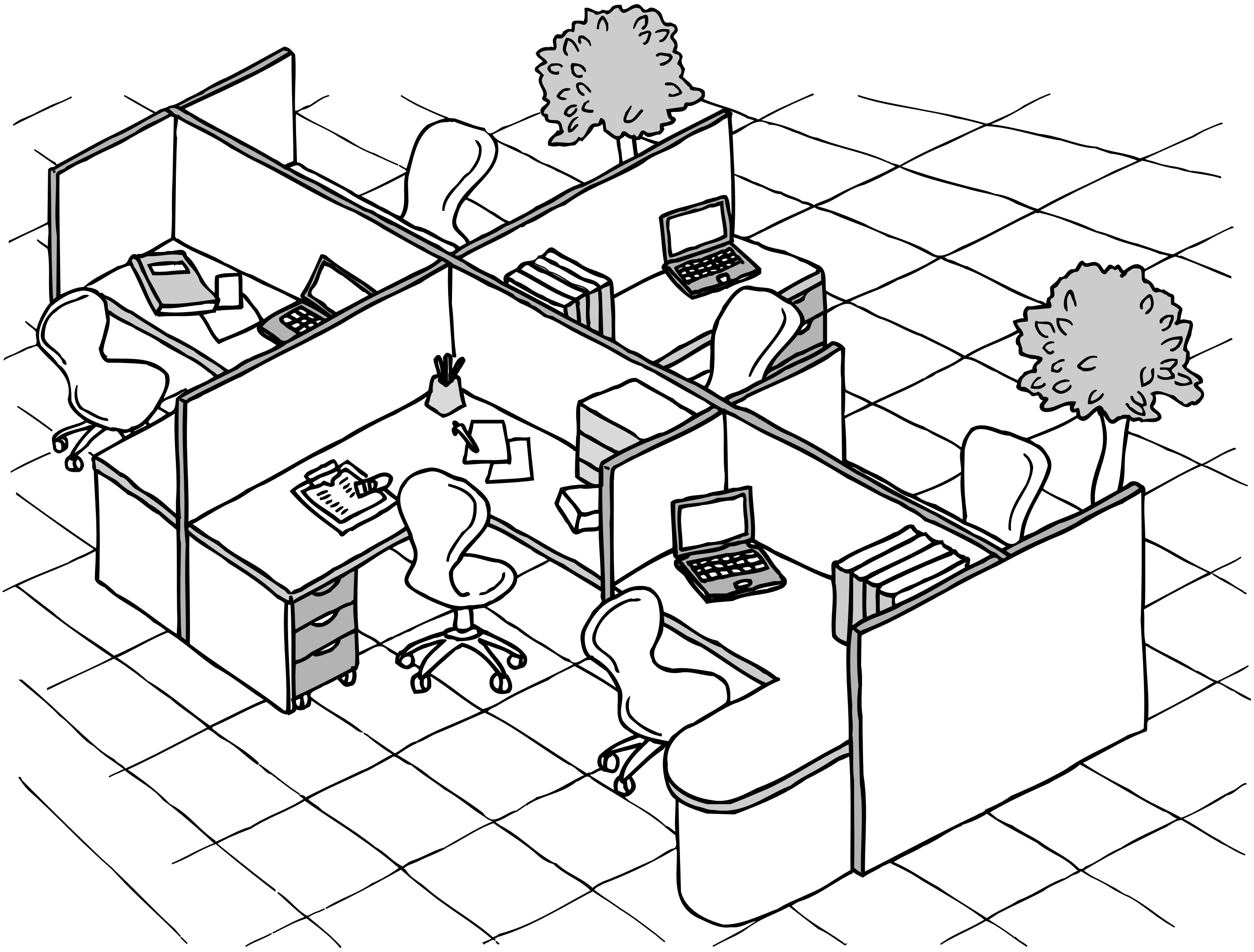
Panasonic®

Facsimile
Operating Instructions
(For Facsimile)

Model No. UF-5100/6100



Panafax

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

English

Getting to Know Your Machine
Installing Your Machine
Programming Your Machine
Basic Operations
Advanced Features
Network Features
Printout Journals and Lists
Problem Solving
Appendix

IMPORTANT INFORMATION

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

Model No.

Serial No.

Date of Purchase

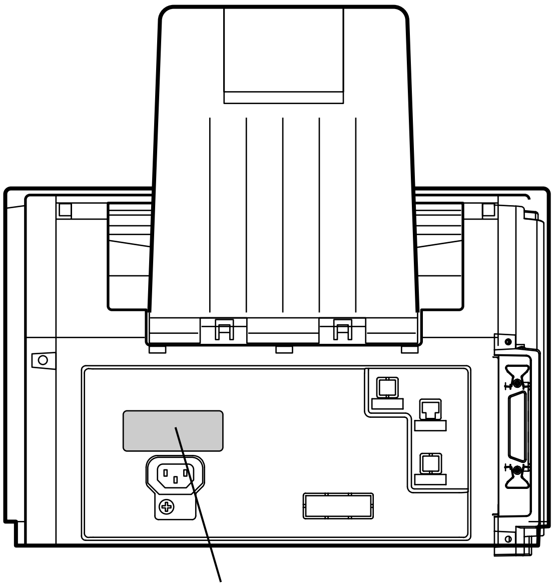
Dealer

Address

Telephone Number
(   )   –

Supplies Telephone Number
(   )   –

Service Telephone Number
(   )   –



Model and Serial Number

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

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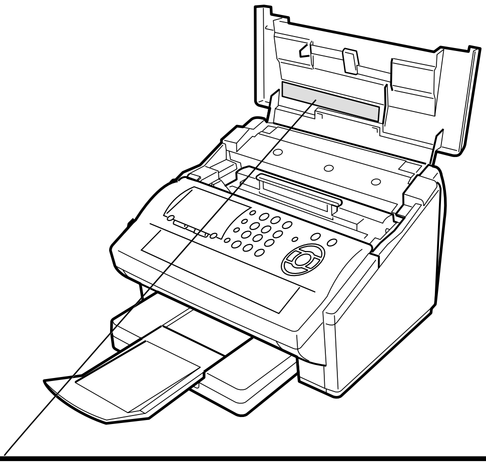
Safety Information

⚠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 EARTHED.
- THIS PRODUCT UTILIZES A LASER. ONLY QUALIFIED SERVICE PERSONNEL SHOULD ATTEMPT TO SERVICE THIS DEVICE DUE TO POSSIBLE EYE INJURY.
  CAUTION - USE OF CONTROLS OR ADJUSTMENTS OR PERFORMANCE OF PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.

LASER CLASS 1
LASER KLASSE 1
LASER CLASSE 1
CLASS 1 LASER PRODUCT
LUOKAN 1 LASERLAITE
KLASS 1 LASER APPARAT
I 类激光设备
クラス1レーザ製品

- THE MAINS PLUG ON THIS EQUIPMENT MUST BE USED TO DISCONNECT THE MAINS POWER. PLEASE ENSURE THAT THE SOCKET OUTLET IS INSTALLED NEAR THE EQUIPMENT AND SHALL 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.
- UNPLUG THIS UNIT FROM POWER OUTLETS IF IT EMITS SMOKE, AN ABNORMAL SMELL OR MAKES UNUSUAL NOISE.
  THESE CONDITIONS CAN CAUSE FIRE OR ELECTRIC SHOCK.
  CONFIRM THAT SMOKE HAS STOPPED AND CONTACT AN AUTHORISED SERVICE CENTRE.
- KEEP STAMP OUT OF THE REACH OF CHILDREN. IF A STAMP IS SWALLOWED ACCIDENTALLY, GET MEDICAL TREATMENT IMMEDIATELY.



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

Safety Information

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

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

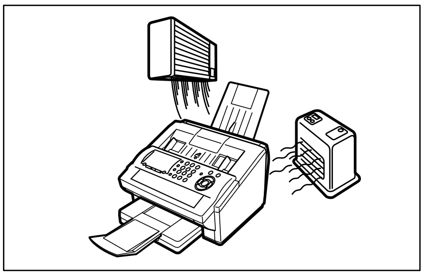
⚠ IMPORTANT SAFETY INSTRUCTIONS

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

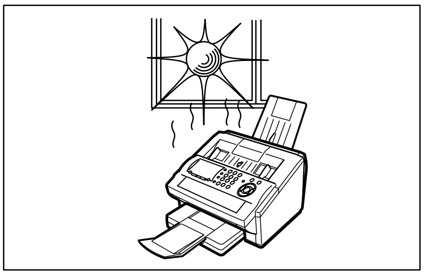
- DO NOT USE THIS PRODUCT NEAR WATER, FOR EXAMPLE, NEAR A BATH TUB, WASH BOWL, KITCHEN SINK OR LAUNDRY TUB, IN A WET BASEMENT OR NEAR A SWIMMING POOL.
- AVOID USING A TELEPHONE (OTHER THAN A CORDLESS TYPE) DURING AN ELECTRICAL STORM. THERE MAY BE A REMOTE RISK OF ELECTRIC SHOCK FROM LIGHTNING.
- DO NOT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

Precaution

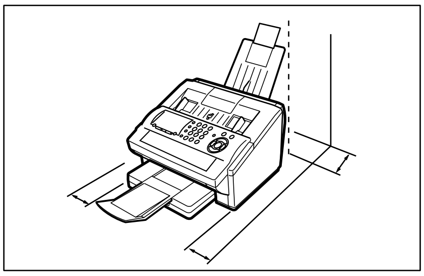
⚠ CAUTION denotes hazards that could result in minor injury or damage to the machine.



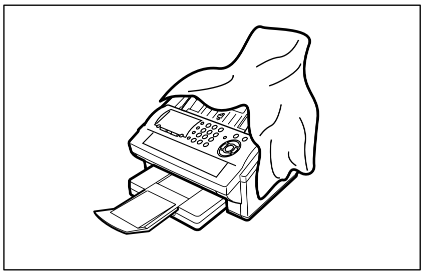
Do not install the machine near heating or an air conditioning unit.



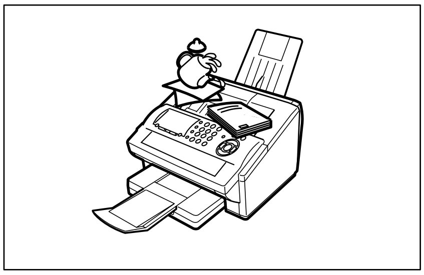
Avoid exposure to direct sunlight.



Install the machine on a flat surface, leave at least 4 inches (10 cm) of space between the machine and other objects.



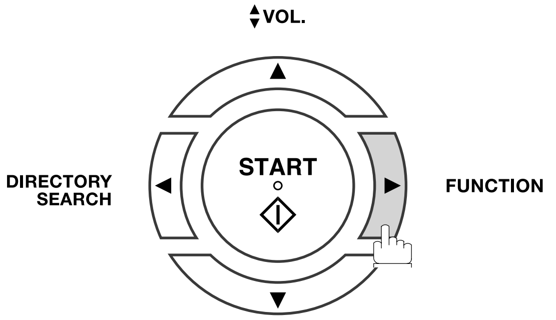
Do not block the ventilation openings.



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

Function Key

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



① **Deferred Communication**
1 = XMT
2 = Polling

② **Advanced Communication**
1 = Not Used
2 = Confidential Communication

③ **Polling**
1 = Polling
2 = Polled

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

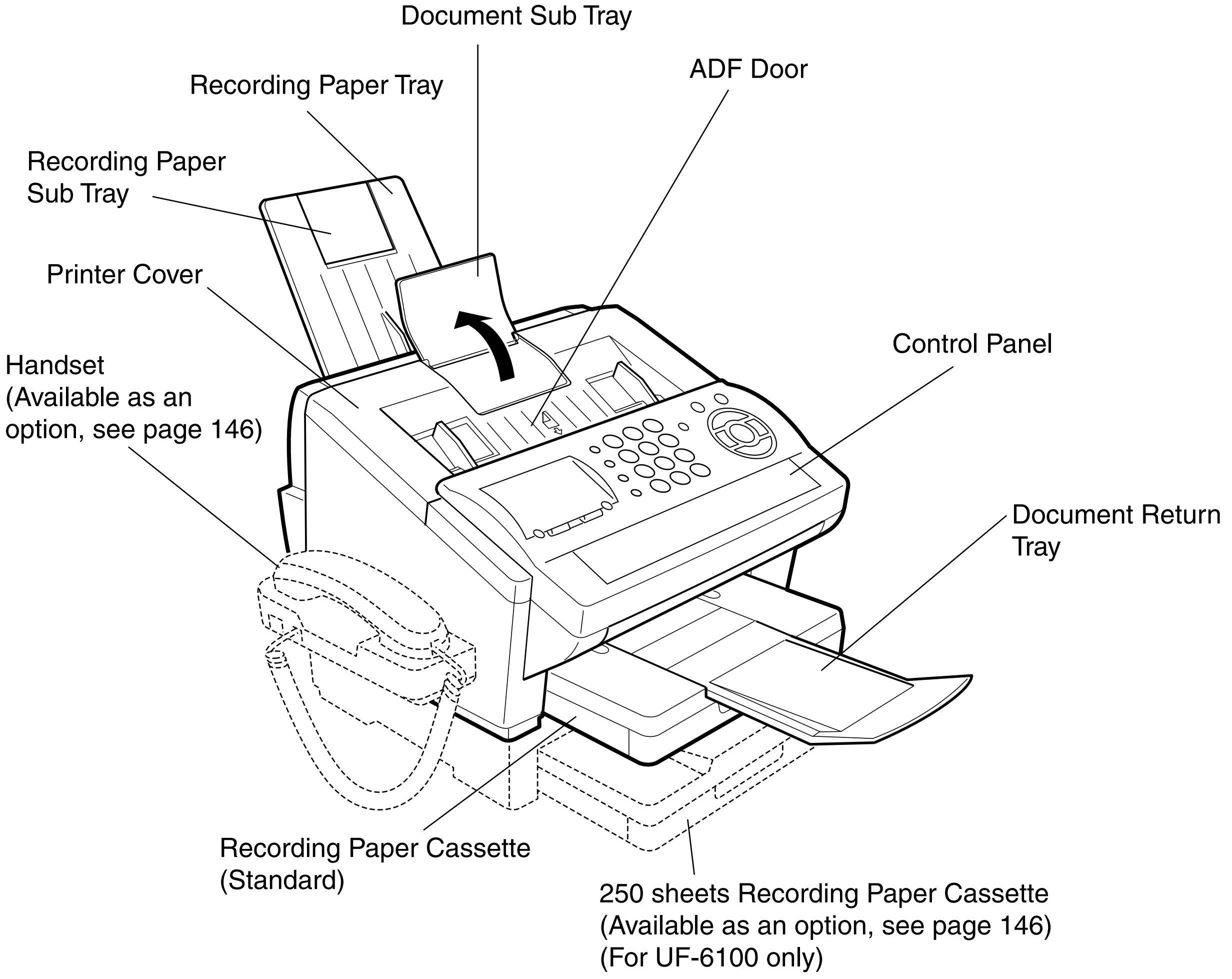
⑦ **Set Mode**
1 = User Parameters
- Date & Time
- Logo
- Character ID
- ID Number (Fax Telephone Number)

2 = One-Touch/Abbreviated Numbers
3 = Program Keys
4 = Fax Parameters
5 - 7 = Not Used
8 = Maintenance
- Cleaning Printer Roller
- Toner Order Forms

⑧ **Select Mode**
1 = Communication Journal = OFF/ON/INC
2 = Not Used
3 = Cover Sheet = OFF/ON
4 = Password-XMT = OFF/ON
5 = RCV to Memory = OFF/ON
6 - 8 = Not Used
9 = Memory XMT = OFF/ON

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

External View


Document Sub Tray
Recording Paper Tray
ADF Door
Recording Paper Sub Tray
Printer Cover
Control Panel
Handset (Available as an option, see page 146)
Document Return Tray
Recording Paper Cassette (Standard)
250 sheets Recording Paper Cassette (Available as an option, see page 146) (For UF-6100 only)

NOTE

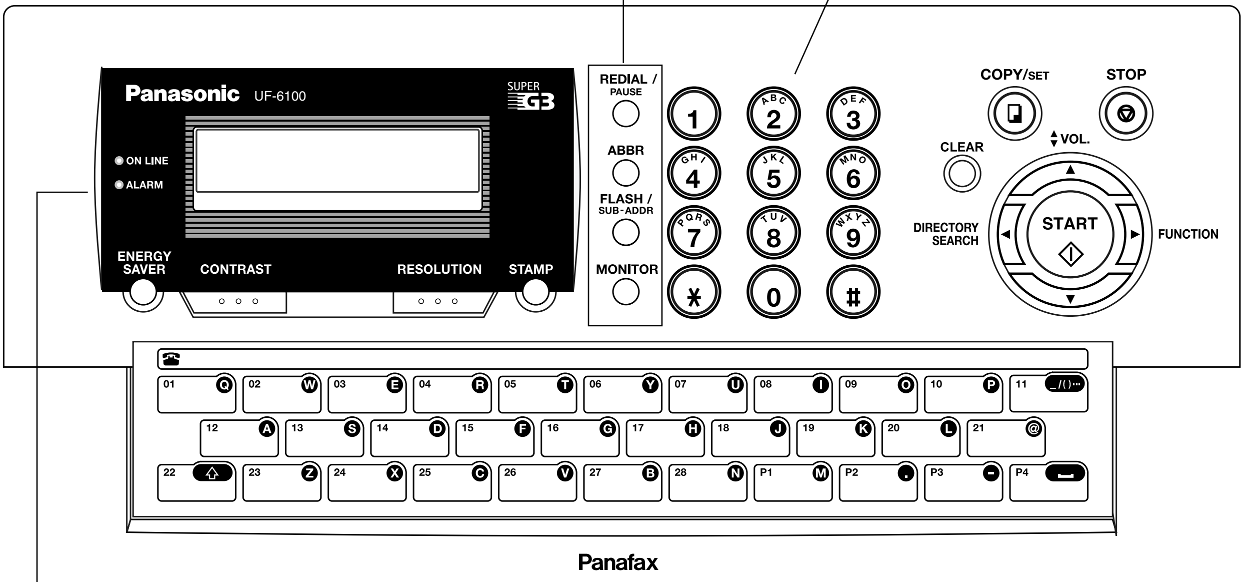
1. *For some countries, the handset may not be available because of the country's regulation or specification.*

Control Panel

REDIAL / PAUSE ○	- Used to enter a pause when entering or dialling a telephone number, or to redial the last dialled number.
ABBR ○	- Used to start Abbreviated Dialling. (See pages 49 and 54)
FLASH / SUB-ADDR ○	- Used to separate the Sub-Address from the telephone number
MONITOR ○	- Used to start On-Hook Dialling. (See page 57)

Keypad
- Used for manual number dialling, entering phone numbers, and numerical entries.

⁎ Key
- Used to temporarily change the dialling mode to Tone when Pulse mode is set.



Panasonic UF-6100
SUPER G3
ON LINE
ALARM
ENERGY SAVER
CONTRAST
RESOLUTION
STAMP
REDIAL / PAUSE
ABBR
FLASH / SUB-ADDR
MONITOR
COPY/SET
STOP
CLEAR
VOL.
DIRECTORY SEARCH
START
FUNCTION
Panafax

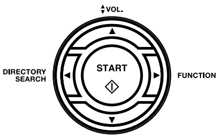
ENERGY SAVER ○	- Used to switch the machine into energy saving mode. (See page 38)
CONTRAST	- Used to set Normal, Lighter or Darker. (See page 42)
RESOLUTION	- Used to set Standard, Fine, Super-Fine or Halftone. (See page 42)
STAMP ○	- Used to turn the verification stamp On or OFF. Lights when the verification stamp is set to ON.
○ **ON LINE**	- Blinks when the machine is transmitting a document or receiving.
○ **ALARM**	- Lights when trouble occurs.

Control Panel

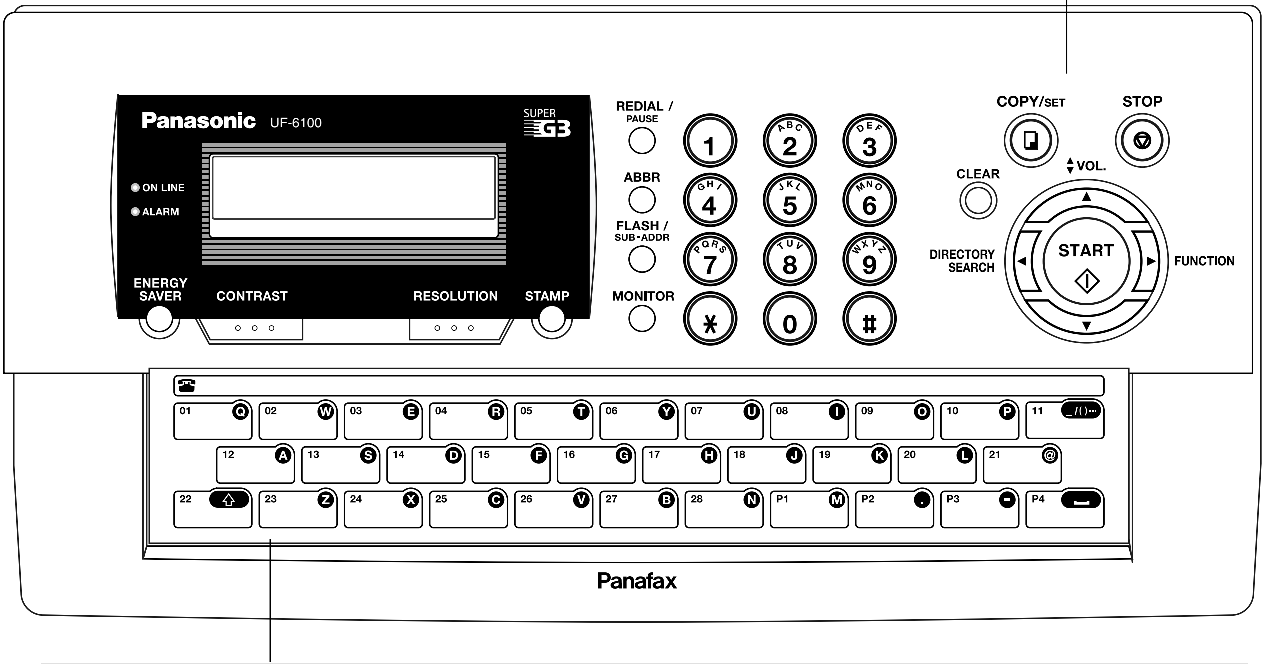
STOP
- Press this button when you want to stop communication, registration operation, or audible tone.

COPY / SET
- Used to make copies and set operations. (See page 71)

CLEAR
- Use this button when resetting all the previously set functions.


VOL.
DIRECTORY SEARCH
START
FUNCTION

Used for the following:
- Start or select the function.
- Search for a station name. (See pages 50 and 55)
- Adjust the monitor and ringer volume. (See page 25)
- Move the cursor while entering numbers and characters.
- Search the station name for Directory Search Dialling.
- Confirm the entered station for multi-station communication.
- Confirm the current communication modes (e.g. Page number, ID, Dialled Telephone number, File number) when the unit is ON LINE.


Panasonic UF-6100
SUPER G3
ON LINE
ALARM
ENERGY SAVER
CONTRAST
RESOLUTION
STAMP
REDIAL / PAUSE
ABBR
FLASH / SUB-ADDR
MONITOR
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
*
0
#
COPY/SET
STOP
CLEAR
VOL.
DIRECTORY SEARCH
START
FUNCTION
01 Q
02 W
03 E
04 R
05 T
06 Y
07 U
08 I
09 O
10 P
11 _/()···
12 A
13 S
14 D
15 F
16 G
17 H
18 J
19 K
20 L
21 @
22
23 Z
24 X
25 C
26 V
27 B
28 N
P1 M
P2 .
P3 -
P4
Panafax

One-Touch Keys (01-28)
- Used for One-Touch Dialling. (See pages 49 and 53)

Program Keys (P1-P4)
- Used to enter long dialling procedures or Group Dialling Number keys. (See pages 77 to 82)

Character Keys
- The One-Touch Keys and Program Keys are serve as character and symbol input keys which are used to enter your LOGO, character ID and station name.

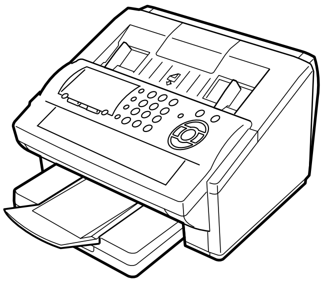
_/()··· - Used to enter a symbol for LOGO, character ID and station name. Use ▼ or ▲ to select the symbols.

⎵ - Used to insert a space while entering LOGO, character ID and station name.

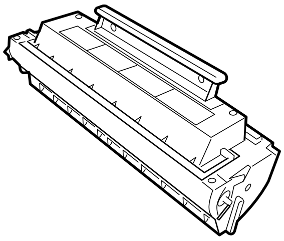
⇧ - Used to switch between upper and lower character set.

Main Unit and Accessories

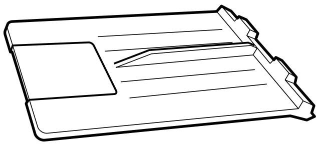
Unpack the carton and check that you have all the accessories illustrated.



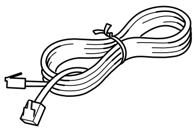
Machine



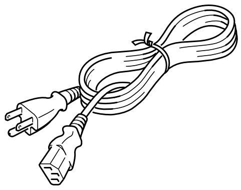
Toner Cartridge



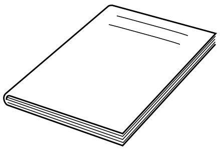
Recording Paper Tray



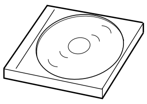
Telephone Line Cable



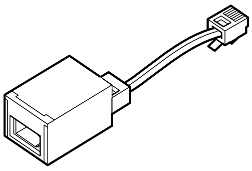
Power Cord



Operating Instructions



CD-ROM
(For UF-6100 only)

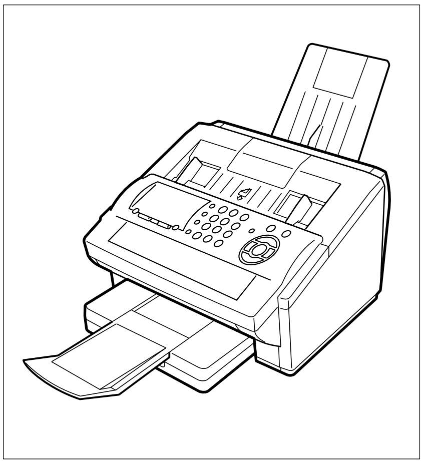


Telephone Line Cable Adapter
(See Note)

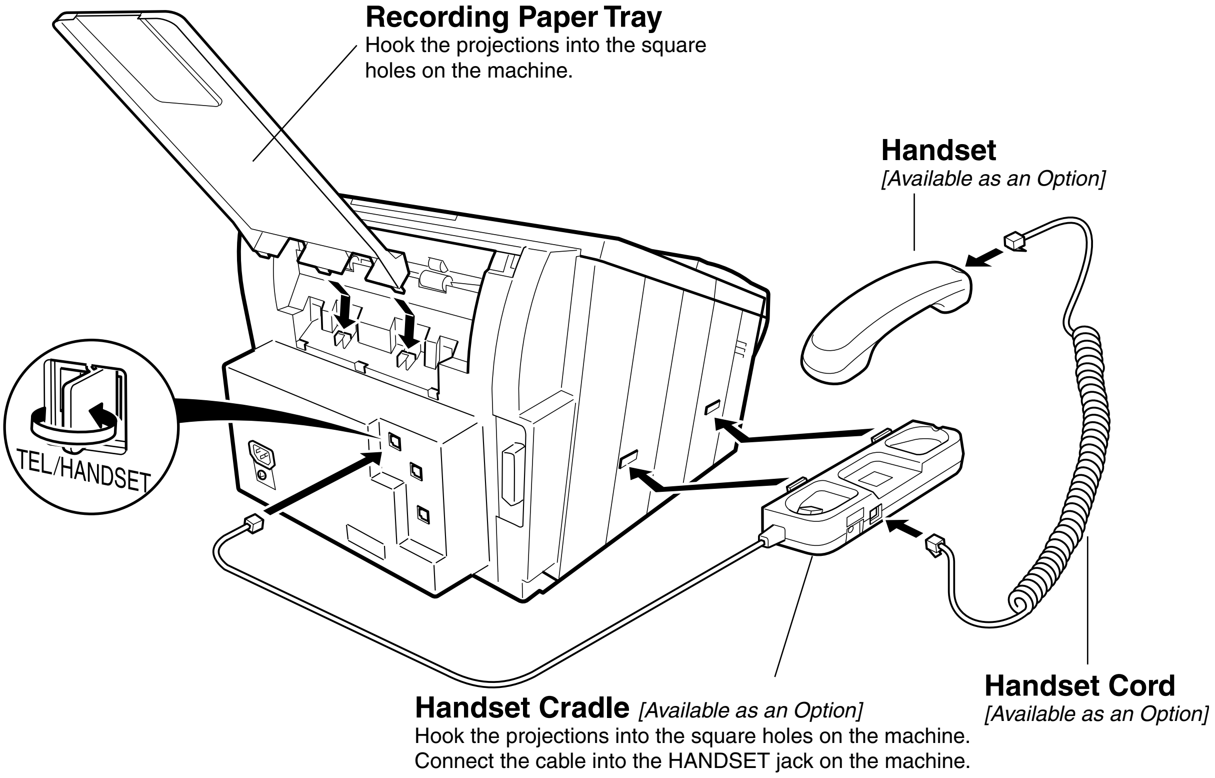
NOTE

1. *The shape of the telephone line cable and power cord may differ depending on each country's regulation or specification.*
2. *The Telephone Line Cable Adapter is available in certain countries only.*

Installing the Accessories



Final Installed View

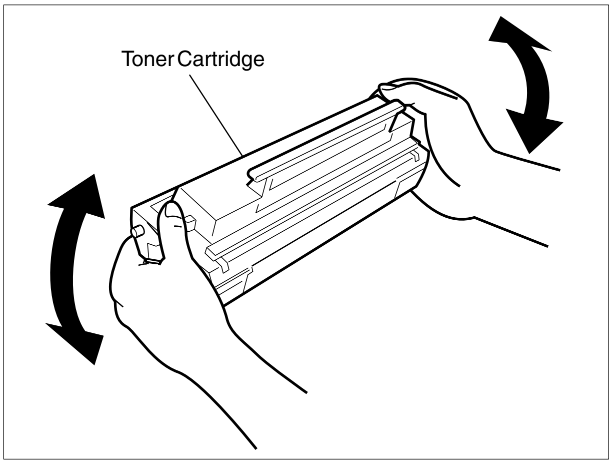

Recording Paper Tray
Hook the projections into the square holes on the machine.
Handset
[Available as an Option]
TEL/HANDSET
Handset Cradle *[Available as an Option]*
Hook the projections into the square holes on the machine.
Connect the cable into the HANDSET jack on the machine.
Handset Cord
[Available as an Option]

NOTE

1. *For some countries, the handset may not be available because of the country's regulation or specification.*

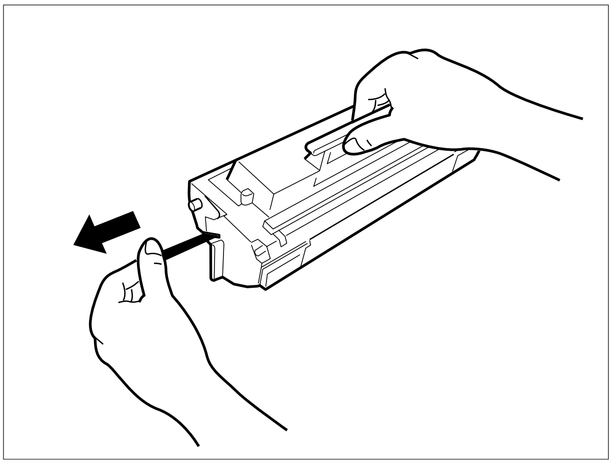
Installing the Toner Cartridge

1


Toner Cartridge

Unpack the Toner Cartridge and rock it back and forth as shown for 5 or 6 times to even the toner inside.

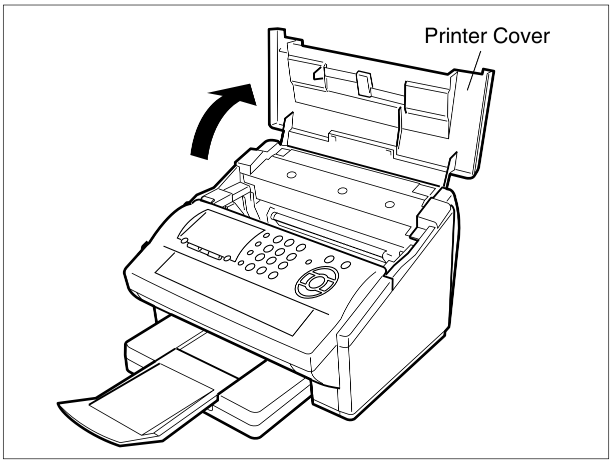
2



Remove the protective seal.

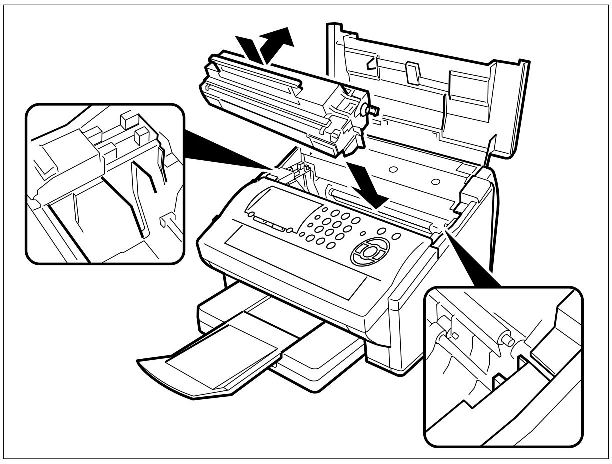
Note: Pull on the seal slowly and straight out.

