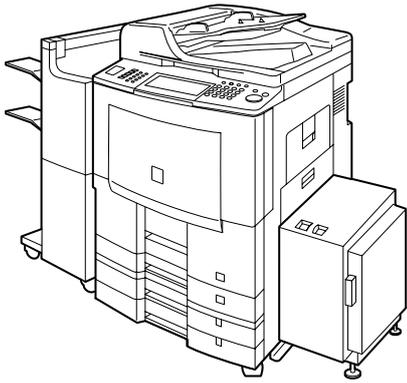
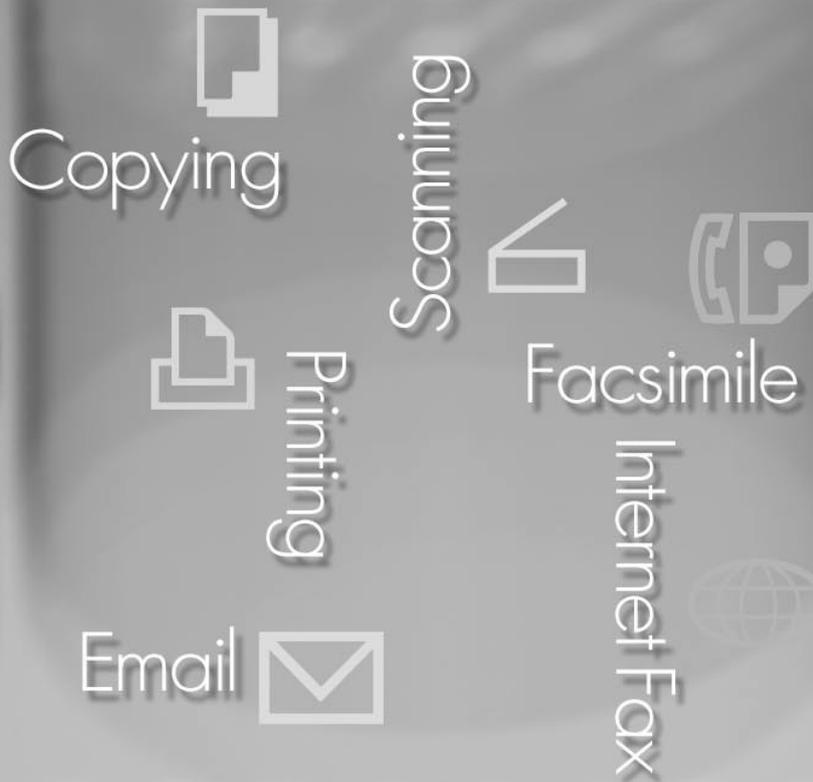


# Panasonic®



## Operating Instructions (For User Authentication) Digital Imaging Systems

Model No. **DP-8060 / 8045 / 8035**



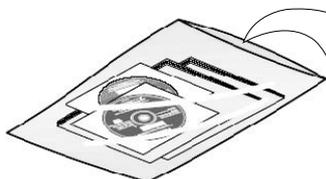
**WORKIO™**

Before operating this machine, please carefully read this manual completely and keep this manual for future reference.  
(Illustration shows optional accessories that may not be installed on your machine.)

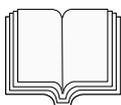
English

# Operating Instructions

The following Operating Instruction manuals are included with this machine. Please refer to the appropriate manual and keep all manuals in a safe place for future reference. If you lose a manual, contact an authorized Panasonic dealer.

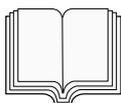


Accessories



## Operating Instructions (For Setting Up)

This manual contains essential information for setting up the machine.



## Operating Instructions (For Basic Operations)

This manual contains essential information for proper operation of the machine. It describes basic Copy, Print, Network Scan, Facsimile/Internet Fax/Email, and other functions.



## Operating Instructions CD

Contains manuals with detailed information for Copy & Function Parameters, Facsimile/Internet Fax/Email Functions, and User Authentication.



## Document Management System CD

Contains the Application Software, and manuals with detailed information for the Print function, and Application software.

## Operating Instructions CD



### Copy Function

Describes how to make a copy with creative features.

### Function Parameters

Describes how to change the default settings of each function using the Control Panel of the machine.



### Facsimile and Internet Fax/Email Function

(The Facsimile function is available when optional Fax Communication Board (DA-FG600) is installed.)

Describes how to send/receive a Facsimile/Internet Fax/Email, or describes the course of action to take when a trouble message appears, etc.



### User Authentication

Describes how to enable, and use the user authentication function.

## Document Management System CD



### Print Function

Describes how to print, change default printer settings, or describes the course of action to take when a problem message appears, etc.

### Application Software

Describes how to use the application software.

**Ex:** Quick Image Navigator, Network Scanner, Utilities (Network Status Monitor, Address Book Editor, Device Configuration Editor)

# Conventions

## Icons

The following icons are used in this manual.

Icon	Description
	Indicated important information that must be read in detail.
	Indicates reference Information.

## Notation

The following notations are used in this manual.

Notation	Description
For Keys and Buttons	Hard buttons on the Control Panel are depicted as **** key, soft buttons on the Touch Panel are depicted as "xxx".

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## Chapter 3 Setting Machine

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## Chapter 4 Appendix

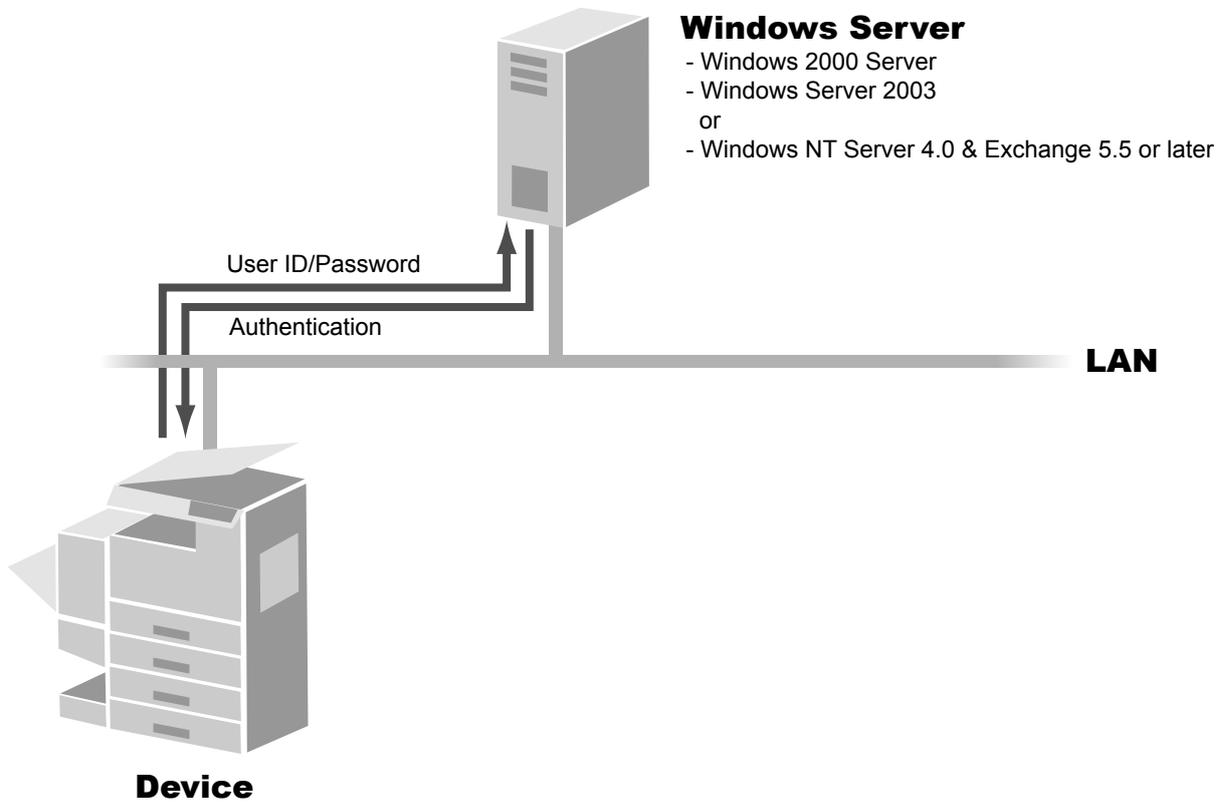
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Administrator Login .....	24
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# Memo

# User Authentication

The User Authentication is a function to use devices under the management of a Windows server. As a result, users must be authenticated before they can use the functions of the machine (copying, faxing, scanning, and printing). \*1 The supported authentication protocol is NTLM v2.



