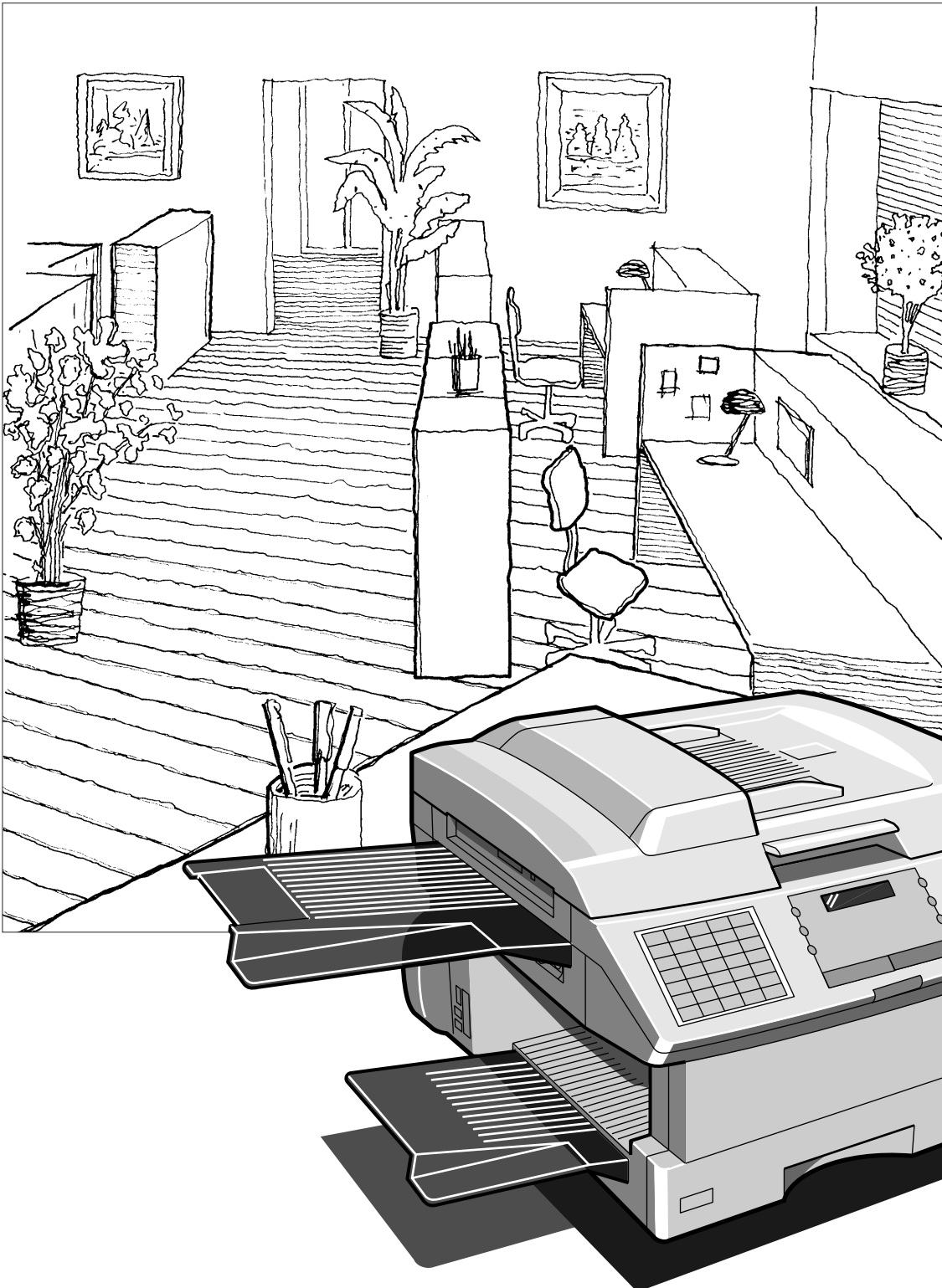


Facsimile

# **Panafax® DF-1100**

## ***User's Guide***



## 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 \_\_\_\_\_

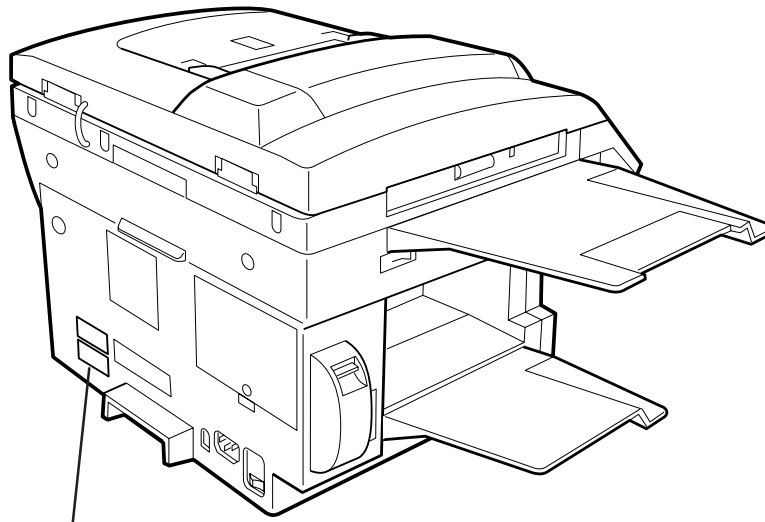
Dealer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number  
(    )    - \_\_\_\_\_

Supplies Telephone Number  
(    )    - \_\_\_\_\_

Service Telephone Number  
(    )    - \_\_\_\_\_



**Model and Serial Number**

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The contents of this User's Guide are subject to change without notice.

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Thank you very much for purchasing the Panafax **DF-1100**.

The **DF-1100** is one of the most advanced models in the Panafax family of G3 compatible, desktop facsimile machines.

Some of its many features are

- 1. Plain Paper Printing** Plain paper printing means you can easily write on received documents with a pen or pencil. Documents do not curl, making filing easier. In addition, plain paper does not fade, making it ideal for long term storage of important documents.
- 2. Quick Scanning** The **DF-1100** Quick Scan speeds up the fax process by scanning and storing documents into memory at about 2.8 seconds per page. This means that you no longer have to wait around until a transmission is completed before retrieving your documents.
- 3. Easy Maintenance** Maintenance requires only changing a toner cartridge, making it quicker and easier than with other types of plain paper fax machines.
- 4. Memory Function** A standard image memory feature allows you to store up to 70 standard pages into the document memory. After the **DF-1100** stores your documents, it can send them to selected station(s) automatically. You do not have to wait until the transmission ends before retrieving your originals.
- 5. Dual Access Operation** The **DF-1100** can reserve the next transmission even during reception or memory transmission. It can also receive during document storage.
- 6. Multiple LOGO** The **DF-1100** can select from Multiple LOGOs which are printed on the Header of each page sent, Cover Sheet, COMM. Journal and Individual XMT Journal.
- 7. Department Code** This feature allows multiple departments to share the same facsimile machine. When a department code is assigned to each department, the Transaction Journal will be sorted by each department number.
- 8. Flatbed Transmission and Copy** Besides the convenience of an Automatic Document Feeder (ADF); the **DF-1100** is equipped with a Flatbed (Platen Glass). The Flatbed allows you to make copies or transmit pages from a book, magazine, stapled documents, large-sized drawings or virtually any assortment of small photographs.

With a little practice, anyone can learn how to use the most popular features of the **DF-1100**.

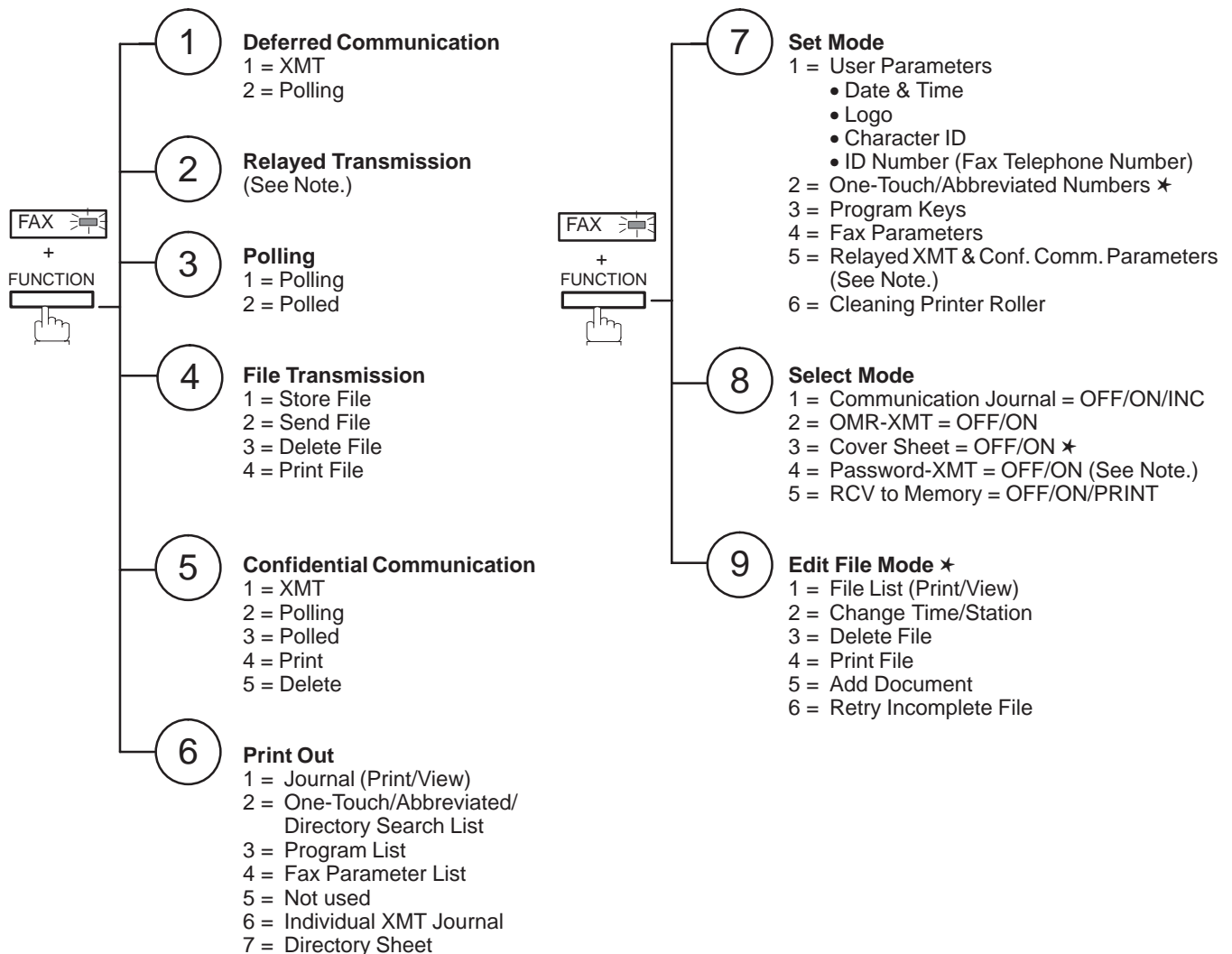
This User's Guide will help you to use your **DF-1100** quickly and easily. Although we recommend that you review each section briefly, it will only be necessary to read the sections that contain the feature(s) you will be using.

# ▶ Function Key

Start any function by first pressing the **FAX** key, followed by the **FUNCTION** key, then enter the function number, or press the **▼** or **▲** scroll key repeatedly until the desired function appears on the display.

To execute functions indicated by an asterisk (\*), simply press the respective shortcut key:

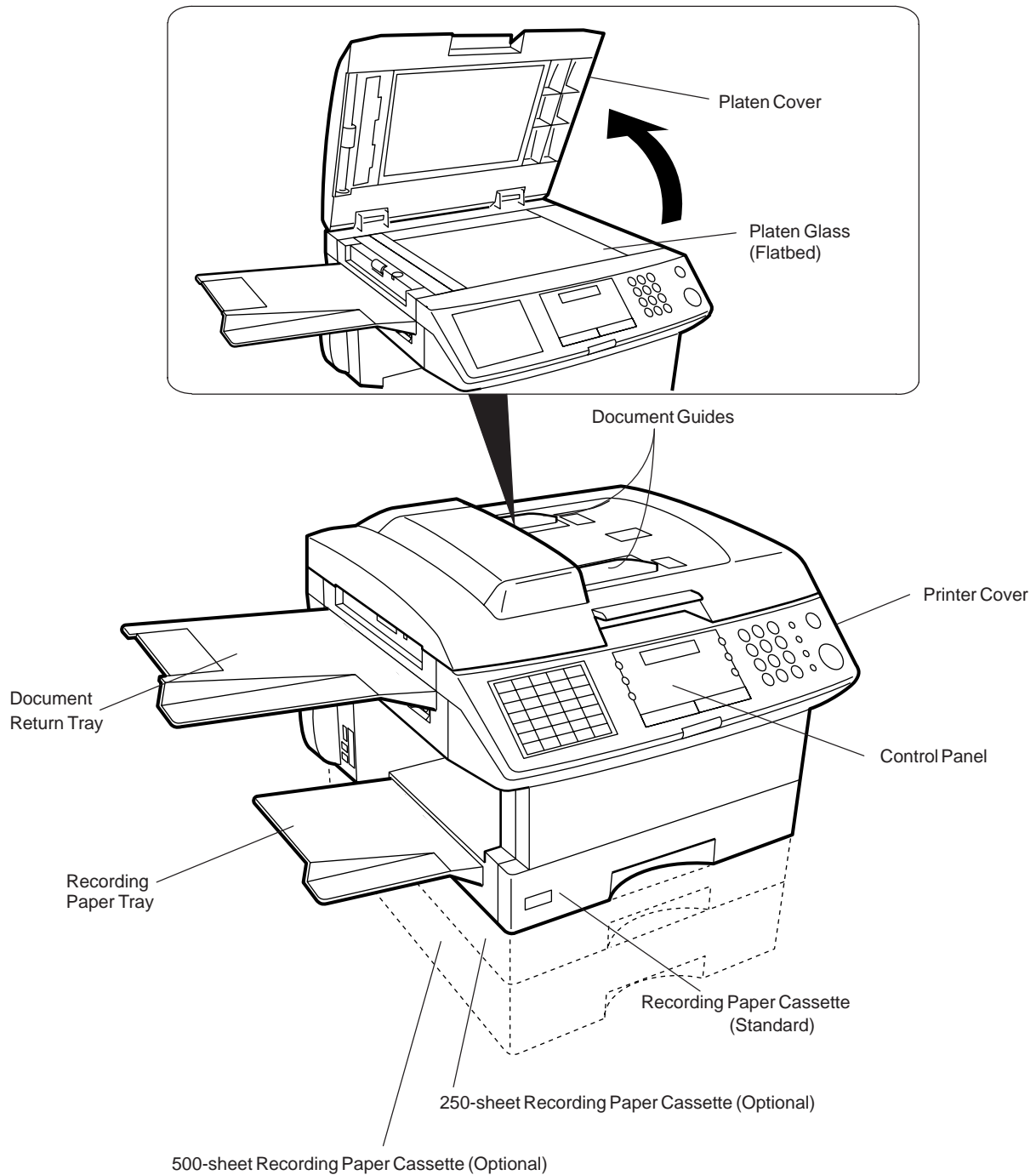
**EDIT FILE**, **PROGRAM AUTO DIALER** or **COVER SHEET**.



**Note:** If the Fax Parameter is not preset to a Valid position that enables its use, the display will not show the function.

# External View

1



# Control Panel

EDIT FILE

(Accessible when the **FAX Mode** is selected)  
Used to edit files stored in the fax memory (print a file, delete a file, add documents to a file, etc.) (See pages 99 to 106.)

PROGRAM AUTO DIALER

(Accessible when the **FAX Mode** is selected)  
Used to program, change, and erase One-Touch and/or Abbreviated Dialing Numbers. (See pages 31 to 36.)

COVER SHEET

(Accessible when the **FAX Mode** is selected)  
Used to attach a Fax Cover Sheet to a transmission. (See page 113.)

MEMORY

(Accessible when the **FAX Mode** is selected)  
Used to select either Memory or Direct Communication. (See pages 50 to 59.)

STAMP

(Accessible when the **FAX Mode** is selected)  
Used to turn the Verification Stamp ON or OFF. (See page 46.)

**One-Touch Keys (01 to 25)**  
(Accessible when the **FAX Mode** is selected)  
Used for One-Touch Dialing. (See pages 52 and 62.)

EDIT FILE	PROGRAM AUTO DIALER	COVER SHEET	MEMORY	STAMP
01	02	03	04	05
06	07	08	09	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
P1	P2	P3	P4	P5

## Program Keys (P1 to P5)

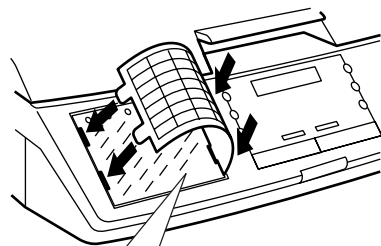
(Accessible when the **FAX Mode** is selected)  
Used to register long dialing procedures or Group Dialing Number keys. (See pages 93 to 98.)

## Character Keys

(Accessible when the **FAX Mode** is selected)  
The One-Touch Keys and Program Keys also serve as character and symbol input keys which are used to record your LOGO and Station Name.

### Note:

- The Character Key Template is printed on the panel under the directory sheet cover.
- The UPPER/LOWER key switches between the uppercase and lowercase character set.



Character Key Template

01 A	02 A	03 B	04 C	05 U	06 E
07 F	08 G	09 H	10 I	11 J	
12 K	13 L	14 M	15 N	16 O	
17 P	18 Q	19 R	20 S	21 T	
22 U	23 V	24 W	25 X		
P1 Y	P2 Z	P3 SPACE	P4 UPPER/LOWER	P5	

**DIRECTORY SEARCH** (Accessible when the **FAX Mode** is selected)  
Used to search a Station Name pre-programmed in the One-Touch Keys or Abbreviated Dialing Numbers. (See pages 56 and 64.)


**VOLUME** (Accessible when the **FAX Mode** is selected)  
Used for the following:

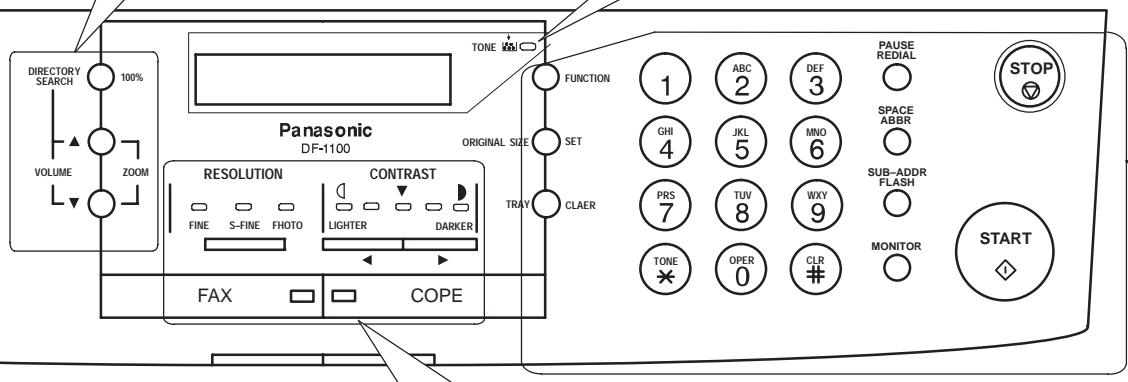
- Search a station name for Directory Search Dialing.
- Confirm entered station for multi-station communication.
- Confirm current communication modes (e.g. Page number, ID, Dialed Telephone number, File number) when unit is ON LINE.
- Select functions.
- Used to adjust the Monitor and Ringer volume. (See page 25 and 26).

**ZOOM** (Accessible when the **COPY Mode** is selected)  
Used to set the zoom ratio from 70% to 141% in 1% steps.

**100%** (Accessible when the **COPY Mode** is selected)  
Used to set the zoom ratio to 100%.

**Liquid Crystal Display (LCD)**  
Shows the date and time, operation menus and status, and other information.

**TONER**   
Blinks when the remaining toner is getting low. (See page 16 and 81).



See page 12 to 13

**RESOLUTION**  
Used to set Standard, Fine, Super-Fine and Photo resolution. (See page 46)  
In **FAX Mode** the default setting is Standard. (Standard → Fine → Super-Fine → Photo)  
In **COPY Mode** the default setting is Super-Fine. (Super-Fine → Photo)

**CONTRAST**  
Used to adjust up to 5 contrast levels (Lightest, Lighter, Normal, Darker, Darkest). (See page 46)  
Also serves as arrow keys to move the cursor left (◀) or right (▶) for overwriting data.

**FAX**   
Used to select the **FAX Mode**. (Indicated by a lit lamp)

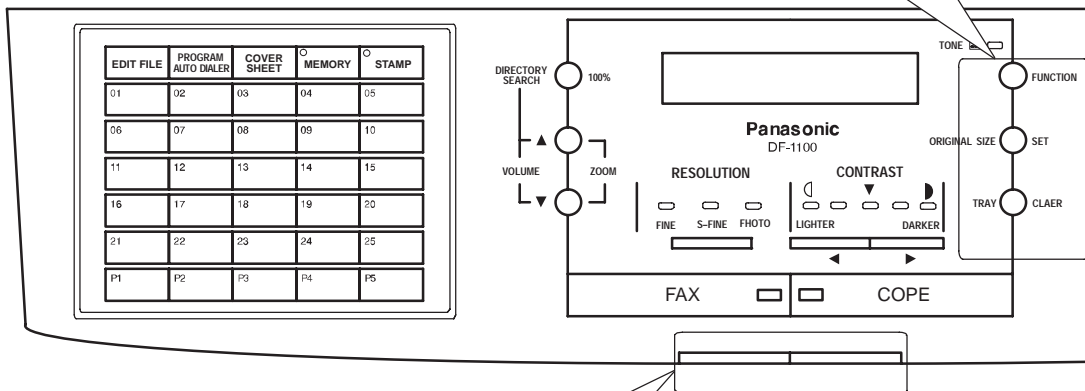
**COPE**   
Used to select the **COPY Mode**. (Indicated by a lit lamp)

# ▶ Control Panel

- ORIGINAL SIZE ○ (Accessible when the **COPY Mode** is selected)  
Used to select the size of the original document being copied.  
ADF Copy allows three selections. (Letter, Legal, A4)  
Flatbed Copy allows two selections. (Letter, A4)
- TRAY ○ (Accessible when the **COPY Mode** is selected)  
Used to designate the printing tray in a multi-tray-configured machine. (TRAY-1, TRAY-2, TRAY-3)

- FUNCTION (Accessible when the **FAX Mode** is selected)  
Used to start or select a function and sub-functions. (See page 8 for a summary of available functions)
- SET (Accessible when the **FAX Mode** is selected)  
Used to set operations.
- CLEAR (Accessible when the **FAX Mode** is selected)  
Used to erase previously entered data.

**Note:**  
Use the pound (☎) key, to reset the number of copies or other settings in the **COPY Mode**. The **CLEAR** key is used in the **FAX Mode** only.









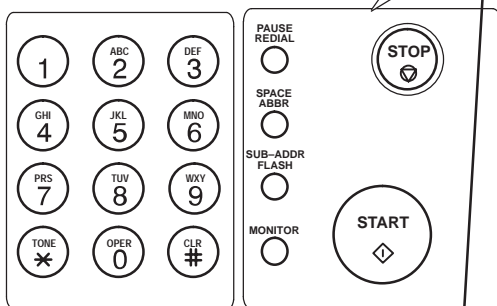
### ACTIVE Lamp (Green)

An activity lamp, that comes ON to indicate a file stored in memory. (For example when unit runs out of paper and a file is stored in memory, machine waiting to redial, etc.)  
The lamp blinks slowly during Fax transmission and reception and blinks rapidly during scanning of a document. It also can be used to monitor the Fax status from a distance.


### ALARM Lamp (Red)

A trouble indicator lamp, that comes ON to indicate a problem, such as ADF door is open, paper or document jam or other trouble has occurred.

<p>PAUSE REDIAL </p>	<p>(Accessible when the <b>FAX Mode</b> is selected) Used to enter a pause when recording or dialing a telephone number, or to redial the last dialed number. (See page 74.)</p>	<p></p>	<p>Used to cancel operations. When pressed, the machine returns to standby.</p>
<p>SPACE ABBR </p>	<p>(Accessible when the <b>FAX Mode</b> is selected) Used to start Abbreviated Dialing (See pages 54 and 63.), or to enter a space when recording a telephone number.</p>	<p></p>	<p>Used to start operations.</p>
<p>SUB-ADDR FLASH </p>	<p>(Accessible when the <b>FAX Mode</b> is selected) Used to access some features of your PBX, or to separate the Sub-address from the telephone number when dialing.</p>		
<p>MONITOR </p>	<p>(Accessible when the <b>FAX Mode</b> is selected) Used to start On-Hook Dialing or to make voice contact request. (See page 68.)</p>		



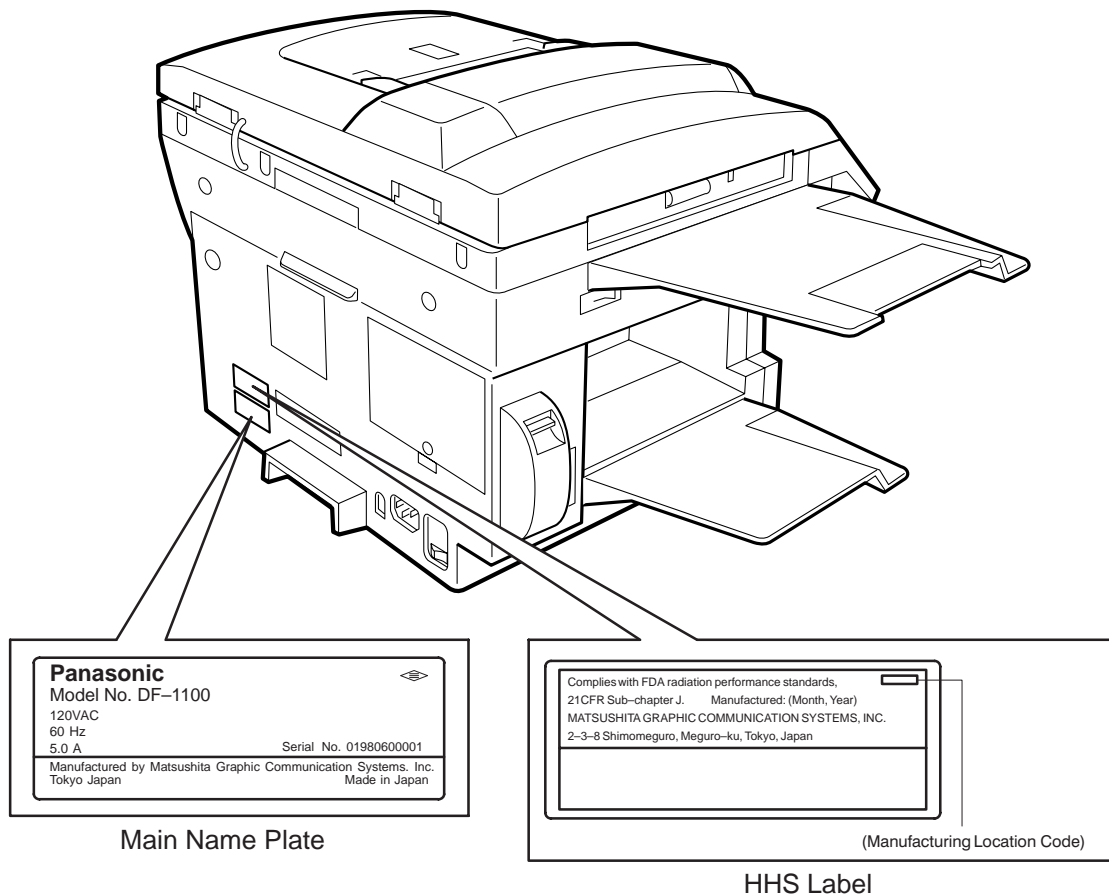
**Keypad**  
In **FAX Mode**, these keys are used for Manual Number Dialing, recording phone numbers, and selecting functions. These keys also perform a specific operation, when immediately pressed after the **FUNCTION** key.  
In **COPY Mode**, the number keys (0 to 9) specify the number of copies to be made and the pound (**#**) key, resets the number of copies or other settings.

<p></p>	<p>Used to temporarily change Dialing Mode to Tone when Pulse Mode is set.</p>
--	--

## Safety Information

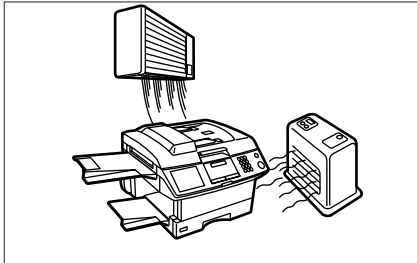
**⚠ WARNING** denotes a potential hazard that could result in serious injury or death.

- 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 GROUNDED.
- THIS PRODUCT COMPLIES WITH FDA RADIATION PERFORMANCE STANDARDS, 21 CFR SUB-CHAPTER J.  
CAUTION-USE OF CONTROLS OR ADJUSTMENTS OR PERFORMANCE OF PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.
- WHEN YOU OPERATE THIS EQUIPMENT, THE SOCKET-OUTLET SHOULD BE NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.
- MAKE SURE THAT THE MACHINE IS INSTALLED IN A SPACIOUS OR WELL VENTILATED ROOM SO AS NOT TO INCREASE THE AMOUNT OF OZONE IN THE AIR. SINCE OZONE IS HEAVIER THAN AIR, IT IS RECOMMENDED THAT AIR AT FLOOR LEVEL BE VENTILATED.

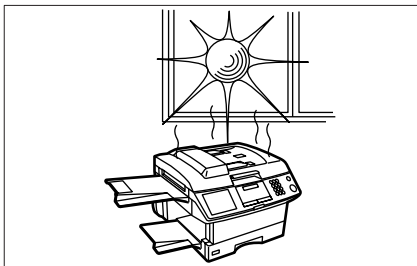




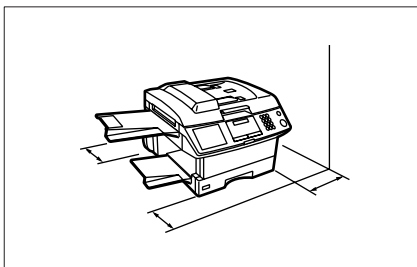
**CAUTION** denotes hazards that could result in minor injury or damage to the machine.



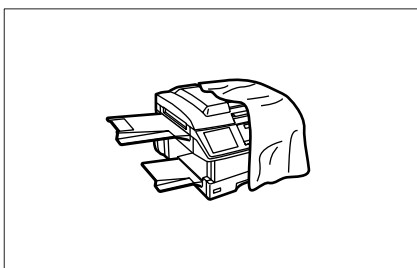
Do not install the machine near a heating or air conditioning unit.



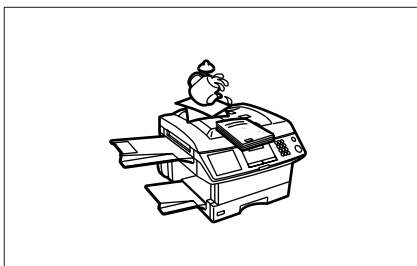
Avoid exposure to direct sunlight.



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



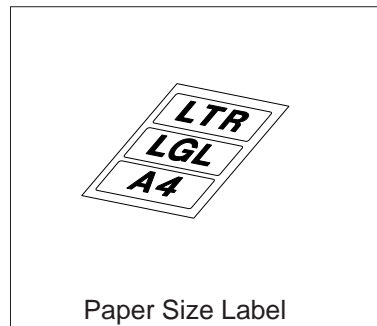
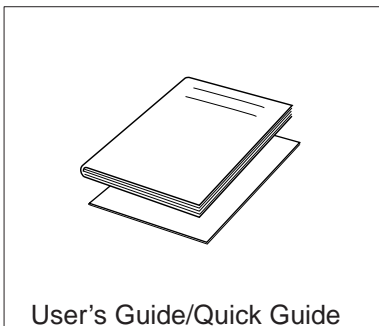
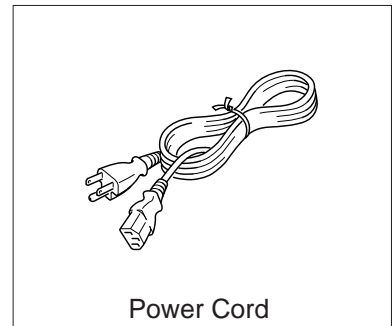
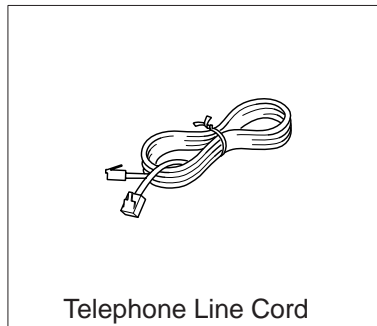
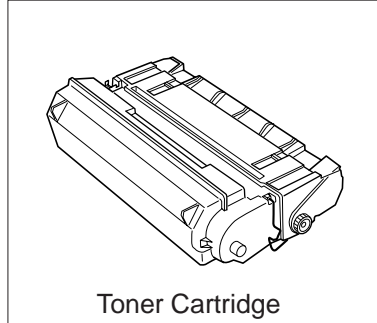
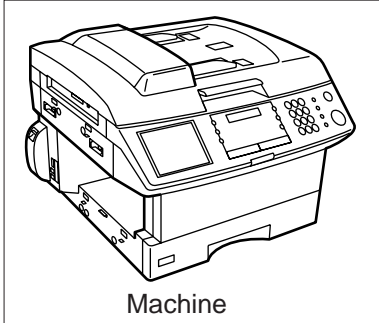
Do not block the ventilation openings.



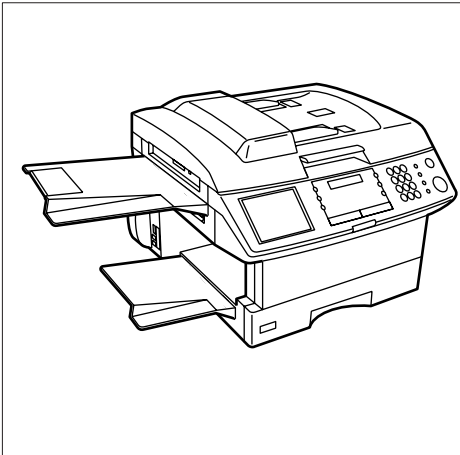
Do not place heavy objects or spill liquids on the machine.

## ► Main Unit and Accessories

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



# Installing the Accessories

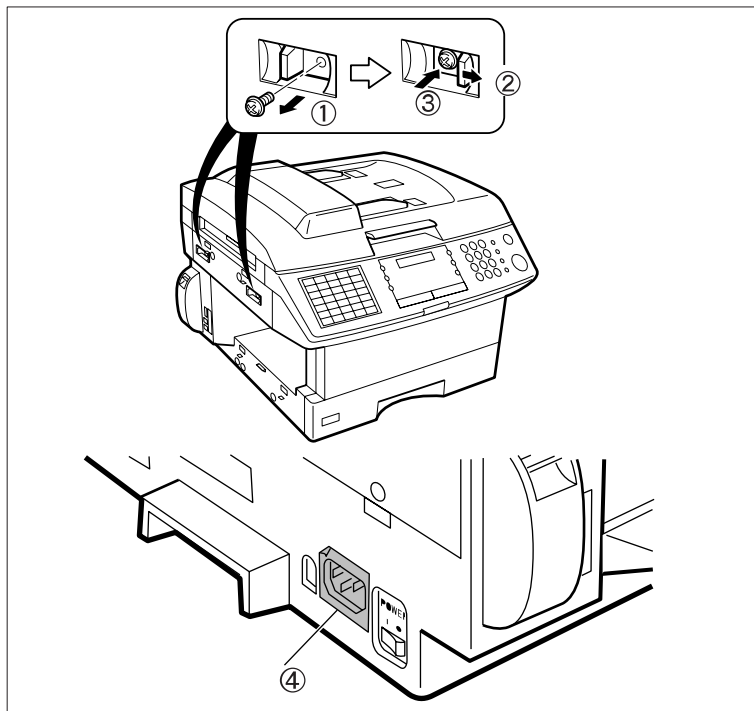


Final Installed View

## Unlocking the Scanning Unit

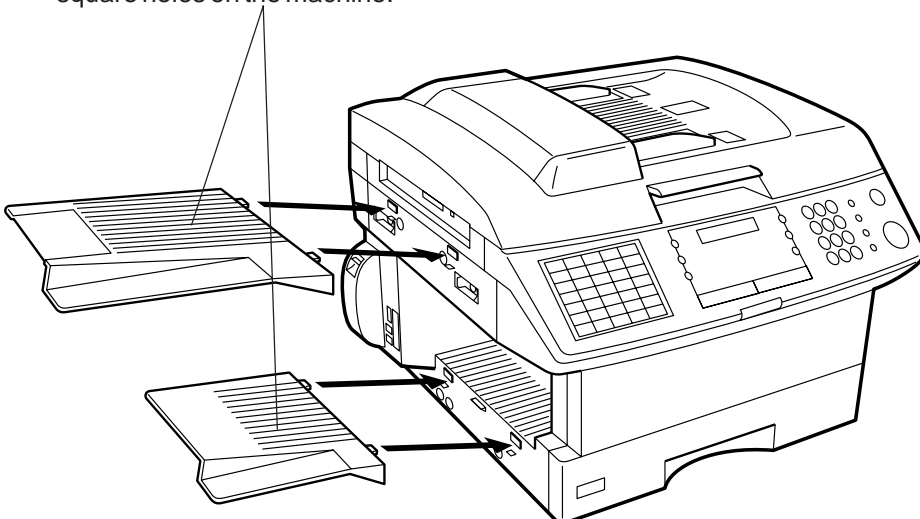
The scanner is secured in place to prevent damage during transit. Do Not turn the machine ON before unlocking the scanner. To unlock the scanner, follow the procedure below.