3


Printer Cover

Open the Printer Cover.

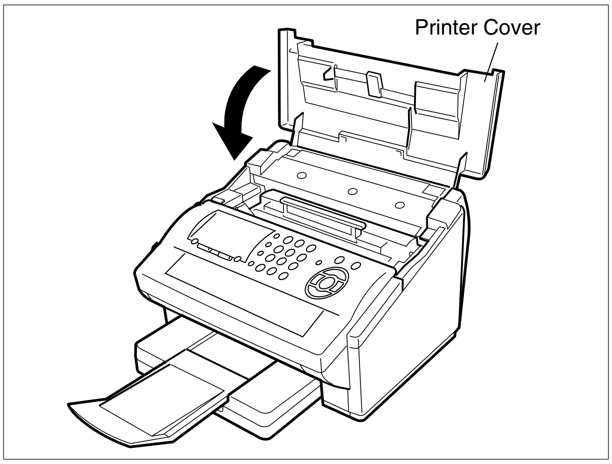
4



Align the projections on both sides of the Toner Cartridge with the grooves in the machine as shown and insert the Toner Cartridge into the machine.

Note: Lock the Toner Cartridge into place by pressing the handle down and then pushing towards the rear of the machine.

5



Close the Printer Cover.

6

If you are replacing the Toner Cartridge, it is recommended to clean the Printer Roller to maintain good printing quality. To clean the Printer Roller, follow the procedure on page 139.

NOTE

1. Used toner cartridge should be disposed properly according to local regulations.

Loading the Recording Paper

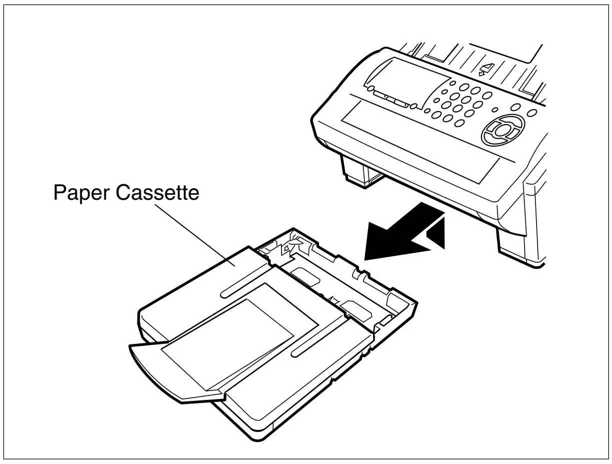
How to Load the Recording Paper

Paper Specifications

In general, most bond papers will produce excellent results. Most photocopy papers will also work very well. There are many "name" and "generic" brands of paper available. We recommend that you test various papers until you obtain the results you are looking for. For detailed recommended paper specifications, (See page 145).

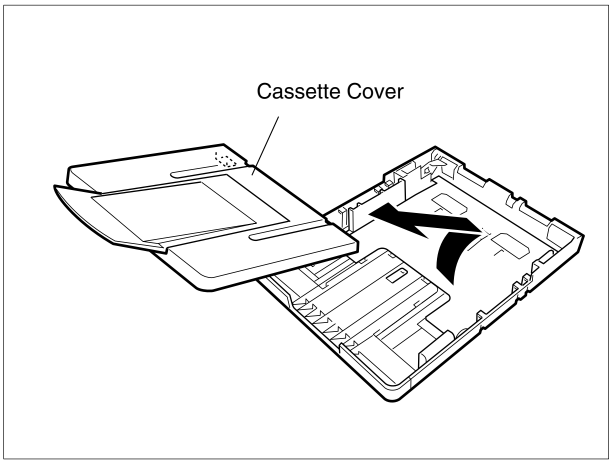
How to Load the Recording Paper

1



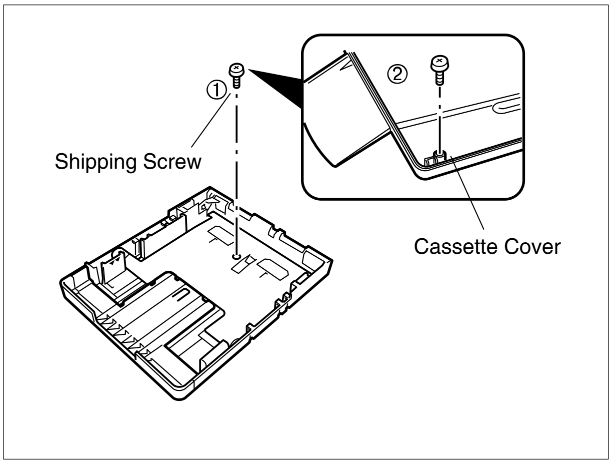
Lift up the Paper Cassette slightly and slide it out from the machine.

2



Remove the Paper Cassette Cover.

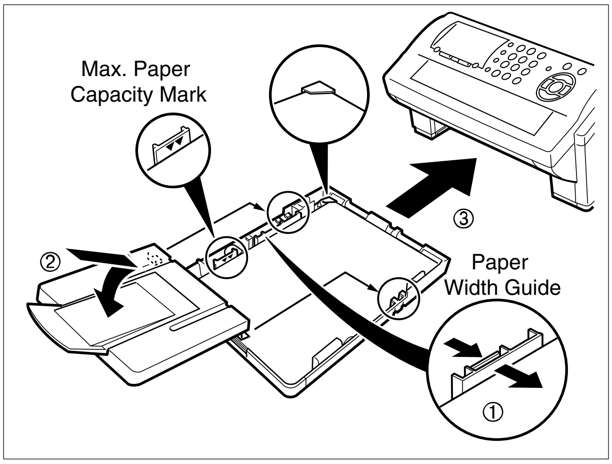
3



1. Remove the Shipping Screw securing the Pressure Plate.
2. Store the screw by attaching it to the post provided under the Paper Cassette Cover for future use.

How to Load the Recording Paper

4



1. Load the paper into the Paper Cassette. Slide the paper width guide to the left until it lightly touches the stack of paper without bending the paper. The paper must fit squarely and firmly between the Paper Width Guide and the right side of tray. If it does not, the paper may feed into the printer incorrectly resulting in a paper jam.

Caution: Make sure that the paper is set under the metal Paper Separation Clips and that it does not exceed the Maximum Paper Capacity Mark. You can load about 250 sheets (75g/m² weight). For paper specification, see page 145.

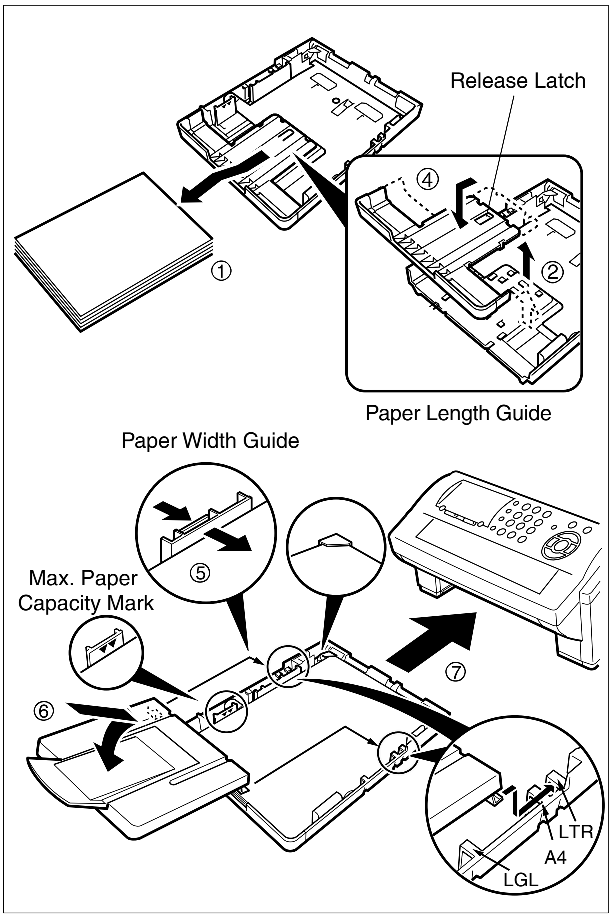
2. Re-install the Paper Cassette Cover.
3. Slide the Paper Cassette into the machine.

Adjusting the Paper Cassette for the Paper Length

How to Adjust the Paper Cassette for the Paper Length

The factory default Paper Length setting for the Paper Cassette is on A4 size. To change the paper length to Letter or Legal size, follow the steps below.

1



1. Remove the paper from the Paper Cassette and place the cassette upside down on a flat surface.
2. While pushing down on the release latch, pull out the Paper Length Guide.
3. Turn the Paper Cassette upright.
4. Insert the Paper Length Guide hooks into the appropriate paper length slots (Letter or Legal) and slide the guide towards the back of the cassette until it locks in place.
5. Load the paper into the Paper Cassette.

   Slide the paper width guide to the left until it lightly touches the stack of paper without bending the paper. The paper must fit squarely and firmly between the Paper Width Guide and the right side of tray. If it does not, the paper may feed into the printer incorrectly resulting in a paper jam.

   Caution: Make sure that the paper is set under the metal Paper Separation Clips and that it does not exceed the Maximum Paper Capacity Mark. You can load about 250 sheets (75g/m² weight). For paper specification, see page 145.
6. Replace the Paper Cassette Cover to the appropriate paper position (LTR, A4 or LGL).
7. Slide the Paper Cassette into the machine.

2

The Recording Paper Size setting of the Fax Parameter No. 23 must match the paper loaded in the cassette. If you change the Recording Paper Size, please change the setting accordingly. (See page 37)

NOTE

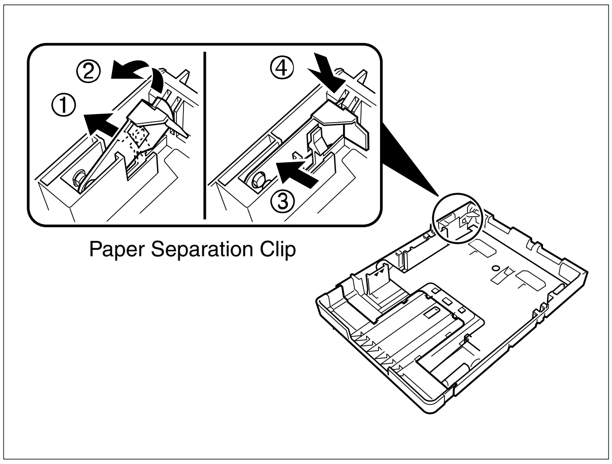
1. *If you forget to change the Recording Paper Size setting in Fax Parameter No. 23 when different paper is installed in the cassette, the unit will Stop printing after the 1st page of an Incoming Fax and display a "PAPER SIZE MISMATCH" error. Then, the Recording Paper Size setting automatically adjusts to the proper size and the unit resumes printing the Incoming Fax from the 1st page.*

Adjusting the Paper Cassette for the Paper Width

How to Adjust the Paper Cassette for the Paper Width

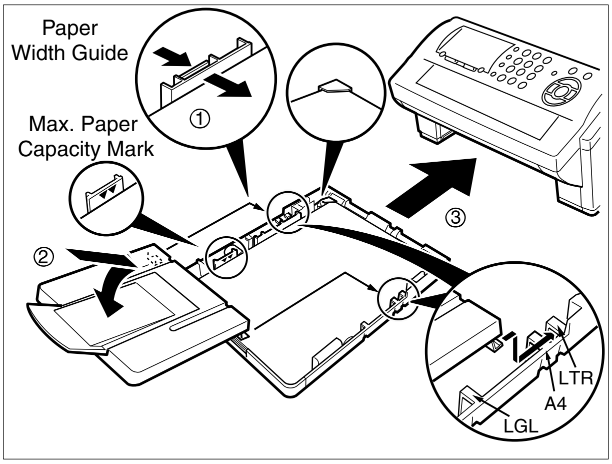
The factory default Paper Width setting for the Paper Cassette is on A4 size. To change the paper width to Letter/Legal size, follow the steps below.

1



1. Release the left Paper Separation Clip latch.
2. Pull up the Paper Separation Clip to remove it.
3. Reposition the Paper Separation Clip into the LTR/LGL slot.
4. Swing the Paper Separation Clip downward to latch it in place.

2



1. Load the paper into the Paper Cassette. Slide the paper width guide to the left until it lightly touches the stack of paper without bending the paper. The paper must fit squarely and firmly between the Paper Width Guide and the right side of tray. If it does not, the paper may feed into the printer incorrectly resulting in a paper jam.

   Caution: Make sure that the paper is set under the metal Paper Separation Clips and that it does not exceed the Maximum Paper Capacity Mark. You can load about 250 sheets (75g/m² weight). For paper specification, see page 145.
2. Replace the Paper Cassette Cover to the appropriate paper position (LTR, A4 or LGL).
3. Slide the Paper Cassette into the machine.

3

The Recording Paper Size setting of the Fax Parameter No. 23 must match the paper loaded in the cassette. If you change the Recording Paper Size, please change the setting accordingly. (See page 37)

NOTE

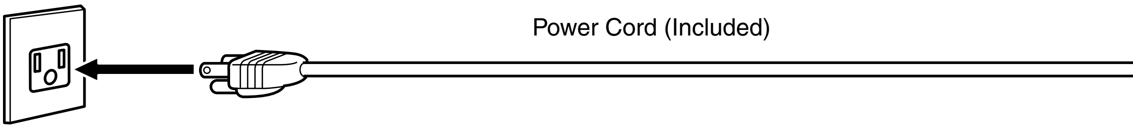
1. *If you forget to change the Recording Paper Size setting in Fax Parameter No. 23 when different paper is installed in the cassette, the unit will Stop printing after the 1st page of an Incoming Fax and display a "PAPER SIZE MISMATCH" error. Then, the Recording Paper Size setting automatically adjusts to the proper size and the unit resumes printing the Incoming Fax from the 1st page.*

Connecting the Telephone Line Cable and Power Cord

■ Power Cord

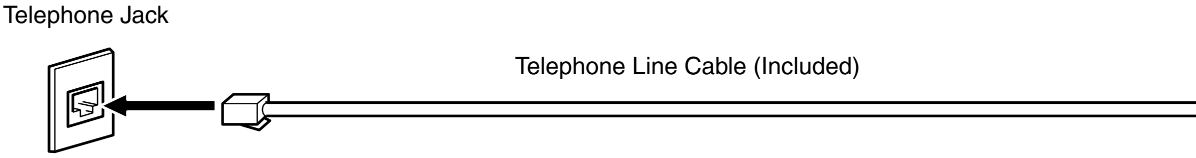
Plug the supply cord into the mains AC socket outlet. Connect the supply cord coupler into the mains supply inlet on the rear of the machine.

Warning: This apparatus must be properly earthed. Do not modify the AC outlet.



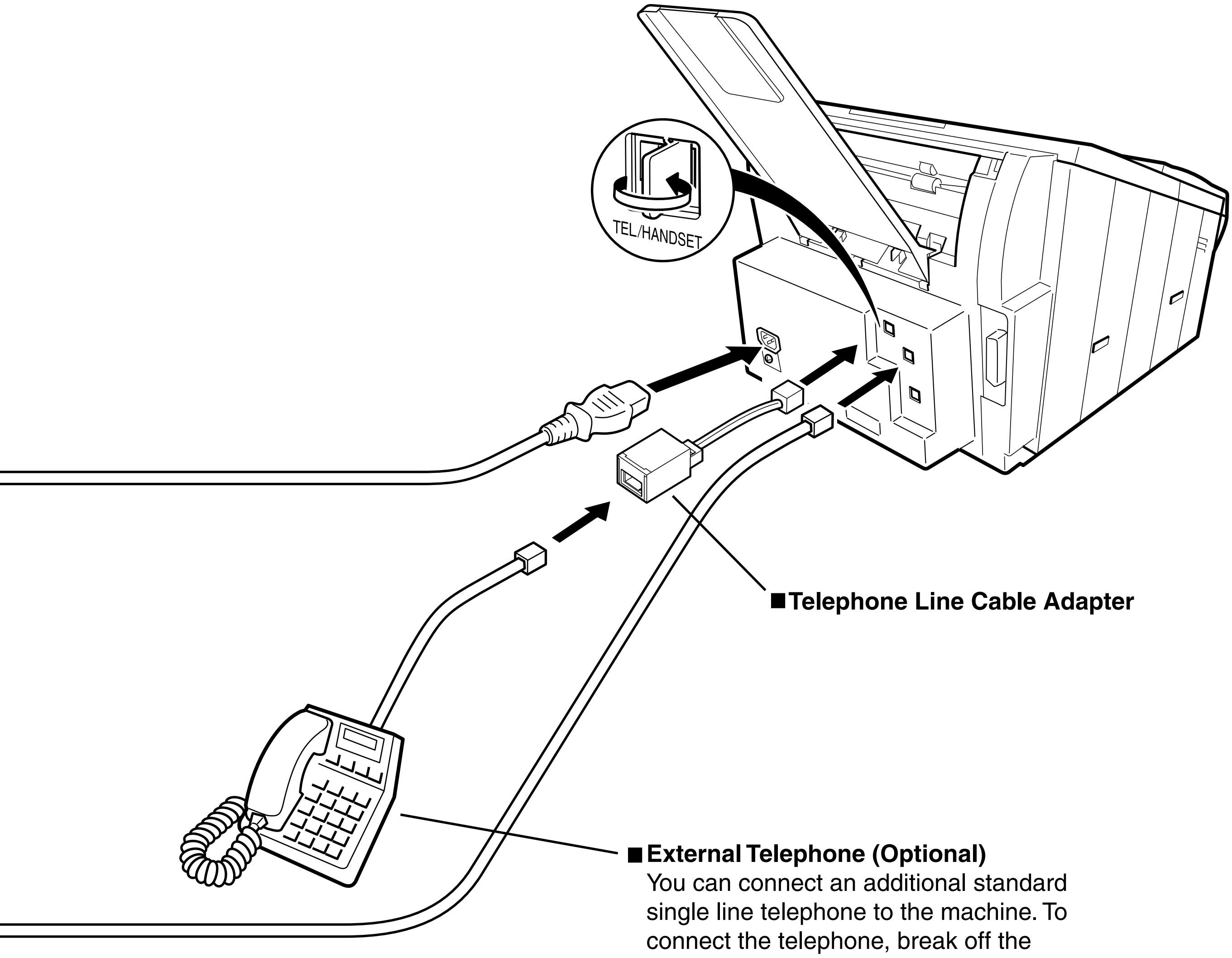
■ Telephone Line Cable

Plug one end of the telephone line cable into the telephone jack supplied by the telephone company and the other end into the LINE jack on the left side of the machine.



NOTE

1 *Your machine uses little power and you should keep it ON at all times. If the power is turned OFF for too long, the clock contents may be lost.*
2. *The shape of the telephone line cable and power cord may differ depending on each country's regulation or specification.*
3. *The Telephone Line Cable Adapter is available in certain countries only.*



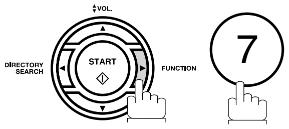
■ **Telephone Line Cable Adapter**

■ **External Telephone (Optional)**
You can connect an additional standard single line telephone to the machine. To connect the telephone, break off the protective tab on the TEL jack.

Setting the Dialling Method (Tone or Pulse)

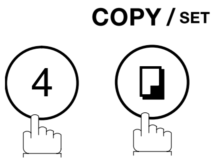
Your machine can operate with either of two dialling methods (Tone or Pulse), depending on the type of telephone line you are connected to. If you need to change the dialling method to Tone or Pulse, follow the procedure below.

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
7

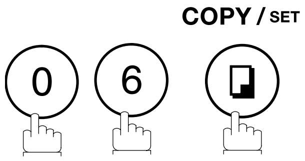
```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

2



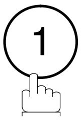
```
FAX PARAMETER(01-99)
        NO.=█
```

3



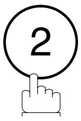
```
06 DIALLING METHOD
 2:TONE
```

4



for “PULSE“.

or



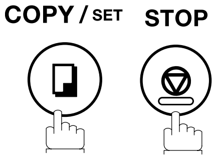
for “TONE“.

```
06 DIALLING METHOD
 1:PULSE
```

or

```
06 DIALLING METHOD
 2:TONE
```

5


COPY / SET
STOP

NOTE

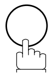
1. For some countries, this feature is not available depending on the country’s regulation. The display may not show this feature.

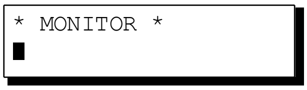
Adjusting the Volume

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

Setting the Monitor Volume

1 **MONITOR**

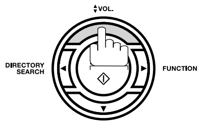




```
* MONITOR *
█
```

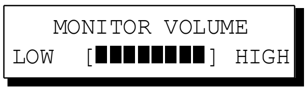
You will hear the dial tone through the speaker.

2



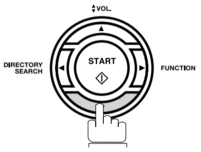
VOL.
DIRECTORY SEARCH
FUNCTION

repeatedly to raise the volume.



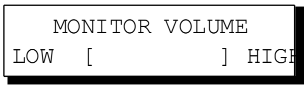
```
  MONITOR VOLUME
LOW  [█████████] HIGH
```

or



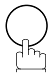
VOL.
DIRECTORY SEARCH
START
FUNCTION

repeatedly to lower the volume.



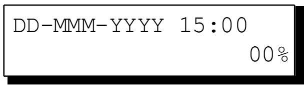
```
  MONITOR VOLUME
LOW  [         ] HIGH
```

3 **MONITOR**



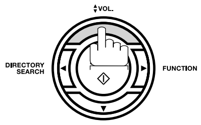
Setting the Ringer Volume

1 Standby



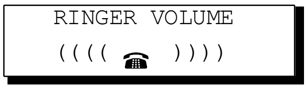
```
DD-MMM-YYYY 15:00
                00%
```

2



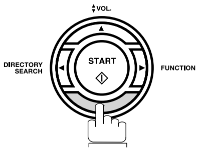
VOL.
DIRECTORY SEARCH
FUNCTION

repeatedly to raise the volume.



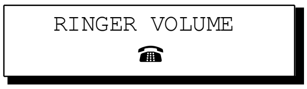
```
 RINGER VOLUME
 (((( ☎ ))))
```

or



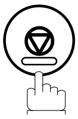
VOL.
DIRECTORY SEARCH
START
FUNCTION

repeatedly to lower the volume.



```
 RINGER VOLUME
       ☎
```

3 **STOP**



NOTE

1. *You can also adjust the volume of the key touch tone and the volume of the buzzer in the Fax Parameter No. 10 (KEY/BUZZER VOLUME). (See page 36)*

User Parameters

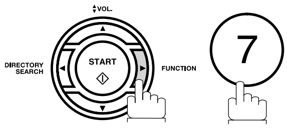
General Description

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

Setting the Date and Time

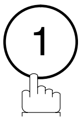
At standby the display will show the date and time. Once the standby display is set, it will automatically be updated.

1



```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

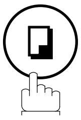
2



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

3

COPY / SET



```
DATE & TIME
   █1-01-2002 00:00
```

4

Enter the new date and time.

Ex: ①② Date : 12th

⓪③ Month : March

②⓪⓪⑤ Year : 2005

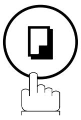
①⑤⓪⓪ Time : 3:00 PM

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

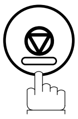
```
DATE & TIME
   12-03-2005 15:00
```

5

COPY / SET



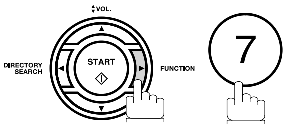
STOP



Setting Your LOGO

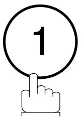
When you send a document, your LOGO appears on the top of the copy printed out at the other station. The LOGO helps to identify you to someone who receives your document.

1



```
SET MODE          (1-8)
ENTER NO. OR ∨ ∧
```

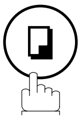
2



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

3

COPY / SET



repeatedly until display shows;

```
LOGO
▮
```

4

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

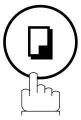
Ex: P A N A S O N I C

If you make a mistake, use ◀ or ▶ to move the cursor one space beyond the incorrect character, press CLEAR then re-enter the new character.
If more than 19 characters are entered, the left side characters will scroll off the display.

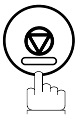
```
LOGO
PANASONIC▮
```

5

COPY / SET



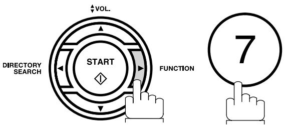
STOP



Setting Your Character ID

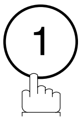
If the remote machine has a Character ID capabilities, when you are sending or receiving, your Character ID will appear on the remote machine's display and the remote machine's Character ID will appear on your display.

1



```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

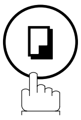
2



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

3

COPY / SET



repeatedly until display shows;

```
CHARACTER ID
█
```

4

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

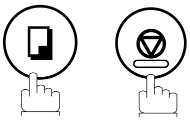
Ex: H E A D ␣ O F F I C E

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

```
CHARACTER ID
HEAD OFFICE█
```

5

COPY / SET **STOP**



NOTE

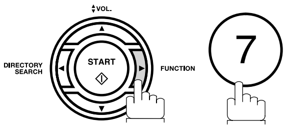
1. *The special characters of Å, Ä, Ö, Ü, Æ, è and é cannot be used for Character ID.*

Setting Your ID Number (Fax Telephone Number)

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

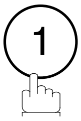
We suggest you use your facsimile telephone number as your ID number. (max. 20 digits)

1



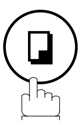
```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

2



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

3 **COPY / SET**



repeatedly until display shows;

```
ID NO.
█
```

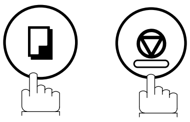
4 Enter your ID (max. 20 digits) by using the keypad and ⎵ key to enter a space between numbers.

Ex: ② ⓪ ① ⎵ ⑤ ⑤ ⑤ ⎵ ① ② ① ②

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

```
ID NO.
201 555 1212█
```

5 **COPY / SET** **STOP**



NOTE

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

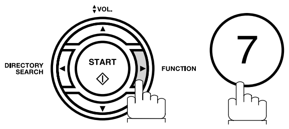
One-Touch/Abbreviated Dialling Numbers

Entering One-Touch/Abbreviated Dialling Numbers

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

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

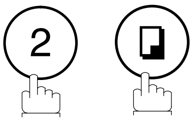
1



```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

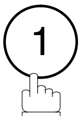
2

COPY / SET



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

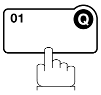
3



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

4

Ex:



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

5

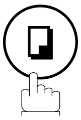
Enter the telephone number
(up to 36 digits including pauses and spaces).

Ex: ⑨ PAUSE ⑤ ⑤ ⑤ ␣ ① ② ③ ④

```
<01>
9-555 1234█
```

6

COPY / SET



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

7

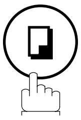
Enter the station name using character keys
(up to 15 characters).

Ex: S A L E S ␣ D E P T

```
<01> SALES DEPT█
9-555 1234
```

8

COPY / SET



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

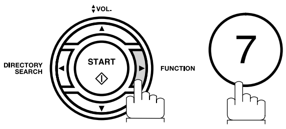
To record another number, repeat step 4 to 8.

To return to standby, press STOP .

Entering One-Touch/Abbreviated Dialling Numbers

To set an Abbreviated Dialling Number, follow the steps below

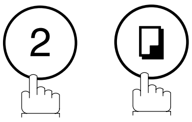
1



```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

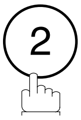
2

COPY / SET



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

3



```
ABBR[█   ]
ENTER NO. OR ∨ ∧
```

4

Ex: ⓪ ② ② (001 to 100)

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

5

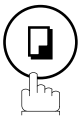
Enter the telephone number
(up to 36 digits including pauses and spaces).

Ex: ⑨ PAUSE ⑤ ⑤ ⑤ ␣ ② ③ ④ ⑤

```
[022]
9-555 2345█
```

6

COPY / SET



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

7

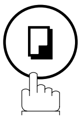
Enter the station name using character keys
(up to 15 characters).

Ex: A C C O U N T I N G

```
[022]ACCOUNTING█
9-555 2345
```

8

COPY / SET



```
ABBR[█   ]
ENTER NO. OR ∨ ∧
```

To record another number, repeat step 4 to 8.

To return to standby, press STOP .

NOTE

1. *If you require a special access number to get an outside line, enter it first and then press* PAUSE *. A hyphen "-" is displayed for pause.*
2. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press* ✱ *(represented by a"/"). The dialling method will be changed from Pulse to Tone after dialling the digit "/".*
   Ex : 9 PAUSE * 5551234
3. *You can search for an unused One-Touch key or ABBR. number by pressing* ▲ *or* ▼ *in step 3 or 4.*

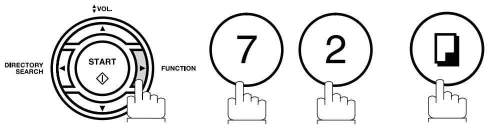
Editing One-Touch/Abbreviated Dialling Numbers

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

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

1

COPY / SET

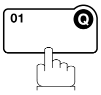


```
1:ONE-TOUCH
2:ABBR NO.
```

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

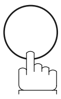
```
ONE-TOUCH<  >
PRESS ONE-TCH OR ∨∧
```

3 Enter the station you wish to change.
Ex:



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

4 **CLEAR**

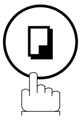


```
<01> SALES DEPT
ENTER TEL. NO.
```

then enter a new telephone number. (See Note 1)
Ex: ⑨ PAUSE ⑤ ⑤ ⑤ ␣ ③ ④ ⑤ ⑥

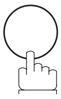
```
<01> SALES DEPT
9-555 3456█
```

5 **COPY / SET**



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

6 **CLEAR**

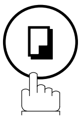


```
<01> ENTER NAME
9-555 3456
```

then enter a new station name. (See Note 1)
Ex: P A N A F A X

```
<01> PANAFAX█
9-555 3456
```

7 **COPY / SET**



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

To return to standby, press STOP .

NOTE

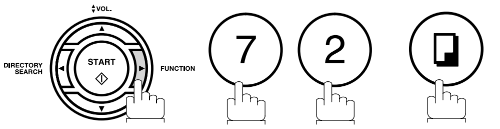
1. *If you make a mistake, use* ◀ *or* ▶ *to move the cursor beyond the incorrect number, press* CLEAR *then re-enter the new number.*

Editing One-Touch/Abbreviated Dialling Numbers

To erase the settings of One-Touch/ABBR Dialling number

1

COPY / SET



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

2

Select ① for One-Touch Dialling number

Select ② for ABBR. Dialling Number

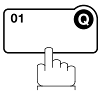
Ex: ①

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

3

Enter the station you wish to erase.

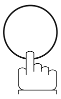
Ex:



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

4

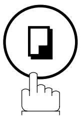
CLEAR



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

5

COPY / SET



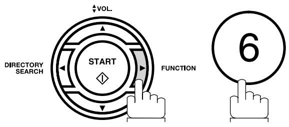
```
ONE-TOUCH<   >
PRESS ONE-TCH OR ∨∧
```

To return to standby, press STOP .

Printing Out a Directory Sheet

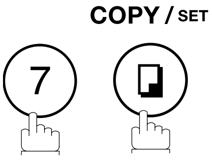
After programming a one-touch dialling number, you can print out the directory sheet which includes the first 12 characters of each station name. Cut along the dotted line and place it over the One-Touch key under the Directory Sheet Cover. To print out a directory sheet, follow the steps below.

1



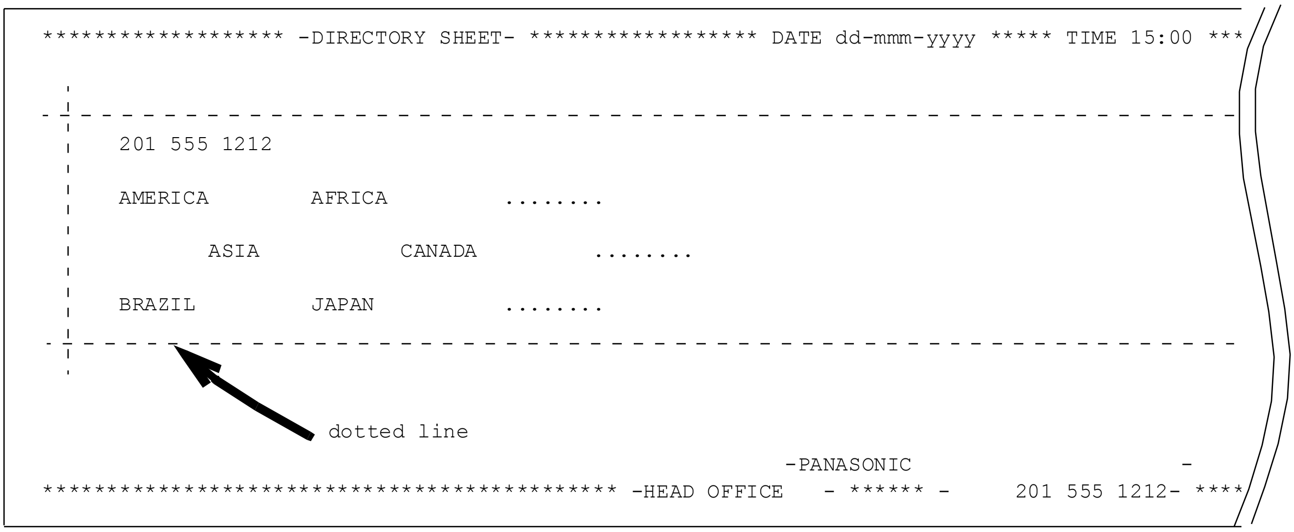
```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2

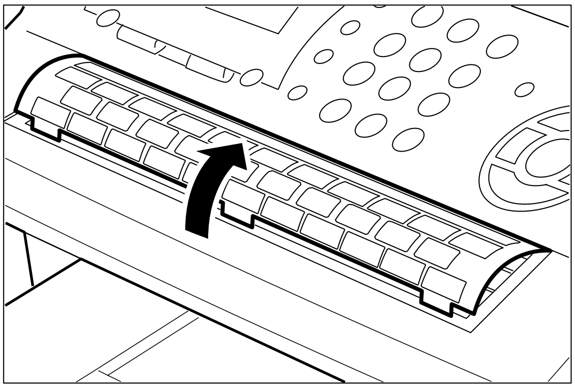


```
* PRINTING *
DIRECTORY SHEET
```

Your machine prints out the directory sheet.