## Users

- Users login to the device using their Windows user account (user ID and password).

## System administrator

- The system administrator can manage user accounts by using the Windows Server.
- User authentication can be set independently for each function (copying, faxing, scanning, and printing). \*3

The Job Tracking function allows the system administrator to receive a machine usage log and send/receive log via Email. \*2

The Email to the administrator includes the name of the device user, destination, and communication time, together with the image of the document that was sent or received.

### NOTE

*NTLM authentication is a user authentication protocol used in the Windows NT family of operating systems.*

*NTLM uses a challenge/response method, and the password is encrypted when sending across the network. In Windows 2000, this protocol can also be used to maintain compatibility between client and server.*

*\*1. User Authentication for printing function is only available for the function such as the Mailbox print which involves the Touch Panel operation. PC printing without the Touch Panel Operation is not authenticated.*

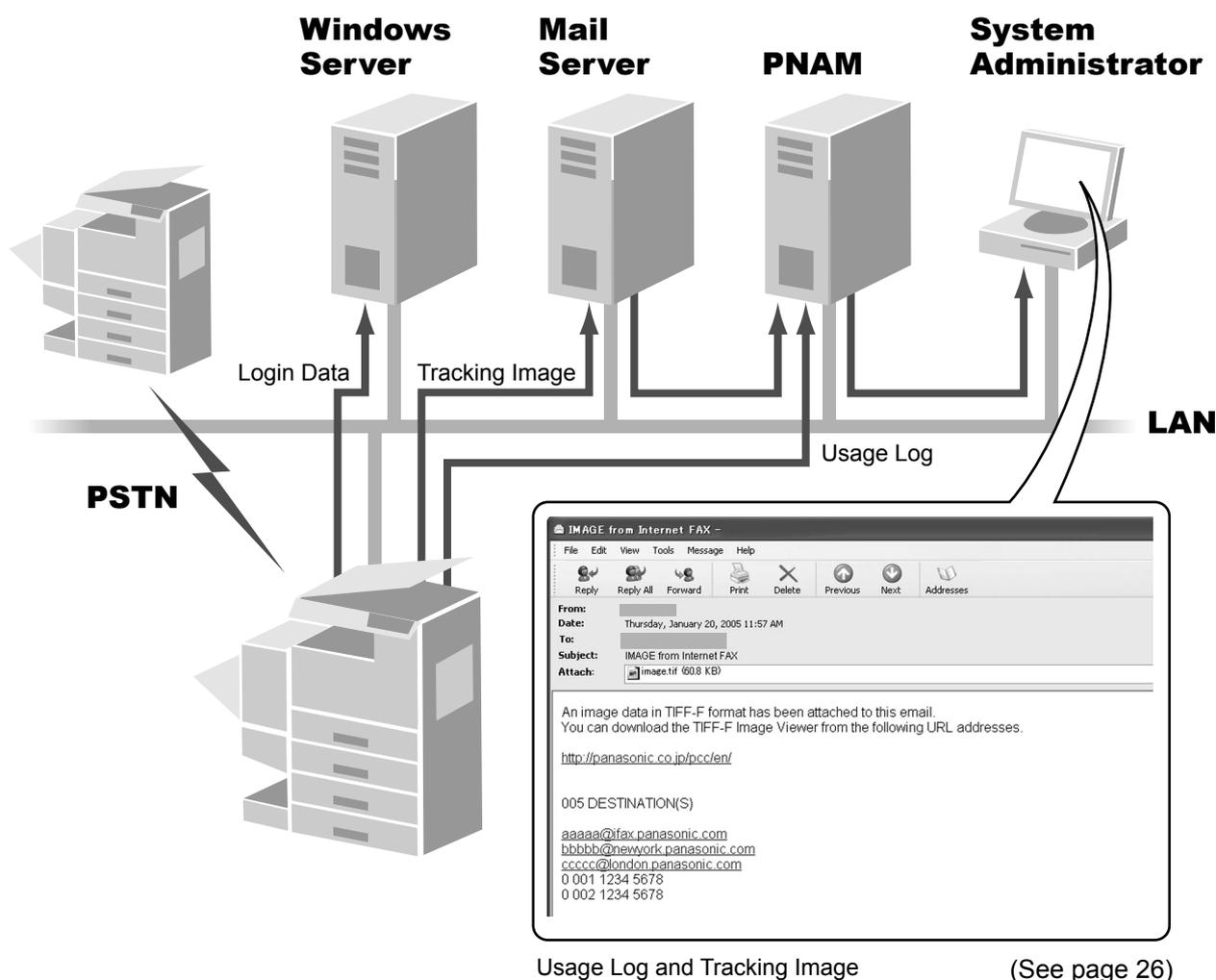
*\*2. User Authentication needs to be activated for either Copy, Fax/Email, Scanner, or Print function before setting the Job Tracking function.*

*\*3. When the user authentication for fax function is set to valid, Email address is allocated and fixed automatically.*

## Job Tracking

The following logs can be tracked when the Job Tracking function is enabled.

1. Fax Transmission and Reception via General Telephone line (PSTN).
2. Email Transmission and Reception to/from an Internet Fax, or a PC.



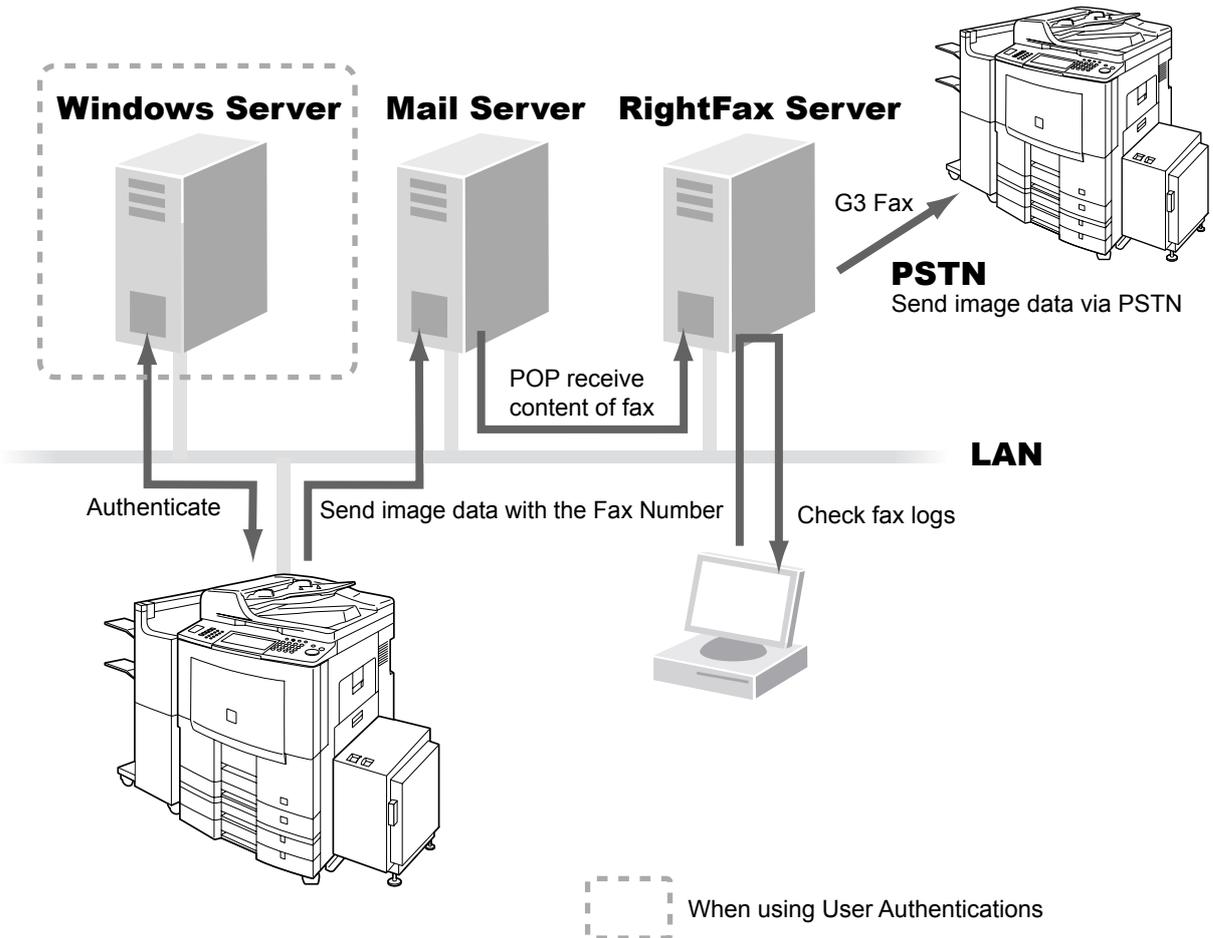
### NOTE

1. When the Job Tracking function is enabled, the following functions are not available.
  - Manual Reception on Fax function
  - On-Hook Dialing
  - Fax Forward
 For details, refer to the Operating Instructions (For Facsimile and Internet Fax).
2. If the system administrator cannot receive the Job Tracking Logs, check both Network Settings and the connection of the LAN cable.
3. Ledger, or A3 sized communication logs may be reduced to a smaller size depending on the condition of a job.