- ① Remove two screws.
- ② Slide the Levers to the Right (UNLOCK).
- ③ Re-install two screws.
- ④ Remove the Caution Label over the AC Inlet and then plug in the Power Cord.
- ⑤ Turn the Power Switch to the ON (I) position.



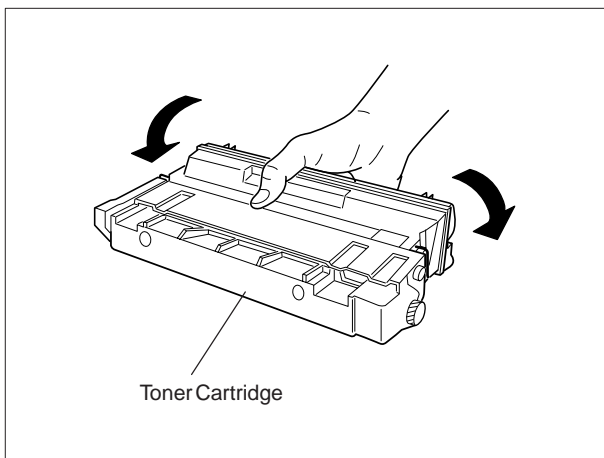
## Document Return and Recording Paper Trays

Hook the projections into the square holes on the machine.



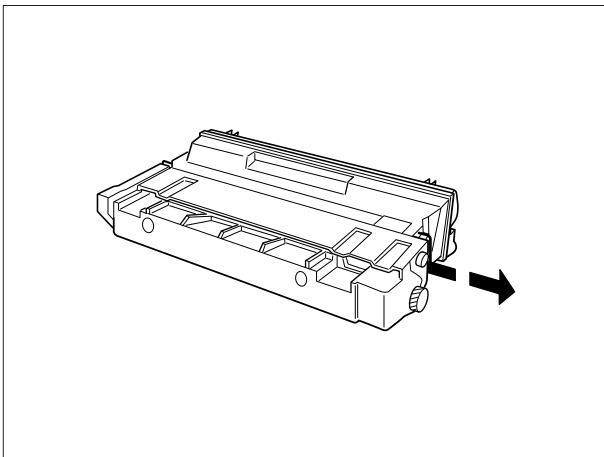
## ► Installing the Toner Cartridge

1



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

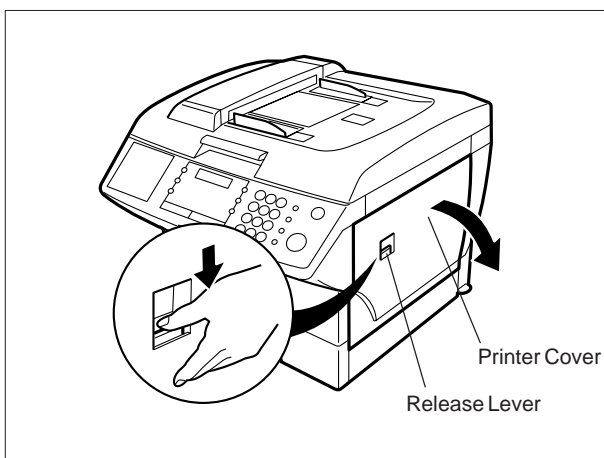
2



Remove the protective seal.

**Note:** Pull on the seal slowly and straight out.

3

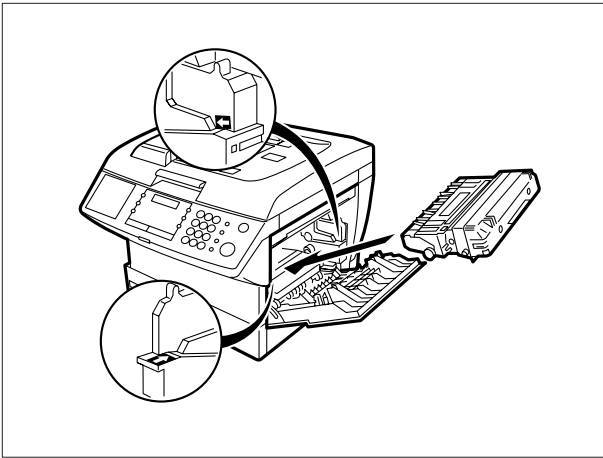


Push the Release Lever down to open the Printer Cover.

*Continued on the next page.*

## Installing the Toner Cartridge

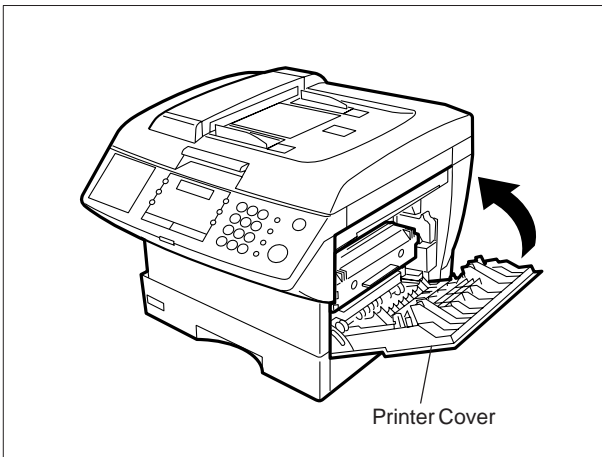
4



Align the arrow and the projection on both sides as shown and insert the Toner Cartridge into the machine.

2

5



Close the Printer Cover firmly.

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 193.

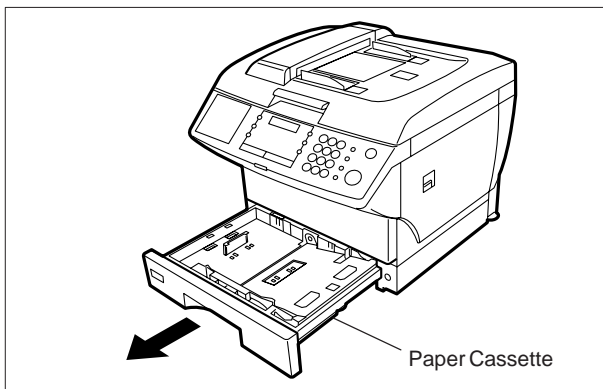
# ▶ Loading the Recording Paper

## Paper Specifications

Generally, 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 200.

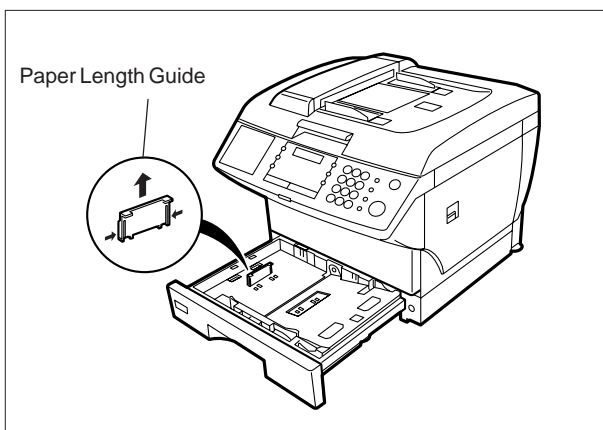
## How to Load the Recording Paper

1



Slide the Paper Cassette out from the machine.

2

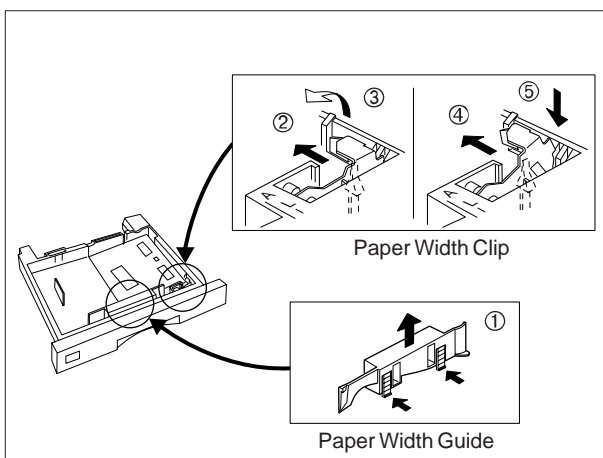


Adjust the Paper Length Guide to the proper paper size (A4, LTR, or LGL).

For LGL size paper, remove the Paper Length Guide and store it in the provided slot in the front left side of the Paper Cassette.

If reloading the same size of paper, skip steps 2 and 3.

3



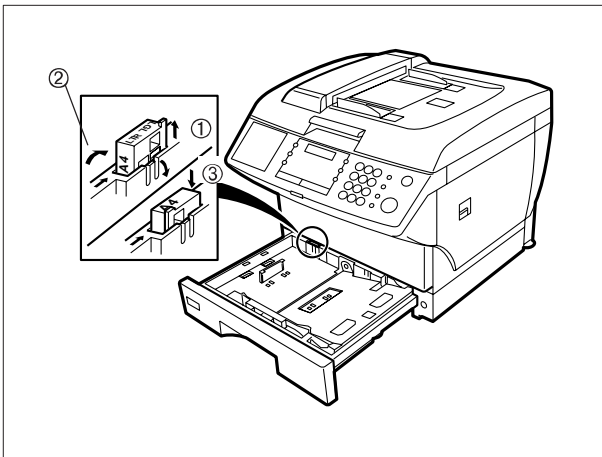
Adjust the Paper Width Guide and Clip to the proper paper (A4, or LTR/LGL).

The factory default for the Paper Width Guide and Clip is the LTR/LGL position. For A4 paper size, adjust by following the steps below.

- ① Replace the Paper Width Guide into the proper slot (A4 or LTR/LGL).
- ② Release the Paper Width Clip latch.
- ③ Pull upwards to remove the Paper Width Clip.
- ④ Replace the Paper Width Clip into the A(A4) or L(LTR/LGL) slot.
- ⑤ Push down on the Paper Width Clip to latch it in place.

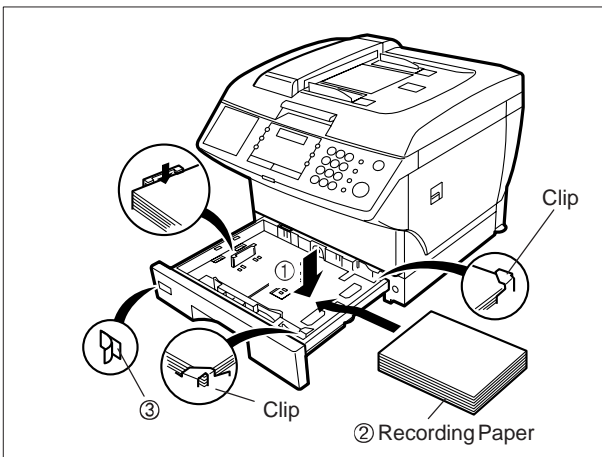
# Loading the Recording Paper

4



- ① Release the hook and remove the Paper Size Selector.
- ② Rotate the Paper Size Selector until the appropriate setting marked on the Selector is facing upward and the wording is upright.
- ③ Reinstall the Paper Size Selector.

5

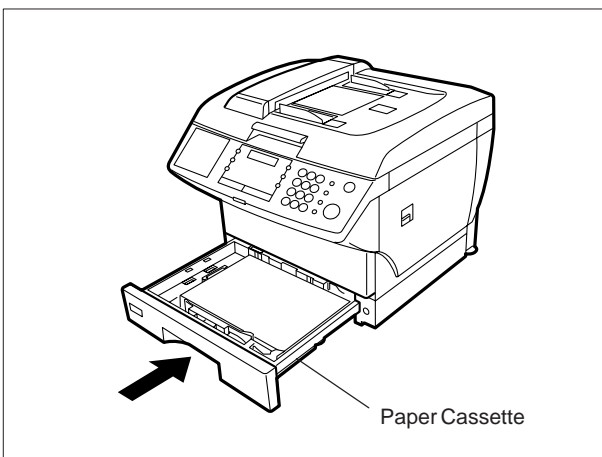


- ① Push the Pressure Plate until it is locked down.
- ② Load the paper into the Paper Cassette.

**Caution:** Make sure that the paper is set under the clips of the Paper Cassette. You can load about 250 sheets with standard weight paper (20 lb. or 75 g/m<sup>2</sup>). For paper specification see page 200.

- ③ Set the proper paper size label.

6



Slide the Paper Cassette into the machine.



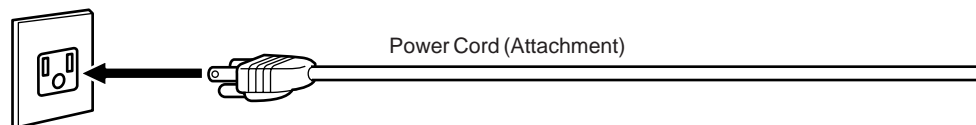
**Note:** Your machine will properly print on A4, Letter and Legal size paper only. If other sizes of paper (B4, B5, A5) are used, your machine may not print properly.

## ▶ Connecting the Telephone Line Cord and Power Cord

### ■ Power Cord

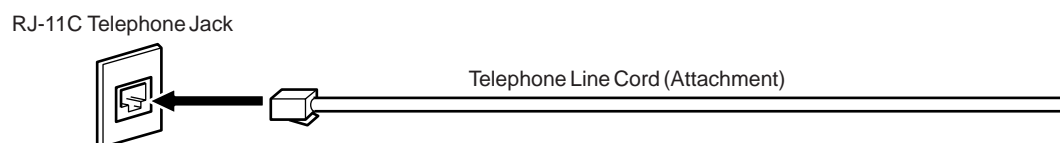
Plug one end of the power cord into an ordinary 3-prong AC outlet and the other end into the receptacle on the back of the machine.

**Warning :** This apparatus must be properly earth grounded through an ordinary 3-prong AC outlet. Do not break off the earth (ground) prong to fit a 2-prong outlet.



### ■ Telephone Line Cord

Plug one end of the telephone line cord into the "RJ-11C" telephone jack supplied by the telephone company and the other end into the LINE jack on the left side of the machine.

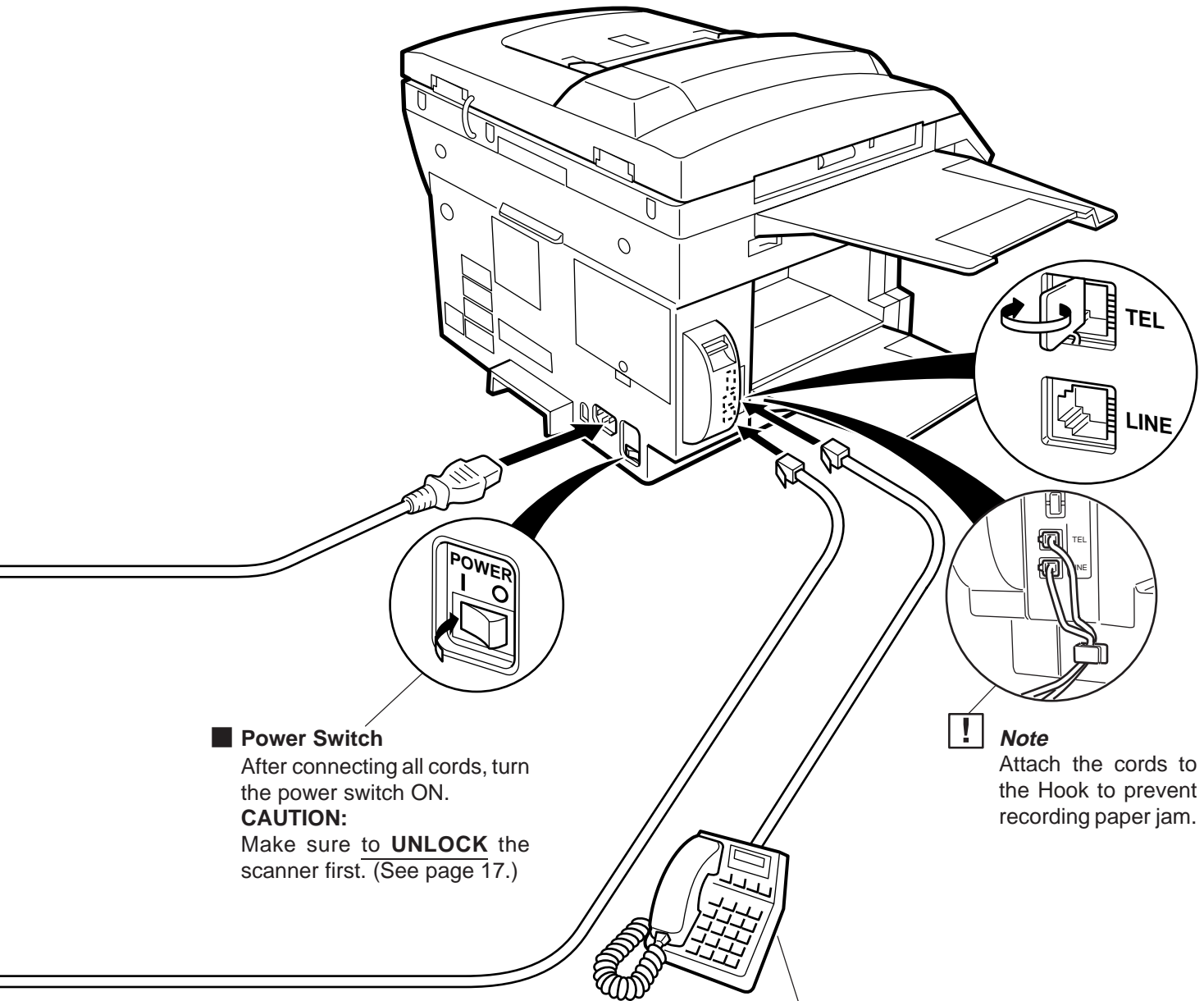


- !** **Note:**
1. Your machine uses little power and you should keep it ON at all times. If the power is turned OFF for too long, the contents of the memory may be lost.
  2. DF-1100 has 2 separate rechargeable batteries to preserve the memory contents in case of a short term power failure. One for the machine parameters (such as LOGO, ID Number, Auto-dialer Telephone Number, etc.) which can provide back up for 10 days and the other one for the document memory, which can provide back up for 1 hour when fully charged.
  3. The built-in rechargeable batteries require 48 hours to be fully charged in the machine.



# Connecting the Telephone Line Cord and Power Cord

2





■ **Power Switch**  
After connecting all cords, turn the power switch ON.  
**CAUTION:**  
Make sure to **UNLOCK** the scanner first. (See page 17.)



! **Note**  
Attach the cords to the Hook to prevent recording paper jam.



■ **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 Dialing Method (Tone or Pulse)



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

- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%
  
- 2**   SET



SET MODE (1-6)  
ENTER NO. OR V ^
  
- 3**   SET

FAX PARAMETER(01-99)  
NO. = █
  
- 4**    SET

06 DIALING METHOD  
2:TONE
  
- 5**  for "PULSE".  
or  
 for "TONE".

06 DIALING METHOD  
1:PULSE

or

06 DIALING METHOD  
2:TONE
  
- 6**  SET 


# Adjusting the Volume

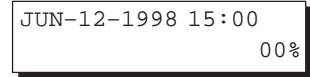
You can adjust the monitor and ringer volume on your machine. The built-in speaker enables you to hear the dial tone, dialing signals, and busy tone. The ringer sounds when your machine receives a call.

## Setting the Monitor Volume

1



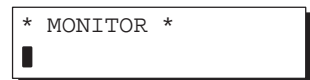
Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



2



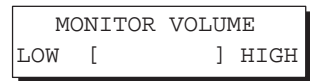
You will hear the dial tone through the speaker.



3



repeatedly to raise the volume.  
or  
repeatedly to lower the volume.



4




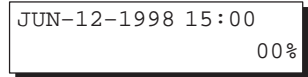
# ▶ Adjusting the Volume

## Setting the Ringer Volume

1



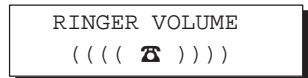
Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



2



repeatedly to raise the volume.  
or  
repeatedly to lower the volume.



3





**Note:** 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 38)


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.

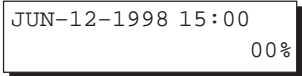


If a power failure occurs, a built-in battery will back up this information for up to 10 days when it is fully charged.

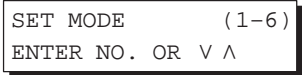

## Setting the Date and Time



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


- 1**  FAX 













Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".




- 2**  FUNCTION 

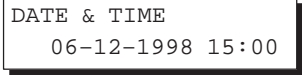



- 3** 



- 4**  SET


- 5** Enter the new date and time.

Ex:   Month : June  
  Date : 12th  
    Year : 1998  
    Time : 3:00 PM

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


- 6**  SET 

-  **Note:** 1. The clock of your machine is equipped with the D.S.T (Daylight Saving Time) system. So, your clock will automatically set the time forward from 2:00 AM to 3:00 AM on the first Sunday of April and set the time back from 2:00 AM to 1:00 AM on the last Sunday of October. If your state does not use the D.S.T. system, change the Fax Parameter No. 35 (DAYLIGHT TIME) to "Invalid" (see page 40).
2. The current Date & Time must be set because it is required by the Telephone Consumer Act of 1991. (For details, see FCC NOTICE at the end of this User's Guide.)

# ▶ User Parameters

## Setting Your LOGO

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


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

**1**    
Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".





**2**    
 FUNCTION 



**3**   






**4**  **SET** repeatedly until the display shows;







**5** Enter your LOGO (max. 25 characters and digits) by using the Character keys (see page 10).


**Ex:**         

If you make a mistake, use the  or  keys to move the cursor to the incorrect character and enter the new character over it.

If more than 19 characters are entered, the left side characters will scroll off the display.



**6**  **SET**   
 

 **Note:** Your Company Name or your name must be set as your LOGO because it is required by the Telephone Consumer Act of 1991. (For details, see FCC NOTICE at the end of this User's Guide.)


## Setting Your Character ID

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

**1**  FAX 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".





**2**  FUNCTION 



**3** 





**4**  SET repeatedly until the display shows;





**5** Enter your Character ID (max. 16 characters and digits) by using the Character keys (see page 10).

**Ex:**           

If you make a mistake, use the  or  keys to move the cursor to the incorrect character and enter the new character over it.



**6**  SET 

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

# ▶ User Parameters

## Setting Your ID Number (Fax Telephone Number)


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

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

**1**  **FAX**

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".





**2**  **FUNCTION** 
















**3** 





**4**  **SET** repeatedly until the display shows;






**5** Enter your ID (max. 20 digits) by using the key pad and .

**Ex:**         
    



If you make a mistake, press  to erase the number then reenter the correct number.

**6**  **SET** 

- !** **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.
2. Your Fax Telephone Number must be set as your ID Number because it is required by the Telephone Consumer Act of 1991. (For details, see FCC NOTICE at the end of this User's Guide.)



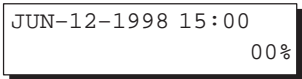



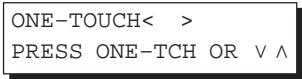














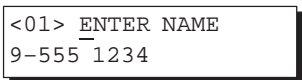












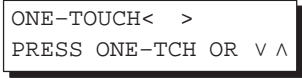
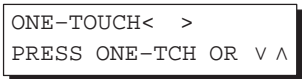








# One-Touch/Abbreviated Dialing Numbers

## Entering One-Touch/Abbreviated Dialing Numbers

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



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


- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".  

- 2**  
- 3**  
- 4** Ex:  
- 5** Enter the telephone number (up to 36 digits including pauses and spaces).  
Ex:            

- 6**  SET 
- 7** Enter the station name using character keys (up to 15 characters).  
Ex:            

- 8**  SET  
To record another number, repeat steps 4 to 8.  
To return to standby, press .  



 **Note:** You can also press , , , and  to perform the same operation as pressing  in step 2.


# ▶ One-Touch/Abbreviated Dialing Numbers



To set an Abbreviated Dialing Number, follow the steps below











- 1**  FAX 


Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".











JUN-12-1998 15:00  
00%
- 2** 


1: ONE-TOUCH  
2: ABBR. NO.
- 3** 


ABBR. [ ]  
ENTER NO. OR V ^
- 4** Enter an abbreviated number (between 01 and 72).  
Ex:  

[ 22 ]  
ENTER TEL. NO.
- 5** Enter the telephone number (up to 36 digits including pauses and spaces).  
Ex:          













[ 22 ]  
9-555 2345
- 6**  SET

[ 22 ] ENTER NAME  
9-555 2345
- 7** Enter the station name using character keys (up to 15 characters).  
Ex:          

[ 22 ] ACCOUNTING  
9-555 2345
- 8**  SET

To record another number, repeat steps 4 to 8.  
To return to standby, press .

ABBR. [ ]  
ENTER NO. OR V ^

- !** **Note:**
1. If you require a special access number to get an outside line, enter it first and then press . A hyphen "-" is displayed for a pause.
  2. Use ,  or  to enter a space between the numbers to make it easier to read.
  3. The built-in battery can back up One-Touch/ABBR. Numbers for up to 10 days when a power failure occurs.
  4. If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing, press  (represented by a "T"). The dialing method will be changed from Pulse to Tone after dialing the digit "T".  
Ex : 9 PAUSE TONE 5551234
  5. You can search for an unused One-Touch key or ABBR. number by pressing the  or  key in step 2 or 3.
  6. You can also press , , , and  to perform the same operation as pressing  in step 2.

# One-Touch/Abbreviated Dialing Numbers

## Changing or Erasing One-Touch/Abbreviated Dialing Numbers




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

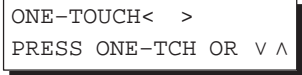
To change the settings of a One-Touch/ABBR. dialing number


**1**  












Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".


**2**  


**3**  to change a One-Touch Dialing number.  
or  
 to change an Abbreviated Dialing number.  
Ex: 




**4** Enter the station you wish to change.  
Ex: 

**5**  then enter a new telephone number. (See Note 1 and 2.)  
Ex:          





**6**  

## ▶ One-Touch/Abbreviated Dialing Numbers

7



then enter a new station name. (See Note 1 and 3.)

Ex: **P A N A F A X**

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

```
<01> PANAFAX
9-555 3456
```

8



To return to standby, press **STOP**.

```
ONE-TOUCH< >
PRESS ONE-TCH OR V ^
```



- Note:**
1. Use the **◀** or **▶** keys to move the cursor to an incorrect number and then enter the correct number over it.
  2. Use **COPY** to insert a space between the numbers you have previously set. If the telephone number is 36 digits in length, **COPY** cannot be used to insert a space.
  3. **COPY** cannot be used to insert a space while setting the station name.
  4. If the One-Touch/Abbreviated dialing number has been used for a communication reservation, the settings cannot be changed or erased until the communication has finished. To change or erase the settings, cancel the communication first by Edit File Mode (see page 99).
  5. You can also press **FUNCTION**, **(7)**, **(2)**, and **SET** to perform the same operation as pressing **PROGRAM AUTO DIALER** in step 2.

# One-Touch/Abbreviated Dialing Numbers

To erase the settings of One-Touch/ABBR. Dialing number

**1**



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

```
JUN-12-1998 15:00
                                00%
```

**2**



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

**3**



to erase the setting of a One-Touch Dialing number.

or



to erase the setting of an Abbreviated Dialing number.

Ex: ①

```
ONE-TOUCH< >
PRESS ONE-TCH OR V ^
```

**4**

Enter the station you wish to erase.

Ex:

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

**5**



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

**6**



To return to standby, press .

```
ONE-TOUCH< >
PRESS ONE-TCH OR V ^
```



**Note:** 1. If the One-Touch/Abbreviated dialing number has been used for a communication reservation, the settings cannot be changed or erased until the communication has finished.

To change or erase the settings, cancel the communication first by Edit File Mode (see page 99).


2. You can also press , (7), (2), and  to perform the same operation as pressing  in step 2.


**3**



# ▶ One-Touch/Abbreviated Dialing Numbers



## Printing Out a Directory Sheet



After programming one-touch dialing numbers, 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 keys under the Directory Sheet Cover. To print out a directory sheet, follow the steps below.



- 1** 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%
- 2**  

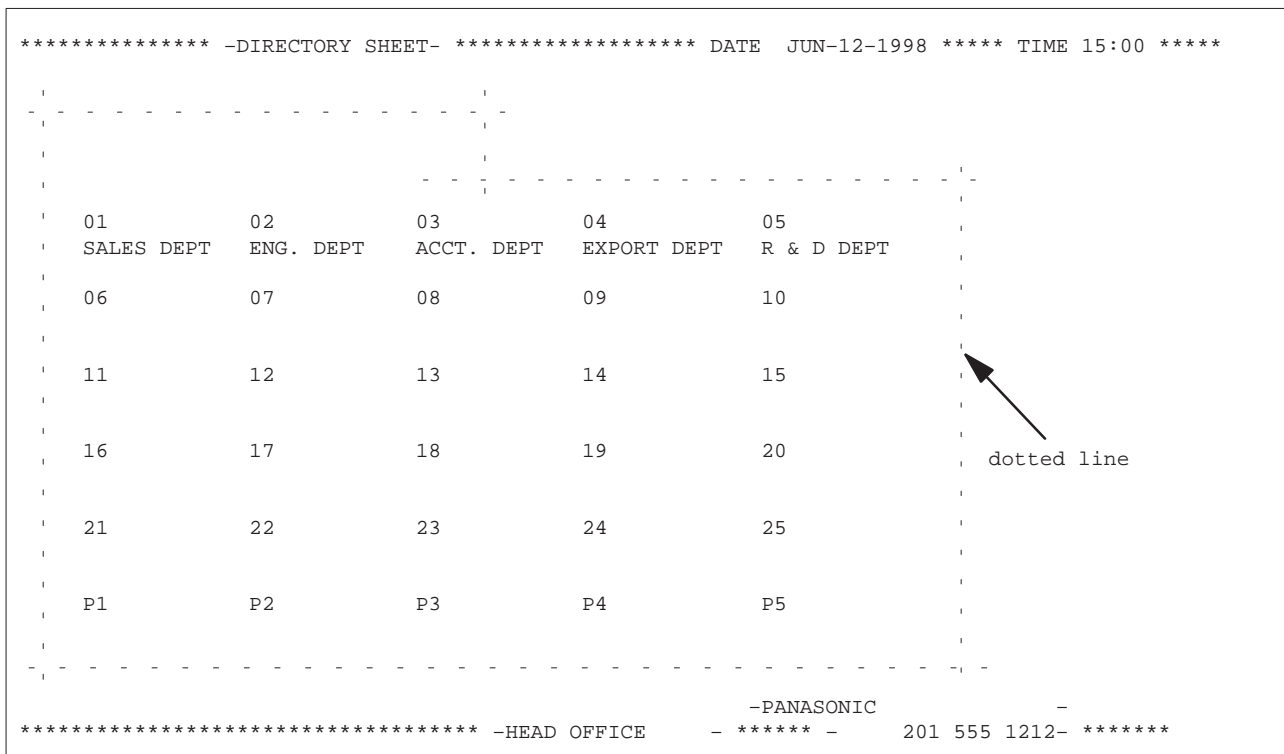
 FUNCTION 

PRINT OUT (1-7)  
ENTER NO. OR V Λ
- 3**  

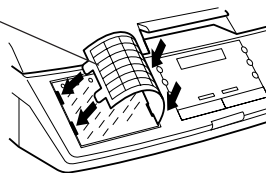
 SET 

Your machine prints out the directory sheet.

\* PRINTING \*  
DIRECTORY SHEET



Directory Sheet Cover



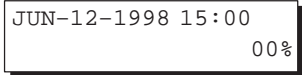


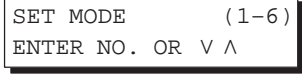





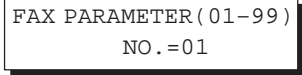


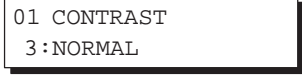

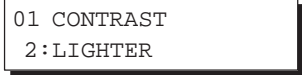







# Customizing Your Machine

3

Your facsimile machine has a variety of adjustable Fax Parameters. These parameters, listed in the Parameter Table, are preset for you and do not need to be changed. If you do want to make a change, read the table carefully. Some parameters, such as the Resolution, Contrast, and Verification Stamp parameters, can be temporarily changed by a 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** Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".  

-  **2**   

-  **3**   

- 4** Enter the Fax Parameter number from the Parameter Table (see pages 38 to 41).  
Ex:   for **CONTRAST**  

-  **5**   

- 6** Enter the new setting value.  
Ex:  for **LIGHTER**  

-  **7**   
To set another parameter, press  to return to step 4. To return to standby, press .  




**Note:** 1. To scroll the Fax Parameters in Step 4, press the  or  keys.

2. To print out a Fax Parameter List, see page 182.

3. The built-in battery when fully charged can back up the Fax Parameter settings for up to 10 days when a power failure occurs.

# ► Customizing Your Machine

**Fax Parameter Table**

No.	Parameter	Setting Number	Setting	Comments
01	CONTRAST	1	Lightest	Setting the home position of the CONTRAST key.
		2	Lighter	
		*3	Normal	
		4	Darker	
		5	Darkest	
02	RESOLUTION	*1	Standard	Setting the home position of the RESOLUTION key.
		2	Fine	
		3	S-Fine	
		4	Photo	
03	PHOTO MODE	1	Fast	Setting the home position of the Photo mode to either Quality or Fast.
		*2	Quality	
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 of the MEMORY key. This parameter is active in the FAX Mode only. The default in the FAX Mode is On. The default in the COPY Mode is Off.
		*2	On	
06	DIALING METHOD	1	Pulse	Selecting the dialing 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	

Continued on the next page.



# Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
12	COMM. JOURNAL	1	Off	Selecting the home position of printout mode for COMM. Journal Off/Always/INC. Off : No printout Always : Always prints out Inc. only : Printout when communication has failed.
		2	Always	
		*3	Inc. only	
13	AUTO JOURNAL PRINT	1	Invalid	Selecting whether the machine prints the journal automatically after every 32 transactions.
		*2	Valid	
14	FILE ACCEPTANCE REPORT	*1	Invalid	Selecting whether the machine prints the file acceptance journal. If you set this parameter to valid, the journal will be printed out after entering any communications using memory.
		2	Valid	
17	RECEIVE MODE	1	Manual	Setting the reception mode to either automatic or manual.
		*2	Auto	
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	
24	PRINT REDUCTION	1	Fixed	Selecting print reduction mode. Fixed: Reduce received document according to the 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. (dependant on the Stamp setting on the Control Panel.)
		*2	Valid	
31	INCOMPLETE FILE SAVE	*1	Invalid	Selecting whether the machine retains the document in memory if the document is not successfully transmitted.
		2	Valid	
34	POWER SAVE TIMER	--	Start-Time	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. Factory default is always "ON" (When Start = 00:00 and End = 00:00).
		--	End-Time	

Continued on the next page.

## ► Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
35	DAYLIGHT TIME	1	Invalid	Selecting whether the clock adjusts for Daylight Saving Time automatically. The built-in clock will advance 1 hour at 2:00 AM on the first Sunday in April and fall back 1 hour at 2:00 AM on the last Sunday in October.
		*2	Valid	
36	RING PATTERN DETECT (DRD) (See Note 2.)	*1	Invalid	All ring patterns.
		2	Valid	Select a ring pattern for automatic answering. 1: A Standard ring pattern. 2: B Double ring pattern. 3: C Triple ring pattern (Short-Short-Long). 4: D All other triple ring patterns, except the type C described above.
37	RCV TO MEMORY		(----	Enter a 4-digit password used to print out the received document in memory by F8-5 (RCV TO MEMORY). When F8-5 is set to On, this parameter will not be shown on the LCD display. (See page 109.)
38	ACCESS CODE		(----	Enter a 4-digit Access Code to secure the machine against unauthorized use. (See page 107.)
40	RELAY XMT REQUEST	*1	Invalid	Selecting whether the machine performs Relay XMT Request. (See page 152.)
		2	Valid	
41	CONF. FAX PARAMETER	*1	Invalid	Selecting whether the machine performs Confidential Network Communication. (See page 148.)
		2	Valid	
42	CONF. POLLED 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 136.)
		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 136.)
		2	On	
46	SELECT RCV	*1	Invalid	Selecting whether the machine performs the selective reception. (See page 135.)
		2	Valid	
52	DIAGNOSTIC PASSWORD		(----	Setting the password for Remote Diagnostic Mode. Please ask your Panasonic Authorized Dealer for details.
53	SUB-ADDRESS PASSWORD		(----	Setting a 20-digit password for secured sub-address communication.
55	OMR-XMT	*1	Off	Setting the home position of the OMR-Transmission parameter in the Select Mode. (See page 115.)
		2	On	
56	COVER SHEET	*1	Off	Setting the home position of the Cover Sheet parameter in the Select Mode. (See page 113.)
		2	On	

Continued on the next page.

No.	Parameter	Setting Number	Setting	Comments
58	LANGUAGE	*1	A-English	Selecting the language to be shown on the display and reports.
		2	C-French	
		3	Spanish	
59	PARALLEL PORT I/F (See note 3.)	*1	Invalid	Selecting whether the machine enables the Printer Interface or PC Interface.
		2	Printer Interface	
		3	PC Interface	
61	FAX/COPY MODE	*1	Fax	Setting the home position to either FAX or COPY Mode during standby. The "Remain" setting means continuation of the last mode used (either FAX or COPY Mode).
		2	Copy	
		3	Remain	
65	PRINT COLLATION	1	Invalid	Selecting whether the machine prints out documents in sequence. (See page 81.)
		*2	Valid	
77	LOGO/DEPT. CODE	*1	Invalid	Selecting whether the machine performs the Multiple Logo or Department Code operation.
		2	Multi-LOGO	
		3	Dept.Code	
99	MEMORY SIZE	-	-	Displays the amount of base and optional memory installed. (Base Memory + Optional Memory)



**Note:** 1. Setting number marked with an asterisk (\*) indicates the factory standard setting.

2. This parameter supports an optional telephone service "Distinctive Ring Service" provided by your local telephone company. It allows up to 4 different telephone numbers to be assigned on a single telephone line with a distinctive ring for each telephone number. By selecting the appropriate ring pattern associated with the telephone number assigned for your fax machine, it can differentiate and answer the incoming call on the fax number. All other calls on the other telephone numbers will not be answered. This optional service from your local phone company is also called Custom Ringing, Distinctive Ringing, Ident-a-call, Ident-a-ring, Personalized Ringing, RingMaster, RingMate, Selective Ringing, Smart Ring or something similar. Check with your local telephone company on the availability of this service in your area.

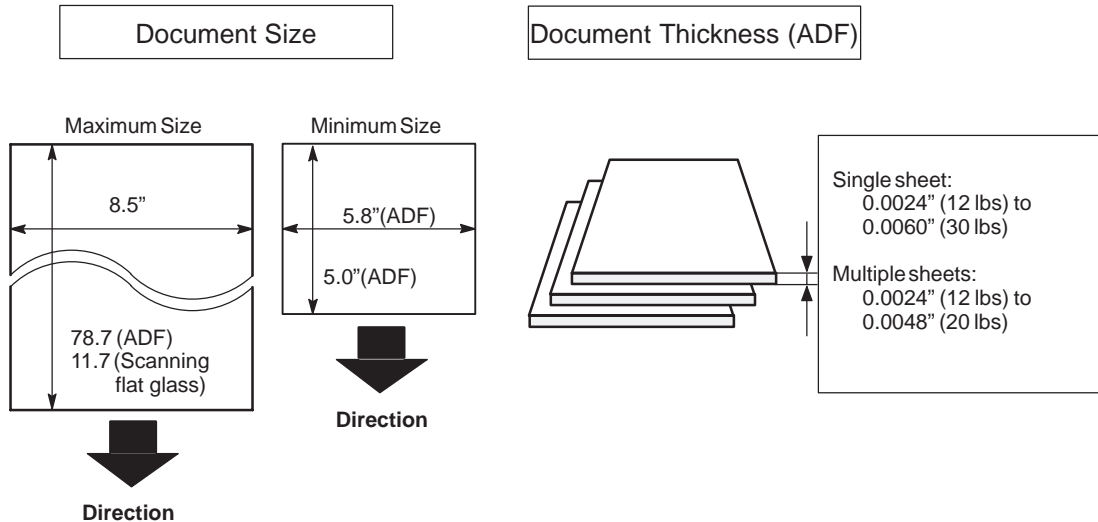
3. This parameter is available only when the Parallel Port Interface Option is installed.


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## Documents You Can Send/Copy

The DF-1100 offers you a choice of two convenient methods to fax or copy originals.

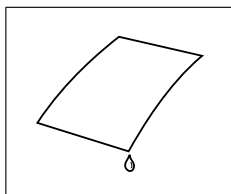
1. The Automatic Document Feeder (ADF) accepts up to 30 A4, Letter or Legal size originals at one time.
2. The Flatbed (Platen Glass) is handy when your original is a book, magazine, stapled documents, large-sized drawings or virtually any assortment of small photographs.



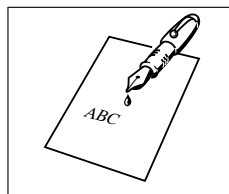
 **Note:** Use only the ADF to send or copy Legal size originals. (Platen Glass: up to Letter or A4 size)

## Documents You Cannot Send/Copy

You must never try to send or copy documents that are:

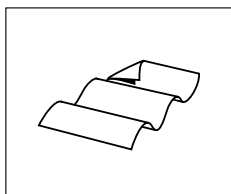


Wet

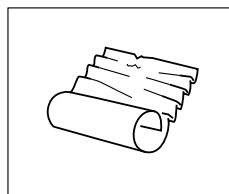


Covered with wet ink or paste

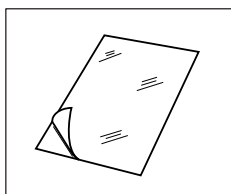
To fax or copy the following originals, place them on the Platen Glass (do not use the ADF).



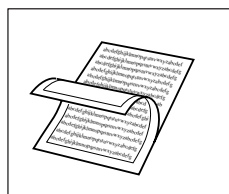
Too thin (e.g., onionskin, airmail paper, pages from some magazines, etc.)



Wrinkled, curled or folded



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



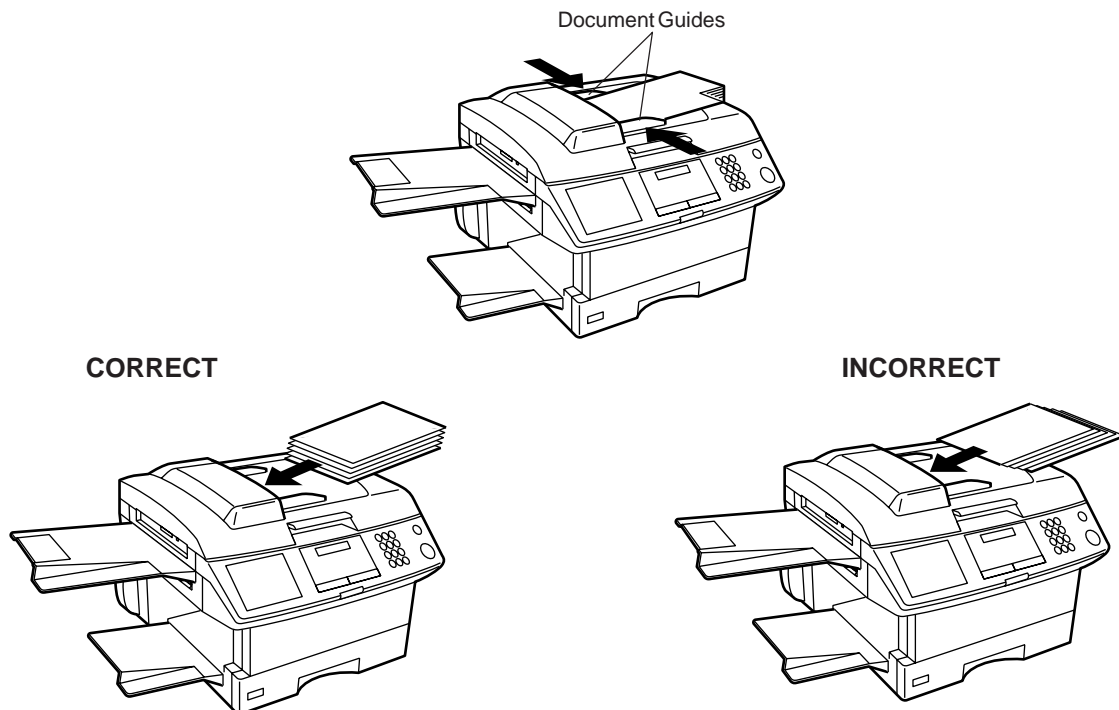
Chemically processed (e.g., pressure-sensitive paper, carbon-coated paper, etc.) or made of cloth or metal

## ▶ Loading Documents

Place documents that you want to send or copy on either the Automatic Document Feeder (ADF) or on the Platen Glass.

### How to Load Documents on the ADF

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 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 to 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.

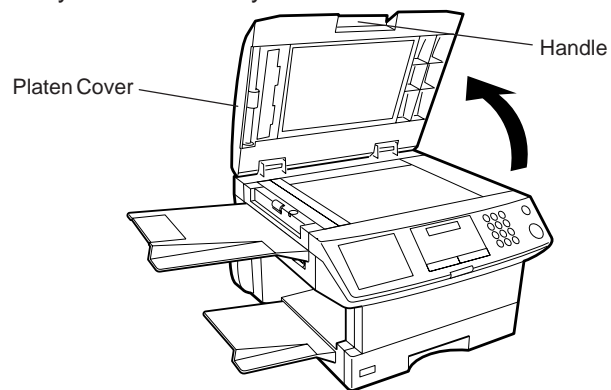


- !** **Note:** 1. Use only the ADF to send or copy Legal size originals. (Platen Glass: up to Letter or A4 size)  
2. Transmitting documents longer than 14" (356 mm) requires the user's assistance.

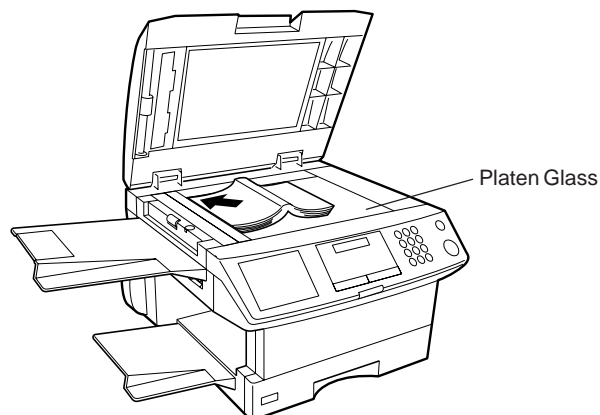
## How to Load Documents on the Platen Glass

To fax or copy page(s) from a book, magazine, stapled documents, large-sized drawings or virtually any assortment of small photographs use the Platen Glass.

1. Lift the Platen Cover by the Handle only.



2. Place the book or document Face Down on the Platen Glass, aligning it with the arrow mark on the document size guides.



**Note:** *New books with rigid spine should be flattened on a table first. When copying books apply steady even pressure on the Book to flatten the spine.*

## ► Basic Transmission Settings

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

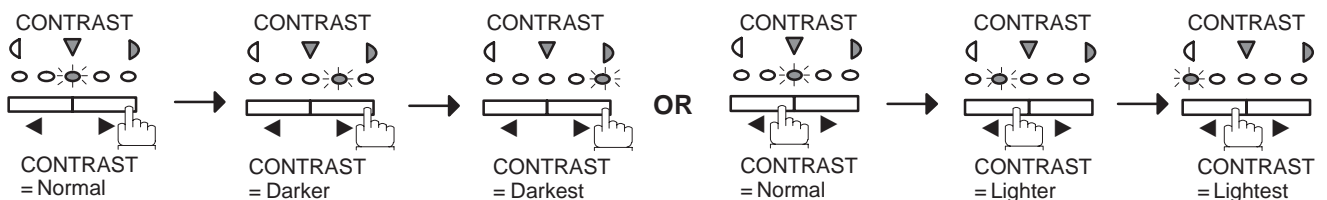
- Contrast
- Resolution
- Stamp
- Communication Journal

After your document has 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** or **Lightest**. If you wish to send a document with darker contrast, change the setting to **Darker** or **Darkest**.

Press **[CONTRAST]** to:



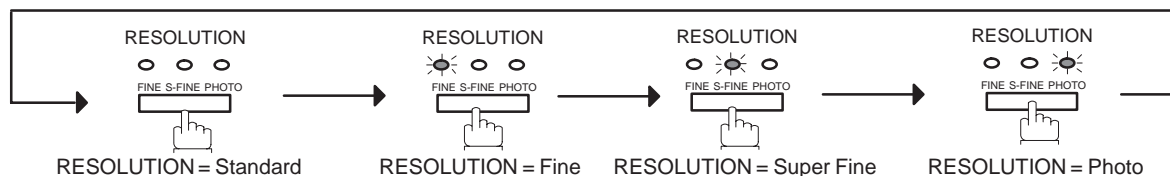
**!** **Note:** To change the preset Contrast position, change the setting of Fax Parameter No. 01 (see page 38).

### Resolution

Your machine is preset to **Standard** resolution, which is suitable for most documents.

Use **Fine** or **Super Fine** for detailed documents or **Photo** for photographs or illustrations with gray tones.

Press **[RESOLUTION]** to:

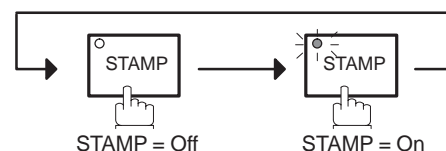


**!** **Note:** To change the preset Resolution position, change the setting of Fax Parameter No. 02 (see page 38).

### 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 a document in memory, change the setting of Fax Parameter No. 28 (see page 39).
  2. To change the preset Verification Stamp position, change the setting of Fax Parameter No. 04 (see page 38).



# Basic Transmission Settings

## Communication Journal (COMM. JOURNAL)

A Communication Journal lets you verify if the transmission was successful. You can select the condition for printing 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**  FAX 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



**2**  FUNCTION 



**3**  1  SET



**4**  1 for OFF.

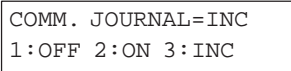
or

 2 for ON (Always print out).



or


 3 for INCOMPLETE only.



or

or

**5**  SET

 **Note:** To change the preset Comm. Journal condition, change the setting of Fax Parameter No. 12 (see page 39).

## ▶ Sending Documents

You can choose either Memory or Direct Transmission.

Use Memory Transmission if:

- You want to send the document to multiple stations.
- You have to retrieve the document immediately.
- You want to take the advantage of the Dual Operation design.

Use Direct Transmission if:

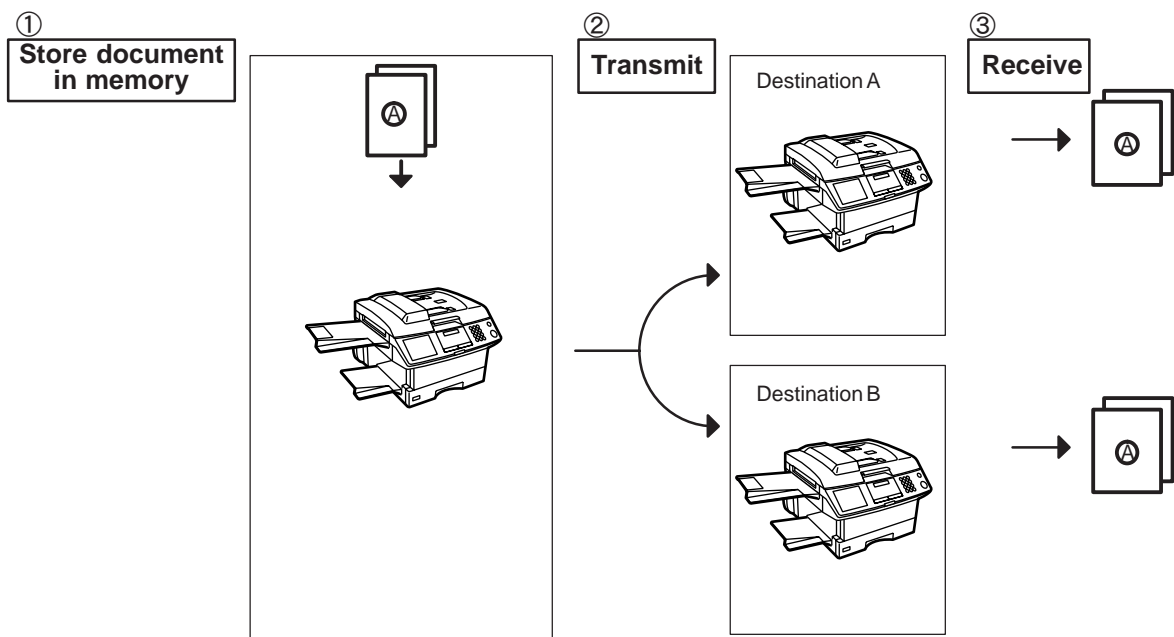
- The memory is full.
- You want to send the document real time.

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, it 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=02  10%
```

2. If a memory overflow occurs while storing documents into memory, all the remaining documents in the ADF will be ejected. The machine will prompt on the display, whether to start transmitting those pages which are successfully stored or to delete them. Press ① to delete; press ② to transmit. See Specifications on page 198 for the image memory capacity.

```
* STORE * COMPLETED
TOTAL PAGES=05  30%
```

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

If no action is taken within 10 seconds, the machine will start transmitting the stored pages.

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

3. An Information Code will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial. The document stored for this transmission will be erased from the memory automatically and the information code is printed for the transmission on the Communication Journal (COMM.JOURNAL). If you need to retain the incomplete documents even after the last redial, change Fax Parameter No. 31 (INC. FILE SAVE) to "Valid" in advance. (See page 39.) To retry sending the incomplete documents, refer to page 106.

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

4. When a power failure occurs, the document information stored in memory will be lost and a Power Failure Report will be printed automatically after the power is restored. (See page 183.)

5. 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 39.)

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
```

6. If you would like to print a Communication Journal (COMM. JOURNAL) after stopping a transmission, press

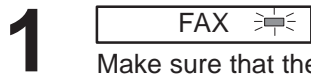
① when the display shows:


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

# ▶ Sending Documents

## Manual Number Dialing

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



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%



Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%


or

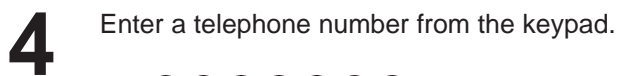


Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%



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



Ex: 

TEL. NO.  
5551234█



## 6a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* STORE *      NO.002
      PAGES=01  05%
```

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

Then starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```

## 6b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press **1** to select "YES". (Pressing **2** returns you to the previous screen.)

```
* STORE *      NO.002
      PAGES=01  05%
```

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press **1** to select "YES". If you do not wish to store an additional document, press **2** to select "NO". (See Note 3)

If "YES" is selected, the LCD is as shown to the right.

Press **START** to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

If "NO" is selected, the LCD is as shown to the right and the machine starts to dial the telephone number.

```
* DIALING *    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 dialing the full number.  
**Ex: 9 PAUSE 5551234**

2. If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing, press **TONE** (represented by a "/").

The dialing mode will be changed from Pulse to Tone after dialing the digit "/".

**Ex: 9 PAUSE TONE 5551234**

3. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.

# ▶ Sending Documents

## One-Touch Dialing

One-Touch Dialing allows you to dial a full telephone number by pressing a single key. To program a One-Touch key, see page 31.

1



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

```
JUN-12-1998 15:00
00%
```

2a



Place document(s) face down on the ADF.

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

or

or

2b



Place a book or document face down on the Platen Glass.

```
JUN-12-1998 15:00
00%
```

3



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

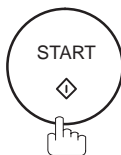
4

Press a One-Touch key.

Ex:

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

5



## 6a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* STORE *      NO.002
      PAGES=01  05%
```

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

Then starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```

## 6b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES". (Pressing ② returns you to the previous screen.)

```
* STORE *      NO.002
      PAGES=01  05%
```

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note)

If "YES" is selected, the LCD is as shown to the right.

Press **START** to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

If "NO" is selected, the LCD is as shown to the right and the machine starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```



**Note:** If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.

# ▶ Sending Documents

## Abbreviated Dialing

Abbreviated dialing is a speedy way to dial a frequently dialed telephone number by preprogramming the telephone number into the built-in auto-dialer with a 2-digit abbreviated code. To program an abbreviated dialing number, see page 32.

**1**



Make sure that the FAX lamp is on.  
If not, press **FAX** to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2a**



Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or

or

**2b**



Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%

**3**



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

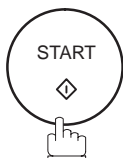
**4**

Press **ABBR** then enter a 2-digit code.



[10] (Station name)  
5553456

**5**





## 6a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* STORE *      NO.002
      PAGES=01  05%
```

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

Then starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```

## 6b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES". (Pressing ② returns you to the previous screen.)

```
* STORE *      NO.002
      PAGES=01  05%
```

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note)

If "YES" is selected, the LCD is as shown to the right.

Press START to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

If "NO" is selected, the LCD is as shown to the right and the machine starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```

**Note:** If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.

# ▶ Sending Documents

## Directory Search Dialing

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

1



Make sure that the FAX lamp is on.  
If not, press **FAX** to set the "FAX Mode".

JUN-12-1998 15:00  
00%

2a



Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or

2b



or

Place a book or document face down on the Platen Glass.

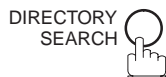
JUN-12-1998 15:00  
00%

3



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

4



ENTER LETTER(S)  
█

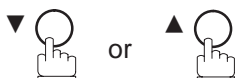
5

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

Ex: **P A N A** to search for **PANASONIC**

ENTER LETTER(S)  
PANA█

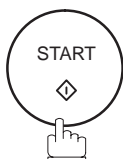
6



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

[10] PANASONIC  
5553456

7



## 8a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* STORE *      NO.002
      PAGES=01  05%
```

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

Then starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```

## 8b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES". (Pressing ② returns you to the previous screen.)

```
* STORE *      NO.002
      PAGES=01  05%
```

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note)

If "YES" is selected, the LCD is as shown to the right.

Press START to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

If "NO" is selected, the LCD is as shown to the right and the machine starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```

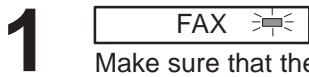



**Note:** If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.

# ▶ Sending Documents

## Multi-Station Transmission (Broadcasting)

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



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%



Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or




or



Place a book or document face down on the Platen Glass.


JUN-12-1998 15:00  
00%



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

**4** Dial by any combination of the following methods:


- One-Touch Dialing
- Abbreviated Dialing
- Manual Number Dialing, press  after each station is entered. (Up to 32 stations)
- Directory Search Dialing, press  after each station is entered.  
(See pages 50 to 57 for details about each operation.)

Ex: 



<01>(Station name)  
5551234

[10](Station name)  
5553456

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

2 STN(S) ARE SET  
ADD MORE OR START



## 6a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* STORE *      NO.002
      PAGES=01  05%
```

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

Then starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```

## 6b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press **①** to select "YES". (Pressing **②** returns you to the previous screen.)

```
* STORE *      NO.002
      PAGES=01  05%
```

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press **①** to select "YES". If you do not wish to store an additional document, press **②** to select "NO". (See Note 2)

If "YES" is selected, the LCD is as shown to the right. Press **START** to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

If "NO" is selected, the LCD is as shown to the right and the machine starts to dial the telephone number.

```
* DIALING *    NO.002
5551234
```

- Note:** 1. You can review the stations you entered in step 4 before storing your document into memory by pressing **▼** or **▲** key. Press **CLEAR** to clear an entered station shown on the display if needed.
2. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.

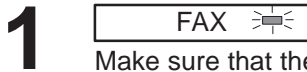
# ▶ Sending Documents


## Direct Transmission

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

### Manual Number Dialing (Direct Transmission)

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



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%



Place document(s) face down on the ADF.

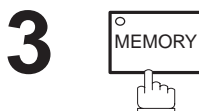
ENTER STATION(S)  
THEN PRESS START 00%


or



Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%



Make sure that the lamp is off.  
If not, press  to set it "Off".

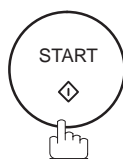
**4**

Enter a telephone number from the keypad.

Ex: (5)(5)(5)(1)(2)(3)(4)

PRESS START TO DIAL  
5551234

**5**



## 6a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* DIALING *  
5551234
```

The machine starts to dial the telephone number.

## 6b Flatbed scanning


When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?  
1: YES 2: NO
```

Press ① to select "YES". (Pressing ② returns you to the previous screen.)

```
* DIALING *  
5551234
```

The machine starts to dial the telephone number.

 **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 dialing the full number.

**Ex: 9 PAUSE 5551234**

2. If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing, press **TONE** (represented by a "/").

The dialing mode will be changed from Pulse to Tone after dialing the digit "/".

**Ex: 9 PAUSE TONE 5551234**

3. To stop the transmission, press **STOP**.

The display shows:

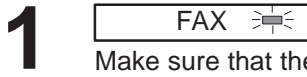
```
COMMUNICATION STOP ?  
1: YES 2: NO
```


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

# ▶ Sending Documents

## One-Touch Dialing (Direct Transmission)

One-Touch dialing allows you to dial a full telephone number by pressing a single key. To program a One-Touch key, see page 31.



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%



Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

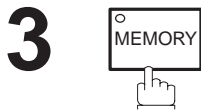
or



or

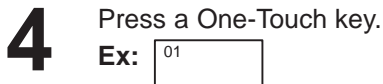
Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%



Make sure that the lamp is off.

If not, press  to set it "Off".



<01>(Station name)  
5551234

### **5a** ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

The machine starts to dial the telephone number.

\* DIALING \*  
5551234

### **5b** Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

Press **①** to select "YES". (Pressing **②** returns you to the previous screen.)

The machine starts to dial the telephone number.

SCAN FROM FLATBED?  
1: YES 2: NO

\* DIALING \*  
5551234




## Abbreviated Dialing (Direct Transmission)

Abbreviated dialing is a speedy way of dialing a frequently dialed telephone number by preprogramming the telephone number into the built-in auto-dialer with a 2-digit abbreviated code. To program an Abbreviated dialing number, see page 32.


**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

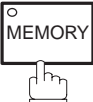

**2a**  Place document(s) face down on the ADF.


ENTER STATION(S)  
THEN PRESS START 00%




or

**2b**  or  
Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%

**3**  Make sure that the lamp is off.  
If not, press  to set it "Off".

**4** Press  and a 2-digit code.

Ex:   

[10](Station name)  
5553456

**5a** **ADF scanning**

When documents are placed on the ADF, the LCD is as shown to the right.



\* DIALING \*  
5551234

The machine starts to dial the telephone number.

**5b** **Flatbed scanning**

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

SCAN FROM FLATBED?  
1: YES 2: NO

Press  to select "YES". (Pressing  returns you to the previous screen.)

\* DIALING \*  
5551234

The machine starts to dial the telephone number.


# ▶ Sending Documents

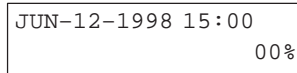
## Directory Search Dialing (Direct Transmission)

Directory search dialing allows you to dial a full telephone number by searching for its station name entered in One-Touch keys or Abbreviated dialing numbers.

1



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

A rectangular display screen showing "JUN-12-1998 15:00" on the top line and "00%" on the bottom right.

2a

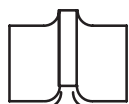


Place document(s) face down on the ADF.

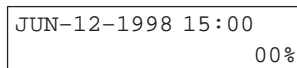
A rectangular display screen showing "ENTER STATION(S)" on the top line and "THEN PRESS START 00%" on the bottom line.

or

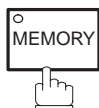
2b



Place a book or document face down on the Platen Glass.

A rectangular display screen showing "JUN-12-1998 15:00" on the top line and "00%" on the bottom right.

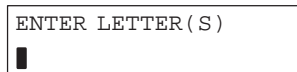
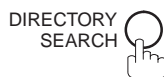
3



Make sure that the lamp is off.

If not, press  to set it "Off".

4

A rectangular display screen showing "ENTER LETTER(S)" on the top line and a small vertical bar on the bottom left.

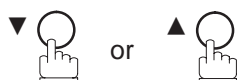
5

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

Ex:     to search for **PANASONIC**

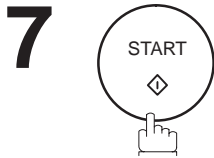
A rectangular display screen showing "ENTER LETTER(S)" on the top line and "PANA" on the bottom line.

6



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


A rectangular display screen showing "[10] PANASONIC" on the top line and "5553456" on the bottom line.



## **8a** ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

The machine starts to dial the telephone number.



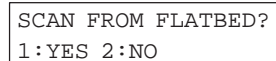
```
* DIALING *  
5551234
```

## **8b** Flatbed scanning

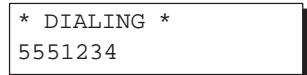
When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

Press ① to select "YES". (Pressing ② returns you to the previous screen.)

The machine starts to dial the telephone number.



```
SCAN FROM FLATBED?  
1: YES 2: NO
```



```
* DIALING *  
5551234
```



# ▶ Sending Documents

## Voice Mode Transmission


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

## Off-Hook Dialing

For Off-Hook Dialing, follow the steps below.

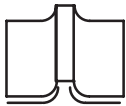
- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

- 2a**  Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or

- 2b**  Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%

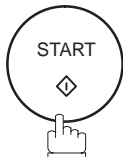
- 3** Lift the handset of the external telephone and dial the telephone number.

Ex: (5)(5)(5)(1)(2)(3)(4)

\* PHONE OFF HOOK \*

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

Then, when you hear a beep,



and hang up the handset.

## 5a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

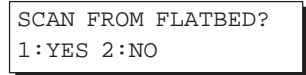


ON LINE \* XMT \*

The machine starts sending the documents.

## 5b Flatbed scanning

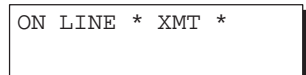
When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.



SCAN FROM FLATBED?  
1: YES 2: NO


Press ① to select "YES".

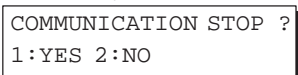
The machine starts sending the documents.



ON LINE \* XMT \*

**Note:** Pressing ② ("NO") in step 5b, sets the machine into Reception Mode.

 **Note:** To stop the transmission, press  .  
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.


# ▶ Sending Documents

## On-Hook Dialing

For On-Hook Dialing, follow the steps below.

**1**



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

```
JUN-12-1998 15:00
00%
```

**2a**



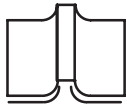
Place document(s) face down on the ADF.

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

or

or

**2b**



Place a book or document face down on the Platen Glass.

```
JUN-12-1998 15:00
00%
```

**3**



You will hear dial tone through the monitor speaker.

```
* MONITOR *
█
```

**4**

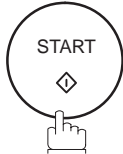
Dial the telephone number from the keypad.

Ex:  5 5 5 1 2 3 4

```
* DIALING *
5551234 █
```

**5**

When you hear a beep,



## 6a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
ON LINE * XMT *  
5551234
```

The machine starts sending the documents.

## 6b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?  
1: YES 2: NO
```

Press ① to select "YES".

The machine starts sending the document.

```
ON LINE * XMT *  
5551234
```

**Note:** Pressing ② ("NO") in step 6b, sets the machine into Reception Mode.



**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 dialing the full number.

**Ex: 9 PAUSE 5551234**

2. If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing, press

**TONE** (represented by a "/").

The dialing mode will be changed from Pulse to Tone after dialing the digit "/".

**Ex: 9 PAUSE TONE 5551234**

# ▶ Sending Documents

## Transmission Reservation

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

- Reserve the next transmission into memory for up to 30 different files.
- Reserve a priority transmission.

## Memory Transmission Reservation (Multi-tasking)

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



- 1** Your machine is on-line, the STATUS LED is blinking and the LCD is as shown to the right.


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

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

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


```
JUN-12-1998 15:00  
00%
```

- 2**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



- 3a**  Place document(s) face down on the ADF.



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


or

- 3b**  or  
Place a book or document face down on the Platen Glass.

```
JUN-12-1998 15:00  
00%
```

- 4**  Make sure that the MEMORY lamp is on.  
If not, press  to set "On".

- 5** Dial by any combination of the following methods:
- One-Touch Dialing
  - Abbreviated Dialing
  - Manual Number Dialing, press  after each station is entered. (Up to 32 stations)
  - Directory Search Dialing, press  after each station is entered.
- (See pages 50 to 56 for details about each operation.)

Ex: 

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



## 6



## 7a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

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

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

When the operation in progress is completed, the machine will automatically dial the telephone number and begin transmitting.

## 7b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES". (Pressing ② returns you to the previous screen.)

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

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note 2)

If "YES" is selected, the LCD is as shown to the right.

Press START to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

When the operation in progress is completed, the machine will automatically dial the telephone number and begin transmitting.



- Note:** 1. To cancel the memory transmission reservation, see page 103.  
2. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.

# ▶ Sending Documents

## Direct Transmission Reservation (Priority Transmission Reservation)

If you are in a rush to send an urgent document, however, there are many files for transmission in 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 urgent documents to multiple stations.

### To reserve your machine for sending urgent documents



- 1** Your machine is on-line, the Status LED is blinking and the LCD is as shown to the right.

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

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

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



```
JUN-12-1998 15:00  
00%
```



- 2**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".




Place document(s) face down on the ADF (See Note).

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

- 4**  Make sure that the lamp is off.  
If not, press  to set it "Off".

- 5** Dial by using any one of the following methods:
- One-Touch Dialing
  - Abbreviated Dialing
  - Manual Number Dialing and press  .
  - Directory Search Dialing and press  .
- (See pages 60 to 65 for details about each operation.)

Ex: 

You can reserve sending an urgent document to a single station only.

A message "DIRECT XMT RESERVED" will be shown on the display.

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

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

# Sending Documents

To cancel the direct transmission reservation


**1** Make sure the document is on the ADF.

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

**2** 

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

**4**

**3**  and then remove the document from the ADF.



**Note:** Direct Transmission Reservation is only available from the ADF.

# ▶ Sending Documents

## Redialing

### Automatic Redialing


If the line is busy or there is no answer, your machine will redial the number up to 5 times at 3-minute intervals. During that time, a message will appear as shown to the right.

WAIT TO DIAL NO.001  
(Telephone number)



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

 **Note:** Canadian Models will not redial when the communication fails due to no response from the called station.


### Manual Redialing

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

#### To redial the last dialed number through memory


- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%



- 2a**  Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or

- 2b**  Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%

- 3**  Make sure that the MEMORY lamp is on.  
If not, press  to set "On".

- 4** 

TEL. NO.  
5551234



## 6a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

The document(s) is stored into memory with a file number.

Then the machine starts dialing the last number dialed.

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

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

```
* DIALING *   NO.001
5551234
```

## 6b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

- (1) Press **①** to select "YES". (Pressing **②** returns you to the previous screen.)

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

- (2) To store another document into memory, press **①** to select "YES". If you do not wish to store an additional document, press **②** to select "NO". (See Note)

If "YES" is selected, the LCD is as shown to the right.

Press **START** to store the document. Repeat this step until you have stored all the desired documents.

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

```
SCAN FROM FLATBED?
1: YES 2: NO
```

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

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

```
SET ANOTHER PAGE AND
THEN PRESS START
```

```
* DIALING *
5551234
```

**Note:** If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.

# ▶ Sending Documents

To redial the last dialed number without memory

1



Make sure that the FAX lamp is on.  
If not, press **FAX** to set the "FAX Mode".