```
****************** -DIRECTORY SHEET- ***************** DATE dd-mmm-yyyy ***** TIME 15:00 ***

    201 555 1212

    AMERICA        AFRICA         ........

           ASIA           CANADA         ........

    BRAZIL         JAPAN          ........

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



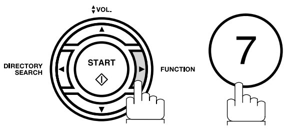
Customizing Your Machine

General Description

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

Setting the Fax Parameters

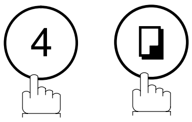
1



```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

2

COPY / SET



```
FAX PARAMETER(01-99)
        NO.=▊
```

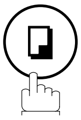
3 Enter Fax Parameter number from the Parameter Table.

Ex: ⓪ ① for **CONTRAST**

```
FAX PARAMETER(01-99)
        NO.=01
```

4

COPY / SET



```
01 CONTRAST
 1:NORMAL
```

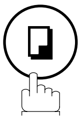
5 Enter the new setting value.

Ex: ② for **LIGHTER**

```
01 CONTRAST
 2:LIGHTER
```

6

COPY / SET



```
02 RESOLUTION
 1:STANDARD
```

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

NOTE

1. To scroll the Fax Parameters in Step 2 or 4, press ▼ or ▲.

2. To print out a Fax Parameter List, see page 127.

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
01	CONTRAST	1	Normal	Setting the home position of the CONTRAST key.
		2	Lighter	
		3	Darker	
02	RESOLUTION	1	Standard	Setting the home position for the RESOLUTION.
		2	Fine	
		3	S-Fine	
		4	Halftone (Fine)	
		5	Halftone (S-Fine)	
04	STAMP	1	Off	Setting the home position of the STAMP key. To select the stamp function when document is stored in memory, see Fax Parameter No. 28.
		2	On	
05	MEMORY	1	Off	Setting the home position for memory transmission/copy mode. (This setting can be temporarily changed by using F8-9 (MEMORY XMT))
		2	On	
06	DIALLING METHOD	1	Pulse	Selecting the dialling method.
		2	Tone	
07	HEADER PRINT	1	Inside	Selecting the printing position of the header. **Inside** : Inside TX copy area. **Outside** : Outside TX copy area. **No print** : Header is not printed.
		2	Outside	
		3	No print	
08	HEADER FORMAT	1	Logo, ID No.	Selecting the header format.
		2	From To	
09	RCV'D TIME PRINT	1	Invalid	Selecting whether the machine prints the received date & time, remote ID, percentage of reduction and page number on the bottom of each received page.
		2	Valid	
10	KEY/BUZZER VOLUME	1	Off	Selecting the volume of the Key/Buzzer tone.
		2	Soft	
		3	Loud	
12	COMM. JOURNAL	1	Off	Selecting the home position of printout mode for COMM. Journal Off/Always/INC. **Off** : Does not print **Always** : Always prints **Inc. only** : Prints only when communication has failed.
		2	Always	
		3	Inc. only	
13	AUTO JRNL PRINT	1	Invalid	Selecting whether the machine prints the journal automatically after every 32 transactions.
		2	Valid	
17	RECEIVE MODE	1	TEL	Setting the receive mode.
		2	FAX	
		3	FAX/TEL SW.	
		4	TAM I/F	

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
18	OP CALL TIMER	1	20 sec.	Selecting the length of time that your machine signals (rings) for an incoming voice call in Fax/Tel Auto Switching mode. (See page 64)
		2	30 sec.	
		3	40 sec.	
		4	50 sec.	
19	OGM LENGTH (TAM I/F)	1	1 sec.	Setting for the OGM length of your TAM from 1 to 60 seconds. The machine will not start to detect SILENCE until the time setting has lapsed. (Default = 20 sec.)
		---	---	
		60	60 sec.	
20	SILENT DETECTION (TAM I/F)	1	Invalid	Selecting the Silent Detection Mode.
		2	Valid	
22	SUBSTITUTE RCV	1	Invalid	Selecting whether the machine receives to memory when recording paper runs out, toner runs out or recording paper is jammed.
		2	Valid	
23	REC. PAPER SIZE	1	A4	Setting the recording paper size installed in your machine.
		2	Letter	
		3	Legal	
24	PRINT REDUCTION	1	Fixed	Selecting print reduction mode. **Fixed**: Reduce received document according to setting of Parameter No. 25. **Auto** : Reduce received document according to the length of received documents.
		2	Auto	
25	REDUCTION RATIO	70	70%	Selecting fixed print reduction ratio from 70% to 100%. This parameter functions only when fixed print reduction is selected on Fax Parameter No. 24.
		----	----	
		100	100%	
26	POLLING PASSWORD		(----)	Setting a 4-digit password for secured polling.
27	POLLED FILE SAVE	1	Invalid	Selecting whether the machine retains the polled document in memory even after the document is polled once.
		2	Valid	
28	STAMP AT MEM. XMT	1	Invalid	Selecting whether the machine stamps the original documents when storing the documents into memory. (Depending on the Stamp setting on the Control Panel)
		2	Valid	
30	DRD SERVICE	1	Invalid	Selecting whether or not the machine is available "DRD Service". If this parameter is set to "Valid", your machine detects the specified ring pattern only to receive a document automatically.
		2	Valid	
31	INC. FILE SAVE	1	Invalid	Selecting whether the machine retains the document in memory if the document is not successfully transmitted.
		2	Valid	
32	COPY REDUCTION	1	Manual	Selecting whether the machine performs the copy reduction ratio automatically or manually. **Manual** : The machine will prompt you for the Zoom ratio (100% to 70%) when making copies. **Auto** : The machine will automatically determine the reduction ratio according to the length of the original document.
		2	Auto	

Continued on the next page...

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
34	ENERGY SAVER MODE	1	Off	To reduce the power consumption in standby, select either Energy-Saver or Sleep mode and specify the Delay Time (1 to 120 minutes) for the machine to enter into the selected mode. The Delay Timer setting is only available in the Energy-Saver or Sleep Modes. **Off** : The unit will remain in standby mode and consume more energy than when in Energy-Saver or Sleep modes. **Energy-Saver Mode** : Saves energy by consuming less power than when in standby mode by turning off the fuser unit after the specified time. **Sleep Mode** : This is the lowest power state that the machine enters after the specified time without actually turning off.
		2	Energy-Saver	
		3	Sleep	
35	DAYLIGHT TIME	1	Invalid	Selecting whether the clock adjusts for Daylight Saving Time automatically. The built-in clock will advance 1 hour at 1:00 am on the last Sunday in March and go back 1 hour at 1:00 am on the last Sunday in October.
		2	Valid	
37	RCV TO MEMORY		(----)	Enter a 4-digit password used to print out the received document in memory by using F8-5 (RCV TO MEMORY). When F8-5 is set to On, this parameter will not be shown on the LCD display. (See page 93)
38	ACCESS CODE		(----)	Enter a 4-digit Access Code to secure the machine from unauthorized use. (See page 91)
39	PIN CODE ACCESS	1	None	Selecting the access method (Prefix or Suffix) to dial a number with PIN Code. (See page 98)
		2	Suffix	
		3	Prefix	
42	CONF. FILE SAVE	1	Invalid	Selecting whether the machine saves the confidential polled file even after the file is polled once.
		2	Valid	
43	PASSWORD-XMT	1	Off	Setting a 4-digit XMT-Password and selecting whether the machine performs and checks the XMT-Password of the receiving station when transmitting. (See page 103)
		2	On	
44	PASSWORD-RCV	1	Off	Setting a 4-digit RCV-Password and selecting whether the machine performs and checks the RCV-Password of the transmitting station when receiving. (See page 104)
		2	On	
46	SELECT RCV	1	Invalid	Selecting whether the machine performs selective reception. (See page 101)
		2	Valid	
47	REMOTE RCV	1	Invalid	Selecting whether or not the machine accepts remote reception command. (See page 63)
		2	Valid	
48	TELEPHONE LINE	1	PSTN	Selecting the type of line connected.
		2	PBX	
49	PSTN ACCESS CODE		(----)	Setting PSTN Access Code. (max. 4 digits)

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
51	REMOTE DIAGNOSTIC	1	Invalid	Selecting whether or not the machine accepts to update the firmware or Remote Diagnostics from the remote station. Please ask your Panasonic Authorized Dealer for details.
		2	Valid	
52	DIAG. PASSWORD		(----)	Setting the password for Remote Diagnostic Mode. Please ask your Panasonic Authorized Dealer for details.
53	SUB-ADDRESS PSWD		(----)	Setting a 20-digit password for secured sub-address communication.
54	FAX FORWARD	1	Invalid	Selecting whether the machine performs Fax Forwarding to the specified destination. (See page 100)
		2	Valid	
56	COVER SHEET	1	Off	Setting the home position of the Cover Sheet parameter in the Select Mode. (See page 96)
		2	On	
57	COUNTRY CODE			Selecting the country code when installing your machine.
58	LANGUAGE			Selecting the language to be shown on the display and reports.
63	PC-FAX RCV MODE (For UF-6100 only)	1	Print	Selecting how the machine will execute the received Fax document(s). If the setting is set to either "Upload" or "Upload & Print" the machine cannot enter the Sleep Mode.. **Print** : Print the received document(s). **Upld & Prt** : Print the received document(s) and upload it's file. **Upload** : Upload the received document file.
		2	Upld & Prt	
		3	Upload	
65	PRINT COLLATION	1	Invalid	Selecting whether the machine prints out documents in sequence. (See page 70)
		2	Valid	
82	QUICK MEMORY XMT	1	Invalid	Selecting whether the machine performs Quick Memory Transmission. (See page 48 to 50) **Invalid** : Stores all documents into memory first before dialling the telephone number. **Valid** : Starts dialling the telephone number immediately after storing the first page.
		2	Valid	
99	MEMORY SIZE (Flash Memory)	-	-	Displays the memory size.

NOTE

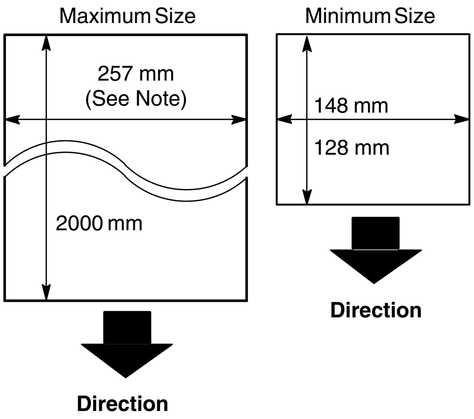
1. *The standard settings are printed on the Fax Parameter List. To print out Fax Parameter List, see page 127.*
2. *The contents of Fax Parameter may differ depending on the each country's regulation or specification.*

Loading Documents

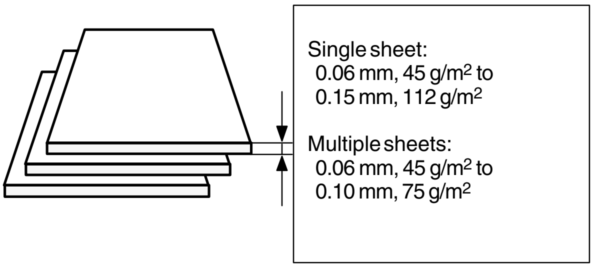
Documents You Can Send

In general, your machine will send any document printed on A4 size paper.

Document Size



Document Thickness



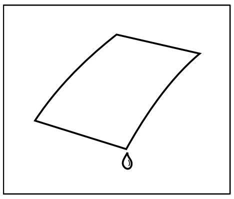
Single sheet:
0.06 mm, 45 g/m^2 to
0.15 mm, 112 g/m^2

Multiple sheets:
0.06 mm, 45 g/m^2 to
0.10 mm, 75 g/m^2

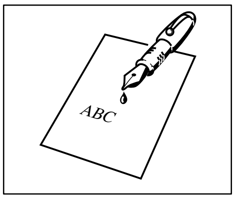
Note: The maximum document width that can be sent through the machine is 257mm. However, the effective scanning width is 208mm.

Documents You Cannot Send

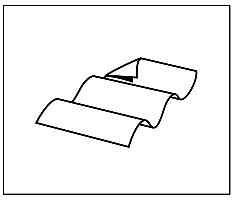
You must never try to send documents that are:



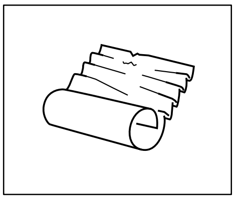
Wet



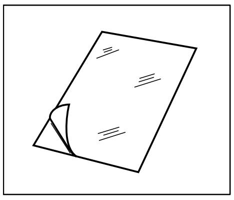
Covered with wet ink or paste



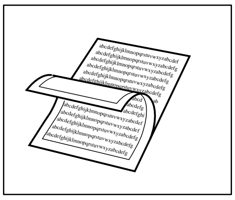
Too thin (e.g., onionskin, airmail paper, pages from some magazines, etc.)



Wrinkled, curled or folded



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

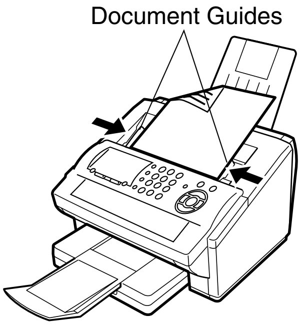


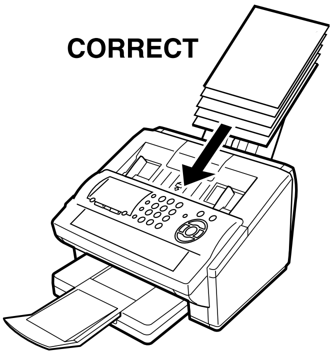
Chemically processed (e.g., pressure-sensitive paper, carbon-coated paper, etc.) or made of cloth or metal

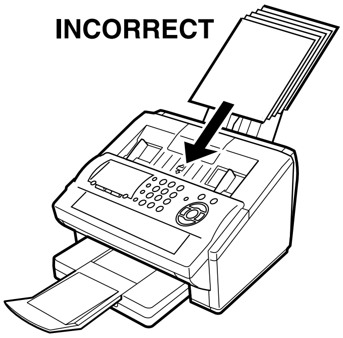
To transmit these kinds of documents, make a photocopy first and then transmit the copy instead.

How to Load Documents

1. Be sure the document(s) is free of staples, paper clips and is not torn, greasy or covered by foreign objects.
2. Place the document(s) **FACE DOWN** on the Automatic Document Feeder (ADF) until the leading edge placed into the machine stops.
   If you are sending multiple pages, make sure that **the bottom sheet enters first**. You can also stack **up to 30 PAGES** on the ADF at one time. If you have more than 30 pages, wait until transmission or storing in memory starts as pages feed through, place any remaining pages on top of the last page in the feeder.
3. Adjust the Document Guides to center the document on the ADF.




CORRECT


INCORRECT

When you set a document on the ADF, the display message will change from date and time (standby) to the following message. You can now change basic transmission settings, or begin the dialling procedure.

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

NOTE

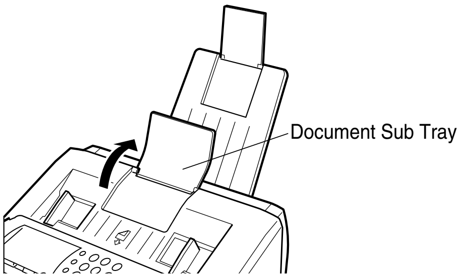
1. The document limitation to send multiple pages is as follows.

	Document Size	***Document Thickness***
Up to 20 pages	*Up to 257mm X 364mm*	*0.06 mm to 0.12 mm*
*Up to 30 pages**	*A4 size*	*0.06 mm to 0.10 mm*

** Please note that although the size and thickness meets the specifications, you might not be able to set 30 pages with some types of papers.*

2 Transmitting documents longer than 356 mm requires user's assistance.

3 When transmitting documents longer than A4, please extend the sub-tray as shown below.



Basic Transmission Settings

General Description

You can temporarily change the transmission settings either before or after you place the document on the ADF.

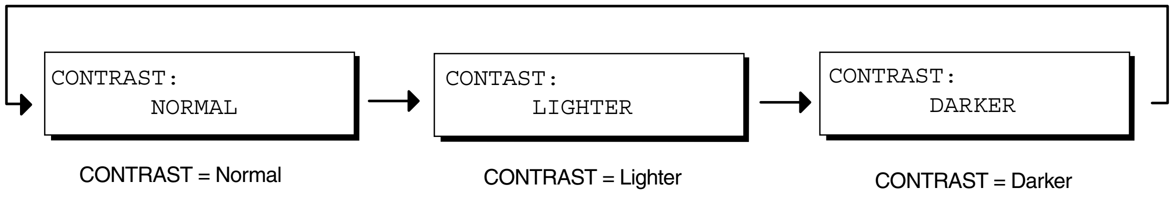
These settings are as follows
- Contrast
- Resolution
- Stamp
- Communication Journal

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

Contrast

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

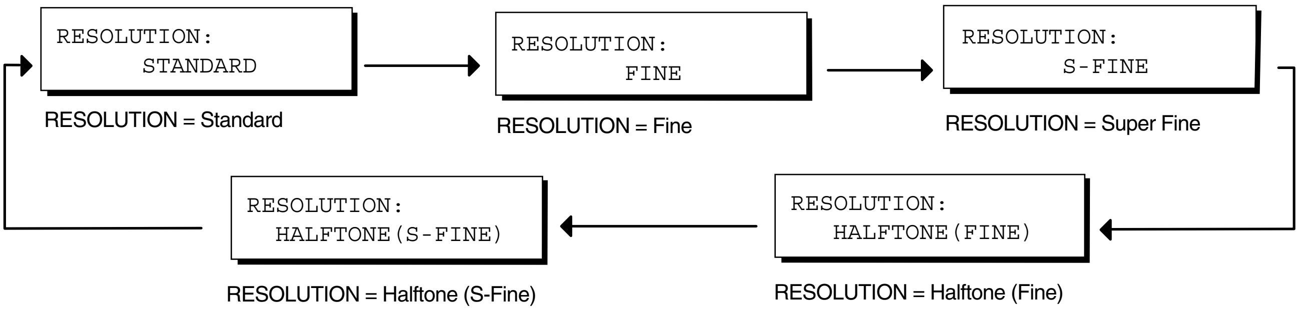
Press CONTRAST to:


CONTRAST:
NORMAL
CONTRAST = Normal
CONTAST:
LIGHTER
CONTRAST = Lighter
CONTRAST:
DARKER
CONTRAST = Darker

Resolution

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

Press RESOLUTION to:


RESOLUTION:
STANDARD
RESOLUTION = Standard
RESOLUTION:
FINE
RESOLUTION = Fine
RESOLUTION:
S-FINE
RESOLUTION = Super Fine
RESOLUTION:
HALFTONE(FINE)
RESOLUTION = Halftone (Fine)
RESOLUTION:
HALFTONE(S-FINE)
RESOLUTION = Halftone (S-Fine)

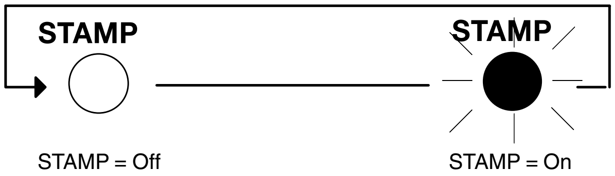
NOTE

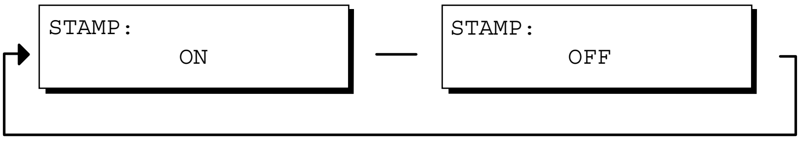
1. *To change the preset Contrast position, change the setting of Fax Parameter No. 01. (See page 36)*
2. *To change the preset Resolution position, change the setting of Fax Parameter No. 02. (See page 36)*

Verification Stamp

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

Press STAMP to:





NOTE

1. *When you store a document in memory, the Verification Stamp will stamp on the document if it is successfully stored in memory. In this case the Verification Stamp is not a confirmation that the document was successfully transmitted. If you wish to disable the use of the Verification Stamp when storing document in memory, change the setting of Fax Parameter No. 28. (See page 37)*
2. *To change the preset Verification Stamp position, change the setting of Fax Parameter No. 04. (See page 36)*

Communication Journal (COMM. JOURNAL)

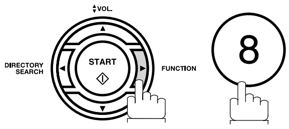
A Communication Journal lets you verify if the transmission was successful. You can select the condition to print out the Communication Journal as follows.

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

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

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

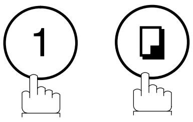
1



```
SELECT MODE     (1-9)
ENTER NO. OR ∨ ∧
```

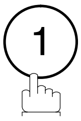
2

COPY / SET



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

3



for "OFF".

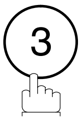
```
COMM. JOURNAL=OFF
1:OFF 2:ON 3:INC
```

or

for "ON" (Always print out).

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

or

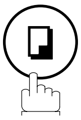


for "INCOMPLETE" only.

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

4

COPY / SET



NOTE

1. *To change the preset Comm. Journal condition, change the setting of Fax Parameter No. 12. (See page 36)*

Sending Documents

General Description

You can choose either Memory or Direct Transmission.

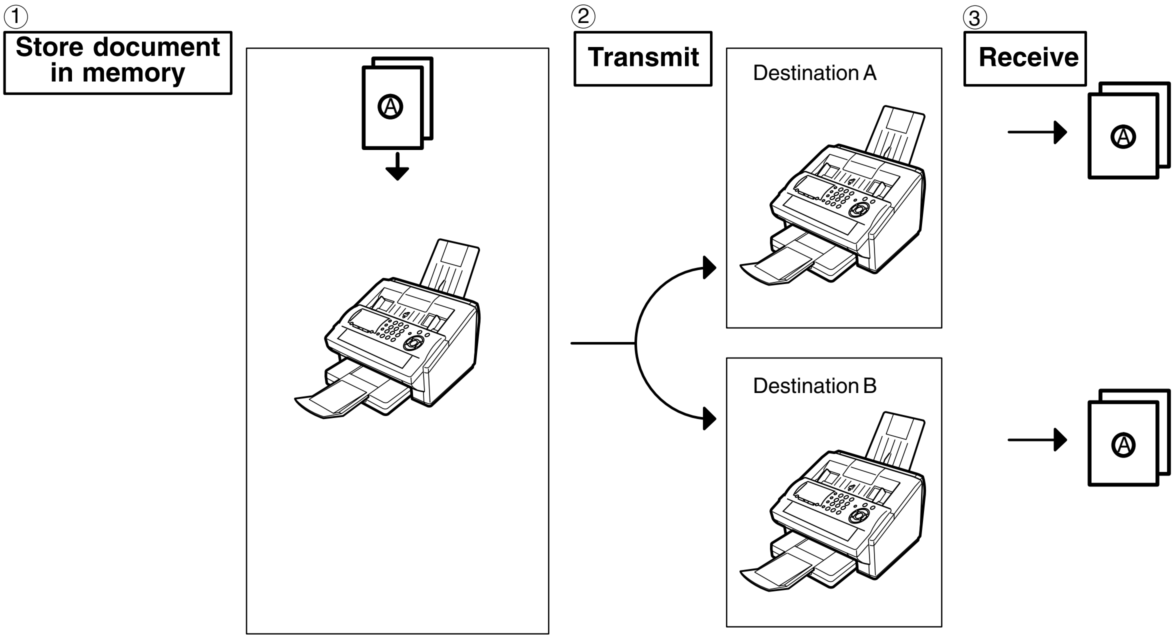
Use Memory Transmission if:
- You want to send the document to multiple stations.
- You have to retrieve the document immediately.
- You want to take advantage of Dual Operation design.

Use Direct Transmission if:
- The memory is full.
- You want to send the document immediately.

Use Voice Mode Transmit if:
- You want to send the document after talking with the other party.
- You want to send the document after listening to a voice prompting.

Memory Transmission

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



NOTE

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

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

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

2. *If memory overflow occurs while storing documents, the remaining documents on the ADF will be ejected. The machine prompts you whether to transmit the successfully stored documents or to cancel the transmission. Press ① to cancel or press ② to transmit.*

```
MEMORY OVERFLOW
 INFO. CODE=870
```

See the Specifications on page 144 for the image memory capacity.
If no action is taken within 10 seconds, the machine will start transmitting the stored documents.

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

3. *An Information Code will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial.*
The document stored for this transmission will be erased from the memory automatically and the information code is printed for the transmission on the Communication Journal (COMM. JOURNAL).

Memory Transmission

If you need to retain the incomplete documents even after the last redial, change Fax Parameter No. 31 (INC. FILE SAVE) to "Valid" in advance. (See page 37) To retry the incomplete documents, refer to page 90.

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

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

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

Press ① to stop the transmission. The document you stored will be erased automatically.
If you do not want to erase the documents, change the setting of Fax Parameter No. 31 (INC. FILE SAVE) to "Valid" in advance. (See page 37)
Then the following display will appear and you can select whether to save the file as an incomplete file for editing and retry, or delete the file manually.

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

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

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

6. *If the file memory capacity reaches 10 files and you try to store another file, the following display appears and the machine will not accept additional files until a file is completed and becomes available.*

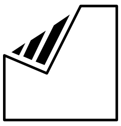
```
FILE STORAGE IS FULL
PLEASE WAIT!
```

Memory Transmission

Manual Number Dialling

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

1



Set document(s) face down.

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

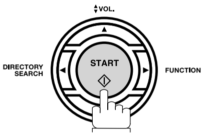
2

Enter a telephone number from the keypad.
(Up to 36 digits)
You can also designate more that one destination.

Ex: ⑤⑤⑤①②③④

```
TEL. NO.
5551234█
```

3



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

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

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

NOTE

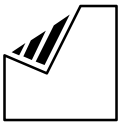
1. *If you need a special access number to get an outside line, dial it first then press* PAUSE *to enter a pause (represented by a "-") before dialling the full number.*
   Ex: 9 PAUSE 5551234
2. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press* ✱ *(represented by a"/"). The dialling method will be changed from Pulse to Tone after dialling the digit "/".*
   Ex : 9 PAUSE * 5551234
3. *This feature is called "**Quick Memory Transmission**". If you wish to store all the document(s) into memory first before transmitting, change the Fax Parameter No. 82 (QUICK MEMORY XMT) to " Invalid". (See page 39)*

Memory Transmission

One-Touch Dialling

One-Touch Dialling allows you to dial a full telephone number by pressing a single key. To set up the One-Touch keys, see page 30.

1



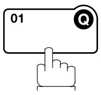
Set document(s) face down.

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

2

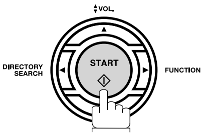
Press a One-Touch key.

Ex:



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

3



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

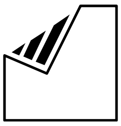
The document is stored into memory with a file number.
Then starts dialling the telephone number immediately after storing the first page. (See Note 1)
The remaining page(s) continue to store into memory.

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

Abbreviated Dialling

Abbreviated dialling is a speedy way to dial a frequently dialled telephone number by preprogramming the telephone number into the built-in auto-dialler with a 3-digit abbreviated code. To program an abbreviated dialling number, see page 31.

1



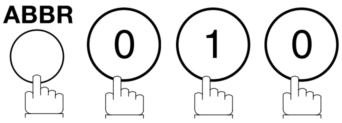
Set document(s) face down.

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

2

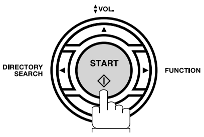
Press ABBR then enter a 3-digit code.

Ex:



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

3



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

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

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

NOTE

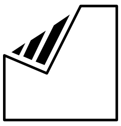
1. *This feature is called "**Quick Memory Transmission**". If you wish to store all the document(s) into memory first before transmitting, change the Fax Parameter No. 82 (QUICK MEMORY XMT) to " Invalid". (See page 39)*

Memory Transmission

Directory Search Dialling

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

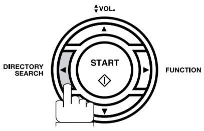
1



Set document(s) face down.

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

2


VOL.
DIRECTORY SEARCH
START
FUNCTION

```
ENTER LETTER(S)
█
```

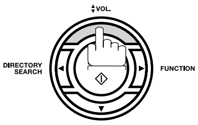
3

Enter the full station name or part of a station name by using the Character keys.

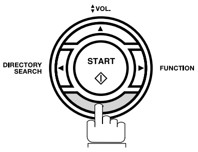
Ex: P A N A for searching **PANASONIC**

```
ENTER LETTER(S)
PANA█
```

4


VOL.
DIRECTORY SEARCH
FUNCTION

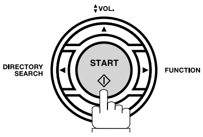
or


VOL.
DIRECTORY SEARCH
START
FUNCTION

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

```
[010] PANASONIC
5553456
```

5


VOL.
DIRECTORY SEARCH
START
FUNCTION

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

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

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

NOTE

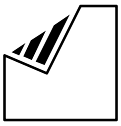
1. *This feature is called "**Quick Memory Transmission**". If you wish to store all the document(s) into memory first before transmitting, change the Fax Parameter No. 82 (QUICK MEMORY XMT) to " Invalid". (See page 39)*

Memory Transmission

Multi-Station Transmission (Broadcasting)

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

1



Set document(s) face down.

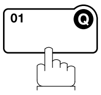
```
ENTER STATION(S)
THEN PRESS START 00%
```

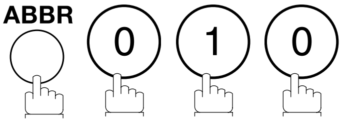
2

Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered
  (Up to 12 stations)
- Directory Search Dialling, press SET after each station is entered
  (For details, see pages 48 to 50.)

Ex:





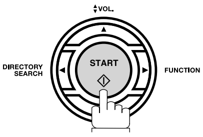
```
<01>(Station name)
5551234
```

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

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

- If you want to confirm the number of stations you have entered, press SET .

3



The document is stored into memory with a file number.
Then starts dialling the telephone numbers in sequence.

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

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

```
* DIALLING *   NO.001
(Station name)
```

NOTE

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

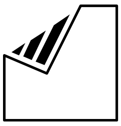
Direct Transmission

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

Manual Number Dialling (Direct Transmission)

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

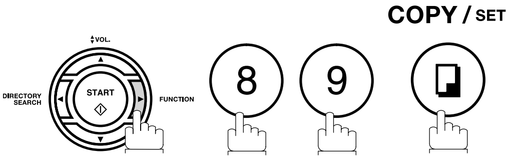
1



Set document(s) face down.

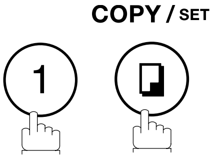
```
ENTER STATION(S)
THEN PRESS START 00%
```

2



```
MEMORY XMT=ON
1:OFF 2:ON
```

3



```
ENTER STATION
                  00%
```

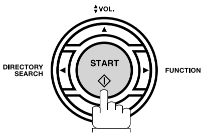
4

Enter a telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

```
PRESS START TO DIAL
5551234█
```

5



Your machine starts to dial the telephone number.