# RightFax Server

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

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



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

## NOTE

1. When the RightFax function is enabled, the following functions are not available.

- Password Transmission
- Deferred Polling
- Sub-Address Transmission
- LAN Relay Transmission
- Polling
- Fax Cover Sheet
- Direct Transmission
- Mailbox

The document(s) is always stored into memory when sending the document(s).

For details, refer to the Operating Instructions (For Facsimile and Copy Functions).

2. Requires RightFax Ver. 8.0 or later.

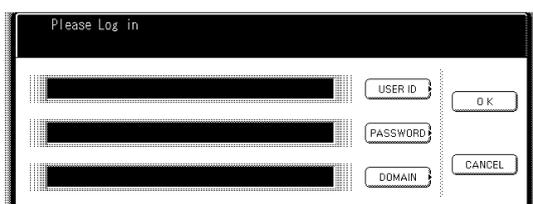
# Login Procedure (Using Copy/Fax/Scanner/Printer)

Users must enter the user ID and the password before using any devices which have the User Authentication function enabled. Authentication is performed using the Windows user account.

**Note:**

When using the User Authentication for the first time, refer Chapter 3 Setting Machine (see pages 12 - 23 ). The System Administrator should set up the User Authentication Function.

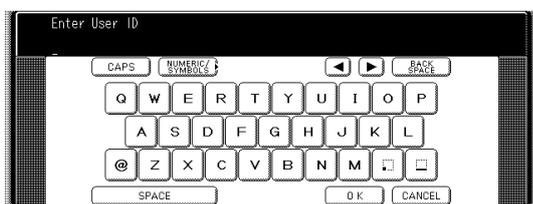
- 1 A login screen appears if user authentication is enabled.



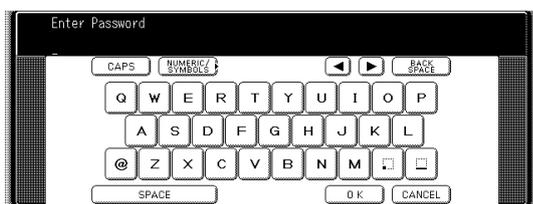
**Note:**

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

- 2 Select "USER ID", and then enter your user ID (Up to 40 characters), and then select "OK" . The user ID is **NOT** case-sensitive.

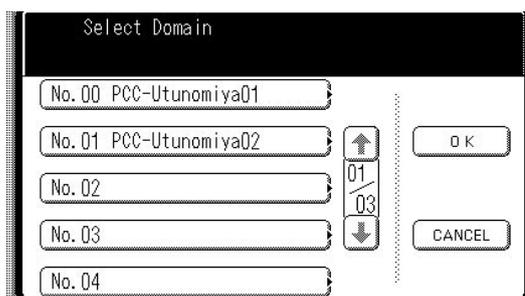


- 3 Select "PASSWORD", and then enter your password (Up to 40 characters), and then select "OK" . The password is case-sensitive.

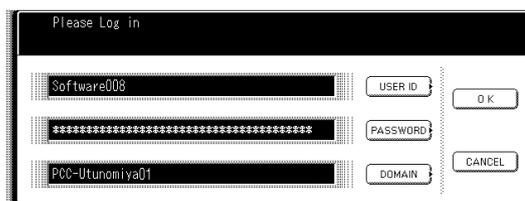


- The \* symbols appear if the password is set previously.

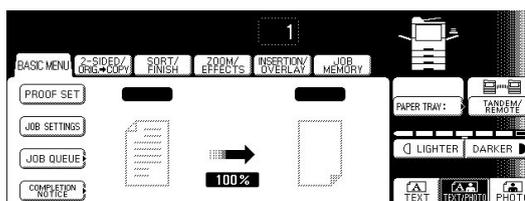
- 4 Select "DOMAIN", and then confirm the domain name, and then select "OK".



- 5 Select "OK" to start the authentication process.



- 6 This completes the authentication.



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

Press [ **Reset** ] twice to log out from the authentication.

**NOTE**

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

Message	Explanation
Authentication Failed	The login failed. Check your user ID and password. Check whether the Date and Time is set properly.
Logon attempts exceeded	The system has been locked because the permitted number of login attempts has been exceeded. Please wait for a period of time set in the Lockout Time setting. (see page 19)
Connection Failed	Unable to connect to the authentication server. Please contact the system administrator.
Protocol Error	Unable to connect to the authentication server. Please contact the system administrator.
Server not Found	Unable to locate the authentication server. Check whether the DNS Domain Name is set properly (see page 14). Check whether the Internet Parameters are set properly. <ul style="list-style-type: none"> <li>• TCP/IP Address</li> <li>• TCP/IP Subnet Mask</li> <li>• TCP/IP Default Gateway</li> <li>• DNS Server Addresses</li> </ul>

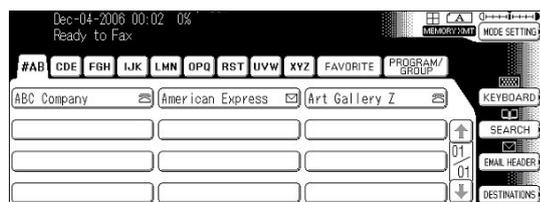
- Authentication is cancelled if no operation is performed on the machine within a certain period of time after authentication is completed. The system administrator can specify the ID Timeout Period. See "ID Timeout Setting" on page 16 for details, "Auto Reset Time Setting" on page 17 for details.
- The system administrator can specify whether authentication is required independently for each function (copying, faxing, scanning, and printing). See "Authentication Setting" on page 12 for details.

## Sending a Document via RightFax

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

Field	Content
Recipient	Station Name registered in the Address book. If manual number dialing is used, you can enter the user name from the control panel.
Sender	<b>When the user authentication is not enabled</b> Logo and Email Address of this device. or Name and Email Address selected with the <b>Sender Selection</b> function.
	<b>When the user authentication is enabled</b> Name of the authenticated user registered with the Windows Server.

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

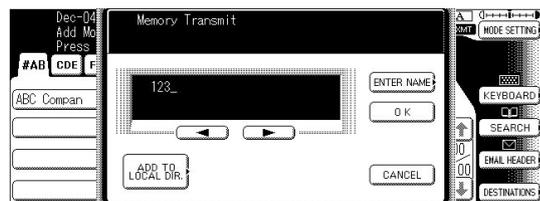


**Note:**

If you need to login, see "Login Procedure" on page 9 for details.

**2** Specify the recipient.

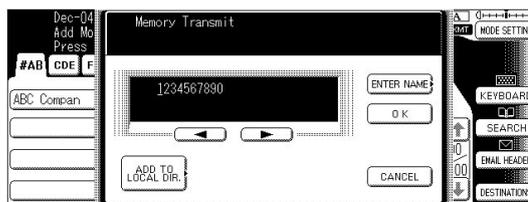
Ex: 123



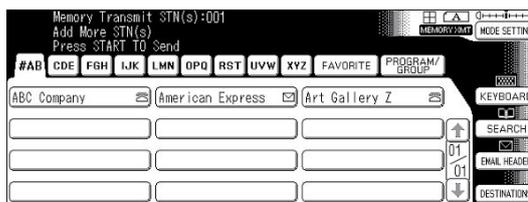
If you select "ENTER NAME" when using manual number dialing, you can enter the recipient's name. (Up to 15 characters)



**3** Check the recipient's name and the address, and select "OK".



**4** When you press "START", the machine scans the document and starts sending.



**Note:**

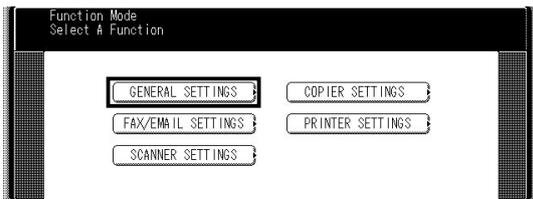
Password Transmission is not available if the RightFax Server setting is set to valid.