JUN-12-1998 15:00  
00%

2a



Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or

or

2b



Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%

3



Make sure that the lamp is off.  
If not, press **MEMORY** to set it "Off".

4



TEL. NO.  
5551234

## 5a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

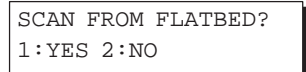


```
* DIALING *  
5551234
```

Then the machine starts dialing the last number dialed.

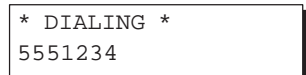
## 5b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.




```
SCAN FROM FLATBED?  
1: YES 2: NO
```

Press ① to select "YES". (Pressing ② returns you to the previous screen.)



```
* DIALING *  
5551234
```

Then the machine starts dialing the last number dialed.

-  **Note:** 1. While the unit is displaying "WAIT TO DIAL", you can press **REDIAL** to start redialing immediately.  
2. While the unit is displaying "DIALING" and a message is heard through the monitor that the circuits are busy....., you can press **REDIAL** to start redialing immediately.  
3. Only one page can be sent during Non-memory Flatbed scanning.

# ▶ Receiving Documents

Your machine is provided with both automatic and manual reception modes. The selection of either reception mode is made with Fax Parameter No. 17 (RCV MODE).

## Automatic Reception

Your machine will receive documents automatically if the Fax Parameter No. 17 (RECEIVE MODE) is set to "Auto" (see page 39).

## Manual Reception


You may wish to receive documents manually if you use the telephone line in your office primarily as a personal telephone and occasionally for your facsimile machine.

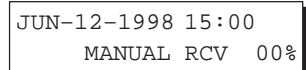
To receive documents manually, change the Fax Parameter No. 17 (RECEIVE MODE) to "Manual" (see page 39) and the following message will be shown on the display.

### To receive documents manually

1

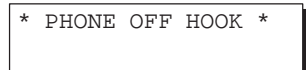


Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

A rectangular display screen showing the date and time: "JUN-12-1998 15:00" and "MANUAL RCV 00%".

2

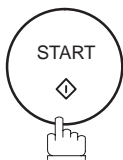
When the telephone rings, lift the handset (see Note). If you hear a beep, the sound tells you that someone wants to send a document.


A rectangular display screen showing the message: "\* PHONE OFF HOOK \*".

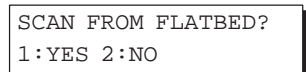
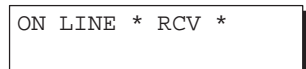
3

Remove any documents from the ADF.

4



Press  for "NO".  
Your machine starts receiving the document.

A rectangular display screen showing the message: "SCAN FROM FLATBED?" and "1: YES 2: NO".A rectangular display screen showing the message: "ON LINE \* RCV \*".

5

Hang up the telephone.



**Note:** Your machine requires an external telephone connected to the TEL jack on the left side of the machine.



## 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 when printing with no reduction.

### 2. Fixed Reduction

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

## Selecting the Print Reduction Mode

Set Fax Parameters as shown below. (See page 39.)

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.)
    - Ex:** A4 to A4 – 96%
    - A4 to Letter – 90%
    - Letter to Letter – 96%
    - Legal to Letter – 75%



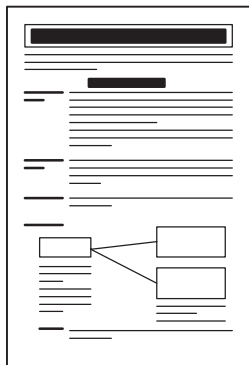
**Note:** If the sending side is set to print the header on the outside of the copy area, a greater reduction ratio will be required.

## ► Receiving Documents

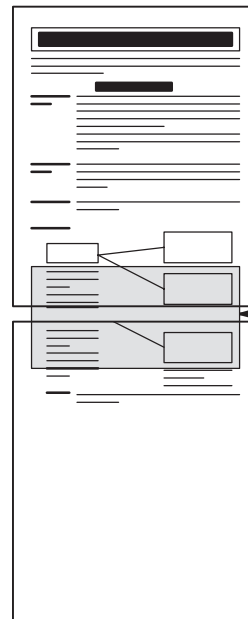
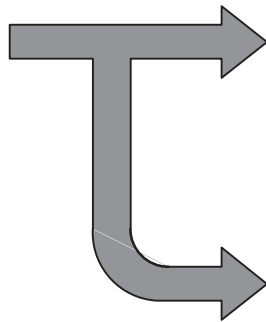
### Receiving Oversized Documents

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 0.4" (10 mm) of first page will be overlapped on top of the next page.

Transmitted Document



Received Document



Overlap print.  
0.4" (10 mm)

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



**Note:** 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.

## 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.

**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

**2** Replenish the recording paper (see page 20) or replace the toner cartridge (see page 18).

OUT OF TONER  
INFO. CODE=041

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

\* PRINTING \*  
MEMORY RCV'D DOC



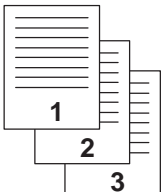
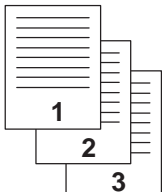
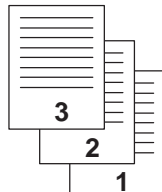
- Note:**
1. If the memory overflows, the machine will stop receiving and release the communication line. The document(s) stored in the memory up to that moment will be printed out.
  2. When a power failure occurs, the document information stored in memory will be saved for up to 1 hour, when the battery is fully charged.
  3. If you wish to turn off the substitute reception function, change the setting of Fax Parameter No. 22 to "Invalid" (see page 39).

## Print Collation Mode

The printing mechanism of the DF-1100 has a Reverse Order Stacking construction. The DF-1100 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.


To use this function, we recommend installing an Optional Memory Card. See page 201 (Options and Supplies).


Sending Document Order	Stacking Document Order	
	<p>Correct Order Stacking (Collation Mode)</p> 	<p>Reverse Order Stacking (Non-Collation Mode)</p> 


# ▶ Making Copies


The copy function in your machine allows you to make single or multiple copies using the ADF or the Flatbed. When copying, your machine will automatically select the Super-Fine resolution.




## Copying from ADF



- 1**  to set the "COPY Mode".  
The COPY lamp lights.

COPIES: 1 ZOOM:100%  
LTR --> LTR [TRAY-1]
- 2**   
Place document(s) face down on the ADF.

COPIES: 1 ZOOM:100%  
LTR --> LTR [TRAY-1]
- 3** Press  to select the size of the original document being copied.  
(ADF copy allows three selections LTR (Letter), LGL (Legal) or A4 size.)

COPIES: 1 ZOOM: 78%  
LGL --> LTR [TRAY-1]
- 4** Press  to select the paper cassette tray to be used for printing in a multi-tray-configured machine.  
(See Note 1 and 4)  
TRAY-1 (Standard cassette) --> TRAY-2 (Optional 2nd cassette) --> TRAY-3 (Optional 3rd cassette)

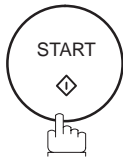
COPIES: 1 ZOOM:100%  
LGL --> LGL [TRAY-2]
- 5** Press  ( and ) to set the zoom ratio from 70% to 141% in 1% steps. To quickly change back to 100%, press [100%] (DIRECTORY SEARCH).  
Ex: 90%

COPIES: 1 ZOOM: 90%  
LGL --> LGL [TRAY-2]
- 6** Enter the number of copies.  
Ex:  

COPIES:10 ZOOM: 90%  
LGL --> LGL [TRAY-2]

# Making Copies ◀

# 7



The machine stores the document(s), then prints the copies.


```
* STORE *      NO.002
      PAGES=01  05%
```

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

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

# 4




- Note:**
1. Paper cassette Tray 2 and 3 are optional. (see page 201).
  2. Standard and Fine resolutions are not available when copying.
  3. Press  key instead of **CLEAR** key to clear the number of copies.
  4. If Memory Overflow occurs while storing to memory, the machine will delete the stored pages and return to the standby mode.
  5. If the selected cassette tray is Out Of Paper, the paper size is shown as "\*\*\*\*" on the right side of the arrow mark (→).

```
COPIES: 1  ZOOM:100%
LGL --> *** [TRAY-2]
```

# ▶ Making Copies

## Copying from Flatbed

- 1**  **COPY** to set the "COPY Mode".  
The COPY lamp lights.

```
COPIES: 1 ZOOM:100%  
LTR --> LTR [TRAY-1]
```



Place a book or document face down on the Platen Glass.

```
COPIES: 1 ZOOM:100%  
LTR --> LTR [TRAY-1]
```

- 3** Press **ORIGINAL SIZE** to select the size of the original document being copied. (See Note 3).  
(Flatbed copy allows two selections LTR (Letter) or A4 size.)

**Ex:** A4 (A4 size)

The original size is shown on the lower line of the LCD and on the left side of the arrow mark (-->).

```
COPIES: 1 ZOOM: 94%  
A4 --> LTR [TRAY-1]
```



- 4** Press **TRAY** to select the paper cassette tray to be used for printing in a multi-tray-configured machine.  
(See Note 1 and 6)

TRAY-1 (Standard cassette) --> TRAY-2 (Optional 2nd cassette) --> TRAY-3 (Optional 3rd cassette)

**Ex:** TRAY-3 (Optional 3rd cassette, loaded with A4 size paper)

The selected tray and paper size loaded in the cassette are shown on the lower line of the LCD and on the right side of the arrow mark (-->).

```
COPIES: 1 ZOOM:100%  
A4 --> A4 [TRAY-3]
```

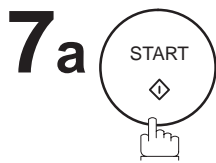
- 5** Press **ZOOM** ( and ) to set the zoom ratio from 70% to 141% in 1% steps. To quickly change back to 100%, press [100%] (DIRECTORY SEARCH).

**Ex:** 90%

```
COPIES: 1 ZOOM: 90%  
A4 --> A4 [TRAY-3]
```

- 6** Enter the number of copies. (See Note 4.)  
**Ex:** ①①

```
COPIES:10 ZOOM: 90%  
A4 --> A4 [TRAY-3]
```



The machine starts making copies.  
(If you wish to make a copy of multiple pages, see step 7b below.)

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

**7b** To make a copy of multiple pages, make sure that the MEMORY light is on.  
If not, press **MEMORY** to set "On".



The document is stored into memory with a file number.  
Then the machine prompts whether you wish to store another page. (See Note 5)

```
* STORE *      NO.002
      PAGES=01  05%
```

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

**9** Press **1** to select "YES" and store additional documents into memory.

The machine prompts you to place another document on the Platen Glass. Press **START** to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

If "NO" is selected, the LCD is as shown to the right and the machine starts making copies.

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



- Note:**
1. Paper cassette Tray 2 and 3 are optional. (See page 201.).
  2. Standard and Fine resolutions are not available when copying.
  3. Legal size document is not available for Flatbed.
  4. Press **OFF** key instead of **CLEAR** key to clear the number of copies.
  5. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.
  6. If Memory Overflow occurs while storing to memory, the machine will delete the stored pages and return to the standby mode.
  7. If the selected cassette tray is Out Of Paper, the paper size is shown as "\*\*\*\*" on the right side of the arrow mark (→).

```
COPIES: 1  ZOOM:100%
LGL --> *** [TRAY-3]
```

# ▶ Timer Controlled Communications


You can send or poll a document to one or multiple stations at any preset time within the next 24 hours. Up to 30 built-in timers can be set for deferred transmission and deferred polling.

## Deferred Transmission


**1**  **FAX** 

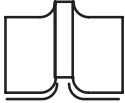
Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



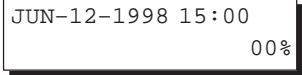
**2a** 


Place document(s) face down on the ADF.




**2b**  or

Place a book or document face down on the Platen Glass.



**3**  **MEMORY**






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

**4**  **FUNCTION** 





**5** 

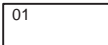


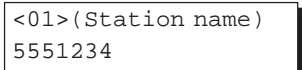
**6** Enter the start time from the keypad.  
(Use a 4-digit, 24-hour clock.)  
**Ex:** Enter     (11:30 p.m.) and press .



**7** Dial by any combination of the following methods:

- One-Touch Dialing
- Abbreviated Dialing
- Manual Number Dialing, press  after each station is entered (Up to 32 stations)
- Directory Search Dialing, press  after each station is entered.  
(For details, see page 50 to 57.)

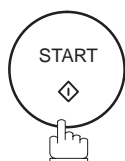
**Ex:** 





# Timer Controlled Communications

## 8



## 9a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* STORE *      NO.002
      PAGES=01  05%
```

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

## 9b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES".  
(Pressing ② returns you to the previous screen.)

```
* STORE *      NO.002
      PAGES=01  05%
```

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note 4)

If "YES" is selected, the LCD is as shown to the right.

Press **START** to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```



- Note:** 1. If you enter a wrong number in Step 6, press **CLEAR** then re-enter the right number.  
2. To change or cancel the Deferred Communication settings, see page 101 and 103.  
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.  
This is available only when using ADF scanning.


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




4. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.



## 5







# ▶ Timer Controlled Communications







## Deferred Polling

- 1**  JUN-12-1998 15:00  
00%



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".
- 2**  FUNCTION 


DEFERRED COMM. NO. =   
1:XMT 2:POLLING
- 3** 

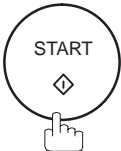
DEFERRED POLLING  
PASSWORD= 
- 4** Enter a 4-digit polling password.  
Ex: Enter     and press .

DEFERRED POLLING  
START TIME  :
- 5** Enter the start time from the keypad.  
(Use a 4-digit, 24-hour clock)  
Ex: Enter     (3:30 a.m.) and press .

ENTER STATION(S)  
THEN PRESS START
- 6** Dial by any combination of the following methods:

  - One-Touch Dialing
  - Abbreviated Dialing
  - Manual Number Dialing, press  after each station is entered (Up to 32 stations)
  - Directory Search Dialing, press  after each station is entered.  
(For details, see page 50 to 57.)

Ex: 

<01>(Station name)  
5551234
- 7** 

\* STORE \*      NO.001

**!** **Note:** 1. If you enter a wrong number in Step 5, press , then re-enter the right number.  
2. To change or cancel the Deferred Communication settings, see page 101 and 103.

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.

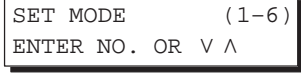
To set the polling password, follow the steps below.


**1**  **FAX** 


Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



**2**  **FUNCTION** 



**3**   **SET**






**4**    **SET**



**5** Enter a 4-digit polling password.  
**Ex:**    



**6**  **SET** 

-  **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.


# ▶ Polling

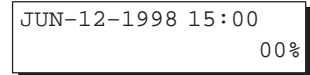
## Preparing to be Polled

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

1



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

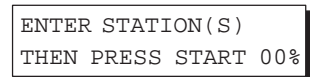


JUN-12-1998 15:00  
00%

2a



Place document(s) face down on the ADF.

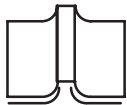


ENTER STATION(S)  
THEN PRESS START 00%

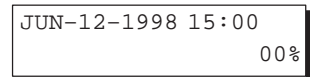
or

or

2b



Place a book or document face down on the Platen Glass.



JUN-12-1998 15:00  
00%

3



POLLING NO. =   
1: POLLING 2: POLLED

4



POLLED  
PASSWORD=1234

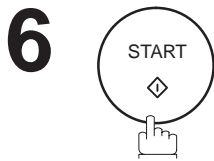
5

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

Ex:    



POLLED  
PASSWORD=4321



## 7a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* STORE *      NO.002
      PAGES=01  05%
```

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

## 7b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES".  
(Pressing ② returns you to the previous screen.)

```
* STORE *      NO.002
      PAGES=01  05%
```

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note 4)

If "YES" is selected, the LCD is as shown to the right.  
Press **START** to store the document. Repeat this step until you have stored all the desired documents.



```
SET ANOTHER PAGE AND
THEN PRESS START
```

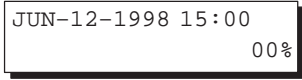


- !** **Note:**
1. You can still send or receive documents even when the machine is set to be polled.
  2. Only 1 polled file can be stored in memory. If you need to add document(s) into the same polled file, see page 105.
  3. If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.
  4. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.



# ▶ Polling






## To Poll Documents from Another Station



The following procedure lets you poll a document from one or multiple stations. Be sure to set the polling password before polling (see page 89).


- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".




- 2**  

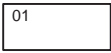

- 3** 

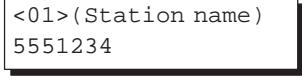
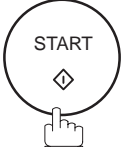

- 4** Enter a 4-digit polling password. (See Note 2.)  
Ex:    



- 5** 





- 6** Dial by any combination of the following methods:

  - One-Touch Dialing
  - Abbreviated Dialing
  - Manual Number Dialing, press  after each station is entered. (Up to 32 stations)
  - Directory Search Dialing, press  after each station is entered.  
(For details, see page 50 to 57.)

Ex: 


- 7** 





- !** **Note:** 1. You can review the entered stations in step 6 by pressing the  or  key, press  to erase the displayed station 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.

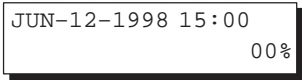




# Program Keys


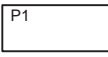
Your fax machine has special Program Keys. These keys are useful if you frequently need to send or poll the same group of stations. You can use these keys to store a sequence of stations to be polled, a deferred transmission or polling sequence, an additional One-Touch key or a One-Touch group key.

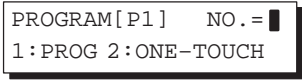



## Setting for Deferred Transmission







To set a Program Key for deferred transmission




- 1**  Make sure that the FAX lamp is on. If not, press  to set the "FAX Mode".





- 2**    

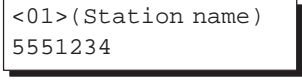
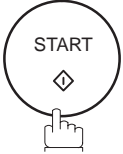

- 3** Ex: 




- 4**   



- 5** Enter the starting time using 4 digits. Ex: Enter     (11:30 p.m.) and press .



- 6** Enter the station numbers by using One-Touch Key, or  and a 2-digit code. Ex: 

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


- 7** 


- 8** Enter the station name (up to 15 characters) by using the Character keys (see page 10). Ex: Enter PROG.A and press .



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




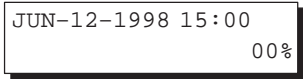




# ▶ Program Keys


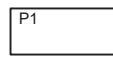
## Setting for Normal Polling

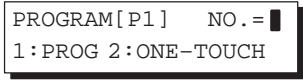




To set a Program Key for normal polling







- 1**  FAX 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".





- 2**  FUNCTION  7  3  SET





- 3** Ex:  P1

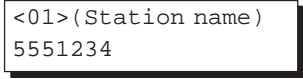
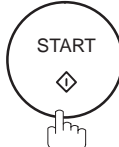
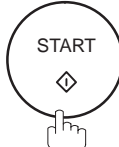

- 4**  1  1  2  2

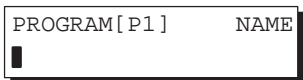


- 5** Enter a 4-digit polling password.  
Ex: Enter  1  1  1  1 and press  SET .


The polling password appears if it has been previously set.



- 6** Enter the station numbers by using One-Touch Key, or  ABBR and a 2-digit code.  
Ex:  01

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


- 7**  START 


- 8** Enter the station name (up to 15 characters) by using the Character keys (see page 10).  
Ex: Enter PROG.A and press  SET .


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




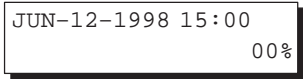
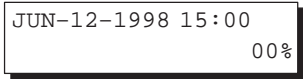







## Setting for Deferred Polling

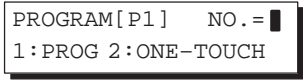
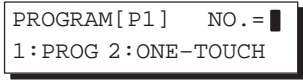



To set a Program Key for deferred polling







- 1**  FAX

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

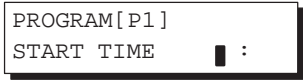
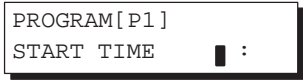





- 2**  FUNCTION  7  3  SET

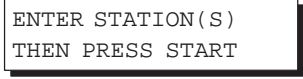



- 3** Ex: 





- 4**  1  1  2  1

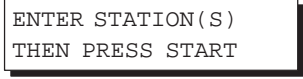
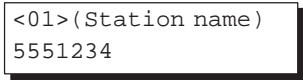

- 5** Enter a 4-digit polling password.  
Ex: Enter  1  1  1  1 and press .



The polling password appears if it has been previously set.



- 6** Enter the starting time.  
Ex: Enter  2  2  0  0 (10:00p.m.) and press .



- 7** Enter the station numbers by using One-Touch Key, or  ABBR and a 2-digit code.  
Ex: 

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


- 8** 


- 9** Enter the station name (up to 15 characters) by using the Character keys (see page 10).  
Ex: Enter PROG.A and press .

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



# ▶ Program Keys

## Setting for Group Dialing

To set a Program Key for Group Dialing

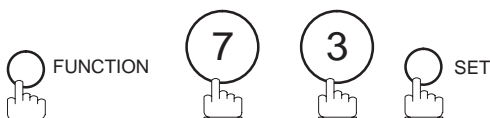
1



Make sure that the FAX lamp is on.  
If not, press **FAX** to set the "FAX Mode".

```
JUN-12-1998 15:00
00%
```

2



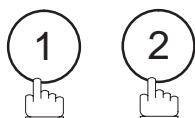
```
PROGRAM[P ]
PRESS PROGRAM KEY
```

3

Ex: **P1**

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

4



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

5

Enter the station numbers by using One-Touch Key, or **ABBR** and 2-digit code.

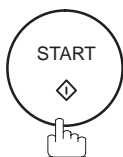
Ex: **01** **ABBR** **1** **0**

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

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

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

6



```
PROGRAM[P1] NAME

```

7

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

Ex: Enter PROG.A and press **SET**.

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

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

## Setting for One-Touch Key

To set a Program Key for One-Touch Key

**1**  FAX 

Make sure that the FAX lamp is on.  
If not, press FAX to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2**  FUNCTION    SET

PROGRAM[P ]  
PRESS PROGRAM KEY

**3** Ex: P1

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

**4** 

[P1]  
ENTER TEL. NO.

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

Ex: 9 PAUSE 5 5 5 SPACE 1 2 3 4

[P1]  
9-555 1234 █

**6**  SET

[P1] ENTER NAME  
9-555 1234

**7** Enter the station name (up to 15 characters) by using the Character keys (see page 10).  
Ex: Enter PROG.A and press SET

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

PROGRAM[P ]  
PRESS PROGRAM KEY

**5**

# ▶ Program Keys

## Changing or Erasing the Program Key Settings

To change the settings in a Program Key, follow the procedure for setting a Program Key on pages 93 to 97.

- 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 dialing
- Telephone number and station name for One-Touch key

### To erase the settings in a Program Key

**1**  

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%


**2**  FUNCTION 

SET MODE (1-6)  
ENTER NO. OR V Λ


**3**   SET

PROGRAM[P ]  
PRESS PROGRAM KEY


**4** Press the Program key you want to erase.


Ex: 

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

**5**  CLEAR

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

**6**  SET

You can now erase other Program Keys by repeating the procedures from Step 4, or return to standby by pressing .






PROGRAM[P ]  
PRESS PROGRAM KEY

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 communications 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.

<b>1</b>	FAX 	JUN-12-1998 15:00 00%
	Make sure that the FAX lamp is on. If not, press <span style="border: 1px solid black; padding: 2px;">FAX</span> to set the "FAX Mode".	
<b>2</b>	EDIT FILE 	EDIT FILE MODE (1-6) ENTER NO. OR V ^
<b>3</b>	1 	1:FILE LIST? PRESS SET TO SELECT
<b>4</b>	 SET	FILE LIST 1:PRINT 2:VIEW
<b>5</b>	1 	* PRINTING * FILE LIST

### Sample File List

```
***** -FILE LIST- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.01

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


001 DEFERRED XMT  JAN-12 13:20  20:30          [01]
002 MEM. DEF. XMT JAN-12 13:20  22:30         003 [11] [12] [13] [16] [17]

                                -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 Dialing No.  |









 **Note:** You can also press FUNCTION and  to perform the same operation as pressing EDIT FILE in step 2.

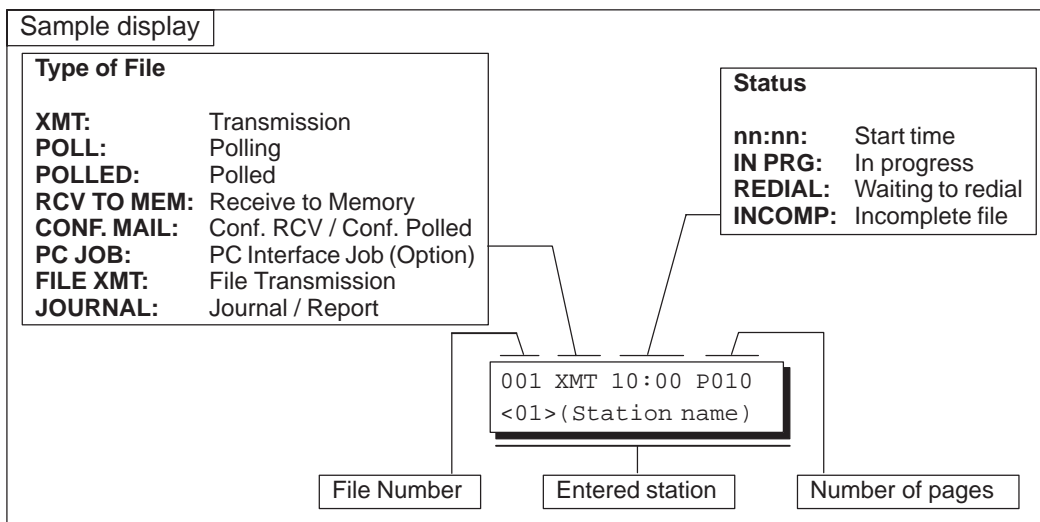
# .3

## ▶ Edit File Mode

### Viewing the Contents of a File List

You can also verify the contents of a file list by showing it on the display without printing a file list. To do so, follow the steps below.

- 1**  JUN-12-1998 15:00  
00%  
 Make sure that the FAX lamp is on.  
 If not, press  to set the "FAX Mode".
- 2**   
EDIT FILE MODE (1-6)  
ENTER NO. OR V ^
- 3**   
1:FILE LIST?  
PRESS SET TO SELECT
- 4**   
FILE LIST  
1:PRINT 2:VIEW
- 5**   
USE THE V ^ KEYS TO  
SCROLL EACH FILE
- 6**  or  repeatedly until the display shows a file you want to edit.



- 7** 

**!** **Note:** You can also press  and  to perform the same operation as pressing  in step 2.

## 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**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".






JUN-12-1998 15:00  
00%

**2**  

EDIT FILE MODE (1-6)  
ENTER NO. OR V ^

**3**    SET





ENTER FILE NO. OR V ^  
FILE NO. = **001**

**4** Enter the file number or use the  or  keys to select the file that you want to change.  
Ex:   

ENTER FILE NO. OR V ^  
FILE NO. = 001

**5**  SET (See Note 2.)

DEFERRED XMT  
START TIME 22:30

**6** Enter a new start time.  
Ex:     (6:00 AM)  
(If you do not have to change the time, skip to step 7.)

DEFERRED XMT  
START TIME 06:00

## ▶ Edit File Mode

7



```
TEL. NO.  
5551234
```

8

To delete the station(s), press the  or  keys until the station you want to delete appears. Then, press .

or

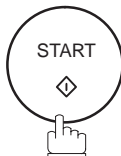
Enter the station(s) you want to add.

Ex:   SET

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

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

9



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

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

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

3. If you edit the file that is saved as an incomplete file, after pressing  in step 9, your machine will prompt you whether to execute the file immediately.

The display shows:

```
RETRY INCOMP. FILE?  
1: YES 2: NO
```











Press ① to execute the file immediately.

4. You can also press  and ⑨ to perform the same operation as pressing  in step 2.



## Deleting a File

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

- |   |  |
|---|--|
| <p><b>1</b> </p> <p>Make sure that the FAX lamp is on.<br/>If not, press  to set the "FAX Mode".</p>  | JUN-12-1998 15:00<br>00%                 |
| <p><b>2</b> </p>   | EDIT FILE MODE (1-6)<br>ENTER NO. OR V ^ |
| <p><b>3</b>  </p>   | ENTER FILE NO. OR V ^<br>FILE NO. = ███  |
| <p><b>4</b> Enter the file number or use the  or  keys to select the file that you want to delete.<br/><b>Ex:</b> ①①① (See Note 2.)</p> | ENTER FILE NO. OR V ^<br>FILE NO. = 001  |
| <p><b>5</b> </p>   | DELETE FILE NO.001?<br>1: YES 2: NO      |
| <p><b>6</b> </p> <p>Enter the next file number you want to delete or press  to return to standby.</p>                                   | * DELETING *<br>FILE NO. = 001           |
|   | ENTER FILE NO. OR V ^<br>FILE NO. = ███  |

5






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

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

DELETE ALL FILES?  
1: YES 2: NO

Press  to delete all files.

3. You can also press  and  to perform the same operation as pressing  in step 2.


# ▶ Edit File Mode

## Printing Out a File

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

1



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

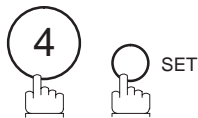
```
JUN-12-1998 15:00
                                00%
```

2





```
EDIT FILE MODE (1-6)
ENTER NO. OR V ^
```

3



```
ENTER FILE NO. OR V ^
FILE NO. = ■■■
```

4

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

Ex:   