```
* DIALLING *
5551234
```

NOTE

1. *If you need a special access number to get an outside line, dial it first then press* PAUSE *to enter a pause (represented by a "-") before dialling the full number.*
   Ex: 9 PAUSE 5551234
2. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press* ✱ *(represented by a"/"). The dialling method will be changed from Pulse to Tone after dialling the digit "/".*
   Ex : 9 PAUSE * 5551234
3. *To stop the transmission, press* STOP.
   The display shows:

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

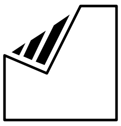
Press ① *to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.*

Direct Transmission

One-Touch Dialling (Direct Transmission)

One-Touch Dialling allows you to dial a full telephone number by pressing a single key. To set up the One-Touch keys, see page 30.

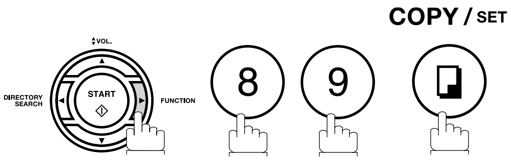
1



Set document(s) face down.

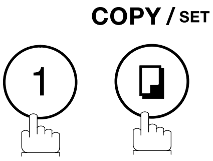
```
ENTER STATION(S)
THEN PRESS START 00%
```

2


COPY / SET
VOL.
DIRECTORY SEARCH
START
FUNCTION
8
9

```
MEMORY XMT=ON
1:OFF 2:ON
```

3

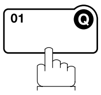


```
ENTER STATION
                 00%
```

4

Press a One-Touch key.

Ex:



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

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

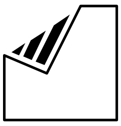
```
* DIALLING *
(Station name)
```

Direct Transmission

Abbreviated Dialling (Direct Transmission)

Abbreviated dialling is a speedy way to dial a frequently dialled telephone number by preprogramming the telephone number into the built-in auto-dialler with a 3-digit abbreviated code. To program an abbreviated dialling number, see page 31.

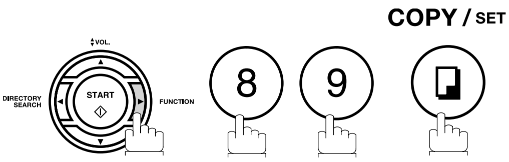
1



Set document(s) face down.

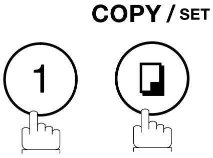
```
ENTER STATION(S)
THEN PRESS START 00%
```

2



```
MEMORY XMT=ON
1:OFF 2:ON
```

3

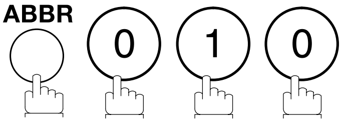


```
ENTER STATION
                 00%
```

4

Press ABBR and a 3-digit code.

Ex:



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

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

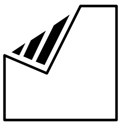
```
* DIALLING *
(Station name)
```

Direct Transmission

Directory Search Dialling (Direct Transmission)

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

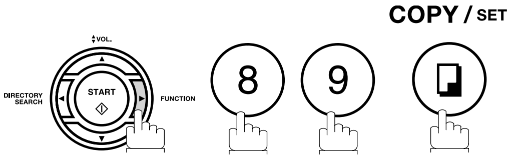
1



Set document(s) face down.

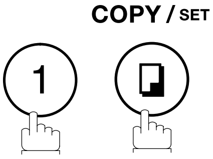
```
ENTER STATION(S)
THEN PRESS START 00%
```

2


VOL.
DIRECTORY SEARCH
START
FUNCTION
8
9
COPY / SET

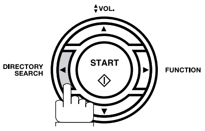
```
MEMORY XMT=ON
1:OFF 2:ON
```

3



```
ENTER STATION
                 00%
```

4


VOL.
DIRECTORY SEARCH
START
FUNCTION

```
ENTER LETTER(S)
█
```

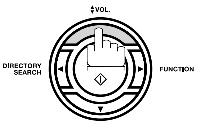
5

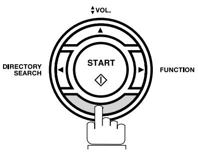
Enter the full station name or part of a station name by using the Character keys. (See page 12)

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

```
ENTER LETTER(S)
PANA█
```

6


VOL.
DIRECTORY SEARCH
FUNCTION

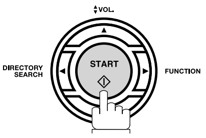

VOL.
DIRECTORY SEARCH
START
FUNCTION

or

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

```
[010] PANASONIC
5553456
```

7


VOL.
DIRECTORY SEARCH
START
FUNCTION

The full number (e.g. 5553456) will be dialled.

```
* DIALLING *
PANASONIC
```

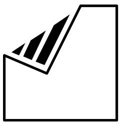
Voice Mode Transmission

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

Off-Hook Dialling

For Off-Hook Dialling, follow the steps below.

1



Set document(s) face down.

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

2

Lift the fax handset or the external telephone and dial the telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

```
* PHONE OFF HOOK *
```

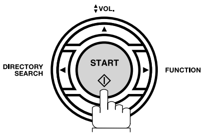
```
* DIALLING *
5551234█
```

3

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

```
ON LINE * XMT *
```

Then, when you hear a beep,



and hang up the handset.

NOTE

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

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

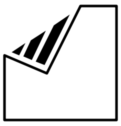
   Press ① *to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.*
2. *For some countries, the handset may not be available because of the country's regulation or specification.*

Voice Mode Transmission

On-Hook Dialling

For On-Hook Dialling, follow the steps below.

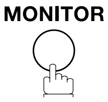
1



Set document(s) face down.

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

2



You will hear dial tone through the monitor speaker.

```
* MONITOR *
■
```

3

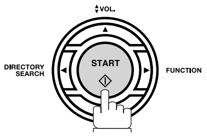
Dial the telephone number from the keypad.

Ex: ⑤⑤⑤①②③④

```
* DIALLING *
5551234■
```

4

When you hear a beep,



```
ON LINE * XMT *
```

NOTE

1. *If you need a special access number to get an outside line, dial it first then press* PAUSE *to enter a pause (represented by a "-") before dialling the full number.*
Ex: 9 PAUSE 5551234
2. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press* ✱ *(represented by a"/"). The dialling method will be changed from Pulse to Tone after dialling the digit "/".*
Ex : 9 PAUSE * 5551234

Transmission Reservation

You can do the following while sending a document from memory or receiving a document.

- Reserve the next transmission into memory. (Up to 10 different files)
- Reserve a priority transmission.

Memory Transmission Reservation (Multi-tasking)

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

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

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

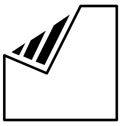
```
ON LINE * MEM.XMT *
ID:(Identification)
```

```
ON LINE * PRT MODE *
```

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

```
* PRINTING *
PC DATA
```

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

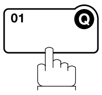
2 

Set document(s) face down.

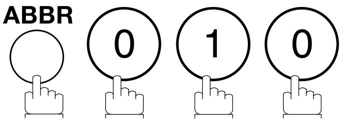
```
ENTER STATION(S)
THEN PRESS START 00%
```

3 Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered
  (Up to 12 stations)
- Directory Search Dialling, press SET after each station is entered
  (For details, see pages 48 to 50.)

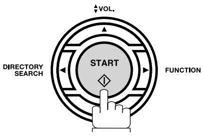
Ex: 

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



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

- If you want to confirm the number of stations you have entered, press SET.

4 

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

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

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

NOTE

1. *To cancel the memory transmission reservation, see page 87.*

Transmission Reservation

Direct Transmission Reservation (Priority Transmission Reservation)

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

Note that you cannot send documents to multiple stations.

To reserve your machine for sending the urgent documents

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

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

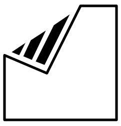
```
ON LINE * MEM.XMT *
ID:(Identification)
```

```
ON LINE * PRT MODE *
```

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

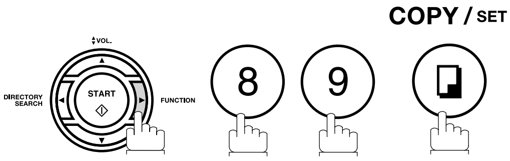
```
* PRINTING *
PC DATA
```

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

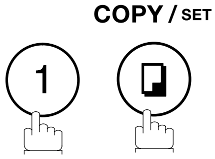
2 

Set document(s) face down.

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

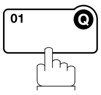
3 

```
MEMORY XMT=ON
1:OFF 2:ON
```

4 

```
ENTER STATION
                 00%
```

5 Dial by using any one of the following methods:
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling and press START
- Directory Search Dialling and press START
  (For details, see pages 52 to 55.)

Ex: 

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

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

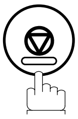
Transmission Reservation

To cancel the direct transmission reservation

1 Make sure the document is on the ADF.

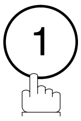
```
DIRECT XMT RESERVED
<01>(Station name)
```

2 **STOP**



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

3



and then remove the document from ADF.

Redialling

Automatic Redialling

If a busy line is detected, the machine will redial the number up to 3 times at 3 minutes interval. During that time, a message will appear as shown to the right.

```
WAIT TO DIAL  NO.001
<01>(Station name)
```

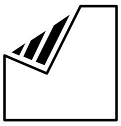
A file number is shown in the upper right hand corner of the display if it is a memory transmission file.

Manual Redialling

You can also redial the last dialled number manually by pressing REDIAL key.

To redial the last dialled number through memory

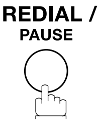
1



Set document(s) face down.

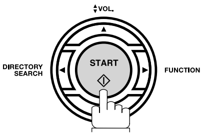
```
ENTER STATION(S)
THEN PRESS START 00%
```

2


REDIAL /
PAUSE

```
TEL. NO.
5551234
```

3


VOL.
DIRECTORY SEARCH
START
FUNCTION

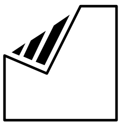
The document is stored into memory with a file number.
Then dials the last dialled number.

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

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

To redial the last dialled number through ADF

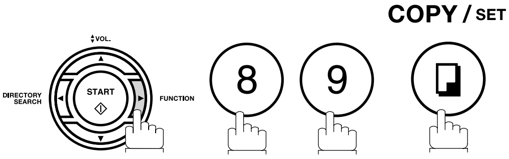
1



Set document(s) face down.

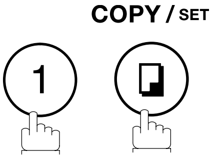
```
ENTER STATION(S)
THEN PRESS START 00%
```

2


VOL.
DIRECTORY SEARCH
START
FUNCTION
8
9
COPY / SET

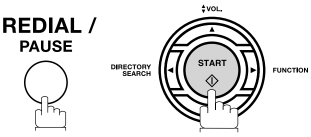
```
MEMORY XMT=ON
1:OFF 2:ON
```

3



```
ENTER STATION
                 00%
```

4


REDIAL /
PAUSE
VOL.
DIRECTORY SEARCH
START
FUNCTION

Your machine starts to dial the last dialled number.

```
PRESS START TO DIAL
5551234
```

```
* DIALLING *
5551234
```

NOTE

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

Receiving Documents

Reception Modes

You can select one of the four modes as shown below.

Conditions	Suggested Reception Mode	Settings

You normally receive only voice calls.	<u>Telephone Mode</u>
	You can answer the incoming call via an External Telephone (Optional). If you receive a fax calling signal, simply press START to receive manually. (See page 63)
		Fax Parameter No. 17 set to 1: Tel
		`dd-mmm-yyyy 15:00`
		`RCV MODE=TEL      00%`

You receive both voice and fax calls.	<u>Fax / Tel Auto Switching Mode</u>
	Unit will answer the incoming call then distinguishes whether it is voice or fax call. If it is a fax call, the unit will receive automatically. if it is a voice call, the unit will signal (ring) through the speaker for your attention. (See page 64)
		Fax Parameter No. 17 set to 3: Fax / Tel SW.
		`dd-mmm-yyyy 15:00`
		`RCV MODE=FAX/TEL 00%`

You normally receive fax calls only.	<u>Fax Mode</u>
	Unit will receive the document automatically. All incoming calls (including a voice call) are answered by the fax machine. (See page 65)
		Fax Parameter No. 17 set to 2: Fax
		`dd-mmm-yyyy 15:00`
		`00%`

You receive both voice and fax calls and a Telephone Answering Machine (TAM) is connected.	<u>TAM Interface Mode</u>
	The TAM answers the incoming call. During that time, the unit also monitors whether it is a voice call, the TAM continues to operate. If it is a fax call, the unit will automatically switch the line to the Fax and begin receiving document. (See page 66)
		Fax Parameter No. 17 set to 4: TAM / FAX.
		`dd-mmm-yyyy 15:00`
		`RCV MODE=TAM/FAX 00%`

NOTE

1. *Depending on the model of the Telephone Answering Machine (TAM) that is connected, some of the features may not be compatible with your fax machine operating in the TAM Interface mode.*
2. *If you are using the "Distinctive Ring Service" provided by your local telephone company, please note that the ring pattern for your fax number must match with the setting of Fax Parameter No. 30 (DRD SERVICE). (See page 37)*
   If the setting does not match with the ring pattern, your machine will not receive a document automatically and the telephone will continue to ring.
   Furthermore, if your TAM does not support the "Distinctive Ring Detector" service, it may not function properly in TAM Interface.

Telephone Mode

When your machine is set to this mode, your machine will not receive documents automatically. If you receive a fax call, follow the procedure below to receive documents manually.

Setting the Telephone Mode

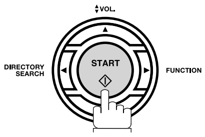
1 Change Fax Parameter No. 17 (RECEIVE MODE) to 1: Tel.
(See page 36)

Operation of Telephone Mode

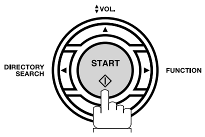
1 When your telephone rings, lift the handset of the External Telephone.
If you hear a beep from the phone, it means someone wants to send a fax. Or, if the caller answers and says he/she wants to send a fax, then...

2 Remove any document from the ADF.

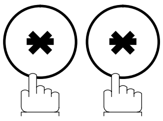
3a **If you answered the call using the External Telephone,**



3b **If you answered the call on an Extension phone,**



or
within 1 second from the telephone key pad. (See Note 1)



Your machine will be activated remotely.

4 Hang up the phone.

NOTE

1. *This procedure is called "REMOTE RCV" and will only work on a touch tone phone. If your extension phone is not a touch tone phone, press* START *on the control panel of your fax machine.*

Fax / Tel Auto Switching Mode

When your machine is set to this mode, your machine will switch to document reception or voice communication automatically.

Setting the Fax / Tel Auto Switching Mode

1. Change Fax Parameter No. 17 (RECEIVE MODE) to 3: Fax / Tel SW. (See page 36)

Operation of Fax / Tel Auto Switching Mode

If it is a Fax call,

1. Your machine will answer the call when a call is received, then distinguish whether it is a voice or fax call.
2. Your machine begins to receive the documents.

If it is a Voice call,

1. Your machine will answer the call when a call is received, then distinguish whether it is a voice or fax call.
2. Your machine begins to signal (ringing) through the machine's speaker for your attention. (See Note 1)
3. Lift the handset of the External Telephone and press STOP.
4. Begin the conversation.

NOTE

1. *The length of time the machine signals can be changed by Fax Parameter No.18 (OP CALL TIMER) (See page 37).*
2. *To adjust the Ringer Volume refer to page 25.*

Fax Mode

When your machine is set to this mode, it will immediately begin to receive documents automatically when a call is received.

Setting the Fax Mode

1 Change Fax Parameter No. 17 (RECEIVE MODE) to 2: Fax.
(See page 36)

Operation of Fax Mode

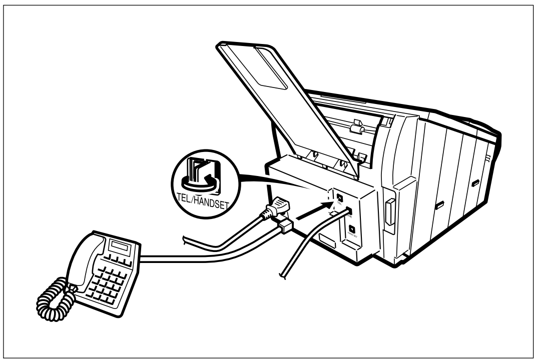
Your machine will begin receiving automatically when a fax call is received.

TAM (Telephone Answering Machine) Interface Mode

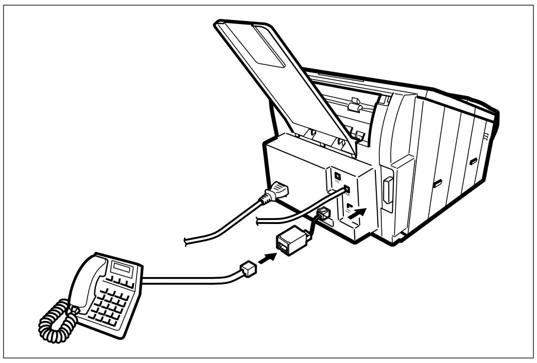
Your machine is equipped with a unique feature called TAM Interface which enables it to automatically switch a single telephone line either to Fax or TAM. You can connect most TAMs in the market to your machine and use your existing telephone line very efficiently. However, some TAMs may not be compatible with this machine. Answering Services (Voice Mail) provided by your Local Phone company are not compatible with this feature. For the operation of your TAM, please refer to the User's Guide of the TAM.

Installing your TAM

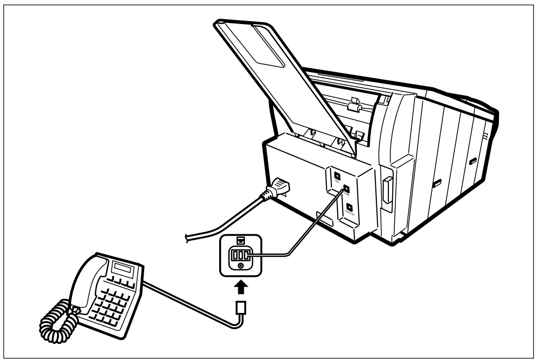
1



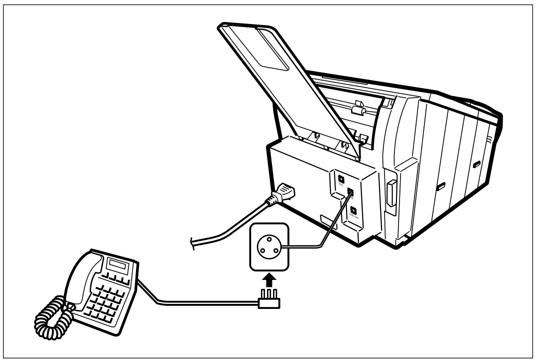
2



3



4



1. Remove the telephone line cable of your TAM from the wall jack.
2. Plug the telephone line cable of your TAM into the TEL jack on the rear of the fax machine as shown.

Note: The connecting method for TAM may differ depending on the each country regulation.
Please follow appropriate method for your country above methods. For details, please ask to your local Panasonic dealer.

TAM (Telephone Answering Machine) Interface Mode

Setting the TAM Interface Mode

1. Change Fax Parameter No. 17 (RECEIVE MODE) to 4: TAM / FAX.
(See page 36)

Operation of TAM Interface Mode

If it is a Fax call,

1. When your TAM and Fax receives an incoming call, the TAM always answers the call first and then the TAM plays the OGM (Outgoing Message) recorded in your TAM to the calling station. During the time the TAM is answering the call, your fax machine will be monitoring the line to distinguish whether it is a voice or fax call.
2. Your machine will switch the line to the fax and then begin to receive the documents immediately from the calling station.

If it is a Voice call,

1. When your TAM and Fax receives an incoming call, the TAM always answers the call first and then the TAM plays the OGM (Outgoing Message) recorded in your TAM to the calling station. During the time the TAM is answering the call, your fax machine will be monitoring the line to distinguish whether it is a voice or fax call.
2. Your TAM continues to record a message (ICM) after playing the OGM.

Sample of OGM

Hello, this is Smith. Sorry I am unable to take your call. Please leave your message after the beep or if you are calling to send a fax, press the asterisk button twice on your touch tone phone now and start your machine. Thank you for calling.

Silent Detection Mode

Enables your Fax machine to switch to the Fax Mode when receiving from units that do not send fax signal (short beep) and prevents your TAM from recording blank (long silence) incoming message.
To activate this feature,

1. Change Fax Parameter No. 20 (SILENT DETECTION) to 2 : Valid. (See page 37)
2. Set the time length of the OGM recorded in your TAM with the Fax Parameter No. 19 (OGM LENGTH). (See page 37)
[We recommend to set the time length 5 or 6 seconds longer than the actual time length of the OGM.]

Print Reduction

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

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

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

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

Selecting the Print Reduction Mode

Set Fax Parameters as shown below. PRINT REDUCTION
1. To set Automatic Reduction mode.
   1) No. 24 Print Reduction set to “Auto”.

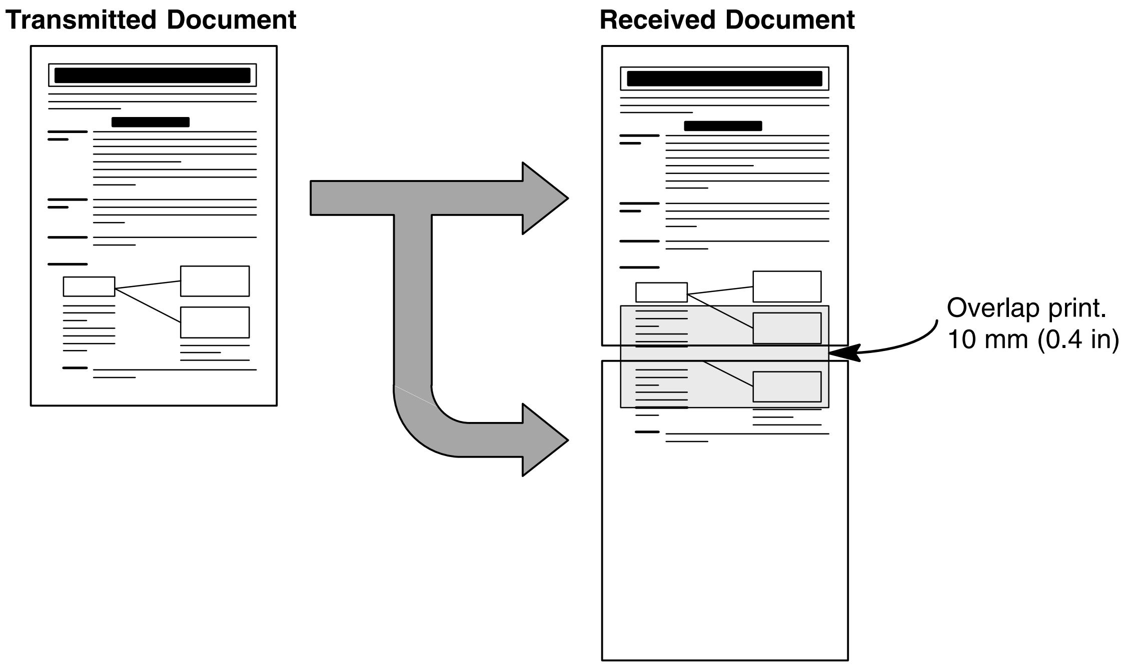
2. To set Fixed Reduction mode.
   1) No. 24 Print Reduction set to “Fixed”.
   2) No. 25 Reduction Ratio set to any number between 70% through 100%. (See Note 1)
      Ex: A4 to A4 - 96%
      A4 to Letter - 90%
      Letter to Letter - 96%
      Legal to Letter - 75%

NOTE

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

Receiving Oversize Documents

If the received document is extremely long (over 39% longer than the recording paper), the document will be divided into separate pages. When printing on separate pages, the bottom 10 mm of first page will be overlapped on top of the next page.



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

NOTE

1. *If the reduction method is set to the Automatic Reduction mode, the document is printed out with no reduction when printing out separate pages. If the reduction method is set to Fixed Reduction mode, the document is printed out by the ratio you set in Fax Parameter No. 25. (See page 37)*

Substitute Memory Reception

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

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

```
NO RECORDING PAPER
 INFO. CODE=010
```

```
OUT OF TONER
 INFO. CODE=041
```

2. Install the recording paper (See page 18) or replace the toner cartridge (See page 16).

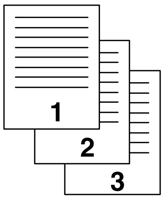
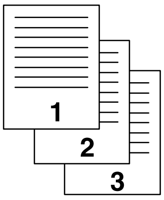
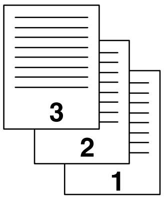
   The machine will automatically start printing the document stored in the memory.

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

Print Collation Mode

The printing mechanism of the UF-5100/6100 is a Reverse Order Stacking construction. The UF-5100/6100 has a Print Collation Mode that stacks received documents in the correct order. When the Print Collation Mode is enabled, all received documents are stored into memory first, then printed out in Correct Order Stacking. The requirements for the Print Collation Mode to be active are; 1) Fax Parameter No. 65 PRINT COLLATION set to "Valid", and 2) enough remaining memory.

The unit will print in Reverse Order Stacking (Non-Collation Mode) whenever one of the above requirements is not met.

Sending Document Order	Stacking Document Order	
	Correct Order Stacking (Collation Mode)	Reverse Order Stacking (Non-Collation Mode)
		

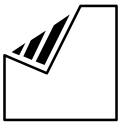
NOTE

1. *If the memory overflows, the machine will stop receiving and release the communication line. The document(s) stored in the memory up to that moment will be printed out.*
2. *If you wish to turn off the substitute reception function, change the setting of Fax Parameter No. 22 to "Invalid". (See page 37)*

Making Copies

Your machine has a copy function which can make single or multiple copies.

1

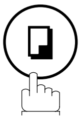


Set document(s) face down.

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

2

COPY / SET



```
COPY
NO. OF COPY=1
```

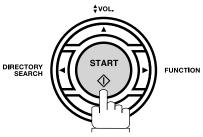
3

Enter the number of copies.

Ex: ① ⓪

```
COPY
NO. OF COPY=10
```

4



The machine stores the document, then prints the copies.

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

```
*  COPY  *
NO. OF COPY=01/10
```

NOTE

1. *The copy will be reduced automatically depending on the length of the original document. If you wish to be prompted for the reduction ratio when making copies, change the setting of Fax Parameter No. 32 (COPY REDUCTION) to "Manual". (See page 37)*

   If Copy Reduction is set to Manual, press ▼ *and* ▲ *to set the zoom ratio in 1% steps. (100% to 70%)*
2. *If you make a copy with Super Fine resolution, it will be reduced slightly even if the reduction ratio is set to 100% in order to fit the data on one page.*
3. *You can change the Contrast and Resolution without Standard Resolution in Copy Mode.*
4. *If you experience a memory overflow error while making copies, you may turn "Off" the Memory XMT feature temporarily by pressing* FUNCTION ⑧ ⑨ SET ①.

   However, the printed copies will not be collated.

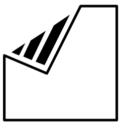
Timer Controlled Communications

General Description

You can send a document to one or multiple stations at any preset time within the next 24 hours. Up to 10 built-in timers can be set for deferred transmission and deferred polling.

Deferred Transmission

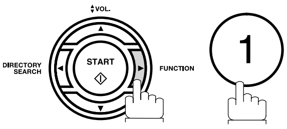
1



Set document(s) face down.

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

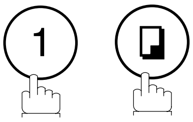
2



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

3

COPY / SET



```
DEFERRED XMT
START TIME      █ :
```

4

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

Ex: ② ③ ③ ⓪ (11:30 p.m.) and SET

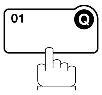
```
ENTER STATION(S)
THEN PRESS START
```

5

Dial by any combination of the following methods:

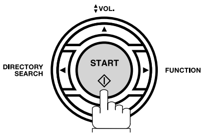
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered (Up to 12 stations)
- Directory Search Dialling, press SET after each station is entered (For details, see pages 48 to 50.)

Ex:



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

6



to store documents into the memory.

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

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

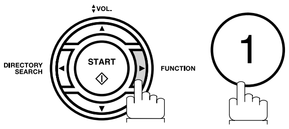
NOTE

1. *If you enter a wrong number in Step 4, press* CLEAR *then re-enter the right number.*
2. *To change or cancel the Deferred Communication settings, see page 85 and 87.*
3. *When you reserve a deferred transmission without storing a document into memory, the following message will be shown on the display after pressing* START *in the last step.*

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

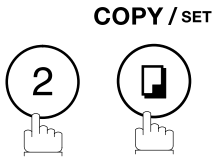
Deferred Polling

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
1

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

2



```
DEFERRED POLLING
START TIME      ▌ :
```

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

Ex: ⓪ ③ ③ ⓪ (3:30 a.m.) and SET

```
DEFERRED POLLING
    PASSWORD=████
```

4 Enter a 4-digit polling password.

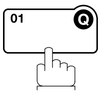
Ex: ⑨ ⑧ ⑦ ⑥ and SET

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

5 Dial by any combination of the following methods:

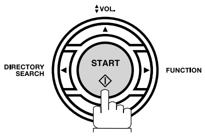
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered (Up to 12 stations)
- Directory Search Dialling, press SET after each station is entered (For details, see pages 48 to 50.)

Ex:



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

6


VOL.
DIRECTORY SEARCH
START
FUNCTION

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

NOTE

1. *If you enter a wrong number in Step 3, press* CLEAR*, then re-enter the right number.*
2. *To change or cancel the Deferred Communication settings, see page 85 and 87.*

Polling

General Description

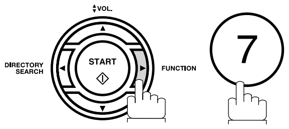
Polling means calling other station(s) to retrieve a document. The other station must know in advance that you will call and must have a document set on the ADF or stored in the memory. You may need to set a polling password, shared by the other station, to ensure security.

Setting the Polling Password

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

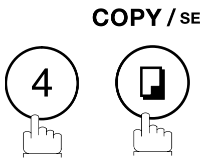
To set the polling password, follow the steps below.

1



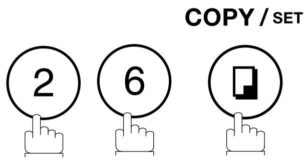
```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

2



```
FAX PARAMETER(01-99)
        NO.=█
```

3



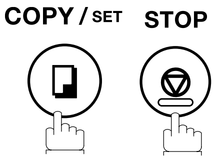
```
26 POLLING PASSWORD
                ████
```

4 Enter a 4-digit polling password.

Ex: ①②③④

```
26 POLLING PASSWORD
                1234
```

5



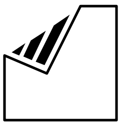
NOTE

1. *Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll important documents.*
2. *If a password is not set in the polled station, you may poll the other station even though your machine has a password.*

Preparing to be Polled

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

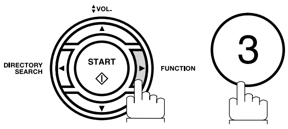
1



Set document(s) face down.

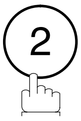
```
ENTER STATION(S)
THEN PRESS START 00%
```

2



```
POLLING         NO.=█
1:POLLING 2:POLLED
```

3



```
POLLED
    PASSWORD=1234
```

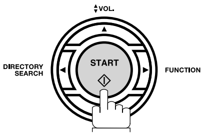
4

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

Ex: ④③②①

```
POLLED
    PASSWORD=4321
```

5



The document(s) will be stored into memory.

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

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

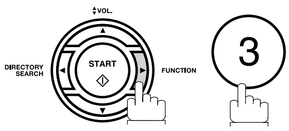
NOTE

1. *You can still send or receive documents even when set to be polled.*
2. *Only 1 polled file can be stored in memory. If you need to add document(s) into the same polled file, see page 89.*
3. *If you have set the polling password in Fax Parameter No. 26, the password will appear on the display.*
   You can still change the password temporarily by overwriting it with a new one.

To Poll Documents from Another Station

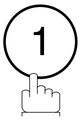
The following procedure lets you poll a document from one or multiple stations. Be sure to set the polling password before polling. (See page 74)

1



```
POLLING          NO.=█
1:POLLING 2:POLLED
```

2



```
POLLING
    PASSWORD=1234
```

3

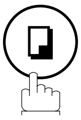
Enter a 4-digit polling password. (See Note 2)

Ex: ①①①①

```
POLLING
    PASSWORD=1111
```

4

COPY / SET



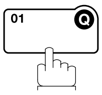
```
ENTER STATION(S)
THEN PRESS START
```

5

Dial by any combination of the following methods:

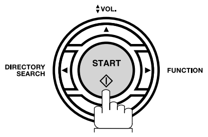
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered (Up to 12 stations)
- Directory Search Dialling, press SET after each station is entered (For details, see pages 48 to 50.)

Ex:



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

6



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

NOTE

1. *You can review the entered stations in step 5 by pressing ▼ or ▲ key, press CLEAR to erase the displayed station or group as needed.*
2. *If you have set the polling password in Fax Parameter No. 26, the password will appear on the display.*
   You can still change the password temporarily by overwriting it with a new one.

Program Keys

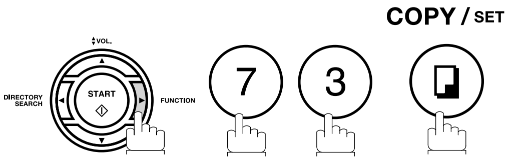
General Description

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

Setting for Group Dialling

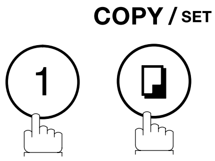
To set a Program Key for Group Dialling

1



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

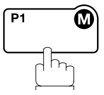
2



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

3

Ex:



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

4

Enter the station name (up to 15 characters) by using the Character keys. (See page 12)

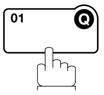
Ex: PROG.A and SET

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

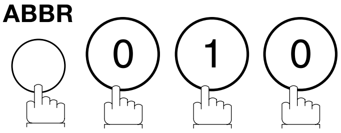
5

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

Ex:



and **ABBR**

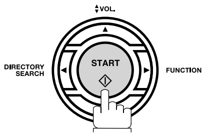


```
<01>(Station name)
5551234
```

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

You may use the ▼ or ▲ keys to review the entered station(s) before going to next step. If you find an error, press CLEAR to erase the displayed station.

6



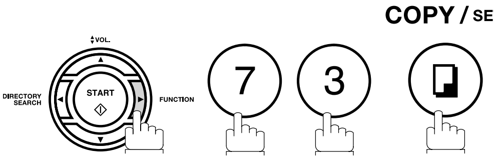
```
PROGRAM[P ]
PRESS PROGRAM KEY
```

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

Setting for Deferred Transmission

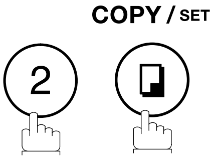
To set a Program Key for deferred transmission

1


COPY / SET
VOL.
DIRECTORY SEARCH
START
FUNCTION
7
3

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

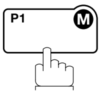
2



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

3

Ex:



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

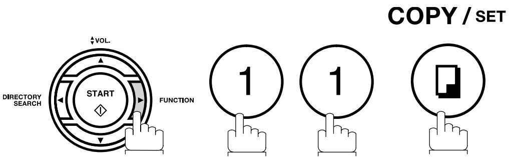
4

Enter the station name (up to 15 characters) by using the Character keys. (See page 12)

Ex: PROG.A and SET

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

5


COPY / SET
VOL.
DIRECTORY SEARCH
START
FUNCTION
1
1

```
DEFERRED XMT
START TIME      ▮ :
```

6

Enter the starting time using 4 digits.

Ex: ②③③⓪ (11:30 p.m.) and SET

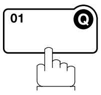
```
ENTER STATION(S)
THEN PRESS START
```

7

Enter the station by any combination of the following methods:

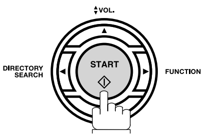
- One-Touch Dialling
- Abbreviated Dialling
- Directory Search Dialling, press SET after each station is entered
  (For details, see pages 48 to 50.)