# Authentication Setting

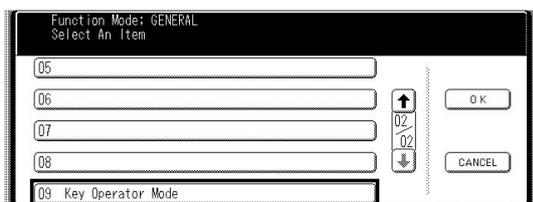
The system administrator can enable/disable the user authentication for each function (copying, faxing, scanning, and printing).

**1** Press the **Function** key on the Control Panel.

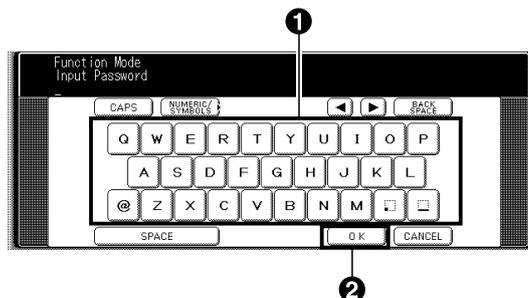
**2** Select "GENERAL SETTINGS".



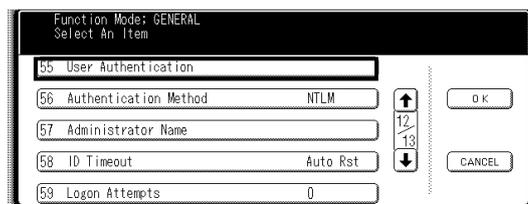
**3** Select "09 Key Operator Mode".



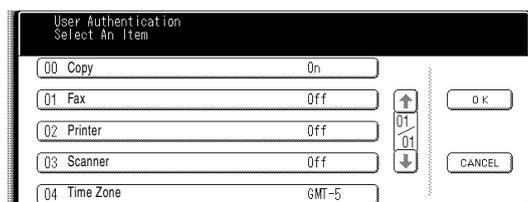
**4** Enter the Key Operator's Password (8-digit), and then select "OK".



**5** Select "55 User Authentication".



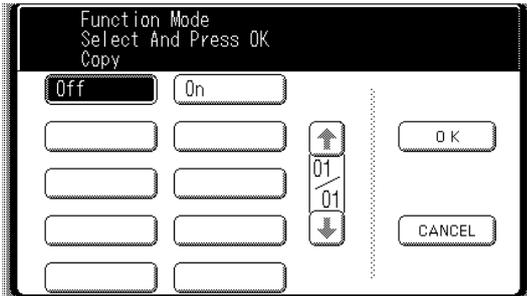
**6** Select the function where authentication is required.



Copy	Press the "COPY".
Fax	Press the "FAX".
Print	Press the "PRINTER".
Scan	Press the "SCANNER".

**Note:**  
*The **Sender Selection** feature is not enabled if the fax function is set to require user authentication. For details, refer to the Operating Instructions (For Function Parameters, Fax Parameter No. 145).*

- 7 Select "On" to use authentication or "Off" to disable authentication, and then select "OK" .



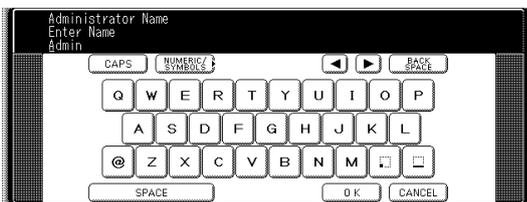
On	Enables authentication.
Off	Disables authentication.

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

- 8 Select ◀ or ▶ to specify the Time Zone, and then select "OK" .

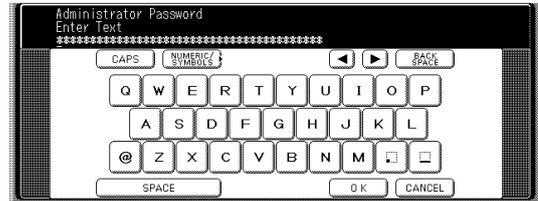


- 9 Enter the system administrator name, and then select "OK".



- The administrator's name appears if it is set previously.
- For more details, see Administrator Name and Password (page 25).
- You need to remember the administrator's name set in this procedure to login as an administrator. (see page 24)

- 10 Enter the system administrator password, and then select "OK".



- The \* symbols appear if the administrator's password is set previously.
- For more details, see Administrator Name and Password (page 25).
- You need to remember the administrator's password set in this procedure to login as an administrator. (see page 24)

- 11 The function selection display appears (return to step 6).

To continue with the setup, select the function, select "OK", select "On" or "Off", and then select "OK".

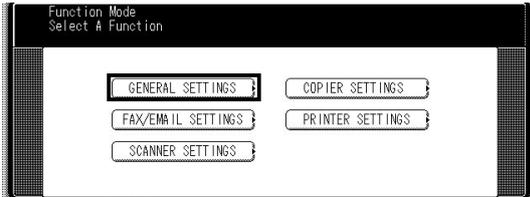
- 12 Press the **Reset** key to return to standby.

# Registration of Domain Name

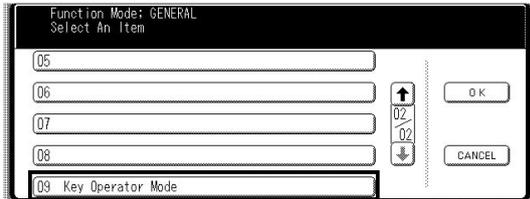
This sets the NetBIOS domain names and DNS domain names to use for user authentication.

**1** Press the **Function** key on the Control Panel.

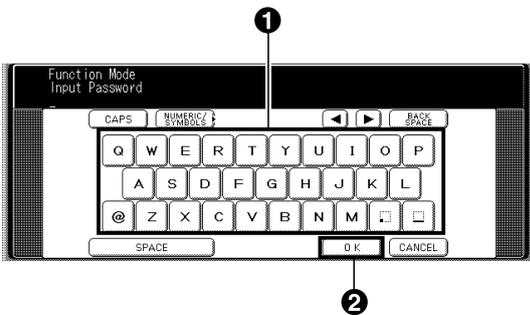
**2** Select **"GENERAL SETTINGS"**.



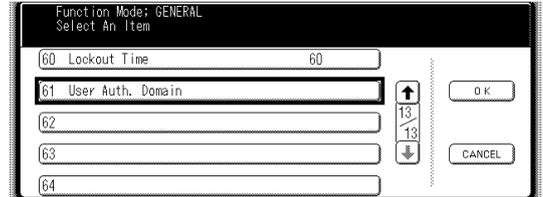
**3** Select **"09 Key Operator Mode"**.



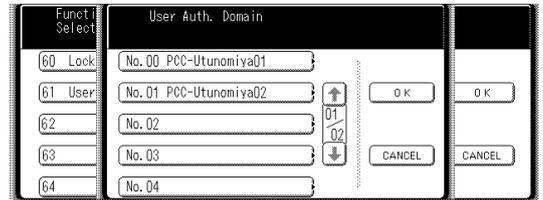
**4** Enter the Key Operator's Password (8-digit), and then select **"OK"**.



**5** Select **"61 User Auth. Domain"**.

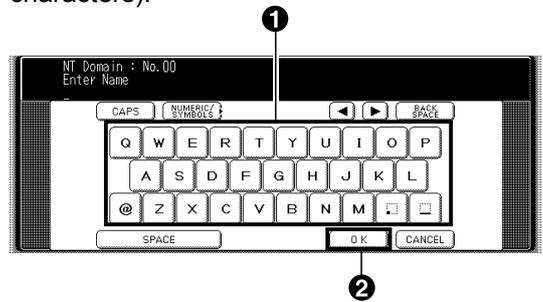


**6** Select the number (**"No. 00"** to **"No. 09"**).

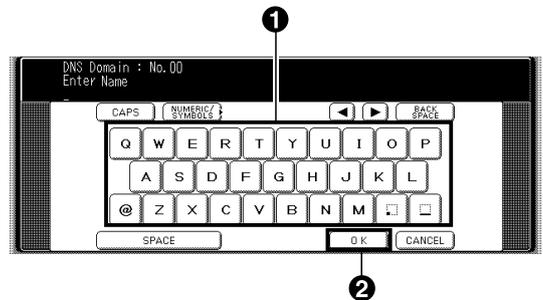


You can set up to 10 domain names.