```
ENTER FILE NO. OR V ^
FILE NO. =001
```

5






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.

2. You can also press  and  to perform the same operation as pressing  in step 2.


## Adding Documents into a File

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

**1**  **FAX** 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

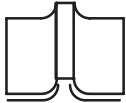
JUN-12-1998 15:00  
00%

**2a** 

Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or


**2b** 

Place a book or document face down on the Platen Glass.






JUN-12-1998 15:00  
00%

**3** 


EDIT FILE MODE (1-6)  
ENTER NO. OR V ^

**4**   SET

ENTER FILE NO. OR V ^  
FILE NO. = 





**5** Enter the file number or use the  or  keys to select the file that you want to add.  
Ex:   

ENTER FILE NO. OR V ^  
FILE NO. = 001

**6**  SET

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

\* STORE \* NO.001  
PAGES=01 10%

-  **Note:** 1. Your machine cannot add the document into the file while it is being sent or waiting to redial.  
2. You can also press  and  to perform the same operation as pressing  in step 2.  
3. For Flatbed scanning, see page 51 – step 6b.

# ▶ Edit File Mode

## 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 39.)

To retry the incomplete file, print a File List to check the file number (see page 99). Then, follow the steps below.

**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".






JUN-12-1998 15:00  
00%

**2**  


EDIT FILE MODE (1-6)  
ENTER NO. OR V ^

**3**    SET

ENTER FILE NO. OR V ^  
FILE NO. = ■■■

**4** Enter the file number or use the  or  keys to select the file that you want to retry.  
**Ex:**   




ENTER FILE NO. OR V ^  
FILE NO. = 001

**5**  SET

Your machine will retry the file and start dialing immediately.

\* STORE \* NO.001

\* DIALING \* NO.001  
5551234




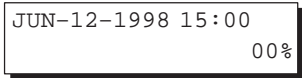

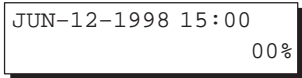
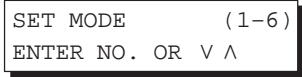

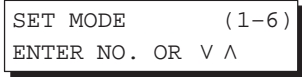















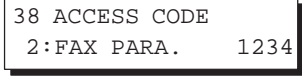

- !** **Note:**
1. Please refer to page 101 and 102 to confirm or change the entered telephone number for the file.
  2. If you set Fax Parameter No.31 to Valid, all incomplete files remain in the memory. To avoid memory overflow, please check the memory content frequently. We recommend that optional memory be installed when this function is used (see page 201).
  3. You can also press  and  to perform the same operation as pressing  in step 2.






# Access Code

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**  **FAX**   
Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".
- 2**  FUNCTION   

- 3**   SET  

- 4**    SET  

- 5** Enter a 4-digit Access Code.  
Ex:      

- 6**  SET  

- 7** Select Restriction Level.  
 **1** for All operations  
or  
 **2** for Setting and Printout of Fax Parameters only.  
Ex:   

- 8**  SET 

 **Note:** To erase the Access Code, enter the Access Code and press , follow the procedure above up to step 4, and then press ,  and .

# ▶ Access Code

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

- 1** Enter the Access Code.  
**Ex:** ①②③④

JUN-12-1998 15:00  
 ACCESS CODE= █

JUN-12-1998 15:00  
 ACCESS CODE= █ █ █ █




- 2**  SET

Now you can operate the machine normally.

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

The DF-1100 also provides a function to restrict the operations of setting and printing the Fax Parameters only.

**Ex:** When setting the Fax Parameter.

- 1**  FAX   
 Make sure that the FAX lamp is on.  
 If not, press  FAX to set the "FAX Mode".

JUN-12-1998 15:00  
 00%

- 2**  FUNCTION  7

SET MODE (1-6)  
 ENTER NO. OR V ^

- 3**  4  SET

INPUT ACCESS CODE  
 █ █ █ █

- 4** Enter a 4-digit Access Code.  
**Ex:** ①②③④

INPUT ACCESS CODE  
 1234

- 5**  SET

Now you can operate the machine normally.

FAX PARAMETER(01-99)  
 NO. = █

# Receive To Memory


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**  **FAX** 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



**2**  **FUNCTION** 







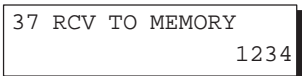
**3**   **SET**





**4**    **SET**



**5** Enter a 4-digit RCV to Memory Password.  
**Ex:**    



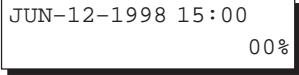


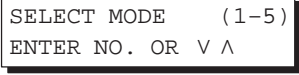


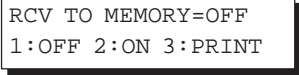

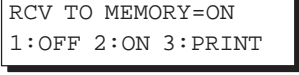

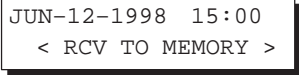



**6**  **SET** 

**5**

# ▶ Receive To Memory

## Setting RCV To Memory

- 1**    
 Make sure that the FAX lamp is on.  
 If not, press  to set the "FAX Mode".  

  
- 2**     

  
- 3**     

  
- 4**    

  
- 5**    


-  **Note:** 1. When the memory overflows, the machine will stop receiving and release the line. The machine will not answer the next incoming call until there is space available in the memory.  
2. We recommend that optional memory be installed when this function is used. See page 198 on Image Memory Capacity.



# Receive To 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



Make sure that the FAX lamp is on.  
If not, press **FAX** to set the "FAX Mode".

JUN-12-1998 15:00  
00%

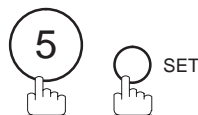
5

2



SELECT MODE (1-5)  
ENTER NO. OR V ^

3



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

4



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

5



INPUT PASSWORD  
■■■■

6

Enter the password to print the documents.  
(See Note 1.)  
Ex: ①②③④

INPUT PASSWORD  
1234

7



Machine starts 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.  
The documents will be printed immediately after pressing **SET** in step 5.

2. Once you set RCV TO MEMORY feature 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 109).

## ► Distinctive Ring Detector (DRD)

Your machine has a special feature used in conjunction with an optional service provided by many local telephone companies. It can distinguish up to 4 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.

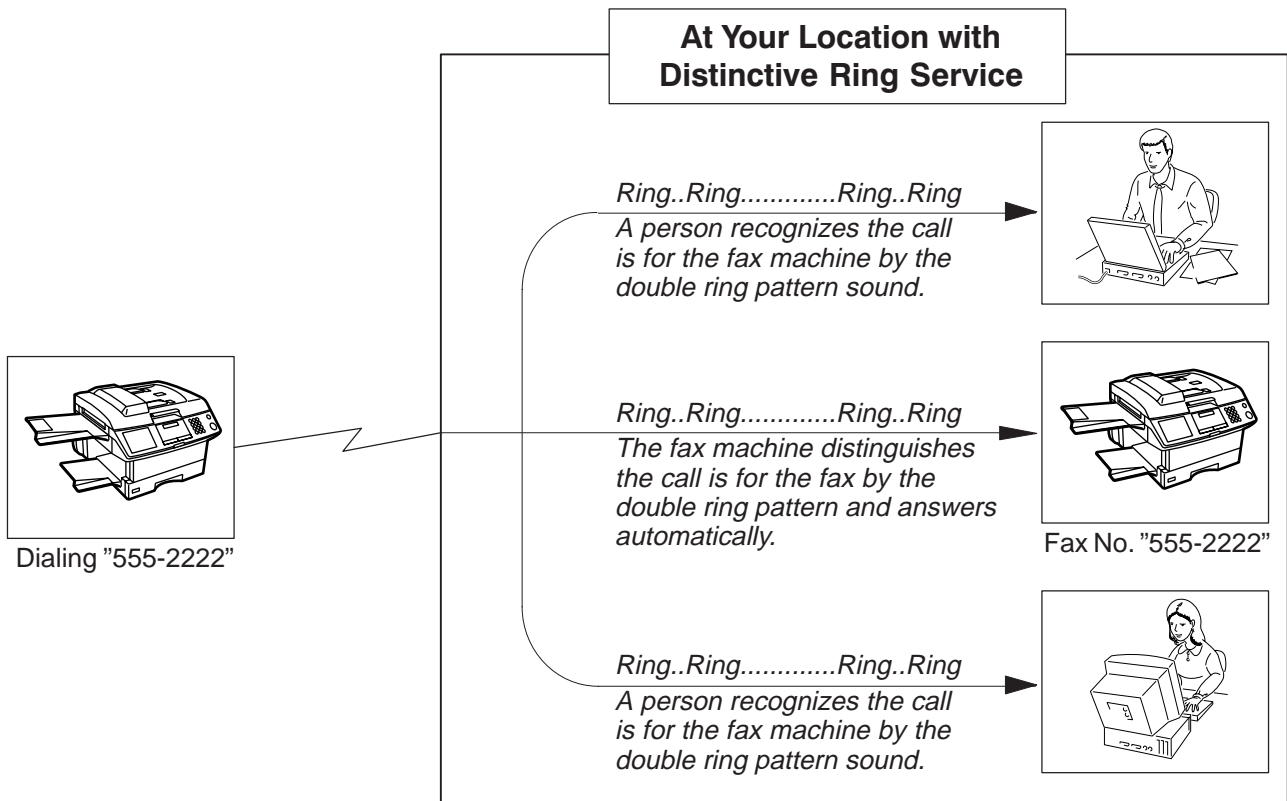
Your machine can be programmed to respond to only 1 of the 4 distinctive ring patterns. To select the corresponding ring pattern for your fax number, refer to the Fax Parameter Table on page 40.

The following table shows a typical example with 4 telephone numbers on a single phone line.

Telephone No.	Usage	Distinctive Ring Sound	Ring Pattern
555-1111	Business	<i>Ringgg.....Ringgg.....</i>	Type A, Standard Ring
555-2222	Fax	<i>Ring...Ring.....Ring...Ring.....</i>	Type B, Double Ring
555-3333	Personal	<i>Ring...Ring...Ringgg.....Ring...Ring...Ringgg.....</i>	Type C, Triple Ring (Short-Short-Long)
555-4444	Teenager	<i>Ring...Ringgg...Ring.....Ring...Ringgg...Ring.....</i>	Type D, Triple Ring (All other than type C)

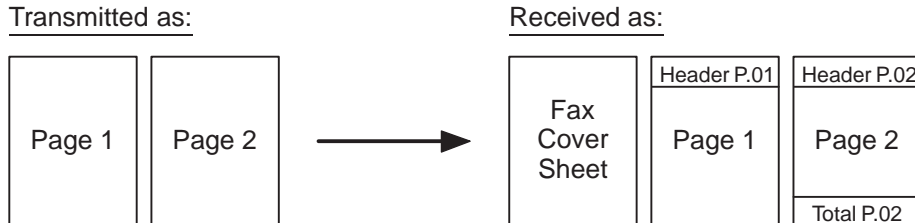
**!** **Note:** "Ringgg" means a long ringing sound and "Ring" means a short ringing sound.

The following illustration shows a typical set up, with your machine set to detect the Type B (double ring) ring pattern.





## General Description


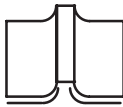
A Fax Cover Sheet can be automatically attached to your transmitted document(s) that shows the recipient's name, originator's name and the number of pages attached.




## To use the Fax Cover Sheet



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


- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

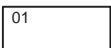

JUN-12-1998 15:00  
00%
- 2a**  or **2b** 







Place document(s) face down on the ADF.  
or  
Place a book or document face down on the Platen Glass.

ENTER STATION(S)  
THEN PRESS START 00%
- 3** 

JUN-12-1998 15:00  
00%
- 4** Press  if you do not wish to attach the Cover Sheet.  
Press  if you wish to attach the Cover Sheet.

COVER SHEET=OFF  
1:OFF 2:ON
- 5** 

COVER SHEET=ON  
1:OFF 2:ON
- 6** Dial the station(s) you wish to send the documents to.  
Ex:  

-  **Note:**
1. To change the preset Fax Cover Sheet Setting, change the setting of Fax Parameter No. 56 (see page 40).
  2. This function is available for memory or direct transmission mode.
  3. The Fax Cover Sheet is not counted in the number of pages column of the journals.
  4. You can also press , , , and  to perform the same operation as pressing  in step 3.
  5. For Flatbed scanning, see page 51 – step 6b.

# ▶ Fax Cover Sheet

## Fax Cover Sheet Sample

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

(1)  
JUN-12-1998 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 One-touch, ABBR. No. Dialing or dialed telephone number.
- (3) Your LOGO (up to 25 characters) and ID Number (up to 20 digits)
- (4) Number of pages to follow. This information is not shown when transmitting by Direct Transmission Mode.

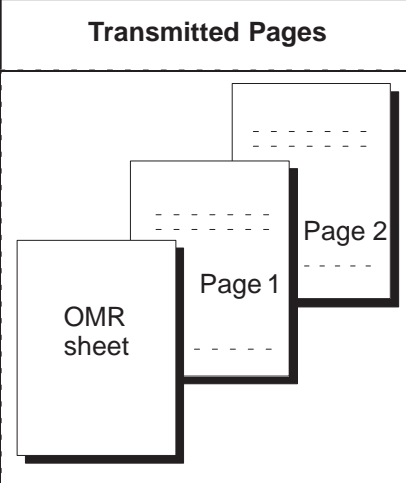
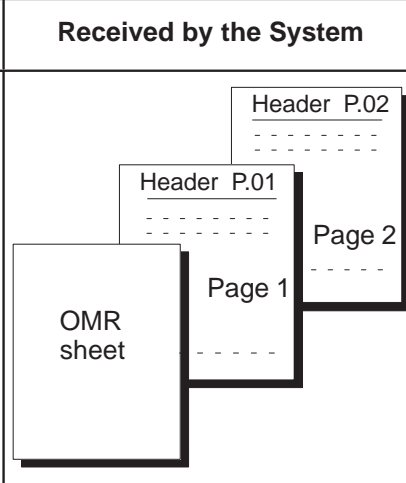
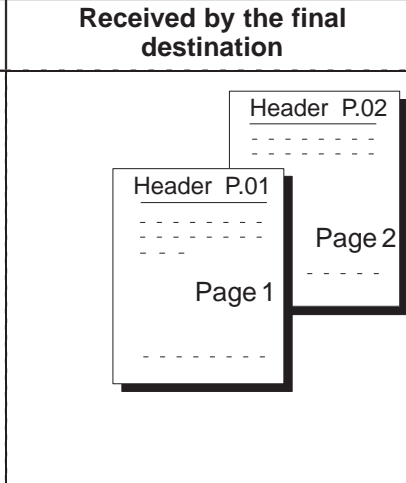
## General Description

This feature is designed to work with a store and forward system (i.e. UF-M500 Multi-Channel Fax Gateway) that utilize the Optical Mark Recognition (OMR) sheet to obtain routing information to automatically relay fax messages to its final destination.

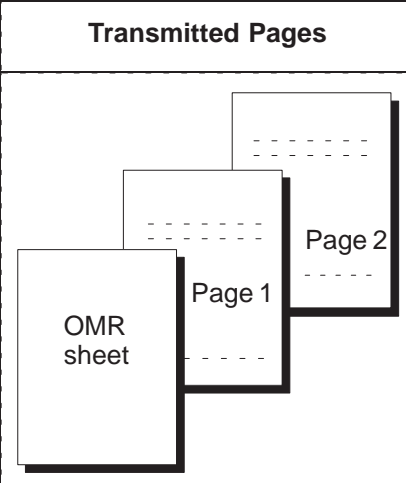
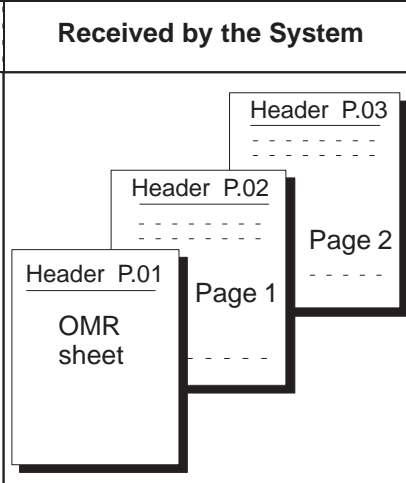
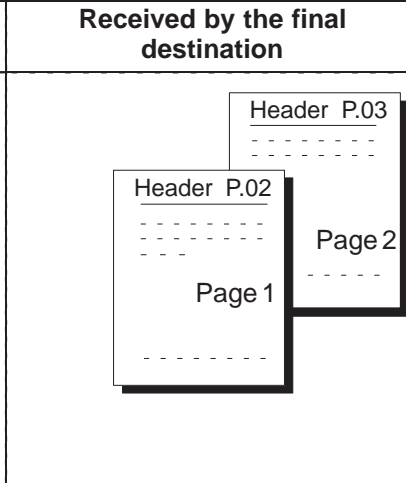
When sending a document with the OMR-XMT feature set to "On", the process of the following 2 operations will be changed

- Automatic Page Re-transmission**  
 When the OMR-XMT feature is set to "On" and a memory transmission failure occurs, automatic re-transmission will start from the 1st page including the OMR sheet rather than from the failed page.
- Automatic Page Numbering**  
 When the OMR-XMT is set to "On", the automatic page numbering on the header of each page will start from the 2nd page instead of the 1st page, which is your OMR sheet.

**Table 1: Documents sent with the OMR-XMT feature set to "On"**

Transmitted Pages	Received by the System	Received by the final destination
 <p>The diagram shows three overlapping pages. The leftmost page is labeled 'OMR sheet'. The middle page is labeled 'Page 1'. The rightmost page is labeled 'Page 2'.</p>	 <p>The diagram shows three overlapping pages. The leftmost page is labeled 'OMR sheet'. The middle page is labeled 'Page 1' and has a header 'Header P.01'. The rightmost page is labeled 'Page 2' and has a header 'Header P.02'.</p>	 <p>The diagram shows two overlapping pages. The left page is labeled 'Page 1' and has a header 'Header P.01'. The right page is labeled 'Page 2' and has a header 'Header P.02'.</p>

**Table 2: Documents sent with the OMR-XMT feature set to "Off"**

Transmitted Pages	Received by the System	Received by the final destination
 <p>The diagram shows three overlapping pages. The leftmost page is labeled 'OMR sheet'. The middle page is labeled 'Page 1'. The rightmost page is labeled 'Page 2'.</p>	 <p>The diagram shows three overlapping pages. The leftmost page is labeled 'OMR sheet' and has a header 'Header P.01'. The middle page is labeled 'Page 1' and has a header 'Header P.02'. The rightmost page is labeled 'Page 2' and has a header 'Header P.03'.</p>	 <p>The diagram shows two overlapping pages. The left page is labeled 'Page 1' and has a header 'Header P.02'. The right page is labeled 'Page 2' and has a header 'Header P.03'.</p>

# ▶ OMR Transmission


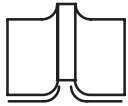
## Sending Documents with your OMR Sheet

To use the OMR Transmission, select OMR-XMT = OFF or ON for each Transmission by following the procedure below.

**1**  **FAX** 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%


**2a**  or **2b** 

Place document(s) face down on the ADF.  
or  
Place a book or document face down on the Platen Glass.

ENTER STATION(S)  
THEN PRESS START 00%

or

JUN-12-1998 15:00  
00%

**3**  FUNCTION 

SELECT MODE (1-5)  
ENTER NO. OR V ^

**4**   SET

OMR-XMT=OFF  
1:OFF 2:ON

**5**  for "OFF".  
or

OMR-XMT=OFF  
1:OFF 2:ON



or

 for "ON".

OMR-XMT=ON  
1:OFF 2:ON

**6**  SET

**7** Dial the station(s).

Ex:  

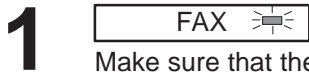
- !** **Note:** 1. To change the preset OMR Transmission Setting, change the setting of Fax Parameter No. 55 (see page 40).  
2. This function is available for memory or direct transmission mode.  
3. The OMR Sheet is counted in the number of pages column of the journals.  
4. When using the OMR Transmission, the Cover Sheet function will be turned "Off" automatically.  
5. For Flatbed scanning, see page 51 – step 6b.


# File Transmission ◀

This feature allows your machine to store document(s) into the File Transmission in order to be sent to a single or multiple locations when desired. The document(s) in the File Transmission will be kept until manually deleted.

## Storing the Document(s)

To store the document(s), follow the steps below.



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%



Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or

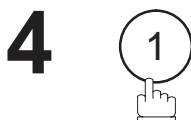


Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%



FILE XMT MODE (1-4)  
ENTER NO. OR V ^



1: STORE FILE?  
PRESS SET TO SELECT



**5**

## ▶ File Transmission

### 6a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* STORE *      NO.002
      PAGES=01  05%
```

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

### 6b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES". (Pressing ② returns you to the previous screen.)

```
* STORE *      NO.002
      PAGES=01  05%
```

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note 2)

If "YES" is selected, the LCD is as shown to the right.

Press **START** to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```



**Note:** 1. Only 1 file can be stored for File Transmission.

2. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.



## Sending the Stored Document(s)

To send the stored document(s), follow the steps below.

**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2**  

FILE XMT MODE (1-4)  
ENTER NO. OR V ^


**3**  




ENTER STATION(S)  
THEN PRESS START


**4** Dial by any combination of the following methods:

- Manual Number Dialing (Up to 32 stations)
- One-Touch Dialing
- Abbreviated Dialing
- Directory Search Dialing

(For details, see pages 50 to 57.)

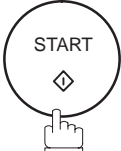
Ex: 

(When entering a station for Manual Number Dialing or Directory Search Dialing, press  after each station is entered.)

<01>(Station name)  
5551234

[10](Station name)  
5553456

**5** 

Your machine starts to dial the telephone number(s) in sequence.

\* DIALING \* NO.001  
5551234


# ▶ File Transmission

## Deleting the Stored Document(s)

To delete the stored document(s), follow the steps below.

**1**



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2**



FILE XMT MODE (1-4)  
ENTER NO. OR V ^

**3**



3:DELETE FILE?  
PRESS SET TO SELECT

**4**



\* DELETING \*

## Printing the Stored Document(s)

To print the stored document(s), follow the steps below.

**1**  FAX 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".




**2**  FUNCTION 

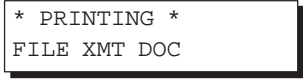


**3** 



**4**  SET

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





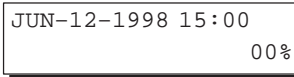


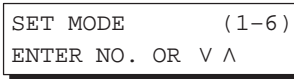


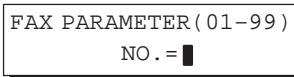





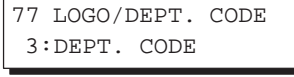

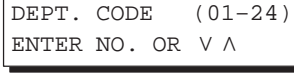
# ▶ Department Code

## General Description

This operation requires the user to input a preset 4-digit Department Code before transmission. The Department Name of the selected Department Code is printed on the Header of each page sent, Cover Sheet, COMM. Journal and Individual Transmission Journal. When the Department Code is set, the Transaction Journal will be sorted by the Department Code number (01 – 24) when it is printed.

If you wish to prevent unauthorized persons from setting, changing or erasing the Department Code settings, you should set the Access Code to restrict these settings. (see page 107)

## Setting the Department Code

- 1**    
 Make sure that the FAX lamp is on.  
 If not, press  to set the "FAX Mode".  

  
- 2**  FUNCTION   

  
- 3**   SET  

  
- 4**    SET  

  
- 5**   

  
- 6**  SET  


# Department Code ◀

**7** Enter your Department Code number.  
Ex: ①② (01 to 24)

LOGO/DEPT. NAME
12 █

**8** Enter your Department Name (up to 25 characters and digits) by using character keys. (See page 10.)

Ex: 

P	A	N	A	S	O	N	I	C	SPACE
S	A	L	E	S					

 (See Note.)

LOGO/DEPT. NAME
12 PANASONIC SALES █

**9** 

INPUT DEPT. CODE
████

**10** Enter a 4-digit Department Code.

Ex: ①②③④

INPUT DEPT. CODE
1234


**11** 

To record another Department Code, repeat steps 7 to 11.  
To return to standby, press 

STOP
------

.

LOGO/DEPT. NAME
13 █

 **Note:** Use 



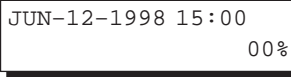











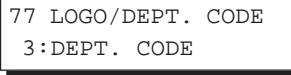


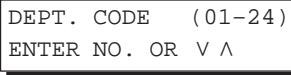


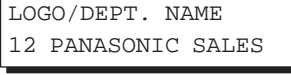
COPY
------

 to copy the default LOGO which is set in the User Parameters. You can add the department name following the default LOGO.

# ▶ Department Code

## Changing or Erasing the Department Code

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

-  **1** Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".  

-  **2**   

-  **3**   

- 4** If you set the Access Code to restrict the Fax Parameters settings, the unit prompts you to input the Access Code.  
Input the Access Code and press .  

-  **5**    

-  **6**   

- 7** Enter the Dept. Code number you wish to change or erase.  
**Ex:**   (01 to 24)  


# Department Code ◀

## 8



LOGO/DEPT. NAME  
12 █

## 9

Enter a new LOGO. (See Notes 1 and 2.)

Ex: **P A N A F A X** SPACE  
**S A L E S**

or just go to step 8 to erase the Department Code.

LOGO/DEPT. NAME  
12 PANAFAX SALES █

## 10



INPUT DEPT. CODE  
1234

## 11

Enter a 4-digit Department Code.

Ex: (5) (6) (7) (8)

INPUT DEPT. CODE  
5678

## 12



LOGO/DEPT. NAME  
13 █

To change or erase another Department Code, repeat steps 7 to 12. To return to standby, press **STOP**.



**Note:** 1. Use ◀ or ▶ to move the cursor, then enter the correct Dept. Name over the old Dept. Name.



2. Use **COPY** to copy the default LOGO which is set in the User Parameters. You can add the department name following the default LOGO.

3. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.



# 5

# ▶ Department Code

## Sending Document with Department Code



- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

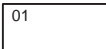
JUN-12-1998 15:00  
00%

- 2a**  or **2b** 
- Place document(s) face down on the ADF.  
or  
Place a book or document face down on the Platen Glass.

ENTER STATION(S)  
THEN PRESS START 00%


JUN-12-1998 15:00  
00%

- 3** Dial by any combination of the following methods:
- One-Touch Dialing
  - Abbreviated Dialing
  - Manual Number Dialing, press  after each station is entered. (Up to 32 stations)
  - Directory Search Dialing, press  after each station is entered.  
(See pages 50 to 57 for details about each operation.)

Ex: 

<01>(Station name)  
5551234

- 4** 

INPUT DEPT. CODE 

- 5** Enter a 4-digit Department Code.  
Ex: 

INPUT DEPT. CODE  
1234

- 6** 

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


 **Note:** For Flatbed scanning, see page 51 – step 6b.



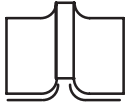
## Sending Document with Department Code (Voice Mode Transmission)

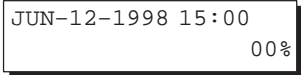
**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



**2a**  Place document(s) face down on the ADF.



**2b**  or  
Place a book or document face down on the Platen Glass.



**3** Lift the external telephone or press .

Ex: Press .



**4** Enter a 4-digit Department Code.


Ex: 




**5**  SET



**6** Dial the telephone number from the keypad.

Ex: 



**7** When you hear a beep,





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

 **Note:** For Flatbed scanning, see page 51 – step 6b.

# ▶ Department Code

## Printing a Department Code List

The Department Code List can be printed out following the Fax Parameter List.

**1**



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

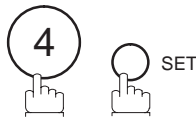
```
JUN-12-1998 15:00
                                00%
```

**2**



```
PRINT OUT      (1-7)
ENTER NO. OR V ^
```

**3**



```
* PRINTING *
FAX PARAMETER LIST
```

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

```
***** -FAX PARAMETER LIST- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.02

DEPARTMENT CODE LIST

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

01          Panafax Sales          0001
02          Panafax Service        0002
03          Panafax Accounting     0003
)
)
)
24          Panafax Engineering    0024

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

### Explanation of Contents

- (1) Department Code Number : 01-24
- (2) Department Name : Up to 25 characters
- (3) Department Code : 4 digits

## Printing a Department Code Journal

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

- 1** FAX   
 Make sure that the FAX lamp is on.  
 If not, press FAX to set the "FAX Mode".

JUN-12-1998 15:00  
 00%
  
- 2** 
 FUNCTION
 
 6

PRINT OUT (1-7)  
 ENTER NO. OR V ^
  
- 3** 
 1
 
 SET

JOURNAL  
 1:PRINT 2:VIEW
  
- 4** 
 1

\* PRINTING \*  
 JOURNAL

5

### Sample Department Code Journal/Originated Calls

```

***** -JOURNAL- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.01

ORIGINATED CALLS
JUN-10 TO JUN-12 (1)
(2) (3)
TOTAL PAGES = 000038 TOTAL TIME = 00:23'56

(4) (5)
01: Panafax Sales
-----
NO. COMM PAGES FILE DURATION X/R IDENTIFICATION DATE TIME DIAGNOSTIC
01 OK 005 00:05'13 XMT 5551234 JUN-10 15:10 C0044903C0000
21 OK 021/021 019 00:10'15 FWD FAX FORWARD JUN-10 18:10 C0044903C0000
(6) (7)
TOTAL PAGES = 000026 TOTAL TIME = 00:15'28

02: Panafax Service
-----
NO. COMM PAGES FILE DURATION X/R IDENTIFICATION DATE TIME DIAGNOSTIC
19 OK 001/001 017 00:00'13 XMT 5551234 JUN-11 10:10 C0044903C0000
30 OK 011/011 045 00:08'15 XMT SERVICE DEPT. JUN-12 13:10 C0044903C0000

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

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

# ▶ Department Code

## Sample Department Code Journal/Received Calls

```

***** -JOURNAL- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.02

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

NO. COMM PAGES FILE DURATION X/R IDENTIFICATION DATE TIME DIAGNOSTIC
55 OK 005 00:05'13 RCV 4445678 JUN-10 12:10 C0044903C0000
56 OK 005/005 020 00:08'15 PLD 111 222 333 JUN-10 19:15 C0044903C0000

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

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

```




























### Explanation of Contents (for pages 129 and 130)


- (1) Date period of this journal
- (2) Total number of pages transmitted/received for this machine.
- (3) Total transmitted/received time for this machine.
- (4) Department Code Number : 01-24
- (5) Department Name
- (6) Total number of pages transmitted/received for this department.
- (7) Total transmitted/received time for this department.

## General Description

This operation allows the user to select one of the 25 preset LOGOs before a transmission. The selected LOGO is printed on the Header of each page sent, Cover Sheet, COMM. Journal and Individual Transmission Journal.

## Setting the Multiple LOGO



- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".
- 2**   
- 3**  
- 4**   
- 5** 
- 6** 
- 7** Enter the LOGO number.  
Ex: ①② (01 to 24)
- 8** Enter your LOGO (max. 25 characters and digits) by using character keys (see page 10).  
Ex:  SPACE  
 (See Note.)
- 9** 


**!** **Note:** Use  to copy the default LOGO which is set in the User Parameters. You can add the department name following the default LOGO.



# Multiple LOGO



## Changing or Erasing the Multiple LOGO




If you have to change or erase any of the Multiple LOGOs, follow the steps below.


- 1**  FAX 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".


JUN-12-1998 15:00  
00%
- 2**  FUNCTION 














SET MODE (1-6)  
ENTER NO. OR V ^
- 3**  4  SET


FAX PARAMETER(01-99)  
NO. = █
- 4**  7  7  SET

77 LOGO/DEPT. CODE  
2:MULTI-LOGO
- 5**  SET


MULTI-LOGO (01-24)  
ENTER NO. OR V ^
- 6** Enter LOGO number you wish to change or erase.  
**Ex:** ①② (01 to 24)

LOGO/DEPT. NAME  
12 PANASONIC SALES
- 7**  CLEAR

LOGO/DEPT. NAME  
12
- 8** Enter a new LOGO (see Note 1 and Note 2).  
**Ex:**             


Or go to step 9 to erase the LOGO.
- 9**  SET

LOGO/DEPT. NAME  
13 █

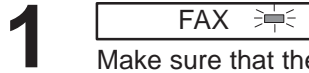
To return to standby, press .




**Note:** 1. Use  or  to move the cursor, then overwrite with the correct LOGO.

2. Use  to copy the default LOGO which is set in the User Parameters. You can add the department name following the default LOGO.

## Sending Document with Multiple LOGO



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%



Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%






or

Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%

**3** Dial by any combination of the following methods:



- One-Touch Dialing
- Abbreviated Dialing
- Manual Number Dialing, press  after each station is entered (up to 32 stations).
- Directory Search Dialing, press  after each station is entered  
(For details, see pages 50 to 57.)

Ex: 

<01>(Station name)  
5551234



SELECT LOGO (01-24)  
ENTER NO. OR V ^

**5** Enter the LOGO No. or use the  or  keys to select the LOGO that you want to use. (See Note 2.)

Ex: ① ②

12 PANASONIC SALES



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

- !** **Note:**
1. The Multiple LOGO function cannot be used in the Voice Dialing Mode.
  2. If you skip selecting the LOGO in the step 5, the unit selects the default LOGO (00) which is set by the User Parameters.
  3. For Flatbed scanning, see page 51 – step 6b.

# Multiple LOGO

## Printing a Multiple Logo List

The Multiple Logo List can be printed out following the Fax Parameter List.

**1**



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

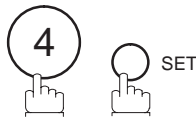
```
JUN-12-1998 15:00
                                00%
```

**2**



```
PRINT OUT      (1-7)
ENTER NO. OR  V ^
```

**3**



```
* PRINTING *
FAX PARAMETER LIST
```

### Sample Multiple LOGO List (Prints following the Fax Parameter List)

```
***** -FAX PARAMETER LIST- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.02

MULTI-LOGO LIST

(1)      (2)
NUMBER   LOGO

  01     Panafax Sales
  02     Panafax Service
  03     Panafax Accounting
  )
  24     Panafax Engineering

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

### Explanation of Contents

- (1) LOGO Number : 01-24
- (2) Multiple LOGO : Up to 25 characters




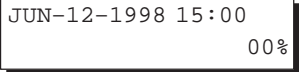


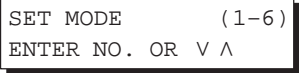






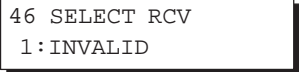







# Selective Reception

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

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

## Setting the Selective Reception

- 1**    
Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".  

- 2**  FUNCTION   

- 3**   SET  

- 4**    SET  

- 5**   

- 6**  SET   




- Note:**
1. When the Selective Reception is set, your machine can receive only from those stations which are programmed in the built-in auto-dialer.
  2. If your ID number has not been set, your machine might not be able to receive from some models. To set your ID number, see page 30.

# ► 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 unauthorized stations. You can set Password Transmission and Password Reception independently, or both together.

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

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

## Compatibility with Other Machines






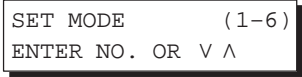















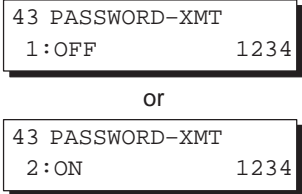


You can only use password transmission and reception with another Panafax compatible machine(s) listed below.



Model	Special Settings
DF-1100	Required. Please refer to the individual User's Guide of each model.
UF-160	
UF-160M	
UF-170	
UF-260	
UF-270	
UF-270M	
UF-280M	
UF-300	
UF-312	
UF-322	
UF-342	
UF-344	
UF-550	
UF-560	
UF-650	
UF-733	
UF-744	
UF-745	
UF-750	
UF-750D	
UF-755	
UF-755e	
UF-766	
UF-770	
UF-788	
UF-880	
UF-M500	

# Password Communications

## Setting Password Transmission

To set the transmission password and Fax parameter,

-  **1** Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".  

-  **2**   

-  **3**   

-  **4**    

- 5** Enter a 4-digit Transmission Password.  
Ex: Enter     and press .  

- 6**  for OFF (password is not checked)  
or  
 for ON (password is checked)  

- 7**  

-  **Note:** 1. You can change the setting temporarily by using FUNCTION 8-4 (PASSWORD-XMT) for each transmission. See page 139 for details.  
2. To change the password, press  in step 5. Then re-enter the new one.

# ▶ Password Communications

## Setting Password Reception

To set the receiving password and Fax parameter,


**1**  **FAX** 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2**  **FUNCTION** 







SET MODE (1-6)  
ENTER NO. OR V ^

**3**   **SET**



FAX PARAMETER(01-99)  
NO. = █

**4**    **SET**

44 PASSWORD-RCV  
■■■■

**5** Enter a 4-digit Receiving Password and press  **SET** .  
Ex:      **SET** .



44 PASSWORD-RCV  
1:OFF 1234


**6**  **1** for OFF (password is not checked)  
or  
 **2** for ON (password is checked)

44 PASSWORD-RCV  
1:OFF 1234

or

44 PASSWORD-RCV  
2:ON 1234

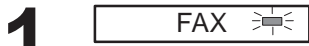
**7**  **SET** 


- !** **Note:** 1. Once you set the Fax parameter, you cannot select the parameter, **OFF** or **ON**, for each reception. It always remains **OFF** or **ON** until you change the setting.  
2. To change the password, press  in step 5. Then re-enter the new one.

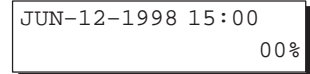
# Password Communications

## Using Password Transmission

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



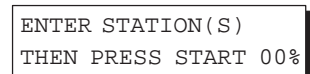
Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



JUN-12-1998 15:00  
00%



Place document(s) face down on the ADF.

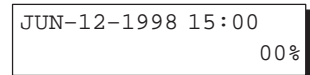


ENTER STATION(S)  
THEN PRESS START 00%

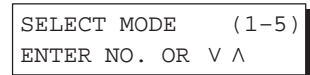
or



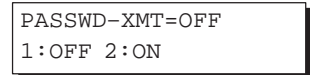
Place a book or document face down on the Platen Glass.



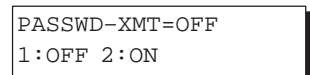
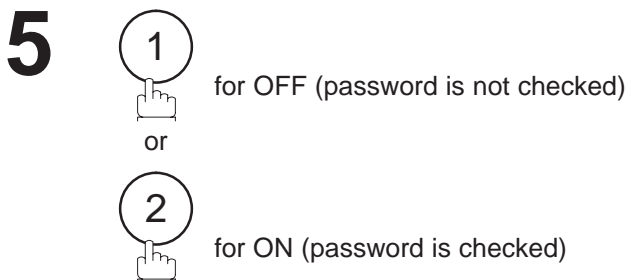
JUN-12-1998 15:00  
00%



SELECT MODE (1-5)  
ENTER NO. OR V ^

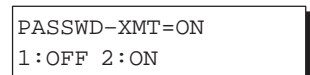


PASSWD-XMT=OFF  
1:OFF 2:ON



PASSWD-XMT=OFF  
1:OFF 2:ON

or



PASSWD-XMT=ON  
1:OFF 2:ON

 **Note:** For Flatbed scanning, see page 51 – step 6b.

## ▶ Password Communications

6



ENTER STATION  
THEN PRESS START

7

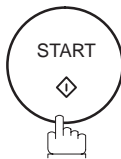
Dial by any combination of the following methods:

- One-Touch Dialing
  - Abbreviated Dialing
  - Manual Number Dialing, press  after each station is entered (up to 32 stations).
  - Directory Search Dialing, press  after each station is entered
- (For details, see pages 50 to 57.)

Ex:

<01>(Station name)  
5551234

8



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 138. The parameter, **OFF** or **ON**, cannot be selected for each reception. It always remains **OFF** or **ON** until you change the setting.

# Confidential Mailbox and Confidential Network Communications

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

## Confidential Mailbox

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

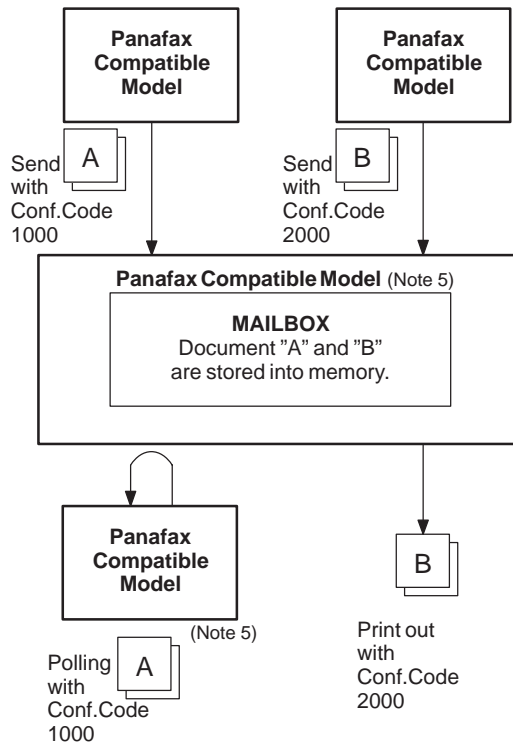


Figure 1: Confidential Mailbox

## Compatibility with Other Machines

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

Table 1: Confidential Mailbox Requirement



Compatible Model						Special Settings
DF-1100	UF-322	UF-550	UF-744	UF-755e	UF-788	Not Required.
UF-280M	UF-342	UF-560	UF-745	UF-766	UF-880	
UF-312	UF-344	UF-733	UF-755	UF-770		





- Note:**
- If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.
  - Up to 7 Mailbox files can be stored in memory. So, you can receive the confidential fax using 7 different confidential codes.
  - If the memory overflows, the machine will stop receiving and release the line.
  - We recommend that optional memory be installed when this function is used. See page 198 on Image Memory Capacity.
  - 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 and Confidential Network Communications

## Sending a Confidential Document to a Remote Station's Mailbox


- 1**  **FAX** 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".



JUN-12-1998 15:00  
00%
- 2a** 



Place document(s) face down on the ADF.





ENTER STATION(S)  
THEN PRESS START 00%


or
- 2b**  or

Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%
- 3**  **FUNCTION** 


CONF. COMM. (1-5)  
ENTER NO. OR V ^
- 4**  **1**  **SET**

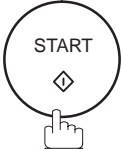
CONFIDENTIAL XMT  
CONF.CODE=■■■■
- 5** Enter a 4-digit Confidential Code.  
**Ex:**    

CONFIDENTIAL XMT  
CONF.CODE=2233
- 6**  **SET**

ENTER STATION  
THEN PRESS START
- 7** Dial by any one of the following methods:

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

**Ex:** 

<01>(Station name)  
5551234
- 8** 

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



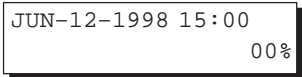


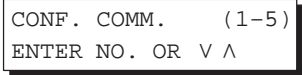







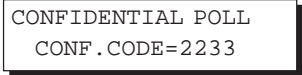


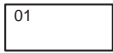
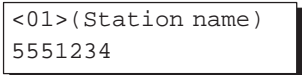
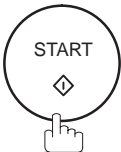
**!** **Note:** 1. If the receiving station has a Network Password, you must set the same password, shared by the receiving station, to send confidential fax. (See pages 150 and 151.)  
2. For Flatbed scanning, see page 51 – step 6b.



# Confidential Mailbox and Confidential Network Communications

## 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** Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".  

-  **2**   

-  **3**  **SET**  

- 4** Enter a 4-digit Confidential Code.  
**Ex:**      

-  **5** **SET**  

- 6** Dial by any one of the following methods:
  - One-Touch Dialing
  - Abbreviated Dialing
  - Manual Number Dialing
  - Directory Search Dialing**Ex:**   

-  **7** **START**

 **Note:** The confidential file will be erased automatically at the center station after being polled.

# ▶ Confidential Mailbox and Confidential Network Communications

## 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 and prints out CONF. RCV REPORT.

MESSAGE IN MAIL BOX

### Sample CONF. RCV Report

```
***** -CONF. RCV REPORT- ***** DATE JUN-12-1998 ***** TIME 15:00 *****P.01

      ** NOTICE OF CONFIDENTIAL DOCUMENT HELD **

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

      040      PANAFAX      001      JUN-12 15:00

                                  -PANASONIC      -

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

### Explanation of Contents

- (1) File number : 001 to 255
- (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 7 Mailbox files can be stored in memory. So, you can receive the confidential fax using 7 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 99).