Ex:



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

8


VOL.
DIRECTORY SEARCH
START
FUNCTION

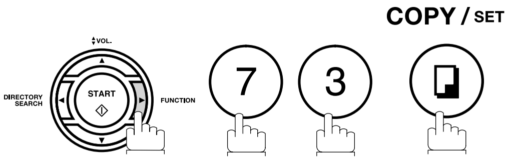
```
PROGRAM[P ]
PRESS PROGRAM KEY
```

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

Setting for Deferred Polling

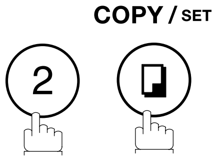
To set a Program Key for deferred polling

1


COPY / SET
VOL.
DIRECTORY SEARCH
START
FUNCTION
7
3

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

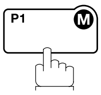
2



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

3

Ex:



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

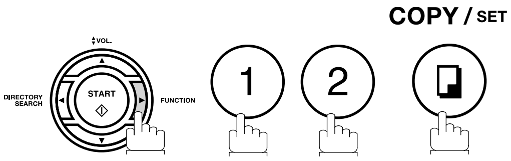
4

Enter the station name (up to 15 characters) by using the Character keys. (See page 12)

Ex: PROG.A and SET

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

5


COPY / SET
VOL.
DIRECTORY SEARCH
START
FUNCTION
1
2

```
DEFERRED POLLING
START TIME      ▮ :
```

6

Enter the starting time.

Ex: ② ② ⓪ ⓪ (10:00 p.m.) and SET

```
DEFERRED POLLING
    PASSWORD=████
```

7

Enter a 4-digit polling password.

Ex: ① ① ① ① and SET

The polling password appears if it has been previously set.

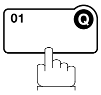
```
ENTER STATION(S)
THEN PRESS START
```

8

Enter the station by any combination of the following methods:

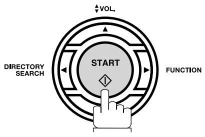
- One-Touch Dialling
- Abbreviated Dialling
- Directory Search Dialling, press SET after each station is entered
  (For details, see pages 48 to 50.)

Ex:



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

9


VOL.
DIRECTORY SEARCH
START
FUNCTION

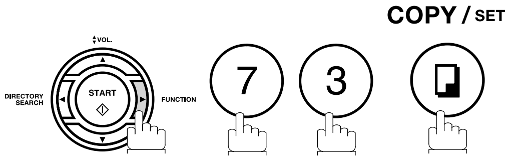
```
PROGRAM[P ]
PRESS PROGRAM KEY
```

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

Setting for Normal Polling

To set a Program Key for normal polling

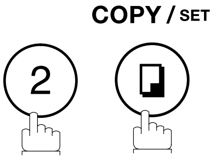
1


VOL.
DIRECTORY SEARCH
START
FUNCTION
7
3

COPY / SET

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

2

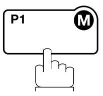


COPY / SET

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

3

Ex:



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

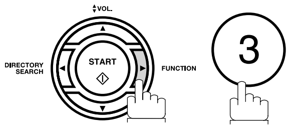
4

Enter the station name (up to 15 characters) by using the Character keys. (See page 12)

Ex: PROG.A and SET

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

5


VOL.
DIRECTORY SEARCH
START
FUNCTION
3

```
POLLING
    PASSWORD=████
```

6

Enter a 4-digit polling password.

Ex: ①①①① and SET

The polling password appears if it has been previously set.

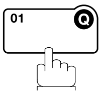
```
ENTER STATION(S)
THEN PRESS START
```

7

Enter the station by any combination of the following methods:

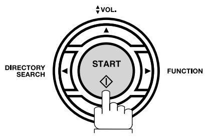
- One-Touch Dialling
- Abbreviated Dialling
- Directory Search Dialling, press SET after each station is entered
  (For details, see pages 48 to 50.)

Ex:



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

8


VOL.
DIRECTORY SEARCH
START
FUNCTION

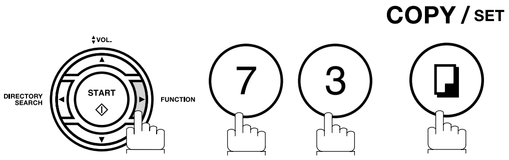
```
PROGRAM[P ]
PRESS PROGRAM KEY
```

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

Setting for One-Touch Key

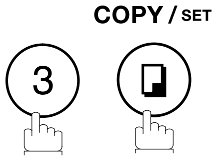
To set a Program Key for One-Touch Key

1


COPY / SET
VOL.
DIRECTORY SEARCH
START
FUNCTION
7
3

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

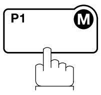
2



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

3

Ex:



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

4 Enter the station name (up to 15 characters) by using the Character keys. (See page 12)

Ex: PROG.A and SET

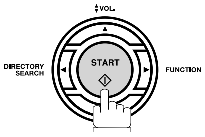
```
[P1] PROG.A
ENTER TEL. NO.
```

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

Ex: ⑨ PAUSE ⑤ ⑤ ⑤ ␣ ① ② ③ ④

```
[P1] PROG.A
9-555 1234█
```

6


VOL.
DIRECTORY SEARCH
START
FUNCTION

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

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

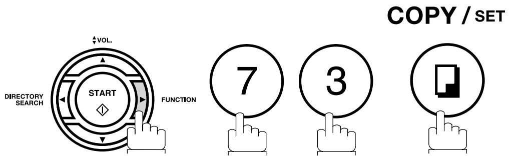
Changing or Erasing the Program Key Settings

To change the settings in a Program Key, follow the procedure on setting a Program Key on pages 77 to 81.

- Start time or station(s) for deferred transmission
- Station(s) for normal polling
- Start time or station(s) for deferred polling
- Station(s) for group dialling
- Telephone number and station name for One-Touch key

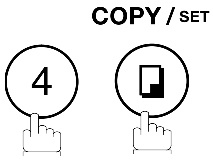
To erase the settings in a Program Key

1



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

2

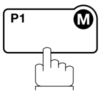


```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3

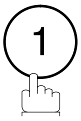
Press the Program key you want to erase.

Ex:



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

4



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

5

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

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

Edit File Mode

General Description

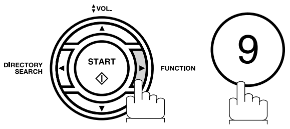
Your machine has a document image memory which enables you to reserve memory transmission, memory deferred transmission, memory polling and so on.

After reserving the communications in memory, you may need to change the settings of the communication(s) while it is still in memory. This section describes how to use the file editing features.

Printing a File List

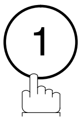
The contents of the communication settings may have to be modified or deleted. To verify the contents, follow the steps below to print out a file list.

1



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

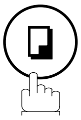
2



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

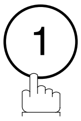
3

COPY / SET



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

4



```
* PRINTING *
FILE LIST
```

Sample File List

```
*************** -FILE LIST- ********************** DATE dd-mmm-yyyy ***** TIME 15:00 *********

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

001    DEFERRED XMT   DD-MMM 13:20    20:30           [001]

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


                                                        -PANASONIC                -

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

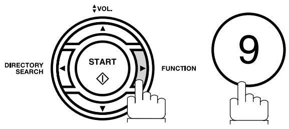
Explanation of Contents

(1) File number	If the file is now being executed, a "*" is indicated on the left of the file number.
(2) Communication type	
(3) Stored date/time	Date/time that these files were stored.
(4) Executing time	If the file is a Timer Controlled Communication, the start time is printed in this column. If the file is an incomplete file, "INCOMP" is printed in this column.
(5) Number of stored page(s)	
(6) Destination	ABBR. No./One-Touch No./Manual Dialling No.

Viewing the Contents of a File List

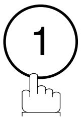
To view the contents of a file list on the display without printing it, follow the steps below.

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
9

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

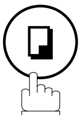
2



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

3

COPY / SET

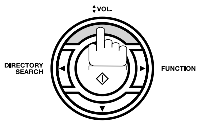


```
FILE LIST
1:PRINT 2:VIEW
```

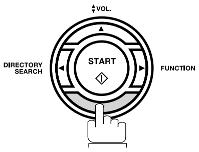
4

```
USE THE ∨ ∧ KEYS TO
SCROLL EACH FILE
```

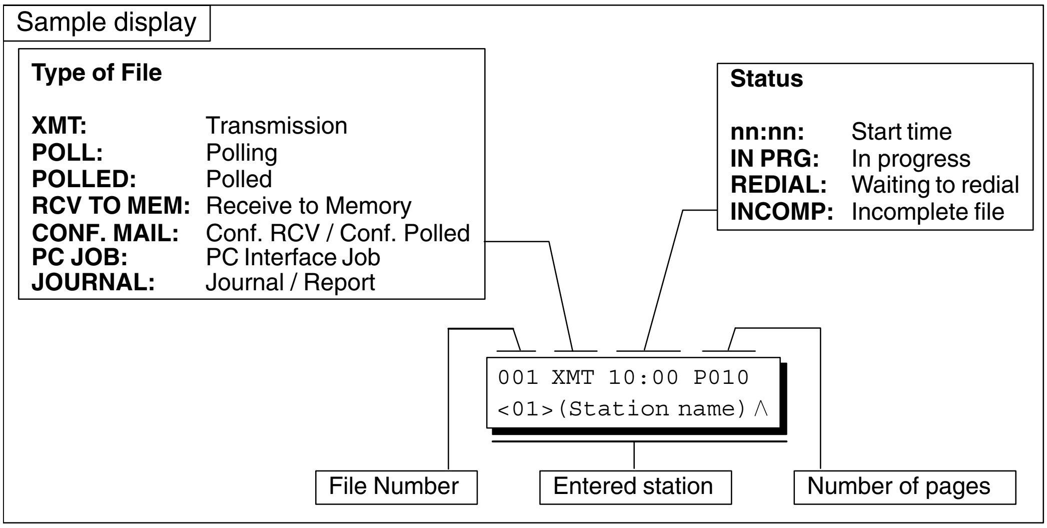
5


VOL.
DIRECTORY SEARCH
FUNCTION

or


VOL.
DIRECTORY SEARCH
START
FUNCTION

repeatedly until the display shows a file you want to edit.



Sample display

Type of File

XMT:	Transmission
POLL:	Polling
POLLED:	Polled
RCV TO MEM:	Receive to Memory
CONF. MAIL:	Conf. RCV / Conf. Polled
PC JOB:	PC Interface Job
JOURNAL:	Journal / Report

Status

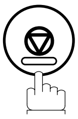
nn:nn:	Start time
IN PRG:	In progress
REDIAL:	Waiting to redial
INCOMP:	Incomplete file

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

File Number
Entered station
Number of pages

6

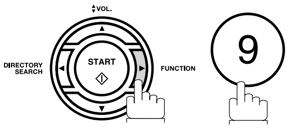
STOP



Changing the Start Time or the Station of a File

To change the start time and/or stations in a communication file, follow the steps below.

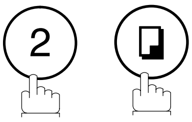
1



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

2

COPY / SET



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

3

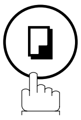
Enter the file number or use ▼ or ▲ to select the file that you want to change.

Ex: ⓪ ⓪ ①

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

4

COPY / SET



(See Note 2)

```
DEFERRED XMT
START TIME     22:30
```

5

Enter a new start time.

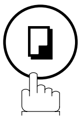
Ex: ⓪ ⑥ ⓪ ⓪ (6:00 a.m.)

(If you do not have to change the time, skip to step 6.)

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

6

COPY / SET



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

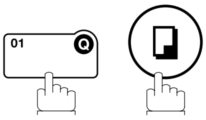
7

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

or

Enter the station(s) you want to add.

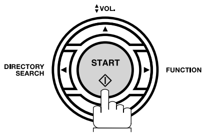
COPY / SET



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

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

8



```
* STORE *     NO.005
```

Continued on the next page...

Changing the Start Time or the Station of a File

NOTE

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

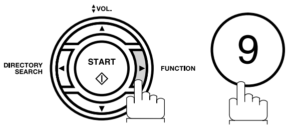
```
SET DEFERRED COMM.?
1:YES 2:NO
```

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

Deleting a File

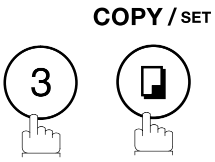
To delete the file in memory, follow the steps below.

1



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

2



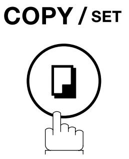
```
ENTER FILE NO.OR ∨ ∧
   FILE NO.=███
```

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

Ex: ⓪ ⓪ ① (See Note 2)

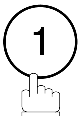
```
ENTER FILE NO.OR ∨ ∧
   FILE NO.=001
```

4



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

5



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

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

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

NOTE

1. *Your machine cannot delete the file while it is being sent.*
2. *Enter ✱ ✱ ✱ as the file number and press* SET *to delete all files (except when there is the file in progress).*
   The following message is shown on the display.

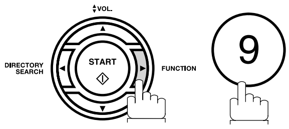
```
DELETE ALL FILES?
1:YES 2:NO
```

Press ① to delete all files.

Printing Out a File

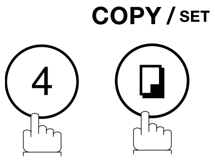
To print the contents of the communication file, follow the steps bellow.

1


VOL.
START
DIRECTORY SEARCH
FUNCTION
9

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

2



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

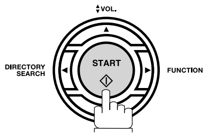
3

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

Ex: ⓪ ⓪ ①

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

4


VOL.
START
DIRECTORY SEARCH
FUNCTION

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

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

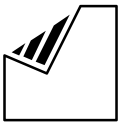
NOTE

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

Adding Documents into a File

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

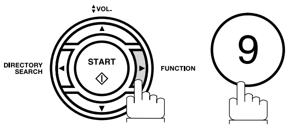
1



Set document(s) face down.

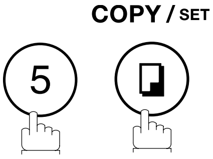
```
ENTER STATION(S)
THEN PRESS START 05%
```

2


VOL.
DIRECTORY SEARCH
START
FUNCTION
9

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

3



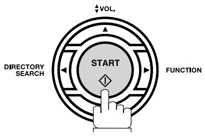
Enter the file number or use ▼ or ▲ to select the file that you want to add.

Ex: 0 0 1

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

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

4


VOL.
DIRECTORY SEARCH
START
FUNCTION

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

```
* STORE *      NO.001
     PAGES=002   10%
```

NOTE

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

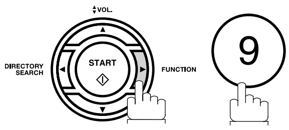
Retry an Incomplete File

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

If you need to retain the document even if the communication failed, change the setting of Fax Parameter No. 31 (INC. FILE SAVE) to Valid in advance. (See page 37)

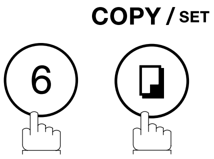
To retry the incomplete file, print a File List first to verify the file number. (See page 83)
Then, follow the steps below.

1



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

2



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

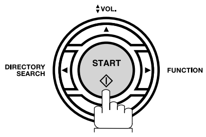
3

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

Ex: ⓪ ⓪ ①

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

4



Your machine will retry the file and start dialling immediately.

```
*  STORE *      NO.001
<01>(Station name)
```

```
* DIALLING *   NO.001
(Station name)
```

NOTE

1. *To confirm or change the entered telephone number for the file, see page 83 and 85.*

Access Code

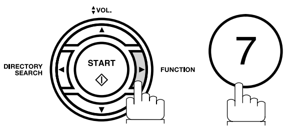
General Description

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

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

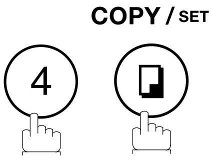
Setting the Access Code

1



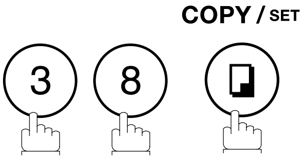
```
SET MODE          (1-8)
ENTER NO.  OR ∨ ∧
```

2



```
FAX PARAMETER(01-99)
         NO.=█
```

3



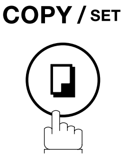
```
38 ACCESS CODE
                ████
```

4 Enter a 4-digit Access Code.

Ex: ①②③④

```
38 ACCESS CODE
                1234
```

5



```
38 ACCESS CODE
 1:ALL          1234
```

6 Select Restriction Level.

① for All operations

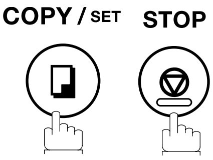
or

② for Setting and Printing the Fax Parameters only.

Ex: ②

```
38 ACCESS CODE
 2:PARAMETERS   1234
```

7



NOTE

1. *To erase the Access Code, enter the Access Code and press* SET *and follow the procedure above to step 3, then press* CLEAR, SET *and* STOP.

Operating Your Machine with the Access Code (Restrict all operations)

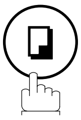
1 Enter the Access Code.

Ex: ①②③④

```
DD-MMM-YYYY 15:00
ACCESS CODE=█
```

```
DD-MMM-YYYY 15:00
ACCESS CODE=****
```

2 **COPY / SET**



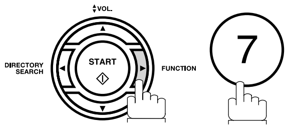
```
DD-MMM-YYYY 15:00
                00%
```

Now you can operate the machine normally.

Operating Your Machine with the Access Code (Restrict access of Fax Parameters only)

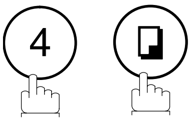
The machine can restrict the operation of setting/printing the Fax Parameters only.
Ex: When setting the Fax Parameter.

1



```
SET MODE       (1-8)
ENTER NO. OR ∨ ∧
```

2 **COPY / SET**



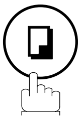
```
INPUT ACCESS CODE
                ████
```

3 Enter a 4-digit Access Code.

Ex: ①②③④

```
INPUT ACCESS CODE
                ****
```

4 **COPY / SET**



```
FAX PARAMETER(01-99)
        NO.=█
```

Now you can operate the machine normally.

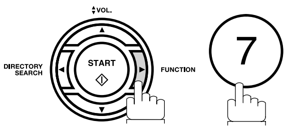
Receive To Memory

General Description

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

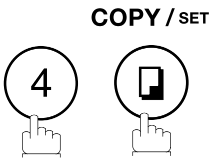
Setting the RCV To Memory Password

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
7

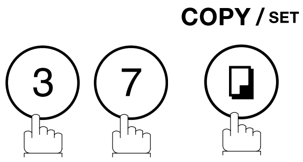
```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

2



```
FAX PARAMETER(01-99)
        NO.=█
```

3



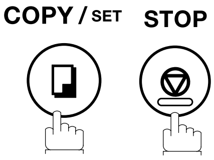
```
37 RCV TO MEMORY
                ████
```

4 Enter a 4-digit RCV to Memory Password.

Ex: ① ② ③ ④

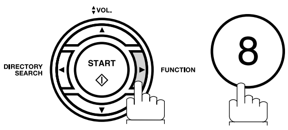
```
37 RCV TO MEMORY
                1234
```

5


COPY / SET
STOP

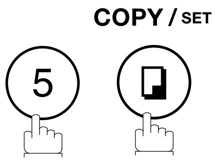
Setting RCV To Memory

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
8

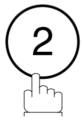
```
SELECT MODE     (1-9)
ENTER NO. OR ∨ ∧
```

2



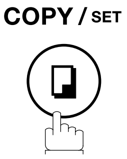
```
RCV TO MEMORY=OFF
1:OFF 2:ON 3:PRINT
```

3



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

4



```
DD-MMM-YYYY 15:00
  < RCV TO MEMORY >
```

NOTE

1. *When the memory overflows, the machine will stop receiving and release the line. The machine will not answer the next incoming call until there is space available in the memory.*

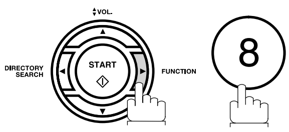
Printing Out Documents

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

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

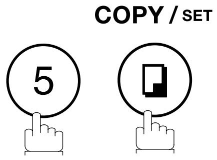
To print the document, follow the steps below.

1



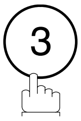
```
SELECT MODE     (1-9)
ENTER NO. OR ∨ ∧
```

2



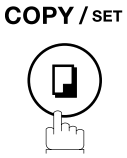
```
RCV TO MEMORY=ON
1:OFF 2:ON 3:PRINT
```

3



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

4



```
INPUT PASSWORD
                ■■■■
```

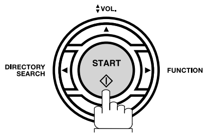
5

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

Ex: ①②③④

```
INPUT PASSWORD
                1234
```

6



Machine will start to print the documents.

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

NOTE

1. *If the password has not been set, your machine will not prompt you to enter the password.*
2. *The documents will be printed immediately after pressing* SET *in step 4.*
3. *Once the RCV TO MEMORY feature is set to "On", the password cannot be changed (Fax Parameter No. 37 will not be shown on the LCD display). If you wish to change the password, set RCV TO MEMORY feature to "Off" first. Then change the password. (See page 93)*

Distinctive Ring Detector (DRD)

General Description

This function is only effective for companies in countries which offer the DRD Service.

Your machine has a special feature in conjunction with an optional service provided by many local telephone companies. It can distinguish up to 2 telephone numbers with a corresponding ring pattern identifying each number. "DRD" lets you provide multiple phone numbers, one for your fax, business or personal use with only one single phone line.

Please check with your local telephone company on the availability of this service in your area.

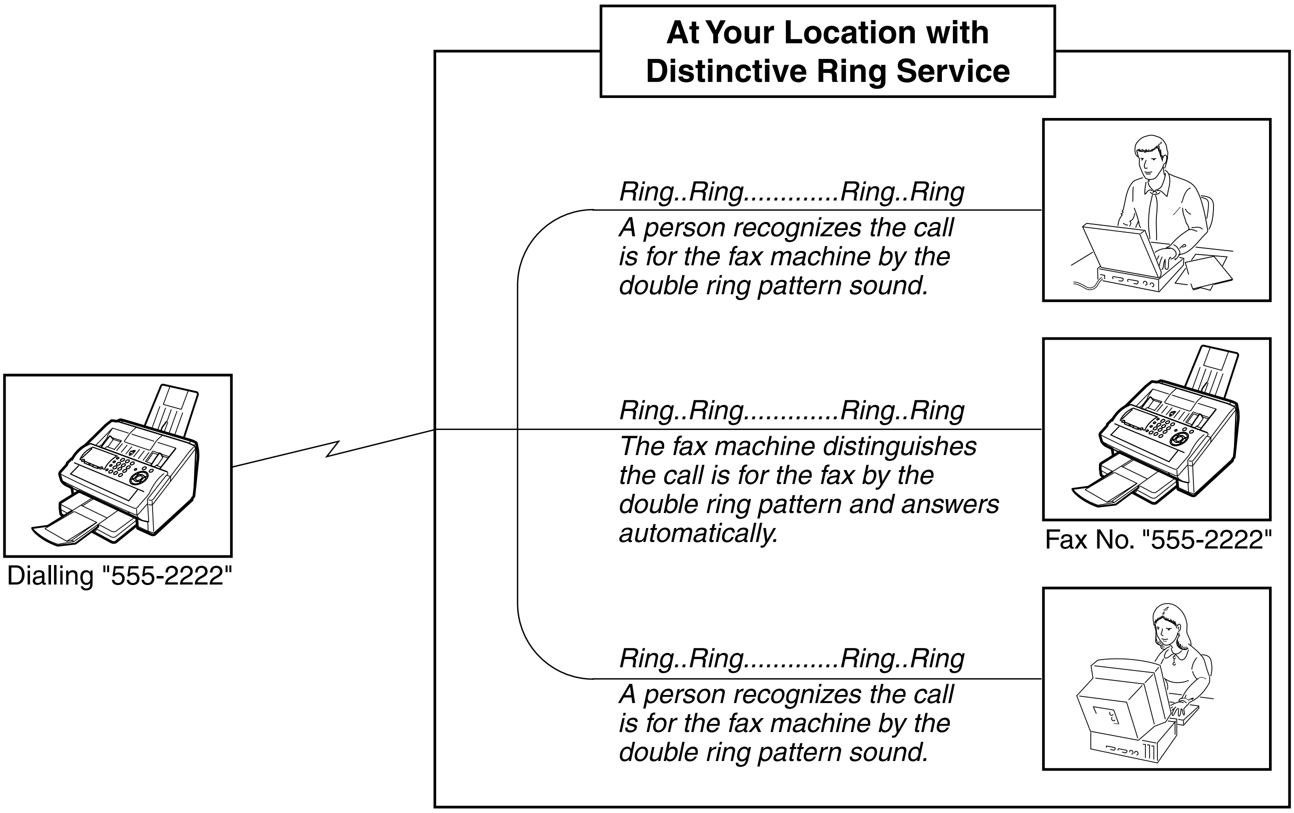
Your machine can be programmed to respond to the specified ring pattern only for the DRD Service. To enable your machine to detect the ring pattern only for fax communication, change the setting of Fax Parameter No. 30 (See page 37).

The following table shows a typical example with 2 telephone numbers on a single phone line.

Ex: Specified Ring Pattern = Double Ring

Telephone No.	Usage	Distinctive Ring Sound	Ring Pattern
555-1111	Business	Riiing..............................Riiing...............................	Standard Ring
555-2222	Fax	Ring...Ring......................Ring...Ring.......................	Specified Ring (Double Ring)

The following illustration shows a typical set up, with your machine set to detect Specified Ring (Double Ring).


At Your Location with
Distinctive Ring Service
Ring..Ring............Ring..Ring
A person recognizes the call is for the fax machine by the double ring pattern sound.
Ring..Ring............Ring..Ring
The fax machine distinguishes the call is for the fax by the double ring pattern and answers automatically.
Fax No. "555-2222"
Ring..Ring............Ring..Ring
A person recognizes the call is for the fax machine by the double ring pattern sound.
Dialling "555-2222"

NOTE

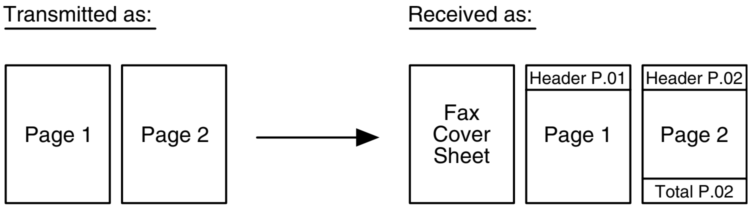
1 "Riiing" means a long ringing sound and "Ring" means a short ringing sound.

2. The specified ring pattern may differ depending on the each country's regulation or specification.

Fax Cover Sheet

General Description

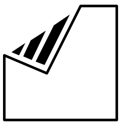
A Fax Cover Sheet can be automatically attached to your transmit document(s) that shows the recipient's name, originator's name and the number of pages attached.


Transmitted as:
Received as:
Page 1
Page 2
Fax Cover Sheet
Header P.01
Page 1
Header P.02
Page 2
Total P.02

To use the Fax Cover Sheet

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

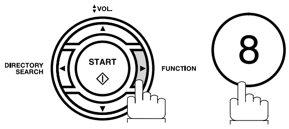
1



Set document(s) face down.

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

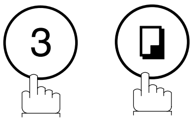
2


VOL.
DIRECTORY SEARCH
START
FUNCTION
8

```
SELECT MODE     (1-9)
ENTER NO. OR ∨ ∧
```

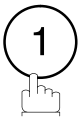
3

COPY / SET



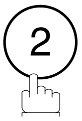
```
COVER SHEET=OFF
1:OFF 2:ON
```

4



for “OFF” (Cover Sheet is not attached)

or



for “ON” (Cover Sheet is attached)

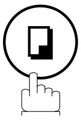
```
COVER SHEET=OFF
1:OFF 2:ON
```

or

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

5

COPY / SET

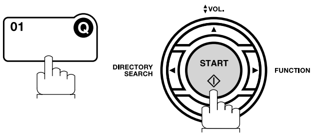


```
ENTER STATION(S)
THEN PRESS START 00%
```

6

Dial the station(s) you wish to send the documents to.

Ex:

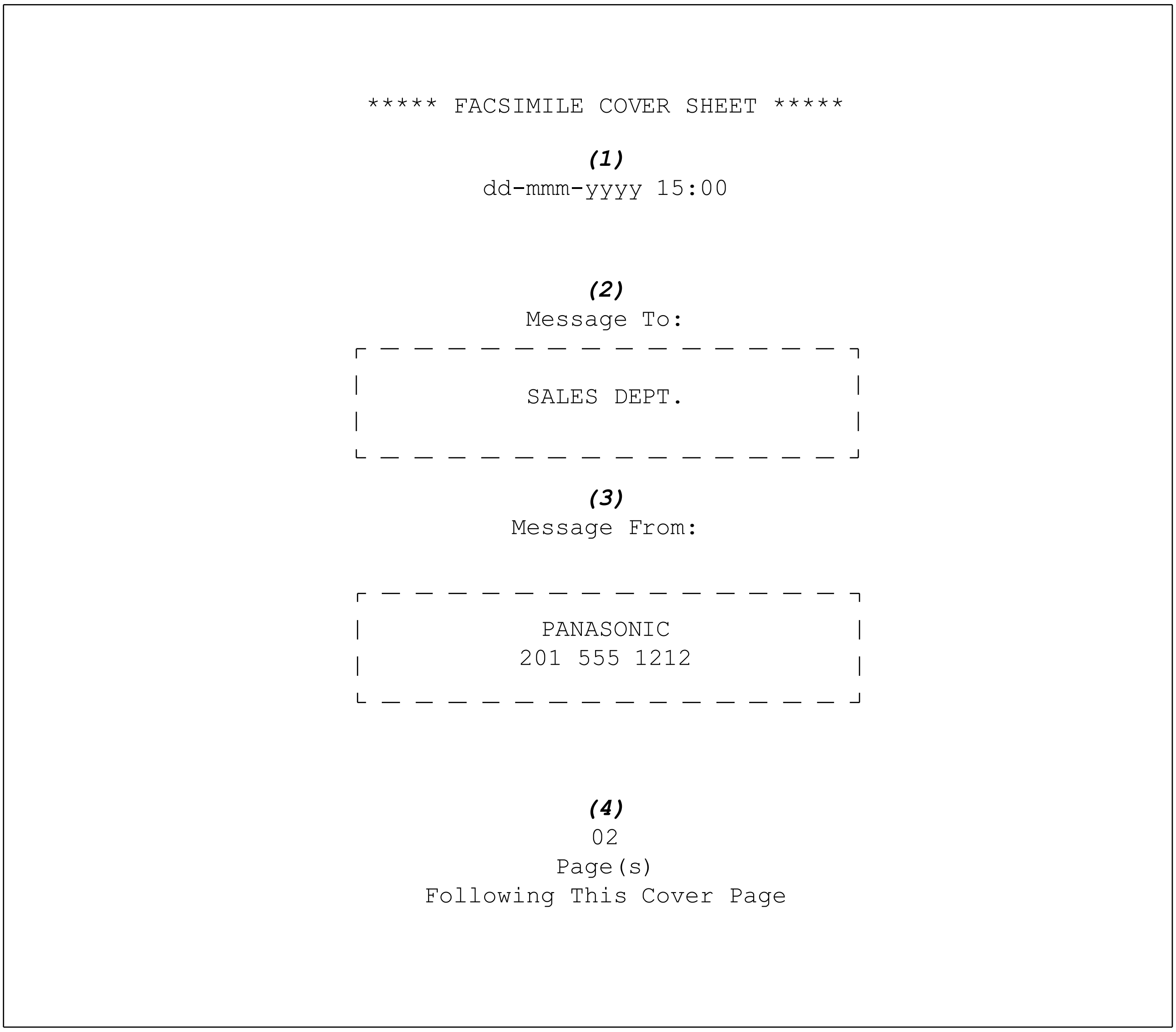

01
VOL.
DIRECTORY SEARCH
START
FUNCTION

NOTE

1. *To change the preset Fax Cover Sheet Setting, change the setting of Fax Parameter No. 56. (see page 39).*
2. *This function is available for memory or direct transmission modes.*
3. *The Fax Cover Sheet is not counted in the number of pages column of the journals.*

To use the Fax Cover Sheet

Fax Cover Sheet Sample



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

(1)
dd-mmm-yyyy 15:00

(2)
Message To:

SALES DEPT.

(3)
Message From:

PANASONIC
201 555 1212

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

Explanation of Contents

(1) Starting time of communication.
(2) Recorded name in the One-Touch, ABBR. No. or dialled telephone number.
(3) Your LOGO (up to 25 characters) and ID Number. (Up to 20 digits)
(4) The number of pages to follow. This information is not shown when transmitting by Direct Transmission Mode.

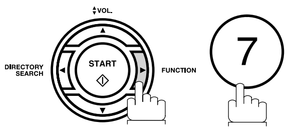
PIN Code Access

General Description

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

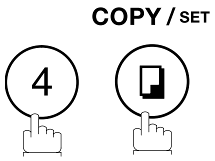
Selecting the Access Method (Prefix or Suffix)

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
7

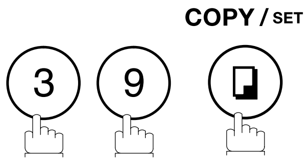
```
SET  MODE          (1-8)
ENTER NO.  OR ∨ ∧
```

2



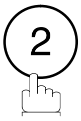
```
FAX PARAMETER(01-99)
           NO.=█
```

3



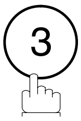
```
39  PIN  CODE  ACCESS
 1:NONE
```

4



for suffix code.

or



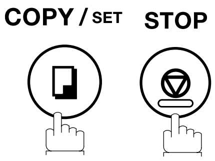
for prefix code.