**7** Enter the NT domain name (NetBIOS name), and then select the **"OK"**. (Up to 15 characters).

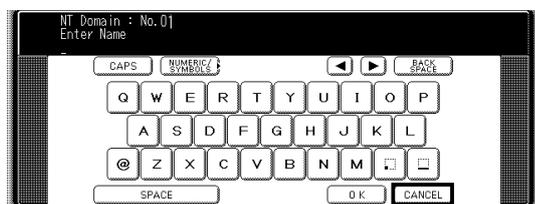


**8** Enter the DNS domain name, and then select the **"OK"**. (Up to 60 characters).

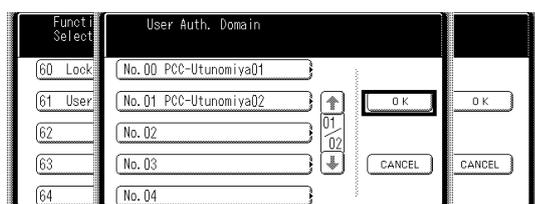


**Note:**  
If your Windows network is configured with Windows NT Server 4.0 and Exchange Server 5.5, register the Exchange Server Name (FQDN), or the IP Address on the Step 8.

- 9 The next number entry field appears (return to step 7). Enter the next domain name if required. Select **"CANCEL"** to exit the entry screen.



- 10 Select **"OK"** to return to the domain name selection's screen.



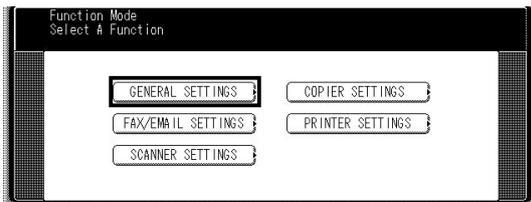
- 11 Press the **Reset** key and finish the Domain Names Registration.

# ID Timeout Setting

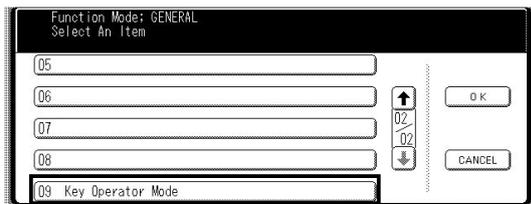
If the ID Timeout Setting is set to "Auto Reset Time", authentication is cancelled if no operation is performed on the machine for a specified time period after performing authentication. The ID timeout period is set by the "Auto Reset Time Setting" on page 17.

1 Press the **Function** key on the Control Panel.

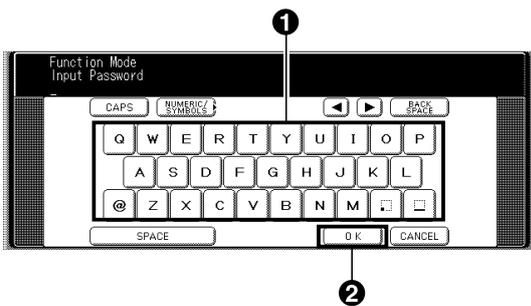
2 Select "**GENERAL SETTINGS**".



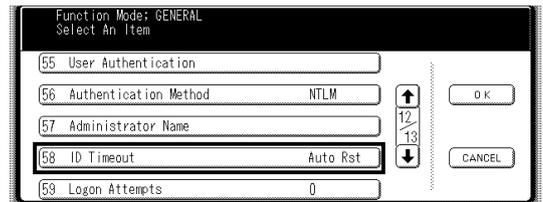
3 Select "**09 Key Operator Mode**".



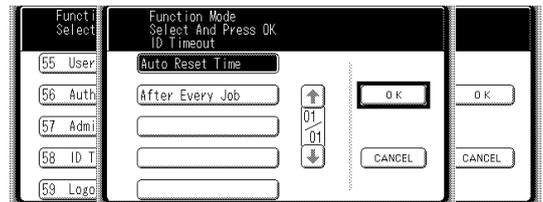
4 Enter the Key Operator's Password (8-digit), and then select "**OK**".



5 Select "**58 ID Timeout**".



6 Select the ID Timeout setting, and then select "**OK**".



Auto Reset Time	An authenticated user will be logged out if no operation is performed on the machine for a specified time after performing authentication.
After Every Job	On completion of a job, the authenticated user will be logged out when a new operation is performed.

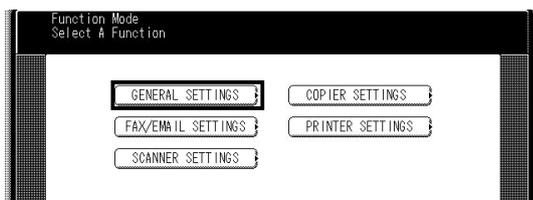
7 Press the **Reset** key to return to standby.

# Auto Reset Time Setting

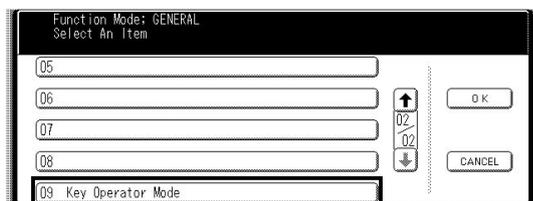
This sets the ID timeout period when "Auto Reset Time" is selected for ID Timeout Setting.

**1** Press the **Function** key on the Control Panel.

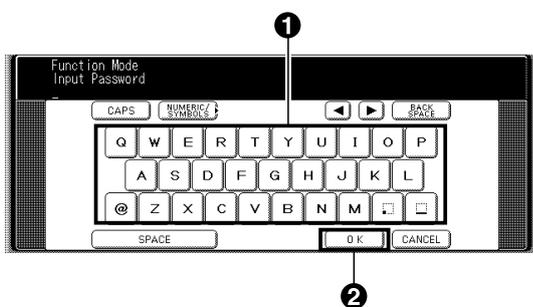
**2** Select "**GENERAL SETTINGS**".



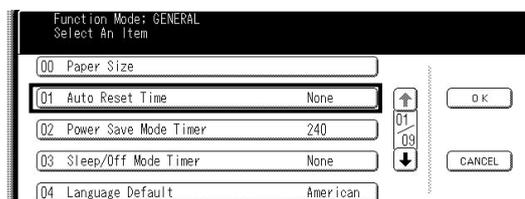
**3** Select "**09 Key Operator Mode**".



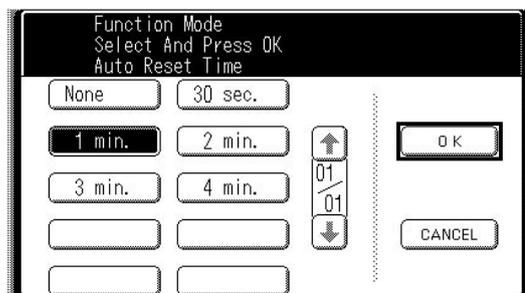
**4** Enter the Key Operator's ID Code (8-digit), and then select "**OK**".



**5** Select "**01 Auto Reset Time**".



**6** Select the timeout for canceling authentication, and then select "**OK**".



**Note:**  
When the selected "**None**", regardless of progress time, the authentication is not cancelled.

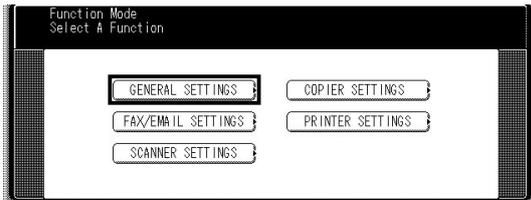
**7** Press the **Reset** key to return to standby.

# Logon Attempts Setting

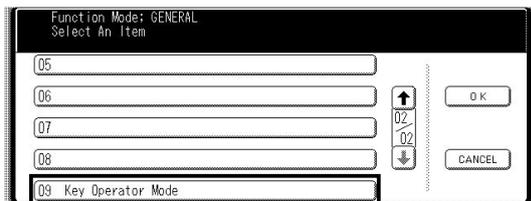
The system is locked if the permitted number of logon attempts is exceeded during the user authentication. This sets the number of permitted number of logon attempts.

**1** Press the **Function** key on the Control Panel.

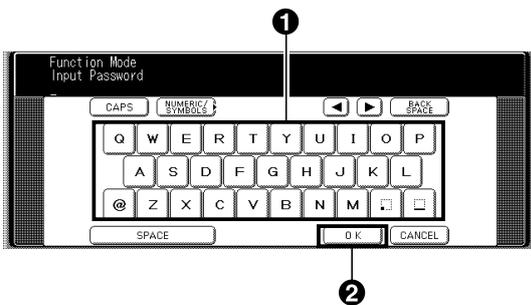
**2** Select **"GENERAL SETTINGS"**.