## 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 the other machine.

**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2a**  Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or

**2b**  Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%

**3**  


CONF. COMM. (1-5)  
ENTER NO. OR V ^

**4**  

CONFIDENTIAL POLLED  
CONF.CODE=■■■■

**5** Enter a 4-digit Confidential Code.  
**Ex:**    

CONFIDENTIAL POLLED  
CONF.CODE=2233

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



\* STORE \* NO.002  
PAGES=01 01%

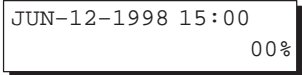

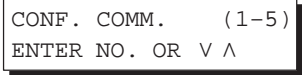
- !** **Note:** 1. The confidential file will be erased automatically after being polled.  
If you wish to retain the confidential file even after being polled, change the setting of Fax Parameter No. 42 (CONF. POLLED FILE SAVE) to "Valid".  
2. For Flatbed scanning, see page 51 – step 6b.

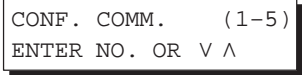


# ▶ Confidential Mailbox and Confidential Network Communications




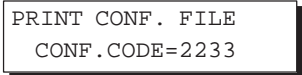

## Printing Out a Confidential Document from Your Machine's Mailbox

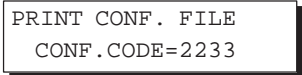

After you have been notified that someone has transmitted a confidential document to your machine's mailbox, use the following procedure to print out the confidential document.

- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

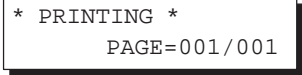

- 2**  


- 3**  


- 4** Enter the Confidential Code of the document you want to print out.  
**Ex:**    


- 5** 

The machine will print out the confidential documents.







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



## Deleting a Confidential Document Stored in Your Machine's Mailbox





If your memory becomes full, or you just want to clean out your confidential documents, you may delete one or more confidential faxes stored in your machine by using the following procedure. There are two types of confidential file deletions, one is to delete the file individually by its Confidential Code, and the other is to delete all confidential files in memory.


### To delete a file using Confidential Code

- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".
 

JUN-12-1998 15:00  
00%
- 2**  



CONF. COMM. (1-5)  
ENTER NO. OR V Λ
- 3**  



DELETE CONF. FILE  
CONF. CODE= █ █ █ █
- 4** Enter a 4-digit Confidential Code.  
Ex:    



DELETE CONF. FILE  
CONF. CODE=2233
- 5** 


\* DELETING \*  
CONF. CODE=2233


### To delete all confidential files in memory

- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".
 

JUN-12-1998 15:00  
00%
- 2**  

CONF. COMM. (1-5)  
ENTER NO. OR V Λ
- 3**  

DELETE CONF. FILE  
CONF. CODE= █ █ █ █
- 4** 

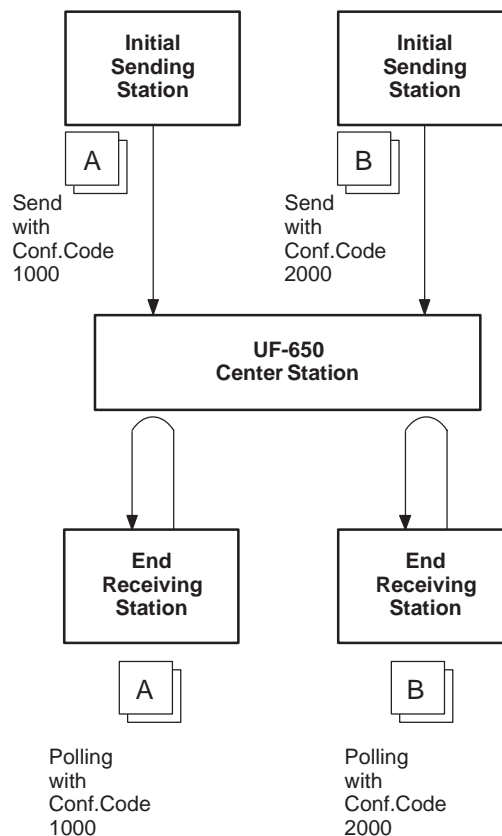
DELETE ALL CONF.  
FILES? 1: YES 2: NO
- 5** 

\* DELETING \*  
ALL CONF. FILES

## Confidential Mailbox and Confidential Network Communications

### Confidential Network Communications (Via a Center Station)

The Confidential Network Communication requires a Center Station such as a UF-650 to communicate with other Panasonic models which have confidential communication features. First the Initial Sending Station sends a confidential document to the Center Station together with a Confidential Code. The document will remain in the center station's memory until polled by the End Receiving Station. In the example given in figure 2, the End Receiving Station must know the Confidential code attached to the document.



**Figure 2: Sending Confidential Faxes via a Center Station**

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

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

Once you have polled or printed the confidential document from the Center Station, the document is automatically erased from the Center Station's memory.

## Compatibility with Other Machines

Table 1 shows how your machine fits in with the compatibility requirements of the different kinds of facsimile stations which make up a Network for Confidential Communications. It also shows whether or not special settings are required.

**Table 1: Confidential Communication Requirement**

Station	Compatible Model	Special Settings
Initial Sending Station	DF-1100, Panafax 145, Panafax 155, UF-140 UF-150, UF-160, UF-160M, UF-170 PD-170E, UF-250, UF-260, UF-270 UF-270M, UF-280M, UF-300 UF-312, UF-322, UF-342, UF-344 UF-550, UF-560, UF-620, UF-640 UF-650, UF-733, UF-744, UF-745 UF-750, UF-750D, UF-755, UF-755e UF-766, UF-770, UF-788, UF-880	Required. Please refer to the individual User's Guides of each machine.
Confidential Center Station	UF-620, UF-640, UF-650	
End Receiving Station	DF-1100, Panafax 145, Panafax 155, UF-140 UF-150, UF-160, UF-160M, UF-170 PD-170E, UF-250, UF-260, UF-270 UF-270M, UF-280M, UF-300 UF-312, UF-322, UF-342, UF-344 UF-550, UF-560, UF-620, UF-640 UF-650, UF-733, UF-744, UF-745 UF-750, UF-750D, UF-755, UF-755e UF-766, UF-770, UF-788, UF-880	

## Setting Up Your Machine for Confidential Network Communications

To use Confidential Communications, you must first preset the Confidential Communication Fax Parameter described below. Then, every time you actually send a Confidential Fax you must set a Confidential Code.

### 1. Confidential Communication Fax Parameter

This switches the Confidential Communications function to Valid or Invalid.

### 2. Own Telephone Number

The full telephone number should be entered.

### 3. Network Password and Polling Password

You may use Network Password and Polling Password to prevent outside facsimile(s) from using the Confidential Communication network. The same password must be provided to all the machines inside the network.

### 4. Confidential Code

A 4-digit code must be assigned to each Confidential Fax you send. It identifies the fax when it is stored in the Relay Station. The receiving person must know the code in order to poll the fax from the Relay Station.


# ▶ Confidential Mailbox and Confidential Network Communications

To set the Fax Parameter for Confidential Network Communication

**1**  **FAX** 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2**  FUNCTION 

SET MODE (1-6)  
ENTER NO. OR V ^

**3**   SET



FAX PARAMETER(01-99)  
NO. = █

**4**    SET

41 CONF. FAX PARA.  
1:INVALID

**5** 

41 CONF. FAX PARA.  
2:VALID

**6**  SET 




# Confidential Mailbox and Confidential Network Communications

To set your own Telephone Number and Network Password

**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".


















**2**  



**3**  



**4** Enter your telephone number (max. 36 digits).  
Ex:        
       




**5**  



**6** Enter a 4-digit Network Password.  
Ex:    



**7** 



**8** 

# ▶ Relayed Transmission

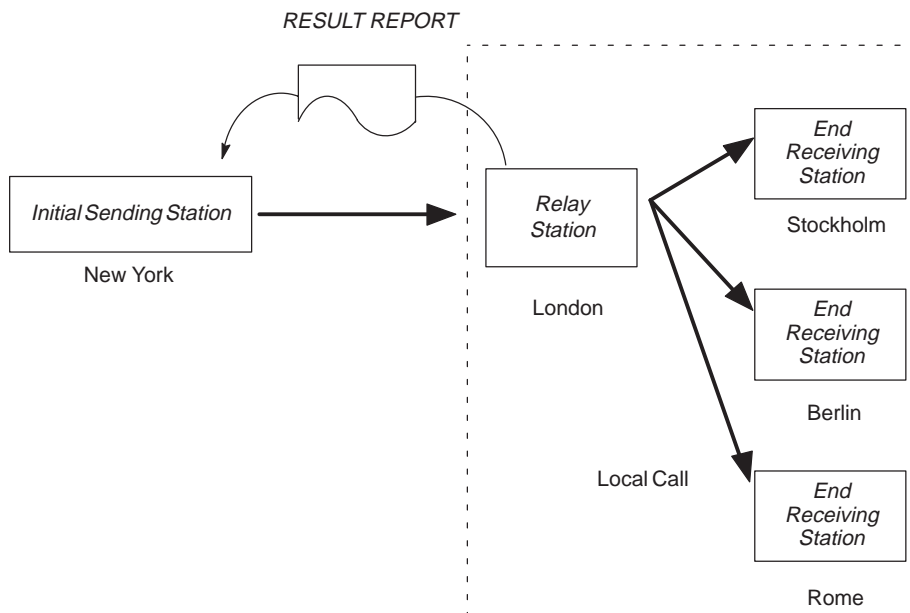
## General Description

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

To use Relayed Transmission, you must be part of a "Relay Network" built around a "Relay Station". That is, when you send a document by Relayed Transmission, you actually send it to a Relay Station together with instructions to relay it to one or more end receiving station(s).

The Relay Station first receives the document in its memory and then relays it to the end receiving station(s).

### Example:



## Compatibility with Other Machines

Table 1 shows the kind of facsimile machines which can make up a Relay Network used for Relayed Transmission. Note that your machine can serve as an Initial Sending Station or End Receiving Station.

**Table 1: Relay Network Compatibility Requirements**

Station	Compatible Model				Special Settings
Initial Sending Station	DF-1100	UF-300	UF-733	UF-880	Required. Please refer to the individual User's Guides of each machine.
	UF-150	UF-312	UF-744		
	UF-160	UF-322	UF-745		
	UF-160M	UF-342	UF-750		
	UF-170	UF-344	UF-750D		
	UF-250	UF-550	UF-755		
	UF-260	UF-560	UF-755e		
	UF-270	UF-620	UF-766		
	UF-270M	UF-640	UF-770		
	UF-280M	UF-650	UF-788		
Relay Station	UF-620	UF-650	UF-640	UF-M500	
End Receiving Station	ITU-T/CCITT G3 Compatible machines				Not required.

## Relay Network

A Relay Network is basically a group of facsimiles programmed to communicate with each other via a Relay Station. In this case, the word programmed means that certain numbers have been stored in the memory of each machine. These numbers, also called parameters, are needed to identify the machines in the network.

Since your machine can only serve as an Initial Sending Station or End Receiving Station in a Relay Network, it is assumed that you will not have to establish the network yourself. All you have to do is follow the set up procedure described here, and certain instructions provided by the network organizer (usually the person controlling the Relay Station). You should know, however, what kind of network you are going to connect to, and how it works. A sample network is shown in figure 1.

Figure 1 shows a sample network as seen from New York. London and Singapore are Relay Stations connected to New York. Viewed from New York, Stockholm, Berlin, Rome, Tokyo, Hong Kong, Wellington and Sydney are End Receiving Stations.

With this simple network using two Relay Stations, you can send a document with one operation to any combination of stations in the network via the London Relay Station and/or Singapore Relay Station. If New York only transmits to one station, for example, then the document will go directly to the station or indirectly via the Relay Station depending on the One Station XMT Parameter you preset.

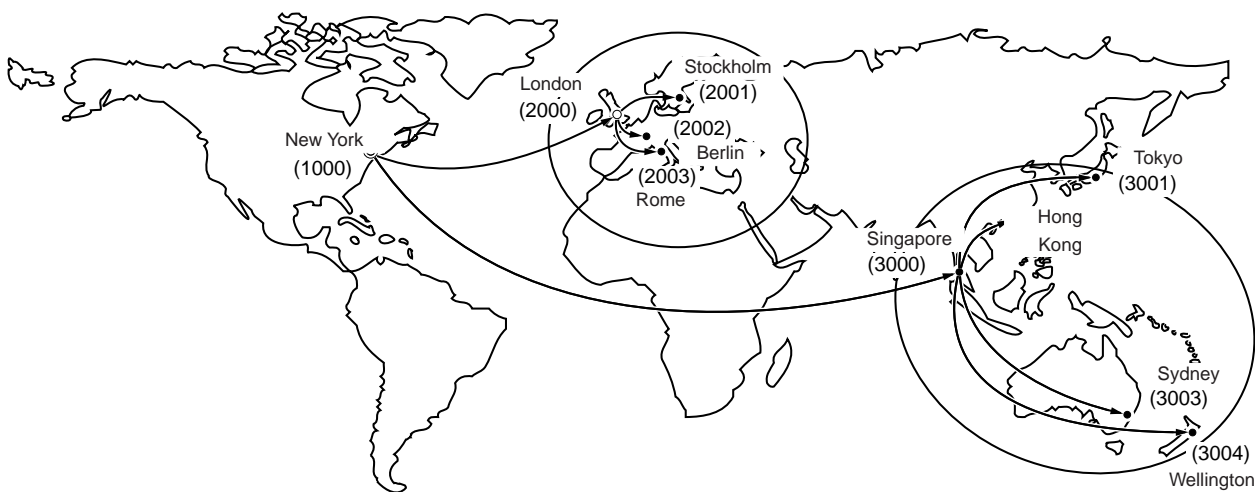


Figure 1: Sample Network

## ► Relayed Transmission

Table 2, 3 and 4 are sample settings for a Sample Network.

**Table 2: Sample Parameter and Abbreviated Dialing Number Table for New York**

Telephone Number : 212 111 1234  
 Network Address : 1000  
 Relay Address : 10

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	London	44 71 111 1234	20	Yes	2000	Direct
02	Stockholm	46 8 111 1234	20	No	2001	Direct
03	Berlin	49 611 111 1234	20	No	2002	Direct
04	Rome	39 6 111 1234	20	No	2003	Direct
05	Singapore	65 111 1234	30	Yes	3000	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

**Table 3: Sample Parameter and Abbreviated Dialing Number Table for London**

Telephone Number : 71 111 1234  
 Network Address : 2000  
 Relay Address : 20

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	Stockholm	46 8 111 1234	20	No	2001	Direct
02	Berlin	49 611 111 1234	20	No	2002	Direct
03	Rome	39 6 111 1234	20	No	2003	Direct
04	New York	1 212 111 1234	10	No	1000	Direct
05	Singapore	65 111 1234	30	Yes	3000	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

**Table 4: Sample Parameter and Abbreviated Dialing Number Table for Singapore**

Telephone Number : 65 111 1234  
 Network Address : 3000  
 Relay Address : 30

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	New York	1 212 111 1234	10	No	1000	Direct
02	London	44 71 111 1234	20	Yes	2000	Direct
03	Stockholm	46 8 111 1234	20	No	2001	Direct
04	Berlin	49 611 111 1234	20	No	2002	Direct
05	Rome	39 6 111 1234	20	No	2003	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

## Setting Up Your Machine for Relayed Transmission

To set up your machine for Relayed Transmission, use the procedures on the following pages to set the parameters listed below. Some parameters (e.g., Relayed XMT FAX Parameter) are only set once, but others must be set separately for each station in the Relay Network.

### 1. Relayed XMT Request FAX Parameter

This switches the Relayed XMT Request function to Valid or Invalid.

### 2. Own Telephone Number

The full telephone number to which the machine is connected should be entered in order for the Relay Station to send back a Result Report.

### 3. Own Network Address

A 4-digit Own Network Address should be entered in order for the Relay Station to send back a Result Report.

### 4. Network Password

A 4-digit number which prevents unauthorized (outside) stations from accessing the Relay Station and using its memory. Every Relay requesting stations and Relay stations in the network should have the same Network Password.

### 5. One-Touch/ABBR Numbers

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

#### 1) Network Address

End Receiving Station telephone numbers set in the Initial Sending Station may be different from the numbers set in a Relay Station. To send a fax to an End Receiving Station via a Relay Station each station in the network must be identified with a certain code which does not vary depending on where you call from. The code is the Network Address, which consists of a 4-digit number and is assigned to a One-Touch/ABBR number.

#### 2) Relay Address

A 2-digit number which identifies the Relay Station your machine will use. Your machine may be connected to more than one Relay Station in parallel, but when you use Relayed XMT Request your machine will only send documents to the Relay Station identified by the Relay Address.

#### 3) Relay Station Parameter (Yes/No)

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

#### 4) One Station XMT (Relay/Direct) Parameter

If you send a document to only one End Receiving Station, you can set your machine to transmit directly to that station, without going through the Relay Station, by selecting "**No**". Set "**Yes**" if you always want to go through the Relay Station.

# ▶ Relayed Transmission

To set the Relayed XMT FAX Parameters;

**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2**  FUNCTION 


SET MODE (1-6)  
ENTER NO. OR V ^

**3**   SET



FAX PARAMETER(01-99)  
NO. = █

**4**    SET

40 RELAY XMT REQUEST  
1:INVALID

**5** 

40 RELAY XMT REQUEST  
2:VALID

**6**  SET 

# Relayed Transmission
















To set your own Telephone Number, own Network Address and Network Password;

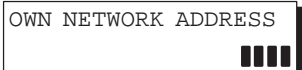
**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".









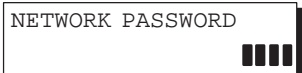
**2**   







**3**   


**4** Enter your telephone number (max. 36 digits) and press .  
Ex:       
        



**5** Enter your 4-digit Network Address and press .  
Ex:     .



**6** Enter your 4-digit Network Password and press .  
Ex:     .



**7** 

**6**

# ▶ Relayed Transmission

To set a One-Touch/ABBR. Dialing Number, Network Address, Relay Station Parameter (Yes/No) and One Station XMT (Relay/Direct) Parameter;

**1**  FAX 

Make sure that the FAX lamp is on.  
If not, press FAX to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2** 

1: ONE-TOUCH  
2: ABBR. NO.

**3** 

ONE-TOUCH< >  
PRESS ONE-TCH OR V ^

**4** Ex: 01

<01>  
ENTER TEL. NO.

**5** Enter the telephone number and press SET.

Ex: 9 PAUSE 5 5 5 SPACE  
1 2 3 4 SET

<01> ENTER NAME  
9-555 1234

**6** Enter the station name and press SET.

Ex: S A L E S SPACE D E P T SET

<01> NETWORK ADDRESS  
■■■■

**7** Enter a 4-digit Network Address and press SET.

Ex: 2 0 0 0 SET

<01> RELAY ADDRESS  
■■



# Relayed Transmission ◀

**8** Enter a 2-digit Relay Address and press **SET**.

Ex: ②① **SET**

```
<01> RELAY STN? 2
1: YES 2: NO
```

**9** If the recorded station is the Relay Station, press ①.  
If not, press ②.

Ex: ①

```
<01> 1-STN RELAY? 2
1: YES 2: NO
```

**10** In case the station you have just recorded will be used for one-station transmission, you can preset the transmission route.

- 1: For transmission via the Relay Station
- 2: For direct transmission

Ex: ②

```
ONE-TOUCH< >
PRESS ONE-TCH OR V ^
```

Repeat step 4 through 10 to enter the numbers for other stations, or return to standby by pressing **STOP**.

Print out a list of One-Touch/ABBR number or Directory Search List to confirm that you have recorded everything correctly. For the printout operation, refer to page 178.

**!** **Note:** You can also press **FUNCTION**, ⑦, ②, and **SET** to perform the same operation as pressing **PROGRAM AUTO DIALER** in step 2.

# ▶ Relayed Transmission

## Sending a Document by Relayed Transmission

Once you have recorded all the necessary parameters in your machine in accordance with the Relay Network you belong to, you can send a document to two or more stations in the network system, automatically, using the procedure below.

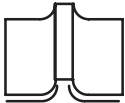
**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

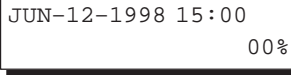


**2a**  Place document(s) face down on the ADF.




or


**2b**  Place a book or document face down on the Platen Glass.

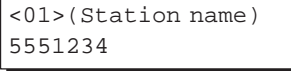


**3**   ENTER STATION(S)  
THEN PRESS START

**4** Dial by any combination of the following methods:

- One-Touch Dialing
- Abbreviated Dialing
- Directory Search Dialing, press  after each station is entered.  
(For details, see pages 52 to 57.)

Ex: 



**5** 

## 6a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

```
* STORE *      NO.002
      PAGES=01  05%
```

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

The machine starts to dial the telephone number of the Relay Station and sends the document(s).

After the Relay Station completes its transmission to the End Receiving Stations, your machine prints out a RELAY XMT RESULT REPORT sent back by the Relay Station.

## 6b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES". (Pressing ② returns you to the previous screen.)

```
* STORE *      NO.002
      PAGES=01  05%
```

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note 2)

If "YES" is selected, the LCD is as shown to the right.

Press **START** to store the document. Repeat this step until you have stored all the desired documents.

If "NO" is selected, the LCD is as shown to the right and the machine starts to dial the telephone number.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

```
* DIALING *    NO.002
5551234
```

After the Relay Station completes its transmission to the End Receiving Stations, your machine prints out a RELAY XMT RESULT REPORT sent back by the Relay Station.



**Note:** 1. You cannot use manual number dialing in step 4.

2. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.

# ▶ Relayed Transmission

## Printouts and Reports

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

### 1. Relay XMT Report (COMM. JOURNAL)

When your machine finishes transmitting to the Relay Station, it will print a COMM. Journal when the Fax Parameter No. 12 is set to "2", this tells you whether the transmission was successful or not.

### 2. Result Report

When the Relay Station finishes transmitting your fax document to the End Receiving Station(s) in your network, it will print a RELAY XMT RESULT REPORT, it tells you what it did and whether it was successful or not.

### Sample Relay XMT Report (COMM. JOURNAL)

```
***** -COMM. JOURNAL - ***** DATE JUN-12-1998 **** TIME 15:00 **** P.01

(1)                                     (2)                                     (3)
MODE = MEMORY RELAYED TRANSMISSION      START= JUN-12 14:50      END= JUN-12 15:00

FILE NO.= 050 (4)

(5)   (6)   (7)   (8)   (9)   (10)   (11)
STN NO. COM  ABBR NO.  STATION NAME/TEL NO.  PAGES  DURATION  RLY STN

001    R-OK  <01>/2000  LONDON                    001/001  00:01'30  <01>/2000
002    R-OK  <02>/2001  STOCKHOLM                 001/001  RELAY     <01>/2000
003    R-OK  <03>/2002  BERLIN                    001/001  RELAY     <01>/2000
004    R-OK  <04>/2003  ROME                      001/001  RELAY     <01>/2000

- PANASONIC -

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

- (1) Indication of communication mode
- (2) Start time of communication
- (3) End time of communication
- (4) File number : 001 to 255
- (5) Sequential number of the stations :
- (6) Communication result : "R-OK" indicates that the Relayed XMT Request was successful.  
3-digit Info Code (see page 187) indicates that the communication has failed.
- (7) Abbreviated number and Network Address
- (8) Recorded name in One-touch or ABBR Number dialing
- (9) Number of pages transmitted : 3-digit number is the number of pages successfully transmitted.
- (10) Duration of communication : The communication that was requested to be transferred via the relay station is shown as "RELAY".
- (11) Relay station's ABBR. NO. / Network Address



**Note:** If you transmit through more than one Relay Station, you will receive a separate Result Report.

## Sample Result Report (Relay XMT Result)

```

(1)
12-JUN-1998 12:10 FROM LONDON TO NEW YORK P.001/001

***** -RESULT REPORT- ***** DATE 12-JUN-1998 ***** TIME 12:10 ***** P.1
(2)
MODE = RELAYED TRANSMISSION
(3) (6) (7)
REQUEST REC'V TIME=12-JUN 11:40 START=12-JUN 12:00 END=12-JUN 12:10
NUMBER OF PAGE(S) = 01 (4)
FILE NO. = 045 (5)

**** REQUESTING STATION ** (8)
- NEW YORK -
TELEPHONE NUMBER = 212 111 1234
NETWORK ADDRESS = 1000

(9) (10) (11) (12) (13)
NO. COM DESTINATION(S) PAGE(S) RLY STN

01 OK 2000 LONDON 001/001
02 OK 2001 STOCKHOLM 001/001
03 OK 2002 BERLIN 001/001
04 INC 2003 ROME 000/001

**RELAY STATION ** (14)
- LONDON -
TELEPHONE NUMBER = 44 71 111 1234
RELAY ADDRESS= 20
NETWORK ADDRESS= 2000

- LONDON -
***** - 44 71 111 1234 - *****
TOTAL P.01
    
```

### Explanation of Contents

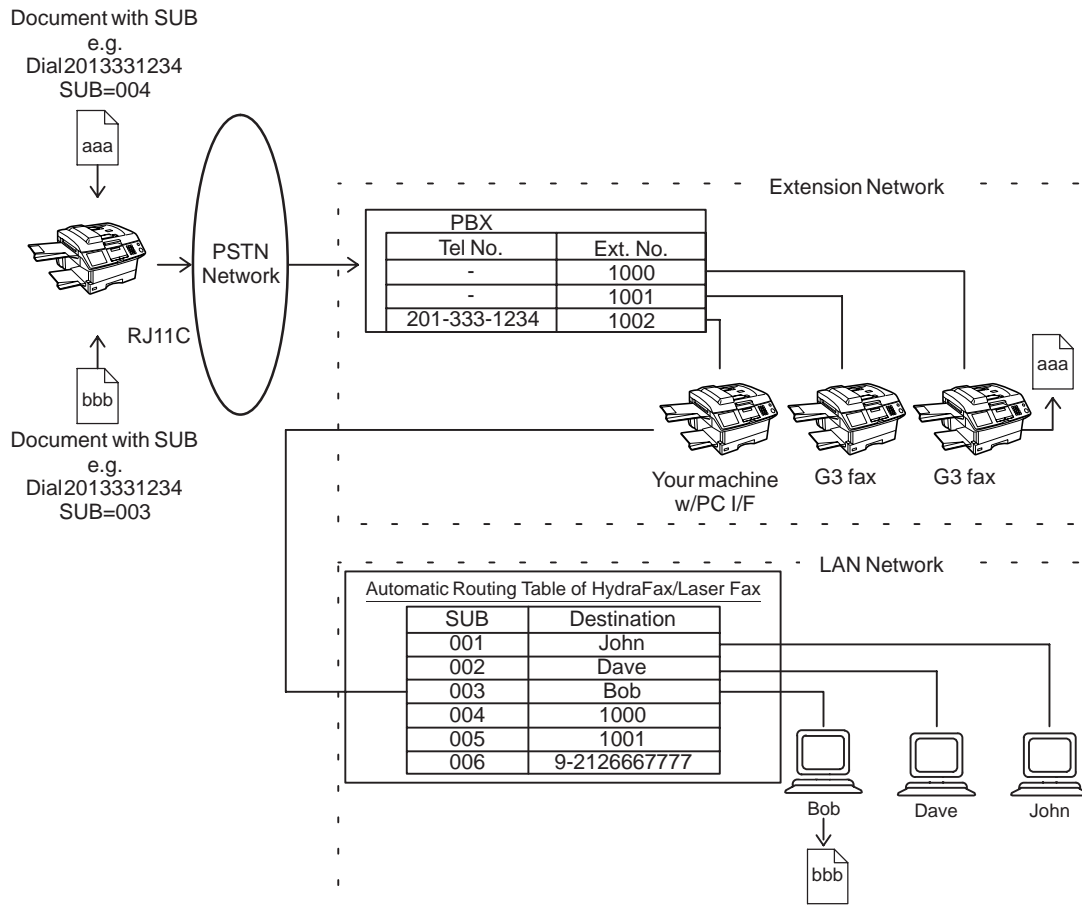
- (1) Relay Station's Header Print
- (2) Indication of transmission mode
- (3) The time when the relay request was received
- (4) Number of pages received for a relay request
- (5) File number of the received relay request file
- (6) The time when the Relay Station starts sending Relay Faxes
- (7) The time when the Relay Station ends sending Relay Faxes
- (8) Initial Sending Station's information (LOGO, Telephone number and Network Address)
- (9) Communication number
- (10) Communication result : "OK" indicates that the transmission was successful.  
"R-OK" indicates that the transmission to the Relay Station was successful.  
"INC" indicates that the transmission was not completed.
- (11) Station name
- (12) Number of pages transmitted/number of pages received for a Relay Request
- (13) Another Relay Station's Relay Address/Network Address (If transferred to another Relay Station)
- (14) Relay Station's information (LOGO, Telephone number and Network Address)

# ▶ Sub-addressing

## General Description

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

### Example of a Network



### Compatibility with Other Machines

- Sub-addressing Transmission: DF-1100/UF-332/342/344/550/560/770/788/880 (see Note 2.)
- Sub-addressing Reception: DF-1100/UF-342/344/550/560/770/788/880 with PC Interface using the Networking version of HydraFax/LaserFAX software.

### Sub-addressing Transmission Methods

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

- By registering the Sub-address information into One-Touch/ABBR. Dialing Numbers.
- By specifying the Sub-address information in the Manual Number Dialing 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 HydraFax/LaserFAX Routing Table (please refer to the HydraFax/LaserFAX User Manual).





**Note:** 1. HydraFax and LaserFAX are trademarks of Wordcraft International Ltd.  
2. UF-788 with PC Interface Option or the Option ROM installed.


# Sub-addressing

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

**1**  JUN-12-1998 15:00  
00%  
 Make sure that the FAX lamp is on.  
 If not, press  to set the "FAX Mode".


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



**3**  to select "ONE-TOUCH".  
 or

 to select "ABBR. NO.".



Ex: ①






**4** Ex:  ONE-TOUCH< >  
PRESS ONE-TCH OR V ^  
<01>  
ENTER TEL. NO.

**5** Enter the telephone number, press , then enter the Sub-address (up to 20 digits).  
 (Up to 36 digits including telephone number, pauses, spaces, FLASH and Sub-address)  
<01>  
5551234s2762

Ex: Telephone number = 5551234, Sub-address =2762  
 ⑤⑤⑤①②③④  ②⑦⑥②

**6**  <01> SALES DEPT  
 Enter the station name.  
5551234s2762

**7**  



-  **Note:** 1.  separates the Sub-address from the Telephone number and is indicated by an "s" in the display.
2. You can also press , ⑦, ②, and  to perform the same operation as pressing  in step 2.

# ▶ Sub-addressing


## To send a Document with Sub-address

### Using One-Touch/ABBR. Number Dialing

The operation is the same as for normal dialing

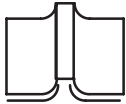
- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

- 2a**  Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or

- 2b**  Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%

- 3** Ex: 

<01> (Station name)  
5551234s2762

- 4** 



## 5a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

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

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

The machine starts to dial the telephone number of the station and sends the document(s) with Sub-addressing information.

## 5b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES". (Pressing ② returns you to the previous screen.)

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

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note)

If "YES" is selected, the LCD is as shown to the right.

Press **START** to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

If "NO" is selected, the LCD is as shown to the right and the machine starts to dial the telephone number of the station and sends the document(s) with Sub-addressing information.

```
* DIALING *    NO.001
5551234
```

**!** **Note:** If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.

# ▶ Sub-addressing

## Using Manual Number Dialing

Use **FLASH** to separate the Telephone number and the Sub-address.

**1**



Make sure that the FAX lamp is on.

If not, press **FAX** to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2a**



Place document(s) face down on the ADF.

ENTER STATION(S)  
THEN PRESS START 00%

or

or

**2b**



Place a book or document face down on the Platen Glass.

JUN-12-1998 15:00  
00%

**3**

Enter the telephone number, press **FLASH**, then enter the Sub-address (up to 20 digits).

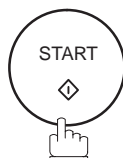
(Up to 36 digits including telephone number, pauses, spaces, FLASH and Sub-address)

**Ex:** Telephone number = 5551234, Sub-address =2762

⑤⑤⑤①②③④ **FLASH** ②⑦⑥②

TEL. NO.  
5551234s2762

**4**



## 5a ADF scanning

When documents are placed on the ADF, the LCD is as shown to the right.

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

The document(s) is stored into memory with a file number.

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

The machine starts to dial the telephone number of the station and sends the document(s) with Sub-addressing information.

## 5b Flatbed scanning

When a book or a document is placed on the Platen Glass, the LCD is as shown to the right.

```
SCAN FROM FLATBED?
1: YES 2: NO
```

- (1) Press ① to select "YES". (Pressing ② returns you to the previous screen.)

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

The document is stored into memory with a file number.

Then the machine prompts whether you wish to store another page.

```
SCAN ANOTHER PAGE?
1: YES 2: NO
```

- (2) To store another document into memory, press ① to select "YES". If you do not wish to store an additional document, press ② to select "NO". (See Note 4)

If "YES" is selected, the LCD is as shown to the right.

Press **START** to store the document. Repeat this step until you have stored all the desired documents.

```
SET ANOTHER PAGE AND
THEN PRESS START
```

If "NO" is selected, the LCD is as shown to the right and the machine starts to dial the telephone number of the station and sends the document(s) with Sub-addressing information.