```
39  PIN  CODE  ACCESS
 2:SUFFIX
```

or

```
39  PIN  CODE  ACCESS
 3:PREFIX
```

5

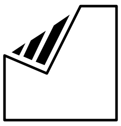

COPY / SET
STOP

NOTE

1. *This feature is available in certain countries only.*

Dialling with a PIN Code

1



Set document(s) face down.

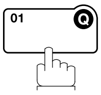
```
ENTER STATION(S)
THEN PRESS START 00%
```

2

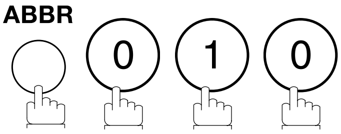
Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered (up to 12 stations)
- Directory Search Dialling, press SET after each station is entered (For details, see pages 48 to 50.)

Ex:



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

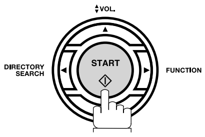


```
[010](Station name)
5553456
```

If you want to confirm the number of stations you have entered, press SET .

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

3



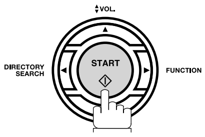
```
ENTER PIN CODE
▮
```

4

Ex: ⑨⑧⑦⑥ (up to 36 digits)

```
ENTER PIN CODE
9876▮
```

5



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

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

Your machine stores the document and starts dialling the PIN code and telephone number as you specified.

NOTE

1. *The PIN code is shown as " ▮ " on the display when dialling the number.*
2. *This feature is not available when dialling a number by using Off-Hook or On-Hook Direct dialling mode.*

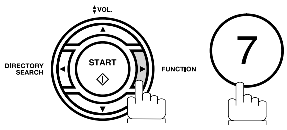
Fax Forward

Setting Fax Forward

This feature allows all incoming faxes to be forwarded to the station registered in the one-touch or abbreviated dialling number. Once the faxes are received in the memory, the machine will forward the received document(s) to the telephone number registered in the one-touch or abbreviated dialling number.

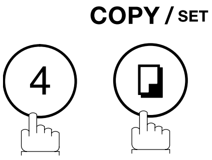
This function is convenient when you would like to receive faxes in another place (i. e. your home) at night or during a holiday.

1



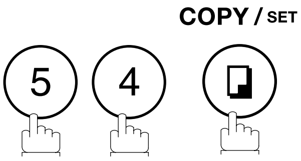
```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

2



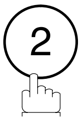
```
FAX PARAMETER(01-99)
           NO.=▮
```

3



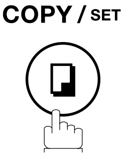
```
54 FAX FORWARD
  1:INVALID
```

4



```
54 FAX FORWARD
 2:VALID
```

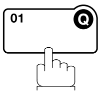
5



```
54 FAX FORWARD
ENTER STATION
```

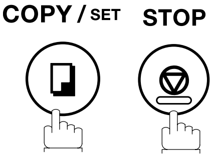
6 Enter the station to forward the received faxes to, by assigning a one-touch key or an abbreviated dialling number.

Ex:



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

7



NOTE

1. *When the Fax Forward feature is set, the one-touch or the abbreviated dialling number is restricted from editing. Please change this function to "Invalid" when you would like to edit the telephone number.*
2. *If the communication to transfer a received document(s) fails, the received document will print out and then is erased from memory even if the Fax Parameter No. 31 (INC. FILE SAVE) is set to "Valid".*
   If you wish to save the document into memory in case of communication failure, set your machine to Receive To Memory. (See page 93)
3. *It is not possible to receive a document if the memory of your machine overflows or is about 95% used.*

Selective Reception

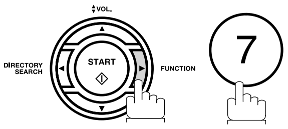
General Description

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

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

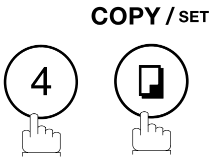
Setting the Selective Reception.

1



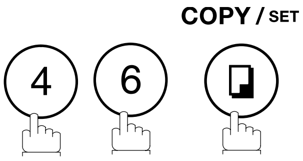
```
SET MODE        (1-8)
ENTER NO. OR ∨ ∧
```

2



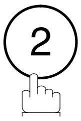
```
FAX PARAMETER(01-99)
       NO.=█
```

3



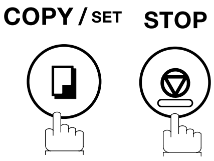
```
46 SELECT RCV
  1:INVALID
```

4



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

5



NOTE

1. *When the Selective Reception is set, your machine can receive only from those stations which are programmed in the built-in auto-dialler.*
2. *If your ID number has not been set, your machine might not be able to receive from some models.*
   To set your ID number, see page 29.

Password Communications

General Description

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

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

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

Compatibility with Other Machines

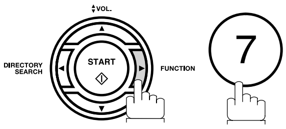
You can only use password transmission and reception with another Panafax compatible machine(s) listed below.

- DF-1100
- DP-180
- DP-190
- DP-1810F
- DP-1820E
- DP-1820P
- DP-2000
- DP-2310
- DP-2500
- DP-3000
- DP-3010
- DP-3510
- DP-3520
- DP-4510
- DP-4520
- DP-6010
- DP-6020
- DX-600
- DX-800
- FP-D250F
- FP-D350F
- UF-160
- UF-160M
- UF-170
- UF-260
- UF-270
- UF-270M
- UF-280M
- UF-300
- UF-312
- UF-322
- UF-550
- UF-560
- UF-585
- UF-590
- UF-595
- UF-650
- UF-733
- UF-745
- UF-750
- UF-750D
- UF-755
- UF-755e
- UF-766
- UF-770
- UF-780
- UF-788
- UF-790
- UF-880
- UF-885
- UF-890
- UF-895
- UF-990
- UF-5100
- UF-6000
- UF-6100
- UF-9000
- UF-M500

Setting Password Transmission

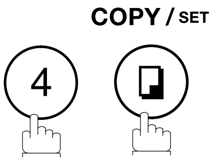
To set transmission password and parameter,

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
7

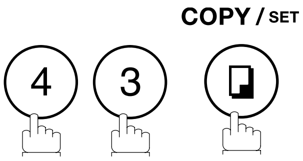
```
SET MODE         (1-8)
ENTER NO. OR ∨ ∧
```

2



```
FAX PARAMETER(01-99)
       NO.=█
```

3



```
43 PASSWORD-XMT
                ■■■■
```

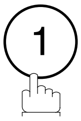
4

Enter a 4-digit Transmission Password.

Ex: ① ② ③ ④ and press SET

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

5



for “OFF” (password is not checked)

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

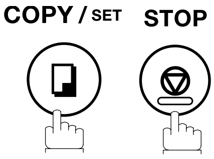
or

for “ON” (password is checked)

or

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

6


COPY / SET
STOP

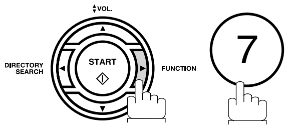
NOTE

1. *You can change the setting temporarily by using FUNCTION 8-4 (PASSWORD-XMT) for each transmission. See page 105 for details.*
2. *To change the password, press* CLEAR *in step 4. Then re-enter a new one.*

Setting Password Reception

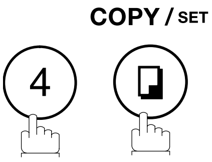
To set the receiving password and parameter,

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
7

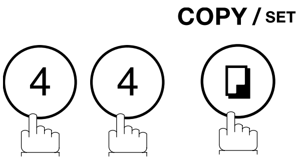
```
SET MODE         (1-8)
ENTER NO. OR ∨ ∧
```

2



```
FAX PARAMETER(01-99)
        NO.=█
```

3



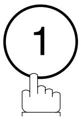
```
44 PASSWORD-RCV
                  ████
```

4 Enter a 4-digit Transmission Password.

Ex: ① ② ③ ④ and press SET

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

5



for “OFF” (password is not checked)

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

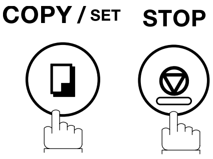
or

for “ON” (password is checked)

or

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

6


COPY / SET
STOP

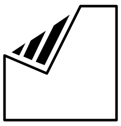
NOTE

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

Using Password Transmission

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

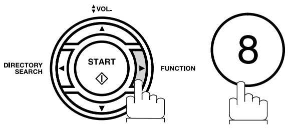
1



Set document(s) face down.

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

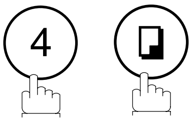
2



```
SELECT MODE    (1-9)
ENTER NO. OR ∨ ∧
```

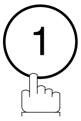
3

COPY / SET



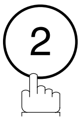
```
PASSWD-XMT=OFF
1:OFF 2:ON
```

4



for “OFF” (password is not checked)

or



for “ON” (password is checked)

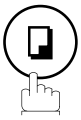
```
PASSWD-XMT=OFF
1:OFF 2:ON
```

or

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

5

COPY / SET



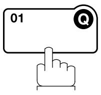
```
ENTER STATION(S)
THEN PRESS START
```

6

Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press SET after each station is entered (Up to 12 stations)
- Directory Search Dialling, press SET after each station is entered (For details, see page 48 to 50.)

Ex:

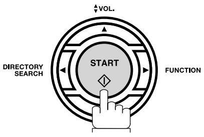


```
<01>(Station name)
5551234
```

Continued on the next page...

Using Password Transmission

7



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

Using Password Reception

There is no additional operation required once you set the parameter by following the procedure on page 104. The parameter, “**OFF**” or “**ON**”, cannot be selected for each reception. It is always “**OFF**” or “**ON**” until you change the setting.

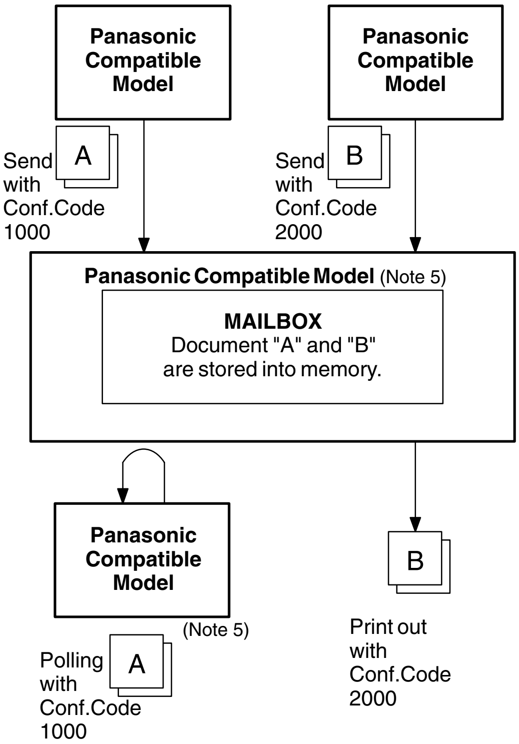
Confidential Mailbox

General Description

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

Confidential Mailbox

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


Panasonic Compatible Model
Panasonic Compatible Model
Send with Conf.Code 1000
A
Send with Conf.Code 2000
B
Panasonic Compatible Model (Note 5)
MAILBOX
Document "A" and "B" are stored into memory.
Panasonic Compatible Model
(Note 5)
Polling with Conf.Code 1000
A
B
Print out with Conf.Code 2000

Compatibility with Other Machines

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

Table 1 : Confidential Mailbox Requirement

Compatible Model								Special Settings
DF-1100	DP-180	DP-190	DP-1810F	DP-1820P	DP-1820E	DP-2000		Not required.
DP-2310	DP-2500	DP-3000	DP-3010	DP-3510	DP-3520	DP-4510		
DP-4520	DP-6010	DP-6020	DX-600	DX-800	UF-280M	UF-312	UF-322	
UF-332	UF-333	UF-342	UF-344	UF-550	UF-560	UF-585	UF-590	
UF-595	UF-733	UF-744	UF-745	UF-755	UF-755e	UF-766	UF-770	
UF-780	UF-788	UF-790	UF-880	UF-885	UF-890	UF-895	UF-990	
UF-5100	UF-6000	UF-6100	UF-9000					

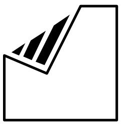
NOTE

1. *If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.*
2. *Up to 10 Mailbox files can be stored in memory. So, you can receive the confidential fax using 10 different confidential codes.*
3. *If the memory overflows, the machine will stop receiving and release the line.*
4. *If confidential faxes were received in the mailbox of UF-733, you cannot poll those documents. The UF-733 is designed to print out the received confidential document locally only.*

Confidential Mailbox

Sending a Confidential Document to a Remote Station's Mailbox

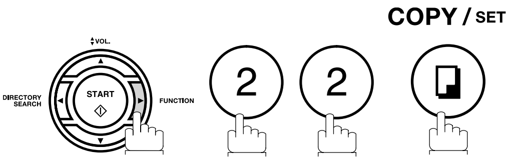
1



Set document(s) face down.

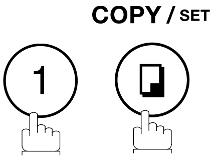
```
ENTER STATION(S)
THEN PRESS START 00%
```

2


VOL.
DIRECTORY SEARCH
START
FUNCTION
2
2
COPY / SET

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

3



```
CONFIDENTIAL XMT
  CONF. CODE=■■■■
```

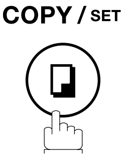
4

Enter a 4-digit Confidential Code.

Ex: ②②③③

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

5



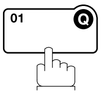
```
ENTER STATION
THEN PRESS START
```

6

Dial by any one of the following methods:

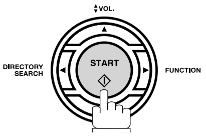
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling
- Directory Search Dialling

Ex:



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

7

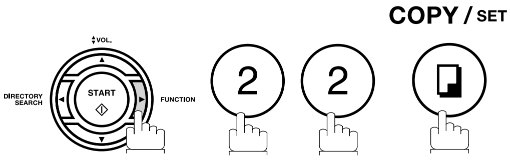

VOL.
DIRECTORY SEARCH
START
FUNCTION

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

Polling a Confidential Document from a Remote Station's Mailbox

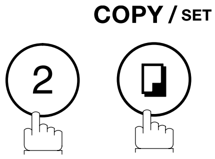
After you have been informed that someone has transmitted a confidential document to a remote station's mailbox, you can poll the confidential document from the remote station by following the procedure below.

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
2
2
COPY / SET

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

2



```
CONFIDENTIAL POLL
  CONF. CODE=████
```

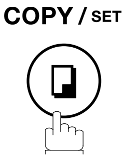
3

Enter a 4-digit Confidential Code.

Ex: ②②③③

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

4



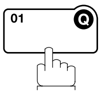
```
ENTER STATION
THEN PRESS START
```

5

Dial by any one of the following methods:

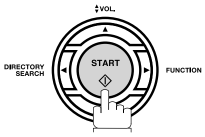
- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling
- Directory Search Dialling

Ex:



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

6


VOL.
DIRECTORY SEARCH
START
FUNCTION

NOTE

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

Receiving a Confidential Document to Your Machine's Mailbox

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

```
MESSAGE IN MAIL BOX
```

Sample CONF. RCV Report

```
*************** -CONF. RCV REPORT- **************** DATE dd-mmm-yyyy ***** TIME 15:00 ********

             ** NOTICE OF CONFIDENTIAL DOCUMENT HELD **

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

     040       PANAFAX                        001                   DD-MMM 15:00

                                                            -PANASONIC                -

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

Explanation of Contents

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

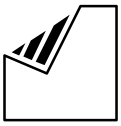
NOTE

1. *If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.*
2. *Up to 10 Mailbox files can be stored in memory. So, you can receive the confidential fax using 10 different confidential codes.*
3. *If the memory overflows, the machine will stop receiving and release the line.*
4. *You can verify whether the unit has received a confidential fax by printing out the File List. (See page 83)*

Storing a Confidential Document in Your Machine's Mailbox

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

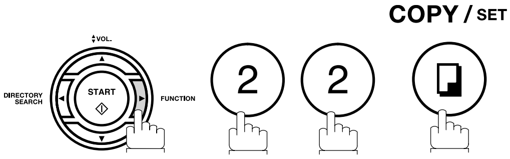
1



Set document(s) face down.

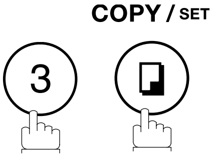
```
ENTER STATION(S)
THEN PRESS START 00%
```

2



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

3



```
CONFIDENTIAL POLLED
  CONF. CODE=■■■■
```

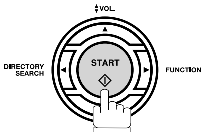
4

Enter a 4-digit Confidential Code.

Ex: ②②③③

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

5



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

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

NOTE

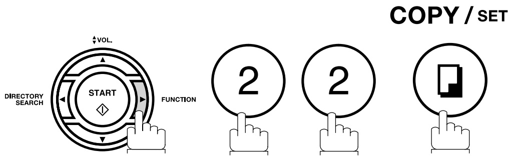
1. *The confidential file will be erased automatically after being polled.*
   If you wish to retain the confidential file even after being polled, change the setting of Fax Parameter No. 42 (CONF. FILE SAVE) to "Valid".

Confidential Mailbox

Printing Out a Confidential Document from Your Machine's Mailbox

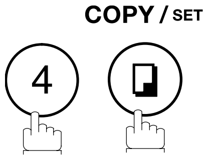
After you have been notified that someone has transmitted a confidential document to your machine's mailbox, use the following procedure to print out the confidential document.

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
2
2
COPY / SET

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

2



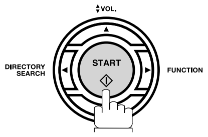
```
PRINT CONF. FILE
  CONF. CODE=████
```

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

Ex: ② ② ③ ③

```
PRINT CONF. FILE
  CONF. CODE=2233
```

4


VOL.
DIRECTORY SEARCH
START
FUNCTION

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

The machine will print out the confidential documents.

NOTE

1. *The confidential file will be erased automatically after being printed out even if the setting of Fax Parameter No. 42 (CONF. FILE SAVE) is changed to "Valid".*

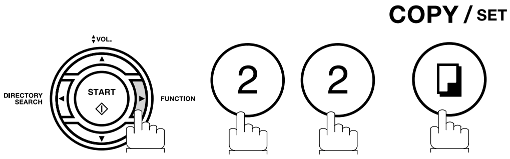
Deleting a Confidential Document Stored in Your Machine's Mailbox

If your memory becomes full, or you just want to clean out your confidential documents, you may delete one or more confidential faxes stored in your machine by using the following procedure.

There are two types of confidential file deletions, one is to delete the file individually by its Confidential Code, and the other is to delete all confidential files in memory.

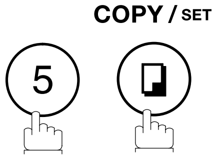
To delete a file using Confidential Code

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
2
2
COPY / SET

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

2



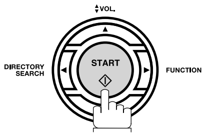
```
DELETE CONF. FILE
  CONF. CODE=■■■■
```

3 Enter a 4-digit Confidential Code.

Ex: ②②③③

```
DELETE CONF. FILE
  CONF. CODE=2233
```

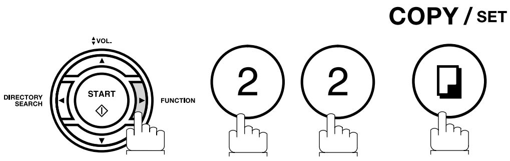
4


VOL.
DIRECTORY SEARCH
START
FUNCTION

```
* DELETING *
  CONF. CODE=2233
```

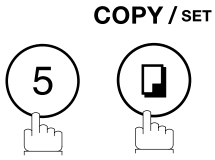
To delete all confidential files in memory

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
2
2
COPY / SET

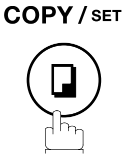
```
CONF. COMM.     (1-5)
ENTER NO. OR ∨ ∧
```

2



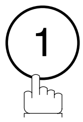
```
DELETE CONF. FILE
  CONF. CODE=■■■■
```

3



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

4



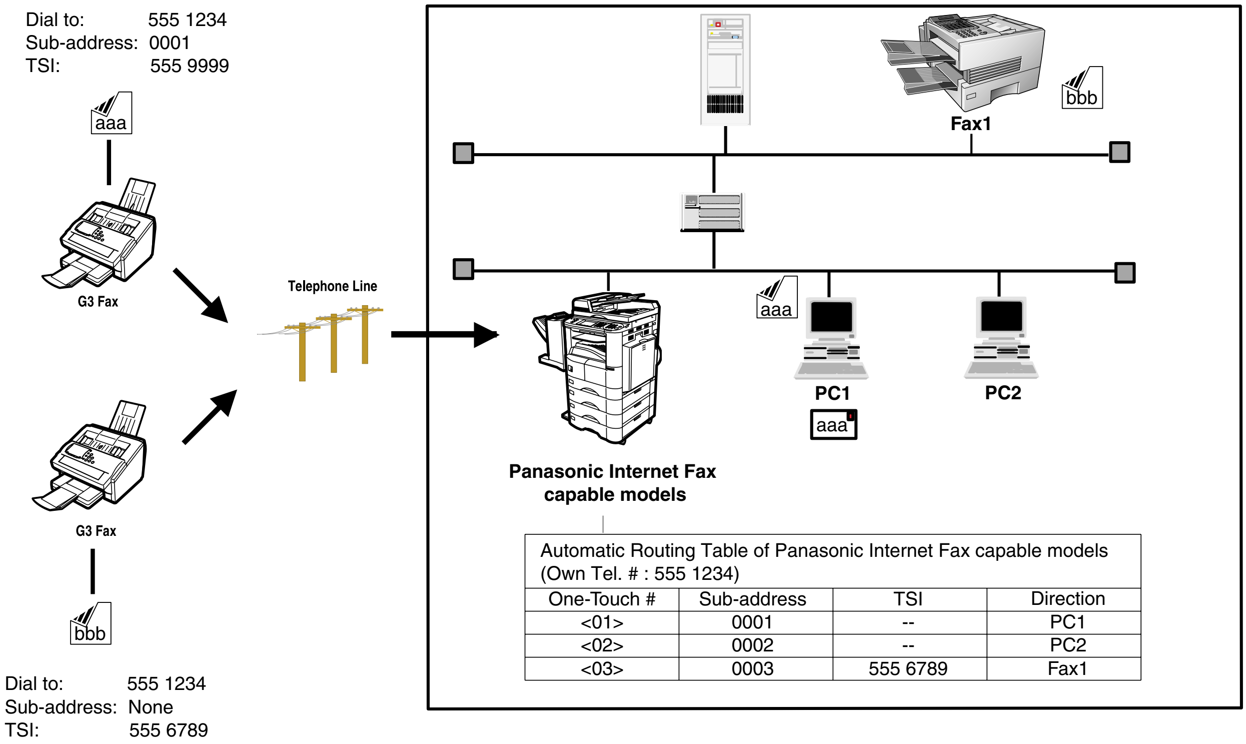
```
* DELETING *
  ALL CONF. FILES
```

Sub-addressing

General Description

The Sub-Addressing function allows you further routing, forwarding or relaying of document(s) to the desired recipient(s) when used in combination with Panasonic Internet Fax capable models and/or the Networking version of HydraFax/LaserFAX software. This function conforms to the ITU-T recommendation for T. Routing-Facsimile Routing utilizing the Sub-Address.

Example of a Network



Automatic Routing Table of Panasonic Internet Fax capable models (Own Tel. # : 555 1234)

One-Touch #	Sub-address	TSI	Direction
<01>	0001	--	PC1
<02>	0002	--	PC2
<03>	0003	555 6789	Fax1

Compatibility with Other Machines

• Sub-Addressing Transmission:	DF-1100/DP-135FP/150FP/150FX/190/1810F/1820E/1820P/2000/2310/2330/2500/3000/3010/3030/3510/3520/3530/4510/4520/4530/6010/6020/6030/DX-600/800/1000/2000/FPD250F/D350F/UF-332/333/342/344/490/550/560/585/590/595/770/790/880/885/890/895/990/4000/4100/5100/6000/6100/7000/7100/8000/8100/9000 (see note 1)
• Sub-Addressing Reception:	DX-600/800/UF-4000/4100/5100/6000/6100/7000/7100/8000/8100/9000 and DP-1810F/1820E/1820P/2000/2310/2330/2500/3000/3010/3030/3510/3520/3530/4510/4520/4530/6010/6020/6030 with Internet Fax.

Sub-addressing Transmission Methods

You can send a document with Sub-address information to the desired recipient by the following methods.

- By registering the Sub-address information into One-Touch/ABBR. Dialling Numbers.
- By specifying the Sub-address information in the Manual Number Dialling Mode.

Setting of Routing, Forwarding or Relaying

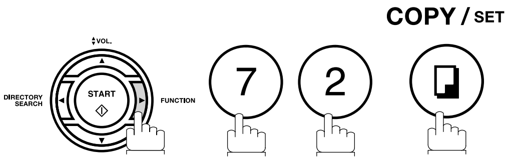
You can customize the Automatic Routing to any combination of LAN (Local Area Network), PSTN (Public Switched Telephone Network) or PBX Extension with Panasonic Internet Fax capable models.

NOTE

1. UF-788 with PC Interface Option or the Option ROM installed.

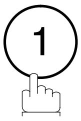
To set the Sub-address into a One-Touch/ABBR. Dialling Numbers

1

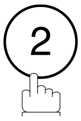


```
1:ONE-TOUCH
2:ABBR NO.
```

2


to select “One-Touch”.

or

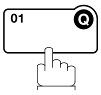

to select “ABBR.NO.”.

Ex: ①

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

3

Ex:



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

4

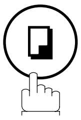
Enter the telephone number, press SUB-ADDR then enter the Sub-address. (Up to 20 digits)
(Up to 36 digits including telephone number, pauses, spaces, FLASH and Sub-address)
Ex: Telephone number = 5551234, Sub-address =2762

Enter as: ⑤ ⑤ ⑤ ① ② ③ ④
SUB-ADDR ② ⑦ ⑥ ②

```
<01>
5551234s2762█
```

5

COPY / SET

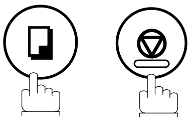


Enter the station name. (See page 30)
Ex: SALES DEPT

```
<01> SALES DEPT█
5551234s2762
```

6

COPY / SET **STOP**



NOTE

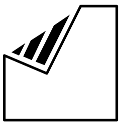
1. SUB-ADDR *separates the Sub-address from the Telephone number and is indicated by an "s" in the display.*

To send a Document with Sub-address

Using One-Touch/ABBR. Number Dialling

The operation is the same as for normal dialling

1

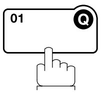


Set document(s) face down.

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

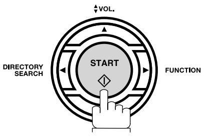
2

Ex:



```
<01>(Station name)
5551234s2762
```

3



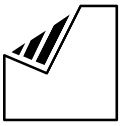
```
* STORE *      NO.001
       PAGES=001   01%
```

The document is stored into memory and your machine starts to dial the number of the station and sends the document(s) with Sub-addressing information.

Using Manual Number Dialling

Use SUB-ADDR to separate the Telephone number and the Sub-address.

1



Set document(s) face down.

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

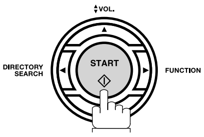
2

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

Enter as: ⑤ ⑤ ⑤ ① ② ③ ④
SUB-ADDR ② ⑦ ⑥ ②

```
TEL. NO.
5551234s2762█
```

3



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

The document is stored into memory and your machine starts to dial the number of the station and sends the document(s) with Sub-addressing information.

NOTE

1. *SUB-ADDR separates the Sub-address from the Telephone number and is indicated by an "s" in the display.*
2. *Manual Off-Hook or On-Hook Dialling cannot be used with the Sub-addressing Transmission.*
3. *The Sub-address is not transmitted during Manual Redial Mode.*

Journals and Lists

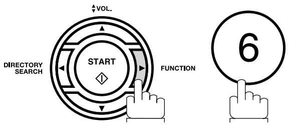
General Description

To help you maintain records of the documents you sent and received, as well as lists of the numbers you record, your facsimile machine is equipped to print the following journals and lists: Transaction Journal, Individual Transmission Journal, Communication Journal, One-Touch/Abbreviated/Directory Search No. List, Program List, Fax Parameter List, Directory Sheet and File List.

Transaction Journal

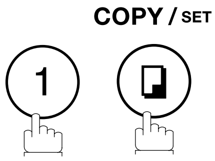
The "Journal" is a record of the last 32 transactions (a transaction is recorded each time you send or receive a document). It is printed out automatically after every 32 transactions (See Note 1) or you can print or view it manually by using the following procedure:

1



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

2



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

3a ① To print a Journal

```
* PRINTING *
JOURNAL
```

3b ② To view a Journal

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

4 Select the viewing mode.

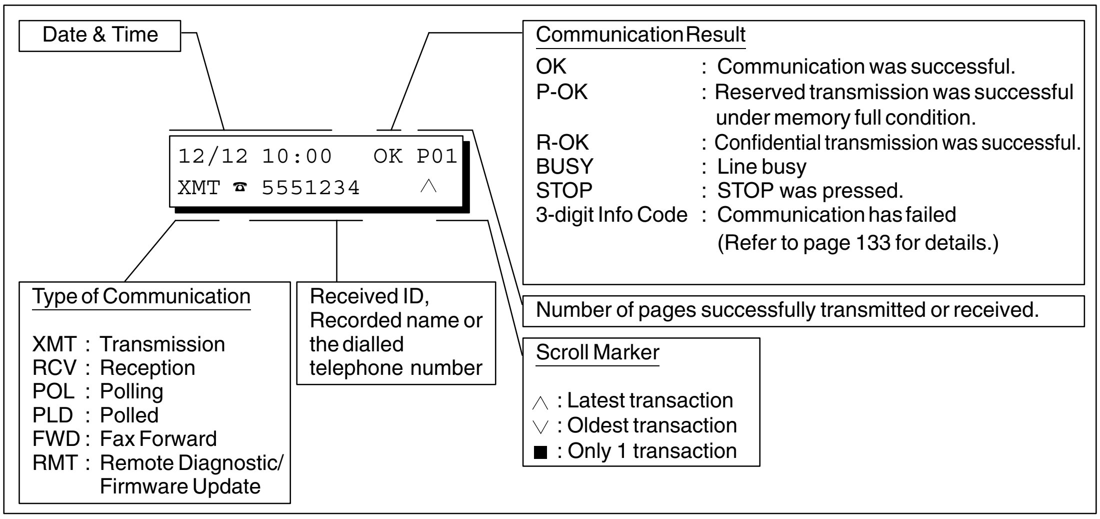
① to view transmission transactions only

② to view all transactions

Ex: ②

You can view the transactions in the journal by pressing ▼ or ▲. Press STOP to return to standby.