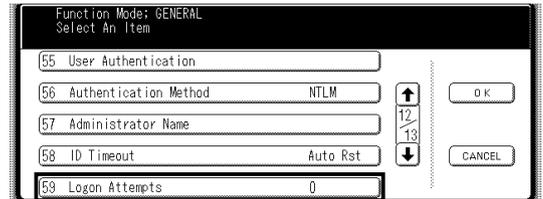
**3** Select **"09 Key Operator Mode"**.



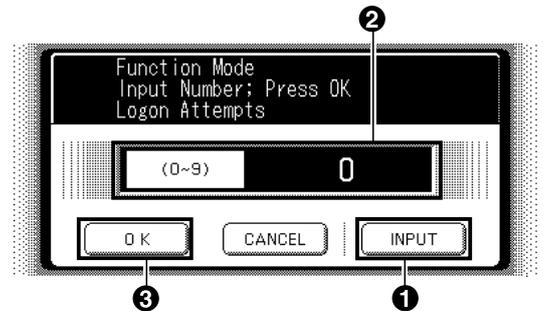
**4** Enter the Key Operator's Password (8-digit), and then select **"OK"**.



**5** Select **"59 Logon Attempts"**.



**6** Select **"INPUT"** and enter the number of logon attempts, and then select **"OK"**. Unlimited logon attempts is allowed if you set **"0"**.



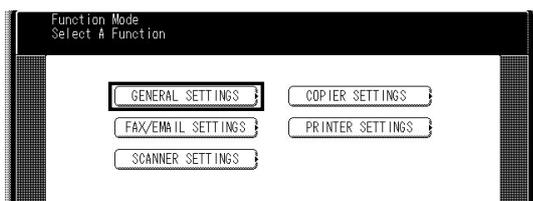
**7** Press the **Reset** key to return to standby.

# Lockout Time Setting

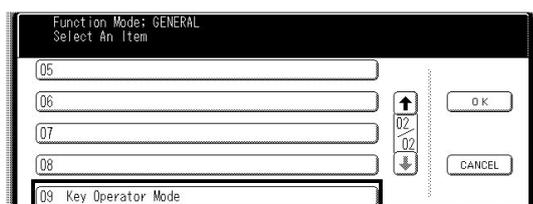
This sets the time period (minutes) for the system lockout when the permitted number of logon attempts is exceeded during the user authentication. Wait for the Lockout Time period to lapse before you are permitted to login to user authentication.

**1** Press the **Function** key on the Control Panel.

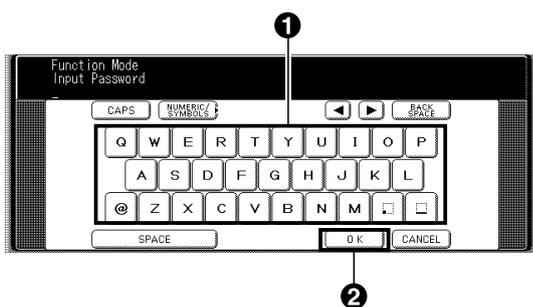
**2** Select **"GENERAL SETTINGS"**.



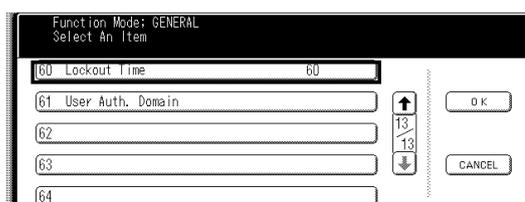
**3** Select **"09 Key Operator Mode"**.



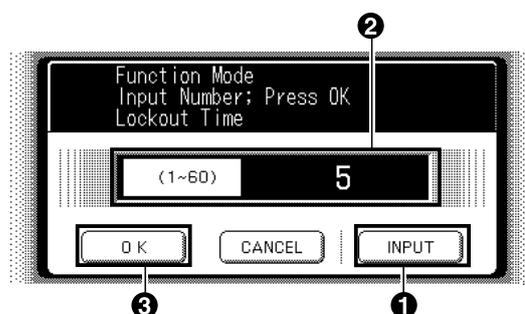
**4** Enter the Key Operator's Password (8-digit), and then select **"OK"**.



**5** Select **"60 Lockout Time"**.



**6** Select **"INPUT"** and enter the lockout time (1 to 60 minutes), and then select **"OK"**.



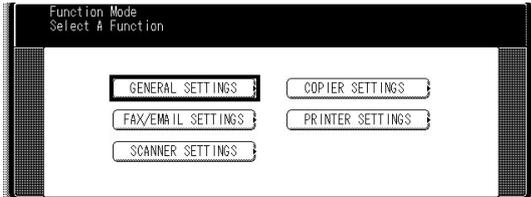
**7** Press the **Reset** key to return to standby.

# Authentication Method Setting

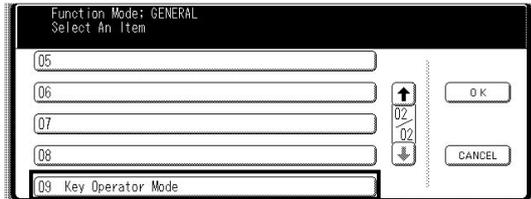
This specifies which authentication method to use by the User Authentication function.

**1** Press the **Function** key on the Control Panel.

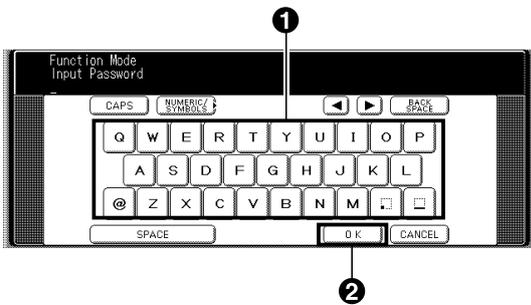
**2** Select **"GENERAL SETTINGS"**.



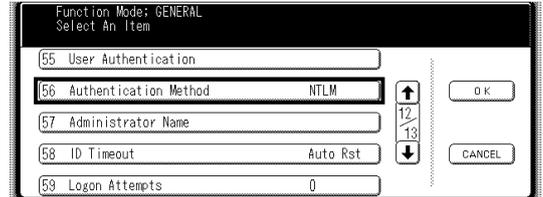
**3** Select **"09 Key Operator Mode"**.



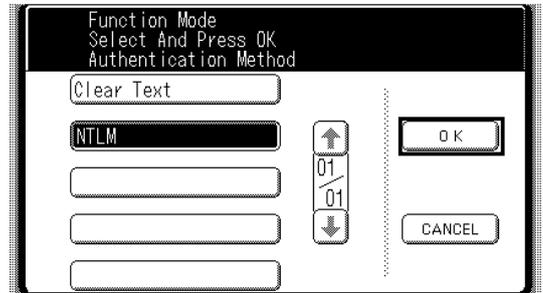
**4** Enter the Key Operator's Password (8-digit), and then select **"OK"**.



**5** Select **"56 Authentication Method"**.



**6** Select the authentication method, and then select **"OK"**.



Clear Text	Select Clear Text if the server does not support NTLM.
NTLM	Authenticate with NTLM.

**7** Press the **Reset** key to return to standby.

## Job Tracking Setting

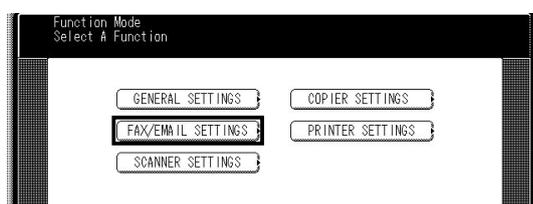
This enables or disables Job Tracking. If Job Tracking is enabled, also set the type of log to record and the Email address to which it is to be sent.

### Note:

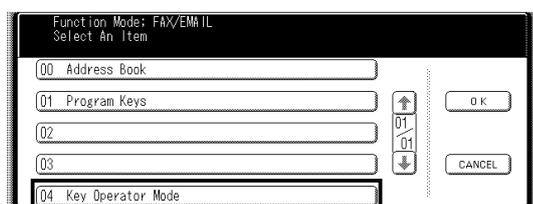
- Before performing this setup, you first need to register the destination Email address in the address book. Furthermore, change the setting of the Fax Forward (Fax Parameter No. 54, Fax Forward) parameter to Invalid.
- The Job Tracking Setting is enabled when the Copy, Fax / Email, Scan, or Printer is selected on the Authentication Setting (see page 12).