```
* DIALING *    NO.001
5551234
```

- !** **Note:**
1. **FLASH** separates the Sub-address from the Telephone number and is indicated by an "s" in the display.
  2. Manual Off-Hook or On-Hook Dialing cannot be used with the Sub-addressing Transmission.
  3. The Sub-address is not transmitted during Manual Redial Mode.
  4. If no action is taken within 60 seconds, the machine will delete the stored pages and return to the standby mode.



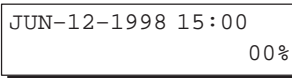


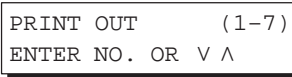





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# Journals and Lists

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/ABBR. No. List, Program List, Fax Parameter List, Power Failure Report 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), but you can print or view it manually by using the following procedure:

- 1**    
 Make sure that the FAX lamp is on.  
 If not, press  to set the "FAX Mode". 
  
- 2**     
 
  
- 3**     
 
  
- 4a**  to print a Journal. 

7

# ▶ Journals and Lists

**4b** 

to view a Journal.

JOURNAL VIEW  
1: XMT ONLY 2: ALL

**5**

Select the viewing mode.



to view transmission transactions only.

or



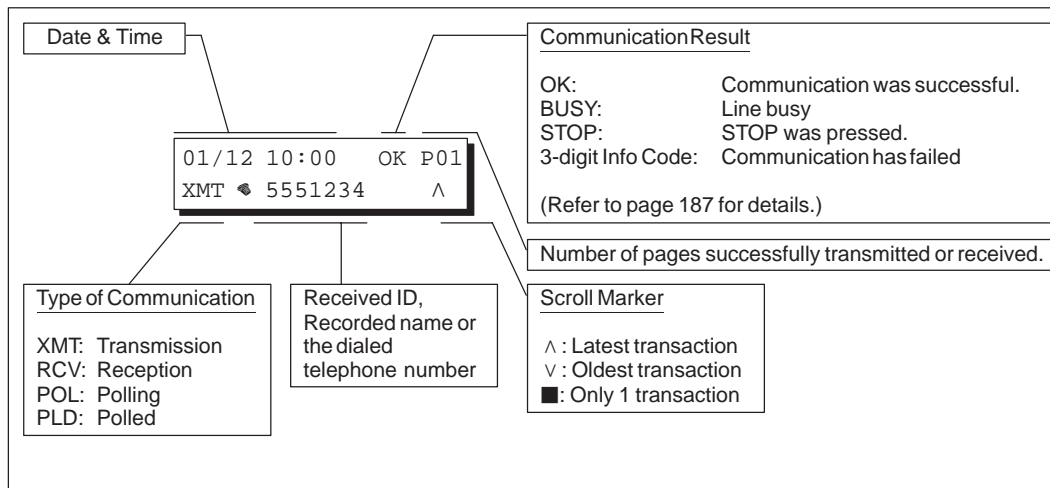
to view all transactions.

USE THE V ^ KEYS TO  
SCROLL EACH RECORD

**Ex:** 

You can view the transactions in the journal by pressing the



 or  keys. Press STOP to return to standby.




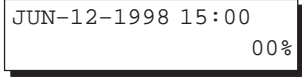


**Note:** If you wish to disable the automatic print out of the Transaction Journal, change the setting of Fax Parameter No. 13 to "Invalid". (See page 39.)

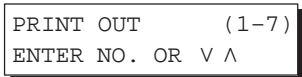

## Individual Transmission Journal (IND. XMT JOURNAL)

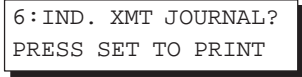

An Individual Transmission Journal contains the information on the latest transmission.


- 1**  FAX 

Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".


- 2**  FUNCTION 


- 3** 


- 4**  SET



# ▶ Journals and Lists

## Sample Transaction Journal

***** -JOURNAL- ***** (1) (2) DATE JUN-12-1998 ***** 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	001		00:00'22	XMT	SERVICE DEPT.	JUN-11	17:35	C0044903C0000	
02	OK	003		00:01'17	RCV	111 222 333	JUN-11	17:41	C0044903C0000	
03	OK	001		00:00'31	XMT	ACCOUNTING DEPT.	JUN-11	17:50	C0044903C0000	
04	630	000/005	021	00:00'00	XMT	342345676	JUN-11	17:57	0800420000000	
05	STOP	000		00:00'34	XMT	12324567	JUN-11	18:35	0210260200000	
06	OK	001/001	022	00:00'20	XMT	44567345	JUN-11	18:44	C8044B03C0000	
07	408 *	003	023	00:02'14	XNT	2345678	JUN-11	19:00	0040440A30080	
( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )										
31	OK	002/002	024	00:00'31	XMT	0245674533	JUN-12	08:35	C8044B03C1000	
32	OK	003/003	025	00:01'32	XMT	0353678980	JUN-12	08:57	C8044B03C1000	
(13) -PANASONIC -										
***** -HEAD OFFICE - ***** 201 555 1212- *****										
(15) (14)										

## Sample Individual Transmission Journal (IND. XMT JOURNAL)

***** -IND. XMT JOURNAL- ***** (1) (2) DATE JUN-12-1998 ***** TIME 15:00 *****										
(10)(11)	DATE/TIME	=	JUN-12-1998 09:00							
(3)	JOURNAL No.	=	21							
(4)	COMM. RESULT	=	OK							
(5)	PAGE(S)	=	001							
(7)	DURATION	=	00:00'16							
(6)	FILE No.	=								
(16)	MODE	=	TRANSMISSION							
(17)	DESTINATION	=	[01] / 555 1234 / ABCDEFG							
(18)	RECEIVED ID	=								
(19)	RESOLUTION	=	STD							
(13) -PANASONIC -										
***** -HEAD OFFICE - ***** 201 555 1212- *****										
(15) (14)										



## 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 a 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 a memory overflow or document misfeeding occurred while storing the documents into memory for transmission but the successfully stored document(s) was sent.  
 "R-OK" indicates that the Relayed XMT or Confidential Communication was successful.  
 "3-digit Info Code" (page 187) 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 which the machine attempted to transmit.  
 Asterisk "\*" indicates that the quality of some received copies was poor.
- (6) File number : 001 to 255 (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
- (9) Remote station identification : Name : Recorded name in One-Touch or ABBR. Numbers or remote station's Character ID.  
 ☎ number : Dialed 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/ID number
- (19) Resolution : "STD" means standard resolution  
 "FINE" means fine resolution  
 "S-FINE" means super fine resolution  
 "PHOTO" means the resolution used for photographs or illustrations with gray tones.

# ▶ Journals and Lists

## 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 JUN-12-1998 **** TIME 15:00 **** P.01

(1)                                     (2)                                     (3)
MODE = MEMORY TRANSMISSION             START=JUN-12 14:50             END=JUN-12 15:00

FILE NO.= 050 (4)

(5)   (6)   (7)   (8)   (9)   (10)
STN NO. COMM  ABBR NO. STATION NAME/TEL NO.  PAGES  DURATION

001   OK    <01>   SERVICE DEPT.           001/001  00:01'30
002   OK    <02>   SALES DEPT.             001/001  00:01'25
003   407   <03>   ACCOUNTING DEPT.       000/001  00:01'45
004   BUSY   ☎     021 111 1234           000/001  00:00'00

                                     - PANASONIC -

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

THE SLEREXE COMPANY LIMITED
SAPORS LANE . BOOLE . DORSET . BH 25 8 ER
TELEPHONE BOOLE (945 13) 51617 - TELEX 123456

Our Ref. 350/PJC/EAC                                     18th January, 1972.

Dr. P.N. Cundall,
Mining Surveys Ltd
```

... 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,



P.J. CROSS  
Group Leader - Facsimile Research

## Explanation of Contents

- (1) Indication of communication mode
- (2) Start time of communication
- (3) End time of communication
- (4) File number

: 001 to 255 (When the communication is stored into memory, a file number is assigned for each communication.)

- (5) Station number
- (6) Communication result

: Sequential number of the Stations.

: "OK" indicates that the communication was successful.

"BUSY" indicates that the communication has failed because of a 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 a memory overflow or document misfeeding occurred while storing the documents into memory for transmission but the successfully stored document(s) was sent.

"R-OK" indicates that the Relayed XMT or Confidential Communication was successful.

"3-digit Info Code" (page 187) 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
- (8) Recorded name in One-Touch, ABBR. or direct dialing number
- (9) Number of pages transmitted or received

:  mark indicates dialed by direct number dial.

: 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 which the machine attempted to transmit.

- (10) Duration of Communication


# ▶ Journals and Lists

## 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**



Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%

**2**



PRINT OUT (1-7)  
ENTER NO. OR V ^

**3**



2:ONE-TCH/ABBR LIST?  
PRESS SET TO PRINT

**4**



1:ONE-TOUCH/ABBR.NO.  
2:DIR. SEARCH

**5**



for One-Touch/ABBR. Number List

\* PRINTING \*  
ONE-TOUCH/ABBR. LIST



for Directory Search List

\* PRINTING \*  
DIR. SEARCH LIST

## Sample One-Touch List

```
***** -ONE-TOUCH LIST- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.01

(1)          (2)          (3)
ONE- STATION NAME    TELEPHONE NO.
TOUCH

<01> SERVICE DEPT.    121 555 1234
<02> SALES DEPT.      222 666 2345
<03> ACCOUNTING DEPT 313 333 3456

NO. OF STATIONS = 03 (4)

-----
OWN TELEPHONE NO.=12345678 (9)
OWN NETWORK ADDRESS=1000 (10)
NETWORK PASSWORD=9999 (11)
-----
                (see Note)

-PANASONIC -

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

## Sample ABBR. Number List

```
***** -ABBR NO. LIST- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.01

(1)          (2)          (3)
ABBR STATION NAME    TELEPHONE NO.
NO.


[01] ENG. DEPT.      888 555 1234
[02] PURCHASE DEPT. 999 666 2345
[03] REGULATION DEPT 777 333 3456

NO. OF STATIONS = 03 (4)

-----
OWN TELEPHONE NO.=12345678 (9)
OWN NETWORK ADDRESS=1000 (10)
NETWORK PASSWORD=9999 (11)
-----
                (see Note)

-PANASONIC -

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

 **Note:** This information will be printed if the setting of Fax Parameter No.40 (RELAYED XMT REQUEST) or No. 41 (CONF. FAX PARAMETER) is set to "Valid".

# ▶ Journals and Lists

## Sample Directory Search List

```

***** -DIR. SEARCH LIST- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.01

(12) (2)          (1) (3)
      STATION NAME  ABBR TELEPHONE NUMBER
      NO.
[A]  ACCOUNTING DEPT <03> 313 333 3456

[E]  ENG. DEPT.      [01] 888 555 1234

[P]  PURCHASE DEPT  [02] 555 666 2345

[R]  REGULATION DEPT [03] 777 333 3456

[S]  SALES DEPT.    <01> 121 555 1234
      SERVICE DEPT  <02> 222 666 2345

      (5) (6) (7) (8)
      NETWORK RELAY RELAY ONE STN
      ADRS    STN. ADRS  XMT
      2002    NO   20   DIRECT
      3000    YES  30   DIRECT
      3001    NO   30   DIRECT
      3002    NO   30   DIRECT
      2000    YES  20   DIRECT
      2001    NO   20   DIRECT
      (see Note)

      NO. OF STATIONS = 06 (4)
      OWN TELEPHONE NO. = 12345678 (9)
      OWN NETWORK ADDRESS = 1000 (10)
      NETWORK PASSWORD = 9999 (11)
      (see Note)

      -PANASONIC -

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

```







**!** **Note:** This information will be printed if the setting of Fax Parameter No. 40 (RELAYED XMT REQUEST) or No. 41 (CONF. FAX PARAMETER) is set to "Valid".

### Explanation of Contents

- (1) One-Touch number or Abbreviated number : <nn> = One-Touch number, [nn] = 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) Network Address : 4-digit
- (6) Relay Station : Yes/No
- (7) Relay Address : 2-digit
- (8) One Station XMT : Relay/Direct
- (9) Own telephone number : Up to 36 digits
- (10) Own Network Address : 4-digit
- (11) Network Password : 4-digit
- (12) The first letter of station name recorded in your machine

## Program List

To print a Program List of the Dialing Patterns that you have previously entered into the Program Keys.

<b>1</b>	 Make sure that the FAX lamp is on. If not, press  to set the "FAX Mode".	JUN-12-1998 15:00 00%
<b>2</b>	 	PRINT OUT (1-7) ENTER NO. OR V Λ
<b>3</b>		3:PROGRAM LIST? PRESS SET TO PRINT
<b>4</b>		* PRINTING * PROGRAM LIST

7

### Sample Program List

```

***** -PROGRAM LIST- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.01

(1)      (2)      (3)      (4)      (5)
PROGRAM  PROGRAM NAME  TYPE      TIMER      ABBR.NOS.

[P1]     TIMER XMT      XMT        12:00      [01]
[P2]     TIMER POLL     POLL        19:00      [02]
[P3]     PROG. A        POLL        -----    [01] [02]
[P4]     PROG. B        ABBR/GRP   -----    [01] [02] [03]
[P5]     PROG. C        ABBR/GRP   -----    [04] [05] [06]

                                           -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


# ▶ Journals and Lists


## FAX Parameter List

To print out a FAX Parameter List:

- 1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

JUN-12-1998 15:00  
00%
- 2**  

PRINT OUT (1-7)  
ENTER NO. OR V Λ
- 3** 

4:FAX PARA. LIST?  
PRESS SET TO PRINT
- 4** 

\* PRINTING \*  
FAX PARAMETER LIST

### Sample FAX Parameter List

```
***** -FAX PARAMETER LIST- ***** DATE JUN-12-1998 ***** TIME 15:00 *****
```

(1) PARAMETER NUMBER	(2) DESCRIPTION	(3) SELECTION	(4) CURRENT SETTING	(5) STANDARD SETTING
01	CONTRAST (HOME)	(1:Lightest - 3:Normal - 5:Darkest)	3	3
02	RESOLUTION (HOME)	(1:Std 2:Fine 3:S-Fine 4:Photo )	1	1
99	MEMORY SIZE		(1MB) (6)	

-PANASONIC -

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

### Explanation of Contents

- |                      |   |   |
|----------------------|---|---|
| (1) Parameter number | (4) Current setting                     | : "----" indicates code or password is not set. When the code or password is set, it is shown in parenthesis. When RCV To Memory Password is set, ■■■■ is shown in parenthesis. |
| (2) Description      | : "(HOME)" means home position setting. | (5) Standard setting : Factory preset standard setting  |
| (3) Selection        | (6) Memory sizes                        | : (Base memory + option memory)   |





## Power Failure Report

The DF-1100 has a built-in rechargeable battery installed to retain the document information for up to 1 hour when a power failure occurs.

However, if the battery system has problems, the document information might be lost. In this case, a Power Failure Report will be printed automatically for each file separately, after the power is turned ON again. This report is not printed if there were no files in the memory.

### Sample Power Failure Report

```

***** -POWER FAILURE REPORT- ***** DATE JUN-12-1998 ***** TIME 15:00 *** P.01

POWER FAILURE OCCURRED !

FROM *** JUN-12-1998 10:00 *** (1)

TO *** JUN-12-1998 15:00 *** (2)

FOLLOWING FILE(S) HAS BEEN LOST.

(3)      (4)      (5)      (6)      (7)
FILE NO.  COMM. TYPE  ABBR NO.  STATION NAME/TEL NO.  PAGES

002      MEM.POLLED XMT                003

003      RCV TO MEMORY                005

015      MEM. DEF. XMT  <01>      SALES DEPT.           000/003
                   <02>      SERVICE DEPT           000/003

018      MEMORY XMT    <03>      ACCOUNTING DEPT.     005/005
                   ☎          021 111 1234           000/005

                                           -PANASONIC           -

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

### Explanation of Contents

- (1) Power failure date and time
- (2) Power return date and time
- (3) File number : 001 to 255.
- (4) Communication type
- (5) Abbreviated number or ☎ mark : ☎ mark indicates dialed by Manual Number dialing
- (6) Recorded name in One-touch, ABBR. or Manual Number dialing
- (7) Number of pages stored : The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the number of pages stored in memory.

This page is intentionally left blank.

## If You Have Any of These Problems

Mode	Symptom	Action	Page
<b>During Installation</b>	The display is blinking	Battery is completely discharged. This may happen at first-time installation. After setting the clock, the blinking will stop.	27
<b>During Transmission</b>	Document does not feed/multiple feed	<ol style="list-style-type: none"> <li>1. Check that your document is free of staples and paper clips, and that it is not greasy or torn.</li> <li>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, send the documents using the Flatbed.</li> <li>3. Check that the document is loaded properly.</li> <li>4. Adjust the ADF Pressure.</li> </ol>	43 44 194
	Document jam	The information code 031 will appear on the display if the document becomes jammed.	191
	Does not stamp	<ol style="list-style-type: none"> <li>1. Check if Stamp LED is lit.</li> <li>2. Check Fax parameter No. 04 and No. 28 settings.</li> </ol>	46 38,39
	Stamp too light	Replace stamp or refill ink.	195
<b>Transmission Copy Quality</b>	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.	192
	Transmitted document is blank	<ol style="list-style-type: none"> <li>1. Make sure the document is set face down.</li> <li>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.</li> </ol>	192
<b>During Reception</b>	No recording paper	The information code 010 will appear on the display if the paper runs out.	20
	Recording paper jam	The information code 001, 002 or 003 will appear on the display if the paper gets jammed.	190
	Recording paper does not advance into machine	Make sure that there is paper in the Paper Cassette. Follow the instructions for loading paper.	20
	Recording paper does not eject after printing	Check to see if the recording paper is jammed inside of the machine.	190
	Recording papers are not stacked in sequence. Machine does not print from the last page received.	<ol style="list-style-type: none"> <li>1. Check if Fax Parameter No. 65 is set to valid.</li> <li>2. If memory becomes full during reception, the machine will start to print from the 1st page received. We recommend that optional memory is installed if this symptom is encountered frequently.</li> </ol>	41 201
	Document auto reduction does not work	Check Print Reduction settings.	79
	Out of toner	The information code 041 will appear on the display if the Toner Cartridge runs out of toner.	18

## ► Troubleshooting

Mode	Symptom	Action	Page
Print Copy Quality	Vertical lines printing on the received document	Printout a Journal report (e.g. [FUNCTION], [6], [1] and [SET]) and check quality to make sure whether your machine has a 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.	171  18
	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.	200
	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.	200  18
	Fading print	Your Toner Cartridge may be running out of toner. Replace the Toner Cartridge.	18
	Faint print	You may need to choose a different paper for the best possible print quality.	200
Communication	No dial tone	1. Check the connection of the telephone line. 2. Check the telephone line.	196
	No auto answer	1. Check the connection of the telephone line. 2. Check the Reception mode setting. 3. Check if machine is printing a report. (e.g.: Transaction Journal, Fax Parameter List). If machine is printing a report, machine cannot receive until printing is completed. 4. If the printed document is the final Transaction to print the Transaction Journal automatically, machine will usually print the Transaction Journal automatically after printing out the document. In this case, the machine cannot receive until the Transaction Journal has been printed.	196  78
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble.	187
No Unit Operation	No unit operation	To reset the machine, turn-off the Power Switch for a few seconds then turn it on again.	23

## 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
001/002	Recording paper jam.	Remove jammed paper.	190
010	No recording paper.	Load the recording paper.	20
011	Recording Paper Cassette is not installed properly.	Install the Recording Paper Cassette.	--
017	Incorrect paper size loaded in the Paper Cassette.	Load the Paper Cassette with proper paper size (A4, LTR or LGL).	20
024	Scanner Unit can not move properly.	Scanner Unit may be secured in place. Unlock the Scanner Unit.	17
030	Document misfeeding.	1. Reload the document properly. 2. Remove document jam. 3. Adjust ADF.	44 191 194
031	Document paper is too long or jammed. Document length exceeds 78.8 inches (2 meters).	1. Reload the document properly. 2. Remove document jam.	44 191
041	Out of toner.	Replace the Toner Cartridge.	18
045	Toner Cartridge is not installed.	Install the Toner Cartridge.	18
060	Printer Cover is open.	Close the Printer Cover.	--
061	ADF Door is open.	Close the ADF Door.	--
063	Jam Access Cover (Optional 2nd Feeder Unit) is open.	Close the Jam Access Cover.	--
064	Jam Access Cover (Optional 3rd Feeder Unit) is open.	Close the Jam Access Cover.	--
065	Platen Cover is open.	Close the Platen Cover.	--
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 requires your ID Number. Remote station required a Receiving Password to receive the document. Mailbox is full.	Program your ID Number. Check the remote station.	30 204
402	During initial handshake, communication error occurred.	Reload the document and send again.	--

## ► Troubleshooting

Info. Code	Meaning	Action	Page
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.	135 137 138
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.	--
411	Polling password does not match.	Check the polling password.	89
412	No data from the transmitting side.	Check with the other party.	--
414	Polling password does not match.	Check the polling password.	89
415	Polling transmission error.	Check the polling password.	89
416/417 418/419	Received data has too many errors.	Check with the other party.	--
420	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.	--
422/427	Interface is incompatible.	Check with the other party.	--
430/434	Communication error occurred while receiving.	Check with the other party.	--
436/490	Received data has too many errors.	Check with the other party.	--
456	<ul style="list-style-type: none"> <li>• Unit received a confidential document or was requested to be polled of a confidential document under any of following conditions.               <ol style="list-style-type: none"> <li>1) Memory does not have enough space to receive the confidential document.</li> <li>2) Confidential Mailbox file is full.</li> <li>3) While printing received document.</li> </ol> </li> <li>• Unit was requested to relay a document.</li> </ul>	<ol style="list-style-type: none"> <li>1. Print out a File List then check the contents.</li> <li>2. Wait until unit finishes printing.</li> </ol>	99
492/493 494	Communication error occurred while receiving.	Check with the other party.	--
495	Telephone line disconnected.	Check with the other party.	--

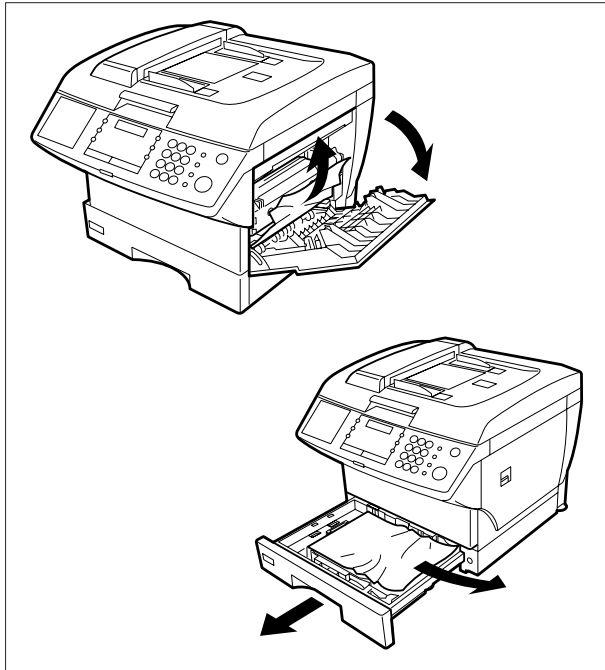
Info. Code	Meaning	Action	Page
540/541 542 543/544	Communication error occurred while transmitting.	1. Reload the document and send again. 2. Check with the other party.	--
550	Telephone line disconnected.	Check with the other party.	--
552/553 554/555	Communication error occurred while receiving.	Check with the other party.	--
580	Sub-address transmission to a unit that has no Sub-address function.	Check the remote station.	164
581	Sub-address Password transmission to a unit that has no Password Sub-address function.	Check the remote station.	164
601	ADF Door was opened during ADF transmission.	Close the ADF Door.	191
602	Platen Cover was opened during ADF transmission.	Close the Platen Cover.	191
623	No document loaded on the ADF.	Reload the document and send again.	--
630	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.	--
631	During dialing, <b>[STOP]</b> was pressed.	Reload the document and send again.	--
634	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again. <b>Note:</b> Canadian Models will not redial when the communication fails due to no response from the called station.	--
638	Power failure occurred during the communication.	Check the power cord and plug.	22
870	Memory overflow occurred while storing documents into memory for transmission or copying.	Transmit or Copy documents without storing into memory. Order additional memory option.	60 201
879	Memory overflow occurred while receiving documents into memory. Receiving documents with data that is greater than the memory size.	1. Check recording paper and toner cartridge. 2. Install Optional Memory Card.	18 20 202
975	DRAM parity error. The document information in memory is lost.	1. Unit will print out a Power Failure Report. 2. Resend the lost document.	183

# ▶ Troubleshooting

## Clearing a Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show an Information Code 001 or 002.

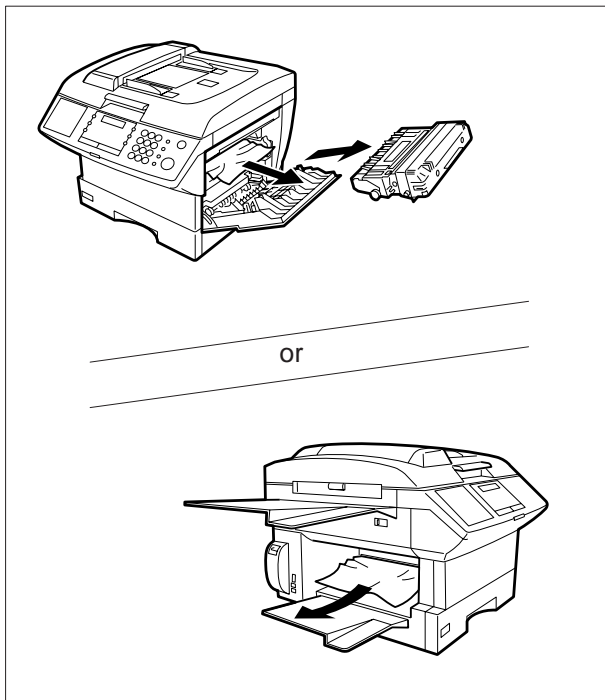
### To clear the jam, Info. Code 001



- ① Open the Printer Cover.
- ② Remove the jammed paper.
- ③ Slide out the Paper Cassette.
- ④ Remove the jammed or wrinkled paper and reload the recording paper into the paper cassette.

**Caution:** Make sure that the paper is set under the clips of the Paper Cassette. You can load about 250 sheets with standard weight paper (20 lb. or 75 g/m<sup>2</sup>). For paper specification see page 200.

### To clear the jam, Info. Code 002



- ① Open the Printer Cover.
- ② Remove the Toner Cartridge.
- ③ Remove the jammed paper.



**Note:** The Recording Paper Jam message display is reset only by opening and closing of the Printer Cover.

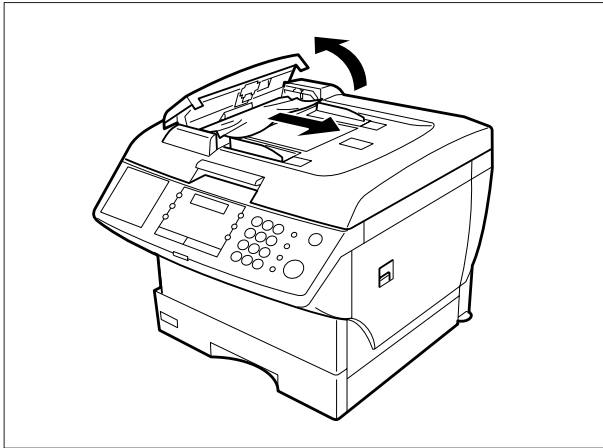


## Clearing a Document Jam

If a document becomes jammed in the machine, the display will show the Information Code 031.

To clear the jam

**1**



- ① Open the ADF Cover.
- ② Remove the jammed document.

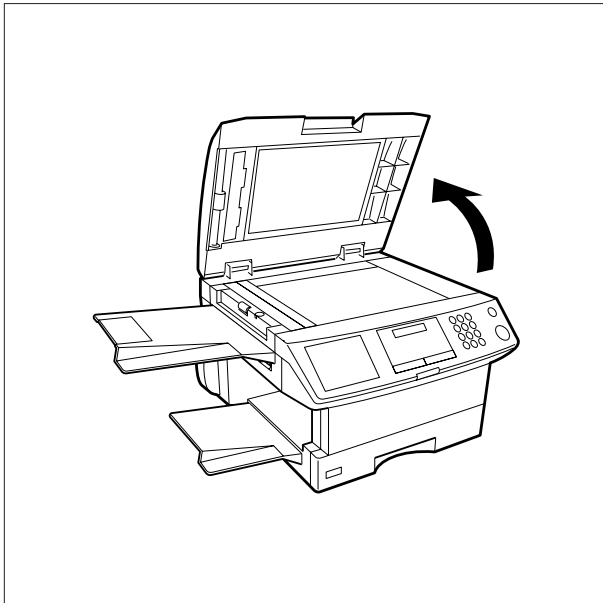
# ► Troubleshooting

## 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.

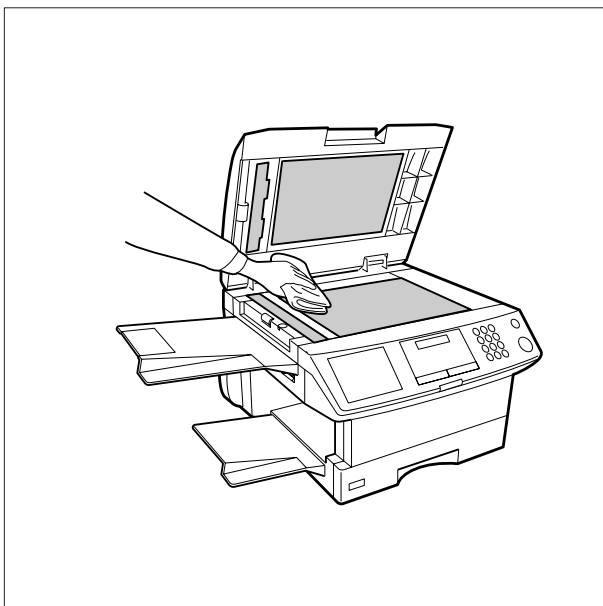
To clean the Scanning Area

1



Lift the Platen Cover.

2



Wipe the Scanning Area (4 shaded areas) gently with a soft cloth soaked 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 roller

**1**  Make sure that the FAX lamp is on.  
If not, press  to set the "FAX Mode".

**2**   **FUNCTION** **7**

**3**   **6** **SET**

Machine will print out 3 pages of the Cleaning Chart.

<PRINTER ROLLER CLEANING CHART>

HOW TO LOAD CLEANING CHART

- 1.OPEN THE PAPER CASSETTE  
(If multiple cassette configuration, 1. OPEN THE UPPER PAPER CASSETTE)
- 2.SET THESE 3 CLEANING CHARTS IN THE CASSETTE FACE UP
- 3.CLOSE THE PAPER CASSETTE
- 4.UNIT WILL START CLEANING THE PRINTER ROLLER AUTOMATICALLY
- 5.DISPOSE CLEANING CHART

\*\*\* SET THIS END TOWARDS THE RIGHT, FACE UP \*\*\*

After printing the Cleaning Charts, the following message will appear.

LOAD CHART IN PAPER CASSETTE FACE UP

**4** Slide out the paper cassette from the machine. Then, load the Cleaning Charts into the cassette face up. (See Note.)

**5** Close the paper cassette. Machine will automatically feed out the charts in order to clean the printer roller.

\* CLEANING \*  
PRINTER ROLLER

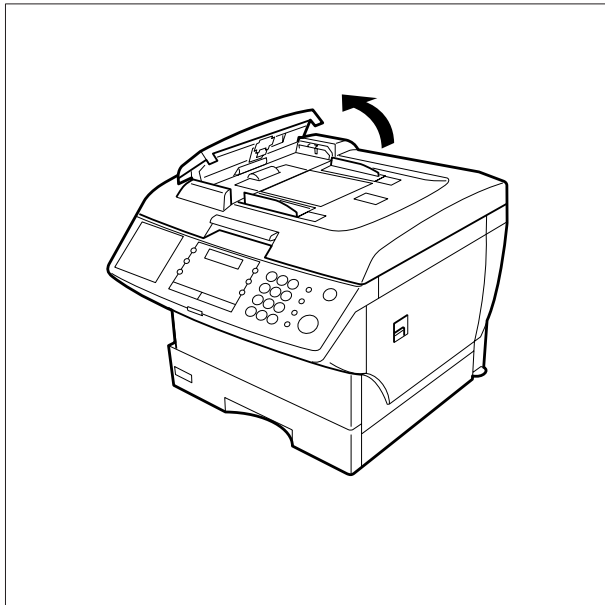
 **Note:** If you have installed the optional cassette(s), load the Cleaning Charts into the upper cassette.

## ► Troubleshooting

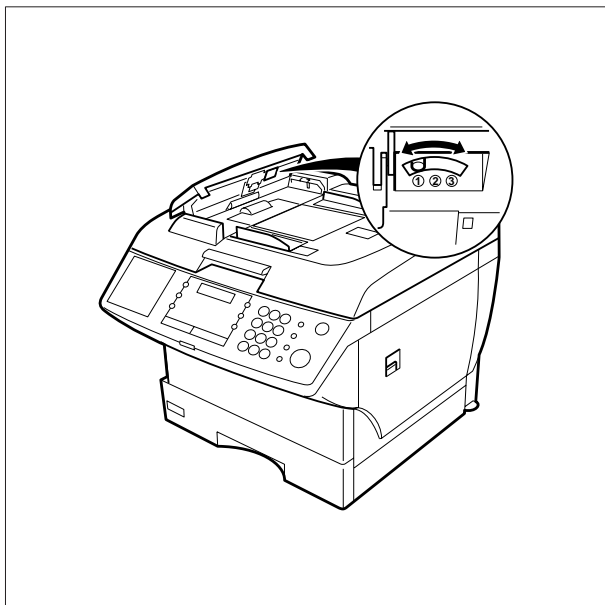
### Adjusting the Automatic Document Feeder (ADF)

If document misfeeding occurs frequently, we suggest you adjust the ADF.

To adjust the ADF,



Open the ADF Cover.



Slide the blue Pressure Adjusting Lever to the desired position depending on the condition.

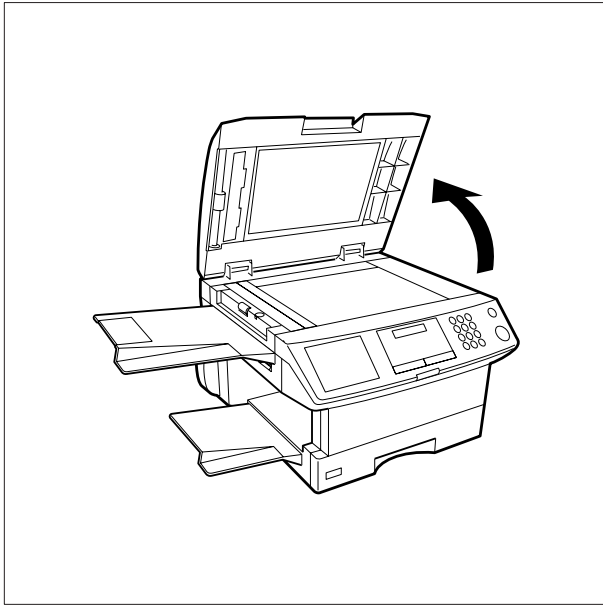
Position	Condition
1	To prevent no feed trouble
2	Standard position
3	To prevent multiple feed trouble

## 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.

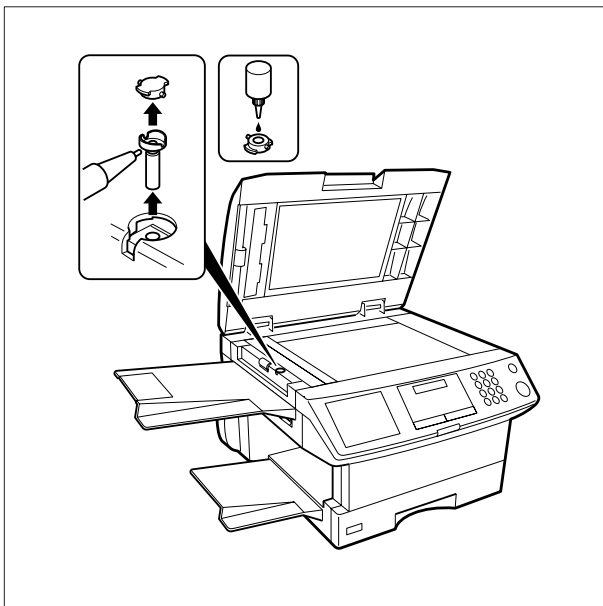
To remove the stamp

1



Lift the Platen Cover.

2



- ① Remove the Stamp Assembly upward.
- ② Remove the Stamp. Replace the stamp with a new one or refill the stamp with a few drops of the specified ink into the back of the stamp.



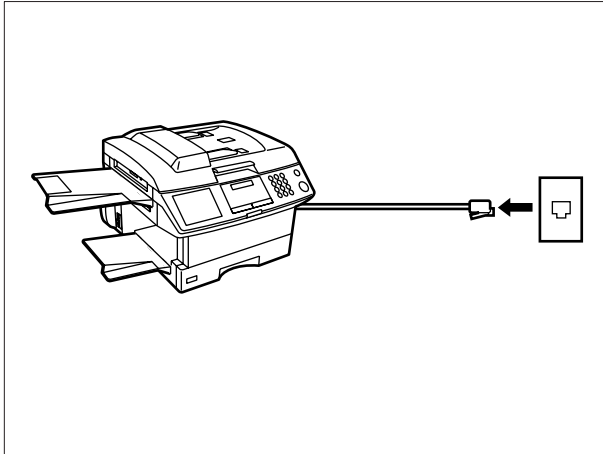
**Note:** 1. Please contact your local Panasonic dealer to purchase a new stamp. See page 201 for order number.  
2. Stamp ink refills can be purchased from a stationary store. Use blue Shachihata X Stamp ink (No. 22113) or its equivalent.

# ▶ Troubleshooting

## Checking the Telephone Line

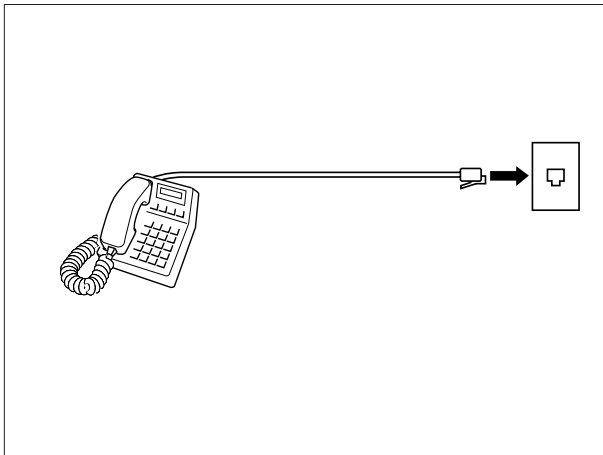
When you do not hear a dial tone through the telephone connected to the machine or when the telephone does not ring (no automatic receive).