```
USE THE ∨ ∧ KEYS TO
SCROLL EACH RECORD
```



```
12/12 10:00   OK P01
XMT ☎ 5551234    ∧
```

Date & Time

Communication Result

OK	:	Communication was successful.
P-OK	:	Reserved transmission was successful under memory full condition.
R-OK	:	Confidential transmission was successful.
BUSY	:	Line busy
STOP	:	STOP was pressed.
3-digit Info Code	:	Communication has failed (Refer to page 133 for details.)

Number of pages successfully transmitted or received.

Scroll Marker

∧ : Latest transaction
∨ : Oldest transaction
■ : Only 1 transaction

Type of Communication

XMT	:	Transmission
RCV	:	Reception
POL	:	Polling
PLD	:	Polled
FWD	:	Fax Forward
RMT	:	Remote Diagnostic/ Firmware Update

Received ID, Recorded name or the dialled telephone number

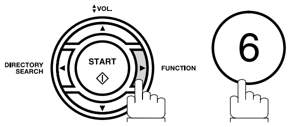
NOTE

1. *If you wish to disable the automatic print out of the Transaction Journal, change the setting of Fax Parameter No. 13 to "Invalid". (See page 36)*

Individual Transmission Journal (IND. XMT JOURNAL)

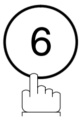
An Individual Transmission Journal contains the information on the latest transmission.

1


VOL.
DIRECTORY SEARCH
START
FUNCTION
6

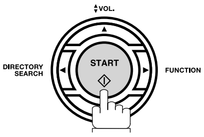
```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2



```
6:IND. XMT JOURNAL?
PRESS SET TO PRINT
```

3


VOL.
DIRECTORY SEARCH
START
FUNCTION

```
* PRINTING *
IND. XMT JOURNAL
```

Individual Transmission Journal (IND. XMT JOURNAL)

Sample Transaction Journal

```
                                                              (1)                    (2)
**************** -JOURNAL- ************************ DATE dd-mmm-yyyy ***** TIME 15:00 *********

 (3)   (4)   (5)     (6)   (7)       (8)   (9)               (10)     (11)      (12)
  NO.  COMM. PAGES   FILE  DURATION  X/R  IDENTIFICATION     DATE     TIME      DIAGNOSTIC

  01    OK   005/005  001  00:00:22  XMT   SERVICE DEPT.     dd-mmm  17:35   C0044903C0000
  02    OK   003      002  00:01:17  RCV   111 222 333       dd-mmm  17:41   C0044903C0000
  03    OK   001      003  00:00:31  XMT   ACCOUNTING DEPT.  dd-mmm  17:50   C0044903C0000
  04   630   000/005  004  00:00:00  XMT   ☎ 342345676       dd-mmm  17:57    0800420000000
  05  STOP   000      005  00:00:34  XMT   ☎ 12324567        dd-mmm  18:35    0210260200000
  06    OK   001/001  006  00:00:20  XMT   ☎ 44567345        dd-mmm  18:44    C8044B03C0000
  07   408  *003      007  00:02:14  XMT   ☎ 2345678         dd-mmm  18:55    0040440A30080

  31    OK   002/002  050  00:00:31  XMT   ☎ 0245674533      dd-mmm  08:35    C8044B03C1000
  32    OK   003/003  051  00:01:32  XMT   ☎ 0353678980      dd-mmm  08:57    C8044B03C1000


                                                                (13)
                                                               -PANASONIC                -
*********************************** -HEAD OFFICE    - ***** -           201 555 1212- *********
                                    (15)                                 (14)
```

Sample Individual Transmission Journal (IND. XMT JOURNAL)

```
                                                            (1)                    (2)
************* -IND. XMT JOURNAL-  *************** DATE dd-mmm-yyyy ***** TIME 15:00 *********

(10)(11)      DATE/TIME      = dd-mmm-yyyy 09:00

     (3)      JOURNAL No.    = 21

     (4)      COMM. RESULT   = OK

     (5)      PAGE(S)        = 001/001

     (7)      DURATION       = 00:00:16

     (6)      FILE No.       = 010

    (16)      MODE           = MEMORY TRANSMISSION

    (17)      DESTINATION    = [001] / 555 1234 /ABCDEFG

    (18)      RECEIVED ID    =

    (19)      RESOLUTION     = STD

                                                        (13)
                                                       -PANASONIC                -

*****************************-HEAD OFFICE     -*******-        201 555 1212- ****************
                              (15)                              (14)
```

Individual Transmission Journal (IND. XMT JOURNAL)

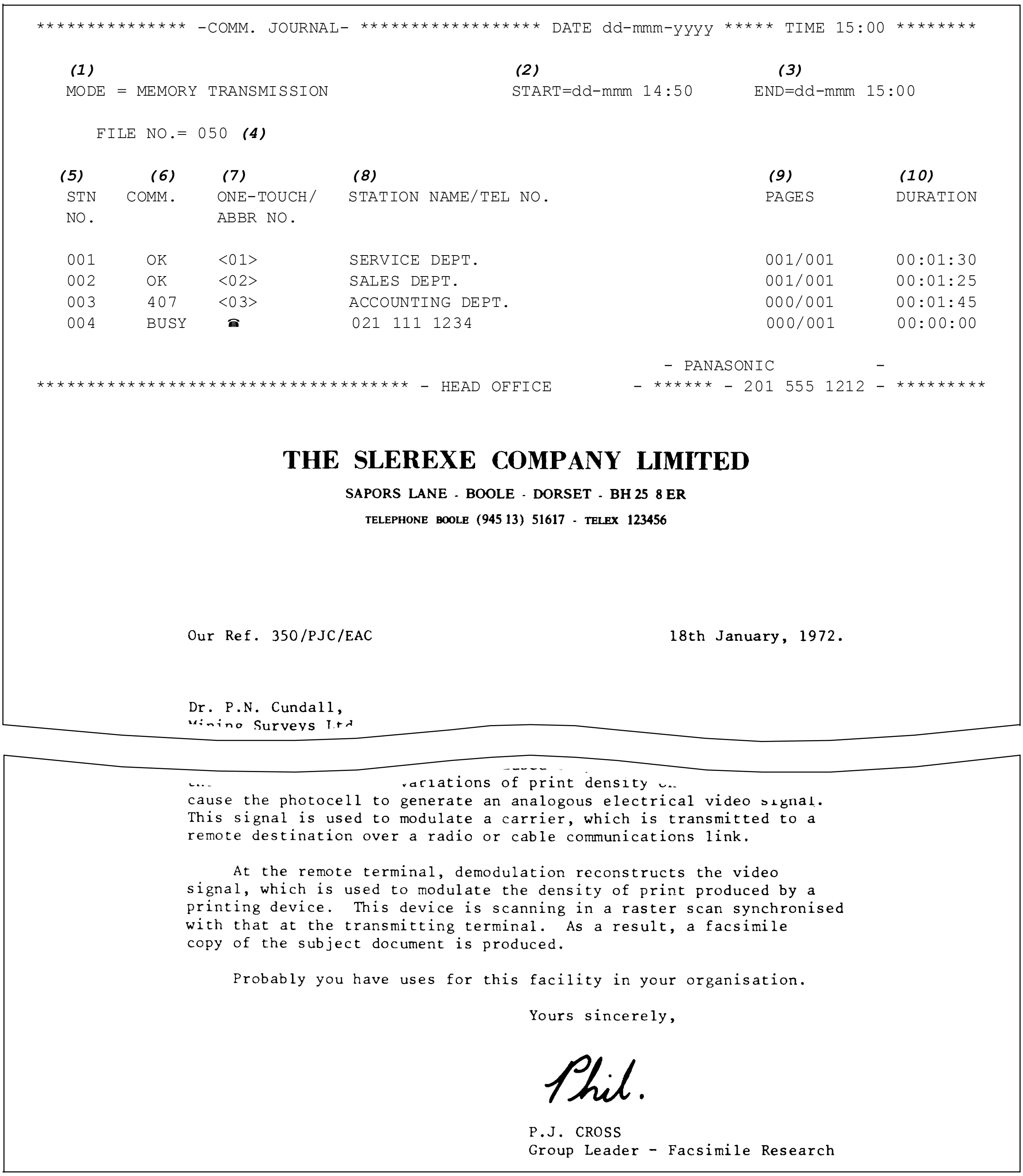
Explanation of Contents

(1) Printout date	
(2) Printout time	
(3) Journal number	
(4) Communication result	"OK" indicates that the communication was successful. "BUSY" indicates that the communication has failed because of busy line. "STOP" indicates that **STOP** was pressed during communication. "M-OK" indicates that the substitute reception message in memory was not printed out. "P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission but successfully stored document(s) was sent. "R-OK" indicates that the Confidential Communication was successful. "3-digit Info Code (See page 133) indicates that the communication has failed.
(5) Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted. Asterisk "*" indicates that the quality of some received copies was poor.
(6) File number	001 to 999 (If the communication is stored into memory, a file number is assigned for each communication.)
(7) Duration of communication	
(8) Type of communication	"XMT" means Transmission "RCV" means Reception "POL" means Polling "PLD" means Polled "FWD" means Fax Forward "RMT" means Remote Diagnostic/Firmware Update
(9) Remote station identification	Name : Recorded name in One-Touch or ABBR. Numbers or remote station's Character ID. ☎ number : Dialled telephone number Number : Remote station's ID number.
(10) Communication date	
(11) Communication Start time	
(12) Diagnostic	For service personnel only
(13) Own LOGO	Up to 25 characters
(14) Own ID number	Up to 20 digits
(15) Own Character ID	Up to 16 characters
(16) Type of communication	Transmission or memory transmission
(17) Destination	If a One-Touch or ABBR was used for the transmission: One-Touch or ABBR. No./Telephone Number/Recorded Name If not : Telephone number
(18) Received remote station's ID	Character ID or ID number
(19) Resolution	"STD" means standard resolution "FINE" means fine resolution "S-FINE" means super fine resolution

Communication Journal (COMM. JOURNAL)

The Communication Journal (COMM. JOURNAL) lets you verify whether the transmission or polling was successful. You may select the printout condition (Off/Always/Inc. only) in Function 8-1 or Fax Parameter No. 12.

Sample COMM. JOURNAL



```
*************** -COMM. JOURNAL- ****************** DATE dd-mmm-yyyy ***** TIME 15:00 ********

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

      FILE NO.= 050  (4)

  (5)      (6)      (7)          (8)                                         (9)            (10)
   STN    COMM.    ONE-TOUCH/   STATION NAME/TEL NO.                         PAGES          DURATION
   NO.             ABBR NO.

   001     OK      <01>         SERVICE DEPT.                                001/001        00:01:30
   002     OK      <02>         SALES DEPT.                                  001/001        00:01:25
   003     407     <03>         ACCOUNTING DEPT.                             000/001        00:01:45
   004     BUSY     ☎           021 111 1234                                 000/001        00:00:00

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

THE SLEREXE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

Our Ref. 350/PJC/EAC

18th January, 1972.

Dr. P.N. Cundall,
Mining Surveys Ltd

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

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

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P.J. CROSS
Group Leader - Facsimile Research

Communication Journal (COMM. JOURNAL)

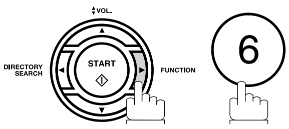
Explanation of Contents

(1) Indication of communication mode	
(2) Start time of communication	
(3) End time of communication	
(4) File number	001 to 999 (When the communication is stored into memory, a file number is assigned for each communication.)
(5) Station number	Sequential number of the Stations.
(6) Communication result	"OK" indicates that the communication was successful. "BUSY" indicates that the communication has failed because of busy line. "STOP" indicates that **STOP** was pressed during communication. "M-OK" indicates that the substitute reception message in memory was not printed out. "P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission but successfully stored document(s) was sent. "R-OK" indicates that the Confidential Communication was successful. "3-digit Info Code" (See page 133) Information Codes indicates that the communication has failed. In this case, the machine will print out the attached report with first page of your document as shown on the previous page.
(7) Abbreviated number or ☎ mark	☎ mark indicates dialled by direct number dial.
(8) Recorded name in One-Touch, ABBR. or direct dialling number	
(9) Number of pages transmitted or received	The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
(10) Duration of Communication	

One-Touch/Abbreviated and Directory Search List

To print a One-Touch/Abbreviated Number and Directory Search List of the telephone numbers you have stored.

1



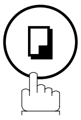
```
PRINT OUT       (1-7)
ENTER NO. OR ∨ ∧
```

2

```
2:ONE-TCH/ABBR LIST?
PRESS SET TO PRINT
```

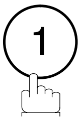
3

COPY / SET



```
1:ONE-TOUCH/ABBR NO.
2:DIR. SEARCH
```

4



for One-Touch/ABBR. Number List

```
* PRINTING *
ONE-TOUCH/ABBR LIST
```

for Directory Search List

```
* PRINTING *
DIR. SEARCH LIST
```

One-Touch/Abbreviated and Directory Search List

Sample One-Touch List

```
*************** -ONE-TOUCH LIST- ****************** DATE dd-mmm-yyyy ***** TIME 15:00 *******


             (1)        (2)              (3)
             ONE-TOUCH  STATION NAME     TELEPHONE NO.

             <01>       SERVICE DEPT.    121 555 1234
             <02>       SALES DEPT.      222 666 2345
             <03>       ACCOUNTING DEPT  313 333 3456

        NO. OF STATIONS = 03 (4)




                                                           -PANASONIC                -

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

Sample ABBR. Number List

```
*************** -ABBR NO. LIST- ****************** DATE dd-mmm-yyyy ***** TIME 15:00 *******

            (1)        (2)              (3)
            ABBR NO.   STATION NAME     TELEPHONE NO.

             [001]     ENG. DEPT.       888 555 1234
             [002]     PURCHASE DEPT.   999 666 2345
             [003]     REGULATION DEPT  777 333 3456

        NO. OF STATIONS = 003 (4)




                                                             -PANASONIC                -

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

One-Touch/Abbreviated and Directory Search List

Sample Directory Search List

```
*************** -DIR. SEARCH LIST- ***************** DATE dd-mmm-yyyy ***** TIME 15:00 *******

      (5)  (2)            (1)        (3)
           STATION NAME    ABBR NO.   TELEPHONE NO.

      [A]  ACCOUNTING DEPT <03>       313 333 3456

      [E]  ENG. DEPT.      [001]      888 555 1234

      [P]  PURCHASE DEPT   [002]      555 666 2345

      [R]  REGULATION DEPT [003]      777 333 3456

      [S]  SALES DEPT.     <01>       121 555 1234
           SERVICE DEPT    <02>       222 666 2345

           NO. OF STATIONS = 006(4)


                                                         -PANASONIC                -

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

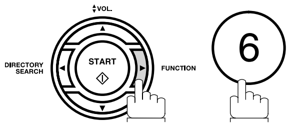
Explanation of Contents

(1) One-Touch number or Abbreviated number : <nn>= One-Touch number, [nnn] = Abbreviated number
(2) Station name recorded in the machine : Up to 15 characters
(3) Telephone number recorded in the machine : Up to 36 digits
(4) Number of recorded One-Touch and ABBR. numbers
(5) The first letter of station name recorded in your machine

Program List

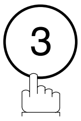
To print a Program List of the Dialling Patterns that you have previously entered into the Program Keys.

1



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

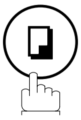
2



```
3:PROGRAM LIST?
PRESS SET TO PRINT
```

3

COPY / SET



```
* PRINTING *
PROGRAM LIST
```

Sample Program List

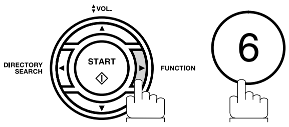
```
*************** -PROGRAM  LIST- ******************** DATE dd-mmm-yyyy ***** TIME 15:00 *******

 (1)        (2)                   (3)        (4)       (5)
 PROGRAM    PROGRAM NAME          TYPE       TIMER     ABBR NOS.

    [P1]    TIMER XMT             XMT        12:00     [001]
    [P2]    TIMER POLL            POLL       19:00     [002]
    [P3]    PROG. A               POLL       -----     [001] [002]

                                                              -PANASONIC                -

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

Explanation of Contents

(1) Program key	
(2) Program name	Up to 15 characters
(3) Type of communication	"XMT" indicates transmission. "POLL" indicates polling. "ABBR/GRP" indicates that the Program key is programmed as a group key. "ONE-TOUCH" indicates that the Program key is programmed as a One-Touch key.
(4) Timer	Indicates the starting time. "----" indicates that the Program key contains "non-deferred" program.
(5) Numbers recorded in the program	One-Touch/ABBR. numbers

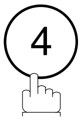
FAX Parameter List

1



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

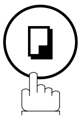
2



```
4:FAX PARAM. LIST?
PRESS SET TO PRINT
```

3

COPY / SET



```
* PRINTING *
FAX PARAMETER LIST
```

Sample FAX Parameter List

```
*************** -FAX PARAMETER LIST- ************** DATE dd-mmm-yyyy ***** TIME 15:00 ********

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

(7)01     CONTRAST    (HOME)       (1:Normal     2:Lighter    3:Darker)       1            1
 *  02     RESOLUTION  (HOME)       (1:Standard   2:Fine       3:S-Fine
                                      4:Halftone(Fine)     5:Halftone(S-Fine)) 2            1



   99      MEMORY SIZE                                                      (8MB)  (6)


                                                                -PANASONIC                -

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

Explanation of Contents

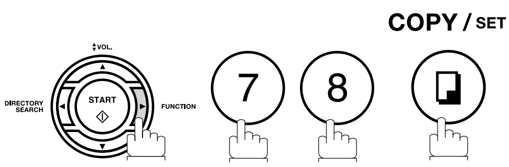
(1) Parameter number

(2) Description : "(HOME)" means home position setting.
(3) Selection
(4) Current setting : "(----)" indicates code or password is not set. When the code or password is set, it is shown in parenthesis.
(5) Standard setting : Factory preset standard setting
(6) Memory size
(7) Changed setting : "*" indicates that the Factory preset setting was changed.

Toner Cartridge Order Forms

To print the Toner Cartridge Order Forms

1

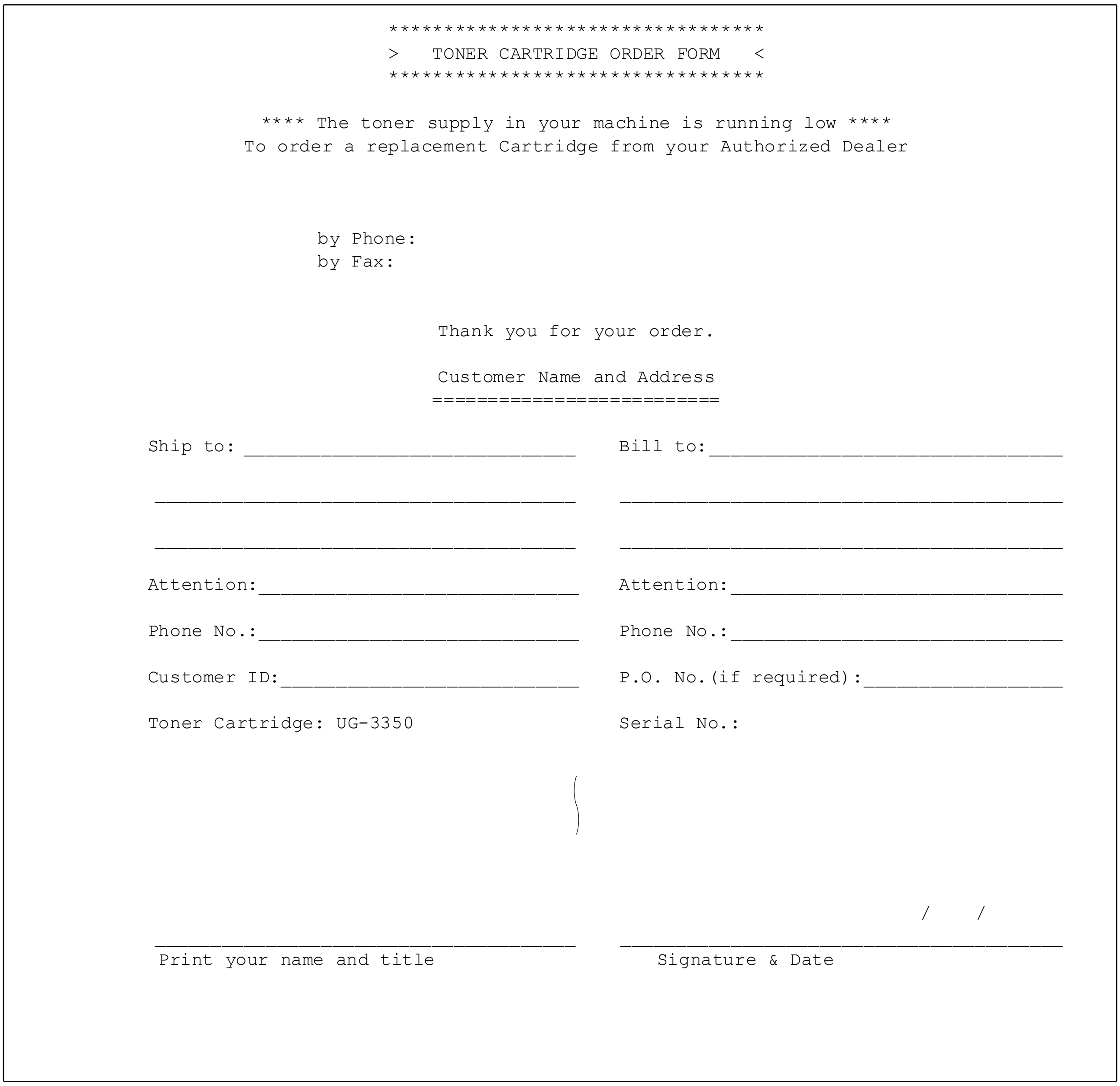


```
1:CLEAN ROLLER?
3:PRINT ORDER FORM?
```

2

```
* PRINTING *
TONER ORDER FORM
```

Sample Toner Cartridge Order Form



```
                  **********************************
                  >   TONER CARTRIDGE ORDER FORM   <
                  **********************************

        **** The toner supply in your machine is running low ****
      To order a replacement Cartridge from your Authorized Dealer


            by Phone:
            by Fax:

                        Thank you for your order.

                      Customer Name and Address
                      ==========================

Ship to: ______________________________   Bill to:________________________________

 ______________________________________   ________________________________________

 ______________________________________   ________________________________________

Attention:_____________________________   Attention:______________________________

Phone No.:_____________________________   Phone No.:______________________________

Customer ID:___________________________   P.O. No.(if required):__________________

Toner Cartridge: UG-3350                  Serial No.:




                                                                      /    /
 ______________________________________   ________________________________________
 Print your name and title                   Signature & Date
```

Troubleshooting

If You Have Any of These Problems

Mode	Symptom	Cause / Action	page
During Transmission	Document doesn't feed/multiple feed	1. Check that your document is free of staples and paper clips, and that it is not greasy or torn. 2. Check that your document is the right type to send through a fax machine by consulting the list on "Documents You Cannot Send". If your document has the characteristics listed, make a photocopy of your document and send the copy instead. 3. Check that the document is loaded properly. 4. Adjust the ADF Pressure.	40 41 140
	Document jam	The information code 030 or 031 will appear on the display if the document becomes jammed.	137
	Does not stamp	1. Check if Stamp LED is lit. 2. Check Fax parameter No. 04 and No. 28 settings.	43 36 37
	Stamp too light	Replace stamp.	141
Transmission Copy Quality	Vertical lines on the transmitted document	Check own copy quality. If copy is OK, your machine has no problem, report to the receiving party that they have a problem. If copy is NG, clean the Document Scanning Area.	138
	Transmitted document is blank	1. Make sure the document is set face down. 2. Check own copy quality. If copy is OK, your machine has no problem, report to the receiving party that they have a problem. If copy is NG, clean the Document Scanning Area.	138
During Reception	No recording paper	The information code 010 will appear on the display if the paper runs out.	18
	Recording paper jam	The information code 001, 002, 007 or 008 will appear on the display if the paper gets jammed.	136
	Recording paper doesn't advance into machine	Make sure that there is paper in the Paper Cassette. Follow the instructions for loading paper.	18
	Recording paper doesn't eject after printing	Check to see if the recording paper is jammed inside of the machine.	136
	Recording papers are not stacked in sequence. Machine does not print from the last page received.	Check if Fax Parameter No. 65 is set to valid.	39
	Document auto reduction doesn't work	Check Print Reduction settings.	68
	Out of toner	The information code 041 will appear on the display if the Toner Cartridge runs out of toner.	16

Continued on the next page...

Mode	Symptom	Cause / Action	page
Print Copy Quality	Vertical lines printing on the received document	Print out a Journal report (e.g. FUNCTION, 6, 1 , SET and 1) and check quality to make sure whether your machine has trouble. If Journal report quality is OK, your machine has no problem, report to the sending party that they have a problem.If copy is NG, replace the Toner Cartridge.	117 16
	Fuzzy print	1. Make sure you are using the correct paper for the best possible print quality. 2. Try reversing the recording paper to the other side.	145
	Missing dots or lines/ inconsistent darkness within print	1. Make sure you are using the correct paper for the best possible print quality. 2. Replace the Toner Cartridge.	145 16
	Fading print	Your Toner Cartridge may be running out of toner. Replace the Toner Cartridge.	16
	Faint print	You may need to choose a different paper for the best possible print quality.	145
Communication	No dial tone	1. Check the connection of the telephone line. 2. Check the telephone line.	142
	No auto answer	1. Check the connection of the telephone line. 2. Check the Reception mode setting. 3. If the Fax Parameter No. 13 (AUTO JRNL PRINT) is set to "Valid" (default setting) and the machine is printing the received document from memory, which also happens to be the 32th transaction, the machine will not auto answer until the Transaction Journal completes printing.	142 62
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble.	133
No Unit Operation	No unit operation	To reset the machine, turn-off the Power Switch for a few seconds then turn it on again.	22

Mode	Symptom	Cause / Action	page
TAM Interface Trouble in Unattended TAM I/F Mode (OUT Mode)	Cannot utilize the remote turn-on feature of the telephone answering machine (TAM). The fax machine always answers after the 8th ring.	This feature is not compatible. The fax machine is designed to answer after 8 rings if the TAM does not answer.	--
	Fax machine will not start up when the telephone answering machine is set to give only an outgoing message (OGM).	TAM that gives outgoing announcement only is not compatible. The fax machine will work with a TAM that will record Incoming message (ICM).	--
	A beep...beep sound is recorded on the telephone answering machine.	Speak a little slower between each word while recording an outgoing message (OGM).	--
	Fax machine starts up in the middle of the outgoing message even though the caller wants to leave a voice message.	Make sure the outgoing message (OGM) does not have a silent pause longer than 5 seconds.	--
	Cannot record any incoming message (ICM). The fax machine always starts up at the end of the OGM and before the tape advances to the end of last ICM. (Your TAM only uses a single cassette tape to give OGM and record ICM.)	Set Fax Parameter No. 20 (**SILENT DETECTION**) to "Invalid".And, instruct the calling party to press ✱ twice on their touch-tone phone during the OGM to start up your fax machine remotely.	37
	Cannot receive from a machine that does not send CNG signal (a short beep tone every 3 seconds) after dialling.	Set Fax Parameter No. 20 (**SILENT DETECTION**) to "Valid".Or, Instruct the calling party to press ✱ twice on their touch-tone phone during the OGM to start up your fax machine remotely.	37
	Cannot retrieve message from the answering machine remotely, the fax machine always starts up after the command code is entered.	Set Fax Parameter No. 20 (**SILENT DETECTION**) to "Invalid".	37
	Cannot receive a fax message, but can record voice message.	Check your outgoing message, if it is too long, the calling fax machine may have timed out. Try to shorten your outgoing message to less than 15 seconds, or ask the calling party to program your telephone number in their fax machine with 3 pauses and a "#" at the end. (ex. 5551212 **PAUSE PAUSE PAUSE** #)	--

Continued on the next page...

Mode	Symptom	Cause / Action	page
TAM Interface Trouble In Unattended Fax Mode (OUT Mode)	Fax machine will not start to receive with the telephone answering machine in the auto-answer mode.	Increase the ring count for detection on the telephone answering machine.	--

Information Codes

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

Info. Code	Meaning	Action	page
001	Recording paper jammed when feeding from the 1st cassette.	Remove the jammed paper.	136
002	Recording paper jammed when feeding from the 2nd cassette.	Remove the jammed paper.	136
007	Recording paper did not completely exit out of machine.	Remove the Toner Cartridge and remove the jammed paper.	136
010	No recording paper.	Load the recording paper.	18
011	Recording Paper Cassette is not installed properly.	Install the Recording Paper Cassette.	--
030	Document is misfeeding.	1. Reload the document properly. 2. Remove the document jam. 3. Adjust ADF.	41 137 140
031	Document paper is too long or jammed. Document length exceeds 78.8 inches (2 meters).	1. Reload the document properly. 2. Remove the document jam.	41 137
041	Out of toner.	Replace the Toner Cartridge.	16
043	Toner is getting low.		
045	Toner Cartridge is not installed.	Install the Toner Cartridge.	16
060	Printer Cover is open.	Close the Printer Cover.	--
061	ADF Door is open.	Close the ADF Door.	--
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and send again.	--
401	Remote station required a Receiving Password to receive the document. Remote station does not have Confidential Mailbox. Remote station requires the sending unit's ID Number. (Fax Telephone Number)	Check the remote station. Program your ID Number (Fax Telephone Number). (See page 29)	--
402	During initial handshake, communication error occurred.	Reload the document and send again.	--
403	No polling capability at the remote side.	Ask remote side to set "POLLED=ON".	--
404/405	During initial handshake, communication error occurred.	Reload the document and send again.	--
406	Transmission Password does not match. Receiving Password does not match. Received from an unauthorized station in Selective Reception mode.	Check the password or the telephone number in One-Touch or Abbreviated station.	101 103 104
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.	--
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and send again.	--
410	Communication aborted by the transmitting side.	Check with the other party.	--
411	Polling password does not match.	Check the polling password.	74

Continued on the next page...

Information Codes

Info. Code	Meaning	Action	page
412	No data from the transmitting side.	Check with the other party.	--
414	Polling password does not match.	Check the polling password.	74
415	Polling transmission error.	Check the polling password.	74
416/417 418/419	Received data has too many errors.	Check with the other party.	--
420/421	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.	--
422/427	Interface is incompatible.	Check with the other party.	--
434	Communication error occurred while receiving.	Check with the other party.	--
436/456 490	Received data has too many errors.	Check with the other party.	--
456	• Unit received a confidential document or was requested to be polled of a confidential document under any of following conditions. 1. Not enough space in memory to receive the confidential document. 2. Confidential Mailbox is full. 3. While printing received document. • Unit was requested to relay a document.	1. Print a File List and check the contents. 2. Wait until unit finishes printing.	83
492/493 494	Communication error occurred while receiving.	Check with the other party.	--
495	Telephone line disconnected.	Check with the other party.	--
501/502	Communication error occurred using the internal V.34 Modem.	Check with the other party.	--
540/541 542/543 544	Communication error occurred while transmitting.	1. Reload the document and send again. 2. Check with the other party.	--
550	Telephone line disconnected.	Check with the other party.	--
554/555	Communication error occurred while receiving.	Check with the other party.	--
580	Sub-address transmission to a unit that has no Sub-address function.	Check the remote station.	102
581	Sub-address Password transmission to a unit that has no Password Sub-address function.	Check the remote station.	102
623	No document loaded on the ADF.	Reload the document and send again.	--
630	Redial was not successful due to a busy line.	Reload the document and send again.	--
631	During dialling, STOP was pressed.	Reload the document and send again.	--
634	Redial was not successful due to no response from the called station or wrong number dialled. **Note**: If busy tone was not detected, the machine will only redial once.	Check the telephone number and send again.	--
638	Power failure occurred during the communication.	Check the power cord and plug.	22
800/816 825	Unit was requested to relay a document or Confidential Communication but has no capability.	Check with the other party.	--

Information Codes

Info. Code	Meaning	Action	page
815	Mailbox is full.	Install Optional Flash Memory Card.	146
870	Memory overflow occurred while storing documents into memory for transmission.	Transmit documents without storing into memory.	52

NOTE

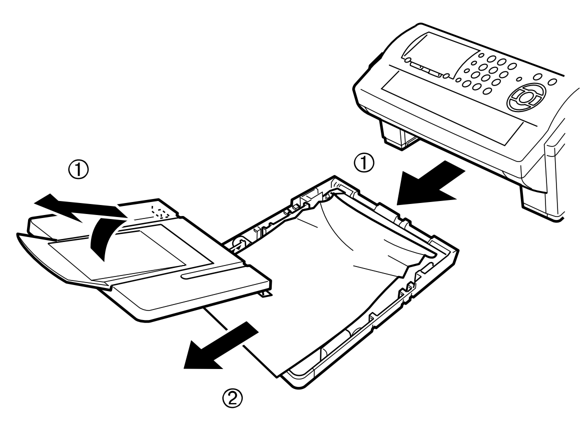
1. *After identifying the problem and verifying the recommended action, if the information Codes keep reoccuring or for help on Information Codes that appear on your machine but are not listed above, please contact your local Panasonic Authorized Dealer.*

Clearing a Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show an Information Code 001, 002, 007 or 008.

To clear the jam, Info. Code 001, 002 or 008

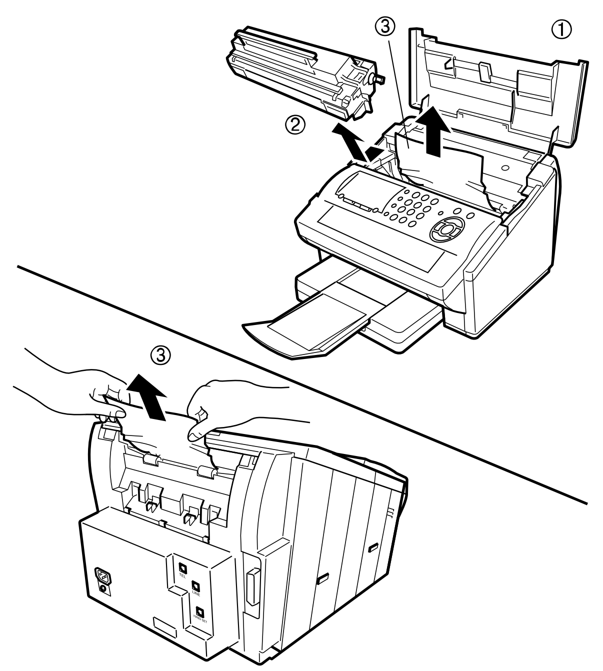
1



(1) Slide out the Paper Cassette and remove the Paper Cassette Cover.
(2) Remove the jammed or wrinkled paper and reload the recording paper into the paper cassette.

To clear the jam, Info. Code 007

1



(1) Open the Printer Cover.
(2) Remove the Toner Cartridge.
(3) Remove the jammed paper.

Note: 1 If at all possible, try removing the jammed paper from inside of the unit first (as shown in the upper figure) to prevent toner that has not been fused on the paper from rubbing off and dirtying the Fuser Roller.

2 To remove the jammed paper from the rear of the unit (as shown in the lower figure), remove the Recording Paper Tray Assembly first and gently pull the jammed paper straight out; taking care not to tear it.

NOTE

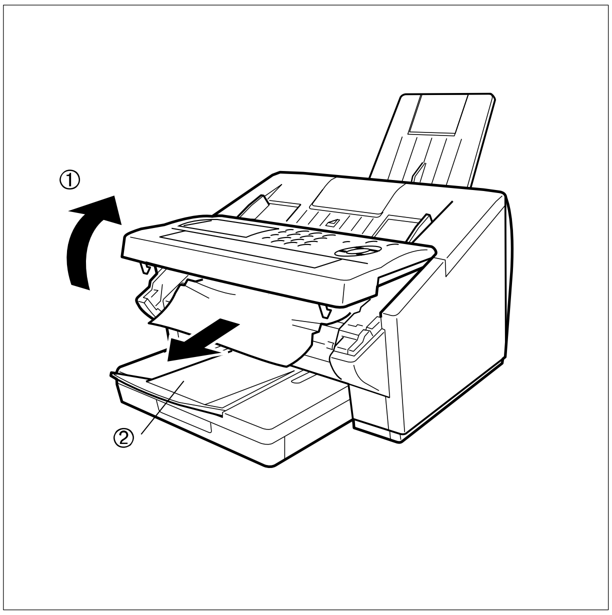
1. The Recording Paper Jam message display is reset only by opening and closing of the Printer Cover.

Clearing a Document Jam

If a document becomes jammed in the machine, the display will show the Information Code 030 or 031.

To clear the jam

1



(1) Open the ADF Door.

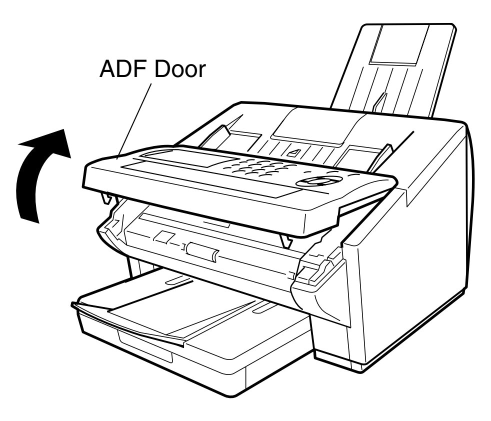
(2) Remove the jammed document.