**1** Press the **Function** key on the Control Panel.

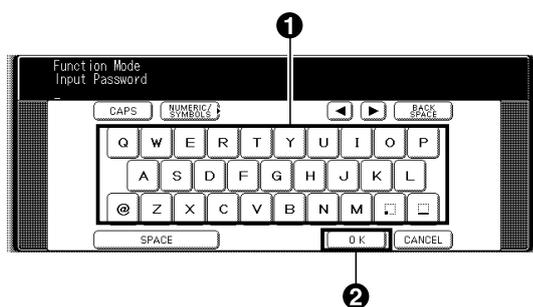
**2** Select **"FAX/EMAIL SETTINGS"**.



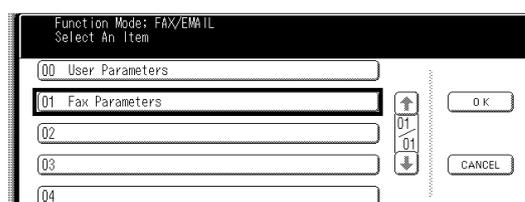
**3** Select **"04 Key Operator Mode"**.



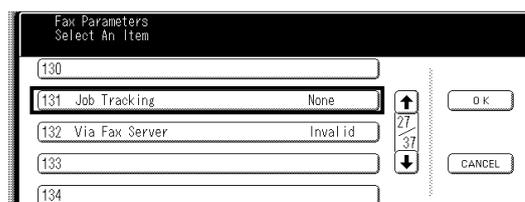
**4** Enter the Key Operator's password (8-digit), and then select **"OK"**.



**5** Select **"01 Fax Parameters"**.

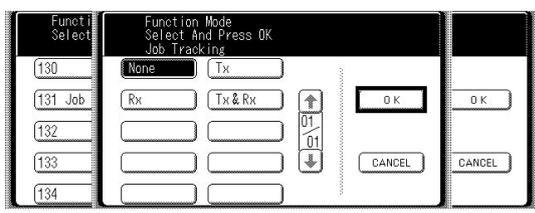


**6** Select **"131 Job Tracking"**.



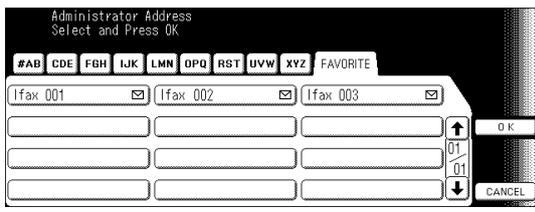
Continued on the next page...

7 Select the Job Tracking function, and then select "OK" .

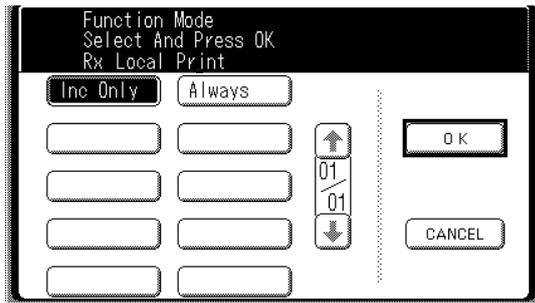


None	Disables Job Tracking.
Tx	Records sending (Transmit) only.
Rx	Records receiving only.
Tx & Rx	Records sending and receiving.

8 Select the Email address to which to send the log, and then select "OK".



9 Select the printout method for the received document(s), and then select "OK".  
 This screen only appears if the **Rx** or **Tx&Rx** is selected on the step 7.



Inc Only	Prints only if the log was unable to be sent to the specified destination on the Step 8.
Always	Always prints.

10 Press the **Reset** key to return to standby.

# RightFax Server Setting

This enables or disables the RightFax server.

**Note:**

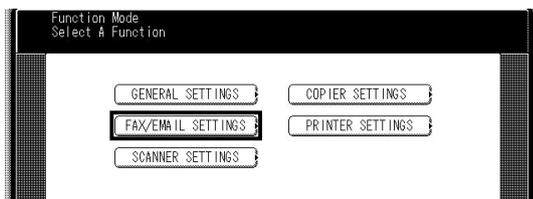
- Password Transmission is not available if the RightFax Server setting is set to valid.
- When the User Authentication function is enabled. See the following sections for details about how to login. See "Administrator Login" on page 24 for Logging in as the system administrator. See "Login Procedure" on page 9 for Logging in as a user.
- The machine will generate the Email Address in the format as below, and then send the Email to the RightFax Server.

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

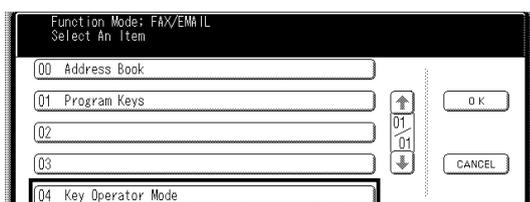
Fax Number    Station Name    Email Address of the RightFax Server

**1** Press the **Function** key on the Control Panel.

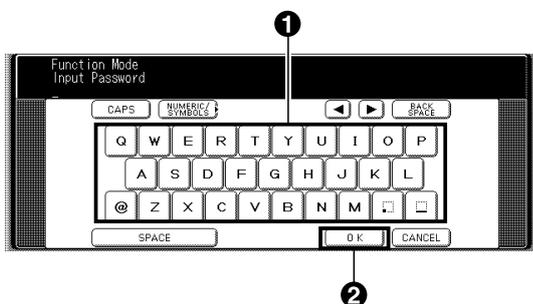
**2** Select **"FAX/EMAIL SETTINGS"**.



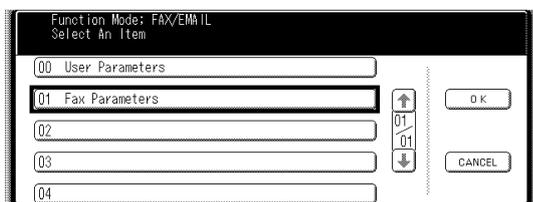
**3** Select **"04 Key Operator Mode"**.



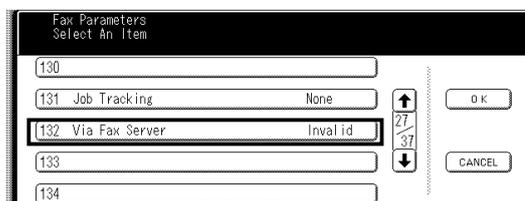
**4** Enter the Key Operator's password (8-digit), and then select **"OK"**.



**5** Select **"01 Fax Parameters"**.

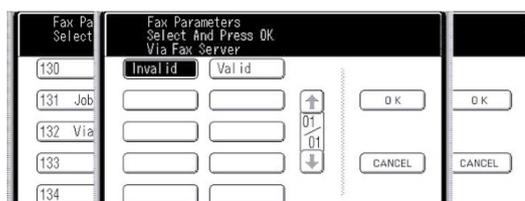


**6** Select **"132 VIA FAX SERVER"**.

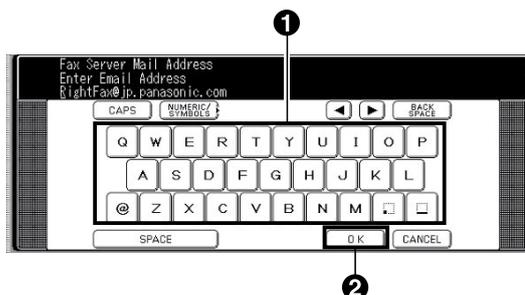


**7** Enable (**"VALID"**) or disable (**"INVALID"**) the RightFax server.

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



**8** Enter the Email address of the RightFax server, and then press **"OK"**.  
(Up to 60 characters)



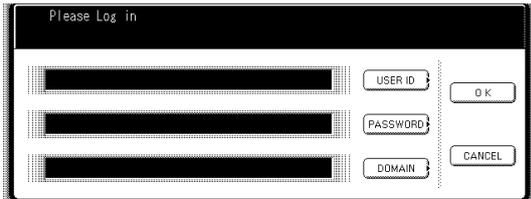
**9** Press the Reset key to return to standby.

# Administrator Login

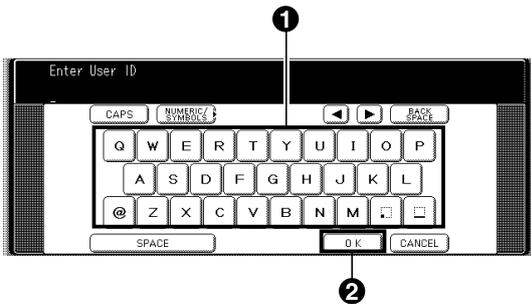
This confirms the system administrator who manages the machine.

In case of the network trouble, the administrator can login using the Local Machine domain without being authenticated through the network.