1



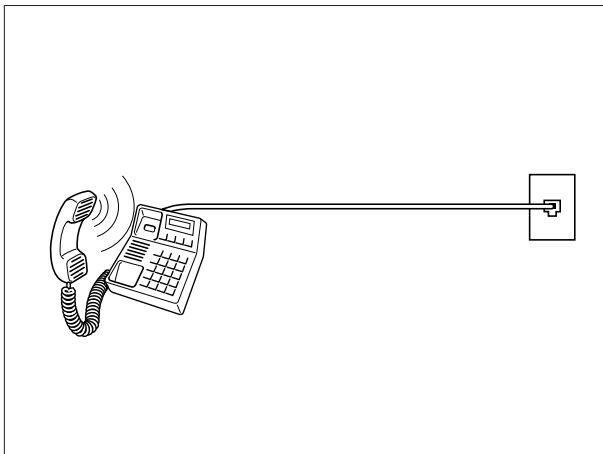
Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.

2



Plug a different regular telephone into the same telephone jack.

3



Check for a 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.

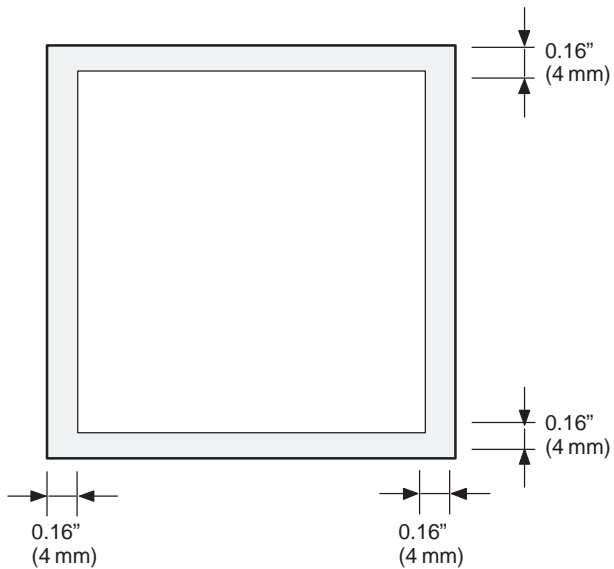
<b>Compatibility</b>	ITU-T/CCITT Group 3	
<b>Coding Scheme</b>	MH, MR, MMR (Conforms to ITU-T/CCITT recommendations)	
<b>Modem Type</b>	ITU-T/CCITT V.17, V.33, V.29, V.27 ter and V.21	
<b>Modem Speed</b>	14400 – 2400 bps	
<b>Document Size</b>	Max. 8.5" × 78.7" (216 mm × 2000 mm) : ADF (with operator's assistance) Max. 8.5" × 11.7" (216 mm × 297 mm) : Flatbed Min. 5.8" × 5.0" (148 mm × 128 mm) : ADF	
<b>Document Thickness(ADF)</b>	Single page	: 0.0024" (12 lbs) to 0.0060" (30 lbs)
	Multiple pages	: 0.0024" (12 lbs) to 0.0048" (20 lbs)
<b>ADF Capacity (Automatic Document Feeder)</b>	Built-in, up to 30 pages	
<b>Scanning Method</b>	Sheet Feeding or Flatbed scanning with CCD type image sensor	
<b>Effective Scanning Width</b>	8.35" (212 mm) : ADF	8.31" (211 mm) : Flatbed
<b>Scanner Resolution</b>		Horizontal      Vertical
	Standard mode	203 pels/inch x 98 lines/inch (8 pels/mm x 3.85 lines/mm)
	Fine mode	203 pels/inch x 196 lines/inch (8 pels/mm x 7.7 lines/mm)
	Super Fine mode	203 pels/inch x 391 lines/inch (8 pels/mm x 15.4 lines/mm)
	Copy mode	406 pels/inch x 391 lines/inch (16 pels/mm x 15.4 lines/mm)
	(All resolution modes conforms to ITU-R/CCITT recommendations.)	
<b>Recording Method</b>	Laser printer	
<b>Recording Paper</b>	Plain Paper	
<b>Recording Paper Size</b>	Letter, A4 or Legal	
<b>Printer Resolution</b>	406 × 391 dpi	

# ► Specifications

## Effective Recording Size

Letter : 8.2" x 10.7" (208 mm x 271 mm)  
 A4 : 8.0" x 11.4" (202 mm x 289 mm)  
 Legal : 8.2" x 13.7" (208 mm x 348 mm)

## Print Margin



## Recording Paper Capacity

Approx. 250 sheets (using 20 lbs paper)

## One-Touch/Abbreviated Dialing Memory Capacity

102 stations  
 (including 25 One-Touch keys and 5 Program keys)

## Image Memory Capacity

Base Memory	70 pages
with 1 MB Memory Card	155 pages
with 2 MB Memory Card	235 pages
with 4 MB Memory Card	405 pages
with 8 MB Memory Card	740 pages

(Based on ITU-T/CCITT Image No.1 using Standard Resolution)



# Specifications ◀

<b>Power Supply</b>	90–138 VAC, 47–63 Hz, Single Phase
<b>Power Consumption</b>	Standby : Approx. 9 Wh (Power Save Mode : On) : Approx. 80 Wh (Power Save Mode : Off) [Room temperature : 77°F (25°C)] Transmission : Approx. 35 W Reception : Approx. 460 W Copy : Approx. 470 W Max : Approx. 470 W
<b>Dimensions</b>	19.5" (W) x 19.7" (D) x 16.2" (H) (495 mm x 500 mm x 412 mm) (excluding projections and optional Paper Cassette)
<b>Weight</b>	Approx. 48.9 lbs (Approx. 22 kg) (excluding consumable supplies and options)
<b>Operating Environment</b>	Temperature : 50 to 95°F (10 to 35°C) Relative Humidity : 15 to 70%
<b>FCC Registration Number</b>	BLTJPN-25292-FA-E
<b>Ringer Equivalence</b>	0.2B

## ▶ 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.

<b>Basic Weight</b>	16 to 24 lb (60 to 90 g/m <sup>2</sup> )
<b>Cut Edge Conditions</b>	Cut with sharp blades, no visible frayed edges
<b>Grain</b>	Long grain
<b>Moisture Content</b>	3.7% to 5.3% by weight
<b>Opacity</b>	88% minimum
<b>Packing</b>	Polylaminated moisture-proof ream wrap
<b>Sizes</b>	A4 : 8.3" x 11.7" (210 mm x 297 mm) Letter : 8.5" x 11" (216 mm x 279 mm) Legal : 8.5" x 14" (216 mm x 356 mm)
<b>Type</b>	Cut sheet (Not curled)

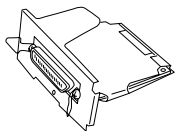
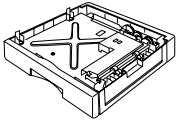
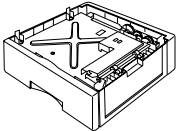



**Note:** *It is possible that the paper could meet all of the specifications listed above and still not print well because of the variations in paper manufacturing. Therefore, we recommend that you test the paper thoroughly before purchasing.*


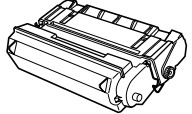
# Options and Supplies

Please contact your local Panasonic dealer for availability.

## A. Options:

Order No.	Picture	Description
UE-404070		Parallel Port Interface Kit (Used for Printer or PC Interface)
UE-409057		250 sheets Letter / Legal / A4 Size Paper Cassette with the Feeder Unit
UE-409056		500 sheets Letter / Legal / A4 Size Paper Cassette with the Feeder Unit
UE-410006		Expansion IC Memory Card, 1 MB
UE-410007		Expansion IC Memory Card, 2 MB
UE-410008		Expansion IC Memory Card, 4 MB
UE-410029		Expansion IC Memory Card, 8 MB

## B. Supplies:

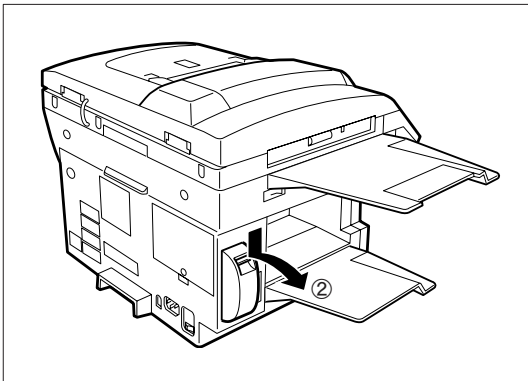
Order No.	Picture	Description
FX-13-2B		Verification Stamp
UG-3313		Toner Cartridge

# ► Options and Supplies

## Installing the Memory Card

Before beginning installation, make sure that there is no document file(s) stored in the memory. You may confirm this by printing out a File List (see page 99). When the memory card is installed, the machine will initialize the document memory, all contents stored in the document memory will be lost.

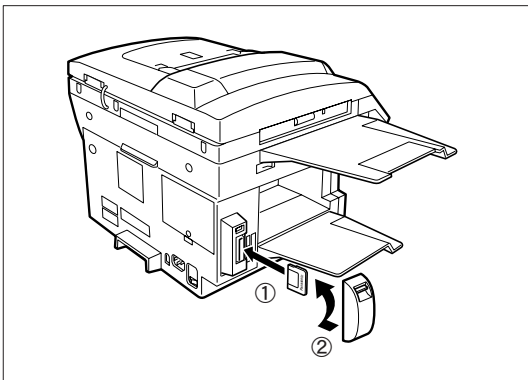
1



① Turn the Power Switch located in the rear of the machine to the "O" (OFF) position.

② Remove the Memory Card Cover.

2



① Insert the Memory Card into the card slot with the Panasonic logo facing the rear.

② Re-install the Memory Card Cover.

3

Turn the Power Switch to the "I" (ON) position. Print out the Fax Parameter List (see page 182) and confirm the memory size in Fax Parameter No. 99 (see page 41).




**Note:** The document(s) stored in memory will be lost if the memory card is removed.

## WARNING

This equipment generates radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B digital device in accordance with the specifications of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, you are encouraged to try to correct the interference by one or more of the following measures:

- (1) Reorient the receiving antenna.
- (2) Relocate your fax machine with respect to the receiver.
- (3) Move your fax machine away from the receiver.
- (4) Plug your fax machine into a different outlet so that your fax machine and receiver are on different branch circuits.

If necessary, you should consult the dealer or an experienced radio / television technician for additional suggestions. To assure continued FCC emission limit compliance, the user must operate this device in accordance with these instructions and do not make any unauthorized changes or modifications.

 **Note:** *This equipment complies with Part 68 of the FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.*

Ask your telephone company or installer to install the jack suitable for your device if such is not available.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most, but not all areas, the sum of the REN 's of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with FCC.

Your telephone company may make changes in it's facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this telephone equipment, please contact the manufacturer's authorized service agency for information on obtaining service or repairs. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

## WARNING

For protection against the risk of electric shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service provided by the telephone company nor connected to party lines.

## ▶ FCC Notice for User in USA

The telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission the following information:

- 1) Date and Time of transmission; and,
- 2) Identification of either business, business entity or individual sending the message: and,
- 3) Telephone number of either the sending machine, business, business entity or individual.

In order to program this information into your facsimile machine, you should refer to page number 27 to 30 in this User's Guide to complete the steps.

### Example of Header Format (LOGO, ID Number setting)

JUN-12-1998 09:00	PANASONIC COMM. & SYS. CO	201 348 7000	P. 01/05
↑	↑	↑	
1) Date and Time	2) LOGO	3) ID Number	



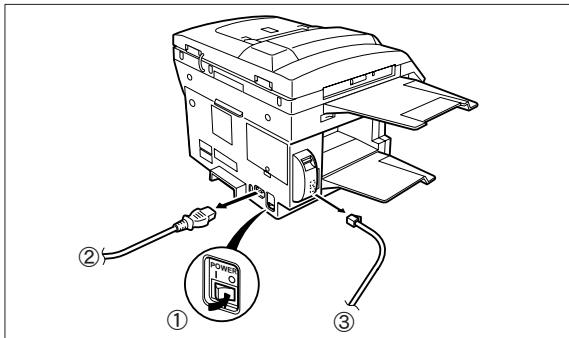
As an ENERGY STAR Partner, Panasonic has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

## ATTENTION

Your machine contains nickel-cadmium rechargeable batteries, which are recyclable. Please call 1-800-8-BATTERY for information on how to recycle the batteries.

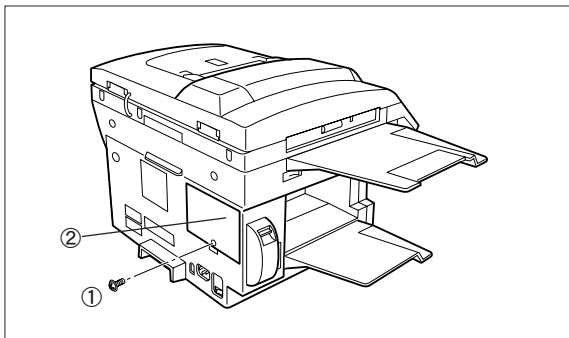
### To remove the battery

1



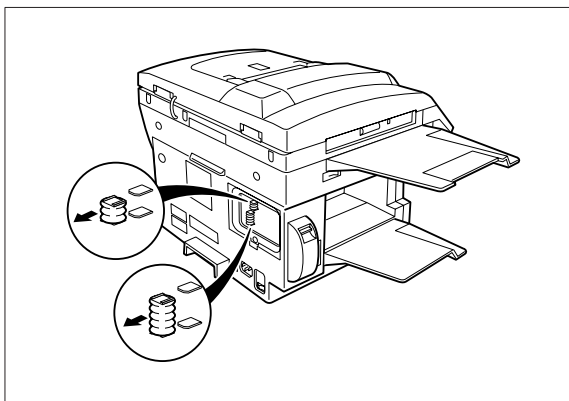
- ① Turn the **Power Switch** to the "O" (OFF) position.
- ② Unplug the **Power Supply Cord**.
- ③ Unplug the **Telephone Line Cord**.

2



- ① Remove 1 **Screw** with a Phillips Head Screw-Driver.
- ② Remove the **Battery Cover**.

3



Remove the **Batteries**.



**Note:** In USA, at the end of your machine's useful life, under various state and local laws, it may be illegal to dispose of the batteries into municipal waste stream.

## ▶ Notice to User in Canada

---

### NOTICE

The Industry Canada Label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

### CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

### NOTICE

The ringer equivalence number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the ringer equivalence numbers of all the devices does not exceed 5.



## Avis

L'étiquette de Industrie Canada identifie le matériel homologué. Cette étiquette certifie que le matériel est conforme à certaines normes de protection, d'exploitation et de sécurité des réseaux de télécommunications. Le Ministère n'assure toutefois pas que le matériel fonctionnera à la satisfaction de l'utilisateur. Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication. Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêche pas le dégradation du service dans certaines situations. Les réparations de matériel homologué doivent être effectuées par un centre d'entretien canadien autorisé désigné par le fournisseur. La compagnie de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuées par l'utilisateur ou à cause de mauvais fonctionnement. Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, sont raccordé ensemble. Cette précaution est particulièrement importante dans les régions rurales.

## Avertissement

L'utilisateur ne doit pas tenter de faire ces raccordements lui-même; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

## Avis

L'indice d'équivalence de la sonnerie (IES) assigné à chaque dispositif terminal indique le nombre maximal de terminaux qui peuvent être raccordés à une interface. La terminaison d'une interface téléphonique peut consister en une combinaison de quelques dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

## Glossary

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<b>ABBR. No. (Abbreviated Number)</b>	The ability to store full phone numbers into the dialer and then utilizing a short series of keystrokes to speed dial that number in the future.
<b>Access code</b>	A 4-digit programmable code that prevents unauthorized operation of your Fax.
<b>ADF (Automatic Document Feeder)</b>	The mechanism that delivers a stack of document pages to the scanner one page at a time.
<b>Automatic reception</b>	The mode that allows you to receive fax documents without user intervention.
<b>Auto print reduction</b>	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.
<b>BPS (Bits Per Second)</b>	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. (Max. Modem Speed : 14400 BPS)
<b>C.C.I.T.T.</b>	Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
<b>CCITT Image No.1 (ITU-T/CCITT)</b>	An industry standard document that allows comparisons of the transmission speeds and capabilities of facsimile machines.
<b>Character ID</b>	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.
<b>Character keys</b>	The keys that are used to enter letters and symbols for various programming functions.
<b>Coding scheme</b>	The data compression method used by facsimile machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR) coding schemes.
<b>COMM. JOURNAL</b>	Refers to either the Communication Journal, Relay Transmission Report, or the Confidential XMT Report.
<b>Confidential communication</b>	In a network of facsimile machines, a code can be entered to retrieve a document that is stored in memory of a designated relay station.
<b>Confidential RCV Report</b>	The report that gives you information about a confidential document(s) that is held in your machine's memory.
<b>CONTRAST</b>	Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.
<b>Cover Sheet</b>	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.

<b>DDD (Direct Distance Dialing)</b>	A telephone service that allows unassisted dialing, no operator assistance is required.
<b>Deferred polling</b>	The ability to retrieve documents from other stations at a later time.
<b>Deferred transmission</b>	The ability to send documents to other stations at a later time.
<b>Department Code</b>	This operation require the user to input a preset 4-digit Department Code before transmission. The Department Name of selected Department Code is printed on the Header of each page sent, Cover Sheet, COMM. Journal and Individual Transmission Journal.
<b>Direct Dialing</b>	The method of dialing where you enter the entire telephone number through the keypad.
<b>Directory Search Dialing</b>	Allows you to dial a full telephone number by searching the station's name entered in the One-Touch keys or Abbreviated dialing numbers.
<b>Directory Sheet</b>	The list that contains the station names that are programmed into your unit.
<b>DTMF (Dual Tone Multi-Frequency)</b>	Dialing method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialing.
<b>ECM (Error Correction Mode)</b>	The ability to correct transmission errors as detected during the transmitting phone call.
<b>End receiving station</b>	In a relay network, the final station designated to receive the document.
<b>FAX Parameter List</b>	The list that contains the home FAX parameters settings that you have programmed into your machine.
<b>F.C.C.</b>	Federal Communications Commission. The U.S. Government organization that regulates communications originating or terminating in the United States.
<b>File</b>	A task that has been stored into the memory of your unit. Examples are deferred transactions.
<b>File Transmission</b>	A feature that allows you to store a perpetual File (until it is erased) in the memory that can be sent to a single or multiple stations repeatedly.
<b>Fixed print reduction</b>	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
<b>Flatbed transmission</b>	The Flatbed allows you to make copies or transmit pages from a book, magazine, stapled documents, large-sized drawings or virtually any assortment of small photographs.
<b>FUNCTION</b>	The control panel key that will be utilized to begin an operation or configuration of a feature.
<b>G3 mode (Group 3)</b>	Refers to the standards and transmission capabilities of the current generation of facsimile machines.

## Glossary

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<b>Group dialing</b>	The ability to program many telephone numbers into a single station so that many locations can be dialed in sequence utilizing a single keystroke.
<b>Handshaking</b>	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.
<b>Header</b>	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.
<b>ITU-T</b>	International Telecommunication Union - Telecommunication, formerly known as C.C.I.T.T.
<b>ID</b>	A programmable address of up to 20 digits identifying your machine.
<b>Image memory capacity</b>	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.
<b>Individual Transmission Journal</b>	A report that is printed by the transmitting unit stating information regarding the last document transaction.
<b>Industry Canada (D.O.C)</b>	Department of Communications. The Canadian Government organization that regulates communications originating or terminating in Canada.
<b>Information code</b>	A code that is internally generated by your Fax stating a specific operational error or machine failure.
<b>Initial sending station</b>	In a relay network, the station that is originating the document transmission.
<b>Journal</b>	A report that is printed by your unit listing the last 32 transmitting and receiving transactions.
<b>Keypad</b>	A group of numeric keys located on your control panel.
<b>LCD</b>	Liquid Crystal Display. The display area of your machine.
<b>LOGO</b>	Your programmed company name or identification up to 25 alphanumeric characters.
<b>Multiple Logo</b>	The user can select one of 24 preset LOGOs before a transmission.
<b>Manual reception</b>	A mode that requires operator intervention to receive an incoming document.
<b>Memory transmission</b>	The documents are scanned into memory before actual connection to the phone line for transmission.
<b>Modem</b>	A device that converts signals from your fax machine into signals that can be transmitted over telephone lines.
<b>Multi-station transmission</b>	The ability to broadcast the same set of documents to a programmed number of locations.

<b>Multi-file transmission</b>	The ability to store many files into your machine's memory before actual telephone connection occurs.
<b>Network address</b>	An individual 4-digit addressing number assigned to a One-Touch/Abbreviated number that identifies a particular station in a relay network.
<b>Network password</b>	A 4-digit password assigned to a network address to prevent unauthorized stations from accessing a relay station.
<b>Off-hook dialing</b>	The direct dialing of a telephone number with the handset out of the cradle or "off hook."
<b>OMR-XMT</b>	Is used to transmit to a system, such as Fax Server, that has OMR Sheet reading capability.
<b>On-hook dialing</b>	The direct dialing of a telephone number with the handset in the cradle or "on hook."
<b>One-Touch dialing</b>	The ability to dial an entire telephone number by pressing one key.
<b>Overlap Printing</b>	Documents too long to be reduced are automatically printed on two pages with approximately 10 mm overlap.
<b>Panasonic Super Smoothing</b>	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.
<b>Photo</b>	The scanning technique to distinguish levels of gray from black and white. Your machine can detect up to 64 levels of gray in photo mode.
<b>Polling</b>	The ability to retrieve a document from another facsimile machine.
<b>Polling password</b>	A 4-digit programmed code that enables the security of a document being polled.
<b>Power Failure Report</b>	A report that contains information on the last transaction that took place during a power outage.
<b>Power Saver Mode</b>	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.
<b>Print Collation</b>	The ability to stack received documents in the correct order.
<b>Print reduction modes</b>	The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
<b>Program keys</b>	Keys that are defined for storing a sequence of stations to be dialed or polled.
<b>PSTN</b>	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
<b>Receiving password</b>	A 4-digit password that is checked before a document is received.

## Glossary

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<b>Relay station</b>	A certain type of facsimile machine that can store and forward documents to an end receiving station and/or a relay station in another relay network. Your machine can not be used as a relay station.
<b>Relay network</b>	A group of facsimile machines that communicate via a relay station.
<b>Relay Transmission</b>	Sending a document to a relay station, which in turn, sends the document to the end receiving station.
<b>Relay Transmission Report</b>	A report that contains information regarding the last document transmission to a relay station.
<b>Relay address</b>	A 2-digit code that identifies your machine is programmed in a relay network.
<b>RESOLUTION</b>	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.
<b>Selective reception</b>	A function that can be set so that your unit will receive from only those machines programmed into your dialer.
<b>Station name</b>	Alphanumeric ID which can be programmed for each One-Touch dialing and Abbreviated dialing number.
<b>Stored documents</b>	Documents that have been scanned and now are stored in your machine's memory.
<b>Sub-address</b>	ITU-T recommendation for further routing, forwarding or relaying of incoming faxes.
<b>Sub-address Password</b>	ITU-T recommendation for additional security that corresponds to the Sub-address.
<b>Substitute memory reception</b>	Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.
<b>Transmission reservation</b>	The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function.
<b>Transmission password</b>	A 4-digit password that is checked when a document is transmitted.
<b>User parameter</b>	Programmed parameters that provide information to other stations. Examples are logo, character ID, date and time.
<b>Verification stamp</b>	A user selectable transmission verification stamp can be placed on scanned documents that are successfully transmitted or stored in memory.
<b>View Mode - File List</b>	Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List.
<b>View Mode - Journal</b>	Allows you to view the brief contents of the journal through the LCD display without having to print the journal.

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,

P.J. CROSS  
Group Leader - Facsimile Research

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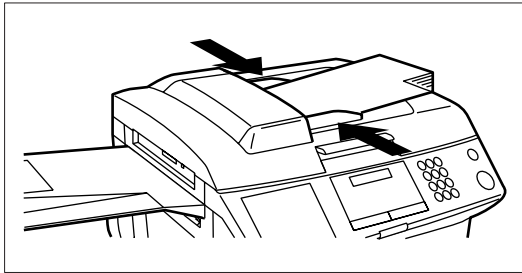




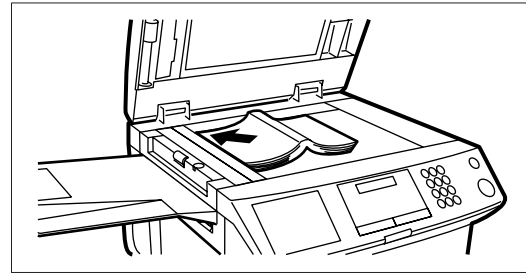
# QUICK GUIDE DF-1100

## How to Set Documents.

Set the documents face down and adjust the document guides.

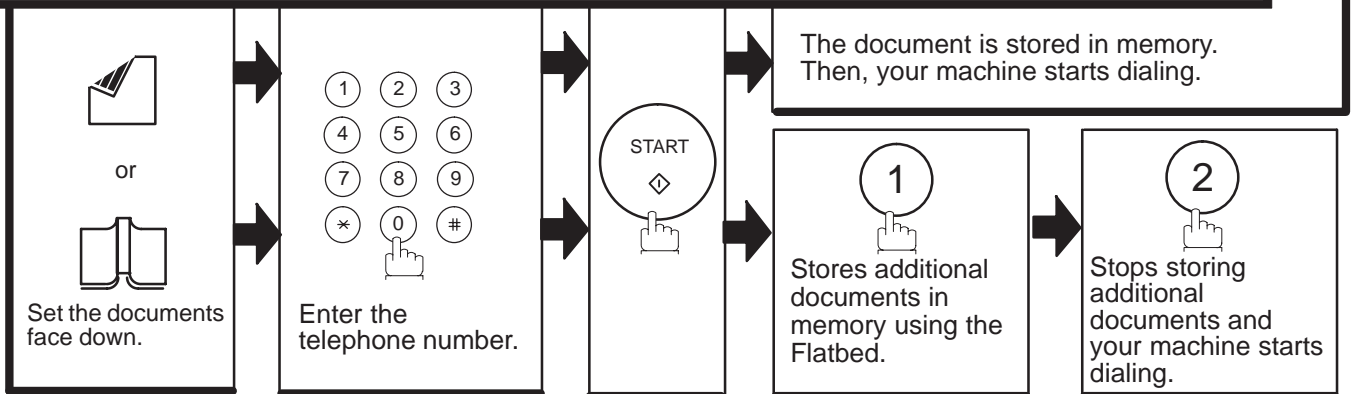


Place a book or document face down on the Platen Glass.

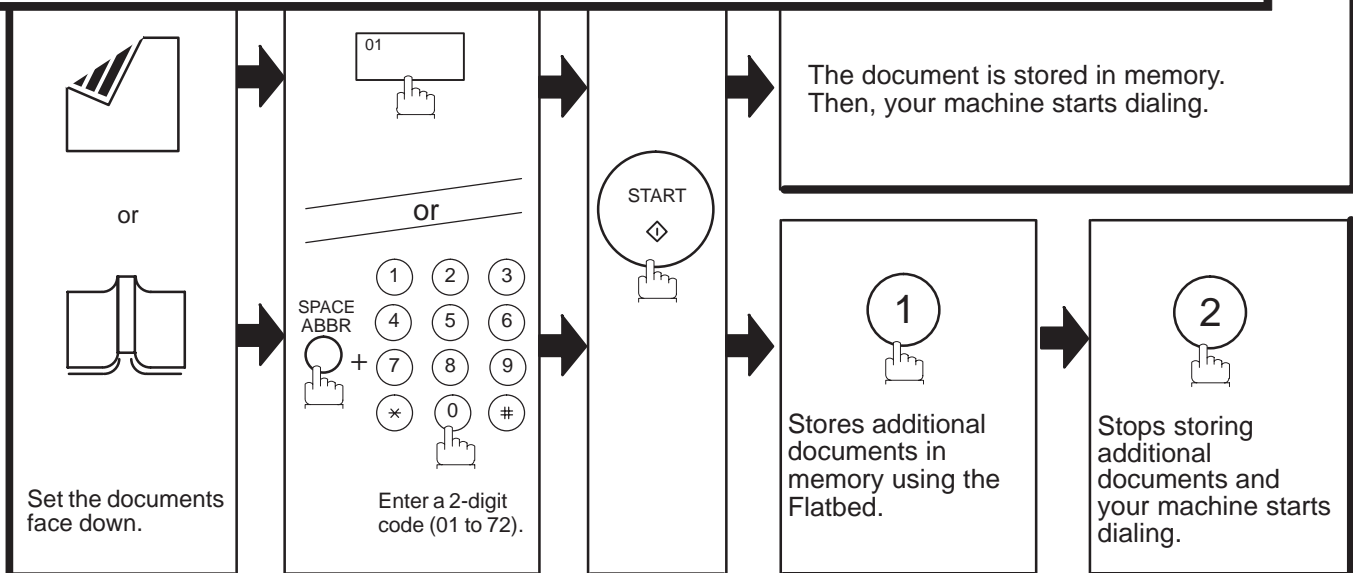


OR

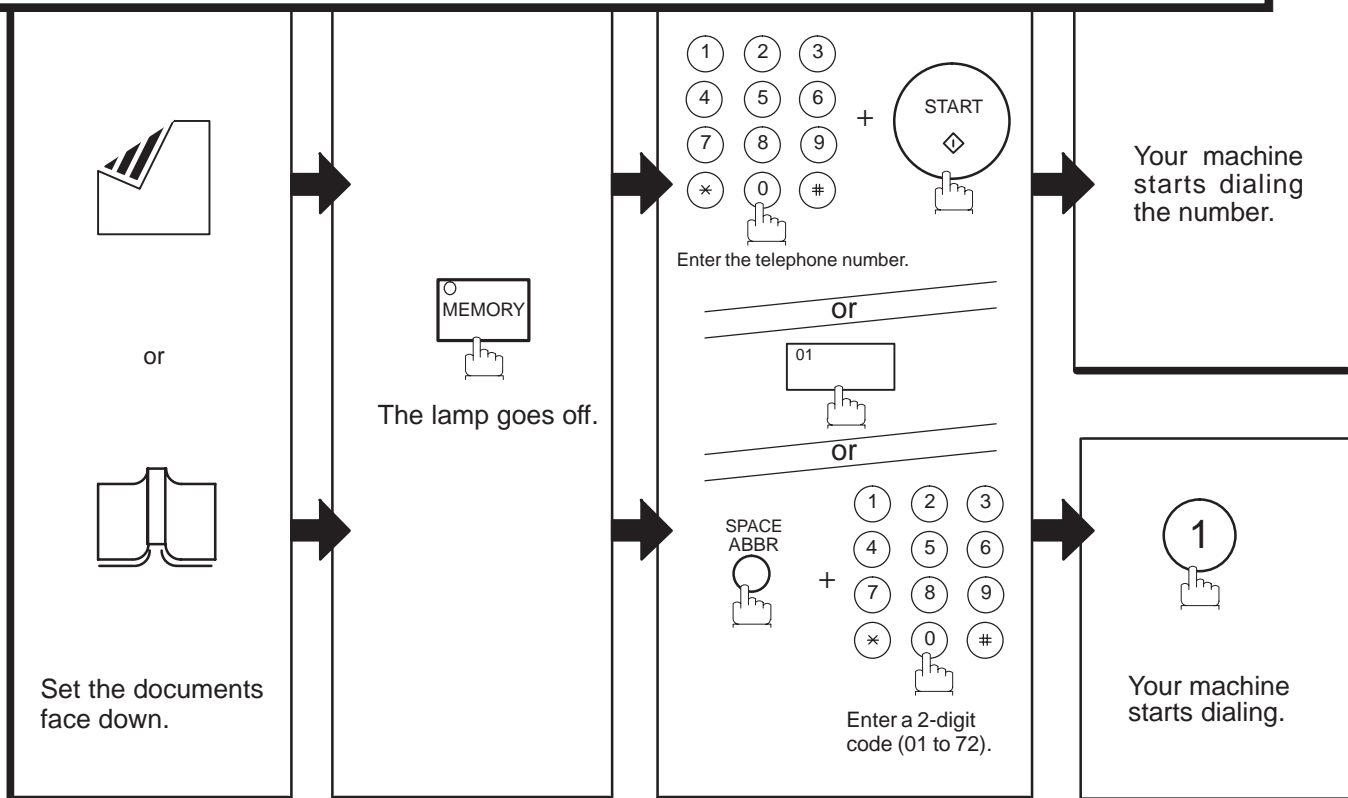
## How to Send Using Manual Dialing.



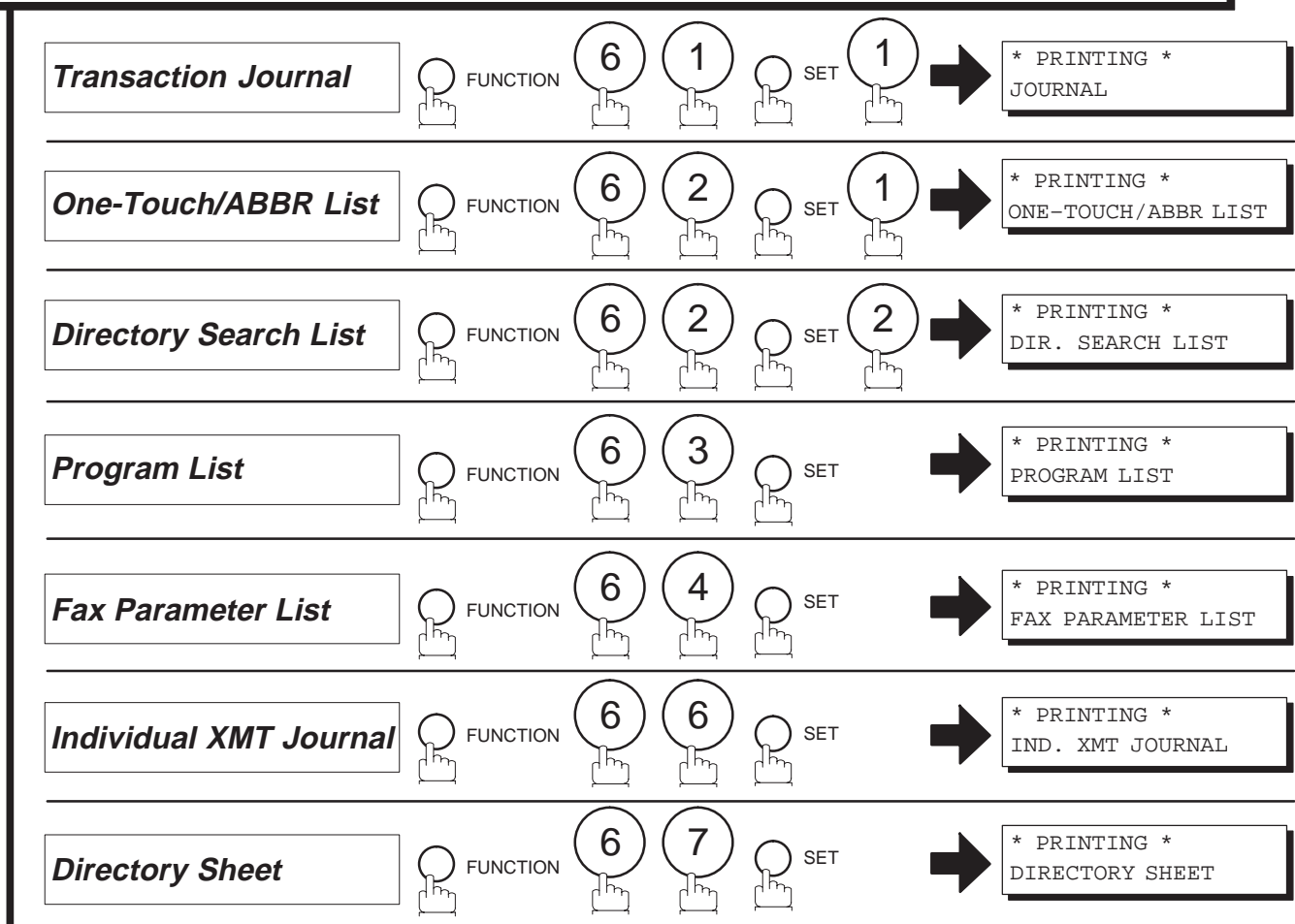
## How to Send Using One-Touch/Abbreviated Key.



# How to Send without storing into memory.



# How to Print Journals and Reports. (Fax Mode Only)



**QUICK  
GUIDE DF-1100**

DZSD000702-0

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