Cleaning the Document Scanning Area

If the receiving party reports that the received documents were black, or contained black lines, try making a copy on your unit to verify. If the copy is black or has black lines, the document Scanning Area is probably dirty and must be cleaned.

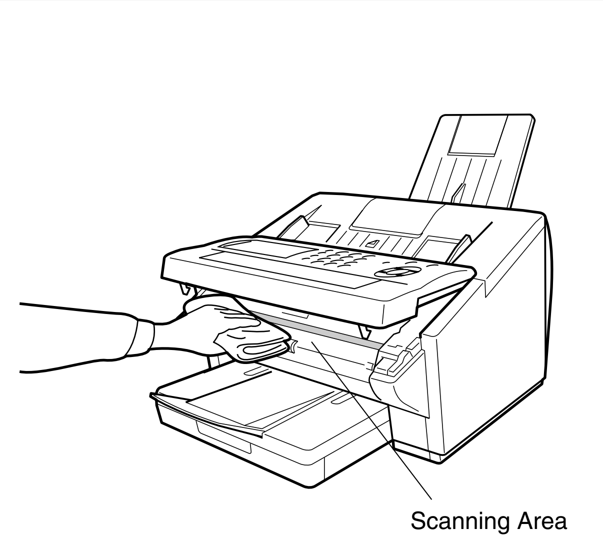
To clean the Scanning Area

1



Open the ADF Door.

2



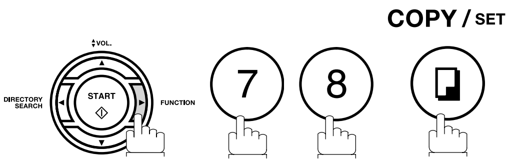
Wipe the Scanning Area gently with a soft cloth gauze wet with ethyl alcohol. Be sure to use a clean cloth, the scanning area can be easily scratched.

Cleaning the Printer Roller

If you find toner on the back of the recording paper, the printer roller in the fuser unit is probably dirty.

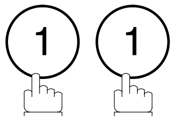
To clean the Printer Rollers

1



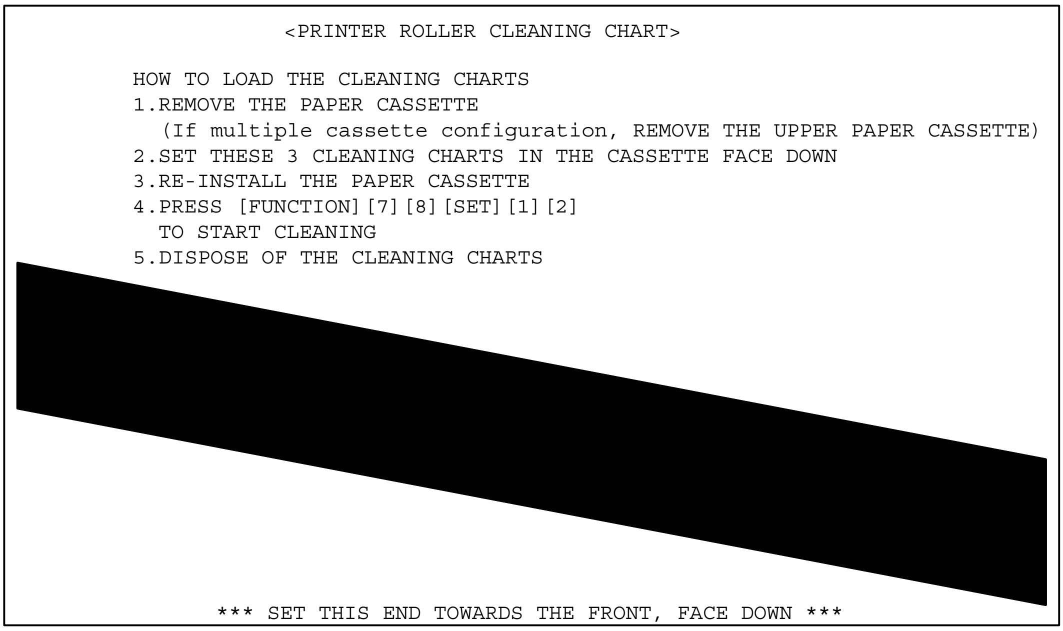
```
1:CLEAN ROLLER?
3:PRINT ORDER FORM?
```

2



```
* PRINTING *
CLEANING CHARTS
```

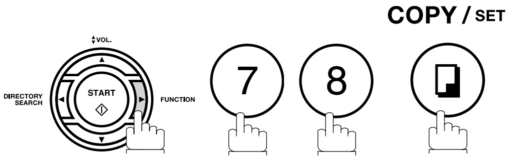
The machine will print out 3 Cleaning Charts.
Then, return to standby.



```
                    <PRINTER ROLLER CLEANING CHART>

          HOW TO LOAD THE CLEANING CHARTS
          1.REMOVE THE PAPER CASSETTE
            (If multiple cassette configuration, REMOVE THE UPPER PAPER CASSETTE)
          2.SET THESE 3 CLEANING CHARTS IN THE CASSETTE FACE DOWN
          3.RE-INSTALL THE PAPER CASSETTE
          4.PRESS [FUNCTION][7][8][SET][1][2]
            TO START CLEANING
          5.DISPOSE OF THE CLEANING CHARTS

                *** SET THIS END TOWARDS THE FRONT, FACE DOWN ***
```

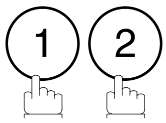
3 Load the Cleaning Charts into the cassette face down.
(See Note 1)

4



```
1:CLEAN ROLLER?
3:PRINT ORDER FORM?
```

5



```
* CLEANING *
PRINTER ROLLER
```

The Machine will feed out the charts and clean the printer roller.

NOTE

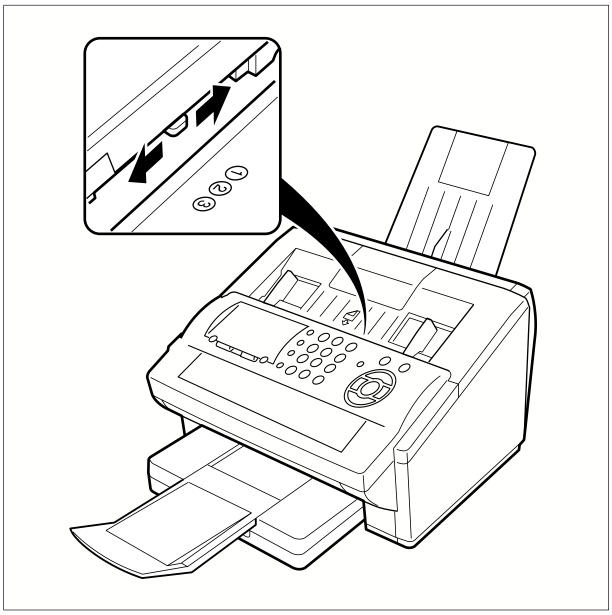
1. If you have installed the optional cassette(s), load the Cleaning Charts into the upper cassette.

Adjusting the Automatic Document Feeder (ADF)

If document misfeeding occurs frequently, we suggest you adjust the ADF.

To adjust the ADF

1



Slide the Pressure Adjusting Lever to the desired position depending on the condition.

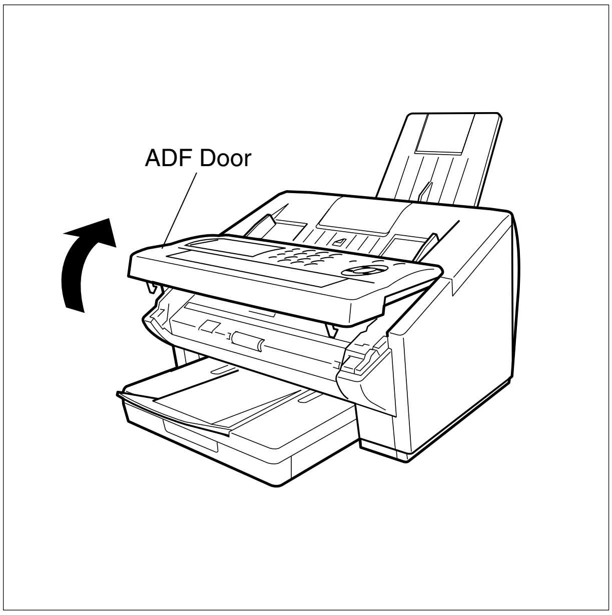
Position	Condition
①	To prevent no feed trouble
②	Standard position
③	To prevent multiple feed trouble

Verification Stamp

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

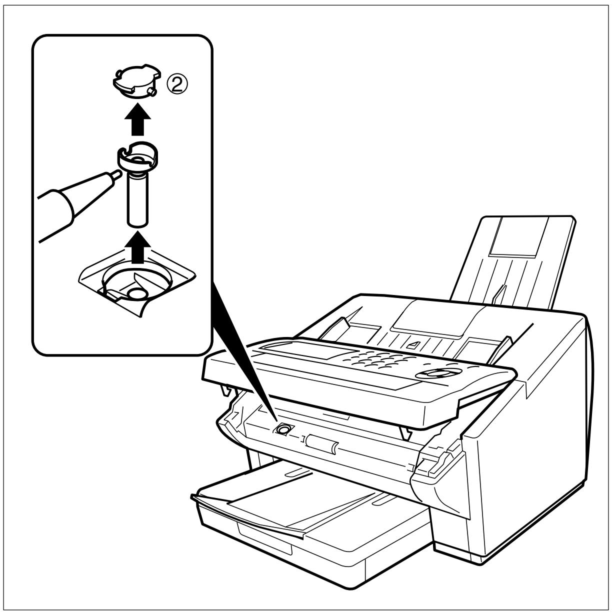
To remove the stamp

1



Open the ADF Door.

2



(1) Remove by pulling the Stamp Assembly upward.

(2) Remove the Stamp. Replace the stamp with a new one.

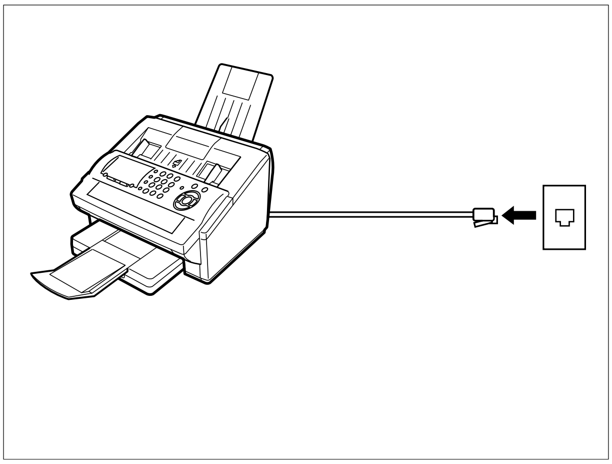
NOTE

1. *Please contact your local Panasonic dealer to purchase a new stamp. See page 146 Verification Stamp for order number.*

Checking the Telephone Line

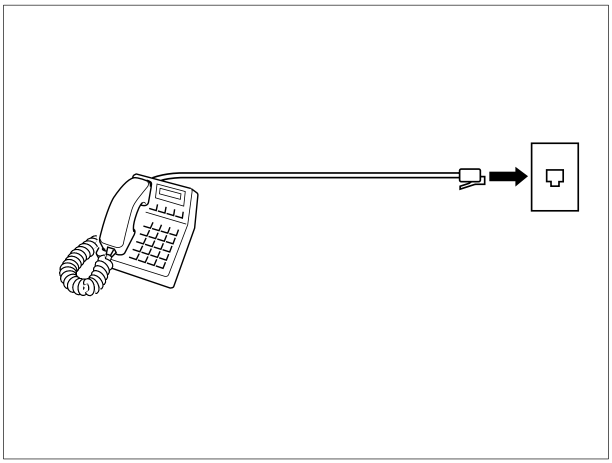
When you do not hear a dial tone through the telephone connected to the machine or when the telephone does not ring (No automatic receive).

1



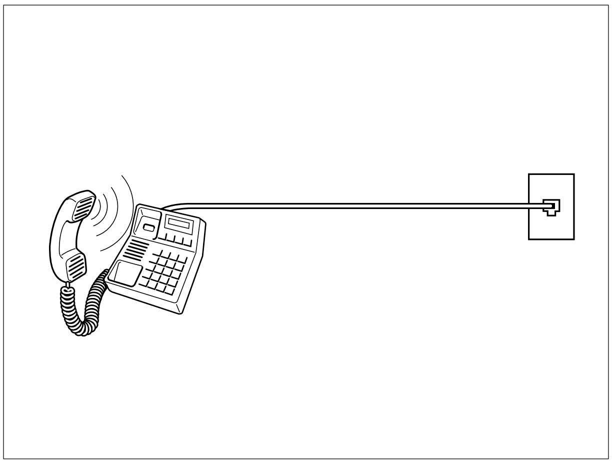
Unplug the Telephone Line Cable from the telephone jack that was supplied by the telephone company.

2



Plug a different regular telephone into the same telephone jack.

3

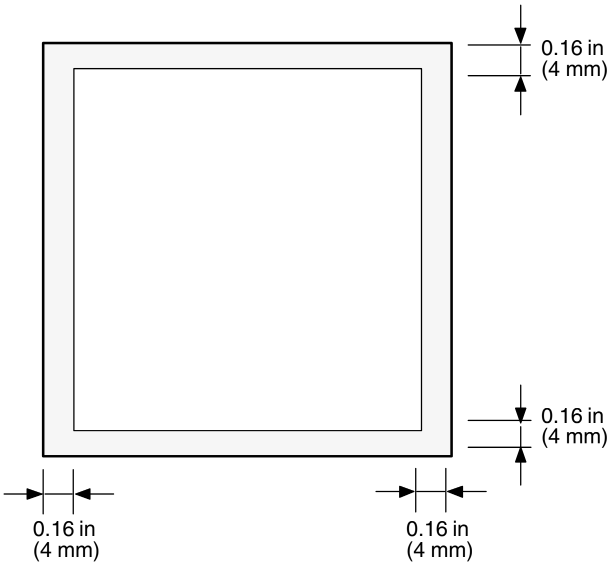


Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.
or
Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

Specifications

Compatibility	ITU-T Group 3
Coding Scheme	MH, MR, MMR (Conforms to ITU-T Recommendations)
Modem Type	ITU-T V.34, V.17, V.29, V.27ter and V.21
Modem Speed	33600 - 2400 bps
Document Size	Max. : 257 x 2000 mm (with operator's assistance) Min.: 148 x 128 mm
Document Thickness	Single page : 0.06 mm (45 g/m^2) to 0.15 mm (112 g/m^2) Multiple pages : 0.06 mm (45 g/m^2) to 0.12 mm (75 g/m^2)
ADF Capacity (Automatic Document Feeder)	Built-in, up to 30 Sheets Note : The document limitation to send multiple pages is as follows *Document Size* — *Document Thickness* *Up to 20 pages* — *257 x 364 mm* — *0.06 to 0.12 mm* *Up to 30 pages* — *A4 or Letter size* — *0.06 to 0.10 mm* ** Please note that although the size and thickness meets the specifications, you might not be able to set 30 pages with some types of papers.*
Scanning Method	Sheet Feeding with CCD type image sensor
Effective Scanning Width	208 mm
Scanner Resolution	Standard : 8 pels/mm x 3.85 lines/mm Fine : 8 pels/mm x 7.7 lines/mm Super Fine : 8 pels/mm x 15.4 lines/mm
Recording Method	Laser printer
Recording Paper	Plain Paper
Recording Paper Size	Letter, A4 or Legal
Printer Resolution	Fax/Copy Mode **:** 406 x 391 dpi Printer Mode **:** 600 x 600 dpi 300 x 300 dpi
Effective Recording Size	Letter : 208 x 271 mm A4 : 202 x 289 mm Legal : 208 x 348 mm

Print Margin (See Note 1)



Recording Paper Capacity	Approx. 250 sheets (using $75g/m^2$ paper)		
One-Touch/Abbreviated Dialling Memory Capacity	132 stations (including 28 One-Touch keys and 4 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	480 pages (Based on ITU-T Image No.1 using Standard Resolution)		
Power Supply	120VAC, 60 Hz, Single Phase: 100V Version 220-240 VAC, 50/60 Hz, Single Phase: 200V Version		
Power Consumption		(200 V Version,	100 V Version)
	Standby (Sleep Mode : On)	Less than 2.4 Wh	1.2 Wh
	Standby (Energy-Saver : On)	Approx. 6.5 Wh	6.0 Wh
	Standby (Energy-Saver : Off)	Approx. 22 Wh	21 Wh
	[Room temperature : 25°C]		
	Transmission	Approx. 17 W	17 W
	Reception	Approx. 480 W	460 W
	Copy	Approx. 480 W	470 W
	Maximum	Approx. 490 W	470 W
Dimensions	370 (W) x 474 (D) x 250 (H) mm (excluding Projections and optional Paper Cassette)		
Weight	Approx. 9.0 kg (excluding consumable supplies and options)		
Operating Environment	Temperature : 10 to 35°C Relative Humidity : 15 to 70%		

NOTE

1. *The left and right print margin is 5.5 mm when printing a Letter or Legal size document with 600 dpi from a PC.*

Recording Paper Specifications

In general, most photocopy papers will also work very well. There are many "name" and "generic" brands of paper available. We recommend that you test various papers until you obtain the results you are looking for.

The following table summarizes the major specifications to consider when selecting white or colored paper.

Basic Weight	60 to 90 g/m^2
Cut Edge Conditions	Cut with sharp blades, no visible frayed edges
Grain	Long grain
Moisture Content	3.7% to 5.3% by weight
Opacity	88% minimum
Packing	Polylaminated moisture-proof ream wrap
Sizes	Letter : 216 mm x 279 mm A4 : 210 mm x 297 mm Legal : 216 mm x 356 mm
Type	Cut sheet

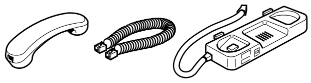
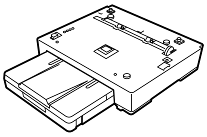
NOTE

1. *It is possible that the paper could meet all of the specifications listed above and still not print well because of the variations in paper manufacturing. Therefore, we recommend that you test the paper thoroughly before purchasing.*

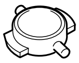
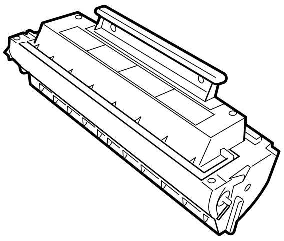
Options and Supplies

Please contact your local Panasonic dealer for availability.

A. Options:

Order No.	Picture	Description
UE-403176		Handset Kit
UE-409070		250 sheets Letter / Legal / A4 Size Paper Cassette with the Feeder Unit (For UF-6100 only.)

B. Supplies:

Order No.	Picture	Description
DZHT000004		Verification Stamp
UG-3350		Toner Cartridge

Regulatory Information

Declaration of Conformity (DoC)
Panasonic Communications Co., Ltd. declares that this G3 Facsimile equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
If you want to get a copy of the original Declaration of Conformity of our products which relates to Directive 1999/5/EC, please contact to our web address: http://www.doc.panasonic.de

Contact:
Panasonic Services Europe GmbH
Panasonic Testing Centre
Winsbergring 15, 22525 Hamburg, F.R. Germany

Network Compatibility
This product, Model UF-5100/6100** (** means country suffixes as table below), is designed as to work with an analogue Public Switched Telephone Network (PSTN) in the each country.

**	Country	**	Country	**	Country	**	Country
AA	Austria	AJ	Spain	EE	Italy	AB	U.K./Ireland
EN	Denmark	AM	Switzerland	AR	Belgium	AG	Germany
EN	Finland	EN	Norway	EN	Sweden	YG	Greece
AH	The Netherlands	AP	Portugal	AV	France	EN	Nordic Model

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

- Plug power supply cord into ordinary AC outlet before connecting telephone line cord. Disconnect telephone line cord before unplugging power supply cord from AC outlet.
- Disconnect the equipment immediately should it ever suffer physical damage which results in the internal parts becoming accessible in normal use. In this instance users should have the equipment repaired or dispose of.
- If the power supply cord and/or telephone line cord of this equipment are damaged, they must be replaced by the special cords supplied by an Authorized Panasonic service centre.

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

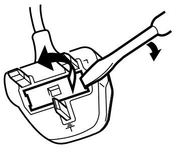
- When you know that a thunderstorm is coming, we recommend that you;
  1. Unplug the telephone line cord from the phone jack.
  2. Turn off the power and unplug the power supply cord from AC outlet.
- This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.
- The operation of this equipment on the same line as telephones or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problem occur, the user is not to contact telecom (telephone company) faults service.

<For U.K Users.>

This appliance is supplied with a moulded three pin mains plug for your safety and convenience.
A 5 amp fuse is fitted in this plug.
Should the fuse need to be replaced please ensure that the replacement fuse has a rating of 5 amps and that it is approved by ASTA or BSI to BS1362.
Check for the ASTA mark ◇ or the BSI mark ♡ on the body of the fuse.
If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.
If you lose the fuse cover the plug must not be used until a replacement cover is obtained.
A replacement fuse cover can be purchased from your local Panasonic Dealer.
IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR OFFICE THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY. THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.
If a new plug is to be fitted please observe the wiring code as shown below.
If in any doubt please consult a qualified electrician.
WARNING: THIS APPLIANCE MUST BE EARTHED.
IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:

Green and Yellow : Earth
Blue : Neutral
Brown : Live

As the colours of the wires in the main lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:
The wire which is coloured GREEN-AND YELLOW must be connected to the terminal in the plug which is marked by letter E or by the safety Earth symbol"⏚" or coloured GREEN or GREEN-AND-YELLOW.
The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.
The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with the letter L or coloured RED.
How to replace the fuse.
Open the fuse compartment with a screwdriver and replace the fuse.



<For Germany Users>
Machine Noise Information-Regulation - 3. GPSGV, January 06, 2004: The highest acoustic pressure level is 70dB or less according to EN ISO 7779".

<For New Zealand Users>
The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with the minimum conditions for connection to its network.
It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The automatic calling functions of this equipment must not be used to cause a nuisance to other telecom customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary telephone port is specifically designed for 3-wire connected equipment. 3-wire connected equipment might not respond to incoming ringing when attached to this port.

Different characteristics of the equipment at the other end of the call, and/or variations in line conditions, may mean that it will not always be possible to communicate at the higher speeds for which this machine has been designed. Neither Telecom or Panasonic New Zealand can accept responsibility should this situation arise.

IMPORTANT NOTICE.
Under power failure conditions, this telephone may not operate. Please ensure that a separate telephone, not dependent on local power, is available for emergency use in emergencies.
This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.
This equipment shall not be set to make automatic calls to the Telecom '111' Emergency Service.
Not all telephones will respond to incoming ringing when connected to the extension socket

<For European Countries>

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

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

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

Glossary

ABBR. No. (Abbreviated Number)	The ability to store full phone numbers into the dialler and then utilizing a short series of keystrokes to speed dial that number in the future.
Access code	A 4-digit programmable access code that prevents unauthorized operation of your Fax.
ADF (Automatic Document Feeder)	The mechanism that delivers a stack of document pages to the scanner one page at a time.
Automatic reception	The mode that allows you to receive fax documents without user intervention.
Auto print reduction	The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
BPS (Bits Per Second)	The amount of data that is transmitted over the phone line. Your machine can start at each Max. Modem speed and automatically steps down to suitable speed depending on the phone line condition and the receiving machines capabilities.
C.C.I.T.T.	Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
Character ID	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.
Character keys	The keys that are used to enter letters and symbols for various programming functions.
Coding scheme	The data compression method used by facsimile machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR) and Modified Modified Read (MMR) coding schemes.
COMM. JOURNAL	Refers to either the Communication Journal, Relay Transmission Report, or the Confidential XMT Report.
CONTRAST	Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.
Cover Sheet	A Fax Cover Sheet can be attached to your transmit document(s) that shows the recipient's name, originator's name and number of pages attached.
DDD (Direct Distance Dialling)	A telephone service that allows unassisted dialling, no operator assistance is required.
Deferred polling	The ability to retrieve documents from other stations at a later time.
Deferred transmission	The ability to send documents to other stations at a later time.
Direct Dialling	The method of dialling where you enter the entire telephone number through the keypad.
Directory Search Dialling	Allows you to dial a full telephone number by searching the station's name entered in the One-Touch keys or Abbreviated dialling numbers.
Directory Sheet	The list that contains the station names that are programmed into your unit.
DTMF (Dual Tone Multi-Frequency)	Dialling method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialling.
ECM (Error Correction Mode)	The ability to correct transmission errors as detected during the transmitting phone call.
Energy-Saver Mode	Saves energy by consuming less power than when in standby mode by turning off the fuser unit after the specified time.
End receiving station	In a relay network, the final station designated to receive the document.
FAX Forward	The ability to forward all incoming faxes to the registered station in the specified ABBR No.
FAX Parameter List	The list that contains the home FAX parameters settings that you have programmed into your machine.
FAX/TEL Auto Switching	The ability to share a single telephone line for both fax and voice usage.

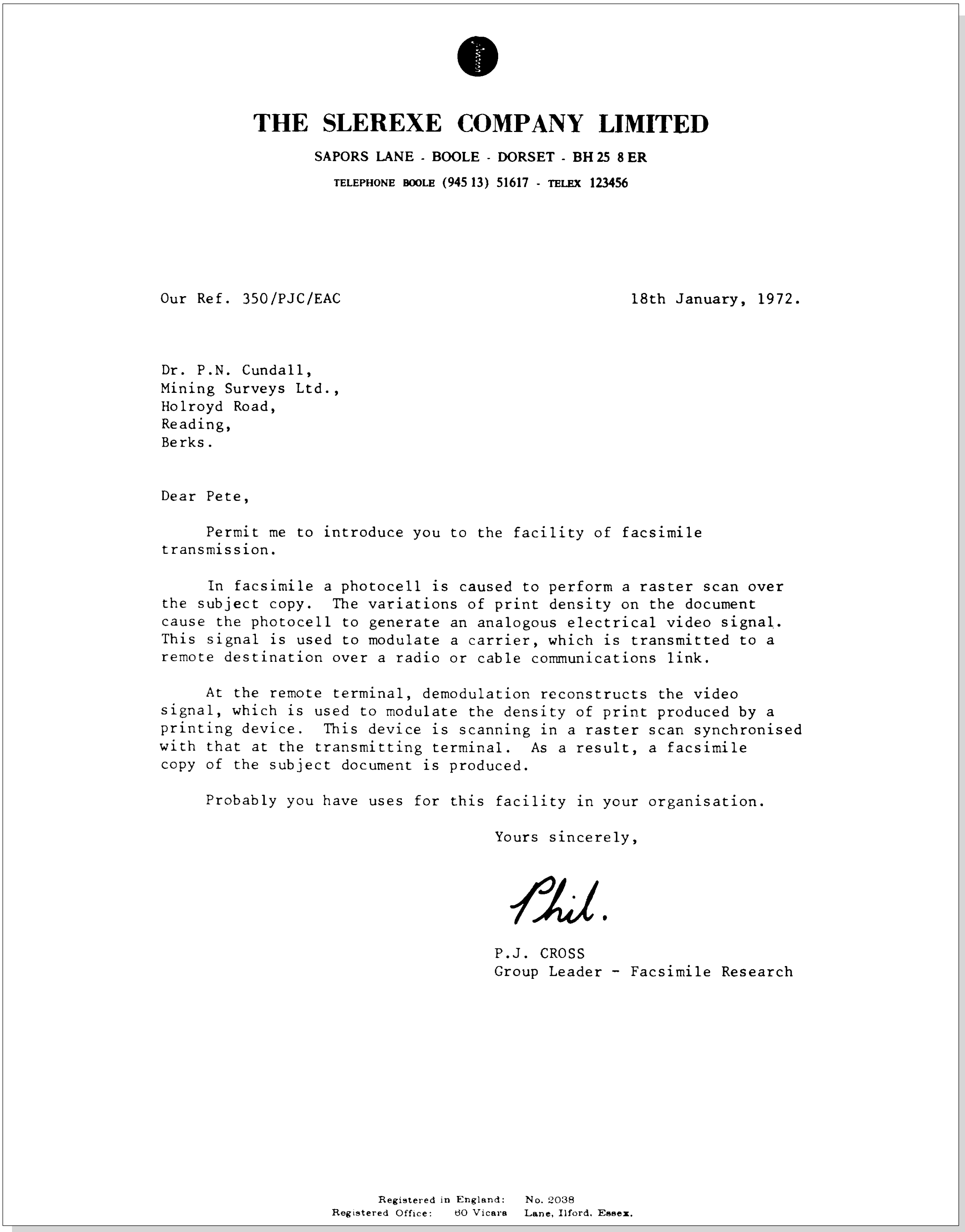
Glossary

File	A task that has been stored into the memory of your unit. Examples are deferred transactions.
Fixed print reduction	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
FUNCTION	The control panel key that will be utilized to begin an operation or configuration of a feature.
G3 mode (Group 3)	Refers to the standards and transmission capabilities of the current generation of facsimile machines.
Group dialling	The ability to program many telephone numbers into a single station so that many locations can be dialled in sequence utilizing a single keystroke.
HALFTONE	A scanning technique to distinguish levels of gray from black and white. Your machine can detect up to 64 levels of gray in halftone mode.
Handshaking	The exchange of a group of control signals that communicate between the transmitter and receiver. These signals determine the condition at which communication can occur.
Header	A row of information that is transmitted by the sending machine and printed on the top of each page by the receiving unit. This identifies the transmitting unit and information about the transmission, such as time and date.
ITU-T	International Telecommunication Union - Telecommunication, formerly known as C.C.I.T.T.
ITU-T Image No.1	An industry standard document that allows comparisons of the transmission speeds and capabilities of facsimile machines.
ID	A programmable address of up to 20 digits identifying your machine.
Image memory capacity	This signifies the amount of memory available in your unit capable of storing pages of documents. All page units of measure are based on the ITU-T Image No.1.
Individual Transmission Journal	A report that is printed by the transmitting unit stating information regarding the last document transaction.
Information code	A code that is internally generated by your Fax stating a specific operational error or machine failure.
Initial sending station	In a relay network, the station that is originating the document transmission.
Journal	A report that is printed by your unit listing the last 32 transactions.
Keypad	A group of numeric keys located on your control panel.
LCD	Liquid Crystal Display. The display area of your machine.
LOGO	Your programmed company name or identification up to 25 alphanumeric characters.
Multiple Logo	The user can select one of 25 preset LOGOs before a transmission.
Manual reception	A mode that requires operator intervention to receive an incoming document.
Memory transmission	The documents are scanned into memory before actual connection to the phone line for transmission.
Modem	A device that converts signals from your fax machine into signals that can be transmitted over telephone lines.
Multi-station transmission	The ability to broadcast the same set of documents to a programmed number of locations.
Network address	An individual 4-digit addressing number assigned to a One-Touch/ Abbreviated number that identifies a particular station in a relay network.
Network password	A 4-digit password assigned to a network address to prevent unauthorized stations from accessing a relay station.
Off-hook dialling	The direct dialling of a telephone number with the handset out of the cradle or "off the hook."
On-hook dialling	The direct dialling of a telephone number with the handset in the cradle or "on the hook."
One-Touch dialling	The ability to dial an entire telephone number by pressing one key.

Overlap Printing	Documents too long to be reduced are automatically printed on two pages with approximately 10 mm overlap.
Panasonic Super Smoothing	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.
Polling	The ability to retrieve a document from another facsimile machine.
Polling password	A 4-digit programmed code that enables the security of a document being polled.
Power Saver Mode	To reduce the power consumption of the machine in standby, select the time period to turn OFF the high temperature fuser unit when the printer is idle.
Print Collation	The ability to stack received documents in the correct order.
Print reduction modes	The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
Program keys	Keys that are defined for storing a sequence of stations to be dialled or polled.
Protocol	A protocol is the special set of rules for communicating that the end points in a telecommunication connection use when they send signals back and forth. Both end points must recognize and observe the protocol.
PSTN	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
Receiving password	A 4-digit password that is checked before a document is received.
RESOLUTION	Relates to the number of dots scanned or printed per certain square. The quality of the image increases as the number of dots per certain square increases.
Selective reception	A function that can be set so that your unit will receive from only those machines programmed into your dialler.
Sleep Mode	The lowest power state that the machine enters after the specified time without actually turning off.
Station name	Alphanumeric ID which can be programmed for each One-Touch dialling and Abbreviated dialling number.
Stored documents	Documents that have been scanned and now are stored in your machine's memory.
Sub-address	ITU-T recommendation for further routing, forwarding or relaying of incoming faxes.
Sub-address Password	ITU-T recommendation for additional security that corresponds to the Sub-address.
Substitute memory reception	Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.
Transmission reservation	The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function.
TAM Interface	A capability of your unit to be connected and operate with a Telephone Answering Machine (TAM).
Transmission password	A 4-digit password that is checked when a document is transmitted.
User parameter	Programmed parameters that provide information to other stations. Examples are logo, character ID, date and time.
Verification stamp	A user selectable transmission verification stamp can be placed on scanned documents that are successfully transmitted or stored in memory.
View Mode - File List	Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List.
View Mode - Journal	Allows you to view the brief contents of the journal through the LCD display without having to print the journal.

ITU-T Image No. 1

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



THE SLEREXE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

Our Ref. 350/PJC/EAC 18th January, 1972.

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

Dear Pete,

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

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

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

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P.J. CROSS
Group Leader - Facsimile Research

Registered in England: No. 2038
Registered Office: 60 Vicars Lane, Ilford. Essex.

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For Service, Call: ____

For Customer Support:
Panasonic Communications Co., Ltd.
Fukuoka, Japan
http://www.panasonic.co.jp/global/

T0305-0
PJQMC0235ZA
March 2005
Printed in Philippines