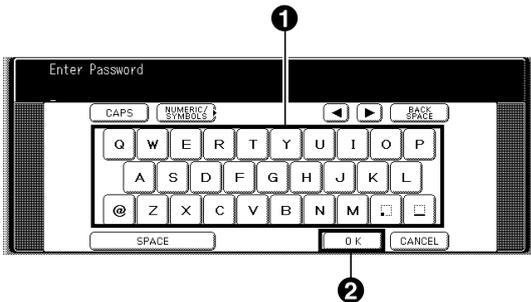
- 1 The login screen appears if the user authentication function has been enabled.



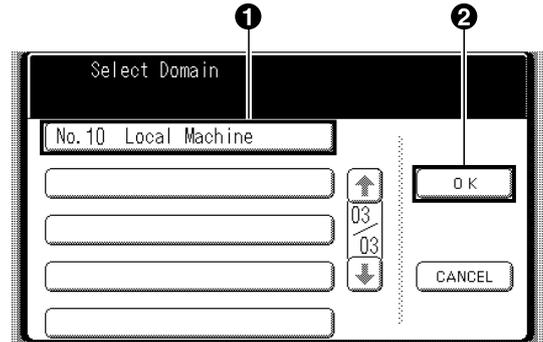
- 2 Select "USER ID", and then enter the administrator name, and then select "OK" .



- 3 Select "PASSWORD", and then Input the administrator password, and then select "OK" .



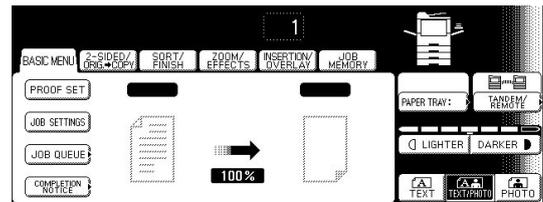
- 4 Select "DOMAIN", and then select "No.10 Local Machine", and then select "OK" .



- 5 Select "OK" to start the authentication process.



- 6 This completes the authentication.



**NOTE**

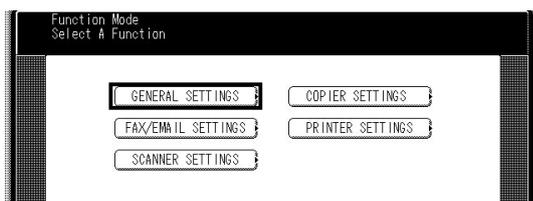
Refer to Administrator Name & Password (see page 25) for the registration of Administrator's name and Administrator's Password.

# Administrator Name & Password

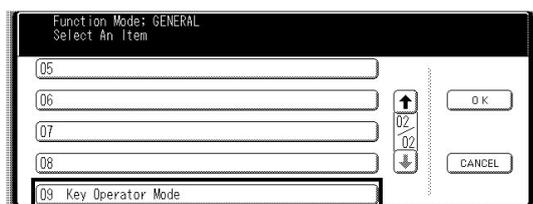
The user name and password for the system administrator are established in "Authentication Setting" on page 12 when user authentication is enabled for the first time. Use the following procedure if you subsequently wish to change the system administrator name or password.

**1** Press the **Function** key on the Control Panel.

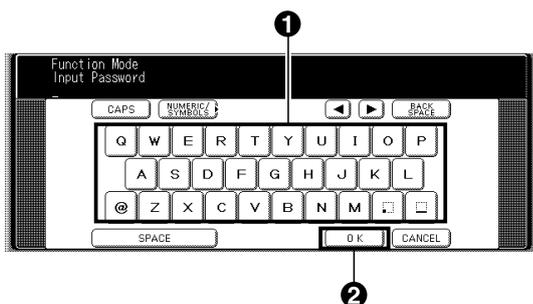
**2** Select **"GENERAL SETTINGS"**.



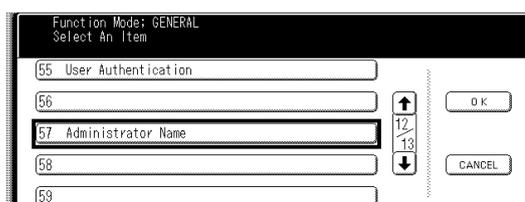
**3** Select **"09 Key Operator Mode"**.



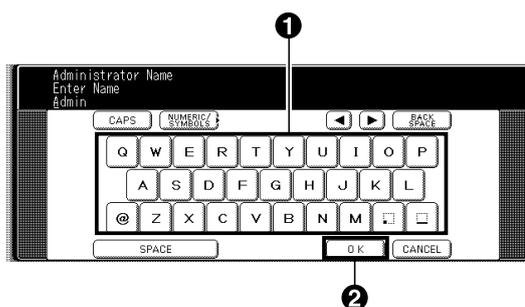
**4** Enter the Key Operator's password (8-digit), and then select **"OK"**.



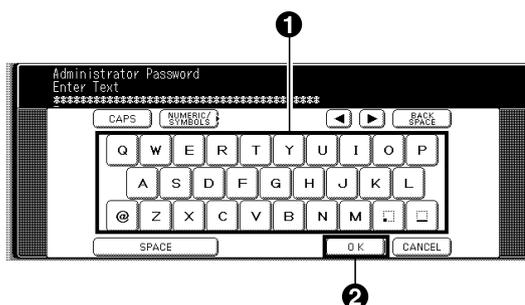
**5** Select **"57 Administrator Name"**.



**6** Input the system administrator name (up to 40 characters), and then press the **"OK"**.  
The name is **NOT** case-sensitive.

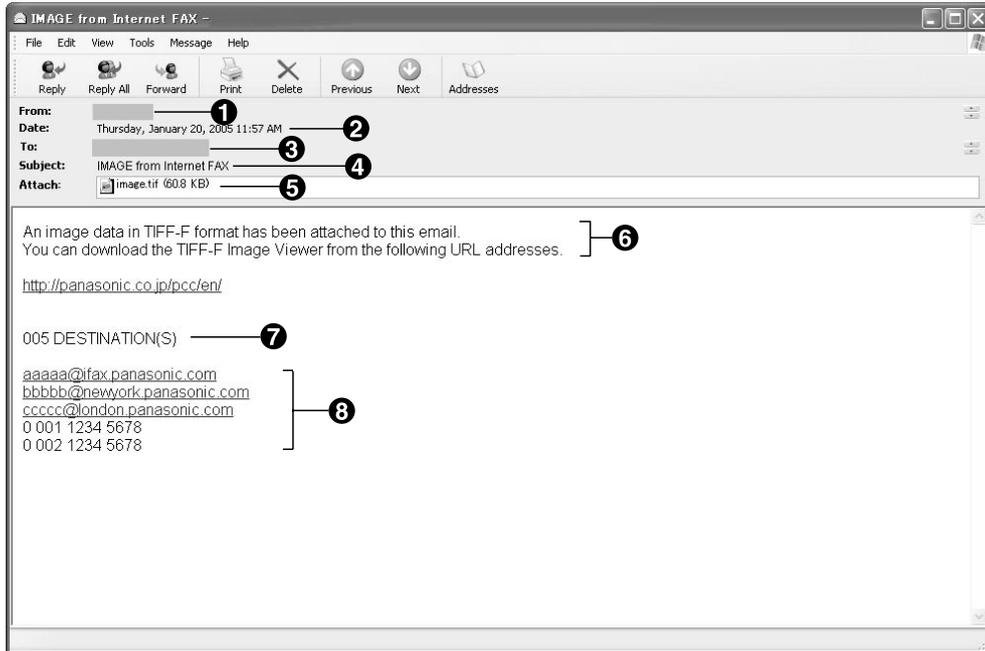


**7** Input the system administrator password (up to 40 characters), and then press the **"OK"**.  
The password is case-sensitive.



**8** Press the **Reset** key to return to standby.

# Description of Job Tracking Notice



( This is the sample screen from the Microsoft® Outlook Express®. There may be some differences if you are using other Email clients. )

	Fax Transmission via general phone line Email Transmission to Internet Fax / PC	Reception via General Phone Line (PSTN)	Reception from Internet Fax / PC
1.	Sender's Name or Login Name in the User Authentication or Email Address	Fax: ID Number of the remote station or <b>Sender's ID Unknown</b> (In case the remote station has not registered the ID number.) or Email Address	FWD: Sender's Email Address or Email Address
2.	Transmitted Date and Time	Received Date and Time	
3.	Recipient's Email Address (as set in the Job Tracking Setting, see page 21)		
4.	Subject	The following message is displayed. <b>IMAGE from Internet FAX</b>	
5.	Transmitted document(s)	Received document(s)	Received document(s) * Email Body Text is included in the attached file as image.
6.	Fixed Message		
7.	Number of Destination(s)	None	
8.	Transmitted Address(es)	None	

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